

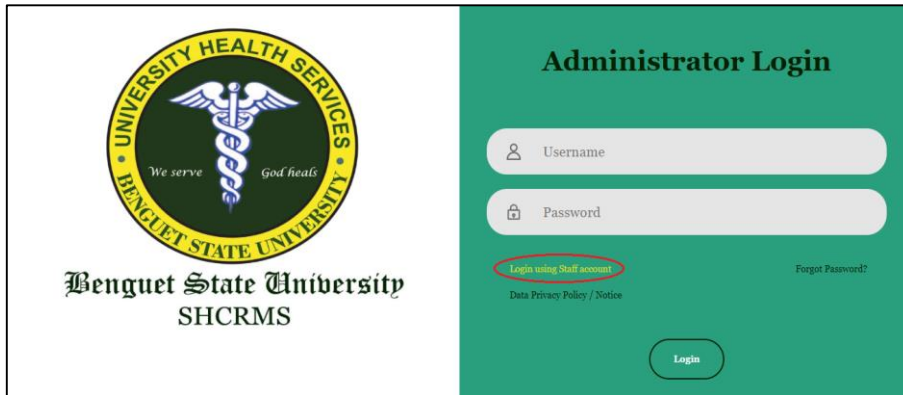
**BENGUET STATE UNIVERSITY
(BSU) STUDENT HEALTH
CONSULTATION RECORD
MANAGEMENT SYSTEM
(SHCRMS)**

USER MANUAL

STANDARD ACCOUNT (Staff, Doctor, Clinic Aid users)

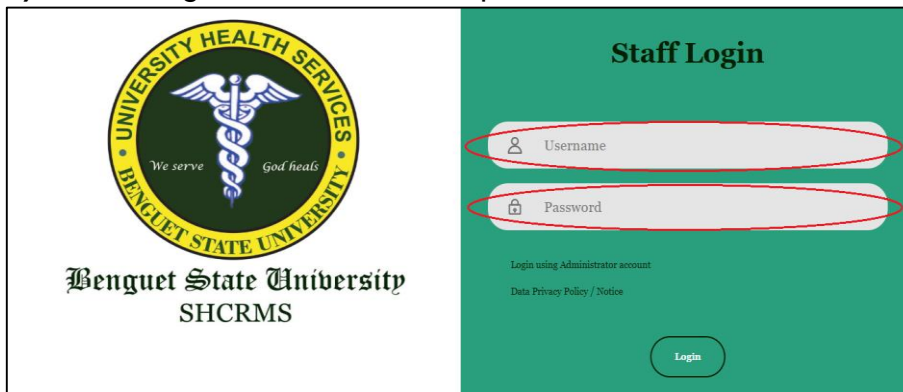
A. Login

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



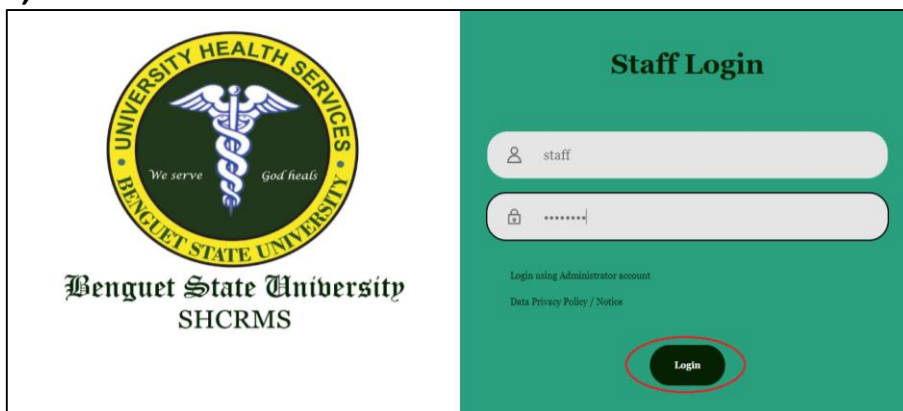
The screenshot shows the 'Administrator Login' page. On the left is the Benguet State University SHCRMS logo. On the right, there are two input fields for 'Username' and 'Password'. Below the 'Password' field, the link 'Login using Staff account' is circled in red. Other links include 'Forgot Password?', 'Data Privacy Policy / Notice', and a 'Login' button at the bottom.

b) Enter the given username and password



The screenshot shows the 'Staff Login' page. The 'Username' and 'Password' input fields are both circled in red. Below them are links for 'Login using Administrator account', 'Data Privacy Policy / Notice', and a 'Login' button.

c) Click **LOGIN**

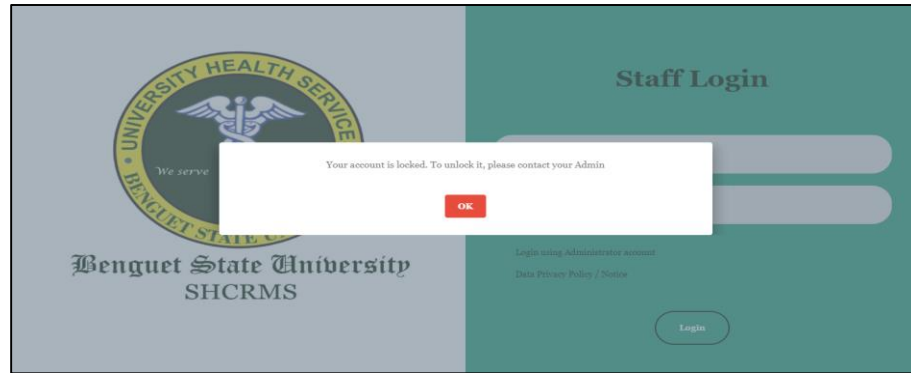


The screenshot shows the 'Staff Login' page with the 'Username' field containing 'staff' and the 'Password' field containing '*****'. The 'Login' button at the bottom is circled in red. Links for 'Login using Administrator account' and 'Data Privacy Policy / Notice' are also visible.

***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

347726

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. Student

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

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

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

• Students Record •

Total Number of Record/s: 1

Show 10 entries Search:

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1	DOE, JOHN CHU	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	10	MALE	+639	2022-11-28	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

2. Enter the BSU ID Number of the Student

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

• Personal Information • • Medical Information •

Document Code: Revision Number:
Effectivity DD/MM/YYYY

Paste Recent 2 x 2 ID Picture Here

Student ID Number *
1900243

Status *
☐ New ☐ Old

Category *

Course *

3. Click **NEW** if the student is new and has no existing student Personal and Medical record

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

• Personal Information • • Medical Information •

Document Code: Revision Number:
Effectivity DD/MM/YYYY

Paste Recent 2 x 2 ID Picture Here

Student ID Number *
1900243

Status *
☒ New ☐ Old

Category *

Course *

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

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

• Personal Information • • Medical Information •

Document Code: Revision Number:
Effectivity DD/MM/YYYY

Paste Recent 2 x 2 ID Picture Here

Student ID Number *
1900243

Status *
☐ New ☒ Old

Category *

Course *

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

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

Student ID Number *
1

Status *
☐ New ☒ Old

Category *
COLLEGE

Course *
BACHELOR OF PUBLIC ADMINISTRATION (BPA)

Year *
4

Section

Personal Information

Last Name *
DOE

First Name *
JOHN

Middle Name *
CHU

Extension Name

Birthdate *
12/06/2012

Age
10

Sex *
☒ Male ☐ Female

Address *

Student Contact Number

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

• Personal Information •

• Medical Information •

Document Code: Effectivity DD/MM/YYYY Revision Number: DD/MM/YYYY

No information found. Please try again.

OK

Student ID Number *

Status *
☐ New ☐ Old

Category *

Course *

Paste Recent 2 x 2 ID Picture Here

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

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

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

Student ID Number *
1000245

Status *
☒ New ☐ Old

Category *
COLLEGE

Course *
BACHELOR OF PUBLIC ADMINISTRATION (BPA)

Year *
4

Section
A

Personal Information

Last Name *
DELA CRUZ

First Name *
JAY

Middle Name *
FANG

Extension Name

Birthdate *
08/06/1999

Age
23

Sex *
☒ Male ☐ Female

Address *
PINSALO, BAGUIO CITY

Student Contact Number
+639223123123

Guardian/Parent Information

☐ Guardian ☐ Parent ☒ None

Category

Contact Person
LAST NAME, FIRST NAME

Contact Number of Parent/Guardian
+639

+ Add More

Next → Clear ✕

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

Address *
PINSALO, BAGUIO CITY

Student Contact Number
+639223123123

Guardian/Parent Information

☐ Guardian ☐ Parent ☒ None

Category

Contact Person
LAST NAME, FIRST NAME

Contact Number of Parent/Guardian
+639

+ Add More

Next → Clear ×

8. Enter all the needed Medical Information of the student and the **DATE**.

***NOTE:** Fields with * are required to have values. The Date will be fetched from, the system unit so the unit's date should be updated, however date can also be manually entered.

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

• Personal Information • • Medical Information •

Student

ID Number: 1900245
Full Name: DELA CRUZ, JAY FANG

Date*
05/12/2022

Medical History

LMP Pregnancy Allergies

Surgeries Injuries Illness

Physical Examination

School Year 2022-2023

9. Click **CLEAR** Button if you wish to remove all entered Medical information

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

Others

Remarks
Student needs medical attention most especially during cold days.

Recommendation
Visit clinic regularly for monitoring.

Add Record Add Clear ×

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

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

Laboratory Exams: HBSAg	UNREMARKABLE
Others	

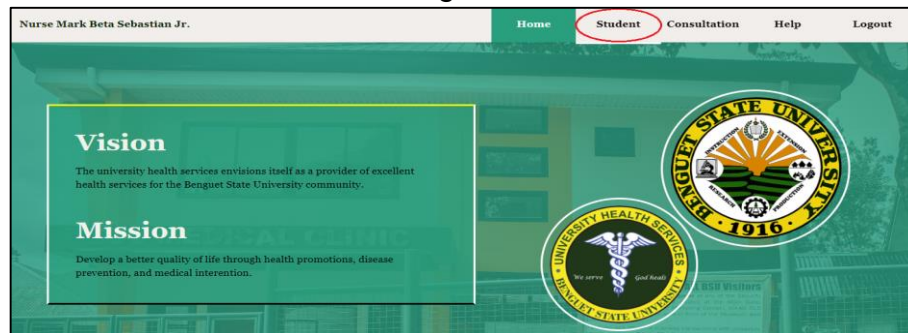
Remarks
Student needs medical attention most especially during cold days.

Recommendation
Visit clinic regularly for monitoring.

[Add Record](#) [Clear](#)

b) View list of all student records

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



2. Table list will be displayed

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

• Students Record •

New Record Total Number of Record/s: 2

Show 10 entries Search:

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1	DOE, JOHN CHU	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	10	MALE	+639	2022-11-28	View Archive
1900245	DELA CRUZ, JAY FANG	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	MALE	+639223123123	2022-12-05	View Archive

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

3. For quick search of student record, go to **SEARCH BOX** and enter student's information which includes ID, Full Name, Age, Sex, and others.

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

• Students Record •

New Record Total Number of Record/s: 2

Show 10 entries Search: 1900245

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1900245	DELA CRUZ, JAY FANG	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	MALE	+639223123123	2022-12-05	View Archive

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

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

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

• Students Record •

New Record

Total Number of Record/s: 2

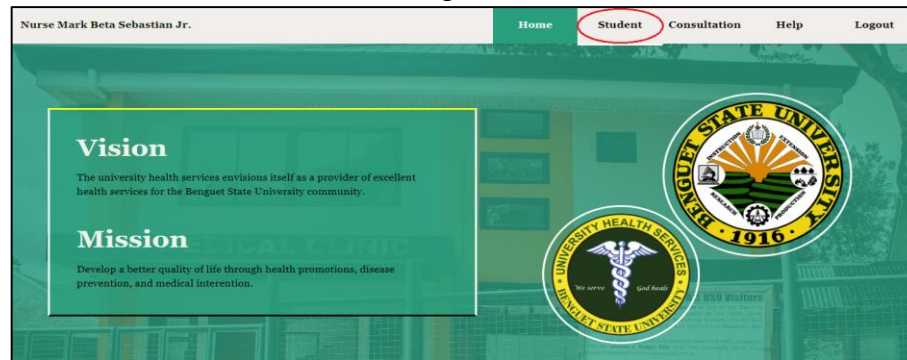
Show 10 entries Search: 1900243

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1900243	DELA CRUZ, JAY FANG	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	MALE	+639223123123	2022-12-05	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

c) Print list of all student records in table form

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



2. Click **PRINT REPORT** button

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation Help Logout

• Students Record •

New Record

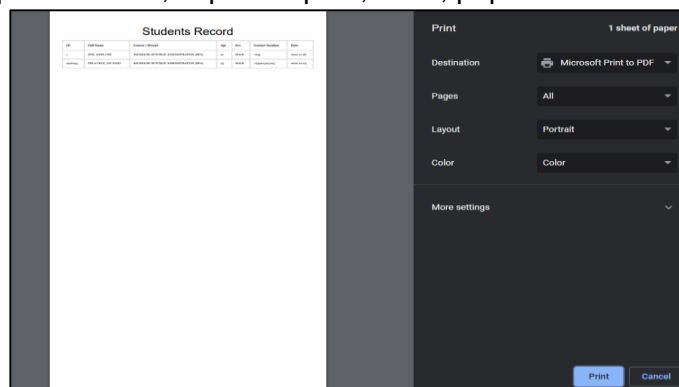
Total Number of Record/s: 2

Show 10 entries Search:

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1	DOE, JOHN CHU	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	10	MALE	+639	2022-11-28	View Archive
1900243	DELA CRUZ, JAY FANG	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	MALE	+639223123123	2022-12-05	View Archive

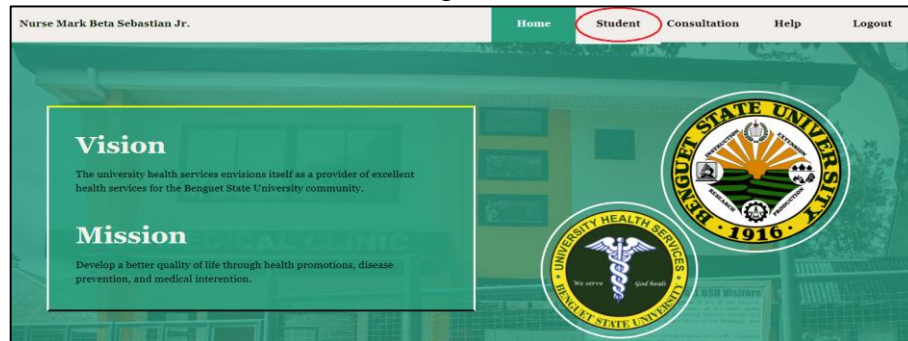
Print Report Export to PDF Export to Excel Previous 1 Next

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

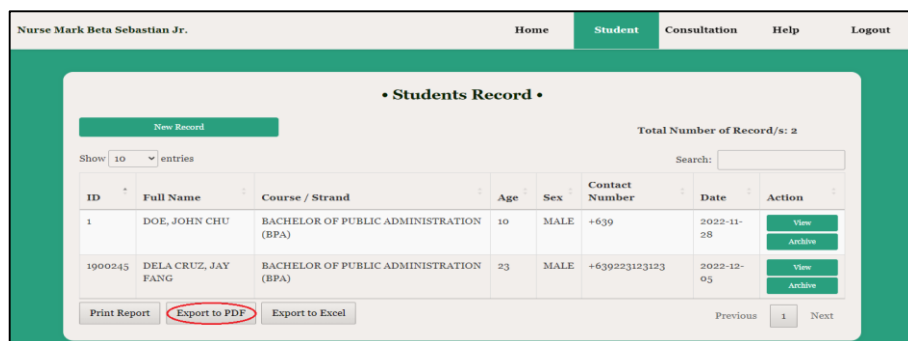


d) Save as PDF file the list of all student records

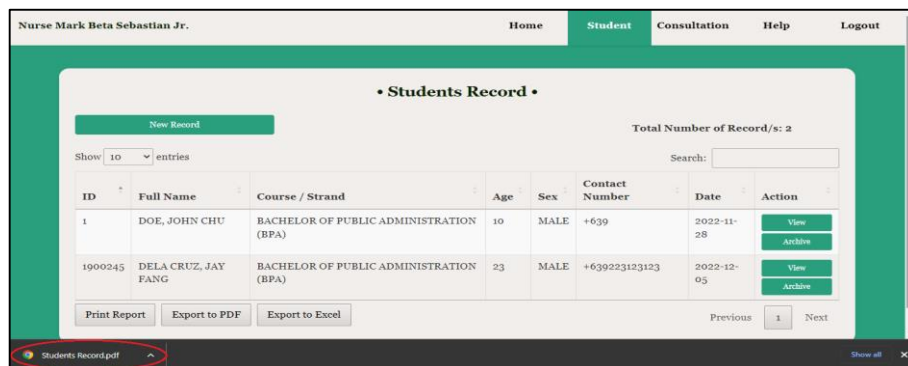
1. Click **STUDENT** on the navigation bar



2. Click **EXPORT TO PDF** button

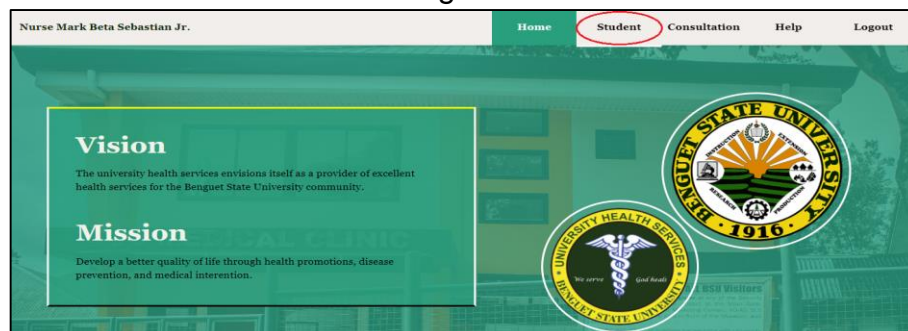


3. Wait for the document to be automatically downloaded and be saved in the device



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

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



2. Click **EXPORT TO EXCEL** button

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

• Students Record •

New Record

Total Number of Record/s: 2

Show 10 entries Search:

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1	DOE, JOHN CHU	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	10	MALE	+639	2022-11-28	View Archive
1900245	DELA CRUZ, JAY FANG	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	MALE	+639223123123	2022-12-05	View Archive

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

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

• Students Record •

New Record

Total Number of Record/s: 2

Show 10 entries Search:

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1	DOE, JOHN CHU	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	10	MALE	+639	2022-11-28	View Archive
1900245	DELA CRUZ, JAY FANG	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	MALE	+639223123123	2022-12-05	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

Students Record.xlsx

f) View and Edit specific student records

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

Nurse Mark Beta Sebastian Jr. Home **Student** Consultation 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 intertention.

BENGUET STATE UNIVERSITY
1916

UNIVERSITY HEALTH SERVICES
We serve God Health

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

Nurse Mark Beta Sebastian Jr. Home Student Consultation Help Logout

• Students Record •

New Record

Total Number of Record/s: 2

Show 10 entries Search:

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1	DOE, JOHN CHU	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	10	MALE	+639	2022-11-28	View Archive
1900245	DELA CRUZ, JAY FANG	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	MALE	+639223123123	2022-12-05	View Archive

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

The first screenshot shows a web form for 'Nurse Mark Beta Sebastian Jr.' with tabs for Home, Student, Consultation, Help, and Logout. The form contains fields for Address (PINSALO, BAGUIO CITY), Student Contact Number (+639223123123), Guardian/Parent Information (Guardian, Parent, None), Contact Person (LAST NAME, FIRST NAME), Category, and Contact Number of Parent/Guardian. The 'Edit' button is circled in red.

The second screenshot shows the same form after updates. The 'Parent' radio button is selected, the 'Category' is 'MOTHER', and the 'Contact Person' is 'DELA CRUZ, SHAR'. The 'Save' button is circled in red.

g) PRINT Specific Student Record

1. DOUBLE Click **PRINT** button

This screenshot shows a portion of the web form with the 'Print' button circled in red. The form includes fields for Guardian/Parent Information (Guardian, Parent, None), Contact Person (CRUZ, DIEGO), Category (FATHER), and Contact Number of Parent/Guardian (+63978978989).

2. Wait for Printing Window to open

3. Setup the printing setting such as printer name, layout, copies to print, paper size, and others.

4. Click **PRINT** button

This screenshot shows a printing window titled 'Print' with '2 sheets of paper'. The settings are: Destination (EPSON L3110 Series), Pages (All), Copies (1), Layout (Portrait), and Color (Color). The 'Print' button is circled in red.

h) Export to PDF specific Student Record

1. Click **EXPORT TO PDF** button

☐ Guardian ☒ Parent ☐ None

FATHER

Contact Person: CRUZ, DIEGO

Contact Number of Parent/Guardian: +639789787989

Print **Export to PDF**

Edit Save

2. Wait for the file to be downloaded

Contact Person: CRUZ, DIEGO

Contact Number of Parent/Guardian: +639789787989

Print Export to PDF

Edit

Student Personal a....pdf

Show all

i) Archive Student Record

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

Nurse Mark Beta Sebastian Jr.

Home **Student** Consultation Help Logout

Vision

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Mission

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

BENGUET STATE UNIVERSITY

UNIVERSITY HEALTH SERVICES

2. Find student record to archive
3. Click **ARCHIVE** button beside the student record

Nurse Mark Beta Sebastian Jr.

Home **Student** Consultation Help Logout

• Students Record •

New Record

Total Number of Record/s: 2

Show: 10 entries

Search:

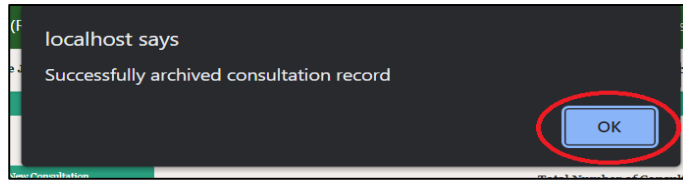
ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1683992	CRUZ, NORMA DELA PENA	BACHELOR OF PUBLIC ADMINISTRATION (BPA)	23	FEMALE	+639670786876	2022-10-19	View Archive

4. Click **OK** when prompt shows

localhost says

Are you sure you want to archive this consultation Record?

OK Cancel



C. Consultation

a) Add New Student Consultation Record

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

2. Enter ID Number of Student

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

3. Once ID number of students is entered, complete name will be directly inserted

4. Enter all the fields required.

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

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

 **Consultation**

ID Number * Date *

Last Name * First Name * Middle Name * Extension

Age Sex

Course / Strand Year

Temperature in °C Blood Pressure Pulse Rate

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

Past Medical History

Smoker? * ☒ Yes ☐ No If Yes, How many Sticks per day: Number of Years as Smoker:

Alcohol Drinker? * ☒ Yes ☐ No If Yes, age started: Others:

Betel Nut Chewer? ☐ Yes ☒ No

Vaccination Status * ☒ Fully Vaccinated ☐ Not Vaccinated Vaccine Booster

Complaints
Student is suffering from colds.



5. Click the **CLEAR** button if you wish to remove all entered information

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

Treatment

Medicine Given

Remarks

Add  Clear 



6. Click the **ADD** button to add all information entered.

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

Treatment

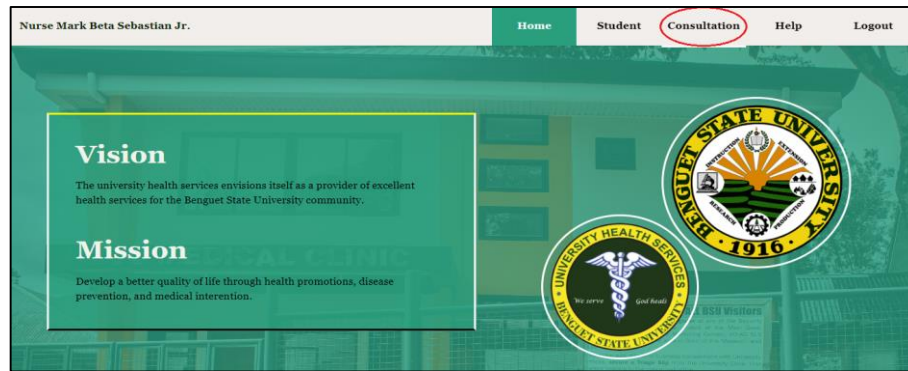
Medicine Given

Remarks

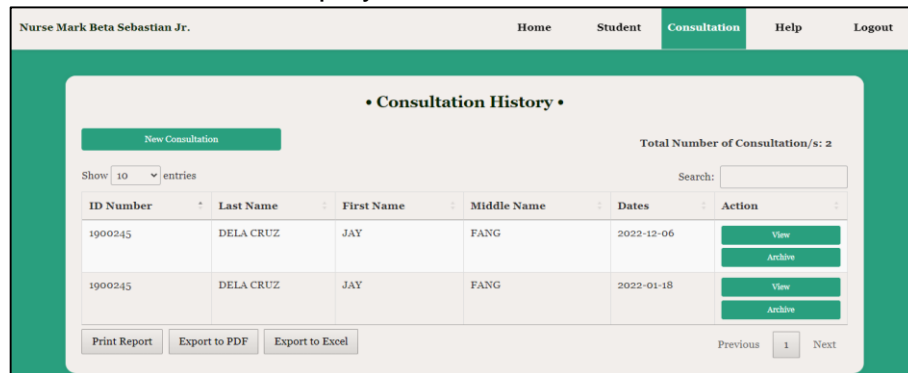
Add  Clear 

b) View list of all student consultation records

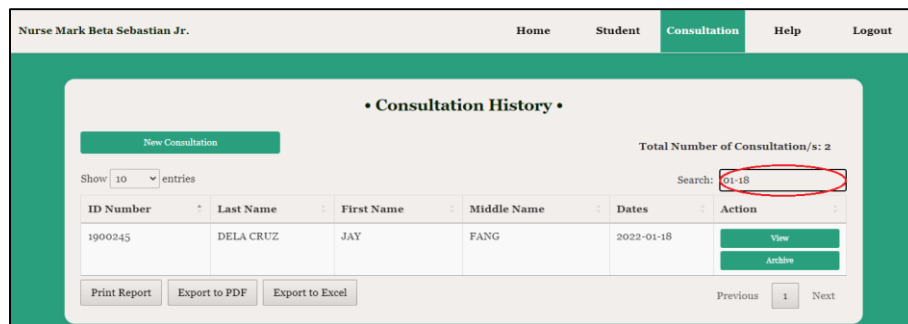
1. Click **CONSULTATION** on the navigation bar



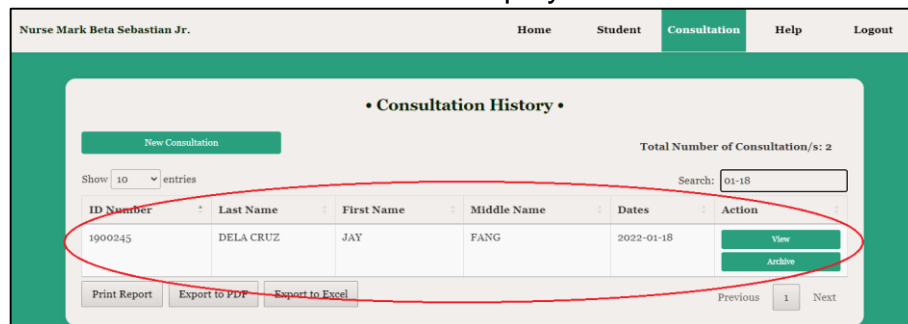
2. Table list will be displayed



3. For quick search of student record, go to **SEARCH BOX** and enter student's information which includes ID Number, Last Name, First Name, Middle Name, and Dates.

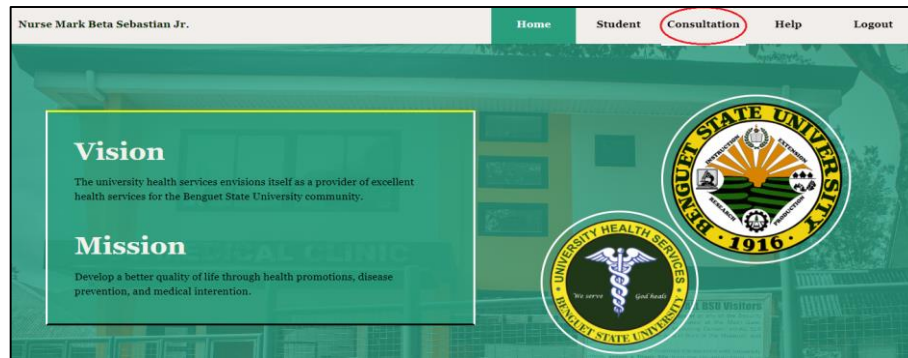


4. Wait for the information to be displayed on the table

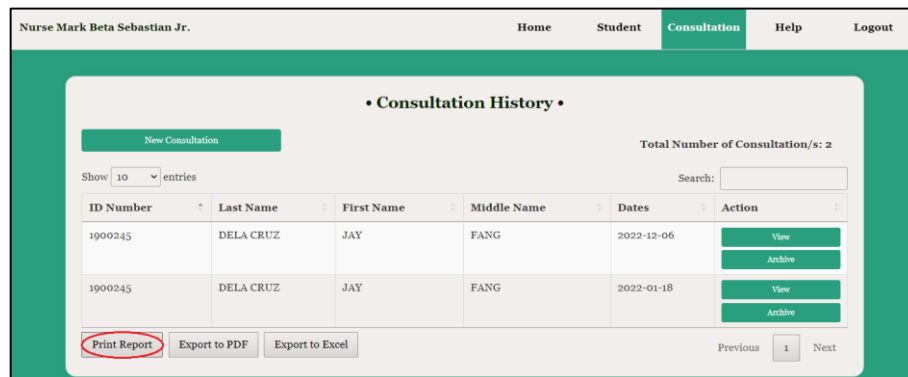


c) Print list of all student consultation records in table form

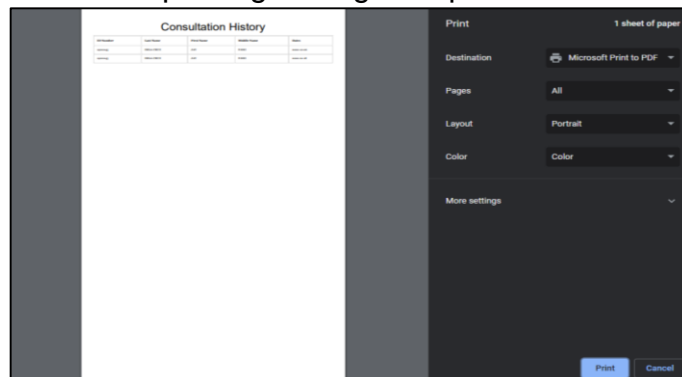
1. Click **CONSULTATION** on the navigation bar



2. Click **PRINT REPORT** button

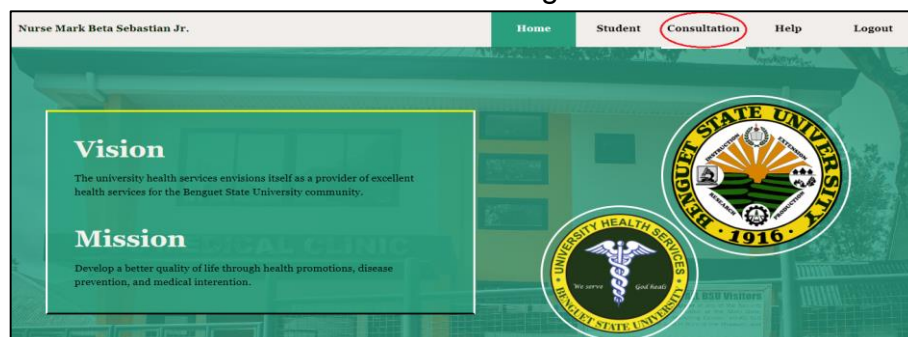


3. Wait for printing settings to open.



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

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



2. Click **EXPORT TO PDF** button

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

• Consultation History •

New Consultation Total Number of Consultation/s: 2

Show 10 entries Search:

ID Number	Last Name	First Name	Middle Name	Dates	Action
1900245	DELA CRUZ	JAY	FANG	2022-12-06	View Archive
1900245	DELA CRUZ	JAY	FANG	2022-01-18	View Archive

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

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

• Consultation History •

New Consultation Total Number of Consultation/s: 2

Show 10 entries Search:

ID Number	Last Name	First Name	Middle Name	Dates	Action
1900245	DELA CRUZ	JAY	FANG	2022-12-06	View Archive
1900245	DELA CRUZ	JAY	FANG	2022-01-18	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

Consultation History.pdf

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

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

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

Vision
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Mission
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BENGUET STATE UNIVERSITY
1916

UNIVERSITY HEALTH SERVICES
BENGUET STATE UNIVERSITY

2. Click **EXPORT TO EXCEL** button

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

• Consultation History •

New Consultation Total Number of Consultation/s: 2

Show 10 entries Search:

ID Number	Last Name	First Name	Middle Name	Dates	Action
1900245	DELA CRUZ	JAY	FANG	2022-12-06	View Archive
1900245	DELA CRUZ	JAY	FANG	2022-01-18	View Archive

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

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

• Consultation History •

New Consultation Total Number of Consultation/s: 2

Show 10 entries Search:

ID Number	Last Name	First Name	Middle Name	Dates	Action
1900245	DELA CRUZ	JAY	FANG	2022-12-06	View Archive
1900245	DELA CRUZ	JAY	FANG	2022-01-18	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

Consultation History.xlsx Show all

f) View and Edit specific student consultation records

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

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

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

BENGUET STATE UNIVERSITY
UNIVERSITY HEALTH SERVICES
1916

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

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

• Consultation History •

New Consultation Total Number of Consultation/s: 2

Show 10 entries Search:

ID Number	Last Name	First Name	Middle Name	Dates	Action
1900245	DELA CRUZ	JAY	FANG	2022-12-06	View Archive

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

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

Medicine Given
Biogestic

Remarks

Medical Staff
ID Number: 3
Charted By: MARK BETA SEBASTIAN JR.

Examined By:

Print Export to PDF

Edit Save

Nurse Mark Beta Sebastian Jr. Home Student **Consultation** Help Logout

Medicine Given
Biogesic, Paracetamol

Remarks

Medical Staff
ID Number: 3
Charted By: MARK BETA SEBASTIAN JR.

Examined By:

Print Export to PDF Edit Save

g) PRINT Specific Student Consultation Record

5. DOUBLE Click **PRINT** button

Medical Staff
ID Number: 3
Charted By: MARK BETA SEBASTIAN JR.

Examined By:

Print Export to PDF Edit Save

6. Wait for Printing Window to open

7. Setup the printing setting such as printer name, layout, copies to print, paper size, and others.

8. Click **PRINT** button

Consultation History

Sl. No.	Date	Time	Medicine	Remarks
1	2020-01-01	10:00	Biogesic, Paracetamol	

Print 1 sheet of paper

Destination EPSON L3110 Series

Pages All

Copies 1

Layout Portrait

Color Color

More settings

Print Cancel

h) Export to PDF specific Student Consultation Record

3. Click **EXPORT TO PDF** button

Medical Staff
ID Number: 3
Charted By: MARK BETA SEBASTIAN JR.

Examined By:

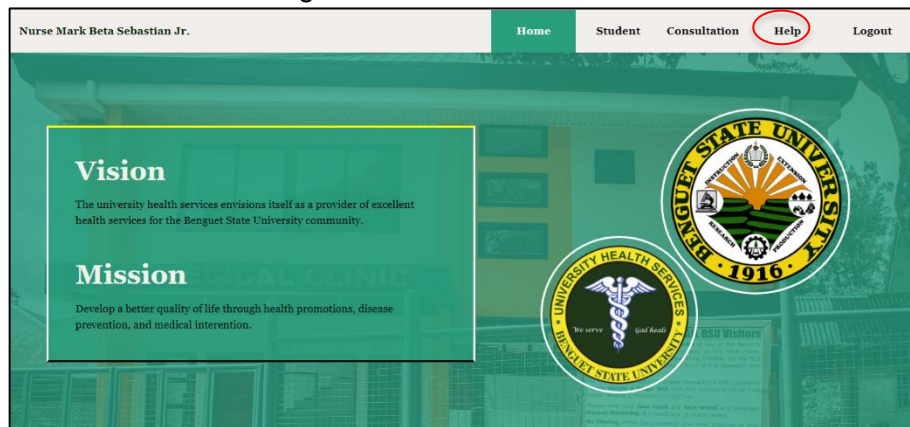
Print Export to PDF Edit Save

4. Wait for the file to be downloaded

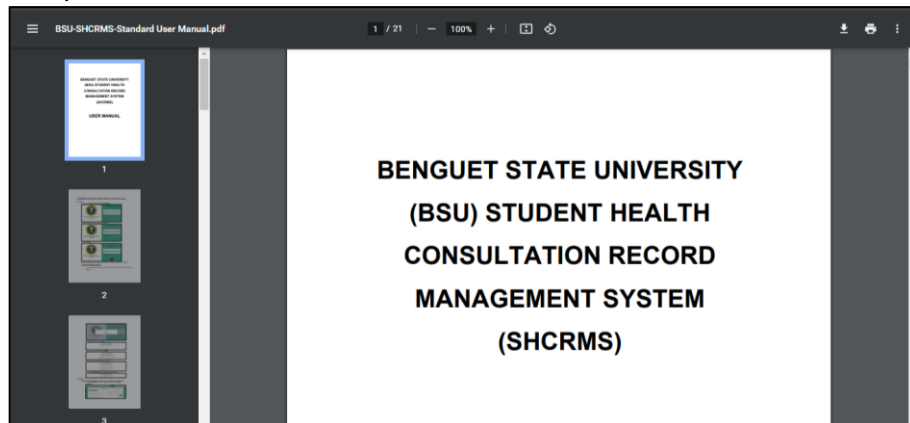


i) Access Help Manual for Standard Account

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.



D. Logout

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

