

**BENGUET STATE UNIVERSITY
(BSU) STUDENT HEALTH
CONSULTATION RECORD
MANAGEMENT SYSTEM
(SHCRMS)**

USER MANUAL

SUPER ADMIN ACCOUNT (user)

A. Login

- Click on **LOGIN USING ADMINISTRATOR ACCOUNT**



Staff Login

Username

Password

[Login using Administrator account](#)

Login

Benguet State University
SHCRMS

- Enter the default or given **username** and **password**



Administrator Login

Username

Password

[Login using Staff account](#) [Forgot Password?](#)

Login

Benguet State University
SHCRMS

- Click **LOGIN**



Administrator Login

superadmin

.....

[Login using Staff account](#) [Forgot Password?](#)

Login

Benguet State University
SHCRMS

- FORGOT PASSWORD**

- If password is forgotten, click on the **FORGOT PASSWORD**



Administrator Login

Username

Password

[Login using Staff account](#) [Forgot Password?](#)

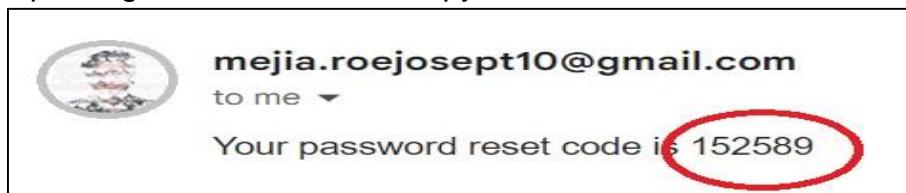
Login

Benguet State University
SHCRMS

2. Enter registered email of the Admin account then Click **CONTINUE**

Forgot Password
Enter your email address
*****@gmail.com
Continue

3. Open registered **Email** then copy the **CODE**



4. Enter the code sent to the email then Click **SUBMIT**

Code Verification
We've sent a password reset otp to your email -
kimberlymacee@gmail.com
152589
Submit

5. Enter a **new password** for the account then Click **CHANGE** to save the updated password.

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

6. Click **LOGIN NOW** then wait for the page to load be directed to **LOGIN** page

Your password changed. Now you can login with your new password.
Login Now

B. User list

a) Add New User Account for Clinic Staffs

1. Click **USER LIST** navigation and click **NEW USER**

• USER LIST •

Total Number of Record/s: 3

IdNum *	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPTio@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		View

2. Enter the BSU ID number of the Staff

• User Information •

Staff ID Number *

Status*

New Old

Personal Information

3. For new accounts, click NEW

• User Information •

Staff ID Number *

Status*

New Old

Personal Information

4. For existing accounts, click OLD

• User Information •

Staff ID Number *

Status*

New Old

Personal Information

5. When NEW is clicked, all information needed should be entered
(fields with * are REQUIRED)

• User Information •

Staff ID Number *

23

Status*

New Old

Personal Information

Last Name* First Name* Middle Name* Extension Name*

Position*

6. Click ADD RECORD button for the account to be recorded

7. When **OLD** is clicked, information of the ID number owner is shown.
***NOTE:** Password must contain at least one uppercase and lowercase letters, one number, and at least 8 or more character

b) View list of all user accounts created

1. Click **USERLIST** on the navigation bar

2. To view chosen account, click **VIEW** button beside the information of Staff account

• USER LIST •							
New User				Total Number of Record/s: 3			
Show 10 entries				Search: <input type="text"/>			
IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code
1	MEJIA.ROEJOSEPTIO@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE	<button>View</button>
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE	<button>View</button> <button>Archive</button>
3	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	ACTIVE	<button>View</button> <button>Archive</button>

c) View and Edit specific user account

1. Click **USER LIST** on the navigation bar



2. Click **VIEW** button beside the information of Staff

• USER LIST •								
New User		Total Number of Record/s: 3						
IdNum *	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MELIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		View
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		View

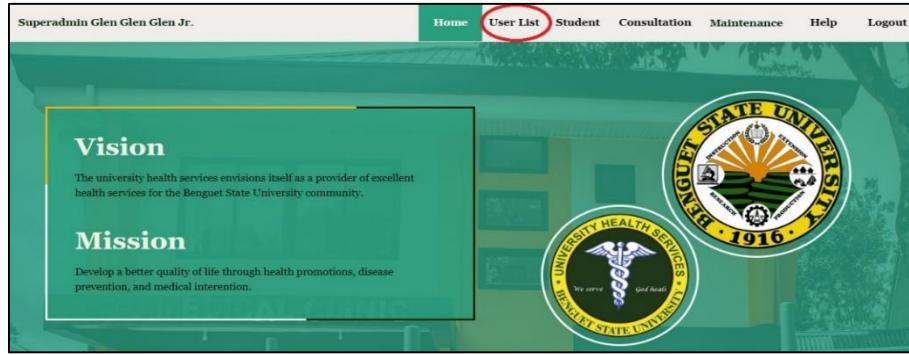
3. Click **EDIT** button below the personal information then click **SAVE** button for the account to be updated

d) Print Specific user account

e) Save as PDF the specific user account

f) Print list of all user accounts created in table form

1. Click **USERLIST** on the navigation bar



- Click **PRINT REPORT** button below the table

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		<button>View</button>
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		<button>View</button>
3	KURUMITAKU55@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	ACTIVE		<button>View</button>

• USER LIST •

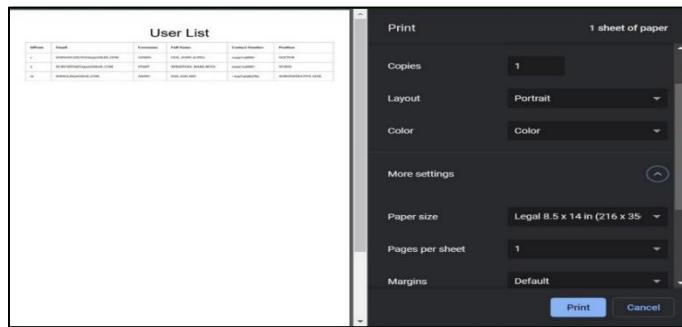
Total Number of Record/s: 3

Show: 10 entries

Search:

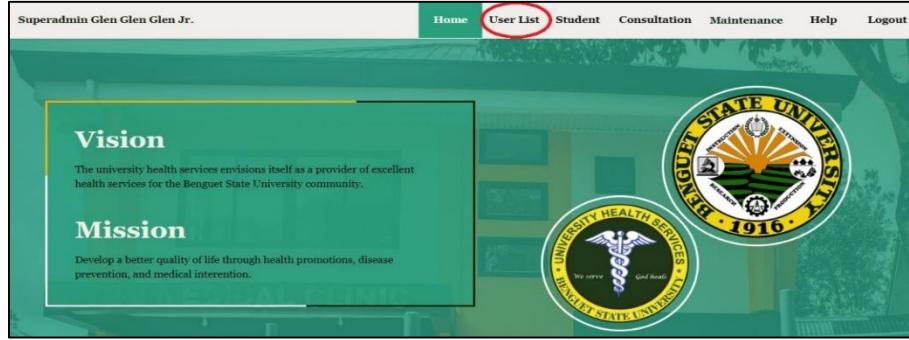
Print Report **Export to PDF** **Export to Excel** Previous 1 Next

- Wait for printing window to open
- Set up the print setting such as the printer name, layout, copies to print, color, paper size and others.
- Click for **PRINT** button



g) Save as PDF file the list of all user accounts

- Click **USERLIST** on the navigation bar



2. Click **EXPORT TO PDF** button

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		View
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		View
3	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	ACTIVE		View

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

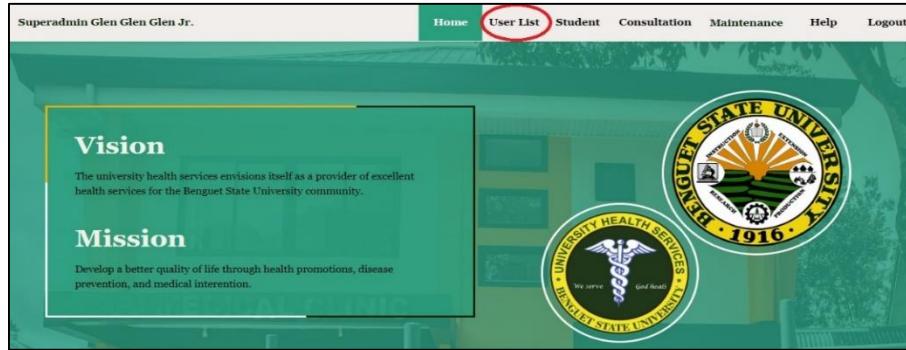
3. Wait for the document to be automatically downloaded and be saved in the device

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		View
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		View
3	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	BLOCKED	623752	View
22	JOHNKEITH@GMAIL.COM	JOHN-JOHN	LAZARO	+620477802024	NURSE	ACTIVE		View

[User List \(1\).pdf](#) [Show all](#)

h) Save as Excel file the list of all user accounts

1. Click **USERLIST** on the navigation bar



2. Click **EXPORT TO EXCEL** button

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		View
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		View
3	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	ACTIVE		View

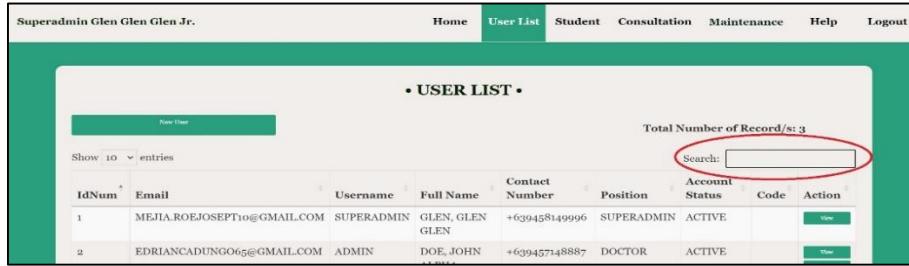
3. Wait for the document to be automatically downloaded and be saved in the device

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		View
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		View
3	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	BLOCKED	623752	View
32	JOHNKEITH@GMAIL.COM	JOHN.JOHN.LAZARO		+630472863034	NURSE	ACTIVE		View

i) Search

1. Click **USERLIST** on the navigation bar

2. Go to **SEARCH BOX** and enter any keyword you wish to look for



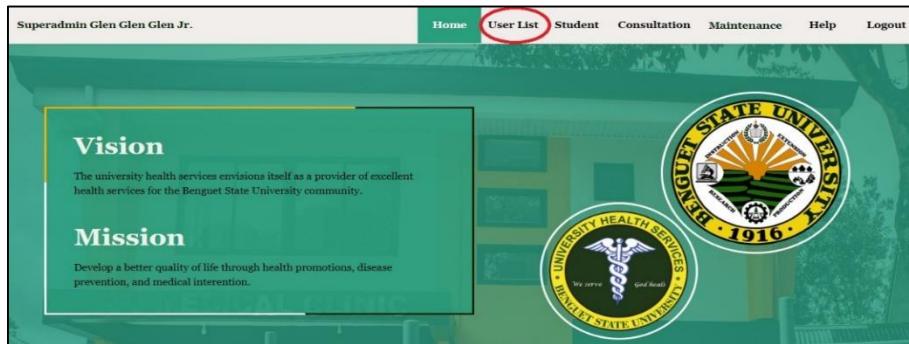
• USER LIST •								
Total Number of Record/s: 3								
Search: <input type="text"/>								
Show 10 entries								
IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		<input type="button" value="View"/>
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		<input type="button" value="View"/>

3. Press **enter** to start filtering process

4. Wait for the information to be shown

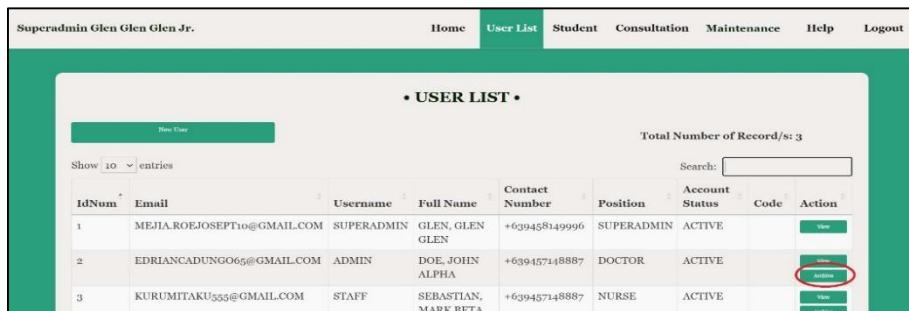
j) Archive User Account

1. Click **USERLIST** on the navigation bar



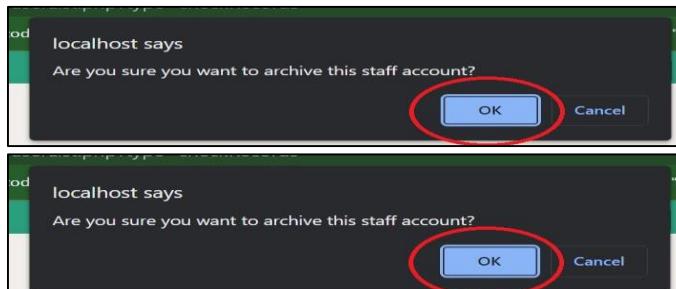
2. Find user account to archive

3. Click **ARCHIVE** button beside the user account



• USER LIST •								
Total Number of Record/s: 3								
Search: <input type="text"/>								
Show 10 entries								
IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		<input type="button" value="View"/>
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		<input type="button" value="View"/>
3	KURUMITAKU55@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	ACTIVE		<input type="button" value="Archive"/>

4. Click **OK** when prompt shows



5. Wait for the account to be archived

k) View Archived User Account List

1. Click **MAINTENANCE** on the navigation bar

2. Click ARCHIVED STAFF ACCOUNTS

3. To view archived staff account, click VIEW button beside the information of the Staff account

I) Restore Archived Account

1. Click MAINTENANCE on the navigation bar

2. Click ARCHIVED STAFF ACCOUNTS



Superadmin Glen Glen Glen Jr.

Home User List Student Consultation Maintenance Help Logout

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.

Logs
Archived Student Records
Archived Consultation Records
Archived Staff Accounts
Archived System Logs
Backup
Restore

3. To restore archived staff account, click **RESTORE** button beside the information of the staff

Superadmin Glen Glen Jr.		Home	User List	Student	Consultation	Maintenance	Help	Logout	
• ARCHIVED USER LIST •									
Show	10	entries	Search:						
IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action	
23	JOHNKEITH@GMAIL.COM	JOHN JOHN	LAZARO, JOHN KEITH ROSANA	+639477892934	NURSE	ACTIVE		<button style="background-color: green; color: white; border: none; padding: 2px;">View Details</button>	
Print Report	Export to PDF	Export to Excel					Previous	1	Next

4. Click **OK** when prompt shows

localhost says

Are you sure you want to archive this staff account?

OK Cancel

C. Student

a) Add New Student Record (Personal and Medical Information)

1. Click **STUDENT** on the navigation bar and click **NEW RECORD**

Superadmin Glen Glen Jr.		Home	User List	Student	Consultation	Maintenance	Help	Logout
• Students Record •								
New Record		2 Total Number of Record/s: 2						
Show <input type="text" value="10"/> entries		Search: <input type="text"/>						
ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action	
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+63978423331	2022-11-29	View Archive	

2. Enter the **BSU ID Number** of the Student

Superadmin Glen Glen Glen Jr.

Home User List **Student** Consultation Maintenance Help Logout

* Personal Information *		* Medical Information *	
	PHYSICAL EXAMINATION	Document Code:	Revision Number:
		Effectivity:	DD/MM/YYYY
		Paste Recent 2 x 2 ID Picture Here	
<input type="text" value="Student ID Number *"/> Status: <input checked="" type="radio"/> New <input type="radio"/> Old		Student Image Choose File No file chosen Category* <input type="text"/>	

3. Click **NEW** for the STATUS if the student is new and has no existing student medical record

Superadmin Glen Glen Glen Jr.

Home User List **Student** Consultation Maintenance Help Logout

* Personal Information *		* Medical Information *	
	PHYSICAL EXAMINATION	Document Code:	Revision Number:
		Effectivity:	DD/MM/YYYY
		Paste Recent 2 x 2 ID Picture Here	
<input type="text" value="Student ID Number *"/> Status: <input checked="" type="radio"/> New <input type="radio"/> Old		Category* <input type="text"/>	
Course* <input type="text"/>			

4. Click **OLD** if the student is continuing student and has existing student medical record

Superadmin Glen Glen Glen Jr.

Home User List **Student** Consultation Maintenance Help Logout

* Personal Information *		* Medical Information *	
	PHYSICAL EXAMINATION	Document Code:	Revision Number:
		Effectivity:	DD/MM/YYYY
		Paste Recent 2 x 2 ID Picture Here	
<input type="text" value="Student ID Number *"/> Status: <input type="radio"/> New <input checked="" type="radio"/> Old		Category* <input type="text" value="HIGH SCHOOL"/>	
Grade* <input type="text" value="10"/>		Section <input type="text"/>	

5. 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 displayed

Superadmin Glen Glen Glen Jr.

Home User List **Student** Consultation Maintenance Help Logout

* Personal Information *		* Medical Information *	
	PHYSICAL EXAMINATION	Document Code:	Revision Number:
		Effectivity:	DD/MM/YYYY
		Paste Recent 2 x 2 ID Picture Here	
<input type="text" value="Student ID Number *"/> Status: <input type="radio"/> New <input type="radio"/> Old		Category* <input type="text"/>	
Grade* <input type="text" value="10"/>		Section <input type="text"/>	
No information found. Please try again. OK			

6. For a **NEW** student record, Enter all the needed Personal Information of the student.

***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.

7. Click **NEXT** button to be directed at Medical Information

8. Enter the **DATE** the record is made.

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

9. Enter all the needed Medical Information of the student.

***NOTE:** Fields with * are required to have values.

10. Click **ADD RECORD** to save the Personal and Medical information of the student.

b) View list of all student records

1. Click **STUDENT** on the navigation bar

2. Table list will be displayed. For quick search of student record, go to **SEARCH BOX** and enter words related to student account you are looking for

• Students Record •									
Total Number of Record/s: 3									
Search: <input type="text"/>									
New Record	Show 10 entries	ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
		1683992	CRUZ, NORMA DELA PENA	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	FEMALE	+6399676786876	2022-10-19	<button>View</button> <button>Delete</button>

3. Wait for the information to be displayed on the table

c) Print list of all student records in table form

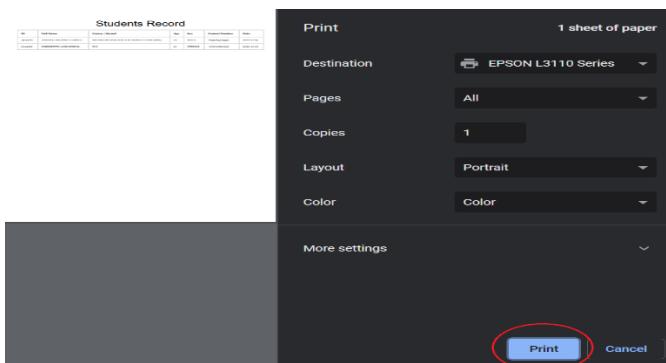
1. Click **STUDENT** on the navigation bar



2. Click for **PRINT REPORT** button

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1683992	CRUZ, NORMA DELA PEÑA	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	FEMALE	+639676786876	2022-10-19	View Archive
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+63978542331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEBAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

3. Wait for printing window to open
4. Set up the print setting such as the printer name, layout, copies to print, color, paper size and others.
5. Click for **PRINT** button



d) Save as PDF file the list of all student records

1. Click **STUDENT** on the navigation bar

2. Click **EXPORT TO PDF** button

The screenshot shows a table of student records with columns for ID, Full Name, Course / Strand, Age, Sex, Contact Number, Date, and Action. The 'Action' column contains 'View' and 'Archive' buttons. At the bottom of the table, there are three buttons: 'Print Report', 'Export to PDF' (which is circled in red), and 'Export to Excel'. The top right corner displays 'Total Number of Record/s: 3'.

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1683992	CRUZ, NORMA DELA PENA	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	FEMALE	+639676786876	2022-10-19	View Archive
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

3. Wait for the document to be automatically downloaded and be saved in the device

The screenshot shows the same table of student records as the previous screenshot. The 'Action' column contains 'View' and 'Archive' buttons. At the bottom of the table, there are three buttons: 'Print Report', 'Export to PDF' (circled in red), and 'Export to Excel'. The top right corner displays 'Total Number of Record/s: 3'. A download progress bar at the bottom left shows 'Students Record (2).pdf' being saved.

e) Save as Excel file the list of all student records

1. Click **STUDENT** on the navigation bar

The screenshot shows the university's homepage with a green header. On the left, there are sections for 'Vision' and 'Mission'. On the right, there is a large circular seal of the university. The 'Student' link in the navigation bar is circled in red.

2. Click **EXPORT TO EXCEL** button

The screenshot shows a table of student records with columns for ID, Full Name, Course / Strand, Age, Sex, Contact Number, Date, and Action. 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.

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1683992	CRUZ, NORMA DELA PENA	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	FEMALE	+639676786876	2022-10-19	View Archive
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

4. Wait for the document to be automatically downloaded and be saved in the device

The screenshot shows the same student record list as above. Below the table, there are two download links: 'Students Record (2).xlsx' (highlighted with a red circle) and 'Students Record (2).pdf'. Both links have a small file icon preceding them.

f) View and Edit specific student records

1. Click **STUDENT** on the navigation bar

The screenshot shows the university's main page with a green header. In the top right corner, there is a navigation bar with links: Home, User List, **Student**, Consultation, Maintenance, Help, and Logout. The 'Student' link is circled in red.

2. Click **VIEW** button beside the information of Student

The screenshot shows the student record list again. In the 'Action' column for the first student record (ID 1683992), there is a green button labeled 'View'. This button is circled in red.

- Click **EDIT** button below the personal information and medical information

Guardian Parent None

Contact Person
CRUZ, DIEGO

Contact Number of Parent/Guardian
+639789787989

Print Export to PDF Edit Save

- Click **SAVE** button for the account to be updated

Guardian Parent None

Contact Person
CRUZ, DIEGO

Contact Number of Parent/Guardian
+639789787989

Print Export to PDF Edit Save

g) Print Specific Student Record

- DOUBLE Click **PRINT** button

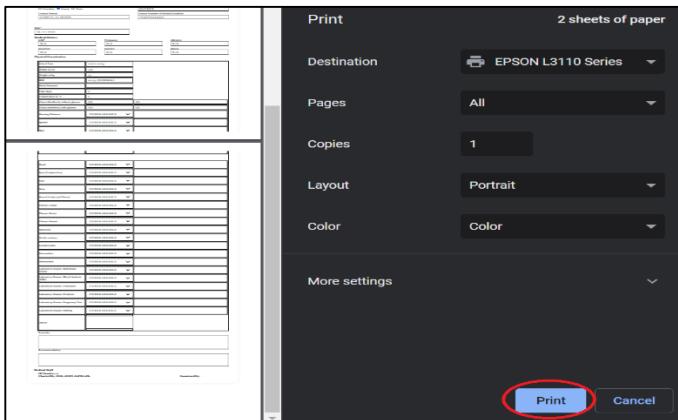
Guardian Parent None

Contact Person
CRUZ, DIEGO

Contact Number of Parent/Guardian
+639789787989

Print Export to PDF Edit Save

- Wait for printing window to open
- Set up the print setting such as the printer name, layout, copies to print, paper size and other.
- Click **PRINT** button



h) Export to PDF specific Student Record

- Click **EXPORT TO PDF** button

Guardian Parent None

Contact Person
CRUZ, DIEGO

Contact Number of Parent/Guardian
+639789787989

Print Export to PDF Edit Save

- Wait for the file to be downloaded



i) Archive Student Record

- Click **STUDENT** on the navigation bar

- Find user account to archive
- Click **ARCHIVE** button beside the user account

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1683992	CRUZ, NORMA DELA PENA	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	FEMALE	+63967686876	2022-10-19	View Archive

- Click **OK** when prompt shows

- Wait for the account to be archived

j) View Archived Student Record List

- Click **MAINTENANCE** on the navigation bar

2. Click ARCHIVED STUDENT RECORD

The screenshot shows the Benguet State University Health Services website. At the top, there is a navigation bar with links for Home, User List, Student, Consultation, Maintenance, Help, and Logout. A dropdown menu under the Maintenance link is open, showing options like Logs, Archived Student Records (which is circled in red), Archived Consultation Records, Archived Staff Accounts, Archived System Logs, Backup, and Restore. Below the navigation bar, there is a banner with the university's vision and mission statements. In the center, there is a circular logo for 'UNIVERSITY HEALTH SERVICES' with the text 'BENGUET STATE UNIVERSITY' around it. The background of the page features a green and yellow color scheme with the university's name.

3. To view specific archived student record click VIEW button beside the student record

The screenshot shows a table titled 'Archived Students Record'. The table has columns for ID, Full Name, Course / Strand, Age, Sex, Contact Number, Date, and Action. There is one entry: ID 2014226, Full Name SARMIENTO, LARA DEDAL, Course / Strand N/A, Age 21, Sex FEMALE, Contact Number +639745621445, Date 2022-12-05, and Action buttons for View (which is circled in red) and Restore. Below the table are buttons for Print Report, Export to PDF, and Export to Excel. At the bottom right, there are Previous and Next buttons.

k) Restore Archived Student Record

1. Click MAINTENANCE on the navigation bar

The screenshot shows the Benguet State University Health Services website. At the top, there is a navigation bar with links for Home, User List, Student, Consultation, Maintenance (which is circled in red), Help, and Logout. A dropdown menu under the Maintenance link is open, showing options like Logs, Archived Student Records, Archived Consultation Records, Archived Staff Accounts, Archived System Logs, Backup, and Restore. Below the navigation bar, there is a banner with the university's vision and mission statements. In the center, there is a circular logo for 'UNIVERSITY HEALTH SERVICES' with the text 'BENGUET STATE UNIVERSITY' around it. The background of the page features a green and yellow color scheme with the university's name.

2. Click ARCHIVED STUDENT RECORD

The screenshot shows a table titled 'Archived Students Record'. The table has columns for ID, Full Name, Course / Strand, Age, Sex, Contact Number, Date, and Action. There is one entry: ID 2014226, Full Name SARMIENTO, LARA DEDAL, Course / Strand N/A, Age 21, Sex FEMALE, Contact Number +639745621445, Date 2022-12-05, and Action buttons for View and Restore (which is circled in red). Below the table are buttons for Print Report, Export to PDF, and Export to Excel. At the bottom right, there are Previous and Next buttons.

3. To view specific archived student record click RESTORE button beside the student record

Superadmin Glen Glen Glen Jr.		Home	User List	Student	Consultation	Maintenance	Help	Logout
• Archived Students Record •								
Search: <input type="text"/>								
ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action	
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View	Restore
Print Report			Export to PDF		Export to Excel		Previous 1 Next	

4. Click **OK** when prompt shows

(f) localhost says
Are you sure you want to restore this student record?
OK Cancel

(f) localhost says
Successfully restored student info
OK

D. Consultation

a) Add New Student Consultation Record

1. Click **CONSULTATION** on the navigation bar and Click **NEW CONSULTATION**

• Consultation History •					
Total Number of Consultation/s: 3					
Search: <input type="text"/>					
ID Number	Last Name	First Name	Middle Name	Dates	Action
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View
Archive					

2. Enter ID Number of Student

***NOTE:** Student should have an existing Student record to be able to create a new consultation record

Superadmin Glen Glen Glen Jr.

Home User List Student **Consultation** Maintenance Help Logout

Consultation

ID Number * Date *

Last Name * First Name * Middle Name * Extension

Age Sex

- Once ID number of students is entered, name, age, sex, course and year will be directly filled

Superadmin Glen Glen Glen Jr.

Home User List Student **Consultation** Maintenance Help Logout

Consultation

ID Number * Date *

Last Name * First Name * Middle Name * Extension

Age Sex

- Enter the **date** of the Consultation

Superadmin Glen Glen Glen Jr.

Home User List Student **Consultation** Maintenance Help Logout

Consultation

ID Number * Date *

Last Name * First Name * Middle Name * Extension

Age Sex

- Enter all the fields required.

***NOTE:** Fields with * are required to have values.

- Click the **ADD** button to save all information entered.

Remarks

Add **Clear**

- Click the **CLEAR** Button if you wish to remove all entered information and Enter a new Consultation Record.

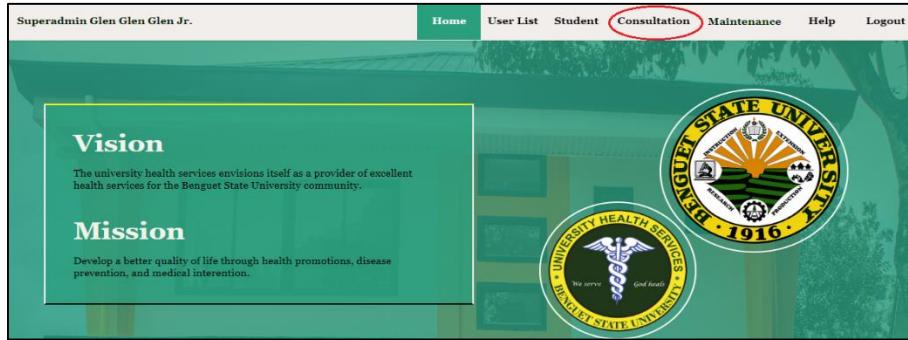
Medicine Given

Remarks

Add **Clear**

b) View list of all student consultation records

- Click **CONSULTATION** on the navigation bar



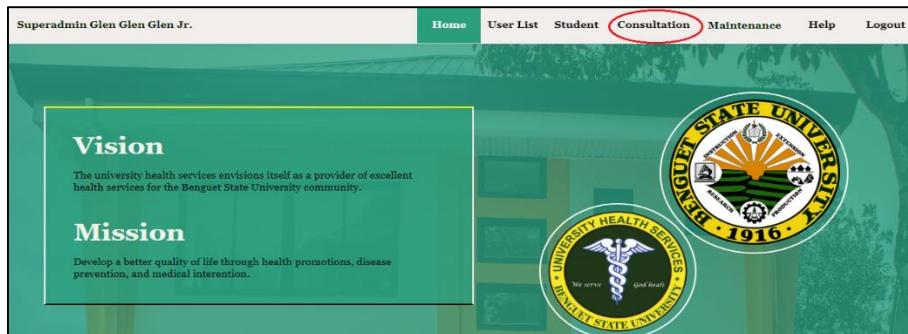
2. Table list will be displayed. For quick search of student record, go to **SEARCH BOX** and enter student's ID Number

• Consultation History •						
New Consultation						
Total Number of Consultation/s: 3						
ID Number	Last Name	First Name	Middle Name	Dates	Action	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View	Archive

3. Wait for the information to be displayed on the table

c) Print list of all student consultation records in table form

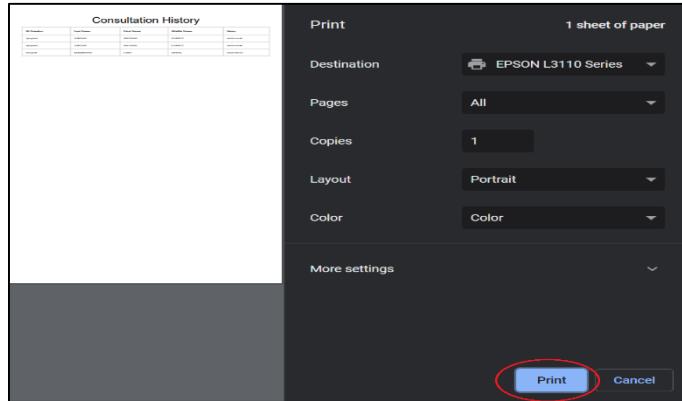
1. Click **CONSULTATION** on the navigation bar



2. Click **PRINT REPORT** button

• Consultation History •						
New Consultation						
Total Number of Consultation/s: 3						
ID Number	Last Name	First Name	Middle Name	Dates	Action	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View	Archive
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View	Archive
2014226	SARMIENTO	LARA	DEDAL	2022-06-07	View	Archive

- Wait for printing settings to open. Then set the desired settings such as paper size, printer name, layout, pages to print and others. Then Click **PRINT** button to print the document.



d) Save as PDF file the list of all student consultation records

- Click **CONSULTATION** on the navigation bar

- Click **EXPORT TO PDF** button

ID Number	Last Name	First Name	Middle Name	Dates	Action
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	<button>View</button> <button>Archive</button>
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	<button>View</button> <button>Archive</button>
2014226	SARMIENTO	LARA	DEDAL	2022-06-07	<button>View</button> <button>Archive</button>

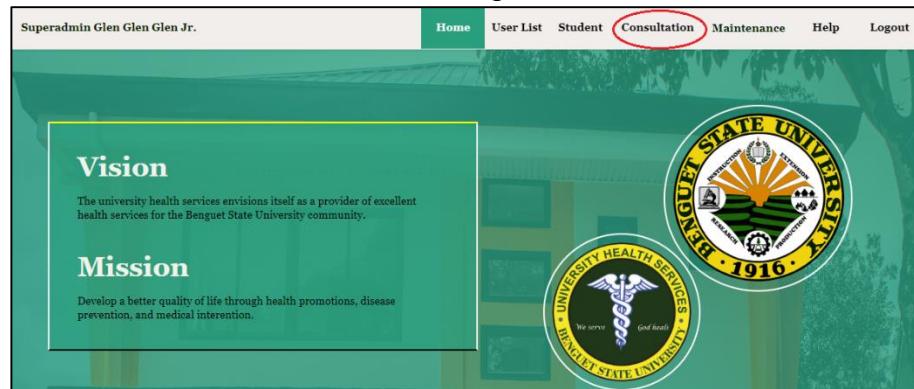
- Wait for the document to be automatically downloaded and be saved in the device

• Consultation History •						
New Consultation		Total Number of Consultation/s: 4				
Show 10 entries						
ID Number	Last Name	First Name	Middle Name	Dates	Action	
1683992	CRUZ	NORMA	DELA PENA	2022-12-07	View Archive	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive	
2014226	SARMIENTO	LARA	DEDAL	2022-06-07	View Archive	

[Print Report](#) [Export to PDF](#) [Export to Excel](#) Search:
PDF [Consultation Histo...pdf](#) ^ Previous Next Show all >

e) Save as Excel file the list of all student consultation records

1. Click **CONSULTATION** on the navigation bar



The screenshot shows the university's homepage with two main sections: 'Vision' and 'Mission'. The 'Vision' section states: 'The university health services envisions itself as a provider of excellent health services for the Benguet State University community.' The 'Mission' section states: 'Develop a better quality of life through health promotions, disease prevention, and medical intervention.' To the right of these sections is the university's seal. The top navigation bar includes links for Home, User List, Student, **CONSULTATION**, Maintenance, Help, and Logout. The 'CONSULTATION' link is highlighted with a red circle.

2. Click **EXPORT TO EXCEL** button

• Consultation History •						
New Consultation		Total Number of Consultation/s: 3				
Show 10 entries						
ID Number	Last Name	First Name	Middle Name	Dates	Action	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive	
2014226	SARMIENTO	LARA	DEDAL	2022-06-07	View Archive	

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

3. Wait for the document to be automatically downloaded and be saved in the device

• Consultation History •						
Total Number of Consultation/s: 4						
Search: <input type="text"/>						
ID Number	Last Name	First Name	Middle Name	Dates	Action	
1683992	CRUZ	NORMA	DELA PENA	2022-12-07	View Archive	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive	
2014226	SARMIENTO	LARA	DEDAL	2022-06-07	View Archive	
Print Report		Export to PDF		Export to Excel		
Previous			1		Next	
Show all			X			
Consultation Histo....xlsx			Consultation Histo....pdf			

f) View and Edit specific student consultation records

- Click **CONSULTATION** on the navigation bar

The screenshot shows the university's homepage with the 'CONSULTATION' link highlighted. To the left, there are sections for 'Vision' and 'Mission'. To the right, the university's seal and logo are displayed.

- Click **VIEW** button beside the information of Student

• Consultation History •					
Total Number of Consultation/s: 3					
ID Number	Last Name	First Name	Middle Name	Dates	Action
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive

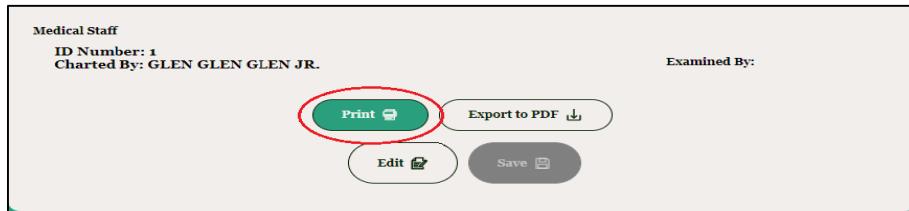
- Click **EDIT** button below the information then click **SAVE** button for the account to be updated

This screenshot shows the 'Edit Consultation' form. It includes fields for medical notes ('Bed Rest for 1 day'), medical staff information ('ID Number: 1', 'Charted By: GLEN GLEN JR.'), and examination details ('Examined By:'). At the bottom, there are 'Print' and 'Export to PDF' buttons, and two main action buttons: 'Edit' and 'Save', with 'Save' also circled in red.

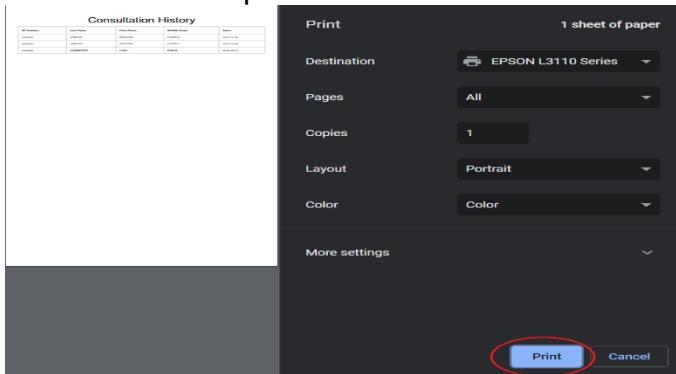
This screenshot shows the same 'Edit Consultation' form after changes have been saved. The 'Save' button at the bottom is circled in red, indicating it has been clicked.

g) Print Specific Student Consultation Record

1. DOUBLE Click **PRINT** button



2. Wait for printing settings to open. Then set the desired settings such as paper size, printer name, layout, pages to print and others. Then Click **PRINT** button to print the document.

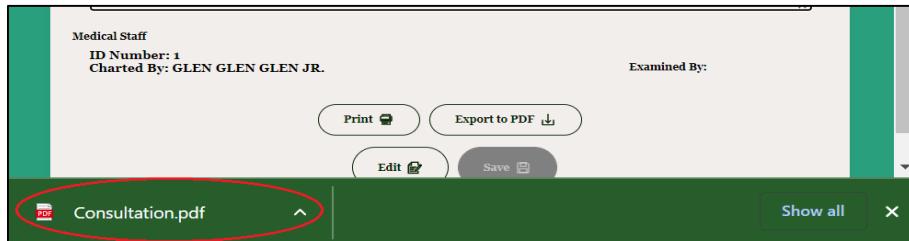


h) Export to PDF Specific Student Consultation Record

1. Click **EXPORT TO PDF** button

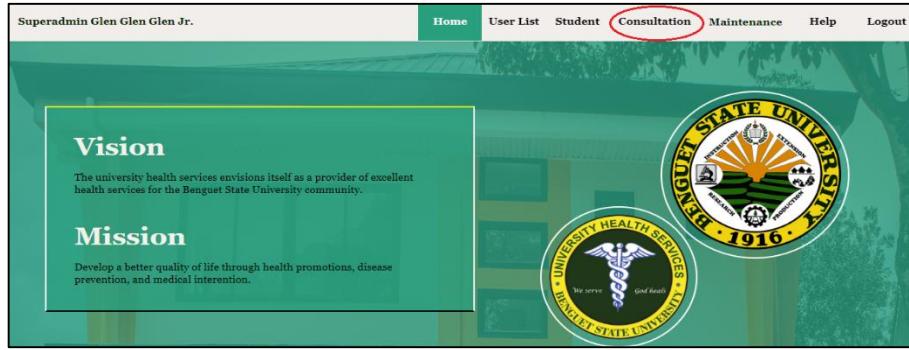


2. Wait for the file to be downloaded



i) Archive Consultation Record

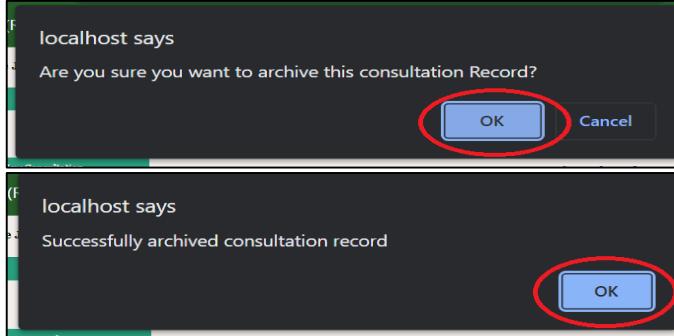
1. Click **CONSULTATION** on the navigation bar



2. Find consultation record you wish to archive
3. Click **ARCHIVE** button beside consultation record to be archived

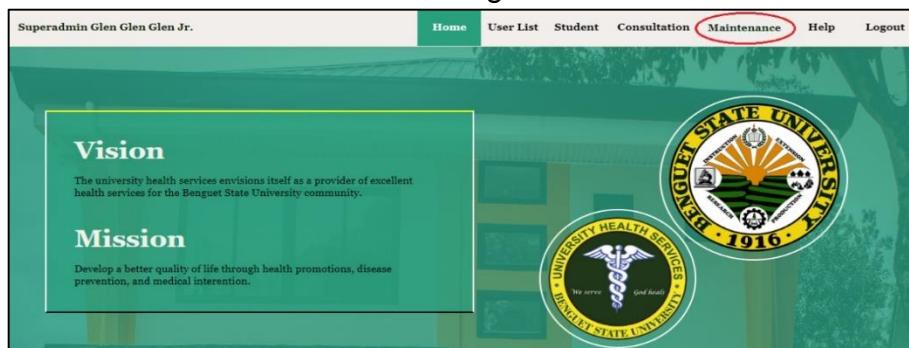
• Consultation History •						
New Consultation		Total Number of Consultation/s: 3				
Show <input type="button" value="10"/> entries <input type="text" value="Search:"/>						
ID Number	Last Name	First Name	Middle Name	Dates	Action	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	<input type="button" value="View"/>	<input style="outline: 2px solid red;" type="button" value="Archive"/>
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	<input type="button" value="View"/>	<input type="button" value="Archive"/>

4. Click **OK** when prompt shows



j) View Archived Consultation Record List

1. Click **MAINTENANCE** on the navigation bar



2. Click **ARCHIVED CONSULTATION RECORDS**

- To view archived consultation record, click **VIEW** button beside the chosen archived consultation record.

ID Number	Last Name	First Name	Middle Name	Dates	Action
1683992	CRUZ	NORMA	DELA PENA	2022-12-07	View Restore

k) Restore Archived Consultation Record

- Click **MAINTENANCE** on the navigation bar

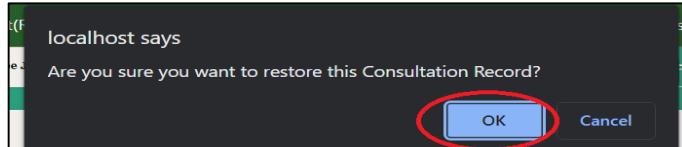
- Click **ARCHIVED CONSULTATION RECORDS**

ID Number	Last Name	First Name	Middle Name	Dates	Action
1683992	CRUZ	NORMA	DELA PENA	2022-12-07	View Restore

- To view archived consultation record, click **RESTORE** button beside the chosen archived consultation record

Superadmin Glen Glen Jr.		Home	User List	Student	Consultation	Maintenance	Help	Logout	
• Archived Consultation History •									
Show	10	entries			Search:	<input type="text"/>			
ID Number	Last Name	First Name	Middle Name	Dates	Action				
1683992	CRUZ	NORMA	DELA PENA	2022-12-07	View	Details			
Print Report	Export to PDF	Export to Excel					Previous	1	Next

4. Click **OK** when prompt shows



E. Users Activity

- a) To view activity of all users, click **MAINTENANCE** on the navigation bar

Superadmin Glen Glen Jr.

Home User List Student Consultation Maintenance Help Logout

- b) Click **LOGS**



The header features a green navigation bar at the top with the following links: Home, User List, Student, Consultation, Maintenance, Help, and Logs. The 'Logs' link is circled in red. Below the navigation bar, there are two sections: 'Vision' and 'Mission'. The 'Vision' section contains the text: 'The university health services envisions itself as a provider of excellent health services for the Benguet State University community.' The 'Mission' section contains the text: 'Develop a better quality of life through health promotions, disease prevention, and medical intervention.'

- c) To archive all the activities done, click the **ARCHIVE LOGS** button at the top

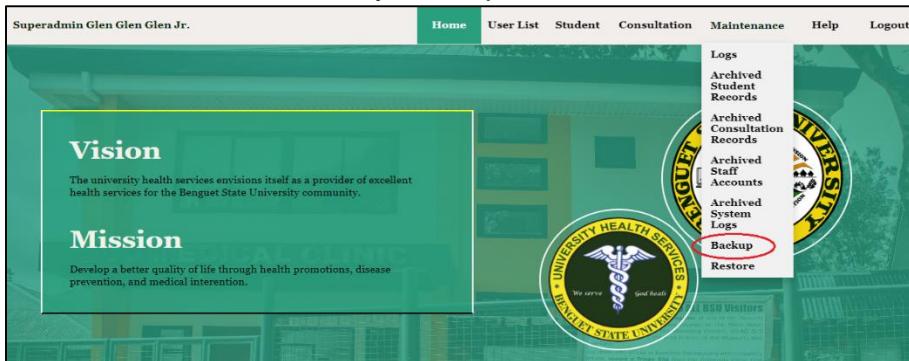
• SYSTEM LOGS •					
Total Number of Record/s: 39					
Show <input type="button" value="to"/> <input type="button" value="v"/> entries					Search:
UserID	Username	System Feedback	Date and Time	Access Level	
o		LOGGED OUT	2022-12-05 11:28:30	STAFF	
o		LOGGED OUT	2022-12-05 11:46:58	STAFF	
o		LOGGED OUT	2022-12-05 14:59:04	STAFF	
1	SUPERADMIN	LOGIN SUCCESSFULLY.	2022-12-05 11:28:03	ADMIN	
1	SUPERADMIN	LOGIN SUCCESSFULLY.	2022-12-05 11:45:20	ADMIN	

F. Backup

- a) Click MAINTENANCE on the navigation bar



- b) Click BACKUP to manually backup the data



- c) Enter a filename for the backup record

Superadmin Glen Glen Glen Jr.	Home	User List	Student	Consultation	Maintenance	Help	Logout
Download a Backup Enter filename <input type="text" value="January Records"/> <input type="button" value="Download"/>							

- d) Click DOWNLOAD for the backup file to be saved in the device storage

Superadmin Glen Glen Glen Jr.	Home	User List	Student	Consultation	Logout
Download a Backup Enter filename <input type="text" value="January Records"/> <input type="button" value="Download"/>					

- e) Wait for the file to be downloaded

Superadmin Glen Glen Glen Jr.

Home	User List	Student	Consultation	Maintenance	Help	Logout
Download a Backup Enter filename: January Records <input type="button" value="Download"/>						
January Records--2....sql <input type="button" value="^"/>				<input type="button" value="Show all"/> <input type="button" value="X"/>		

G. Restore

- a) Click **MAINTENANCE** on the navigation bar

Superadmin Glen Glen Glen Jr.

Home	User List	Student	Consultation	Maintenance	Help	Logout
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.		

- b) Click **RESTORE** to manually backup the data

Superadmin Glen Glen Glen Jr.

Home	User List	Student	Consultation	Maintenance	Help	Logout
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.		

- c) Click **CHOOSE FILE** to insert the file to be restored

Superadmin Glen Glen Glen Jr.

Home	User List	Student	Consultation	Maintenance	Help	Logout
Please select a backup file to restore database						
Select Sql File <input type="button" value="Choose File"/> January Reco...022-12-07.sql						
<input type="button" value="Upload"/>						

Superadmin Glen Glen Glen Jr.

Home	User List	Student	Consultation	Maintenance	Help	Logout
Please select a backup file to restore database						
Select Sql File <input type="button" value="Choose File"/> January Reco...022-12-07.sql						
<input type="button" value="Upload"/>						

- d) Click **UPLOAD** for file to be uploaded

Superadmin Glen Glen Glen Jr.

Home User List Student Consultation Maintenance Help Logout

Please select a backup file to restore database

Select Sql File Choose File January Reco...022-12-07.sql

Upload

- e) Wait for the file to be updated

***NOTE:** Files added before uploading the restore file won't be added and saved once restore is done. To do so, backup the file if changes are made and records are added before restoring old file.

H. Blocked Staff Account Recovery

- a) Click **USER LIST** on the navigation bar

Superadmin Glen Glen Glen Jr.

Home **User List** Student Consultation Maintenance Help Logout

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.

- b) Look for the name of the blocked staff account
 c) Get the **CODE** and give it to the staff to unlock their own account.

Superadmin Glen Glen Glen Jr.

Home User List Student Consultation Maintenance Help Logout

• USER LIST •

New User Total Number of Record/s: 3

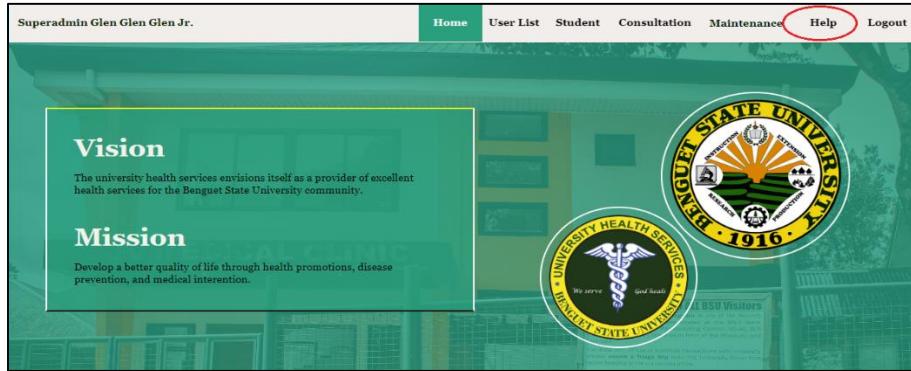
show 10 entries Search:

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458149996	SUPERADMIN	ACTIVE		View
2	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		View Archive
3	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	BLOCKED	645725	View Archive

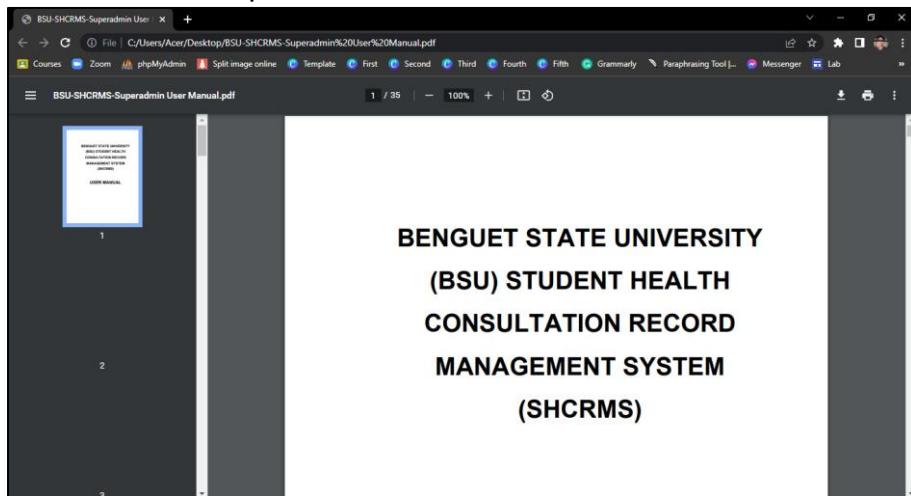
- d) If no code is shown, refresh the page.

I. Access Help Manual for Admin Account

- a) Click **HELP** in the navigation bar



- b) You will be redirected to Help manual in PDF form which can also be downloaded and printed.



J. Logout

- a) Click **LOGOUT** on the navigation bar

