Phone: +61 432 500 925
Email: hurui1207@gmail.com

User Manual

Project: Denture Care Management System

Prepared for: 2M Dental Pty Ltd

Prepared by: Enamel Tech (Team 19)
Fredo
Ryan Kort
JQ Yong
Ray Hu

Table of Contents

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 and 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 is written in clear and concise words to allow efficiency in conveying the instructions and includes appropriate screen dumps.

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

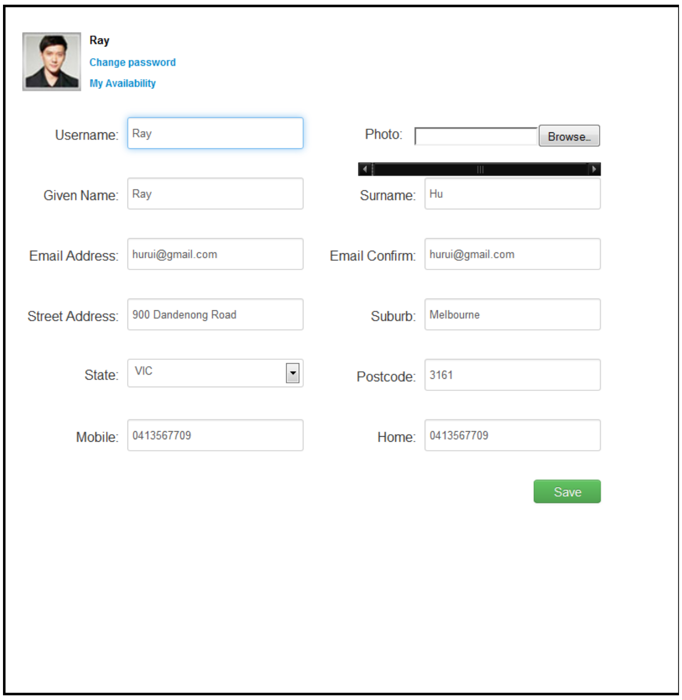
***Please note that different user may see slight difference in their homepage.**

Personal Management

I. **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.

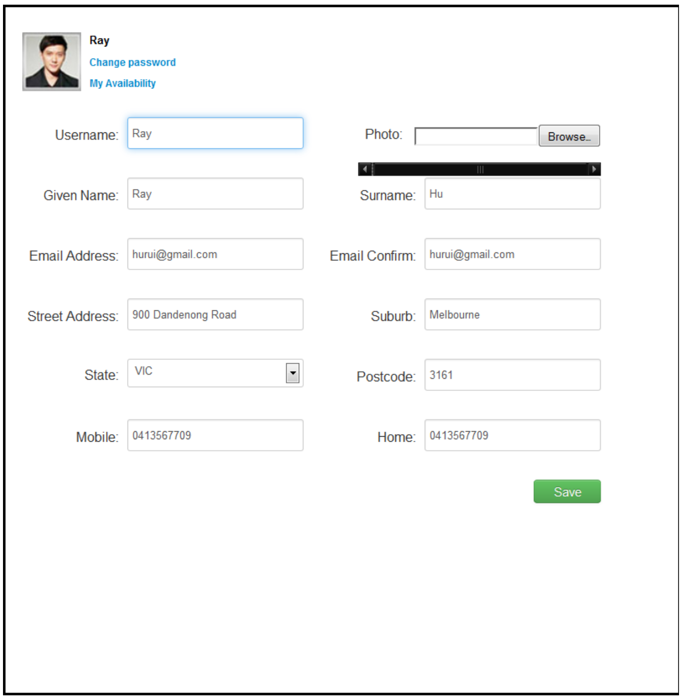


3. In case of invalid data, the user will receive an error message "Unable to save your profile", followed by the specific error messages under the particular fields in red colour.

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.

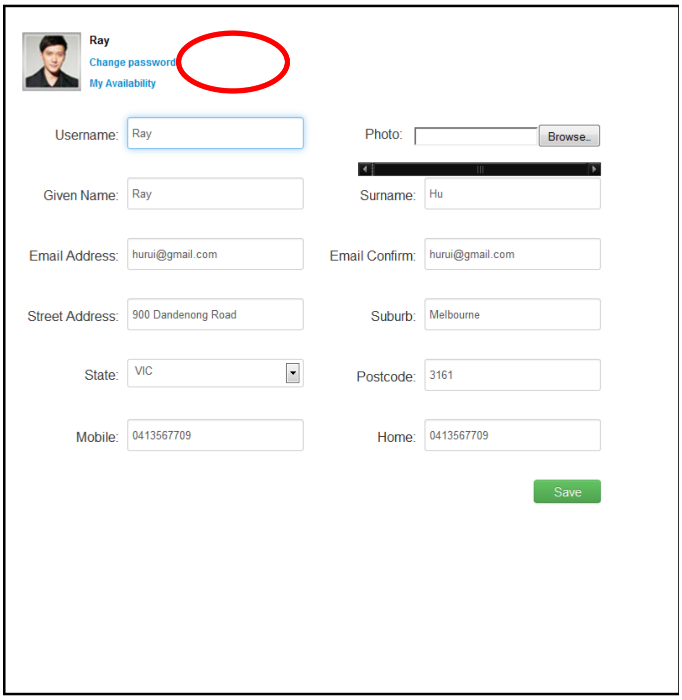
II. **Change Email**(All Staff)

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".

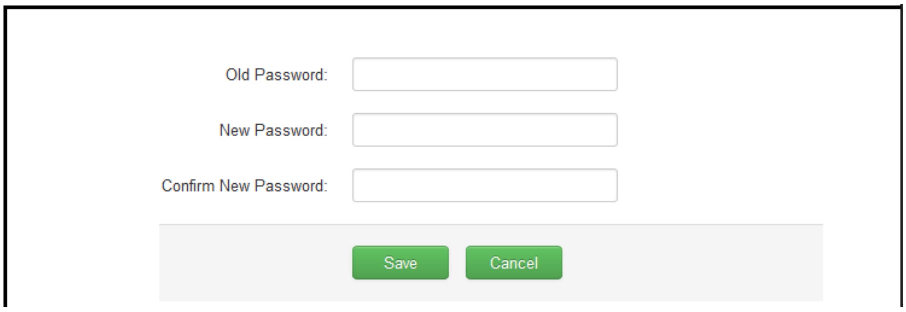


III. **Change Password**(All Staff)

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.



3. Enter your current password

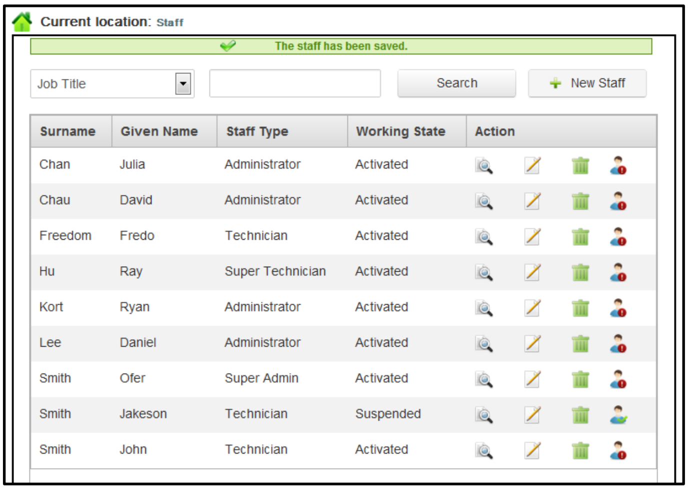


4. Enter a new password and retype it again in the next field and save it.
5. In case of not matching password, the user will receive an error message "Password and confirm password not match".
6. If all inputs are valid, the user will be presented with a flash message "Password has been updated" to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

Staff Management

I. Search an Existing Staff(All Staff)

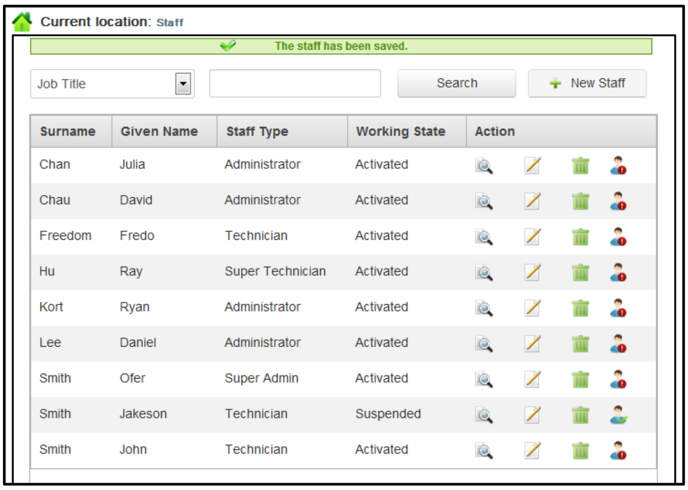
1. Click the "Staff" button  on the navigation bar on the left hand side.



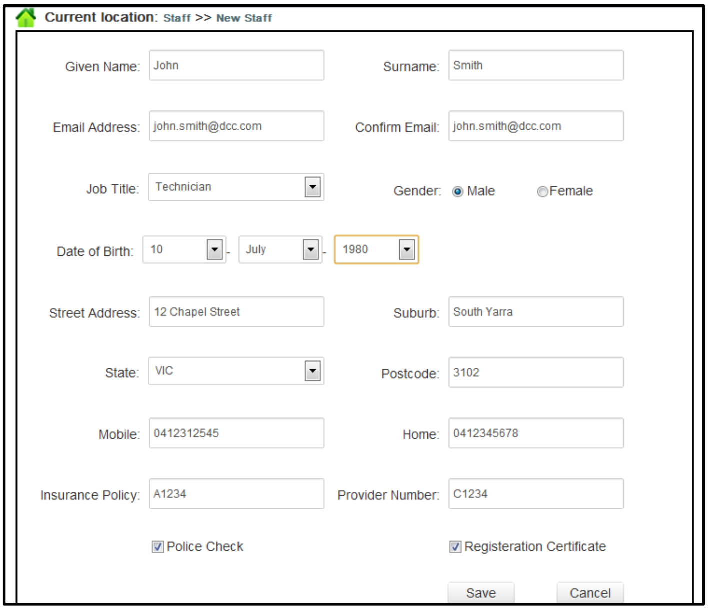
2. The user is able to search the existing Staff user via surname or given name. Choose one option, enter the data and then hit the "Search" button.
3. The relevant Staff user will be shown under the list if existed.
4. Click "View details" button  under the Action column.
5. The page will be directed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

II. Create New Staff(All Staff)

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



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



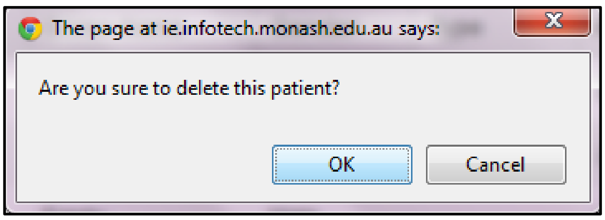
3. In case of invalid data, user will receive an error message.
4. If all inputs are valid, the user will be presented with a green flash message to denote that the staff's user account has been created.
5. Once a staff account has been created successfully, the email address will be his/her temporary 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.

III. **Edit an Existing Staff**(All Staff)

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.

IV. **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  .

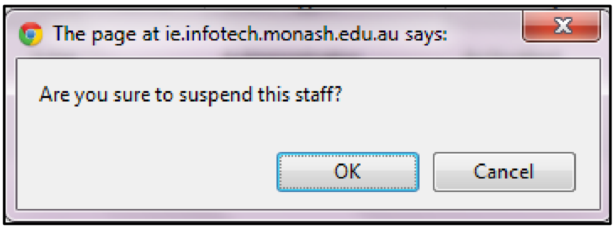


3. The user will be prompt with a new window for confirmation. Click "Ok" to confirm.
4. The user will be presented with a red flash message to denote that theStaff has been deleted.

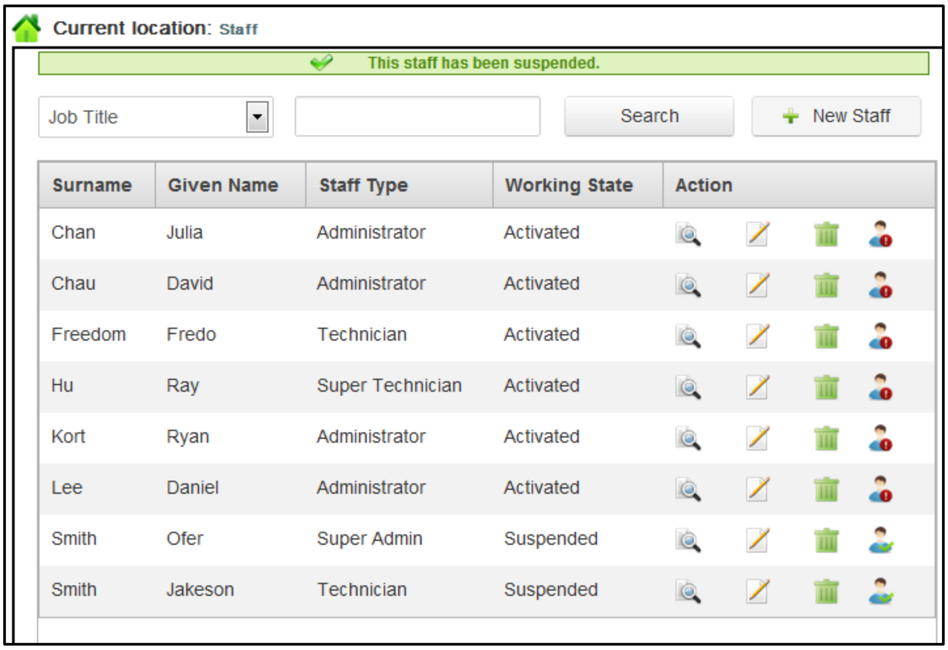
V. **Activate / Suspend a Staff Account** (Super Administrator and Super Technician only)

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.



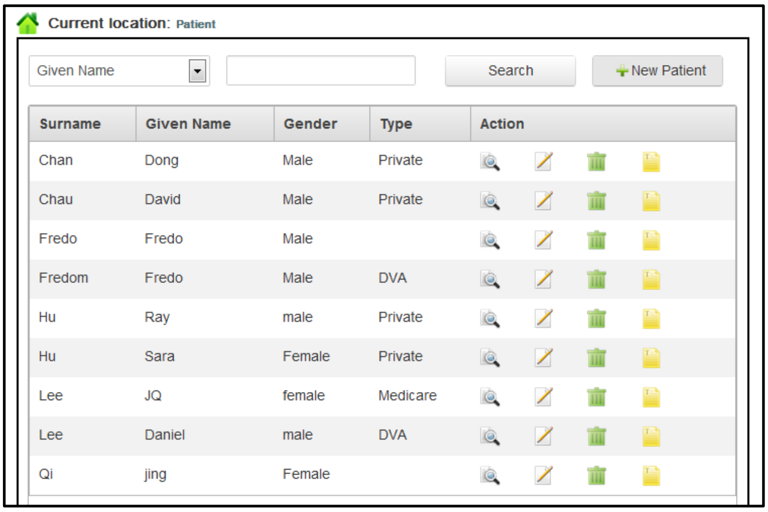
Surname	Given Name	Staff Type	Working State	Action
Chan	Julia	Administrator	Activated	
Chau	David	Administrator	Activated	
Freedom	Fredo	Technician	Activated	
Hu	Ray	Super Technician	Activated	
Kort	Ryan	Administrator	Activated	
Lee	Daniel	Administrator	Activated	
Smith	Ofer	Super Admin	Suspended	
Smith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

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

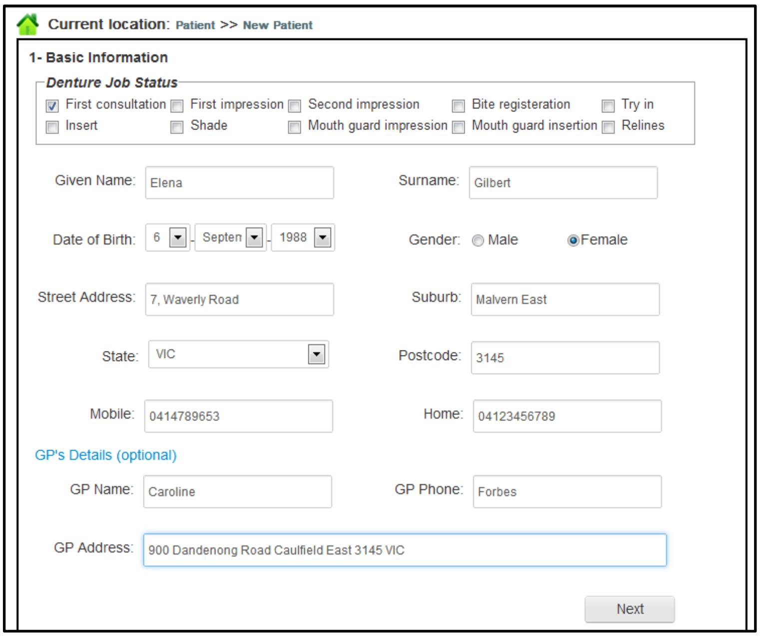
Patient Management

I. Create a New Patient's Account(All Staff)

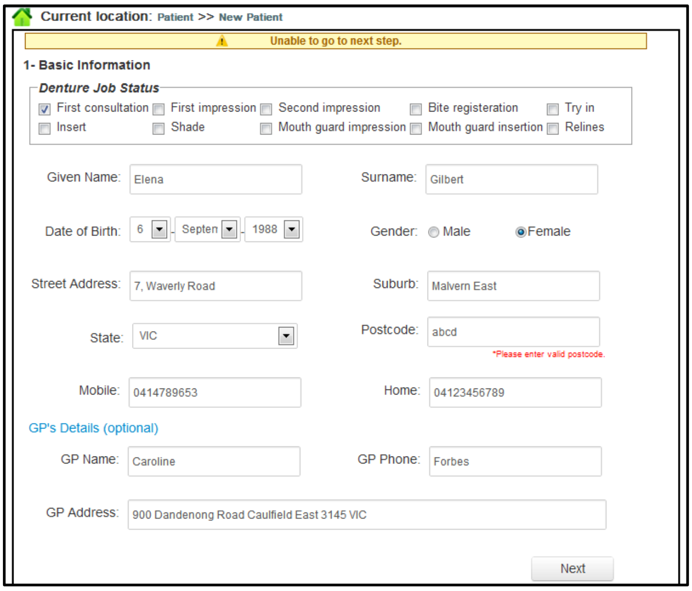
1. Click the "Patient" button  on the navigation bar on the left hand side.



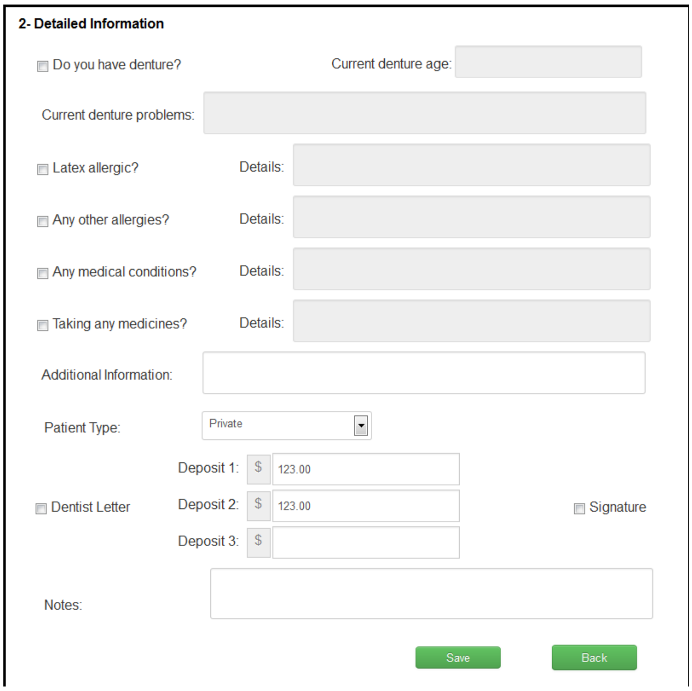
2. Click the "New Patient" button and enter all fields in the form as required and click the "Next" Button.



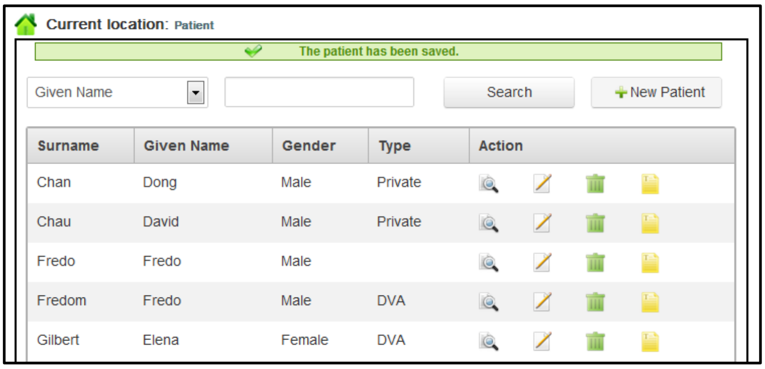
3. In case of invalid data, the user will receive an error message "Unable to go to next step", followed by the specific error messages under the particular fields in red colour.



4. Continue entering all the fields on the next page and click the "Save" button to save it.

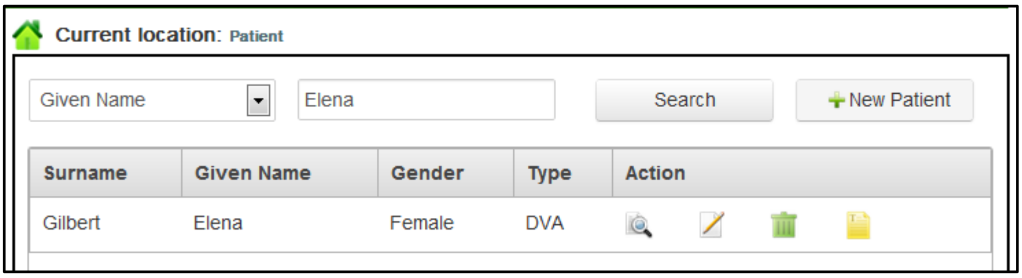


5. In case of invalid data, the user will receive an error message "Unable to save this patient", followed by the specific error messages under the particular fields in red colour.
6. If all inputs are valid, the user will be presented with a flash message "The patient has been saved" to denote that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

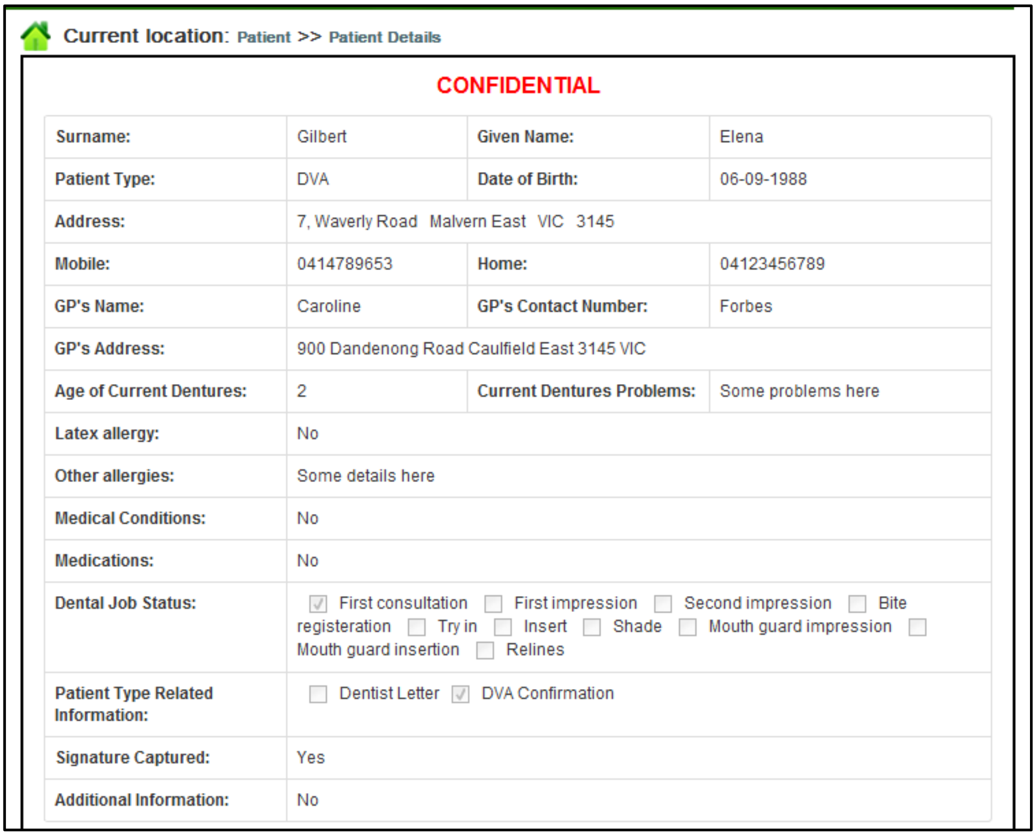


II. Search an Existing Patient's User Account (All Staff)

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.



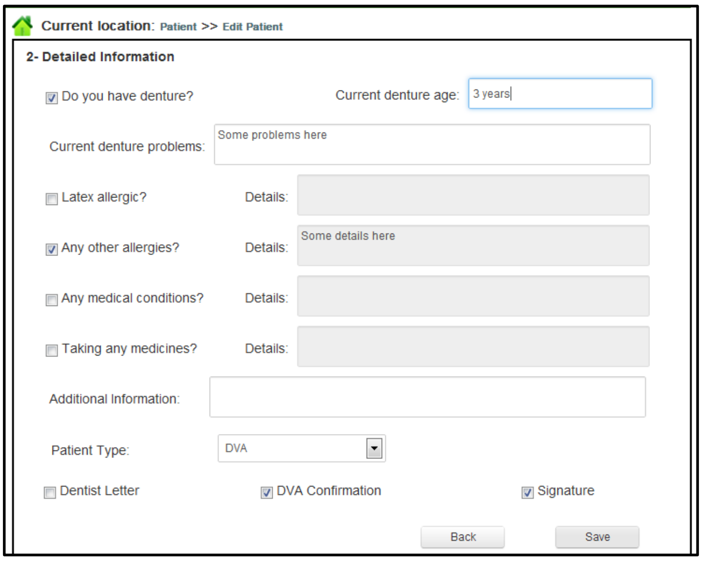
4. Click “view patient details” icon  under the Action column.
5. The page will be directed to the Patient’s profile. Please take note that the details are in read only mode.



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:	First consultation, First impression, Second impression, Bite registeration, Try in, Insert, Shade, Mouth guard impression, Mouth guard insertion, Relines		
Patient Type Related Information:	Dentist Letter, DVA Confirmation		
Signature Captured:	Yes		
Additional Information:	No		

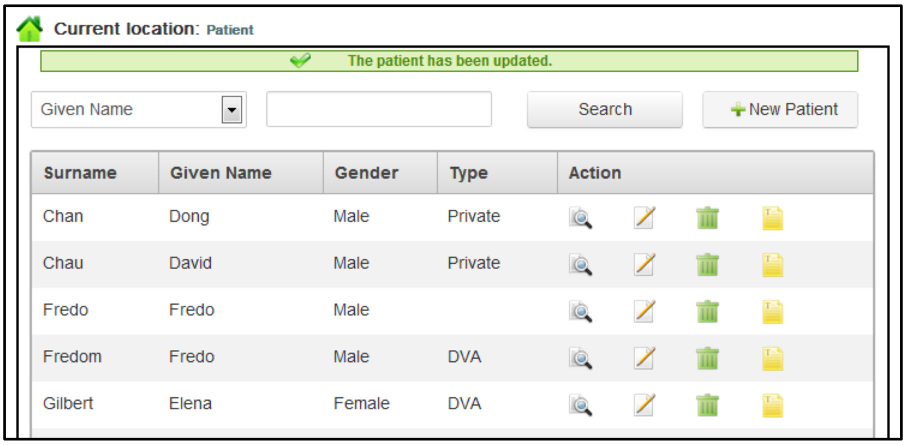
III. Edit an Existing Patient's User Account(All Staff)

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.



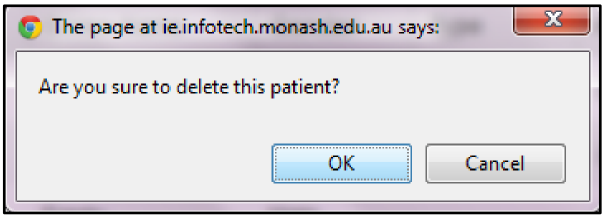
4. In case of invalid data, the user will receive an error message "Unable to save this patient", followed by the specific error messages under the particular fields in red colour.

5. 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.

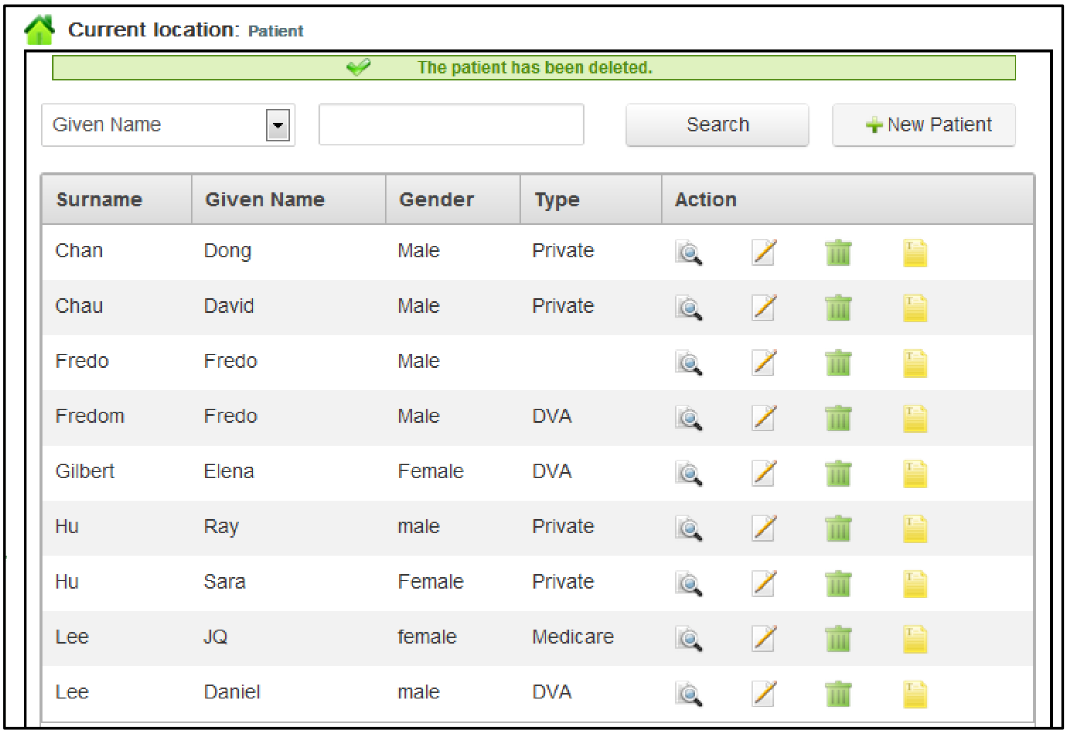


IV. **Delete an existing Patient's User Account**(Super Administrator and Super Technician Only)

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

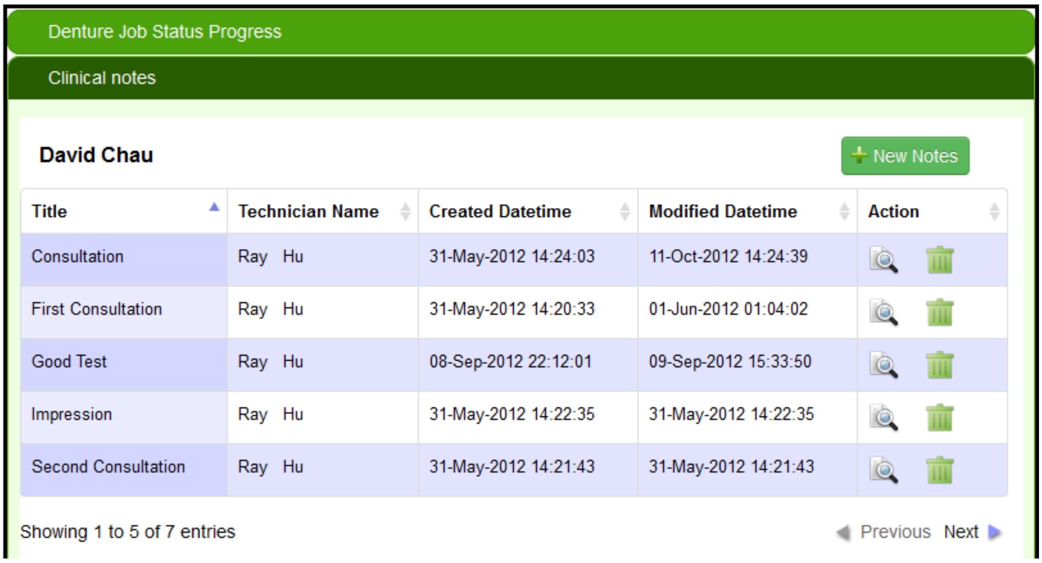


4. The user will be presented with a flash message "The patient has been deleted" to denote that the Patient's profile has been deleted.

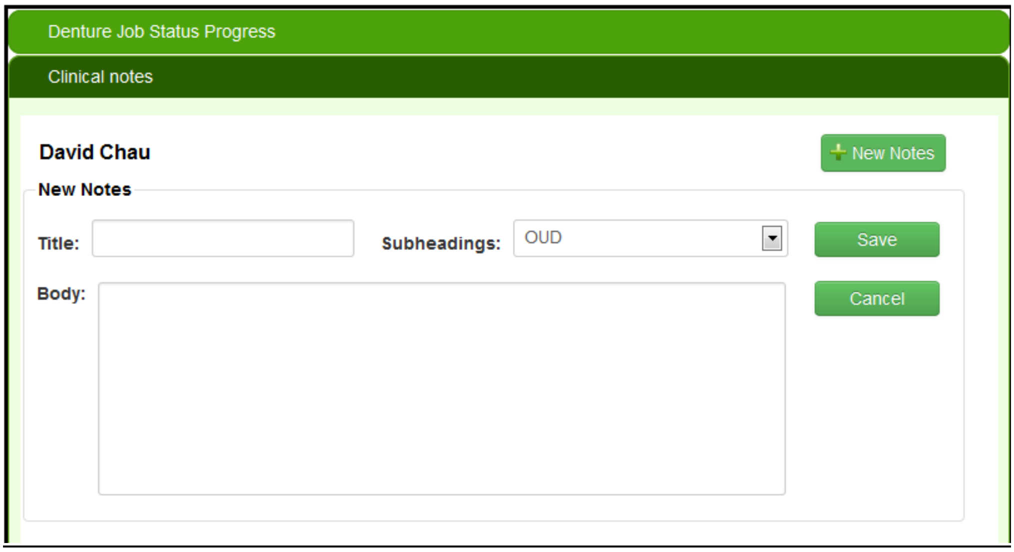


V. **Create New Clinical Notes for a Patient** (Super Technician and Technician only)

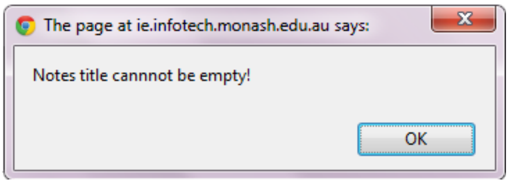
1. Search an existing patient (Refer to "Existing Patient's User Account")
2. Click the "view clinical notes" icon under the Action column.
3. Click the "New Note" button.



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



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

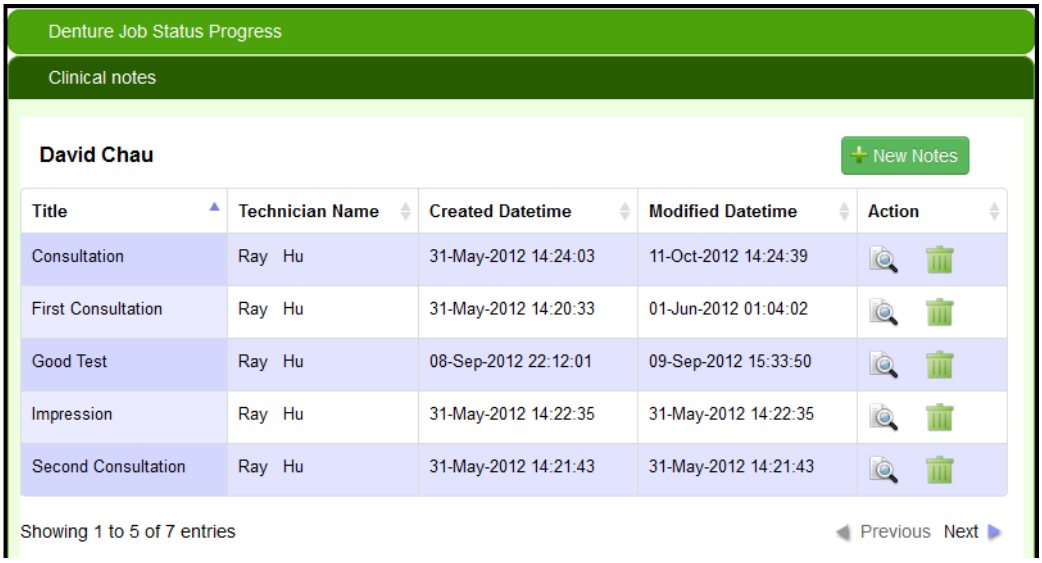


6. If all inputs are valid, the user will be presented with a flash message "The clinical note has been saved" to denote that the Patient's clinical note has been created.

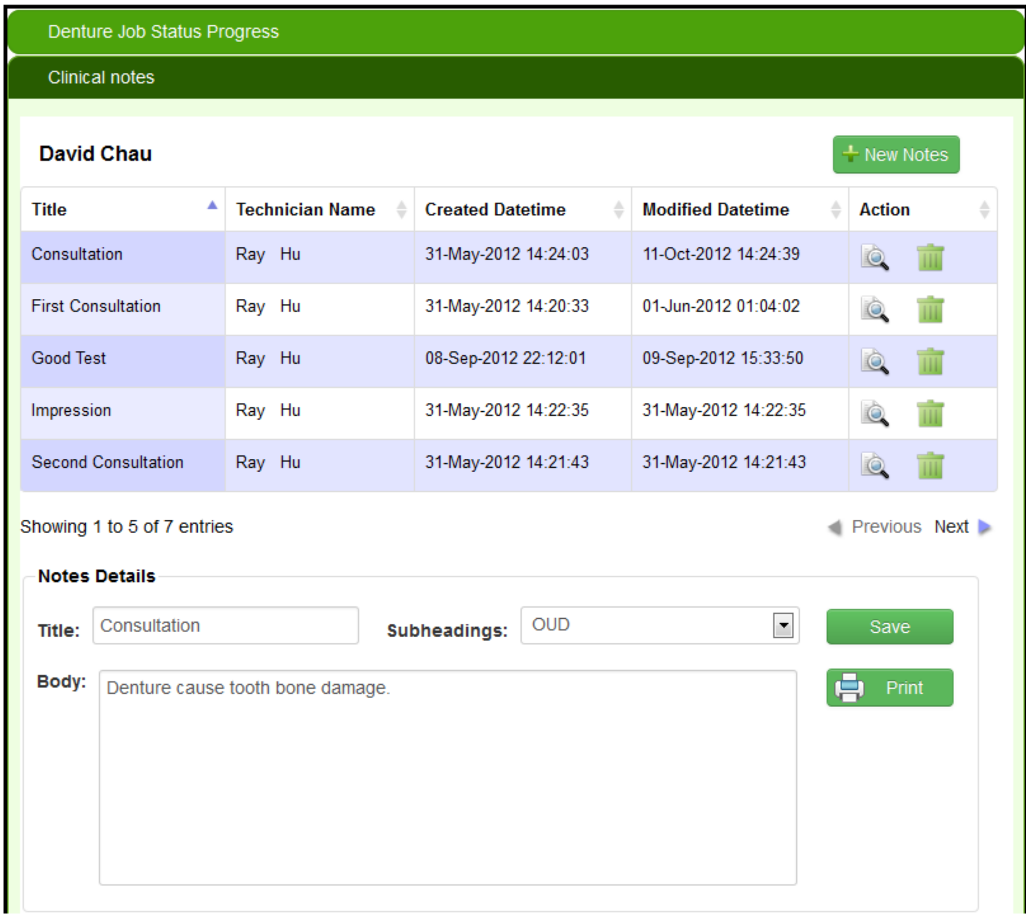
VI. **Search an Existing Patient's Clinical Notes** (Super Technician and Technician only)

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.

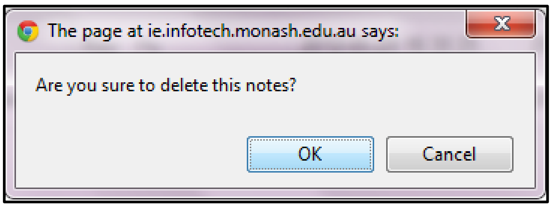


4. The relevant clinical note will be displayed under the list of the clinical notes in the same page. Please take note that the details are in read only mode.

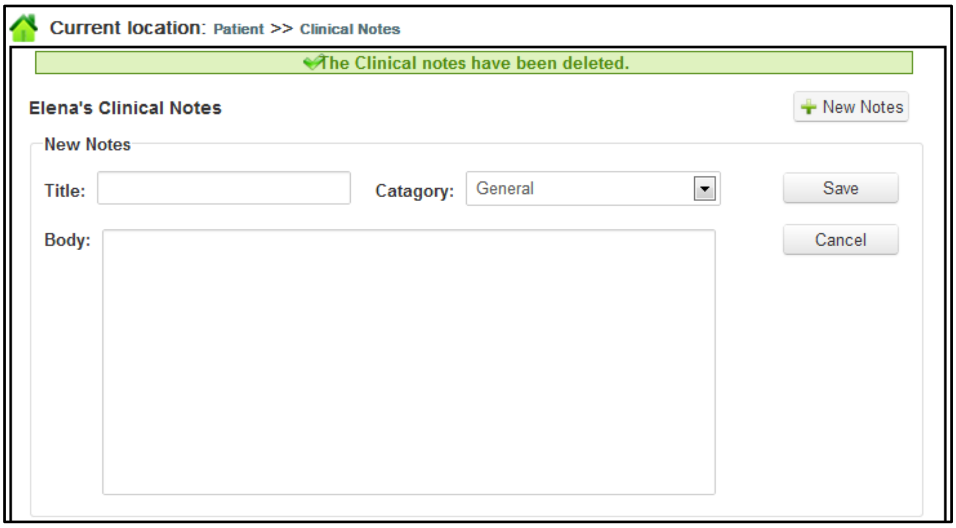


VII. **Delete an existing Patient's Clinical Note** (Super Technician and Technician only)

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.

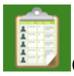


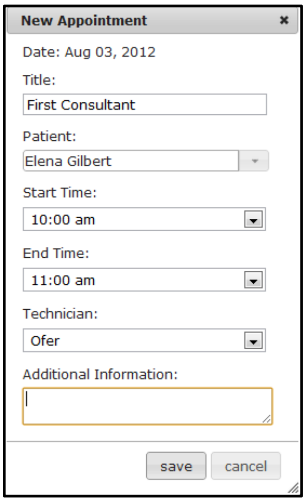
5. The user will be presented with a flash message "The clinical note has been deleted" to denote that the patient's clinical note has been deleted.



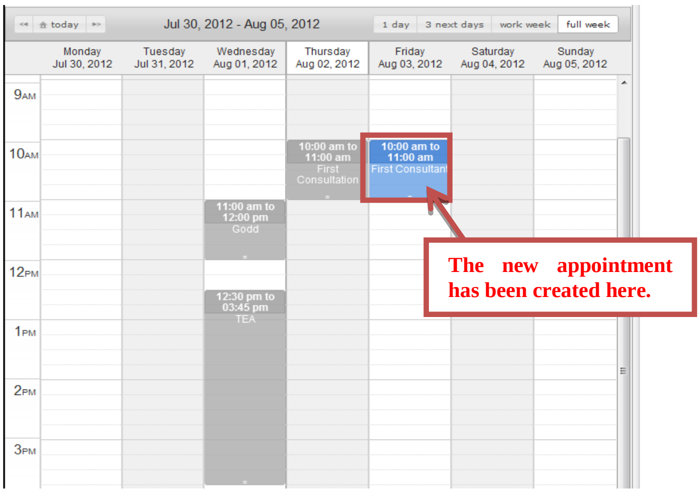
Appointment Management

I. **Create a new Appointment** (All Staff)

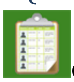
1. Click the "Appointment" button  on the navigation bar on the left hand side.
2. Click on the time slot or click anywhere in the calendar to invoke the form. The form with the heading "New Appointment" will appear on top of the calendar.



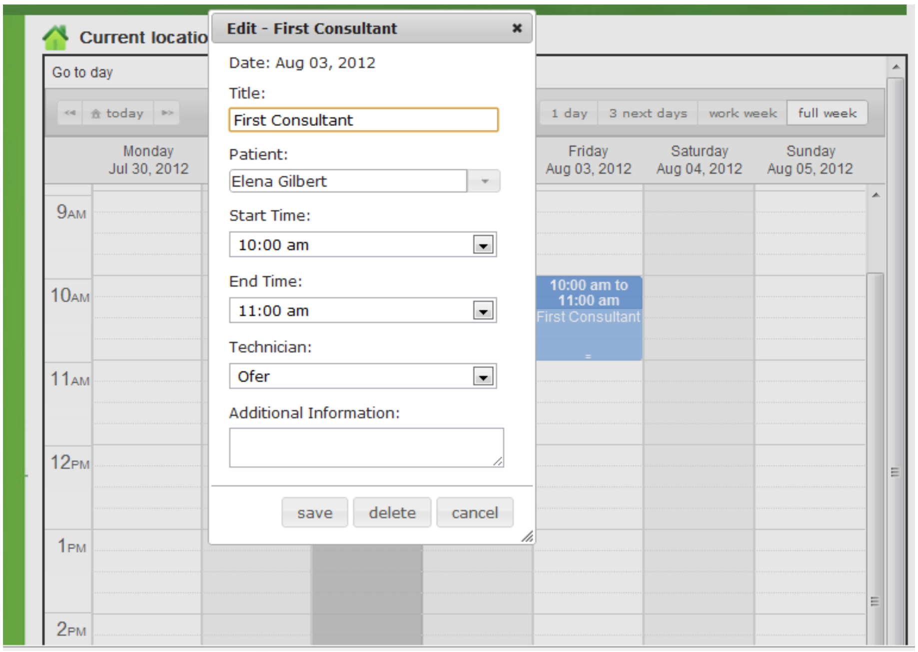
3. Enter all fields as required. After the user has entered the start time and end time of that appointment, a list of technicians that are available for that particular time slot will be shown in the drop down menu according to their availability time and save it when done.
4. The appointment will be 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.



II. **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.

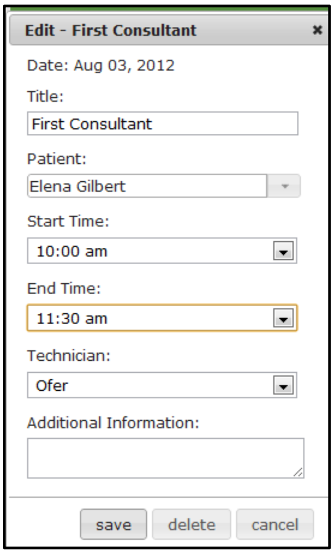
2. Look for the time slot in the calendar where the appointment lies and click on the appointment box.
3. The details of that particular appointment will be shown.



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

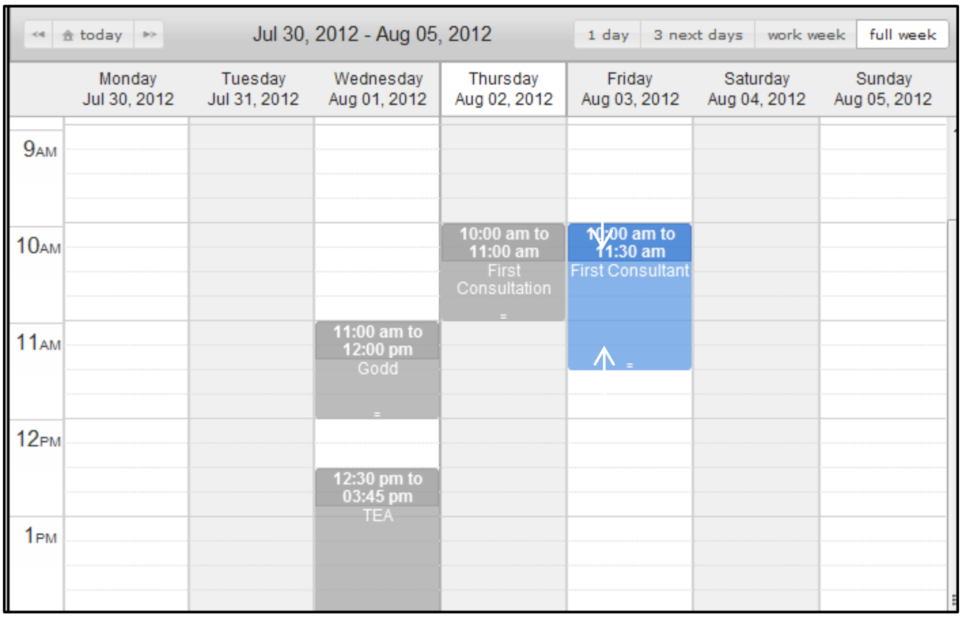
III. Edit an existing appointment(All Staff)

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.



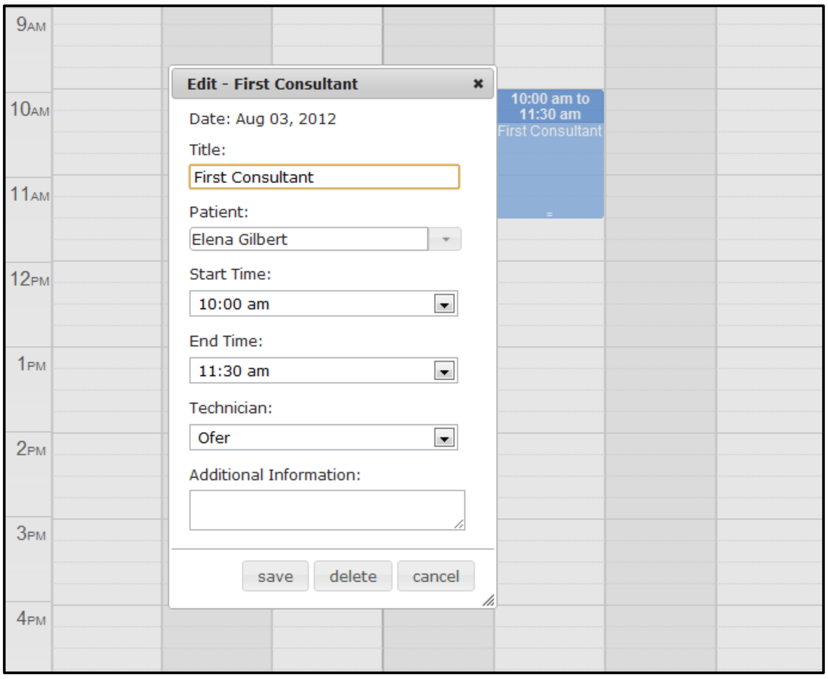
3. Click the "Save" button when done.
4. The appointment will be saved and shown accordingly in the calendar.

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.



IV. **Delete an existing Appointment** (All Staff)

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

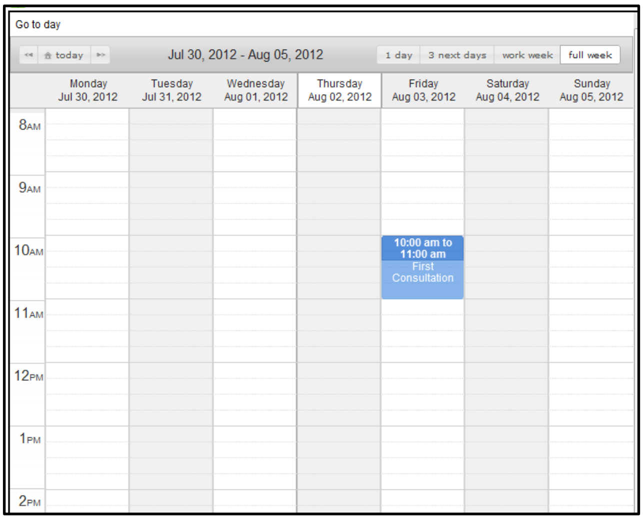


2. Click the "delete" button to delete the particular appointment.
3. That particular appointment will be deleted from the calendar.

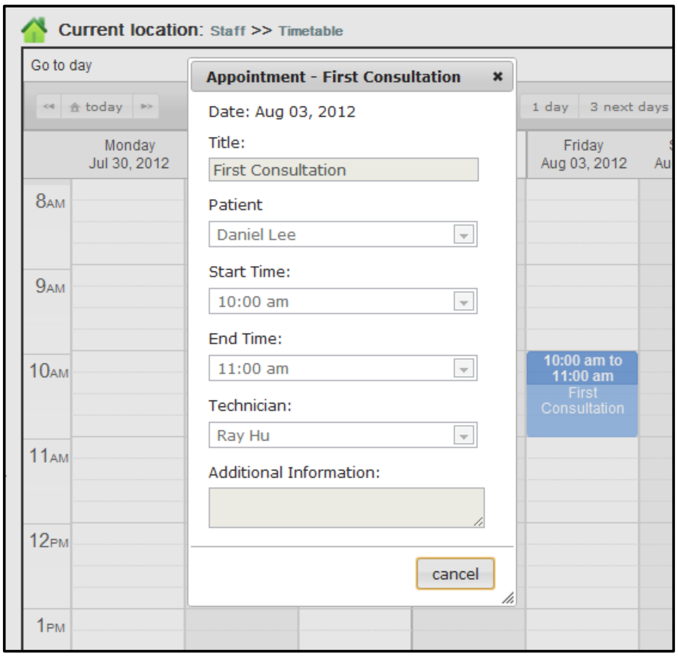
V. **View Work Schedule / Roster** (Super Technician and Technician only)

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.

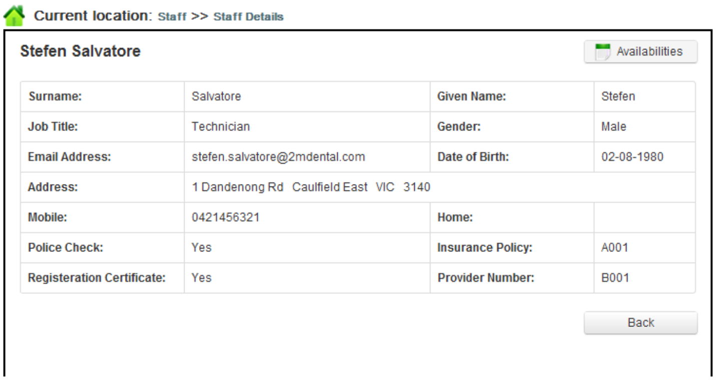


4. Click the “cancel” button to go back to the calendar.

Availability Management

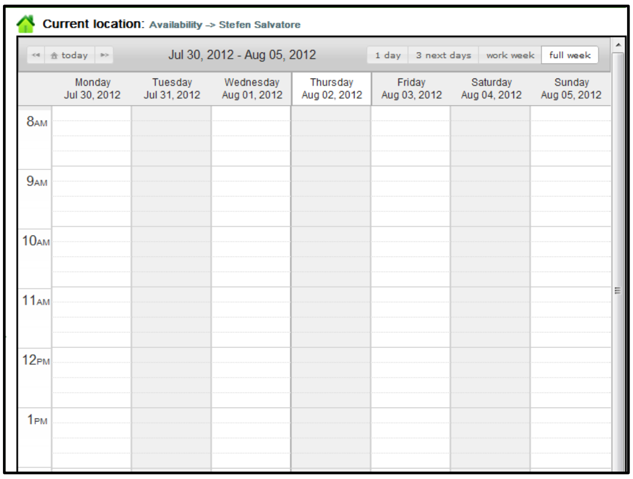
I. Create a new Availability Time(All Staff)

1. Search an Existing Staff (Refer to "Search an Existing Staff").

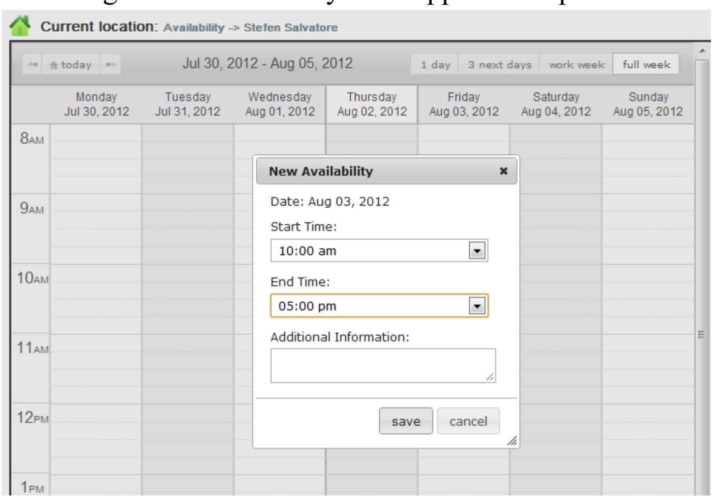


2. Click the "Availabilities" button 

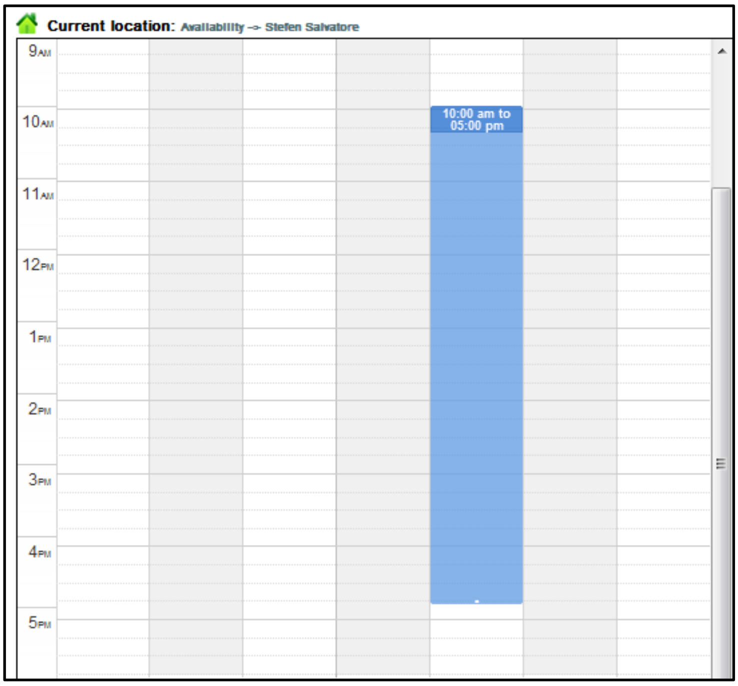
on the top right corner of the technician's details.



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.

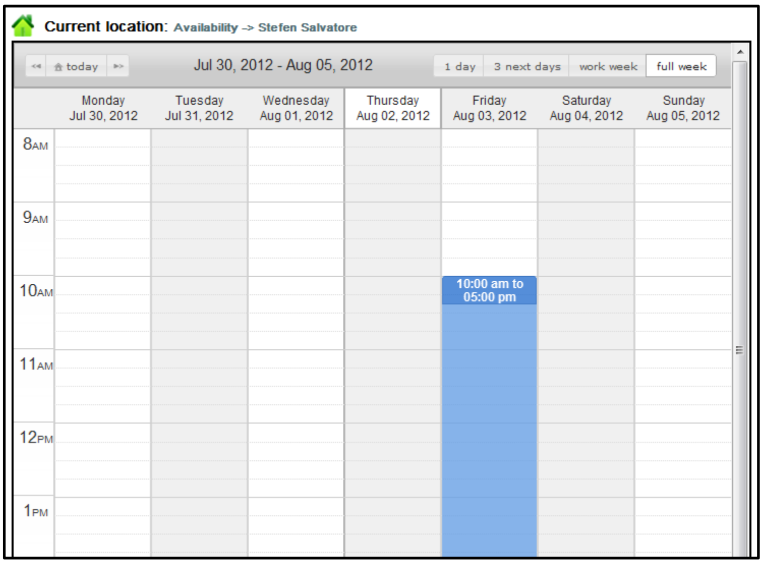


4. Enter all fields as required and save it.
5. The availability time will be saved and shown in the calendar.

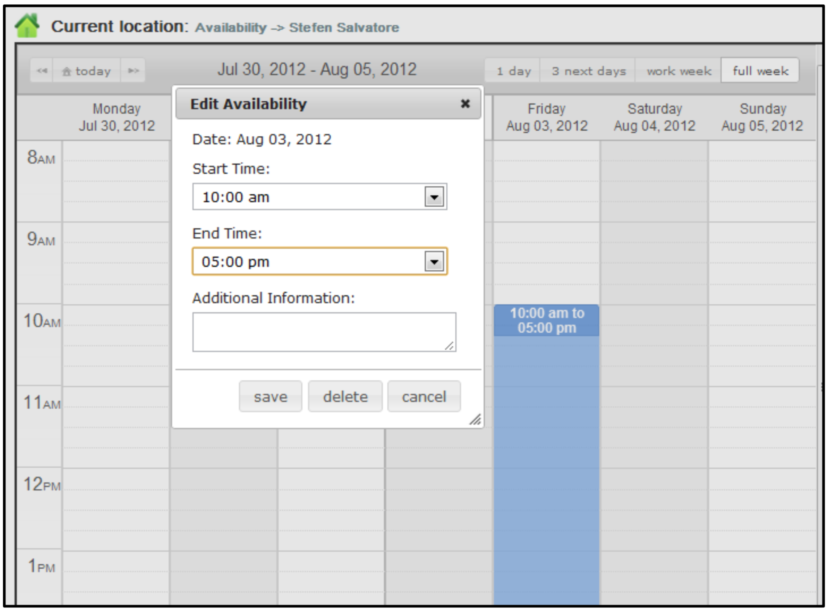


II. **View an existing Availability Time** (All Staff)

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.



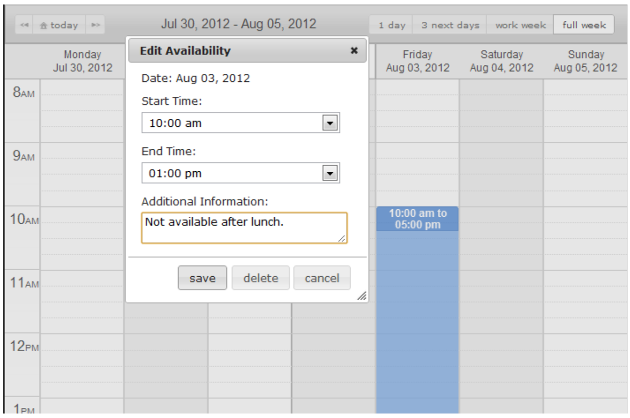
3. Click on the availability time box. The details of that particular availability time will be shown.



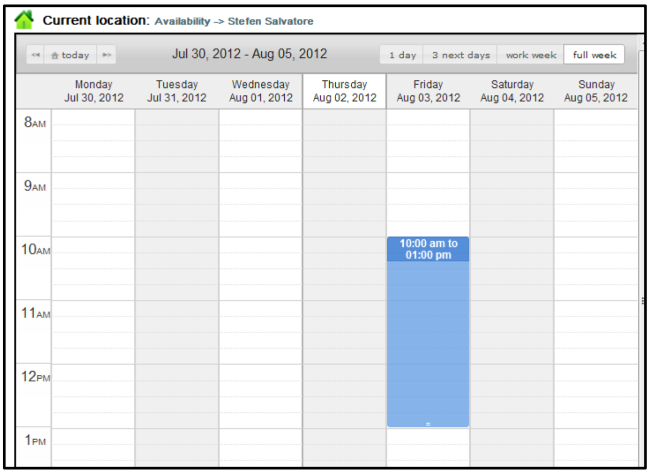
4. Click the "cancel" button to go back to the calendar.

III. **Edit an existing Availability Time** (All Staff)

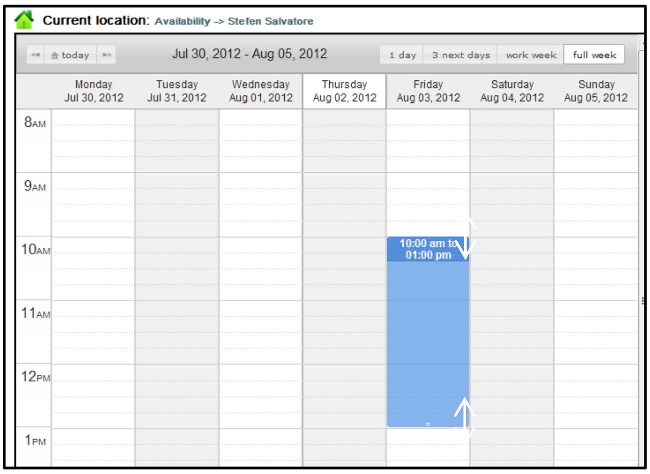
1. Search an Existing Staff (Refer to "Search an Existing Staff").
2. View the staff availability (Refer to "View an existing Availability Time").



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.

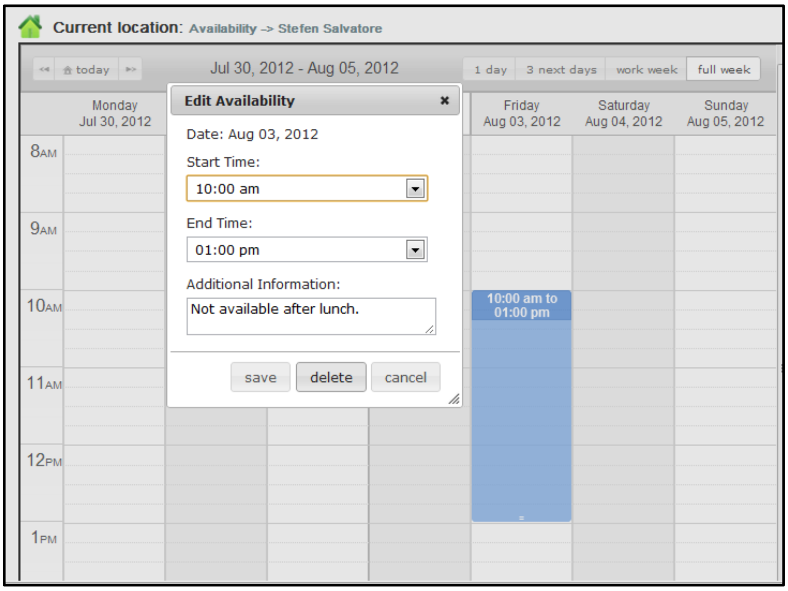


5. Alternatively, if the user wants to change only the start time or end time of the availability time, it can be done by dragging the edge of the availability time box or dropping the particular availability time box into the desired time slot.



IV. **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

I. 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.

II. 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.

III. 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.

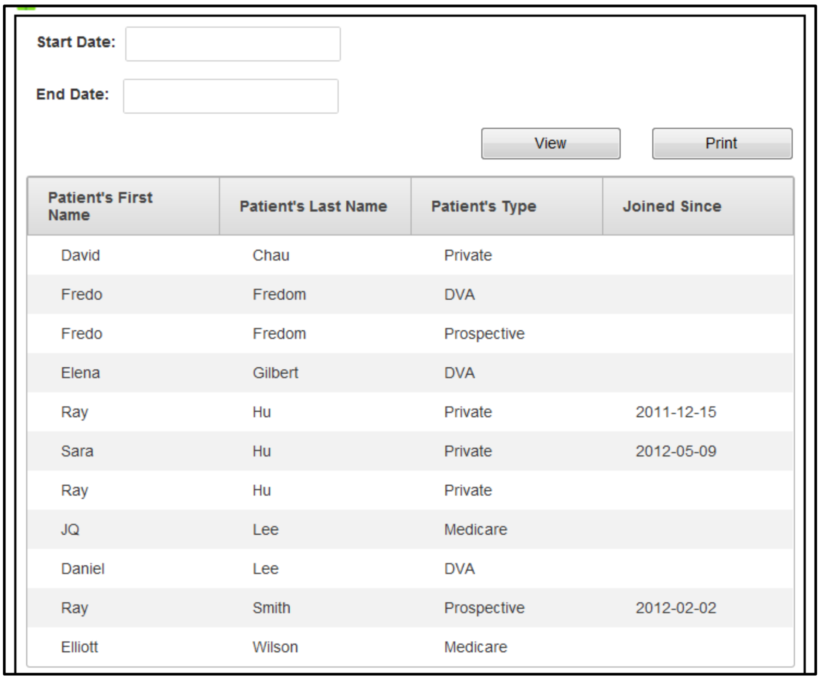
IV. Delete an existing Patient Status / Clinic / Job title / Patient type(Super Administrator and Super Technician only)

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 entityhas been deleted.

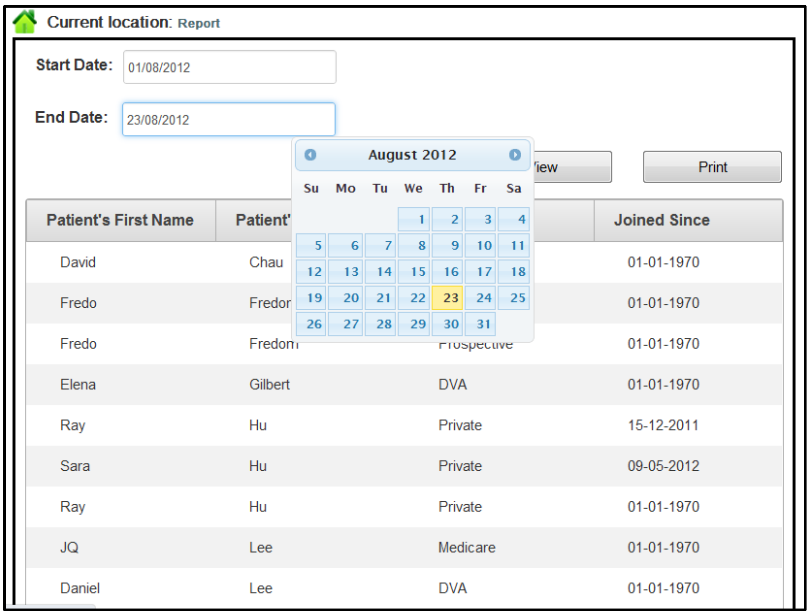
Report Management

V. Generate a Report (Super Administrator and Super Technician only)

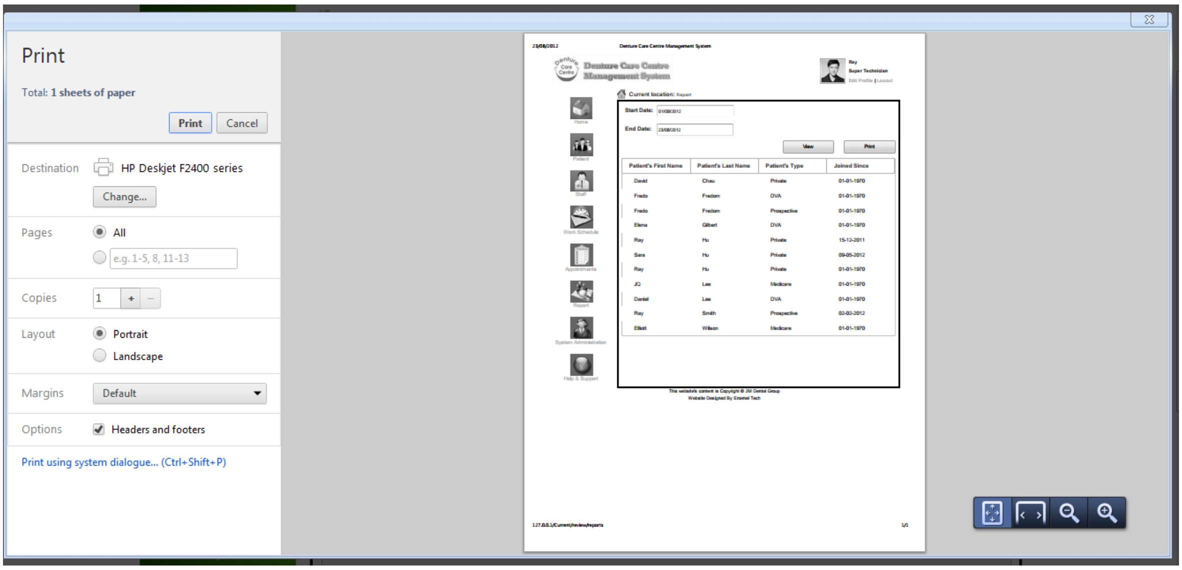
1. Click the "Reports" button  on the navigation bar on the left hand side.



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

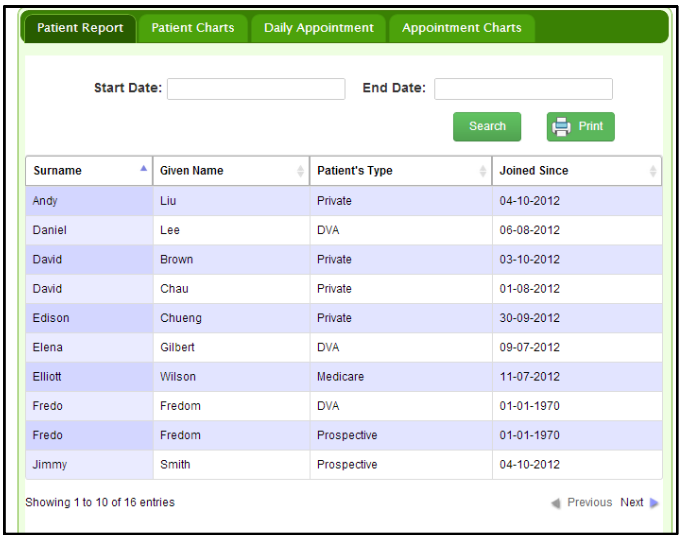


3. Click the "View" button. The list of patients that has been created during the specified time range will be shown.
4. Click the "Print" button to preview the report.
5. A windows pop-out page will show the print preview version of the report.



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

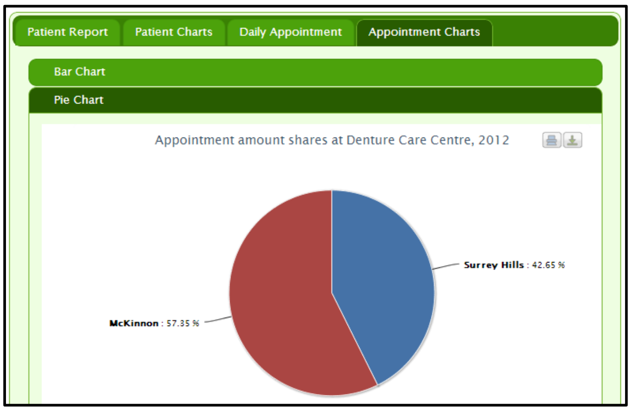
1. Click the "Reports" button  on the navigation bar on the left hand side. This will direct the user to the Patient Report page where a list of existing patients is being presented by default.



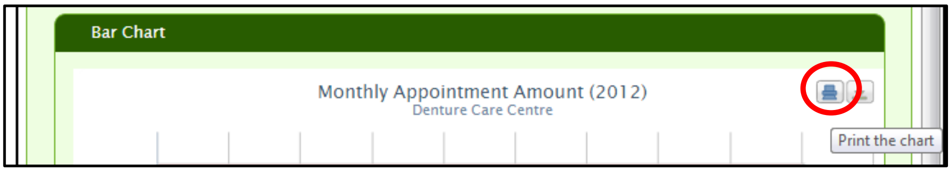
Surname	Given Name	Patient's Type	Joined Since
Andy	Liu	Private	04-10-2012
Daniel	Lee	DVA	06-08-2012
David	Brown	Private	03-10-2012
David	Chau	Private	01-08-2012
Edison	Chueng	Private	30-09-2012
Elena	Gilbert	DVA	09-07-2012
Elliott	Wilson	Medicare	11-07-2012
Fredo	Fredom	DVA	01-01-1970
Fredo	Fredom	Prospective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

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.

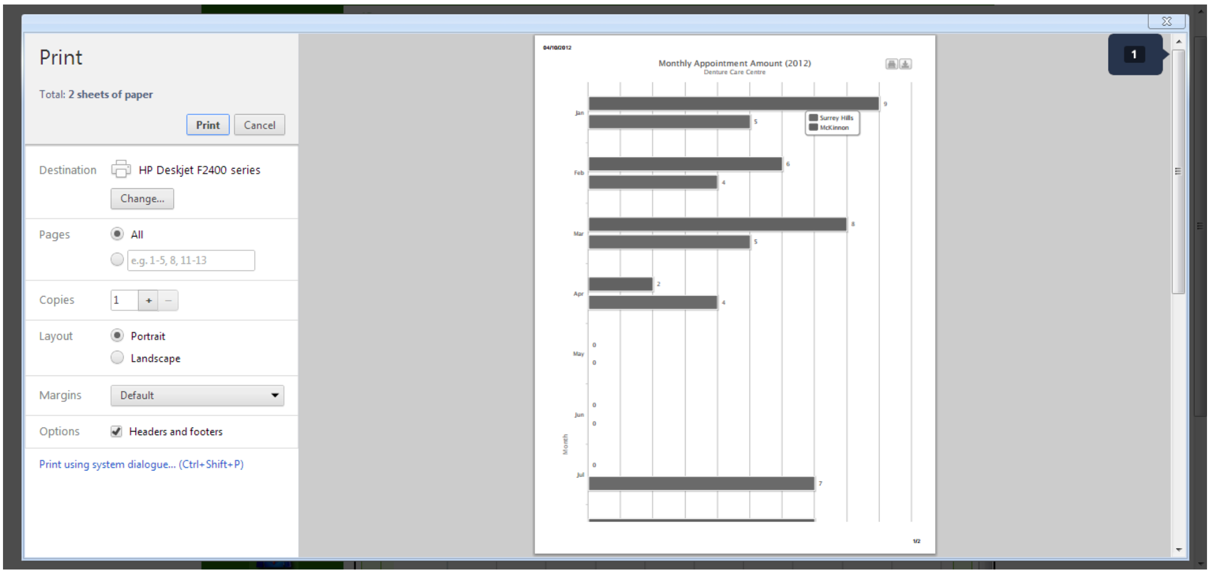
4. Click on the bar title to switch view in between the two types of charts.



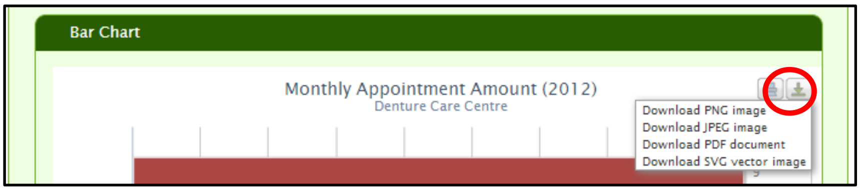
5. Click the print icon on the top right of the charts to print preview the monthly appointment by clinics report.



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.



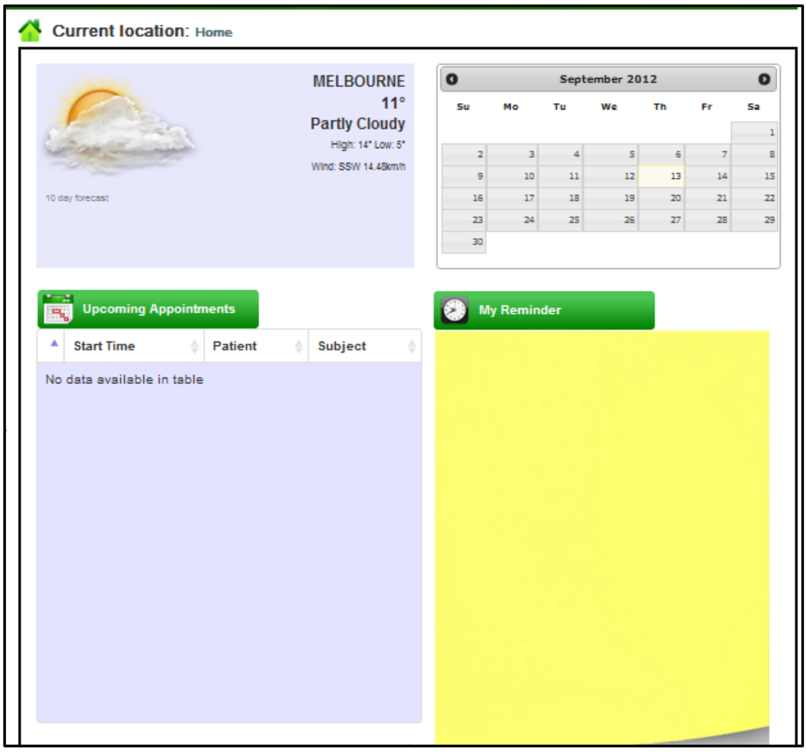
7. The users are allowed to download the report as a PNG image, JPEG image, PDF document or a SVG vector image. To download the report, click the download icon on the top right of the chart and select the desired options.



Reminder System

I. **Add a new Reminder**(All Staff)

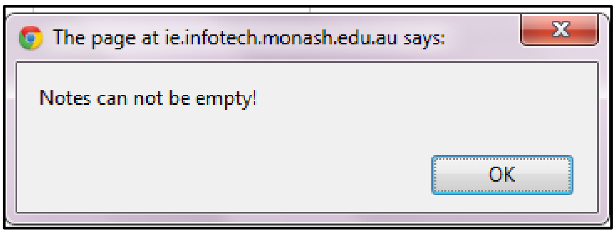
1. On the user's homepage, click on the day of the calendar on the top right corner for the reminder.



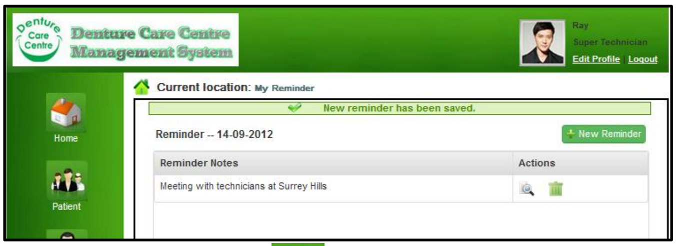
2. Click on the "New Reminder" button.

3. Enter all fields as required and save it.

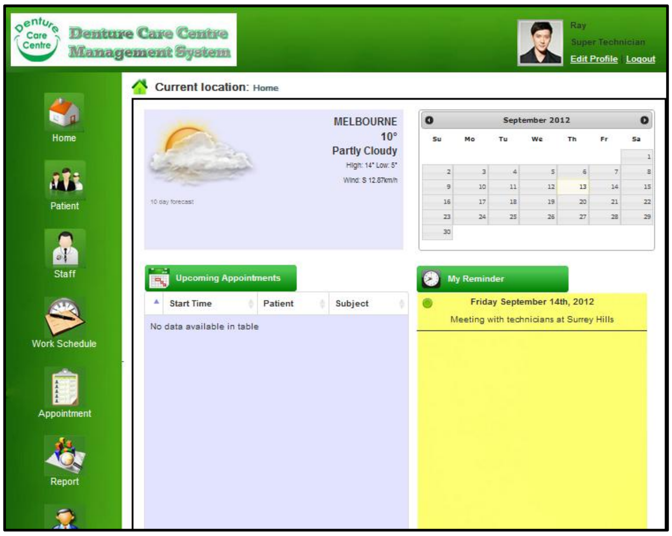
4. In case of empty data, the user will receive an error message "Type Name cannot be empty".



5. 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.



6. 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.



II. View an existing Reminder (All User)

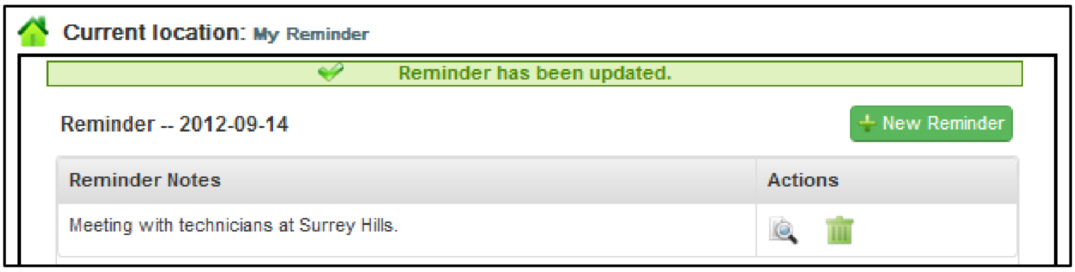
1. On the user’s homepage, click on the day of the calendar on the top right corner for the reminder.

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

III. Edit an existing Reminder (All Staff)

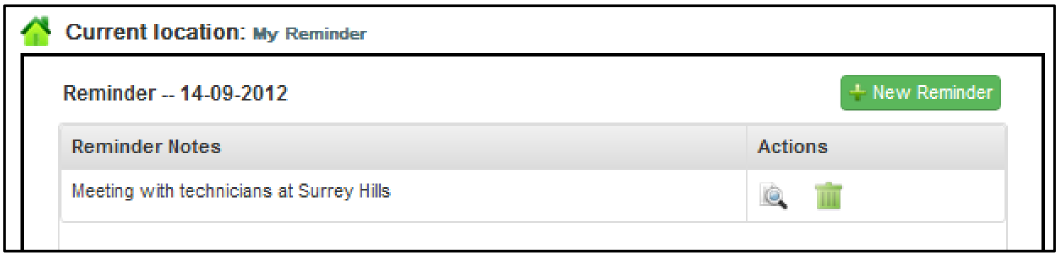
1. View an existing reminder (Refer to “View an existing Reminder”).
2. Change the inputs of the particular fields as desired and save it.
3. In case of empty data, the user will receive an error message “Type Name cannot be empty”.

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.



IV. **Delete an existing reminder**(All Staff)

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

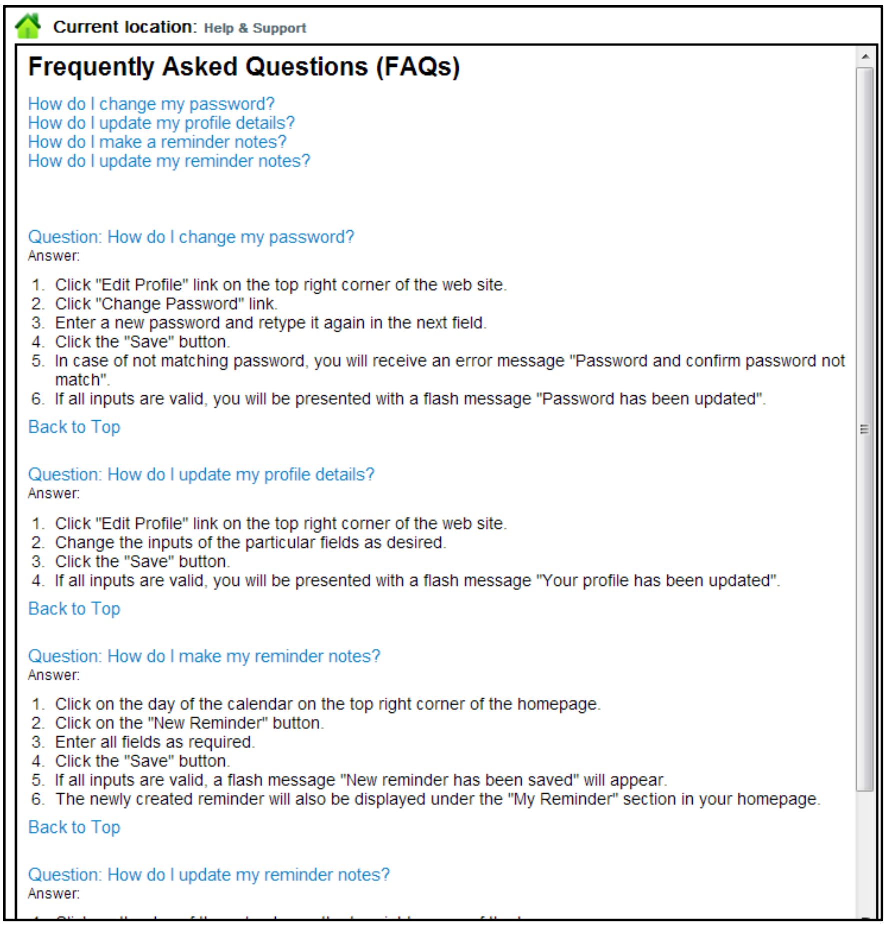


2. Click the “delete reminder” icon  to delete a particular reminder.
3. The user will be prompt with a new window for confirmation. Click “OK” to confirm.
4. The user will be presented with a flash message “The reminder has been deleted” to denote that theReminderhas been deleted.

Help & Support

I. 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.



Current location: Help & Support

Frequently Asked Questions (FAQs)

How do I change my password?
How do I update my profile details?
How do I make a reminder notes?
How do I update my reminder notes?

Question: How do I change my password?
Answer:

1. Click "Edit Profile" link on the top right corner of the web site.
2. Click "Change Password" link.
3. Enter a new password and retype it again in the next field.
4. Click the "Save" button.
5. In case of not matching password, you will receive an error message "Password and confirm password not match".
6. If all inputs are valid, you will be presented with a flash message "Password has been updated".

Back to Top

Question: How do I update my profile details?
Answer:

1. Click "Edit Profile" link on the top right corner of the web site.
2. Change the inputs of the particular fields as desired.
3. Click the "Save" button.
4. If all inputs are valid, you will be presented with a flash message "Your profile has been updated".

Back to Top

Question: How do I make my reminder notes?
Answer:

1. Click on the day of the calendar on the top right corner of the homepage.
2. Click on the "New Reminder" button.
3. Enter all fields as required.
4. Click the "Save" button.
5. If all inputs are valid, a flash message "New reminder has been saved" will appear.
6. The newly created reminder will also be displayed under the "My Reminder" section in your homepage.

Back to Top

Question: How do I update my reminder notes?
Answer: