Start working with printouts

Printouts from LinnéFiler can be information letters to patients, work sheets for employees, labels used for straws, bar code printing and other types of documents. They are saved as layouts in the clinic's own print file.

Who can create or change the print layout?
Changes in existing documents can be made by the clinic or by a local consultant. Please contact support@fertsoft.com if you need assistance. You can view a range of tutorial videos on Fertsoft's Zendesk support platform. If you do not find the answer to your question, contact support@fertsoft.com and describe your problem.

Print design can also be performed by Fertsoft. For this we charge the same rates as for your normal support. You can also view a range of tutorial videos on Fertsoft's Zendesk support platform.

Where can I get a login to Print?
In order to edit print files, you need a new login that is used for editing print files only. Request a print login from **support@fertsoft.com**.
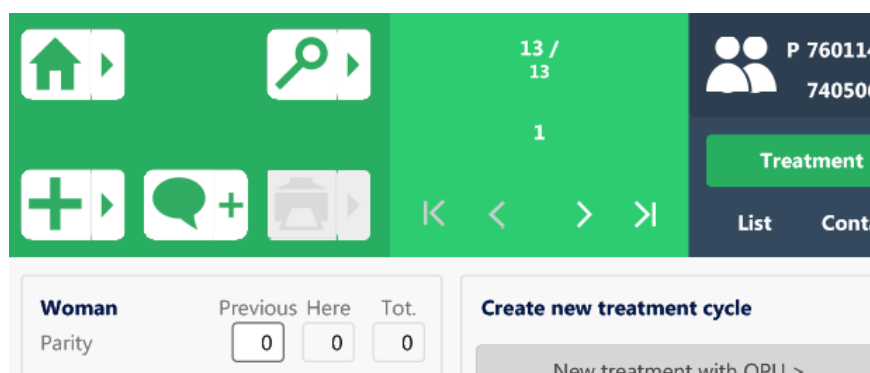
Where can I see my print layouts?
In LinnéFiler all available print layouts can be opened with the printer button.

Please select a patient and his/her treatment first, as different treatments will show different print layouts.
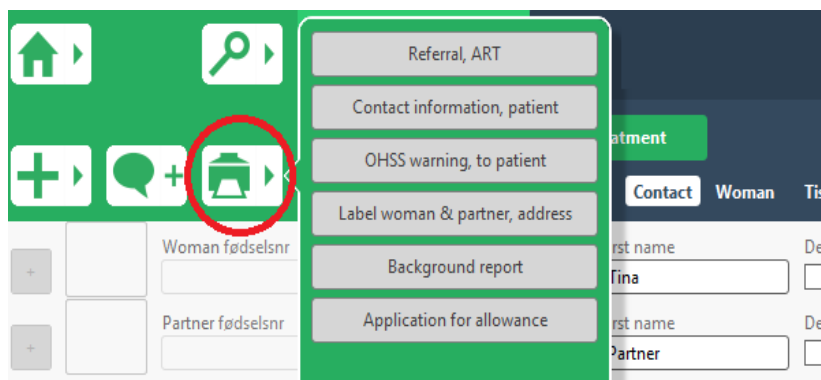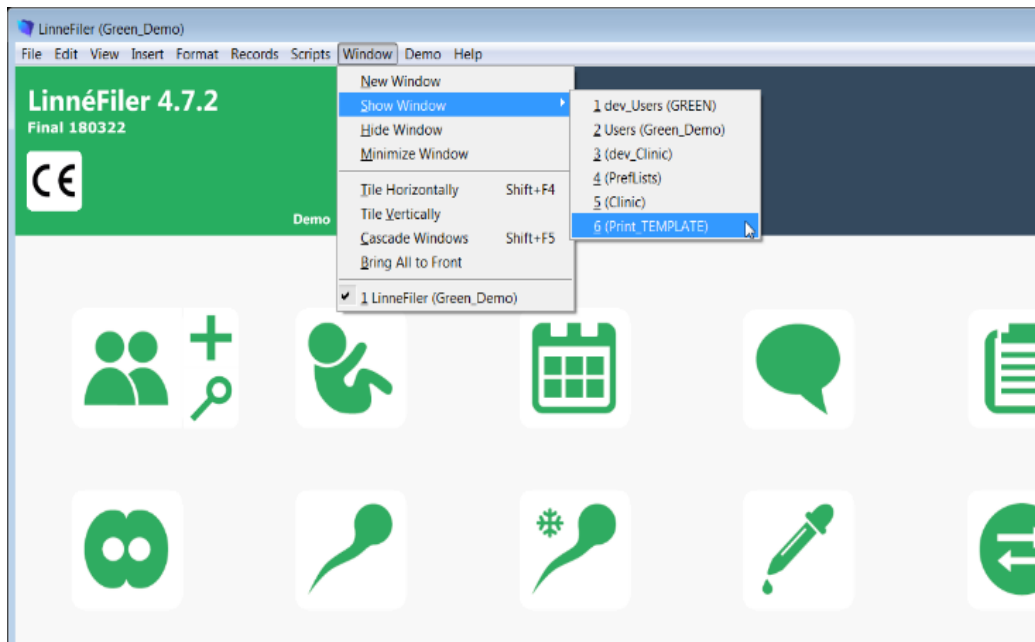

 If there is no layout available, the printer button remains inactive:
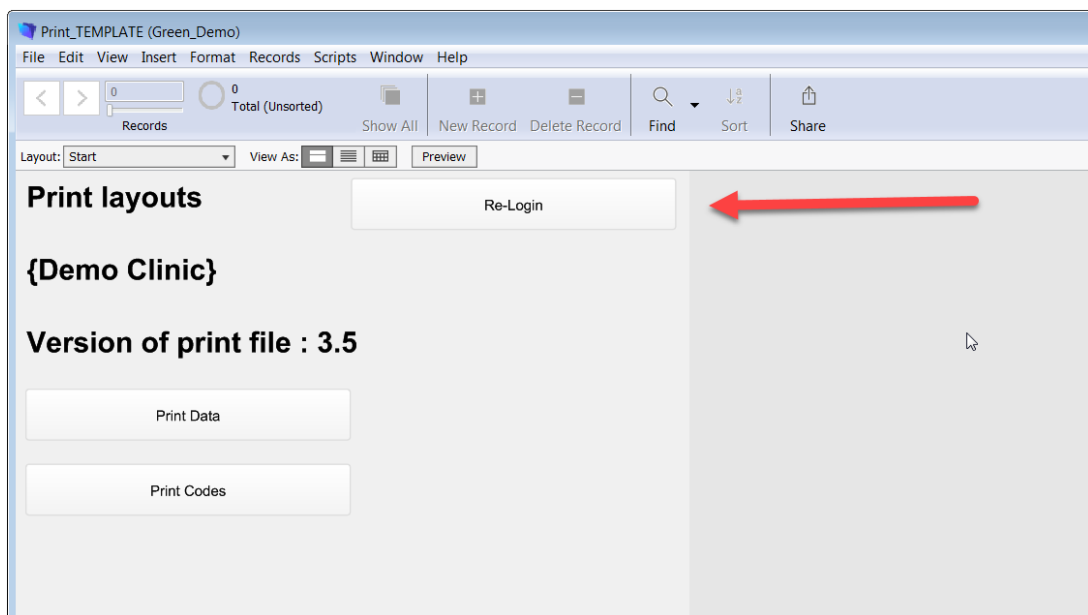
Open print

Open LinnéFiler and go to "Window" > "Show Window" > "Print_ClinicCode"

When print opens, start by selecting re-login. You will be prompted to login again. If you neglect this step you will not be able to make any changes to your print layouts.

Navigating between print layouts

To navigate between layouts select the layout menu, where a list of all layouts will be displayed. Select the layout you wish to go to.
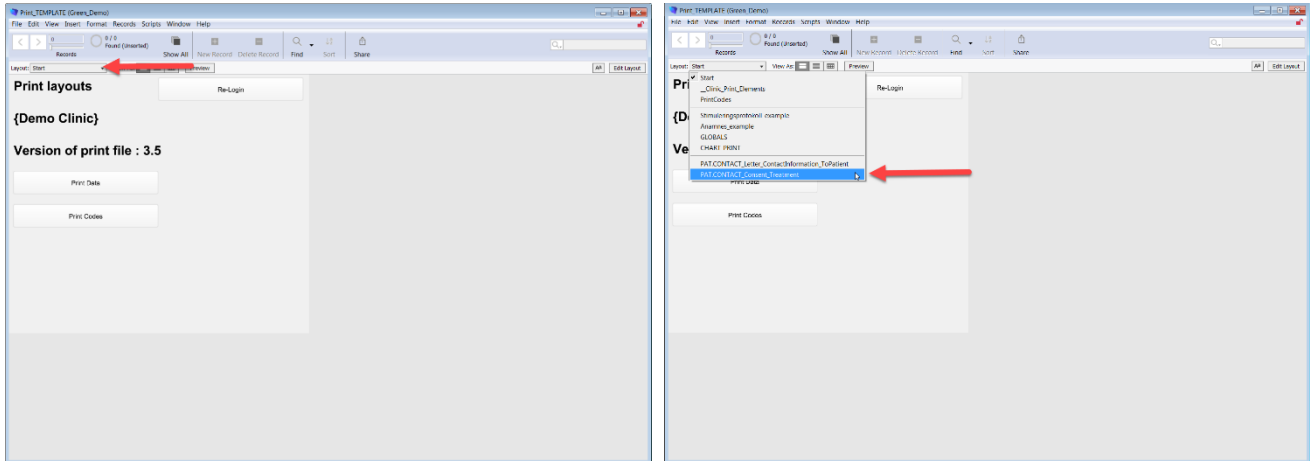

Browse mode, Preview mode and Layout mode

To edit your layout you need to enter into **Layout** mode which you can easily do by clicking the button in the top right corner of the page (1). To change back to **Browse** mode, click the same button.

To see what the printout will look like when printed you can click the **Preview** button next to the layout menu (2). To change back to browse mode click the same button.

You can also go to View > Select your view mode (3). Here you also see which keyboard combinations will take you to each view mode.
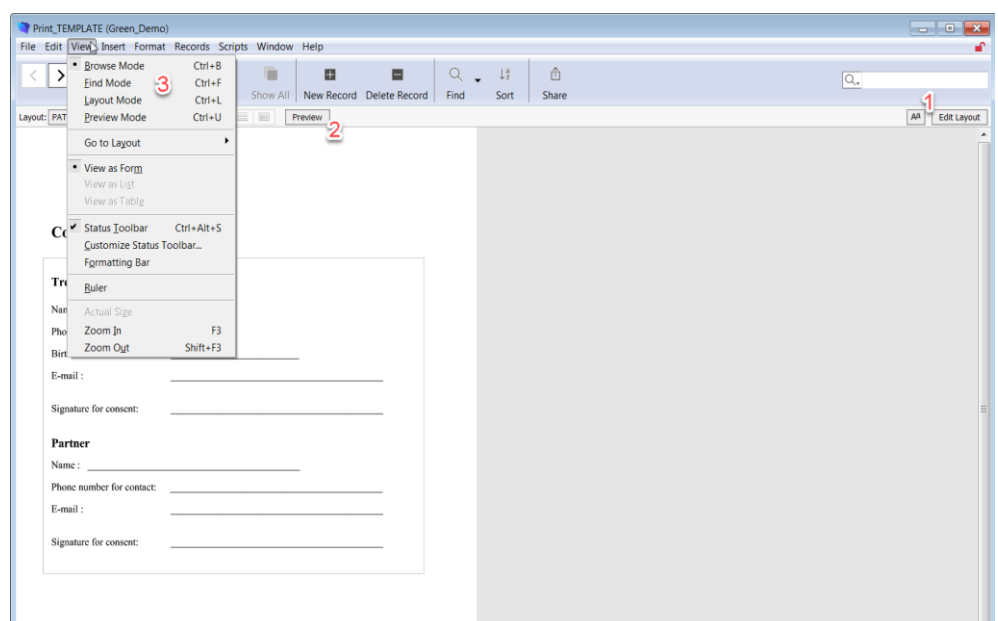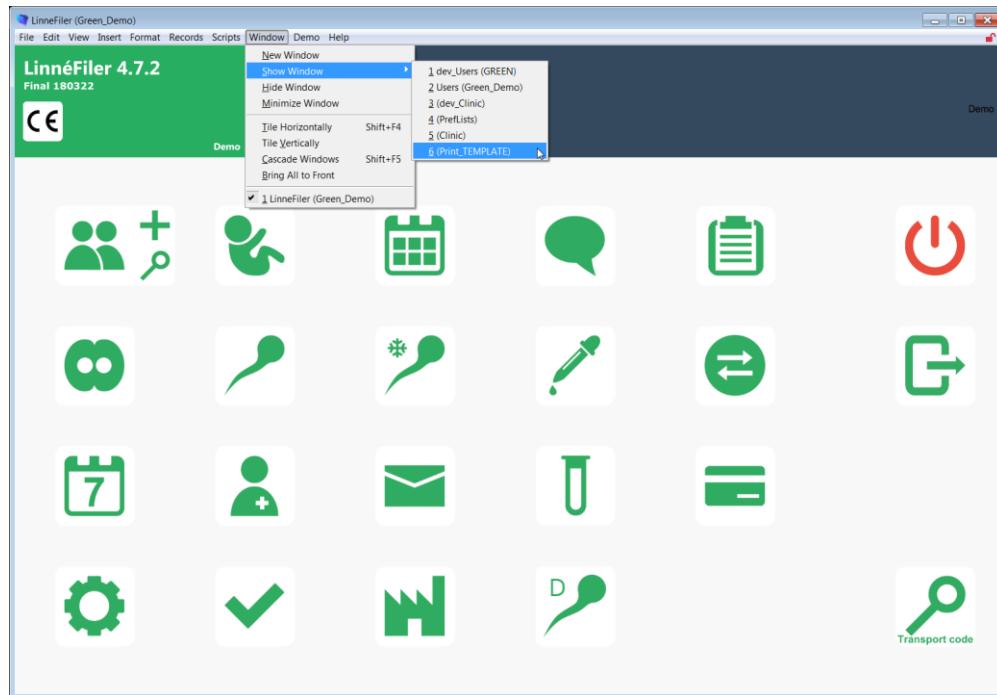
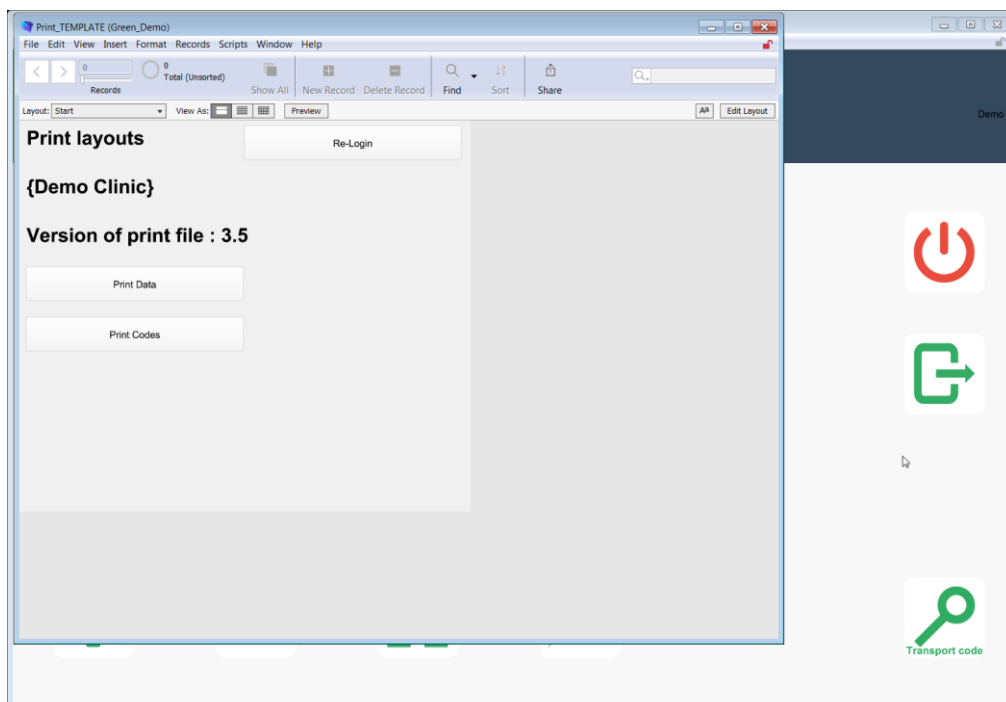Layout – Ctrl + L

Browse – Ctrl + B

Preview – Ctrl + U

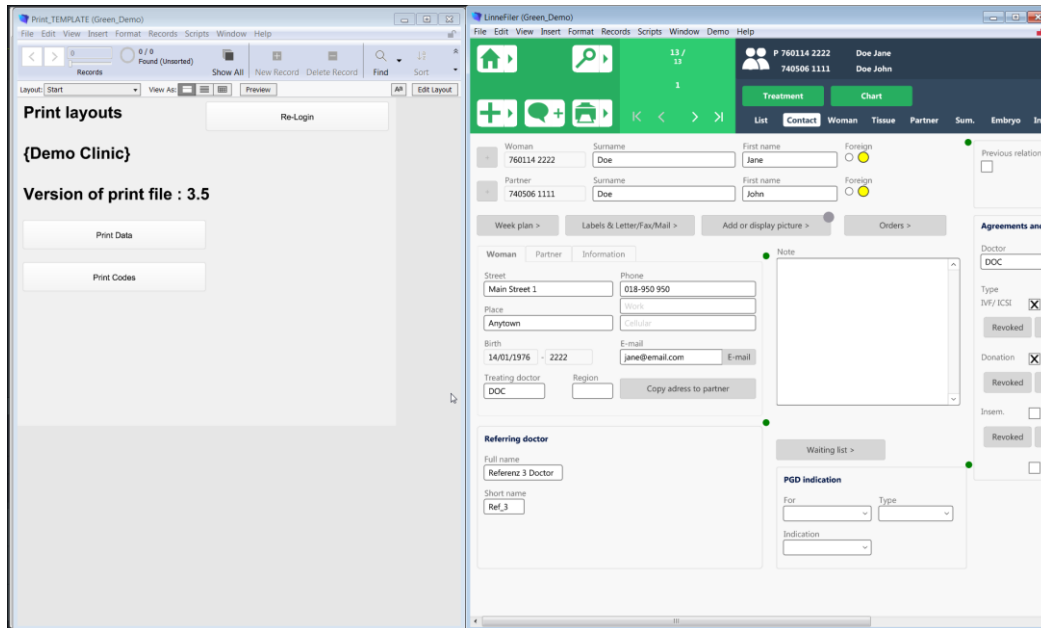## Preview printouts

1. Open Print

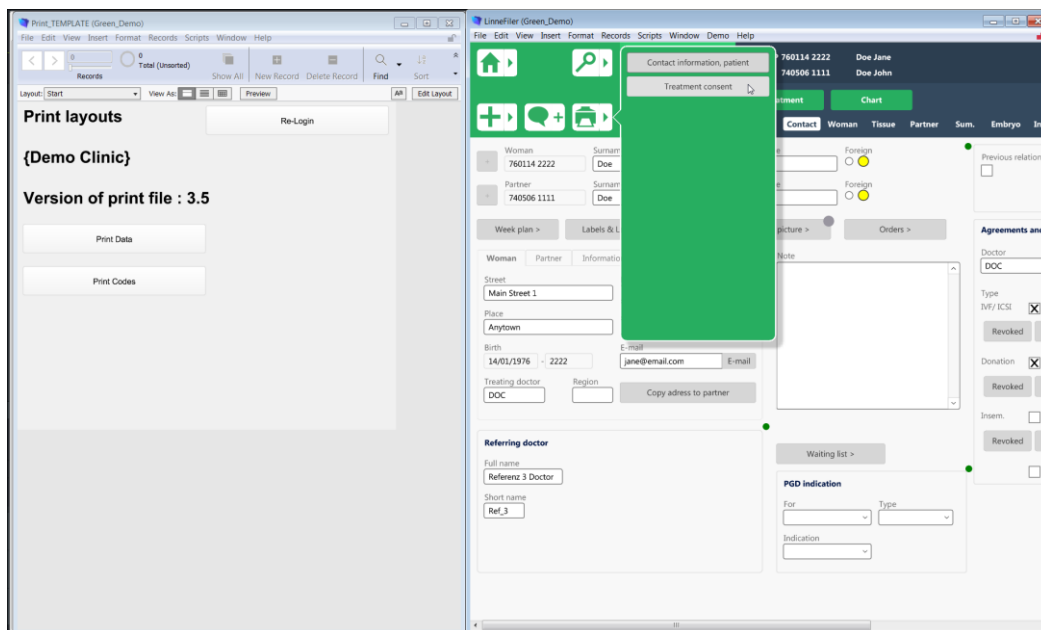Go to Window > Show window and press "Print".

This will open a window which automatically shows the printout you have selected when pressing the printout in LinnéFiler.
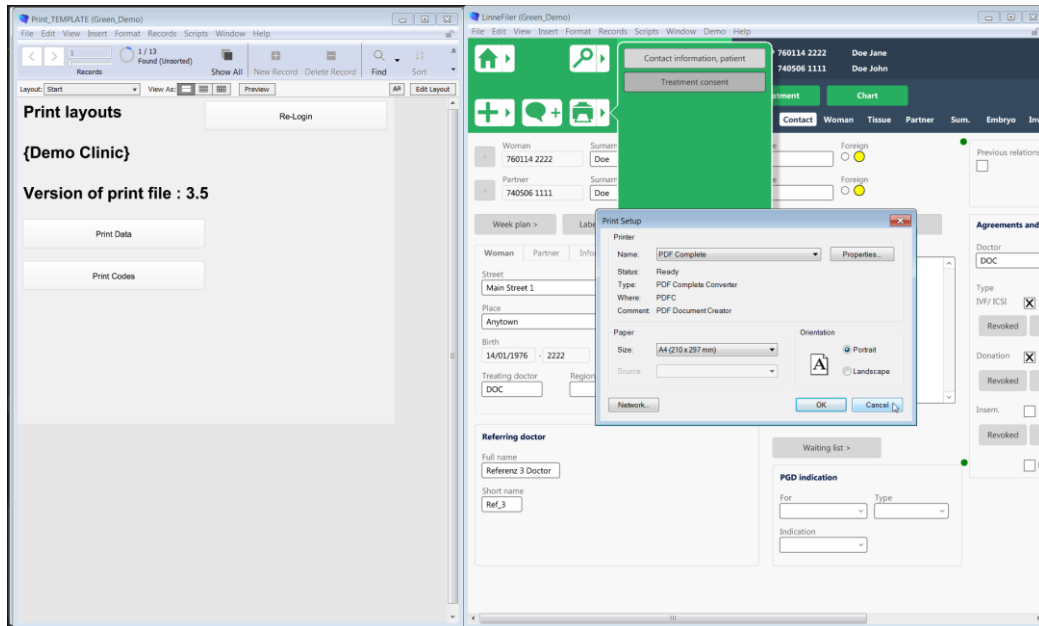
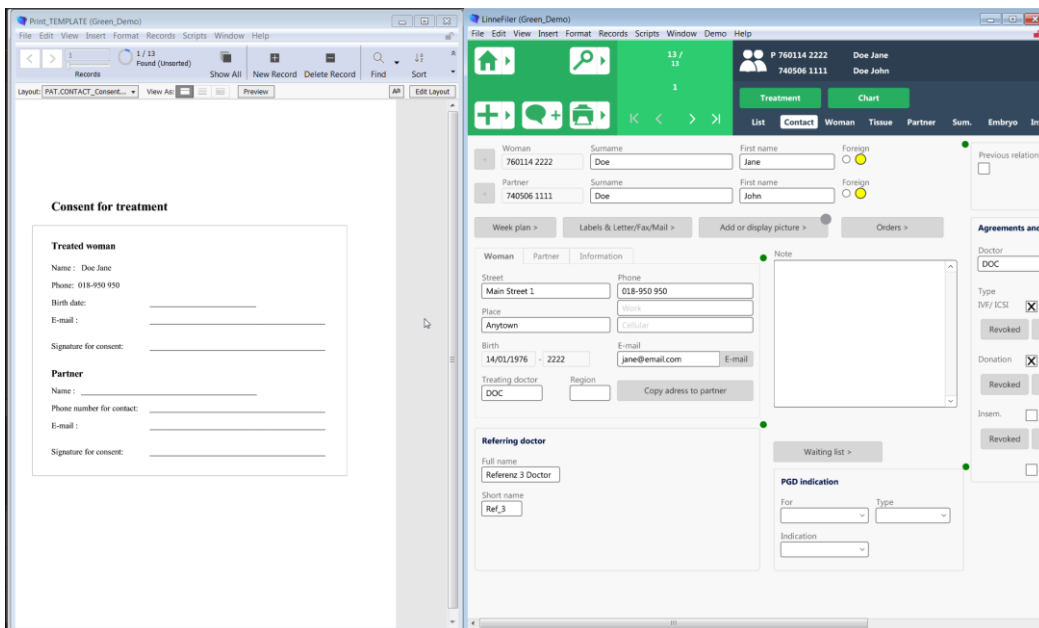2. Arrange the windows so they appear next to each other.

3. When printing a document simply press the document you wish to print.

After pressing the print button you will be asked to choose printer. Here you should press **cancel,** which will prompt a preview, and stop the printout.

After pressing cancel, the printout should appear on your screen.

4. If you wish to print this document press the print button again, then choose your printer and press print.

Editing existing print layouts

Work with layout tools

Get familiar with the layout tools in FileMaker. If you are a beginner, you will mostly be using "Text tools" and "Field/Control tool". You also have a text editing tool bar.

For further instructions please see the tutorial on Fertsoft's Zendesk support platform.
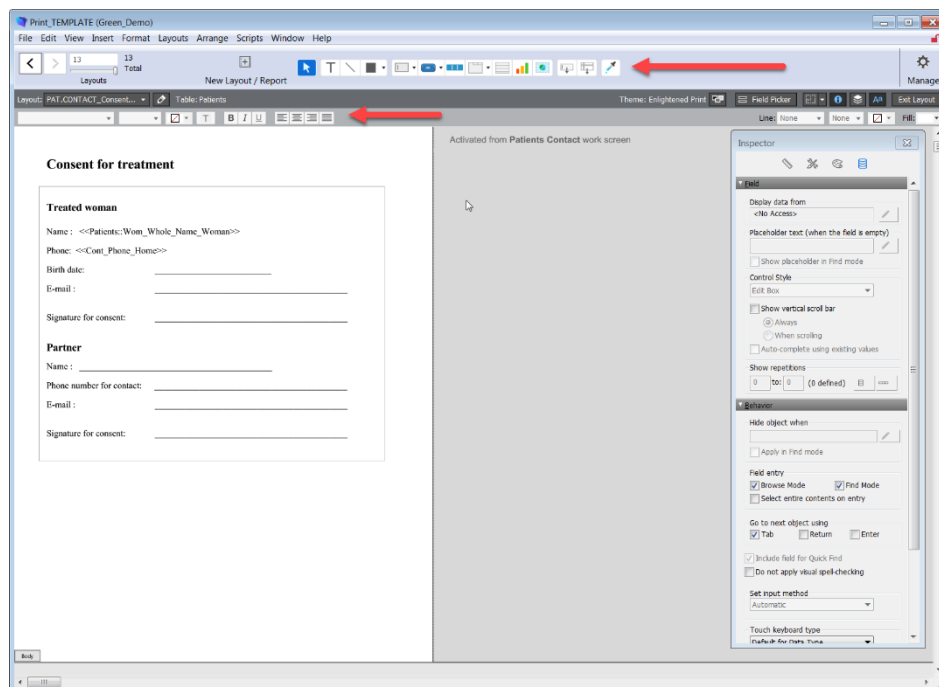

To save the changes you have made to your layout, select Layout > Save layout. You can also press Ctrl + S on your keyboard. Also, if you have unsaved changes when switching to browse mode, you will also be prompted to save if you have not already done so.
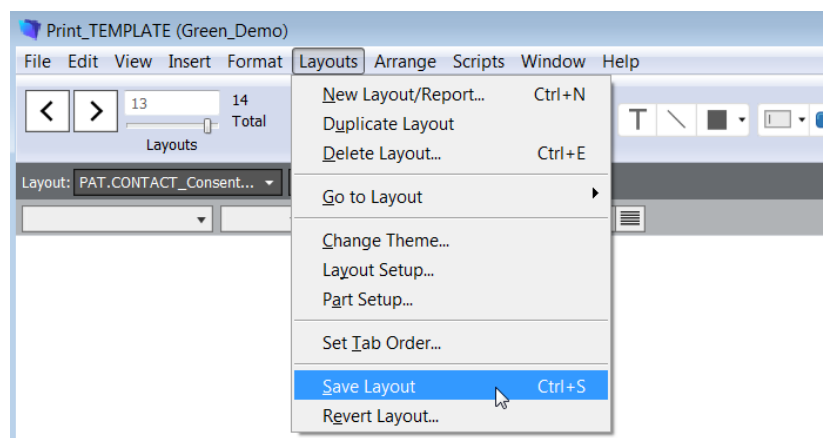
Insert field data into print layout

If you want to insert a field, you first need to know the name of the field in LinnéFiler. Get familiar with finding the name of active field (see tutorial on Fertsoft's Zendesk support platform).
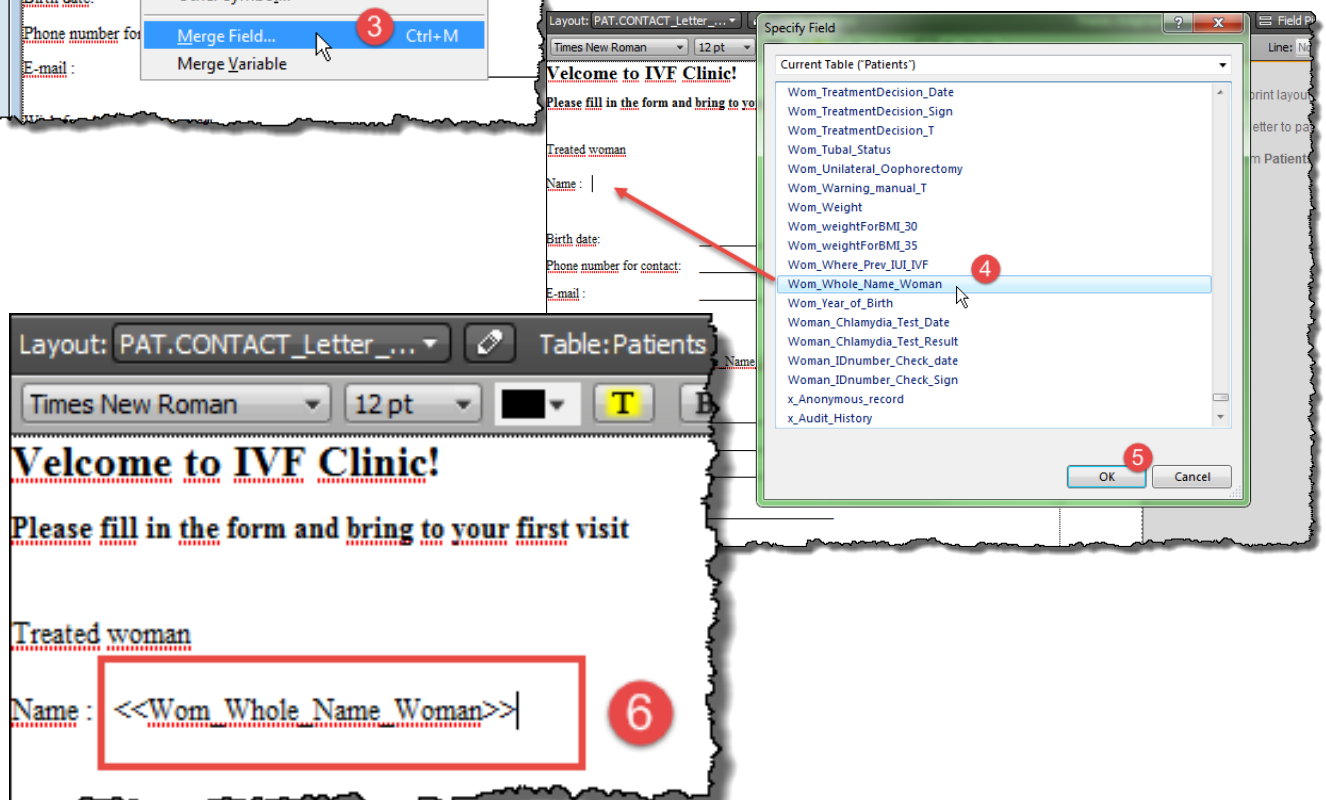
Merge Field
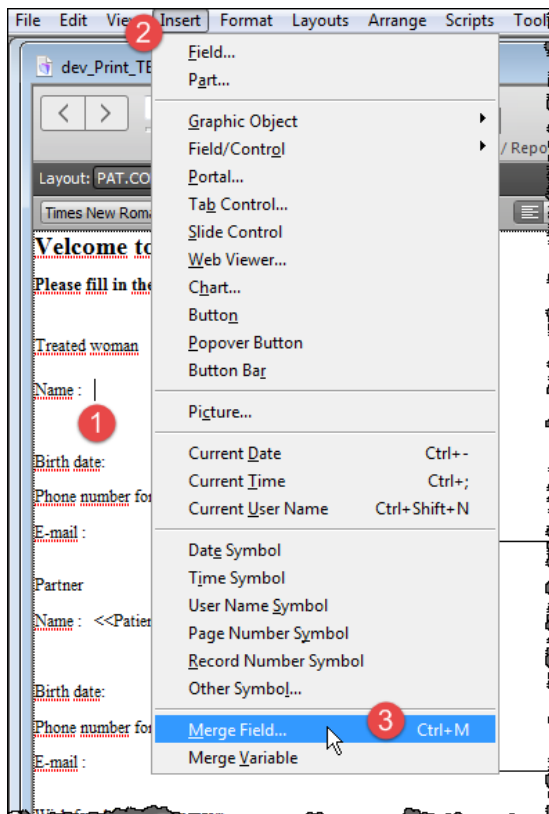
Another way is to set the marker in the text where you want the merge field to appear (1), then go to the Insert menu (2) and select the menu item Merge Field... (3).

A list with all the fields for the current table will be displayed. Find the field name you want to use (4), and select it and click OK (5). The merge field will be inserted at your insertion point in the text (6).

Switch to browse mode to see the data.

You can also select fields from **related tables** to be used as merge fields. In the top of the field list in the current table, you can select related tables.

Please observe that you can **only use fields from Related Tables** in your layout.
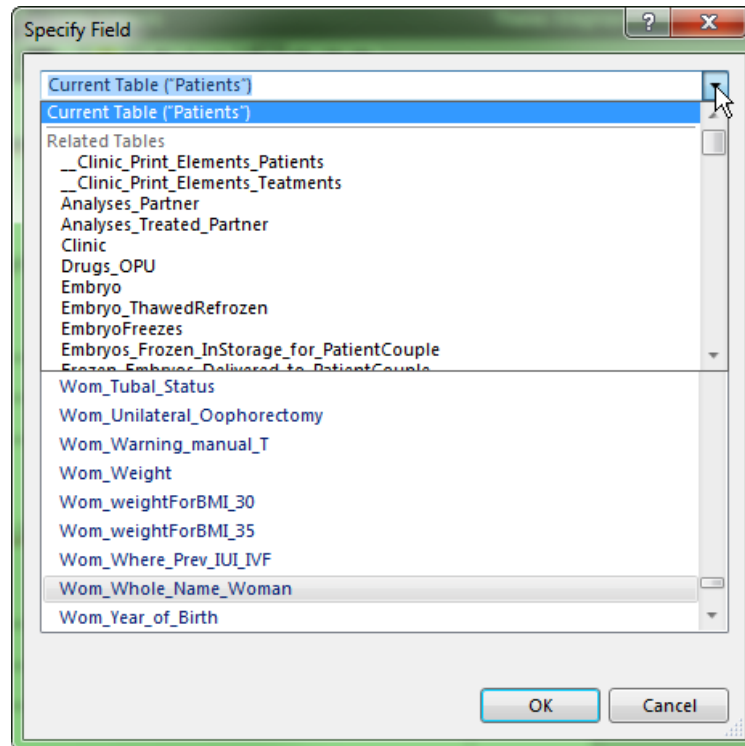
Never use fields from Unrelated Tables, as values from these tables are completely unpredictable!
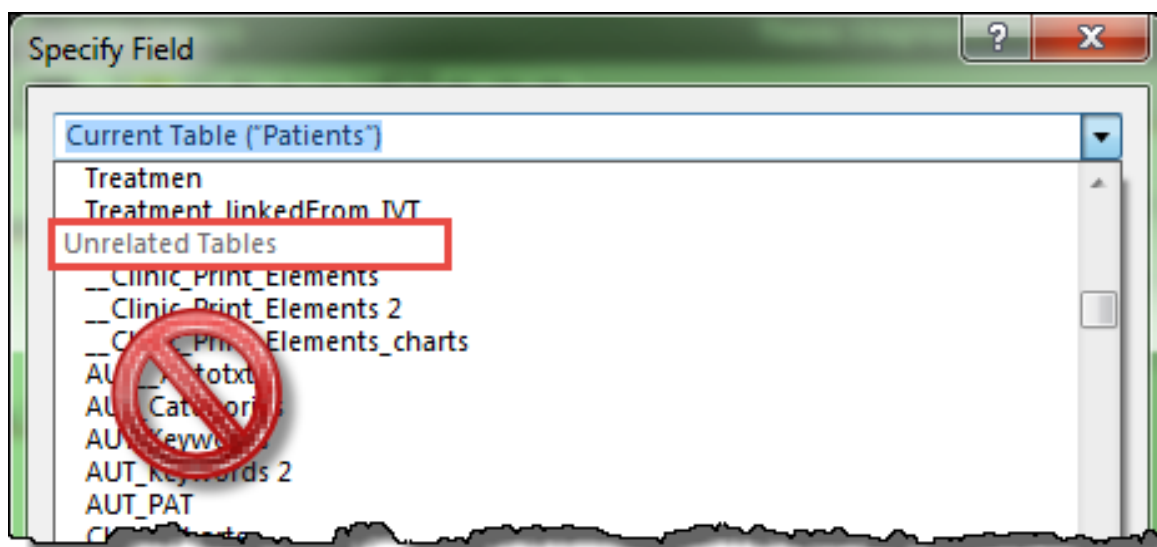
Standard field object – using Print Data

Avoid the use of standard field objects in print layouts where possible.

You will need to use the Field object when using Print Data (see how to use Print Data on Fertsoft's Zendesk support platform). Print Data is used to displayed logos, header and footers. If you do **it's mandatory to disable** the possibility to **enter data** into the field.
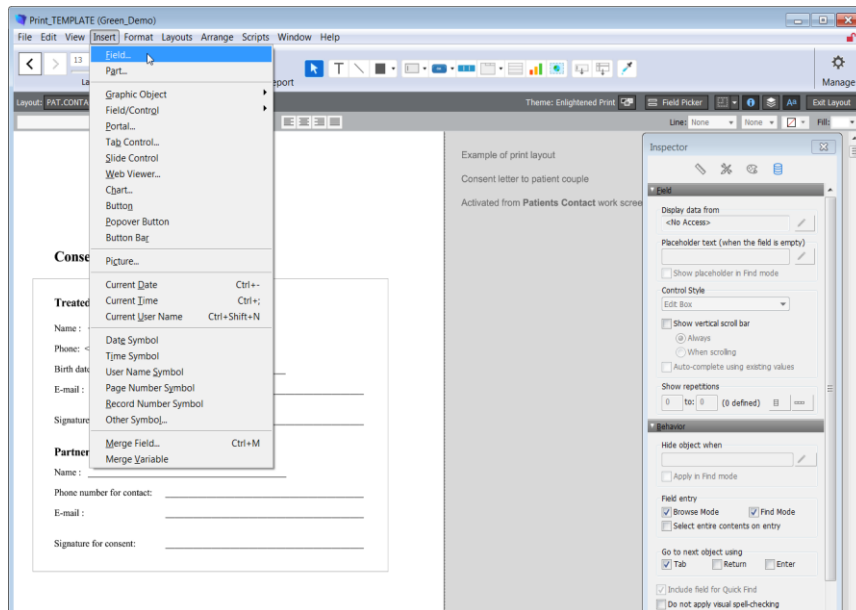
To set the field to "read only" is a **very important step to reduce the risk of unintentional modification** of information. As we have a direct link between LinnéFiler and the Print file it is extremely important that the records are not modified on this layout.

You do this by:

1. Select the field
2. Display the inspector (Use ctrl+I)
3. Select the data tab in the inspector
4. **Uncheck the property to enter data in the field.**
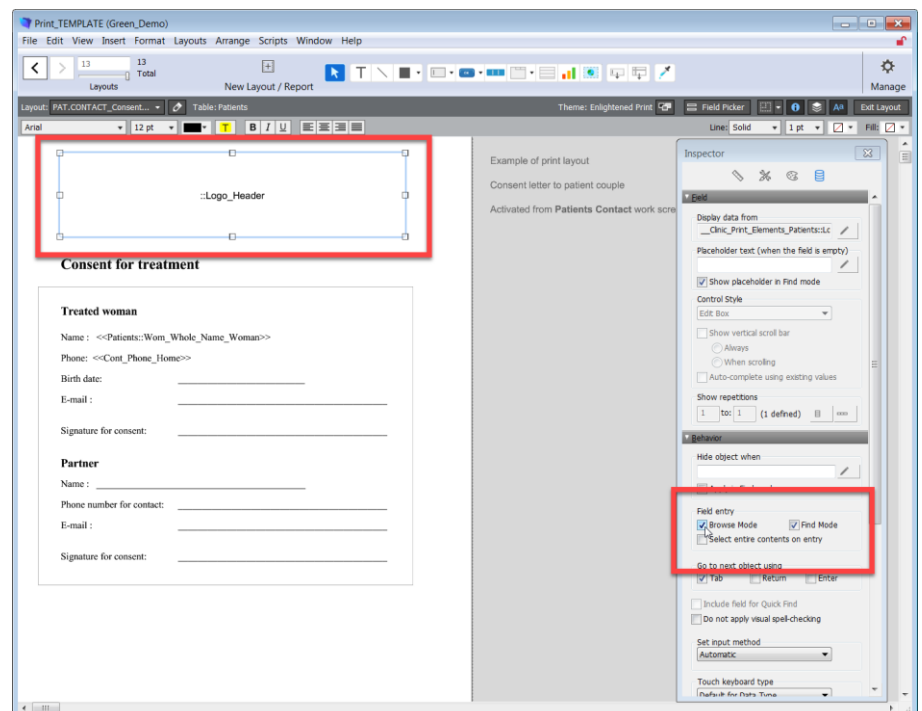
A quick way to check and correct all standard fields is to go to the Edit menu, then choose "select all", while in Layout mode. Alternatively you can press Ctrl+A to select all object. Here you can see the status of all fields by looking at the Field entry section in the Inspector. Make sure the check box Browse mode is **not** selected.

If there are different settings for the selected objects, this will show in a blue, "undecided", check box.
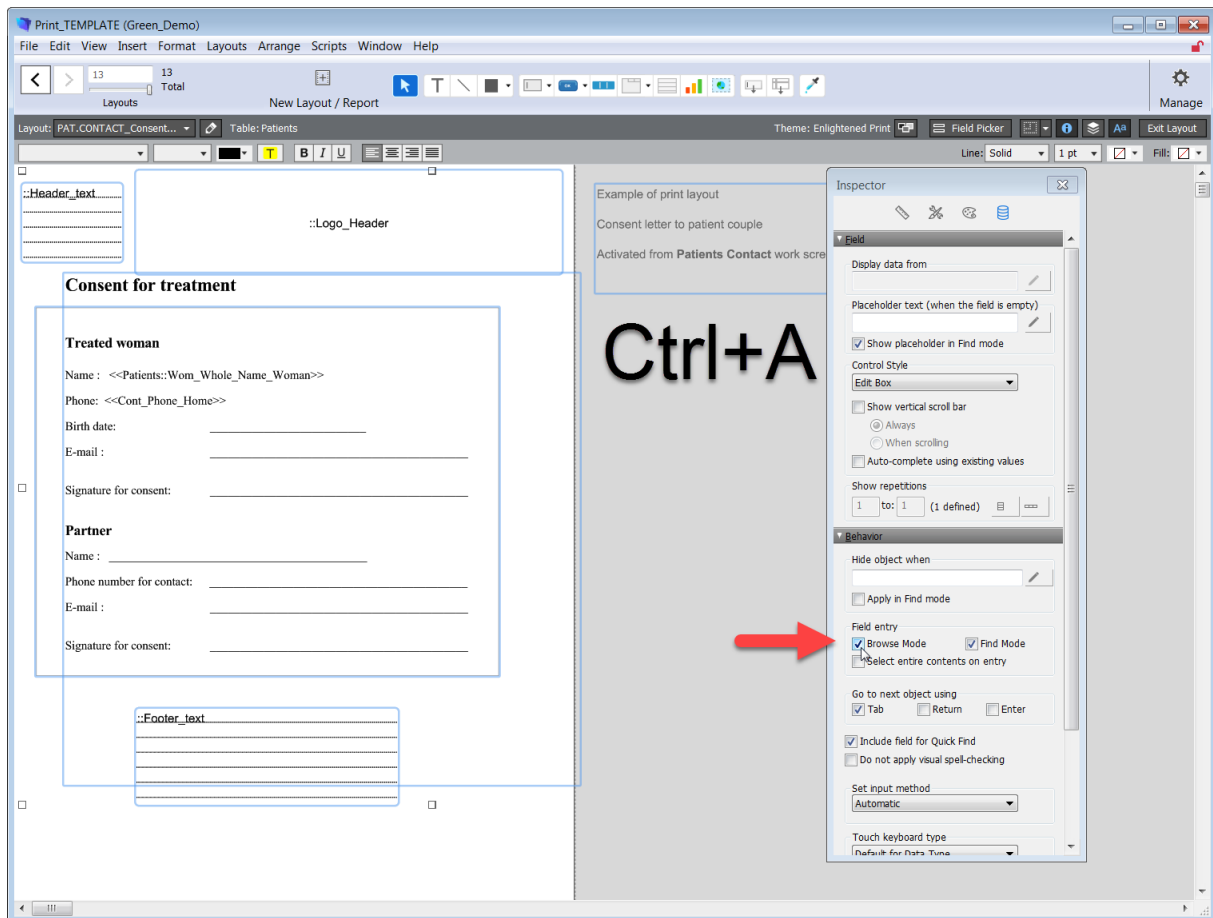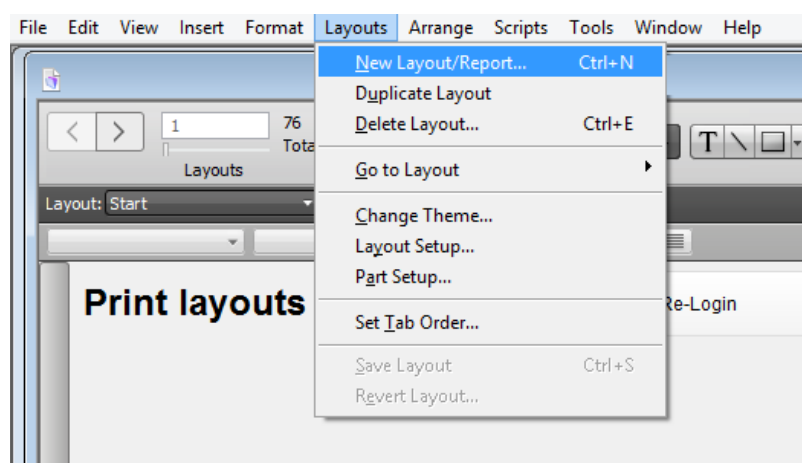

Once the checkbox is deselected the field becomes **Read Only.**

Managing Print

Add new layout

1. Open LinnéFiler (File > Open remote > LinnéFiler).

2. Go to Layout Mode

3. Go to Layouts > New Layout/Report:

Every new print layout needs a unique name. Please find a list of all available print names on www.linnefiler.com. You must select a print name from the section which corresponds to the page in LinnéFiler you wish the print button to be displayed on. Contact us if you need help choosing a print name via **support@fertsoft.com**.

4. Enter the correct table and print name and click "Finish":

IMPORTANT:
Use for example "Show records from: *Patients*" if you want to create a print layout from the screen "*Patient Management*" or use "Show records from: *Treatmen*" if you want to create a print layout from the screen "*Treatments*".
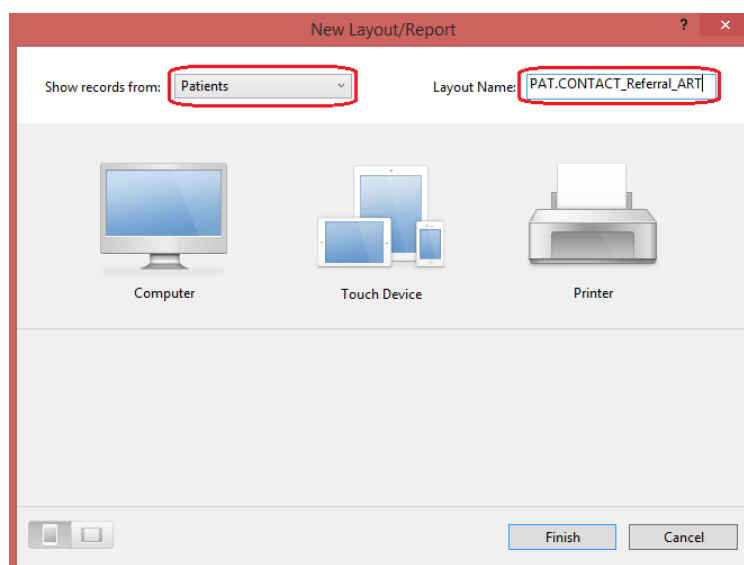
Print labels for straws or bar codes

A label can only be printed from the button in the specific section. You find label print buttons in the different module variants (for example Embryo Freeze Storage).
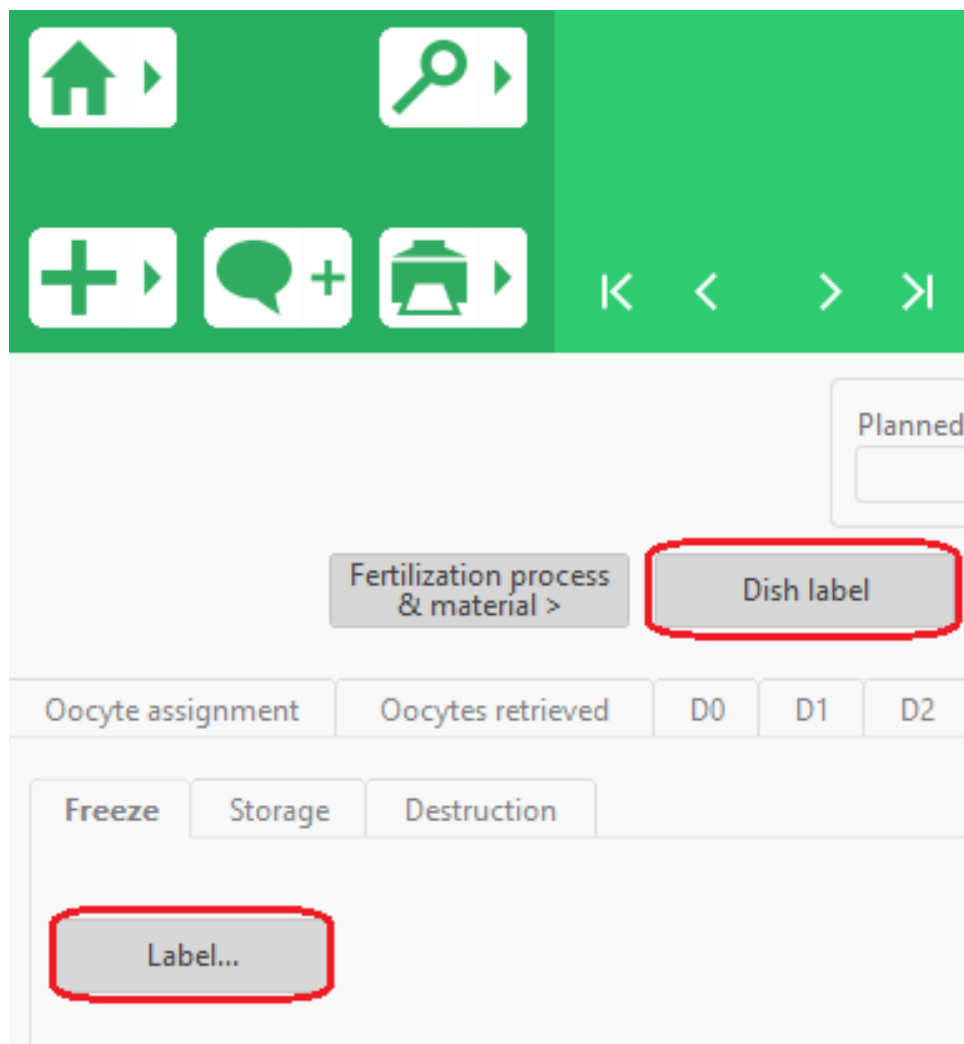
Duplicate a layout

By duplicating layouts you can create new print layouts by using a preexisting layout as a template. Start by going to an existing print layout (1), which share similarities to the printout you wish to create. To duplicate a layout start by switching to layout mode, then select the layout tab. Choose duplicate layout (2).
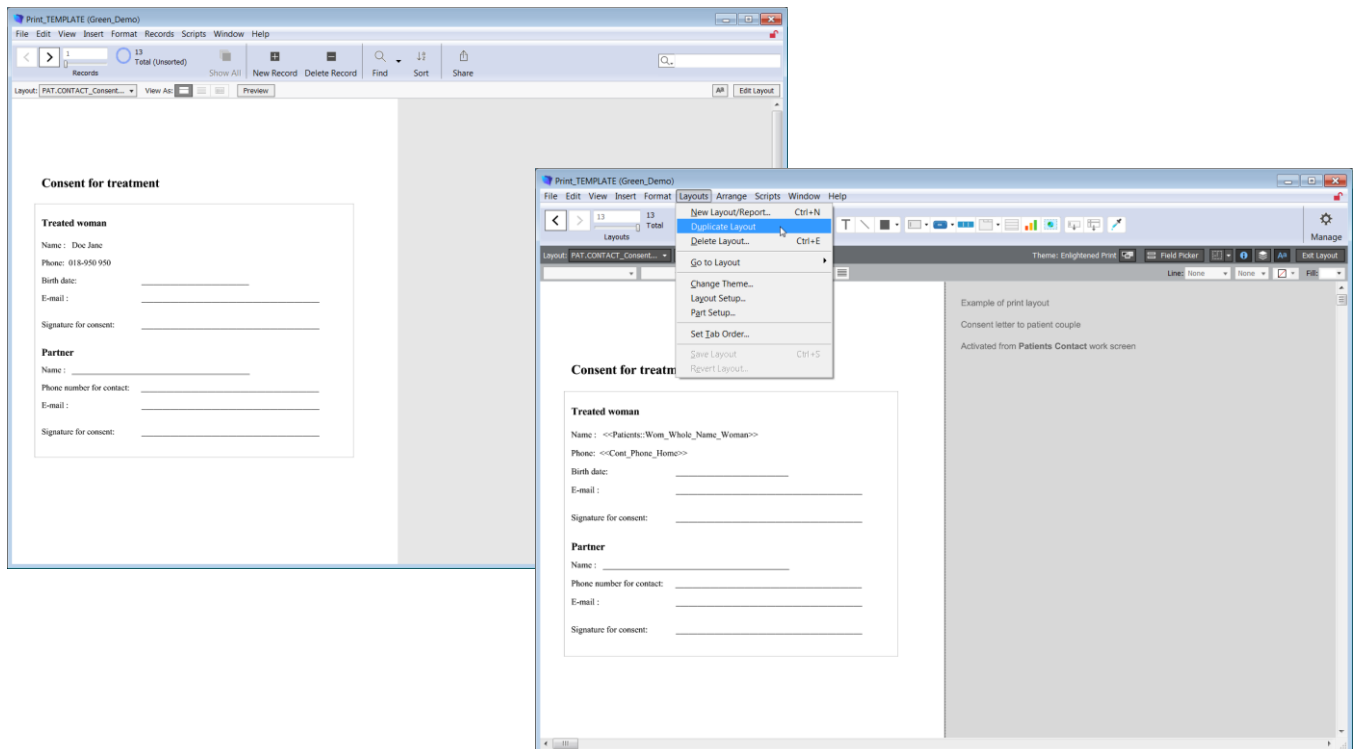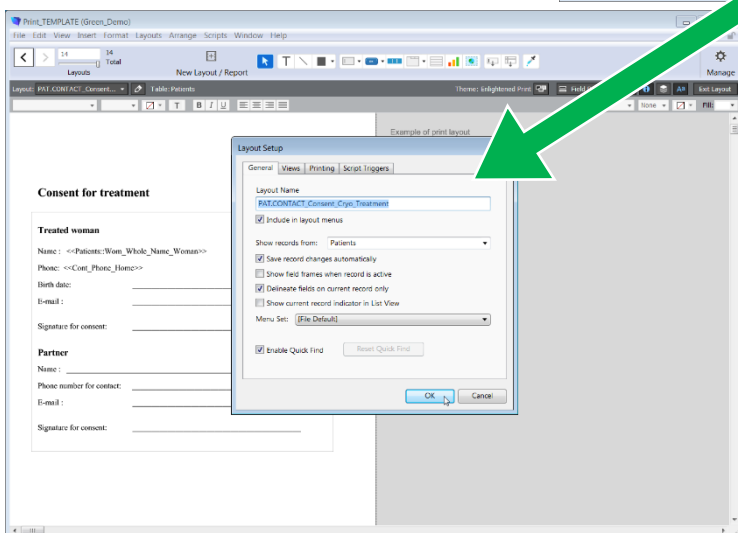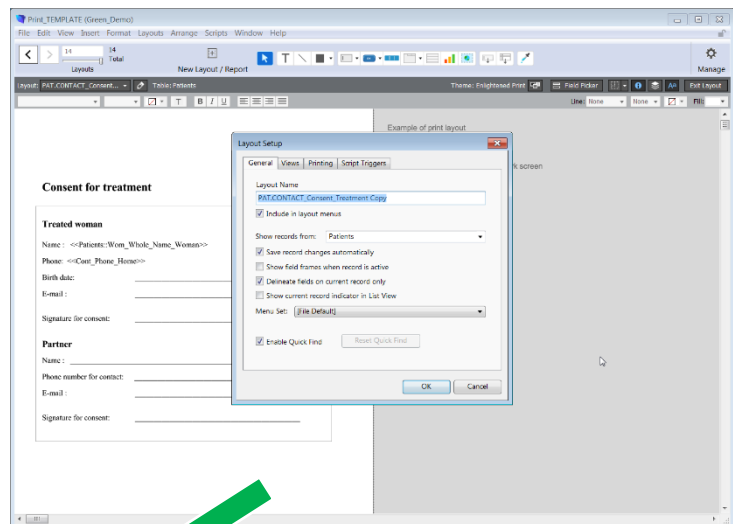

You will see that a copy has been created when you go to the layout menu (3).
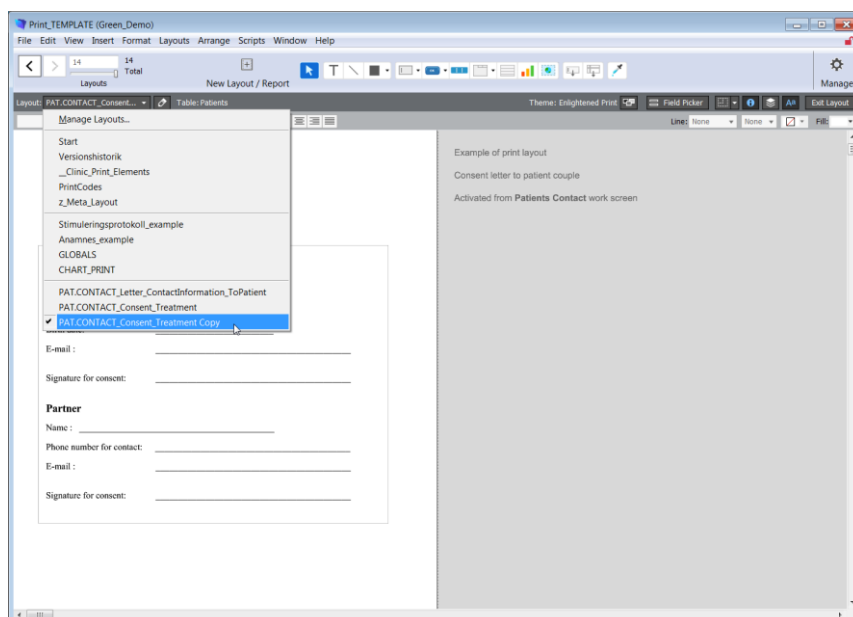
Open the Layout Setup by clicking on the pen button next to the layout name menu.
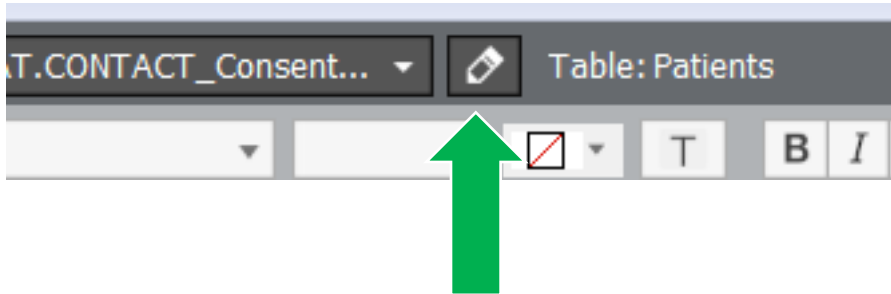

Change the name of the layout to a name chosen from linnefiler.com
The layout name must be unique. This includes folder names.

After changing the layout name, the layout becomes active and will be printable when adding a button (see steps below). Proceed to make the desired changes. This can be used when creating a new version of an old printout, or creating an entirely new printout.

Add print button

1. Go to "Print Codes".

2. Type the print name (needs to be identical to the layout name of the printout) into the Code List.
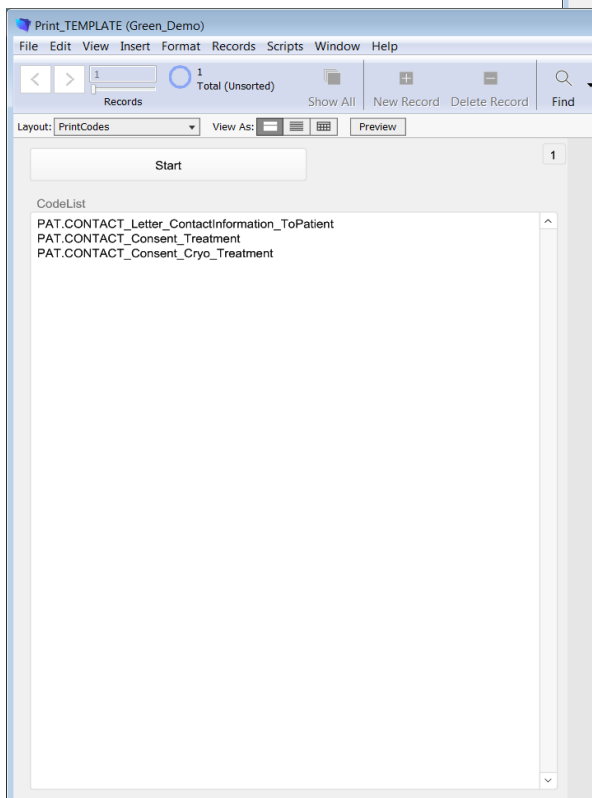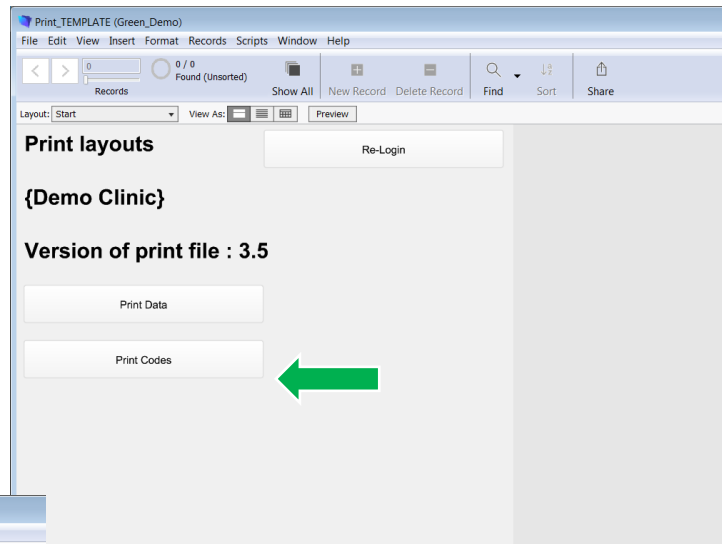
Make sure that the layout name of the printout and the print code in the code list are identical. Check that there are no spaces after the print codes, as this will cause an error when trying to print.

Your printout will become available after restarting LinnéFiler.

Congratulations!

If you have made it this far you should have successfully created your own printout for your clinic!

If you have any questions or need help creating printouts, please contact us at support@fertsoft.com.

For additional information on how to use the print function, take a look at our Zendesk support platform, which offers a range of guides and video tutorials.