

## STANDARD ACCOUNT (Staff, Doctor, Clinic Aid users)

### A. Login

- a) Click on **LOGIN USING STAFF ACCOUNT**
- b) Enter the given **USERNAME** and **PASSWORD**
- c) Click **LOGIN**

**NOTE:** After 3 trials of entering the wrong credentials, Account would be **BLOCKED** and cannot be opened

#### d) **ACCOUNT HAS BEEN BLOCKED**

1. If account was blocked, go to **ADMIN** and request for a **CODE** to open account
2. Get the code from the Admin
3. Enter the code then Click **SUBMIT**
4. Enter new password for the account then wait for the page to load be directed to **LOGIN** page

### B. 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 the **DATE** the record is made
10. Enter all the needed Medical Information of the student. **NOTE:** Fields with \* are required to have values.
11. 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 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
- e) Save as Excel file the list of all student records**
  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
- 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 CLEAR button to remove all information entered

## **C. 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 Clear Button if you wish to remove all entered information and Enter 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

**D. Logout**

- a) Click LOGOUT on the navigation bar