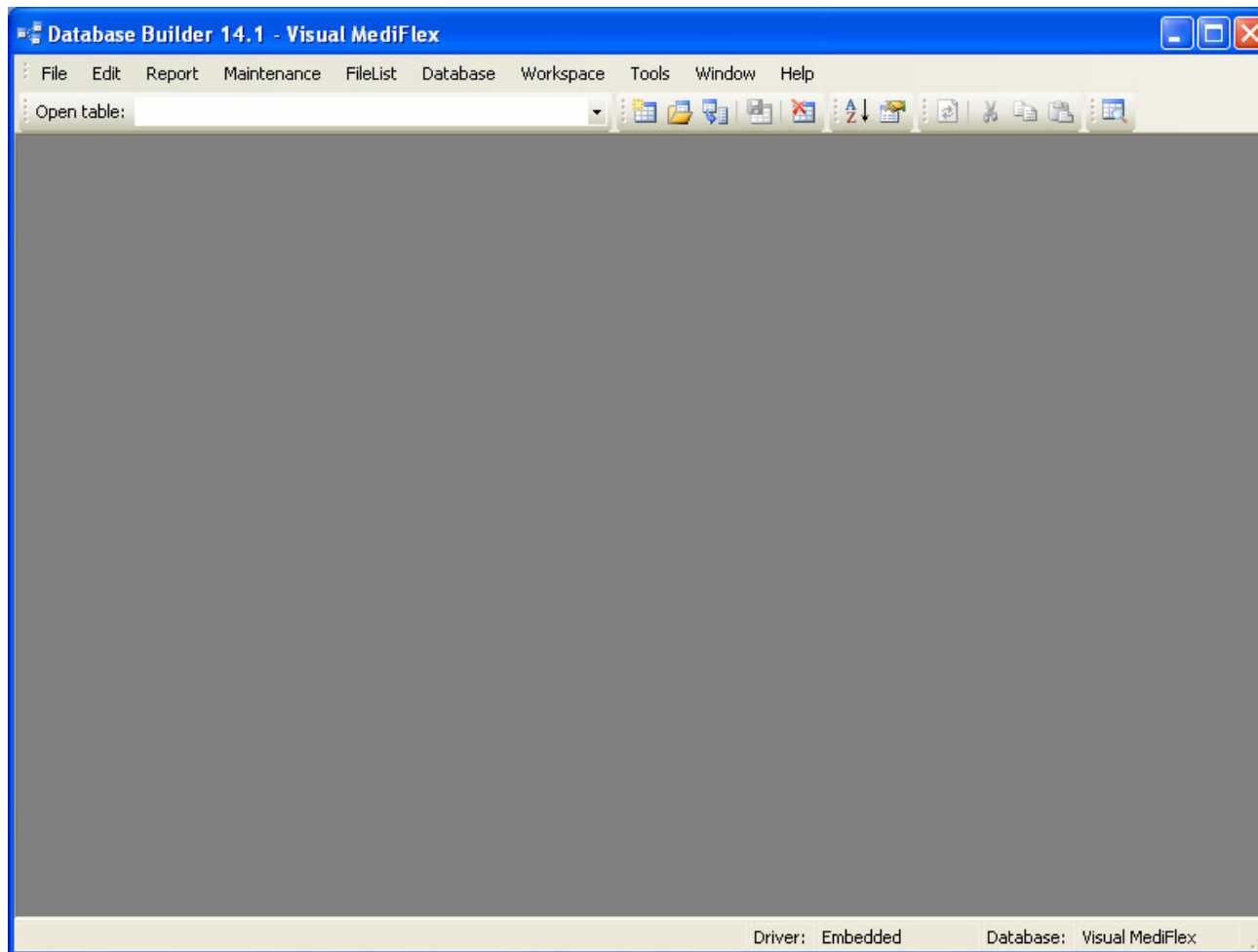


MediFlex Clinical Housekeeping

- 1) Close all MediFlex Sessions across your entire network
- 2) Click the Windows “Start” Button (Normally in the Bottom Left Corner)
- 3) Select either “All Programs” or “Programs”
- 4) Select “Visual DataFlex 8”
- 5) Select “Database Builder 8”

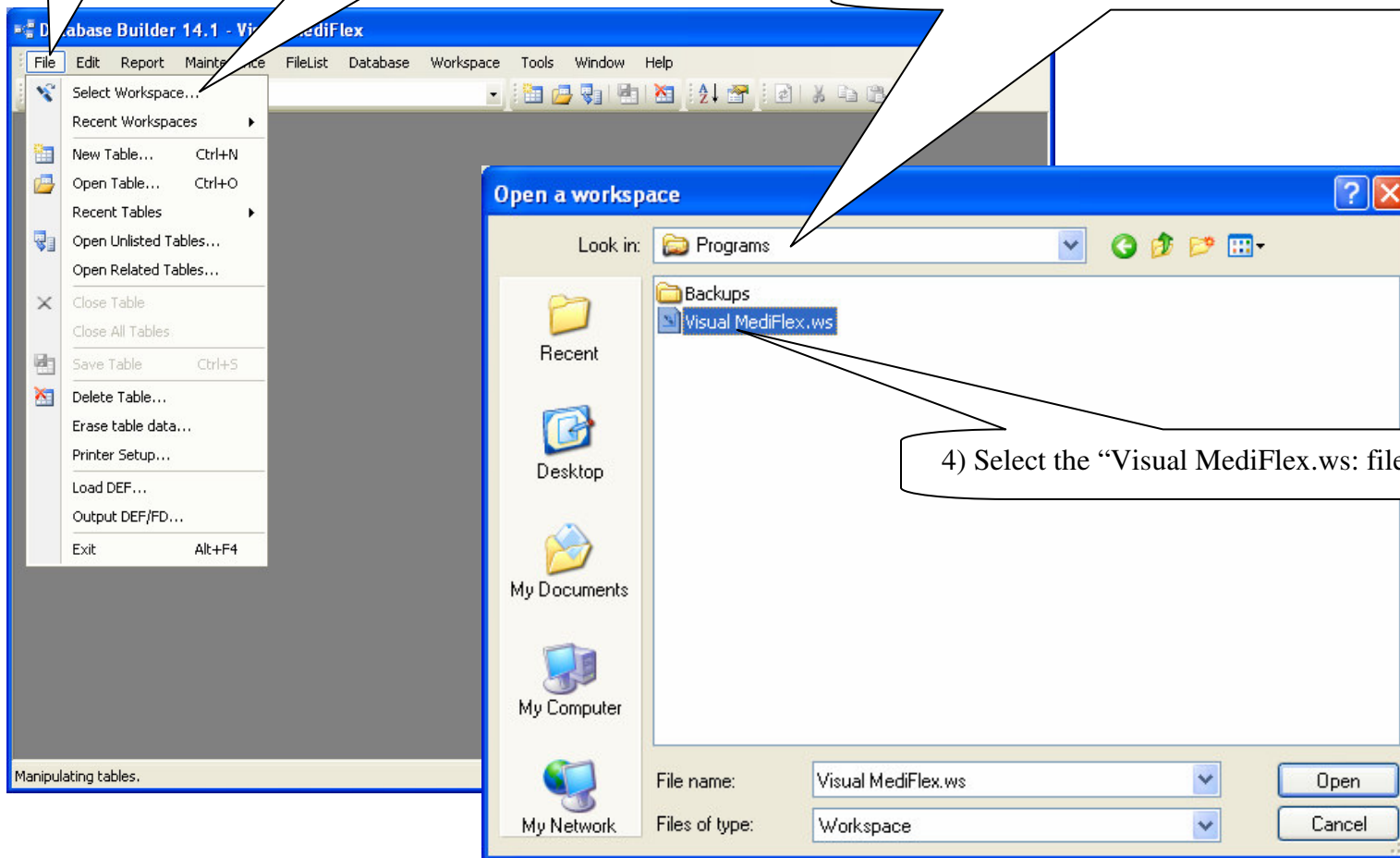


1) Left Click on the Maintenance Menu item

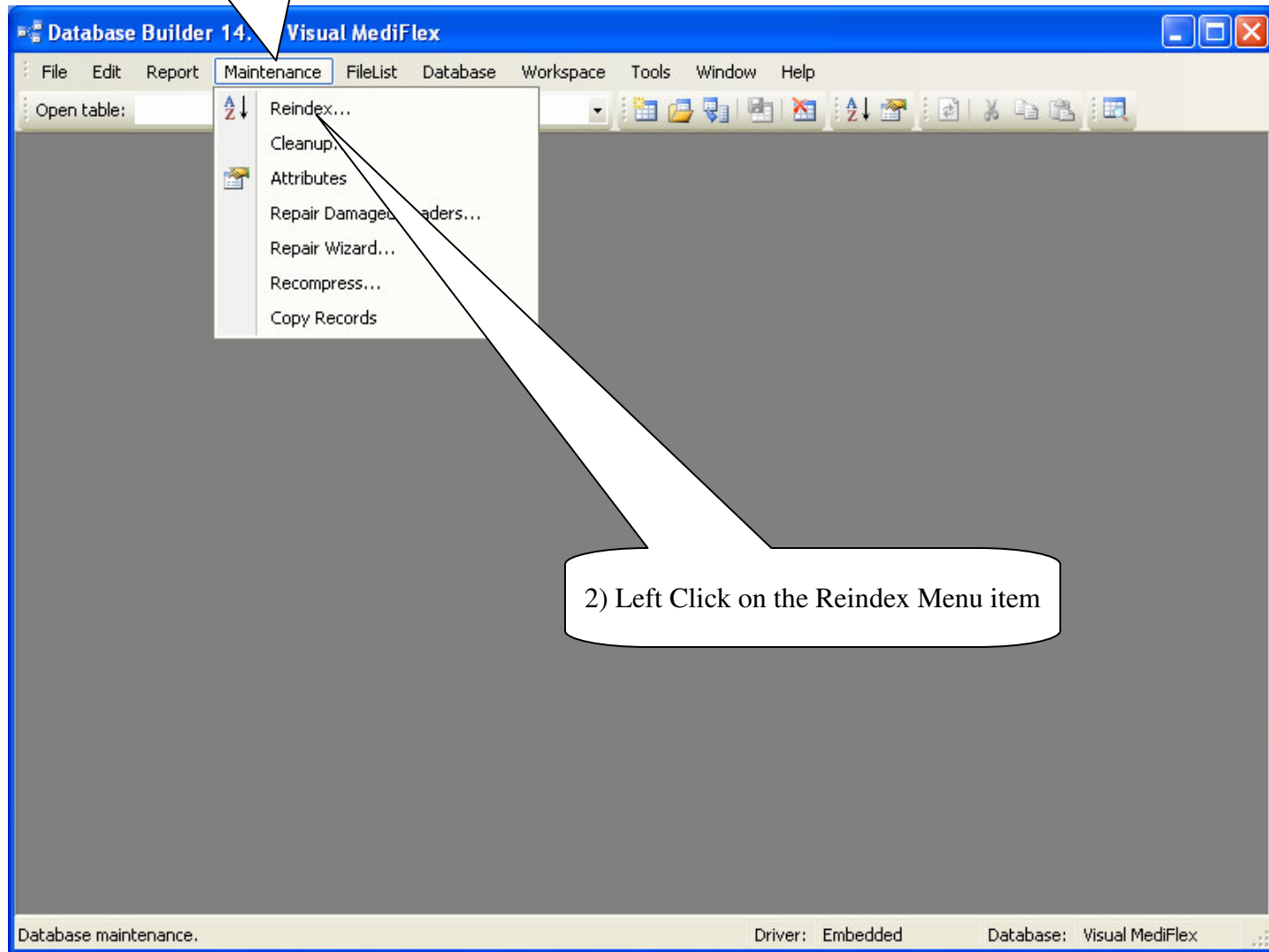
2) Left Click on the Select Workspace...

3) Make sure that you are in “/VMF/Programs”

4) Select the “Visual MediFlex.ws: file

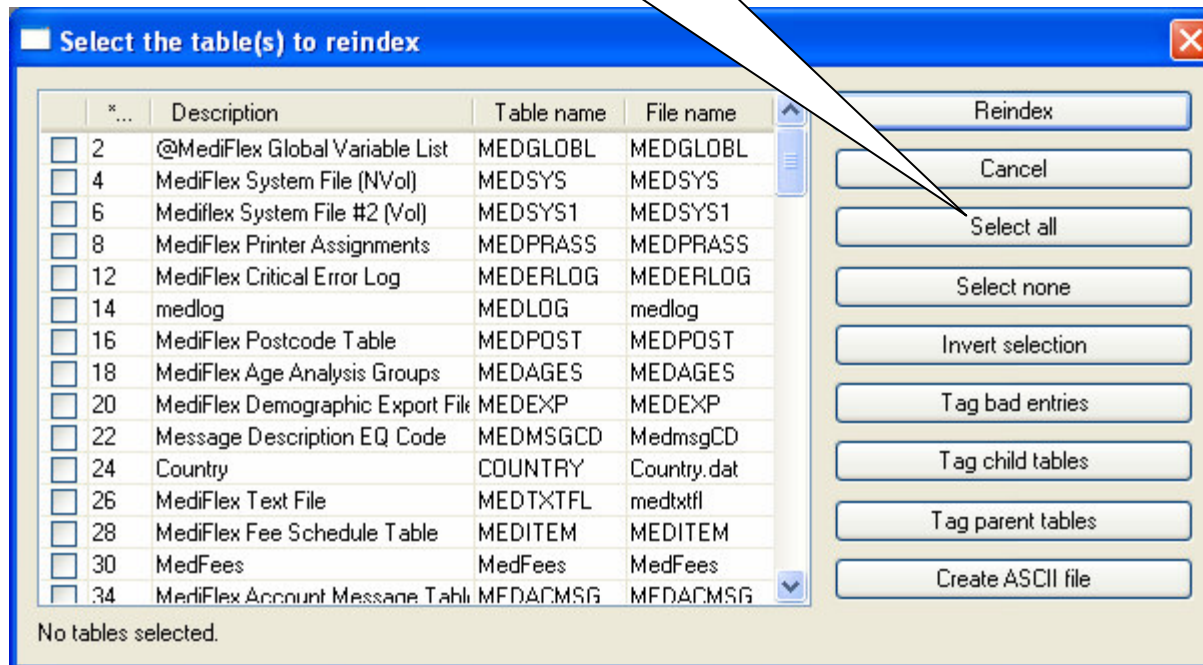


1) Left Click on the Maintenance Menu item

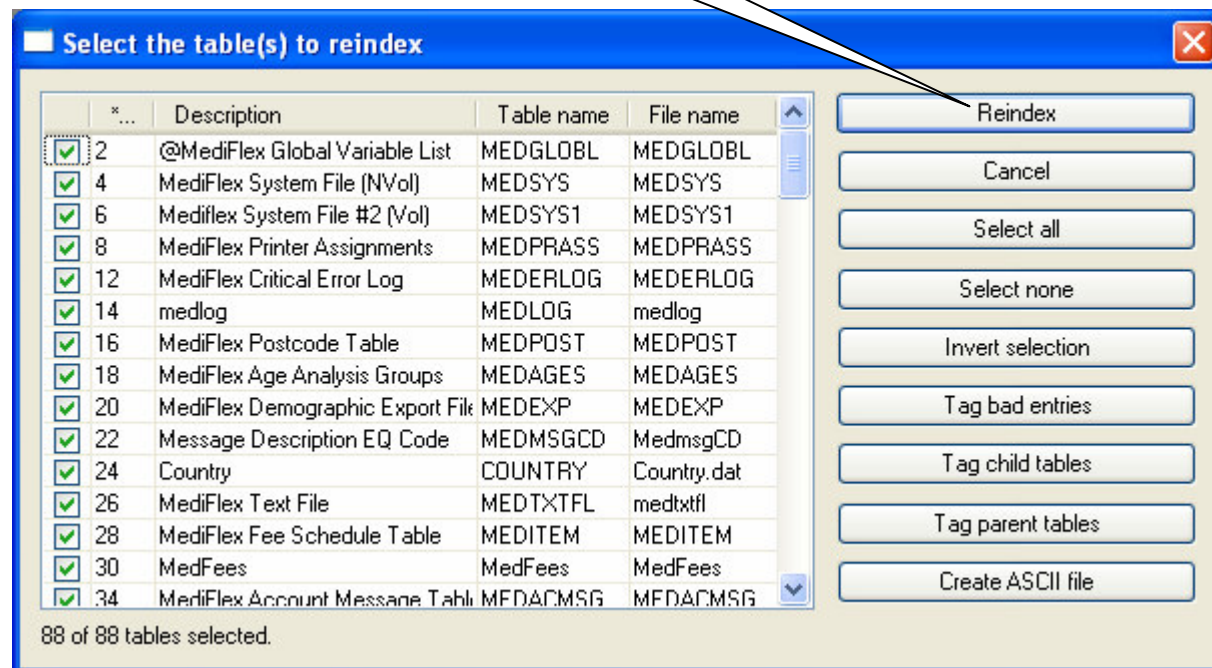


2) Left Click on the Reindex Menu item

Once the Files to Reindex has appeared, click on the "Select all" button, which will put a tick in all the checkboxes in the left hand column



Once all the files we want to reindex have been ticked, we then select the "Reindex" button.



Now we need to select the all the indexes to be regenerated.
Click on both the "All" buttons

Reindex - Rebuild database indexes

Reindex selector Options

Name	1	2	3	4	5	6	7	8
@MediFlex Global Variable Lis								
MediFlex System File (NVol)								
Mediflex System File #2 (Vol)								
MediFlex Printer Assignments	<input type="checkbox"/>							
MediFlex Critical Error Log								
medlog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
MediFlex Postcode Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
MediFlex Age Analysis Groups								
MediFlex Demographic Export	<input type="checkbox"/>	<input type="checkbox"/>						

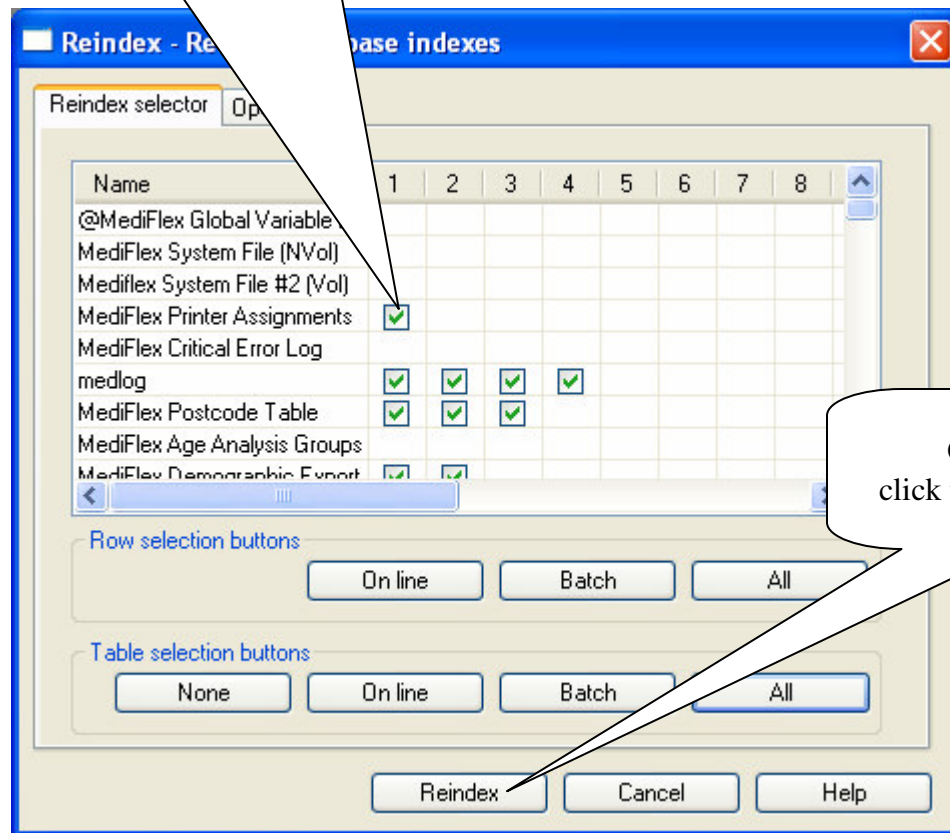
Row selection buttons: On line Batch All

Table selection buttons: None On line Batch All

Reindex Cancel Help

Once we have clicked both the “All” buttons we should see ticks in these checkboxes.

If some checkboxes are shadowed this probably means that someone has not logged out of MediFlex, so rechecking all workstations is advised.



Once all is OK, click the “Reindex” button

The Reindex Status Panel will display,
and will progress through all the indexes.

Once it has finished, click the “OK” button
and close all the other panels using the “x” in the
top right hand corner of each panel.

