**A PROPOSED OFFERING OF A CLINIC RECORDS MANAGEMENT SYSTEM**

**FOR**

**HI-PRECISION DIAGNOSTICS – MALABON BRANCH**

A Thesis Project Presented to the

Faculty of Datamex College of Saint Adeline, Inc.

In Partial Fulfillment of the Requirements for the

Degree of Bachelor of Science in Information Technology

By:

Catubay, Mark Lawrence L.

**DEPLOYMENT DOCUMENT**

**CHAPTER I**

**INTRODUCTION**

**Project Purpose**

The Clinic Records Management System (CRMS) is a standalone desktop application designed to modernize and streamline the patient and operational record-keeping processes for Hi-Precision Diagnostics – Malabon Branch. It replaces manual, paper-based methods with a centralized, secure, and efficient digital platform.

**Deployment Objective**

The objective of this deployment is to successfully install the CRMS application onto the designated computer at the clinic, train the staff on its core functionalities, and transition the clinic's record management to the new system.

**Deployment Scope**

This document covers a full pilot deployment. The CRMS will be installed as the primary system for managing patient records, consultations, and medicine inventory at the Malabon branch.

**CHAPTER II**

**DEPLOYMENT PLAN**

**Strategy**

The deployment will be conducted on-site in a single, scheduled session. The strategy involves preparing the application installer, setting up the environment at the clinic, executing the installation, conducting user training, and providing post-deployment support.

**Schedule and Milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase | Description | Start Date | End Date | Status |
| Pre-Deployment | Build the final installer executable (.exe). Prepare a deployment kit (USB drive with the installer and user manual). Coordinate with the clinic to confirm the target PC meets all requirements. | 09/10/2025 | 09/12/2025 | Completed |
| Deployment | Travel on-site to the clinic. Install the CRMS application. Perform the initial launch and system verification. Conduct hands-on user training with the clinic staff. | 09/15/2025 | 09/15/2025 | Pending |
| Post-Deployment | Provide on-call support for one week following deployment. Monitor for any immediate issues. Schedule a follow-up visit to gather feedback and address any further questions. | 09/16/2025 | 09/23/2025 | Pending |

**CHAPTER III**

**DEPLOYMENT ENVIRONMENT**

**Hardware Requirements (Client PC):**

* **Operating System:** Windows 10 or Windows 11
* **Processor:** 1.5 GHz Dual-Core or better
* **RAM:** Minimum 4 GB (8 GB Recommended)
* **Storage:** At least 500 MB of free hard disk space
* **Peripherals:** Standard keyboard, mouse, and monitor.

**Software Requirements (Client PC):**

* No external software dependencies are required. The CRMS installer bundles all necessary runtimes (Node.js, Chromium). The user only needs a functioning Windows OS.

**Hosting Information:**

* Not applicable. The CRMS is a self-contained desktop application. The application and its database are hosted locally on the clinic's designated client PC. It does not require an internet connection or external server for its core functionality.

**CHAPTER IV**

**DEPLOYMENT PROCEDURES**

A step-by-step guide for the on-site deployment of the CRMS application.

**4.1 PRE-DEPLOYMENT STEPS**

1. **Backup Existing Data:** While the clinic uses paper records, ensure all critical documents are securely stored. This step is a procedural safeguard.
2. **Verify Target Environment:** Power on the designated clinic PC. Confirm it meets the hardware and software requirements listed in Section 3. Ensure there are no restrictive antivirus or firewall policies that would prevent the installation of a new application.
3. **Prepare for Data Entry:** Organize all paper records that need to be transcribed into the new system to facilitate a smooth initial data entry process by the staff post-training.

**4.2 DEPLOYMENT EXECUTION**

1. **Run the Installer:** Insert the deployment USB drive into the PC. Navigate to the installer file (e.g., CRMS-Thesis-Setup-v1.0.0.exe) and double-click to run it as an Administrator.
2. **Follow Installation Wizard:** Proceed through the installation wizard prompts. Accept the license agreement and choose the desired installation directory (the default is recommended).
3. **Complete Installation:** Allow the installer to copy all necessary files. Once complete, ensure that a shortcut has been created on the desktop and in the Start Menu.
4. **Perform First-Time Launch:** Double-click the desktop shortcut to launch the CRMS application. This initial launch is critical as it automatically creates the clinic.db database file in the user's local application data folder (%APPDATA%).
5. **Initial System Check:**
   * Verify that the login screen appears correctly.
   * Log in using the default administrator credentials (admin/123).
   * Confirm that you are successfully redirected to the dashboard and that all navigation links are functional.

**4.3 POST-DEPLOYMENT STEPS**

1. **Functionality Verification:** Perform a quick smoke test by executing the following actions:
   * Add one test patient.
   * Search for that patient.
   * Delete the test patient.
   * Add one test medicine.
2. **User Training:** Conduct the user training session as outlined in Section 5.
3. **Initial Data Entry Supervision:** Supervise the clinic staff as they begin entering the first few real patient records to ensure they are comfortable with the process and to answer any immediate questions.
4. **Establish Backup Procedure:** Guide the staff on how to perform the daily backup of the clinic.db file.

**CHAPTER V**

**USER TRAINING & SUPPORT**

**Training Plan**

An on-site training session will be conducted immediately after successful installation for all relevant clinic staff. The training will be hands-on, with each user performing tasks on the live system.

**Documentation Provided**

A simple, printed User Manual will be provided. It will contain screenshots and step-by-step instructions for all core functionalities, including:

* Logging In and Out
* Managing Patient Records (Add, Edit, Delete, Search)
* Adding and Viewing Consultations
* Managing Medicine Inventory
* **Crucially, a guide on how to locate and back up the clinic.db database file.**

**Support Contact Details:**

* **Primary Contact:** Catubay, Mark Lawrence
* **Email: marklawrencecatubay@gmail.com**
* **Phone:** 09058591299

**CHAPTER VI**

**RISKS & CONTINGENCY PLAN**

|  |  |  |
| --- | --- | --- |
| Risk | Impact | Mitigation Strategy |
| Installation Failure (due to antivirus or OS permissions) | High | The installer will be run with "Administrator" privileges. If it fails, the antivirus software will be temporarily disabled for the duration of the installation. A backup copy of the installer will be on the USB drive. |
| Client PC Hardware Failure (post-deployment) | High | The contingency plan is the daily database backup. The clinic can reinstall the CRMS application on a new or repaired computer and restore the latest backup of the clinic.db file to resume operations with minimal data loss. |
| Initial User Data Entry Errors | Medium | Provide thorough on-site training and a clear user manual. Supervise the staff during their first few data entries. The system's intuitive design and validation checks will also help minimize errors. |
| User Resistance to New System | Low | During training, emphasize the benefits of the new system (speed, accuracy, security) over the old paper-based method. Show them directly how much faster it is to find a patient record. |

**CHAPTER VII**

**DEPLOYMENT VERIFICATION & SIGN-OFF**

The following checklist must be verified before the deployment is considered complete.

|  |  |
| --- | --- |
| Verification Check | Status (Pass/Fail) |
| Application installs successfully without errors. |  |
| Application launches and displays the login screen. |  |
| Default admin user can log in successfully. |  |
| A new patient can be created, viewed, and deleted. |  |
| A new medicine can be added to the inventory. |  |
| Clinic staff confirm they can access and operate the system. |  |
| Clinic staff have received the User Manual and understand the backup procedure. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder | Role | Signature | Date |
| Mark Lawrence Catubay | Project Proponent |  |  |
| Hi-Precision Diagnostics | Clinic Representative |  |  |