

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

USER MANUAL

ADMIN ACCOUNT (user)

A. Login

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



Benguet State University
SHCRMS

Staff Login

Username

Password

[Login using Administrator account](#)

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



Benguet State University
SHCRMS

Administrator Login

Username

Password

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

- c) Click **LOGIN**



Benguet State University
SHCRMS

Administrator Login

Username

Password

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

- d) **FORGOT PASSWORD**

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



Benguet State University
SHCRMS

Administrator Login

Username

Password

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

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

The image shows a 'Forgot Password' form. At the top, it says 'Forgot Password'. Below that is a placeholder 'Enter your email address'. A red circle highlights the input field where the email '*****@gmail.com' is typed. At the bottom is a 'Continue' button.

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



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

The image shows a 'Code Verification' form. It says 'We've sent a password reset otp to your email - Kimberlymacaa@gmail.com'. The input field contains the code '152589', which is circled in red. Below it is a 'Submit' button, also circled in red.

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

The image shows a 'New Password' form. It asks to 'Please create a new password that you don't use on any other site.' There are two password input fields, both of which are circled in red. Below them is a 'Change' button, also circled in red.

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

The image shows a success message box. It says 'Your password changed. Now you can login with your new password.' Below it is a 'Login Now' button, which is circled in red.

B. User list

a) Add New User Account for Clinic Staffs

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

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

*** USER LIST ***

2 Total Number of Record/s: 3

Show 10 entries

Search:

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code
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2. Enter the BSU ID number of the Staff

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

*** User Information ***

Staff ID Number*

Status*

New Old

3. For new accounts, click NEW

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

*** User Information ***

Staff ID Number*

Status*

New Old

Personal Information

Last Name*	First Name*	Middle Name*	Extension Name
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4. For existing accounts, click OLD

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

*** User Information ***

Staff ID Number*

Status*

New Old

Personal Information

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

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

*** User Information ***

Staff ID Number*

Status*

New Old

Personal Information

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

Position*

Doctor Nurse Clinic Aid

Level

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

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

***NOTE:** Password must contain at least one uppercase and lowercase letters, one number, and at least 8 or more character

b) View list of all user accounts created

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

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

c) View ADMIN Account (own Account)

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

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

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

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

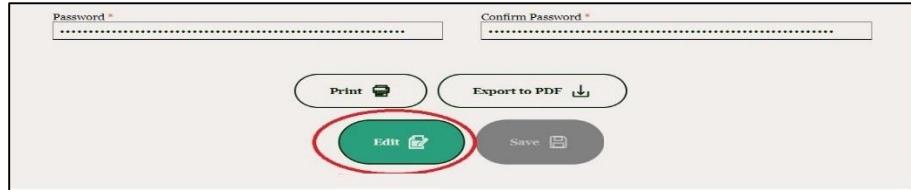
d) View and Edit specific user account

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

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

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

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



e) Print Specific user account

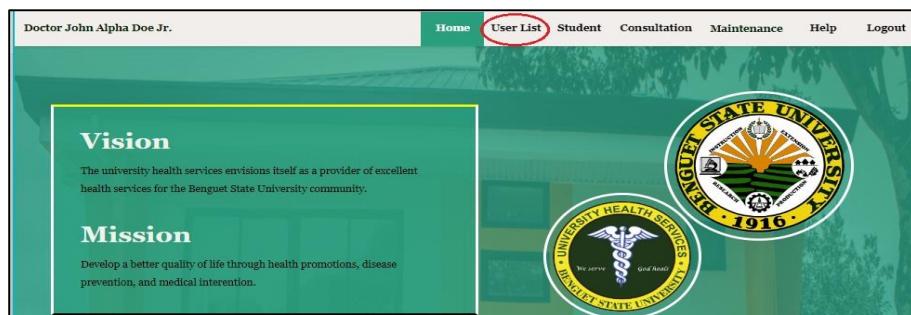


f) Save as PDF the specific user account



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

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

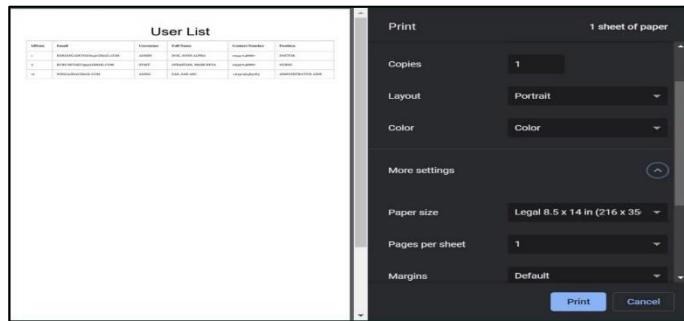


2. Click **PRINT REPORT** button below the table

• USER LIST •							
New User		Total Number of Record/s: 3					
Show: 10 entries		Search: <input type="text"/>					
IDNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE	
2	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	09457148887	NURSE	ACTIVE	
12	SHDG@JH@GMAIL.COM	ASJDG	SAD, SAD ASD	+639746583783	ADMINISTRATIVE AIDE	ACTIVE	

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

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				
Show 10 entries			Search: <input type="text"/>				
IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code
1	EDRIAN CADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE	
2	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	09457148887	NURSE	ACTIVE	
12	SHDGAIJH@GMAIL.COM	ASJDG	SAD, SAD ASD	+639746583783	ADMINISTRATIVE AIDE	ACTIVE	

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		Username	Full Name	Contact Number	Position	Account Status	Code
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE	
2	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	09457148887	NURSE	ACTIVE	
12	SHDGAJH@GMAIL.COM	ASJDG	SAD, SAD ASD	+639746583783	ADMINISTRATIVE AIDE	ACTIVE	

Previous Next

User List (4).pdf User List (4).xlsx Show all

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

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

• USER LIST •							
New User		Total Number of Record/s: 3					
Show [10] entries		Username	Full Name	Contact Number	Position	Account Status	Code
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE	
2	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	09457148887	NURSE	ACTIVE	
12	SHDGAJH@GMAIL.COM	ASJDG	SAD, SAD ASD	+639746583783	ADMINISTRATIVE AIDE	ACTIVE	

2. Click **EXPORT TO EXCEL** button

• USER LIST •							
New User		Total Number of Record/s: 3					
Show [10] entries		Username	Full Name	Contact Number	Position	Account Status	Code
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE	
2	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	09457148887	NURSE	ACTIVE	
12	SHDGAJH@GMAIL.COM	ASJDG	SAD, SAD ASD	+639746583783	ADMINISTRATIVE AIDE	ACTIVE	

Previous 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		Username	Full Name	Contact Number	Position	Account Status	Code
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE	
2	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	09457148887	NURSE	ACTIVE	
12	SHDGAJH@GMAIL.COM	ASJDG	SAD, SAD ASD	+639746583783	ADMINISTRATIVE AIDE	ACTIVE	

Previous Next

User List (4).xlsx

j) Search

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

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

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE	

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

4. Wait for the information to be shown

k) Archive User Account

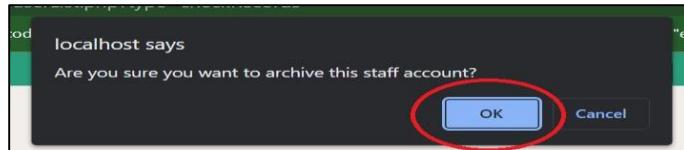
1. Click **USERLIST** on the navigation bar

2. Find user account to archive

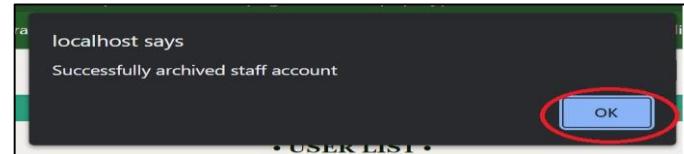
3. Click **ARCHIVE** button beside the user account

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE		<button>View</button>
2	KURUMITAKU555@GMAIL.COM	STAFF	SERASTIAN, MARK BETA	09457148887	NURSE	ACTIVE		<button>View</button> <button>Archive</button>

4. Click **OK** when prompt shows



5. Click **OK** when prompt shows



6. Wait for the account to be archived

I) View Archived User Account List

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

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	EDRIANACADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE		View

2. Click **ARCHIVED STAFF ACCOUNTS**

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	EDRIANACADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE		View
2	KURUMITAKU555@GMAIL.COM	STAFF	SERASTIAN, MARK BETA	09457148887	NURSE	ACTIVE		

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

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
12	TORMIAE234@YAHOO.COM	MAE ANN	TORONTO, MAE ANN CORPUZ	+639894038944	NURSE	ACTIVE	o	View Restore

m) Restore Archived Accounts

- Click **MAINTENANCE** on the navigation bar

The screenshot shows a web application interface titled "User List". At the top, there is a navigation bar with links: Home, User List, Student, Consultation, Maintenance (which is circled in red), Help, and Logout. Below the navigation bar is a search bar with the placeholder "Search: []". The main content area is titled "USER LIST" and contains a table with the following data:

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	EDRIANCADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	09457148887	DOCTOR	ACTIVE		<button>View</button>

- Click **ARCHIVED STAFF ACCOUNTS**

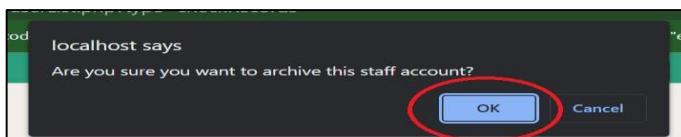
This screenshot is similar to the previous one, showing the "User List" page. However, the maintenance dropdown menu is open, revealing options: Logs, Archived Student Records, Archived Consultation Records, Archived System Logs, and Backup Restore. The "Archived Staff Accounts" option is circled in red.

- To restore archived staff account, click **RESTORE** button beside the information of Staff account

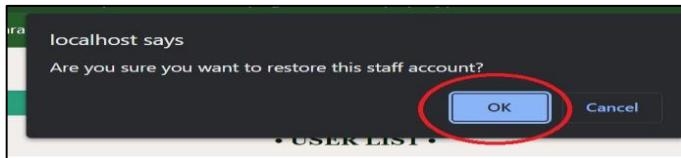
This screenshot shows the "Archived User List" page. The maintenance menu is again open, showing the same options as before. The table lists one account:

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
12	TORMAE234@YAHOO.COM	MAE ANN	TORONTO, MAE ANN CORPUZ	+639894038944	NURSE	ACTIVE	o	<button>View</button> <button>Restore</button>

- Click **OK** when prompt shows



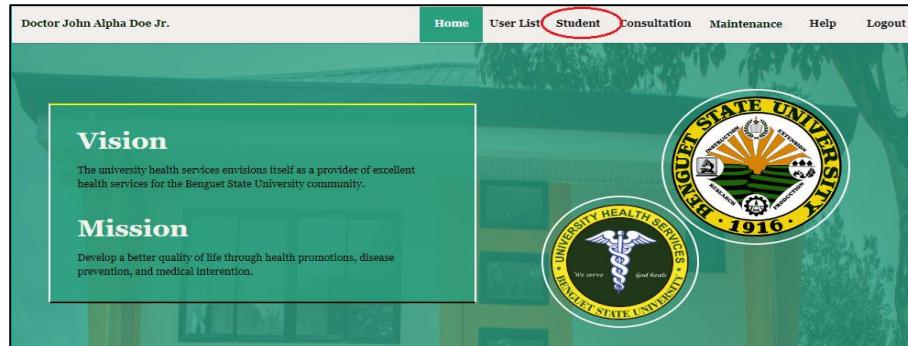
- Click **OK** when prompt shows



C. Student

- Add New Student Record (Personal and Medical Information)

- Click **STUDENT** on the navigation bar and click **NEW RECORD**



Doctor John Alpha Doe Jr.

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

• Students Record •

New Record Total Number of Record/s: 0

Show 10 entries

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
No data available in table							

Print Report Export to PDF Export to Excel Previous Next

2. Enter the BSU ID Number of the Student

Doctor John Alpha Doe Jr.

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

• Personal Information • **• Medical Information •**

PHYSICAL EXAMINATION

Document Code: Revision Number:

Effectivity DD/MM/YYYY

Student ID Number * 19240001

Status * New Old

Category *

Course *

Year *

Section

Paste Recent 2x2 ID Picture Here

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

Doctor John Alpha Doe Jr.

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

• Personal Information •

PHYSICAL EXAMINATION

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

Student ID Number *
1924000

Status * New Old

Course *

Category *

Paste Recent
2 x 2
ID Picture Here

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

Doctor John Alpha Doe Jr.

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

• Personal Information •

PHYSICAL EXAMINATION

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

Student ID Number *
1924000

Status * New Old

Course *
BACHELOR OF SCIENCE IN AGRICULTURE (BSA)

Year *
2

Section
B

Personal Information

Last Name * JORDAN	First Name * MICHAEL	Middle Name * CORPUZ	Extension Name JR
Birthdate * 05/12/2000	Age 22	Sex * <input checked="" type="radio"/> Male	<input type="radio"/> Female

Paste Recent
2 x 2
ID Picture Here

- 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.

Doctor John Alpha Doe Jr.

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

• Personal Information •

PHYSICAL EXAMINATION

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

Student ID Number *

Status * New Old

No information found. Please try again.

OK

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

***NOTE:** Fields with * are required to have values. For the Guardian/Parent Information, one information is also accepted and having two information is not required.

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

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

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

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

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

Doctor John Alpha Doe Jr.		Home	User List	Student	Consultation	Maintenance	Help	Logout	
		* Personal Information *				* Medical Information *			
		Student							
		ID Number: 1921000 Full Name: JORDAN, MICHAEL CORPUZ JR							
		Date*		29/11/2022					
		Medical History							
		LMP N/A	Pregnancy N/A	Allergies N/A					
		Surgeries N/A	Injuries N/A	Illness N/A					
		Physical Examination							
		School Year 2022-2023	Height in cm 145	Weight in kg 47	BMI 22.35 (NORMAL)				

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

Doctor John Alpha Doe Jr.		Home	User List	Student	Consultation	Maintenance	Help	Logout									
		<table border="1"><tr><td>Laboratory Exams: Fecalysis</td><td>UNREMARKABLE</td></tr><tr><td>Laboratory Exams: Pregnancy Test</td><td>UNREMARKABLE</td></tr><tr><td>Laboratory Exams: HBSAg</td><td>UNREMARKABLE</td></tr><tr><td>Others</td><td></td></tr></table>				Laboratory Exams: Fecalysis	UNREMARKABLE	Laboratory Exams: Pregnancy Test	UNREMARKABLE	Laboratory Exams: HBSAg	UNREMARKABLE	Others					
Laboratory Exams: Fecalysis	UNREMARKABLE																
Laboratory Exams: Pregnancy Test	UNREMARKABLE																
Laboratory Exams: HBSAg	UNREMARKABLE																
Others																	
		Remarks															
		<input type="text"/>															
		Recommendation															
		<input type="text"/>															
		Add Record Clear															

b) View list of all student records

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

Doctor John Alpha Doe Jr.		Home	User List	Student	Consultation	Maintenance	Help	Logout			
		<table border="1"><tr><td>Vision The university health services envisions itself as a provider of excellent health services for the Benguet State University community.</td><td> </td></tr></table>				Vision The university health services envisions itself as a provider of excellent health services for the Benguet State University community.	 				
Vision The university health services envisions itself as a provider of excellent health services for the Benguet State University community.	 										

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

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

- Wait for the information to be displayed on the table

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

c) Print list of all student records in table form

- Click **STUDENT** on the navigation bar

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.

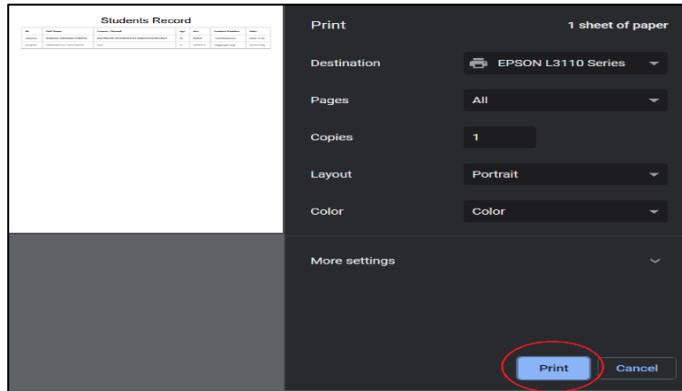
- Click for **PRINT REPORT** button

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

Print Report Export to PDF Export to Excel Previous 1 Next

- Wait for printing window to open

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



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

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

2. Click **EXPORT TO PDF** button

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	<button>View</button> <button>Archive</button>
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	<button>View</button> <button>Archive</button>

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

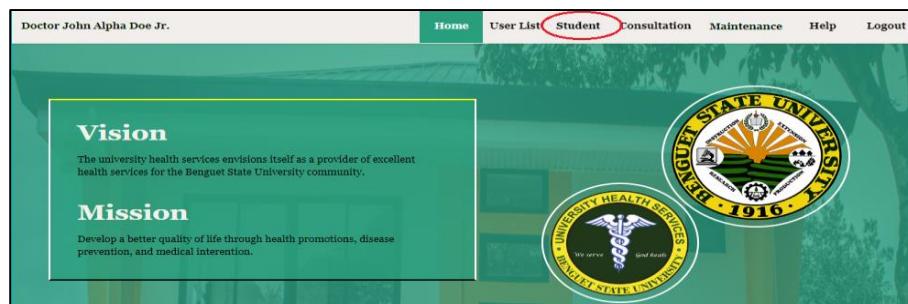
• Students Record •							
New Record		Total Number of Record/s: 2					
ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

Print Report | Export to PDF | Export to Excel | Previous | Next | Show all >

 Students Record (1).pdf ^

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

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



2. Click **EXPORT TO EXCEL** button

• Students Record •							
New Record		Total Number of Record/s: 2					
ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

Print Report | Export to PDF | **Export to Excel** | Previous | Next | Show all >

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

• Students Record •							
New Record		Total Number of Record/s: 2					
ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

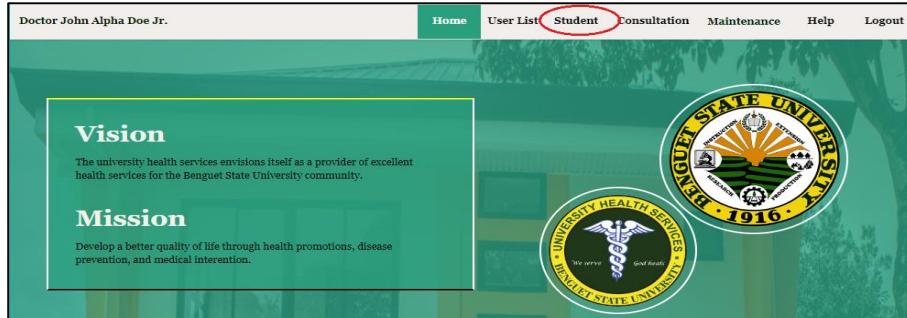
Print Report | Export to PDF | Export to Excel | Previous | Next | Show all >

 Students Record (1).xlsx ^

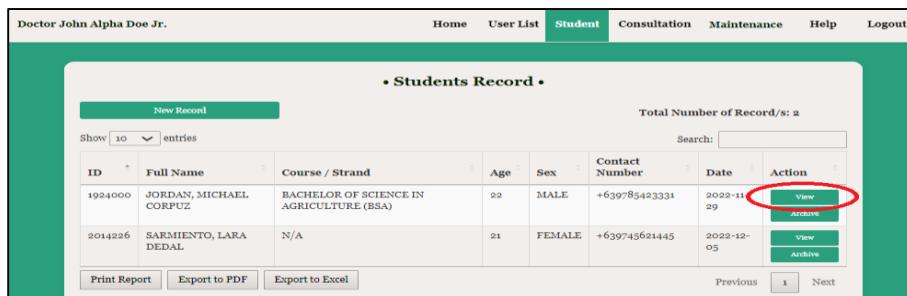
 Students Record (1).pdf ^

f) View and Edit specific student records

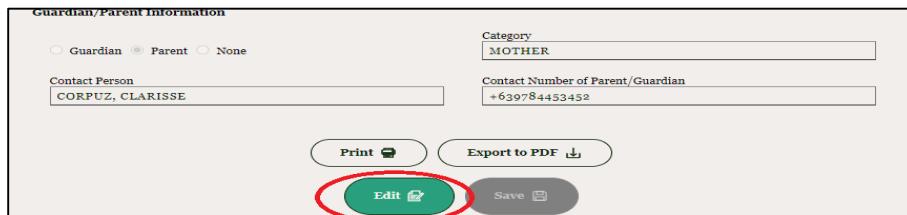
1. Click **STUDENT** on the navigation bar



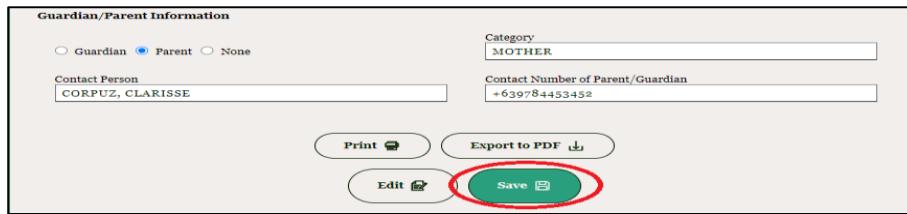
2. Click **VIEW** button beside the information of Student



3. Click **EDIT** button below the personal information and medical information



4. Click **SAVE** button for the account to be updated



g) Print Specific Student Record

1. DOUBLE Click **PRINT** button

Category
MOTHER

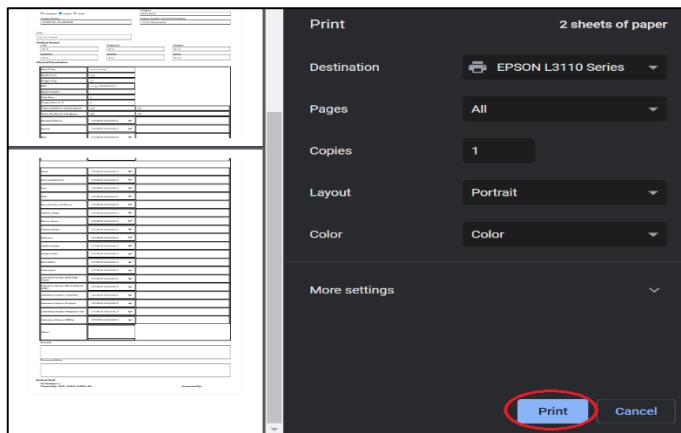
Contact Person
CORPUZ, CLARISSE

Contact Number of Parent/Guardian
+639784453452

Print **Export to PDF**

Edit **Save**

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



h) Export to PDF specific Student Record

1. Click **EXPPORT TO PDF** button

Category
MOTHER

Contact Person
CORPUZ, CLARISSE

Contact Number of Parent/Guardian
+639784453452

Print **Export to PDF**

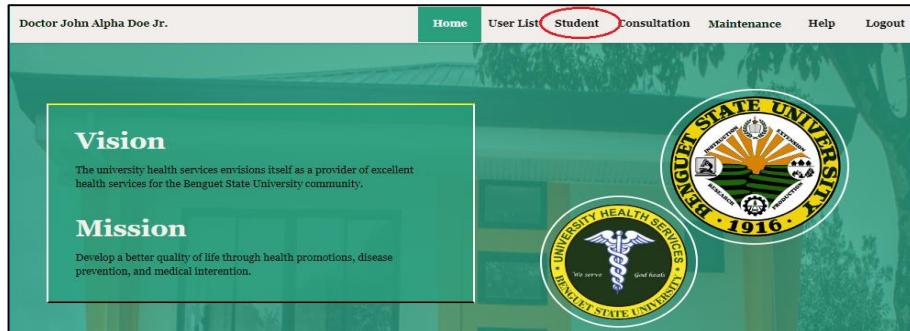
Edit **Save**

2. Wait for the file to be downloaded



i) Archive Student Record

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



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

ID	Full Name	Course / Strand	Age	Sex	Contact Number	Date	Action
1924000	JORDAN, MICHAEL CORPUZ	BACHELOR OF SCIENCE IN AGRICULTURE (BSA)	22	MALE	+639785423331	2022-11-29	View Archive
2014226	SARMIENTO, LARA DEDAL	N/A	21	FEMALE	+639745621445	2022-12-05	View Archive

4. Click **OK** when prompt shows

localhost says
Are you sure you want to archive this student record?

localhost says
Successfully Archived student info

5. Wait for the account to be archived

j) View Archived Student Record List

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

2. Click ARCHIVED STUDENT RECORD

The screenshot shows the Benguet State University Health Services website. The navigation bar at the top includes links for Home, User List, Student, Consultation, Maintenance, Help, and Logout. A dropdown menu under Maintenance is open, showing options like Logs, Archived Student Records (which is circled in red), Archived Consultation Records, Archived Staff Accounts, Archived System Logs, Backup, and Restore. The main content area displays the Vision and Mission statements.

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

This screenshot shows the 'Archived Students Record' page. It features a table listing student information such as ID, Full Name, Course / Strand, Age, Sex, Contact Number, Date, and Action. One row is highlighted for 'JORDAN, MICHAEL'. The 'Action' column for this row contains two buttons: 'View' (circled in red) and 'Restore'. Below the table are links for Print Report, Export to PDF, and Export to Excel.

k) Restore Archived Student Record

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

The screenshot shows the Benguet State University Health Services website. The navigation bar at the top includes links for Home, User List, Student, Consultation, Maintenance (which is circled in red), Help, and Logout. A dropdown menu under Maintenance is open, showing options like Logs, Archived Student Records (circled in red), Archived Consultation Records, Archived Staff Accounts, Archived System Logs, Backup, and Restore. The main content area displays the Vision and Mission statements.

2. Click **ARCHIVED STUDENT RECORD**

The screenshot shows the Benguet State University Health Services website. The navigation bar at the top includes links for Home, User List, Student, Consultation, Maintenance, Help, and Logout. A dropdown menu under Maintenance is open, showing options like Logs, Archived Student Records (circled in red), Archived Consultation Records, Archived Staff Accounts, Archived System Logs, Backup, and Restore. The main content area displays the Vision and Mission statements.

- To restore specific archived student record click **RESTORE** button beside the student record

The screenshot shows a table with one row of data. The columns are labeled: ID, Full Name, Course / Strand, Age, Sex, Contact Number, Date, and Action. The student information is: ID 1924000, Full Name JORDAN, MICHAEL CORPUZ, Course / Strand BACHELOR OF SCIENCE IN AGRICULTURE (BSA), Age 22, Sex MALE, Contact Number +639785423331, Date 2022-11-29. The Action column contains two buttons: 'View' and 'Restore', with 'Restore' circled in red.

- Click **OK** when prompt shows

The first screenshot shows a dark dialog box with the text "localhost says" at the top, followed by "Are you sure you want to restore this student record?". The "OK" button is highlighted with a red circle. The second screenshot shows a similar dialog box with the text "localhost says" and "Successfully restored student info". The "OK" button is also highlighted with a red circle.

D. Consultation

a) Add New Student Consultation Record

- Click **CONSULTATION** on the navigation bar and Click **NEW CONSULTATION**

The screenshot shows a large green banner with the text "Vision" and "Mission". To the right is the Benguet State University seal. Below the banner is a table header with columns: ID Number, Last Name, First Name, Middle Name, Dates, and Action. A green button labeled "New Consultation" is circled in red.

The screenshot shows the same Consultation History page as above, but without the green banner. The "New Consultation" button is again circled in red.

- Enter ID Number of Student ***NOTE:** Student should have an existing Student record to be able to create a new consultation record

The screenshot shows a consultation form with various fields. The 'ID Number' field is highlighted with a red circle. Other fields include 'Date', 'Last Name', 'First Name', 'Middle Name', 'Extension', 'Age', 'Sex', and 'Course / Strand'. The 'Consultation' tab is active at the top.

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

The screenshot shows the same consultation form with the following data entered: ID Number (1924000), Date (06/12/2022), Last Name (JORDAN), First Name (MICHAEL), Middle Name (CORPUZ), Extension (JR), Age (22), Sex (MALE), Course / Strand (BACHELOR OF SCIENCE IN AGRICULTURE (BSA)), and Year (2). The 'Consultation' tab is active.

- Enter the **date** of the Consultation

The screenshot shows the consultation form with the 'Date' field highlighted by a red circle. The other fields remain the same as the previous screenshot.

- Enter all the fields required.

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

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

The screenshot shows a 'Medicine Given' form with two text input fields: 'Medicine Given' (Biogesic) and 'Remarks' (Bed rest for 1 day). At the bottom are 'Add' and 'Clear' buttons. The 'Add' button is highlighted with a red circle.

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

Medicine Given	<input type="text"/>
Remarks	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Clear"/>	

b) View list of all student consultation records

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

The screenshot shows the university's homepage with a navigation bar at the top. The 'Consultation' link is circled in red.

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

The screenshot shows the 'Consultation History' page. A search bar containing '1924000' is circled in red. The table displays the following data:

ID Number	Last Name	First Name	Middle Name	Dates	Action
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	<input type="button" value="View"/> <input type="button" value="Archive"/>

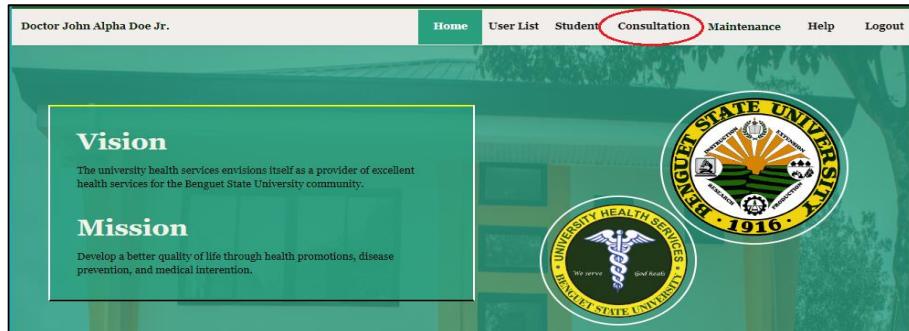
3. Wait for the information to be displayed on the table

The screenshot shows the 'Consultation History' page again. A search bar containing 'la' is circled in red. The table displays the following data:

ID Number	Last Name	First Name	Middle Name	Dates	Action
201426	SARMIENTO	LARA	DEDAL	2022-06-07	<input type="button" value="View"/> <input type="button" value="Archive"/>

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

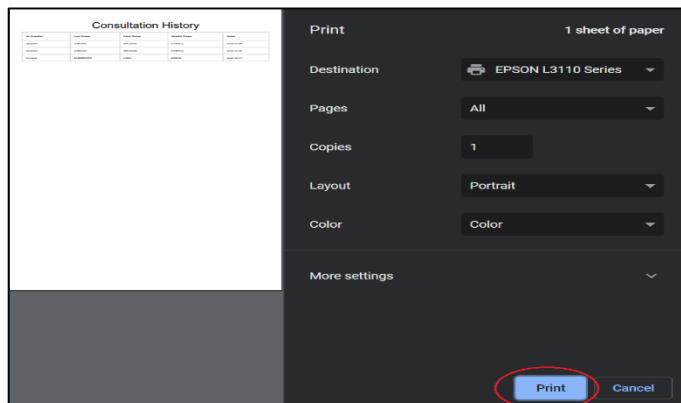
1. Click **CONSULTATION** on the navigation bar



2. Click **PRINT REPORT button**

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

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



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

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



2. Click **EXPORT TO PDF** button

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

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

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

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

2. Click **EXPORT TO EXCEL** button

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

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

Previous | **1** | Next

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

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

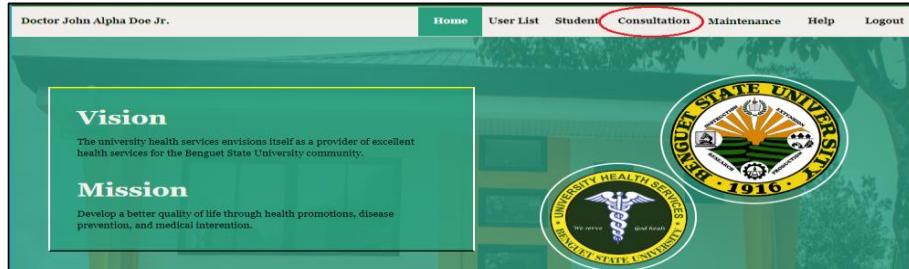
[Print Report](#) | [Export to PDF](#) | [Export to Excel](#) |

Previous | **1** | Next

[Consultation History.xlsx](#) | [Consultation History.pdf](#) | [Show all](#) | [X](#)

f) View and Edit specific student consultation records

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



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

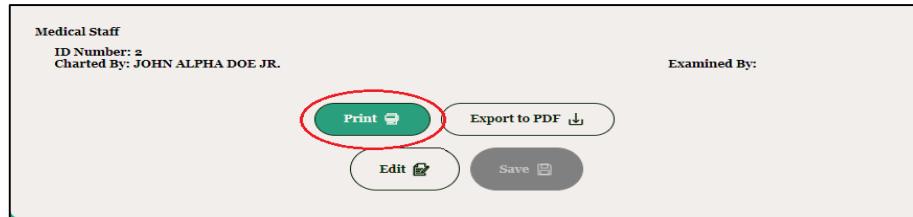
Consultation History						
New Consultation						Total Number of Consultation/s: 3
Show [10] entries		Search: []				
ID Number	Last Name	First Name	Middle Name	Dates	Action	
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Archive	

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



g) Print Specific Student Consultation Record

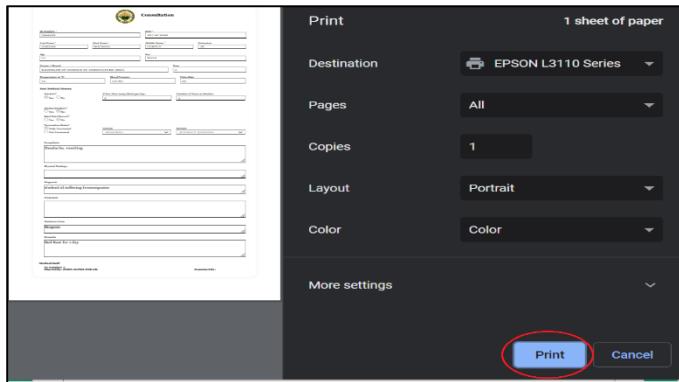
1. DOUBLE Click PRINT button



2. Wait for printing window to open

3. Set up the print setting such as the printer name, layout, copies to print, paper size and other.

4. Click PRINT button



h) Export to PDF Specific Student Consultation Record

1. Click EXPORT TO PDF button

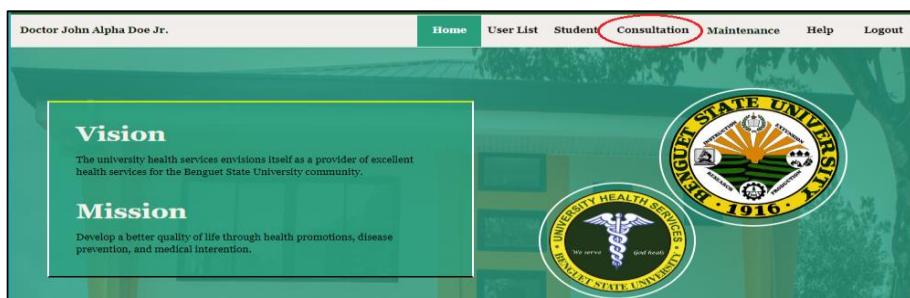


2. Wait for the file to be downloaded



i) Archive Consultation Record

1. Click CONSULTATION on the navigation bar

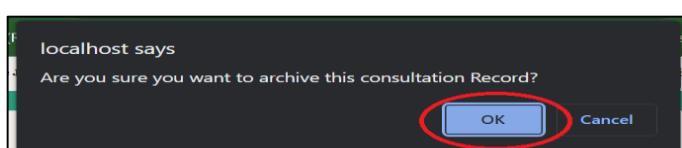
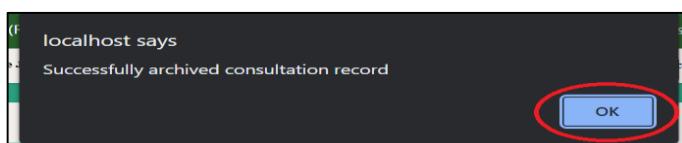


2. Find consultation record you wish to archive

3. Click ARCHIVE button beside consultation record to be archived



4. Click OK when prompt shows



j) View Archived Consultation Record List

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

The screenshot shows the homepage of the Benguet State University Health Services website. At the top, there is a navigation bar with links for Home, User List, Student, Consultation, Maintenance (which is highlighted with a red circle), Help, and Logout. Below the navigation bar, there is a green banner with the university's vision and mission statements. To the right of the banner is the university's logo.

2. Click **ARCHIVED CONSULTATION RECORDS**

The screenshot shows the 'Consultation History' page. The navigation bar at the top includes links for Home, User List, Student, Consultation, Maintenance, Help, and Logout. On the right side of the page, there is a sidebar with various maintenance links. One link, 'Archived Consultation Records', is circled with a red circle.

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

The screenshot shows the 'Archived Consultation History' page. The navigation bar at the top includes links for Home, User List, Student, Consultation, Maintenance, Help, and Logout. On the right side of the page, there is a sidebar with various maintenance links. One link, 'View', is circled with a red circle.

k) Restore Archived Consultation Record

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

The screenshot shows the homepage of the Benguet State University Health Services website. At the top, there is a navigation bar with links for Home, User List, Student, Consultation, Maintenance (which is highlighted with a red circle), Help, and Logout. Below the navigation bar, there is a green banner with the university's vision and mission statements. To the right of the banner is the university's logo.

2. Click **ARCHIVED CONSULTATION RECORDS**

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

• Consultation History •

Total New: 2 / 2

ID Number	Last Name	First Name	Middle Name	Dates
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06
2014226	SARMIENTO	LARA	DEDAL	2022-06-07

Print Report Export to PDF Export to Excel Previous 1 Next

Logs Archived Student Records Search... Archived Staff Accounts Archived System Logs Backup Restore

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

Doctor John Alpha Doe Jr.

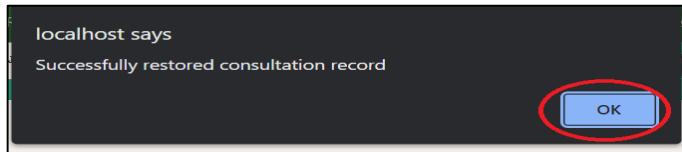
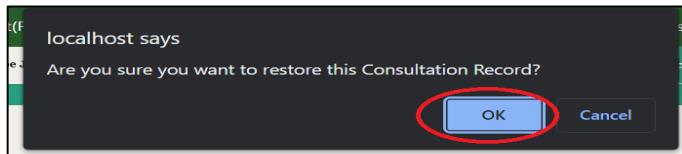
Home User List Student Consultation Maintenance Help Logout

• Archived Consultation History •

ID Number	Last Name	First Name	Middle Name	Dates	Action
1924000	JORDAN	MICHAEL	CORPUZ	2022-12-06	View Restore

Print Report Export to PDF Export to Excel Previous 1 Next

4. Click **OK** when prompt shows



E. Users Activity

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

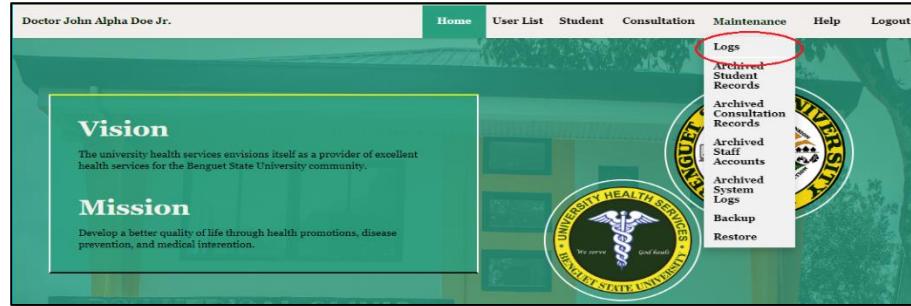
Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

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

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

- b) Click **LOGS**

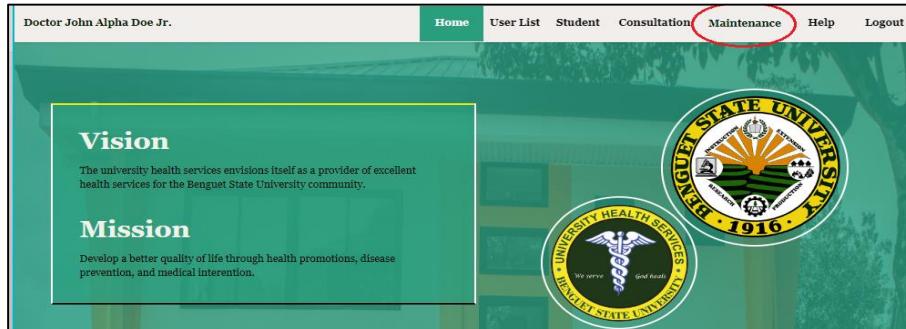


- c) To archive all the activities done, click the **ARCHIVE LOGS** button at the top

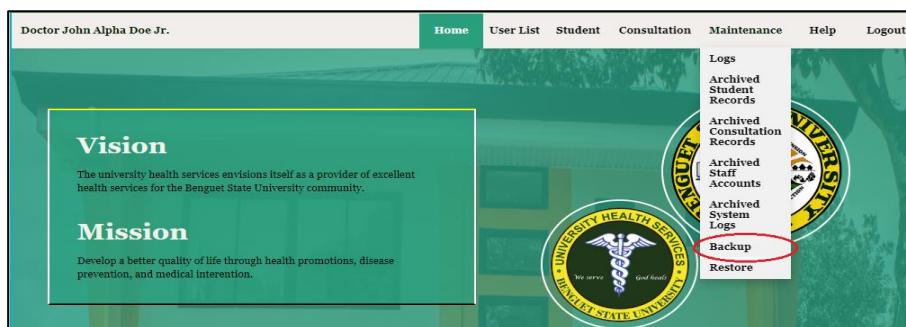
User ID	Username	System Feedback	Date and Time	Access Level
0		LOGGED OUT	2022-12-05 11:28:30	STAFF
0		LOGGED OUT	2022-12-05 11:46:58	STAFF
1	SUPERADMIN	LOGIN SUCCESSFULLY.	2022-12-05 14:59:04	STAFF
			2022-12-05 11:28:03	ADMIN

F. Backup

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



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



- c) Enter a **filename** for the backup record



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

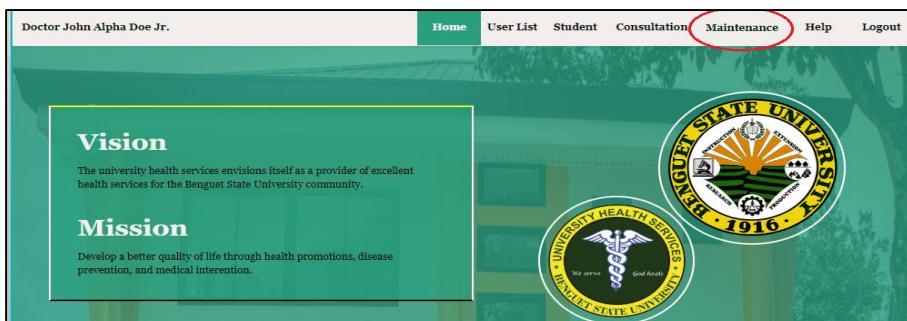


- e) Wait for the file to be downloaded

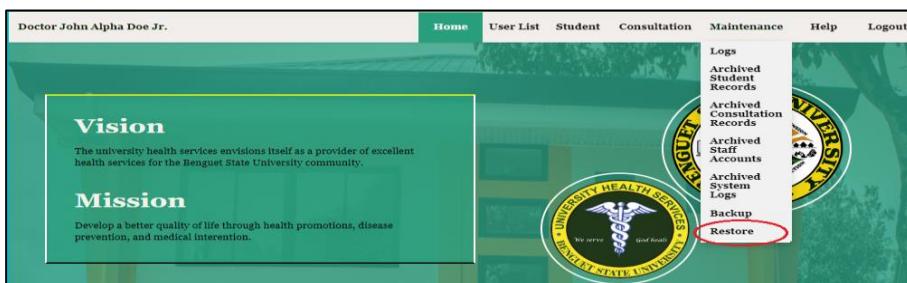


G. Restore

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



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



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



Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

Please select a backup file to restore database

Select Sql File Choose File: January Record--2022-12-06.sql

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

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

Please select a backup file to restore database

Select Sql File Choose File: January Record--2022-12-06.sql

- e) Wait for the file to be updated

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

H. Blocked Staff Account Recovery

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

Doctor John Alpha Doe Jr.

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

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

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

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

Doctor John Alpha Doe Jr.

Home User List Student Consultation Maintenance Help Logout

• USER LIST •

Total Number of Record/s: 3

Show 10 entries

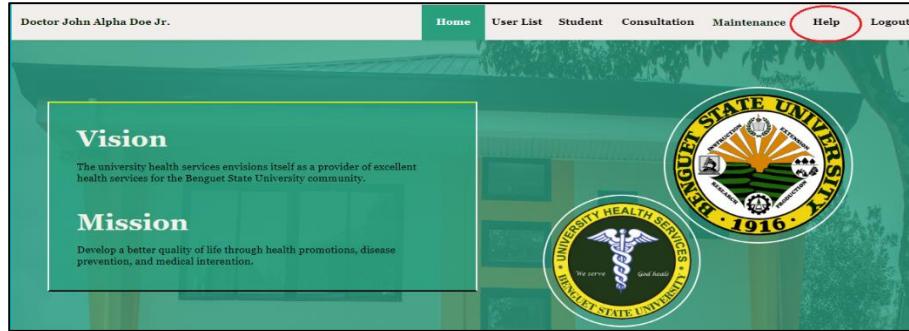
Search:

IdNum	Email	Username	Full Name	Contact Number	Position	Account Status	Code	Action
1	MEJIA.ROEJOSEPT10@GMAIL.COM	SUPERADMIN	GLEN, GLEN GLEN	+639458449996	SUPERADMIN	ACTIVE		<input type="button" value="View"/>
2	EDRIANACADUNGO65@GMAIL.COM	ADMIN	DOE, JOHN ALPHA	+639457148887	DOCTOR	ACTIVE		<input type="button" value="View"/>
3	KURUMITAKU555@GMAIL.COM	STAFF	SEBASTIAN, MARK BETA	+639457148887	NURSE	BLOCKED	623752	<input type="button" value="View"/> <input type="button" value="Archive"/>

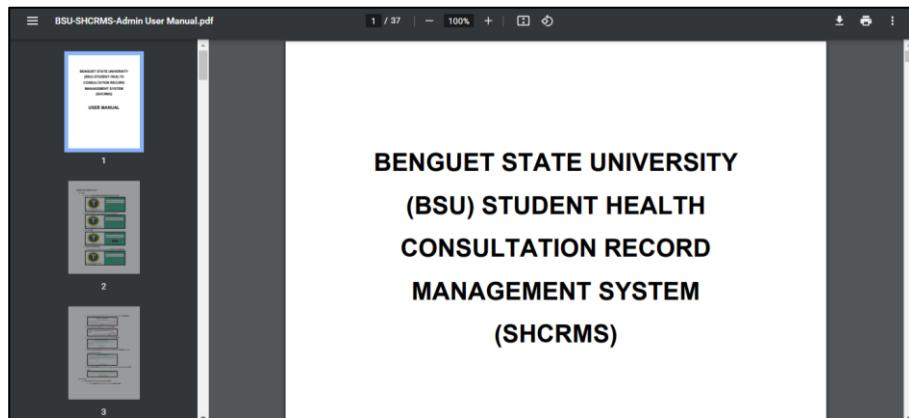
- d) If no code is shown, refresh the page.

I. Access Help Manual for Admin Account

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



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



J. Logout

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

