

USER MANUAL

Student Number: 20750181

Year: 2025-2026

Purpose: To provide a clear overview of the QMC system, ensuring doctors and administrators can manage patient data effectively and confidentially.

COMP4039 - Coursework

1. Getting Started

1.1. Login

Users access the site via *index.php* (login interface), requiring a username and password. If the credentials match records in the *users* database, the user is directed to *home.php* (the dashboard) otherwise they are presented with an error message.

1.2. System Navigation

Users access all features from the Dashboard's Quick Action Cards (*home.php*). Additionally, the persistent Navigation Bar along the top of the site, allows doctors and administrators to quickly jump between main system pages.



(Figure 1.1 Navigation bar)

1.3. Account Management

Located in the navigation bar, '*Manage Account*' is the user's self-service hub. Users can view personal details and access essential actions like updating information, changing their password, and requesting/reviewing their Parking Permit status.

Nelly Mcceards

Staff ID: MJ081

Personal Details

FULL NAME	Nelly Mcceards
USERNAME	mceards
GENDER	Female
SALARY	£100000 / year
HOME ADDRESS	20 Aspen Court, Church Street, Emley, HD8 9RW

Account Actions

[Edit My Details](#)

[Change Password](#)

[Parking Permit Application](#)

(Figure 1.2 Account Management)

1.4. Staff parking permits

Staff use the 'Parking Permit Application' page, accessed from 'Manage Account' to submit requests for monthly or annual parking passes. Applications are immediately logged in the database, allowing the user to view the status and any rejection notes.

2. Patient Management and Test Prescription

2.1. Patient Directory and Profile Access

The Patient Directory (accessible via the navigation bar) lists all patient records and supports searches by surname or NHS number. If a patient is not in the system an appropriate message is presented. Doctors can view full profiles or register new patients from this page. Within 'view patient' is a full patient profile including admission and examination history.

Patient Database

+ Add New Patient

Search for existing patients or register a new admission.

NHS No. or Last Name:

 Search

NHS NO.	FIRST NAME	LAST NAME	PHONE	ACTION
W21814	Chao	Chen	077 25 765428	<button>View Profile</button>
W21961	Jeremie	Clos	07754312868	<button>View Profile</button>
W21895	Liz	Felton	074 56 733 487	<button>View Profile</button>
W21758	Alex	Kai	06654742456	<button>View Profile</button>
W20616	Zoya	Kalim	07656999653	<button>View Profile</button>
W20620	Nazia	Rafiq	07798522777	<button>View Profile</button>
W21028	Max	Wilson	07740312868	<button>View Profile</button>

(Figure 2.1 Patient Directory)

2.2. Adding a new patient

Located in the top right of the patient directory. The registration form enforces required fields (including fixed-length NHS Number). “N/A” is used only where fields are optional. Once a new patient is created, the site relocates them to a patient profile of the added patient.

2.3. Prescribing a test to a patient

From a patient profile, doctors use ‘Prescribe a Test’ to enter test type, required date, and clinical reasoning. Submissions are saved directly to the patient record.

Patient Details

NHS NUMBER	FIRST NAME	LAST NAME	PHONE	ADDRESS	AGE	GENDER
W21961	Jeremie	Clos	07754312868	22 Hawton Crescent, Wollaton, NG8 1BZ	45	Male

Examination History

No examinations recorded.

Tests Prescribed

DOCTOR	TEST	DATE	REPORT
moorland	CT scan	2025-12-08	N/A
QM004	Ultrasonography	2019-10-18	Pending

[Prescribe a test](#)

Ward Admission History

DOCTOR	WARD ID	WARD NAME	ADMISSION DATE	TIME	STATUS
QM009	5	Cardiology	2019-10-18	08:34:19	Admitted

[Back to Directory](#)

(Figure 2.2 Prescribe patient test)

2.4. Creating a New Test Type

The ‘New Test’ interface (accessible via the navigation bar) allows a doctor to view all available tests at QMC and add new test types. To create a new option, the doctor must simply enter the official Test Name (e.g., *Full Blood Count*). Once created, if a doctor goes back to ‘Prescribe a Test’, the new test will be available.

Test Catalogue

Manage the list of diagnostic tests available for prescription.

Add New Test Type

Test Name:

Add to Database

Current Catalogue

TEST ID	TEST NAME
#1	Blood count
#2	Urinalysis
#3	CT scan
#4	Ultrasonography
#5	Colonoscopy
#6	Genetic testing
#7	Hematocrit
#8	Pap smear
#9	X-ray

(Figure 2.3 Adding a new test type)

2.5. Ward Capacity

Accessible via the navigation bar, ‘Ward Capacity’ provides a real-time view of hospital occupancy to support safe operational decision-making.

3. Admin Functionality

3.1. Staff Directory

Allows an admin to view all staff members (located along the navigation bar). Admins can initiate two main actions from this interface:

Creating New Doctors: The ‘Register New Staff Member’ button allows an admin to input a new staff member’s profile and simultaneously create a new user account for the system, assigning an initial password.

Editing Existing Profiles: The ‘Edit’ button next to any doctor’s name grants access to a comprehensive profile editor. From this page, the admin can update professional details, change the doctor’s system username, and reset a doctor’s password to restore access.

Staff Directory

[Register New Staff Member](#)

Search and view details of all hospital staff.

Search

STAFF ID	FULL NAME	USERNAME	CONTACT ADDRESS	ACTIONS
QM004	Jason Atkin	jatkin	102 Leeming Lane South, Mansfield Woodhouse, Mansfield	Edit
CH007	Steve Fan	N/A	45 The Barnum Nottingham NG2 6TY	Edit
GT067	Julie Ford	N/A	N/A	Edit
QM003	Joel Graham	N/A	1 Chatsworth Avenue, Carlton, Nottingham, NG4	Edit
JE909	Angelina Joline	jelina	N/A	Edit
MJ111	Morgan Jones	admin	N/A	Edit
QM300	Joy Liz	N/A	55 Wishford Avenue, Lenton, Nottingham	Edit
QM009	Grazziela Luis	N/A	16 Lenton Boulevard, Lenton, Nottingham, NG7 2ES	Edit
MJ081	Nelly Mcards	mceards	20 Aspen Court, Church Street, Emley, HD8 9RW	Edit
ML690	Jacob Moorland	moorland	11 Nottingham Road, Nottingham, NG1 1GN	Edit
QT001	Martin Peter	N/A	47 Derby Road, Nottingham, NG1 5AW	Edit
QM122	David Ulrik	N/A	3 Rolleston Drive, Nottingham	Edit
QM267	Andrew Xin	N/A	44 Dunlop Avenue, Lenton, Nottingham NG1 5AW	Edit

(Figure 3.1 Staff Directory)

3.2. View Permit Requests

Pending applications are viewed via the ‘View permit requests’ navigation button. Presents a list of all application including pending ones. Beside pending applications are an approve or reject button. A popup system enables the provision of a permit number or a note for the reason for rejection.

Manage Parking Permits

Review and process staff parking applications.

ID	STAFF REF	VEHICLE	TYPE	FEE	STATUS	ACTIONS
#12	MJ111	YH61ZVP	Yearly	£200.00	Awaiting approval	✓ Approve ✗ Reject
#11	MJ111	YG74 XXX	Yearly	£200.00	Approved	Completed
#10	MJ111	YH61ZVP	Monthly	£20.00	Approved	Completed

(Figure 3.2 Admin permit requests)

3.3 User Activity

For compliance and accountability, the Audit Trail button (located along the navigation bar) grants Admins access to a critical log. This interface allows the Administrator to filter and view all database changes (e.g., patient updates, test prescriptions) by Staff ID, time, and action type.

Audit Trail

Print / Export PDF

Track database changes by Staff ID.

Filter by Staff ID:

Filter by Action:

-- All Actions --

Search Logs

DATE & TIME	STAFF ID	ROLE	ACTION TYPE	DESCRIPTION / DETAILS
08-Dec-2025 19:38	MJ081	Staff	VIEW_PATIENT	Accessed record for Patient NHS: W21961
08-Dec-2025 17:58	MJ111	Admin	RECORD_TEST	Recorded Test ID 21 for Patient W21961
08-Dec-2025 17:58	MJ111	Admin	VIEW_PATIENT	Accessed record for Patient NHS: W21961
08-Dec-2025 17:58	MJ111	Admin	VIEW_PATIENT	Accessed record for Patient NHS: W21961
08-Dec-2025 17:58	MJ111	Admin	CREATE_TEST	Added new test type: UI
08-Dec-2025 17:20	MJ081	Staff	VIEW_PATIENT	Accessed record for Patient NHS: W21814
08-Dec-2025 17:02	MJ111	Admin	VIEW_PATIENT	Accessed record for Patient NHS: W21814
08-Dec-2025 16:09	MJ111	Admin	VIEW_PATIENT	Accessed record for Patient NHS: W21814
08-Dec-2025 16:06	MJ111	Admin	VIEW_PATIENT	Accessed record for Patient NHS: W21814
08-Dec-2025 16:05	ML690	Staff	RECORD_TEST	Recorded Test ID 3 for Patient W21961
08-Dec-2025 16:05	ML690	Staff	VIEW_PATIENT	Accessed record for Patient NHS: W21961
08-Dec-2025 16:05	ML690	Staff	VIEW_PATIENT	Accessed record for Patient NHS: W21961
08-Dec-2025 14:27	MJ081	Staff	VIEW_PATIENT	Accessed record for Patient NHS: W21961
08-Dec-2025 14:25	MJ111	Admin	UPDATE_DOCTOR	Updated Dr. Jones (MJ111). Username: admin
08-Dec-2025 14:21	MJ111	Admin	CREATE_DOCTOR	Added Dr. Turner (wfjge)

(Figure 3.3 Audit trail)