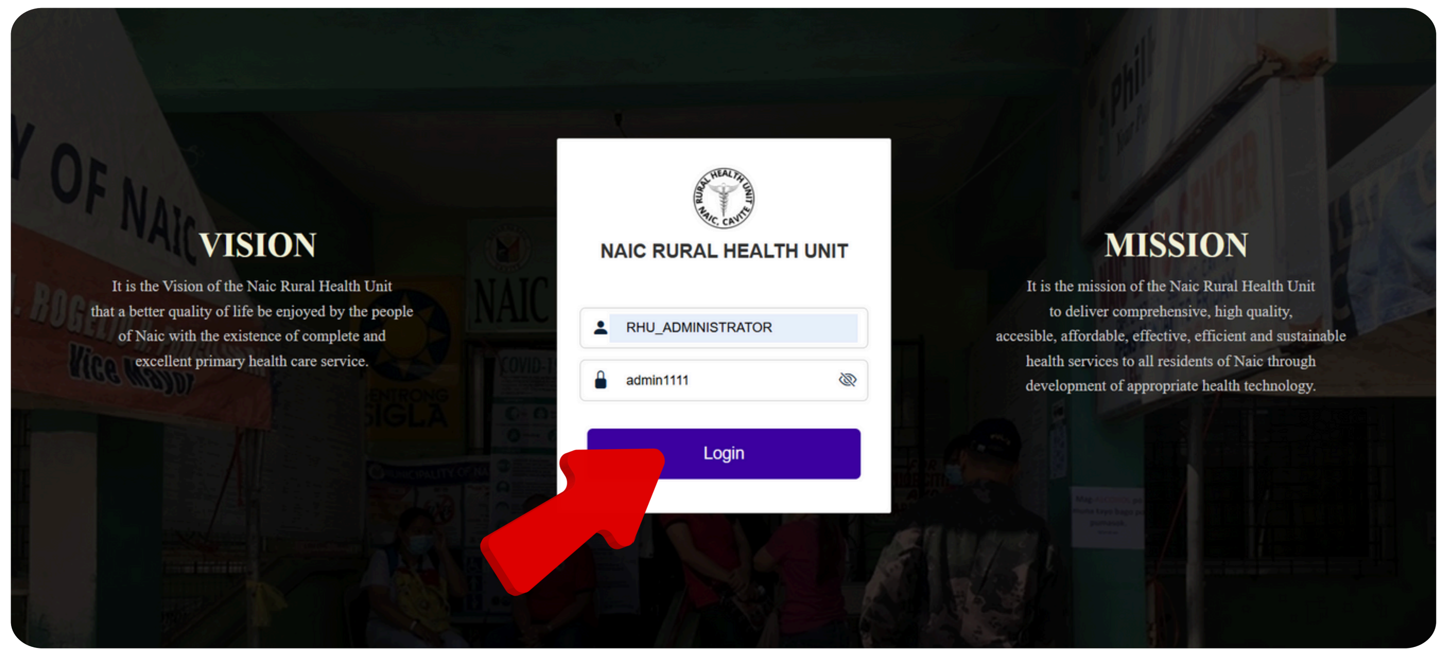
RURAL HEALTH HUB

Administrator Manual

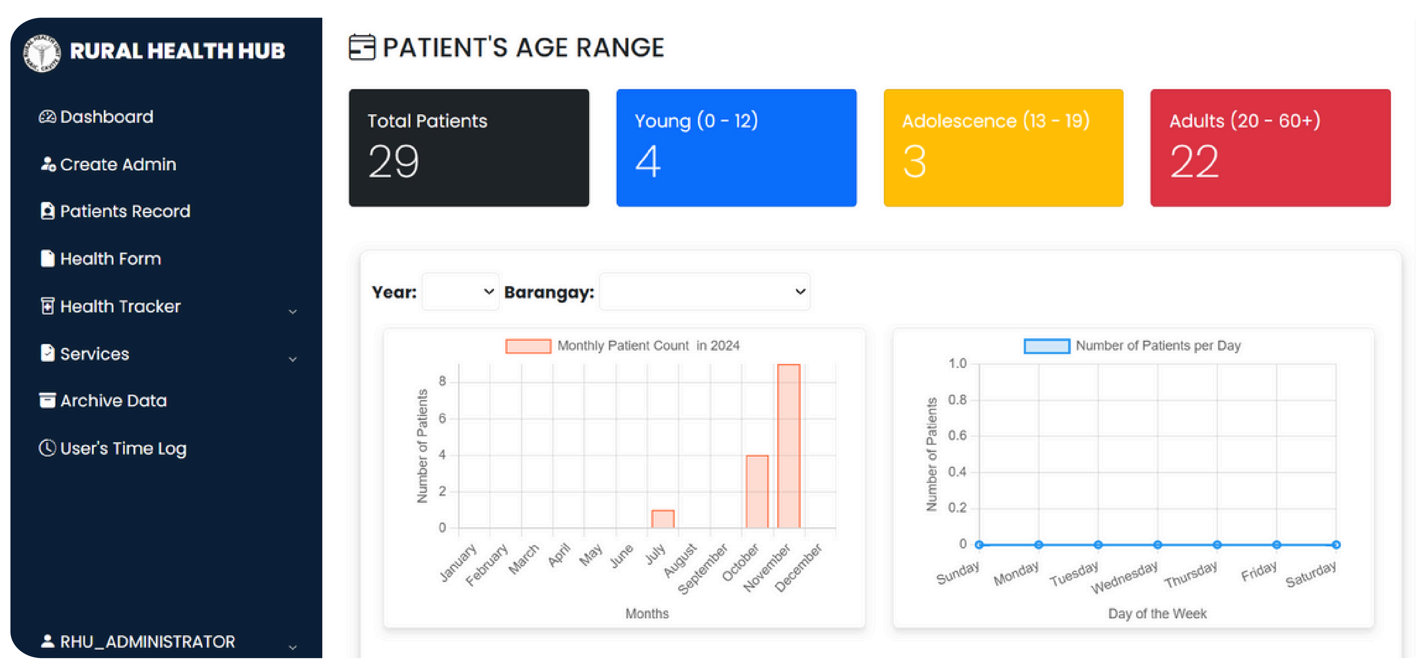
ADMINISTRATOR SIDE

STEP 1: ADMINISTRATOR LOGIN



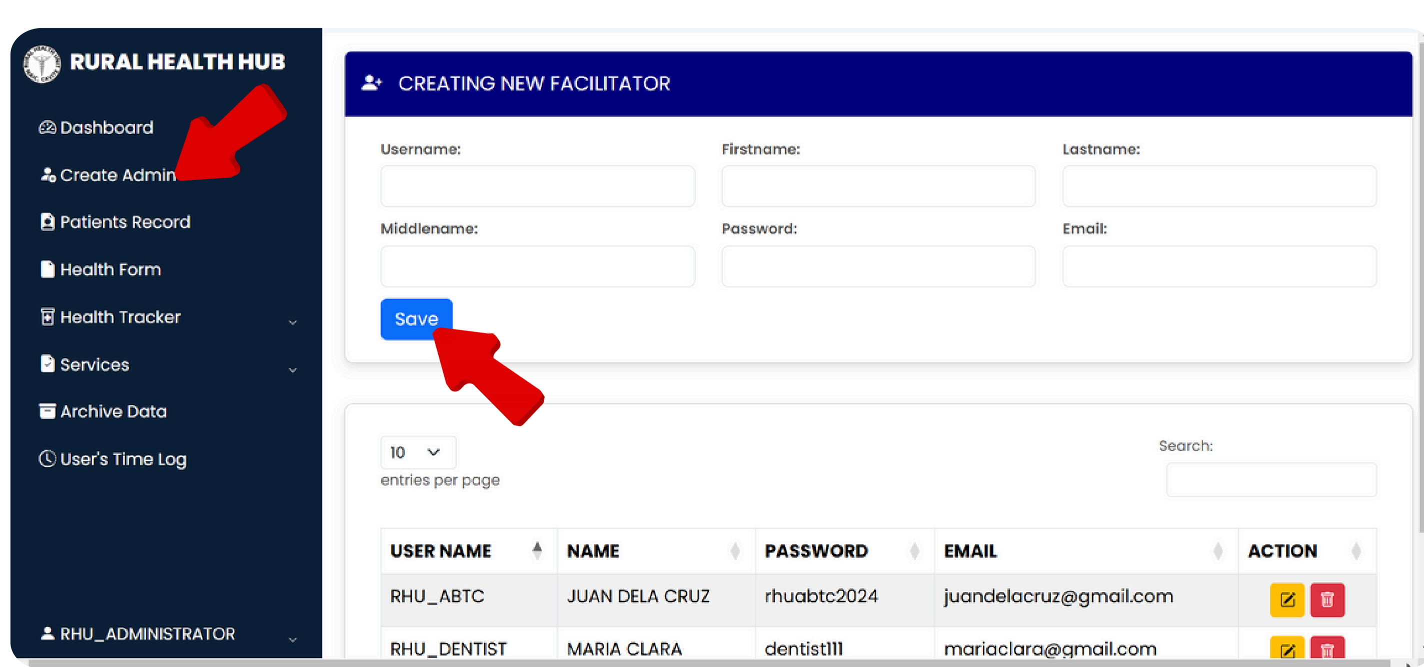
For Administrator LOGIN, a unique account is provided for them to use to enter the main website. After logging in, the user will be directed to the dashboard.

STEP 2: DASHBOARD PAGE



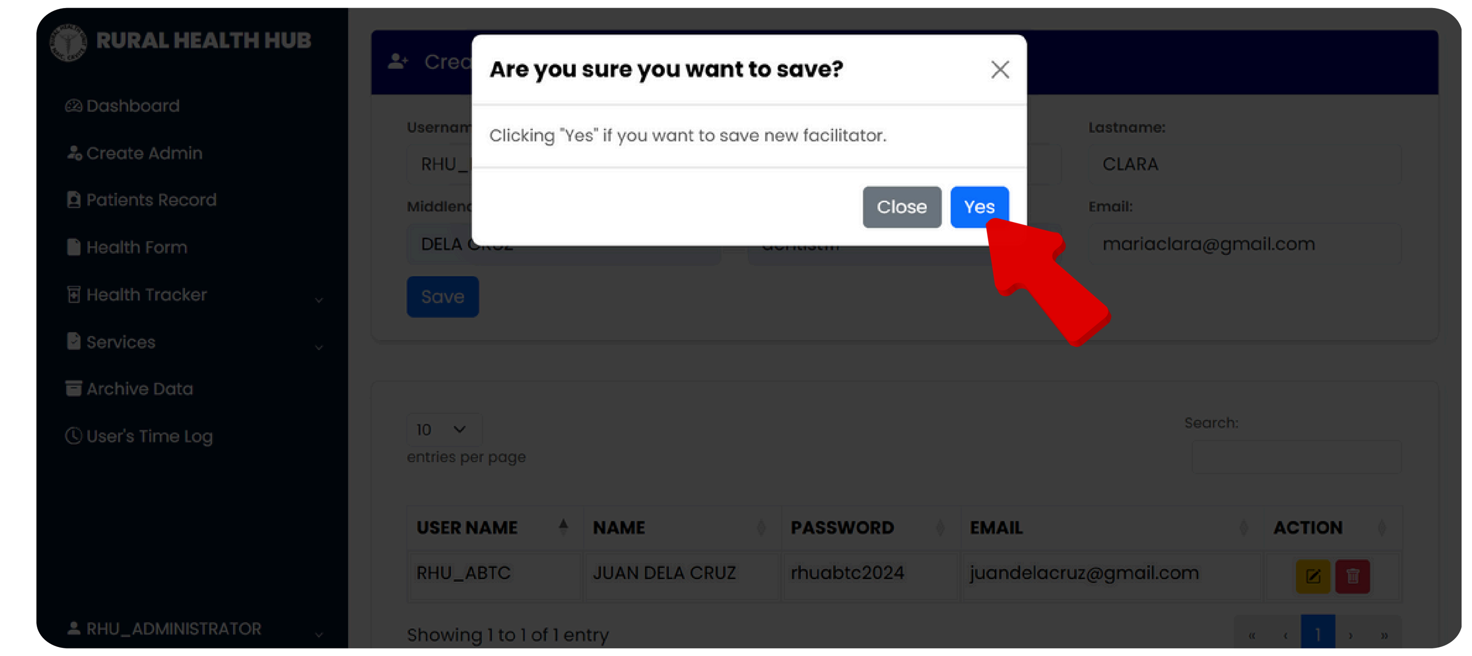
In the dashboard, the user will be able to see the metric value for total patients, young patients, adolescents, and adults. It also has the graphs per week, month, and year, and also the graphs of male and female.

STEP 3.1: CREATING A NEW FACILITATOR



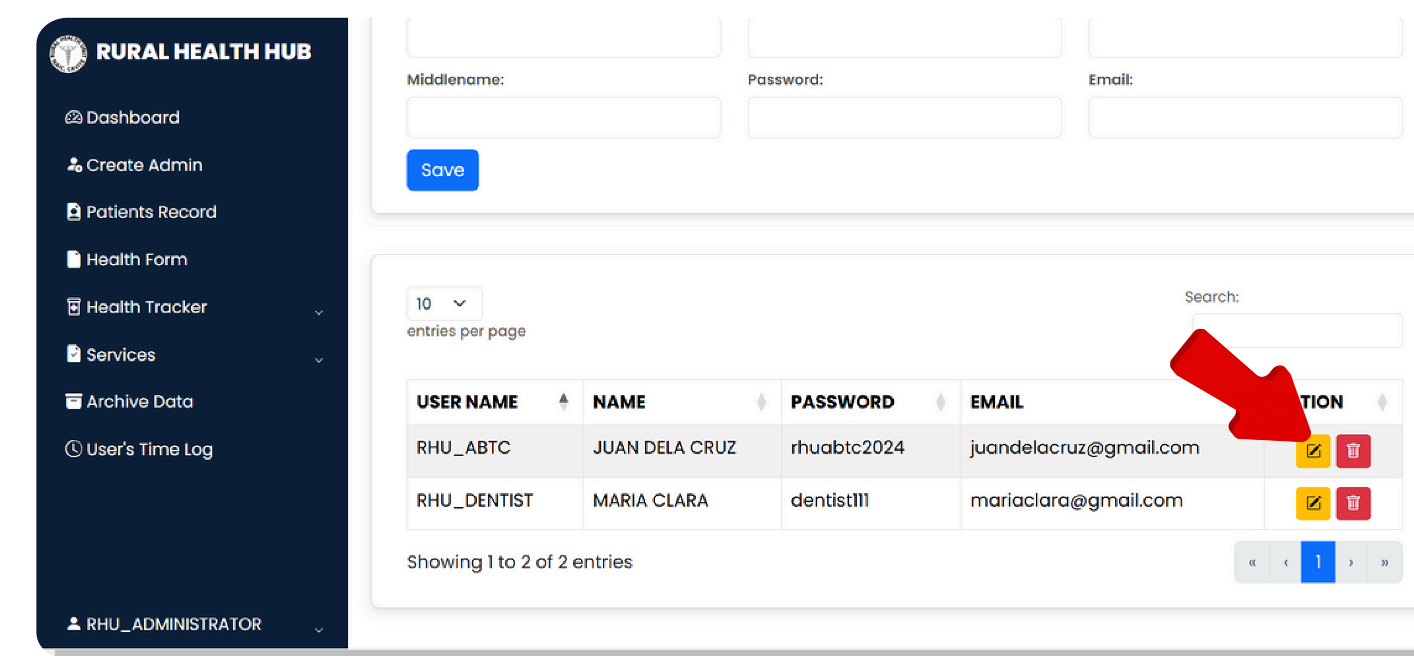
For creating a new facilitator, enter your desired username, firstname, lastname, middlename, password, and email for the new account. After that, click the save button.

STEP 3.2: SAVING NEW FACILITATOR ACCOUNT



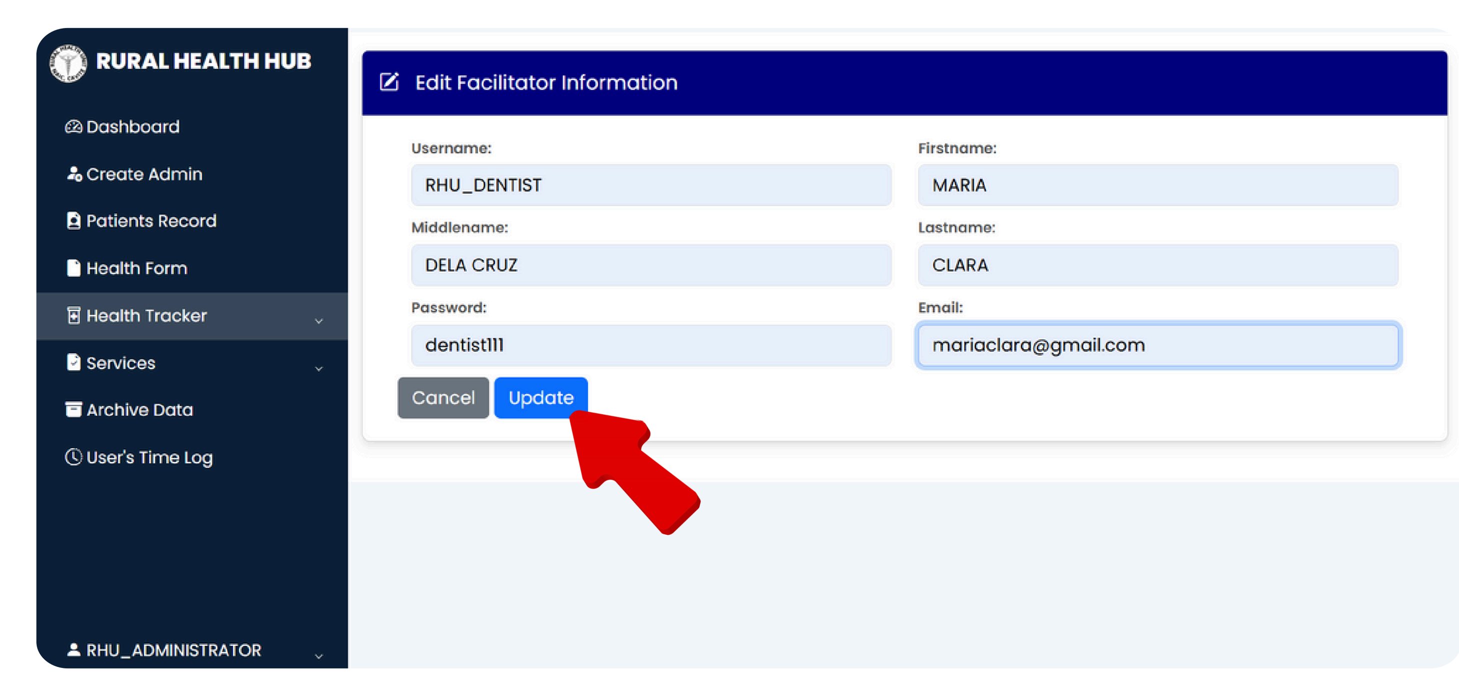
After inputting all the needed details, click the "yes" button if you want to save the new account, and close if you want to cancel the creation of the new account.

STEP 3.3: EDITING FACILITATOR INFO.



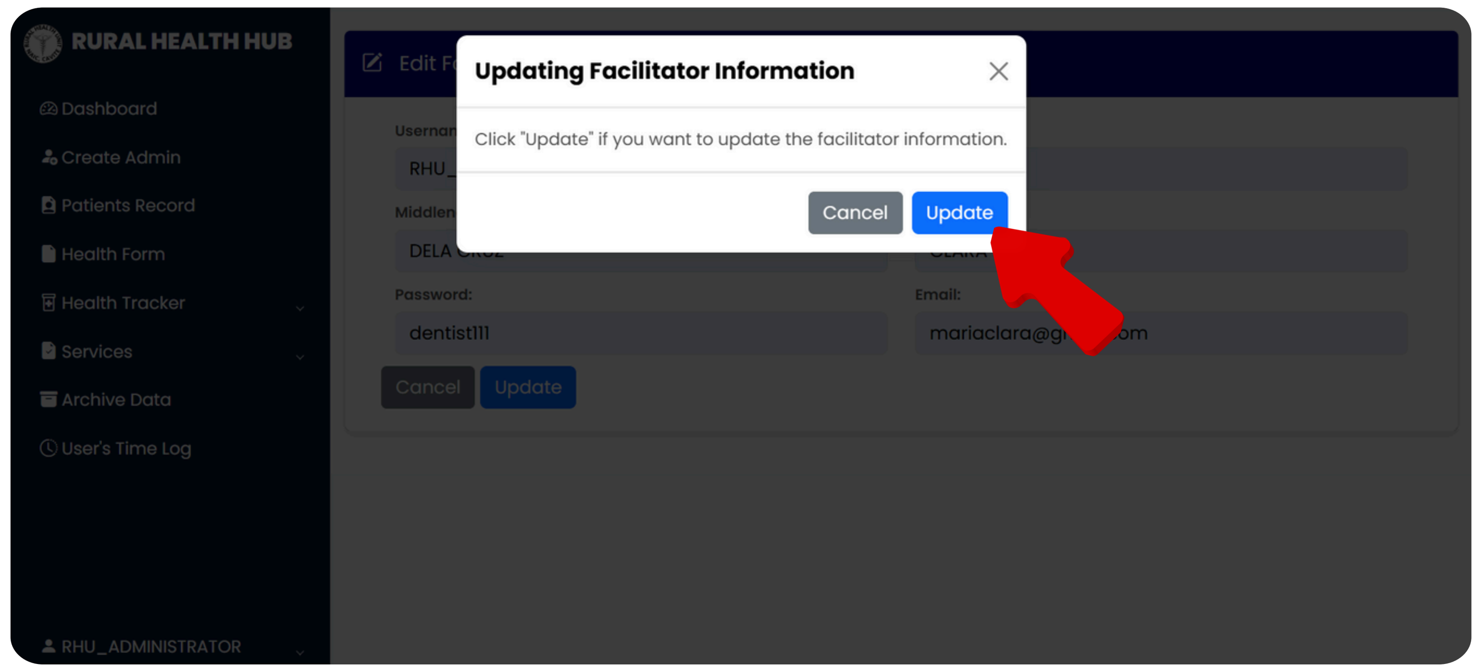
For editing the facilitator account, just click the "UPDATE" button, and you will be directed to another page that contains the editing form.

STEP 3.4: UPDATING THE FACILITATLOR INFO.



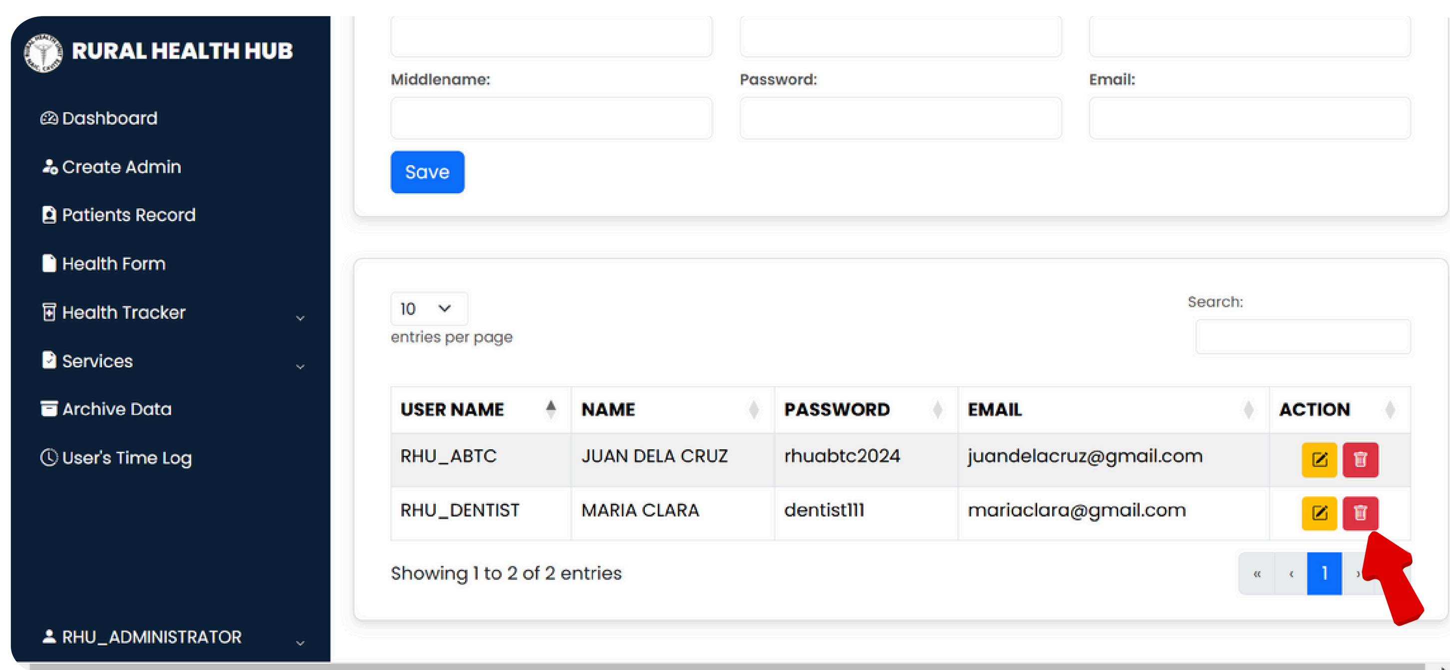
On this page, you will be able to edit information, whether it's the username, firstname, middlename, lastname, password, or email. After ensuring you edit the information that needed to be edited, click the update button.

STEP 3.5: CONFIRMING TO UPDATE



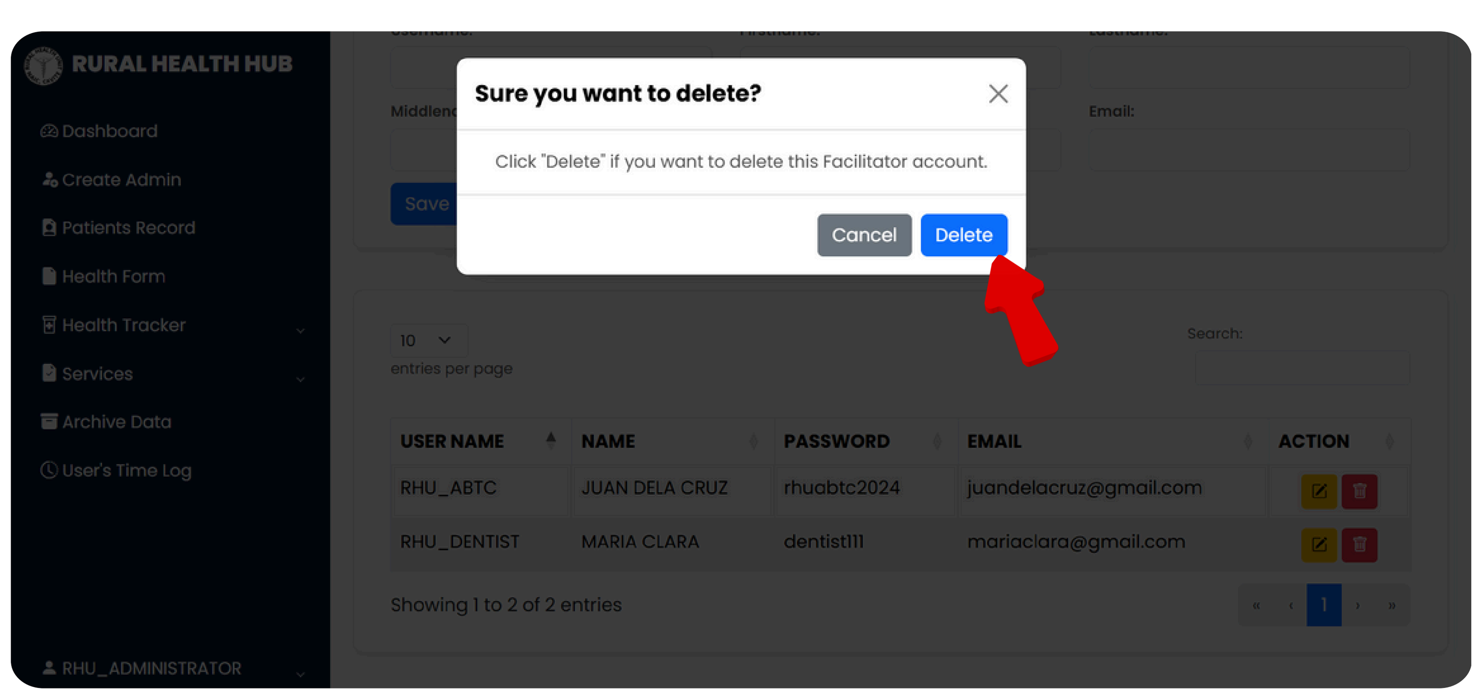
After clicking the update button, if you want to update the information, click the “UPDATE” button, and otherwise, click the “CANCEL” button.

STEP 3.6: DELETING A FACILITATOR ACCOUNT



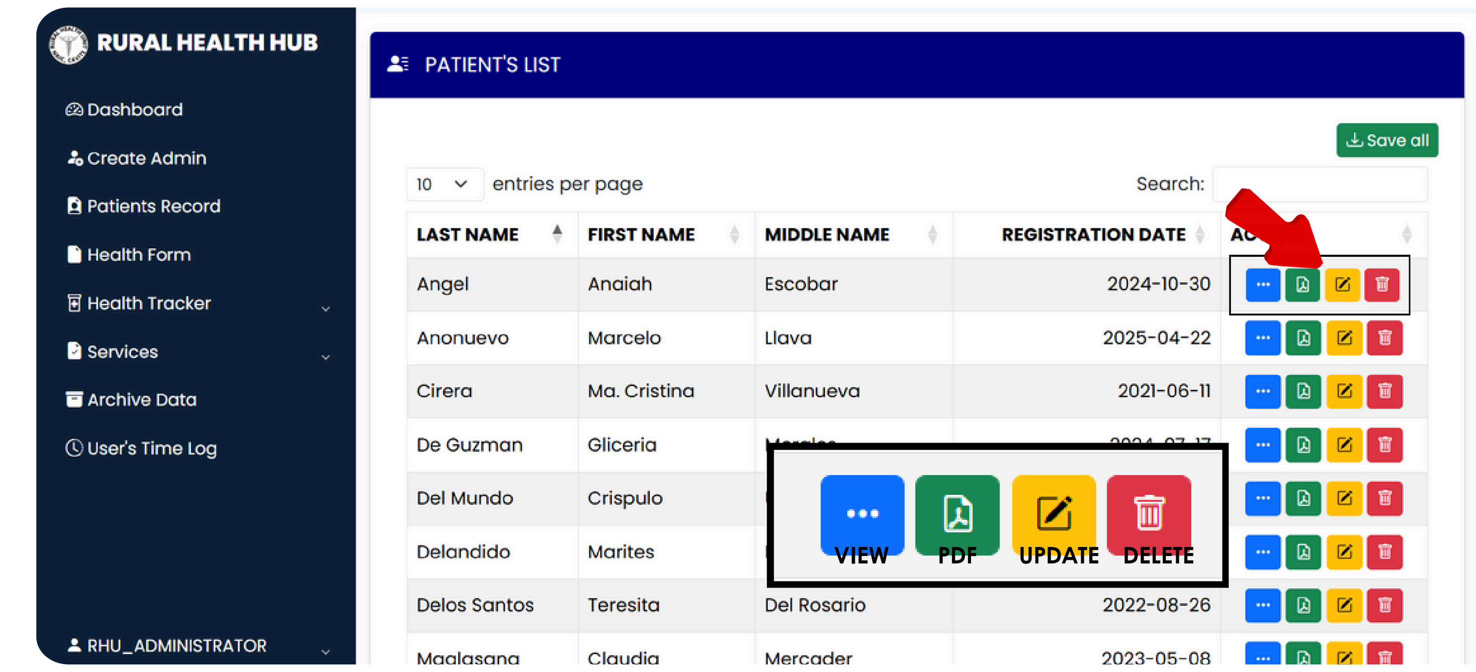
If you want to delete an existing account, just click the “Delete” button beside the update button.

STEP 3.7: CONFIRMING TO DELETE



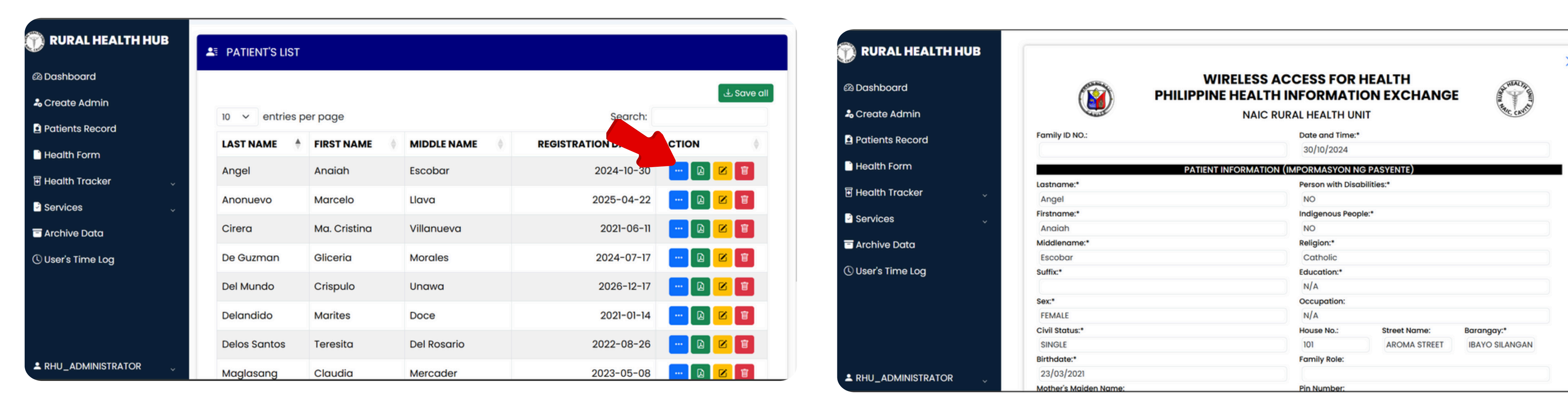
Click the “DELETE” button if you confirm the deletion of the account, and cancel if not.

STEP 4.1: PATIENT’S LIST



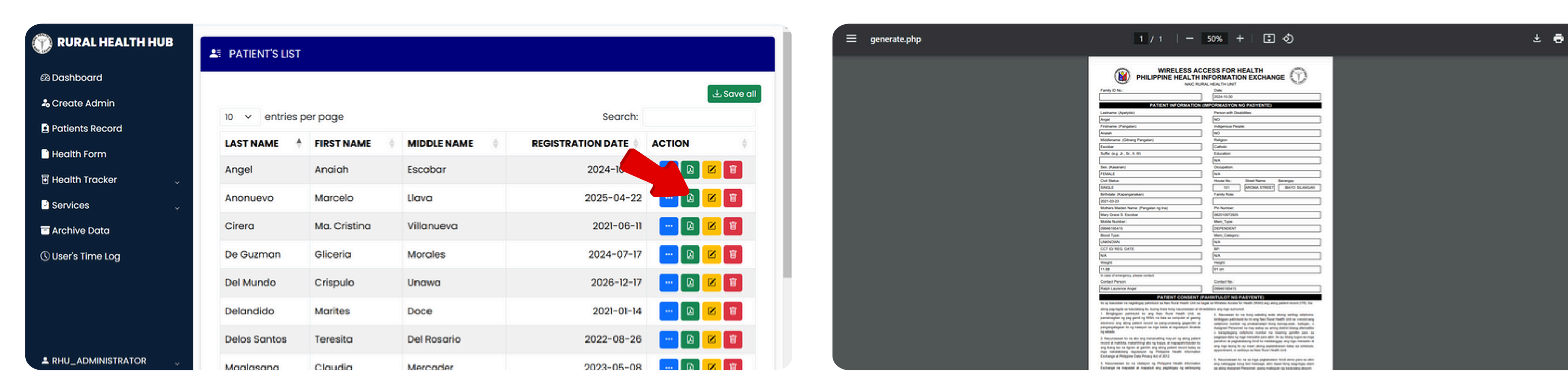
On this page, the user will be able to see all the patient information inputted both from the administrator and facilitator accounts. It also has different buttons: the VIEW, PDF, UPDATE, and DELETE buttons.

STEP 4.2: VIEWING PATIENTS INFORMATION



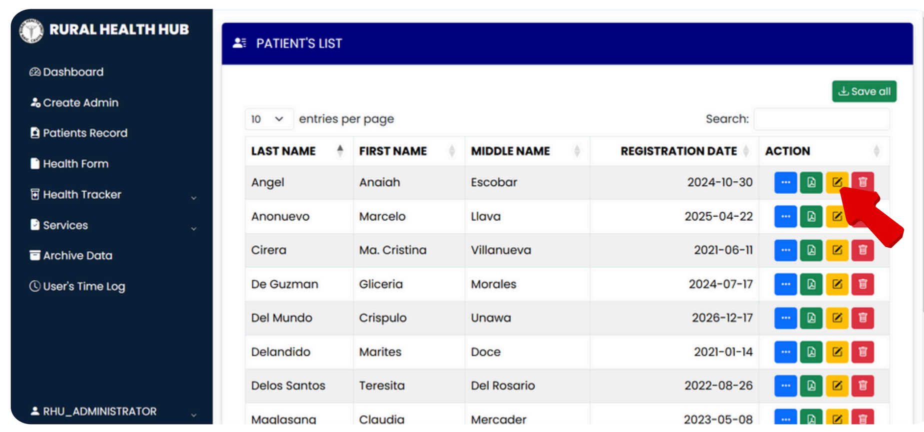
The VIEW button will allow the user to see all the information that has been inputted by the administrator and facilitator.

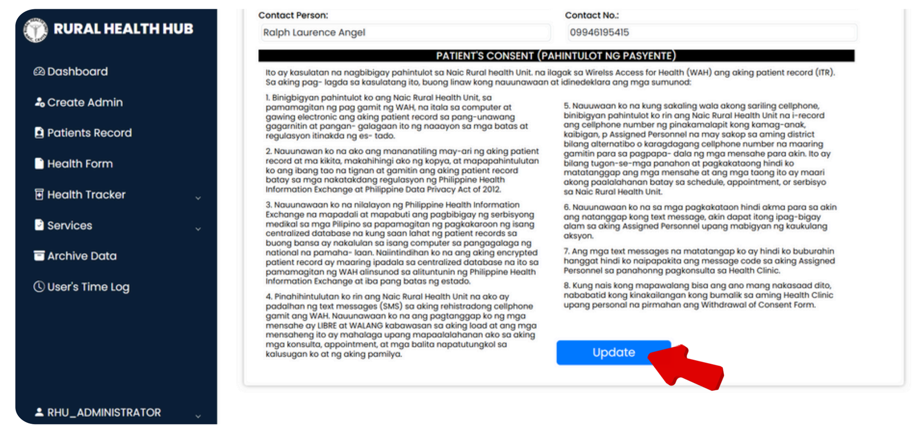
STEP 4.3: PATIENTS FORM IN PDF



For the PDF button, the user will be directed to another page, which will allow the user to print and download the information from the particular patient.

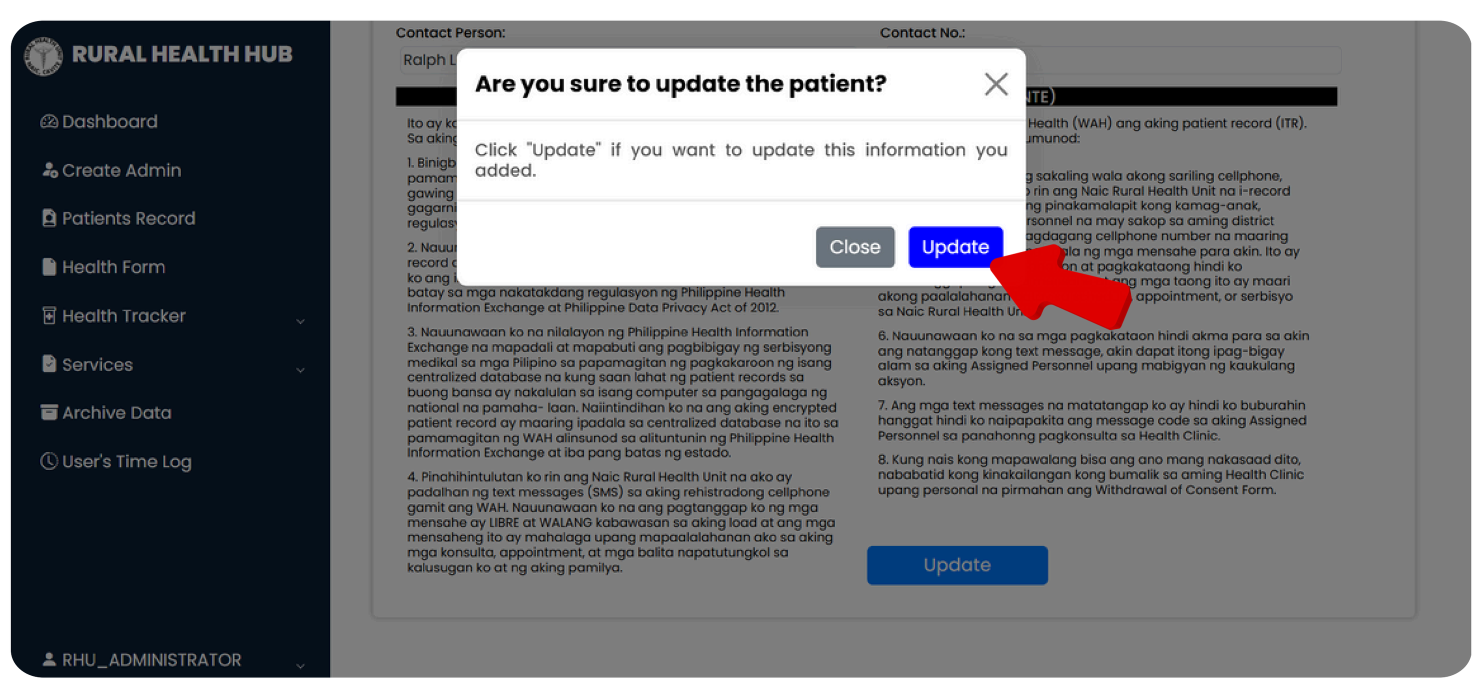
STEP 4.4: UPDATING PATIENT INFORMATION





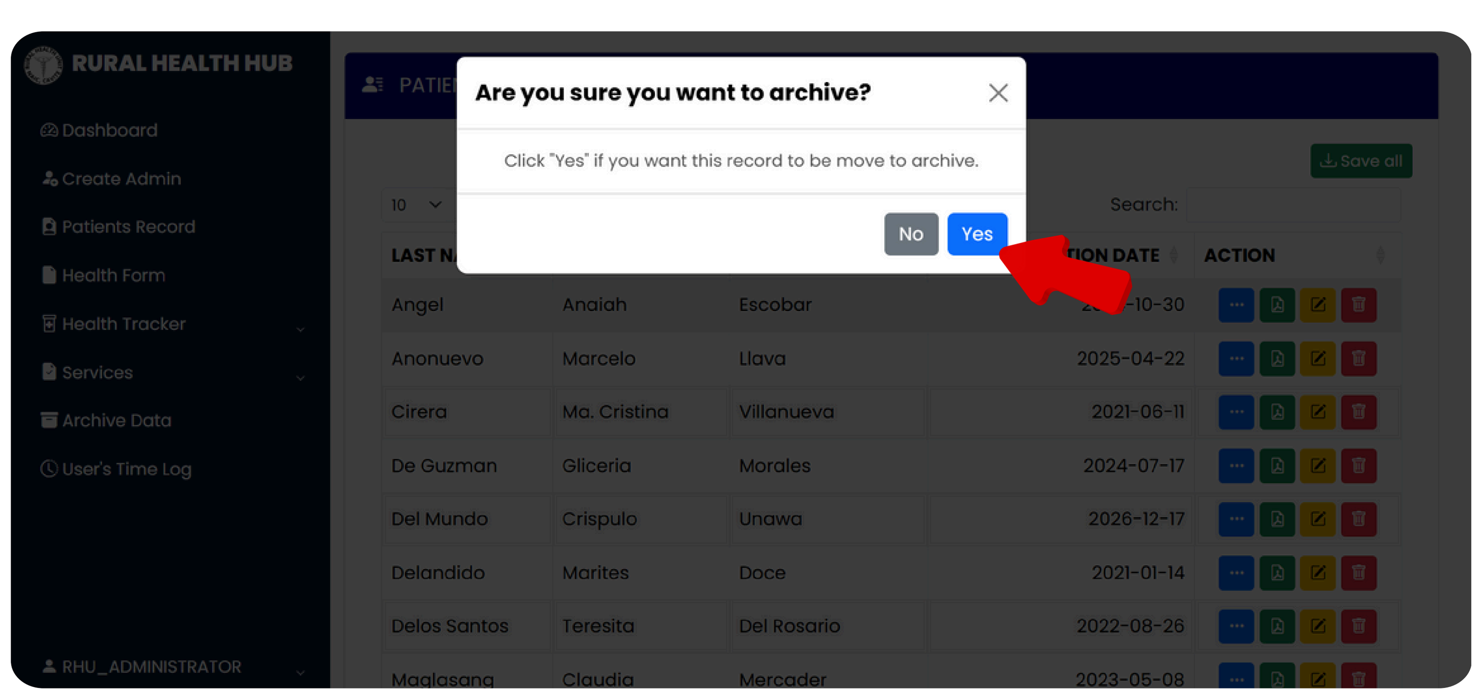
For the UPDATE button, the user will be able to update or edit the patient's information. After confirming all the details are correct and true, click the “UPDATE” button.

STEP 4.5: CONFIRMING TO UPDATE



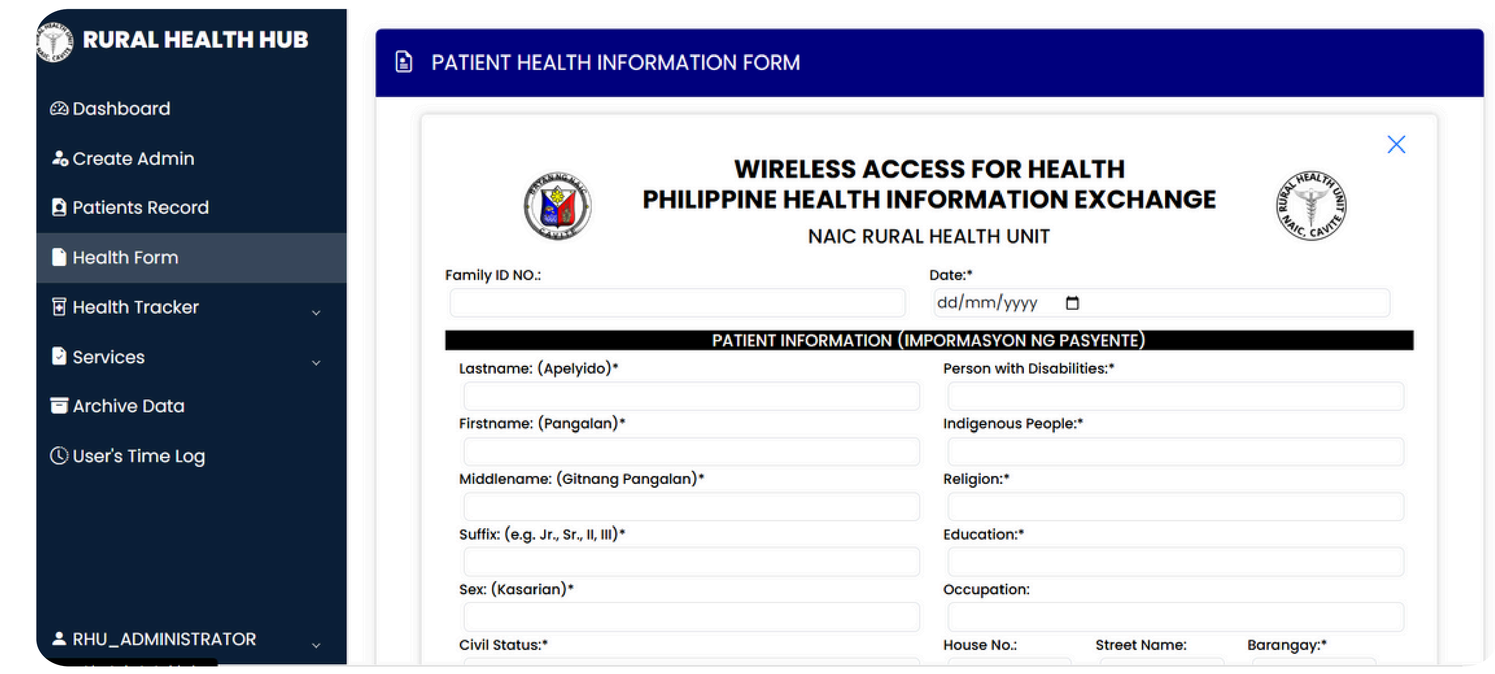
If you are sure of the updated information, click the “UPDATE” button and otherwise close.

STEP 4.6: MOVING TO ARCHIVE PATIENT FILES



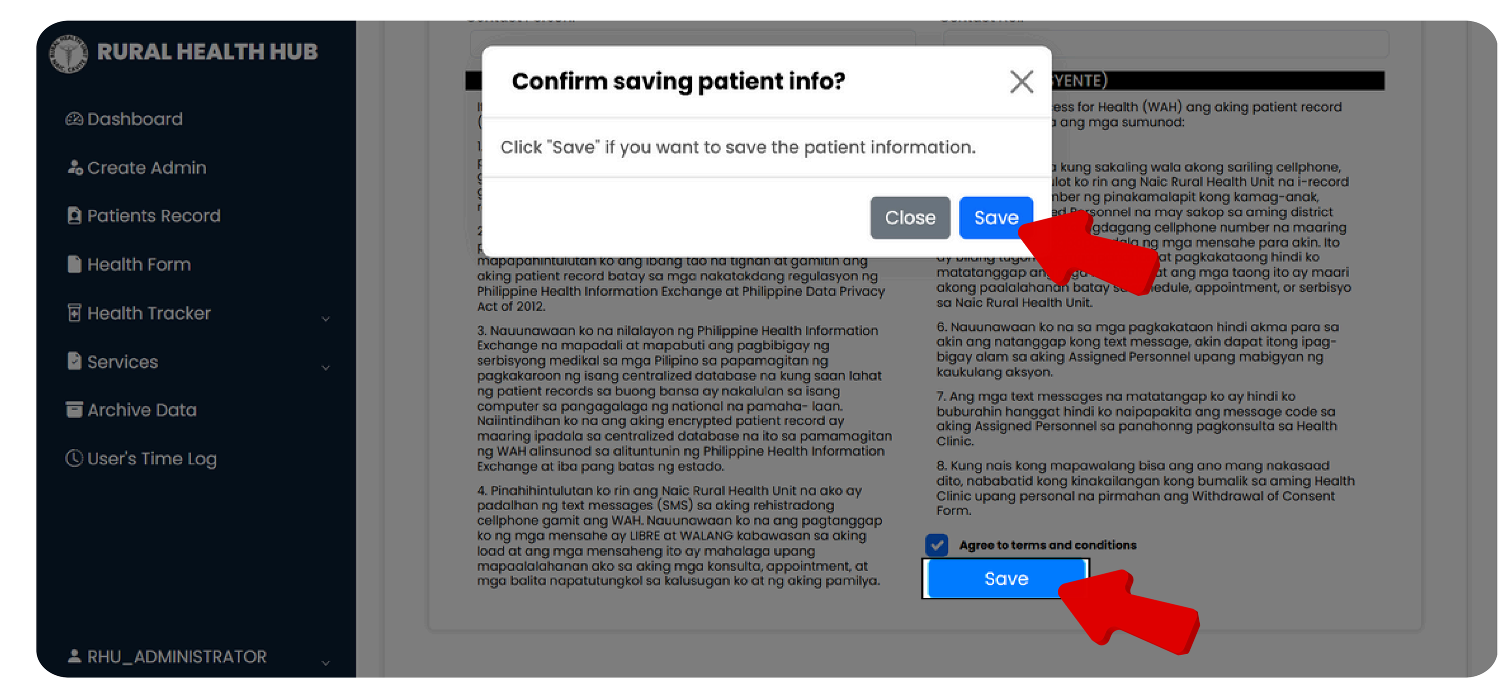
For deleting the patient information, just click the delete button. If you want to remove the patient information, click the “yes” button and otherwise no.

STEP 5.1: ADDING A NEW PATIENT INFORMATION



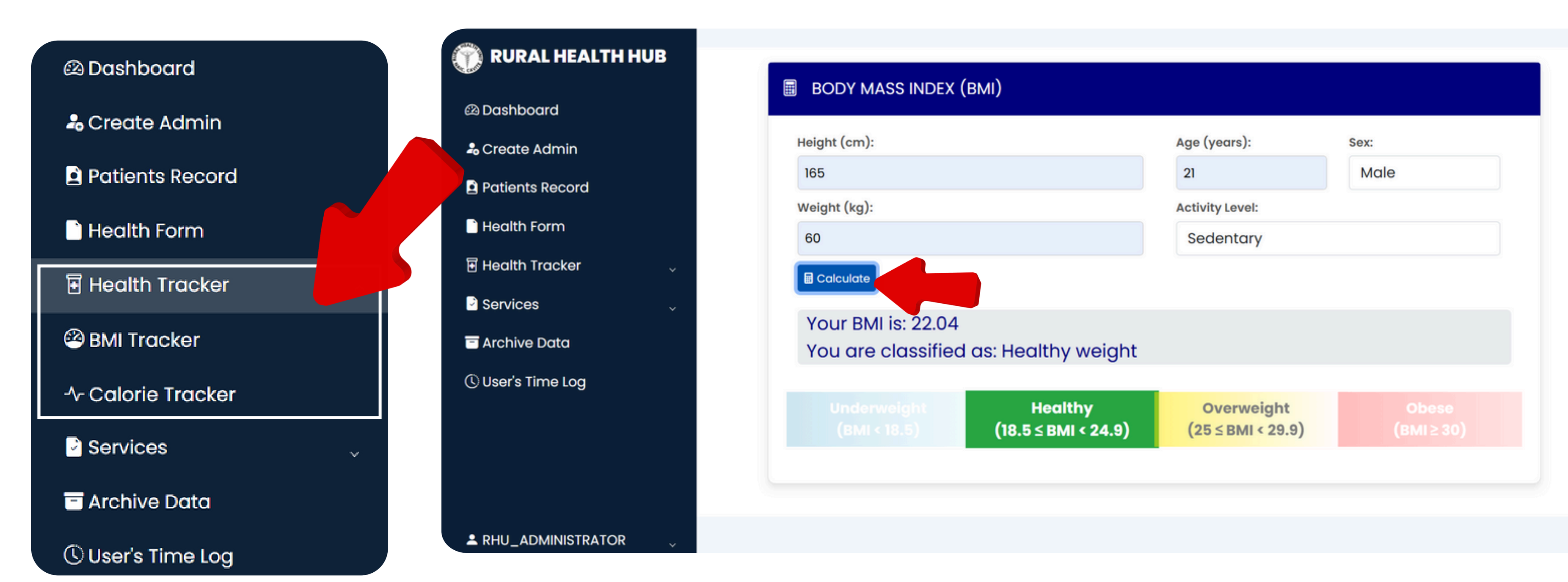
For the Health Form, it will allow the user to add new patient information.

STEP 5.2: CONFIRMING TO SAVE



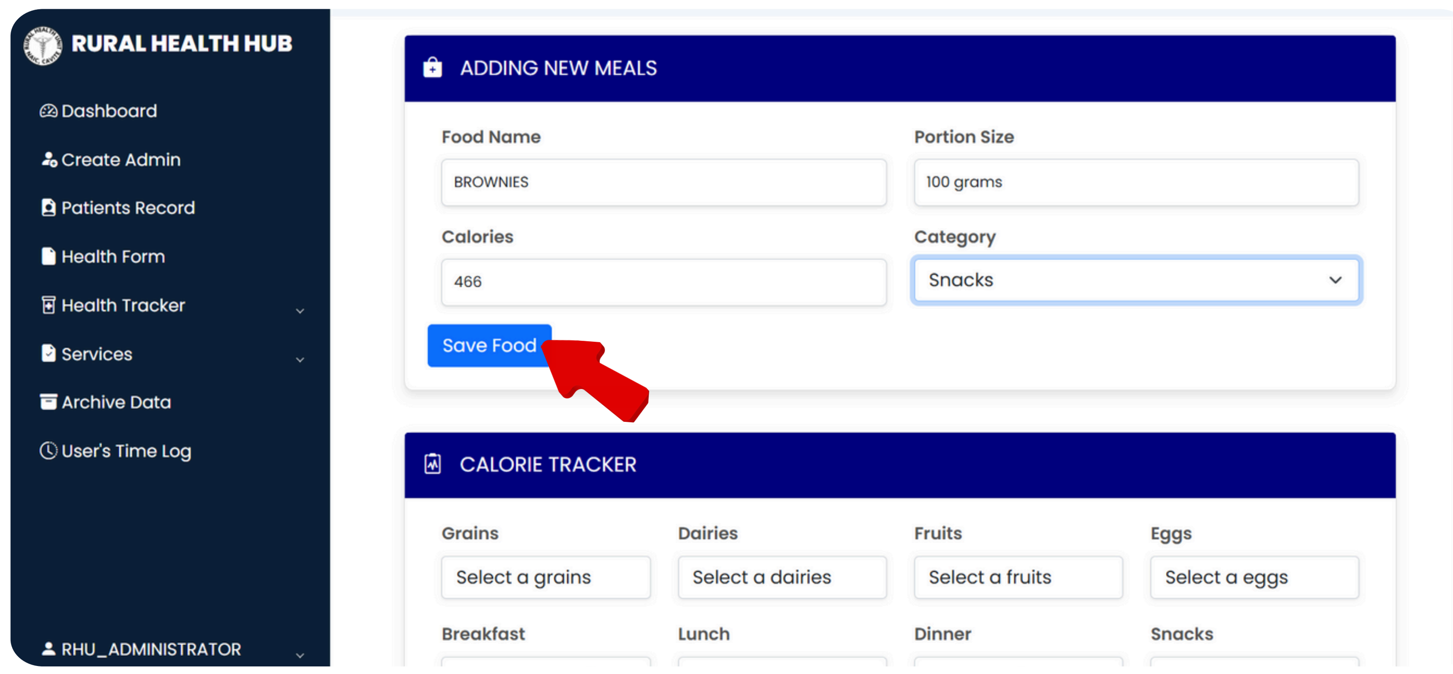
After confirming and adding all the needed information from the patients, click the “SAVE” button, and for confirming the addition of the patient's information, click the “SAVE” button and close button otherwise.

STEP 6: CALCULATING YOUR BMI



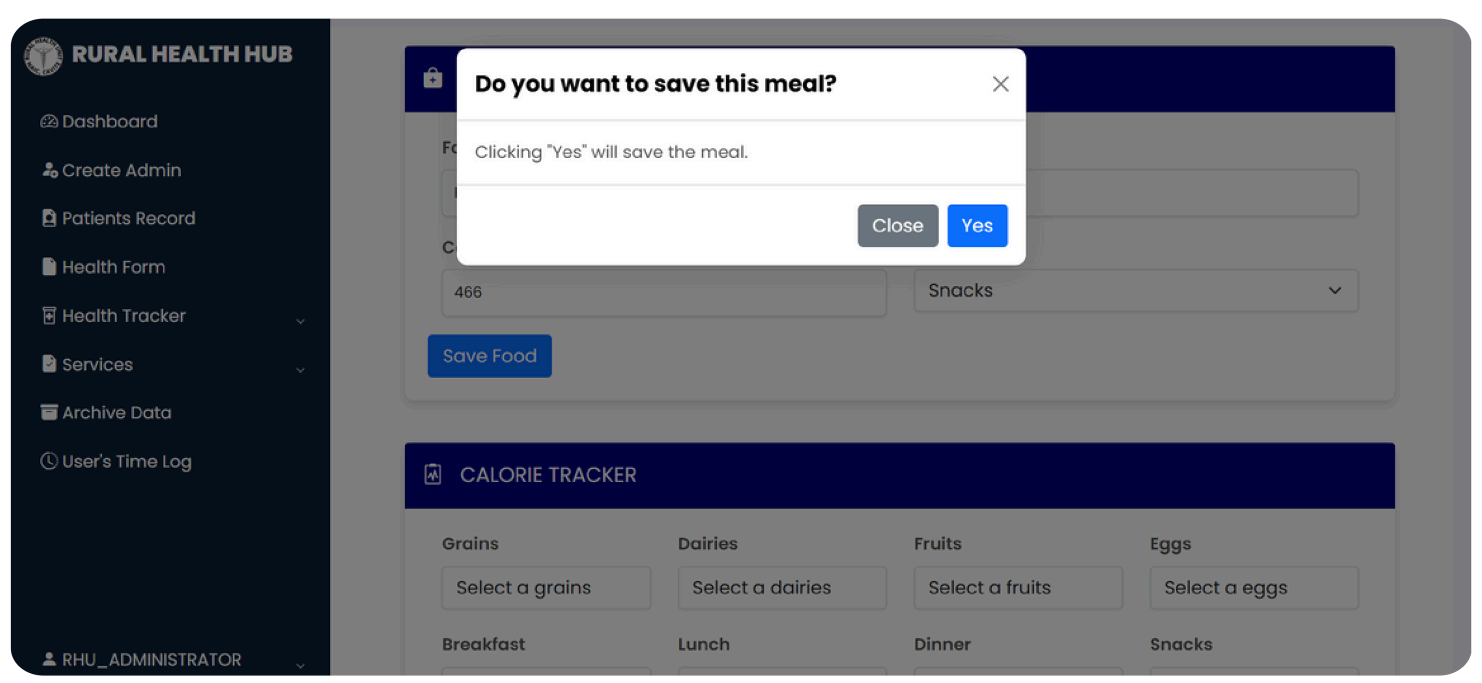
To calculate the BMI (body mass index), input the height, weight, age, and sex of the user. After ensuring all the data is correct, click the CALCULATE button, and it will automatically calculate the BMI of the user with the health range provided.

STEP 7.1: UPLOADING A NEW MEAL



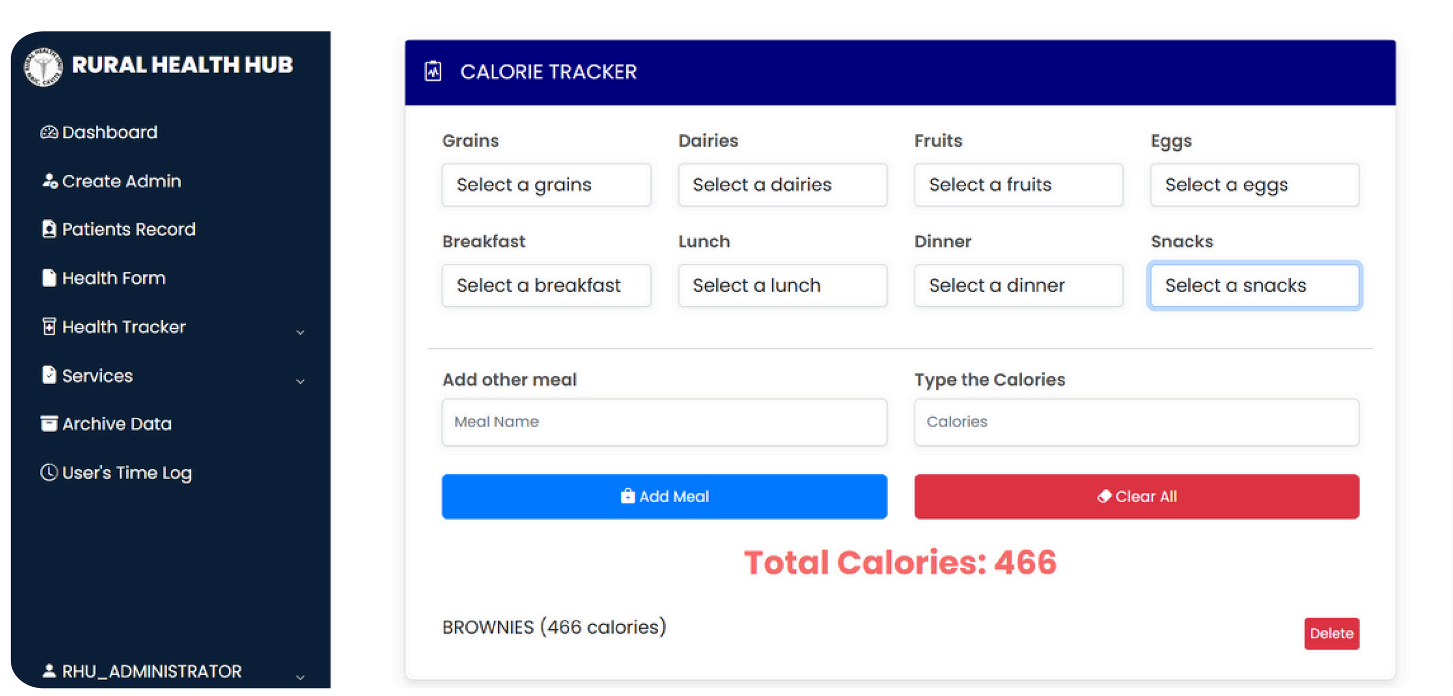
For adding new meals, input the meal information, like the food name, calories, portion size, and the food category; after that, click "Save Food.".

STEP 7.2: CONFIRMING TO SAVE THE MEAL



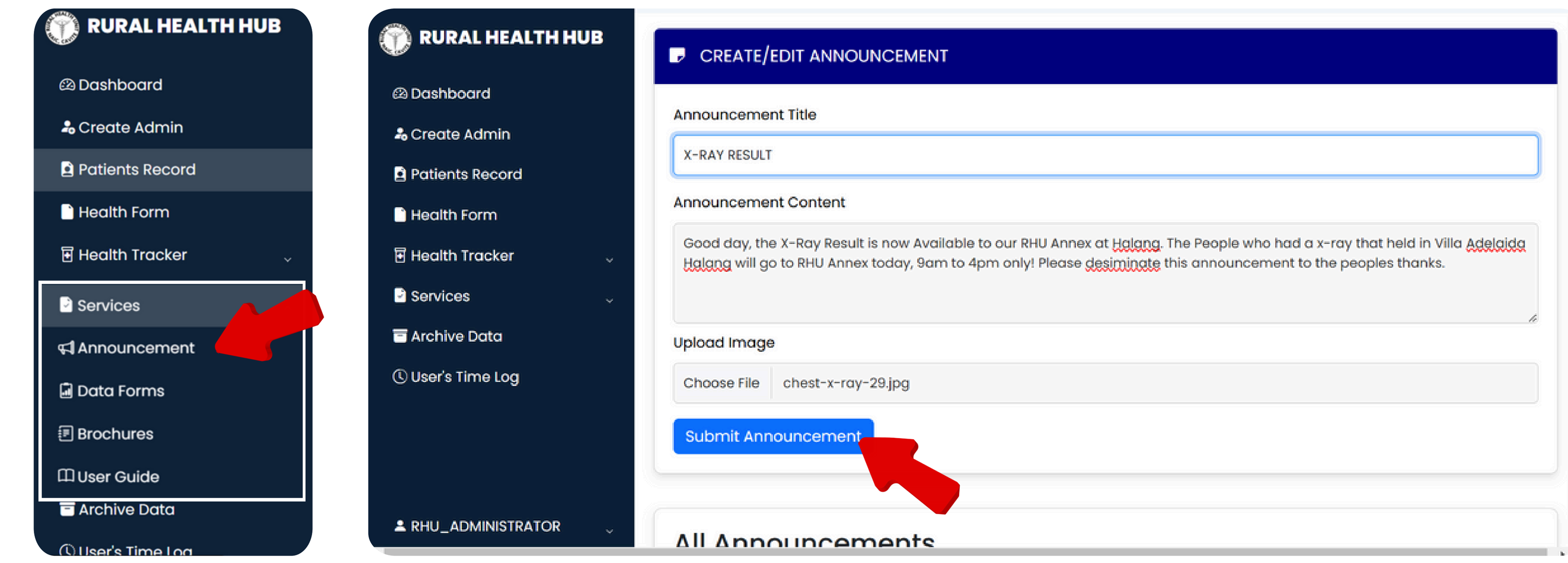
After that, if you confirm adding the new food, click the “yes” button if you want to save it and otherwise close.

STEP 7.3: TRACKING YOUR MEAL CALORIES



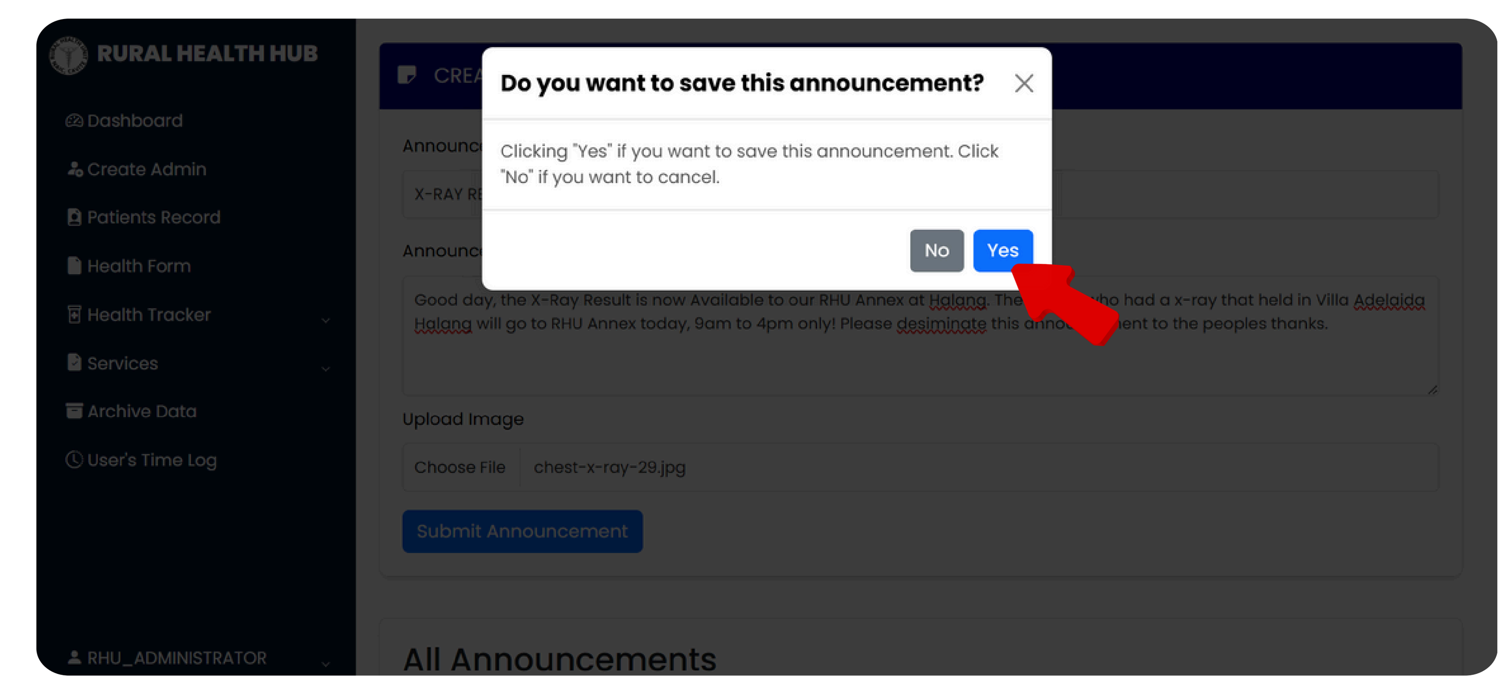
For the user to be able to track their calories, they can click a certain food, and it will automatically go to the TOTAL CALORIES as they continue to click any variant of foods.

STEP 8.1: POSTING AN ANNOUNCEMENT



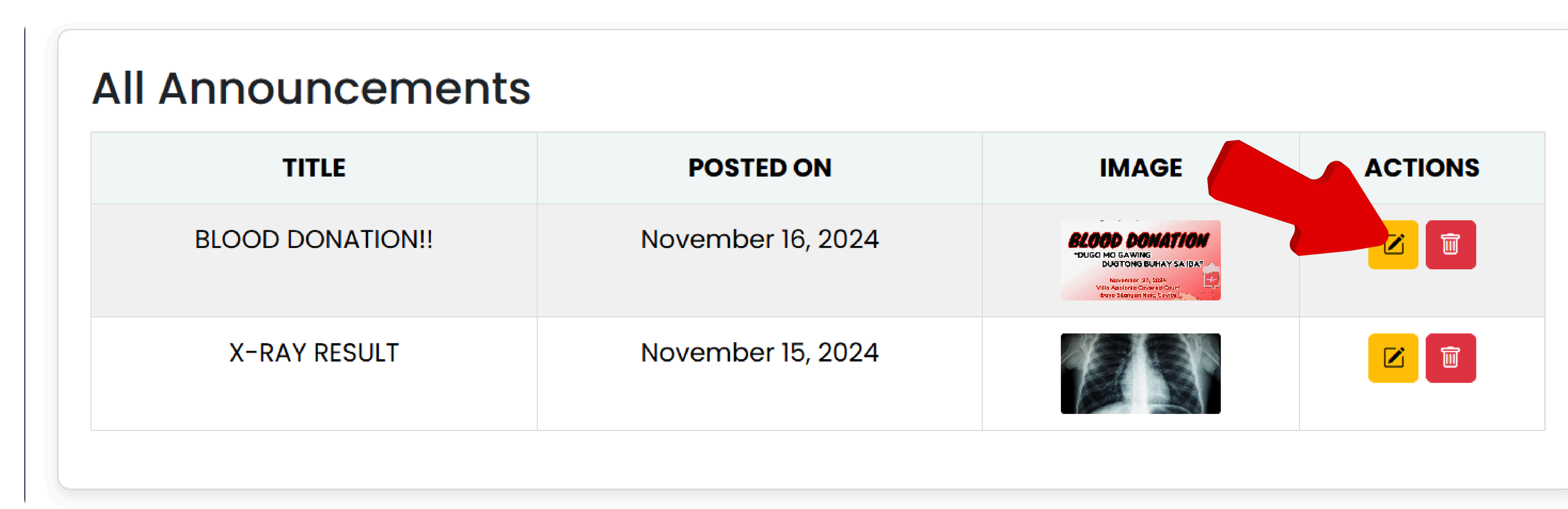
For posting a new announcement, just input the announcement title, announcement content, and upload image for more detailed data. After inputting all the data, click the “SUBMIT BUTTON.”.

STEP 8.2: CONFIRMING TO POST AN ANNOUNCEMENT



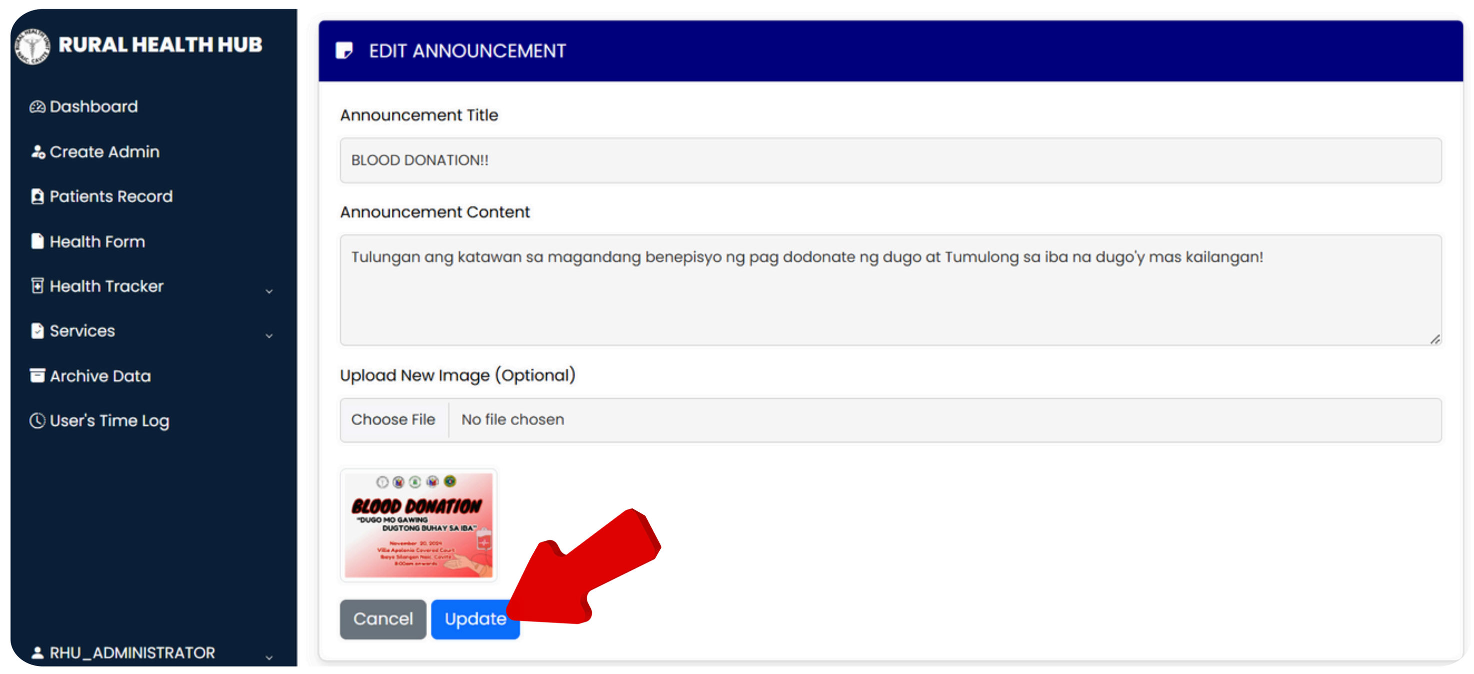
For confirmation to post the new announcement, click the “YES” button and “NO” otherwise.

STEP 8.3: EDITING THE ANNOUNCEMENT YOU POSTED



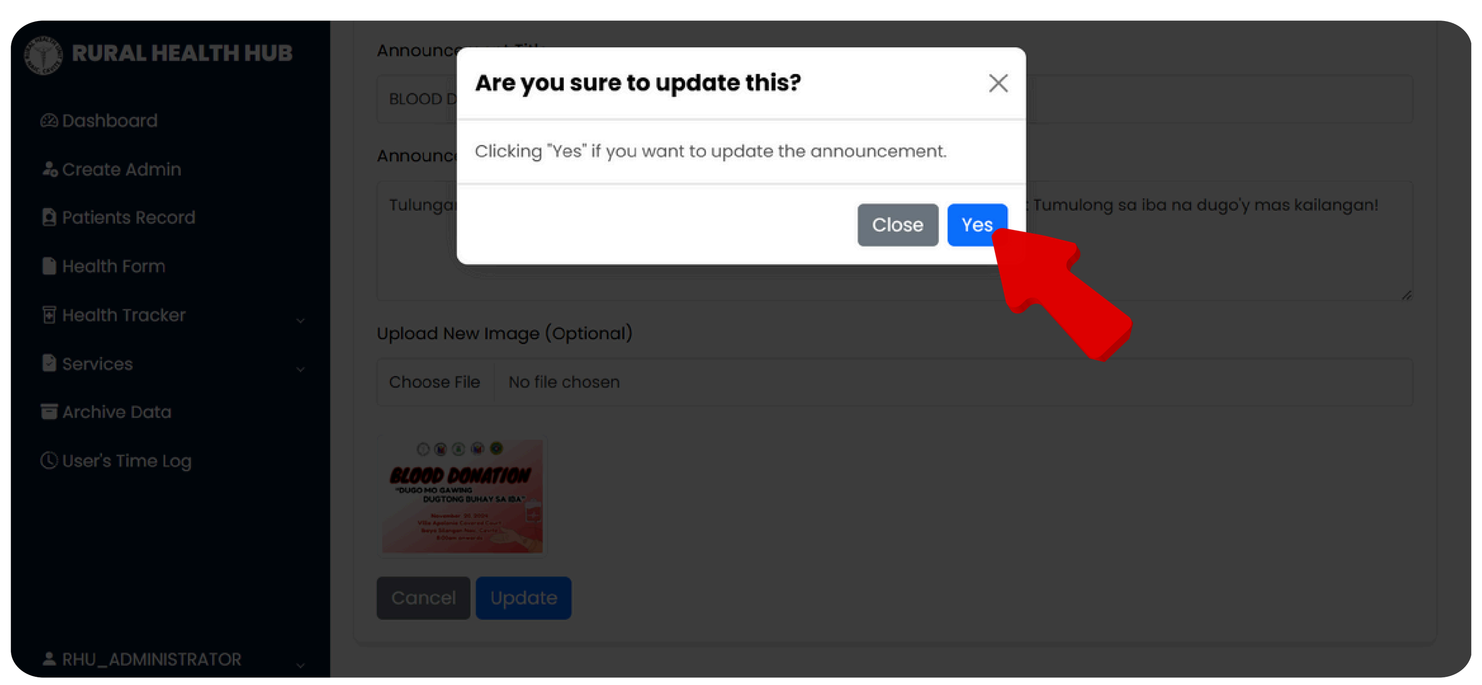
If you want to UPDATE OR EDIT the announcement, just click the update button.

STEP 8.4: UPDATING THE ANNOUNCEMENT



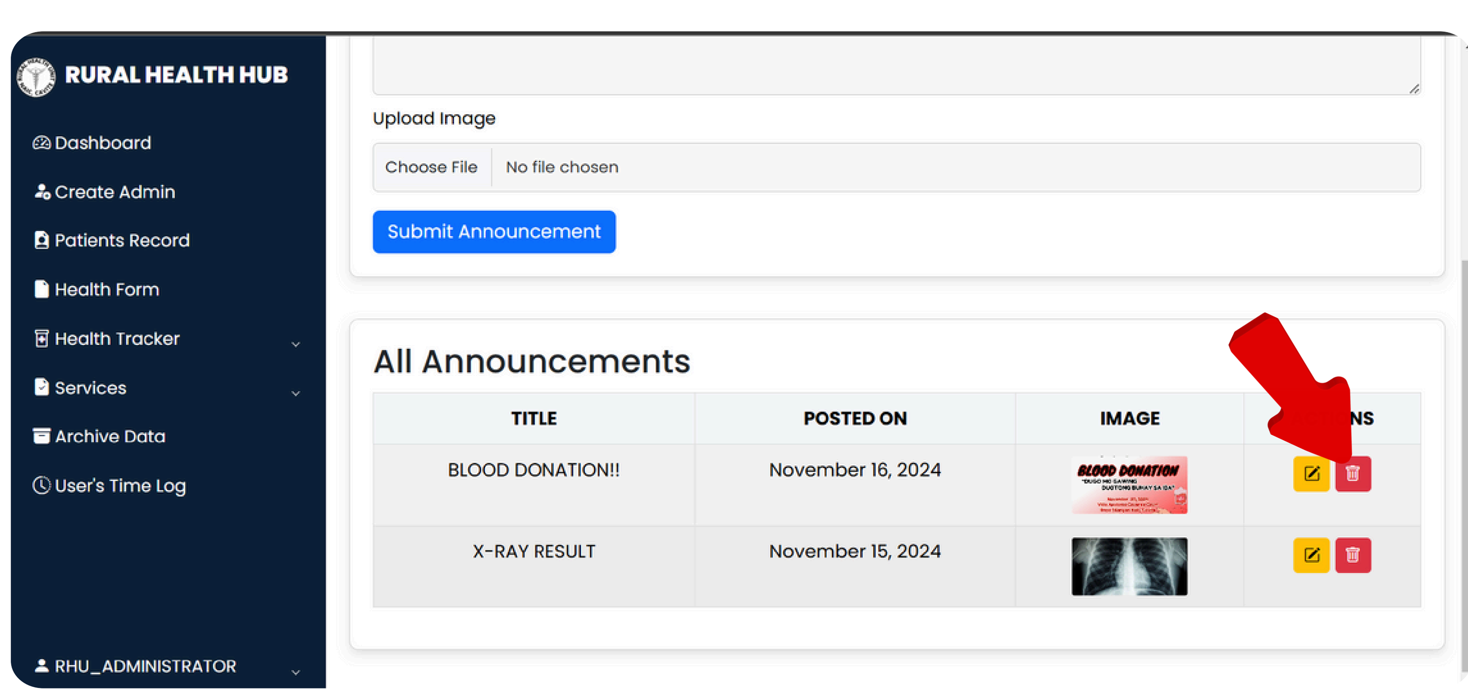
Update or edit the information that you want to change. After ensuring the information is changed, click the "update" button.

STEP 8.5: CONFIRMING TO UPDATE



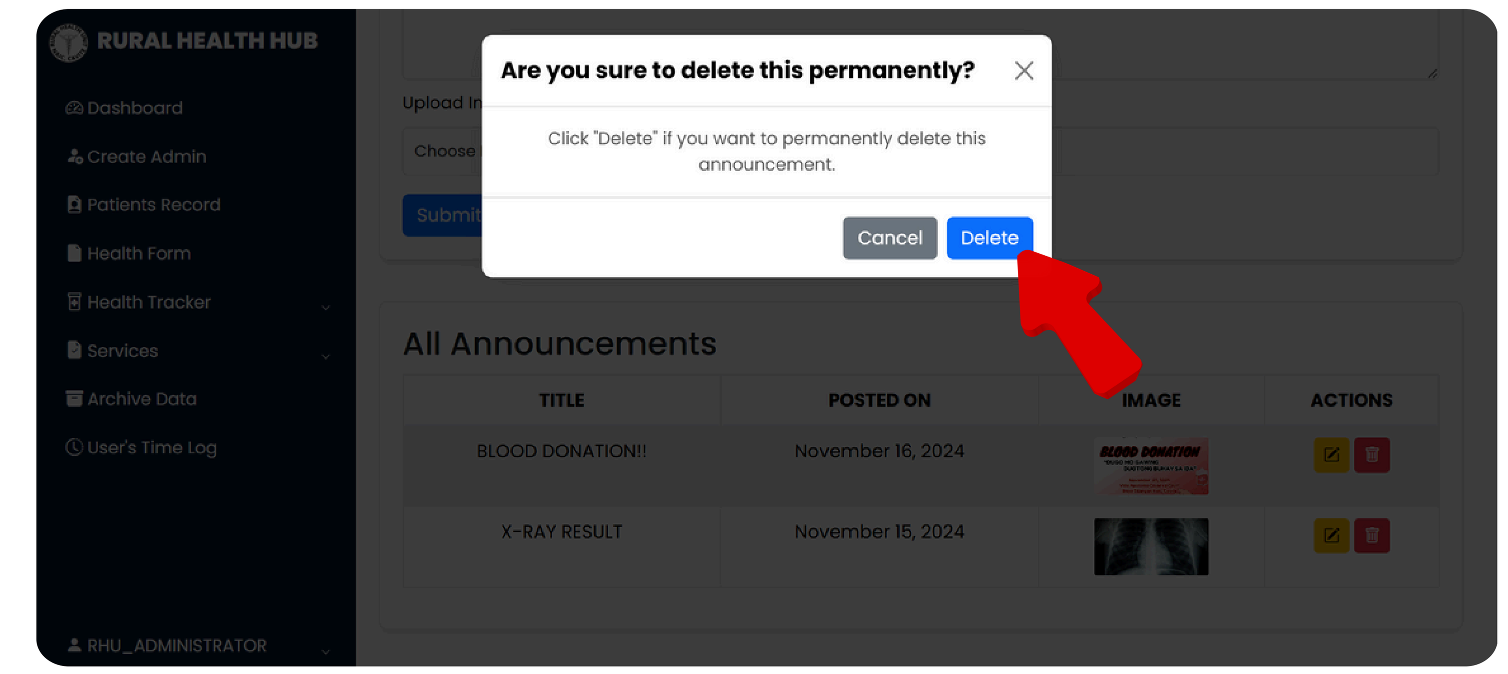
If you are sure of updating the announcement, click the "yes" button, and otherwise no.

STEP 8.6: DELETING THE ANNOUNCEMENT



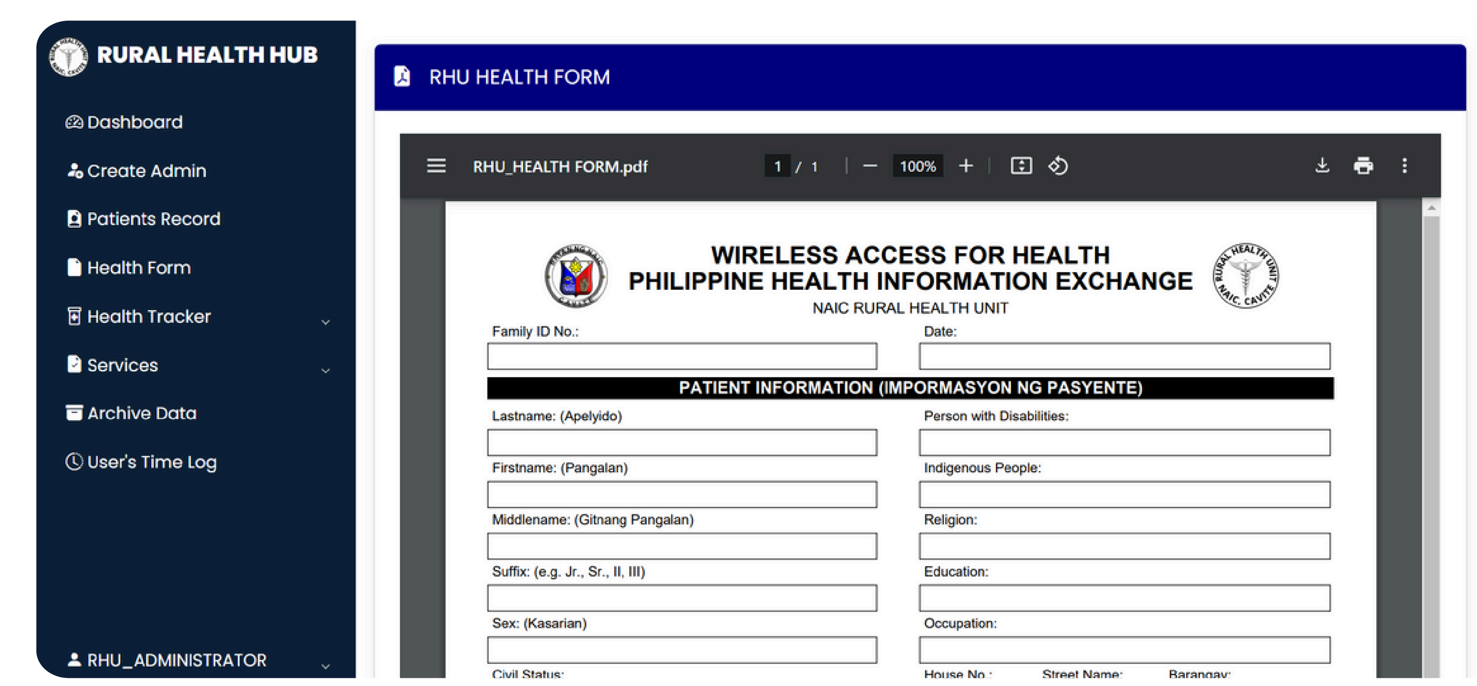
If you want to delete an announcement, just click the "DELETE" button.

STEP 8.7: CONFIRMING TO DELETE AN ANNOUNCEMENT



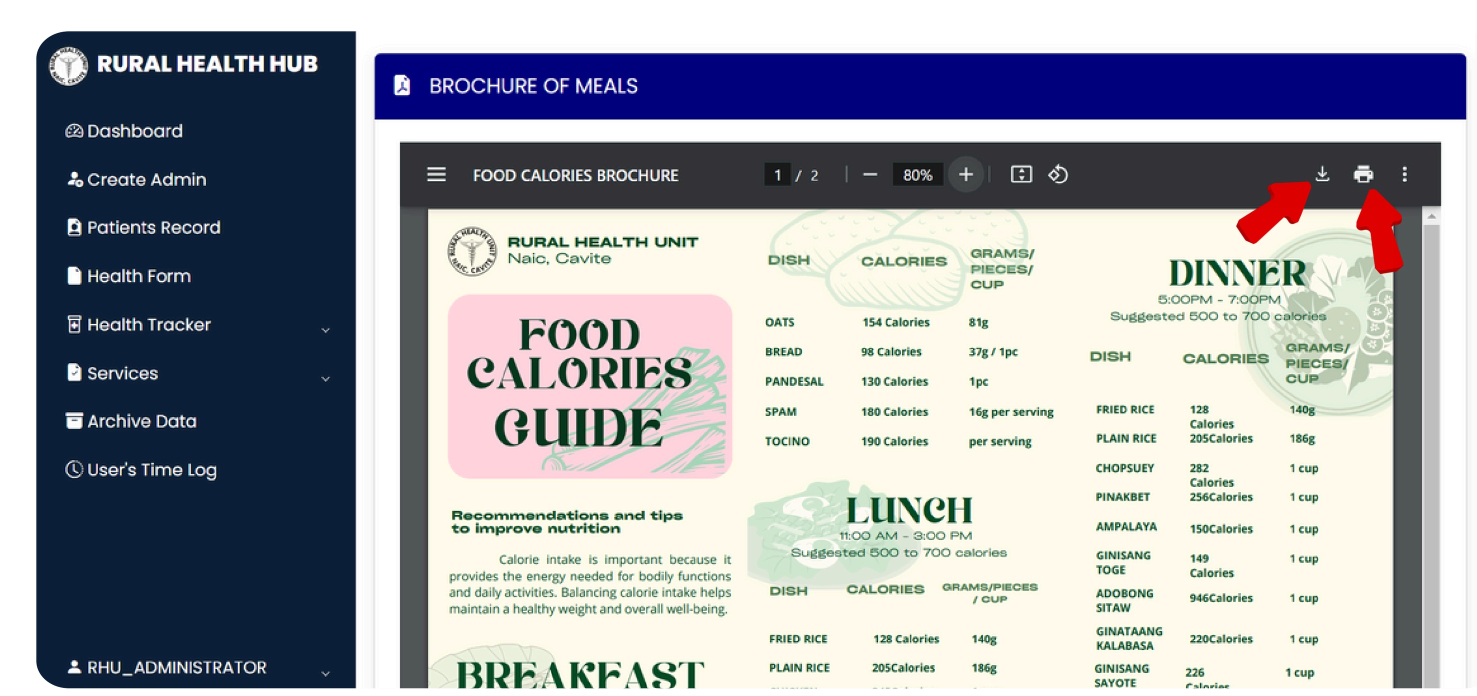
For confirming the deletion of the announcement, click the "DELETE" button and otherwise cancel.

STEP 9: DOWNLOADING/PRINTING FORMS



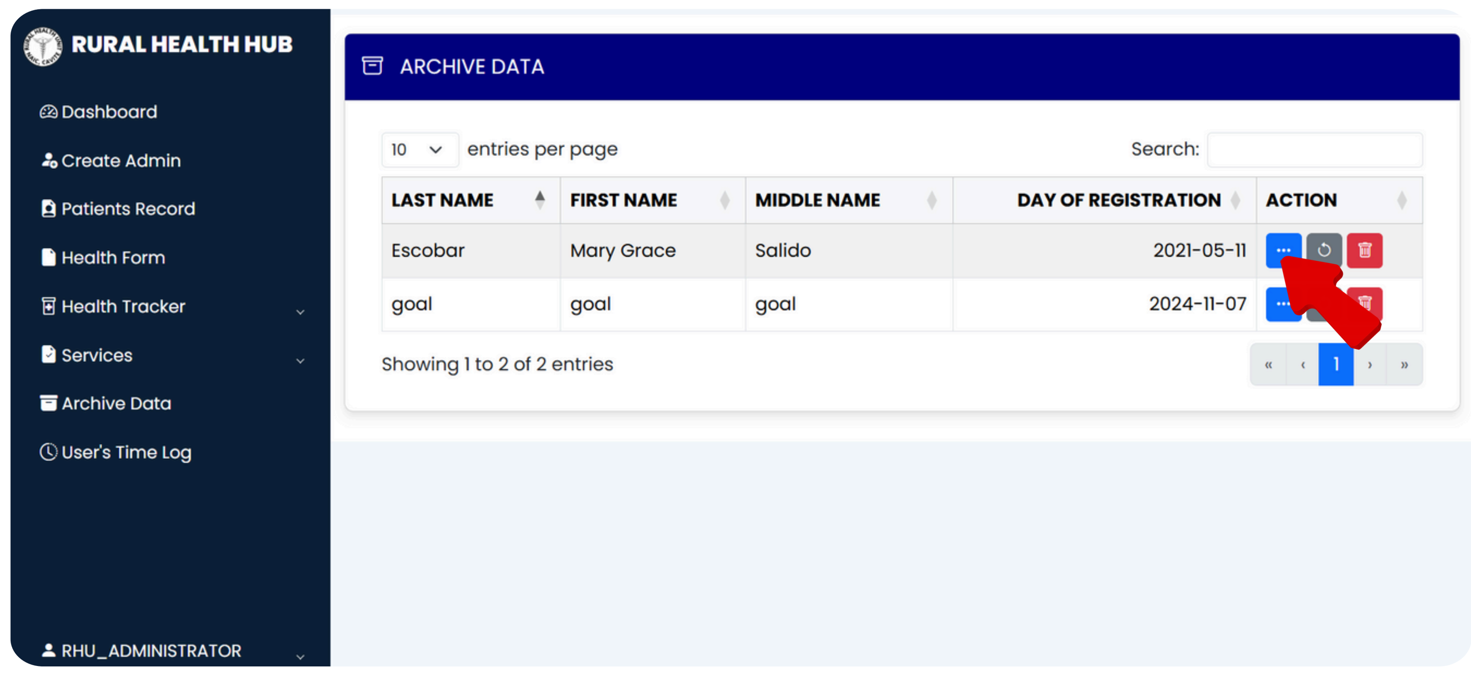
For blank patient forms, you can just print or download the provided form on this page.

STEP 10: ACCESS BROUCHURE



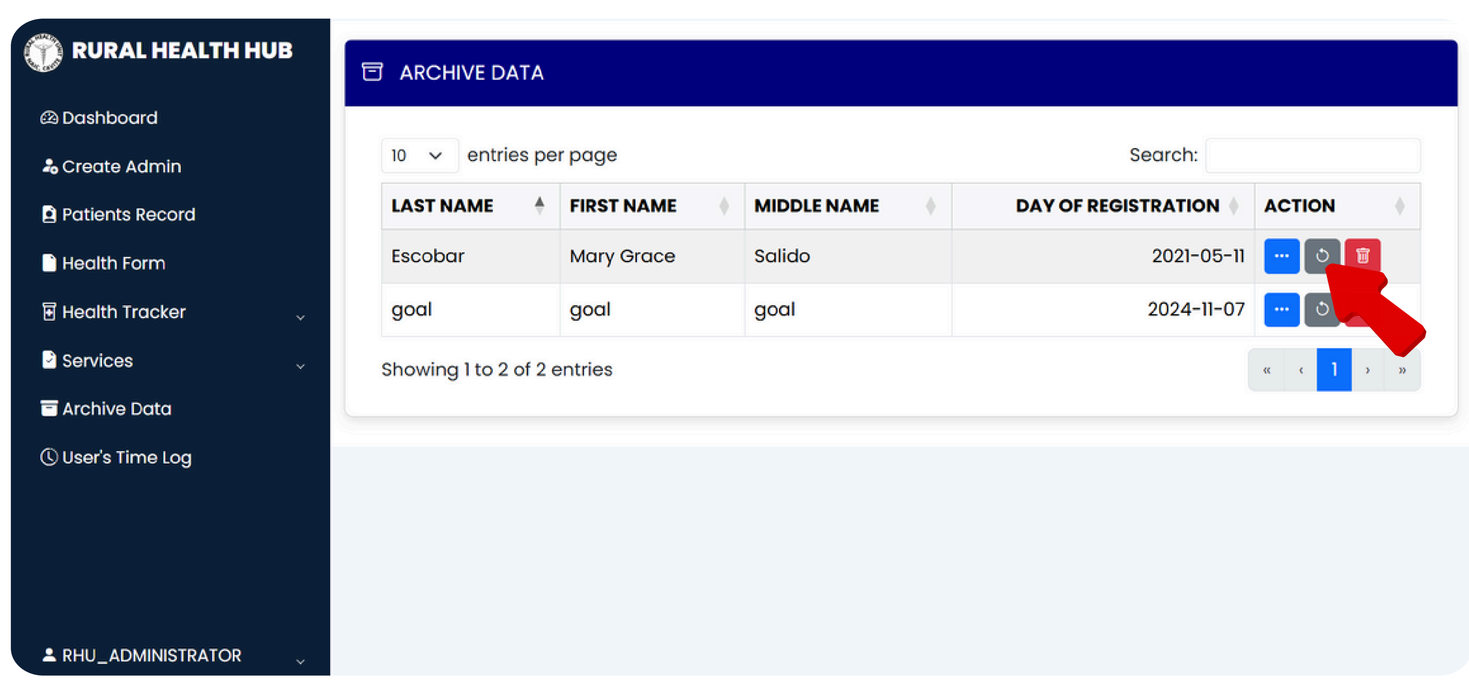
On this page, you can access the food brochure, which could be downloadable and printable.

STEP 11: VIEWING ARCHIVE PATIENTS FILES



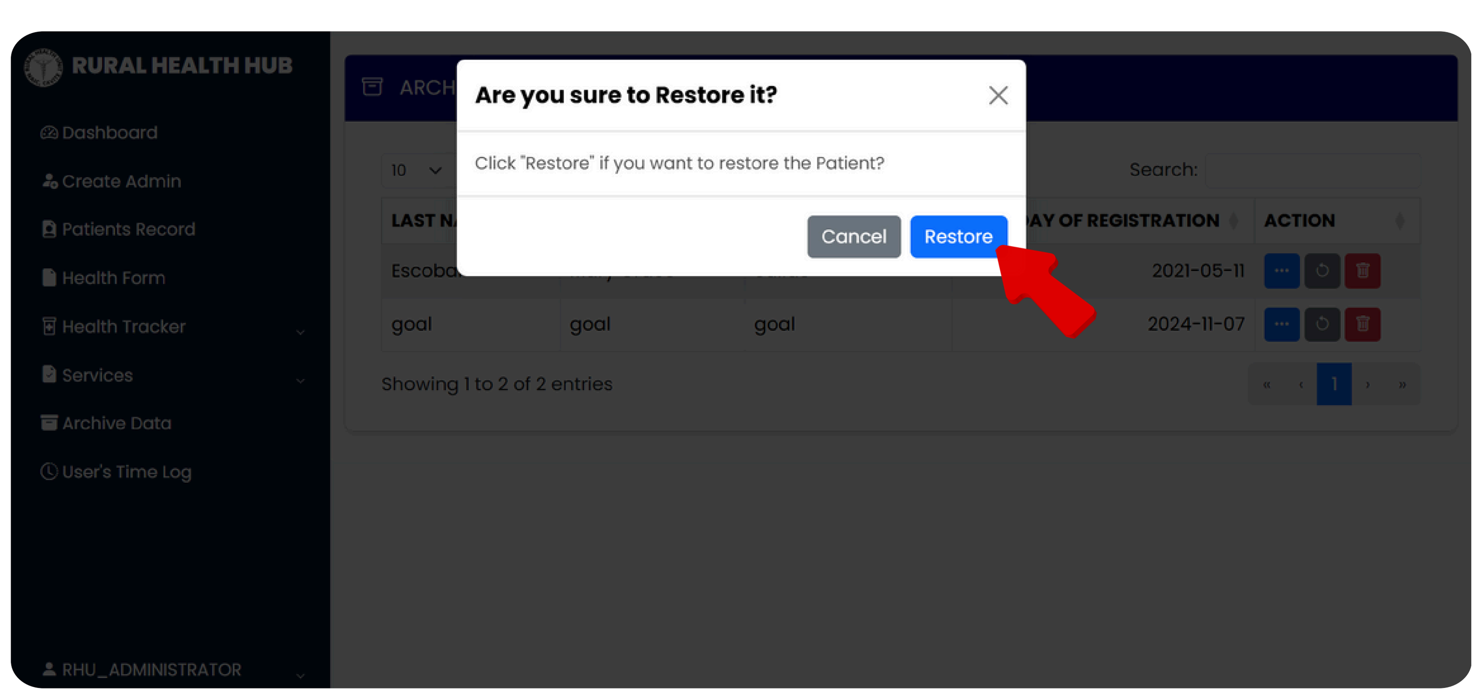
This page contains all the archived data of the patients. If you want to view the details just click the "VIEW" button

STEP 12.1: RESTORING A PATIENT FILE



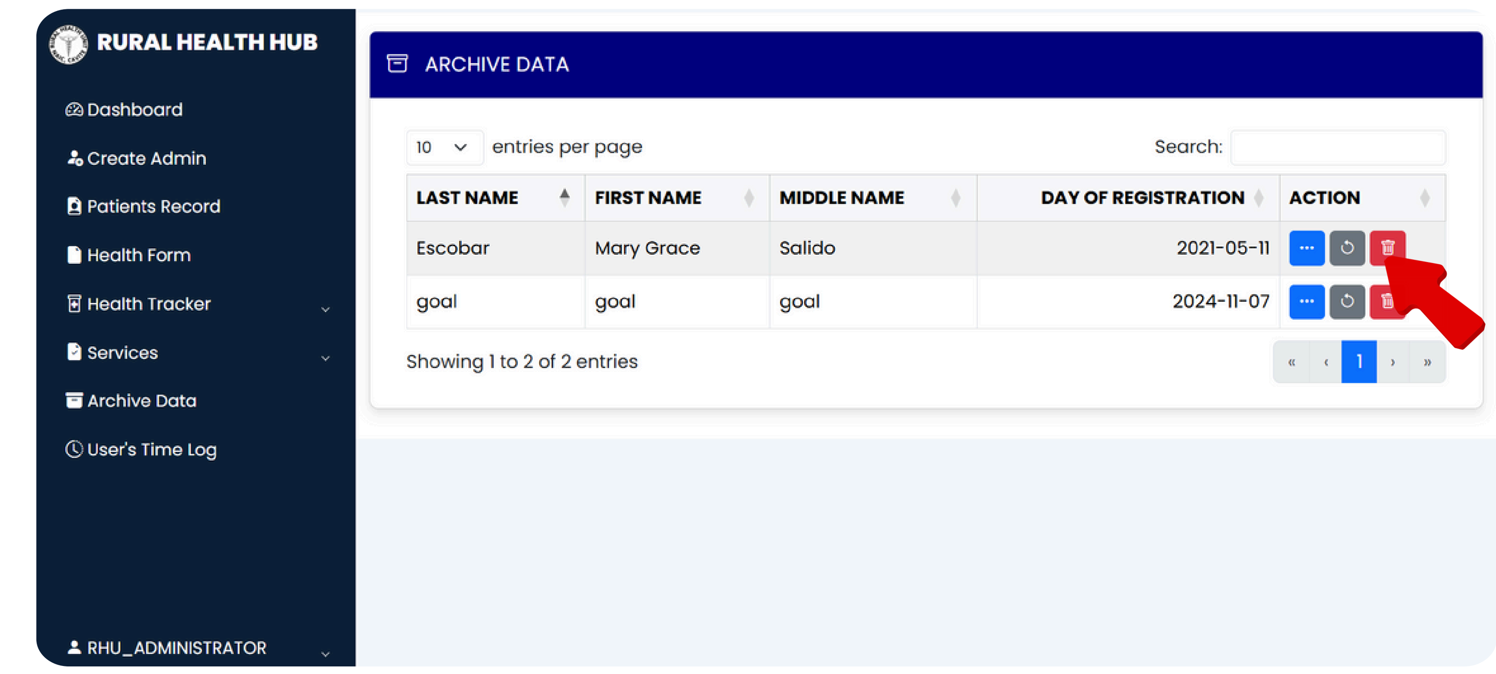
For restoring the patients file just click the "RESTORE" button

STEP 12.2: CONFIRMING TO RESTORE



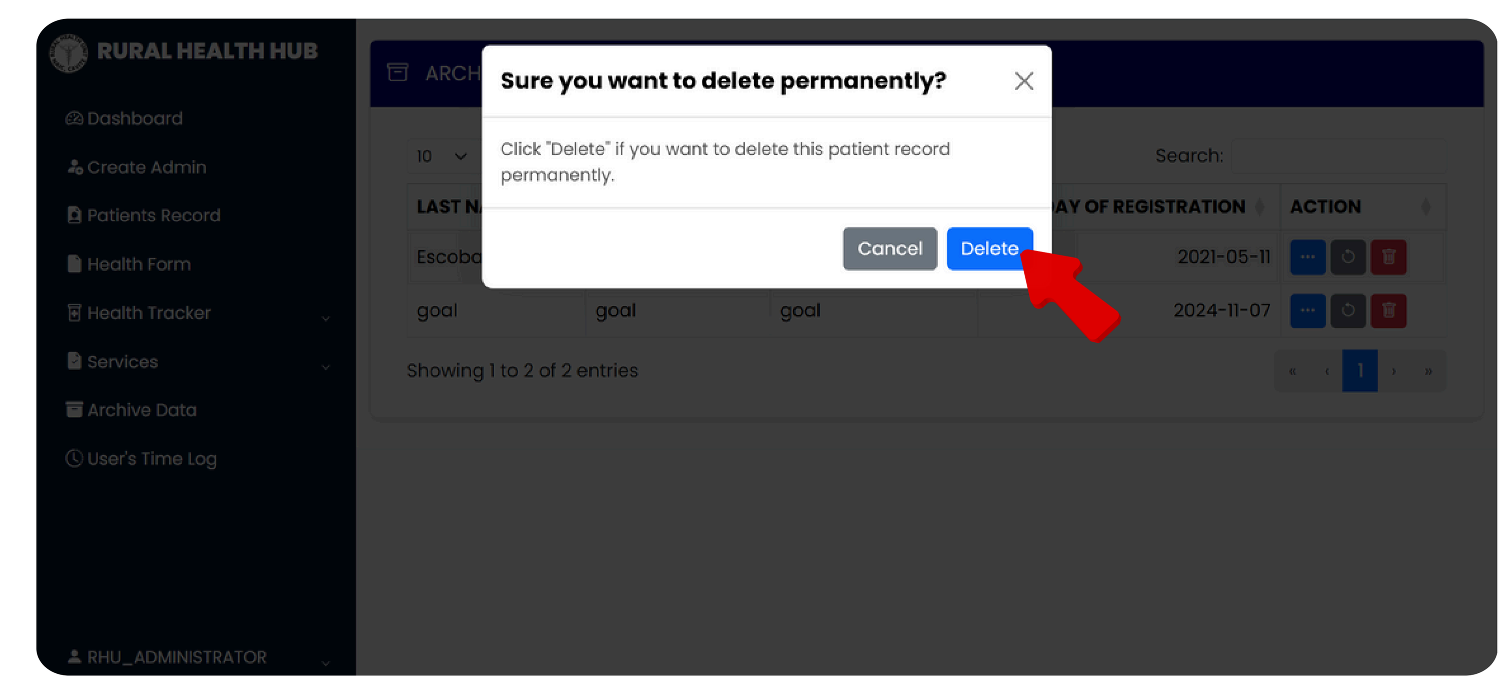
If you confirm to restore the patients file click the "RESTORE" button and otherwise the cancel button.

STEP 13.1: DELETE PERMANENTLY THE PATIENT FILE



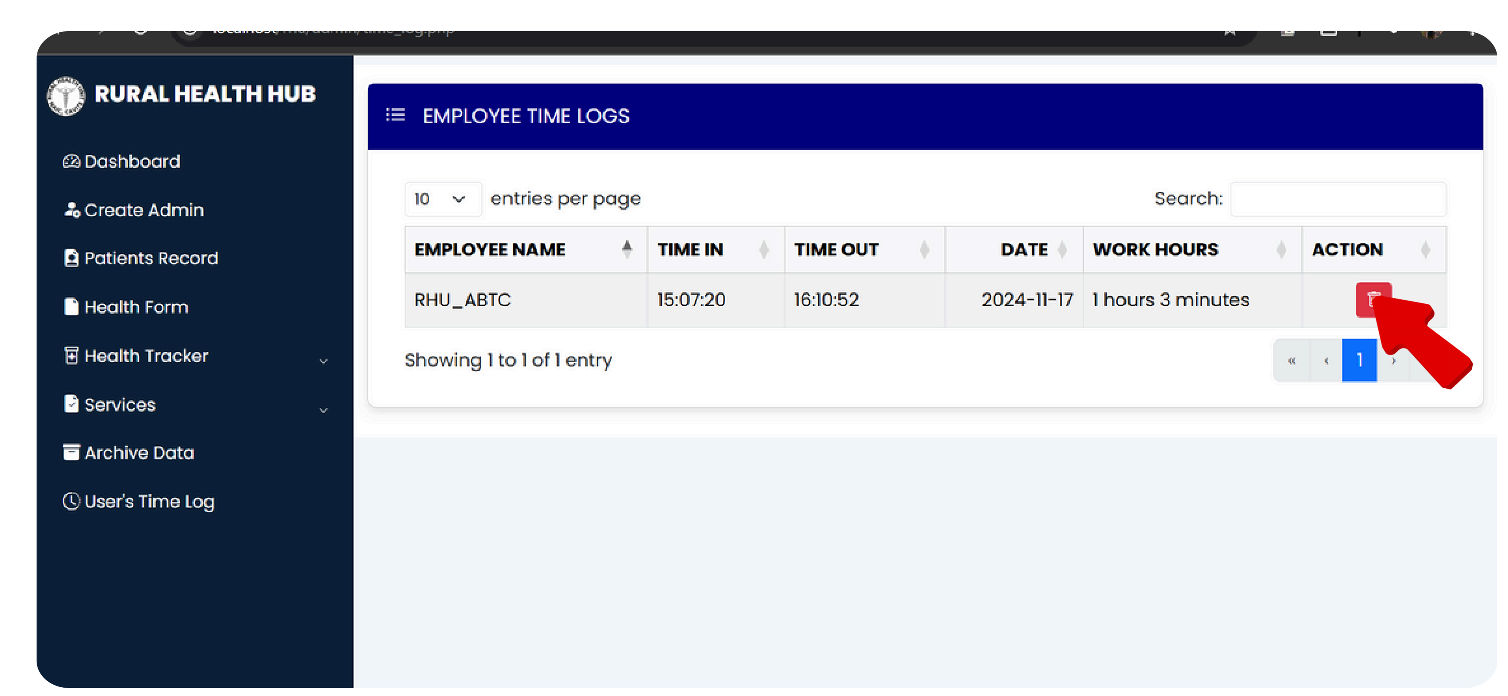
For permanent deletion of the patient's data, just click the "DELETE" button.

STEP 13.2: CONFIRMING TO DELETE PERMANENTLY



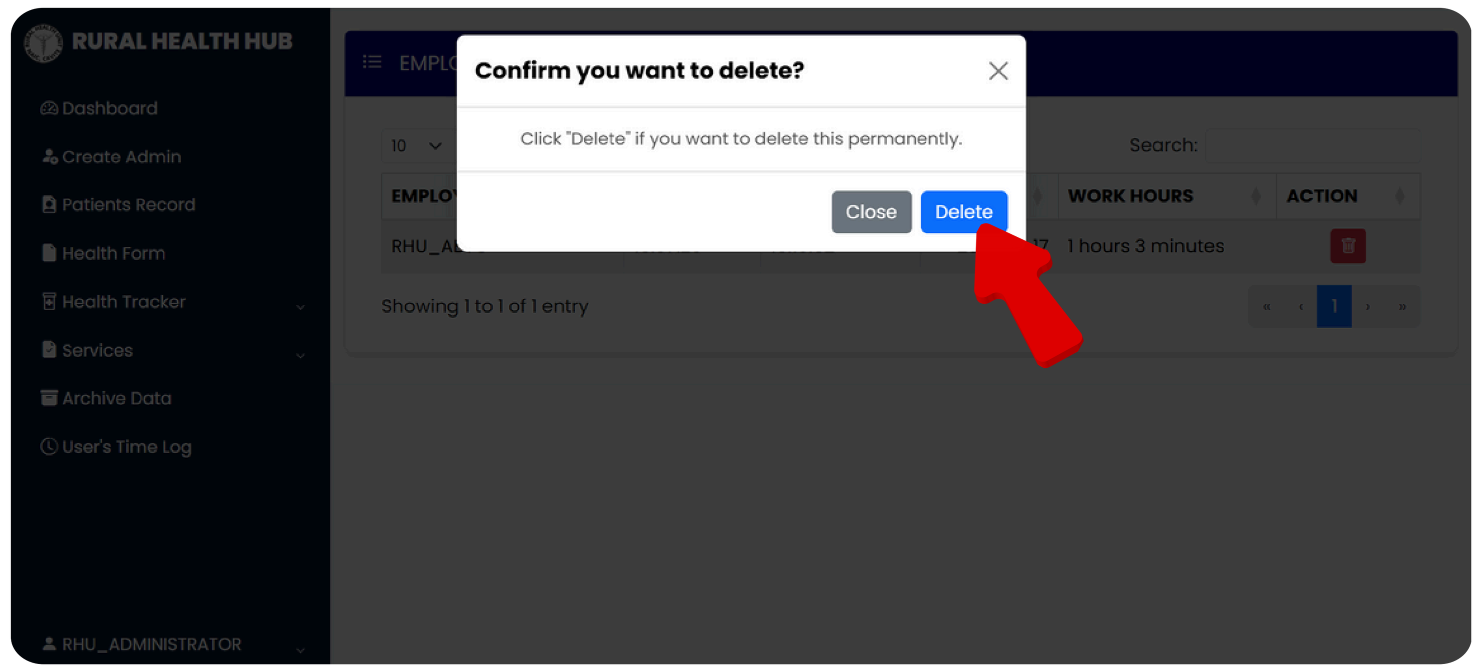
To confirm the permanent deletion of the data click the "DELETE" button and if not click the cancel button

STEP 14: MONITORING TIME IN, TIME OUT



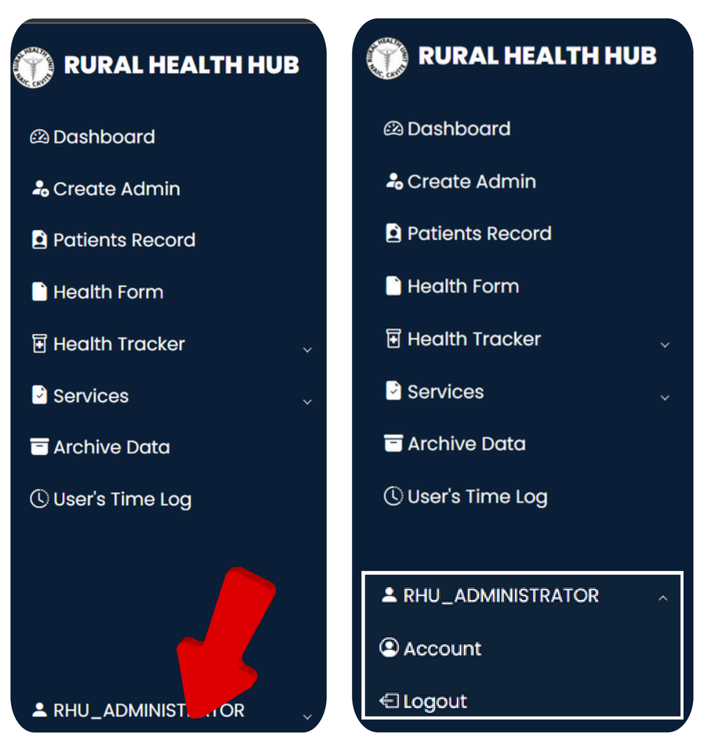
This page is for viewing the Time In and Time Out of every Facilitators within the RHU Facility. If you want to delete a certain data just click the "DELETE" button.

STEP 15: CONFIRMING TO DELETE PERMANENTLY



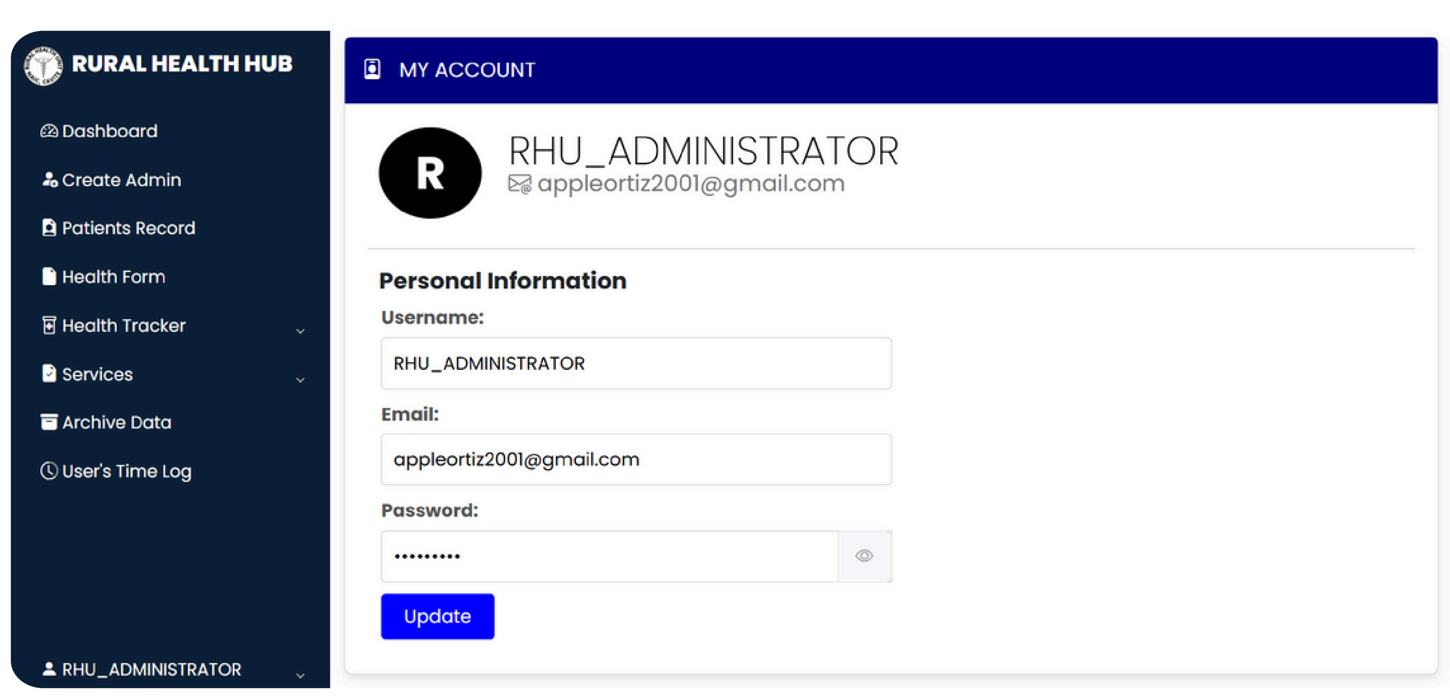
If you are sure to delete a certain time log information click the "DELETE" button and if not click the cancel button.

STEP 17: ACCESS TO USERS ACCOUNT



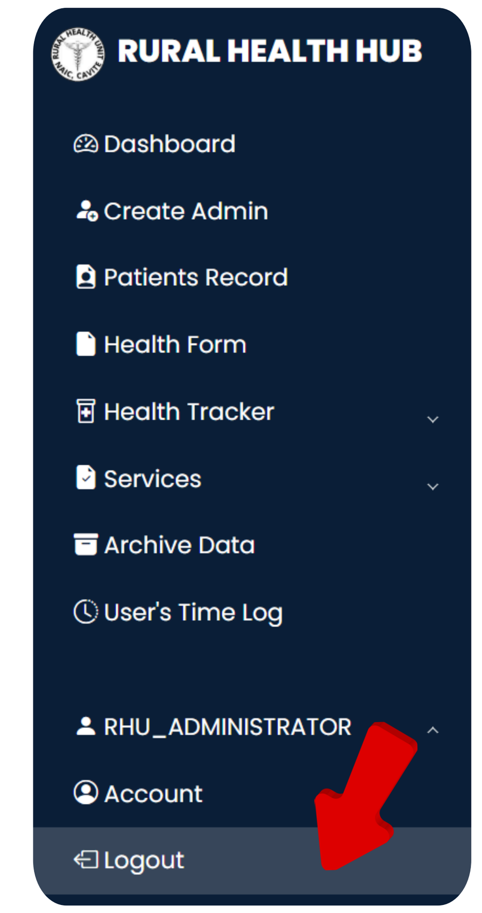
To access the user's account just click the dropdown option below and click the "ACCOUNT" for you to direct in the account page.

STEP 18: VIEWING AND UPDATING ACCOUNT INFO



This page is for viewing and updating the user's account. Change the information and it automatically change/update the information after clicking the "UPDATE" button.

STEP 19: LOGOUT



If you want to close the website just click the LOGOUT button after use.