USER MANUAL
FOR DOCTORS

E-CATSULTA

1 Hello Doctor!

WELCOME TO E-CATSULTA!
Your digital partner in managing patient appointments at the Catanduanes State University Clinic. Whether you're preparing for the day, reviewing patient details, or checking your calendar, this system is designed to keep your clinic time organized, efficient, and stress-free.

2 What You'll Need

MAKE SURE YOUR SETUP IS READY:

Device: Computer or laptop (preferred)
Operating System: Windows 10+, macOS 11+, or any modern Linux distro
Browser: Chrome, Firefox, Safari (updated browser)
Internet: A stable internet connection

3 Logging In

STEP 1: VISIT THE WEBSITE

Open your browser and go to:
https://book-ecatsulta.com/doctor

Or scan the QR code.
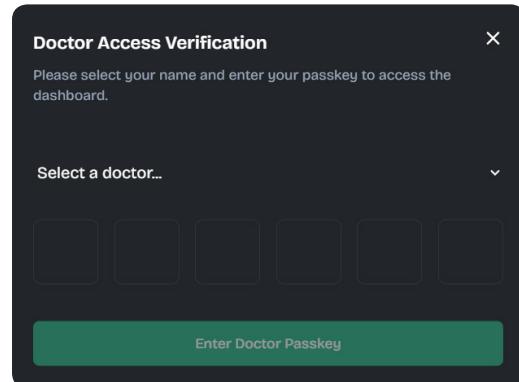
SCAN ME!

STEP 2: SELECT YOUR ACCOUNT

Click "Select a Doctor" and choose your name from the list

STEP 3: ENTER PASSKEY

Enter your passkey and you'll be directed to your personal doctor dashboard.

Doctor Access Verification   ✕

Please select your name and enter your passkey to access the dashboard.

Select a doctor...   ⌄

Enter Doctor Passkey

4 Doctor's Dashboard

Once logged in, you'll see four main tabs at the top:

Overview	Appointments	Patients	Calendar

Overview
Snapshot of appointments

Appointments
List view with filters

Patients
Access patient profiles and histories

Calendar
Visual layout of appointment dates

5 Overview Tab (Your Appointment Summary)
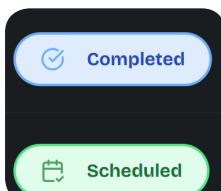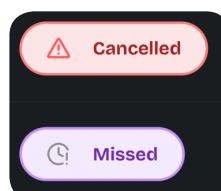
CLICK OVERVIEW TAB

Click the Overview tab on your dashboard. You can view your appointment details.
- Patient
- Code
- Status
- Appointment Date
- Reason
- Details
- Actions
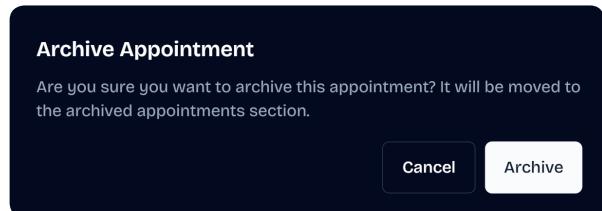
You'll see a color-coded summary of appointments that shows the status:

⚠ Cancelled
🕐 Missed
✓ Completed
📅 Scheduled

Click 'Archive' to remove an appointment from the list.

Archive Appointment

Are you sure you want to archive this appointment? It will be moved to the archived appointments section.

Cancel   Archive

-Search appointments   -Sort by status

Search appointments...   All Statuses
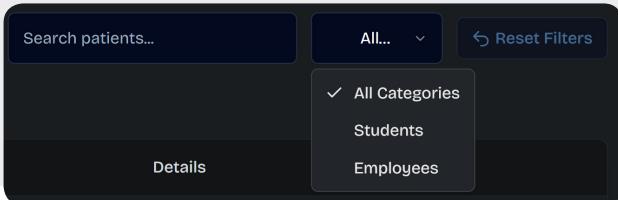
-Reset Filters   -Clear History

↩ Reset Filters   🗑 Clear History

PATIENT PROFILE FEATURES

You can search patient, search by category, and reset filters.

Search patients...   All...   ↻ Reset Filters

Details

✓ All Categories
Students
Employees

When you click [👤 Profile] , you'll be able to access:

BASIC INFORMATION: Name, ID, and contact info
APPOINTMENT HISTORY: Previous and upcoming visits
NOTES: Any medical or dental notes you've recorded
STATUS: Whether they missed, cancelled, or completed appointments
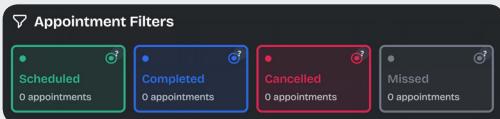
Click the following to apply the filters on the calendar grid:

▽ Appointment Filters
Scheduled   Completed   Cancelled   Missed
0 appointments 0 appointments 0 appointments 0 appointments
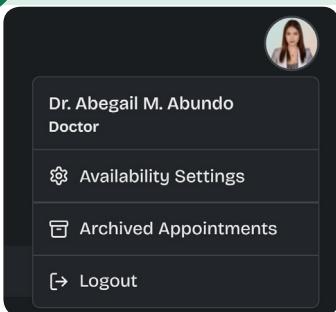
Click the Show all, to show all appointments on the calendar grid, and Hide all to clear.

Show All   Hide All

Use Previous and Next buttons to navigate between months.

< Previous   April 2025   Next >

6 Doctor's Profile

Dr. Abegail M. Abundo
Doctor

⚙ Availability Settings
🗄 Archived Appointments
[→ Logout

Click your Profile located in the upper right corner of the dashboard and you'll be able to access:

⚙ **Availability Settings**: Set your available dates and times for consultations.

🗄 **Archived Appointments**: Shows the list of archived appoinments that can be exported.

[→ **Logout**: For logging out your account.

AVAILABILITY SETTINGS

Configure your working hours and time off. Its has three sections:

WORKING HOURS	BLOCKED TIME SLOTS	HOLIDAYS/TIME OFF

WORKING DAYS
Set regular working days and hours when patients can book appointments.
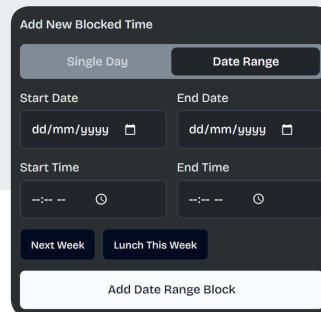
APPOINTMENT BOOKING RANGE
Sets when patients can only book appointments within this date range.

MAX APPOINTMENTS PER DAY
Patients can only book up to this number of appointments per day.

Block specific times (Single Day or Date Range) when you're unavailable for appointments, such as lunch breaks or meetings.

Add New Blocked Time
Single Day   Date Range
Start Date   End Date
dd/mm/yyyy 📅   dd/mm/yyyy 📅
Start Time   End Time
--:-- -- 🕐   --:-- -- 🕐
Next Week   Lunch This Week
Add Date Range Block

Set full days when you're unavailable for appointments, such as holidays or vacation days.

Select dates to mark as holidays:
dd/mm/yyyy 📅   Today

Availability Settings
Configure your working hours and time off

Working Hours
Set your regular working days and hours when patients can book appointments.

Working Days

Sun | Mon | Tue | Wed | Thu | Fri
Sat

Weekdays | Weekends | All Days

Start Time
8:00 AM

End Time
5:00 PM

8AM - 5PM | 9AM - 6PM | 10AM - 7PM

Appointment Booking Range

Start Date
dd/mm/yyyy

End Date
dd/mm/yyyy

Patients can only book appointments within this date range. Leave empty for no restrictions.

Max Appointments Per Day
10

Patients can only book up to this number of appointments per day.

Blocked Time Slots
Block specific times when you're unavailable for appointments, such as lunch breaks or meetings.

Add New Blocked Time

Single Day | Date Range

Start Date
dd/mm/yyyy

End Date
dd/mm/yyyy

Start Time
--:-- --

End Time
--:-- --

Next Week | Lunch This Week

Current Blocked Time Slots

No time slots blocked
Add blocked times using the form above

Holidays/Time Off
Set full days when you're unavailable for appointments, such as holidays or vacation days.

Select dates to mark as holidays:
dd/mm/yyyy | Today

Next Weekend | Clear Selection

Selected Dates   0 date(s) selected

No dates selected
Select dates using the calendar above

Add Selected Dates as Holidays

Click to save your changes.

Save Availability Settings

YOU MAY EXPLORE OTHER OPTIONS IN THE AVALABILITY SETTINGS.

ARCHIVED APPOINTMENTS

View past appointments that have been archived.

< Back to Dashboard	Archived Appointments		All time	Search archived record	Export Monthly Report

Showing 15 of 15 archived appointments

#	Patient	Code	Status	Appointment Date	Reason
1	Johnpaulo Fernando	681-405431-95B	⚠ Cancelled	May 2, 2025, 3:00 PM	👁

Click "All time" to choose the range of date to be exported, then click "Export Montly Report" to export it in Excel file.

📅 All time	Search archived record	Export Monthly Report

COLUMN	DESCRIPTION
#	Serial number of the appointment record
Patient	Name of the patient
Code	Unique appointment identifier (clickable link)
Status	Shows if the appointment was Completed (blue), Scheduled (green), Cancelled (red), and Missed (gray)

USER MANUAL
FOR MEDICAL CLERK

STEP 1: VISIT THE WEBSITE

Open your browser and go to:
https://book-ecatsulta.com/staff

Or scan the QR code.

SCAN ME!

STEP 2: ENTER PASSKEY

Enter your passkey to access the Medical Clerk Dashboard.

Staff Access Verification   ×
Please enter your passkey to access the staff dashboard.

Enter Staff Passkey

STEP 3: VERIFY APPOINTMENT

MEDICAL CLERK DASHBOARD

Appointment Verification

Verify Appointment
Enter appointment code or scan QR code

Enter appointment code

Verify Code

Scan QR Code
Scan patient appointment QR code

To verify an appointment:
Enter appointment code thenclick "Verify"
or click "Scan QR Code" to scan

STEP 4: COMPLETED APPOINTMENT

● Verified ✓
Mark as Completed
Close

Appointment details will show once an appointment is verified. Click "Mark as completed" to complete the appointment