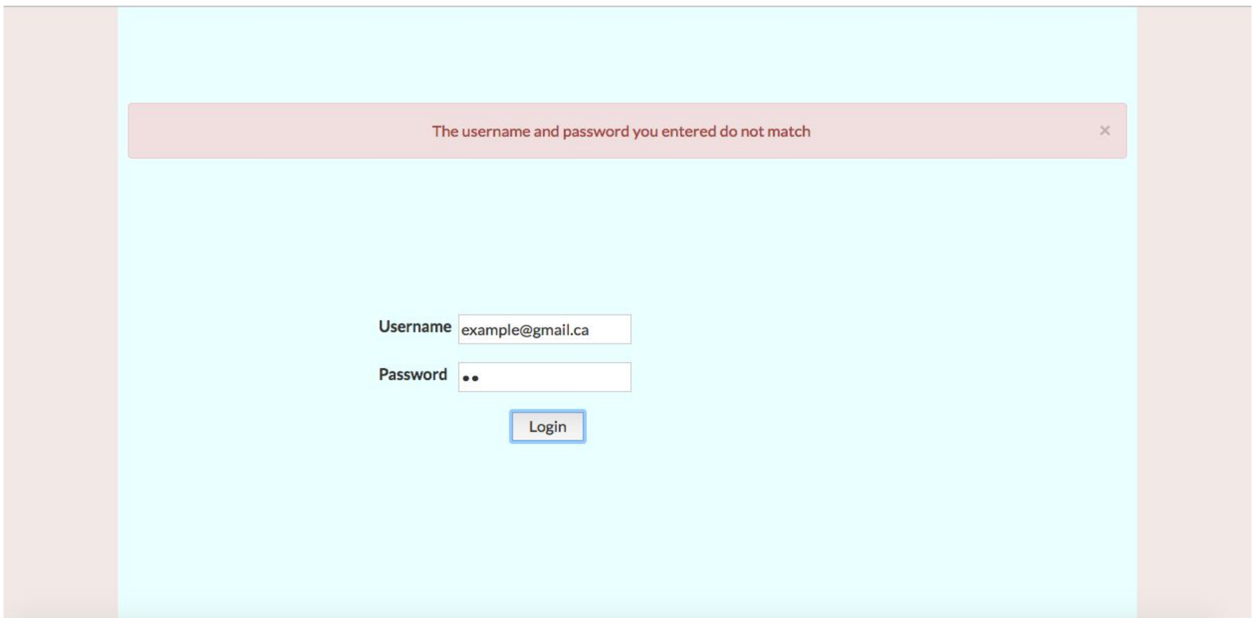
Manual for all users

Creating User:

Click the link in the email you have received after an admin account has invited you to become a user in this system. Fill in a password and the password confirmation. The password must be 7 characters long at least. Watch for the prompts at the top upon clicking the create button, if there is a problem with anything entered it will let you know, it will also display a success message upon successful account creation, and will transition to the login page for you.

Logging In:

Navigate to the login page. Enter your login information. An error message will display if the password and username do not match.



If login was successful it will transition to the main page (search for clients page). You will not be able to visit the login page while logged in, it will simply redirect you back to the search for clients page).

Once logged in, your session will expire after 24 Hours. Any actions performed will not be saved and you will be redirected to login again.

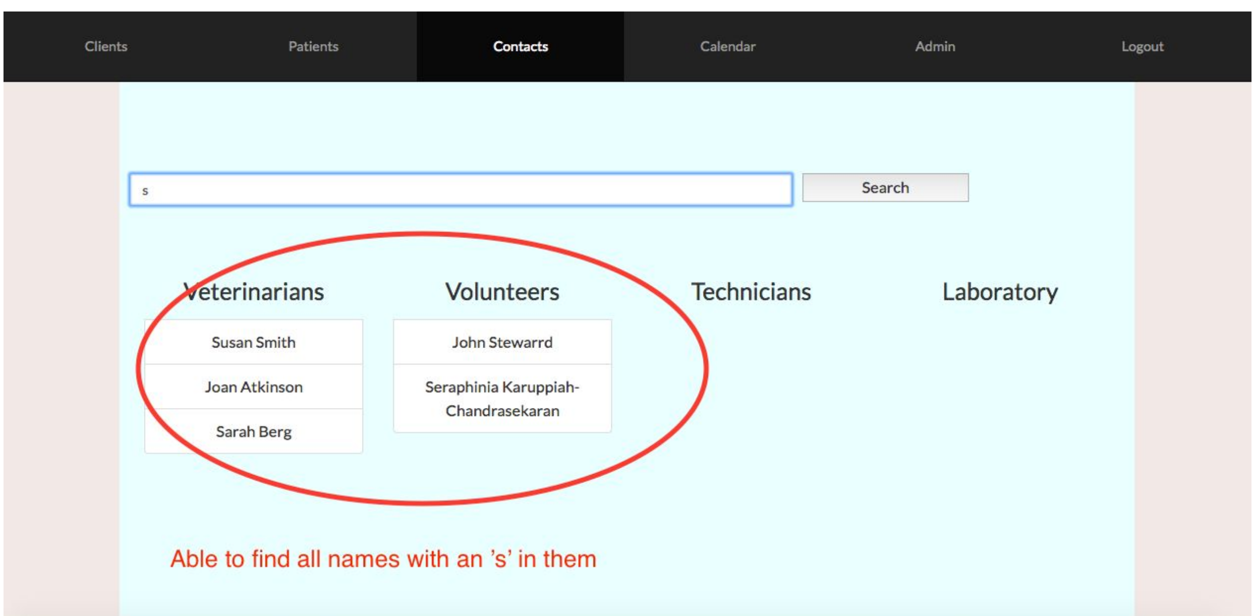
Searching:

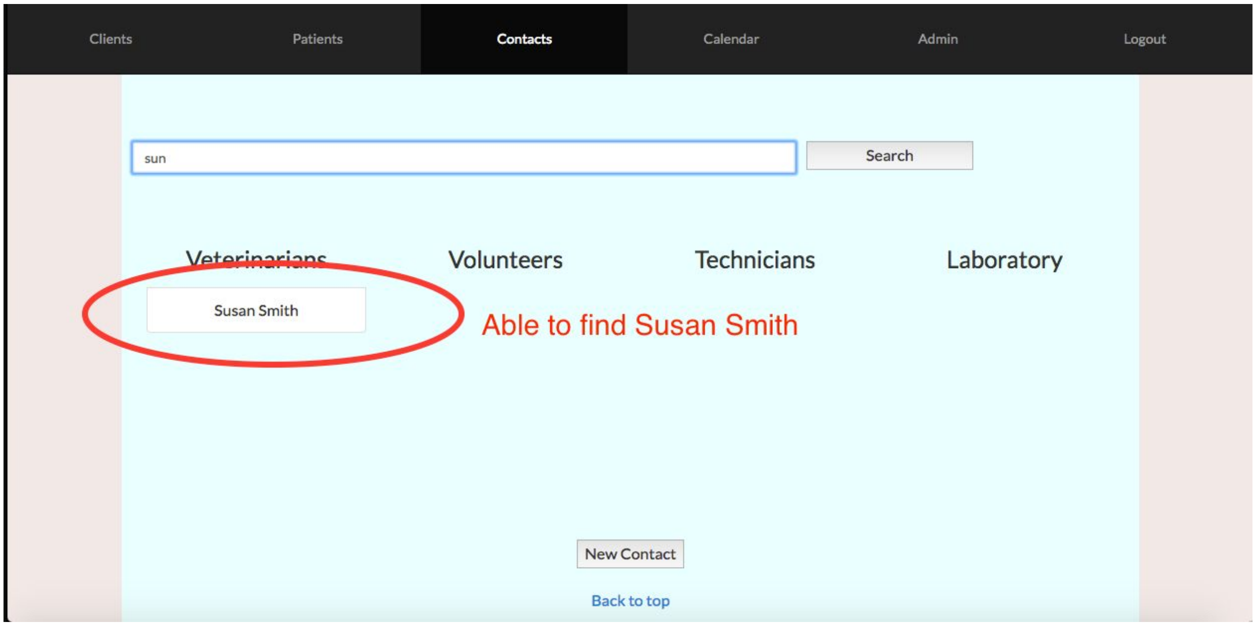
A search may be performed on the clients, patients and contacts tab. These are all accessible via the navigation bar at the top of every page. The search may be executed by pressing the search button to the right of the search bar, or also by pressing enter while the cursor is in the search bar.

Search is case insensitive, and can match exact first names, exact last names, exact full names, as well as partial matching as follows: any string of characters entered will return all results that contain that string in that exact order (including a search string that does not contain all of the letters of the search target).

Search examples: let's assume the list of clients contains Susan Smith.

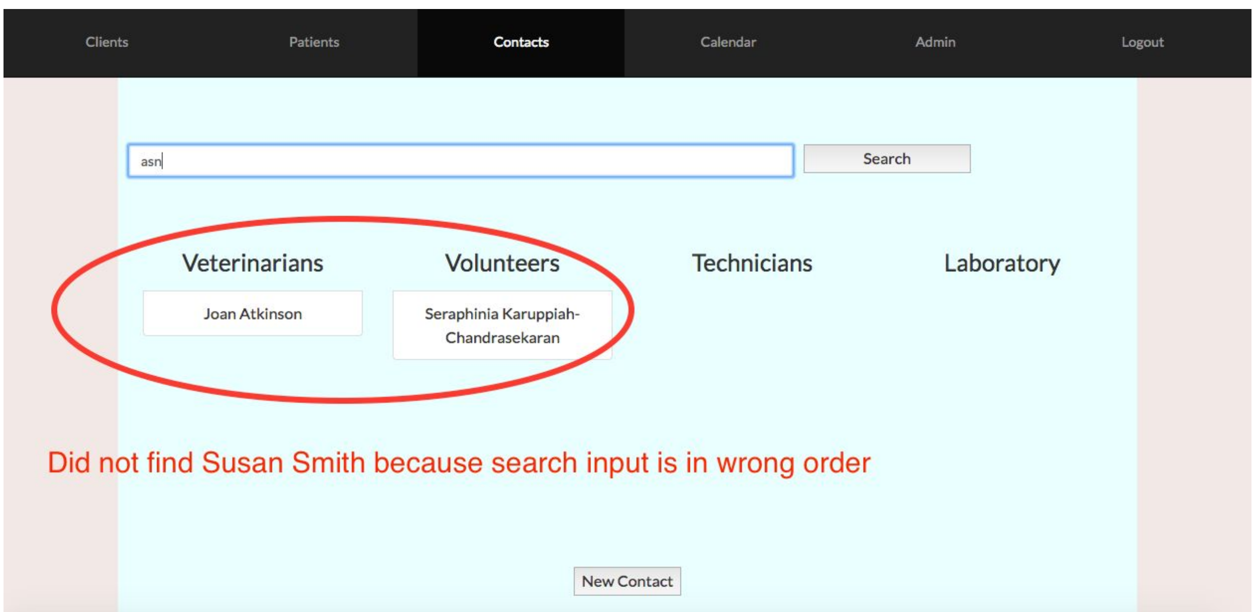
Search items that will find Susan Smith:
s, S, su, a (because there is an a in the name), sun (because the name contains these letters in that particular order).





Search items that will not find Susan Smith:

asn (although the name contains all of these letters , they are not in the correct order)

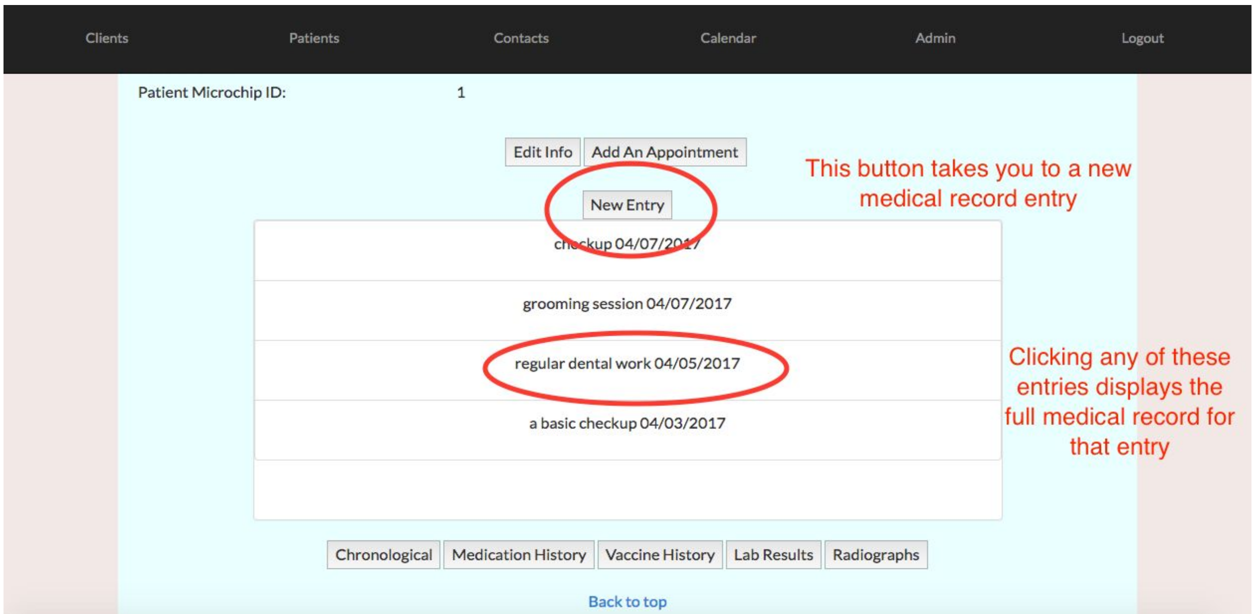


Resetting the search can be done by executing a blank search.

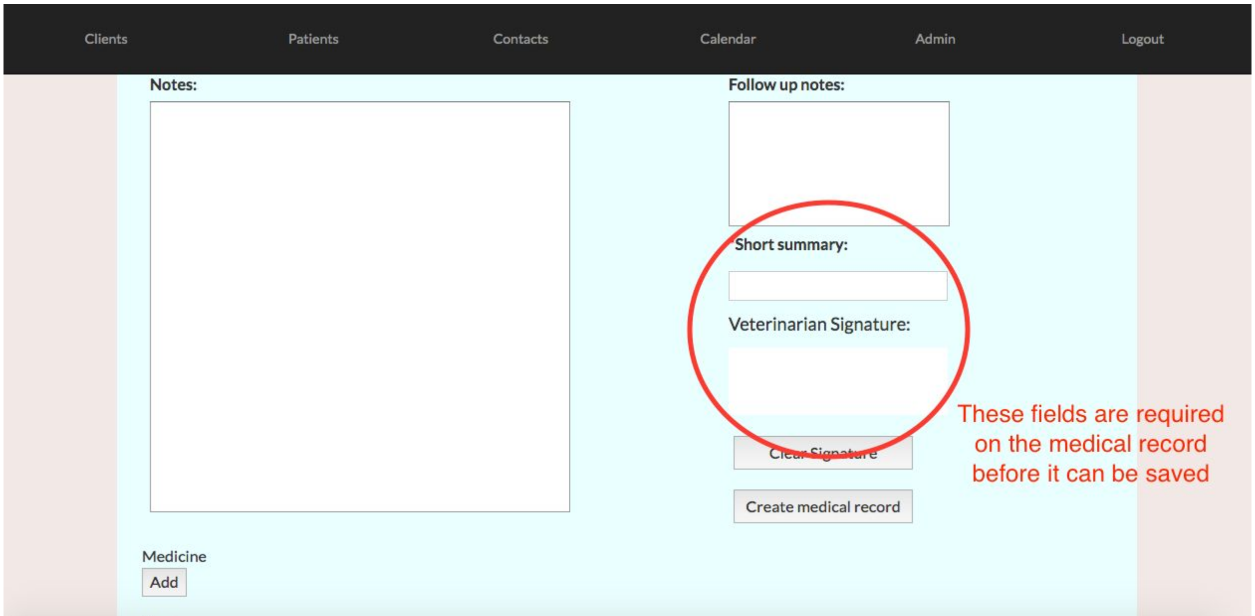
At any point on the search page, you may click on one of the names in the list to see further details about that entity.

Creating a medical record:

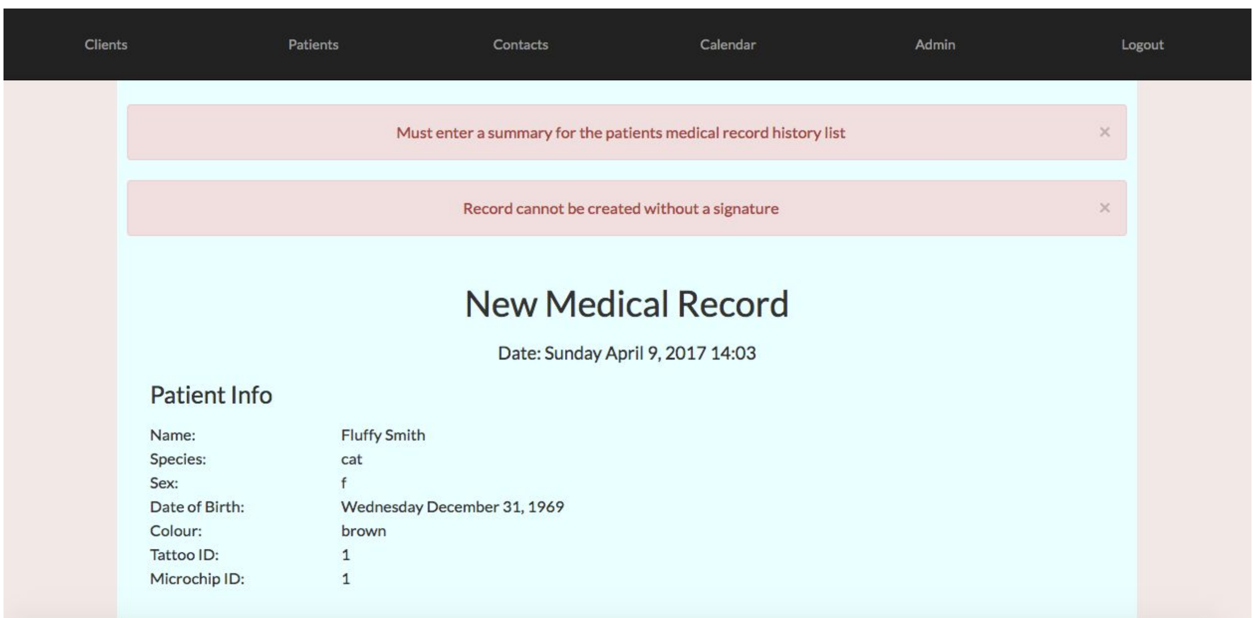
To create a medical record you must navigate to the page for one patient and look for the button on the bottom of the page that is labelled ‘New Entry’. This will take you to the medical record creation page.



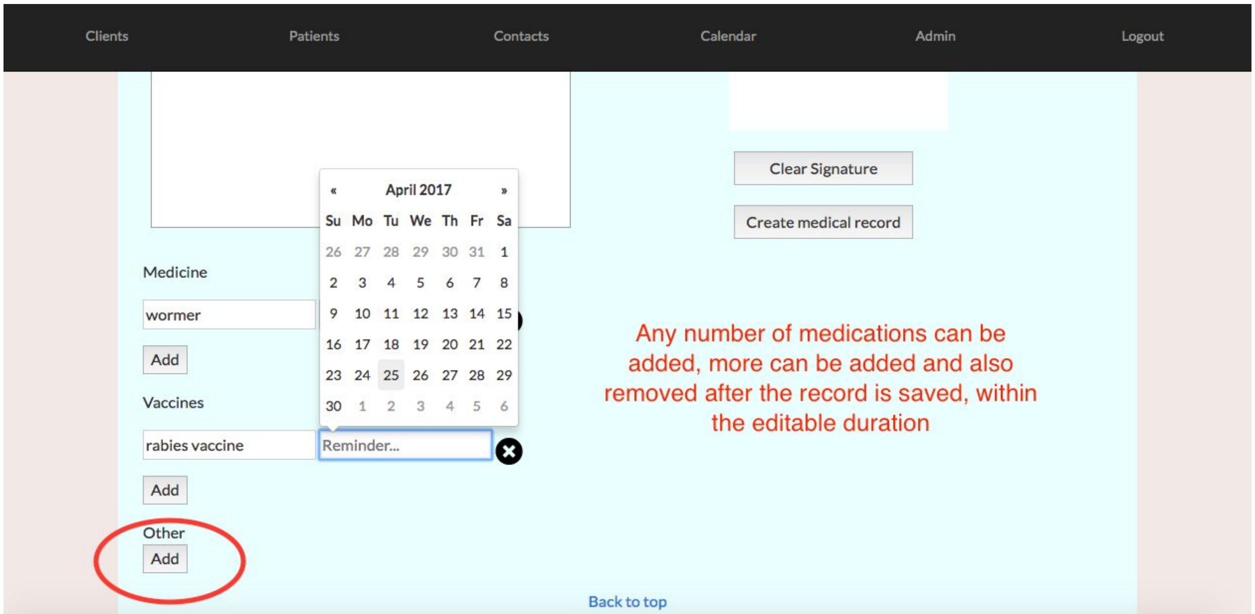
The required fields for medical record creation are the signature, and the short summary. The short summary field is what will be displayed in the patient’s medical history list so that medical records are easily identifiable without having to view the whole thing.
Note that the signature cannot be edited at a later date. All other fields may be edited within the editable duration.



You will be given notice if the you attempt to save the record without the necessary fields.

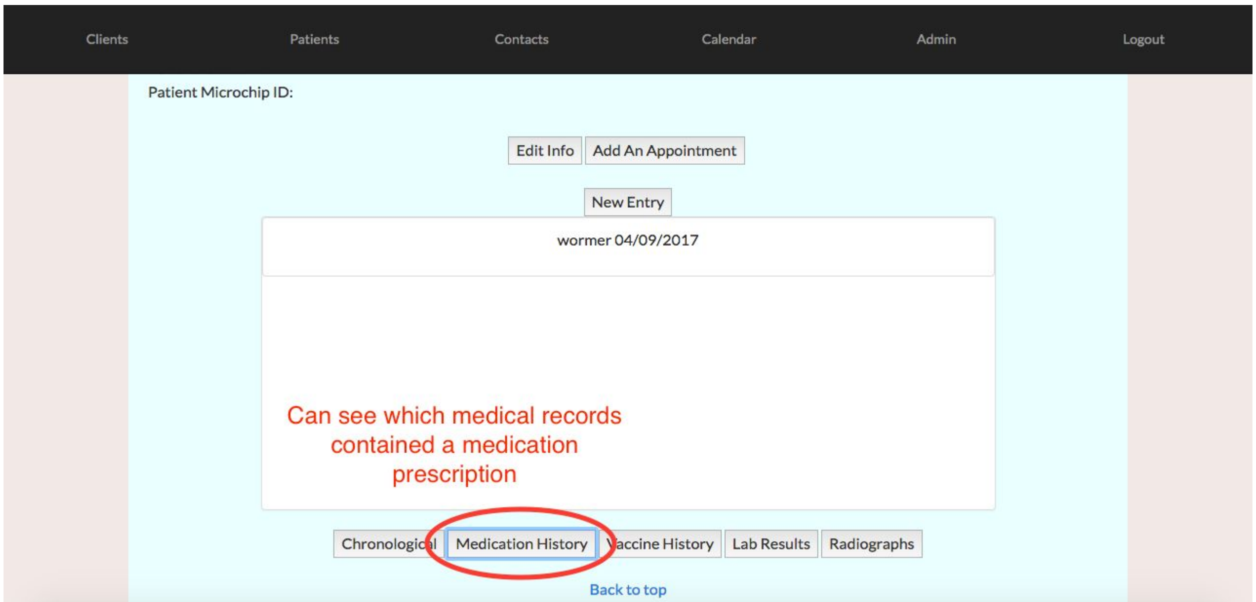


At the bottom of the page you may enter a variable number of medications, vaccines and other prescription type items. Each has a field for the name of the item and a date for which they should be checked up on next. To select their checkup date use the calendar specific to the entry. You may remove any of these pairs by clicking the x which will remove them from the medical record.

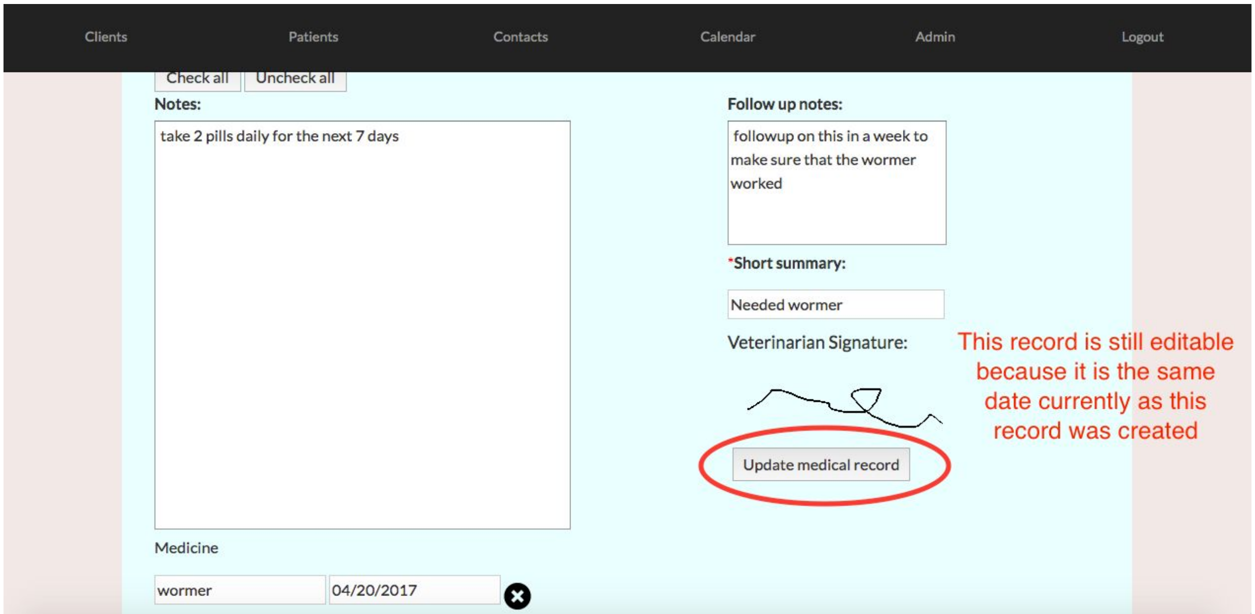

Clients
Patients
Contacts
Calendar
Admin
Logout
Clear Signature
Create medical record
April 2017
Su Mo Tu We Th Fr Sa
Medicine
wormer
Add
Vaccines
rabies vaccine
Reminder...
Add
Other
Add
Any number of medications can be added, more can be added and also removed after the record is saved, within the editable duration
Back to top

View Medical Record:

Medical records can be viewed by navigating to each patient's info page. The records can be viewed by chronological order or by whether they contain a vaccine or whether they contain a medicine.

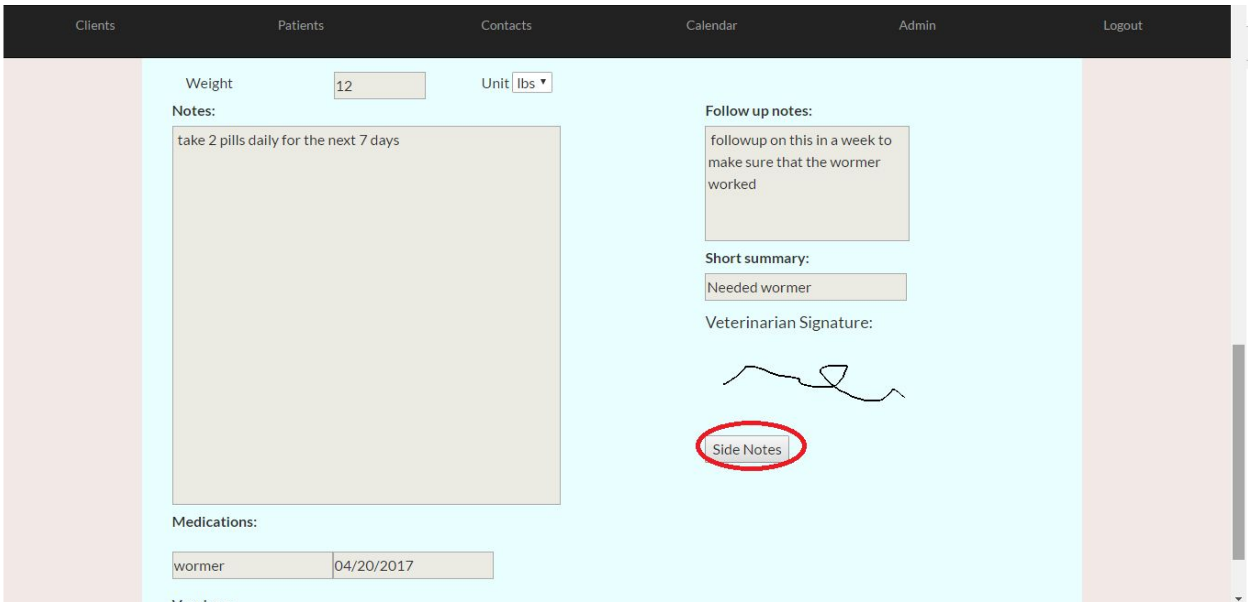


Clicking on entries in each of these displays leads to the medical record specific to that entry. Entries can only be edited up until midnight (24:00) of the day that they were created. If it is editable there will be an update button on the medical record page.

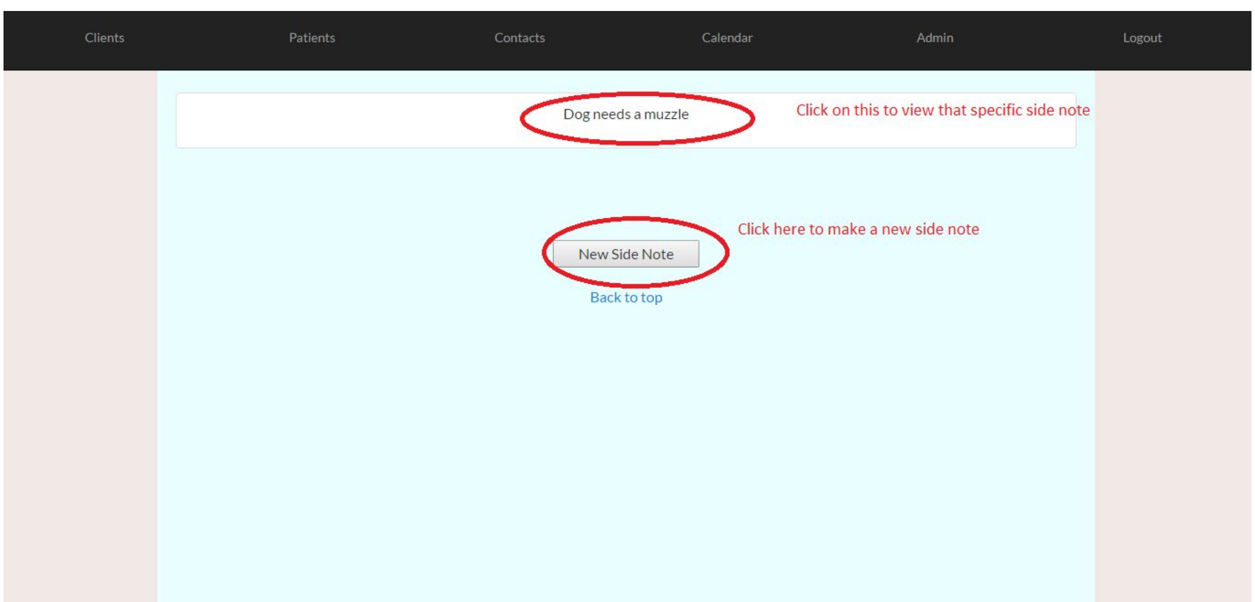

Clients
Patients
Contacts
Calendar
Admin
Logout
Check all
Uncheck all
Notes:
take 2 pills daily for the next 7 days
Follow up notes:
followup on this in a week to make sure that the wormer worked
*Short summary:
Needed wormer
Veterinarian Signature:
This record is still editable because it is the same date currently as this record was created
Update medical record
Medicine
wormer
04/20/2017

Side Note:

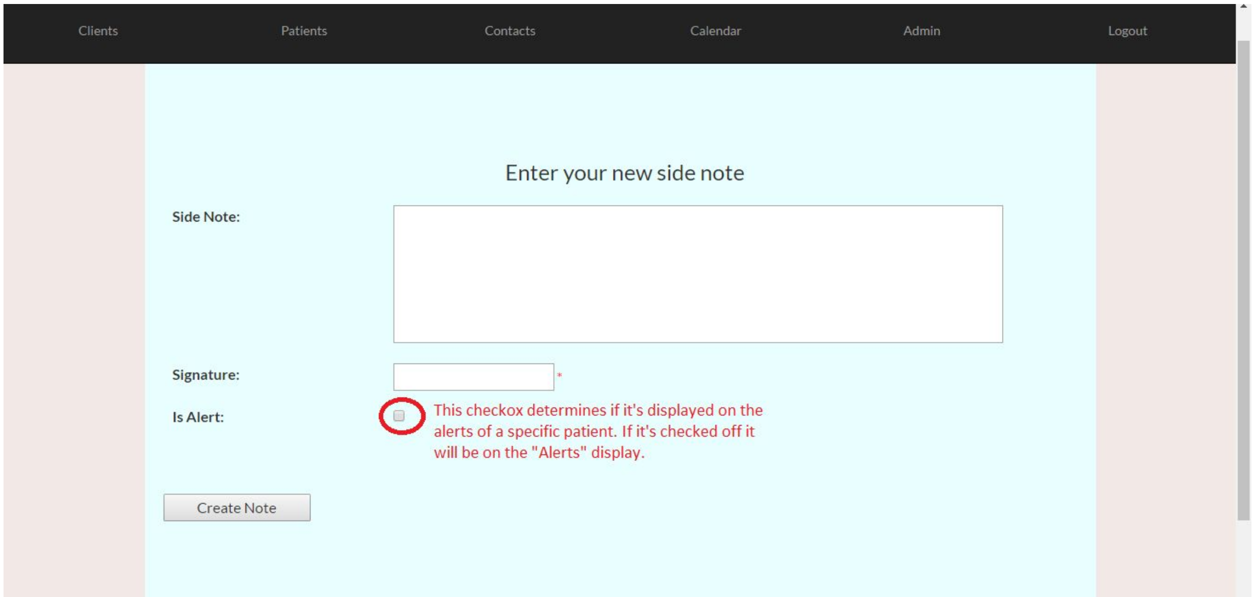
Side notes are only accessible once the medical records have been finalized and uneditable.



The page below displays a list of all the side notes for that current medical record. The user needs to click on a item to view the specifics of the side note, and if they want to make a new side note, the user clicks on the new side note button.

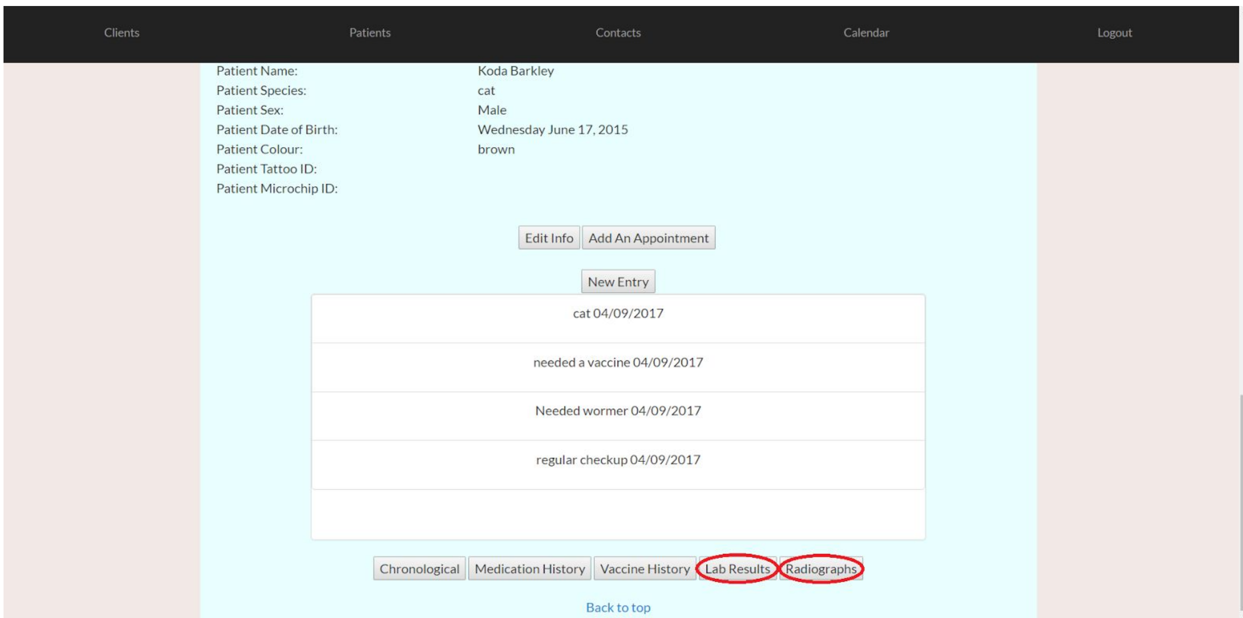


Once clicking the new side note button, it will take the user to the new side note page where they can add a description of the side note, and sign it off with their signature, as well as choose if they want it to be an alert and show up in the alert page on the patient.

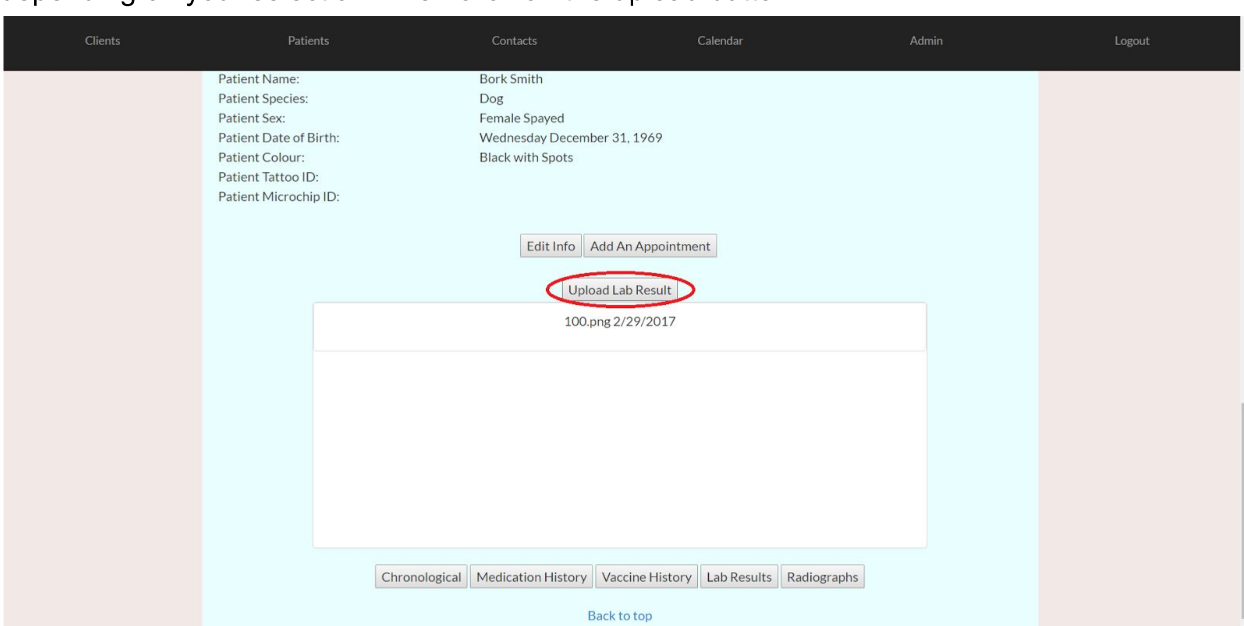


Uploading a Radiography or Lab Result:

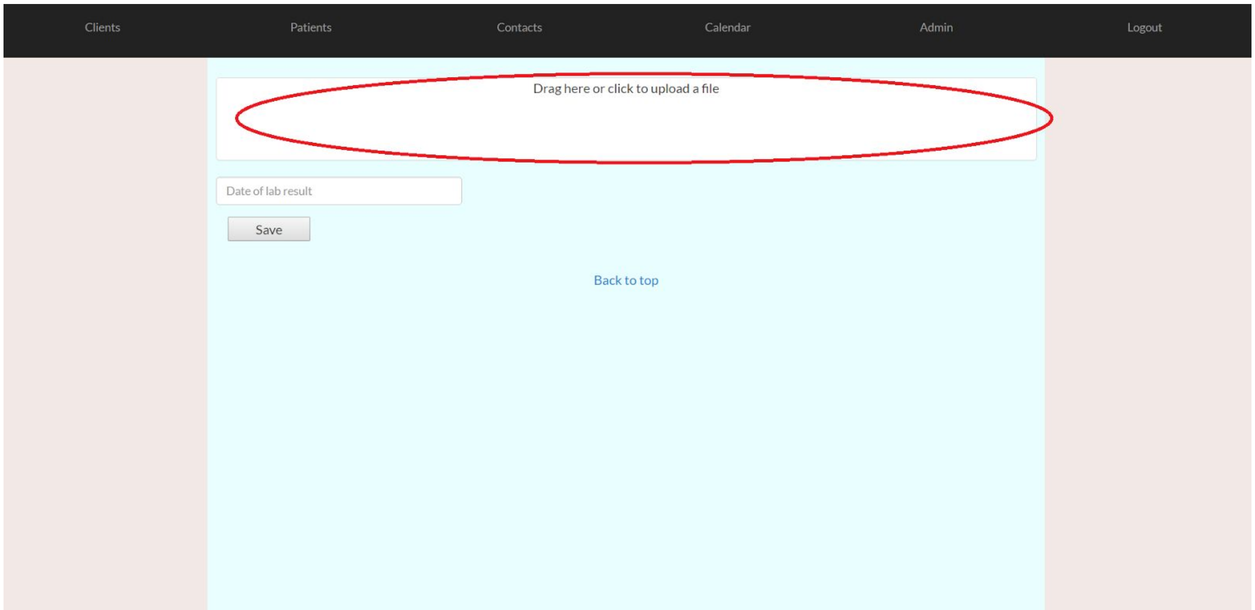
To upload a radiography or lab result, navigate to the bottom of the patient's page. Then click on on the button labelled "Lab Results" to upload a lab result, or on the button labelled "Radiographs" to upload a radiography.



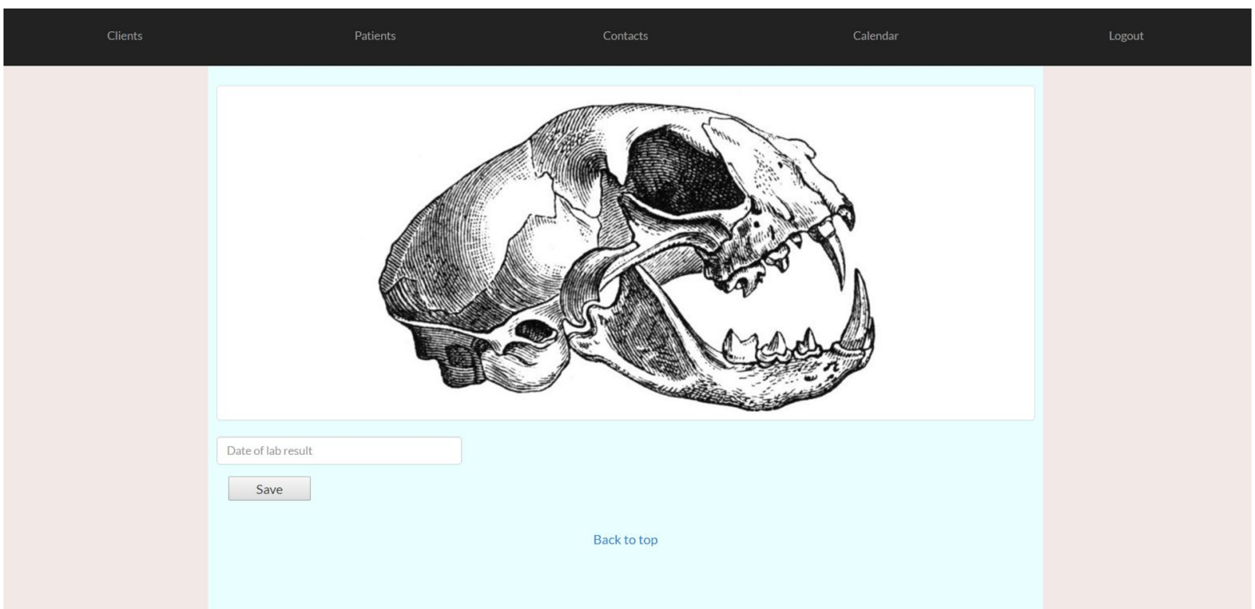
You should then see a list of the lab results or radiographs associated with the patient, depending on your selection. Then click on the upload button.



This will bring you an upload file page. Near the top of the page, you should see a white box labelled “Drag here or click to upload a file”. You can either click it to open a file selection window, or you can drag and drop a file into the box. You can upload a jpeg, a png, or a pdf up to a size of 5MB.

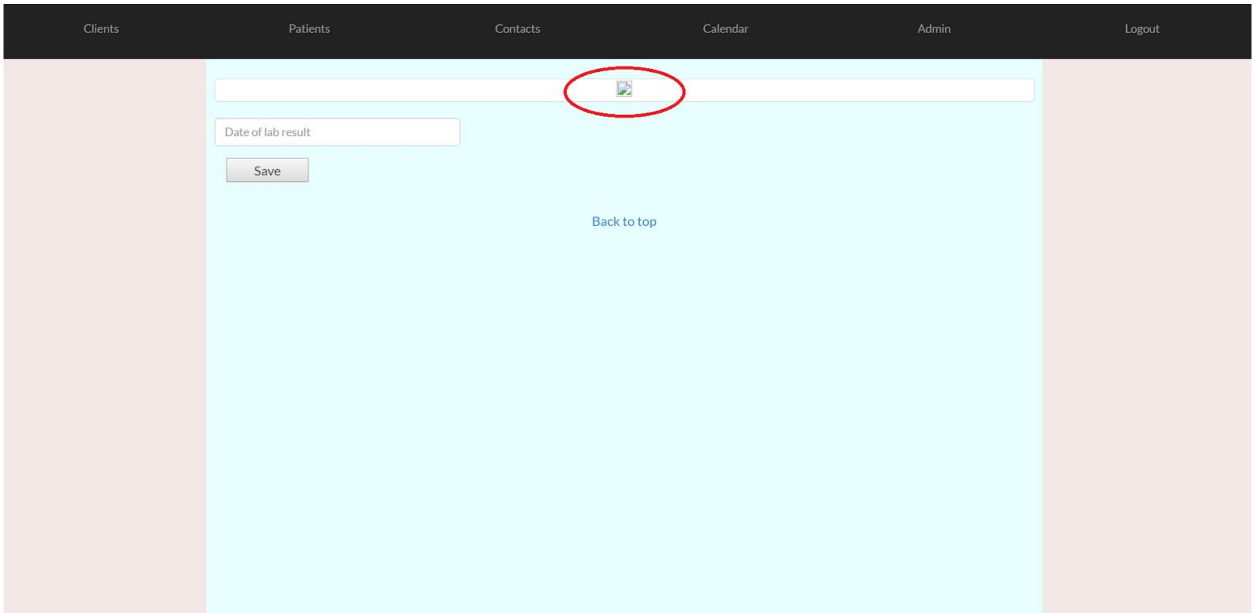


If you’ve uploaded an image jpeg or png image, you should see it in the centre of the page.

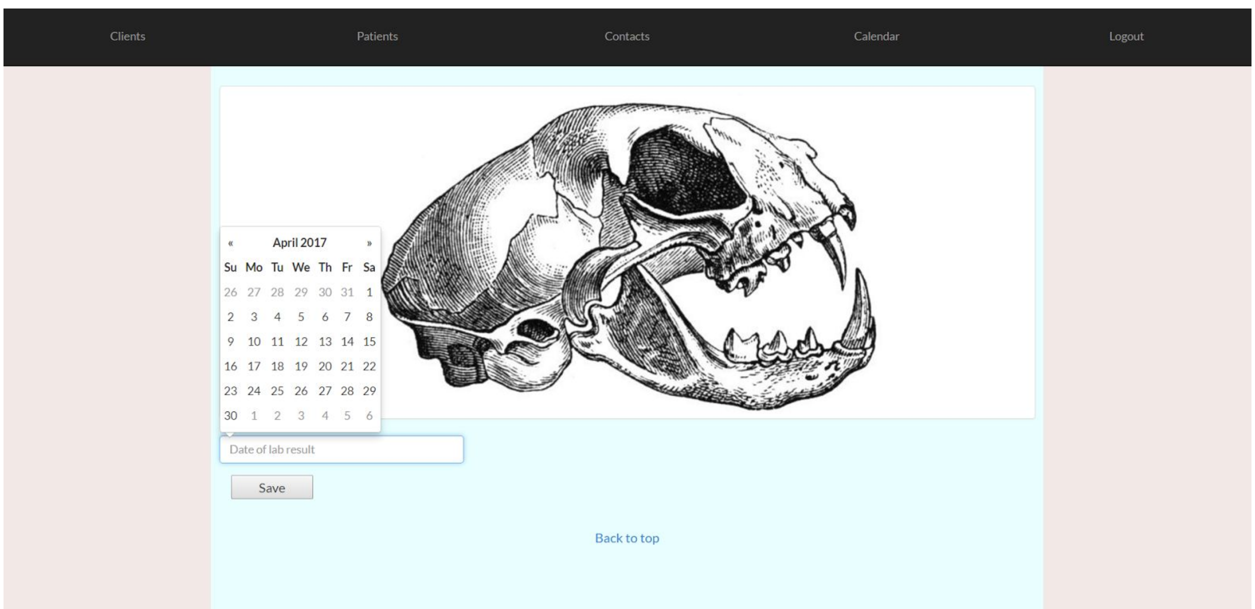


(image source: https://commons.wikimedia.org/wiki/Felis_silvestris_catus#/media/File:Felis_catus-skull-drawing.jpg visited on April 9, 2017)

If you’ve uploaded a pdf, you’ll see the following icon



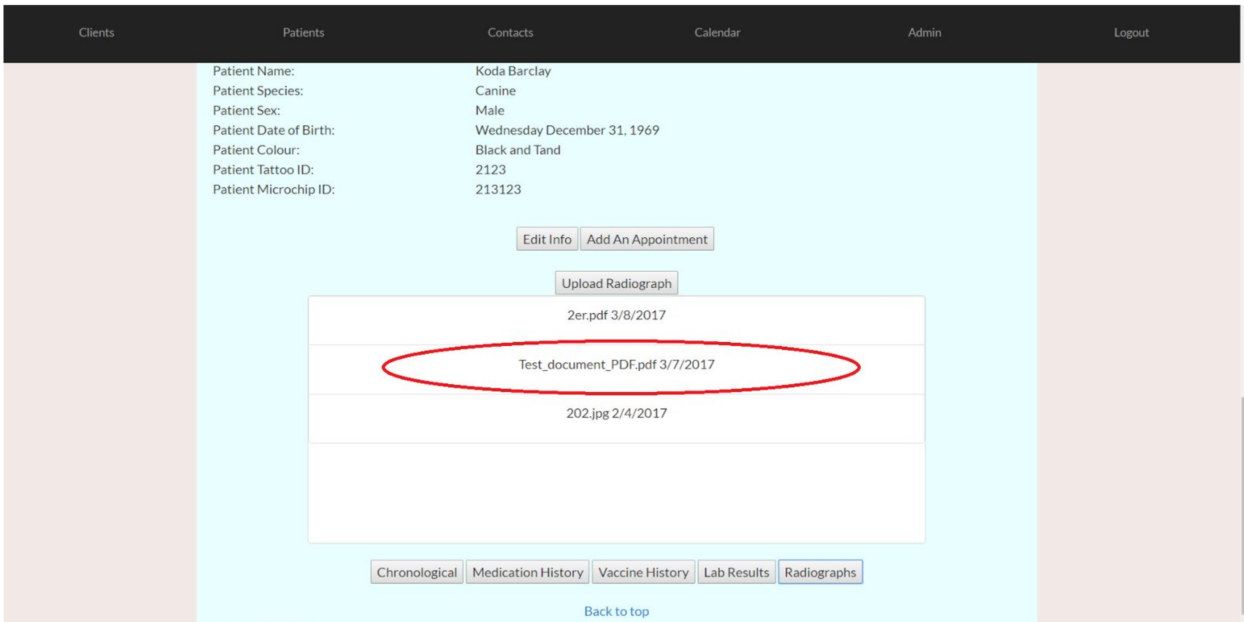
Then, you must select the date of the lab result/radiography by clicking in the white box labelled “Date of lab result” or “Date of radiography”. This will open up a date picker.



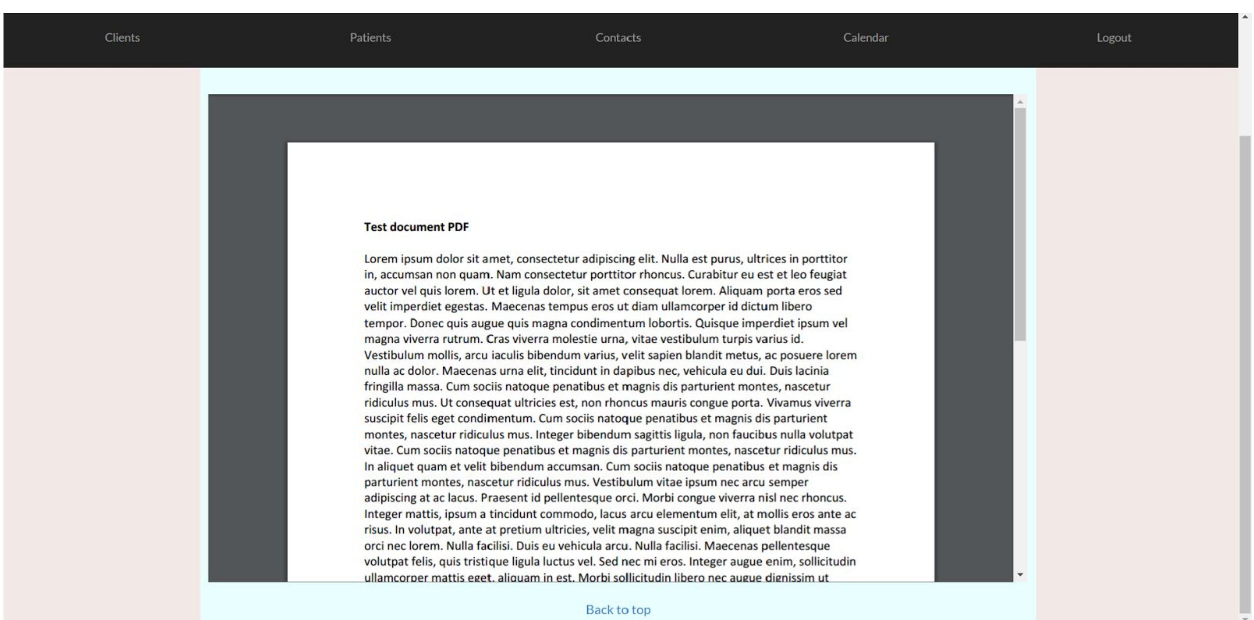
Once you have selected a date, click the “Save” button. If successful, you will be redirected back to the patient’s page. Should you upload an invalid file type, or upload a file larger than 5MB, an error message will appear at the top of the page.

Viewing lab results and radiographs:

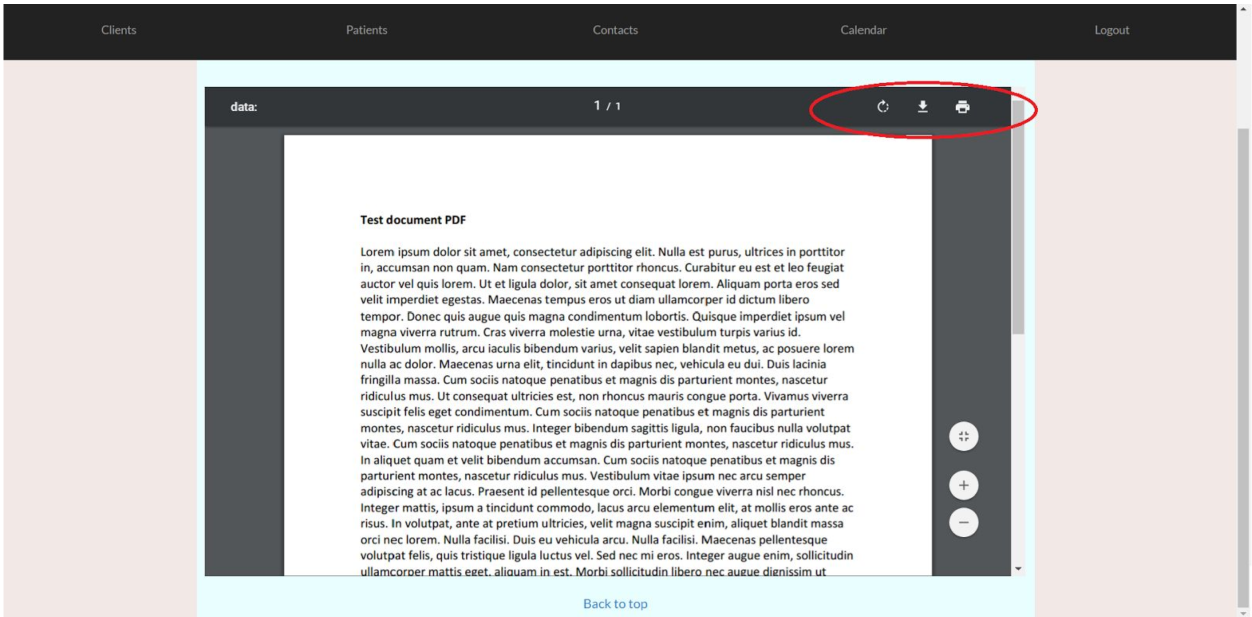
To view a lab result or radiography, navigate to the bottom of the client's page. Then click on on the button labelled "Lab Results" to view the patient's lab result history, or on the button labelled "Radiographs" to upload the patient's radiography history. Then click on the desired entry.



Clicking on the entry will bring you to the entry's page. If it is an image, then it will display the image, and for a pdf, it will display a scrollable PDF.

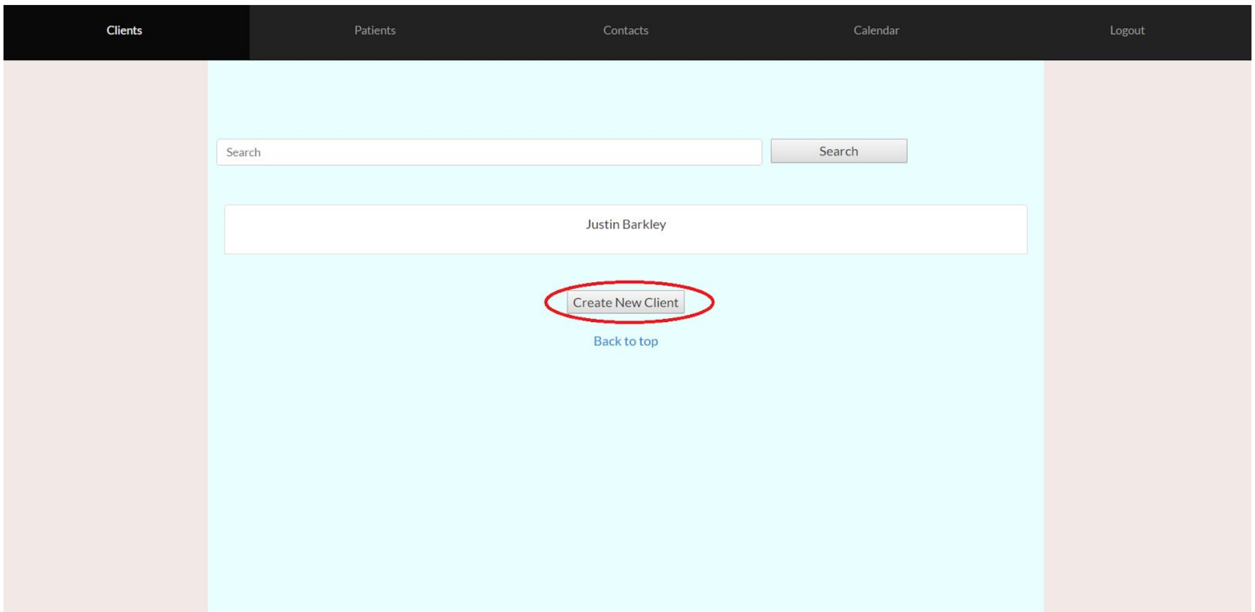


Mousing over a pdf will bring up a toolbar, which will allow you to rotate, download, or print the PDF.

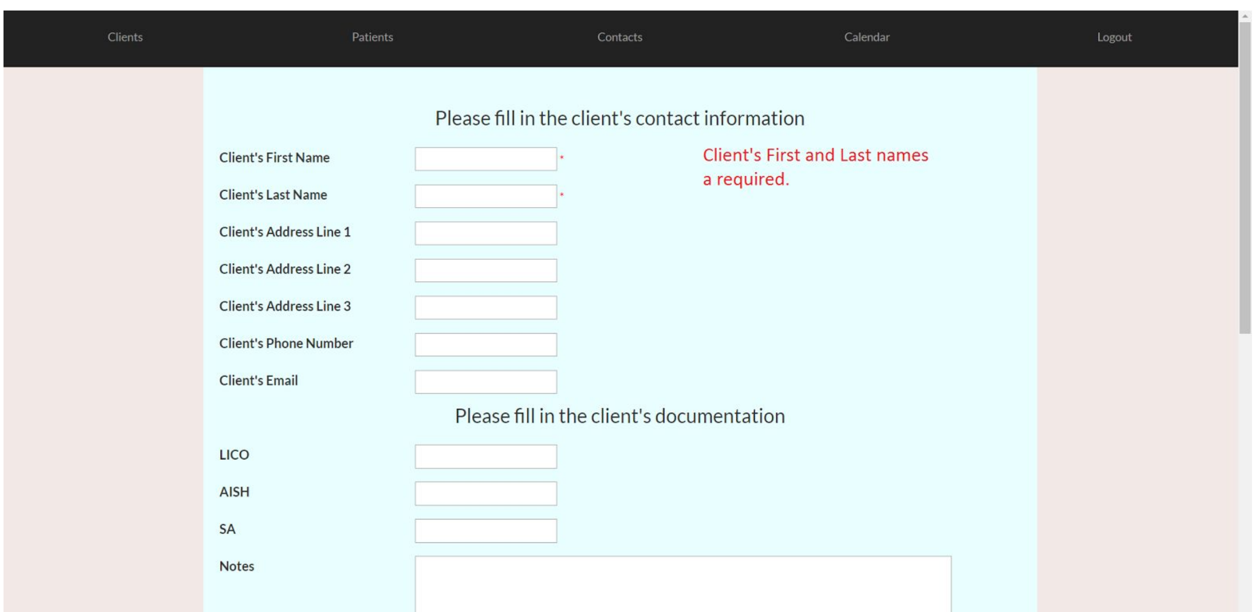


Adding a client:

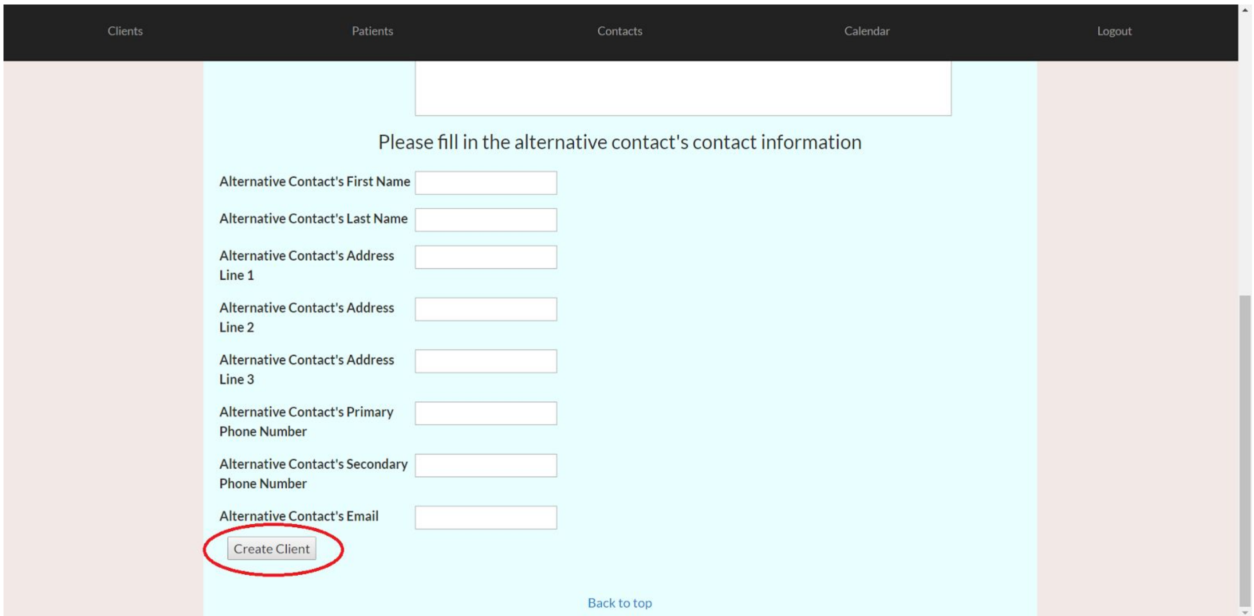
To add a client, navigate to the bottom of the client search page. Click on the button labelled “Create New Client”.



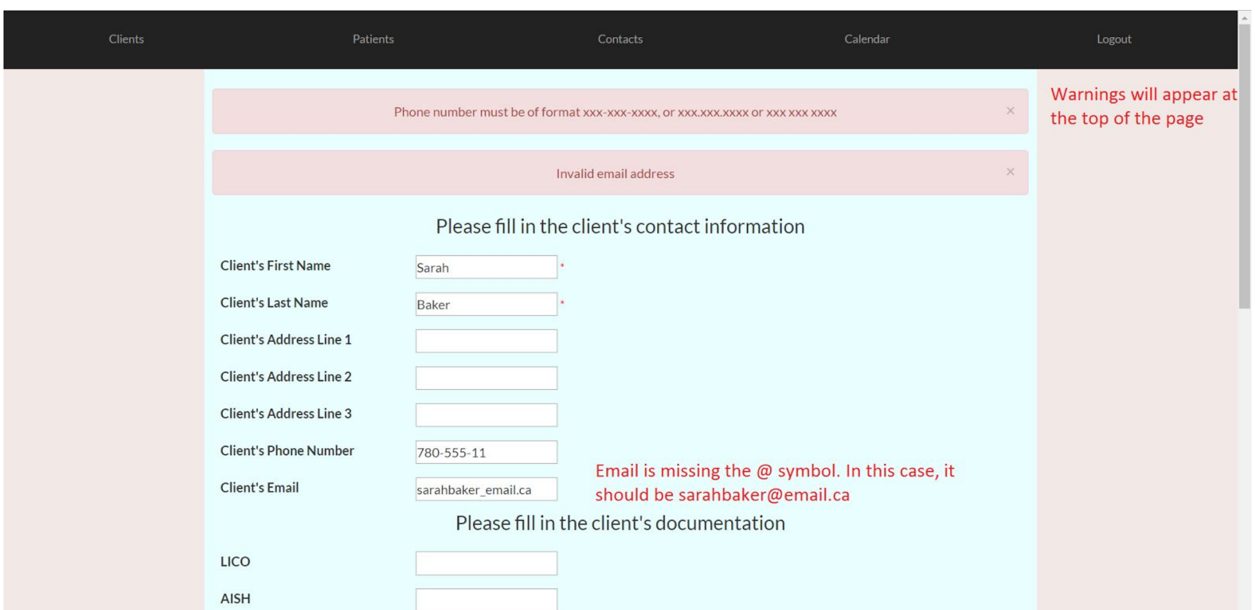
This will redirect you to the new client page. From there, you can fill out the client’s information. The client’s first and last names are the only required fields.



Once you have filled out the desired information, scroll to the bottom of the page and click on the button labelled “Create Client”. If you wish to discard the information and not create a patient, you can press the back button instead, or navigate to any other page.

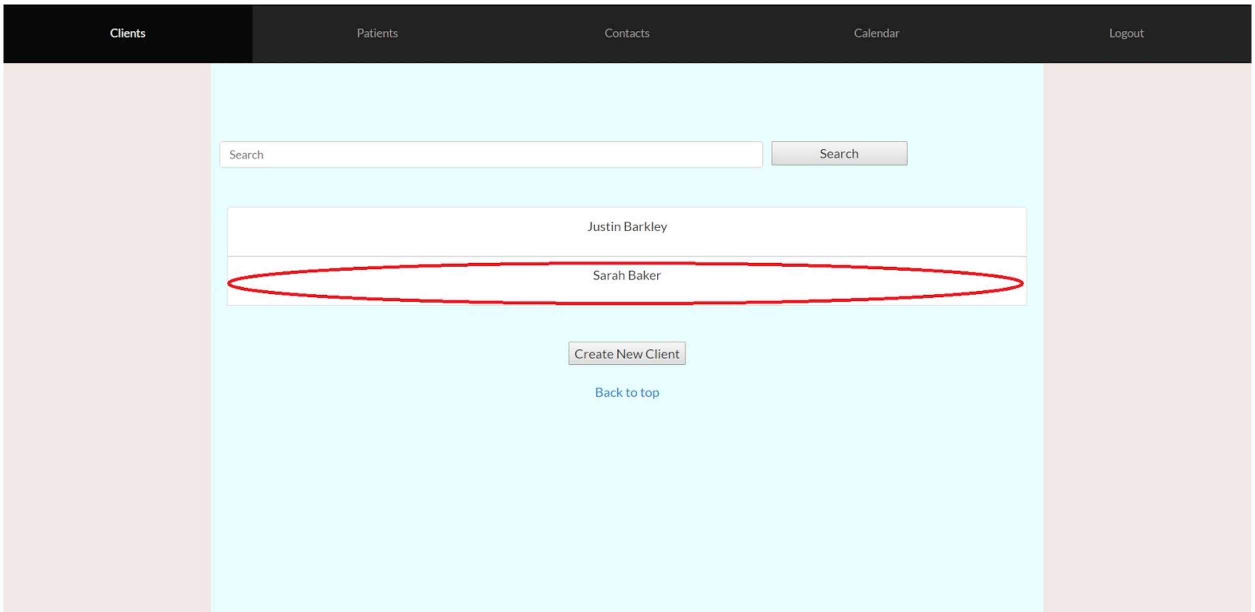


If the client’s first or last names are not present, or if an email address or phone number are not correctly formatted, then an error will appear at the top of the page to correct you.



Viewing a client:

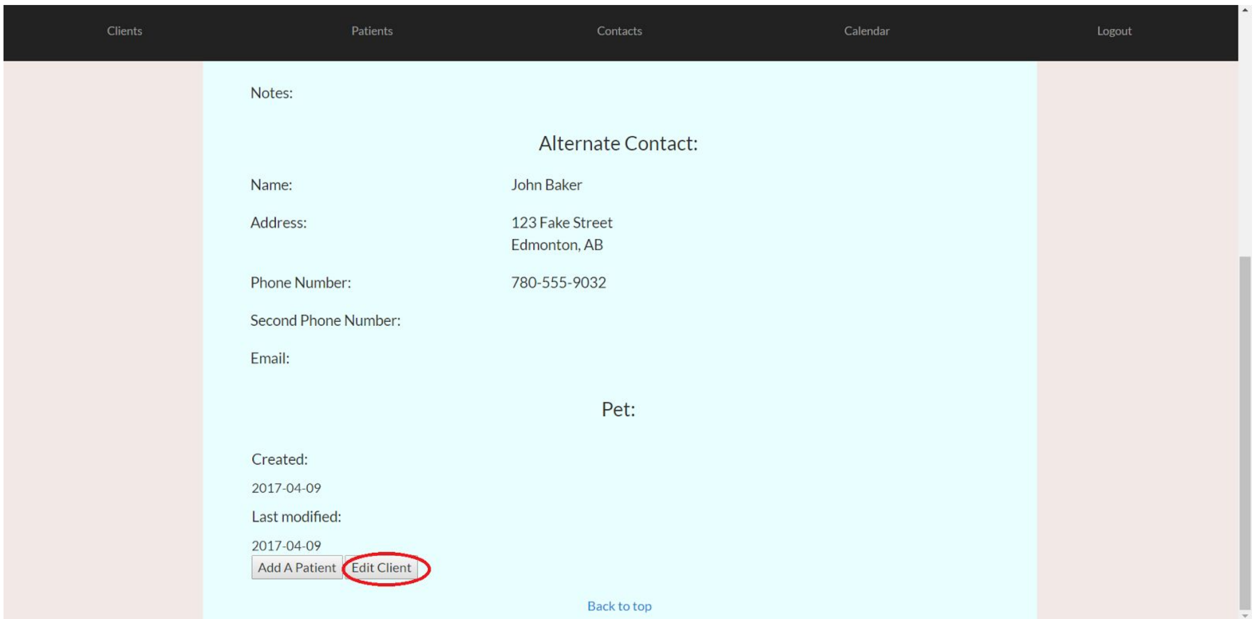
To view a client, first navigate to the Client Search page. From there, you can search for a client by name in the search bar, or browse through the list of clients. To view a client's information, click on their name.



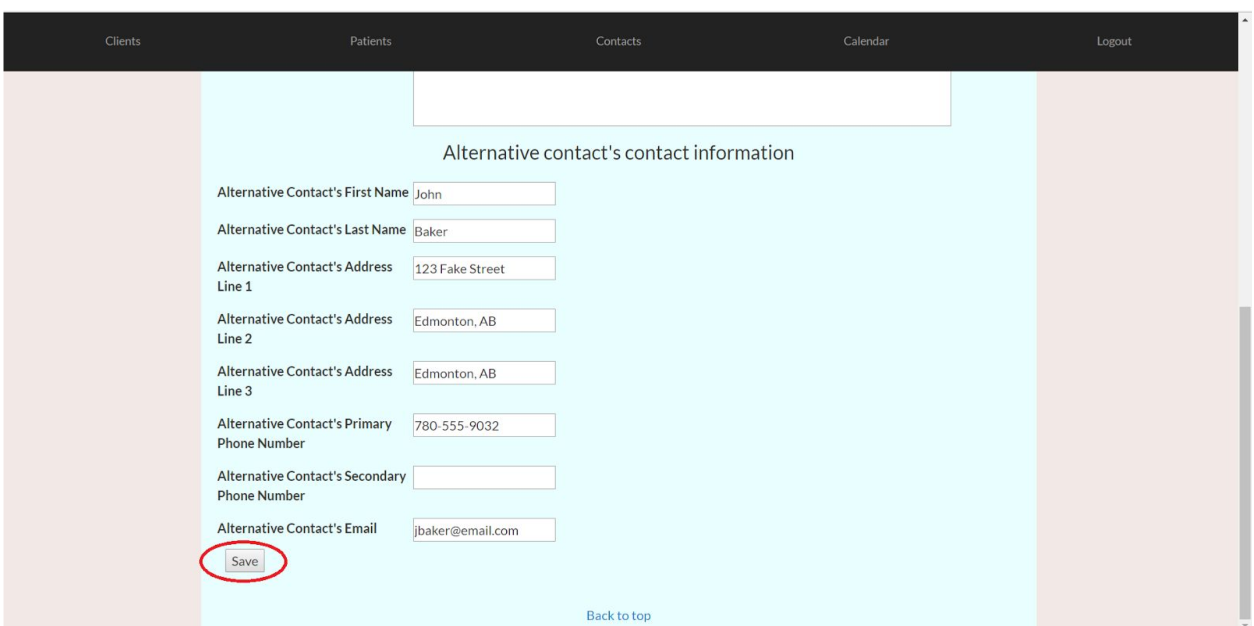
You will then be redirected to that patient's information page.

Editing a client:

To edit a client, navigate to the information page of the client you wish to edit. Scroll to the bottom, and click on the button labelled “Edit Client”



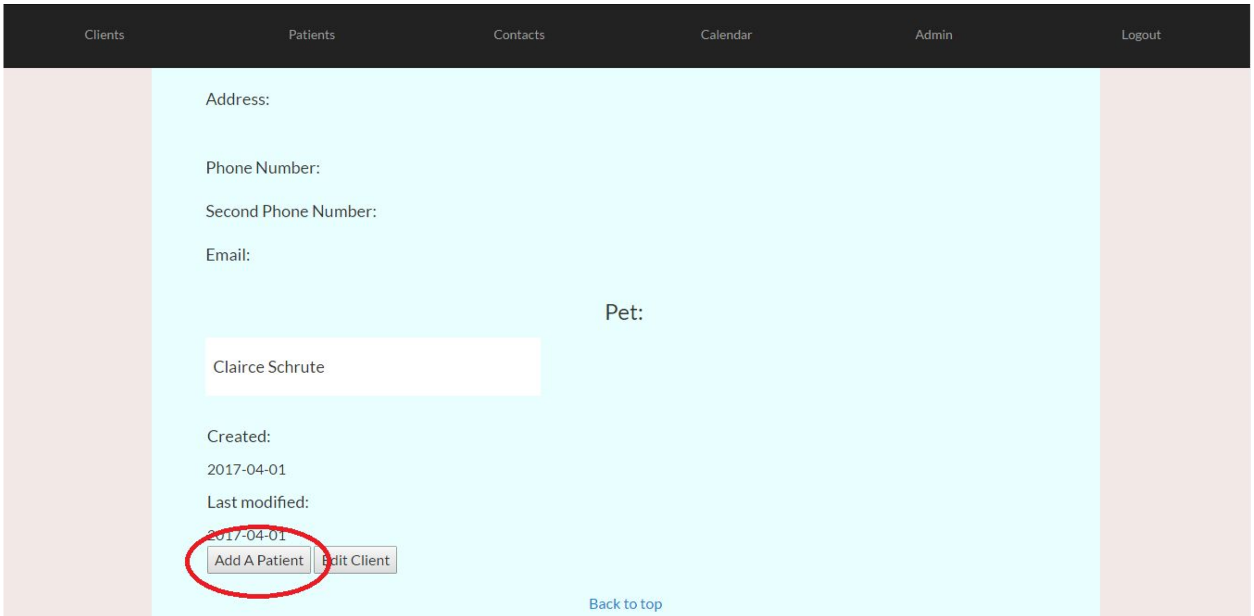
You will then be redirected to an edit client page, where you can add, remove, and change a client’s information. To save the changes, click on the “Save” button. To undo and discard any changes, press the back button on your browser.



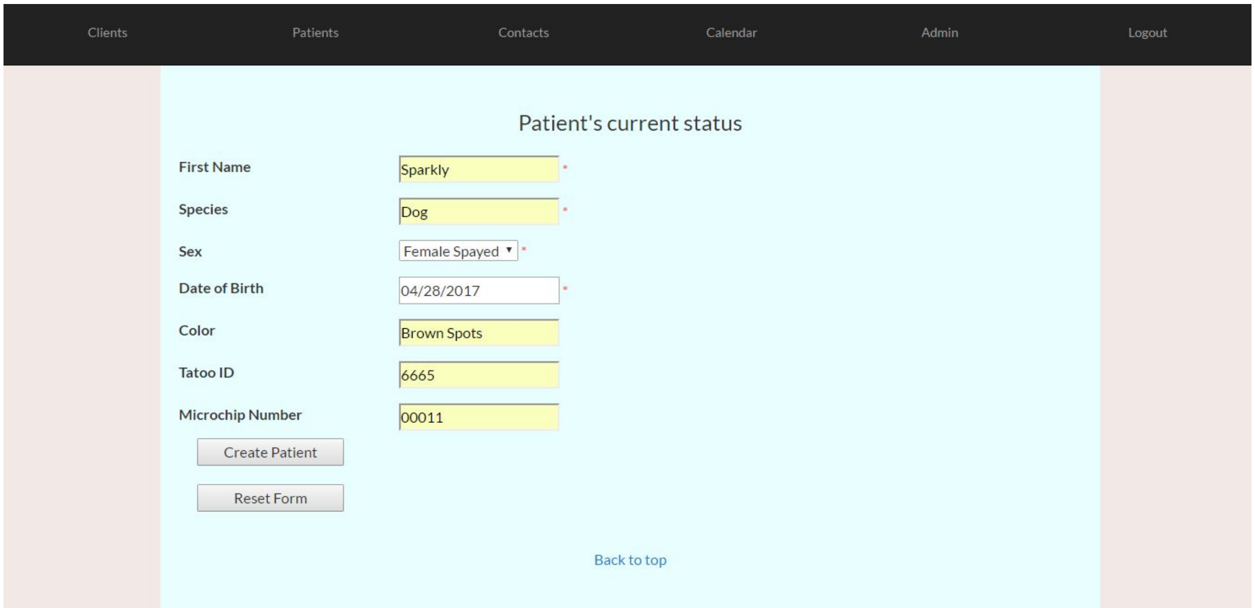
Like the new client page, the client’s first and last names are required. Errors will appear at the top of the page should they be missing, or if an email or phone number with an invalid format be entered. Once the client’s information is successfully saved, you will be redirected to the client’s information page, where you can view the new information.

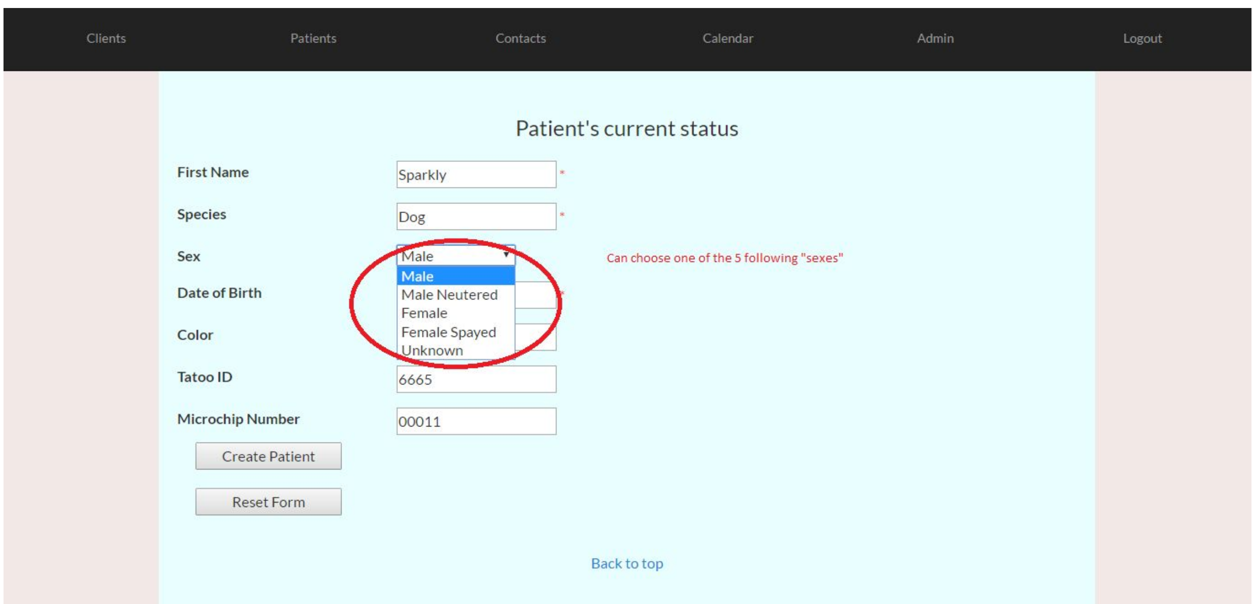
Adding, Editing Patient:

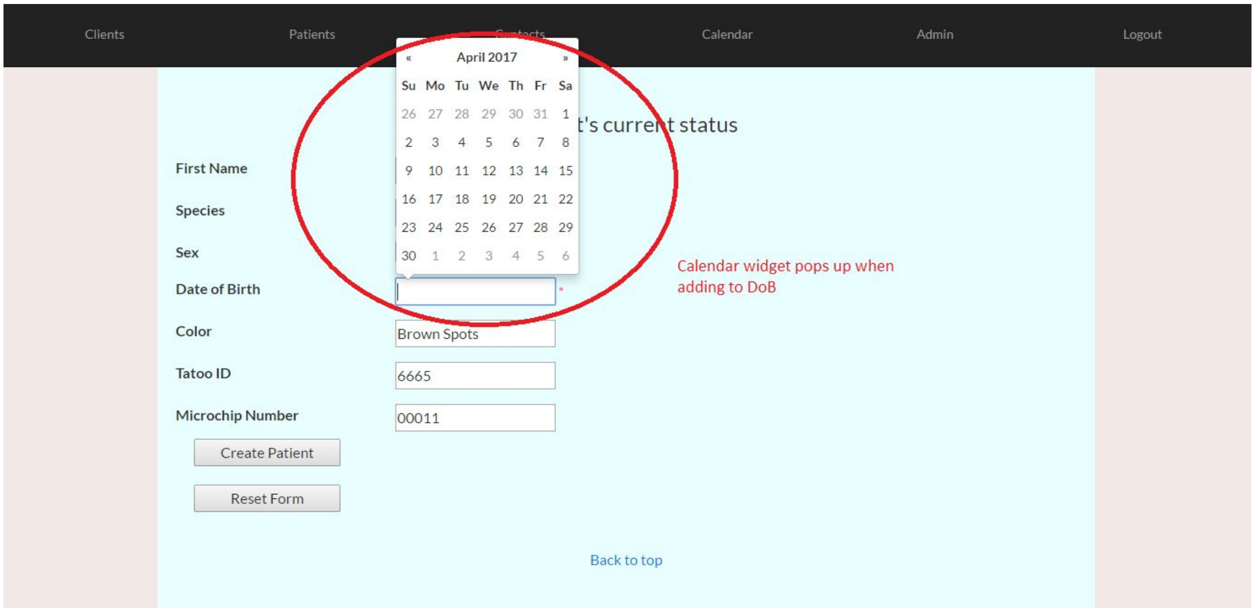
To add a patient, you need to navigate to the bottom of a client. There will be a “Add a patient button” Click on it and it will transfer you to the patient creation page.



Creating a patient involves filling out these boxes. The ones with the red star beside them means it’s required. The last name is automatically given from the client’s last name and therefore is not a required input. Tatoo ID, First name, species all take text while Microchip Number needs to be a whole number. However, Tatoo ID, Microchip Number, and Color can be left blank if chosen. The patient’s sex can be chosen(shown below) and it gives a list of five different options: Male, Male Neutered, Female, Female Spayed, Unknown. The date of birth opens up a calendar widget for the user to click and choose their desired date of birth. (also shown below)

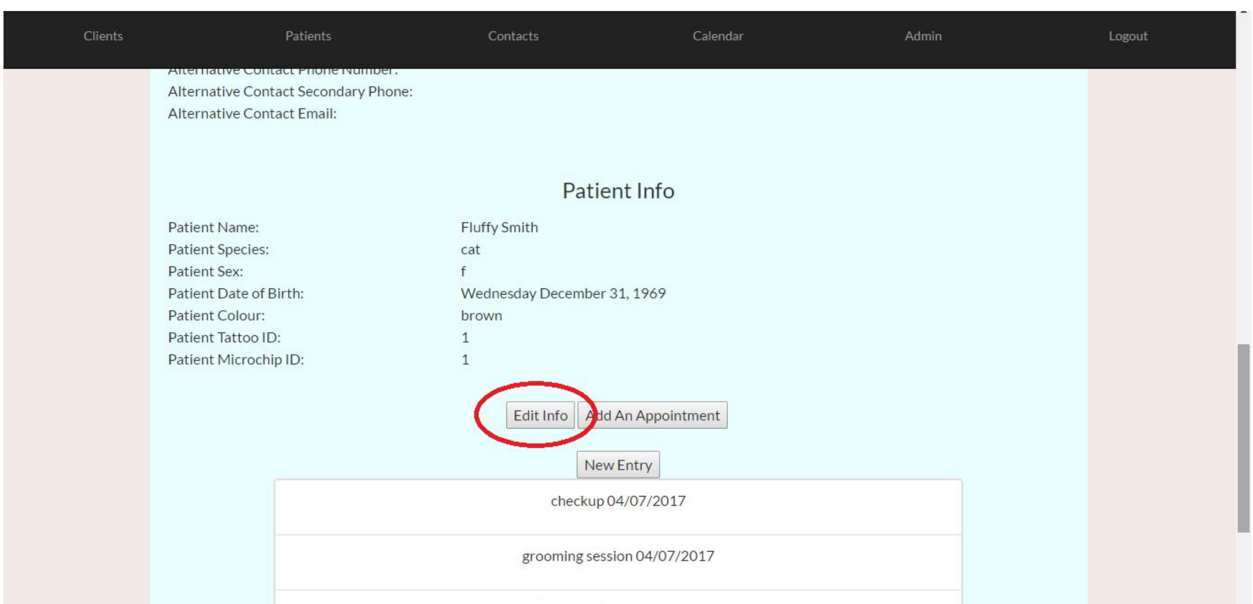

Clients
Patients
Contacts
Calendar
Admin
Logout
Patient's current status
First Name
Sparkly
Species
Dog
Sex
Female Spayed
Date of Birth
04/28/2017
Color
Brown Spots
Tatoo ID
6665
Microchip Number
00011
Create Patient
Reset Form
Back to top


Clients
Patients
Contacts
Calendar
Admin
Logout
Patient's current status
First Name
Sparkly
Species
Dog
Sex
Male
Male
Male Neutered
Female
Female Spayed
Unknown
Can choose one of the 5 following "sexes"
Date of Birth
Color
Tatoo ID
6665
Microchip Number
00011
Create Patient
Reset Form
Back to top



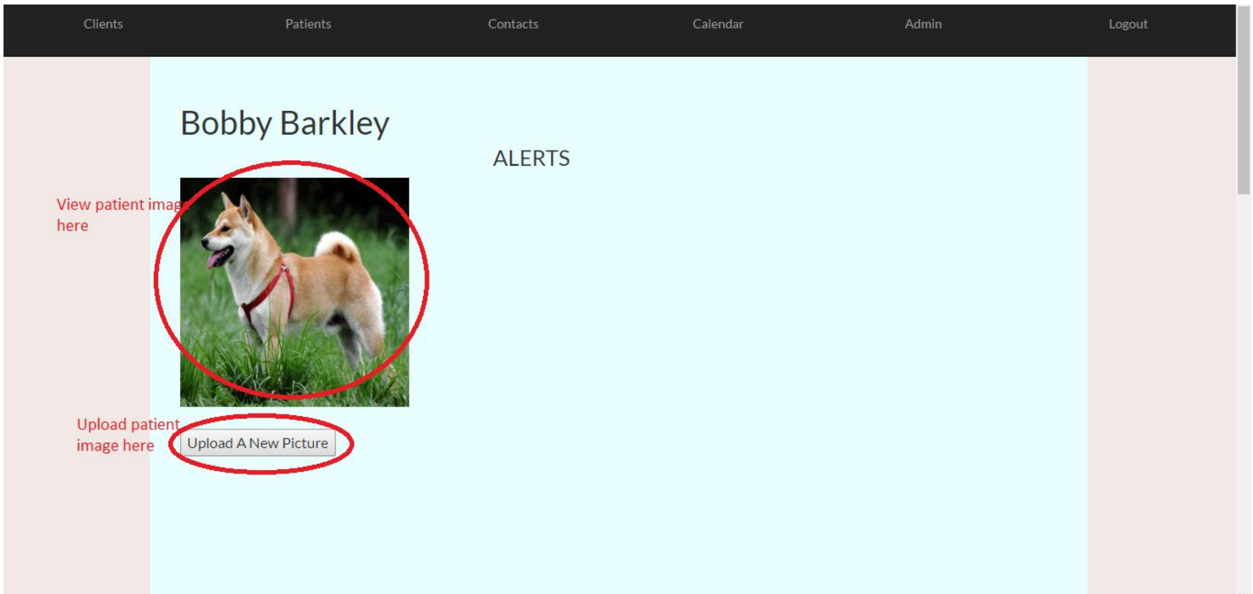
Please note that you should not refresh the app while in this page. Refreshing the page will clear out all entry fields.

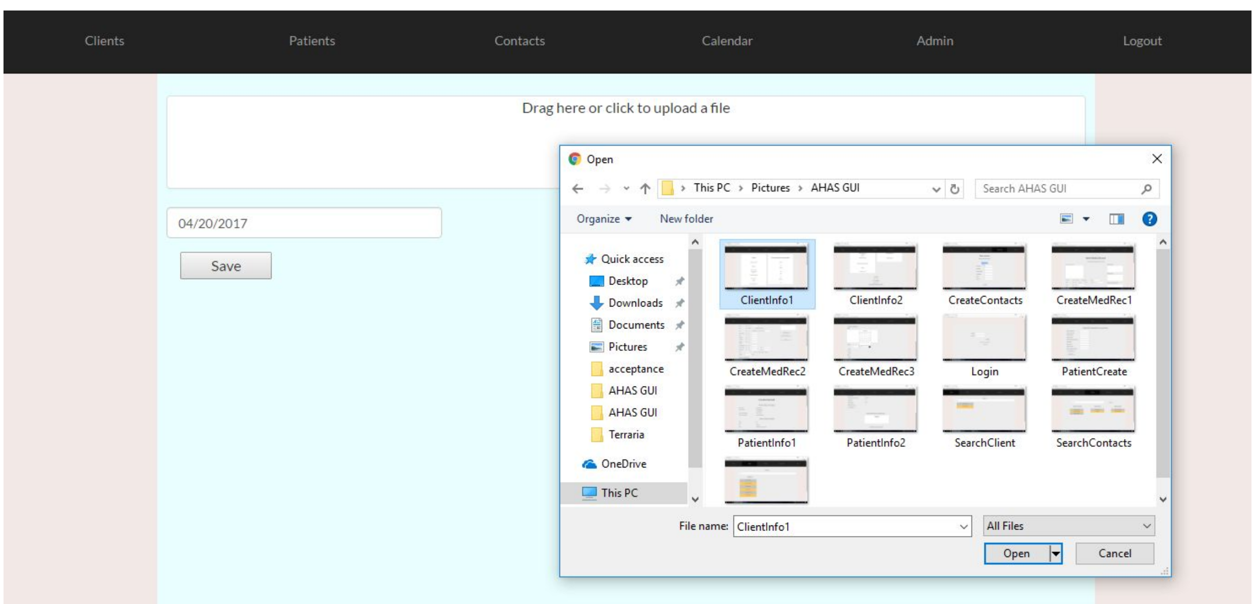
To access the edit patient view, you need to navigate to the bottom of patient info. There will be a edit patient button for the user to click on. Make the changes necessary on that screen and save your updates.



Patient Image:

To view a patient image, you need to navigate to the patient page. The user will be able to see both a patient picture and a new picture upload button. To upload a new picture of a patient, the user will need to click on the upload a new picture and follow the instructions.

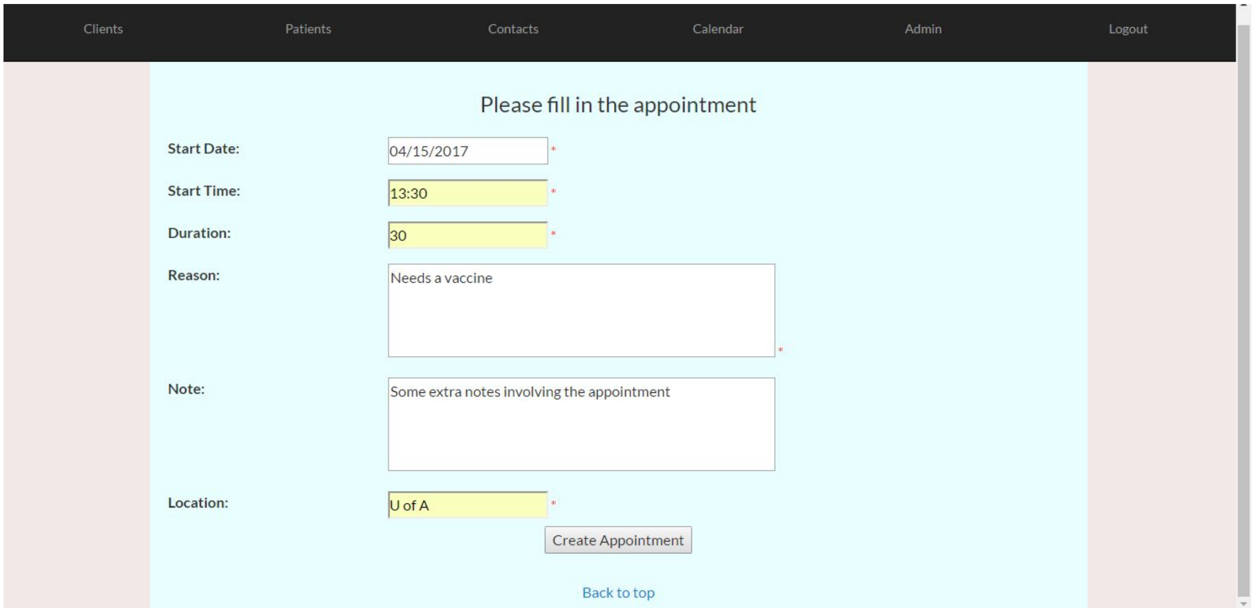




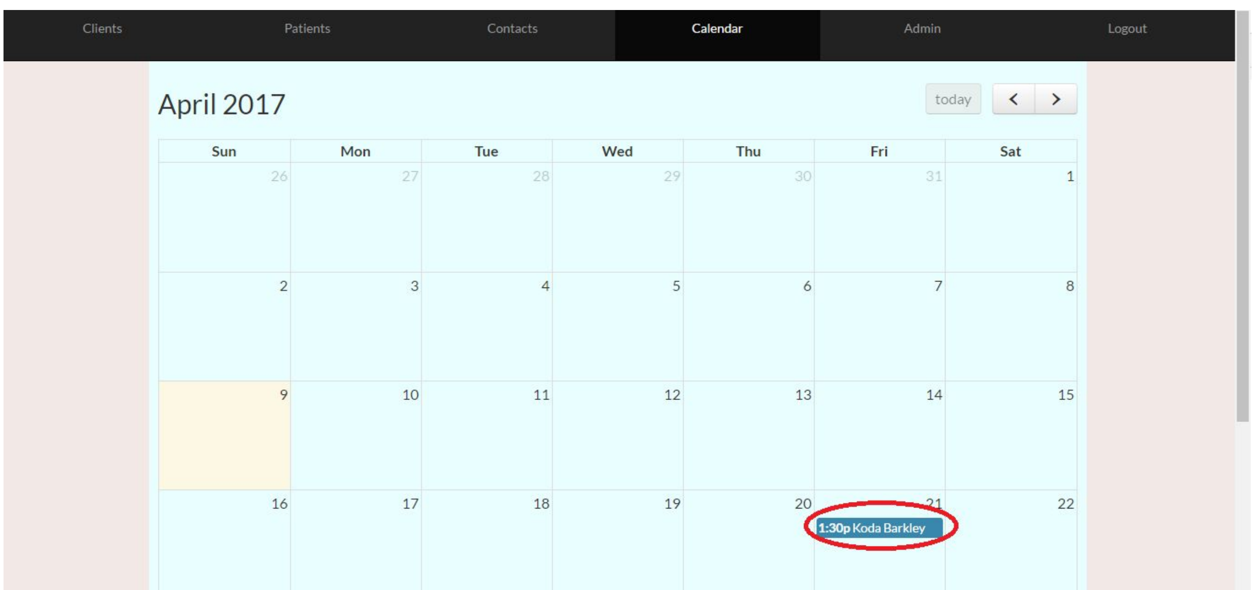
Appointments:

To add a appointment, the user needs to navigate to a patient, head down to the “add an appointment button”

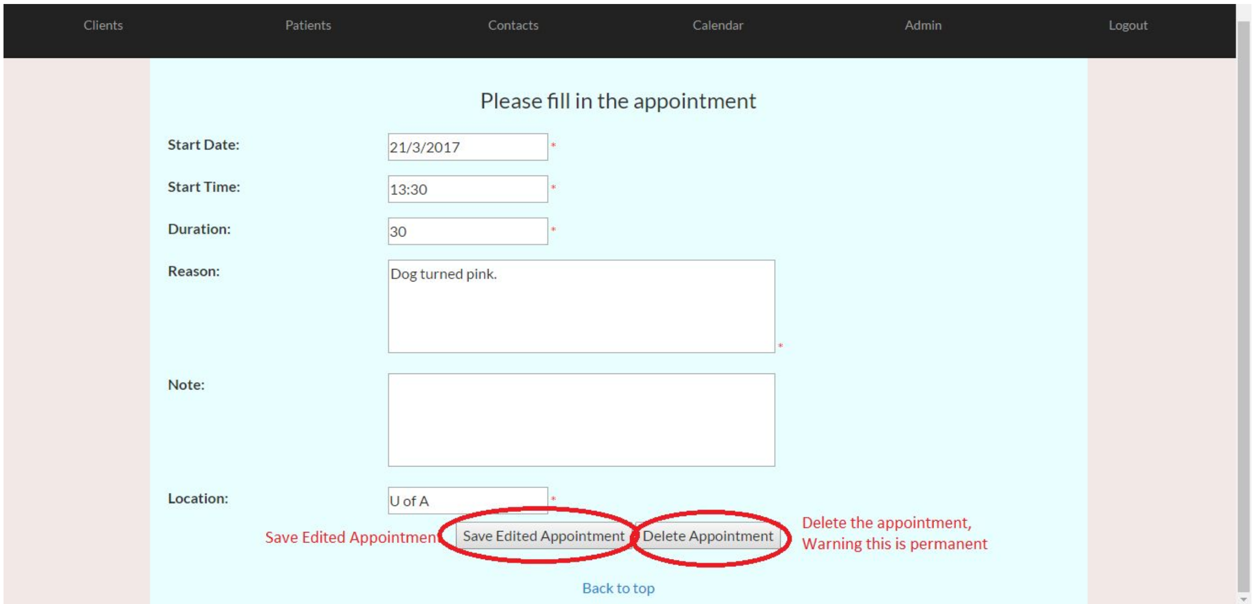
This is for editing, and creating an appointment. The appointment is automatically passed in a patient’s name. The start date is using the calendar picker widget that we use. The start time needs to be in the format of xx:xx or x:xx, x being numbers. It should be in 24 hour time. The duration needs to be a whole number in minutes. The reason and notes and location accept any text of your choosing. The fields required are start date, start time, reason, and location.



To view , edit, delete the appointment, the user needs to navigate to calendar, and click on the appointment they would like to view.



After clicking on the appointment, they get to view more information about the appointment. When clicking edit appointment, they get taken to the page where they can edit or delete the appointment. Warning deleting the appointment is permanent.


Clients
Patients
Contacts
Calendar
Admin
Logout
Please fill in the appointment
Start Date:
21/3/2017
Start Time:
13:30
Duration:
30
Reason:
Dog turned pink.
Note:
Location:
U of A
Save Edited Appointment
Save Edited Appointment
Delete Appointment
Delete the appointment,
Warning this is permanent
Back to top