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

Description automatically generated

### Create

Graphical user interface, application

Description automatically generated

### Find

Graphical user interface, application

Description automatically generated

### Merge

Graphical user interface, text, application, Teams

Description automatically generated

### View

#### View Mode

Graphical user interface

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#### Edit/Update Mode

Graphical user interface, application

Description automatically generated

# User Guide:

## Create Patient Profile

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

Graphical user interface

Description automatically generated

1. Input Patient’ information:

Graphical user interface, website

Description automatically generated

1. Click “Create”

Graphical user interface

Description automatically generated

## Search/Find Patient Profile-s

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

Graphical user interface

Description automatically generated

1. Input at least 1 patient’ information

Graphical user interface

Description automatically generated

1. Click “Find”

Graphical user interface

Description automatically generated

-After “Find”-

## Merge Patients’ profiles

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

Graphical user interface

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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

Description automatically generated

1. Select Information want to keep (All required)

Graphical user interface

Description automatically generated

1. Click “Merge”

Graphical user interface

Description automatically generated

## 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

Description automatically generated

### Edit/Update Mode

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

Graphical user interface

Description automatically generated

1. Input changes

Graphical user interface

Description automatically generated

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

Description automatically generated

1. Click “Remove”

Timeline

Description automatically generated

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

## 2.6 Print report

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

### 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

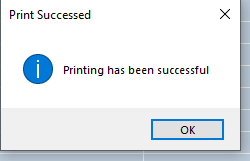
Description automatically generated with low confidence

1. Click “Print” and confirm.

Graphical user interface

Description automatically generated

After pressing Yes this Box will pop up



After pressing Ok you will return to the main form

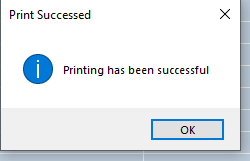
### 2.6.2 Print screen:

1. Click “Print” with no records selected

A picture containing table

Description automatically generated

After pressing Yes this Box will pop up



After pressing Ok you will return to the main form

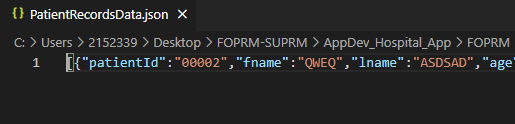
## 2. 7 Sort:

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

Table

Description automatically generated

## 2.8 JSON storing data:



Load JSON file on open to initialize data and using JSON to store Patient’ changes/data allow the user would be able to get back to where they left off after re-opening the app.

-Thank you for using our product -