

# Scheduler Reference Guide

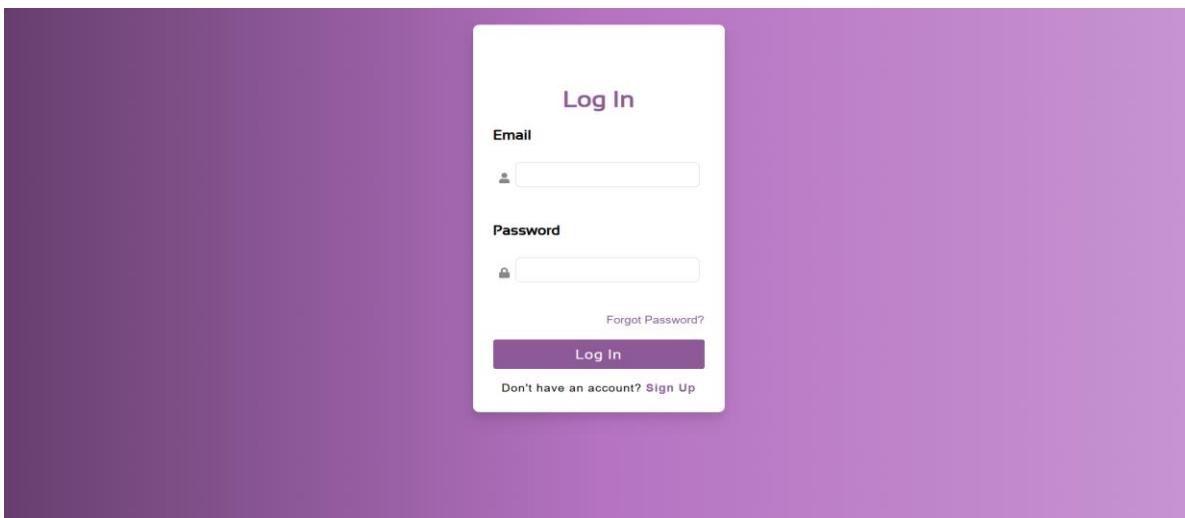
*Alpha 2.0*

## Table of Contents:

Login-.....	2
Sign up-.....	2
Forgot Password-.....	5
Calendar- .....	6
Search Viewing Windows -.....	6
Adding Booking -.....	7
Filtering -.....	8
My Appointments-.....	8
Indicators and meaning: .....	10
Red Name: .....	10
Kildare: .....	10
Visit Number: .....	10
Proximity Dots: .....	10
My Patients - .....	11

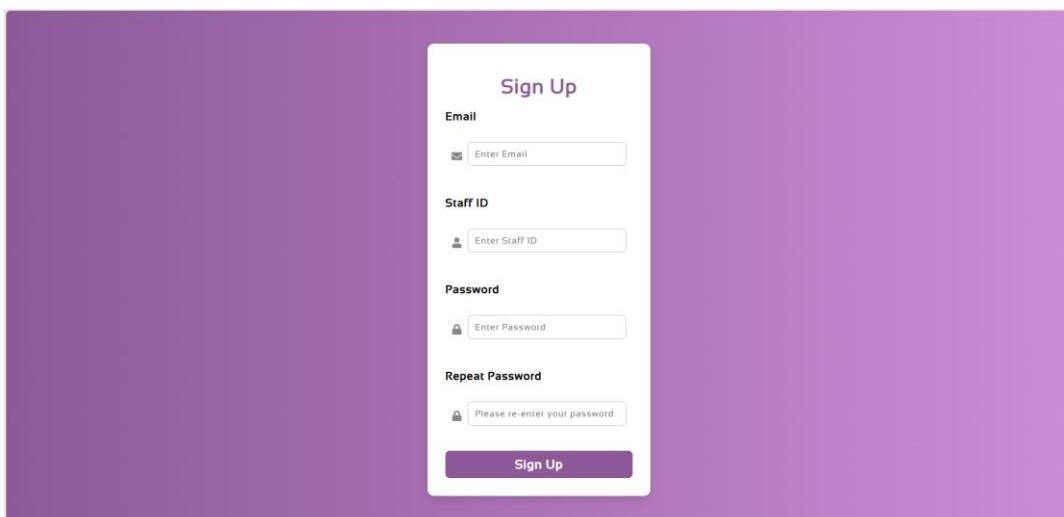
## Login-

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.



## 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:



- 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 screenshot shows a "Sign Up" form with the following fields:

- Email: testing@ucc.ie
- Staff ID: 123456
- Password: (obscured)
- Repeat Password: (obscured)

A blue notification bar at the top left says "Email is already registered" with a close button "X". A purple "Sign Up" button is at the bottom.

The screenshot shows a "Sign Up" form with the following fields:

- Email: testing2@ucc.ie
- Staff ID: 12345
- Password: (obscured)
- Repeat Password: (obscured)

A blue notification bar at the top left says "ID is already registered" with a close button "X". A purple "Sign Up" button is at the bottom.

**Sign Up**

**Email**  
testing@gmail.com

**Staff ID**  
123456

**Password**  
\*\*\*\*\*

**Repeat Password**  
\*\*\*\*\*

**Sign Up**

⚠ Invalid format. Please use your UCC Email

**Sign Up**

**Email**  
testing2@ucc.ie

**Staff ID**  
123456

**Password**  
\*\*\*\*\*

**Repeat Password**  
\*\*\*\*\*

**Sign Up**

⚠ Invalid Staff ID Format

**Sign Up**

**Email**  
testing2@ucc.ie

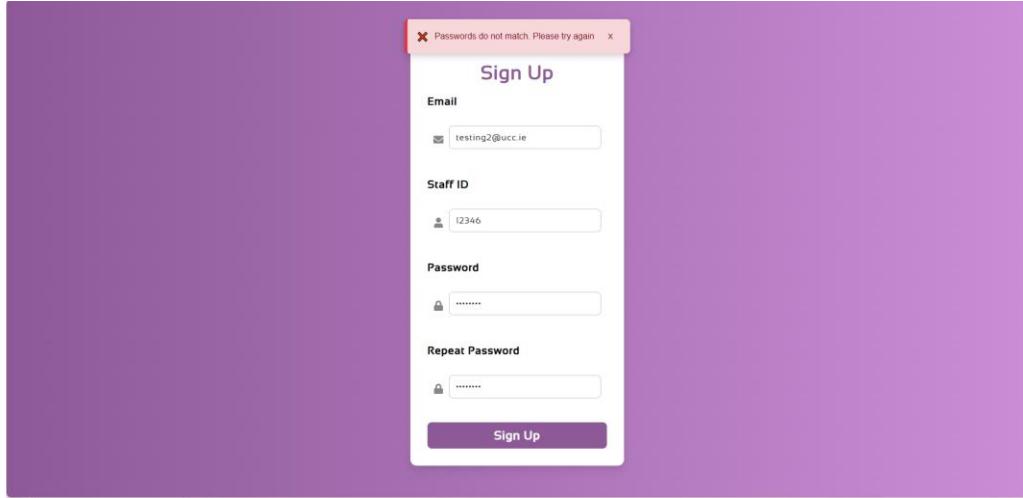
**Staff ID**  
12346

**Password**  
\*\*\*\*\*

**Repeat Password**  
\*\*\*\*\*

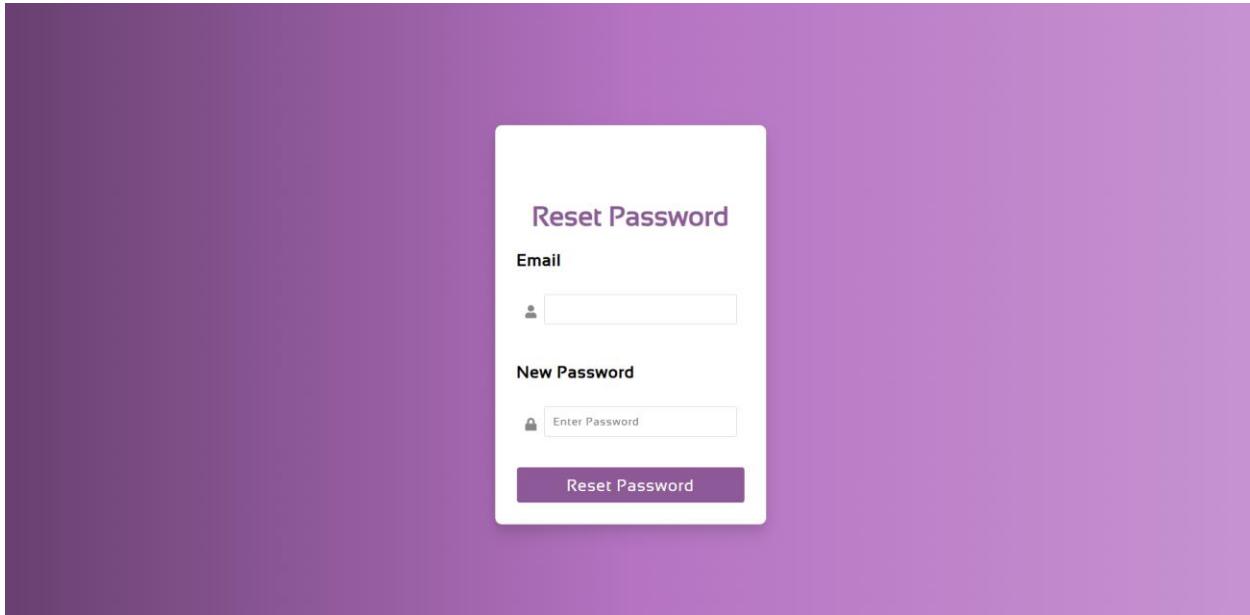
**Sign Up**

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



## 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

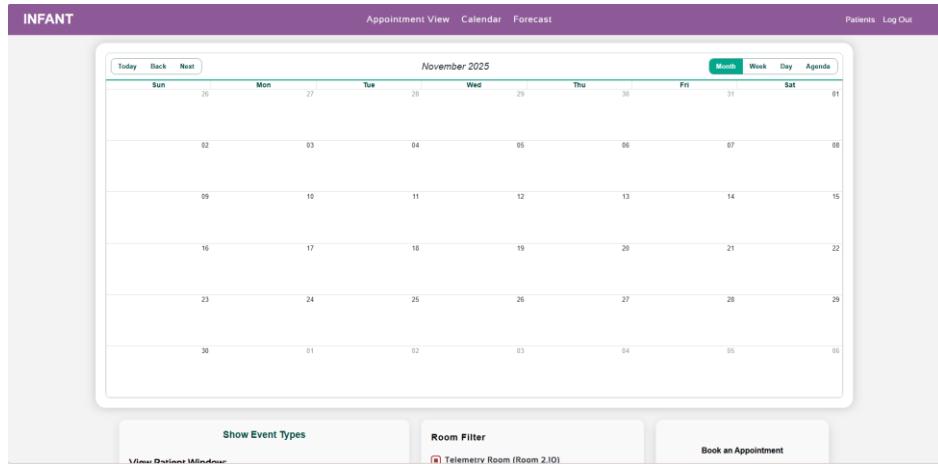


```
▼ 1: {email: "testing@ucc.ie", staffId: "12345", password: "Testing1"}  
  email: "testing@ucc.ie"  
  password: "Testing1"  
  staffId: "12345"
```

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

## Calendar-

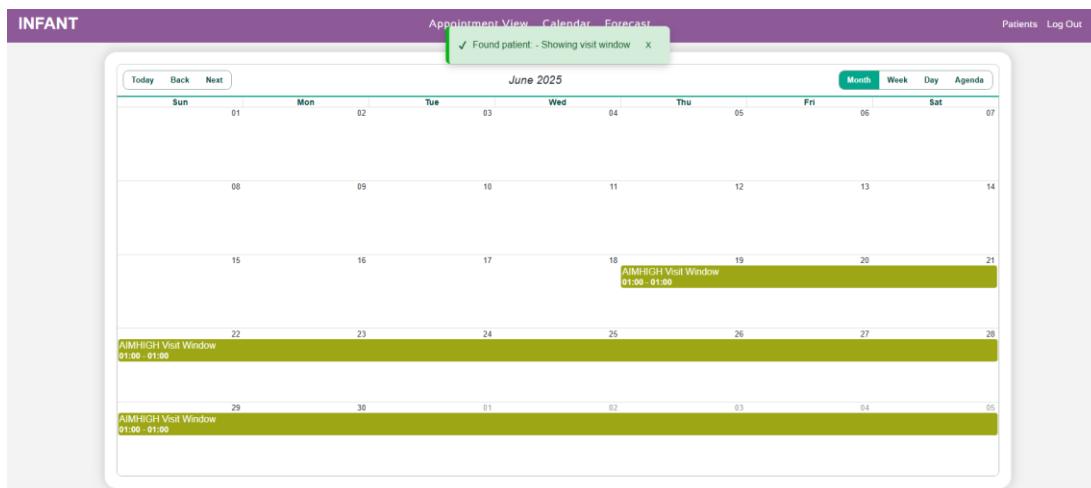
The calendar is the main page of the application. This is where bookings are viewed, visit windows for patients can be viewed, appointments can be made, and dates can be blocked.



### 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.

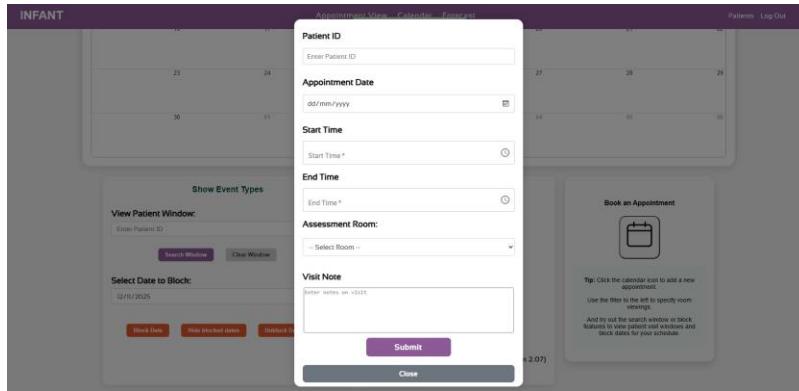
### Example:



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

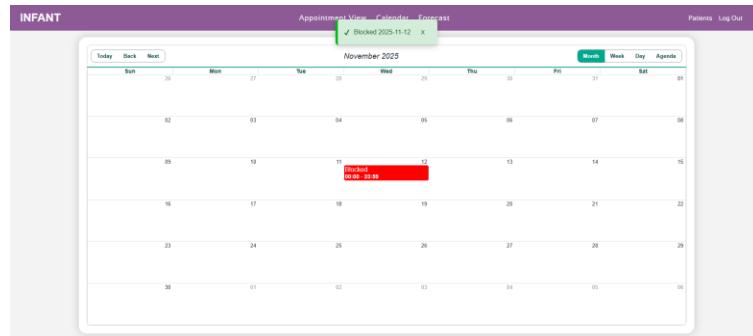
### *Adding Booking -*

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

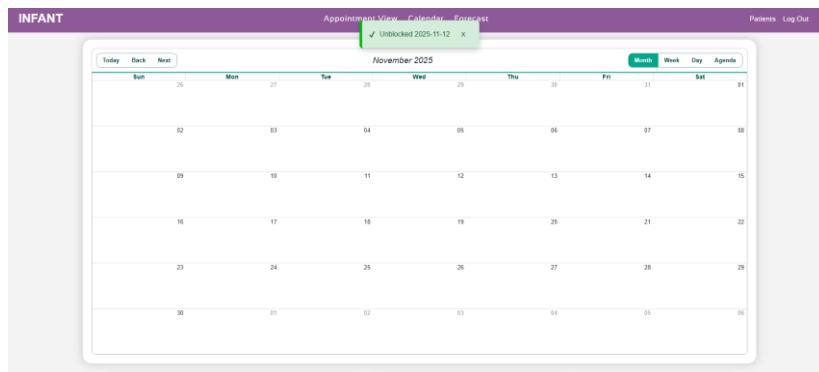


### *Blocking Dates -*

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 filers 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 screenshot shows the basic view of the Visit Overview page. At the top, there is a purple header bar with the word 'INFANT' on the left, and 'My Appointments', 'Calendar', 'Google Calendar', 'Patients - Log Out' on the right. Below the header is a search bar labeled 'Search Title or ID' and a checkbox group for 'AIMHIGH', 'COOLPRIME', and 'EDI'. A table below the search bar lists three patients:

Patient ID	Visit No.	Kildare
230-001 +*	2	*
230-002 +	1	*
230-003 +	1	

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

This screenshot shows the expanded view of two patients. The interface is similar to the previous one, with a purple header bar and a search bar. The table now includes additional columns for 'Patient ID', 'Visit No.', and 'Kildare'. The first row is collapsed, showing a greyed-out box with patient details: Date of Birth: 1 January 2025, Location: CUMH, Study: AIMHIGH, and AIMHIGH Status: All visit windows have passed. The second row is expanded, showing the following data:

Patient ID	Visit No.	Kildare
1	1	
2 +	1	
3 +	1	
4 +	1	
5 +	1	
6 +	1	

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.

This screenshot shows the Appointment Forecast page. At the top, there is a purple header bar with the word 'INFANT' on the left, and 'Appointment View', 'Calendar', 'Forecast', 'Patients - Log Out' on the right. Below the header is a table titled 'Appointment Forecast' with a single row of data. The table has columns for 'Month' (December 2025) and 'Number of Appointments' (1). At the bottom of the table, there are links for 'Rows per page' (set to 10), '1-1 of 1', and navigation arrows.

Month	Number of Appointments
December 2025	1

## 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:*

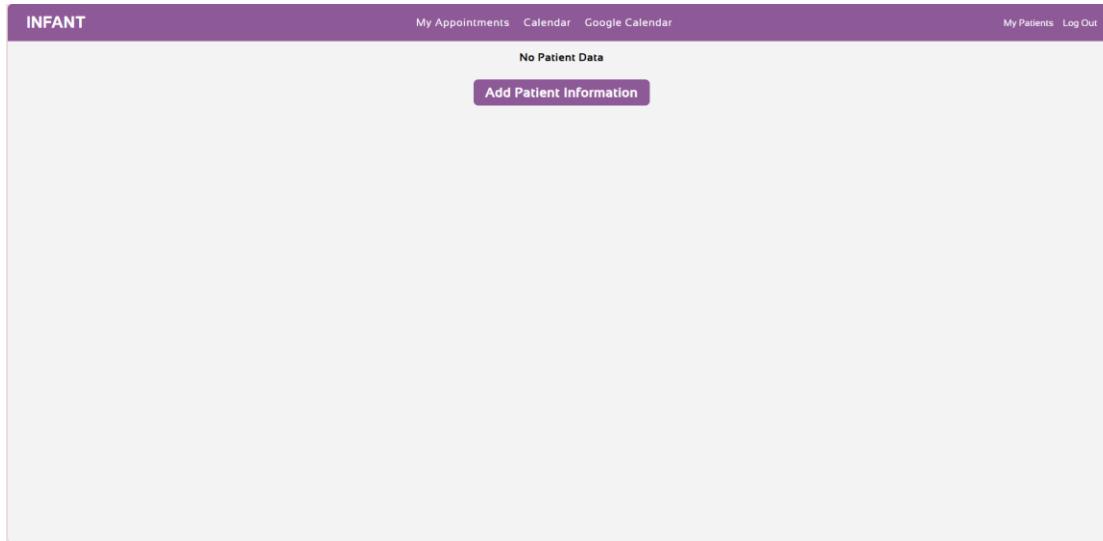
These dots display beside the patient ID. These dots are indicators of the proximity of the appointment to today.

- 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:



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:

A screenshot of a "Patient Info" form. The form is contained within a light gray box with a thin border. It includes the following fields:

- Patient Name:** A text input field labeled "Enter Patient Name".
- Patient Date of Birth:** A date input field labeled "dd/mm/yyyy".
- Days born before due date:** A text input field labeled "Amount of days the patient was born before their due date".
- Patient's Sex:** A dropdown menu labeled "Select Sex".
- Case Condition:** A dropdown menu labeled "Select Case".
- Patient's Studies:** A group of three checkboxes labeled "AMMHIGH", "COOLPRIME", and "EDI".
- Patient's Site:** A dropdown menu labeled "Select Site".
- Out of Area?** A radio button group with options "Yes" and "No", where "No" is selected.
- Additional Info On Patient:** A text input field labeled "Enter Additional Notes".

A purple "Submit" button is located at the bottom right 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 a web-based application interface for managing patient information. At the top, there is a purple header bar with the word "INFANT" on the left, and links for "My Appointments", "Calendar", "Google Calendar", "My Patients", and "Log Out" on the right. Below the header, the main content area has a title "My Patient Information" and a button "Add Patients". A card displays patient details: Id: 230-001, Name: San, with edit and delete icons. Below the card is a list of patient attributes: Date of Birth: 2025-07-09, Days Early: 5, Sex: Male, Condition: Case, Study: AIMHIGHCOOLPRIME, Site: Cork, and Additional Notes: N/A.

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 patient information card with fields for Id: 230-001, Name: San, and edit/delete icons. Below the card is a list of patient attributes. A modal dialog box titled "Confirm Action" is displayed in the foreground, asking "Are you sure you want to delete this patient?" with "Confirm" and "Close" buttons.

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:**  
San

**Patient Date of Birth:**  
09/07/2025

**Days born before due date:**  
5

**Patient's Sex:**  
Male

**Case Condition:**  
Case

**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

