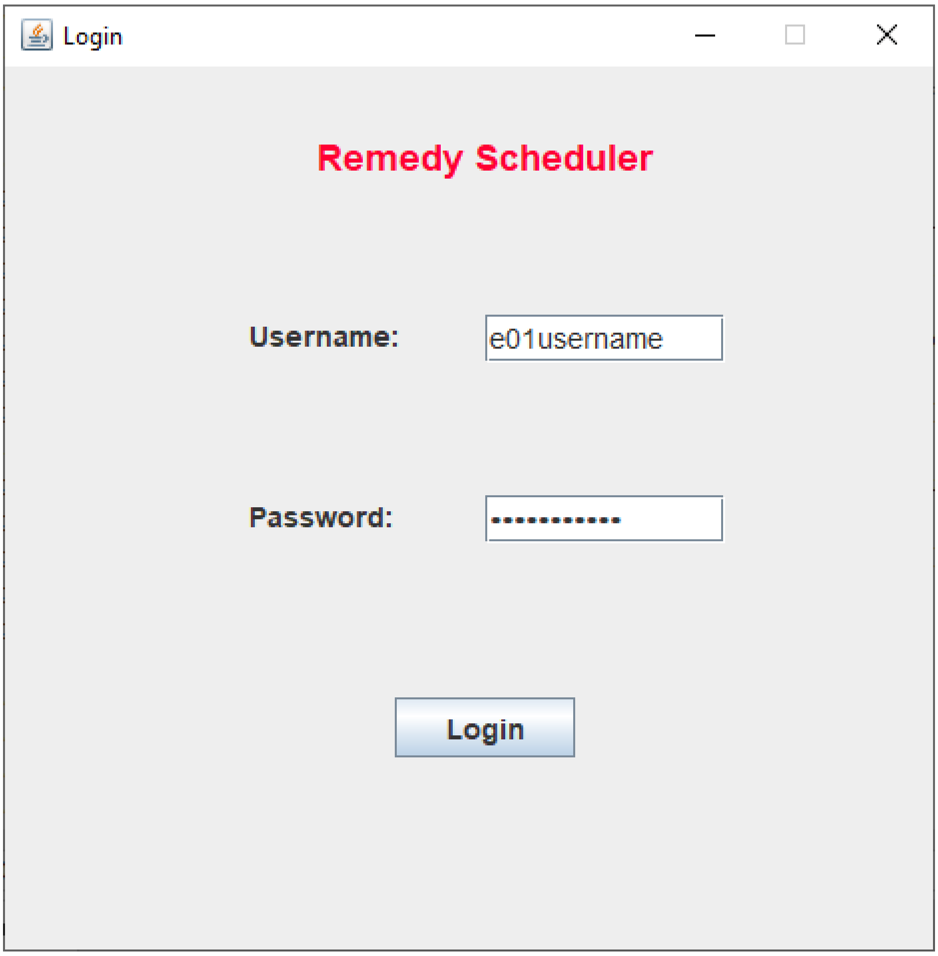
REMEDY SCHEDULE

USER MANUAL

I. Log in and log out

1. Login: A login window will show up when a user starts the application, which will determine the user's access permission to the application

Step 1: Enter correct username, password (match a pair of username and password in the Employee table)



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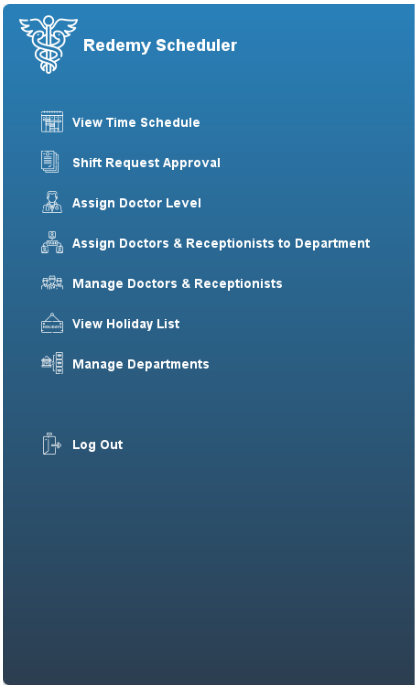
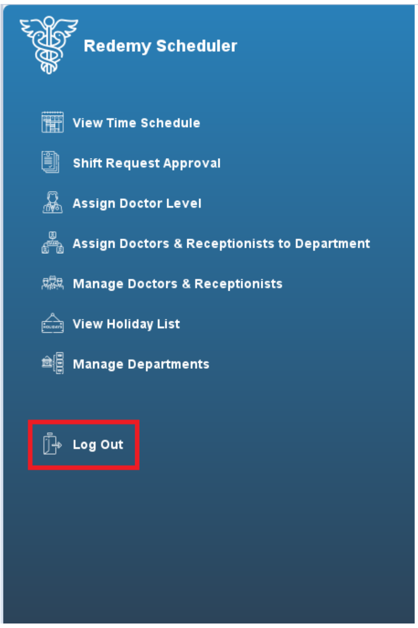
Step 2: Press Enter or click Login button and the login window will be closed and a suitable menu window (depends on the position of login account) will show up



Menu window for Managers

2. Log out: User can log out to change to another account

Process: Click Log Out on the main menu, the main menu will be closed and a new login window will show up

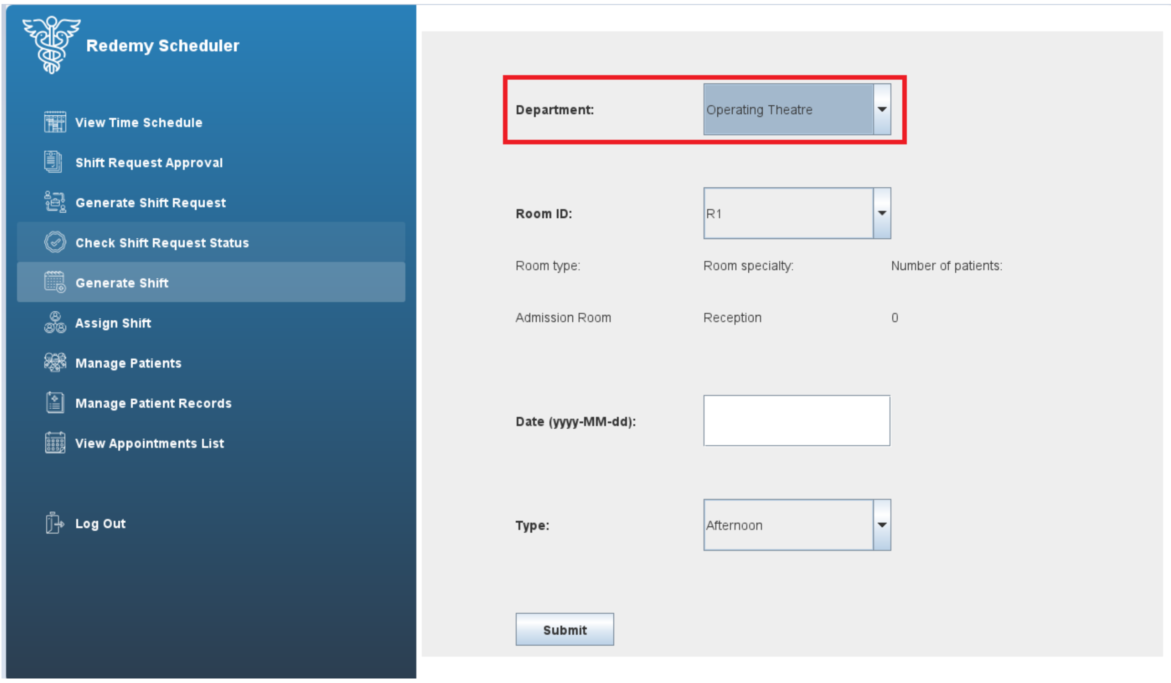


II. Generate shift: User can use this function to generate a shift which can be later assigned to a suitable employee

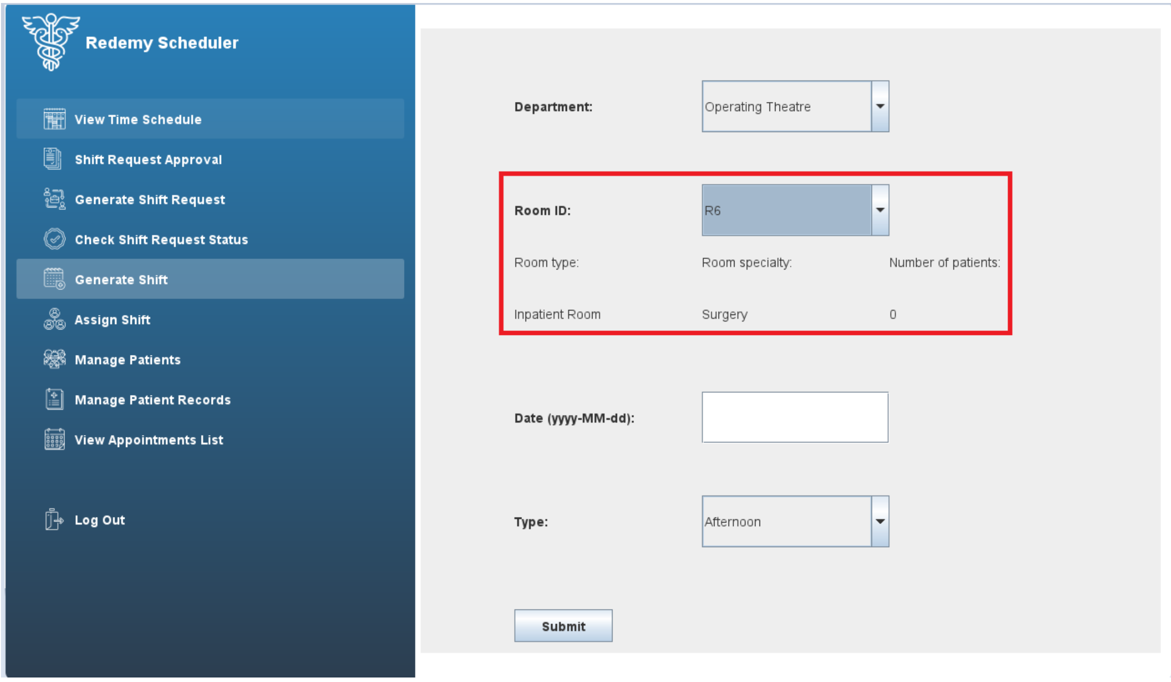
Step 1: Log in as a Department Head to use this feature

Step 2: Choose Generate Shift on the main menu

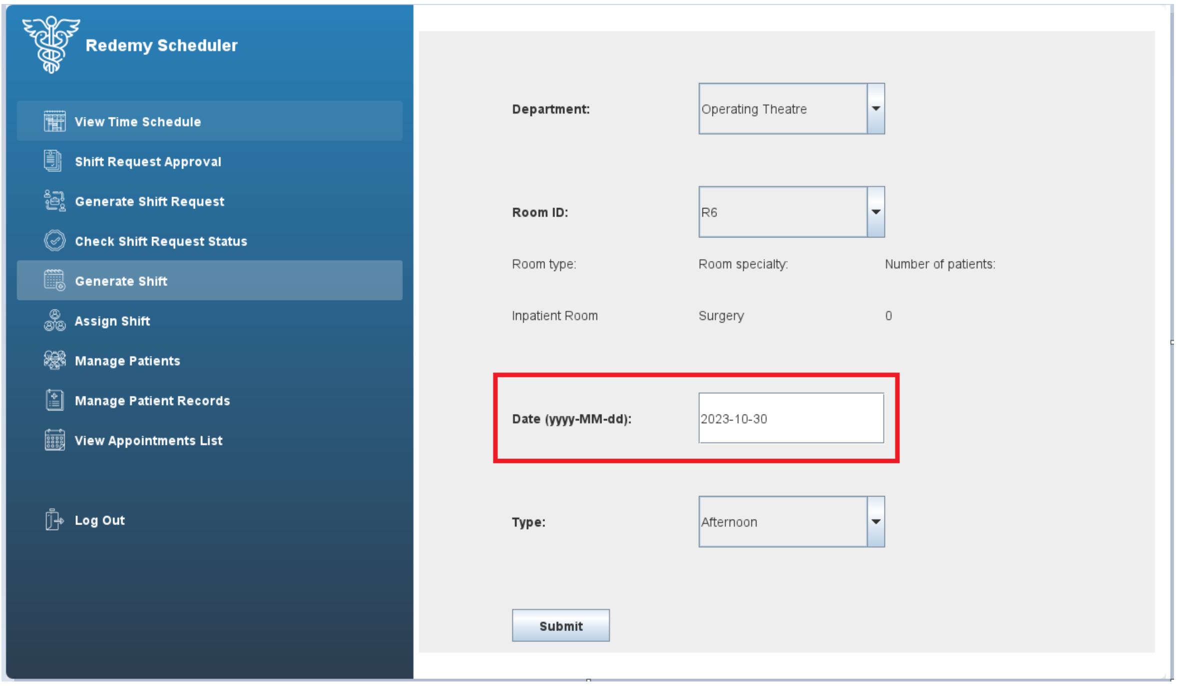
Step 3: Select department



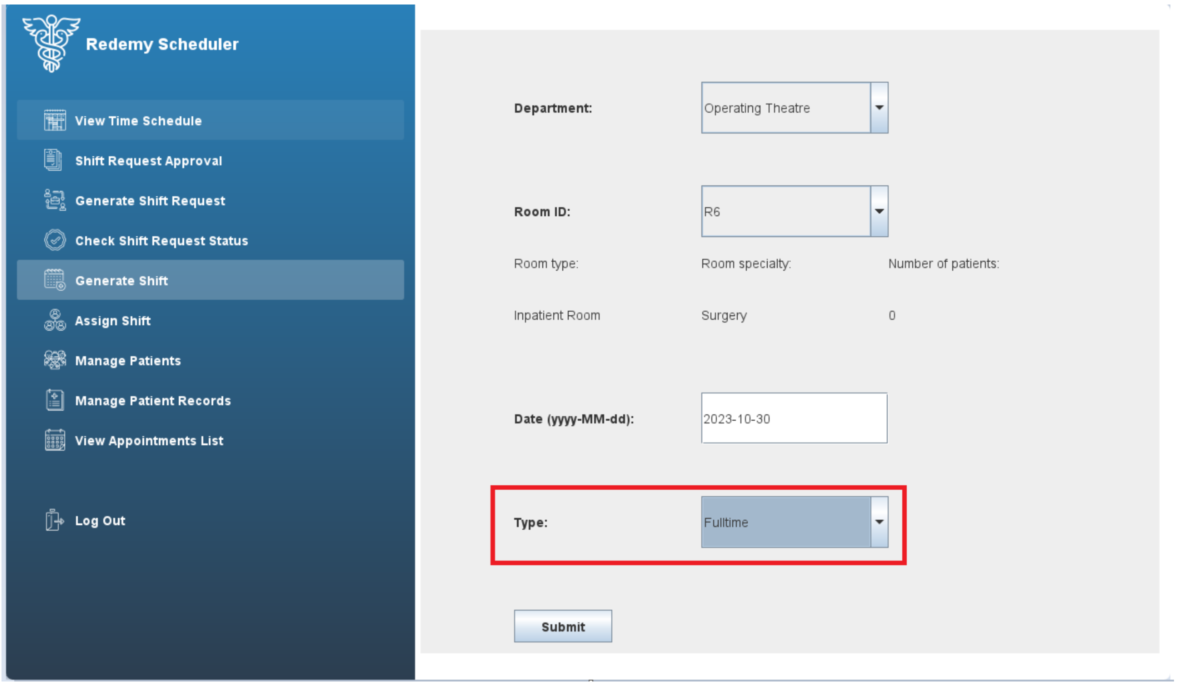
Step 4: Select room by selecting Room ID with its details will be shown below



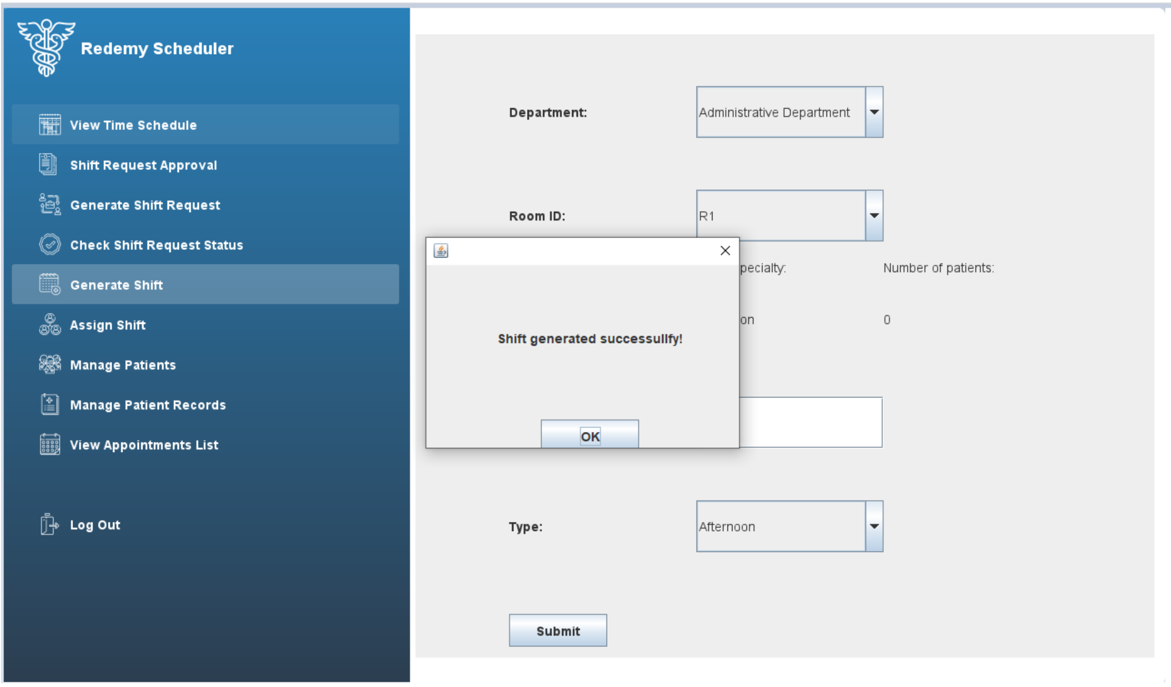
Step 5: Enter the shift's date in the correct yyyy-MM-dd format, the date must be after the creation date



Step 6: Select the shift's type



Step 7: Click Submit and a success dialog will show up if the new shift is generated successfully, user can click the OK button to close the dialog and continue generating another new shift

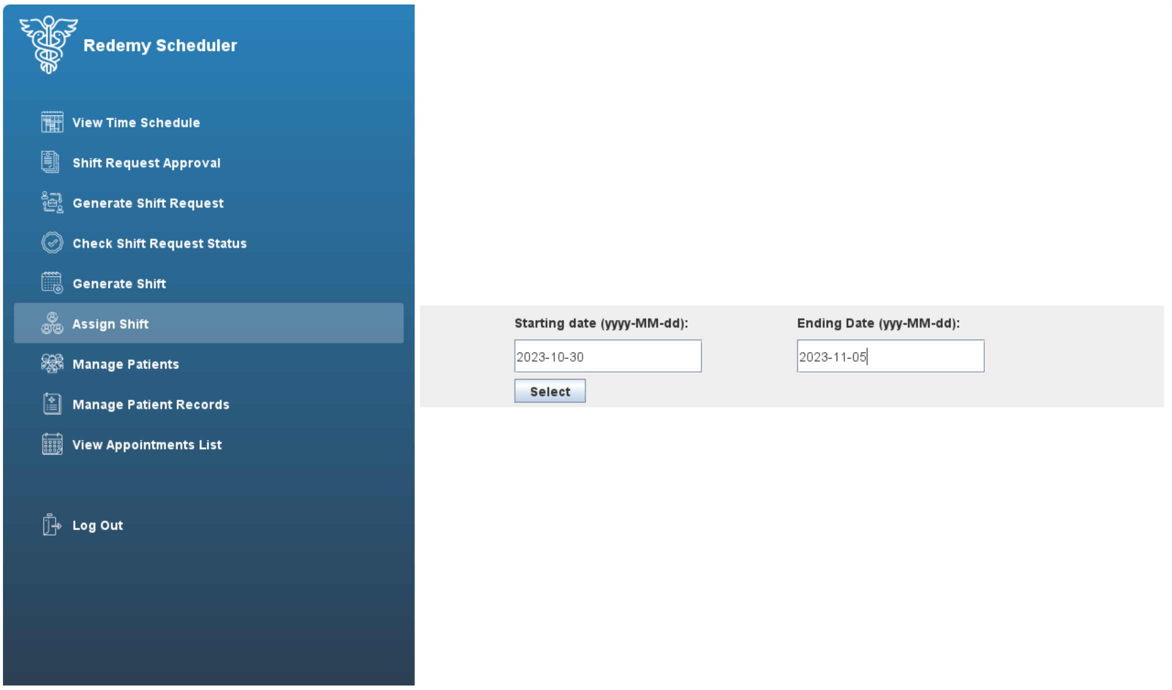


III. Assign shift: User can use this function to assign a suitable employee to an unassigned shift

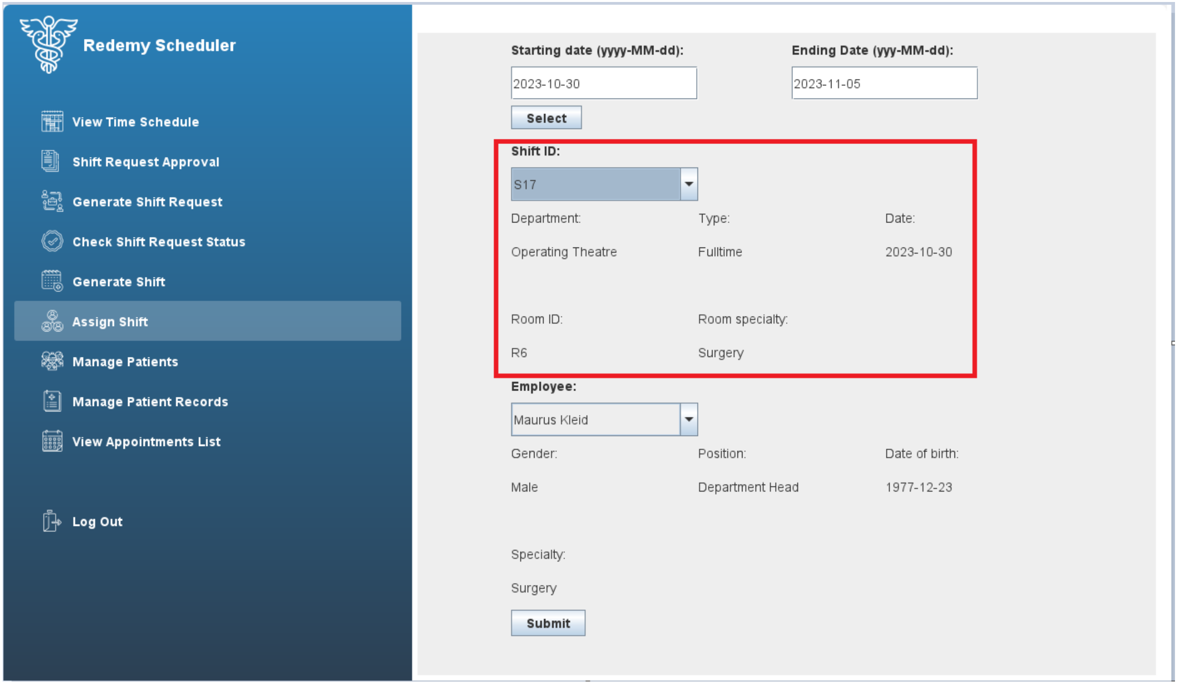
Step 1: Log in as a department head to use this function

Step 2: Choose Assign Shift on the main menu

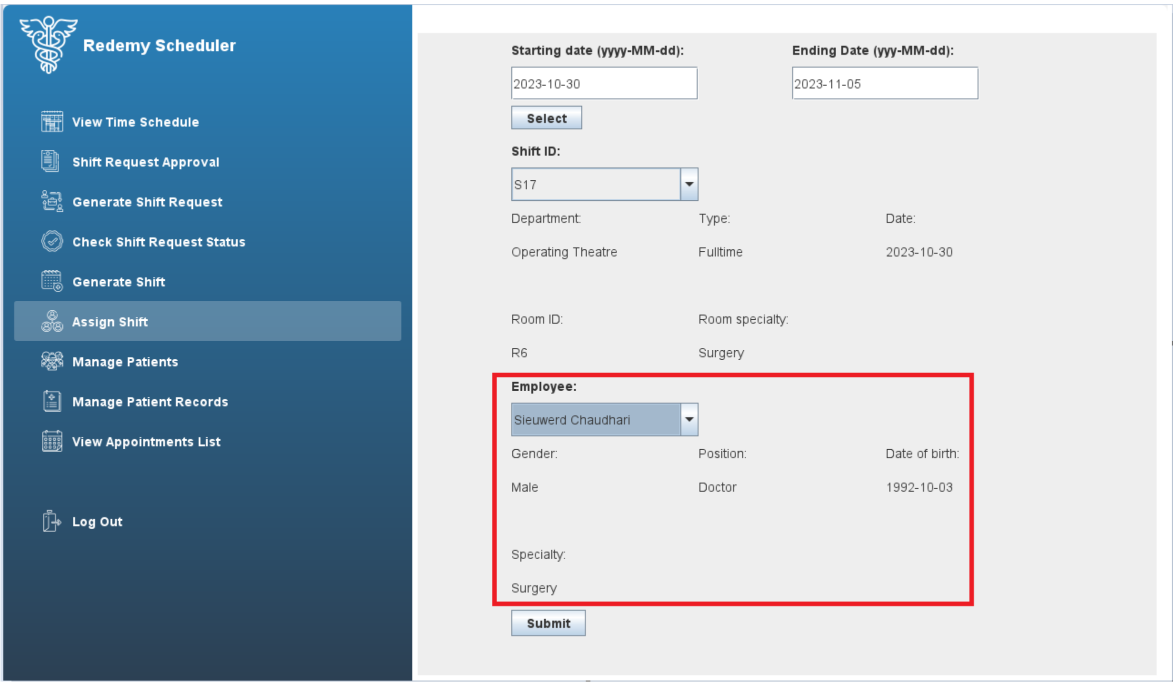
Step 3: Enter a date range and click the Select button to find unassigned shifts, it must be entered in the correct format yyyy-MM-dd and be greater than 0 and less than 7 days



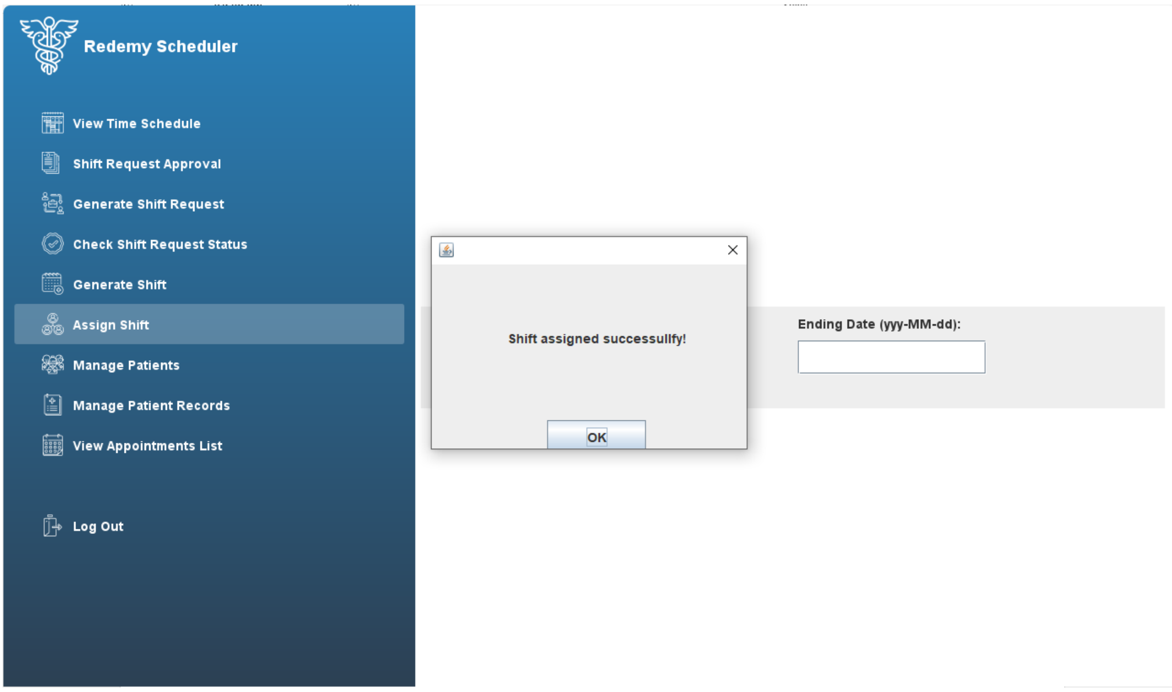
Step 4: In case there is at least an unassigned shift in the date range, user can select a shift to assign by selecting a Shift ID with the shift details shown below



Step 5: In case there is at least a suitable employee to assign to the shift, user can continue selecting an employee to assign to the shift with his/her details shown below



Step 6: Click Submit and a success dialog will show up if the shift is assigned to the employee successfully, user can click the OK button to close the dialog and continue assigning another unassigned shift

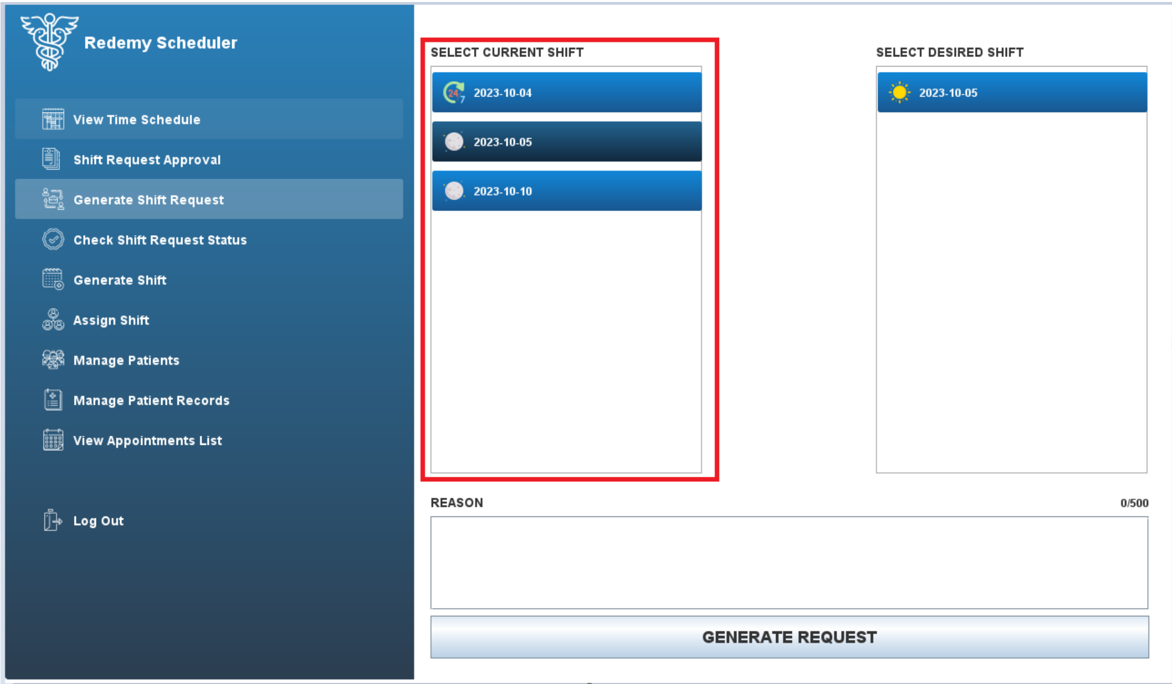


IV. Generate shift request: User can use this function to generate a shift exchange request

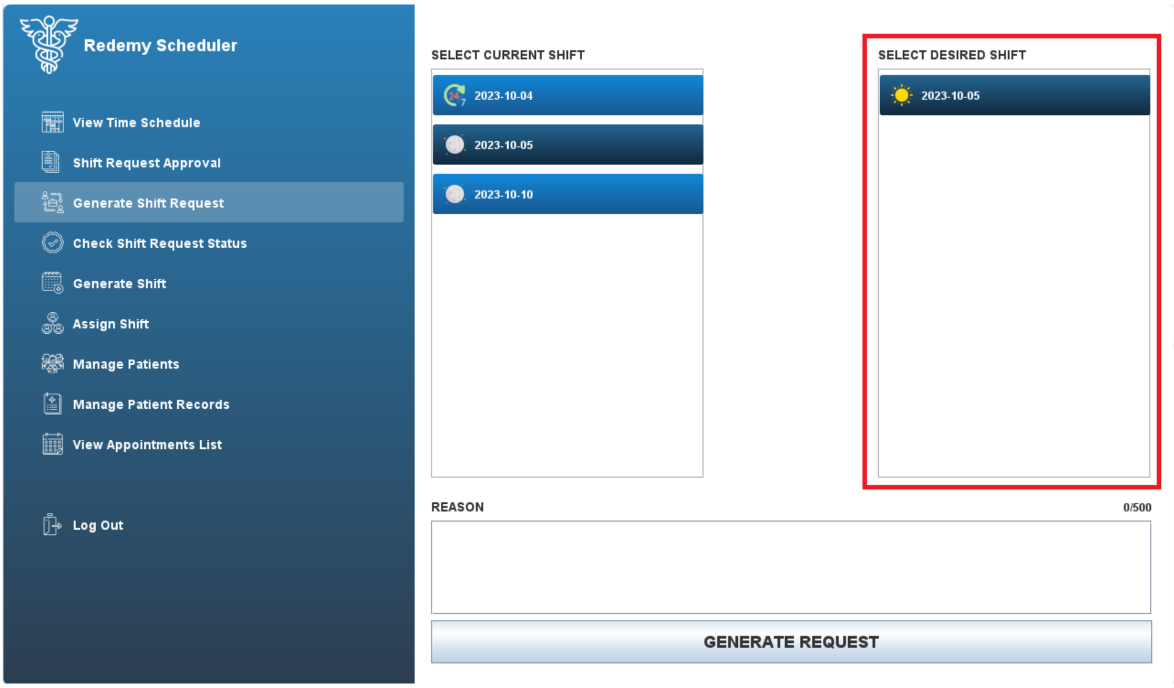
Step 1: Log in with any position except Managers to use this function

Step 2: Choose generate shift request on the main menu

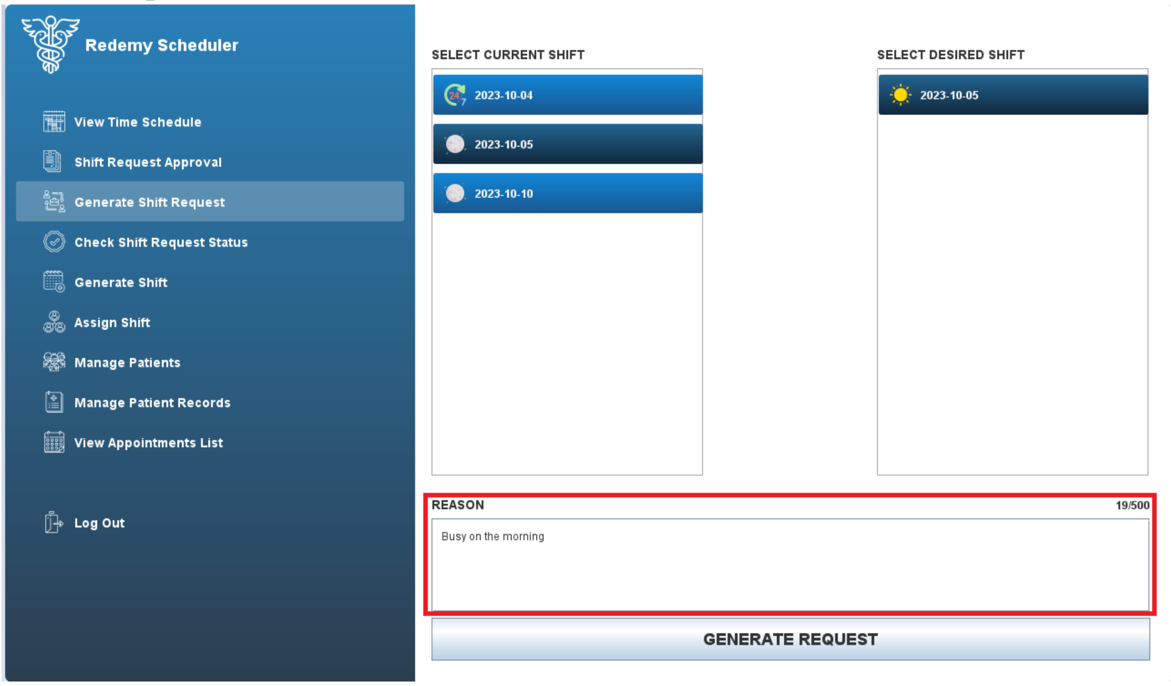
Step 3: Select a current shift



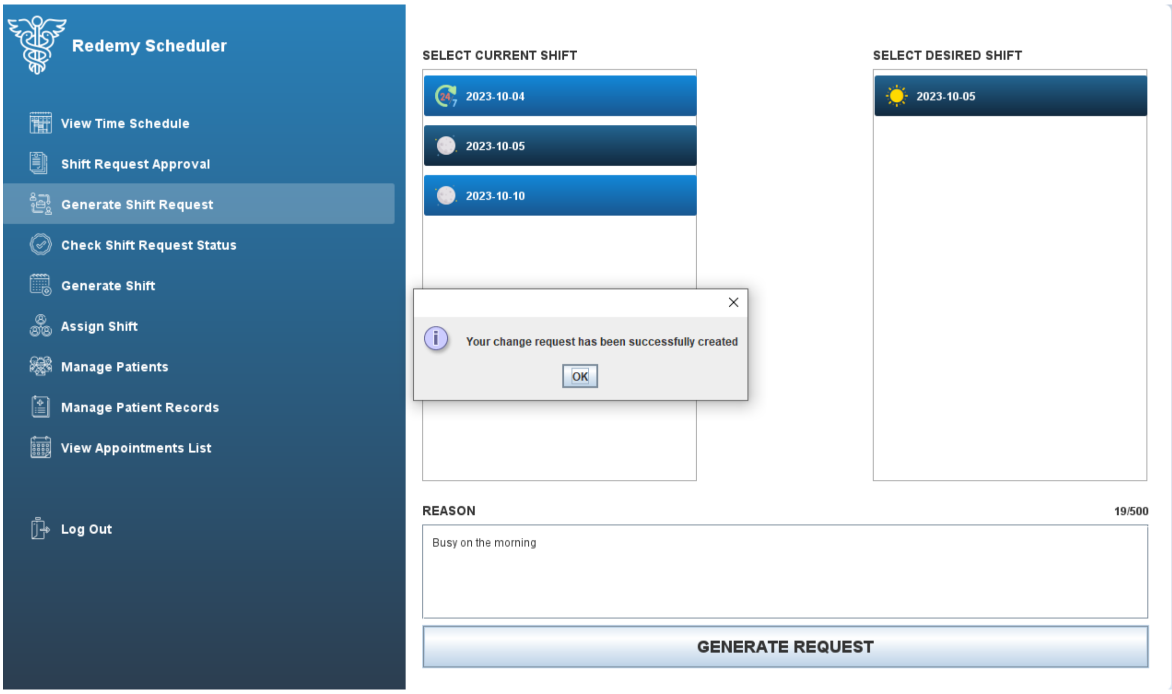
Step 4: In case there is at least an exchangeable shift, user can continue selecting a desired shift



Step 5: Enter the reason



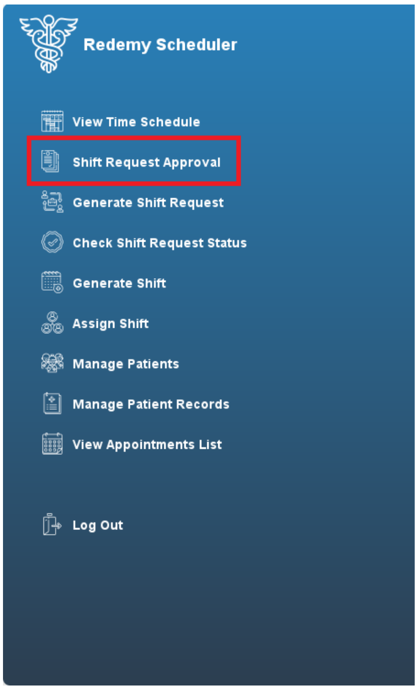
Step 6: Click the GENERATE REQUEST button and a success dialog will show up in case the new shift change request generated successfully, user can click the OK button to continue generating another shift change request



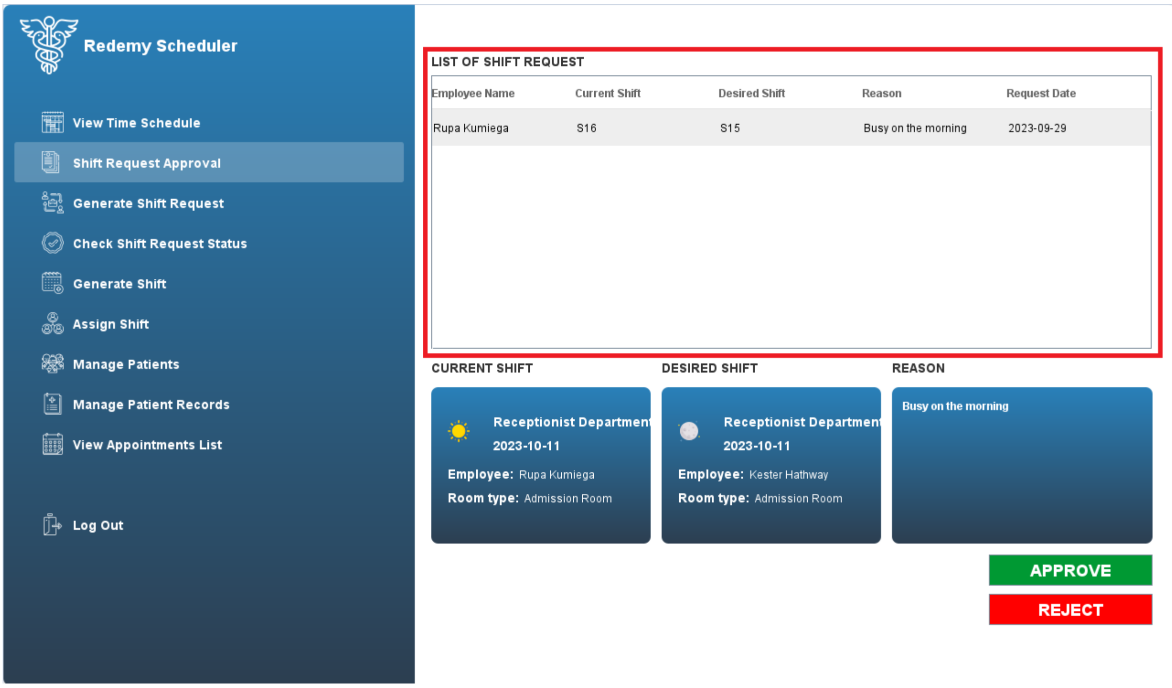
V. **Shift request approval:** User can use this function to approve or reject a shift change request

Step 1: Log in as a Manager or Department Head to use this function

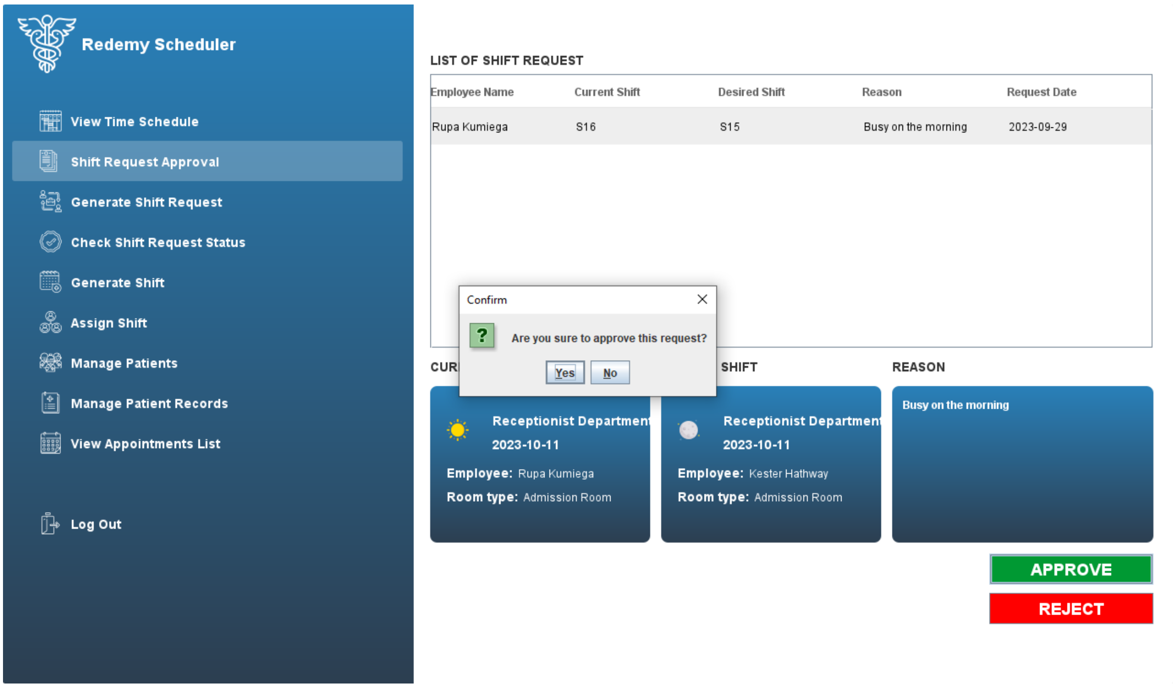
Step 2: Choose shift request approval on the main menu



Step 3: In case there is at least a pending shift change request of a subordinate, user can continue selecting a shift change request to be approved or rejected with its details shown below

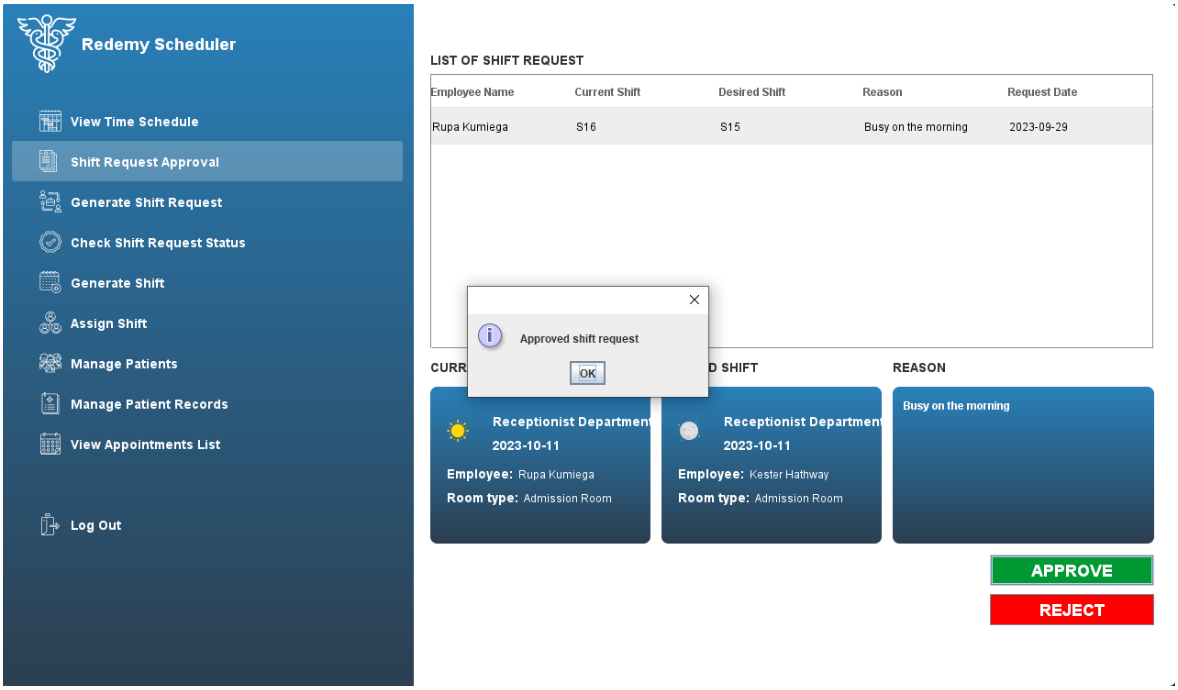


Step 4: Click the APPROVE button to approve the shift change request and exchange the 2 employees of the 2 shifts or click the REJECT button to reject the shift change request, a confirmation dialog will then show up to ask if user is sure to approve or reject the shift request (depends on which button is clicked)



Step 5: Choose Yes to confirm approving or rejecting the shift change request, choose No to cancel. In case user choose Yes, a success dialog will show in case the shift change request is approved or rejected successfully, user

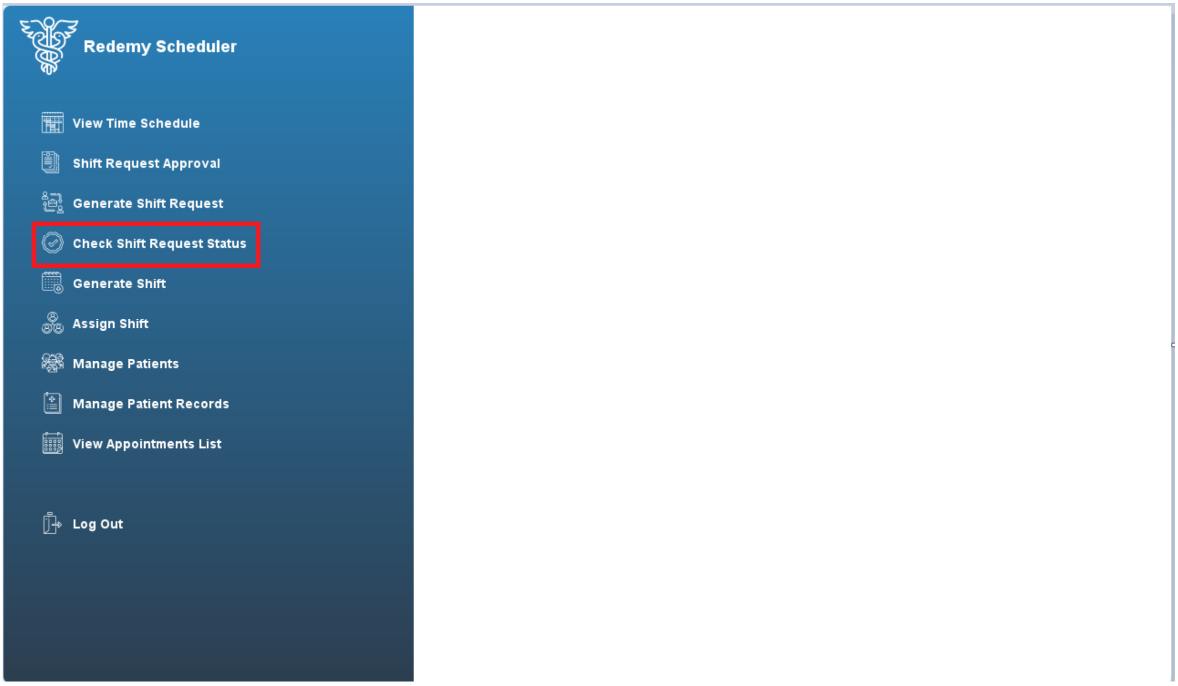
can click the OK button and continue approving or rejecting another shift change request



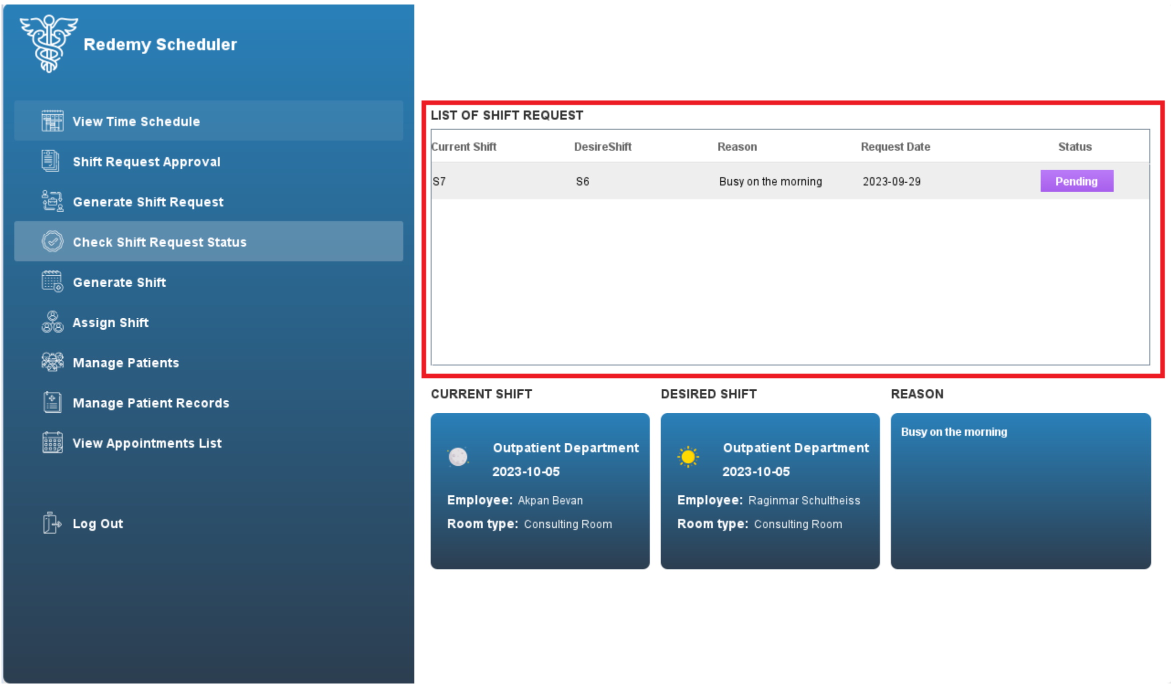
VI. Check shift request status: User can use this function to check the status of their shift requests

Step 1: Log in as any position except Manager to use this function

Step 2: Choose check shift request status on the main menu



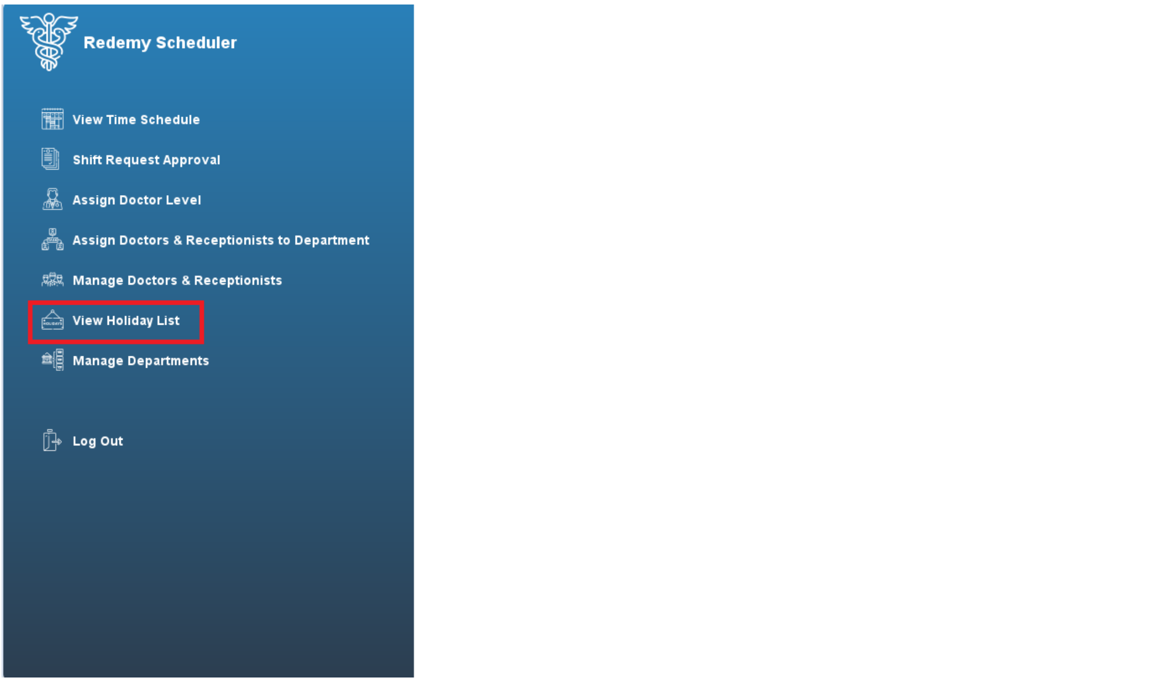
Step 3: Select a shift request to view its details



VII. Manage holidays: User can use this function to view, add, update, delete holidays in the database

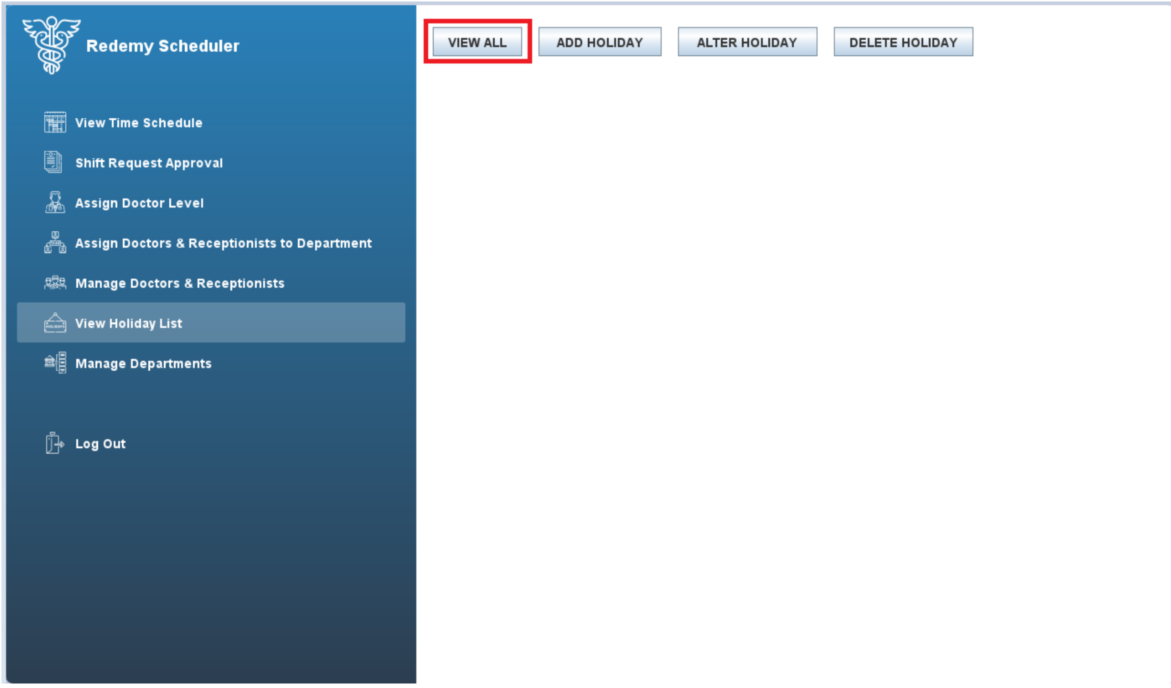
Step 1: Log in as a Manager to use this function

Step 2: Choose view holiday list on the main menu

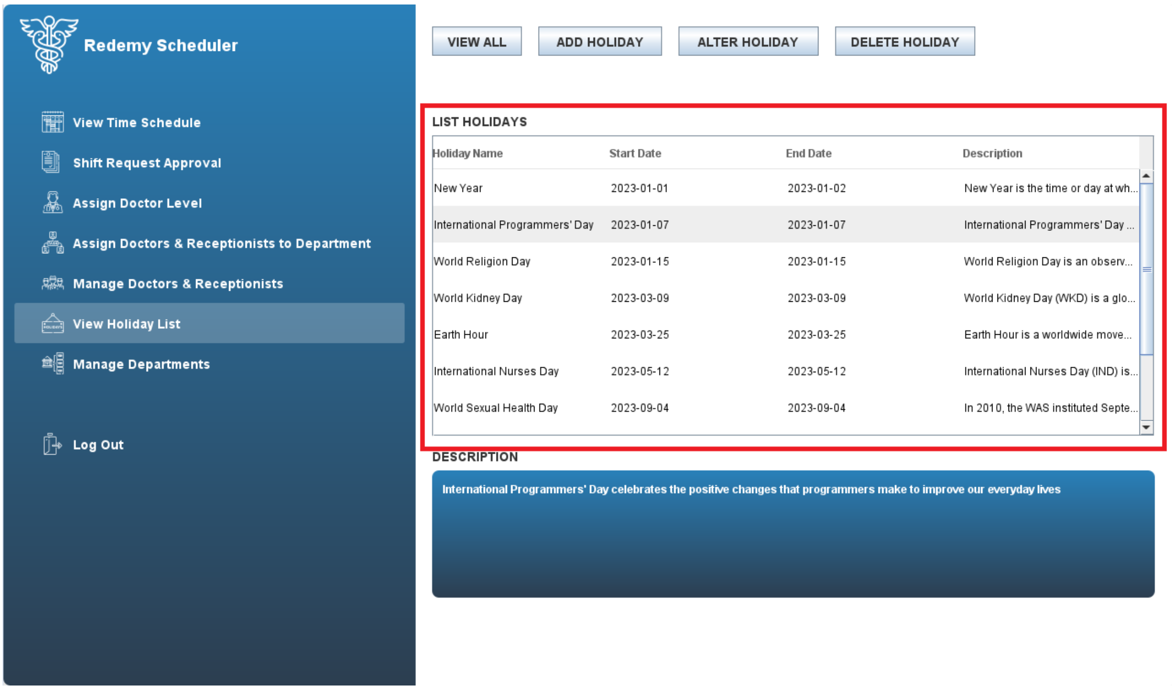


1. View holidays

Step 1: Select View All

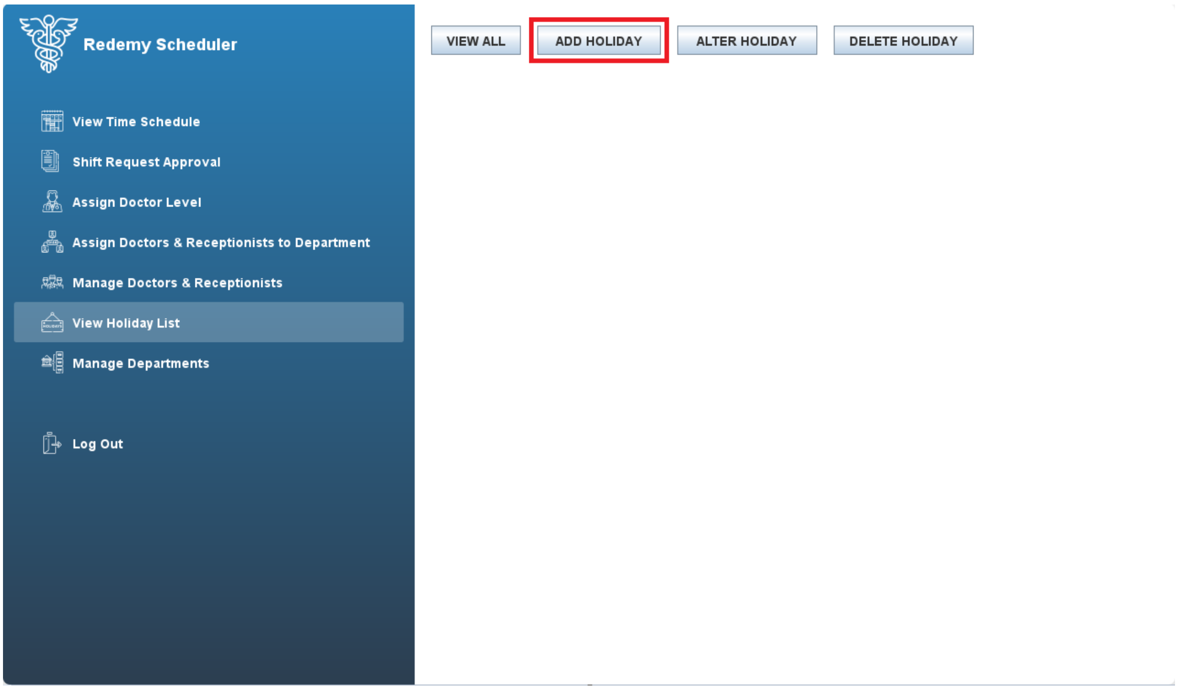


Step 2: Select a holiday and its details will be shown below

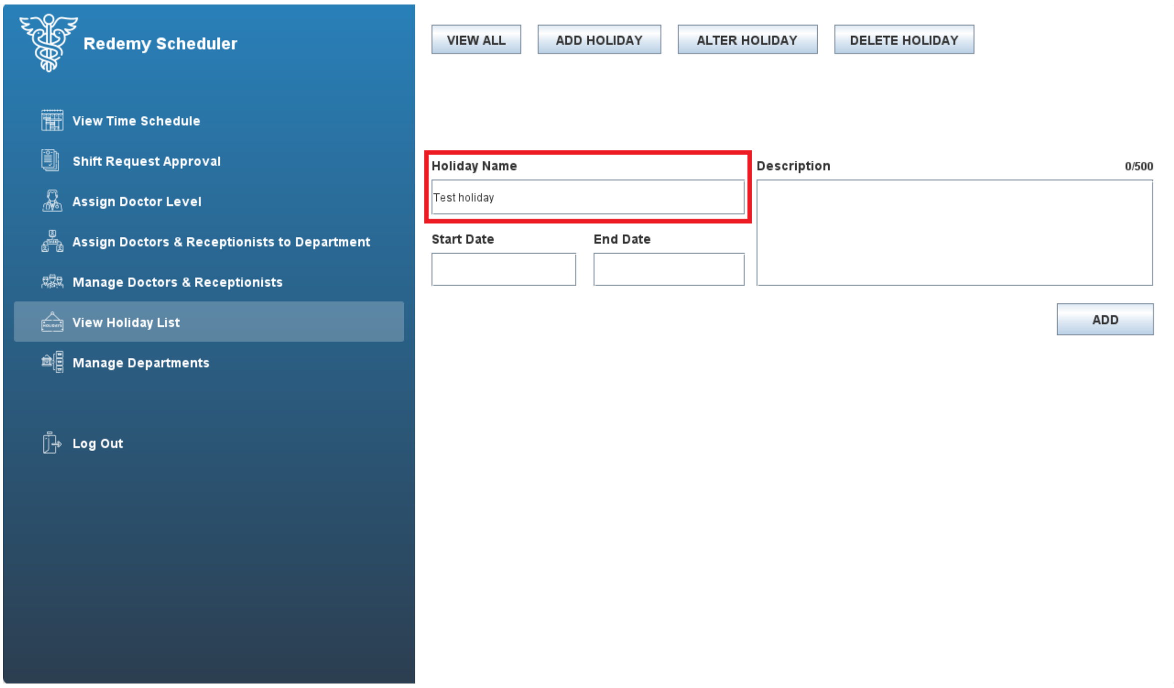


2. Add a holiday

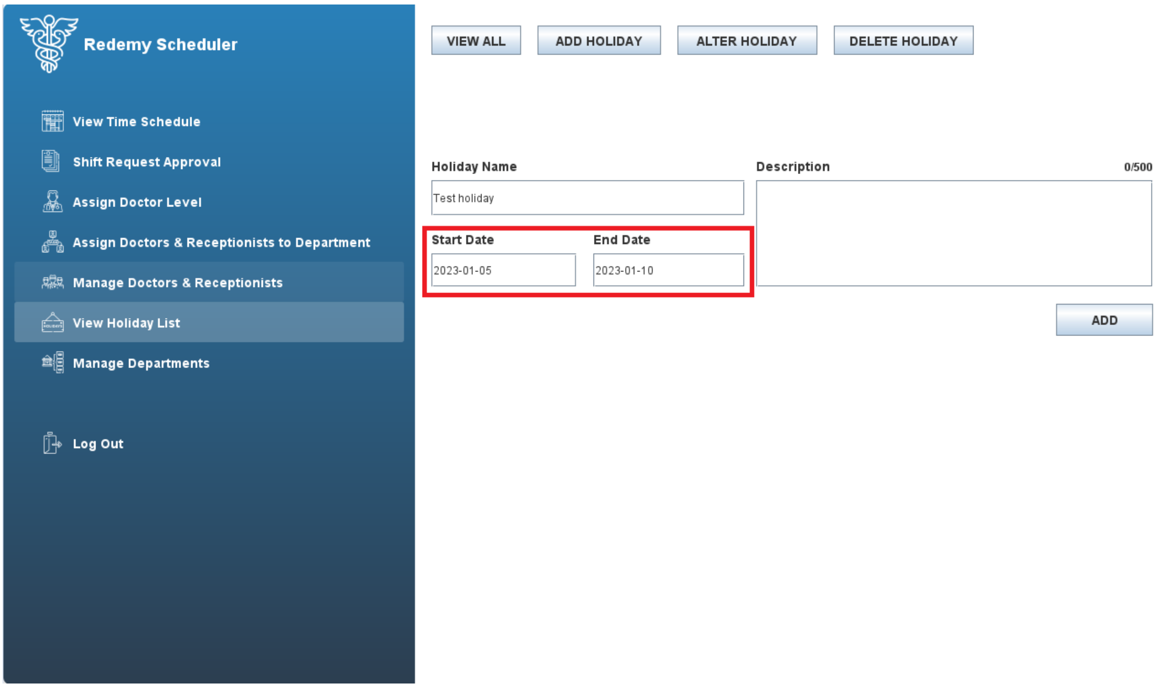
Step 1: Select Add Holiday



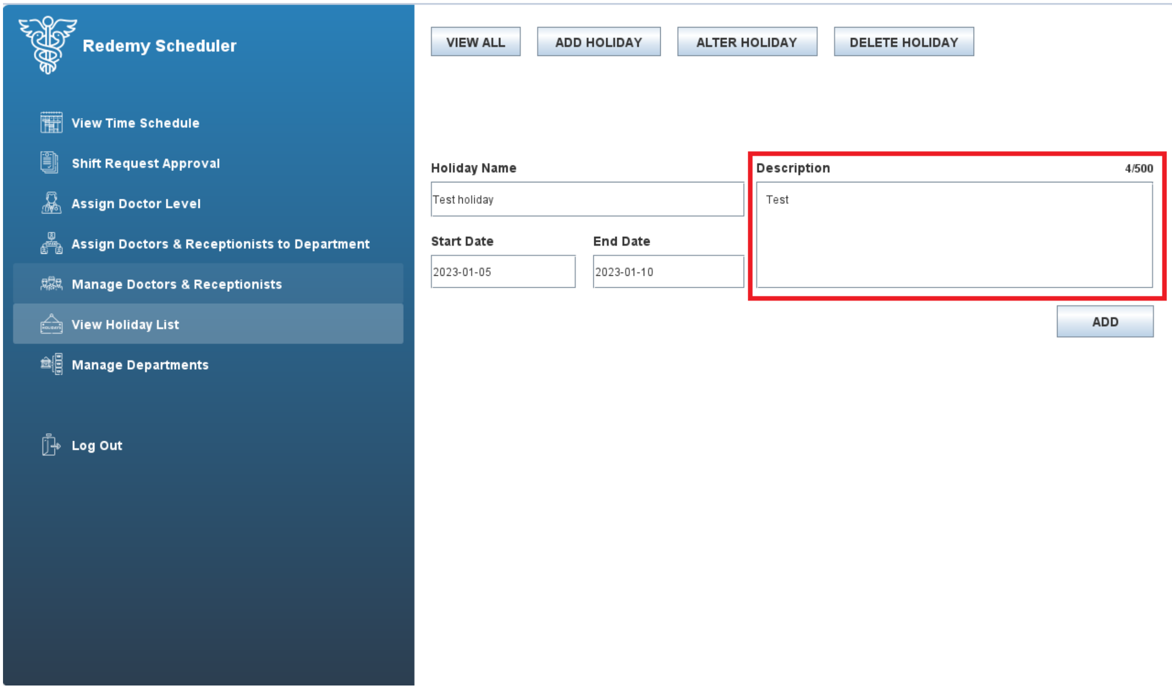
Step 2: Enter holiday name, it cannot be empty or filled with spaces only



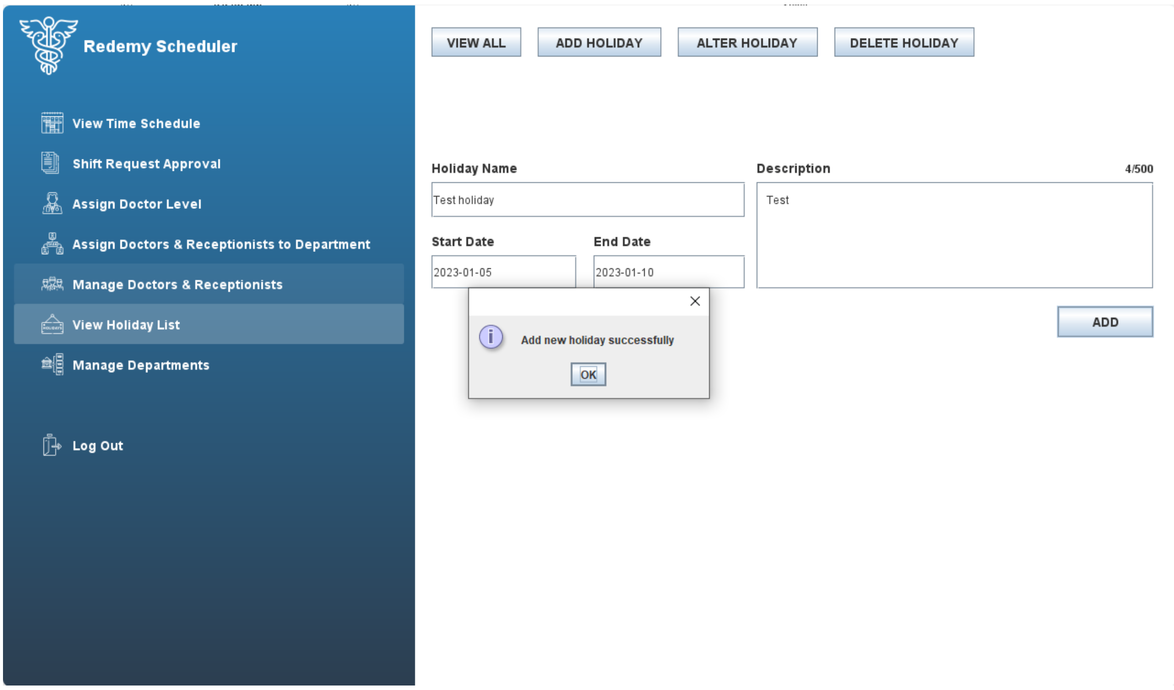
Step 3: Enter start date and end date in the correct format yyyy-MM-dd and ensure that the end date is the start date or after the start date



Step 4: Enter the holiday's description (optional)

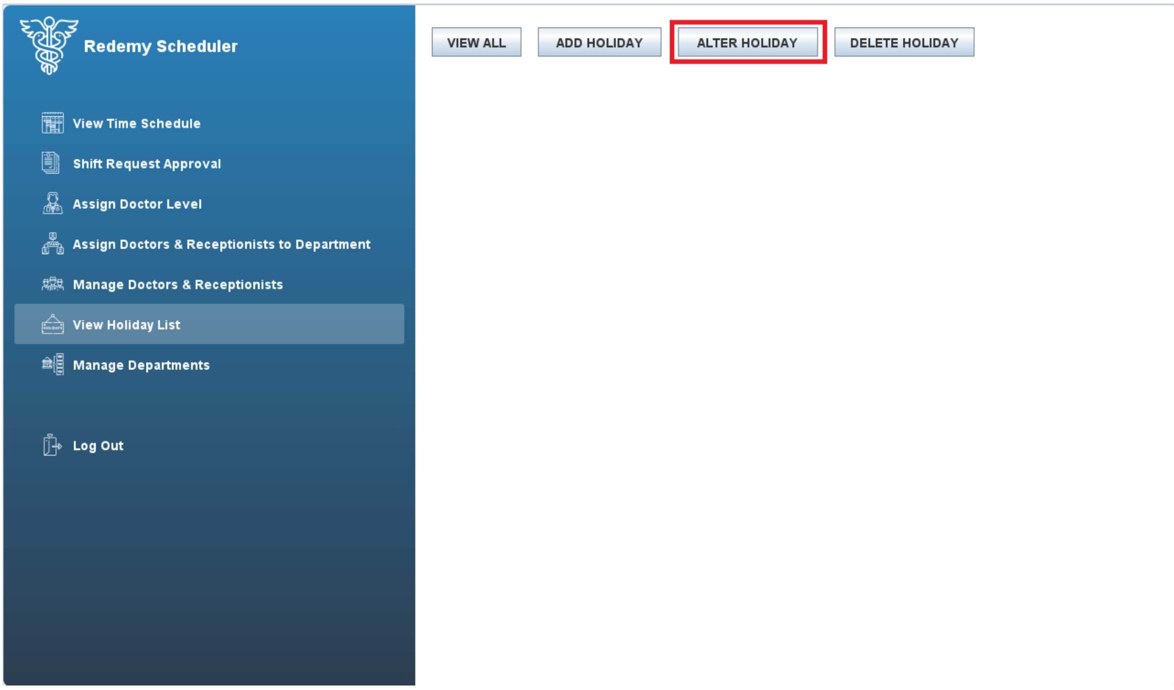


Step 5: Click the ADD button and a success dialog will show up in case the new holiday is added successfully, user can click the OK button to close the dialog and continue adding another new holiday

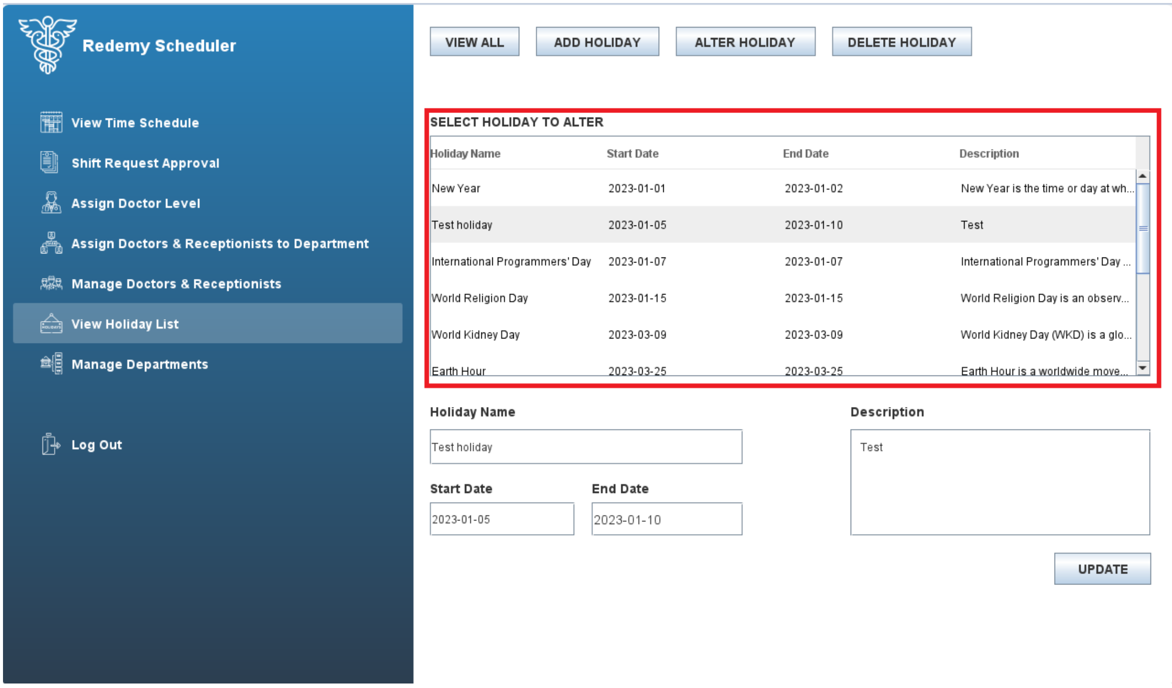


3. Alter holiday

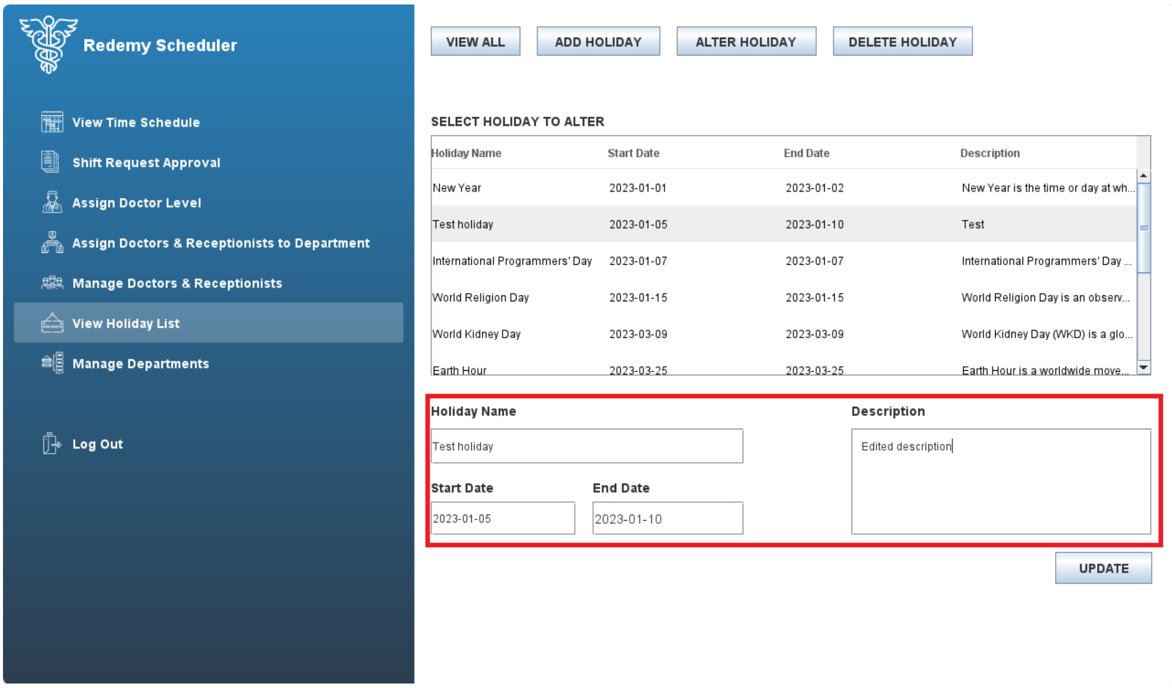
Step 1: Choose Alter Holiday



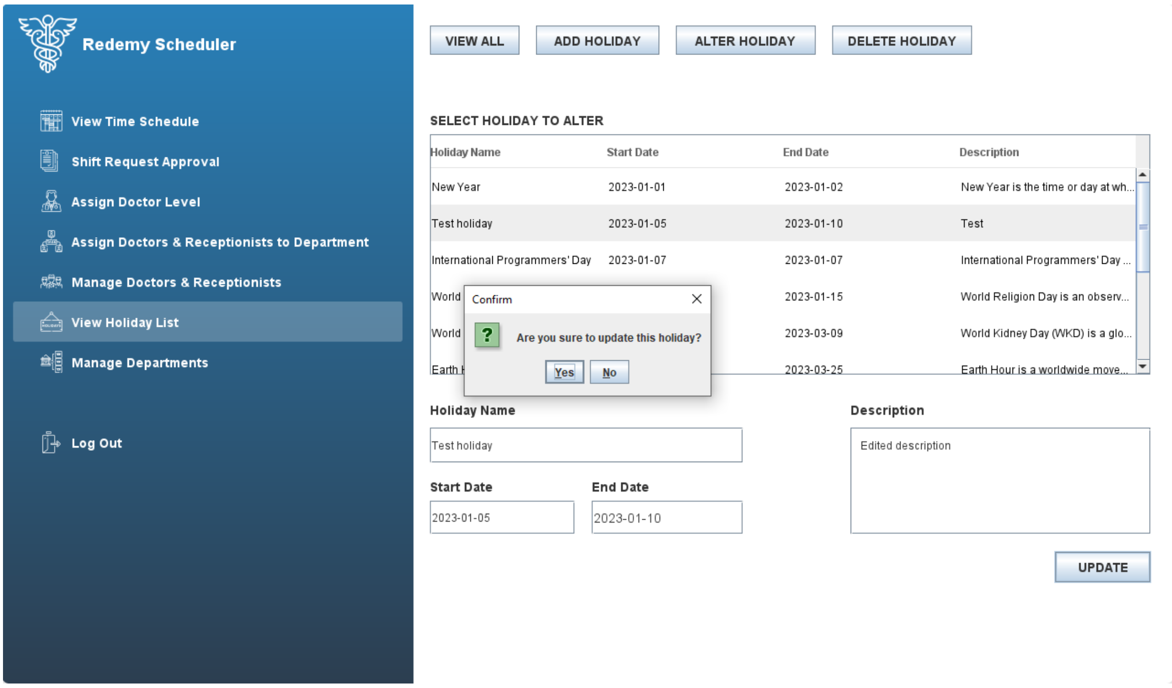
Step 2: Select a holiday to delete and its information will be shown below



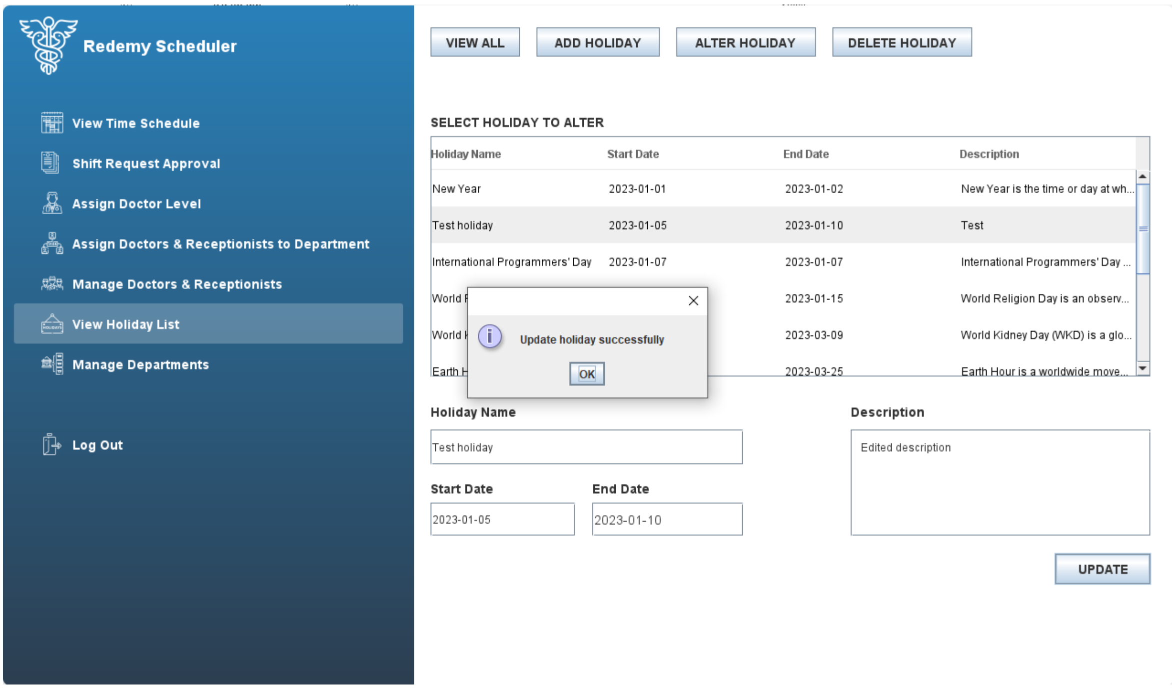
Step 3: Change the holiday’s details



Step 4: Click the UPDATE button and choose Yes to confirm on the confirmation dialog or No to cancel

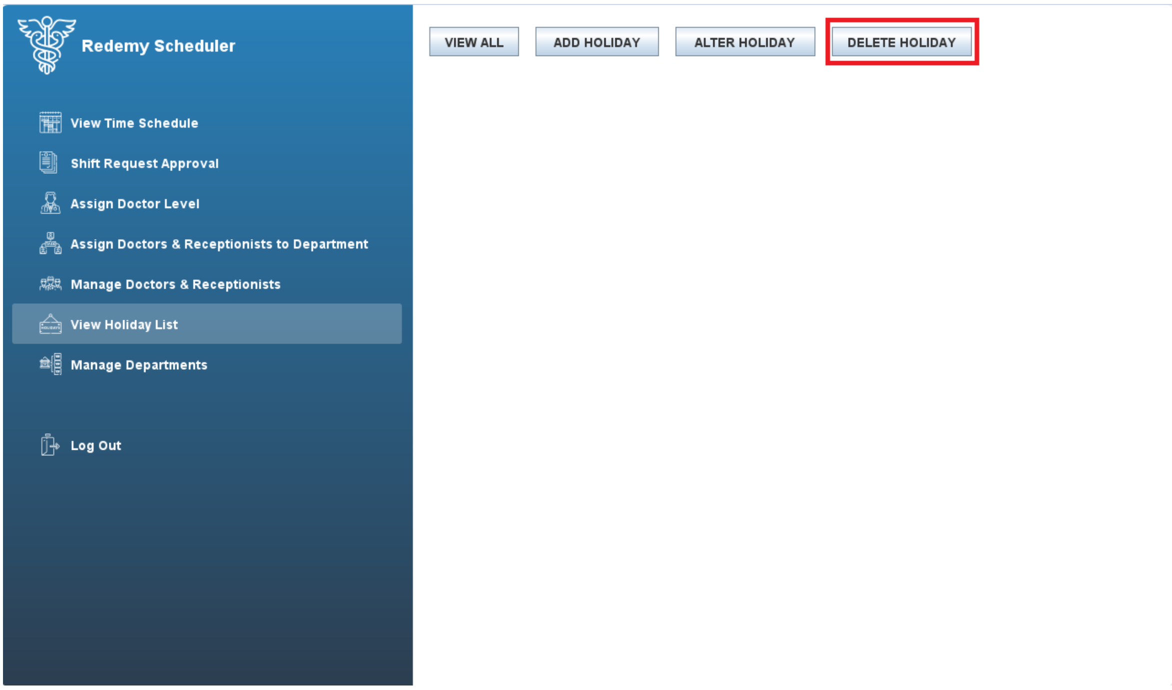


Step 5: In case user confirm to update the holiday, a success dialog will show up in case the holiday is updated successfully and user can click the OK button to continue altering another holiday

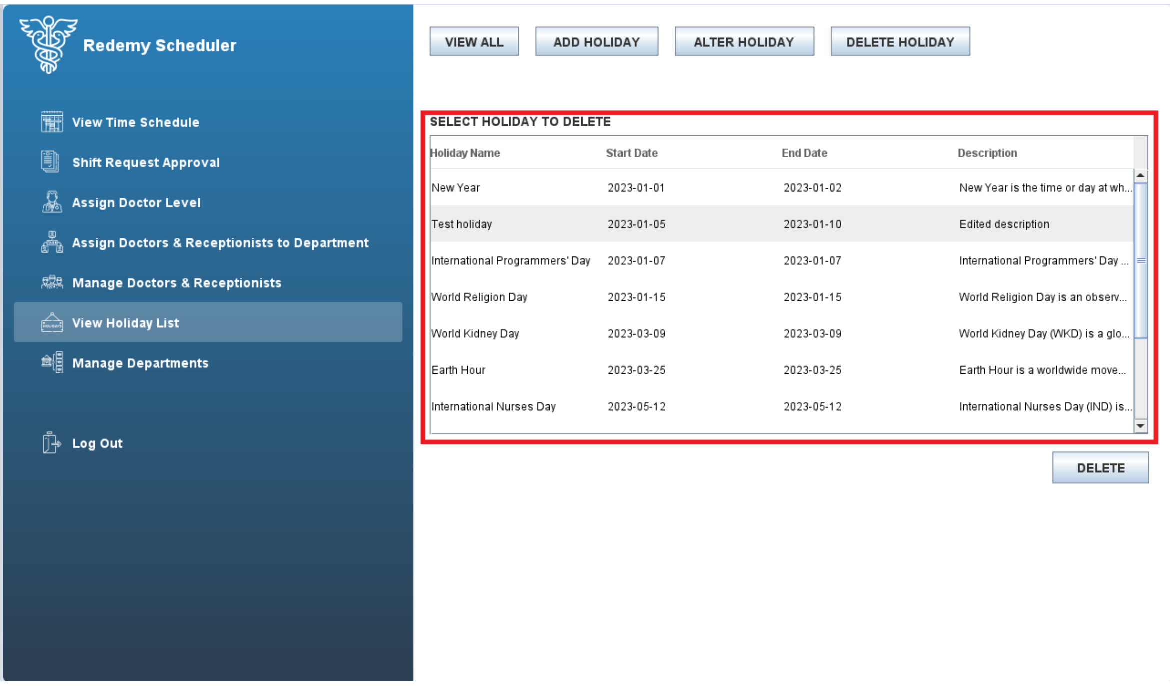


4. Delete holiday

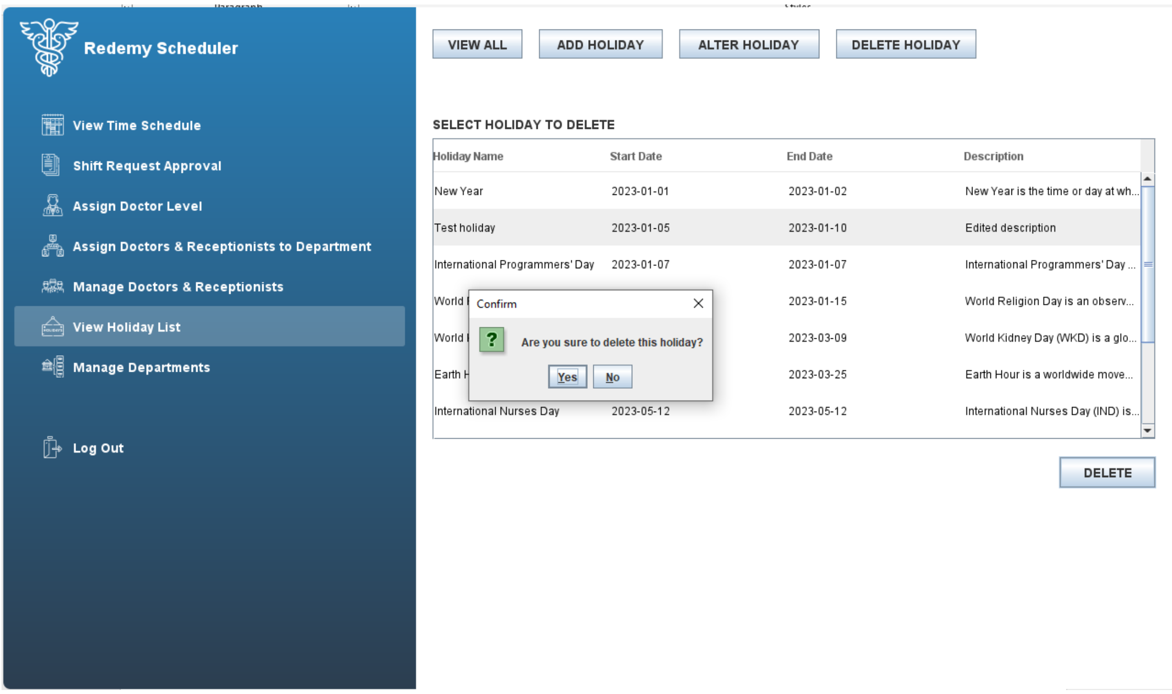
Step 1: Select Delete Holiday



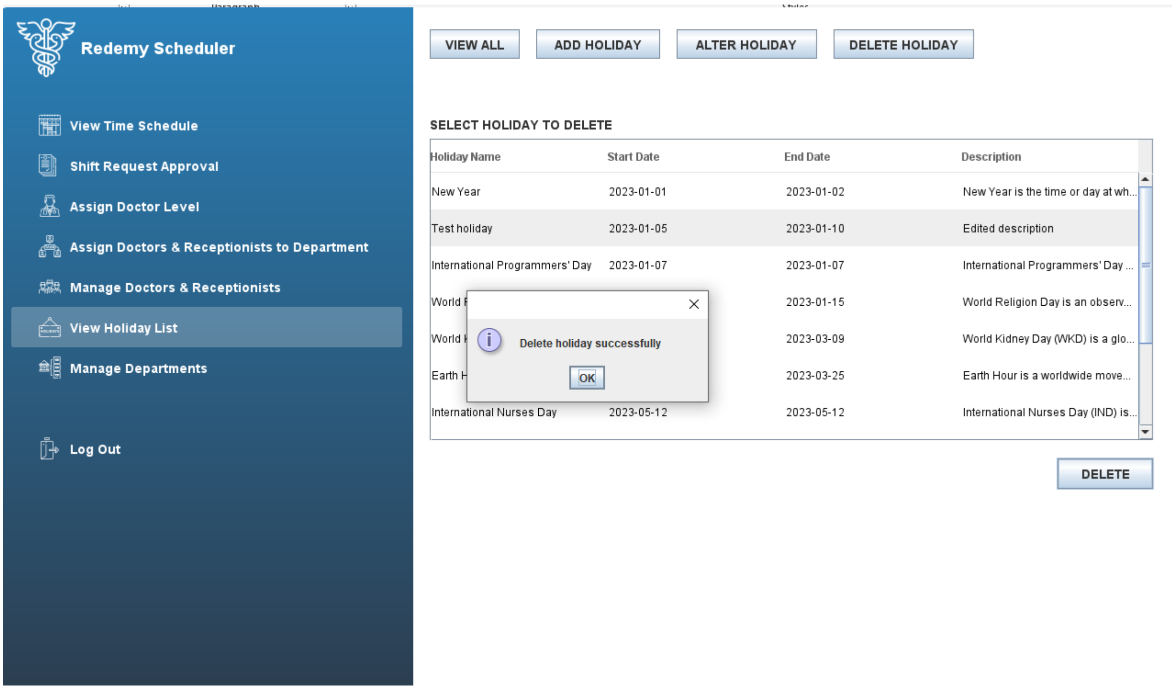
Step 2: Select a holiday to delete



Step 3: Click the DELETE button and choose Yes to confirm on the confirmation dialog or No to cancel



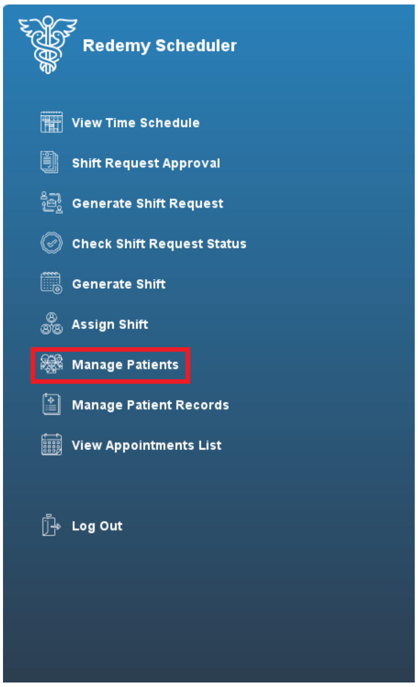
Step 4: In case user confirm to delete the holiday, a success dialog will show up in case the holiday is deleted successfully and user can click the OK button to continue deleting another holiday



VIII. Manage patients: User can use this function to view, add, update, delete patients in the database

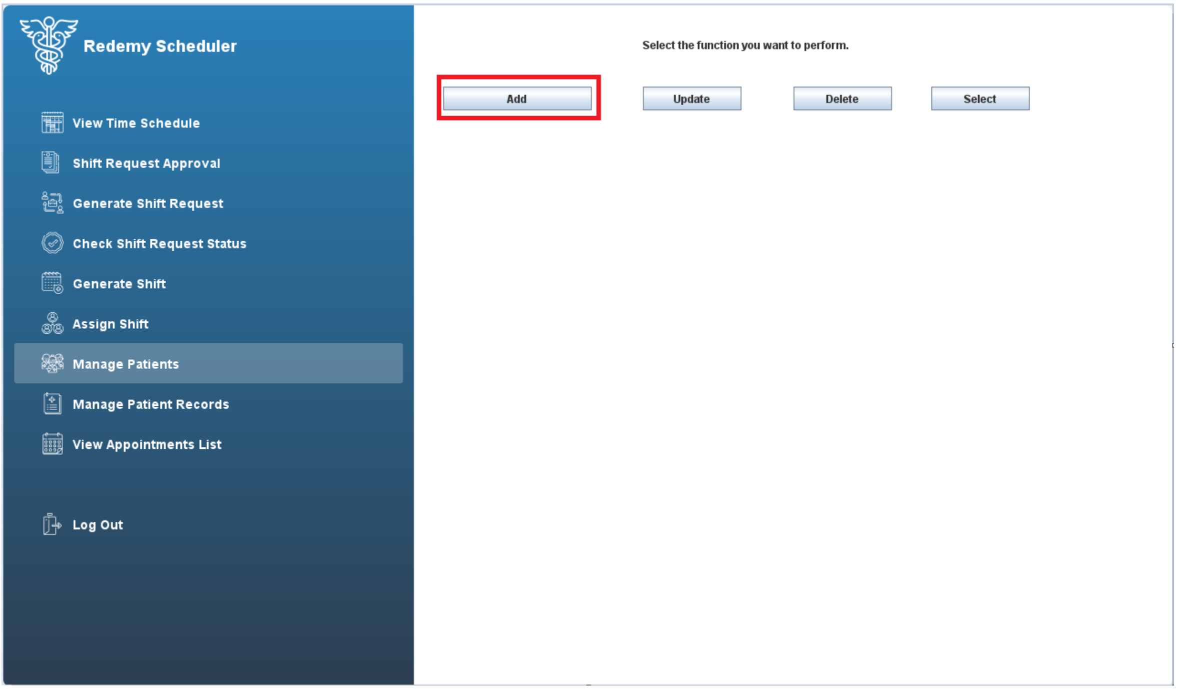
Step 1: Log in as any position except Manager to use this function

Step 2: Choose manage patients on the main menu

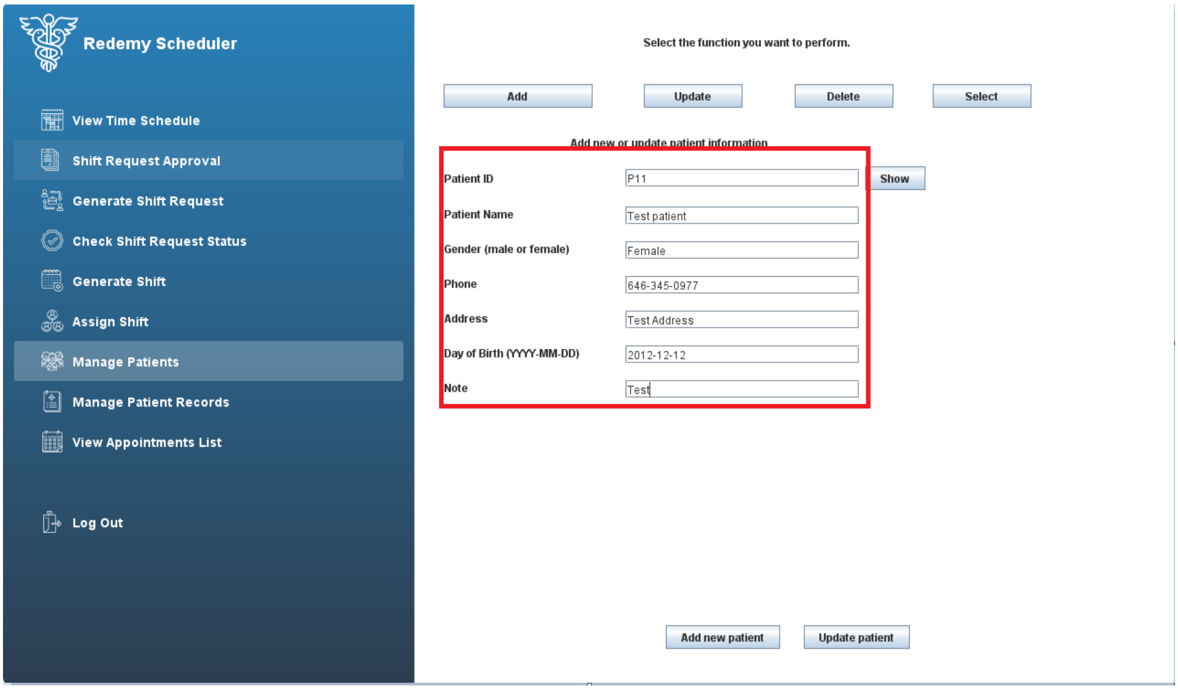


1. Add patient

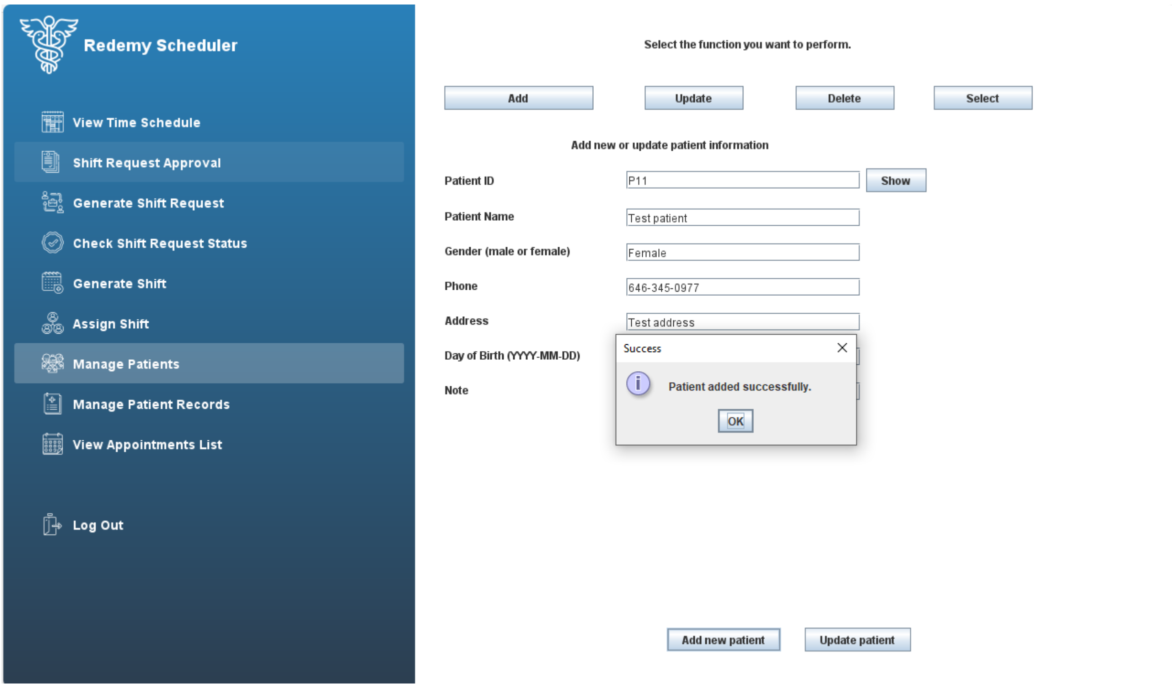
Step 1: Select Add



Step 2: Enter the new patient information, gender must be Female or Male and day of birth must be in the correct yyyy-MM-dd format, note is optional

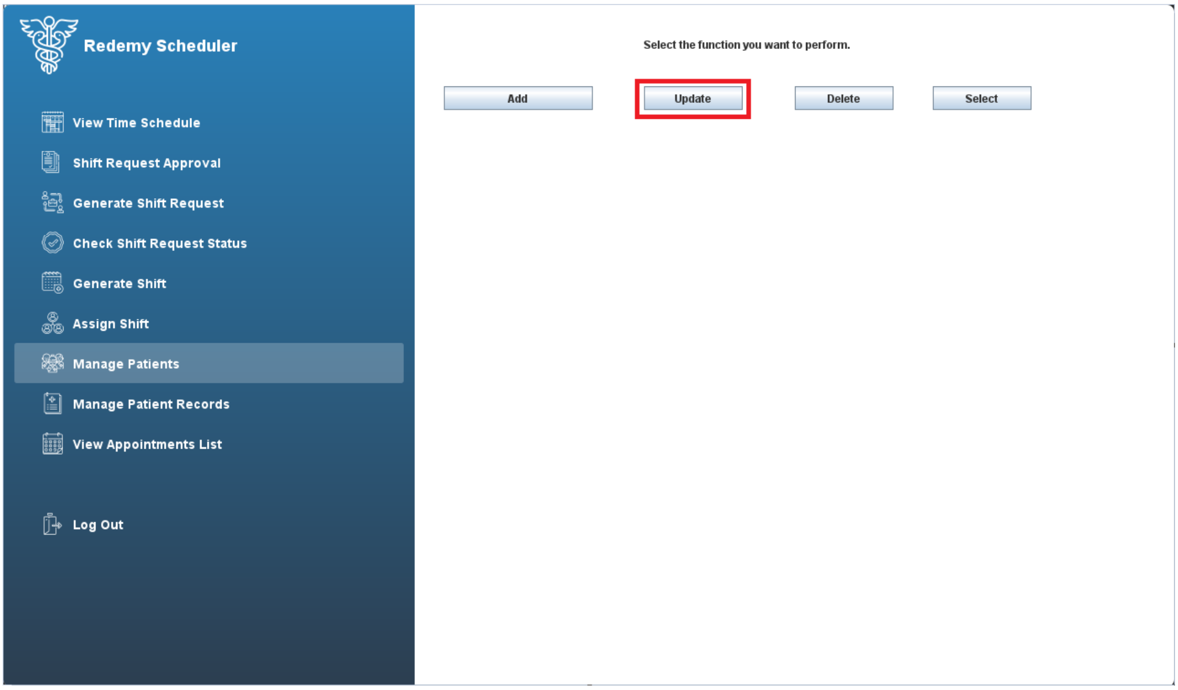


Step 3: Click the Add new patient button and a success dialog will show up in case the new patient is added successfully, user can click the OK button to close the dialog and continue adding another new patient

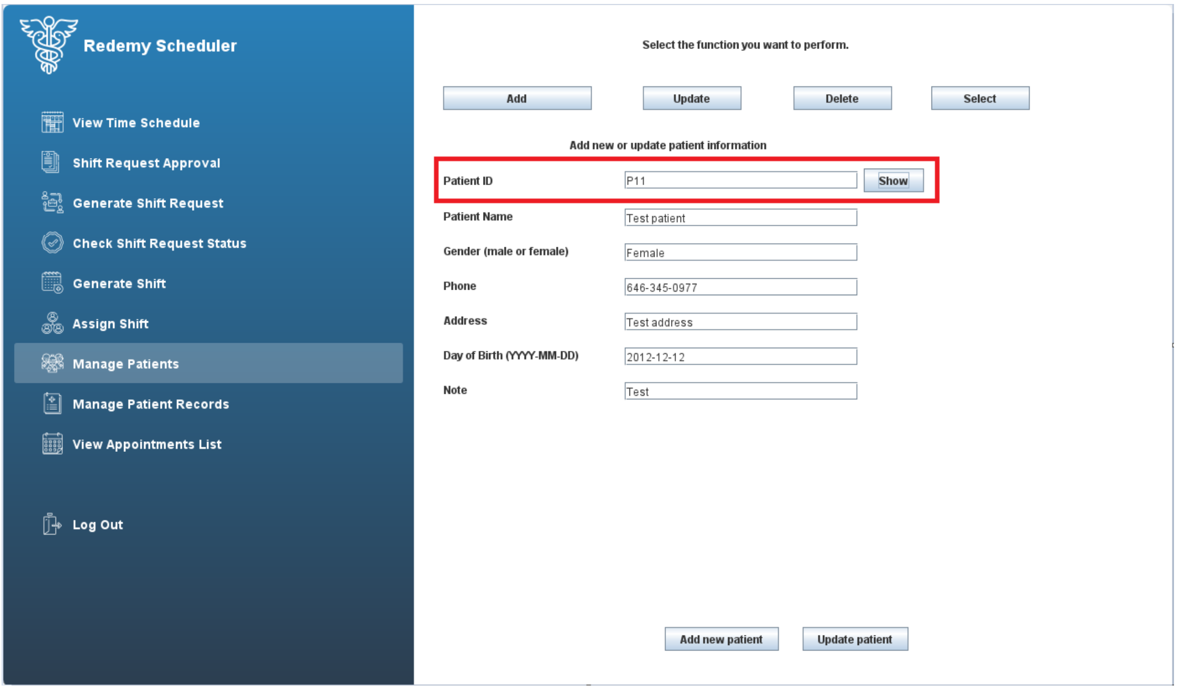


2. Update patient

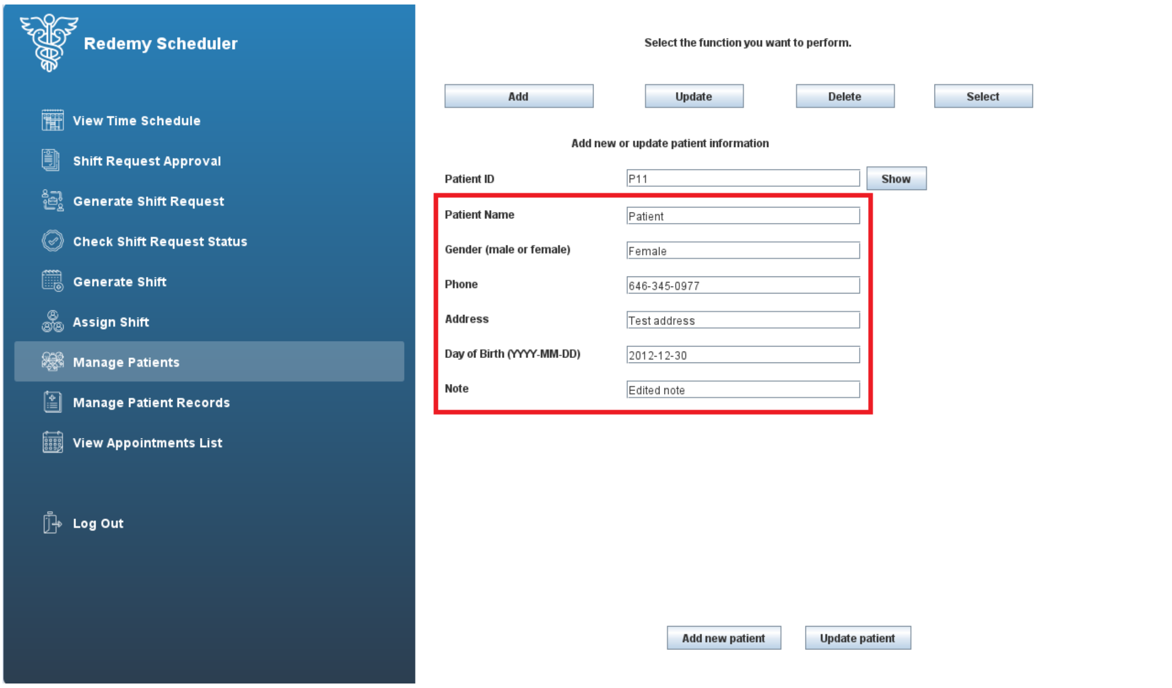
Step 1: Click Update



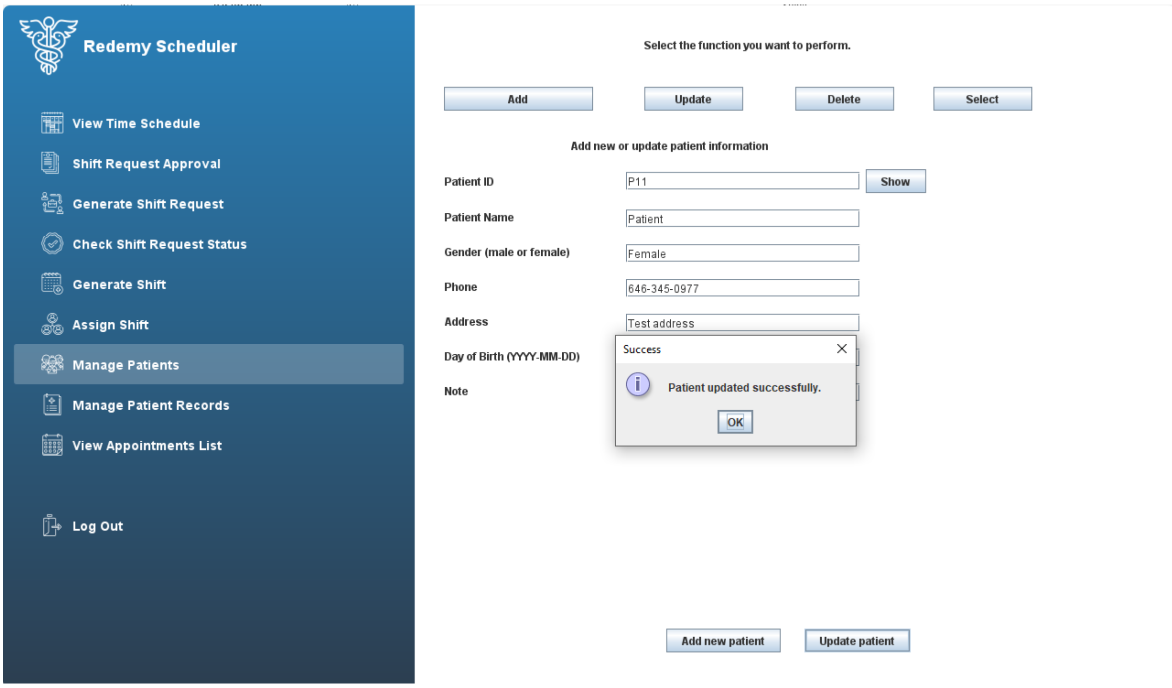
Step 2: Enter Patient ID and click the Show button to show patient's information in case the patient ID exists



Step 3: Change the patient’s information

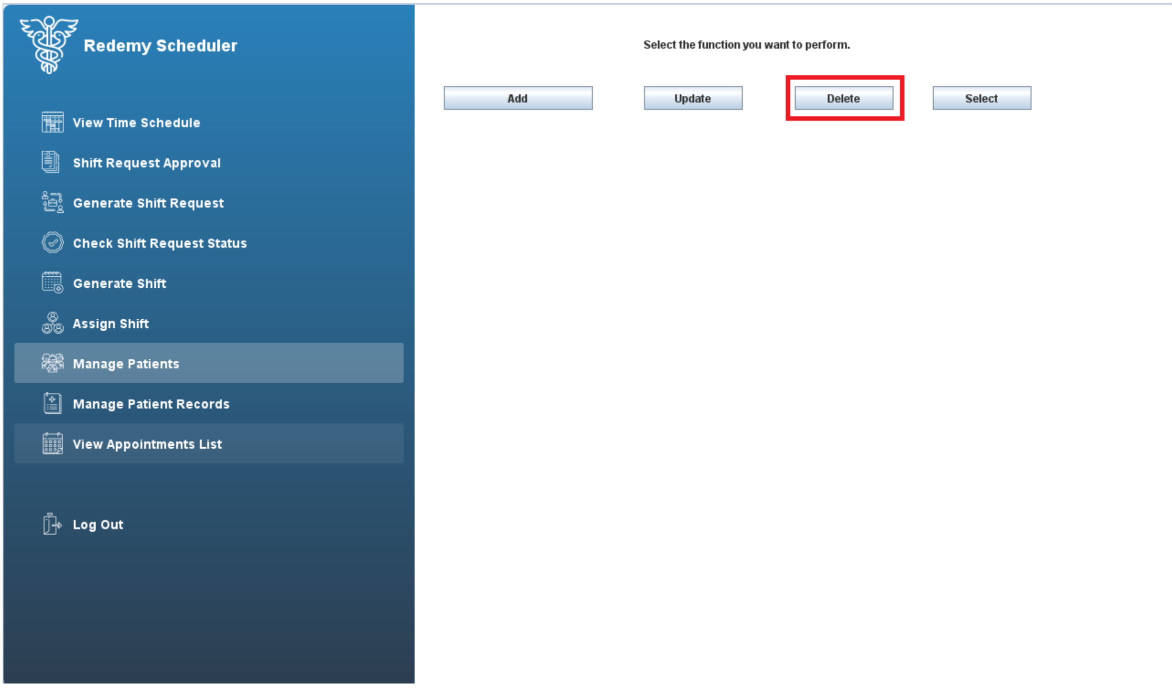


Step 4: Click the Update patient button and a success dialog will show up in case the patient is updated successfully, user can click the OK button to close the dialog and continue updating another patient

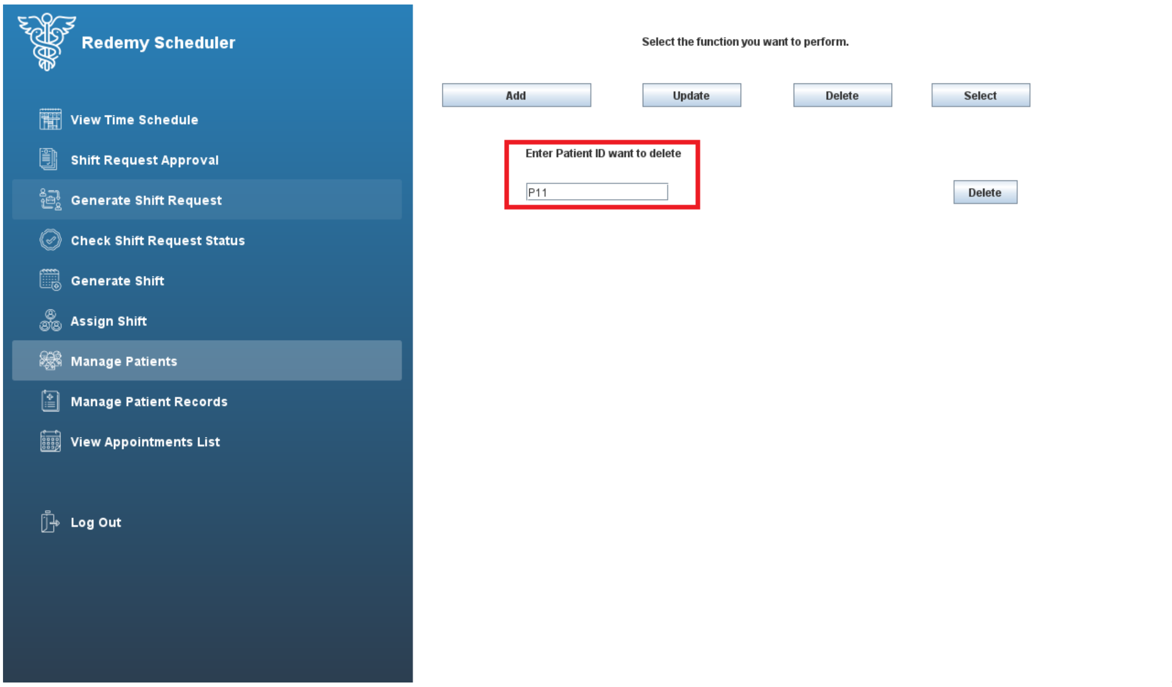


3. Delete patient

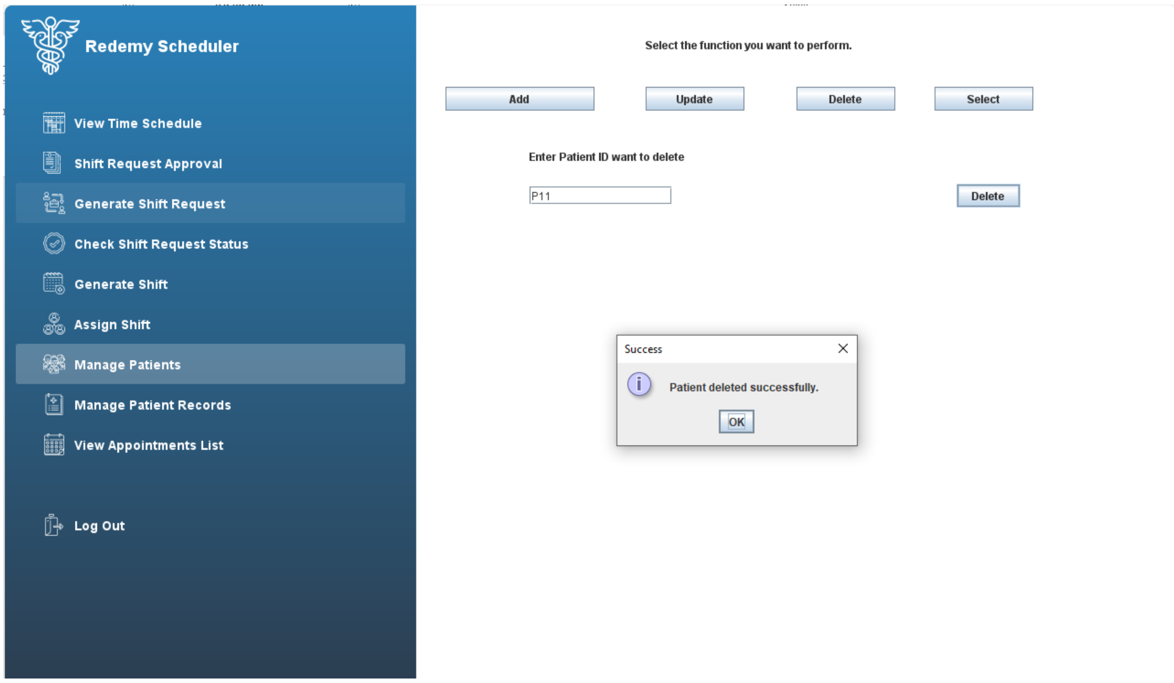
Step 1: Click Delete



Step 2: Enter Patient ID of the patient to be deleted

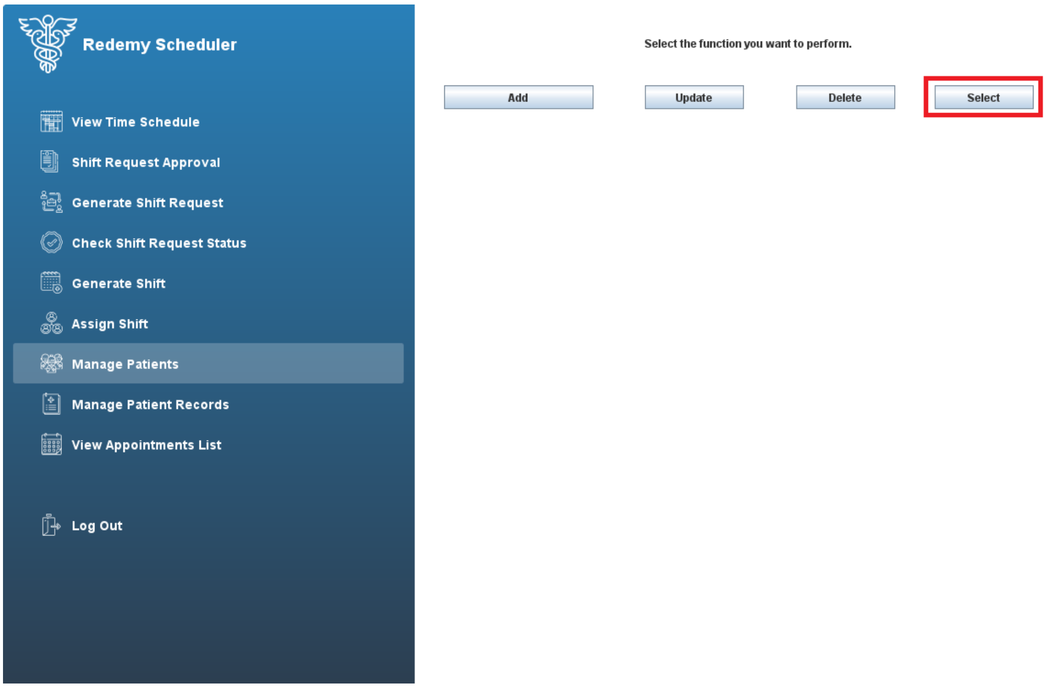


Step 3: Click the Delete button and a success dialog will show up in case the patient is deleted successfully, user can click the OK button to close the dialog and continue deleting another patient

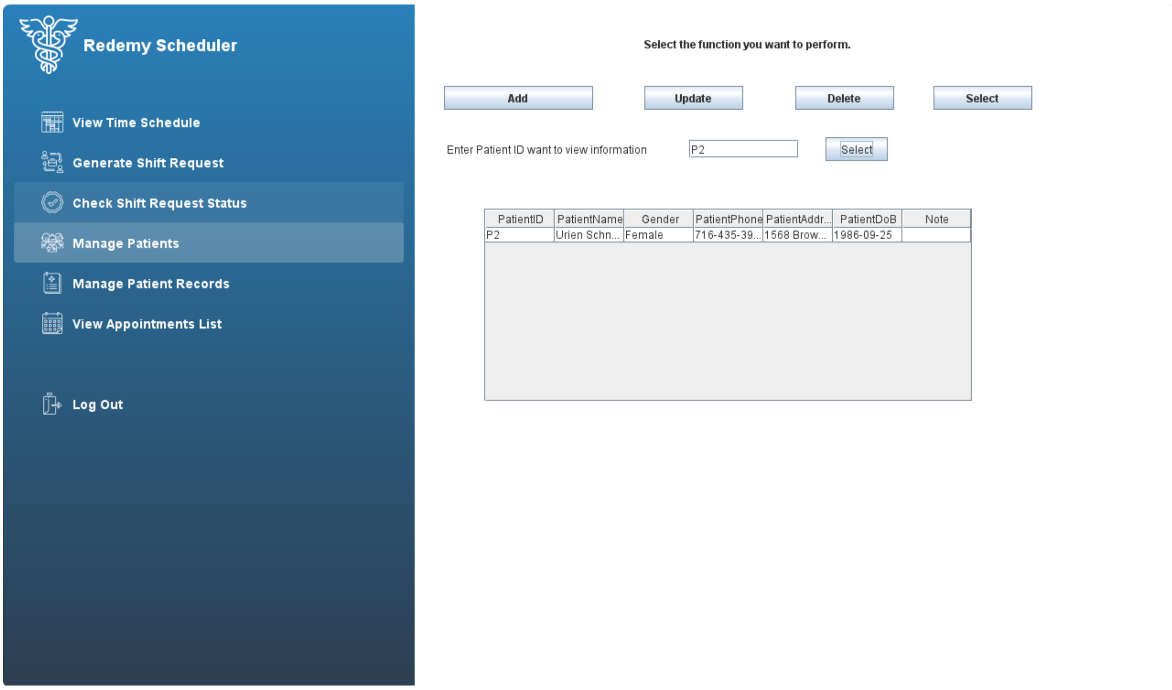


4. Select patient

Step 1: Click Select



Step 2: Enter Patient ID and click the Select button to view the selected patient’s information



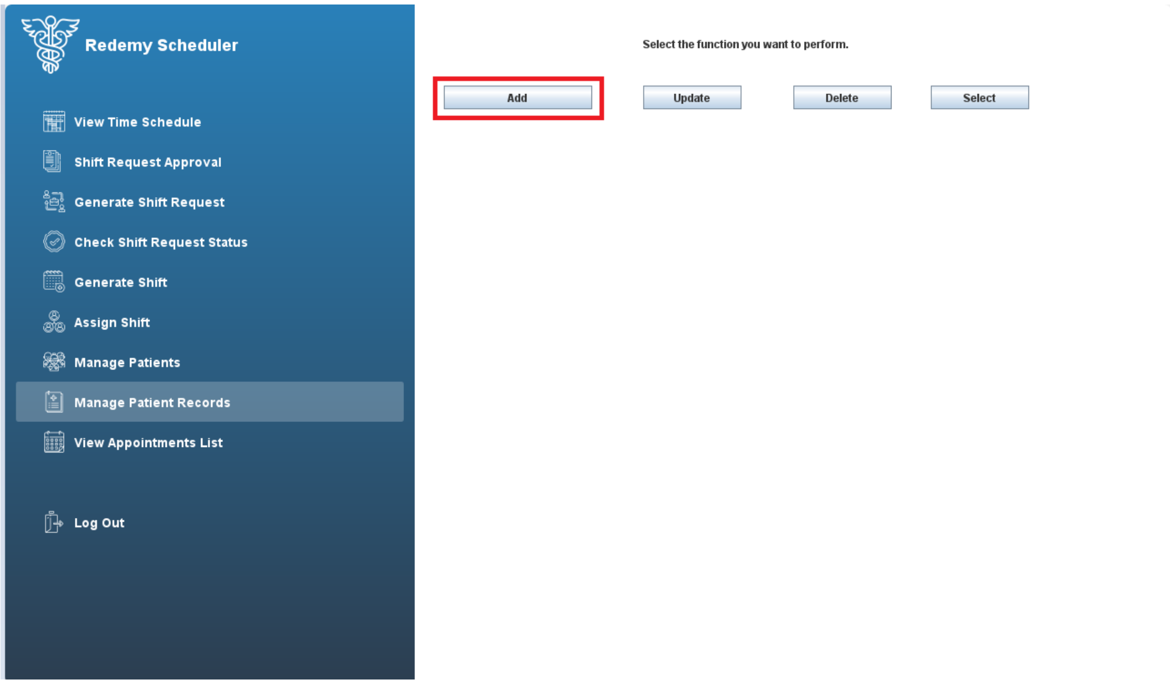
IX. Manage patient records: User can use this function to view, add, update, delete patients' health records in the database

Step 1: Log in as any position except Manager to use this function

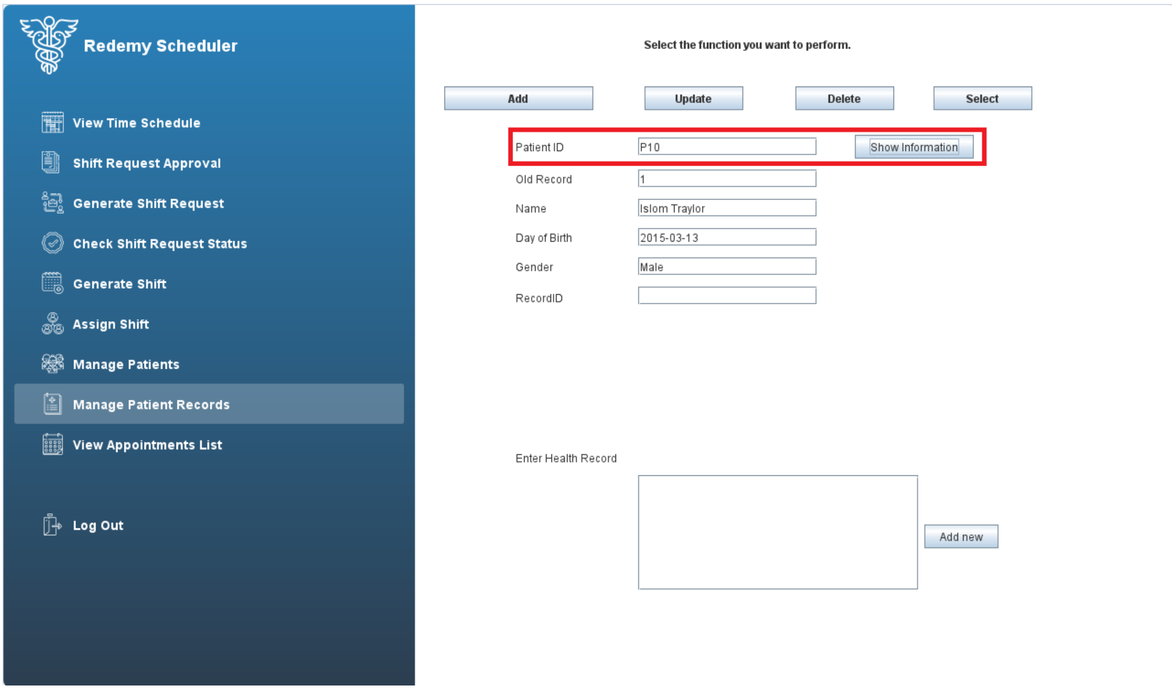
Step 2: Choose Manage Patient Records on the main menu

1. Add health record

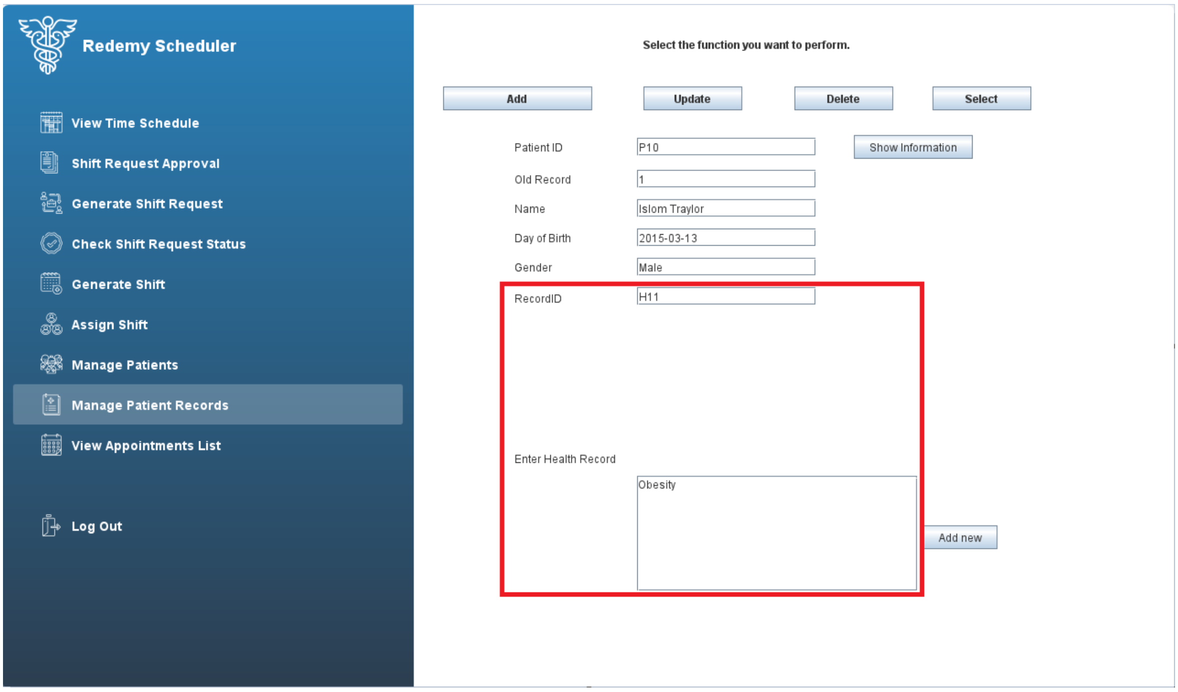
Step 1: Click Add



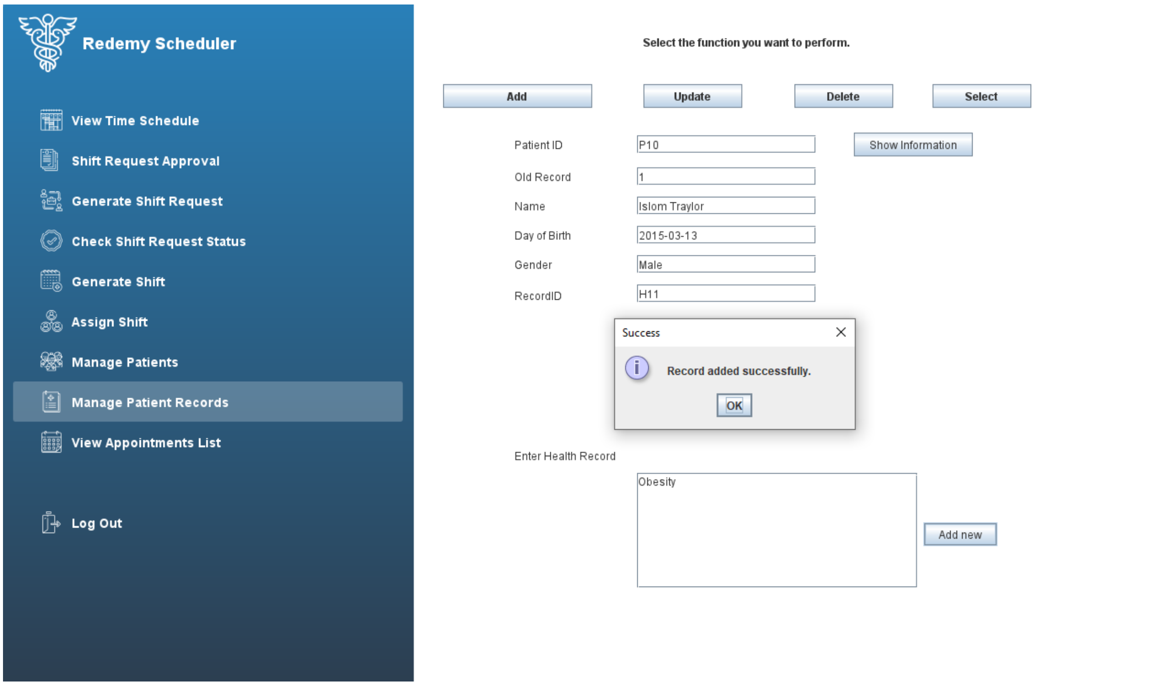
Step 2: Enter Patient ID of the new health record and click the Show Information button to show the patient's information



Step 3: Enter RecordID for the new health record and enter the problem of the patient

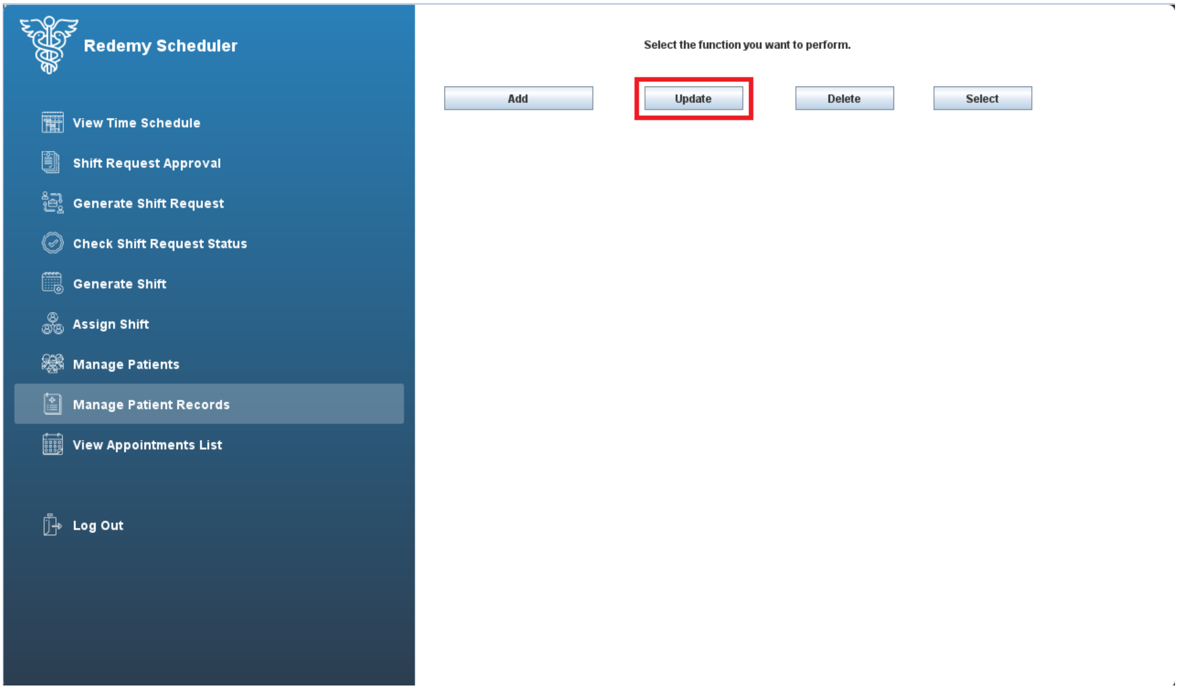


Step 4: Click the Add new button and a success dialog will show up in case the new health record is added successfully, user can click the OK button to close the dialog and continue adding another new health record

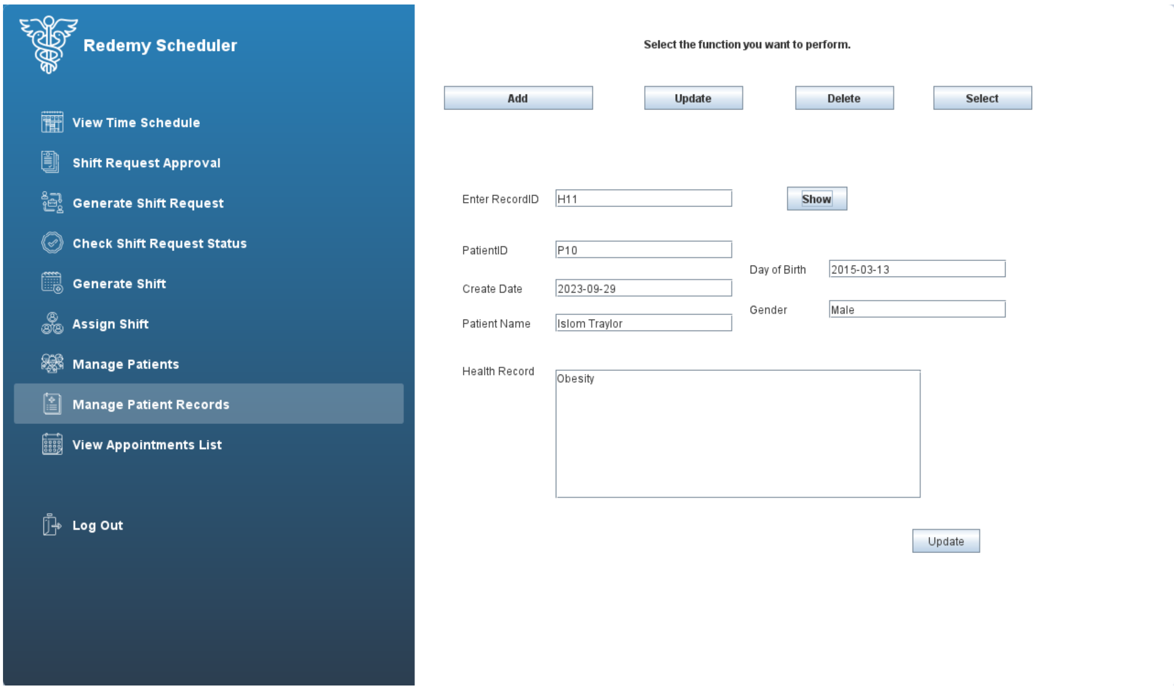


2. Update health record

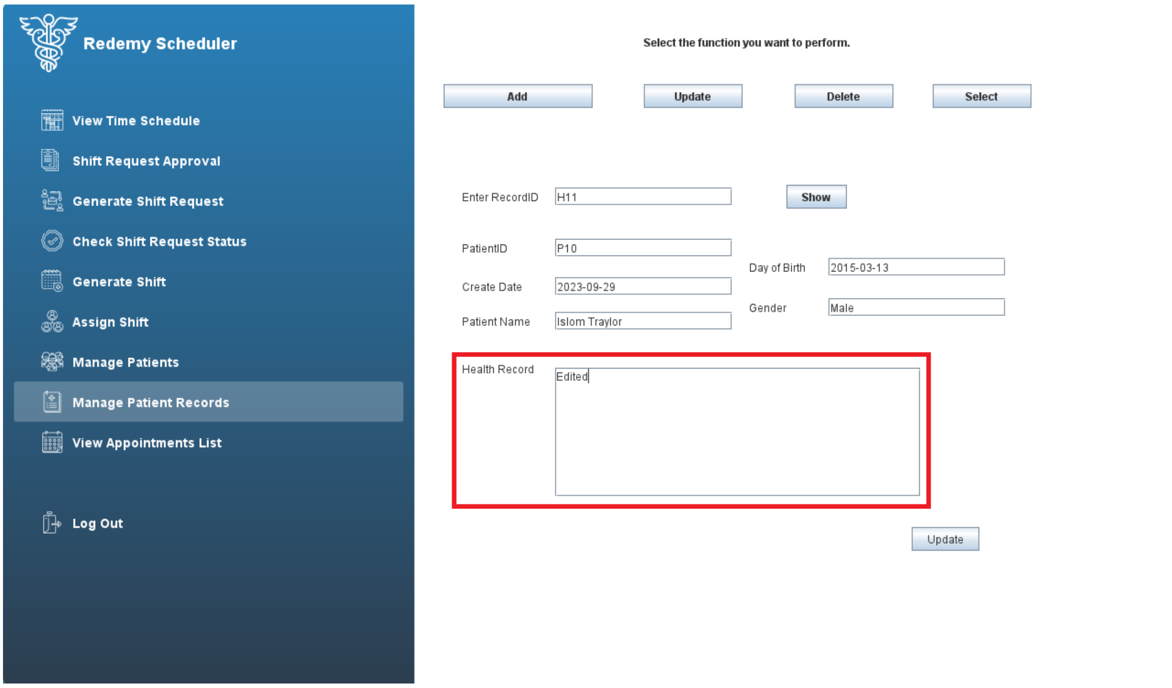
Step 1: Click Update



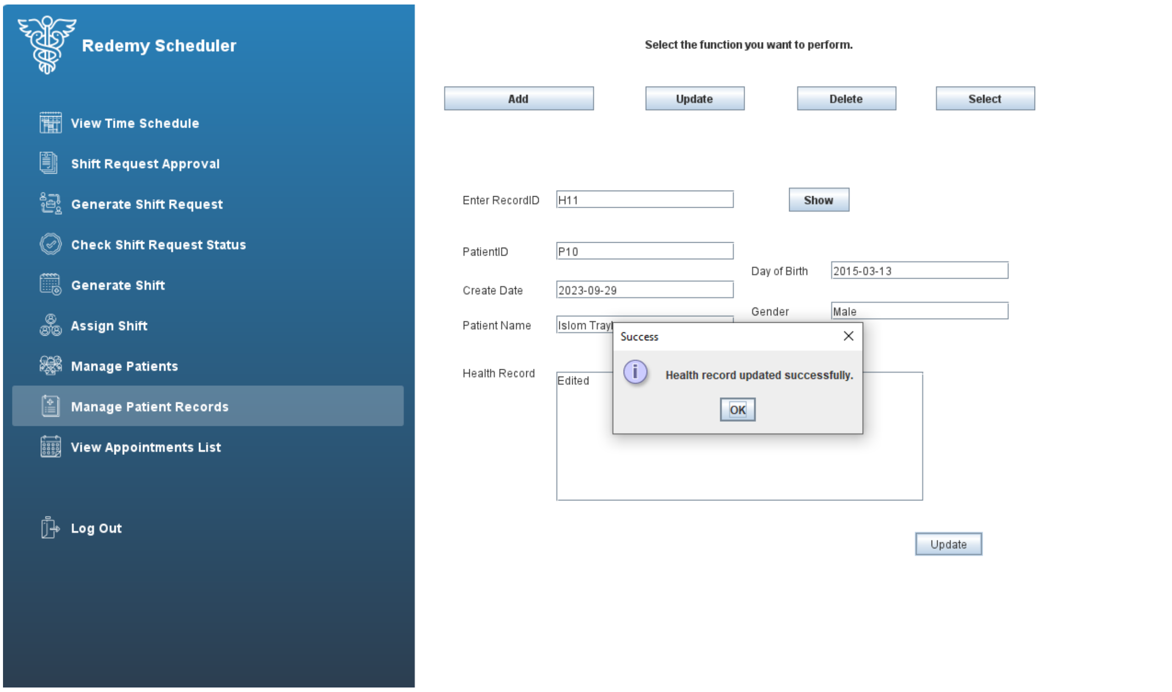
Step 2: Enter Record ID and click the Show button



Step 3: Change the health problem

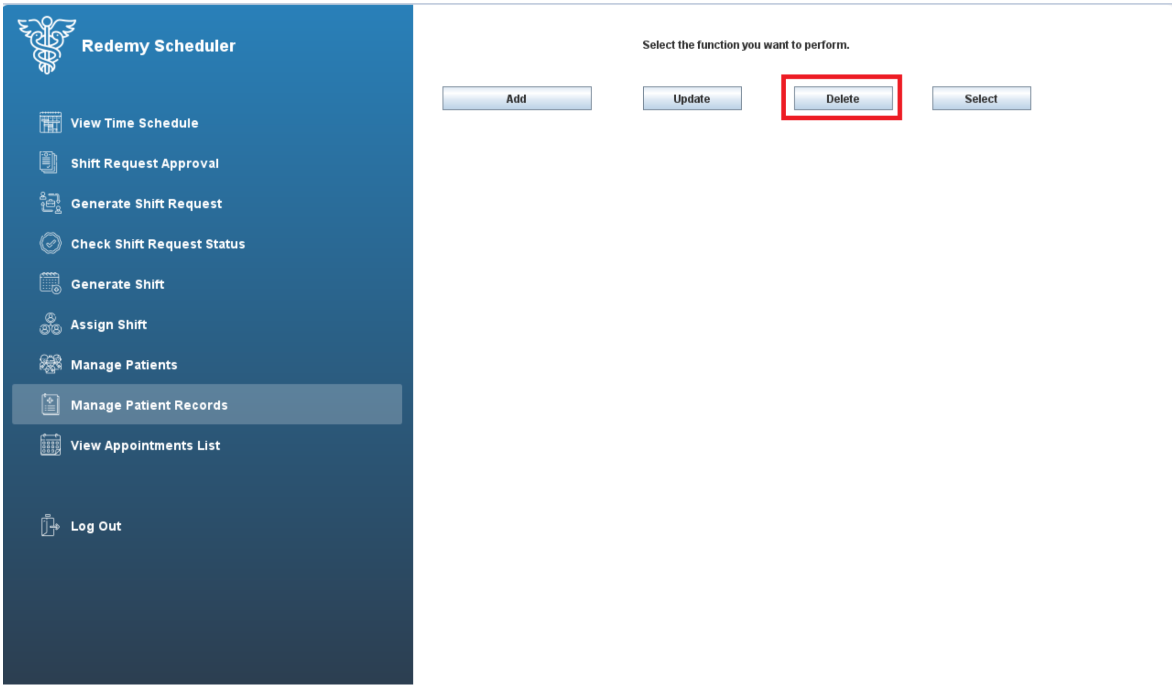


Step 4: Click the Update button and a success dialog will show up in case the health record is updated successfully, user can click the OK button to close the dialog and continue updating another health record

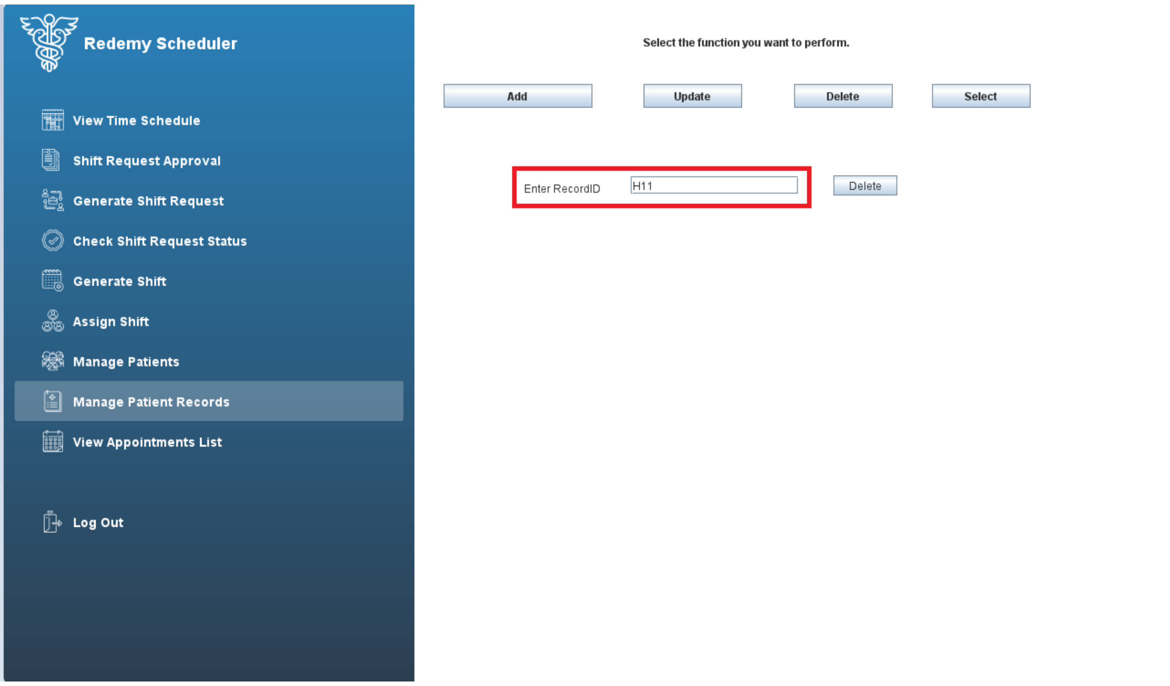


3. Delete health record

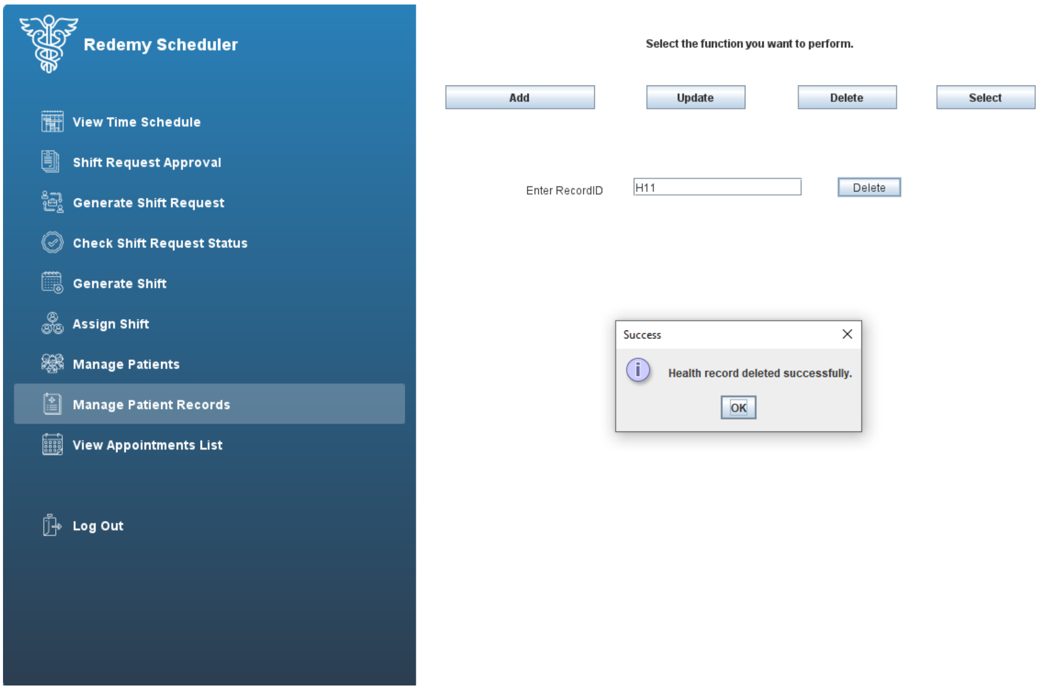
Step 1: Click Delete



Step 2: Enter the Record ID to be deleted

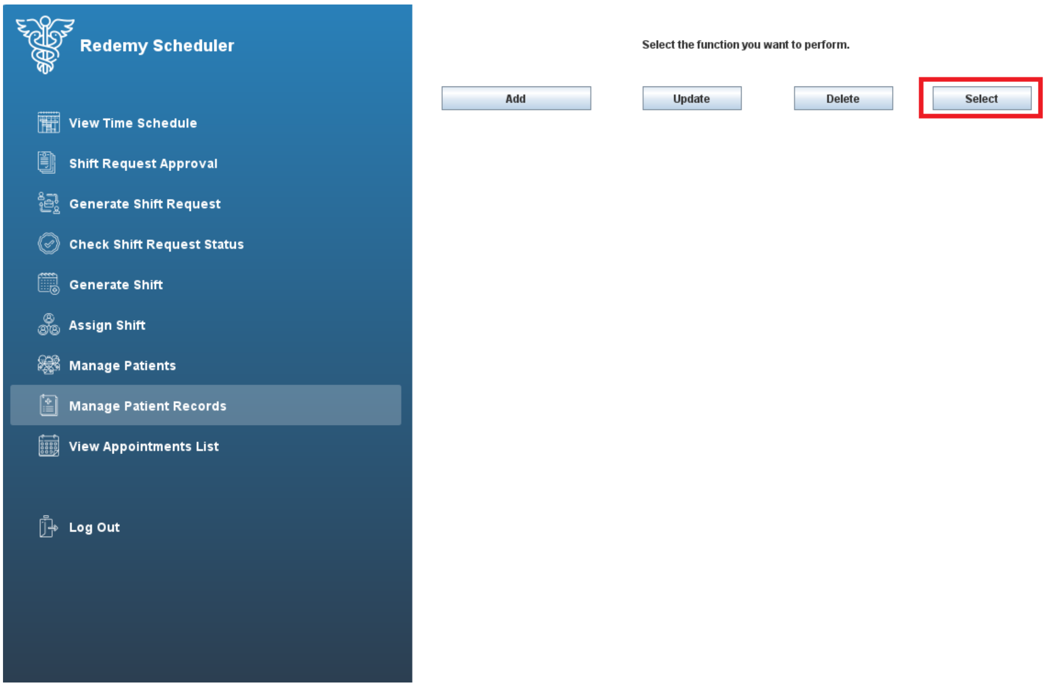


Step 3: Click the Delete button and a success dialog will show up in case the health record is updated successfully, user can click the OK button to close the dialog and continue updating another health record

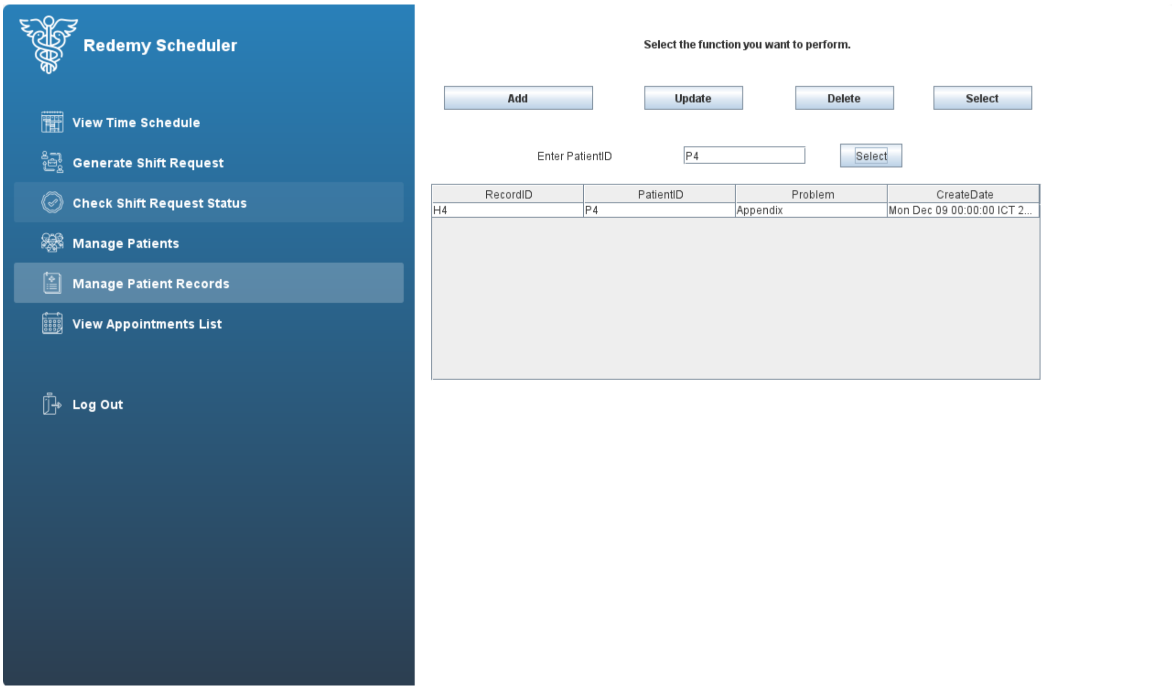


4. Select health record

Step 1: Click Select



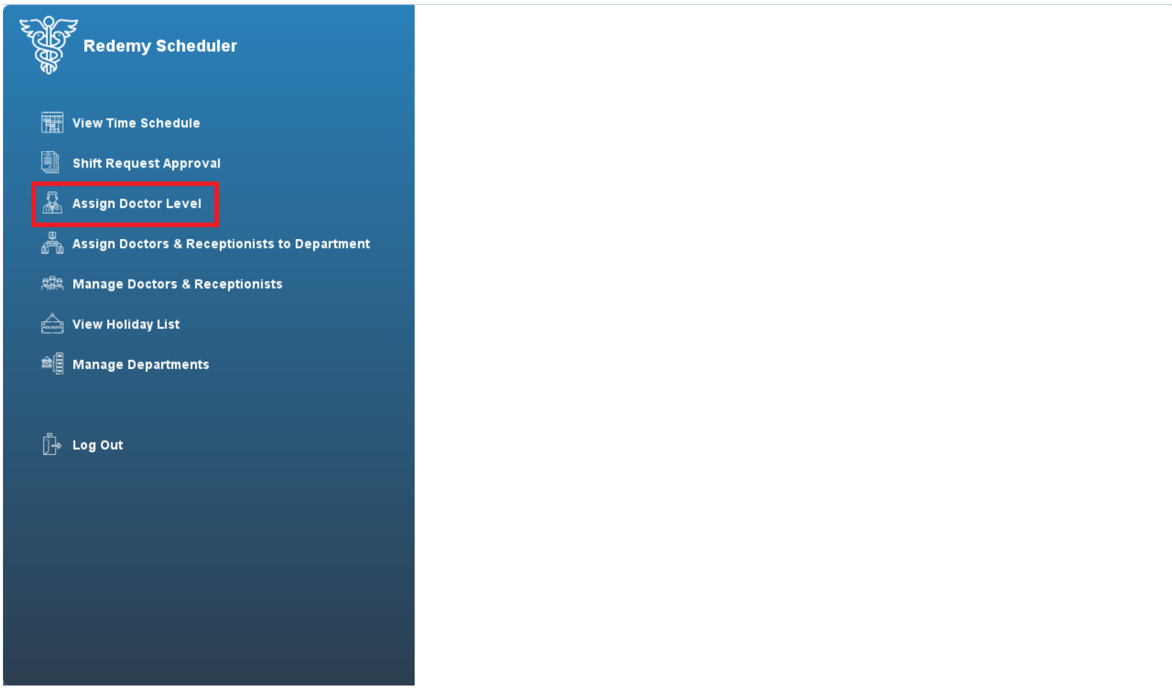
Step 2: Enter Patient ID and click the Select button to view the selected patient's health records



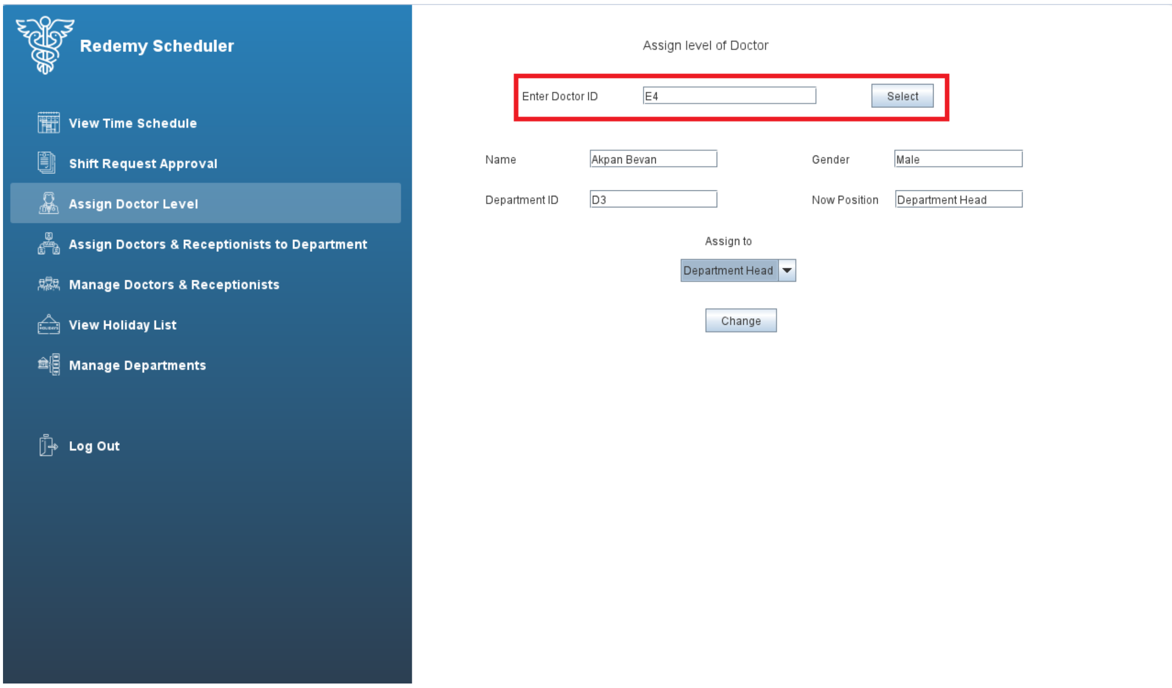
X. Assign doctor level: User can use this function to assign position to a doctor

Step 1: Log in as a Manager to use this function

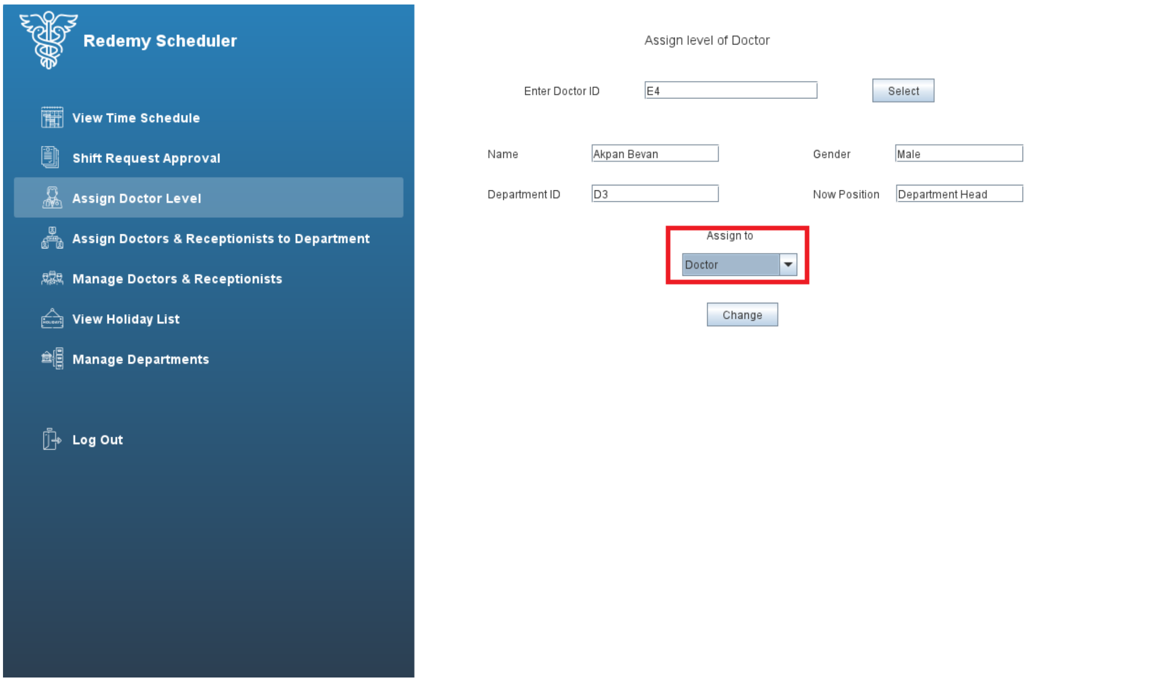
Step 2: Choose assign doctor level on the main menu



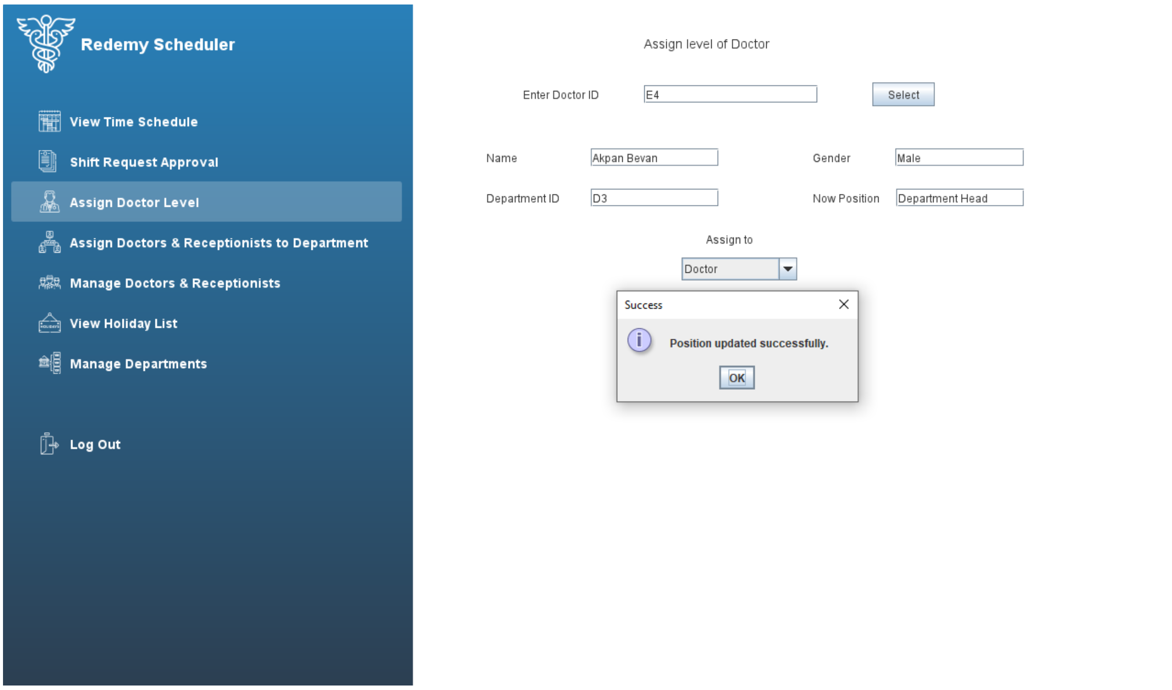
Step 3: Enter Employee ID of the doctor and click the Select button to show the selected doctor's information



Step 4: Select the position for the doctor



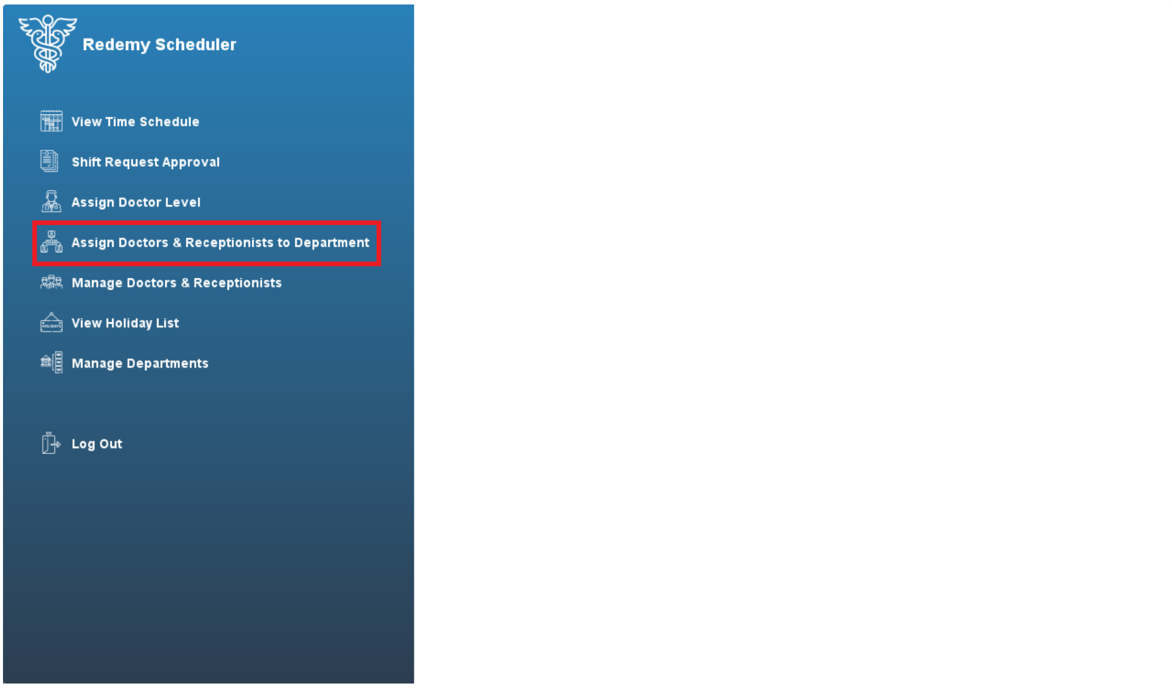
Step 5: Click the Change button and a success dialog will show up in case the doctor's position is updated successfully, user can click the OK button to close the dialog and continue updating another doctor's position



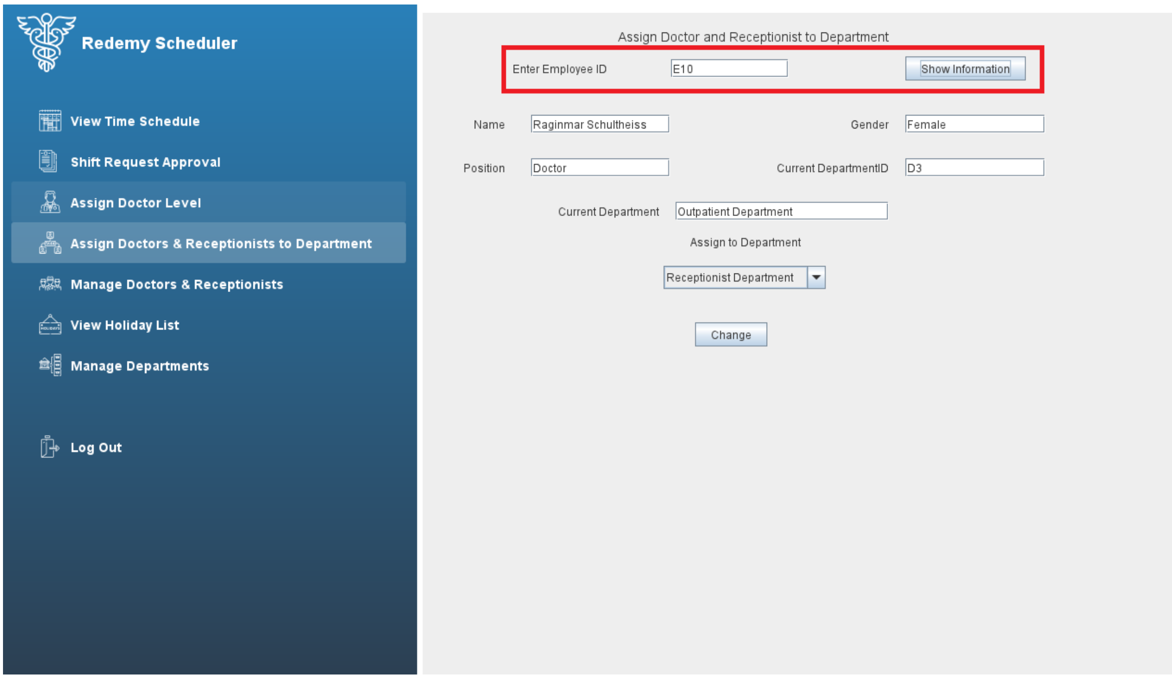
XI. Assign doctors and receptionists to department: User can use this function to assign a doctor or a receptionist to a department

Step 1: Log in as a Manager to use this function

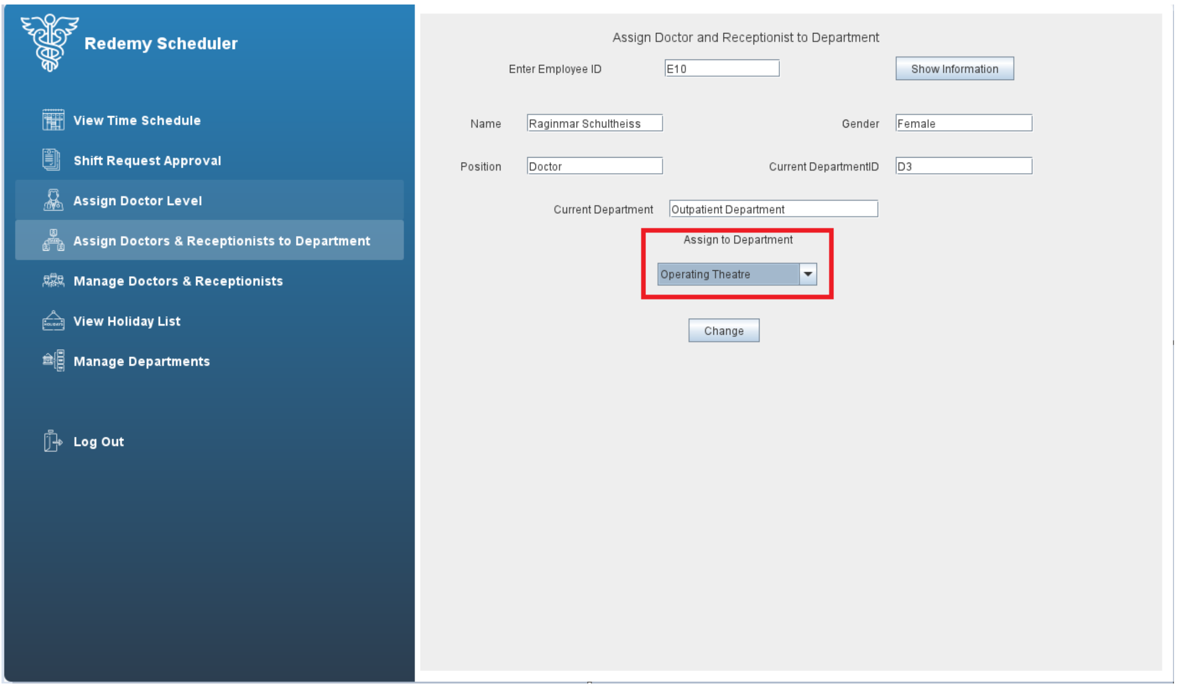
Step 2: Choose assign doctors and receptionists to department on the main menu



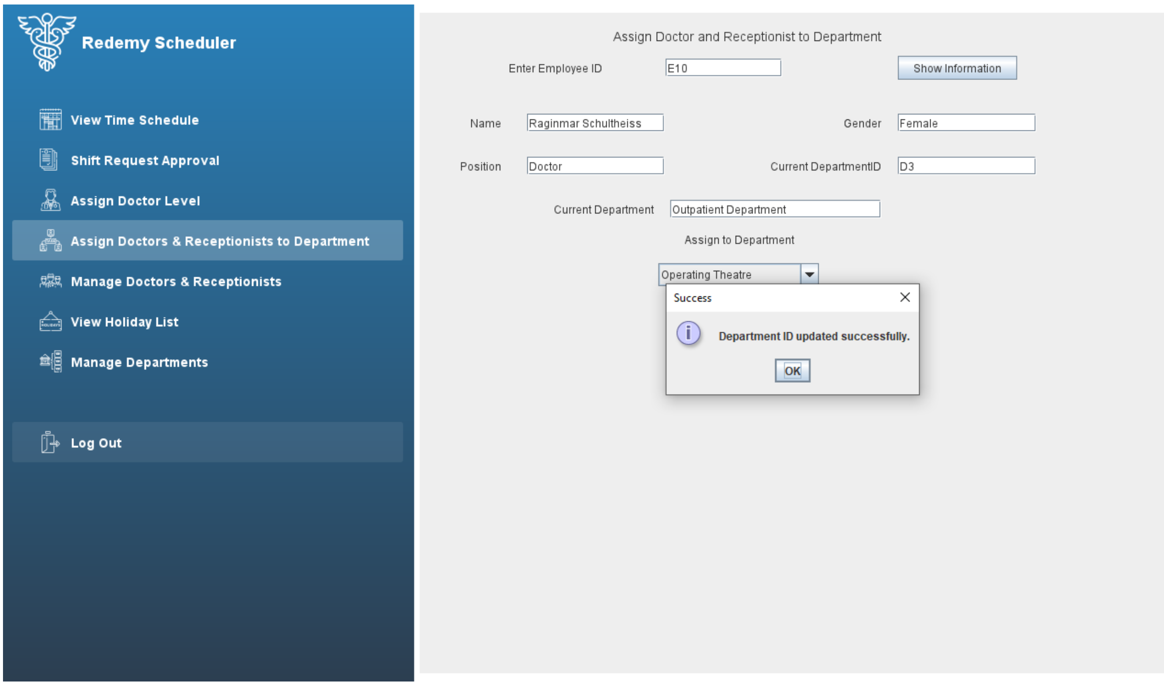
Step 3: Enter Employee ID of the employee to be assigned and click the Show Information button



Step 4: Select a department to assign the employee to



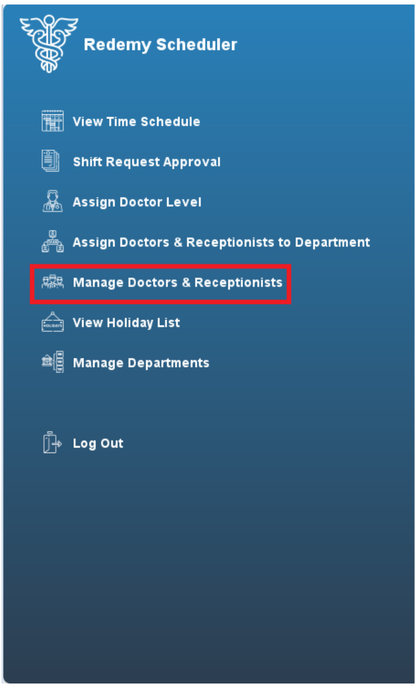
Step 5: Click the Change button and a success dialog will show up in case the doctor's department is updated successfully, user can click the OK button to close the dialog and continue updating another doctor's department



XII. Manage doctors and receptionists: User can use this function to view, add, update, delete doctors and receptionist in the database

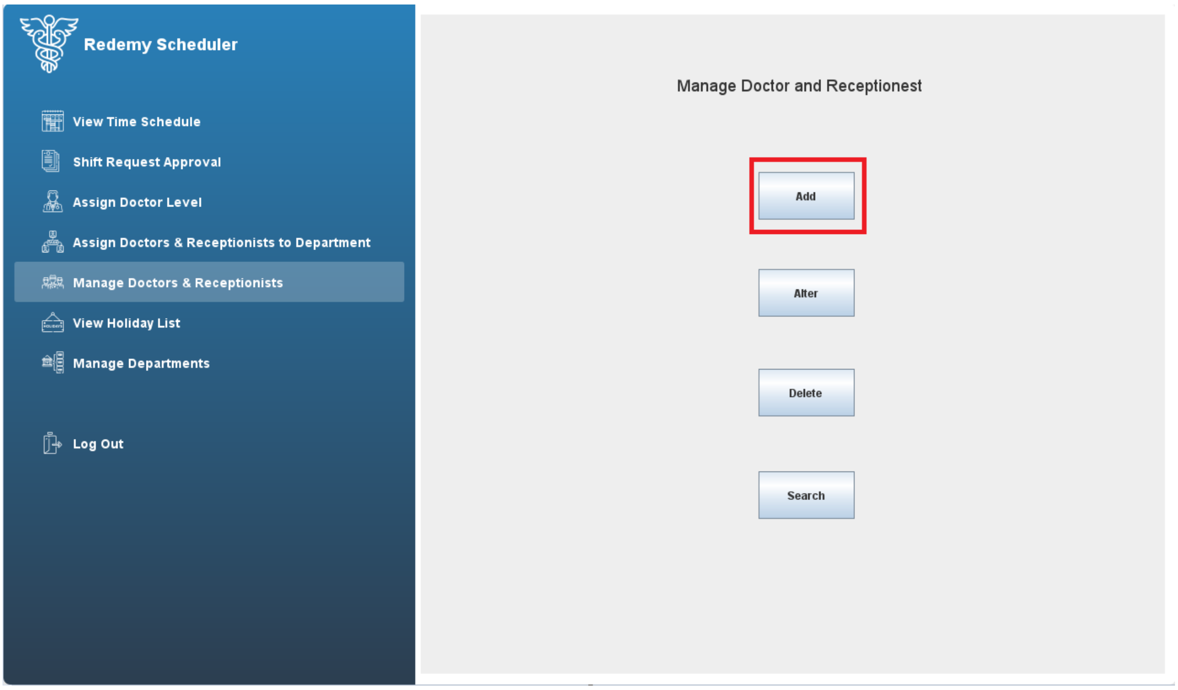
Step 1: Log in as a Manager to use this function

Step 2: Choose manage doctors and receptionists on the main menu

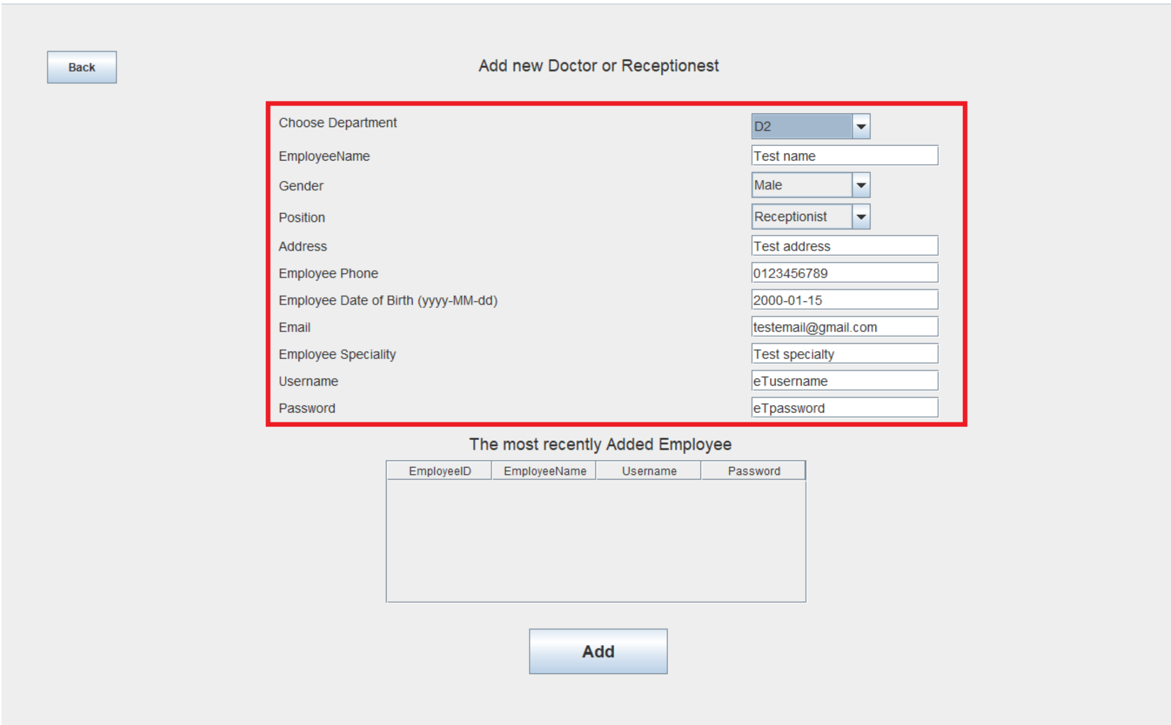


1. Add doctor or receptionist

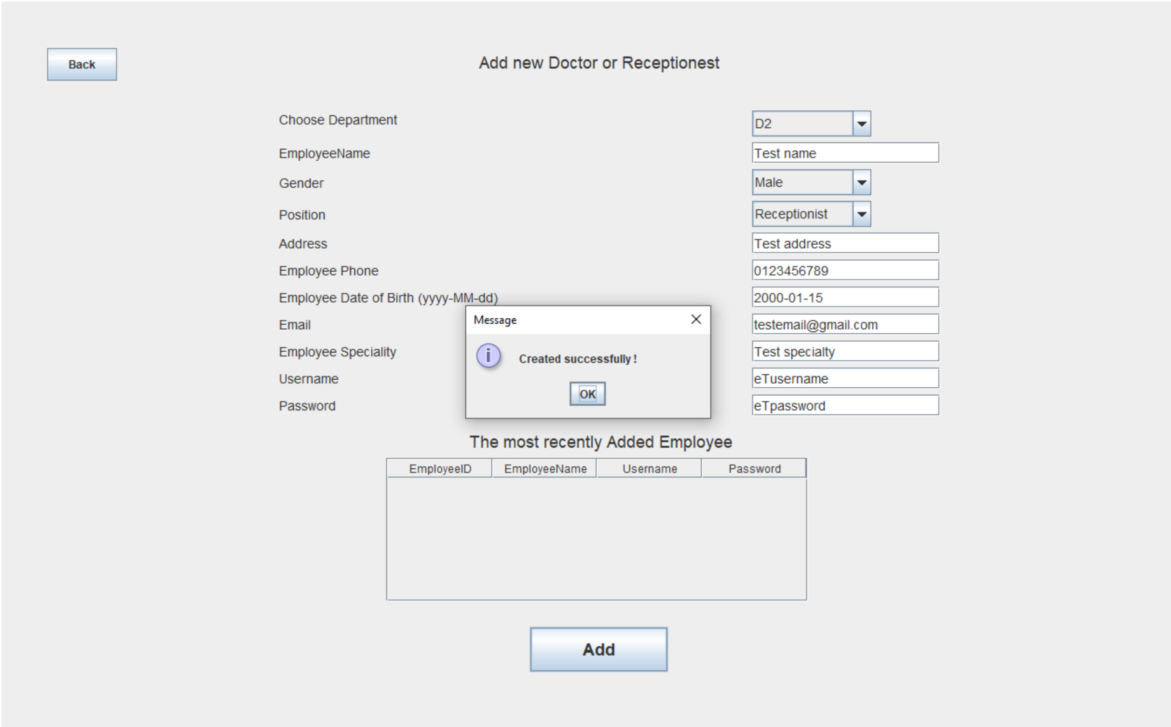
Step 1: Click Add and a popup window will show up



Step 2: Enter the doctor or receptionist's information

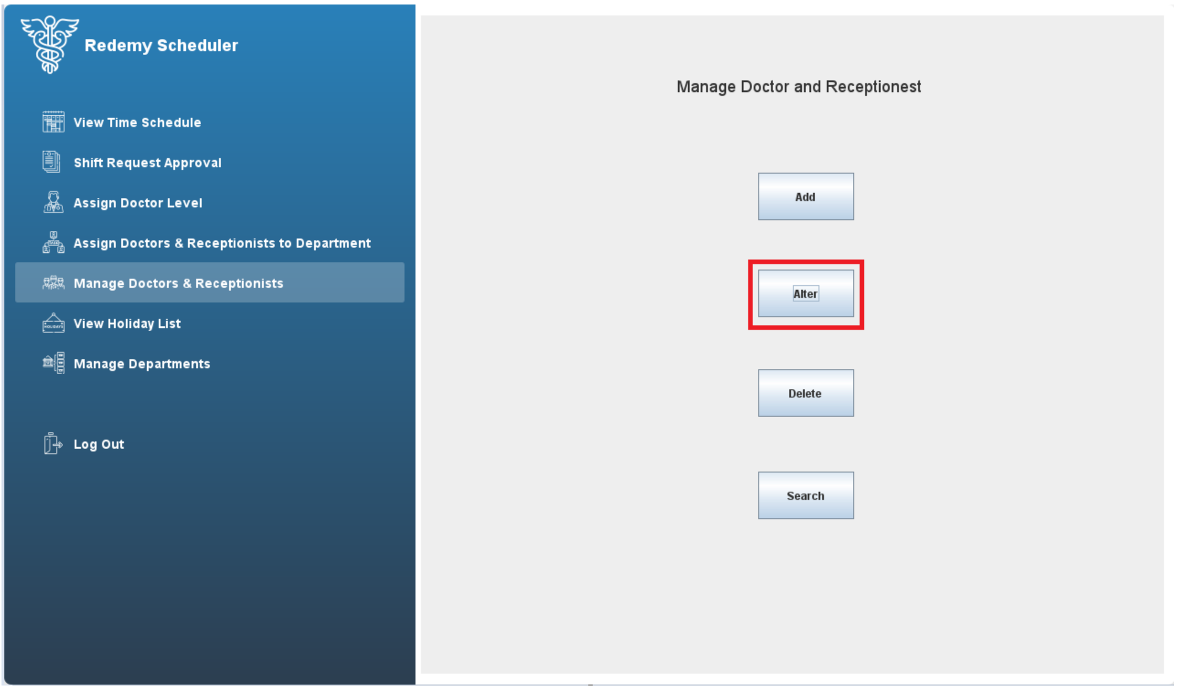


Step 3: Click the Add button and a success dialog will show up in case the new doctor or receptionist is added successfully, user can click the OK button to close the dialog and continue adding another new doctor or receptionist

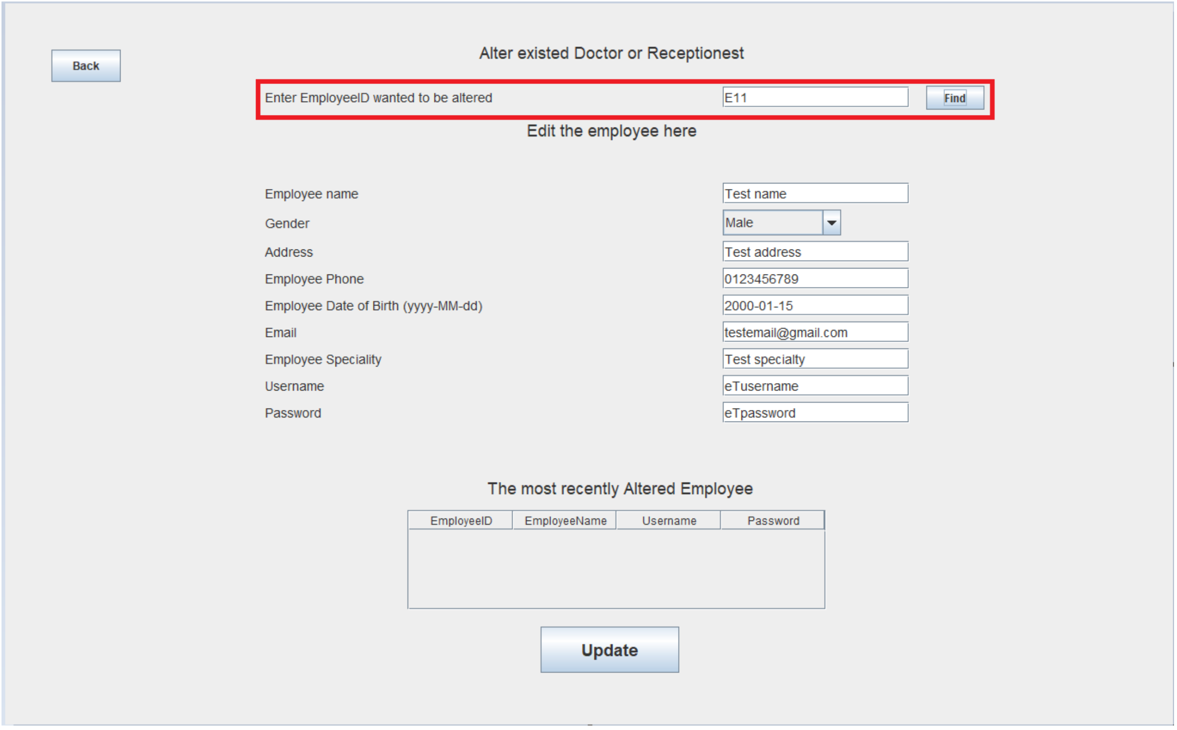


2. Alter doctor or receptionist

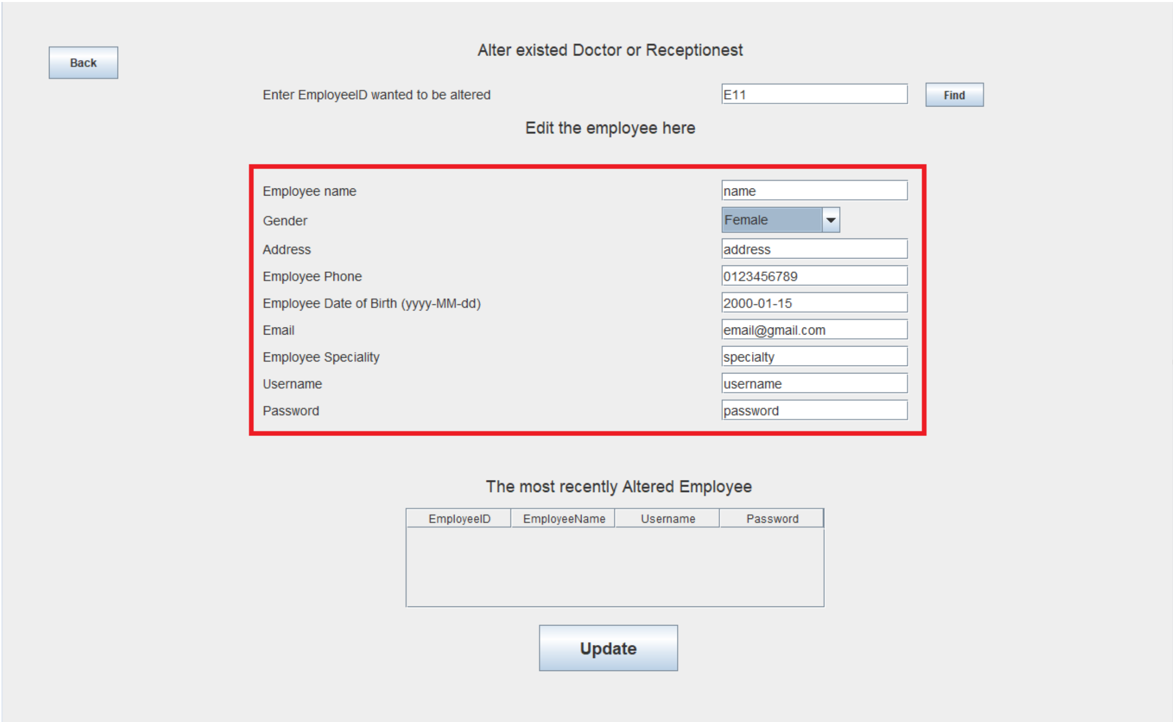
Step 1: Click Alter and a popup window will show up



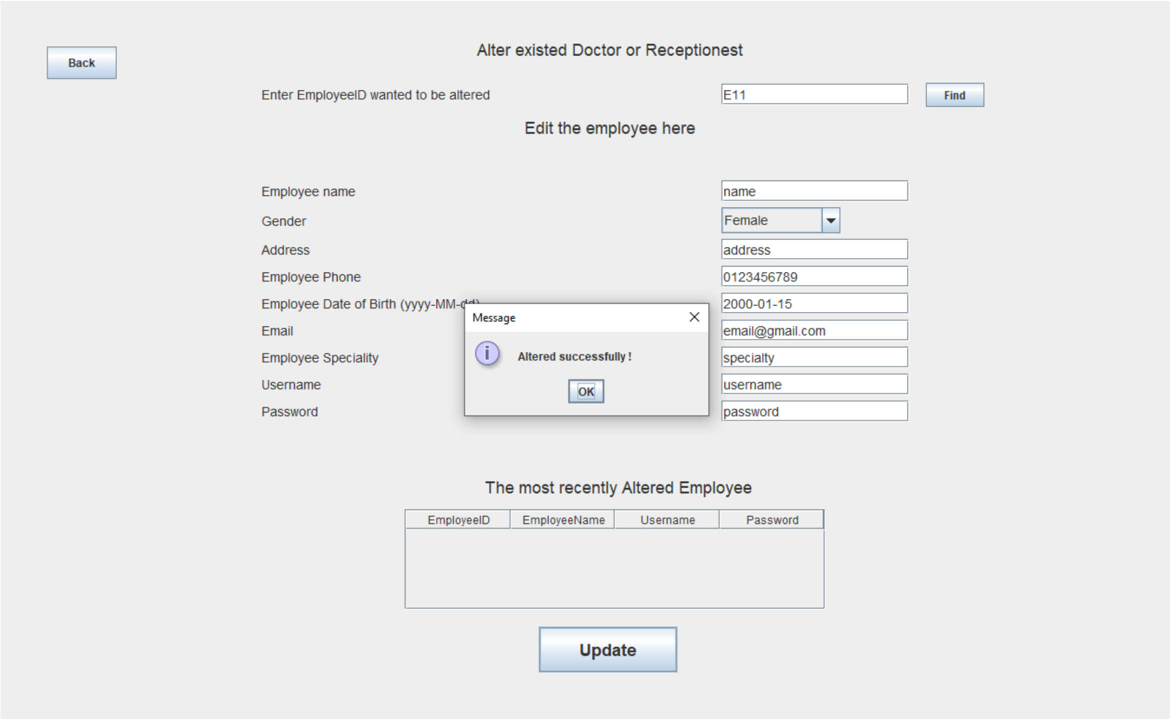
Step 2: Enter Employee ID of the employee to be altered and click the Find button, then click the Yes button on the dialog shows up in case the Employee ID exists



Step 3: Change the employee's information

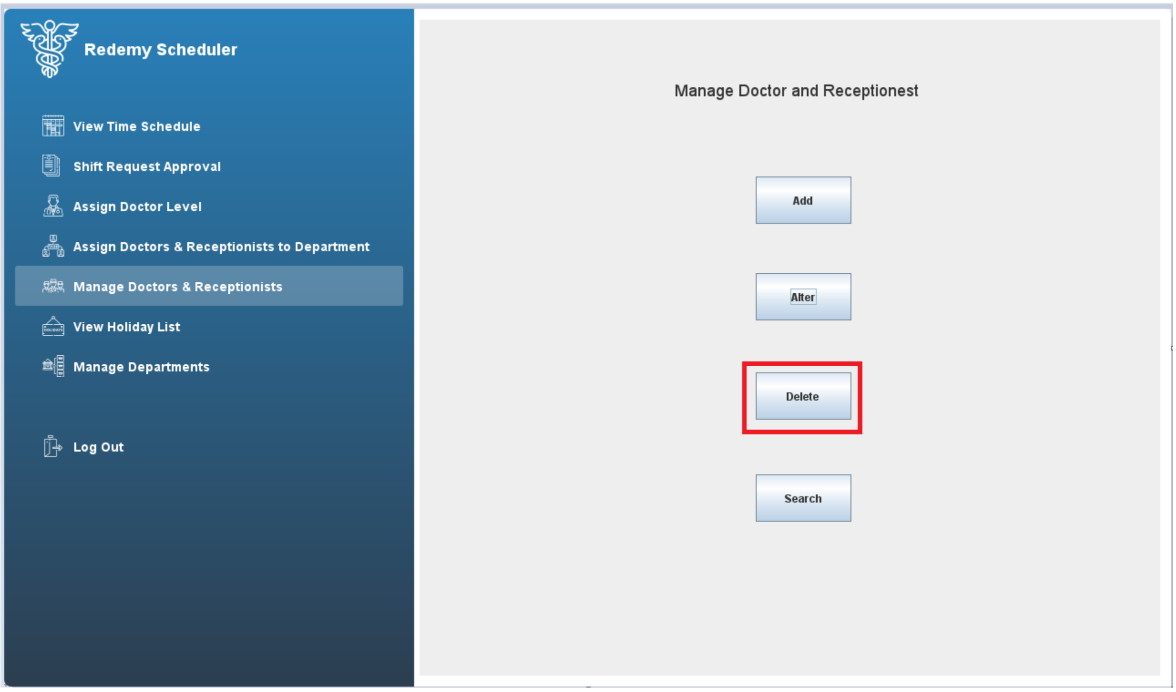


Step 4: Click the Update button and a success dialog will show up in case the doctor or receptionist is altered successfully, user can click the OK button to close the dialog and continue altering another doctor or receptionist

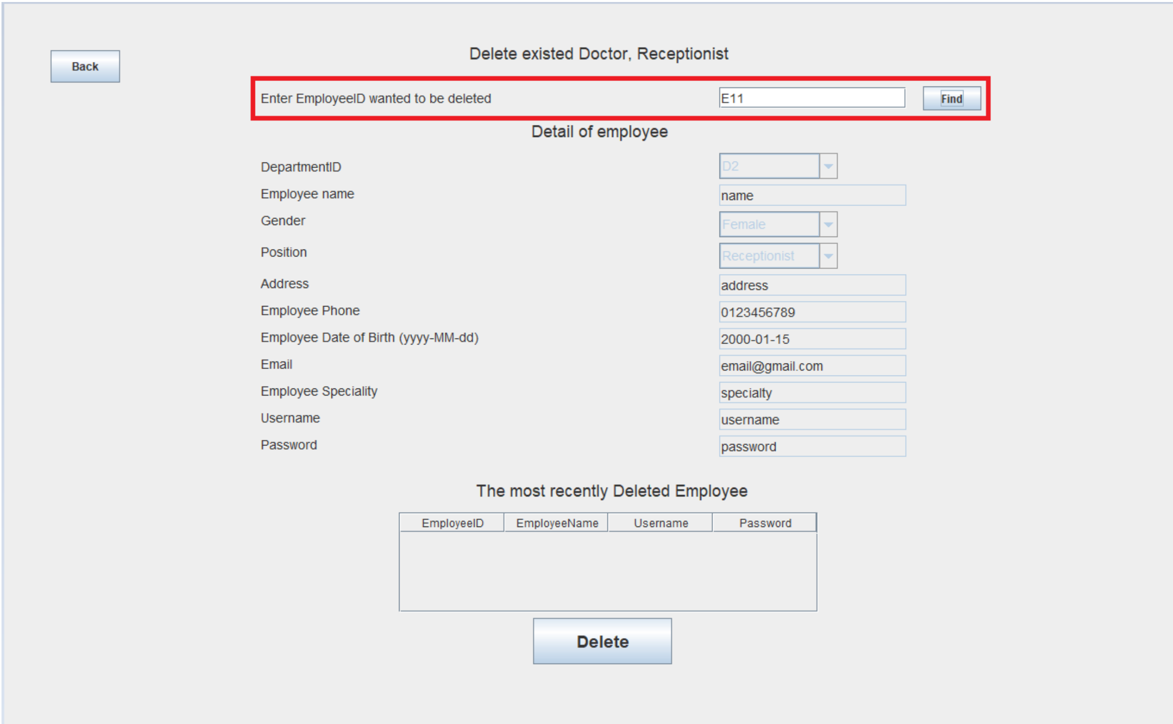


3. Delete doctor or receptionist

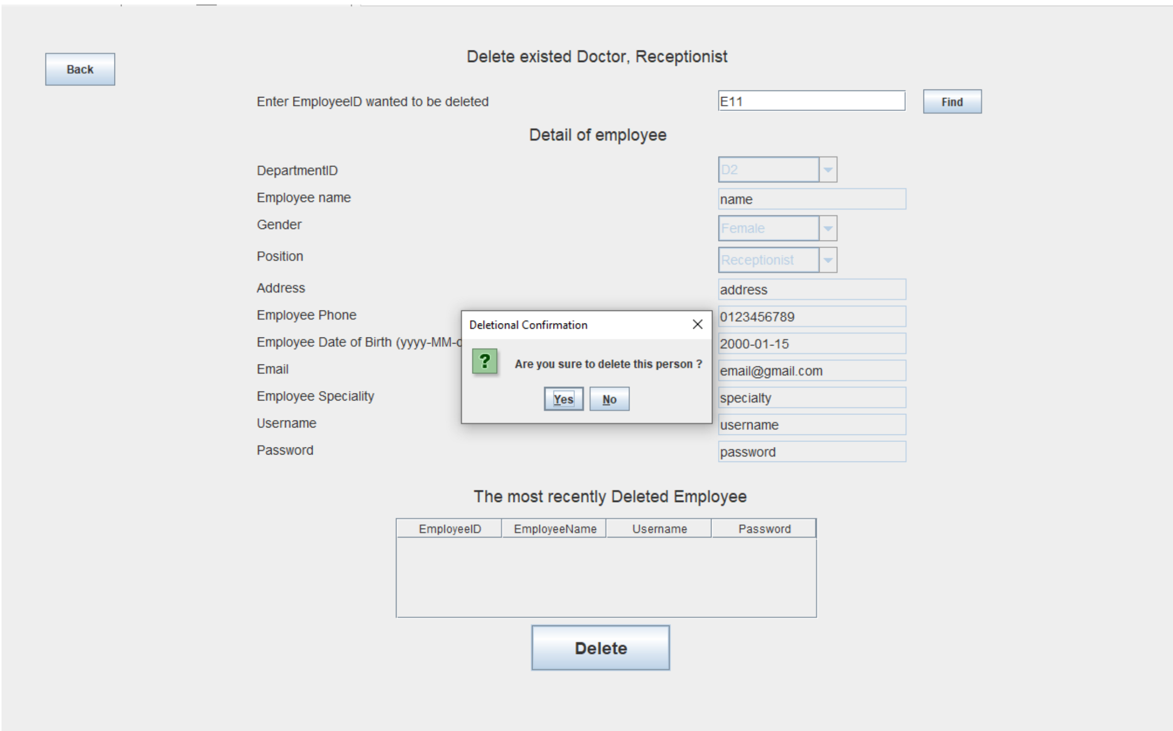
Step 1: Click Delete and a popup window will show up



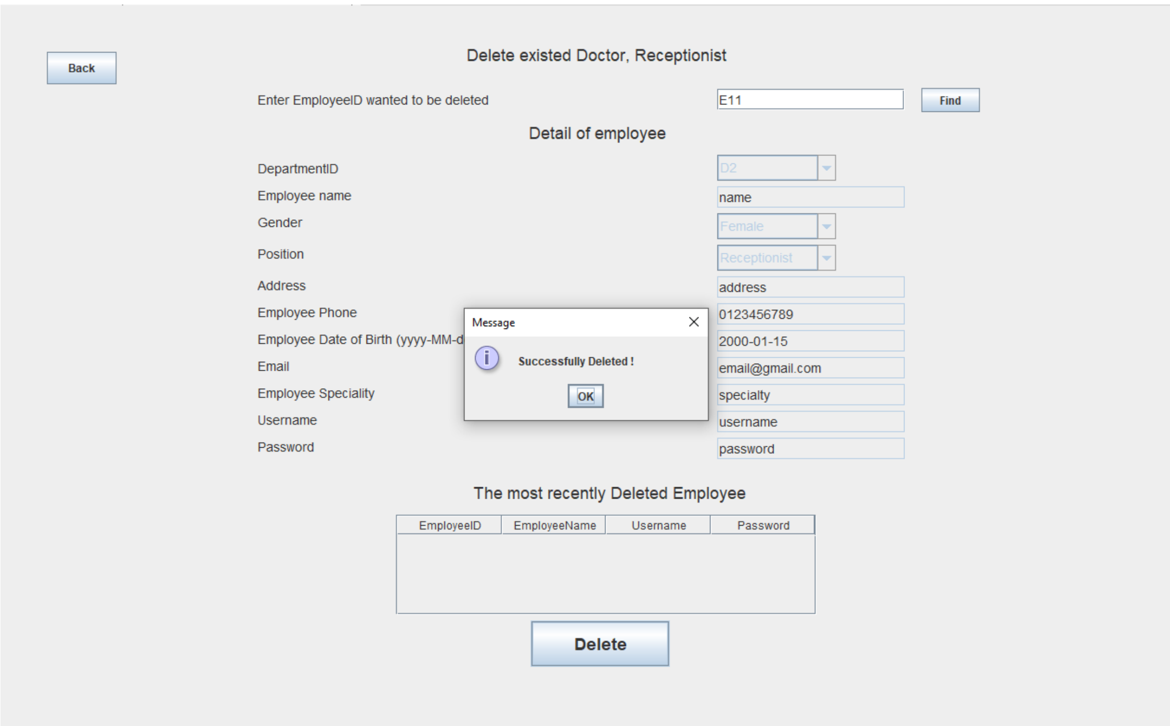
Step 2: Enter Employee ID of the employee to be deleted and click the Find button, then click the Yes button on the dialog shows up in case the Employee ID exists



Step 3: Click the Delete button and a confirmation dialog will show up

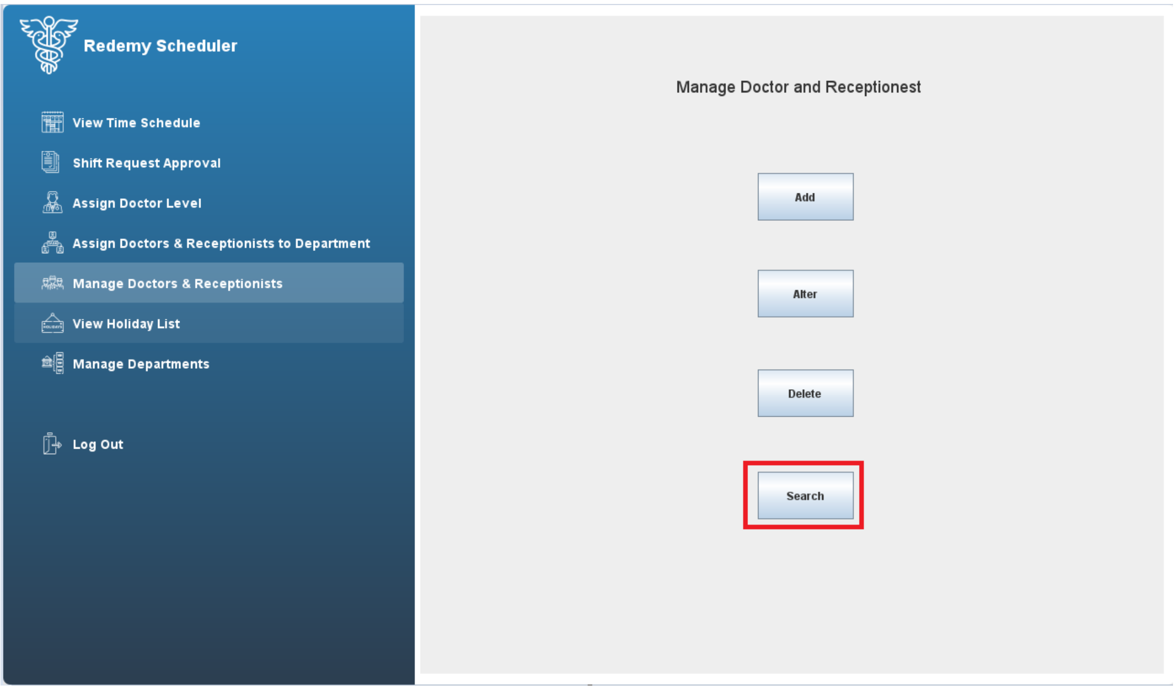


Step 4: Choose Yes to confirm deleting the employee or No to cancel. In case user choose Yes, a success dialog will show up in case the doctor or receptionist is deleted successfully, user can click the OK button to close the dialog and continue deleting another doctor or receptionist

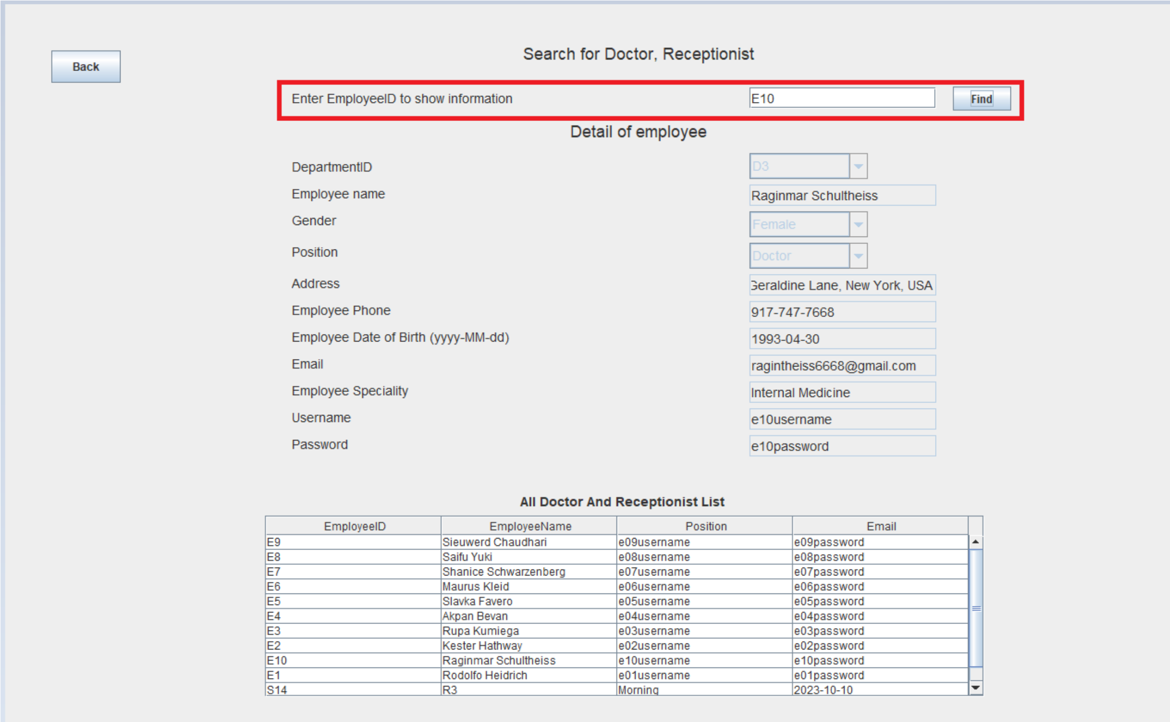


4. Search doctor or receptionist

Step 1: Click Search and a popup window will show up



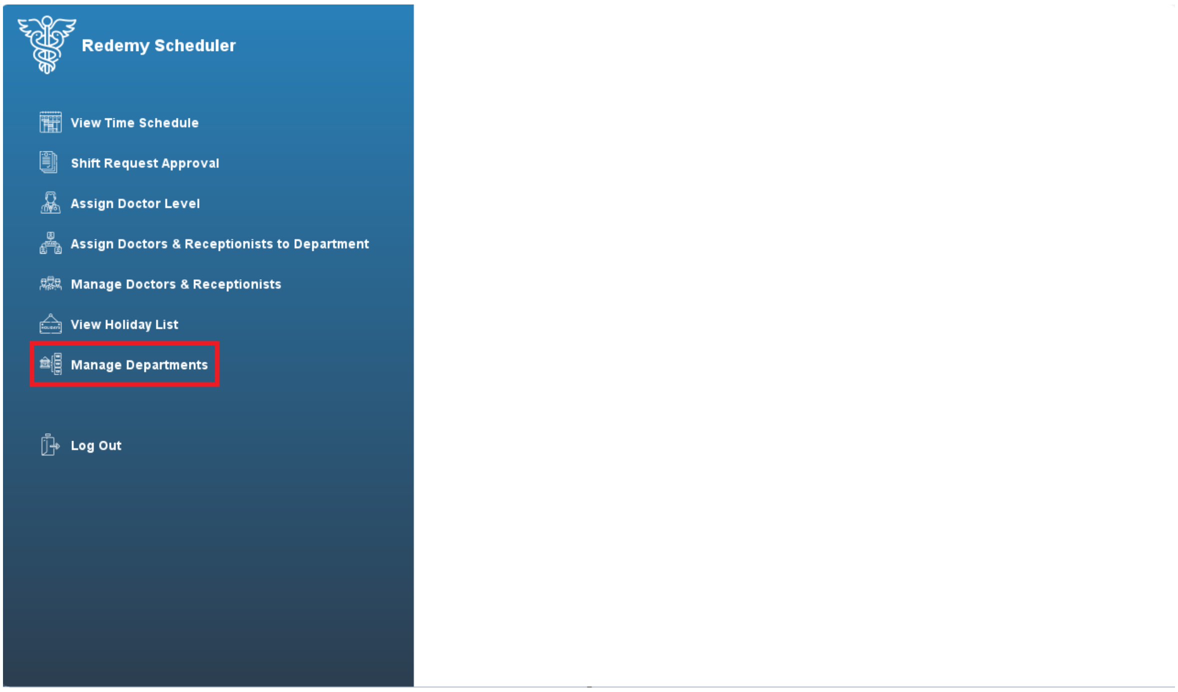
Step 2: Enter the Employee ID of an employee and click the Find button, then click the Yes button on the dialog shows up in case the Employee ID exists. The employee's details will be shown below



XIII. Manage departments: User can use this function to view, add, update, delete departments in the database

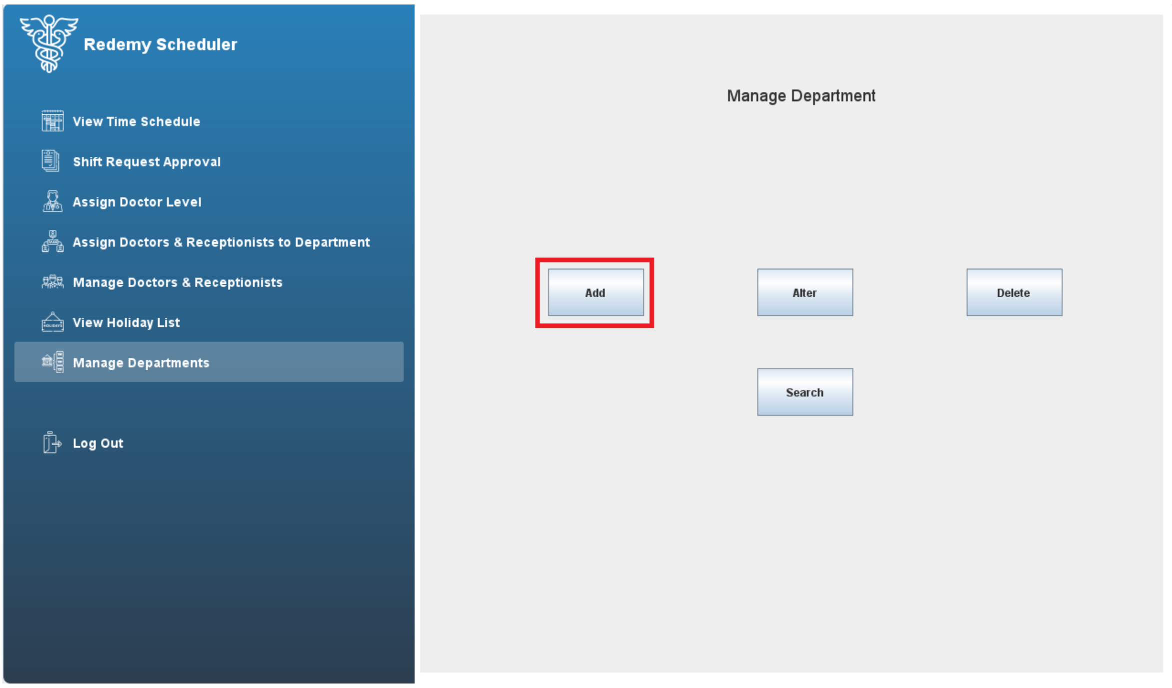
Step 1: Login as a Manager to use this function

Step 2: Choose manage departments on the main menu

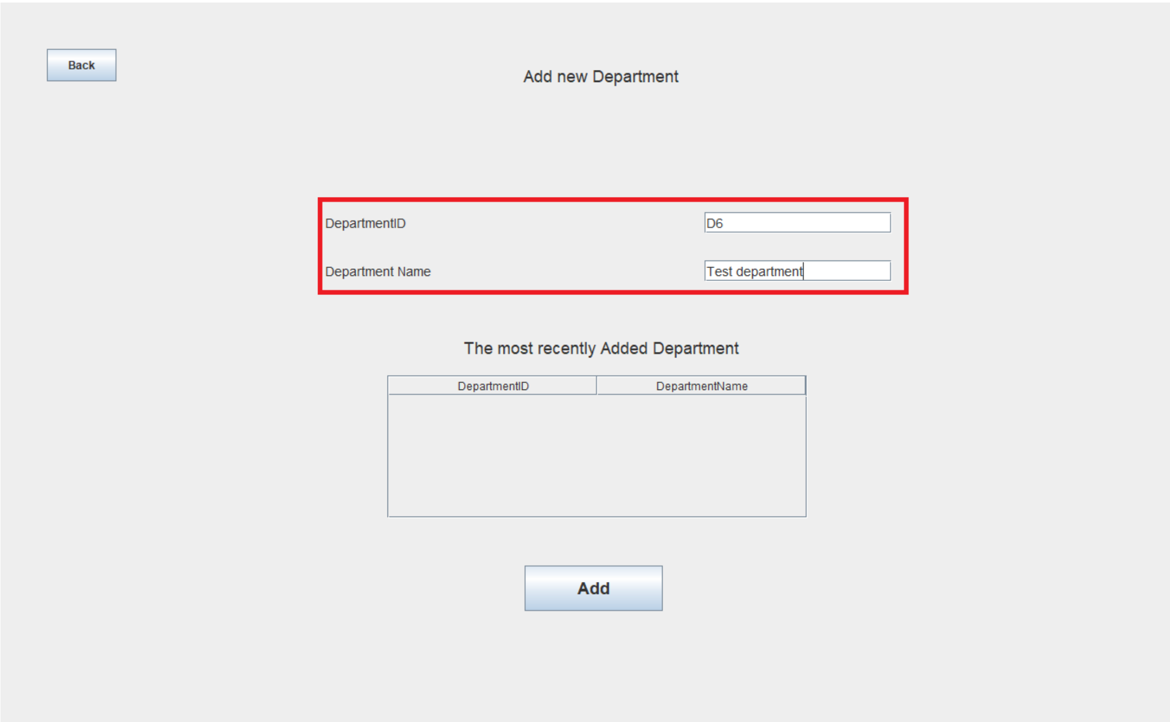


1. Add department

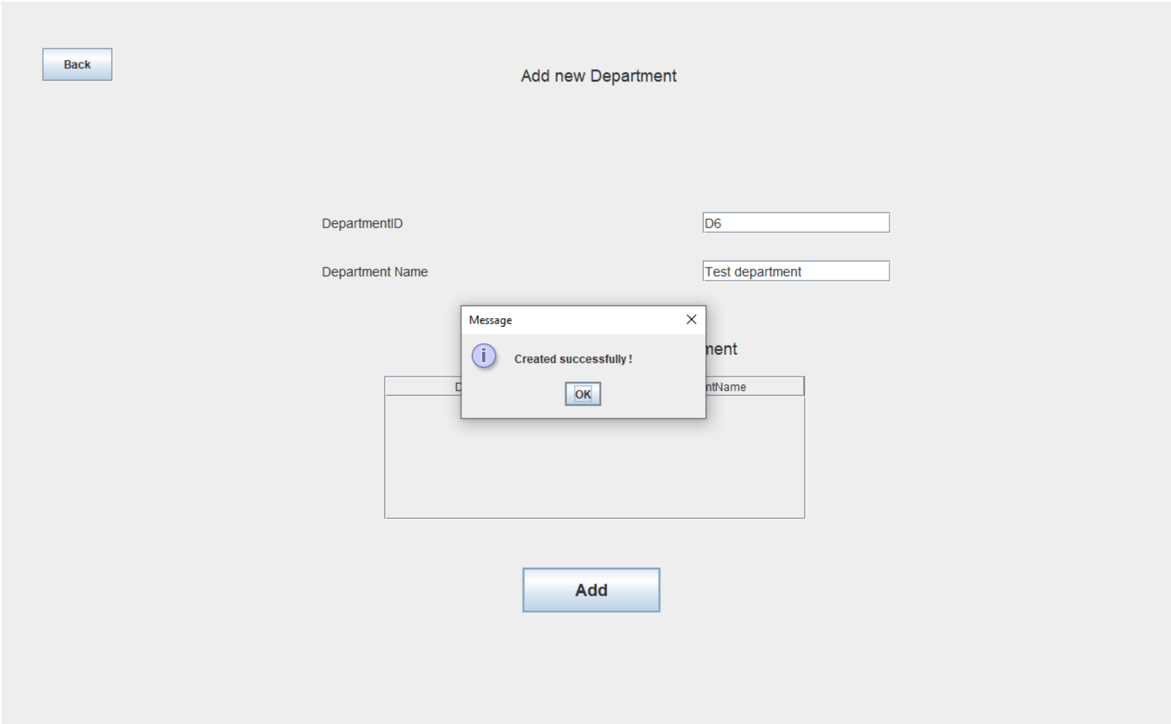
Step 1: Click Add and a popup window will show up



Step 2: Enter department ID and department name

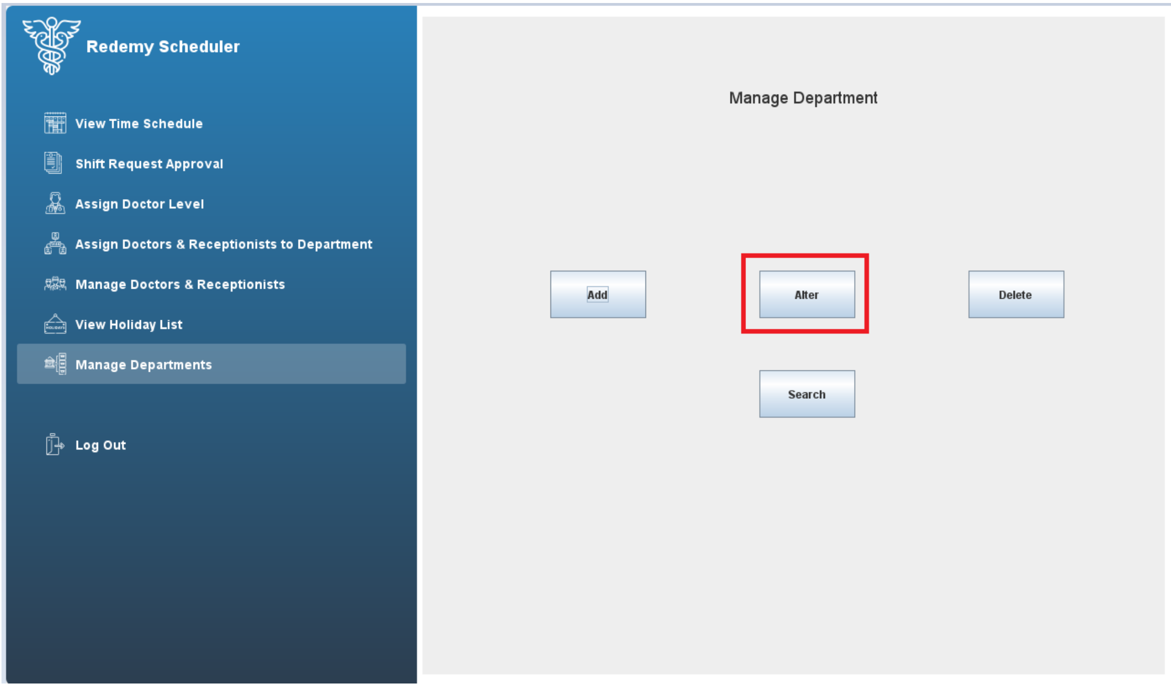


Step 3: Click the Add button and a success dialog will show up in case the new department is created successfully, user can click the OK button to close the dialog and continue adding another new department

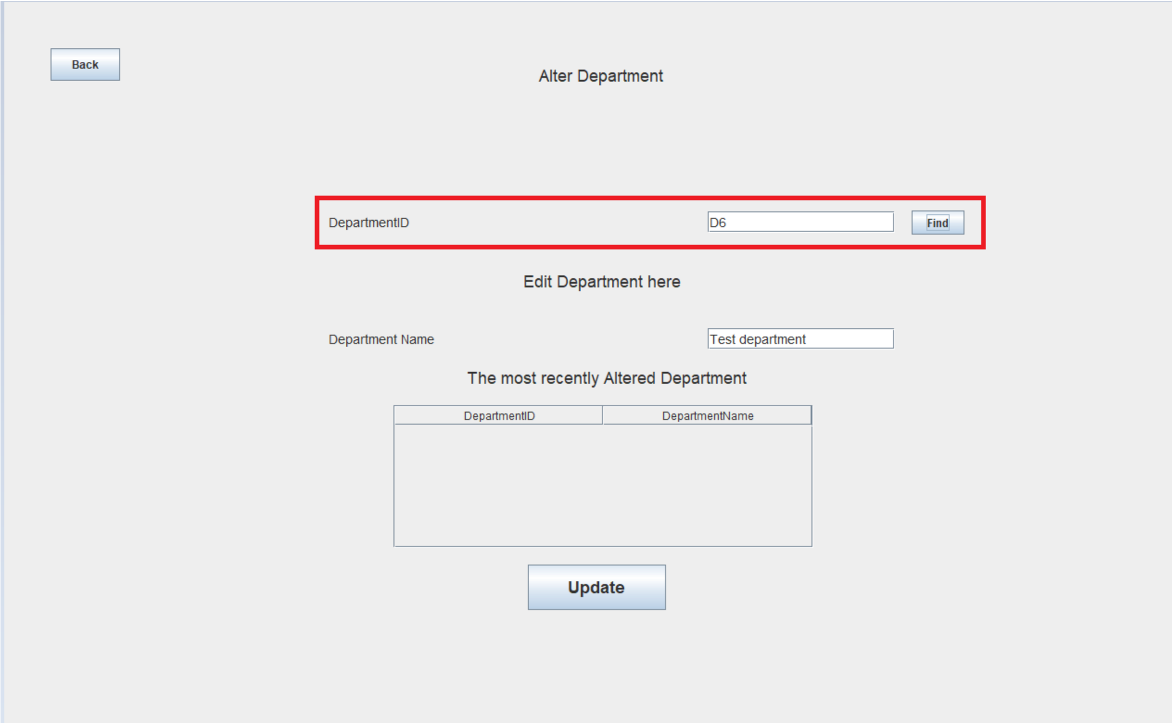


2. Alter department

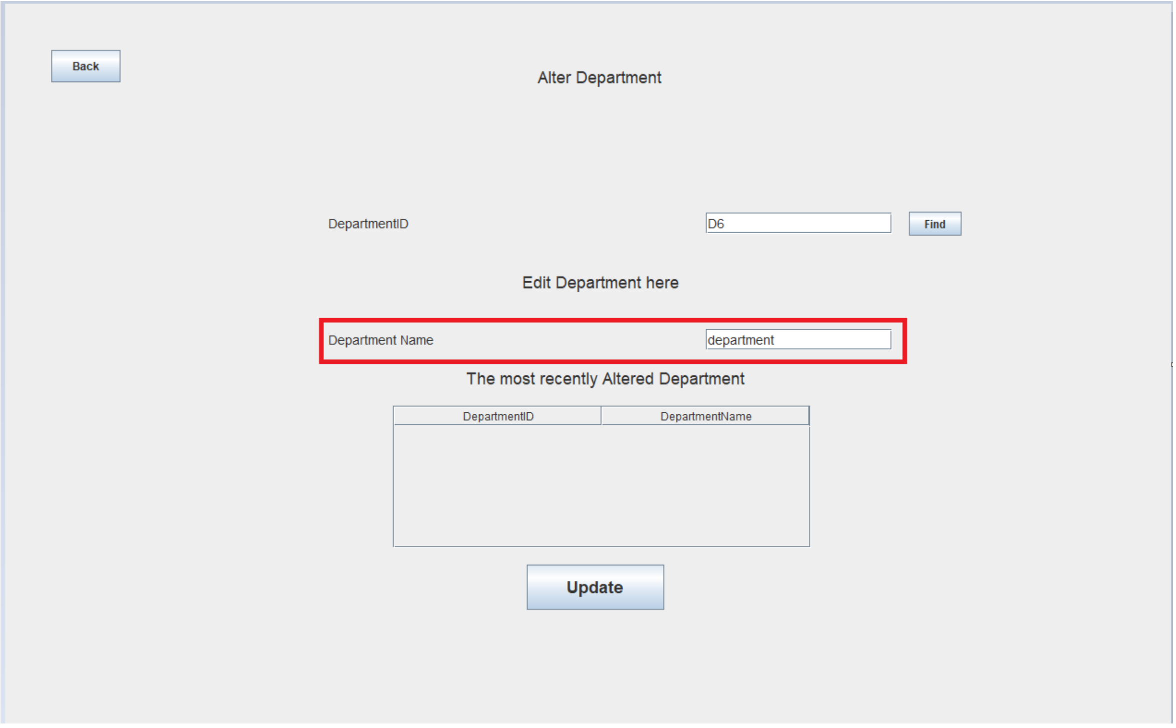
Step 1: Click Alter and a popup window will show up



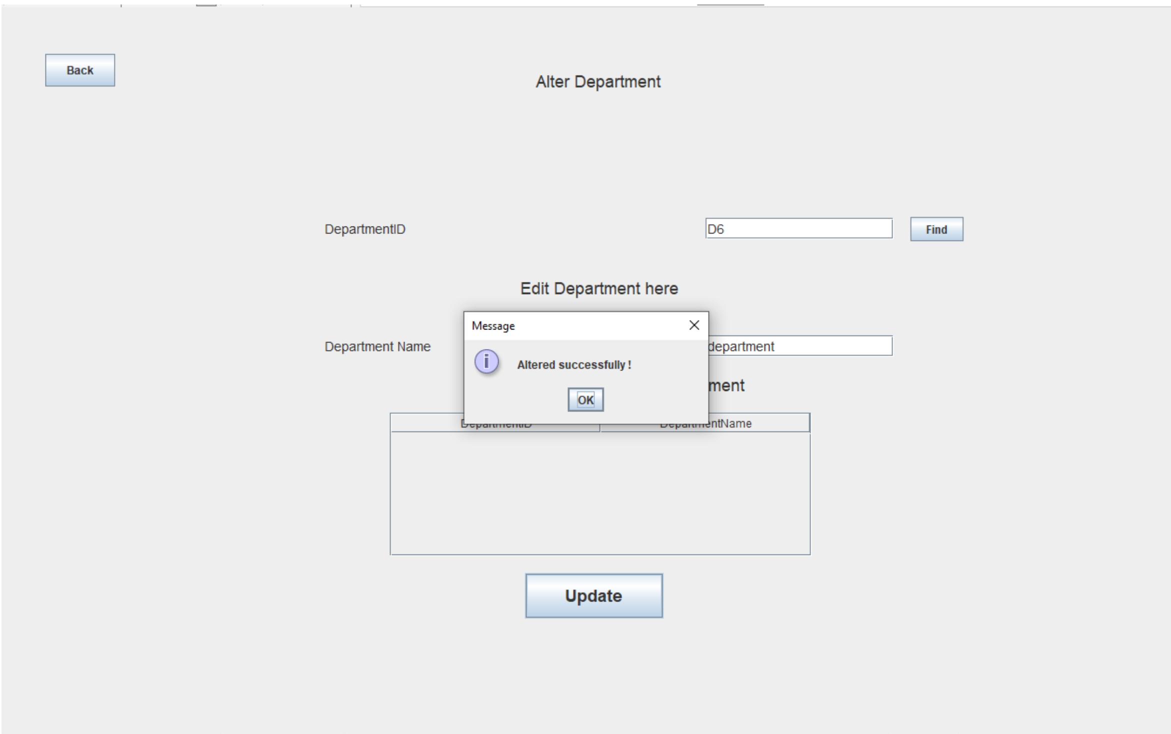
Step 2: Enter Department ID to be altered and click the Find button, then click the Yes button on the dialog shows up in case the Department ID exists



Step 3: Change the department's name

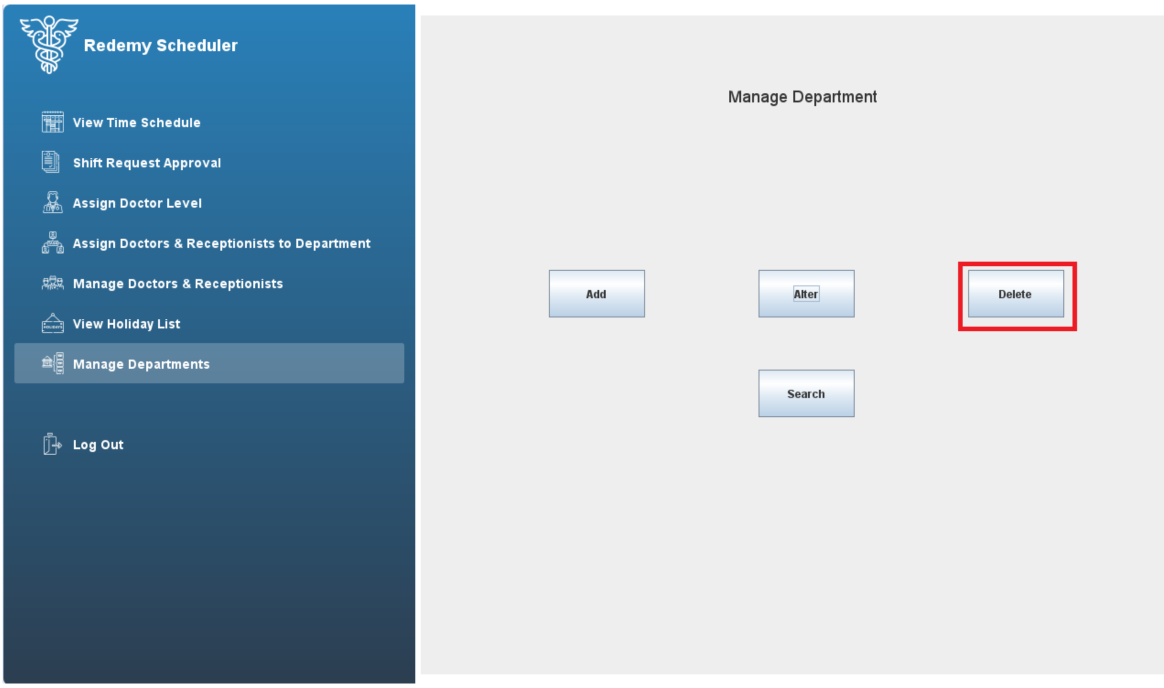


Step 4: Click the Update button and a success dialog will show up in case the department is altered successfully, user can click the OK button to close the dialog and continue altering another department

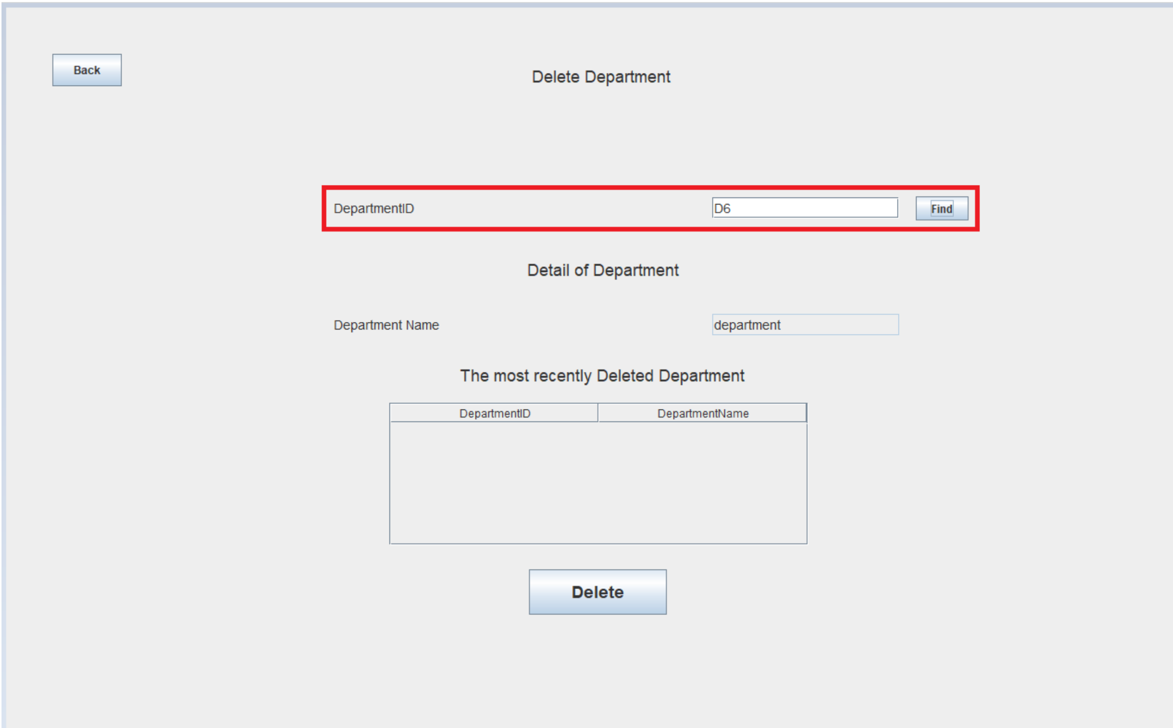


3. Delete department

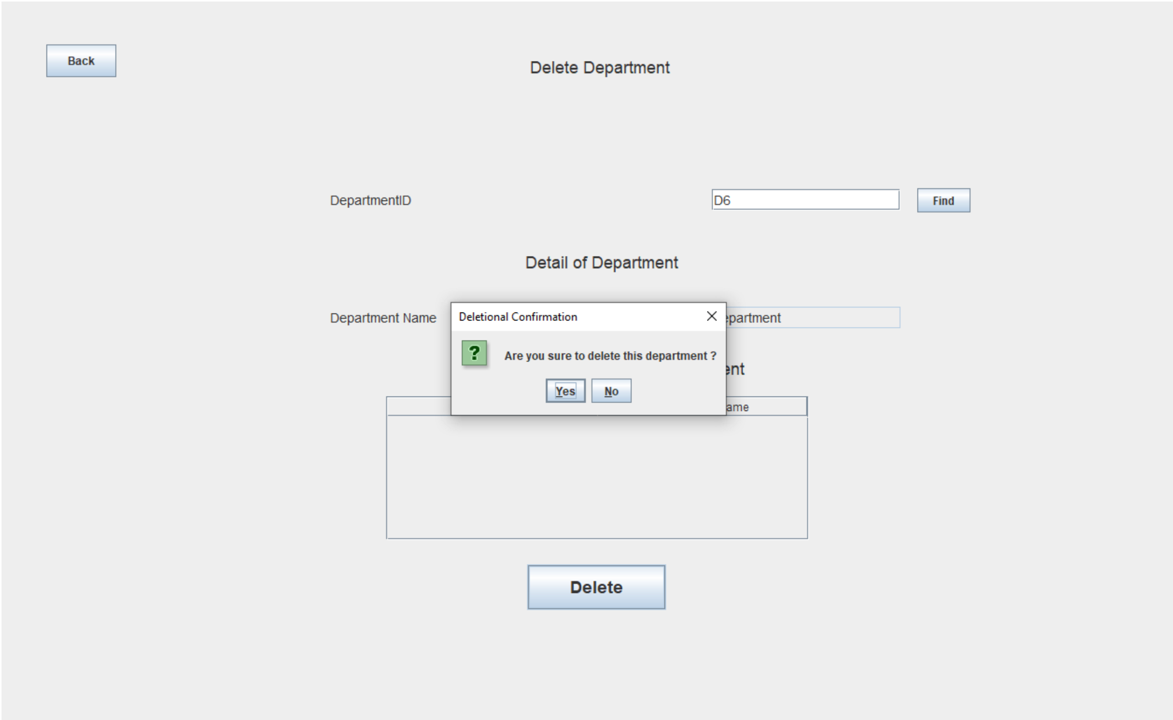
Step 1: Click Delete and a popup window will show up



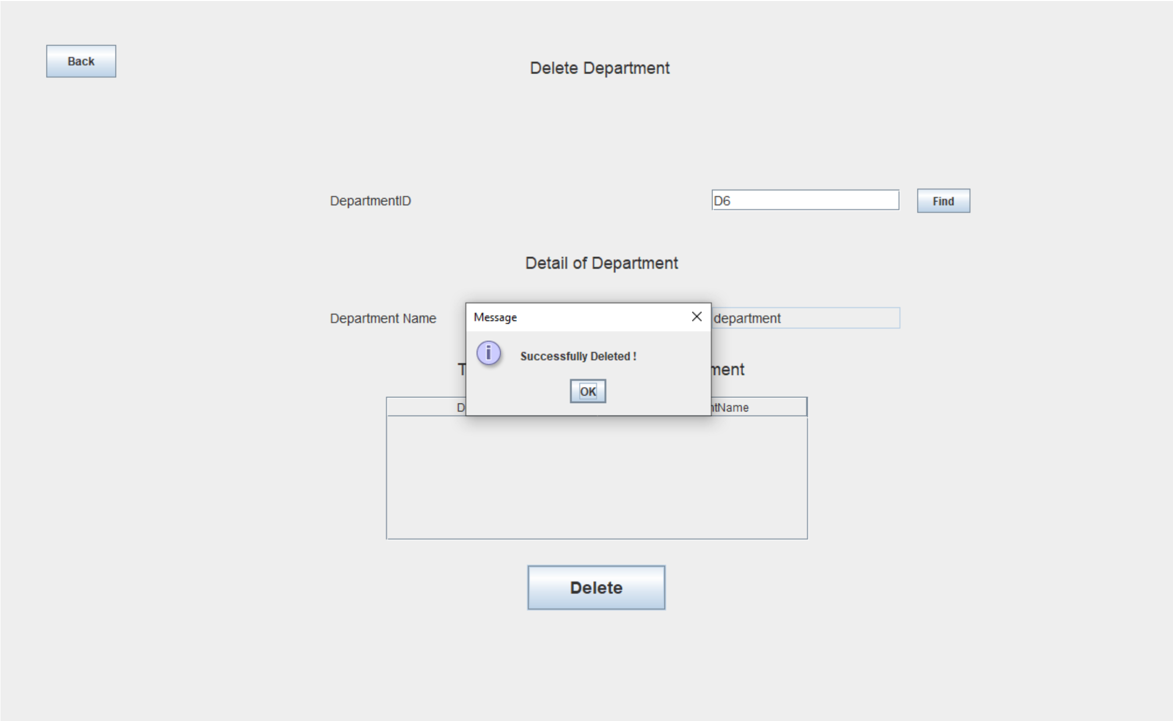
Step 2: Enter Department ID to be deleted and click the Find button, then click the Yes button on the dialog shows up in case the Department ID exists



Step 3: Click the Delete button and a confirmation dialog will show up

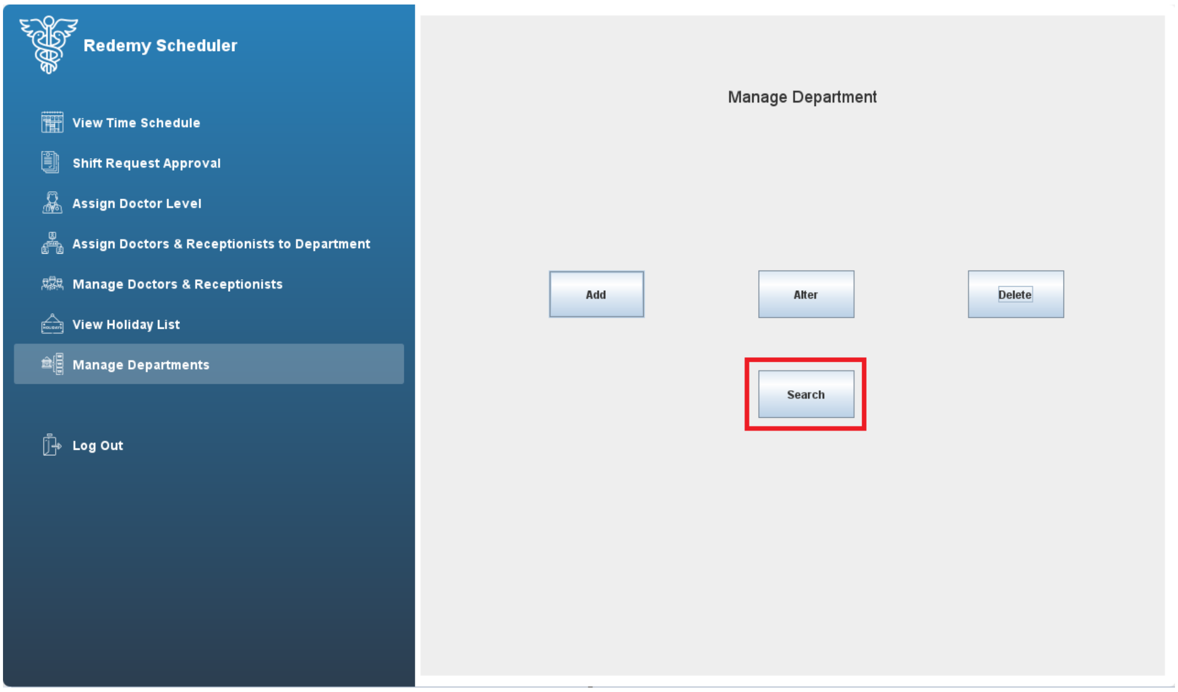


Step 4: Choose Yes to confirm deleting the department or No to cancel. In case user choose Yes, a success dialog will show up in case the department is deleted successfully, user can click the OK button to close the dialog and continue deleting another department

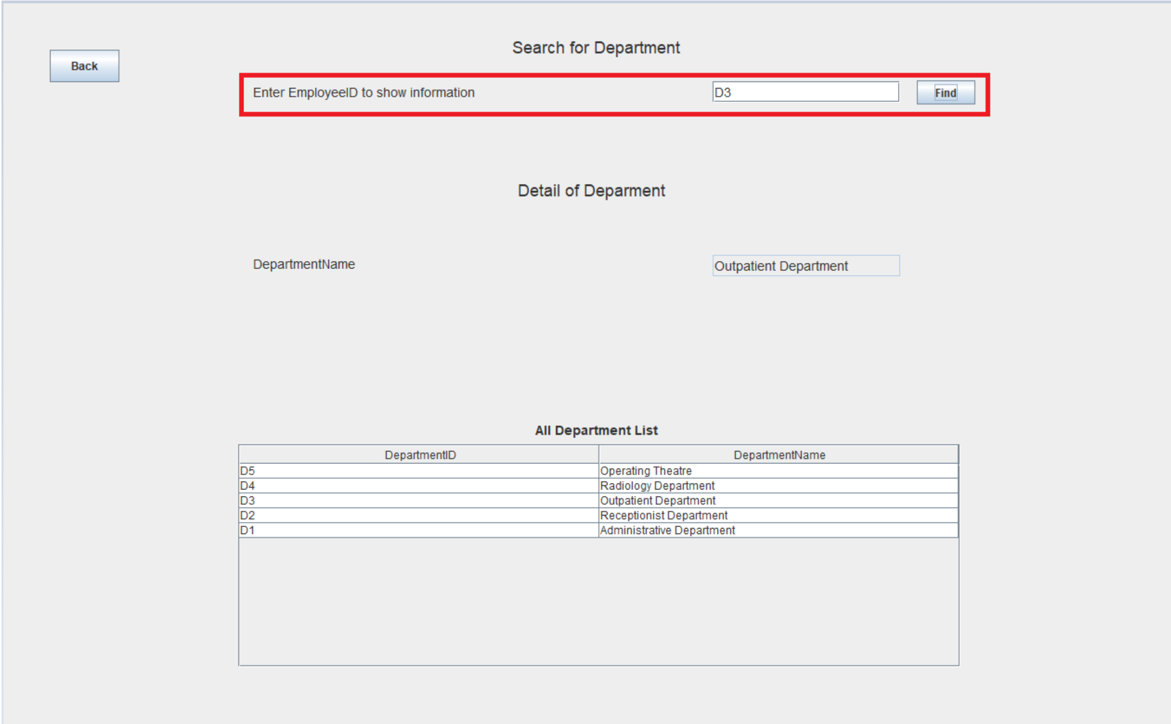


4. Search department

Step 1: Click Search and a popup window will show up



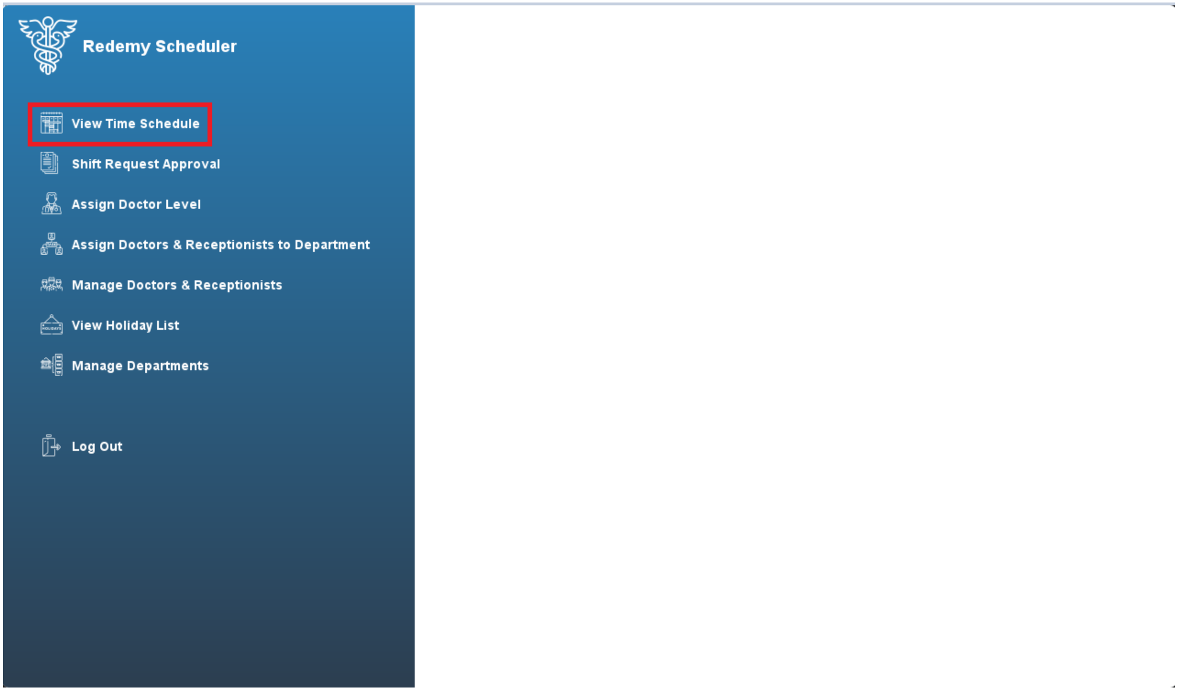
Step 2: Enter the Department ID of the department and click the Find button, then click the Yes button on the dialog shows up in case the Department ID exists. The department's details will be shown below



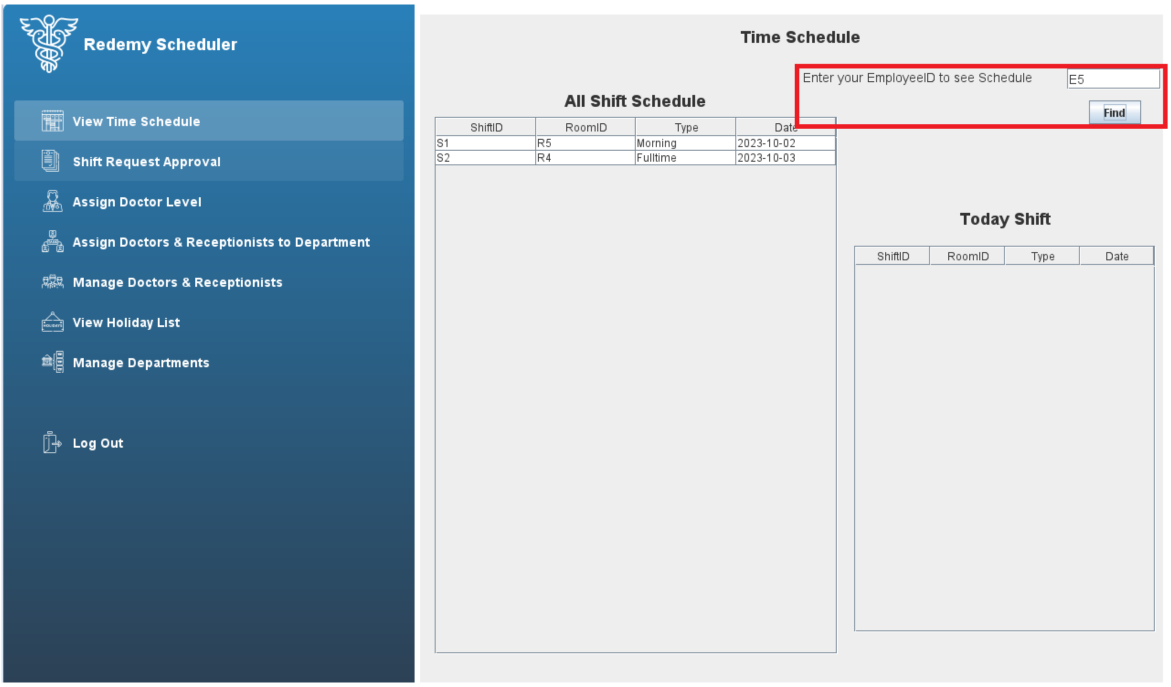
XIV. View time schedule: User can use this function to view the time schedule of an employee

Step 1: Log in as any position

Step 2: Choose view time schedule on the main menu



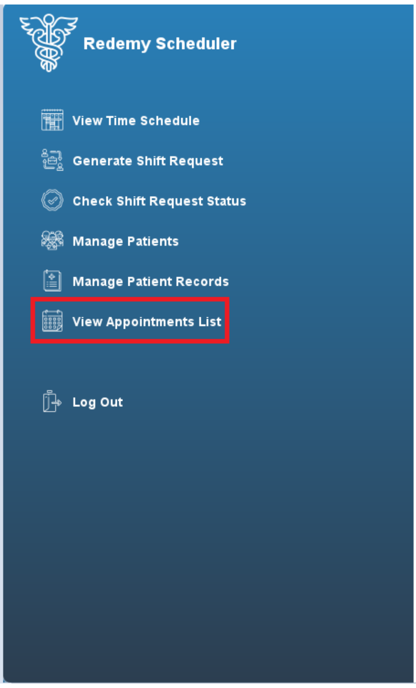
Step 3: Enter the Employee ID of the employee to view the schedule and click the Find button, then click the Yes button on the dialog shows up in case the Employee ID exists. The employee's time schedule will be shown below



XV. View appointments list: User can use this function to view the appointment list of an employee

Step 1: Log in as any position but Manager to use this function

Step 2: Choose view appointments list on the main menu



Step 3: Enter the Employee ID of the employee to view the appointment list and click the Find button, then click the Yes button on the dialog shows up

in case the Employee ID exists. The employee's appointment list will be shown below