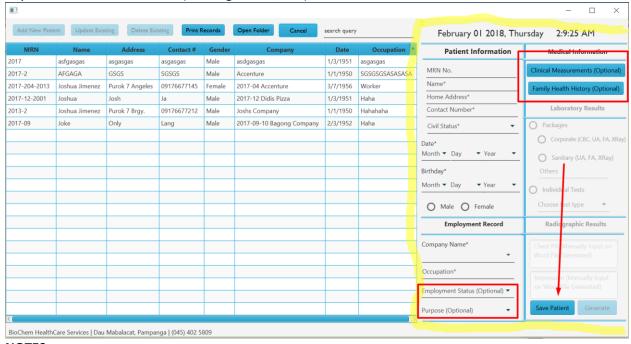
This user manual assumes that the user is logged in through a normal user account or an administrator one.

ADDING NEW PATIENT

1. Click the add new patient button.

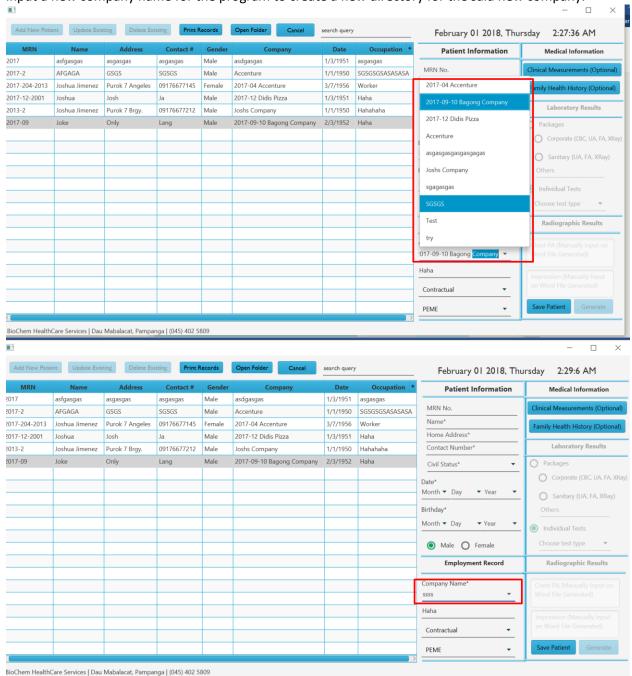


2. The leftmost part of the program will now be enabled for user inputs. Input the necessary information and click Save Patient. (Items marked with a red rectangle are COMPLETELY OPTIONAL INFORMATION.) In any case that any of the necessary information is missing or unknown, fill out the information with any random letters or words. (E.x. adghasaha, etc.)



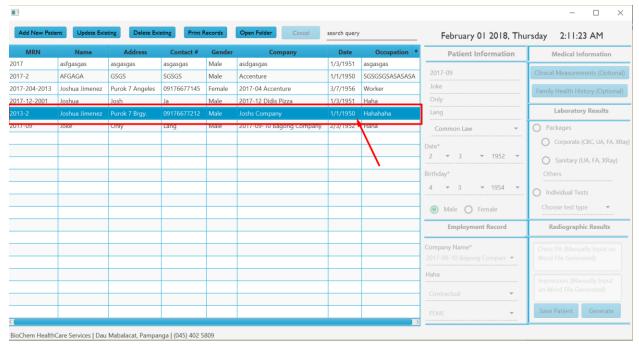
NOTES:

>A list of all directories present on the program's referenced directory would be listed on a drop down box. If a user is under a certain existing company, simply select his/her company. Else, you can manually input a new company name for the program to create a new directory for the said new company.

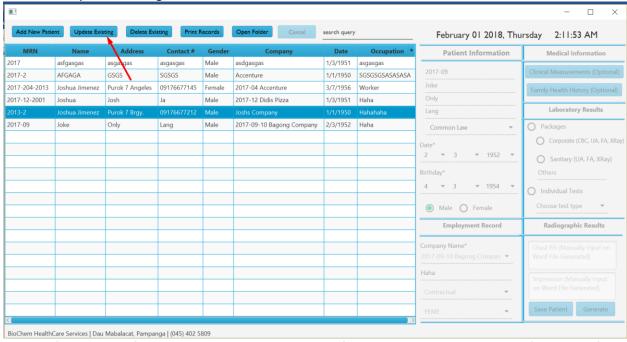


EDIT PATIENT/LAB RESULTS

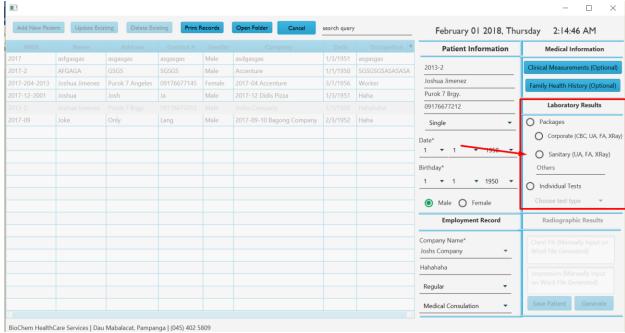
1. After saving a new patient, you can now generate his/her laboratory results by clicking his/her entry on the table. (This can also be done on existing patients on the table.)



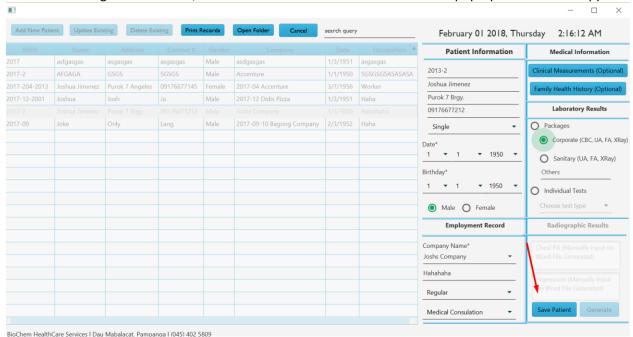
2. Click the update existing button.

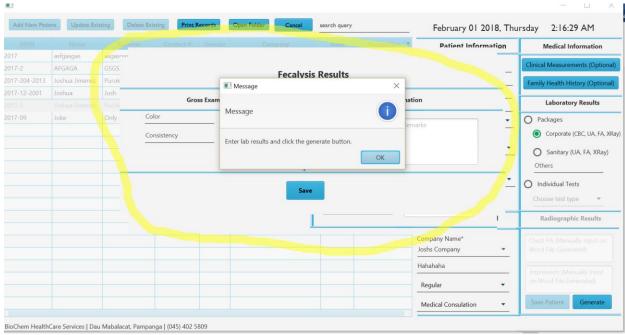


3. The leftmost part of the program will now be enabled for access. Fill in the updated information if there is any, select the laboratory exams. (WARNING: YOU CANNOT SIMPLY UPDATE AN EXISTING USER'S COMPANY NAME AND HAVE HIS/HER OLD FOLDER DELETED. YOU MUST MANUALLY DELETE THE OLD FOLDER. The program will still generate the new folder in regards with the new updated company name.)

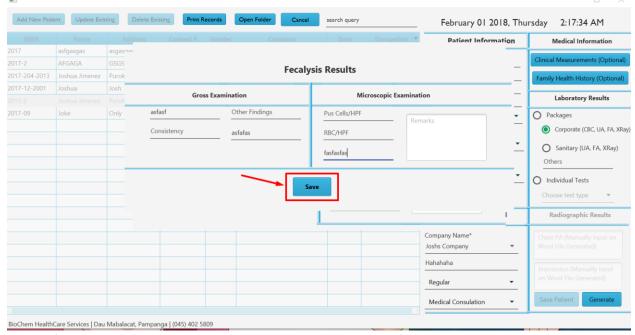


4. After selecting the lab exams, click the "Save Patient" button. A series of pop-up windows will appear.

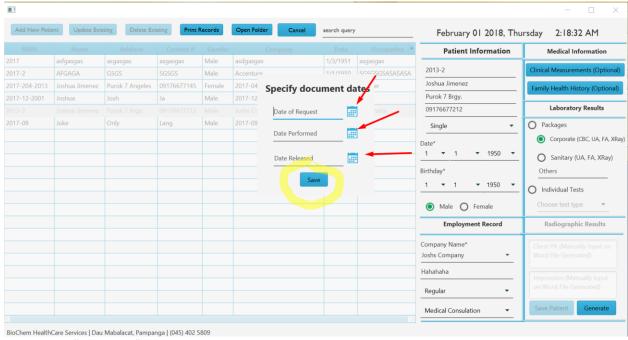




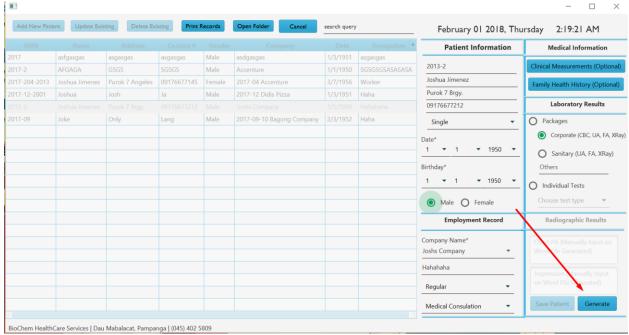
5. Enter each laboratory results and click "SAVE". (Not all laboratory results are required to be filled.)



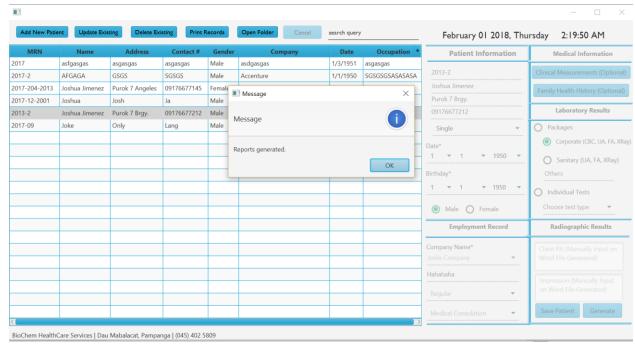
5. Specify the document dates to be used on the generated word files and click save.



6. Click the "Generate" button.

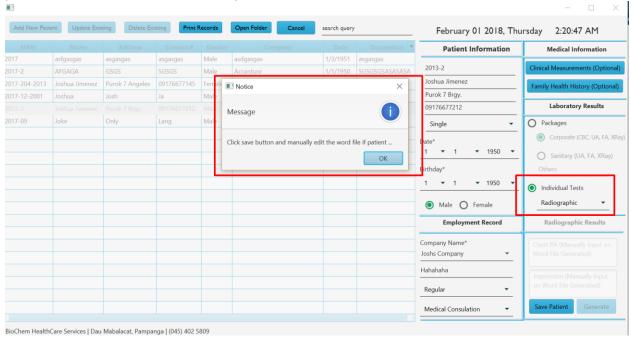


7. The program will display a success message if reports were generated successfully.

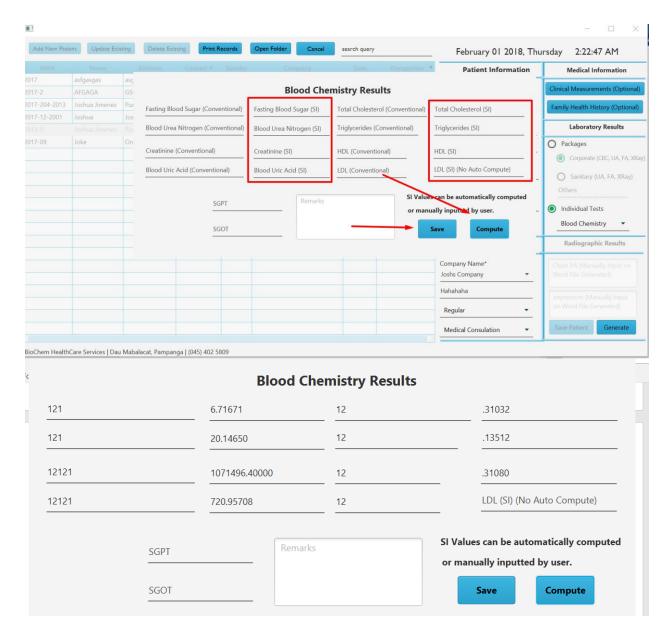


NOTES:

>In case that the laboratory result is an individual RADIOGRAPHIC test, be noted that a pre-specified template is only generated for that specific test. The user would have to edit the generated file if the patient's results are not normal or okay.



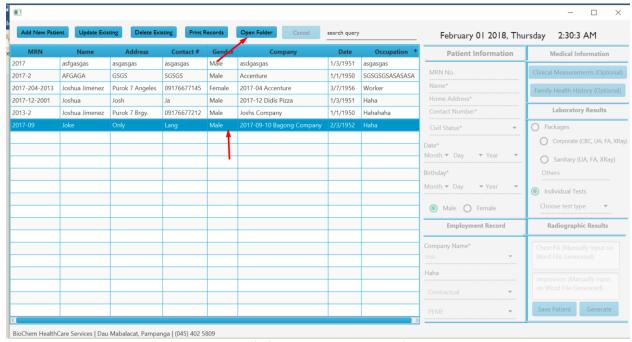
>In case that the lab exam is under blood chemistry, the areas covered by the red colored rectangle on the screenshot is no longer needed to be manually inputted. These values can be automatically computed by clicking the "Compute" button. Make sure that their conventional counterparts are present, else the compute button would not compute their SI counterparts.



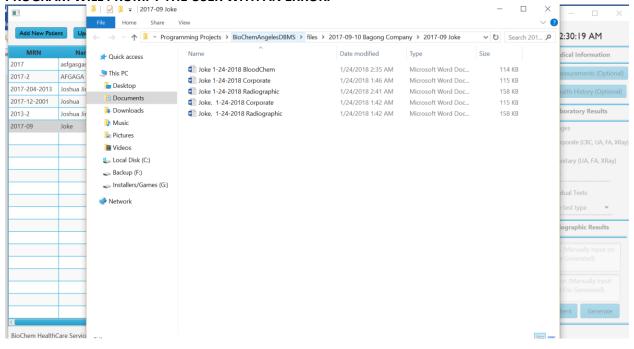
OPENING THE PATIENT'S FOLDER

NOTE: A PATIENT WOULD ONLY HAVE HIS/HER OWN FOLDER AFTER UPDATING HIS/HER LABORATORY RESULTS.

1. Select a patient on the table and click the "Open folder" button.



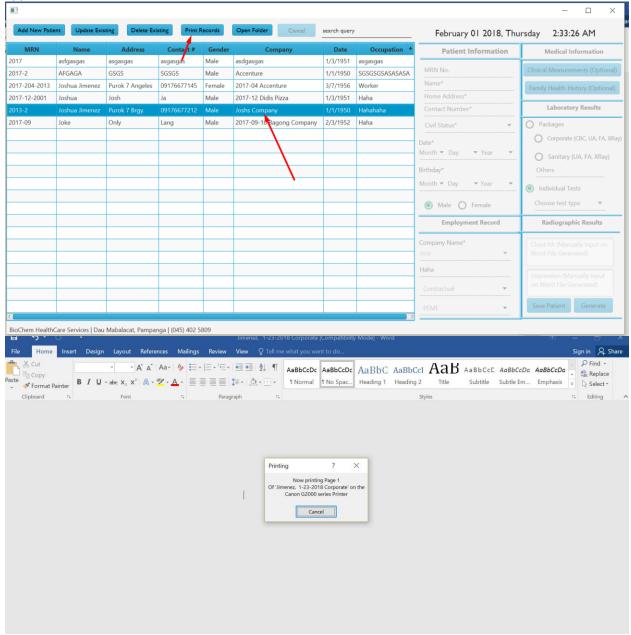
2. The program will now open the patient's folder. **IF THE PATIENT'S FOLDER DOES NOT EXIST, THE PROGRAM WILL PROMPT THE USER WITH AN ERROR.**



PRINTING PATIENT'S RECORDS

NOTE: This feature is only possible if the patient already has his/her laboratory results updated or inputted. This feature would also print ALL OF THE PATIENT'S EXISTING LABORATORY RECORDS. In any case that you would like to print his/her results one by one, please use the OPEN FOLDER functionality and manually print his/her record/s.

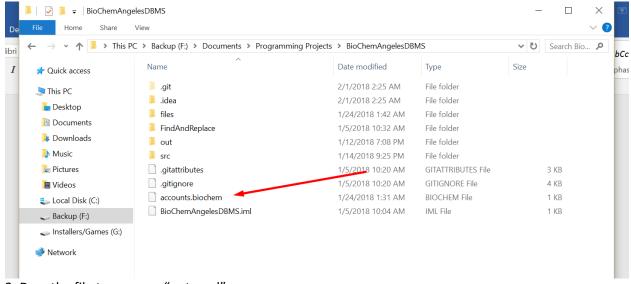
1. Select a patient from the table and click "Print Records". A series of Microsoft word pop ups will appear. **DO NOT CANCEL EACH PROCESS UNTIL PRINTING IS DONE.**



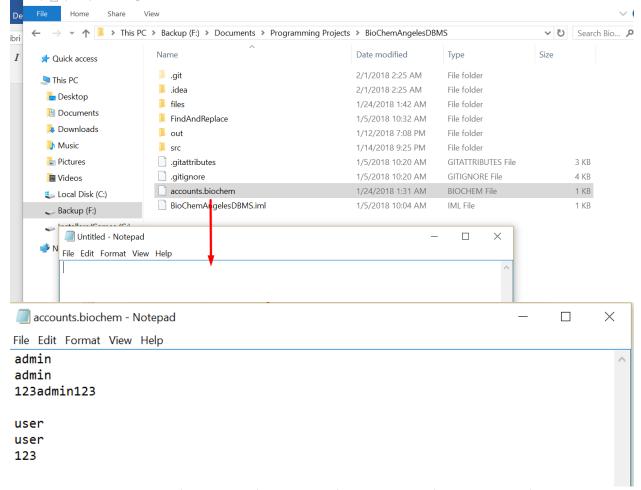
Note: A series of errors or prompts for saving the doc file may appear. THIS IS COMPLETELY NORMAL, AND THE PROGRAM WILL STILL ISSUE A PRINT JOB QUEUE FOR ALL THE RECORDS.

Updating User Accounts

1. Navigate to the BIOCHEM-DBMS folder structure and select "accounts.biochem".



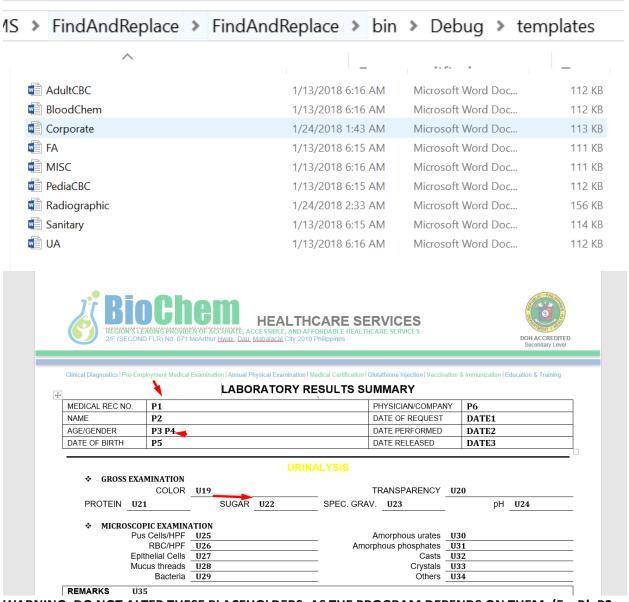
2. Drag the file to an open "notepad" process.



- 3. You can now edit the user's and admin's username. (line 2 and line 6) and password (line 3 and line
- 7). Save the file with "CTRL+S" to reflect the changes on the file.

IMPORTANT NOTES:

- 1. YOU CAN ALWAYS COPY AND PASTE YOUR EXISTING FOLDERS TO THE BIOCHEM-DBMS FOLDER. This would allow the program to read each directory and list them out within the dropdown list of company names. FOR THIS TO TAKE EFFECT, THE PROGRAM SHOULD BE RESTARTED. (EXIT AND RESTART THE APPLICATION)
- 2. You can always share the "files" folder of BIOCHEM-DBMS through the network to have multiple users accessing the "files" folder on a connected network.
- 3. Templates can be easily edited. Navigate to this directory to edit any template of choice:



WARNING: DO NOT ALTER THESE PLACEHOLDERS, AS THE PROGRAM DEPENDS ON THEM. (E.x P!, P2, DATE1, etc) But you can always edit your banner at the top, additional information at the bottom, etc,