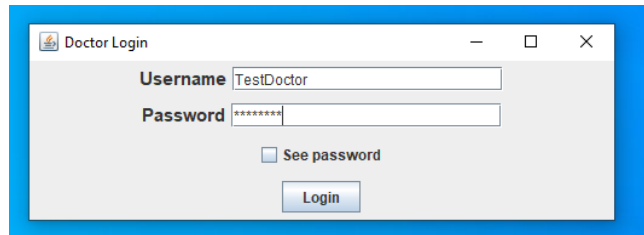


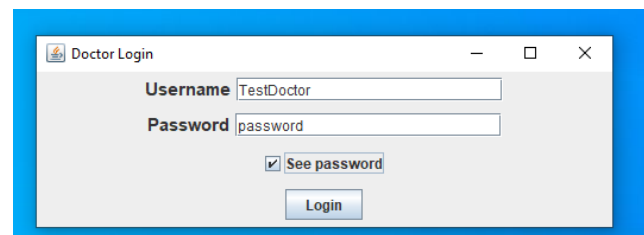
User Manual

Logging in

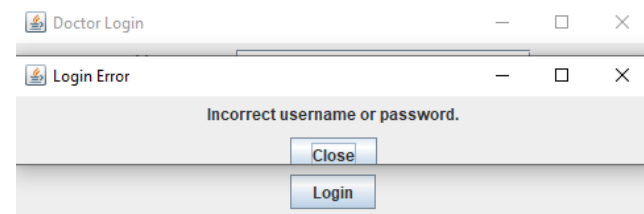
Upon opening the application, a login screen will appear. To access the system a correct username and password must be entered. By default, the password being entered is hidden.



Clicking "See password" makes the password you are entering visible.

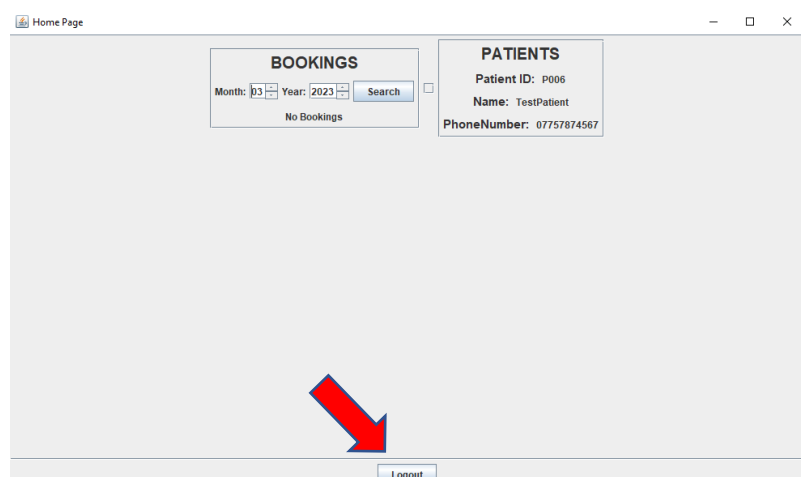


To submit the login information, you have entered click the "Login" button at the bottom of the panel. If an incorrect username or password is entered a pop up notifies you, and you must try again.



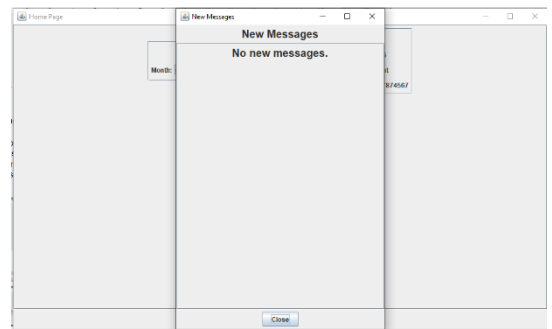
Logging out

At the bottom of the interface once logged in, is a logout button. Pressing it will log you out of the system and return you to the log in screen.

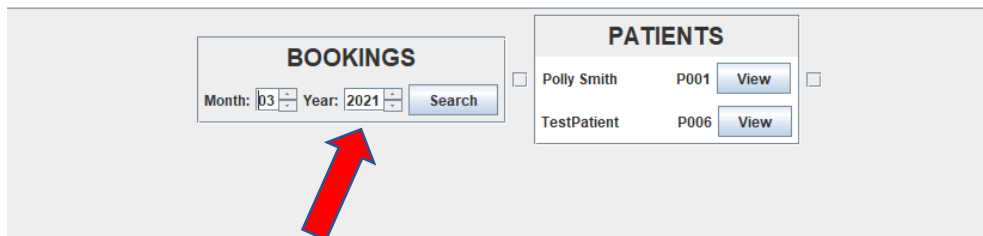


Messages

Upon logging in all your new messages are displayed. If you have no new messages you will be informed.

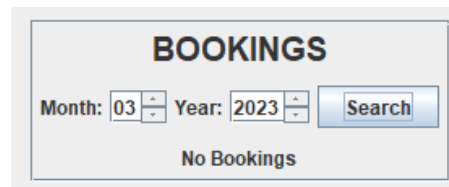


Bookings

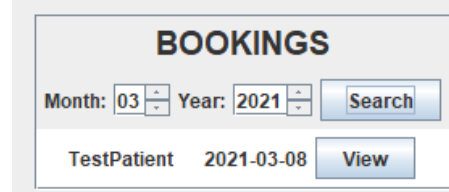


Bookings are viewed by month. To select the month to view bookings for, either type the number of the month/year into their respective boxes in the Bookings box or adjust them using the up and down arrows. To enter your selection, press the “Search” button.

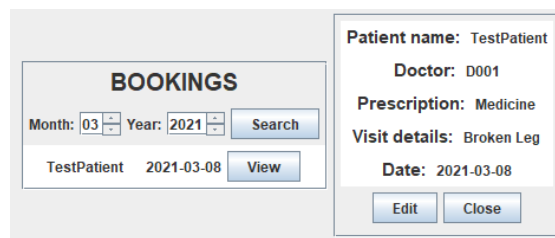
If there are no bookings in the month selected. “No Bookings” is displayed underneath the search box.



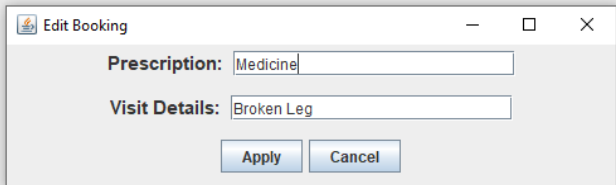
If in the month selected there are bookings, they will be displayed below the booking search box. Initially each booking will only display the patient and the date booked for.



If you press view on a booking more information about the booking is displayed such as the prescription prescribed and the visit details.



Details of a booking may be added or amended by clicking edit on the panel showing its expanded detail. If no details have been added for the booking the boxes will be empty, otherwise the boxes will be filled with the current details. The new prescription and visit details entered in their respective text boxes can be saved by pressing apply.



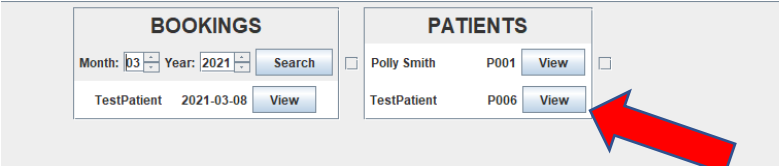
Edit Booking

Prescription:

Visit Details:

Patients

Upon logging in all patients assigned to the user will be shown in the highlighted part of the interface.



BOOKINGS

Month: Year:

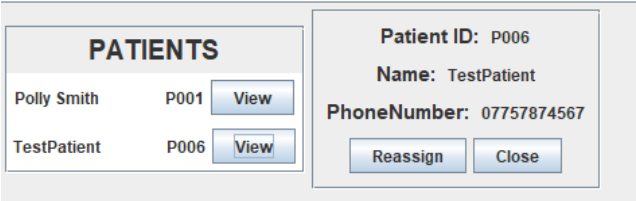
TestPatient	2021-03-08	<input type="button" value="View"/>
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PATIENTS

Polly Smith	P001	<input type="button" value="View"/>
TestPatient	P006	<input type="button" value="View"/>

A red arrow points to the 'View' button for TestPatient P006.

Clicking on view will show the details of the patient.

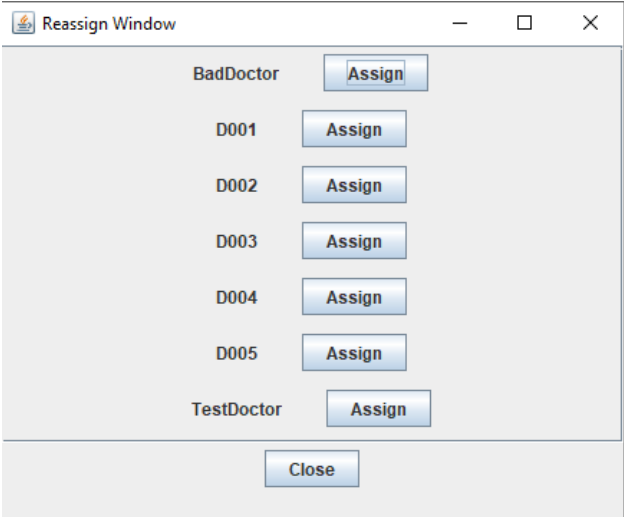


PATIENTS

Polly Smith	P001	<input type="button" value="View"/>
TestPatient	P006	<input type="button" value="View"/>

Patient ID: P006
Name: TestPatient
PhoneNumber: 07757874567

Clicking reassign will cause a window to pop up with all other doctors listed. Clicking the Assign button will reassign the patient to this doctor. Clicking close will cancel the reassignment.



Reassign Window

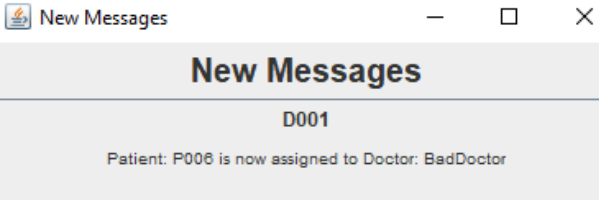
BadDoctor	<input type="button" value="Assign"/>
D001	<input type="button" value="Assign"/>
D002	<input type="button" value="Assign"/>
D003	<input type="button" value="Assign"/>
D004	<input type="button" value="Assign"/>
D005	<input type="button" value="Assign"/>
TestDoctor	<input type="button" value="Assign"/>

If a patient is re-assigned to another doctor both doctors and the patient will receive a message informing them of the transfer. Additionally, you will receive a confirmation message informing how to rectify the change if mistakenly made.



Patient Confirmation Message

Doctor: BadDoctor has been assigned to Patient: P006. If you would like to make any changes please contact reception immediately.



New Messages

D001

Patient: P006 is now assigned to Doctor: BadDoctor