Administrator's Manual

Contents

Generic operations

How do I set "Contact Info";

1. Select "Contact Info", from the main menu.
2. Edit some fields.
3. Click on the "Save" [icon] button.

How do I set "System Options";

1. Select "System Options", from the main menu.
2. Edit some fields.
3. Click on the "Save" [icon] button.

How do I modify my "User Profile";

1. Click on the current user's "Username" on the right part of the main page header.
2. Select "User Profile" from the pop-up menu.
3. Edit some fields.
4. Click on the "Save" [icon] button.

How do I change my password;

1. Click on the current user's "Username" on the right part of the main page header.
2. Select "Change Password" from the pop-up menu.
3. Type your new password twice.
4. Click on the "Save" [icon] button.

Users

How do I create a new "User";

1. Select "User Management", from the main menu.
2. Click on the "Insert" [+] button.
3. Edit some fields.
4. Click on the "Save" [✎] button.

How do I modify an existing "User";

1. Select "User Management", from the main menu.
2. Select the user checking the "selection box" on the left of his (or her) record.
3. Click on the "Edit" [✎] button.
4. Edit some fields.
5. Click on the "Save" [✎] button.

Doctors

How do I create a new "Doctor";

1. Select "Doctors", from the main menu.
2. Click on the "Insert" [+] button.
3. Edit some fields.
4. Click on the "Save" [✎] button.

How do I modify an existing "Doctor";

1. Select "Doctors", from the main menu.
2. Select the doctor checking the "selection box" on the left of his (or her) record.
3. Click on the "Edit" [✎] button.
4. Edit some fields.
5. Click on the "Save" [✎] button.

How do I set the "Working Hours of a Week" for an existing "Doctor";

1. Select "Doctors", from the main menu.
2. Select the doctor checking the "selection box" on the left of his (or her) record.
3. Click on the "Edit Working Time for a Week" [🕐] button.
4. Select the first date of the Week.
5. Select "YES" for each time that the doctor is going to work, for the specified week.
6. Click on the "Save" [✎] button.

How do I – physically – delete an existing "Doctor";

1. Select "Doctors", from the main menu.
2. Select the doctor checking the "selection box" on the left of his (or her) record.
3. Click on the "Delete" [🗑] button.
4. Select "YES".

Appointments

How do I create a new "Appointment";

1. Select "Appointments", from the main menu.
2. Click on the "Insert" [+] button.
3. Edit some fields.
4. Click on the "Save" [✓] button.

💣 *You cannot create an appointment, for a specific date and time, if the doctor does not work at this time.*

How do I search for an "Appointment" at a specific period;

1. Select "Search for an Appointment", from the main menu.
2. Define the preferable period (selecting "Date from" and "Date to").
3. Define the preferable doctor's specification (editing the "Specification" field).
4. Click on the "Refresh" [↻] button.

☞ *If you want to create an Appointment:*
   1. *Select the date/time you prefer checking the "selection box" on the left of its record.*
   2. *Click on the "Insert an Appointment" button.*

How do I modify an existing "Appointment";

1. Select "Appointments", from the main menu.
2. Select the appointment checking the "selection box" on the left of its record.
3. Click on the "Edit" [✎] button.
4. Edit some fields.
5. Click on the "Save" [✓] button.

How do I – physically – delete an existing "Appointment";

1. Select "Appointments", from the main menu.
2. Select the appointment checking the "selection box" on the left of its record.
3. Click on the "Delete" [🗑] button.
4. Select "YES".