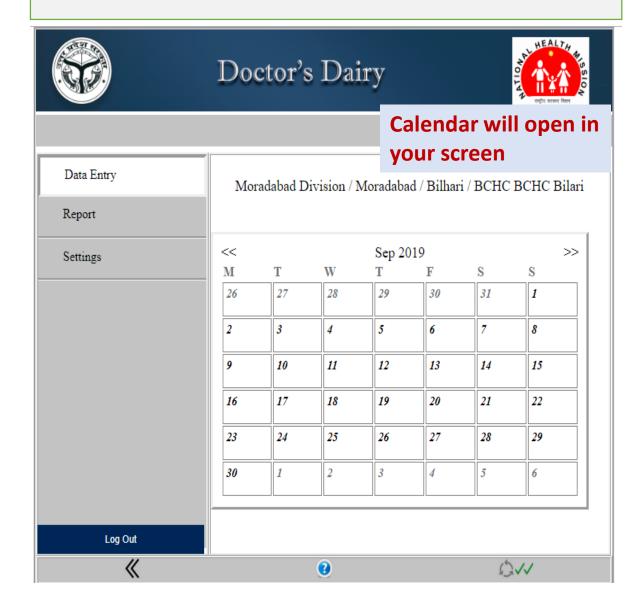
Step 1: Open the browser & URL:uphmis.in/dd

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

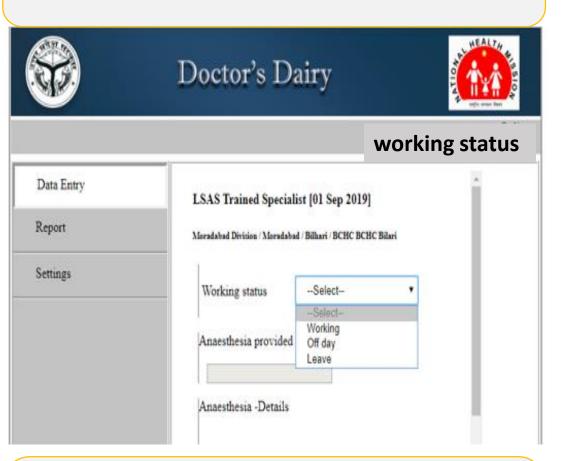
Doctor's Dairy	
• Onlir	ne
xxxxxxxxx	
Sign In Clear	
Forget Password?	
If you get the below popup window,	
Add Doctors Diary to homescreen uphmis.in	
OK Later	
Docs Diary Install this website as a web page on the Apps screen?	
Dismiss Install	
Click 'Ok' or 'Install' to Add Shortcut to	

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.



Step 4: Select "Working status" as "Working" to enter data against each listed indicator.



- "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

	Doctor's Dairy	NEAL TANKS
		Detail Required
Data Entry	Patient's Name:	
Report	Patient's Ivanie.	
Settings	RCH Id: *	Don't have RCH id
	EMOC Ehrms Id *	Doctor on Call/ Specialist
	MBBS Doctor 1	
Report		
Settings	Staff Nurse 1	
	OT Technician 1	
	Add Case	

- If "RCH id" is not available then click on check-box "Don't have RCH id" then "Case Id" will be open fill the "case I'd".
- Similarly in place of "EMOC/LSAS", any "doctor on call/Specialist" then fill the detail of that doctor.
- If more than one case perform 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



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 ✓ Pending for Approval ✓ Approved ✓ Rejected → Help



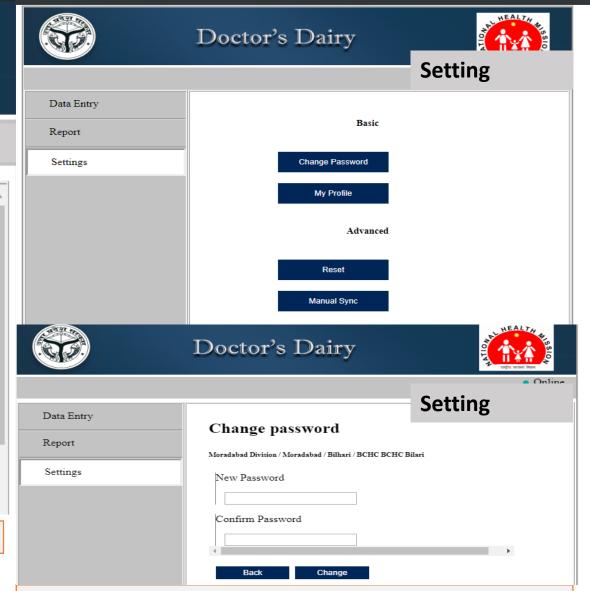
Doctor's Dairy



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



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