# Meditech 6.0 External Link Dictionary

Meditech 6.0 gives you the ability to launch applications or web pages from its application. This can be a convenient tool especially for some clinicians. This tool works best when all PCs are on the same version of Microsoft Windows and Office as you need to have the exact paths of specific executable. If the PCs in your organization are at different versions, this still can be useful, but you will need to think through your naming convention.

Let's take a look at the External Link Dictionary. You will want to navigate to Info Systems → MIS → Dictionaries → Person/Profile → External Link and double click to open the External Link Dictionary.

Mnemonic – you will want to use a unique mnemonic to identify this specific link. You will need to consider using a naming convention for your organization to follow. The External Link Dictionary does tend to grow over time, and you do need some way to manage it effectively.

Active – Yes - to make active and be seen by the users. No – to inactivate and hide from the users.

Name – you will want to give this field some thought. This is the name that is displayed to the user when they go to execute a link.
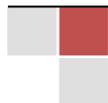
Use Default Browser – Yes to launch window in the windows default browsers. You would want to set to Yes if this link is for a web page. A No is to launch something other than the browser. You would want to set this to no this if you were launching a program or folder.
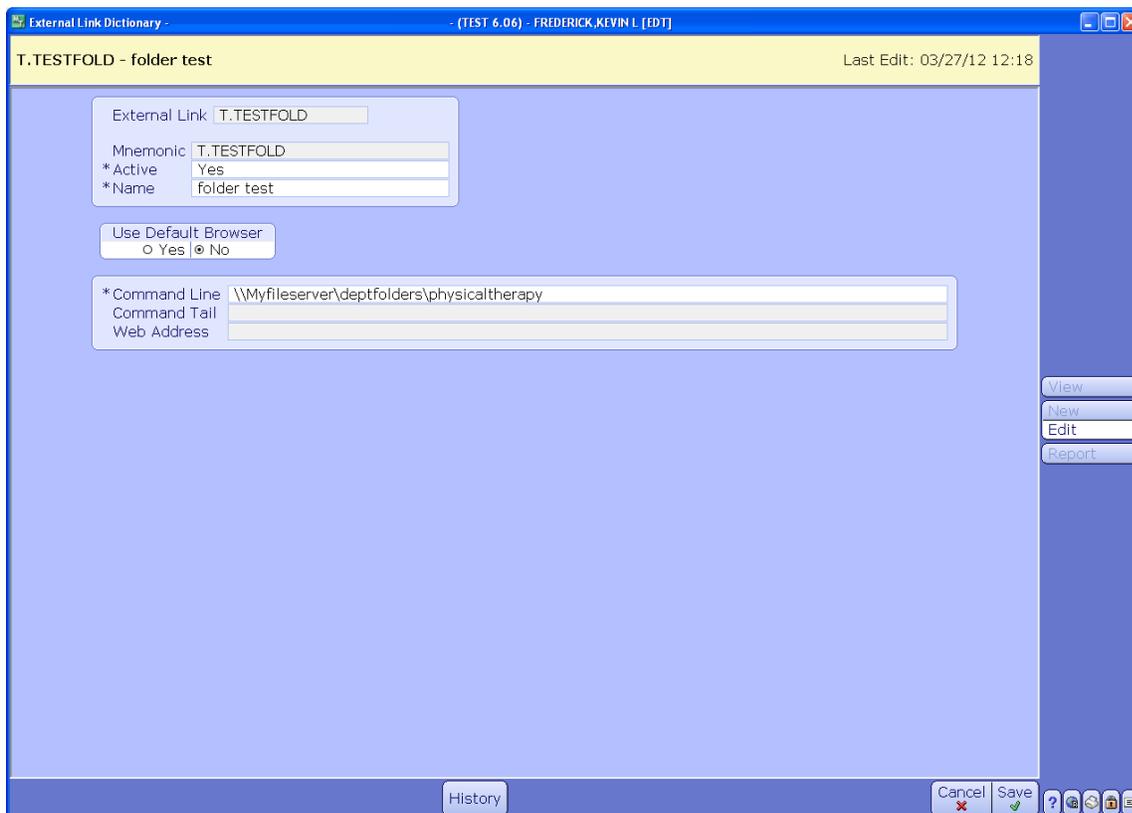
Command Line – You must map the directory path were the document, folder or program executable is found on the PC. For this example, we are launching a folder, so I typed where that folder is found on every PC.

Command Tail – allows you to add an optional command tail at the end of the string. This could be useful if you need to pass parameters in to an executable for a specific department.

Web Address – The URL of the web site address that you wish to launch in your browser.

Creating a Folder Link

Let's start by creating a folder link which can be useful for a user to gain quick access to a shared folder on the network.

For my **Mnemonic**, I used T.TESTFOLD so I can quickly identify it as a test. I set **Active** to yes, and I used the **Name** Folder Test. I am going to click on no for **Use Default Browser** because I want to launch a folder. My **Command Line** is \\MyFileserver\deptfolders\physicaltherapy. This is the directory path where the shared folder physicaltherapy can be found.

Creating a Word/Excel Document Link

Next, let's link to a specific word document. You can also use this section to link to an excel spreadsheet. Please note, if a PC does not have Microsoft Word or Excel loaded, this link will not work.
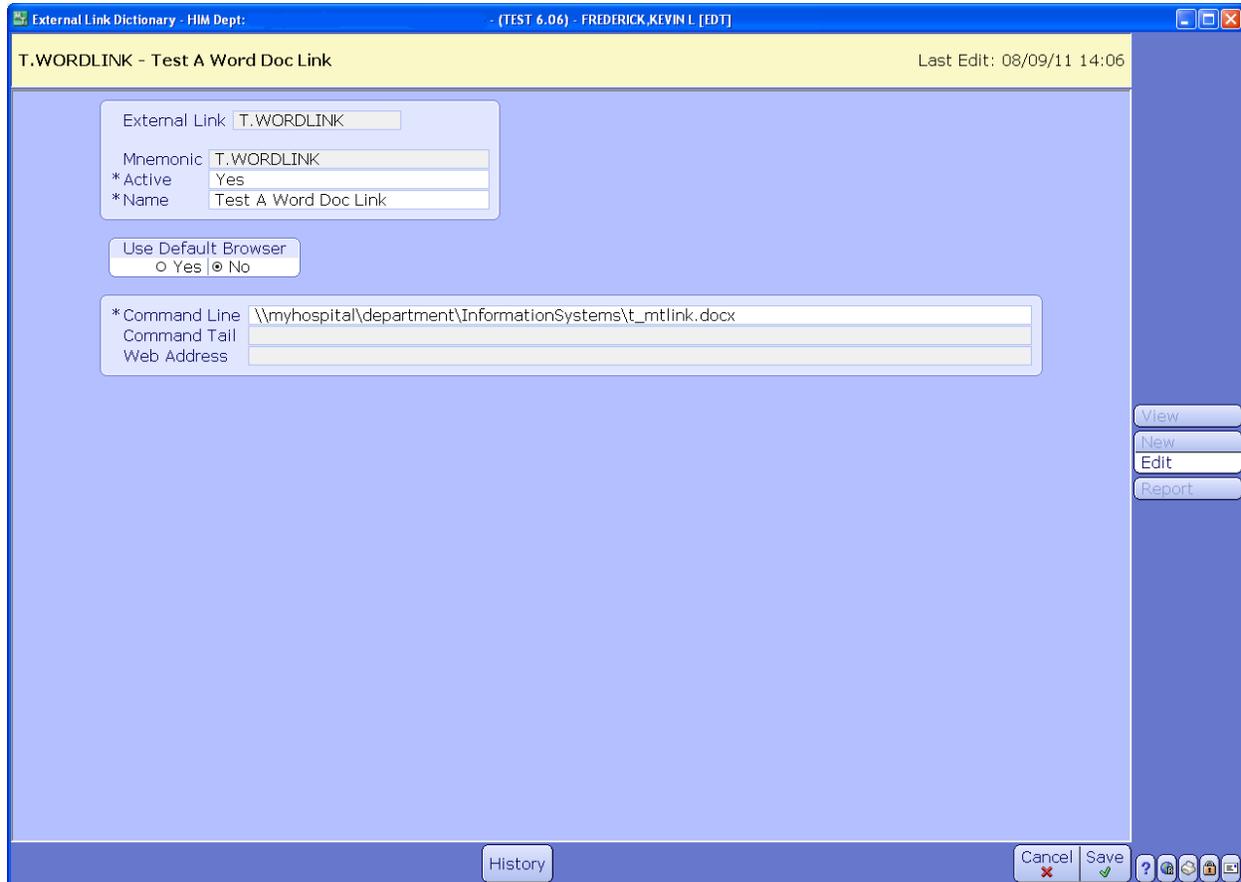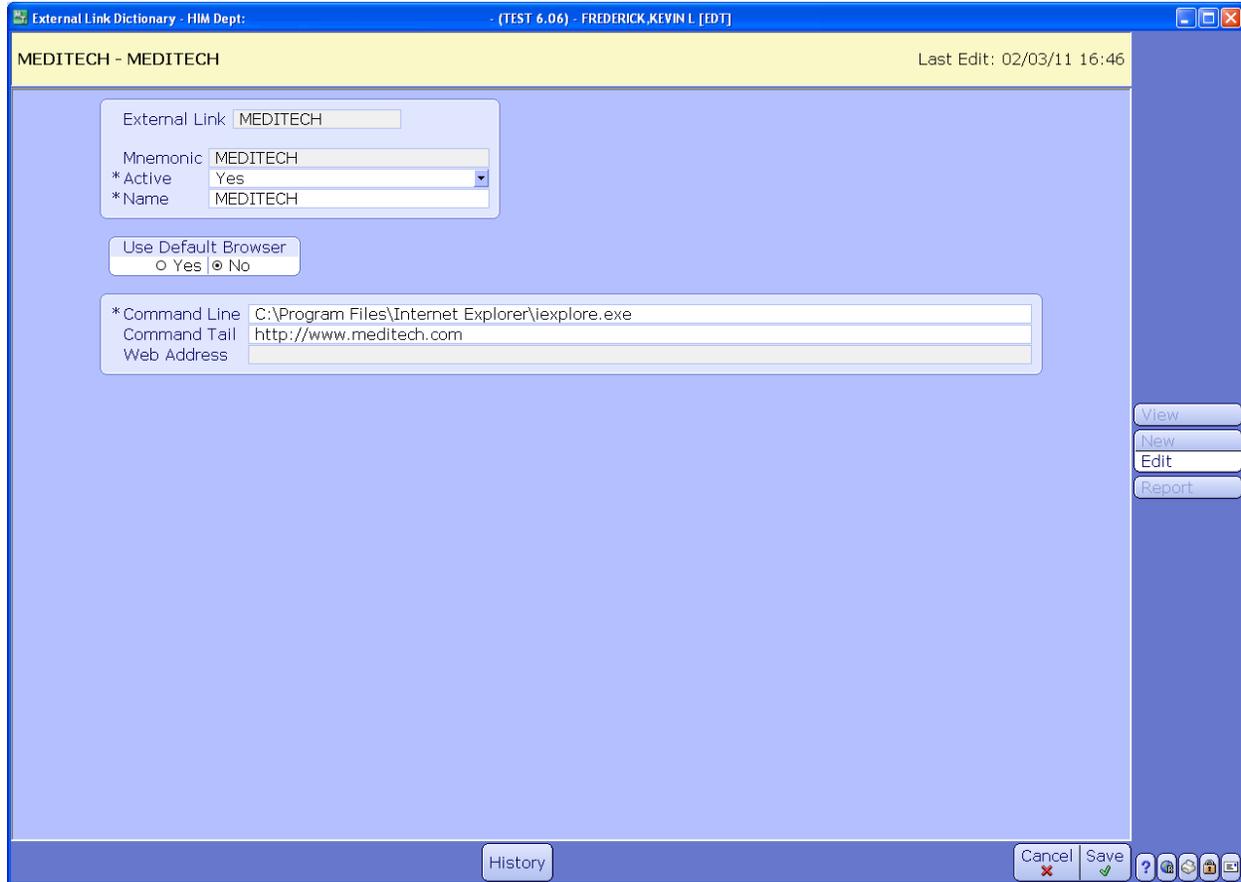

For my **Mnemonic**, I used T.WORDLINK so I can quickly identify it. I set **Active** to yes, and I used the **Name** Test a Word Doc Link. I am going to click on no for **Use Default Browser** because I want to launch Microsoft's Word. My **Command Line** is \\Myhospital\department\InformationSystems\t_mtlink.docx. Please note: you must include the program extension ".docx" at the end of the name of the document. This tells the PC to launch Microsoft's Word and open this document. If you omit this part of the document name, it will not find it to open it.

This example uses a shared document on a server. You can use a mapped drive. However, every PC must have the same mapped drive. If this is not standardized, you will need to have multiple entries for the same link per mapped drive. You will want to work with your network team on this part.

Creating a Web Site Link

Next, let's create a web site link. This is usually the most common type of link and can be very beneficial to the clinical community who access clinical web sites.

For my **Mnemonic**, I used Meditech so I can quickly identify it. I set **Active** to yes, and I used the **Name** Meditech . I am going to click on yes for **Use Default Browser** because I want to launch my browser. My **Command Line** is c:\Program Files\Internet Explorer\iexplore.exe. For Windows XP, this is where you can find the path. For Windows 7, the path is found c:\program files (x86)\Internet Explorer\iexplore.exe. This is a good example how standardizing your Microsoft Windows and Office can play an important part in this dictionary. The Command Tail is where you want to pass the website into explorer. Please note, you do NOT want to use Web Address. For this example, **Command Tail** will be http://www.meditech.com

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Once you have created your links, you attach them to the appropriate profile in the Profile Dictionary. These links are for a broader base of people like a department or division. In the Profile Dictionary, you will have to click on the tab – External. Click on the section for External Link and select the appropriate link. For specific people, you will want to navigate to Person Dictionary. Select the appropriate person and click on the External tab. In the External Link section, begin to select the appropriate links.

When the user signs they will want to click right hand of their External Link Screen they are authorized into the system the next time, on the world icon in the lower screen. This will launches the which includes all the links that to use.