



ST. CECILIA'S COLLEGE – CEBU INC.

LASSO Supervised School

Ward II, Poblacion Highway, Minglanilla, Cebu



Dental Clinic Appointment System

(Manual Instructions)

La Rosa, Rodeliza

BSIT - 2A



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INTRODUCTION

System Introduction

The **Dental Clinic Appointment System (Dental Flow)** is a desktop-based application designed to streamline and support the daily operations of dental clinics. It enables efficient management of patient information, appointment scheduling, and user roles within the clinic environment.

The system implements role-based access control, providing tailored interfaces and functionalities for **Administrators (Staff)**, **Dentists**, and **Patients**. Patients can book appointments and view their appointment history, while dentists can access their schedules and update treatment records. Administrators oversee the overall system by managing users, appointments, and clinic services.

With its structured database design and user-friendly graphical interface, **Dental Flow** ensures that information is organized, secure, and readily accessible. This contributes to improved workflow, reduced administrative errors, and enhanced quality of service delivery within the clinic.

System Significance

The implementation of the GUI-based Dental Clinic Appointment System brings significant advantages:

- Improves service efficiency and reduces manual workload
- Enhances data accuracy and accessibility
- Minimizes patient waiting time
- Increases overall satisfaction for both staff and patients
- Promotes organized management of clinic operations and resources



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System Beneficiaries and Functional Features

Admin (Staff)

Admins oversee the comprehensive management of the system. They have access to a wide range of functionalities to ensure smooth operation and maintenance of the platform.

Patient

Patients utilize the system primarily to manage their healthcare appointments and personal information. The system is designed to provide them with easy access to booking and monitoring their dental care needs.

Dentist

Dentists use the system to efficiently manage their schedules and patient appointments. The platform aids them in keeping track of their professional commitments and patient interactions.



GETTING STARTED

System Requirements

To run the Dental Flow application, ensure your system meets the following requirements:

- **NetBeans 8.1:** Required for running and managing the application code.
- **Java Development Kit (JDK):** Necessary for Java application development and execution.
- **XAMPP:** Needed for managing the database. XAMPP offers a user-friendly interface for managing Apache and MySQL servers.

Setup Guide

Follow these steps to set up and run the Dental Flow application:

1. Clone the Repository:

- Begin by cloning the repository from the GitHub account. Use the following link to access the repository: [Insert GitHub Repository Link Here].
- Use a Git client or the command line to clone the repository to your local machine.

2. Set Up the Database:

- Open the XAMPP application and start the Apache and MySQL services.
- Click on the "Admin" button next to MySQL to access phpMyAdmin.
- In phpMyAdmin, create a new database and then import the database schema from the database folder located in the cloned repository. This will set up the necessary tables and data for the application.

3. Run the Program:

- Open the project in NetBeans 8.1.
- Run the application using the provided system credentials for testing purposes.

System Credentials for Testing

Admin Access

Username: rode or shed

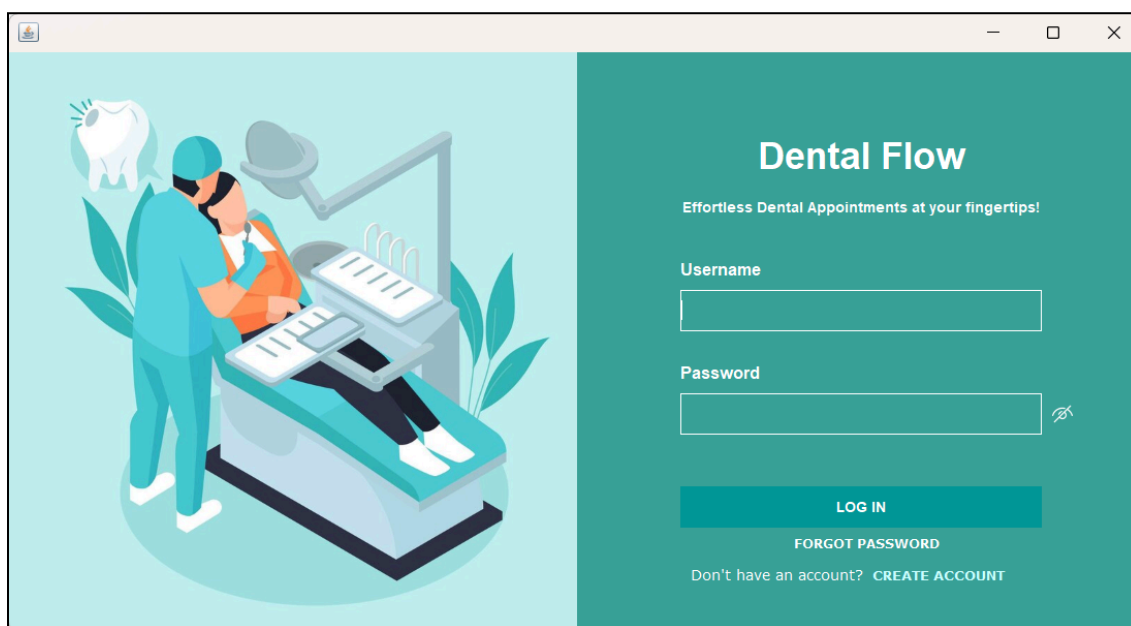
Password: Pass.123

HOW TO USE THE PROGRAM

A. AUTHENTICATION

A.1. LOG IN

The login page allows registered users to access the Dental Flow application securely.



To log in to the system:

1. Open the application to access the Login window.
2. Enter your login credentials:
 - **Username:** Input the username associated with your account (case-sensitive).
 - **Password:** Input your password (case-sensitive). Ensure that **Caps Lock** is turned off to avoid errors.
3. Click the **"LOG IN"** button to proceed.



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System Messages (Login Page)

- **Empty Fields:**
"Please fill in both username and password."
- **Pending Account:**
"Your account is still pending. Wait for the activation email."
- **Successful Login:**
"Login successful. You are logged in as [Role]."
- **Incorrect Login:**
"Incorrect username or password."

Additional Options:

- Click "**[FORGOT PASSWORD](#)**" to reset your password.
- Click "**[CREATE ACCOUNT](#)**" if you don't have an account yet.



A.2. REGISTER

Enables new users to create an account in the system.

To create a new account:

1. On the Login Page, click **"CREATE ACCOUNT"**.
2. Fill in the required registration details:
Fill in the required registration details:
 - **Username** *(must be unique)*
 - **Email Address** *(must have a valid format and must be unique)*
 - **Role Selection** (Admin, Patient, or Dentist) *(must select role)*
 - **Password** *(see Appendix A for password requirements)*
 - **Confirm Password** *(must match the password field)*
3. Click the **"REGISTER"** button to submit.

System Messages (Register Page)

- **Success:**
"Registered successfully. Wait for admin approval, confirmation will be sent to the email."
- **Duplicate Username or Email:**
"Username or email already taken."



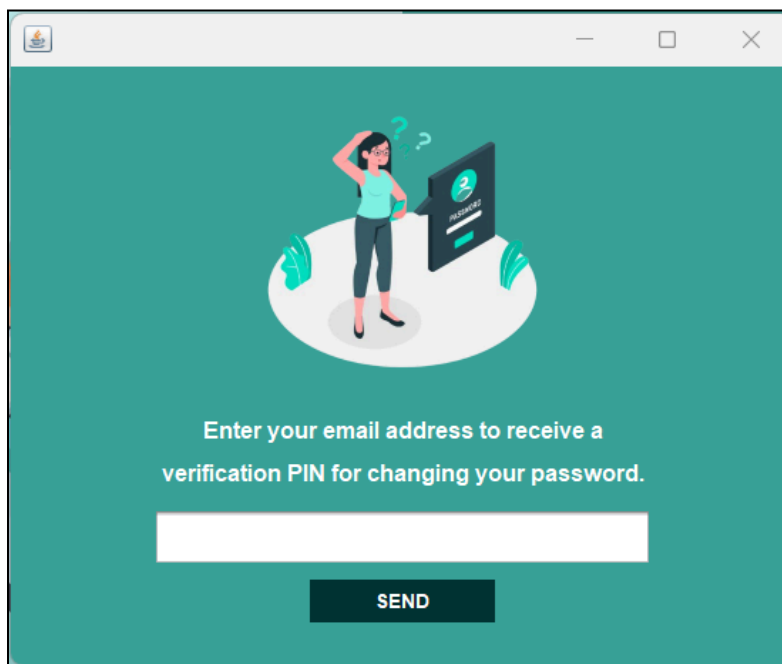
Note: After successful registration, your account will remain in a **Pending** status. You will be able to log in only after an administrator has approved your registration. An activation confirmation will be sent to your email.

Additional Options:

- Click "**SIGN IN**" to log in to an existing account.

A.3. FORGOT PASSWORD

This feature allows users to securely reset their password using OTP (One-Time Password) verification.



To reset your password:

Access the Forgot Password Page:

- On the **Login Page**, click "**FORGOT PASSWORD**".

Enter Your Email:


- Type your **registered email address**.
- Click the "**Send**" button.



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Enter the verification PIN sent to your email

VERIFY



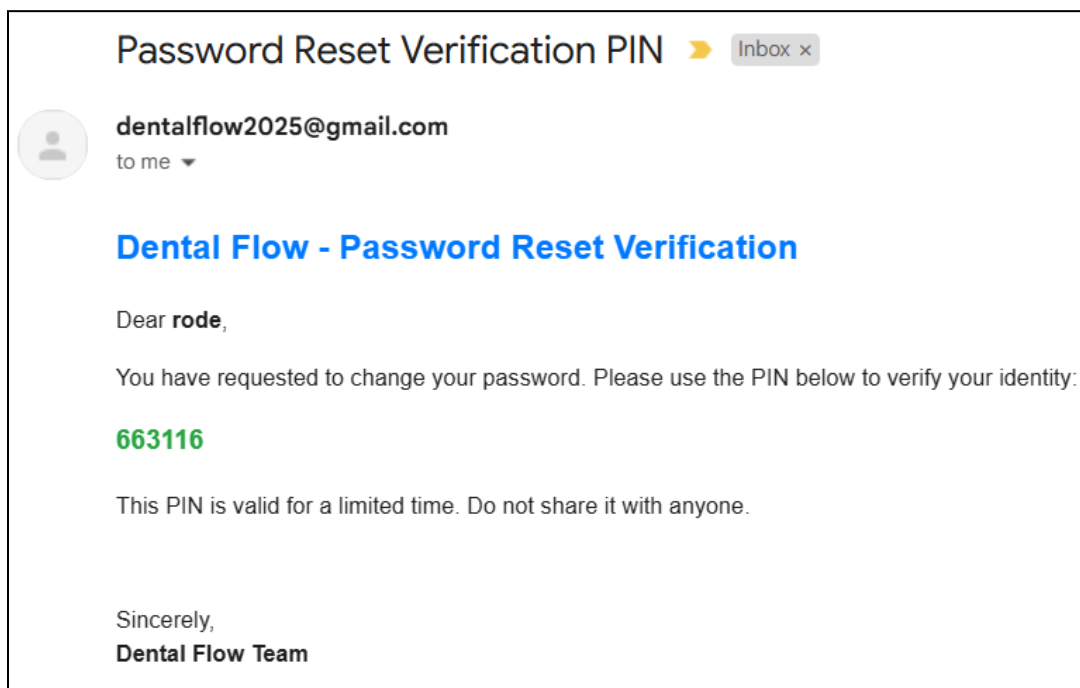
New Password

Confirm Password

CHANGE PASSWORD

OTP Verification:

- An **OTP will be sent** to your email. *Please note: Kindly review your spam folder regularly.*
- A new window will open asking you to **enter the OTP**.
- Enter the OTP exactly as shown in the email.
- Click **"Verify"**.
- If the OTP is correct, you'll move to the next step.



Reset Your Password:

- Enter your **new password** (see **Appendix A** for password requirements).
- Re-enter the password to confirm.
- Click **"CHANGE PASSWORD"** to finalize the reset.
- You will see a message:
"Password has been reset successfully."

Login Again:

- You will be redirected to the **Login Page**.
- Enter your credentials and click **"LOG IN"**.

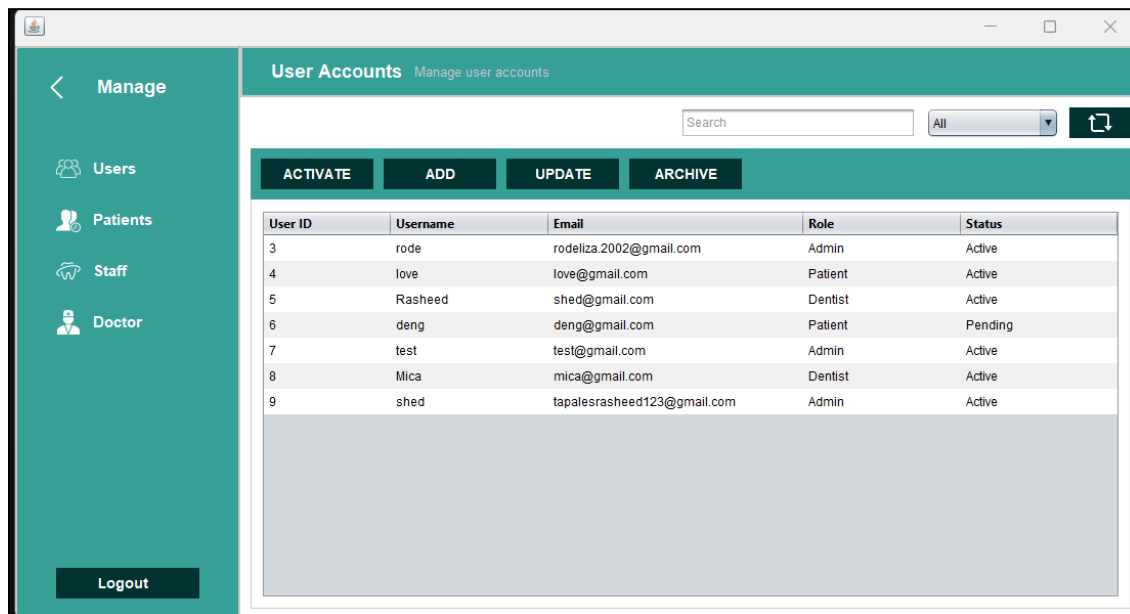
B. ADMIN DASHBOARD AND FEATURES



C. MANAGE FLOW

C.1 USERS' INFORMATION

Users' Information Management enables administrators to efficiently control access, maintain security, and manage the lifecycle of user accounts within the Dental Flow system.



The screenshot shows a web application interface for managing user accounts. On the left is a teal sidebar with a 'Manage' header and icons for Users, Patients, Staff, and Doctor. A 'Logout' button is at the bottom. The main area is titled 'User Accounts' with a subtitle 'Manage user accounts'. It features a search bar, a dropdown menu set to 'All', and a refresh icon. Below these are four buttons: 'ACTIVATE', 'ADD', 'UPDATE', and 'ARCHIVE'. A table displays the following data:

| User ID | Username | Email | Role | Status |
|---------|----------|-----------------------------|---------|---------|
| 3 | rode | rodeliza.2002@gmail.com | Admin | Active |
| 4 | love | love@gmail.com | Patient | Active |
| 5 | Rasheed | shed@gmail.com | Dentist | Active |
| 6 | deng | deng@gmail.com | Patient | Pending |
| 7 | test | test@gmail.com | Admin | Active |
| 8 | Mica | mica@gmail.com | Dentist | Active |
| 9 | shed | tapalesrasheed123@gmail.com | Admin | Active |

Functionality

Live Search: The search field filters the user accounts table in real-time as you type, displaying only matching users.

Filter by Role: Use the dropdown menu to display users with specific roles, facilitating quick management.

View User Details: Double-click on any row in the user accounts table to view the full information of the selected user. This includes detailed user data and their profile picture.



Action Buttons:

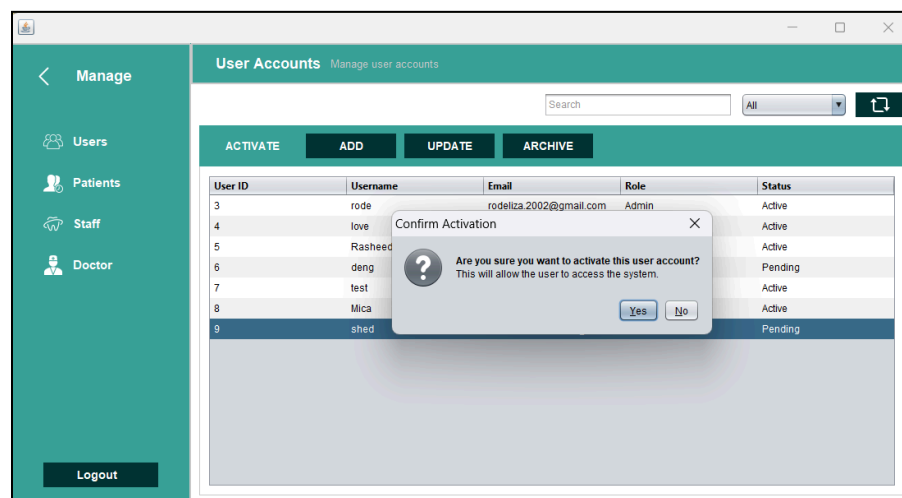
Activate: Approve pending user accounts.

Add: Open a form to create a new user account.

Update: Modify details of selected user accounts.

Archive: Deactivate user accounts without deleting them.

C.1.1. ACTIVATE USER

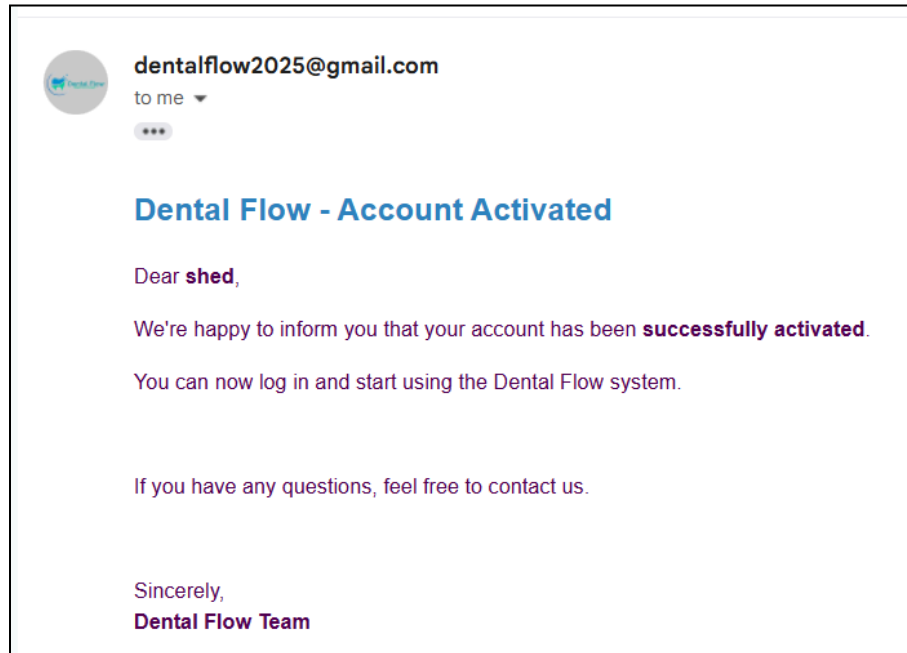




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To activate a user account:

1. In the user accounts table, locate the user you wish to activate. The table displays User ID, Username, Email, Role, and Status.
2. Click on the "**ACTIVATE**" button located above the table to prompt a confirmation dialog.
3. A dialog box titled "Confirm Activation" will appear with the message: "Are you sure you want to activate this user account? This will allow the user to access the system."
4. Click "**Yes**" to confirm the activation.
5. Upon confirmation, the system sends an email to the user's registered email address, notifying them that their account has been activated and they can now access the system.

Note: You can only activate accounts with a "**Pending**" status. Active and archived accounts cannot be activated.



C.1.2. ADD USER

The screenshot shows a web application window titled "Add new user" with a subtitle "Add new accounts". The main heading is "CREATE NEW USER ACCOUNT" with the instruction "Fill out user details." Below this, there is a large empty square box on the left. To its right are the following fields: "Username" (with a red error message "Username is required" below it), "Email", "Role" (a dropdown menu showing "Select a role"), "Password", and "Confirm Password" (with an eye icon for toggling visibility). At the bottom right is a green button labeled "CREATE USER ACCOUNT".

To add a new user:

1. Navigate to the **"User Accounts"** section from the management panel.
2. Click on the **"ADD"** button to open the **"Create New User Account"** form.
3. Complete the form with the required user details (*see **Appendix A** for validations*).
4. After filling in all the required details, click the **"CREATE USER ACCOUNT"** button to submit the form.



C.1.3. UPDATE USER

The screenshot shows a web application window titled "Update User Account" with the subtitle "Update a user's account." Inside the window is a form titled "UPDATE USER ACCOUNT" with the subtitle "Update user details." The form includes a profile picture of a man, a "Delete" button, an "Add" button, and input fields for "Account ID" (9), "Username" (shed), "Email" (tapalesrasheed123@gmail.com), and "Role" (Admin). At the bottom are "CANCEL" and "UPDATE" buttons.

To update a user account:

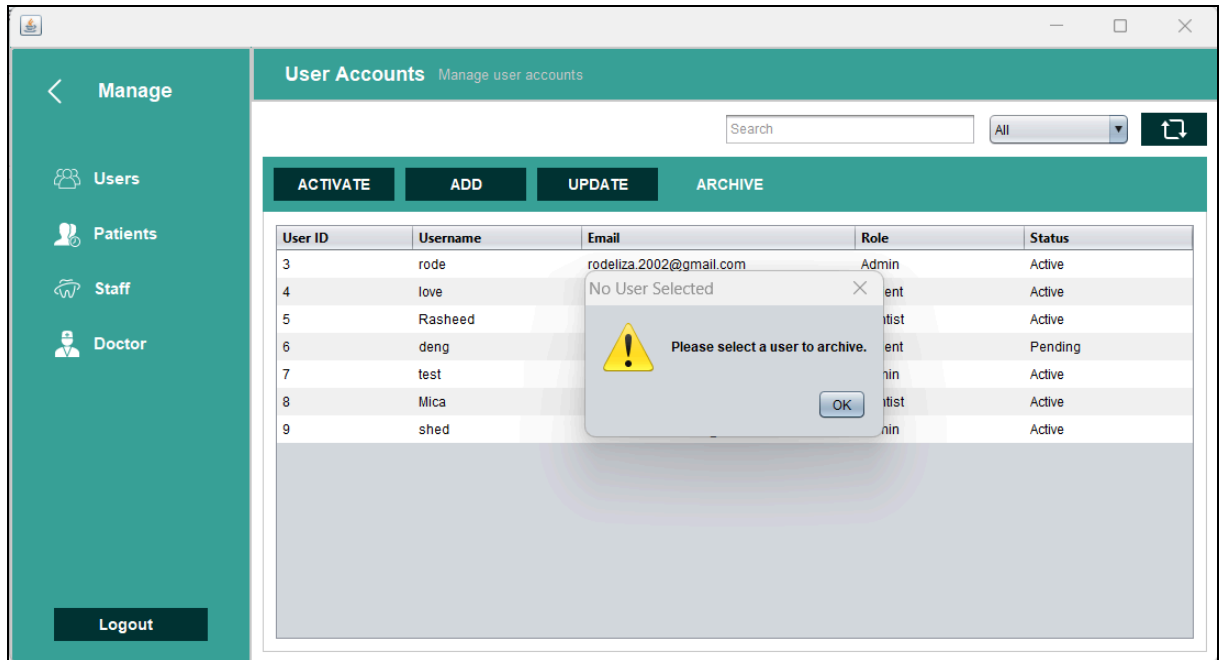
1. To open the **"Update User Account"** form, you can **double-click** a row in the users table or click the **"UPDATE"** button.
2. The form will display the current details of the selected user. You can update the following fields:
 - **Username:** Modify the username if necessary. Ensure it remains unique.
 - **Email:** Update the email address. Ensure it remains valid and unique.
 - **Role:** Change the role of the user from the dropdown menu (Admin, Patient, or Dentist).
 - **Profile Picture:** You can update the user's profile picture by clicking the **"Add"** button to upload a new image or the **"Delete"** button to remove the current custom image. *(Refer to **Appendix B** for profile picture management guidelines.)*
3. After making the necessary updates, click the **"UPDATE"** button to save the changes.
4. A confirmation message will be displayed: **"User account updated successfully."**

Additional Options:

- Click **"CANCEL"** to discard any changes and return to the User Accounts page.



C.1.4. ARCHIVE USER



To archive a user account:

1. In the user accounts table, **locate and select** the user you wish to archive by clicking on their row. Ensure the user is not in an "Archived" status already.
2. Click on the **"ARCHIVE"** button located above the table.
3. If no user is selected, you'll see: **"Please select a user to archive."**
4. If a user is selected, confirm by clicking **"OK"** on the dialog box asking, **"Are you sure you want to archive this user account?"**
5. The user's status will update to **"Archived,"** and they will be removed from the active users view with the message: **"User account archived successfully."**



C.2 PATIENTS' INFORMATION

Patient Information Management enables administrators and staff to efficiently manage patient records, ensuring accurate and up-to-date information within the Dental Flow system.

| Patient ID | Has Account | First Name | Last Name | Gender | Age | Contact Number | Email |
|------------|-------------|------------|-----------|--------|-----|----------------|-------------------|
| 1 | No | Rodeliza | La Rosa | Female | 22 | 09871234567 | rodeliza.2002@... |
| 2 | No | Rasheed | Tapales | Male | 20 | 09871245678 | tapalesrasheed... |
| 4 | No | Mica | Lariosa | Female | 26 | 09128765345 | micalariosa@g... |

Functionality

Live Search: The search field filters the patient information table in real-time as you type, displaying only matching patient records.

View Patient Details: Double-click on any row in the patient information table to view the full details of the selected patient. This includes comprehensive patient data such as personal information, contact details, and medical history.

Action Buttons:

Add: Open a form to register a new patient in the system.

Update: Modify the details of selected patient records.

Archive: Archive patient records without deleting them.

Book an Appointment: Schedule a new appointment for the selected patient.



C.2.1. ADD PATIENT DETAILS

The screenshot shows a web application window titled "Register a Patient" with the subtitle "Fill out the necessary patient details." Inside the window is a form titled "PATIENT DETAILS" with the subtitle "Fill out patient details to register." The form contains the following fields: "First Name", "Middle Name", "Last Name", "Phone Number", "Email", "Gender" (a dropdown menu with "Select Gender" as the placeholder), and "Date of Birth" (a text input with a calendar icon). At the bottom of the form are two buttons: "Cancel" and "Save".

To register a new patient:

1. Click on the "ADD" button to open the "Register a Patient" form.
2. Complete the form with the required patient details:

First Name: Enter the patient's first name.

Middle Name: (Optional) Enter the patient's middle name.

Last Name: Enter the patient's last name.

Phone Number: Provide the patient's contact number. Ensure it is a valid number.

Email: (*Optional*) Provide the patient's email address. Ensure it follows a valid email format if provided.

Gender: Select the patient's gender from the dropdown menu.

Date of Birth: Enter the patient's date of birth. Use the calendar icon to select the date for ease.

3. After filling in all the required details, click the "**SAVE**" button to submit the form and register the patient.



4. A confirmation message will be displayed: **"Patient registered successfully."**

Note: This process allows for the registration of patients who may not have a user account, accommodating those who visit the clinic directly.

C.2.2. UPDATE PATIENT DETAILS

Update Patient Information Fill out the necessary patient details to update.

PATIENT DETAILS
Fill out patient details to update.

Patient ID: 1

First Name: Rodeliza

Middle Name:

Last Name: La Rosa

Phone Number: 09871234567

Email: rodeliza.2002@gmail.com

Gender: Female

Date of Birth: 10/20/02

Cancel Save

To update patient details:

1. To open the "Update Patient Information" form, you can double-click a row in the patients table or click the **"UPDATE"** button.



- The form will display the current details of the selected patient. You can update the following fields:

First Name: Modify the patient's first name if necessary.

Middle Name: Update the patient's middle name if applicable.

Last Name: Modify the patient's last name if necessary.

Phone Number: Update the patient's contact number.

Email: Modify the patient's email address if necessary.

Gender: Change the gender selection from the dropdown menu if needed.

Date of Birth: Update the patient's date of birth using the calendar icon for ease.

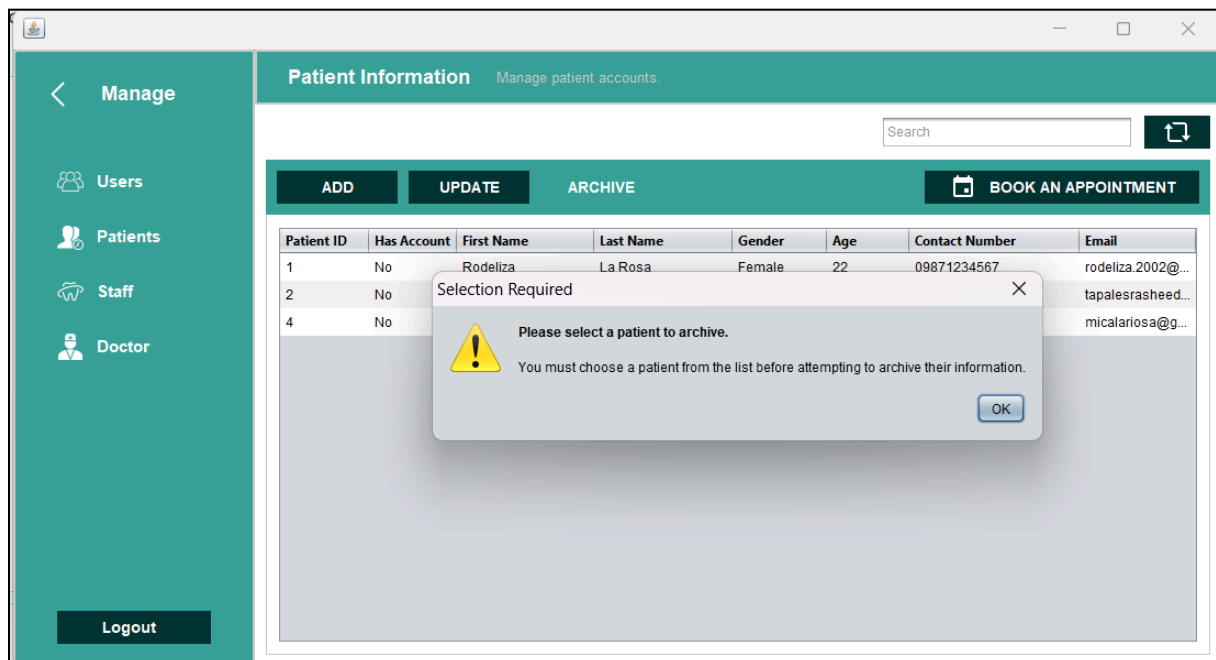
- After making the necessary updates, click the **"SAVE"** button to save the changes.

- A confirmation message will be displayed: **"Patient details updated successfully."**

Additional Options:

Click **"CANCEL"** to discard any changes and return to the Patient Information page.

C.2.3. ARCHIVE PATIENT DETAILS

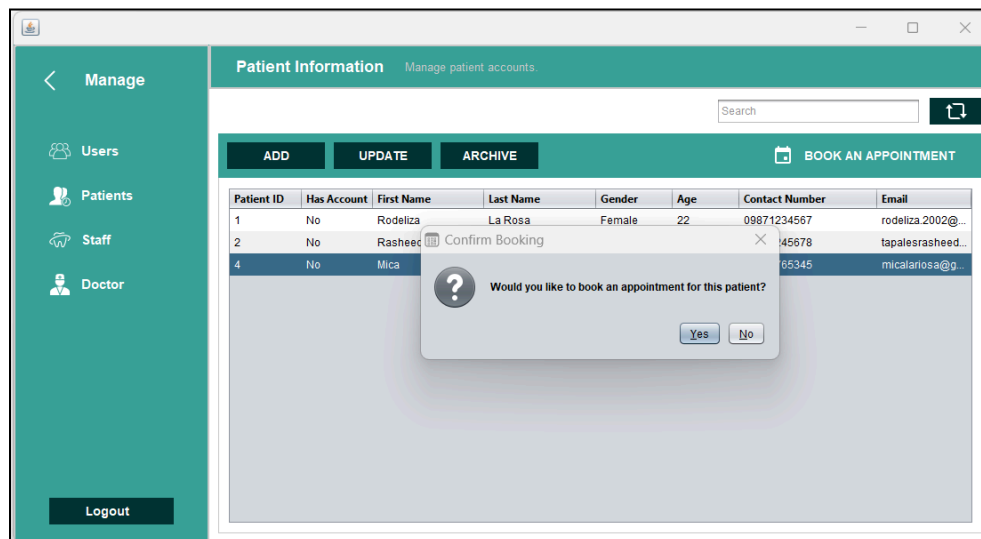




To archive a patient record:

1. In the patient information table, locate and select the patient you wish to archive by clicking on their row. Ensure the patient is not in an **"Archived"** status already.
2. Click on the **"ARCHIVE"** button located above the table.
3. If no patient is selected, you'll see: **"Please select a patient to archive."**
4. If a patient is selected, confirm by clicking **"OK"** on the dialog box asking to confirm the archiving.
5. The patient's status will update to **"Archived,"** and they will be removed from the default view of active patients.

C.2.4. BOOK AN APPOINTMENT



Steps to Book an Appointment:

1. In the patient information table, locate and select the patient for whom you want to book an appointment by clicking on their row.
2. Click on the **"BOOK AN APPOINTMENT"** button located above the table.
3. If the patient has an ongoing appointment (either Pending or Confirmed), you will see a message: **"This patient has an ongoing appointment (Pending or Confirmed). Please complete or cancel it before booking a new one."**



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Manage patient accounts.

Search

ADD UPDATE ARCHIVE BOOK AN APPOINTMENT

| Patient ID | Has Account | First Name | Last Name | Gender | Age | Contact Number | Email |
|------------|---------------------|------------|-----------|--------|-----|----------------|-------------------|
| 1 | No | Rodeliza | La Rosa | Female | 22 | 09871234567 | rodeliza.2002@... |
| 2 | Ongoing Appointment | | | | | | |
| 4 | | | | | | | |

This patient has an ongoing appointment (Pending or Confirmed). Please complete or cancel it before booking a new one.

OK

Logout

Fill in Appointment Details:

In the Appointment Setup form, fill out the necessary details:

- **Dental Services:** Select the preferred dental services from the list. You can select multiple services, and the quantity for each service is editable.
- **Appointment Details:**

Patient ID: This field is **auto-filled** based on the selected patient.

Preferred Time: Select the preferred time for the appointment.

Preferred Date: Choose the preferred date for the appointment using the calendar icon.

Preferred Dentist: Select the preferred dentist from the dropdown menu.

Special Requests or Notes: Add any special requests or notes if necessary.



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Appointment Setup

Fill out patient and appointment details.

Dental Services

Select your preferred dental services.

| Select | Service Name | Quantity | Price | Total |
|-------------------------------------|----------------------|----------|--------|-------|
| <input checked="" type="checkbox"/> | Consultation | 1 | 500 | 500 |
| <input checked="" type="checkbox"/> | Cleaning | 1 | 1,200 | 1,200 |
| <input checked="" type="checkbox"/> | Tooth Extraction | 1 | 1,500 | 1,500 |
| <input type="checkbox"/> | Root Canal | 1 | 3,500 | 0 |
| <input type="checkbox"/> | Wisdom Tooth Removal | 1 | 5,000 | 0 |
| <input type="checkbox"/> | Braces | 1 | 35,000 | 0 |
| <input type="checkbox"/> | Retainers | 1 | 5,000 | 0 |

You can select multiple dental services, and the quantity column is editable.

Total Cost3200.00

APPOINTMENT DETAILS

Fill out appointment details to complete.

Patient ID

4

Preferred Time

11:00 AM

Preferred Date

06/2/25

Preferred Dentist

Rasheed Tapales

Special Requests or Notes

Ahilde Geonzon

Back

Book an Appointment

ntity

Price

Total

Patient ID

4

1

06

st

Al

Success

i

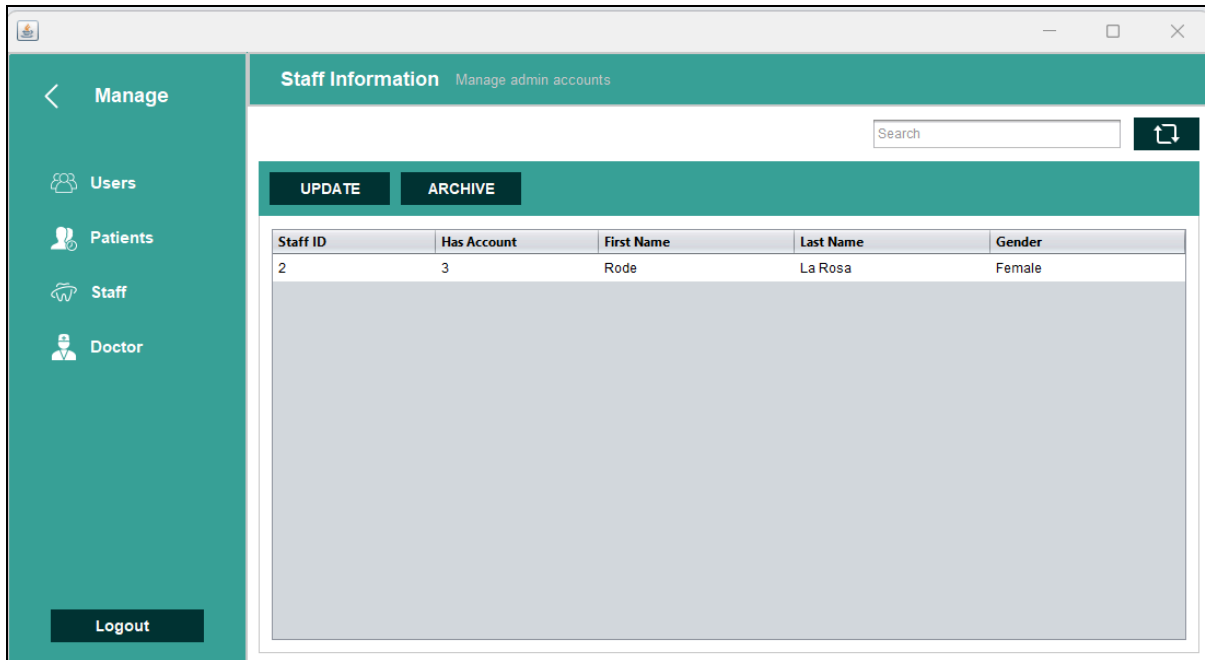
Appointment booked successfully!
Appointment ID: 15

OK



C.3 STAFF'S INFORMATION

Staff Information Management is designed to allow administrators to efficiently manage the details and lifecycle of staff accounts within the Dental Flow system.



Functionality

Live Search: As you type in the search field, the staff accounts table filters in real-time, displaying only matching staff members.

View Staff Details: Double-click on any row in the staff accounts table to view the full information of the selected staff member.

Action Buttons

Update: Modify details of selected staff accounts.

Archive: Deactivate staff accounts without deleting them.



C.3.1. UPDATE STAFF DETAILS

Update Staff Information Fill out the necessary staff details to update.

STAFF DETAILS
Fill out staff details to update.

Staff ID: 2

First Name: Rode

Middle Name:

Last Name: La Rosa

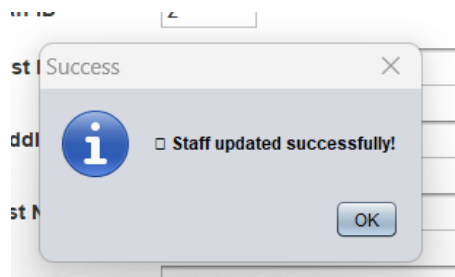
Phone Number: 09812345678

Gender: Female

Cancel Save

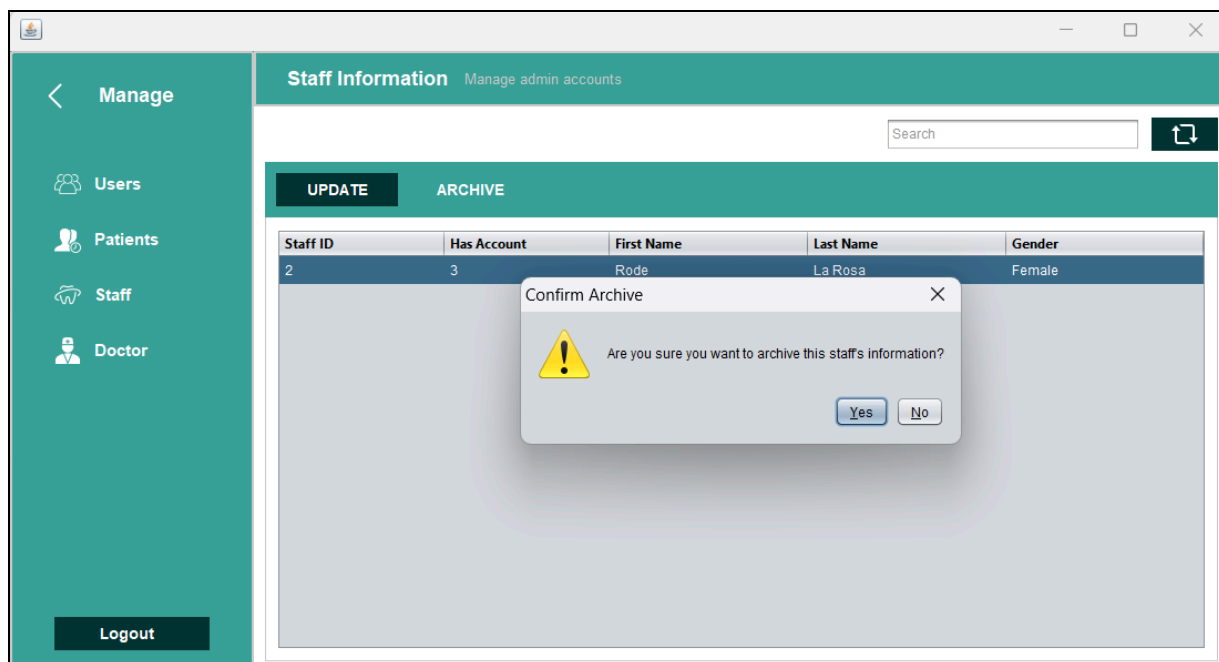
To Update Staff Information:

1. Use the **live search** to find the staff member you wish to update.
(You cannot update your own account details.)
2. **Double-click** on the row of the staff member you want to update.
3. Alternatively, select the row and click the **"UPDATE"** button.
4. Update the necessary fields such as First Name, Middle Name, Last Name, Phone Number, and Gender.
5. Ensure all details are accurate and complete.
6. Click the **"SAVE"** button to apply the updates.
7. A confirmation message will appear: **"Staff account updated successfully."**





C.3.2. ARCHIVE STAFF DETAILS



To Archive Staff Account:

1. Use the **live search** to find the staff member you wish to archive.
2. Select the row of the staff member and click the "**ARCHIVE**" button.
3. Confirm the action in the dialog box by clicking "**YES**".
4. The staff member's status will update to "**Archived**," and they will be removed from the active staff view with the message: "**Staff account archived successfully.**"



C.4 DOCTOR'S INFORMATION

Doctor Information Management enables administrators to manage doctor accounts within the Dental Flow system effectively.

| Dentist ID | Has Account | First Name | Last Name | Gender | Specialization | Contact Number |
|------------|-------------|------------|-----------|--------|----------------|----------------|
| 1 | 5 | Rasheed | Tapales | Male | General | 09171234567 |
| 2 | 8 | Ahide | Geonzon | Female | Orthodontics | 09912345678 |

Functionality

Live Search: As you type in the search field, the doctor accounts table filters in real-time, displaying only matching doctors.

Filter by Specialization: Use the dropdown menu to display doctors with specific specializations, such as "General" or "Orthodontics."

View Doctor Details: Double-click on any row in the doctor accounts table to view the full information of the selected doctor.

Action Buttons

Update: Modify details of selected doctor accounts.

Archive: Deactivate doctor accounts without deleting them.



C.4.1. UPDATE DOCTOR DETAILS

Update Dentist Information Fill out the necessary doctor details to update.

DENTIST DETAILS
Fill out dentist details to update.

Dentist ID: 2

First Name: Ahlde

Middle Name:

Last Name: Geonzon

Phone Number: 09912345678

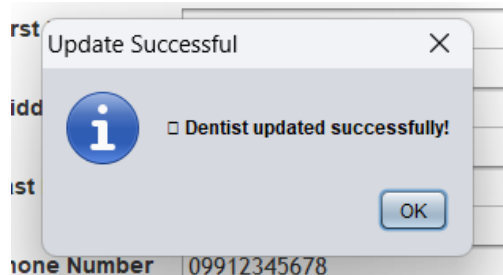
Gender: Female

Specialization: Select Specialization

Cancel Save

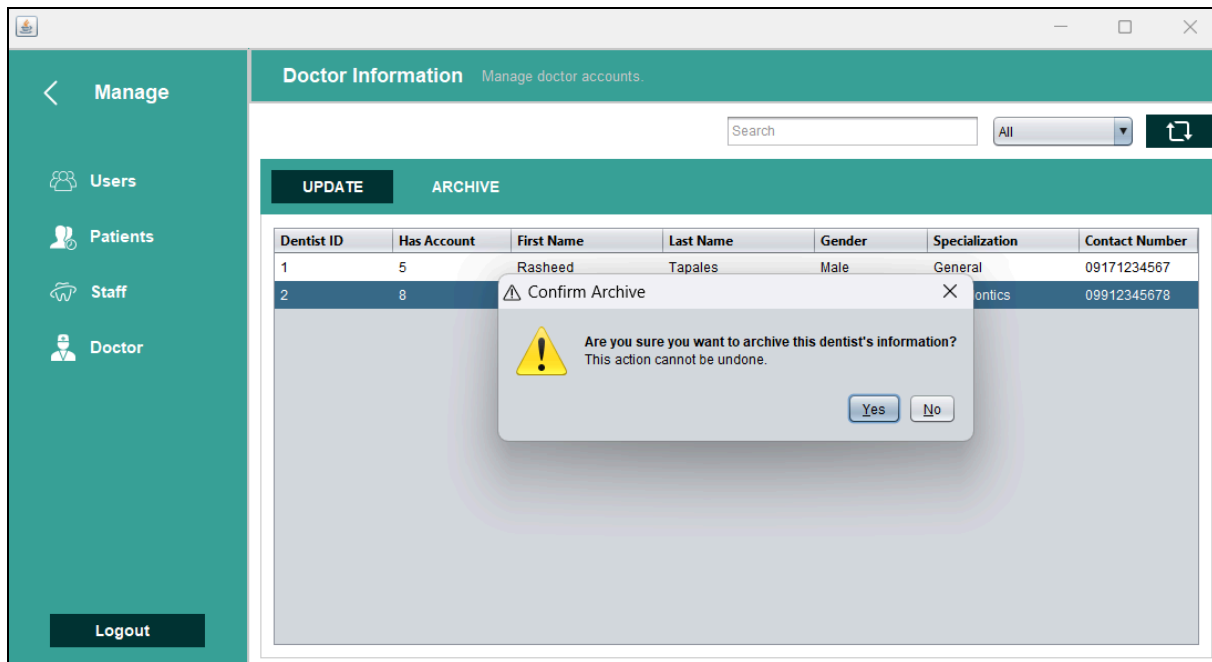
To Update Doctor Information:

1. Use the **live search** or filter by specialization to find the doctor you wish to update.
2. **Double-click** on the row of the doctor you want to update.
3. Alternatively, select the row and click the **"UPDATE"** button.
4. Update the necessary fields such as First Name, Middle Name, Last Name, Phone Number, Gender, and Specialization.
5. Ensure all details are accurate and complete.
6. Click the **"SAVE"** button to apply the updates.
7. A confirmation message will appear: **"Doctor account updated successfully."**





C.4.2. ARCHIVE DOCTOR DETAILS



To Archive Doctor Account:

1. Use the **live search** or **filter** by specialization to find the doctor you wish to archive.
2. Select the row of the doctor.
3. Click the "**ARCHIVE**" button.
4. Confirm the action in the dialog box.
5. The doctor's status will update to "**Archived**," and they will be removed from the active doctors view with the message: "**Doctor account archived successfully.**"



D. APPOINTMENT FLOW

The Appointments page in the Dental Flow system is designed to efficiently manage and oversee appointment details.

| Appointment... | Patient ID | Dentist ID | Date | Time | Notes | Status |
|----------------|------------|------------|------------|----------|--------------------|-----------|
| 1 | 1 | 1 | 2025-05-08 | 11:00:00 | TEST NI SHA | Confirmed |
| 2 | 2 | 1 | 2025-05-14 | 11:00:00 | TEST ULIT FOR LOVE | Cancelled |
| 3 | 3 | 1 | 2025-05-21 | 15:00:00 | TEST ULIT HAHA | Pending |
| 15 | 4 | 2 | 2025-06-02 | 11:00:00 | | Pending |

Functionality:

Live Search: The search field filters the appointments table in real-time as you type, displaying only matching appointments.

View Appointment Details: Double-click on any row in the appointments table to view the full information of the selected appointment. This includes detailed appointment data such as patient information, assigned dentist, scheduled date and time, notes, and status.



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Action Buttons:

View: This button allows administrators to view detailed information about a selected appointment.

Update: This button enables administrators to modify the details of selected appointments.

Archive: This button is used to archive appointments that are no longer active or relevant.



D.1. VIEW APPOINTMENT DETAILS

The screenshot shows a web application window titled "View an Appointment" with the subtitle "Manage the appointment status of an appointment." The interface includes a navigation bar with a back arrow and a main content area with several buttons: "APPROVE", "DECLINE", "UPDATE", and "GENERATE SLIP". Below these buttons is a section titled "APPOINTMENT DETAILS" containing a form with the following fields:

| APPOINTMENT DETAILS | |
|---------------------------|---|
| Patient ID: | 1 |
| Appointment ID: | 1 |
| Full Name | Rodeliza La Rosa |
| Preferred Time | 11:00:00 |
| Gender | Female |
| Preferred Date | 2025-05-08 |
| Phone Number | 09871234567 |
| Preferred Dentist | Rasheed Tapales |
| Dental Services | <ul style="list-style-type: none">• Consultation• Cleaning |
| Special Requests or Notes | TEST NI SHA |

Usage

Viewing Appointment Details: Users can view detailed information about the appointment, including patient details, preferred time, date, dentist, and services requested.

Managing Appointment Status: Users can approve or decline the appointment based on the provided details and system policies.

Updating Appointment Details: If there are changes needed in the appointment details, users can click the "UPDATE" button to modify the information.

Generating Appointment Slip: Users can generate an appointment slip for confirmed appointments. The system prevents generating slips for appointments that are still pending or have been cancelled.



D.1.1 UPDATE APPOINTMENT STATUS

APPROVE APPOINTMENT STATUS

View an Appointment
Manage the appointment status of an appointment.

APPROVE **DECLINE** **UPDATE** **GENERATE SLIP**

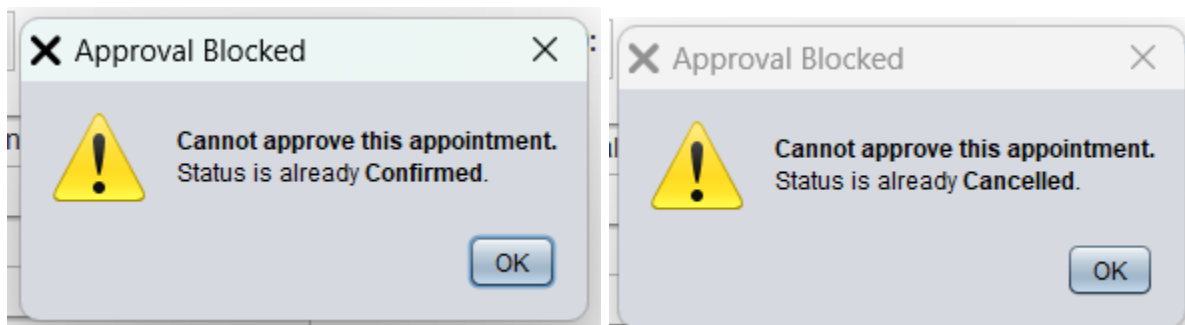
APPOINTMENT DETAILS

Patient ID: 1
Full Name: Rodeliz
Gender: Female
Phone Number: 09871234567
Preferred Dentist: Rasheed Tapales
Dental Services: Consultation, Cleaning
Special Requests or Notes: TEST NI SHA

Confirm Approval
Are you sure you want to approve this appointment?
Status will be updated to Confirmed.
Yes **No**

To Approve Status:

When the **"Approve"** button is clicked, a confirmation dialog appears with the following message: **"Are you sure you want to approve this appointment? Status will be updated to Confirmed."** Clicking **"Yes"** confirms the approval, updating the appointment status to **"Confirmed."**



Note: Approval blocked occurs when an attempt is made to approve an appointment that has already been **confirmed** or **cancelled**, preventing redundant or invalid actions.



DECLINE APPOINTMENT STATUS

The screenshot shows a web application window titled "View an Appointment" with the subtitle "Manage the appointment status of an appointment." The window has a teal header bar. Below the header, there are four buttons: "APPROVE", "DECLINE", "UPDATE", and "GENERATE SLIP". The "DECLINE" button is highlighted. Below these buttons is a section titled "APPOINTMENT DETAILS" with a teal background. This section contains a form with the following fields: "Patient ID" (3), "Full Name" (Ahde G), "Gender" (Female), "Phone Number" (09871234567), "Preferred Dentist" (Rasheed Tapales), "Dental Services" (Wisdom Tooth Removal, Braces), and "Special Requests or Notes" (TEST ULIT HAHA). A "Confirm Decline" dialog box is overlaid on the form, asking "Are you sure you want to decline this appointment? You will be asked to provide a reason." with "Yes" and "No" buttons.

To Decline Status:

1. In the table, locate the appointment you wish to decline.
2. Verify the status of the appointment in the "Status" column. Ensure that the appointment status is **"Pending"**.
3. **Double-click** on the row of the appointment you wish to decline.
4. Alternatively, **select the row** and click the **"VIEW"** button to open the detailed view of the appointment.
5. In the detailed view of the appointment, click on the **"Decline"** button to start the decline process.
6. A form titled **"Decline an Appointment"** will appear. In the **"Reason"** field, enter a clear and concise explanation for why the appointment is being declined. **(Figure 1)**
7. After filling in the reason, click the **"Send"** button to submit the form.
8. This action will send a **notification email** to the patient, informing them that their **appointment has been declined**, along with the reason provided. **(Figure 2)**



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Decline an Appointment
Please state the reason of declining.

Appointment ID: 3

Patient Name: Ahilde Geonzon

Reason: Emergency Treatment at the clinic

CANCEL SEND

Figure 1.

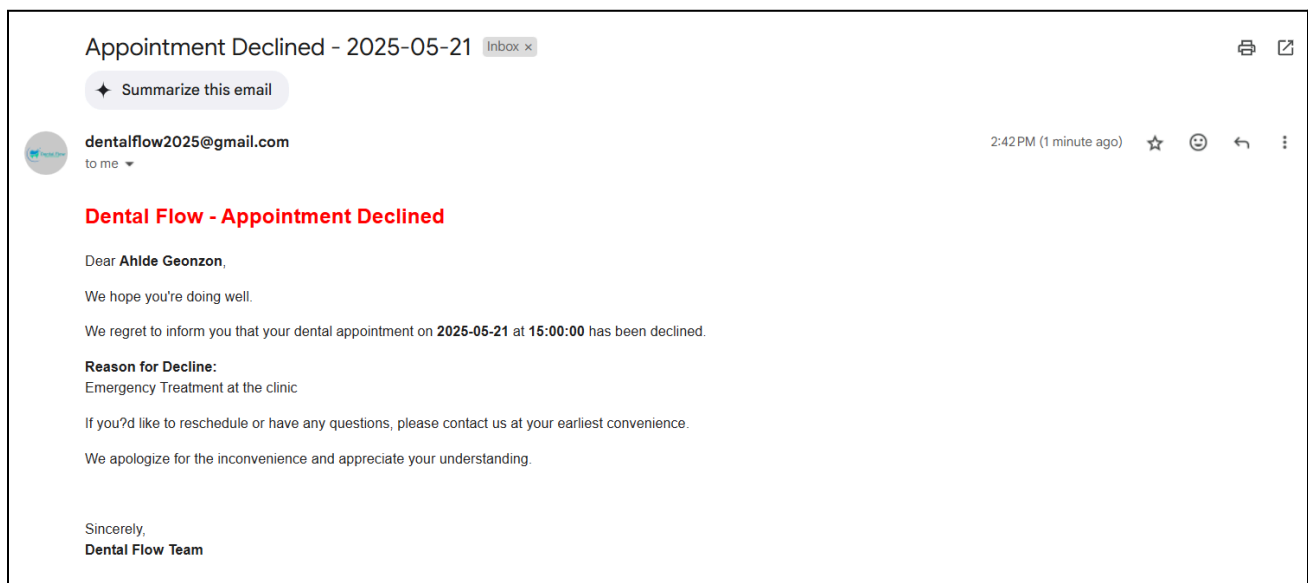
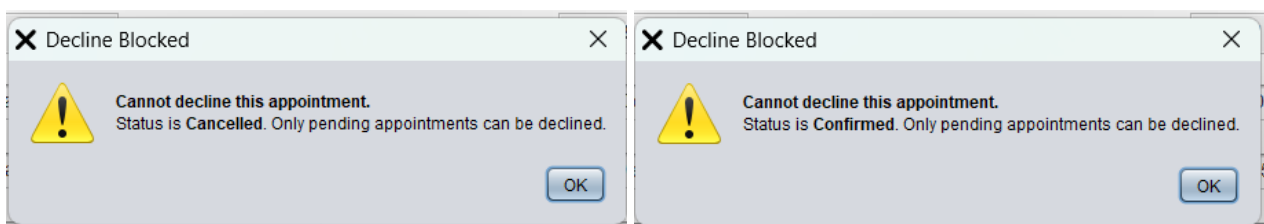


Figure 2.



Note: Decline blocked occurs when an attempt is made to decline an appointment that has already been confirmed, as only pending appointments can be declined.



D.1.2 GENERATE APPOINTMENT SLIP

The screenshot shows a web application window titled "Dental Flow DENTAL CLINIC". The main content area is titled "APPOINTMENT" and displays the following information:

Appointment no.: 15
Appointment date: 2025-06-02
Appointment time: 11:00 AM

Account No. 4

Patient Mica Lariosa
09128765345

Dentist Ahide Geonzon

| Description | Amount |
|------------------|----------------|
| Consultation | 500.00 |
| Cleaning | 1200.00 |
| Tooth Extraction | 1500.00 |
| | |
| | |
| | |
| TOTAL | 3200.00 |

At the bottom, there is contact information for Purok Burbos, Ward IV, Minglanilla, Cebu, with a phone number 0991-794-0262 and email dentalflow2025@gmail.com. There are two buttons at the bottom: "CANCEL" and "EXPORT".

To Generate Slip:

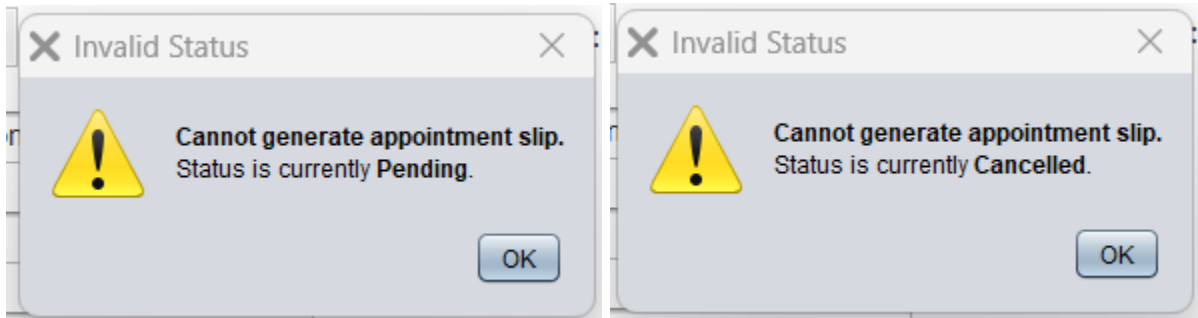
1. Locate the appointment for which you want to generate a slip.
2. Ensure that the appointment status is "**Confirmed**" as slips can only be generated for confirmed appointments.
3. In the detailed view of the appointment, click on the "**Generate Slip**" button. (***This action will open a preview of the appointment slip, summarizing the appointment details and the cost of the services as shown above.***)
4. If the details in the preview are correct, click the "**Export**" button to save the appointment slip.
5. The slip will automatically be in **PDF format**.
6. Select the **desired location** on your computer to save the file and optionally **rename** the PDF appointment slip.
7. **Confirm** the export to save the file.



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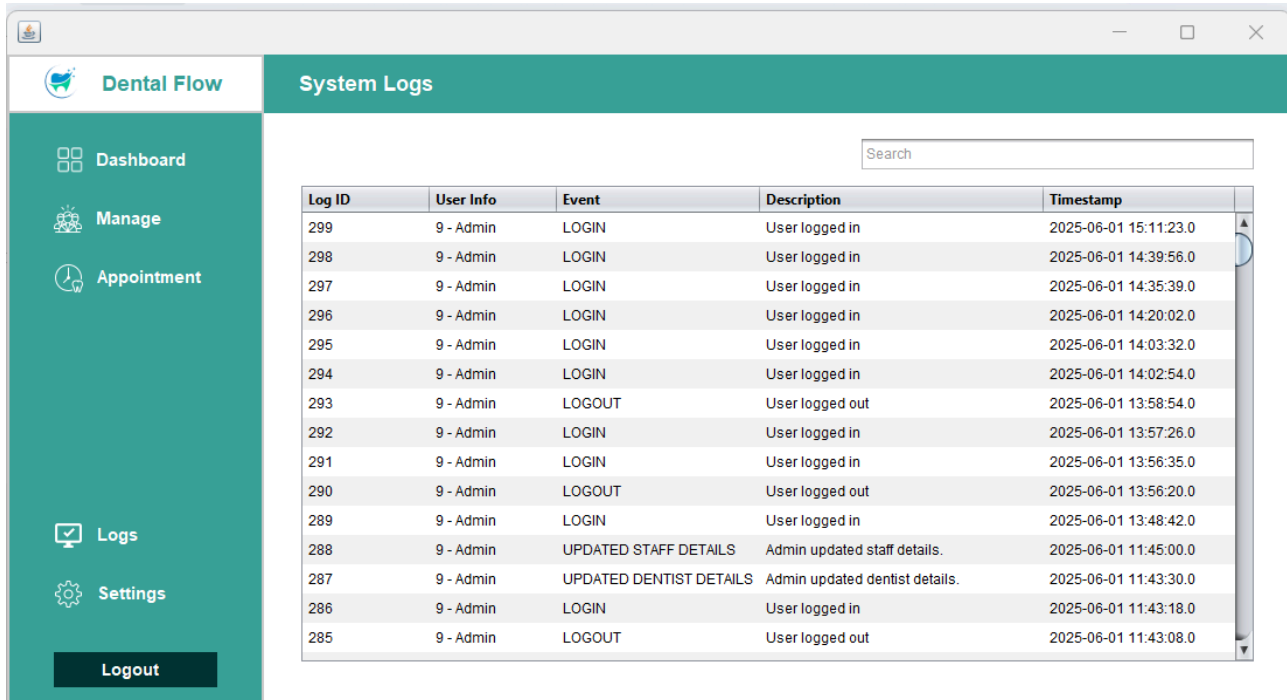
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Note: An appointment slip cannot be generated if the appointment status is either "Cancelled" or "Pending."

E. SYSTEM LOGS

The section is titled "**System Logs**" and is intended for monitoring and managing logs of user activities and system events.



| Log ID | User Info | Event | Description | Timestamp |
|--------|-----------|-------------------------|--------------------------------|-----------------------|
| 299 | 9 - Admin | LOGIN | User logged in | 2025-06-01 15:11:23.0 |
| 298 | 9 - Admin | LOGIN | User logged in | 2025-06-01 14:39:56.0 |
| 297 | 9 - Admin | LOGIN | User logged in | 2025-06-01 14:35:39.0 |
| 296 | 9 - Admin | LOGIN | User logged in | 2025-06-01 14:20:02.0 |
| 295 | 9 - Admin | LOGIN | User logged in | 2025-06-01 14:03:32.0 |
| 294 | 9 - Admin | LOGIN | User logged in | 2025-06-01 14:02:54.0 |
| 293 | 9 - Admin | LOGOUT | User logged out | 2025-06-01 13:58:54.0 |
| 292 | 9 - Admin | LOGIN | User logged in | 2025-06-01 13:57:26.0 |
| 291 | 9 - Admin | LOGIN | User logged in | 2025-06-01 13:56:35.0 |
| 290 | 9 - Admin | LOGOUT | User logged out | 2025-06-01 13:56:20.0 |
| 289 | 9 - Admin | LOGIN | User logged in | 2025-06-01 13:48:42.0 |
| 288 | 9 - Admin | UPDATED STAFF DETAILS | Admin updated staff details. | 2025-06-01 11:45:00.0 |
| 287 | 9 - Admin | UPDATED DENTIST DETAILS | Admin updated dentist details. | 2025-06-01 11:43:30.0 |
| 286 | 9 - Admin | LOGIN | User logged in | 2025-06-01 11:43:18.0 |
| 285 | 9 - Admin | LOGOUT | User logged out | 2025-06-01 11:43:08.0 |

Functionality

Search: There is a search field available at the top of the logs table, allowing users to filter log entries based on specific criteria such as Log ID, User Info, Event, Description, or Timestamp.

Usage

Monitoring Activities: System administrators can use this interface to monitor user activities, track logins and logouts, and review changes made to the system.

Audit Trails: The logs provide an audit trail for compliance and security purposes, ensuring that all actions taken within the system are recorded and can be reviewed if necessary.



F. SETTINGS FLOW

The Settings section of the dental management system is designed to allow users to manage their personal information and security settings.

F.1 VIEW PROFILE

Settings

- Profile
- Security

Admin Profile

Admin Personal Details
See and manage your personal information.

Account ID: 3

Full Name: Rode Tapales

Gender: Female

Username: @rode **Role:** Admin

Email: rodeliza.2002@gmail.com

EDIT PROFILE

Logout

View Personal Details:

- Users can see their personal information, including Account ID, Full Name, Gender, Username, Role, and Email.



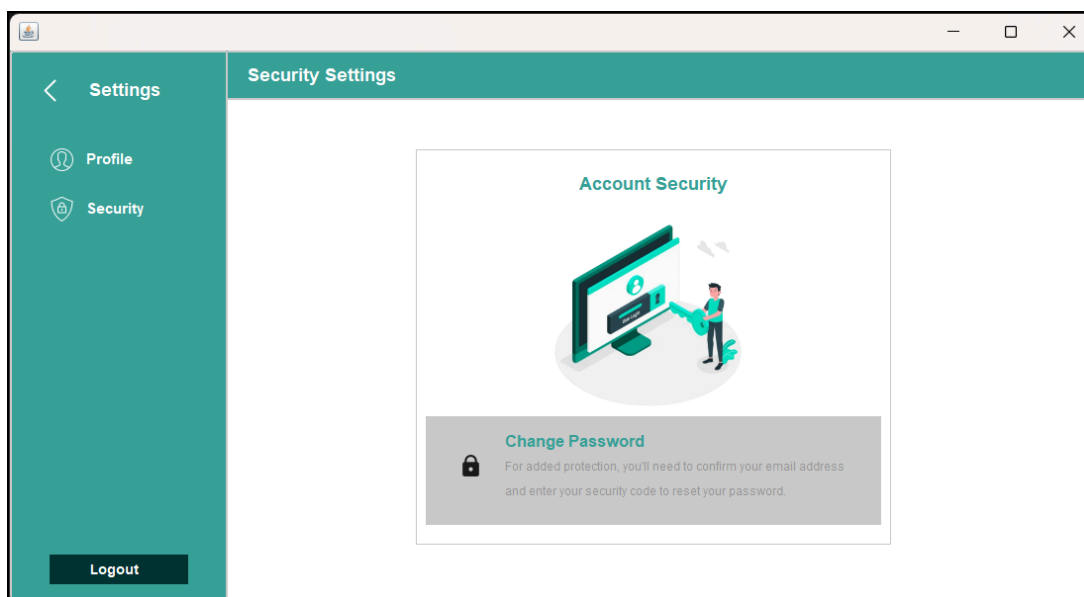
F.2 EDIT PROFILE

Editing Personal Details

1. Click on the "Settings" option in the main menu of the dental management system.
2. Within the Settings menu, select the "Profile" and click the "Edit Profile" option to update your personal details.
3. Modify the necessary fields with your updated information.
4. **Profile Picture:** You can update the admin's profile picture by clicking the "Add" button to upload a new image or the "Delete" button to remove the current custom image. *(Refer to Appendix B for profile picture management guidelines.)*
5. After making the desired changes, click the "Save Changes" button to update your profile information.
6. A confirmation message will appear, indicating that your details have been updated successfully.

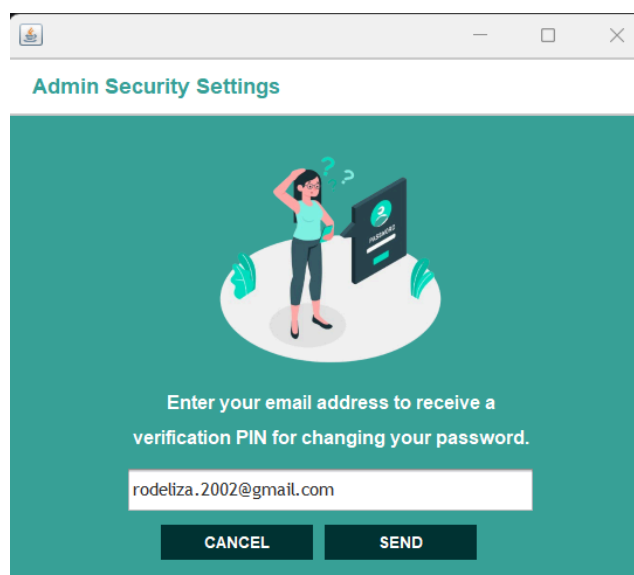


F.3 CHANGE PASSWORD



To Change Password:

1. Within the Settings menu, select the "**Security**" option to access your security settings.
2. Click on the "**Change Password**" button. You will be prompted to confirm your email address for added security.





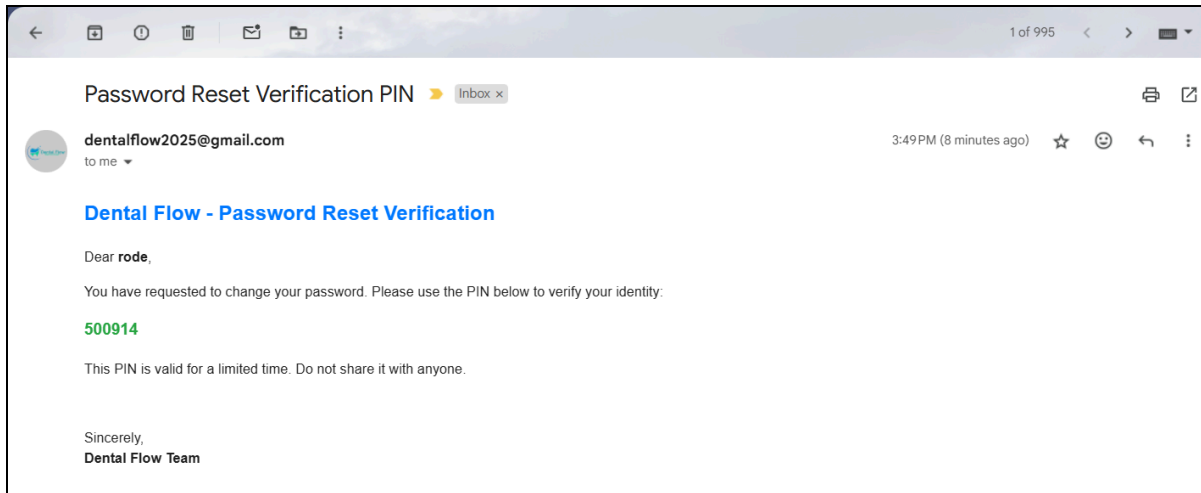
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Enter Your Email:

- Type your **registered email address**.
- Click the **“Send”** button.



3. Return to the dental management system and enter the verification PIN you received via email in the provided field.

Verify PIN

Enter the verification PIN sent to your email

500914

BACK VERIFY

Change Password

New Password

Confirm Password

BACK CHANGE PASSWORD



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OTP Verification:

- An **OTP will be sent** to your email. *Please note: Kindly review your spam folder regularly.*
- A new window will open asking you to **enter the OTP**.
- Enter the OTP exactly as shown in the email.
- Click **“Verify”**.
- If the OTP is correct, you'll move to the next step.

Reset Your Password:

- Enter your **new password** (see **Appendix A** for password requirements).
- Re-enter the password to confirm.
- Click **“CHANGE PASSWORD”** to finalize the reset.
- You will see a message:
“Password has been reset successfully.”

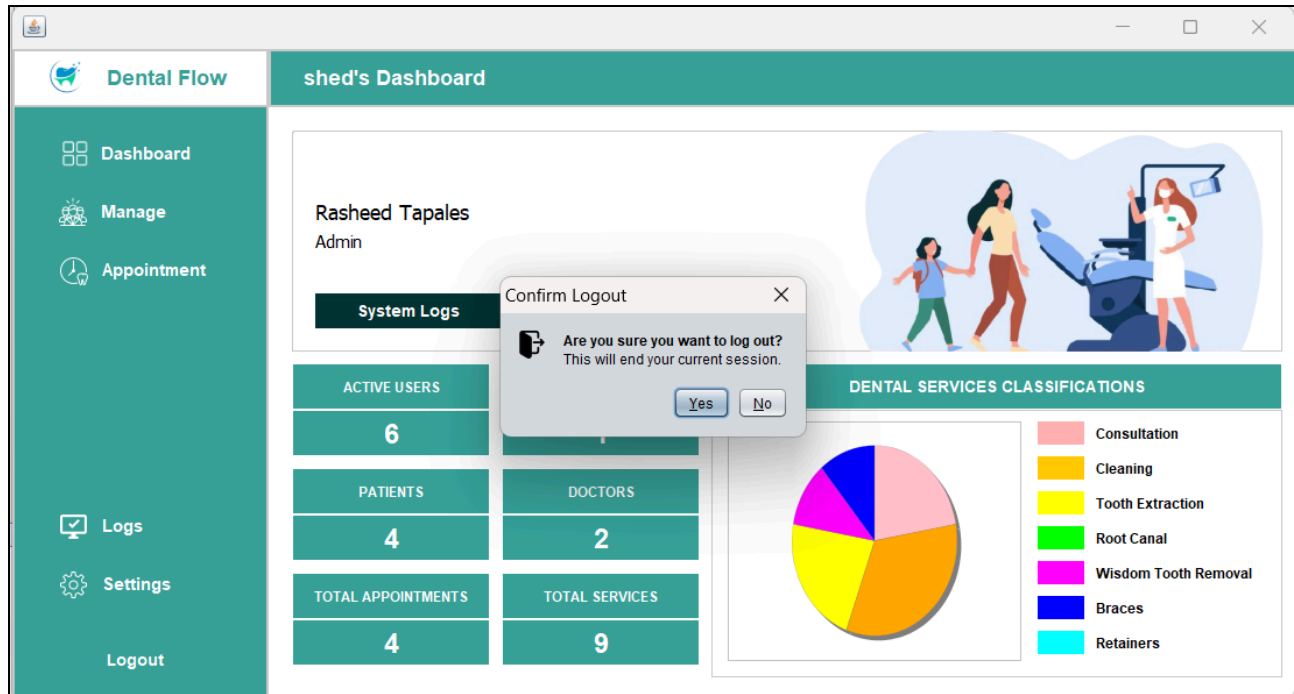
Login Again:

- Your account will be logged out, hence you will be redirected to the **Login Page**.
- Enter your credentials and click **“LOG IN”**.



G. LOGOUT

The logout feature in the Dental Flow system prompts users with a confirmation dialog to ensure they intend to end their session, preventing accidental logouts. Users can confirm or cancel the logout action through this dialog.



To Log Out:

1. Upon clicking the "**Logout**" option, a confirmation dialog box appears in the center of the screen.
2. The dialog box is titled "Confirm Logout" and contains a message asking the user, "**Are you sure you want to log out?**"
3. This message serves as a final check to ensure that the user indeed intends to end their current session.



APPENDIX A: Uniform Validations

This section outlines the standard validation rules applied across the system for usernames, emails, and passwords.

Username Validations

- **Required Field:** The username cannot be empty.
- **Length:** Must be between 4 and 20 characters.
- **Uniqueness:** Must be unique across the system.
- **Allowed Characters:** Only alphanumeric characters and underscores are permitted.
- **Spaces:** Spaces are not allowed in the username.

Email Validations

- **Required Field:** The email address cannot be empty.
- **Format:** Must follow a valid email format (e.g., user@example.com).
- **Uniqueness:** Must be unique across the system.

Password Validations

- **Required Field:** The password cannot be empty.
- **Length:** Must be at least 8 characters long.
- **Complexity Requirements:**
 - Must include at least one uppercase letter (A-Z).
 - Must include at least one lowercase letter (a-z).
 - Must include at least one number (0-9).
 - Must include at least one special character (e.g., !, @, #, \$, %, etc.).
- **Password Confirmation:** Must match the original password field during registration or updates.



This section outlines the rules and validations for managing profile pictures within the system.

Uploading a Profile Picture

Default Profile Picture: When a new account is created, a default profile picture is automatically assigned.

Uploading a New Picture:

- Users can upload a new profile picture by navigating to their profile settings.
- Supported formats: JPEG, PNG.
- Upon successful upload, a confirmation message will be displayed: "Profile picture updated successfully."

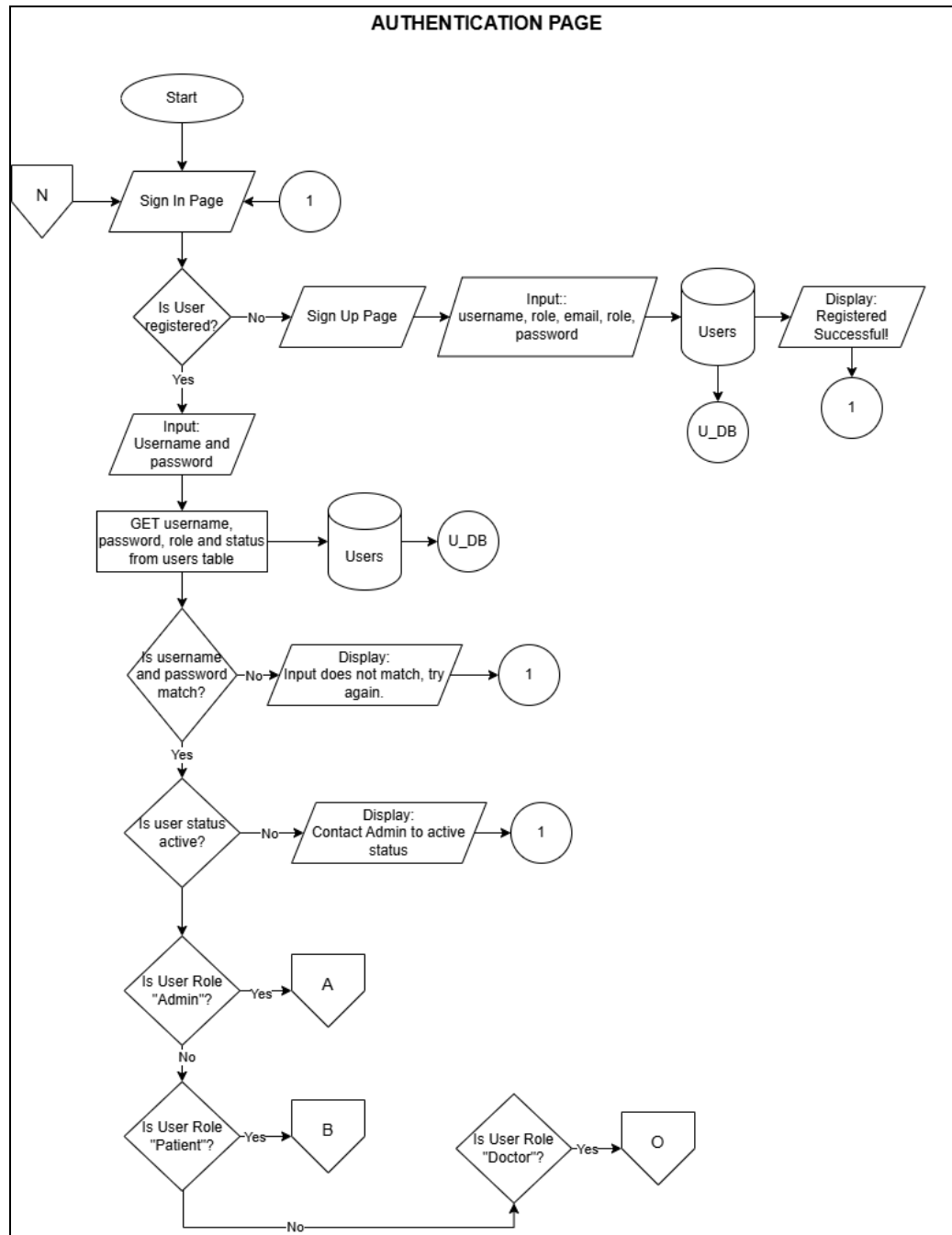
Deleting a Profile Picture

Deleting an Uploaded Picture: Users can delete their profile picture if they have uploaded a custom image.

Validation for Default Pictures: If a user attempts to delete their profile picture but has not uploaded a custom image, a validation message will appear: *"Cannot delete the default profile picture. Please upload a new picture first if you wish to change or delete your profile image."*

SYSTEM FLOWCHART

Note: For a clearer view, you can click the 'System Flowchart.' This will redirect you to the draw.io site, where you can access the Dental Clinic Appointment System Flowchart.

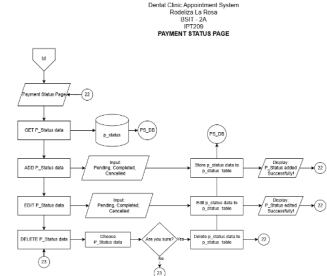
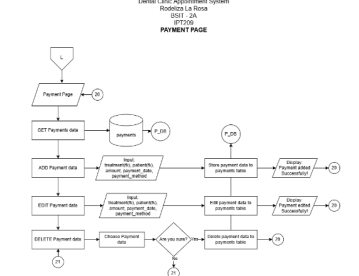
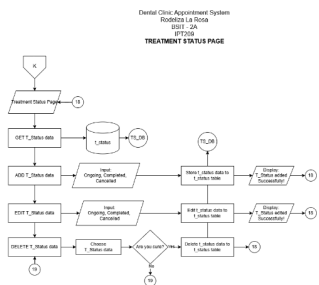
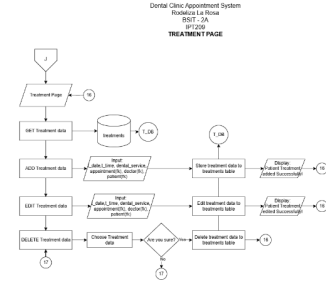
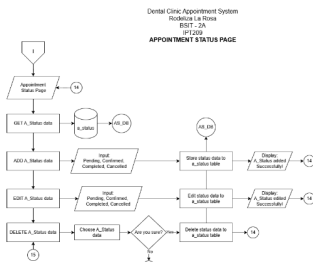
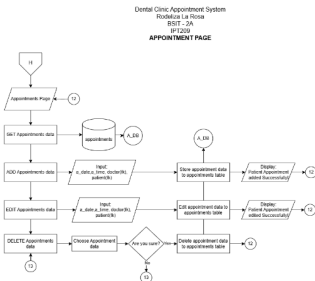
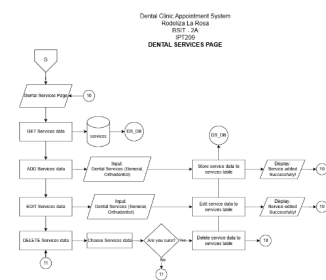
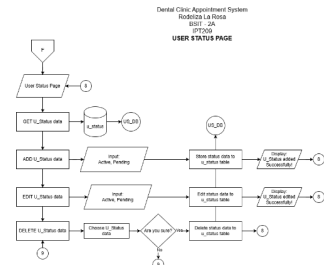
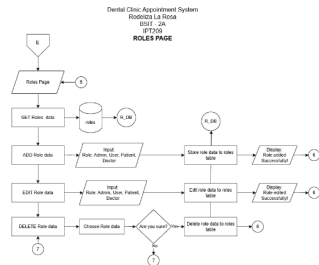
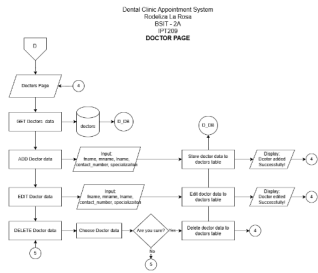
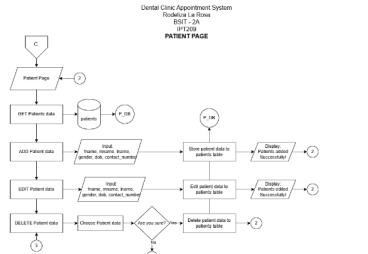
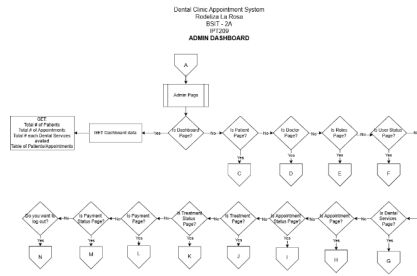




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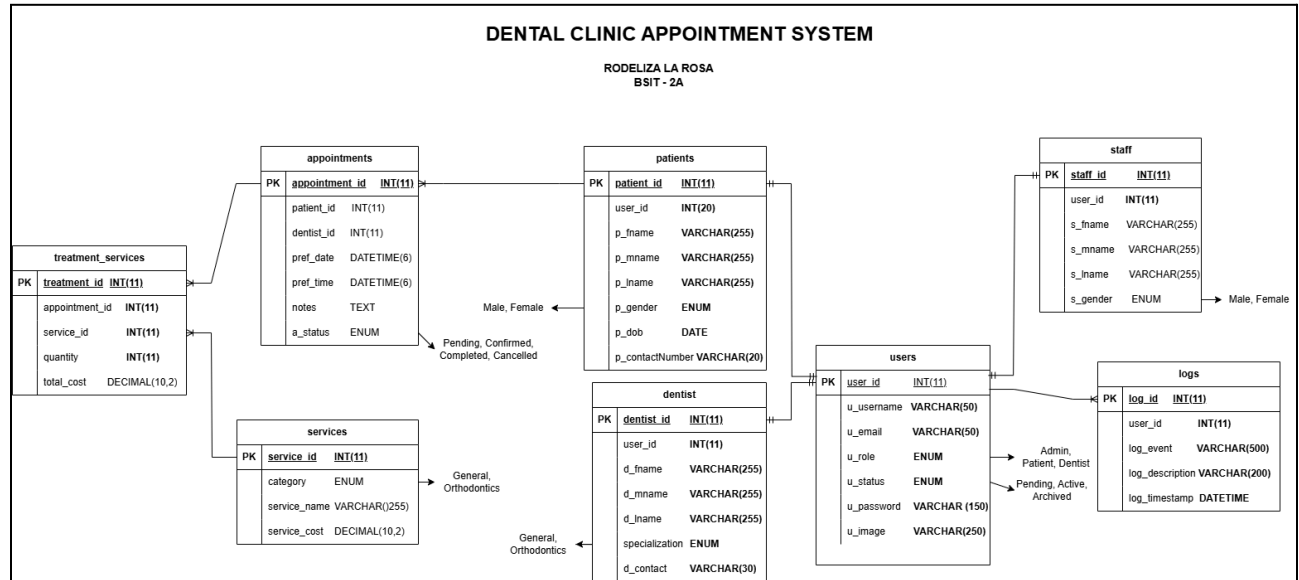
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ENTITY-RELATIONSHIP DIAGRAM (ERD)





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Dental Clinic Appointment System

(Manual Instructions)

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Produced by **Rodeliza La Rosa**, a 2nd-year IT student. This manual is a final requirement for **Object-Oriented Programming 2**.