

AQUA™ User's Guide

12-Using Utilities

This chapter describes each of the tabbed pages of the Utilities program.

Chapter Highlights

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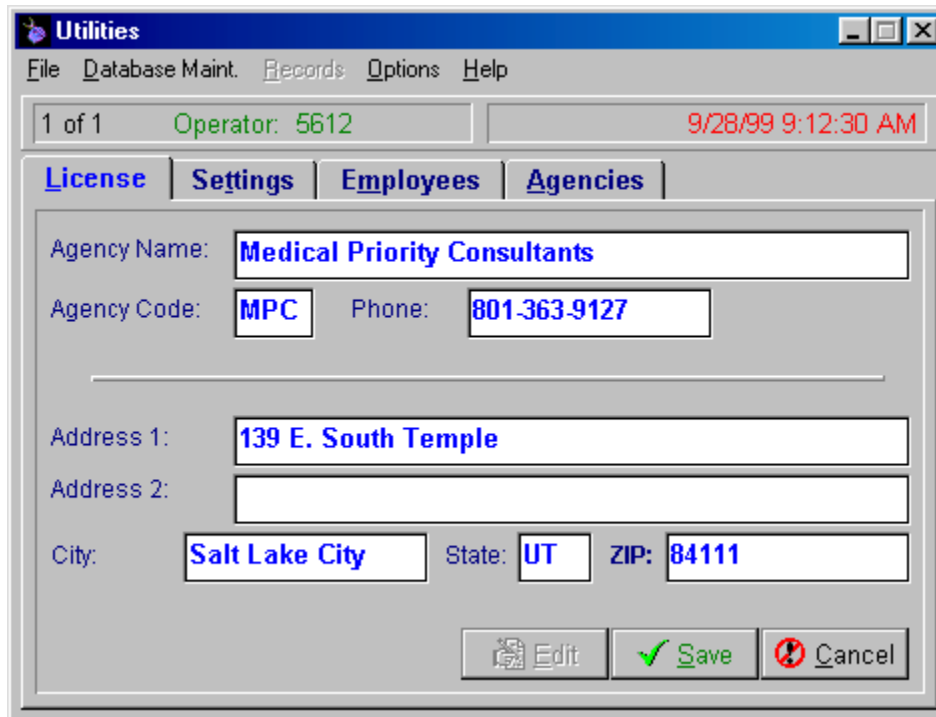
Information Sub-Tab, page 279

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License Tab

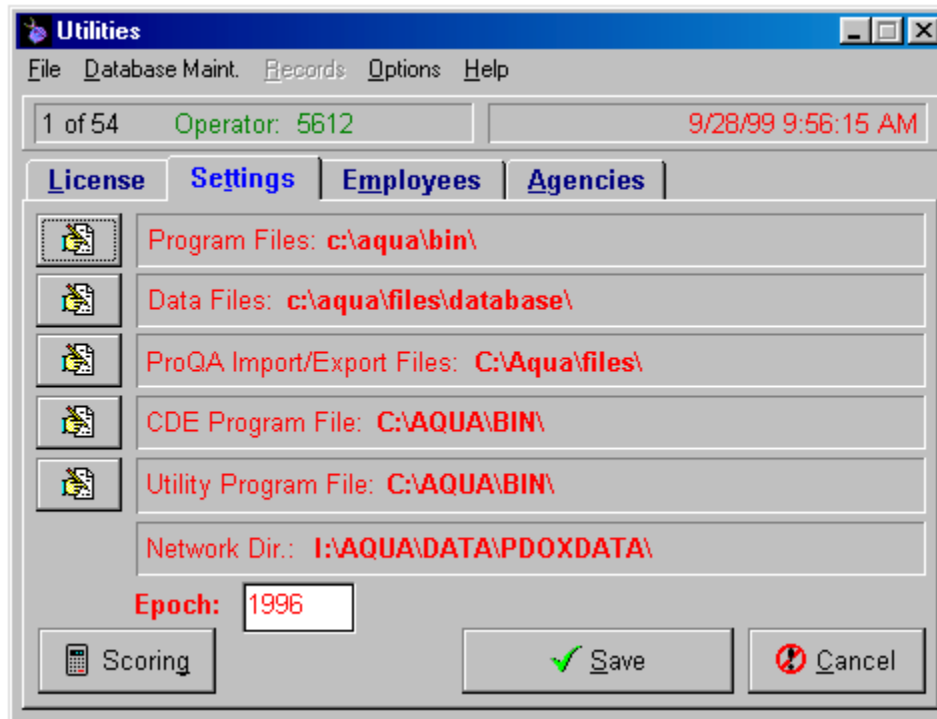


The screenshot shows a window titled "Utilities" with a menu bar (File, Database Maint., Records, Options, Help) and a status bar (1 of 1, Operator: 5612, 9/28/99 9:12:30 AM). The "License" tab is selected, showing fields for Agency Name (Medical Priority Consultants), Agency Code (MPC), Phone (801-363-9127), Address 1 (139 E. South Temple), Address 2, City (Salt Lake City), State (UT), and ZIP (84111). Buttons for Edit, Save, and Cancel are at the bottom.

The **License tab** is used to enter your agency site information. To enter or change your agency information, simply click on the **Edit** button, enter the correct information in the appropriate fields, and then click on the **Save** button to save the information. To cancel any unsaved changes to your agency information, simply click on the **Cancel** button.


The information on this tab should correspond to the agency licensed to use the AQUA software.

Settings Tab



The **Settings tab** is used to change the location where AQUA expects to find various required files (program files, data files, etc.).

Do not make changes on this tab unless you have experience with DOS/Windows file systems.

To change a setting on this tab, click on the  button and select the new file location from the browse dialog box that appears. You must then click on the **Save** button to save your changes before they will take effect. To cancel unsaved changes made on this tab, simply click on the **Cancel** button.

The file locations shown in lines 1-5 of the illustration above are the default settings for the install program. For typical single workstation stand alone installations, line 6 will read **Network Dir.: C:\AQUA\DATA\PDOXDATA**. If two or more AQUA workstations are networked, the Data Files point to the shared drive. This is set during installation and cannot be changed using Utilities. In the example above, line 6 points to a shared drive.

The Epoch Property

AQUA's epoch property is used to help solve some of the problems related to the change of the century and the use of two digit year entries by allowing you to specify the beginning year of a 100 year period or epoch. To set the epoch property, simply enter the year you want to use as the beginning year of your epoch in the **Epoch field** and then click on the **Save** button. You should set the epoch property to the year of the oldest case that you will enter into AQUA.

If you were to set the epoch property to 1996, you could then use two digit year entries for the years 1996 through 2095 as shown below.

96 = 1996

97 = 1997

00 = 2000

04 = 2004

16 = 2016

95 = 2095

If you use four digit year entries, the epoch property has no effect. For example, 1995 = 1995, 1996 = 1996, and 2002 = 2002 regardless of the year specified in the epoch property.

Scoring Range Settings

To change your AQUA scoring range settings, click on the **Scoring** button to display the **Scoring Range Settings dialog box**.



The five columns on the left side of this dialog box are used to set the numeric ranges and colors used to display the compliance scores at the bottom of the AQUA Window (see [“Compliance Scores” on page 63](#)). Setting these scoring ranges and colors makes it easy to see when scores have fallen outside of desired ranges.

The number selected in each column (moving from left to right) is the bottom of a scoring range that ends with the number selected in the next column. The color selected at the bottom of each column is used to display scores that fall in the range above the number selected in the column, but below the number selected in the next column. In the example shown, 60.00 has been selected in the second column, and 70.00 has been selected in the third column. These selections create a scoring range that goes from 60.00 to 70.00. Scores that fall in this range will be displayed in yellow, because yellow has been selected at the bottom of the second column.

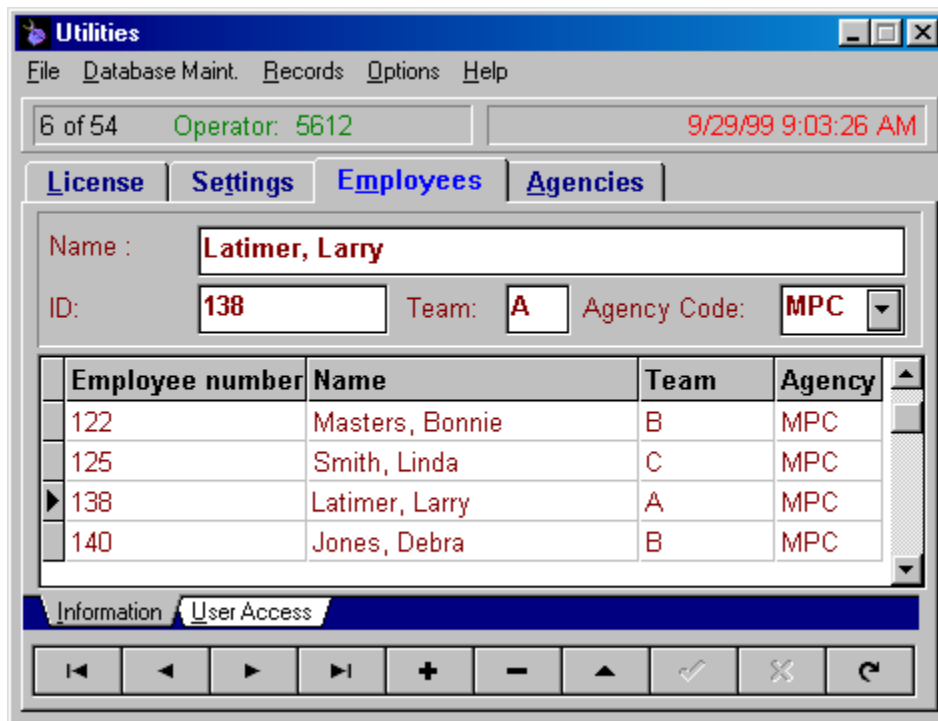
Follow the steps below to set the numeric ranges and colors that should be used by AQUA to display compliance scores.

1. Select a number for each column to represent the bottom value for the range by clicking on the appropriate number in the column.

Double-clicking on a column increases the precision of the numbers in the column.

2. Use the buttons to select a color for each range.
3. Click on the **Ok** button when finished.

Employees Tab



Notice that the **Navigator Toolbar** is displayed at the bottom of the page (see [“Records | Navigator Toolbar”](#) on page 65).

The columns in the **Employees Grid** can be moved and resized for your convenience. See [“D-Moving and Resizing Table Columns”](#) on page 349 for instructions on how to do this.

Information Sub-Tab

The **Information sub-tab** of the **Employees tab** is used to enter employee information for all employees whose case records are reviewed in AQUA.

To Enter A New Employee

Select **Records | Insert New**, press **Ctrl+I**, or click on the  button.

To Find An Existing Employee

Select **Records | Search Index** or press **F3**.

To Modify The Current Record

Select **Records | Edit**, press **Ctrl+E**, or click on the  button.

To Delete The Current Record

Select **Records | Delete**, press **Ctrl+D**, or click on the  button.

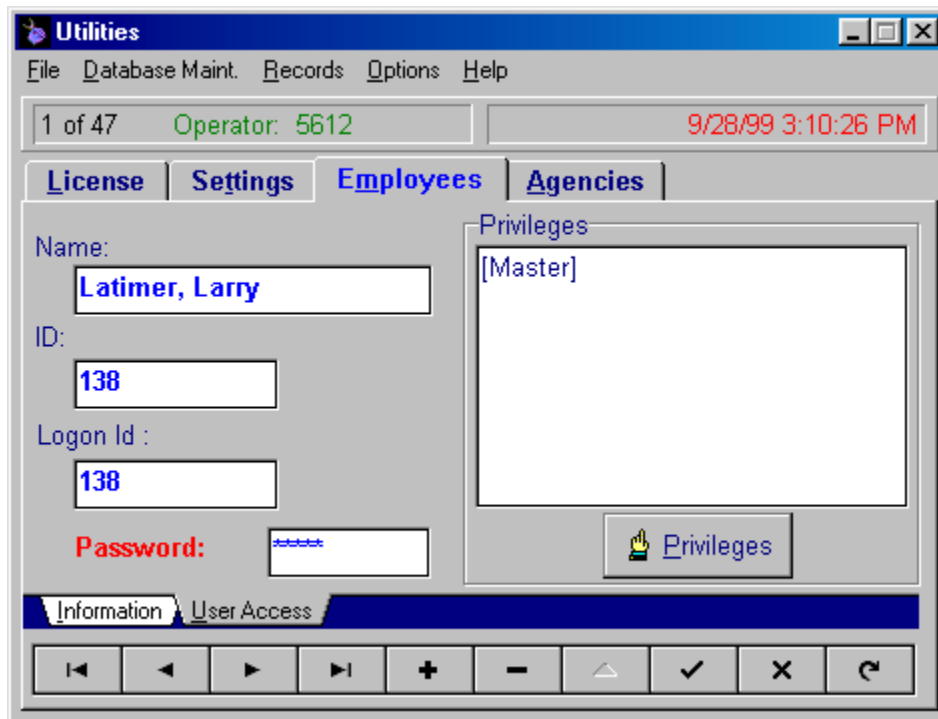
To Save The Current Record

Select **Records | Save**, press **Ctrl+S**, or click on the  button.

Fields Used In DataBase

- Name:** Enter the employee's name exactly the way you want it to appear in the database.
- ID:** Enter a unique employee ID, up to 10 alphanumeric characters
- Team:** Enter a single alphanumeric character that denotes the employee's normal shift or team. This field is case sensitive (e.g. **Team A** and **Team a** are recognized as two different teams).
- Agency Code:** Select the agency that this employe is assigned to. If only one agency is in the database, the default agency is selected.



User Access Sub-Tab



The **User Access sub-tab** of the **Employees tab** is used to control entry rights/privileges to AQUA, Utilities, and CDE.

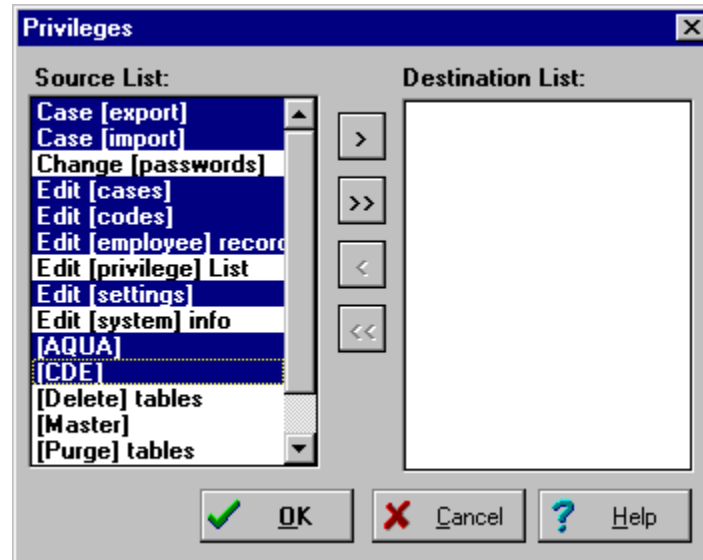
AQUA is shipped with one account in this database (Logon ID: **SUPERVISOR**, Password: **AQUA**, Privileges [**Master**]). The system administrator should use this account to log on to Utilities the first time. After logging in, the administrator should create a personal account with [**Master**] privileges by following the [To Add A New Employee](#) and [To Grant Privileges](#) instructions below. The administrator should then navigate to the SUPERVISOR record and delete it by following the [To Delete The Current Record](#) instructions below.



To Add A New Employee



Select **Records | Insert New**, press **Ctrl+I**, or click on the  button, and then enter the employee's name, ID, Logon ID, and password in the appropriate fields. After entering this information, you should grant access privileges for AQUA, Utilities, and CDE. After granting the appropriate privileges, save the record by selecting **Records | Save**, pressing **Ctrl+S**, or by clicking on the  button.

To Grant Privileges

Click on the **Privileges** button to display the **Privileges dialog box** which you can use to add, modify, or remove privileges.



To add a privilege, select the desired privilege from the **Source list** and move it to the **Destination list** by clicking on the  button. To add all privileges from the **Source list**, click on the  button.

To remove a privilege, select the desired privilege from the **Destination list** and move it back to the **Source list** by clicking on the  button. To remove all privileges from the **Destination list**, click on the  button.

You can also move privileges from one list to the other by double-clicking on the privilege or by dragging the privilege from one list and dropping it in the other.

When you are finished, click on the **OK** button to update the database.

The following is a list of all available privileges and their meaning:

| | |
|---------------------------------|--|
| Case [export]: | This allows a user with AQUA permission to export cases from either the default or a secondary table. |
| Case [import]: | This allows a user with AQUA permission to import a secondary case into AQUA for case review or record manipulation. |
| Change [passwords]: | This allows a user with Utilities permission to change user passwords. |
| Edit [cases]: | This allows a user with AQUA permission to review, edit, and save cases |
| Edit [codes]: | This allows a user to update various lookup lists such as category codes, topic codes, and agency codes. |
| Edit [employee] records: | This allows a user with Utilities or CDE permission to edit employee records. |
| Edit [privilege] list: | This allows a user with Utilities permission to edit the privilege list. |
| Edit [settings]: | This allows a user with Utilities permission to edit the directory and file locations. |
| Edit [system] info: | This allows a user with Utilities permission to change the information contained on the Utilities System tab. |
| [AQUA]: | This allows a user entry into the AQUA program, but does not allow record manipulation. One or more of the above privileges must also be granted to allow record manipulation. |
| [CDE]: | This allows a user entry into the CDE program, but does not allow record manipulation. One or more of the above privileges must also be granted to allow record manipulation. |
| [Delete] tables: | This allows a user with Utilities access to delete tables. |
| [Master]: | This allows a user full control over AQUA, Utilities, and CDE. This privilege should only be granted to system administrators. |

- [Purge] tables:** This allows a user with Utilities permission to delete records from within a table.
- [Repair] tables:** This allows a user with Utilities permission to repair tables.
- [Utilities]:** This allows a user entry into the Utilities program, but does not allow record manipulation. One or more of the above privileges must also be granted to allow record manipulation.

To Find An Existing Employee

Select **Records** | **Search Index** or press **F3**.

To Modify The Current Record

Select **Records** | **Edit**, press **Ctrl+E**, or click on the  button.

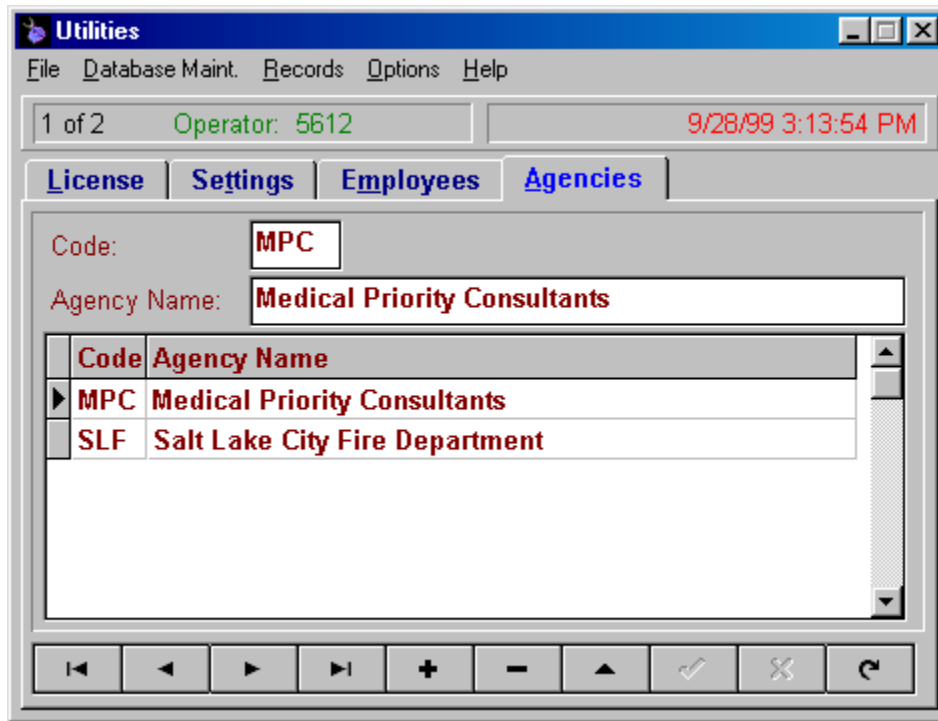
To Delete The Current Record

Select **Records** | **Delete**, press **Ctrl+D**, or click on the  button.

To Save The Current Record

Select **Records** | **Save**, press **Ctrl+S**, or click on the  button.

Agencies Tab



The **Agencies tab** is used to enter or modify agency records.

Notice that the **Navigator Toolbar** is displayed at the bottom of the page (see [“Records | Navigator Toolbar”](#) on page 65).

The columns in the **Agencies Grid** can be moved and resized for your convenience. See [“D-Moving and Resizing Table Columns”](#) on page 349 for instructions on how to do this.

To Enter A New Agency

Select **Records | Insert New**, press **Ctrl+I**, or click on the  button.

To Find An Existing Agency

Select **Records | Search Index** or press **F3**.

You can also select an agency from the grid.

To Modify The Current Record

Select **Records | Edit**, press **Ctrl+E**, or click on the  button.

To Delete The Current Record

Select **Records | Delete**, press **Ctrl+D**, or click on the  button.

To Save The Current Record

Select **Records | Save**, press **Ctrl+S**, or click on the  button.

Fields Used In DataBase

- Code:** Enter a one to three alphanumeric code. This field must be unique for each agency.
- Agency Name:** Enter a description of the agency. This description can be up to 40 alphanumeric characters.