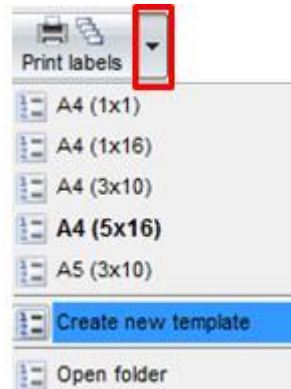
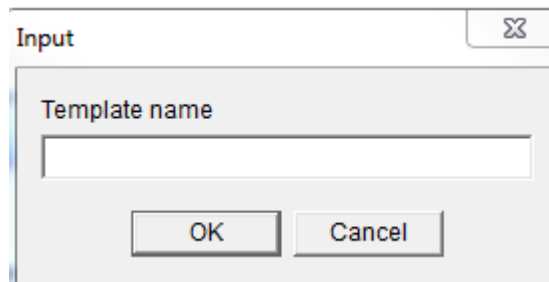


## MedITEX instructions for clinical IT administrators: **How to create and maintain templates for patient labels in MedITEX IVF**

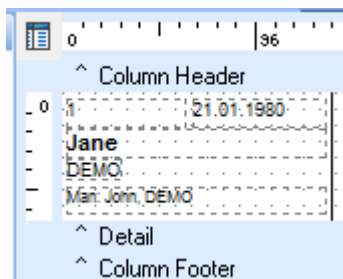
1. Click on patient's Demographics , then on the "Print labels" drop-down button and choose "Create new template"



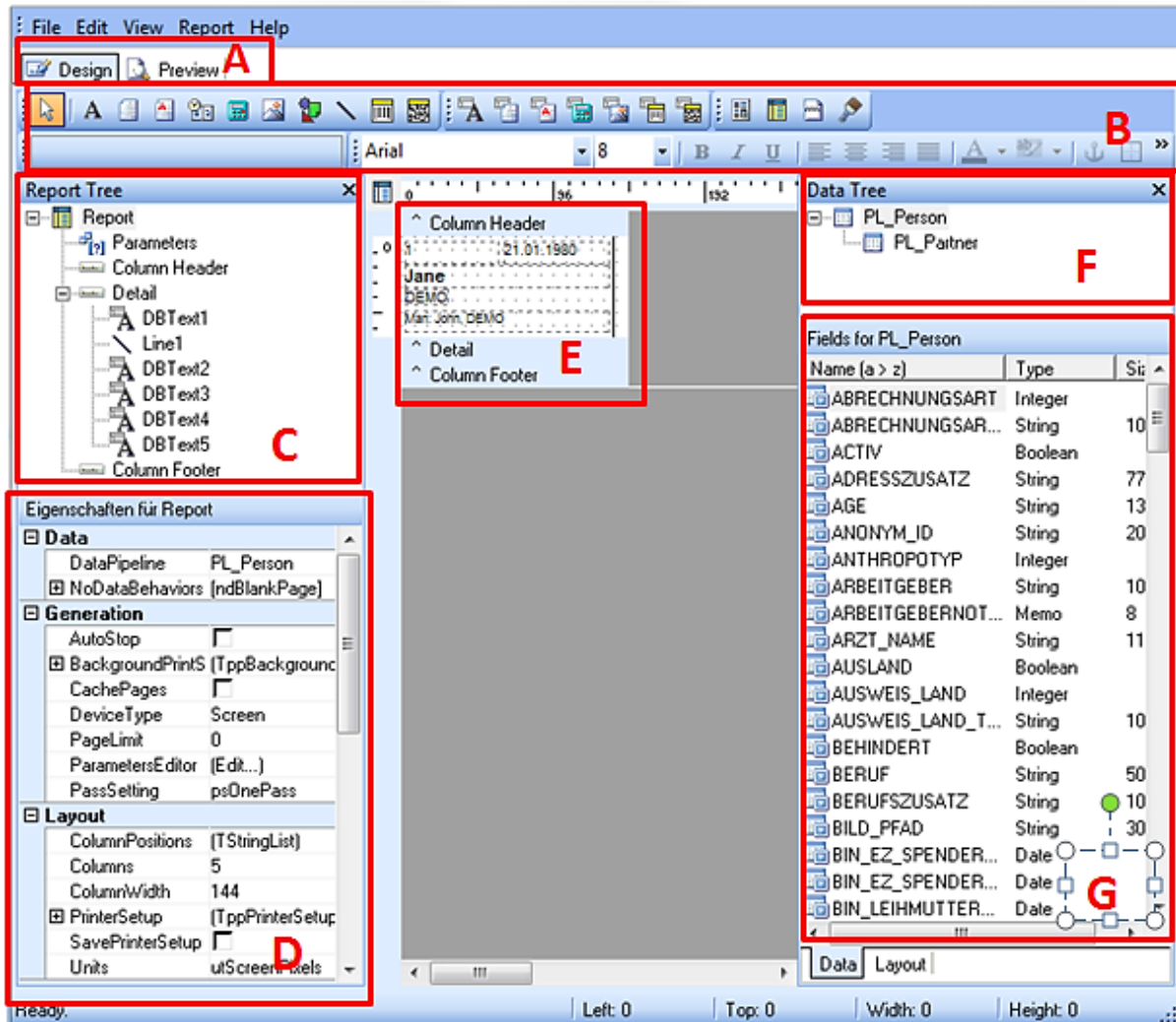
2. Enter a template name and click OK:



3. The ReportBuilder will open. If you want to edit a template which already exists, click on *File* -> *Open...* (upper right corner) and choose a file. If not, you have to modify the default template which opens automatically. It has the size A4 (5x16), so 5 columns and 16 rows. Click on "Preview" to see the result.

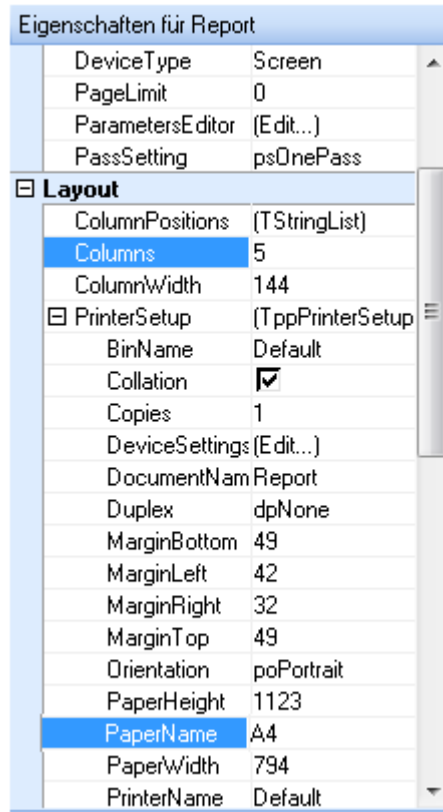


#### 4. ReportBuilder - Overview




- A. You can switch between Design and Preview to check how the label looks like. The screenshot shows the design-view.
- B. The toolbar contains all buttons to create and format components.
- C. The report tree shows all used components listed up.
- D. "Eigenschaften für Report" means "Properties for Report". You can modify each component and set parameters for the template.
- E. This is the main window. Here you create your template and place all components.
- F. The Data Tree shows the data pipelines "person" and "partner". The data pipeline always represents a database table or a SQL query component and provides a set of data as records and fields.
- G. Here you find all fields available for the currently selected data pipeline PL\_Person or PL\_Partner. Majority of the fields have German names; the english translation of all fieldnames is provided on the last page of this manual.

5. To change the size from the default template or the number of labels on one page, click on "Report" in the Report Tree (C) and change "Layout -> Columns" in "Eigenschaften für Report" (D). To change the paper size, click on "PaperName".

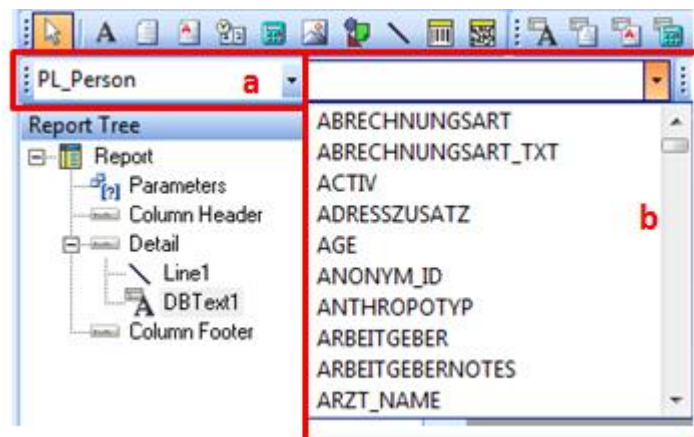


To change the number of rows click on "Detail" in the Report Tree (C) and change "Layout -> Height". To see the effect, switch between "Design" and "Preview" (A).

6. For changing the content of the labels, delete all components you don't want from the default template. Therefore click on the component in the main window (E) and then press **Del** key.

To add new components choose a form from the toolbar (B). The standard for text is DBText  Click on the symbol and then in the main window (E).

For the content in DBText, choose between PL\_Person and PL\_Partner (a) in the toolbar and then select the field you want (b). You can find the translation of the fieldnames on the last pages.



7. You can change the component's position with drag and drop and the font in the toolbar.



Switch to Preview to check if the changes look like you imagine.

8. To save the finished label template click on "File -> Save".

## Translation of the label fields

### Fields of PL Person

English	SQL
Account number(Bank account)	BV_KO NTONUMMER
Age	AGE
Anonymous ID	ANONYM_ID
Bank (Bank account)	BV_BANK
Billing category	ABRECHNUNGSART_TXT
Billing category (number)	ABRECHNUNGSART
Blood group	BLUTGRUPPE
Card valid thru (Insurance)	KV_GUELTIG_BIS
City	ORT
Country	LAND
Country of birth	GEBURTS_LAND
Country of issue	AUSWEIS_LAND
Country of issue txt	AUSWEIS_LAND_TXT
Date of Birth	GEBURTSDATUM
Date of Creation	DT_CREATE
Date of importing (Insurance)	KV_DT_EINLESEN
Date of last change	DT_CHANGE
Donor	SPENDER
Donor Note	SPENDER_BEMERKUNG
E-mail	EMAIL
Employer	ARBEITGEBER
Employer note	ARBEITGEBERNOTES
Ethnic group	ETHNIE
Fax	FAX_PRIVAT
Fax (Occupation)	FAX_BERUF
First name	VORNAME
Health insurance	KRANKENKASSE
House	HAUS
House, Floor	ADRESSZUSATZ
House No.	HAUSNR
ID of insurance company	KV_NR
Insurance country	KV_LAND
Insurance status	KV_VERSICHERUNGS_NR
is disabled	BEHINDERT
KIK ID	KIK_ID
Location	STANDORT
Maiden name	GEBURTSNAME
Mobile	MOBIL_PRIVAT
Mobile (Occupation)	MOBIL_BERUF
Mother tongue	P_MUTTERSPRACHE
Name (Surname, First name)	NAME
Name (Surname, First name)	P_NAME
Nationality	NATIONALITY
Note	NOTE

Occupation	BERUF
Path of picture	BILD_PFAD
Patient ID	PATIENTEN_ID
Patient uses the web portal	P_WEBPORTAL_ISUSER
Person is Donor (Ooc./Emb.) since	BIN_EZ_SPENDER_DTVON
Person is Donor (Ooc./Emb.) until	BIN_EZ_SPENDER_DTBIS
Person is Surrogate mother since	BIN_LEIHMUTTER_DTVON
Person is Surrogate mother until	BIN_LEIHMUTTER_DTBIS
Person needs Donor (Ooc. /Emb.)	SUCHE_EZ_SPENDE
Person needs Donor (Ooc./Emb.) since	SUCHE_EZ_SPENDER_DTVON
Person needs Donor (Ooc./Emb.) until	SUCHE_EZ_SPENDER_DTBIS
Person needs Surrogate mother	SUCHE_LEIHMUTTER
Person needs Surrogate mother since	SUCHE_LEIHMUTTER_DTVON
Person needs Surrogate mother until	SUCHE_LEIHMUTTER_DTBIS
Person needs Sperm donor	SUCHE_SAMEN_SPENDE
Person needs Sperm donor since	SUCHE_SAMEN_SPENDE_DTVON
Person needs Sperm donor until	SUCHE_SAMEN_SPENDE_DTBIS
Phone (Occupation)	TEL_BERUF
Phone	TEL_PRIVAT
Place of birth	GEBURTSORT
Post code	PLZ
Province	REGION
Referrer 1	Z1_NAME_GES
Referrer 2	Z2_NAME_GES
Referrer 3	Z3_NAME_GES
Referrer 1 Notification	Z1_BENACHRICHTIGUNG
Referrer 2 Notification	Z2_BENACHRICHTIGUNG
Referrer 3 Notification	Z3_BENACHRICHTIGUNG
Region of birth	GEBURTS_BEZIRK
Sex(f, m)	SEX
Sex (German)	GESCHLECHT
Sort code (Bank account)	BV_BLZ
Street	STRASSE
Supplement (Occupation)	BERUFSZUSATZ
Surname	NACHNAME
Surrogate mother	LEIHMUTTER
Title	TITEL
Title txt	TITEL_TXT
Title and First name	TITELANDFIRSTNAME
Title Surname, first name	TITELANDNAME
VIP patient	VIP
WebPortal password	P_WEBPORTAL_PASSWORD
WebPortal user name	P_WEBPORTAL_USERNAME

**Fields of PL Partner**

<b>English</b>	<b>SQL</b>
Name (surname, first name)	PARTNER_NAME
Name(Man/woman: Surname, first name)	PARTNER
Billing category	PARTNER_ABRECHNUNGSART
Date of birth	PARTNER_DOB
Health insurance	PARTNER_INSURER
Mobil	PARTNER_MOBIL_PRIVAT
Nationality	PARTNER_NATIONALITY
ID	PARTNER_PATIDANDDIRID
Name (Title, first name, surname)	PARTNER_TITLEANDNAME
Name (first name surname)	PARTNER_VORNAMEANDNACHNAME