Graphical user interface, text

Description automatically generated with medium confidenceUser Manual

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# Introduction:

## 1.1 Scope and Purpose

Foprm, ‘Fast Organised Patient Records Manager”, is a fast, organized and beginner friendly application with some most useful features such as creating view, update and post profiles much easier than dealing with papers helping to improve the work speed.

Through out the user manual, you will find how to use and get the most out of the Foprm’s features such as “Create”, “View”, “Edit/Update”, “Merge” and “Print”.

## Application Workplace

### Main Screen

A picture containing table

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### Create

Graphical user interface, application

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### Find

Graphical user interface, application

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### Merge

Graphical user interface, text, application, Teams

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### View

#### View Mode

Graphical user interface

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#### Edit/Update Mode

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# User Guide:

## Create Patient Profile

1. Click “Create” on Main Screen to open “Create Screen”

Graphical user interface

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1. Input Patient’ information:

Graphical user interface, website

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1. Click “Create”

Graphical user interface

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## Search/Find Patient Profile-s

1. Click “Create” on Main Screen to open “Create Screen”

Graphical user interface

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1. Input at least 1 patient’ information

Graphical user interface

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1. Click “Find”

Graphical user interface

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-After “Find”-

## Merge Patients’ profiles

1. Click “Merge” on Main Screen to open “Merge Screen”

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1. Select 2 Patients. Note: Result’s Patient ID will be based on First Patient/Patient 1

Graphical user interface, application

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1. Select Information want to keep (All required)

Graphical user interface

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1. Click “Merge”

Graphical user interface

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## View Patient Profile

### 2.4.1 View Mode

1. Select wanted record by clicking on from the list

A picture containing graphical user interface

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1. Click “View”

Graphical user interface

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### Edit/Update Mode

1. Enter Edit/Update Mode by clicking on “Edit Mode” on View Screen

Graphical user interface

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1. Input changes

Graphical user interface

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1. Click “Confirm Update”

Graphical user interface

Description automatically generated

-After updated-

## Remove a Patient Profile

1. Select wanted record-s by clicking on from the list (Hold “Ctrl” for multiple select)

A picture containing graphical user interface

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1. Click “Remove”

Timeline

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## 2.6 Print report

### 2.6.1 Print wanted record-s:

1. Select wanted record-s by clicking on from the list (Hold “Ctrl” for multiple select)

Graphical user interface

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1. Click “Print” and confirm.

Graphical user interface

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--Printed file locates in Foprm’s subfolder called Documents--

### 2.6.2 Print screen:

1. Click “Print” with no records selected

A picture containing table

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--Printed file locates in Foprm’s subfolder called Documents--

## 2. 7 Sort:

1. Sort Ascending/Descending by click the header (ID, First Name, Last Name, Gender, Condition)

Table

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