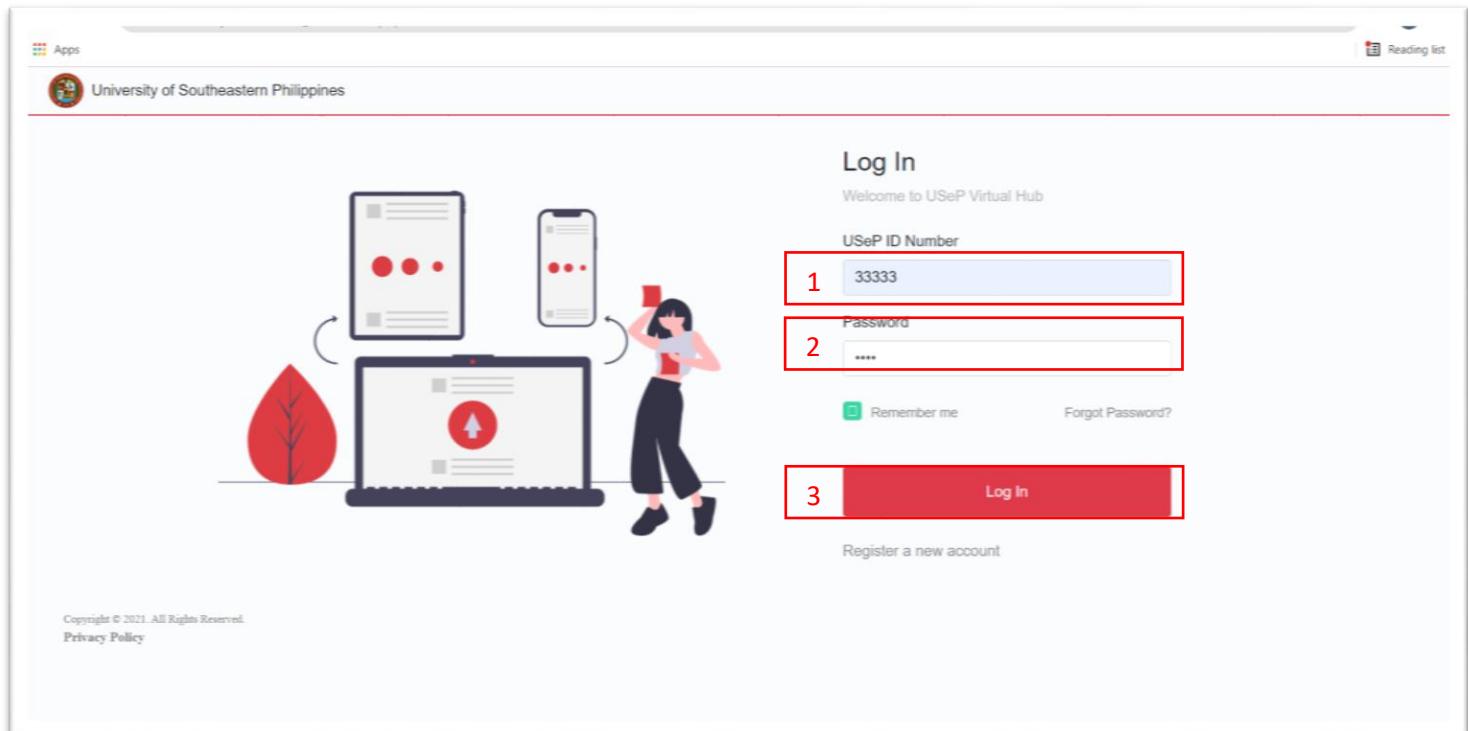




CLINIC'S USER MANUAL

ADMIN PAGE

(Login Page)



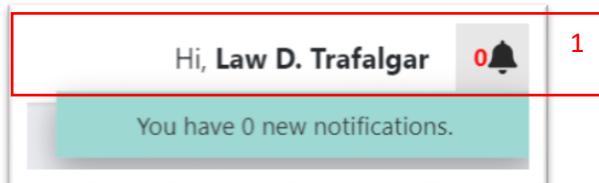
1. Enter username or id number of your account.
2. Enter your password on the password field.
3. Click **Login** button. If login was unsuccessful an error will appear and you will remain on this page, if login was successful the user will be redirected to the **Dashboard**.

1. Dashboard

In the dashboard, the user will be able to see the following counts, a calendar for viewing of all appointments from the past to present. The user will be able to see the five (5) upcoming schedule too.

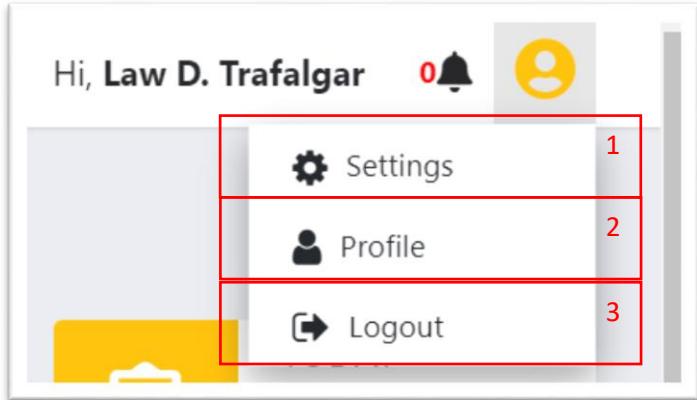
The screenshot shows the Admin Dashboard for USEP CLINIC. The left sidebar has a dark theme with categories like Dashboard, Patient, Consultation, Appointment, Prescription, Request, Inventory, Equipment, Item, Others, Medical Personnel, Announcement, and Reports. The main area has a white background. It features a "Dashboard" section with four cards: "TODAY PATIENT" (1), "TODAY CONSULTATION" (1), "TODAY PRESCRIPTION" (0), and "TODAY REQUEST" (0). Below this are four larger cards: "TOTAL PATIENT" (6), "TOTAL CONSULTATION" (1), "TOTAL PRESCRIPTION" (0), and "TOTAL REQUEST" (30). To the right is a "CALENDAR" for DECEMBER 2021, showing dates from 28 to 18. An event "2a Rachel C" is listed for December 13. On the far right is a "Upcoming Schedules" section with a single entry: "Dental Consultation-Samuel Jackson" on December 21, 2021, from 9:00 am - 9:30 am.

Notification



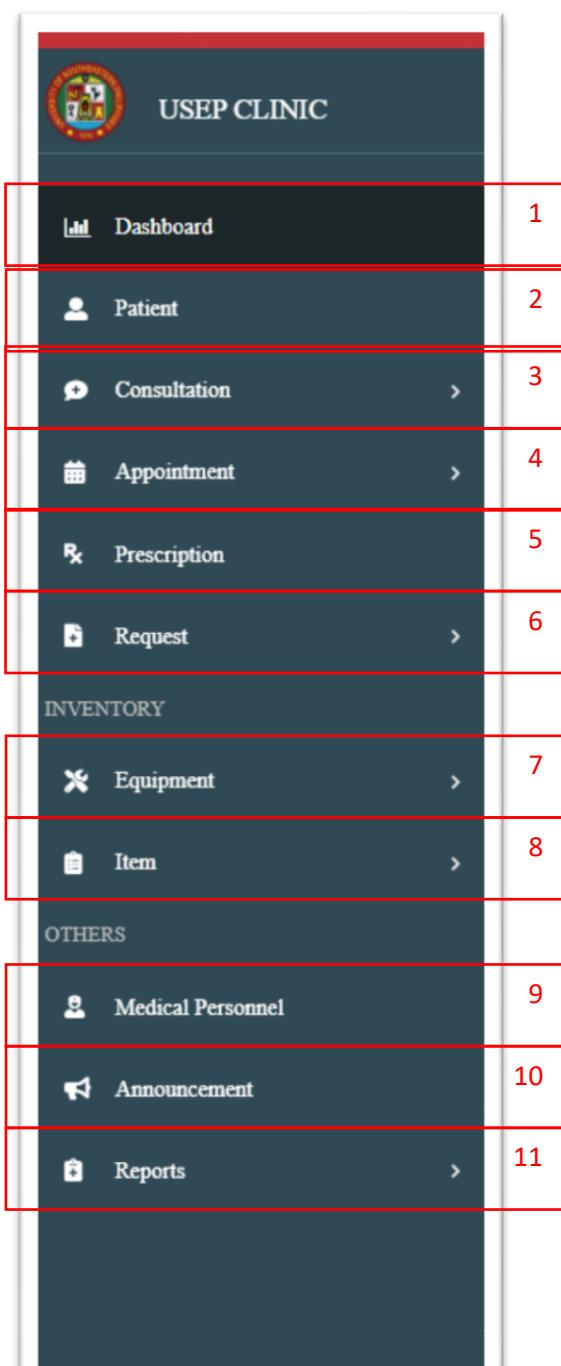
1. When the bell icon is clicked, unread notifications will show.

Profile



1. The user will be redirected to settings.
2. The user will be redirected to profile.
3. The user's session will be logout.

Sidebar Menu



1. The user will be redirected to the dashboard.
2. The user will be redirected to patient list.
3. The user will have the following choices on the dropdown [1] **New Consultation** [2] **List of consultation**
4. The user will have the following choices on the dropdown [1] **List of Appointment** [2] **Cancellation of appointment**
5. The user will be redirected to prescription page.
6. The user will have the following choices on the dropdown [1] **Medical Certificate** [2] **Medical Records Certification** [3] **Request History**
7. The user will have the following choices on the dropdown [1] **Supply& Equipment List** [2] **Inventory**
8. The user will have the following choices on the dropdown [1] **Item Unit** [2] **Item List** [3] **Item Inventory** [4] **Overall Stock**
9. The user will be redirected to list of medical personnel page.
10. The user will be redirected to announcement page.
11. The user will have the following choices on the dropdown [1] **Consultation Reports** [2] **Request Reports** [3] **Medical Services Summary Reports** [4] **Dental Services Summary Reports**

2. Patient

The screenshot shows the 'Patient List' page. On the left is a sidebar with 'Patient' selected. The main area has a 'Course/Department' dropdown set to 'All' (marked 1) and an 'Export' button (marked 2). A table lists three patients:

Patient ID	Full Name	Address	Email	Contact Number	Course / Department	Action
1	Severus	N/A	snape@gmail.com	09412554125	Elementary Education Department	(marked 3)
2018-00123	Jia	Blk. 1 Lot 1 Shadow Street Prk, Cornwall, Brgy. London, Alicante, Davao del Norte	jia@gmail.com	09123456789	BEED	(marked 4)
2019-00101	Julian	Blk. 1 Lot 1 A St. Prk. A, Brgy. A, A City, A Province	asdf@gmail.com	09123456789	BEED	

1. It will filter the data in the table by course/department.
2. It will export the data available on the table into pdf.
3. If the eye icon is clicked, the user will be redirected to other tab and open the **patient information page**.

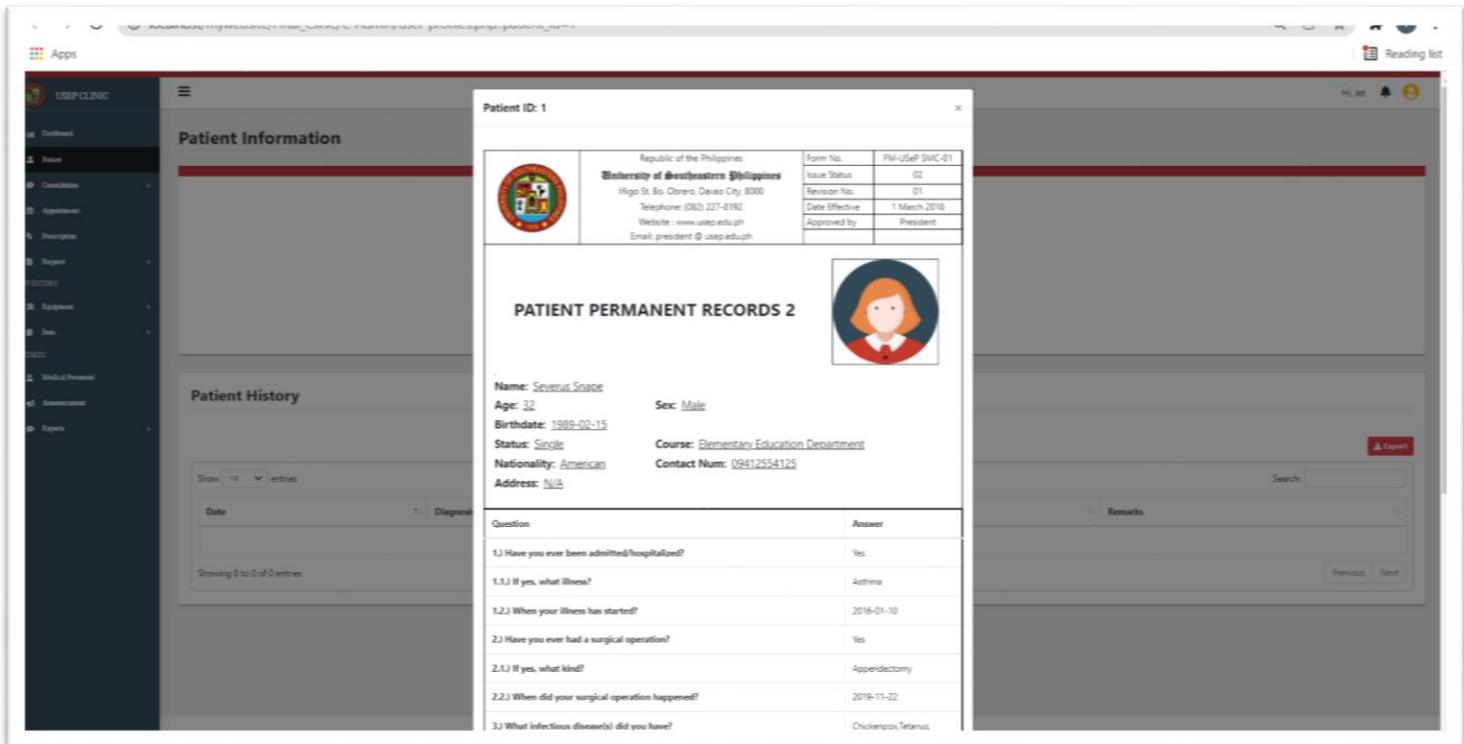
Patient Information Page

The screenshot shows the 'Patient Information' page. The sidebar has 'Patient' selected. The main area shows a patient profile for 'Severus Snape' (marked 1), with details: Patient ID: 1, Patient Name: Severus Snape, Sex: Male, Course: Elementary Education Department, Address: N/A. Below is a 'Patient History' section with a table (marked 2) and buttons (marked 3, 4) for medical info and health record.

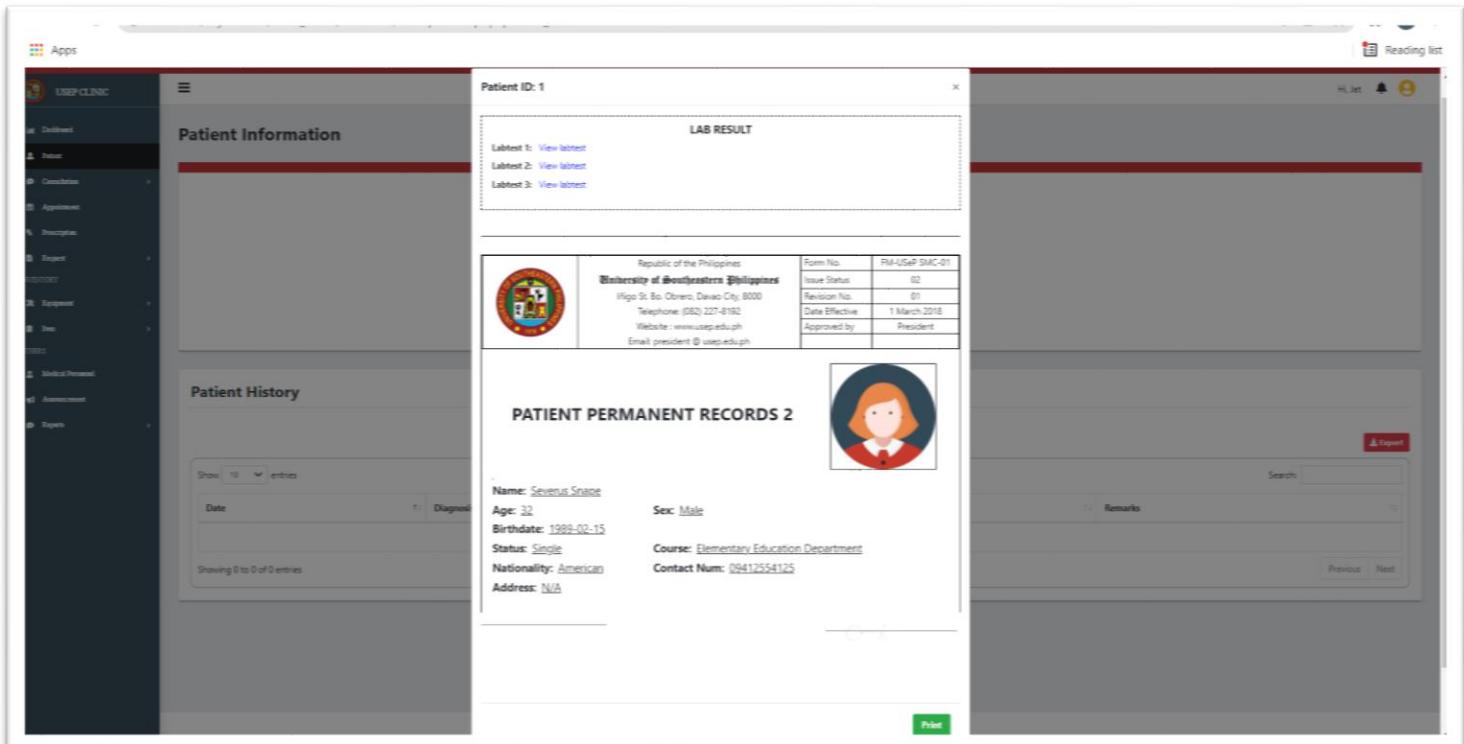
Date	Diagnosis	Treatment	Remarks
No data available in table			

1. When the camera icon is clicked, the user will be able to view the patient attached photo.
2. The table for patient history below will be exported to pdf.
3. When **view medical info** is clicked, a modal for the patient's medical info will pop-up. The modal has a print button to print the information displayed on the modal.

View Medical Info(Modal)



4. If the **view health record button is clicked, a modal for the **patient's health record** will pop-up. The modal has a **print** button to print the information displayed on the modal.**



4. If the pencil icon is clicked, a modal for **patient health record will open and a **save** button is available for saving the changes the user made.**

Patient Health Record(Modal)

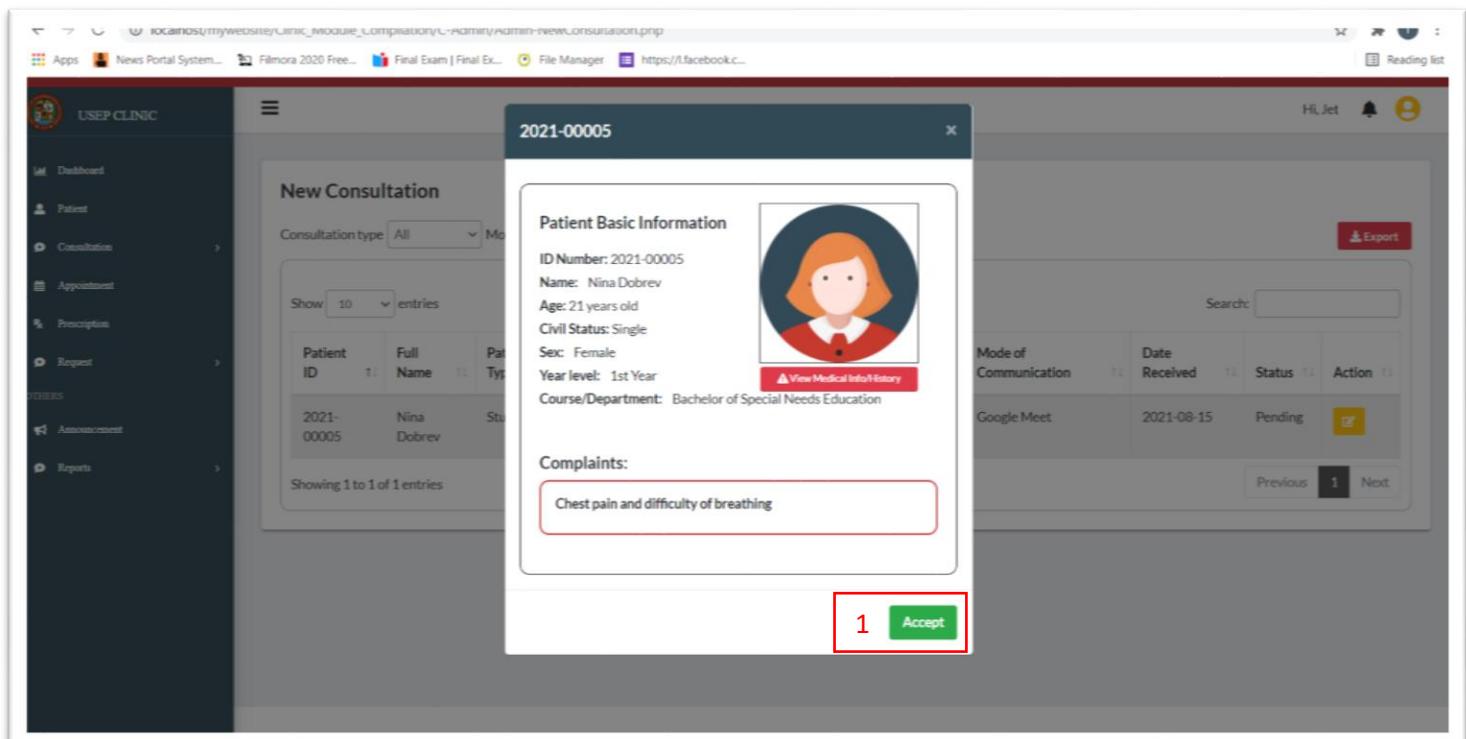
The screenshot shows a modal window titled "Patient List" with a dropdown for "Course/Department" set to "All". It displays a table with columns "Patient ID", "Full Name", and "Date". The table contains 6 entries. Below the table, it says "Showing 1 to 6 of 6 entries". To the right of the modal is a larger "PATIENT HEALTH RECORD" form. This form is divided into sections: A. General Appearance (Normal), VITALS SIGNS (Height: 153cm, Weight: 45kg, PR: 100 beats/minute, RR: 16 breaths/minute; Temp: 37 degrees, BP: N/A, Cardiac Rate (at rest): N/A, after physical activity: N/A), B. Infectious Diseases (None), C. Social History (None), D. Family History (None), E. System Review (Skin: None, Lymph Nodes: None, Integument System: None, Circulatory System: None). On the far right, there is a table titled "Patient List" with columns "Patient Number", "Course / Department", and "Action". The table has 6 rows, each with a "View" and "Edit" button. At the bottom right of the modal, there are "Previous" and "Next" buttons.

3. Consultation> New Consultation

The screenshot shows the "New Consultation" page. On the left, the sidebar includes "Consultation" (highlighted), "New Consultation" (selected), and "List of Consultations". The main area has two dropdown filters: "Consultation Type" (set to "All") and "Mode of Communication" (set to "All"). A red box labeled "1" surrounds the "Export" button. Below the filters is a table with columns: Patient ID, Full Name, Email, Contact Number, Type of Consultation, Mode of Communication(1st Option), Mode of Communication(2nd Option), Date Received, Status, and Action. The table has 2 entries. The first entry is for "Rachel Green" with "Google Meet" as the 1st mode of communication and "Messenger" as the 2nd. The second entry is for "Jia Penhallow" with "Google Meet" as the 1st mode of communication and "Messenger" as the 2nd. A red box labeled "2" surrounds the "Mode of Communication" filter. A red box labeled "3" surrounds the "Action" column for the first row, which contains a blue eye icon.

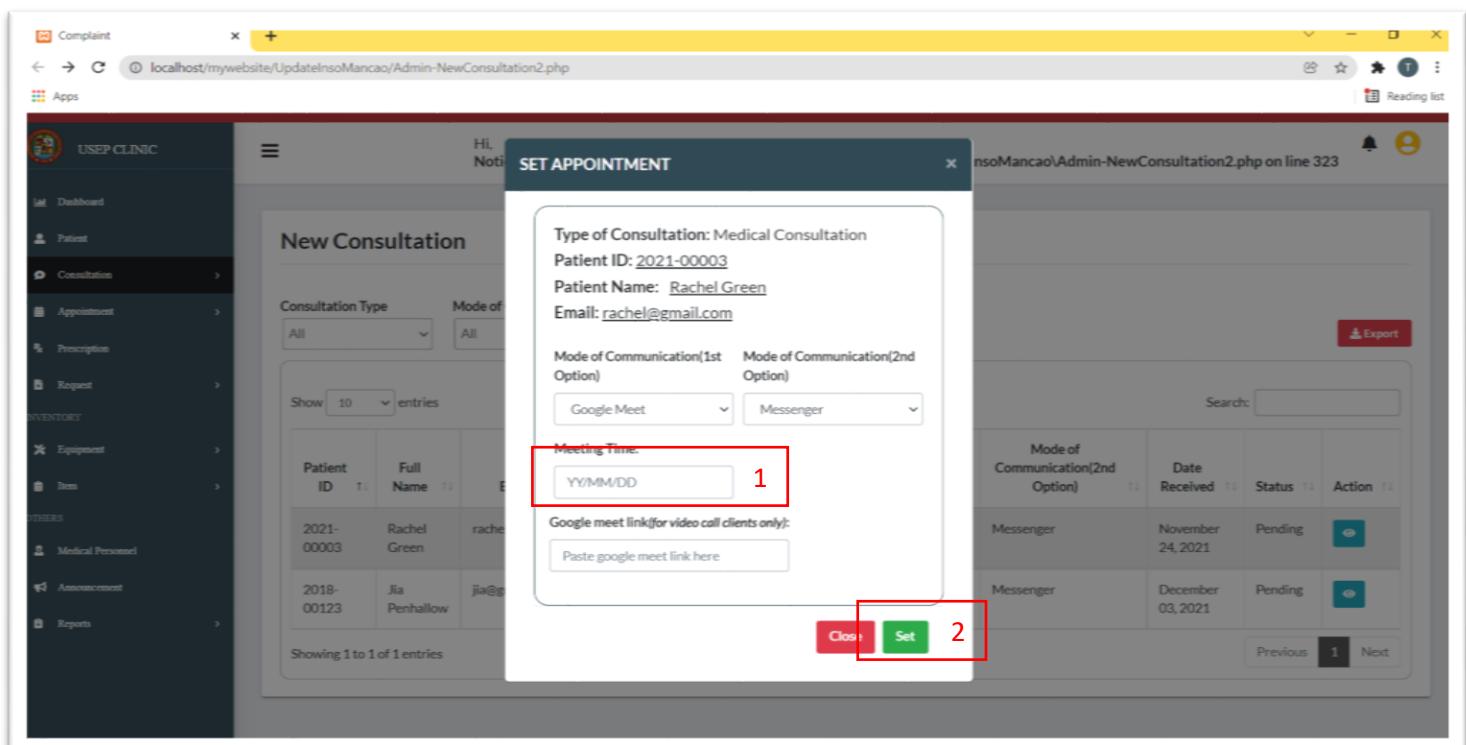
1. Click the export button to export data on the table into pdf.
2. Filters data on the table based on consultation type and mode of communication.
3. When the eye icon is clicked, the modal for **accept consultation** modal will pop-up.

Accept Consultation(Modal)



- When **accept** button is clicked, a new modal will appear (**Set appointment modal**).

Set Appointment(Modal)



- A calendar with date and time will be displayed for the selection of schedule. If time is already taken on a particular day, it will be automatically disabled. Working hours are the only time enabled in the time picker (8,9,10,11,12,13,14,15,16,17) or 08:00 am to 05:00 pm.

- When the **set** button is clicked, the appointment will be inserted and will automatically send an email to the patient with an .ics file attachment along with the appointment details. If the appointment was set successfully, it will redirect the user to the **appointment list** page. If an error occurred during the setting of appointment, an alert will pop-up and the user will remain on the new consultation page.

3. Consultation > List of Consultation

The screenshot shows the 'List of Consultation' page. On the left is a dark sidebar with various menu items like Dashboard, Patient, Consultation, Appointment, Prescription, Report, Inventory, Equipment, Item, Medical Personnel, Assessment, and Reports. The 'Consultation' item is currently selected. The main area has a title 'List of Consultation'. Below it are three dropdown filters: 'Consultation type' (set to All), 'Mode of Communication' (set to All), and 'Status' (set to All). A red box labeled '1' highlights these filters. To the right is an 'Export' button in a red box labeled '2'. The main table has columns: Patient ID, Full Name, Email, Type of Consultation, Mode of Communication (First Option), Mode of Communication (Second Option), Date Received, Status, and Action. One row is shown: Patient ID 2021-00002, Full Name Samuel Jackson, Email samuel@gmail.com, Type of Consultation Dental Consultation, Mode of Communication (First Option) Google Meet, Mode of Communication (Second Option) N/A, Date Received 2021-11-21, Status Approved, and Action (a blue eye icon). A red box labeled '3' highlights the eye icon. At the bottom, there's a note 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, Next, and a search bar.

***Note:** Only data with an approved status will be displayed on this table.

1. Filter data on tables based on consultation type, mode of communication, and status.
2. Click the export button to Export data into pdf.
3. If the eye icon is clicked, a modal for consultation diagnosis will pop-up. The pop-up modal that will be displayed will vary depending on the consultation type: [1] Medical [2] Dental.

Dental Consultation(modal)

The screenshot shows a 'Dental Consultation' modal window. It contains a 'Patient Basic Information' section with details: ID Number: 2021-00002, Name: Samuel Jackson, Civil Status: Single, Sex: Female, Course/Department: BTVTE, and Year level: 1st Year. Below this is a circular profile picture of a person with orange hair and a red jacket. There's a link 'View Medical History' with a warning icon. The main area has sections for 'Tooth:', 'Surface:', 'Diagnosis:', 'Treatment:', and 'Remarks:' each with a text input field. In the background, the 'List of Consultation' page is visible, showing the same single entry as the previous screenshot. A red box highlights the 'View Medical History' link in the modal.

***Note:** A save button is on the bottom of the modal. It will allow the user to save the dental diagnosis.

Medical Consultation(modal)

Patient Basic Information

- ID Number: 2021-00002
- Name: Samuel Jackson
- Civil Status: Single
- Sex: Female
- Course/Department: BTYSE
- Year level: 1st Year

Diagnostic: Type diagnosis here...

Treatment: Type treatment here...

Remarks: Type your remarks here...

Save

Mode of Communication (Second Option)	Date Received	Status	Action
N/A	2021-11-21	Approved	
Google Meet	2021-11-24	Approved	

***Note:** A **save** button on the bottom of the modal will allow the user to save the medical diagnosis.

4. Appointment> List of Appointment

List of Appointment

Patient ID	Full Name	Email	Type of Consultation	Mode of Communication (First Option)	Mode of Communication (Second Option)	Date of Appointment	Time	Status	Action
2021-00002	Samuel Jackson	samuel@gmail.com	Dental Consultation	Messenger	Google Meet	December 23, 2021	12:00:00/12:30:00	Completed	
2021-00002	Samuel Jackson	samuel@gmail.com	Dental Consultation	Google Meet	N/A	December 21, 2021	09:00:00/09:30:00	Approved	

1. Filter data on tables based on consultation type, mode of communication, and status.
2. Click the **export** button to Export data into pdf.
3. If the **eye** icon is clicked, a modal for appointment summary will pop-up.

Appointment Summary(modal)

The screenshot shows a modal window titled "APPOINTMENT SUMMARY" overlaid on a web application interface. The modal contains the following information:

- Patient ID: 2021-00002
- Patient Name: Samuel Jackson
- Type of Consultation: Medical Consultation
- Mode of Communication(1st Option): Messenger (<https://web.facebook.com/rejoice.magbuto>)
- Mode of Communication(2nd Option): Google Meet
- Contact Number: 09652112512
- Email: samuel@gmail.com
- Date: 2021-12-23
- Time: 12:00:00/12:30:00
- Meeting link: <meet.google.com/nmx-ahrg-puf>

At the bottom right of the modal is a "Close" button.

- 4.** If the user clicks the **pencil** icon, the modal for reschedule appointment will pop-up. Only the schedule and the link textbox is enabled.

Reschedule Appointment (modal)

The screenshot shows a modal window titled "RESCHEDULE APPOINTMENT" overlaid on a web application interface. The modal contains the following fields:

- Type of Consultation: Medical Consultation
- Patient ID: 2018-00123
- Patient Name: Jia Penhallow
- Email: jia@gmail.com
- Mode of Communication(1st Option): Google Meet
- Mode of Communication(2nd Option): Messenger
- Meeting Time: (marked with a red box labeled 1)
- Google meet link:

At the bottom right of the modal are "Close" and "Set" buttons, with the "Set" button being highlighted by a red box labeled 2.

1. A calendar with date and time will be displayed for the selection of schedule. If time is already taken on a particular day, it will be automatically disabled. Working hours are the only time enabled in the time picker (8,9,10,11,12,13,14,15,16,17) or 08:00 am to 05:00 pm.

2. When the **set** button is clicked, the appointment schedule will be updated and will automatically send an email of the new schedule to the patient with an **.ics** file attachment along with the appointment details. If the appointment was rescheduled successfully, it will stay on page.

4. Appointment > Cancellation of Appointment

Cancellation of Appointment Page

List of Appointment Cancellation Request

Patient ID	Full Name	Email	Contact Number	Type of Consultation	Reason/s of Cancellation	Date of Request	Status	Action
2018-00123	Jia Penhallow	jia@gmail.com	09123456789	Medical Consultation	Not available.	December 17, 2021	Pending Cancel Request	

Showing 1 to 1 of 1 entries

1. Filter data on tables based on consultation type.
2. Click the **export** button to Export data into pdf.
3. If the **eye** icon is clicked, a modal for review request cancellation of appointment will pop-up.

Review Cancellation of Appointment(modal)

Review Request Cancellation of Appointment

Patient Name: Jia Penhallow
 Date of Request: December 17, 2021
 Consultation Type: Medical Consultation
 Reason/s for Cancellation: Not available.
 Admin Remarks
 Request Status: Request Denied
 Comment/s: //Comments

Close **Submit** 1

1. If the submit button is clicked, the data will be updated and the patient will now know the status of their cancellation request whether the request is denied or granted.

5. Prescription

The screenshot shows the 'Prescription' module of the USEP CLINIC software. On the left is a dark sidebar with various menu items: Dashboard, Patient, Consultation, Appointment, Prescription (selected), Request, Equipment, Item, Medical Personnel, Announcement, and Reports. The main area has a title 'Prescription'. A dropdown menu 'Consultation type' is open, showing 'All' with a red box around it and the number '1' next to it. To the right of the dropdown is a green button '+ Add Prescription' with the number '3' above it, and a yellow 'Print' button with the number '2' above it. Below these buttons is a search bar. A table header is visible with columns: Prescription ID, Patient ID, Patient Name, Type, Prescription, and Date of Prescription. The table body below says 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

1. Filter data on tables based on consultation type.
2. Click the **print** button to print the table into pdf.

This screenshot shows a print dialog box over a web browser window. The browser window displays a prescription list from the University of the Philippines (UP) Matina Campus, Tagum City. The print dialog box on the right is titled 'Print' and shows settings for '1 sheet of paper'. Under 'Destination', 'Microsoft Print to PDF' is selected. Under 'Pages', 'All' is chosen. Under 'Layout', 'Landscape' is selected. Under 'Color', 'Color' is selected. At the bottom right of the print dialog are 'Print' and 'Cancel' buttons. The print dialog also includes a 'More settings' link. The prescription list in the browser shows a single row with the text 'No data available in table'.

3. If the user clicks the **add prescription**, a modal for add prescription will pop-up and will enable the doctor to add entry for prescription.

Add Prescription(modal)

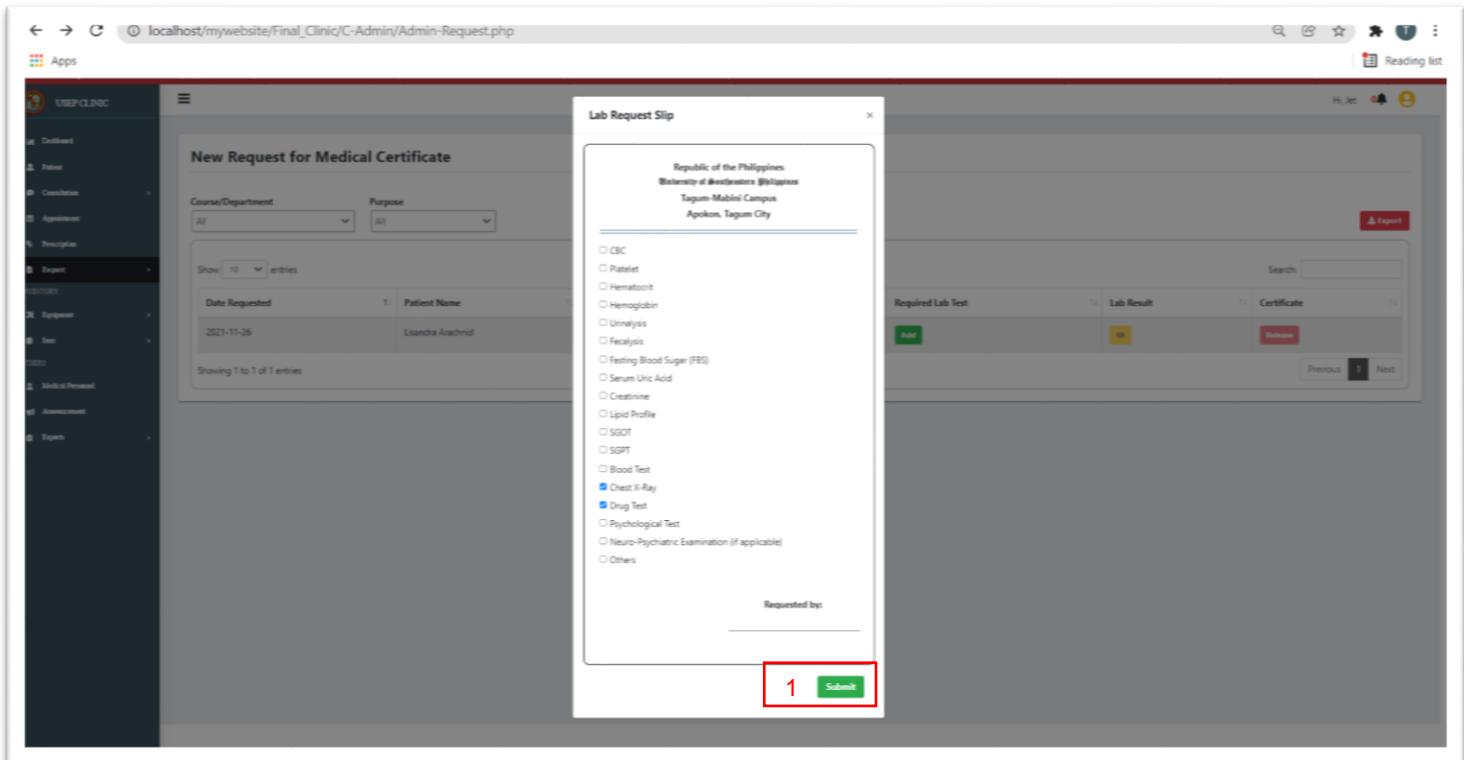
6. Request> Medical Certificate

Medical Certificate Page

Date Requested	Patient Name	Course/Dept.	Purpose	Required Lab Test	Lab Result	Certificate
2021-11-26	Lisandra Arachnid	BEED	OJT	3 Add	4 Edit	5 Release

1. Filter data on tables based on course/department and purpose.
2. Click the **export** button to export the table into pdf.
3. Click the **add** button under the required lab test column to open the modal for lab request slip that includes checkboxes that will let the user checks the required lab test for a specific purpose and the patient health status.

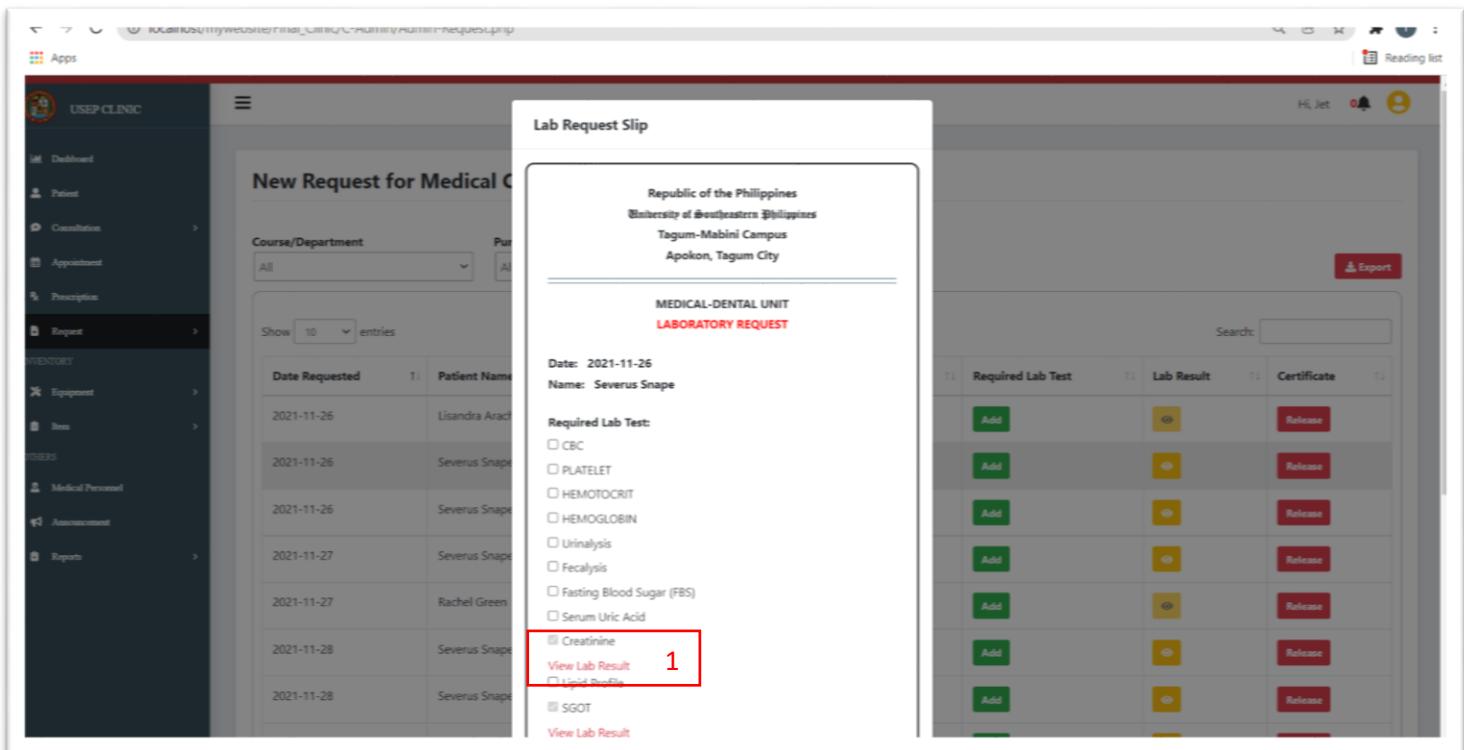
Lab Request Slip(modal)



1. Click the submit button to save the entry.

4. The eye icon will be disabled if the status is still pending. If the patient submitted the required lab test results, the user can now verify the request and may decide to release the medical certificate.

Lab Request Slip(modal) when enabled



1. Click the red **View Lab Result** to view the submitted attachments of lab results from the patient. **Verify** button is enabled at the bottom part of the modal, click verify if you wish to verify the lab results.

5. The **released** button will enable the user to release the medical certificate being requested to the patient. If the purpose of the request is employment, then the modal for release of employment certificate will be open. If the purpose is for on the job training and field trip then a modal for release of medical certificate will be open.

Release Certificate modal for Employment Purpose

The screenshot shows a web-based medical management system. On the left, a sidebar menu includes 'Dashboard', 'Patient', 'Consultation', 'Appointment', 'Prescription', 'Request', 'Equipment', 'Item', 'Medical Personnel', 'Announcement', and 'Reports'. The 'Request' option is currently selected. The main content area displays a form titled 'FOR THE PROPOSED APPOINTEE' with fields for Name, Extension, Address, Age, Sex, Civil Status, and Proposed Position. Below this is another section titled 'FOR THE LICENSED GOVERNMENT PHYSICIAN' containing a signature field and a note about physical and medical fitness. To the right is a grid titled 'Required Lab Test' with columns for 'Lab Result' and 'Certificate'. A red box highlights the 'Release' button in the first row of the grid.

1. Click the release button to release the certificate to its requester.

Released Medical Certificate modal for other purpose

The screenshot shows the same web-based medical management system. The 'Request' option in the sidebar is selected. A modal dialog box titled 'RELEASE MEDICAL CERTIFICATE' is open in the center. It contains fields for 'Name of Consultant' and 'Found him/her to be with'. At the bottom right of the dialog box is a green 'Submit' button with a red box around it. In the background, the main dashboard and a grid of lab results are visible.

1. Click the release button to release the certificate to its requester.

6. Request > Medical Records Certification

Medical Records Certification Page

The screenshot shows a web-based application interface for medical records certification. On the left is a dark sidebar with navigation links like Dashboard, Patient, Consultation, Appointment, Prescription, Request (which is selected), and others. The main area has a title "New Request for Medical Records Certification". It contains two dropdown menus: "Course/Department" set to "All" and "Purpose" set to "All". A red box labeled "1" highlights the "Export" button in the top right corner. Below is a table with columns: ID Number, Patient Name, Course/Dept., Purpose, Letter Of Request, Certificate, and Status. Two rows are shown, both for patient "Lisandra Arachnid". The first row has a yellow download icon in the "Letter Of Request" column and a red "Release" button in the "Certificate" column, both highlighted with a red box labeled "3". The second row has a yellow download icon in the "Letter Of Request" column and a red "Release" button in the "Certificate" column, also highlighted with a red box labeled "4". The bottom of the table shows "Showing 1 to 2 of 2 entries".

1. Filter data on tables based on course/department and purpose.
2. Click the **export** button to export the table into pdf.
3. Click the **download** button under the letter of request column to open the attachment of letter of request.
4. Click the **release** button to open the modal for the release of medical records certification.

Release Medical Records Certification(modal)

This screenshot shows a modal window titled "Release Medical Records Certification". Inside, there's a section for "Medical Info" with three "Choose Files" buttons, all currently showing "No file chosen". Below it is a "Medical History" section with a "Choose Files" button showing "No file chosen". At the bottom is a "Health Record" section with a "Choose Files" button showing "No file chosen". In the bottom right corner of the modal is a green "Submit" button, which is highlighted with a red box labeled "1". The background shows the same table from the previous screenshot.

1. Click the **submit** button to submit the selected files.

6. Request> Request History

Request History page

The screenshot shows the 'Request History' page from a web application. On the left is a dark sidebar with various clinic management options like Dashboard, Patient, Consultation, Appointment, Prescription, and Request. Under Request, there are sub-options for Equipment, Item, Medical Personnel, Announcement, and Reports. The main area has a title 'Request History'. At the top left, there are two dropdown menus labeled 'Request Type' and 'Course/Department', both set to 'All'. A red box labeled '1' highlights these dropdowns. To the right is a red box labeled '2' containing a red 'Export' button. Below these are search and filter controls: 'Show 10 entries' and a 'Search' input field. The main content is a table with columns: Date Requested, ID Number, Patient Name, Course/Department, Request type, Purpose, and Date Released. The table contains 8 rows of data, all filtered by 'All' in the dropdowns.

Date Requested	ID Number	Patient Name	Course/Department	Request type	Purpose	Date Released
2021-11-26	1	Severus Snape	Elementary Education Department	Medical Certificate	Employment	2021-11-26
2021-11-26	1	Severus Snape	Elementary Education Department	Medical Certificate	Employment	2021-11-27
2021-11-26	2021-00001	Lisandra Arachnid	BEED	Medical Certificate	OJT	
2021-11-27	2021-00003	Rachel Green	BSNED	Medical Records Certification	Employment	2021-11-30
2021-11-27	2021-00003	Rachel Green	BSNED	Medical Certificate	OJT	2021-11-30
2021-11-27	2021-00001	Lisandra Arachnid	BEED	Medical Records Certification	OJT	
2021-11-27	1	Severus Snape	Elementary Education Department	Medical Certificate	Employment	
2021-11-28	1	Severus Snape	Elementary Education Department	Medical Certificate	Employment	2021-11-28

1. Filter data on tables based on course/department and request type.

2. Click the **export** button to export the table into pdf.

7. Equipment>Supply & Equipment List

List of Medical-Dental Supplies and Equipment Page

The screenshot shows the 'List of Medical-Dental Supplies and Equipment' page. The sidebar is identical to the previous one. The main area has a title 'List of Medical-Dental Supplies and Equipment'. At the top left, there is a dropdown menu labeled 'Type' set to 'All'. A red box labeled '1' highlights this dropdown. To the right is a red box labeled '2' containing a green '+ New Equipment/Supply' button. Below these are search and filter controls: 'Show 10 entries' and a 'Search' input field. The main content is a table with columns: No., Code, Equipment/Supply, Type, and Date Added. The table contains 8 rows of data, all filtered by 'All' in the dropdown. The last column, 'Action', contains icons for each row. A red box labeled '3' highlights the 'Action' column.

No.	Code	Equipment/Supply	Type	Date Added	Action
1	11001	Airconditioning Unit (Koppel)	Equipment	2021-11-20	
2	11002	Airconditioning Unit (Panasonic)	Equipment	2021-11-20	
3	11003	Alligator Clip (dental bib holder)	Equipment	2021-11-26	
4	11004	Ampoule Opener (Snapit)	Equipment	2021-11-26	
5	22001	Cotton swab	Supply	2021-11-26	
6	22002	Cotton buds	Supply	2021-11-26	
7	11005	Chair (Monobloc)	Equipment	2021-11-27	
8	22003	Gloves (Nitrile)	Supply	2021-11-27	

1. Filter data on tables based on type.

2. Click the **new equipment/supply** button to open the modal for **add new type**.

Add New Type(modal)

The screenshot shows a modal window titled 'Add New Type'. Inside the modal, there are two input fields: 'Code' (with placeholder 'Enter code') and 'Type' (a dropdown menu). Below these is a text input field labeled 'Equipment or Supply' with placeholder 'Enter new equipment or supply'. At the bottom right of the modal is a red-bordered button labeled '1 Save changes'.

No.	Code	Equipment/Supply	Type	Date Added	Action
1	11001	Airconditioning Unit (Koppel)	Equipment	2021-11-20	
2	11002	Airconditioning Unit (Panasonic)	Equipment	2021-11-20	
3	11003	Alligator Clip (dental bib holder)	Equipment	2021-11-26	
4	11004	Ampoule Opener (Snapit)	Equipment	2021-11-26	
5	22001	Cotton swab	Supply	2021-11-26	

1. Click the **save changes** button to save entry.
3. Click the **pencil** icon to edit supply/equipment.

Edit Supply/Equipment(modal)

The screenshot shows a modal window titled 'Edit Supply/Equipment'. Inside the modal, there are two input fields: 'Supply/Equipment Code' (containing '11001') and 'Type' (set to 'Equipment'). Below these is a text input field labeled 'Equipment or Supply' with placeholder 'Airconditioning Unit (Koppel)'. At the bottom right of the modal is a red-bordered button labeled '1 Save changes'.

No.	Code	Equipment/Supply	Type	Date Added	Action
1	11001	Airconditioning Unit (Koppel)	Equipment	2021-11-20	
2	11002	Airconditioning Unit (Panasonic)	Equipment	2021-11-20	
3	11003	Alligator Clip (dental bib holder)	Equipment	2021-11-26	
4	11004	Ampoule Opener (Snapit)	Equipment	2021-11-26	
5	22001	Cotton swab	Supply	2021-11-26	
6	22002	Cotton buds	Supply	2021-11-26	

1. Click the **save changes** button to save the new update.

7. Equipment>Inventory

Medical-Dental Equipment Inventory Page

The screenshot shows a web-based medical inventory system. On the left is a dark sidebar with navigation links like Dashboard, Patient, Consultation, Appointment, Prescription, Request, Inventory (selected), Item, and Reports. The main area has a title "Medical-Dental Equipment Inventory". It features a table with columns: Time Period, Equipment Code, Equipment, Quantity Received, Functional, Semi-functional, Non-functional, Type, and Action. The table contains five rows of data. At the top right are four buttons: "+ New Arrival" (red box 4), "Print" (red box 3), and "Export" (red box 2). Below the table is a modal window with fields for Start Date, End Date, Type (All), Date (dd/mm/yyyy), Equipment or Supply (Airconditioning Unit (Koppel)), and Quantity (Enter qty). A "Save changes" button is highlighted with red box 1. The entire interface is styled with a clean, modern look.

1. Filter data on tables based on date and type.
2. Click the **export** button to export the table into pdf.
3. Click the **print** button to print the data on the table.
4. Click the **new arrival** button to open the modal for the **new arrival**.

New Arrival(modal)

This screenshot shows the "New Arrival" modal window overlaid on the main inventory page. The modal contains fields for Start Date, End Date, Type (All), Date (dd/mm/yyyy), Equipment or Supply (Airconditioning Unit (Koppel)), and Quantity (Enter qty). A green "Save changes" button is highlighted with red box 1. The background shows the same table of equipment stock as the previous screenshot, with the "New Arrival" button visible at the top right of the main page.

1. Click the **save changes** button to save the entry.
5. Click the **pencil** icon to open the modal for edit equipment stock. This modal is intended for stock refill.

Edit Equipment Stock (modal)

The screenshot shows a modal window titled "Edit Equipment Stock". Inside the modal, there are input fields for "Start Date" (03/01/2022) and "End Date" (30/06/2021). Below these are dropdown menus for "Type" (All) and "Equipment/Supply" (Chair (Monobloc)). A text input for "Quantity" contains the value "20". At the bottom right of the modal is a red-bordered "Save changes" button with the number "1" above it, and a "Close" button.

1. Click the **save changes** button to save the entry.
6. Click the **release** button to open the modal for **condition for supply/equipment**.

Condition for Supply/Equipment(modal)

The screenshot shows a modal window titled "Condition for Supply/Equipment". Inside the modal, there is a dropdown menu for "Equipment or Supply" (Chair (Monobloc)). Below it are two input fields: "Semi-functional" (0) and "Non-functional" (10). At the bottom right of the modal is a red-bordered "Save changes" button with the number "1" above it, and a "Close" button.

1. Click the **save changes** button to save the entry.

8. Item> Item Unit

Item Unit Page

The screenshot shows the 'Item Unit' page within a mobile application interface. On the left is a dark sidebar with various menu items like Dashboard, Patient, Consultation, Appointment, Prescription, Request, Inventory (Equipment and Item), Others (Medical Personnel and Announcement), and Reports. The 'Item' section is currently selected. The main area has a title 'Item Unit'. At the top right are 'Hi, Jet' and a notification icon. A red box labeled '1' highlights a dropdown menu under 'Unit' set to 'All'. To the right is a green button labeled '2 + New Unit'. Below is a table with columns: No., Unit, Date Added, and Action (with a pencil icon). Six rows of data are listed: 1 (tabs, 2021-11-15), 4 (caps, 2021-11-15), 7 (rolls, 2021-11-15), 9 (tubes, 2021-11-16), 10 (gal, 2021-11-20), and 11 (pcs, 2021-11-27). A red box labeled '3' highlights the edit icon for the fourth row.

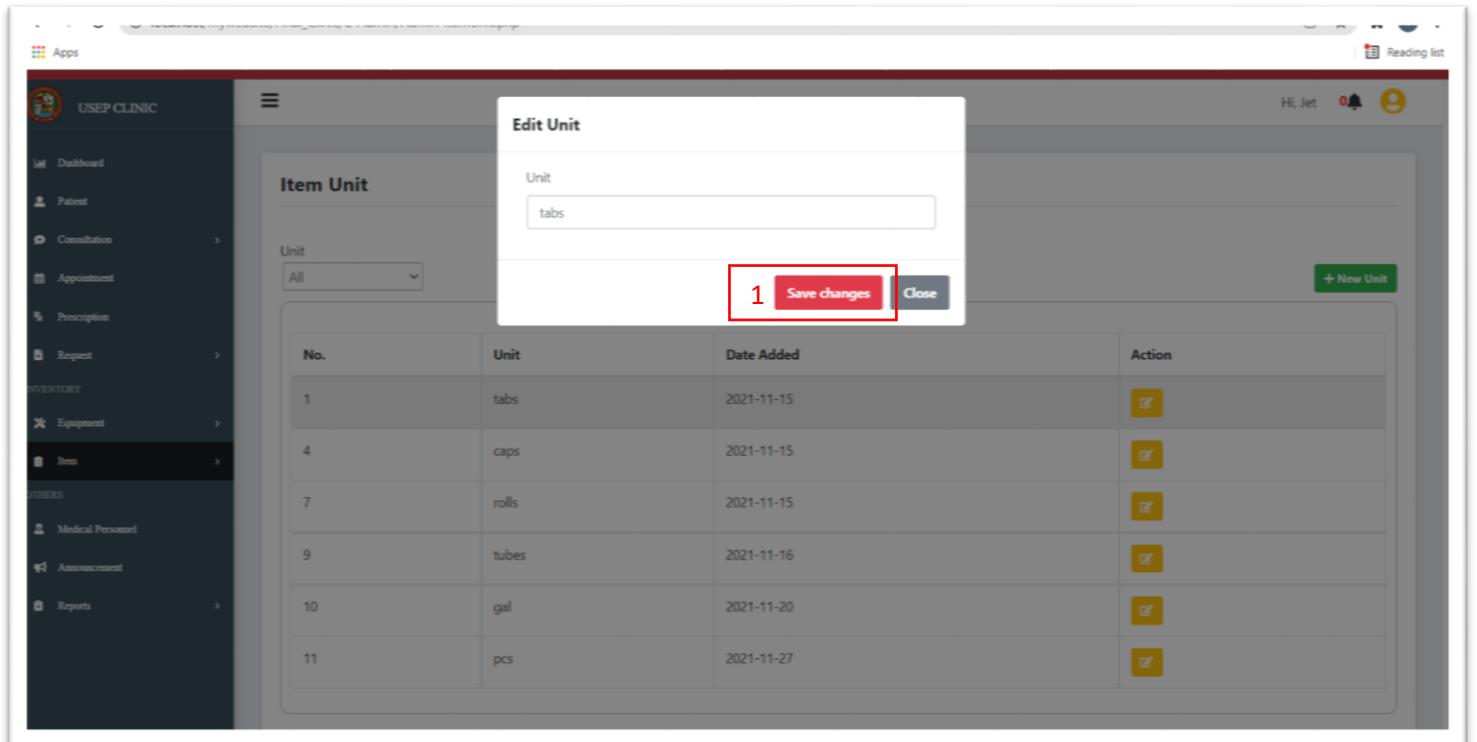
1. Filter data on tables based on unit.
2. Click the **new unit** button to open the modal for adding new unit.

New Unit(modal)

The screenshot shows a 'New Unit' modal overlaid on the 'Item Unit' page. The modal has a title 'New Unit' and a sub-section 'Unit' with a text input field containing 'Enter unit type'. At the bottom are 'Save changes' (red box labeled '1') and 'Close' buttons. The background shows the same table of units as the previous screenshot. The 'Item Unit' page has a red box labeled '2 + New Unit' at the top right.

1. Click the **save changes** button to save the entry.
3. Click the **pencil** icon to open the modal for edit unit.

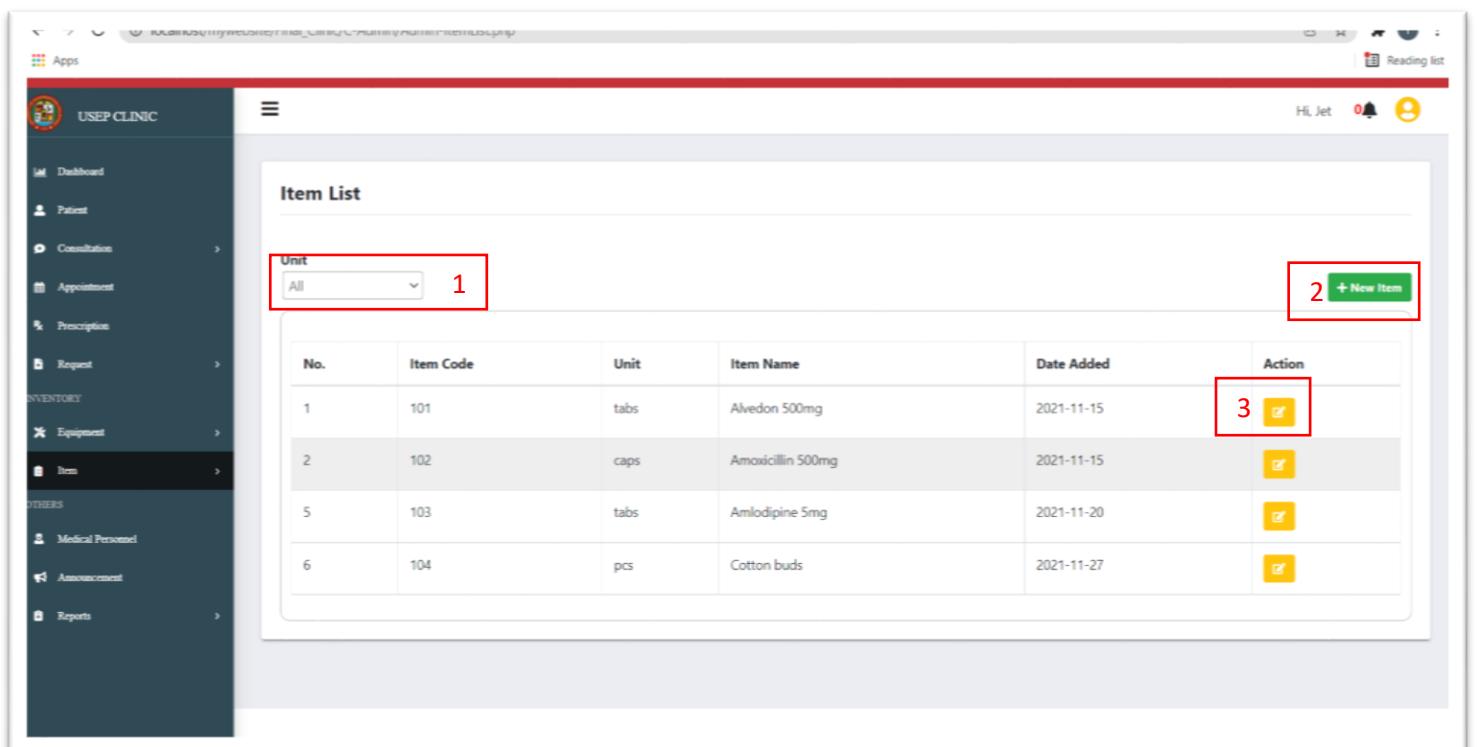
Edit Unit(modal)



1. Click the **save changes** button to save the entry.

8. Item> Item List

Item List(modal)



1. Filter data on tables based on unit.
2. Click the **new item** button to open the modal for adding new item.

New Item(modal)

The screenshot shows the 'New Item(modal)' interface. A modal window titled 'New Item' is displayed, containing fields for 'Item Code' (placeholder 'Enter item code') and 'Unit' (dropdown 'All'). Below these are fields for 'Item Name' (placeholder 'Enter new equipment or supply') and a 'Save changes' button. The main list shows items with columns: No., Item Code, Unit, Item Name, Date Added, and Action. Item 1 (101, tabs) is highlighted with a red box around the 'Save changes' button.

No.	Item Code	Unit	Item Name	Date Added	Action
1	101	tabs	Alvedon 500mg	2021-11-15	
2	102	caps	Amoxicillin 500mg	2021-11-15	
5	103	tabs	Amlodipine 5mg	2021-11-20	
6	104	pcs	Cotton buds	2021-11-27	

1. Click the **save changes** button to save the entry.
3. Click the **pencil** icon to open the modal for edit item.

Edit Item(modal)

The screenshot shows the 'Edit Item(modal)' interface. A modal window titled 'Edit Item' is displayed, containing fields for 'Item Code' (101) and 'Unit' (tabs). Below these are fields for 'Item Name' (Alvedon 500mg) and a 'Save changes' button. The main list shows items with columns: No., Item Code, Unit, Item Name, Date Added, and Action. Item 1 (101, tabs) is highlighted with a red box around the 'Save changes' button.

No.	Item Code	Unit	Item Name	Date Added	Action
1	101	tabs	Alvedon 500mg	2021-11-15	
2	102	caps	Amoxicillin 500mg	2021-11-15	
5	103	tabs	Amlodipine 5mg	2021-11-20	
6	104	pcs	Cotton buds	2021-11-27	

1. Click the **save changes** button to save the entry.

8. Item > Item Inventory

Item Inventory Page

The screenshot shows the 'Item Inventory' page with a sidebar containing navigation links like Dashboard, Patient, Consultation, Appointment, Prescription, Request, Inventory (Equipment and Item), and Others (Medical Personnel, Announcement, Reports). The main area displays a table of stock levels for different items across three time periods. Action buttons are overlaid on the interface:

- Unit** dropdown and **Date** input field (highlighted with red box 1).
- + New Stock** button (highlighted with red box 4).
- Print** button (highlighted with red box 3).
- Export** button (highlighted with red box 2).
- Action** column buttons: **Release** (highlighted with red box 5) and **Release** (highlighted with red box 6).

Time Period	Item Code	Unit	Item Name	Received for the Period	Issuance (Mabini Clinic)	Issuance (Apokon)	Balance	Action
November 23, 2021 - November 24, 2021	101	tabs	Alvedon 500mg	500	27	149	500	Release
May 02, 2022 - November 30, 2022	102	caps	Amoxicillin 500mg	300	100	5	195	Release
January 02, 2023 - June 30, 2022	102	caps	Amoxicillin 500mg	400	0	0	400	Release

1. Filter data on tables based on date and unit.
2. Click the **export** button to export the table into pdf.
3. Click the **print** button to print the data on the table.
4. Click the **new stock** button to open the modal for the **new stock**.

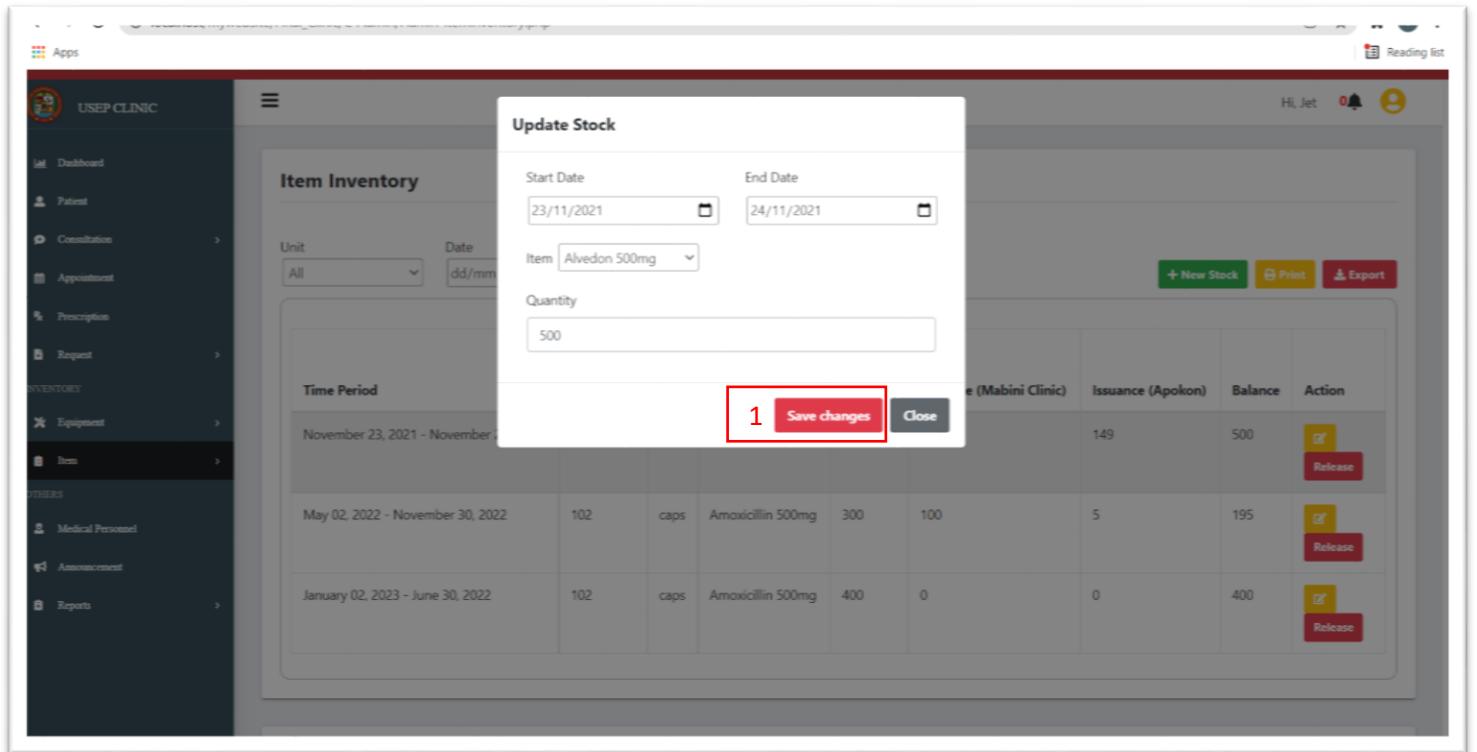
New Stock(modal)

The screenshot shows the 'New Stock' modal window. It includes fields for **Start Date**, **End Date**, **Item** (set to 'Alvedon 500mg'), and **Quantity** (input field labeled 'Enter qty'). A green **Save changes** button is highlighted with red box 1.

Time Period	Item Code	Unit	Item Name	Received for the Period	Issuance (Mabini Clinic)	Issuance (Apokon)	Balance	Action
November 23, 2021 - November 24, 2021	101	tabs	Alvedon 500mg	500	27	149	500	Release
May 02, 2022 - November 30, 2022	102	caps	Amoxicillin 500mg	300	100	5	195	Release
January 02, 2023 - June 30, 2022	102	caps	Amoxicillin 500mg	400	0	0	400	Release

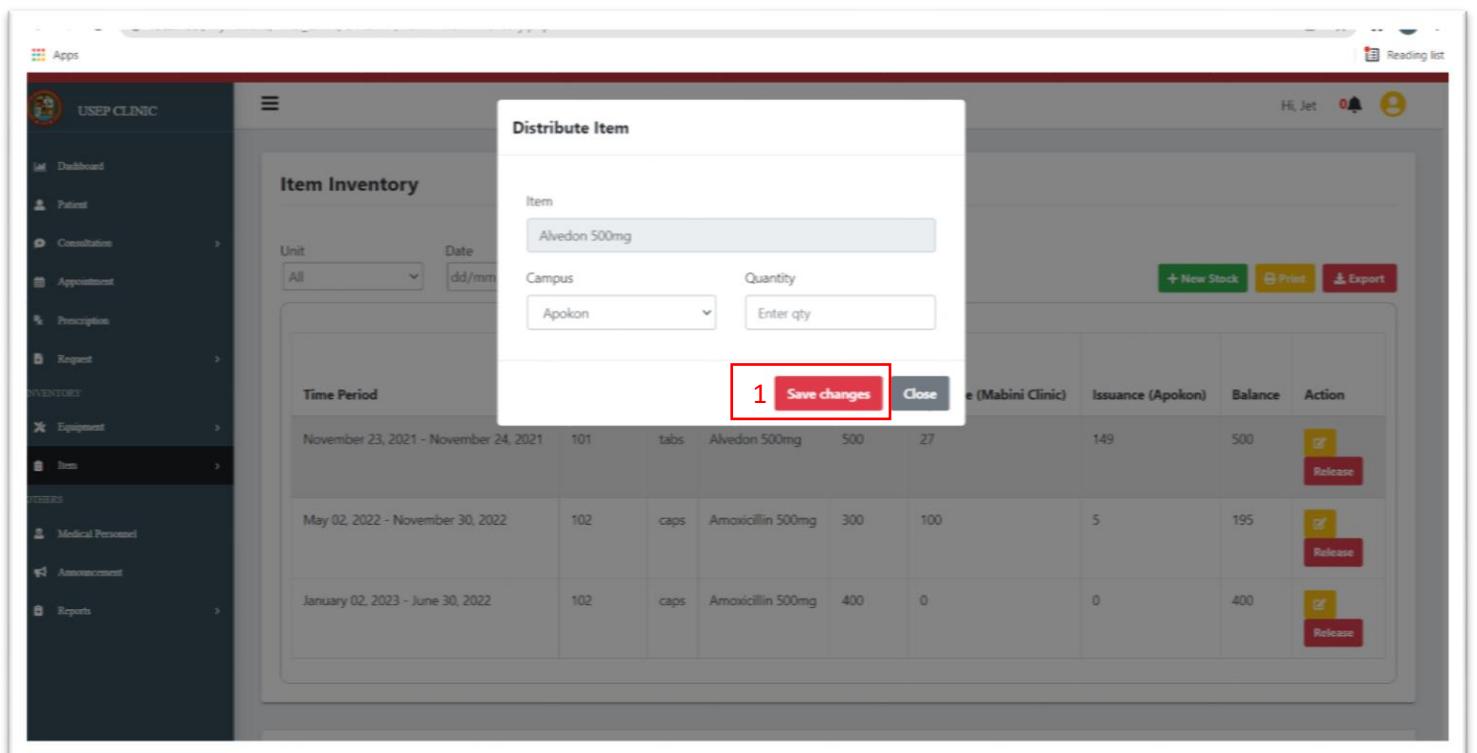
1. Click the **save changes** to save the new stock.
5. Click the **pencil** icon to open the modal for **update stock**.

Update Stock(modal)



1. Click the **save changes** to save the new update on stock.
6. Click the **release** button to open the modal for the distribution of stock.

Distribute Item(modal)



1. Click the **save changes** to save the details for the distributed item.

8. Item > Overall Stock

Overall Stock Page

The screenshot shows the 'Overall Stock Page' for the 'Item Total Stock'. On the left is a dark sidebar with various clinic management options like Dashboard, Patient, Consultation, Appointment, Prescription, Request, Equipment, Item (selected), and others. The main area has a title 'Item Total Stock'. A dropdown menu 'Unit' is set to 'All' (highlighted with a red box labeled 1). At the top right are three buttons: 'Print' (red box labeled 3) and 'Export' (red box labeled 2). Below is a table with columns: No., Item Code, Unit, Item Name, Total Quantity Received, Total Issuance (Mabini), and Total Issuance (Apokon). The table contains three entries: Alvedon 500mg (tabs), Amoxicillin 500mg (caps), and Cotton buds (pics). The bottom of the page shows a search bar, a page number '1', and navigation links 'Previous' and 'Next'.

No.	Item Code	Unit	Item Name	Total Quantity Received	Total Issuance (Mabini)	Total Issuance (Apokon)
4	101	tabs	Alvedon 500mg	750	276	150
7	102	caps	Amoxicillin 500mg	700	100	5
10	104	pics	Cotton buds	25	10	15

1. Filter data on tables based on unit.
2. Click the **export** button to export the table into pdf.
3. Click the **print** button to print the data on the table.

9. Medical Personnel

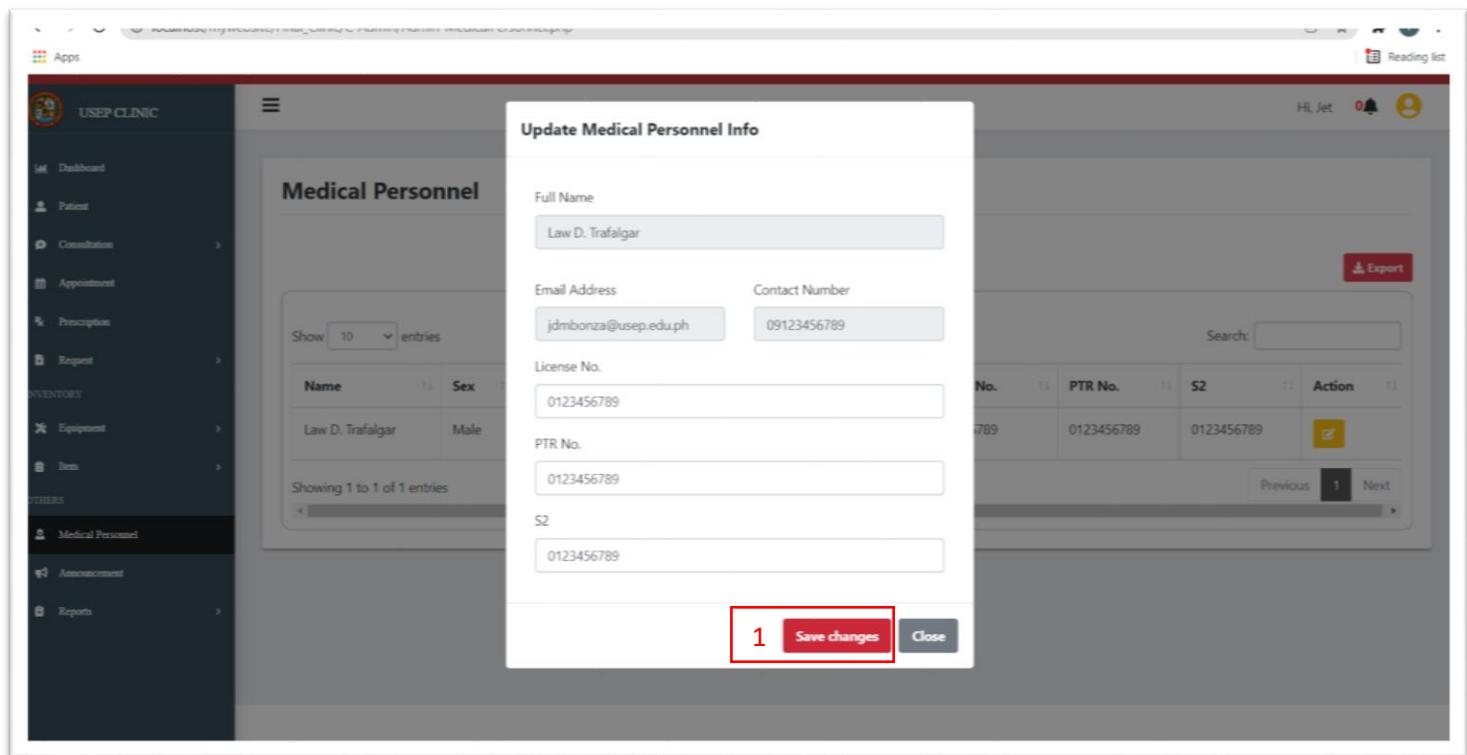
Medical Personnel Page

The screenshot shows the 'Medical Personnel' page. The sidebar includes options like Dashboard, Patient, Consultation, Appointment, Prescription, Request, Equipment, Item, Medical Personnel (selected), Announcement, and Reports. The main area has a title 'Medical Personnel'. A red box labeled 1 highlights the 'Export' button at the top right. Another red box labeled 2 highlights a yellow pencil icon in the bottom right corner of the table row for 'Law D. Trafalgar'. The table has columns: Name, Sex, Email Address, Contact Number, License No., PTR No., S2, and Action. The table shows one entry: Law D. Trafalgar (Male, email: jdmonza@usep.edu.ph, contact: 09123456789, license: 0123456789, PTR: 0123456789, S2: 0123456789). Navigation links 'Previous' and 'Next' are at the bottom.

Name	Sex	Email Address	Contact Number	License No.	PTR No.	S2	Action
Law D. Trafalgar	Male	jdmonza@usep.edu.ph	09123456789	0123456789	0123456789	0123456789	

1. Click the **export** button to export the table into pdf.
2. Click the **pencil** icon to open the modal for the update medical personnel info.

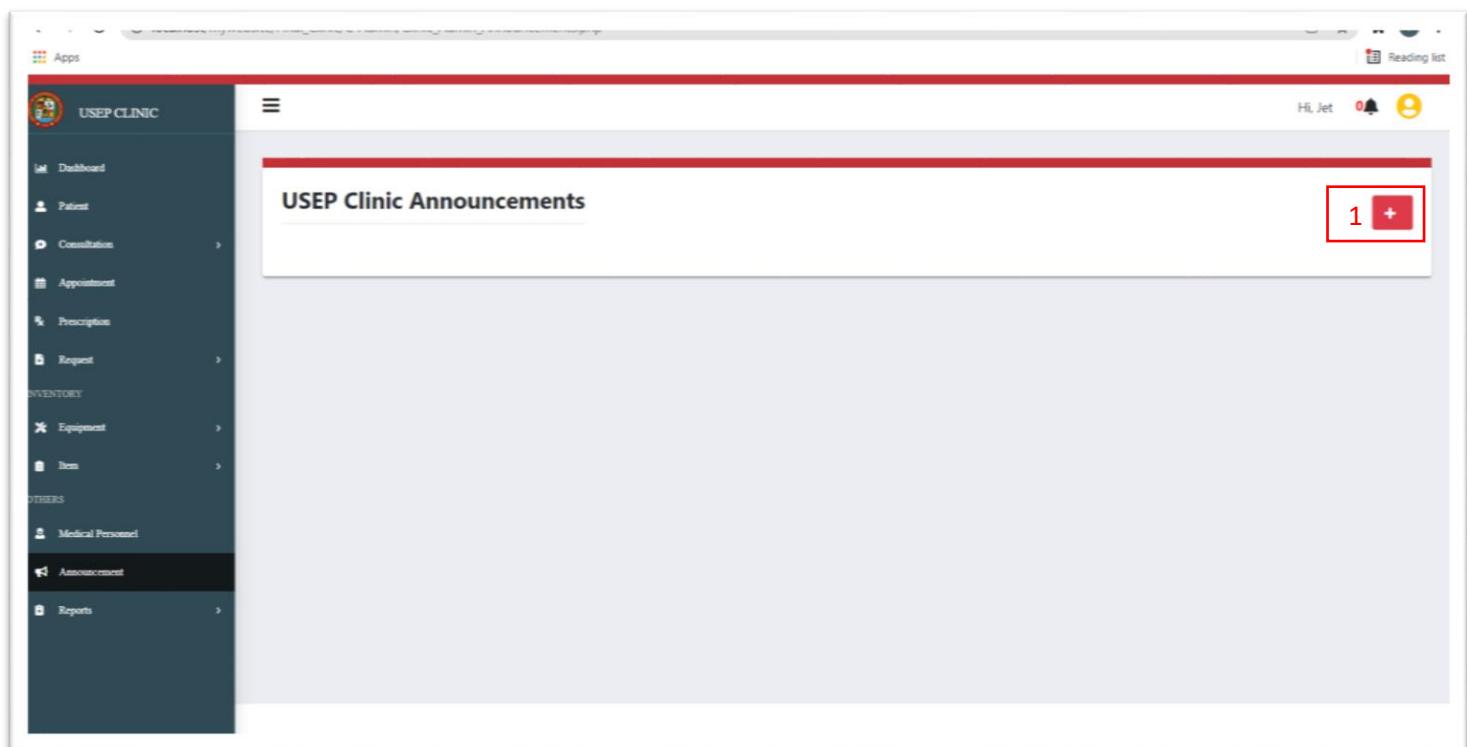
Update Medical Personnel Info(modal)



1. Click the **save changes** to save the updated information.

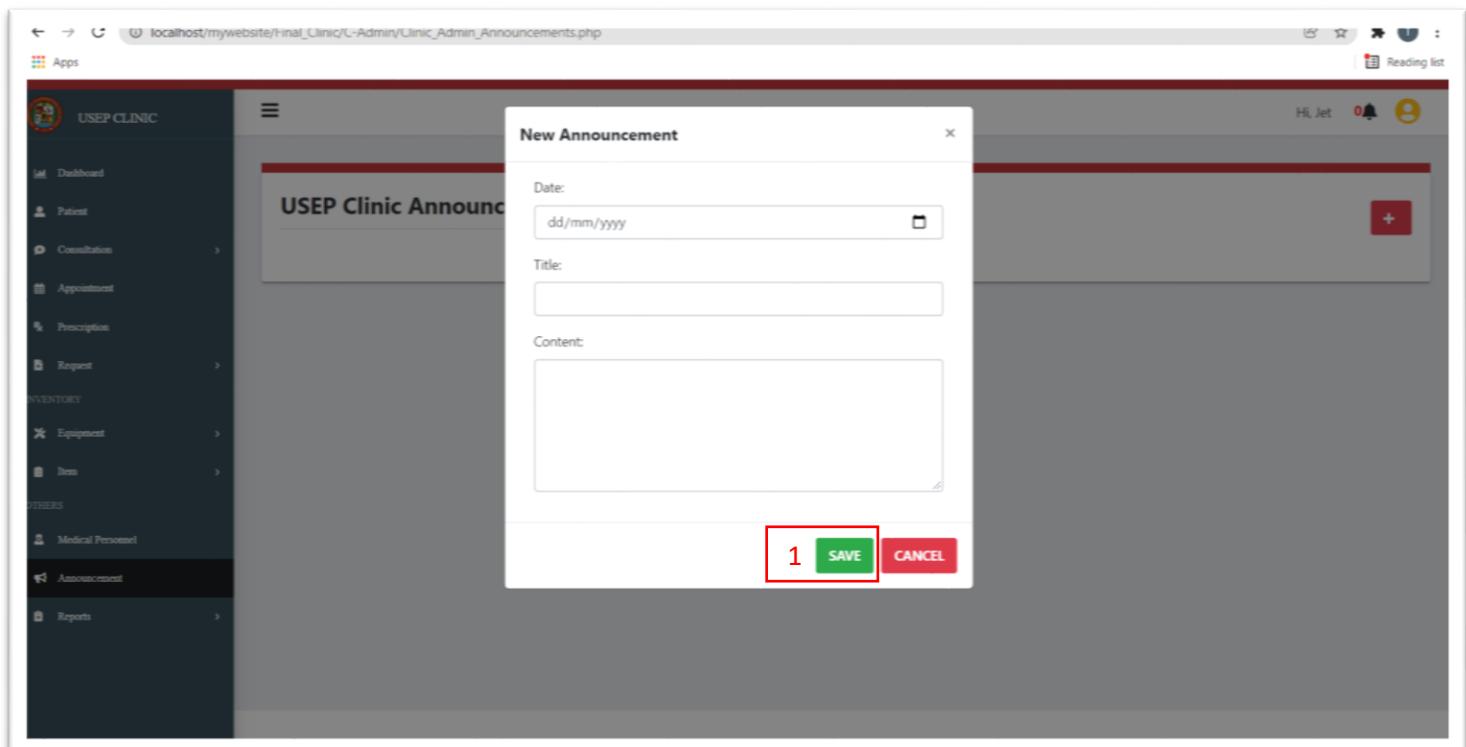
10. Announcement

Announcement Page



1. Click the **plus** icon to open the modal for creating new announcement.

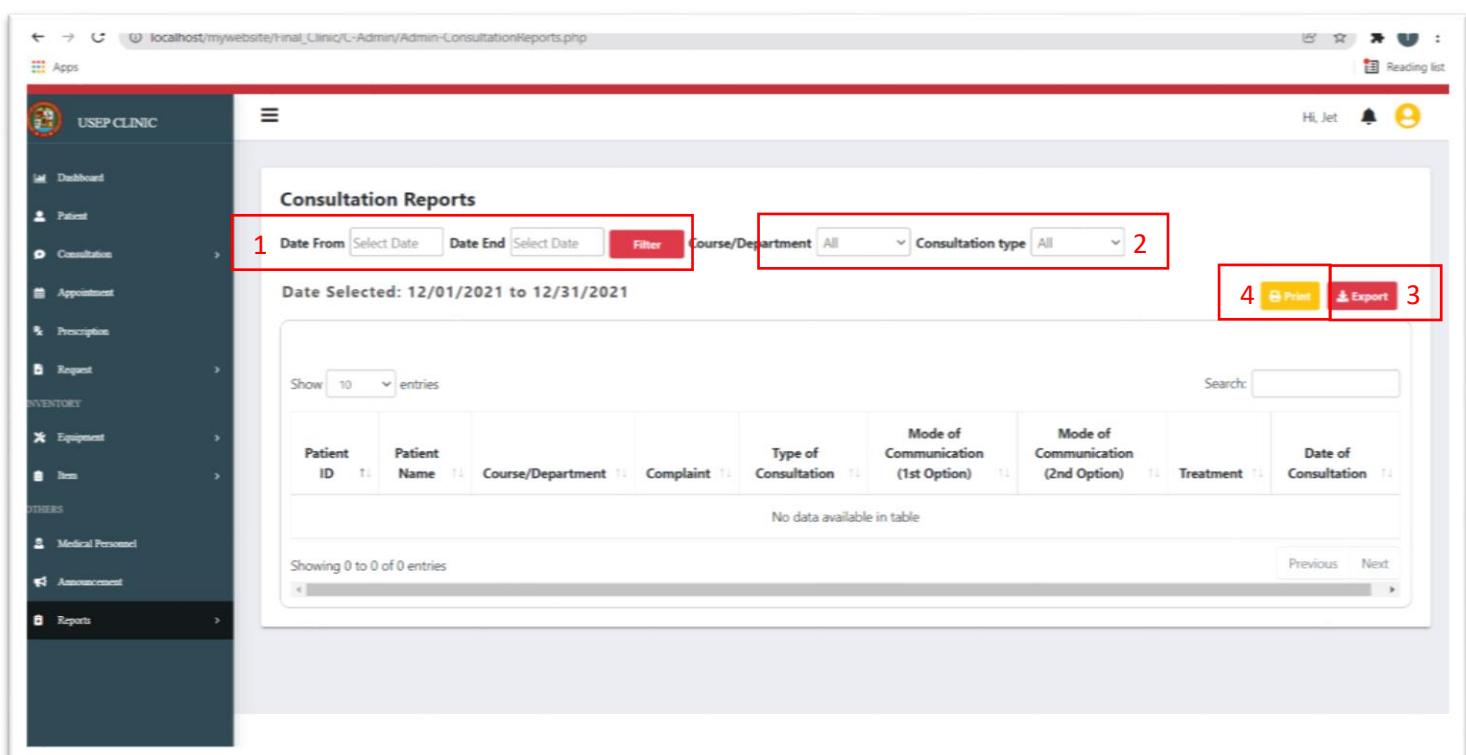
New Announcement(modal)



1. Click the **save** button to save the new announcement.

11. Reports>Consultation Reports

Consultation Reports Page



1. Click the **filter** button to filter the data to be displayed on table using date range filter.
2. Filter table data based on course/department and consultation type.
3. Click the **export** button to export the table into pdf.
4. Click the **print** button to print the data on the table into pdf.

11. Reports>Request Reports

Request Reports Page

localhost/mywebsite/minal_uclinic/U-Admin/Admin-requestreports.php

Hi, Jet 0 Reading list

USEP CLINIC

Dashboard Patient Consultation Appointment Prescription Request Equipment Item Medical Personnel Announcement Reports

Request Reports

Course/Department All 2

Print Export 3

Date From Select Date Date End Select Date Filter 1

Show 10 entries Search:

Date Requested	Patient ID	Full Name	User Type	Request Type	Address	Email	Contact Number	Course/Department	Date Released
2021-11-26	1	Severus Snape	Faculty Head	Medical Certificate	N/A	s Snape@gmail.com	09412554125	Elementary Education Department	2021-11-26
2021-11-26	1	Severus Snape	Faculty Head	Medical Certificate	N/A	s Snape@gmail.com	09412554125	Elementary Education Department	2021-11-27
2021-11-27	1	Severus Snape	Faculty Head	Medical Certificate	N/A	s Snape@gmail.com	09412554125	Elementary Education Department	
2021-11-27	2021-00003	Rachel Green	Student	Medical Records	, New York City, Davao del Norte	rachel@gmail.com	09655214112	BSNED	2021-11-30

1. Click the **filter** button to filter the data to be displayed on table using date range filter.
 2. Filter table data based on course/department.
 3. Click the **export** button to export the table into pdf.
 4. Click the **print** button to print the data on the table into pdf.

11. Reports>Medical Services Summary Reports

Medical Services Summary Reports Page

1. Enter the year of the records you want to view, then click the **filter** button to start filtering the data.
 2. Click the **export** button to export data on the table into pdf.
 3. Click the **print** button to print the table data into pdf.
 4. Click the **add entry** button to open the modal for adding new entry.

Add Entry(modal)

Locallyhost/UtilityWebsite/clinical/clinical/SummaryReportServiceSummaryReport.aspx

Hi, Jet

Reading list

Apps

USEP CLINIC

Dashboard

Patient

Consultation

Appointment

Prescription

Request

Equipment

Item

Medical Personnel

Assessment

Reports

Add Entry

Patient Type: Extension

Account ID No: 1000000004- Allen, B.

Fullname:

Service Type: Select service type

+ Add Entry

Filter

Report

Summary Report of Medical Services

Enter Year

Filter

Months	BECE	BEED	BSA	BSAA	BSAAS	BSABE	BSIT	BSNED	BSTB	BTVT	CARS-D	CARS-M	College of Arch and -D	College of Arch and -M	CTET-D	CTET-M	Facul
JANUARY																	
FEBRUARY																	
MARCH																	
APRIL																	
MAY																	
JUNE																	
JULY																	
AUGUST																	
SEPTEMBER																	
OCTOBER																	
NOVEMBER																	
DECEMBER																	
Total																	

//Comment

Close

Add

1. Select patient type on the dropdown, if the user selects Extension then the form elements will remain the same like the photo above. If the user chooses Registered, then the account id number text field will be changed into patient id number and the full name textbox will be hidden. Click the **add** button to save the changes.

11. Reports > Dental Services Summary Reports

Dental Services Summary Reports Page

The screenshot shows a web-based application interface for dental services reporting. On the left is a dark sidebar menu with various clinic-related options like Dashboard, Patient, Consultation, Appointment, Prescription, Report, Equipment, Items, Medical Personnel, Announcements, and Reports. The main content area is titled "Summary Report of Dental Services". It features a search bar with "Enter Year" and a "Filter" button (labeled 1). Below the search is a large grid table with columns for Months (January to December) and service codes (BECE, BEED, BSA, BSAA, BSAS, BSABE, BSAE, BSAEM, BSAH, BSASS, BSCE, BSEE, BSEM, BSF, BSIT, BSNED, BSTB, BTVTE, CARS-D, CARS-M, College of Arch and D, College of Arch and M, CTET-D, CTET-M, Faculty). The bottom of the grid has a blue footer bar labeled "Total". In the top right corner of the main area, there are three buttons: "+ Add Entry" (green, labeled 4), "Print" (yellow, labeled 3), and "Export" (black, labeled 2).

1. Enter the year of the records you want to view, then click the **filter** button to start filtering the data.
2. Click the **export** button to export data on the table into pdf.
3. Click the **print** button to print the table data into pdf.
4. Click the **add entry** button to open the modal for adding new entry for extension patient only.

Add Entry for Extension patient(modal)

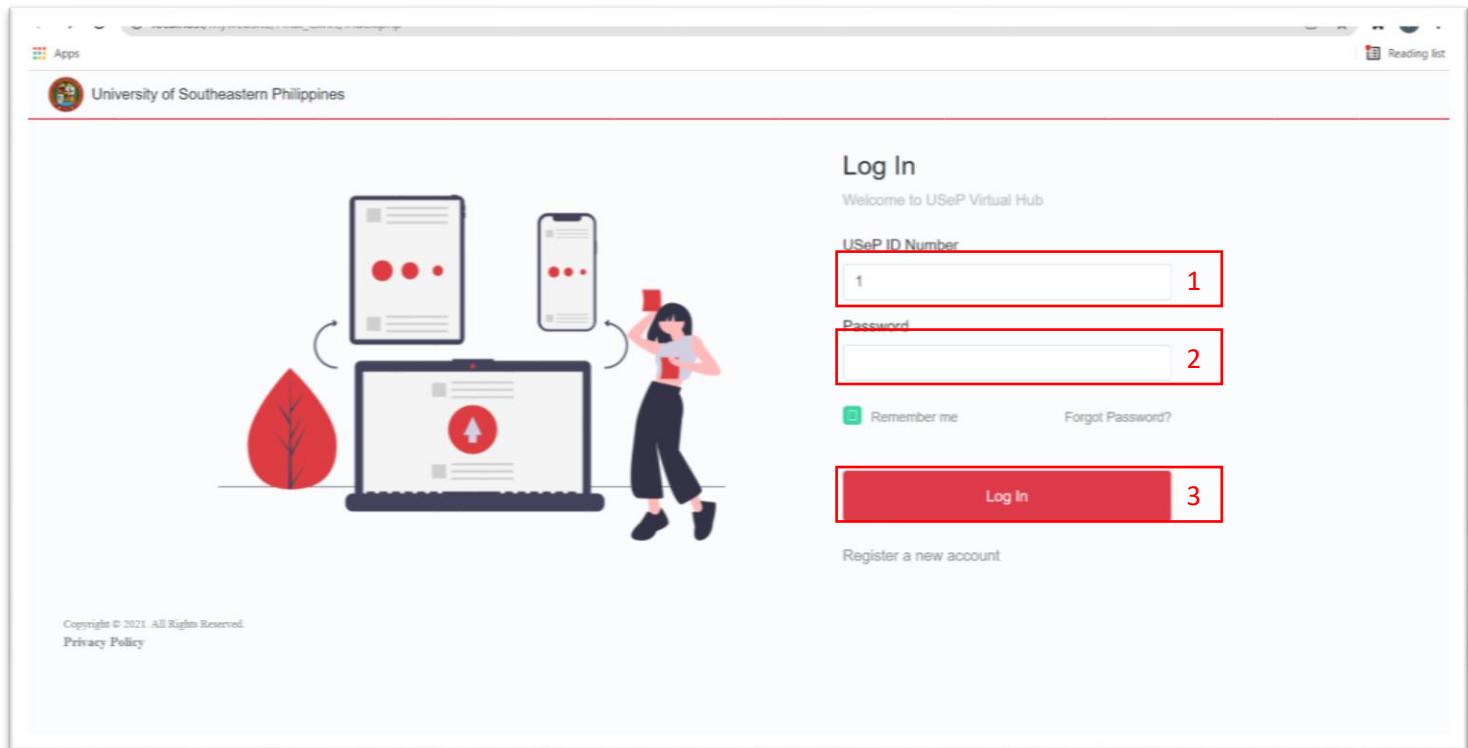
This screenshot shows a modal window titled "Add Entry(For Extension only)" overlaid on the main report page. The modal contains fields for Patient Type (set to "Extension"), Account ID No. (dropdown showing "2018-00001-Aelin Ga"), Fullname (text input), Service Type (dropdown showing "Dental Services"), and Comment (text area containing "//Comment"). At the bottom of the modal are two buttons: "Close" and "Add" (labeled 1). The background of the main report page is visible, showing the same grid structure and sidebar menu as the first screenshot.

1. Click the **add** button to save the changes. The modal is for extension patient only.

**** END OF ADMIN****

STUDENT & FACULTY

(Login Page)



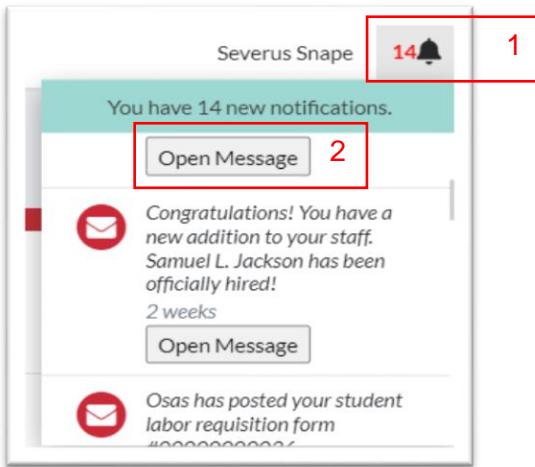
1. Enter username or id number of your account.
2. Enter your password on the password field.
3. Click **Login** button. If login was unsuccessful an error will appear and you will remain on this page, if login was successful the user will be redirected to the **Announcement Page**.

1. Announcement

The announcement page includes announcements from different departments included in the OSAS Information system.

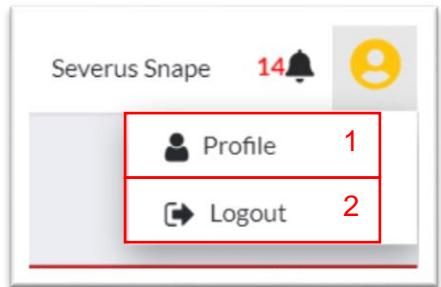
The screenshot shows the 'ANNOUNCEMENTS' section of the Student Hub. The header includes the URL 'localhost/USEP-OSAS-HUB/public_html/users/Student/index.php', the user 'Hi, Ross L. Geller', the semester '1st Semester', the year '2021-2022', the date 'Monday, December 20, 2021', the time '04:03:31 PM', and a notification bell icon showing '7' notifications. The sidebar on the left has a 'DASHBOARD' section with 'Announcements' (highlighted), 'Job Hirings', and 'Student Discipline Services'. It also lists 'STUDENT'S AFFAIRS AND SERVICES' (Student Orgs. Services, Student Labor Services, Request for Good Moral), 'GUIDANCE OFFICE SERVICES' (Guidance Services), 'SCHOLARSHIP OFFICE SERVICES' (Scholarship Services), and 'CLINIC OFFICE SERVICES' (Health Services). The main content area is titled 'ANNOUNCEMENTS' and 'THIS WEEK'. It displays four cards: 'New posts from OSAS' (Re Accreditation of Student Organizations, 2021-12-16), 'New posts from OSAS-Scholarship', 'New posts from Clinic', and 'New posts from Guidance Office'. Each card has a red circular icon with a white arrow pointing right in the bottom right corner.

Notification



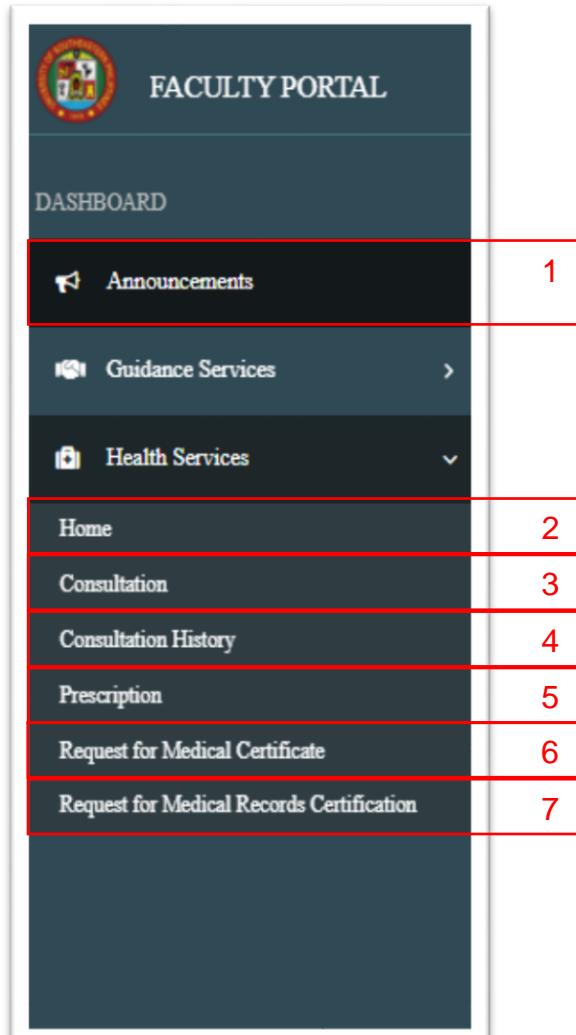
1. Click the bell icon to open notification dropdown and see all unread notification.
2. Click open message to open the notification details.

Profile



1. Click the profile button to go to your profile details.
2. Click logout to logout from your account.

Sidebar Menu



1. The user will be redirected to the announcement page.
2. The user will be redirected to the home page.
3. The user will be redirected to the Consultation page.
4. The user will be redirected to Consultation History page.
5. The user will be redirected to Prescription page.
6. The user will be redirected to the Request for Medical Certificate page.
7. The user will be redirected to Request for Medical Records Certification.

2. Home

Home Page

The portal allows you to view your medical records and schedule appointments to our clinic through the internet.

Health Services

LEARN MORE

1. Click the **about** button then you will be redirected to the about page.

About page

ABOUT THE OFFICE

"The clinic is a health facility where patients can seek primary health and comfort for any sickness or disease. The health staff are government servants. We serve the patients in all forms of illness whenever feasible with our facilities. We are obliged to refer severe cases to higher facilities like hospital and laboratories for further treatment and management. Everyone is encourage to visit the clinic for any health problem to avoid further complication. We believe that prevention is better than cure."

ORGANIZATIONAL STRUCTURE

```
graph TD; UP[UNIVERSITY PRESIDENT] --> CH[CHANCELLOR]; UP --> VPA[VICE PRESIDENT FOR ADMINISTRATION]; CH --> HAS[HEAD ADMIN SERVICES]; CH --> MD[MEDICAL DIRECTOR]; HAS --> DC[CLAS COORDINATOR]; DC --> CP[CAMPUS PHYSICIAN]; DC --> N2[NURSE II]; DC --> DA[DENTAL AIDE]; N2 --> ASN1[ASSISTANT SCHOOL NURSE 1]; N2 --> ASN2[ASSISTANT SCHOOL NURSE 2];
```

2. Click the **mandate** button then you will be redirected to the mandate page.

Mandate Page

The screenshot shows the 'MANDATE' section of the Faculty Portal. On the left, there's a sidebar with 'FACULTY PORTAL' and 'DASHBOARD' sections, and a main menu with 'Assessments', 'Guidance Services', and 'Health Services'. The right side features three main boxes: 'VISION' (describing the University Health Service's role as a leader in health maintenance), 'MISSION' (stating the goal of providing holistic health care for all constituents), and 'GOALS' (listing three goals related to community health and client education). A large grey arrow graphic points downwards from the top right towards the bottom right.

3. Click the **services** button then you will be redirected to the services offered page.

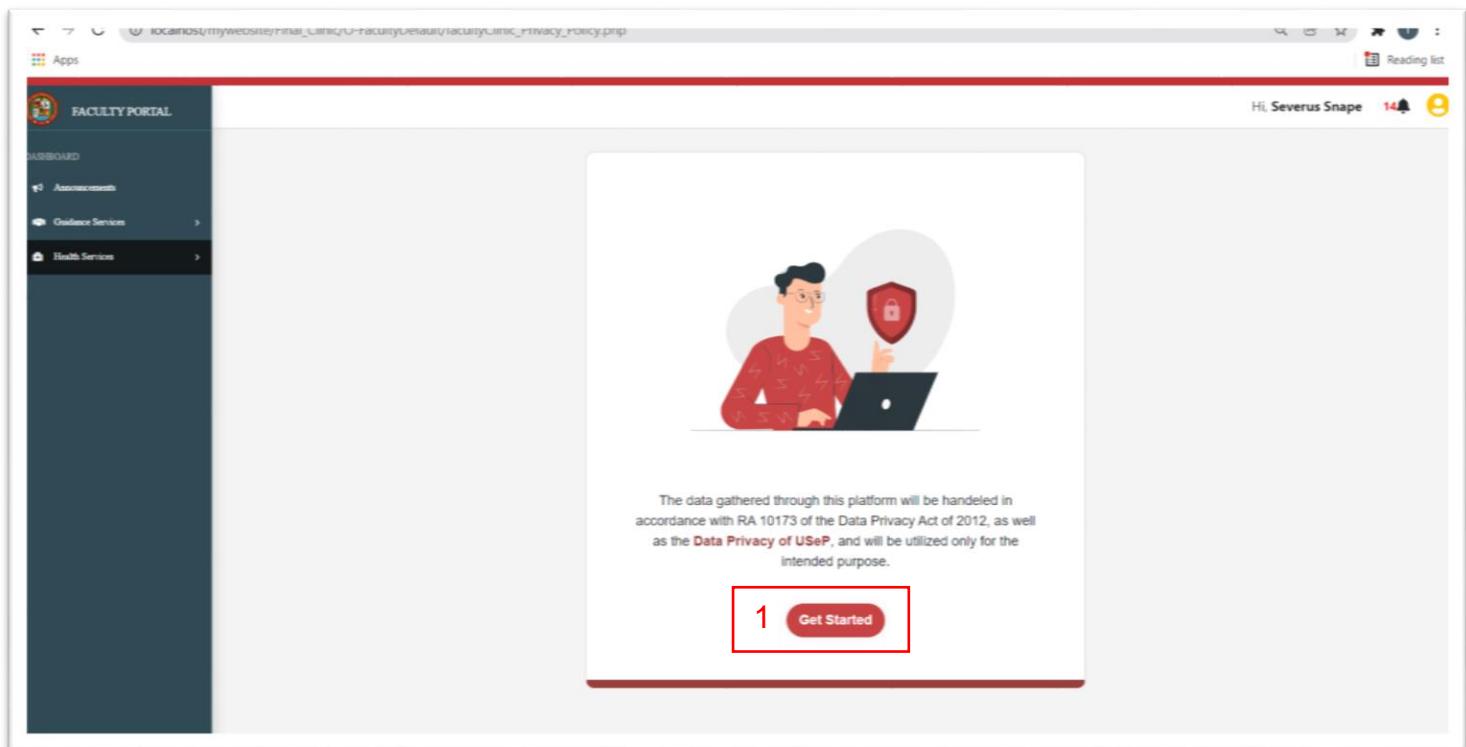
Services Offered Page

The screenshot shows the 'SERVICES OFFERED' page. It includes a 'VISION' section listing services like free consultation, hospital referrals, wound treatment, and emergency care. A 'DENTAL' section lists dental consultation, extraction, and filling services. Below these is a calendar view for December 12-18, 2021, showing a 'Consultat' entry on Friday afternoon. At the bottom, a red banner displays 'Events' with the message 'No Upcoming Events!'

3. Consultation

Consultation Page

***Note:** If you are newly registered user and still no basic information or records on clinic, then you will be redirected to this page. If you have already signed the patient record form from the past, a prompt will notify you that you have existing records and will ask you if you want to update it. If you selected no, then you will be redirected to setting up consultation page. If yes, then you will go to patient record form page and make some updates.



1. Click **get started** button to sign for the patient record form.

Patient Record Form

A screenshot of a web browser showing a patient record form. The sidebar on the left is identical to the one in the previous screenshot. The main form has several sections:

- 'Have you ever been admitted/hospitalized?' with dropdowns for 'Yes' and 'No'.
- 'If yes, what illness?' and 'When?' fields.
- 'Have you ever had a surgical operation?' with dropdowns for 'Yes' and 'No'.
- 'If yes, what kind?' and 'When?' fields.
- 'Have you ever had any of the following infectious diseases?' with a list of checkboxes: Measles, German Measles, Chickenpox, Hepatitis A, Tetanus, Pulmonary Tuberculosis, and None.
- 'Do you experience headache, dizziness or syncope at any time?' with radio buttons for 'Yes' and 'No'.
- 'Lab Test Results' section with a 'Choose Files' button and a note: 'No file chosen'.
- A declaration checkbox: 'I hereby swear that the above information are true and correct. And therefore, promise to abide by the rules and regulations of the University of Southeastern Philippines-Health Service Division.'

At the bottom is a red-bordered 'Submit' button.

1. Click the **submit** button to save the information.

Setting Up Consultation Page

1 **Submit**

1. Click the **submit** button to file for a consultation request to the clinic. If submission is successful, then you will be redirected to consultation list page. If error, then you will remain on the current page.

3. Consultation History

Consultation List Page

1

2 **Refresh**

3 **Cancel**

Complaint Date	Consultation type	Mode of Communication (First Option)	Mode of Communication (Second Option)	Date of Appointment	Time	Duration	Status	Cancellation Remarks(if applicable)	Action
December 20, 2021	Dental Consultation	Cellphone	Zoom				Pending	N/A	Cancel
January 03, 2021	Medical Consultation	Google Meet	Messenger	2021-12-16	05:00:00	05:30:00	Completed	N/A	Cancel
November 27, 2021	Medical Consultation	Google Meet	Messenger	2021-12-18	11:00:00	00:00:00	Completed	N/A	Cancel

1. Filter data on the table based on consultation type, type of communication, and status.
2. Click the **refresh** button to refresh page.
3. Click the **cancel** button to open the modal for the cancellation of the consultation request. The cancel button will be disabled once the consultation status is completed.

Request Cancellation of Appointment(modal)

The screenshot shows a modal window titled "Request Cancellation of Appointment". Inside the modal, there are fields for Patient ID (1), Schedule (Pending), and Consultation Type (Dental Consultation). A large text area labeled "Reason/s for Cancellation:" is empty. At the bottom right of the modal is a green "Submit" button, which is highlighted with a red box and the number 1.

1. Click the **submit** button to submit cancellation request of appointment and wait for the approval of the clinic.

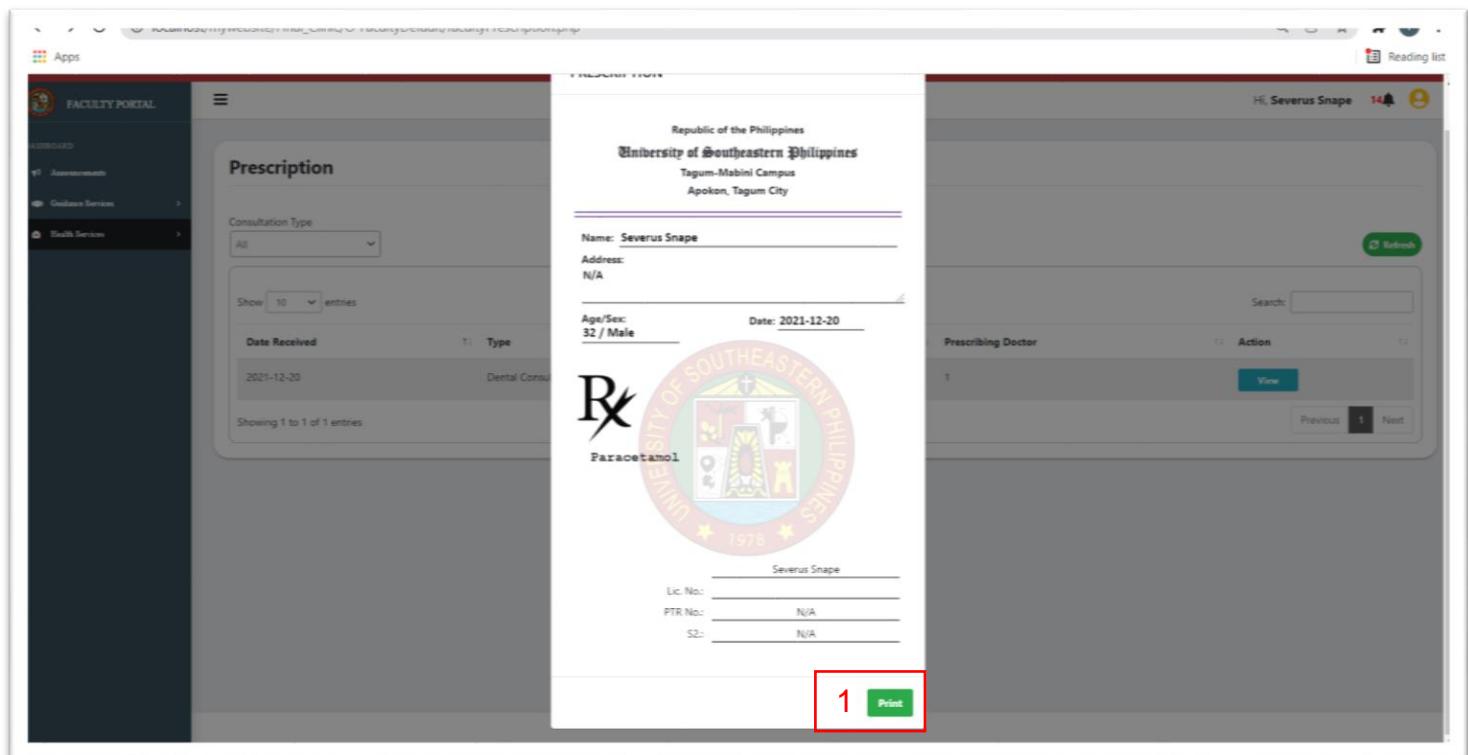
4. Prescription

Prescription Page

The screenshot shows a table titled "Prescription" with columns: Date Received, Type, Complaint, Prescribing Doctor, and Action. There is one entry: Date Received 2021-12-20, Type Dental Consultation, Complaint Paracetamol, Prescribing Doctor 1. A dropdown menu for "Consultation type" is open, showing "All", which is highlighted with a red box and the number 1. At the top right of the table area is a green "Refresh" button, which is highlighted with a red box and the number 2. A blue "View" button in a modal is highlighted with a red box and the number 3.

1. Filter the data on the table by consultation type.
2. Click the **refresh** button to refresh the page.
3. Click the **view** to open the modal for the prescription details.

Prescription modal



1. Click the **print** button to print the prescription.

5. Request for Medical Certificate

Request for Medical Certificate page

The screenshot shows a 'Request for Medical Certificate' page. On the left, a sidebar lists 'Request for Medical Certificate' under 'Prescription'. The main area has two dropdowns: 'Purpose' (All) and 'Status' (All), both highlighted with a red box. To the right is a large red box containing the 'Request Medical Certificate' button. Below these are five rows of data in a table:

Date Requested	Purpose	Required Lab Test	Submit Lab Result	Certificate	Status	Date Released
2021-11-26	Employment	3 View	4 Upload Lab Results	5 Open Certificate	Completed	2021-11-26
2021-11-26	Employment	View	Upload Lab Results	Open Certificate	Completed	2021-11-27
2021-11-27	Employment	View	Upload Lab Results	Open Certificate	Pending	
2021-11-28	Employment	View	Upload Lab Results	Open Certificate	Completed	2021-11-28
2021-11-28	Employment	View	Upload Lab Results	Open Certificate	Completed	2021-11-28
2021-11-28	Employment	View	Upload Lab Results	Open Certificate	Completed	2021-11-28

1. Filter the data on the table by purpose and status.

2. Click the **request medical certificate** button to open the modal for request medical certificate.

Request Medical Certificate(modal)

The screenshot shows the Faculty Portal interface. On the left, there's a sidebar with various links like Announcements, Guidance Services, Health Services, and Request for Medical Certificate. The main area has a 'Request for Medical' section. A modal window titled 'REQUEST MEDICAL CERTIFICATE' is open. It contains the university's name, location, and date. Below that is a list of requests with columns for Date Requested, Purpose, View, Upload Lab Result, Open Certificate, Status, and Date Released. The 'Submit' button in the modal is highlighted with a red box.

1. Click the **submit** button to submit request.
3. Click the **view** button the required lab test modal for your medical certificate request.

This screenshot shows the 'Request for Medical Certificate' page. The sidebar on the left includes 'Request for Medical Certificate'. The main content area shows a table of requests with columns for Date Requested, Purpose, Required Lab Test, View, and Print. To the right, a 'LAB REQUEST SLIP' modal is open, showing the university's logo and a list of required lab tests like CBC, PLATELET, HEMOGLOBIN, etc. A red box highlights the 'View' button next to the first request in the list.

4. Click the **Upload Lab Result** to open the modal for uploading of the required laboratory test that is being required by the clinic upon the request.

Upload Laboratory Result(modal)

The screenshot shows a 'Request for Medical Certificate' page with a modal overlay titled 'SUBMIT LAB RESULT'. The modal contains the University of Southeastern Philippines logo and a date field set to '2021-12/20'. It lists several test types with checkboxes: CBC, PLATELET, HEMOGLOBIN, Urinalysis, Fecalysis, Fasting Blood Sugar (FBS), Serum Uric Acid, Creatinine, Lipid Profile, SGOT, SGPT, Blood Test, Chest X-ray, Drug Test, Psychological Test, Neuro-Psychiatric Examination (if applicable), and Others. A 'Choose file' input field is present, and a 'Submit' button is highlighted with a red box and the number 1.

1. Click the **submit** button to upload and submit the attachments.
5. Click the **Open Certificate** button to open or download the medical certificate file that you requested. This button will be disabled if status of the request is still pending.

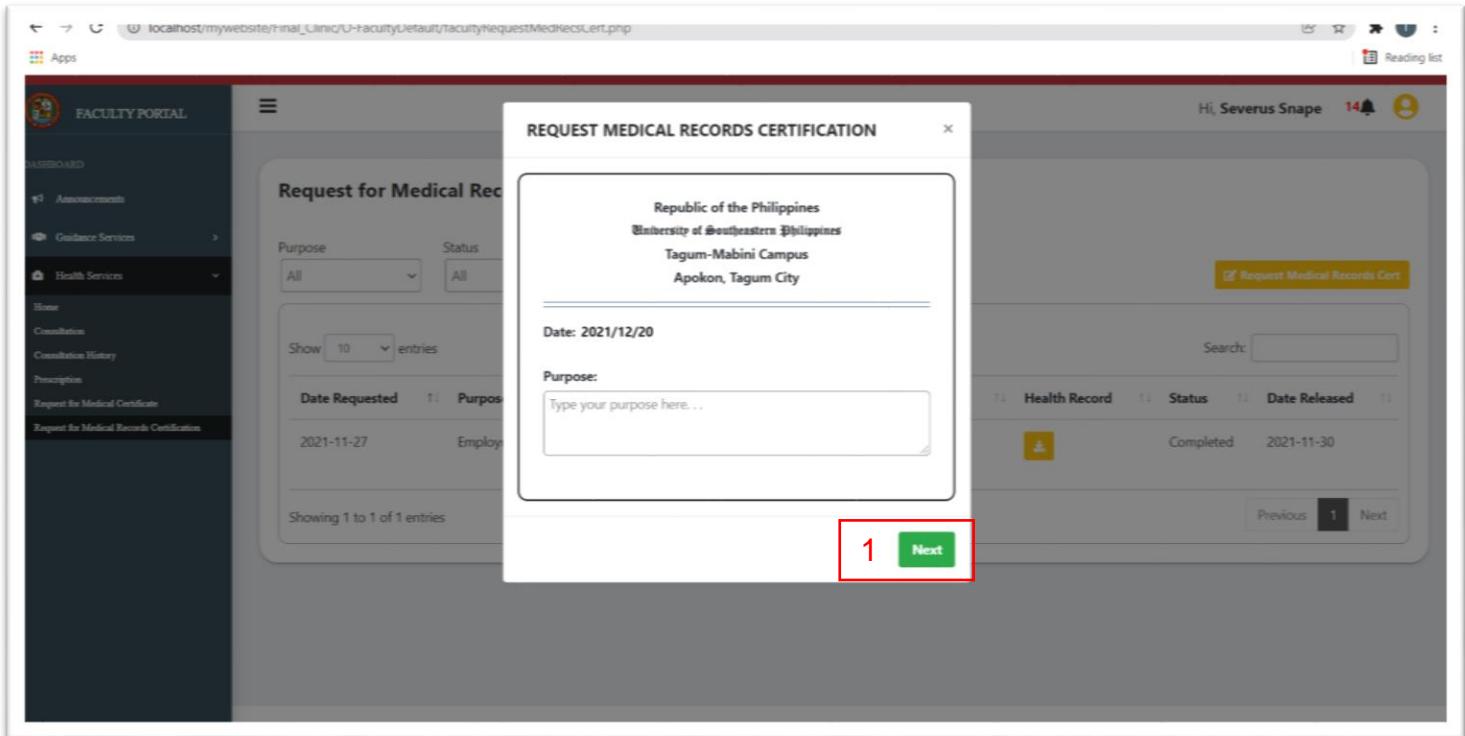
6. Request for Medical Records Certification

Request for Medical Records Certification page

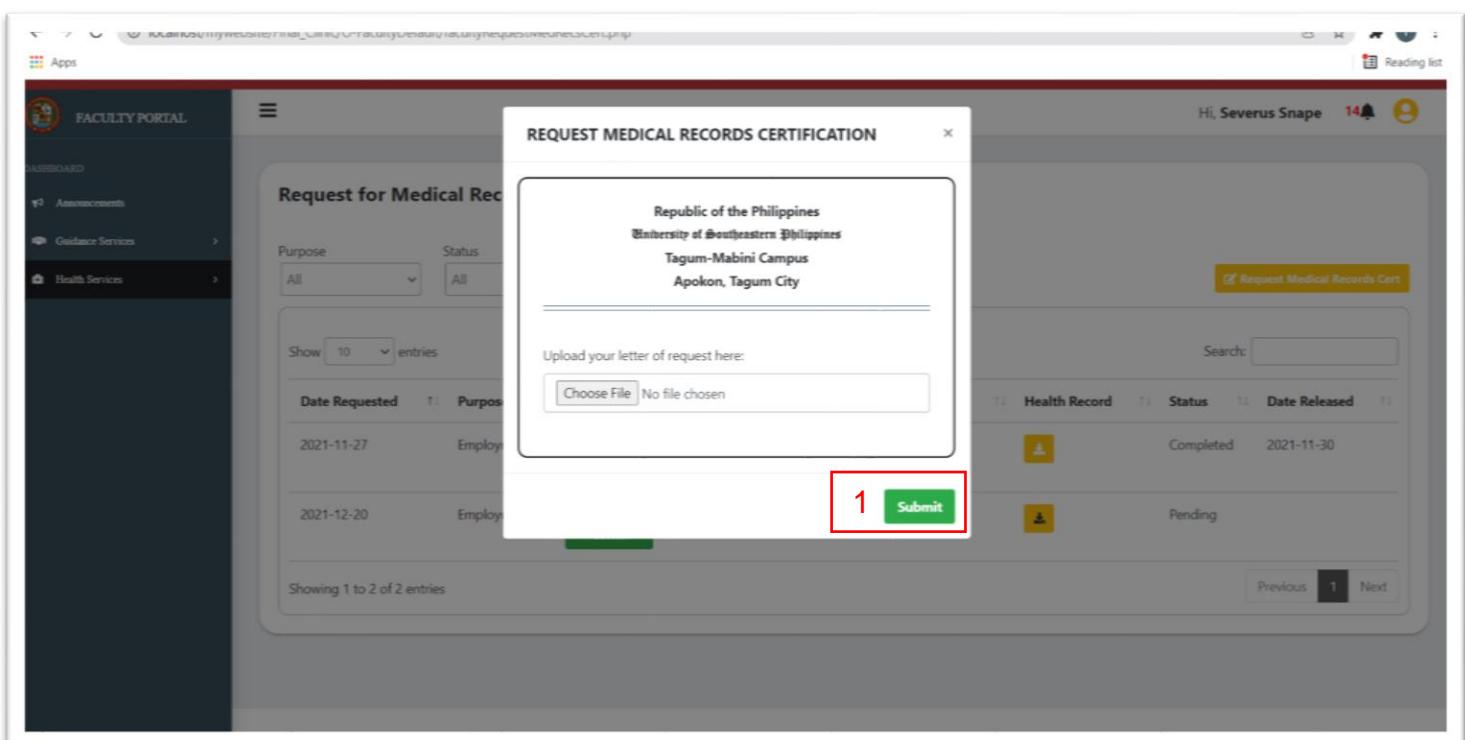
The screenshot shows a 'Request for Medical Records Certification' page with a table of entries. The table has columns for Date Requested, Purpose, Letter of Request, Medical Info, Medical History, Health Record, Status, and Date Released. Filter dropdowns for Purpose and Status are highlighted with a red box and the number 1. A large yellow 'Request Medical Records Cert' button is highlighted with a red box and the number 2. Row numbers 3 through 6 are placed over specific buttons in the table: a green 'Upload Letter' button (3), yellow download icons (4, 5, 6).

1. Filter the data on the table based on purpose and status.
2. Click the **request medical records cert** to open the modal for request medical records certification.

Request Medical Records Certification(modal)



1. Click the **next** button to submit the request.
3. Click the **Upload Letter** button under the column of letter of request to open the modal for uploading of file.



1. Click the **submit** button to upload and submit the attachment for letter of request.
4. Click the **download** icon under the column of Medical Info to download Medical Information. This button will be disabled if the status is pending.
5. Click the **download** icon under the column of medical history to download Medical History. This button will be disabled if the status is pending.
6. Click the **download** icon under the column of Health Record to download health record. This button will be disabled if the status is pending.

****END OF STUDENT & FACULTY****

*****END OF MANUAL *****