

FILELINK

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OVERVIEW



FileLink has been developed to solve a long-standing problem of being able to capture photos and notes of patients, procedures, and off-premises case photos for report writing at a later stage. Furthermore, the main application is able to send a “requisition” for the capture of a required image

The three major functions it will perform will be

- **Taking Photos** (Animals, Clients and Staff)
- **Taking Notes** (Animals, Clients and Staff)
- **VetlinkPRO Requests** (Actioning requests from VetlinkPRO for photos or notes)

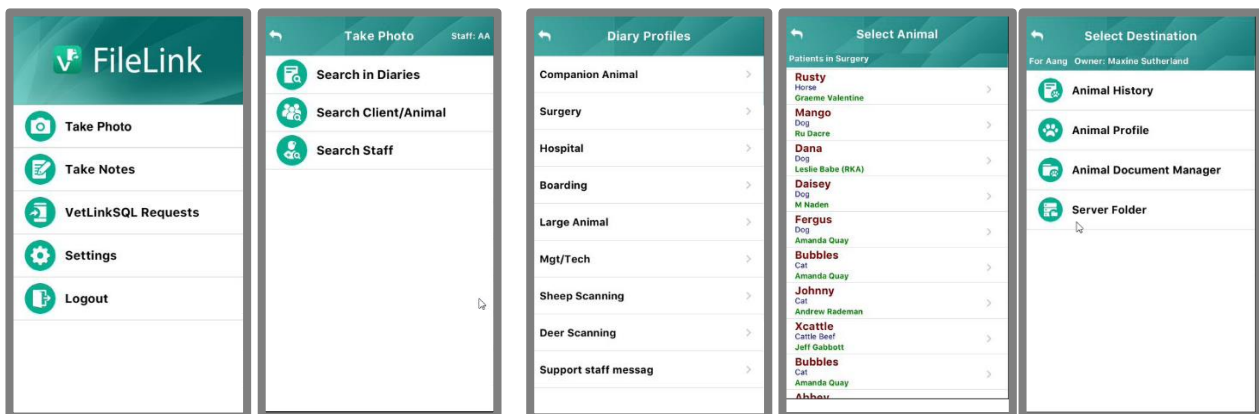
FileLink can be used on Android and iPhone/iPad Devices. If using iPhone/iPad, the iOS must be 10.1+.

SERVER / DEVICE CONFIGURATION

1. Ensure VETLINKPRO is upgraded to version 5.0j+
2. Check your server has a static internal/private IP address.
3. Open port 8086 inbound on the server in your windows or software firewall. Your hardware technician will need to open this port.
4. To use externally, outside the clinic, check;
 - a. You have a static IP address. Contact your ISP to check / setup.
 - b. Port 8086 inbound is forwarded to the server in your router.
 - c. Your hardware technician will need to open this port. This port may already be open if you are using mobile billing, e-forms, Stocklink or have Smart Flow Sheet integration.
5. In VETLINKPRO go to **Options | Setup | Misc | Internet Cont.**
6. In **Datasnap Detail** enter the external IP address for the Clinic and the port used for the Datasnap service.
 - a. Go to www.whatismyip.com
 - b. Your external/public IP address should be prominently displayed on this page.
 - c. The port will be 8086.
7. Contact the VetlinkPRO support desk for an API key.
 - a. Each branch is entitled to one free app per branch. Contact sales@cfl.co.nz for additional licenses.
8. Download FileLink app from Apple or Android store.
9. Enter API key when prompted and choose a device name of your choice.
10. Enter your staff ID and password as stored in VetlinkPRO.

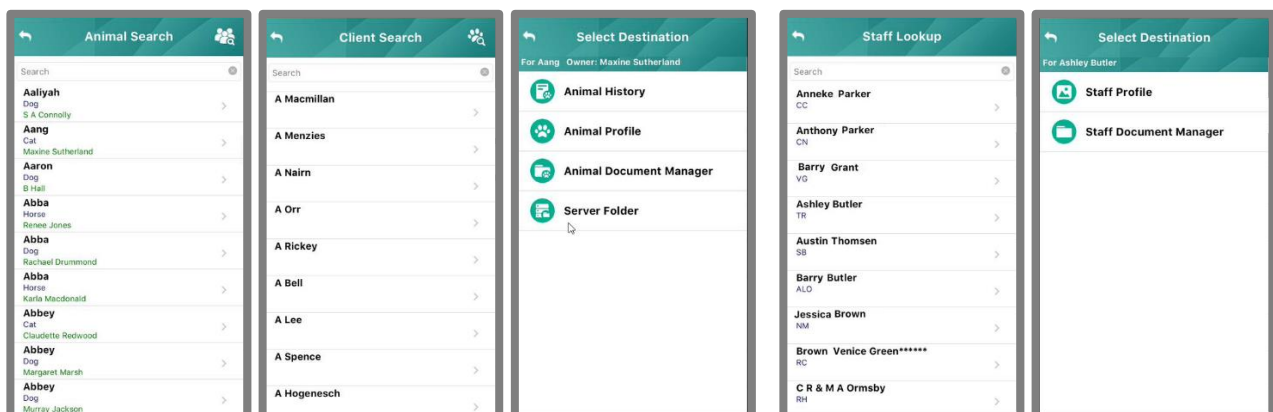
TAKING PHOTOS

1. Log into the FileLink App.
2. Select **Take Photo**
3. Select where to search for the Animal, Client or Staff from
 - a. Search in Diaries
 - b. Search Client/Animal
 - c. Search Staff
4. If searching by;
 - a. Search in Diaries: Select the Diary Profile and all animals in the diary for that day will be listed. From there you can select the Animal to take the photo of.
 - b. Search Client/Animal: Type in animal name or click client search button in top right-hand corner to search by client. 
 - c. Search Staff: Type in staff to search by a staff member.
5. Select the destination of where you will save the photo to e.g.: Animal History, Profile etc
 - a. To save it into History the bill needs to have been started.
 - b. The Server folder just saves to a location on the server, D:\FileLink. E.g. A user can then browse to this folder to use an image saved here to insert into a letter for a referral clinic or similar.



Take Photo Home Screens

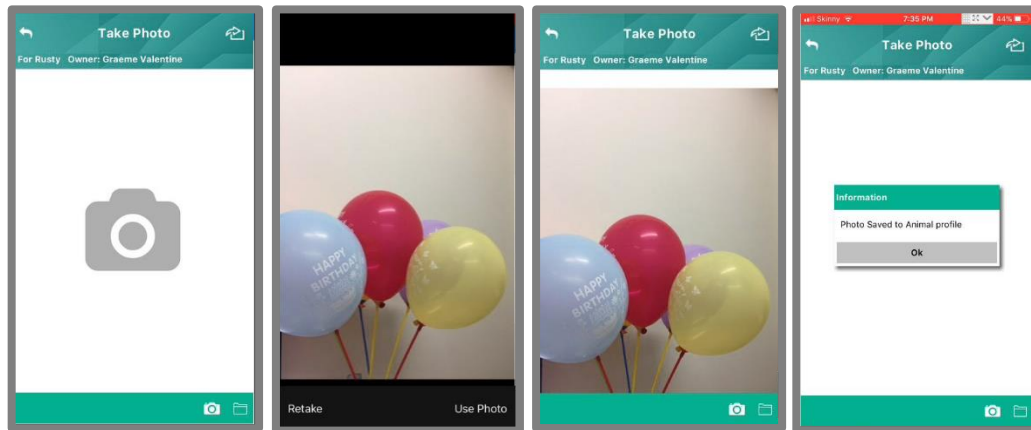
Take Photo By Search in Diary



Take Photo by Animal / Client Search

Take Photo By Search in Staff

6. Next you can either take a photo by clicking on the camera icon, or to load an image already in the devices gallery click the folder icon in the bottom right hand corner.  
7. Once a photo is taken you can choose to use the photo or retake the photo
8. You can finally upload the photo to VetlinkPRO by clicking on this button (top right) 
 - a. Remember the location it saves it to is what you selected in step 5.

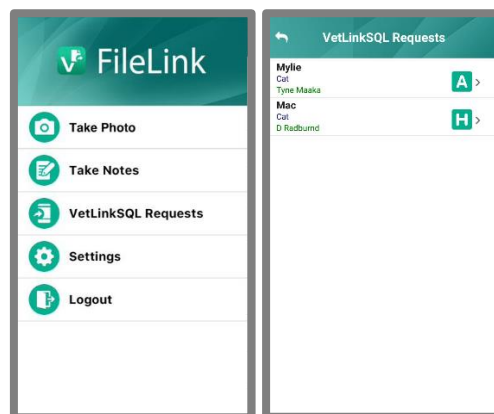
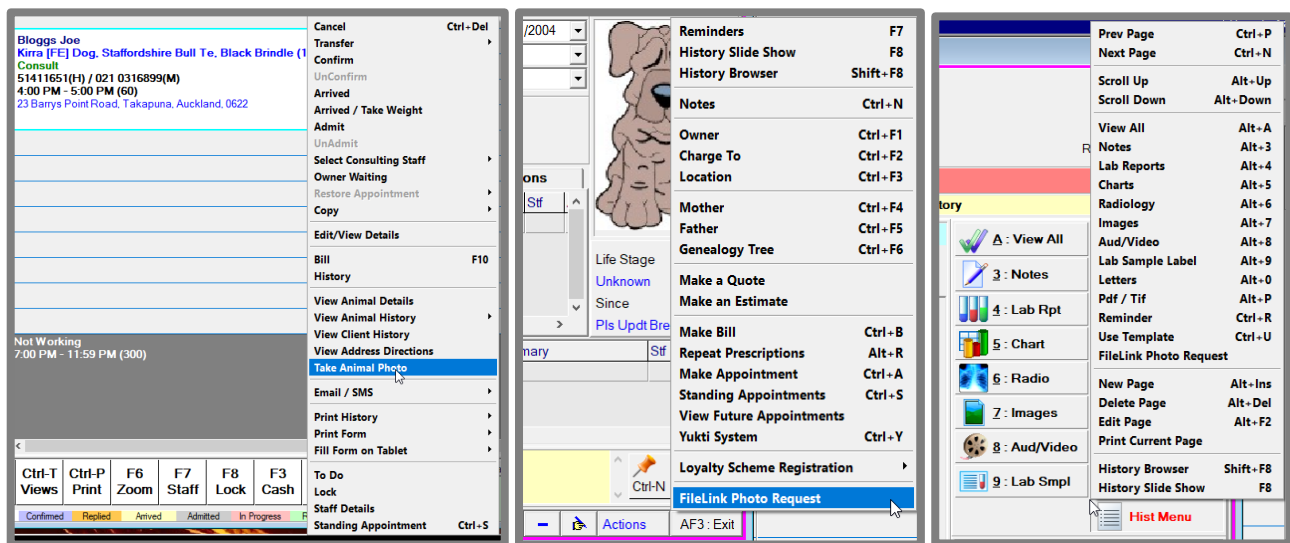


VETLINKPRO FILELINK REQUESTS

Instead of searching for the animal on the FileLink app you can make a photo request from VetlinkPRO. For example, reception maybe arriving an animal at reception and notice the profile picture is missing. Instead of having to search for the animal again in FileLink they can make a FileLink request from the animal profile. Once in the FileLink app go to VetlinkPRO request menu and a photo request will be waiting to be processed for that animal.

Making a FileLink Photo Request from VetlinkPRO

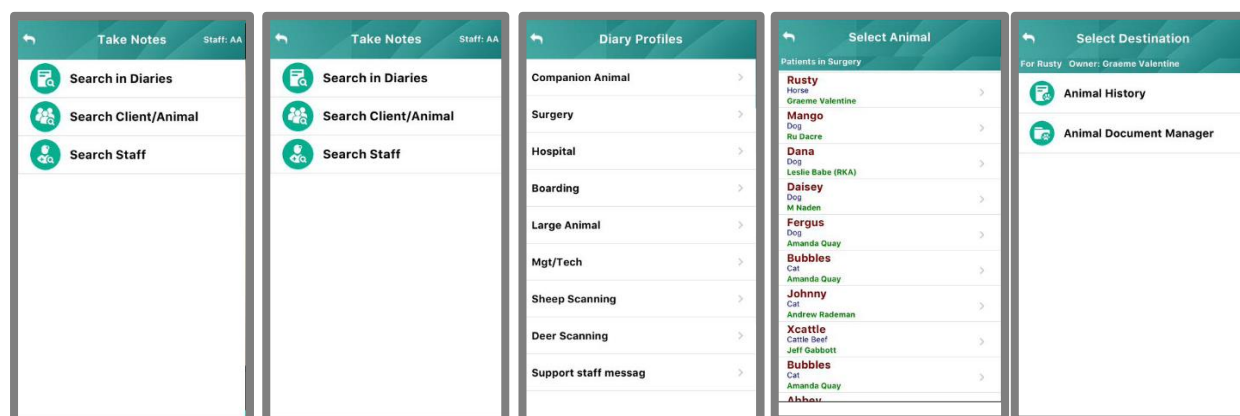
- Right click an appointment and select Take Animal Photo. The photo will be added to the animal profile.
- While in an animal record click the actions button and then select FileLink Request. The photo will be added to the animal profile.
- While in Clinical History click the Hist Menu button and select FileLink Photo Request. The photo will be added to the clinical history.



ADDING NOTES

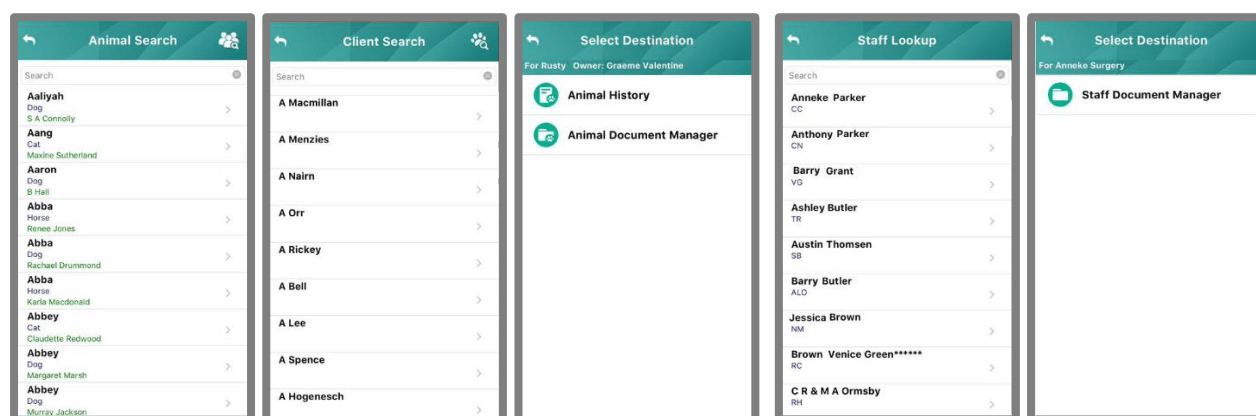
FileLink also has a note taking feature where notes can be added to the animal clinical history or to the animal, client or staff document manager.

1. Log into the FileLink App.
2. Select **Take Notes**
3. Select where to search for the Animal, Client or Staff from
 - a. Search in Diaries
 - b. Search Client/Animal
 - c. Search Staff
4. If searching by;
 - a. Search in Diaries: Select the Diary Profile and all animals in the diary for that day will be listed. From there you can select the Animal to take notes for.
 - b. Search Client/Animal: Type in animal name or click client search button in top right-hand corner to search by client. 
 - c. Search Staff: Type in staff to search by a staff member.
5. Select the location of where you will save the notes to e.g.: Animal History, Client Document manager etc
 - a. To save it into History the bill needs to have been started.



Take Notes Home Screens

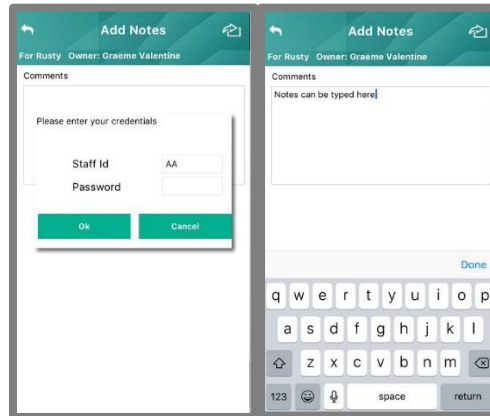
Take Notes By Search in Diary



Take Notes by Animal / Client Search

Take Notes By Search in Staff

6. Enter your ID and Password, press **OK**
7. Write the Note and then press **Done**.
8. You can finally upload the Notes to VetlinkPRO by clicking on this button (top right) 
9. It will tell you that it's saved the note to Document Manager or Clinical History.
10. Press **OK** to complete the process.



FILELINK APP SETTINGS

From FileLink app

- **Configuration:**
 - **Max Photo Size:** Will let you edit the photo size.
 - **Unregister:** If the device is no longer going to be used it can be unregistered from here so the license can be used on another device.
- **Information:** Gives you information about the device
- **About:** Tells you the version number etc of the application

From VetlinkPRO

Authorisation to upload images to the server: For security and auditability of images uploaded to VetlinkPRO you can require staff to enter their staff ID and password in the app before images are uploaded. This setup option is enabled in VetlinkPRO from **Options | Setup | Staff | Logins | tick Login Required for FileLink App to upload to Server.**