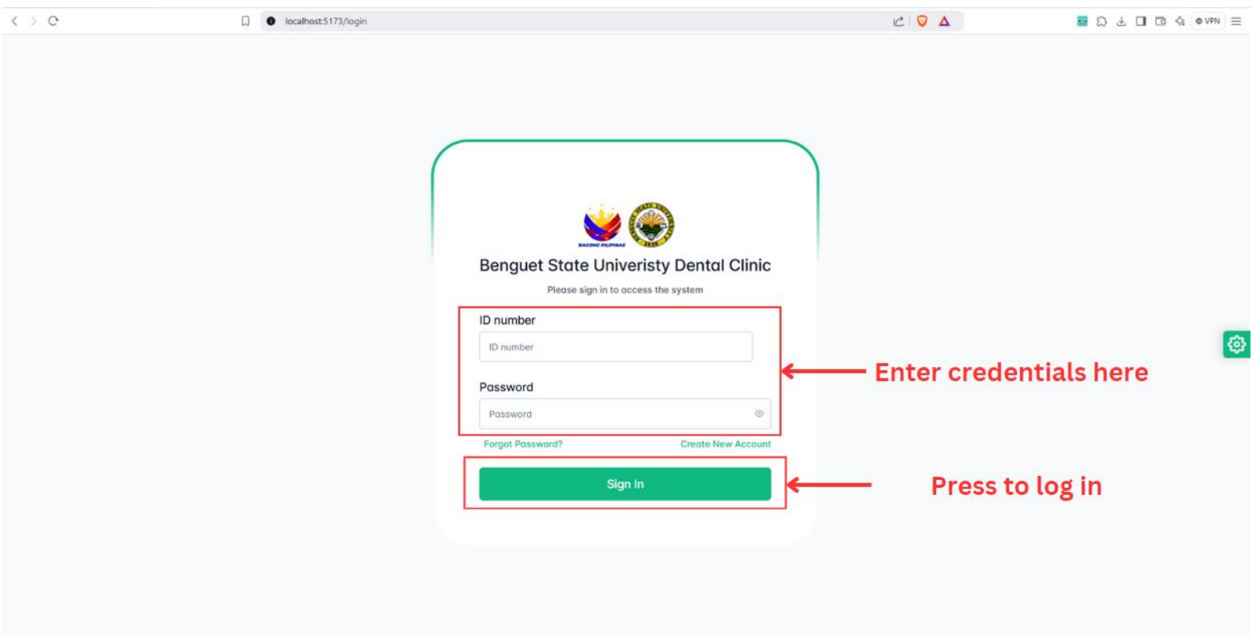
USER'S MANUAL

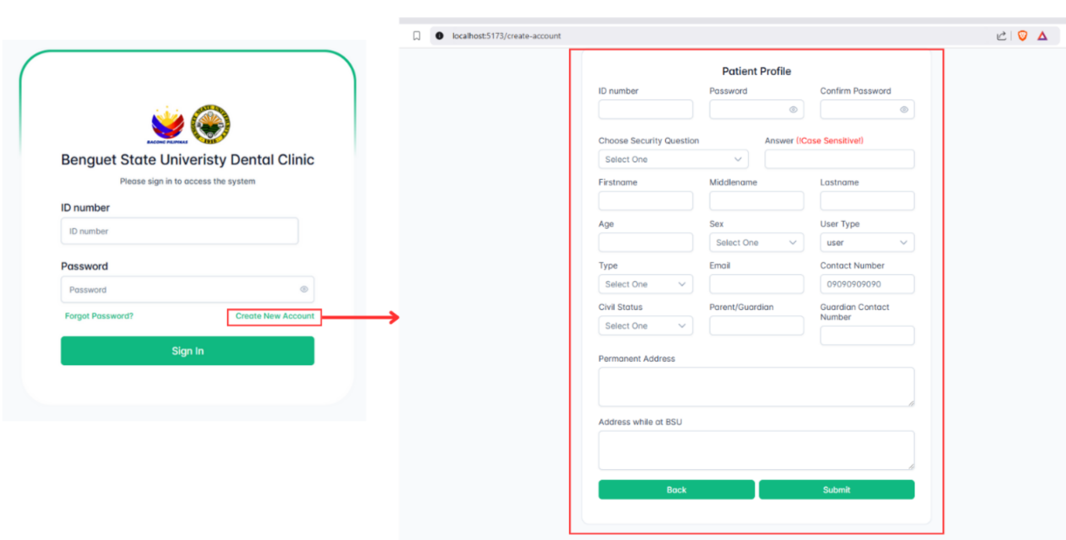
Patient

1. Access the Website

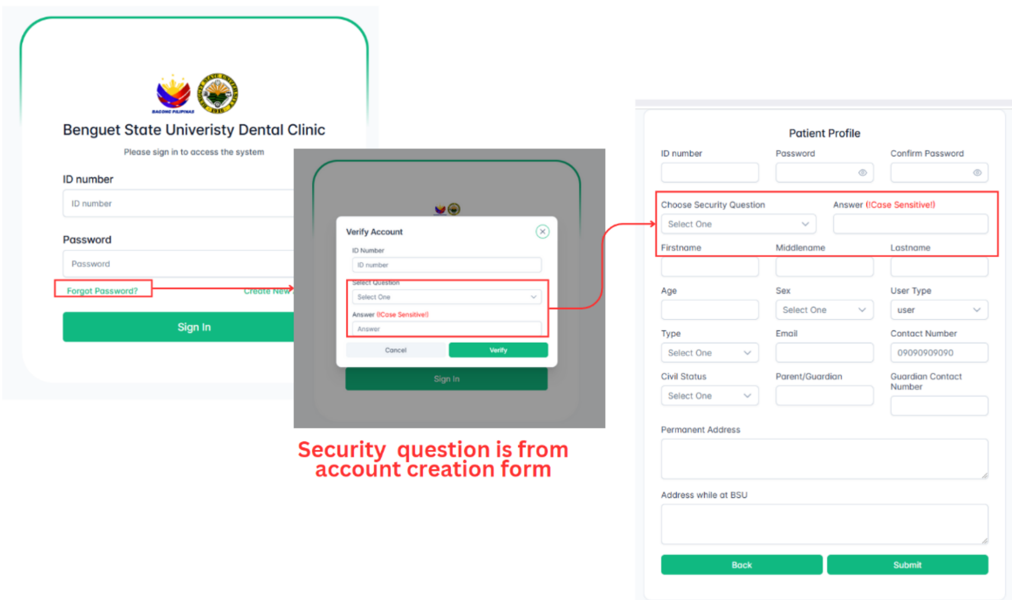
1.1 **Login**. To access the website, enter credentials and complete the required information fields. For those without an account, select 'Create New Account' to register.



1.2 **Account Creation**. This section allows patients to create an account by entering important details, such as their ID number, full name, contact information, and other necessary data. Once the account is set up, patients can go to the Login Page and enter their information to sign in and access their account.

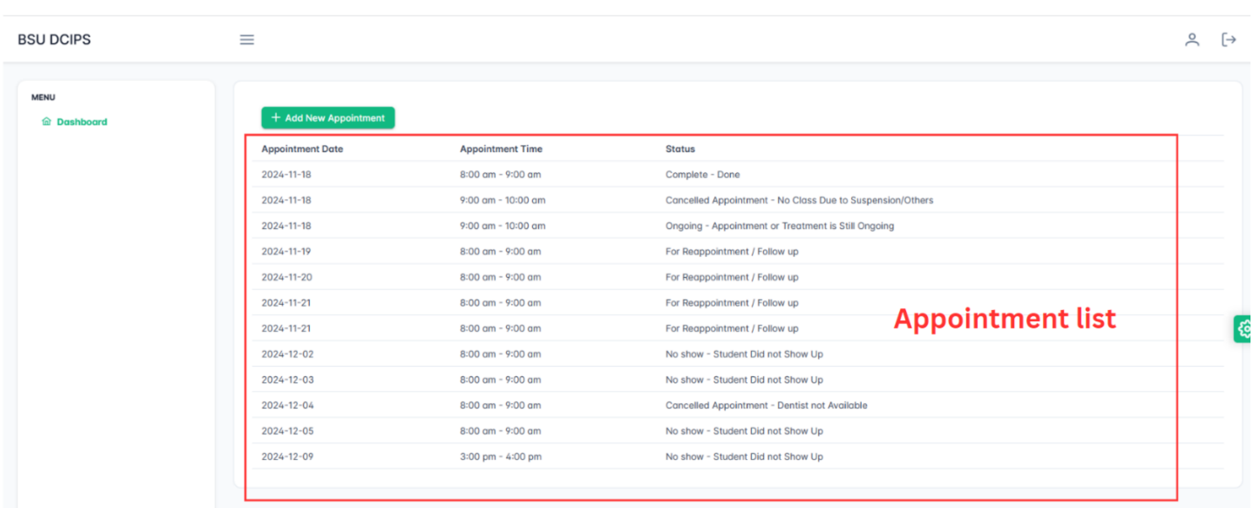


1.3 **Forgot Password.** If users forget their password, they can use the “Forgot Password” feature. This feature prompts users with a security question and verifies their response to determine if it is correct, allowing secure account recovery.



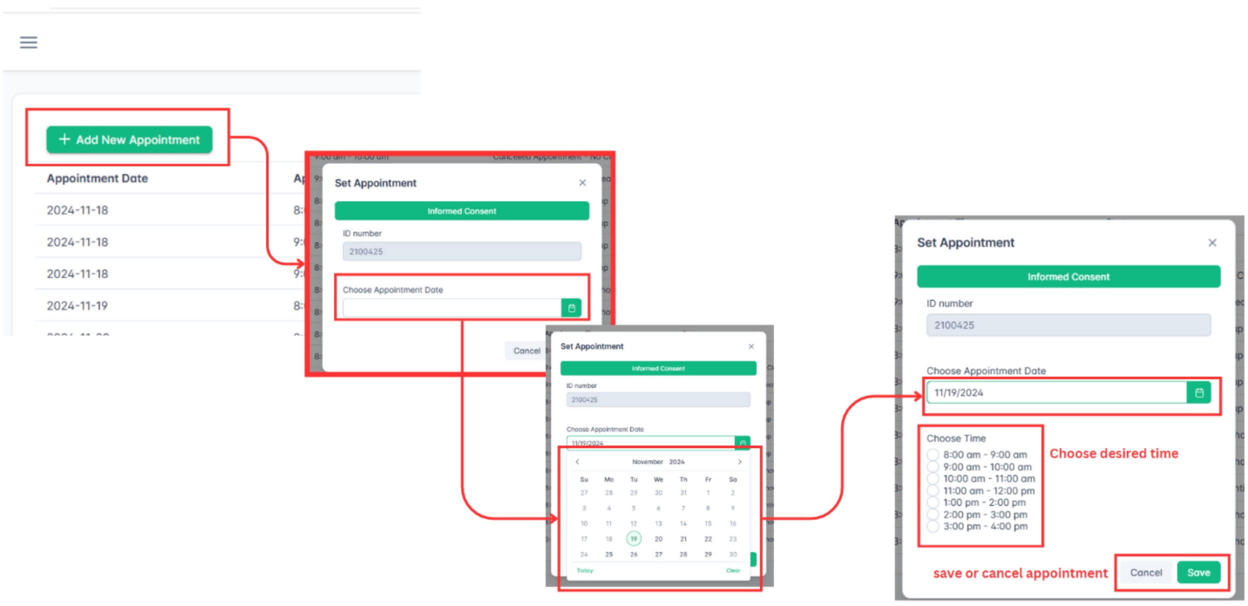
2. Homepage

2.1 **Dashboard**. In this section, patients can set up new appointments by choosing a date and time that suits them. They can also view details of their scheduled appointments, as well as review any upcoming or past appointments, making it easy to manage their healthcare visits.

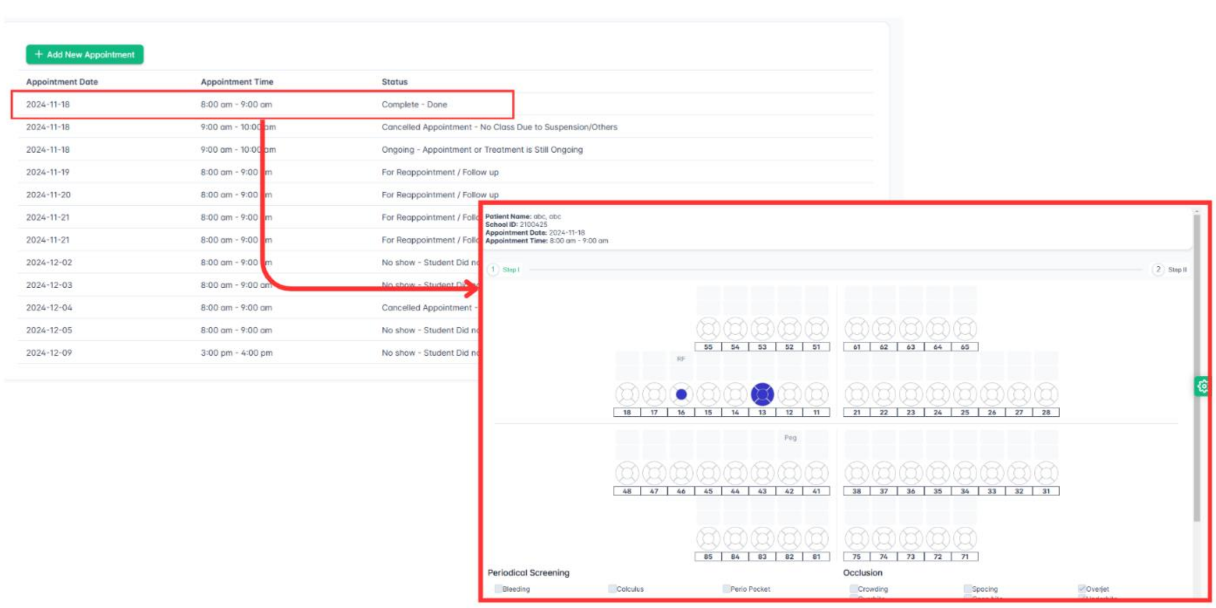


Appointment Date	Appointment Time	Status
2024-11-18	8:00 am - 9:00 am	Complete - Done
2024-11-18	9:00 am - 10:00 am	Cancelled Appointment - No Class Due to Suspension/Others
2024-11-18	9:00 am - 10:00 am	Ongoing - Appointment or Treatment is Still Ongoing
2024-11-19	8:00 am - 9:00 am	For Reappointment / Follow up
2024-11-20	8:00 am - 9:00 am	For Reappointment / Follow up
2024-11-21	8:00 am - 9:00 am	For Reappointment / Follow up
2024-11-21	8:00 am - 9:00 am	For Reappointment / Follow up
2024-12-02	8:00 am - 9:00 am	No show - Student Did not Show Up
2024-12-03	8:00 am - 9:00 am	No show - Student Did not Show Up
2024-12-04	8:00 am - 9:00 am	Cancelled Appointment - Dentist not Available
2024-12-05	8:00 am - 9:00 am	No show - Student Did not Show Up
2024-12-09	3:00 pm - 4:00 pm	No show - Student Did not Show Up

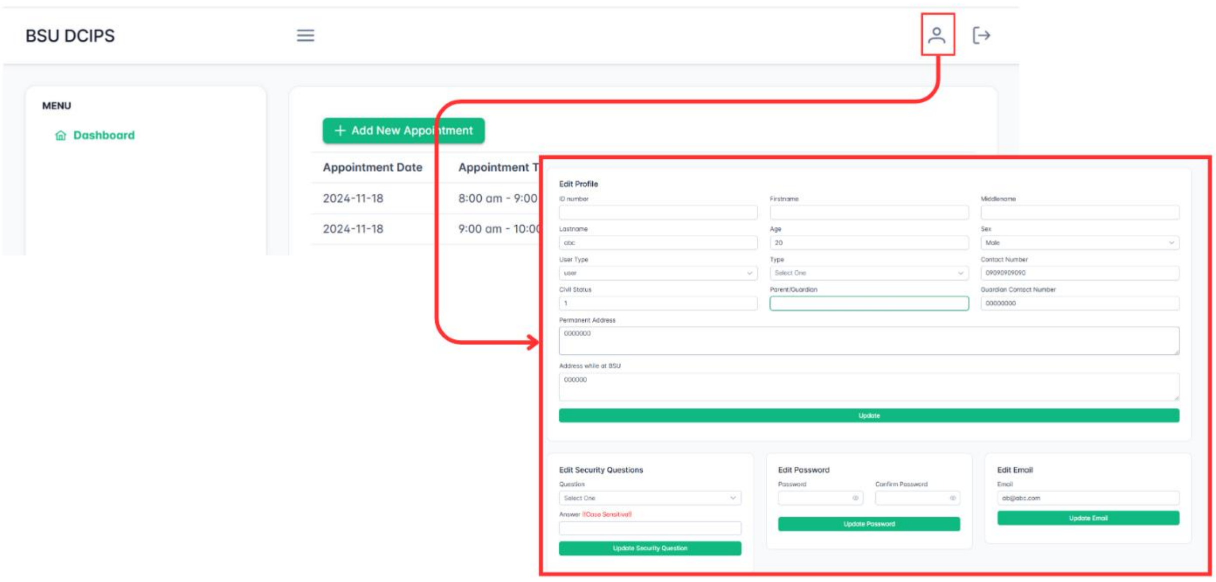
2.2 **Create Appointment.** The “Add New Appointment” button, located in the patient dashboard, allows the user to schedule an appointment at a time that is available. The patient can select their preferred date and time, as long as it is not already booked. Once the **save** button is clicked, the appointment will be added to the patient's appointment list. It is important to note that only available dates and times can be selected; those already booked will not be selectable.



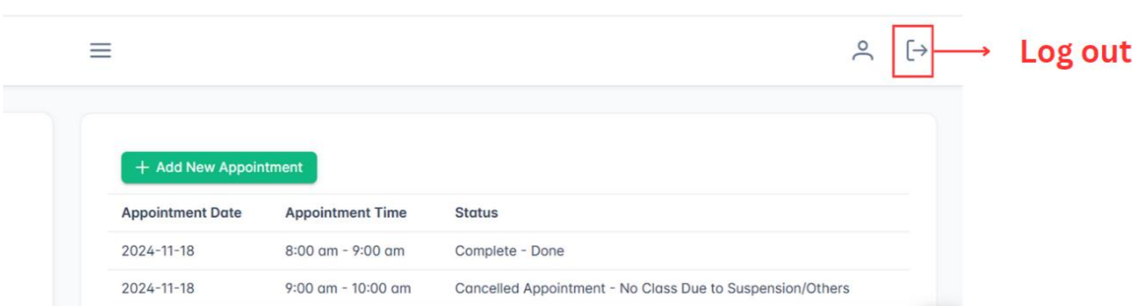
2.3 **Personal Records**. Clicking on an appointment allows the user to view the details of the treatment done during that specific appointment. This feature enables them to review their medical history, track the treatments they have received and monitor their progress.



2.4 **User Profile**. A user can update their profile details by clicking on the profile icon in the upper right corner. This will open the profile settings, where they can edit their personal information, such as name, contact details, and password.



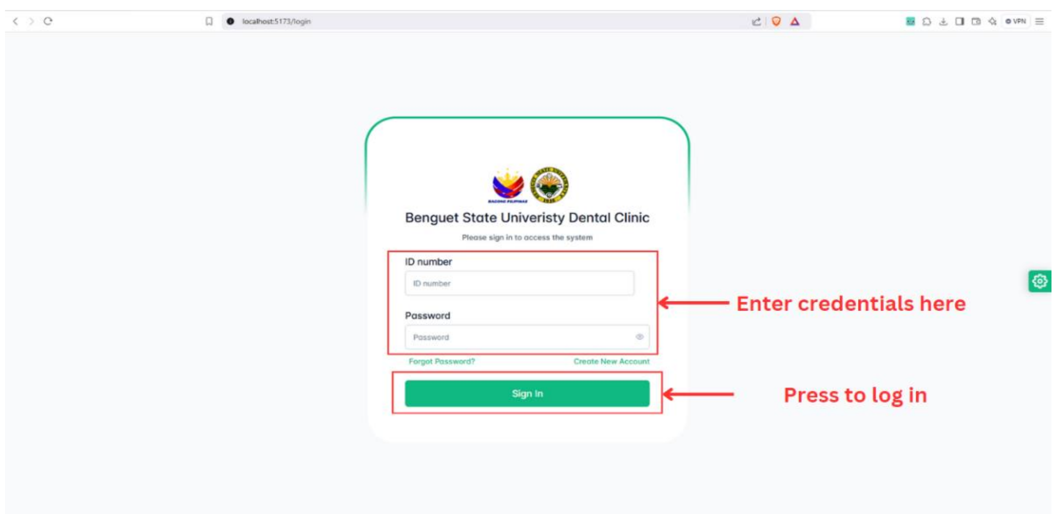
2.5 **Log Out**. The “Logout” button is located in the top right corner of the screen, next to the profile icon. Clicking this button securely ends the user’s session, ensuring they are logged out of the system to protect their account and sensitive information.



Admin/Dentist

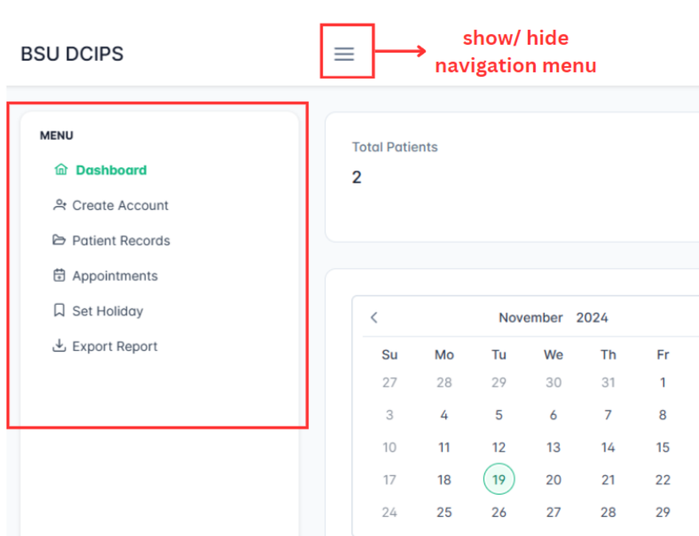
3. Access the Website

3.1 **Log in.** To access the system, the dentist or admin must log in to their account by entering their credentials on the website. This authentication step ensures that only authorized personnel can access patient records, appointment details, and other sensitive information within the system. Once logged in, the dentist or admin can manage appointments, view patient records, and perform other administrative tasks securely.



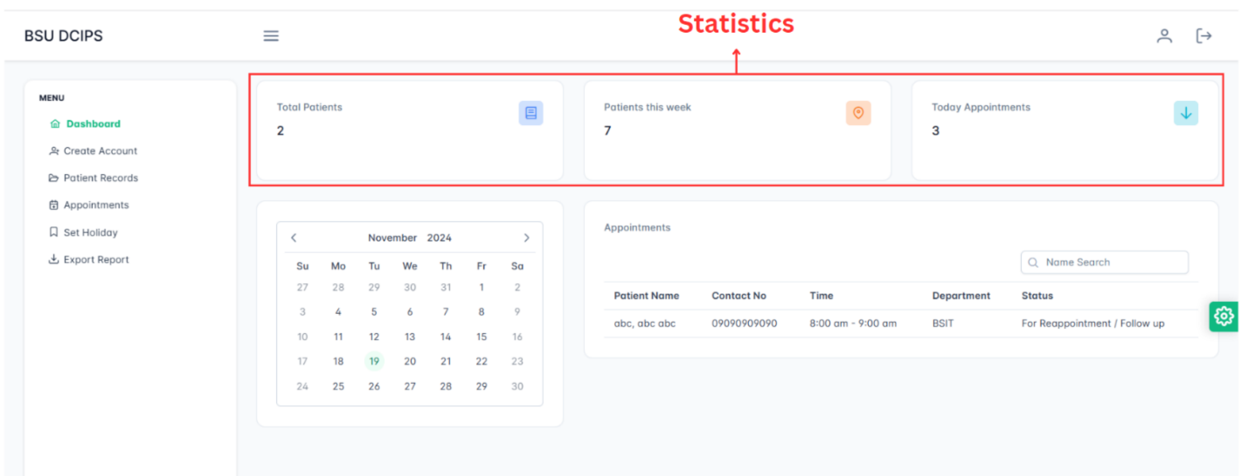
4. Navigation

4.1 **Navigation Bar.** The navigation bar is located along the left and top edges of the screen, providing easy access to various elements and features the user can use within the system. The left-side navigation bar contains key options for managing appointments, patient records, and other functionalities. It can be shown or hidden by clicking the hamburger icon at the top, allowing the doctor to customize their workspace as needed.

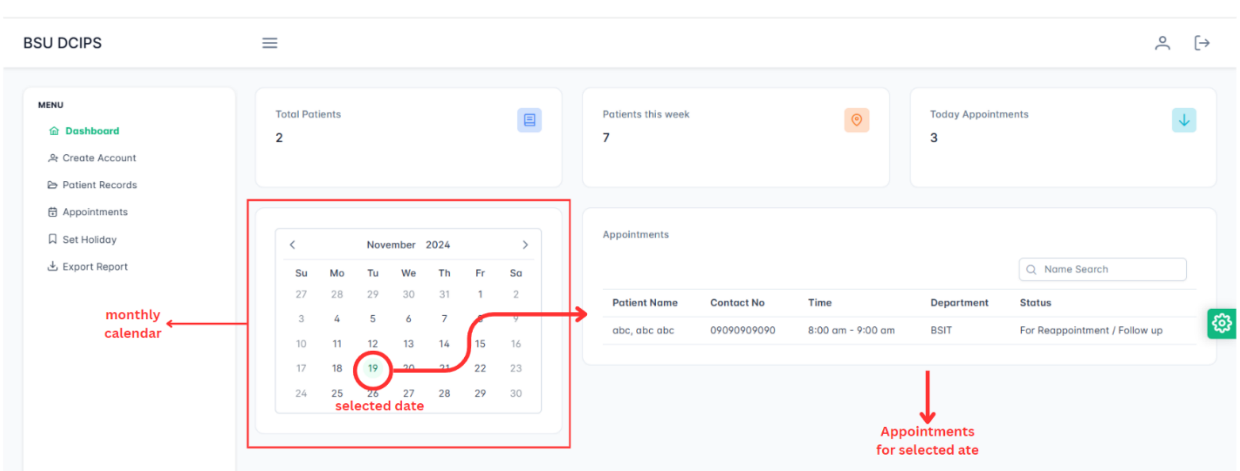


5. Dashboard

5.1 **Dashboard.** The dashboard displays statistics on the total number of patients for the month, the number of patients seen this week, and the count of patients scheduled for today's appointments. It also includes a calendar for monitoring upcoming appointments, allowing the admin to efficiently track patient flow and schedule management.

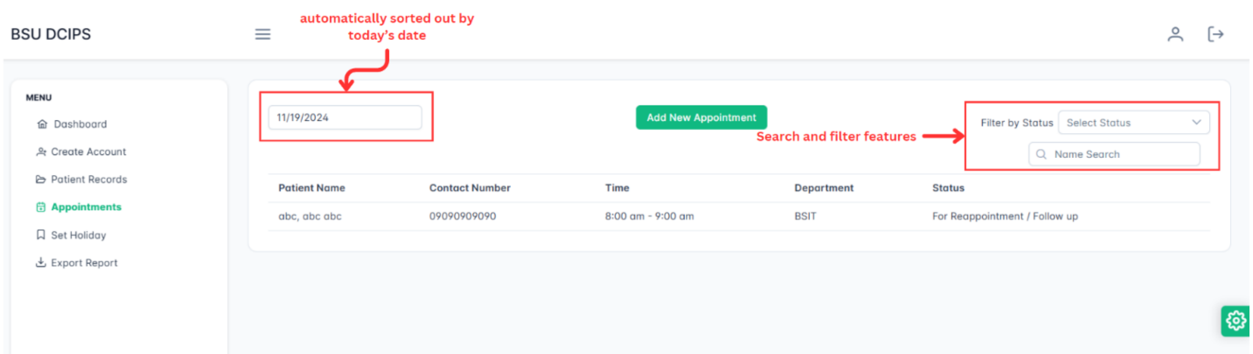


5.2 **Calendar.** Upon clicking on a specific date on the calendar, the system displays a list of patients scheduled for that day, along with their information in a table beside the calendar. This feature allows the dentist to quickly view patient details, prepare for each appointment, and efficiently manage the day's schedule.

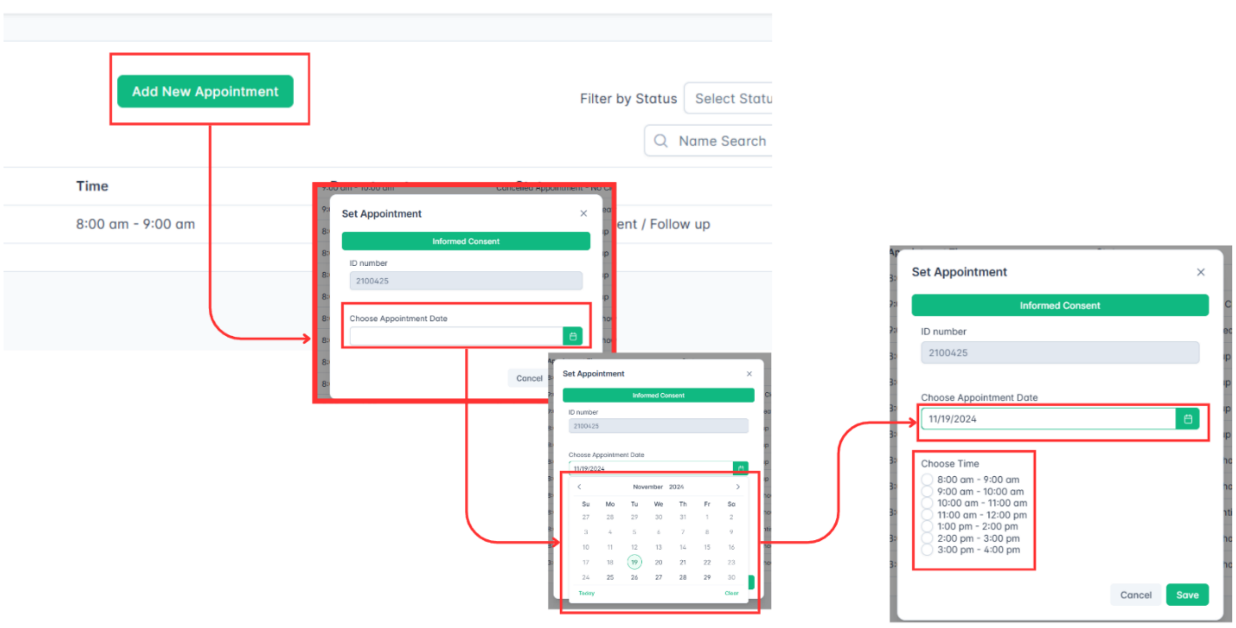


6. Appointments

6.1 **Appointment List.** The admin can view a complete list of all appointments, which includes the patient's name and scheduled appointment time. Additionally, a search bar is provided, allowing the admin to quickly find a specific patient by entering their details. This feature makes it easier for the admin to access appointment information efficiently and manage the daily schedule with ease.

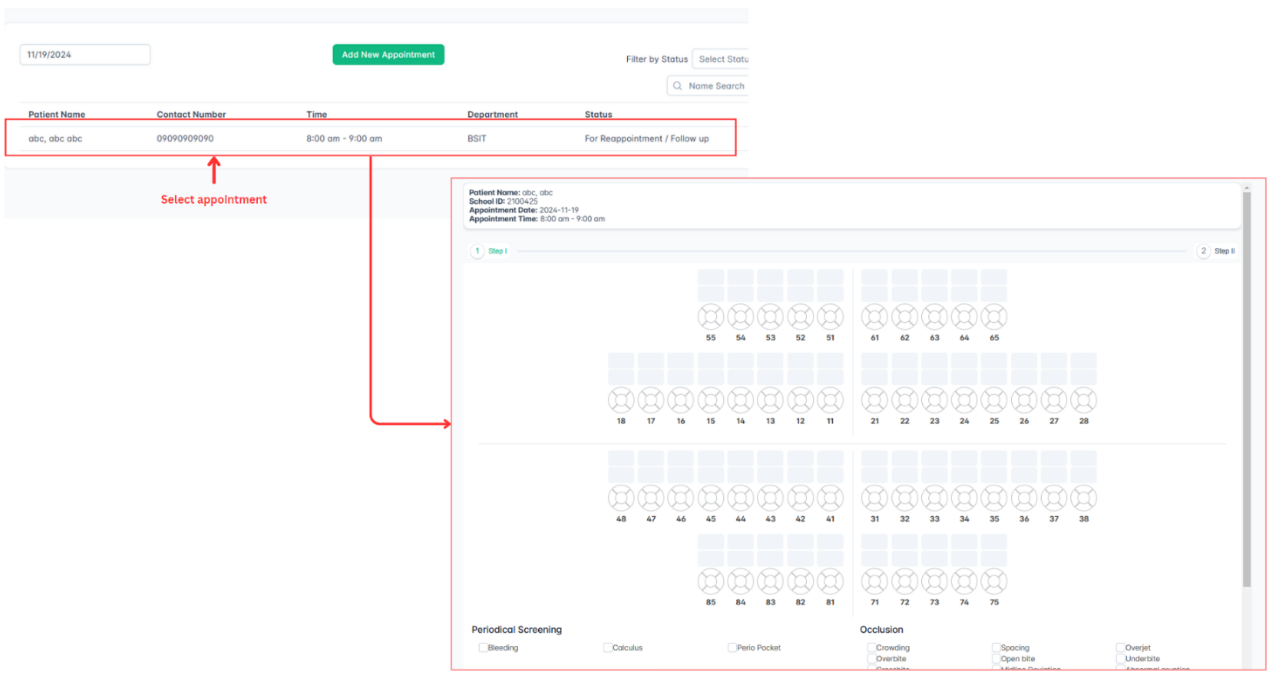


6.2 **Create New Appointment.** The admin can also create new appointments, which is specifically designed for walk-in patients. This feature allows the admin to quickly add an appointment for a patient who has not scheduled in advance, ensuring they are accommodated and included in the system for the day.

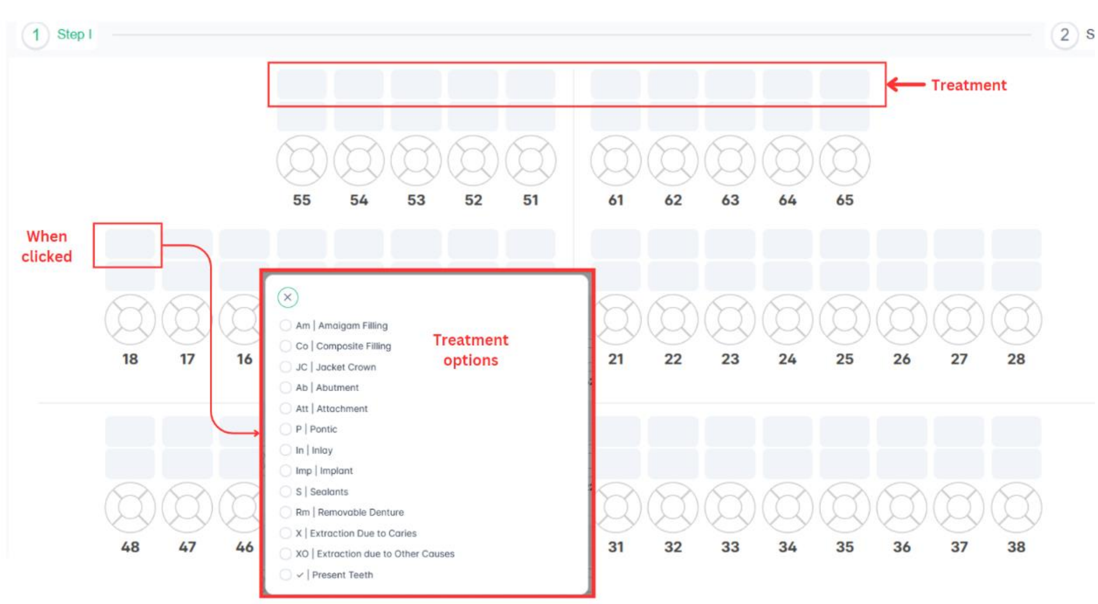


7. Patient Record Entry

7.1 **Record Entry.** By clicking on a patient’s appointment, the admin can easily access the user interface (UI) for recording and assessing the condition of the patient's teeth. In Step 1, a diagram of the teeth is displayed, showing each tooth with its corresponding number, along with two boxes above the diagram.

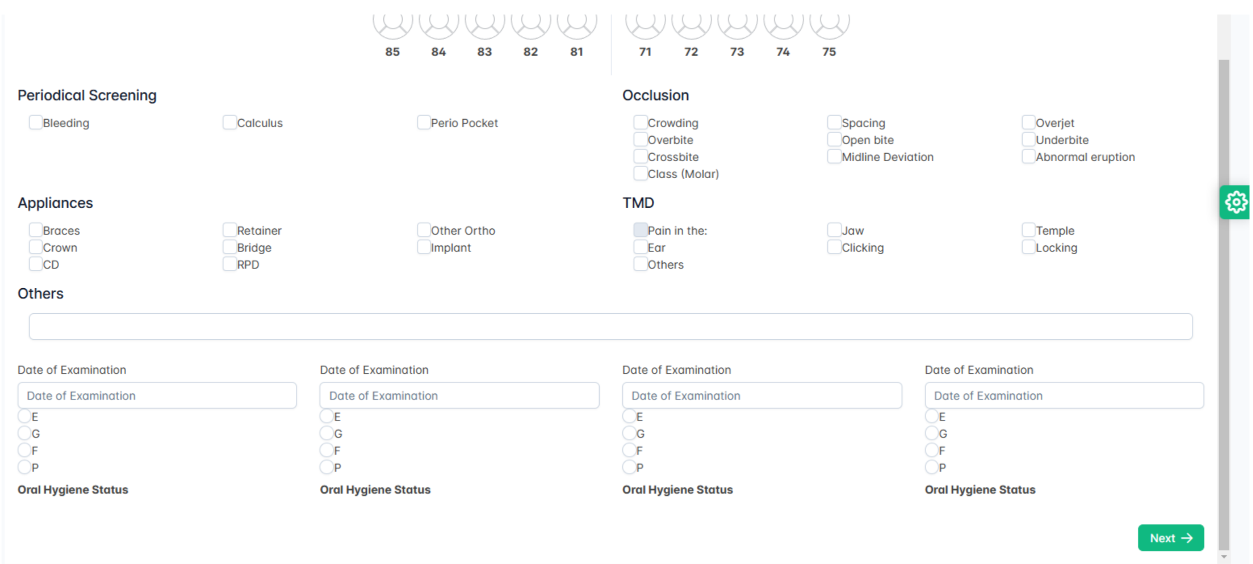


7.1.1 **First Box.** The first box is used to choose the treatment to be administered. When clicked, a list of treatment options will appear for selection.

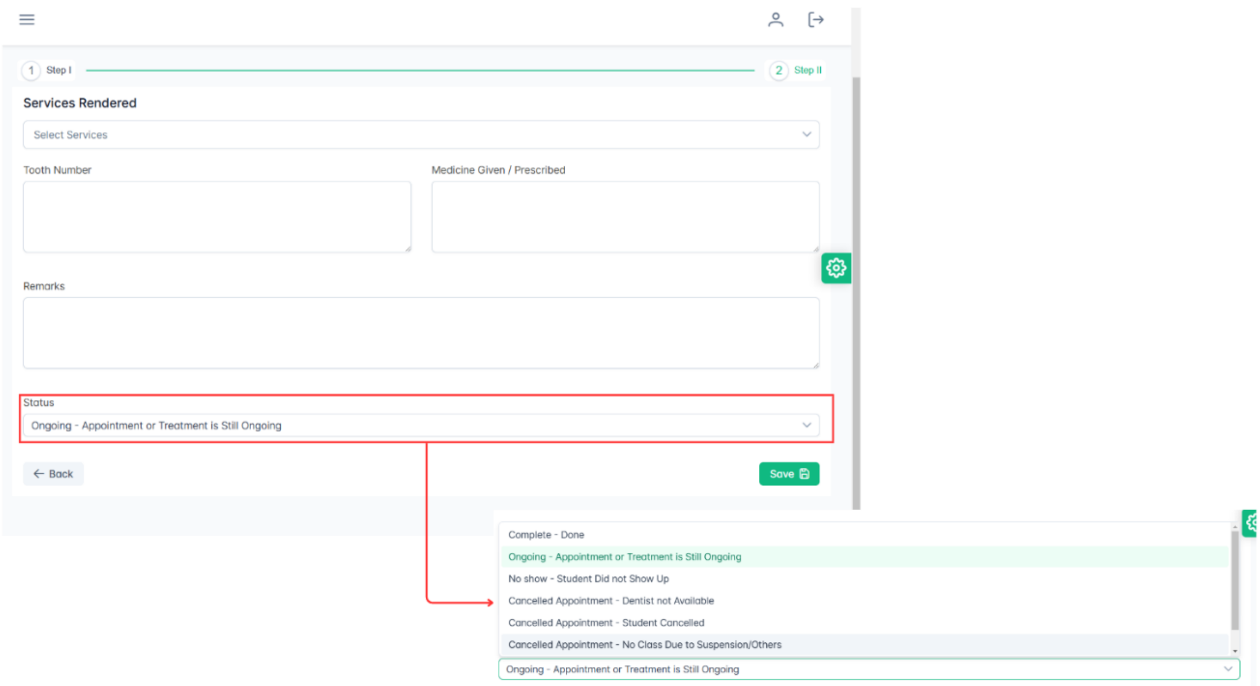


7.1.2 **Second Box.** The second box is for checking the current condition of a specific tooth. When clicked, a list of options will appear, allowing the admin to select the appropriate status for that tooth

7.2 **Others Details**. If scrolled further down, there is a section for additional details, including Periodical Screening, Occlusions, Appliances, TMD (Temporomandibular Disorder), and other relevant information that can be recorded during the appointment. This section allows the admin or dentist to document important aspects of the patient's oral health.

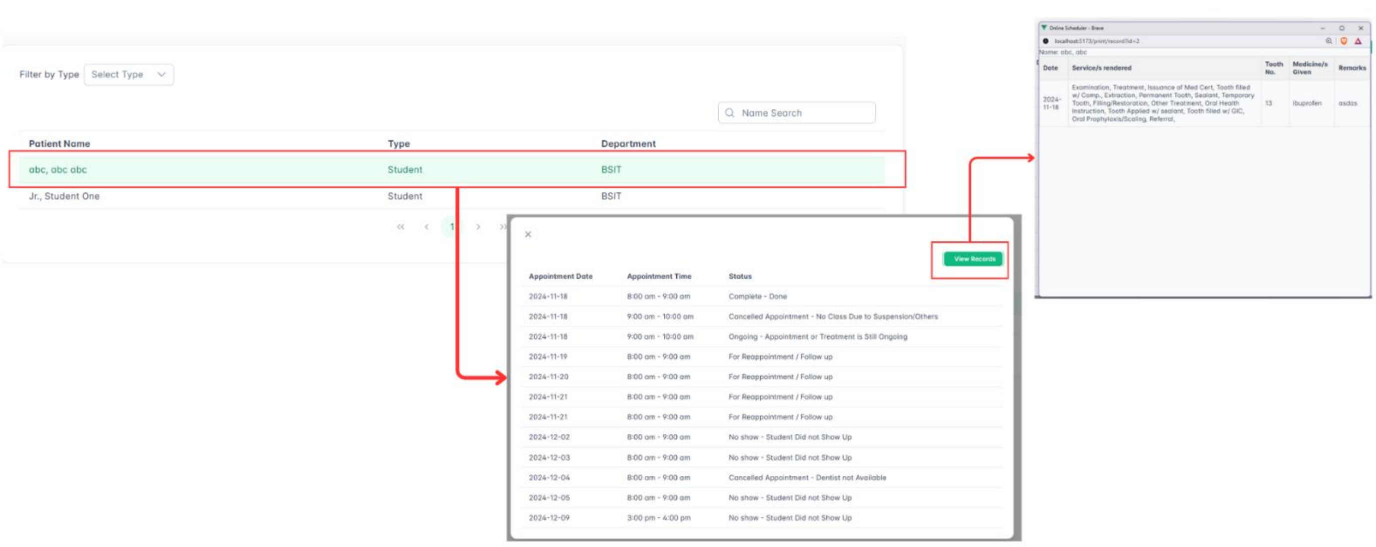


7.3 **Services Rendered**. After completing Step 1 and clicking the "Next" button, a form for Services Rendered appears. This form allows the admin to document the specific services provided during the appointment and update the appointment status as needed.



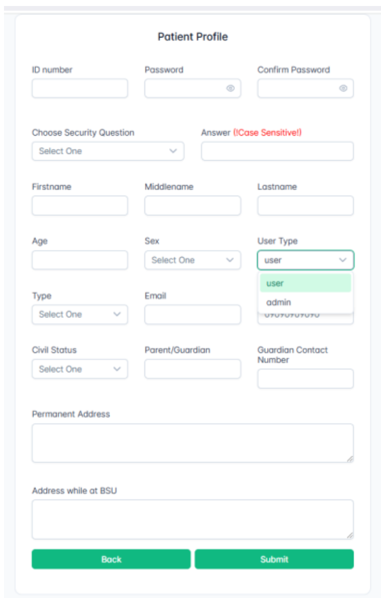
8. Patient Record

8.1 **Patient Records.** In the Patient Records section, the admin can view a list of all patients. Upon clicking on a patient's name, the admin can see detailed information about the patient, including their appointment history, services rendered, and any other relevant records or treatments.



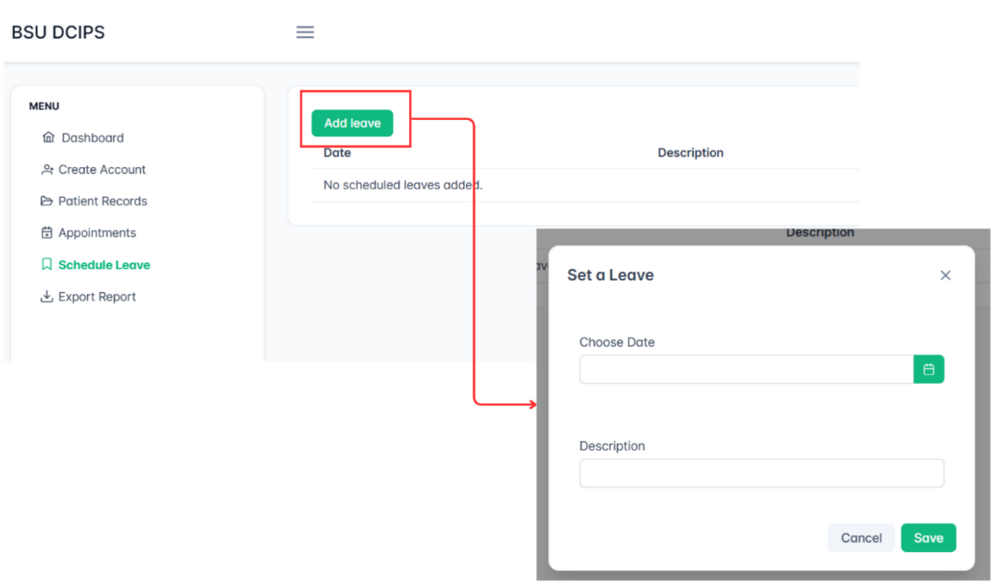
9. Create Account

9.1 **Account Creation.** The admin can create an account for another admin or a patient, allowing them to easily manage user access and ensure that both administrative and patient profiles are set up within the system.



10. Schedule Leave

10.1 **Scheduling a Leave.** The admin can schedule a leave on a specific date, ensuring that patients cannot select that date when creating an appointment. This helps prevent any scheduling conflicts and ensures the system reflects the admin's availability accurately.



11. Export Reports

11.1 **Generating Reports.** Admins can generate monthly reports and download them as Word documents for easy editing. To generate a report, users select the desired month and click the “Download DOCX” button.