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User Manual

Project: Denture Care Management System

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Foreword

Audience

This user manual has been produced specifically for the Denture Care Centre System. This manual is made for the owner of the system, Mr. Ofer El Boher and the staff of the firm.

Purpose

This document will contains a step by step guide on how to use each function of the system. This document will become an ongoing reference manual for the staff in case a certain function is not clear. Furthermore, this user manual will be used heavily after installation and during initial training.

Scope

This user manual will cover the basic steps of accessing the system more complicated task such as appointment creation. Overall, with this manual, a user will gain clear instruction and guidance on using the system properly. This manual will also be written in concise words to allow efficiency in conveying the instructions.

User Access and Instruction

Access to Website

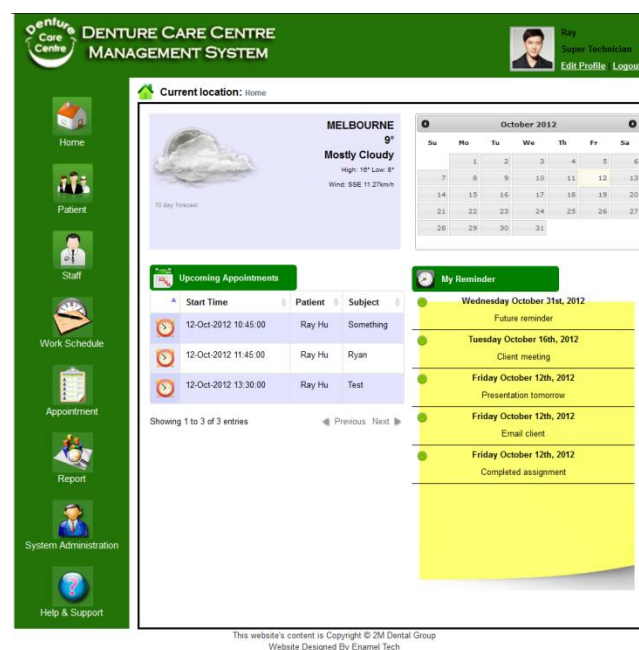
The system website address:



Users are required to enter an existing username and password on the login page. In case of wrong username or password being entered, an error message will be shown to inform the user of incorrect username or password after hitting the login button.

By clicking on the login button, the user will be directed to the Denture Care Centre Management System's homepage. The navigation bar on the left hand side of the homepage will be presented with different options according to the user type automatically. Current logged in user's personal information will be displayed on the top right corner, in close proximity to the edit profile and logout options for convenience.

Homepage

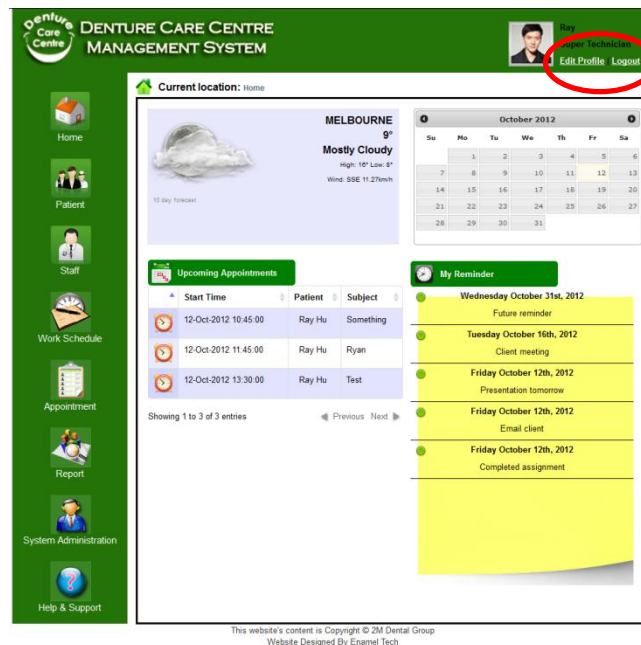


***Please note that different user may see slight difference in their homepage.**

Personal Management

Edit User's Profile (All Staff)

1. Click the “Edit Profile” link on the top right corner of the web site. This will direct the user to the page where the details of that particular user will be shown.



2. Change the inputs of the particular fields as desired and save it.

The screenshot shows the 'Edit Profile' form for user 'Ray'. The form contains the following fields and values:

- Username: Ray
- Photo: [Browse...]
- Given Name: Ray
- Surname: Hu
- Email Address: hurui@gmail.com
- Email Confirm: hurui@gmail.com
- Street Address: 900 Dandenong Road
- Suburb: Melbourne
- State: VIC
- Postcode: 3161
- Mobile: 0413567709
- Home: 0413567709

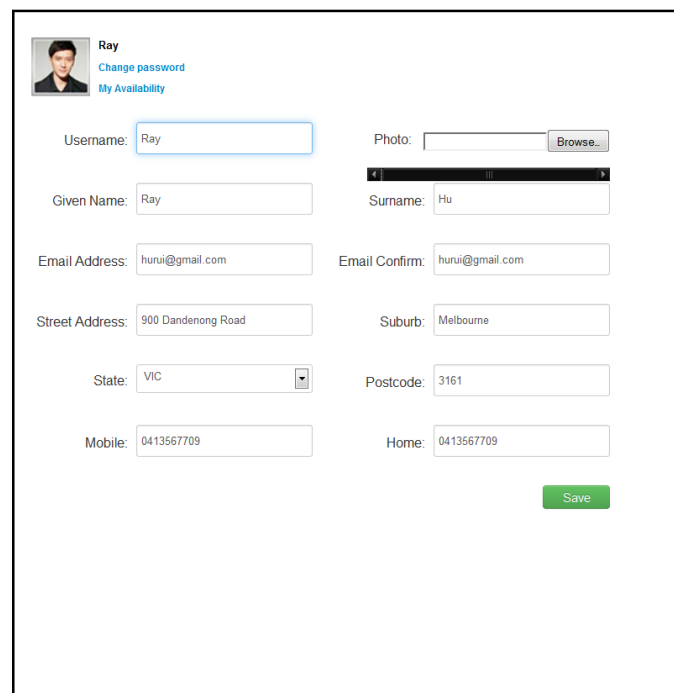
A green 'Save' button is located at the bottom right of the form.

3. In case of invalid data, the user will receive an error message “Unable to save your profile”, followed by the specific error messages under the particular fields in red colour.

4. If all inputs are valid, the user will be presented with a flash message “Your profile has been updated” to denote that the user’s profile has been updated successfully.

Change Email (All Staff)

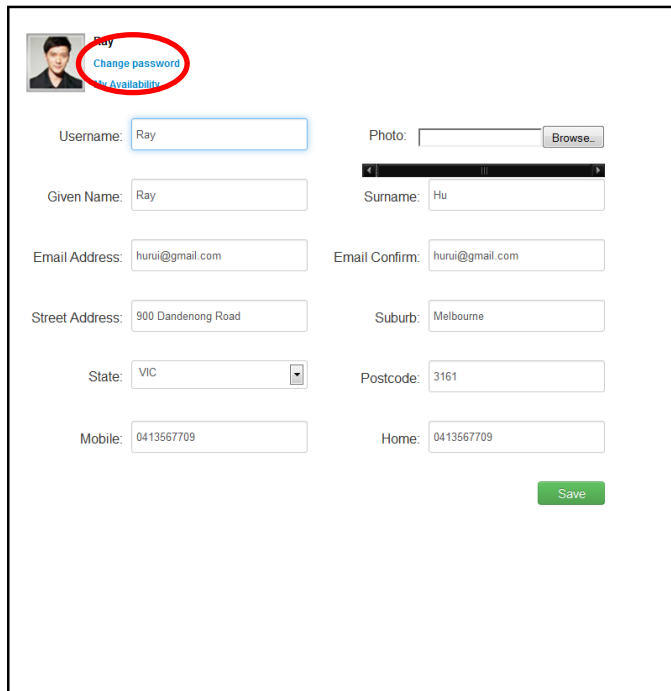
1. Click the “Edit Profile” link on the top right corner of the web site.
2. Proceed to change the email address field and the email confirmation field
3. In case of not matching emails you will be presented with a flash message “Unable to update your Profile”.



The screenshot shows a user profile edit form for a user named 'Ray'. At the top left, there is a profile picture of a man and the name 'Ray'. To the right of the name are two links: 'Change password' and 'My Availability'. The form contains several input fields arranged in two columns. The left column includes fields for 'Username' (containing 'Ray'), 'Given Name' (containing 'Ray'), 'Email Address' (containing 'hurui@gmail.com'), 'Street Address' (containing '900 Dandenong Road'), 'State' (a dropdown menu showing 'VIC'), and 'Mobile' (containing '0413567709'). The right column includes a 'Photo' field with a 'Browse...' button, a 'Surname' field (containing 'Hu'), an 'Email Confirm' field (containing 'hurui@gmail.com'), a 'Suburb' field (containing 'Melbourne'), a 'Postcode' field (containing '3161'), and a 'Home' field (containing '0413567709'). At the bottom right of the form is a green 'Save' button.

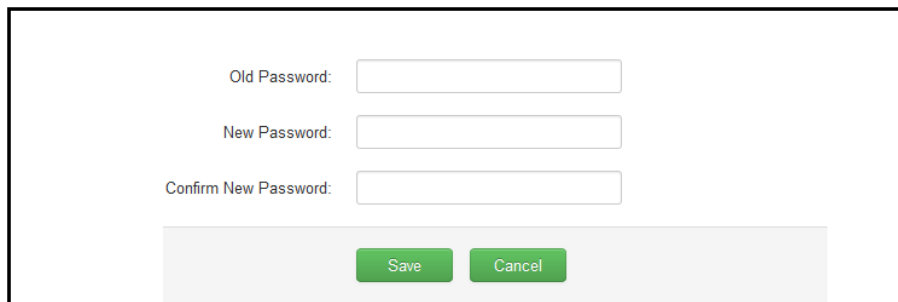
Change Password(All Staff)

1. Click the “Edit Profile” link on the top right corner of the web site. This will direct the user to the page where the details of that particular user are being shown.
2. Click the “Change Password” link.



The image shows a user profile form. At the top left, there is a user profile picture and a name 'Ray'. To the right of the name is a red circle containing the text 'Change password' and 'Availability'. Below this, the form contains several input fields: Username (Ray), Photo (with a 'Browse...' button), Given Name (Ray), Surname (Hu), Email Address (hurui@gmail.com), Email Confirm (hurui@gmail.com), Street Address (900 Dandenong Road), Suburb (Melbourne), State (VIC), Postcode (3161), Mobile (0413567709), and Home (0413567709). A green 'Save' button is located at the bottom right of the form.

3. Enter your current password




The image shows a password change form. It contains three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below these fields are two green buttons: 'Save' and 'Cancel'.

4. Enter a new password and retype it again in the next field and save it.
5. In case of not matching password, the user will receive an error message "Password and confirm password not match".
6. If all inputs are valid, the user will be presented with a flash message "Password has been updated" to denote that the user's password has been updated.

Staff Management





































Search an Existing Staff(Super Administrator and Super Technician Only)


1. Click the “Staff” button  on the navigation bar on the left hand side.

Current location: Staff


The staff has been saved.

Job Title Search

Surname	Given Name	Staff Type	Working State	Action
Chan	Julia	Administrator	Activated	   
Chau	David	Administrator	Activated	   
Freedom	Fredo	Technician	Activated	   
Hu	Ray	Super Technician	Activated	   
Kort	Ryan	Administrator	Activated	   
Lee	Daniel	Administrator	Activated	   
Smith	Ofer	Super Admin	Activated	   
Smith	Jakeson	Technician	Suspended	   
Smith	John	Technician	Activated	   

2. The user is able to search the existing Staff user via surname or given name. Choose one option, enter the data and then hit the “Search” button.
3. The relevant Staff user will be shown under the list if existed.
4. Click “View details” button  under the Action column.
5. The page will be directed to the Staff user’s profile. Please take note that the details are in read only mode.





































Create New Staff (Super Administrator and Super Technician Only)

1. Click the “Staff” button  on the navigation bar on the left hand side.

Current location: Staff

The staff has been saved.

Job Title Search

Surname	Given Name	Staff Type	Working State	Action
Chan	Julia	Administrator	Activated	   
Chau	David	Administrator	Activated	   
Freedom	Fredo	Technician	Activated	   
Hu	Ray	Super Technician	Activated	   
Kort	Ryan	Administrator	Activated	   
Lee	Daniel	Administrator	Activated	   
Smith	Ofer	Super Admin	Activated	   
Smith	Jakeson	Technician	Suspended	   
Smith	John	Technician	Activated	   

2. Click the “New Staff” button and fill in all the fields accordingly and save it.

Current location: Staff >> New Staff


Given Name: <input type="text" value="John"/>	Surname: <input type="text" value="Smith"/>
Email Address: <input type="text" value="john.smith@dcc.com"/>	Confirm Email: <input type="text" value="john.smith@dcc.com"/>
Job Title: <input type="text" value="Technician"/>	Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth: <input type="text" value="10"/> <input type="text" value="July"/> <input type="text" value="1980"/>	
Street Address: <input type="text" value="12 Chapel Street"/>	Suburb: <input type="text" value="South Yarra"/>
State: <input type="text" value="VIC"/>	Postcode: <input type="text" value="3102"/>
Mobile: <input type="text" value="0412312545"/>	Home: <input type="text" value="0412345678"/>
Insurance Policy: <input type="text" value="A1234"/>	Provider Number: <input type="text" value="C1234"/>
<input checked="" type="checkbox"/> Police Check	<input checked="" type="checkbox"/> Registration Certificate
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

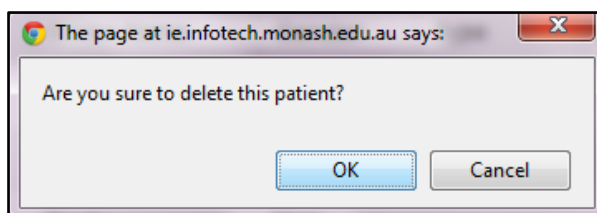
3. In case of invalid data, user will receive an error message.
4. If all inputs are valid, the user will be presented with a green flash message to denote that the staff's user account has been created.
5. Once a staff account has been created successfully, the email address will be his/her temporary username and 000111222 will be their temporary password. The new staff can then use temporary username and password to login and change username and password through the link "Edit Profile" on the top right.

Edit an Existing Staff(Super Administrator and Super Technician Only)

1. Search an Existing Staff (Refer to "Search an Existing Staff").
2. Click the "Edit" button to enable editing mode and change the staff details accordingly and save it.
3. In case of invalid data, the user will receive an error message followed by the specific error messages under the particular fields in red colour.
4. If all inputs are valid, the user will be redirected to the staff searching page and presented with a green flash message to denote that theStaff's profile has been updated.


Delete an Existing Staff(Super Administrator and Super Technician Only)

1. Search an Existing Staff (Refer to "Search an Existing Staff").
2. Click the "Delete" button .

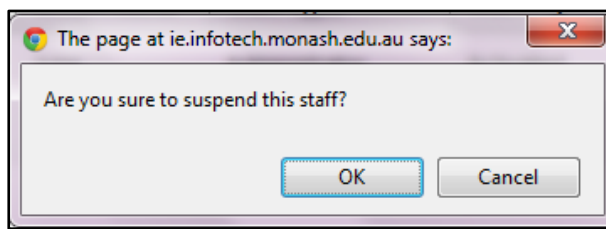


3. The user will be prompt with a new window for confirmation. Click "Ok" to confirm.
4. The user will be presented with a red flash message to denote that theStaff has been deleted.

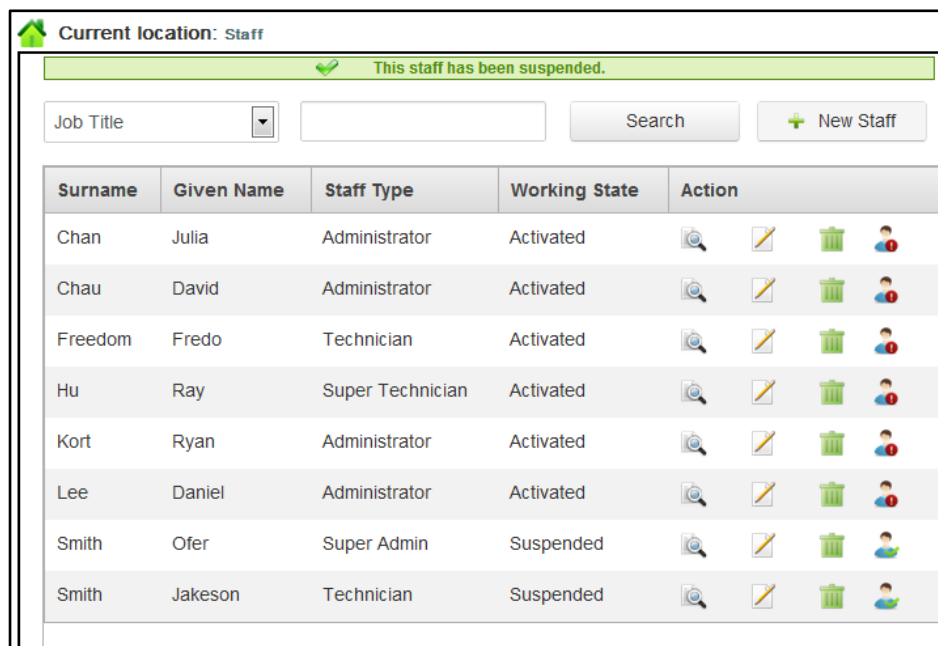
Activate / Suspend a Staff Account (Super Administrator and Super Technician only)

1. Search an Existing Staff (Refer to "Search an Existing Staff").
2. Click "suspend this staff" icon  under the Action column.

3. The user will be prompt with a new window for confirmation. Click “Ok” to confirm.




4. The user will be presented with a flash message “This staff has been suspended” to denote that the staff account has been deactivated.



5. To active the staff, repeat the procedure once more.

Patient Management

Create a New Patient's Account (All Staff)

1. Click the “Patient” button  on the navigation bar on the left hand side.

Current location: Patient

Given Name Search

Surname	Given Name	Gender	Type	Action
Chan	Dong	Male	Private	
Chau	David	Male	Private	
Fredo	Fredo	Male		
Freedom	Fredo	Male	DVA	
Hu	Ray	male	Private	
Hu	Sara	Female	Private	
Lee	JQ	female	Medicare	
Lee	Daniel	male	DVA	
Qi	jing	Female		

2. Click the “New Patient” button and enter all fields in the form as required and click the “Next” Button.

Current location: Patient >> New Patient

1- Basic Information

Denture Job Status

☒ First consultation
 ☐ First impression
 ☐ Second impression
 ☐ Bite registration
 ☐ Try in
☐ Insert
 ☐ Shade
 ☐ Mouth guard impression
 ☐ Mouth guard insertion
 ☐ Relines

Given Name: Surname:

Date of Birth: Gender: ☐ Male ☒ Female

Street Address: Suburb:

State: Postcode:

Mobile: Home:

GP's Details (optional)

GP Name: GP Phone:

GP Address:

3. In case of invalid data, the user will receive an error message "Unable to go to next step", followed by the specific error messages under the particular fields in red colour.

Current location: Patient >> New Patient

Unable to go to next step.

1- Basic Information

Denture Job Status

☒ First consultation
 ☐ First impression
 ☐ Second impression
 ☐ Bite registration
 ☐ Try in
☐ Insert
 ☐ Shade
 ☐ Mouth guard impression
 ☐ Mouth guard insertion
 ☐ Relines

Given Name:
 Surname:

Date of Birth:
 Gender: ☐ Male ☒ Female

Street Address:
 Suburb:

State:
 Postcode:
*Please enter valid postcode.

Mobile:
 Home:

GP's Details (optional)

GP Name:
 GP Phone:

GP Address:

Next

- Continue entering all the fields on the next page and click the “Save” button to save it.

2- Detailed Information

☐ Do you have denture?
 Current denture age:

Current denture problems:

☐ Latex allergic?
 Details:

☐ Any other allergies?
 Details:

☐ Any medical conditions?
 Details:

☐ Taking any medicines?
 Details:

Additional Information:

Patient Type:

Deposit 1: \$


☐ Dentist Letter
 Deposit 2: \$
☐ Signature


Deposit 3: \$


Notes:





















Save Back

- In case of invalid data, the user will receive an error message “Unable to save this patient”, followed by the specific error messages under the particular fields in red colour.
- If all inputs are valid, the user will be presented with a flash message “The patient has been saved” to denote that the patient’s user account has been created.


 **Current location:** Patient





Given Name 





Surname	Given Name	Gender	Type	Action
Chan	Dong	Male	Private	   
Chau	David	Male	Private	   
Fredo	Fredo	Male		   
Freedom	Fredo	Male	DVA	   
Gilbert	Elena	Female	DVA	   


Search an Existing Patient's User Account (All Staff)


1. Click the “Patient” button  on the navigation bar on the left hand side.
2. The user is able to search the existing patients’ profile via patient’s type, surname or given name. Choose one option, enter the data and then hit the “Search” button.
3. The relevant Patient account will be shown under the list if existed.

 **Current location:** Patient

Given Name  Elena

Surname	Given Name	Gender	Type	Action
Gilbert	Elena	Female	DVA	   


4. Click “view patient details” icon  under the Action column.
5. The page will be directed to the Patient’s profile. Please take note that the details are in read only mode.


 **Current location:** Patient >> Patient Details

CONFIDENTIAL

Surname:	Gilbert	Given Name:	Elena
Patient Type:	DVA	Date of Birth:	06-09-1988
Address:	7, Waverly Road Malvern East VIC 3145		
Mobile:	0414789653	Home:	04123456789
GP's Name:	Caroline	GP's Contact Number:	Forbes
GP's Address:	900 Dandenong Road Caulfield East 3145 VIC		
Age of Current Dentures:	2	Current Dentures Problems:	Some problems here
Latex allergy:	No		
Other allergies:	Some details here		
Medical Conditions:	No		
Medications:	No		
Dental Job Status:	<input checked="" type="checkbox"/> First consultation <input type="checkbox"/> First impression <input type="checkbox"/> Second impression <input type="checkbox"/> Bite registration <input type="checkbox"/> Try in <input type="checkbox"/> Insert <input type="checkbox"/> Shade <input type="checkbox"/> Mouth guard impression <input type="checkbox"/> Mouth guard insertion <input type="checkbox"/> Relines		
Patient Type Related Information:	<input type="checkbox"/> Dentist Letter <input checked="" type="checkbox"/> DVA Confirmation		
Signature Captured:	Yes		
Additional Information:	No		

Edit an Existing Patient's User Account (All Staff)

1. Search an existing patient (Refer to “Existing Patient's User Account”)
2. Click the “edit this patient” icon  under the Action column.
3. Change the inputs of the particular fields as desired and save it.

 **Current location:** Patient >> Edit Patient

2- Detailed Information

☒ Do you have denture? Current denture age:

Current denture problems:

☐ Latex allergic? Details:

☒ Any other allergies? Details:

☐ Any medical conditions? Details:

☐ Taking any medicines? Details:

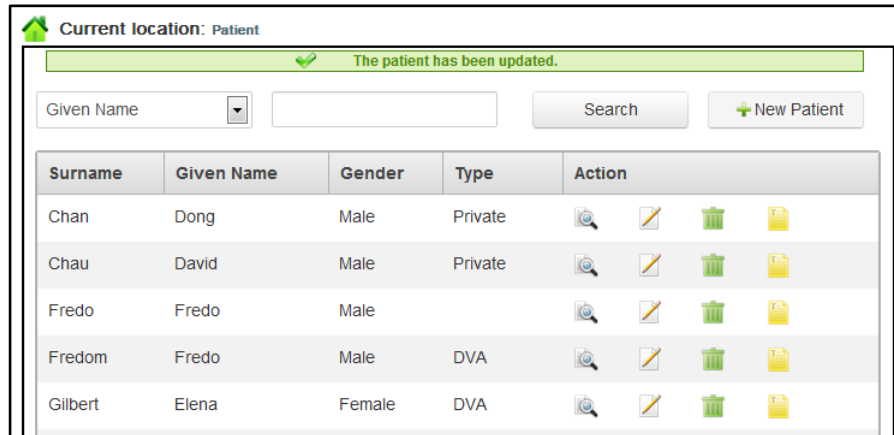
Additional Information:

Patient Type:

☐ Dentist Letter ☒ DVA Confirmation ☒ Signature

4. In case of invalid data, the user will receive an error message “Unable to save this patient”, followed by the specific error messages under the particular fields in red colour.

- If all inputs are valid, the user will be presented with a flash message “The patient’s profile has been updated” to denote that the Patient’s profile has been updated. The user is able to see the newly created Patient’s user under the list of existing users.




Current location: Patient

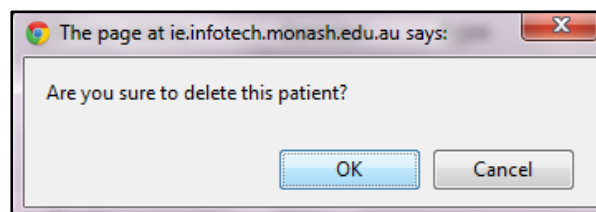
The patient has been updated.

Given Name Search

Surname	Given Name	Gender	Type	Action
Chan	Dong	Male	Private	
Chau	David	Male	Private	
Fredo	Fredo	Male		
Fredom	Fredo	Male	DVA	
Gilbert	Elena	Female	DVA	

Delete an existing Patient's User Account (All Staff)

- Search an existing patient (Refer to “Existing Patient's User Account”)
- Click the “delete” button .
- The user will be prompt with a new window for confirmation. Click “OK” to confirm.



- The user will be presented with a flash message “The patient has been deleted” to denote that the Patient’s profile has been deleted.

Current location: Patient

The patient has been deleted.

Given Name

Surname	Given Name	Gender	Type	Action
Chan	Dong	Male	Private	
Chau	David	Male	Private	
Fredo	Fredo	Male		
Freedom	Fredo	Male	DVA	
Gilbert	Elena	Female	DVA	
Hu	Ray	male	Private	
Hu	Sara	Female	Private	
Lee	JQ	female	Medicare	
Lee	Daniel	male	DVA	

Create New Clinical Notes for a Patient (Super Technician and Technician only)

1. Search an existing patient (Refer to “Existing Patient's User Account”)
2. Click the “view clinical notes” icon under the Action column.
3. Click the “New Note” button.

Denture Job Status Progress

Clinical notes

David Chau

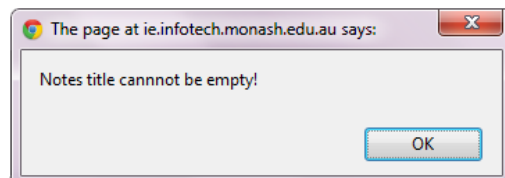
Title	Technician Name	Created Datetime	Modified Datetime	Action
Consultation	Ray Hu	31-May-2012 14:24:03	11-Oct-2012 14:24:39	
First Consultation	Ray Hu	31-May-2012 14:20:33	01-Jun-2012 01:04:02	
Good Test	Ray Hu	08-Sep-2012 22:12:01	09-Sep-2012 15:33:50	
Impression	Ray Hu	31-May-2012 14:22:35	31-May-2012 14:22:35	
Second Consultation	Ray Hu	31-May-2012 14:21:43	31-May-2012 14:21:43	

Showing 1 to 5 of 7 entries ◀ Previous Next ▶

4. Enter all fields in the form as required and save it.


The screenshot shows a web application window titled "Denture Job Status Progress". Inside, there's a section for "Clinical notes" for a user named "David Chau". A "New Notes" button is in the top right. Below it, the "New Notes" section contains a "Title:" input field, a "Subheadings:" dropdown menu currently showing "OUD", a large "Body:" text area, and "Save" and "Cancel" buttons.


5. In case of empty data, the user will receive an error message “Note title cannot be empty”.



6. If all inputs are valid, the user will be presented with a flash message “The clinical note has been saved” to denote that the Patient’s clinical note has been created.

Search an Existing Patient's Clinical Notes (Super Technician and Technician only)











1. Search an existing patient (Refer to “Existing Patient's User Account”)
2. Click the “view clinical notes” icon  under the Action column.

3. Click “view clinical note details” icon  under the Action column.

Denture Job Status Progress

Clinical notes

David Chau + New Notes

Title ▲	Technician Name ⇅	Created Datetime ⇅	Modified Datetime ⇅	Action ⇅
Consultation	Ray Hu	31-May-2012 14:24:03	11-Oct-2012 14:24:39	 
First Consultation	Ray Hu	31-May-2012 14:20:33	01-Jun-2012 01:04:02	 
Good Test	Ray Hu	08-Sep-2012 22:12:01	09-Sep-2012 15:33:50	 
Impression	Ray Hu	31-May-2012 14:22:35	31-May-2012 14:22:35	 
Second Consultation	Ray Hu	31-May-2012 14:21:43	31-May-2012 14:21:43	 











Showing 1 to 5 of 7 entries ◀ Previous Next ▶

4. The relevant clinical note will be displayed under the list of the clinical notes in the same page. Please take note that the details are in read only mode.

Denture Job Status Progress

Clinical notes

David Chau + New Notes

Title ▲	Technician Name ⇅	Created Datetime ⇅	Modified Datetime ⇅	Action ⇅
Consultation	Ray Hu	31-May-2012 14:24:03	11-Oct-2012 14:24:39	 
First Consultation	Ray Hu	31-May-2012 14:20:33	01-Jun-2012 01:04:02	 
Good Test	Ray Hu	08-Sep-2012 22:12:01	09-Sep-2012 15:33:50	 
Impression	Ray Hu	31-May-2012 14:22:35	31-May-2012 14:22:35	 
Second Consultation	Ray Hu	31-May-2012 14:21:43	31-May-2012 14:21:43	 


Showing 1 to 5 of 7 entries ◀ Previous Next ▶

Notes Details


Title: **Subheadings:** Save

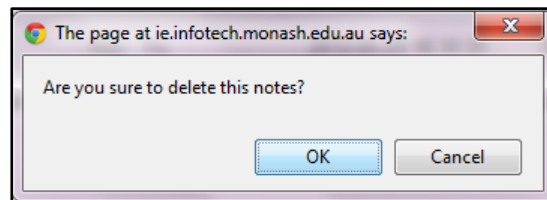
Body:

Denture cause tooth bone damage.

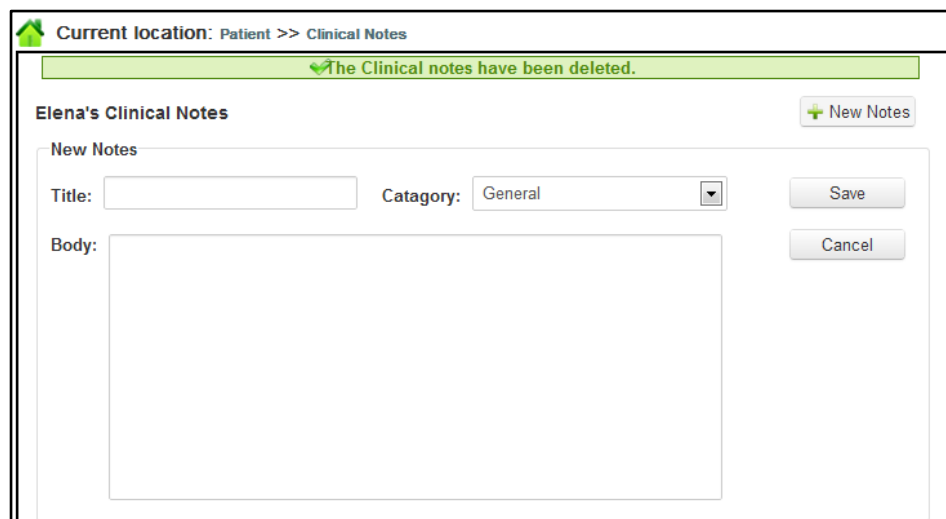
 Print

Delete an existing Patient's Clinical Note (Super Technician and Technician only)

1. Search an existing patient (Refer to “Existing Patient's User Account”)
2. Search existing clinical note (Refer to “Search an Existing Patient's Clinical Notes”).
3. Click the “delete this clinical note” icon  to delete a particular clinical note.
4. The user will be prompt with a new window for confirmation. Click “OK” to confirm.



5. The user will be presented with a flash message “The clinical note has been deleted” to denote that the patient’s clinical note has been deleted.



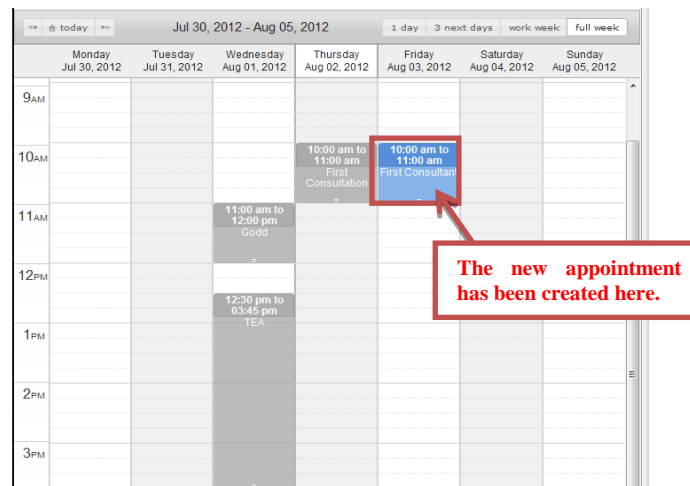
Appointment Management

Create a new Appointment (All Staff)



1. Click the “Appointment” button on the navigation bar on the left hand side.
2. Click on the time slot or click anywhere in the calendar to invoke the form. The form with the heading “New Appointment” will appear on top of the calendar.

3. Enter all fields as required. After the user has entered the start time and end time of that appointment, a list of technicians that are available for that particular time slot will be shown in the drop down menu according to their availability time and save it when done.
4. The appointment will be saved and shown in the calendar. Take note that grey colour indicates that it is a past appointment while blue colour indicates that it is an upcoming/on-going appointments.



View an existing Appointment (All Staff)



1. Click the “Appointment” button on the navigation bar on the left hand side. This will direct the user to the page where a simple timetabling system is being presented in a calendar format.
2. Look for the time slot in the calendar where the appointment lies and click on the appointment box.

3. The details of that particular appointment will be shown.

Edit - First Consultant

Date: Aug 03, 2012

Title: First Consultant

Patient: Elena Gilbert

Start Time: 10:00 am

End Time: 11:00 am

Technician: Ofer

Additional Information:

Buttons: save, delete, cancel

4. Click the “cancel” button to make no changes on the appointment and go back to the calendar.

Edit an existing Appointment

1. View any appointment (Refer to “View an existing Appointment”)
2. The details of that particular appointment will be shown and able to be edited.

Edit - First Consultant

Date: Aug 03, 2012

Title: First Consultant

Patient: Elena Gilbert

Start Time: 10:00 am

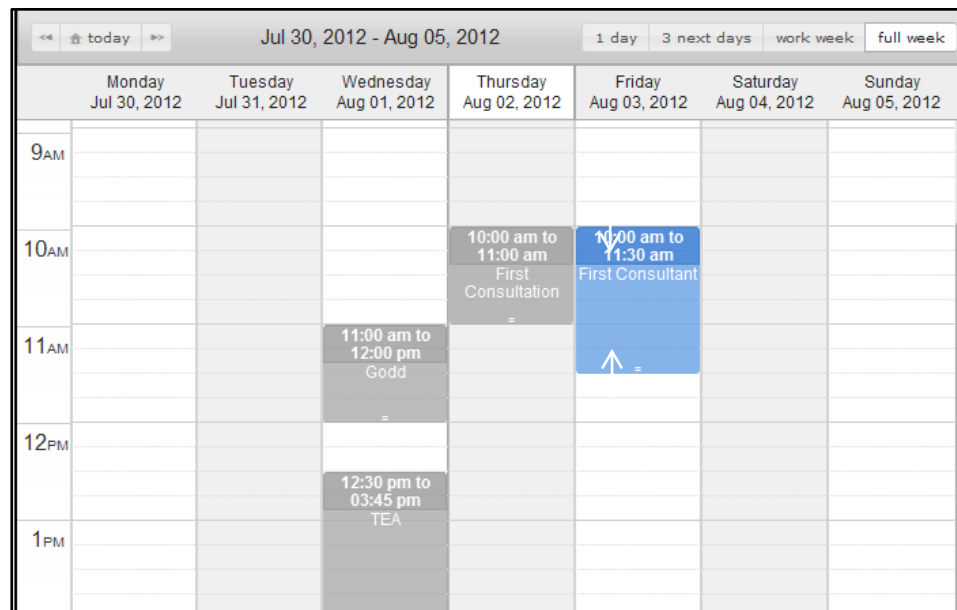
End Time: 11:30 am

Technician: Ofer

Additional Information:

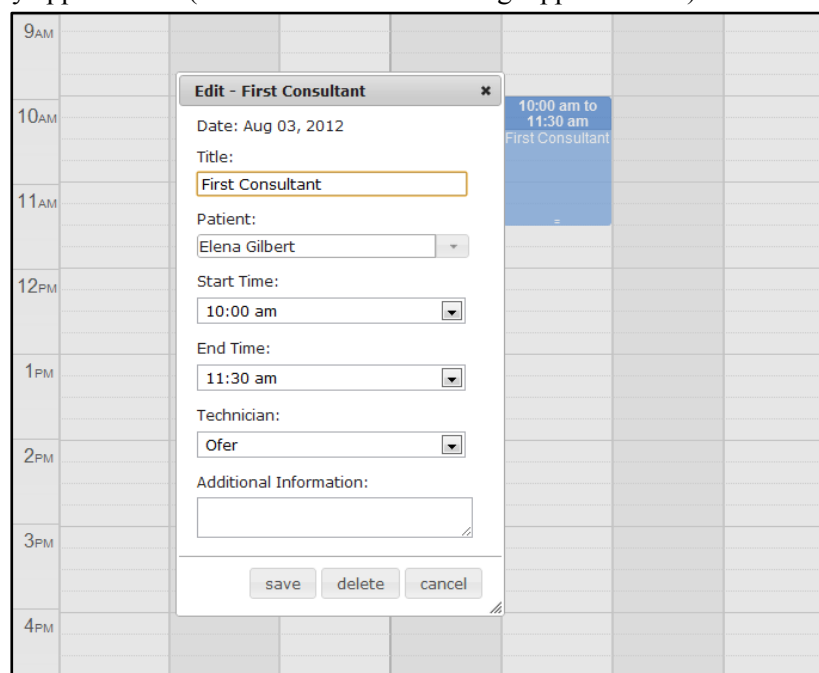
Buttons: save, delete, cancel

3. Click the “Save” button when done.
4. The appointment will be saved and shown accordingly in the calendar.
5. Alternatively, if the user wants to change only the start time or end time of the appointment, it can be done by dragging the edge of the appointment box or dropping the particular appointment into the desired time slot.



Delete an existing Appointment (All Staff)

1. View any appointment (Refer to “View an existing Appointment”)

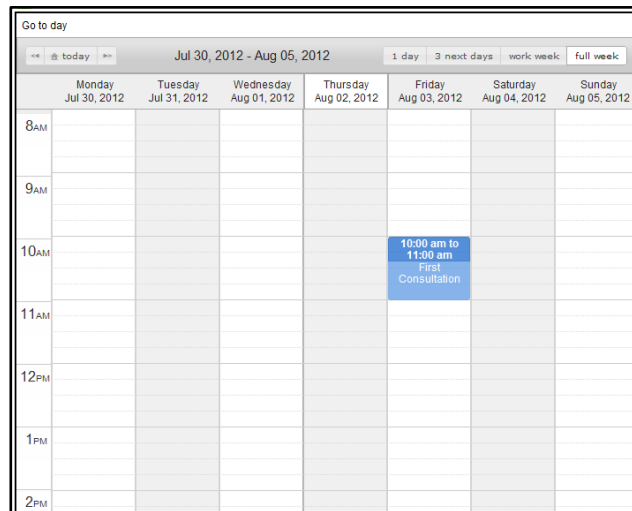


2. Click the “delete” button to delete the particular appointment.
3. That particular appointment will be deleted from the calendar.

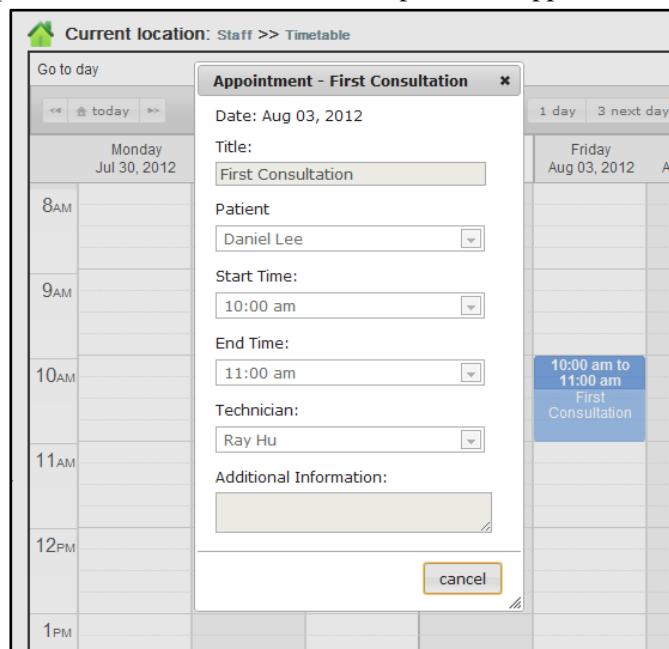
View Work Schedule / Roster (Super Technician and Technician only)



1. Click the “Work Schedule” button on the navigation bar on the left hand side.
2. The user is able to view all the appointments that have been allocated to him on the calendar in view-only mode.



3. Click on the appointment box. The details of that particular appointment will be shown.



4. Click the “cancel” button to go back to the calendar.

Availability Management

Create a new Availability Time (All Staff)

1. Search an Existing Staff (Refer to “Search an Existing Staff”).

Current location: Staff >> Staff Details

Stefen Salvatore Availabilities

Surname:	Salvatore	Given Name:	Stefen
Job Title:	Technician	Gender:	Male
Email Address:	stefen.salvatore@2mdental.com	Date of Birth:	02-08-1980
Address:	1 Dandenong Rd Caulfield East VIC 3140		
Mobile:	0421456321	Home:	
Police Check:	Yes	Insurance Policy:	A001
Registration Certificate:	Yes	Provider Number:	B001

Back

2. Click the “Availabilities” button Availabilities on the top right corner of the technician’s details.

Current location: Availability -> Stefen Salvatore

Jul 30, 2012 - Aug 05, 2012 1 day 3 next days work week full week

	Monday Jul 30, 2012	Tuesday Jul 31, 2012	Wednesday Aug 01, 2012	Thursday Aug 02, 2012	Friday Aug 03, 2012	Saturday Aug 04, 2012	Sunday Aug 05, 2012
8AM							
9AM							
10AM							
11AM							
12PM							
1PM							

3. Click on the available time slot or click anywhere in the calendar to invoke the form. The form with the heading “New Availability” will appear on top of the calendar.

Current location: Availability -> Stefen Salvatore

Jul 30, 2012 - Aug 05, 2012 1 day 3 next days work week full week

	Monday Jul 30, 2012	Tuesday Jul 31, 2012	Wednesday Aug 01, 2012	Thursday Aug 02, 2012	Friday Aug 03, 2012	Saturday Aug 04, 2012	Sunday Aug 05, 2012
8AM							
9AM							
10AM							
11AM							
12PM							
1PM							

New Availability ✕

Date: Aug 03, 2012

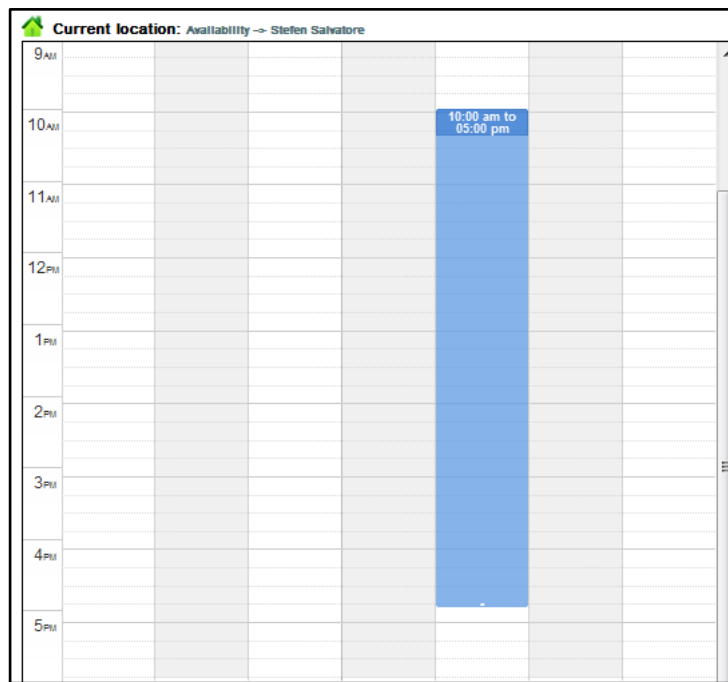
Start Time:

End Time:


Additional Information:

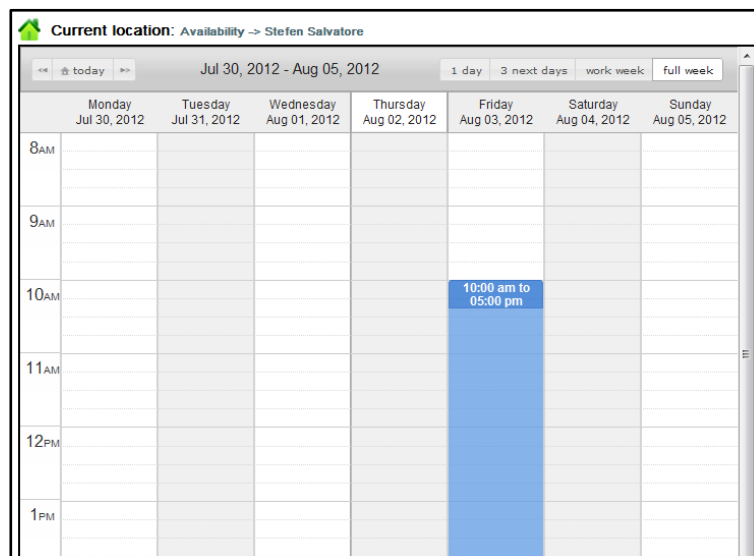
save cancel

4. Enter all fields as required and save it.
5. The availability time will be saved and shown in the calendar.

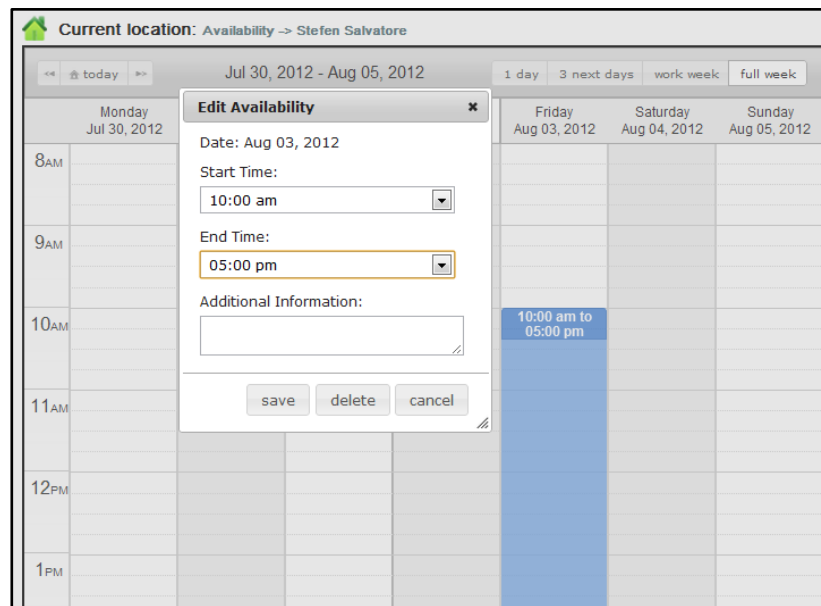


View an existing Availability Time (All Staff)

1. Search an Existing Staff (Refer to “Search an Existing Staff”).
2. Click the “Availabilities” button  on the top right corner of the technician’s details. This will direct the user to the technicians’ availabilities page where a simple timetabling system is being presented in a calendar format. The user is able to view all the availability time slot on the calendar form.



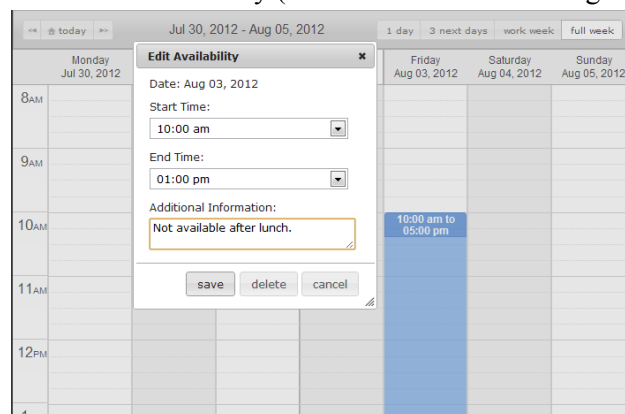
3. Click on the availability time box. The details of that particular availability time will be shown.



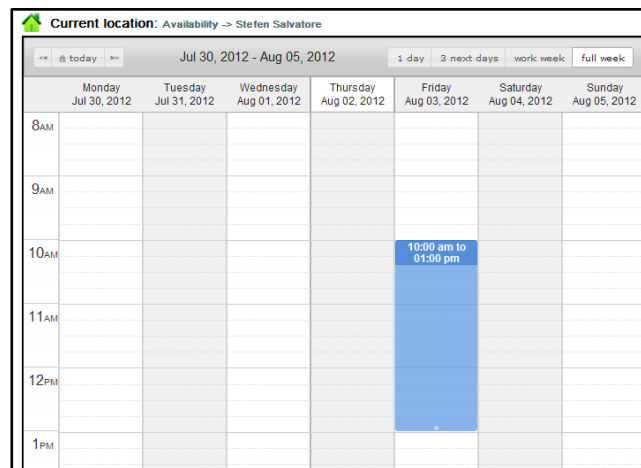
4. Click the “cancel” button to go back to the calendar.

Edit an existing Availability Time (All Staff)

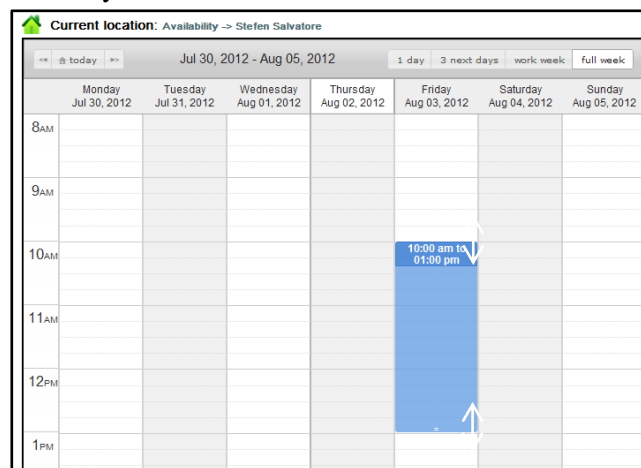
1. Search an Existing Staff (Refer to “Search an Existing Staff”).
2. View the staff availability (Refer to “View an existing Availability Time”).



3. Change the inputs of the particular fields as desired and save it.
4. The appointment will be saved and shown accordingly in the calendar.

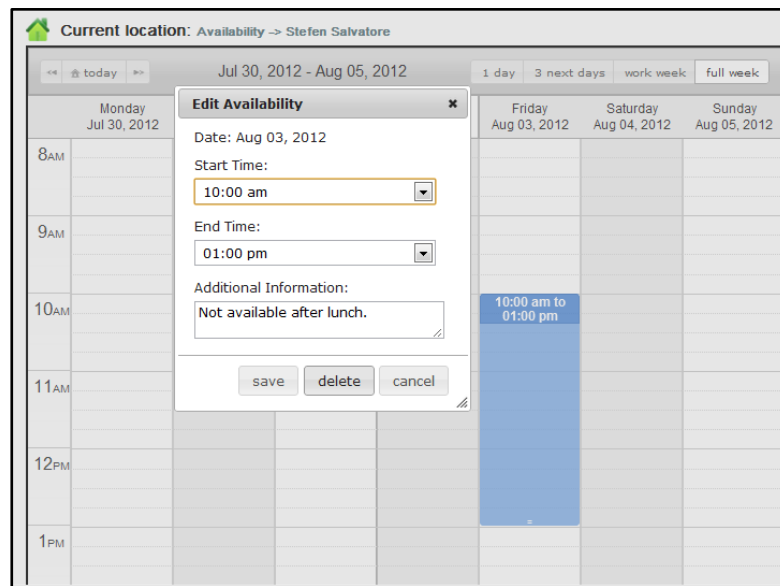


- Alternatively, if the user wants to change only the start time or end time of the availability time, it can be done by dragging the edge of the availability time box or dropping the particular availability time box into the desired time slot.



Delete an existing Availability Time (All Staff)


1. Search an Existing Staff (Refer to "Search an Existing Staff").
2. View the staff availability (Refer to "View an existing Availability Time").





3. Click the “delete” button to delete that particular availability time.
4. That particular availability time will be deleted from the calendar.

System Maintenance

Create a new Patient Status / Clinic / Job title / Patient type (Super Administrator and Super Technician only)

1. Click the “System Administration” button  on the navigation bar on the left hand side.
2. Click the desired tab (clinic or patient statuses or job title) and click “new” button and enter all fields accordingly and save it.
3. In case of empty data, the user will receive an error message.
4. If all inputs are valid, the user will be presented with a green flash message to denote that the new entity has been created.



View an existing Patient Status / Clinic / Job title / Patient type(Super Administrator and Super Technician only)

1. Click the “System Administration” button  on the navigation bar on the left hand side.
2. Click the desired tab (clinic or patient statuses or job title or patient type).
3. Click “view” icon  under the Action column.
4. The relevant data will be displayed.

Edit an existing Patient Status / Clinic / Job title / Patient type(Super Administrator and Super Technician only)


1. View existing entity (Refer to “View an existing Patient Status / Clinic / Job title / Patient type”).
2. Change the inputs of the particular fields as desired and save it.
3. In case of invalid data, the user will receive an error message followed by the specific error messages under the particular fields in red colour.
4. If all inputs are valid, the user will be presented with a green flash message to denote that the entity has been updated.

Delete an existing Patient Status / Clinic / Job title / Patient type(Super Administrator and Super Technician only)

1. Click the “System Administration” button  on the navigation bar on the left hand side.
2. Click the desired tab (clinic or patient statuses or job title or patient type).
3. Click the “delete” icon  to delete.
4. The user will be prompt with a new window for confirmation. Click “OK” to confirm.
5. The user will be presented with a flash message to denote that the chosen entity has been deleted.

Report Management

Generate a Report (Super Administrator and Super Technician only)

1. Click the “Reports” button  on the navigation bar on the left hand side.

Start Date:

End Date:

Patient's First Name	Patient's Last Name	Patient's Type	Joined Since
David	Chau	Private	
Fredo	Freedom	DVA	
Fredo	Freedom	Prospective	
Elena	Gilbert	DVA	
Ray	Hu	Private	2011-12-15
Sara	Hu	Private	2012-05-09
Ray	Hu	Private	
JQ	Lee	Medicare	
Daniel	Lee	DVA	
Ray	Smith	Prospective	2012-02-02
Elliott	Wilson	Medicare	

2. Select the start date and end date to specify the time range of the report.

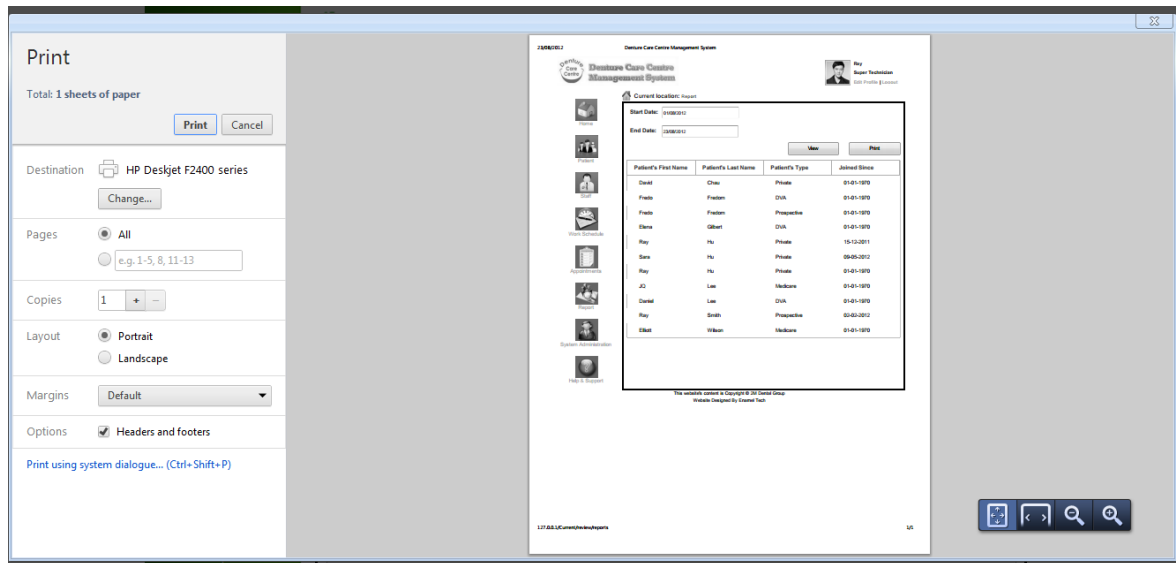
Current location: Report

Start Date:

End Date:

Patient's First Name	Patient's Last Name	Patient's Type	Joined Since
David	Chau	Private	01-01-1970
Fredo	Freedom	Prospective	01-01-1970
Fredo	Freedom	Prospective	01-01-1970
Elena	Gilbert	DVA	01-01-1970
Ray	Hu	Private	15-12-2011
Sara	Hu	Private	09-05-2012
Ray	Hu	Private	01-01-1970
JQ	Lee	Medicare	01-01-1970
Daniel	Lee	DVA	01-01-1970

3. Click the “View” button. The list of patients that has been created during the specified time range will be shown.
4. Click the “Print” button to preview the report.
5. A windows pop-out page will show the print preview version of the report.



Generate, Download and Print a Monthly Appointment by Clinics Report (Super Administrator and Super Technician only)



1. Click the “Reports” button on the navigation bar on the left hand side. This will direct the user to the Patient Report page where a list of existing patients is being presented by default.

Patient Report | Patient Charts | Daily Appointment | Appointment Charts

Start Date: End Date:
[Search] [Print]

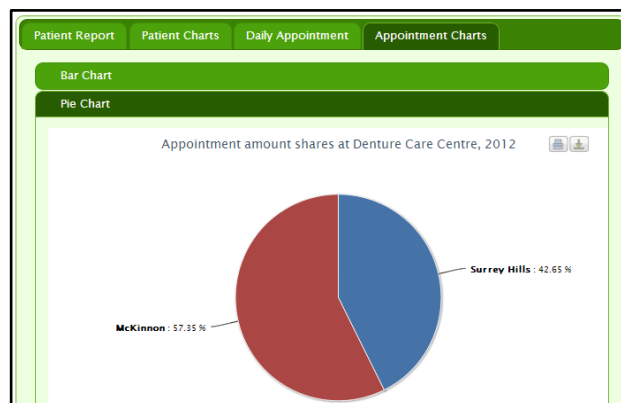
Surname	Given Name	Patient's Type	Joined Since
Andy	Liu	Private	04-10-2012
Daniel	Lee	DVA	06-08-2012
David	Brown	Private	03-10-2012
David	Chau	Private	01-08-2012
Edison	Chuang	Private	30-09-2012
Elena	Gilbert	DVA	09-07-2012
Elliott	Wilson	Medicare	11-07-2012
Fredo	Freedom	DVA	01-01-1970
Fredo	Freedom	Prospective	01-01-1970
Jimmy	Smith	Prospective	04-10-2012

Showing 1 to 10 of 16 entries
Previous Next

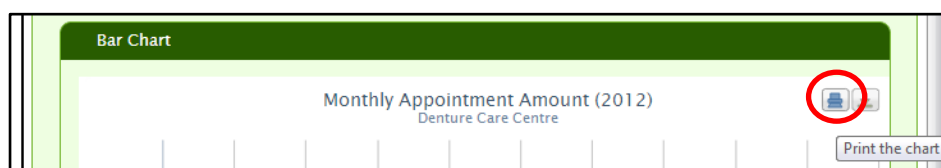
2. Click on the “Appointment Charts” tab.
3. The monthly appointment by clinics report will be presented in both bar chart and pie chart form. Take note that the top section of the report page shows the monthly appointment by clinics in bar chart while the bottom section of the report page shows the pie chart of the monthly appointment by clinics.



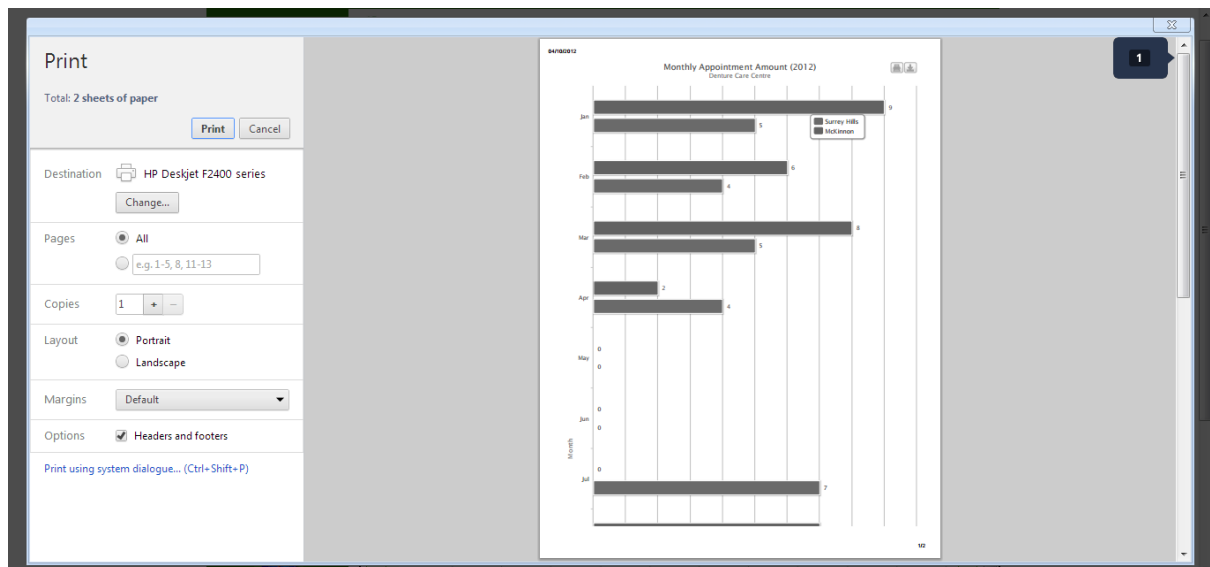
4. Click on the bar title to switch view in between the two types of charts.



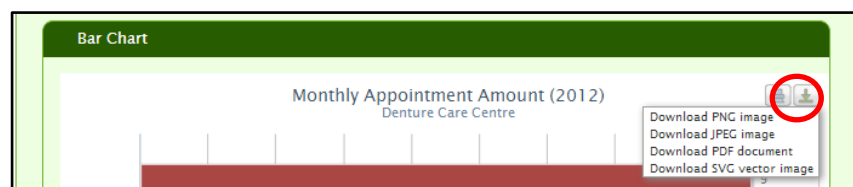
5. Click the print icon on the top right of the charts to print preview the monthly appointment by clinics report.



6. A windows pop-out page will show the print preview version of the report. Click the “print” button on the pop-out page to confirm printing out the report as a hardcopy.



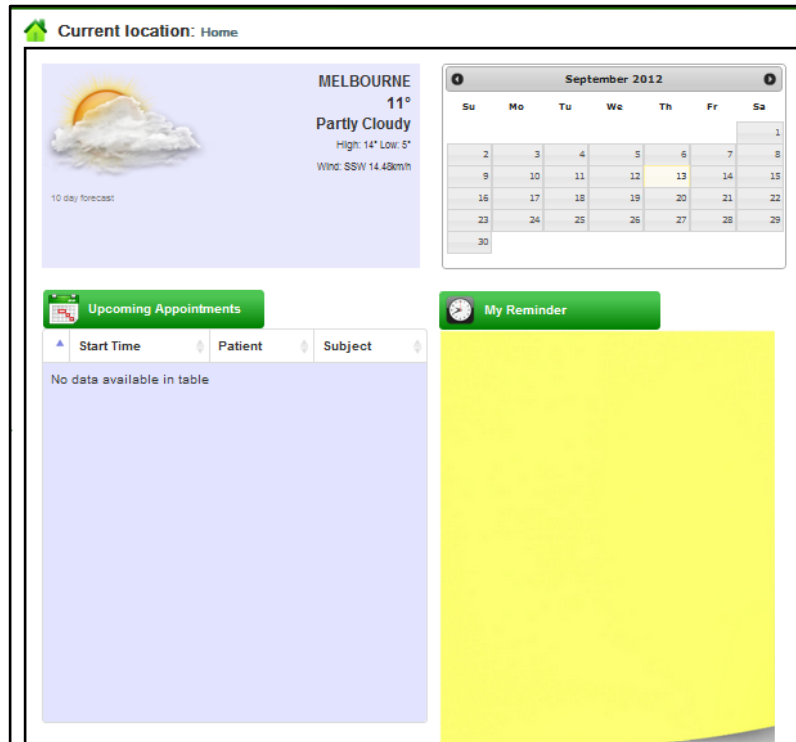
7. The users are allowed to download the report as a PNG image, JPEG image, PDF document or a SVG vector image. To download the report, click the download icon on the top right of the chart and select the desired options.



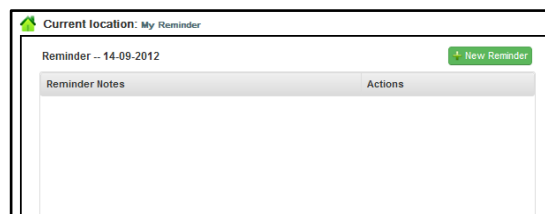
Reminder System

Add a new Reminder (All Staff)

1. On the user's homepage, click on the day of the calendar on the top right corner for the reminder.



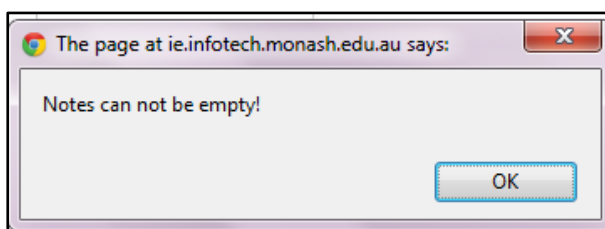
2. Click on the "New Reminder" button.



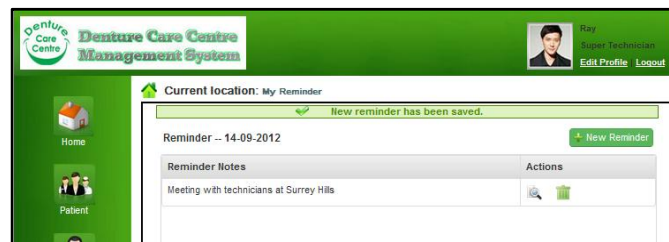
3. Enter all fields as required and save it.




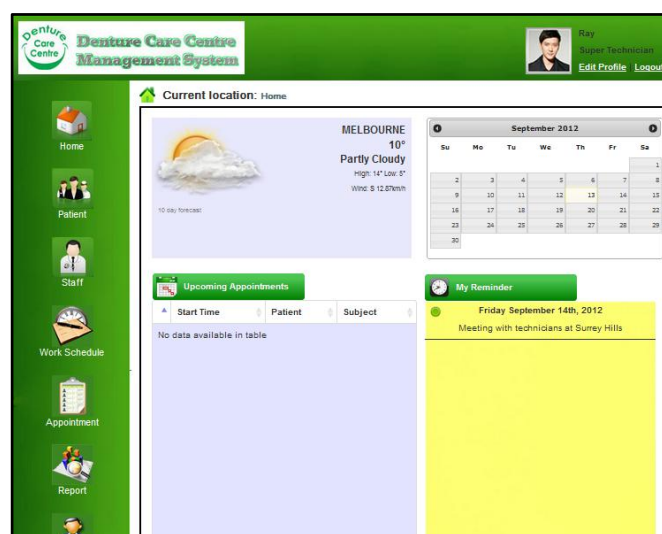
4. In case of empty data, the user will receive an error message "Type Name cannot be empty".



- If all inputs are valid, the user will be presented with a flash message “New reminder has been saved” to denote that the Reminder has been created successfully.




- When the user click on the “Home”  button to go back to the homepage, the newly created reminder will also be displayed under the “My Reminder” section.



View an existing Reminder (All User)

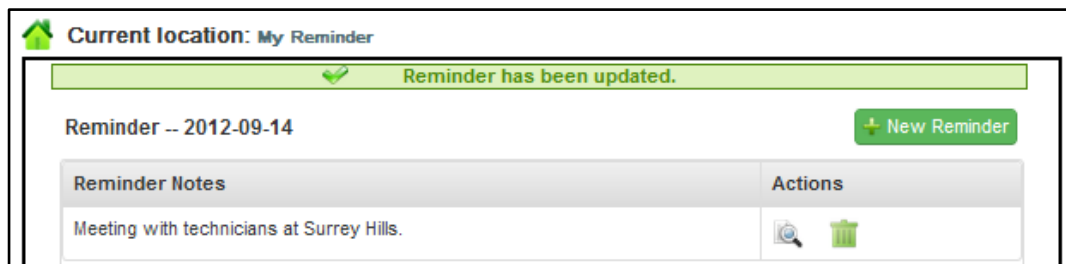
- On the user’s homepage, click on the day of the calendar on the top right corner for the reminder.



- Click “view reminder details” icon  under the Action column.
- The reminders will be displayed under the list of the reminder notes in the same page.

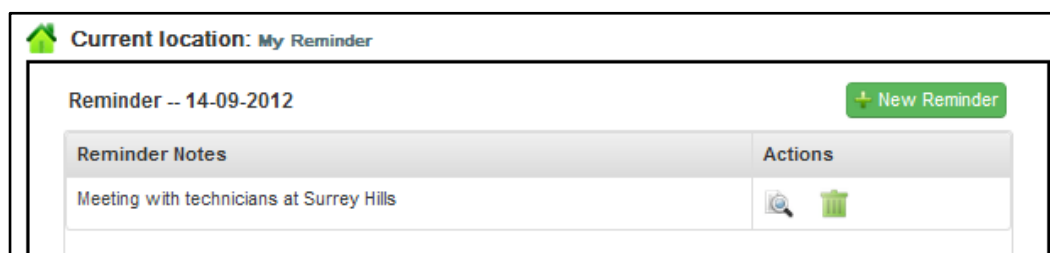
Edit an existing Reminder (All Staff)


1. View an existing reminder (Refer to “View an existing Reminder”).
2. Change the inputs of the particular fields as desired and save it.
3. In case of empty data, the user will receive an error message “Type Name cannot be empty”.
4. If all inputs are valid, the user will be presented with a flash message “Reminder has been updated” to denote that the Reminder has been updated successfully.



Delete an existing Reminder


1. On the user's homepage, click on the day of the calendar on the top right corner for the reminder.



2. Click the “delete reminder” icon  to delete a particular reminder.
3. The user will be prompt with a new window for confirmation. Click “OK” to confirm.
4. The user will be presented with a flash message “The reminder has been deleted” to denote that the Reminder has been deleted.

Help & Support

View FAQ (All Staff)

1. Click the “Help & Support” button  on the navigation bar on the left hand side.
2. Click on the desired question.
3. Click on “Back to Top” link to go back to the list of questions.

