

Step 1: Open the browser & **URL:uphmis.in/dd**

Step 2:Login Credential: Sign-in with user name (Ehrms code) & Password as provided.



## Doctor's Dairy



Online

xxxxxxxx

.....|

Sign In

Clear

[Forget Password?](#)

If you get the below popup window,



**Add Doctors Dairy to homescreen**  
uphmis.in

OK

Later



**Docs Dairy**  
Install this website as a web page on the Apps screen?

Dismiss

Install

Click 'Ok' or 'Install' to Add Shortcut to Home Screen.

Step 3:Click on a particular date you want to fill data against: No of C-sec / No of Anaesthesia Provided.



## Doctor's Dairy



Calendar will open in your screen

Data Entry

Report

Settings

Moradabad Division / Moradabad / Bilhari / BCHC BCHC Bilari

Sep 2019						
M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Log Out



**Step 4: Select “Working status” as “Working” to enter data against each listed indicator.**

The screenshot shows the 'Doctor's Dairy' interface. On the left, there is a sidebar with 'Data Entry', 'Report', and 'Settings'. The main area displays 'LSAS Trained Specialist [01 Sep 2019]' and 'Moradabad Division / Moradabad / Bilhari / BHC BHC Bilhari'. A dropdown menu for 'Working status' is open, showing options: '--Select--', 'Working', 'Off day', and 'Leave'. Below this, there is a section for 'Anaesthesia provided' and 'Anaesthesia -Details'.


- **“Off Day”:** A day in which an employee is not scheduled to work.
  - **“Leave” :**It is a period of time that one must be away from one's primary job.
- If it is “off day or leave” select accordingly, and click on send button for approval.

**Step 5: Fill the detail as required**


The screenshot shows the 'Doctor's Dairy' interface with the 'Detail Required' section highlighted. The sidebar on the left has 'Data Entry', 'Report', and 'Settings'. The main area contains a form with the following fields: 'Patient's Name:', 'RCH Id: \*' (with a checkbox 'Don't have RCH id'), 'EMOC Ehrms Id \*' (with a checkbox 'Doctor on Call/ Specialist'), 'MBBS Doctor 1', 'Staff Nurse 1', and 'OT Technician 1'. Each of these fields has a '+' button next to it. At the bottom, there is a blue button labeled 'Add Case'.

- If “RCH id” is not available then click on check-box “Don’t have RCH id” then “Case Id” will open, fill the “case id”.
- Similarly if the C-sec was done with the support of a on-call doctor/Specialist, in place of “EMOC/LSAS”, click on check box “doctor on call/Specialist” then fill the detail of that doctor.
- If more than one case was performed in same date click on “Add Case” and follow the same.

Step 6: Comment box is available where you are able to put any comment regarding case or any similar detail



Doctor's Dairy



Final Step

Data Entry

Report

Settings

Log Out

OT Technician 1

Add Case

Comments (If any)

Approval status

--Select--

Back

Save

Send

<<

?

✓✓

Option provided on the bottom :

- “Back”: Click “Back” button to move to the previous page.
- “Save”: Click “Save” to save the data entered in the form for a particular date. Note: single tick means data saved .
- “Send” :”Click Send” to pass on the entered data for the approval. Note: Double tick means data sync to server.
- “Log out”: Click “Log out” to exit .

## Legends in the Calendar

✓ Save in Offline

✓ Save in Online

✓✓ Pending for Approval

✓✓ Approved

✓x Rejected

? Help



# Doctor's Dairy



## Report

### User Report of Current Month

Event Date	Data Status	Working status	Anaesthesia provided to C-section	Comments (If any)	Approval status	Reason For Rejection
01/11/2019	COMPLETED	Working	1		Pending1	
02/11/2019	COMPLETED	Working	1		Pending1	
03/11/2019	COMPLETED	Working	1		Pending1	
04/11/2019	COMPLETED	Working	1		Pending1	

Report Section: Click on “Report” and check your report



# Doctor's Dairy



## Setting

Data Entry

Report

Settings

Basic

Change Password

My Profile

Advanced

Reset

Manual Sync



# Doctor's Dairy



## Setting

Data Entry

Report

Settings

### Change password

Moradabad Division / Moradabad / Bilhari / BHC BHC Bilari

New Password

Confirm Password

Back

Change

Settings: In this section you are able to “change your password” & “profile information”

- Reset: To clean the cache
- Manual Sync: Data saved in offline mode can be synced manually in one go on the availability of internet