ADMIN ACCOUNT (user)

A. Login

a) Click on **LOGIN USING ADMINISTRATOR ACCOUNT**
b) Enter the default or given **username** and **password**
c) Click **LOGIN**

d) **FORGOT PASSWORD**

1. If password is forgotten, click on the **FORGOT PASSWORD**
2. Enter registered email of the Admin account then Click **CONTINUE**
3. Open registered **Email** then copy the **CODE**
4. Enter the code sent to the email then Click **SUBMIT**
5. Enter a **new password** for the account then Click **CHANGE** to save the updated password.
6. Click **LOGIN NOW** then wait for the page to load be directed to **LOGIN** page

B. User list

a) Add New User Account for Clinic Staffs

1. Click **USER LIST** navigation and click **NEW RECORD**
2. Enter the **BSU ID number** of the Staff
3. For new accounts, click **NEW**
4. For existing accounts, click **OLD**
5. When **NEW** is clicked, all information needed should be entered (fields with * are REQUIRED)
6. Click **ADD RECORD** button for the account to be recorded
7. When **OLD** is clicked, information of the ID number owner is shown.
   ***NOTE:** Password must contain at least one uppercase and lowercase letters, one number, and at least 8 or more character

b) View list of all user accounts created

1. Click **USERLIST** on the navigation bar
2. To view chosen account except super admin's account, click **VIEW** button beside the information of Staff account

c) View and Edit specific user account

1. Click **USER LIST** on the navigation bar
2. Click **VIEW** button beside the information of Staff
3. Click **EDIT** button below the personal information then click SAVE button for the account to be updated
4. Click **CLEAR** button to remove all information entered
   NOTE: admin can't edit his own and super admin's account.

d) **Print Specific user account**
e) **Save as PDF the specific user account**
f) **Print list of all user accounts created in table form**
   1. Click **USERLIST** on the navigation bar
   2. Click **PRINT REPORT** button below the table
   3. Wait for printing window to open
   4. Set up the print setting such as the printer name, layout, copies to print, color, paper size and others.
   5. Click for **PRINT** button

g) **Save as PDF file the list of all user accounts**
   1. Click **USERLIST** on the navigation bar
   2. Click **EXPORT TO PDF** button
   3. Wait for the document to be automatically downloaded and be saved in the device

h) **Save as Excel file the list of all user accounts**
   1. Click **USERLIST** on the navigation bar
   2. Click **EXPORT TO EXCEL** button
   3. Wait for the document to be automatically downloaded and be saved in the device

i) **Search**
   1. Click **USERLIST** on the navigation bar
   2. Go to S**EARCH BOX** and enter any keyword you wish to look for
   3. Press **enter** to start filtering process
   4. Wait for the information to be shown

j) **Archive User Account**
   1. Click **USERLIST** on the navigation bar
   2. Find user account to archive
   3. Click **ARCHIVE** button beside the user account
   4. Click **okay** when prompt shows
   5. Wait for the account to be archived

k) **View Archived User Account List**
l) **Restore Archived Accounts**
   1.

C. Student

a) **Add New Student Record (Personal and Medical Information)**
   1. Click **STUDENT** on the navigation bar and click **NEW RECORD**
   2. Enter the **BSU ID Number** of the Student

3. Click **NEW** if the student is new and has no existing student medical record
4. Click **OLD** if the student is continuing student and has existing student medical record
5. When **OLD** is clicked, information of the ID number owner is shown. However, if the record is not available no information is returned.
6. For a **NEW** student medical record, attach a student's Picture by clicking **CHOOSE FILE**. After clicking, locate the image in the system file then attach.
7. Enter all the needed Personal Information of the student. ***NOTE**: Fields with * are required to have values. For the Guardian/Parent Information, one information is also accepted and having two information is not required.
8. Click **NEXT** button to be directed at Medical Information
9. Enter all the needed Medical Information of the student. ***NOTE**: Fields with * are required to have values.
10. Click **ADD RECORD** to save the Personal and Medical information of the student.

b) View list of all student records

1. Click **STUDENT** on the navigation bar
2. Table list will be displayed
3. For quick search of student record, go to **SEARCH BOX** and enter student's ID Number
4. Wait for the information to be displayed on the table

c) Print list of all student records in table form

1. Click **STUDENT** on the navigation bar
2. Click for **PRINT REPORT** button
3. Wait for printing window to open

d) Save as PDF file the list of all student records

1. Click **STUDENT** on the navigation bar
2. Click **EXPORT TO PDF** button
3. Wait for the document to be automatically downloaded and be saved in the device

e) Save as Excel file the list of all student records

1. Click **STUDENT** on the navigation bar
2. Click **EXPORT TO EXCEL** button
3. Wait for the document to be automatically downloaded and be saved in the device

f) View and Edit specific student records

1. Click **STUDENT** on the navigation bar
2. Click **VIEW** button beside the information of Student

3. Click **EDIT** button below the personal information and medical information then click **SAVE** button for the account to be updated
4. Click **PRINT** to print specific student record or **EXPORT TO PDF**
5. Click **CLEAR** button to remove all information entered

g) Archive Student Record

6. Click **STUDENT** on the navigation bar
7. Find user account to archive
8. Click **ARCHIVE** button beside the user account
9. Click **okay** when prompt shows
10. Wait for the account to be archived

h) View Archived Student Record List

i) Restore Archived Student Record

D. Consultation

a) Add New Student Consultation Record

1. Click **CONSULTATION** on the navigation bar and Click **NEW CONSULTATION**
2. Enter ID Number of Student ***NOTE**: Student should have an existing Student record to be able to create a new consultation record
3. One ID number of students is entered, Complete name will be directly inserted
4. Enter the **date** of the Consultation
5. Enter all the fields required. ***NOTE**: Fields with * are required to have values.
6. Click the **ADD** button to save all information entered.
7. Click the **CLEAR** Button if you wish to remove all entered information and Enter a new Consultation Record.

b) View list of all student consultation records

1. Click **CONSULTATION** on the navigation bar
2. Table list will be displayed
3. For quick search of student record, go to **SEARCH BOX** and enter student's ID Number
4. Wait for the information to be displayed on the table

c) Print list of all student consultation records in table form

1. Click **CONSULTATION** on the navigation bar
2. Click **PRINT REPORT** button
3. Wait for printing settings to open.

d) Save as PDF file the list of all student consultation records

1. Click **CONSULTATION** on the navigation bar
2. Click **EXPORT TO PDF** button
3. Wait for the document to be automatically downloaded and be saved in the device

e) **Save as Excel file the list of all student consultation records**
   1. Click **CONSULTATION** on the navigation bar
   2. Click **EXPORT TO EXCEL** button
   3. Wait for the document to be automatically downloaded and be saved in the device

f) **View and Edit specific student consultation records**
   1. Click **CONSULTATION** on the navigation bar
   2. Click **VIEW** button beside the information of Student
   3. Click **EDIT** button below the information then click **SAVE** button for the account to be updated
   4. Click **CLEAR** button to remove all information entered

g) **Archive Consultation Record**

h) **View Archived Consultation Record List**

i) **Restore Archived Consultation Record**

E. Users Activity

a) To view activity of all users, click **LOGS** on the navigation bar

b) To remove all the activities done, click the **CLEAR LOGS** button at the top ***archive button also***

F. Logout

a) Click **LOGOUT** on the navigation bar

G. Blocked Staff Account Recovery

a) Click **USER LIST** on the navigation bar

b) Look for the name of the blocked staff account

c) Copy the **CODE** given

d) If no code is shown, refresh the page.

H. Backup

I. Restore

J. Archive System Logs