



Benguet State University SHCRMS

USER MANUAL

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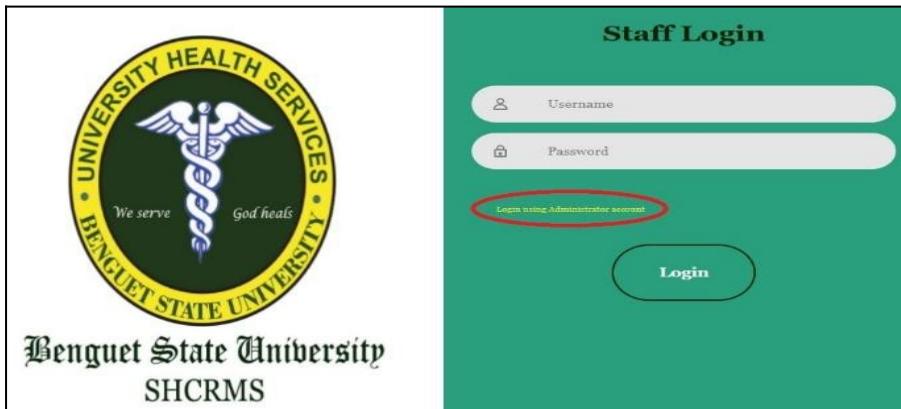
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SUPER ADMIN/ADMIN ACCOUNT (user)

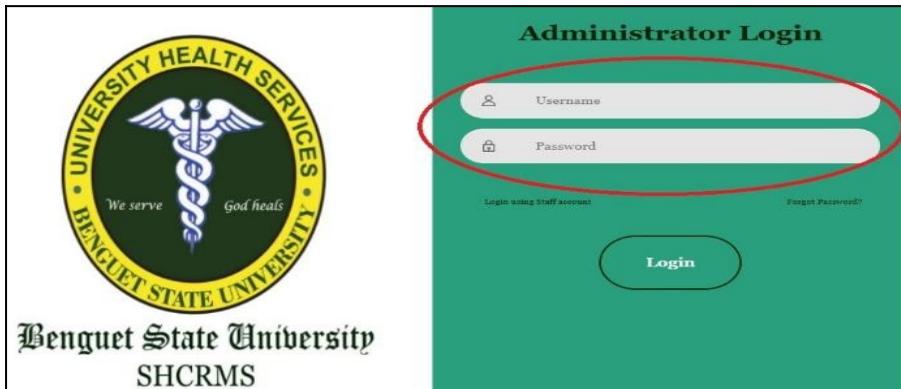
A. Login

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



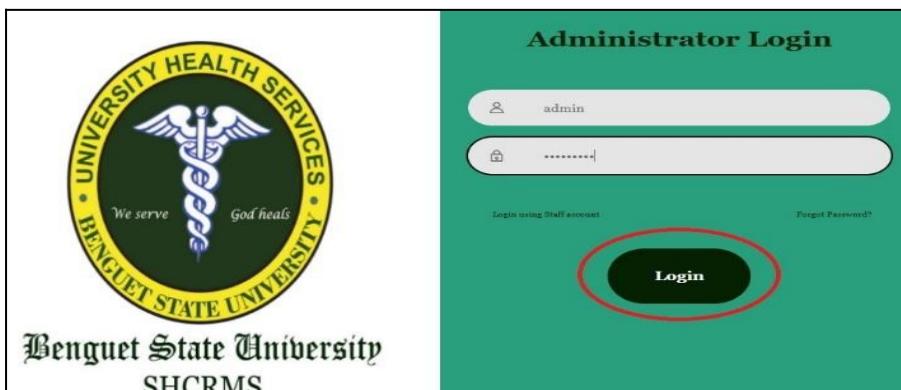
The image shows the Benguet State University SHCRMS logo on the left and the 'Staff Login' screen on the right. The logo features a circular emblem with a caduceus in the center, surrounded by the text 'UNIVERSITY HEALTH SERVICES' at the top and 'BENGUET STATE UNIVERSITY' at the bottom, with the motto 'We serve' and 'God heals' in the center. The 'Staff Login' screen has fields for 'Username' and 'Password'. Below these fields is a link 'Login using Administrator account' which is circled in red. A large 'Login' button is at the bottom.

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



The image shows the Benguet State University SHCRMS logo on the left and the 'Administrator Login' screen on the right. The logo is identical to the one in the previous image. The 'Administrator Login' screen has fields for 'Username' and 'Password', both of which are circled in red. Below the fields are links for 'Login using Staff account' and 'Forgot Password?'. A large 'Login' button is at the bottom.

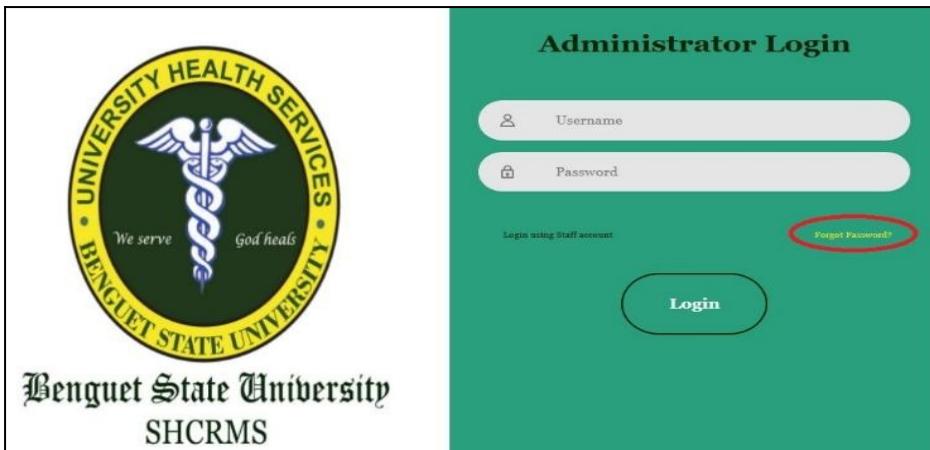
- c) Click **LOGIN**



The image shows the Benguet State University SHCRMS logo on the left and the 'Administrator Login' screen on the right. The logo is identical to the ones in the previous images. The 'Administrator Login' screen shows the 'Username' field filled with 'admin' and the 'Password' field filled with '*****'. Both fields are circled in red. Below the fields are links for 'Login using Staff account' and 'Forgot Password?'. The 'Login' button is highlighted with a red circle.

- d) **FORGOT PASSWORD**

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



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

A screenshot of a "Forgot Password" form. It has a text input field labeled "Enter your email address" containing the value "*****@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**

A screenshot of a "Code Verification" form. It displays a message: "We've sent a password reset otp to your email - Kimberlymasco@gmail.com". Below this is an input field containing the value "152589", which is circled in red. At the bottom is a "Submit" button, also 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

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

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

Login Now

B. Census

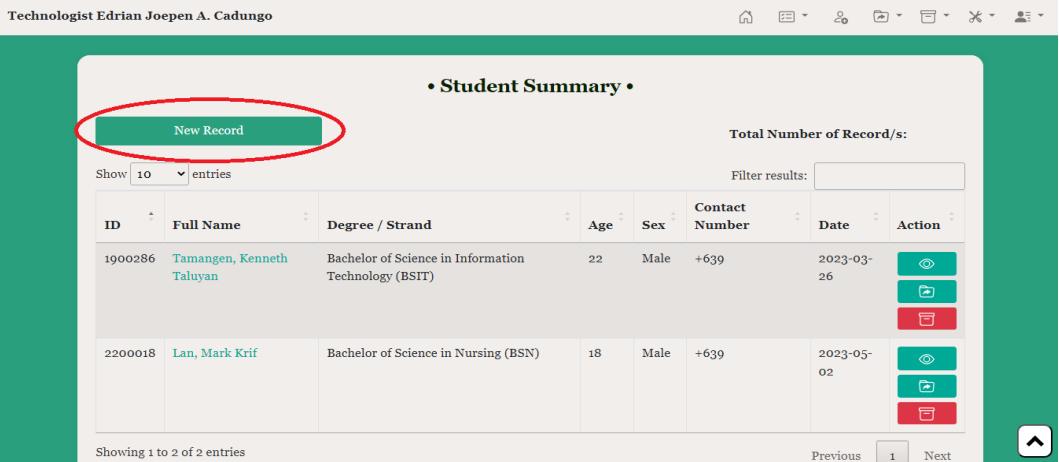
a) Student Summary

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

The screenshot shows the Benguet State University website. At the top, there is a navigation bar with 'Census' highlighted in black. A dropdown menu is open under 'Census' with options 'Student Summary' and 'Dashboard'. Below the navigation bar, there is a green banner with the university's seal and text. On the left side, 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 university's seal is prominently displayed in the center-right of the page.

◆Add New Student Record (Personal and Medical Information)

2. Click New Record to Add New Student Record

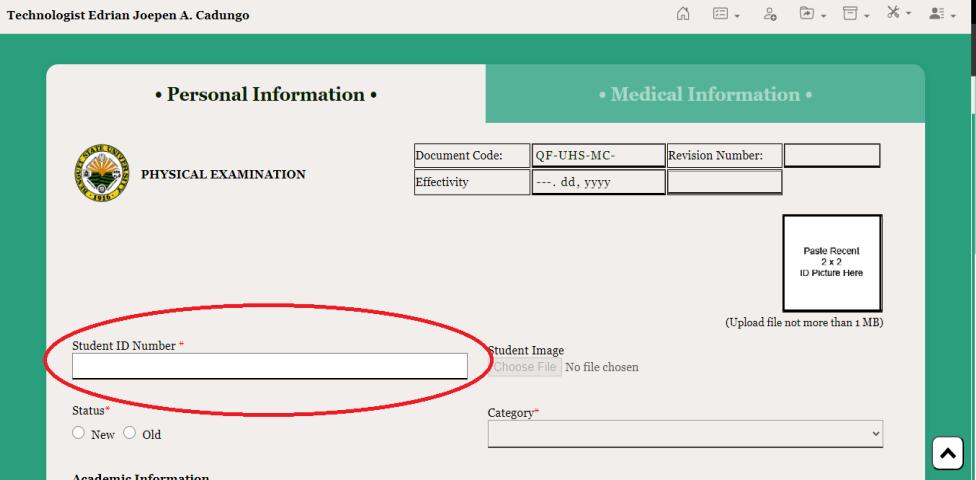


The screenshot shows a table titled "Student Summary" with columns: ID, Full Name, Degree / Strand, Age, Sex, Contact Number, Date, and Action. Two student entries are listed:

| 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 of a form. It includes sections for PHYSICAL EXAMINATION, MEDICAL INFORMATION, and Academic Information. The "Student ID Number" field is highlighted with a red circle.

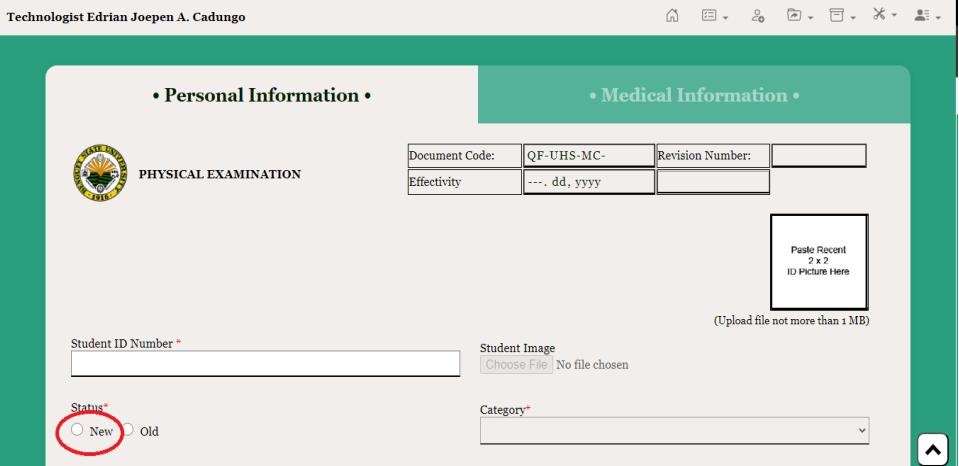
Document Code: QF-UHS-MC- Revision Number:
Effectivity: dd, yyyy

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

Student ID Number *
Status * New Old

Category *

2.2 Click New for New Student Record



The screenshot shows the "Personal Information" tab of a form. It includes sections for PHYSICAL EXAMINATION, MEDICAL INFORMATION, and Academic Information. The "Status" radio buttons are highlighted with a red circle.

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

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

Student ID Number *
Status * New Old

Category *

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

Technologist Edrian Joepen A. Cadungo

• Personal Information •

PHYSICAL EXAMINATION

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

Paste Recent
2 x 2
ID Picture Here

(Upload file not more than 1 MB)

Student ID Number *

Status *

New Old

Category*

Student Image

Choose File | No file chosen

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 •

PHYSICAL EXAMINATION

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

No information found. Please try again.

OK

(Upload file not more than 1 MB)

Student ID Number *

1342354

Status *

New Old

Category*

Student Image

Choose File | No file chosen

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

Provincial Address

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

Guardian/Parent Information

Guardian Parent None

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 software interface for entering student information. At the top, it says "Technologist Edrian Joepen A. Cadungo". Below that are two main sections: "Personal Information" and "Medical Information". The "Personal Information" section includes fields for "ID Number" (1000012) and "Full Name" (HAN, RHYNE MIN). The "Medical Information" section includes fields for "Date" (May 17, 2023) and "Time" (09:01 AM), which are highlighted with a red rectangle. Under "Medical History", there are fields for LMP, Pregnancy, Allergies, Surgeries, Injuries, and Illness. There is also a "Others" field. An upward 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 a form for entering laboratory exam results. It includes a table for "Blood Analysis (CBC)" and "Laboratory Exams" (Urinalysis, Fecalysis, Pregnancy Test, HBSAg) with dropdown menus for each. Below the table are fields for "Remarks" and "Recommendation". At the bottom are "Add Record" and "Clear" buttons, with the "Add Record" button circled in red.

This screenshot shows the same form after the "Add Record" button was clicked. A confirmation message box appears in the center, stating "Successfully added new student information" with an "OK" button. The rest of the form remains visible below the message box.

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

The screenshot shows a 'Student Summary' table with one entry. The columns are: ID, Full Name, Degree / Strand, Age, Sex, Contact Number, Date, and Action. The entry is: 1900286 Tamangen, Kenneth Taluyan, Bachelor of Science in Information Technology (BSIT), 22, Male, +639, 2023-03-26. The 'Action' column contains three icons: a magnifying glass, a file, and a trash can. At the top right, there is a 'Filter results:' input field with a red circle around it. Below the table, it says 'Showing 1 to 1 of 1 entries'.

◆View and Edit specific student records

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

This screenshot is identical to the previous one, showing the same student record. However, the 'Action' column for the student entry now includes a black button with white text that reads 'View Student Information'. This button is also circled in red.

◆Print/Download Specific Student Record

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

This screenshot shows a detailed view of a student record. It includes sections for 'Provincial Address' (House No., Street, Barangay, Municipality, Province) and 'Guardian/Parent Information' (Category, Guardian/Parent/None selection, Contact Person, Contact Number). At the bottom, there are buttons for '+ Add More', 'Edit', and 'Save'. The 'Print / Export to PDF' button is highlighted with a red circle.

4.2. Click the **download** icon to download the record file

Print Student Record

1 / 1 - 100% + ⌂ ⌂ ⌂



Republic of the Philippines
Benguet State University
 UHS - MEDICAL CLINIC
 La Trinidad, Benguet

PHYSICAL EXAMINATION

DATA PRIVACY NOTICE: The collected personal information is utilized solely for documentation and processing purposes of your Admission / Enrollment in the University and will not be shared with any outside parties. This is in accordance with the provisions of Data Privacy Act of 2012 (R.A. 10173). Download the BSU Data Privacy Notice <http://www.bsu.edu.ph/dpdata-privacy-notice>

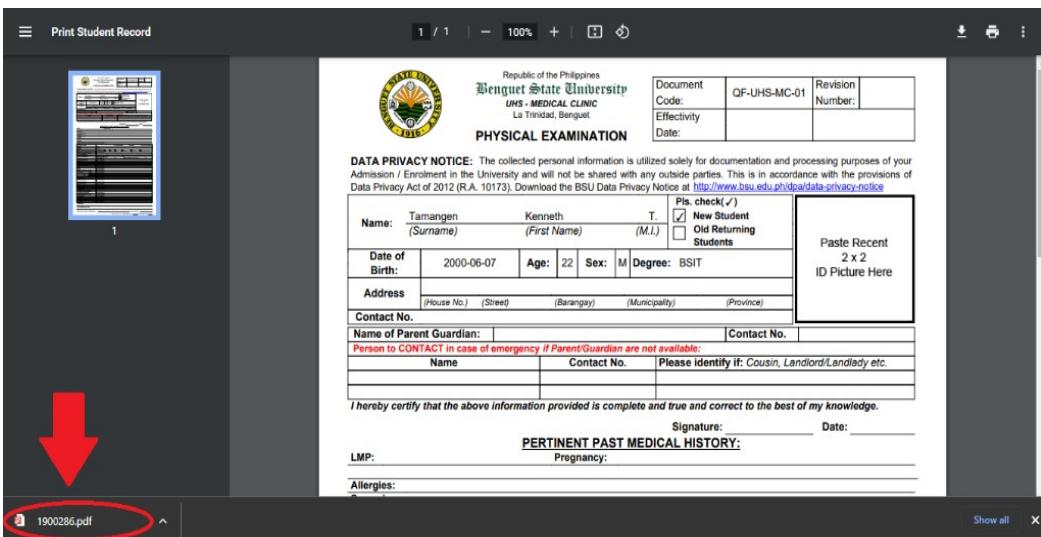
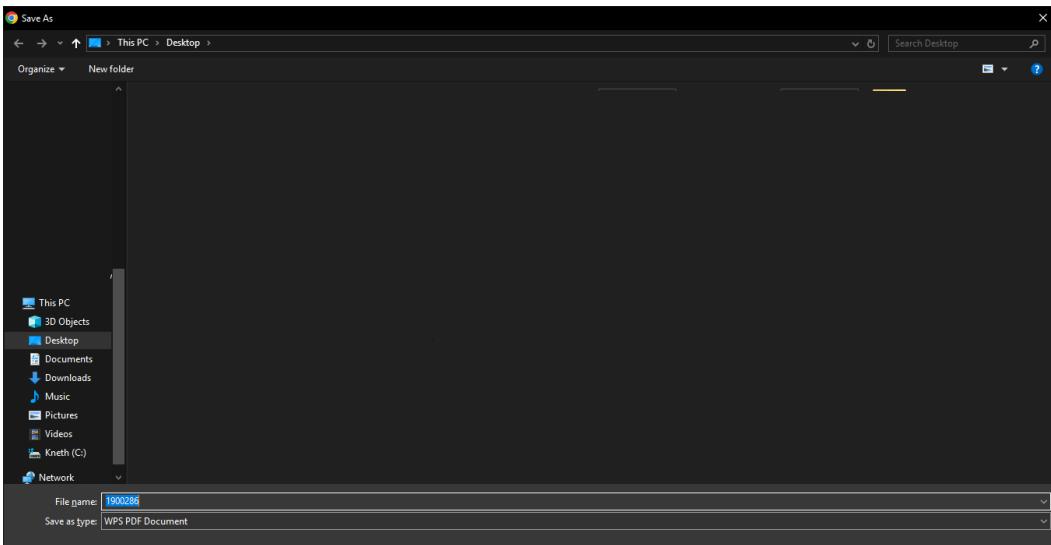
| | |
|--|---|
| Name: Tamangen Kenneth T. | <input checked="" type="checkbox"/> New Student |
| (Surname) (First Name) (M.I.) | <input type="checkbox"/> Old Returning Students |
| Date of Birth: 2000-06-07 | Age: 22 Sex: M Degree: BSIT |
| Address: (House No.) (Street) (Barangay) (Municipality) (Province) | |
| Contact No. | |
| Name of Parent/Guardian: _____ Contact No. _____ | |
| Person to CONTACT in case of emergency if Parent/Guardian are not available: Name: _____ Contact No: _____ Please identify if: Cousin, Landlord/Landlady etc. | |
| <i>I hereby certify that the above information provided is complete and true and correct to the best of my knowledge.</i> | |
| Signature: _____ Date: _____ | |
| PERTINENT PAST MEDICAL HISTORY: | |
| LMP: Pregnancy: _____ | |
| Allergies: _____ | |
| Surgeries: _____ | |
| Injuries: _____ | |
| Illness: _____ | |

Print Record

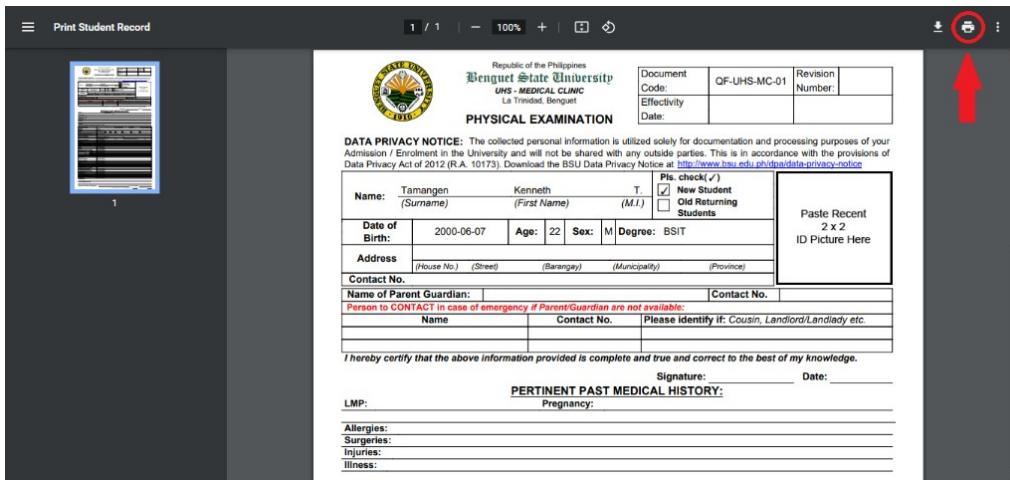
Print Record

Print Record

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 a form for 'Provincial Address' and 'Guardian/Parent Information'. It includes fields for House No., Street, Barangay, Municipality, Province, and a 'Contact Person' section with fields for Last Name, First Name, Category, and Contact Number. At the bottom are 'Print / Export to PDF' and 'Edit' (highlighted with a red circle) and 'Save' buttons.

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

Show 10 entries

Total Number of Record/s:

| 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 Records |

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

Show 10 entries

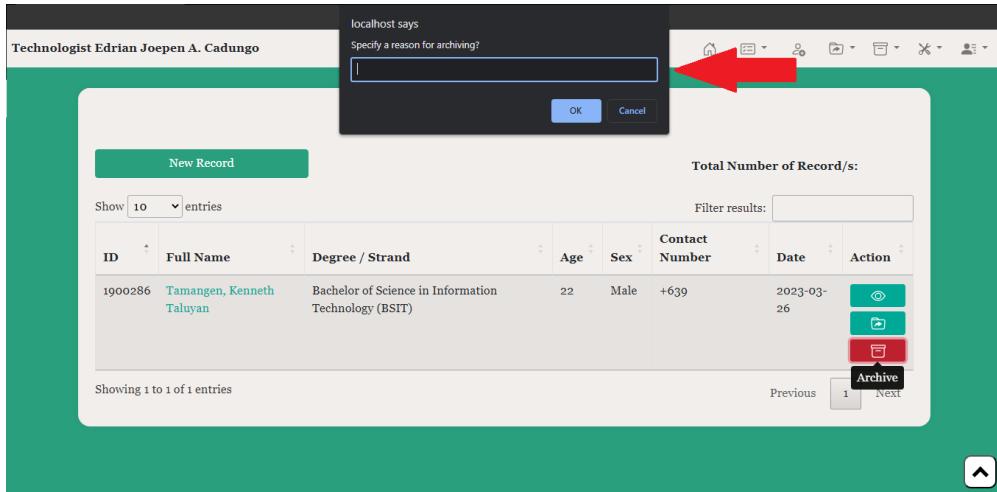
Total Number of Record/s:

| 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 | Archive |

Showing 1 to 1 of 1 entries

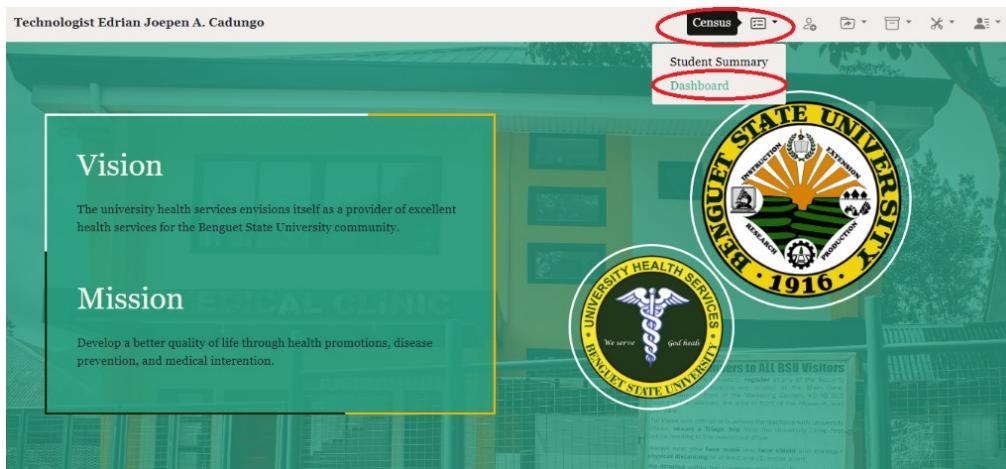
Previous 1 Next

6.1. Enter Specific Reason for Archiving

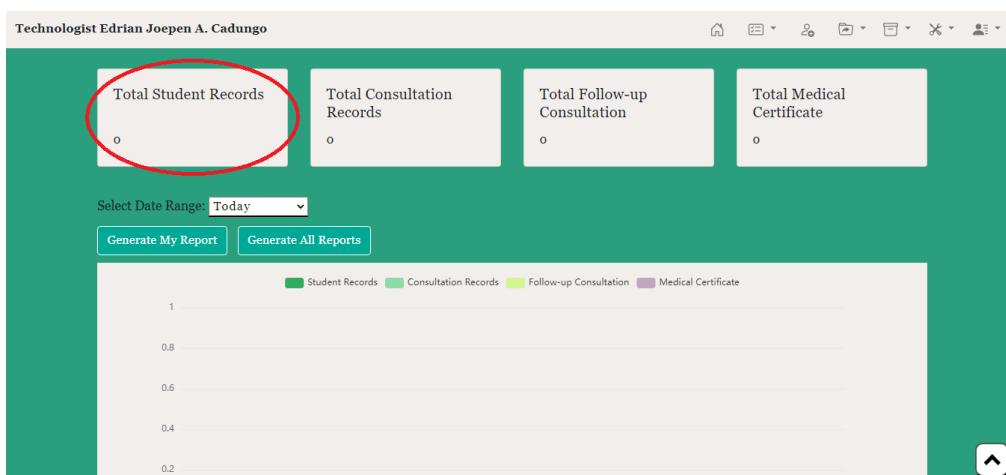


b) Dashboard

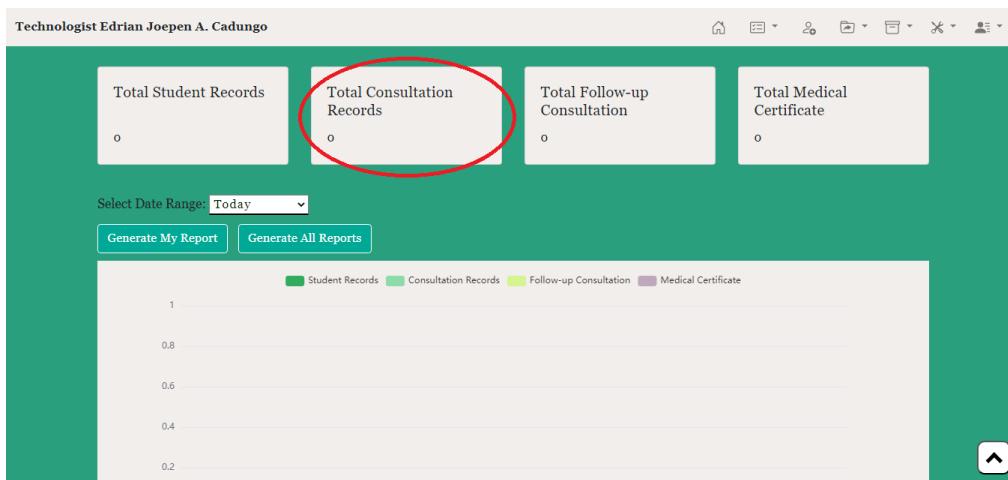
1. Click **Census** on the navigation bar then choose **Dashboard**.



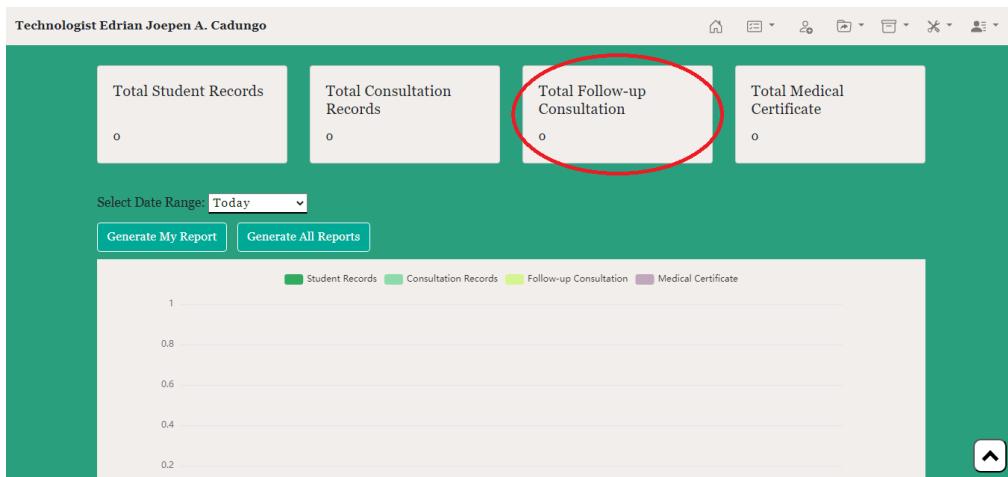
2. Click **Total Student Records** to view Student Records Summary



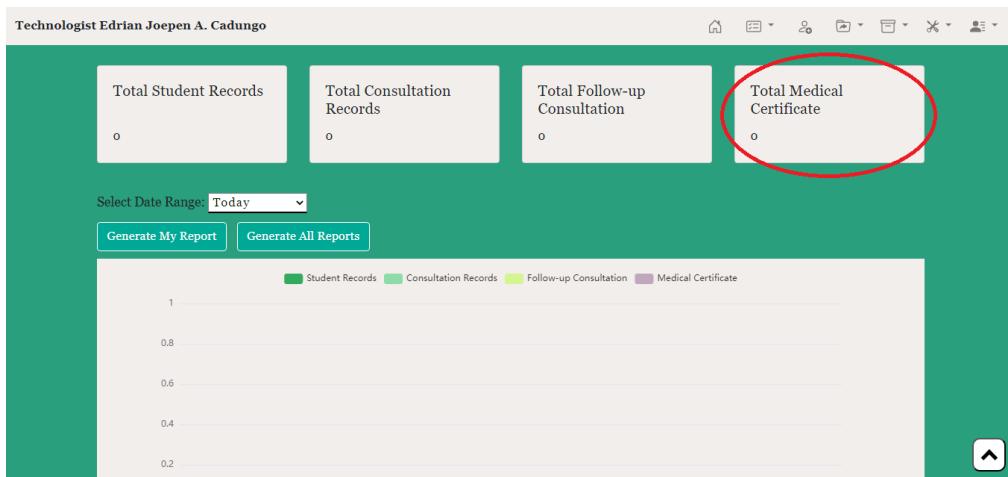
3. Click **Total Consultation Records** to view Consultation Summary.



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

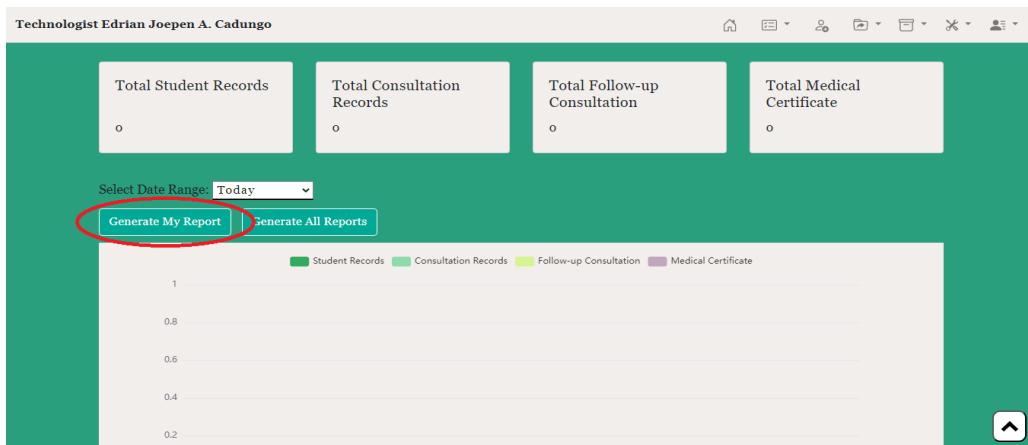


5. Click **Total Medical Certificate** to view the Summary of Medical Certificates.

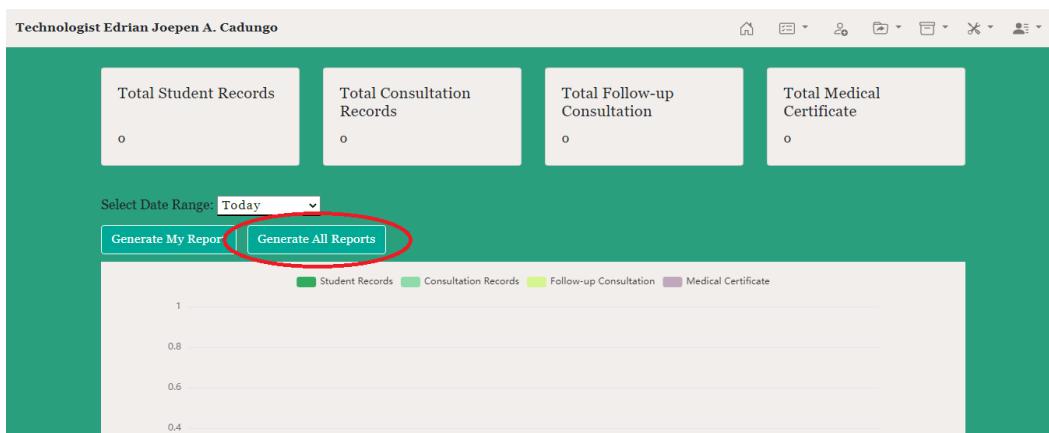


6. Click “**Generate My Report**” to download Specific Reports of a user within the specific days.

***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



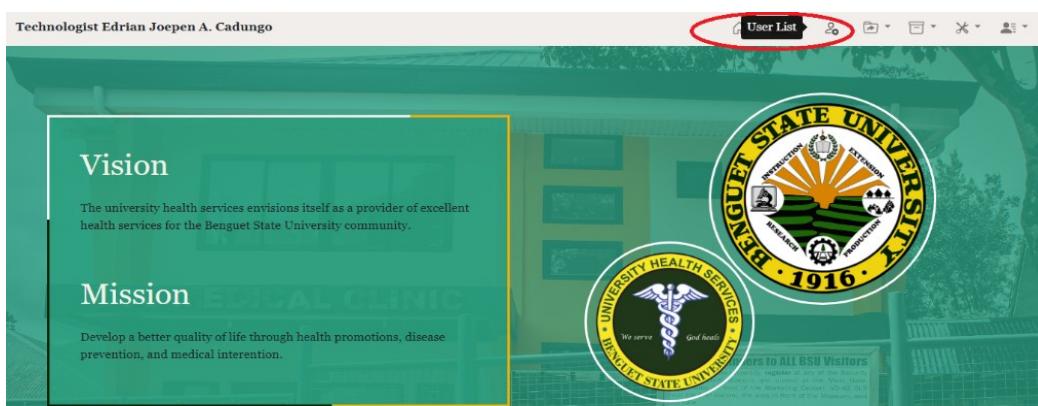
7. Click “**Generate All Report**” to download All the Reports of all the users within the specific days.



C. User list

a) Add New User Account for Clinic Staffs

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



| • USER LIST • | | | | | | | | |
|-----------------------------|-----------------------------|------------|---|----------------|--------------|----------------|------|--------|
| Total Number of Record/s: 3 | | | | | | | | |
| 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 | | |

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 the 'User Information' form for an existing account. The 'Status' field has two options: 'New' (unchecked) and 'Old' (checked). Other fields include Staff ID Number, Personal Information (Last Name, First Name, Middle Name, Extension Name), Position (Doctor, Nurse, etc.), and Level.

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

The screenshot shows the 'User Information' form for a new account. The 'Status' field has two options: 'New' (checked) and 'Old' (unchecked). Other fields include Staff ID Number, Personal Information (Last Name, First Name, Middle Name, Extension Name), Position (Doctor, Nurse, etc.), and Level.

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

The screenshot shows the 'Add Record' form. It includes fields for Position (Doctor checked), Level (2), Contact Number (+639932094129), Email Address (TanKarl@gmail.com), Username (Karl), Password (*****), Confirm Password (*****), and two buttons at the bottom: 'Add Record' (circled in red) and 'Clear'.

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

The screenshot shows a user information form with the following fields:

- Staff ID Number ***: 2837145
- Status ***: Old (radio button for 'Old' is checked)
- Personal Information**:

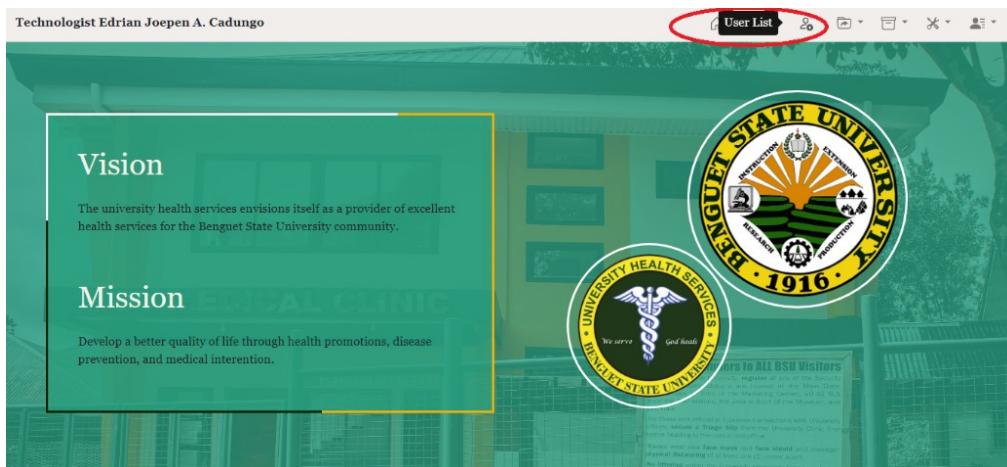
| | | | |
|-------------|--------------|---------------|----------------|
| Last Name * | First Name * | Middle Name * | Extension Name |
| Tamangen | Kenneth | Taluyan | |
- Position ***:

| | | | | |
|---|-----------------------------|---|--|--------------------------------------|
| <input checked="" type="radio"/> Doctor | <input type="radio"/> Nurse | <input type="radio"/> Administrative Aide | <input type="radio"/> Medical Technologist | <input type="radio"/> 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

- Click **USERLIST** on the navigation bar



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

The screenshot shows a "USER LIST" page with the following details:

| 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 | | <input type="button" value="View"/> |
| 2 | edriancadungo65@gmail.com | admin | Cadungo, Edrian Joepen Almazan | +639457148887 | Technologist | Active | | <input type="button" value="View"/> |
| 2837145 | tamangen_kenneth@yahoo.com | Kent | Tamangen, Kenneth Taluyan | +639303444096 | Doctor | Active | | <input type="button" value="View"/> |

c) View ADMIN Account (own Account)

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

The screenshot shows the university's homepage with the "User List" button highlighted by a red circle at the top right of the page.

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

The screenshot shows the "USER LIST" page with three users listed. The "View" button for the second user (ID 2) is highlighted with a red circle.

| ID No. | Email | User name | Full Name | Contact Number | Position | Account Status | Code | Action |
|---------|-----------------------------|------------|--------------------------------|----------------|--------------|----------------|------|--------|
| 1 | mejia.roejosept10@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 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

The screenshot shows the "USER LIST" page with three users listed. The "View" button for the first user (ID 1) is highlighted with a red circle.

| ID No. | Email | User name | Full Name | Contact Number | Position | Account Status | Code | Action |
|---------|-----------------------------|------------|--------------------------------|----------------|--------------|----------------|------|--------|
| 1 | mejia.roejosept10@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 Taluyan | +639303444096 | Doctor | Active | | |

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

Level
2

Contact Number *
+639303444096

Email Address *
tamangen_kenneth@yahoo.com

Username *
Kent

Password *

Confirm Password *

Print / Export to PDF

Edit

Save

Print Consultation Record

1 / 1 | - 100% + | ⌂ ⌂ ⌂

USER INFORMATION

ID NUMBER: 2837145

NAME: Tamangen Kenneth Taluyan
(Family Name) (First Name) (Middle Name)
(Extension)

POSITION
 Doctor Nurse Administrative Aide Medical Technologist Triage Officer

LEVEL: 2

CONTACT NUMBER: +639303444096 EMAIL: tamangen_kenneth@yahoo.com

USERNAME: Kent

f) Save as PDF the specific user account

Print Consultation Record

1 / 1 | - 100% + | ⌂ ⌂ ⌂

USER INFORMATION

ID NUMBER: 2837145

NAME: Tamangen Kenneth Taluyan
(Family Name) (First Name) (Middle Name)
(Extension)

POSITION
 Doctor Nurse Administrative Aide Medical Technologist Triage Officer

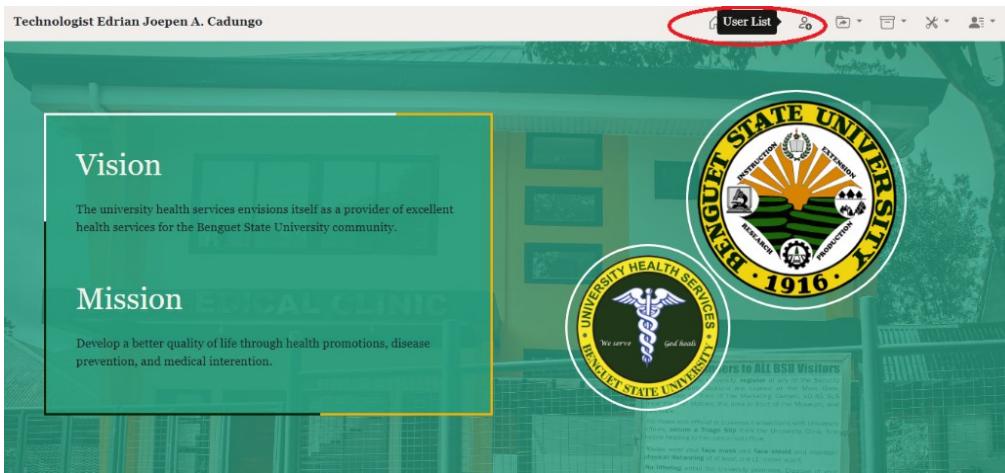
LEVEL: 2

CONTACT NUMBER: +639303444096 EMAIL: tamangen_kenneth@yahoo.com

USERNAME: Kent

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

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



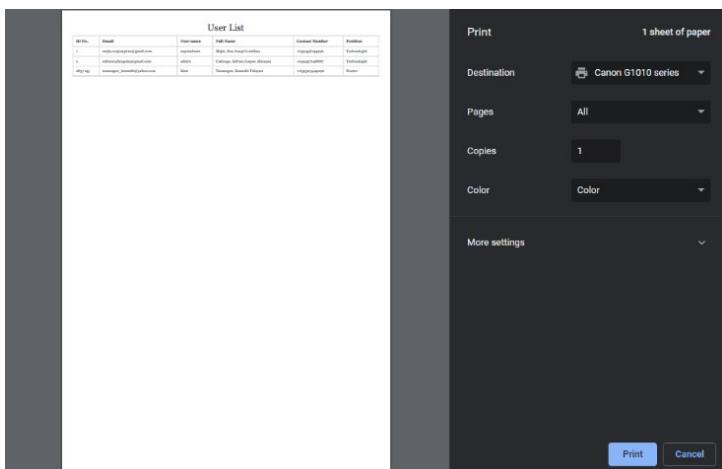
2. Click **PRINT REPORT** button below the table

This screenshot shows a table titled "USER LIST" with three entries. The table includes columns for ID No., Email, User name, Full Name, Contact Number, Position, Account Status, Code, and Action. Below the table, there are buttons for "Print Report", "Export to PDF", and "Export to Excel". The "Print Report" button is circled in red.

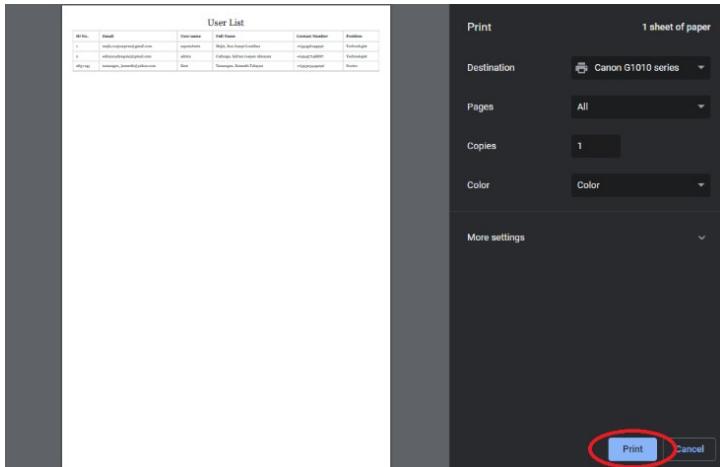
| ID No. | Email | User name | Full Name | Contact Number | Position | Account Status | Code | Action |
|---------|-----------------------------|------------|--------------------------------|----------------|--------------|----------------|------|--------|
| 1 | mejia.roejosept10@gmail.com | superadmin | 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 | | |

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.

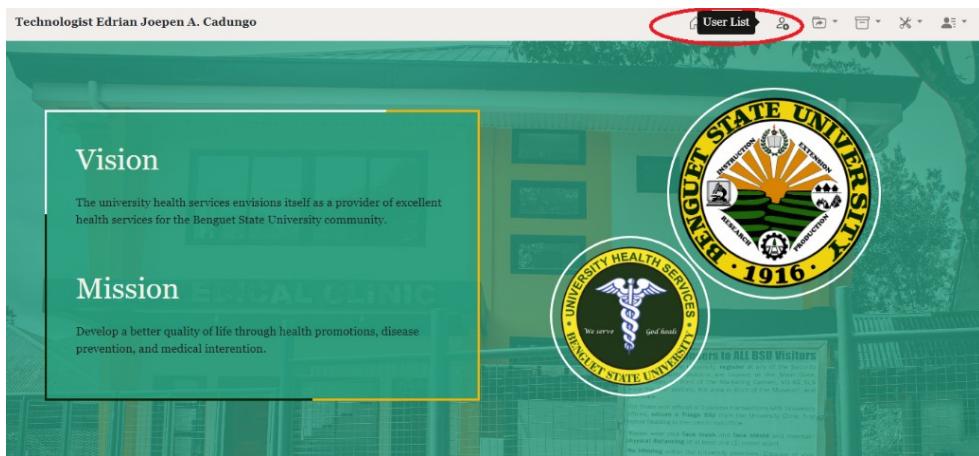


5. Click for **PRINT** button



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 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 | | | |

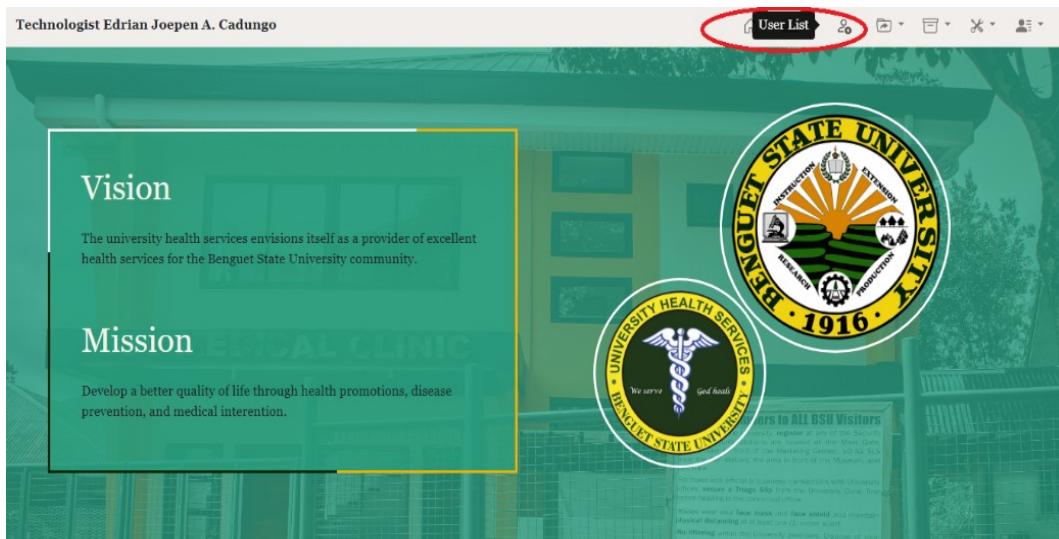
Print Report **Export to PDF** Export to Excel Previous 1 Next

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 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 | | |

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

3. 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

Technologist Edrian Joeopen A. Cadungo

User List

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 •

UNIVERSITY HEALTH SERVICES

We serve God, family, and our community.

Visitors to ALL BSI Visitors

Health Services Office

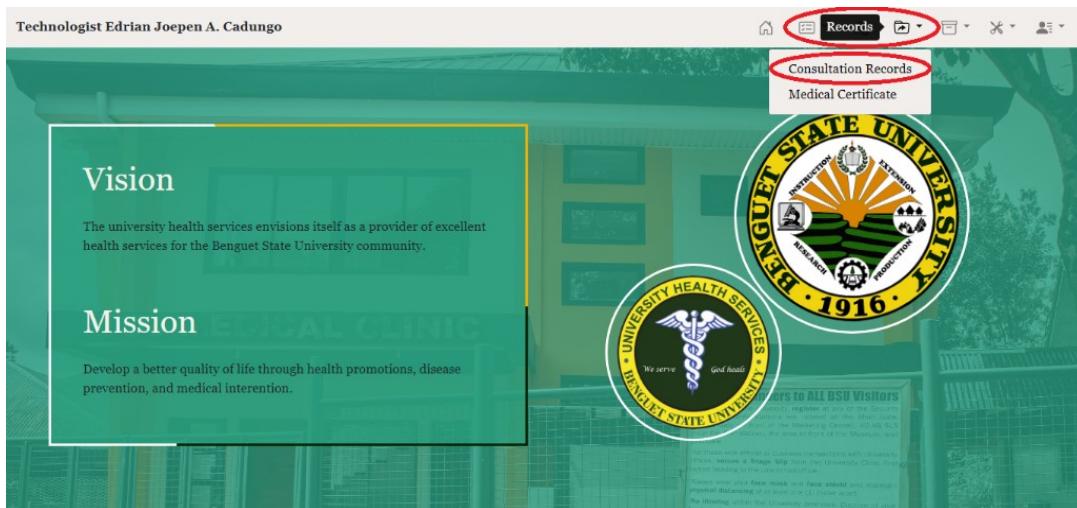
2. Go to **SEARCH BOX** and enter any keyword you wish to look for then press enter to start filtering process

| • 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

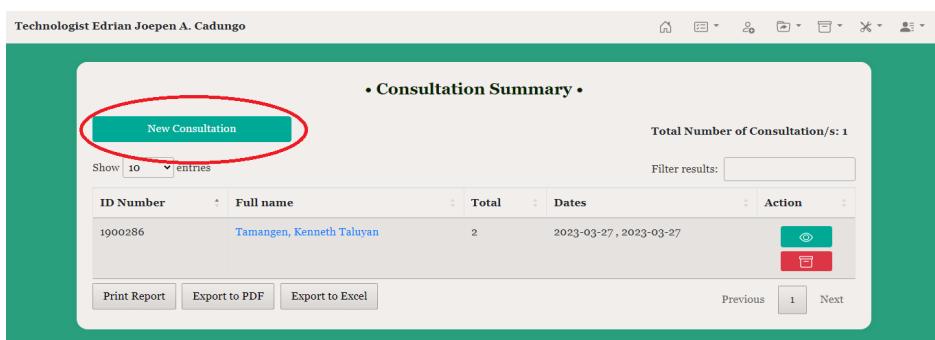
a) Consultation Records

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. A large red oval highlights the 'ID Number' input field. Other fields visible include 'Last Name', 'First Name', 'Middle Name', 'Extension', 'Age', 'Sex', 'Degree / Strand', 'Year', 'Temperature in °C', 'Blood Pressure', and 'Pulse Rate'. The form is titled 'Consultation' and includes the university's logo at the top.



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"/> |
| <input style="background-color: #009640; color: white; border-radius: 10px; padding: 5px 10px; border: none; font-weight: bold; margin-right: 10px;" type="button" value="Add"/> <input style="background-color: #f0f0f0; border-radius: 10px; padding: 5px 10px; border: none; font-weight: bold;" type="button" value="Clear"/> |

◆View/Add/Edit Specific Student Consultation Records

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

| 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 |
| 2200012 | Harmon, Kenny Cran | 1 | 2023-05-03 |
| <input style="background-color: #009640; color: white; border-radius: 10px; padding: 5px 10px; border: none; font-weight: bold;" type="button" value="View All"/> | | | |
| <input type="button" value="Print Report"/> <input type="button" value="Export to PDF"/> <input type="button" value="Export to Excel"/> | | Previous <input type="button" value="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 button 'New Consultation'. Below the title is a table with columns: ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The table contains one row with the values: 2200012, Harmon, Kenny Cran, (empty), (empty), Edrian Joepen A. Cadungo, 2023-05-03, and three icons (eye, edit, delete). At the bottom are buttons for Print Report, Export to PDF, Export to Excel, and navigation links Previous, 1, 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 shows the same consultation history page. The 'Filter results:' input field at the top right of the table header has been circled in red, indicating where the user should enter a keyword to filter the results.

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

The screenshot shows a list of consultations for 'Harmon, K. •'. The 'View Consultation' button for the first entry is circled in red.

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

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

The screenshot shows the consultation details for Harmon, Kenny Cran. The 'Edit' button is circled in red.

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

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

The screenshot shows the consultation details page after editing. The 'Edit' button is circled in red.

Fields include:
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:
Buttons: Print / Export to PDF, Edit, Save

ii. Click **Save** after editing

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 🖍](#) [Save 📁](#)

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

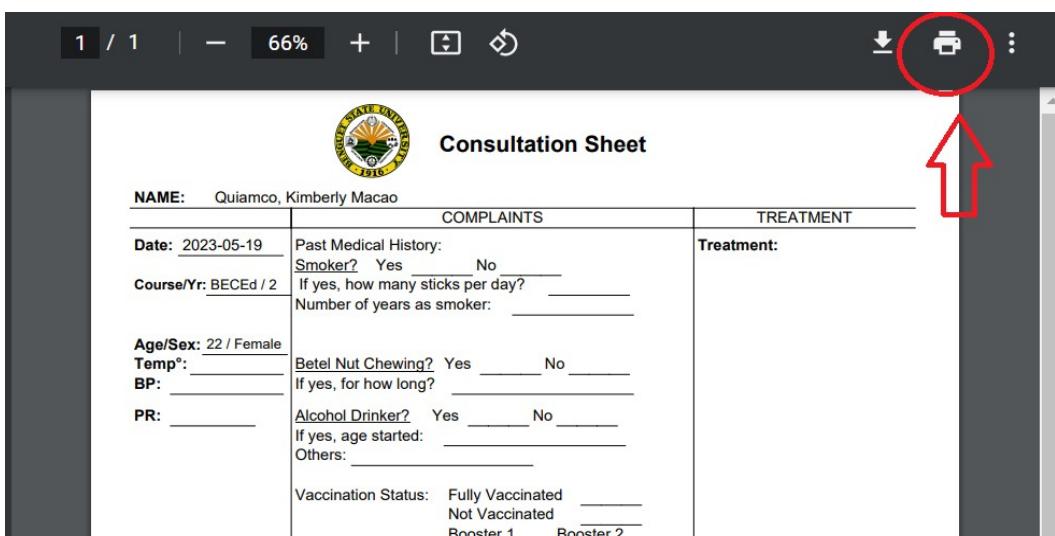
Medical Staff

ID Number: 1
Charted By: FLORENCE POLTIC
Edited By:
1 - Florence Poltic - 2023-05-19 07:53:30

Examined By:

[Print 📄 / Export to PDF ↴](#)

[Edit 🖍](#) [Save 📁](#)



Consultation Sheet

| NAME: | Quiamco, Kimberly Macao | COMPLAINTS | TREATMENT |
|------------|-------------------------|---|------------|
| Date: | 2023-05-19 | Past Medical History: Smoker? Yes _____ No _____ If yes, how many sticks per day? _____ Number of years as smoker: _____ | Treatment: |
| Course/Yr: | BECED / 2 | Betel Nut Chewing? Yes _____ No _____ If yes, for how long? _____ | |
| Age/Sex: | 22 / Female | Alcohol Drinker? Yes _____ No _____ If yes, age started: _____ Others: _____ | |
| Temp°: | _____ | Vaccination Status: Fully Vaccinated _____ Not Vaccinated _____ Booster 1 _____ Booster 2 _____ | |
| BP: | _____ | | |
| PR: | _____ | | |

3.4. Click **View Follow-ups** to see the Follow up Records on a specific consultation

Technologist Edrian Joepen A. Cadungo

• Consultation History of Harmon, K. •

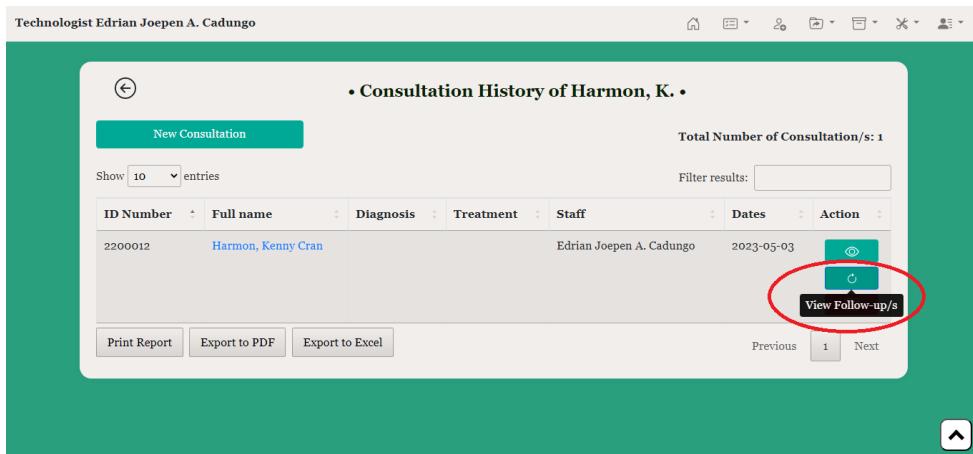
New Consultation

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 Follow-up/s |

Print Report Export to PDF Export to Excel Previous 1 Next



Technologist Edrian Joepen A. Cadungo

• Follow-Up Consultation •

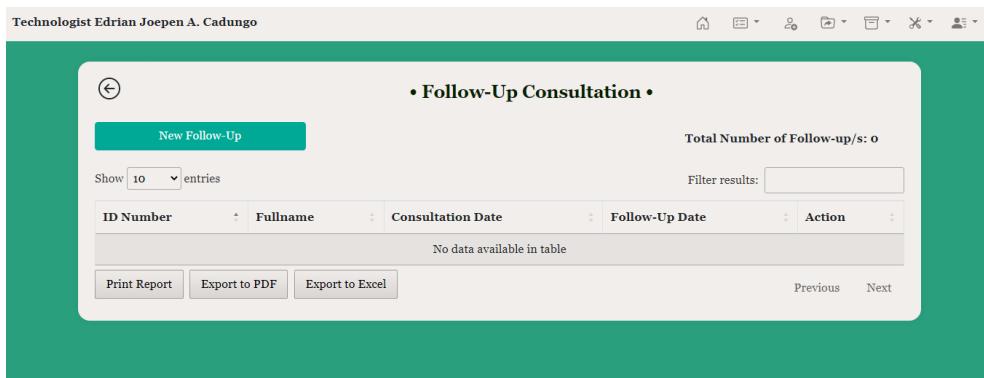
New Follow-Up

Total Number of Follow-up/s: 0

Show 10 entries Filter results:

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

Print Report Export to PDF Export to Excel Previous Next



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

Technologist Edrian Joepen A. Cadungo

• Follow-Up Consultation •

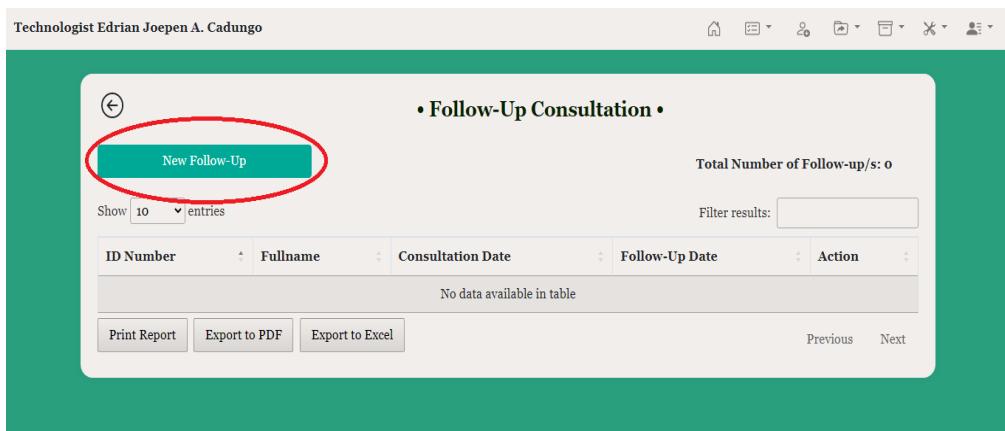
New Follow-Up

Total Number of Follow-up/s: 0

Show 10 entries Filter results:

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

Print Report Export to PDF Export to Excel Previous Next



Follow-up

[Back to Consultation](#)

ID Number *

Consultation Date * Consultation Time* Follow-Up Date * Follow-Up Time*

Last Name * First Name * Middle Name * Extension

Age Sex

Treatment

Medicine Given

Remarks

"/> "/>

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 | |

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

Previous Next

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

The screenshot shows a table with one entry. The entry details are: ID Number 2200012, Fullname Harmon, Kenny Cran, Consultation Date 2023-05-03, and Follow-Up Date 2023-05-03. Below the table are three buttons: Print Report, Export to PDF, and Export to Excel. To the right of the table is a column of four icons. The fourth icon, labeled 'Archive' with a trash can symbol, is circled in red.

iv. 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 and icons as the previous screenshot. A red circle highlights the 'Filter results:' input field at the top right of the page.

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

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

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

File

The screenshot shows a table titled "Follow-Up Consultation" with one entry. The table columns are ID Number, Fullname, Consultation Date, Follow-Up Date, and Action. The entry is for ID 2200012, Harmon, Kenny Cran, dated 2023-05-03. The Action column contains three buttons: a blue eye icon, a red trash can icon, and a black "Archive" button. Below the table are three buttons: Print Report, Export to PDF (which is circled in red), and 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 "Follow-Up Consultation" table with one entry. The "Export to Excel" button at the bottom is highlighted with a red circle.

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

The screenshot shows a table titled "Consultation History of Harmon, K." with one entry. The table columns are ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The entry is for ID 2200012, Harmon, Kenny Cran, with staff Edrian Joepen A. Cadungo and date 2023-05-03. The Action column contains three buttons: a blue eye icon, a blue edit icon, a red trash can icon, and a black "Archive" button. Below the table are three buttons: Print Report, Export to PDF, and Export to Excel. The "Archive" button is circled in red.

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

The screenshot shows a web-based application titled "Technologist Edrian Joepen A. Cadungo". The main title is "• Consultation History of Harmon, K. •". Below it is a table with one entry. The table columns are: ID Number, Full name, Diagnosis, Treatment, Staff, Dates, and Action. The entry shows: 2200012, Harmon, Kenny Cran, (empty), (empty), Edrian Joepen A. Cadungo, 2023-05-03, and three icons in the Action column. At the bottom of the table, there are three buttons: "Print Report", "Export to PDF", and "Export to Excel". The "Print Report" button is circled in red.

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

This screenshot is identical to the previous one, showing the same consultation history table. The "Export to PDF" button at the bottom of the table is circled in red.

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

This screenshot is identical to the previous ones, showing the same consultation history table. The "Export to Excel" button at the bottom of the table is circled in red.

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 with a header 'Technologist Edrian Joepon A. Cadungo'. Below the header is a teal bar with 'New Consultation' and a 'Total Number of Consultation/s: 1' message. A search bar labeled 'Filter results:' is circled in red. The main content is a table with columns: ID Number, Full name, Total, Dates, and Action. One row is shown: ID 2200012, Full name Harmon, Kenny Cran, Total 2, Dates 2023-05-03, 2023-05-03, and Action buttons (Edit, Delete, Archive All). Navigation buttons 'Previous', '1', and 'Next' are at the bottom.

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, but the 'Archive All' button in the Action column of the table is circled in red.

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

This screenshot is identical to the previous ones, but the 'Print Report' button in the bottom left of the table is circled in red.

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

The screenshot shows a web-based application interface for managing student consultations. At the top, it displays the user's name: Technologist Edrian Joepen A. Cadungo. Below this is a navigation bar with icons for home, records, consultation, medical certificates, and other functions. The main content area is titled 'Consultation Summary'. It features a table with columns: ID Number, Full name, Total, Dates, and Action. There is one entry: ID Number 2200012, Full name Harmon, Kenny Cran, Total 2, Dates 2023-05-03, 2023-05-03. Under the Action column for this entry are three buttons: a magnifying glass icon, a trash bin icon, and a black box labeled 'Archive All'. Below the table are three buttons: 'Print Report', 'Export to PDF' (which is circled in red), and 'Export to Excel'. At the bottom right, there are links for 'Previous', '1', and 'Next'.

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

This screenshot is identical to the one above, showing the 'Consultation Summary' page. The table contains the same data: one entry for Harmon, Kenny Cran. The 'Export to Excel' button at the bottom of 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 Benguet State University website. The navigation bar at the top includes 'Records' (which is circled in red) and 'Medical Certificates' (which is also circled in red). The main content area has sections for 'Vision' and 'Mission'. The 'Vision' section states: 'The university health services envisions itself as a provider of excellent health services for the Benguet State University community.' The 'Mission' section states: 'Develop a better quality of life through health promotions, disease prevention, and medical intervention.' To the right of the navigation bar is the university's seal, which includes the text 'BENGUET STATE UNIVERSITY 1916' and 'UNIVERSITY HEALTH SERVICE'. Below the seal is a banner with the text: 'We serve God health' and 'BENGUET STATE UNIVERSITY'. The banner also includes a note about COVID-19 safety measures: 'Visitors to ALL BSU Visitors must wear a mask and face shield and maintain physical distancing. Please do not enter the building if you are not feeling well. If you are feeling unwell, please seek medical attention. Thank you for your cooperation in maintaining a safe environment for all.' At the very bottom of the page, there is a footer with links to various university departments and services.

◆Add New Student Medical Certificate

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

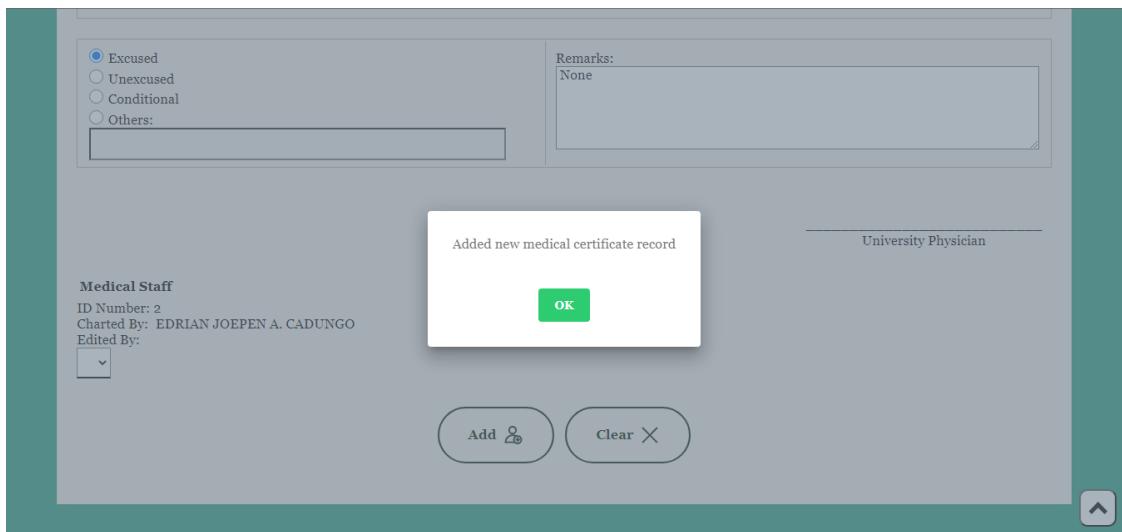
The screenshot shows a green header bar with the text "Technologist Edrian Joepen A. Cadungo". Below it is a white card titled "• Medical Certificates Summary •". On the left, a teal button labeled "New Certificate" is circled in red. To its right, the text "Total Number of Medical Certificate/s: 0" is displayed. Below this are search and filter options: "Show 10 entries" and "Filter results: []". A table header row includes columns for "ID Number", "Full Name", "Total", "Dates Requested", and "Action". A message "No data available in table" is centered below the table. At the bottom are three buttons: "Print Report", "Export to PDF", and "Export to Excel". Navigation links "Previous" and "Next" are on the right.

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

The screenshot shows a green header bar with the text "Technologist Edrian Joepen A. Cadungo". Below it is a white card titled "MEDICAL CERTIFICATE". On the left, there is a logo and the title "MEDICAL CERTIFICATE". On the right, fields for "Document Code: QF-UHS-MC-", "Revision Number: []", and "Effectivity: [--- dd, yyyy]" are shown. A large input field for "Student ID Number*" is circled in red. Below it is a text area: "This is to certify that _____, _____, _____, _____, _____ year/s old, _____, currently in the year _____ of _____ was examined on _____ for the following:". To the left of this text area is a list of checkboxes: "Enrollment", "OJT / Practice Teaching / Internship", "Athletics", and "Others". To the right is a section for "He/she is found to be:": "Physically Fit" and "Physically Unfit". There is also a "Remarks:" text area. An upward arrow icon is in the bottom right corner.

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

The screenshot shows a green header bar with the text "Technologist Edrian Joepen A. Cadungo". Below it is a white card titled "Medical Staff". It contains a table with two rows: one for "Excused" (radio button checked) and "Remarks: None". The second row has a "Remarks" field containing "None". Below this is a signature line for "University Physician". At the bottom left, there is a "Medical Staff" section with fields for "ID Number: 2", "Charted By: EDRIAN JOEPEN A. CADUNGO", and "Edited By: [dropdown menu]". At the bottom right are two buttons: "Add" with a plus sign and "Clear" with a cross symbol, both circled in red.



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

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

Show 10 entries Filter results:

[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

| 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 | |

Show 10 entries Filter results:

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

Previous 1 Next

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

• Medical Certificate Requests of Harmon, K. •

New Certificate

Total Number of Medical Certificate/s: 2

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

Previous Next

Technologist Edrian Joepen A. Cadungo

MEDICAL CERTIFICATE

Document Code: Revision Number:
Effectivity

Student ID Number*

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 for the following:

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

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

Unexcused
 Conditional
 Others:

None

University Physician

Medical Staff

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

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

| | | | |
|--|-----------------------------------|-------------------------------|------|
| <input type="radio"/> Unexcused | <input type="radio"/> Conditional | <input type="radio"/> Others: | None |
| <input type="text"/> | | | |
| 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  Edit  Save  | | | |

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

| | | | |
|---|-----------------------------------|-------------------------------|------|
| <input type="radio"/> Unexcused | <input type="radio"/> Conditional | <input type="radio"/> Others: | None |
| <input type="text"/> | | | |
| 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  | | | |
| Edit  Save  | | | |

Print Medical Certificate

1 / 1 | - 100% + |    : 

| | | | | | | | |
|--|---|---|---|---|--------------------|---------------|--|
|  |  MEDICAL CERTIFICATE Department: QF-UHS-MC- Effectivity: _____ Revision Number: _____ | | | | | | |
| This is to certify that Harmon, Kenny C. _____, 21 / MALE _____, BLIS - 3 _____ Name (Surname, First, Ml) Age / Sex Degree-Year was examined on 2023-05-03 for the following: Date _____ | | | | | | | |
| <table border="1"> <tr> <td> <input type="checkbox"/> ENROLLMENT <input checked="" type="checkbox"/> OUT / PRACTICE TEACHING / INTERNSHIP <input type="checkbox"/> ATHLETICS <input type="checkbox"/> OTHERS: _____ </td> <td> He/she is found to be: <input checked="" type="checkbox"/> PHYSICALLY FIT <input type="checkbox"/> PHYSICALLY UNFIT Remarks: _____ </td> </tr> <tr> <td> <input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> PE EXEMPTION </td> <td> Diagnosis: None </td> </tr> <tr> <td colspan="2">REMARKS: None</td> </tr> </table> | | <input type="checkbox"/> ENROLLMENT <input checked="" type="checkbox"/> OUT / PRACTICE TEACHING / INTERNSHIP <input type="checkbox"/> ATHLETICS <input type="checkbox"/> OTHERS: _____ | He/she is found to be: <input checked="" type="checkbox"/> PHYSICALLY FIT <input type="checkbox"/> PHYSICALLY UNFIT Remarks: _____ | <input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> PE EXEMPTION | Diagnosis: None | REMARKS: None | |
| <input type="checkbox"/> ENROLLMENT <input checked="" type="checkbox"/> OUT / PRACTICE TEACHING / INTERNSHIP <input type="checkbox"/> ATHLETICS <input type="checkbox"/> OTHERS: _____ | He/she is found to be: <input checked="" type="checkbox"/> PHYSICALLY FIT <input type="checkbox"/> PHYSICALLY UNFIT Remarks: _____ | | | | | | |
| <input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> PE EXEMPTION | Diagnosis: None | | | | | | |
| REMARKS: None | | | | | | | |

❖ Click Arrow Down/download Icon to Download

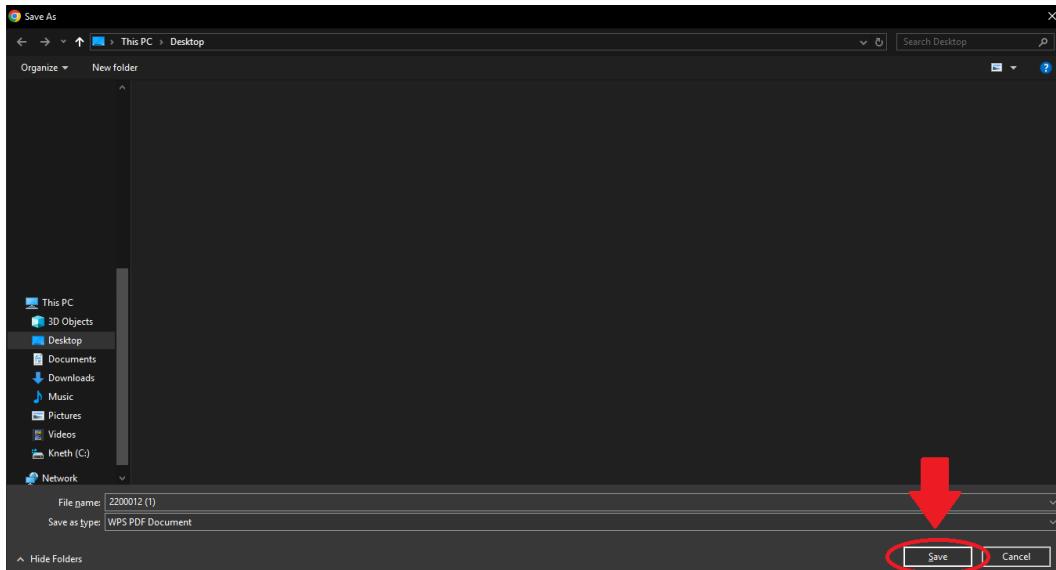
MEDICAL CERTIFICATE

This is to certify that Harmon, Kenny C., 21 / MALE, BLIS - 3
Name (Surname, First, MI) Age / Sex Degree-Year

was examined on 2023-05-03 for the following:
Date

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

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



❖ Downloaded



❖ Click Print Icon to Open Properties for printing

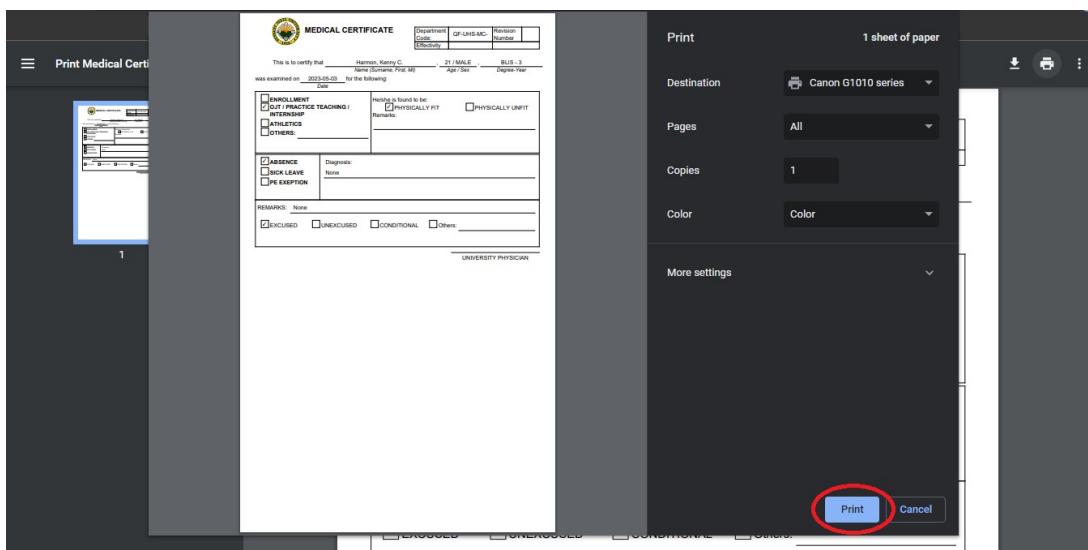
MEDICAL CERTIFICATE

This is to certify that Harmon, Kenny C., 21 / MALE, BLIS - 3
Name (Surname, First, Ml) Age / Sex Degree-Year

was examined on 2023-05-03 for the following:
Date

| | | | | |
|---|--|------------------------|--|---|
| <input type="checkbox"/> ENROLLMENT | <input checked="" type="checkbox"/> OUT / PRACTICE TEACHING / INTERNSHIP | He/she is found to be: | <input checked="" type="checkbox"/> PHYSICALLY FIT | <input type="checkbox"/> PHYSICALLY UNFIT |
| <input type="checkbox"/> ATHLETICS | <input type="checkbox"/> OTHERS: | Remarks: | | |
| <input checked="" type="checkbox"/> ABSENCE | <input type="checkbox"/> SICK LEAVE | Diagnosis: | None | |
| <input type="checkbox"/> PE EXEMPTION | | | | |
| REMARKS: None | | | | |
| <input checked="" type="checkbox"/> EXCUSED <input type="checkbox"/> UNEXCUSSED <input type="checkbox"/> CONDITIONAL <input type="checkbox"/> Others: _____ | | | | |

❖ Click Print to Print the Record



3.2. Click Archive to remove the record from the List

Medical Certificate Requests of Harmon, K. •

Total Number of Medical Certificate/s: 2

| ID Number | Full Name | Staff | Date Requested | Action |
|-----------|--------------------|--------------------------|----------------|--|
| 2200012 | Harmon, Kenny Cran | Edrian Joepen A. Cadungo | 2023-05-08 | <input type="button" value="Edit"/> <input type="button" value="Archive"/> <input type="button" value="Delete"/> |
| 2200012 | Harmon, Kenny Cran | Edrian Joepen A. Cadungo | 2023-05-08 | <input type="button" value="Edit"/> <input type="button" value="Archive"/> <input type="button" value="Delete"/> |

Print Report Export to PDF Export to Excel Previous 1 Next

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

Technologist Edrian Joepen A. Cadungo

• Medical Certificate Requests of Harmon, K. •

Total Number of Medical Certificate/s: 2

Show 10 entries

| 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

| 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

Print 1 sheet of paper

Destination: Canon G1010 series

Pages: All

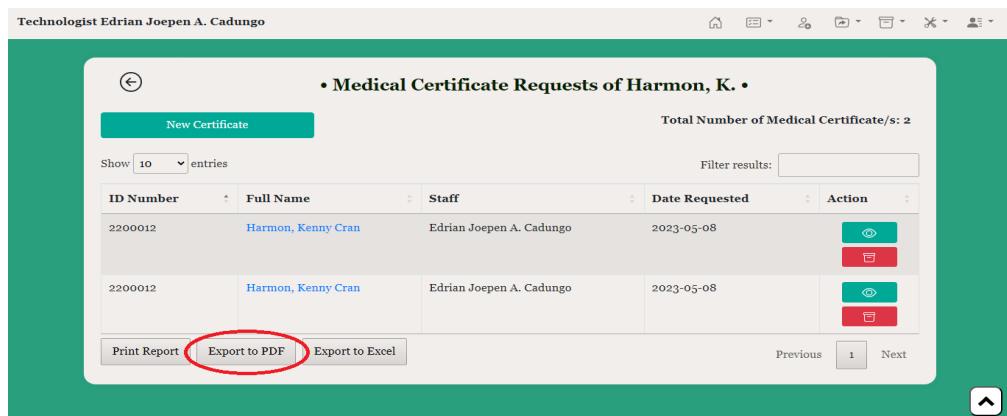
Copies: 1

Color: Color

More settings

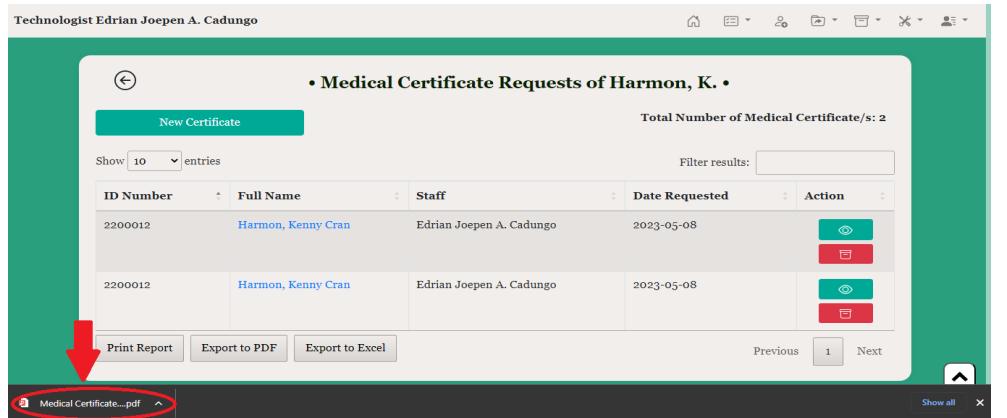
Print Cancel

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



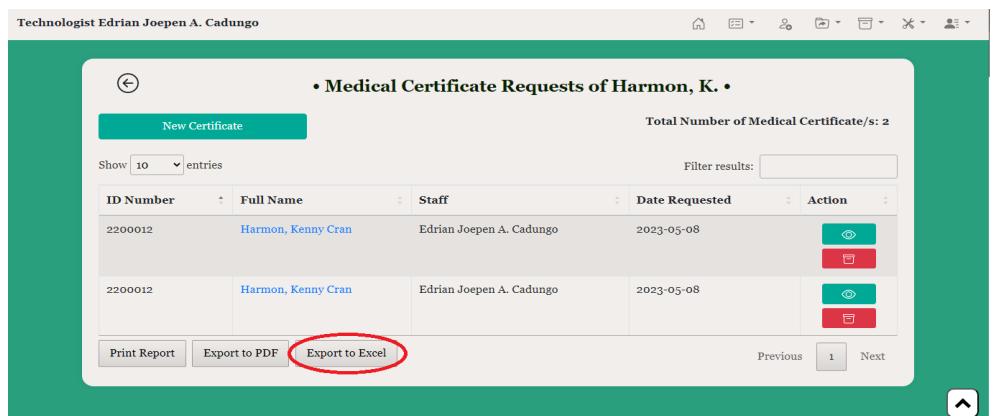
The screenshot shows a table of medical certificate requests. The 'Export to PDF' button at the bottom left of the table is circled in red.

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



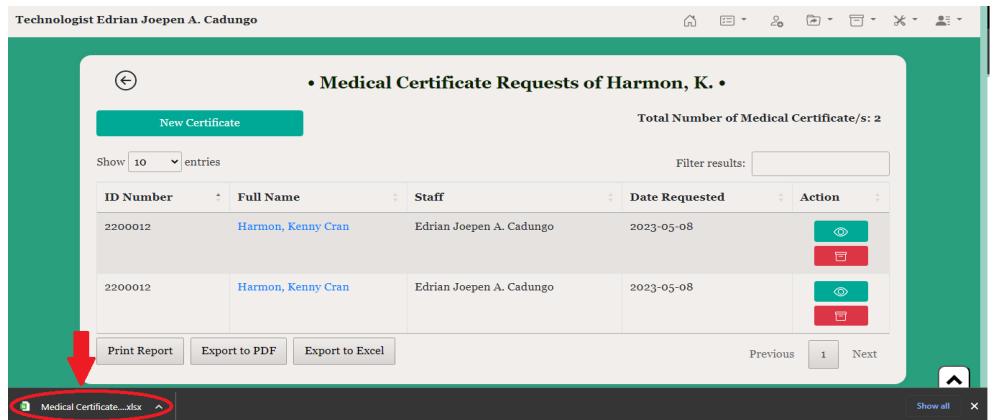
A red arrow points from the previous screenshot down to the download bar at the bottom of the browser window, which shows a file named 'Medical Certificate....pdf'.

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 'Export to Excel' button at the bottom left of the table is circled in red.

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



A red arrow points from the previous screenshot down to the download bar at the bottom of the browser window, which shows a file named '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 | |

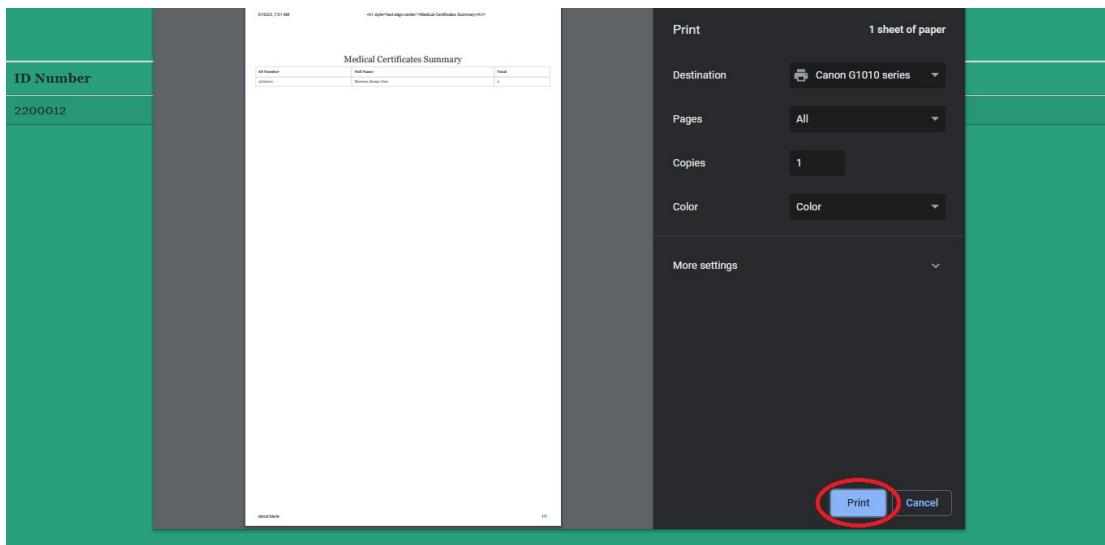
Below the table are three buttons: Print Report, Export to PDF, and Export to Excel. To the right of the table are navigation buttons: Previous, Next, and a page number indicator (1). At the top right, it says "Total Number of Medical Certificate/s: 1". A "Filter results:" input field is also present at the top right.

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

The screenshot is identical to the previous one, but the "Filter results:" input field is highlighted with a red oval.

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

The screenshot is identical to the previous ones, but the "Print Report" button is highlighted with a red oval.



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 page titled "• Medical Certificates Summary •". It shows a table with one row of data. The columns are "ID Number", "Full Name", "Total", and "Dates Requested". The data is: ID Number 2200012, Full Name Harmon, Kenny Cran, Total 2, Dates Requested 2023-05-08, 2023-05-08. Below the table are three buttons: "Print Report", "Export to PDF" (which is circled in red), and "Export to Excel". On the far right, there are "Previous" and "Next" buttons.

A screenshot of the same "Medical Certificates Summary" page. A red arrow points downwards from the "Export to PDF" button towards the browser's address bar. The address bar shows the file path: "Medical Certificate...pdf".

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

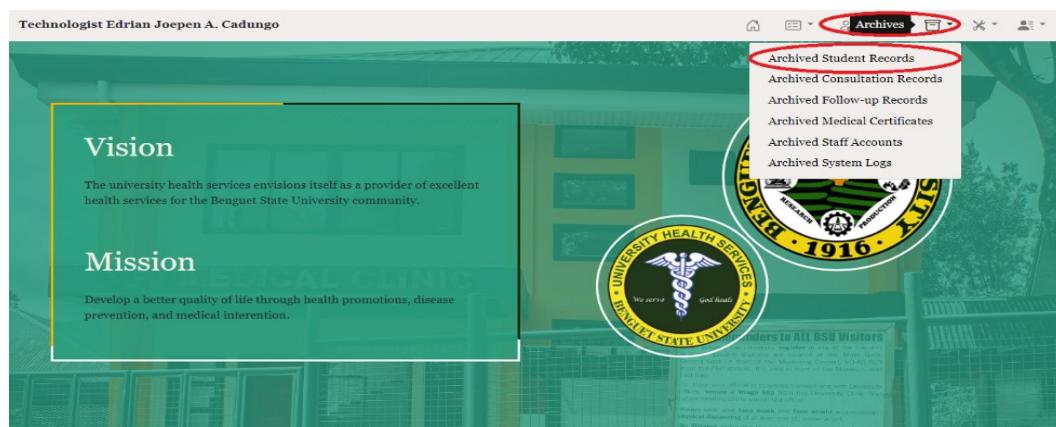
The screenshots show a 'Medical Certificates Summary' page. The top screenshot highlights the 'Export to Excel' button in the footer. The bottom screenshot shows the download history with a red arrow pointing to the file 'Medical Certificate....xlsx'.

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

E. Archives

a) Archived Student Records

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



• 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 | |

Previous Next



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

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 | |

Previous Next



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

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 | |

Previous 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 | |

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



Students Record.xlsx

Show all

b) Archived Consultation Records

- 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.



Archives

- Archived Student Records
- Archived Consultation Records**
- 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

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

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

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

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 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

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 Show all

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:

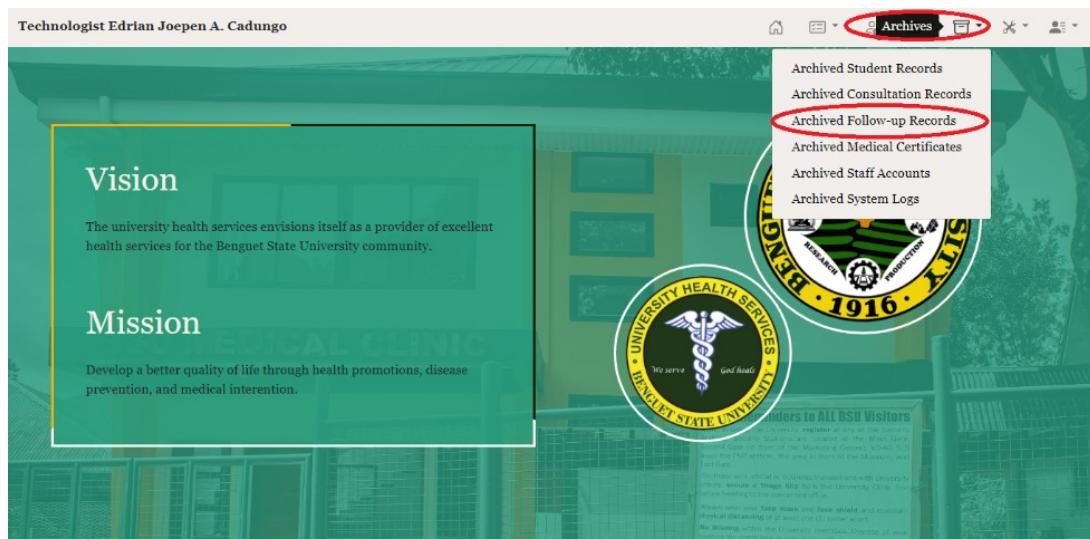
| ID Number | Full name | Staff | Dates | Archive Reason | Action |
|-----------|--------------------|--------------------------|------------|--|--------|
| 2200012 | Harmon, Kenny Cran | Edrian Joepen A. Cadungo | 2023-05-03 | Student Personal Record has been archived, Reason: Transferred | |
| 2200012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

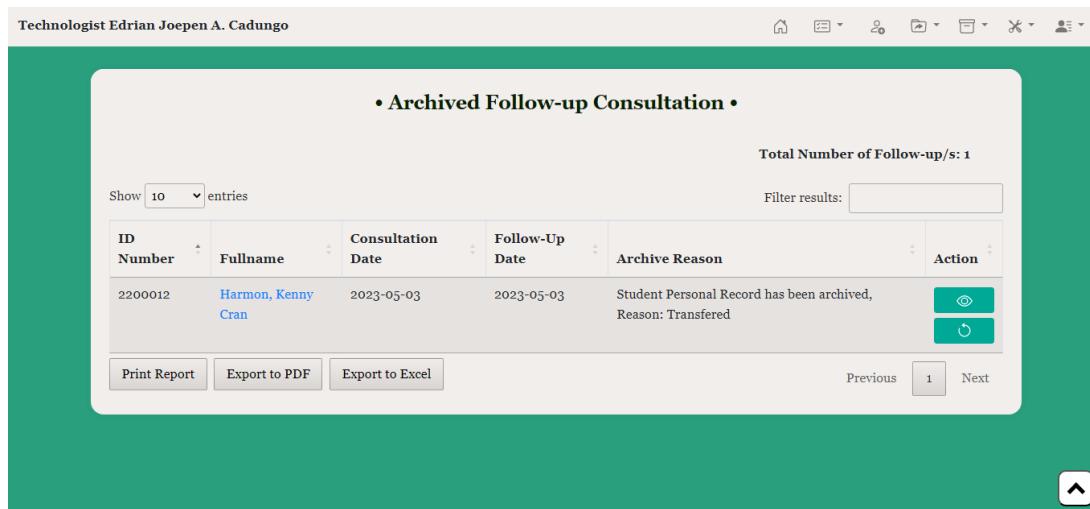
Archived Consulta...xlsx

c) Archived Follow-up Records

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



The screenshot shows the university's homepage with a navigation bar at the top. The 'Archives' button is highlighted with a red circle. A dropdown menu appears, listing several options: 'Archived Student Records', 'Archived Consultation Records', 'Archived Follow-up Records' (which is also circled in red), 'Archived Medical Certificates', 'Archived Staff Accounts', and 'Archived System Logs'. Below the menu, two circular seals are visible: one for 'UNIVERSITY HEALTH SERVICES' and another for 'BENGUET STATE UNIVERSITY'.

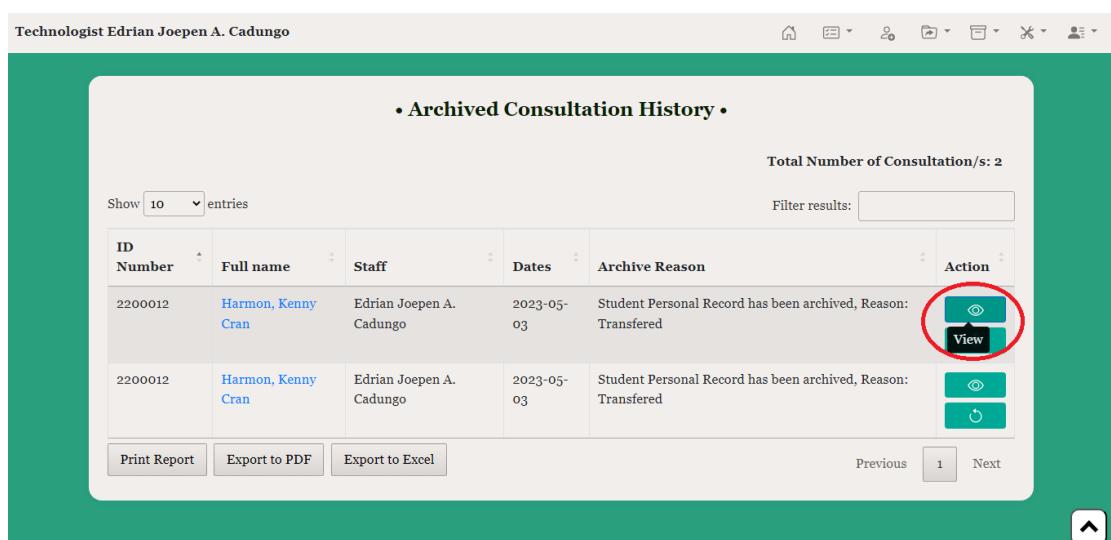


This screenshot shows a table titled '• Archived Follow-up Consultation •'. It displays one entry with the following details:

| 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, with the page number '1' in the center.

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



This 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, with the page number '1' in the center. The 'View' button in the second row is circled in red.

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

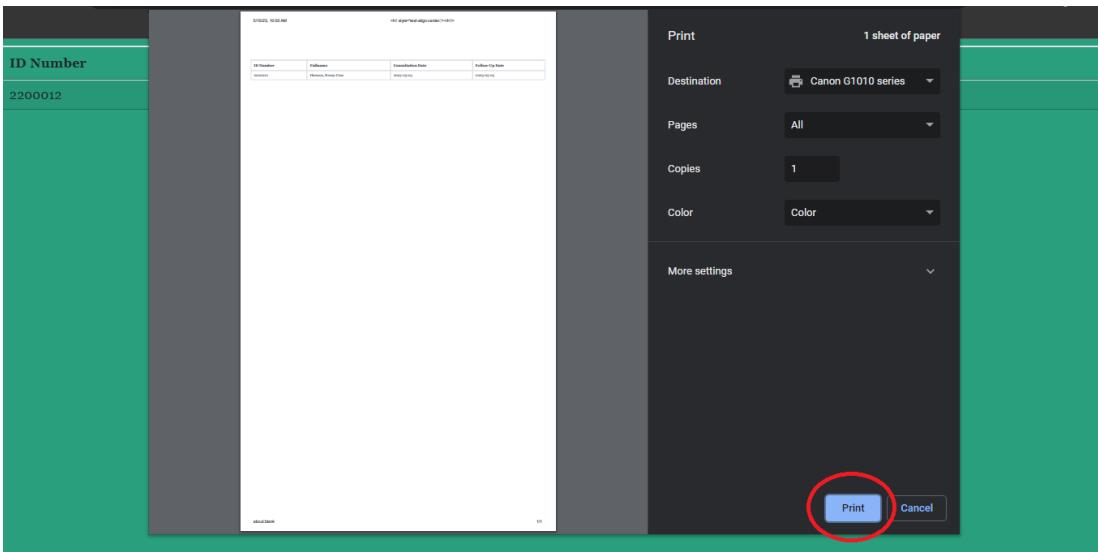
The screenshot shows a table titled "Archived Follow-up Consultation". The table has columns: ID Number, Fullname, Consultation Date, Follow-Up Date, Archive Reason, and Action. There is one entry: ID Number 2200012, Fullname Harmon, Kenny Cran, Consultation Date 2023-05-03, Follow-Up Date 2023-05-03, 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. A red circle highlights the "Restore" button. Below the table are buttons for Print Report, Export to PDF, and Export to Excel.

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 at the top right of the table area.

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 at the bottom left of the table area.



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

A screenshot of a web page titled 'Archived Follow-up Consultation'. It shows a table with one entry. The table columns are ID Number, Fullname, Consultation Date, Follow-Up Date, Archive Reason, and Action. The entry is for ID 2200012, Harmon, Kenny Cran, dated 2023-05-03, with the reason 'Student Personal Record has been archived, Reason: Transferred'. Below the table are buttons for 'Print Report', 'Export to PDF' (circled in red), and 'Export to Excel'. The status bar at the bottom shows 'Archived Follow-U...pdf'.

A screenshot of the same 'Archived Follow-up Consultation' page after clicking the 'Export to PDF' button. A red arrow points from the previous screenshot to the status bar at the bottom of this screenshot. The status bar now displays 'Archived Follow-U...pdf' with a download icon, indicating the file has been successfully downloaded.

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

Downloaded files

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 |   |
| 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 Joepon A. Cadungo

• Archived Medical Certificates •

Total Number of Medical Certificate/s: 5

Show 10 entries

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

Print Report Export to PDF Export to Excel Previous 1 Next

Saturday, 10:48 PM

Print dialog box showing print settings:

- Destination: Canon G1010 series
- Pages: All
- Copies: 1
- Color: Color
- More settings

Print button highlighted with a red circle.

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 | |

Print Report

Export to PDF

Export to Excel

Previous

1

Next

Show all

e) Archived Staff Accounts

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

Technologist Edrian Joepen A. Cadungo

Technologist Edrian Joepen 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

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

Technologist Edrian Joepon A. Cadungo

• ARCHIVED USER LIST •

Total Number of Record/s: 1

| 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 |

Show 10 entries Filter results:

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

| 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 |

Show 10 entries Filter results:

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 •

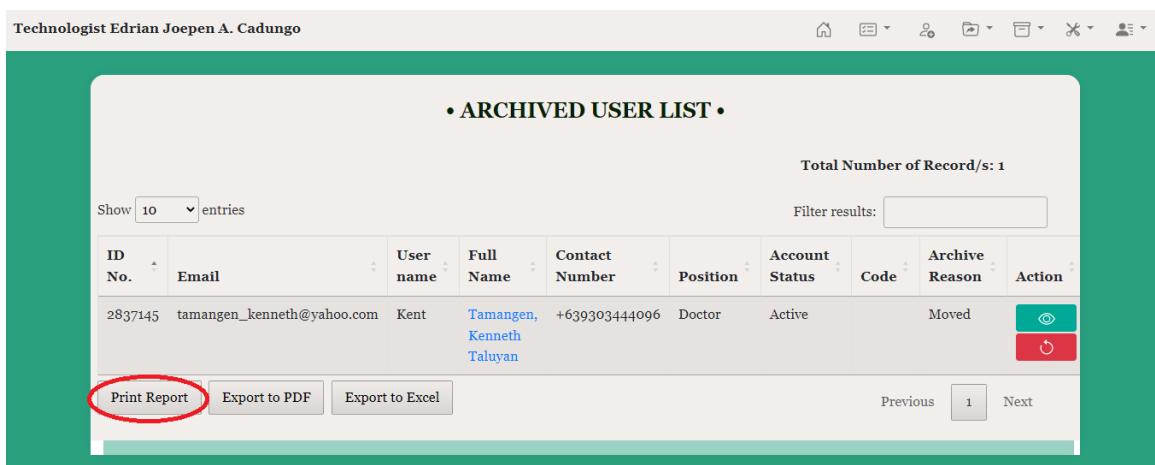
Total Number of Record/s: 1

| 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 | |

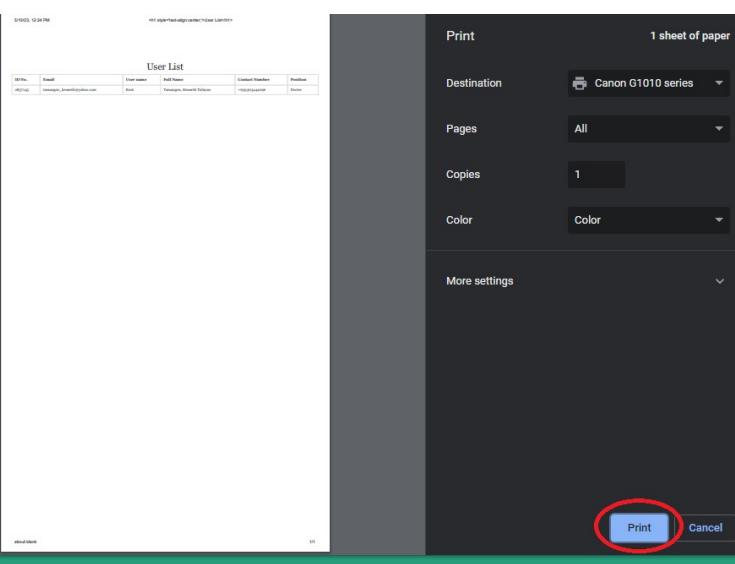
Show 10 entries Filter results:

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

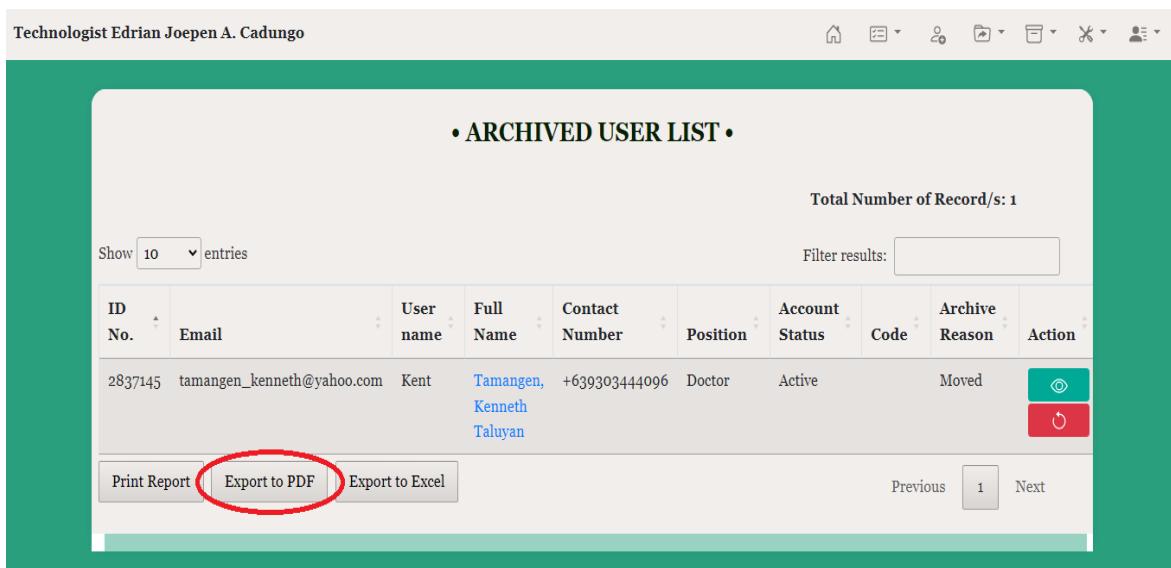


The screenshot shows the 'ARCHIVED USER LIST' page with one record listed. The 'Print Report' button at the bottom left is highlighted with a red circle.



The screenshot shows the 'Print' dialog box with various settings like destination, pages, copies, and color. The 'Print' button at the bottom right is highlighted with a red circle.

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 one record listed. The 'Export to PDF' button at the bottom left is highlighted with a red circle.

Technologist Edrian Joepen A. Cadungo

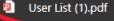
• ARCHIVED USER LIST •

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

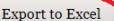
Technologist Edrian Joepen A. Cadungo

• 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



Technologist Edrian Joepen A. Cadungo

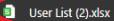
• ARCHIVED USER LIST •

Total Number of Record/s: 1

Show 10 entries Filter results:

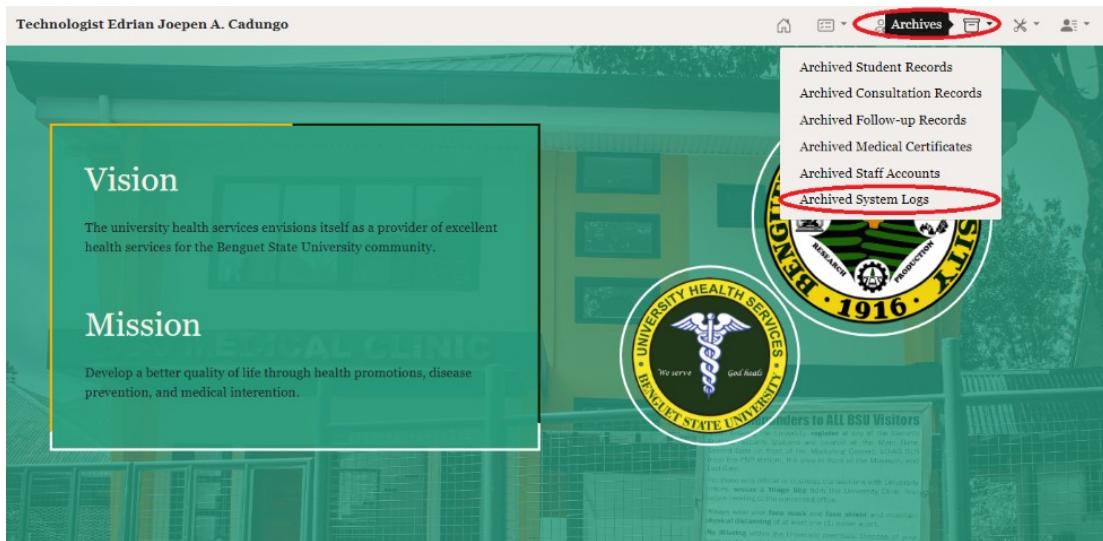
| ID No. | Email | User name | Full Name | Contact Number | Position | Account Status | Code | Archive Reason | Action |
|---------|----------------------------|-----------|---------------------------|----------------|----------|----------------|------|----------------|---|
| 2837145 | tamangen_kenneth@yahoo.com | 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-21-2023 | 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-21-2023 | 09:52:12 AM | admin | old | | |

F. Maintenance

a) Logs

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

The screenshot shows the Benguet State University website. In the top right corner, there is a navigation bar with a user profile icon and several links: Home, About, Services, Maintenance, Logs, Degree List, Vaccine List, Backup, and Restore. The 'Maintenance' link is highlighted with a red oval. A dropdown menu is open under 'Maintenance' with the 'Logs' option also highlighted by a red oval.

The screenshot shows the 'System Logs' page. At the top, there is a button labeled 'Archive Old Logs'. Below it, a table displays log entries with columns for Date, Time, User ID, Username, and System Feedback. The table has 8 entries. The 'Archive Old Logs' button is highlighted with a red oval.

| 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 |

2. Click Archive Old Logs to Remove all the Logs

The screenshot shows the 'System Logs' page after the 'Archive Old Logs' button was clicked. The table now contains 0 entries. The 'Archive Old Logs' button is highlighted with a red oval.

| 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 |

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 web-based application titled "Technologist Edrian Joepen A. Cadungo". The main title is "• DEGREE LIST •". Below it, a green button labeled "New Degree" is circled in red. To its right, the text "Total Number of Record/s: 33" is displayed. A search bar "Filter results:" is present. The main content is a table with columns: "Degree Category", "Degree", "Degree Acronym", and "Action". The table lists six rows, all categorized as "College": Bachelor of Arts in Communication (BA Com), Bachelor of Arts in English Language (BA EL), Bachelor of Arts in Filipino Language (BA FL), Bachelor of Early Childhood Education (BECED), Bachelor of Elementary Education (BEEd), and Bachelor of Science in Information Technology (BLIS). Each row has a delete icon in the "Action" column.

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

This screenshot shows the same application interface. A modal window titled "Add New Degree" is open in the center. It contains fields for "Category" (with a dropdown menu "Select Category"), "Degree" (an input field), and "Degree Acronym" (another input field). At the bottom of the modal are two buttons: "Close" and "Add Degree", with "Add Degree" circled in red. In the background, the main "Degree List" table is visible, showing the same six degree entries as the previous screenshot.

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

The screenshot shows the "Degree List" page again. The "New Degree" button is at the top left. The main table shows the same six degrees. In the last row, for "Bachelor of Science in Information Technology (BLIS)", the "Delete" button in the "Action" column is circled in red. The total record count "33" is still displayed at the top right.

4. Click Search Bar to easily find specific Degree

The screenshot shows a table titled "• DEGREE LIST •". At the top right, there is a "Total Number of Record/s: 33" label. Below it is a search bar with the placeholder "Filter results: []" which is circled in red. The table has columns for "Degree Category", "Degree", "Degree Acronym", and "Action". The "Degree Category" column shows "College" repeated six times. The "Degree" column lists "Bachelor of Arts in Communication", "Bachelor of Arts in English Language", "Bachelor of Arts in Filipino Language", "Bachelor of Early Childhood Education", "Bachelor of Elementary Education", and "Bachelor of Science in Information Technology". The "Degree Acronym" column shows "BA Com", "BA EL", "BA FL", "BECED", "BEED", and "BLIS". The "Action" column contains six delete icons.

c) Vaccine List

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

The screenshot shows the main dashboard of the system. On the right side, there is a navigation bar with several items: "Maintenance" (which is highlighted and circled in red), "Logs", "Degree List", "Vaccine List" (which is also circled in red), "Backup", and "Restore". The background features the seal of Benguet State University and some text about health services.

The screenshot shows a table titled "• VACCINE LIST •". At the top right, there is a "Total Number of Record/s: 8" label. Below it is a search bar with the placeholder "Filter results: []". The table has columns for "Vaccine Name" and "Action". The "Vaccine Name" column lists "Bharat BioTech", "CoronaVac (Sinovac)", "Gamaleya Sputnik V", "Johnson and Johnson's Janssen", "Moderna", and "Oxford-AstraZeneca". The "Action" column contains six delete icons.

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

The screenshot shows a web-based application titled "Technologist Edrian Joepen A. Cadungo". The main title is "• VACCINE LIST •". Below it, a teal-colored button labeled "New Vaccine" is circled in red. To the right, a message says "Total Number of Record/s: 8". The table below lists various vaccine names with a "Delete" icon in the "Action" column.

| Vaccine Name | Action |
|-------------------------------|--------|
| Bharat BioTech | |
| CoronaVac (Sinovac) | |
| Gamaleya Sputnik V | |
| Johnson and Johnson's Janssen | |
| Moderna | |
| Oxford-AstraZeneca | |

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

This screenshot shows the "Add New Vaccine" dialog box overlaid on the main "Vaccine List" page. The dialog has fields for "Vaccine Name" and "Add Vaccine" buttons. The "Add Vaccine" button is circled in red. The background "Vaccine List" page shows the same 8 records with their respective delete icons.

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

The screenshot displays the "Vaccine List" page again. The "Delete" button for the "CoronaVac (Sinovac)" entry is circled in red. The rest of the page, including the header and other vaccine entries, remains visible.

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

The screenshot shows a web-based application titled "• VACCINE LIST •". At the top right, it displays "Total Number of Record/s: 8". Below this is a search bar with the placeholder "Filter results:" which is circled in red. The main area contains a table with columns "Vaccine Name" and "Action". The table lists seven vaccines: 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.

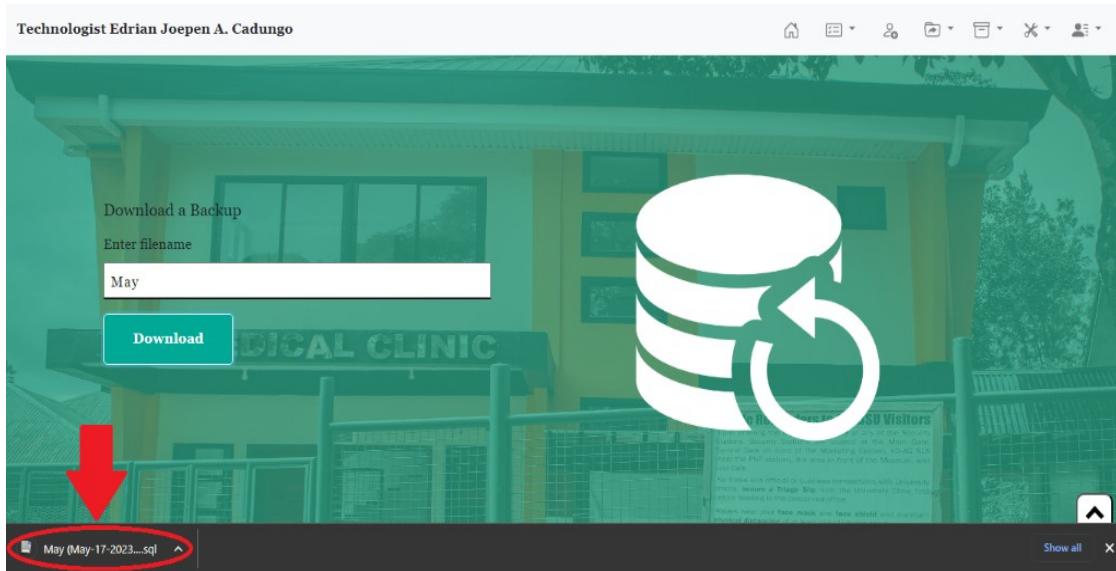
d) Backup

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

The screenshot shows a website interface with a navigation bar at the top. The "Maintenance" option in the dropdown menu is circled in red. The menu also includes options for Logs, Degree List, Vaccine List, and Restore. The main content area features the Benguet State University logo and sections for Vision and Mission.

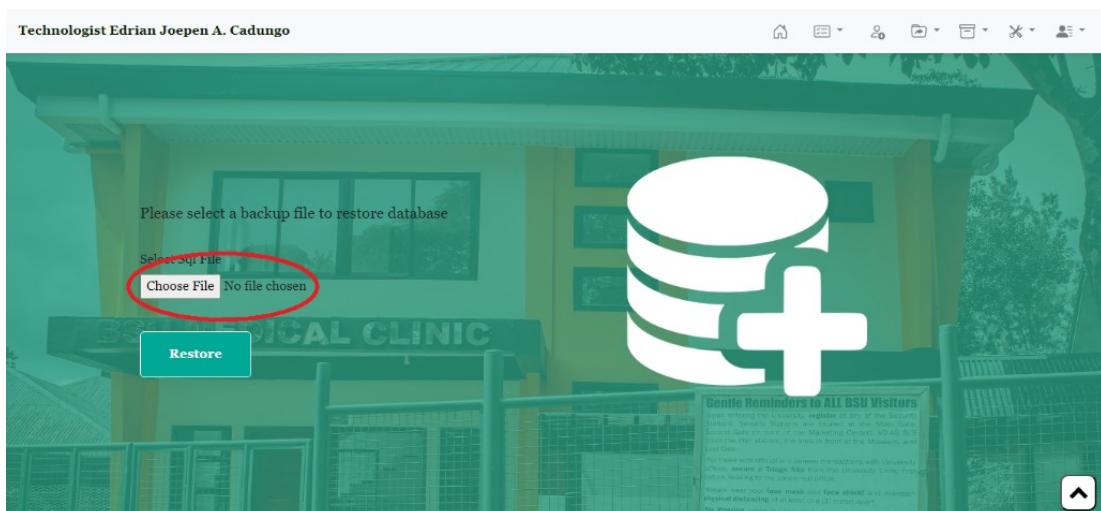
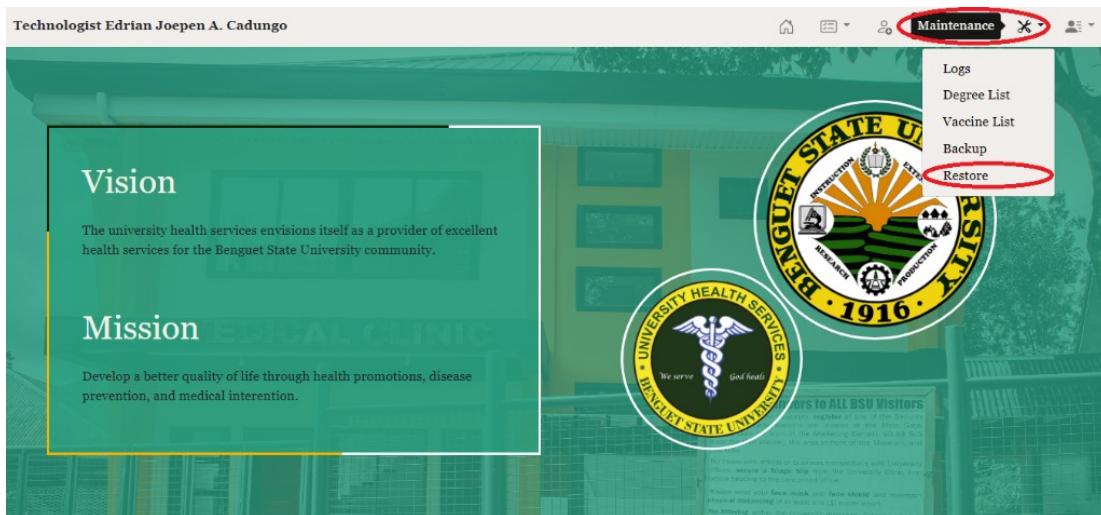
The screenshot shows a page for downloading a backup. It features a large graphic of a database cylinder with a circular arrow. On the left, there is a form with fields for "Enter filename" and a "Download" button. The background shows a medical clinic building and a "Gentle Reminders to ALL BSU Visitors" sign.

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

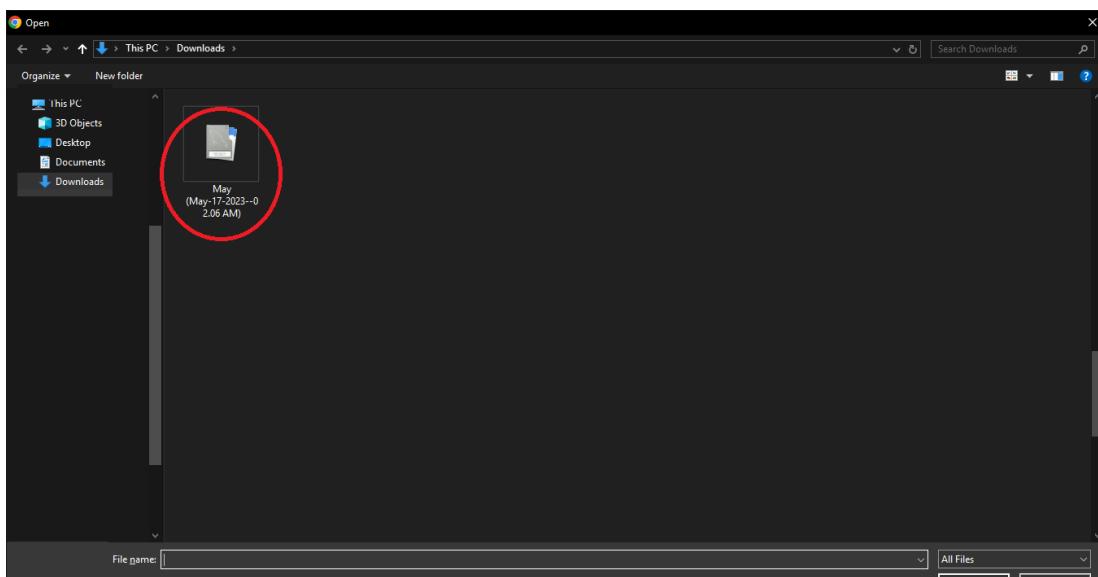


e) **Restore**

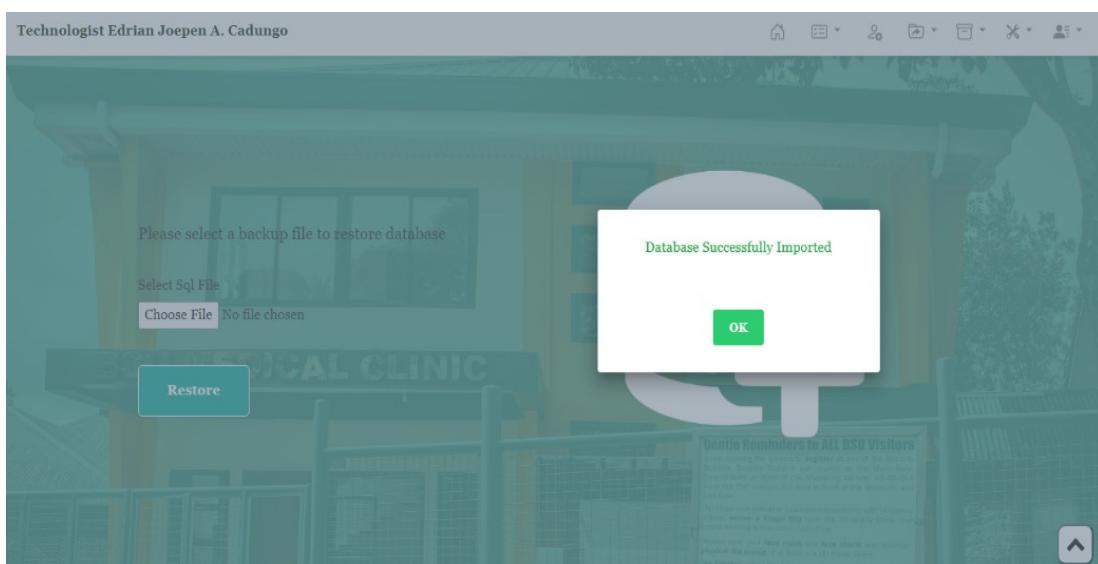
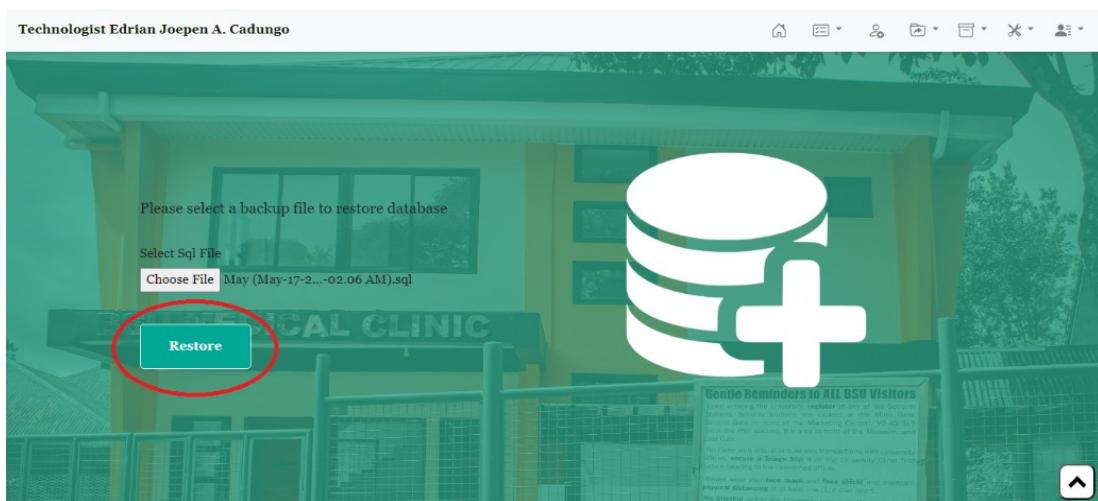
1. To restore a record, go to Navigation Bar then Click **Maintenance** and select **Restore**



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**

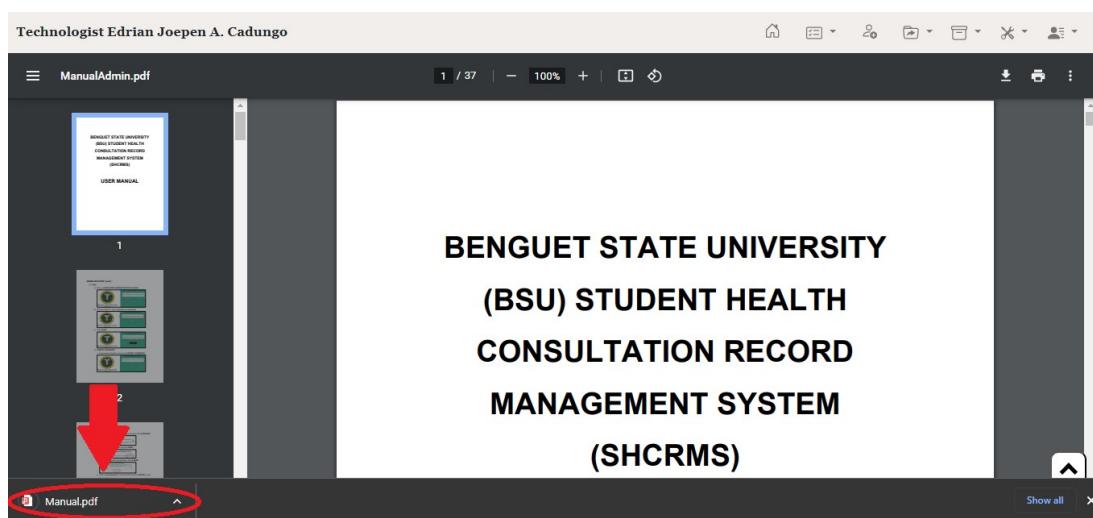
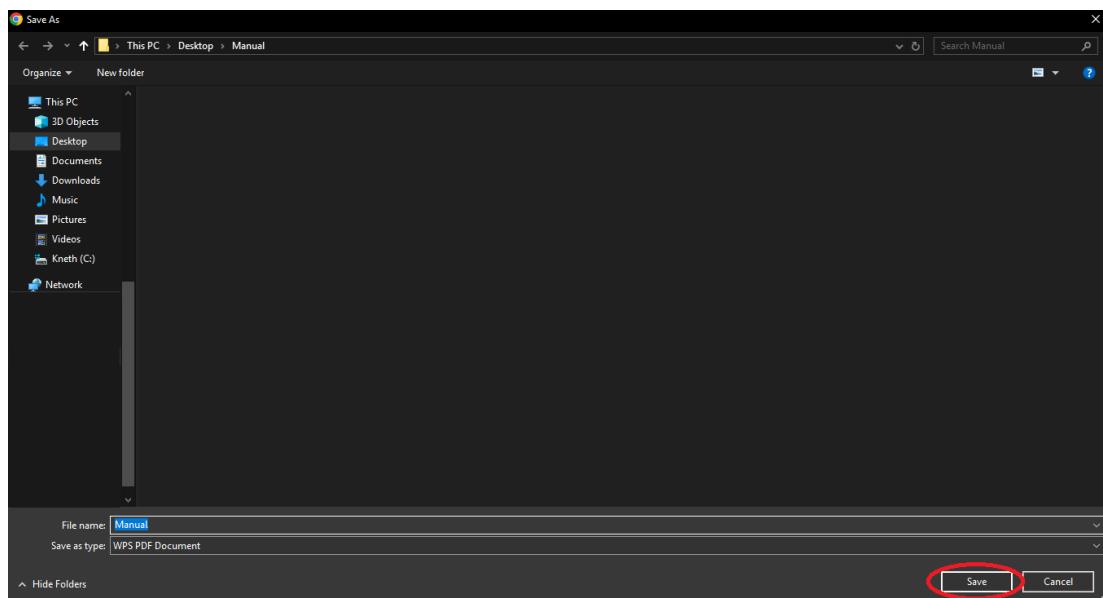
The screenshot shows the Benguet State University website. At the top right, there is a navigation bar with several icons. Two specific icons are circled in red: 'User' (with a person icon) and 'Manual'. Below the navigation bar, there is a large green banner featuring the university's seal and some text. On the left side of the banner, 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.'

This screenshot shows a PDF document titled 'ManualAdmin.pdf'. The title page of the manual is displayed, which reads: 'BENGUET STATE UNIVERSITY (BSU) STUDENT HEALTH CONSULTATION RECORD MANAGEMENT SYSTEM (SHCRMS)'. To the left of the title, there is a thumbnail preview of the first few pages of the manual, showing sections like 'USER MANUAL' and 'CONSULTATION RECORD MANAGEMENT SYSTEM'.

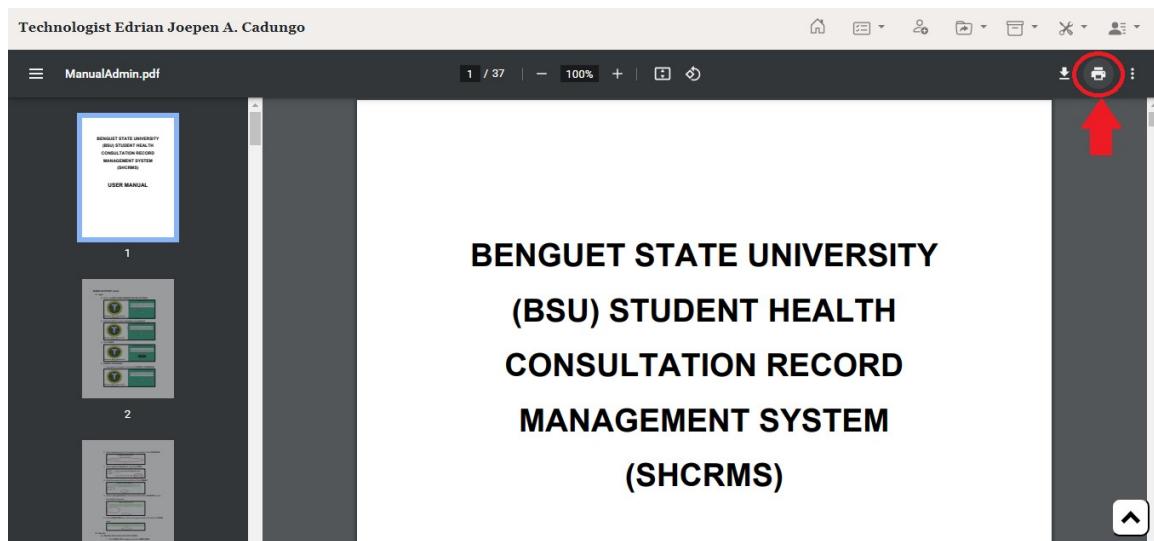
2. To Download the manual, click the download icon.

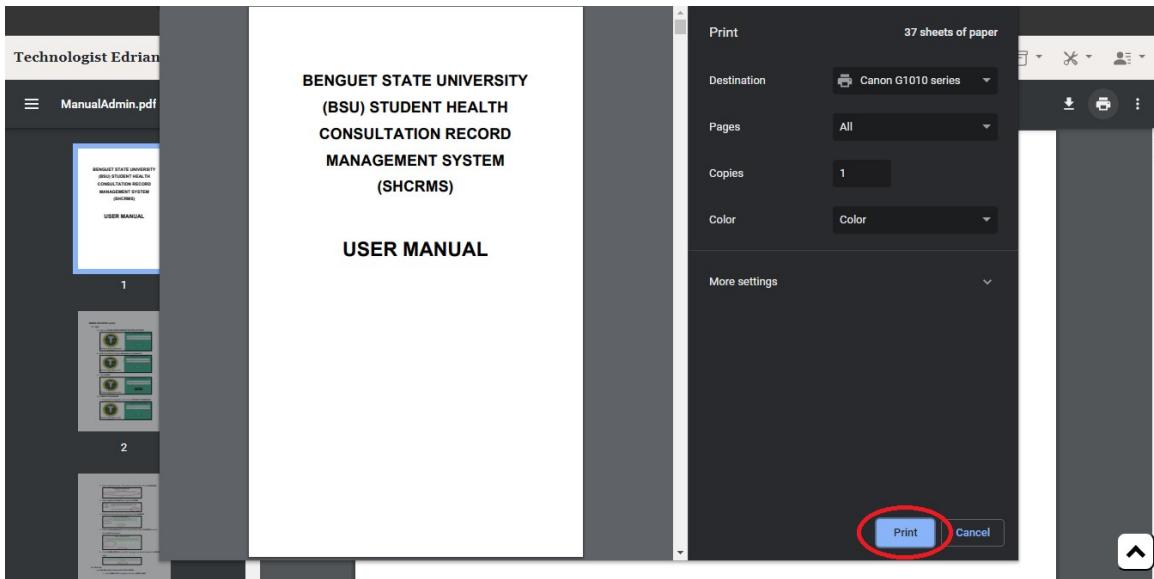
This screenshot shows the same PDF document as the previous one, but with a red arrow pointing to the download icon in the top right corner of the browser window. This icon is typically used to save the PDF file to a local device.

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

