HealthSync User Guide

HealthSync is a **desktop application tailored for healthcare administrators in family clinics.** It centralises patients' personal information and emergency contact details into a single, easily accessible database, enabling administrators to efficiently manage data and contacts.

By combining the speed of a Command Line Interface (CLI) with the visual clarity of a Graphical User Interface (GUI), HealthSync optimizes workflow for fast-typing administrators, enabling them to retrieve critical patient details and establish contact more efficiently than traditional GUI-only applications.

This ensures rapid response when every second matters.

▲ Warning: HealthSync is only designed for Singapore-based family clinics. It operates exclusively in English and does not support other languages or international clinic formats.

Using HealthSync with other languages or across multiple countries and timezones may lead to unexpected behaviour.

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How to use this User Guide

This User Guide is designed to help you understand and use HealthSync effectively. Below are some tips on how to navigate and use this guide:

- 1. Table of Contents: Use this to instantly jump to the section you are interested in.
- 2. Quick Start: Step-by-step instructions for first-time users.
- 3. Overview of GUI: Familiarise yourself with HealthSync's interface.
- 4. Features: Detailed explanations of all commands with formats, parameters and examples.
- 5. FAQ: Answers to common questions and troubleshooting tips.
- 6. Known Issues: Lists existing issues and their solutions.
- 7. **Command Summary**: A quick reference table for command formats.

By referring to these sections, you can quickly find the information you need and fully utilize HealthSync.

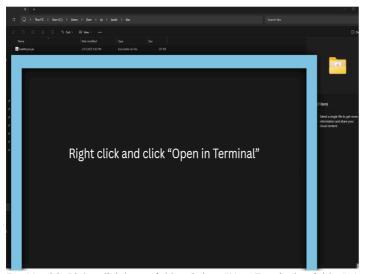
Legend

📤 : The symbol serves as a warning that executing a specific command in a given context may result in unexpected behavior.

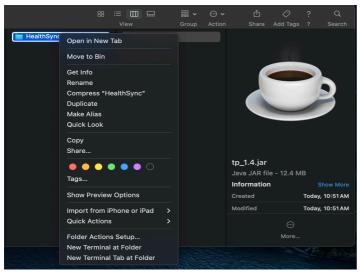
: The symbol provides helpful guidance on using the command effectively to meet your needs.

Quick start

- 1. Ensure you have Java 17 or above installed in your Computer.
 - You can check your Java version by following the instructions here.
 - If you do not have Java 17 or above installed in your computer, you can download Java from here.
 - Mac users: Ensure you have the precise JDK version prescribed here.
- 2. Download the latest release of the healthsync.jar file from here.
- 3. Copy the file to the folder you want to use as the *home folder* for HealthSync. The *home folder* will be where all the data files will be saved
- 4. For Windows: Open the home folder and right-click anywhere in the blue box, as shown in the image below. Click "Open in Terminal". A terminal window will pop up, then type in the command java -jar healthsync.jar to run the application.



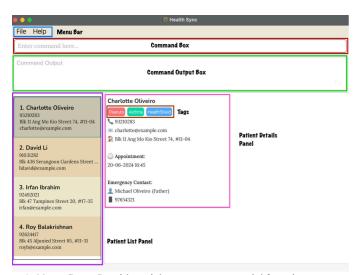
For MacOS: Right-click home folder. Select "New Terminal at folder". A terminal window will pop up, then type in the command java – jar healthsync.jar to run the application.



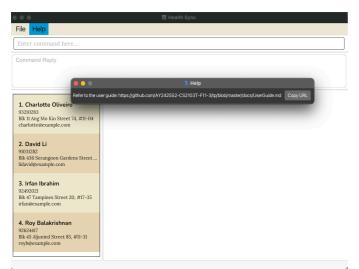
- 5. Type the command in the command box and press Enter to execute it. e.g. typing help and pressing Enter will open the help window. Some example commands you can try:
 - list: Lists all patients.
 - add n/John Doe p/98765432 e/johnd@example.com a/John street, block 123, #01-01 : Adds a patient named John Doe to HealthSync.
 - $\bullet \quad \text{emergency 1 n/John Smith p/98765432 r/Father : Sets an emergency contact for the 1st patient. } \\$
 - delete 3: Deletes the 3rd patient shown in the current list.
 - clear: Deletes all patients.
 - exit: Exits the app.
- 6. Refer to the Features below for details of each command.

Overview of GUI

HealthSync features a clean and intuitive graphical user interface (GUI) designed to help users efficiently manage patient records and appointments. The main interface consists of several key components:



- 1. Menu Bar Provide quick access to essential functions:
 - File:
 - Exit: Closes the application safely.
 - Help: Opens a link to the HealthSync User Guide, providing instructions on how to use the application.



2. Command Box

• Users can enter text-based commands to interact with the application.

3. Command Output Box

- Display messages in response to user commands.
- Provides feedback such as confirmations, errors, and system notifications.

4. Patient List Panel

- Displays a list of all registered patients.
- Clicking on a patient will show their details in the Patient Detail Panel.

5. Patient Details Panel

• Shows detailed information about the selected patient, such as their medical history, emergency contacts, and insurance details.

6. Tags

- Used to record Allergies, Conditions and Insurance of a patient.
- Each type of tag is represented by a different colour for easy identification:
 - Red: Allergy
 - Green: Condition
 - Blue: Insurance

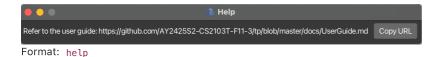
Features

i Notes about the command format:

- Words in UPPER_CASE are the parameters to be supplied by the user. e.g. in add n/NAME , NAME is a parameter which can be used as add n/John Doe .
- Parameters can be in any order.
 e.g. if the command specifies n/NAME p/PHONE NUMBER, p/PHONE NUMBER n/NAME is also acceptable.
- Extraneous parameters for commands that do not take in parameters (such as help, list, exit and clear) will be ignored.
 - e.g. if the command specifies help 123, it will be interpreted as help.
- If you are using a PDF version of this document, be careful when copying and pasting commands that span multiple lines as space characters surrounding line-breaks may be omitted when copied over to the application.

Viewing help: help

Shows a message explaining how to access the help page.



Adding a patient: add

Adds a patient to HealthSync.

Format: add n/NAME p/PHONE_NUMBER e/EMAIL a/ADDRESS

Examples:

- add n/John Doe p/98765432 e/johnd@example.com a/John street, block 123, #01-01
- add n/Betsy Crowe e/betsycrowe@example.com a/Newgate Prison p/1234567

▲ Warning: An entry is considered a duplicate if it has the same name and phone number or the same name and email address. The phone number must be exactly 8 digits long and can only start with 6, 8, or 9.

Scheduling an appointment: schedule

Schedules an appointment for a patient in HealthSync.

Format: schedule INDEX dd-MM-yyyy HH:mm

• : Ensure the date and time are in the future.

Examples:

- schedule 1 12-04-2025 14:30
- schedule 2 05-06-2025 09:00

🔺 Warning: An appointment is considered a duplicate if it has the same date and time as an existing appointment.

Listing all patients: list

Shows a list of all patients in HealthSync.

Format: list

Sorting patients: sort

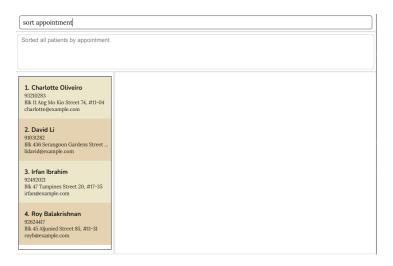
Sorts the list of patients by a specified field.

Format: sort FIELD

- Sorts the patient list by the specified FIELD .
- Available fields: name , appointment
- The sorting is case-insensitive.

Examples:

- sort name Sorts patients in ascending alphabetical order by name.
- sort appointment Sorts patients by appointment date in lexicographical order, with the nearest upcoming appointment listed first.



Editing a patient: edit

Edits an existing patient in HealthSync.

Format: edit INDEX [n/NAME] [p/PHONE] [e/EMAIL] [a/ADDRESS]

- Edits the patient at the specified INDEX . The index refers to the index number shown in the displayed patient list. The index must be a positive integer 1, 2, 3, ...
- At least one of the optional fields must be provided.
- Existing values will be updated to the input values.

Examples:

- edit 1 p/91234567 e/johndoe@example.com Edits the phone number and email address of the 1st patient to be 91234567 and johndoe@example.com respectively.
- edit 2 n/Betsy Crower Edits the name of the 2nd patient to be Betsy Crower.

Setting Emergency Contact: emergency

Sets or updates the emergency contact for a patient in HealthSync.

Format: emergency INDEX n/NAME p/PHONE_NUMBER r/RELATIONSHIP

- Sets the emergency contact for the patient at the specified INDEX.
- The index refers to the index number shown in the displayed patient list.
- The index must be a positive integer 1, 2, 3, ...
- All fields (name, phone, relationship) are required.

Examples:

- emergency 1 n/Alden Tan p/98765432 r/Boyfriend Sets the emergency contact for the 1st patient to be Alden Tan (Boyfriend) with phone number 98765432.
- emergency 2 n/Mary Goh p/88761432 r/Mother Sets the emergency contact for the 2nd patient to be Mary Goh (Mother) with phone number 88761432.

Locating patients by name: find

Finds patients whose names contain any of the given keywords.

Format: find KEYWORD [MORE_KEYWORDS]

- The search is case-insensitive. e.g hans will match Hans
- · The order of the keywords does not matter. e.g. Hans Bo will match Bo Hans
- · Name, Phone number and Email are searched.
- Only full words will be matched e.g. Han will not match Hans
- · Patients matching at least one keyword will be returned (i.e. OR search). e.g. Hans Bo will return Hans Gruber , Bo Yang

Examples:

- · find John returns john and John Doe
- find david roy returns David Li, Roy Balakrishnan

2 patients listed!

1. David Li 91031282 Blk 436 Serangoon Gardens Street ... lidavid@example.com 2. Roy Balakrishnan 92624417 Blk 45 Aljunied Street 85, #11-31 royb@example.com

Archiving a patient: archive

Archives the specified patient from HealthSync. Removes patient from address book and adds them into archive list.

Format: archive INDEX

- Archives the patient at the specified INDEX .
- The index refers to the index number shown in the displayed patient list.
- The index must be a positive integer 1, 2, 3, ...

Example:

• list followed by archive 2 archives the 2nd patient in HealthSync.

Listing all patients in archive: listarchive

Shows a list of all patients being archived.

Format: listarchive

Unarchiving a patient: unarchive

Remove the specified patient from archive list and add them back to HealthSync.

Format: unarchive INDEX

- Unarchive the patient at the specified INDEX from archive list.
- The index refers to the index number shown in the displayed patient list.
- The index must be a positive integer 1, 2, 3, ...

Example:

listarchive followed by unarchive 2 adds the 2nd patient in archive list back to HealthSync.

Deleting a patient: delete

Deletes the specified patient from HealthSync.

Format: delete INDEX

- Deletes the patient at the specified INDEX .
- The index refers to the index number shown in the displayed patient list.
- The index must be a positive integer 1, 2, 3, ...

Examples:

- list followed by delete 2 deletes the 2nd patient in HealthSync.
- find Betsy followed by delete 1 deletes the 1st patient in the results of the find command.

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Clearing all entries: clear

Clears all entries from HealthSync.

Format: clear

Tag Management

Adding a tag: ta/ ti/ tc/

- Adds a tag to a patient based on their index in the address book.
- Tags can be added for allergies (ta/), insurance (ti/), or conditions (tc/).
- Tags are case-sensitive and need to be alphanumeric. e.g. Peanuts will not match peanuts
- Tags can be more than 1 word in length. e.g. broken leg

Format: tag <INDEX> ta/ALLERGY tag <INDEX> ti/INSURANCE tag <INDEX> tc/CONDITION

: Add the tags based on their different categories such as allergy (`ta/`), insurance (`ti/`), and condition (`tc/`).

Examples:

tag 1 ta/peanuts assigns an allergy tag 'peanuts' to the patient at index 1.



- tag 2 ti/prudential assigns an insurance tag 'prudential' to the patient at index 2.
- tag 3 tc/diabetes assigns a medical condition tag 'diabetes' to the patient at index 3.

▲ Warning: If the tag already exists for the patient, it will not be added again.

Deleting a tag: td/

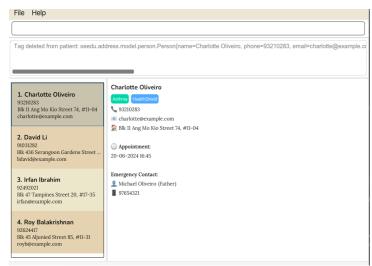
- Deletes a tag from a patient based on their index in the address book.
- Tags are case-sensitive. e.g. Peanut will not match peanut
- Only full words will be matched e.g. Peanut will not match Peanuts

Format: tag <INDEX> td/TAGNAME

: You can undo the command if the tag was deleted by mistake.

Examples:

tag 1 td/peanuts deletes the tag 'peanuts' from the patient at index 1.



tag 2 td/diabetes deletes the tag 'diabetes' from the patient at index 2.

Undoing a command: undo

Reverts the last command that modified data.

Format: undo



Warning:

- Cannot be used repeatedly to undo multiple actions.
- Cannot undo undo, redo, help, or exit commands.

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Example:

undo (Restores the state before the last action)

Redoing a command: redo

Restores the last undone command.

Format: redo



Warning:

- Can only be used if undo was previously executed.
- · Cannot redo commands that were not undone.

Example:

· redo (Restores the last undone action)

Exiting the program: exit

Exits the program.

Format: exit

Saving the data

HealthSync data are saved in the hard disk automatically after any command that changes the data. There is no need to save manually.

Editing the data file

HealthSync data are saved automatically as a JSON file [JAR file location]/data/addressbook.json . Advanced users are welcome to update data directly by editing that data file.

▲ Caution: If your changes to the data file makes its format invalid, AddressBook will discard all data and start with an empty data file at the next run. Hence, it is recommended to take a backup of the file before editing it.

Furthermore, certain edits can cause the AddressBook to behave in unexpected ways (e.g., if a value entered is outside the acceptable range). Therefore, edit the data file only if you are confident that you can update it correctly.

FAQ

Q: How do I transfer my data to another Computer?

A: Install the app in the other computer and overwrite the empty data file it creates with the file that contains the data of your previous AddressBook home folder.

Known issues

- 1. When using multiple screens, if you move the application to a secondary screen, and later switch to using only the primary screen, the GUI will open off-screen. The remedy is to delete the preferences.json file created by the application before running the application again.
- 2. **If you minimise the Help Window** and then run the help command (or use the Help menu, or the keyboard shortcut F1) again, the original Help Window will remain minimised, and no new Help Window will appear. The remedy is to manually restore the minimized Help Window.

Valid Inputs for Patient parameters

A patient is uniquely identified by their NAME and PHONE_NUMBER or NAME and EMAIL . Patients with the same NAME and PHONE_NUMBER or NAME and EMAIL will be flagged as duplicates and cannot be added to the address book.

This also applies to emergency contacts. To prevent unexpected app behavior, do not edit an emergency contact to have the same phone number as another emergency contact for the same patient. If an emergency contact is edited to have the same name and phone number as an existing one, it will be considered a duplicate and will trigger an error.

Parameter	Details	Example
name/ NAME	This parameter accepts alphanumeric characters, the words s/o, d/o, spaces, and the following characters: -, @, /, '	Mason's James, Soumya d/o Ramesh, Kai Havertz @ Gallagher are examples of names you can provide in an add, edit.
phone/ PHONE_NUMBER	The phone number must be exactly 8 digits long and can only start with 6, 8, or 9. The field cannot be blank.	91884567 and 88705469 are examples of phone numbers you can provide in an add , edit
email/ EMAIL	HealthSync follows the valid email address format detailed here	thomastuchel@yahoo.com.uk and bellechoy@gmail.com are examples of emails you can provide in an add, edit.
	Emails should be of the format local-part@domain and adhere to the following constraints: 1. local-part should only contain alphanumeric characters and these special characters, excluding the parentheses, (+). The local-part may not start or end with any special characters. 2. This is followed by a @ and then a domain name for domain. The domain name is made up of domain labels separated by periods. The domain name must: - end with a domain label at least 2 characters long - have each domain label start and end with alphanumeric characters - have each domain label consist of alphanumeric characters, separated only by hyphens, if any.	
address/ ADDRESS	Addresses can be any value, but they cannot be blank.	987, Kensington Rd, 123465 and Block 666, Westminister Street 6, #08-111 are examples of addresses you can provide in an add, edit

Command Summary

Action	Format, Examples	
Add Patient	add n/NAME p/PHONE e/EMAIL a/ADDRESS e.g., add n/John Doe p/98765432 e/john@example.com a/123 Street	
Edit Patient	edit INDEX [n/NAME] [p/PHONE] [e/EMAIL] [a/ADDRESS] e.g., edit 2 n/John Smith p/91234567	
Delete Patient	delete INDEX e.g., delete 3	
Find Patient	find KEYWORD [MORE_KEYWORDS] e.g., find John	
List Patients	list	
Schedule Appointment	schedule INDEX [DD-MM-YYYY HH:MM] e.g, schedule 1 30-03-2026 12:00	
Sort Patients	sort FIELD e.g., sort name	
Set Emergency Contact	emergency INDEX n/NAME p/PHONE r/RELATIONSHIP e.g., emergency 1 n/Jane Doe p/81234567 r/Mother	
Archive Patient	archive INDEX e.g., archive 2	
List Archived Patients	listarchive	
Unarchive Patient	unarchive INDEX e.g., unarchive 2	
Clear All Entries	clear	
Undo Command	undo	
Redo Command	redo	
Add Allergy Tag	tag INDEX ta/ALLERGY e.g., tag 1 ta/peanuts	
Add Condition Tag	<pre>tag INDEX tc/CONDITION e.g., tag 1 tc/asthma</pre>	
Add Insurance Tag	tag INDEX ti/INSURANCE e.g., tag 1 ti/medishield	
Delete Tag	tag INDEX td/TAGNAME e.g., tag 1 td/peanuts	
Help	help	
Exit	exit	

Glossary

Terminology

Term	Details	Example
Alphanumeric	Characters that are letters or numbers.	1, 2, 3, A, b, c are alphanumeric characters.
Command	Instructions for HealthSync to execute.	Features are commands that HealthSync can execute. list is one such command.
Command Line Interface (CLI)	An interface where users type commands.	The command line acts as a CLI in HealthSync.
Graphical User Interface (GUI)	An interface using buttons, icons and visuals	HealthSync acts as a GUI.
JSON	JSON (JavaScript Object Notation) is a lightweight format for storing and exchanging data.	The data file used by HealthSync is in JSON format.
Keyword	The word you want to search for in a find command.	Searching for a patient named Eden Lampard could be done by using keywords Eden or Lampard.
Parameter	Required input for a command.	NAME and EMAIL are examples of parameters you have to provide in an add command.
		Terry John and terry@hotmail.com are possible examples to provide to the respective parameters.

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