



Dludla + Maponya Dental Practice
System
Help Manual

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1. Introduction

This document focuses on the user documentation of the management side of the Dludla and Maponya Dental Practice System. This side is composed of the functionalities that will be used by the employees of the dental practice including the dentists. The functionalities covered include the logging in of the user, creation, updating, deletion and reading of the sub systems namely: Consultation, Admin, Supplier, Product, Procedure, Patient, Stock, Payment and Reporting. The document also includes a detailed explanation of the reports contained in the reporting sub system.

2. System Help Function

To help function can be accessed on every screen on the top left by clicking on the **Help** link, as shown below:



3. Admin Functions

3.1 Purpose of this function

The purpose of this admin function is to allow the user to log in and out of the system. The admin function is composed of the CRUD(Create, Read, Update, Delete) components of the employee, medical aid and medical aid types. After logging into the system, with the given rights, the user can access and make use of the CRUD components of this admin sub system.

3.2 Login



The screen above allows the user to access the system and its functionalities.

3.2.1 Components of the Login Screen:

1. Username text box: the user's username is to be entered here.
2. Password text box: the user's password is to be entered here.
3. Login button: after the user has entered their username and password, this button will be clicked and provided that all user input is correct, the user will be able to login to the system.

3.2.2 Possible notifications for the Login Screen



Dludla + Maponya
Dental Practice

username
Please fill out this field. password only alphanumeric characters allowed

Login

Both username and password are required



This error message is shown if the user has not provided any input on the screen.



Dludla + Maponya
Dental Practice

bam1234
password

Please fill out this field.

Both username and password are required



This error message is shown if the user has not provided a password.



This error message is shown if the user has not provided a username.

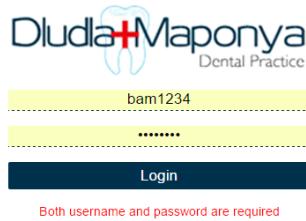


This error message is shown if the user has provided either an invalid username or user password.

3.3 Logout

To Logout, the user will simply click the button Logout.

The following screen below will then appear:



3.4 Add Employee function

When proceeding to the Add Employee function, the user will first need to navigate to the Admin Tab as shown below:



The user must hover over the Admin menu located as the second item on the main navigation item. A sub-menu will appear with the options for “View employee” and “Add employee”.

To add an employee, the user will click on the “Add employee” sub-menu option.

The following screen will then appear:

The screenshot shows a web-based application window titled 'D+M Dental Practice System'. The main title bar has a red 'X' button. Below the title bar, there's a navigation menu with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting. On the right side of the header, there's a 'LOG OUT' button. The main content area is titled 'Employee Add Employee'. It contains several input fields grouped into sections: 'Personal Details' (Profile Picture, Name, Title, Gender, ID Number, Surname), 'Contact Details' (Address, Email, Phone, Postal Address), and 'Employee Status' (Employee Type). A checkbox labeled 'Same Postal As Physical' is located near the bottom of the contact details section. At the very bottom of the form is a blue 'Add Employee' button.

This form allows the user to perform the functions of adding an employee on the system.

3.4.1 Components of this screen

1. Employee Picture box: this is a photographic representation of an employee that is working on the system for legal purposes. The user is able to add a photo of themselves on the system.
2. Choose File button: This button allows the user to load a picture of an employee.
3. Name text box: This is where the employee's name will be entered.
4. Title combo box: This combo box contains all the title variations. Here, the user is able to select their appropriate title.
5. Gender combo box: This is where the employee's gender will be selected.
6. ID Number text box: This is where the employee's ID number will be entered.
7. Surname text box: This is where the employee's surname will be entered.
8. Banking details text box: This is where the employee's banking details will be entered.
9. Cell phone text box: This is where the employee's cell phone number will be entered.
10. Email text box: This is where the employee's email address will be entered.
11. Street number text box: This is where the employee's street number will be entered.
12. Street name text box: This is where the employee's street name will be entered.
13. Suburb/ district text box: This is where the employee's suburb/ district will be entered.
14. City/ Town combo box: This is where the employee's city/ town will be selected.
15. Postal code text box: This is where the employee's postal code will be entered.
16. Telephone text box: This is where the employee's telephone will be entered.
17. Address line 1 text box: This is where the employee's address line 1 will be entered.
18. Address line 2 text box: This is where the employee's address line 2 will be entered.
19. Suburb/ district text box: This is where the employee's suburb/ district will be entered.
20. City/ Town combo box: This is where the employee's city/ town will be selected.
21. Postal code text box: This is where the employee's postal code will be entered.
22. Employee type combo box: This is where the employee type will be selected.
23. Add employee button: This button will allow the user to save the new employee's information to the database.

3.4.2 Possible notifications for the add employee screen

When the employee is successfully stored in the database the following notification label on the screen will appear:

The screenshot shows the 'Add Employee' form for the 'Dludla + Maponya Dental Practice'. The 'Employee' tab is selected. A red oval highlights the message 'The employee has been addedd succesfully' located above the 'Personal Details' section.

Personal Details

- Profile Picture: Placeholder box with dashed border.
- Choose File: Choose File | No file chosen
- Name: Enter employee name e.g. Simon
- Surname: Enter employee surname eg. Kekana
- Title: Select title
- Gender: Select gender
- ID/Passport Number: Enter employee ID/Passport number eg. 8612170554087
- Banking Details: Placeholder box with dashed border.

Contact Details

- Celphone: _____
- Telephone: _____

The screenshot shows the 'Add Employee' form for the 'Dludla + Maponya Dental Practice'. The 'Employee' tab is selected. A red oval highlights the message 'No file chosen' next to the 'Profile Picture' placeholder box.

Personal Details

- Profile Picture: Placeholder box with dashed border.
- Choose File: Choose File | No file chosen
- Name: _____
- Title: Select title
- Gender: Select gender
- ID/Passport Number: _____
- Banking Details: Placeholder box with dashed border.

Contact Details

- Celphone: _____
- Telephone: _____

Employee Status

- Employee Type: Select dropdown menu.

Action Buttons

- Add Employee
- Same Postal As Physical

This error is shown if the user has failed to provide an Employee photo.

Employee Add Employee

Name: (Name field is empty)

Surname: (Surname field is empty)

Banking Details: (Banking details field is empty)

Please fill out this field. A maximum of 35 letters allowed with no spaces. (Validation message for Name field)

Contact Details:

Telephone: (Telephone field is empty)

Postal Address:

Employee Status:

Add Employee

This error is shown if the user has failed to provide a Name.

Employee Add Employee

Name: (Name field is empty)

Surname: (Surname field is empty)

Banking Details: (Banking details field is empty)

Please fill out this field. A number of 13 characters. (Validation message for ID/Passport Number field)

Contact Details:

Telephone: (Telephone field is empty)

Postal Address:

Employee Status:

Add Employee

This error is shown if the user has failed to provide an ID number.

Employee Add Employee

Name: (Name field is empty)

Surname: (Surname field is empty)

Banking Details: (Banking details field is empty)

Please fill out this field. A maximum of 35 letters with no spaces. (Validation message for Surname field)

Contact Details:

Telephone: (Telephone field is empty)

Postal Address:

Employee Status:

Add Employee

This error is shown if the user has failed to provide a Surname.

Employee Add Employee

Browse... No file selected
Name: _____
Gender: _____
Title: _____
Email: _____
ID/Passport Number: _____
Banking Details:
Enter employee banking details eg. ABSA, 4078080733, Hatfield, 687463

Contact Details
Cellphone: _____
Telephone: _____
Please fill out this field. A number of 10 characters
Postal Address:
Street number: _____
Address line 2: _____
City: _____
Select city/town: _____
Enter postal code e.g. 1619
Same Postal As Physical

Employee Status
Employee Type:
select position
Practice Location:
select position

Add Employee

This error is shown if the user has failed to provide a Cell phone number.

Employee Add Employee

Browse... No file selected
Name: _____
Gender: _____
Title: _____
Email: _____
ID/Passport Number: _____
Banking Details:
Enter employee banking details eg. ABSA, 4078080733, Hatfield, 687463

Contact Details
Cellphone: _____
Email: _____
Physical Address:
Postal Address:
Please fill out this field. A maximum of 5 characters
Street number: _____
Address line 2: _____
City: _____
Select city/town: _____
Enter postal code e.g. 1619
Same Postal As Physical

Employee Status
Employee Type:
select position
Practice Location:
select position

Add Employee

This error is shown if the user has failed to provide a Street number.

Employee Add Employee

Browse... No file selected
Name: _____
Gender: _____
Title: _____
Email: _____
ID/Passport Number: _____
Banking Details:
Enter employee banking details eg. ABSA, 4078080733, Hatfield, 687463

Contact Details
Cellphone: _____
Email: _____
Physical Address:
Postal Address:
Please fill out this field. A maximum of 50 characters with spaces
Street name: _____
Address line 2: _____
City: _____
Select city/town: _____
Enter postal code e.g. 1619
Same Postal As Physical

Employee Status
Employee Type:
select position
Practice Location:
select position

Add Employee

This error is shown if the user has failed to provide a Street name.

Employee Add Employee

Contact Details

Name: Surname:
 Title: Banking Details:
 Mr. Ms. Enter employee banking details eg: ABSA, 4078080733, Hatfield, 687453
 Gender: Male Female
 ID/Passport Number:

Physical Address

Cellphone: Telephone:
 Email: Postal Address:
 Physical Address: Enter suburb/district e.g. Braamfontein
 Suburb: Select city/town:
 Zip: Enter postal code e.g. 1619
 Please fill out this field. A maximum of 50 characters with spaces

Employee Status

Employee Type: Practice Location:
 select position

Add Employee

This error is shown if the user has failed to provide a Suburb / district.

Employee Add Employee

Contact Details

Name: Surname:
 Title: Banking Details:
 Mr. Ms. Enter employee banking details eg: ABSA, 4078080733, Hatfield, 687453
 Gender: Male Female
 ID/Passport Number:

Physical Address

Cellphone: Telephone:
 Email: Postal Address:
 Physical Address: Enter address line 1
 Suburb: Enter address line 2
 Zip: Enter suburb/district e.g. Braamfontein
 Please fill out this field. A maximum of 4 digits with no spaces

Employee Status

Employee Type: Practice Location:
 select position

Add Employee

This error is shown if the user has failed to provide a Postal code.

Employee Add Employee

Contact Details

Name: Surname:
 Title: Banking Details:
 Mr. Ms. Enter employee banking details eg: ABSA, 4078080733, Hatfield, 687453
 Gender: Male Female
 ID/Passport Number:

Physical Address

Cellphone: Telephone:
 Email: Postal Address:
 Physical Address: Enter address line 1
 Suburb: Enter address line 2
 Zip: Enter suburb/district e.g. Braamfontein
 Please fill out this field. A number of 10 characters

Employee Status

Employee Type: Practice Location:
 select position

Add Employee

This error is shown if the user has failed to provide a Telephone number.

3.5 Update Employee function

When updating the employee details, the user will need to navigate to the Admin Tab as shown below:

In order to update the changes made to an Employee, the user must click on the Update button after making any changes, after which the above notification will be displayed.

3.6 View/Search for an employee function

Before proceeding with the view employee functionalities, the user will be required to navigate to the Admin menu on the navigation item, as shown below:

To view an employee, the user will click on the “View Employee” sub-menu option.

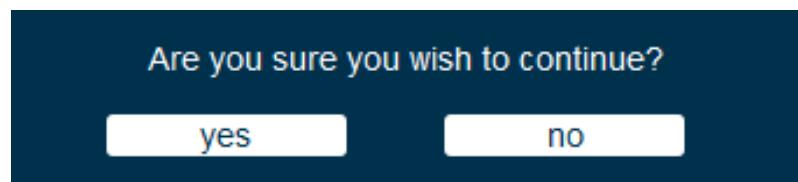
The following screen will then appear:

Employee View Employee						
Id	Title	Name	Surname	Practice Location	Position	Action
1	mr.	Malesela	Ramphela	Location A	manager	view
2	mr.	Malesela	Ramphela	Location A	dentist	view
3	mr.	Given	Manzini	Location A	dentist	view
4	ms.	Sarah	Mahlatji	Location A	secretary	view
5	mr.	dxrbcrv	cgnvhmbj	Location A	dentist assistant	view
6	mr.	Frikkie	Shabalala	Location A	dentist	view
7	mr.	Malesela	Ramphela	Location A	secretary	view
8	mr.	Simon	Kekana	Location A	dentist assistant	view
9	mr.	name	surname	Location A	secretary	view
10	mr.	Solomon	Mahlatji	Location A	secretary	view
11	mr.	Malesela	Kekana	Location A	secretary	view
12	mr.	Bam	Chabalala	Location A	secretary	view
13	mr.	Solomon	Manzini	Location A	secretary	view
14	mr.	Mike	Stevens	Location A	secretary	view
15	mr.	Malesela	Kekana	Location A	manager	view
16	mr.	Hendrick	Faber	Location A	secretary	view
17	mr.	Given	Moeng	Location B	manager	view

To view a specific employee on the system, simply click on the View link at the end of an employee record given in the list.

3.7 Delete Employee function

If the user would like to delete an employee that already exists on the system, the following notification will be displayed after clicking the Delete button.



If the user clicks on “No”, the notification screen will close. However, if the user clicks “Yes”, the following screen will be displayed:

You have successfully deleted an employee!

Contact Details	Telephone:
Cellphone: 76192135	0
Email: ramphela@yahoo.com	
Physical Address:	Postal Address:
1135 Francis Baard Hartbeespoort Pretoria 2023	1135 Francis Baard Hartbeespoort Pretoria 2043
	<input type="checkbox"/> Same Postal As Physical
Employee Status	Practice Location:
Employee Type: <input checked="" type="checkbox"/> Manager <input type="checkbox"/> Status <input type="checkbox"/> active	Tessela
<input type="button" value="Update Employee"/> <input type="button" value="Remove Employee"/>	

3.8 Add Medical Aid and Medical Aid Type function

Before proceeding with the add medical aid functionality, the user will be required to navigate to the Admin menu on the navigation item, as shown below:



To add a medical aid, the user will click on the “Add a medical aid” sub-menu option.

The following screen will then appear:

Medical Aid Details	
Name:	<input type="text"/>
Telephone:	<input type="text"/>
Physical Address:	<input type="text"/>
Postal Address:	<input type="text"/>
Email:	<input type="text"/>
Fax:	<input type="text"/>
<input type="checkbox"/> Same postal as physical	
Medical Aid Packages	
Types: <input type="checkbox"/> Medical Aid Type 1 <input type="checkbox"/> Medical Aid Type 2 <input type="checkbox"/> Medical Aid Type 3 <input type="checkbox"/> Medical Aid Type 4 <input type="checkbox"/> Medical Aid Type 5	
<input type="button" value="Add Medical Aid"/>	

3.8.1 Components of this screen

1. Name text box: the user enters a medical aid name here.
2. Telephone text box: the user enters a medical aid telephone here.
3. Physical Address text box: the user enters a medical aid physical address here.
4. Email text box: the user enters a medical aid email here.
5. Fax text box: the user enters a medical aid fax.
6. Postal Address text box: the user enters a medical aid postal address here and if physical address is the same as the postal address click the button “Same Postal as the Physical”.
7. Medical Aid Type 1 text box: the user enters a medical aid package 1 here.
8. Medical Aid Type 2 text box: the user enters a medical aid package 2 here.
9. Medical Aid Type 3 text box: the user enters a medical aid package 3 here.
10. Medical Aid Type 4 text box: the user enters a medical aid package 4 here.
11. Medical Aid Type 5 text box: enters a medical aid package 5 here.
12. Click the button Add Medical Aid.

3.8.2 Possible notifications for the add medical aid and type screen

The screenshot shows the 'Add Medical Aid' form. At the top right is a 'LOG OUT' button. Below it is a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting. The 'Medical Aid' link is highlighted. The main area has two sections: 'Medical Aid Details' and 'Medical Aid Packages'. In the 'Medical Aid Details' section, there are several input fields: 'Name' (containing 'Bontas'), 'Email' (containing 'example@medicalaid.co.za'), 'Fax' (containing '0112478832'), 'Physical Address' (containing 'Enter street number e.g. 324', 'Enter street name e.g. Pontola Drive', 'Enter suburb/district e.g. Birchleigh', 'Select city/town' dropdown with 'Johannesburg' selected, and 'Enter postal code e.g. 1618'), and 'Postal Address' (containing 'Address line 1', 'Address line 2', 'Enter suburb/district e.g. Birchleigh', 'Select city/town' dropdown with 'Johannesburg' selected, and 'Enter postal code e.g. 1618'). A 'Same Postal As Physical' button is at the bottom. A red box highlights the 'Name' field with the error message 'Please fill out this field. Only alphanumeric characters with no spaces.' Below the address fields is another red box with the message 'Please fill out this field. Only alphanumeric characters with no spaces.' This second red box is positioned over the 'Physical Address' and 'Postal Address' sections.

The above error message is shown if the user has not provided a medical aid name.

This screenshot is identical to the one above, showing the 'Add Medical Aid' form. The 'Name' field contains 'Bontas', and the 'Email' and 'Fax' fields contain 'example@medicalaid.co.za' and '0112478832' respectively. The 'Physical Address' and 'Postal Address' sections are identical to the first screenshot. A red box highlights the 'Telephone' field with the error message 'Please fill out this field. A number of 10 characters with no spaces.' This red box is positioned over the 'Physical Address' and 'Postal Address' sections.

The above error message is shown if the user has not provided a medical aid telephone.

Medical Aid Add Medical Aid

Medical Aid Details

Name: Bonitas	Email: Enter medical aid email e.g. example@medicalaid.co.za
Telephone: 0123456001	Fax: Enter medical aid fax number e.g. 0112476832
Physical Address:	
Enter street number e.g. 395 80	Address line 1 Birchleigh
Please fill out this field. A maximum of 5 characters.	
Select city/town Birchleigh	Address line 2 Enter suburb/ district e.g. Birchleigh
Enter postal code e.g. 1618	Select city/town Birchleigh
Enter postal code e.g. 1618	
<input type="checkbox"/> Same Postal As Physical	

Medical Aid Packages

Types:

- Medical Aid Type 1
- Medical Aid Type 2
- Medical Aid Type 3
- Medical Aid Type 4
- Medical Aid Type 5

Add Medical Aid

This error is shown if the user has failed to provide a Street number.

Medical Aid Add Medical Aid

Medical Aid Details

Name: Bonitas	Email: Enter medical aid email e.g. example@medicalaid.co.za
Telephone: 0123456001	Fax: Enter medical aid fax number e.g. 0112476832
Physical Address:	
Enter street name e.g. Pongola Drive 80	Address line 1 Birchleigh
Please fill out this field. A maximum of 50 characters with spaces.	
Select city/town Birchleigh	Address line 2 Enter suburb/ district e.g. Birchleigh
Enter postal code e.g. 1618	Select city/town Birchleigh
Enter postal code e.g. 1618	
<input type="checkbox"/> Same Postal As Physical	

Medical Aid Packages

Types:

- Medical Aid Type 1
- Medical Aid Type 2
- Medical Aid Type 3
- Medical Aid Type 4
- Medical Aid Type 5

Add Medical Aid

This error is shown if the user has failed to provide a Street name.

Dludla + Maponya Dental Practice

LOG OUT

Medical Aid Add Medical Aid

Medical Aid Details

Name: Bonita
Telephone: 0123456001
Physical Address: 80
Mandela Drive
Enter suburb/ district e.g. Birchleigh

Email: Enter medical aid email e.g. example@medicalaid.co.za
Fax: Enter medical aid fax number e.g. 0112478832

Postal Address:
Address line 1
Address line 2
Address line 2
Enter suburb/ district e.g. Birchleigh
Select city/town
Enter postal code e.g. 1618

Please fill out this field. A maximum of 50 characters with spaces

Same Postal As Physical

Medical Aid Packages

Types:
Medical Aid Type 1
Medical Aid Type 2
Medical Aid Type 3
Medical Aid Type 4
Medical Aid Type 5

Add Medical Aid

This error is shown if the user has failed to provide a Suburb / district.

Dludla + Maponya Dental Practice

LOG OUT

Medical Aid Add Medical Aid

Medical Aid Details

Name: Bonita
Telephone: 0123456001
Physical Address: 80
Mandela Drive
Suburb:
Izaneen
Enter postal code e.g. 1618

Email: Enter medical aid email e.g. example@medicalaid.co.za
Fax: Enter medical aid fax number e.g. 0112478832

Postal Address:
Address line 1
Address line 2
Address line 2
Enter suburb/ district e.g. Birchleigh
Select city/town
Enter postal code e.g. 1618

Please fill out this field. A maximum of 4 digits with no spaces

Same Postal As Physical

Medical Aid Packages

Types:
Medical Aid Type 1
Medical Aid Type 2
Medical Aid Type 3
Medical Aid Type 4
Medical Aid Type 5

Add Medical Aid

This error is shown if the user has failed to provide a Postal code.


LOG OUT

[Home](#) [Admin](#) [Consultation](#) [Patient](#) [Procedure](#) [Product](#) [Stock](#) [Payment](#) [Supplier](#) [Reporting](#)

Medical Aid Add Medical Aid

Medical Aid Details

Name:

Bonitas:

Telephone: 0123456001

Physical Address:

80
Mandela Drive
Sunnyside
Tzaneen
0002

Email: medical aid email e.g. example@medicalaid.co.za

Please fill out this field.

Fostal Address:

Address line 1
Address line 2
Enter suburb/district e.g. Birchleigh

Select city/town

Enter postal code e.g. 1618

Medical Aid Packages

Types:

- Medical Aid Type 1
- Medical Aid Type 2
- Medical Aid Type 3
- Medical Aid Type 4
- Medical Aid Type 5

[Add Medical Aid](#)

The above error message is shown if the user has not provided a medical aid email.

D+M Dental Practice System... × +

localhost/prac/qualit1/pow/admin/medical_aid/add_medical_aid/

 [LOG OUT](#)

[Home](#) [Admin](#) [Consultation](#) [Patient](#) [Procedure](#) [Product](#) [Stock](#) [Payment](#) [Supplier](#) [Reporting](#)

Medical Aid Add Medical Aid

Medical Aid Details

Name: Bonitas	Email: 2779270635@gmail.com
Telephone: 0123456001	Fax: Enter medical aid fax number e.g. 0112478832
Physical Address: 80 Mandela Drive Sunrise Izaan 0002	
Please fill out this field. A number of 10 characters with no spaces	
Address line 1: Enter street name e.g. Birchleigh	
Address line 2: Enter suburb e.g. Birchleigh	
Select city/town: Enter postal code e.g. 1016	
<input type="button" value="Same Postal As Physical"/>	

Medical Aid Packages

Types:

- Medical Aid Type 1
- Medical Aid Type 2
- Medical Aid Type 3
- Medical Aid Type 4
- Medical Aid Type 5

The above error message is shown if the user has not provided a medical aid fax.

Medical Aid Add Medical Aid The medical was added successfully, though the medical types were not. That can be done manually.

Medical Aid Details	Postal Address:
Name: Enter medical aid name e.g. Bontela	Email: Enter medical aid email e.g. example@medicalaid.co.za
Telephone: Enter medical aid telephone number e.g. 0112478882	Fax: Enter medical aid fax number e.g. 0112478882
Physical Address:	Address line 1:
Enter street number e.g. 395	Enter street number e.g. 395
Enter suburb/district e.g. Birchleigh	Enter suburb/district e.g. Birchleigh
Select city/town: Enter postal code e.g. 1016	Select city/town: Enter postal code e.g. 1016
Same Postal As Physical	
Medical Aid Packages	
Types:	
Medical Aid Type 1 Medical Aid Type 2 Medical Aid Type 3 Medical Aid Type 4 Medical Aid Type 5	
Only alphanumeric characters	

The above error message is shown if the user has not provided a medical aid types only.

Medical Aid Add Medical Aid The medical and its types have been added successfully

Medical Aid Details	Postal Address:
Name: Enter medical aid name e.g. Bontela	Email: Enter medical aid email e.g. example@medicalaid.co.za
Telephone: Enter medical aid telephone number e.g. 0112478882	Fax: Enter medical aid fax number e.g. 0112478882
Physical Address:	Address line 1:
Enter street number e.g. 395	Enter street number e.g. 395
Enter suburb/district e.g. Birchleigh	Enter suburb/district e.g. Birchleigh
Select city/town: Enter postal code e.g. 1016	Select city/town: Enter postal code e.g. 1016
Same Postal As Physical	
Medical Aid Packages	
Types:	
Medical Aid Type 1 Medical Aid Type 2 Medical Aid Type 3 Medical Aid Type 4 Medical Aid Type 5	

Add Medical Aid

The above error message is shown if the user has provided all the correct input.

3.9 Maintain (Delete and Update) Medical Aid and Medical Aid Type function

In order to update the changes made to an Employee Role, the user must click on the Update button, after which the above notification will be displayed.

Dludla + Maponya Dental Practice

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Medical Aid Update Medical Aid **You have successfully updated a medical aid!**

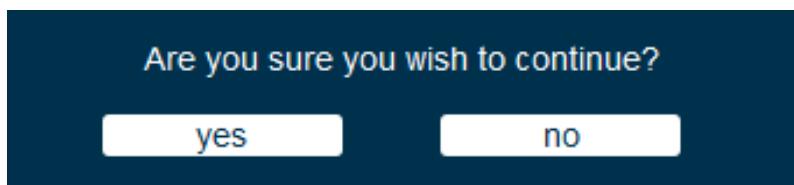
Medical Aid Details

Name: Bonitas	Email: something@bonitas.co.za
Telephone: 0123456789	Fax: 0123456789
Physical Address: 1135 Francis Baard Hartfield pretoria 2800	Postal Address: 1135 Francis Baard Hartfield pretoria 2800

Medical Aid Packages

Types:
Bonitas type 1
Medical Aid Type 2

If the user would like to delete a medical aid that already exists on the system, the following notification will be displayed after clicking the Delete button.



If the user clicks on “No”, the notification screen will close. However, if the user clicks “Yes”, the following screen will be displayed:

Dludla + Maponya Dental Practice

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Medical Aid Update Medical Aid **You have successfully deleted a medical aid!**

Medical Aid Details

Name: Enter medical aid name e.g. Bonitas	Email: Enter medical aid email e.g. example@medicalaid.co.za
Telephone: Enter medical aid telephone number e.g. 0112478832	Fax: Enter medical aid fax number e.g. 0112478832
Physical Address: Enter street number e.g. 395 Francis Baard Enter suburb/ district e.g. Birchleigh pretoria Enter postal code e.g. 1618	Postal Address: address line 1 address line 2 Enter suburb/ district e.g. Birchleigh Select city/town Enter postal code e.g. 1618

Medical Aid Packages

Types:
Bonitas type 1
Medical Aid Type 2
Medical Aid Type 3

4. Consultation Functions

4.1 Purpose of this function

The user should be able to create a new appointment, and thereafter maintain existing appointments and if necessary cancel an appointment from the system. All appointments made on the system can be updated, and cancellation depends on whether the scheduled appointment has passed or not. In an event where the appointment has passed and patient was consulted the appointment cannot be cancelled from the system. The requirements that are fulfilled by this function include:

- Make Booking
- View Booking
- Update Booking
- Cancel Booking
- Make Online Booking
- Capture Patient Arrival
- Make Consultation Notes
- Capture Dentist Schedule
- View Dentist Schedule

To navigate between consultation functions, the user will be required to hover over the ‘Consultation’ tab as shown below:



The user must hover on the Consultation tab located as the third item on the main navigation ribbon.

4.2 Make Booking Function

Before the user can proceed with the Make Booking functionality, they will need to navigate to the Consultation tab/make a booking option, as shown below:

The screenshot shows the QualIT software interface. At the top, there is a navigation bar with tabs: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. The 'Consultation' tab is currently active. A dropdown menu is open under the 'Consultation' tab, listing several options: Booking, View Bookings, Make A Booking, Consultation, Make Notes, Schedule, and View Dentist Schedule. In the top right corner, there is a 'LOG OUT' button.

The user must hover over the Consultation tab located as the third navigation on Make Booking, in the third navigation ribbon, the sub-menu will appear with options for 'View Booking', 'Make a Booking', 'Make Notes', 'View Dentist Schedule' and 'Capture Dentist Schedule'.

To make a booking, the user will click on the 'Make a booking' sub-menu option.

The following screen will appear:

The screenshot shows a 'Booking Make A Booking' form. At the top, there is a navigation bar with tabs: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. The 'Patient' tab is currently active. Below the navigation bar, there are two main sections: 'Patient Details' and 'Booking Details'. The 'Patient Details' section contains fields for 'Id:' (with a dropdown placeholder 'Enter patient id'), 'Name:' (with a dropdown placeholder 'Enter patient name'), 'Medical Aid:' (auto-filled with 'patient medical aid'), and 'Surname:' (auto-filled with 'enter patient surname'). The 'Booking Details' section contains a 'Dentist:' field (with a dropdown placeholder 'select dentist'). At the bottom of the form is a blue 'Add Appointment' button.

On this screen the user is able to enter the details the booking to be made.

4.2.1 Components of this screen

Patient Details:

1. **Help Icon:** The user will be able to retrieve help information by clicking on the Help link that will appear after the user hover over the help icon located on the right corner in the same level as the page title.
2. **Id text box:** In this text box the user may enter the ID number of the Patient already on the system that is making a booking.
3. **Medical Aid:** Auto-filled after the user enter the patient ID number with the patient medical aid
4. **Name text box:** Auto-filled after the user enters the patient ID number with patient name.
5. **Surname text box:** Auto-filled after the user enter the patient ID number the patient surname.
6. **Dentist combo box:** The user is able to select the dentist name from the list of Dentist names in this combo box.

7. **Add Appointment Button:** The user can click on this button to save the appointment to the system
8. **Calendar Scroll arrows:** These arrows on the left and right of the page, allow the user to navigate the calendar.
9. **Calendar:** The user will be able to view the calendar and make a booking after the Dentist is selected. The following screen will appear:

Patient Details

Booking Details

Dr. Ramphela	Book						
week 42	mon 17 Oct	tue 18 Oct	wed 19 Oct	thu 20 Oct	fri 21 Oct	sat 22 Oct	sun 23 Oct
08h00 - 08h45	book						
09h00 - 09h45	book						
10h00 - 10h45	book						
11h00 - 11h45	book						
12h00 - 12h45	book						
13h00 - 13h45	book						
14h00 - 14h45	book						
15h00 - 15h45	book						
16h00 - 16h45	book						
17h00 - 17h45	book						

Add Appointment

Once the user has completed all details required to make a booking, the Add Appointment button should be clicked in order to add the booking to the database. The following screen displays all the user input fields once they have been populated.

4.2.2 Possible notifications for the Make Booking screen

Successfully booked consultation

The above notification will appear once the booking has been created. Once the user has clicked the Add Appointment button, the input fields should be clear and this notification will appear.

Error booking Consultation. Please try again

The above notification will appear if, after clicking the Add Appointment button, the user has not completed all the provided input fields with the required details.

4.3 View Booking

Before proceeding with the View Booking functionality, the user will be required to navigate to the Consultation tab as shown below:



The user hovers over the Consultation tab located as the third item on navigation ribbon, a sub-menu will appear with option for 'View Bookings', 'Make a Booking', 'Make Notes', 'View Dentist Schedule' and 'Capture Dentist Schedule'.

To view a booking, the user will click on the 'View Bookings' sub-menu option.

The following screen will then appear:

The screenshot shows a table titled 'Booking View Bookings'. The table has columns for ID, Patient Name, Medical Aid, Dentist Name, Practice Location, Appointment Date, Appointment Time, Consultation Status, Booking Type, and Action. There are 15 rows of data. The first row is highlighted in blue. The last row, which contains the name 'Shaquil Remane', is also highlighted in blue. The 'Action' column contains links labeled 'view'.

ID	Patient Name	Medical Aid	Dentist Name	Practice Location	Appointment Date	Appointment Time	Consultation Status	Booking Type	Action
8	Ntokozo Ramphele		1	Birch_Acres	2016-08-25 00:00:00	10h00	Pending	online	view
9	Ntokozo Ramphele		2	Birch_Acres	2016-08-26 00:00:00	15h00	Pending	online	view
10	Ntokozo Ramphele		2	Birch_Acres	2016-08-26 00:00:00	15h00	Pending	online	view
11	Ntokozo Ramphele		2	Birch_Acres	2016-08-25 00:00:00	17h00	Pending	online	view
12	Ntokozo Ramphele		2	Birch_Acres	2016-08-25 00:00:00	17h00	Pending	online	view
13	Ntokozo Ramphele		2	Birch_Acres	2016-08-25 00:00:00	17h00	Pending	online	view
15	Shaquil Remane		1	Tembisa	2016-08-25 00:00:00	11h00	Pending	online	view

As displayed above, the booking details are displayed by default from the database because the user has not specified which booking they want to view. To view a specific booking on the system yet not visible on the screen the user will be required to use the search facility where the enter any booking details and the filtered bookings will be displayed.

The screen below displays a case where the user clicks on 'View' of the specific booking selected.

The screenshot shows the 'Booking Update Booking' page. At the top, there's a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting, and a LOG OUT button. Below the navigation bar, the title 'Booking Update Booking' is displayed. The main form is divided into two sections: 'Patient Details' and 'Booking Details'. In the 'Patient Details' section, there are four input fields: 'Id' (with placeholder 'enter patient id'), 'Name' (with placeholder 'enter patient name'), 'Medical Aid' (with placeholder 'patient medical aid'), and 'Surname' (with placeholder 'enter patient surname'). In the 'Booking Details' section, there are four dropdown menus: 'Dentist' (selected value: Dr J.P. Maponya), 'Practice Location' (selected value: Thembisa), 'Consultation Date' (selected value: 10/24/2016), and 'Consultation Time' (selected value: 08h00). At the bottom of the form are three buttons: 'Update Appointment' (dark blue background), 'Patient Arrived' (dark blue background), and 'Cancel Appointment' (dark blue background).

4.4 Update Booking

In order for the user to update an appointment, the user will be required to navigate to the consultation tab, and then click on view booking sub-menu option then click on the view link of the specific booking to be updated. The following screen will appear:

This screenshot is identical to the one above, showing the 'Booking Update Booking' page. It features the same navigation bar, title, and form structure. The only difference is the background color of the buttons: 'Update Appointment' and 'Patient Arrived' have a dark blue background, while 'Cancel Appointment' has a light blue background.

In order to update changes made to a booking, the user must click on the update button after making changes, after which the above notification will be displayed.

4.4.1 Components of this screen

1. Id text box: This text box will be auto-filled with the patient ID number from after the user selects to view the specific patient
2. Name text box: Auto-filled with the patient name after the user selects to view the specific patient
3. Medical Aid text box: Auto-filled with the patient medical-Aid after the user selects to view the specific patient

4. Surname text box: Auto-filled with the patient surname after the user selects to view the specific patient.
5. Dentist name combo box: The user will use the combo box to select the dentist name
6. Consultation Date Calendar: The user will be able to select the consultation date from the calendar
7. Practice Location combo box: This combo box is auto filled after the user selects the dentist name
8. Consultation Time combo box: The user will be able to select the time from the consultation time combo box
9. Update Appointment Button: Allows for the user to update the appointment and save updated data on the system
10. Patient Arrived button: Allows the user to capture the arrival of a patient and saves the status on the system
11. Cancel Appointment button: Allows the user to cancel appointments with dates that have not yet passed

4.4.2 Possible notifications of this screen

The below notification will appear once the user has clicked on the ‘Update Appointment’ button:

The screenshot shows a software interface for 'Dludla + Maponya Dental Practice'. The top navigation bar includes links for Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting, along with a LOG OUT button. Below the navigation is a sub-menu for 'Booking' with options 'Update Booking' and 'Patient Arrived'. A red oval highlights the message 'There was an error updating the booking. Please try again.' which appears in a red box above the form fields. The form itself has sections for 'Patient Details' (Id: [text input], Name: [text input], Surname: [text input]) and 'Booking Details' (Dentist: [dropdown], Booking Type: [dropdown]). At the bottom are three buttons: 'Update Appointment' (highlighted in blue), 'Patient Arrived', and 'Cancel Appointment'.

This notification will be displayed when the user clicked on the ‘Update Appointment’ button without completing the required fields correctly.

In a case where the user enters the data correctly and then clicks on the Update Appointment button the screen below will appear:

The screenshot shows the same software interface as the previous one. The message 'The booking has been successfully updated.' is now displayed in a green box above the form fields. The rest of the interface, including the navigation bar, sub-menu, and form fields, remains the same as in the previous screenshot.

The screen is cleared and the notification is displayed.

4.5 Cancel Booking

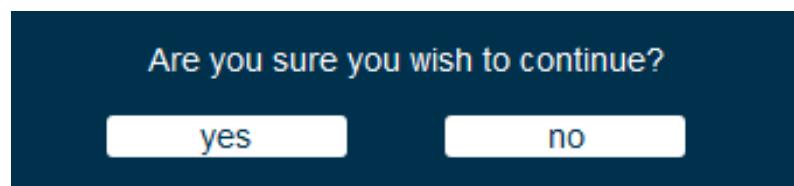
Before a user can cancel a booking, they will be required to navigate to the Consultation tab, click on view patient as mention previously and further click on the view link of the booking that needs to be cancelled. The screen below will display after the user click the view link of the specific booking:



The screenshot shows the 'Booking Update Booking' page. At the top, there's a logo for 'Dludla + Maponya Dental Practice' and a 'LOG OUT' button. Below the header is a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting. The main content area has two sections: 'Patient Details' and 'Booking Details'. In 'Patient Details', there are fields for 'Id' (containing '9211091100317') and 'Name' (with placeholder 'enter patient name'). In 'Booking Details', there are dropdown menus for 'Dentist' (set to 'Dr J.P. Maponya'), 'Practice Location' (set to 'Tembisa'), and 'Consultation Date' (set to 'selected consultation date'). The 'Consultation Time' field contains '08h00'. At the bottom of the form are three buttons: 'Update Appointment', 'Patient Arrived', and 'Cancel Appointment'.

4.5.1 Possible notifications of this screen

The following notification will appear after the user has clicked on the cancel appointment button, requesting the user to confirm the cancelation of the appointment. The user will be required to click on the 'Cancel Booking' button; the following notification will be displayed:



If the user clicks on 'No' the notification will close. However if the user clicks 'Yes', the following screen will be displayed:

The screenshot shows the 'Booking' page of the DLUDLA + MAPONYA Dental Practice system. At the top, there is a navigation bar with links for Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. The 'Consultation' tab is active. Below the navigation bar, there is a sub-menu for 'Booking' with options 'Update Booking' and 'The booking has been successfully removed.' A 'LOG OUT' button is located in the top right corner.

Patient Details

ID: Surname:

Booking Details

Dentist: Booking Type:

Action Buttons

- Update Appointment
- Patient Arrived
- Cancel Appointment

The screen above appears after the user has clicked on the 'Cancel Appointment' button and cancels the Appointment successfully.

4.6 Capture Patient Arrival

The user hovers over the Consultation tab located as the third tab on the navigation ribbon, then clicking on the View Booking option from the list of sub menu options that will appear the following screen will appear:

The screenshot shows a table titled 'View Bookings' under the 'Consultation' tab. The table has columns for ID, Patient Name, Medical Aid, Dentist Name, Practice Location, Appointment Date, Appointment Time, Consultation Status, Booking Type, and Action. The 'Action' column contains a 'view' link for each row. The table lists several bookings for patients Ntokozo Ramphele and Shaquil Remane.

ID	Patient Name	Medical Aid	Dentist Name	Practice Location	Appointment Date	Appointment Time	Consultation Status	Booking Type	Action
8	Ntokozo Ramphele		1	Birch_Acres	2016-08-25 00:00:00	10h00	Pending	online	view
9	Ntokozo Ramphele		2	Birch_Acres	2016-08-26 00:00:00	15h00	Pending	online	view
10	Ntokozo Ramphele		2	Birch_Acres	2016-08-26 00:00:00	15h00	Pending	online	view
11	Ntokozo Ramphele		2	Birch_Acres	2016-08-25 00:00:00	17h00	Pending	online	view
12	Ntokozo Ramphele		2	Birch_Acres	2016-08-25 00:00:00	17h00	Pending	online	view
13	Ntokozo Ramphele		2	Birch_Acres	2016-08-25 00:00:00	17h00	Pending	online	view
15	Shaquil Remane		1	Tembisa	2016-08-25 00:00:00	11h00	Pending	online	view

The user will be required to click the view link from the action column of the Booking of the Patient that would have arrived. The below screen will appear after the user has clicked on the View action of the Booking of the arrived patient:

The screenshot shows the 'Booking Update Booking' screen. At the top, there is a navigation bar with links for Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. To the right of the navigation bar is a 'LOG OUT' button and a user icon. Below the navigation bar, the title 'Booking Update Booking' is displayed. The form is divided into two main sections: 'Patient Details' and 'Booking Details'. In the 'Patient Details' section, there are fields for 'Id' (with placeholder 'Enter patient id'), 'Name' (with placeholder 'Enter patient name'), and 'Surname' (with placeholder 'Enter patient surname'). In the 'Booking Details' section, there are dropdown menus for 'Dentist' (selected 'Dr J.P. Maponya') and 'Practice Location' (selected 'Thembisa'). There is also a dropdown menu for 'Consultation Date' (placeholder 'Select consultation date') and another for 'Consultation Time' (selected '08h00'). At the bottom of the form are three buttons: 'Update Appointment' (disabled), 'Patient Arrived' (highlighted in blue), and 'Cancel Appointment'.

The user will be required to click on the 'Patient Arrived' Button to Capture the Patient's arrival and save the Arrival status onto the system.

4.6.1 Possible notifications of this screen

The following screen will appear once the user has clicked on the 'Patient Arrived' button:

The screenshot shows the same 'Booking Update Booking' screen as before, but with a success message: 'The booking status has been updated successfully.' The 'Patient Arrived' button is still highlighted in blue. The rest of the form and its fields are identical to the previous screenshot.

The screen above displays after the user clicks on the 'Patient Arrived' button for a valid Patient Booking.

4.7 Make Consultation Notes

Before proceeding with the Make Notes functionality, the user will be required to navigate to the Consultation Tab, as shown below:

The screenshot shows the QualIT software interface. At the top is a dark blue header bar with the QualIT logo on the left and 'User Documentation' on the right. Below the header is a white navigation ribbon with tabs: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. The 'Consultation' tab is currently selected. A dropdown menu is open under the 'Consultation' tab, listing 'Booking', 'view bookings', 'make a booking', 'Consultation', 'make notes', 'Schedule', 'view dentist schedule', and 'capture dentist schedule'. On the far right of the ribbon is a 'LOG OUT' button.

The user must click on the Make Notes sub-menu option that will appear after the user hovers over the Consultation tab located as the third item on the main navigation ribbon.

The following screen will then appear:

The screenshot shows a 'Consultation Notes Summary' form. At the top is a dark blue header bar with the QualIT logo and 'LOG OUT' button. Below the header is a white form area with the title 'Consultation Notes Summary'. It has fields for 'Patient Name:' (with a text input box) and 'Booking Id:' (with a text input box). Below these are fields for 'Medical Aid:' (text input box) and 'notes' (radio button, selected), 'invoice' (radio button), and 'prescription' (radio button). There is a multi-line text area for 'notes describing the general condition of the patient' containing placeholder text 'the patient was...'. Below this is a section for 'upload hand written notes:' with a 'Choose File' button and a message 'No file chosen'. At the bottom right is a 'Next' button.

On this screen, the user is able to make consultation notes of a particular patient of a particular booking.

4.7.1 Components of this screen

1. Patient Name Text box: When the user wants to add consultation notes, after selecting the patient from the list of arrived patients, the Patient Name text box is populated with the Patient Name.
2. ID/Passport Number text box: The user can enter patient ID/passport number.
3. Medical ID text box: This text box is populated after the user selects the Patient from the list of Arrived patient, provided the patient is on medical aid and the system records it as being SO.
4. Notes Tab: This tab is selected by default when the user wants to make consultation notes.
5. Note Multi-Line text box: This text box is used by the user to enter any notes that they would like to keep about the patient in the consultation room.
6. Choose File Button: This button is used by the user to select hand written notes that may have been stored on the system.

7. Next Button: This is used by the user to navigate to the Invoice tab after notes have been entered, the below screen will appear:

The screenshot shows the 'Consultation' tab selected in the top navigation bar. Below it, the 'Notes' tab is active. The main area displays 'Consultation Notes Summary' with fields for Patient Name, Medical Aid, ID/Passport Number, and Booking Id. Below these are tabs for 'Notes', 'Invoice' (which is active), and 'Prescription'. A 'Products:' section contains a table with columns: Product Name, Product Type, Product Price, Quantity Used, and Action. An 'Add' button is located at the bottom left of this table. Another table for 'Procedures:' follows, with similar columns: Procedure Name, Procedure Type, Procedure Price, and Action. An 'Add' button is also present here. At the bottom right is a 'Next' button.

1. Invoice Tab: This tab indicates that the user can add invoice items here.
2. Product combo box: This combo box will be populated with products for the user to choose from when adding invoice items
3. Price text box: This text box will be auto filled with the product unit price after the user selects the product name.
4. Quantity Numeric up down: The user will use the numeric up down to enter the quantity of the selected product
5. Add Product Button: This button will be clicked by the user to add the product to the list of products being added to the invoice.
6. Product List: This list displays the products the user has added to the invoice that were used during the consultation.
7. Remove Link: This link, when clicked, allows the user to remove the product from the list.
8. Procedure Combo box: The user will select the procedure from the list of procedures in the combo box
9. Add Procedure Button: The user will click on the Add Procedure button when the procedure is ready to be added to the procedure list on the invoice items.
10. Procedure list: This list displays the procedure the user has added to the invoice, these are procedures that were conducted on the patient during the consultation.
11. Remove Link: This link when clicked, allows the user to remove a procedure from the procedure list.
12. Next Button: The user will click on the next button to navigate to the prescription tab which will display the following screen:

LOG OUT

Consultation Make Consultation Notes

Consultation Notes Summary

Patient Name: <input type="text" value="Search patient name e.g. Sarah"/>	Medical Aid: <input type="text" value="Enter medical aid name e.g. Bonitas"/>
ID/Passport Number: <input type="text" value="Enter patient id/passport number e.g. 8612170554087"/>	Booking Id: <input type="text" value="Enter booking ID e.g B-0101"/>

Notes **Invoice** **Prescription**

Notes describing the general condition of the patient:

Upload hand written notes:
 No file selected.

Next

1. Prescription Tab: This indicates that the user can add the patient prescription.
2. Prescription multi-line text box: The user enters the patient prescription in this text box.
3. Add Consultation Button: This button, when clicked, adds the consultation details to the system and saves it on the system.

4.7.2 Possible notifications for this screen

The following screens will appear after the user has clicked on the Add Consultation button:

The screen below will appear, displaying to the user input fields that must be filled before clicking on the Add Consultation button. Input fields outlined in red indicate that they should be filled.

LOG OUT

Consultation Make Consultation Notes

Consultation Notes Summary

Patient Name: <input type="text" value="Search patient name e.g. Sarah"/>	Medical Aid: <input type="text" value="Enter medical aid name e.g. Bonitas"/>
Please fill out this field. <input type="text" value="Enter patient id/passport number e.g. 8612170554087"/>	Booking Id: <input type="text" value="Enter booking ID e.g B-0101"/>

Notes **Invoice** **Prescription**

Medicines prescribed for the patient:

Add Consultation

The screen below will appear once the user clicks on the Add Consultation button to save consultation notes correctly entered:

Dludla + Maponya
Dental Practice

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Consultation Make Consultation Notes You have successfully created a consultation note

Consultation Notes Summary

Patient Name: <input type="text" value="Search patient name eg. Sarah"/>	Medical Aid: <input type="text" value="Enter medical aid name e.g. Bonitas"/>
ID/Passport Number: <input type="text" value="Enter patient id/passport number eg. 8612170554097"/>	Booking Id: <input type="text" value="Enter booking ID e.g B-0101"/>

Notes Invoice Prescription

Notes describing the general condition of the patient:

Upload hand written notes:

No file selected.

4.8 Capture Dentist Schedule

The user will be able to capture dentist schedule by selecting the Make Available icon which is indicated by a Green Tick Sign with in the Date that they would like to make available in the Month View. In a case where the user wants to make the entire day unavailable, the user would have to click on the make unavailable icon indicate by a red cross sign with in the date.

To select specific time slots that they would like to make available in the selected date, the user would have to click the date in the Month view which will redirect the user to the screen below:

The screen below displays a week view with timeslots of the selected date. The user will be required to click on the timeslots of the date that they would like to create a schedule for and make it available by clicking on the make available icon indicated by a green tick.

Dludla + Maponya
Dental Practice

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Schedule View Dentist Schedule

Month View Week View

October '16

Week 42 Time	Monday 17 Oct mu	Tuesday 18 Oct mu	Wednesday 19 Oct ma	Thursday 20 Oct ma	Friday 21 Oct ma	Saturday 22 Oct ma	Sunday 23 Oct ma
08h00 - 08h45	no app	mu	ma	ma	ma	ma	ma
09h00 - 09h45	no app	mu	ma	ma	ma	ma	ma
10h00 - 10h45	no app	mu	ma	ma	ma	ma	ma
11h00 - 11h45	not in	not in	not in	not in	not in	not in	not in
12h00 - 12h45	not in	ma	ma	ma	ma	ma	ma
13h00 - 13h45	no app	not in	not in	not in	ma	ma	ma
14h00 - 14h45	not in	mu	ma	ma	ma	ma	ma
15h00 - 15h45	not in	ma	mu	ma	ma	ma	ma
16h00 - 16h45	not in	ma	ma	ma	ma	ma	ma
17h00 - 17h45	not in	ma	ma	ma	ma	ma	ma

The following will appear when the user has selected the timeslots to be made available.

4.9 View Dentist Schedule

The screen below appears when the user navigates to the Consultation tab and clicks on the View Dentist Schedule:

Dludla + Maponya Dental Practice								LOG OUT	
Home	Admin	Consultation	Patient	Procedure	Product	Stock	Payment	Supplier	Reporting
Schedule View Dentist Schedule									
Month View Week View									
December '16	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
28 Jan not in ma	29 Jan not in ma	30 Jan not in ma	1 Dec not in ma	2 Dec not in ma	3 Dec not in ma	4 Dec not in ma	5 Dec not in ma	6 Dec not in ma	7 Dec not in ma
12 Dec not in ma	13 Dec not in ma	14 Dec not in ma	15 Dec not in ma	16 Dec not in ma	17 Dec not in ma	18 Dec not in ma	19 Dec not in ma	20 Dec not in ma	21 Dec not in ma
26 Dec not in ma	27 Dec not in ma	28 Dec not in ma	29 Dec not in ma	30 Dec not in ma	31 Dec not in ma				

On the above screen the user will have to select the Dentist from the Dentist combo box to see the Month view of the Dentist schedule. The user can select a date to see week view of that selected date of the selected dentist.

The screen below will appear when the user clicks on a date in the month view:

Dludla + Maponya Dental Practice								LOG OUT	
Home	Admin	Consultation	Patient	Procedure	Product	Stock	Payment	Supplier	Reporting
Schedule View Dentist Schedule									
Month View Week View									
October '16	Week 42	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Time	17 Oct mu	18 Oct mu	19 Oct mu	20 Oct mu	21 Oct ma	22 Oct ma	23 Oct ma		
08h00 - 08h45	no app	no app	mu	no app	mu	not in	not in	not in	not in
09h00 - 09h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
10h00 - 10h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
11h00 - 11h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
12h00 - 12h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
13h00 - 13h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
14h00 - 14h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
15h00 - 15h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
16h00 - 16h45	no app	no app	mu	no app	mu	not in	not in	ma	ma
17h00 - 17h45	no app	mu	mu	no app	mu	not in	not in	ma	ma

The screen above shows a week view of the selected date from the Month view; the user can see the dentist schedule for the week and coming weeks.

5. Patient Functions

5.1 Purpose of this function

The user must be able to edit anything pertaining to any existing and new patients on the system, so that all patients are kept up to date. All patients are kept dynamic on the system, meaning that they are able to be updated or deleted by the user. The requirements of the system that are fulfilled by this function include:

- Add employee,
- View employee,
- Update employee,
- Delete employee

5.2 Add Patient Function

Before proceeding with the Patient functionalities, the user will be required to navigate to the Patient menu, as shown below:

5.2.1 Components of this screen

5.2.2 Possible notifications for the Make Booking screen

5.3 View or Search for Patient

5.4 Update Patient

5.5 Delete patient

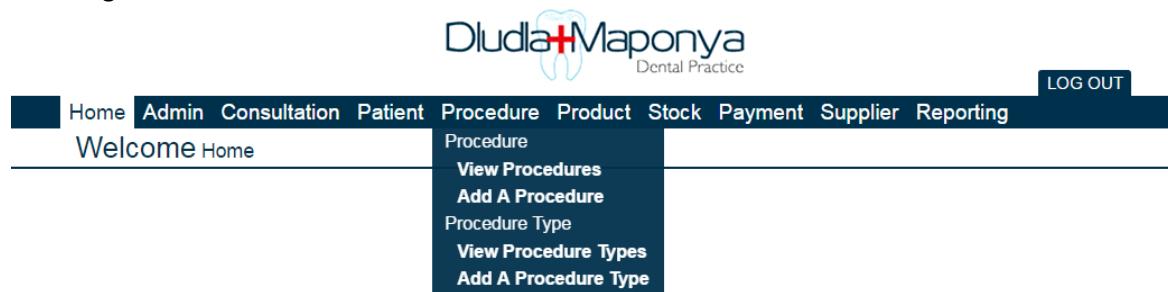
6. Procedure Functions

6.1 Purpose of this function

This function allows the logged in employee to CRUD a procedure and its procedure type. These procedure details should be updated and kept up to date in line with the national procedure codes from the ICD10 codes for hospital procedures. This function is fulfilled by the following requirements:

- Add Procedure
- Add Procedure Type
- View Procedure
- Update Procedure
- Delete Procedure
- Maintain procedure Type

Before the user can access these functionalities, they first need to navigate to the **Procedure Tab** by hovering over the Procedure menu item as follows:



The Procedure Tab will list the functions on a menu list and the employee can click on any listed one of their choice.

6.2 Add Procedure Function

Before the employee can add a procedure, they first need to navigate to the **Procedure Tab** and click the **Add A Procedure** option as displayed below:



After the employee has clicked the **Add A Procedure** option the following add procedure screen will appear:

DLUDLA + MAPONYA
Dental Practice

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Procedure Add Procedure

Procedure Details

Description:
Enter a description of the procedure eg. Encounter for dental examination and cleaning without abnormal findings

Code:
Enter procedure code eg. Z01.20

Price:
Enter procedure price eg. 350.30

Favorite:
 Add To Favorite List

Procedure Type

Code:
Enter procedure type code eg. Z01

Description:
Enter procedure type description eg. Encounter for other special examination without complaint, suspected or reported diagnosis

Add Procedure

This screen allows for a procedure to be added, viewed, updated and or removed from the system.

6.2.1 Components of the add procedure screen

Procedure Details:

1. Description Textbox: This is where the procedure description will be entered.
2. Favourite Checkbox: This is where the procedure will be marked as a favourite or not.
3. Code Textbox: This is where the procedure ICD10 code will be entered.
4. Price Textbox: This is where the procedure cash price will be entered

Procedure Type:

1. Code Textbox: This is where the procedure type code will be entered by the system automatically.
2. Description Textbox: This is where the procedure type description will be entered.

6.2.2 Possible notifications for the Make Booking screen

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Procedure Add Procedure The procedure was added successfully

Procedure Details

Description:	Code:
Enter a description of the procedure eg. Encounter for dental examination and cleaning without abnormal findings	Enter procedure code eg. Z01.20
Price:	Enter procedure price eg. 350.30

Favorite:
 Add To Favorite List

Procedure Type

Code:
Enter procedure type code eg. Z01

Description:

Enter procedure type description eg. Encounter for other special examination without complaint, suspected or reported diagnosis.
--

Add Procedure

This notification appears once the procedure is successfully added onto the system.

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Procedure Update Procedure

Procedure Details

Description:	Code:
Abrasion of teeth	K03 10h

Please match the requested format: enter procedure code eg. Z01.20 A minimum of 6 characters is required.

Favorite:
 Add To Favorite List

Procedure Type

Code:
K03

Description:

Dental and oral diseases with mcc

Add Procedure

Remove Procedure

This error message appears once the employee has entered an incorrect procedure code



LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Procedure Update Procedure


Procedure Details

Description:

 Abrasion of teeth

Code:

 K03.10

Price:

 156g

Favorite:

 Add To Favorite List

Please match the requested format: enter procedure price eg. 350.30.

Procedure Type

Code:

 K03

Description:

 Dental and oral diseases with mcc

Add Procedure

Remove Procedure

This error message appears once the employee has entered an incorrect procedure price format.



LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Procedure Update Procedure


Procedure Details

Description:

 Abrasion of teeth

Code:

 K03.10

Price:

 156

Favorite:

 Add To Favorite List

Procedure Type

Code:

 K031ij

Please match the requested format: enter procedure type code eg. Z01. If the procedure is not in the options list then add a description for the procedure type and it will be added..

Add Procedure

Remove Procedure

This error message appears once the employee has entered the incorrect format of the procedure type ID code.

6.3 View Procedure

Before the employee can view a procedure, update or delete a procedure, they first need to navigate to the **Procedure Tab** and click the **View Procedures** option as displayed below:



After the employee clicked the **View Procedures** option, the following screen will appear:

ID	Description	Code	Price	Procedure Type	Favourites	Actions
1	Abrasion of teeth	K03.10	R156	Dental and oral diseases with mcc	Yes	View Remove from favorites list
2	Dental root caries	K02.70	R345	Impacted teeth	No	View Add to favorites list

This screen displays a table of all the procedures on the system. If the employee wants to view all the details of a specific procedure, they should click on the **View** link on that specific procedure result (under the **Actions** column) as shown above.

The following screen will appear with the populated information and the employee can choose to delete or update the procedure.


[LOG OUT](#)
[Home](#) [Admin](#) [Consultation](#) [Patient](#) [Procedure](#) [Product](#) [Stock](#) [Payment](#) [Supplier](#) [Reporting](#)

Procedure Update Procedure



Procedure Details

Description:

Abrasion of teeth

Code:

K03.10

Price:

156

Favorite:

Add To Favorite List

Procedure Type

Code:

K03

Description:

Dental and oral diseases with mcc

[Add Procedure](#)
[Remove Procedure](#)

6.4 Update Procedure

On the following screen, after the employee has followed all the steps to view a procedure, the employee is enabled to edit any field. The employee should click on the Update Procedure button to submit their new information.


[LOG OUT](#)
[Home](#) [Admin](#) [Consultation](#) [Patient](#) [Procedure](#) [Product](#) [Stock](#) [Payment](#) [Supplier](#) [Reporting](#)

Procedure Update Procedure



Procedure Details

Description:

Abrasion of teeth

Code:

K03.10

Price:

156

Favorite:

Add To Favorite List

Procedure Type

Code:

K03

Description:

Dental and oral diseases with mcc

[Add Procedure](#)
[Remove Procedure](#)

6.5 Delete Procedure

On the following screen, after the employee has followed all the steps to view a procedure, the employee is enabled to remove the procedure. The employee should click on the [Remove Procedure](#) button to submit their request.

The screenshot shows the 'Procedure Details' section of the software. It includes fields for Description ('Abrasion of teeth'), Code ('K03.10'), and Price ('156'). There is also a 'Favorite' section with a checkbox for 'Add To Favorite List'. Below this is the 'Procedure Type' section, which includes a code ('K03') and a description ('Dental and oral diseases with mcc'). At the bottom are two buttons: 'Add Procedure' and 'Remove Procedure'.

Before the employee can add a procedure type, they first need to navigate to the [Procedure Tab](#) and click the [Add Procedure Types](#) option as displayed below:

The screenshot shows the 'Procedure' tab selected in the navigation bar. A dropdown menu under 'Procedure' shows 'View Procedures' and 'Add A Procedure'. Under 'Procedure Type', it shows 'View Procedure Types' and 'Add A Procedure Type'. The 'Welcome Home' message is visible on the left.

After the employee has clicked the [Add Procedure Types](#) option the following add procedure type screen will appear:



LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Procedure Add Procedure Type

**Procedure Type Details**

Code:

Enter procedure type code eg. Z01.1

Description:

Enter procedure type description eg. Encounter for other special examination without complaint, suspected or reported diagnosis

Add Procedure Type

This screen allows for a procedure type to be added, viewed, updated and or removed from the system.

6.6.1 Components of this screen**Procedure Type Details**

1. Code Textbox: This is where the procedure type id code will be entered.
2. Description Textbox: This is where the procedure type description will be entered.

6.6.2 Possible notifications for the Add Procedure Type screen

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Procedure Add Procedure Type

**Procedure Type Details**

Code:

Z01.01

Please match the requested format: A maximum of 5 characters allowed with no spaces.

Add Procedure Type

This error message appears once the employee has entered the incorrect format of the procedure type ID code.

The screenshot shows the 'Procedure Type Details' section. It includes fields for 'Code' (with placeholder 'Enter procedure type code eg. Z01.1') and 'Description' (with placeholder 'Enter procedure type description eg. Encounter for other special examination without complaint, suspected or reported diagnosis'). Below these is a button labeled 'Add Procedure Type'.

This notification appears once the procedure is successfully added onto the system.

6.7 Maintain Procedure Type

Before the employee can proceed to maintain, they first need to navigate to the Procedure menu item and click the View Procedure Type option as shown below:

The screenshot shows the 'Procedure' menu open, with 'View Procedure Types' highlighted. Other options in the menu include 'View Procedures', 'Add A Procedure', 'Procedure Type', and 'Add A Procedure Type'. The main menu items are Home, Admin, Consultation, Patient, Product, Stock, Payment, Supplier, and Reporting.

After the employee clicks on the View Procedure Types option, the following screen will appear, displaying results of all the procedure types on the system in a table format.

The screenshot shows a table titled 'View Procedure Type' with columns for 'Code', 'Description', and 'Actions'. The table contains four rows:

Code	Description	Actions
K01	Impacted teeth	View
K02	Caries of dentine	View
K03	Dental and oral diseases with mcc	View
Z01	Dental examination	View

If the employee wishes to delete or update the specific procedure type, then they should click on the View link under the Actions column as shown above.

The following screen will appear once the View link is clicked:

The screenshot shows the 'Procedure Type Details' page. At the top, there is a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting, and LOG OUT. Below the navigation bar, the title 'Procedure Update Procedure Type' is displayed. A section titled 'Procedure Type Details' contains fields for 'Code' (K01) and 'Description' (Impacted teeth). At the bottom of the page are two buttons: 'Update Procedure Type' and 'Remove Procedure Type', both enclosed in ovals.

The employee will click on the Update Procedure Type button if they wish to update a procedure type, or they will click the Remove Procedure Type button if they wish to delete the procedure type. The buttons are shown above.

7. Product Functions

7.1 Purpose of this function

This function allows the logged in employee to CRUD a product and its product type. These product details should be updated and kept up to. This function is fulfilled by the following requirements:

- Add Product
- Add Product Type
- View Product
- Update Product
- Delete Product
- Maintain product Type

Before the user can access these functionalities, they first need to navigate to the **Product Tab** by hovering over the Product menu item as follows:

The screenshot shows the main menu bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting, and LOG OUT. The 'Product' menu item is highlighted, and a dropdown menu for 'Product' is open, listing: View Products, Add A Product, Product Types, View Product Types, and Add A Product Type.

The Product Tab will list the functions on a menu list and the employee can click on any listed one of their choice.

7.2 Add Product

Before the employee can add a product, they first need to navigate to the **Product Tab** and click the **Add A Product** option as displayed below:



After the employee has clicked the **Add A Product** option the following add product screen will appear:

This screenshot displays the 'Add Product' form. It includes sections for 'Product Details' (Name, Price, Size, Unit Quantity, Description, Critical Value) and 'Product Type' (Name, Description). A 'Favorites' checkbox is present. At the bottom is a large 'Add Product' button.

This screen allows for a procedure to be added, viewed, updated and or removed from the system.

7.2.1 Components of this screen

Product Details:

1. Name Textbox: This is where the product name will be entered.
2. Price Textbox: This is where the product price will be entered.
3. Size Textbox: This is where the size of the product will be entered.
4. Unit Quantity: This is where the quantity of the product will be entered in units.
5. Favourite Checkbox: This is where the product will be selected as a favourite or not.
6. Description Textbox: This is where the description of the product will be entered.
7. Critical Value Textbox: This is where the value, of which the system must report when it reaches this number, will be entered.

Product Type:

1. Name Textbox: This is where the product type name will be entered.
2. Description Textbox: This is where the description of the product type will be entered.

7.2.2 Possible notifications for the Add Product screen

Product Details

Name: Tramacet	Description: For hard pain relief.
Price: 45g	Critical Value: 3
Please match the requested format: Only numerical characters allowed with no spaces.	
<input checked="" type="checkbox"/> Favorite: <input checked="" type="checkbox"/> Add To Favorite List	

This error appears once the employee has entered the incorrect format in the Price field.

Product Details

Name: Tramacet	Description: For hard pain relief.
Price: 45	Critical Value: 30
Size: 33	
Unit Quantity: 2	
<input checked="" type="checkbox"/> Favorite: <input checked="" type="checkbox"/> Add To Favorite List	

Product Type

Name: Antibiotics

This error appears once the employee has entered the incorrect format in the Critical Value field.

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Product Add Product **The product was added successfully**

Product Details

Name: <input type="text" value="Enter product name e.g. Tramacet"/>	Description: <input type="text" value="Enter product description e.g. For hard pain relief"/>
Price: <input type="text" value="Enter product price e.g. 35.00"/>	
Size: <input type="text" value="Enter product size e.g. 32"/>	Critical Value: <input type="text" value="Enter product re-order value e.g. 5"/>
Unit Quantity: <input type="text" value="Enter product unit quantity e.g. 12"/>	
Favorite: <input type="checkbox"/> Add To Favorite List	

Product Type

Name: <input type="text" value="Enter product type name e.g. Antibiotics"/>
Description: <input type="text" value="Enter product type description e.g. For treatment of infections"/>

Add Product

This notification appears once a product is successfully added.

7.3 View Product

Before the employee can view a product, update or delete a product, they first need to navigate to the **Product Tab** and click the **View Products** option as displayed below:

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Welcome Home

Product
[View Products](#)
[Add A Product](#)
Product Types
[View Product Types](#)
[Add A Product Type](#)

After the employee clicked the **View Products** option, the following screen will appear:

LOG OUT

Product View Product											<input type="text" value="Search criteria"/>		
ID	Product Number	Name	Description	Price	Size	Type	Unit Qty	Critical Value	Favourites	Action			
1	P-7503	Aderol	For hard pain relief	R200	50 mg	Pain killer	20	15	No	View Add to favorites list			
2	P-9290	Dolorol Forte	For serious pain relief	R265	100 mg	Pain killer	30	10	No	View Add to favorites list			
3	P-3882	Myprodol	Anti-Inflammatory	R85	20 mg	Pain killer	18	6	No	View Add to favorites list			
4	P-3592	Gen Payne	For Unbearable pain relief	R200	125 mg	Antibiotics	30	5	Yes	View Remove from favorites list			
5	P-6988	Bio Stratch	Natural nutritional supplement - supports immune system	R76	23 mg	Nutritional Supplement	60	5	No	View Add to favorites list			
6	P-4679	Aderol66	For heavy pain relief.	R68	32 mg	Pain killer	6	3	Yes	View Remove from favorites list			

This screen displays a table of all the products on the system. If the employee wants to view all the details of a specific product, they should click on the [View](#) link on that specific product result (under the **Action** column) as shown above.

The following screen will appear with the populated information and the employee can choose to delete or update the product.

The employee can update or delete the product from this screen.

LOG OUT

Product Update Product												
Product Details						Product Type						
Product Number:			Description:			Unit Quantity:			Critical Value:			
<input type="text" value="P-7503"/>			<input type="text" value="For hard pain relief"/>			<input type="text" value="20"/>			<input type="text" value="15"/>			
Name:												
<input type="text" value="Aderol"/>												
Price:												
<input type="text" value="200"/>												
Size:												
<input type="text" value="50"/>												
Favorite:												
<input type="checkbox"/> Add To Favorite List												
Product Details						Product Type						
<input type="text" value="P-7503"/> <input type="text" value="Aderol"/> <input type="text" value="200"/> <input type="text" value="50"/> <input checked="" type="checkbox" value="Add To Favorite List"/>						<input type="text" value="For hard pain relief"/> <input type="text" value="Pain killer"/> <input type="text" value="For pain relief"/>						
<input type="button" value="Update Product"/> <input type="button" value="Remove Product"/>												

7.4 Update Product

On the following screen, after the employee has followed all the steps to view a product, the employee is enabled to edit any field. The employee should click on the **Update Product** button to submit their new information.

The screenshot shows the 'Product Update Product' screen. At the top, there is a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. On the far right of the navigation bar are 'LOG OUT' and a user icon. Below the navigation bar, the title 'Product Update Product' is displayed. The main area is divided into two columns. The left column contains fields for 'Product Details': Product Number (P-7503), Name (Aderol), Price (200), Size (50), and Favorite (checkbox). There is also a checkbox labeled 'Add To Favorite List'. The right column contains fields for 'Description' (For hard pain relief), 'Unit Quantity' (20), and 'Critical Value' (15). Below these details, there is a section for 'Product Type' with a 'Name' field containing 'Pain killer' and a 'Description' field containing 'For pain relief'. At the bottom of the form are two buttons: 'Update Product' on the left and 'Remove Product' on the right.

7.5 Delete Product

On the following screen, after the employee has followed all the steps to view a product, the employee is enabled to remove the procedure. The employee should click on the **Remove Product** button to submit their request.



LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Product Update Product


Product Details

Product Number:

P-7503

Name:

Aderol

Price:

200

Size:

50

Favorite:

 Add To Favorite List

Description:

For hard pain relief

Unit Quantity:

20

Critical Value:

15

Product Type

Name:

Pain killer

Description:

For pain relief

Update Product

Remove Product

On the following screen the notification of a successful deletion of a product will appear after deleting the product.



LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Product Update Product

The product has already been removed.



7.6 Add Product Type

Before the employee can add a product type, they first need to navigate to the **Product Tab** and click the **Add Product Types** option as displayed below:



LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Welcome Home

Product
View Products
Add A Product
Product Types
View Product Types
Add A Product Type

After the employee has clicked the **Add Product Types** option the following add product type screen will appear:

This screen allows for a product type to be added, viewed, updated and or removed from the system.

7.6.1 Components of this screen

Product Type Details:

The screenshot shows the 'Product Type Details' section of the application. It includes fields for 'Name' (with placeholder 'Enter product type name e.g. Antibiotics') and 'Description' (with placeholder 'Enter product type description e.g. For treatment of infections'). Below these fields is a large 'Add Product Type' button.

1. Name Textbox: This is where the product type name will be entered.
2. Description Textbox: This is where the product type description will be entered.

7.6.2 Possible notifications for the Add Product Type screen

The screenshot shows the same 'Product Type Details' section. A red oval highlights the 'Name' field, which contains the value 'Aderol66;'. Below the field, an error message is displayed: 'Please match the requested format: A maximum of 35 characters allowed.' The 'Add Product Type' button is visible at the bottom.

This error message appears once the employee entered the incorrect format in the Name field.

The screenshot shows the same section after a successful addition. A red oval highlights the message 'The product type was added successfully' in red text. The 'Add Product Type' button is visible at the bottom.

This success message appears once a product type has been added onto the system.

7.7 Maintain Product Type

Before the employee can proceed to maintain a product, they first need to navigate to the Product menu item and click the View Product Type option as shown below:

The screenshot shows a navigation bar with links for Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. The 'Product' link is highlighted. A dropdown menu for 'Product' is open, displaying the following options: View Products, Add A Product, Product Types, View Product Types, and Add A Product Type. The 'View Product Types' option is also highlighted.

After the employee clicks on the View Product Types option, the following screen will appear, displaying results of all the product types on the system in a table format.

Name	Description	Actions
Pain killer	For pain relief	View
Antibiotics	For treatment of infections	View
Nutritional Supplement	Daily vitality and well being	View

If the employee wishes to delete or update the specific product type, then they should click on the View link under the Actions column as shown above.

The following screen will appear once the View link is clicked:

The screenshot shows a form titled 'Update Product Type'. It contains fields for 'Name' (Pain killer) and 'Description' (For pain relief). At the bottom, there are two buttons: 'Update Product Type' and 'Remove Product Type'.

The employee will click on the Update Product Type button if they wish to update a product type, or they will click the Remove Product Type button if they wish to delete the product type. The buttons are shown above.

8. Stock

8.1 Purpose of this function

This function allows an employee to view stock and its respective stock on hand (stock level). The employee can equally write stock off with appropriate reason after having done a stock take to update stock levels.

This functionality is fulfilled by the following requirements:

- View Stock Levels
- Do Stock Take
- Write off stock

Before the user can access these functionalities, they first need to navigate to the **Stock Tab** by hovering over the Stock menu item as follows:



The Stock menu item will list all its options that the employee can choose from.

8.2 View Stock

Before the user can view stock, they first need to navigate to the Stock tab and click View Stock option from the list dropped down when hovering over the Stock tab.

The following screen will appear listing the results in a table format of all the stock in the system:

The screenshot shows the same software interface as above, but now the 'View Stock' option is selected. The main area displays a table titled 'Stock' with a 'View Stock' header. The table has columns: Product Number, Product Name, Product Type, Order Number, QoH, Available, and Action. There are two rows of data:

Product Number	Product Name	Product Type	Order Number	QoH	Available	Action
P-3882	Myprodol	Pain killer	O-1001	18	18	Write-off
P-3592	Gen Payne	Antibiotics	O-1085	30	30	Write-off

8.3 Do Stock Take

Before the user can view stock, they first need to navigate to the Stock tab and click Stock Take option from the list dropped down when hovering over the Stock tab.

The following screen will appear:

8.3.1 Components of this screen:

Status:

1. Date of Change Textbox: This is where the employee will enter the date on which the stock taking process.

2. Notes Textbox: This is where the employee will enter notes with regards to the stock take.

8.4 Write off Stock

Before the user can write off stock, they first need to navigate to the Stock tab and click View Stock option from the list dropped down when hovering over the Stock tab.

The following screen will appear listing the results in a table format of all the stock in the system:

Product Number	Product Name	Product Type	Order Number	QoH	Available	Action
P-3882	Myprodol	Pain killer	O-1001	18	18	Write-off
P-3592	Gen Payne	Antibiotics	O-1085	30	30	Write-off

The employee should click on the Write-Off link and will see the following screen:

Product Details

Name: Myprodol	Reason: Obsolete Product
Size: 20	Quantity: 5
Type: Pain killer	

Write Off Stock

This screen allows the employee to write off stock with appropriate reason.

8.4.1 Components of this screen:

Product Details:

1. Name Textbox: The name of the product will be entered here.
2. Size Textbox: The size of the product will be entered here.
3. Type Textbox: The type of product will be entered here.
4. Reason Textbox: The reason for write off will be entered here.
5. Quantity Textbox: The quantity to be written off will be entered here.

9. Payment

9.1 Purpose of this function

9.2 Capture a Payment

9.2.1 Components of this screen

9.2.2 Possible Notifications of this screen

9.3 View Payments

9.4 Reconcile Payments

9.4.1 Components of this screen

9.4.2 Possible notifications of this screen

9.5 Generate Payment Claims

9.5.1 Components of this screen

9.5.2 Possible notifications of this screen

10. Reporting Functions

10.1 Purpose of this function

The user must be able to view any reports generated by the system. The requirements of the system that are fulfilled by this function include:

- Generate Daily Appointment Report
- Generate Monthly Purchase Report
- Generate Patient History Report
- Generate Weekly Stock Level Report
- Generate Weekly Payment Report
- Generate Audit Log
- Generate Outstanding Invoice
- Generate Client Statement
- Generate Goods Receiving Note

Before proceeding with the Reporting functionalities, the user will be required to navigate to the Reporting menu, as shown below:



The screenshot shows a web-based application interface. At the top, there is a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, and Reporting. The Reporting link is highlighted. To the right of the Reporting link is a 'LOG OUT' button. Below the navigation bar, there is a welcome message 'Welcome Home'. On the right side of the page, there is a sidebar with a dark blue background containing a list of reporting options. The list includes: daily appointment schedule, patient history report, audit log, client statement, goods receiving note, monthly purchase report, outstanding invoice, weekly payment report, and weekly stock level report.

The user must click on the Reporting menu located as the last item on the main navigation item.

10.2 Daily Appointment Schedule

After navigating to the Reporting, the user will click the Daily Appointment Schedule. Select the dentist name you want to see the daily appointment report for and click “View” button. The following will be generated:



Daily Appointment Report

Date: 08/06/2016

Schedule Date	Start Time	End Time	Employee Name	Patient Name	Booking Description
7/15/2016	10:15	10:30	J.P Maponya	Given	Tooth extraction
7/15/2016	10:30	10:45	J.P Maponya	Malesela	Gold tooth
7/15/2016	10:45	11:00	J.P Maponya	Palesa	Gold tooth

9.2.1 Components of this report

1. Date: The current date on the system.
2. Schedule Date: The date when the patient appointment is going to take place.
3. Start Time: The time that the patient appointment is going to start at.
4. End Time: The time that the patient appointment is going to end at.
5. Employee name: The name of the dentist that the patient has an appointment with.
6. Patient Name: The name of the patient who made the appointment.
7. Booking Description: Brief description of the appointment.

9.3 Generate Monthly Purchase Report

After navigating to the Reporting, the user will click the Monthly Purchase Report. The following will be generated:



Dludla + Maponya Dental Practice
5 Quintus van der Walt Drive
Norkem Park
1618

Dr J.P Maponya
011 972 4075
dr.maponya@gmail.com
Practice No: 0324868

Monthly Purchase Report

Order Date	Order Status	Supplier ID	Order Amount
08/01/2016	Received	S0003	1000
14/01/2016	Cancelled	S0005	790
14/01/2016	Pending	S0011	2040

10.2.1 Components of this report

1. Order Date: The date when the order was made.
2. Order status: The progress status of the order.
3. Supplier ID: The unique supplier identification number.
4. Order Amount: The total amount of the order, calculated by multiplying the unit price and the item number and taking the sum of the results.

10.2.2 Possible notifications of this screen

10.3 Patient History Report

After navigating to the Reporting, the user will click the Patient History Report. Enter the patient ID number in the ID text box and click View button. The following will be generated:



Dludla + Maponya Dental Practice
5 Quintus van der Walt Drive
Norkem Park
1618

Dr J.P Maponya
011 972 4075
dr.maponya@gmail.com
Practice No: 0324868

Patient History Report

Date: 08/06/2016

Consultation Notes	Consultation Date	Employee Name	Patient Name
Tooth filling	08/01/2016	E0003	Ntokozo
Gold tooth	14/02/2016	E0005	Ntokozo
Tooth extraction	14/03/2016	E0011	Ntokozo

10.3.1 Components of this report

1. Date: The current date on the system.
2. Consultation Notes: The notes written by the dentist during consultation session.
3. Consultation Date: The date when the consultation took place.
4. Employee name: The name of the dentist that the patient has an appointment with.
5. Patient Name: The name of the patient who made the appointment.

10.3.2 Possible notifications of this screen

10.4 Audit Log

10.4.2 Components of this screen

10.5 Client Statement

10.5.1 Components of this screen

10.5.2 Possible notifications of this screen

10.6 Goods Receiving Note

10.6.1 Components of this screen

10.6.2 Possible notifications of this screen

10.7 Monthly Purchase Report

After navigating to the Reporting, the user will click Weekly Payment Report. The following will be generated:

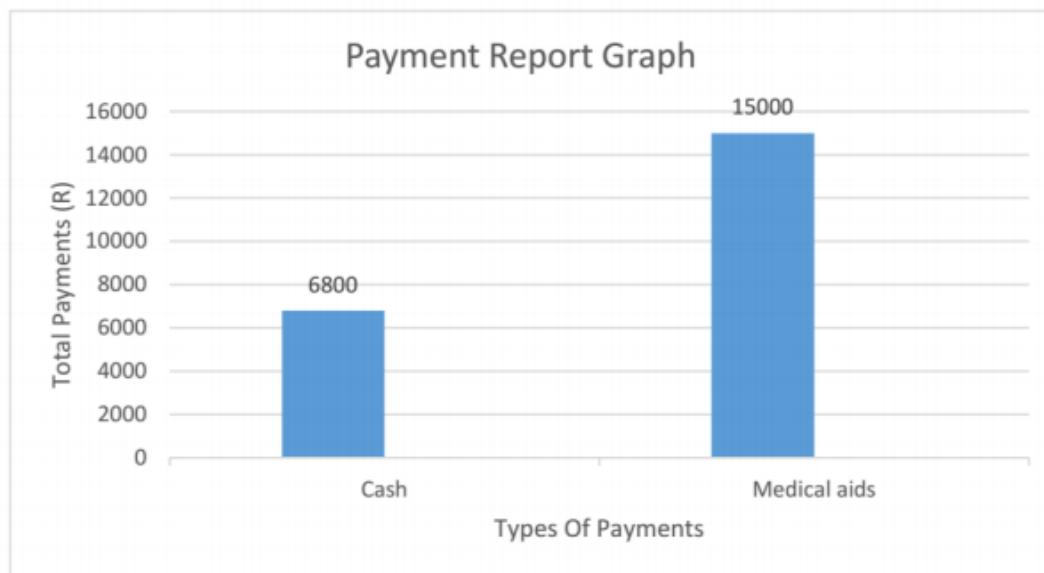


Dludla + Maponya Dental Practice
5 Quintus van der Walt Drive
Norkem Park
1618

Dr J.P Maponya
011 972 4075
dr.maponya@gmail.com
Practice No: 0324868

Weekly Payment Report

Date: 08/06/2016



Medical Aid Claims:	15000
Cash Payments by Patients:	6800
Total:	21800

9.6.1 Components of this report

1. Date: The current date on the system.
2. Bar graph: The cash payments and medical aids payments.
3. Medical Aid claims: Total medical aids payments.
4. Cash Payments: Total cash payments by patients.
5. Total: The sum of medical aids payments and cash payments.

- 10.7.1 Components of this screen
- 10.7.2 Possible notifications of this screen
- 10.8 Outstanding Invoice List
 - 10.8.1 Components of this screen
 - 10.8.3 Possible notifications of this screen
- 10.9 Weekly Payment Report
 - 10.9.1 Components of this screen
 - 10.9.2 Possible notifications of this screen
- 10.10 Weekly Stock Level Report

After navigating to the Reporting, the user will click Weekly Stock Level Report. The following will be generated:

 <p>Dludla + Maponya Dental Practice</p> <p>Dludla + Maponya Dental Practice 5 Quintus van der Walt Drive Norkem Park 1618</p>	<p>Dr J.P Maponya 011 972 4075 dr.maponya@gmail.com Practice No: 0324868</p>
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Weekly Stock Level Report

Date: 08/06/2016

Product Type	Product Name	Product Quantity	Product Price
Pain Killers	Panado	10	60
Hypothermic	Syringe	20	100
Latex	Gloves	30	90

- 10.10.1 Components of this screen

1. Date: The current date on the system.
2. Product Type: The medical category of the product.
3. Product Name: The name of the product.
4. Product quantity: The number of product units.
5. Product price: The price of unit product.

- 10.10.2 Possible notifications of this screen

1. Supplier Functions
 - 1.1. The purpose of this function

The user should be able to add a Supplier, and thereafter maintain existing suppliers and if necessary remove a supplier from the system provided they have not orders made to them; their service has never been used before. The user should also be able to place orders to suppliers and keep a record on the system of the placed orders; the user should also be able to add new products. The user should be able to Receive Order when the order has arrived thus changing the status of the order on the system to receive. The user should be able to record that the order is paid once therefore changing the status of the order to Paid. The user should also be able to cancel an order provided it has not arrived and it has not been paid. The requirements that are fulfilled by this function include:

- Add Supplier
- View Supplier
- Update Supplier
- Remove Supplier
- Place Order
- Add New Product
- Remove Order
- Pay
- Cancel Order

2.2. Add Supplier

Before the user can use the ‘Add Supplier’ function, the user will be required to navigate to the consultation tab, located as the third navigation tab in the navigation ribbon as displayed below:



The user will be required to click on ‘Add A Supplier’ sub-menu option.

The following screen will appear:

The screenshot shows the 'Supplier Add Supplier' page of the DLUDLA + MAPONYA Dental Practice system. At the top, there is a navigation bar with links for Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting, and LOG OUT. Below the navigation bar, the page title 'Supplier Add Supplier' is displayed. The main form is divided into two sections: 'Contact Details' and 'Bank Details'. The 'Contact Details' section contains fields for Name, Contact Person Name, Physical Address, Telephone, Fax Number, and Email Address. The 'Bank Details' section contains fields for Bank Name, Branch Name, Branch Code, Account Number, and Reference. At the bottom of the form is a large blue 'Add Supplier' button.

2.5.1. Components of this screen

- Help Function icon: The user will be able to access the help information about this screen
- Name text box: The user will be able to enter the supplier name to add to the system
- Contact Person Name text box: The user will enter the supplier contact person's name
- Street number text box: The user will be able to enter the supplier's address street number
- Street name text box: The user will be able to enter the supplier's address street name
- Suburb/district text box: The user will be able to enter the supplier address suburb/ district
- City/Town combo box: The user will be able to enter the supplier's address city/town
- Telephone Text box: The user will be able to enter the supplier's telephone number
- Bank Name text box: The user will be able to enter the supplier's bank name
- Branch Name text box: The user will be able to enter the supplier's branch name
- Branch Code text box: The user will be able to enter the supplier's bank branch code
- Account Number text box: The user will be able to enter the supplier's bank account number
- Reference text box: The user will be able to enter the supplier's reference with regards to banking details
- Add Supplier button: The user will be able click on the button to save the supplier details and add the supplier to the system

2.5.2. Possible Notifications for this screen

The screen below will appear after the user has entered the correct supplier information and clicks on the Add Supplier Button.

SELECT LANGUAGE ▾
POWERED BY Google TRANSLATE

Dludla + Maponya
Dental Practice

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Supplier Add Supplier *A new supplier has successfully been added to the system*

Contact Details

Name:
Enter Supplier Name e.g. ABC Medical Supplies

Contact Person Name:
Enter Contact Person Name e.g. Vuyani Mati

Physical Address:
Enter street number e.g. 395
Enter street name e.g. Pongola Drive
Enter suburb/ district e.g. Birchleigh
Select city/town
Enter postal code e.g. 1618

Telephone:
Enter Telephone Number e.g. 0119724075

Fax Number:
Enter Fax Number e.g. 0863483678

Email Address:
Enter Email e.g. supplier@example.co.za

Bank Details

Bank Name:
Enter bank name e.g. ABSA

Branch Name:
Enter Branch Name e.g. Brooklyn

Branch Code:
Enter Branch Code e.g. 246000

Account Number:
Enter Account Number e.g. 402560581

Reference:
Enter Reference e.g. DMaponya09

2.3. View Supplier

Before the user can proceed to view a supplier, the user must navigate to the Supplier tab located as the second to last navigation tab on the navigation ribbon. The user will thereafter select ‘View A Supplier’ from the Supplier sub-menu as shown below:

LOG OUT

Home Admin Consultation Patient Procedure Product Stock Payment Supplier Reporting

Supplier View Supplier

Search criteria

ID	Supplier Name	Contact Person	Email	Telephone	Fax	Bank Name	Account Number	Reference	Status	Action
1	Aspen	Vuyani Mati	vuyani.mati@aspen.com	0119724075	0119262001	ABSA	4025570844	Dlu0001	Active	view
2	ABC Supplies	Oliver Rantsel	Oliver@abc.co.za	0119724075	0119262001	ABSA	4025570844	Dlu0001	Active	view
3	Ish Supplies	Azhar Mu	azhar.m.ish@gmail.com	118563788	118563788	FNB	234567890	Ish001	Active	view
11	Keabokee Supplies	Keaboka Moletsane	keabokee@gmail.com	118563788	119262001	ABSA	4025570844	Dlu0001	Active	view
12	Keabokee Supplies	Keaboka Moletsane	keabokee@gmail.com	118563788	119262001	ABSA	4025570844	Dlu0001	Active	view

The user can search for a supplier not visible on the list of suppliers by entering the supplier’s search criteria which could be any supplier information e.g. Supplier Name: ABC Supplies.

To view the selected patient details, the user will click on the view link of the specific supplier and the following screen will appear:

The screenshot shows the 'Supplier Update Supplier' page. At the top, there's a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting, and a LOG OUT button. Below the navigation bar, the title 'Supplier Update Supplier' is displayed. The main content area is divided into sections: 'Contact Details', 'Bank Details', and 'Status'. Under 'Contact Details', fields include Name (Aspen), Contact Person Name (Vuyani Mati), Email Address (vuyani.mati@aspen.co.za), and Telephone (0119724075). Under 'Bank Details', fields include Bank Name (ASB), Branch Name (Brooklyn), and Branch Code (246000). Under 'Status', the Supplier Status is set to Active. At the bottom of the form are two buttons: 'Update Supplier' and 'Remove Supplier'.

The screen above displays the supplier details of the supplier that was selected by the user. The Screen components are auto-filled after the user clicks the view click of the supplier.

2.4. Update Supplier

In order for the user to be able to use the Update Supplier function, the need to navigate to the supplier tab located as the second to last tab on the navigation ribbon.

This screenshot is identical to the one above, showing the 'Supplier Update Supplier' page with the same data and layout. It includes the navigation bar, title, 'Contact Details', 'Bank Details', 'Status' sections, and the 'Update Supplier' and 'Remove Supplier' buttons.

2.5.1. Components of this screen

All input fields on this screen are auto-filled after the user clicks to view the supplier.

- Help Function icon: Allows the user to access help information about this screen
- Supplier Name text box: The user can change the supplier name
- Contact Person Name text box: The user can edit the supplier's contact person's name by entering the name in this text box
- Email Address text box: The user can edit the supplier's email address by entering the email address in this text box

- Telephone Text box: The user will be able to change the supplier's telephone number in the telephone text box
- Fax Number text box: The user will be able to change the supplier's fax number in this text box
- Street number text box: The user will be able to change the supplier's street number in this text box
- Street Name text box: The user will be able to change the street name in the street name text box
- Suburb/District text box: The user will be able to change the suburb/district in this text box
- City/Town combo box: The user will be able to change the supplier city/town by selecting it from the combo box
- Postal Code text box: The user will be able to change the supplier postal code
- Bank Name text box: The user will be able to change the supplier's bank name
- Branch Name text box: The user will be able to change the supplier's bank branch name
- Branch Code text box: The user will be able to change the supplier's bank branch code
- Account Number text box: The user will be able to change the supplier's bank account number
- Reference text box: The user will be able to change the supplier's reference.
- Supplier Status text box: Displays the supplier's status
- Update Supplier Button: The user will click this button to add the updated supplier details to the system
- Remove Supplier Button: The user will click on this button to remove a supplier from the system provided they have not been used before

Possible Notifications for this screen

The following screen will appear after the user clicks on the Add Supplier Button, where not information has been captured into the input fields as indicated by the red outline:

Contact Details

Name: Enter Supplier Name e.g. ABC Medical Supplies
Please fill out this field. e.g. Vuyani Matl

Physical Address:

Enter street number e.g. 395
Enter street name e.g. Potchefstroom
Enter suburb/district e.g. Birchleigh
Select city/town:
Enter postal code e.g. 1818

Bank Details

Bank Name: Enter bank name e.g. ABSA
Branch Name: Enter Branch Name e.g. Brooklyn
Branch Code: Enter Branch Code e.g. 246000

Telephone: Enter Telephone Number e.g. 0119724075
Fax Number: Enter Fax Number e.g. 0883453370
Email Address: Enter Email e.g. supplier@example.co.za

Add Supplier

2.5. Place Order

Before proceeding with the Place order functionality, the user will be required to navigate to the Supplier tab as shown below:

Welcome Home

Supplier

- Suppliers
- View Suppliers**
- Add A Supplier**
- Orders
- View Orders**
- Place Order**

The user must click on the Place Order sub-menu option that will appear after the user hovers over the supplier tab on the navigation ribbon. After the user has clicked on the 'Place Order' sub-menu option, the following screen will appear:

Order Place New Order

Order Details

Select Supplier: Type Supplier Name: Date: mm/dd/yyyy

Product Details

Product Name	Product Type	Size	Quantity Ordered	Action
Enter product name	Enter product type	Enter size	Enter quantity ordered	Add

Add

Submit Order

Add New Product

On this screen, the user is able to place an order on the system.

2.5.1. Components of this screen

- Help Icon: The user will be able to access help information about this screen

- Select Supplier text box: The user will be able to select a supplier from the existing suppliers on the system, as the user enters the supplier name the system will filter suppliers
- Date date-picker: The date (today) will be displayed on this date picker
- Product name text box: The user will be able to enter the Product name into the textbox and the system will filter and display filtered product names
- Quantity numeric up down: The user will be able to enter the quantity of the product by using the numeric up down.
- Product table: Product details will be displayed on the product table after the user click on the add button
- Add button: The user will click on this button to add enter product details to order
- Submit Order button: The user will click on this button to submit the order and save the order details onto the system
- Add New Product button: In a case where the product does not exist on the system, the user will click on this button to add a new product to the system. The system will direct the user to a screen that will allow the user to add a new product to the system.

2.5.2. Possible notification for this screen

The screen below will display after a user clicks on 'Submit Order' button without entering the required information into the input fields. The red outline indicates that those input fields should be filled:

The screenshot shows the 'Place New Order' screen. At the top, there's a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting, and LOG OUT. Below the navigation bar, the title 'Order Details' is displayed. Under 'Order Details', there are two input fields: 'Select Supplier:' (with a placeholder 'Type Supplier Name') and 'Date:' (showing '2016-10-17 5:24'). A message 'Please fill out this field.' is displayed above the 'Enter product name' field. This field is also highlighted with a red border. Below the 'Enter product name' field is another input field for 'Quantity'. At the bottom of the form are two buttons: 'Add' and 'Submit Order'. To the right of the 'Submit Order' button is a link 'Add New Product'. The entire 'Place New Order' section is enclosed in a horizontal line.

The screen below will display after the user clicks on Submit Order and the order information has been added correctly:

2.6. View Orders

Before the user can use the View Orders functionality, the user will be required to navigate to the supplier navigation tab, located as the second to last tab. A sub-menu will appear with the following options: 'View Suppliers', 'Add a Supplier', 'View Orders' and 'Place Orders'.

The user will be required to click on the 'View Orders' sub-menu option.

The following screen will appear:

Order View Order						LOG OUT
ID	Order Number	Order Status	Order Date	Order Supplier	Action	Search criteria
1	O-1001	Pending	2016-10-12 08:12:00	Aspen	view	<input type="text"/>
2	O-1085	Received	2016-10-05 10:34:00	ABC Supplies	view	

If the order the user needs to view is not visible on the list of orders the User can search for the order by using the search facility on the screen.

3. System Implementation Procedure

3.1. Introduction

A system implementation procedure will be used to find the database that needs to be installed for the system, the user training and documentation that need to be developed and strategy used to convert from the old system to the new system.

In this project, we will be implementing a new system, therefore there will be no conversion from the old system. This section of the document will highlight the components and instructions needed to setup the system, as well as the training that will be offered to those that will be responsible for administration and maintenance of the system.

3.2. Hardware Requirements

3.2.1. Back End Requirements

• CPU	Intel Core i3
• RAM	2GB
• Storage	20 GB hard disk Free Space
• Processor	1.6 GHz Dual Core or faster processor
• USB	1.1 port (2.0 recommended)
• Display	Standard
• Operating System	Microsoft Windows 7
• Network Adapter	Dual-band Wi-Fi-certified 802.11a/b/g/n-compliant adapter
• Input	Compatible Keyboard, webcam and Mouse
• Internet Connection	1024kbs broadband

More advanced specifications will improve the response and functionality of the system.

These are the step that will have to be followed to setup the system.

1. Ensure stable internet connection
2. Download and Install Mozilla Firefox

3.2.2. Front End Requirements

To be able to access the system, a user would need to install it. The user will need a laptop or computer, mouse, keyboard and stable internet connection.

3.3. Software Requirements

3.3.1. Back End Requirements:

- Windows 7 or higher
- MySQL Server (2008 or later)
- XAMPP
- Google Chrome/Mozilla Firefox or other browsers that supports HTML5 and CSS3
- Afrihost Cloud Server Hosting (Sliver Package)
- Adobe Reader
- Office Suite

3.3.2. Front End Requirements:

The user will need to install the system through the use of the installation files. After installation the user will be able to use the system.

3.4. Network Requirements

3.3.1. Back End Requirements

An internet connection with a speed of 1024kbs broadband, web-server and an email service will be required.

3.3.2. Front End Requirements

The user will need a stable internet connection.

3.5. End User Requirements

3.4.1. Back End Requirements

The end users will be required to be computer literate. The user will be provided with help information to assist in case difficulty is faced.

3.4.2. Front End Requirements

User will need to be computer literate. Help information is provided to assist the user if they face difficulty while using the system.

3.6. Back Up and Restore Procedure

The backup and restore functionality will backup/restore all data. The user will navigate to the Admin tab and click 'Backup System' sub-menu option.

The following screen will appear:



The screenshot shows a software application window for 'DLUDLA + Maponya Dental Practice'. At the top, there's a logo and a 'LOG OUT' button. Below the logo is a navigation bar with links: Home, Admin, Consultation, Patient, Procedure, Product, Stock, Payment, Supplier, Reporting, System Admin, and System. Under the 'Admin' link, 'Backup System' is highlighted. At the bottom of the window, there are two buttons: 'Back Up System' and 'Restore System'.

Upon clicking on the Backup System Button the system is triggered to run a backup, which will back up the system and create a BackUp file which can be saved.

Upon clicking on the Restore System button the system is triggered to run a restore on the system, restoring the system to its previous state.

3.6. Online Help Function

The user will be able to access online help information on the system by hovering over the help icon which is available on every screen. The user will be able to view the help information which will appear in a separate tab, displaying a pdf with the help information for the user. The user will be able to download, print, bookmark help information.