

## Welcome to the hospital appointment scheduler!

This program will allow you to create and modify a digital structure of the hospital and appointments.

### Manual for admin:

This program will allow you to create and modify a digital structure of the hospital and appointments.

If you are running this program for the first time, please use login “admin” and password “default” (advice to change a password afterwards).

When logged in, program will display an Admin menu as you can see in *Figure 1* below:

```
Appointment management:

1. Add a new appointment
2. Edit an existing appointment
3. Remove an appointment
4. Search for an appointment
5. Undo last action
6. Redo last action

Staff management:

7. Add a new staff member
8. Remove a staff member

Treatment type management:

9. Add a new treatment type
10. Show available treatment types

Other:

11. Edit personal information
12. Change password
13. Help

0. Log out
```

1. To add a new appointment, you must choose a treatment type, enter a date *FROM* and *TILL*. Date must be in a *dd-mm-year hh* format. Pick up a slot for an appointment. It will then be created and displayed.
2. Edit an Existing appointment. Need to enter an ID and change an appointment.
3. To remove an appointment, you must specify it's ID
4. Search an appointment.
5. Undo last action
6. Redo last action

7. To add a new staff member, you must enter First name, Last name, specify role and office. Program will display your entry and you have press Y to confirm or any other key to reject it.
8. To remove a staff member, you must enter his First name, Last name and confirm your entry.

9. To add a new treatment type, you must name this treatment, specify number of professionals needed and their roles.
10. Prints a list of available treatment types

Figure1: Admin Menu

11. To edit personal information, you must specify a data you want to change (First name, Last name or Office), input a new data
12. To change a password, you must enter and confirm it.

## Manual for staff:

If you are running this program for the first time, please use your lowercase first name and last name as a login (e.g. "georgesmith") and password "default" (advice to change a password afterwards).

When logged in, program will display a Staff menu as you can see in *Figure 2* below:

```
Appointment management:
1. Search for an appointment
2. Display the electronic diary
3. Backup the electronic diary
4. Restore the latest backup of the electronic diary
5. Undo last action
6. Redo last action

Task management:
7. Add a new task
8. Remove a task
9. Display the task list

Other:
10. Change your password
11. Change your personal details
12. Change your working schedule
13. Help

0. Log out
```

1. Prints out an electronic diary for you.
2. Backs up electronic diary into a txt file ( )
3. Restores backup of the diary from the text file.
4. Undo function reverse your last action.
5. Redo function reverse your last undo.
6. Adds a new task to the list. You must input a name, task description and a due date.
7. Prints out list of tasks if you have any. To remove task, you must input a name of the task from the list.
8. Prints out a task list.

*Figure 2: Staff Menu*

9. Changes your password. You must enter your new passwords and then confirm it again in order to change it.
10. Changes any of the following details: First name, Last name, Office. To change it, you must choose a detail you want to change and enter a new one. **Please remember that if you change first name or last name – your login also changes!**
11. Changes your working schedule. Do to it, you must select a day (Mon-Sun), input your shift start time, end time. Time format must be h:mm (e.g. "8:00")