

QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016 REVISION NO.: 0
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennda E. Canlas, MD Medical Director
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

1.0 PURPOSE

This QWI contains instructions for installation, operation, maintenance, troubleshooting and support requirements for an effective deployment of an equipment, process or system.

2.0 DEFINITION AND ACRONYMS

1. **Inet-** Online portal used in HMHS
2. **Database-** A data structure that stores organized information
3. **Server-** Computer or computer program which manages access to a centralized resource or service in a network
4. **SSH (Secure Socket Shell)-** A network protocol that gives users, particularly system administrators, a secure way to access a computer over an unsecured network
5. **Putty-** A free and open-source terminal emulator, serial console and network file transfer application. It supports several network protocols, including SCP, SSH, Telnet, rlogin, and raw socket connection
6. **IP Address-** A unique string of numbers separated by periods that identifies each computer using the Internet Protocol to communicate over a network.
7. **HTOP-** An interactive system-monitor process-viewer and process-manage
8. **Python-** An interpreted, high-level, general-purpose programming language
9. **Quickbooks-** Accounting software used by HMHS and SSMA
10. **Gunicorn-** A Python Web Server Gateway Interface HTTP server

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11. **Staging Server-** Type of server that is used to test a software, website or service in a production-similar environment before being set live
12. **MYSQL-** An open-source relational database management system
13. **Centos-** A Linux distribution that provides a free, enterprise-class, community-supported computing platform
14. **Middleware-** A computer software that provides services to software applications beyond those available from the operating system
15. **File Server-** A computer attached to a network that provides a location for shared disk access

3.0 LIST OF HARDWARE AND SOFTWARE

1. Putty
2. Python 3.7
3. System Launcher
4. Quickbooks
5. Konica Minolta
6. VNC Viewer
7. Novapacs
8. MySQL
9. Firebird
10. Gmail
11. Feesable
12. System Launcher

4.0 CHECKING OF INET DATABASE SERVER

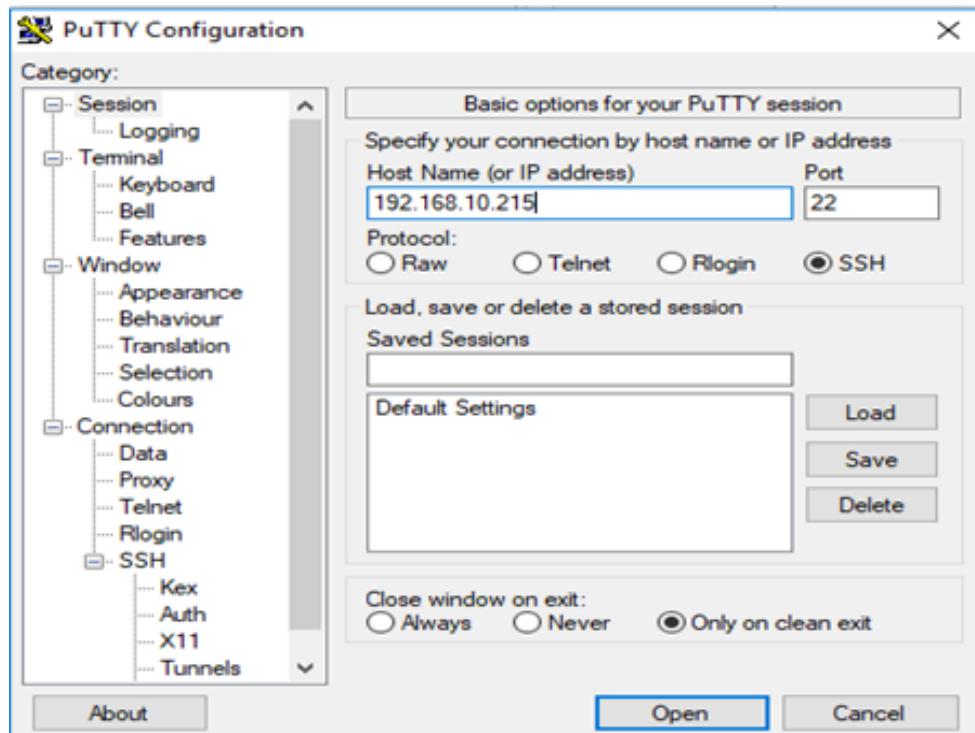
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1. Connect to the server via SSH using Putty, type the IP address of the server you want to check then hit enter or press Open

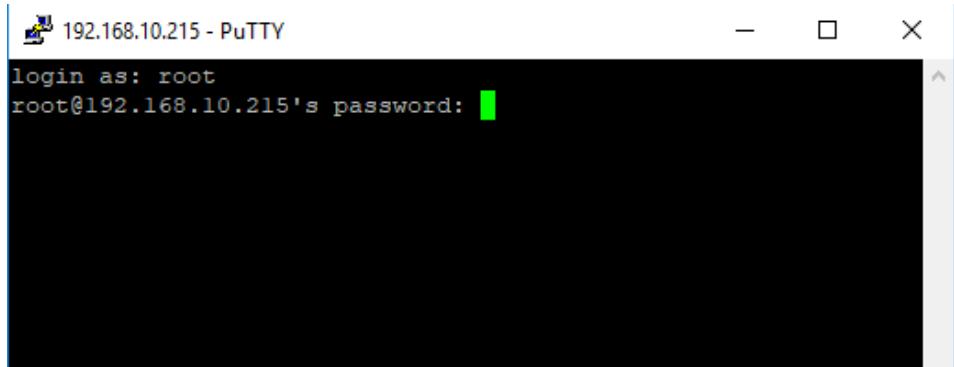


2. Enter the username and password
 - a. Username and password of the server can be checked in the Service Information in MIS Confidential Documents

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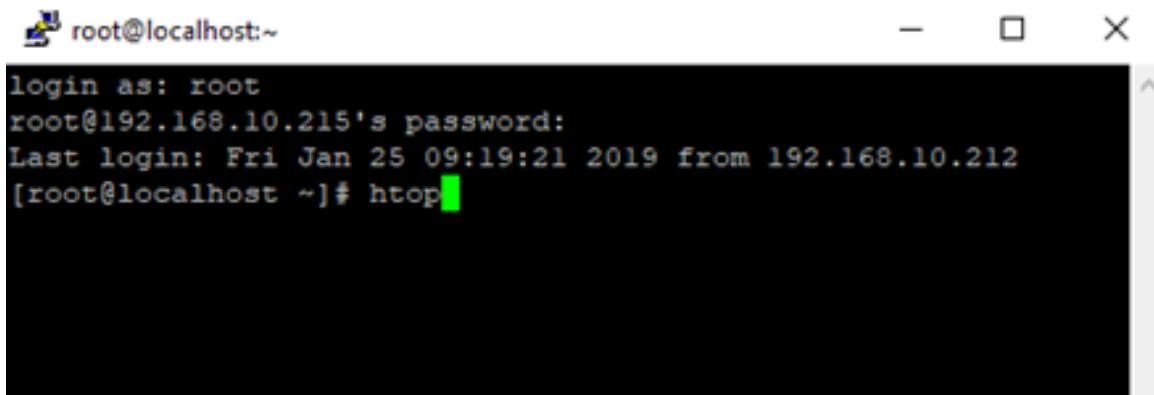
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```
192.168.10.215 - PuTTY
login as: root
root@192.168.10.215's password: [REDACTED]
```

3. Type the htop command and hit enter
 - a. htop is not applicable to all server, if htop is not working, use command top instead



```
root@localhost:~
login as: root
root@192.168.10.215's password:
Last login: Fri Jan 25 09:19:21 2019 from 192.168.10.212
[root@localhost ~]# htop [REDACTED]
```

4.0 TROUBLESHOOTING

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4.1. Always check the cores (see the picture below) of the server, if the cores hits 90% for 10 or more seconds, there is an issue.

```

1 [ 0.5%] 4 [ 0.0%] 7 [||| 13.7%] 10 [ 0.0%]
2 [ 0.5%] 5 [||||| 100.0%] 8 [||| 10.4%] 11 [ 0.0%]
3 [ 5.2%] 6 [| 0.5%] 9 [||| 10.6%] 12 [| 1.9%]

Mem[||||| 2625/63915MB] tasks: 128, 107 runnning
Swp[ 0/32023MB] Load average: 2.98 3.07 3.64
Uptime: 89 days, 13:37:49

PID USER      PRI  NI   VIRT   RES   SHR S CPU% MEM% TIME+  Command
4056 root      20   0 32336 1720  820 S 0.0  0.0  0:21.69 /bin/dbus-daemon --fork --print-
3962 rtkit     21   1 164M 1184  996 S 0.0  0.0  1:30.90 /usr/libexec/rtkit-daemon
4525 postgres   20   0 16.7G 129M 128M S 0.0  0.2  1:14.20 postgres: writer process
2816 root      20   0 18372  816  492 S 0.0  0.0  12:01.59 irqbalance --pid=/var/run/irqbal

```

4.2. If the whole page is covered by idle process then advise the user to close all connection in the browser to refresh all the idle process

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```

16009 postgres 20 0 16.7G 31112 17552 S 0.0 0.0 0:17.19 postgres: halcyon halcyon-demo-don 192.168.10.212 (64714) idle
47626 postgres 20 0 140M 76605 7420N S 0.0 0.0 2:42.92 postgres: halcyon halcyon-demo-don 192.168.10.212 (65730) idle
15876 root 20 0 99M 4136 3136 S 0.0 0.0 0:00.30 sshd: root@pts/2
3666 root 20 0 114M 1400 780 S 0.0 0.0 1:08.20 crond
4525 postgres 20 0 16.7G 129M 128M S 0.0 0.2 1:14.23 postgres: writer process
4181 root 20 0 140M 6696 2572 S 0.0 0.0 8:14.61 /usr/libexec/gvfs-gdu-volume-monitor
4202 root 20 0 45584 2876 2200 S 0.0 0.0 6:31.04 /usr/libexec/udisks-daemon
4186 root 20 0 252M 10360 5420 S 0.0 0.0 5:17.80 /usr/libexec/gdu-notification-daemon
1146 root 16 -4 11924 2048 348 S 0.0 0.0 3:01.22 /sbin/udevd -d
2889 dbus 20 0 32684 2036 892 S 0.0 0.0 4:19.35 dbus-daemon --system
3742 root 20 0 88024 21720 1808 S 0.0 0.0 2:42.62 /usr/bin/perl /usr/libexec/webmin/miniserv.pl /etc/webmin/miniserv.conf
3159 root 20 0 377M 3976 1420 S 0.0 0.0 1:44.54 automount --pid-file /var/run/autofs.pid
3962 rtkit 21 1 164M 1184 996 S 0.0 0.0 1:30.92 /usr/libexec/rtkit-daemon
2816 root 20 0 18372 816 492 S 0.0 0.0 12:01.70 irqbalance --pid=/var/run/irqbalance.pid
4526 postgres 20 0 16.7G 18140 17352 S 0.0 0.0 6:34.46 postgres: wal writer process
4856 root 20 0 99M 4512 3440 S 0.0 0.0 0:01.12 sshd: root@pts/1
2903 root 20 0 317M 13012 3920 S 0.0 0.0 0:52.17 NetworkManager --pid-file=/var/run/NetworkManager/NetworkManager.pid
4135 root 20 0 494M 10472 7964 S 0.0 0.0 7:11.42 /usr/libexec/gnome-settings-daemon
4166 root 20 0 510M 35728 11480 S 0.0 0.1 3:36.62 gnome-panel
4388 root 20 0 227M 2080 1724 S 0.0 0.0 2:57.78 /usr/libexec/gvfs-afc-volume-monitor
4381 root 20 0 270M 26128 4608 S 0.0 0.0 3:20.71 gnome-screensaver
3786 root 20 0 354M 59848 11824 S 0.0 0.1 11:21.46 /usr/bin/Xorg :0 -br -verbose -audit 4 -auth /var/run/gdm/auth-for-gdm-3Cxt
4387 root 20 0 227M 2080 1724 S 0.0 0.0 2:57.78 /usr/libexec/gvfs-afc-volume-monitor
3964 rtkit RT 1 164M 1184 996 S 0.0 0.0 0:56.78 /usr/libexec/rtkit-daemon
3697 root 20 0 64416 1468 720 S 0.0 0.0 0:02.64 /usr/sbin/certmonger -S -p /var/run/certmonger.pid
4164 root 20 0 440M 13444 10212 S 0.0 0.0 0:21.40 metacity
3963 rtkit 20 0 164M 1184 996 S 0.0 0.0 0:34.11 /usr/libexec/rtkit-daemon
4126 root 20 0 130M 5632 2132 S 0.0 0.0 0:57.03 /usr/libexec/gconfd-2
3534 newrelic 20 0 245M 6272 2856 S 0.0 0.0 0:48.23 /usr/sbin/nrsysmond -c /etc/newrelic/nrsysmond.cfg -p /var/run/newrelic/nrs
4527 postgres 20 0 16.7G 3776 2688 S 0.0 0.0 2:26.96 postgres: autovacuum launcher process
4393 root 20 0 540M 13760 10568 S 0.0 0.0 3:03.75 /usr/libexec/clock-applet --caf-activate-iid=OAFIID:GNOME_ClockApplet_Facto
2637 root 20 0 243M 3656 1116 S 0.0 0.0 0:09.95 /sbin/rsyslogd -i /var/run/syslogd.pid -c 5
F:\Help F:\Setup F:\Search F:\4FiltersFree F:\SortByF:\Nice F:\Nice F:\Kill F:\Quit

```

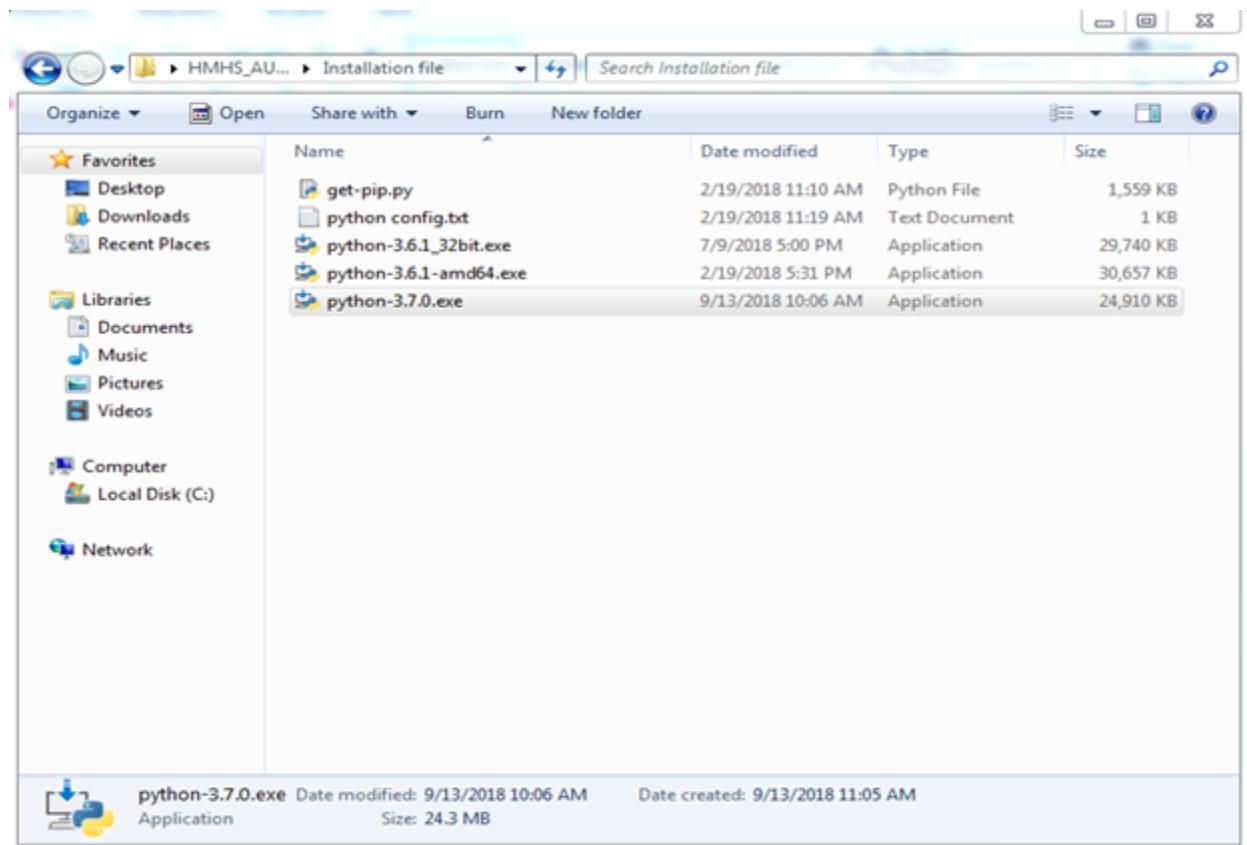
5.0 INSTALLING DIGITAL SIGNATURE AND AUTO CROP APPLICATION

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1. Install Python-3.7

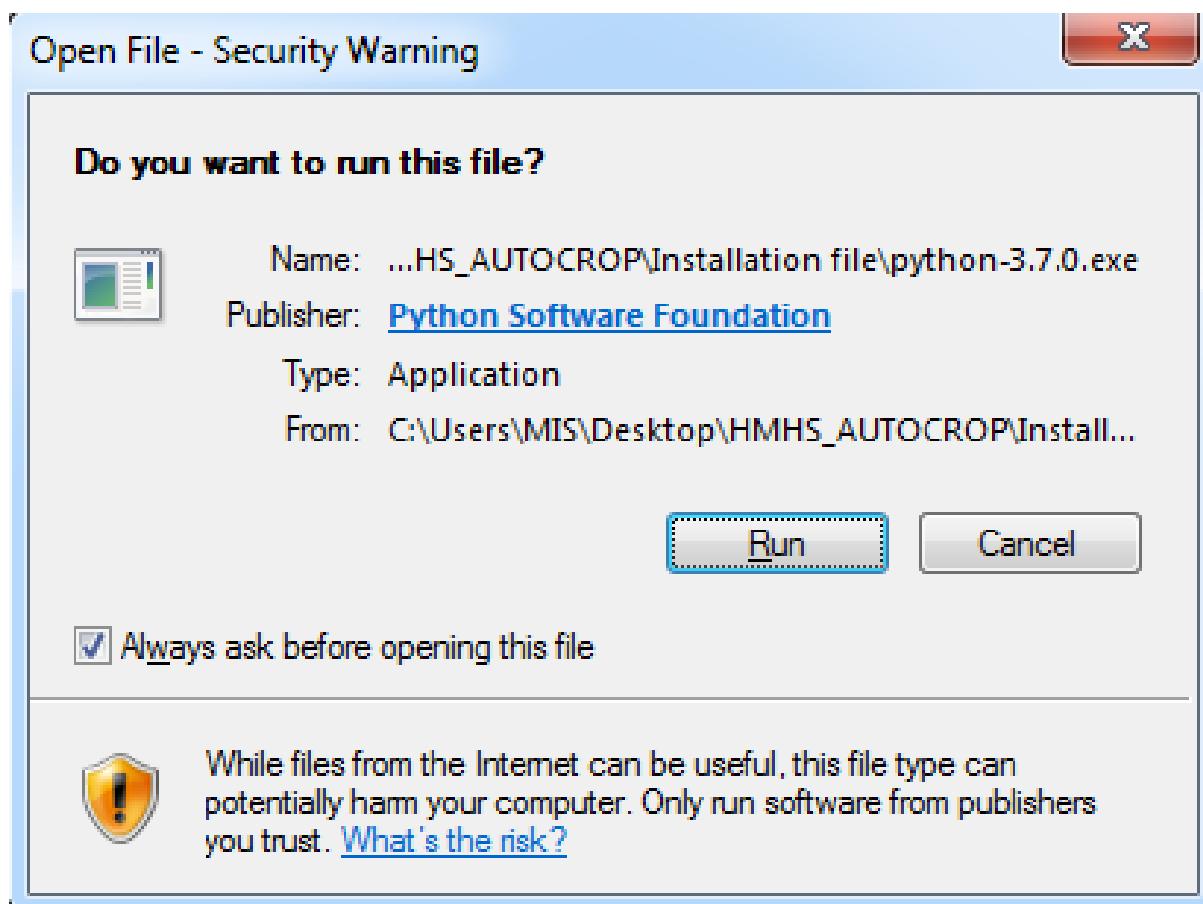


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2. Click Run

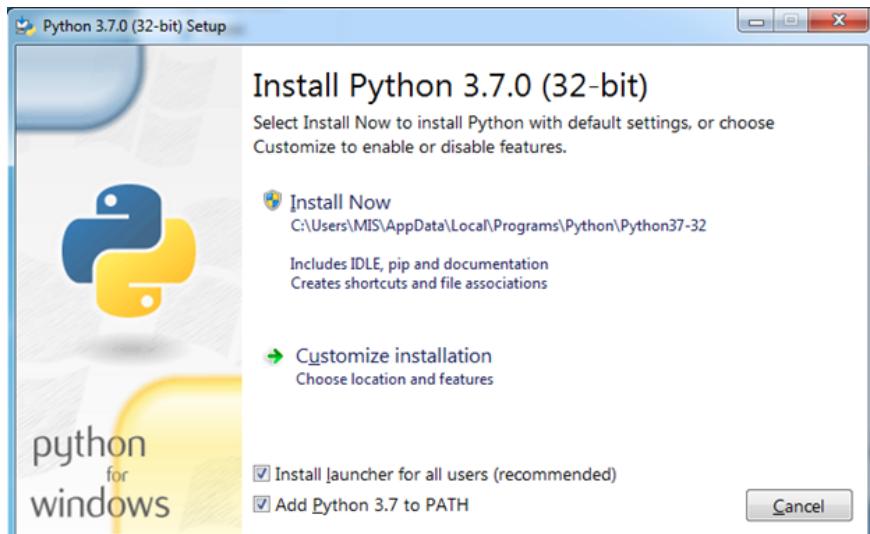


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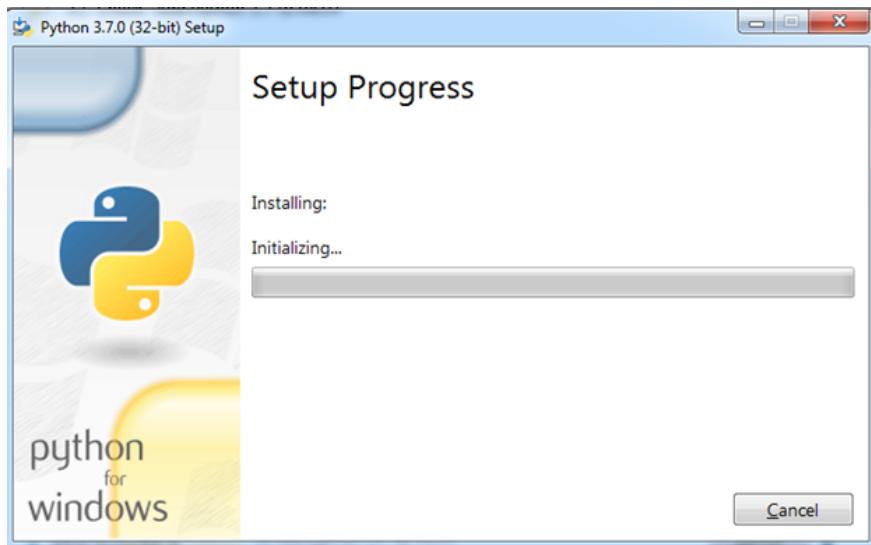
3. Check “Add Python 3.7 to PATH” and click “Install Now”



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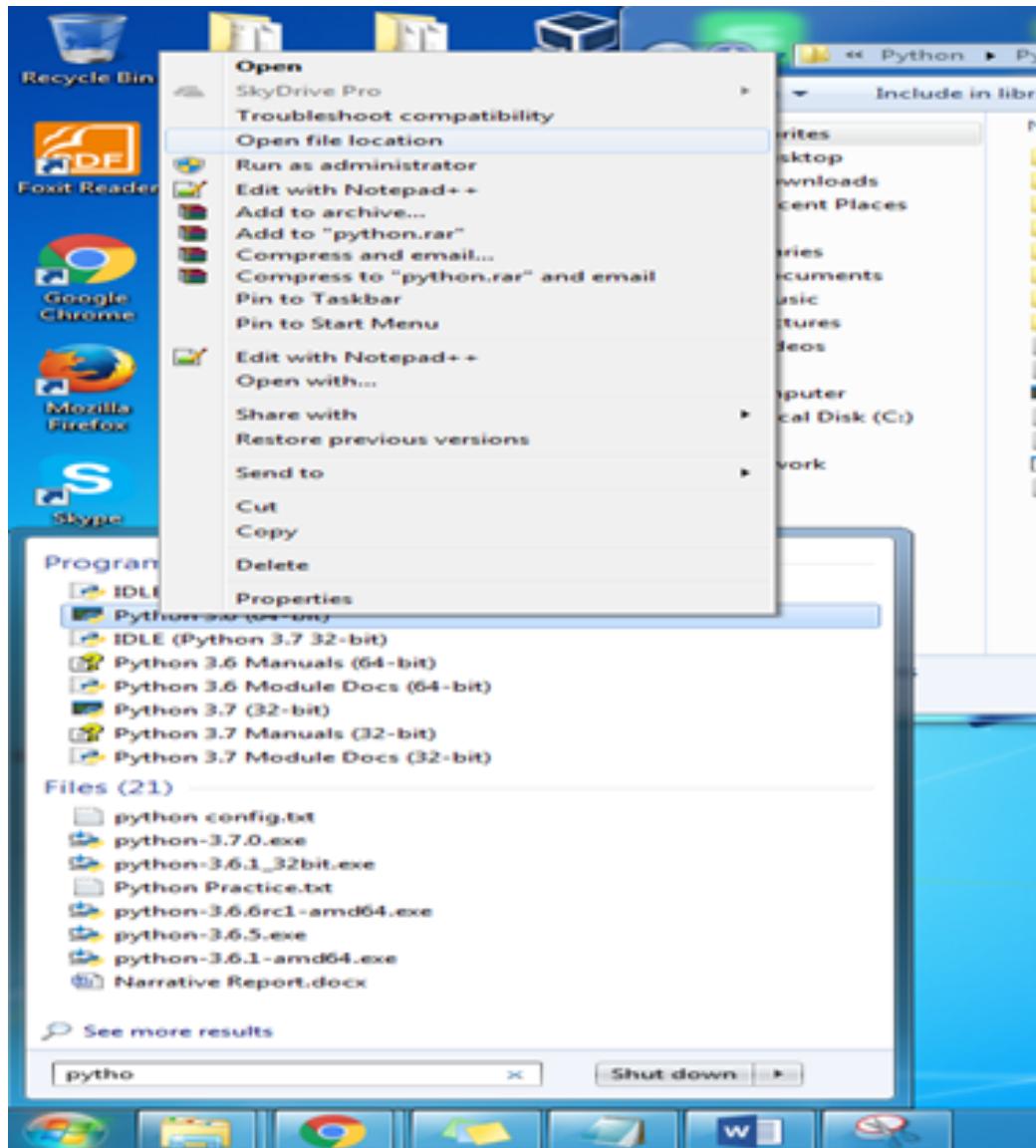
4. Search “python” then click “Open file location” and copy the path

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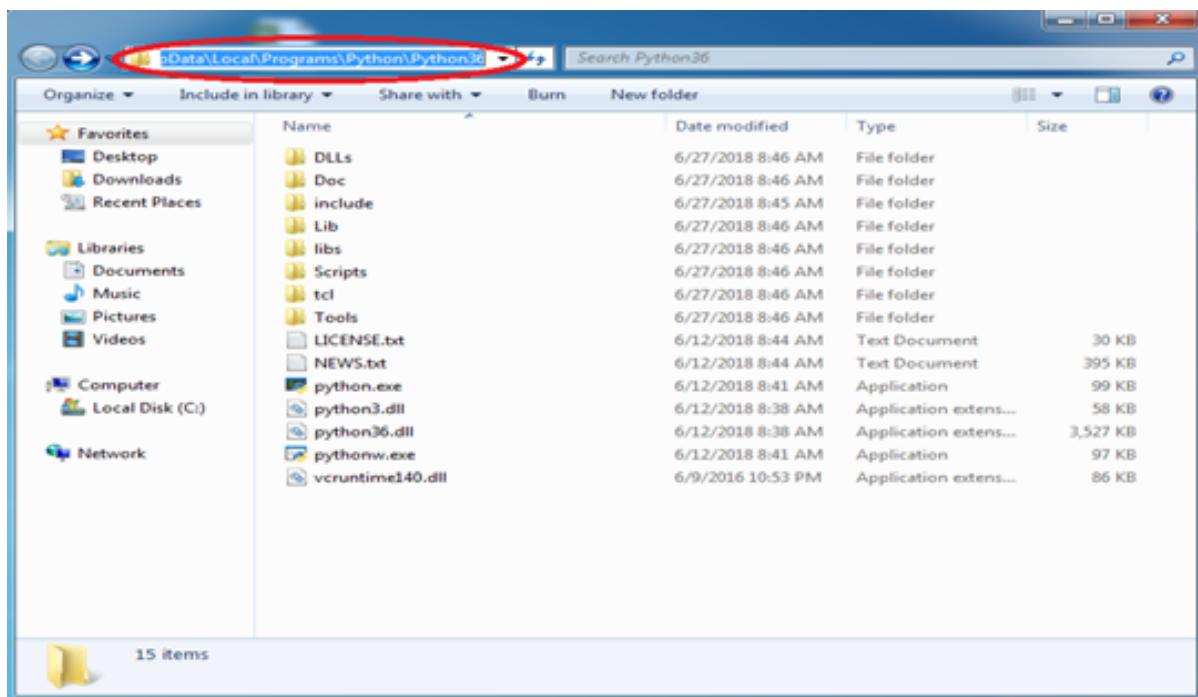
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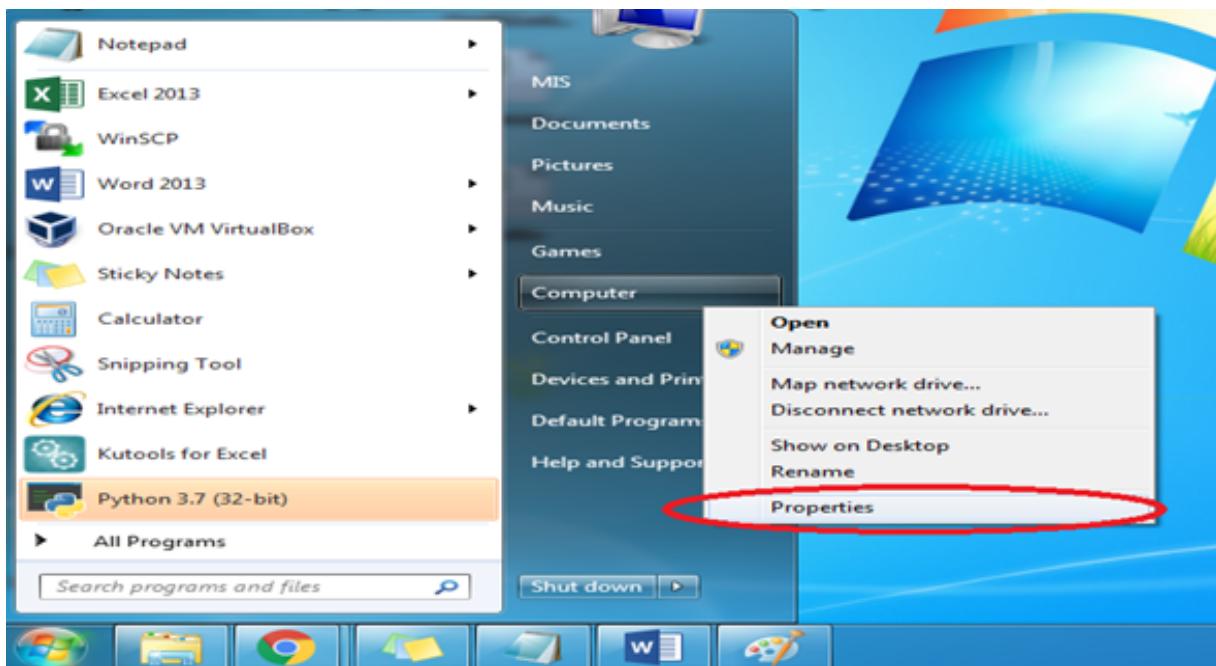


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5. Right click on Computer then click Properties



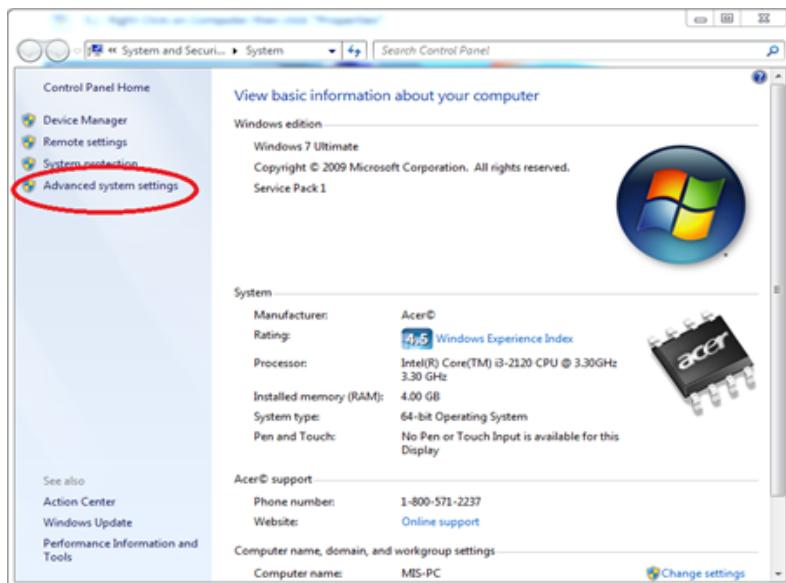
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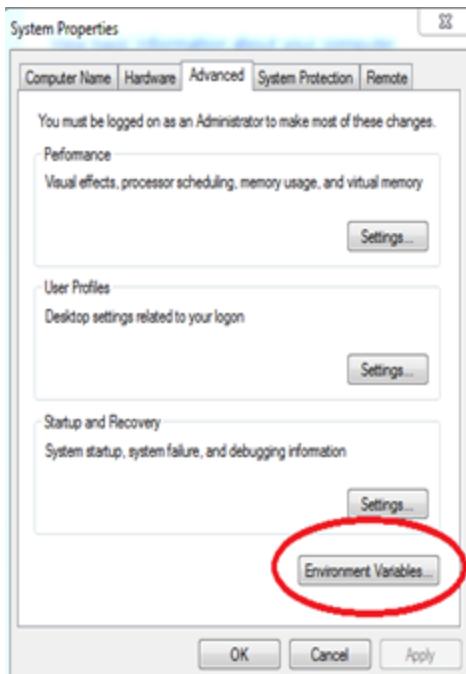
6. Click Advanced system settings then click Environment Variables



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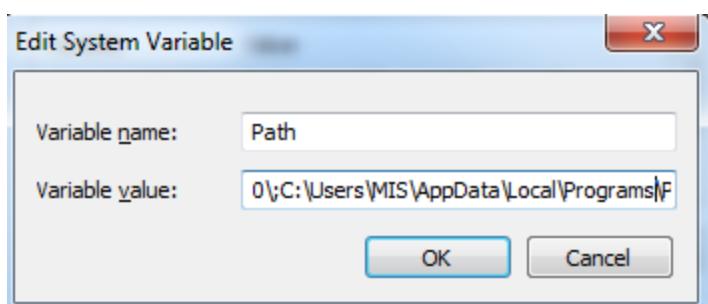
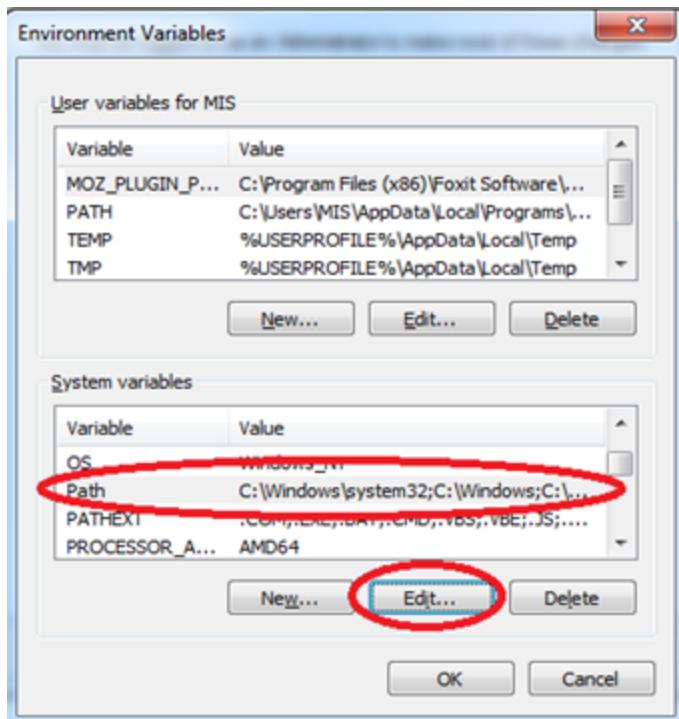
7. Choose Path then click Edit. Add a semicolon ";" then paste the python exe path

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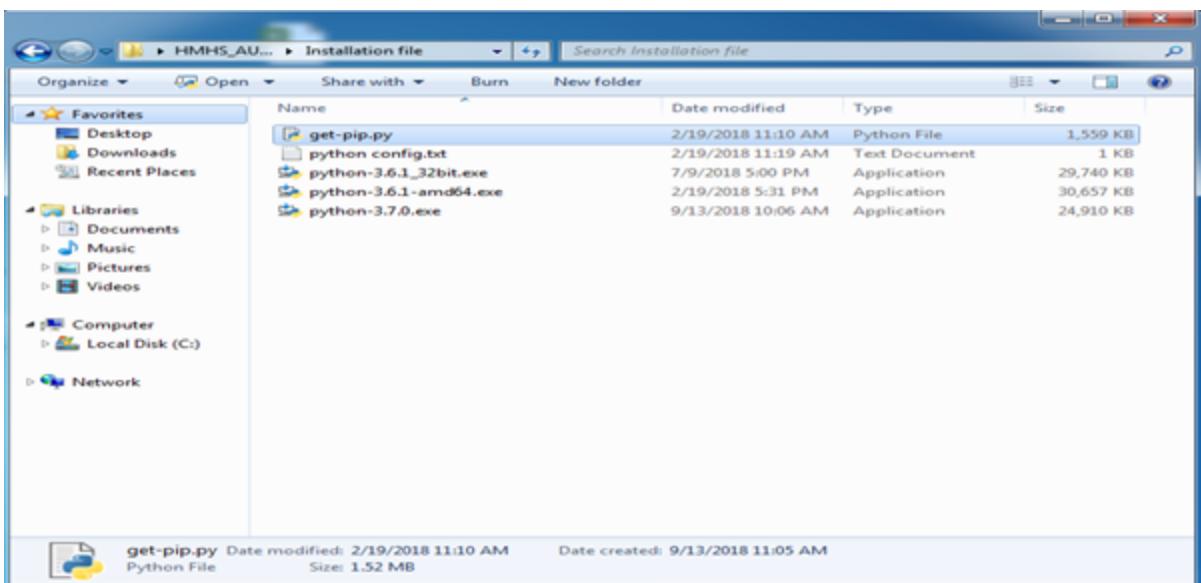


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8. Install get-pip.py (run get-pip.py)

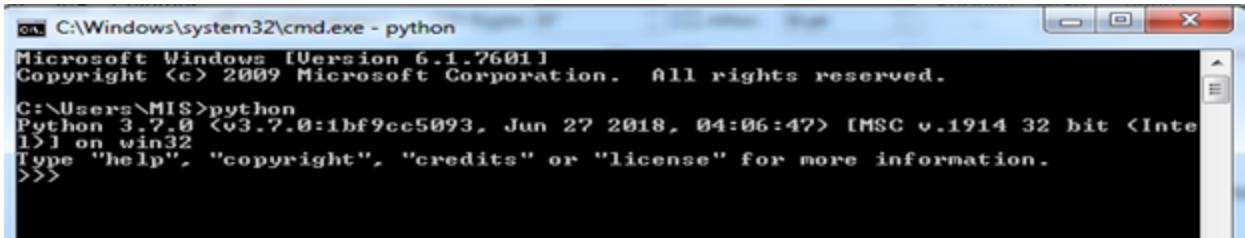


9. Test if python is running by typing on command prompt the command "python" then close cmd

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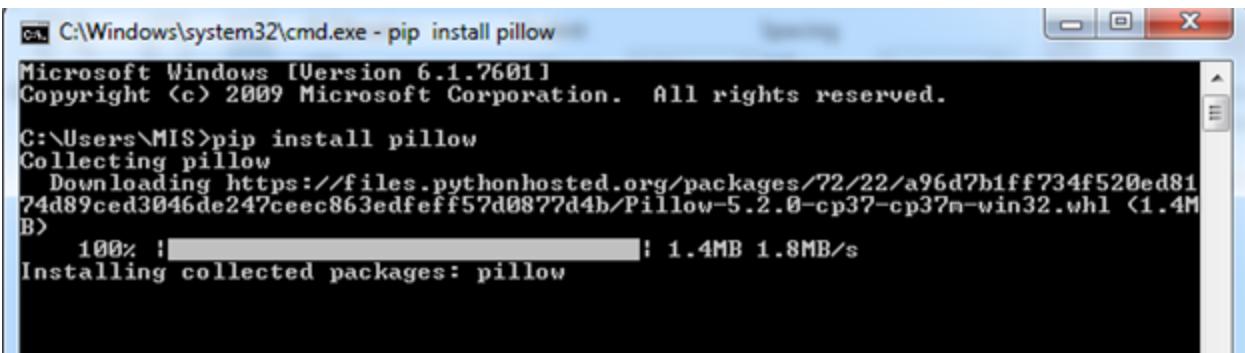
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```
ca C:\Windows\system32\cmd.exe - python
Microsoft Windows [Version 6.1.7601]
Copyright <c> 2009 Microsoft Corporation. All rights reserved.

C:\Users\MIS>python
Python 3.7.0 (v3.7.0:bf9cc5093, Jun 27 2018, 04:06:47) [MSC v.1914 32 bit (Inte
>>> on win32
Type "help", "copyright", "credits" or "license" for more information.
>>>
```

10. Open cmd again and type “pip install pillow”



```
ca C:\Windows\system32\cmd.exe - pip install pillow
Microsoft Windows [Version 6.1.7601]
Copyright <c> 2009 Microsoft Corporation. All rights reserved.

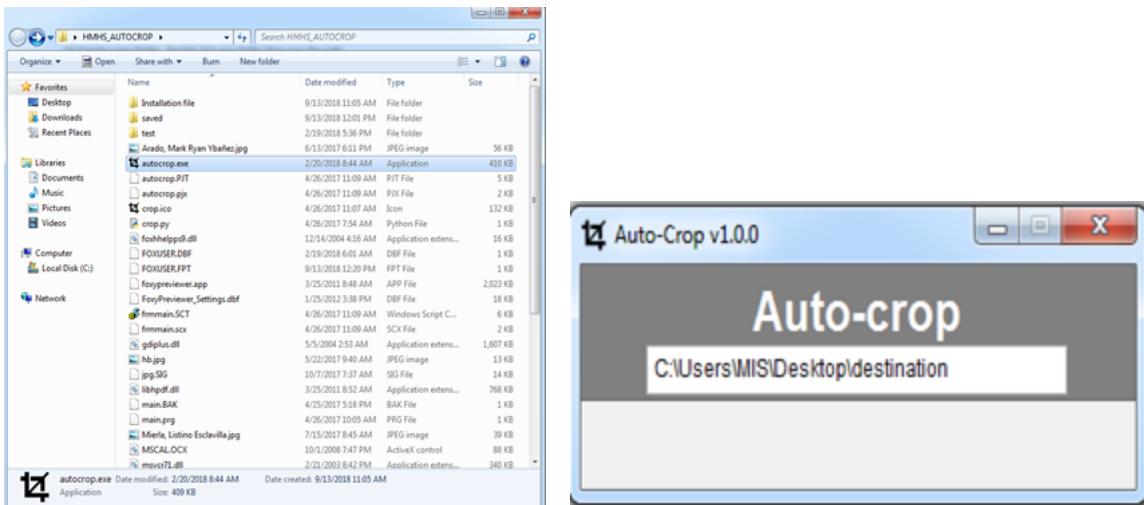
C:\Users\MIS>pip install pillow
Collecting pillow
  Downloading https://files.pythonhosted.org/packages/72/22/a96d7b1ff734f520ed81
74d89ced3046de247ceec863edfeff57d0877d4b/Pillow-5.2.0-cp37-cp37m-win32.whl (1.4M
B)
    100% :███████████: 1.4MB 1.8MB/s
Installing collected packages: pillow
```

11. Open autocrop.exe then paste the path

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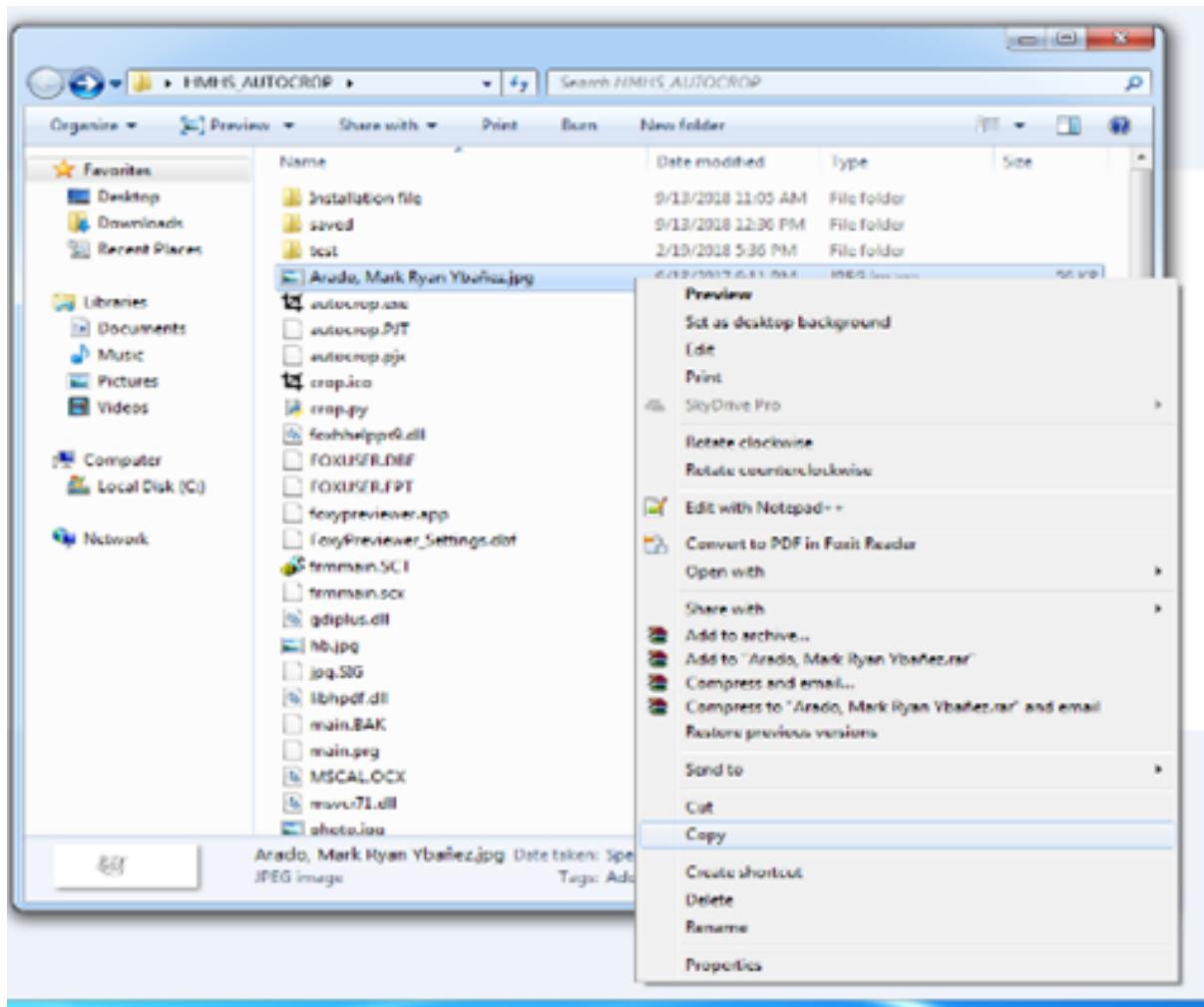
12. Copy the image, and paste it in the saved folder

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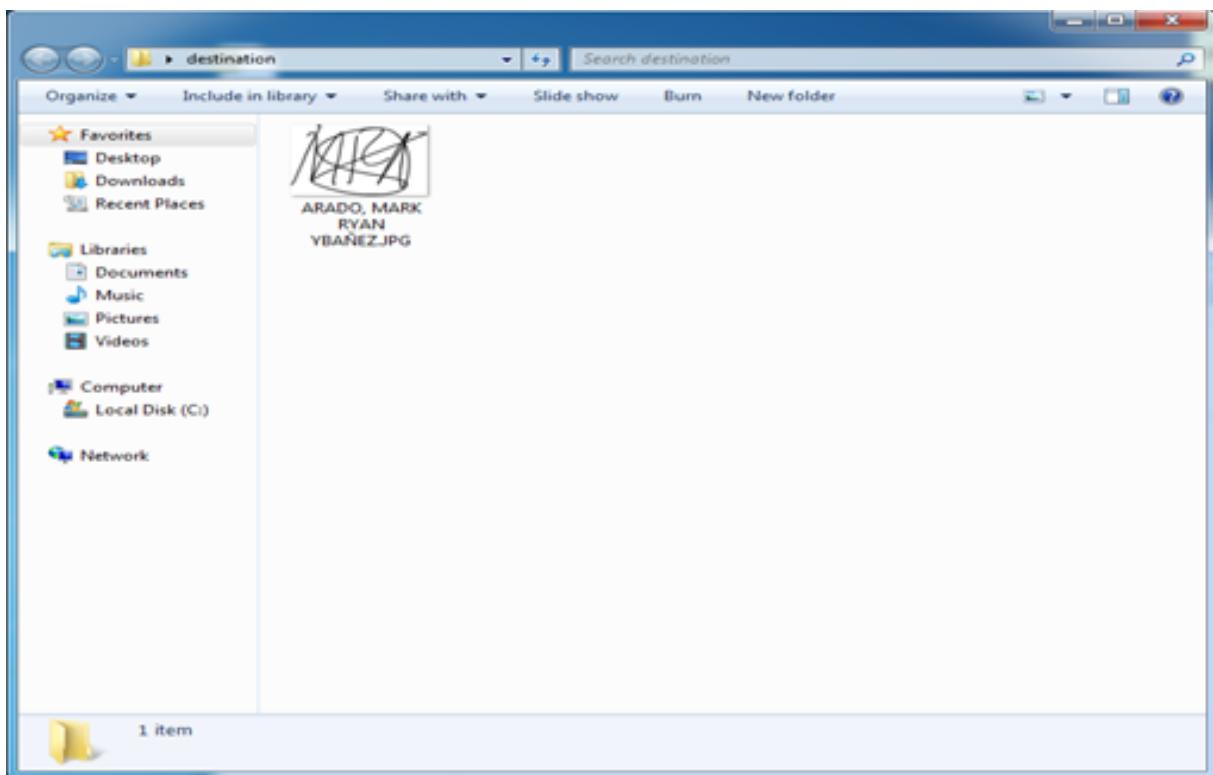


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13. The saved folder should be empty, then check your new folder



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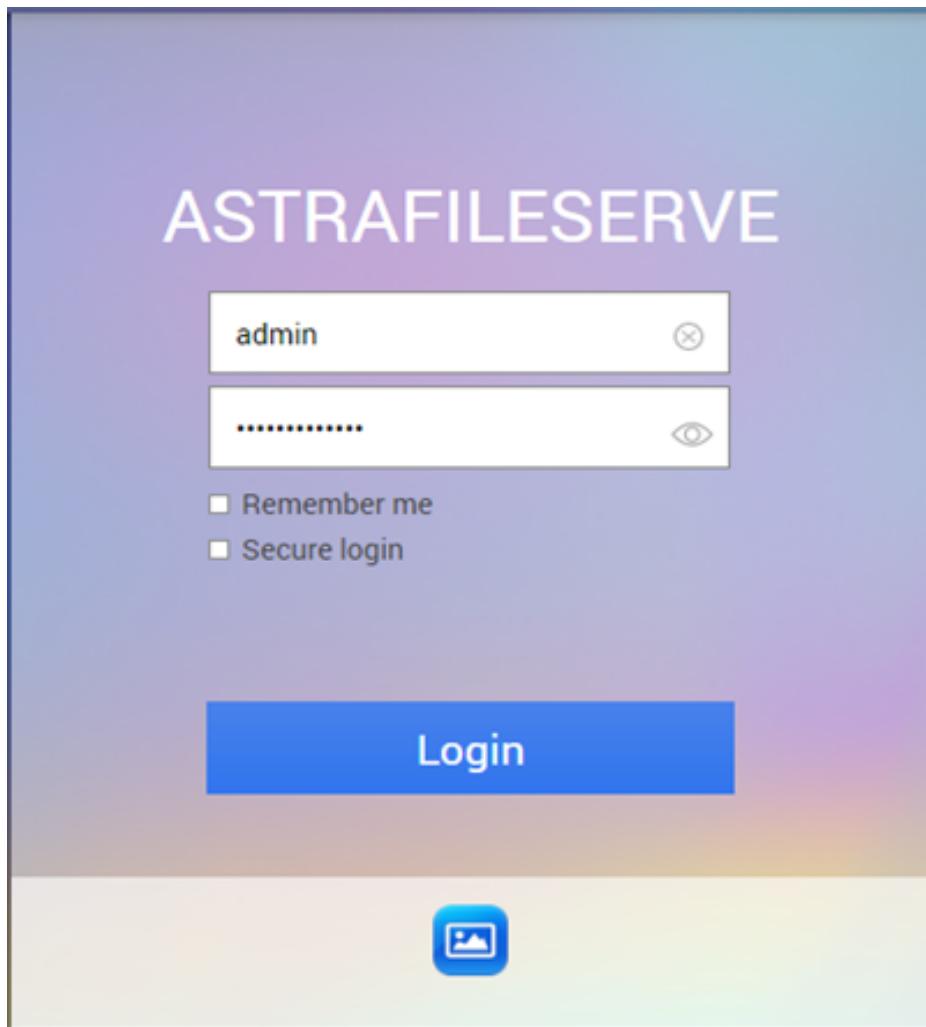
6.0 CHECKING OF FILE SERVER AVAILABLE STORAGE

1. Access 192.168.10.202 in the web browser
2. Enter your username and password

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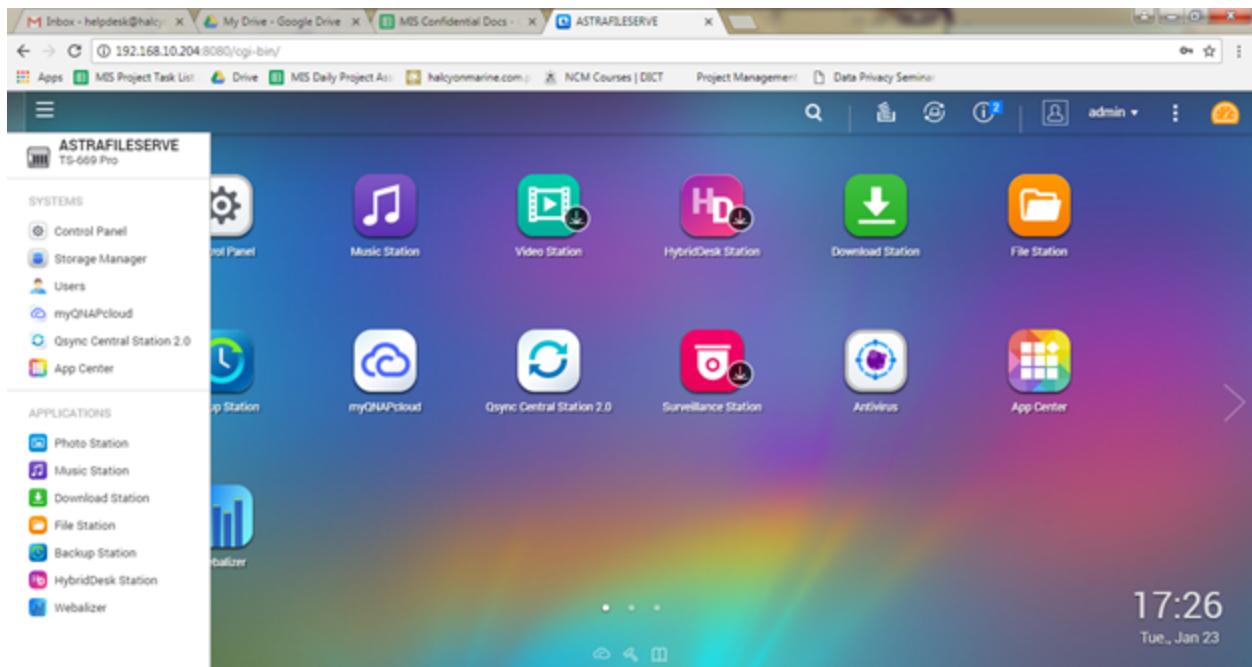


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3. Open Storage Manager

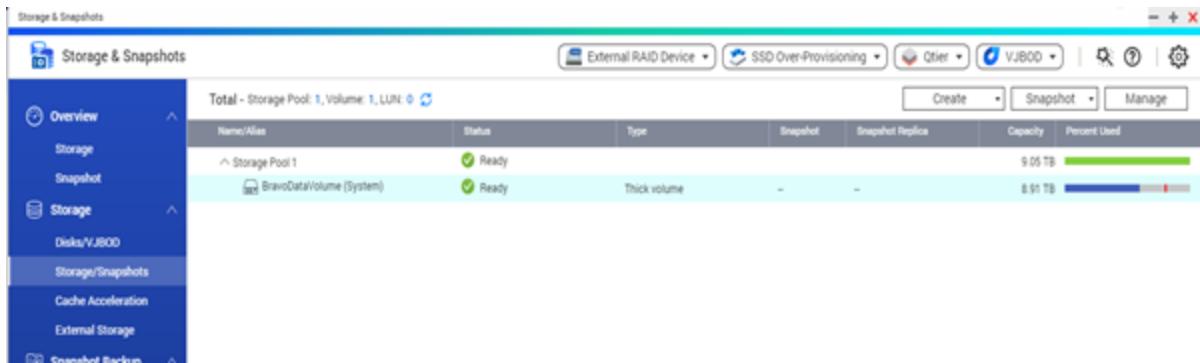


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		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennda E. Canlas, MD Medical Director
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

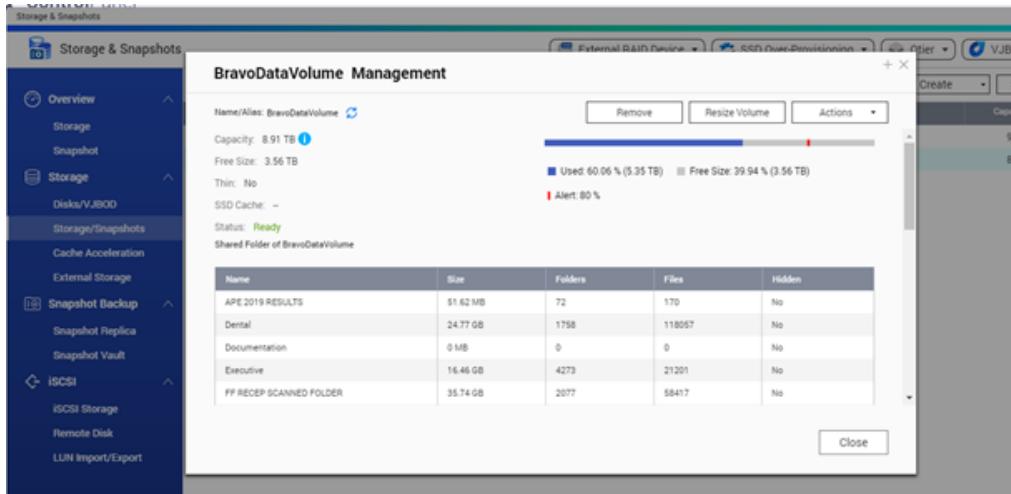
4. Open Bravo Data Volume (System)



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7.0 CHECKING OF GOOGLE DRIVE AVAILABLE STORAGE

1. Open the URL below:

<http://google.com/a/cpanel/halcyonmarine.com.ph>

2. Log in to the admin account

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Google

Hi Helpdesk

 helpdesk@halcyonmarine.com.ph



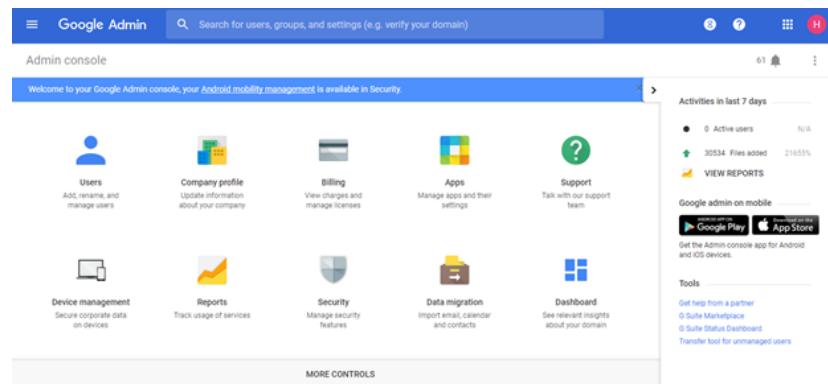
To continue, first verify it's you

Enter your password

[Forgot password?](#)

NEXT

3. Open Users



The screenshot shows the Google Admin console dashboard. Key features visible include:

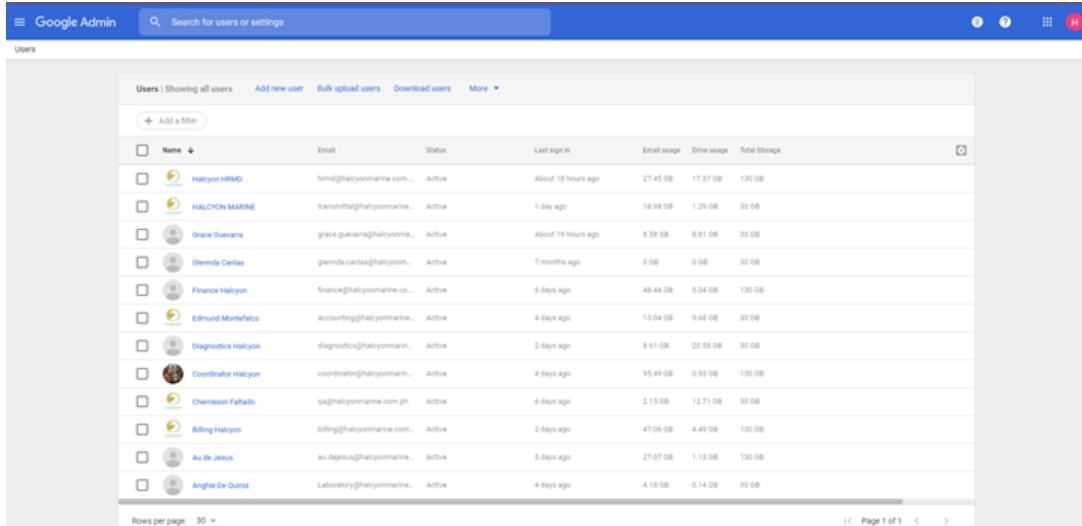
- Users**: Add, rename, and manage users.
- Company profile**: Update information about your company.
- Billing**: View charges and manage licenses.
- Apps**: Manage apps and their settings.
- Support**: Talk with our support team.
- Device management**: Secure corporate data on devices.
- Reports**: Track usage of services.
- Security**: Manage security features.
- Data migration**: Import email, calendar, and contacts.
- Dashboard**: See relevant insights about your domain.

On the right side, there are sections for "Activities in last 7 days" (0 Active users, 30534 files added, 21655% growth), "Google admin on mobile" (links to Google Play and App Store), and "Tools" (links to G Suite Marketplace, G Suite Status Dashboard, and Transfer tool for unmanaged users).

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The screenshot shows the Google Admin console interface under the 'Users' section. The page title is 'Google Admin' with a search bar 'Search for users or settings'. Below the header are navigation links: 'Users', 'Add new user', 'Bulk upload users', 'Download users', and 'More'. A 'Filter' button is present. The main area displays a table of users with columns: Name, Email, Status, Last sign in, Email usage, Drive usage, and Total storage. The table lists 14 users, all marked as Active. The data includes:

Name	Email	Status	Last sign in	Email usage	Drive usage	Total storage
Halcyon HRMO	hrmo@halcyonmarine.com...	Active	About 18 hours ago	27.45 GB	17.37 GB	130 GB
HALCYON MARINE	transmital@halcyonmarine...	Active	1 day ago	18.98 GB	1.29 GB	30 GB
Grace Guverna	grace.guverna@halcyonma...	Active	About 19 hours ago	8.58 GB	8.81 GB	30 GB
Glennda Canlas	glennda.canlas@halcyon...	Active	7 months ago	0.08 GB	0.08 GB	30 GB
Finance Halcyon	finance@halcyonmarine.co...	Active	6 days ago	48.44 GB	5.04 GB	130 GB
Edmund Montefalco	accounting@halcyonmarine...	Active	4 days ago	13.04 GB	9.68 GB	30 GB
Diagnostics Halcyon	diagnostics@halcyonmarin...	Active	2 days ago	8.61 GB	20.55 GB	30 GB
Coordinator Halcyon	coordinator@halcyonmarin...	Active	4 days ago	95.49 GB	0.93 GB	130 GB
Chemesson Paltado	qa@halcyonmarine.com.ph	Active	6 days ago	2.15 GB	12.71 GB	30 GB
Billing Halcyon	billing@halcyonmarine.com...	Active	2 days ago	47.06 GB	4.49 GB	130 GB
Au de Jenek	au.dejene@halcyonmarine...	Active	5 days ago	27.07 GB	1.13 GB	130 GB
Anghie De Quiriz	Laboratory@halcyonmarine...	Active	4 days ago	4.18 GB	0.14 GB	30 GB

At the bottom, there are buttons for 'Rows per page' (set to 30), 'Page 1 of 1', and navigation arrows.

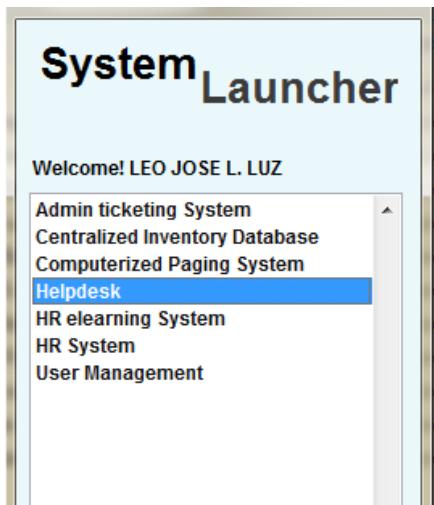
8.0 HOW TO GENERATE MONTHLY HELPDESK REPORT

1. Open System Launcher and Log in
2. Click Helpdesk

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3. Click Reports

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4. Enter the start and end date of the report you will generate and Click Print

HelpDesk v1.0.2

Support Ticket		Inventory List		Reports																																																																													
From	To	Filter by:	All	Date Start	Date End	Tim																																																																											
05/01/2017	05/31/2017																																																																																
<table border="1"> <thead> <tr> <th>HelpDesk #</th> <th>Requested By</th> <th>Details</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>MIS-02-2902</td><td>LIEZL P. JOSON</td><td>Speaker Set-up</td><td>Completed</td></tr> <tr><td>MIS-02-2904</td><td>VIRGINIA P. PARTOL</td><td>-unable to print cardio cdxs, no connection between new bpm p</td><td>Completed</td></tr> <tr><td>MIS-02-2905</td><td>ARILLAN N. BENGAN</td><td>For Cable/ Wires management in the accounting department.</td><td>Completed</td></tr> <tr><td>MIS-02-2906</td><td>DEONNA ROWENA N</td><td>Cannot Print</td><td>Completed</td></tr> <tr><td>MIS-02-2907</td><td>JOSEPH ANGELO A</td><td>Toner Replacement (Konica c280 Cyan (M))</td><td>Completed</td></tr> <tr><td>MIS-02-2908</td><td>LORENA JANE B. ORI</td><td>Can't open the PC of Dra. Colon</td><td>Completed</td></tr> <tr><td>MIS-02-2909</td><td>ELEONOR R. ARCIBA</td><td>loose power connection</td><td>Completed</td></tr> <tr><td>MIS-02-2910</td><td>AURORA S. DE JESU</td><td>Scanner with vertical line and printer toner for replacement, ple</td><td>Completed</td></tr> <tr><td>MIS-02-2911</td><td>RISLE MORAMUA D.</td><td>F ACCESS TO GDRIVE</td><td>Completed</td></tr> <tr><td>MIS-02-2912</td><td>JEROME J. ARONCE</td><td>UPS error</td><td>Completed</td></tr> <tr><td>MIS-02-2913</td><td>RAFAEL P. PERLAS</td><td>Wires repair</td><td>Completed</td></tr> <tr><td>MIS-02-2914</td><td>KHRISTINE B. LUNA</td><td>Transfer new printer to encoder's room</td><td>Completed</td></tr> <tr><td>MIS-02-2915</td><td>RAFAEL P. PERLAS</td><td>Replace Server CPU</td><td>Completed</td></tr> <tr><td>MIS-02-2916</td><td>KHRISTINE B. LUNA</td><td>Please check our new encoder's internet connection (no conn</td><td>Completed</td></tr> <tr><td>MIS-02-2917</td><td>JEROME J. ARONCE</td><td>Problem in PRINTER of 14th floor laboratory department</td><td>Completed</td></tr> <tr><td>MIS-02-2918</td><td>JOSEPH ANGELO A</td><td>Replacing of Toner Konica c454 (New Printer)</td><td>Completed</td></tr> <tr><td>MIS-02-2919</td><td>RAFAEL P. PERLAS</td><td>Installing Quickbooks for Maam Chona PC</td><td>Completed</td></tr> <tr><td>MIS-02-2920</td><td>VIRGINIA P. PARTOL</td><td>-unable tp print cardio cdxs due to loss of connection of echo la</td><td>Completed</td></tr> </tbody> </table>				HelpDesk #	Requested By	Details	Status	MIS-02-2902	LIEZL P. JOSON	Speaker Set-up	Completed	MIS-02-2904	VIRGINIA P. PARTOL	-unable to print cardio cdxs, no connection between new bpm p	Completed	MIS-02-2905	ARILLAN N. BENGAN	For Cable/ Wires management in the accounting department.	Completed	MIS-02-2906	DEONNA ROWENA N	Cannot Print	Completed	MIS-02-2907	JOSEPH ANGELO A	Toner Replacement (Konica c280 Cyan (M))	Completed	MIS-02-2908	LORENA JANE B. ORI	Can't open the PC of Dra. Colon	Completed	MIS-02-2909	ELEONOR R. ARCIBA	loose power connection	Completed	MIS-02-2910	AURORA S. DE JESU	Scanner with vertical line and printer toner for replacement, ple	Completed	MIS-02-2911	RISLE MORAMUA D.	F ACCESS TO GDRIVE	Completed	MIS-02-2912	JEROME J. ARONCE	UPS error	Completed	MIS-02-2913	RAFAEL P. PERLAS	Wires repair	Completed	MIS-02-2914	KHRISTINE B. LUNA	Transfer new printer to encoder's room	Completed	MIS-02-2915	RAFAEL P. PERLAS	Replace Server CPU	Completed	MIS-02-2916	KHRISTINE B. LUNA	Please check our new encoder's internet connection (no conn	Completed	MIS-02-2917	JEROME J. ARONCE	Problem in PRINTER of 14th floor laboratory department	Completed	MIS-02-2918	JOSEPH ANGELO A	Replacing of Toner Konica c454 (New Printer)	Completed	MIS-02-2919	RAFAEL P. PERLAS	Installing Quickbooks for Maam Chona PC	Completed	MIS-02-2920	VIRGINIA P. PARTOL	-unable tp print cardio cdxs due to loss of connection of echo la	Completed	Total : 22	Powered by : MS
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5. The report will be generated in a PDF format

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 Halcyon Marine Healthcare Systems Management Information System Department (Helpdesk Report - Support Ticket)						
From 01 March 19 To 31 March 19						
MIS-02-4025 Details: no connection with the printer Date: 03/04/19 03/04/19 0 Time: 10:35 10:30 1 Req by: MICHELLE G. DIZON Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: Printer not connected Action: connect PC to printer Remarks: MIS-02-4034 Details: I can't use my PDF4Tools application Date: 03/04/19 03/04/19 0 Time: 04:18 05:00 1 Req by: SHELLY GRACIE N. Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I can't use my PDF4Tools application Action: Done Remarks: MIS-02-4035 Details: PRINTER LOCATED AT Ground FLOOR - Date: 03/05/19 03/05/19 0 Time: 06:38 07:00 1 Req by: BERNADETTE R. RAND Assigned: JEROME P. FAJARDO State: Completed Type: Fax/Printer/Telephone Problem: Paper Paper jam Action: Remove paper jam Remarks: MIS-02-4036 Details: Unable to access Quickbooks for encoding Date: 03/06/19 03/07/19 1 Time: 00:21 01:00 1 Req by: CHIVELDA G. ENICA Assigned: LEO JOSE L. LIZ State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4037 Details: can't open skype Date: 03/07/19 03/07/19 0 Time: 00:25 00:30 0 Req by: EDMUND R. Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4038 Details: Scanner is not working Date: 03/07/19 03/07/19 0 Time: 00:52 00:50 0 Req by: MAIZEL C. JARQUE Assigned: JOANA LURSA C. State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4039 Details: no Internet connection Date: 03/07/19 03/08/19 1 Time: 10:14 10:30 1 Req by: ROSELYN T. BARCE Assigned: GERRY L. DE GUZMAN State: Completed Type: Desktop/Laptop Problem: I done Action: done Remarks: MIS-02-4040 Details: Ink (black) for ref Date: 03/08/19 03/08/19 0 Time: 00:30 00:30 0 Req by: MAIZEL C. JARQUE Assigned: JAYSON R. State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4041 Details: Pls set up projector and laptop to conference Date: 03/08/19 03/08/19 0 Time: 01:10 00:30 0 Req by: FREDERICK R. Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4042 Details: Kindly check my scanner please Date: 03/08/19 03/08/19 0 Time: 03:06 00:30 0 Req by: KRISTINE B. LUNA Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4043 Details: To have access in Bravo Date: 03/08/19 03/08/19 0 Time: 08:18 00:30 0 Req by: CHERRESON M. Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4044 Details: Office access for large reception Date: 03/11/19 03/11/19 0 Time: 14:30 00:30 0 Req by: ALYSSA MARIE A. Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I No connection to Office Action: Map Office Remarks: MIS-02-4045 Details: transfer of CPU to another table, for the new Date: 03/11/19 03/11/19 0 Time: 08:05 09:30 2 Req by: SHELLY GRACIE N. Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I N/A Action: Transfer of CPU Remarks: MIS-02-4046 Details: Desktop-Password Date: 03/12/19 03/12/19 0 Time: 08:23 08:30 1 Req by: EDMUND R. Assigned: JEROME P. FAJARDO State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks: MIS-02-4047 Details: Skype for counter 3.1 not Working Date: 03/11/19 03/12/19 1 Time: 22:25 22:30 1 Req by: ELEONOR R. ARCEBAL Assigned: GERRY L. DE GUZMAN State: Completed Type: Desktop/Laptop Problem: I Done Action: Done Remarks:						
Data/Time Printed: Wednesday, 04/03/19 12:54:11 PM						
Page 1 of 4						

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9.0 HOW TO BACKUP QUICKBOOKS DATA

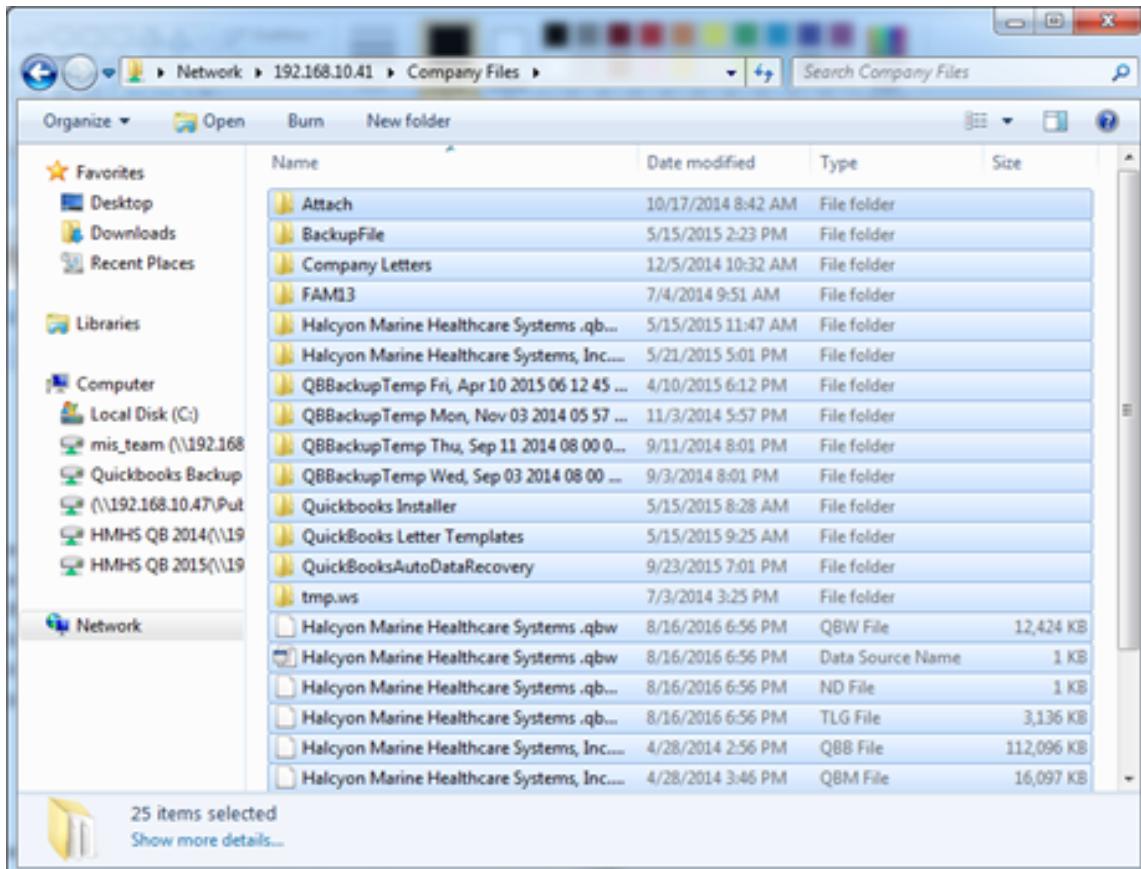
9.1 For HMHS Quickbooks 2015

1. Press the windows key + r on your keyboard
2. On Run, type the IP 192.168.10.41, then hit enter
3. Double click the Company Files
4. Press Ctrl+A to select all then Press Ctrl+C to copy all Items

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5. Open Run then type the IP 192.168.10.202, then hit enter
6. Double click the folder mis_team folder
7. Double click the QuickBooks Backup folder
8. Double Click the HMHS folder
9. Create a new folder then use the format (Ex.: Company File QB 2015 (previous month) (present year)) then press Ctrl + V

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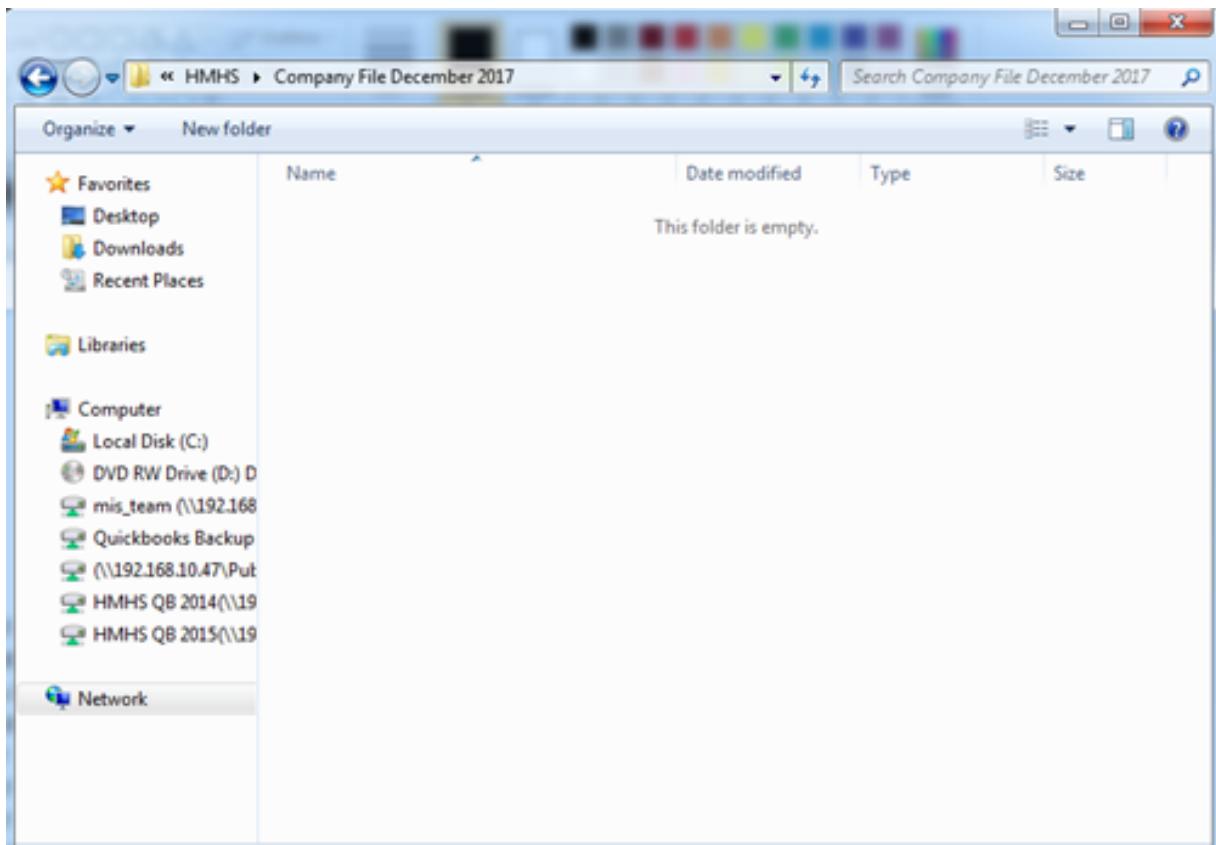
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mis_team > Quickbooks Backup > HMHS				
	Name	Date modified	Type	Size
★ Favorites				
Desktop	Company File August 2017	9/4/2017 8:51 AM	File folder	
Downloads	Company File February 2017	3/3/2017 11:49 AM	File folder	
Recent Places	Company File January 2017	2/2/2017 12:34 PM	File folder	
	Company File July 2017	7/31/2017 8:28 AM	File folder	
	Company File June 2017	7/10/2017 10:00 AM	File folder	
	Company File May 2017	6/6/2017 1:42 PM	File folder	
	Company File November 2017	12/4/2017 10:04 AM	File folder	
	Company File October 2017	11/2/2017 4:54 PM	File folder	
	Company File QB 2015 - April 2017	5/4/2017 9:59 AM	File folder	
	Company File QB 2015 - August 2017	9/4/2017 8:50 AM	File folder	
	Company File QB 2015 - February 2017	3/3/2017 12:00 PM	File folder	
	Company File QB 2015 - January 2017	2/2/2017 11:55 AM	File folder	
	Company File QB 2015 - July 2017	8/1/2017 9:12 AM	File folder	
	Company File QB 2015 - June 2017	7/10/2017 9:56 AM	File folder	
	Company File QB 2015 - May 2017	6/6/2017 1:42 PM	File folder	
	Company File QB 2015 - October 2017	11/2/2017 5:04 PM	File folder	
	Company File QB 2015 - September 2017	10/3/2017 9:58 AM	File folder	
	Company File QB 2015 November	12/4/2017 9:57 AM	File folder	
	Company File September 2017	10/3/2017 10:07 AM	File folder	
	New folder	12/4/2017 1:32 PM	File folder	

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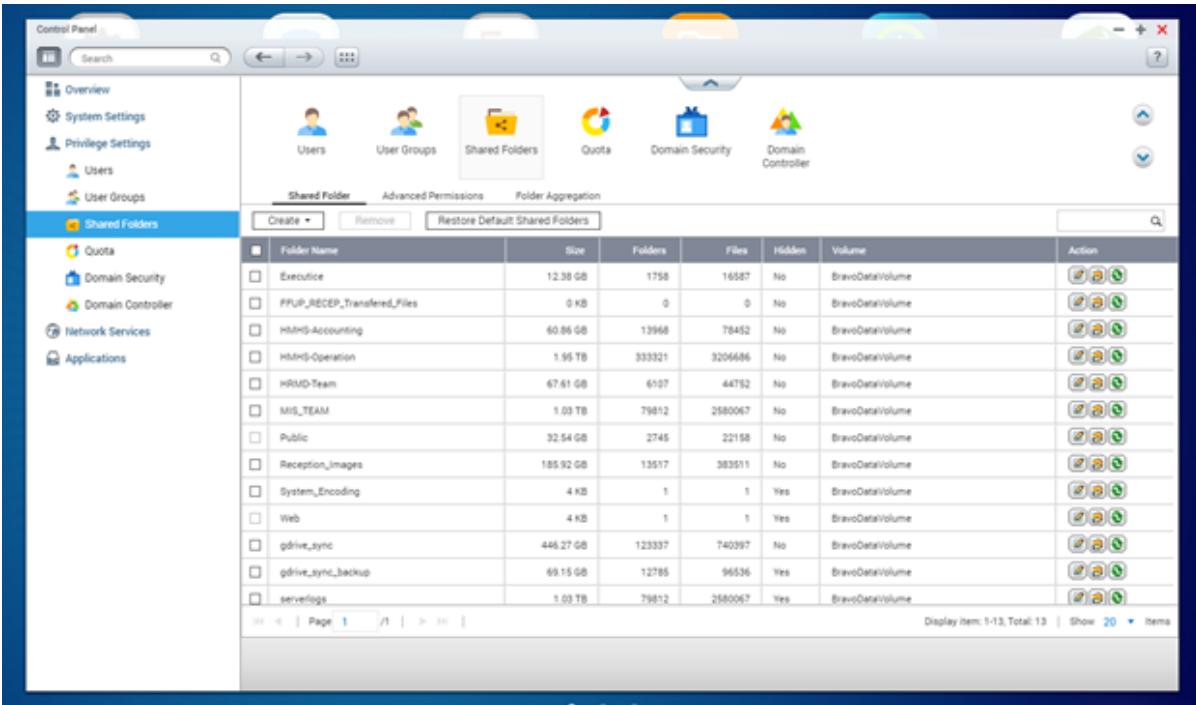
10.0 HOW TO CREATE A SHARED FOLDER IN BRAVO

1. Go to URL: <http://192.168.10.202:8080/cgi-bin/>
2. Log in
3. Go to Control Panel and click the shared folders

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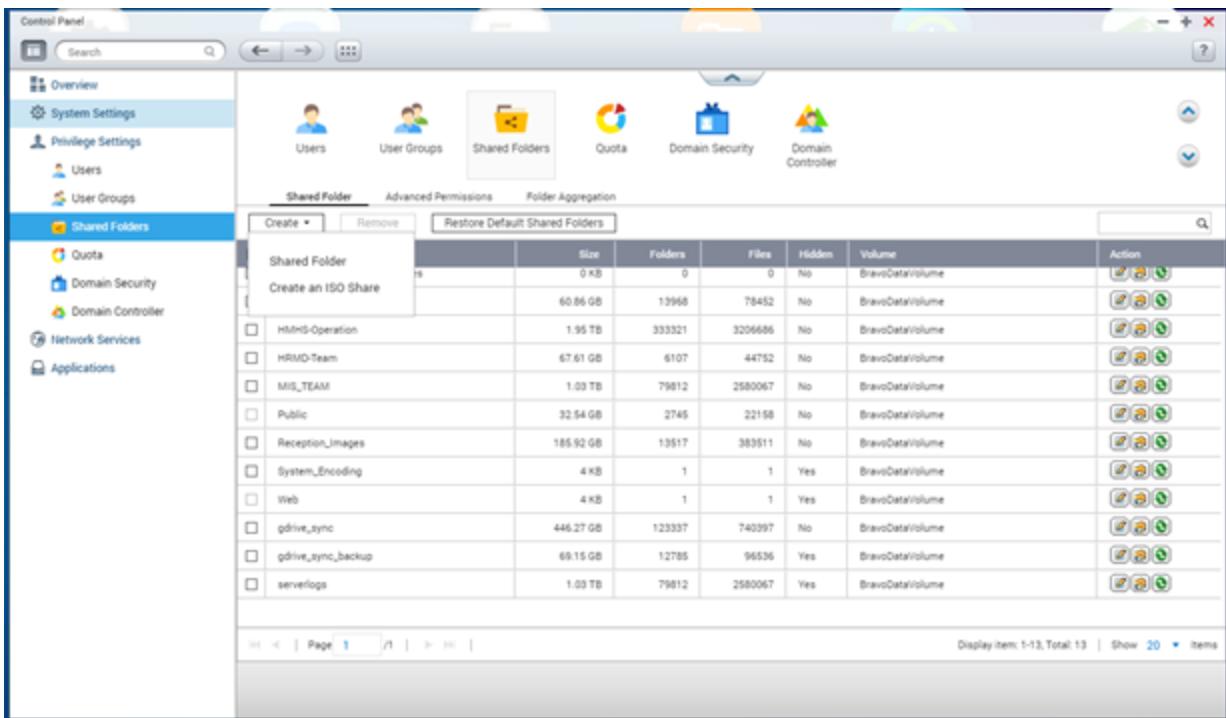


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		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 0
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

4. Click Create



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5. Fill up required fields

Create A Shared Folder

Please fill out the following fields to create a shared folder

Folder Name:	<input type="text"/>
Comment (optional):	<input type="text"/>
Disk Volume:	BravoDataVolume (Free Size: 1.53 TB) <input type="button" value="▼"/>
Path:	<input checked="" type="radio"/> Specify path automatically <input type="radio"/> Enter path manually <input type="button" value="▼"/>

Configure access privileges for users

Currently, only the "admin" account has full permissions for this folder.

Folder Encryption

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6. Select the user permissions then click Create

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Create A Shared Folder

Configure access privileges for users

[Close](#)

User name	Preview	RO	RW	Deny
admin	Read/Write	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
mis	No Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dderit	No Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dmcpagdilao	No Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bbdungog	No Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
adoctora	No Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ampaje	No Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ijcuayzon	No Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 /17 | ▶ | ⏪ | ⏴ | ⏵

Display item: 1-10, Total: 165

[Create](#)

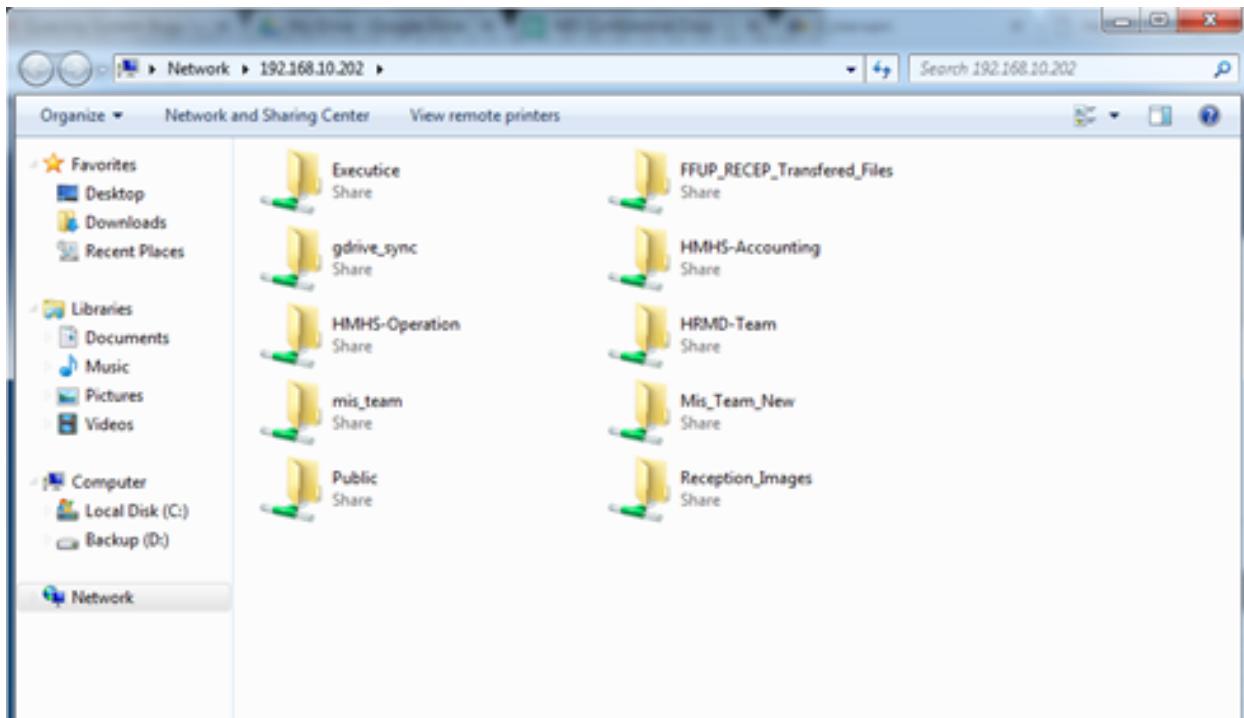
[Cancel](#)

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7. Check the folder you created on Bravo



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11.0 HOW TO ENCRYPT FILE IN EXCEL

1. Click file in the upper left of excel

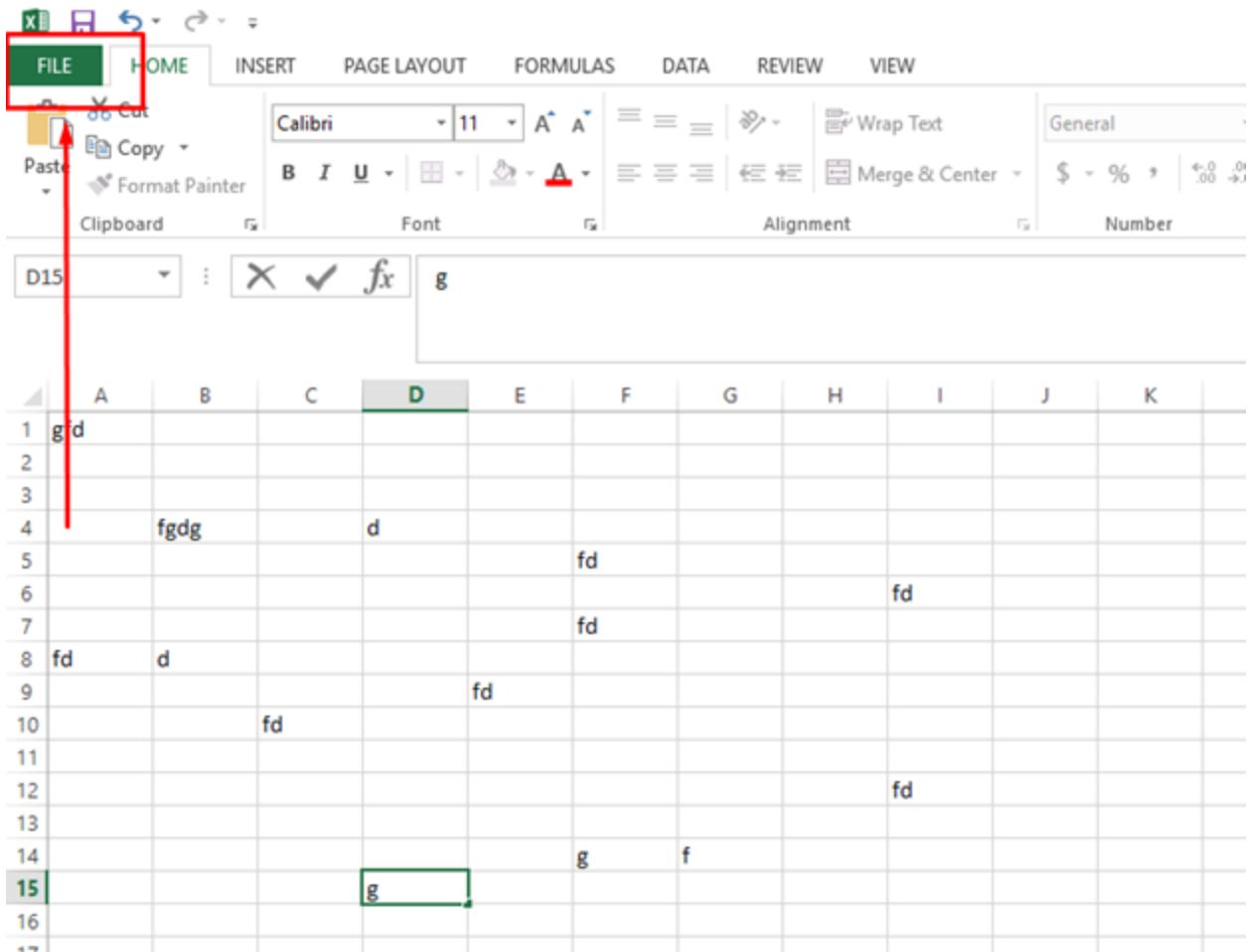
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The screenshot shows a Microsoft Excel spreadsheet. The ribbon menu is visible at the top, with the 'FILE' tab highlighted. The main area contains a grid of data from row 1 to 15 and columns A to K. The data includes entries like 'g d' in cell D1, 'fd' in cell A8, and 'fd' in cell D6. Cell D15 is currently selected, showing the letter 'g'. A red vertical line highlights the 'FILE' tab in the ribbon, and a red box highlights the 'FILE' tab itself.

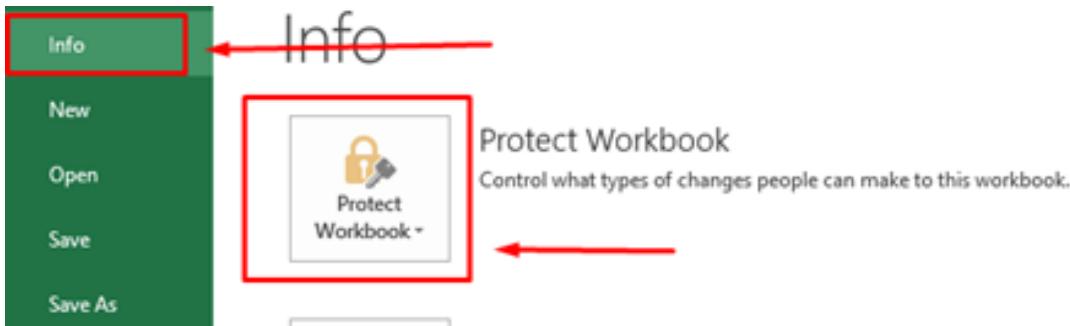
	A	B	C	D	E	F	G	H	I	J	K
1	g d										
2											
3											
4	fgdg		d								
5					fd						
6					fd				fd		
7					fd						
8	fd	d									
9				fd							
10				fd							
11											
12									fd		
13											
14							g	f			
15							g				
16											

2. Go to info tab then click Protect Workbook

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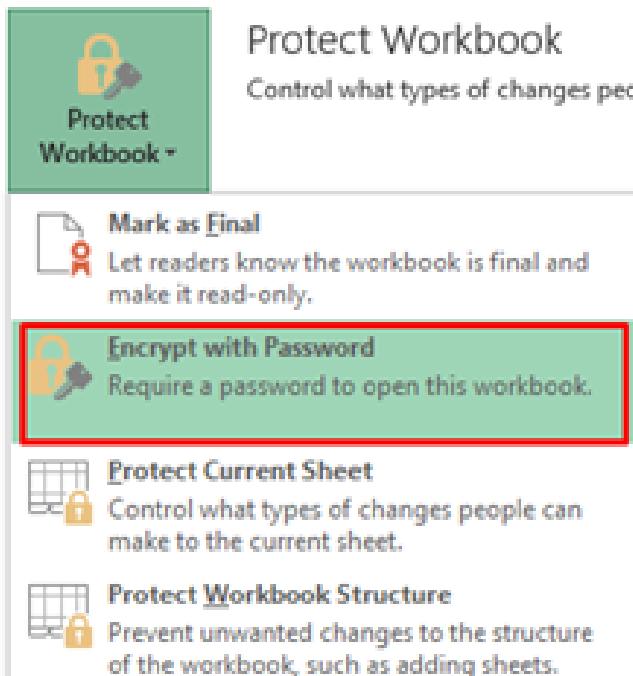


3. Click encrypt with Password

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4. Enter a password then click OK

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Encrypt Document

Encrypt the contents of this file

Password:

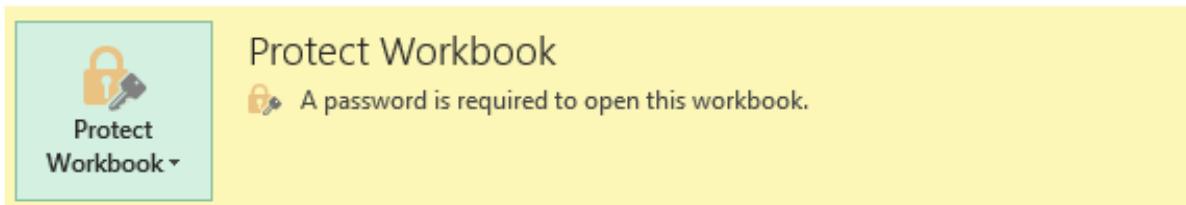
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.
(Remember that passwords are case-sensitive.)

Confirm Password

Encrypt the contents of this file

Reenter password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place.
(Remember that passwords are case-sensitive.)



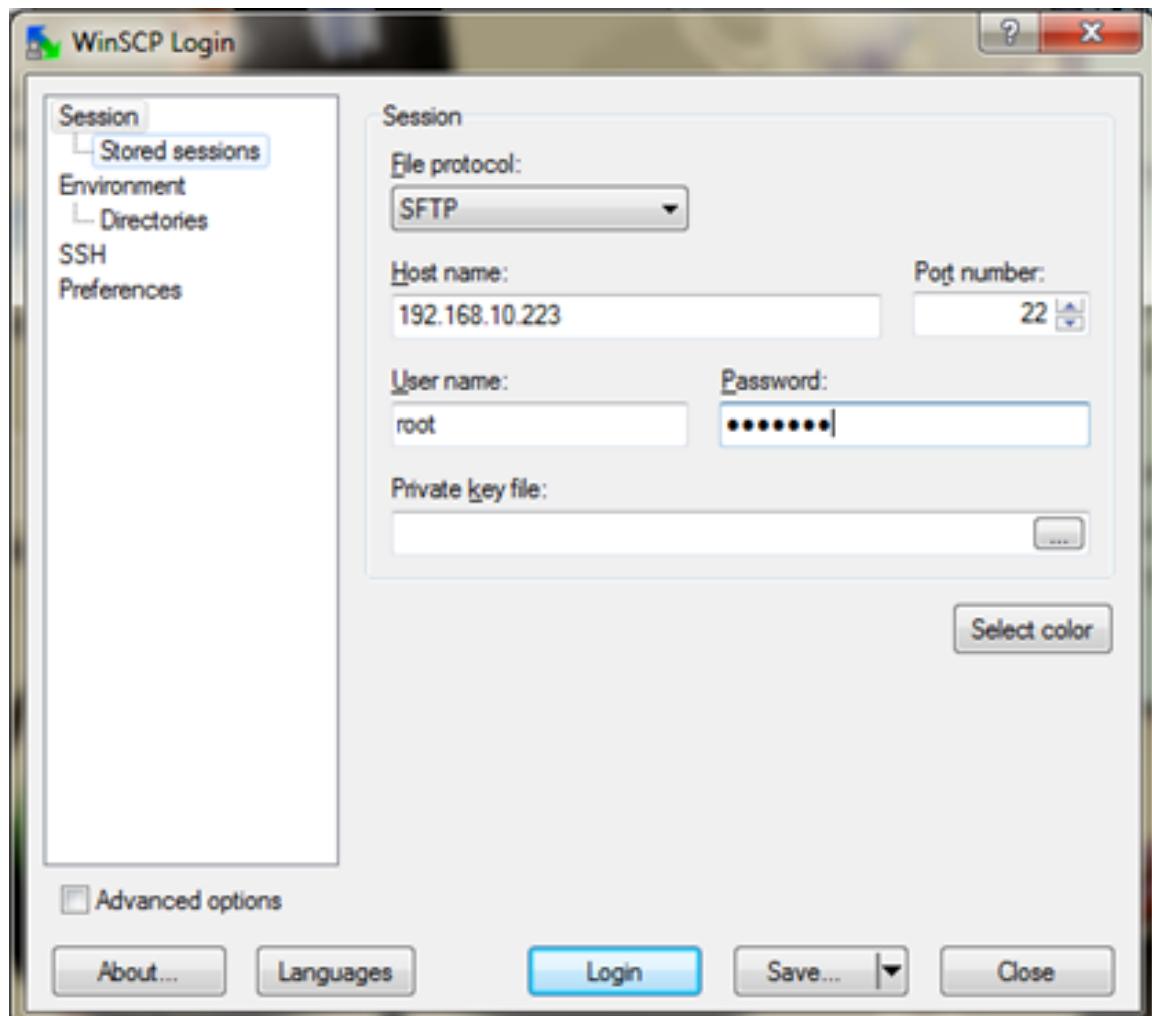
12.0 HOW TO GENERATE LINK IN SAKAYPH

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1. Open WinSCP. Enter the host name, username and password then click Log In

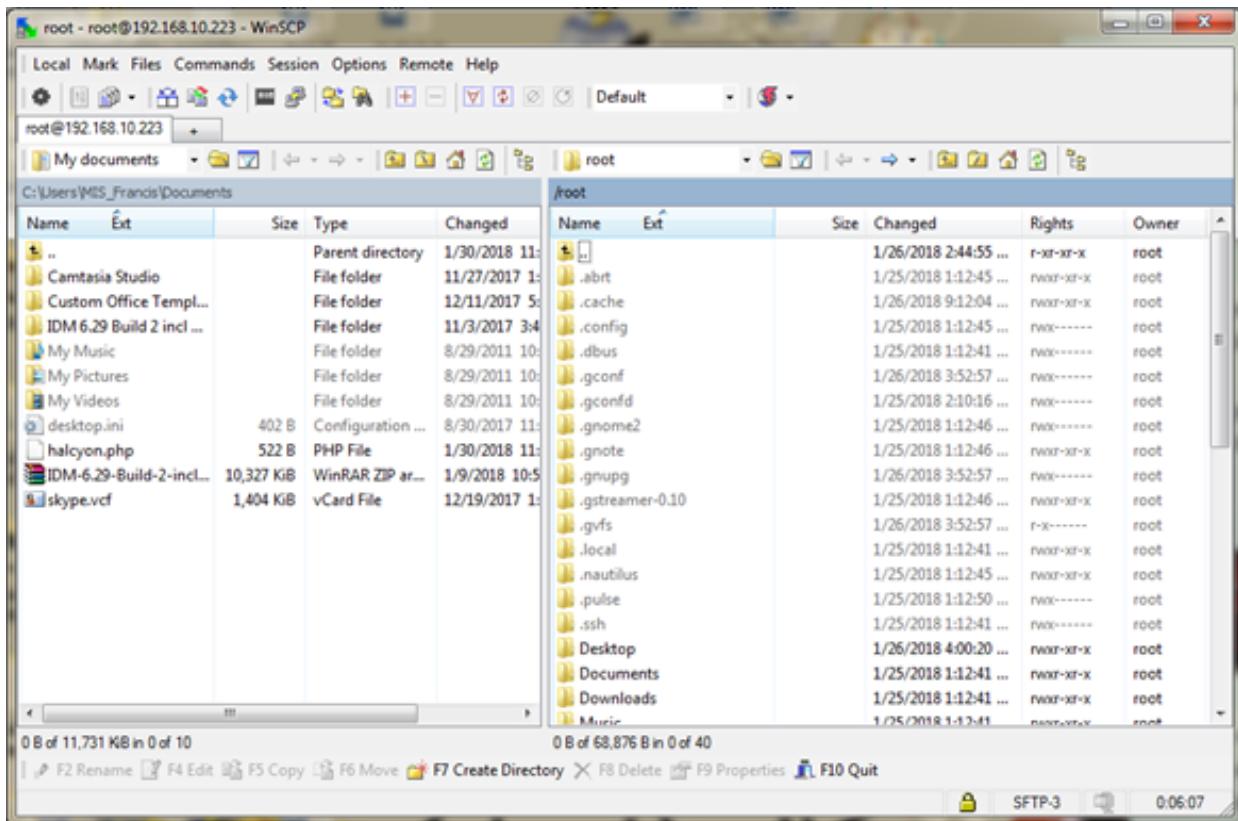


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2. Click root/var/www/html/hmhs/sakayph



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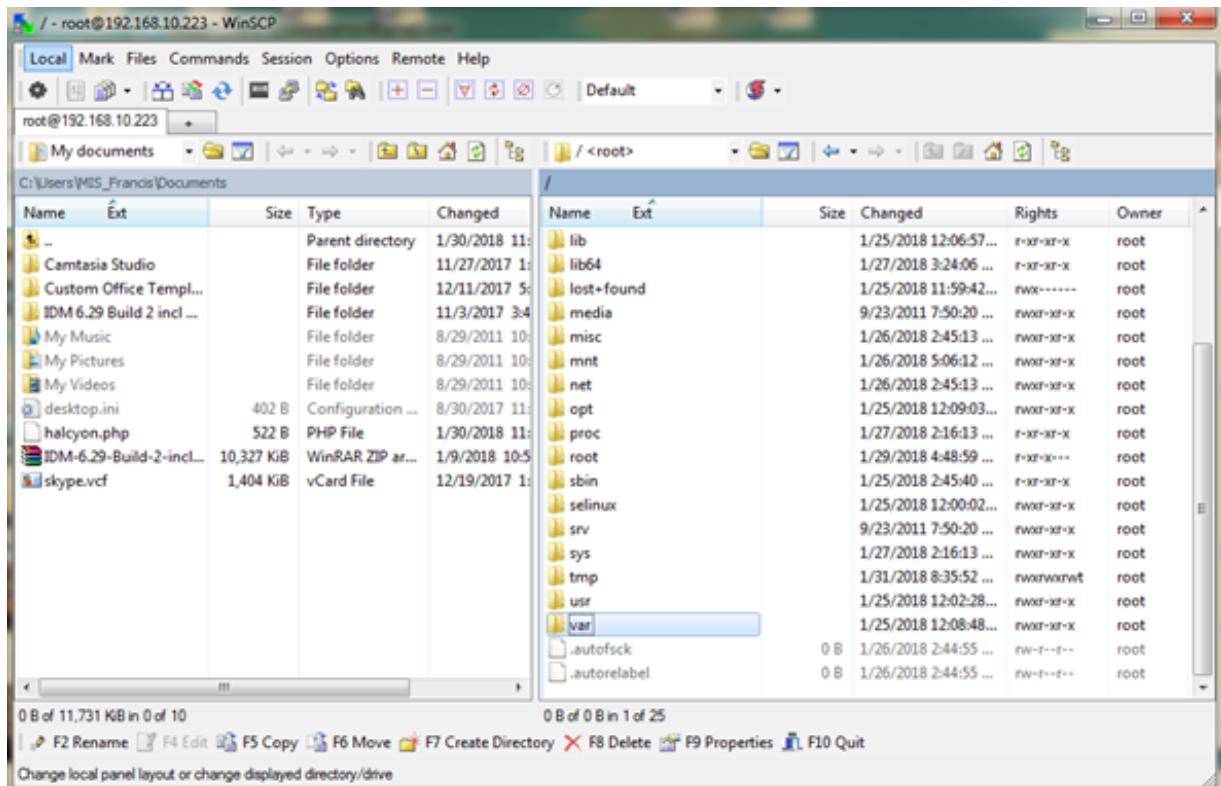
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
		REVISION NO.: 0	
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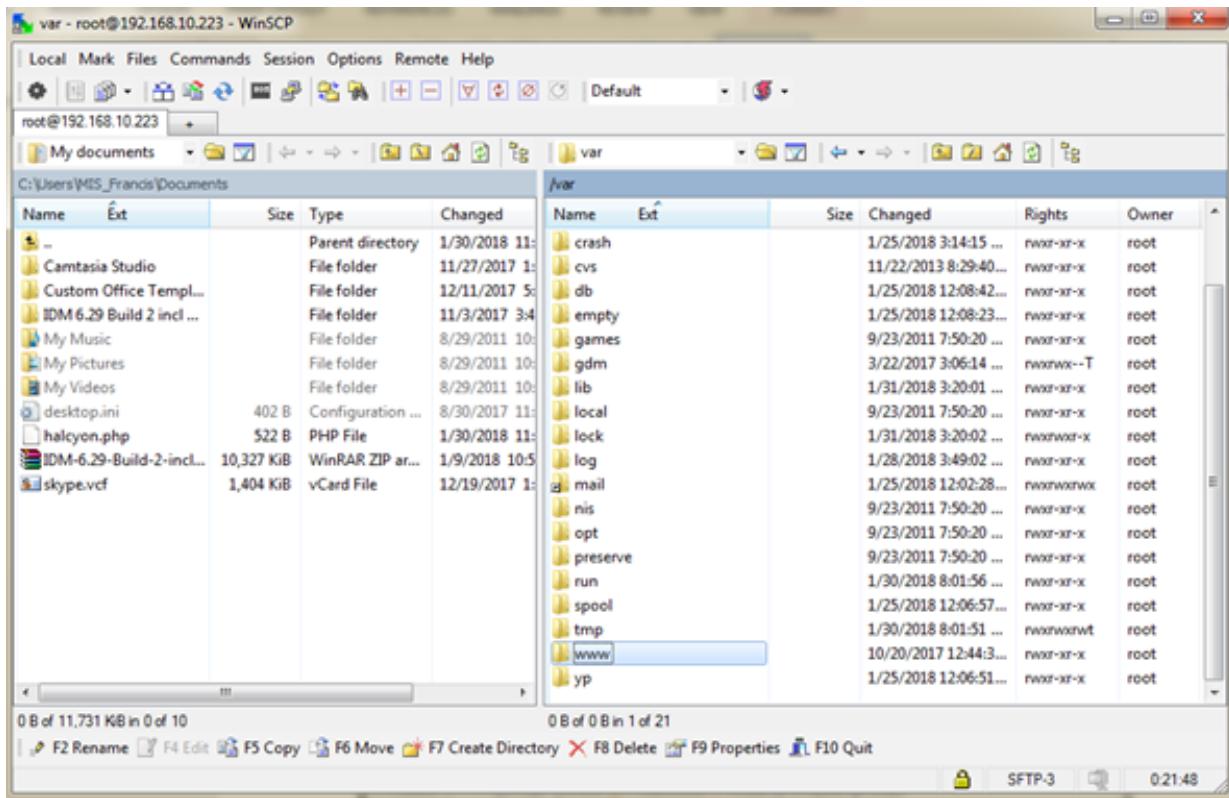
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 0
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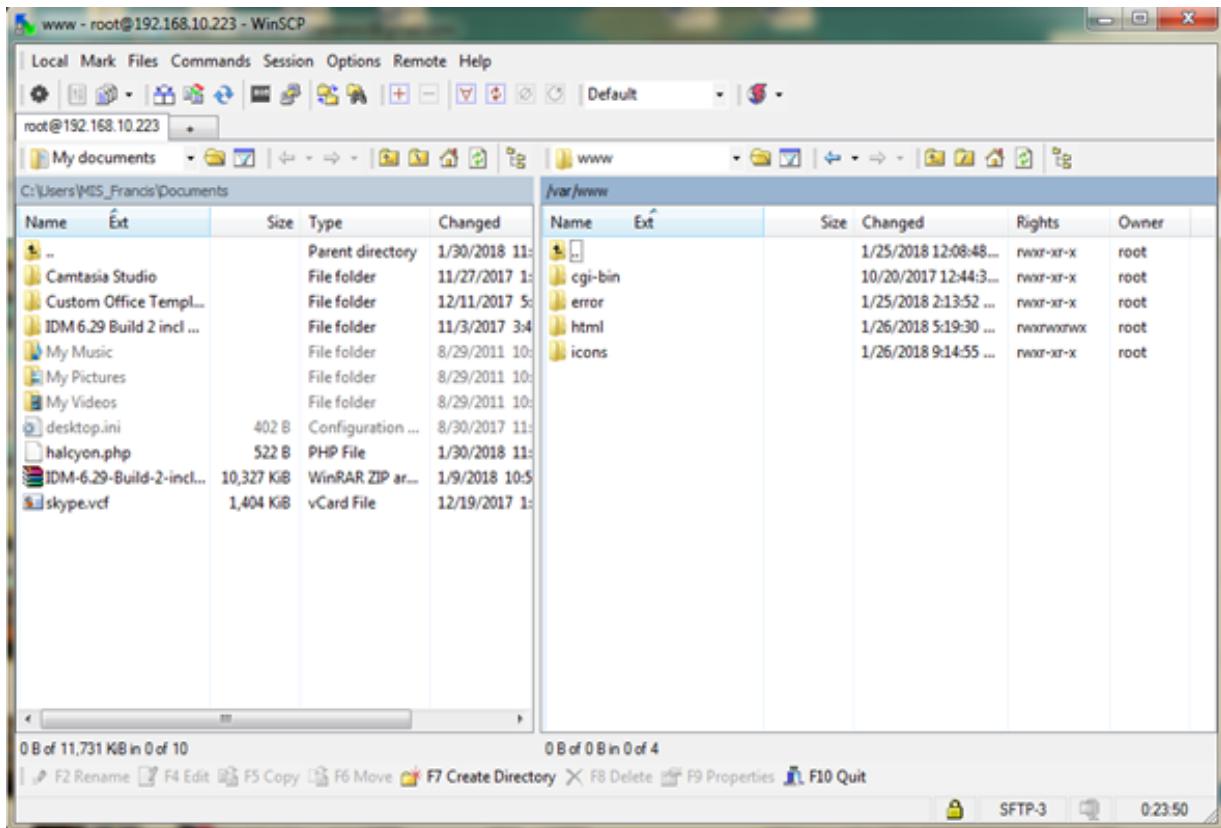
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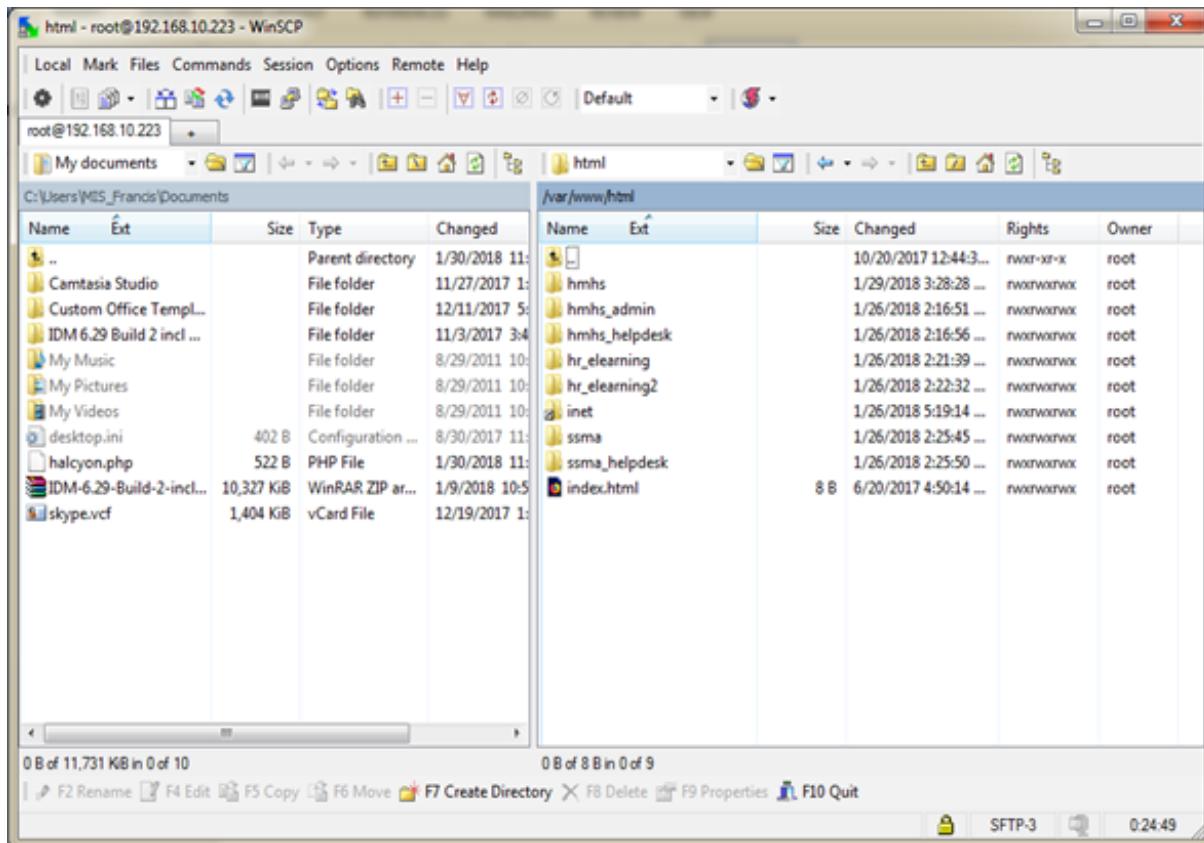


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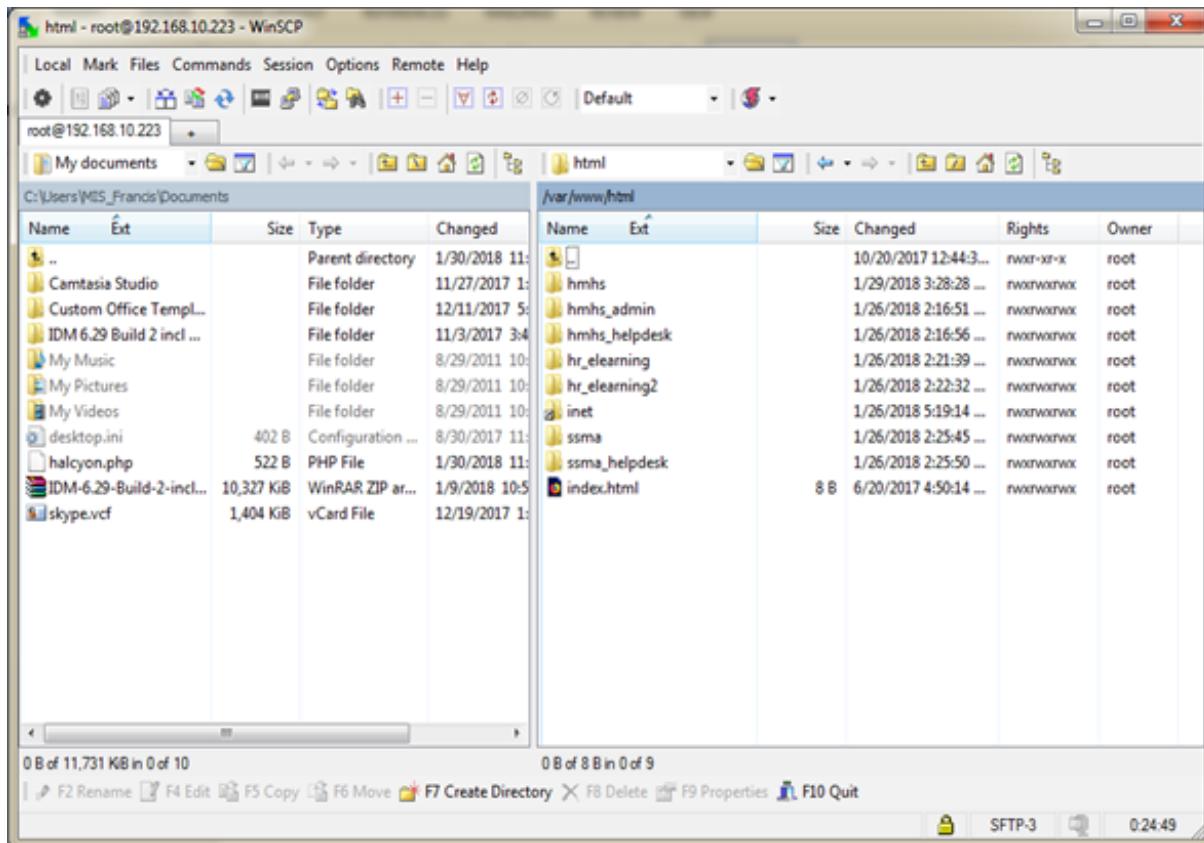
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
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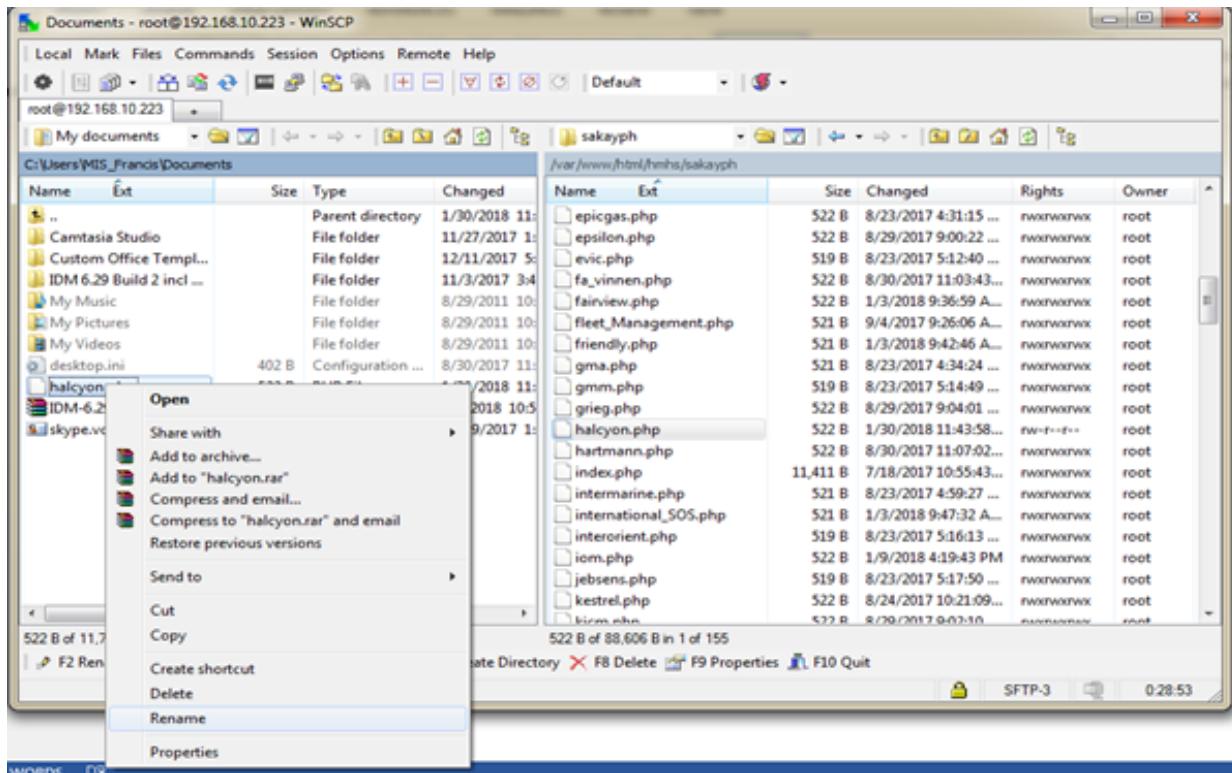
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
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3. Enter a new filename

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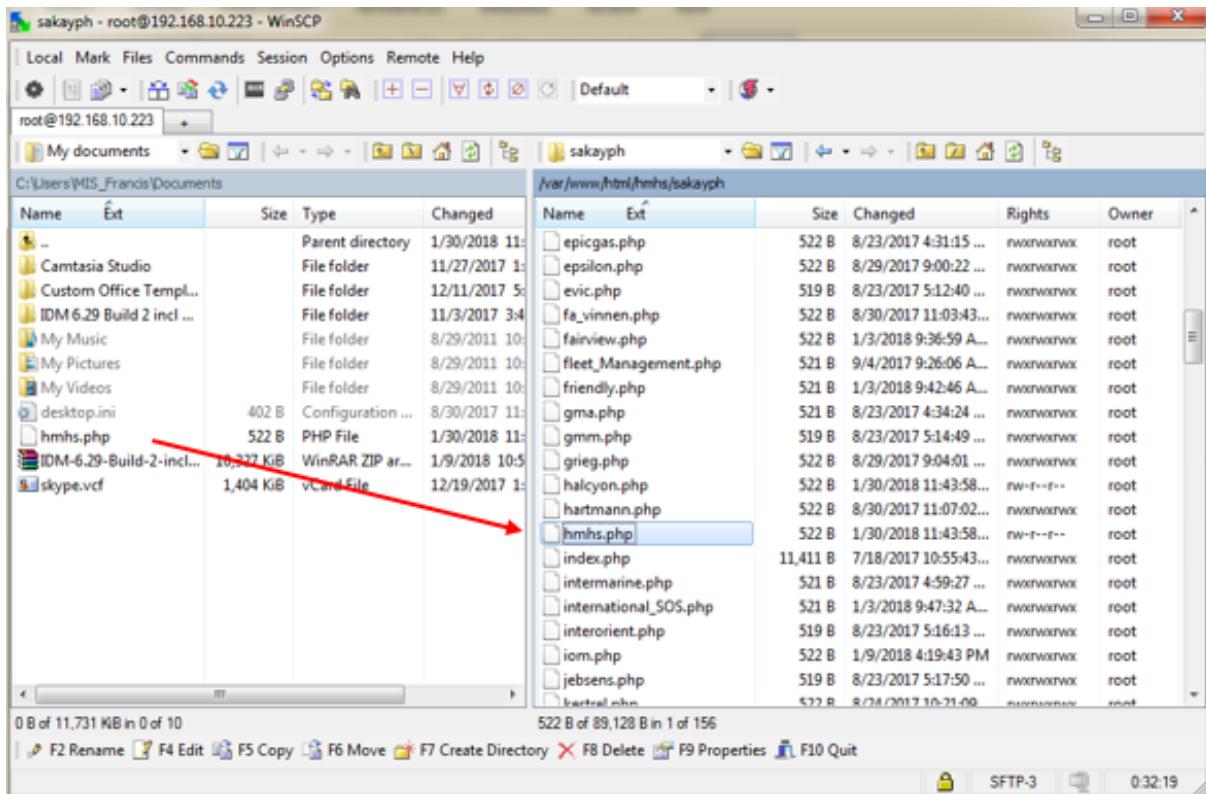


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4. After changing the file name, drag the file in the right side



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5. Right click and choose edit

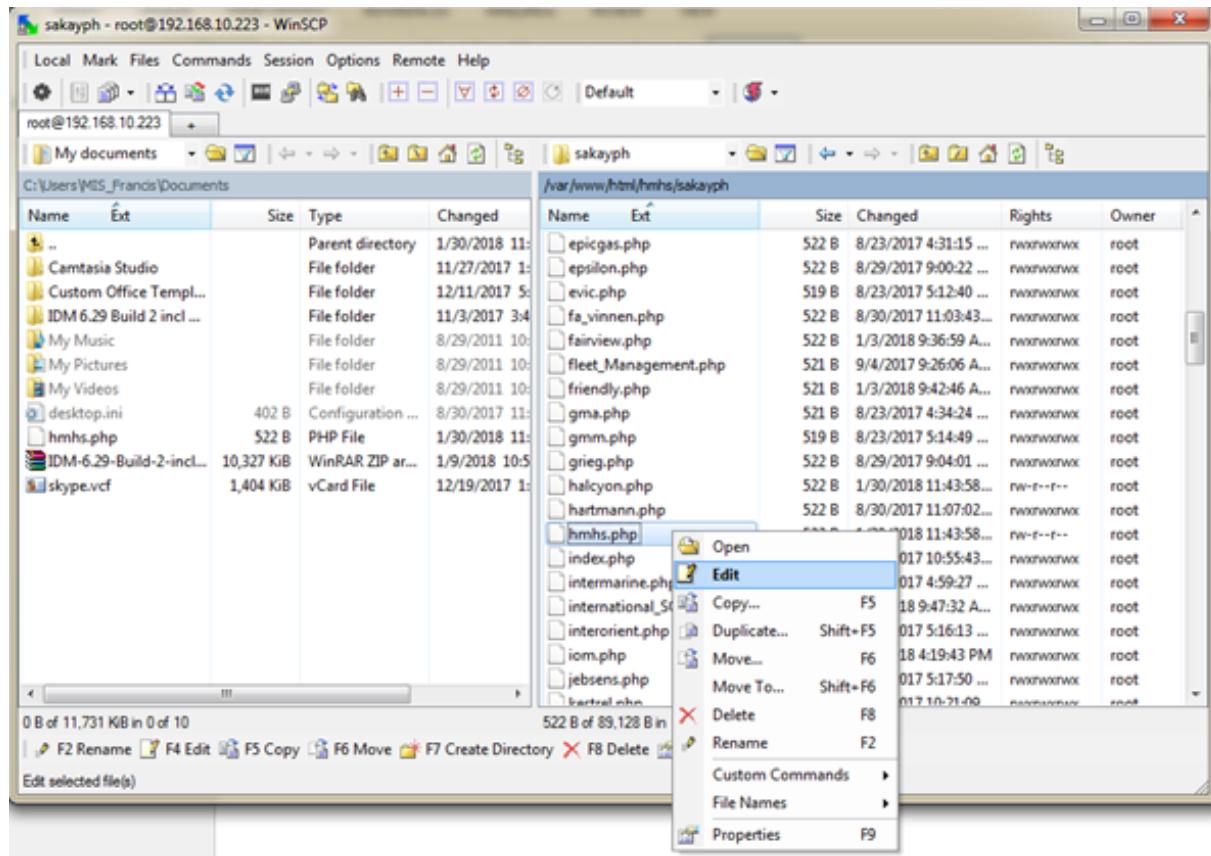
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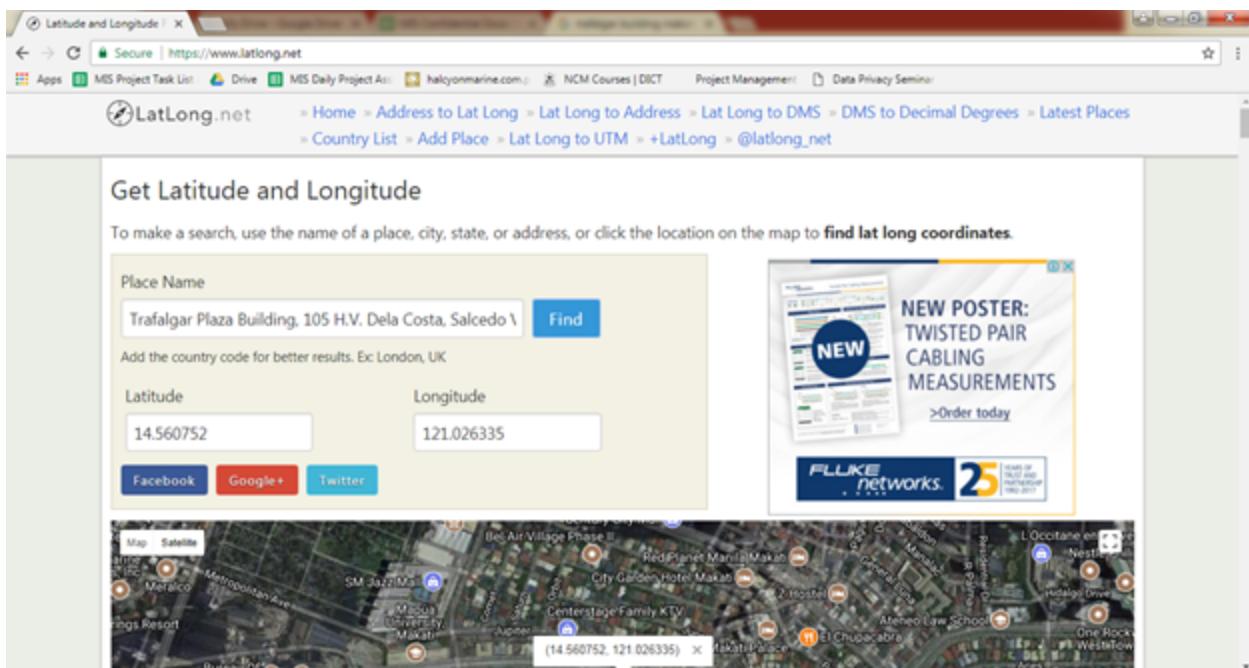
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6. Open your browser and search for the latitude and longitude of the address



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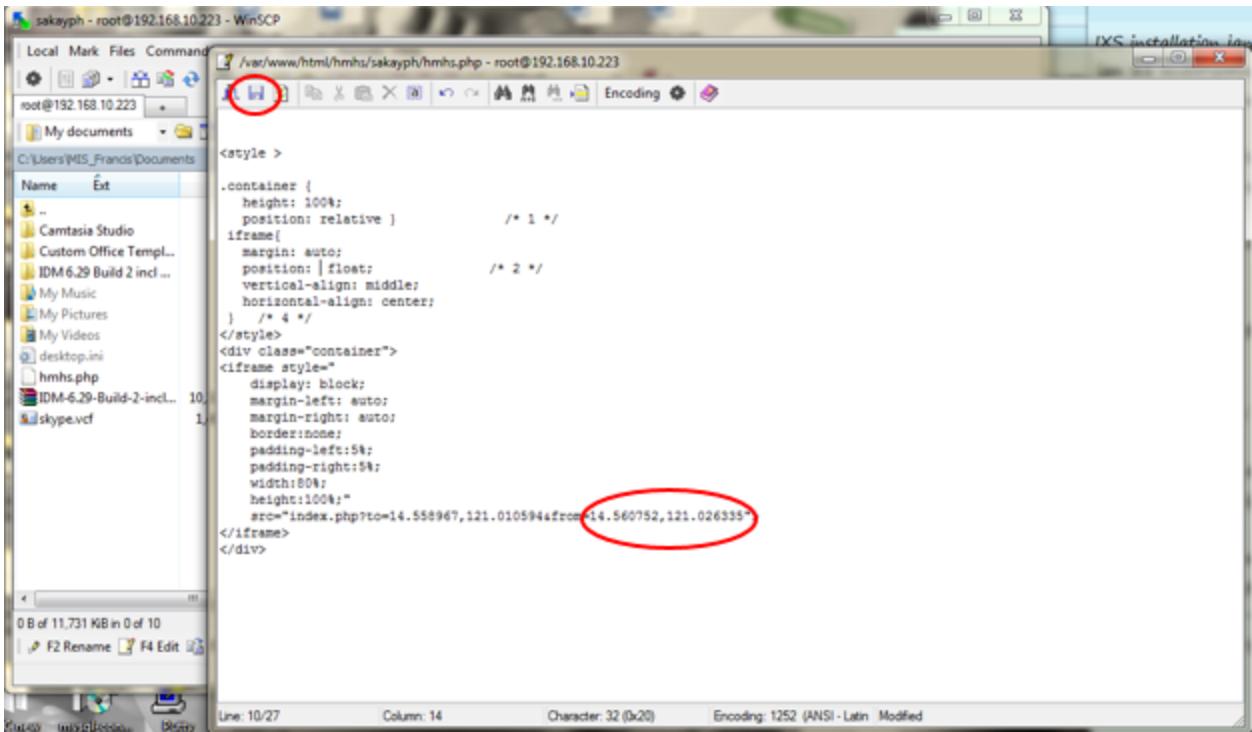
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7. Copy the latitude and longitude from the website, paste it here and click Save



```

<style>
.container {
    height: 100%;
    position: relative } /* 1 */
iframe{
    margin: auto;
    position: absolute;
    vertical-align: middle;
    horizontal-align: center;
} /* 4 */
</style>
<div class="container">
<iframe style="
    display: block;
    margin-left: auto;
    margin-right: auto;
    border:none;
    padding-left:5%;
    padding-right:5%;
    width:80%;
    height:100%;">
    src="index.php?to=14.558967,121.010594&from=14.560752,121.026335"
</iframe>
</div>

```

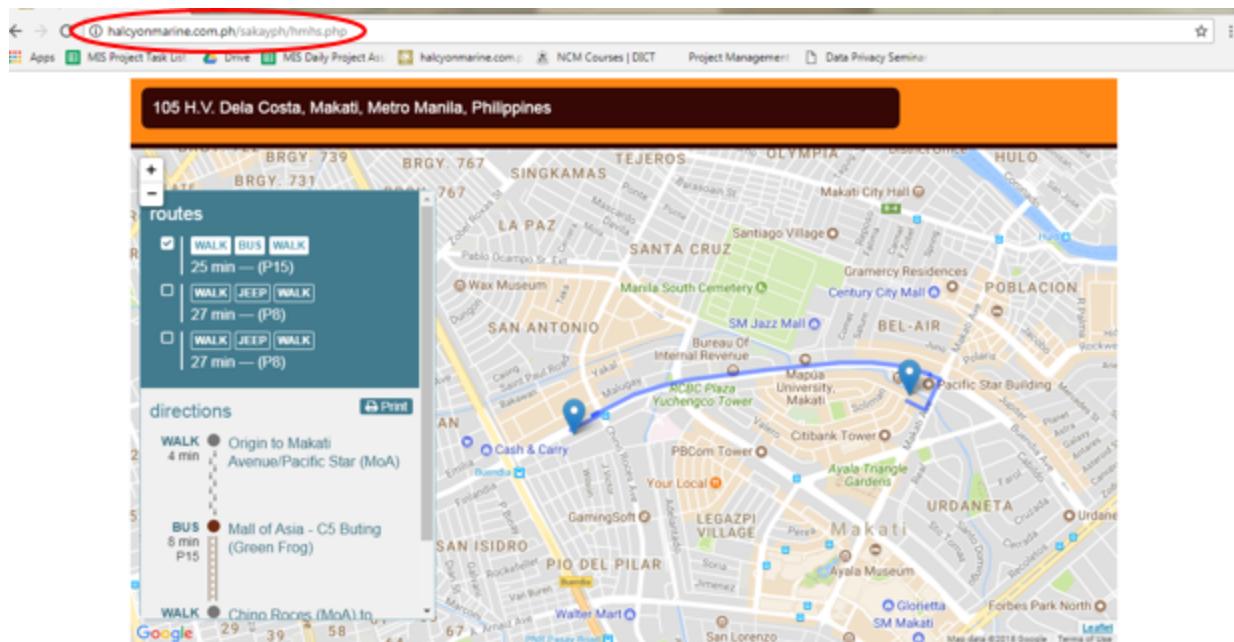
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8. Open your browser and type the link



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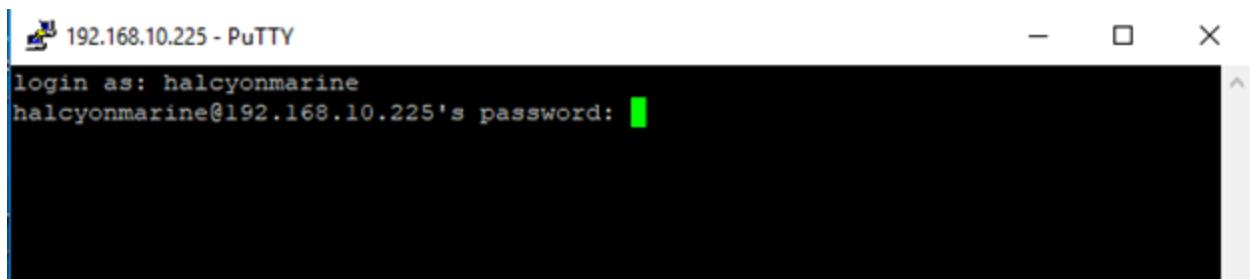
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13.0 HOW TO START GUNICORN IN INET STAGING SERVER

1. Connect to the server using SSH via Putty
2. Type the IP of the server you want to access then click open or hit enter
3. Login as halcyonmarine



4. Once you successfully login type the command cd /srv/www/halcyon-inetv4/ then hit enter

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```
halcyonmarine@inetv4-staging:~  
login as: halcyonmarine  
halcyonmarine@192.168.10.225's password:  
Last login: Tue Jan 29 16:17:20 2019 from 192.168.10.212  
[halcyonmarine@inetv4-staging ~]$ cd /srv/www/halcyon-inetv4/
```

5. Check staging process ID using command netstat -lntp then hit enter

```
halcyonmarine@inetv4-staging:/srv/www/halcyon-inetv4  
[halcyonmarine@inetv4-staging halcyon-inetv4]$ netstat -lntp
```

6. Shutdown the running program. Type the command sudo kill -9 23118 <plID> then hit enter

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```
Active Internet connections (only servers)
Proto Recv-Q Send-Q Local Address           Foreign Address         Stat
e      PID/Program name
tcp     0      0 127.0.0.1:631              0.0.0.0:*             LIST
EN
tcp     0      0 127.0.0.1:5432             0.0.0.0:*             LIST
EN
tcp     0      0 127.0.0.1:25               0.0.0.0:*             LIST
EN
tcp     0      0 0.0.0.0:8000              0.0.0.0:*             LIST
EN 23118/python2.7
tcp     0      0 0.0.0.0:52864             0.0.0.0:*             LIST
EN
tcp     0      0 127.0.0.1:3310             0.0.0.0:*             LIST
EN
tcp     0      0 0.0.0.0:111              0.0.0.0:*             LIST
EN
tcp     0      0 0.0.0.0:80               0.0.0.0:*             LIST
EN
tcp     0      0 0.0.0.0:22               0.0.0.0:*             LIST
EN
tcp     0      0 ::1:631                  ::*:                 LIST
EN
tcp     0      0 ::1:5432                 ::*:                 LIST
EN
tcp     0      0 ::1:25                   ::*:                 LIST
EN
tcp     0      0 ::1:111                  ::*:                 LIST
EN
tcp     0      0 ::57747                 ::*:                 LIST
EN
tcp     0      0 ::22                    ::*:                 LIST
EN
[halcyonmarine@inetv4-staging halcyon-inetv4]$ sudo kill -23118 <pID>
```

7. Activate the environment execute the command . /srv/py279_venv/bin/activate then hit enter

```
halcyonmarine@inetv4-staging:/srv/www/halcyon-inetv4
[halcyonmarine@inetv4-staging halcyon-inetv4]$ . /srv/py279_venv/bin/activate
(py279_venv) [halcyonmarine@inetv4-staging halcyon-inetv4]$
```

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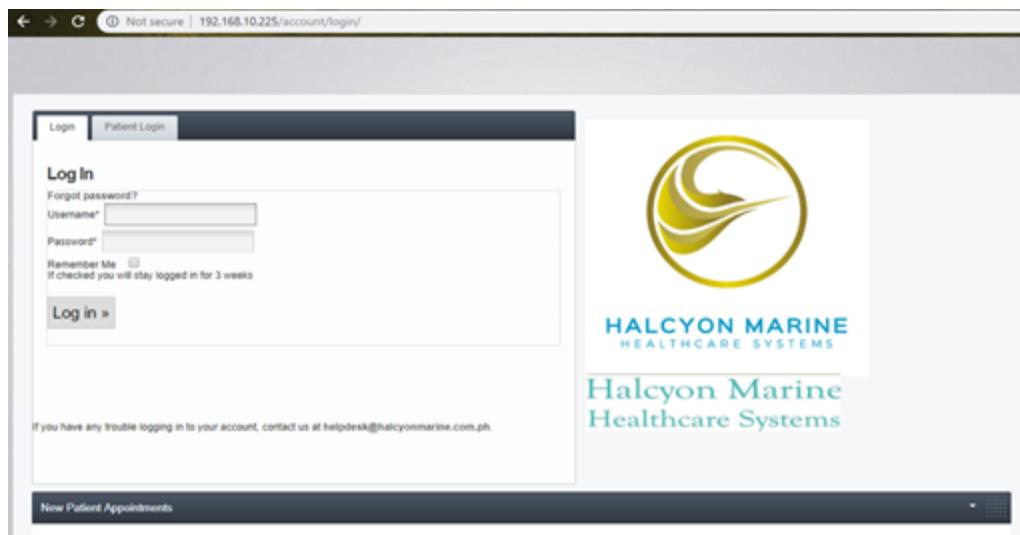
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8. Execute the command gunicorn halcyon.wsgi:application --bind 0.0.0.0:8000 –daemon



```
halcyonmarine@inetv4-staging:~/www/halcyon-inetv4
[halcyonmarine@inetv4-staging halcyon-inetv4]$ . /srv/py279_venv/bin/activate
(py279_venv) [halcyonmarine@inetv4-staging halcyon-inetv4]$ gunicorn halcyon.wsgi:application --bind 0.0.0.0:8000 --daemon
```

9. Check the staging server in your browser



14.0 HOW TO USE WORKBENCH

1. Open Workbench

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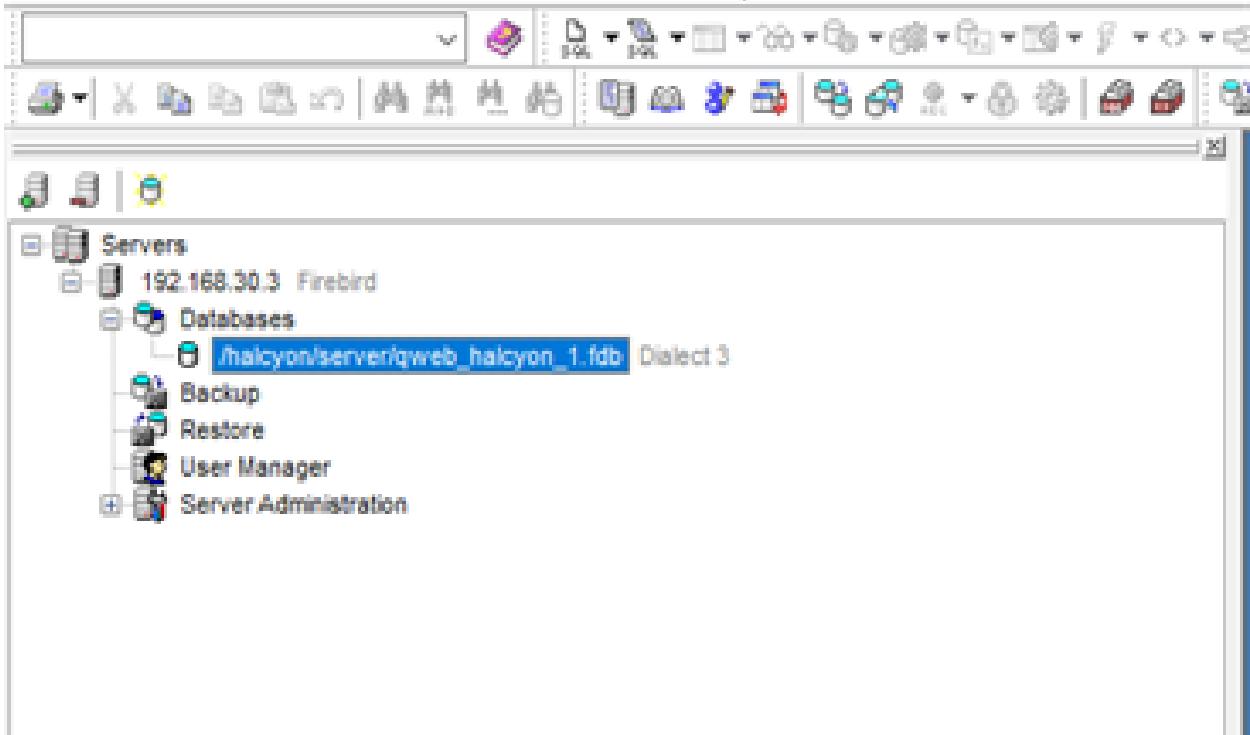
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SUBJECT: WORK INSTRUCTIONAL FOR MIS			

2. Once you opened the workbench, go to Databases open /halcyon/server/qweb_halcyon_1.fdb

 **Database Workbench v2.8.6 Pro**

File Edit Search Editors View Tools Windows Help



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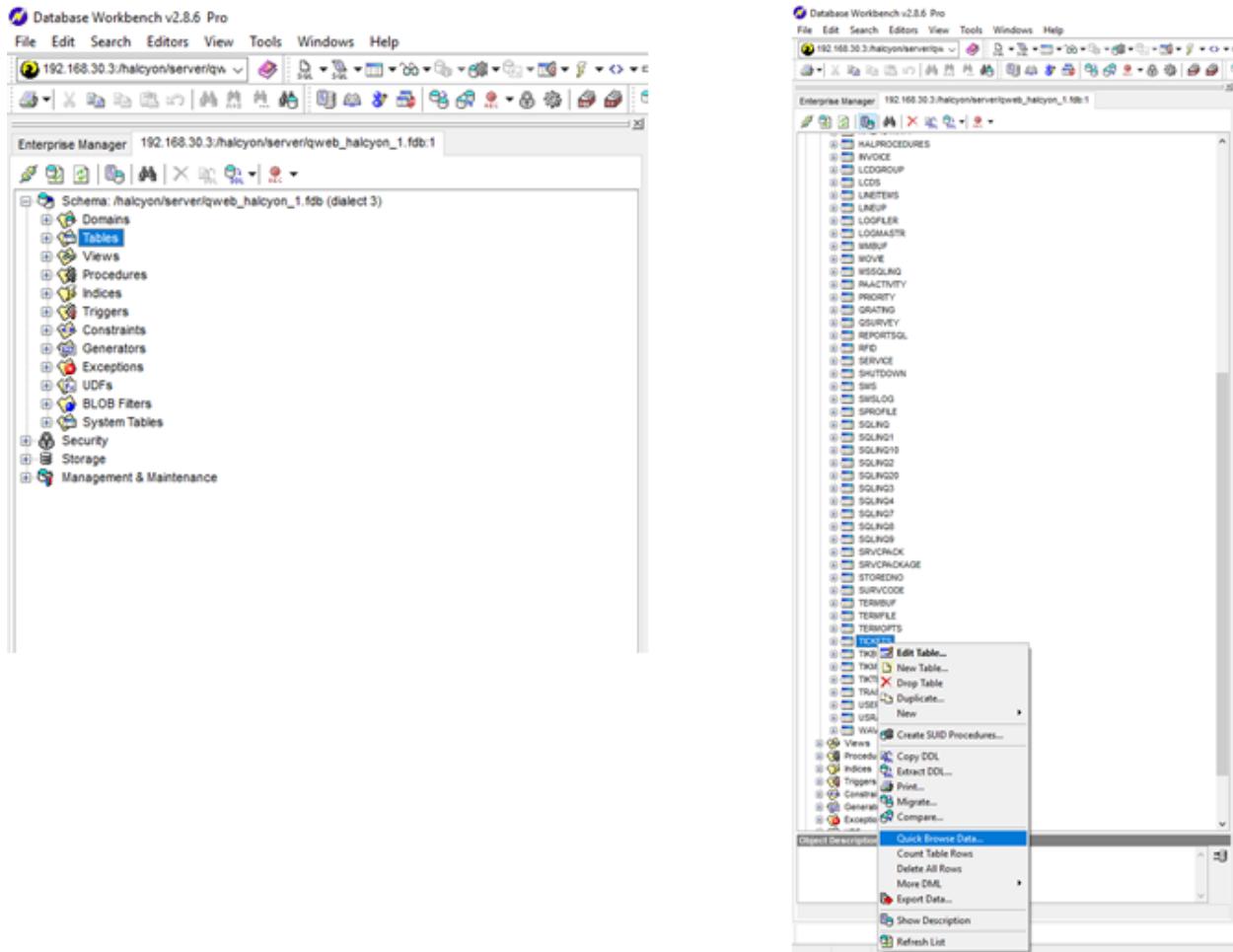
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3. Categories will appear then click tables, select TICKETS then click the Quick Browse Data to start generating a query

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5. The query below is to check how many patients is not yet activated, waiting and done

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```

1 select
2   CUST_ID, TIKETIME
3 from
4   TICKETS
5 where
6   GROUPNO = 25| and TIK_STATUS = 1
7
8
9
10
Page 1
  
```

6. Below are the list of Group and its GROUP NO.

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Group No	Group Name
1	Category A
2	Category B
3	Category C
4	Category D
5	Category E
6	Category F
7	Cashier
10	Blood Extraction
11	DAAT
12	Immunization
13	History Taking
14	Doc Release
15	FF Receiving
16	Consultation
17	Visual
18	Audiometry
19	Dental
20	Spirometry
21	ECG
22	Treadmill
23	2D Echo
24	X-Ray
25	Ultrasound
26	Panoramic Dental
27	BP Monitoring
28	PEMD
29	Psych Test

Type of TIK STATUS in TICKETS

- 1 - Waiting
- 2 - Done
- 10 - Not Activated
- 12 - Cancelled
- 101 - Tag and Hold
- 102 - Tag and Continue

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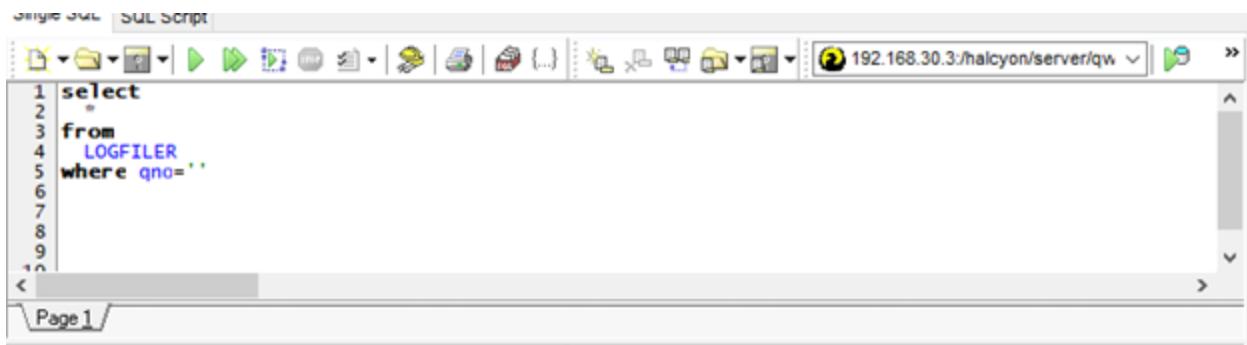
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Type of TIK STATUS in LOGFILER

- 1 - Done
- 2 - Call
- 7 - No show

7. The query below is to check in what unit is the patient currently being served



```

1 select
2   *
3 from
4   LOGFILER
5 where qno=''
6
7
8
9
10

```

8. The query below is to check if the patient is done, waiting, not activated or in tag and hold status

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Single SQL SQL Script

```

1 select
2 *
3 from
4 TICKETS
5 where CUST_ID='|'
6
7
8
9
10

```

Page 1

15.0 RECEPTION PHOTO UPLOAD ERROR

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OSError at /reception/peme/edit/255533

[Errno 13] Permission denied: '/srv/www/halcyon-inetv4/site_media/media/photo/49599/224755.jpeg'

Request Method: POST
Request URL: http://192.168.10.229/reception/peme/edit/255533
Django Version: 1.4.13
Exception Type: OSError
Exception Value: [Errno 13] Permission denied: '/srv/www/halcyon-inetv4/site_media/media/photo/49599/224755.jpeg'
Exception Location: /usr/lib/python2.7/dist-packages/django/core/files/storage.py in _save, line 192
Python Executable: /usr/lib/python2.7
Python Version: 2.7.9
Python Path: ['/srv/www/halcyon-inetv4/apps', '/srv/www/halcyon-inetv4', '/srv/www/halcyon-inetv4/venv/bin', '/usr/lib/python2.7', '/usr/lib/python2.7/lib-dynload', '/usr/lib/python2.7/lib/python2.7', '/usr/lib/python2.7/lib/python2.7/plat-linux2', '/usr/lib/python2.7/lib/python2.7/plat-linux2/lib-tk', '/usr/lib/python2.7/lib/python2.7/lib-tkinter', '/usr/lib/python2.7/lib/python2.7/lib-dynload', '/usr/lib/python2.7/lib/python2.7/lib-tkinter', '/usr/local/lib/python2.7', '/usr/local/lib/python2.7/lib-tk', '/usr/local/lib/python2.7/lib-tkinter', '/usr/local/lib/python2.7/lib-tkinter', '/usr/local/lib/python2.7/lib-tkinter', '/usr/local/lib/python2.7/site-packages']
Server time: Mon, 6 May 2019 06:07:46 +0000

Traceback [Switch to copy-and-paste view](#)

```
/srv/py279_venv/lib/python2.7/site-packages/django/core/handlers/base.py in get_response
    159.             response = callback(request, *callback_args, **callback_kwargs)
▶ Local vars

/srv/www/halcyon-inetv4/apps/reception/views/peme.py in edit
    239.         peme.name)
▶ Local vars

/srv/www/halcyon-inetv4/apps/reception/models.py in save
    585.         super(Peme, self).save()
▶ Local vars

/srv/py279_venv/lib/python2.7/site-packages/django/db/models/base.py in save
    663.         self._save_base(using=using, force_insert=force_insert, force_update=force_update)
▶ Local vars

/srv/py279_venv/lib/python2.7/site-packages/django/db/models/base.py in save_base
    887.             values = [(f, None, (row and getatt(self,fieldname) or f.pre_save(self, False))) for f in non_pk]
▶ Local vars
```

Error Description: Reception encountered the above error upon submission of initialized PEME with attached photo

Problem: Patient Image folder owner are set to different users rather than halcyon

1. Login on server 192.168.10.230 as root
 2. Go to this location: cd /media/Storage/files/photo/49599
Note: 49599 is the patient assigned folder on this case

[Errno 13] Permission denied: '/srv/www/halcyon-inetv4/site_media/media/photo/49599/224755.jpeg'

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3. Type and enter: ls -ltra

```
[root@appserver1 49599]# ls -ltra
total 3300
-rwxr-xr-x    1      33 tape        43627 Aug  3  2015 85854.jpeg
-rw-r--r--    1      33 tape        2372 Aug  3  2015 85854_128x128.jpeg
-rw-r--r--    1      33 tape        2847 Aug  3  2015 85854_150x150.jpeg
-rw-r--r--    1      33 tape        3048 Aug  5  2015 85854_160x160.jpeg
-rwxr-xr-x    1      33 tape       427980 Feb 10 2017 146391.jpeg
-rw-r--r--    1      33 tape        2099 Feb 10 2017 146391_128x128.jpeg
-rw-r--r--    1      33 tape        2613 Feb 10 2017 146391_150x150.jpeg
drwxr-xr-x   2      33 tape        4096 Feb 13 2017 .
-rw-r--r--    1      33 tape        2815 Feb 13 2017 146391_160x160.jpeg
drwxrwxrwx 90022 halcyon halcyon 1527808 May  6 07:47 ..
```

Note: you will see that the user and group are 33:tape. It should be halcyon:halcyon

4. Change folder and files ownership: chown -R halcyon:halcyon /media/Storage/files/photo/49599/

16.0 NET SHUTDOWN PROCESS

1. Login to putty: 192.168.10.222
2. Type and enter: kill \$(sudo lsof -t -i:8000)
3. Shutdown now (wait for the vm to shutdown if not for shutdown)

17.0 INET CLONING PROCESS

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1. Select KVM no. 4 (SRV-INETV2-APP-02)
2. Clone vm-inetapp-04
3. File -> Export Appliance
4. Rename VM: "inetv4-app1-04022019"
5. Location: /mnt/vm

18.0 INET REBOOT PROCESS

1. Start vm vm-inetapp-04
2. Login to putty: 192.168.10.222
3. Enter username and password
4. Check the iptables/firewall status
 - 4.1 service iptables status
 - 4.2 iptables: Firewall is not running - if you see this status just continue to type the command
5. Service iptables stop
6. Type the command sestatus
 - 6.1 if the status is disabled, continue. If not, type the command
7. vi /etc/selinux/config and edit the SELINUX=disabled
8. last check the clamd status (service clamd status clamd (pid 2703) is running... , proceed or just type the (service clamd start)
9. Type and enter: mount -a
10. type and enter: service nginx start
11. cd /srv/www/halcyon-inetv4/
12. su mis
13. Enter #-> . /srv/py279_venv/bin/activate

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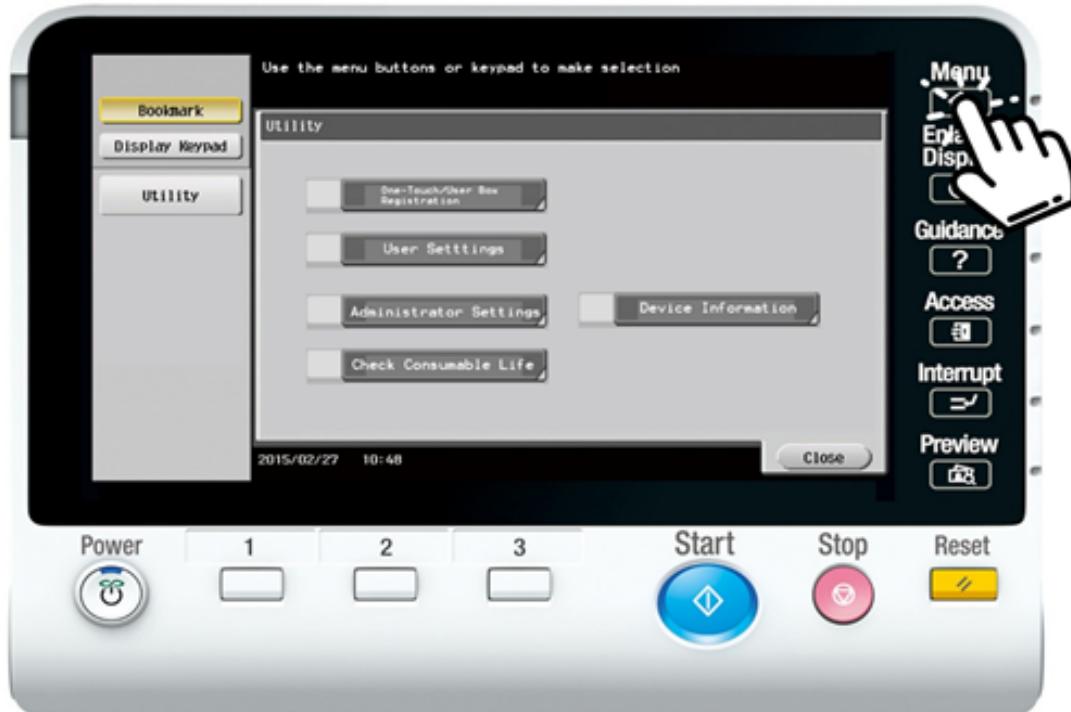
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14. Enter #-> gunicorn halcyon.wsgi:application --bind 0.0.0.0:8000 --workers 17 --worker-connections=200 --daemon

14.1 Workers number will depend on the number of the CPU available for the machine

15. Check browser url: <http://192.168.10.222>

19.0 KONICA MINOLTA STABILIZATION MANUAL



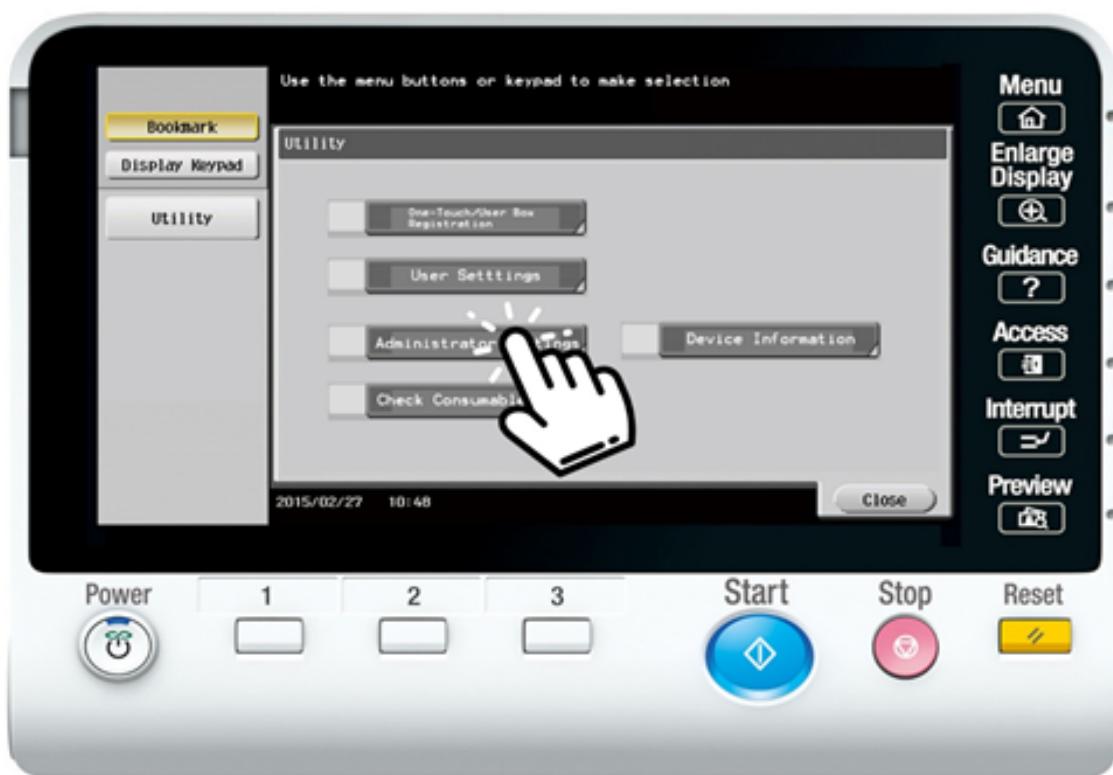
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1. Press the Menu Button and the user interface will appear on the screen



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2. Click Administration Setting or Click Number 4 to the Num Pad beside the portal

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3. Enter Password to the text box
4. Click the System setting

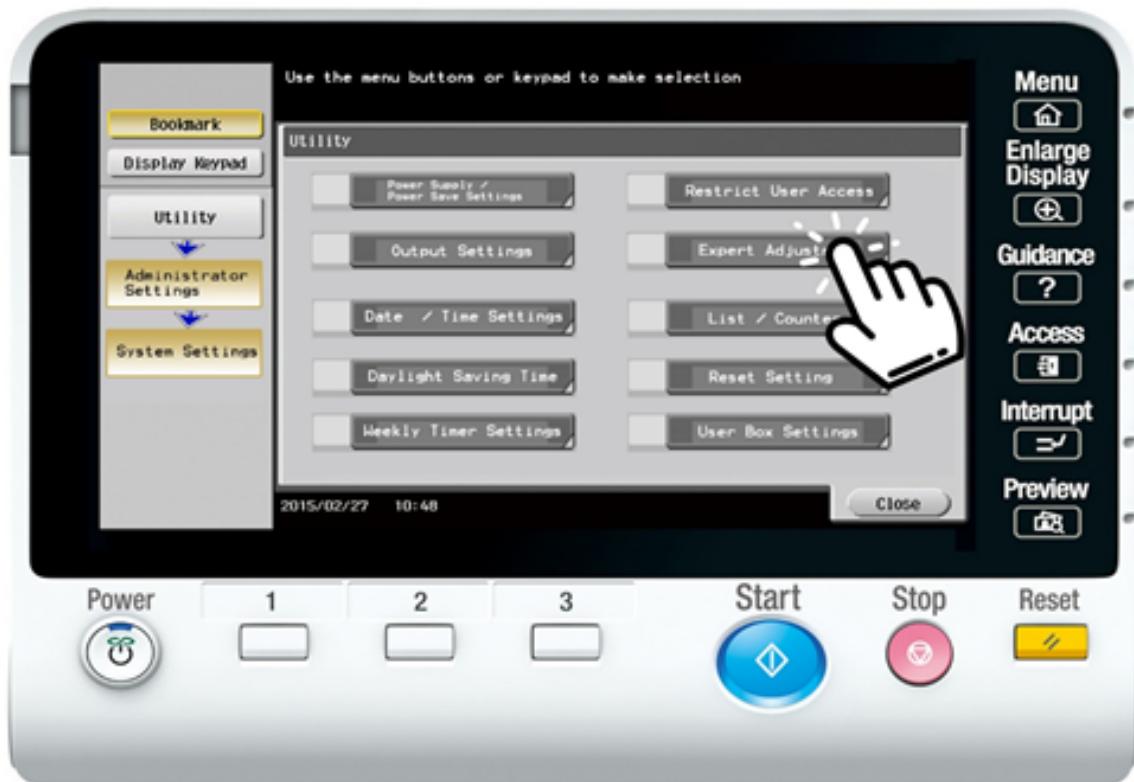


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5. Click the Expert Adjustment button



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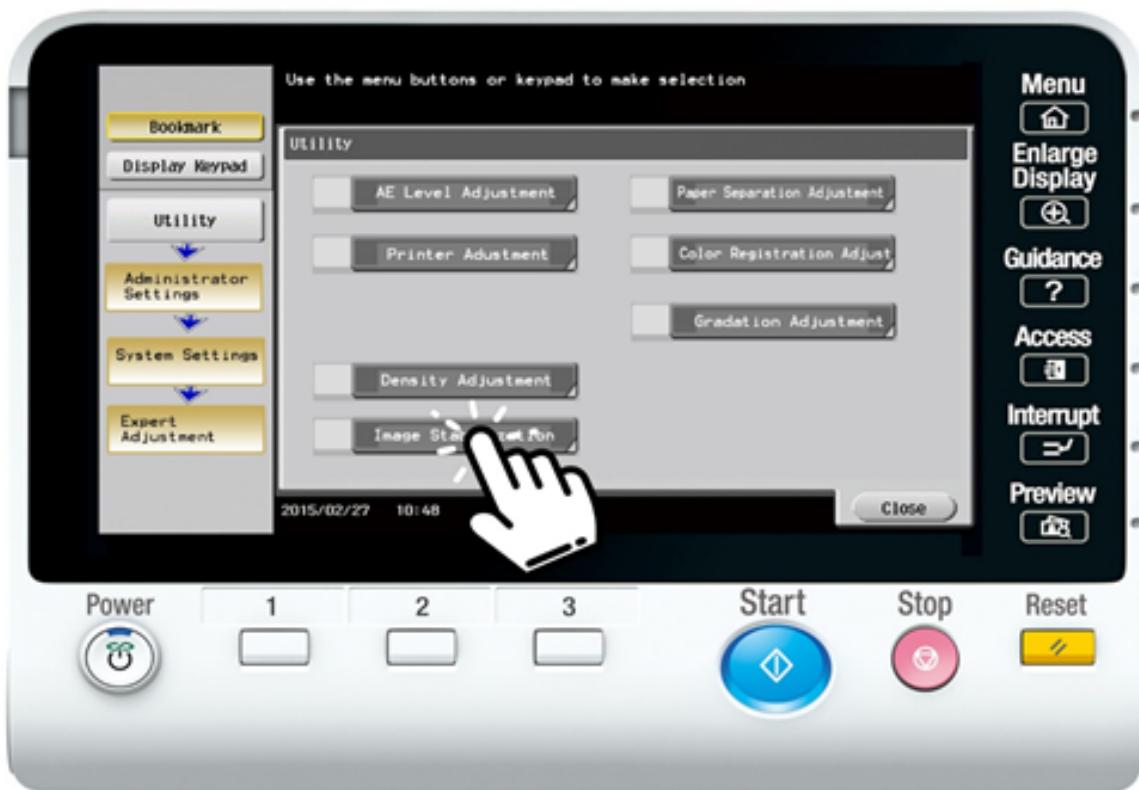
6. Click the Image Stabilization button

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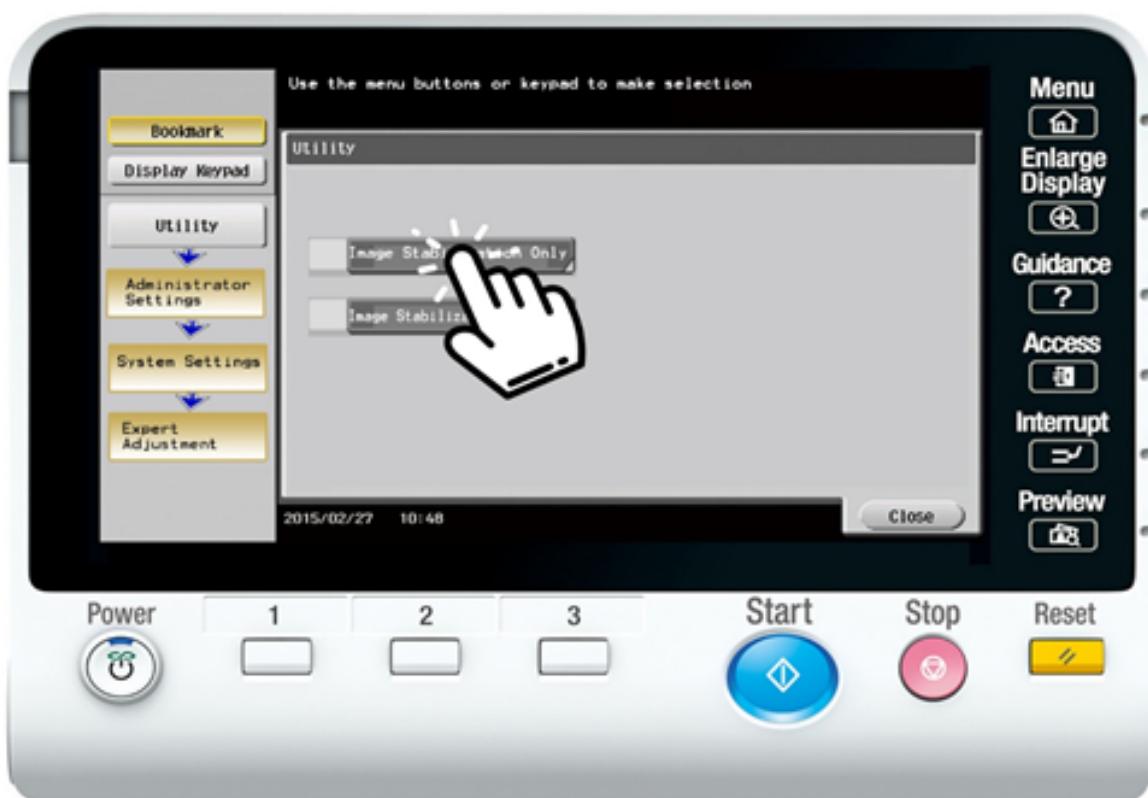
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7. Click the “Image Stabilization Only” button



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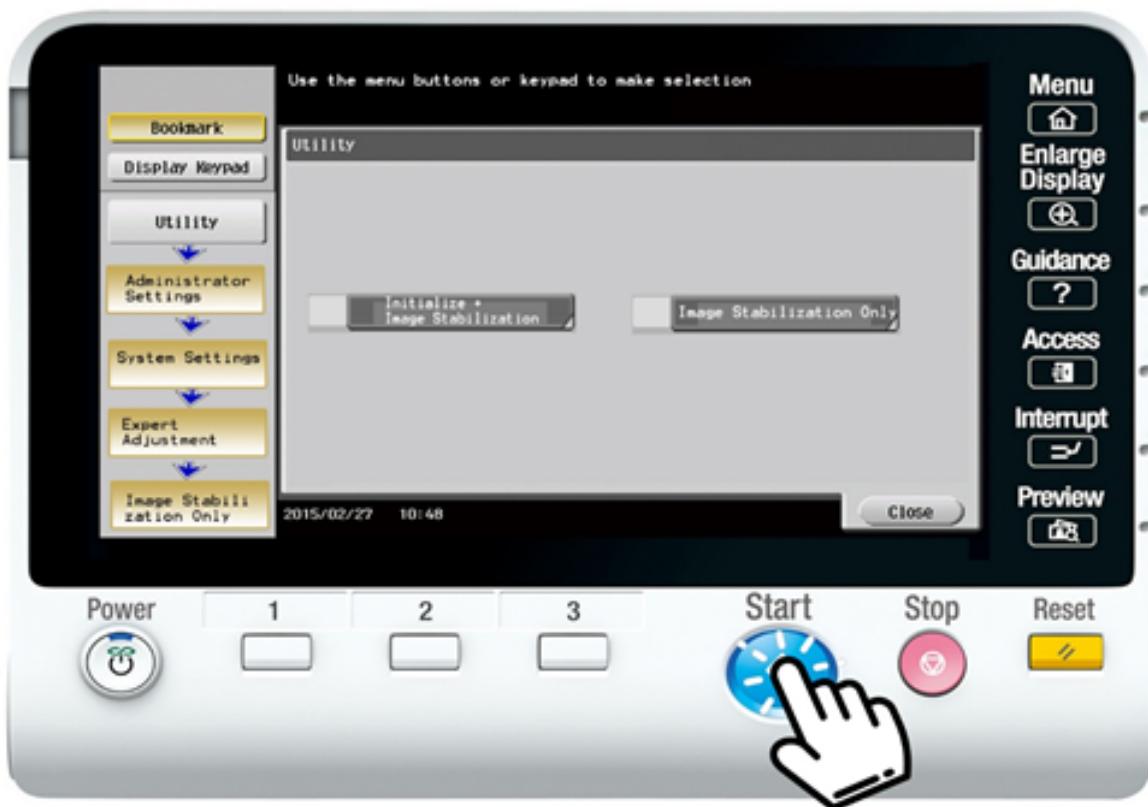
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8. Click The start button to start the stabilization of the image

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9. Wait the start indicator to become blue

9.1 Do not turn off the Printer if the indicator is not yet blue



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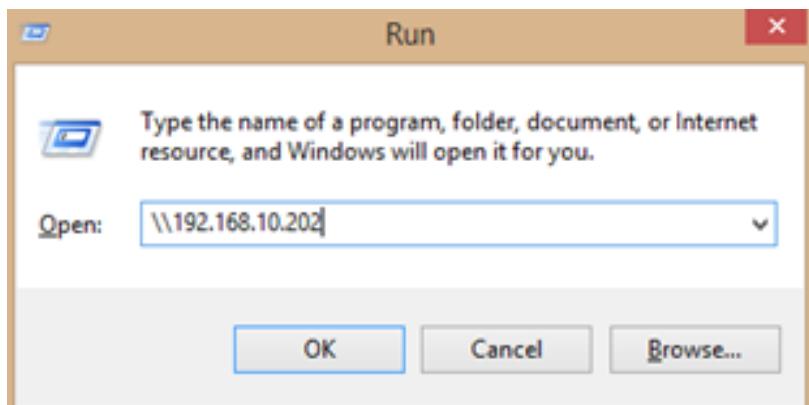
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12.0 HOW TO MAP NETWORK DRIVE

1. On Run, type \\192.168.10.202



2. Enter username and password (file server) and check Remember my credentials

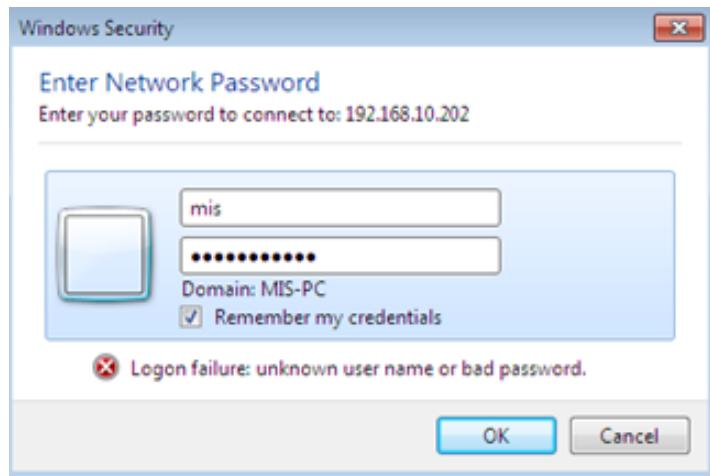
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3. The list of shared folders will appear

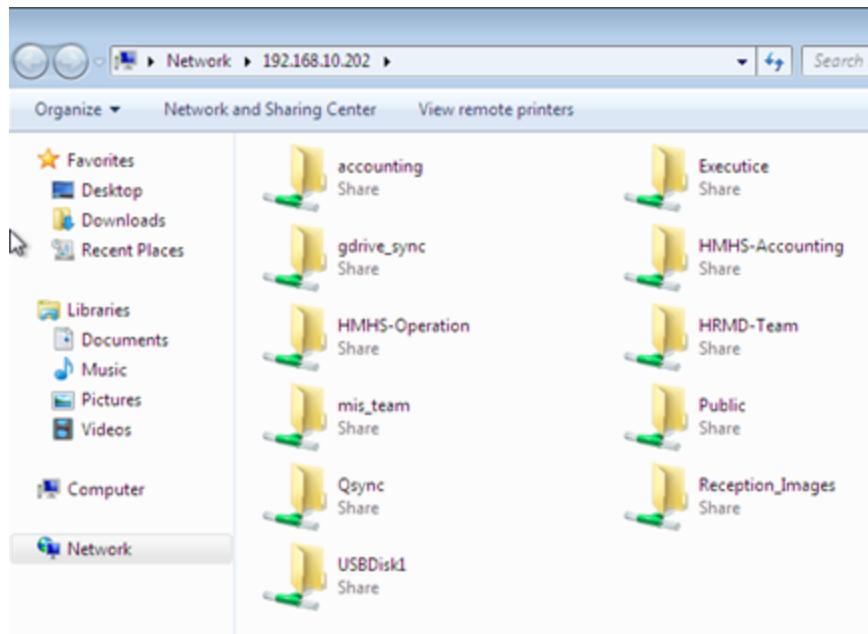
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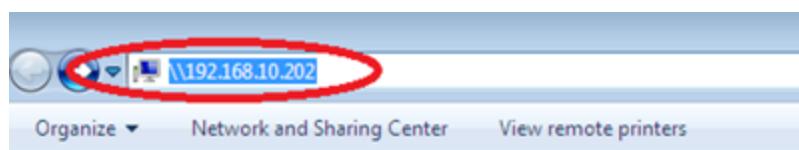
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4. Copy Network location

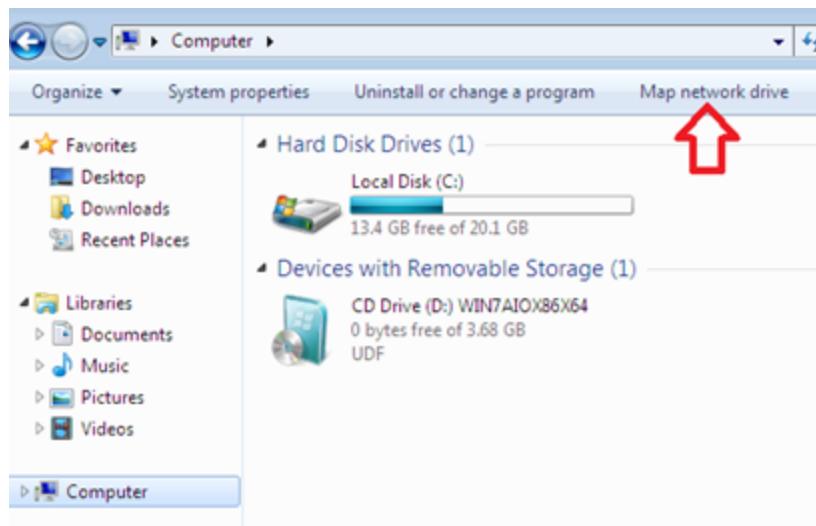


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5. Go to My Computer and click Map network drive



6. Enter Shared folder path and click Finish

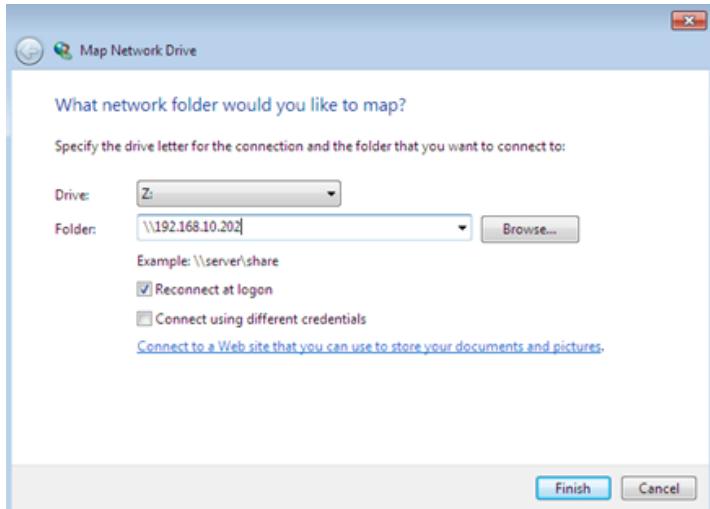
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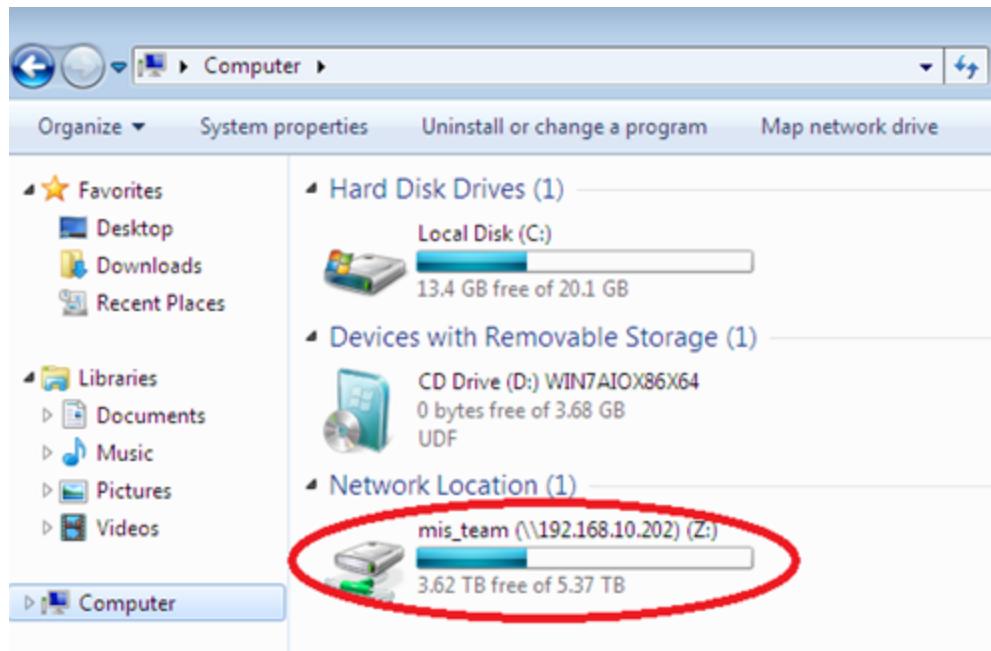


7. Go to "My Computer" to confirm if mapping was done successfully

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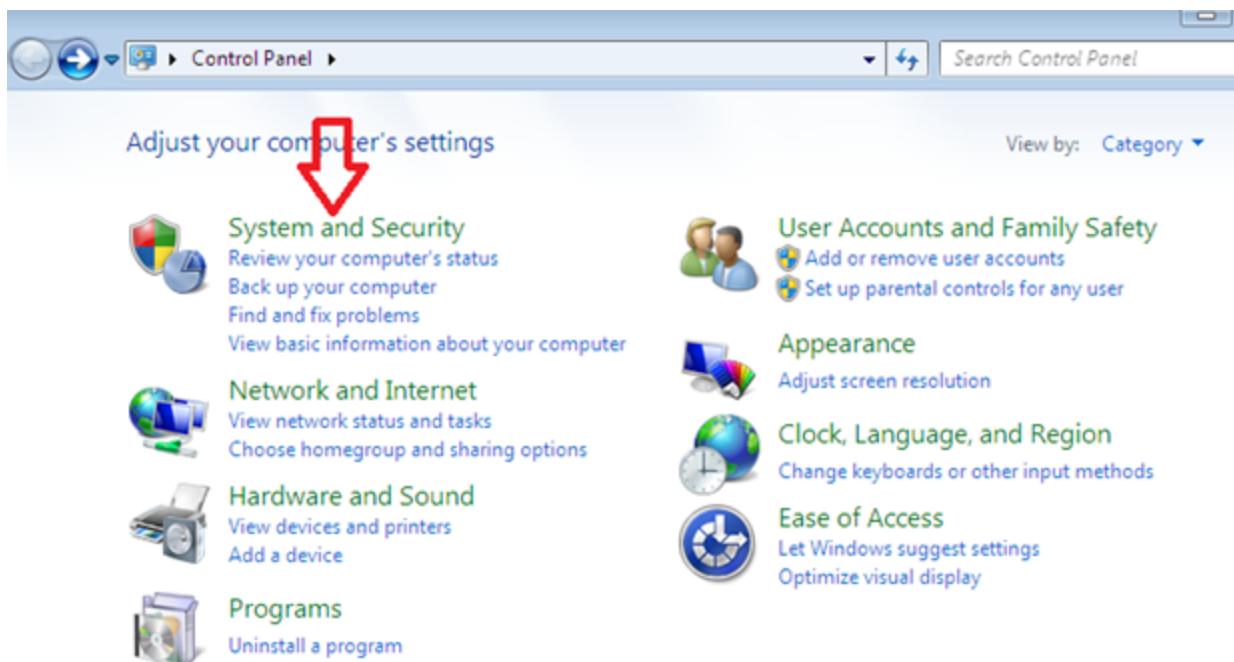
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13.0 WINDOWS UPDATE

1. To update windows, go to Control Panel -> System Security



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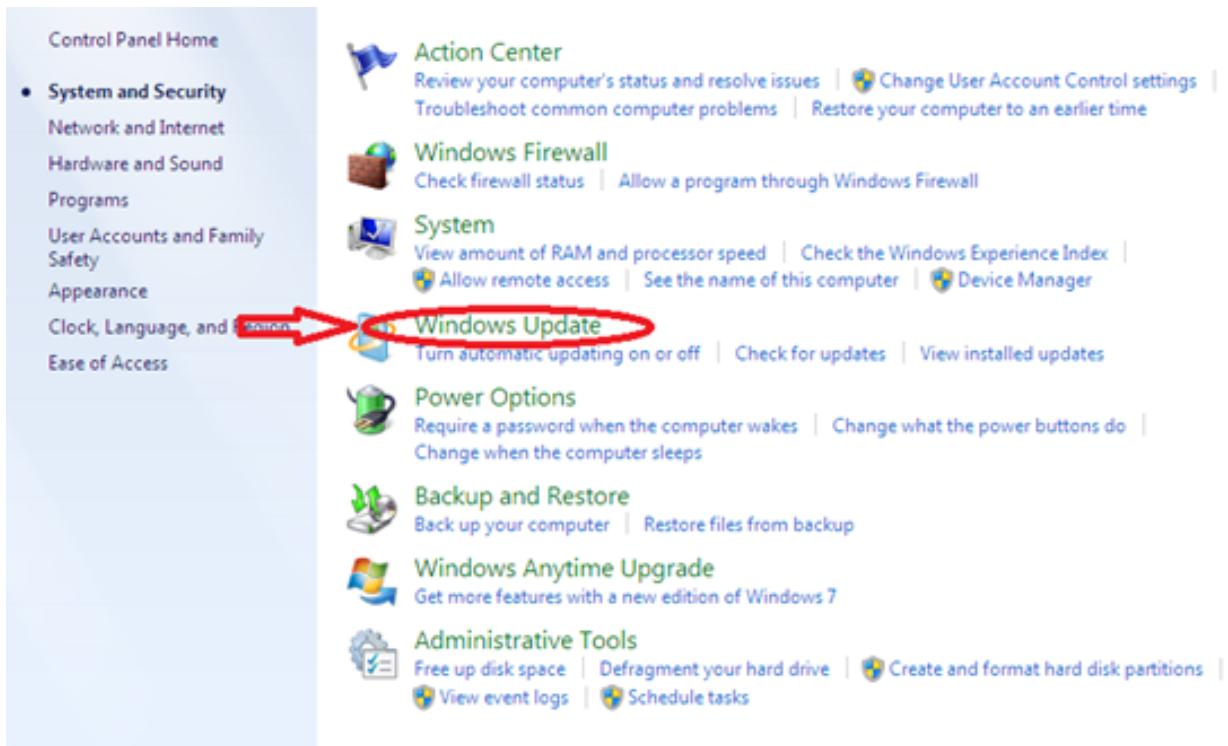
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2. Click Windows Update



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3. Click Install updates to start

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Control Panel Home

Check for updates

Change settings

View update history

Restore hidden updates

Updates: frequently asked questions

Windows Update

Download and install updates for your computer

7 important updates are available

11 optional updates are available

7 important updates selected, 57.0 MB

Install updates

Most recent check for updates: Today at 12:54 PM

Updates were installed: Never

You receive updates: For Windows only.

Get updates for other Microsoft products. Find out more



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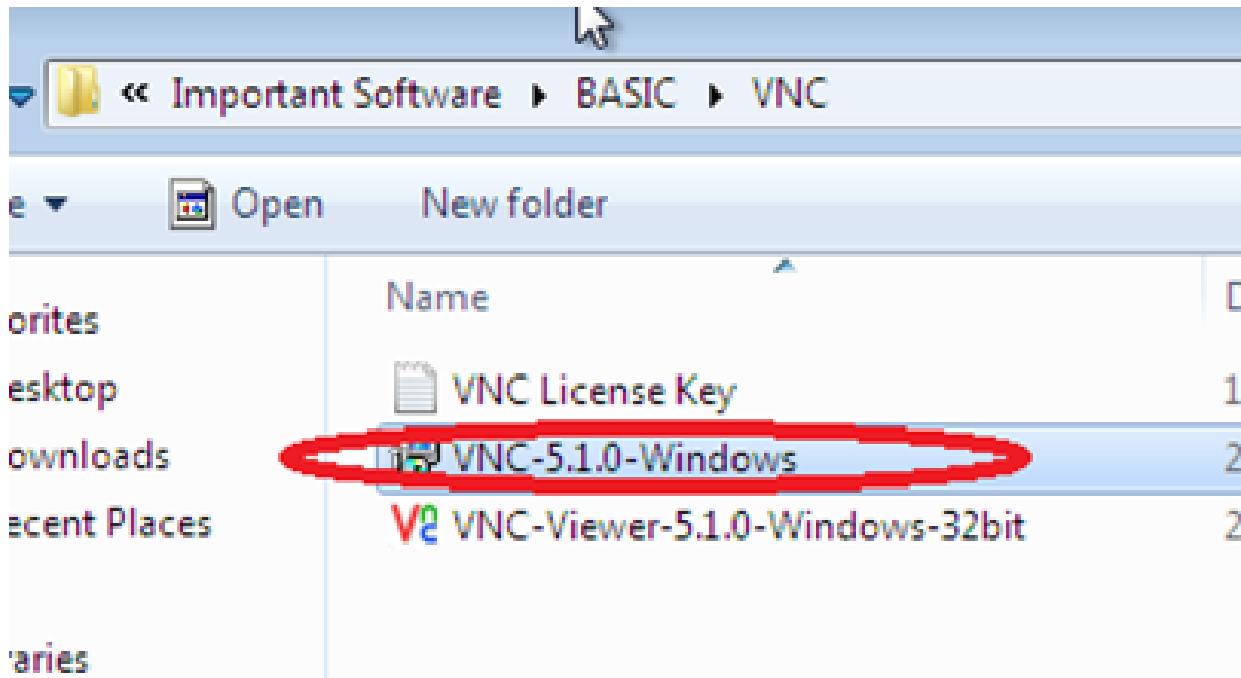
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4. Wait until update is finish. It takes several hours depending on the size of updates

14.0 VNC INSTALLATION

1. Locate the installer on File server:\\192.168.10.202\mis_team\Important Software\BASIC\VNC\VNC-5.1.0-Windows



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2. Copy installer file on Local drive
3. Run the installer. The VNC Setup Wizard will appear then click next button

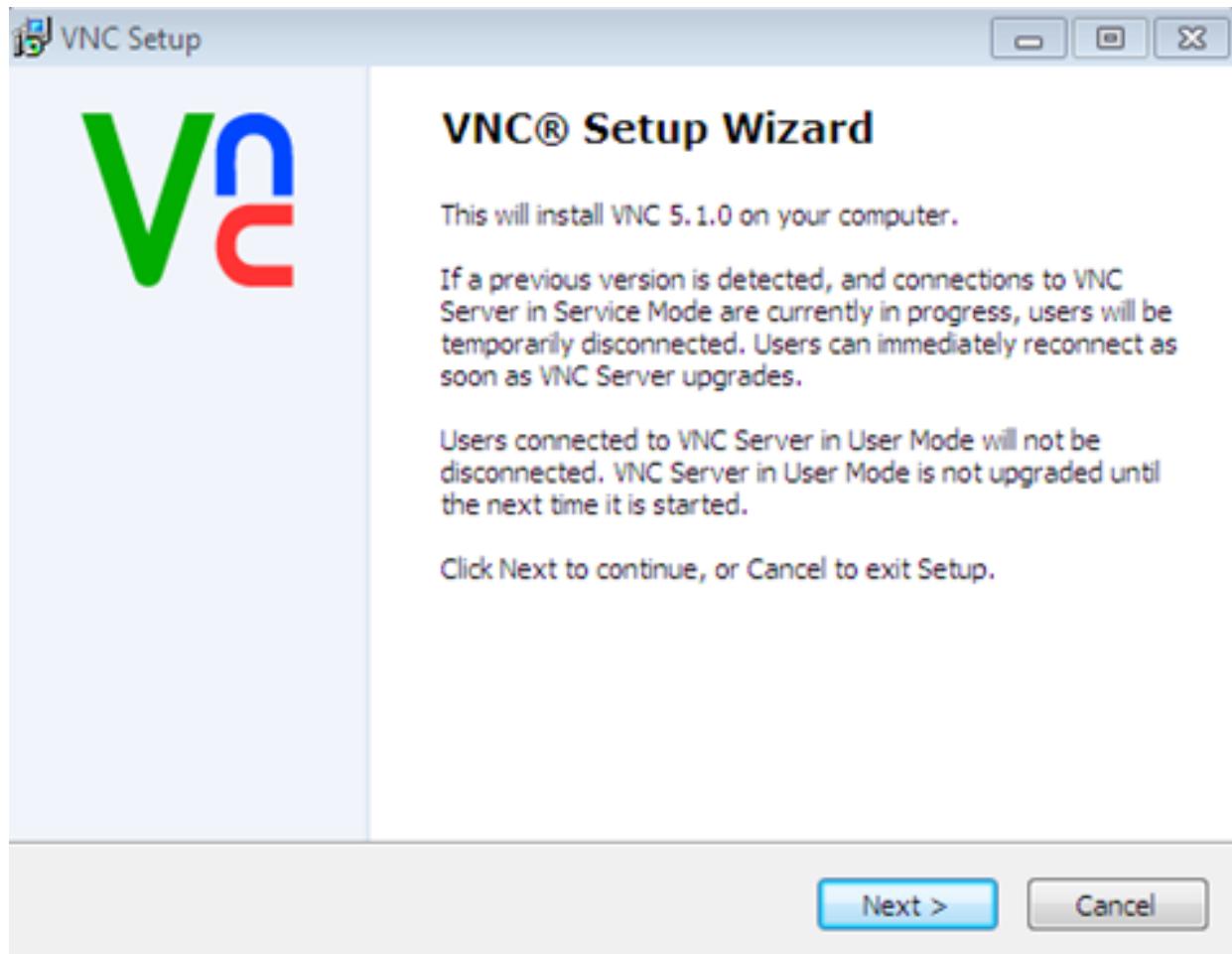
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4. Accept the license agreement and click Next button

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5. Check only VNC Server, VNC Mirror Driver and VNC Printer Driver. Click Next button

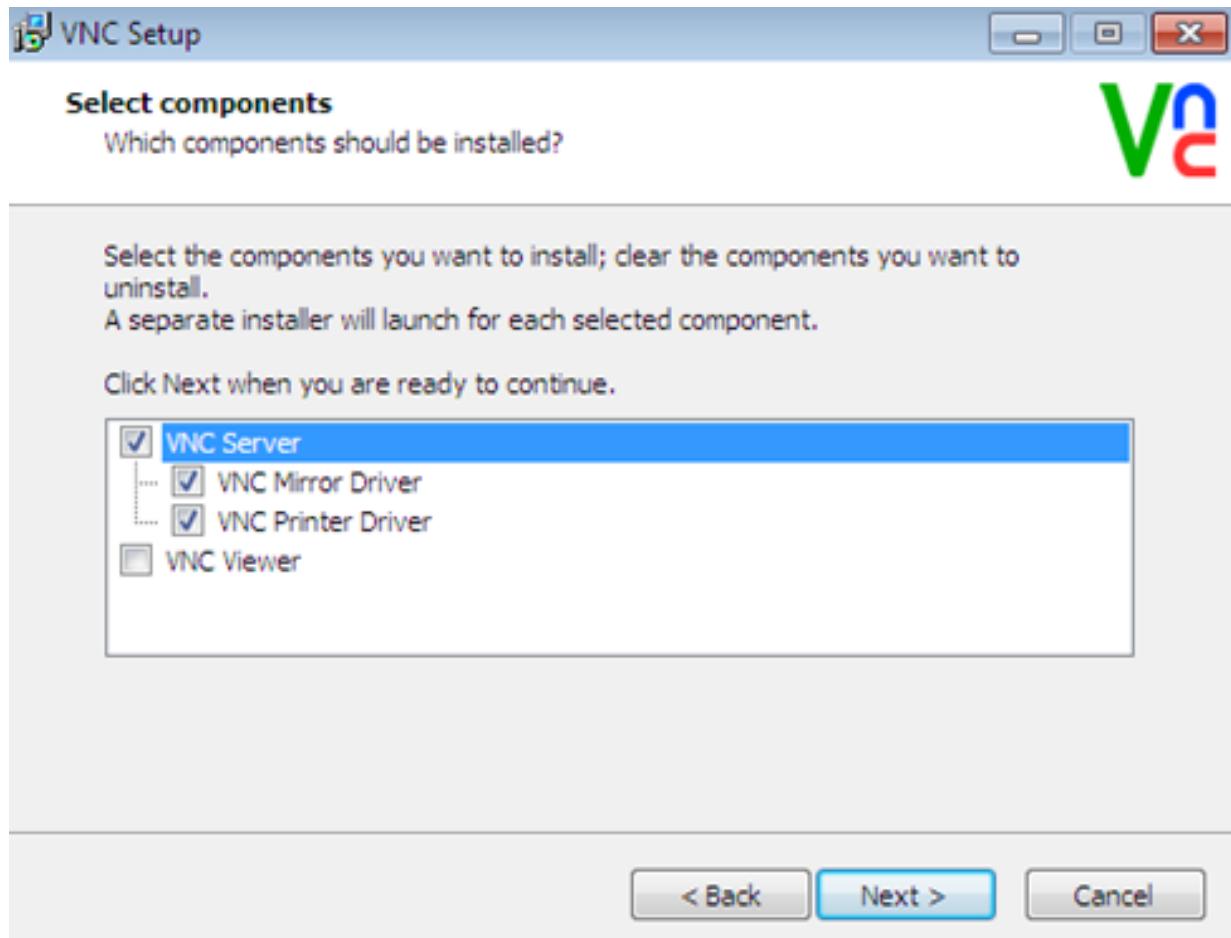
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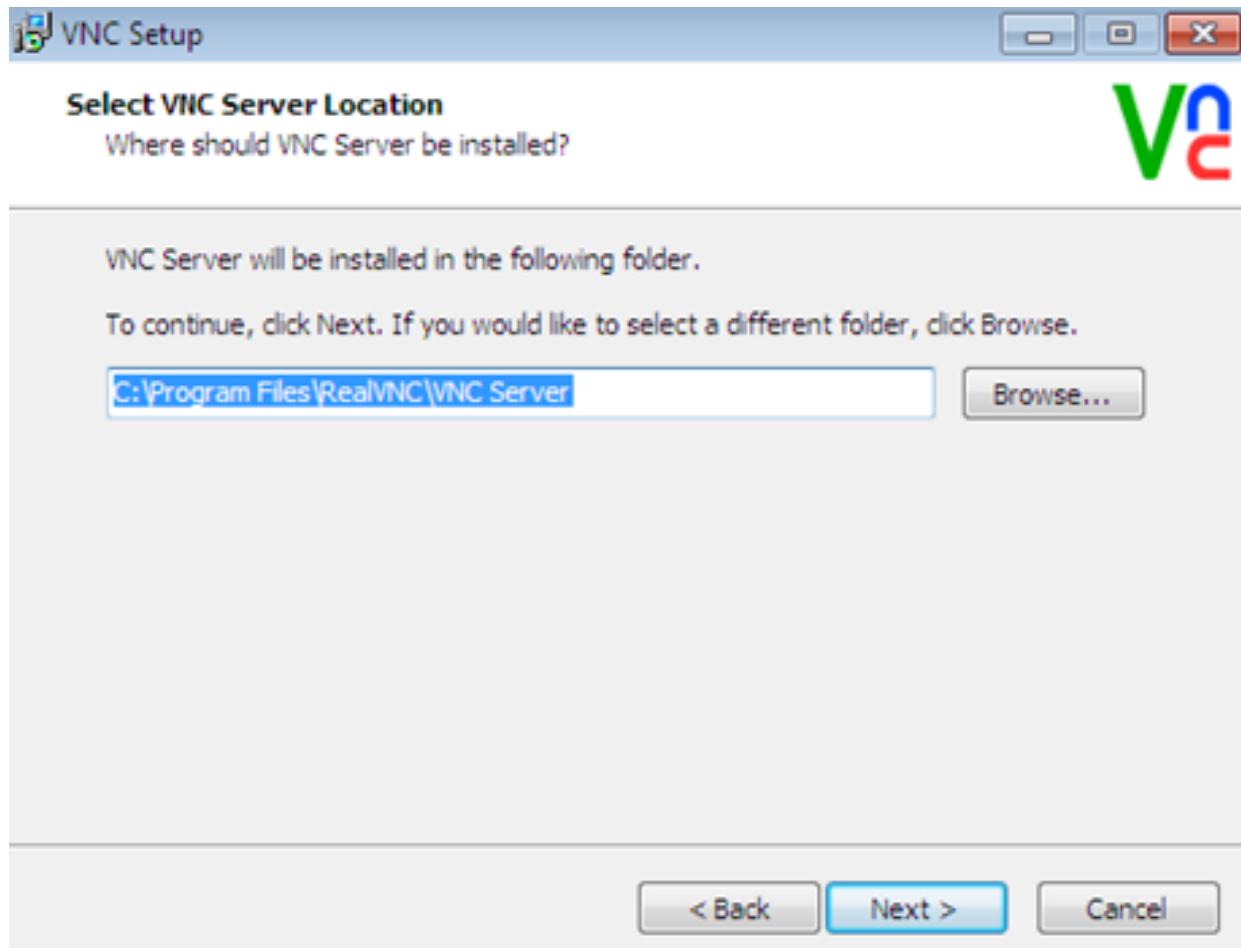
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6. Leave default location and click Next button



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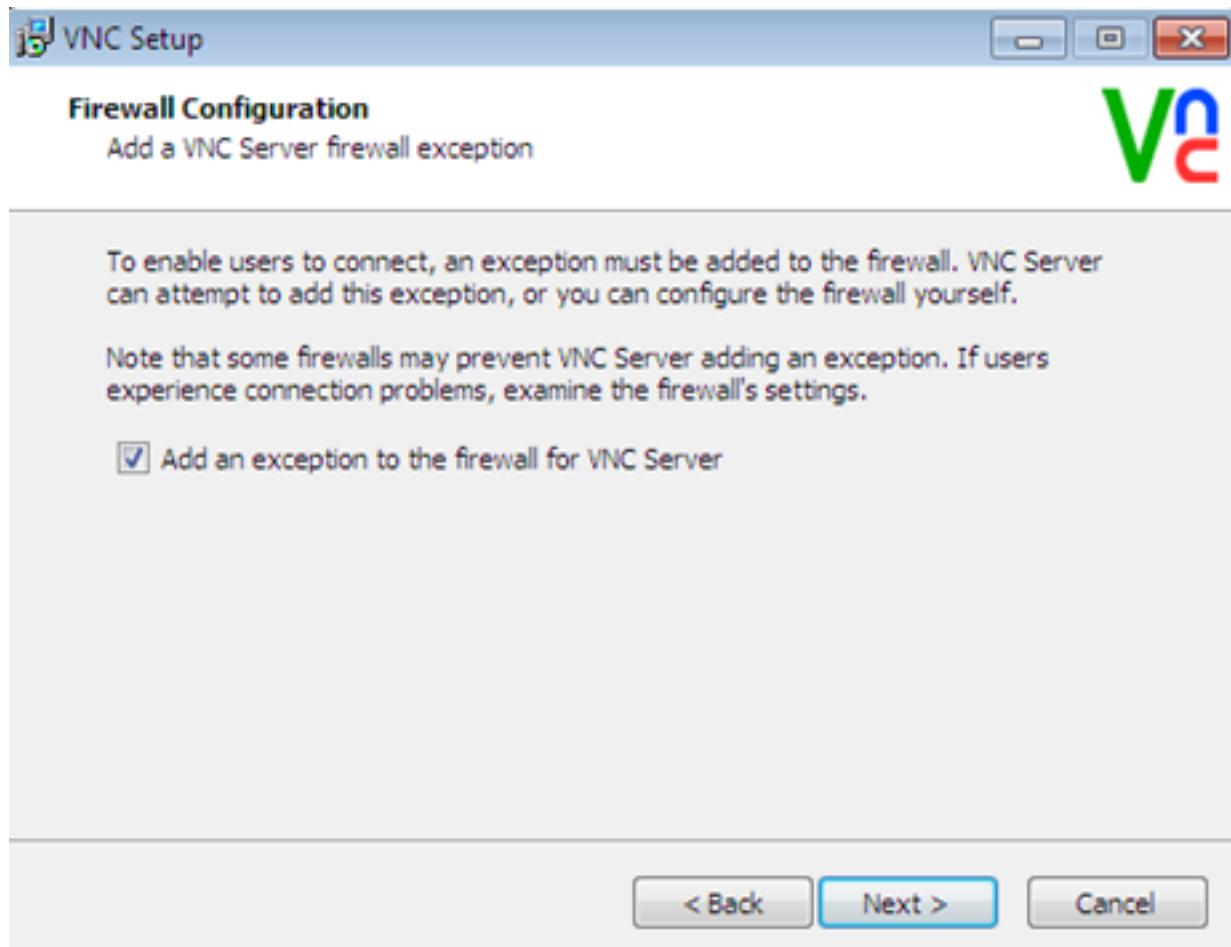
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
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7. Check “Add an exception” to the firewall for VNC Server and Click Next button

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8. Click Install button to start the installation

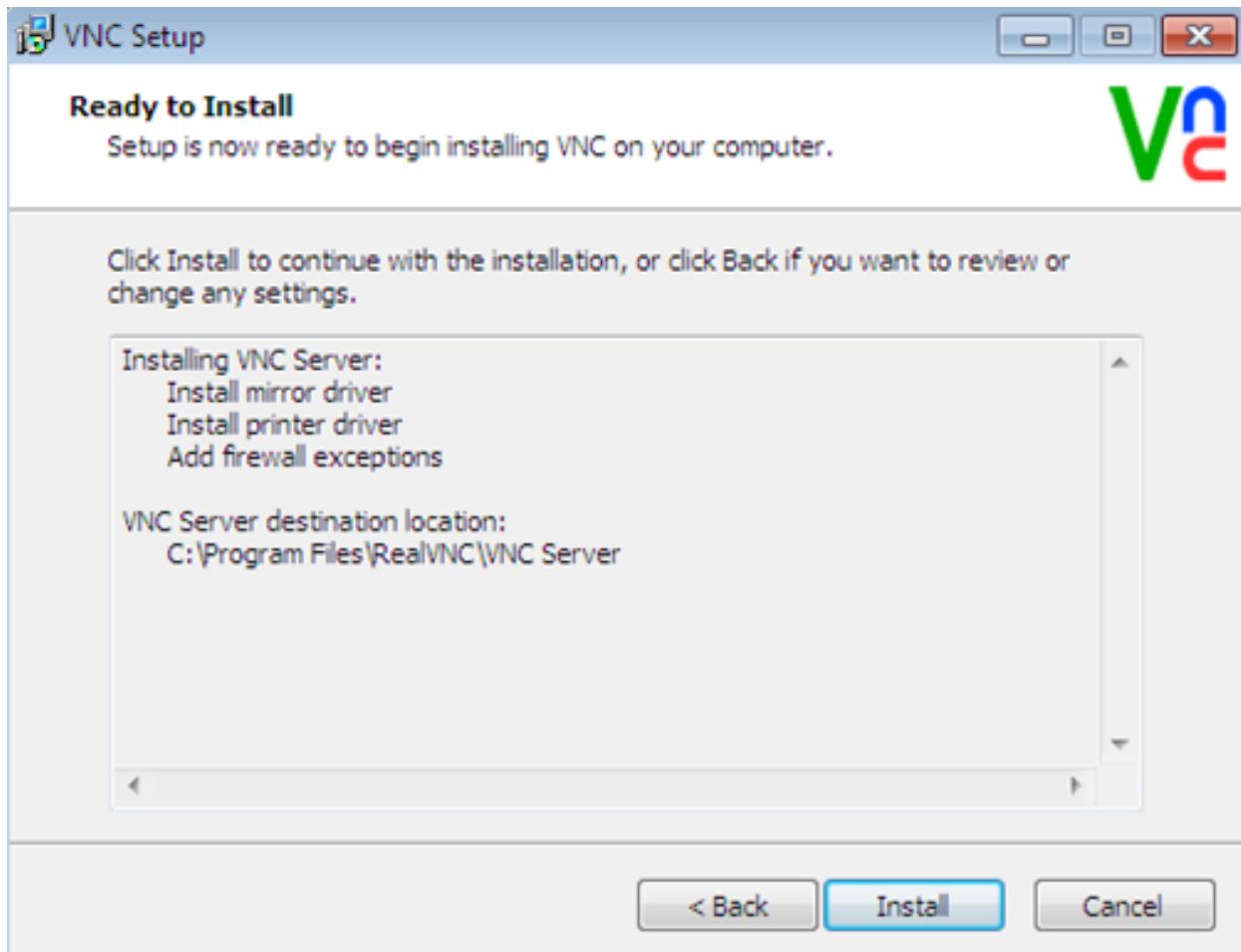
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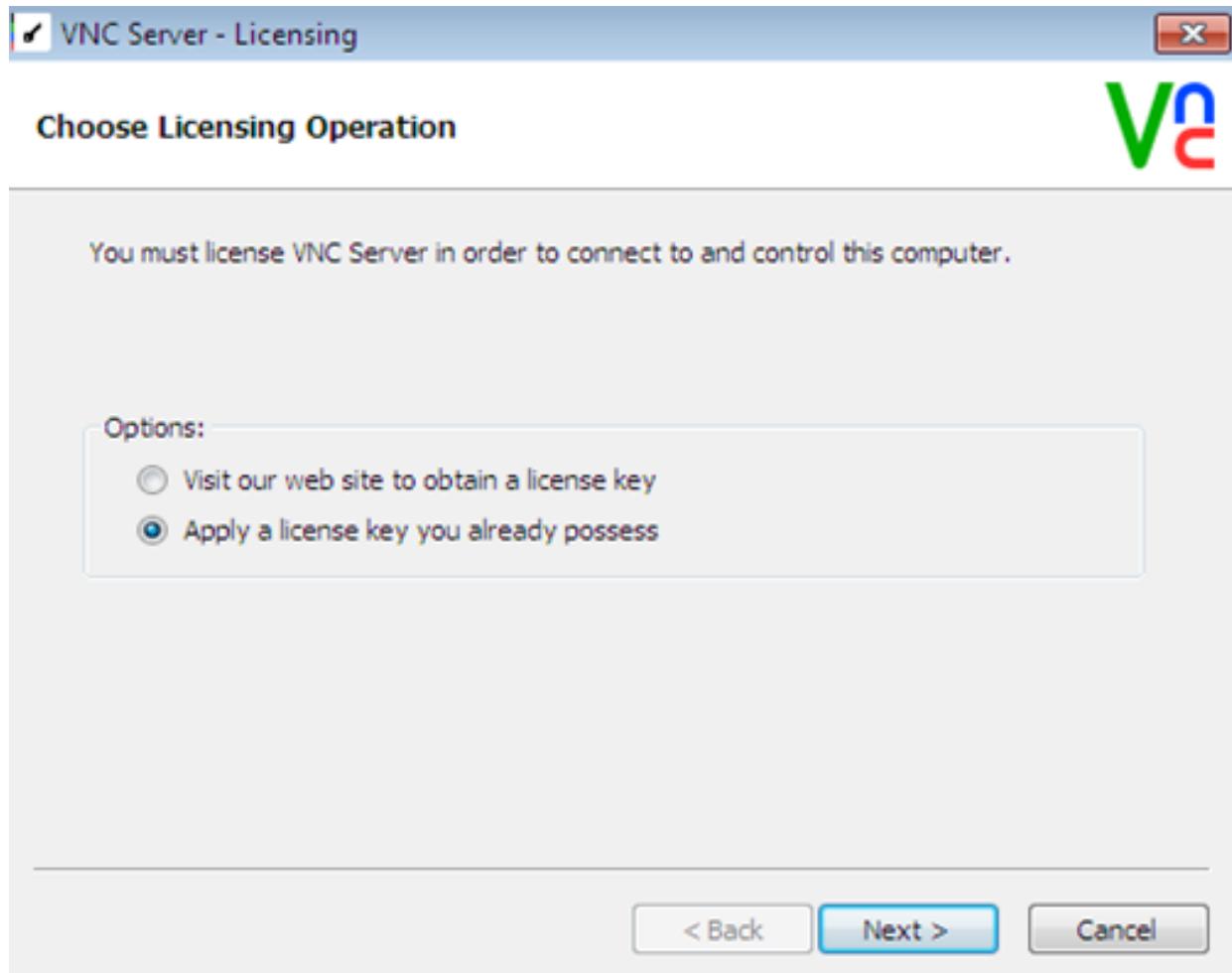
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9. Wait until the installation is finished.
10. On Options, select Apply a license key you already possess and click Next

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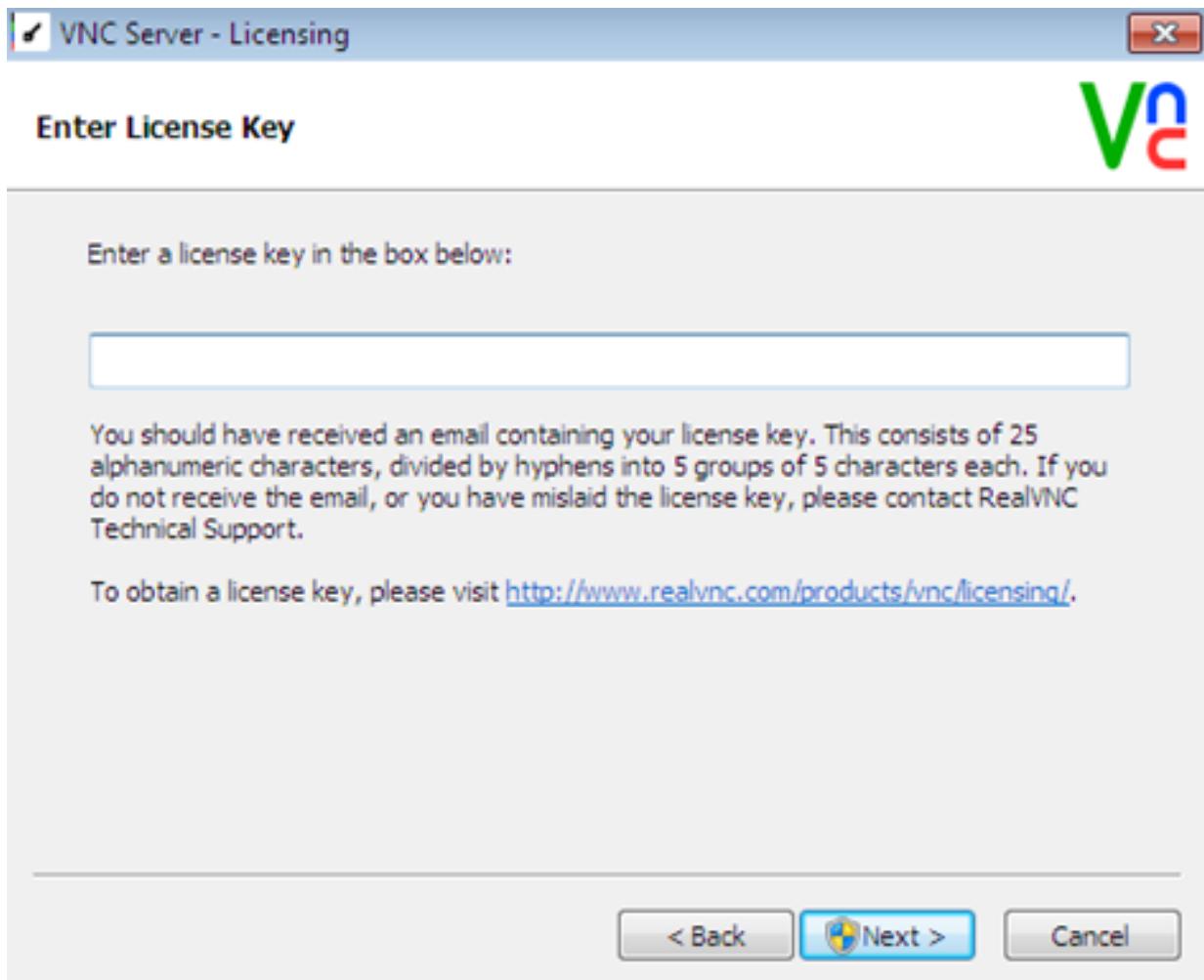


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11. Enter license key and click Next button



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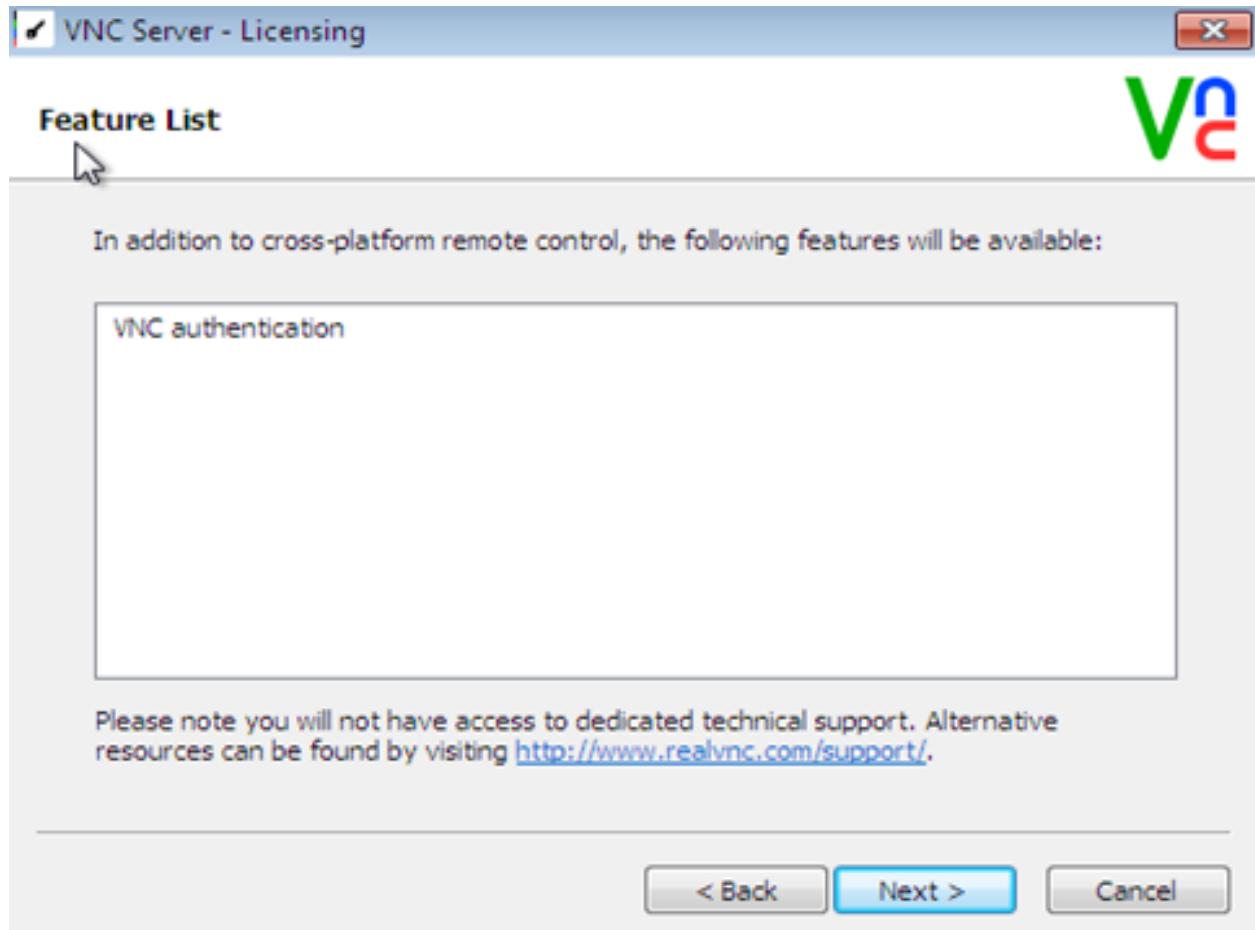
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12. License key is stored on a text file in the same location with the installer folder. (VNC License Key.txt)
13. Click Next button

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14. Check the “Unencrypted connections are acceptable” and click Next button

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VNC Server - Licensing

Encryption Mechanism

Please acknowledge that connections will not be encrypted. Your authentication credentials will be transmitted securely, but all subsequent data exchanged while a connection is in progress may be susceptible to interception by third parties.

Unencrypted connections are acceptable

< Back Next > Cancel

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15. Enter current VNC password and Click Next button

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 VNC Server - Licensing 

Authentication Mechanism



Your authentication mechanism is no longer available. Please select an alternative from the list below.

Authentication mechanism:

Password:

Confirm Password:

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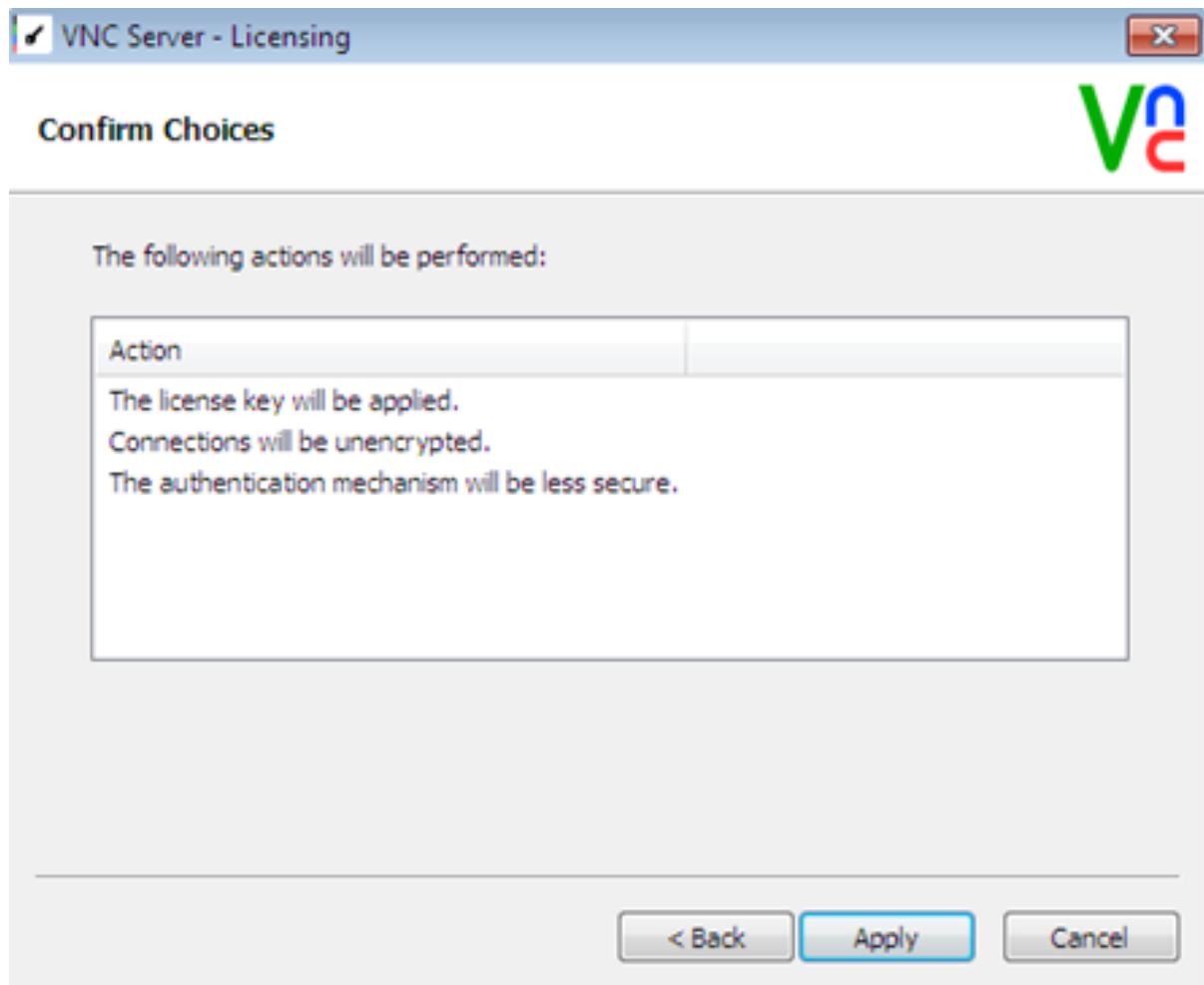
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16. Click Apply button

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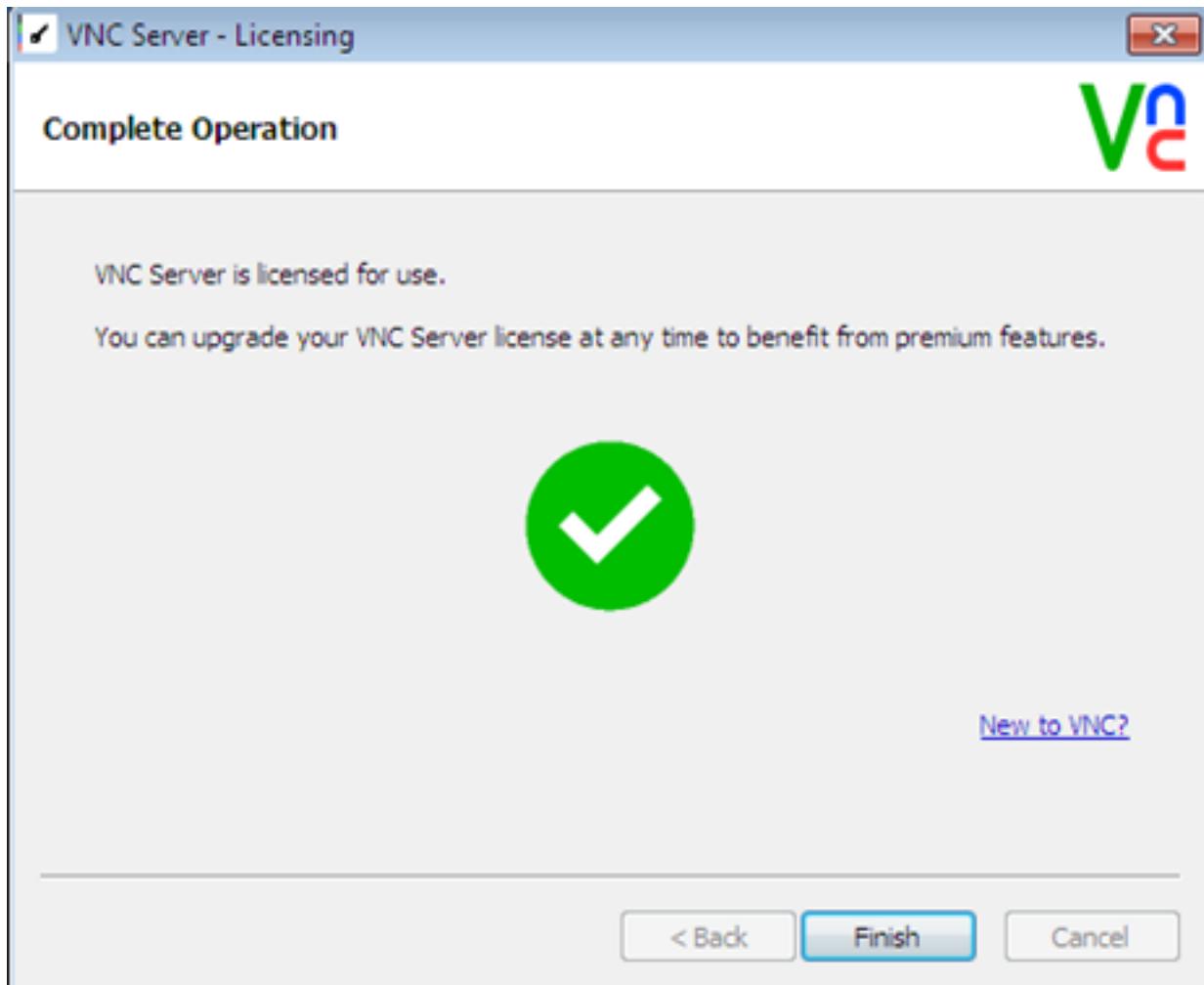
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17. Click Finish. Close other dialog box

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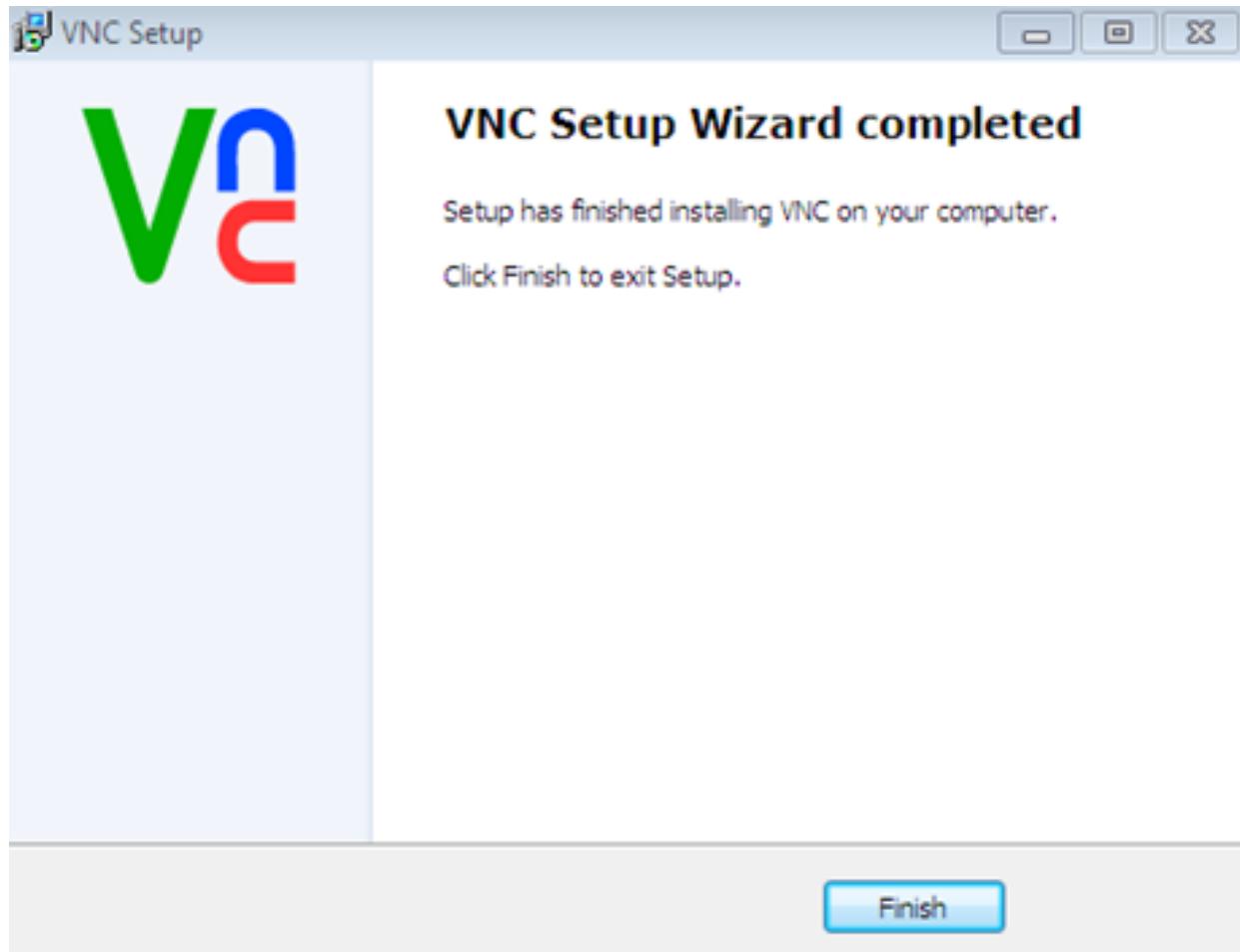
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18. Click Finish

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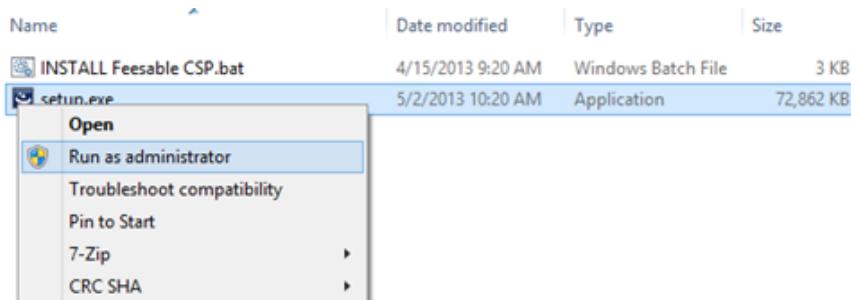
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16.0 FEESABLE APPLICATION

16.1 Installation

1. Copy the installer file from MIS shared folder to local disk (Feesable CSP V4R1.zip)
2. Unzip the installer file
3. Right-click “setup.exe” and click Run as administrator

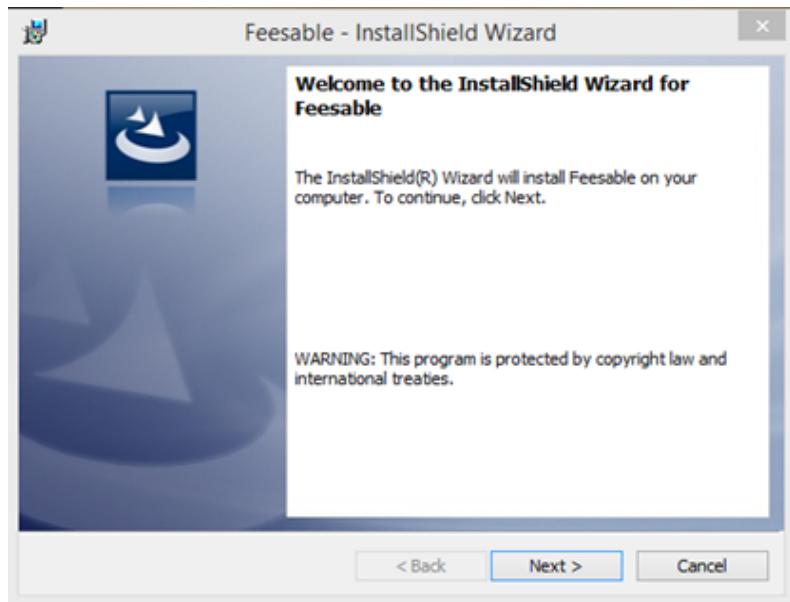


4. Click next

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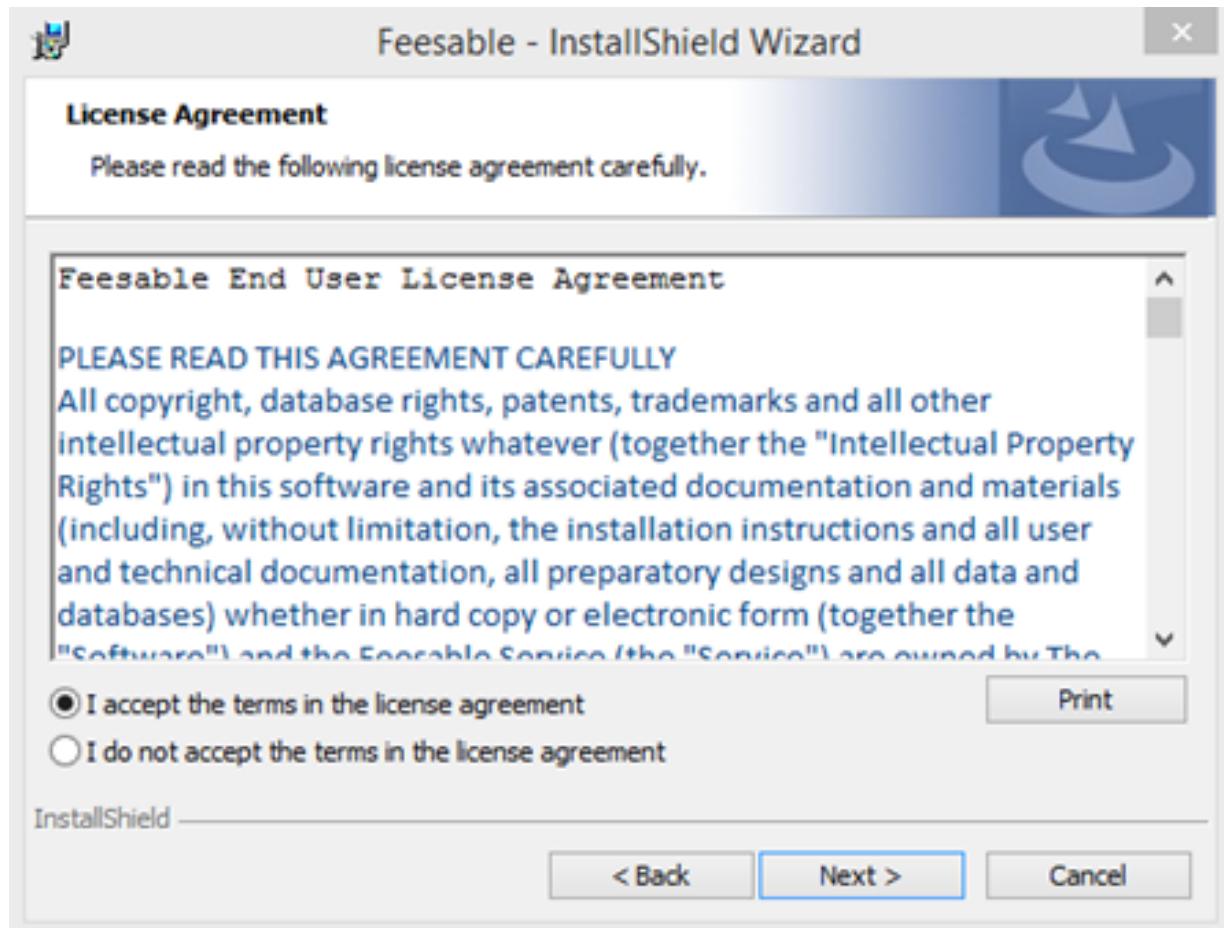


- Accept the terms in the license agreement and click Next

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6. Leave destination folder by default and click Next

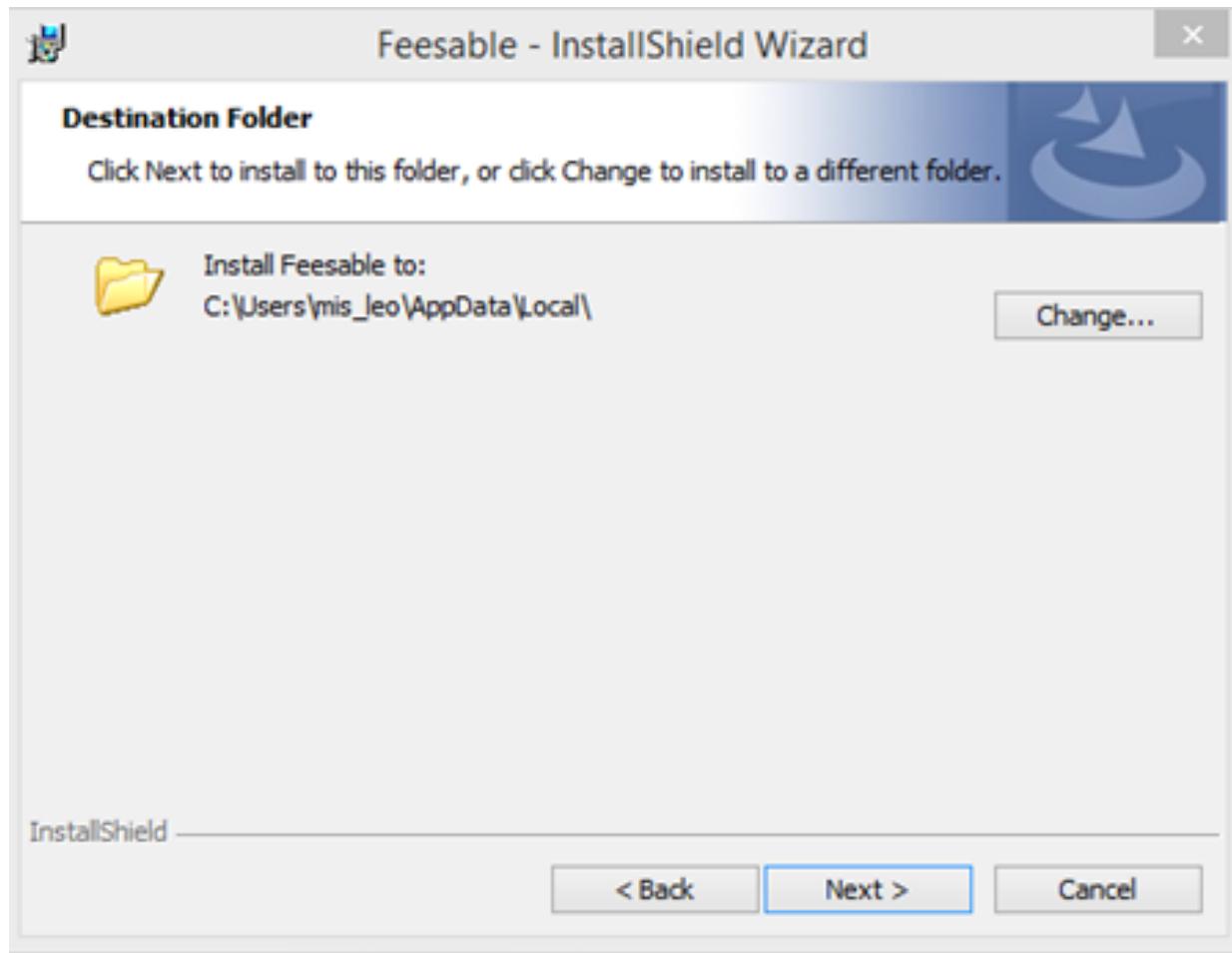
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7. Click Install to start the installation

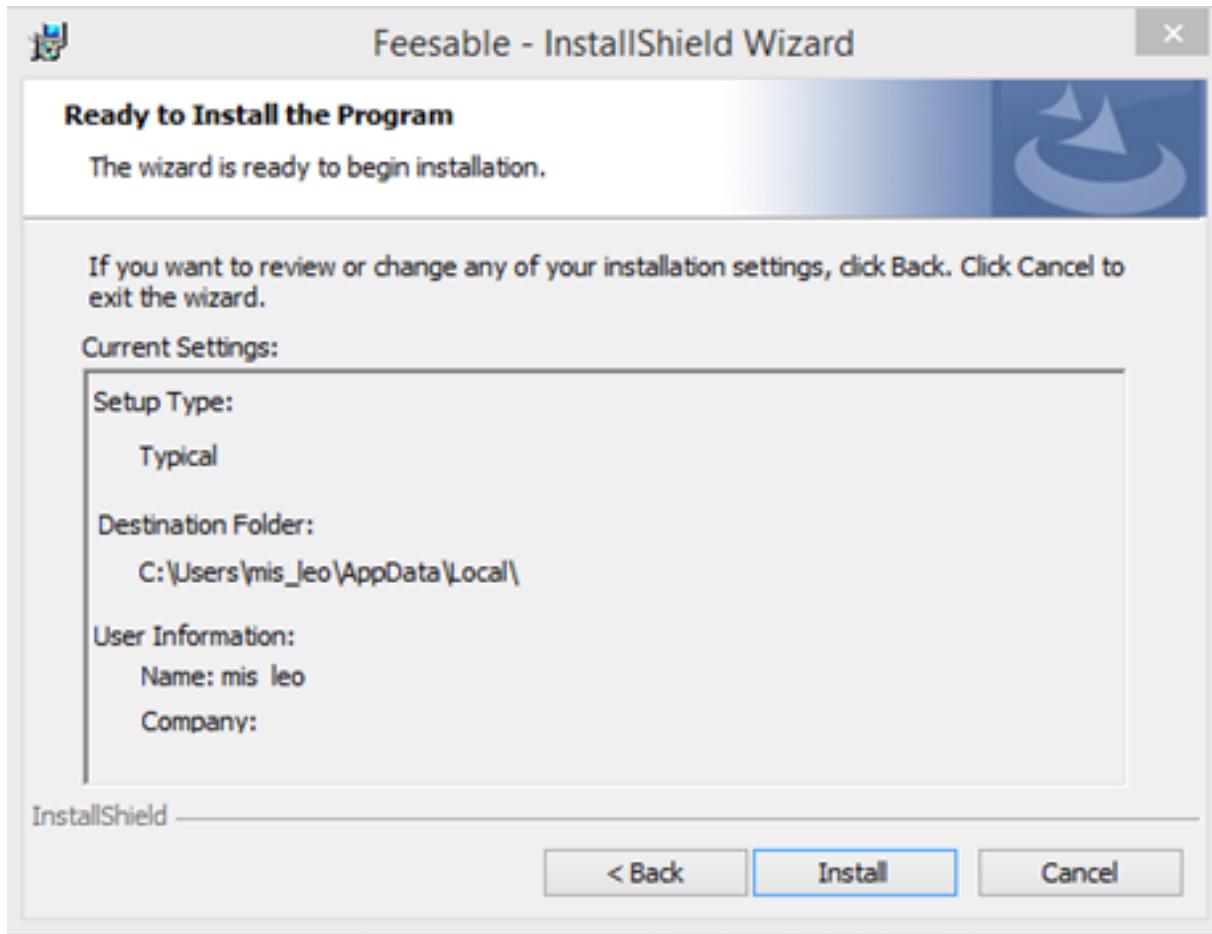
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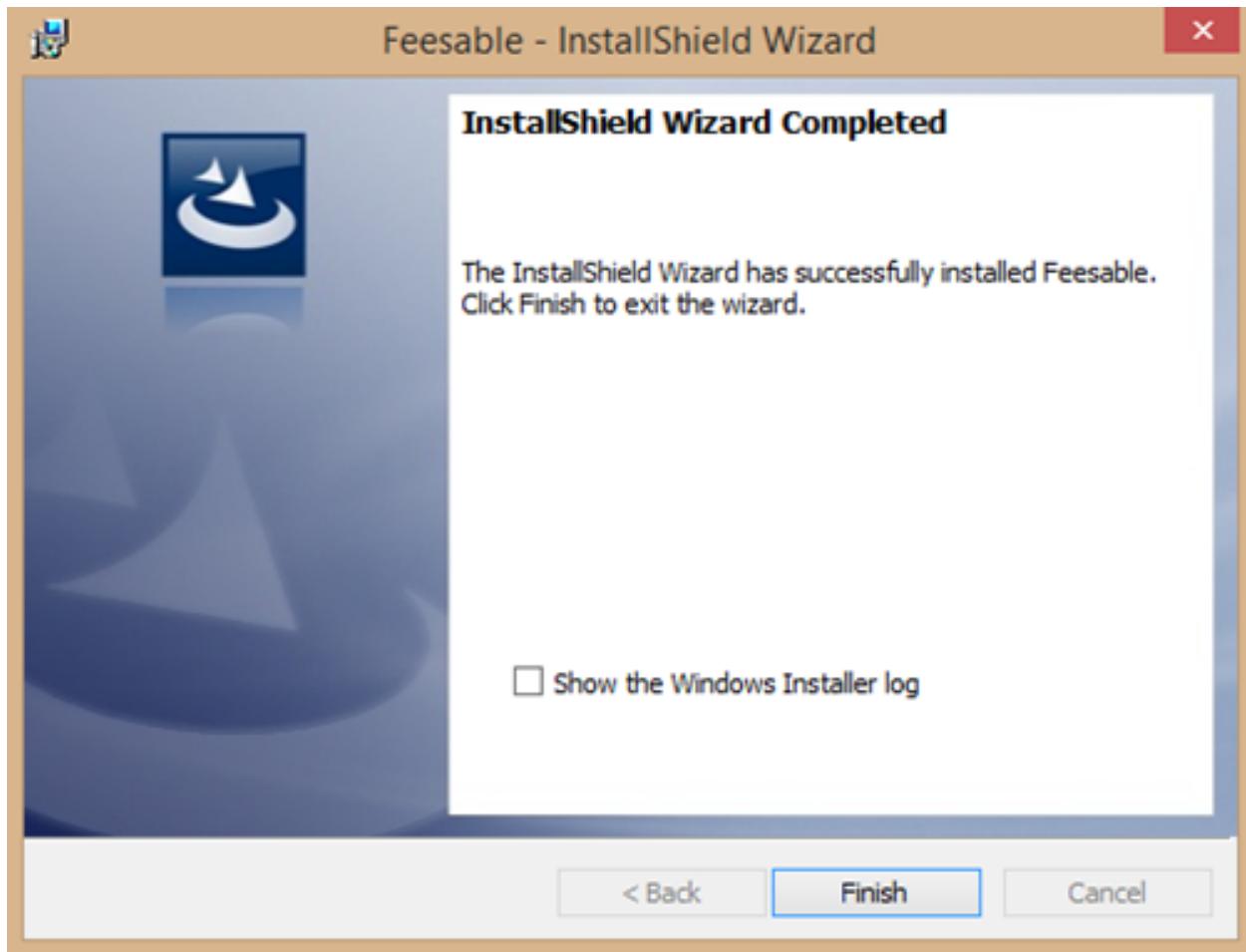
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
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8. Wait until the installation is finished and click Finish

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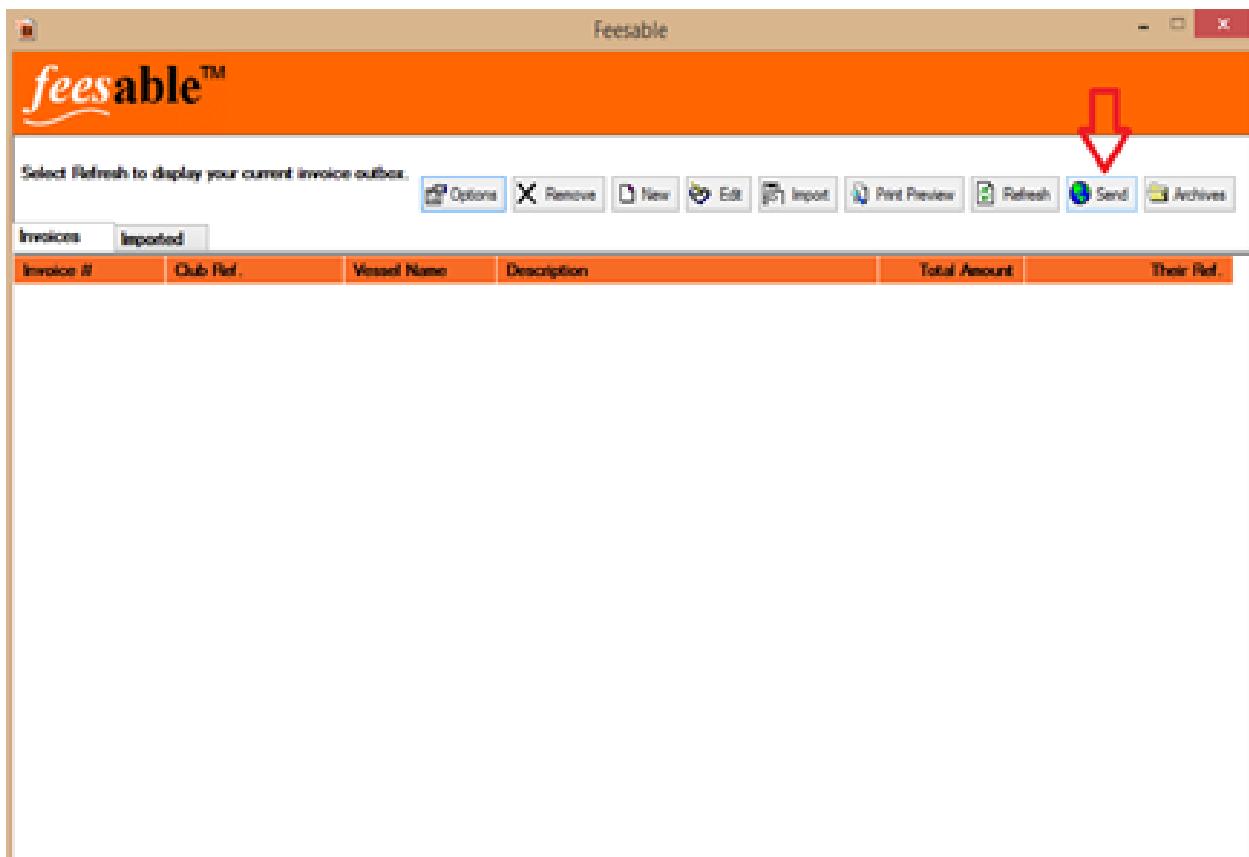
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16.2 UPDATING

1. Open feesable
2. Go to "send" option



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3. Untick the send invoice checkbox then click Ok button.
4. Enter the login details to update the file in the background.
 - 4.1 Login credential is listed on MIS list of system access

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**QUALITY
WORK
INSTRUCTIONAL
MANUAL**



DOCUMENT NO.
QWI 27.0

EFFECTIVITY DATE:
March 23, 2016
REVISION NO.: 0

PREPARED BY:
Marilar F. De
Guzman, MD
QAM

APPROVED BY:
Glennda E. Canlas, MD
Medical Director

SUBJECT: WORK INSTRUCTIONAL FOR MIS

Invoices

Receive System Data
 Send Invoices

Club List :

Select invoices you wish to send:

Invoice	Currency	Fee Amount

All OK Cancel

Invoices

Receive System Data
 Send Invoices

Club List :

Password

Please enter your Login Name and Password and click OK

Login Name :
 Password :

OK Close

All OK Cancel

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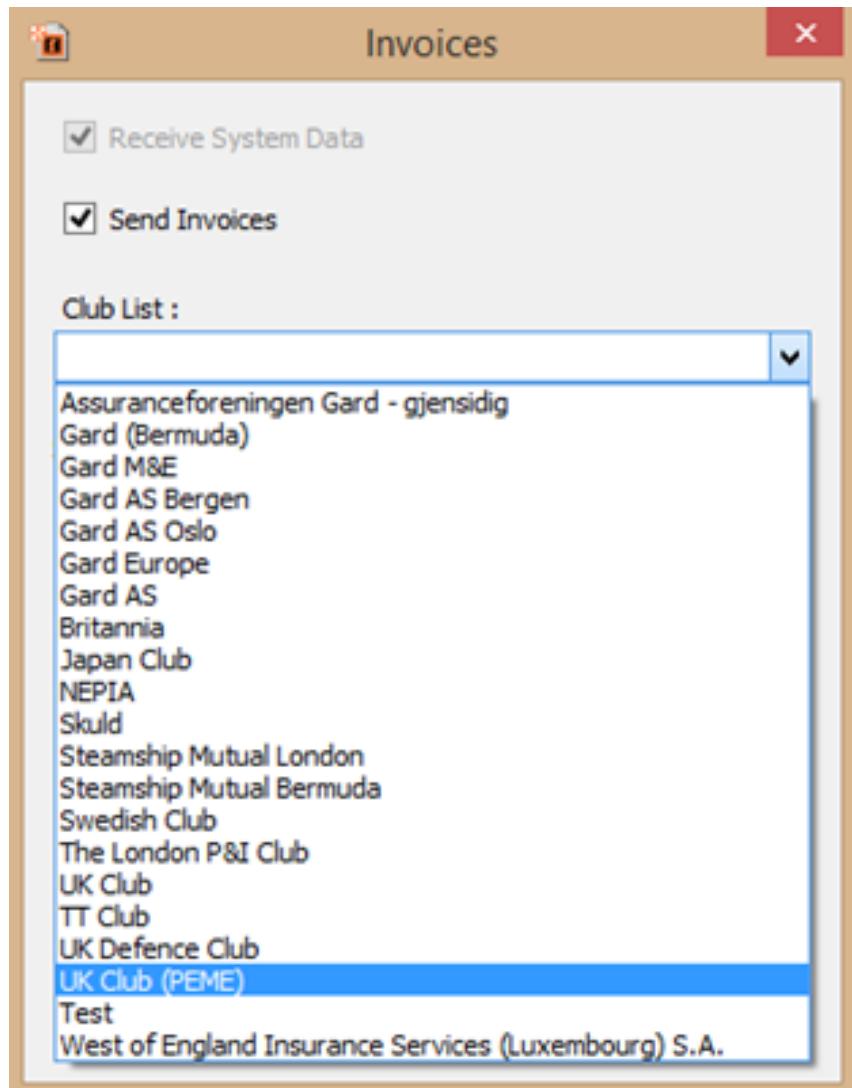
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 0
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5. Go to send option in the drop down menu you should see UK Club (PEME) listed

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17.0 OUTLOOK EMAIL CLIENT SETUP

1. Go to File menu-> Info and click Add account

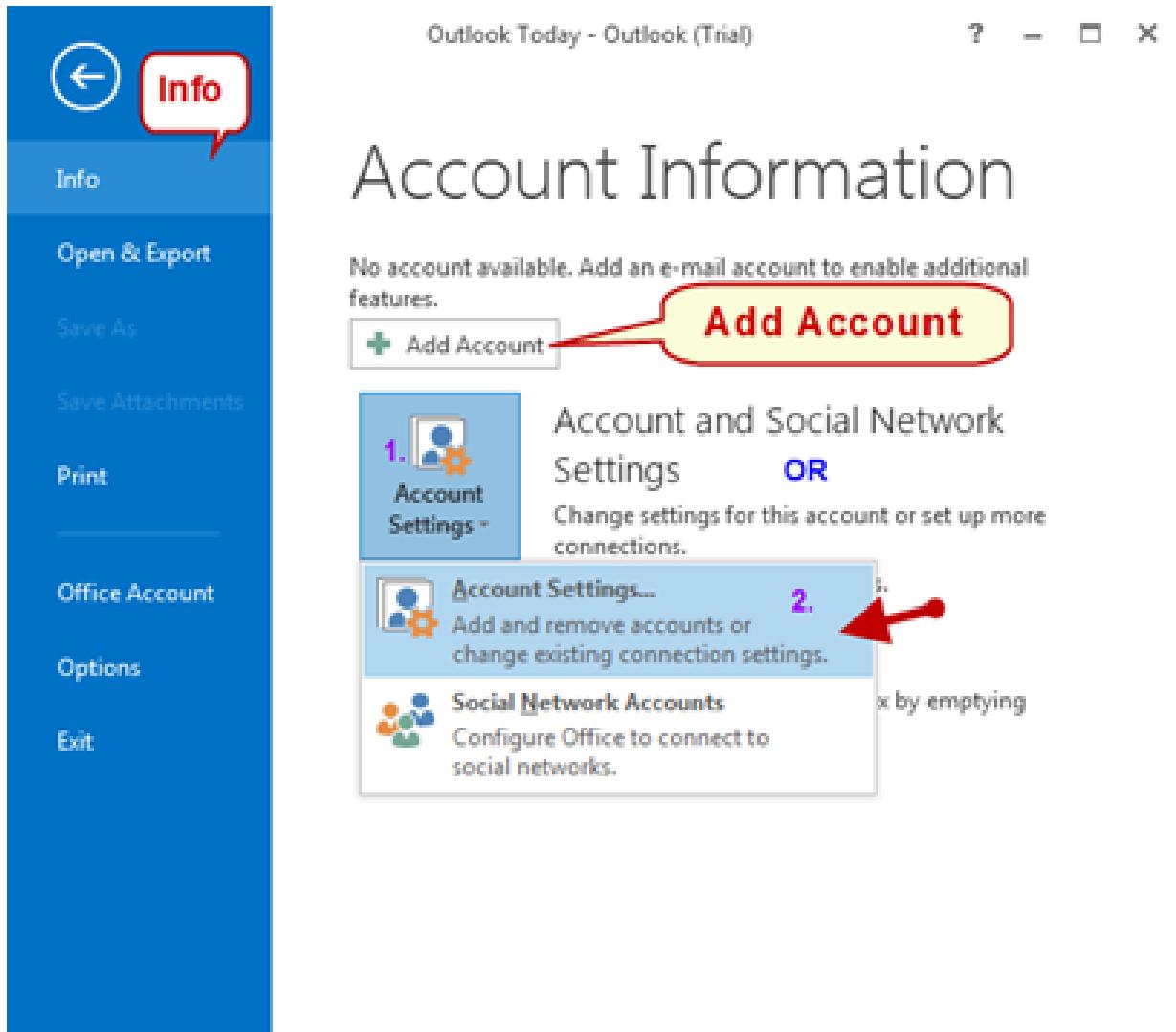
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2. Select Manual setup or additional server types and click Next

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account 

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

[< Back](#) [Next >](#) [Cancel](#)

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3. Select POP or IMAP click Next

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Add Account

Choose Service

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendar, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendar, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

Other
Connect to a server type that is listed below

Fax Mail Transport:

< Back Next > Cancel

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4. Fill-up account information same as below

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type: IMAP

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

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5. Click More Settings

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Add Account

POP and IMAP Account Settings
(Enter the mail server settings for your account.)



User Information

Your Name:	Rafael Perla
Email Address:	billing@halcyonmarine.com

Server Information

Account Type:	IMAP
Incoming mail server:	imap.gmail.com
Outgoing mail server (SMTP):	smtp.gmail.com

Logon Information

User Name:	billing@halcyonmarine.com
Password:	*****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All 0

More Settings ...

Back **Next >** **Cancel**

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6. Leave Mail Account name as default same as the email address

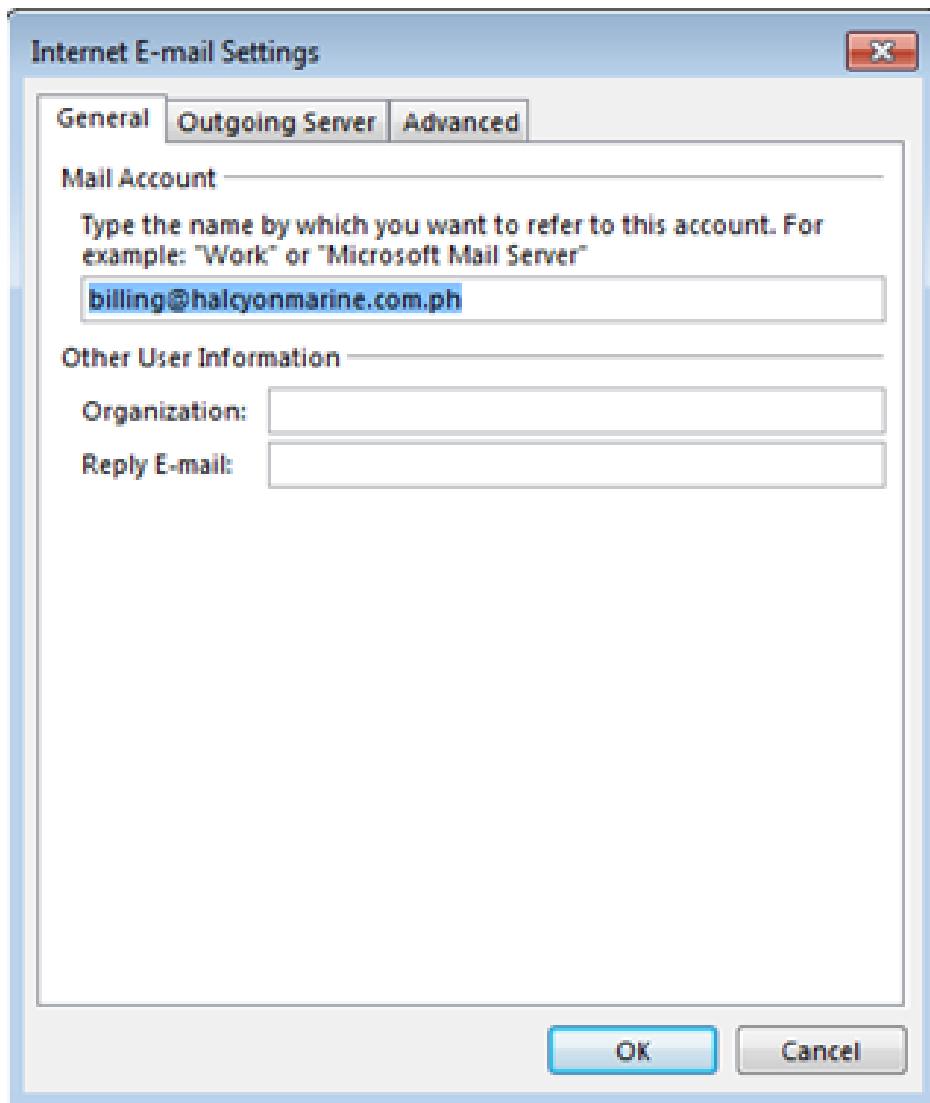
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7. Go to Outgoing Server tab, check “My outgoing server (SMTP) requires authentication” then “select Use same settings as my incoming mail server”

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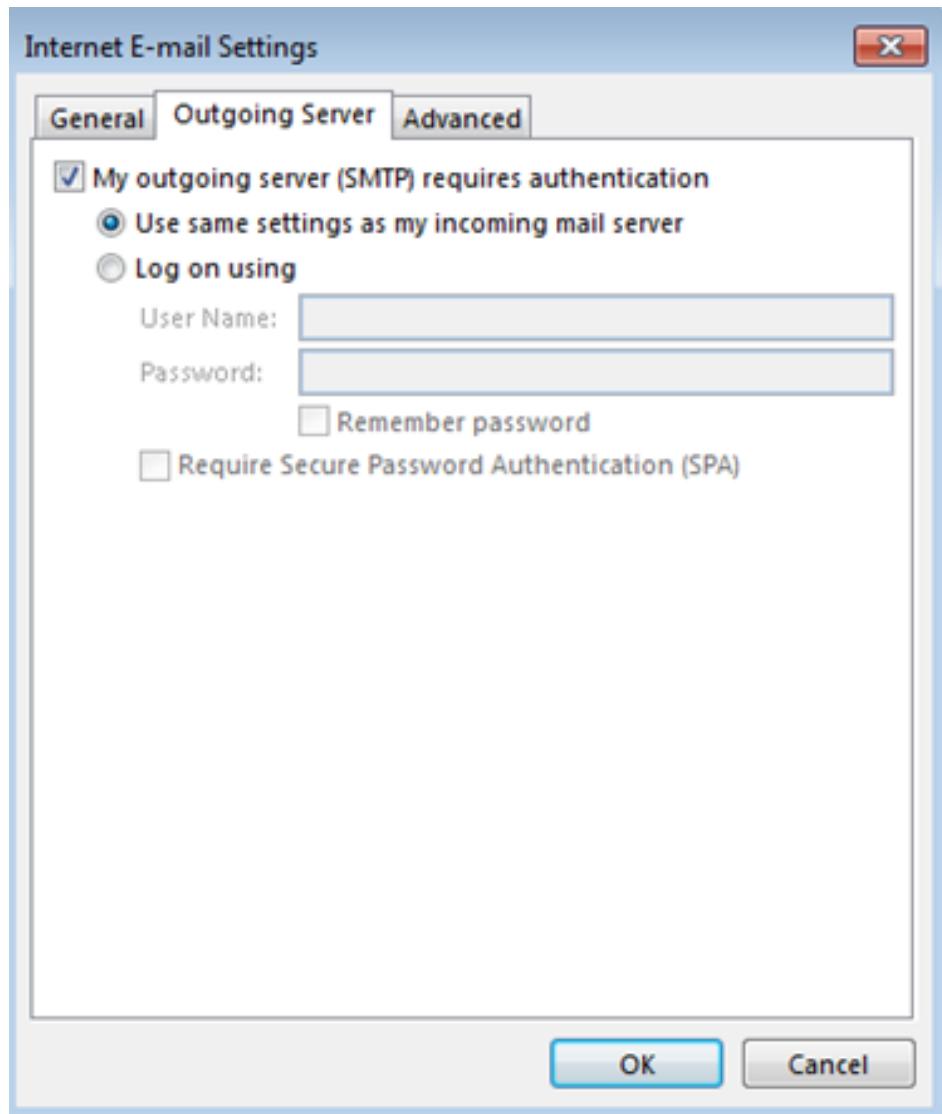
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8. Go to the Advanced tab, enter server ports and type of encrypted connections for Incoming and Outgoing server as shown below and click OK

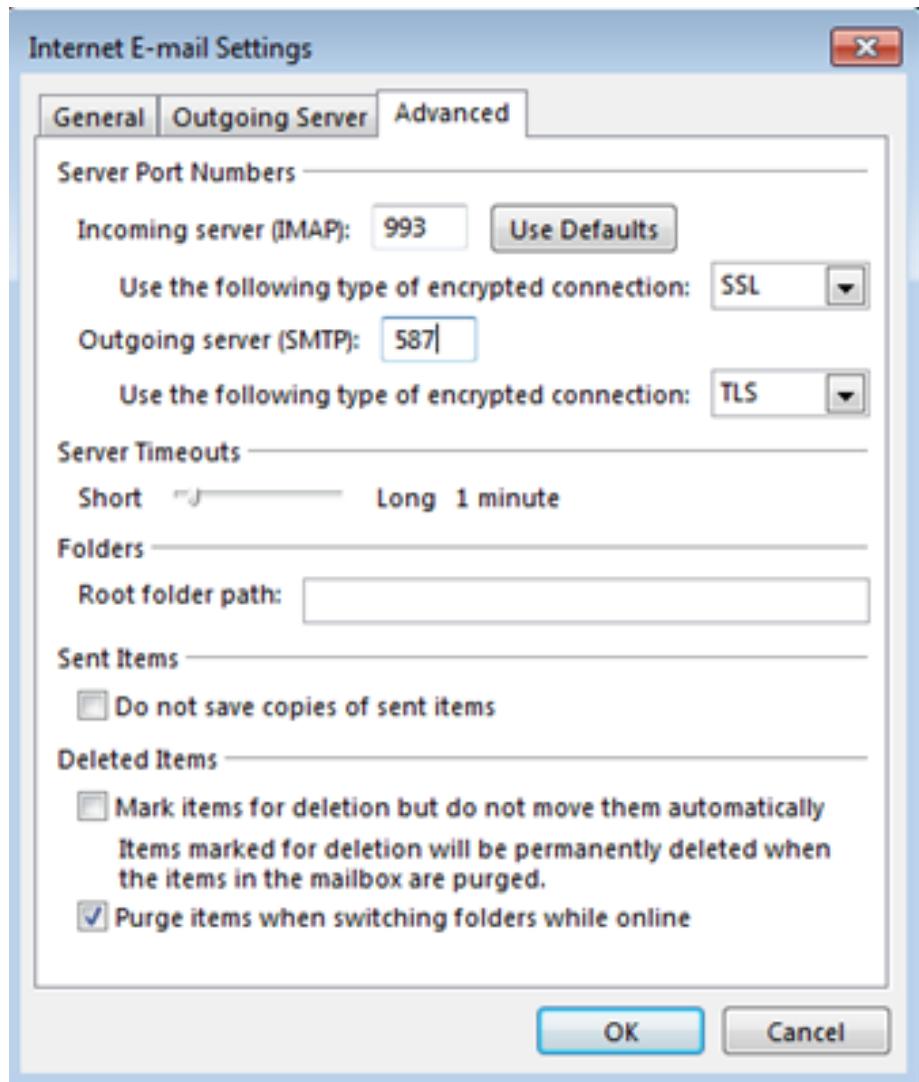
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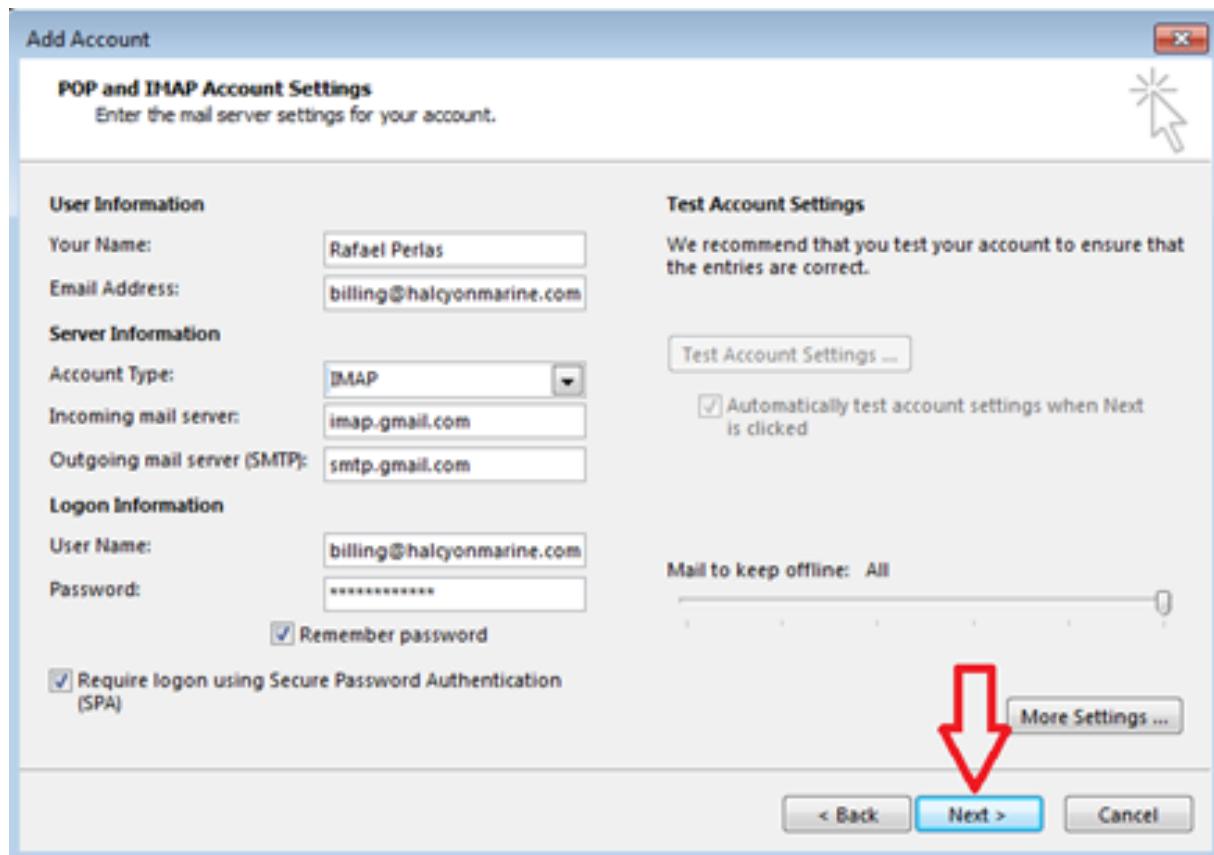


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9. Click Next



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10. Once the system ask for credential, enter the username and password.
11. Check "Save this password" in your password list and click OK

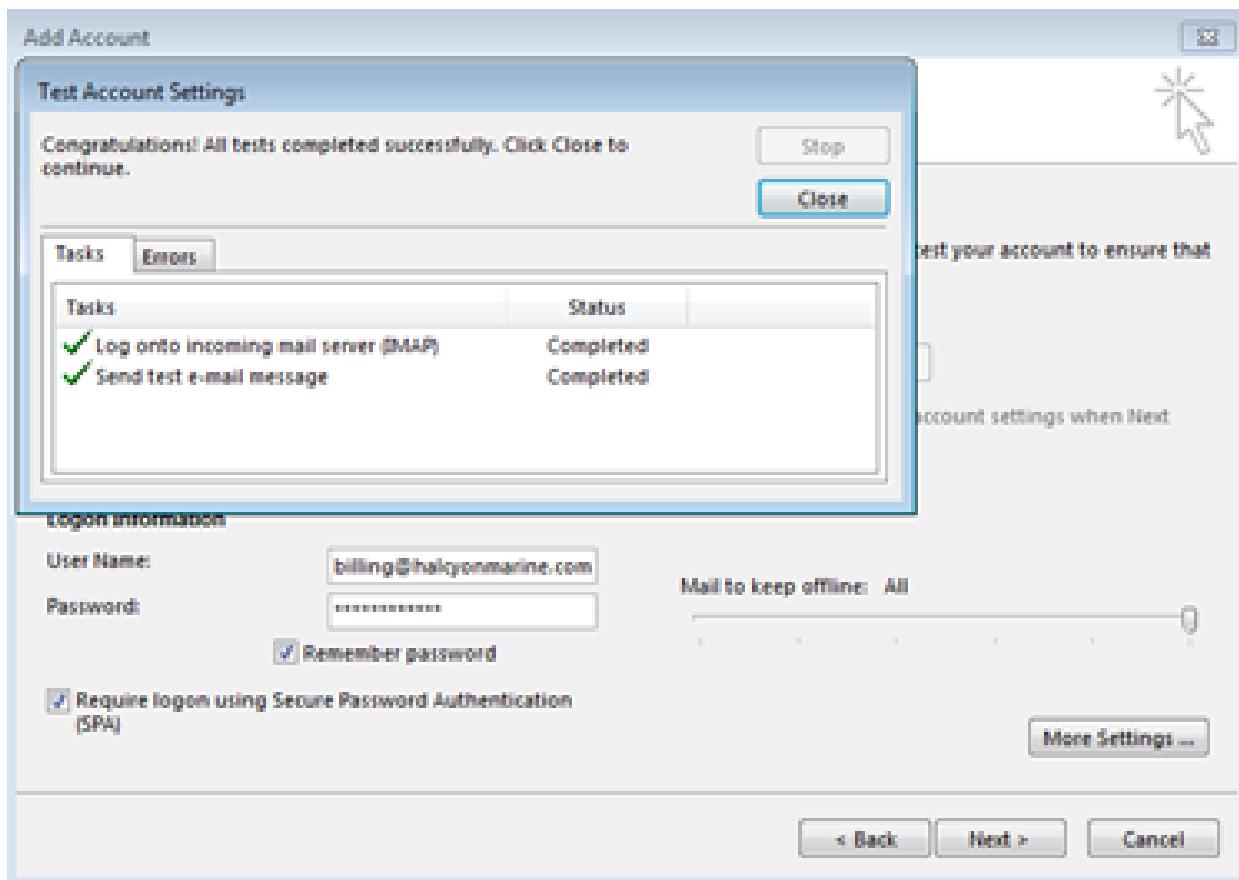


12. Outlook will test incoming and outgoing connection. Make sure that both tasks are completed and click Close

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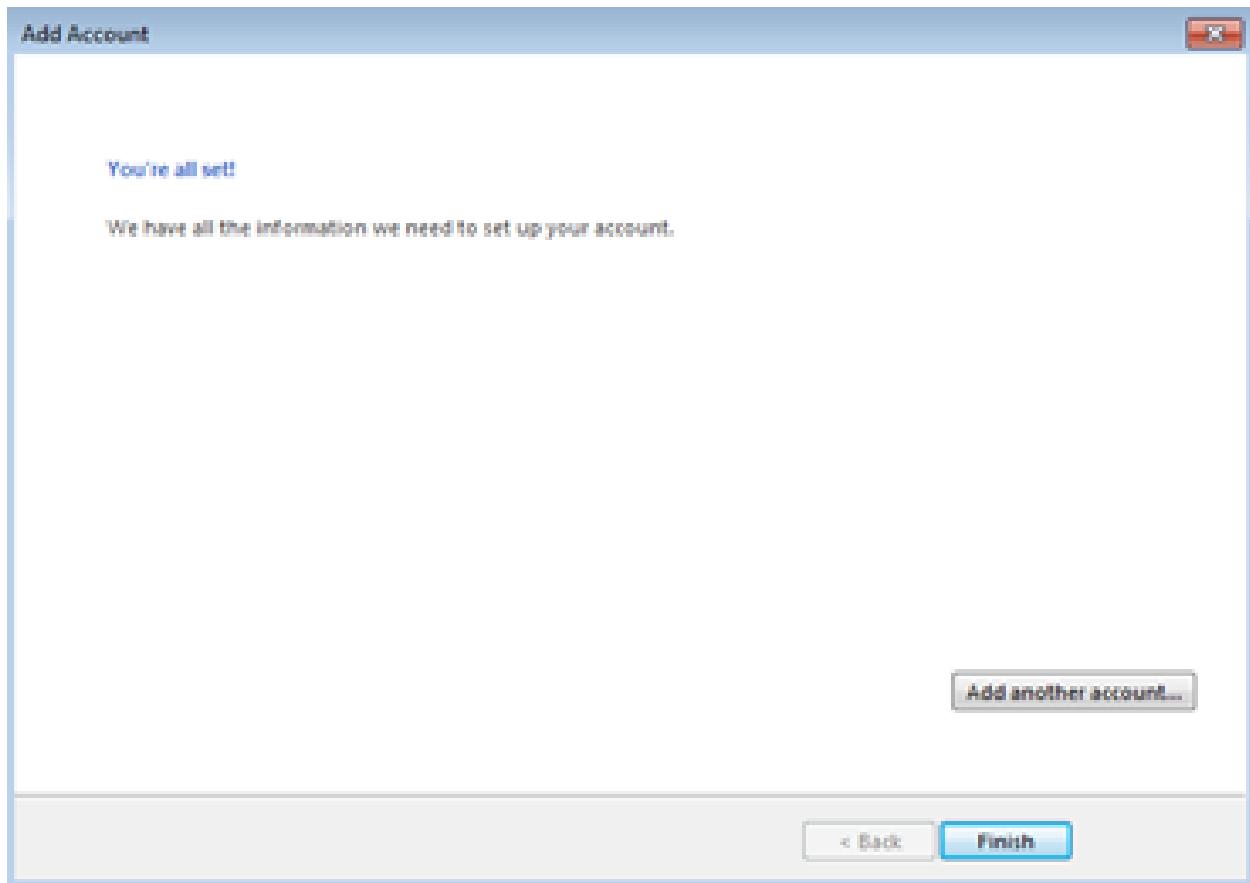


13. Click Finish

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18.0 HOW TO ALLOW SPECIFIC DOMAIN BYPASS SPAM FILTER

1. Go to Google App launcher and click Admin

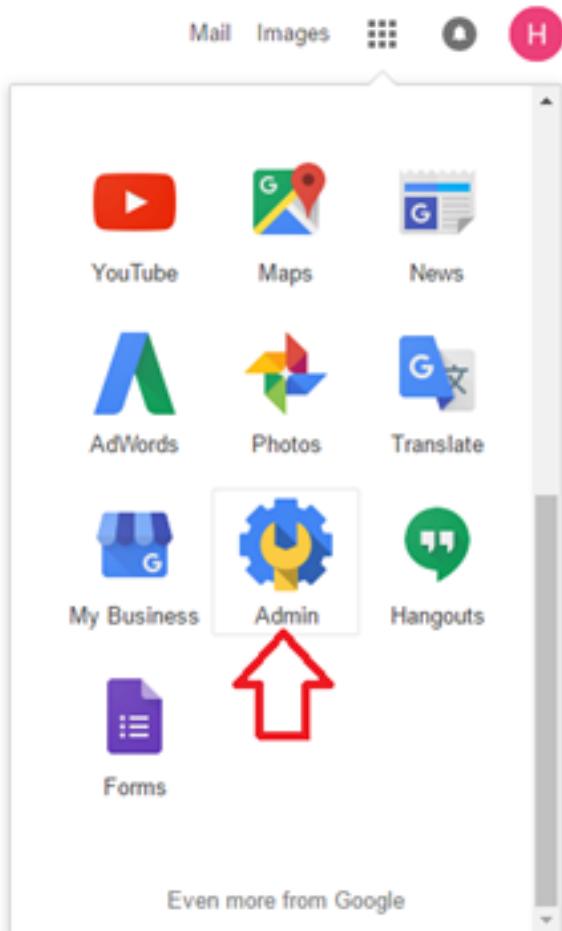
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2. Enter administrator account and password

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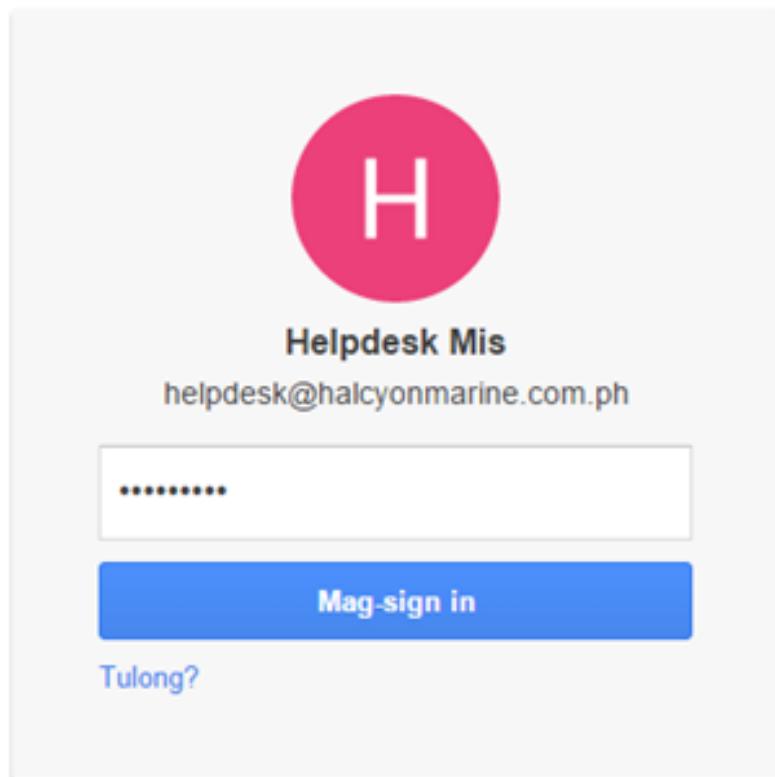
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Google

Pakilagay muli ang iyong password



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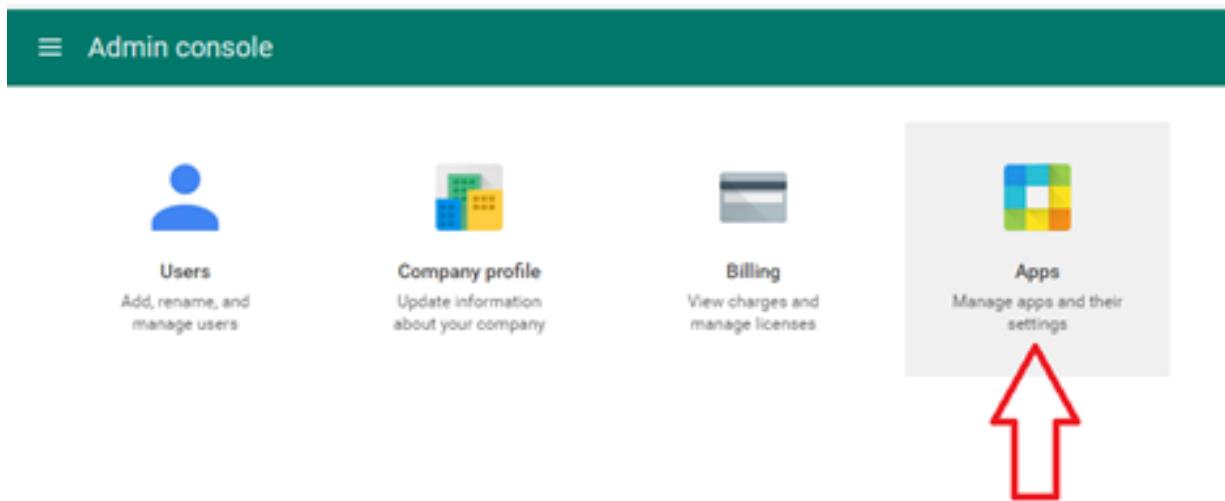
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3. Click Apps

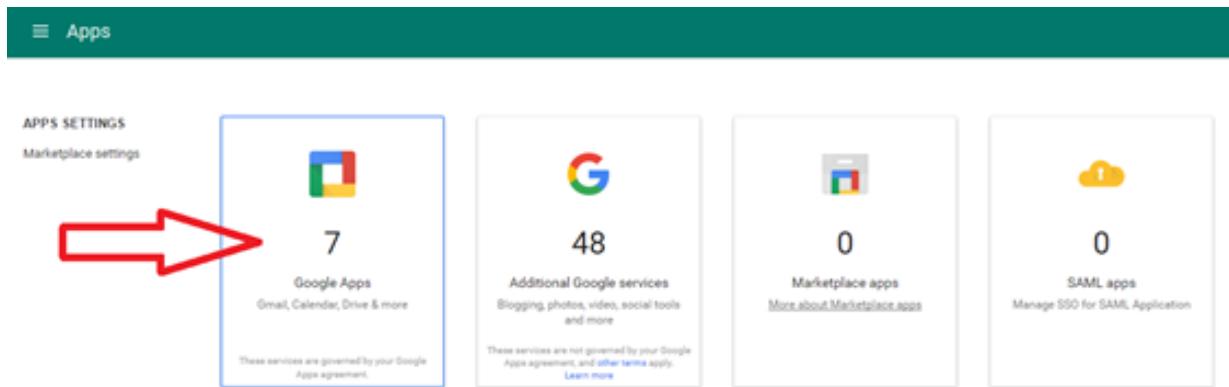


4. Click Google Apps

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5. Click Gmail

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■ Apps > Google Apps

Services Status ▾

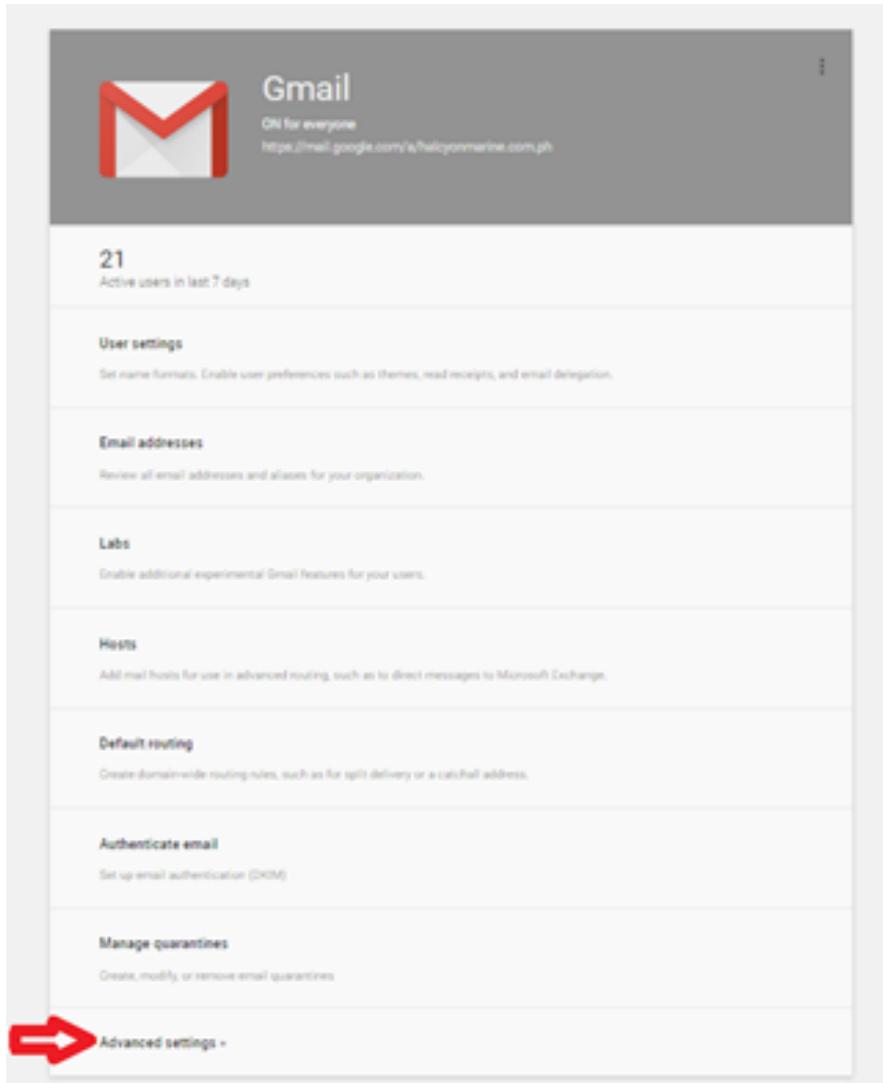
 Calendar	Organize your schedule and share events with friends	On for everyone
 Contacts	Manage your contacts	On for everyone
 Drive	With Google Drive, you can store, organize and keep all your stuff in one place. Share files with others, and edit them together in real time.	On for everyone
 Gmail	Get a fresh start with email that has less spam	On for everyone
 Google Talk/Hangouts	HD video, voice or text conversations across all your devices	On for everyone
 Sites	Create, share and publish websites	On for everyone
 Mobile	Google sync for Mobile	Always on

6. Click Advanced Settings

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7. Navigate to General Settings, Spam section

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≡ Apps > Google Apps > Settings for Gmail > Advanced settings

General Settings Email addresses Hosts Default routing Labs Quarantines

Search settings

Spam

Email whitelist An email whitelist is a list of IP addresses from which you want your users to receive emails. Mail sent from these IP addresses will be delivered to your inbox. Locally applied

Enter the IP addresses for your email whitelist.

Separate entries with commas

Spam SMS Emails Locally applied

Aggressive spam filtering: No
Bypass internal senders: Yes
Bypass approved senders: Yes
Quarantine message: No

Blocked senders outside_block Locally applied

Blocked senders message sets: 0
Bypass approved senders: Yes

Spam Hmsh_clients Locally applied

Aggressive spam filtering: No
Bypass internal senders: Yes
Bypass approved senders: Yes
Quarantine message: No

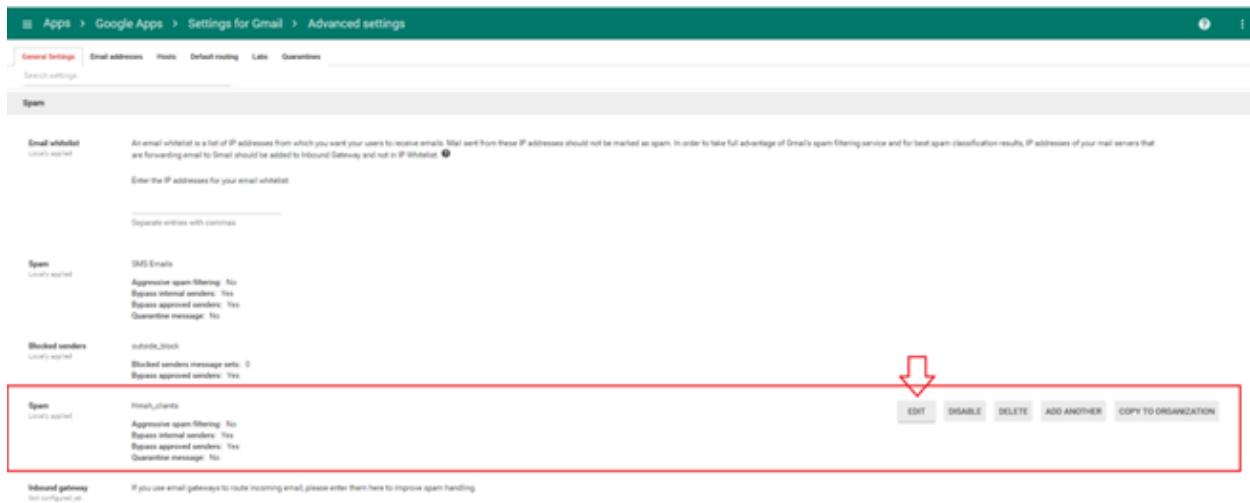
Inbound gateway If you use email gateways to route incoming email, please enter them here to improve spam handling.
Not configured yet

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8. Hover around Spam and click Edit



The screenshot shows the 'Spam' section of the Google Apps Settings for Gmail's Advanced settings. It includes fields for 'Email whitelist' (IP addresses), 'SMS Emails' (Aggressive open-filtering: No, Reject internal senders: Yes, Reject approved senders: Yes, Quarantine message: No), 'Blocked senders' (outside_block, Blocked senders message set: 0, Reject approved senders: Yes), and 'Inbound gateway' (hmhs_clients, Aggressive open-filtering: No, Reject internal senders: Yes, Reject approved senders: Yes, Quarantine message: No). At the bottom right, there are buttons for EDIT, DISABLE, DELETE, ADD ANOTHER, and COPY TO ORGANIZATION.

9. On Edit Settings, Hover around hmhs_client and click Edit

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SUBJECT: WORK INSTRUCTIONAL FOR MIS			

Edit setting ×

Spam Help

Hmsh_clients [Edit](#)

All incoming email messages are subjected to Google's spam filters. Messages detected as spam are automatically placed in the spam folder.

Modify this default behavior in the following ways

Be more aggressive when filtering spam.

Bypass spam filters for messages received from internal senders.

Bypass spam filters for messages received from addresses or domains within these approved senders lists.

hmha_client (4) [Edit](#) • [Don't use](#)

Use existing or create a new one.

Put spam in administrative quarantine

[Default](#) ▼

[CANCEL](#) [SAVE](#)

10. Click Add

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Edit setting

X

Spam

[Help](#)

[Hmhs_clients](#) [Edit](#)

All incoming email messages are subjected to Google's spam filters. Messages detected as spam are automatically placed in the spam folder.

Modify this default behavior in the following ways:

- Be more aggressive when filtering spam.
- Bypass spam filters for messages received from internal senders.
- Bypass spam filters for messages received from addresses or domains within these approved senders lists.
hmhs_client (4)



hmhs_client	ADD
halcyonmarine.com.ph	
seacrestmaritime.com	
bahiashipping.ph	
vega-manila.com.ph	

Use existing or create a new one:

- Put spam in administrative quarantine

[Default](#) ▾

[CANCEL](#) [SAVE](#)

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11. Enter the domain name and click “save”

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Edit setting

Spam

[Help](#)
[Hmhs_clients](#) [Edit](#)

All incoming email messages are subjected to Google's spam filters. Messages detected as spam are automatically placed in the spam folder.

Modify this default behavior in the following ways

- Be more aggressive when filtering spam.
- Bypass spam filters for messages received from internal senders.
- Bypass spam filters for messages received from addresses or domains within these approved senders lists.

hmhs_client (4)

hmhs_client	Address or domain name:	ADD
	<input type="text" value="www.test.com"/>	
	<input type="checkbox"/> Do not require sender authentication (not recommended).	
		CANCEL SAVE
halcyonmarine.com.ph		
seacrestmaritime.com		
bahishipping.ph		
vega-manila.com.ph		

Use existing or create a new one.

- Put spam in administrative quarantine

[CANCEL](#) [SAVE](#)

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12. Domain will be added on the list. Click “save”

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Edit setting

X

Spam

Help

hmhs_clients [Edit](#)

All incoming email messages are subjected to Google's spam filters. Messages detected as spam are automatically placed in the spam folder.

Modify this default behavior in the following ways

- Be more aggressive when filtering spam.
- Bypass spam filters for messages received from internal senders.
- Bypass spam filters for messages received from addresses or domains within these approved senders lists.

hmhs_client (4)

hmhs_client	ADD
www.test.com	
halcyonmarine.com.ph	
seacrestmaritime.com	
bahilashipping.ph	
vega-manila.com.ph	

Use existing or create a new one.

- Put spam in administrative quarantine

Default ▾



CANCEL

SAVE

CONTROLLED

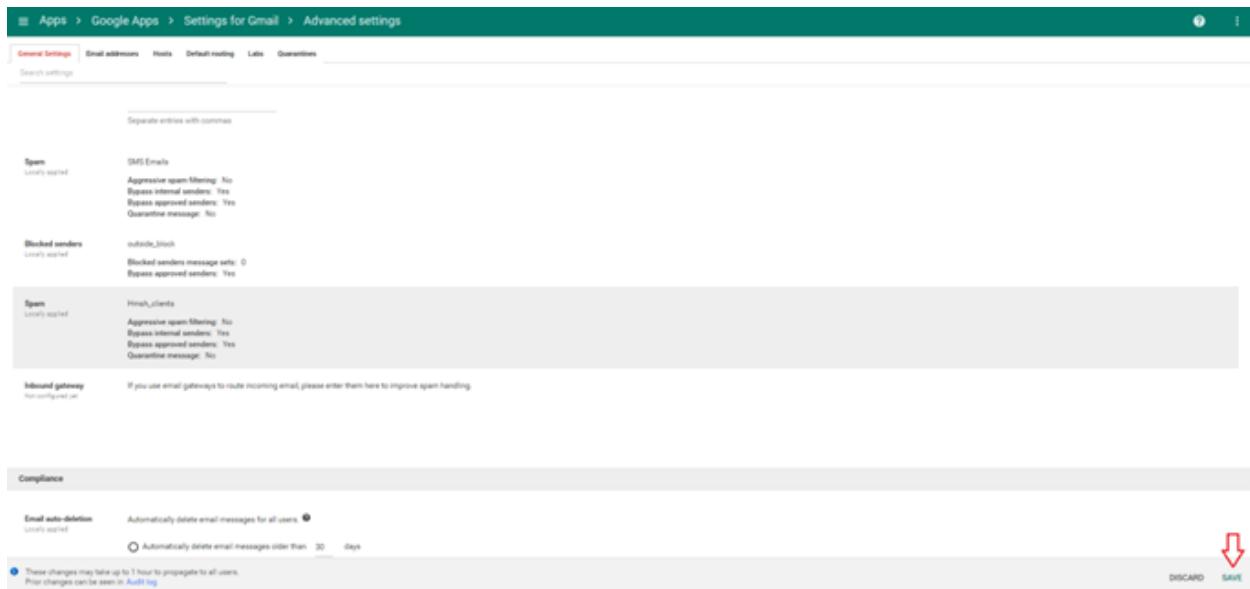
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		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennda E. Canlas, MD Medical Director
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

13. Click “save”. Changes may take up to 1 hour to propagate to all users



The screenshot shows the "Advanced settings" page under "Settings for Gmail". It includes sections for "Spam" and "Blocked senders" with specific rules like "SPAM_1" and "BLOCKED_1". A note at the bottom says "If you use email gateways to route incoming email, please enter them here to improve spam handling". Below this is a "Compliance" section with "Email auto-deletion" options. At the bottom right is a red arrow pointing to a "SAVE" button.

19.0 SMS SYSTEM BACK END ADMINISTRATION

19.1 Starting Kannel and PLAYMSD

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1. Check Gateway port:
#~root: wvdialconf /etc/wvdial.conf

```

, speed 230400: AT -- x
ttyUSB0<*1>: Max speed is 115200; that should be safe.
ttyUSB0<*1>: ATQ0 V1 E1 S0=0 &C1 &D2 +FCLASS=0 -- OK
ttyS0<*1>: ATQ0 V1 E1 -- failed with 2400 baud, next try: 9600 baud
ttyS0<*1>: ATQ0 V1 E1 -- failed with 9600 baud, next try: 115200 bau
ttyS1<*1>: ATQ0 V1 E1 -- and failed too at 115200, giving up.
ttyS1<*1>: ATQ0 V1 E1 -- failed with 2400 baud, next try: 9600 baud
ttyS1<*1>: ATQ0 V1 E1 -- failed with 9600 baud, next try: 115200 bau
ttyS2<*1>: ATQ0 V1 E1 -- failed with 2400 baud, next try: 9600 baud
ttyS2<*1>: ATQ0 V1 E1 -- failed with 9600 baud, next try: 115200 bau
Modem Port Scan<*1>: S3

Found a modem on /dev/ttyUSB0, using link /dev/modem in config.
Modem configuration written to /etc/wvdial.conf.
ttyUSB0<Info>: Speed 115200; init "ATQ0 V1 E1 S0=0 &C1 &D2 +FCLASS=0"
[root@localhost ~]# ■

```

19.2 Checking and Troubleshooting

1. Run Minicom : minicom
->Check Signal status:
->AT+CSQ
Legend:

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+CSQ: 99,99 : no signal
 +CSQ: 16,99 : Good
 ->Check Sim Card:
 ->AT+COPS?
 -Return should be like this:
 +COPS: 0,0,"SMART Gold",2

2. Check kannel status :

On	URL	address	bar	type
	http://127.0.0.1:13000/status?password=bar			

Status should be like this:

Status: running, uptime 0d 0h 0m 14s

SMSC Connections: should be like this:

ZTE AT2[ZTE] (online 9s, rcvd 0, sent 0, failed 0, queued 0 msgs)

3. Check sending:

On	URL	address	bar	type
	http://localhost:13013/cgi-bin/sendsms?username=tester&password=foobar&from=09185888619&to=09274980104&text=TestingULet			

4. Once error occur, re-plugged the GSM Modem and restart the services

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```

File Edit View Search Terminal Help
2015-06-29 10:33:12 [11877] [8] DEBUG: send_msg: sending msg to box: <127.0.0.1>
2015-06-29 10:33:12 [11877] [8] DEBUG: boxc_receiver: sms received
2015-06-29 10:33:12 [11877] [8] DEBUG: send_msg: sending msg to box: <127.0.0.1>
2015-06-29 10:33:18 [11877] [6] DEBUG: AT2[auto]: send command status: -1
2015-06-29 10:33:20 [11877] [6] DEBUG: AT2[auto]: TP-Validity-Period: 24.0 hours
2015-06-29 10:33:20 [11877] [6] DEBUG: AT2[auto]: --> AT+CMGS=154^M
2015-06-29 10:33:26 [11877] [6] DEBUG: AT2[auto]: send command status: -1
2015-06-29 10:33:28 [11877] [6] DEBUG: AT2[auto]: TP-Validity-Period: 24.0 hours
2015-06-29 10:33:28 [11877] [6] DEBUG: AT2[auto]: --> AT+CMGS=154^M
2015-06-29 10:33:34 [11877] [6] DEBUG: AT2[auto]: send command status: -1
2015-06-29 10:33:36 [11877] [6] DEBUG: AT2[auto]: TP-Validity-Period: 24.0 hours
2015-06-29 10:33:36 [11877] [6] DEBUG: AT2[auto]: --> AT+CMGS=62^M
2015-06-29 10:33:42 [11877] [6] DEBUG: AT2[auto]: send command status: -1
2015-06-29 10:36:12 [11877] [8] DEBUG: boxc_receiver: sms received
2015-06-29 10:36:12 [11877] [8] DEBUG: send_msg: sending msg to box: <127.0.0.1>
2015-06-29 10:36:12 [11877] [8] DEBUG: boxc_receiver: sms received
2015-06-29 10:36:12 [11877] [8] DEBUG: send_msg: sending msg to box: <127.0.0.1>
2015-06-29 10:36:14 [11877] [6] DEBUG: AT2[auto]: TP-Validity-Period: 24.0 hours
2015-06-29 10:36:14 [11877] [6] DEBUG: AT2[auto]: --> AT+CMGS=154^M
2015-06-29 10:36:20 [11877] [6] DEBUG: AT2[auto]: send command status: -1
2015-06-29 10:36:22 [11877] [6] DEBUG: AT2[auto]: TP-Validity-Period: 24.0 hours
2015-06-29 10:36:22 [11877] [6] DEBUG: AT2[auto]: --> AT+CMGS=99^M
2015-06-29 10:36:28 [11877] [6] DEBUG: AT2[auto]: send command status: -1

```

19.3 Add number for verification of outgoing messages

1. Go to /var/www/html/playsms/plugin/core/sendsms and edit sendsms.php using gedit

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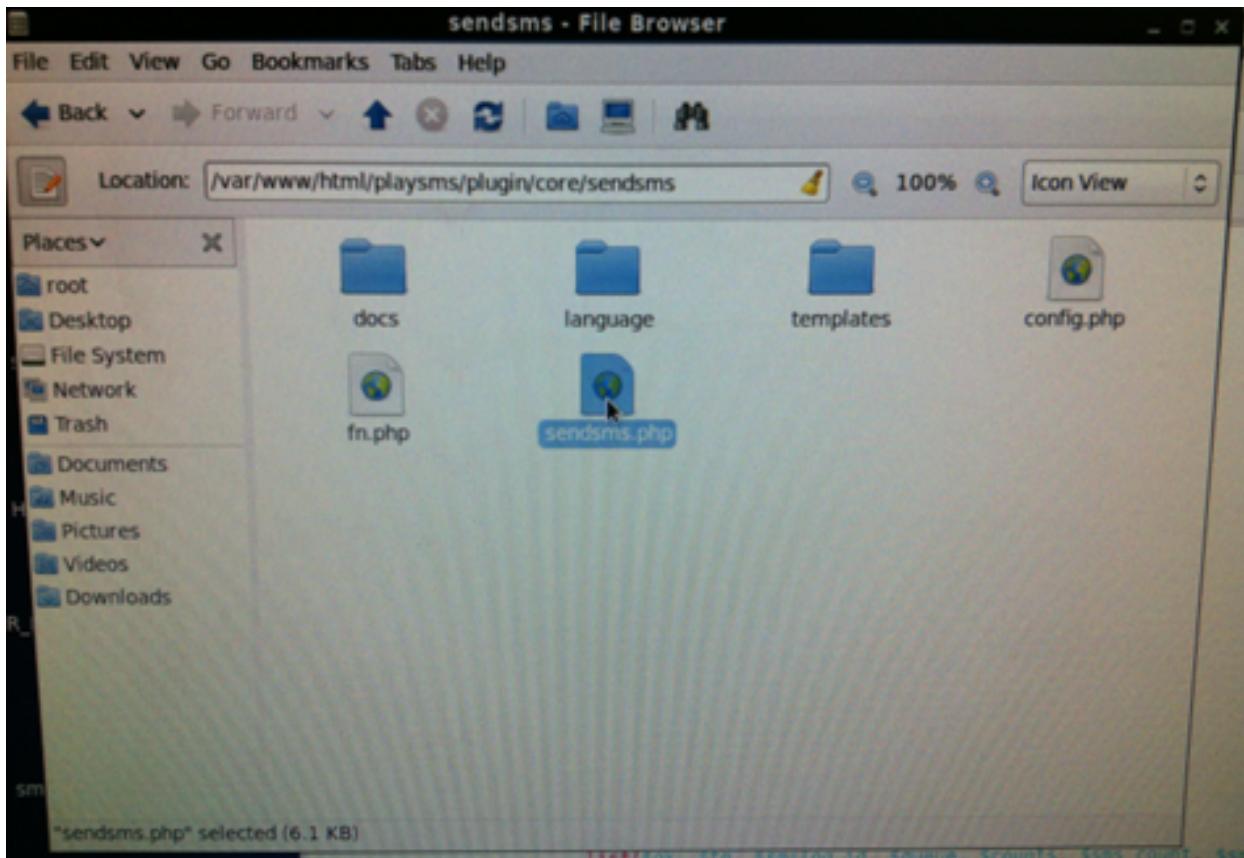
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2. Locate the line "//destination numbers", edit \$sms_to = explode(',',\$sms_to); add the number after \$sms_to as shown below

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```

        $sms_type = "flash";
    }

    // unicode or not
$msg_unicode = $_REQUEST['msg_unicode'];
$unicode = "0";
if ($msg_unicode == "on") {
    $unicode = "1";
}

// SMS message
$message = $_REQUEST['message'];

// save it in session for next form
$_SESSION['tmp']['message'] = $message;

// destination numbers
if ($sms_to != trim($_REQUEST['p_num_text'])) {
    $sms_to = explode(',', $sms_to, 9999999999);
}

if ($sms_to[0] && $message) {

    list($ck, $to, $smslog_id, $queue, $counts, $sms_count, $sms_failed) = se
(user config['username'], $ms_to, $message, $sms_type, $unicode, $infofooter, $sms_footer, $ms
ms_schedule, $reference_id);

    $_SESSION['error_string'] = ("Your message has been delivered to queue")
('queued') . ":" . (int) $ms_count . ":" . ('failed') . ":" . (int) $sms_failed . ")";
} else {
    $_SESSION['error_string'] = ("You must select receiver and your message is
empty");
}
header("Location: " . url('index.php?controller=home&action=messages'));

```

3. Save the changes and restart playsmsd service

20.0 QUICKBOOKS 2015 INSTALLATION

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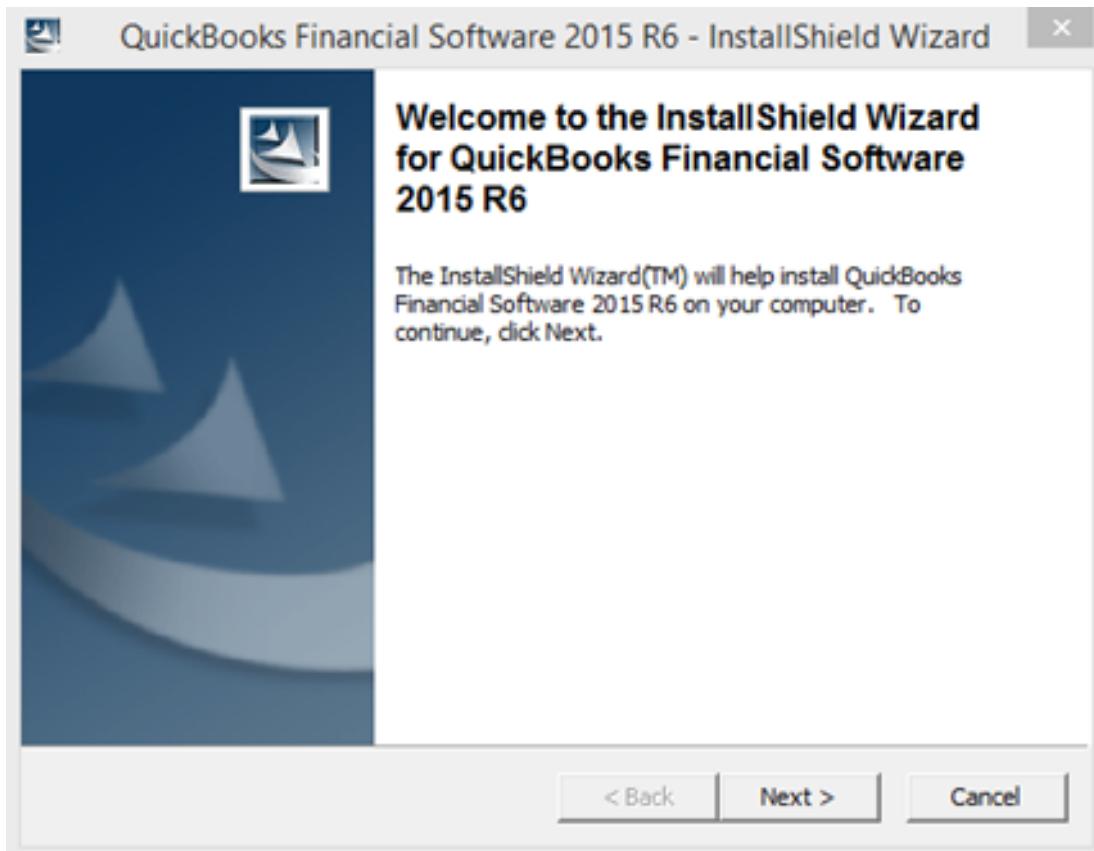
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1. Copy the installer folder from MIS shared folder | Important Software | Accounting Software to local disk (folder name: QuickBooks 2015)
2. Open the folder and run QuickBooksPremier2015.exe as Administrator
3. Click Next button

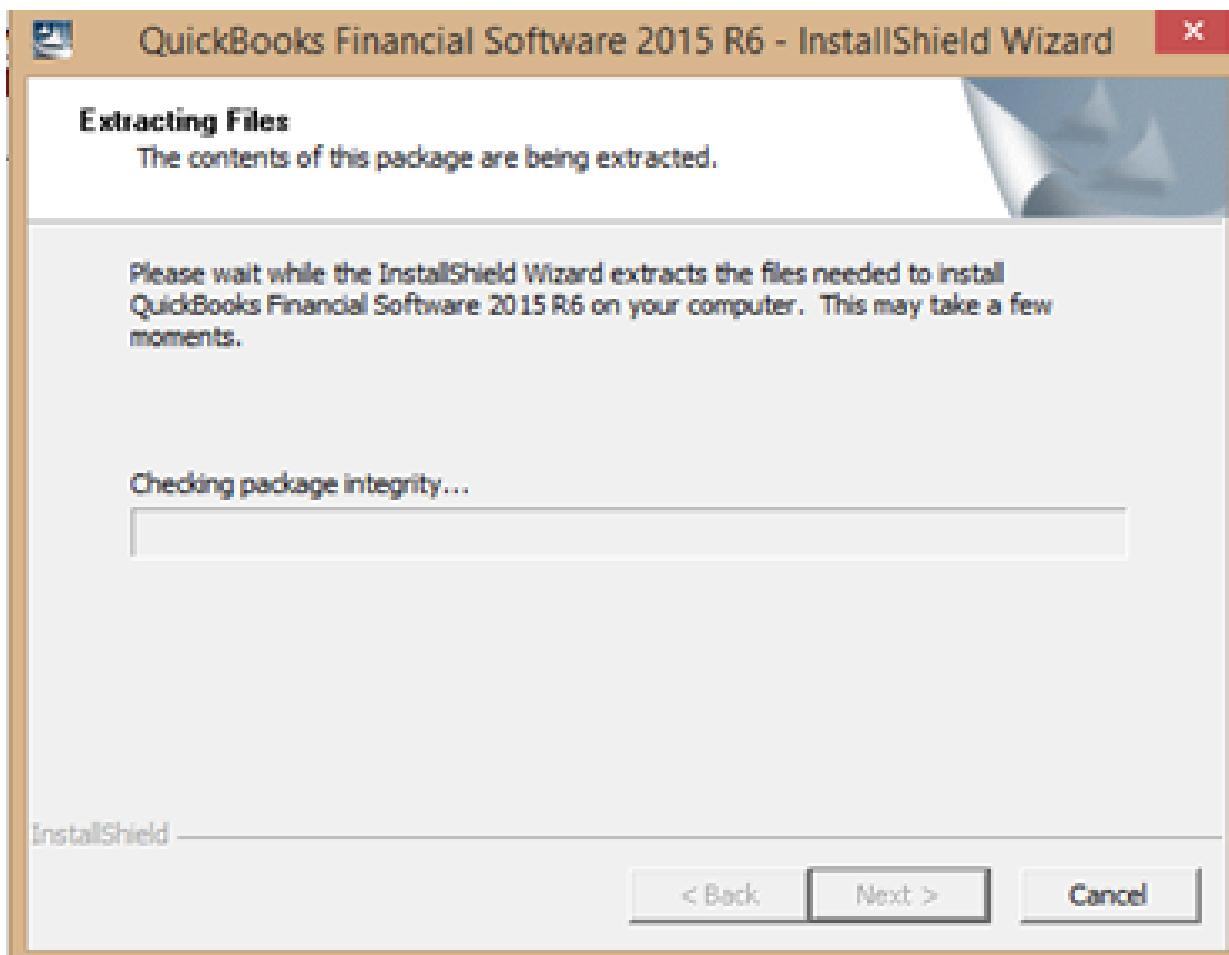


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4. Wait until system finish extracting and loading files



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Welcome to QuickBooks!

This wizard will guide you through your installation.
Please close any open programs, especially virus protection programs, before continuing.



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5. Click Next

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7. Ensure to tick “Express install” is selected and click Next

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Choose your installation type

- Express (recommended)
Install using default settings.
- Custom and Network options
Customize location and advanced server options.



 Explain these choices in detail

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8. Type License and Product number

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License and Product Numbers

You'll find these numbers on your packaging or in your confirmation email.

License Number: - - -

Product Number: -

Reinstalling QuickBooks 2015? [Use your user ID instead](#)



 I can't find these numbers

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9. QuickBooks 2015 License and Product number is stored on License and Configuration Details.txt file located in the same folder with the installer

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Intuit QuickBooks Premier Download 5 2015

License Number: 266943870204514

Product Number: 642661

Validation Code: 686180

Security Question:

Name of the company worked for : halcyon

Path:\192.168.10.41\Users\User_2\Desktop\QB SSA

Note: candy Pc

accounting@halcyonmarine.com.ph

asdfqwer!@#%

Other notes:

Quickbooks Premier 2015

https://quickbooks.intuit.com/cart/?_requestid=713

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10. Enter the details and click Next

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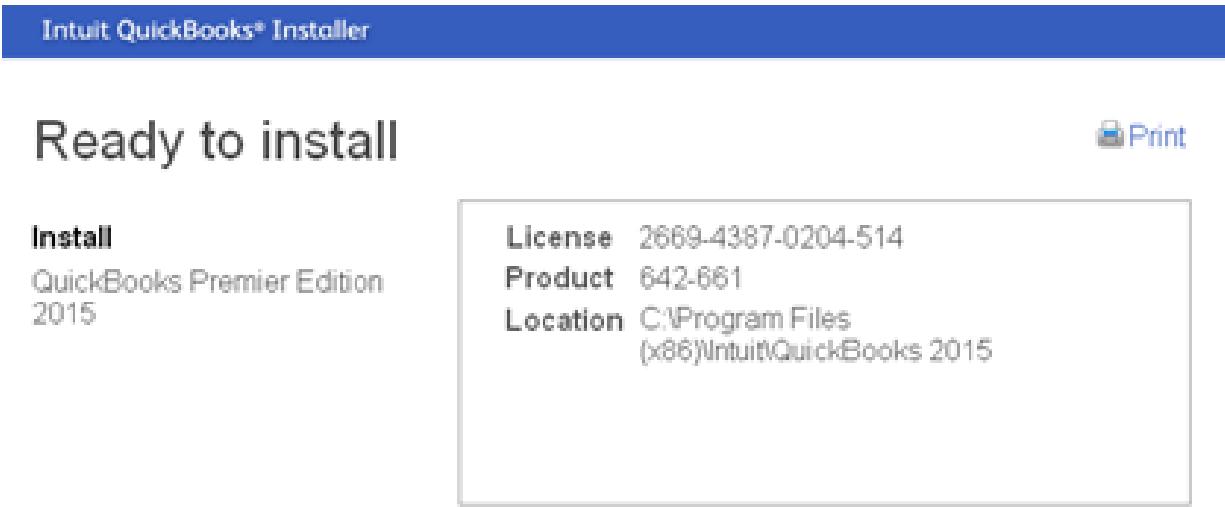
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11. Review and click Install



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12. While installing validate your account by typing your user ID and click Validate button

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Installing QuickBooks 2015...



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Status: Computing space requirements

While QuickBooks Is Installing, let's take care of your registration.

Your QuickBooks user ID is usually your email address—give that a try first.

User ID  [Validate](#)

If we can't find your user ID, we'll set up a new account.

 [Need sign in help?](#)

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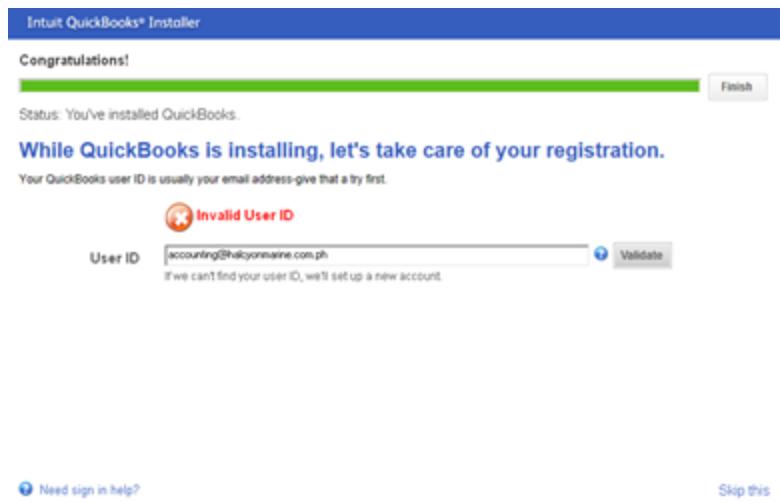
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13. Click Finish button



14. Click Open QuickBooks

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Congratulations!

QuickBooks has successfully installed.



Open QuickBooks

15. Select Premier Edition and click Next

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Premier Edition (General Business)

Premier Contractor Edition

Premier Manufacturing & Wholesale Edition

Premier Nonprofit Edition

Premier Professional Services Edition

Premier Retail Edition

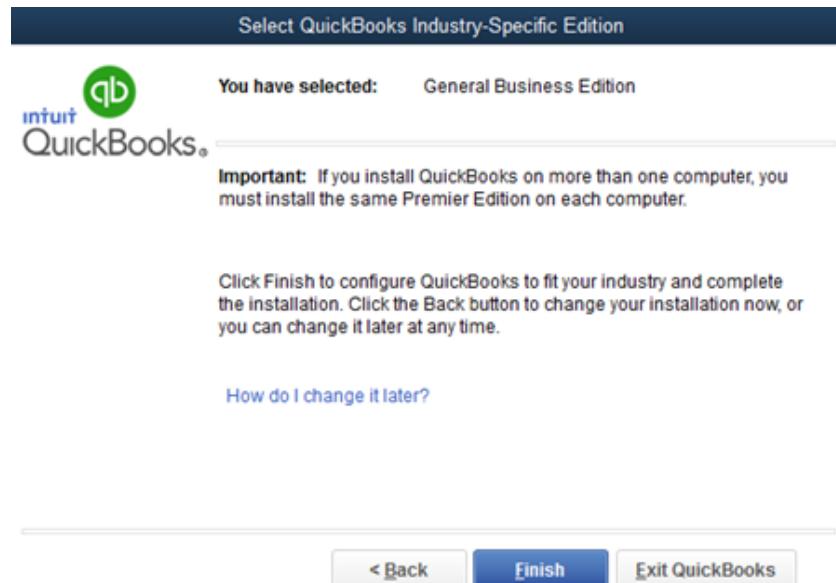
[Next >](#) [Exit QuickBooks](#)

16. Click Finish

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17. QuickBooks will do system configurations

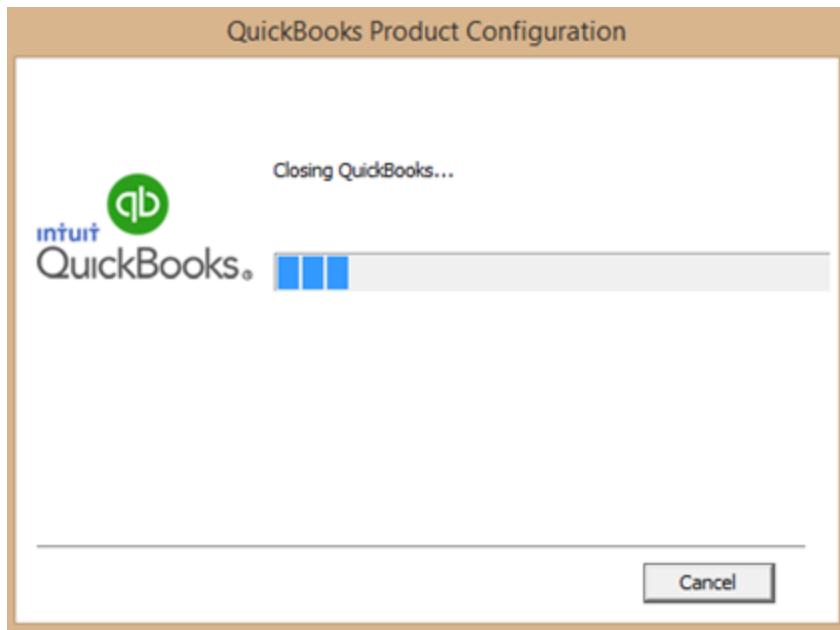
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18. Click Yes to include automatic updates

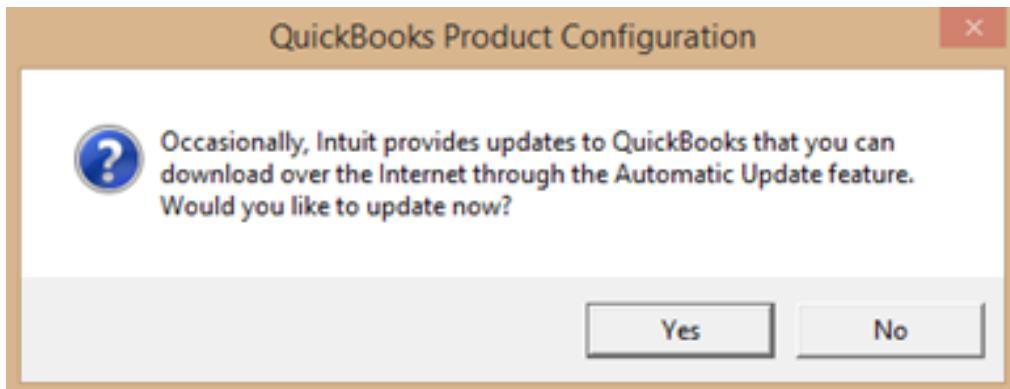
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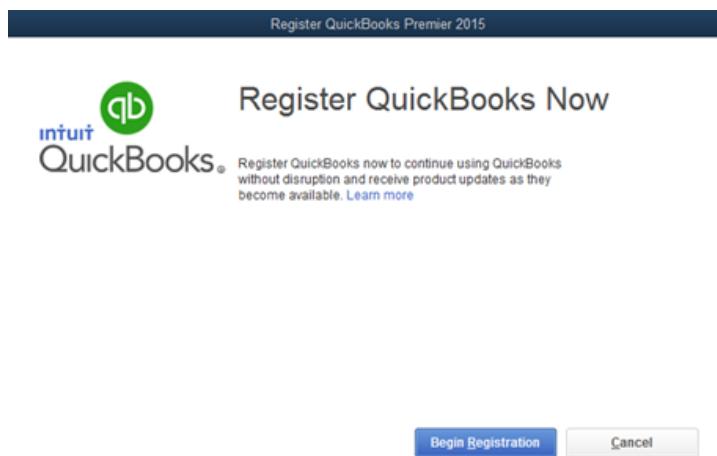
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19. Register QuickBooks window will appear. Click Begin Registration



20. Enter validation code and click Next



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Register QuickBooks Premier 2015



Your product information
 License number: 2669-4387-0204-514
 Product number: 642-661

The phone agent will give you a code to enter below:

Validation code:

[Register Later](#)

[Next >>](#)

21. Registration successful. Click Finish

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Thank you for
registering QuickBooks

Your product information

License number: 2669-4387-0204-514
Product number: 642-661

Choose Help menu > About QuickBooks to view this
information from within QuickBooks.

Finish

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22. Click OK

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We provide a feature called "Automatic Update" which is turned on by default. Automatic Update ensures that you've got the latest QuickBooks updates and improvements.

What are my options?

Leaving Automatic Update on means that you agree to receive product updates from us automatically via your Internet connection. If you want to learn more or turn off this feature, go to the Help menu and click [Update QuickBooks](#).

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QuickBooks is Web-enabled. Some features require Internet access and will open in a browser window. If QuickBooks can't find a connection, it may ask you to establish one.

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		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 0
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

21.0 MYSQL AUTO BACKUP INSTALLATION AND CONFIGURATION (CENTOS)

1. Login as root

2. Open terminal

3. Download the latest version of AutoMySQLBackup to your server

```
#~root:wgethttp://downloads.sourceforge.net/project/automysqlb
ackup/AutoMySQLBackup/AutoMySQLBackup%20VER%203.0/aut
mysqlbackup-v3.0_rc6.tar.gz
```

4. Create a directory for Automysqlbackup's scripts and unpack the downloaded tar archive

```
#~root:mkdir /opt/automysqlbackup
#~root:tarxvfautomysqlbackup-v3.0_rc6.tar.gz -C
/opt/automysqlbackup
```

5. Once the archive is unpacked run the Automysqlbackup installation script:

```
#~root: cd /opt/automysqlbackup
#~root: ./install.sh
### Checking archive files for existence, readability and integrity
automysqlbackupautomysqlbackup.conf
```

6. Use the default paths for the global configuration directory and the directory for the executable. Press Enter once paths are required.

6.1 Configure AutoMySQLBackup. Open the configuration file located in the directory set when running the installation script.

```
#~root: vim /etc/automysqlbackup/automysqlbackup.conf
```

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7. Uncomment and set the following configuration directives;

- 7.1 CONFIG_mysql_dump_username='root'
- 7.2 CONFIG_mysql_dump_password='YourPassword'
- 7.3 CONFIG_mysql_dump_host='localhost'
- 7.4 CONFIG_backup_dir='/var/backup/db'
- 7.5 CONFIG_do_monthly="01"
- 7.6 CONFIG_do_weekly="5"
- 7.7 CONFIG_rotation_daily=6
- 7.8 CONFIG_rotation_weekly=35
- 7.9 CONFIG_rotation_monthly=150
- 7.10 CONFIG_mysql_dump_port=3306
- 7.11 CONFIG_mysql_dump_compression='gzip'

8. Once done with editing, save the configuration file.

9. All settings are optional, check the description and configuration file for more information about the settings of AutoMySQLBackup.

10. Create a directory for the MySQL backups. The directory is set as 'backup_dir' in the configuration file:

```
#~root: mkdir /var/backup
```

9. To create a backup of MySQL databases, run AutoMySQLBackup by executing the following:

```
#~root: automysqlbackup
```

10. To scheduling using crontab enter command shown below:

```
#~root: crontab -e
```

11. To schedule the database backup every night, add a line to crontab;

```
#~root: 0 0 * * * /usr/sbin/automysqlbackup
```

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22.0 MOUNTING SHARED FOLDER (LINUX-CENTOS)

1. Open terminal window
2. Create folder to mount the shared folder using this command:

```
#~root:mkdir /mnt/dbbackup
```
3. To locate fstab file enter command shown below:

```
#~root:cd /etc
```
4. To locate fstab file enter command shown below:

```
#~root:cd /etc
```
5. To edit fstab enter command shown below:

```
#~root:vi fstab
```
6. Press "i" on the keyboard to enter insert mode
7. Append the following lines:

```
\\"192.168.10.202\mis_team\System_Database_Backup\In_House_
DB\Automatic_backup\playsms\mnt/dbbackup/cifspassword=yo
urpassword,username=youruser,iocharset=utf8,file_mode=0777,dir_
mode=0777 00
```
8. To execute mounting enter command shown below:

```
#~root:mount -a
```
9. To check if mounting is successfully done, enter the following command:

```
#~root:df -h
```

23.0 DISABLE HTTP METHODS

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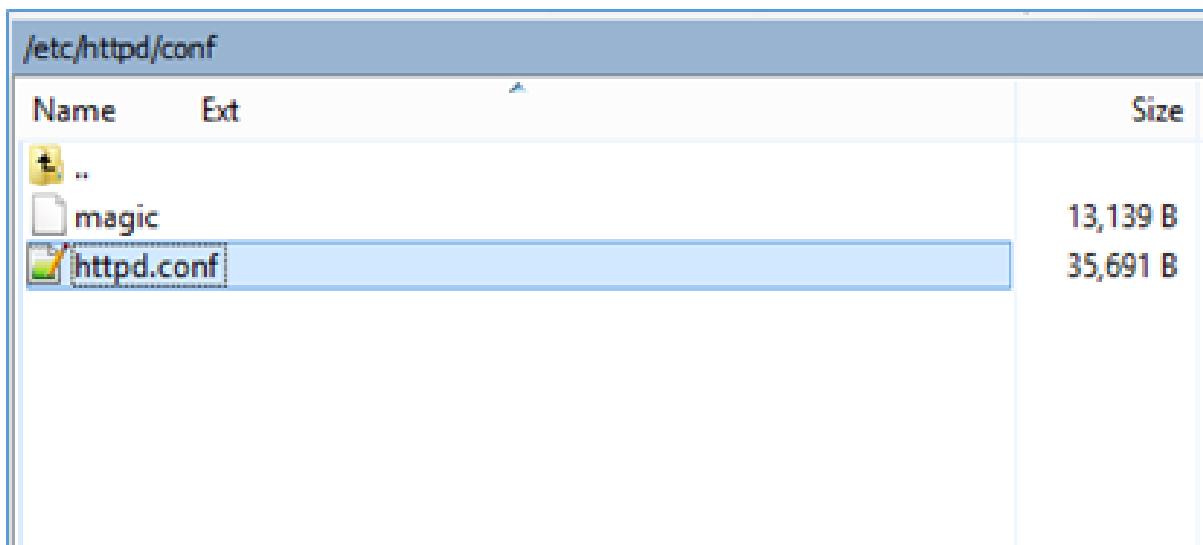
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1. On Linux server, edit httpd.conf file located at /etc/httpd/conf folder as shown below



2. Append the following lines

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```

#<Location /server-info>
#    SetHandler server-info
#    Order deny,allow
#    Deny from all
#    Allow from .example.com
#</Location>

#Disabled HTTP Methods except GET and POST
<Location /server-info>
<LimitExcept POST GET>
    SetHandler server-info
    Order deny,allow
    Deny from all
    Allow from halcyonmarine.com.ph
</LimitExcept>
</Location>

```

3. Ensure that mod_info.so module is loaded. Check if it is uncommented

```

LoadModule headers_module modules/mod_headers.so
LoadModule usertrack_module modules/mod_usertrack.so
LoadModule setenvif_module modules/mod_setenvif.so
LoadModule mime_module modules/mod_mime.so
LoadModule dav_module modules/mod_dav.so
LoadModule status_module modules/mod_status.so
LoadModule autoindex module modules/mod_autoindex.so
LoadModule info_module modules/mod_info.so
LoadModule dav_fs_module modules/mod_dav_fs.so
LoadModule vhost_alias_module modules/mod_vhost_alias.so
LoadModule negotiation_module modules/mod_negotiation.so
LoadModule dir_module modules/mod_dir.so

```

4. Restart Apache web service by running below command on terminal:
#~root:service httpd restart

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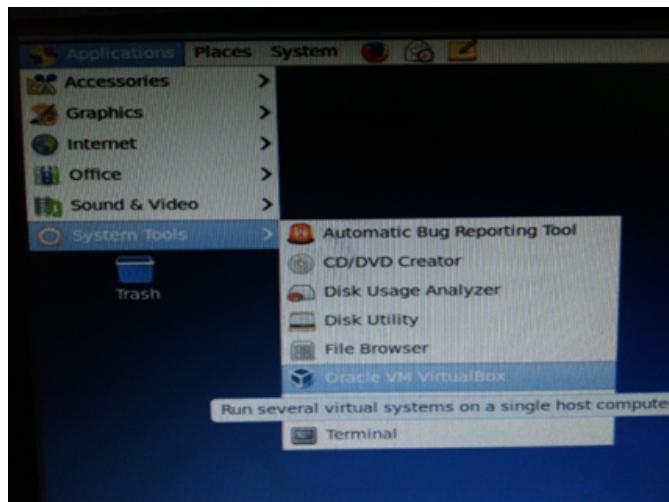
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24.0 START ONLINE APPLICATION WEB SERVER

1. Login on Alpha Server as root
2. Run Oracle VM Virtualbox application



3. Start VM
4. On Virtual Machine, login as root. Root password is saved on MIS password list.
5. Open Terminal window
6. Go to hr system project files using below command:
`#~root: cd Desktop/django_projects/hr_system`
7. To start Application server enter command shown below:
`#~root:python manage.py runserver 0.0.0.0:80`

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25.0 PEME MERGING

- Once there is a double ID, ensure that the name of the patient is similar before changing the other account to avoid conflict

ID	Name	Manning Company	Principal	Vessel	Age	Last PEME
N109872	ROMULO, ROLAND MATUNDAN	None	None	None	40 years, 7 months	P216835 - March 1, 2019 PACKAGE A For Patients 40 y/o and Below (RETURNEE - FOOD HANDLER)
N5240	ROMULO, ROLAND MATUNDAN	Teekay Shipping Philippines, Inc.	Teekay	None	40 years, 7 months	P183978 - June 4, 2018 PACKAGE A For Patients 40 y/o and Below (RETURNEE - FOOD HANDLER)
						H156619 - Aug. 25, 2017 Teekay RETURNEE Package A for Male Food Handler
						P139159 - Dec. 13, 2016 PACKAGE A For Patients 40 y/o and Below (RETURNEE - FOOD HANDLER)
						P20500 - Jan. 7, 2016 PACKAGE A For Patients 40 y/o and Below (RETURNEE - FOOD HANDLER)
						P67361 - Jan. 29, 2015 PACKAGE A For Patients 40 y/o and Below (RETURNEE - FOOD HANDLER)
						P24402 - Jan. 10, 2014 PACKAGE A For Patients 40 y/o and Below (RETURNEE - FOOD HANDLER)
						P5197 - Jan. 8, 2013 ***PACKAGE A (For Patients 40 y/o and Below) FOODHANDLER
ID	Name	Manning Company	Principal	Vessel	Age	Last PEME

- Click the ID of the patient that has no record

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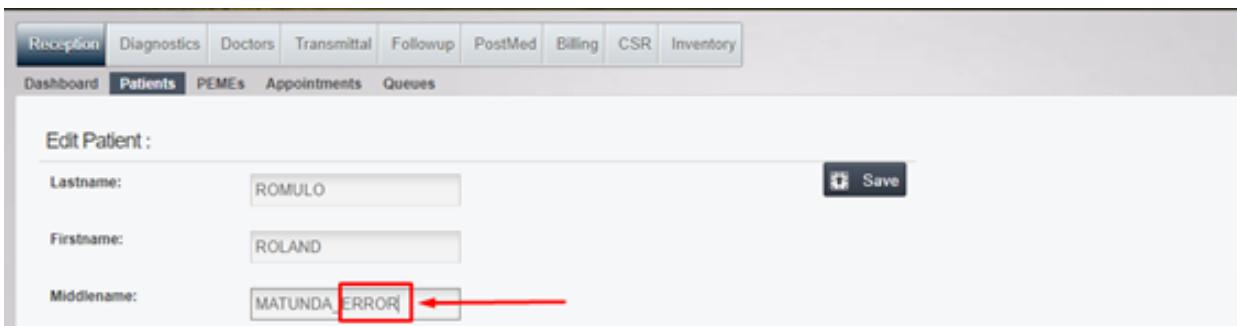
ID	ROMULO, ROLAN	Manning Company	Principal	Vessel	Age	Last PEME
N109872	ROMULO ROLAND MATUNDAN	None	None	None	40 years, 7 months	
N5240	ROMULO, ROLAND MATUNDAN	Teekay Shipping Philippines, Inc.	Teekay	None	40 years, 7 months	P216835 - March 1, 2019 PACKAGE A For Patients 40 y/o and Below (RETURNEE - FOOD HANDLER)

3. After clicking the ID, click the edit button as shown below:



The screenshot shows a software interface with a top navigation bar containing buttons for Reception, Diagnostics, Doctors, Transmittal, Followup, PostMed, Billing, CSR, and Inventory. Below this is a secondary navigation bar with Dashboard, Patients (which is selected and highlighted in blue), PEMEs, Appointments, and Queues. The main area displays a list of patients. One patient entry is highlighted with a red box around the ID 'N109872 ROMULO, ROLAND MATUNDAN'. To the right of this entry is a small red arrow pointing towards the edit icon.

4. Delete the last letter of the middle name then add “_error” to separate the main account then Click “save”



The screenshot shows the 'Edit Patient' screen. It has fields for Lastname ('ROMULO'), Firstname ('ROLAND'), and Middlename ('MATUNDA_ERROR'). A red box and arrow highlight the 'MATUNDA_ERROR' entry in the Middlename field. To the right of the Middlename field is a 'Save' button with a small icon.

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26.0 TRANSMIT AND RESEND LIS ORDER

26.1 How to check if the middleware is mounted

1. Access the INET server using SSH via Putty



```

root@halcyon-main1:~#
login as: root
root@192.168.10.210's password:
Linux halcyon-main1 2.6.32-74-generic-pae #142-Ubuntu SMP Tue Apr 28 10:17:31 UTC
2015 1686 GNU/Linux
Ubuntu 10.04.4 LTS
Welcome to Halcyon-main1, TurnKey Linux 11.3 / Ubuntu 10.04 Lucid LTS

System information (as of Tue Mar 12 05:39:16 2019)

System load: 4.16          Memory usage: 12%
Processes: 125            Swap usage: 0%
Usage of /: 52.5% of 16.73GB   IP address for eth6: 192.168.10.210
                             IP address for eth7: 10.10.10.4

TKLBAM (Backup and Migration): NOT INITIALIZED

To initialize TKLBAM, run the "tklbam-init" command to link this
system to your TurnKey Hub account. For details see the man page or
go to:

http://www.turnkeylinux.org/tklibam

Welcome to Ubuntu!

```

2. Execute the command “df -h” then check if “10.224” is mounted to INET. If it doesn’t, then execute the command mount –a.

2.1 if it is still unable to transmit result, proceed to the next instruction

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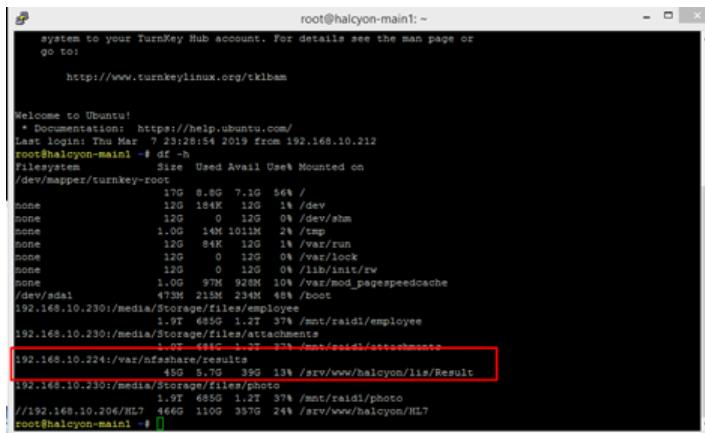
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```

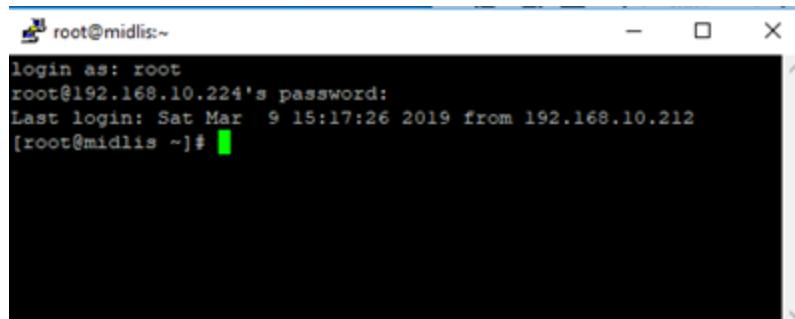
root@halcyon-main1: ~
system to your TurnKey Hub account. For details see the man page or
go to:
http://www.turnkeylinux.org/tklibam

Welcome to Ubuntu!
 * Documentation: https://help.ubuntu.com/
Last login: Thu Mar  7 23:28:54 2019 from 192.168.10.212
root@halcyon-main1: ~# df -h
Filesystem      Size  Used Avail Use% Mounted on
/dev/mapper/turnkey-root
                  17G   8.6G  7.1G  56% /
none            12G    0  12G   0% /dev/shm
none            1.0G  14M 1011M  2% /tmp
none            12G    0  12G   0% /var/run
none            12G    0  12G   0% /var/lock
none            12G    0  12G   0% /lib/init/rw
none            1.0G  97M 928M  10% /var/mod_pagespeedcache
/dev/ada1        475M  215M 234M  48% /boot
192.168.10.230:/media/storage/files/employee
                  1.9T  685G  1.2T  37% /mnt/raid1/employee
192.168.10.230:/media/storage/files/attachments
                  1.0T  644G  1.3T  37% /mnt/raid1/attachments
192.168.10.224:/var/nfsshare/results
                  450  5.7G  390  13% /srv/www/halcyon/lis/Result
192.168.10.230:/media/storage/files/photos
                  1.0T  656G  1.1T  37% /mnt/raid1/photo
//192.168.10.206/M17
1466G  1100 3570  24% /srv/www/halcyon/HL7
root@halcyon-main1: ~#

```

26.2 How to check if the servers are mounted in the middleware

1. Access the middleware server using SSH via putty



```

root@midlis: ~
login as: root
root@192.168.10.224's password:
Last login: Sat Mar  9 15:17:26 2019 from 192.168.10.212
[root@midlis ~]#

```

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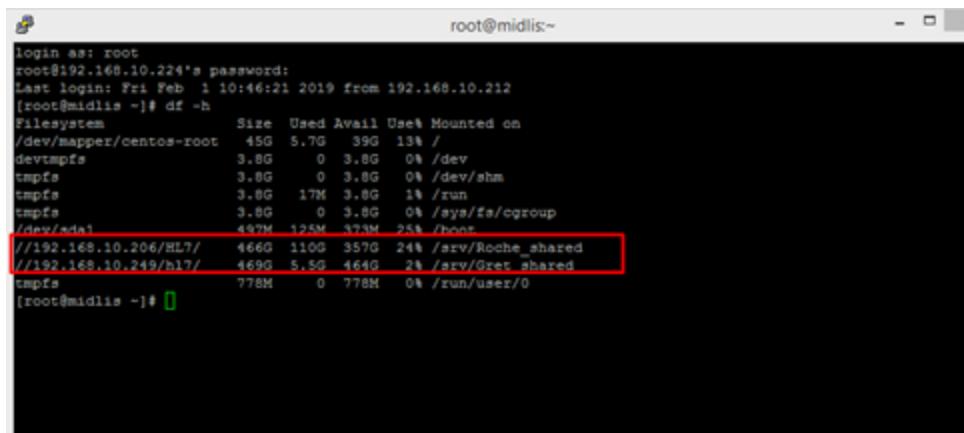
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2. Execute the command df -h then check if 10.206 and 10.249 are mounted to 224. If it does not then execute the command mount -a



```

root@midlis:~#
login as: root
root@192.168.10.224's password:
Last login: Fri Feb 1 10:46:21 2019 from 192.168.10.212
(root@midlis ~) # df -h
Filesystem      Size  Used Avail Use% Mounted on
/dev/mapper/centos-root  45G   7G  39G  15% /
devtmpfs        3.8G    0  3.8G   0% /dev
tmpfs          3.8G    0  3.8G   0% /dev/shm
tmpfs          3.8G  17M  3.8G  1% /run
tmpfs          3.8G    0  3.8G   0% /sys/fs/cgroup
/dev/sda1       492M  125M  378M  25% /boot
//192.168.10.206/HL7/  166G  110G  357G  24% /srv/Roche_shared
//192.168.10.249/h17/  469G  5.5G  464G  2% /srv/Gret_shared
tmpfs         778M    0  778M   0% /run/user/0
(root@midlis ~) #

```

3. Checking if the result is successfully transmitted. Go to the path by executing #cd /opt/mule-standalone-3.9.0/logs, see image below for reference

```

[root@midlis logs]# pwd
/opt/mule-standalone-3.9.0/logs
[root@midlis logs]#

```

4. Access the logs execute the command # vi mule.log

```

[root@midlis logs]# vi mule.log

```

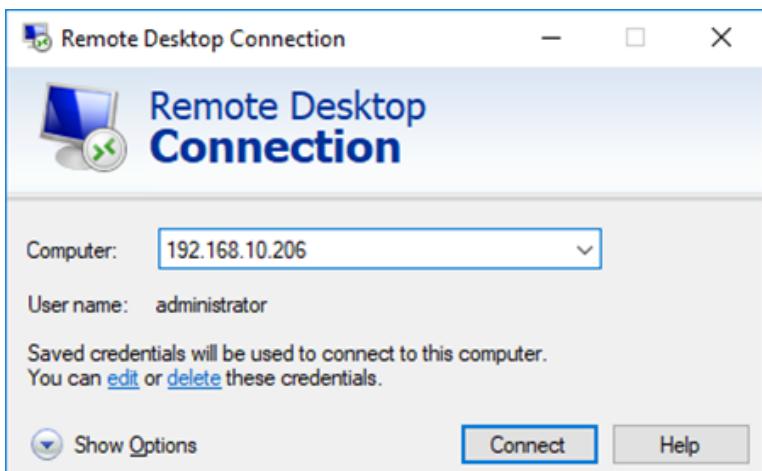
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26.3 Checking by remote desktop connection to Roche

1. Connect to Roche server using remote desktop connection.
2. Type the IP then enter the password

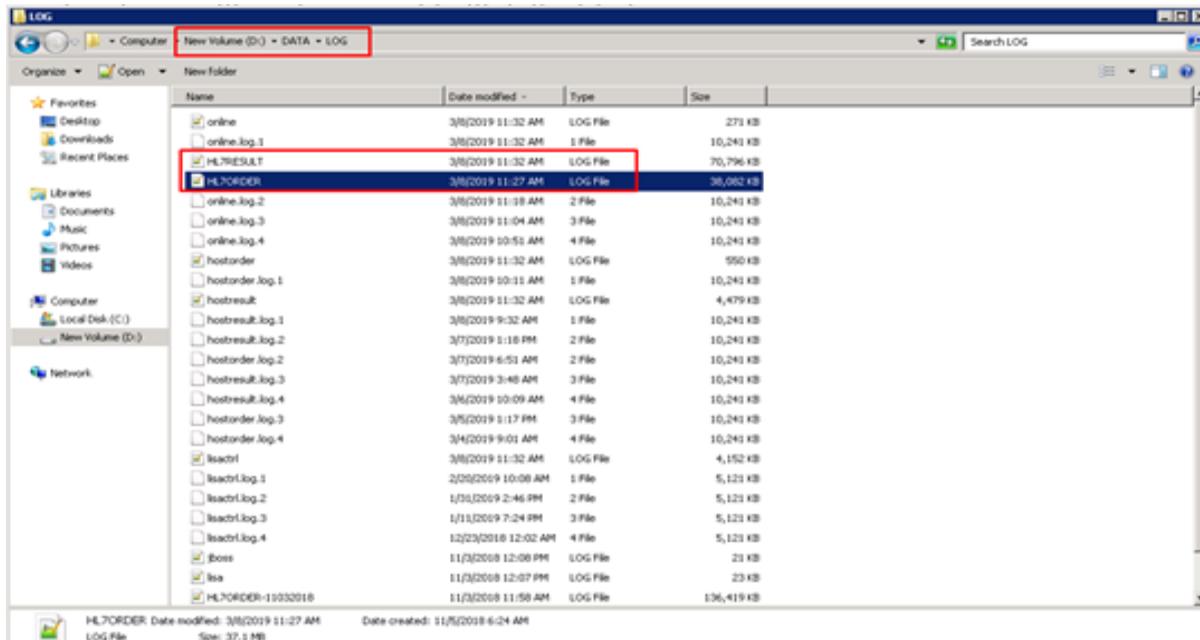


3. Go to computer, Drive D/DATA/LOG open HL7RESULT or HL7ORDER via notepad ++

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4. Check if the Patient didn't have a duplicate PEME. If the patient have duplicate PEME advice the laboratory staff to manual the test of the patient.

```
<<<<<<<<<<<<<<<<<<<<<
MSH|^~\&|HALCYON|DIAGNOSTICS|IT5000|DIAGNOSTICS|||ORM^001|20190221100236|P|2.3|||ER|ER|188.
PID|1|[N80905]|AGAWA^HENY^DAZA|||M|||
PV1||O|1^PSM^^PSM||||^910^amsobreguel|||||||P214628|
ORC|NW|368452|98765MM4FM||||^^^^^R||20190221100236
OBR|368452||551|||20190221100236||||A|||||||||||||||
<<<<<<<<<<<<<<<<
```

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```
<<<<<<<<<<<<<<<<<
MSH|^~\&|HALCYON|DIAGNOSTICS|IT5000|DIAGNOSTICS|||ORM^001|20190212140516|P|2.3|||ER|ER||8859/1|E
PID|1|[N109299]|AGAWA^HENY^DAZA| |||M|||
PV1||O|1^PSM^^PSM||||^1338^zacacho|||||||P214628|
ORC|NW|366768|98765MM4FM||||^^^^^R||20190212140516
OBR||366768||567|||20190212140516||||A|||||||||||
OBR||366768||548|||20190212140516||||A|||||||||||
OBR||366768||551|||20190212140516||||A|||||||||||
OBR||366768||558|||20190212140516||||A|||||||||||
OBR||366768||554|||20190212140516||||A|||||||||||
OBR||366768||539|||20190212140516||||A|||||||||||
OBR||366768||545|||20190212140516||||A|||||||||||
OBR||366768||570|||20190212140516||||A|||||||||||
OBR||366768||200|||20190212140516||||A|||||||||||
OBR||366768||202|||20190212140516||||A|||||||||||
OBR||366768||208|||20190212140516||||A|||||||||||
OBR||366768||210|||20190212140516||||A|||||||||||
OBR||366768||204|||20190212140516||||A|||||||||||
OBR||366768||212|||20190212140516||||A|||||||||||
OBR||366768||213|||20190212140516||||A|||||||||||

```

27.0 INSTALLATION OF QUEUING SYSTEM REPORT GENERATOR

1. Install Firebird-2.5.4.28656_0_Win32.exe

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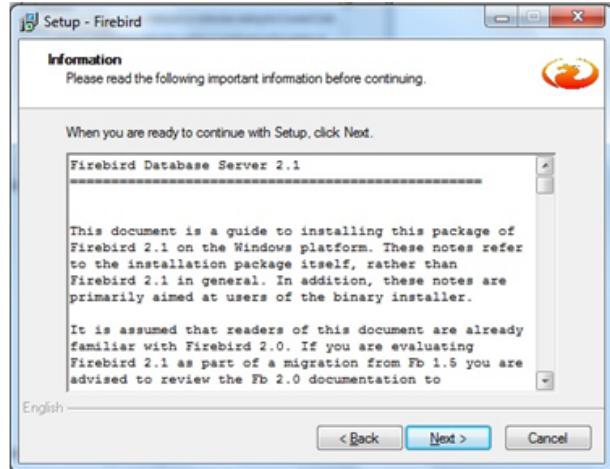
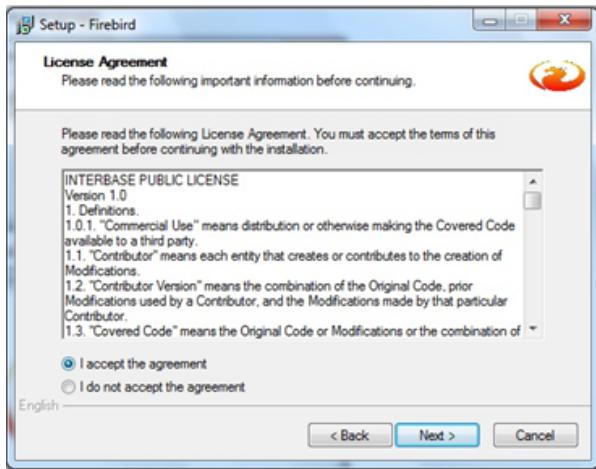
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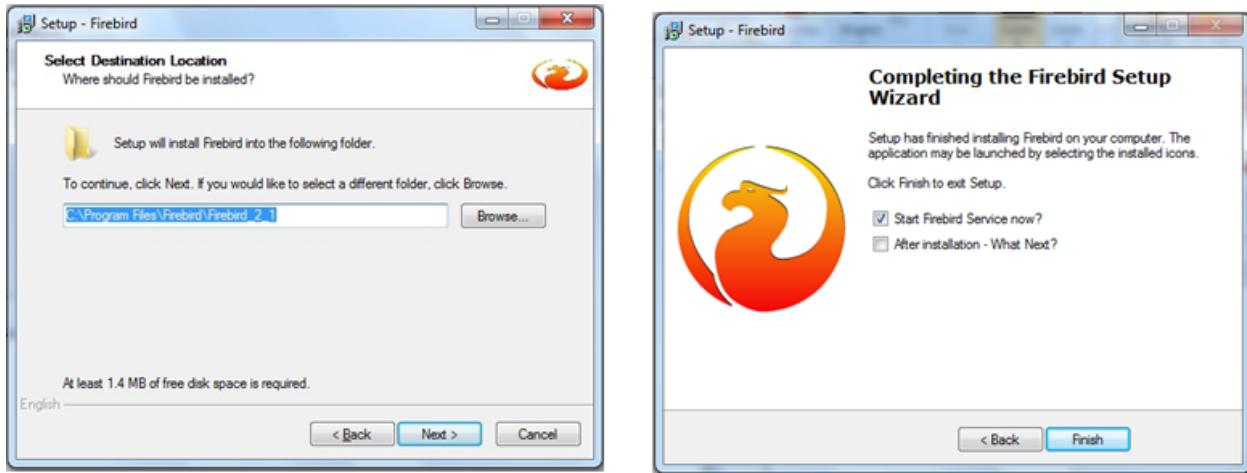
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**QUALITY
WORK
INSTRUCTIONAL
MANUAL**



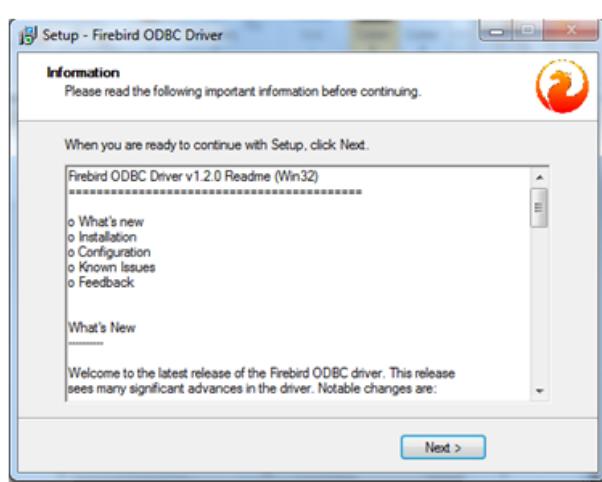
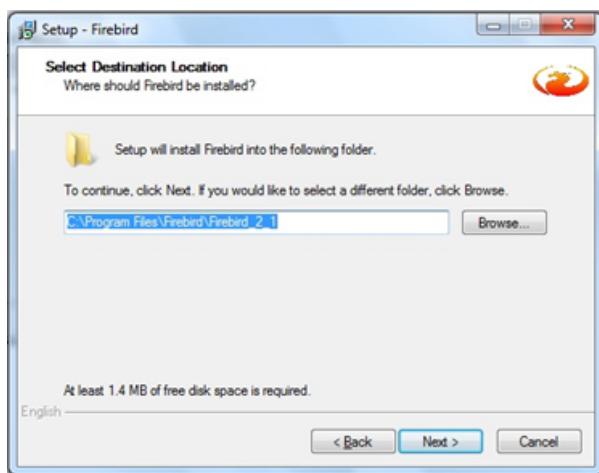
**DOCUMENT NO.
QWI 27.0**

**EFFECTIVITY DATE:
March 23, 2016**
REVISION NO.: 0

**PREPARED BY:
Marilar F. De
Guzman, MD
QAM**

**APPROVED BY:
Glennda E. Canlas, MD
Medical Director**

SUBJECT: WORK INSTRUCTIONAL FOR MIS



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		PREPARED BY: Marilar F. De Guzman, MD QAM	REVISION NO.: 0
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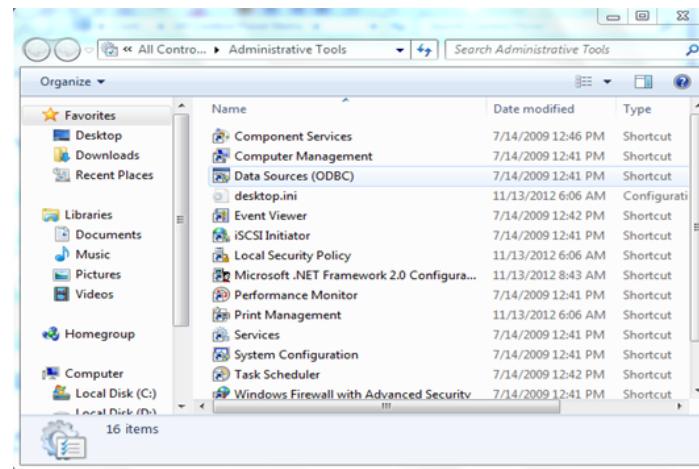
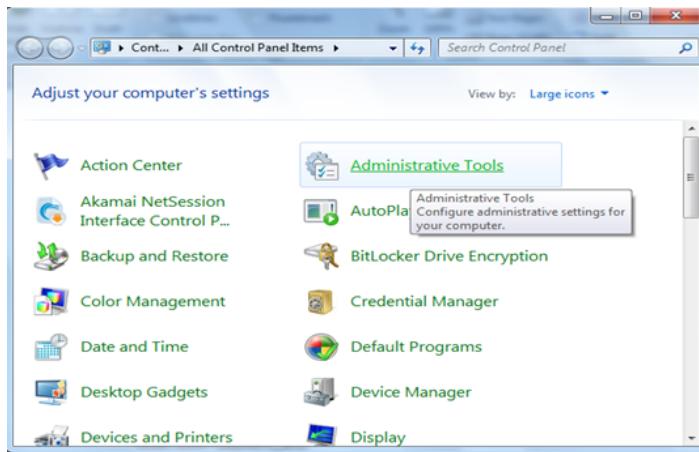
- a. For 32-bit
 1. Go to the Control Panel;
 2. Click Administrative Tools, open Data Source (ODBC)
- b. For 64-bit
 1. Go to C:\Windows\SysWOW64\
 2. Search for "odbcad32.exe"

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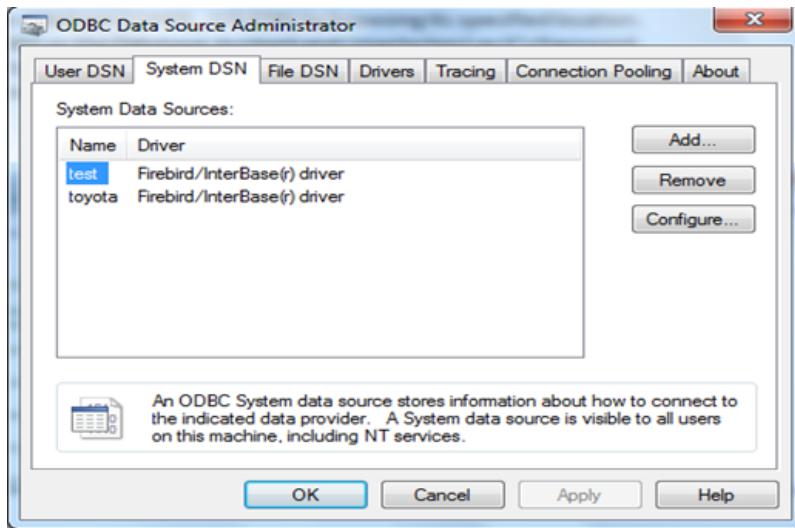
3. Select the System DSN tab, click the ADD Button.

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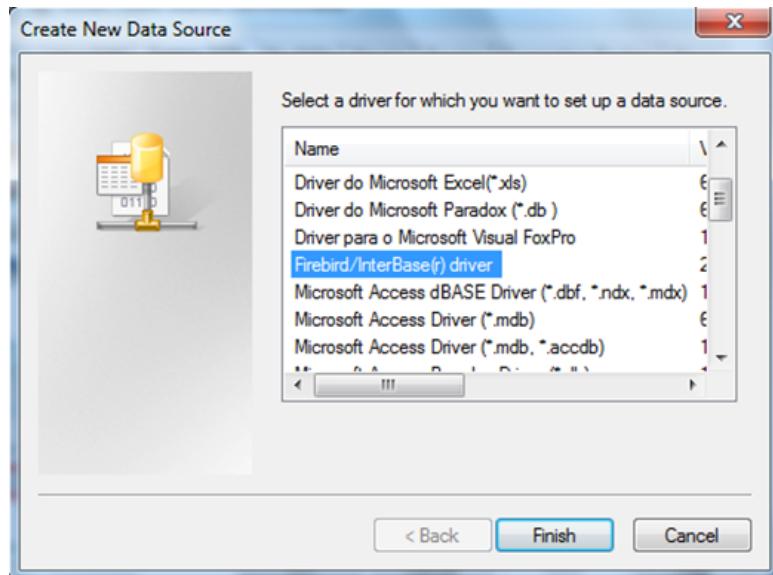


4. Then Select the Firebird/interbase(r) Driver item and click Finish Button

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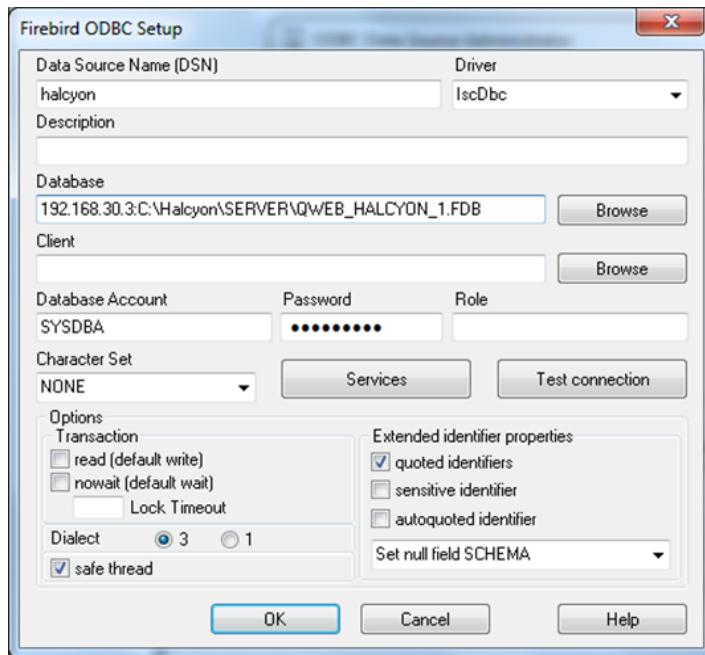
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016 REVISION NO.: 0
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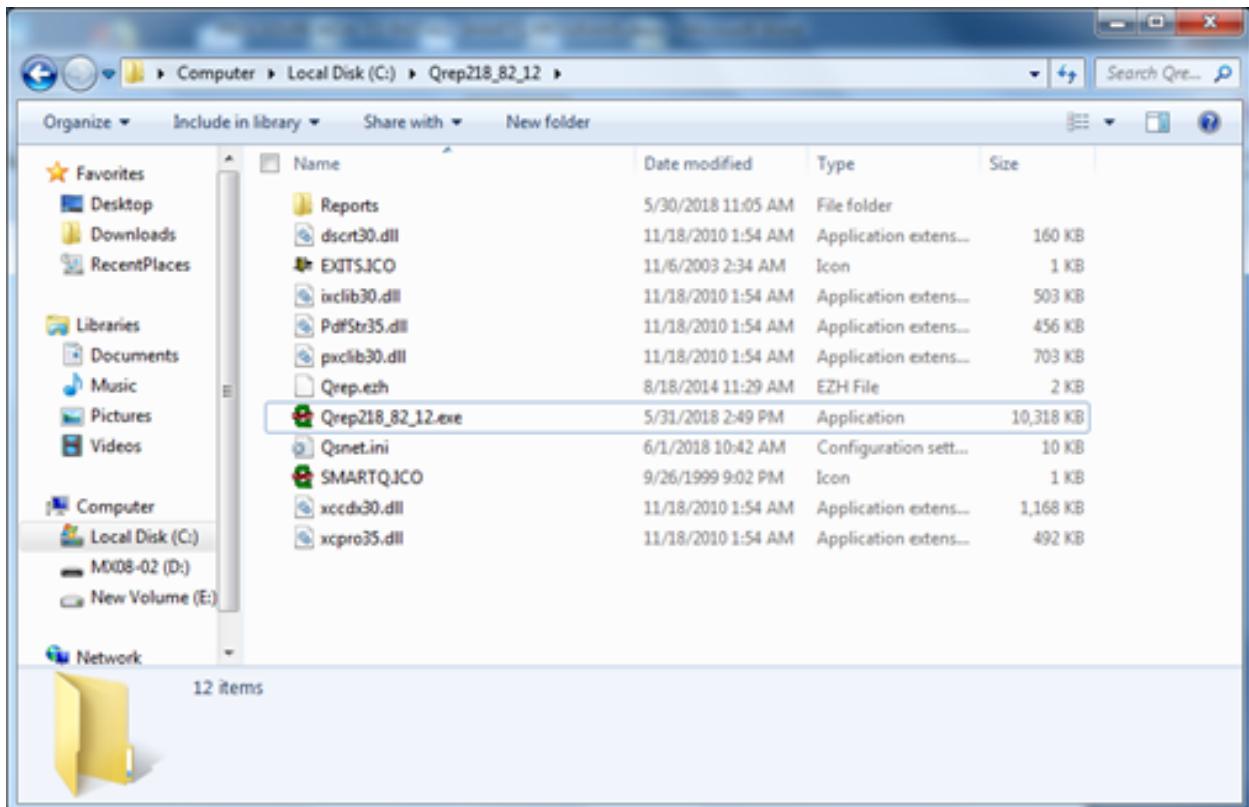


5. Copy the Report Program (Qrep218_82_12) to drive C
6. Open Qrep folder and create a shortcut for Qrep218_82_12.exe

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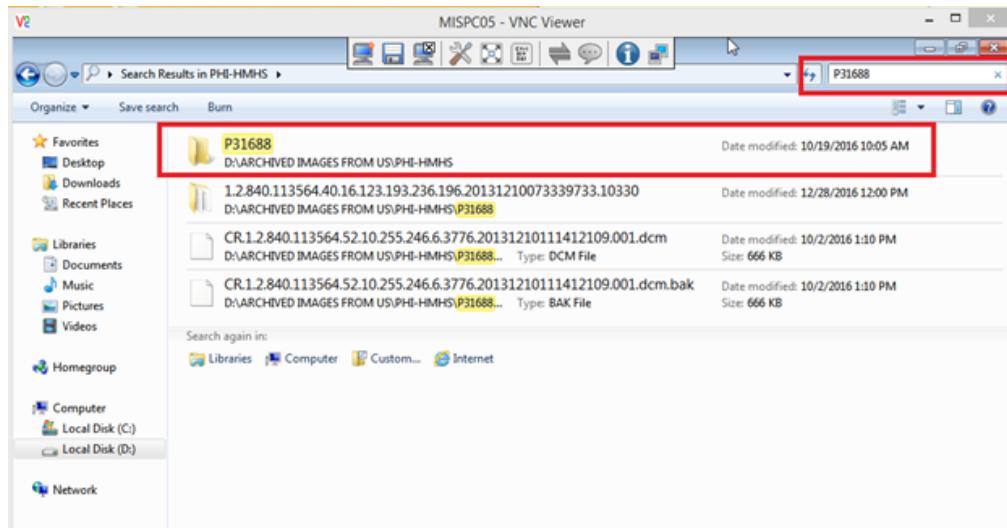
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4. Copy the whole folder to NovaPacs main server Location: "E:\NovaRAD\NovaPACS\Download\"
5. Refresh the Novapacs Viewer. Search the image using Patient ID. Ensure that the Time frame is set to "ALL"

29.0 TRANSFER OF PC LOCATION

1. Shut down the PC from software
 - a. Start Menu – Shut Down
2. Turn off the power strip and unplug it
3. Unplug the AVR
4. Unplug all the cables. Make sure to unplug both ends. (Power Cables, VGA, HDMI, keyboard, mouse, printer, etc.)

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5. Tape the cables to their peripherals to prevent the cables from mixing up.
6. Technical support can now transfer the PC
7. Plug all the cables. (Power Cables, VGA, HDMI, keyboard, mouse, printer, etc.)
8. Plug the AVR
9. Plug the power strip and turn on
10. Open the PC (Press the Start button in the CPU)

30.0 STEPS ON ISSUANCE OF ASSET AND ACCOUNTABILITY FORM

1. Barcode of item

1.1 Upon the delivery of the item, the purchasing staff will create a sticker bar code and attach it to the item. Barcode must be placed to where it easily seen.

Bar code format :	HMHS-unit-unitcode/year/xxxx
Example :	HMHS-MIS-1520180011

2. Encoding of item

2.1 Encode the item description including barcode, serial number, supplier, requesting department, unit price, date of purchase, delivery date, date of request and remarks on CID. (Please refer to 3.3 Add New Asset section of this manual)

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2.2 For all the IT equipment, the purchasing personnel will forward the item to MIS department for checking and encoding of technical specifications.

2.3 All new added items will be tagged by the system as “On stock”.

3. Generating of Accountability Form

3.1 The purchasing personnel shall generate an Accountability form through the CID system and save the file as PDF to local disk. (*Please refer to 4.3 Create New Accountability Form section of this manual*)

4. Printing of Accountability Form

4.1 The purchasing personnel must print two (2) copies of Accountability form. One (1) copy for the employee and other for filing purposes.

5. Signing of Accountability Form

5.1 Accountability forms must be signed by the authorized accounting personnel, employee and the immediate supervisor or manager.

6. Issuance of Accountability Form

6.1 The purchasing personnel shall issue the signed copy of accountability forms to the employee.

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6.2 Purchasing personnel shall file the other copy of accountability form.

31.0 STEPS ON TRANSFERRING OF ACCOUNTABILITY FORM

1. Presenting of Accountability Form

1.1 Employee must present their copy of accountability form to the purchasing unit.

2. Checking of item

2.1 The Purchasing unit must check the items if it is in good condition and MIS unit for all the IT equipment.

3. Stamping

3.1 Mark the accountability forms using a cleared stamp and signed it.

4. Transferring of Accountability Form

4.1 Transfer of accountability form to another employee is through CID system. The system will create a new Accountability forms and control number. Old Accountability form will tagged by the system as CLEARED.

5. Generating of Accountability Form

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- 5.1 The Purchasing personnel shall generate Accountability form through CID system and save the file as PDF to local disk. (Please refer to 4.3 Create New Accountability Form section of this manual)
6. Printing of Accountability Form
- 6.1 The purchasing personnel must print two (2) copies of Accountability form. One (1) copy for the employee and another copy for filing purposes.
7. Signing of Accountability Form
- 7.1 Accountability forms must be signed by the authorized accounting personnel, employee and the immediate supervisor or manager.
8. Issuance of Accountability Form
- 8.1 The purchasing personnel shall issue a signed copy of accountability forms to the employee.
- 8.2 The Purchasing Personnel shall file another copy of accountability form for filing.

32.0 STEPS ON ITEM DISPOSAL

1. Listing of item for disposal

- 1.1 All units must list all their items for disposal and forward it to the purchasing unit on a monthly basis.

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2. Tagging of Item for disposal

2.1 Departments/units must tag all the items as FOR DISPOSAL using a sticker or masking tape so it is easy to identify.

3. Scheduling

3.1 The purchasing personnel shall coordinate with the administrative department for the schedule of disposal.

4. Change Status as for disposal

4.1 The purchasing personnel will update the asset status on CID by tagging it as for disposal.

5. Tagging Asset as "Disposed"

5.1 Once the item was disposed. The purchasing personnel will update the CID and tag the item as disposed and enter the actual date of disposal.

33.0 SYSTEM MAINTENANCE

33.1 Vendor Type Maintenance

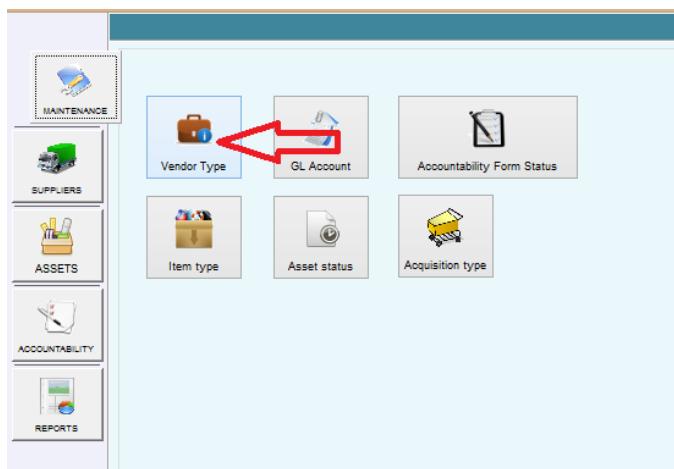
33.1.1 How to add a Vendor Type

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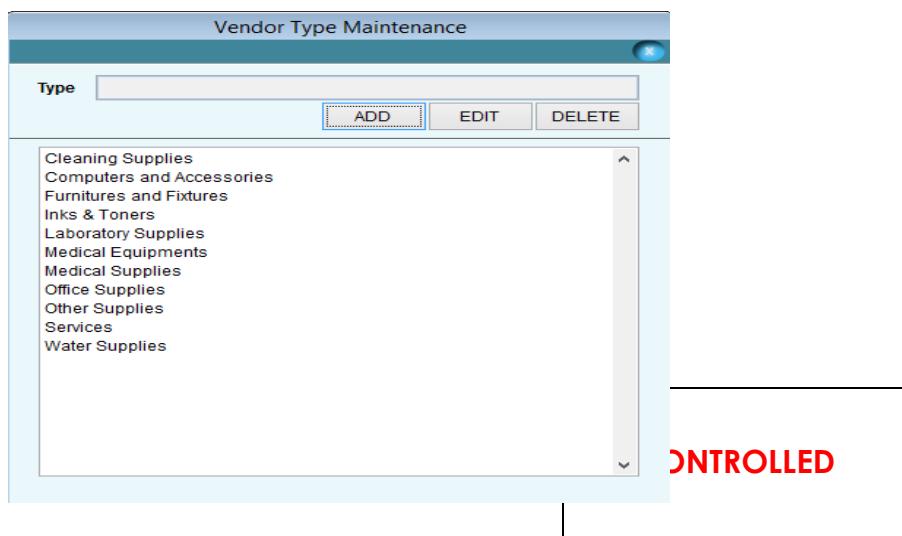
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1. To add a Vendor Type, on the left panel, click the Maintenance button and click the Vendor Type.



2. Vendor Type Maintenance window will appear as shown below.



Type	ADD	EDIT	DELETE
Cleaning Supplies			
Computers and Accessories			
Furnitures and Fixtures			
Inks & Toners			
Laboratory Supplies			
Medical Equipments			
Medical Supplies			
Office Supplies			
Other Supplies			
Services			
Water Supplies			

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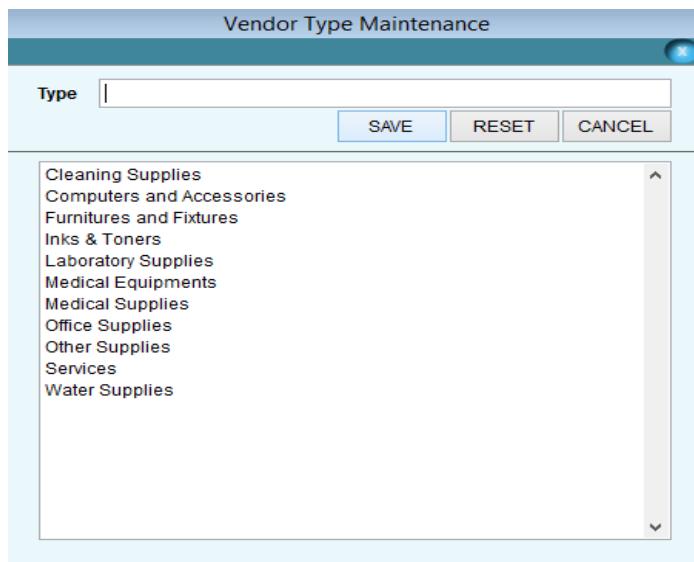
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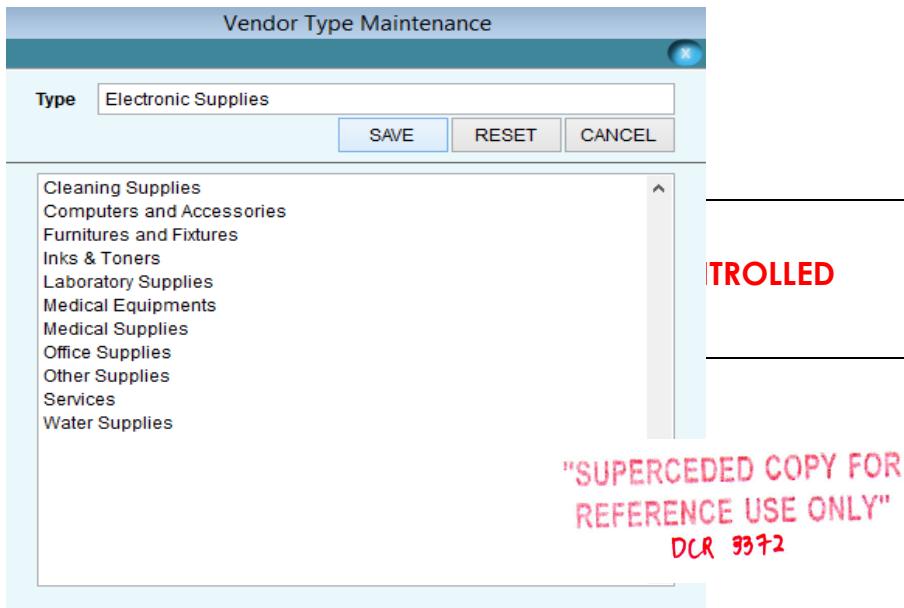
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3. Click the Add button. Type field will be enabled.



4. Enter the new vendor type and click the Save button.

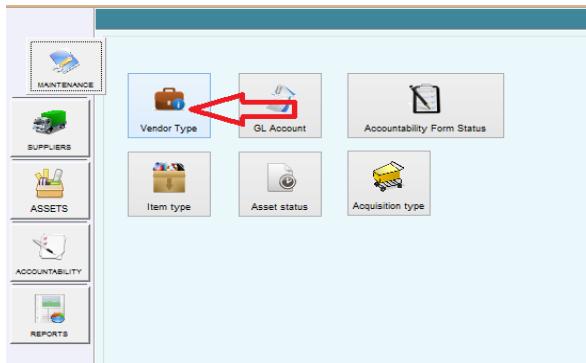


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5. The new vendor type will be added to the list.

33.1.2 How to edit a Vendor Type

1. To edit the Vendor Type, on the left panel, click the Maintenance button and click the Vendor Type.



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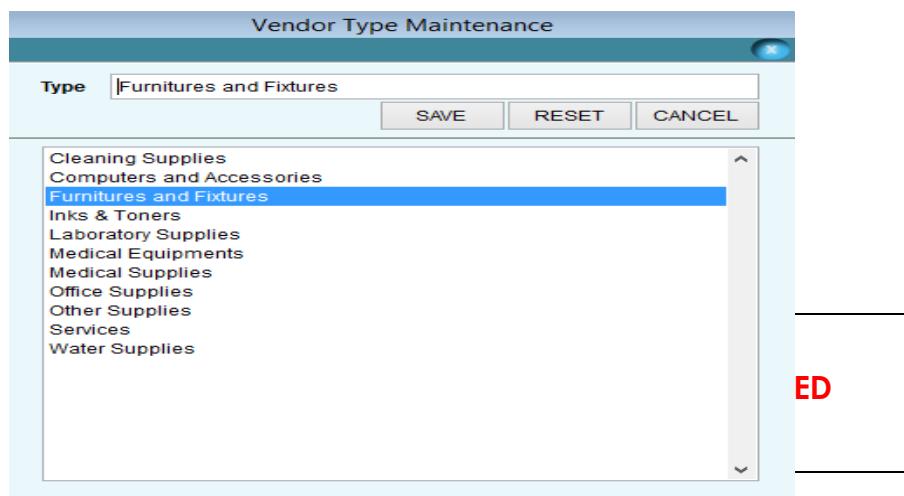
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2. The Vendor Type Maintenance window will appear as shown below.



3. Select an item on the list that you want to edit and click the **Edit** button.



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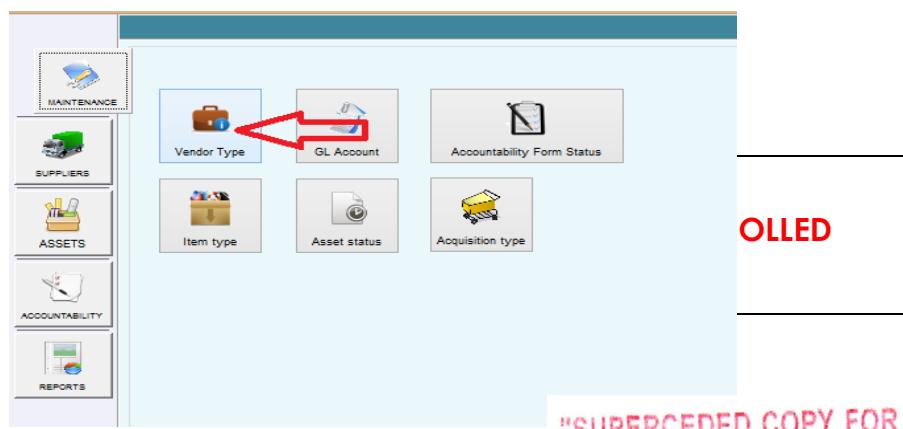
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4. Update the item. Click the **Save** button once done.

33.1.3 How to remove the Vendor Type

1. To remove the Vendor Type, on the left panel click the Maintenance button and click the Vendor Type.



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2. The **Vendor Type Maintenance** window will appear as shown below.

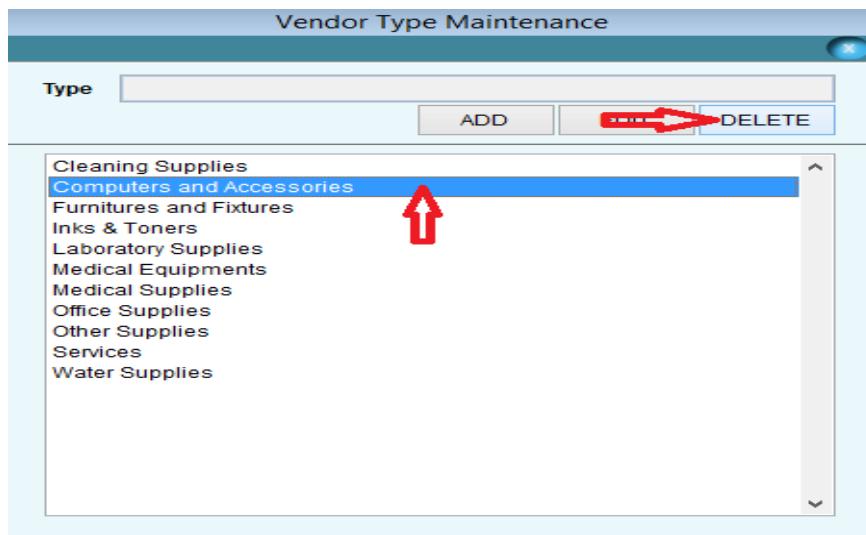


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3. Select an item on the list that you want to remove and click the Delete button.



4. The selected item will be removed on the list.

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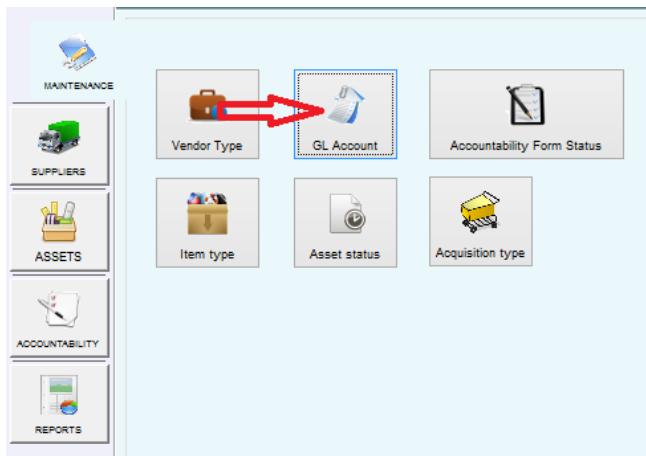
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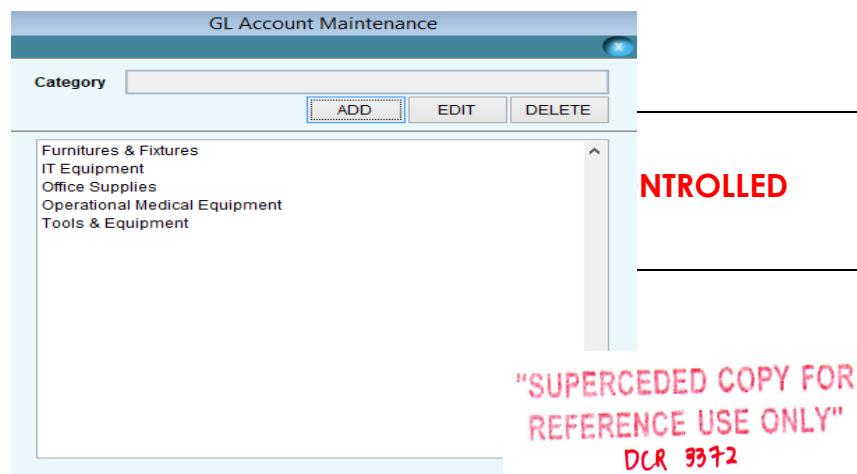
33.2 GL Account Maintenance

33.2.1 How to add a GL Account

1. To add a GL Account, on the left panel click the Maintenance button and click the GL Account.



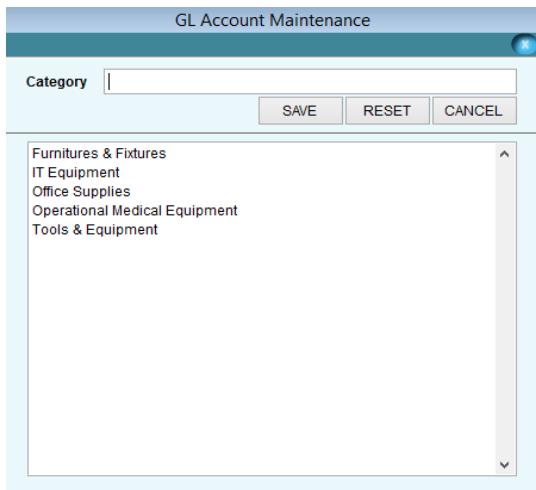
2. The GL Account Maintenance window will appear as shown below.



The screenshot shows the 'GL Account Maintenance' window. At the top, there's a toolbar with 'Category', 'ADD', 'EDIT', and 'DELETE' buttons. Below the toolbar is a list box containing categories such as 'Furnitures & Fixtures', 'IT Equipment', 'Office Supplies', 'Operational Medical Equipment', and 'Tools & Equipment'. To the right of the list box is a large red rectangular area containing the text 'NTROLLED' and 'SUPERCEDED COPY FOR REFERENCE USE ONLY'. At the bottom right of the window, there's a note 'DCR 9972'.

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3. Click the Add button. Category field will be enabled.



4. Enter the new GL Account and click the **Save** button.



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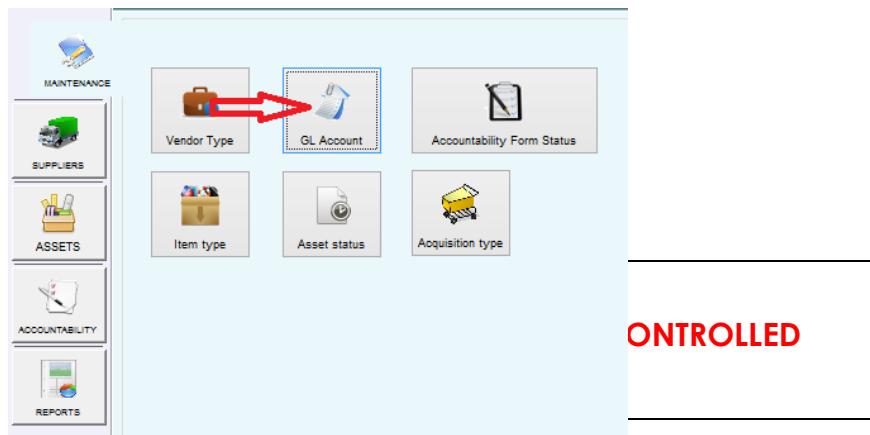
GL Account Maintenance

Category	Electrical Equipment
SAVE RESET CANCEL	
Furnitures & Fixtures IT Equipment Office Supplies Operational Medical Equipment Tools & Equipment	

5. The new GL Account will be added to the list.

33.2.2 How to edit a GL Account

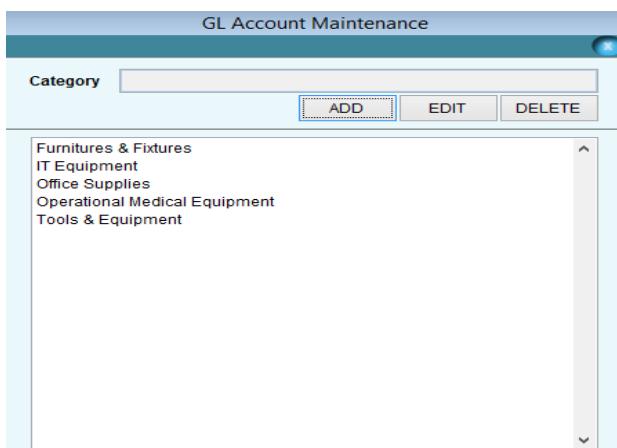
1. To edit a GL Account, on the left panel click the Maintenance button and click the GL Account.



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2. The GL Account Maintenance window will appear as shown below.



3. Select the category you want to edit and click the Edit button.

GL Account Maintenance

Category	Operational Medical Equipment	SAVE	RESET	CANCEL
Furnitures & Fixtures IT Equipment Office Supplies Operational Medical Equipment Tools & Equipment				

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4. You can now update the item. Click the Save button once done.

33.2.3 How to remove a GL Account

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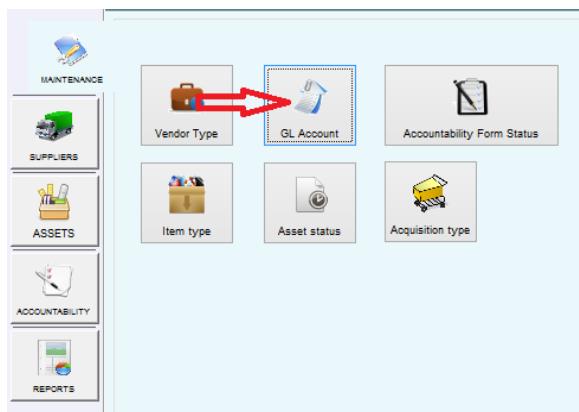
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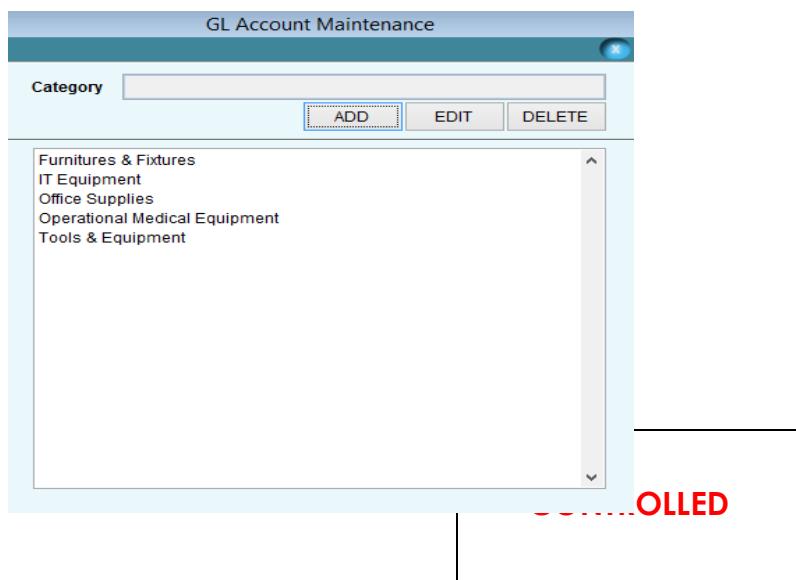
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1. To remove a GL Account, on the left panel click the Maintenance button and click the GL Account.



2. The GL Account Maintenance window will appear as shown below.



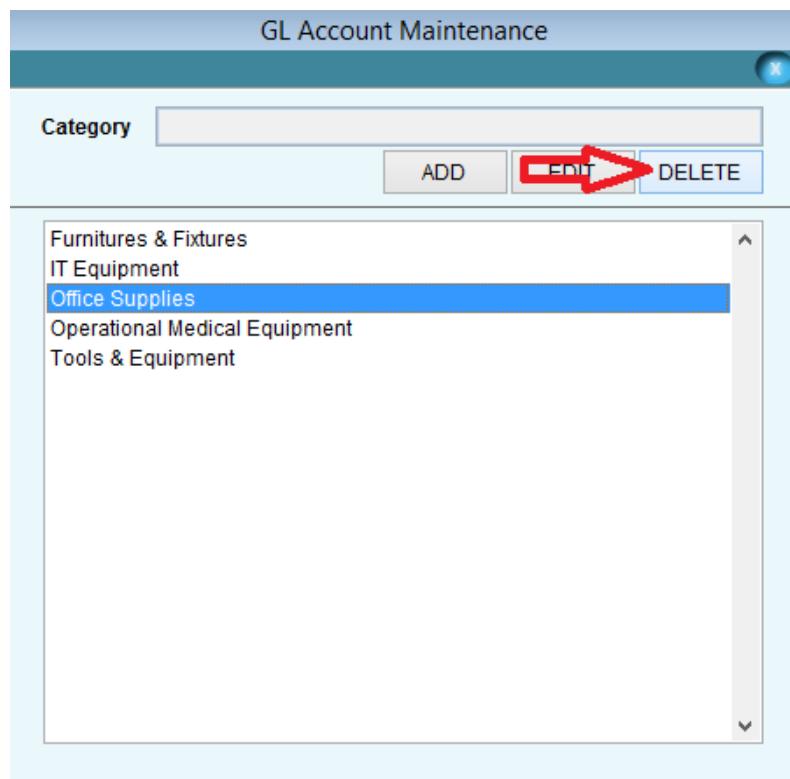
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3. Select an item on the list that you want to remove and click the **Delete** button.



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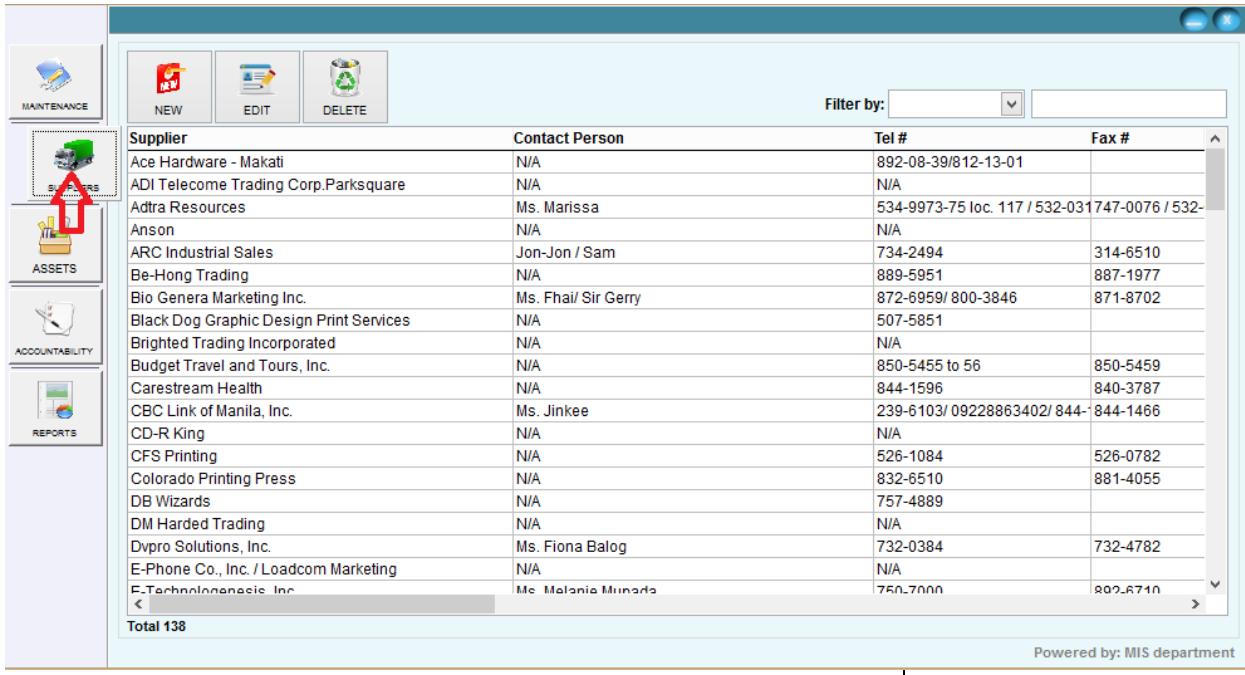
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4. The selected item will be removed on the list.

34.0 Suppliers Module

34.1 Supplier Listing

1. To view all the list of suppliers and related information, click the Supplier button on the left side panel.



The screenshot shows a software interface for managing suppliers. On the left, there's a vertical sidebar with icons for Maintenance, Assets, Accountability, and Reports. The 'SUPPLIERS' icon is highlighted with a red arrow. The main window displays a grid of supplier data with columns for Supplier Name, Contact Person, Tel #, and Fax #. The grid contains 138 entries. At the bottom of the grid, it says 'Total 138'. Above the grid, there are buttons for NEW, EDIT, and DELETE, and a 'Filter by:' dropdown. The bottom right corner of the window has a note 'Powered by: MIS department'.

Supplier	Contact Person	Tel #	Fax #
Ace Hardware - Makati	N/A	892-08-39/812-13-01	
ADI Telecome Trading Corp.Parksquare	N/A	N/A	
Adtra Resources	Ms. Marissa	534-9973-75 loc. 117 / 532-031747-0076 / 532-	
Anson	N/A	N/A	
ARC Industrial Sales	Jon-Jon / Sam	734-2494	314-6510
Be-Hong Trading	N/A	889-5951	887-1977
Bio Genera Marketing Inc.	Ms. Fhai/ Sir Gerry	872-6959/ 800-3846	871-8702
Black Dog Graphic Design Print Services	N/A	507-5851	
Brighted Trading Incorporated	N/A	N/A	
Budget Travel and Tours, Inc.	N/A	850-5455 to 56	850-5459
Carestream Health	N/A	844-1596	840-3787
CBC Link of Manila, Inc.	Ms. Jinkee	239-6103/ 09228863402/ 844-	844-1466
CD-R King	N/A	N/A	
CFS Printing	N/A	526-1084	526-0782
Colorado Printing Press	N/A	832-6510	881-4055
DB Wizards	N/A	757-4889	
DM Harded Trading	N/A	N/A	
Dvpro Solutions, Inc.	Ms. Fiona Balog	732-0384	732-4782
E-Phone Co., Inc. / Loadcom Marketing	N/A	N/A	
F-Technologenesis Inc	Ms. Melania Muredo	750-7000	800-6710

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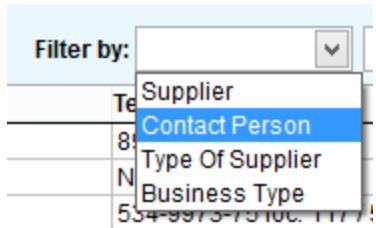
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
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SUBJECT: WORK INSTRUCTIONAL FOR MIS		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glendna E. Canlas, MD Medical Director

List of suppliers and its total number will be shown.

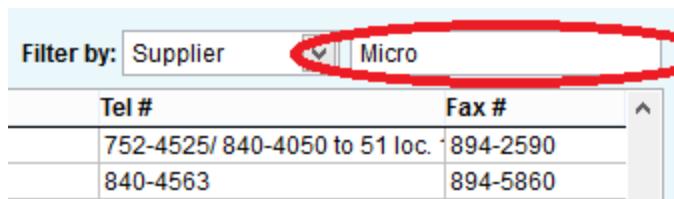
Use the scroll bar located at the right side of the grid to find the list

2.2 Searching for a specific Supplier

2. To search for a specific supplier, first select the filter.



3. Then type the text that you want to find in the search box besides the Filter by.



4. The system will show only the items that matches the word that you type in.

 NEW	 EDIT	 DELETE	Filter by:	Supplier		Micro
Supplier	Contact Person		Ref #	Fax #		
Micro Image International Corporation	Ms. Mavicris/ Ms. Tonette		752-4525/ 840-4050 to 51 loc.	894-2590		
Micro Pacific Technologies & Systems Corp.	Ms. Jessiecah		840-4563		894-5860	
Micro Phase Corporation	Ms. Mae		750-0827		818-0615	
Microbase Incorporated	Charis		813-7603 loc. 127		817-0258	
Microgenesis Business Systems	N/A		750-7000/ 892-4451		892-6710	

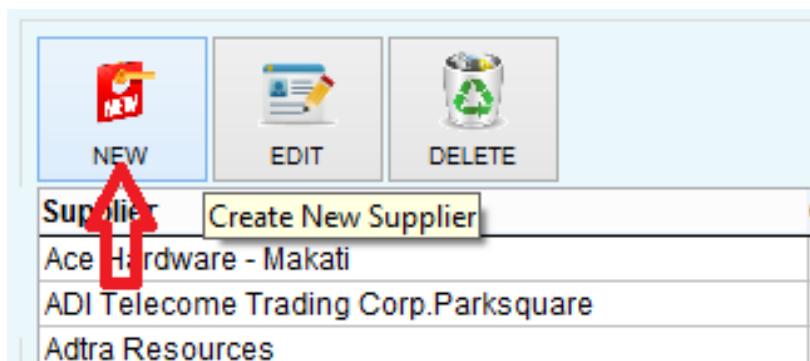
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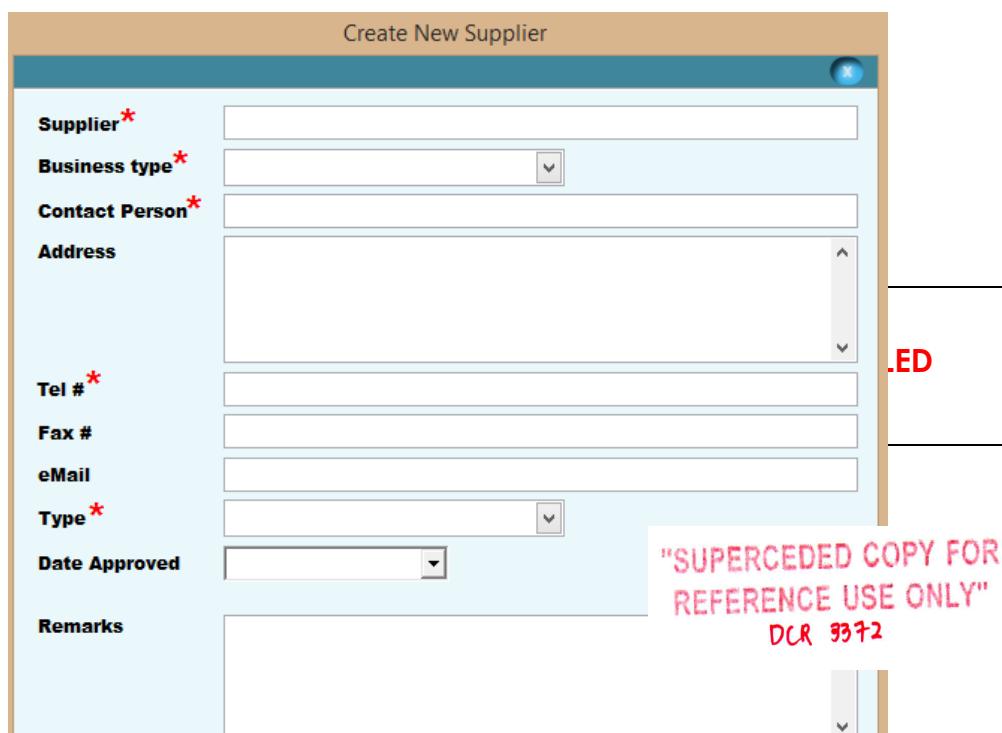
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2.3 Add a New Supplier

5. To add a new supplier, click the New button.



6. Create New Supplier window will appear.



The screenshot shows a 'Create New Supplier' dialog box. The form contains the following fields with red asterisks indicating required input:

- Supplier*
- Business type*
- Contact Person*
- Address
- Tel #*
- Fax #
- eMail
- Type*
- Date Approved
- Remarks

A red note 'LED' is written vertically on the right side of the form. A red stamp at the bottom right reads "SUPERCEDED COPY FOR REFERENCE USE ONLY" and "DCR 9972".

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7. Enter the required details.
8. Click the “Save” button to save the item. and
9. Click the “Reset” button to clear the form.
10. New supplier will be added on the list.

34.2 Edit the Supplier details

1. To edit an existing supplier, first select the supplier on the list then click the Edit button.

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APPROVED BY: Glennda E. Canlas, MD Medical Director			
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

	Supplier	Contact Person	Tel #	Fax #
 NEW	Ace Hardware - Makati	N/A	892-08-39/812-13-01	
 EDIT	ADI Telecome Trading Corp.Parksquare	N/A	N/A	
 DELETE	Adtra Resources	Ms. Marissa	534-9973-75 loc. 117 / 532-031747-0076 / 532-	
	Anson	N/A	N/A	
	ARC Industrial Sales	Jon-Jon / Sam	734-2494	314-6510
	Be-Hong Trading	N/A	889-5951	887-1977
	Bio Genera Marketing Inc.	Ms. Fhai/ Sir Gerry	872-6959/ 800-3846	871-8702
	Black Dog Graphic Design Print Services	N/A	507-5851	
	Brighted Trading Incorporated	N/A	N/A	
	Budget Travel and Tours, Inc.	N/A	850-5455 to 56	850-5459
	Carestream Health	N/A	844-1596	840-3787
	CBC Link of Manila, Inc.	Ms. Jinkee	239-6103/ 09228863402/ 844-1466	
	CD-R King	N/A	N/A	

2. Edit Supplier window will appear.

Supplier* Bio Genera Marketing Inc.

Business type* Medical Supplies

Contact Person* Ms. Fhai/ Sir Gerry

Address Las Pinas

Tel #* 872-6959/ 800-3846

Fax # 871-8702

eMail fhai_bgmi@yahoo.com

Type* Accredited

Date Approved May 15, 2012

Remarks

Active

Required fields *

Save Reset

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3. You can now edit the supplier details. Click the Save button to apply the changes.

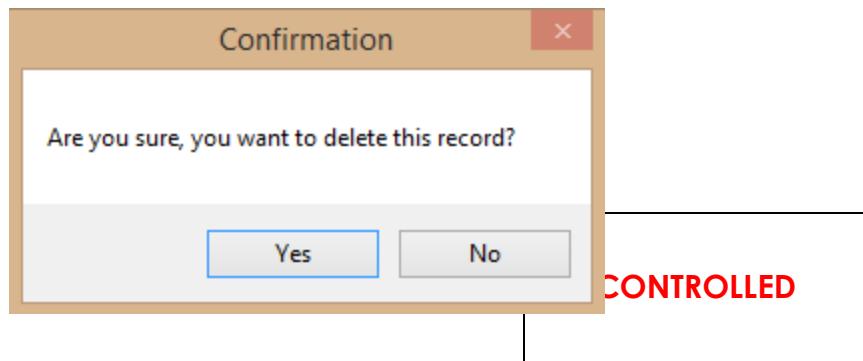
34.3 Delete Supplier

1. To delete an existing supplier, first select the supplier on the list then click Delete button.



Supplier	Contact Person	Tel #
Ace Hardware - Makati	N/A	892-08-39/812-13-01
ADI Telecome Trading Corp. Parksquare	N/A	N/A
Adtra Resources	Ms. Marissa	534-9973-75 loc. 117 <i>L</i>
Anson	N/A	N/A
ARC Industrial Sales	Jon-Jon / Sam	734-2494
Be-Hong Trading	N/A	889-5951
Bio Genera Marketing Inc.	Ms. Fhai/ Sir Gerry	872-6959/ 800-3846
Black Dog Graphic Design Print Services	N/A	507-5851
Brighted Trading Incorporated	N/A	N/A
Budget Travel and Tours, Inc.	N/A	850-5455 to 56

2. Confirmation box will appear.



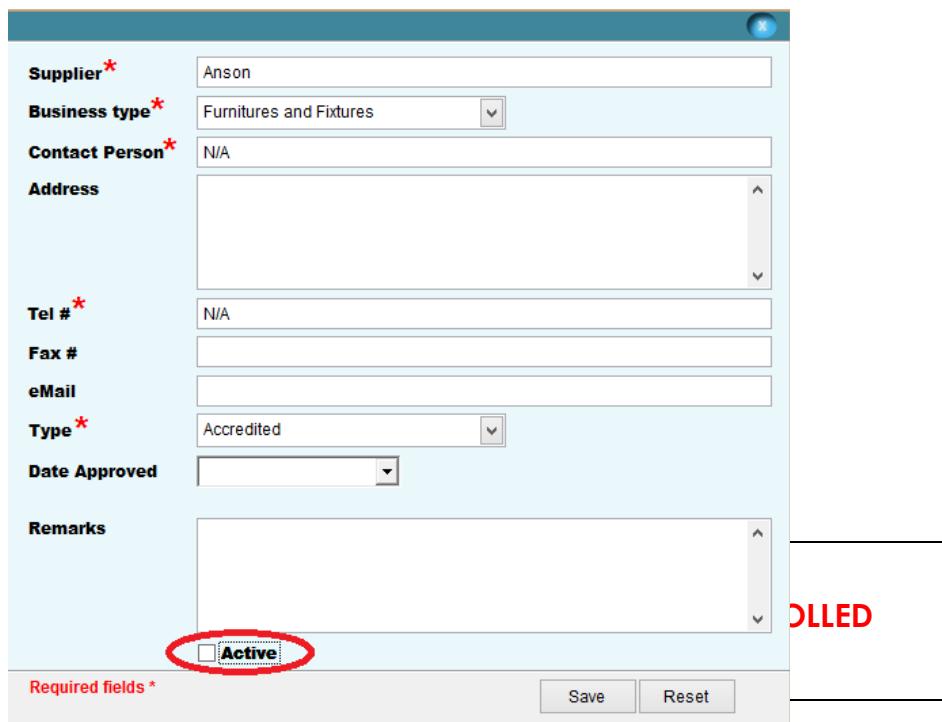
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3. Click Yes.

34.4 To deactivate the supplier

1. To deactivate an existing supplier, first select the supplier on the list then click the Edit button.
2. Edit Supplier window will appear.
3. Uncheck the Active checkbox.



The screenshot shows a software interface for editing a supplier record. The form fields include:

- Supplier***: Anson
- Business type***: Furnitures and Fixtures
- Contact Person***: N/A
- Address**: (Large text area)
- Tel #**: N/A
- Fax #**: (Text area)
- eMail**: (Text area)
- Type***: Accredited
- Date Approved**: (Text area)
- Remarks**: (Large text area)
- Active**: A checkbox at the bottom left of the form is circled in red.

At the bottom right of the window, there is a large red watermark that reads "SUPERCEDED COPY FOR REFERENCE USE ONLY".

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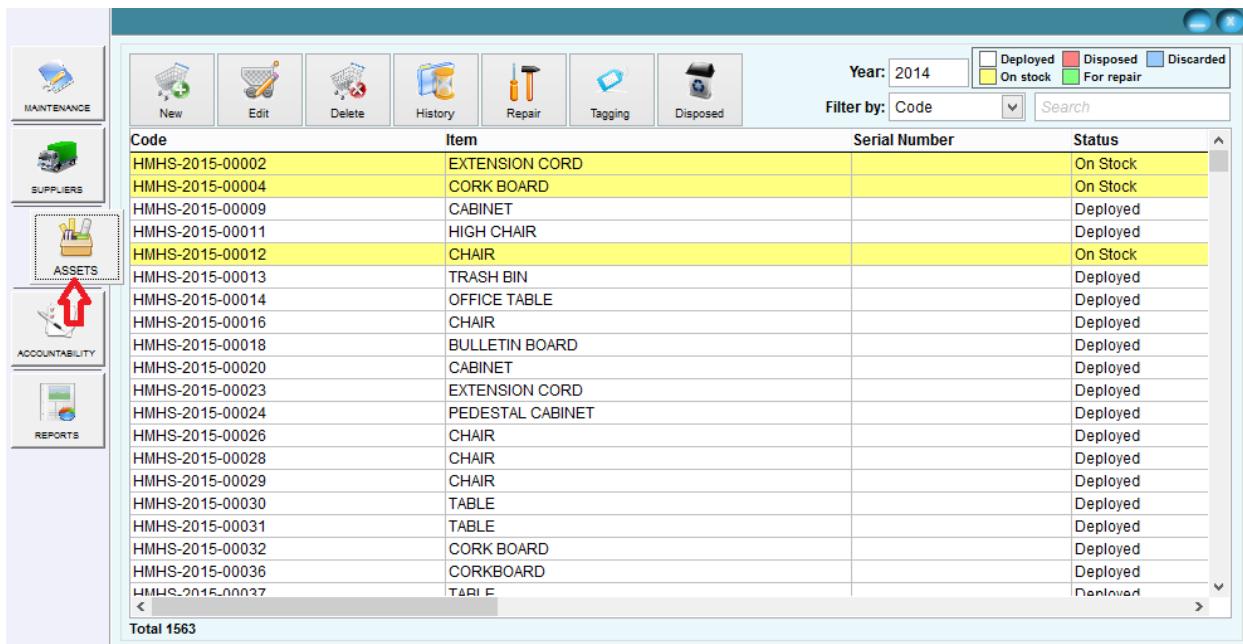
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4. Click the Save button.

35.0 Asset Module

35.1 Asset Listing

1. To view all the list of assets and related information, click the Assets button on the left side panel.



The screenshot shows a software application window titled "ASSET LISTING". On the left, there's a vertical sidebar with icons for Maintenance, Suppliers, Assets (which is highlighted with a red box and has a red arrow pointing to it), and Accountability/Reports. The main area is a grid table with columns: Code, Item, Serial Number, and Status. The table lists various assets like Extension Cords, Cork Boards, Cabinets, and Chairs, each with a unique code and status indicating they are deployed or on stock. At the top of the main area, there are buttons for New, Edit, Delete, History, Repair, Tagging, and Disposed, along with filters for Year (2014) and Status (Deployed, On Stock, Discarded, For repair), and a search bar.

Code	Item	Serial Number	Status
HMHS-2015-00002	EXTENSION CORD		On Stock
HMHS-2015-00004	CORK BOARD		On Stock
HMHS-2015-00009	CABINET		Deployed
HMHS-2015-00011	HIGH CHAIR		Deployed
HMHS-2015-00012	CHAIR		On Stock
HMHS-2015-00013	TRASH BIN		Deployed
HMHS-2015-00014	OFFICE TABLE		Deployed
HMHS-2015-00016	CHAIR		Deployed
HMHS-2015-00018	BULLETIN BOARD		Deployed
HMHS-2015-00020	CABINET		Deployed
HMHS-2015-00023	EXTENSION CORD		Deployed
HMHS-2015-00024	PEDESTAL CABINET		Deployed
HMHS-2015-00026	CHAIR		Deployed
HMHS-2015-00028	CHAIR		Deployed
HMHS-2015-00029	CHAIR		Deployed
HMHS-2015-00030	TABLE		Deployed
HMHS-2015-00031	TABLE		Deployed
HMHS-2015-00032	CORK BOARD		Deployed
HMHS-2015-00036	CORKBOARD		Deployed
HMHS-2015-00037	TABLE		Deployed

Total 1563

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2. The system will show the list of assets and its total number.
3. Browse the list using the scroll bar located at the right side of the grid.

35.2 Searching for a specific Asset

1. To search for a specific asset, first select a year.



2. Second, select a filter option.

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Filter by: Code

Serial Number	Status
Asset	On Stock
Code	On Stock
Category	Deployed
Supplier	Deployed
Status	Deployed
Item Type	On Stock
Acquire Type	Deployed

3. Then type the text that you want to find in the search box besides the Filter by.

Year: 2014

Deployed	Disposed	Discarded
On stock	For repair	

Filter by: Code

Serial Number	Status

4. The system will return only the items on the list that matches the word that you type in .

New Edit Delete History Repair Tagging Disposed

Year: 2014

Deployed	Disposed	Discarded
On stock	For repair	

Filter by: Code

Code	Item	Serial Number	Status
HMHS-2016-00456	TRASH BIN		Deployed

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3.3 Add a New Asset

5. To add a new asset, click the New button.



Code	Item
HMHS-2015-00002	EXTI
HMHS-2015-00004	CORF
HMHS-2015-00009	CAB
HMHS-2015-00011	HIGH

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SUBJECT: WORK INSTRUCTIONAL FOR MIS			

6. Add New Asset window will appear.

Add New Asset

Tag/Code *	<input type="text"/>	S/N	<input type="text"/>
Supplier	<input type="text"/>	Category *	<input type="dropdown"/>
Type	<input type="dropdown"/> Brand New	Acquisition type *	<input type="dropdown"/> Purchased
Item *	<input type="text"/>	Model	<input type="text"/>
Brand	<input type="text"/>	Add/Edit Specification <input type="button"/> ...	
Description	<input type="text"/>	Estimated Useful Life (in years) * <input type="text"/> 5 <input type="button"/>	
Requesting Dept. *	<input type="dropdown"/>	Authorized by *	<input type="text"/>
Unit Price	<input type="text"/> 0.0000	Requisition ref#	<input type="text"/>
Date of Purchased *	<input type="dropdown"/>	P.O. #	<input type="text"/>
End of Warranty	<input type="dropdown"/>	Invoice #	<input type="text"/>
Delivery Date *	<input type="dropdown"/>	Delivery Receipt	<input type="text"/>
Date of Request *	<input type="dropdown"/>	PR # *	<input type="text"/>
Remarks	<input type="text"/>		
<input type="checkbox"/> Save another form			
<input type="button"/> Save			
Required fields *			

7. Enter the details. Required fields are marked with an asterisk (*).

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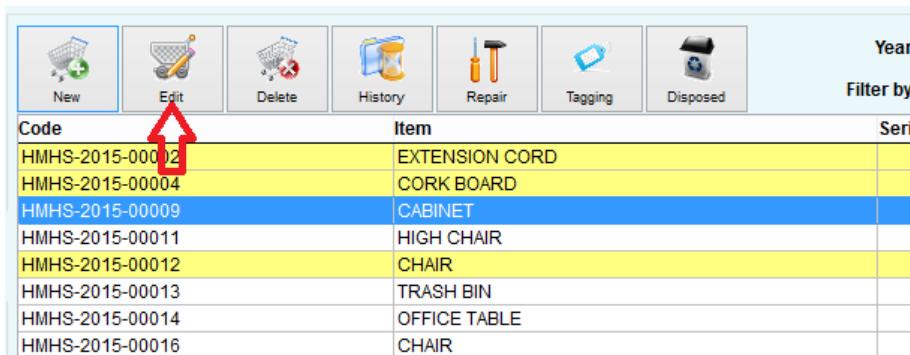
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APPROVED BY: Glennda E. Canlas, MD Medical Director			
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8. Click the Save button to save the item and Reset button to clear the form.
9. New asset will be added on the list.
 - 9.1 The system will not accept the same Barcode/Code.

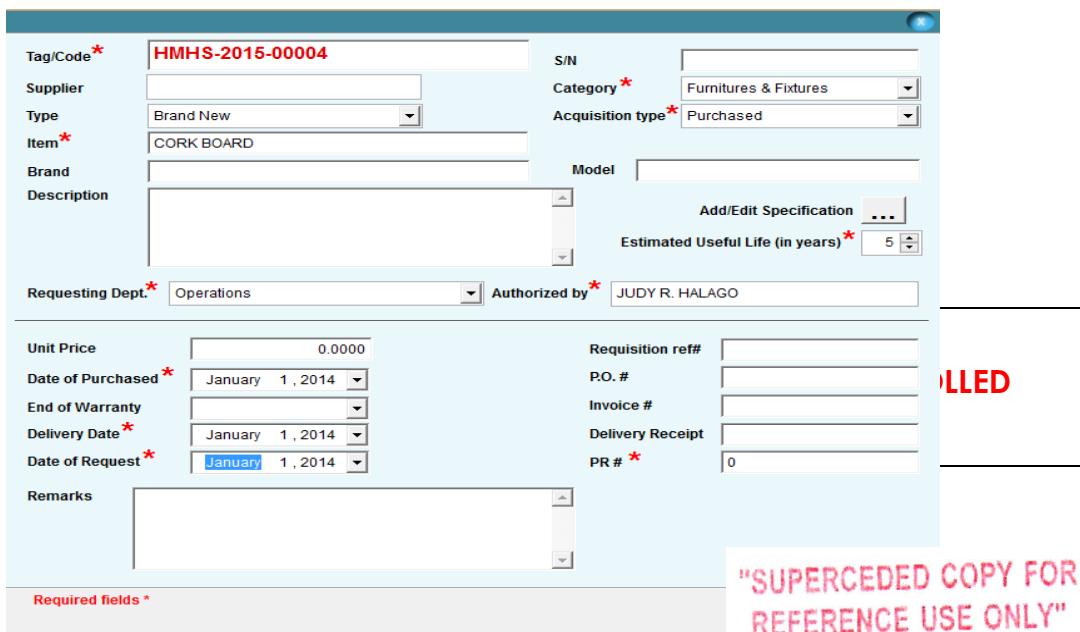
35.3 To Edit the asset

1. To edit an existing asset, select the asset on the list then click the Edit button.



Code	Item	Serial No.	Year Acquired	Filter by
HMHS-2015-00002	EXTENSION CORD			
HMHS-2015-00004	CORK BOARD			
HMHS-2015-00009	CABINET			
HMHS-2015-00011	HIGH CHAIR			
HMHS-2015-00012	CHAIR			
HMHS-2015-00013	TRASH BIN			
HMHS-2015-00014	OFFICE TABLE			
HMHS-2015-00016	CHAIR			

2. Edit Asset window will appear.



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3. You can now edit the asset details. Click the Save button to apply the changes.

35.4 To delete the asset

1. To delete an existing asset, select the asset on the list then click the Delete button.



New	Edit	Delete	History	Repair	Tagging
Code					Item
HMHS-2015-00002					EXTENSION CORD
HMHS-2015-00004					CORK BOARD
HMHS-2015-00009					CABINET
HMHS-2015-00011					HIGH CHAIR
HMHS-2015-00012					CHAIR

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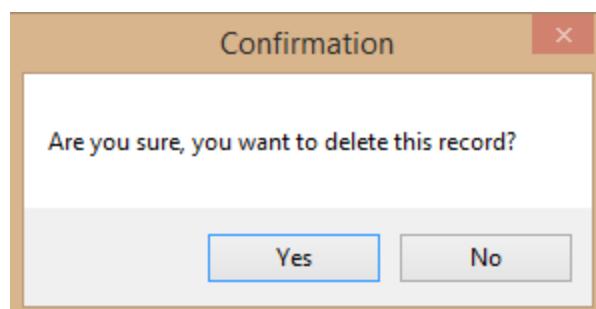
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SUBJECT: WORK INSTRUCTIONAL FOR MIS			

2. Confirmation box will appear.

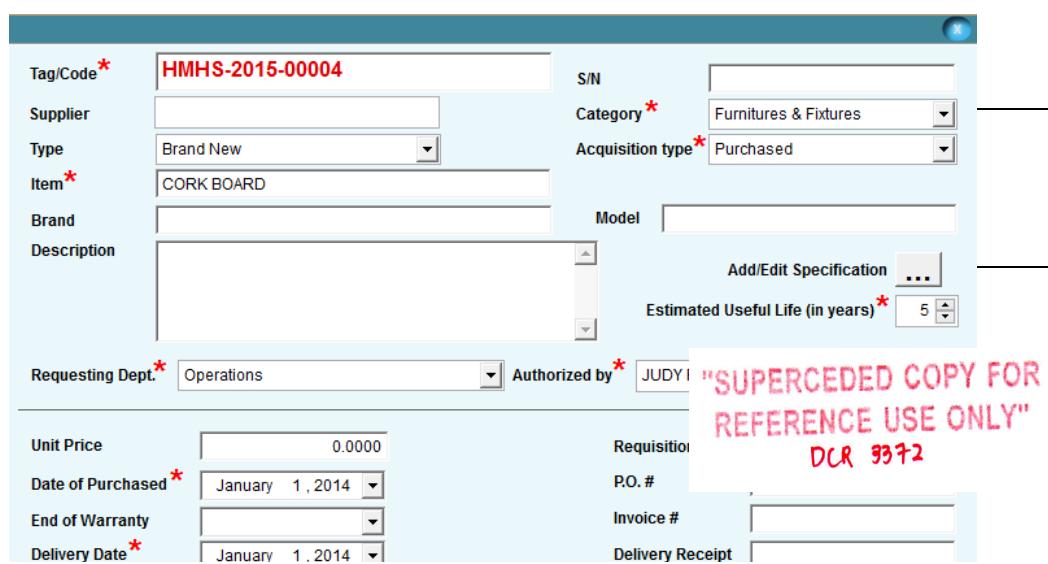


3. Click Yes.

35.5 Save Asset As

35.5.1 To encode a multiple number of same assets and edit the barcode/code and serial number, use the Save asset as option. The system will create new record without committing any changes on the selected current record.

1. First, select an item on the list and click the Edit button
2. Edit Supplier window will appear.



The screenshot shows the 'Edit Asset' form with the following data:

- Tag/Code*: HMHS-2015-00004
- Supplier: (empty)
- Type: Brand New
- Item*: CORK BOARD
- Brand: (empty)
- Description: (empty)
- S/N: (empty)
- Category*: Furnitures & Fixtures
- Acquisition type*: Purchased
- Model: (empty)
- Add/Edit Specification: (button)
- Estimated Useful Life (in years)*: 5
- Requesting Dept.*: Operations
- Authorized by*: JUDY I

A large red stamp at the bottom right of the form reads: "SUPERCEDED COPY FOR REFERENCE USE ONLY" and "DCR 9972".

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3. You can now edit the asset details.
4. Select the Save another form.

Unit Price	0.0000	Requisition ref#	
Date of Purchased *	January 1, 2014	P.O. #	
End of Warranty		Invoice #	
Delivery Date *	January 1, 2014	Delivery Receipt	
Date of Request *	January 1, 2014	PR # *	0
Remarks			
<input checked="" type="checkbox"/> Required fields *		<input checked="" type="checkbox"/> Save another form	
		<input type="button" value="Save"/>	

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5. Click the Save button.

35.6 Asset status legend

- Deployed - asset is currently accountable.
- On stock - asset is currently available.
- For repair - asset is currently on repair and pulled out.
- Discarded - asset is ready for disposal. The reason will be either for bidding- sell and for donation.
- Disposed - asset is already disposed.

35.7 To view the Asset History

1. To view the asset history:
2. Select an asset on the list and click the History button.



New	Edit	Delete	History	Repair	Tagging	Disposed	Year: 2014	Filter by: Code
Code	Item						Serial Number	
HMHS-2015-00002	EXTENSION CORD							
HMHS-2015-00004	CORK BOARD							
HMHS-2015-00009	CABINET							
HMHS-2015-00011	HIGH CHAIR							
HMHS-2015-00012	CHAIR							
HMHS-2015-00013	TRASH BIN							
HMHS-2015-00014	OFFICE TABLE							
HMHS-2015-00016	CHAIR							
HMHS-2015-00018	BULLETIN BOARD							

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3. Asset History window will appear.

Asset History

Date of purchased : 01/01/2014			
Accountabilities Account Ref Issued to Date Issued Date returned			
120-2016	MARIA GLADYS B. BERIA	03/07/2016	03/07/2016
131-2016	GLADHYS G. CALLO	03/07/2016	/ /
Repair Accountable Remarks Date pulled out Date returned			
Discard (For Bidding / For Disposal / For Donation / For Sell) Status Remarks Date			
Date disposed : / /		Reason	
Print 			

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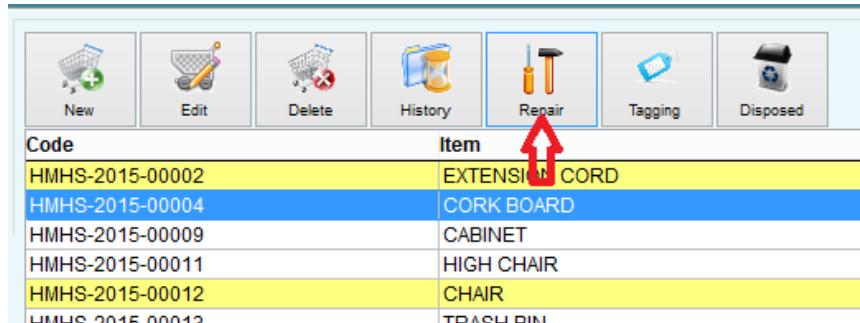
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4. Asset History window will show the life of an asset including the date of purchase, past and current accountable persons, history of repair and maintenance and date of disposal.
5. Click the **Print** icon to print a copy of Asset History Form.

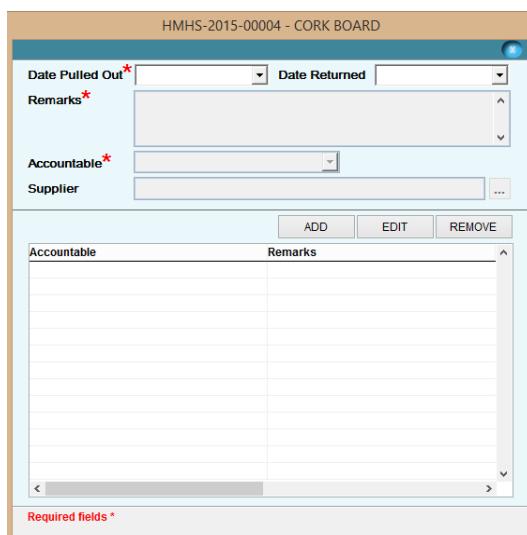
35.8 Tag an Asset as on Repair or Maintenance

1. Select an asset on the list and click the Repair button.



Code	Item
HMHS-2015-00002	EXTENSION CORD
HMHS-2015-00004	CORK BOARD
HMHS-2015-00009	CABINET
HMHS-2015-00011	HIGH CHAIR
HMHS-2015-00012	CHAIR
HMHS-2015-00013	TOASTER

2. Asset repair window will appear.



HMHS-2015-0004 - CORK BOARD

Date Pulled Out*	Date Returned		
Remarks*			
Accountable*			
Supplier			
<input type="button" value="ADD"/> <input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>			
Accountable	Remarks		
<table border="1"> <tr> <td></td> <td></td> </tr> </table>			

Required fields *

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3. Click the Add button.
4. Enter the details such as date of pulled out, remarks, accountable person and supplier.

HMHS-2015-00004 - CORK BOARD

Date Pulled Out*	March 16, 2016	Date Returned		
Remarks*	Quarterly maintenance			
Accountable*	DURCAS L. BACLI			
Supplier	Dvpro Solutions, Inc.			
<input type="button" value="SAVE"/> <input type="button" value="RESET"/> <input type="button" value="CANCEL"/>				
Accountable	Remarks	<input type="button" value="Add"/>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px;"></td> </tr> </table>				
Required fields *				

5. Click the Save button.

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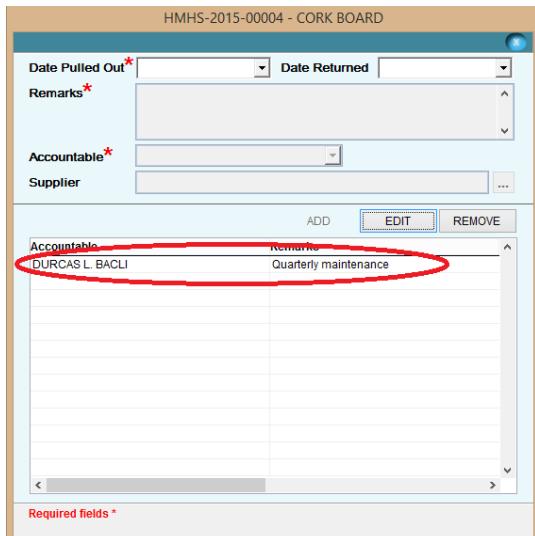
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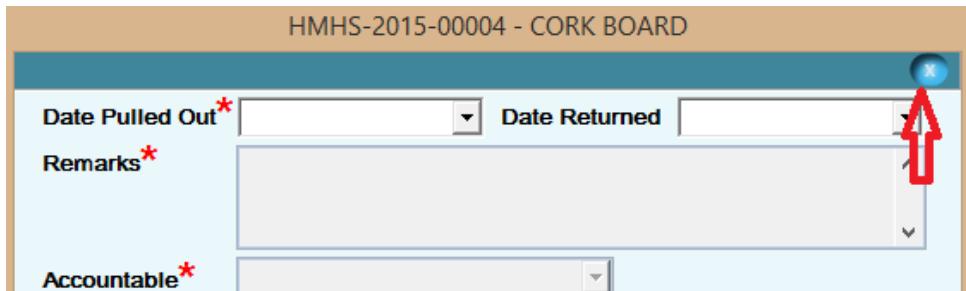
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6. Records will be added to the list.



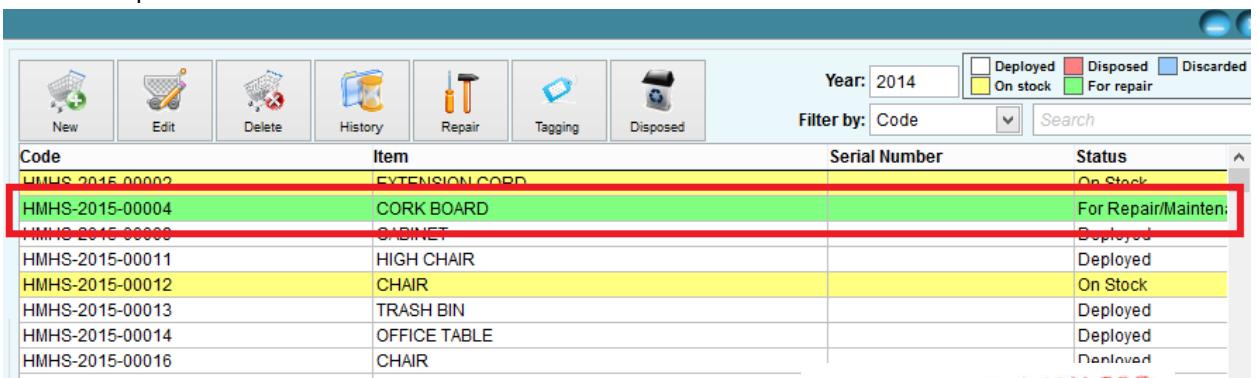
The screenshot shows a software interface titled "HMHS-2015-00004 - CORK BOARD". It has fields for "Date Pulled Out" and "Date Returned", both marked with a red asterisk. Below these are "Remarks" and "Accountable" dropdown menus. A table below lists items with columns for "Accountable" and "Remarks". The first row in the table is circled in red, showing "DURCAS L. BACLI" in the Accountable column and "Quarterly maintenance" in the Remarks column. At the bottom left, a note says "Required fields *".

7. Close the window.



The screenshot shows the same software interface as the previous one, but now with a large red arrow pointing to the close button in the top right corner of the window frame.

8. Asset status will turn green indicating that the asset is currently on repair or maintenance.



The screenshot shows a table of assets with columns for Code, Item, Serial Number, and Status. The status column uses color coding: yellow for Deployed, green for On Stock, and blue for Discarded. A legend at the top right defines these colors. A note at the bottom right says "SUPERCEDED COPY FOR REFERENCE USE ONLY".

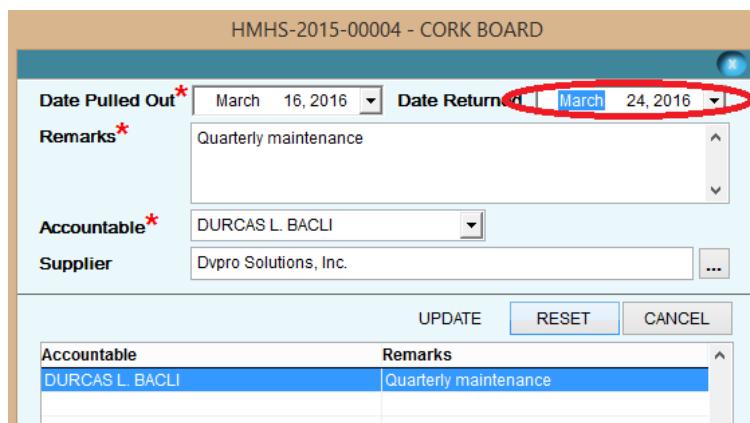
Code	Item	Serial Number	Status
HMHS-2015-00002	EXTENSION CORD		On Stock
HMHS-2015-00004	CORK BOARD		For Repair/Mainten
HMHS-2015-00005	S. DINET		Deployed
HMHS-2015-00011	HIGH CHAIR		Deployed
HMHS-2015-00012	CHAIR		On Stock
HMHS-2015-00013	TRASH BIN		Deployed
HMHS-2015-00014	OFFICE TABLE		Deployed
HMHS-2015-00016	CHAIR		Deployed

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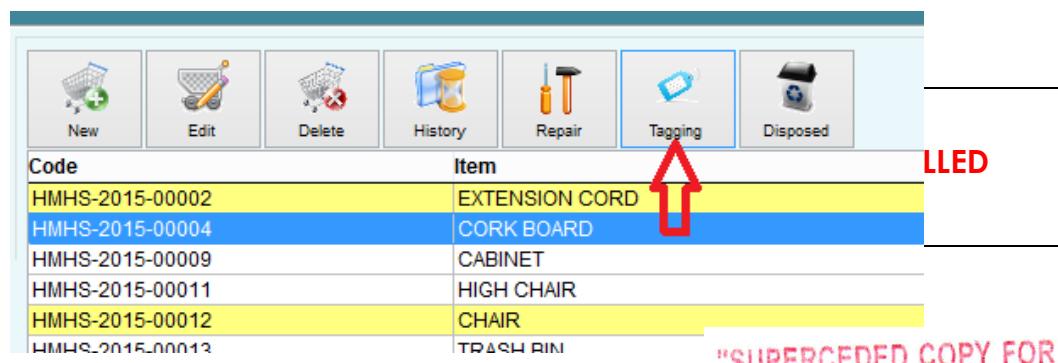
9. Once the asset was returned, update the asset repair record and enter the returned date.



10. Asset status will return to its previous status.

35.9 Tag an asset as for disposal

1. Select an asset on the list and click Tagging button.

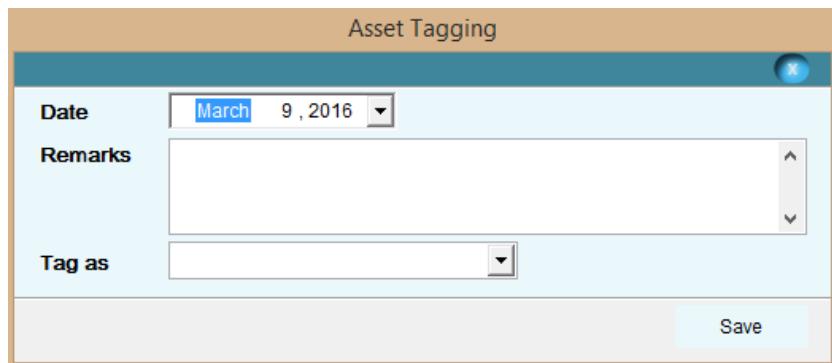


Code	Item
HMHS-2015-00002	EXTENSION CORD
HMHS-2015-00004	CORK BOARD
HMHS-2015-00009	CABINET
HMHS-2015-00011	HIGH CHAIR
HMHS-2015-00012	CHAIR
HMHS-2015-00013	TRASH BIN

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2. Asset tagging window will appear.



3. Enter the details such as Date, Remarks and Tag as to select For Disposal.

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Asset Tagging

Date	March 9, 2016
Remarks	worn out
Tag as	For Disposal
Save	

4. Click the Save button.
5. Asset status will turn to blue indicating that the asset is tagged as for disposal, bidding, sell or donation.

New	Edit	Delete	History	Repair	Tagging	Disposed	Year: 2014	Deployed	Disposed	Discarded
							Filter by: Code	On stock	For repair	
HMHS-2015-00002	EXTENSION CORD							On Stock		
HMHS-2015-00004	CORK BOARD							For Disposal		
HMHS-2015-00009	CABINET							Deployed		
HMHS-2015-00011	HIGH CHAIR							Deployed		
HMHS-2015-00012	CHAIR							On Stock		
								Discarded		

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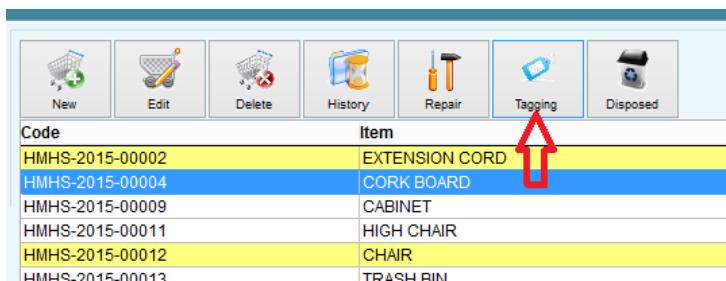
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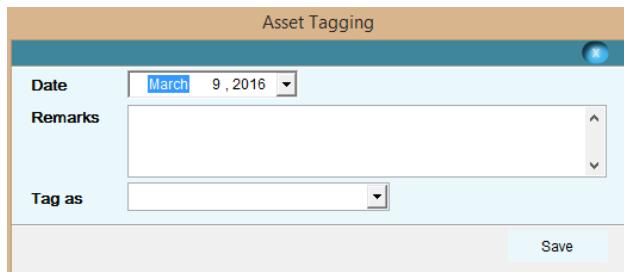
35.10 Tag the asset as for Bidding

1. Select an asset on the list and click Tagging button.

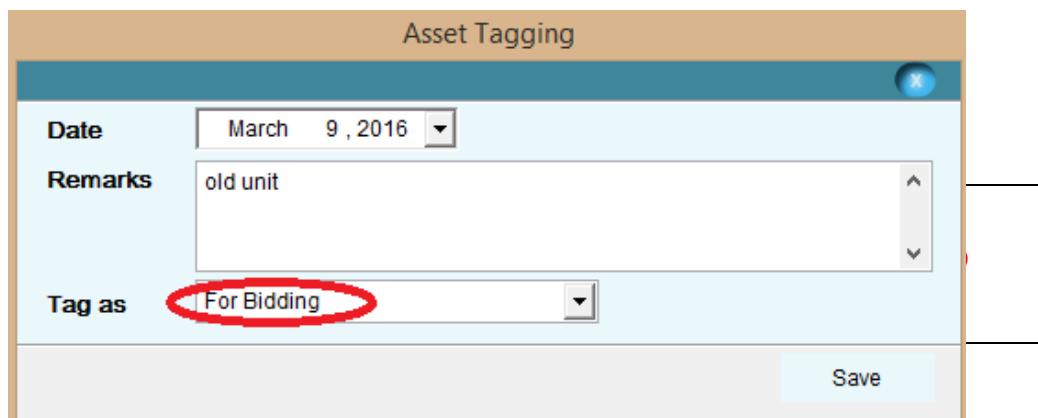


New	Edit	Delete	History	Repair	Tagging	Disposed
Code	Item					
HMHS-2015-00002	EXTENSION CORD					
HMHS-2015-00004	CORK BOARD					
HMHS-2015-00009	CABINET					
HMHS-2015-00011	HIGH CHAIR					
HMHS-2015-00012	CHAIR					
HMHS-2015-00013	TRASH BIN					

3. Asset bar tagging window will appear.



4. Enter the details such as Date, Remarks and Tag as to select For Bidding.



Date	March 9, 2016
Remarks	old unit
Tag as	For Bidding

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5. Click the Save button.
6. Asset status will turn to blue indicating that the asset is tagged as for disposal, bidding, sell or donation.

New	Edit	Delete	History	Repair	Tagging	Disposed	Year: 2014	Deployed	Disposed	Discarded
							Filter by:	Code	Search	
HMHS-2015-00002	EXTENSION CORD							On Stock		
HMHS-2015-00004	CORK BOARD							For Disposal		
HMHS-2015-00009	CABINET							Deployed		
HMHS-2015-00011	HIGH CHAIR							Deployed		
HMHS-2015-00012	CHAIR							On Stock		
HMHS-2015-00013	TRASH BIN							Discarded		

35.11 Tag the asset as for Sell

1. Select an asset on the list and click Tagging button.

New	Edit	Delete	History	Repair	Tagging	Disposed
HMHS-2015-00002	EXTENSION CORD					
HMHS-2015-00004	CORK BOARD					
HMHS-2015-00009	CABINET					
HMHS-2015-00011	HIGH CHAIR					
HMHS-2015-00012	CHAIR					
HMHS-2015-00013	TRASH BIN					

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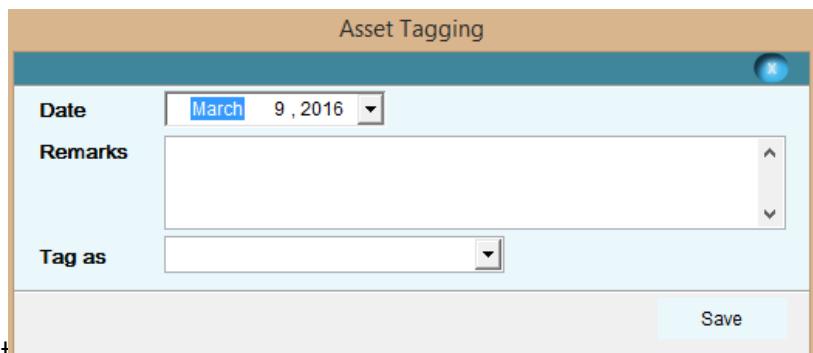
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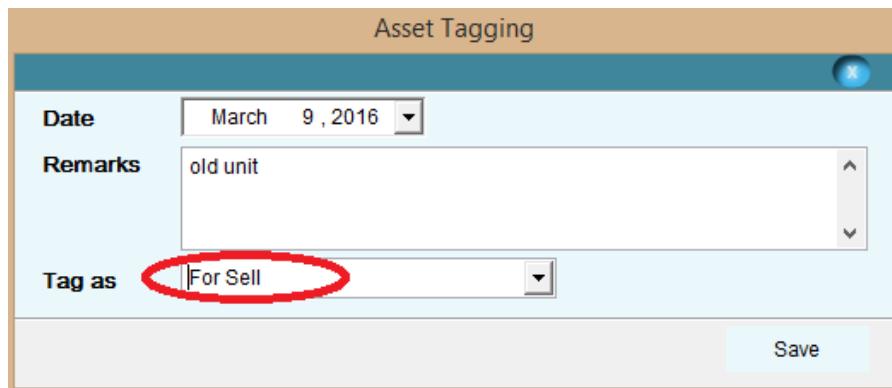
2. Asset bar tagging window will appear.



Asset Tagging

Date	March 9, 2016
Remarks	
Tag as	
Save	

3. Enter the details such as Date, Remarks and Tag as, then select For Sell.



Asset Tagging

Date	March 9, 2016
Remarks	old unit
Tag as	For Sell
Save	

4. Click the Save button.

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5. Asset status will turn to blue indicating that the asset is tagged as for disposal, bidding, sell or donation.

New	Edit	Delete	History	Repair	Tagging	Disposed	Year: 2014	Deployed On stock	Disposed For repair
Code	Item	Serial Number	Status						
HMHS-2015-00002	EXTENSION CORD		On Stock						
HMHS-2015-00004	CORK BOARD		For Disposal						
HMHS-2015-00009	CABINET		Deployed						
HMHS-2015-00011	HIGH CHAIR		Deployed						
HMHS-2015-00012	CHAIR		On Stock						
HMHS-2015-00013	TRASH BIN		Discarded						

35.12 To tag asset as for Donation

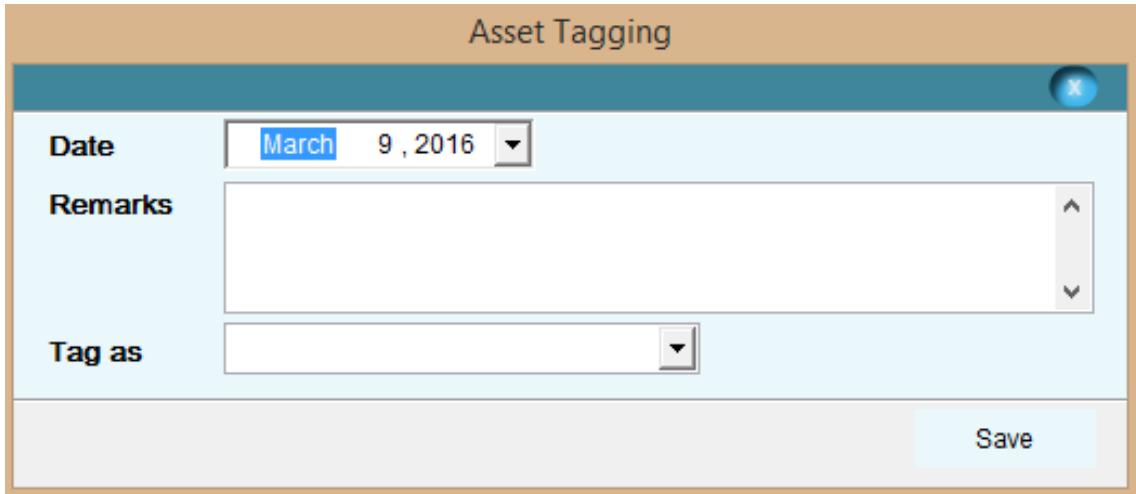
1. Select an asset on the list and click the Tagging button.

New	Edit	Delete	History	Repair	Tagging	Disposed
Code	Item					
HMHS-2015-00002	EXTENSION CORD					
HMHS-2015-00004	CORK BOARD					
HMHS-2015-00009	CABINET					
HMHS-2015-00011	HIGH CHAIR					
HMHS-2015-00012	CHAIR					
HMHS-2015-00013	TRASH BIN					

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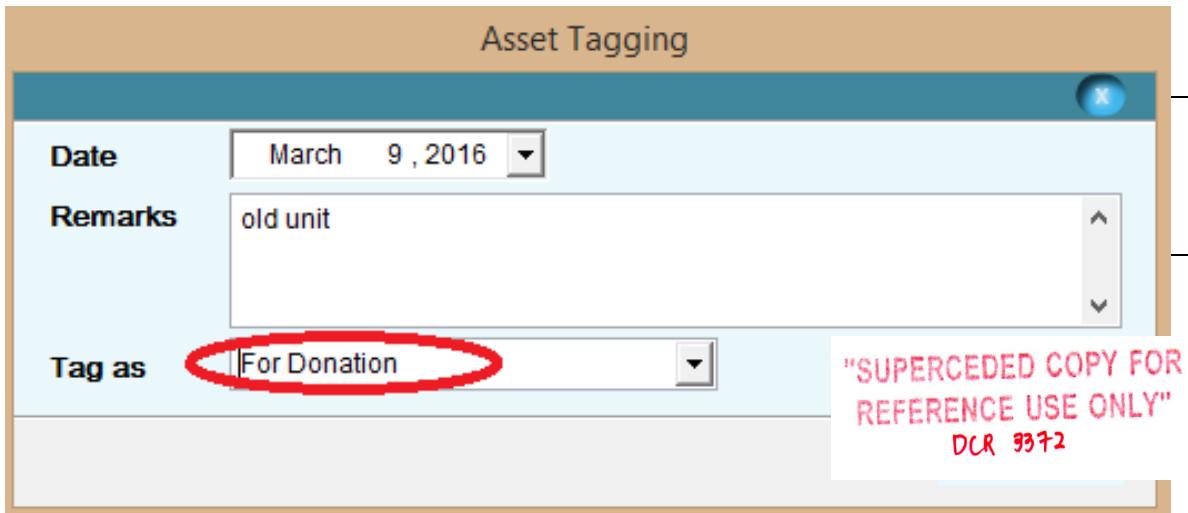
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2. Asset bar tagging window will appear.



The screenshot shows a software window titled "Asset Tagging". It has three input fields: "Date" (set to March 9, 2016), "Remarks" (empty), and "Tag as" (empty). A "Save" button is located at the bottom right.

3. Enter the details such as Date, Remarks and Tag as to select For Donation.



The screenshot shows the same "Asset Tagging" window. The "Tag as" field now contains the text "For Donation", which is circled in red. A note in the bottom right corner reads "SUPERCEDED COPY FOR REFERENCE USE ONLY" and "DCR 9972".

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4. Click the Save button.
5. Asset status will turn to blue indicating that the asset is tagged as for disposal, bidding, sell or donation.

 New	 Edit	 Delete	 History	 Repair	 Tagging	 Disposed	Year: 2014	 Deployed  Disposed  Discarded
Code	Item						Filter by: Code	Search
HMHS-2015-00002	EXTENSION CORD						On Stock	
HMHS-2015-00004	CORK BOARD						For Disposal	
HMHS-2015-00009	CABINET						Deployed	
HMHS-2015-00011	HIGH CHAIR						Deployed	
HMHS-2015-00012	CHAIR						On Stock	
HMHS-2015-00013	TOASTER OVEN						Discarded	

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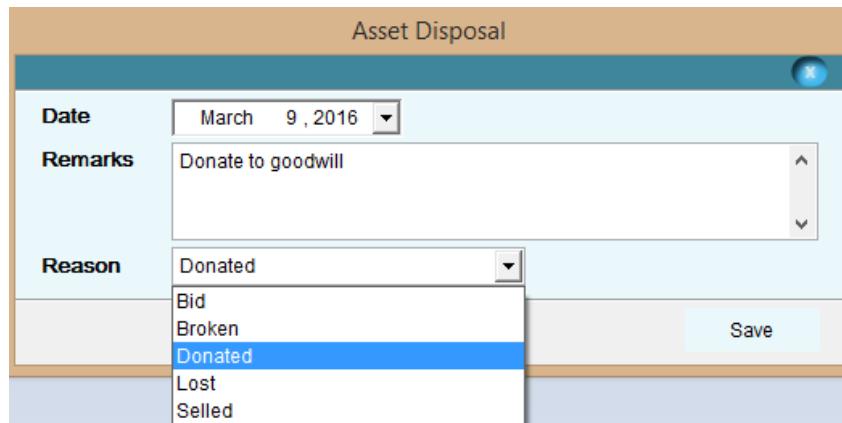
35.13 Disposed Asset

1. Select an asset on the list and click Disposed button.



New	Edit	Delete	History	Repair	Tagging	Disposed
Code	Item					
HMHS-2015-00002	EXTENSION CORD					
HMHS-2015-00004	CORK BOARD					
HMHS-2015-00009	CABINET					
HMHS-2015-00011	HIGH CHAIR					
HMHS-2015-00012	CHAIR					

2. Asset Disposal window will appear.



The screenshot shows the 'Asset Disposal' window. It includes fields for Date (set to March 9, 2016), Remarks (set to 'Donate to goodwill'), and Reason. A dropdown menu is open under the Reason field, showing options: Bid, Broken, Donated, Lost, and Sold. The option 'Disposed' is highlighted with a blue selection bar.

3. Enter the details such as Date, Remarks and Reason.

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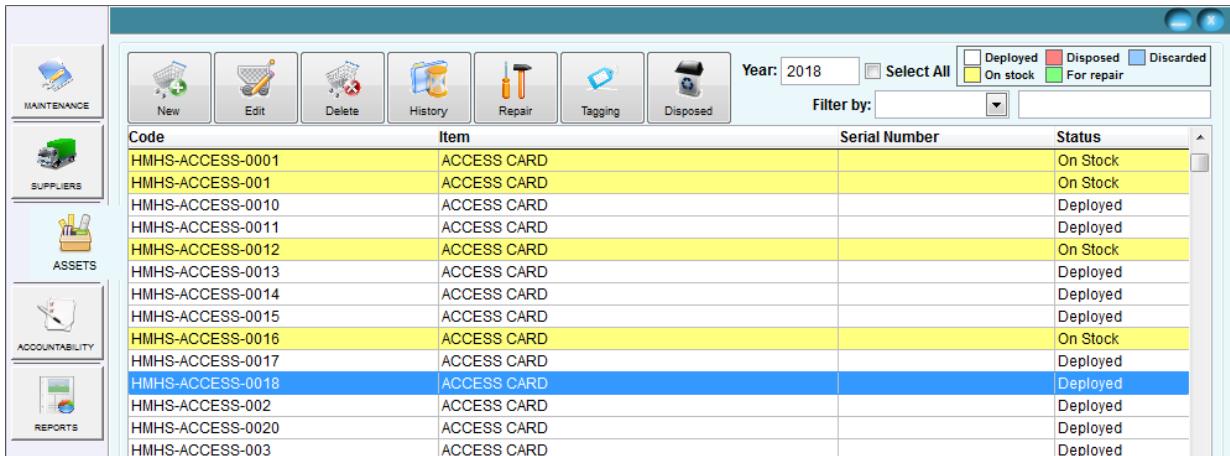
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4. Click the Save button.

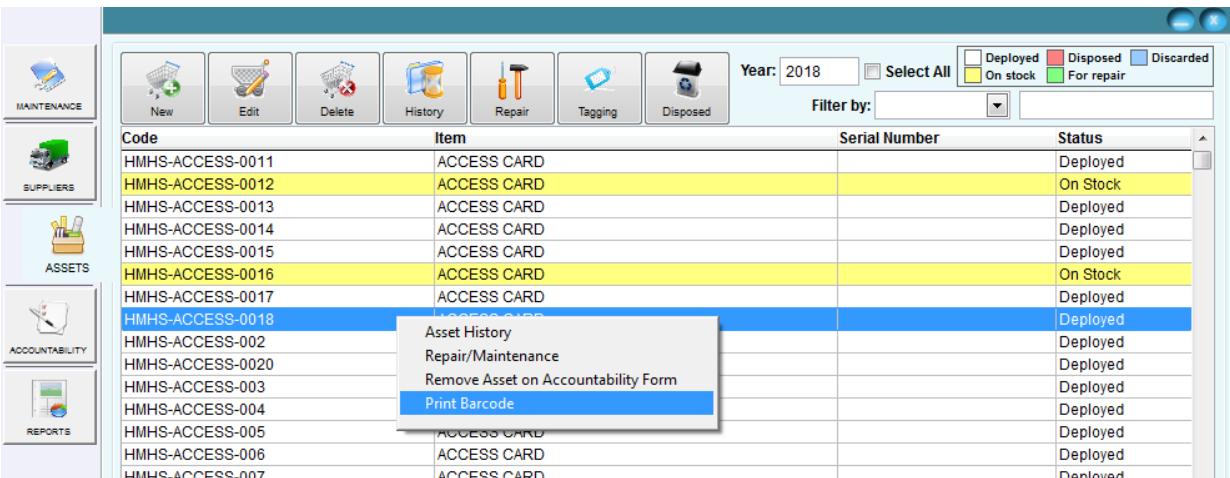
35.14 Printing a Barcode

1. Under the Assets tab, select a record on the list and then right click



Code	Item	Serial Number	Status
HMHS-ACCESS-0001	ACCESS CARD		On Stock
HMHS-ACCESS-001	ACCESS CARD		On Stock
HMHS-ACCESS-0010	ACCESS CARD		Deployed
HMHS-ACCESS-0011	ACCESS CARD		Deployed
HMHS-ACCESS-0012	ACCESS CARD		On Stock
HMHS-ACCESS-0013	ACCESS CARD		Deployed
HMHS-ACCESS-0014	ACCESS CARD		Deployed
HMHS-ACCESS-0015	ACCESS CARD		Deployed
HMHS-ACCESS-0016	ACCESS CARD		On Stock
HMHS-ACCESS-0017	ACCESS CARD		Deployed
HMHS-ACCESS-0018	ACCESS CARD		Deployed
HMHS-ACCESS-002	ACCESS CARD		Deployed
HMHS-ACCESS-0020	ACCESS CARD		Deployed
HMHS-ACCESS-003	ACCESS CARD		Deployed

2. Click the Print Barcode



Code	Item	Serial Number	Status
HMHS-ACCESS-0011	ACCESS CARD		Deployed
HMHS-ACCESS-0012	ACCESS CARD		On Stock
HMHS-ACCESS-0013	ACCESS CARD		Deployed
HMHS-ACCESS-0014	ACCESS CARD		Deployed
HMHS-ACCESS-0015	ACCESS CARD		Deployed
HMHS-ACCESS-0016	ACCESS CARD		On Stock
HMHS-ACCESS-0017	ACCESS CARD		Deployed
HMHS-ACCESS-0018	ACCESS CARD		Deployed
HMHS-ACCESS-002	ACCESS CARD		Deployed
HMHS-ACCESS-0020	ACCESS CARD		Deployed
HMHS-ACCESS-003	ACCESS CARD		Deployed
HMHS-ACCESS-004	ACCESS CARD		Deployed
HMHS-ACCESS-005	ACCESS CARD		Deployed
HMHS-ACCESS-006	ACCESS CARD		Deployed
HMHS-ACCESS-007	ACCESS CARD		Deployed

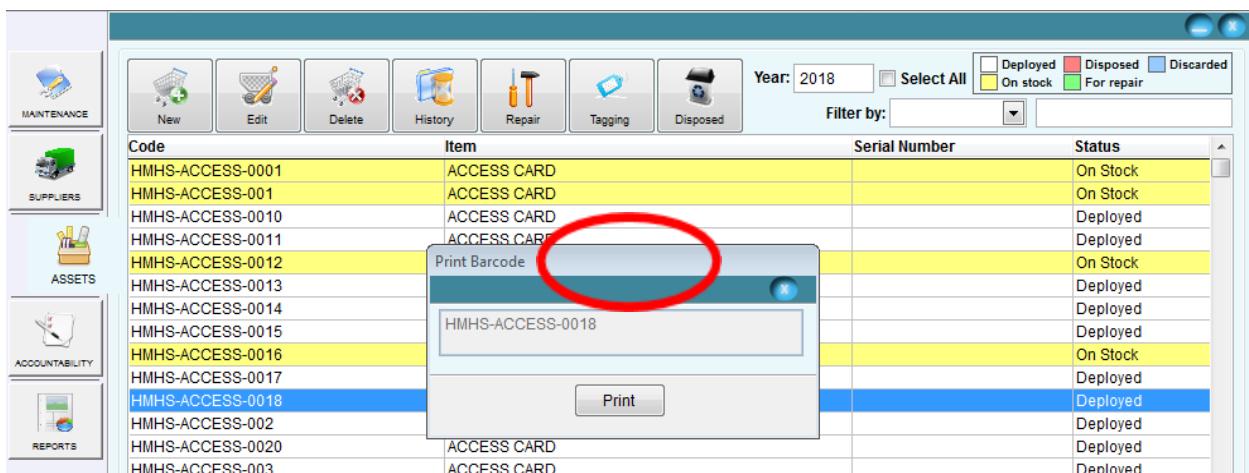
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3. Click Print to print the barcode window.



36.0 ACCOUNTABILITY FORM MODULE

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36.1 Accountability Form Listing

1. To view all the list of accountability forms and related information, click the Accountability button on the left side panel.

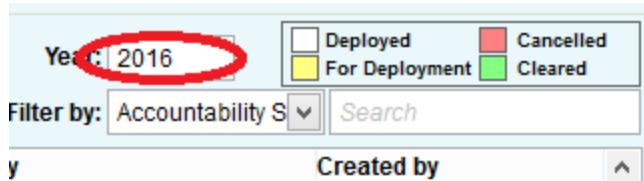


The screenshot shows a software interface with a sidebar containing icons for Maintenance, Suppliers, Assets, Accountability (selected), and Reports. The main area has a toolbar with buttons for New, Edit, Delete, Account Item, Print, eMail, Transfer, Cleared, and Filter by. A status bar at the top right shows 'Year: 2016' and filter options for Deployed, For Deployment, Cancelled, and Cleared. Below the toolbar is a table with columns: Reference No., Accountable, Acknowledged by, Issued by, and Created by. The table lists 154 entries, each with a yellow background. A scroll bar is visible on the right side of the table.

2. The system will show the list of accountability form and its total number.
3. Use the scroll bar located at the right side of the grid to show the list.

36.2 Searching for a specific Accountability Form

1. Select a year to search for a specific accountability form.



The screenshot shows the same software interface as above, but the 'Year' dropdown in the toolbar is circled in red. The rest of the interface is identical to the previous screenshot.

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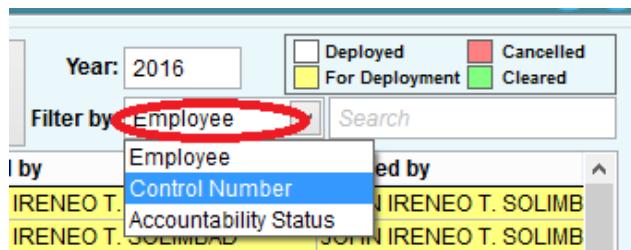
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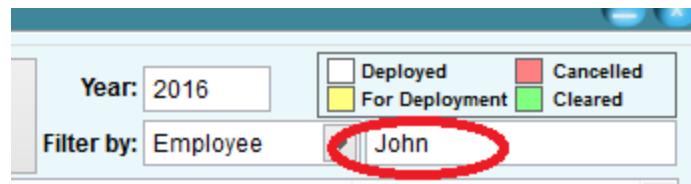
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			REVISION NO.: 0
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennda E. Canlas, MD Medical Director
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

2. Select a filter option.



3. On the search bar, input the needed key word beside the "Filter" by bar.



4. The system will show only the items on the list that matches the word that you type in.

NEW	EDIT	DELETE	ACCOUNT ITEM	PRINT	eMAIL	TRANSFER	CLEARED	Year: 2016	Deployed	Cancelled	For Deployment	Cleared	Filter by: Employee	John
Reference No.	Accountable	Acknowledged by	Issued by	Created by										
001-2016	JOHN IRENEO T. SOLIMBAD	MICHAEL D. VIOLANDA	JOHN IRENEO T. SOLIMBAD	JOHN IRENEO T. SOLIMBAD										

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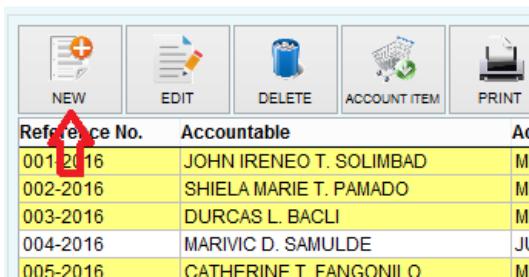
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		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennda E. Canlas, MD Medical Director
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

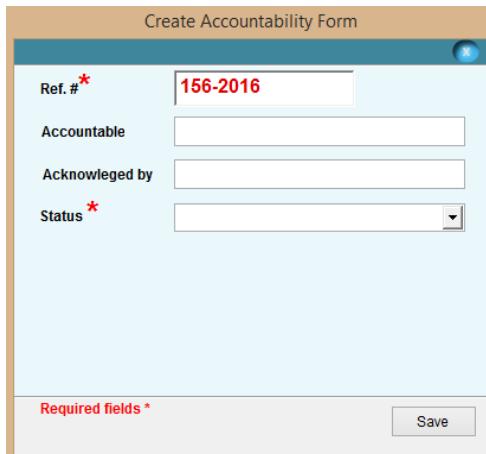
4.3 To create a new Accountability Form

5. To create a new accountability form, click the New button.



Reference No.	Accountable	Ac
001-2016	JOHN IRENEO T. SOLIMBAD	MI
002-2016	SHIELA MARIE T. PAMADO	MI
003-2016	DURCAS L. BACLI	MI
004-2016	MARIVIC D. SAMULDE	JL
005-2016	CATHFRINE T. FANGONII O	MI

6. "Create Accountability Form" window will appear.



Ref. #*

Accountable

Acknowledged by

Status*

Required fields *

6.1 Reference number is automatically generated by the system.

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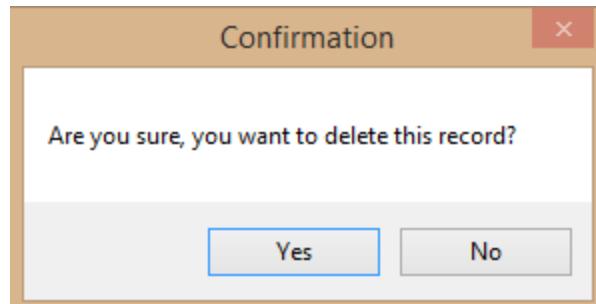
7. Enter the details such as Accountable, Acknowledge by and for the Status, select "For deployment".
8. Click the Save button.
9. New accountability form will be added to the list.

36.3 To delete the Accountability Form

1. To delete an existing accountability form, select the form on the list then click Delete button.

Reference No.	Accountable	Acknowledged by
001-2016	JOHN IRENEO T. SOLIMBAD	MICHAEL D. VIOLAN
002-2016	SHIELA MARIE T. PAMADO	MICHAEL D. VIOLAN
003-2016	DURCAS L. BACLI	MICHAEL D. VIOLAN
004-2016	MARIVIC D. SAMULDE	JUDY R. HALAGO
005-2016	CATHERINE T. FANGONILO	MICHAEL D. VIOLAN

2. Confirmation box will appear.



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3. Click Yes.

36.4 Insert Item on Accountability Form

1. To insert the asset on accountability form, first select the form and click Account Item button on the list.

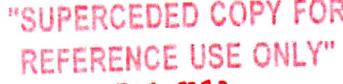


Reference No.	Accountable	Acknowledged by
001-2016	JOHN IRENEO T. SOLINAD	MICHAEL D. VIOLAN
002-2016	SHIELA MARIE T. PAMADO	MICHAEL D. VIOLAN
003-2016	DURCAS L. BACLI	MICHAEL D. VIOLAN
004-2016	MARIVIC D. SAMULDE	JUDY R. HALAGO
005-2016	CATHERINE T. FANGONILO	MICHAEL D. VIOLAN

2. Accountability window will appear.







Accountability Ref. No. : 003-2016

Asset	<input type="text"/>									
Remarks	<input type="text"/>									
<input type="button" value="ADD"/> <input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>										
<table border="1"> <tr> <td>Asset</td> </tr> <tr> <td>HMHS-2015-00361 - OFFICE TABLE</td> </tr> <tr> <td>HMHS-2015-00362 - Visitors Chair</td> </tr> <tr> <td>HMHS-2015-00367 - OFFICE CHAIR</td> </tr> <tr> <td>HMHS-2015-00837 - Metal Tray</td> </tr> <tr> <td>HMHSITDSK-011914 - CPU</td> </tr> <tr> <td>HMHSITKEY-011914 - KEYBOARD</td> </tr> <tr> <td>HMHSITMON-011914 - MONITOR</td> </tr> <tr> <td>HMHSITMSE-014914 - MOUSE</td> </tr> </table>		Asset	HMHS-2015-00361 - OFFICE TABLE	HMHS-2015-00362 - Visitors Chair	HMHS-2015-00367 - OFFICE CHAIR	HMHS-2015-00837 - Metal Tray	HMHSITDSK-011914 - CPU	HMHSITKEY-011914 - KEYBOARD	HMHSITMON-011914 - MONITOR	HMHSITMSE-014914 - MOUSE
Asset										
HMHS-2015-00361 - OFFICE TABLE										
HMHS-2015-00362 - Visitors Chair										
HMHS-2015-00367 - OFFICE CHAIR										
HMHS-2015-00837 - Metal Tray										
HMHSITDSK-011914 - CPU										
HMHSITKEY-011914 - KEYBOARD										
HMHSITMON-011914 - MONITOR										
HMHSITMSE-014914 - MOUSE										

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SUBJECT: WORK INSTRUCTIONAL FOR MIS			

3. Click the Add button. Asset and Remarks field will be enabled.
4. Double click the selected asset.

Accountability Ref. No. : 003-2016

Asset	Remarks
HMHS-2015-00002 - EXTENSION CORD	
HMHS-2015-00004 - CORK BOARD	Double click
HMHS-2015-00012 - CHAIR	
HMHS-2015-00057 - TABLE	
HMHS-2015-00094 - CHAIR	
HMHS-2015-00095 - TRASH CAN	
HMHS-2015-00096 - EXTENSION	
HMHS-2015-00097 - CHAIR	
HMHS-2015-00098 - CABINET	
HMHS-2015-00099 - TELEPHONE	
HMHS-2015-00102 - AIR FRESHENER	
HMHS-2015-00103 - VENDO MACHINE	
HMHSITDSK-011914 - CPU	
HMHSITKEY-011914 - KEYBOARD	
HMHSITMON-011914 - MONITOR	
HMHSITMSE-014914 - MOUSE	

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SUBJECT: WORK INSTRUCTIONAL FOR MIS			

5. Enter the Remarks if needed.
6. Click the Save button.

36.4 Printing of Accountability Form

1. To print the accountability form, select the form and click the Print button.



Reference No.	Accountable	Acknowledged by	Issued
001-2016	JOHN IRENEO T. SOLIMBAD	MICHAEL D. VIOLANDA	JOHN
002-2016	SHIELA MARIE T. PAMADO	MICHAEL D. VIOLANDA	JOHN
003-2016	DURCAS L. BACLI	MICHAEL D. VIOLANDA	JOHN
004-2016	MARIVIC D. SAMULDE	JUDY R. HALAGO	JOHN
005-2016	CATHERINE T. FANGONILO	MICHAEL D. VIOLANDA	JOHN
006-2016	JANE MARCEL MAICOM	JUDY R. HALAGO	JOHN
007-2016	KEN RENDYL C. MABANGLO	JUDY R. HALAGO	JOHN
008-2016	MICHAEL D. VIOLANDA	JUDY R. HALAGO	JOHN
009-2016	MARIA JELLY P. PAJULAS	MICHAEL D. VIOLANDA	JOHN

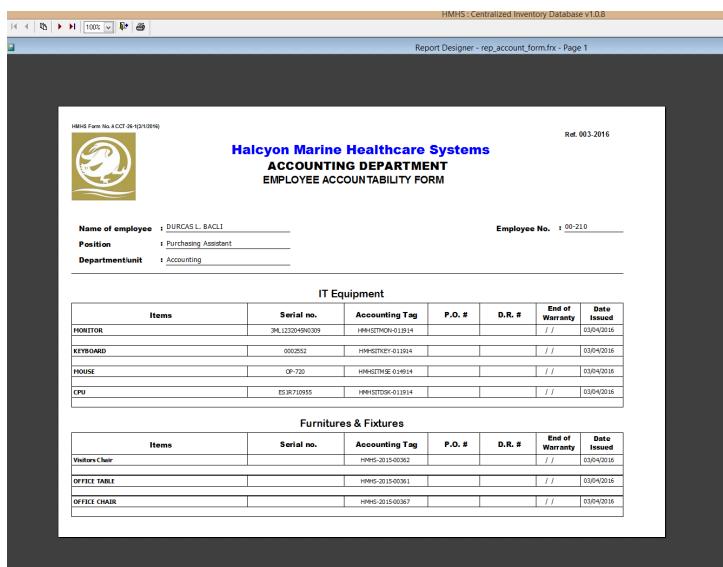
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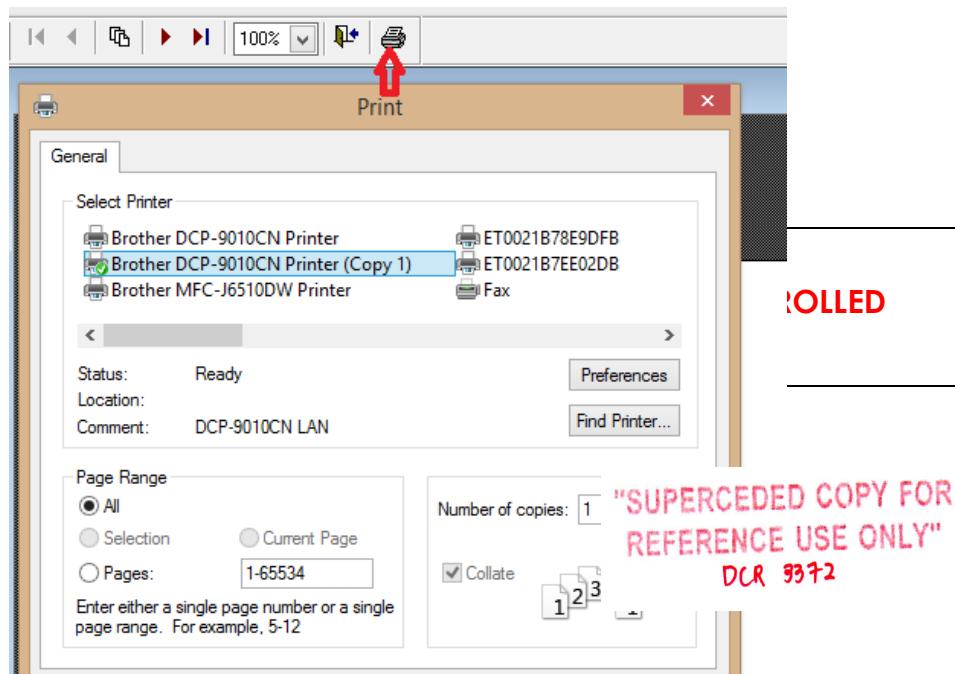
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016
			REVISION NO.: 0
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennda E. Canlas, MD Medical Director
SUBJECT: WORK INSTRUCTIONAL FOR MIS			

2. Print preview window will appear.



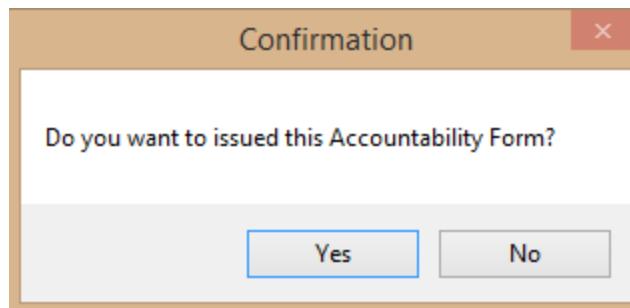
3. Review the form before printing

4. Click the Print icon to select the printer and start printing.



QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016 REVISION NO.: 0
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5. Confirmation box will appear.



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6. Click "Yes" to issue the form and to change the status of the accountability form to "Deployed".
7. Click "No" if still need to review and finalized the form.
- 7.1 Inserting of asset in accountability form that is already issued and mark as "Deployed" is not allowed.

36.5 Transfer of Accountability Form

1. To transfer an accountability form, select the form and click the Transfer button.

Reference No.	Accountable	Acknowledged by	Issued by
001-2016	JOHN IRENEO T. SOLIMBAD	MICHAEL D. VIOLANDA	JOHN IREN
002-2016	SHIELA MARIE T. PAMADO	MICHAEL D. VIOLANDA	JOHN IREN
003-2016	DURCAS L. BACLI	MICHAEL D. VIOLANDA	JOHN IREN
004-2016	MARIVIC D. SAMULDE	JUDY R. HALAGO	JOHN IREN
005-2016	CATHERINE T. FANGONILO	MICHAEL D. VIOLANDA	JOHN IREN

2. Transfer of Accountability form window will appear.

Transfer Accountability Form No. : 004-2016

Ref. #*	156-2016
Accountable	
Acknowledged by	
Status *	
Required fields *	
Save	

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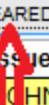
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3. Enter the details such as Accountable person, Acknowledge by and for the Status select "For deployment".
4. Click the Save button.
5. Selected accountability form will be cleared and the system will transfer all assets to the new accountability form you created.

36.6 Clear an Accountability Form

1. To clear an accountability form, first select the form and click Cleared button.



NEW	EDIT	DELETE	ACCOUNT ITEM	PRINT	eMAIL	TRANSFER	CLEARED	Filter
Reference No.	Accountable	Acknowledged by	Issued by					
001-2016	JOHN IRENEO T. SOLIMBAD	MICHAEL D. VIOLANDA	JOHN IREN					
002-2016	SHIELA MARIE T. PAMADO	MICHAEL D. VIOLANDA	JOHN IREN					
003-2016	DURCAS L. BACLI	MICHAEL D. VIOLANDA	JOHN IREN					
004-2016	MARIVIC D. SAMULDE	JUDY R. HALAGO	JOHN IREN					

2. "Clear Accountability" form window will appear.

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Clear Accountability Form No. : 004-2016 ...

Ref. #	004-2016
Date Returned	March 9, 2016
Save	

3. Enter the date returned.
4. Click the Save button.
5. Selected Accountability Form will be cleared.

37.0 REPORTS MODULE

1. Check systems that can generate the following reports:
 - 1.1 Monthly Fixed Asset Purchased Report
 - 1.2 Fixed Asset Master list Report
 - 1.3 Annual Depreciation Report
 - 1.4 List of For Bidding Report
 - 1.5 List of For Disposal Report
 - 1.6 List of For Donation Report
 - 1.7 List of Disposed Asset Report
 - 1.8 Customized Fixed Asset Report
2. Click the Report button.

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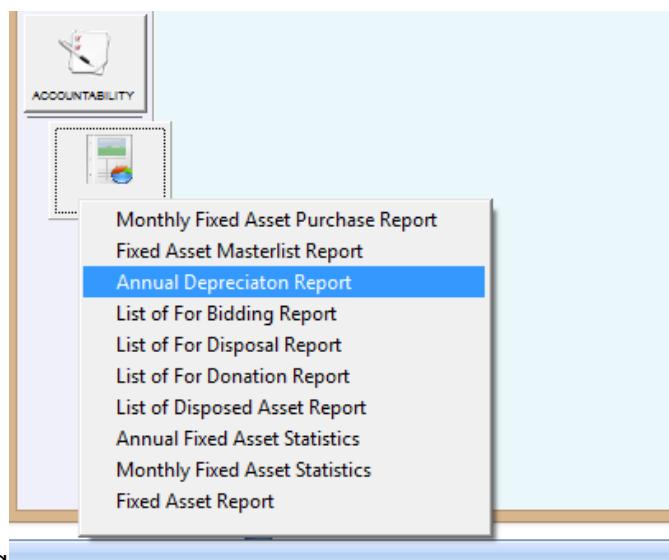
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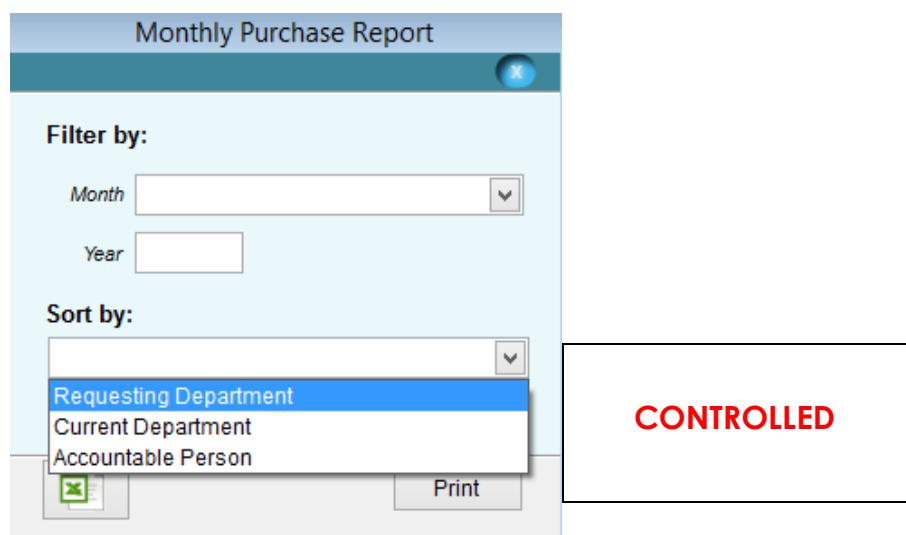
QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE <small>HEALTHCARE SYSTEMS</small>	DOCUMENT NO. QWI 27.0	EFFECTIVITY DATE: March 23, 2016 REVISION NO.: 0
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3. Select the type of report to be generated



4. Report generation window will appear.
 5. Each report has different filter options.

5.1 Monthly Fixed Asset Purchased Report.

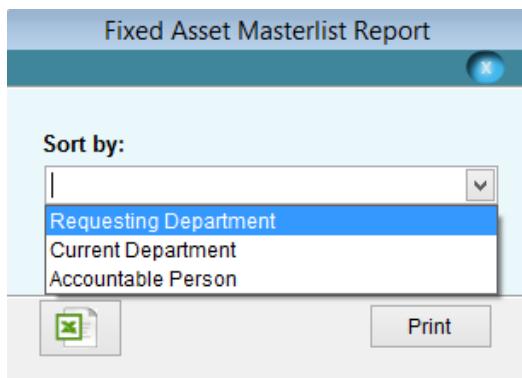


The screenshot shows the 'Monthly Purchase Report' dialog box. It includes fields for 'Filter by' (Month and Year dropdowns) and 'Sort by' (Requesting Department, Current Department, Accountable Person dropdown). A 'Print' button is at the bottom right. To the right of the dialog box is a large red box containing the word 'CONTROLLED'.

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5.2 Fixed Asset Masterlist Report.



5.3 Annual Depreciation Report.

Annual Depreciation Report

Year

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5.4 List of Bidding Report.

Bidding Report

Month

Year



5.5 List of Disposal Report.

Disposal Report

Month

Year



5.6 List of Donation Report.



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For Donation Report

X

Month	<input type="text"/>	▼
Year	<input type="text"/>	
	Print	

5.7 List of Disposed Asset Report.

Disposed Asset Report

X

Month	<input type="text"/>	▼
Year	<input type="text"/>	
	Print	

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6. Customized Fixed Asset Report.

Fixed Asset Report

Sort by:

Date

From / / To / / (MM/DD/YYYY)

- 6.1 Click the Print button to generate a report.
 6.2 To export the result in excel format, click the Excel button.

Annual Depreciation Report

Year

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