

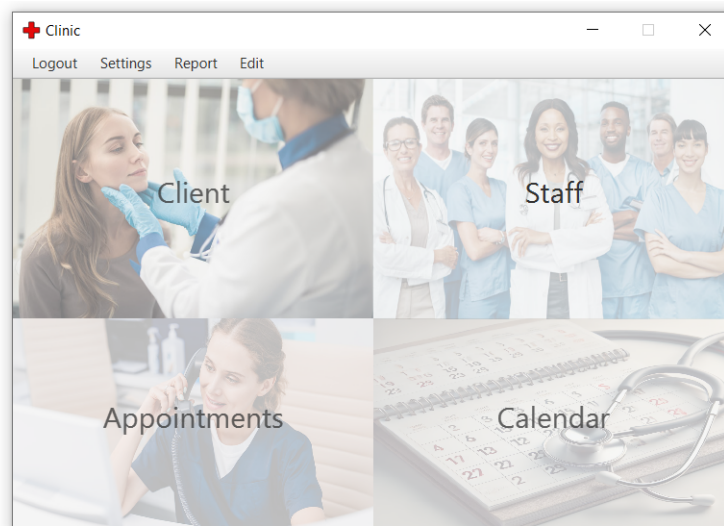
USER GUIDE: CLINIC APPLICATION

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1 Staff Manager



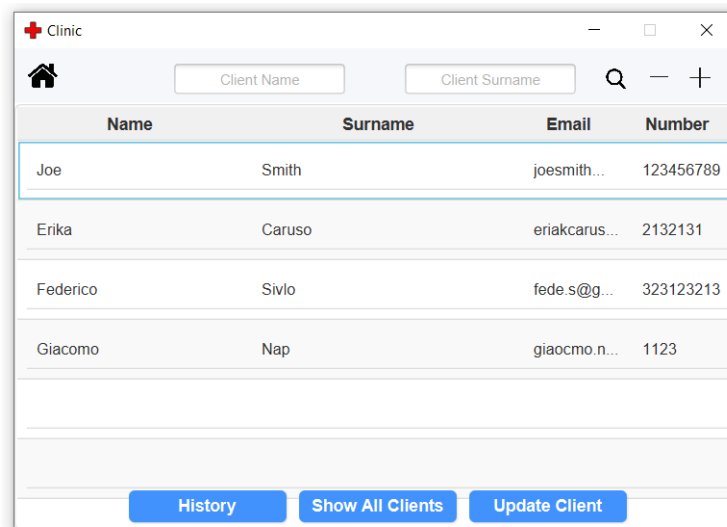
1.1 Client management

This view shows all the clients of the clinic (or a part of them using the search field) and manage each of them.

Clicking the + icon (top right corner) a new client can be added specifying all his fields (name, surname, email, phone number).

Selecting a client from the list you can:

- Delete a client: clicking on the - icon (top right corner)
- Update the fields of a client: clicking on the button "Update Client"
- See all the client history (all the past appointments taken by the selected client): clicking on the button "History"



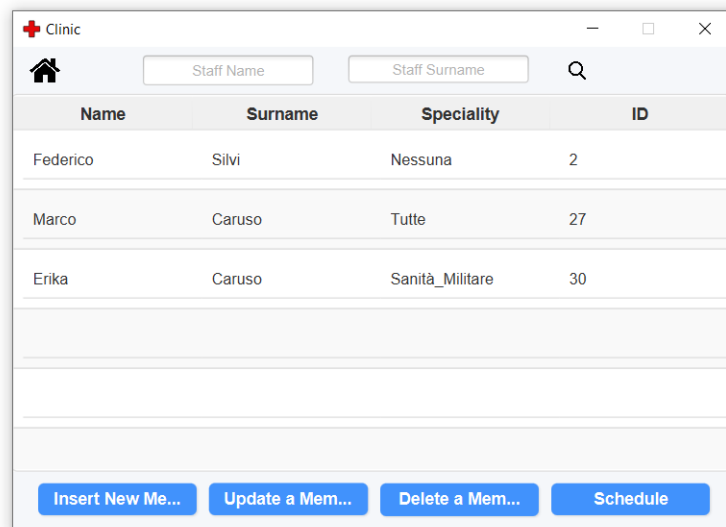
1.2 Staff management

This view shows all the staff members of the clinic (or a part of them using the search field) and manage each of them.

Clicking the "Insert new member" button, a new staff member can be added specifying all his fields (name, surname, speciality).

Selecting a staff member from the list you can:

- Delete a staff member: clicking on the - icon (top right corner)
- Update the fields of a staff member: clicking on the button "Update staff member"
- See all the schedules of a staff member: clicking on the button "Schedule"



1.3 Appointments management

This view shows all the appointments taken in the clinic.

Clicking the "Insert appointment" button, a new appointment can be added specifying all his fields (service, staff, client, duration). After that, all the available future date and time slots are shown for the appointment. Selecting an appointment from the list you can:

- Delete an appointment: clicking on the button "Delete an appointment"
- Update the fields of an appointment: clicking on the button "Update an appointment" (it will follow the same procedure of the insert)

+

Clinic

Service	Date	Time	Duration	ID	Staff_ID	Client_ID
Operazi...	2024-12-25	08:00	00:30	48	2	1
Operazi...	2024-12-25	11:00	00:40	50	2	1
Operazi...	2024-12-16	09:30	00:30	51	30	1

Insert Appointment

Delete an Appointment

Update an Appointment

1.4 Calendar View

This view shows all the appointments in a month/week/day frames with the possibility of filter them (by service, staff, client) and changing the period of time.

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Monthly Calendar

Daily View

Weekly View

Monthly View

DECEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<

Filter

Close

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Weekly Calendar

Daily View

Weekly View

Monthly View

2024-12-09 --- 2024-12-15

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00							
00:30							
01:00							
01:30							
02:00							
02:30							
03:00							
03:30							
04:00							

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Daily Calendar

Daily View

Weekly View

Monthly View

2024-12-16

07:00	
07:30	
08:00	
08:30	
09:00	
09:30	
10:00	Operazione Militare
10:30	
11:00	
11:30	

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Filter

Close

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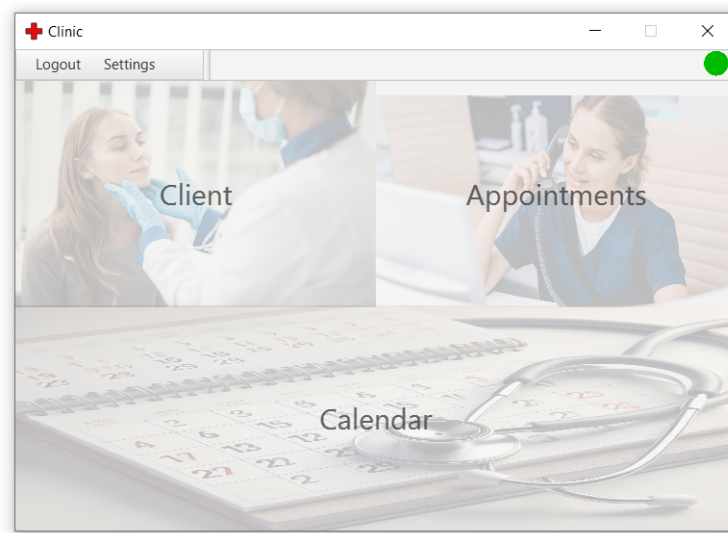
1.5 Report

A staff manager can generate a report by clicking the "Report" menu in the home screen and choosing the filter (by period of time, service, staff).

1.6 Credential

A staff manager can modify his credential by clicking "Settings" menu in the home screen but also a staff member's credential by clicking the "Edit" menu.

2 Staff Member



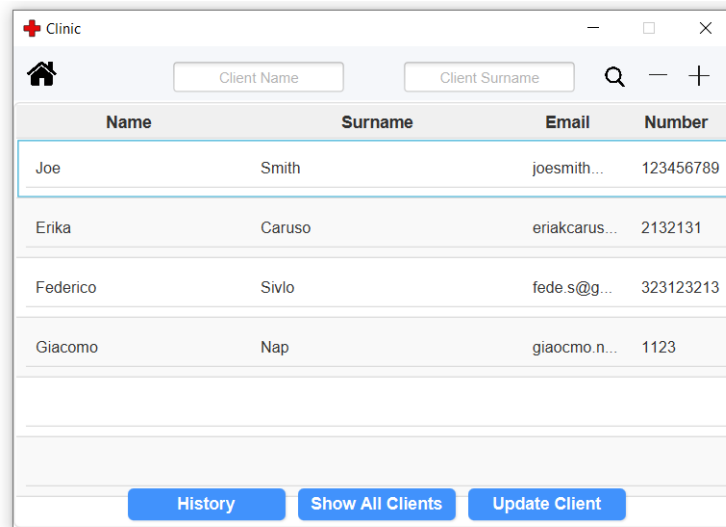
2.1 Client management

This view shows all the clients of the clinic (or a part of them using the search field) and manage each of them.

Clicking the + icon (top right corner) a new client can be added specifying all his fields (name, surname, email, phone number).

Selecting a client from the list you can:

- Delete a client: clicking on the - icon (top right corner)
- Update the fields of a client: clicking on the button "Update Client"
- See all the client history (all the past appointments taken by the selected client): clicking on the button "History"



2.2 Appointments management

This view shows all the appointments taken by logged-in staff member.

Clicking the "Insert appointment" button, a new appointment can be added specifying all his fields (service, client, duration). After that, all the available future date and time slots are shown for the appointment. Selecting an appointment from the list you can:

- Delete an appointment: clicking on the button "Delete an appointment"
- Update the fields of an appointment: clicking on the button "Update an appointment" (it will follow the same procedure of the insert)

+

Clinic

Service	Date	Time	Duration	ID	Staff_ID	Client_ID
Operazi...	2024-12-16	09:00	03:00	52	31	1
Operazi...	2024-12-16	12:00	00:30	53	31	11

Insert Appointment

Delete an Appointment

Update an Appointment

2.3 Calendar View

This view shows all the appointments (taken by logged-in staff member)in a month/week/day frames with the possibility of filter them (by service, client) and changing the period of time.

+

Monthly Calendar

Daily View

Weekly View

Monthly View

DECEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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Filter

Close

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Weekly Calendar

Daily View

Weekly View

Monthly View

2024-12-16 --- 2024-12-22

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00	Operazione						
10:00	Operazione						
10:30	Operazione						
11:00	Operazione						
11:30	Operazione						
12:00	Operazione						
12:30	Operazion...						
13:00							

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Filter

Close

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Daily Calendar

Daily View

Weekly View

Monthly View

2024-12-16

Hours	
08:00	
09:00	
09:30	Operazione
10:00	Operazione
10:30	Operazione
11:00	Operazione
11:30	Operazione
12:00	Operazione
12:30	Operazione2
13:00	

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Filter

Close

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2.4 Credential

A logged-in staff member can modify his credential by clicking "Settings" menu in the home screen.

2.5 Notification area

The red/green circle on the top left corner, in the home screen, shows if the logged-in staff member has appointments for current day (red) or not (green); by clicking on it is possible to see them in a calendar day view.