



Benguet State University SHCRMS

USER MANUAL

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STANDARD ACCOUNT (user)

A. Login

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

The image shows the Benguet State University SHCRMS logo on the left, featuring a circular emblem with a caduceus and the text "UNIVERSITY HEALTH SERVICES" and "BENGUET STATE UNIVERSITY". Below the logo, the text "Benguet State University SHCRMS" is displayed. To the right is a screenshot of the "Administrator Login" interface. It has fields for "Username" and "Password", a link for "Login using Staff account" which is circled in red, and a "Forgot Password?" link. A "Data Privacy Policy / Notice" link is also present. At the bottom is a "Login" button.

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

The image shows the Benguet State University SHCRMS logo on the left, identical to the one in the previous step. To the right is a screenshot of the "Staff Login" interface. It has fields for "Username" and "Password", both of which are circled in red. Below the fields are links for "Login using Administrator account" and "Data Privacy Policy / Notice". At the bottom is a "Login" button.

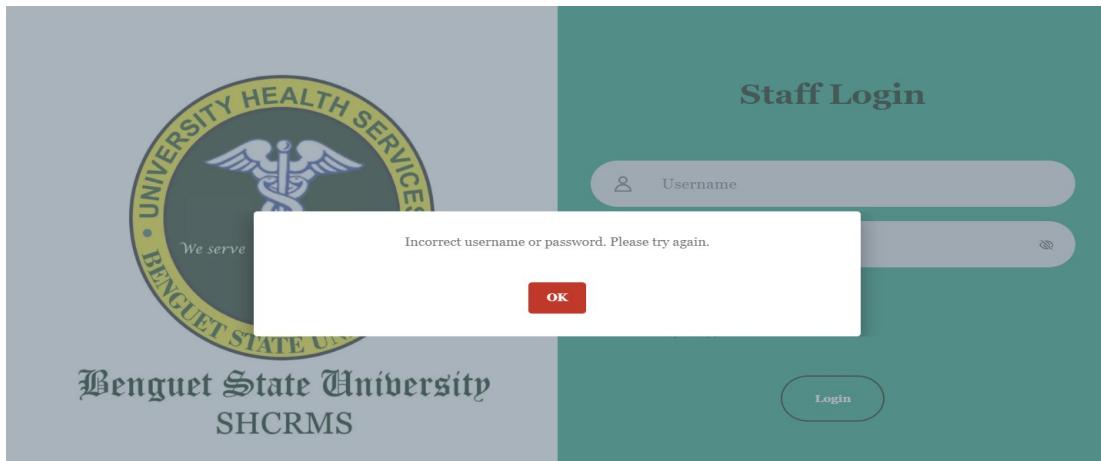
c) Click **LOGIN**

The image shows the Benguet State University SHCRMS logo on the left. To the right is a screenshot of the "Staff Login" interface. The "Username" field contains "staff" and the "Password" field contains "*****". Both fields are circled in red. Below the fields are links for "Login using Administrator account" and "Data Privacy Policy / Notice". At the bottom is a "Login" button, which is also circled in red.

***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

5. Click **LOGIN NOW** to be directed to login page

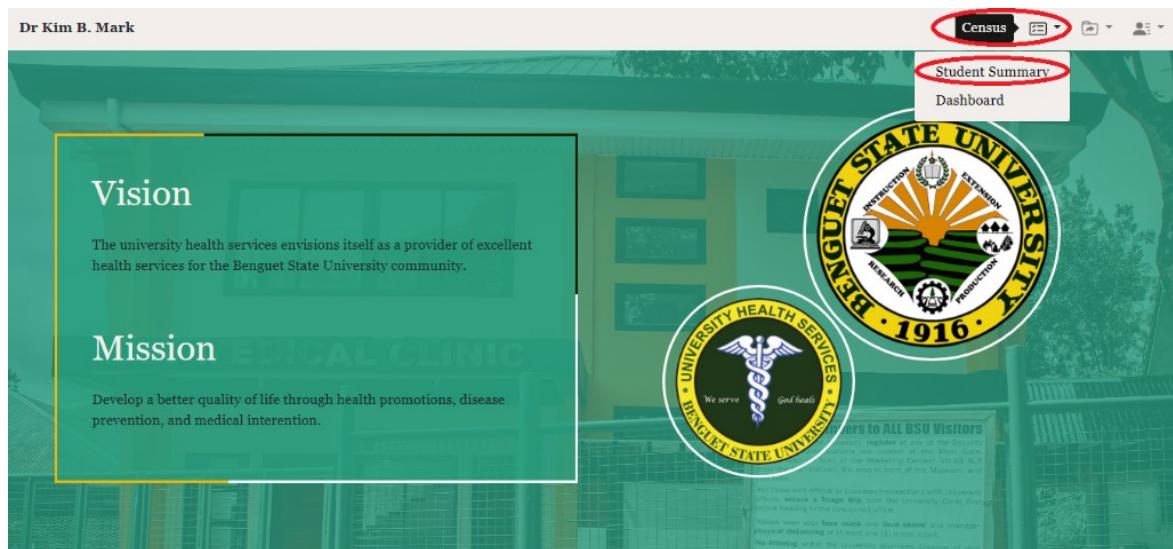
Your password changed. Now you can login with your new password.

Login Now

B. Census

a) Student Summary

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



◆Add New Student Record (Personal and Medical Information)

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

The screenshot shows the 'Student Summary' page. At the top, there is a heading '• Student Summary •' and a green button labeled 'New Record' which is circled in red. Below this, there is a table with columns for ID, Full Name, Degree / Strand, Age, Sex, Contact Number, Date, and Action. Two student records are listed:

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

Total Number of Record/s:

Filter results:

Previous Next

2.1. Enter Student ID Number

• Personal Information •		• Medical Information •	
 PHYSICAL EXAMINATION		Document Code: QF-UHS-MC- Effectivity ---- dd, yyyy	Revision Number: <input type="text"/>
Student ID Number * <input type="text"/>		Student Image <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Paste Recent 2 x 2 ID Picture Here"/> <small>(Upload file not more than 1 MB)</small>
Status* <input type="radio"/> New <input type="radio"/> Old		Category* <input type="text"/>	
<small>Academic Information</small>			

2.2 Click **New** for New Student Record

• Personal Information •		• Medical Information •	
 PHYSICAL EXAMINATION		Document Code: QF-UHS-MC- Effectivity ---- dd, yyyy	Revision Number: <input type="text"/>
Student ID Number * <input type="text"/>		Student Image <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Paste Recent 2 x 2 ID Picture Here"/> <small>(Upload file not more than 1 MB)</small>
Status* <input checked="" type="radio"/> New <input type="radio"/> Old		Category* <input type="text"/>	
<small>Academic Information</small>			

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

• Personal Information •		• Medical Information •	
 PHYSICAL EXAMINATION		Document Code: QF-UHS-MC- Effectivity ---- dd, yyyy	Revision Number: <input type="text"/>
Student ID Number * <input type="text"/>		Student Image <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Paste Recent 2 x 2 ID Picture Here"/> <small>(Upload file not more than 1 MB)</small>
Status* <input type="radio"/> New <input checked="" type="radio"/> Old		Category* <input type="text"/>	
<small>Academic Information</small>			

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

Student ID Number * 1342354

Status * New Old

Category*

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

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: 1900012
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.

The screenshot shows a form for adding a new student record. It includes fields for laboratory exams (CBC, Urinalysis, Fecalysis, Pregnancy Test, HBSAg), Remarks, and Recommendation. At the bottom are 'Add Record' and 'Clear' buttons. The 'Add Record' button is circled in red.

The screenshot shows the same form after submission. A modal dialog box displays the message "Successfully added new student information" with an 'OK' button. The 'Add Record' and 'Clear' buttons are visible at the bottom.

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

The screenshot shows a 'Student Summary' page. It features a 'New Record' button, a search bar ('Filter results:'), and a table with columns: ID, Full Name, Degree / Strand, Age, Sex, Contact Number, Date, and Action. A single entry is shown: ID 1900286, Full Name Tamangen, Kenneth Taluyan, Degree Bachelor of Science in Information Technology (BSIT), Age 22, Male, Contact Number +639, Date 2023-03-26, and Action buttons (Edit, Delete, Print). The search bar is circled in red.

◆View and Edit specific student records

4. 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 visible for student ID 1900286, Tamangen, Kenneth Taluyan, who is 22 years old, Male, with contact number +639. The "Action" column contains a blue button labeled "View Student Information". This button is circled in red.

◆Print/Download Specific Student Record

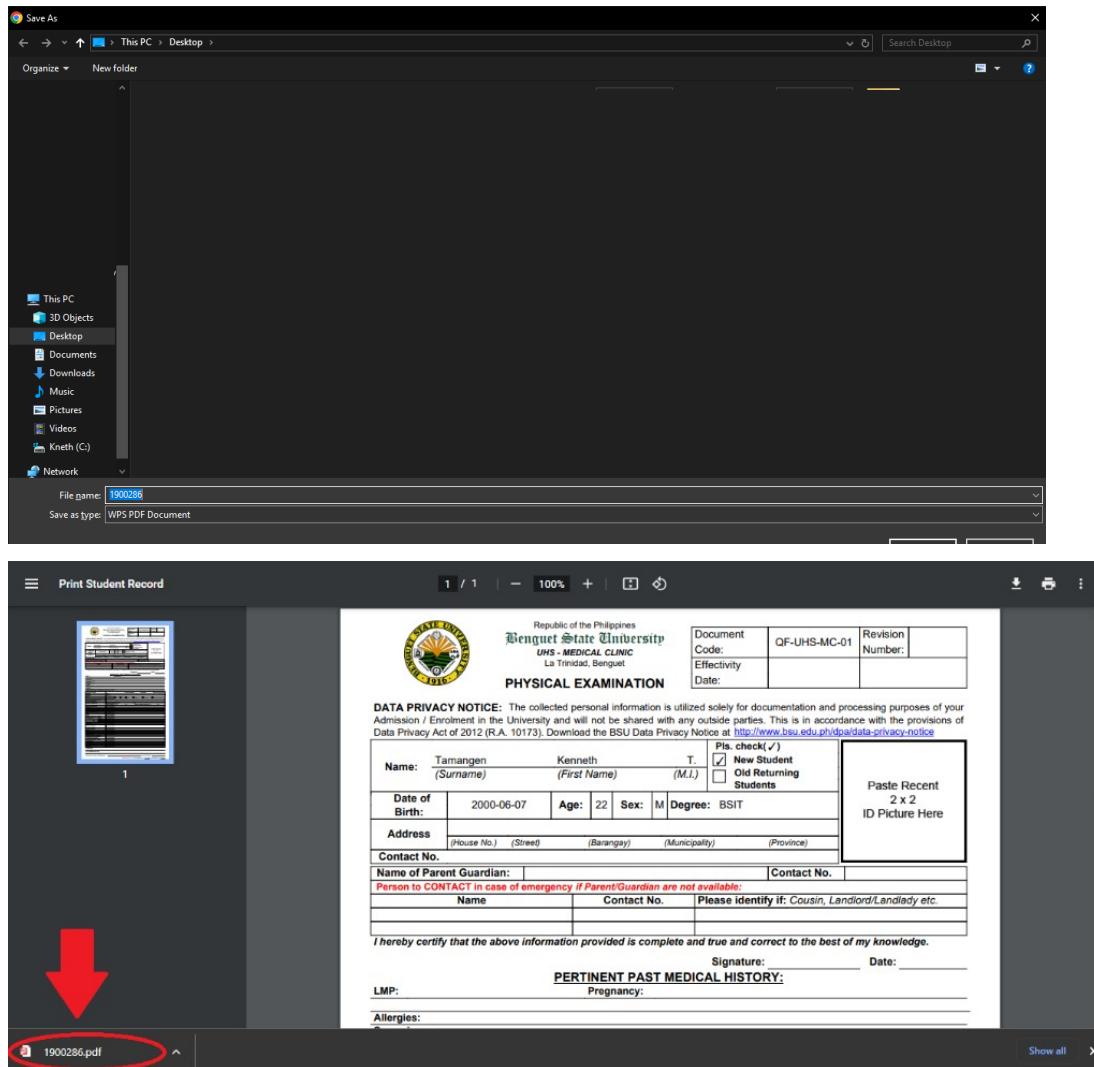
4.1. Click Print/Export to PDF to download and print student record.

This screenshot shows a form for 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 "+ Add More" button. At the bottom are "Edit" and "Save" buttons, and a prominent green "Print / Export to PDF" button, which is circled in red.

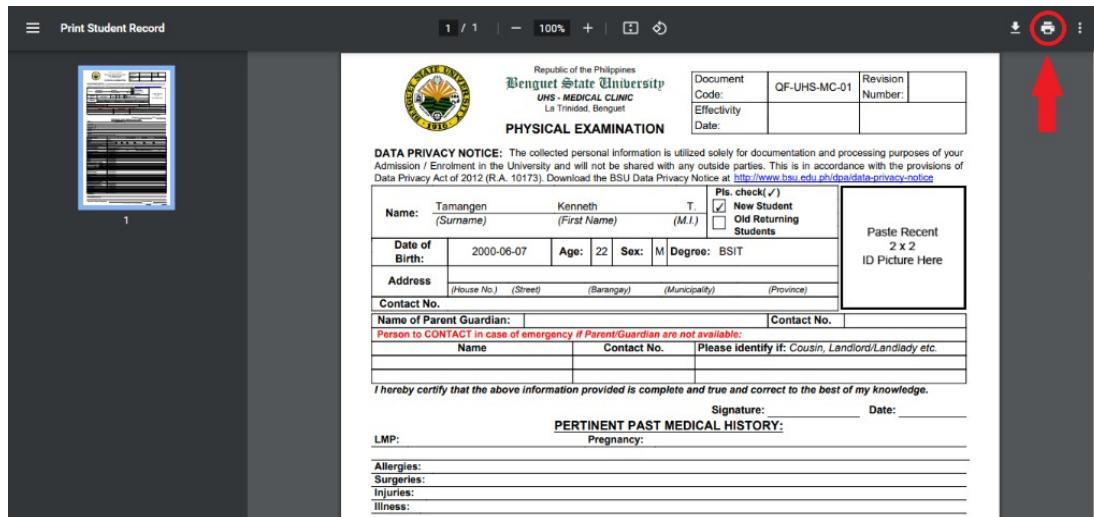
4.2. Click the download icon to download the record file

This screenshot shows a "Print Student Record" preview window. It displays a student's personal information and a "PHYSICAL EXAMINATION" section. In the top right corner, there are icons for download, print, and other actions. A red arrow points to the download icon. Another red arrow points to a "Paste Recent 2 x 2 ID Picture Here" field.

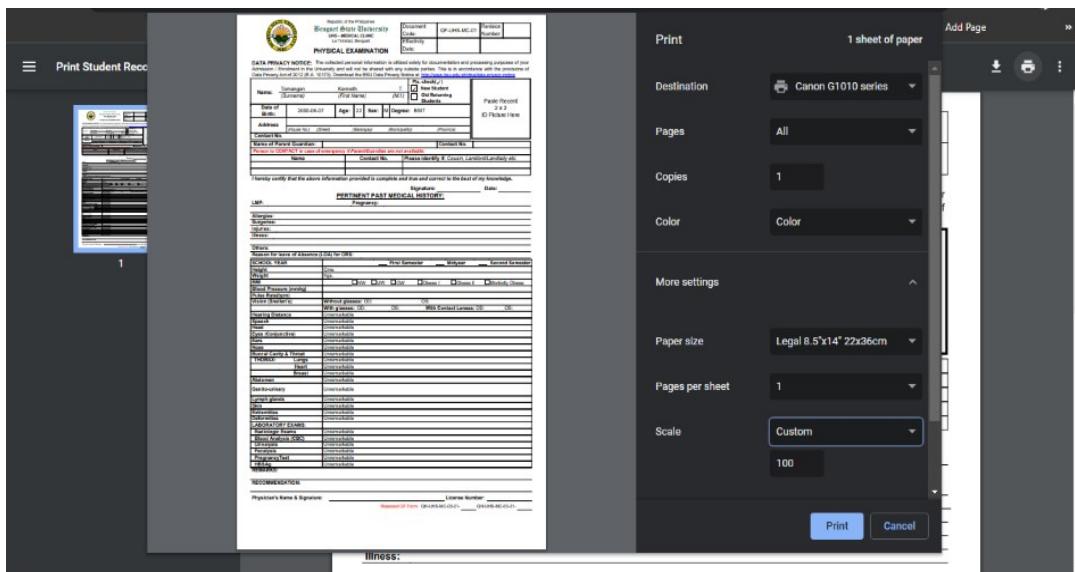
4.3. Select location where to save the record file then click **Save**



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

A

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**

A

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 titled "Student Summary" with columns: ID, Full Name, Degree / Strand, Age, Sex, Contact Number, Date, and Action. A single row is displayed for student ID 1900286, Tamangen, Kenneth Taluyan, Bachelor of Science in Information Technology (BSIT), 22, Male, +639, 2023-03-26. The "Action" column contains three icons: a magnifying glass, a file, and a black box labeled "View Student Records". The entire "View Student Records" button is circled in red.

◆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 Summary" table as the previous screenshot. The "Action" column for student ID 1900286 now contains three icons: a magnifying glass, a file, and a black box labeled "Archive". The "Archive" button is circled in red.

6.1. Enter Specific Reason for Archiving

A modal dialog box is overlaid on the "Student Summary" page. The dialog title is "localhost says" and the sub-instruction is "Specify a reason for archiving?". It contains a text input field and two buttons: "OK" and "Cancel". The background of the main page is dimmed.

b) Dashboard

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

Dr Kim B. Mark

Census **Student Summary** **Dashboard**

Vision

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

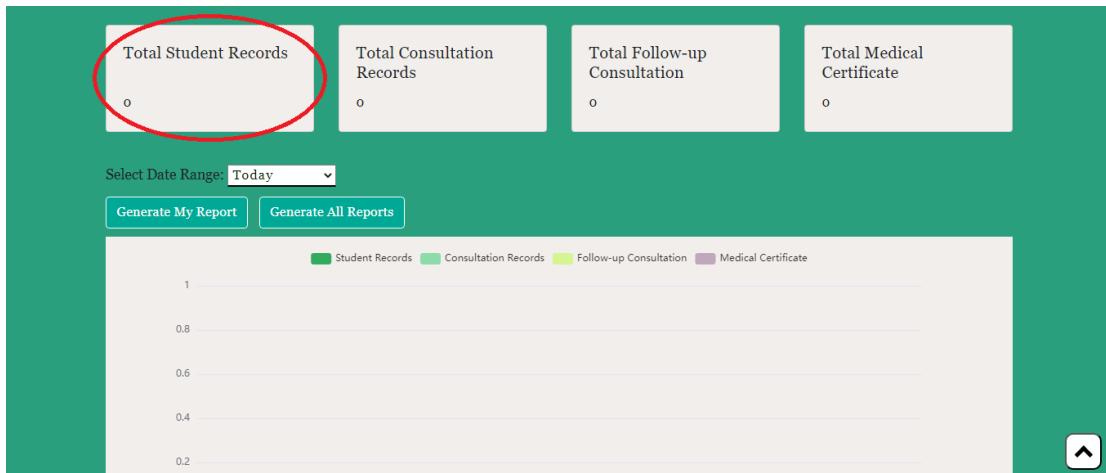
Mission

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

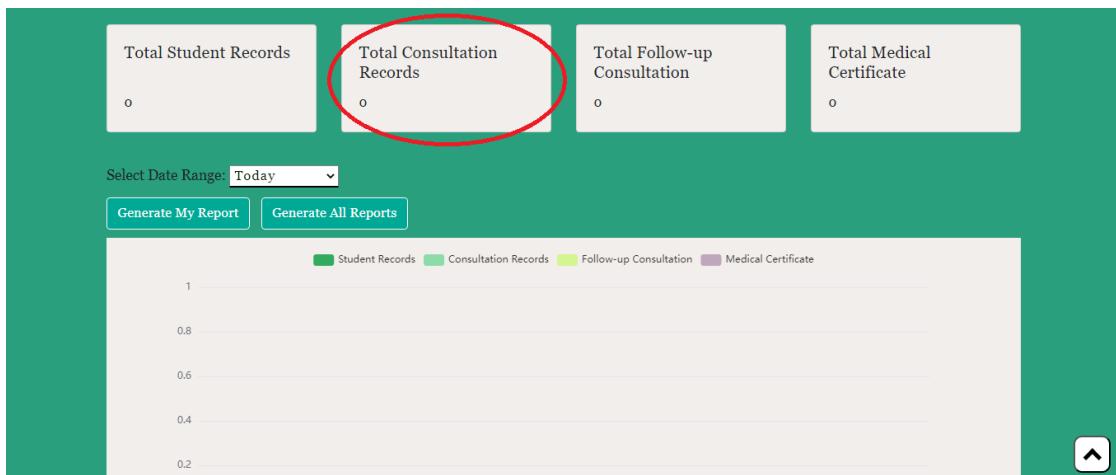
BENGUET STATE UNIVERSITY 1916

We serve ALL BSU Visitors

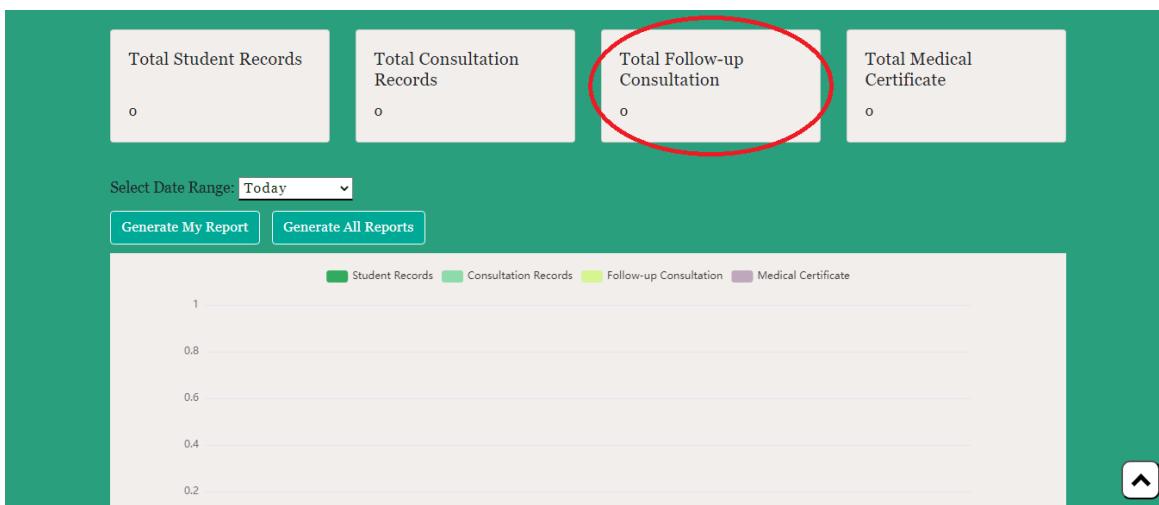
2. Click **Total Student Records** to view Student Records Summary



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



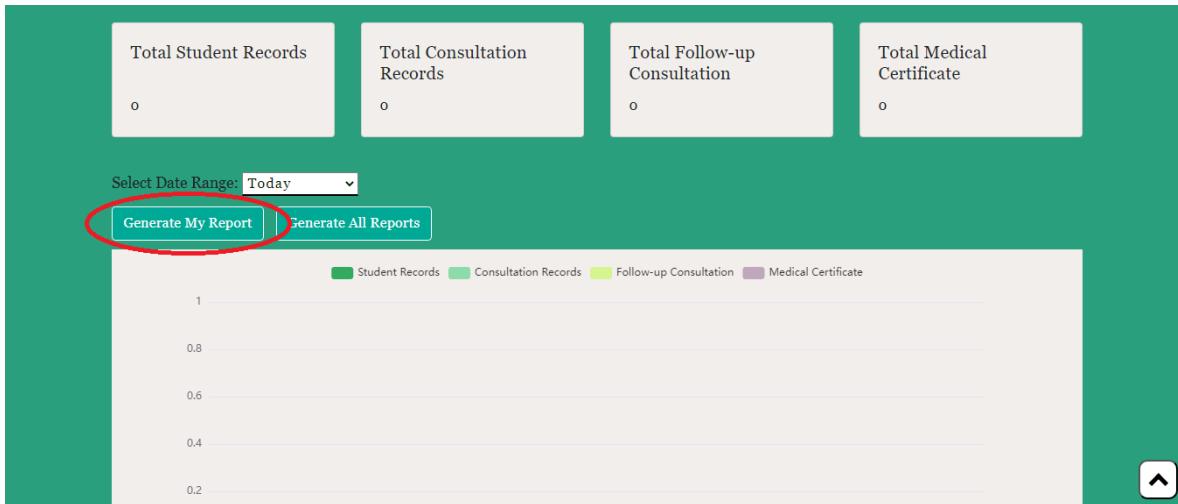
4. Click Total Follow-up Consultation to view Follow-up Consultation Summary



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.



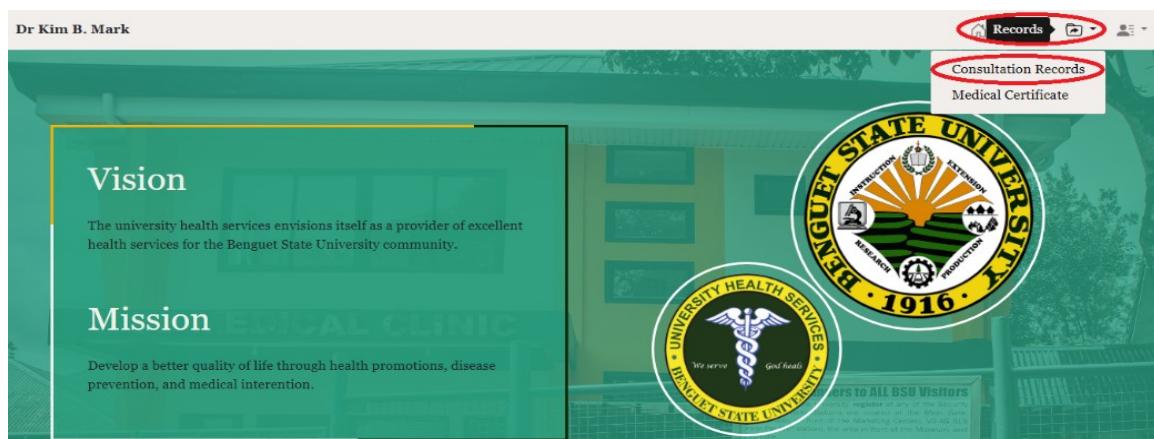
- 6.1. Click **Generate All Report** to download All the Reports of all the users within the specific days.



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

 **Consultation**

ID Number *	Date *	Time*	
<input type="text"/>	May. 03, 2023	10:42 AM	
Last Name *	First Name	Middle Name *	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age	Sex		
<input type="text"/>	<input type="text"/>		
Degree / Strand	Year		
<input type="text"/>	<input type="text"/>		
Temperature in °C	Blood Pressure	Pulse Rate	
◀			

 **Consultation**

ID Number *	Date *	Time*	
2200012	May. 03, 2023	10:44 AM	
Last Name *	First Name *	Middle Name *	Extension
<input type="text"/> Harmon	<input type="text"/> Kenny	<input type="text"/> Cran	<input type="text"/>
Age	Sex		
<input type="text"/> 21	<input type="text"/> male		
Degree / Strand	Year		
<input type="text"/> Bachelor of Science in Information Technology (BLIS)	<input type="text"/> 3		
Temperature in °C	Blood Pressure	Pulse Rate	
◀			

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

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

Physical Findings	<input type="text"/>
Diagnosis	<input type="text"/>
Treatment	<input type="text"/>
Medicine Given	<input type="text"/>
Remarks	<input type="text"/>
<input style="background-color: #00AEEF; color: white; border-radius: 10px; padding: 5px 15px; border: none; font-weight: bold; margin-right: 10px;" type="button" value="Add"/> <input style="background-color: #D9E1F2; border-radius: 10px; padding: 5px 15px; border: none; font-weight: bold;" type="button" value="Clear"/>	
◀	

◆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 row of data. The columns are ID Number, Full name, Total, Dates, and Action. The data row is: 2200012, Harmon, Kenny Cran, 1, 2023-05-03, and a button labeled "View All". A red circle highlights the "View All" button.

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 row of data. The columns are ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The data row is: 2200012, Harmon, Kenny Cran, (empty), (empty), Edrian Joepen A. Cadungo, 2023-05-03, and three buttons: "View", "Edit", and "Delete".

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 shows a table with one row of data. The columns are ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The data row is: 2200012, Harmon, Kenny Cran, (empty), (empty), Edrian Joepen A. Cadungo, 2023-05-03, and three buttons: "View", "Edit", and "Delete". A red circle highlights the "New Consultation" button in the top left corner.

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.

3.2. 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 titled "Consultation History of Harmon, K. •". At the top right, it says "Total Number of Consultation/s: 1". Below that is a search bar labeled "Filter results:" with a red oval around it. The main area displays a table with one row. The columns are ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The data in the first row is: 2200012, Harmon, Kenny Cran, (empty), Edrian Joepen A. Cadungo, 2023-05-03, and three action buttons (eye, edit, delete). Below the table are buttons for Print Report, Export to PDF, and Export to Excel, along with navigation links Previous (1) and Next.

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

This screenshot is similar to the previous one, showing the same consultation history page. The "View Consultation" button in the "Action" column of the first row is highlighted with a red oval. The rest of the interface is identical to the first screenshot.

The screenshot shows a "Consultation" form. At the top center is the university logo. Below it, the word "Consultation" is displayed. There is a "Create Follow-up" button. The form contains several input fields: "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)), and "Year" (3). At the bottom, there are tabs for "Temperature in °C", "Blood Pressure", and "Pulse Rate", and a back arrow icon.

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

This screenshot shows a medical consultation record interface. At the top, there are two text input fields labeled 'Remarks'. Below them is a section titled 'Medical Staff' containing ID information: 'ID Number: 2', 'Charted By: EDRIAN JOEPEN A. CADUNGO', and 'Edited By:'. A dropdown menu shows '2 - Edrian Joepen A. Cadungo - 2023-05-03 10:42:27'. To the right, the text 'Examined By:' is visible. At the bottom, there 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. The 'Edit' button has been clicked, and now the 'Save' button at the bottom is highlighted with a red circle. All other elements remain the same.

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

This screenshot shows the final step of the process. The 'Save' button has been clicked, and now the 'Print 📄 / Export to PDF ⚡' button at the bottom is highlighted with a red circle. All other elements remain the same.

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

The screenshot shows a table titled 'Consultation History of Harmon, K.' with one entry. The 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, Date 2023-05-03. Below the table are buttons for Print Report, Export to PDF, Export to Excel, Previous, Next, and a circled 'View Follow-up/s' button.

The screenshot shows a table titled 'Follow-Up Consultation' with no data available. The columns are ID Number, Fullname, Consultation Date, Follow-Up Date, and Action. Below the table are buttons for Print Report, Export to PDF, Export to Excel, Previous, and Next. A circled 'New Follow-Up' button is located at the top left of the page.

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

The screenshot shows the same 'Follow-Up Consultation' page as above, but with the 'New Follow-Up' button at the top left circled in red.

This screenshot shows a detailed 'Follow-up' form for Harmon, Kenny Cran. It includes fields for 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), and Sex (Male). At the top, there's a logo and a 'Back to Consultation' link. The bottom right corner has a small upward arrow icon.

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	View

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	Archive

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 web-based application titled "Follow-Up Consultation". At the top right, there is a text input field labeled "Filter results:" with a red circle drawn around it. Below the input field, the text "Total Number of Follow-up/s: 1" is displayed. The main content is a table with the following data:

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

At the bottom of the table, there are three buttons: "Print Report", "Export to PDF", and "Export to Excel". On the far right, there are navigation links: "Previous", "1", and "Next".

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

This screenshot is identical to the one above, but the "Print Report" button has been highlighted with a red circle.

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

This screenshot is identical to the previous ones, but the "Export to PDF" button has been 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 highlighted with a red circle.

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 of the table, there are three buttons: 'Print Report', 'Export to PDF', and 'Export to Excel'. To the right of the table, there are navigation buttons for 'Previous', '1', and 'Next'. Below these are three action buttons: 'Edit', 'Delete', and 'Archive'. The 'Archive' button is highlighted with a red circle.

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 of the table, there are three buttons: 'Print Report', 'Export to PDF', and 'Export to Excel'. The 'Print Report' button is highlighted with a red circle.

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. A "Filter results:" input field is located above the table, also highlighted with a red circle.

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, named Harmon, Kenny Cran, with a total of 2 consultations on 2023-05-03. The "Action" column for this row contains three buttons: a magnifying glass icon, a trash can icon, and a black rectangular button labeled "Archive All". A red oval highlights the "Archive All" button.

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

Print Report Export to PDF Export to Excel

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

The screenshot is identical to the previous one, showing the same table and data. However, the "Print Report" button in the bottom left corner of the table's footer is now highlighted with a red oval.

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

Print Report Export to PDF Export to Excel

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

The screenshot is identical to the previous ones, showing the same table and data. The "Export to PDF" button in the bottom left corner of the table's footer is now highlighted with a red oval.

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

Print Report **Export to PDF** Export to Excel

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	

Show 10 entries Filter results:

Print Report Export to PDF Export to Excel (circled in red)

Previous 1 Next

b) Medical Certificate

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

Dr Kim B. Mark

Records (circled in red)

Medical Certificate (circled in red)

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.

BENGUEUT STATE UNIVERSITY • 1916 •

UNIVERSITY HEALTH SERVICES

WE SERVE • GOD HONOR

CONSULTATION RECORDS TO ALL BSB VISITORS

For those who official or business transaction with University

◆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

Show 10 entries Filter results:

ID Number	Full Name	Total	Dates Requested	Action
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 right, there are fields for 'Document Code: QF-UHS-MC-' and 'Revision Number: []'. Below these are 'Effectivity' and 'Date' fields ('---- dd, yyyy'). A red oval highlights the 'Student ID Number*' input field. The main text area below states: 'This is to certify that _____, _____, _____, _____, year/s old, _____, currently in the year _____ of _____ was examined on _____ for the following:'.

Enrollment
 OJT / Practice Teaching / Internship
 Athletics
 Others:
[]

He/she is found to be:
 Physically Fit Physically Unfit

Remarks:
[]

▲

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

The screenshot shows the same 'MEDICAL CERTIFICATE' form after saving. The 'Excused' radio button is selected. The 'Remarks' field contains 'None'. Below the form, the text 'University Physician' is visible. On the left, a 'Medical Staff' section shows 'ID Number: 2', 'Charted By: EDRIAN JOEPEN A. CADUNGO', and 'Edited By: []'. At the bottom are 'Add' and 'Clear' buttons, with the 'Add' button circled in red.

Excused
Unexcused
Conditional
Others:
[]

Remarks:
None

University Physician

Medical Staff
ID Number: 2
Charted By: EDRIAN JOEPEN A. CADUNGO
Edited By: []

Add Clear

▲

The screenshot shows the same interface after a new record has been added. A modal dialog box in the center says 'Added new medical certificate record' with an 'OK' button. The rest of the page is identical to the previous screenshot, showing the 'Medical Staff' section and the 'Add' and 'Clear' buttons at the bottom.

Excused
Unexcused
Conditional
Others:
[]

Remarks:
None

University Physician

Medical Staff
ID Number: 2
Charted By: EDRIAN JOEPEN A. CADUNGO
Edited By: []

Added new medical certificate record

OK

Add Clear

▲

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:

Enrollment
 OJT / Practice Teaching / Internship
 Athletics
 Others:

He/she is found to be:
 Physically Fit Physically Unfit

Remarks:

[Print Report](#)

- 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 labeled 'Unexcused', 'Conditional', and 'Others'. Below them is a text input field. To the right, a dropdown menu shows 'None'. In the center, the text 'University Physician' is displayed. Underneath, the section 'Medical Staff' is shown with ID Number: 2, Charted By: EDRIAN JOEPEN A. CADUNGO, and Edited By: 2 - Edrian Joepen A. Cadungo - 2023-05-08 08:19:43. At the bottom, there are three buttons: 'Print' (with a printer icon), 'Export to PDF' (with a PDF icon), 'Edit' (with a pencil icon), and 'Save' (with a disk icon). The 'Edit' button is circled in red.

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

This screenshot is similar to the previous one but shows the 'Save' button being highlighted with a red circle. The interface elements are identical: radio buttons for Unexcused, Conditional, and Others; a text input field; a dropdown menu showing 'None'; the text 'University Physician'; the 'Medical Staff' section with ID Number: 2, Charted By: EDRIAN JOEPEN A. CADUNGO, and Edited By: 2 - Edrian Joepen A. Cadungo - 2023-05-08 08:19:43; and the bottom row of buttons for Print, Export to PDF, Edit, and Save.

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

This screenshot shows the 'Print / Export to PDF' button being highlighted with a red circle. The rest of the interface remains consistent with the previous screens, including the radio buttons, text input, dropdown menu, 'University Physician' text, 'Medical Staff' section, and the bottom row of buttons.

Print Medical Certificate

1 / 1 | - 100% + ⌂ ⌂

MEDICAL CERTIFICATE		Department: QF-UHS-MC-	Revision Number:
		Code: Effectivity	
This is to certify that Harmon, Kenny C. Name (Surname, First, MI) 21 / MALE Age / Sex BLIS - 3 was examined on 2023-05-03 for the following: Date			
<input type="checkbox"/> ENROLLMENT <input checked="" type="checkbox"/> OJT / PRACTICE TEACHING / 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: _____	
<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> PE EXEMPTION		Diagnosis: None _____	
REMARKS: None _____ <input checked="" type="checkbox"/> EXCUSED <input type="checkbox"/> UNEXCUSDED <input type="checkbox"/> CONDITIONAL <input type="checkbox"/> Others: _____			

❖ Click Arrow Down/download Icon to Download

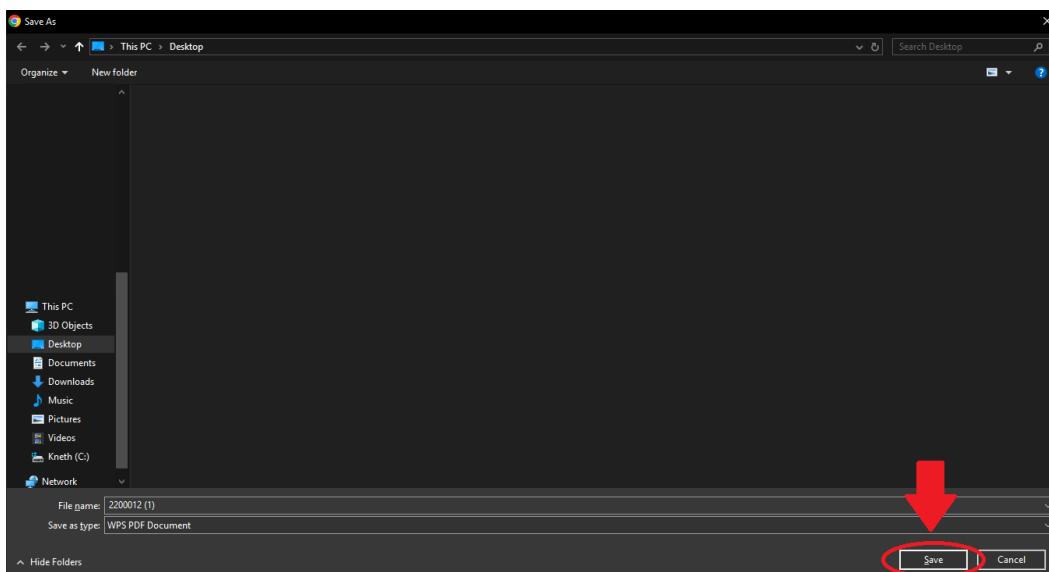
Print Medical Certificate

1 / 1 | - 100% + ⌂ ⌂

MEDICAL CERTIFICATE		Department: QF-UHS-MC-	Revision Number:
		Code: Effectivity	
This is to certify that Harmon, Kenny C. Name (Surname, First, MI) 21 / MALE Age / Sex BLIS - 3 was examined on 2023-05-03 for the following: Date			
<input type="checkbox"/> ENROLLMENT <input checked="" type="checkbox"/> OJT / PRACTICE TEACHING / 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: _____	
<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> PE EXEMPTION		Diagnosis: None _____	
REMARKS: None _____ <input checked="" type="checkbox"/> EXCUSED <input type="checkbox"/> UNEXCUSDED <input type="checkbox"/> CONDITIONAL <input type="checkbox"/> Others: _____			

Download icon (arrow down)

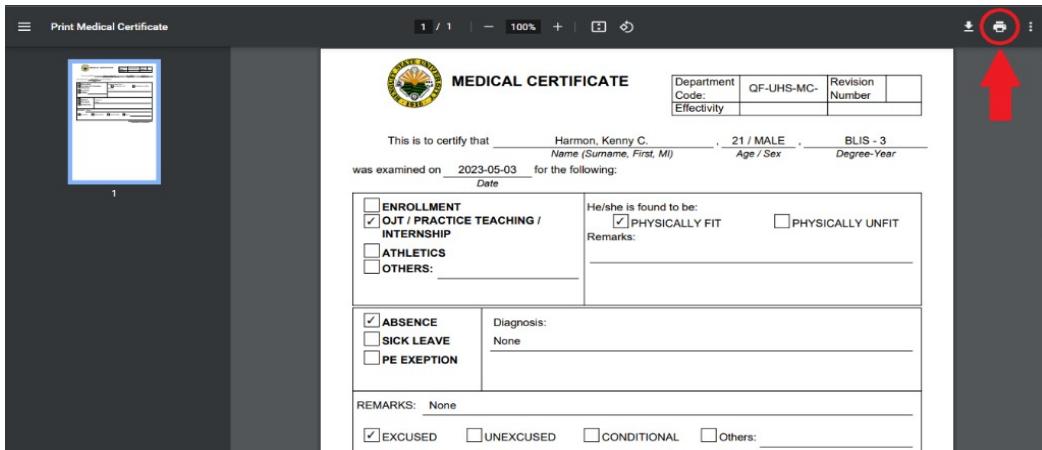
❖ Choose Location where to save the Record, then Click Save



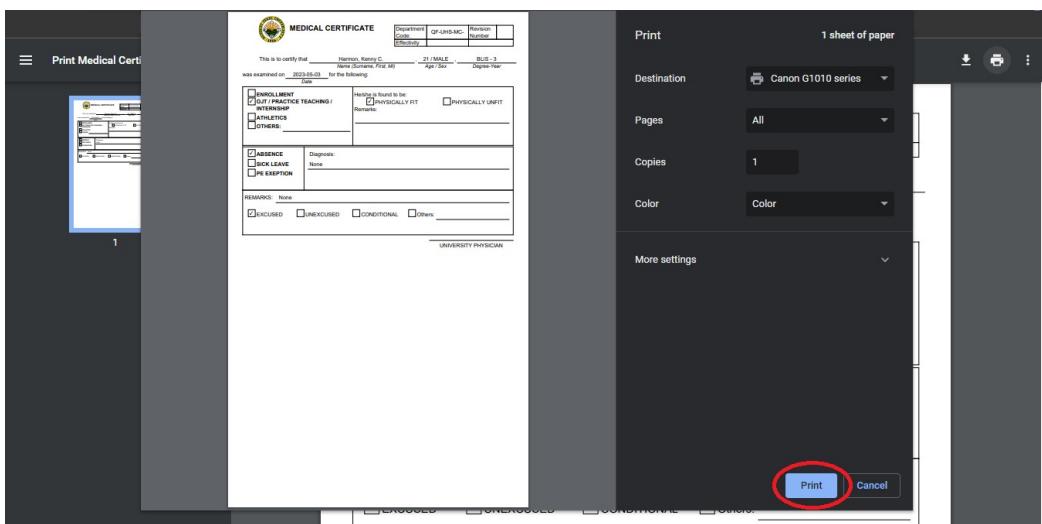
❖Downloaded



❖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 list of medical certificate requests. There are two entries for "Harmon, Kenny Cran" with "Edrian Joepen A. Cadungo" as the staff member and "2023-05-08" as the date requested. The "Archive" button for the second entry 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			

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

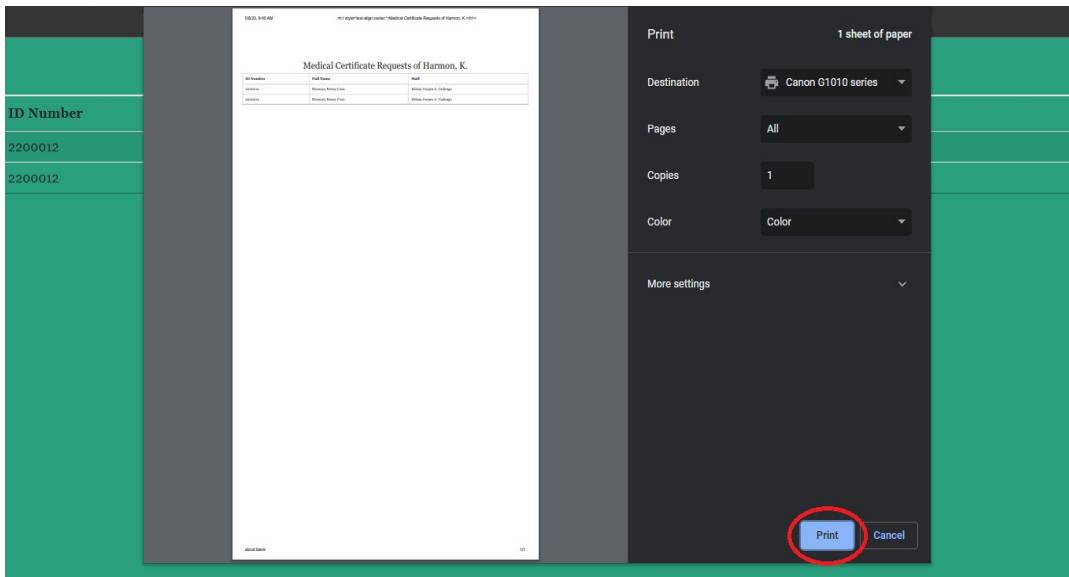
The screenshot shows the same list of medical certificate requests. A red circle highlights the "Filter results:" search box at the top right of the table header.

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			

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

The screenshot shows the list of medical certificate requests again. A red circle highlights the "Print Report" button at the bottom left of the table footer.

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			



3.5. 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 for ID Number 2200012, both issued to Harmon, Kenny Cran by Edrian Joepen A. Cadungo on 2023-05-08. Each entry has a green "View" button and a red "Delete" button. Below the list are three buttons: "Print Report", "Export to PDF" (highlighted with a red circle), and "Export to Excel". Above the list, there is a "New Certificate" button and a "Total Number of Medical Certificate/s: 2" label. There are also "Show 10 entries" and "Filter results" dropdowns.

A screenshot of the same list interface. A red arrow points from the bottom of the previous screenshot down to the "Export to PDF" button. After clicking, a red circle highlights the download icon in the bottom right corner of the browser window. The download path "Medical Certificate....pdf" is shown at the bottom of the screen.

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**

• 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

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	Archive All

Print Report | Export to PDF | Export to Excel

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

Medical Certificates Summary

Total Number of Medical Certificate/s: 1

Show 10 entries

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

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

Medical Certificates Summary

Total Number of Medical Certificate/s: 1

Show 10 entries

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

Export to PDF Export to Excel Previous 1 Next

Print 1 sheet of paper

Destination: Canon G1010 series

Pages: All

Copies: 1

Color: Color

More settings

Cancel

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. The "Action" column contains two buttons: a blue one with a magnifying glass and a red one with a trash can. Below the table is a navigation bar with three buttons: "Print Report", "Export to PDF" (which is circled in red), and "Export to Excel". At the bottom right of the navigation bar are "Previous", "1", and "Next" buttons. The status bar at the bottom of the browser window shows "Medical Certificate...xlsx".

The second screenshot shows the same interface after the "Export to PDF" button was clicked. A large red arrow points downwards from the first screenshot to this one. The status bar now shows "Medical Certificate...pdf".

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

• Medical Certificates Summary •

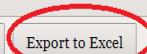
New Certificate Total Number of Medical Certificate/s: 1

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](#) [Previous](#) [1](#) [Next](#)

Medical Certificate....xlsx  Show all X

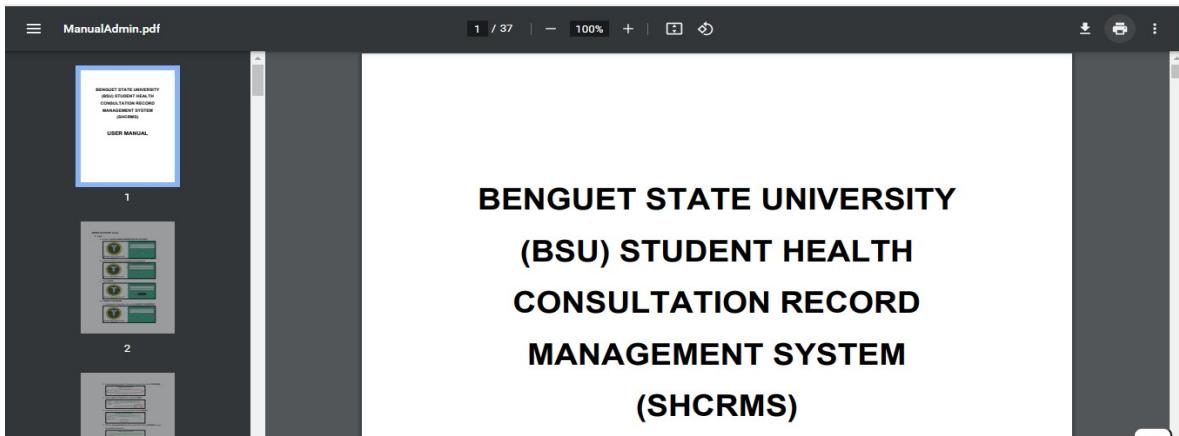


D. User

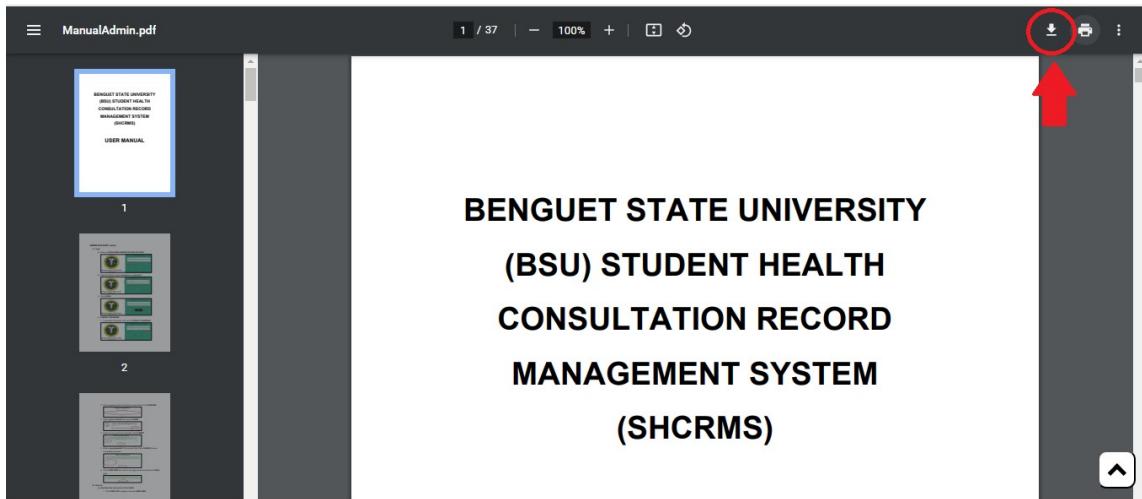
a) Manual

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

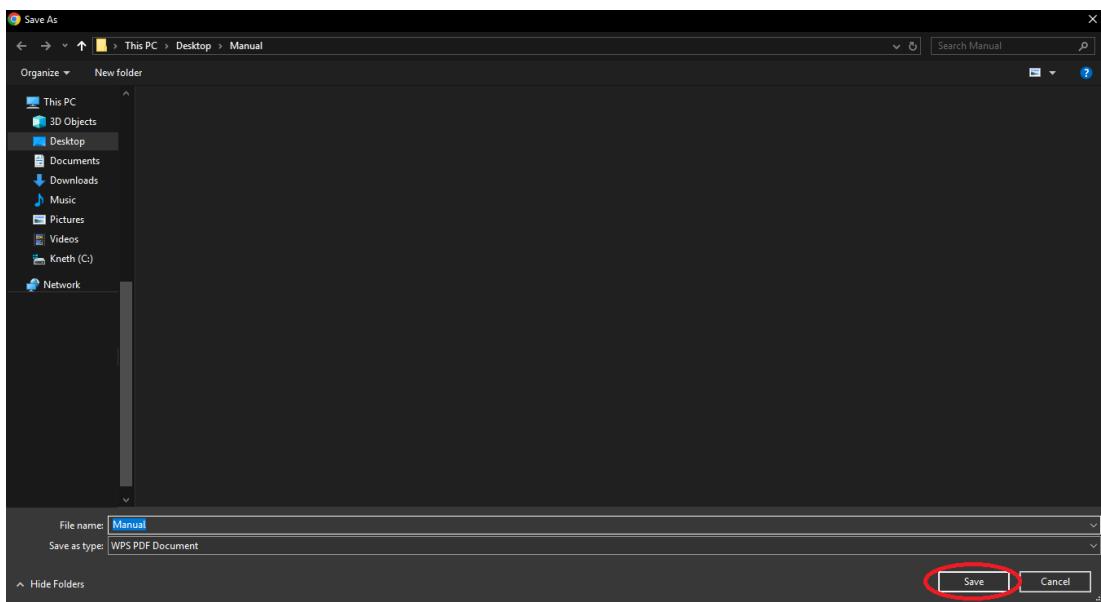
The screenshot shows the Benguet State University website. At the top right, there is a user menu with options for 'User' (highlighted with a red circle), 'Manual', and 'Logout'. The main content area has two sections: 'Vision' and 'Mission'. The 'Vision' section contains the text: 'The university health 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.' Below these sections are two circular logos. The larger logo on the right is for 'BENGUET STATE UNIVERSITY' established in 1916, featuring a sunburst design and the words 'INSTRUCTION', 'EXTENSION', 'RESEARCH', and 'PRODUCTION'. The smaller logo on the left is for 'UNIVERSITY HEALTH SERVICES' at 'BENGUET STATE UNIVERSITY', featuring a caduceus symbol and the text 'We serve God & Man'. A banner at the bottom right is partially visible, reading 'Welcome to ALL BSU Visitors'.

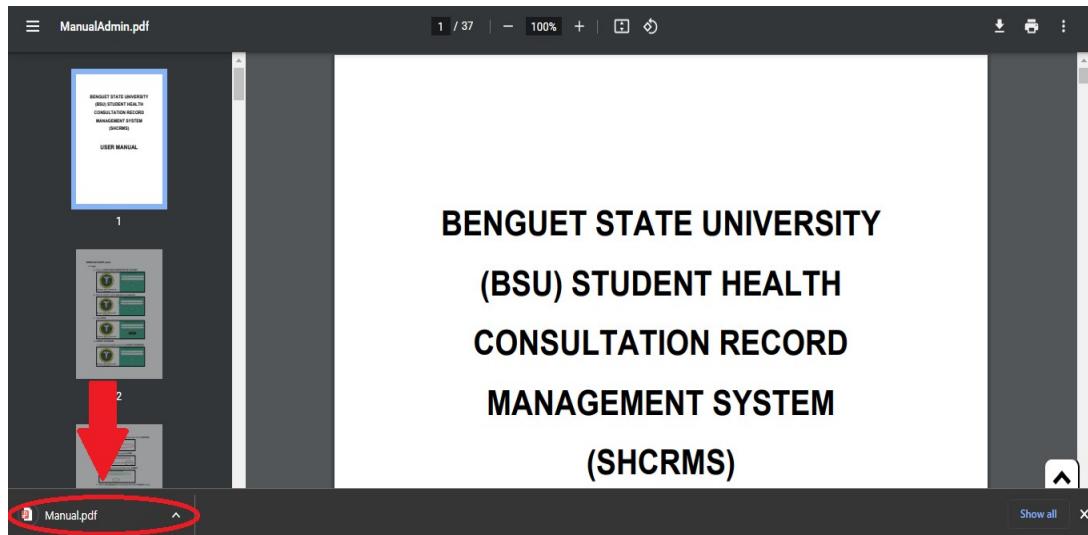


2. To Download the manual, click the **download** icon.

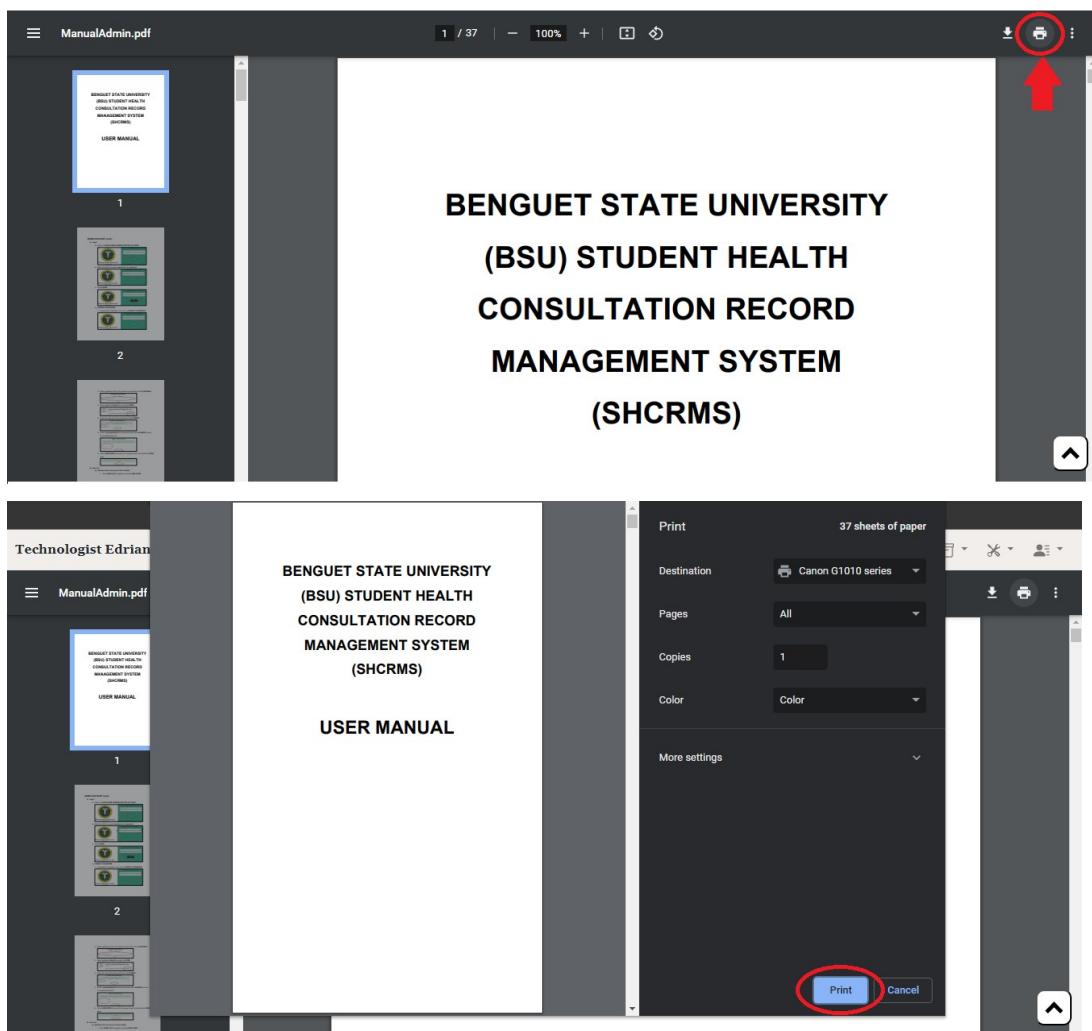


3. Select a folder where to save the Manual then click **Save**.





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**

