



Benguet State University SHCRMS

USER MANUAL

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STANDARD ACCOUNT (user)

A. Login

a) Click on **LOGIN USING STAFF ACCOUNT**



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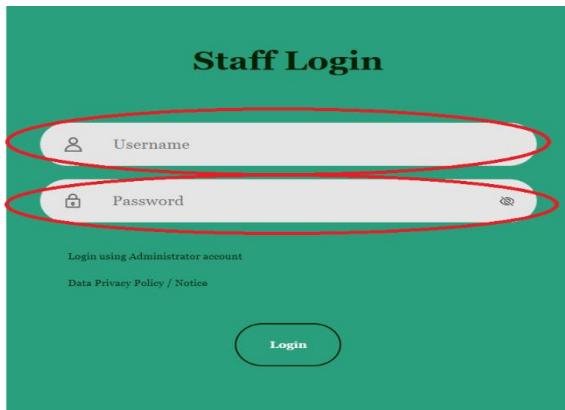


The Administrator Login screen features a green header with the title "Administrator Login". Below it are two input fields: "Username" and "Password", each with a corresponding icon (user and lock). A red oval highlights the "Login using Staff account" link below the password field. To the right of the password field is a "Forgot Password?" link. At the bottom right is a "Login" button.

b) Enter the default or given **username** and **password**. Default username is “staff” and the default password is “BSUcl1n1c”



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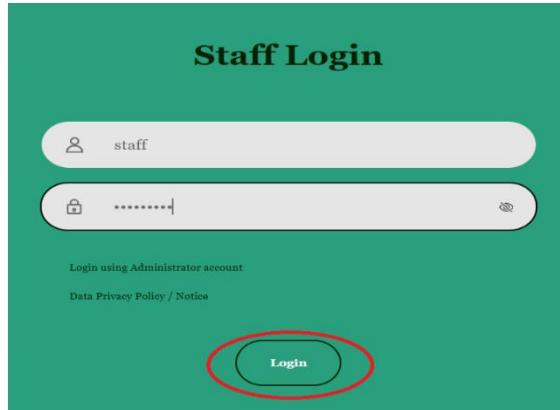


The Staff Login screen has a green header with the title "Staff Login". It contains two input fields, "Username" and "Password", both highlighted with red ovals. Below these fields are links for "Login using Administrator account" and "Data Privacy Policy / Notice". At the bottom right is a "Login" button.

c) Click **LOGIN**



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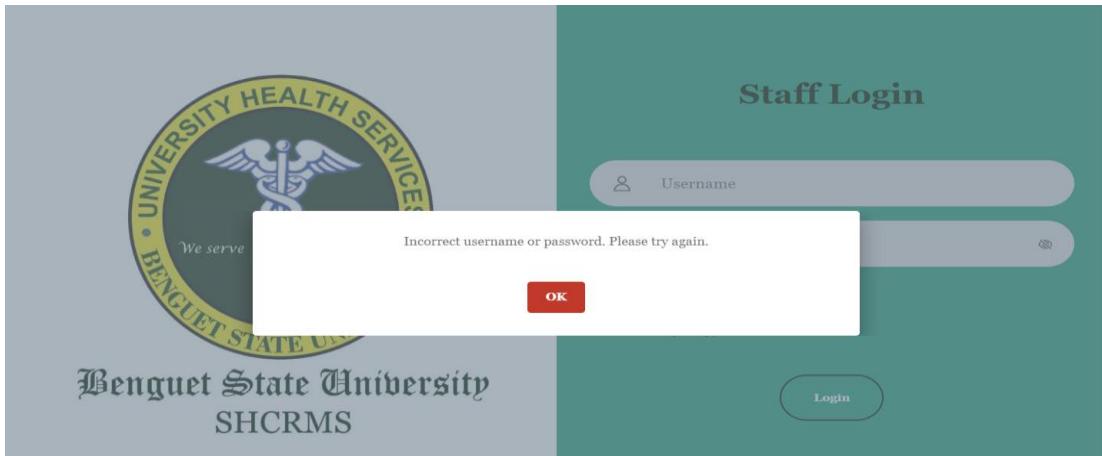


The Staff Login screen shows the entered credentials: "staff" in the Username field and "*****" in the Password field. The "Login" button at the bottom right is highlighted with a red oval.

***NOTE:** After 3 trials of entering the wrong credentials, account would have blocked and cannot be opened

d) Account Has Been Blocked

1. If account was blocked, go to the admin and request for a code to open account



2. Get the code from the admin

Code Verification

We've sent a password reset code to the admin. Please contact the admin for the code

Enter code

Submit

3. Enter the code then click **SUBMIT**

Code Verification

We've sent a password reset code to the admin. Please contact the admin for the code

389689

Submit

4. Enter new password for the account

New Password

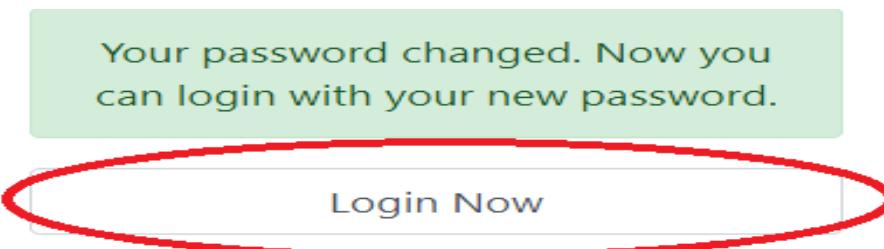
Please create a new password that you don't use on any other site.

.....

.....

Change

- Click **LOGIN NOW** to be directed to login page



B. Census

a) Student Summary

- Click **Census** on the navigation bar then choose **Student Summary**.

Vision

The university health services envisions itself as a provider of excellent health services for the Benguet State University community.

Mission

Develop a better quality of life through health promotions, disease prevention, and medical intervention.

◆ Add New Student Record (Personal and Medical Information)

- Click **New Record** to Add New Student Record

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Action
1900286	Tamangen, Kenneth Taluyan	Bachelor of Science in Information Technology (BSIT)	22	Male	+639	2023-03-26	
2200018	Lan, Mark Krif	Bachelor of Science in Nursing (BSN)	18	Male	+639	2023-05-02	

Showing 1 to 2 of 2 entries

2.1. Enter Student ID Number

• Personal Information • • Medical Information •

 PHYSICAL EXAMINATION

Document Code:	QF-UHS-MC-	Revision Number:	
Effectivity	---- dd, yyyy		

Student ID Number *

Status* New Old

Category*

Paste Recent 2 x 2 ID Picture Here
(Upload file not more than 1 MB)

Student Image No file chosen

Academic Information

2.2 Click **New** for New Student Record

• Personal Information • • Medical Information •

 PHYSICAL EXAMINATION

Document Code:	QF-UHS-MC-	Revision Number:	
Effectivity	---- dd, yyyy		

Student ID Number *

Status* New Old

Category*

Paste Recent 2 x 2 ID Picture Here
(Upload file not more than 1 MB)

Student Image No file chosen

Academic Information

2.3. Click **Old** for if the student has an existing record

• Personal Information • • Medical Information •

 PHYSICAL EXAMINATION

Document Code:	QF-UHS-MC-	Revision Number:	
Effectivity	---- dd, yyyy		

Student ID Number *

Status* New Old

Category*

Paste Recent 2 x 2 ID Picture Here
(Upload file not more than 1 MB)

Student Image No file chosen

Academic Information

2.4. When **OLD** is clicked, information of the ID number owner is shown. However, if the record is not available no information is returned and a prompt is shown.

• Personal Information •

PHYSICAL EXAMINATION

Document Code: QF-UHS-MC- Revision Number:

No information found. Please try again.

OK

Paste Recent 2 x 2 ID Picture Here
(Upload file not more than 1 MB)

Student ID Number *
1342354

Status *
 New Old

Category *

Student Image
Choose File | No file chosen

2.5. Click **Next** after filling out the personal information

Provincial Address

House No. LD-36 Street Proper Barangay Lubas Municipality La Trinidad Province Benguet

Guardian/Parent Information

Guardian Parent None Category Father

Contact Person Mark Han Contact Number of Parent/Guardian +639767481237

+ Add More

Next → Clear X

2.6. Enter the **DATE** and **TIME** the record is made.

***NOTE:** The date and time will be fetched from the system unit so the unit's date and time should be updated, however date and time can also be manually entered.

• Personal Information •

Student

ID Number: 1000012 Full Name: HAN, RHYNE MIN

Date * May . 17, 2023 Time * 09:01 AM

Medical History

LMP Pregnancy Allergies

Surgeries Injuries Illness

Others

2.7. Click **Add Record** after filling out all the needed information to save the student records

***NOTE:** Fields with * are required to have values. For the Guardian/Parent Information, one information is also accepted and having two information is not required.

Blood Analysis (CBC)

Laboratory Exams: Urinalysis	Unremarkable
Laboratory Exams: Fecalysis	Unremarkable
Laboratory Exams: Pregnancy Test	Unremarkable
Laboratory Exams: HBSAg	Unremarkable
Others	

Remarks

Recommendation

Add Record Clear

Blood Analysis (CBC)

Laboratory Exams: Urinalysis	Unremarkable
Laboratory Exams: Fecalysis	Unremarkable
Laboratory Exams: Pregnancy Test	Unremarkable
Laboratory Exams: HBSAg	Unremarkable
Others	

Remarks

Successfully added new student information

OK

Recommendation

Add Record Clear

3. Go to **SEARCH BOX** and enter any keyword you wish to look for then press enter to start filtering process

• Student Summary •

New Record

Total Number of Record/s:

Show 10 entries

Filter results:

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Action
1900286	Tamangen, Kenneth Taluyan	Bachelor of Science in Information Technology (BSIT)	22	Male	+639	2023-03-26	

Showing 1 to 1 of 1 entries

Previous 1 Next

◆View and Edit specific student records

- Click **View Student Information** for Personal and Medical Information.

The screenshot shows a table titled "Student Summary" with columns: ID, Full Name, Degree / Strand, Age, Sex, Contact Number, Date, and Action. One row is selected for "1900286 Tamangen, Kenneth Taluyan". The "Action" column for this row contains a green button labeled "View Student Information". The entire "View Student Information" button is circled in red.

◆Print/Download Specific Student Record

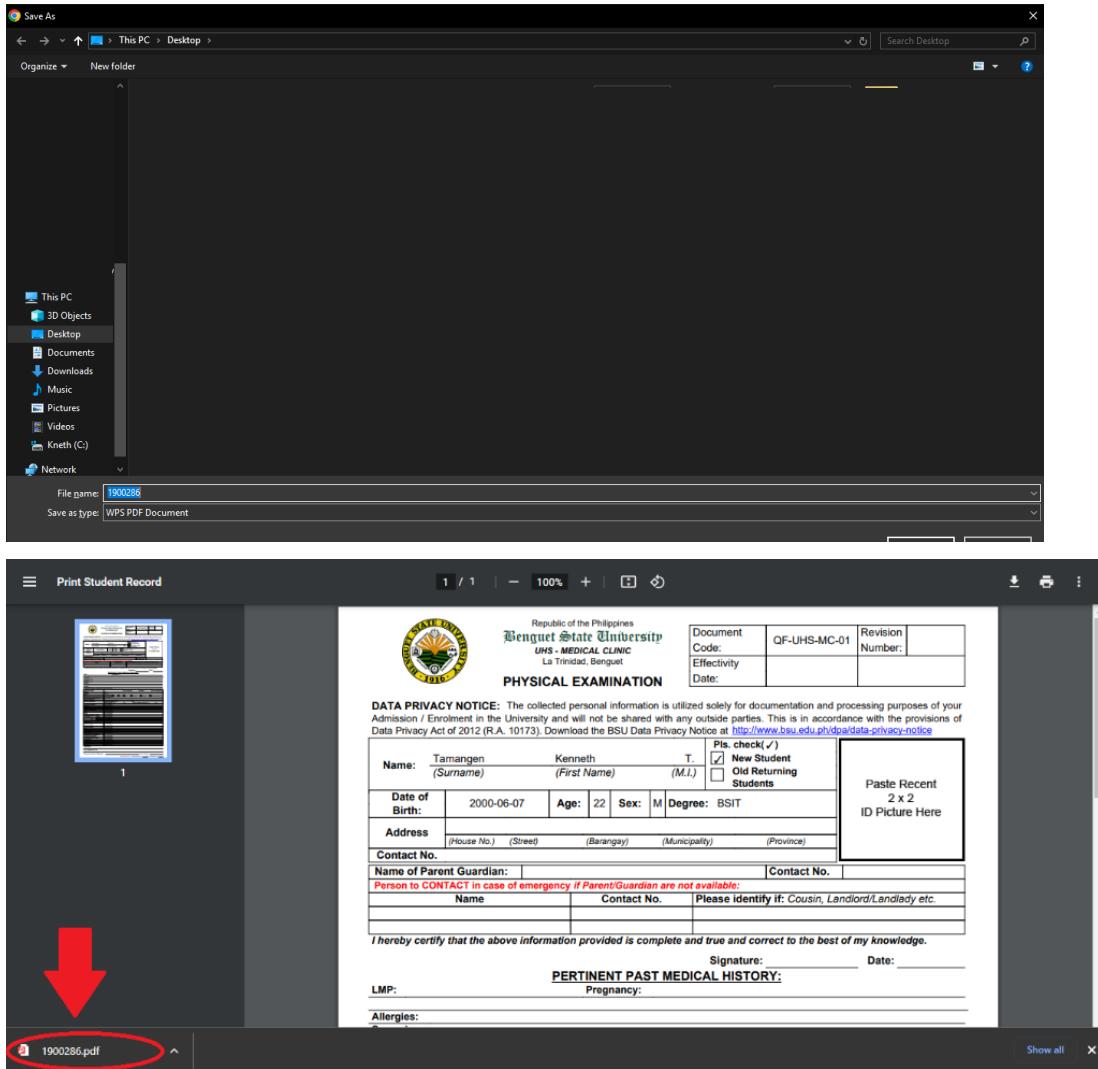
- Click **Print/Export to PDF** to download and print student record.

The screenshot shows a form for printing a student record. It includes fields for Provincial Address (House No., Street, Barangay, Municipality, Province), Guardian/Parent Information (Category, Guardian/Parent/None selection, Contact Person, Last Name, First Name, Contact Number of Parent/Guardian), and a "Print / Export to PDF" button. The "Print / Export to PDF" button is circled in red.

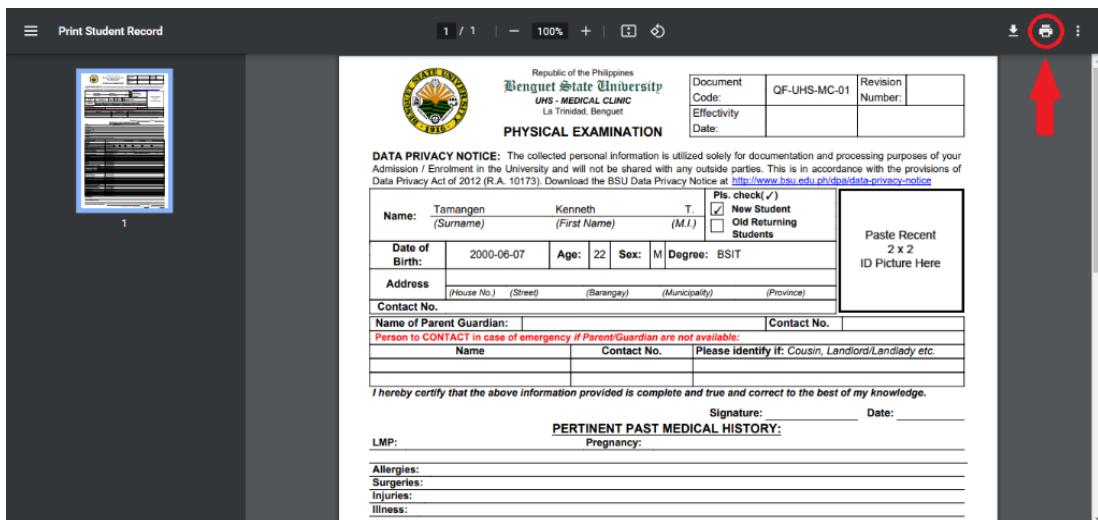
- Click the **download** icon to download the record file

The screenshot shows a PDF document titled "Print Student Record" with various sections like "PHYSICAL EXAMINATION" and "PERTINENT PAST MEDICAL HISTORY". In the top right corner of the browser window, there is a red arrow pointing to the download icon (a downward-pointing arrow). The PDF itself has a red circle around the "Print / Export to PDF" button from the previous screenshot.

4.3. Select location where to save the record file then click **Save**



4.4. Click the print icon to show properties for printing



4.5. Click Print to Print the Record File



4.6. Click Edit to change data inputs or add data then click Save

+ Add More

Provincial Address

House No. Street Barangay Municipality Province

Guardian/Parent Information

Guardian Parent None Category

Contact Person Contact Number of Parent/Guardian

Last Name, First Name

+ Add More

Print / Export to PDF

Edit **Save**

Recommendation

Medical Staff

ID Number: 2
Charted By: CADUNGO, EDRIAN JOEPEN A.
Edited By:

Examined By:

Print / Export to PDF

Edit **Save**

5. Click **View Student Records** beside the name of the student for the Consultation Records, Follow-up Check-ups, and Medical Certificate to be shown.

The screenshot shows a table of student records. One row is highlighted for a student named Tamangen, Kenneth Taluyan. To the right of this row are several action buttons: a magnifying glass, a file icon, and a black button labeled "View Student Records". A red oval highlights the "View Student Records" button.

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Action
1900286	Tamangen, Kenneth Taluyan	Bachelor of Science in Information Technology (BSIT)	22	Male	+639	2023-03-26	

Showing 1 to 1 of 1 entries

◆Archive Student Record

6. Click **“Archive”** to Remove the Student’s Record Summary

***NOTE:** When Archiving Specific Student Record, it includes all the records in Consultation, Follow-up, and Medical Certificates.

The screenshot shows the same student record as before. To the right of the row are action buttons: a magnifying glass, a file icon, and a red "Archive" button. A red oval highlights the "Archive" button.

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Action
1900286	Tamangen, Kenneth Taluyan	Bachelor of Science in Information Technology (BSIT)	22	Male	+639	2023-03-26	

Showing 1 to 1 of 1 entries

6.1. Enter Specific Reason for Archiving

A modal dialog box is displayed in the center of the screen, asking "localhost says Specify a reason for archiving?". Below the dialog is a text input field and two buttons: "OK" and "Cancel". The background shows the student summary table with the same student record as previous screenshots. The "Archive" button in the table is also highlighted with a red oval.

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Action
1900286	Tamangen, Kenneth Taluyan	Bachelor of Science in Information Technology (BSIT)	22	Male	+639	2023-03-26	

Showing 1 to 1 of 1 entries

b) Dashboard

1. Click **Census** on the navigation bar then choose **Dashboard**.

Dr Kim B. Mark

Vision

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BENGUET STATE UNIVERSITY • 1916 •

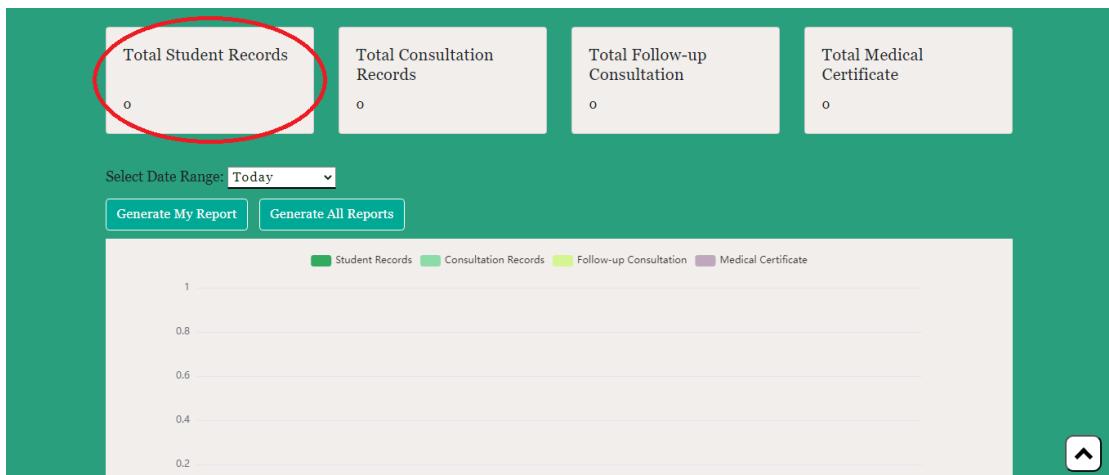
UNIVERSITY HEALTH SERVICES • BENQUET STATE UNIVERSITY

We serve God health

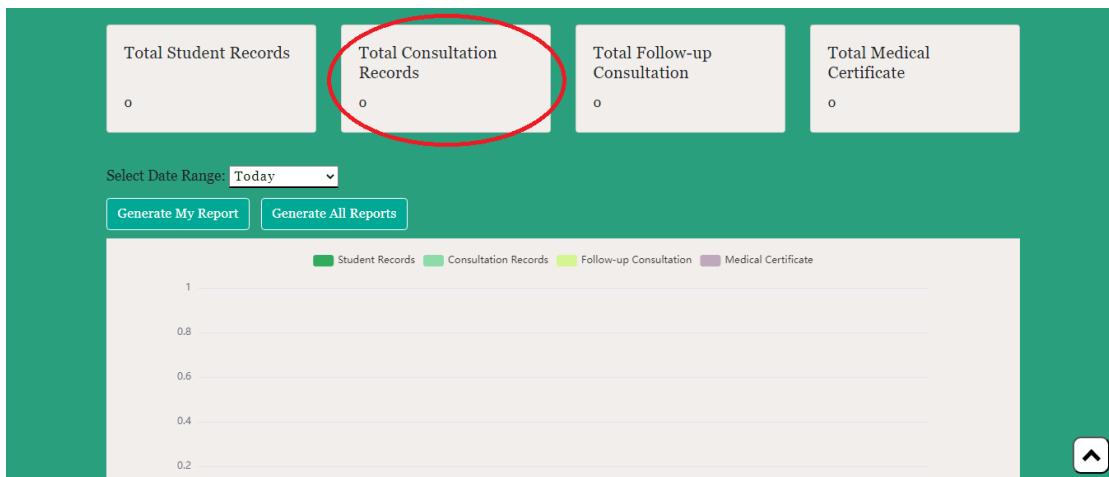
PRODUCTION EXTENSION
RESEARCH PRODUCTION

Student Summary
Dashboard

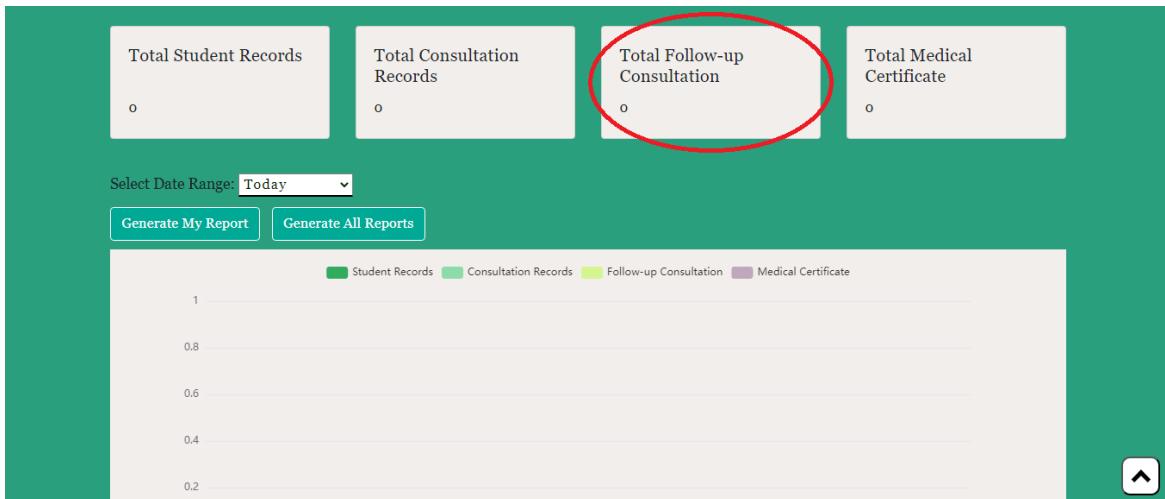
2. Click **Total Student Records** to view Student Records Summary



3. Click **Total Consultation Records** to view Consultation Summary



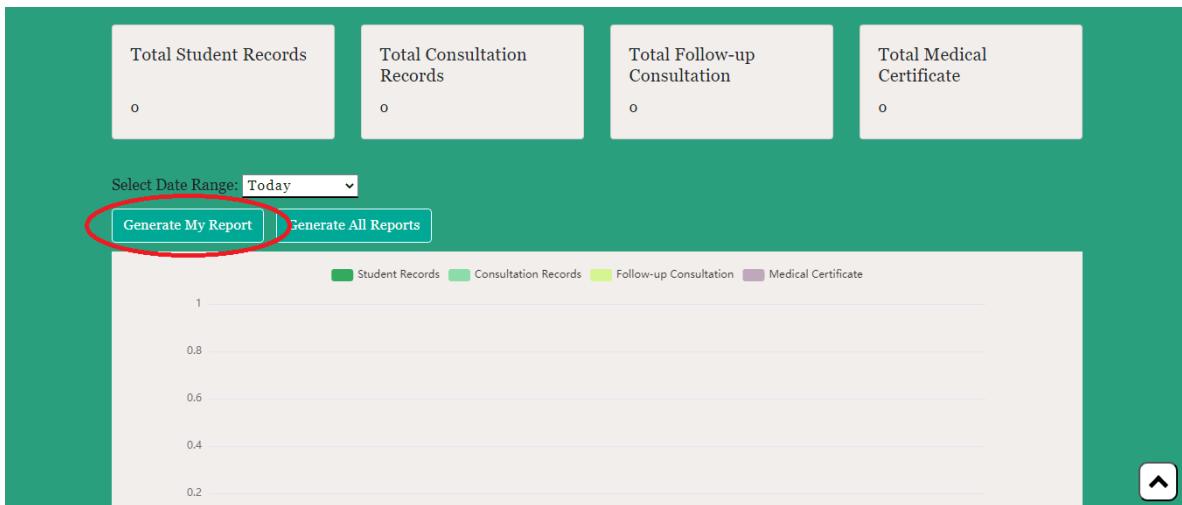
4. Click Total Follow-up Consultation to view Follow-up Consultation Summary



5. Click Total Medical Certificate to view the Summary of Medical Certificates.



6. Click Generate My Report to download Specific Reports of a user within the specific days.



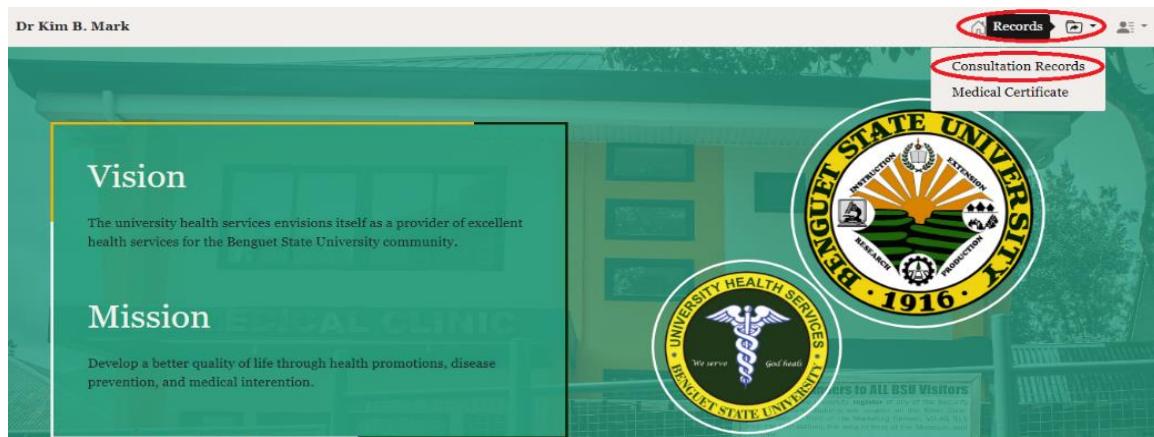
6.1. Click **Generate All Report** to download All the Reports of all the users within the specific days.



C. Records

a) Consultation Records

1. Click **Records** on the navigation bar then Click Consultation Records



◆Add New Student Consultation Record

2. Click **New Consultation** to Add New Student Consultation



2.1. Enter Student ID Number to display information

The image displays two screenshots of a mobile application interface for a medical consultation. Both screenshots show a header with the text "Consultation" and the logo of the State of the Philippines.

Screenshot 1 (Top): This screenshot shows the initial state of the form. The "ID Number" field is highlighted with a red oval. The other fields are empty or show placeholder text. The "Age" field contains "21". The "Degree / Strand" field contains "Bachelor of Science in Information Technology (BLIS)".

Screenshot 2 (Bottom): This screenshot shows the form after data has been entered. The "ID Number" field now contains "2200012". The "Date" field shows "May. 03, 2023" and the "Time" field shows "10:44 AM". The "Last Name" field contains "Harmon", "First Name" contains "Kenny", and "Middle Name" contains "Cran". The "Age" field still shows "21" and the "Sex" field shows "male". The "Degree / Strand" field still contains "Bachelor of Science in Information Technology (BLIS)" and the "Year" field shows "3".

2.2. Fill Out all the needed details then click Add to save.

***NOTE:** Diagnosis can only be filled out by the doctor

This screenshot shows a form for adding medical notes. The form includes fields for "Physical Findings", "Diagnosis", "Treatment", "Medicine Given", and "Remarks". At the bottom, there are two buttons: a teal-colored "Add" button with a circular arrow icon, and a white "Clear" button with a black "X" icon. The "Add" button is circled in red.

◆View/Add/Edit Specific Student Consultation Records

3. Click **View** to view Consultation Histories of a specific Student

The screenshot shows a table with one entry for student ID 2200012, Harmon, Kenny Cran. The table includes columns for ID Number, Full name, Total, Dates, and Action. The Action column contains three buttons: a magnifying glass icon, a circular arrow icon, and a black button labeled "View All". The "View All" button is circled in red.

ID Number	Full name	Total	Dates	Action
2200012	Harmon, Kenny Cran	1	2023-05-03	View All

Buttons at the bottom: Print Report, Export to PDF, Export to Excel. Page navigation: Previous, 1, Next.

The screenshot shows a table with one entry for student ID 2200012, Harmon, Kenny Cran. The table includes columns for ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The Action column contains three buttons: a magnifying glass icon, a circular arrow icon, and a trash can icon. The "View All" button from the previous screen is also present here.

ID Number	Full name	Diagnosis	Treatment	Staff	Dates	Action
2200012	Harmon, Kenny Cran			Edrian Joepen A. Cadungo	2023-05-03	

Buttons at the bottom: Print Report, Export to PDF, Export to Excel. Page navigation: Previous, 1, Next.

- 3.1. Click **New Consultation** to create another consultation of a specific student

The screenshot is identical to the previous one, showing the Consultation History for student Harmon, Kenny Cran. However, the "New Consultation" button at the top left of the page is highlighted with a large red circle.

3.2. Go to **SEARCH BOX** and enter any keyword you wish to look for then press enter to start filtering process

The screenshot shows a consultation history page with a single entry. The entry details are: ID Number: 2200012, Full name: Harmon, Kenny Cran, Staff: Edrian Joepen A. Cadungo, Date: 2023-05-03. Below the table are buttons for Print Report, Export to PDF, Export to Excel, Previous (page 1), and Next.

3.3. Click **View Consultation** to see the specific consultation

The screenshot shows the same consultation history page as above, but the 'View Consultation' button in the 'Action' column for the first row has been circled in red. The rest of the page layout is identical to the previous screenshot.

This screenshot shows a detailed consultation form. The fields filled in are:

- ID Number: 2200012
- Date: May. 03, 2023
- Time: 10:44 AM
- Last Name: Harmon
- First Name: Kenny
- Middle Name: Cran
- Extension: (empty)
- Age: 21
- Sex: male
- Degree / Strand: Bachelor of Science in Information Technology (BLIS)
- Year: 3

i. Click **Edit** if there are changes on the details

This screenshot shows a medical consultation record interface. At the top, there is a section for 'Remarks' with two empty text input fields. Below this is a 'Medical Staff' section. It displays the ID Number (2), Charted By (EDRIAN JOEPEN A. CADUNGO), and Edited By (Edrian Joepen A. Cadungo - 2023-05-03 10:42:27). To the right of the staff information is the text 'Examined By:'. At the bottom of the screen are three buttons: 'Print / Export to PDF' (disabled), 'Edit' (highlighted with a red circle), and 'Save'.

ii. Click **Save** after editing

This screenshot shows the same medical consultation record interface as the previous one, but the 'Save' button at the bottom has been highlighted with a red circle. All other elements, including the 'Edit' button, are grayed out.

iii. Click **Print/Export to PDF** to Print and Download Specific Consultation Record of a Student

This screenshot shows the medical consultation record interface again. The 'Print / Export to PDF' button at the bottom has been highlighted with a red circle. The 'Edit' and 'Save' buttons are also present but appear to be disabled or grayed out.

3.4. Click View Follow-up/s to see the Follow up Records on a specific consultation

• Consultation History of Harmon, K. •

Total Number of Consultation/s: 1

ID Number	Full name	Diagnosis	Treatment	Staff	Dates	Action
2200012	Harmon, Kenny Cran			Edrian Joepen A. Cadungo	2023-05-03	

Show 10 entries Filter results:

Print Report Export to PDF Export to Excel Previous 1 Next

• Follow-Up Consultation •

Total Number of Follow-up/s: 0

ID Number	Fullname	Consultation Date	Follow-Up Date	Action
No data available in table				

Show 10 entries Filter results:

Print Report Export to PDF Export to Excel Previous Next

i. Click New Follow-up to create a follow-up consultation record on a specific consultation

• Follow-Up Consultation •

Total Number of Follow-up/s: 0

ID Number	Fullname	Consultation Date	Follow-Up Date	Action
No data available in table				

Show 10 entries Filter results:

Print Report Export to PDF Export to Excel Previous Next

Technologist Edrian Joepen A. Cadungo

Follow-up

Back to Consultation

ID Number * 2200012

Consultation Date * 2023-05-03 Consultation Time * 10:44 Follow-Up Date * May. 03, 2023 Follow-Up Time * 12:15 PM

Last Name * Harmon First Name * Kenny Middle Name * Cran Extension

Age 21 Sex Male

Treatment

Medicine Given

Remarks

Add Clear

ii. Click **View** to See the specific Follow-up Consultation Record

Follow-Up Consultation •

New Follow-Up Total Number of Follow-up/s: 1

Show 10 entries Filter results:

ID Number	Fullname	Consultation Date	Follow-Up Date	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	

Print Report Export to PDF Export to Excel Previous 1 Next

iii. Click **Archive** to remove the specific Follow-up Consultation Record

Follow-Up Consultation •

New Follow-Up Total Number of Follow-up/s: 1

Show 10 entries Filter results:

ID Number	Fullname	Consultation Date	Follow-Up Date	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	

Print Report Export to PDF Export to Excel Previous 1 Next

iv. Go to **SEARCH BOX** and enter any keyword you wish to look for then press enter to start filtering process

The screenshot shows a table titled "Follow-Up Consultation" with one entry. The table columns are ID Number, Fullname, Consultation Date, Follow-Up Date, and Action. The entry details are: ID Number 2200012, Fullname Harmon, Kenny Cran, Consultation Date 2023-05-03, Follow-Up Date 2023-05-03. The Action column contains three buttons: a green button with a magnifying glass, a red button with a trash can, and a black button labeled "Archive". Below the table are buttons for Print Report, Export to PDF, and Export to Excel. A red circle highlights the "Filter results:" input field at the top right of the table.

v. Click **Print Report** to Print the details on the follow-up consultation table

The screenshot is identical to the previous one, but the "Print Report" button in the bottom left of the table footer is highlighted with a red circle.

vi. Click **Export to PDF** to download the details on the follow-up consultation table as PDF File

The screenshot is identical to the previous ones, but the "Export to PDF" button in the bottom left of the table footer is highlighted with a red circle.

vii. Click **Export to Excel** to download the details on the follow-up consultation table as Excel File

The screenshot shows a table titled 'Follow-Up Consultation' with one entry. The entry details are: ID Number 2200012, Fullname Harmon, Kenny Cran, Consultation Date 2023-05-03, Follow-Up Date 2023-05-03. At the bottom of the table, there are three buttons: 'Print Report', 'Export to PDF', and 'Export to Excel'. The 'Export to Excel' button is circled in red.

3.5. Click **Archive** to remove the specific consultation of a specific student

The screenshot shows a table titled 'Consultation History of Harmon, K.' with one entry. The entry details are: ID Number 2200012, Full name Harmon, Kenny Cran, Staff Edrian Joepen A. Cadungo, Dates 2023-05-03. At the bottom right of the table, there is a 'Previous' button, a page number '1', and a 'Next' button. Below these are three buttons: 'Print Report', 'Export to PDF', and 'Export to Excel'. To the right of the table, there are three small icons: a magnifying glass, a circular arrow, and a trash can. Below these icons is a large red circle around the 'Archive' button, which is black with white text.

3.6. Click **Print Report** to Print the Details on the Consultation History table of a specific student.

The screenshot shows a table titled 'Consultation History of Harmon, K.' with one entry. The entry details are: ID Number 2200012, Full name Harmon, Kenny Cran, Staff Edrian Joepen A. Cadungo, Dates 2023-05-03. At the bottom left of the table, there are three buttons: 'Print Report', 'Export to PDF', and 'Export to Excel'. The 'Print Report' button is circled in red.

3.7. Click Export to PDF to Download the Details on the Consultation History table of a specific student as PDF File

The screenshot shows a table titled "Consultation History of Harmon, K." with one entry. The table columns are ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The entry details are: ID Number 2200012, Full name Harmon, Kenny Cran, Staff Edrian Joepen A. Cadungo, Dates 2023-05-03. Below the table are three buttons: Print Report, Export to PDF (circled in red), and Export to Excel.

3.8. Click Export to Excel to Download the Details on the Consultation History table of a specific student as Excel File

The screenshot is identical to the previous one, showing the same table and data for Harmon, K. The "Export to Excel" button at the bottom is highlighted with a red circle.

4. Go to SEARCH BOX and enter any keyword you wish to look for then press enter to start filtering process

The screenshot shows a table titled "Consultation Summary" with one entry. The table columns are ID Number, Full name, Total, Dates, and Action. The entry details are: ID Number 2200012, Full name Harmon, Kenny Cran, Total 2, Dates 2023-05-03, 2023-05-03. Below the table are three buttons: Print Report, Export to PDF, and Export to Excel. On the right side, there is a "Filter results:" input field (circled in red) and a "Archive All" button.

5. Click **Archive All** to remove all the consultation and follow-up consultation records of a specific student

The screenshot shows a table titled "Consultation Summary" with one entry. The entry details a consultation for student ID 2200012, Harmon, Kenny Cran, on May 3, 2023, with a total of 2 entries. Below the table are three buttons: "Print Report", "Export to PDF", and "Export to Excel". To the right of the table is a "Total Number of Consultation/s: 1" and a "Filter results:" input field. At the bottom right are navigation buttons for "Previous", "1", and "Next". A red circle highlights the "Archive All" button, which is located at the bottom right of the table area.

6. Click **Print Report** to Print the Details on the Consultation Summary table of students.

The screenshot shows the same "Consultation Summary" page as the previous one, but the "Print Report" button in the footer has been highlighted with a red circle. The rest of the interface is identical, showing a single entry for student ID 2200012.

7. Click **Export to PDF** to Download the Details as PDF on the Consultation Summary table of students.

The screenshot shows the "Consultation Summary" page again, with the "Export to PDF" button in the footer highlighted by a red circle. The other buttons ("Print Report" and "Export to Excel") and the table data are visible but not highlighted.

8. Click **Export to Excel** to Download the Details as Excel on the Consultation Summary table of students.

Consultation Summary

Total Number of Consultation/s: 1

ID Number	Full name	Total	Dates	Action
2200012	Harmon, Kenny Cran	2	2023-05-03 , 2023-05-03	

Print Report | Export to PDF | **Export to Excel** (highlighted)

Previous 1 Next

b) Medical Certificate

1. Click **Records** on the navigation bar then Click Medical Certificates

Dr Kim B. Mark

Records

Consultation Records

Medical Certificate (highlighted)

Vision

The university health services envisions itself as a provider of excellent health services for the Benguet State University community.

Mission

Develop a better quality of life through health promotions, disease prevention, and medical intervention.

BENGUET STATE UNIVERSITY • 1916 •

◆ Add New Student Medical Certificate

2. Click **New Certificate** to Add Medicate Certificate of a student for the specific consultation.

Medical Certificates Summary

Total Number of Medical Certificate/s: 0

New Certificate (highlighted)

Show 10 entries

No data available in table

Print Report | Export to PDF | Export to Excel

Previous Next

2.1. Enter Student's ID Number to fetch the personal information

The screenshot shows a medical certificate form. At the top left is the university logo and the text "MEDICAL CERTIFICATE". To the right are fields for "Document Code: QF-UHS-MC-", "Revision Number: []", and "Effectivity: [] dd, yyyy". Below these is a field labeled "Student ID Number*" with a red oval circling it. The main text area reads: "This is to certify that _____, _____, _____, _____ year/s old, _____, currently in the year _____ of _____ was examined on _____ for the following:". On the left, there is a list of radio buttons for "Enrollment", "OJT / Practice Teaching / Internship", "Athletics", and "Others". On the right, there is a section for "He/she is found to be:" with radio buttons for "Physically Fit" (selected) and "Physically Unfit". A "Remarks:" text area contains the word "None". A small upward arrow icon is in the bottom right corner.

2.2. After filling out the Certificate, Click Add to Save

The screenshot shows a "Medical Staff" section with a dropdown menu showing "ID Number: 2", "Charted By: EDRIAN JOEPEN A. CADUNGO", and "Edited By: []". Below this are radio buttons for "Excused" (selected), "Unexcused", "Conditional", and "Others", followed by a text input field. To the right is a "Remarks:" text area with "None" written in it. An "Add" button with a plus sign and a "Clear" button with a cross are at the bottom, with the "Add" button circled in red. A small upward arrow icon is in the bottom right corner.

The screenshot shows the same "Medical Staff" section. A central modal dialog box displays the message "Added new medical certificate record" with an "OK" button. The "Add" and "Clear" buttons are visible at the bottom. A small upward arrow icon is in the bottom right corner.

3. Click **View All** to view Medical Certificate of a specific Student

• Medical Certificates Summary •

ID Number	Full Name	Total	Dates Requested	Action
2200012	Harmon, Kenny Cran	2	2023-05-08 , 2023-05-08	

Total Number of Medical Certificate/s: 1

Show 10 entries Filter results:

Print Report **Export to PDF** **Export to Excel** Previous 1 Next

• Medical Certificate Requests of Harmon, K. •

ID Number	Full Name	Staff	Date Requested	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	 

Total Number of Medical Certificate/s: 2

Show 10 entries Filter results:

Print Report **Export to PDF** **Export to Excel** Previous 1 Next

3.1. Click **View** to View Medical Certificate

• Medical Certificate Requests of Harmon, K. •

ID Number	Full Name	Staff	Date Requested	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	 

Total Number of Medical Certificate/s: 2

Show 10 entries Filter results:

Print Report **Export to PDF** **Export to Excel** Previous 1 Next

MEDICAL CERTIFICATE

Document Code: **QF-UHS-MC-** Revision Number: **_____**

Effectivity **---, dd, yyyy**

Student ID Number* **2200012**

This is to certify that **HARMON, KENNY CRAN**, **21** year/s old, **MALE**, currently in the year **3** of **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BLIS)** was examined on **2023-05-03** for the following:

<input type="radio"/> Enrollment	He/she is found to be:
<input checked="" type="radio"/> OJT / Practice Teaching / Internship	<input checked="" type="radio"/> Physically Fit <input type="radio"/> Physically Unfit
<input type="radio"/> Athletics	Remarks:
<input type="radio"/> Others:	_____

- i. Click **Edit** if there are changes on the input details

The screenshot shows a medical certificate form. At the top left, there are three radio buttons for 'Unexcused', 'Conditional', and 'Others', followed by a text input field. To the right is a 'None' dropdown menu. Below this is a section titled 'Medical Staff' with fields for 'ID Number: 2', 'Charted By: EDRIAN JOEPEN A. CADUNGO', and 'Edited By:'. A dropdown menu below these fields shows '2 - Edrian Joepen A. Cadungo - 2023-05-08 08:19:43'. At the bottom are three buttons: 'Print 📄 / Export to PDF ↴', 'Edit 🖊' (which is circled in red), and 'Save 📁'.

- ii. Click **Save** after editing the medical certificate

This screenshot is similar to the previous one but shows the 'Save' button at the bottom highlighted with a red oval. The rest of the interface elements are identical, including the medical staff information and the 'Print / Export to PDF' button.

- iii. Click **Print/Export to PDF** to Print and Download Specific Medical Certificate

This screenshot shows the 'Print / Export to PDF' button at the bottom highlighted with a red oval. The other buttons ('Edit' and 'Save') are also visible but not highlighted.

Print Medical Certificate

1 / 1 | - 100% + | 🔍



1



MEDICAL CERTIFICATE

Department Code:	QF-UHS-MC-	Revision Number	
Effectivity			

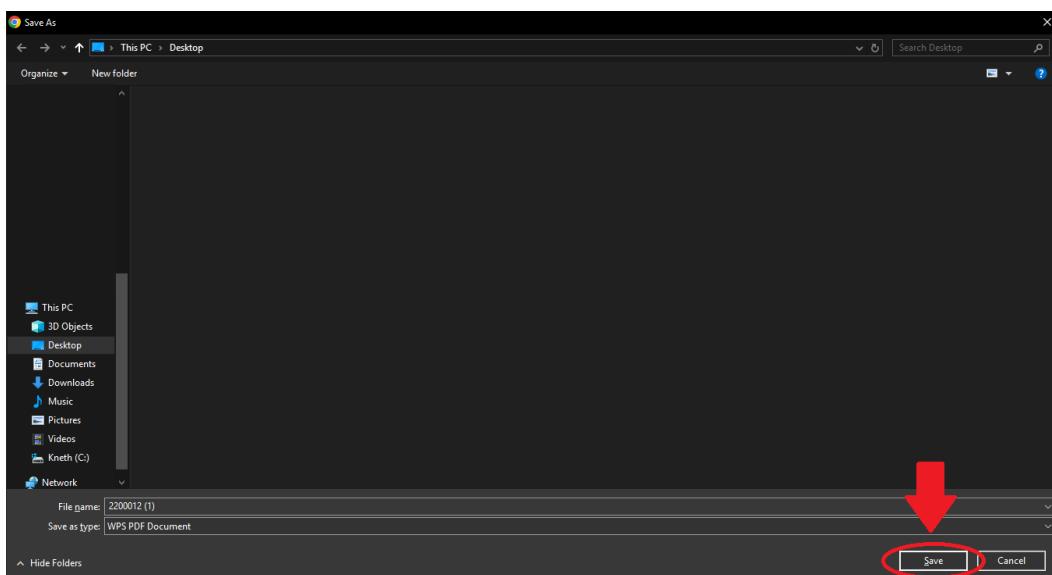
This is to certify that Harmon, Kenny C.
 Name (Surname, First, MI)
 was examined on 2023-05-03 for the following:
 Date _____

<input type="checkbox"/> ENROLLMENT <input checked="" type="checkbox"/> OJT / PRACTICE TEACHING / <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> ATHLETICS <input type="checkbox"/> OTHERS: _____	He/she is found to be: <input checked="" type="checkbox"/> PHYSICALLY FIT <input type="checkbox"/> PHYSICALLY UNFIT Remarks: <hr/> <hr/>
<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> PE EXEMPTION	Diagnosis: None
REMARKS: None	

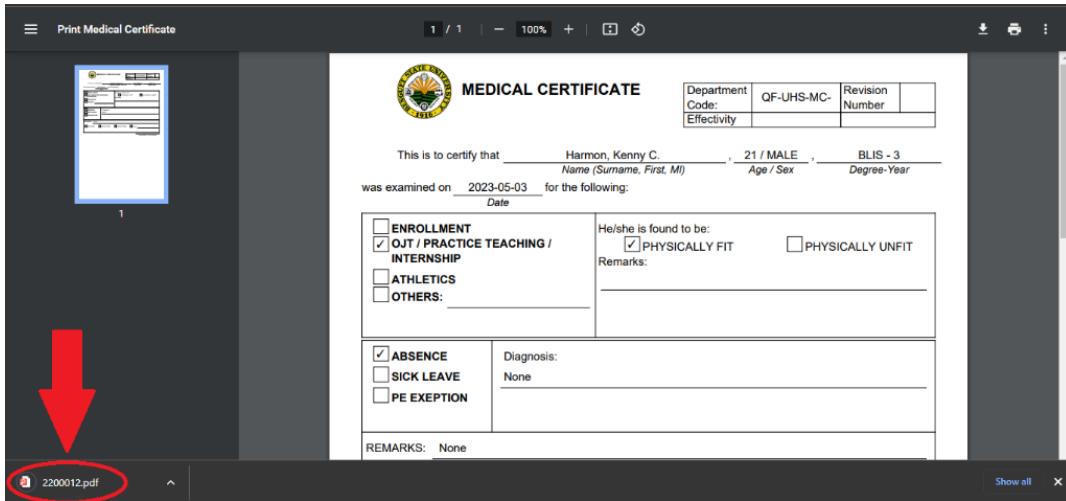
❖ Click **Arrow Down/download** Icon to Download



❖ Choose Location where to save the Record, then Click **Save**



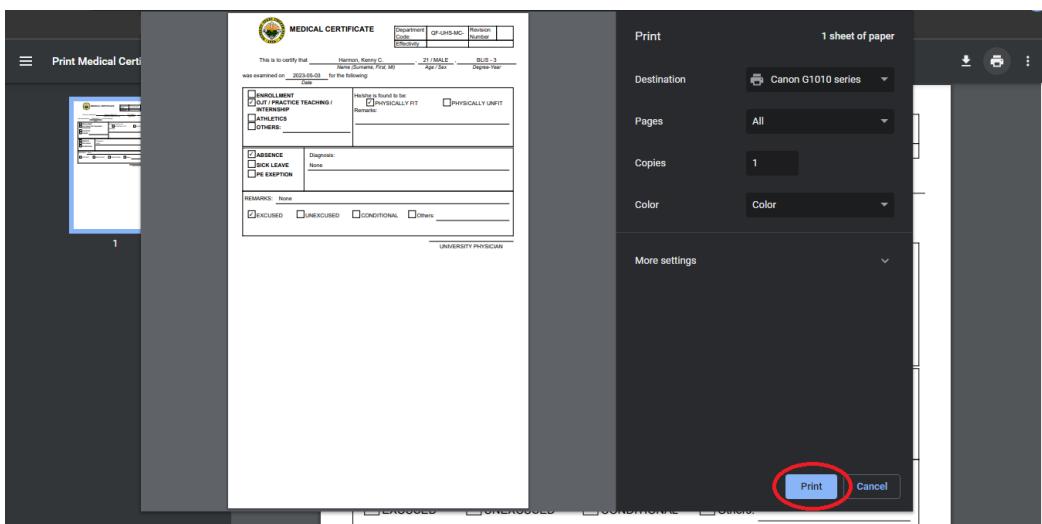
❖Downloaded



❖Click Print Icon to Open Properties for printing



❖Click Print to Print the Record



3.2. Click Archive to remove the record from the List

The screenshot shows a table of medical certificate requests. The first row has ID 2200012, Full Name Harmon, Kenny Cran, Staff Edrian Joepen A. Cadungo, and Date Requested 2023-05-08. The second row has the same information. In the 'Action' column for the second row, there are four buttons: a green one with a magnifying glass, a red one with a trash can, a black one with a minus sign, and another red one with a trash can. The black button is circled in red.

ID Number	Full Name	Staff	Date Requested	Action			
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08				
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08				

Print Report Export to PDF Export to Excel Previous 1 Next

3.3. Go to SEARCH BOX and enter any keyword you wish to look for then press enter to start filtering process

The screenshot shows the same table of medical certificate requests. A red oval highlights the 'Filter results:' input field at the top right of the table area.

ID Number	Full Name	Staff	Date Requested	Action	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08		
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08		

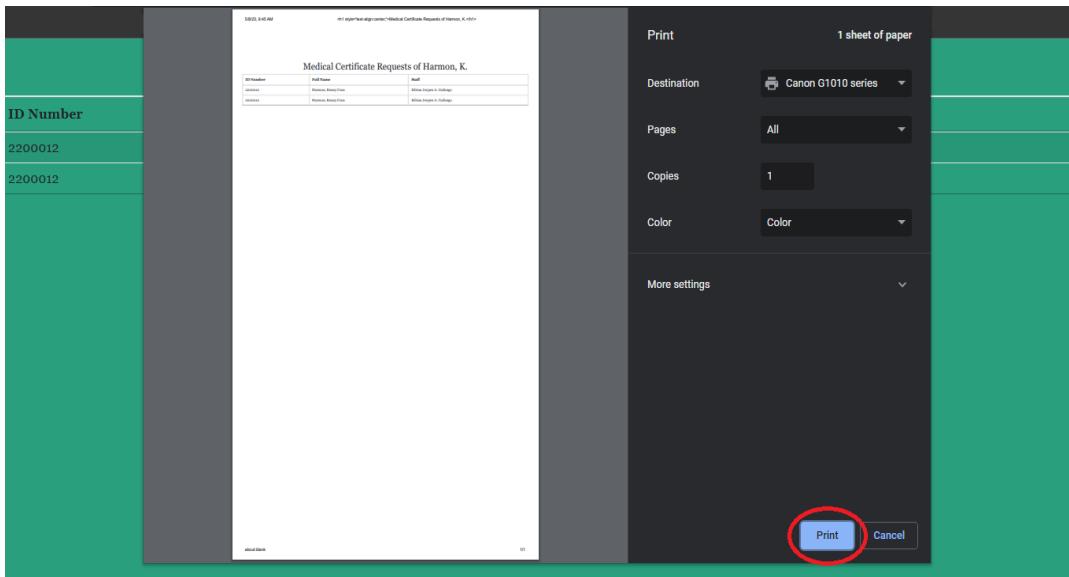
Print Report Export to PDF Export to Excel Previous 1 Next

3.4. Click Print Report to Print the records on the Table

The screenshot shows the table of medical certificate requests. A red circle highlights the 'Print Report' button at the bottom left of the table area.

ID Number	Full Name	Staff	Date Requested	Action	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08		
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08		

Print Report Export to PDF Export to Excel Previous 1 Next



3.5. Click Export to PDF to download the list of Record in PDF File

A screenshot of a list titled "Medical Certificate Requests of Harmon, K.". The list shows two entries. Each entry includes fields for ID Number, Full Name, Staff, and Date Requested. Below the list are three buttons: "Print Report", "Export to PDF" (which is circled in red), and "Export to Excel".

ID Number	Full Name	Staff	Date Requested	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	

A screenshot of the same list page after the "Export to PDF" button was clicked. A red arrow points down to the download notification at the bottom of the screen, which says "Medical Certificate....pdf".

ID Number	Full Name	Staff	Date Requested	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	

3.6. Click Export to Excel to download the list of Record in Excel File

• Medical Certificate Requests of Harmon, K. •

Total Number of Medical Certificate/s: 2

ID Number	Full Name	Staff	Date Requested	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	

Print Report | Export to PDF | **Export to Excel** | Previous 1 Next

• Medical Certificate Requests of Harmon, K. •

Total Number of Medical Certificate/s: 2

ID Number	Full Name	Staff	Date Requested	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	

Print Report | Export to PDF | Export to Excel | Previous 1 Next

Medical Certificate....xlsx

4. Click Archive All to remove all the Medical Record of a Specific Student

• Medical Certificates Summary •

Total Number of Medical Certificate/s: 1

ID Number	Full Name	Total	Dates Requested	Action
2200012	Harmon, Kenny Cran	2	2023-05-08 , 2023-05-08	

Print Report | Export to PDF | Export to Excel | Previous 1 Next

Medical Certificate....xlsx

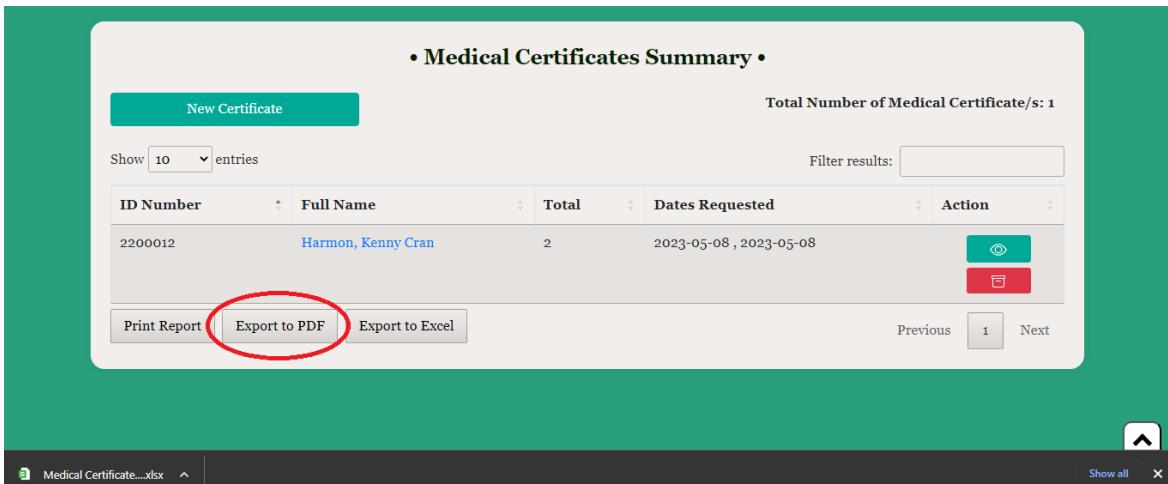
5. Go to **SEARCH BOX** and enter any keyword you wish to look for then press enter to start filtering process

The screenshot shows a table titled "Medical Certificates Summary" with one entry. The table columns are ID Number, Full Name, Total, Dates Requested, and Action. The entry is for ID Number 2200012, Full Name Harmon, Kenny Cran, Total 2, Dates Requested 2023-05-08, 2023-05-08. The Action column contains two buttons: a green eye icon and a red square icon. Below the table are three buttons: Print Report, Export to PDF, and Export to Excel. At the top right, it says "Total Number of Medical Certificate/s: 1". A search bar labeled "Filter results:" is circled in red.

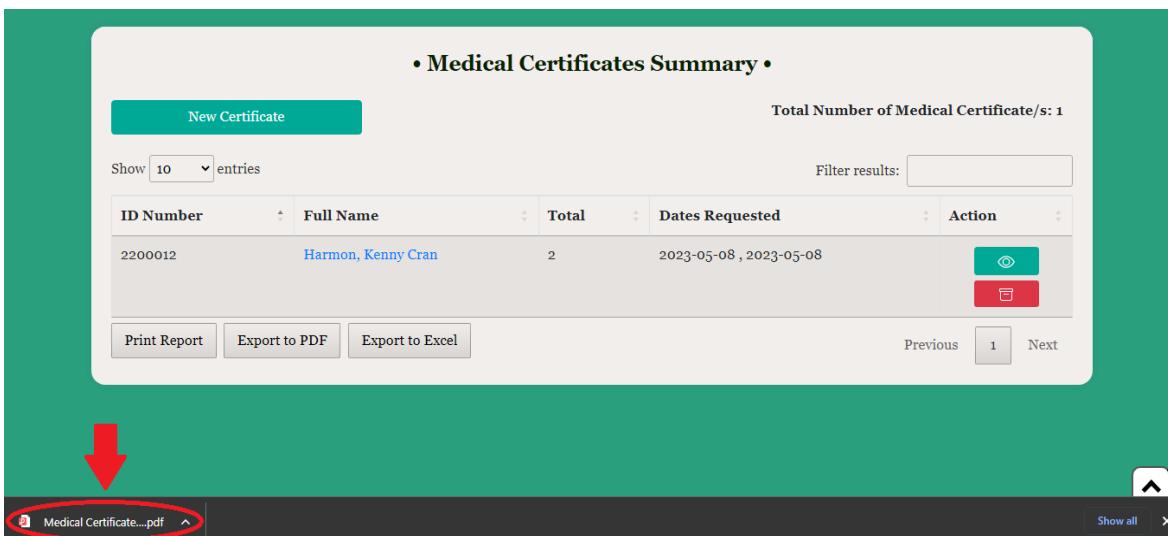
6. Click **Print Report** to print the Student's List of Medical Certificate in the table

The screenshot shows the same "Medical Certificates Summary" page as before, but the "Print Report" button at the bottom left of the table area is circled in red. Below the table, there is a "Print" dialog box. The dialog box has "1 sheet of paper" selected. Under "Destination", it shows "Canon G1010 series". Under "Pages", it shows "All". Under "Copies", it shows "1". Under "Color", it shows "Color". At the bottom right of the dialog box, the "Print" button is circled in red.

7. Click **Export to PDF** to download the Student's List of Medical Certificate in the table into PDF File



The screenshot shows a table titled "Medical Certificates Summary" with one entry. The entry details are: ID Number 2200012, Full Name Harmon, Kenny Cran, Total 2, Dates Requested 2023-05-08, 2023-05-08. Below the table are three buttons: Print Report, Export to PDF (circled in red), and Export to Excel. At the bottom right are navigation buttons: Previous, 1, Next. The status bar at the bottom shows "Medical Certificate...xlsx".



The screenshot shows the same table and interface as above, but the status bar at the bottom now displays "Medical Certificate...pdf", indicating the file has been downloaded. The "Export to PDF" button is again circled in red.

8. Click **Export to Excel** to download the Student's List of Medical Certificate in the table into Excel File

• Medical Certificates Summary •

Medical Certificates Summary					
New Certificate		Total Number of Medical Certificate/s: 1			
Show 10 entries		Filter results:			
ID Number	Full Name	Total	Dates Requested	Action	
2200012	Harmon, Kenny Cran	2	2023-05-08 , 2023-05-08		

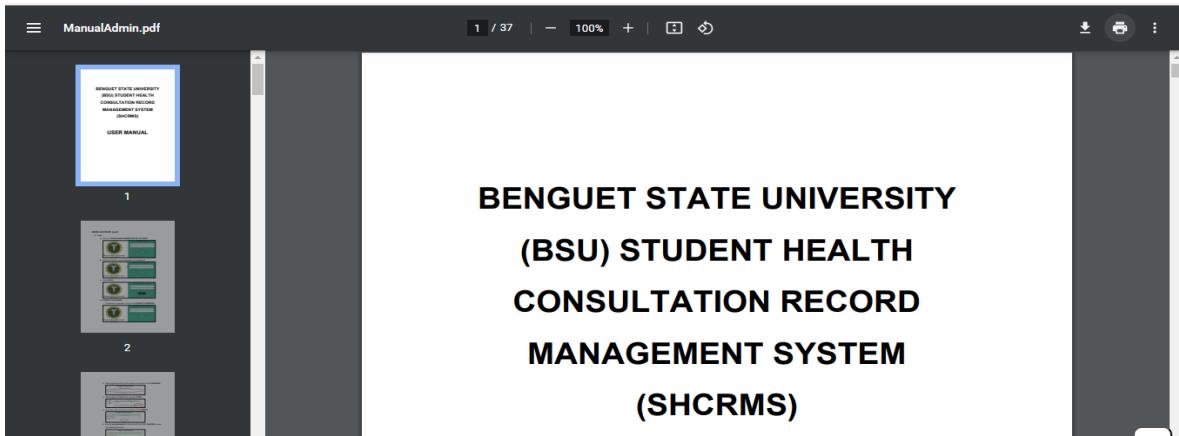
[Print Report](#) [Export to PDF](#) [Export to Excel](#) Export to Excel Previous 1 Next

D. User

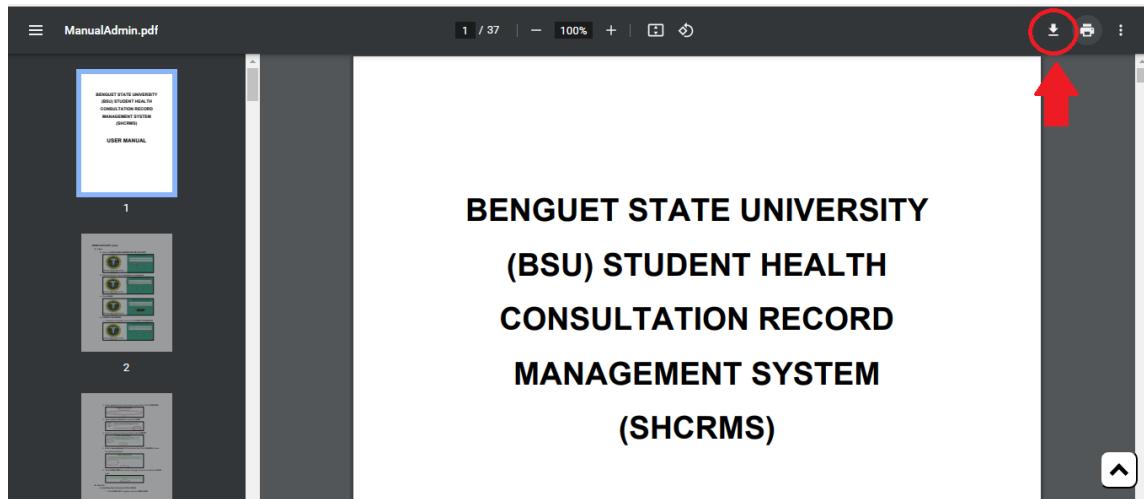
a) Manual

1. To view the manual, go to navigation bar, click **User** then select **Manual**

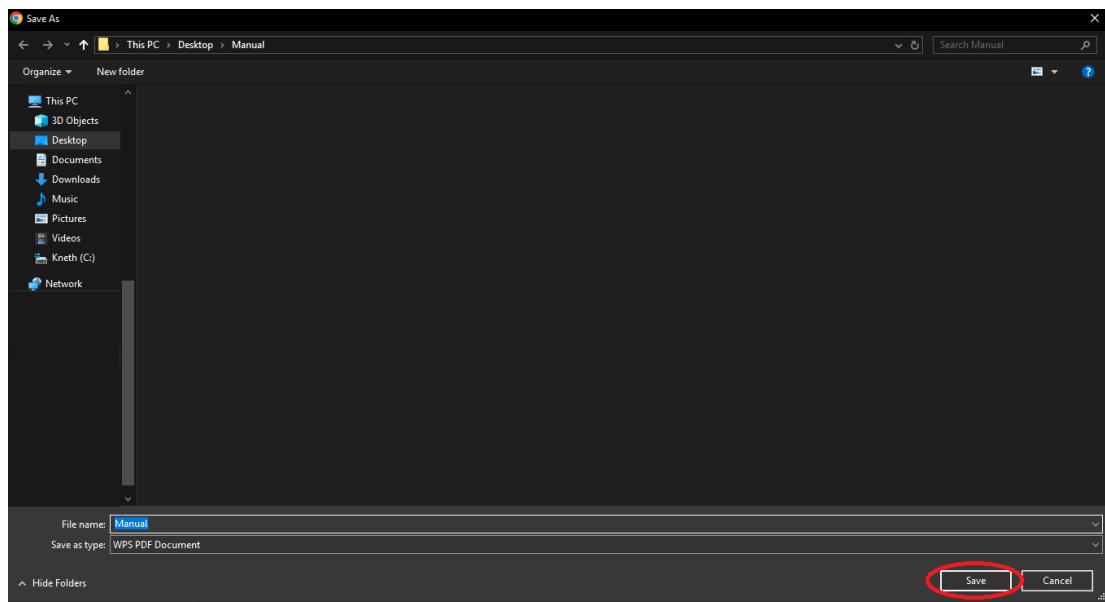


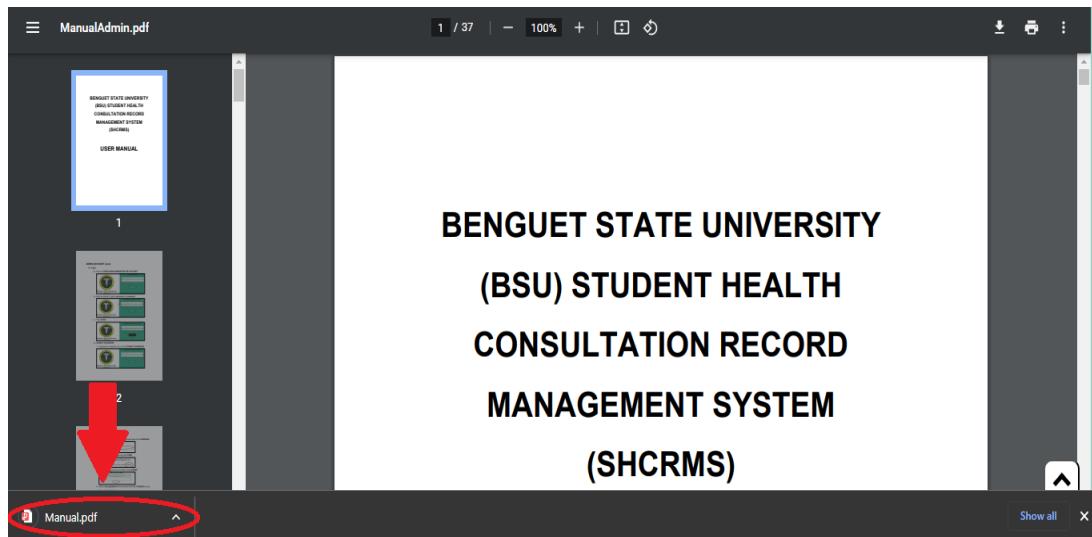


2. To Download the manual, click the **download** icon.

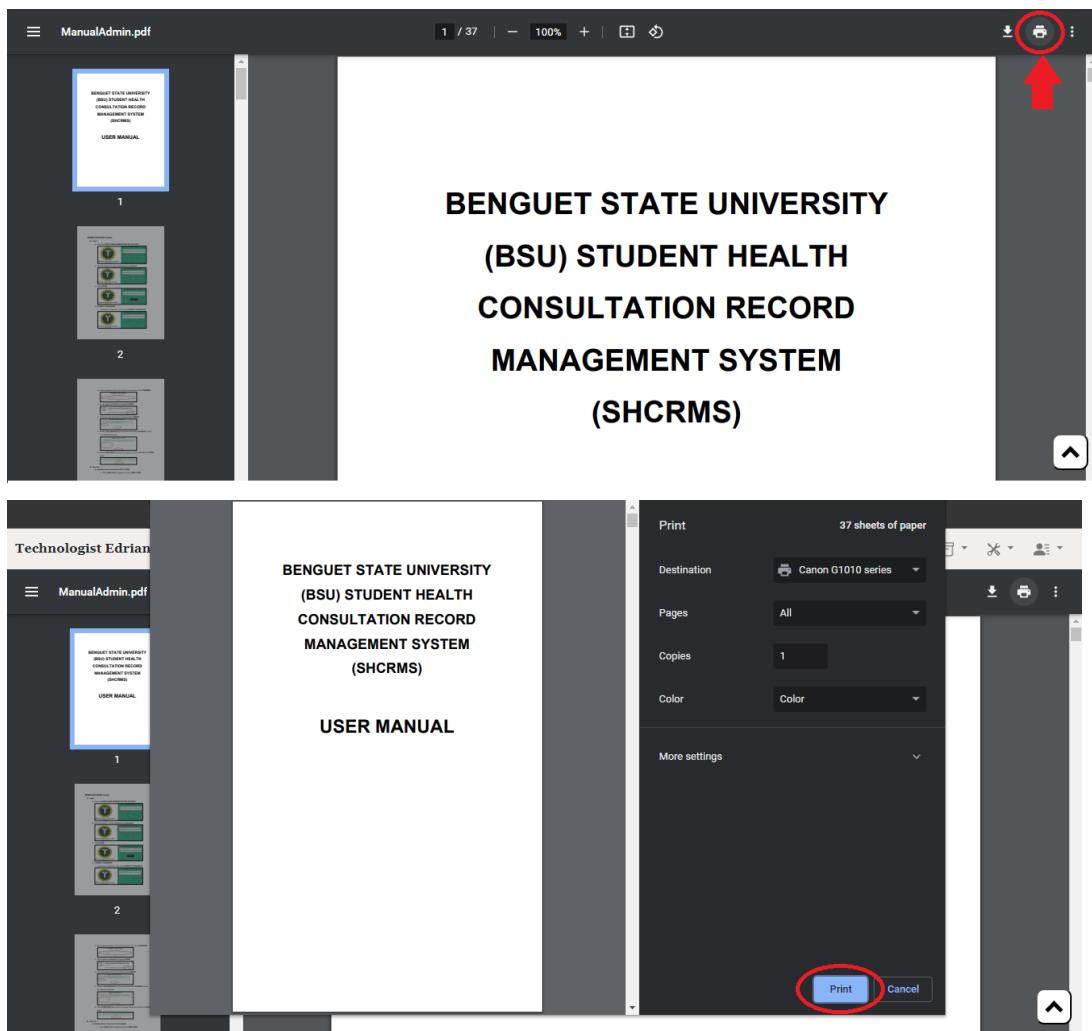


3. Select a folder where to save the Manual then click **Save**.





4. To print the manual, click the print icon then click **print**



b) **Logout**

1. To Logout, go to Navigation Bar, Click User the select Logout

The screenshot shows a web browser window for 'Dr Kim B. Mark'. The top navigation bar includes icons for home, search, and user profile. A red oval highlights the 'User' dropdown menu, which contains 'Manual' and 'Logout' options, also highlighted with a red oval. Below the navigation bar is the university's logo, featuring a circular emblem with 'BENGUET STATE UNIVERSITY' at the top and '1916' at the bottom, surrounded by 'INSTRUCTION', 'EXTENSION', 'RESEARCH', and 'PRODUCTION'. To the left of the logo is a yellow-bordered box containing the 'Vision' and 'Mission' statements. The 'Vision' statement reads: 'The university health services envisions itself as a provider of excellent health services for the Benguet State University community.' The 'Mission' statement reads: 'Develop a better quality of life through health promotions, disease prevention, and medical intervention.'