

Scheduler Reference Guide

Alpha 2.0

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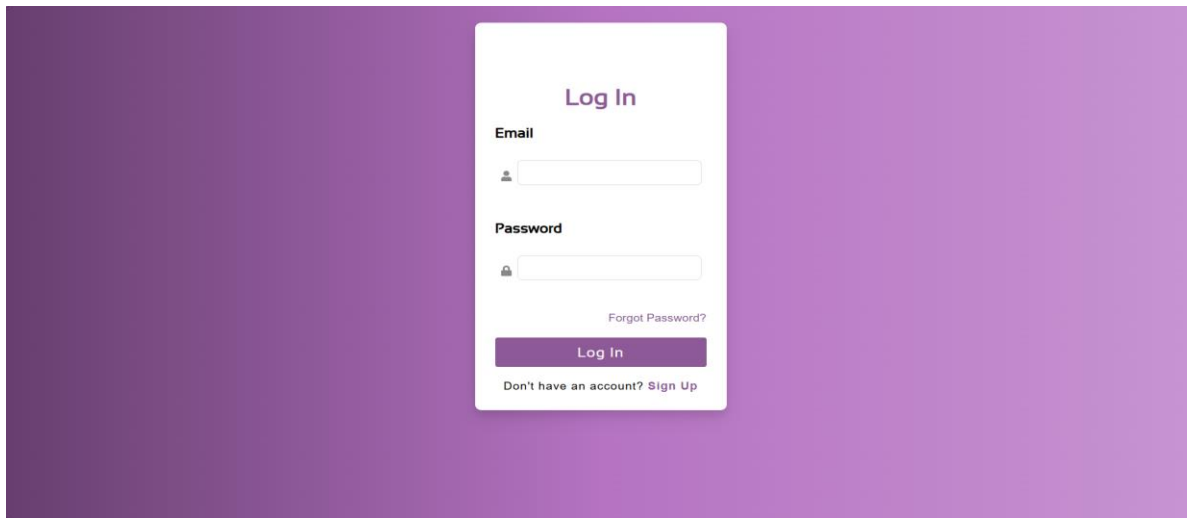
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Login-

When you first load up the website, you will be brought to the login screen. On that screen you are asked to input your Email and your Password. In case you forget your password, there is a link to the “Forget Password” page, as well as a link to the “Sign Up” page, for if you have not yet created an account. You will only be allowed to login if the Email and password match one that has already been recorded. Once logged in, you will automatically be brought to the “Calendar” page.

A screenshot of a login form titled "Log In" in purple. The form is centered on a purple gradient background. It contains two input fields: "Email" with a person icon and "Password" with a lock icon. Below the password field is a link "Forgot Password?". At the bottom, there is a purple "Log In" button and a link "Don't have an account? Sign Up".

Log In

Email

Password

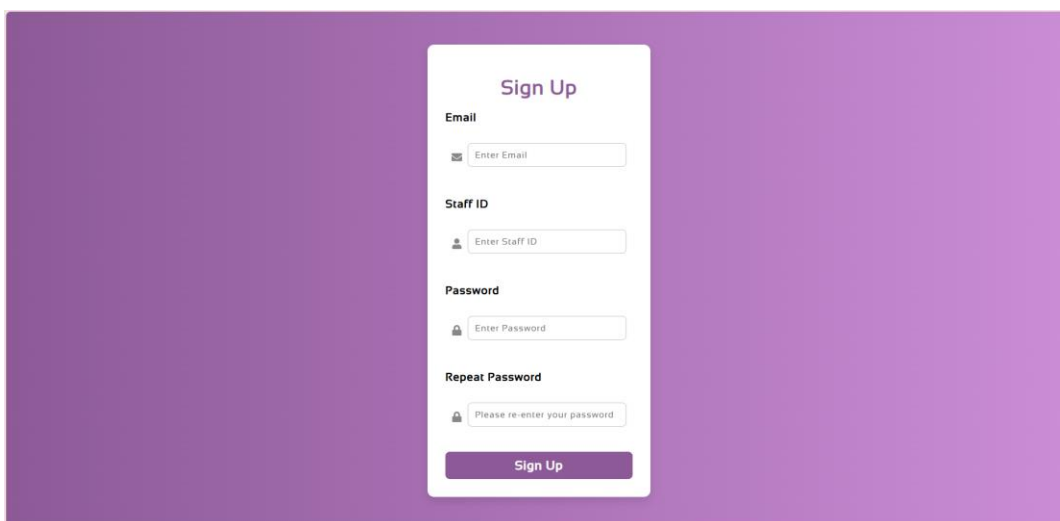
[Forgot Password?](#)

Log In

[Don't have an account? Sign Up](#)

Sign up-

To sign up, you need to input your UCC email address, your Staff ID (a number), your password, and then a repeat of the password. An account will only be created under these conditions:

A screenshot of a sign-up form titled "Sign Up" in purple. The form is centered on a purple gradient background. It contains four input fields: "Email" with an envelope icon, "Staff ID" with a person icon, "Password" with a lock icon, and "Repeat Password" with a lock icon. Each field has a placeholder text: "Enter Email", "Enter Staff ID", "Enter Password", and "Please re-enter your password". At the bottom, there is a purple "Sign Up" button.

Sign Up

Email


Staff ID

Password

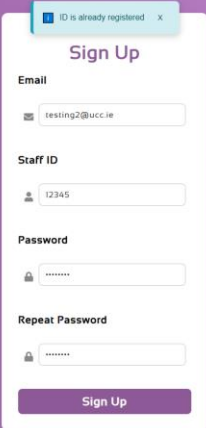
Repeat Password

Sign Up

- The email entered must end with “ucc.ie”
- The staff ID must be five digits long (Will be changed later to accommodate different IDs, this is just for testing purposes)
- The password and the re-entered password must match
- The password must contain an uppercase letter, a lowercase letter, a number and be more than eight characters long.
- The Email/ID is not already in use



The image shows a 'Sign Up' form on a purple background. At the top, a light blue error banner reads 'Email is already registered' with a close button 'x'. The form fields are: Email (testing@ucc.ie), Staff ID (123456), Password (masked with dots), and Repeat Password (masked with dots). A purple 'Sign Up' button is at the bottom.



The image shows a 'Sign Up' form on a purple background. At the top, a light blue error banner reads 'ID is already registered' with a close button 'x'. The form fields are: Email (testing2@ucc.ie), Staff ID (12345), Password (masked with dots), and Repeat Password (masked with dots). A purple 'Sign Up' button is at the bottom.

Invalid format. Please use your UCC Email

Sign Up

Email

testing@gmail.com

Staff ID

123456

Password

Repeat Password

Sign Up

Invalid Staff ID Format

Sign Up

Email

testing2@ucc.ie

Staff ID

123456

Password

Repeat Password

Sign Up

Invalid Password. Must contain at least 8 characters, including uppercase and lowercase letters and a number

Sign Up

Email

testing2@ucc.ie

Staff ID

12346

Password

Repeat Password

Sign Up

A screenshot of a 'Sign Up' form on a purple background. At the top, a red error message reads: 'X Passwords do not match. Please try again X'. The form fields are: Email (testing2@ucc.ie), Staff ID (12346), Password (masked with dots), and Repeat Password (masked with dots). A 'Sign Up' button is at the bottom.

Forgot Password-

The forgot password page allows you to change your password in case you have forgotten it. You input your email, and then the new password

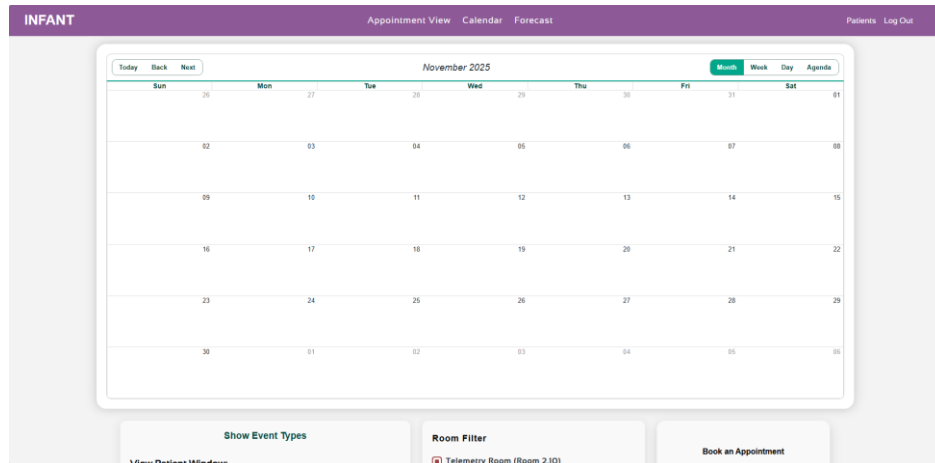
A screenshot of a 'Reset Password' form on a purple background. The form fields are: Email (empty) and New Password (labeled 'Enter Password'). A 'Reset Password' button is at the bottom.

```
▼ 1: {email: "testing@ucc.ie", staffId: "12345", password: "Testing1"}  
  email: "testing@ucc.ie"  
  password: "Testing1"  
  staffId: "12345"
```

```
▼ 1: {email: "testing@ucc.ie", staffId: "12345", password: "Testing2"}  
  email: "testing@ucc.ie"  
  password: "Testing2"  
  staffId: "12345"
```

Calendar-

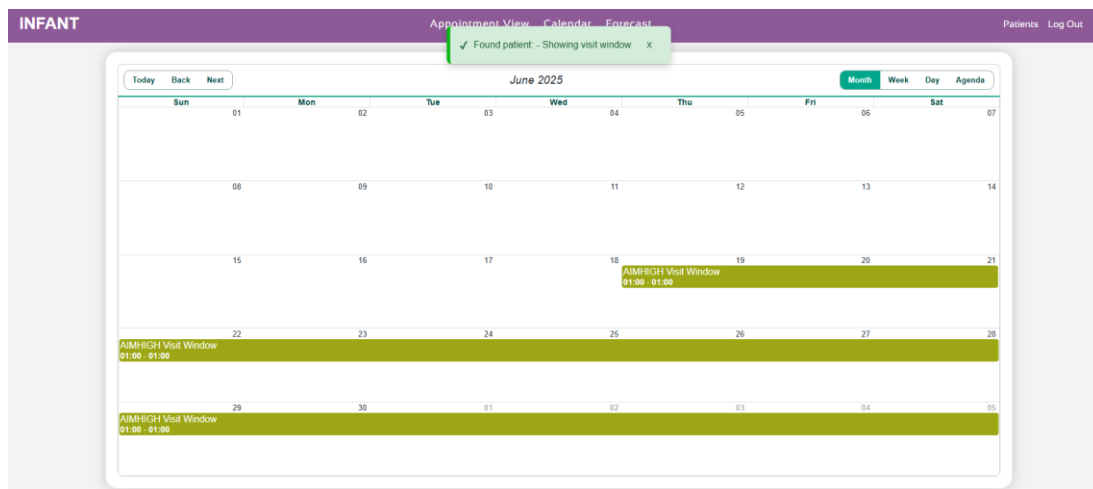
The calendar is the main page of the application. This is where bookings are viewed, visit windows for patients can be viewed, appointments can be made, and dates can be blocked.



Search Viewing Windows -

Patients have two states. They have a 'Booked' state and a 'Window'. For any patient in a window state, you are able to view their visit window for their next appointment. This can be done using the search bar under "View Patient Window." Input the patient's ID and some of their information will appear. Use the "Next" button on the calendar to scroll until a long event block is seen that stretches the time of the visit. The title of this event block is the study the patient is enrolled in and Visit Window.

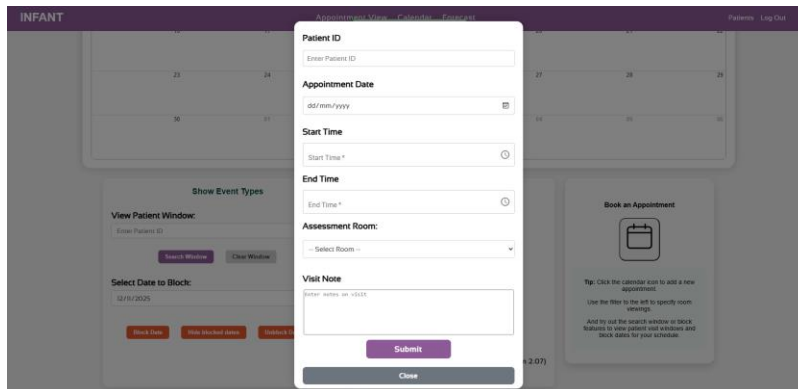
Example:



The picture above shows the patient's study windows for AIMHIGH as they are participating in that study.

Adding Booking -

Adding a booking is done in the calendar page. To book an appointment, you click on the Calendar icon button, below the calendar itself. From there, a popup with the form is shown, where you fill out the Patient's ID, the Date for the appointment, the Start and End times and the room. Clicking the purple button submits the form and then the appointment is created



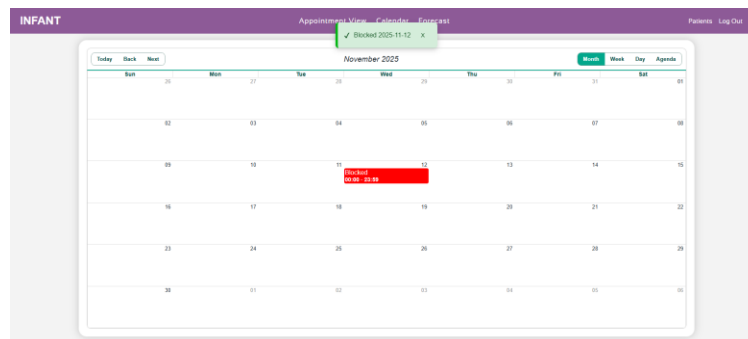
The screenshot shows a web application interface for 'INFANT'. A modal form titled 'Book an Appointment' is displayed over a blurred background of the main interface. The form contains the following fields and controls:

- Patient ID:** A text input field with a placeholder 'Enter Patient ID'.
- Appointment Date:** A date picker showing 'dd/mm/yyyy'.
- Start Time:** A time picker showing 'Start Time *'.
- End Time:** A time picker showing 'End Time *'.
- Assessment Room:** A dropdown menu with a placeholder 'Select Room'.
- Visit Note:** A text area with a placeholder 'Enter notes on visit'.
- Submit:** A purple button at the bottom of the form.
- Close:** A button at the very bottom of the modal.

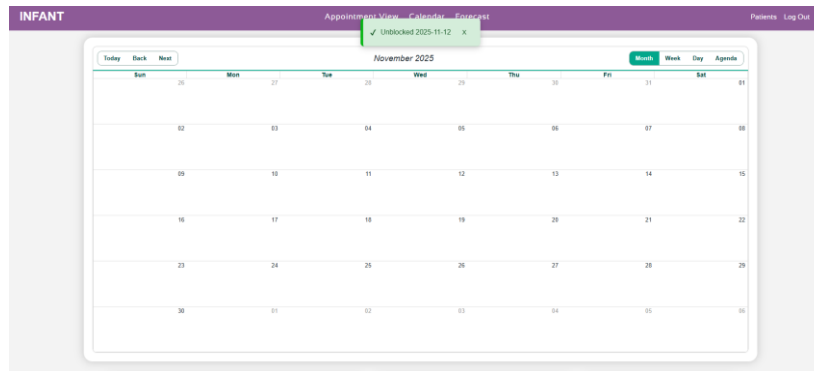
On the right side of the background, there is a 'Book an Appointment' section with a calendar icon and a tip: 'Tip: Click the calendar icon to add a new appointment. Use the filter to the left to specify room, starting time. And try out the search window to block dates for your schedule.' Below this is a 'Show Event Types' section with a 'View Patient Window' and a 'Select Date to Block' section.

Blocking Dates -

In an event there may be a day where you cannot have any appointments be booked on, you can block days. To do that, select a date on the date picker in the “Show Events” section, and click the red “Block Date” button. The date will be blocked, and anytime you go to book an appointment on that date, you will get an alert and be unable to do so.

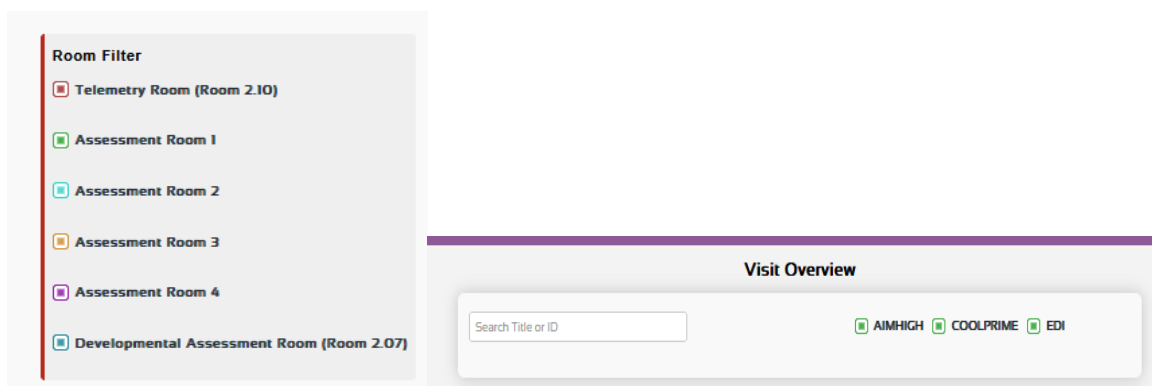


If you want to unblock a date, just put it into the date picker and pick the red “Unblock button”.



Filtering -

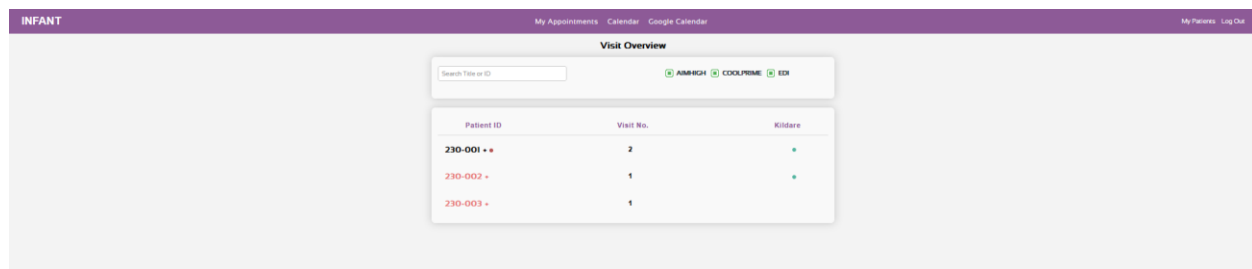
There are two filter boxes in this application; both are very simple. All boxes are ticked by default, but by clicking the box you can refine your search. This is useful when seeing the availability of a room over a week on the calendar page or seeing the number of participants as part of a certain study on the appointments page.



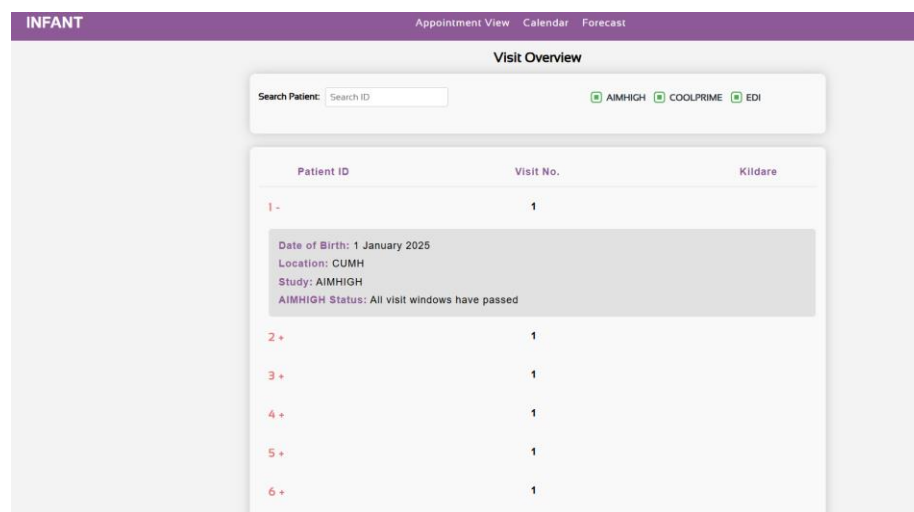
Pictured above are the two filtering/ search tools available. The left present in the calendar page accessed from a dropdown filters event on the calendar by room (Similar to the google calendar) And the right shows a search bar and study filter helpful for searching a patient by their ID or study.

My Appointments-

This page displays all patients and study information. Each patient has a dropdown feature to show their information. There are indicators on each patient's row that give vital information regarding their booking status.



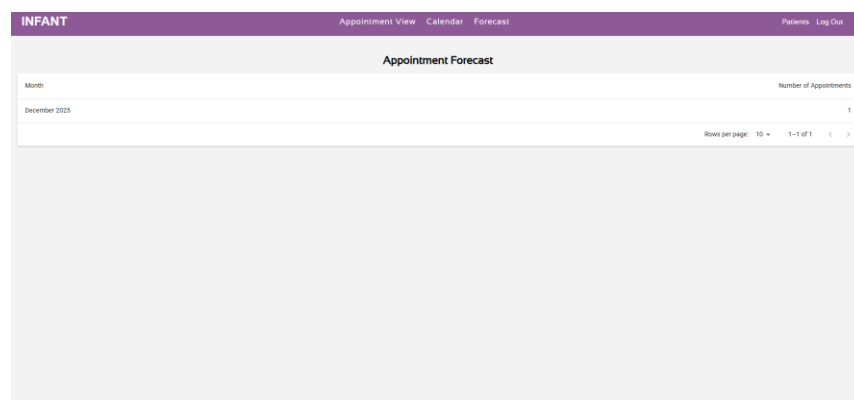
This picture shows the basic view of the page with three patients.



This picture shows the expanded view of two patients. One patient displays their appointment information while the other displays their window information.

Forecast:

Forecast contains a table where it shows the amount of appointments booked each month. As there currently is the one appointment booked, it will only display that month and that there is one appointment.



Indicators and meaning:

Red Name:

After adding patients into the system their ID will be red. This means that this patient has no booking at the moment. They are in window mode. The dropdown displays their window dates, and you should book an appointment for them within those dates. After booking an appointment the name should go to normal and display the appropriate proximity indicator beside the patient ID

Kildare:

The Kildare indicator displays at a quick glance whether those patients are a part of the Kildare site or not. This information is declared when registering a patient and can be edited.

Visit Number:

The visit number indicates the number of visits completed. When an appointment for them is booked, this number increases by one.

Proximity Dots:

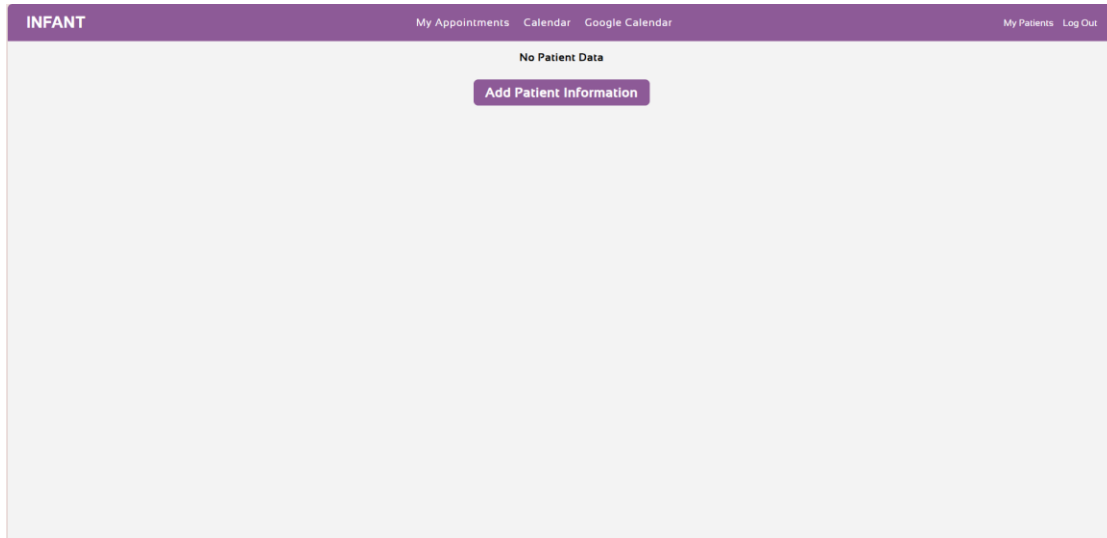
These dots display beside the patient ID. These dots are indicators of the proximity of the appointment to today.

- Red means that the appointment is under a week away.
- Orange means it is within a month.
- Green means the appointment is over a week away.

They are used to judge the urgency of an appointment.

My Patients -

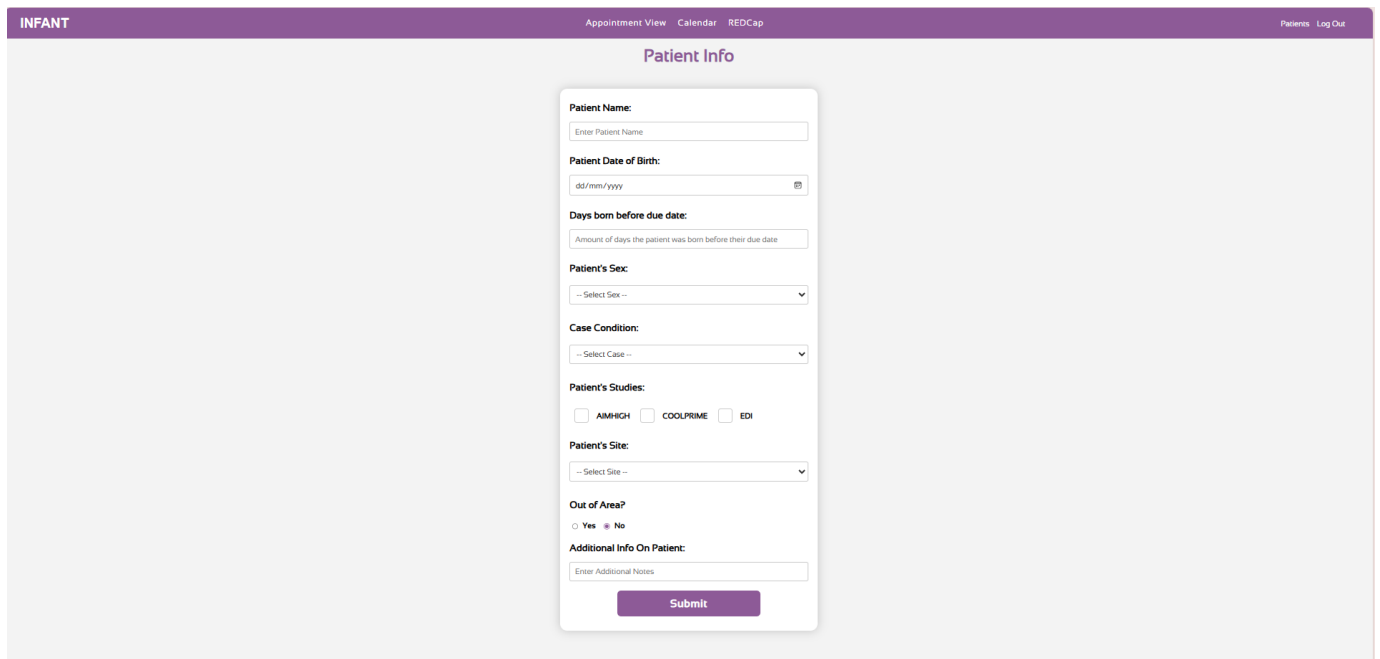
When you first open the “My Patients” page, if you currently have no patients registered, you will be greeted with a screen like this:



The screenshot shows a web interface with a purple header bar. On the left, it says 'INFANT'. In the center, there are links for 'My Appointments', 'Calendar', and 'Google Calendar'. On the right, there are links for 'My Patients' and 'Log Out'. Below the header, the text 'No Patient Data' is displayed, followed by a purple button labeled 'Add Patient Information'.

Patients are automatically loaded from REDCap, however you can also manually add them if you wish (This does not add them to REDCap)

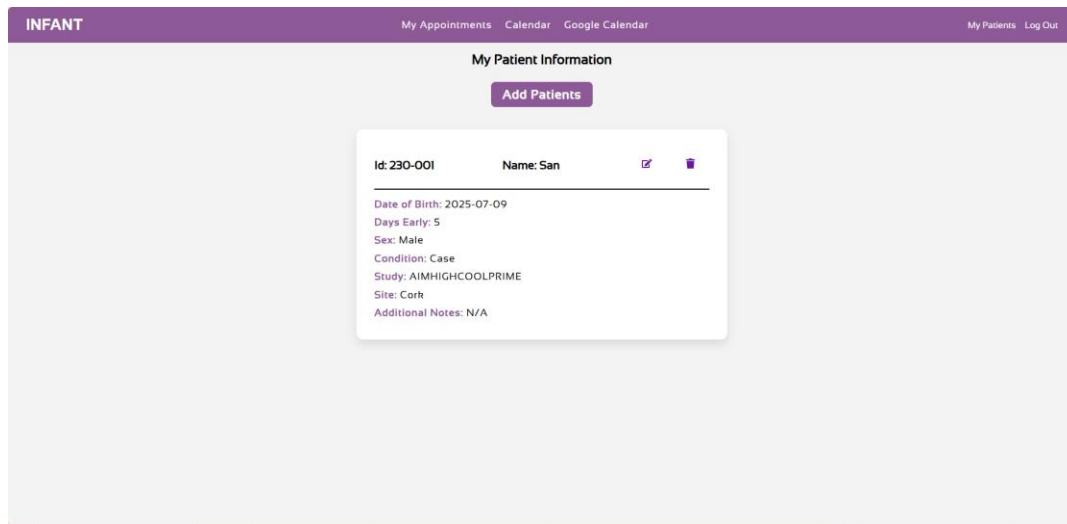
When you click it, you will be brought to a screen that looks like this:



The screenshot shows a web interface with a purple header bar. On the left, it says 'INFANT'. In the center, there are links for 'Appointment View', 'Calendar', and 'REDCap'. On the right, there are links for 'Patients' and 'Log Out'. Below the header, the text 'Patient Info' is displayed. A form is shown with the following fields: 'Patient Name' (text input), 'Patient Date of Birth' (date input), 'Days born before due date' (text input), 'Patient's Sex' (dropdown menu), 'Case Condition' (dropdown menu), 'Patient's Studies' (checkboxes for AIMHIGH, COOLPRIME, and EDI), 'Patient's Site' (dropdown menu), 'Out of Area?' (radio buttons for Yes and No), and 'Additional Info On Patient' (text input). A purple 'Submit' button is at the bottom of the form.

The form contains the fields: Patient Name, Patient DOB, Patient Sex, Case Condition, Patient's studies, Patients Sites, Out of Area and Additional Information. You are required to input all of them, except Additional Information.

Once the patient is created, you will be brought back to the original screen where you can view the patient.

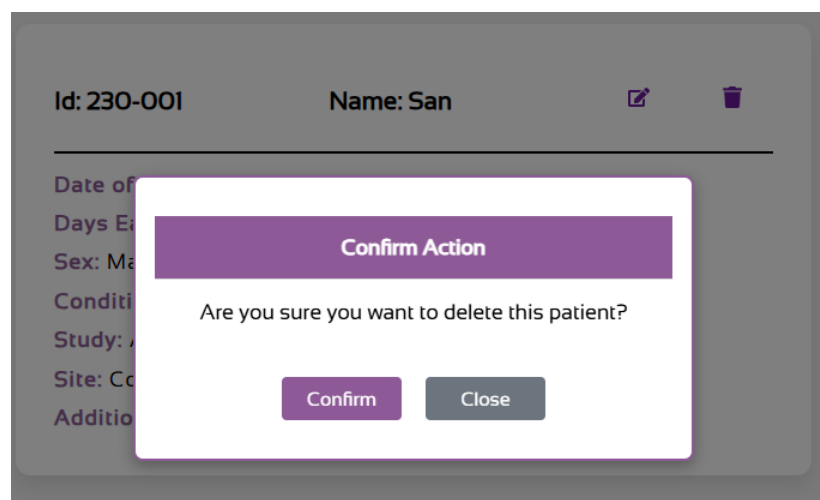


The screenshot shows the 'My Patient Information' screen in the INFANT system. The header bar is purple with 'INFANT' on the left and 'My Appointments', 'Calendar', 'Google Calendar', 'My Patients', and 'Log Out' on the right. Below the header, the title 'My Patient Information' is centered, followed by a purple 'Add Patients' button. The main content area is light gray and contains a white card with patient details for 'Id: 230-001' and 'Name: San'. The card includes fields for 'Date of Birth: 2025-07-09', 'Days Early: 5', 'Sex: Male', 'Condition: Case', 'Study: AIMHIGHCOOLPRIME', 'Site: Corb', and 'Additional Notes: N/A'. To the right of the name are two small icons: a pencil for editing and a trash can for deleting.

There are also two options – One to delete the patient, and one to edit the patient's information.



When you click the delete, you will see this popup:



The screenshot shows a 'Confirm Action' popup dialog box. The dialog has a purple header with the title 'Confirm Action'. The main text asks 'Are you sure you want to delete this patient?'. At the bottom, there are two buttons: a purple 'Confirm' button and a gray 'Close' button. The background is a dimmed version of the patient information screen.

Clicking “Confirm” will delete the patient, and clicking “Close” will do nothing.

When you click the edit button, you will be brought back to the information form, with all the fields previously filled in, which you can change.

Patient Info

Patient Name:

Patient Date of Birth:



Days born before due date:

Patient's Sex:



Case Condition:



Patient's Studies:



AIMHIGH

Once you have changed the information you want, click on the “update” button on the bottom of the form. When you are brought back to the “Patient” page again, you will see the changes you have made.

Id: 230-001

Name: San



Date of Birth: 2025-07-02

Days Early: 5

Sex: Male

Condition: Case

Study: AIMHIGHCOOLPRIME

Site: Cork

Additional Notes: N/A

