



Benguet State University SHCRMS

USER MANUAL

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SUPER ADMIN/ADMIN ACCOUNT (user)

A. Login

- a) Click on **LOGIN USING ADMINISTRATOR ACCOUNT**



Benguet State University
SHCRMS

Staff Login

Username

Password

[Login using Administrator account](#)

Login

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



Benguet State University
SHCRMS

Administrator Login

Username

Password

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

Login

- c) Click **LOGIN**



Benguet State University
SHCRMS

Administrator Login

admin

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

Login

d) **FORGOT PASSWORD**

1. If password is forgotten, click on the **FORGOT PASSWORD**

The image shows two side-by-side screenshots. On the left is the Benguet State University SHCRMS logo, which features a green circular emblem with a caduceus in the center, surrounded by the text "UNIVERSITY HEALTH SERVICES", "We serve", "God heals", and "BENGUET STATE UNIVERSITY". Below the logo, the text "Benguet State University SHCRMS" is displayed. On the right is the "Administrator Login" page with a teal header. It contains fields for "Username" and "Password", a "Login using Staff account" link, and a "Forgot Password?" link which is circled in red. A "Login" button is at the bottom.

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

The image shows the "Forgot Password" page. It has a text input field labeled "Enter your email address" containing the text "*****@gmail.com", which is circled in red. Below the input field is a "Continue" button.

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



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

The image shows the "Code Verification" page. It displays a message: "We've sent a password reset otp to your email - Kimberlymacee@gmail.com". Below this is an input field containing the code "152589", with the number "1" next to it, and a "Submit" button with the number "2" next to it. Both the input field and the "Submit" button are circled in red.

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.

..... 1

..... 2

Change 2

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 3

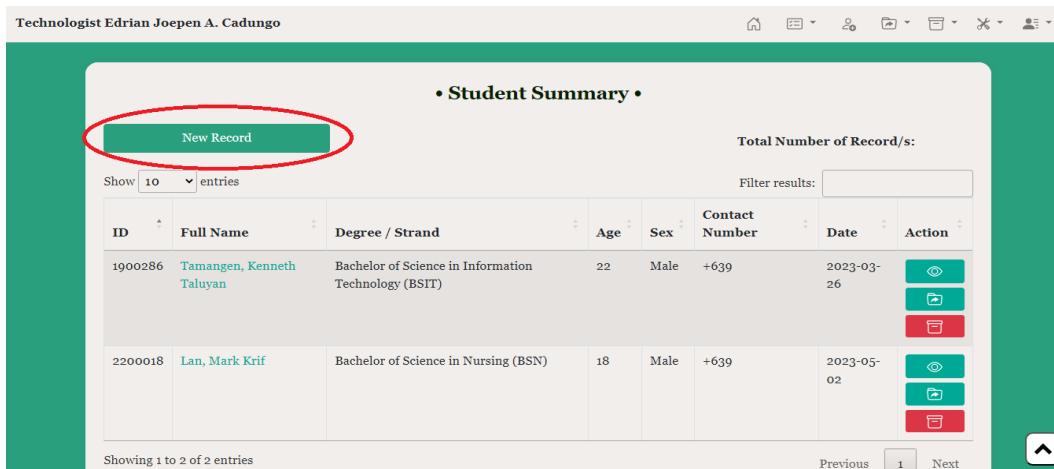
B. Census

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

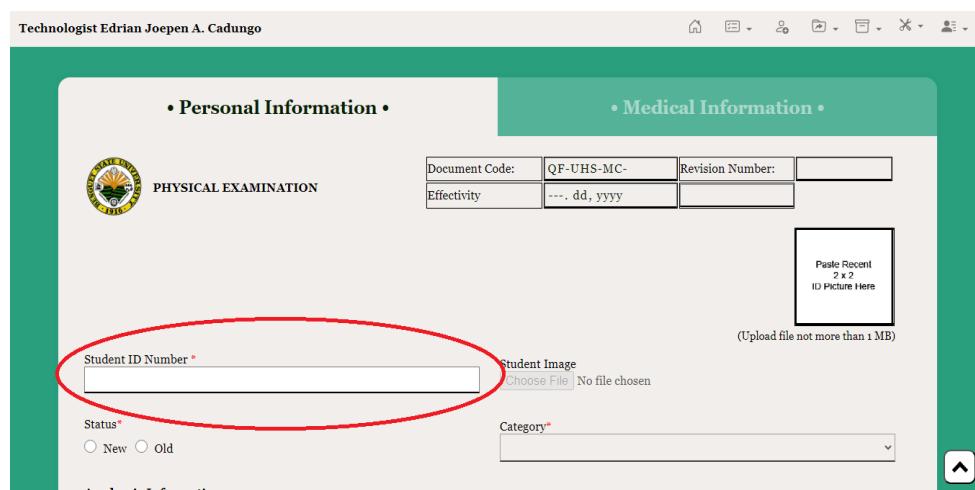


The screenshot shows a table titled 'Student Summary' with columns: ID, Full Name, Degree / Strand, Age, Sex, Contact Number, Date, and Action. Two student entries are listed:

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	

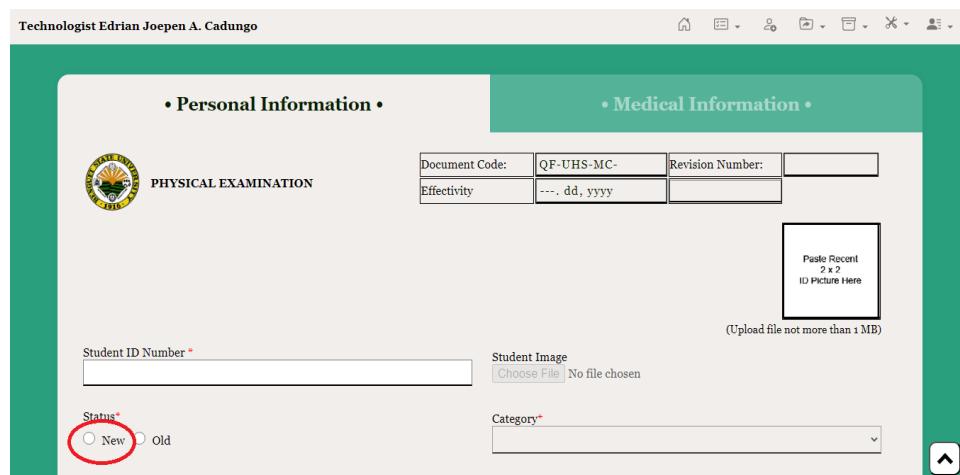
Showing 1 to 2 of 2 entries

2.1. Enter Student ID Number



The screenshot shows the 'Personal Information' tab. It includes fields for Document Code (QF-UHS-MC-), Revision Number, Effectivity (---- dd, yyyy), a placeholder for a recent 2x2 ID picture, and dropdowns for Status (New or Old) and Category.

2.2 Click New for New Student Record



The screenshot shows the 'Personal Information' tab. It includes fields for Document Code (QF-UHS-MC-), Revision Number, Effectivity (---- dd, yyyy), a placeholder for a recent 2x2 ID picture, and dropdowns for Status (New or Old) and Category.

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

Technologist Edrian Joepen A. Cadungo

• Personal Information • • Medical Information •

PHYSICAL EXAMINATION

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

Effectivity: ---, dd, yyyy

Student ID Number *

Status*

New Old

Category*

Student Image
Choose File No file chosen

Paste Recent
2 x 2
ID Picture Here

(Upload file not more than 1 MB)

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.

Technologist Edrian Joepen A. Cadungo

• Personal Information • • Medical Information •

PHYSICAL EXAMINATION

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

Effectivity: ---, dd, yyyy

No information found. Please try again.

OK

Student ID Number *

1342354

Status*

New Old

Category*

Student Image
Choose File No file chosen

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

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.

The screenshot shows a medical record entry interface. At the top, it displays "Technologist Edrian Joepen A. Cadungo" and a set of small navigation icons. Below this, there are two main sections: "Personal Information" and "Medical Information". The "Personal Information" section contains fields for "ID Number" (1900012) and "Full Name" (HAN, RHYNE MIN). The "Medical Information" section includes a "Student" status indicator, a date field set to "May 17, 2023", and a time field set to "09:01 AM". A red box highlights these date and time fields. Below these, there are sections for "Medical History" with fields for LMP, Pregnancy, Allergies, Surgeries, Injuries, and Illness, and an "Others" field. An upward-pointing arrow icon is located in the bottom right corner of the form area.

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.

This screenshot shows the continuation of the medical record entry. It includes a table of laboratory exam results (Blood Analysis, Urinalysis, Fecalysis, Pregnancy Test, HBSAg) all marked as "Unremarkable". Below the table are fields for "Remarks" and "Recommendation", both of which are currently empty. At the bottom, there are two buttons: "Add Record" (highlighted with a red oval) and "Clear". An upward-pointing arrow icon is located in the bottom right corner of the form area.

This screenshot shows the result of clicking the "Add Record" button. A modal dialog box appears in the center of the screen with the message "Successfully added new student information". Below this message is an "OK" button. The main form area is dimmed, and the "Add Record" and "Clear" buttons at the bottom are also dimmed. An upward-pointing arrow icon is located in the bottom right corner of the form area.

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

Technologist Edrian Joepen A. Cadungo

• Student Summary •

New Record

Total Number of Record/s:

Show 10 entries

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

Showing 1 to 1 of 1 entries

Previous 1 Next

◆View and Edit specific student records

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

Technologist Edrian Joepen A. Cadungo

• Student Summary •

New Record

Total Number of Record/s:

Show 10 entries

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	 View Student Information

Showing 1 to 1 of 1 entries

Previous 1 Next

◆Print/Download Specific Student Record

4.1. Click **Print/Export to PDF** to download specific student record

Provincial Address

House No. _____ Street _____ Barangay _____ Municipality _____ Province _____

Guardian/Parent Information

Guardian Parent None

Category _____

Contact Person _____ Contact Number of Parent/Guardian _____

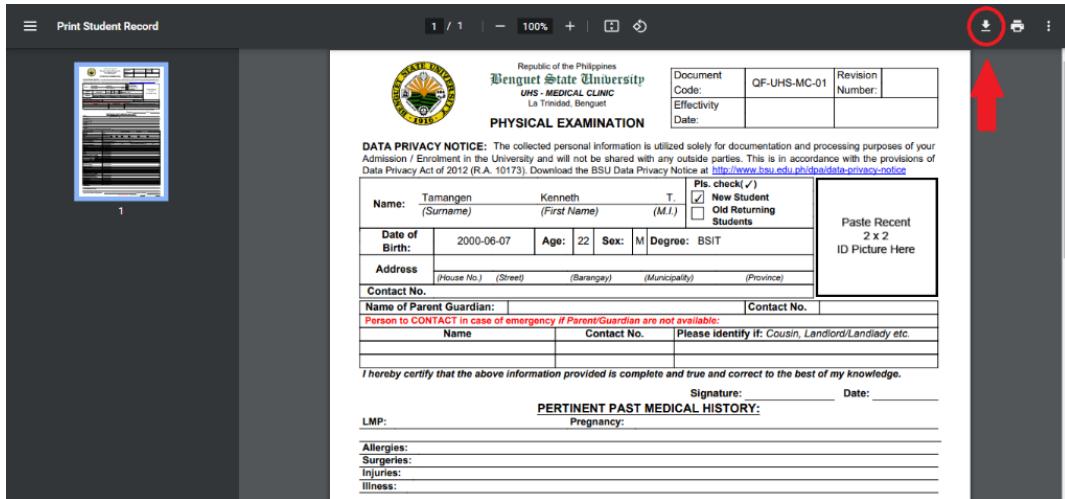
Last Name, First Name _____

+ Add More

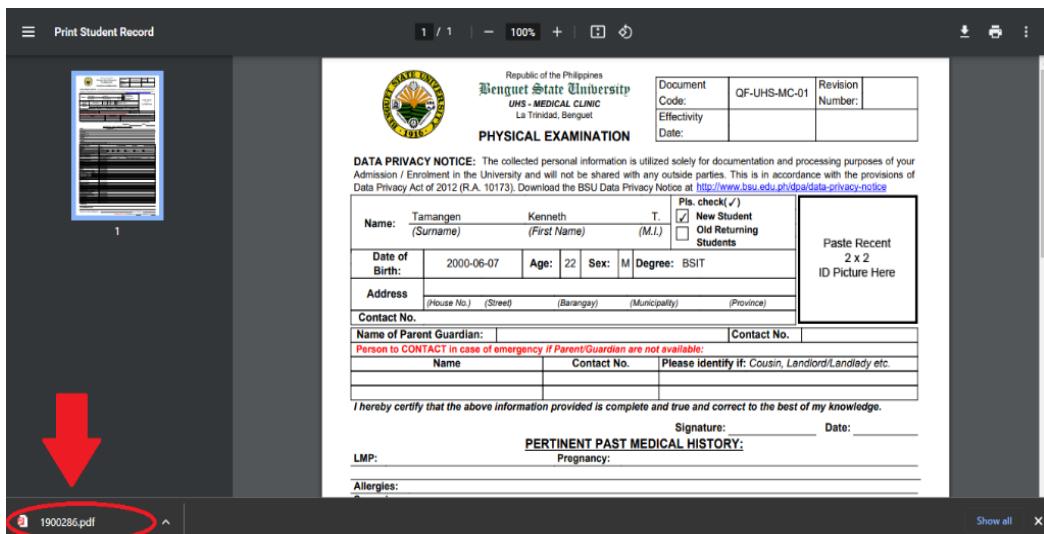
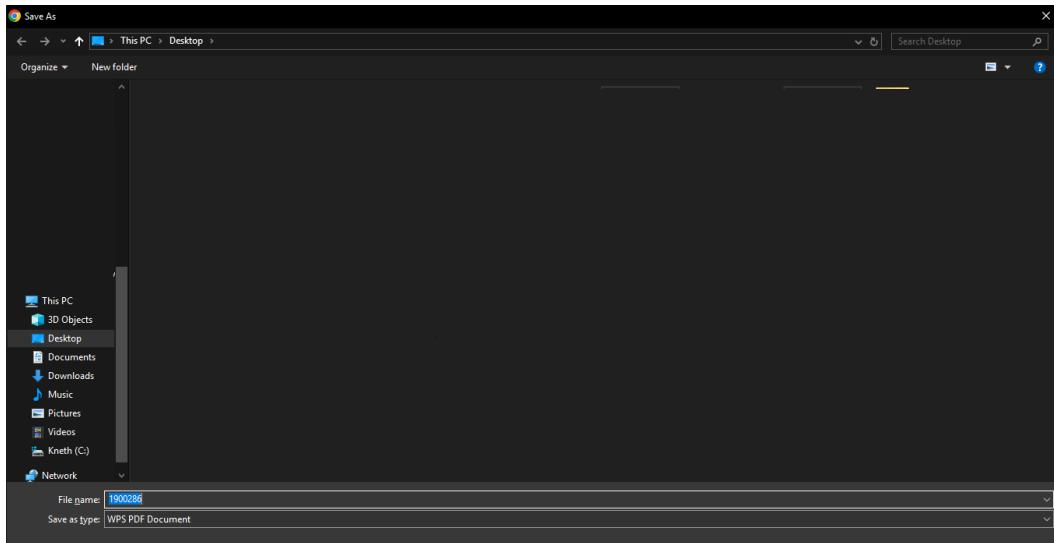
Print / Export to PDF

Edit Save

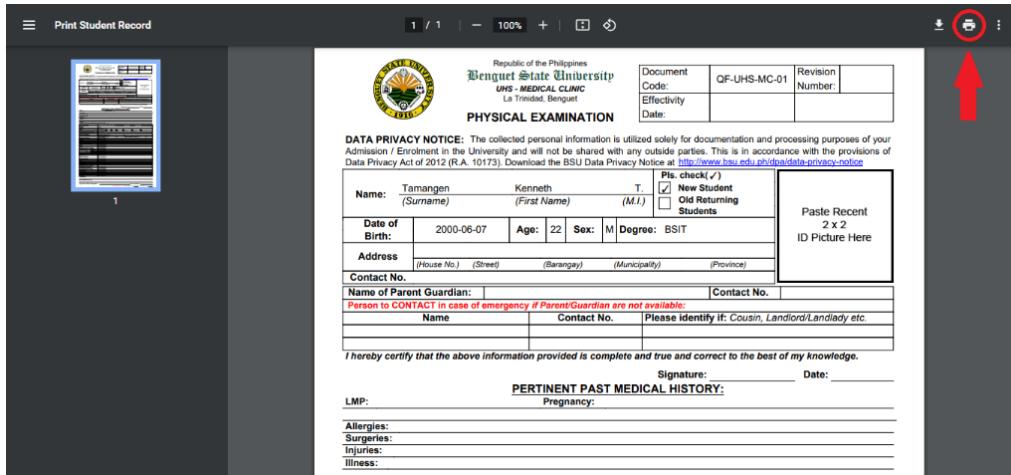
4.2. Click the download icon to download the record file



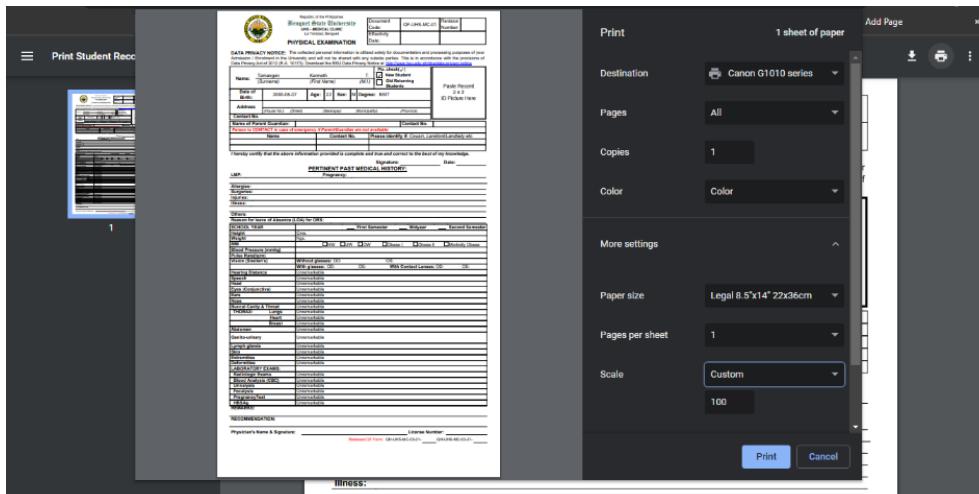
4.3. Select location where to save the record file then click Save



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

This screenshot shows the 'Provincial Address' and 'Guardian/Parent Information' sections. The 'Edit' button, which is highlighted with a red oval, is located at the bottom center of the page. Other visible buttons include 'Print / Export to PDF' and 'Save'.

Recommendation

Medical Staff

ID Number: 2
Charted By: CADUNGO, EDRIAN JOEPEN A.
Edited By:
2 - Edrian Joepen A. Cadungo - 2023-05-17 09:01:22

Examined By:

Print / Export to PDF

Edit

Save

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

Technologist Edrian Joepen A. Cadungo

• Student Summary •

New Record		Total Number of Record/s:						
Show 10 entries		Filter results:						
ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Action	
1900286	Tamangen, Kenneth Taluyan	Bachelor of Science in Information Technology (BSIT)	22	Male	+639	2023-03-26		

Showing 1 to 1 of 1 entries

Previous 1 Next

◆ 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.

Technologist Edrian Joepen A. Cadungo

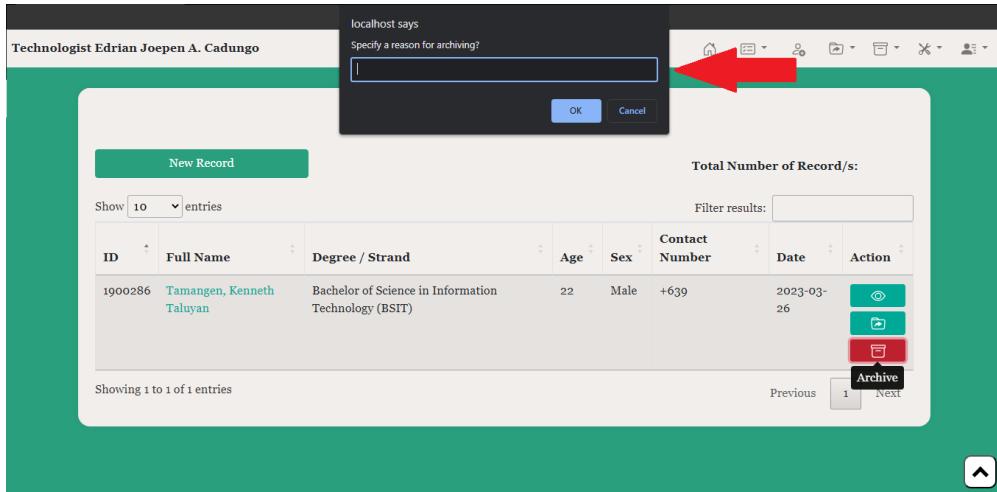
• Student Summary •

New Record		Total Number of Record/s:						
Show 10 entries		Filter results:						
ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Action	
1900286	Tamangen, Kenneth Taluyan	Bachelor of Science in Information Technology (BSIT)	22	Male	+639	2023-03-26		

Showing 1 to 1 of 1 entries

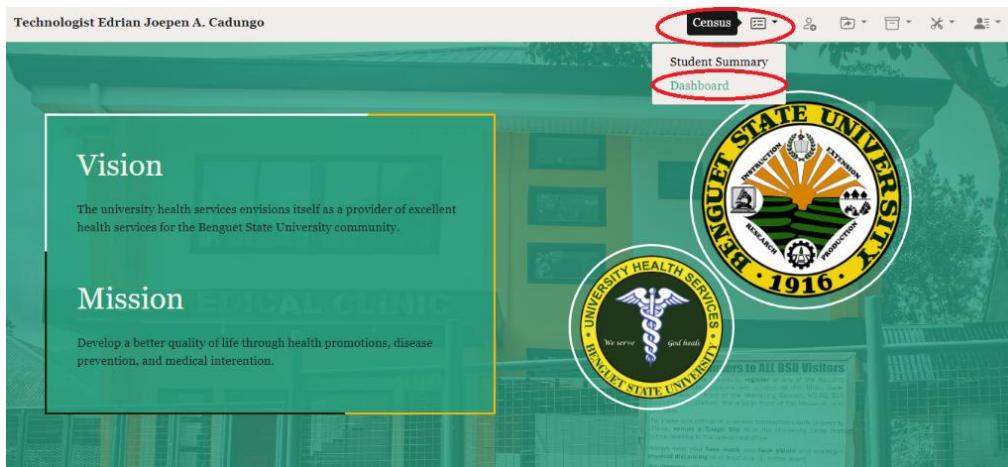
Previous 1 Next

6.1. Enter Specific Reason for Archiving

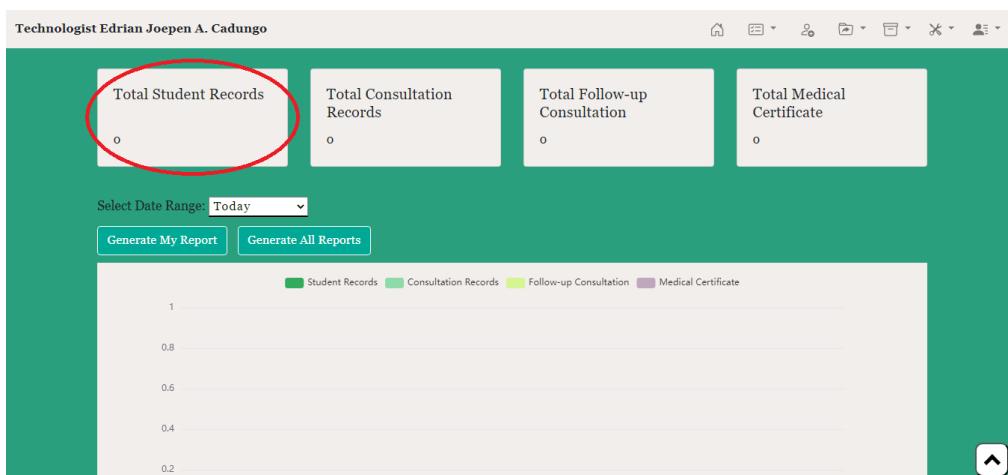


b) Dashboard

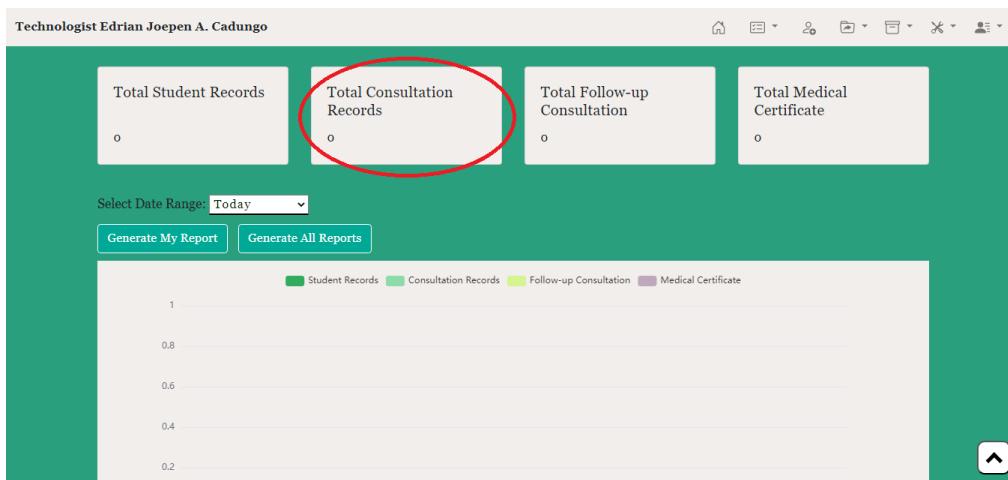
1. Click **Census** on the navigation bar then choose **Dashboard**.



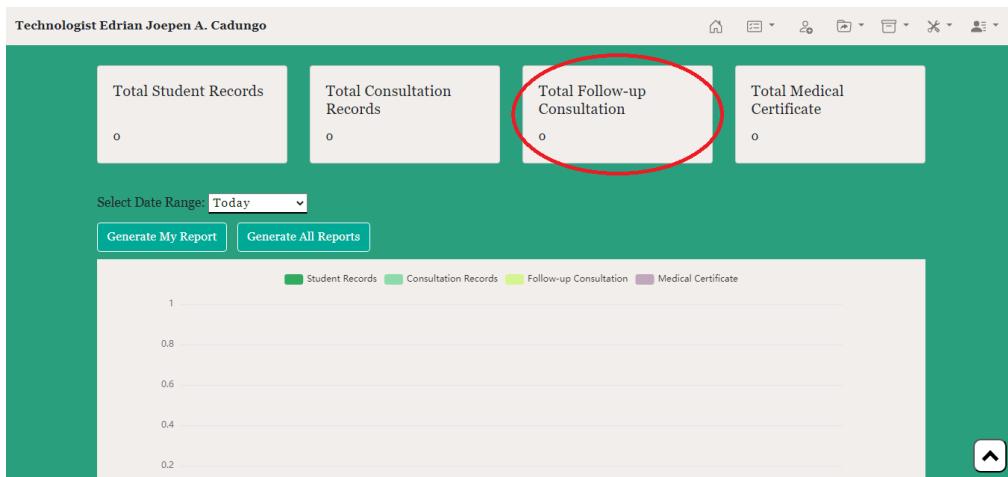
2. Click **Total Student Records** to view Student Records Summary



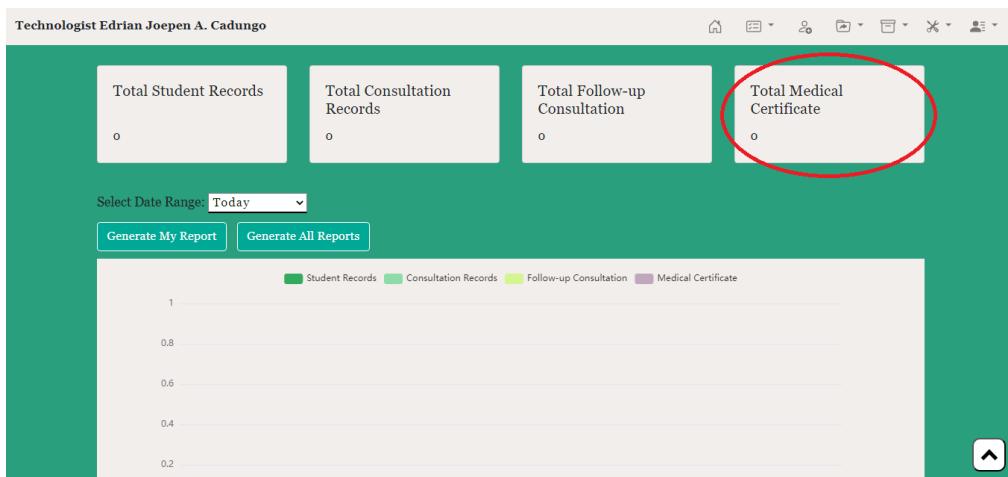
3. Click Total Consultation Records to view Consultation Summary.



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

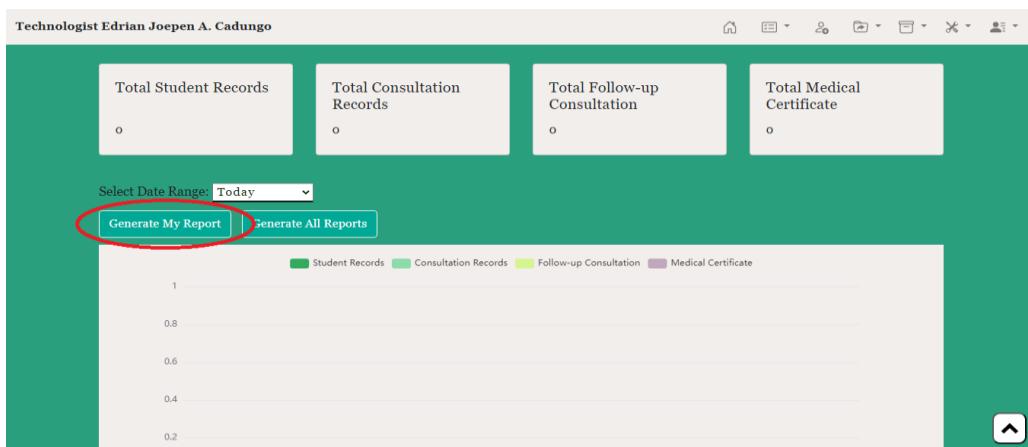


5. Click Total Medical Certificate to view the Summary of Medical Certificates.

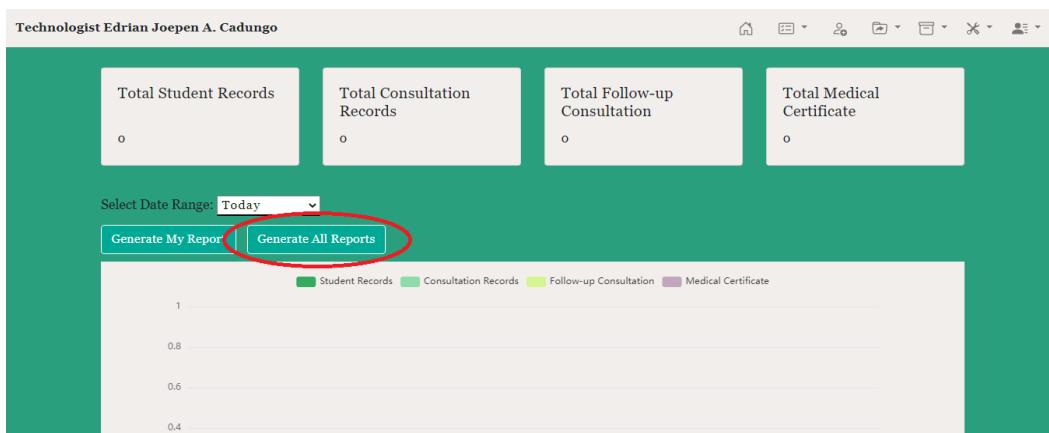


6. Click “**Generate My Report**” to download Specific Reports of a user within the specific days.

***NOTE:** Date range can be changed depending on the coverage of days or months needed, to change the date, just click the “**Select Date Range**” then choose date or month range



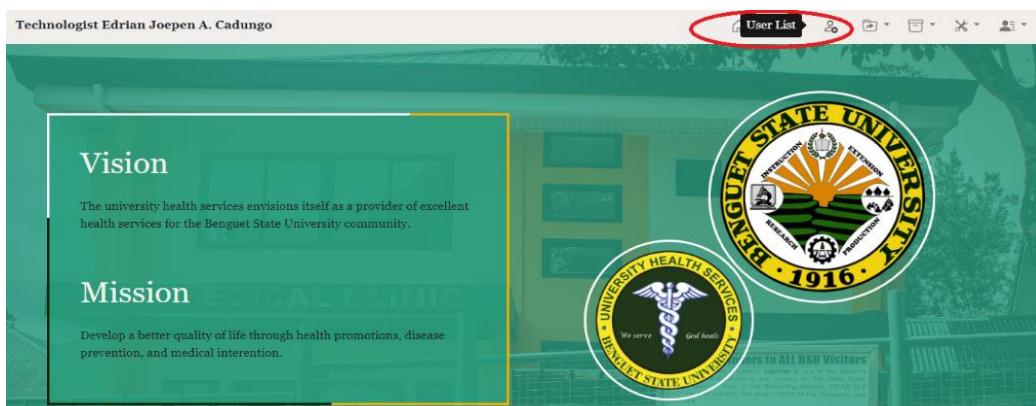
7. Click “**Generate All Report**” to download All the Reports of all the users within the specific days.



C. User list

a) Add New User Account for Clinic Staffs

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



• USER LIST •**New User**

Total Number of Record/s: 3

Show 10 entries

Filter results:

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action
1	mejia.roejosept10@gmail.com	superadmin	Mejia, Roe Josep Lomibao	+639458149996	Technologist	Active		
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joepen Almazan	+639457148887	Technologist	Active		

2. Enter the BSU ID number of the Staff

Technologist Edrian Joepen A. Cadungo

• User Information •

Staff ID Number *

Status*

New Old

Personal Information

Last Name* First Name* Middle Name* Extension Name

Position*

Doctor Nurse Administrative Aide Medical Technologist Triage Officer

Level

3. For new accounts, click NEW

Technologist Edrian Joepen A. Cadungo

• User Information •

Staff ID Number *

Status*

New Old

Personal Information

Last Name* First Name* Middle Name* Extension Name

Position*

Doctor Nurse Administrative Aide Medical Technologist Triage Officer

Level

4. For existing accounts, click **OLD**

The screenshot shows a software window titled "Technologist Edrian Joepen A. Cadungo". Inside, there's a form titled "• User Information •". The "Status" field has two options: "New" and "Old", with "Old" being selected and circled in red. Other fields include "Last Name", "First Name", "Middle Name", "Extension Name", "Position" (with options like Doctor, Nurse, etc.), and "Level". A small upward arrow icon is in the bottom right corner.

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

This screenshot is similar to the previous one but shows a "New" account. The "Status" field now has "New" selected and circled in blue. All other fields (Last Name, First Name, Middle Name, Extension Name, Position, and Level) are empty or have placeholder text like "2" in the Level field.

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

The screenshot shows a form with various input fields: "Doctor" selected in the "Position" section; "2" in the "Level" field; "Contact Number" with "+639932094129"; "Email Address" with "TanKarl@gmail.com"; "Username" with "Karl"; "Password" and "Confirm Password" both with "*****"; and finally, a large red oval highlighting the "Add Record" button at the bottom left. A "Clear" button is also visible next to it.

7. When **OLD** is clicked, information of the ID number owner is shown.

Staff ID Number *
2837145

Status *
 New Old

Personal Information

Last Name * Tamangen	First Name * Kenneth	Middle Name * Taluyan	Extension Name
-------------------------	-------------------------	--------------------------	----------------

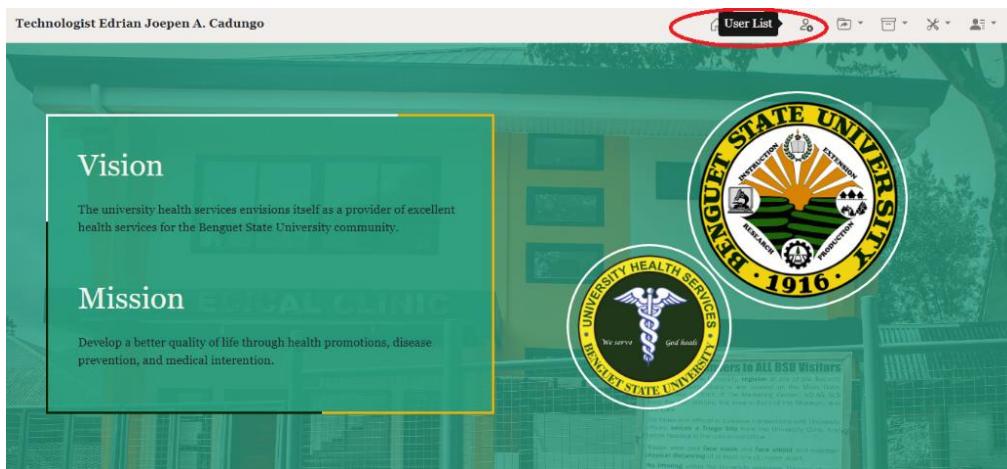
Position *
 Doctor Nurse Administrative Aide Medical Technologist Triage Officer

Level
1

***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

New User

Total Number of Record/s: 3

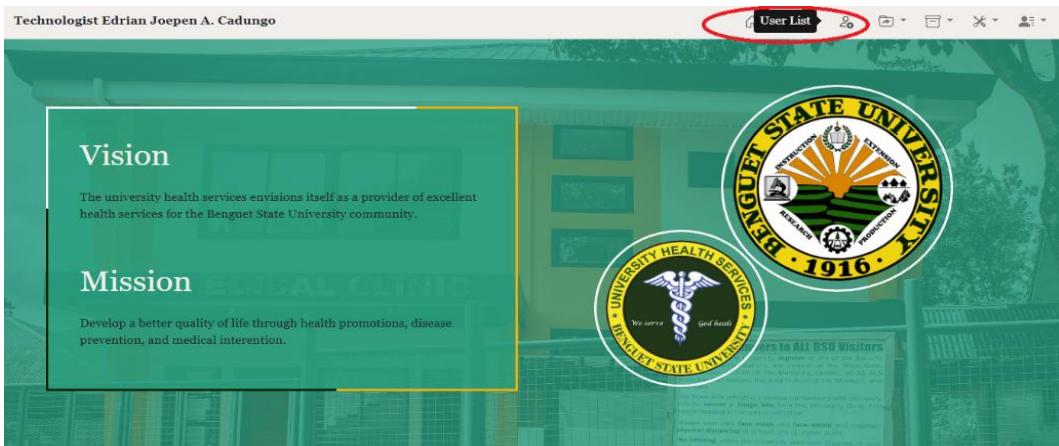
Show 10 entries

Filter results:

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action
1	mejia.roejosept10@gmail.com	superadmin	Mejia, Roe Josept Lomibao	+639458149996	Technologist	Active		
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joepen Almazan	+639457148887	Technologist	Active		
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		

c) View ADMIN Account (own Account)

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



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

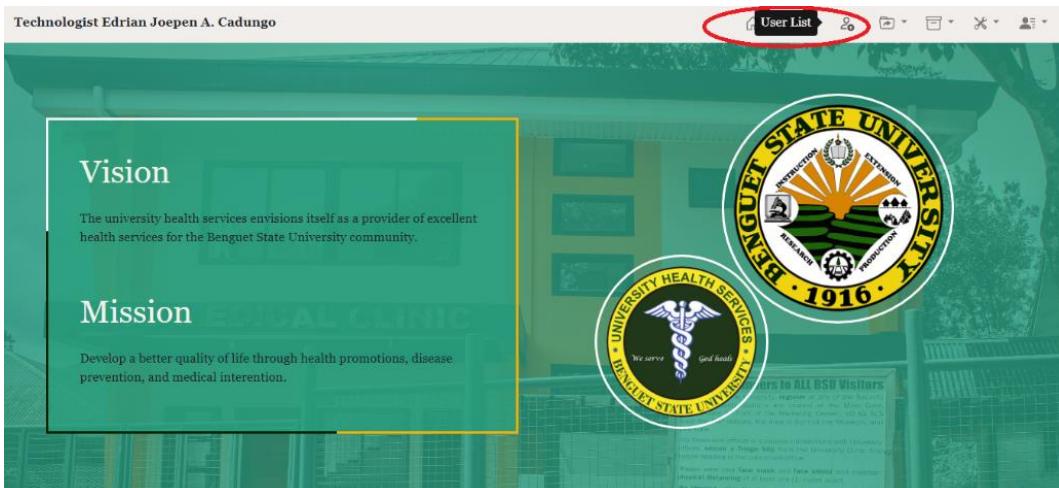
The screenshot shows a 'USER LIST' table. The table has columns for ID No., Email, User name, Full Name, Contact Number, Position, Account Status, Code, and Action. There are three records listed. The 'Action' column contains three buttons: a magnifying glass icon, a 'View' button, and a trash can icon. The 'View' button for the first record is highlighted with a red circle.

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action
1	mejia.roejoseptio@gmail.com	superadmin	Mejia, Roe Josept Lomibao	+639458149996	Technologist	Active		
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joepen Almazan	+639457148887	Technologist	Active		
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		

NOTE: Admin accounts cannot edit, print, export, and clear their own account. They can only View their own information

d) Edit specific user account

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



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

Technologist Edrian Joepen A. Cadungo

• USER LIST •

New User Total Number of Record/s: 3

Show 10 entries Filter results:

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action
1	mejia.roejosept10@gmail.com	superadmin	Mejia, Roe Josept Lomibao	+639458149996	Technologist	Active		
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joepen Almazan	+639457148887	Technologist	Active		(View)
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		(View)

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

***NOTE:** Admin account cannot edit super admin and own account

Level
1

Contact Number *
+639303444096

Email Address *
tamangen_kenneth@yahoo.com

Username *
Kent

Password *

Confirm Password *

Print / Export to PDF

Edit **Save**

Level
2

Contact Number *
+639303444096

Email Address *
tamangen_kenneth@yahoo.com

Username *
Kent

Password *

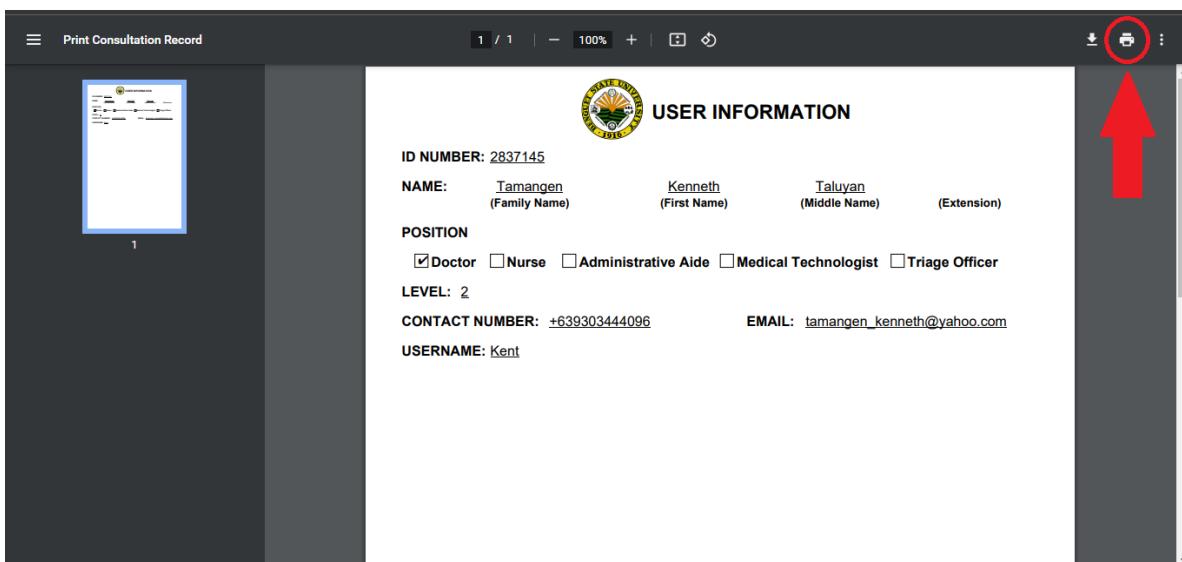
Confirm Password *

Print / Export to PDF

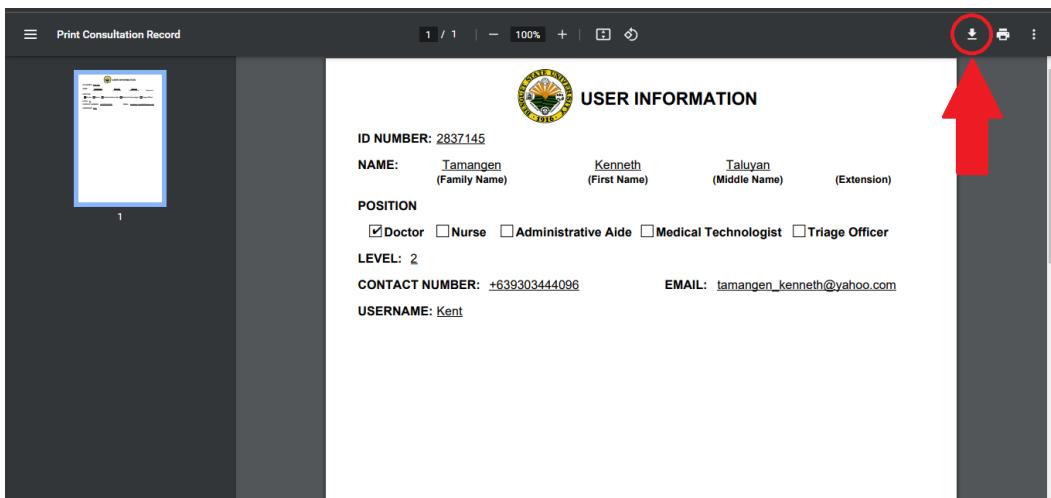
Edit **Save**

e) Print Specific user account

This screenshot shows a user account creation form. It includes fields for Level (2), Contact Number (+639303444096), Email Address (tamangen_kenneth@yahoo.com), Username (Kent), Password (*****), and Confirm Password (*****). Below the form are three buttons: 'Print / Export to PDF' (circled in red), 'Edit' (with a pencil icon), and 'Save' (with a disk icon).

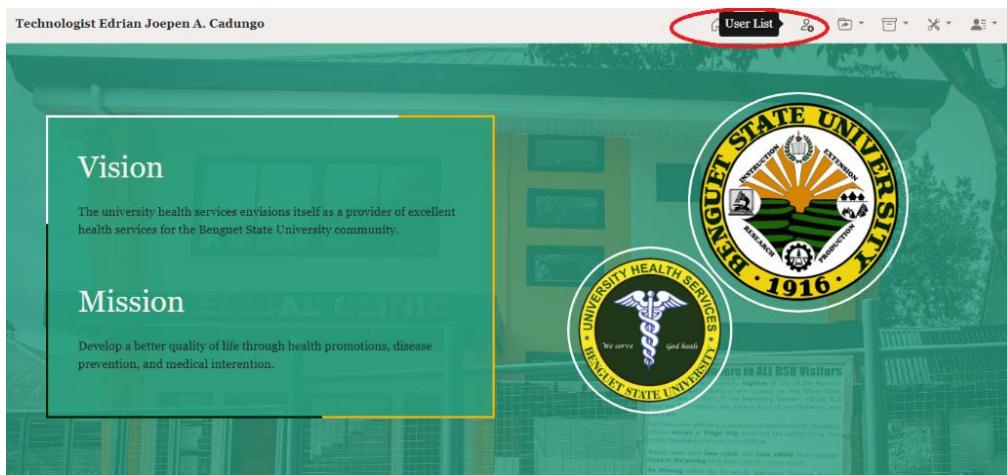


f) Save as PDF the specific user account



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

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

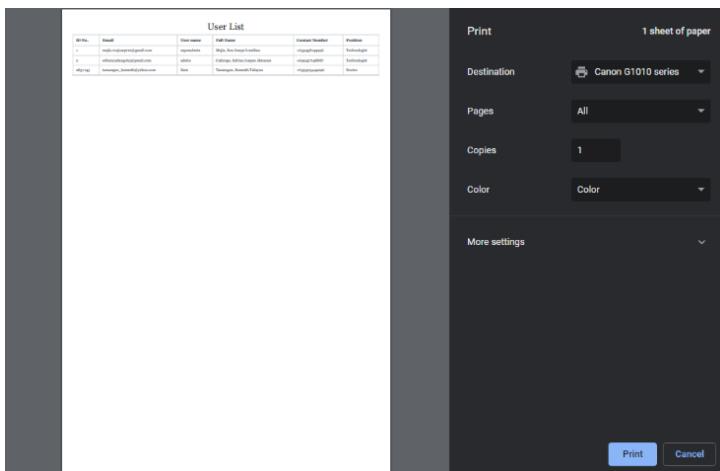


2. Click **PRINT REPORT** button below the table

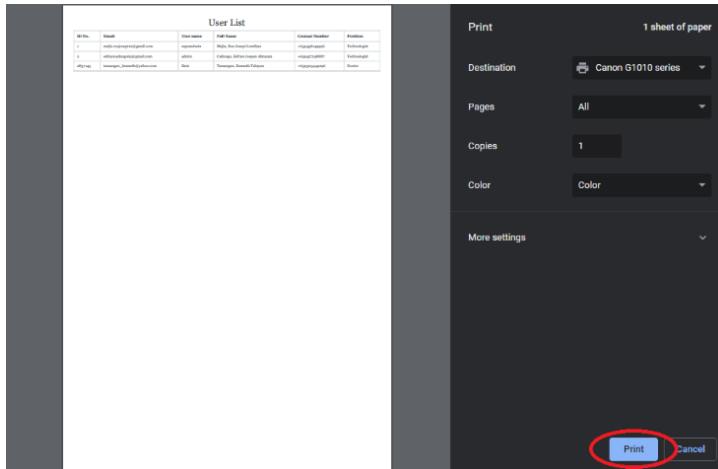
A screenshot of the "User List" page. The page has a header with the title "• USER LIST •" and a sub-header "New User". It shows a table with three records. At the bottom of the table, there are buttons for "Print Report", "Export to PDF", and "Export to Excel". The "Print Report" button is circled in red.

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.

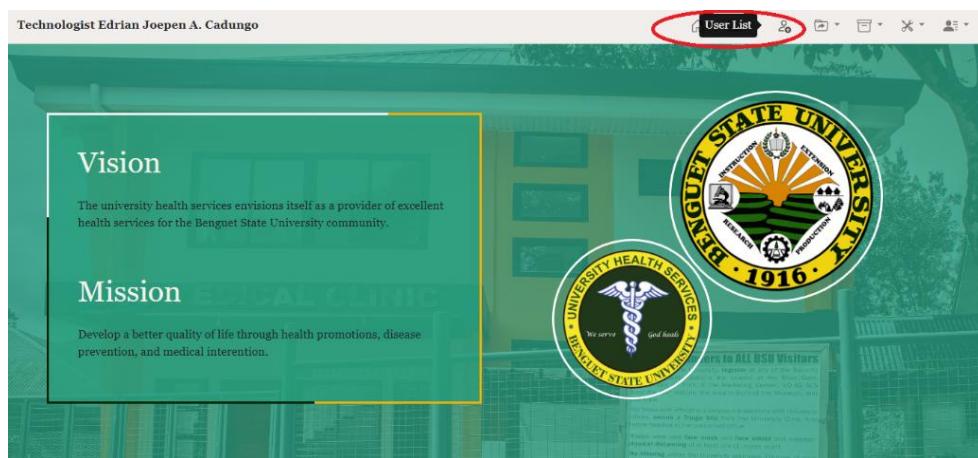


5. Click for **PRINT** button



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

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



2. Click **EXPORT TO PDF** button

• USER LIST •								
New User			Total Number of Record/s: 3					
ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action
1	mejia.roejoseptio@gmail.com	superadmin	Mejia, Roe Joseph Lomibao	+639458149996	Technologist	Active		
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joepen Almazan	+639457148887	Technologist	Active		
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Talyan	+639303444096	Doctor	Active		

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

• USER LIST •								
New User		Total Number of Record/s: 3						
Show 10 entries Filter results:								
ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action
1	mejia.roejoseptio@gmail.com	superadmin	Mejia, Roe Josept Lomibao	+639458149996	Technologist	Active		
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joepen Almazan	+639457148887	Technologist	Active		
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		

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

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



2. Click **EXPORT TO EXCEL** button

• USER LIST •								
New User		Total Number of Record/s: 3						
Show 10 entries Filter results:								
ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action
1	mejia.roejoseptio@gmail.com	superadmin	Mejia, Roe Josept Lomibao	+639458149996	Technologist	Active		
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joepen Almazan	+639457148887	Technologist	Active		
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		

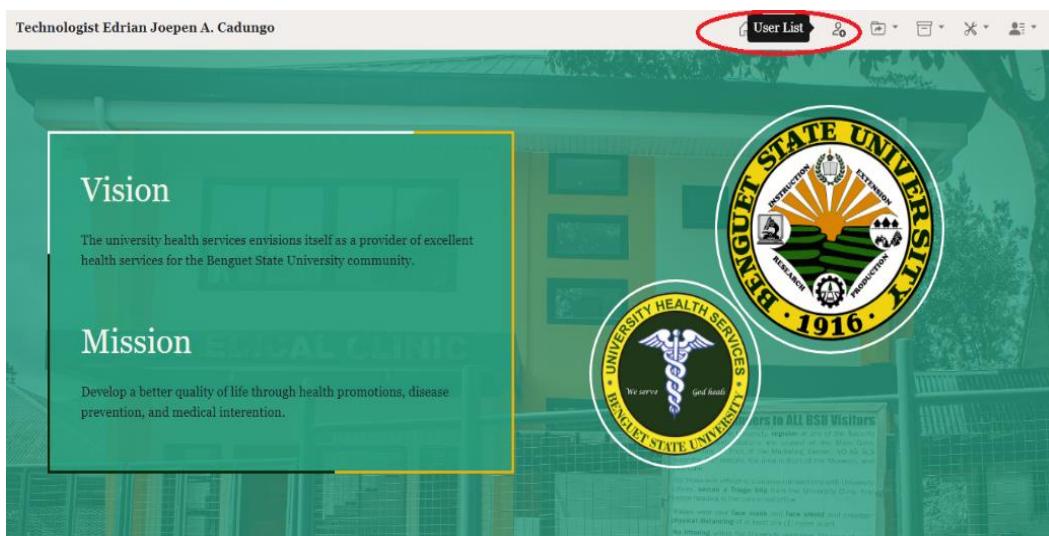
Print Report Export to PDF **Export to Excel** Previous 1 Next

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

• USER LIST •									
New User		Total Number of Record/s: 3							
Show 10 entries		Filter results:							
ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action	
1	mejia.roejoseptio@gmail.com	superadmin	Mejia, Roe Josept Lomibao	+639458149996	Technologist	Active			
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joeopen Almazan	+639457148887	Technologist	Active			
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active			

j) Search

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



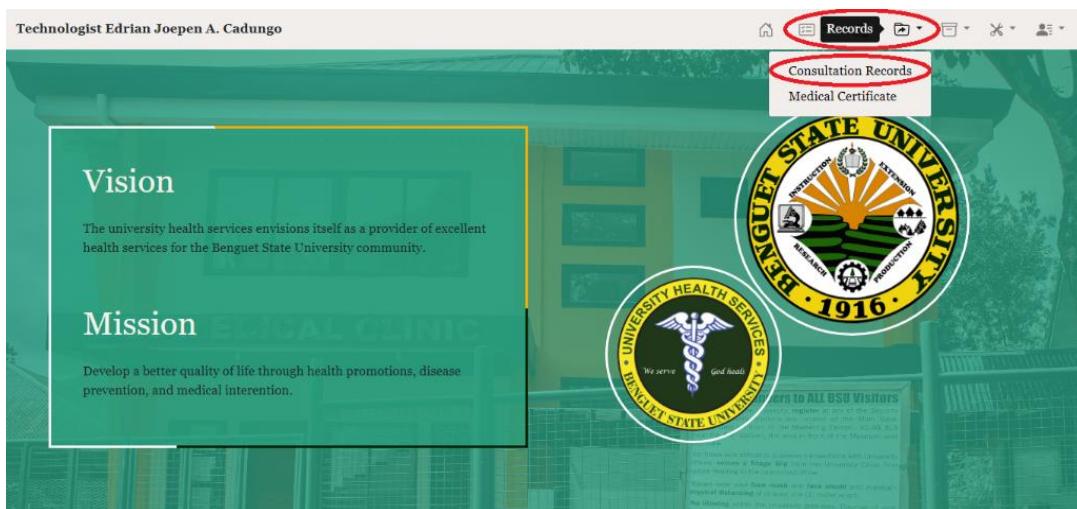
2. Go to **SEARCH BOX** and enter any keyword you wish to look for then press enter to start filtering process

• USER LIST •									
New User		Total Number of Record/s: 3							
Show 10 entries		Filter results:							
ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Action	
1	mejia.roejoseptio@gmail.com	superadmin	Mejia, Roe Josept Lomibao	+639458149996	Technologist	Active			
2	edriancadungo65@gmail.com	admin	Cadungo, Edrian Joeopen Almazan	+639457148887	Technologist	Active			
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active			

D. Records

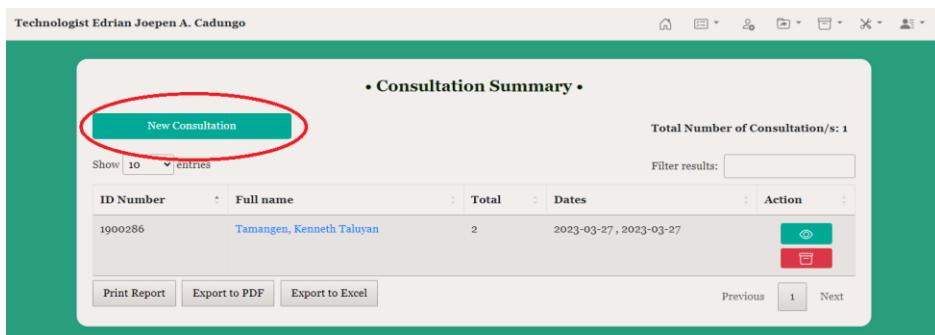
a) Consultation Records

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

This screenshot shows the "Consultation" form. At the top center is the university's seal. The form fields include: "ID Number" (with a red circle around it), "Date" (May. 03, 2023), "Time" (10:42 AM), "Last Name", "First Name", "Middle Name", "Extension", "Age", "Sex", "Degree / Strand", "Year", "Temperature in °C", "Blood Pressure", and "Pulse Rate". An upward arrow icon is located in the bottom right corner of the form area.



Consultation

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



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

***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"/>

Add
Clear



◆View/Add/Edit Specific Student Consultation Records

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

• Consultation Summary •					
New Consultation			Total Number of Consultation/s: 1		
Show <input type="text" value="10"/> entries		Filter results: <input type="text"/>			
ID Number	Full name	Total	Dates	Action	
2200012	Harmon, Kenny Cran	1	2023-05-03	<input style="background-color: #009640; color: white; border: none; border-radius: 5px; padding: 5px 10px;" type="button" value="View All"/>	View All
Print Report Export to PDF Export to Excel			Previous 1 Next		



Technologist Edrian Joepen A. Cadungo

The screenshot shows a consultation history page for student ID 2200012, Harmon, Kenny Cran. The page includes a header with a back arrow, a title 'Consultation History of Harmon, K. •', and a teal button labeled 'New Consultation'. Below the title is a search bar with 'Show 10 entries' and a 'Filter results' input field. A table lists the student's information: ID Number (2200012), Full name (Harmon, Kenny Cran), Staff (Edrian Joepen A. Cadungo), and Date (2023-05-03). To the right of the table are three action buttons: a magnifying glass, a refresh, and a trash can. At the bottom are links for 'Print Report', 'Export to PDF', and 'Export to Excel', along with navigation buttons for 'Previous', '1', and 'Next'.

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

Technologist Edrian Joepen A. Cadungo

This screenshot is identical to the one above, but the 'New Consultation' button has been circled in red to indicate it as the target for the next step.

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

Technologist Edrian Joepen A. Cadungo

This screenshot is identical to the previous ones, but the 'Filter results' search bar has been circled in red to indicate it as the target for the next step.

3.3. Click View Consultation to see the specific consultation

Technologist Edrian Joepen A. Cadungo

• Consultation History of Harmon, K. •

New Consultation

Total Number of Consultation/s: 1

Show 10 entries Filter results:

ID Number	Full name	Diagnosis	Treatment	Staff	Dates	Action
2200012	Harmon, Kenny Cran			Edrian Joepen A. Cadungo	2023-05-03	View Consultation (Red circle) Edit

Print Report Export to PDF Export to Excel Previous 1 Next

Technologist Edrian Joepen A. Cadungo

Consultation

Create Follow-up

ID Number * 2200012 Date * May. 03, 2023 Time * 10:44 AM

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

Age 21 Sex male

Degree / Strand Bachelor of Science in Information Technology (BLIS) Year 3

Temperature in °C Blood Pressure Pulse Rate

[Edit](#) (Red circle)

- Click **Edit** if there are changes on the details

Remarks

Medical Staff

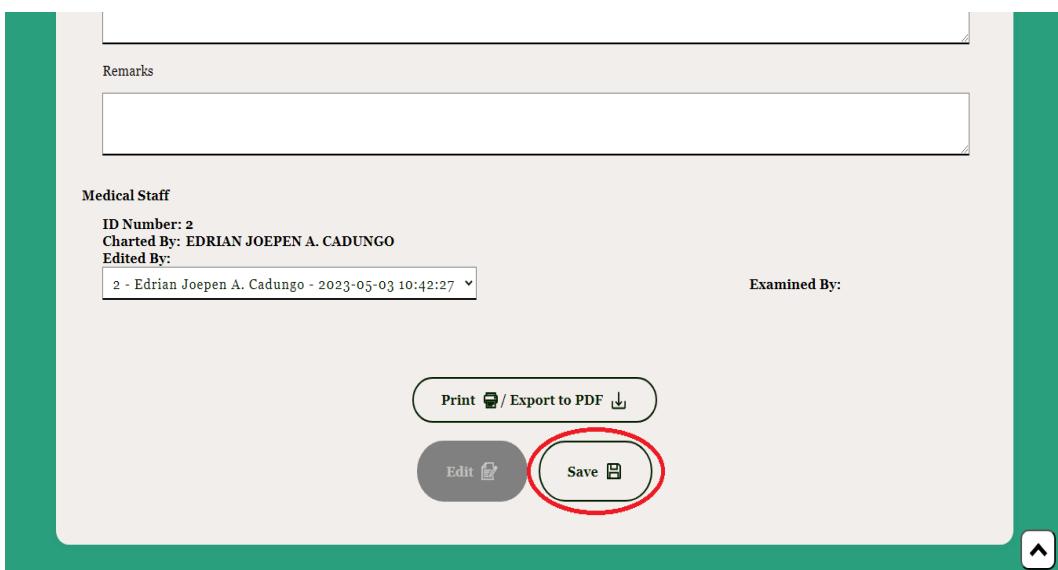
ID Number: 2
Charted By: EDRIAN JOEPEN A. CADUNGO
Edited By:
2 - Edrian Joepen A. Cadungo - 2023-05-03 10:42:27

Examined By:

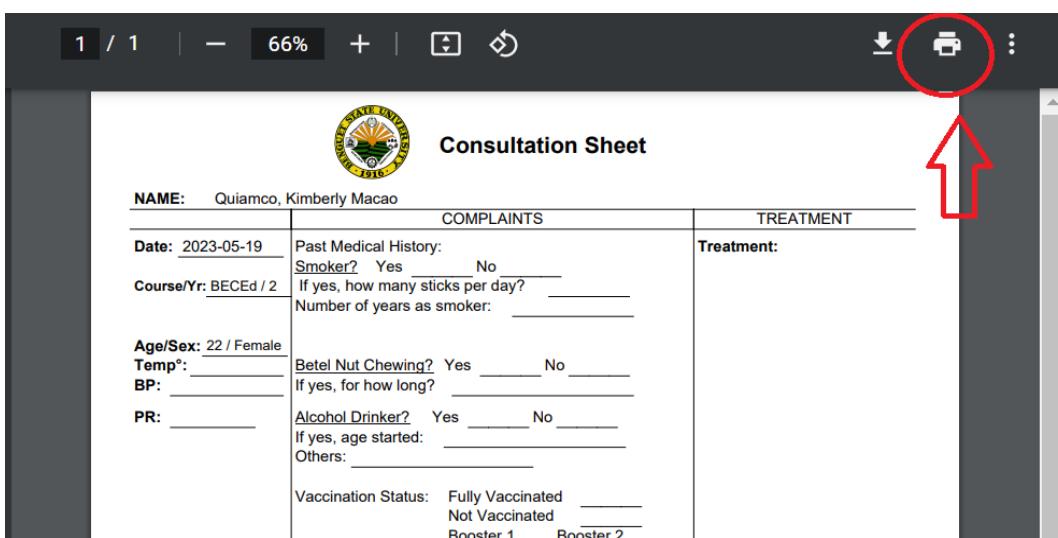
Print / Export to PDF

[Edit](#) (Red circle) [Save](#)

ii. Click **Save** after editing



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



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

The screenshot shows the 'Consultation History' section. At the top right, it says 'Total Number of Consultation/s: 1'. Below that is a table with columns: ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. One row is visible: ID 2200012, Full name Harmon, Kenny Cran, Staff Edrian Joepen A. Cadungo, Date 2023-05-03. To the right of the table is a 'View Follow-up/s' button, which is circled in red.

The screenshot shows the 'Follow-Up Consultation' section. At the top right, it says 'Total Number of Follow-up/s: 0'. Below that is an empty table with columns: ID Number, Fullname, Consultation Date, Follow-Up Date, and Action. A message 'No data available in table' is displayed. At the top left of the table area is a 'New Follow-Up' button, which is circled in red.

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

This screenshot is identical to the one above, showing the 'Follow-Up Consultation' section with an empty table. The 'New Follow-Up' button at the top left of the table area is circled in red.

Technologist Edrian Joepen A. Cadungo

Follow-up

ID Number *
2200012

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

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

Age 21 Sex Male

Treatment

Medicine Given

Remarks

Add Clear

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

Technologist Edrian Joepen A. Cadungo

• Follow-Up Consultation •

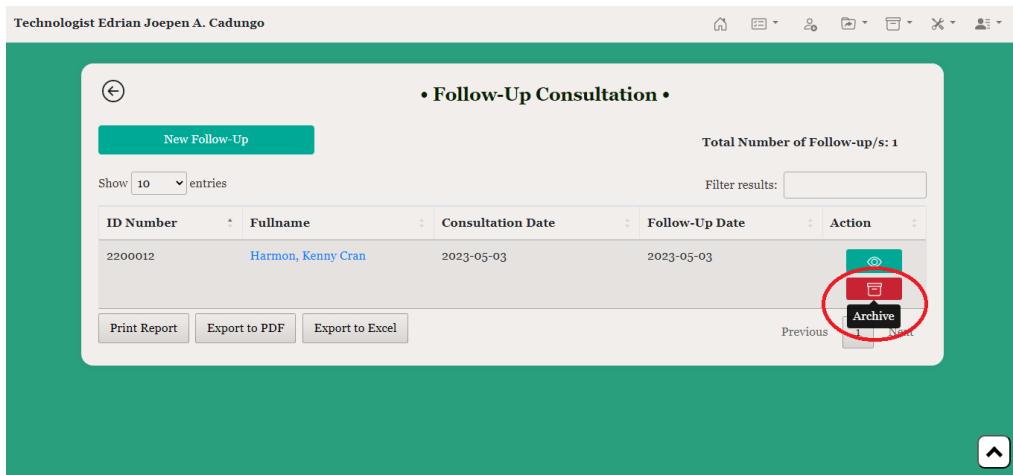
New Follow-Up Total Number of Follow-up/s: 1

Show 10 entries Filter results:

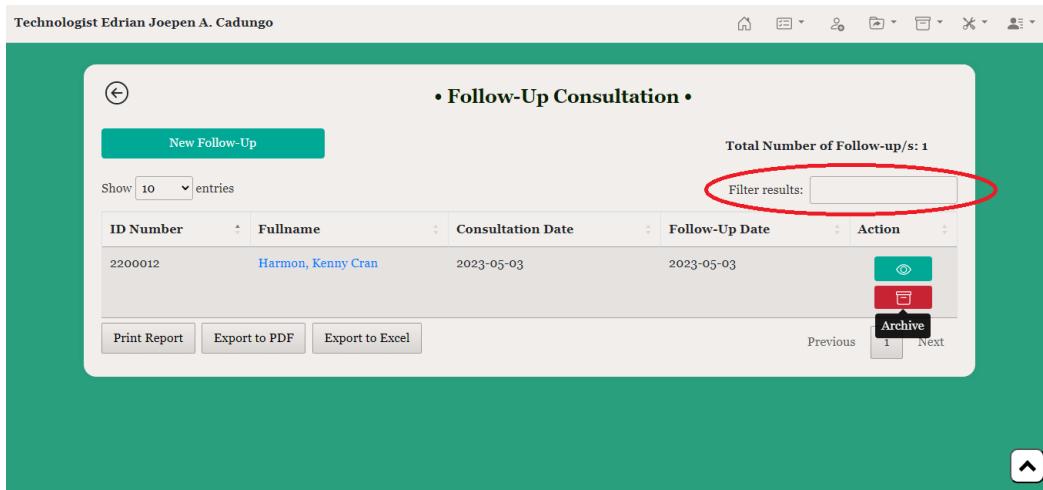
ID Number	Fullname	Consultation Date	Follow-Up Date	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	 View

Print Report Export to PDF Export to Excel Previous 1 Next

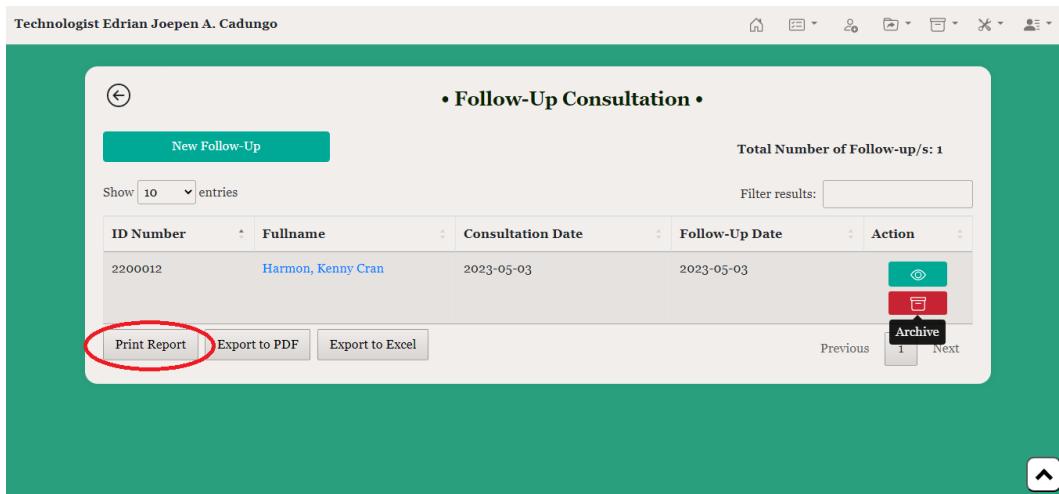
iii. Click **Archive** to remove the specific Follow-up Consultation Record



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



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



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

File

The screenshot shows a table with one entry. The columns are ID Number, Fullname, Consultation Date, Follow-Up Date, and Action. The entry is 2200012, Harmon, Kenny Cran, 2023-05-03, 2023-05-03. Below the table are three buttons: Print Report, Export to PDF (circled in red), and Export to Excel.

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

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

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

Excel File

The screenshot is identical to the previous one, showing the same table and buttons. The 'Export to Excel' button is highlighted with a red circle.

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

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

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

The screenshot shows a table with one entry. The columns are ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The entry is 2200012, Harmon, Kenny Cran, with staff Edrian Joepen A. Cadungo and date 2023-05-03. Below the table are three buttons: Print Report, Export to PDF, and Export to Excel. The 'Archive' button in the Action column is highlighted with a red circle.

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

Print Report Export to PDF Export to Excel

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

The screenshot shows a consultation history table for student ID 2200012, Harmon, Kenny Cran. The table includes columns for ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The 'Print Report' button in the footer is highlighted with a red circle.

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

Print Report Export to PDF Export to Excel Previous 1 Next

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 the same consultation history table as the previous image. The 'Export to PDF' button in the footer is highlighted with a red circle.

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

Print Report Export to Excel Previous 1 Next

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

The screenshot shows the same consultation history table. The 'Export to Excel' button in the footer is highlighted with a red circle.

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

Print Report Export to PDF Previous 1 Next

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 'Consultation Summary' page. At the top right, there is a 'Total Number of Consultation/s: 1'. Below it is a search bar labeled 'Filter results:' with a red circle around it. The main content is a table with one row. The table has columns: ID Number, Full name, Total, Dates, and Action. The data in the table is: ID Number 2200012, Full name Harmon, Kenny Cran, Total 2, Dates 2023-05-03 , 2023-05-03, and Action (with icons for Print Report, Export to PDF, and Export to Excel). At the bottom right of the table area, there is a 'Archive All' button.

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

This screenshot is identical to the previous one, showing the 'Consultation Summary' page. The 'Archive All' button at the bottom right of the table area is now highlighted with a red circle.

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

This screenshot is identical to the previous ones, showing the 'Consultation Summary' page. The 'Print Report' button in the bottom left of the table area is now highlighted with a red circle.

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

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 (circled in red), and Export to Excel. To the right of the table are buttons for Archive All, Previous, Next, and a page number 1.

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

The screenshot is identical to the previous one, showing the 'Consultation Summary' table with one entry. The 'Export to Excel' button below the table is highlighted with a red circle.

b) Medical Certificate

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

The screenshot shows the 'Records' section of the application. A sub-menu is open under 'Consultation Records' with the 'Medical Certificate' link highlighted by a red circle. The main content area displays the university's Vision and Mission statements, along with its logo and seal.

◆Add New Student Medical Certificate

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

The screenshot shows a web-based application interface for managing medical certificates. At the top, it displays the user's name: Technologist Edrian Joepen A. Cadungo. Below this is a toolbar with various icons. The main content area has a green header bar with the text '• Medical Certificates Summary •'. On the left side of this bar is a red circle highlighting the 'New Certificate' button, which is highlighted in teal. To the right of the button, it says 'Total Number of Medical Certificate/s: 0'. Below the header is a search bar with 'Show 10 entries' and a 'Filter results:' input field. A table follows, with columns: ID Number, Full Name, Total, Dates Requested, and Action. A message 'No data available in table' is centered below the table. At the bottom of the table area are three buttons: 'Print Report', 'Export to PDF', and 'Export to Excel'. Navigation links 'Previous' and 'Next' are on the far right.

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

This screenshot shows a detailed view of a medical certificate form. At the top, there is a logo and the title 'MEDICAL CERTIFICATE'. To the right, there are fields for 'Document Code:' (QF-UHS-MC-) and 'Effectivity' (--- dd, yyyy), and 'Revision Number:' (empty). Below these fields is a large input box labeled 'Student ID Number*' with a red circle around it. The main text area contains a statement: 'This is to certify that _____, _____, _____, _____ year/s old, _____, currently in the year _____ of _____ was examined on _____ for the following:'. Underneath this statement are two columns of checkboxes. The left column includes 'Enrollment', 'OJT / Practice Teaching / Internship', 'Athletics', and 'Others'. The right column includes 'He/she is found to be: Physically Fit' and 'Physically Unfit'. There is also a 'Remarks:' section with a text input field. An upward arrow icon is located in the bottom right corner of the form area.

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

This screenshot shows a 'Medical Staff' form. It includes sections for 'Excused' (radio buttons), 'Remarks' (text input field with 'None'), and 'University Physician' (signature placeholder). Below this is a 'Medical Staff' section with details: ID Number: 2, Charted By: EDRIAN JOEPEN A. CADUNGO, Edited By: (dropdown menu). At the bottom are two buttons: 'Add' with a plus sign and a red circle, and 'Clear' with a cross sign.

Excused
Unexcused
Conditional
Others:

Remarks:
None

Added new medical certificate record

OK

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

Add Clear

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

Technologist Edrian Joepen A. Cadungo

• 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			View All

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

Technologist Edrian Joepen A. Cadungo

• Medical Certificate Requests of Harmon, K. •

New Certificate						Total Number of Medical Certificate/s: 2
Show 10 entries						Filter results:
ID Number	Full Name	Staff	Date Requested	Action		
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08			
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08			

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

3.1. Click View to View Medical Certificate

Technologist Edrian Joepen A. Cadungo

• Medical Certificate Requests of Harmon, K. •

New Certificate Total Number of Medical Certificate/s: 2

Show 10 entries Filter results:

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

Print Report Export to PDF Export to Excel Previous 1 Next

Technologist Edrian Joepen A. Cadungo

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

Student ID Number*
2200012

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

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

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

<input type="radio"/> Unexcused <input type="radio"/> Conditional <input type="radio"/> Others: _____	None _____
--	-------------------

University Physician

Medical Staff
ID Number: 2
Charted By: EDRIAN JOEPEN A. CADUNGO
Edited By:
2 - Edrian Joepen A. Cadungo - 2023-05-08 08:19:43

Print  / Export to PDF 
 

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

The screenshot shows a medical certificate editing interface. At the top, there are three radio button options: 'Unexcused', 'Conditional', and 'Others'. Below these is a large empty text input field. To the right of the input field, the word 'None' is displayed. In the bottom right corner of the main content area, the text 'University Physician' is visible. Below the main content, there is a section titled 'Medical Staff' containing ID number, charted by, edited by information, and a dropdown menu showing '2 - Edrian Joepen A. Cadungo - 2023-05-08 08:19:43'. At the bottom right of the page, there are two buttons: 'Print' and 'Save'. The 'Save' button is circled in red.

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

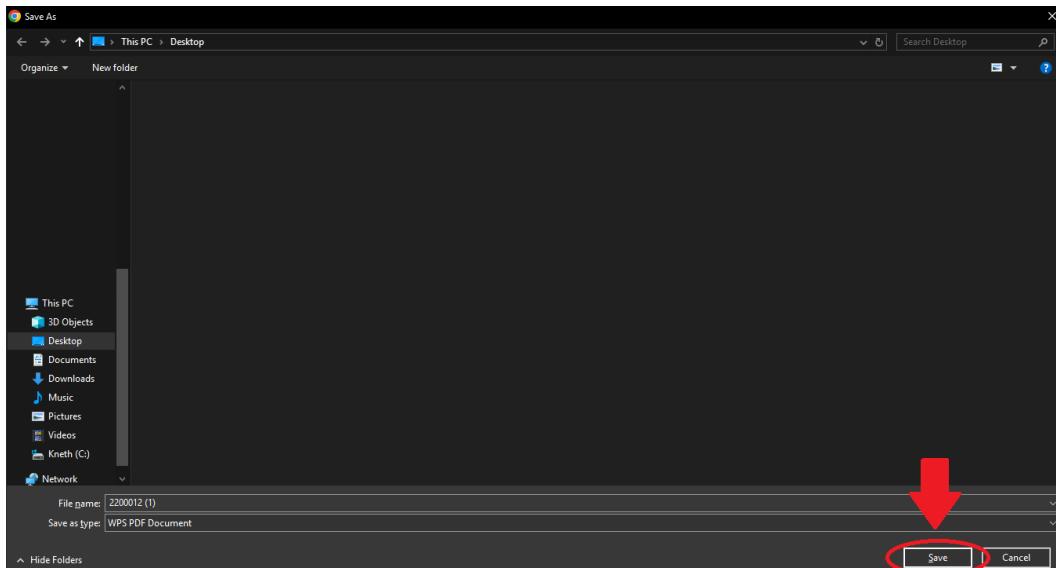
This screenshot is similar to the previous one, showing the medical certificate edit screen. The 'Save' button from the previous screenshot has been replaced by a new button at the bottom labeled 'Print / Export to PDF'. This new button is highlighted with a red oval. The rest of the interface, including the medical staff information and the 'Print' button, remains the same.

This screenshot shows the 'Print Medical Certificate' window displaying a PDF of a medical certificate. The PDF is titled 'MEDICAL CERTIFICATE' and includes the logo of the State of Michigan. It contains fields for 'Department', 'Code', 'Effectivity', 'Revision Number', 'Name (Surname, First, Ml)', 'Age / Sex', and 'Degree-Year'. The certificate states that Harmon, Kenny C., 21 / MALE, BLIS - 3 was examined on 2023-05-03. It lists 'ENROLLMENT', 'OUT / PRACTICE TEACHING / INTERNSHIP', 'ATHLETICS', and 'OTHERS' with checkboxes. It also includes sections for 'ABSENCE', 'SICK LEAVE', 'PE EXEMPTION', 'PHYSICALLY FIT', 'PHYSICALLY UNFIT', 'Diagnosis', and 'REMARKS'. The 'REMARKS' field is noted as 'None'.

❖ Click Arrow Down/download Icon to Download



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



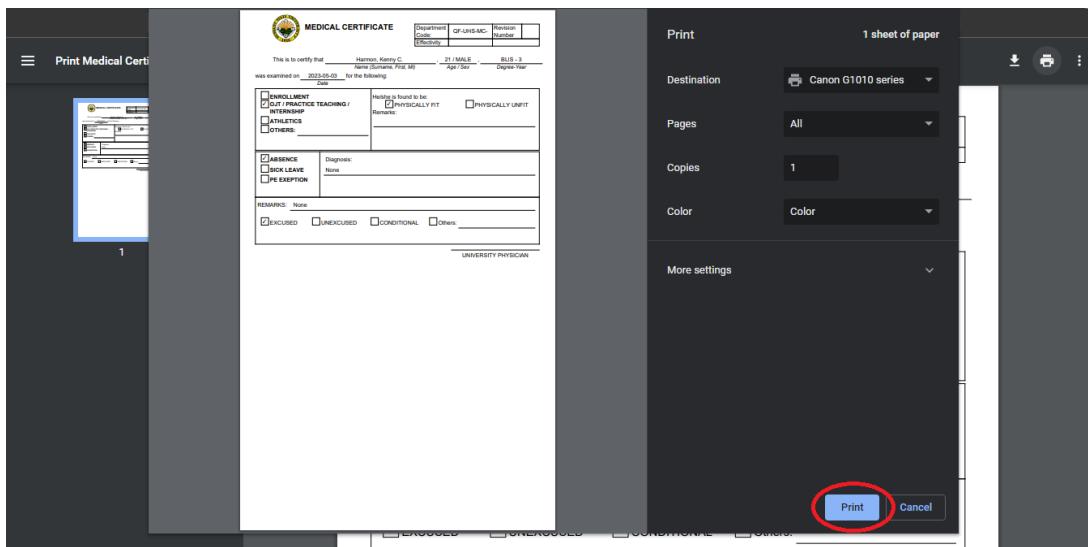
❖ Downloaded



❖ Click Print Icon to Open Properties for printing



❖ Click Print to Print the Record



3.2. Click Archive to remove the record from the List

Medical Certificate Requests of Harmon, K. •				
New Certificate		Total Number of Medical Certificate/s: 2		
Show 10 entries		Filter results:		
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

Technologist Edrian Joepen A. Cadungo

• Medical Certificate Requests of Harmon, K. •

Total Number of Medical Certificate/s: 2

Show 10 entries

Filter results:

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

Print Report Export to PDF Export to Excel Previous 1 Next

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

Technologist Edrian Joepen A. Cadungo

• Medical Certificate Requests of Harmon, K. •

Total Number of Medical Certificate/s: 2

Show 10 entries

Print results:

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

Print Report Export to PDF Export to Excel Previous 1 Next

Medical Certificate Requests of Harmon, K.

Print Report

Print

1 sheet of paper

Destination: Canon G1010 series

Pages: All

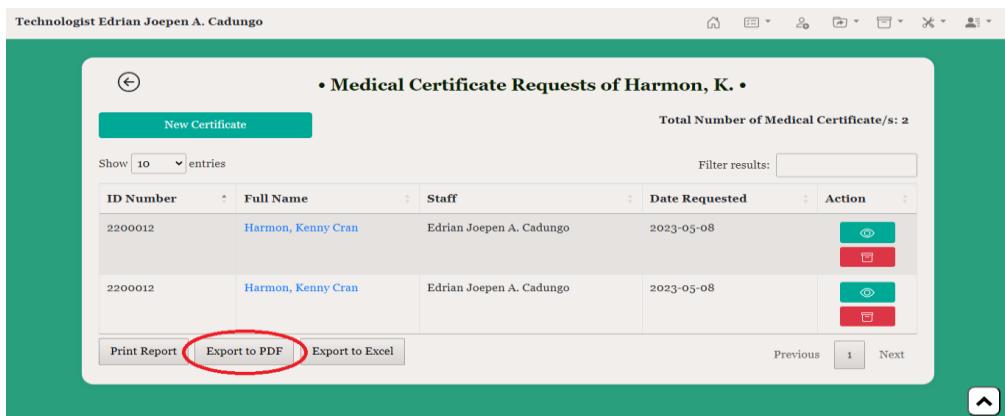
Copies: 1

Color: Color

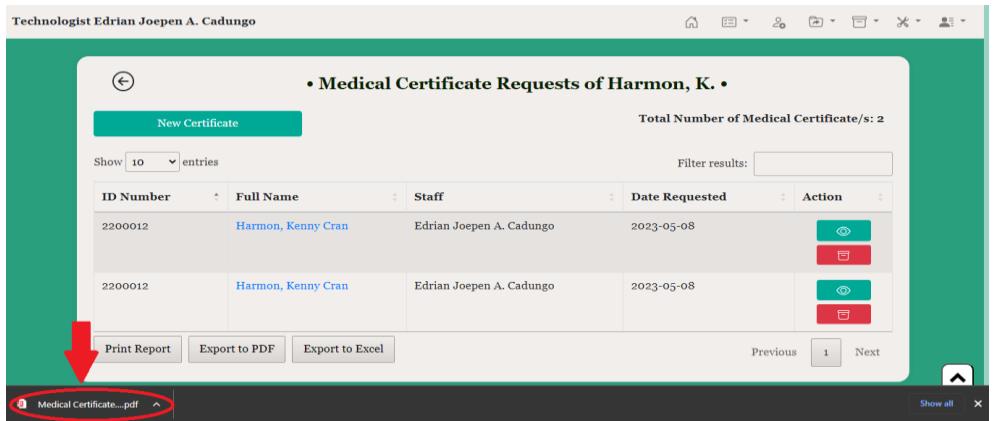
More settings

Print Cancel

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

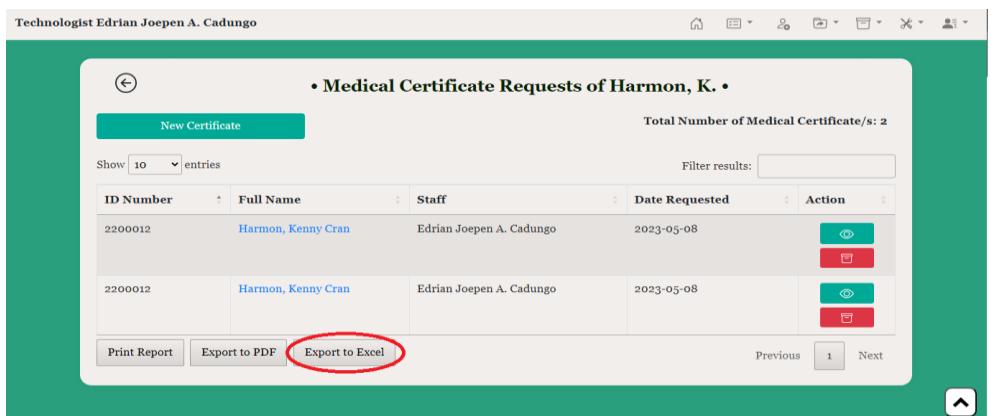


The screenshot shows a table of medical certificate requests. The 'Action' column contains two buttons for each row: a green 'View' button and a red 'Delete' button. At the bottom of the table, there are three buttons: 'Print Report', 'Export to PDF' (which is circled in red), and 'Export to Excel'. Below the table, there are navigation buttons for 'Previous' and 'Next'.

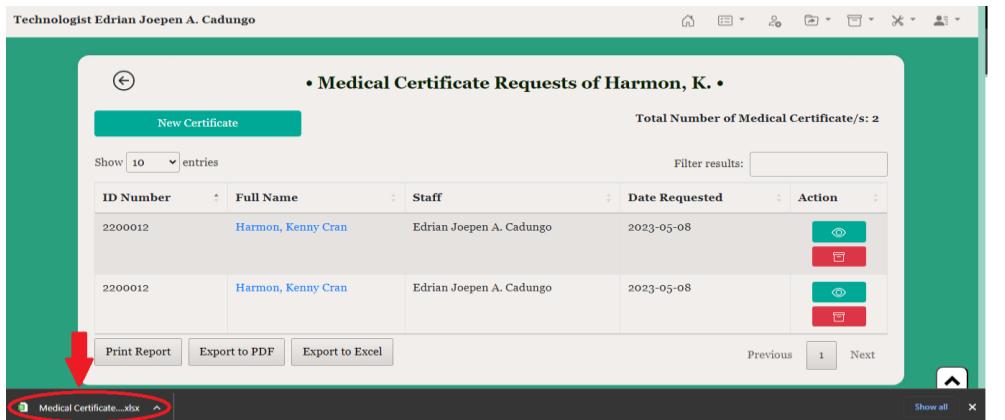


A red arrow points from the 'Export to PDF' button in the previous screenshot down to the download icon in the browser's address bar. The download file is labeled 'Medical Certificate....pdf'.

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



The screenshot shows a table of medical certificate requests. The 'Action' column contains two buttons for each row: a green 'View' button and a red 'Delete' button. At the bottom of the table, there are three buttons: 'Print Report', 'Export to PDF', and 'Export to Excel' (which is circled in red). Below the table, there are navigation buttons for 'Previous' and 'Next'.



A red arrow points from the 'Export to Excel' button in the previous screenshot down to the download icon in the browser's address bar. The download file is labeled 'Medical Certificate....xlsx'.

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

The screenshot shows a table with one row of data. The columns are ID Number, Full Name, Total, Dates Requested, and Action. The data is as follows:

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

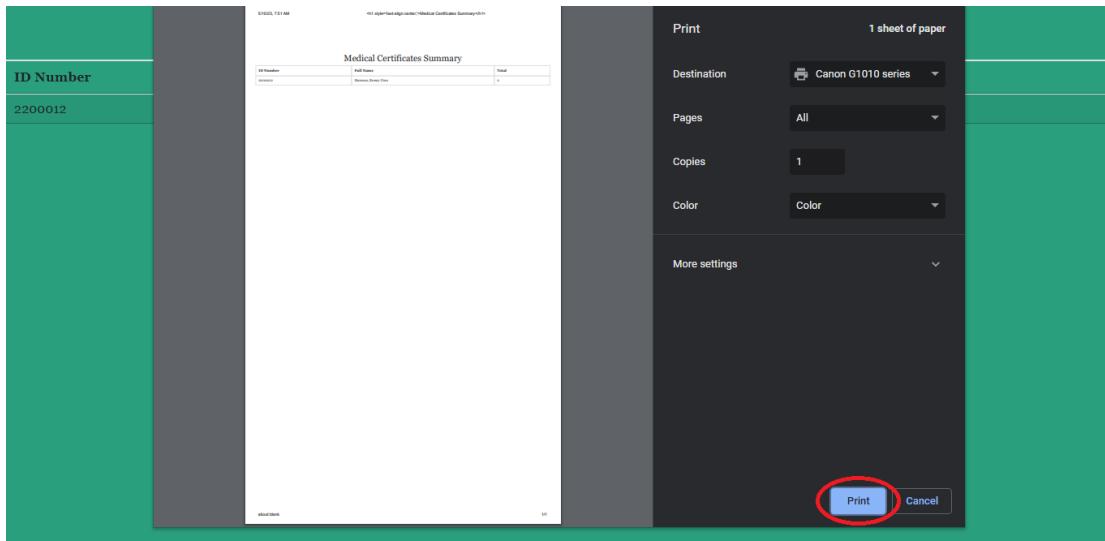
Below the table are three buttons: Print Report, Export to PDF, and Export to Excel. To the right of the table are navigation buttons: Previous, Next, and a page number indicator (1). A red circle highlights the 'Archive All' button.

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

The screenshot shows the same table as the previous screenshot. A red circle highlights the 'Filter results:' input field at the top right of the table area.

6. Click **Print Report** to print the List of Student who requested Medical Certificates in table

The screenshot shows the same table as the previous screenshots. A red circle highlights the 'Print Report' button at the bottom left of the table area.



7. Click **Export to PDF** to download the Summary List of Student who requested Medical Certificate in the table into PDF File

A screenshot of a web-based application titled "Technologist Edrian Joepen A. Cadungo". The main content area is titled "• Medical Certificates Summary •". It shows a table with one entry:

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

At the bottom of the table are three buttons: "Print Report", "Export to PDF" (which is circled in red), and "Export to Excel".

Total Number of Medical Certificate/s: 1

Show 10 entries Filter results:

A screenshot of the same web-based application after clicking the "Export to PDF" button. A red arrow points down to the download list at the bottom of the screen, where a file named "Medical Certificate....pdf" is listed.

Total Number of Medical Certificate/s: 1

Show 10 entries Filter results:

Print Report Export to PDF Export to Excel Previous 1 Next

• Medical Certificates Summary •

New Certificate

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

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

Technologist Edrian Joepen A. Cadungo

• Medical Certificates Summary •

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

Technologist Edrian Joepen A. Cadungo

• Medical Certificates Summary •

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

E. Archives

a) Archived Student Records

1. To View Archived Student Records, go to Navigation Bar, Click Archives then select Archived Student Records.

Technologist Edrian Joepen A. Cadungo

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.

Archives

- Archived Student Records
- Archived Consultation Records
- Archived Follow-up Records
- Archived Medical Certificates
- Archived Staff Accounts
- Archived System Logs

• Archived Students Record •									
Total Number of Record/s: 2									
Show 10 entries Filter results:									
ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action	
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred		
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEED)	20	Male	+639	2023-05-03	Graduated		

Print Report Export to PDF Export to Excel Previous 1 Next

2. Click **View** to display the student's information

• Archived Students Record •									
Total Number of Record/s: 2									
Show 10 entries Filter results:									
ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action	
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred		
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEED)	20	Male	+639	2023-05-03	Graduated		

Print Report Export to PDF Export to Excel Previous 1 Next

3. Click **Restore** to put back the Students information in the Student Summary after archiving.

• Archived Students Record •									
Total Number of Record/s: 2									
Show 10 entries Filter results:									
ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action	
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred		
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEED)	20	Male	+639	2023-05-03	Graduated		

Print Report Export to PDF Export to Excel Previous 1 Next

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

Technologist Edrian Joepen A. Cadungo

• Archived Students Record •

Total Number of Record/s: 2

Show 10 entries Filter results:

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred	
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEEd)	20	Male	+639	2023-05-03	Graduated	

Print Report Export to PDF Export to Excel Previous 1 Next

5. Click **Print Report** to print the record lists in the Archived Student Records table

Technologist Edrian Joepen A. Cadungo

• Archived Students Record •

Total Number of Record/s: 2

Show 10 entries Filter results:

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred	
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEEd)	20	Male	+639	2023-05-03	Graduated	

Print Report 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

Print Cancel

6. Click **Export to PDF** to download the record lists in the Archived Student Records table as PDF File

Technologist Edrian Joepen A. Cadungo

• Archived Students Record •

Total Number of Record/s: 2

Show 10 entries Filter results:

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action	
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred		
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEEd)	20	Male	+639	2023-05-03	Graduated		

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

Technologist Edrian Joepen A. Cadungo

• Archived Students Record •

Total Number of Record/s: 2

Show 10 entries Filter results:

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action	
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred		
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEEd)	20	Male	+639	2023-05-03	Graduated		

Print Report Export to PDF Export to Excel Previous 1 Next

Students Record (1).pdf

7. Click **Export to Excel** to download the record lists in the Archived Student Records table as Excel File

Technologist Edrian Joepen A. Cadungo

• Archived Students Record •

Total Number of Record/s: 2

Show 10 entries Filter results:

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action	
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred		
2200132	Han, Cy Berny	Bachelor of Elementary Education (BEEd)	20	Male	+639	2023-05-03	Graduated		

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

• Archived Students Record •

Total Number of Record/s: 2

Show 10 entries Filter results:

ID	Full Name	Degree / Strand	Age	Sex	Contact Number	Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	Bachelor of Science in Information Technology (BLIS)	21	Male	+639	2023-05-02	Transferred	
22000132	Han, Cy Berny	Bachelor of Elementary Education (BEED)	20	Male	+639	2023-05-03	Graduated	

Print Report Export to PDF Export to Excel Previous 1 Next





b) Archived Consultation Records

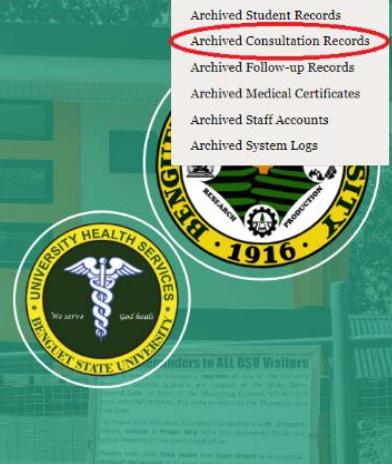
1. To View Archived Consultation Records, go to Navigation Bar, Click **Archives** then select **Archived Consultation Records**.

Technologist Edrian Joepen A. Cadungo



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.



Archived Student Records
Archived Consultation Records (highlighted)
Archived Follow-up Records
Archived Medical Certificates
Archived Staff Accounts
Archived System Logs

Technologist Edrian Joepen A. Cadungo



• Archived Consultation History •

Total Number of Consultation/s: 2

Show 10 entries Filter results:

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Print Report Export to PDF Export to Excel Previous 1 Next



2. Click **View** to display the Consultation Record

The screenshot shows a table titled "Archived Consultation History" with two entries. The columns are ID Number, Full name, Staff, Dates, Archive Reason, and Action. The second row has a circled "View" button in the Action column.

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Buttons at the bottom: Print Report, Export to PDF, Export to Excel. Page number: 1

3. Click **Restore** to put back the Consultation Record in the Consultation Summary

The screenshot shows the same table as above, but the "Restore" button in the second row's Action column is circled in red.

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Buttons at the bottom: Print Report, Export to PDF, Export to Excel. Page number: 1

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

The screenshot shows the table with a red circle around the "Filter results:" input field at the top right.

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Buttons at the bottom: Print Report, Export to PDF, Export to Excel. Page number: 1

5. Click **Print Report** to print the record lists in the Archived Consultation History table

Technologist Edrian Joepen A. Cadungo

• Archived Consultation History •

Total Number of Consultation/s: 2

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Show 10 entries Filter results:

Print Report 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

Print Cancel

6. Click **Export to PDF** to download the record lists in the Archived Consultation History table as PDF File

Technologist Edrian Joepen A. Cadungo

• Archived Consultation History •

Total Number of Consultation/s: 2

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Show 10 entries Filter results:

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

Technologist Edrian Joepen A. Cadungo

• Archived Consultation History •

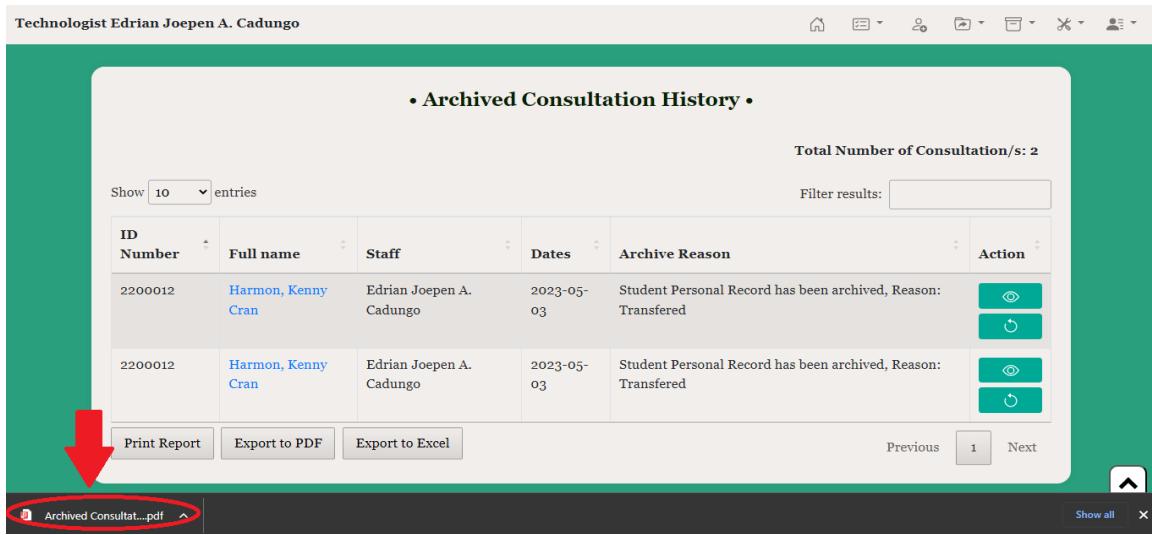
Total Number of Consultation/s: 2

Show 10 entries Filter results:

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Print Report Export to PDF Export to Excel Previous 1 Next

Archived Consultat...pdf



7. Click **Export to Excel** to download the record lists in the Archived Consultation History table as Excel File

Technologist Edrian Joepen A. Cadungo

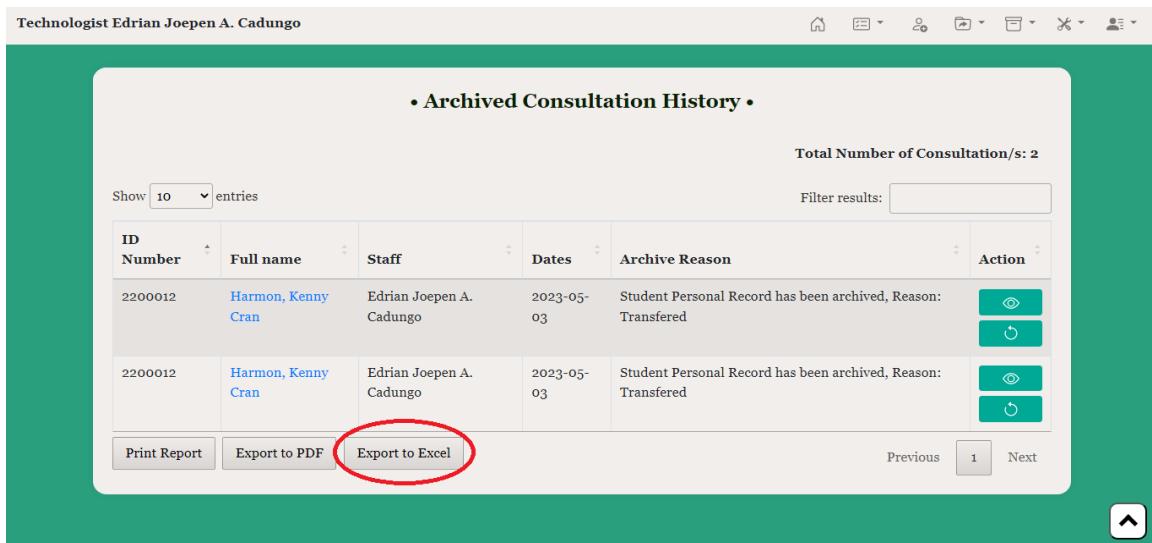
• Archived Consultation History •

Total Number of Consultation/s: 2

Show 10 entries Filter results:

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

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



Technologist Edrian Joepen A. Cadungo

• Archived Consultation History •

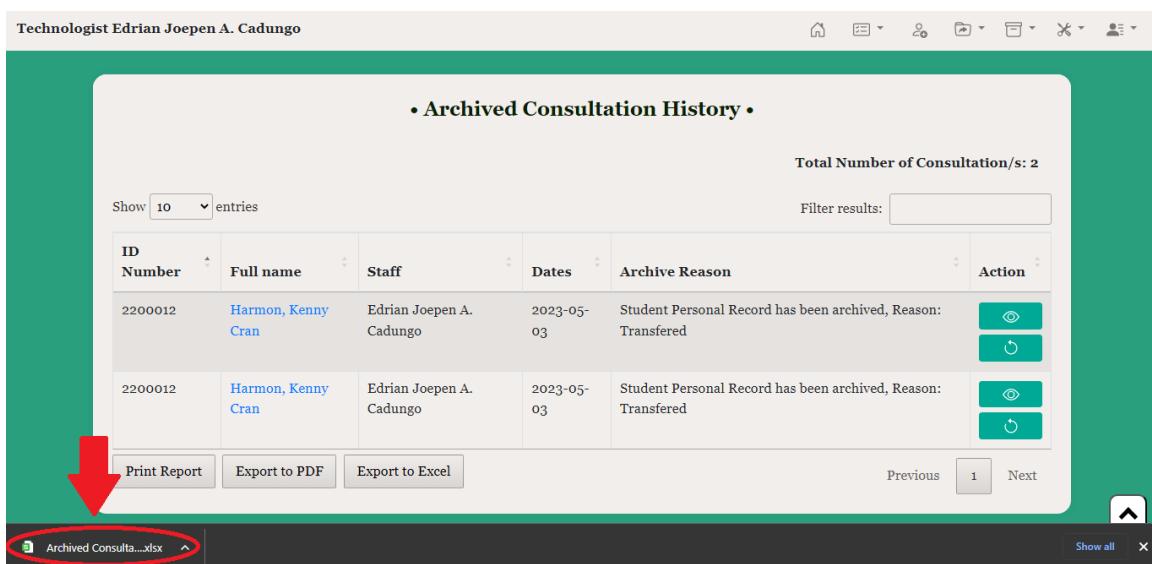
Total Number of Consultation/s: 2

Show 10 entries Filter results:

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

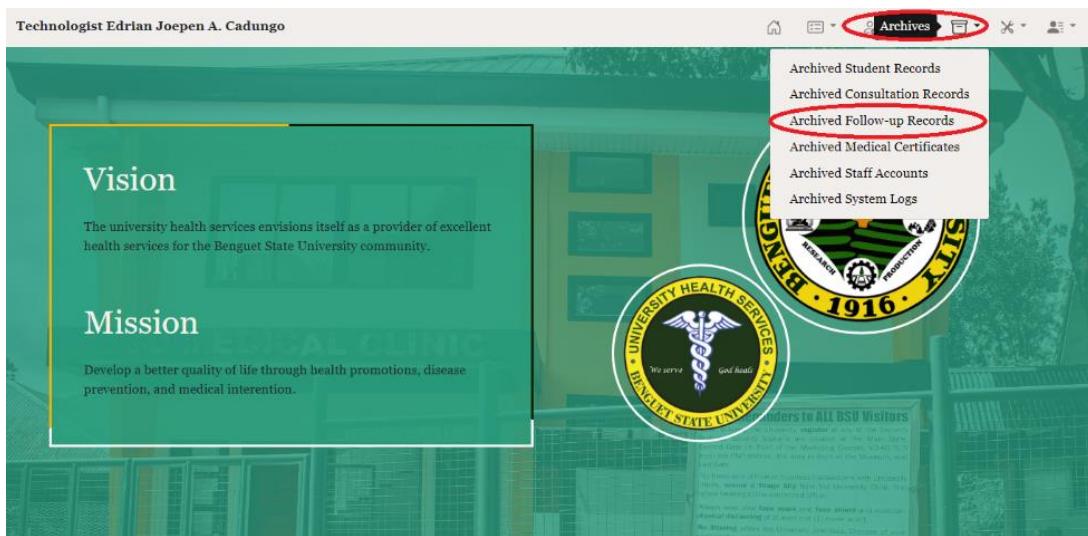
Print Report Export to PDF Export to Excel Previous 1 Next

Archived Consulta...xlsx



c) Archived Follow-up Records

1. To View Archived Follow-up Consultation Records, go to Navigation Bar, Click **Archives** then select Archived Follow-up Records.



The screenshot shows a table titled '• Archived Follow-up Consultation •'. It displays one entry with the following details:

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

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, and a page number '1'.

2. Click **View** to display the Archived Follow-up Consultation Record

The screenshot shows a table titled '• Archived Consultation History •'. It displays two entries with the following details:

ID Number	Full name	Staff	Dates	Archive Reason	Action
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

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, and a page number '1'.

3. Click **Restore** to put back the ARchived Follow-up Consultation in the Follow-up Consultation Summary Table

The screenshot shows a table titled "Archived Follow-up Consultation". The table has columns: ID Number, Fullname, Consultation Date, Follow-Up Date, Archive Reason, and Action. There is one entry: ID Number 2200012, Fullname Harmon, Kenny Cran, Consultation Date 2023-05-03, Follow-Up Date 2023-05-03, Archive Reason Student Personal Record has been archived, Reason: Transferred. The Action column contains three buttons: a magnifying glass, a circular arrow, and a black "Restore" button. The "Restore" button is circled in red.

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	Restore

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

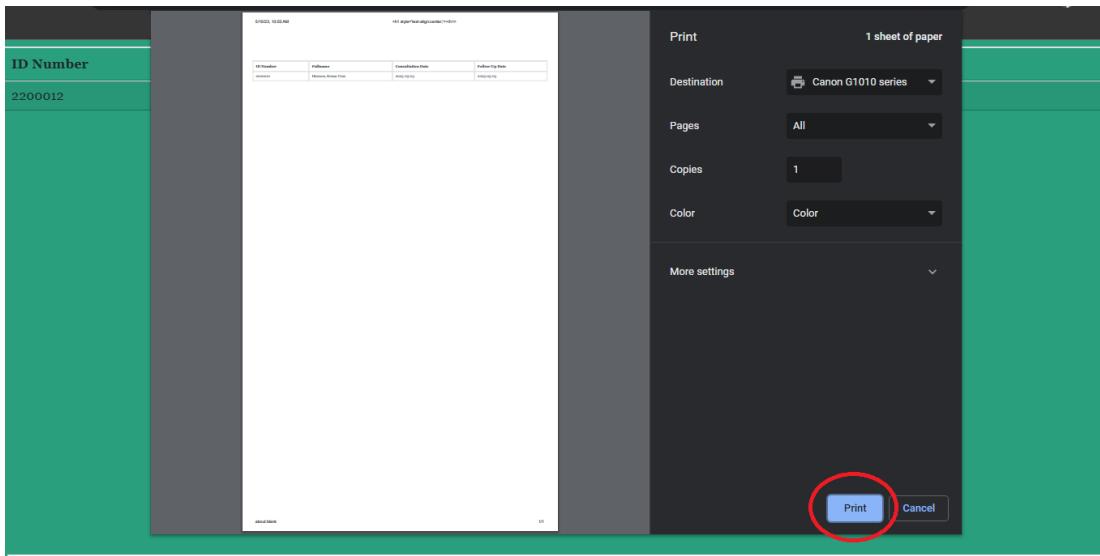
The screenshot shows the same table as above, but with a red oval drawn around the "Filter results:" input field in the top right corner.

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

5. Click **Print Report** to print the record lists in the Archived Follow-up Consultation table

The screenshot shows the table again, with a red oval drawn around the "Print Report" button in the bottom left corner.

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	



6. Click **Export to PDF** to download the record lists in the Archived Follow-up Consultation table as PDF File

Technologist Edrian Joepen A. Cadungo

• Archived Follow-up Consultation •

Total Number of Follow-up/s: 1

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Show 10 entries Filter results:

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

Previous 1 Next

Technologist Edrian Joepen A. Cadungo

• Archived Follow-up Consultation •

Total Number of Follow-up/s: 1

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	

Show 10 entries Filter results:

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

Previous 1 Next

↓

Archived Follow-U...pdf

7. Click **Export to Excel** to download the record lists in the Archived Follow-up Consultation table as Excel File

Technologist Edrian Joepon A. Cadungo

• Archived Follow-up Consultation •

Total Number of Follow-up/s: 1

Show 10 entries Filter results:

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	 

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

Technologist Edrian Joepon A. Cadungo

• Archived Follow-up Consultation •

Total Number of Follow-up/s: 1

Show 10 entries Filter results:

ID Number	Fullname	Consultation Date	Follow-Up Date	Archive Reason	Action
2200012	Harmon, Kenny Cran	2023-05-03	2023-05-03	Student Personal Record has been archived, Reason: Transferred	 

Print Report Export to PDF Export to Excel Previous 1 Next

  Archived Follow-U....xlsx

d) Archived Medical Certificates

1. To View Archived Medical Certificates, go to Navigation Bar, Click Archives then select Archived Medical Certificates.

Technologist Edrian Joepon A. Cadungo

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.

Archives 

- Archived Student Records
- Archived Consultation Records
- Archived Follow-up Records
- Archived Medical Certificates** 
- Archived Staff Accounts
- Archived System Logs

• Archived Medical Certificates •					
Total Number of Medical Certificate/s: 5					
Show 10 entries		Filter results:			
ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 

2. Click **View** to display the student's Medical Certificates

• Archived Medical Certificates •					
Total Number of Medical Certificate/s: 5					
Show 10 entries		Filter results:			
ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	  View
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 

3. Click **Restore** to put back the Medical Certificates in the Medical Certificates Summary

• Archived Medical Certificates •					
Total Number of Medical Certificate/s: 5					
Show 10 entries		Filter results:			
ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	  Restore
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 

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

Technologist Edrian Joeopen A. Cadungo

• Archived Medical Certificates •

Total Number of Medical Certificate/s: 5

Show 10 entries

Filter results:

ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joeopen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	
1900286	Tamangen, Kenneth Taluyan	Edrian Joeopen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	
1900286	Tamangen, Kenneth Taluyan	Edrian Joeopen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	

5. Click **Print Report** to print the record lists in the Archived Medical Certificates table

ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joeopen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	
1900286	Tamangen, Kenneth Taluyan	Edrian Joeopen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	
1900286	Tamangen, Kenneth Taluyan	Edrian Joeopen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	
2200012	Harmon, Kenny Cran	Edrian Joeopen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	
2200012	Harmon, Kenny Cran	Edrian Joeopen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	

Print Report Previous 1 Next

Print

1 sheet of paper

Destination: Canon G1010 series

Pages: All

Copies: 1

Color: Color

More settings

Print Cancel

6. Click **Export to PDF** to download the record lists in the Archived Medical Certificates table as PDF File

ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 

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

ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 

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

 Archived Medical....pdf 

[Show all](#) 

7. Click **Export to Excel** to download the record lists in the Archived Medical Certificates table as Excel File

ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 

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

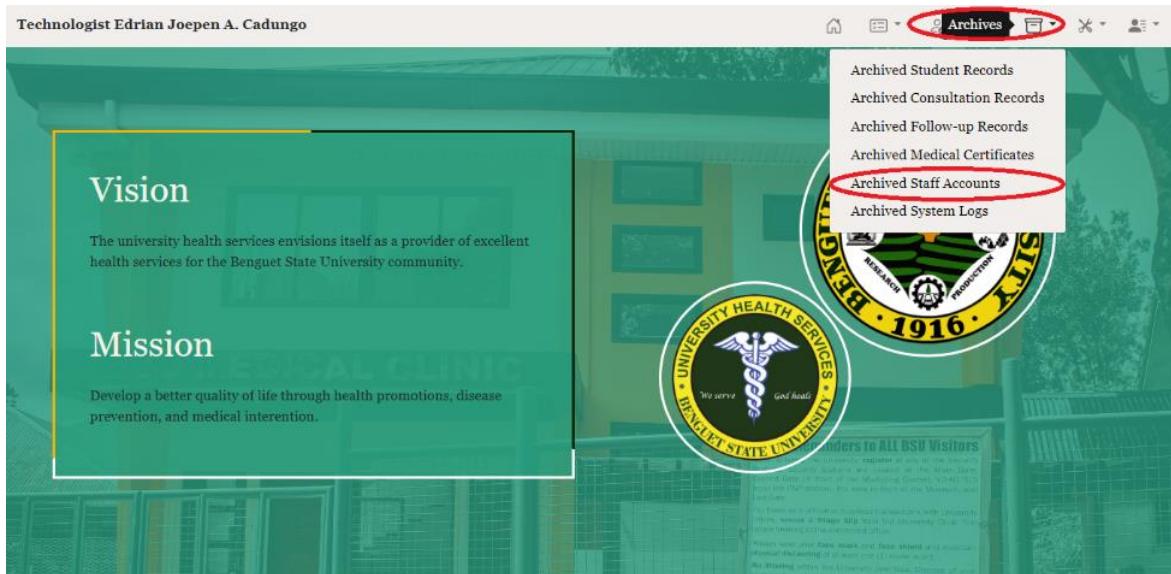
ID Number	Full Name	Staff	Dates Requested	Archive Reason	Action
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
1900286	Tamangen, Kenneth Taluyan	Edrian Joepen A. Cadungo	2023-03-27	Consultation Record has been archived, Reason: Graduate	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 
2200012	Harmon, Kenny Cran	Edrian Joepen A. Cadungo	2023-05-08	Student Personal Record has been archived, Reason: Transferred	 

Previous Next

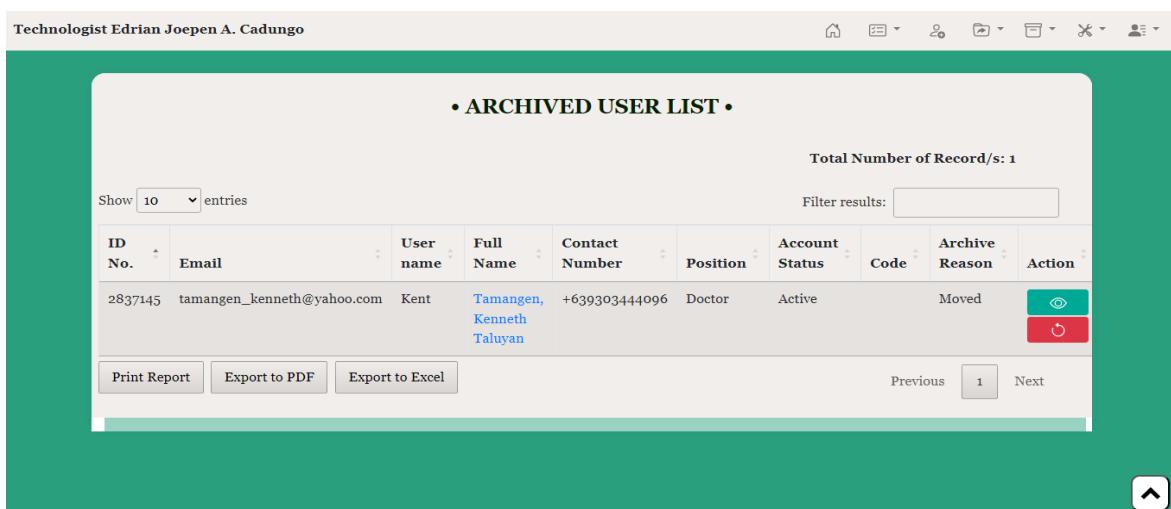
[Archived Medical...xlsx](#)  [Show all](#) [X](#)

e) Archived Staff Accounts

1. To View Archived User Accounts, go to Navigation Bar, Click **Archives** then select **Archived Staff Accounts**.



The screenshot shows the university's website interface. At the top, there is a navigation bar with various links. The 'Archives' link is highlighted with a red circle. Below the navigation bar, there is a large banner featuring the university's vision and mission statements. On the right side of the banner, there is a circular logo for 'UNIVERSITY HEALTH SERVICES' and another circular logo for 'BENGUET STATE UNIVERSITY'. The 'Archives' menu is open, showing options like 'Archived Student Records', 'Archived Consultation Records', 'Archived Follow-up Records', 'Archived Medical Certificates', 'Archived Staff Accounts' (which is also circled in red), and 'Archived System Logs'.



The screenshot shows a table titled '• ARCHIVED USER LIST •'. It displays a single record for an archived user. The columns include ID No., Email, User name, Full Name, Contact Number, Position, Account Status, Code, Archive Reason, and Action. The user listed is Tamangen, Kenneth Taluyan, with the ID 2837145, Email tamangen_kenneth@yahoo.com, User name Kent, Full Name Tamangen, Kenneth Taluyan, Contact Number +639303444096, Position Doctor, Account Status Active, Code, Archive Reason Moved, and Action buttons for viewing and editing. Below the table, there are buttons for 'Print Report', 'Export to PDF', and 'Export to Excel', and navigation links for 'Previous' and 'Next'.

2. Click **View** to display the User Information

Technologist Edrian Joepon A. Cadungo

• ARCHIVED USER LIST •

Total Number of Record/s: 1

Show 10 entries Filter results:

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Archive Reason	Action
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		Moved	View

Print Report Export to PDF Export to Excel Previous 1 Next

3. Click **Restore** to put back the Archived staff account in the User list

Technologist Edrian Joepon A. Cadungo

• ARCHIVED USER LIST •

Total Number of Record/s: 1

Show 10 entries Filter results:

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Archive Reason	Action
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		Transferred to Another Clinic	Restore

Print Report Export to PDF Export to Excel Previous 1 Next

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

Technologist Edrian Joepon A. Cadungo

• ARCHIVED USER LIST •

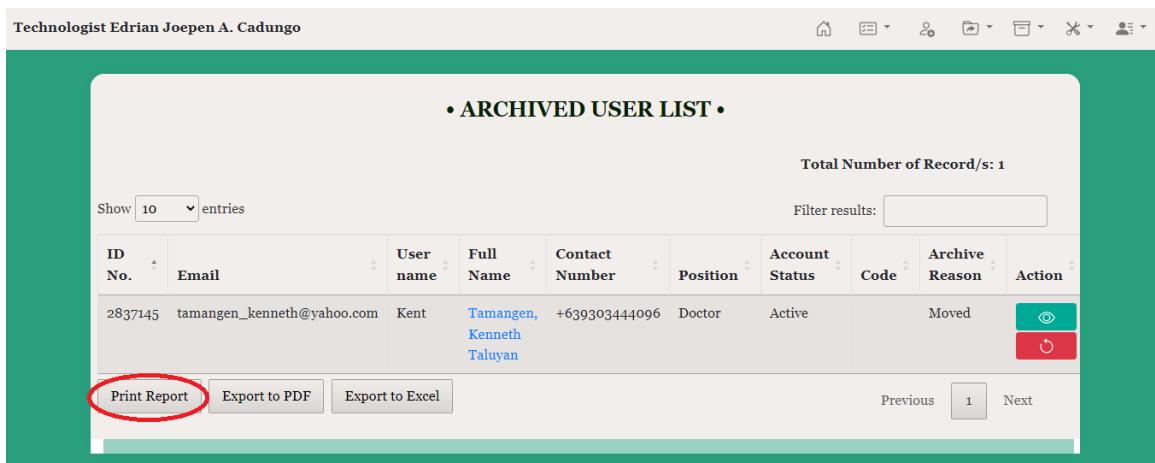
Total Number of Record/s: 1

Show 10 entries Filter results:

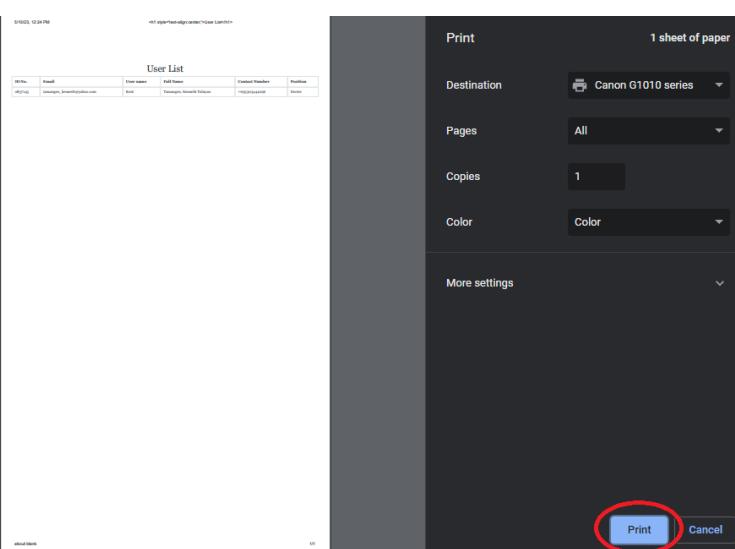
ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Archive Reason	Action
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		Moved	View

Print Report Export to PDF Export to Excel Previous 1 Next

5. Click **Print Report** to print the record lists in the Archived User list table

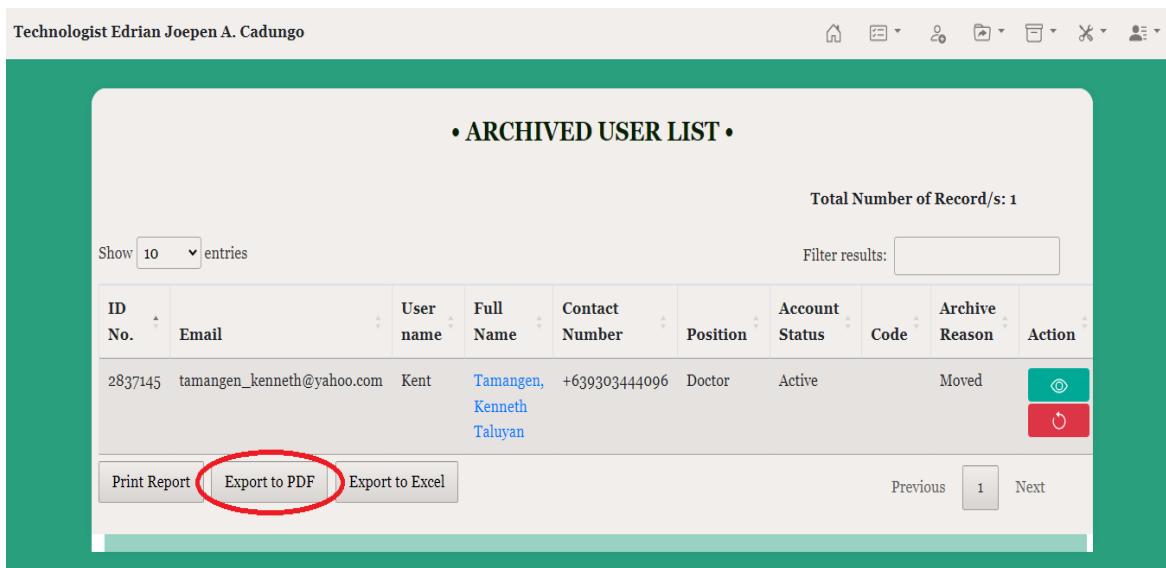


The screenshot shows the 'ARCHIVED USER LIST' page with a single record listed. The record details are: ID No. 2837145, Email tamangen_kenneth@yahoo.com, User name Kent, Full Name Tamangen, Kenneth Taluyan, Contact Number +639303444096, Position Doctor, Account Status Active, Archive Reason Moved. Below the table are buttons for Print Report (circled in red), Export to PDF, and Export to Excel.



The modal window is titled 'Print' and shows settings for printing one sheet of paper. It includes fields for Destination (set to Canon G1010 series), Pages (set to All), Copies (set to 1), and Color (set to Color). At the bottom right of the modal is a 'Print' button (circled in red) and a 'Cancel' button.

6. Click **Export to PDF** to download the record lists in the Archived User list table as PDF File



The screenshot shows the 'ARCHIVED USER LIST' page with a single record listed. The record details are: ID No. 2837145, Email tamangen_kenneth@yahoo.com, User name Kent, Full Name Tamangen, Kenneth Taluyan, Contact Number +639303444096, Position Doctor, Account Status Active, Archive Reason Moved. Below the table are buttons for Print Report (circled in red), Export to PDF (circled in red), and Export to Excel.

Technologist Edrian Joeopen A. Cadungo

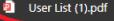
• ARCHIVED USER LIST •

Total Number of Record/s: 1

Show 10 entries Filter results:

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Archive Reason	Action
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		Moved	 

Print Report Export to PDF Export to Excel Previous 1 Next


 User List (1).pdf 

7. Click **Export to Excel** to download the record lists in the Archived User list table as Excel File

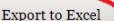
Technologist Edrian Joeopen A. Cadungo

• ARCHIVED USER LIST •

Total Number of Record/s: 1

Show 10 entries Filter results:

ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Archive Reason	Action
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		Moved	 

Print Report Export to PDF  Export to Excel Previous 1 Next


 User List (1).xlsx 

Technologist Edrian Joeopen A. Cadungo

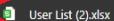
• ARCHIVED USER LIST •

Total Number of Record/s: 1

Show 10 entries Filter results:

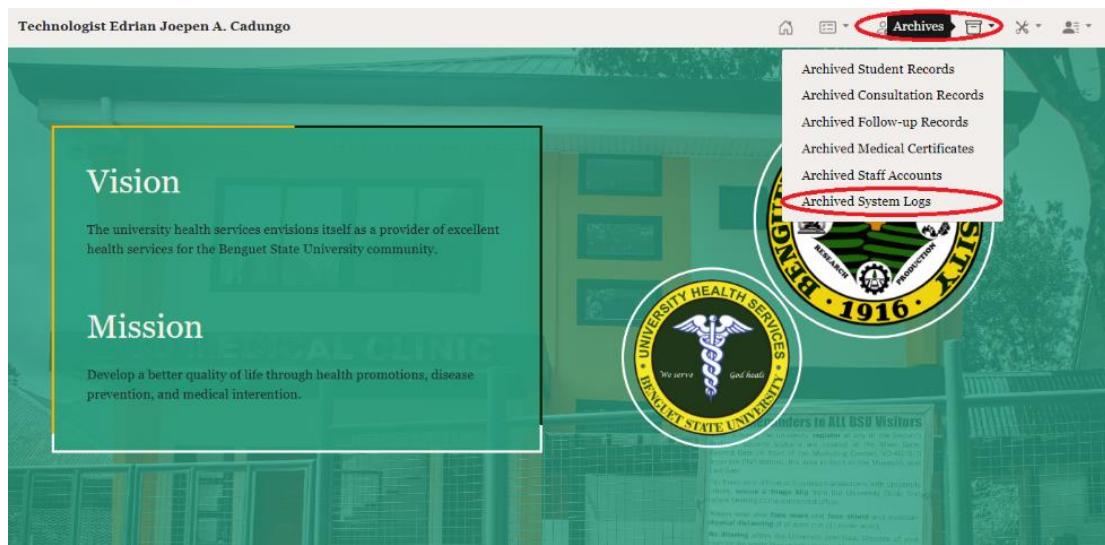
ID No.	Email	User name	Full Name	Contact Number	Position	Account Status	Code	Archive Reason	Action
2837145	tamangen_kenneth@yahoo.com	Kent	Tamangen, Kenneth Taluyan	+639303444096	Doctor	Active		Moved	 

Print Report Export to PDF Export to Excel Previous 1 Next


 User List (2).xlsx 

f) Archived System Logs

- To View Archived System Logs, go to Navigation Bar, Click **Archives** then select **Archived System Logs**.



- Click **Restore** to put back the specific logs

• Archived System Logs •					
Total Number of Record/s: 8					
Show 10 entries		Filter results:			
Date	Time Archived	Archivist	Archive Reason	Action	
April-11-2023	10:26:49 AM	superadmin	asd		
April-12-2023	10:26:49 AM	superadmin	asd		
April-16-2023	10:26:49 AM	superadmin	asd		
April-18-2023	10:26:49 AM	superadmin	asd		
April-26-2023	10:26:49 AM	superadmin	asd		
April-01-2023	09:52:12 AM	admin	old		
March-31-2023	09:52:12 AM	admin	old		

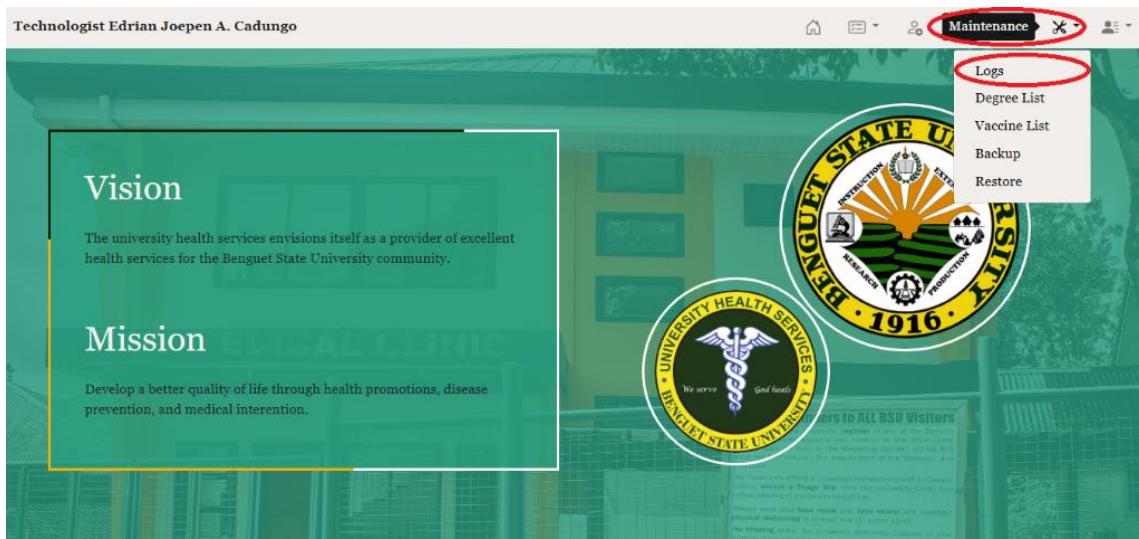
- Go to **SEARCH BOX** and enter any keyword you wish to look for then press enter to start filtering process

• Archived System Logs •					
Total Number of Record/s: 8					
Show 10 entries		Filter results:			
Date	Time Archived	Archivist	Archive Reason	Action	
April-11-2023	10:26:49 AM	superadmin	asd		
April-12-2023	10:26:49 AM	superadmin	asd		
April-16-2023	10:26:49 AM	superadmin	asd		
April-18-2023	10:26:49 AM	superadmin	asd		
April-26-2023	10:26:49 AM	superadmin	asd		
April-01-2023	09:52:12 AM	admin	old		
March-31-2023	09:52:12 AM	admin	old		

F. Maintenance

a) Logs

1. To View System Logs, go to Navigation Bar, Click Maintenance then select Logs



This screenshot shows the 'System Logs' page. At the top, there's a heading '• System Logs •' and a button labeled 'Archive Old Logs'. Below that is a table with columns for Date, Time, User ID, Username, and System Feedback. The table contains eight entries, all from May 10, 2023, at various times, all performed by User ID 2 (admin). The system feedback for each entry is a success message related to restoring or archiving records.

Date	Time	User ID	Username	System Feedback
May-10-2023	09:22 AM	2	admin	Successfully restored Follow-up Record ID 1
May-10-2023	09:22 AM	2	admin	Successfully restored consultation record ID 1
May-10-2023	09:22 AM	2	admin	Successfully restored consultation record ID 2
May-10-2023	09:14 AM	2	admin	Successfully archived staff account ID 3
May-10-2023	08:27 AM	2	admin	Successfully Archived student, consultation, medical certificate info and follow-up record ID 2200132
May-10-2023	08:27 AM	2	admin	Successfully restored student info ID 1242354
May-10-2023	08:27 AM	2	admin	Successfully Archived student, consultation, medical certificates info and follow up record ID 2200013

2. Click Archive Old Logs to Remove all the Logs

This screenshot shows the 'System Logs' page again. The 'Archive Old Logs' button is circled in red. The table below shows the same eight log entries as the previous screenshot, all performed by User ID 2 (admin) on May 10, 2023. The system feedback for each entry is a success message related to restoring or archiving records.

Date	Time	User ID	Username	System Feedback
May-10-2023	09:22 AM	2	admin	Successfully restored Follow-up Record ID 1
May-10-2023	09:22 AM	2	admin	Successfully restored consultation record ID 1
May-10-2023	09:22 AM	2	admin	Successfully restored consultation record ID 2
May-10-2023	09:14 AM	2	admin	Successfully archived staff account ID 3
May-10-2023	08:27 AM	2	admin	Successfully Archived student, consultation, medical certificate info and follow-up record ID 2200132
May-10-2023	08:27 AM	2	admin	Successfully restored student info ID 1242354
May-10-2023	08:27 AM	2	admin	Successfully Archived student, consultation, medical certificates info and follow up record ID 2200013

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

Technologist Edrian Joepen A. Cadungo

System Logs •

Archive Old Logs

Total Number of Record/s: 8

Show 10 entries

Filter results:

Date	Time	User ID	Username	System Feedback
May-10-2023	09:22 AM	2	admin	Successfully restored Follow-up Record ID 1
May-10-2023	09:22 AM	2	admin	Successfully restored consultation record ID 1
May-10-2023	09:22 AM	2	admin	Successfully restored consultation record ID 2
May-10-2023	09:14 AM	2	admin	Successfully archived staff account ID 3
May-10-2023	08:27 AM	2	admin	Successfully Archived student, consultation, medical certificate info and follow-up record ID 2200132
May-10-2023	08:27 AM	2	admin	Successfully restored student info ID 1242354
May-10-2023	08:27 AM	2	admin	Successfully Archived student, consultation, medical certificate info and follow up record ID 2200132

b) Degree List

1. To view Degree List, go to Navigation Bar, Click **Maintenance** then select **Degree List**

Technologist Edrian Joepen A. Cadungo

Maintenance

- Logs
- Degree List**
- Vaccine List
- Backup
- Restore

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

Technologist Edrian Joepen A. Cadungo

DEGREE LIST •

New Degree

Total Number of Record/s: 33

Show 10 entries

Filter results:

Degree Category	Degree	Degree Acronym	Action
College	Bachelor of Arts in Communication	BA Com	
College	Bachelor of Arts in English Language	BA EL	
College	Bachelor of Arts in Filipino Language	BA FL	
College	Bachelor of Early Childhood Education	BECED	
College	Bachelor of Elementary Education	BEEd	
College	Bachelor of Science in Information Technology	BLIS	

2. Click **New Degree** to add New Degree

The screenshot shows a table titled "• DEGREE LIST •" with columns for "Degree Category", "Degree", "Degree Acronym", and "Action". A red oval highlights the "New Degree" button at the top left of the table.

Degree Category	Degree	Degree Acronym	Action
College	Bachelor of Arts in Communication	BA Com	
College	Bachelor of Arts in English Language	BA EL	
College	Bachelor of Arts in Filipino Language	BA FL	
College	Bachelor of Early Childhood Education	BECED	
College	Bachelor of Elementary Education	BEEd	
College	Bachelor of Science in Information Technology	BLIS	

2.1. Click **Add Degree** after filling out to Save

The screenshot shows an "Add New Degree" modal window. It has fields for "Category" (with a dropdown menu), "Degree" (text input), and "Degree Acronym" (text input). At the bottom right of the modal, there are "Close" and "Add Degree" buttons. A red oval highlights the "Add Degree" button.

3. Click **Delete** to remove specific Degree

The screenshot shows the same "• DEGREE LIST •" table as before. A red oval highlights the "Delete" button for the row where Degree Acronym is "BA EL".

Degree Category	Degree	Degree Acronym	Action
College	Bachelor of Arts in Communication	BA Com	
College	Bachelor of Arts in English Language	BA EL	
College	Bachelor of Arts in Filipino Language	BA FL	
College	Bachelor of Early Childhood Education	BECED	
College	Bachelor of Elementary Education	BEEd	
College	Bachelor of Science in Information Technology	BLIS	

4. Click Search Bar to easily find specific Degree

The screenshot shows a software application window titled "Technologist Edrian Joepen A. Cadungo". Inside, there's a table titled "• DEGREE LIST •". The table has columns for "Degree Category", "Degree", "Degree Acronym", and "Action". At the top right of the table, there is a search bar labeled "Filter results:" with a red circle around it. The table contains several rows of degree information, such as Bachelor of Arts in Communication, Bachelor of Arts in English Language, etc. Each row has a delete icon in the "Action" column.

c) Vaccine List

1. To view Vaccine List, go to Navigation Bar, Click Maintenance then select Vaccine List

The screenshot shows a software application window titled "Technologist Edrian Joepen A. Cadungo". On the right side, there is a navigation bar with a "Maintenance" button highlighted by a red circle. A dropdown menu from this button includes options like "Logs", "Degree List", "Vaccine List" (which is also highlighted with a red circle), "Backup", and "Restore". The main area of the screen displays "Vision" and "Mission" sections, along with the Benguet State University logo.

The screenshot shows a software application window titled "Technologist Edrian Joepen A. Cadungo". Inside, there's a table titled "• VACCINE LIST •". The table has columns for "Vaccine Name" and "Action". At the top right of the table, there is a search bar labeled "Filter results:" with a red circle around it. The table contains several rows of vaccine names, such as Bharat BioTech, CoronaVac (Sinovac), Gamaleya Sputnik V, Johnson and Johnson's Janssen, Moderna, and Oxford-AstraZeneca. Each row has a delete icon in the "Action" column.

2. Click **New Vaccine** to add new Vaccine

The screenshot shows a software interface titled 'Technologist Edrian Joepen A. Cadungo'. At the top, there's a navigation bar with icons for home, back, forward, and file operations. Below the title, a teal bar contains the text '• VACCINE LIST •' and a red oval highlights the 'New Vaccine' button. To the right, it says 'Total Number of Record/s: 8'. Underneath, there's a search bar labeled 'Filter results:' and a dropdown menu 'Show 10 entries'. The main area is a table with columns 'Vaccine Name' and 'Action'. The 'Action' column contains green trash can icons. The 'Vaccine Name' column lists several vaccines: Bharat BioTech, CoronaVac (Sinovac), Gamaleya Sputnik V, Johnson and Johnson's Janssen, Moderna, and Oxford-AstraZeneca.

2.1. Click **Add Vaccine** after filling out to save

This screenshot shows the same software interface as the previous one, but with a modal dialog box in the foreground titled 'Add New Vaccine'. The dialog has a 'Vaccine Name' input field and two buttons: 'Close' and 'Add Vaccine', with the latter being highlighted by a red circle. The background shows the same vaccine list as the first screenshot.

3. Click **Delete** to remove specific Vaccine

This screenshot shows the software interface once more. The vaccine list is displayed, and a red circle highlights the 'Delete' icon in the 'Action' column for the 'CoronaVac (Sinovac)' entry. The rest of the list remains the same as in the previous screenshots.

4. Click **Search Bar** to easily find specific Vaccine

The screenshot shows a table titled "• VACCINE LIST •". The table has columns for "Vaccine Name" and "Action". At the top right of the table, there is a search bar with the placeholder "Filter results:" and a dropdown menu showing "10 entries". The table contains seven rows of vaccine names: Bharat BioTech, CoronaVac (Sinovac), Gamaleya Sputnik V, Johnson and Johnson's Janssen, Moderna, and Oxford-AstraZeneca. Each row has a delete icon in the "Action" column.

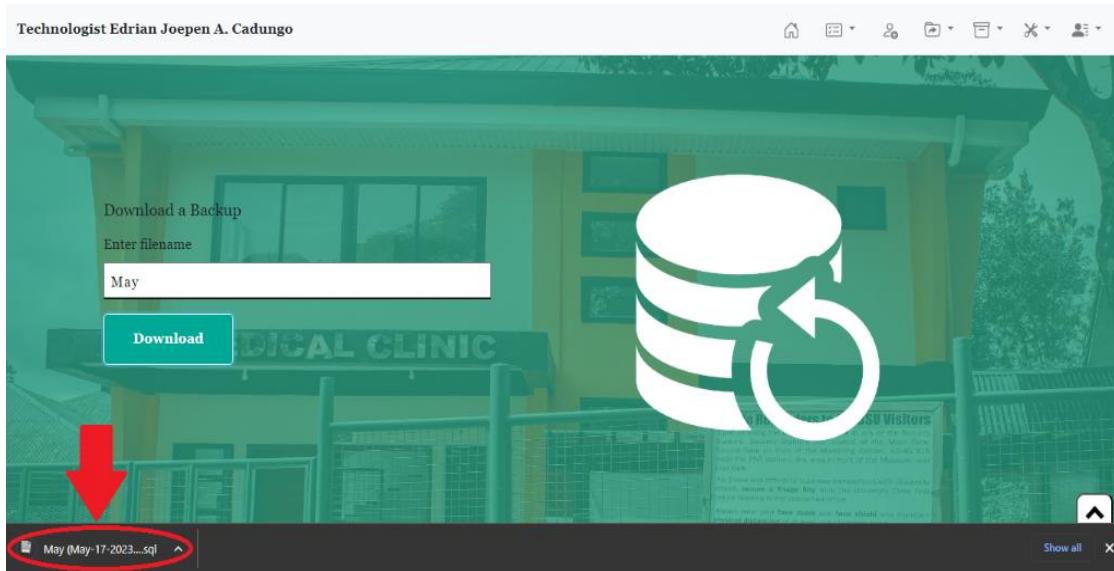
d) **Backup**

1. To Backup the Records, go to Navigation Bar, Click **Maintenance** then select **Backup**

The screenshot shows a navigation menu with several options: Logs, Degree List, Vaccine List, **Backup**, and Restore. The "Backup" option is highlighted with a red circle. The background of the page shows the university's seal and some text about its history and mission.

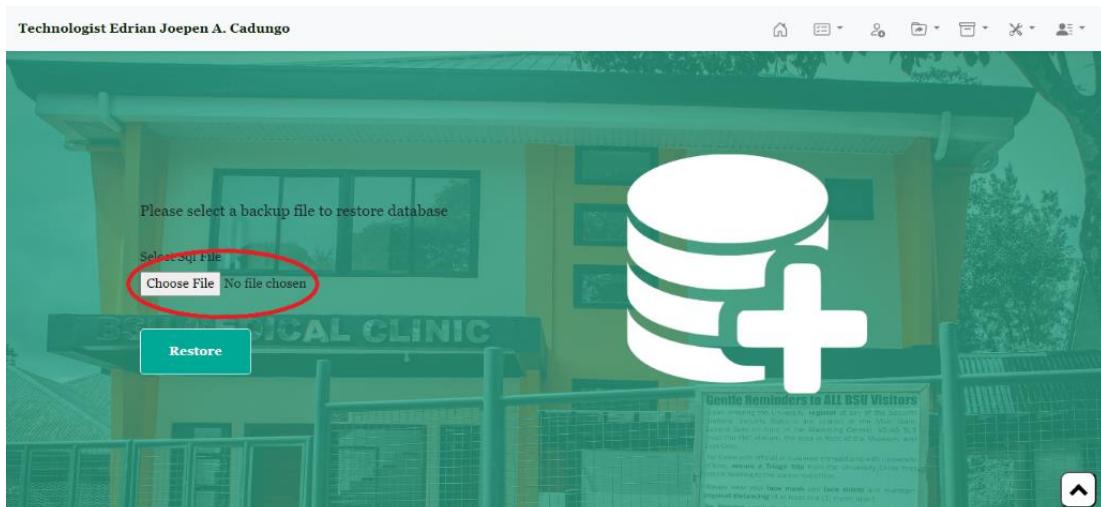
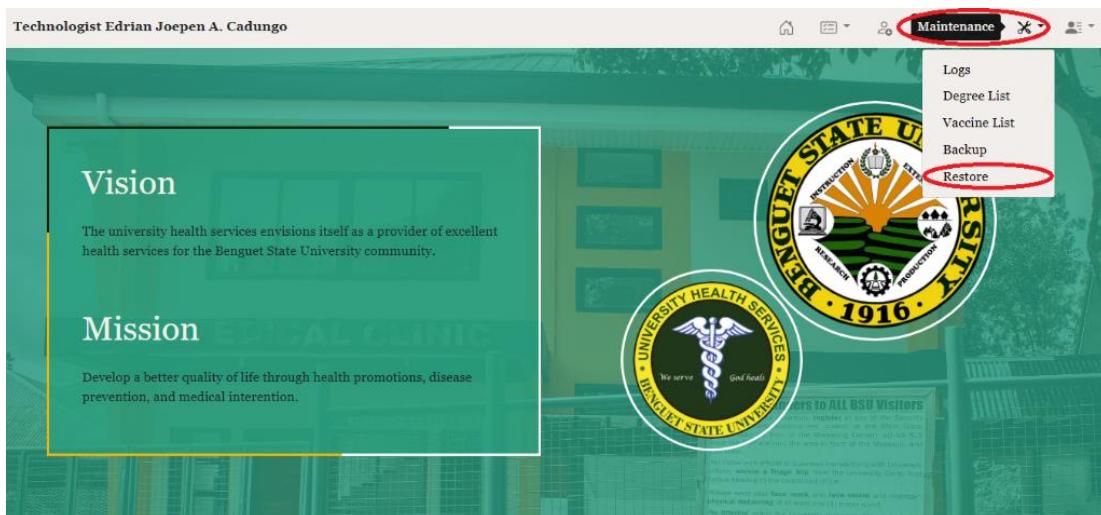
The screenshot shows a form for downloading a backup. It includes a field labeled "Enter filename" with a placeholder "BSU_Vaccines", a "Download" button, and a large circular progress or download icon.

2. Input the backup file name then click **Backup**

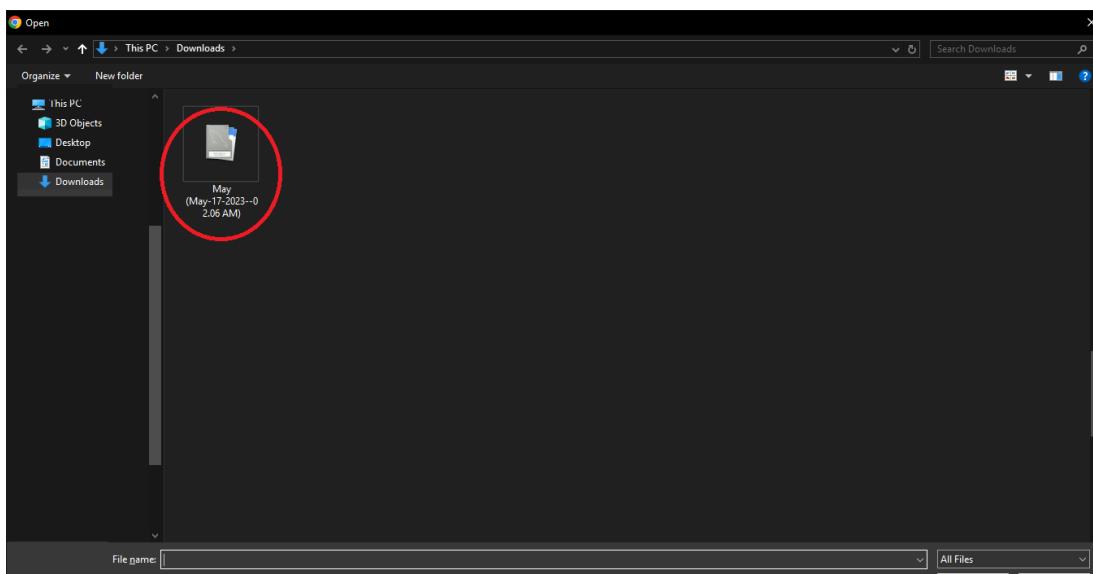


e) Restore

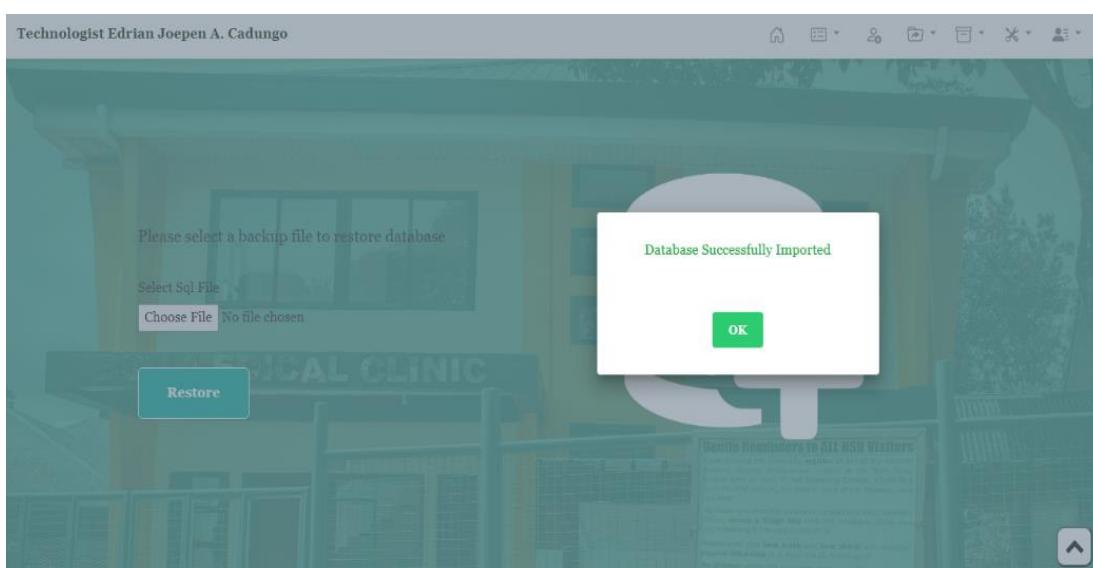
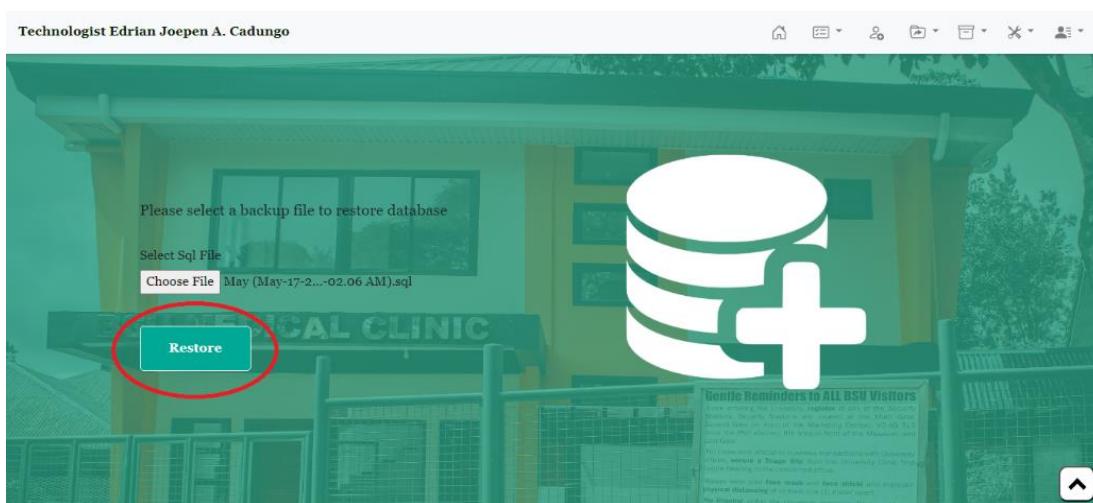
1. To restore a record, go to Navigation Bar then Click **Maintenance** and select **Restore**



2. Click **Choose file** then select a file from the folder where back up files were saved.



3. Click **Restore** to put back the record to the system



G. User

a) Manual

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

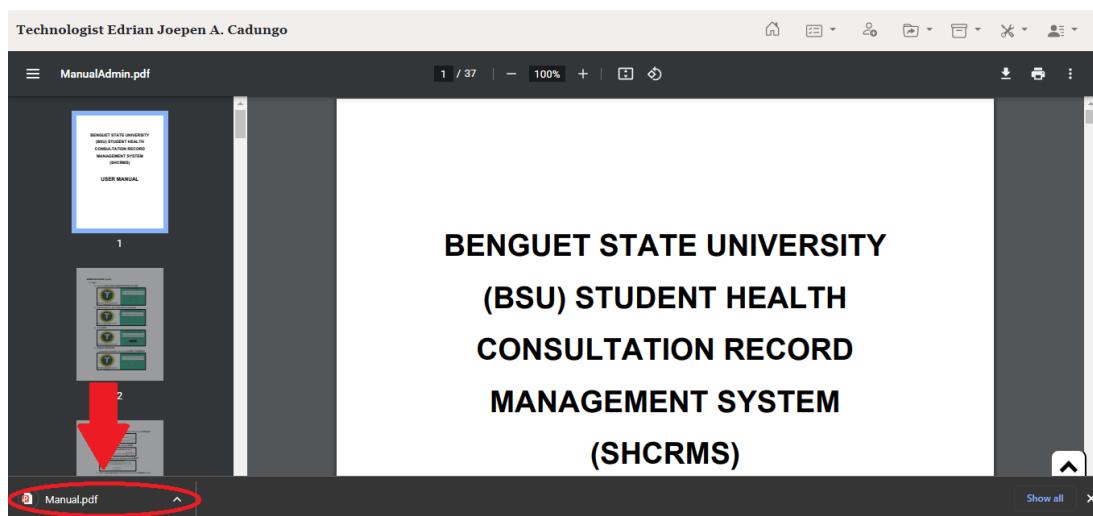
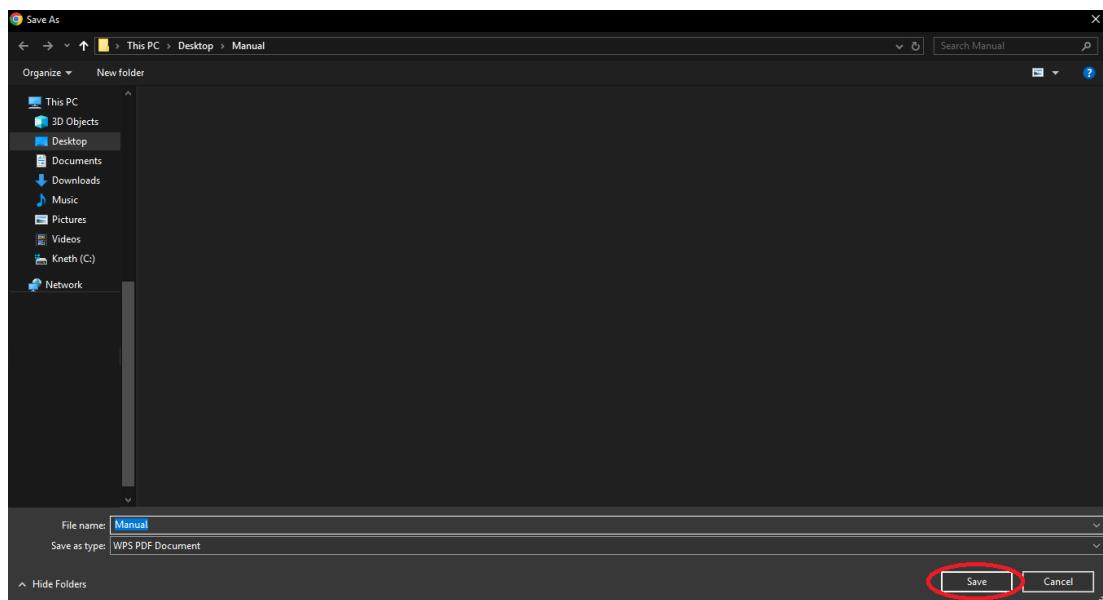
The screenshot shows the Benguet State University website. At the top, there is a navigation bar with various icons and links. Two specific links are highlighted with red circles: 'User' and 'Manual'. Below the navigation bar, there is a large circular seal of the university. On the left side of the page, there are two 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.'

The screenshot shows a PDF viewer displaying the 'ManualAdmin.pdf' document. The PDF contains the title 'BENGUET STATE UNIVERSITY (BSU) STUDENT HEALTH CONSULTATION RECORD MANAGEMENT SYSTEM (SHCRMS)' and several screenshots of the software interface. A red circle highlights the download icon in the top right corner of the PDF viewer.

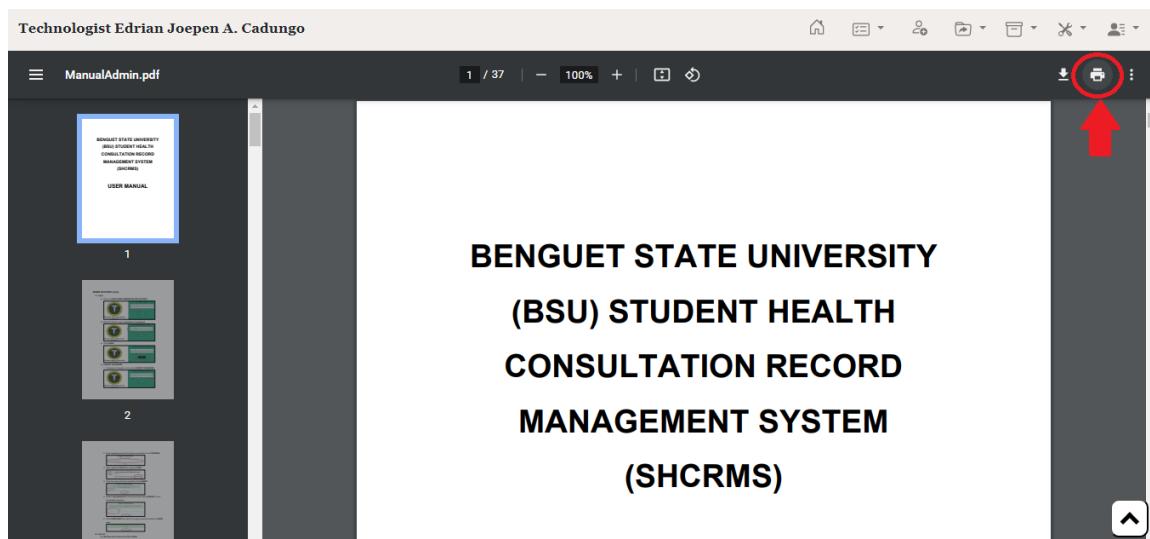
2. To Download the manual, click the **download** icon.

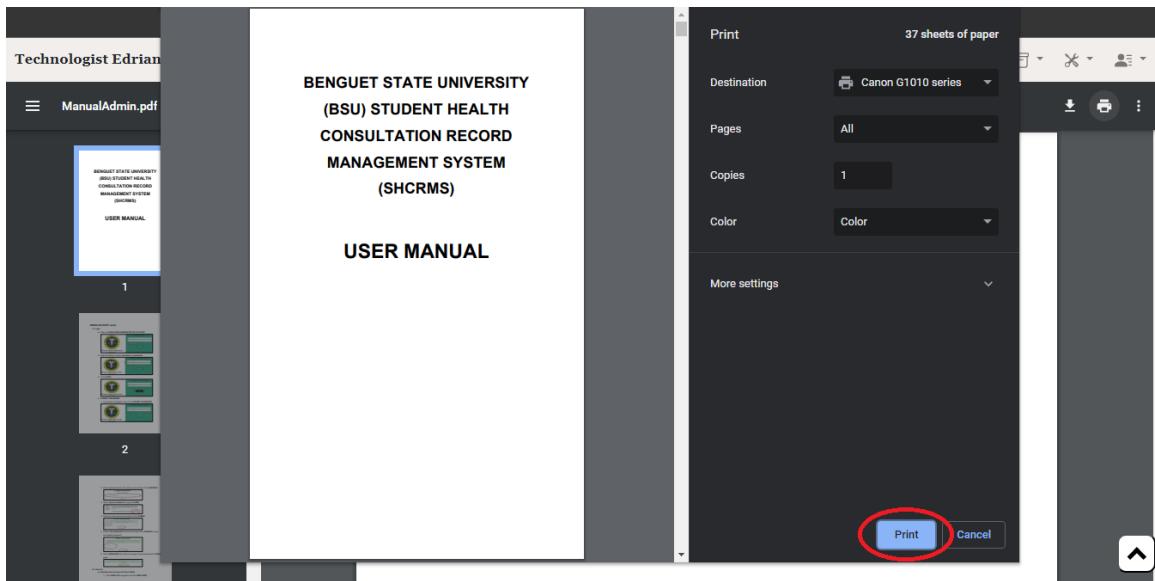
The screenshot shows a PDF viewer displaying the 'ManualAdmin.pdf' document. The PDF contains the title 'BENGUET STATE UNIVERSITY (BSU) STUDENT HEALTH CONSULTATION RECORD MANAGEMENT SYSTEM (SHCRMS)' and several screenshots of the software interface. A red circle highlights the download icon in the top right corner of the PDF viewer, and a red arrow points towards it from below.

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

