

USER MANUAL | Animal Clinic Administration System

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SETTING UP THE SYSTEM

Installation

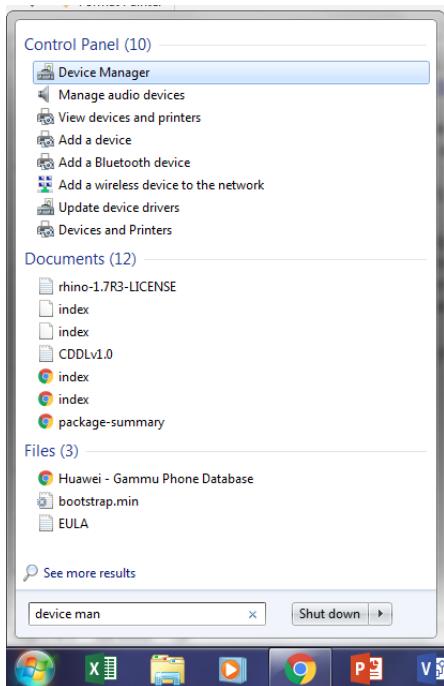
First, we need to install a Java jdk development kit. In the system, it requires to install **java jdk 7** and **jdk 6 (java7.exe & java6.exe)** which is included in our installation disk. After successfully installing the java jdk, we need to install our server database. In the system we use mysql which is included in the **xampp.exe** installer. All the installer requires Windows XP and above versions of windows operating system.

Install the XAMPP installer on the installation disk. No more setup required in our database unless you want to change its password in the user permission on the <http://localhost/phpmyadmin/> once you installed the database server.

For the system, extract the **ACAS.zip** on disk c. For the SMS setup extract the **gammu.zip** on disk c as well.

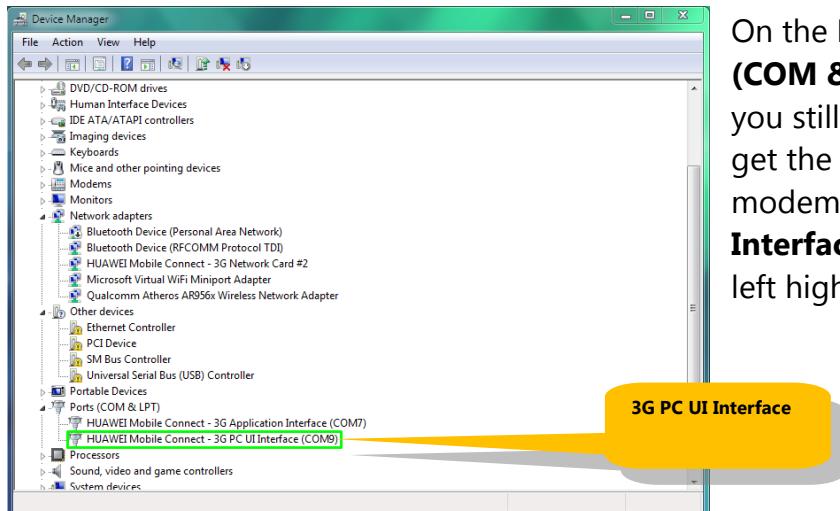
SMS Setup

Setting up the SMS feature for the system requires you to extract the **gammu.zip** on the disk c of your computer. After having that extracted on the disk c, you have to install the GSM modem. Make sure your GSM modem is compatible with gammu. To see the list of compatible modem for gammu, click this <http://wammu.eu/phones/>.

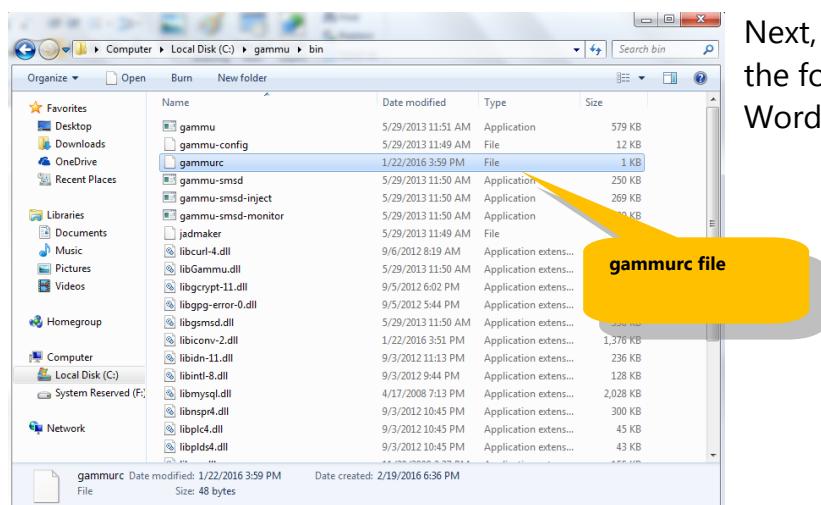


Once you've had checked the GSM modem compatibility, go to Device Manager.

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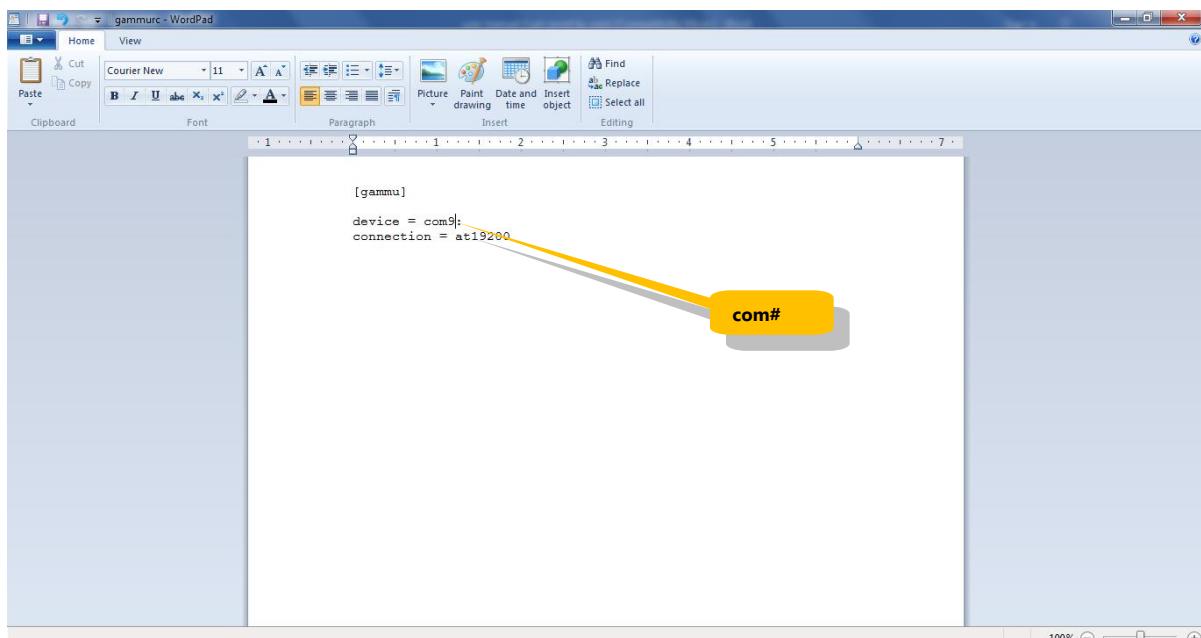


On the Device Manager, look for the **Ports (COM & LPT)** and expand it (make sure you still plugged your GSM modem). Next, get the COM port number of the GSM modem by looking at the **3G PC UI Interface**. On the sample image on the left highlighted, we have **COM9**.



Next, open the file name **gammurc** on the folder **C:\gammu\bin**, using WordPad.

Once you've opened the file, change the **device = COM Number** to the right COM port number (on the sample image below is com9), then click save.

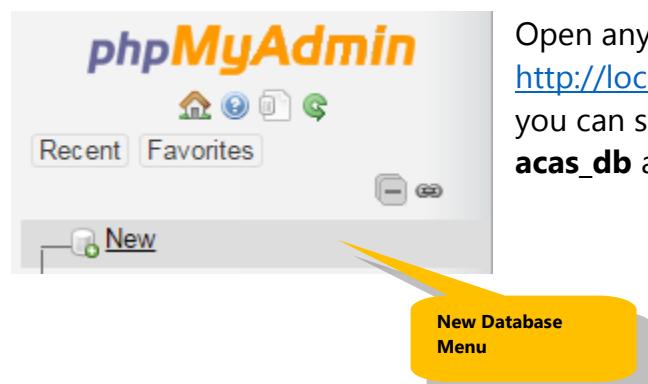
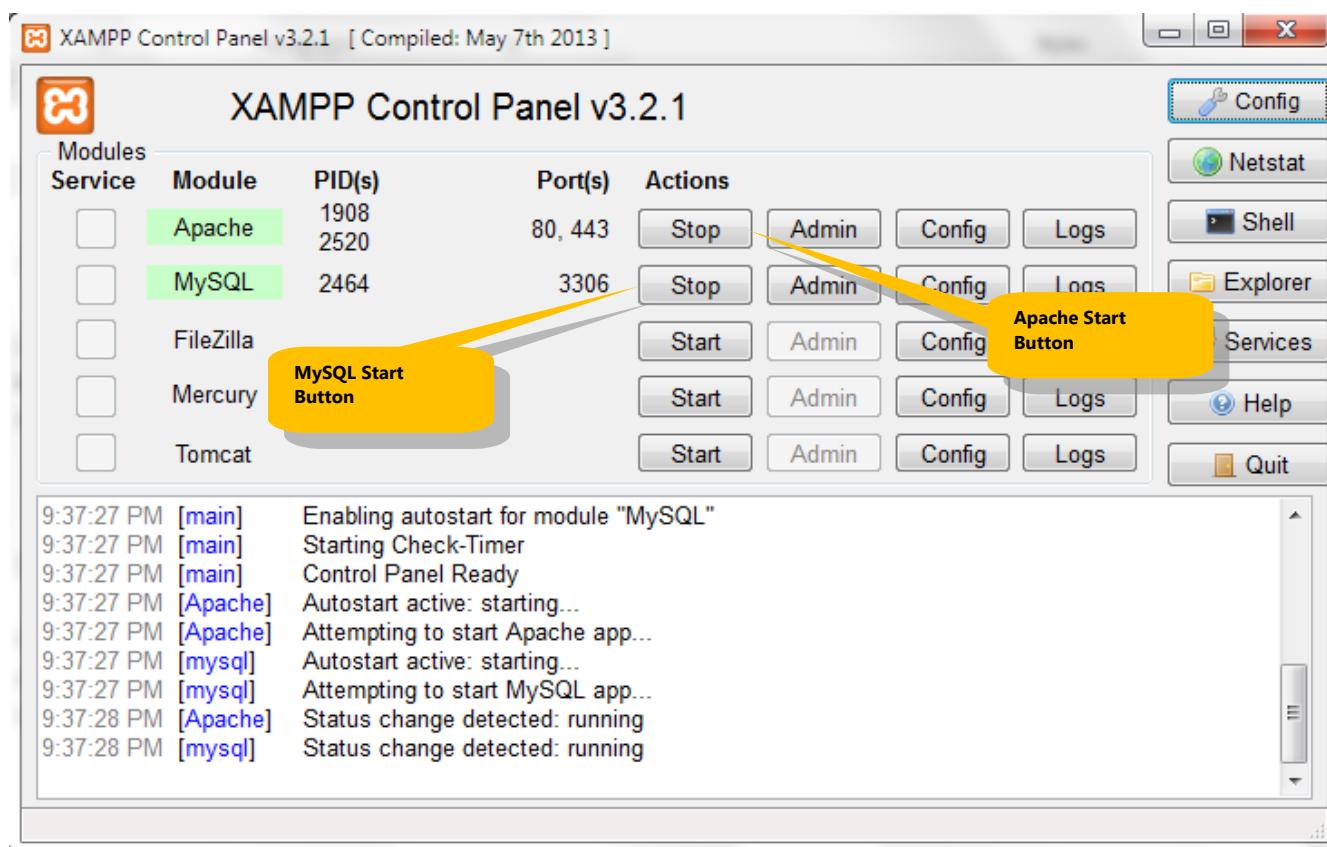


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Lastly, to check if the GSM modem works with gammu, open cmd and type the command **cd c:/gammu/bin | gammu identify**, if there are no errors and it showed the device information, then the GSM modem is perfectly working.

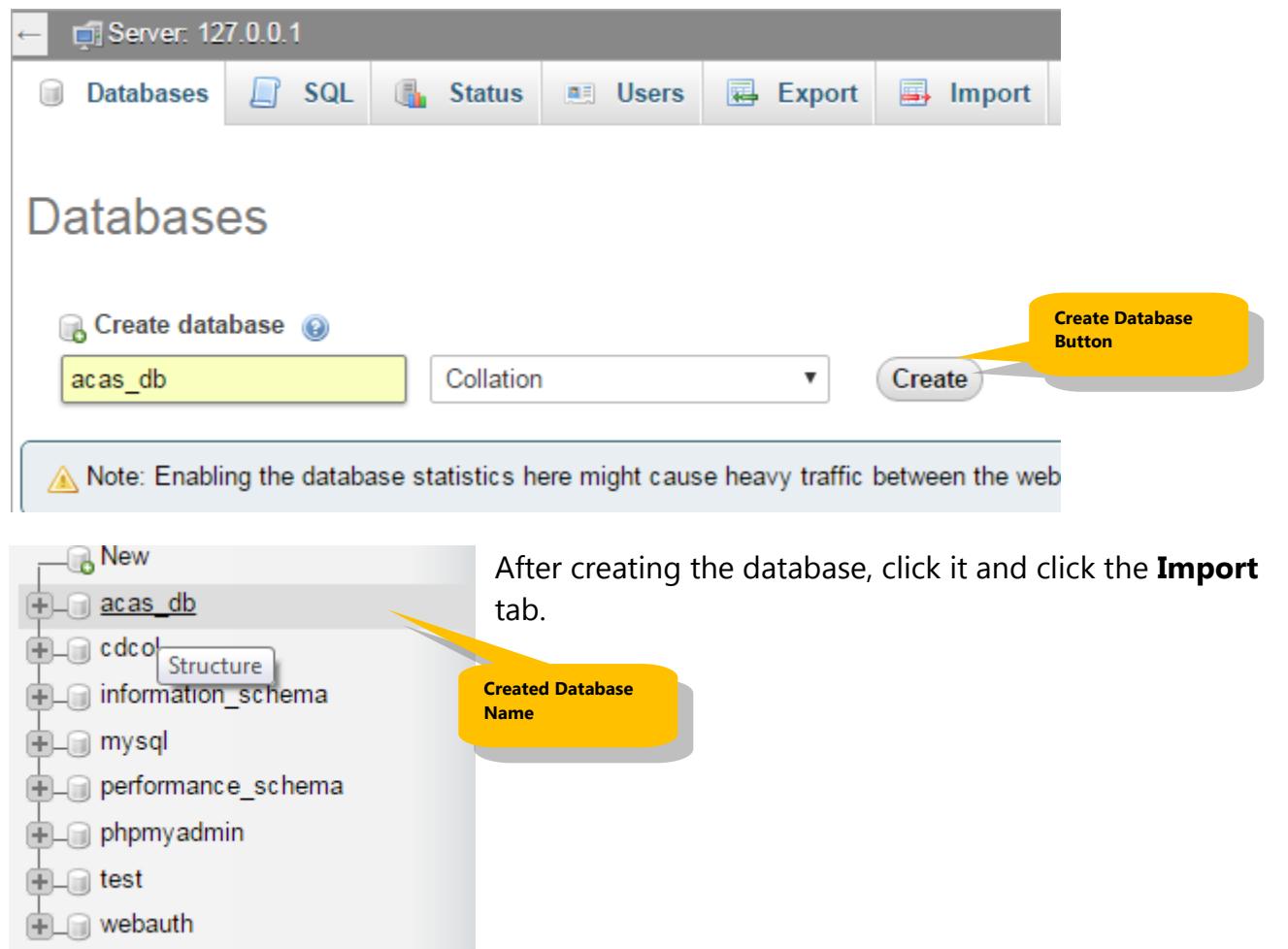
Importing System Database

On the installation disk, there is a file name **acas_db.sql**. The filename is the database of the system, to import the file, run first the xampp control panel by **Start** button > type **XAMPP** > select **XAMPP Control Panel** > and press **Enter**. On the XAMPP Control Panel, click the **Start** buttons for the **Apache** and **MySQL**. See the image below.



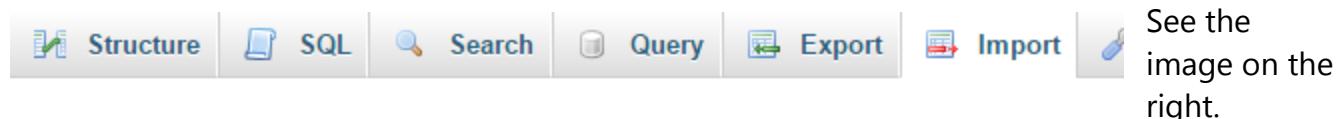
Open any browser, and type <http://localhost/phpmyadmin/>. On the page, click **New** as you can see on the left and on the Databases type **acas_db** and click **Create** button

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After creating the database, click it and click the **Import** tab.

On the **Import** tab, click Choose File button and import **acas_db.sql** file from the installation disk, then scroll down and click **Go** button to successfully import the database.



Importing into the database "acas_db"

File to Import:

File may be compressed (gzip, bzip2, zip) or uncompressed.
A compressed file's name must end in **.[format].[compression]**. Example: **.sql.zip**

Browse your computer: No file chosen (Max: 750MiB)

You may also drag and drop a file on any page.

Character set of the file:

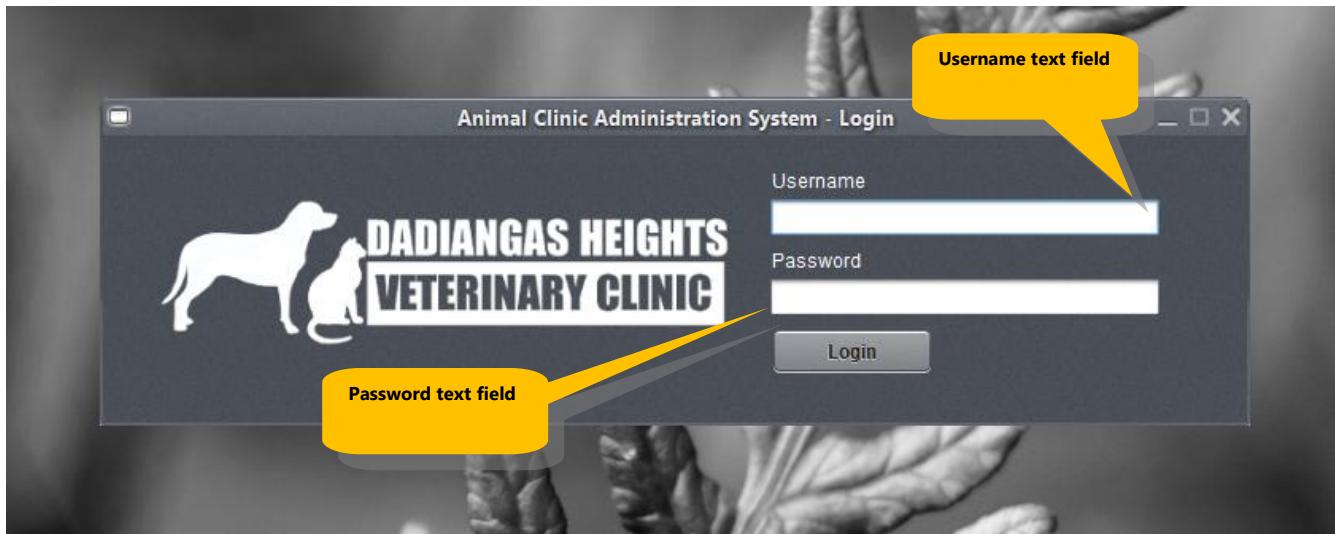
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LOGGING IN THE SYSTEM

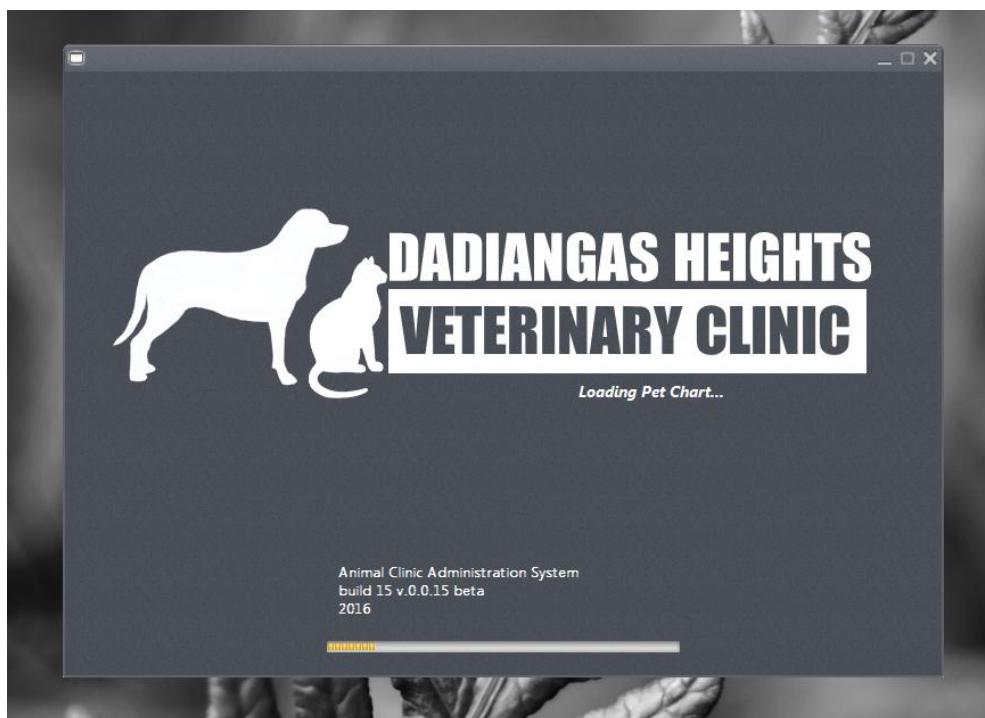
Logging In

The default username for the admin is **vet** and password is **vet123**. For the veterinary assistant, **av** and **av123**.

Login Screen



Loading Screen.

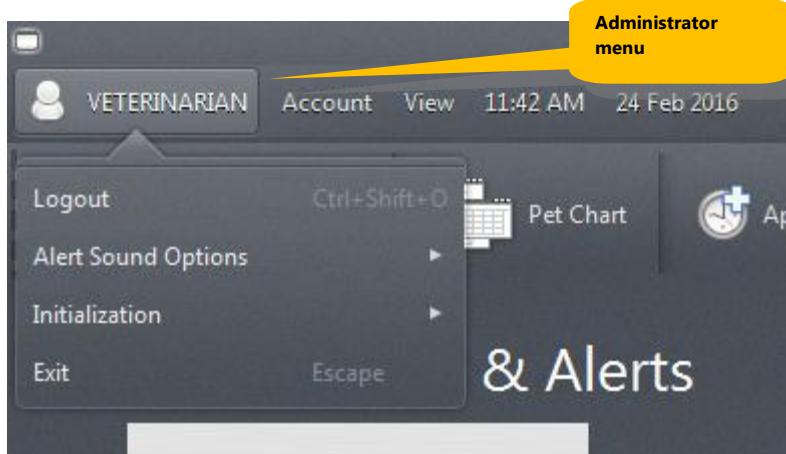


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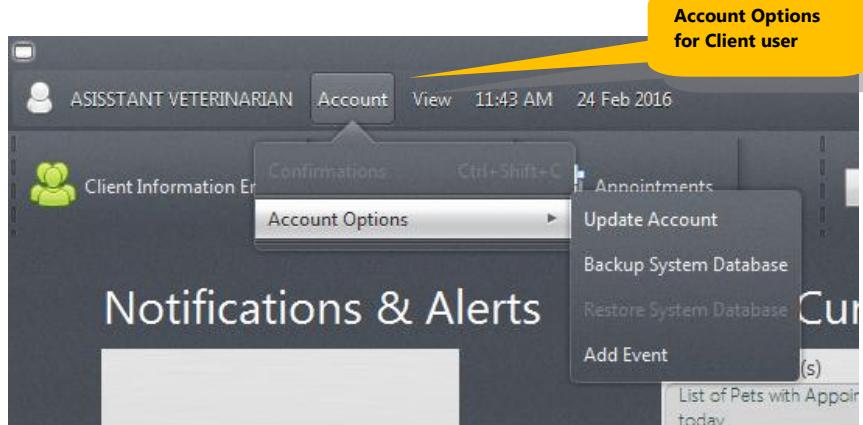
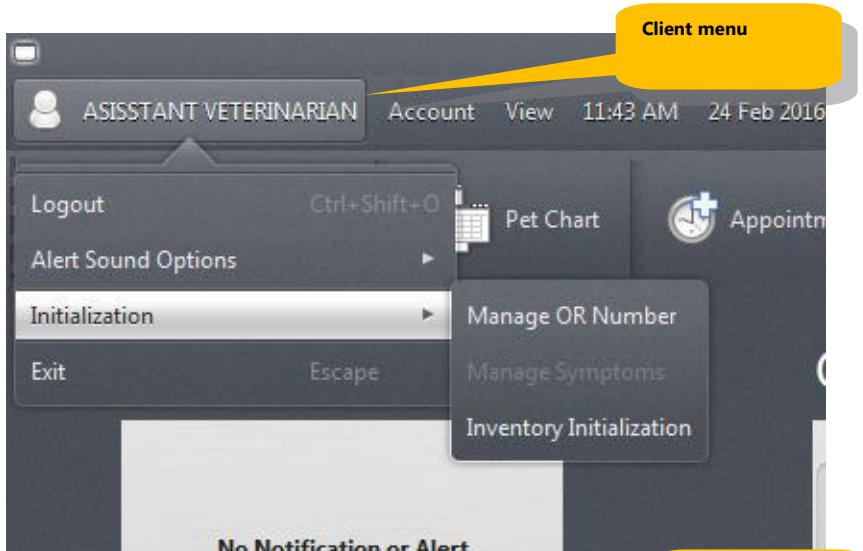
USER LEVELS AND RESTRICTIONS

The system has two user level, the **Admin** and **Client**. Admin account is for the veterinarian and the client account is for the assistant veterinarian.

Admin account has all the access on the menu.



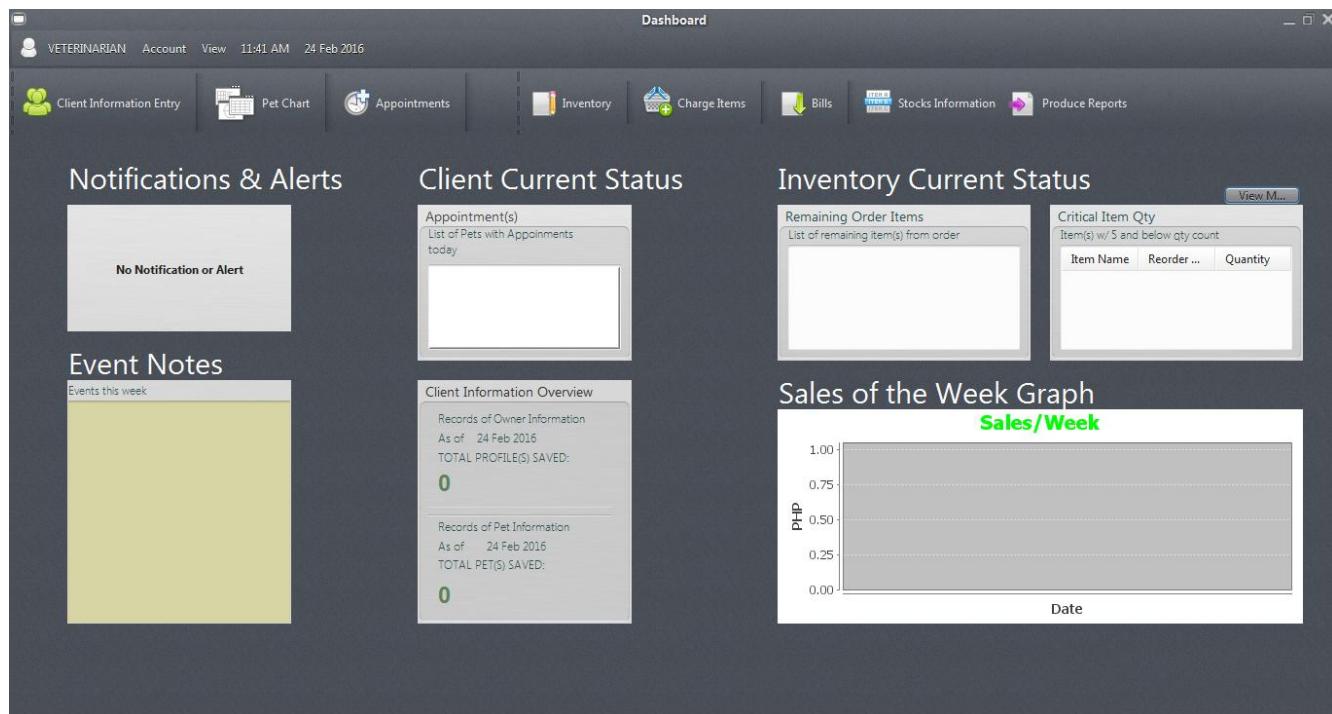
However, the Client account has restrictions. See images below.



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THE DASHBOARD

The Dashboard is where you will be presented with right after you have logged in. The dashboard aggregates specific information from the EMR (Electronic Medical Record) module and inventory. Also, dashboard will view notifications, event notes and the sales of the week. See the image below.



THE CLIENT INFORMATION ENTRY

Adding a new Client

To add a new client, fill all the required fields and click **Save** button. See the image on page 8.

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This screenshot shows the 'Pet Owner Information' tab of the registration interface. At the top, there's a toolbar with buttons for Save Profile, Update Profile, Add Pet, Archive, Refresh, Import from a .csv file, and Paste .csv File on the fields. Below the toolbar, a legend indicates required fields with a green asterisk (*). The 'Search Options' section contains fields for First Name, Middle Name, and Last Name, with a checkbox for 'Search by full name'. The 'Owner Information' section includes fields for Title Name, Contact Number 1, Contact Number 2, and No Contact Number. The 'Address' section includes fields for Unit Number, House/Street Number, Street Name, Purok, Barangay Name, Province, Zip Code, and City. A yellow callout bubble points to the 'Search Options' section with the text 'Search Options in Pet Owner Registration'.

Updating a Client Information

First, **Search** the name of the client you wish to update on the **Search Options** fields and edit the data you wish to update and click the **Update Profile** button.

Archiving a Client Information

To **Archive** a client information, **Search** the name of the client you wish to archive and click the **Archive** button. See the image above, on the third button of the toolbar.

This screenshot shows the 'Pet Owner Information' tab. The toolbar includes buttons for Save, Update, Refresh, and Archive. The main area has a 'Type Pet Owner Name' field containing 'sa'. Below it, there's a 'Owner:' section with 'SAMPLE LAST, SAMPLE FIRST' and a dropdown for 'Choose Pet Type' with options like DOG, PUG, AMERICAN BULLDOG, and DALMATIAN. A 'Pet Information' section includes fields for Pet's Name ('sample pet'), Birth Date ('Feb 2, 2010'), Age ('6'), and Gender ('Male'). A yellow callout bubble points to the 'Update' button with the text 'Update button in Pet Owner'. Another callout bubble points to the 'Archive' button with the text 'Archive button in Pet Owner'. A third callout bubble points to the 'Save' button with the text 'Save button in Pet Owner'. A fourth callout bubble points to the 'Pet Owner Name' field with the text 'Pet Owner search field in Pet Owner'.

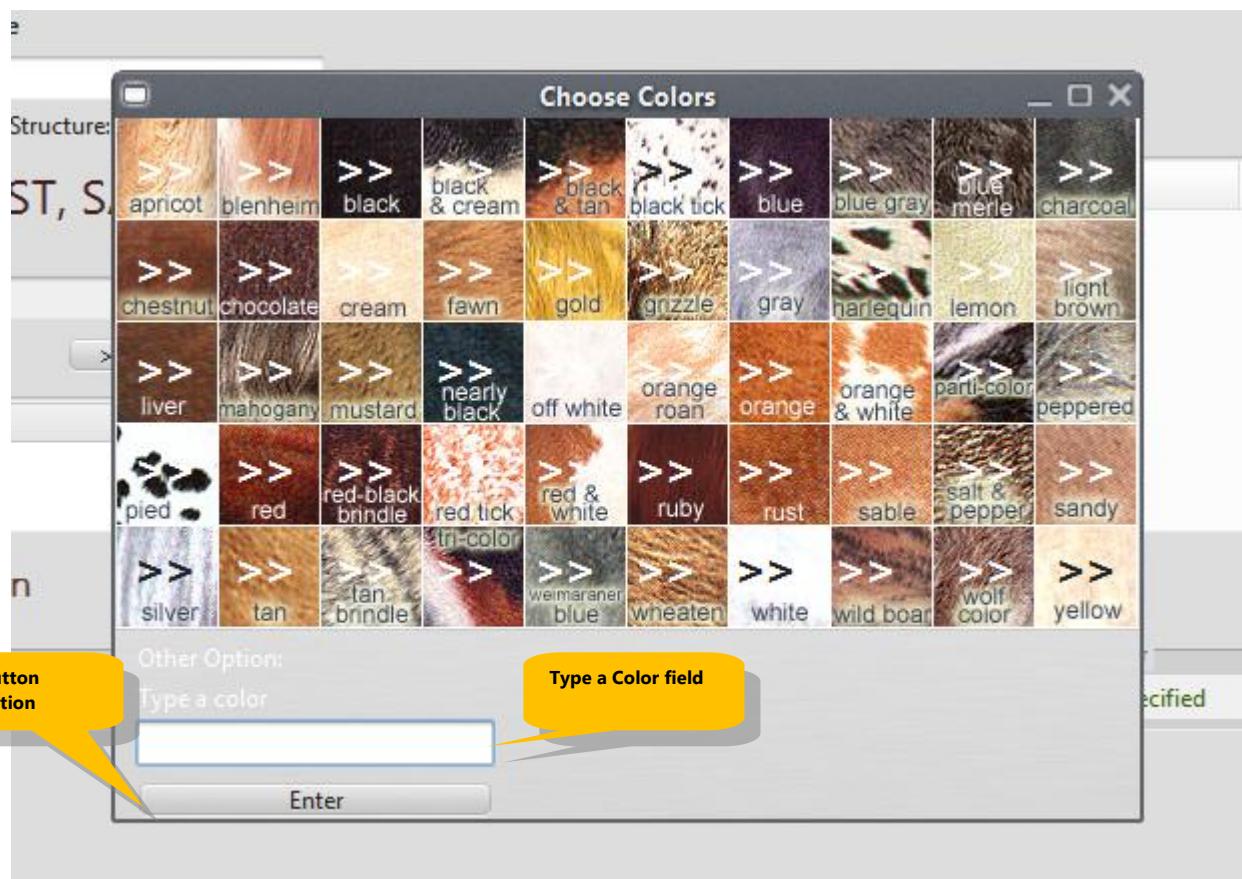
Adding a Pet Information

To add new pet, Select the **Pet Information Tab**. Type the **Last Name** of the recently added pet owner information on the **Type Pet Owner Name**

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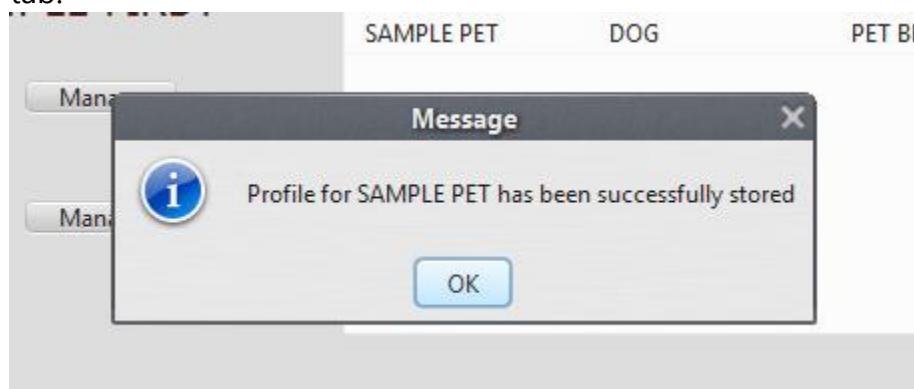
Field.

The system will automatically view the complete name of the pet owner. Next, select the **Choose Pet Type** to select the pet type of the pet. To select the breed, click the button under combo box of the choose pet type. On the List of **Breed**, select specific breed of the dog. If there is no breed yet, click the **Manage** button for the breed, the same action as well for the pet type. See the image on page 9.



This image is from the **Choose Color** frame, images are the available preset of the coats of dogs and cats. If there are no available colors on the given preset, there is an option available to type a specific color above the available preset and press the **Enter** button to set the color.

To save the pet information, click the **Save** button on the toolbar under the **Pet Information** tab.

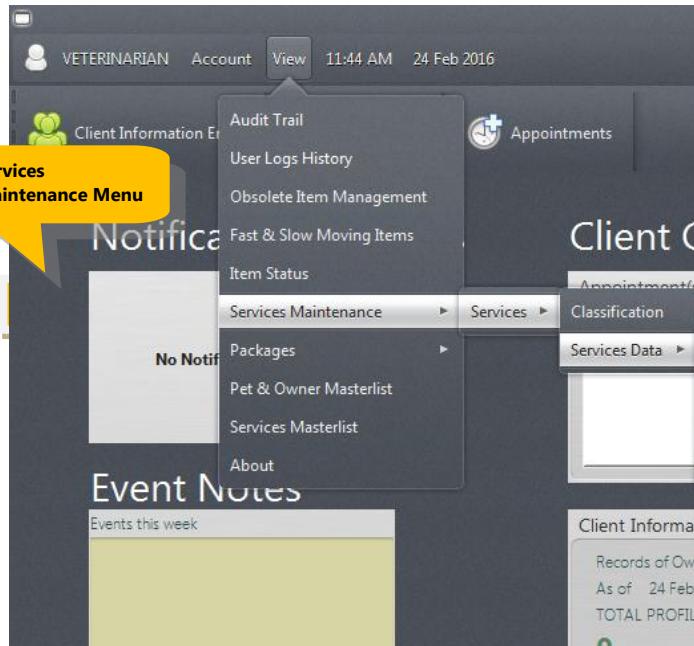


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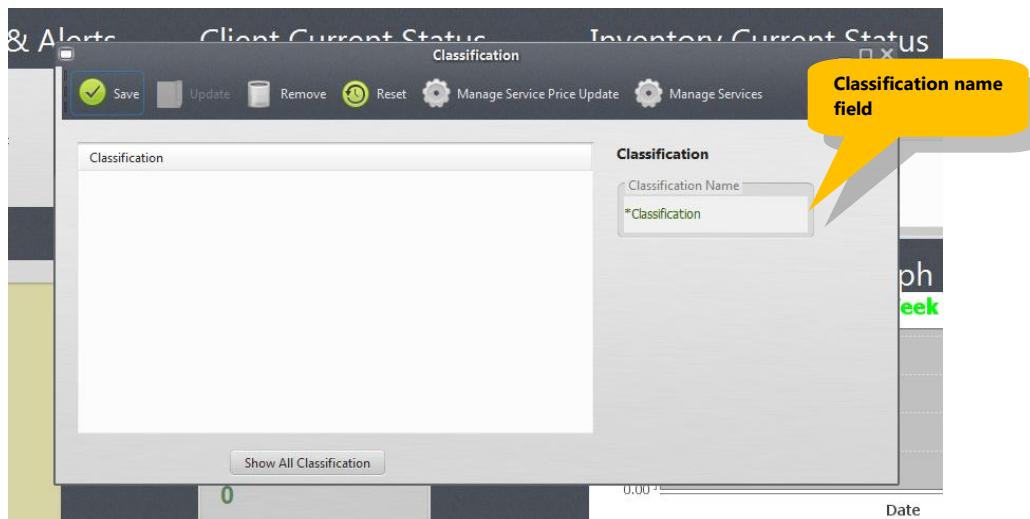
Initialization

Initialize Services Information

Adding, Updating and Removing Classification



Click **View** on the Menu Bar then **Select Services Maintenance > Services** finally, Select **Classification**.

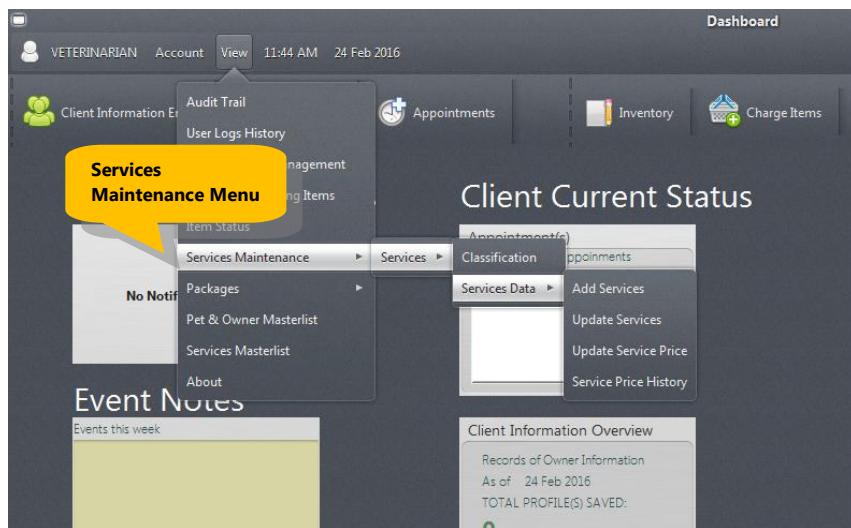


Input your classification name on the ***Classification** text field then click the **Save** button to add. It will be shown on the table and if your input is incorrect, you can click the classification name on the table and you can update it by clicking the **Update** button.

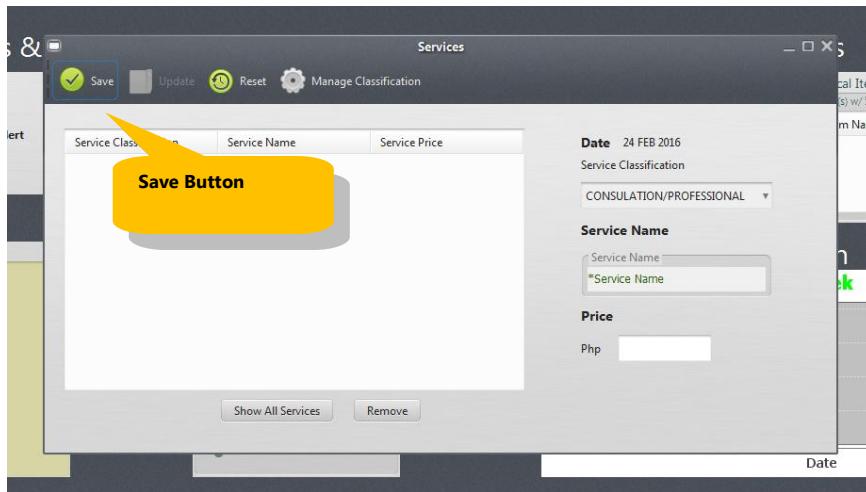
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If you're going to remove a classification, you need to click the button, **Show All Classification**, and then all classifications will be displayed at the table. Select the classification name that you want to remove from the table then, click the **Remove** button and the classification will then be removed or deleted as well as the services that are under that specific classification.

Adding and Removing Services



Click **View** on the Menu Bar, then **Select Services Maintenance > Services > Services Data** finally, click **Add Services**.



Select the Classification of your Service then input the Service name on the *Service Name text field and input the Service price then click the **Save** button when done. The Service Classification along with the Service Name and Price will be added to the table -

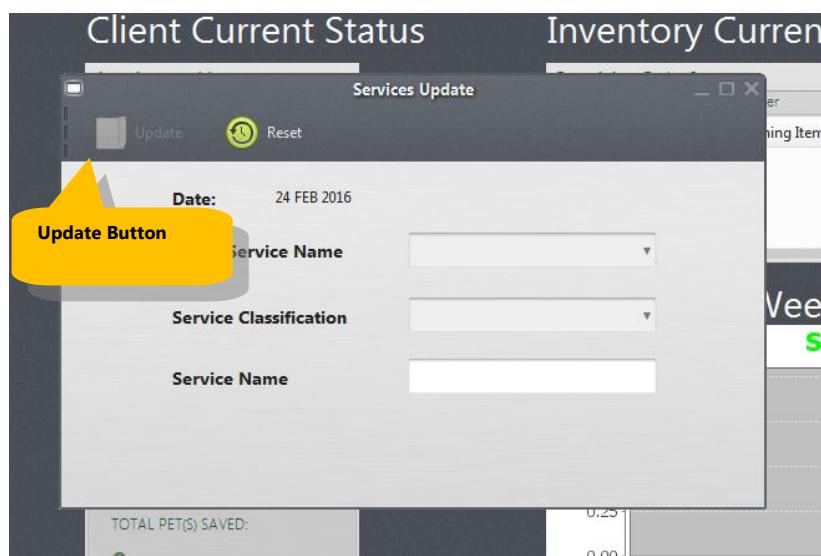
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- and if you entered wrong information, you can Update it immediately by selecting the Service name from the table, and if you're finish changing the wrong information, click the **Update** button.

If you're going to remove a service, you need to click the button, **Show All Services**, and then all services will be displayed at the table. Select the service name that you want to remove from the table then, click the **Remove** button and the service data will then be removed or deleted.

Updating Services

Click **View** on the Menu Bar, then **Select Services Maintenance > Services > Services Data** finally, click **Update Services**.

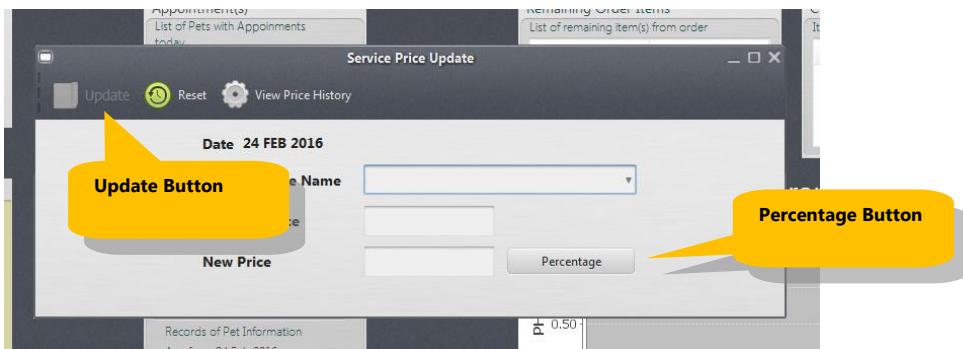


If you want to Update a Service, first is to Select a Service Name that you want to Update, then Update its data (Service Classification and Service Name) and if done, click the **Update** button.

Updating Service Price

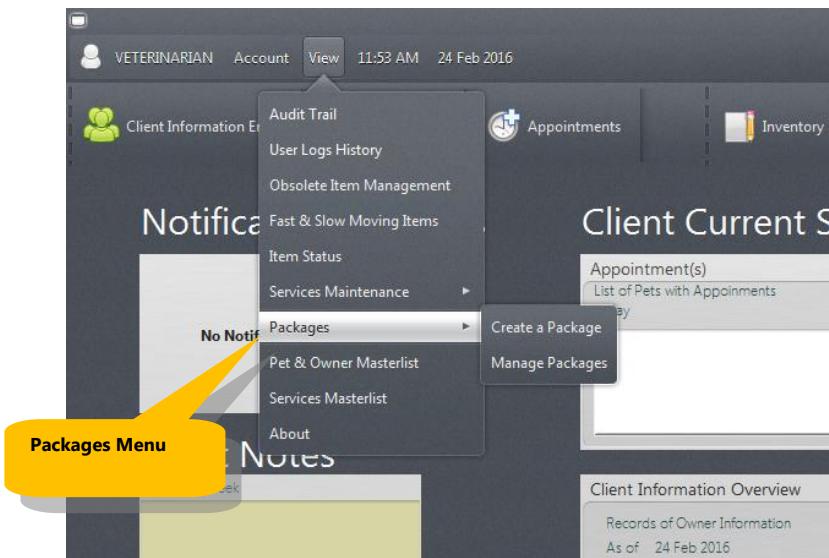
Click **View** on the Menu Bar, then **Select Services Maintenance > Services > Services Data** finally, click **Update Service Price**.

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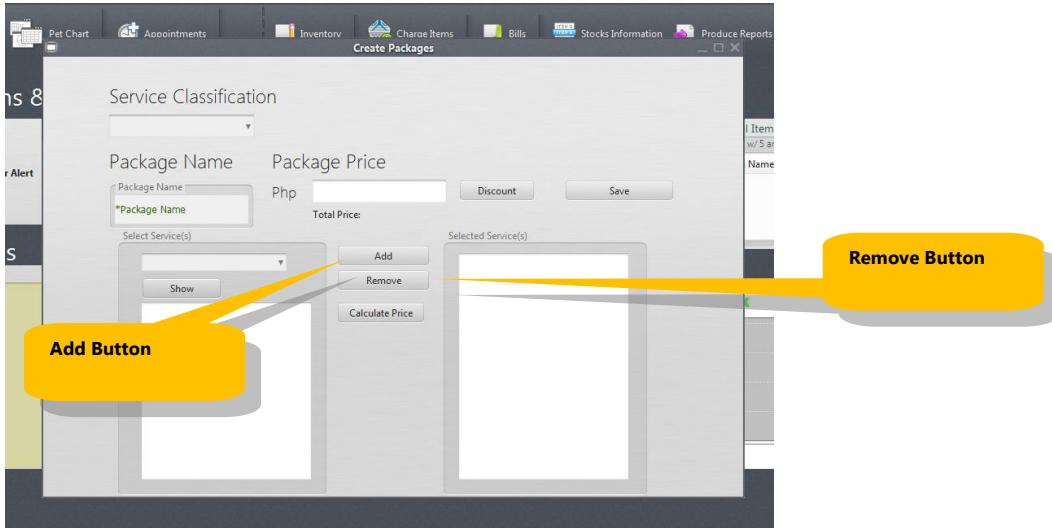
First is to Select a Service Name that you want to Update the price. The current service price will be displayed at the Previous Price field, then click the **Percentage** button and input the amount percentage that you want to mark-up on your Service Price. The marked-up price will be displayed at the New Price field and if finished, click the **Update** button.

Creating Package



Click **View** on the Menu Bar, then Select **Packages > Create Package**

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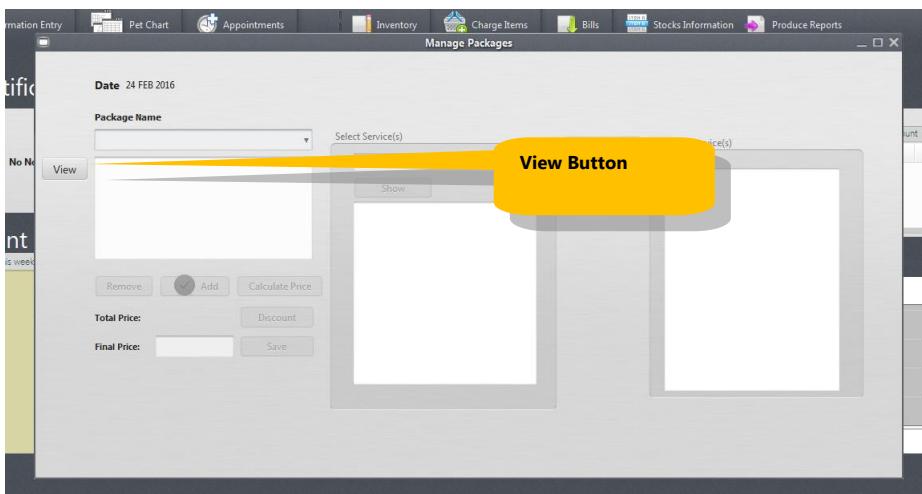


Select the PACKAGES classification from the Service Classification box. PACKAGES is the default classification for all the Packages. After that, input your Package name in the *Package Name text field. And then, Select the Services that will be included in the Package, you can Add and Remove services by clicking the **Add** and **Remove** button.

If done, select the button, **Calculate Price** to calculate the Total Price of all the services. The Total Price will be displayed, and after that, you can click the **Discount** button to make a discount on the total service price and the result will be your Package Price. If satisfied, click the **Save** Button.

Managing Packages (Adding and Removing Services on an Existing Package)

Click **View** on the Menu Bar then, Select **Packages > Manage Package**



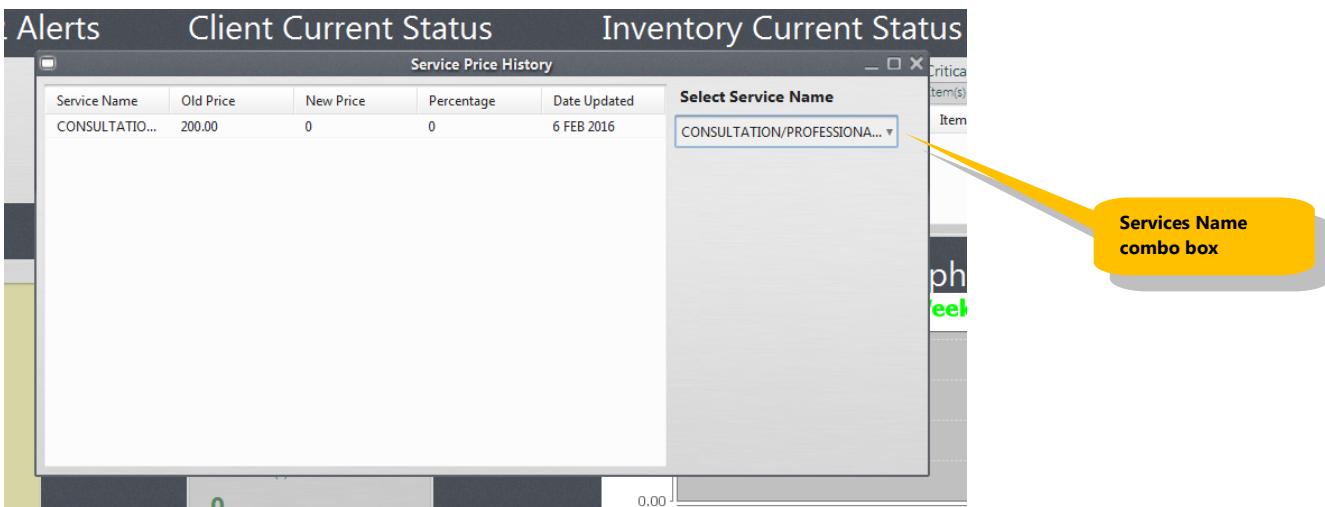
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Select the Package Name that you want to manage, then click **View** button to display all the Services under that Package. If you want to Remove Service, click the Service that you want to Remove from the table then click the **Remove** button.

If you want to Add Service Click the **Add** button, then, Select the Service(s) that you want to add in the existing package you can also Add and Remove Services.

If done, click the button, **Done** and the **Calculate Price** button to Calculate the Total Price of the existing and added Services, after that click the **Discount** button to make a discount to the Total Service Price and the Final Price will be the Updated Package Price and if you're all done, click the **Save** button.

Services Price History



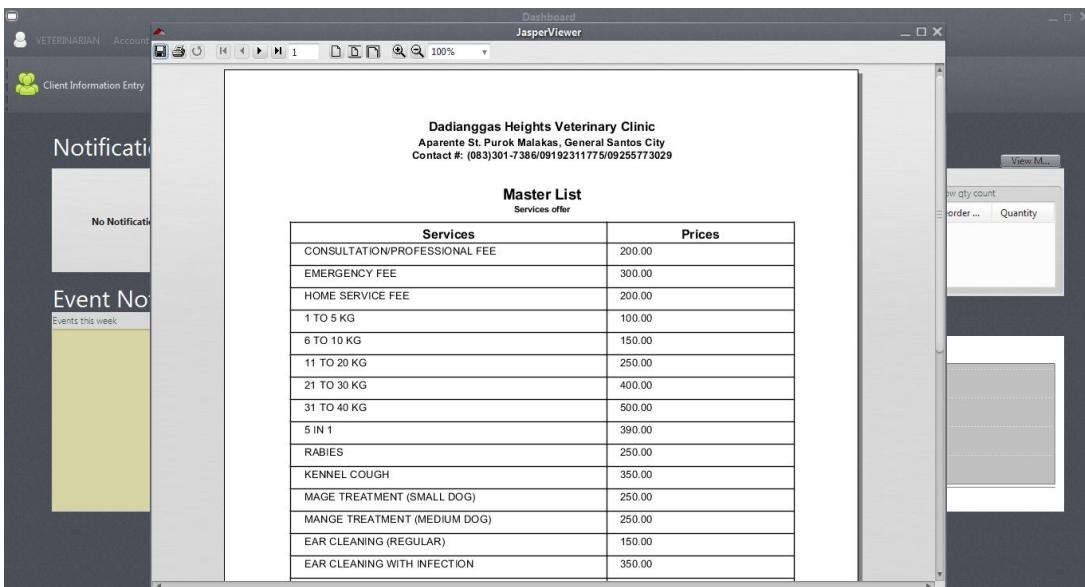
Select the Service Name that you want to View its Price History. And the data will be displayed in the table.

From the day that the Service was added and every time that you Update a Service Price it will be recorded on the Service Price History.

The Old Price is the Price before it was Updated and the New Price will be the Updated Price. The Percentage that are discounted or increased will also be recorded as well as when it was Updated.

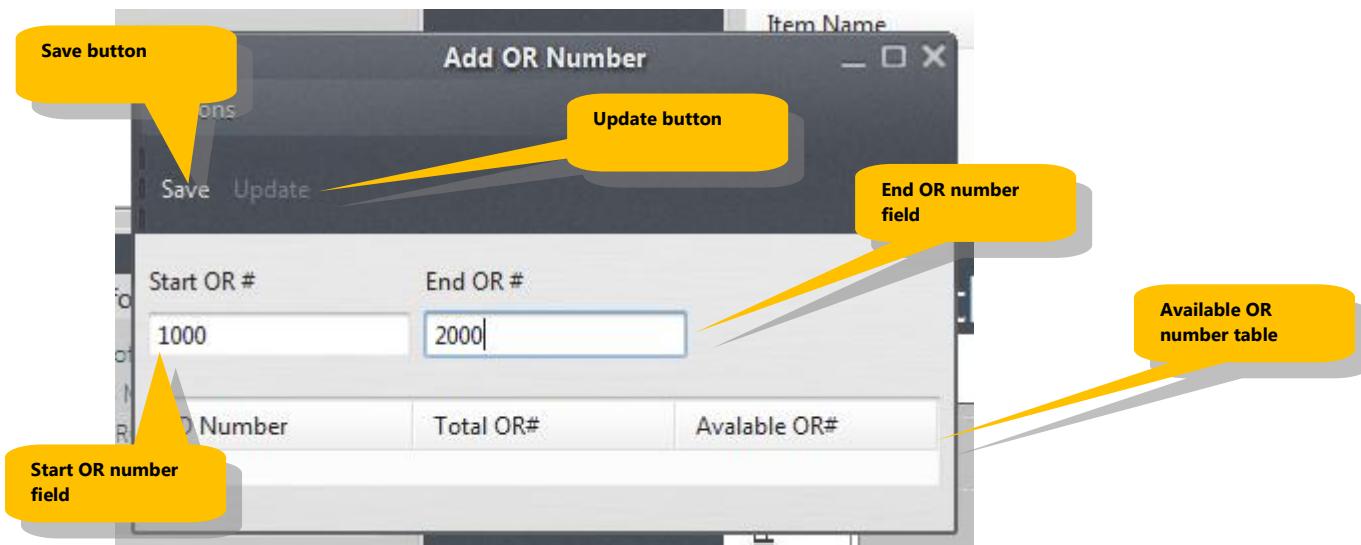
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Service Master List



Service Master List includes all the Services they offer along with their Prices.

Initialize OR Number



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Initialize Diagnosis Information

Initializing the diagnosis, the symptoms and the treatment description are required for the automatic suggestion of possible diagnosis feature of the system. This is beneficial for the assistant who doesn't have the enough knowledge of the veterinarian to produce accurate diagnosis for the pet when the veterinarian isn't available in the clinic in a date visit of the client. The veterinarian will input the symptoms and all the required information. This information will be used in the Pet Chart workstation's adding of chief complaints.

To **Add** a diagnosis information, type a diagnosis, enter the symptoms under that diagnosis,

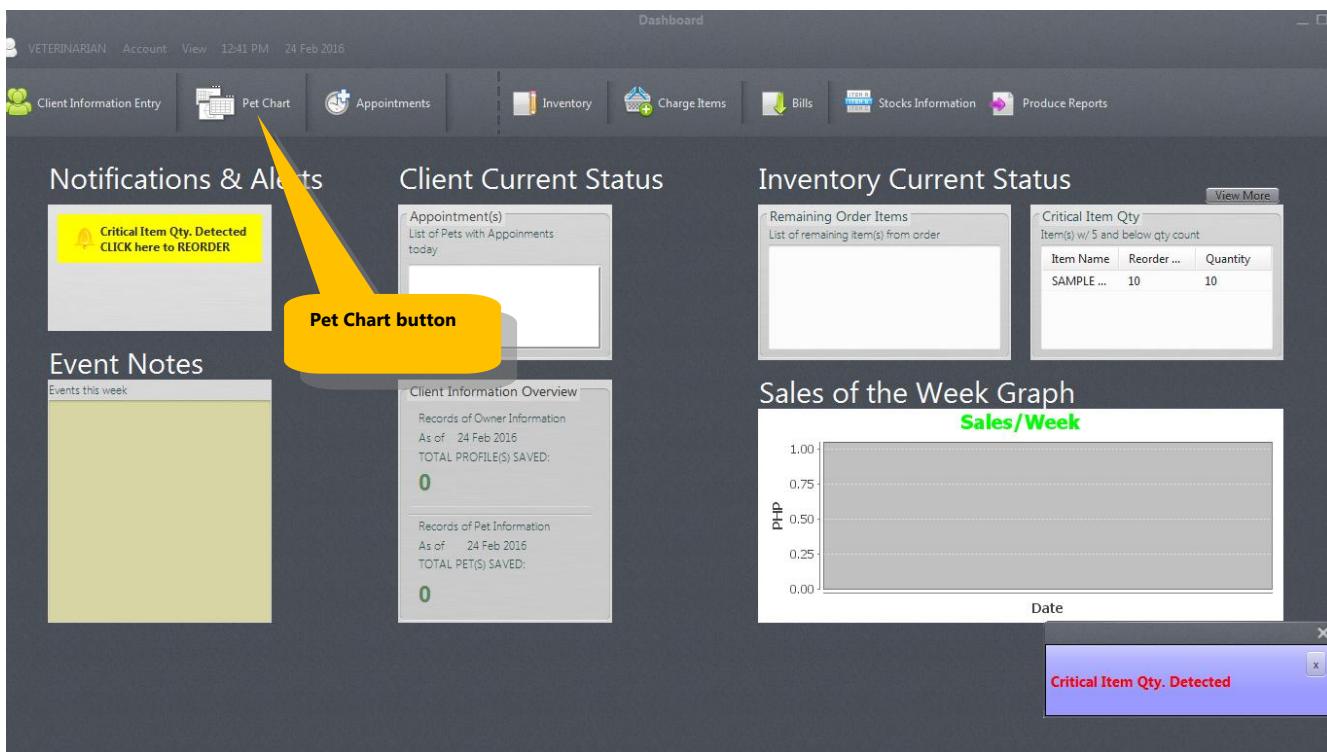


input a treatment description or cure and click **Save** button.

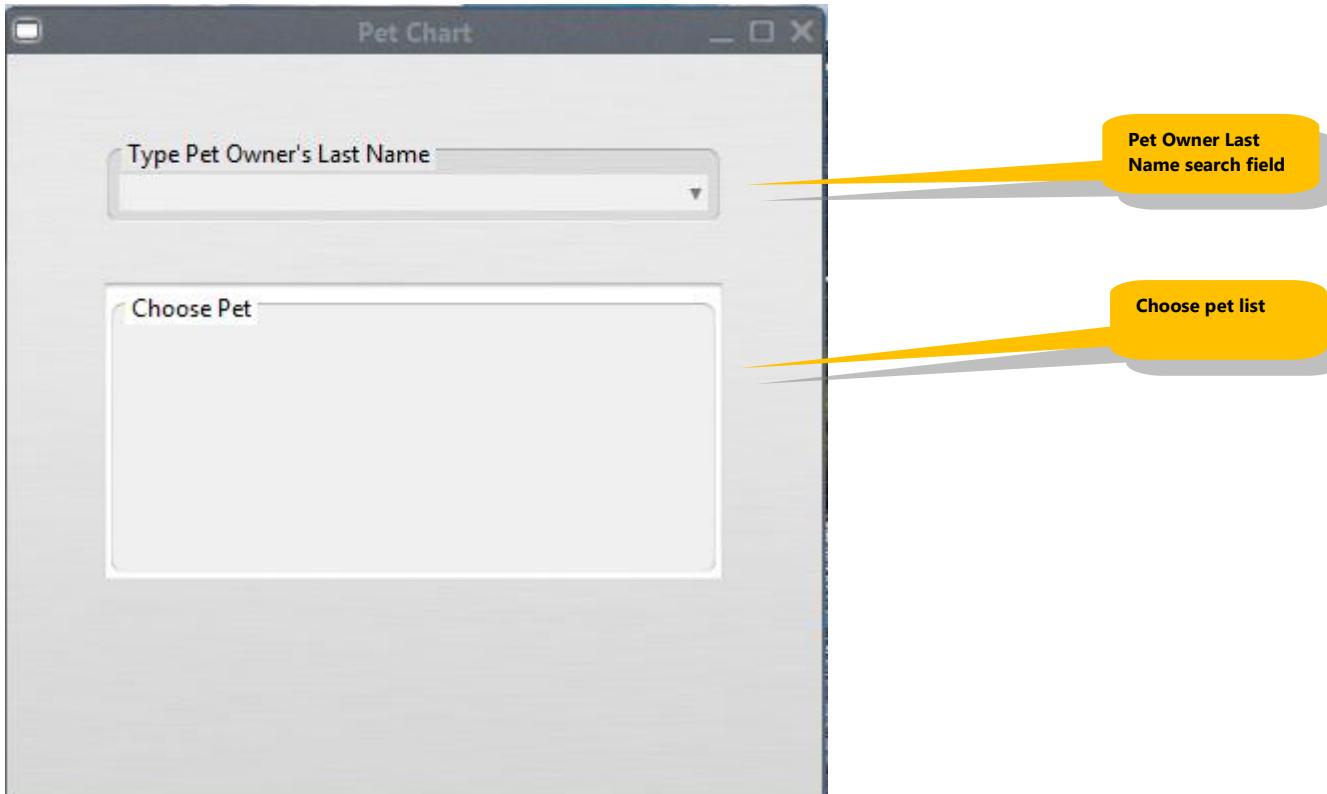
Pet Chart Module

Pet Chart is where all medical information is stored and managed. Pet Chart has the same function as the EMR (Electronic Medical Records).

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To enter to the Pet Chart, click the **Pet Chart** button on the toolbar from the Dashboard.

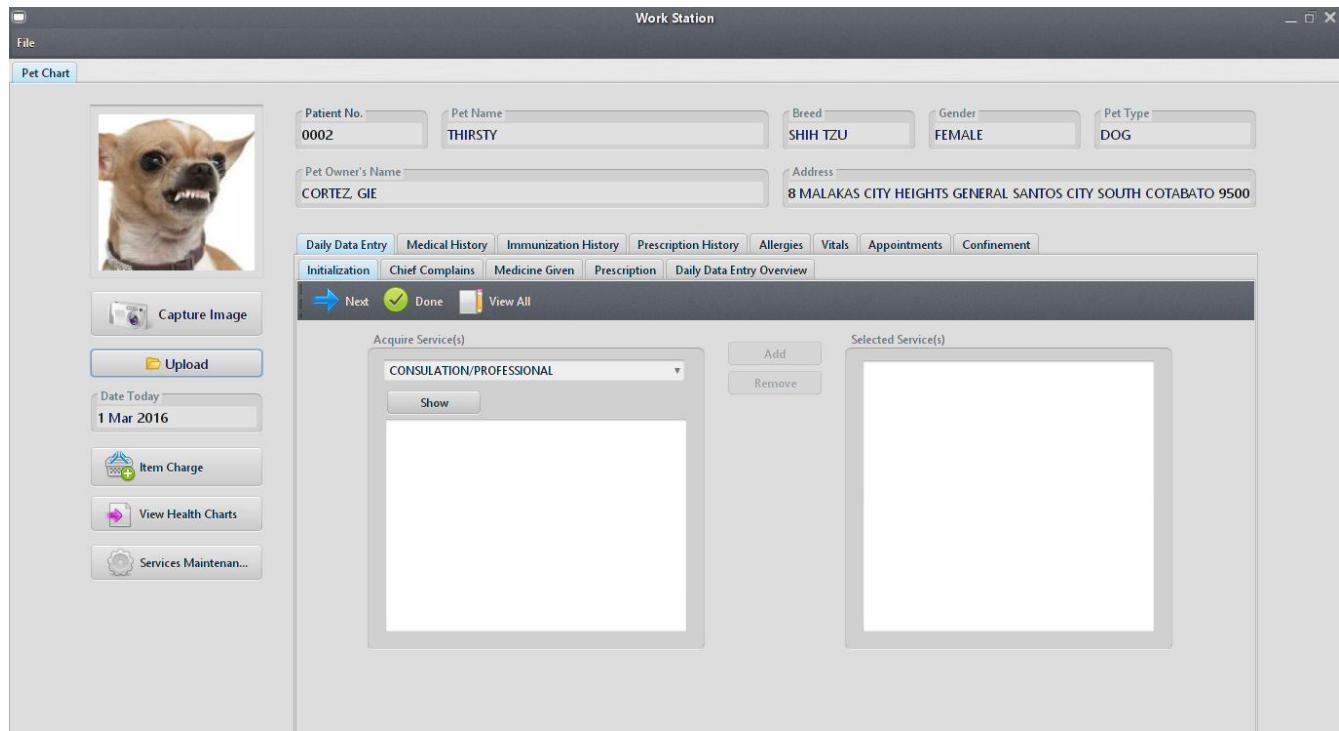


Once the Pet Chart frame will popup, type the last name of the pet owner, then choose the pet name you wish to enter on the **Choose Pet** list and click the **Enter** button. The

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enter button will be visible once the pet name has been selected.

The Workstation



The Workstation will be opened once the Enter button has been clicked. See the image above.

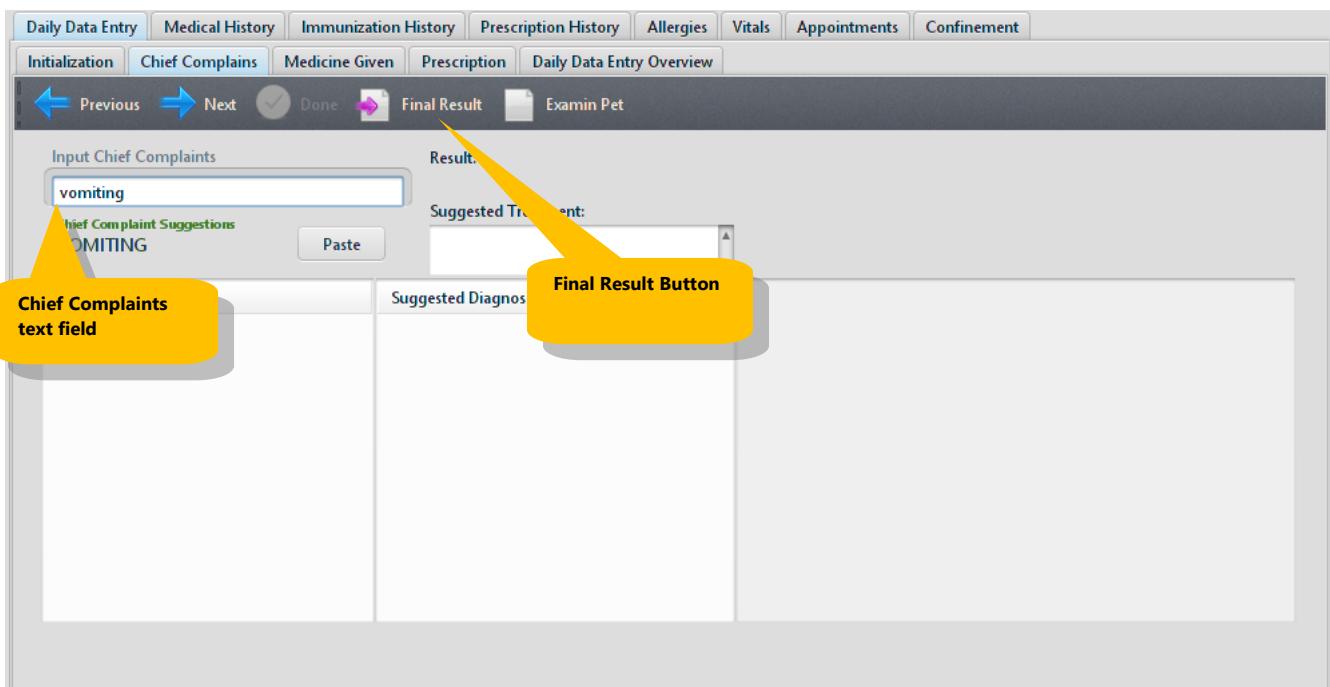
Pet Chart Initialization



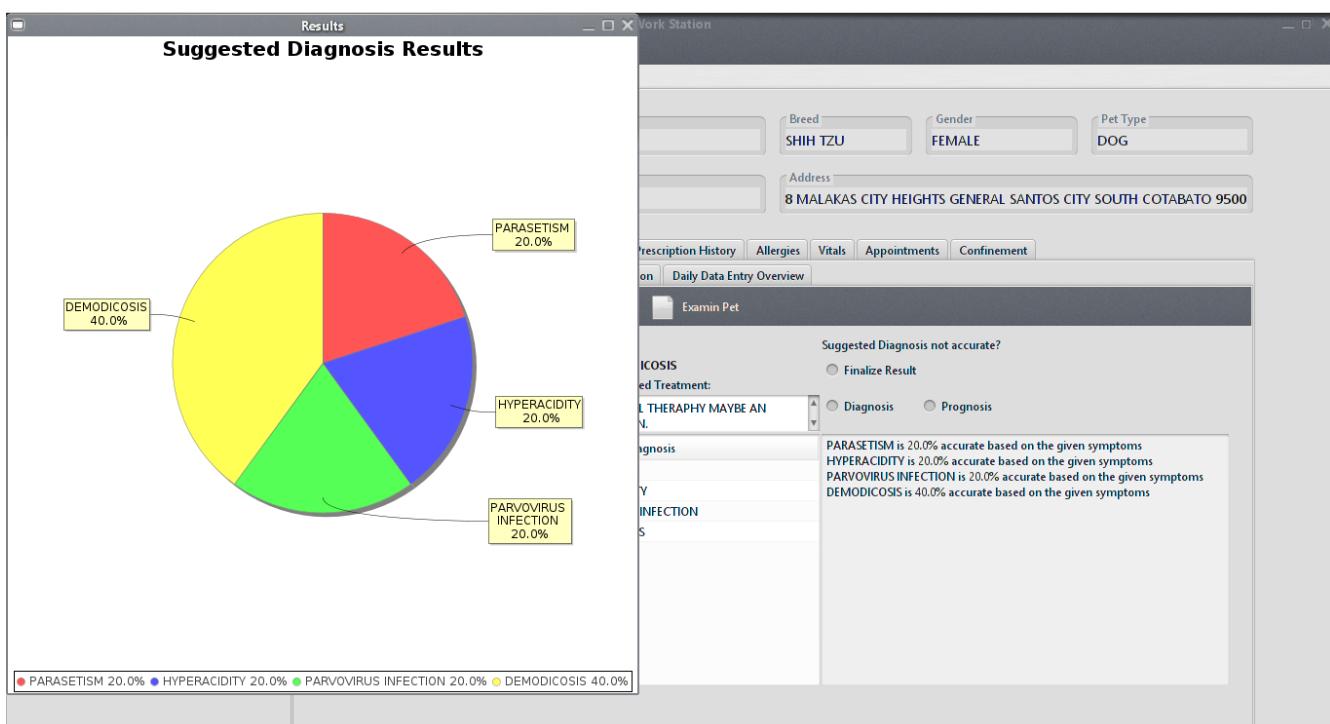
The **Initialization** tab will be the first selected tab from the **Daily Data Entry** main tab.

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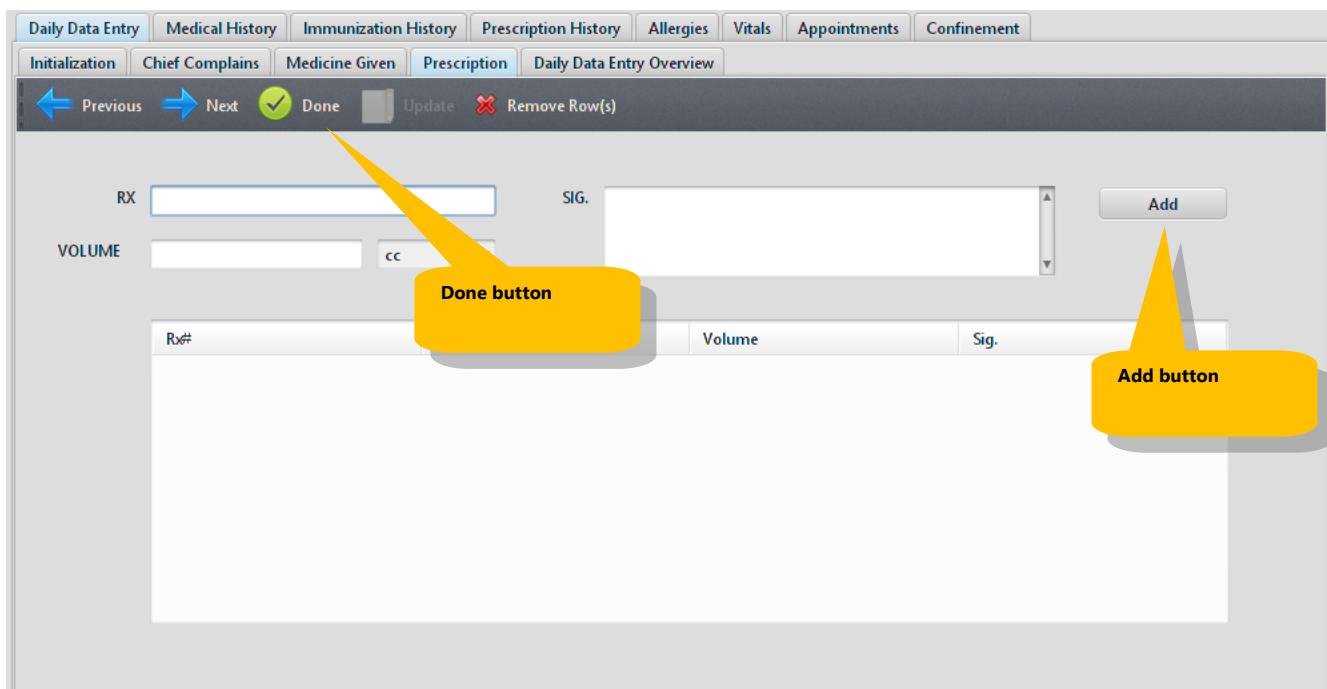
First step to do is to select what kind of service classification the pet will acquire on the **Acquire Service(s)** combo box and click the **Show** button. The list of services will be available on the list under the Show button. Select a service and click the **Add** button to add the service (You can also add multiple services). Once done selecting the service(s), click the **Done** button on the toolbar above the Initialization tab.



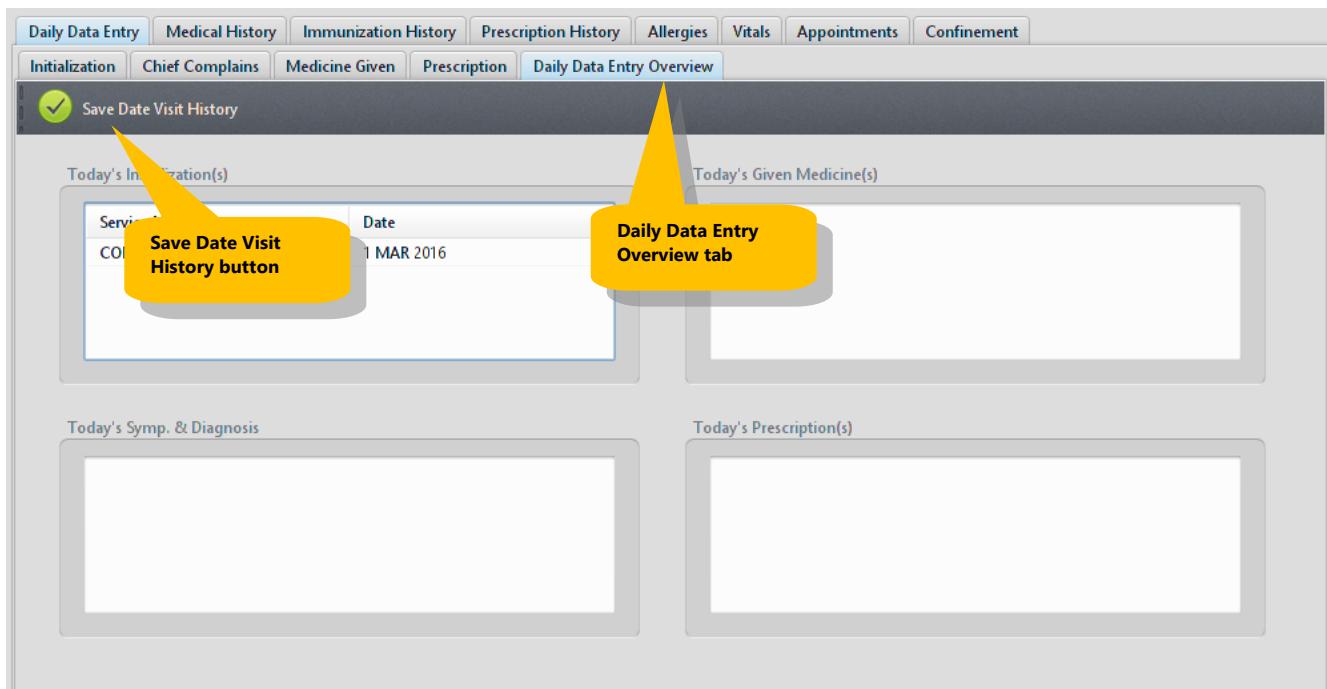
Once done, click the **Final Result** button to view the suggested diagnosis result.



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To add prescription information, type the prescription medicine name, the volume of the prescribed medicine, and signa of the prescription, then click the **Add** button, then click **Done** button. To add medicine given, do the same thing.

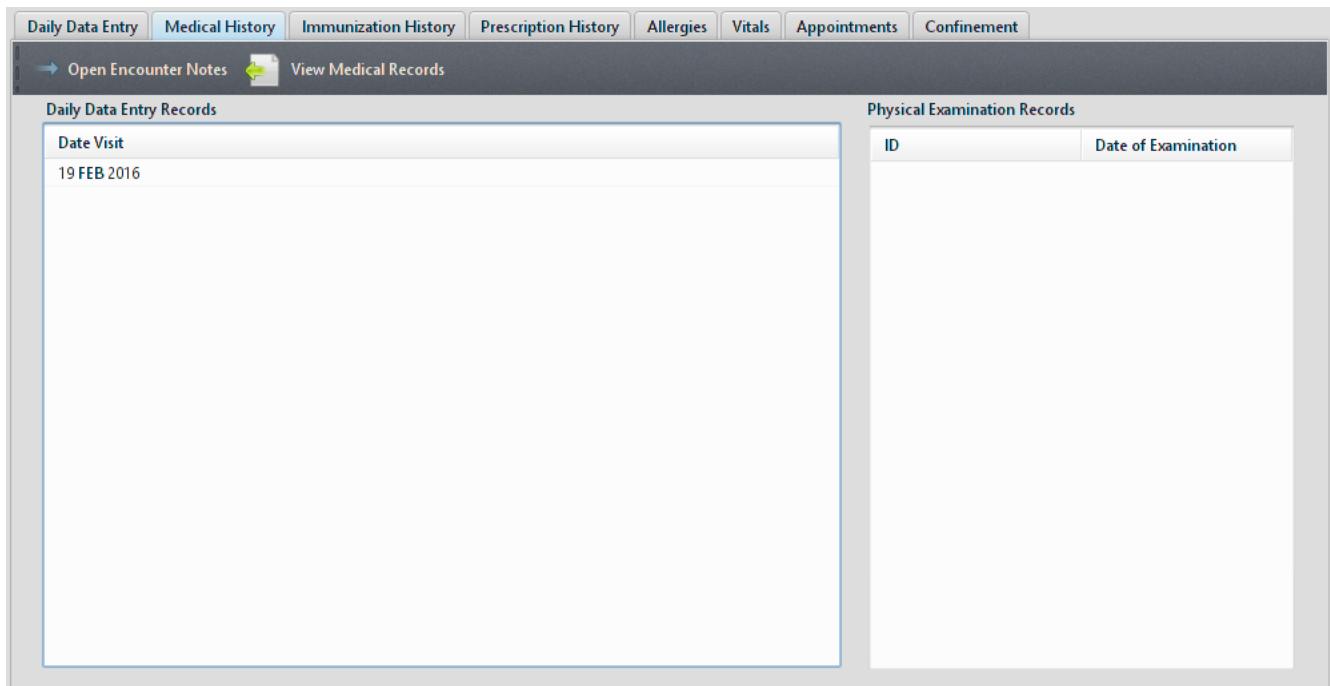


To view the overview of the Daily data entry, click the **Daily Data Entry Overview** tab

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and click **Save Date Visit History** button to save the information. Remember, once you have initialized a service, you won't be able to exit the Pet Chart form.

Medical History



To view the previous **Daily Data Entry** records, click a date on the **Date Visit** table. To view the Medical Record of the pet, click the **View Medical Records** button. Seen the image on page 23 to see a sample medical record report.

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JasperViewer

DADIANGAS HEIGHTS VETERINARY CLINIC

MEDICAL RECORDS

Name of Owner:	GIE CORTEZ	Name of Pet:	THIRSTY
Address:	TUAZON ST. BLK 8 MALAKAS CITY HEIGHTS GENERAL SANTOS CITY	Breed:	SHIH TZU
Contact No:	+639228709660	Birthdate/Age:	24 / AUG / 2009 / 6
		Color/Markings:	TRI COLOR

DATE	REMARKS
19 FEB 2016	SERVICES: 5 IN 1, 5 IN 1, RABIES SYMPTOMS: DIAGNOSIS: PROGNOSIS: GIVEN MED.: PRESCRIPTION:
19 FEB 2016	SERVICES: 5 IN 1, 5 IN 1, RABIES, NAIL CLIPPING (REGULAR) SYMPTOMS: DIAGNOSIS: PROGNOSIS: GIVEN MED.: PRESCRIPTION:

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Immunization History

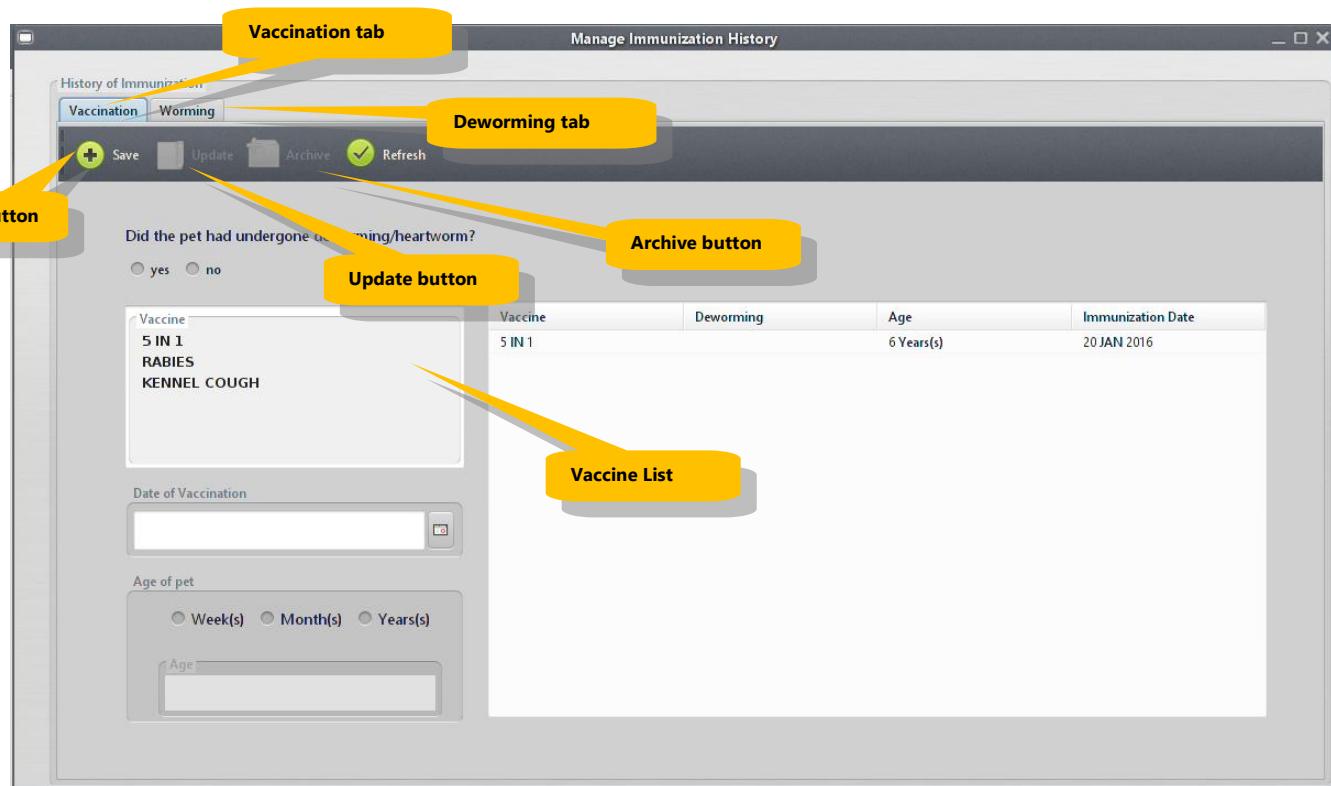
Daily Data Entry Medical History Immunization History Prescription History Allergies Vitals Appointments Confinement

Manage Immunization History

Vaccine	Deworming	Age	Immunization Date
5 IN 1		6 Years(s)	20 JAN 2016

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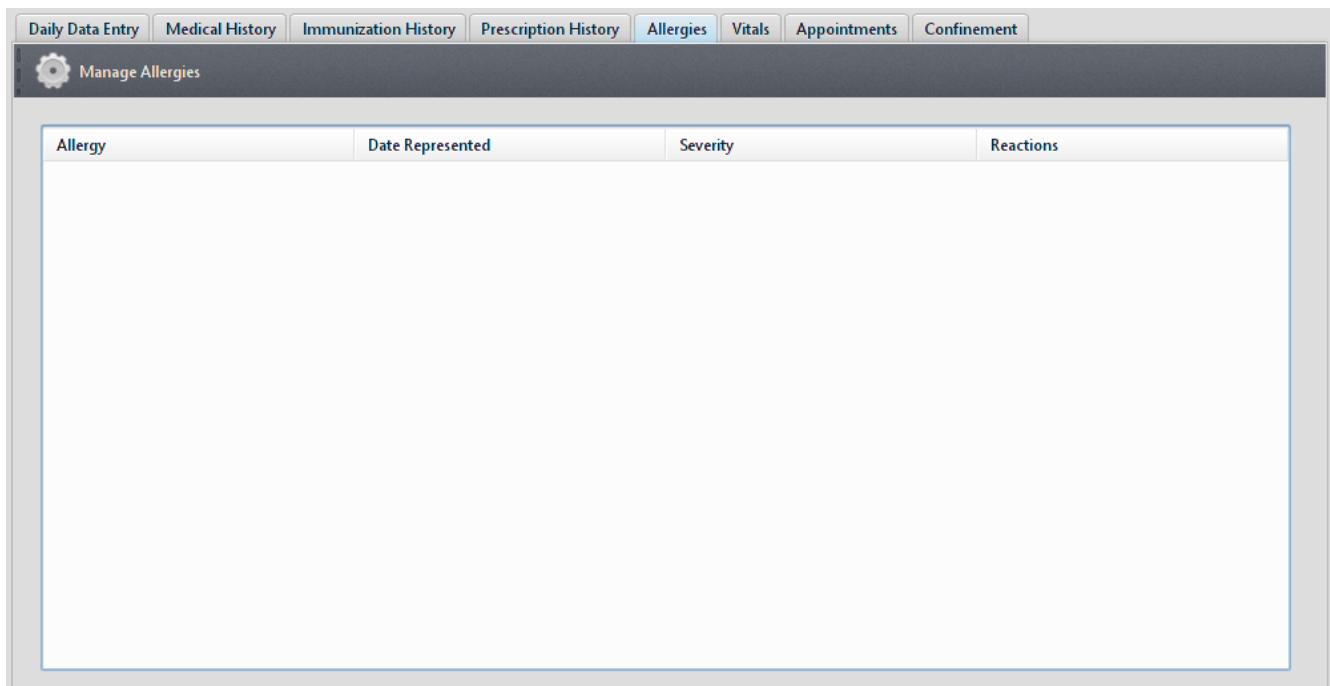
To add an immunization data, click the **Manage Immunization History** button.



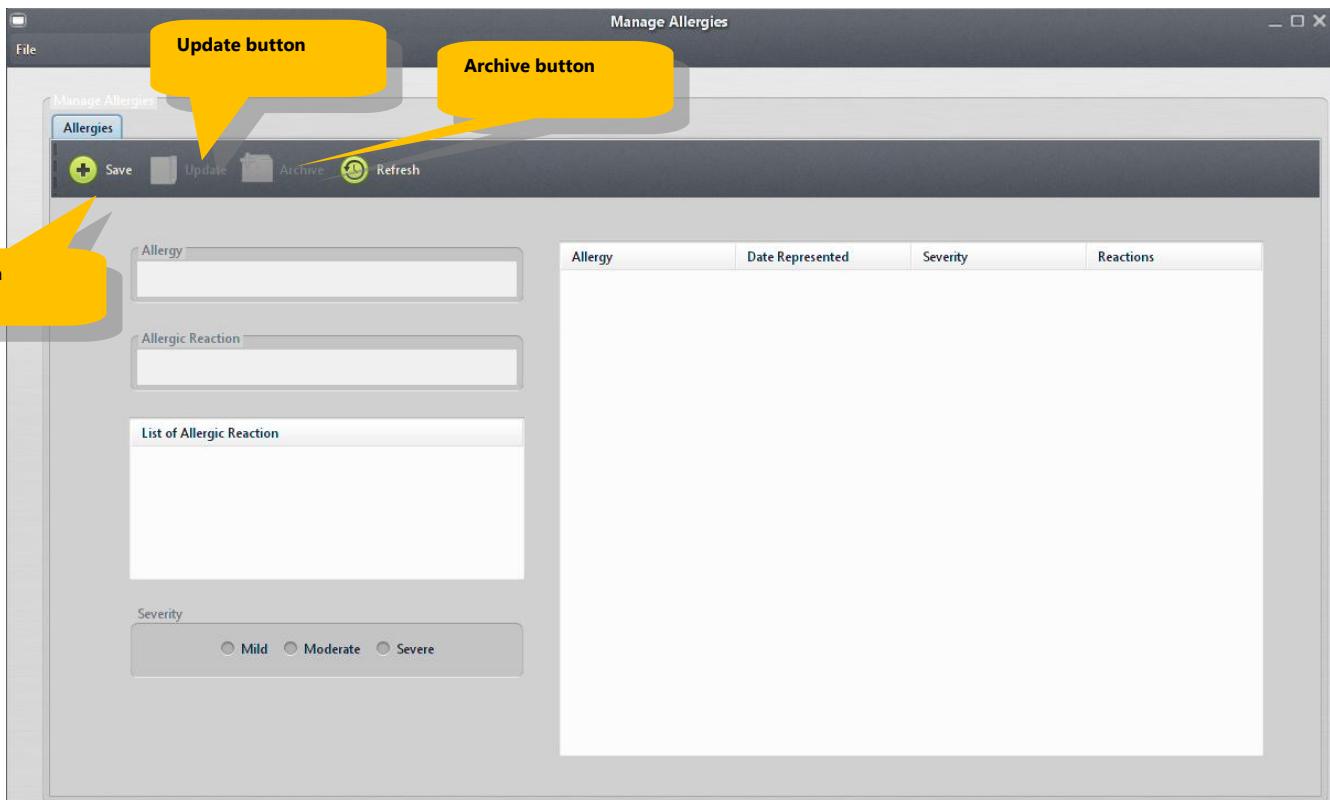
To add new vaccination data, choose between **Yes** or **No** radio button if the pet had or had not undergone a deworming, then select a vaccine type on the **Vaccine** list. Next, choose the date of vaccination and lastly select the age of the pet during the vaccination and click **Save** button. To **Update** a vaccination data, choose a row of data on the table and edit the fields you wish to update and click the **Update** button. To Archive a vaccination data, choose a row of data on the table and edit the fields you wish to update and click the **Archive** button.

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Allergies



To add an allergy data, click the **Manage Allergies** button.



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To add an allergy data, type an allergy name on the **Allergy** field, then type the allergic reaction on the **Allergic Reaction** field and press **ENTER** button to put it on the **List of Allergic Reaction** table. Then, choose the severity of the allergic reaction on the **Severity** radio buttons.

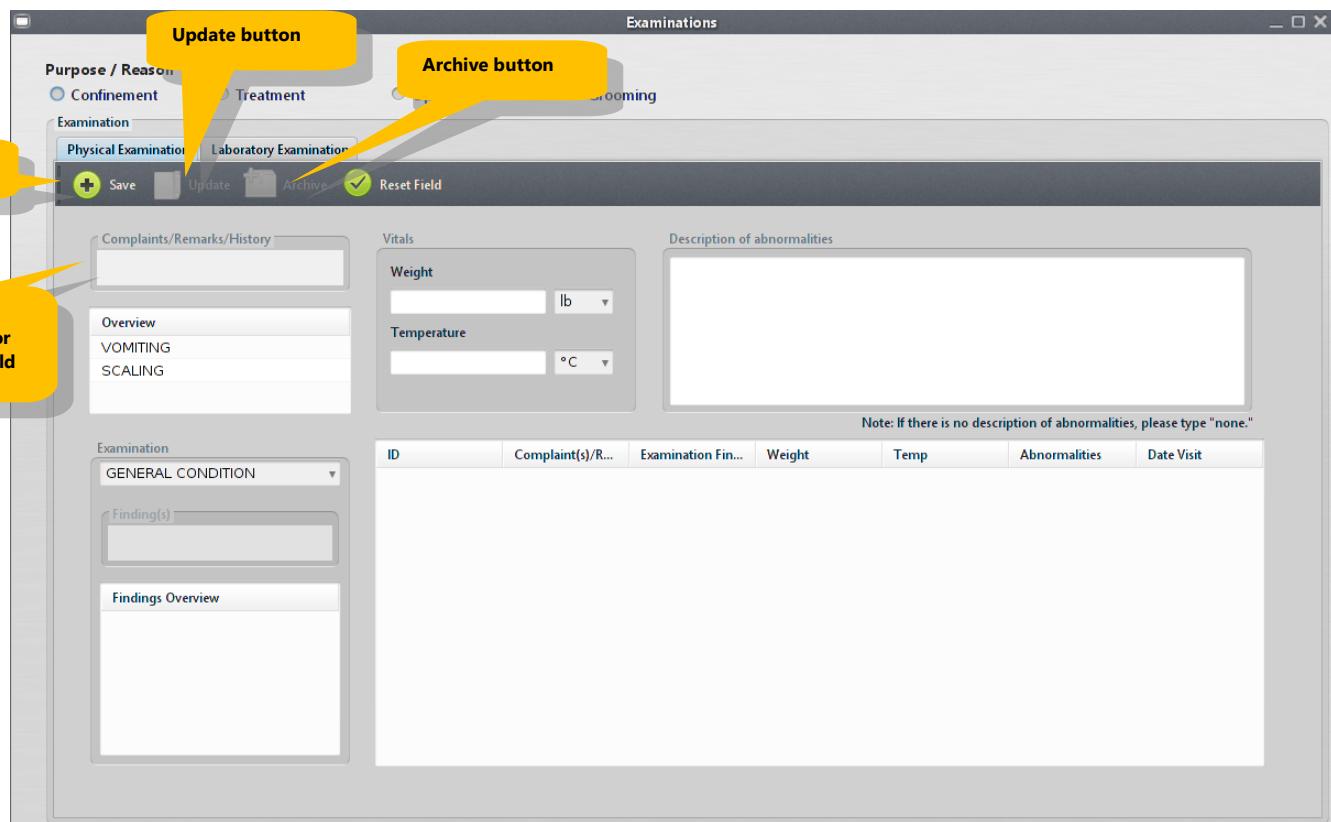
To **Update** an allergy data, select a data on the table and edit a field you wish to update and click the **Update** button. To **Archive** an allergy data, select a data on the table and click the **Archive** button.

Vitals

The screenshot shows a software application window titled "Vitals". At the top, there is a navigation bar with several tabs: "Daily Data Entry", "Medical History", "Immunization History", "Prescription History", "Allergies", "Vitals" (which is highlighted in blue), "Appointments", and "Confinement". Below the navigation bar is a toolbar with a gear icon and the text "Manage Examination". The main area is a large, empty table with three columns: "Weight", "Temp", and "Date Visit". The entire interface has a clean, modern design with a light gray background and blue accents for active tabs.

To add a vital data, click the **Manage Examination** button.

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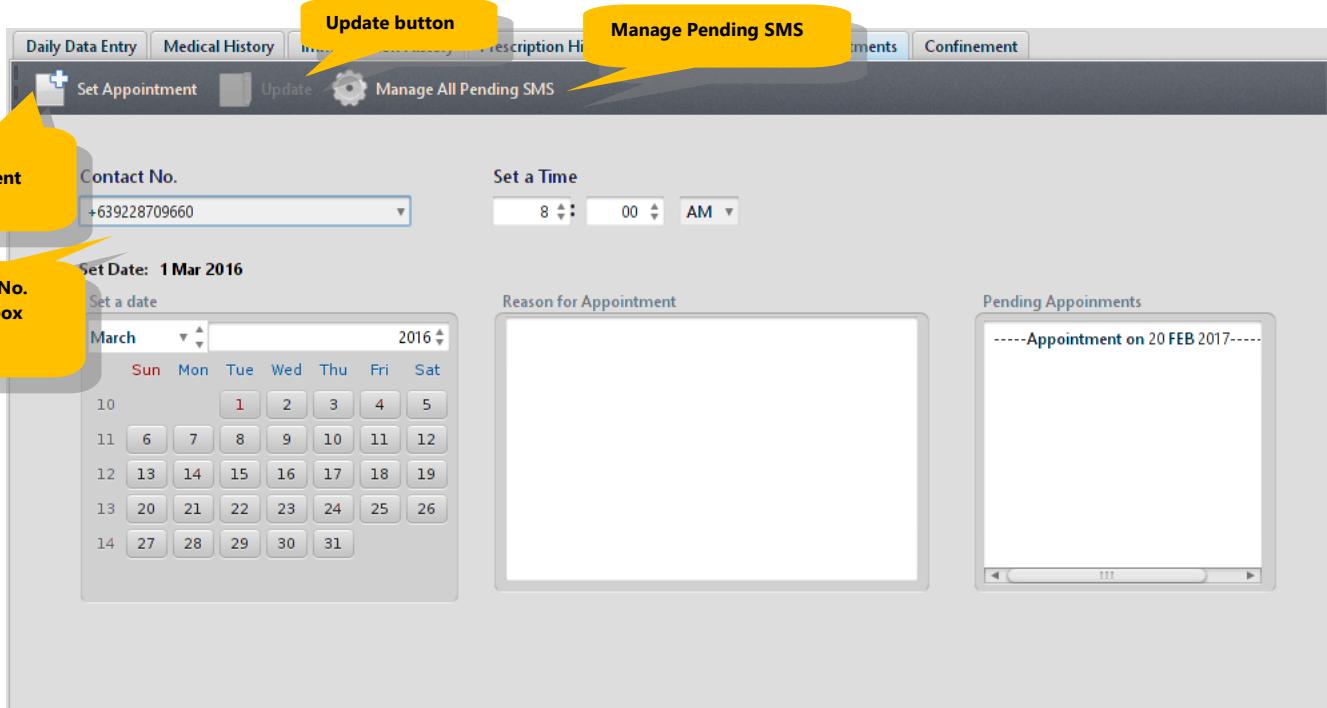
To add a physical examination data, choose on the **Purpose** or **Reason** radio buttons above. Then, type a chief complaint and hit **ENTER** button to add it on the **Overview** table. Choose an examination on the **Examination** combo box and type its findings on the **Findings** field and hit **ENTER** button to add it on the **Findings Overview** table. Remember that the physical examination is also connected to the Chief Complaints tab on the Initialization.

To update a physical examination, select a data on the table and edit a field you wish to update and hit the **Update** button. To Archive a physical examination, select a data on the table and hit the **Archive** button.

To add and manage a physical examination data, to the same steps on the physical examination with the exception of selecting the **Purpose** or **Reason** radio buttons.

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Appointments

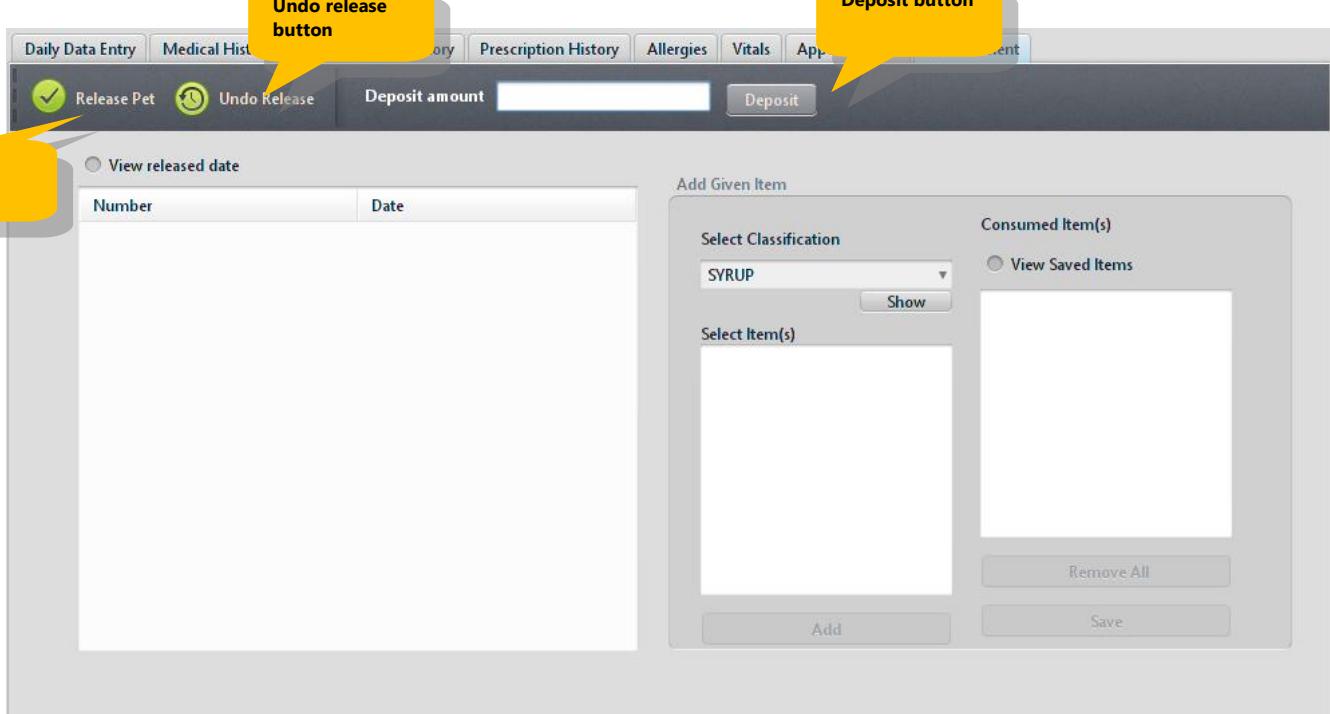


To add an appointment, select a contact number on the **Contact No.** combo box. Then, select a specific date of appointment on the **Set Date** chooser and the time of the appointment on the **Set a Time** chooser. Lastly, input a reason for appointment on the **Reason for Appointment** text area. To update, select an appointment on the **Pending Appointments** list, and edit a field you wish to update and select the **Update** button.

Once an appointment has been saved, an automatic SMS notification will be prepared by the system to be sent to the pet owner three days earlier to the actual date for any adjustments options that would happen. To **Manage** pending SMS Notifications, select the **Manage All Pending SMS** button.

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Confinement

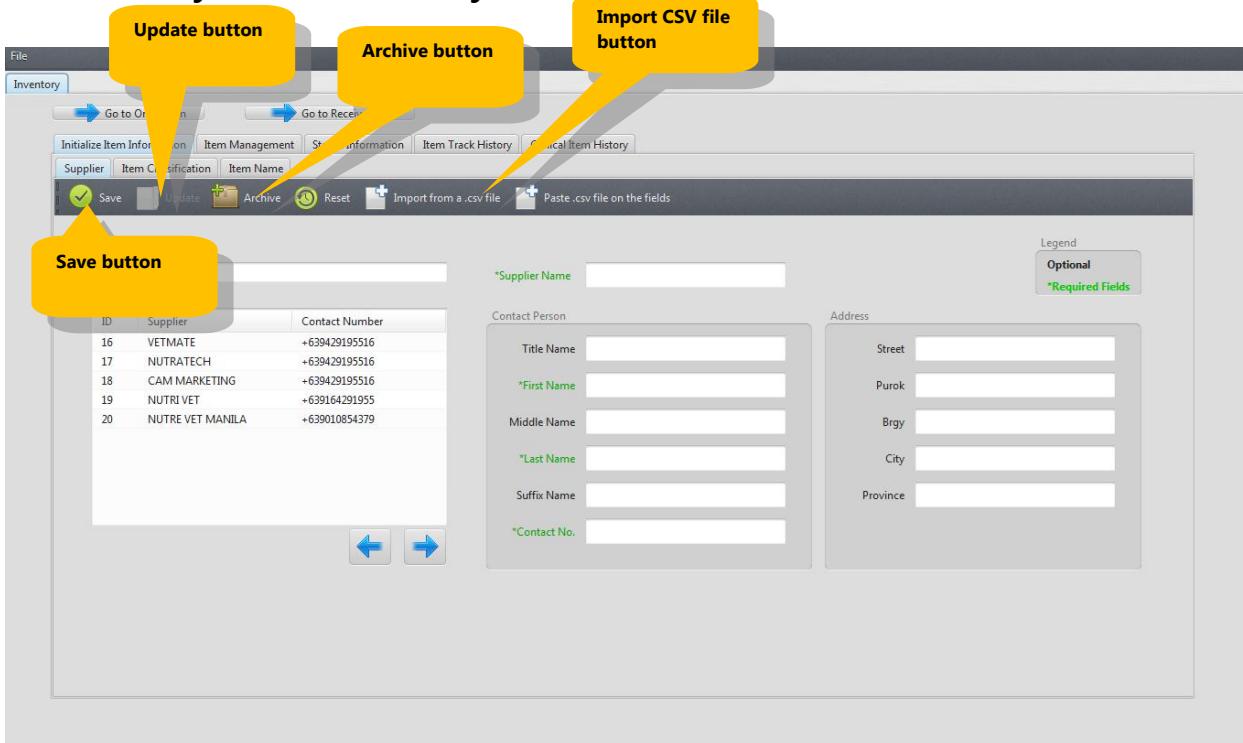


To add a confinement information, on the examinations frame select a **Confinement** Purpose or Reason radio button and save the information with physical and laboratory examination data. The confinement will be automatically activated by the system.

To **Release** a pet from confinement, select a confinement number and date on the table and click the **Release Pet** button. To Undo a confinement, select the **View Released date** radio button, and click the **Undo Release** button.

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The Inventory Information Entry



Adding a new Supplier information

To add new supplier information, fill all the required fields with a green color and click the **Save** button.

Updating a Supplier Information

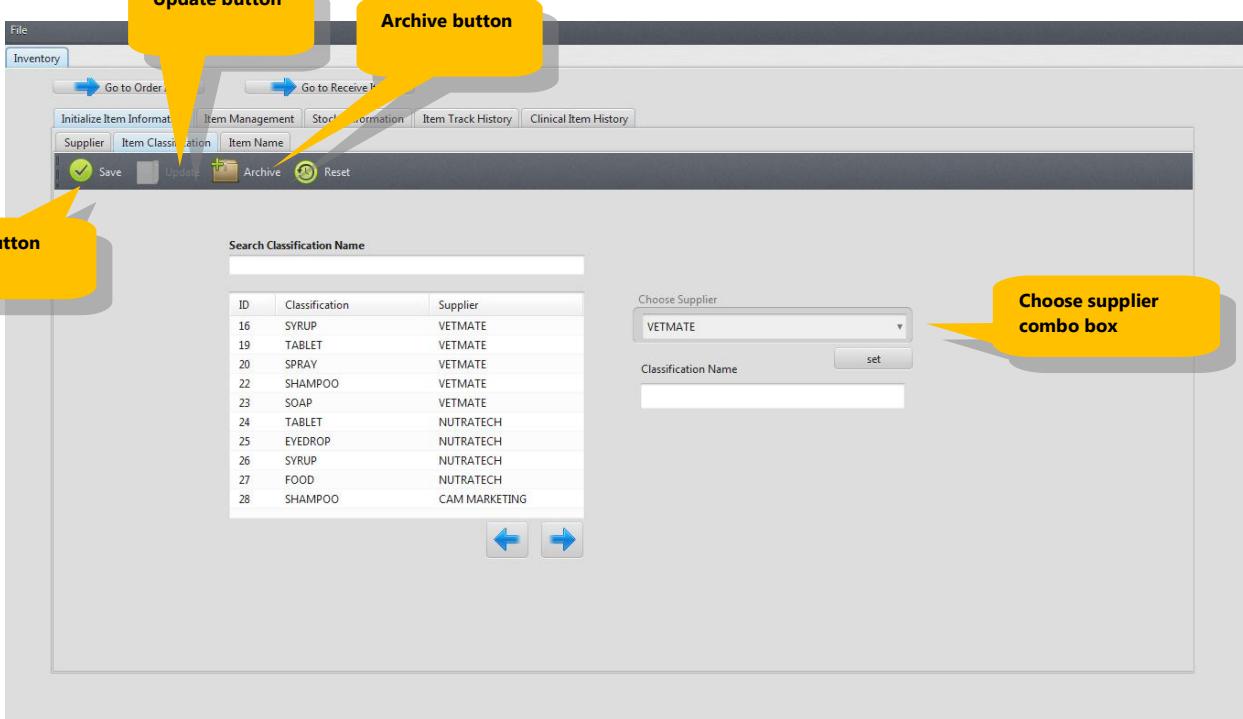
First, click the name of the supplier in the table and edit the data you wish to update and click the **Update** button.

Archiving a Supplier Information

To **Archive** supplier information, click the name of the supplier in the table you wish to archive and click the **Archive** button.

You can use also the **Search** field for searching the specific supplier and the **Next** and **Previous** button. Click **Import from a CSV.file** button to import the supplier information from Ms Excel.

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Adding a new Classification information

To add new classification information, select the supplier name on the **Choose Supplier**>click the **Set** button > write the classification name in the **Classification Name** fields and click the **Save** button.

Updating a Classification Information

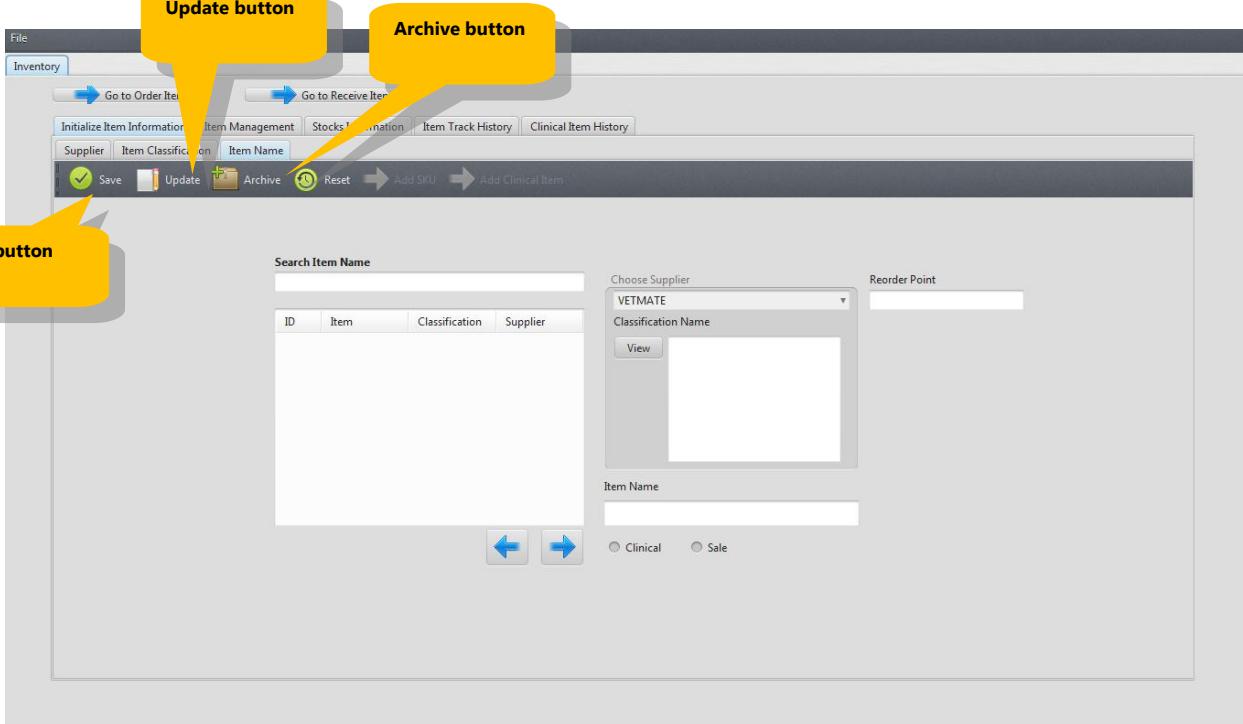
First, click the name of the classification in the table and edit the data you wish to update and click the **Update** button.

Archiving a Classification Information

To **Archive** classification information, click the name of the classification in the table you wish to archive and click the **Archive** button.

You can use also the **Search** field for searching the specific classification and the **Next** and **Previous** button.

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Adding a new Item information

To add new item information, select the supplier name on the **Choose Supplier** > click the **View** button to view the list of classification > write the item name in the **Item Name** fields > click **Clinical** if the item is for clinical and the **Sale** if the item is for sale > set also the quantity for the reorder point of the item on the **Reorder point** fields and click the **Save** button.

Updating an Item Information

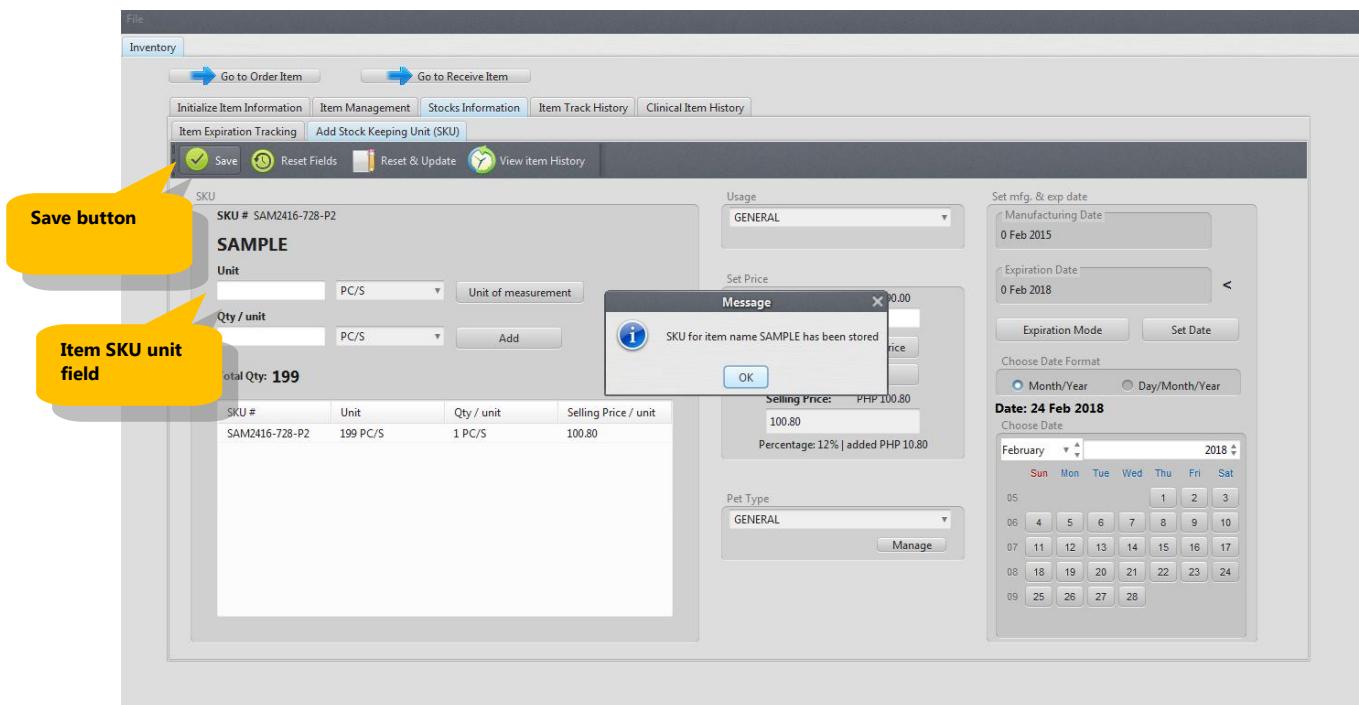
First, click the item name in the table and edit the data you wish to update and click the **Update** button.

Archiving an Item Information

To **Archive** item information, click the item name in the table you wish to archive and click the **Archive** button.

You can also use the **Search** field for searching the specific item and the **Next** and **Previous** button. After you add an item you can add **Stock Keeping Unit**. If the item is for sale click the **Add SKU** button and for the clinical item, click the **Add Clinical Item** button.

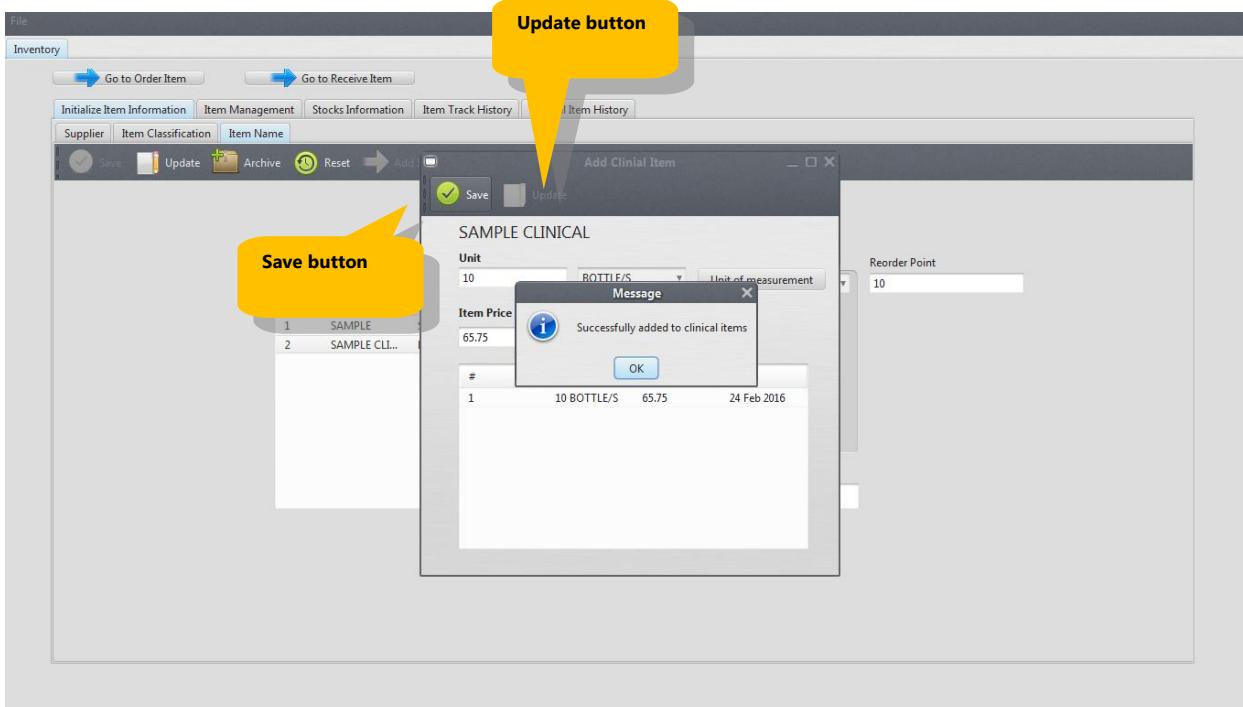
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Adding Stock Keeping Unit (SKU)

To add SKU, select and set the usage of item on the **Usage**. >input the supplier price of the item on the **Set Price** and you can markup the supplier price in percentage or exact value. >Select and set the pet/s type to allow to use the item on the **Pet Type** and you can add other pet type if it is not existing in the list by simply clicking the **Manage** button and add another pet type. Select the formats of the date on **Choose Date Format** >choose the manufacturing date in the calendar and click the **Set Date** button. >Click the **Manufacturing Mode** button and choose the expiration date in the calendar and click the **Set Date** button. For adding quantity of the item, set the quantity and the unit of the item on the **Unit** and click the **Unit of measurement** for adding another unit of the item in the list.

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Adding a quantity of the clinical item

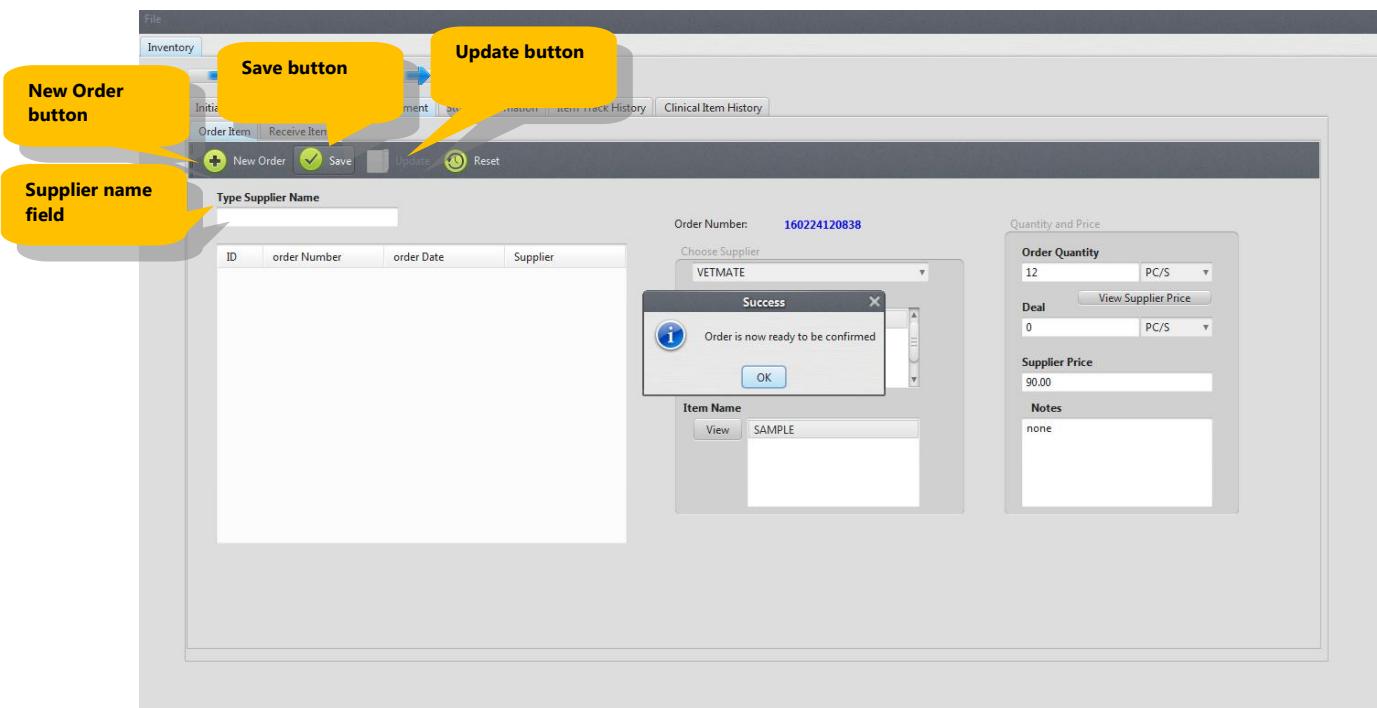
For adding quantity of the clinical item, set the quantity and the unit of the item on the **Unit**.

>Click the **Unit of measurement** for adding another unit of the item in the list.> Set the supplier price of the clinical item on **Item Price** and click the **Save** button.

Updating a quantity of the clinical item

First, click the item name in the table and edit the data you wish to update and click the **Update** button.

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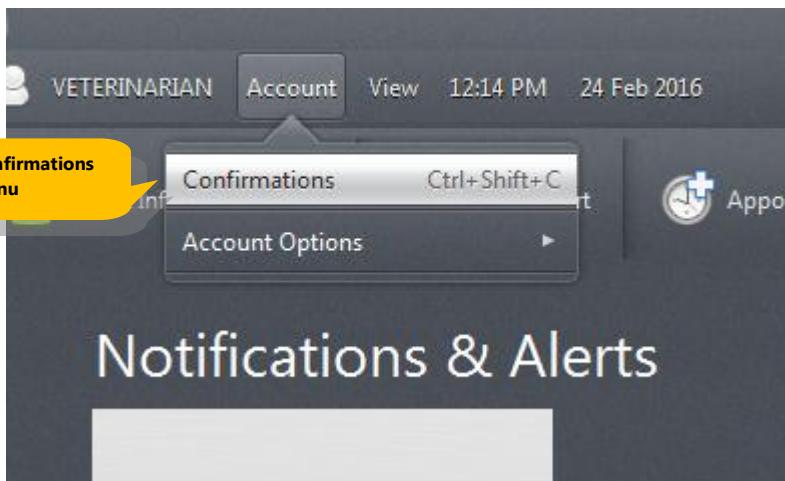


Create Purchase Order

First click the **New Order** button to generate the order number. >Click the **view button** on **Classification Name** to view the list of classification and click the classification name. > Click the **view button** on **Item Name** to view and the list of item and click the item name. >Set the number of quantity to order and the unit on **Order Quantity**. >Click the **View Supplier Price** button to view the supplier price per unit. You can add the number of deal and also, the note.

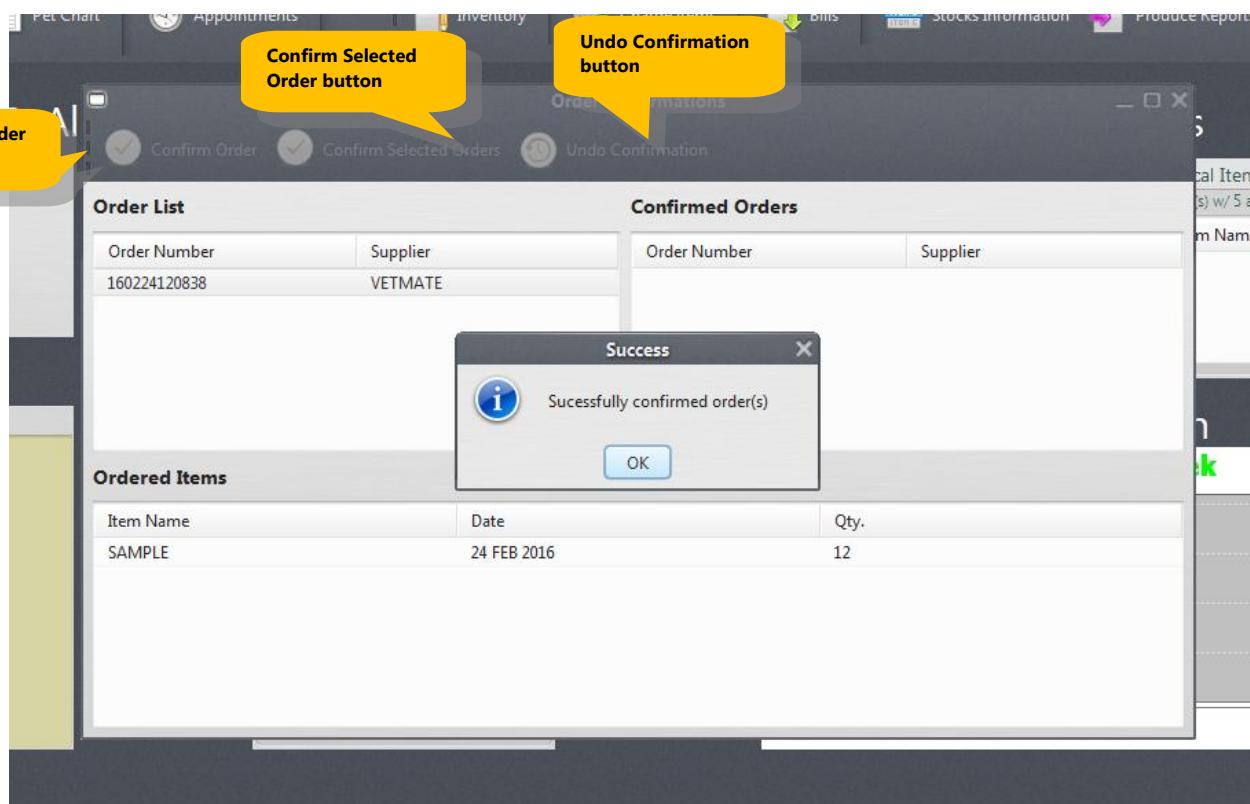
Updating a quantity of the clinical item

First, click the item name in the table and edit the data you wish to update and click the **Update** button.



Note: The purchase orders need to confirm by the veterinarian.

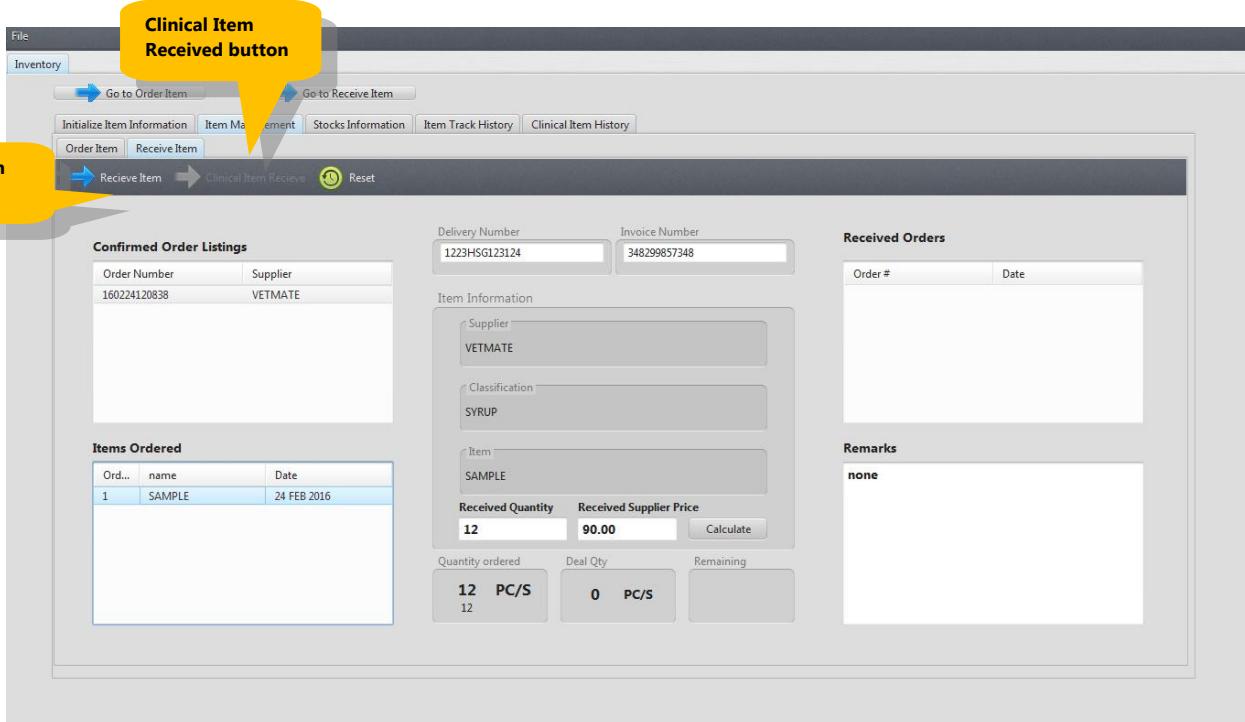
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Confirm Purchase Order

Click the **Order Number** on the **Order List** and the list of item, order date and the quantity will be viewed on **Order Items**. >Click the **Confirm Order** button if you want to confirm all the items and click the **Confirm Selected Orders** button for the selected item you want to confirm. >You can also use the **Undo Confirmation** button.

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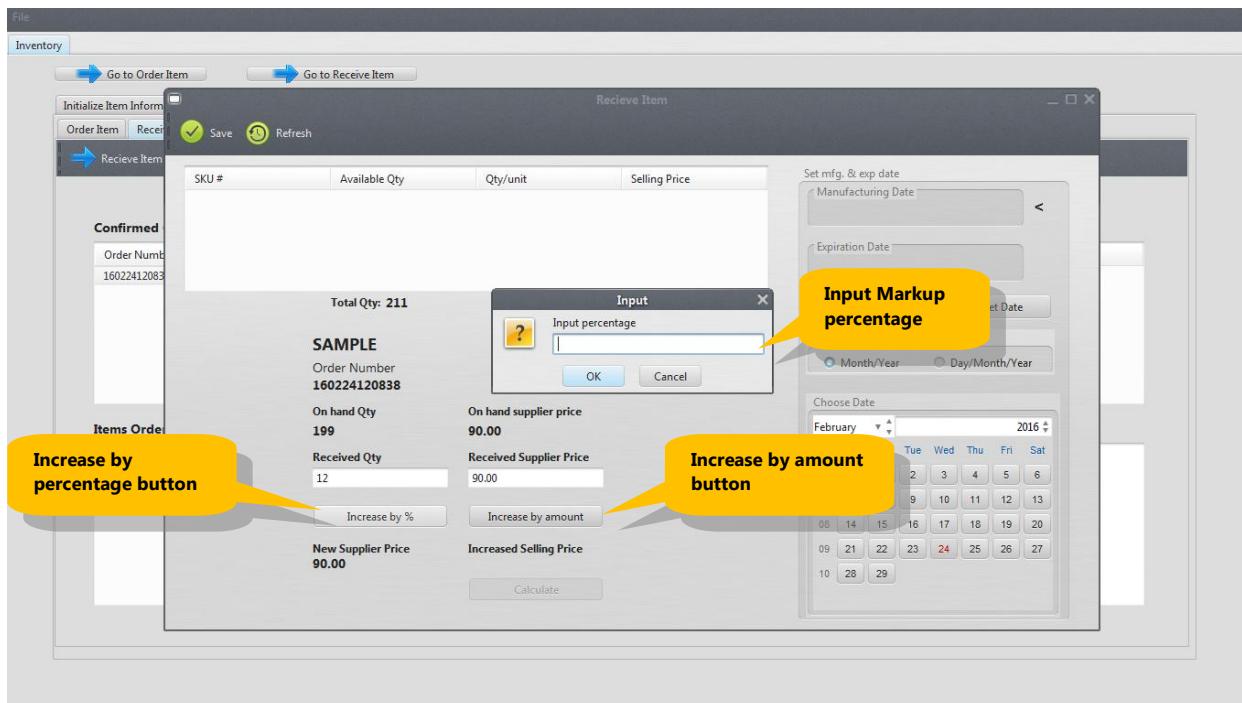


Receive Order

To receive the order items, click the order number on **Confirmed Order Listings**. > The entire items under that order number can be viewed on **Items Ordered** and it will receive one by one.

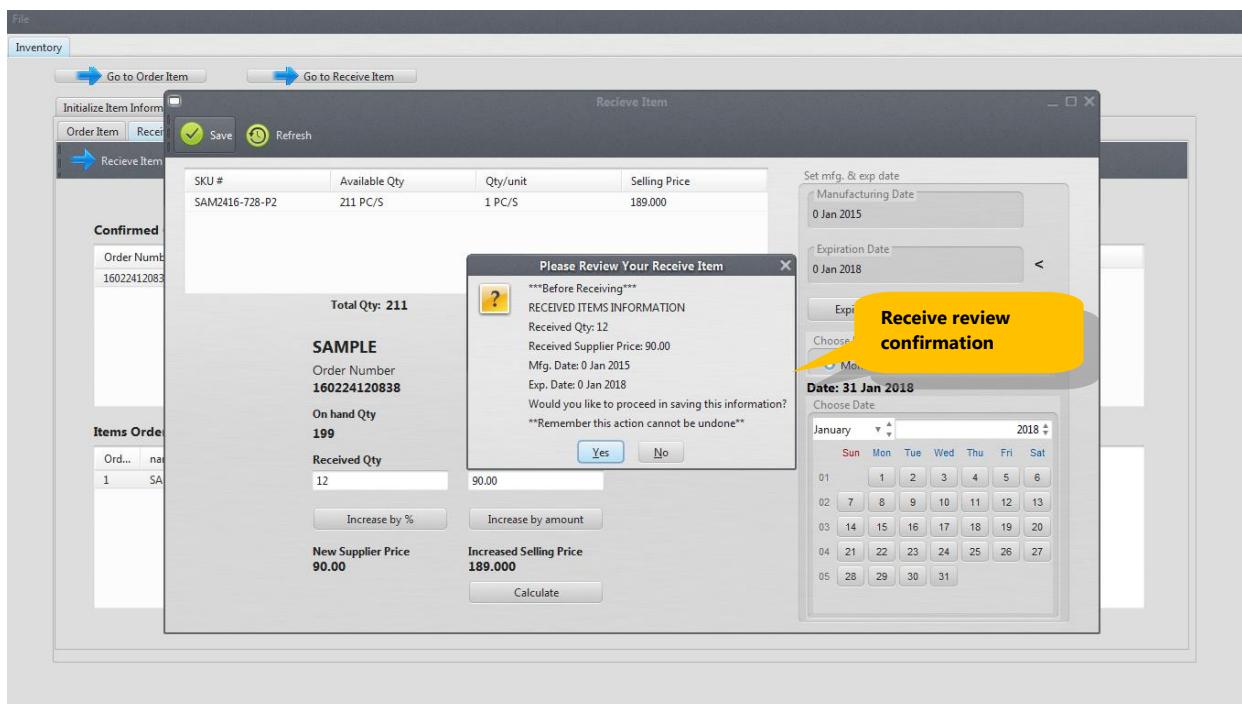
Input the delivery number and invoice number on the fields given and input the actual quantity receive on **Received Quantity**. If the supplier price changes, input the new supplier price on **Received Supplier Price** and click the **Calculate** button to convert the supplier price into pieces' price for the average costing. >Then, click the **Receive Item** and for clinical item click the **Receive Clinical Item** button.

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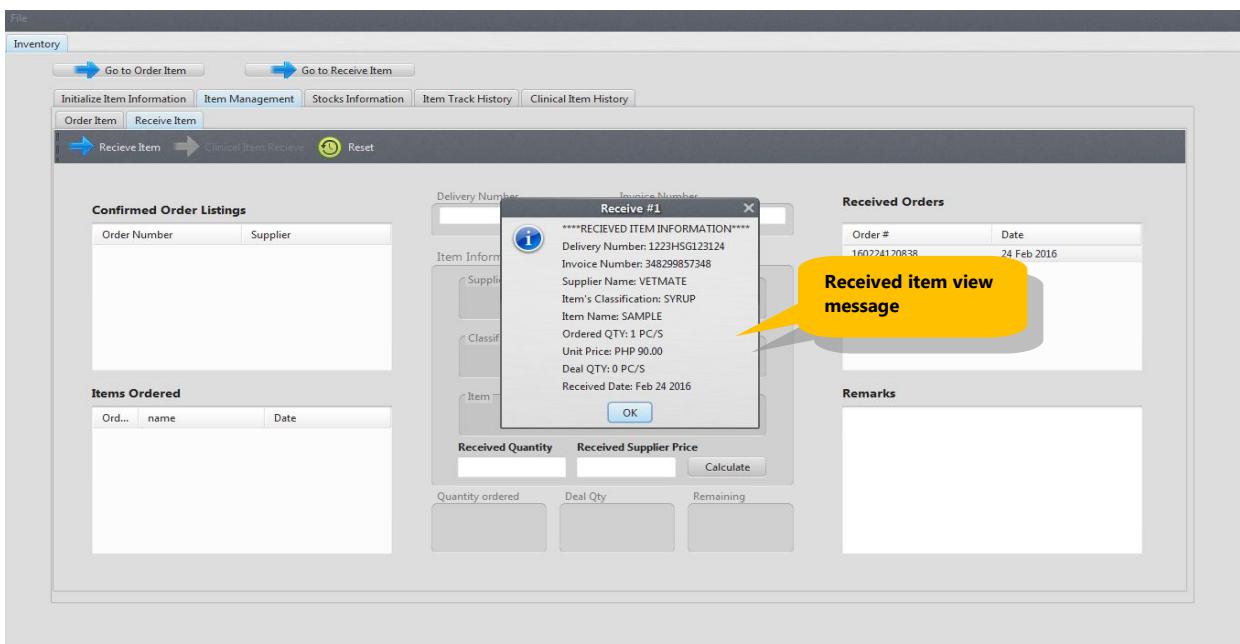


Receive Item Selling Price

You can markup the supplier price with smallest unit in percentage or exact value and click the **Calculate** button for the average costing. > Select the formats of the date on **Choose Date Format** > choose the manufacturing date in the calendar and click the **Set Date** button. Click the **Manufacturing Mode** button and choose the expiration date in the calendar and click the **Set Date** button. > Click the **Save** button to view and save the items.

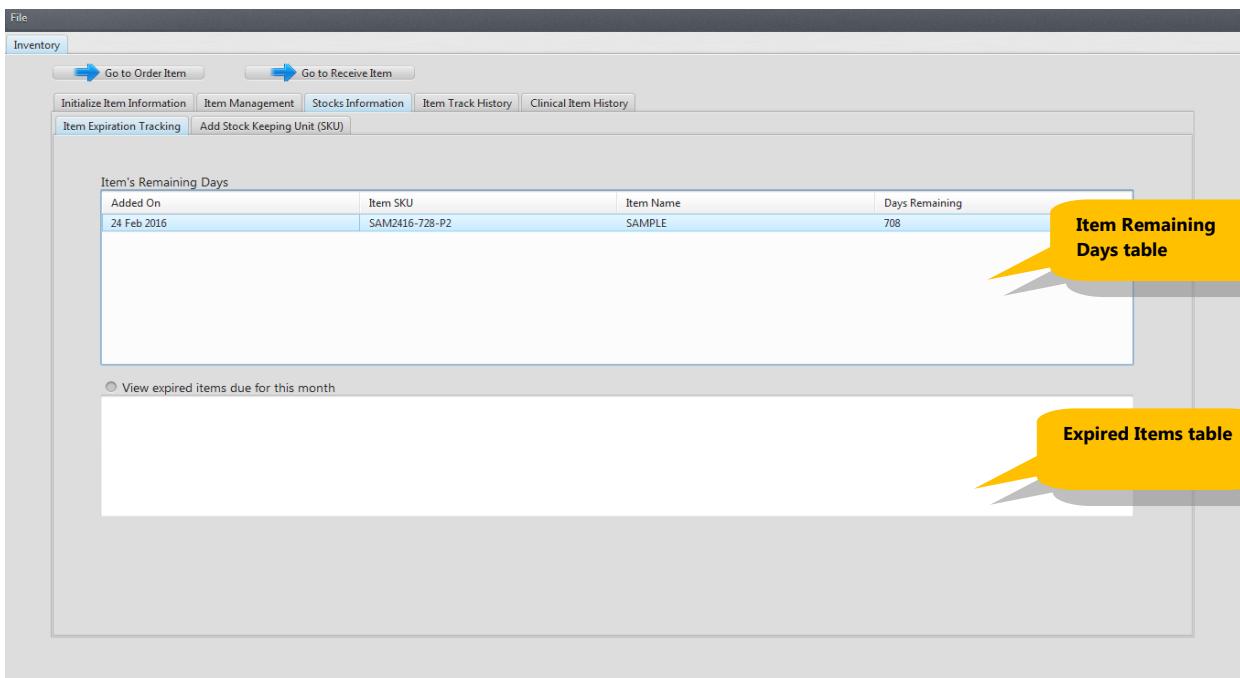


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View Receive Item

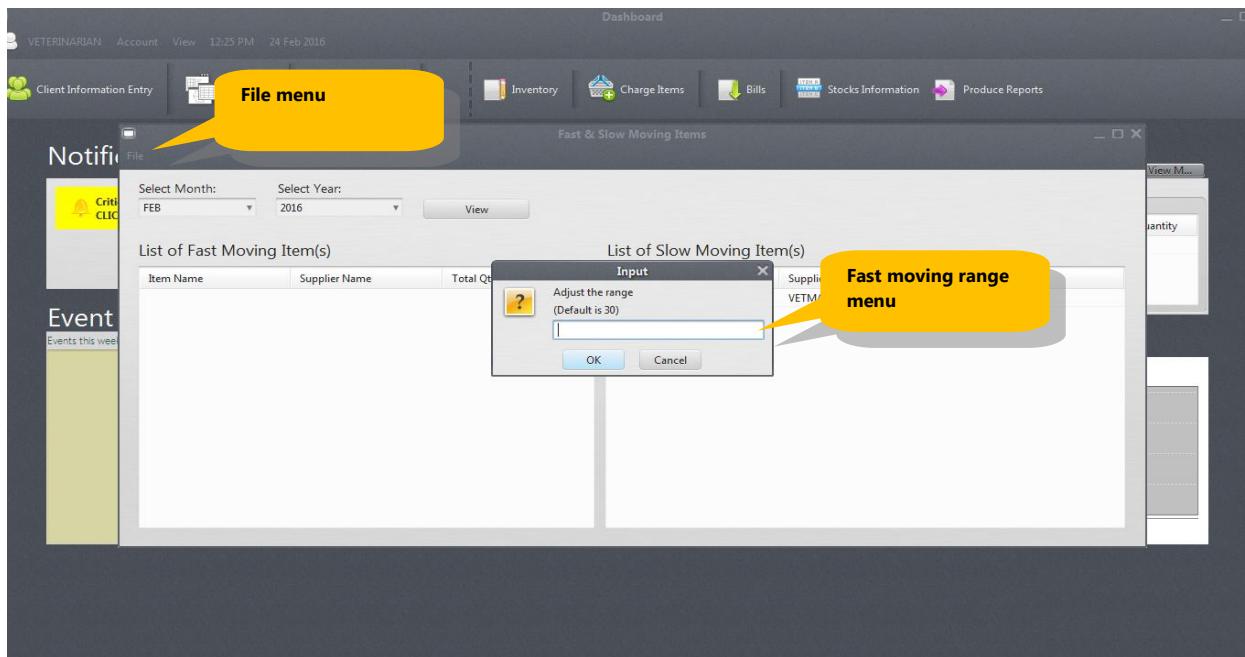
To view all the item, receive, click the order number on **Received Orders**.



View Item Expiration

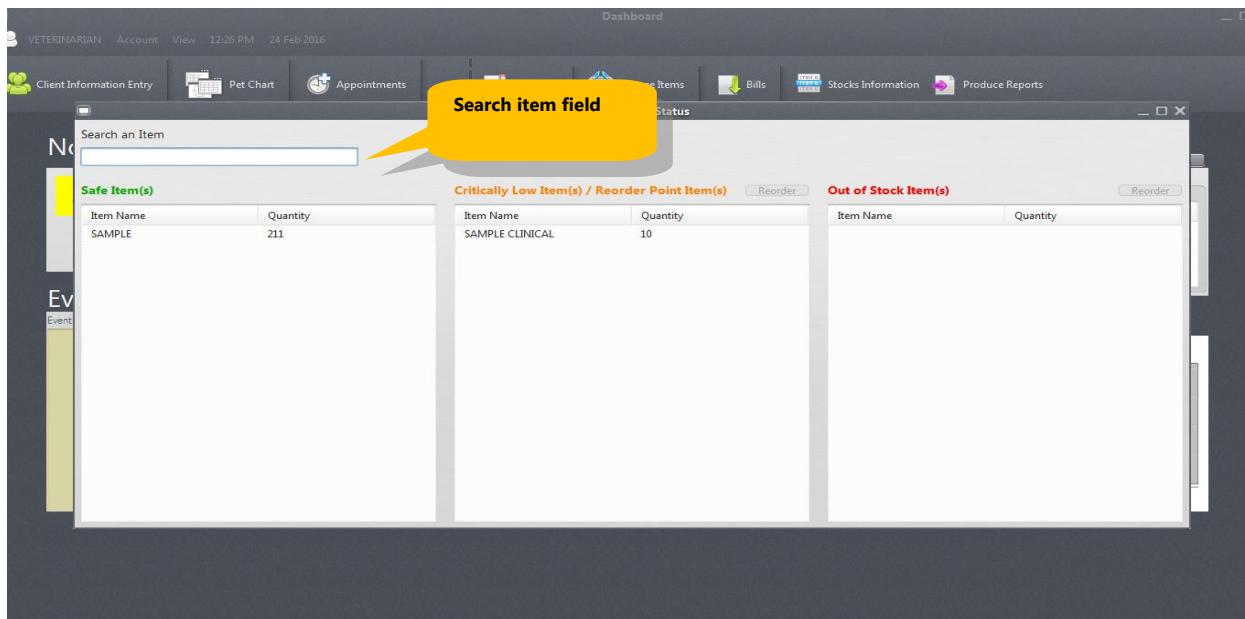
In the first table on the image above shows the manufacturing date and the remaining days of the item and the second table will show the expired item.

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View the Fast and the Slow Moving Items

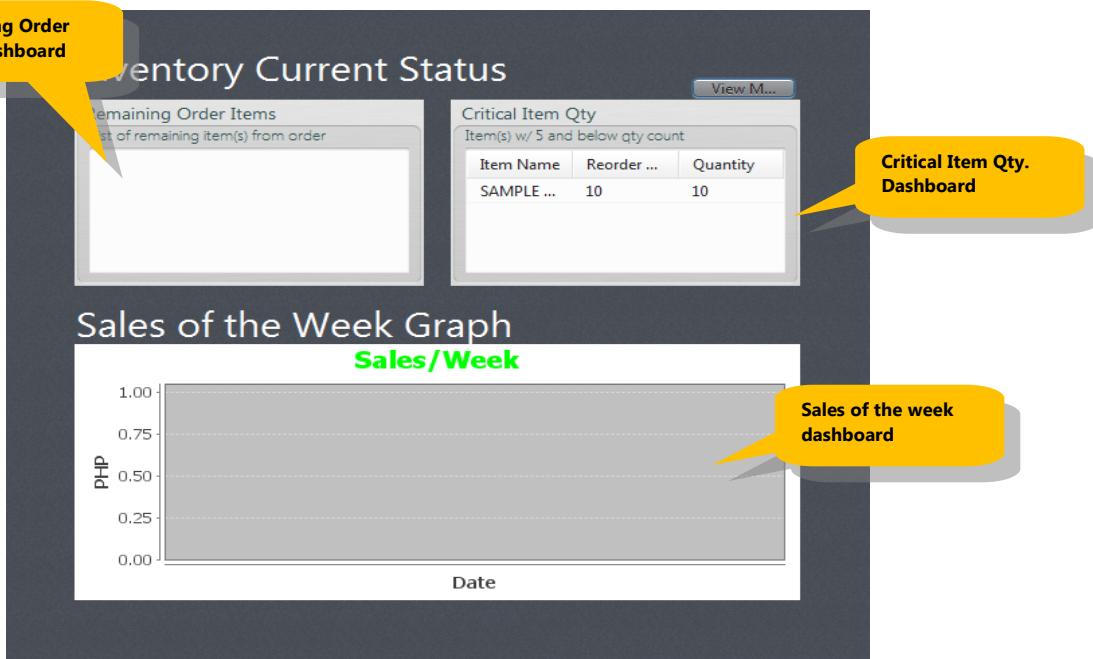
Click the **File** to set the quantity range of fast moving items.



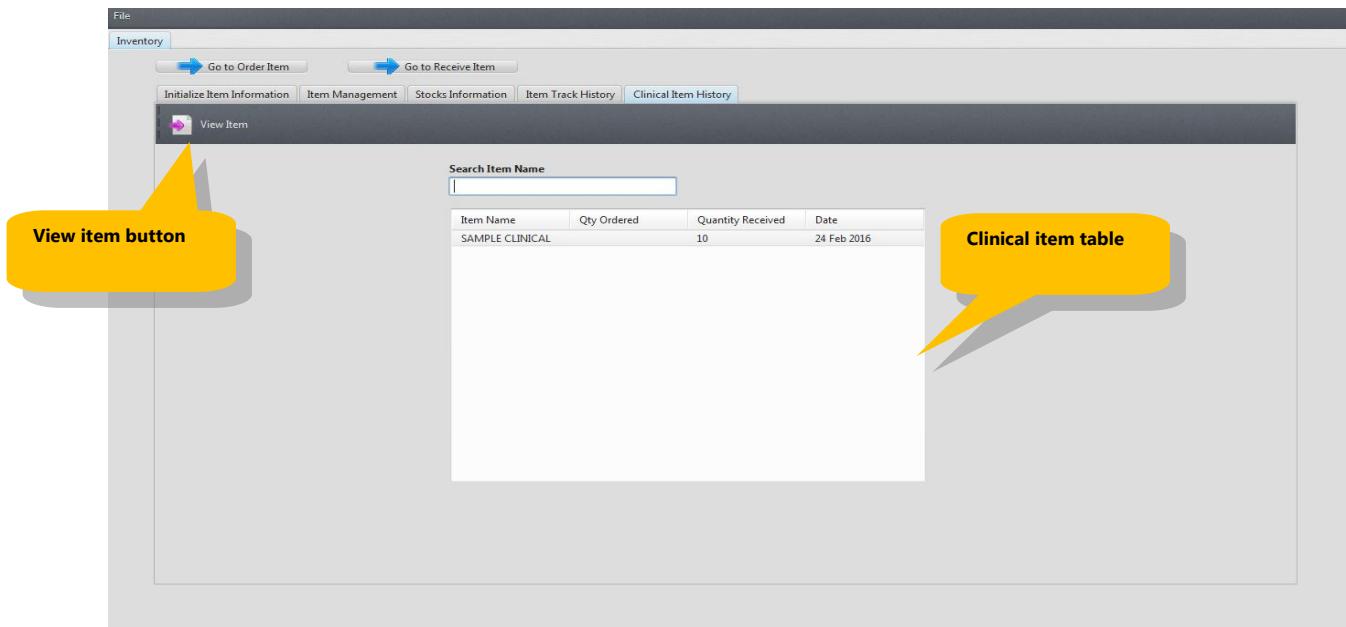
View the Safe, Critical and Out of Stock Items

Search the item name on **Search an Item** to view the status of the item.

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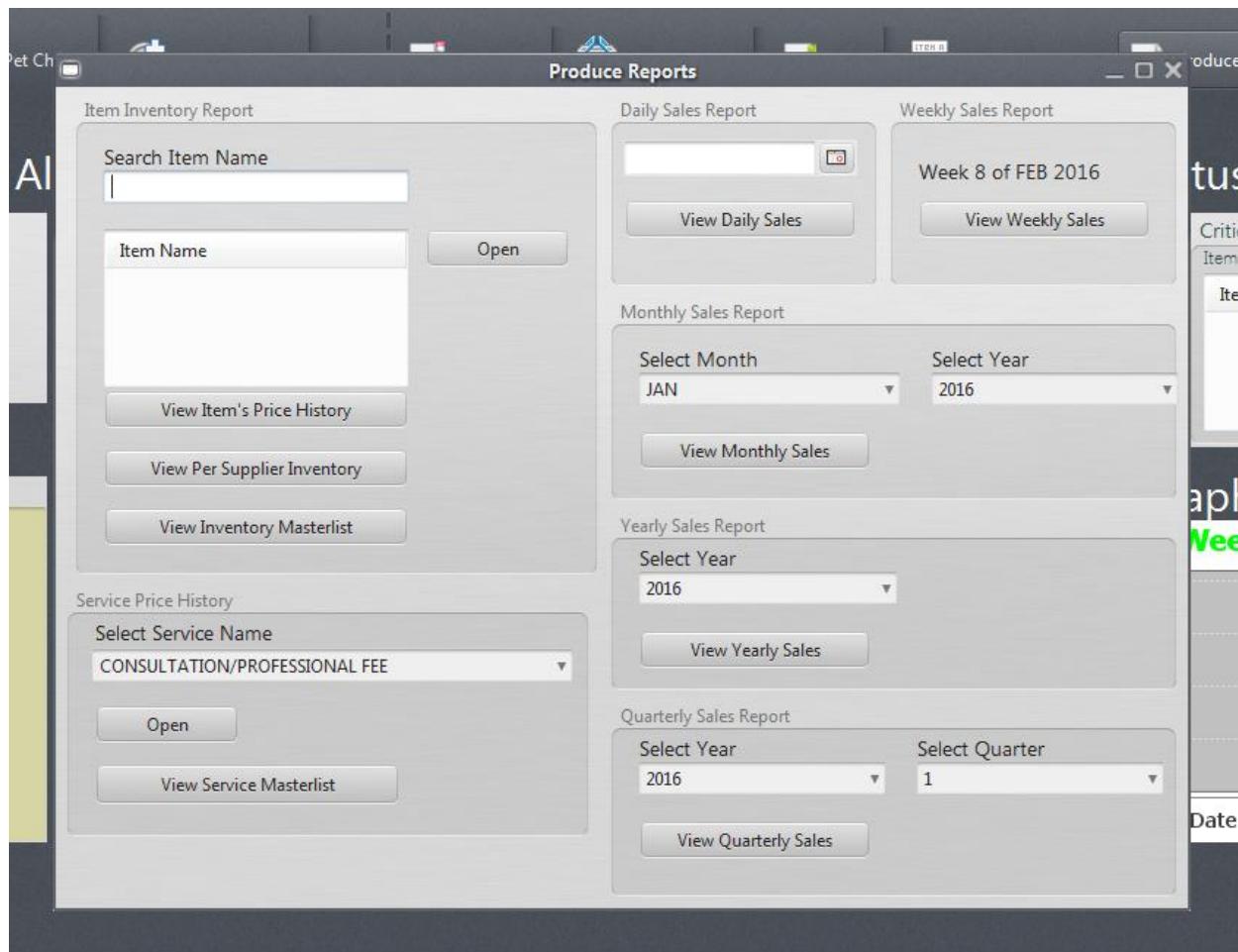
View the Remaining Order Items, Critical Item Quantity and Sales of the Week Graph



View the Clinical Item History

Search the name of the item on the **Search Item Name** and click the **View Item** to view clinical report.

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View All the Inventory Reports

Billing

The Billing interface includes the following components:

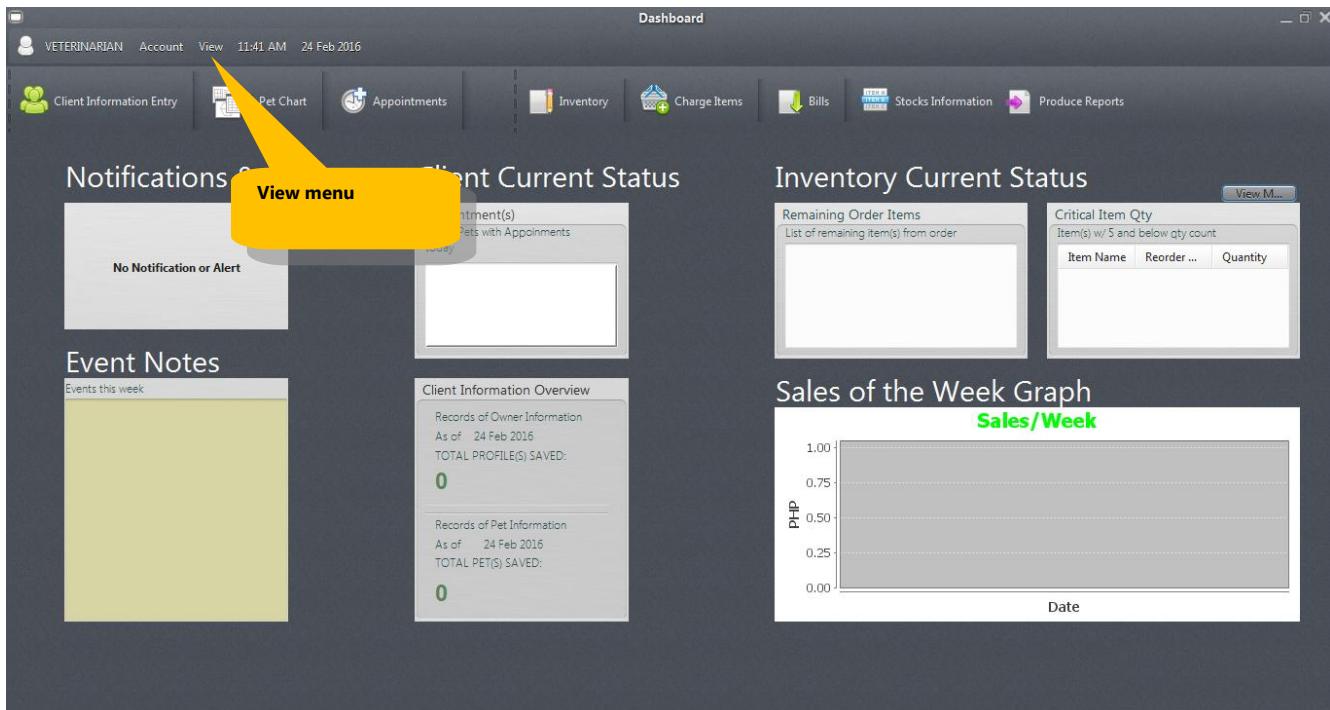
- Search Pet Owner field:** A yellow callout points to the "Type pet owner's last name" input field containing "SAMPLE LAST, SAMPLE FIRST".
- Enter button:** A yellow callout points to the "Enter" button in the payment section.
- Payment button:** A yellow callout points to the "Payment" button in the payment section.

Other visible elements include:

- Charge Doctor's Fee** and **Deduct Doctor's Fee** buttons.
- View temporary receipt** button.
- SERVICE(S) ACQUIRED** table with columns: Pet Name, Service Acquired, Service Price, Doctor's Fee.
- ITEM(S) PURCHASED** table with columns: Pet, Item, Price, Qty, Total.
- Billing Information** section with fields for PET NAME(S), AVAILABLE DEPOSIT (PHP 0.00), AMOUNT DUE (PHP 0), CASH (input field), CHANGE (PHP 000.00), and BALANCE (PHP 000.00). It also includes "Use Deposit" and "Payment" buttons.

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To create a bill, type the pet owner's name on the **Search Pet Owner** field and input the Cash due on the **CASH** field and press **Enter** button and press the **Payment** button.



In Dashboard, locate the **VIEW** tab and then click **View User Logs**.

To search user logs:

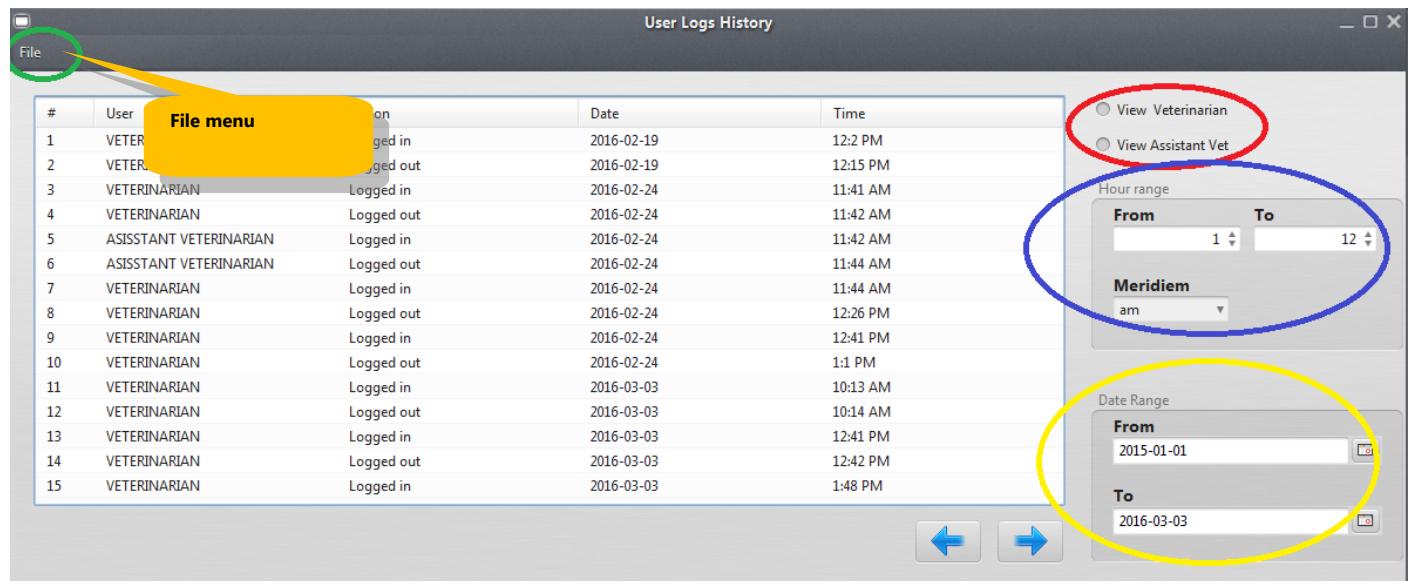
- By **User** (encircled by color red below)
- By **Hour range** (encircled by color blue below)
- By **Date range** (encircled by color yellow below)

A screenshot of the 'User Logs History' window. It shows a table of log entries with columns for #, User, Action, Date, and Time. A modal dialog is open for filtering logs. The 'User' filter has two radio buttons: 'View Veterinarian' (selected) and 'View Assistant Vet'. The 'Hour range' filter shows 'From' at 1 and 'To' at 12 with 'Meridiem' set to 'am'. The 'Date range' filter shows 'From' at 2015-01-01 and 'To' at 2016-03-03. Yellow callout bubbles point to each of these three filter sections: 'User', 'Hour range', and 'Date range'.

#	User	Action	Date	Time
1	VETERINARIAN	Logged in	2016-02-19	12:2 PM
2	VETERINARIAN	Logged out	2016-02-19	12:15 PM
3	VETERINARIAN	Logged in	2016-02-24	11:41 AM
4	VETERINARIAN	Logged out	2016-02-24	11:42 AM
5	ASSISTANT VETERINARIAN	Logged in	2016-02-24	11:42 AM
6	ASSISTANT VETERINARIAN	Logged out	2016-02-24	11:44 AM
7	VETERINARIAN	Logged in	2016-02-24	11:44 AM
8	VETERINARIAN	Logged out	2016-02-24	12:26 PM
9	VETERINARIAN	Logged in	2016-02-24	12:41 PM
10	VETERINARIAN	Logged out	2016-02-24	1:1 PM
11	VETERINARIAN	Logged in	2016-03-03	10:13 AM
12	VETERINARIAN	Logged out	2016-03-03	10:14 AM
13	VETERINARIAN	Logged in	2016-03-03	12:41 PM
14	VETERINARIAN	Logged out	2016-03-03	12:42 PM
15	VETERINARIAN	Logged in	2016-03-03	1:48 PM

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To print **USERLOGS HISTORY REPORT**, click **File** located in the upper right corner of the frame (encircled by color green)



USER LOGS HISTORY REPORT

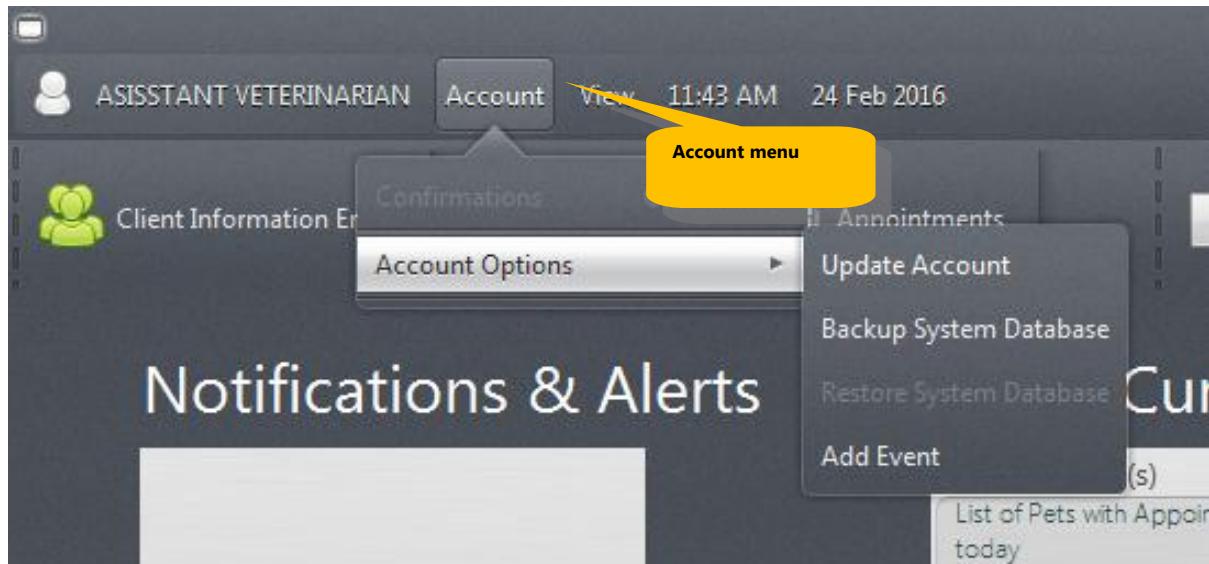
The screenshot shows a JasperViewer window with a report titled "USER LOGS HISTORY REPORT". The report includes the clinic's logo (a dog silhouette with "DADIANGAS HEIGHTS VETERINARY CLINIC" text) and contact information (Aparente St. Purok Malakas, General Santos City, Contact #: (083)301-7386/09192311775/09255773029). The report table has columns: User Type, Activity, Time, and Date. The data is identical to the logs shown in the previous window.

User Type	Activity	Time	Date
VETERINARIAN	Logged in	11:41 AM	2016-02-24
VETERINARIAN	Logged out	11:42 AM	2016-02-24
VETERINARIAN	Logged in	11:44 AM	2016-02-24
VETERINARIAN	Logged in	10:13 AM	2016-03-03
VETERINARIAN	Logged out	10:14 AM	2016-03-03

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How to Update User an Account?

In dashboard, locate **Account** tab > **Account Options** > **Update Account**.



You can now change the **Username** and **Password** after that click **File > Update**.



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