

# Nuclibook: User Manual

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## 1. Introduction

**Nuclibook** is a booking system built specifically for the Nuclear Medicine Department at Chelsea and Westminster Hospital, built by students (Team 3-D) for their Software Engineering Group project at King's College London.

Nuclibook was designed to become an electronic version of the system that the Nuclear Medicine Department at Chelsea & Westminster Hospital uses for booking nuclear medicine studies and therapies, tracking tracer orders and managing camera equipment.

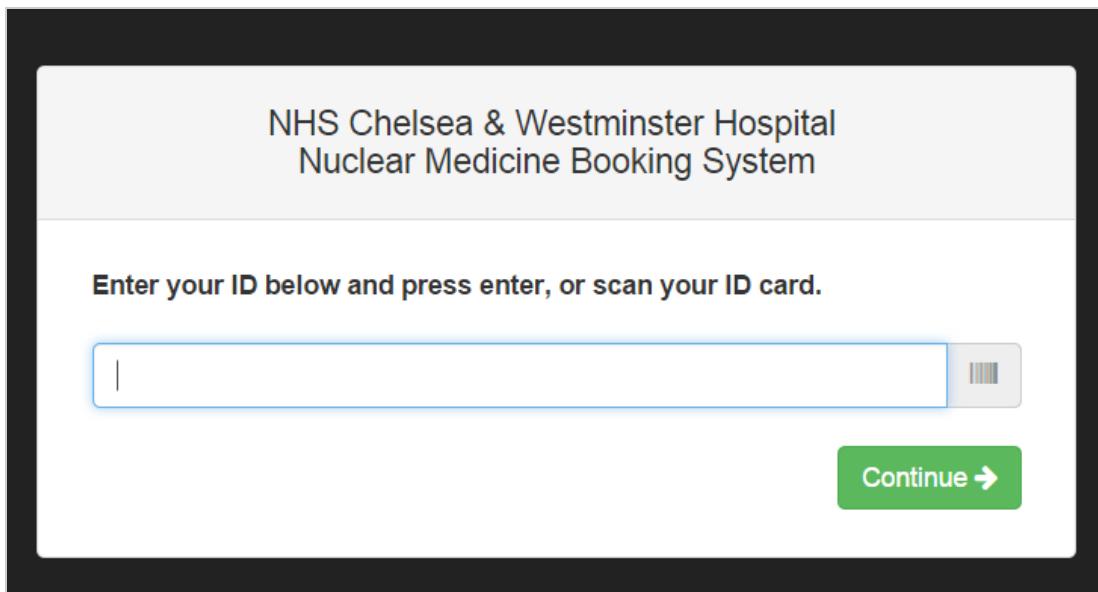
In this user manual, you'll find step by step instructions on how to use and benefit from each part of the application. The software is designed to be as simple as possible, but at the same models complex relationships and contains intertwined functionalities that aim to accomplish all the tasks that are normally done on paper.

If you have any questions on how to accomplish tasks on the system that are unclear in this manual, or if you face an error that you do not understand, please speak to the department Systems Administrator or Systems Manager immediately.

## 2. Login Screen

### 2.1 Logging In

When you first launch the application, you'll be greeted by the login page (Figure 1).



*Figure 1: Login Screen*

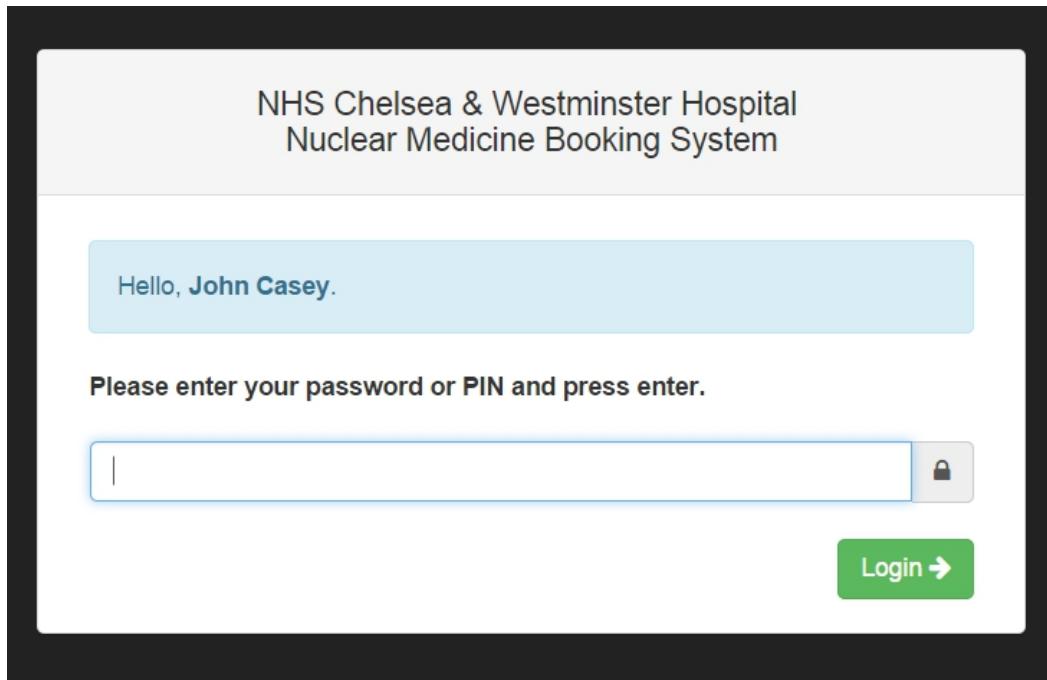
To log in, you can either:

- a. Use the barcode scanner, if your username is the same as your ID number.
- b. Type in your username manually, if it is not your ID number. Click Continue.

**TIP** If you see a barcode sign next to a text field, it means you can use your barcode scanner as an input method.

**NOTE** If you've received an error, jump down to **Errors (Section 2.2)** for troubleshooting.

You should now see your name on the screen followed by a field that asks for your password/PIN (Figure 2). Enter your password/PIN and click on *Login* to access the system.



**Figure 2: Password/PIN Input Screen**

## 2.2 Errors

**Error:** that staff ID doesn't exist

You've entered an incorrect username. Try again and make sure you spell your ID correctly. If you're using a barcode scanner to read your ID and it's still not letting you access the system, please speak to your systems administrator.

**Error:** incorrect password supplied

You've entered your password incorrectly.

**Error:** your account is currently disabled

Please speak to the systems administrator.

You have been logged out!

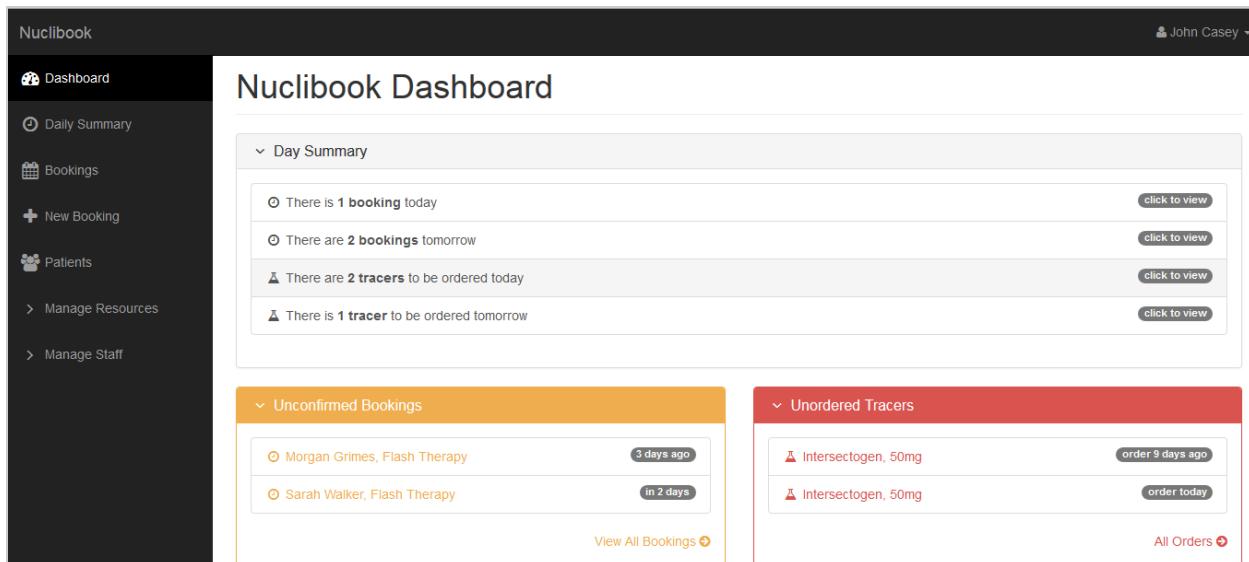
You (or the person before you) left the application open for more than ten minutes without any activity, and the system has logged off the account for security reasons.

### 3. Menu

Once signed in, you'll reach the dashboard, which will be discussed later in this manual in more detail. Every page on the application consists of a left sidebar and a top menu bar, as well as the content of the page. Let's look at them individually.

#### 3.1 Navigation Sidebar

The navigation sidebar is located on the left side of the page (Figure 3). The sidebar will be located on every page for your convenience, as long as you are logged in.

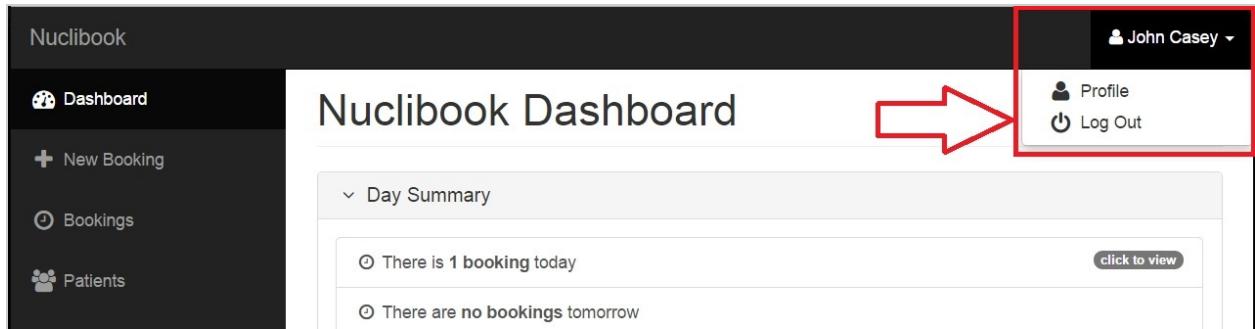


**Figure 3: Navigation Sidebar**

**NOTE** The sidebar in Figure 3 may contain more options than you would find when you sign in. This is because your systems administrator has given you access to only those options. If you believe you should have access to some of the pages in this application that you do not at the moment, please speak to your systems administrator.

#### 3.2 Top Bar

The top bar only consists of one button, which should have your full name on it. If you click it, you will see two options (Figure 4).



**Figure 4: Top Menu Bar**

The first button will take you to the Account Settings page (see **Section 3.3**), and the second will log you out of the system.

### 3.3 Account Settings

On the accounts settings page, you will see information about your account (Figure 5). This includes your username, your full name, your role, how long you have remaining before you are forced to change your password and finally the option to change your password (see **Section 3.3.1**).

A screenshot of the 'Profile' page. The title 'Profile' is at the top. Below it are five data entries: 'Username: 06111993', 'Name: John Casey', 'Role: System Admin', 'Password Change In: 89 days', and 'Password Options:'. Next to 'Password Options:' is a blue button labeled 'Change Password'.

**Figure 5: Account Settings**

### 3.3.1 Changing Your Password

On the Account Settings page (Figure 5), there's a button that says **Change Password** next to *Password Options*. If you click on it, a form will drop down (Figure 6). Simply fill in the form with your current password and your new one and click **Ok**.

The dialog box is titled "Change Password". It contains three input fields:

- "Current Password": Placeholder text is "Please enter your current password."
- "New Password": Placeholder text is "Please enter your desired new password."
- "Confirm New Password": Placeholder text is "Please enter your desired new password again."

At the bottom right of the dialog are two buttons: "Cancel" and "Ok".

**Figure 6: Change Password**

**NOTE** For security purposes, you are forced to change your password every 90 days.

**TIP** Use capital letters, small letters and numbers to make your password more secure. Here's an example of a strong password: *NucliBooK123*

### 3.3.2 Errors

**Error:** Your passwords did not match

Make sure that the second and third field contain the exact same password.

**Error:** Password must not be the same as the last few passwords.

Ensure that your new password is different than the last 3 you have used before.

## 4. Dashboard

On the dashboard (**Figure 7**), you'll find a lot of useful information that's useful to know at a first glance. There are three panels on the dashboard.

The screenshot shows the Nuclibook Dashboard with three main sections:

- Day Summary:** A light gray panel containing the following information:
  - ⌚ There are no bookings today
  - ⌚ There is 1 booking tomorrow [click to view](#)
  - ⚠ There are no tracers to be ordered today
  - ⚠ There are no tracers to be ordered tomorrow
  - ✖ John Casey is absent from 09:00
- Unconfirmed Bookings:** An orange panel listing three bookings:
  - ⌚ George Raduta, Therapy A 1 day ago
  - ⌚ Josh Simpson, Therapy A in 1 days
  - ⌚ Josh Simpson, Therapy B in 3 days[View All Bookings](#)
- Unordered Tracers:** A red panel listing two tracer orders:
  - ⚠ Sample Tracer, 50mg due 1 day ago
  - ⚠ Sample Tracer 3, 50mg due in 3 days[All Orders](#)

**Figure 7: Dashboard**

They are:

★ **A Day Summary**, which contains:

- The number of bookings there are today.
- The number of bookings there are tomorrow.
- The number of tracers to be ordered today.
- The number of tracers to be ordered tomorrow.
- Staff absences in the near future.

You can click on any of the rows to find out more information. For example, if you click on a staff's absence, you'll be taken to the *Staff Absences* page (see **Section 6.4**)

- ★ A list of **Unconfirmed Bookings**. Each unconfirmed booking shows you when the appointment is scheduled for, past or present. You can click on an unconfirmed booking to see more information about the booking (see **Section 5.2**).
- ★ A list of **Unordered Tracers**, each one showing you the latest it has to be ordered. You can click on an unordered tracer to see more information about order (see **Section 5.7**).

**TIP** If the panels are taking up too much space on the page, you can click on the panel headers and they'll close! To expand it, click on the panel header again.

## 4.1 Daily Summary

There's also a Daily Summary on the sidebar (under Dashboard), that contains the list of appointments happening that day, tracers that need to be ordered today or tomorrow and absences that are registered today and tomorrow.

This was designed to be printer-friendly, and you can click on Print to obtain a hard copy of the day summary.

### Day Summary

Print

#### Bookings

Morgan Grimess is booked for Flash Therapy

08:00 to 10:15
08:00 to 11:00
10:45 to 12:15

#### Tracers

Intersectogen (50mg) is required today

TestFM (150mg) is required today

TestFM (50mg) is required in 1 day

#### Absences

There are no staff absences registered for today or tomorrow.

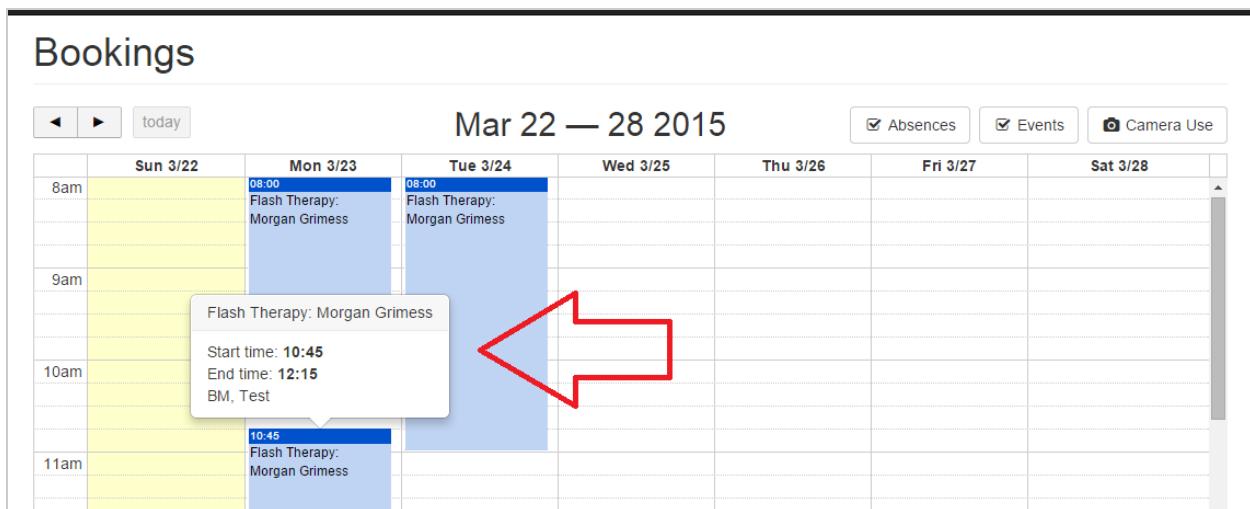
**Figure 8: Daily Summary**

## 5. Appointments

The Nuclear Medicine Booking system, as the name mentions is made for the purpose of the hospital to be able to make bookings. There are two pages, one called **Bookings** that allows you to view all booking made and the other named **New Booking** which allows you to make a new booking and add it to the bookings page.

### 5.1 Bookings

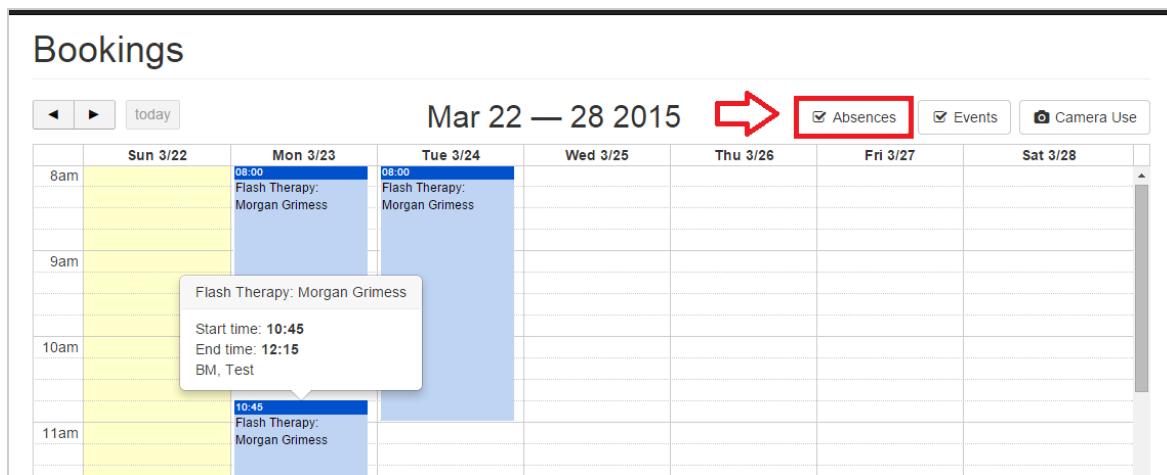
The Bookings page (**Figure 9**) shows a calendar displaying all the bookings being made by the user. It is there for you to view your daily schedule. You can hover over the bookings to see clear details of the start and end time of the booking and the booking detail.



**Figure 9: Bookings Page**

### 5.1.1 Viewing Bookings (Absences)

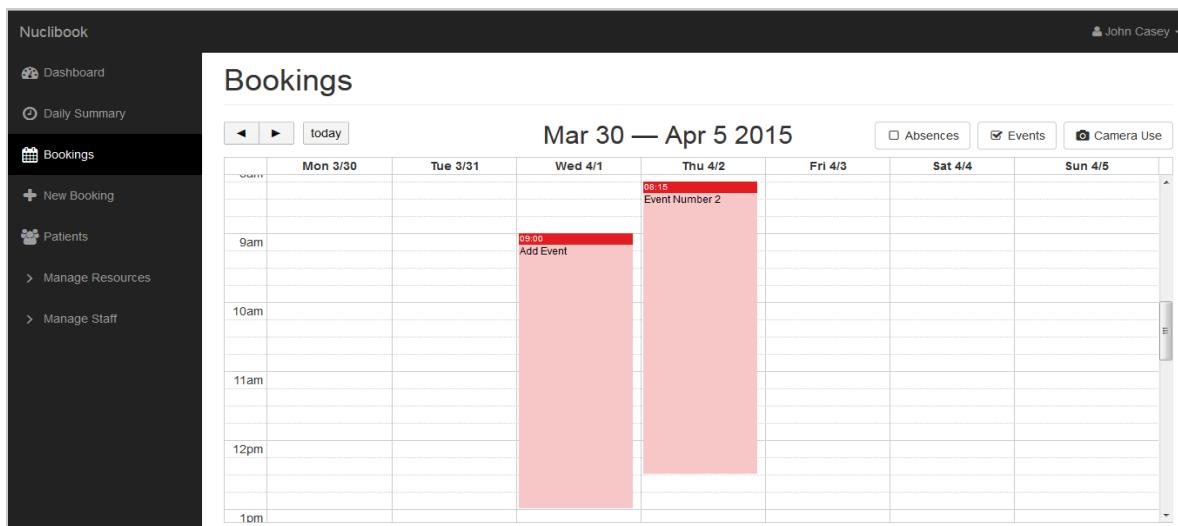
At the top of the calendar on the bookings page you will see an **Absences** button (**Figure 10**). Clicking on this button will show you the details of which staff is absent at a particular time. This information would help when making a booking for a staff so that no appointment is assigned to a member of staff that will not be in hospital on that day.



**Figure 10: Absences**

### 5.1.2 Viewing Bookings (Events)

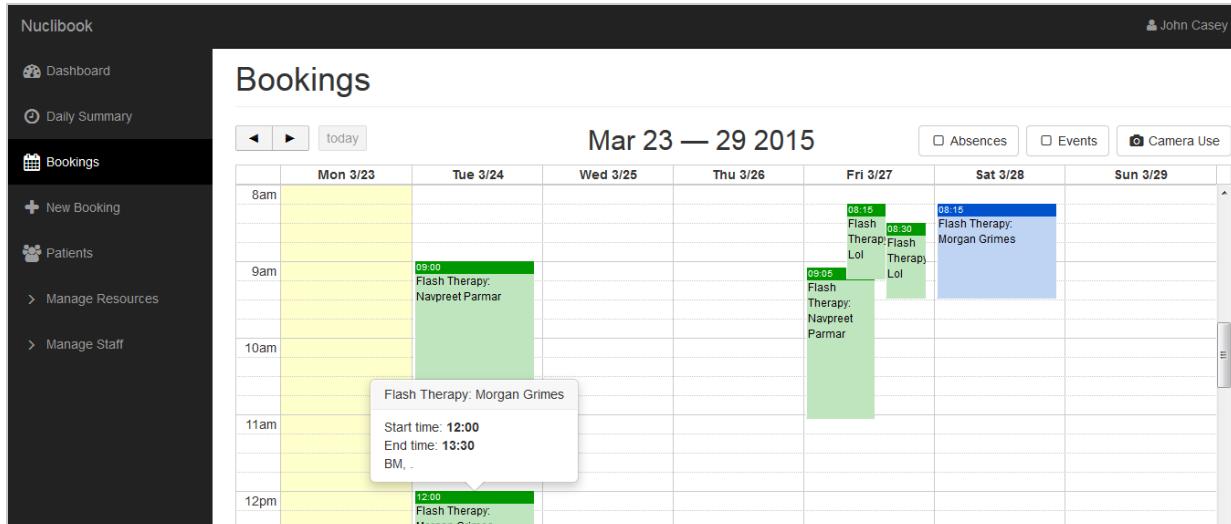
Next to the **Absences** button you will find an **Events** button (**Figure 11**). Clicking on this button will show you the details of when any generic event has been booked (not an appointment), such as staff meetings or camera maintenances.



**Figure 11: Events**

### 5.1.3 Viewing Bookings (Camera Use)

Next to the **Events** button, you will find the **Camera Use** button (**Figure 12**), via this you can view the details of the cameras that are being used for the appointments made. This page shows the bookings that have been made so far.



**Figure 12: Camera Use button**

On clicking this button, you will see a form drop down asking you to confirm which camera you would like to view on the calendar (**Figure 13**). When you select (a) camera(s), you will be able to see all the bookings on the calendar that are using the selected camera(s).

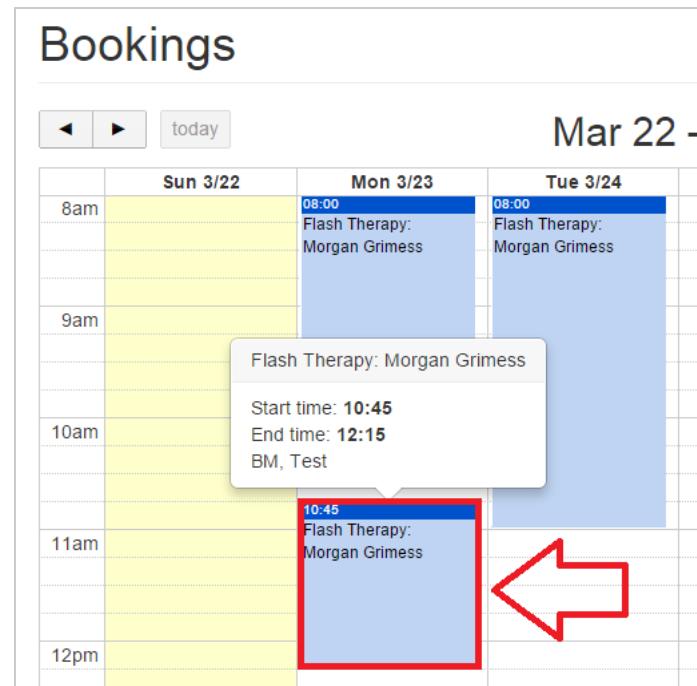
The screenshot shows a modal dialog box with a light gray background. The title bar says 'Select Cameras to View'. Inside, there is a message: 'The calendar will show bookings for the following cameras:'. Below this, there are two checkboxes, both of which are checked: 'BM, Castle' and 'BM, Test'. At the bottom right of the dialog are two buttons: 'Cancel' (in a light gray box) and 'Update' (in a blue box).

**Figure 13 Select Cameras to View**

#### 5.1.4 Viewing Booking Details

If you would like to view details of a specific booking, you can easily do so by simply clicking on the bookings whose details you would like to view (**Figure 14**).

After clicking on a booking (on the calendar) you will be able to view the booking details in a new page (**Figure 15**).



**Figure 14: View Booking Details**

On the Booking Details page, you will be able to view all details of the booking such as the patient and staff assigned, cameras and tracers used and a general breakdown of the booking schedule. You can also update the status of the booking (e.g. confirmed, unconfirmed, cancelled etc.) (**Figure 16**). You may also edit a booking (see **Section 5.1.5**).

**Booking Details**

Booking ID:	14
Therapy:	Flash Therapy
Camera:	BM, Test
Tracer:	Intersectogen, 50mg
Status:	<span style="background-color: orange; border: 1px solid black; padding: 2px;">unconfirmed</span>
Patient:	Morgan Grimess ( <a href="#">view details</a> )
Assigned Staff:	Kristin Kasavetova, John Casey
Notes:	Test Booking.

Update Status:  Confirmed  Unconfirmed  Cancelled  Re-booked  Edit

**Booking Schedule**

2015-03-23 @ 08:00 - 10:15  
2015-03-23 @ 10:45 - 12:15  
2015-03-24 @ 08:00 - 11:00

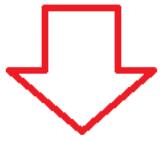
**Figure 15: Booking Details Page**

### 5.1.5 Edit Booking

You can edit a previously made booking by simply clicking on the **Edit** button (**Figure 16**)

**Booking Details**

Booking ID:	15
Therapy:	Flash Therapy
Camera:	BM, Castle
Tracer:	Intersectogen, 22
Status:	unconfirmed
Patient:	Navpreet Parmar ( <a href="#">view details</a> )
Assigned Staff:	John Casey
Notes:	Test
Update Status:	<input type="radio"/> Confirmed <input type="radio"/> Unconfirmed <input type="radio"/> Cancelled <input type="radio"/> Re-booked <input checked="" type="radio"/> Edit



**Figure 16: Edit Booking**

On clicking the **Edit** button, you will see a form drop down, this form already contains the details of the booking, you can make the changes you wish to. (**Figure 17**) In the figure below, the staff assigned has been changed

**Edit Booking**

Booking ID:	15
Patient:	Navpreet Parmar
Therapy:	Flash Therapy
Camera:	BM, Castle
Tracer:	Intersectogen (4 day to 01)
Tracer Dose:	22
Staff Members:	Kristin Kasavetova
<a href="#">+ Add</a>	
Kristin Kasavetova [ <a href="#">remove</a> ]	
Booking Schedule:	undefined @ 2015-03-24 09:00:11 - undefined [remove] undefined @ 2015-03-27 09:05:11 -
<input type="button"/> Cancel <input type="button"/> Ok	

**Figure 17: Edit Booking Form**

On making the changes, click **Ok** to save them and you will see the changes updated in the **Booking Details** page (**Figure 18**).

## Booking Details

Booking ID: 15  
Therapy: Flash Therapy  
Camera: BM, Test  
Tracer: TestFM, 23  
Status: confirmed  
Patient: Navpreet Parmar (view details)  
**Assigned Staff:** Kristin Kasavetova  
Notes: Test  
Update Status:  Confirmed  Unconfirmed  Cancelled  Re-booked  Edit

## Booking Schedule

2015-03-24 @ 09:00 - 11:15  
2015-03-27 @ 09:05 - 11:04

**Figure 18: Booking Details Page**

## 5.2 New Booking

The **New Booking** page allows you to make a new booking, you will need to select the patient and therapy before getting access to the calendar in order to make the booking. Initially the page looks like **Figure 19**.

## New Booking

Display 20 rows

Patient Name	Hospital Number	NHS Number	Sex	Date of birth	Action
Morgan Grimess	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button"/> Select
Navpreet Parmar	S4NDBYMO	NHS12345	F	1993-03-07	<input type="button"/> Select
Sarah Walker	BUYM0R3	N3RDH3RD	F	1982-07-27	<input type="button"/> Select

Showing 1 of 3 (3 results found)    1

**Figure 19: New Booking Page**

### 5.2.1 Select Patient

In order to make a booking, the first thing you will need to do is to select a patient (**Figure 20**). You will see a table of patients just like in Figure 16 and you can also search for a specific patient by using the search bar at the top right of the table. To select a patient, click on the **Select** patient button next to the specific patient you want to book an appointment for.

New Booking					
Display 20 rows					
Patient Name	Hospital Number	NHS Number	Sex	Date of birth	Action
Morgan Grimess	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button" value="Select"/>
Navpreet Parmar	S4NDBYMO	NHS12345	F	1993-03-07	<input type="button" value="Select"/> 

**Figure 20: Select Patient for Booking an Appointment**

### 5.2.2 Select Therapy

After selecting a patient, the patients table will slide up and the therapy table will appear, the next thing you will need to do is to select a therapy (**Figure 21**). To select a therapy, click on the **Select** patient button next to the specific therapy.

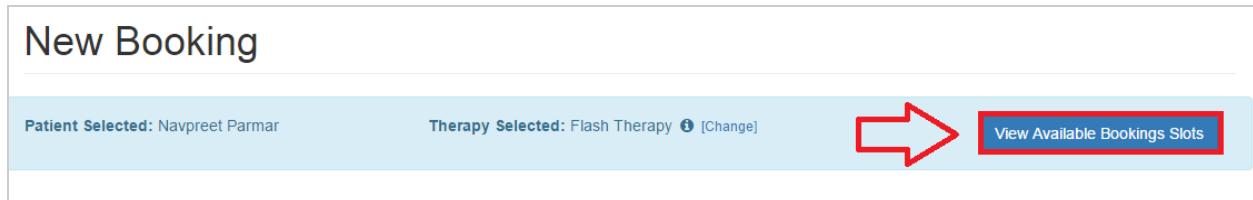
New Booking				
Patient Selected: Navpreet Parmar [Change]				
Display 20 rows				
Name	Tracer Required	Tracer Dose	Cameras Types	Actions
Flash Therapy	Intersectogen	50mg	BM	<input type="button" value="Select"/> 

**Figure 21: Select Therapy for Booking an Appointment**

**NOTE** You will be allowed to change the patient you have selected, by clicking on the change link above the table, it is next to the name of the patient selected. This is displayed to confirm that you have selected the right patient, and if it is wrong you can still make a change.

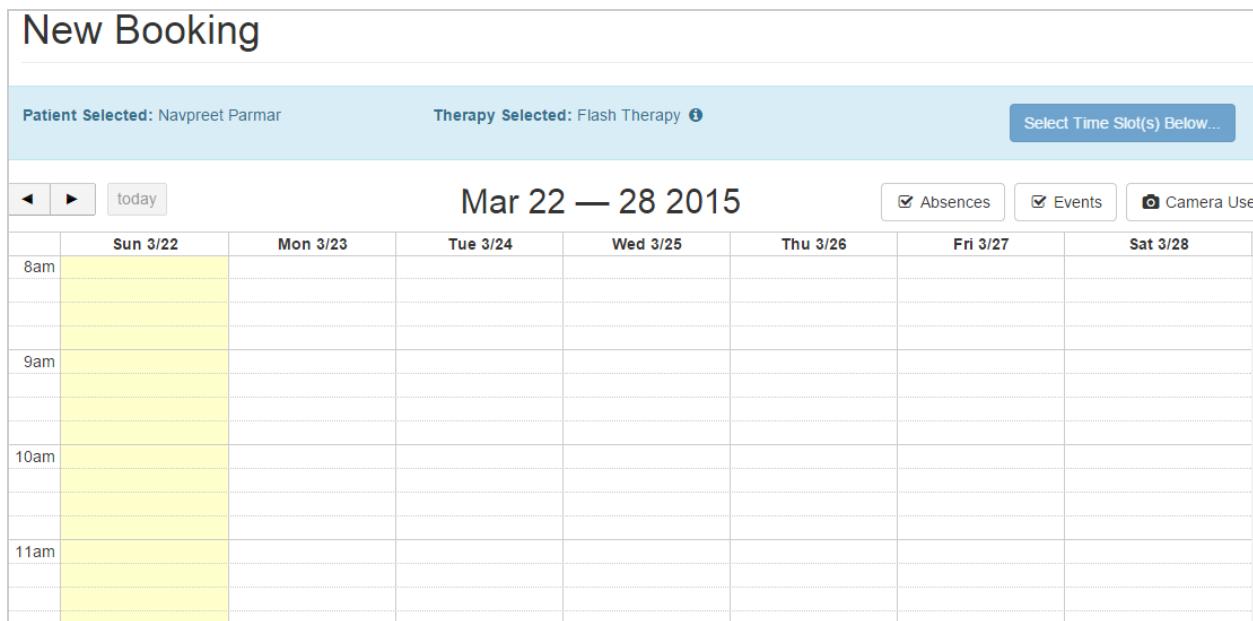
### 5.2.3 View Available Slots

After selecting the therapy you will see the therapy table slide up and a new page showing you the patient and the therapy that you have selected. (**Figure 22**) Just like where you were allowed to change the patient selected, here you can also change the therapy selected. Once you are happy with the patient and the therapy you have selected and are ready to go ahead and book an appointment, you may click on the **View Available Slots** button.



**Figure 22: View Available Slots**

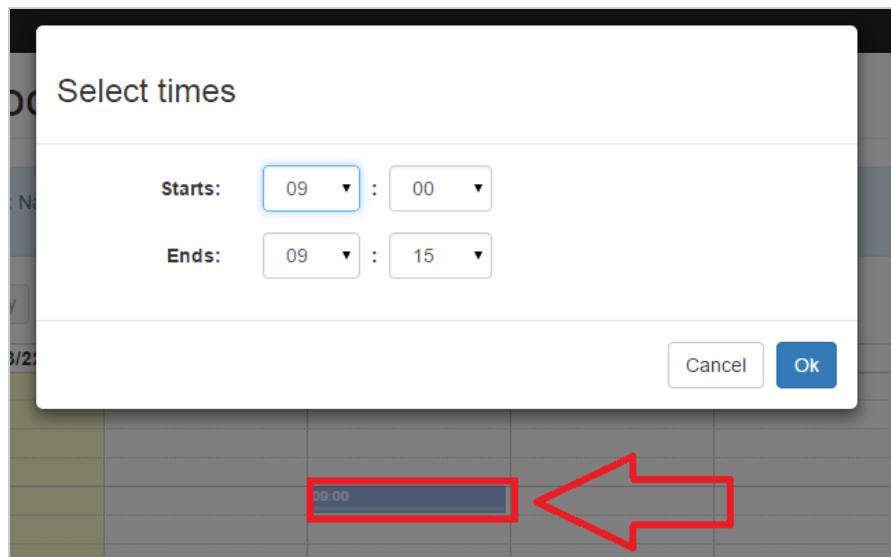
After clicking on the **View Available Slots** button you will be able to view the calendar with the existing slots. (**Figure 23**)



**Figure 23: Bookings Calendar**

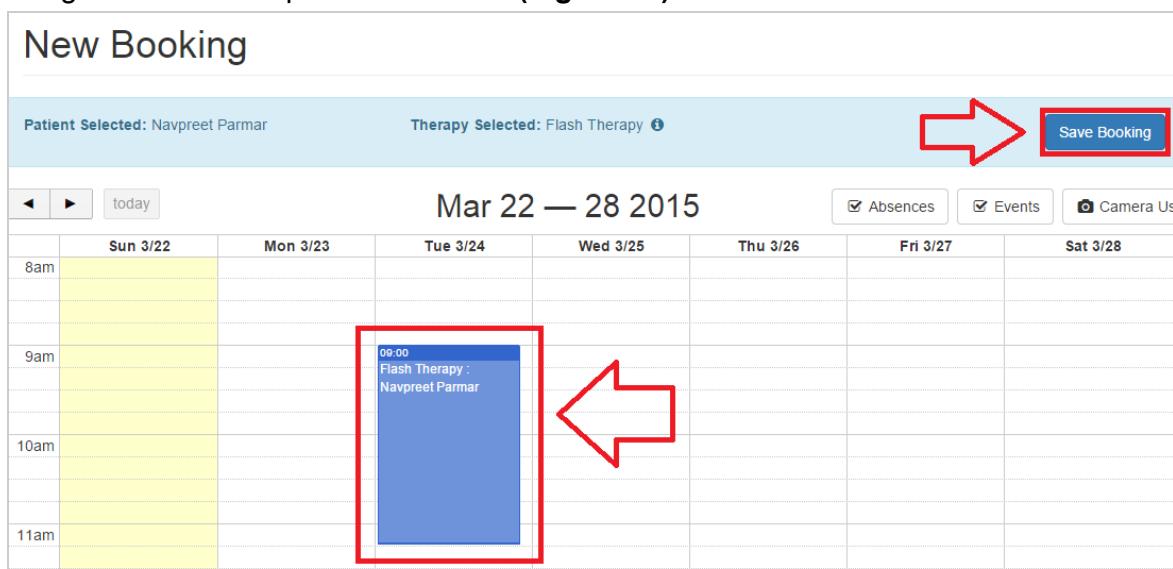
#### 5.2.4 Make a booking

Now that you have selected a patient and therapy and viewed the available slots, you can now make an appointment. Click in the calendar on the day and time you wish to make the booking on (**Figure 24**). You will see a form drop down on your screen asking you to confirm the start and end time of the booking. (**Figure 24**).



**Figure 24: Make a New Booking**

Once you have selected the dates and times of the booking, you will be able to see your booking added to the calendar. In order to save this booking, you must click on the Save Booking button at the top of the calendar (**Figure 25**).



**Figure 25: Save Booking**

**NOTE** The Save Booking button will only be visible once you have selected the times of your booking.

After saving a booking, you will be able to view the New Booking Details page which asks you to add the details of the booking such as the camera being used, the staff being assigned to the booking etc.

This page also gives a review of the patient, therapy and the booking schedule you selected whilst making the booking (**Figure 26**).

New Booking

You are creating a booking for the following patient, therapy and schedule:

Patient: Navpreet Parmar  
Therapy: Flash Therapy  
Booking Schedule: 2015-03-24 @ 09:00 - 11:15

Please confirm all of the following information:

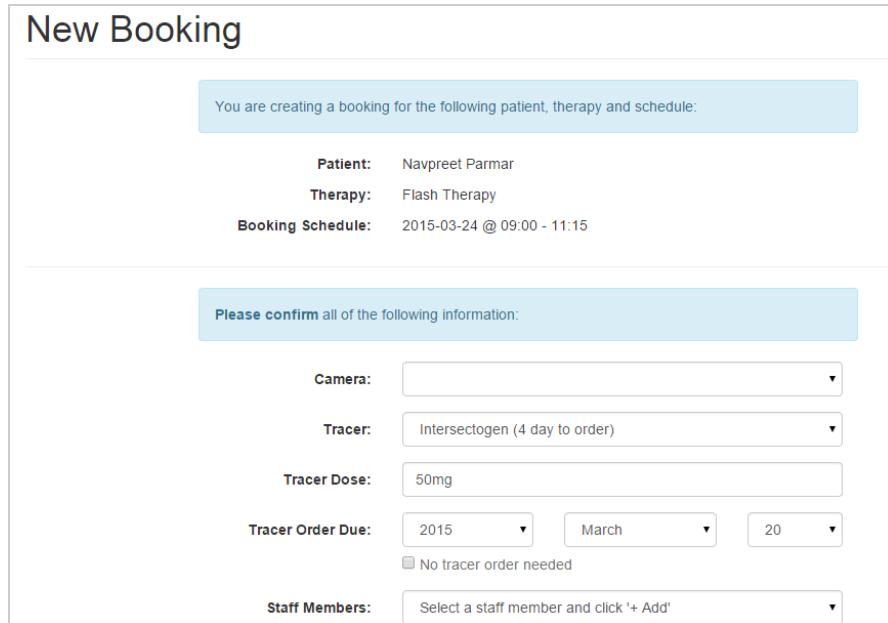
Camera:

Tracer:  Intersectogen (4 day to order)

Tracer Dose:  50mg

Tracer Order Due:  2015  March  20  No tracer order needed

Staff Members:  Select a staff member and click '+ Add'



**Figure 26: New Booking Page**

After filling in the necessary appointment details, you must click on the **Confirm Booking** button below the form in order to confirm and save the booking to the calendar (**Figure 27**).

Please confirm all of the following information:

**Camera:** BM, Castle

**Tracer:** Intersectogen (4 day to order)

**Tracer Dose:** 50mg

**Tracer Order Due:** 2015 March 20  
 No tracer order needed

**Staff Members:** John Casey

[+ Add](#)  
John Casey [remove]

**Notes:**

Optional

**Confirm Booking**



**Figure 27: Confirm Bookings**

After confirming the booking details, you will be redirected to the Booking Details page showing you all the details for that specific booking (**Figure 28**)

Booking Details	
Booking ID:	15
Therapy:	Flash Therapy
Camera:	BM, Castle
Tracer:	Intersectogen, 50mg
Status:	unconfirmed
Patient:	Navpreet Parmar (view details)
Assigned Staff:	John Casey
Notes:	None
Update Status:	<input checked="" type="radio"/> Confirmed <input type="radio"/> Unconfirmed <input type="radio"/> Cancelled <input type="radio"/> Re-booked <a href="#">Edit</a>
Booking Schedule	
2015-03-24 @ 09:00 - 11:15	

**Figure 28: Booking Details**

## 6. Hospital Entities

This section explains the different entities you interact on the system with. Their pages mostly look the same, and we'll discuss the main common features of hospital entity pages before discussing each one individually. However, keep in mind that all pages may have features that are specific to that entity. Those will be discussed individually also in their own sections.

**NOTE** For the purpose of explaining the common features of hospital entity pages, we'll be using the Patients page (**Figure 29**).

The screenshot shows a web-based application titled "Manage Patients". At the top right, there are three buttons: "A. Add Patient" (with a plus icon), "Export Patients" (with a download icon), and "Import Patients" (with an import icon). Below these are two input fields: "B. Display 20 rows" and a search bar with a magnifying glass icon labeled "C.". The main area contains a table with the following columns: "D. Patient Name", "Hospital Number", "NHS Number", "Sex", "Date of birth", and "E. Action". The table has two rows of data:

Patient Name	Hospital Number	NHS Number	Sex	Date of birth	Action
Morgan Grimes	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button" value="Edit"/> <input type="button" value="View Details"/>
Sarah Walker	BUYM0R3	N3RDH3RD	F	1982-07-30	<input type="button" value="Edit"/> <input type="button" value="View Details"/>

At the bottom left, it says "Showing 1 of 2 (2 results found)". At the bottom right, there are navigation buttons: a double-left arrow, a left arrow, a blue "1", a right arrow, and a double-right arrow.

**Figure 29: Common Features in Hospital Entities**

- A. If your role permission allows you to, you may add entities using the “Add” button, always located on the top left of the page.
- B. You can select the number of rows of data you'd like to show on the table. The options are 20, 50 and All. You can move between pages of tables using the navigational buttons at the bottom left of the table.
- C. You can search for an entity in the table using any data that is in the table already. This means that if I type in “B3N1” or “W0RM”, *Morgan Grimes*’ data will be displayed.
- D. You can sort the data in the table in ascending or descending order by clicking on any of the columns.
- E. If your role permission allows to, you may edit, delete or view more information about entities through the **Action** column.

## 6.1 Patients

On the Patients page, you can add and edit patients as well as view detailed information about each patient.

### 6.1.1 Adding a Patient

Referring back to **Figure 8**, you can add a patient by clicking on the **Add Patient** button (**See Section 6, part A**). On clicking the Add Patient button, a new form will drop down asking you to fill some details of the new patient (**Figure 30**).

The screenshot shows a modal dialog box titled "Create Patient". It contains five input fields: "Name" (Navi Parmar), "Hospital Number" (12), "NHS Number" (123), "Sex" (Female), and "Date of Birth" (1993, March, 7). At the bottom right are "Cancel" and "Ok" buttons, with "Ok" being highlighted in blue.

**Figure 30: Create Patient Form**

**NOTE** The application will not allow you to leave any fields blank.

**NOTE** If you've received an error, jump down to **Errors (Section 6.1.5)** for troubleshooting.

After you have filled in the details you can click **Ok** and the new patient will be permanently added to the database (**Figure 31**).

Manage Patients						Action
Patient Name	Hospital Number	NHS Number	Sex	Date of birth		
Morgan Grimes	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button" value="Edit"/>	<input type="button" value="View Details"/>
Navi Parmar	S4NDBYMO	NHS12345	F	1993-03-07	<input type="button" value="Edit"/>	<input type="button" value="View Details"/>
Sarah Walker	BUYM0R3	N3RDH3RD	F	1982-07-30	<input type="button" value="Edit"/>	<input type="button" value="View Details"/>

**Figure 31: Added New Patient**

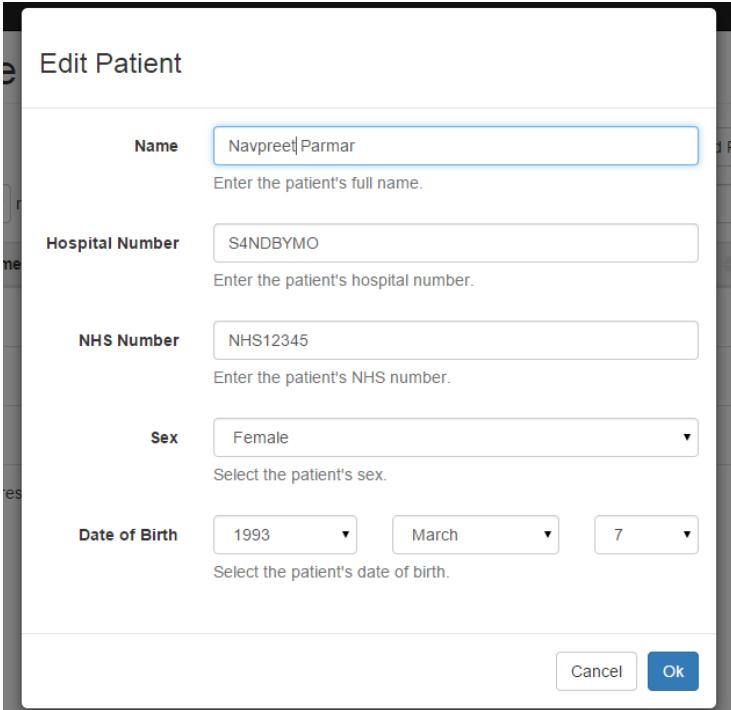
### 6.1.2 Editing a Patient

In order to Edit a patient's details, you need to click on the **Edit** button in the Actions column of the table (**Figure 32**).

Manage Patients						Action
Patient Name	Hospital Number	NHS Number	Sex	Date of birth		
Morgan Grimes	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button" value="Edit"/>	<input type="button" value="View Details"/>
Navi Parmar	S4NDBYMO	NHS12345	F	1993-03-07	<input type="button" value="Edit"/>	<input type="button" value="View Details"/>
Sarah Walker	BUYM0R3	N3RDH3RD	F	1982-07-30	<input type="button" value="Edit"/>	<input type="button" value="View Details"/>

**Figure 32: Edit Patient**

On clicking this, you will see a new form drop down on your screen which contains the details of the patient and allows you to make changes to it (**Figure 33**).



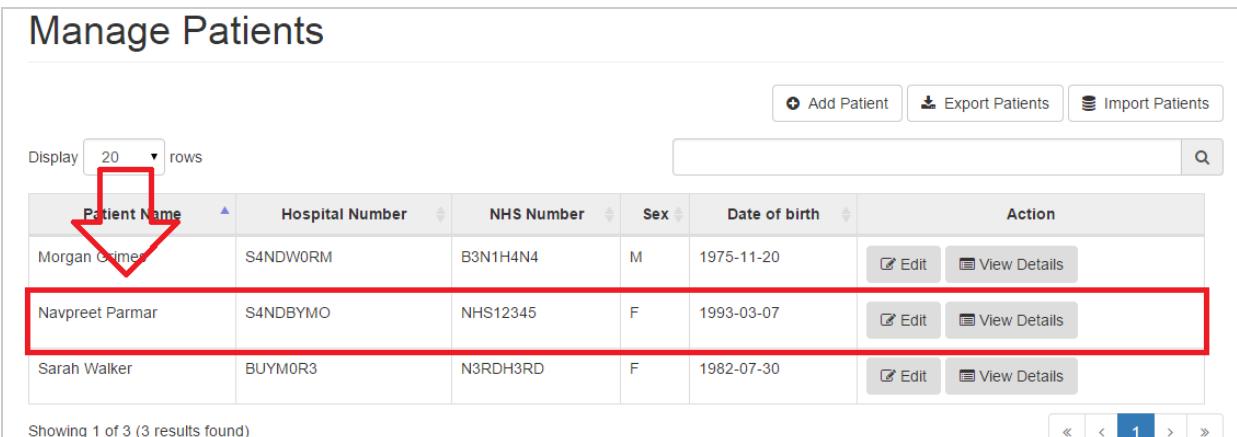
The screenshot shows a modal dialog box titled "Edit Patient". It contains fields for Name (Navpreet Parmar), Hospital Number (S4NDBYMO), NHS Number (NHS12345), Sex (Female), and Date of Birth (1993-03-07). Below the form are "Cancel" and "Ok" buttons.

Name	Navpreet Parmar
Hospital Number	S4NDBYMO
NHS Number	NHS12345
Sex	Female
Date of Birth	1993 March 7

**Figure 33: Edit Patient Form**

**NOTE** If you've received an error, jump down to **Errors (Section 6.1.5)** for troubleshooting.

After changing the details, you can click on the **Ok** button to see the changes being updated in the table (**Figure 34**)



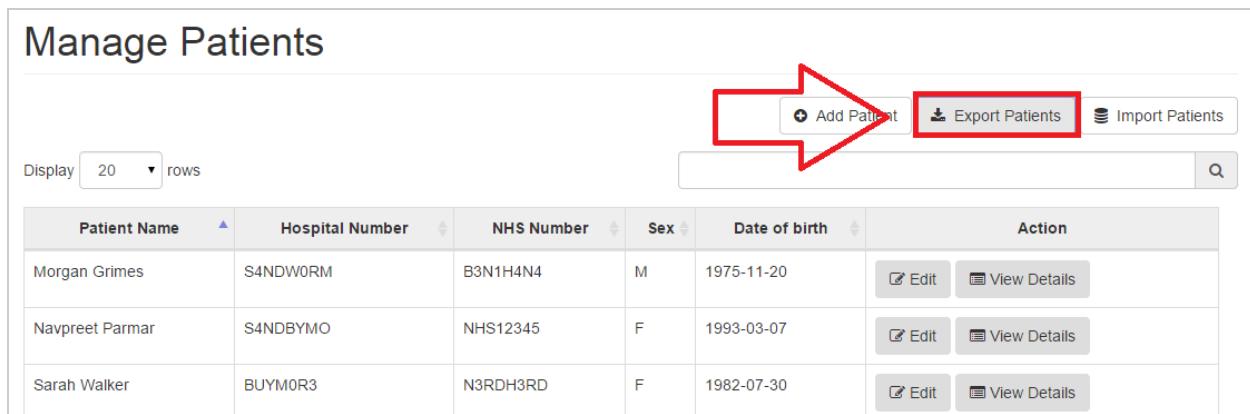
The screenshot shows a "Manage Patients" table with three rows. The second row, containing "Navpreet Parmar" and "S4NDBYMO", is highlighted with a red box. A red arrow points from the "Display 20 rows" dropdown to the "Patient Name" column header. The table has columns for Patient Name, Hospital Number, NHS Number, Sex, Date of birth, and Action (with Edit and View Details buttons). At the bottom, there's a search bar, a "Display 20 rows" dropdown, and navigation buttons.

Patient Name	Hospital Number	NHS Number	Sex	Date of birth	Action
Morgan Grimes	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button" value="Edit"/> <input type="button" value="View Details"/>
Navpreet Parmar	S4NDBYMO	NHS12345	F	1993-03-07	<input type="button" value="Edit"/> <input type="button" value="View Details"/>
Sarah Walker	BUYM0R3	N3RDH3RD	F	1982-07-30	<input type="button" value="Edit"/> <input type="button" value="View Details"/>

**Figure 34: Updating Changes**

### 6.1.3 Export Patients

If you would like to view the list of all patients in the hospital you may wish to export these patients by clicking on the **Export Patients** button which can be found right next to the **Add Patient** button (**Figure 35**).



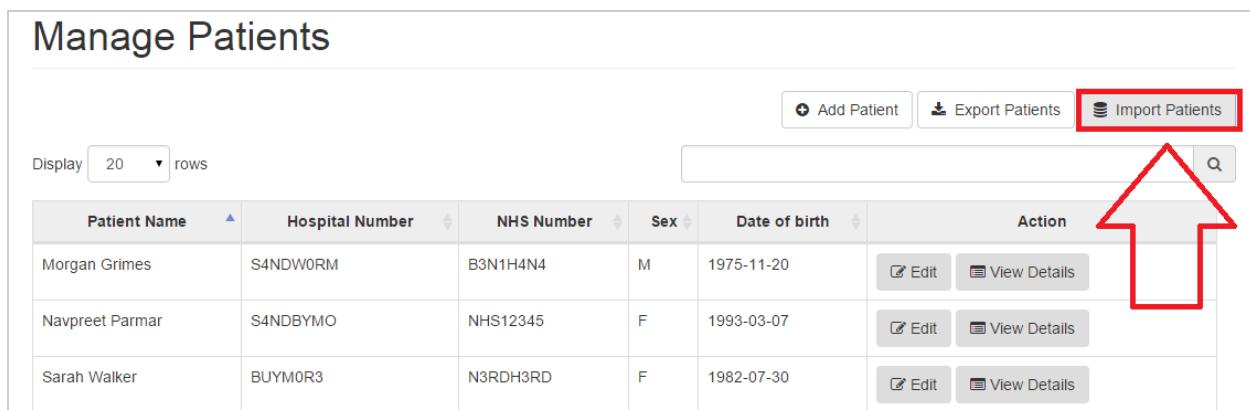
Manage Patients						
Patient Name	Hospital Number	NHS Number	Sex	Date of birth	Action	
Morgan Grimes	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button" value="Edit"/> <input type="button" value="View Details"/>	
Navpreet Parmar	S4NDBYMO	NHS12345	F	1993-03-07	<input type="button" value="Edit"/> <input type="button" value="View Details"/>	
Sarah Walker	BUYM0R3	N3RDH3RD	F	1982-07-30	<input type="button" value="Edit"/> <input type="button" value="View Details"/>	

**Figure 35: Export Patients**

After clicking on the Export Patients button, you will see a file called **patients.csv** being downloaded.

### 6.1.4 Import Patients

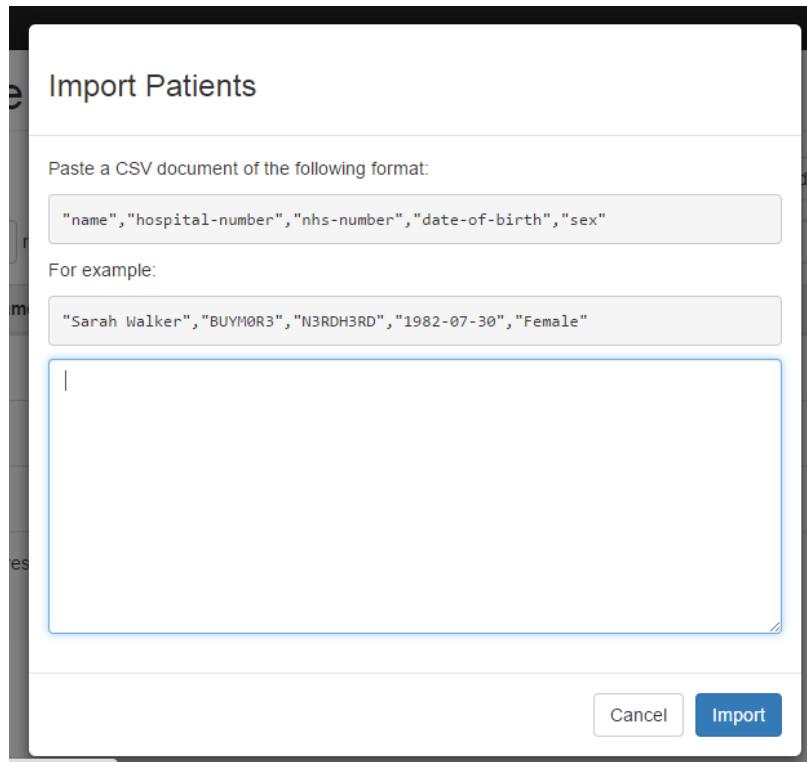
Just like exporting patients you may also import some if need be, all you need to do is click on the **Import Patients** button next to the **Export Patients** button (**Figure 36**).



Manage Patients						
Patient Name	Hospital Number	NHS Number	Sex	Date of birth	Action	
Morgan Grimes	S4NDW0RM	B3N1H4N4	M	1975-11-20	<input type="button" value="Edit"/> <input type="button" value="View Details"/>	
Navpreet Parmar	S4NDBYMO	NHS12345	F	1993-03-07	<input type="button" value="Edit"/> <input type="button" value="View Details"/>	
Sarah Walker	BUYM0R3	N3RDH3RD	F	1982-07-30	<input type="button" value="Edit"/> <input type="button" value="View Details"/>	

**Figure 36: Export Patients**

After clicking on the **Import Patients** button, you will see a form drop down asking you to enter a CSV document of the patients you would like to import (**Figure 37**).



**Figure 37: Import Patients Form**

**NOTE** Patients details should be in exactly the same format asked by the form else patient will not be imported.

After clicking on the **Import** button in the form, the patients entered will be imported.

### 6.1.5 Errors

**Error:** Name of the patient should not exceed 64 characters

**Error:** Hospital number should not exceed 64 characters

**Error:** NHS number should not exceed 64 characters

You will get any of the above stated errors, if your input is too long.

**Error:** The data you entered is invalid; please check again

You get this error, if your input for some fields in the form do not follow the certain format. For example, “Name” field cannot contain digits, input for “Hospital Number” and “NHS Number” must not contain the “.” symbol.

**Error:** You did not enter a valid NHS number

You get this error if you leave the field for NHS number blanked. You have to enter a valid NHS number in order for the form to be processed.

**Error:** You did not enter a valid hospital number

You get this error if you leave the field for hospital number blanked. You have to enter a valid hospital number in order for the form to be processed.

**Error:** You did not enter a valid name

You get this error if you leave the field for name blanked. You have to enter a valid name in order for the form to be processed.

**Error:** Please enter a valid date of birth

You get this error if you did not choose any date. You have to enter a valid date of birth in order for the form to be processed.

**Error:** You do not have permission to edit or create this item

Every staff have certain permissions. If you get this error, then the system admin didn't give you permission to do so. Speak to your system admin.

**Error:** Something went wrong; please try again

In most of the cases you get this error if there is a loss of connection with the server. Please ensure you are connected to the internet before preceding. If that doesn't fix the problem, restart the application and try again.

## 6.2 Cameras

This page shows the list of cameras that are used by the hospital. These cameras are used to represent the different camera equipment that the Nuclear Medicine department has or uses (**Figure 38**) It is possible to add, edit the names and delete certain cameras.

Manage Cameras		
		<input type="button" value="Add Camera"/>
Display <input type="button" value="20"/> rows		<input type="text"/> <input type="button" value="Search"/>
Camera Type	Room Number	Actions
BM	Big Mikes Office	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>
CA	Castle	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 2 (2 results found)

**Figure 38: Cameras Page**

### 6.2.1 Adding a new Camera

If you need to add a new camera to the existing list of cameras, that is also possible by just simply clicking on the **Add Camera** button at the top right of the page. (**Figure 39**)

Manage Cameras		
		<input type="button" value="Add Camera"/>
Display <input type="button" value="20"/> rows		<input type="text"/> <input type="button" value="Search"/>
Camera Type	Room Number	Actions
BM	Big Mikes Office	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>
CA	Castle	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 2 (2 results found)

**Figure 39: Add Camera**

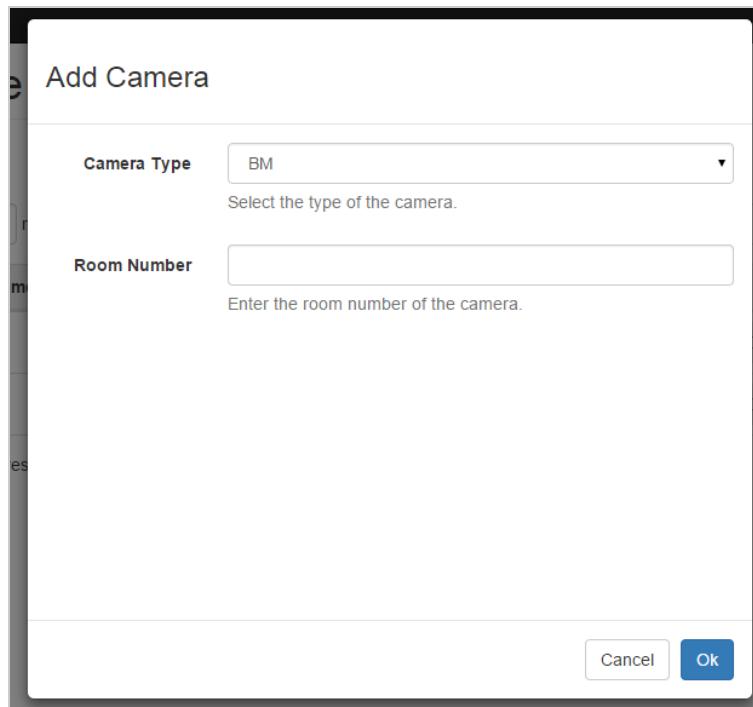
After clicking on the **Add Camera** button, a new form will drop down which you will need to fill in order to add a new camera to the existing list. (**Figure 40**). The form will ask you to choose a camera type and a room number for that camera. (Camera types are described in the **Section 6.3.**)

Add Camera

Camera Type: BM  
Select the type of the camera.

Room Number:   
Enter the room number of the camera.

Cancel Ok



**Figure 40: Add Camera Form**

**NOTE** If you've received an error, jump down to **Errors (Section 6.2.4)** for troubleshooting.

After filling in the form and clicking **Ok**, the camera will be added to the Camera page (**Figure 41**) else clicking **Cancel** will cancel the form and take you back to the Camera page.

Manage Cameras

Add Camera

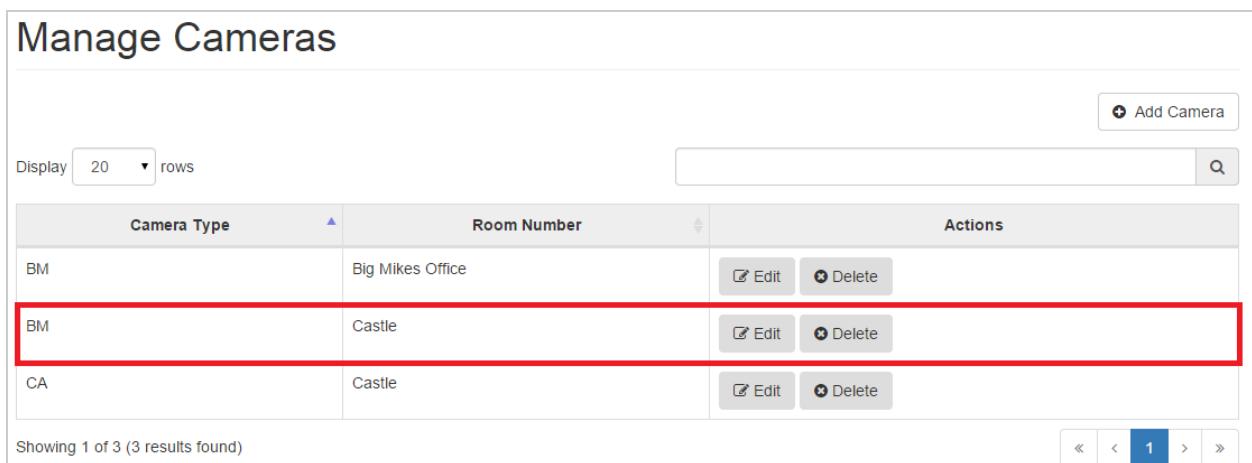
Display 20 rows

Actions

Camera Type	Room Number	Actions
BM	Big Mikes Office	<input type="button"/> Edit <input type="button"/> Delete
BM	Castle	<input type="button"/> Edit <input type="button"/> Delete
CA	Castle	<input type="button"/> Edit <input type="button"/> Delete

Showing 1 of 3 (3 results found)

<< < 1 > >>



**Figure 41: Camera successfully added**

### 6.2.2 Editing a Camera

Just like adding a camera, it is also possible to edit some basic details of a camera like camera type and/or room number. If you need to do this, you can do by just clicking on the **Edit** button next to the camera you wish to edit (**Figure 42**)

The screenshot shows a web-based application titled "Manage Cameras". At the top right is a "Add Camera" button. Below it is a search bar with a magnifying glass icon. A dropdown menu "Display 20 rows" is shown. The main area is a table with three columns: "Camera Type", "Room Number", and "Actions". The first row has "BM" in the first column and "Big Mikes Office" in the second. The "Actions" column contains two buttons: a yellow "Edit" button with a checkmark and a grey "Delete" button. A red arrow points to the "Edit" button. The second row has "BM" and "Castle". The third row has "CA" and "Castle". At the bottom left, it says "Showing 1 of 3 (3 results found)". At the bottom right are navigation icons: double arrows, a page number "1", and single arrows.

**Figure 42: Edit Camera**

After clicking on the **Edit** button, you will see a form drop down which is already filled with the initial details, this form allows you to make the changes you wish to. (**Figure 43**)

The screenshot shows a modal dialog box titled "Edit Camera". It has two input fields: "Camera Type" with "BM" selected and a dropdown arrow, and "Room Number" with "Castle" entered. Below each field is a descriptive placeholder text. At the bottom are "Cancel" and "Ok" buttons.

**Figure 43: Edit Camera Form**

After making the changes and clicking on **Ok**, the Camera details will be successfully updated.

### 6.2.3 Deleting a Camera

You may permanently delete a camera from your list by clicking on the **Delete** button, which can be found right next to the **Edit** button (**Figure 44**)

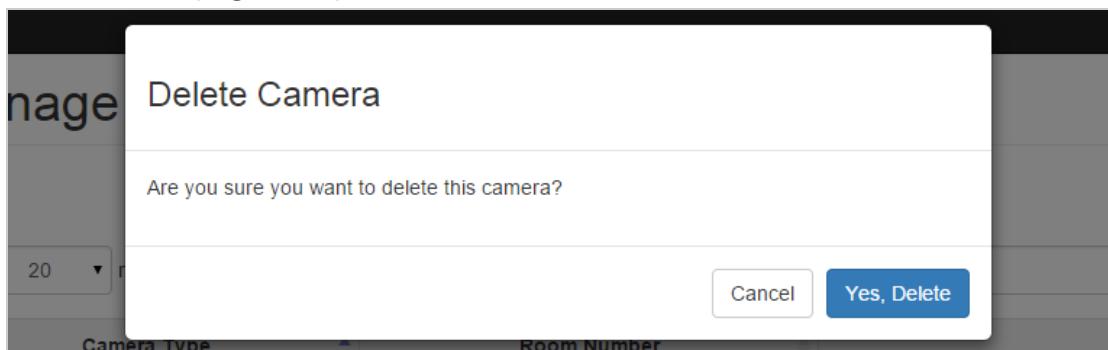
The screenshot shows a table titled "Manage Cameras" with columns for "Camera Type" and "Room Number". There are three rows of data:

Camera Type	Room Number	Actions
BM	Castle	<input checked="" type="button"/> Edit <input type="button"/> Delete
BM	Castle	<input checked="" type="button"/> Edit <input type="button"/> Delete
CA	Castle	<input checked="" type="button"/> Edit <input type="button"/> Delete

At the bottom left, it says "Showing 1 of 3 (3 results found)". At the bottom right, there are navigation buttons: <<, <, 1, >, >>.

**Figure 44: Delete Patient**

After clicking on the **Delete** button, you will be asked if you are sure you want to permanently delete this camera (**Figure 45**).



**Figure 45: Delete Camera confirmation**

If you click on **Yes, Delete**, the camera will be deleted from the table (**Figure 46**).

The screenshot shows the same "Manage Cameras" table as Figure 44, but now only two rows remain:

Camera Type	Room Number	Actions
BM	Castle	<input checked="" type="button"/> Edit <input type="button"/> Delete
BM	Castle	<input checked="" type="button"/> Edit <input type="button"/> Delete

At the bottom left, it says "Showing 1 of 2 (2 results found)". At the bottom right, there are navigation buttons: <<, <, 1, >, >>.

**Figure 46: Camera Deleted**

#### 6.2.4 Errors

**Error:** You did not enter a room number.

You get this error if you leave the field for a room number blanked. You have to enter a valid name in order for the form to be processed.

**Error:** Room number should not exceed 32 characters

You will get any of the above stated errors, if your input is too long. Enter a room number that does not exceed 32 characters.

**Error:** The data you entered is invalid; please check again

You get this error, if your input for some fields in the form do not follow the certain format. For example, “Name” field cannot contain digits, input for “Hospital Number” and “NHS Number” must not contain the “.” symbol.

**Error:** You do not have permission to edit or create this item

Every staff have certain permissions. If you get this error, then the system admin didn’t give you permission to do so. Speak to your system admin.

**Error:** Something went wrong; please try again

In most of the cases you get this error if there is a loss of connection with the server. Please ensure you are connected to the internet before preceding. If that doesn’t fix the problem, restart the application and try again.

## 6.3 Camera Types

The Camera Types page stores the list of the type of cameras the hospital has. (**Figure 47**)

Manage Camera Types	
Label	Actions
BM	<input checked="" type="button"/> Edit <input type="button"/> Delete
CA	<input checked="" type="button"/> Edit <input type="button"/> Delete

**Figure 47: Camera Type page**

### 6.3.1 Adding a Camera Type

It is possible to add a new camera type to the list by simply clicking on the **Add Camera Type** button at the top (**Figure 48**)

Manage Camera Types	
Label	Actions
BM	<input checked="" type="button"/> Edit <input type="button"/> Delete
CA	<input checked="" type="button"/> Edit <input type="button"/> Delete

**Figure 48: Add Camera Type**

After clicking on the Add Camera Type button, you will see a form drop down asking you to fill in the new camera type details. (**Figure 49**)

### Create Camera Type

Label

Enter the name of the camera type.

Cancel  Ok

**Figure 49: Create Camera Type Form**

On clicking Ok, the details entered will be added to the camera type page as a new camera type

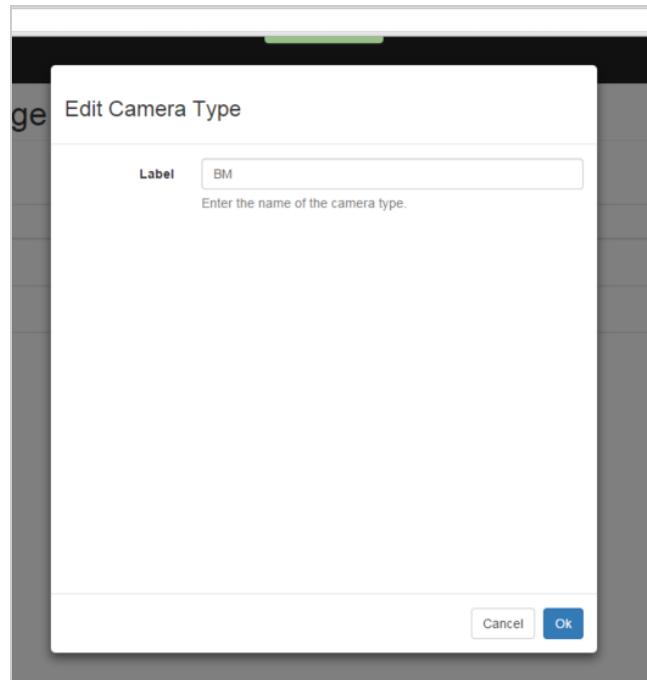
### 6.3.2 Editing a Camera Type

In order to edit an existing camera type, you can do this by clicking on the Edit button as shown in **Figure 50**

Manage Camera Types		Add Camera Type
Label	Actions	
BM	<input checked="" type="button"/> Edit	<input type="button"/> Delete
CA	<input type="button"/> Edit	<input type="button"/> Delete

**Figure 50: Edit Camera Type**

After clicking on the Edit button, you will see a new form drop down that would show the camera type you want to edit. (**Figure 51**)



The image shows a modal dialog box titled "Edit Camera Type". Inside the dialog, there is a single input field labeled "Label" with the value "BM" entered. Below the input field is a placeholder text: "Enter the name of the camera type." At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Ok" on the right, with "Ok" being highlighted in blue.

**Figure 51: Edit Camera Type Form**

**NOTE** If you've received an error, jump down to **Errors (Section 6.3.4)** for troubleshooting.

After making the changes and clicking **Ok**, you will see the changes automatically updated in the camera type page

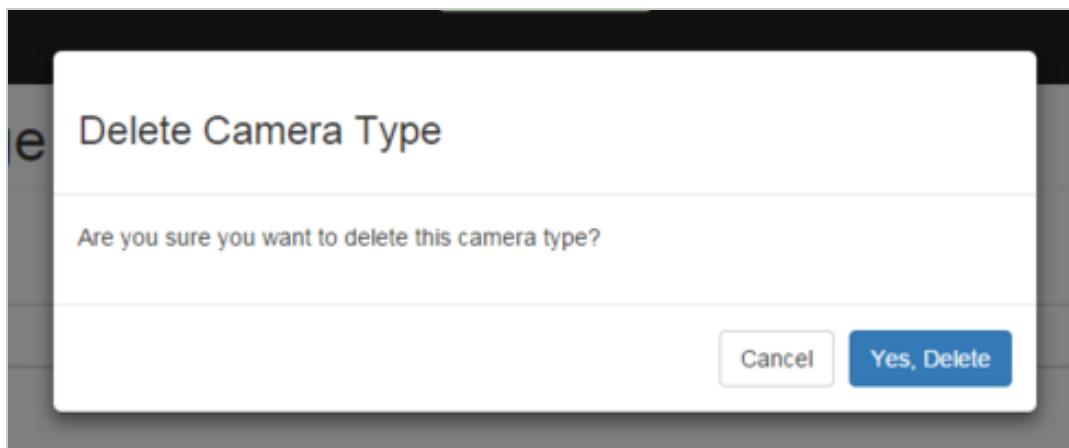
### 6.3.3 Deleting a Camera Type

If you would like to delete an existing camera type, as it is not being used anymore you can also do that by clicking on the **Delete** button which is found right next to the **Edit** button (**Figure 52**).

Manage Camera Types	
Label	Actions
BM	<input checked="" type="button"/> Edit <input checked="" type="button"/> Delete
CA	<input checked="" type="button"/> Edit <input checked="" type="button"/> Delete

**Figure 52: Delete Camera Type**

After clicking on **Delete**, you must confirm if you would like to permanently delete this camera type. (**Figure 53**) On clicking **Yes, Delete** this camera will be permanently deleted from the camera type page.



**Figure 53: Permanently Delete Camera Type**

#### 6.3.4 Errors

**Error:** You did not enter a label for the camera type.

You get this error if you leave the field for a room number blanked. You have to enter a valid name in order for the form to be processed.

**Error:** Camera type label should not exceed 32 characters

You will get any of the above stated errors, if your input is too long. Enter a room number that does not exceed 32 characters.

## 6.4 Therapies

The Therapies page displays all the therapies that the department offers (**Figure 54**).

Manage Therapies			
			<input type="button" value="Add Therapy"/>
Display 20 rows		<input type="text"/> <input type="button" value="Q"/>	
Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 1 (1 results found)

**Figure 54: Therapies page**

### 6.4.1 Adding a Therapy

You can add a therapy when you need to. This can be done by just clicking on the **Add Therapy** button which can be found at the top of the therapy table (**Figure 55**).

Manage Therapies			
			<input type="button" value="Add Therapy"/>
Display 20 rows		<input type="text"/> <input type="button" value="Q"/>	
Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 1 (1 results found)

**Figure 55: Add Therapy**

After clicking on the **Add Therapy** button, you can see a new form drop down which allows you to enter details of the new therapy (**Figure 56**). You might want to read **Errors Section** for the Therapy (**Section 6.4.4**) to see the description of errors you might get when filling the form.

The screenshot shows the 'Create Therapy' dialog box over a dark-themed application window. The dialog has a title 'Create Therapy'. It contains several input fields and dropdown menus:

- Name:** A text input field with placeholder text 'Enter the name of the therapy.'
- Booking Pattern:** A dropdown menu set to 'Busy' with a note 'Leave blank if not required.'
- Tracer Required:** A dropdown menu set to 'Intersectogen' with a note 'Select the tracer required for this therapy.'
- Tracer Dose:** A text input field with placeholder text 'Enter the required dose for this therapy.'
- Camera Types:** A checkbox group with options 'BM', 'CA', and 'CB'.
- Patient Questions:** A text input field with placeholder text 'Leave blank if not required.'

At the bottom right of the dialog are 'Cancel' and 'Ok' buttons. To the right of the dialog, there's a sidebar with 'Actions' buttons for 'Edit' and 'Delete', and a navigation bar with page numbers.

**Figure 56: Create Therapy Form**

The sections that require filling include:

**Booking Pattern**, which represents the different slots this therapies contains.

**Tracer Dose**, which could be “40mg”

**Patient Questions**, which is a set of questions that the patients need to be asked or information that they need to know before the appointment is booked.

After filling in the details, you may click on **Ok** and see the new therapy added to the therapy page automatically (**Figure 57**).

The screenshot shows the 'Manage Therapies' page with a table of existing therapies and a new one added:

Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input checked="" type="button"/> Edit <input checked="" type="button"/> Delete
Therapy A	Intersectogen	Dose A	<input checked="" type="button"/> Edit <input checked="" type="button"/> Delete

Below the table, it says 'Showing 1 of 2 (2 results found)'. At the top right of the page is an 'Add Therapy' button.

**Figure 57: New Therapy Added**

#### 6.4.2 Editing a Therapy

Just like adding, you may also edit a therapy. If you ever need to edit a therapy, you can do so by clicking on the **Edit Therapy** button next to the therapy you wish to edit. (**Figure 58**).

Manage Therapies			
			<input type="button" value="Add Therapy"/>
Display		20 rows	<input type="text"/> <input type="button" value="Search"/>
Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>
Therapy A	Intersectogen	Dose A	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 2 (2 results found)

**Figure 58: Edit Therapy**

After clicking on the **Edit Therapy** button you will see a form drop down which allows you to make changes to any detail of the therapy. (**Figure 59**)

### Edit Therapy

Name  Enter the name of the therapy.

Booking Pattern  Leave blank if not required.

+ Add Section  
Enter times in minutes; enter ranges as "15-20".

Tracer Required  Select the tracer required for this therapy.

Tracer Dose  Enter the required dose for this therapy.

Camera Types  BM  CA

**Figure 59: Edit Therapy**

After making the changes, you may click on **Ok** to save them. You will be able to view the changes in the therapies page. (**Figure 60**). You might want to read **Adding a Therapy**

Section (**Section 6.4.1**) or/and Errors Section for the Therapy (**Section 6.4.4**) to see the expected fields inputs on the form and description of error you might get when filling the form.

Manage Therapies

Add Therapy

Display 20 rows

Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Therapy A	Intersectogen	500mg	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 2 (2 results found)

<< < 1 > >>

**Figure 60: Edited Therapy**

### 6.4.3 Deleting a Therapy

If you would like to delete a therapy, you can do so by clicking on the **Delete** button which is found right next to the **Edit** button (**Figure 61**)

Manage Therapies

Add Therapy

Display 20 rows

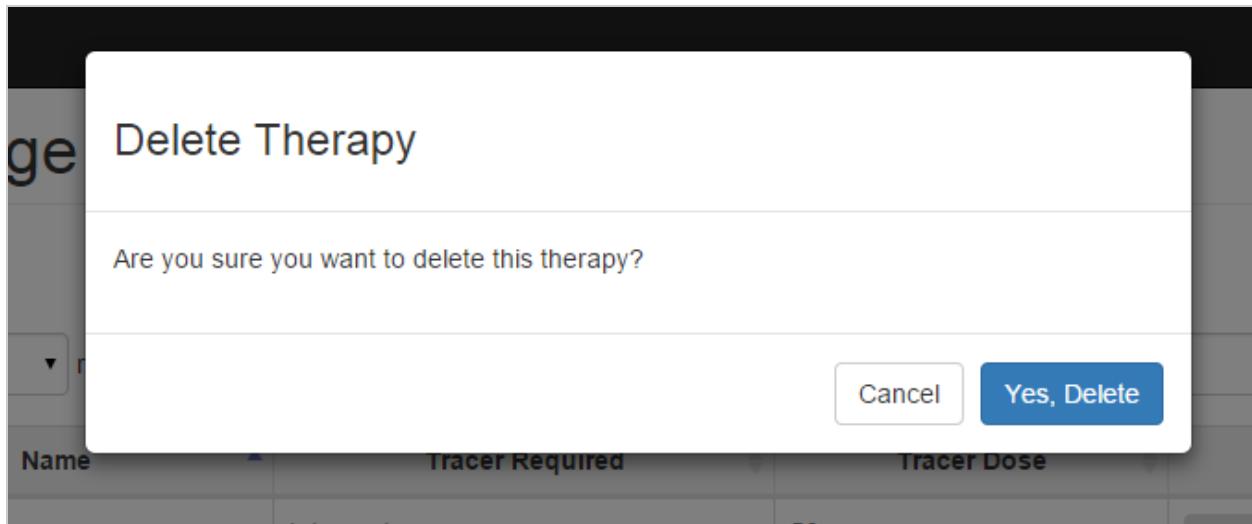
Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Therapy A	Intersectogen	500mg	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 2 (2 results found)

<< < 1 > >>

**Figure 61: Delete Therapy**

After clicking on **Delete**, you will be asked if you are sure you want to permanently delete this therapy (**Figure 62**)



**Figure 63: Permanently Delete Therapy**

On clicking **Yes, Delete** the therapy will be permanently deleted and will no longer be visible in the therapy page. (**Figure 64**)

Manage Therapies			
<input type="button" value="Add Therapy"/>			
Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input type="button" value="Edit"/> <input checked="" type="button" value="Delete"/>

**Figure 64: Deleted Therapy**

## 6.5 Tracers

The Tracers page keeps a record of all the traces in the hospital (**Figure 65**)

The screenshot shows a web-based application titled "Manage Tracers". At the top right is a button labeled "+ Add Tracer". Below it is a search bar and a dropdown menu set to "Display 20 rows". A table lists one tracer entry:

Name	Order Time	Actions
Intersectogen	4 day(s)	<input checked="" type="button"/> Edit <input type="button"/> Delete

At the bottom, it says "Showing 1 of 1 (1 results found)" and includes navigation buttons.

**Figure 65: Tracer Page**

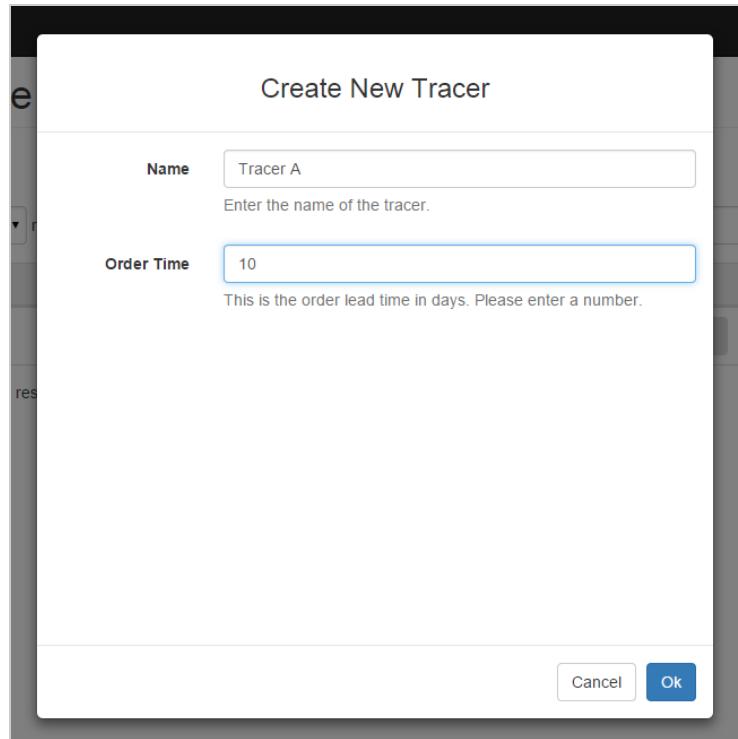
### 6.5.1 Adding a Tracer

You can add a tracer when you need to. This can be done by just clicking on the **Add Tracer** button which can be found at the top of the tracer table (**Figure 66**)

This screenshot is identical to Figure 65, but a large red arrow points to the "+ Add Tracer" button at the top right of the table header. The rest of the interface, including the table data and pagination, remains the same.

**Figure 66: Add Tracer**

After clicking on the **Add Tracer** button, you can see a new form drop down which allows you to enter details of the new tracer (**Figure 67**)



**Figure 67: Create New Tracer**

Once you've inputted the tracer name and the order lead time in days, you may click on **Ok** and see the new tracer added to the tracer page automatically. (**Figure 68**)

Manage Therapies			
Display 20 rows			Add Therapy
Name	Tracer Required	Tracer Dose	Actions
Flash Therapy	Intersectogen	50mg	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Therapy A	Intersectogen	Dose A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 2 (2 results found)

« < 1 > »

**Figure 68: Added Tracer**

### 6.5.2 Editing a Tracer

Just like adding, you may also edit a tracer. If you ever need to edit a tracer, you can do so by clicking on the **Edit Tracer** button next to the therapy you wish to edit. (**Figure 69**)

The screenshot shows a web-based application titled "Manage Tracers". At the top right is a button labeled "Add Tracer". Below it is a search bar with a magnifying glass icon. A dropdown menu shows "Display 20 rows". The main area is a table with columns "Name", "Order Time", and "Actions". It lists two entries: "Intersectogen" with "4 day(s)" and "Edit" and "Delete" buttons, and "Tracer A" with "10 day(s)". The "Edit" button for "Tracer A" is highlighted with a red arrow pointing to it. At the bottom, it says "Showing 1 of 2 (2 results found)" and has navigation buttons.

**Figure 69: Edit Tracer**

After clicking on the **Edit Tracer** button you will see a form drop down which allows you to make changes to any detail of the tracer. (**Figure 70**)

The screenshot shows a modal dialog box titled "Edit Tracer". It contains two input fields: "Name" with "Tracer A" and "Order Time" with "5". Below each field is a placeholder text: "Enter the name of the tracer." and "This is the order lead time in days. Please enter a number.". At the bottom are "Cancel" and "Ok" buttons.

**Figure 70: Edit Tracer Form**

After making the changes, you may click on **Ok** to save them. You will be able to view the changes in the tracers page. (**Figure 71**)

The screenshot shows a table titled "Manage Tracers" with two rows. The columns are "Name", "Order Time", and "Actions". The first row contains "Intersectogen" and "4 day(s)", with "Edit" and "Delete" buttons. The second row contains "Tracer A" and "5 day(s)", also with "Edit" and "Delete" buttons. The "Delete" button for "Tracer A" is highlighted with a red arrow. At the top right, there is an "Add Tracer" button. Below the table, it says "Showing 1 of 2 (2 results found)" and there are navigation buttons.

Name	Order Time	Actions
Intersectogen	4 day(s)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Tracer A	5 day(s)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 71: Edited Tracers**

### 6.5.3 Deleting a Tracer

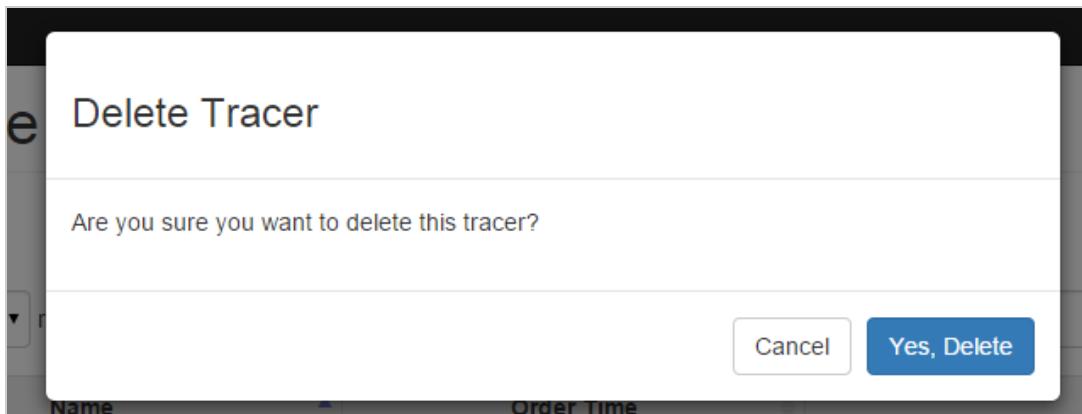
If you would like to delete a tracer, you can do so by clicking on the **Delete** button which is found right next to the **Edit** button (**Figure 72**).

This screenshot is identical to Figure 71, showing the "Manage Tracers" page with two rows: "Intersectogen" (4 day(s)) and "Tracer A" (5 day(s)). Each row has "Edit" and "Delete" buttons. The "Delete" button for "Tracer A" is highlighted with a red arrow. The interface includes an "Add Tracer" button at the top right, a "Display" dropdown, a search bar, and navigation buttons at the bottom.

Name	Order Time	Actions
Intersectogen	4 day(s)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Tracer A	5 day(s)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 72: Delete Tracer**

After clicking on **Delete**, you will be asked if you are sure you want to permanently delete this tracer (**Figure 73**).



**Figure 73: Delete Tracer Confirmation**

On clicking **Yes, Delete** the tracer will be permanently deleted and will no longer be visible in the tracer page (**Figure 74**).

Manage Tracers		
<input type="button" value="Add Tracer"/>		
Display 20 rows <input type="text"/> <input type="button" value="Search"/>		
Name	Order Time	Actions
Intersectogen	4 day(s)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 1 (1 results found)

**Figure 74: Tracer Deleted**

## 6.6 Tracer Orders

The Tracer orders page gives the list of the tracers and allows you to see placed tracer orders, update the status of a pending order or cancel an existing order. Tracer orders are placed automatically when a booking that requires a tracer is created (**Figure 75**).

The screenshot shows a web-based application titled "Tracer Orders". At the top, there is a header bar with the title and some navigation links. Below the header is a search bar and a "Display" dropdown set to 20 rows. A "Show:" section contains filter options: "All Orders" (unchecked), "Pending Orders Only" (checked), "Due for Order Today" (unchecked), and "Due for Order Tomorrow" (unchecked). The main content is a table with the following columns: "Required By", "Tracer", "Dose", "Status", and "Actions". The table lists six rows of data, all of which have the "pending" status. Each row includes a "View Details" button.

Required By	Tracer	Dose	Status	Actions
2015-03-21 08:45 (4 days ago)	Intersectogen	50mg	pending	<a href="#">View Details</a>
2015-03-20 09:45 (5 days ago)	Intersectogen	50mg	pending	<a href="#">View Details</a>
2015-03-20 08:15 (5 days ago)	Intersectogen	50mg	pending	<a href="#">View Details</a>
2015-03-19 08:15 (6 days ago)	Intersectogen	50mg	pending	<a href="#">View Details</a>
2015-03-19 08:15 (6 days ago)	Intersectogen	50mg	pending	<a href="#">View Details</a>
2015-03-18 10:00 (7 days ago)	Intersectogen	50mg	pending	<a href="#">View Details</a>

**Figure 75: Tracer Orders Page**

**NOTE** You can also filter the table by selecting an option above the table. For example you may wish to only see the orders due for today or all pending orders.

### 6.6.1 Viewing Tracer Order details

You may view a specific tracer in order to place or cancel the order. For this, you will need to click on the **View Details** button next to the tracer you want to view (**Figure 76**)

Tracer Orders				
Show: <input type="checkbox"/> All Orders   <input checked="" type="checkbox"/> Pending Orders Only   <input type="checkbox"/> Due for Order Today   <input type="checkbox"/> Due for Order Tomorrow				
Required By	Tracer	Dose	Status	Actions
2015-03-21 08:45 (4 days ago)	Intersectogen	50mg	<span style="background-color: orange; color: white; padding: 2px;">pending</span>	<span style="background-color: #007bff; color: white; padding: 2px;">View Details</span>
2015-03-20 09:45 (5 days ago)	Intersectogen	50mg	<span style="background-color: orange; color: white; padding: 2px;">pending</span>	<span style="background-color: #e0e0e0; color: black; padding: 2px;">View Details</span>

**Figure 76: View Tracer Details**

On clicking the **View Details** button, you will see the **Tracer Order Details** page which is the page where you can update the status of that particular tracer (**Figure 77**)

Tracer Order Details	
Order ID:	10
Status:	<span style="background-color: orange; color: white; padding: 2px;">pending</span>
Tracer:	Intersectogen
Dose:	50mg
Required By:	2015-03-21 08:45 (4 days ago)
Update Status:	<span style="background-color: #e0e0e0; color: black; padding: 2px;">Ordered</span> <span style="background-color: #e0e0e0; color: black; padding: 2px;">Pending</span> <span style="background-color: #e0e0e0; color: black; padding: 2px;">Cancelled</span>

**Figure 77: Tracer Order Details**

**NOTE** When you update the status on the Tracer Order Details page (**Figure 77**) you will see the status automatically updated on the Traer Order page (**Figure 76**) next to the the relevant tracer

## 6.7 Generic Events

The Generic Events page keeps a record of all the general events in the hospital such as staff meetings, camera maintenances etc. (**Figure 78**).

Manage Generic Events					
				Action	
Title	Description	From	To	Action	
Mission Briefing	In the home cinema room.	2015-03-18 10:30	2015-03-18 11:30	<input checked="" type="button"/> Edit	<input checked="" type="button"/> Delete
Showing 1 of 1 (1 results found)					<input type="button"/> < <input type="button"/> 1 <input type="button"/> > <input type="button"/> >>

**Figure 78: Generic Events Page**

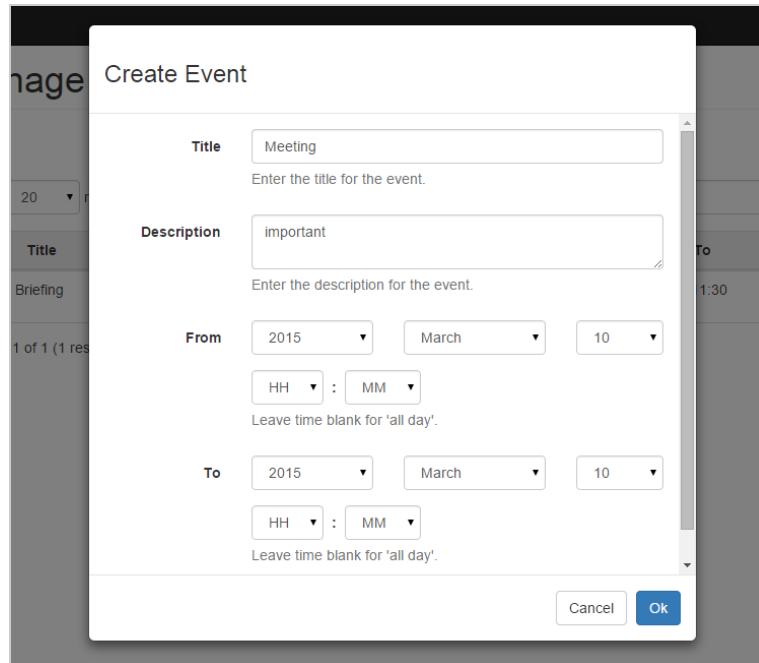
### 6.7.1 Adding a Generic Event

You can add a generic event when you need to. This can be done by just clicking on the **Add Generic Event** button which can be found at the top of the generic event table (**Figure 79**)

Manage Generic Events					
				Action	
Title	Description	From	To	Action	
Mission Briefing	In the home cinema room.	2015-03-18 10:30	2015-03-18 11:30	<input checked="" type="button"/> Edit	<input checked="" type="button"/> Delete
Showing 1 of 1 (1 results found)					<input type="button"/> < <input type="button"/> 1 <input type="button"/> > <input type="button"/> >>

**Figure 79: Add Generic Event**

After clicking on the **Add Generic Event** button, you can see a new form drop down which allows you to enter details of the new event (**Figure 80**).



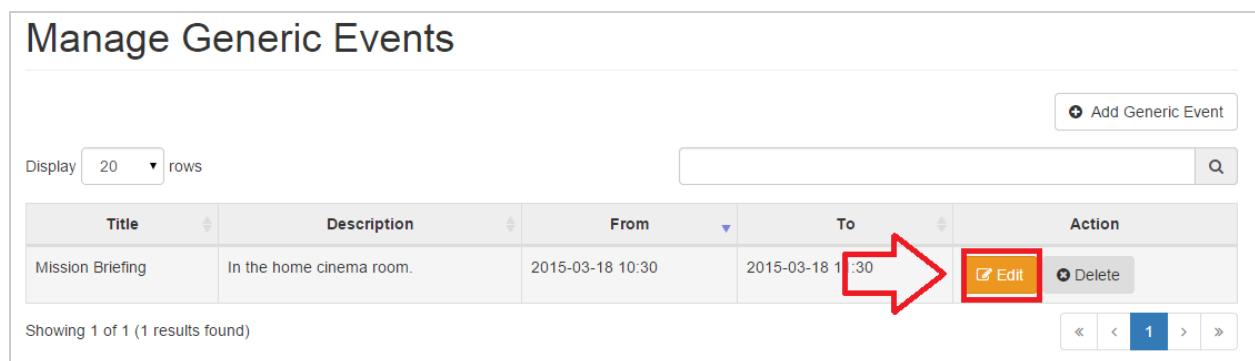
The dialog box is titled "Create Event". It contains fields for "Title" (Meeting) and "Description" (important). Under "From", the date is set to 2015, March, 10, and the time is HH:MM (leave blank for all day). Under "To", the date is set to 2015, March, 10, and the time is HH:MM (leave blank for all day). At the bottom are "Cancel" and "Ok" buttons.

**Figure 80: Create Event Form**

If the event is a full-day event, you can set that in the calendar by not setting a start and end time. After filling in the details, you may click on **Ok** and see the new generic event added to the generic event page automatically.

### 6.7.2 Editing a Generic Event

Just like adding, you may also edit a Generic Event. If you ever need to edit an event, you can do so by clicking on the **Edit** button next to the event you wish to edit. (**Figure 81**)

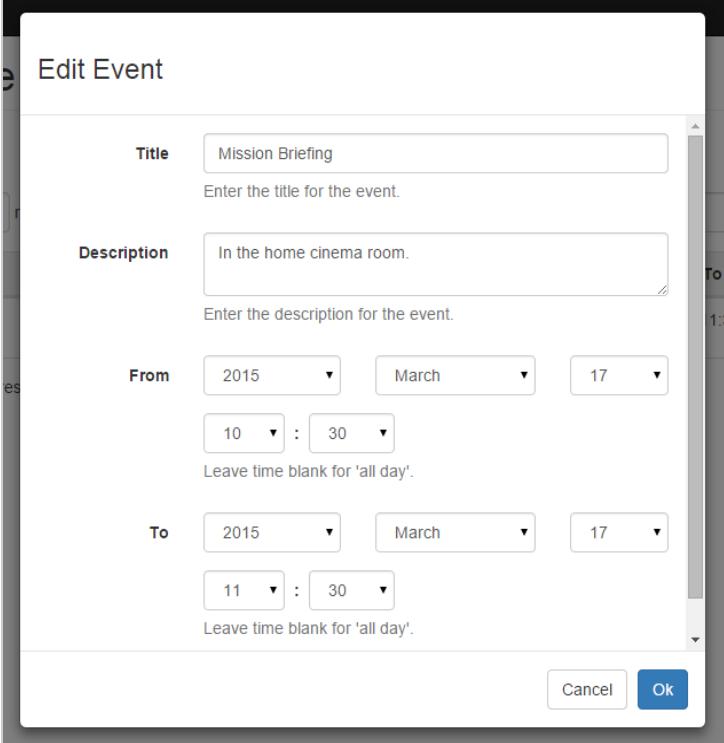


The table has columns for Title, Description, From, To, and Action. A red arrow points to the "Edit" button in the Action column for the first row, which contains "Mission Briefing" and "In the home cinema room." The "From" and "To" fields show "2015-03-18 10:30" and "2015-03-18 11:30" respectively. The "Action" column includes "Edit" and "Delete" buttons.

Manage Generic Events					
<input type="button" value="Add Generic Event"/>					
Display 20 rows <input type="text"/> <input type="button" value="Search"/>					
Title	Description	From	To	Action	
Mission Briefing	In the home cinema room.	2015-03-18 10:30	2015-03-18 11:30	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>	

**Figure 81: Edit Generic Event**

After clicking on the **Edit** button you will see a form drop down which allows you to make changes to any detail of the event. (**Figure 82**)



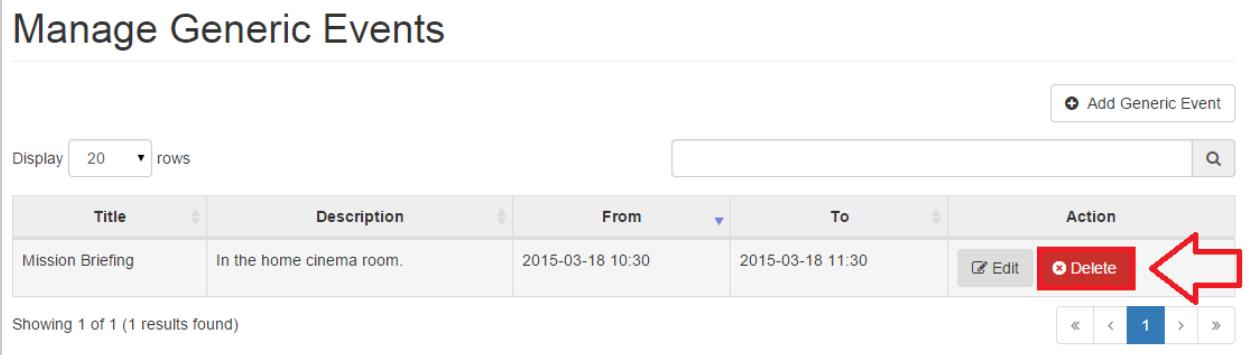
The dialog box is titled "Edit Event". It contains fields for "Title" (Mission Briefing) and "Description" (In the home cinema room). Under "From", the date is set to 2015 March 17 at 10:30. Under "To", the date is set to 2015 March 17 at 11:30. Both times are labeled as "Leave time blank for 'all day'". At the bottom are "Cancel" and "Ok" buttons.

**Figure 82: Edit Event Form**

After making the changes, you may click on **Ok** to save them. You will be able to view the changes in the Generic Events page.

### 6.7.3 Deleting a Generic Event

If you would like to delete an event, you can do so by clicking on the **Delete** button which is found right next to the **Edit** button (**Figure 83**)

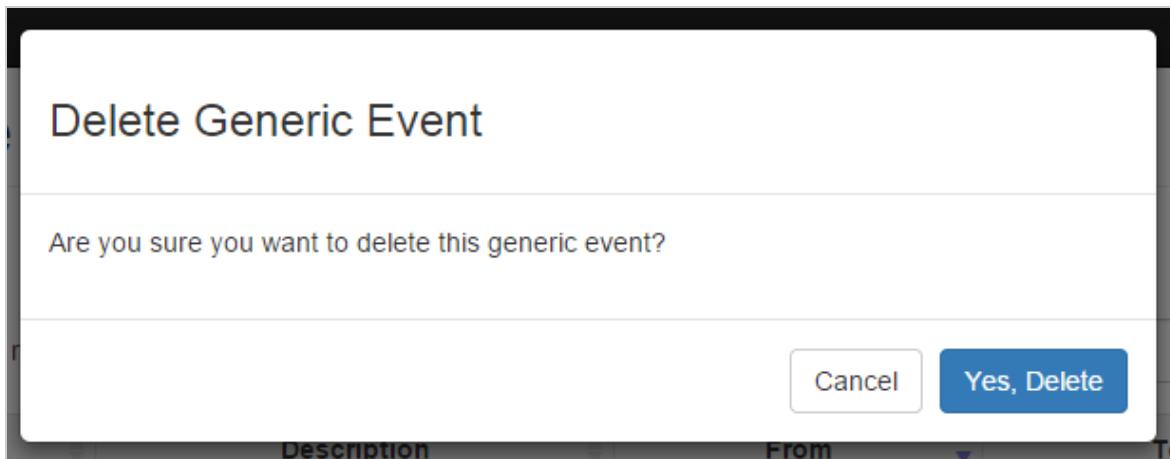


Manage Generic Events				
<input type="button" value="Add Generic Event"/>				
Display 20 rows <input type="text"/> <input type="button" value="Search"/>				
Title	Description	From	To	Action
Mission Briefing	In the home cinema room.	2015-03-18 10:30	2015-03-18 11:30	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 1 (1 results found)

**Figure 83: Delete Generic Event**

After clicking on **Delete**, you will be asked if you are sure you want to permanently delete this event (**Figure 84**).



*Figure 84: Delete Generic Event Confirmation*

On clicking **Yes, Delete** the tracer will be permanently deleted and will no longer be visible in the Generic Events page.

## 7. Staff Entities

In here you will find a number of features for managing staff accounts, staff roles, staff availabilities and absences, as well as view a log of all the actions that were performed since the beginning.

**NOTE** You might not be able to see all the Staff Entities options in your sidebar. This is because your account may not have these permissions. Speak to your systems administrator if you believe this is a mistake.

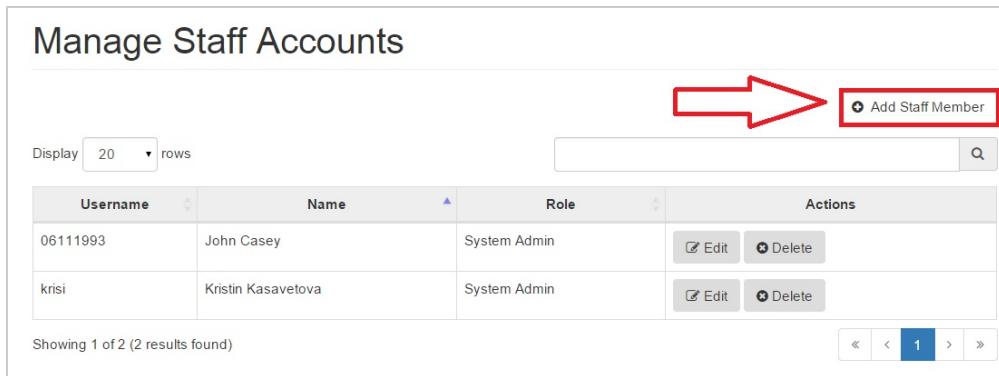
### 7.1 Staff Accounts

In this section you will be able to view a list of all the staff accounts in the database. Depending on your permissions, you may be able to create, edit or delete staff accounts, as well as change other users' passwords - this will most likely be an admin-only option (unless the admin has given these permissions to another staff account).

These actions are explained individually in the next sections.

#### 7.1.1 Adding a Staff Account

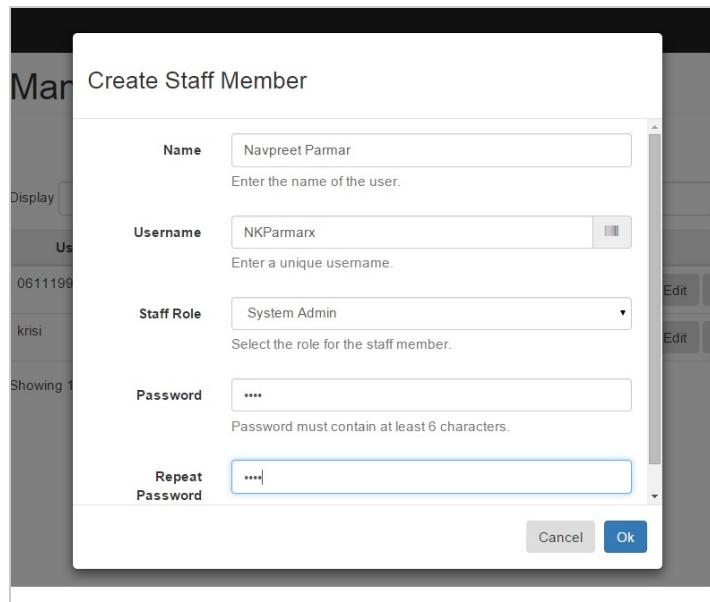
On the Staff Accounts page (**Figure 85**), you will see an Add Staff Member button at the top right of the page which allows you to add a new member of staff. By clicking this, a form will drop down (**Figure 86**) for you to fill in the new user's details.



Manage Staff Accounts				
Username	Name	Role	Actions	
06111993	John Casey	System Admin	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
krisi	Kristin Kasavetova	System Admin	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Showing 1 of 2 (2 results found)				

**Figure 85: Staff Accounts**

Simply, fill out the form with your details and click **ok**, again while selecting a password for the staff refer back to the tips and notes of the change password section (**Section 3.3.1**)



**Figure 86: Create Staff Member**

**NOTE** Username must be unique from other staff members, If the username you want is already taken by another member of staff, you will not be able to keep it. Refer to section **7.1.4 Staff Account Errors** for more details.

After clicking **ok**, you can now see the new staff member added appears in the Manage Staff Accounts table (**Figure 87**).

Manage Staff Accounts			
		<input type="button" value="Add Staff Member"/> <input type="text"/> <input type="button" value="Search"/>	
Username	Name	Role	Actions
06111993	John Casey	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
krisi	Kristin Kasavetova	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NKParmarx	Navpreet Parmar	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

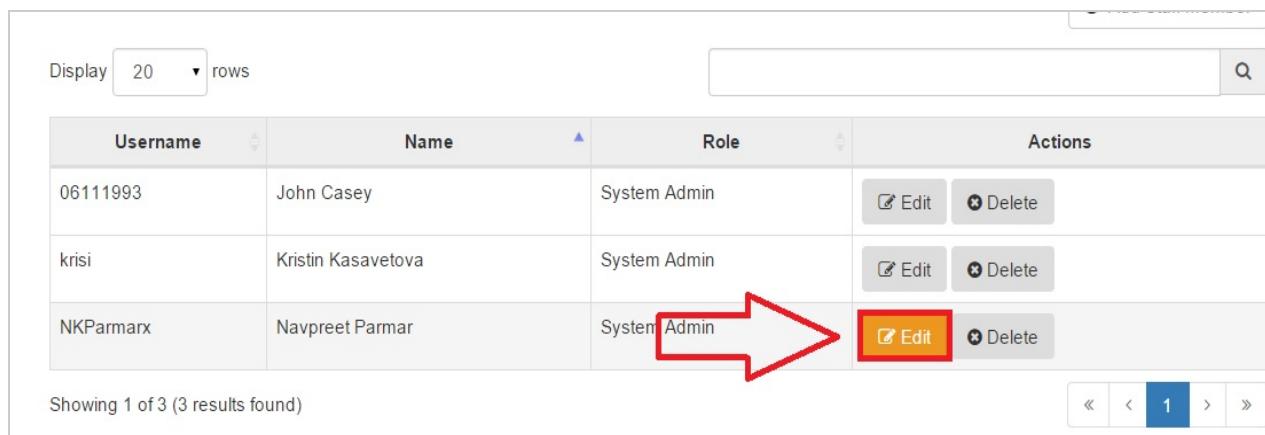
Showing 1 of 3 (3 results found)



**Figure 87: Manage Staff Accounts**

### 7.1.2 Editing a Staff Account

The Staff Accounts table makes it possible to edit staff accounts. For example, if a staff member wants to change their username, surname or password it can be done by clicking on the edit button next to the staff member whose details you want to edit (**Figure 88**). Additionally, staff accounts may have permissions to edit other users' information and/or password.



Username	Name	Role	Actions
06111993	John Casey	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
krisi	Kristin Kasavetova	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NKParmarx	Navpreet Parmar	System Admin	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 88: Edit Staff Account**

After clicking on the edit button, a form will drop down which contains a form filled out with the staff's initial details making it easier to identify what to edit. In **Figure 89**, we would like to change the username from NKParmarx to Navi, so we can simply click on the text we want to edit, change it and click **Ok**

**NOTE** You might not see the password fields - this is because your admin has not given you permission to edit other users passwords. If you would like to change your own password, you can do so by clicking on your name in the top bar and navigate to **Profile**. See section **3.2** for more details on how to do this.

**TIP** If you do not want to change an account's password, just leave both password fields blank.

**Edit Staff Member**

Name	Navpreet Parmar
Enter the name of the user.	
Username	Navi
Enter a unique username.	
Staff Role	System Admin
Select the role for the staff member.	
Password	
Password must contain at least 6 characters.	
Repeat Password	

Cancel   Ok

**Figure 89: Edit Staff Form**

After clicking **Ok**, the form will disappear and we can now see the changes we have made in the staff accounts table (**Figure 90**). In our case the username has been successfully changed. If you have encountered an error, refer to **Section 7.1.4 Staff Account Errors** for more details.

**Manage Staff Accounts**

				Add Staff Member
Display 20 rows				Search
Username	Name	Role	Actions	
06111993	John Casey	System Admin	<input checked="" type="button"/> Edit	<input type="button"/> Delete
krisi	Kristin Kasavetova	System Admin	<input checked="" type="button"/> Edit	<input type="button"/> Delete
Navi	Navpreet Parmar	System Admin	<input checked="" type="button"/> Edit	<input type="button"/> Delete

Showing 1 of 3 (3 results found)

**Figure 90: Updated Changes to the Staff Accounts Table**

### 7.1.3 Deleting a Staff Account

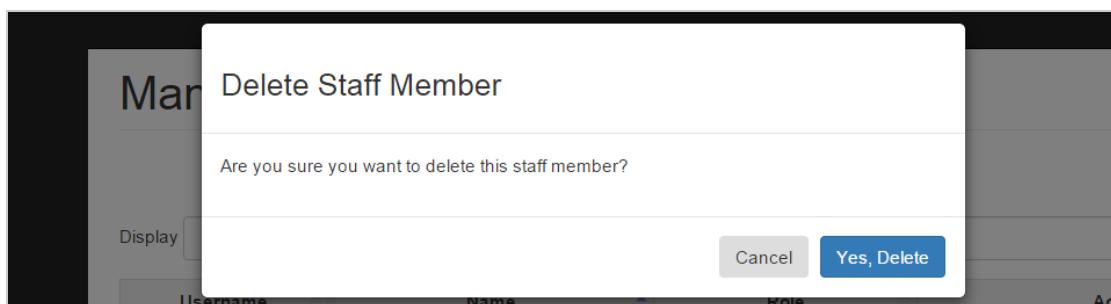
The admin can delete a staff account, this is a feature that would be useful if a staff member no longer works for the hospital or has changed departments. The delete button can be seen right next to the edit button (**Figure 91**).

Manage Staff Accounts			
<input type="button" value="Add Staff Member"/> <input type="text"/> <input type="button" value="Search"/>			
Username	Name	Role	Actions
06111993	John Casey	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
krisi	Kristin Kasavetova	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NKParmarx	Navpreet Parmar	System Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 91: Delete Staff Member**

By clicking on the **Delete** button, a drop down appears confirming whether the user wants to delete this account. (**Figure 92**) By clicking **yes, Delete**, the user will be deleted whereas by clicking **Cancel**, the user will be taken back to the Staff Accounts page.

**NOTE** Clicking **Delete** will set the selected user as *disabled* in the database. Their record will not be permanently deleted in order to have them preserved in the bookings and action log history.



**Figure 92: Deleting Staff Account form**

**Figure 93** shows the updated table on deleting a staff member. In this case we have deleted the third member of staff in the table

Manage Staff Accounts			
			<a href="#"> Add Staff Member</a>
Display 20 rows		<input type="text"/>	
Username	Name	Role	Actions
06111993	John Casey	System Admin	<a href="#"> Edit</a> <a href="#"> Delete</a>
krisi	Kristin Kasavetova	System Admin	<a href="#"> Edit</a> <a href="#"> Delete</a>

Showing 1 of 2 (2 results found)

**Figure 93: Removed Staff Account**

**NOTE** If you've received an error, jump down to **Errors (Section 7.1.4)** for troubleshooting.

#### 7.1.4 Staff Account Errors

**Error:** You did not enter a valid name

Ensure that you have entered a name that's between 1 and 64 characters.

**Error:** Name of the staff should not exceed 64 characters

Ensure that you have entered a name that's between 1 and 64 characters.

**Error:** You did not enter a valid username

Ensure that you have entered a username that's between 1 and 64 characters.

**Error:** Username should not exceed 64 characters

Ensure that you have entered a username that's between 1 and 64 characters.

**Error:** Your password must be at least 6 characters long

Ensure that the password you have entered is at least 6 (or more) characters long.

**Error:** Your passwords did not match

Ensure that you have entered the same password in both 'Password' and 'Repeat Password' fields.

**Error:** Password must not be the same as the last few passwords.

Ensure that your new password is different than the last 3 you have used before.

*If you do not want to change the password of the account, just leave the password fields blank.*

**Error:** The data you entered was invalid; please check again

Ensure that you have followed the above instructions for all fields. It is likely you are getting this error due to having entered symbols or other disallowed characters in the fields, such as '\` for example.

**Error:** Something went wrong; please try again

It is likely you are getting this error due to a failed connection to the server. Please ensure you are connected to the Internet before proceeding. If that doesn't fix the problem, restart the application and try again.

## 7.2 Staff Roles

In this section you would be able to see and edit the list of permissions for the current roles on the system. You might not be able to see this, if your admin has not given allowances for your account to view and edit staff role permissions. (**Figure 94**)

Manage Staff Roles		
		<input type="button" value="Add Staff Role"/>
Display 20 rows		<input type="text"/> <input type="button" value="Search"/>
Role Title	Permissions	Actions
Staff Manager	Create, edit and remove staff absences Create, edit and remove staff availabilities View the list of staff absences View the list of staff availabilities View the list of staff members	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>
System Admin	Change other staff passwords Create, edit and remove appointments + 24 more (show)	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 2 (2 results found)

**Figure 94: Staff Roles Page**

Apart from editing an existing staff's permissions, you could also create a new role or delete one. These actions are explained individually in the next sections.

Below is a **list of all the available permissions** in the system:

1. Change other staff passwords - a permission allowing to change other users' passwords
2. Create, edit and remove bookings - a permission allowing to create new, update and delete existing bookings
3. Create, edit and remove cameras and camera types - a permission allowing to create new, update and delete existing cameras and camera types
4. Create, edit and remove generic events - a permission allowing to create new, update and delete existing generic events
5. Create, edit and remove patients - a permission allowing to create new and update existing patients
6. Create, edit and remove radio tracers - a permission allowing to create new, update and delete existing radio tracers and update tracer orders
7. Create, edit and remove staff absences - a permission allowing to create new, update and delete existing staff absences

8. Create, edit and remove staff availabilities - a permission allowing to create new, update and delete existing staff availabilities
9. Create, edit and remove staff members and assign roles - a permission allowing to create new, update and delete existing staff accounts and assign roles to them
10. Create, edit and remove therapies - a permission allowing to create new, update and delete existing therapies
11. Edit the permissions assigned to each staff role - a permission allowing to create new, update and delete existing staff roles
12. Export the database of patients - a permission allowing to export the patients database
13. Import patients to the database - a permission allowing to import patients to database
14. View a booking's details - a permission allowing to view a certain booking's details
15. View the calendar of existing appointments - a permission allowing to view the calendar bookings
16. View the details and history of a single patient - a permission allowing to view the full details of a patient and their booking history.
17. View the list of cameras and camera types - a permission allowing to view the existing cameras and camera types
18. View the list of generic events - a permission allowing to view a list of all generic events
19. View the list of staff absences - a permission allowing to view all staff member's absences
20. View the list of staff availabilities - a permission allowing to view all staff member's availabilities
21. View the list of staff members - a permission allowing to view a list of all staff accounts
22. View the list of staff roles and assigned permissions - a permission allowing to view a list of all staff roles and their assigned permissions
23. View the list of therapies - a permission allowing to view a list of all therapies
24. View the list of tracers - a permission allowing to view a list of all tracers and tracer orders
25. View the patient list - a permission allowing to view a list of all patients
26. View the staff action log - a permission allowing to view a list of all the action log events

### 7.2.1 Adding a Staff Role

You can add a new staff role by click on the Add Staff Role button (**Figure 95**).

The screenshot shows a table titled "Manage Staff Roles". The table has columns for "Role Title", "Permissions", and "Actions". Two rows are visible: "Staff Manager" and "System Admin". The "Actions" column for each row contains "Edit" and "Delete" buttons. A large red arrow points from the left towards the "Add Staff Role" button located in the top right corner of the table header. Below the table, there is a search bar and a "Display 20 rows" dropdown.

Role Title	Permissions	Actions
Staff Manager	Create, edit and remove staff absences Create, edit and remove staff availabilities + 3 more (show)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
System Admin	Change other staff passwords Create, edit and remove appointments + 24 more (show)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 95: Add Staff Role**

The screenshot shows a modal dialog titled "Create Staff Role". It has two main sections: "Role Title" and "Permissions". The "Role Title" section contains a text input field with "Staff Member" and a placeholder "Insert the name of the role.". The "Permissions" section contains a "Select/Deselect All" checkbox followed by a list of individual permission checkboxes. Most of these individual checkboxes are checked. At the bottom of the dialog are "Cancel" and "Ok" buttons.

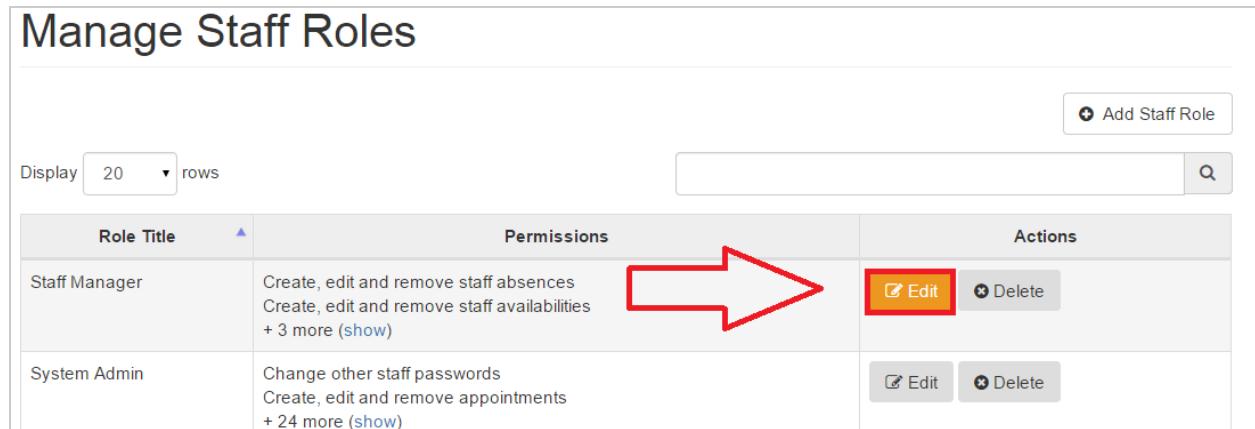
**Figure 96: Create Staff Role Form**

By clicking on the **Add Staff Role** button, a form will drop down (**Figure 96**) which needs to be filled with the role title, and the permissions need to be selected for that role. By clicking **ok**, the new staff role will be added to the table (just like adding a new staff member) and by clicking **cancel** you will be taken back to the Staff Roles page.

**TIP** In order to select or deselect all permissions, you can check the *Select/Deselect All* option

### 7.2.2 Editing a Staff Role

In order to edit a Staff Role, the user can click on the edit button next to the role they want to edit (**Figure 97**)

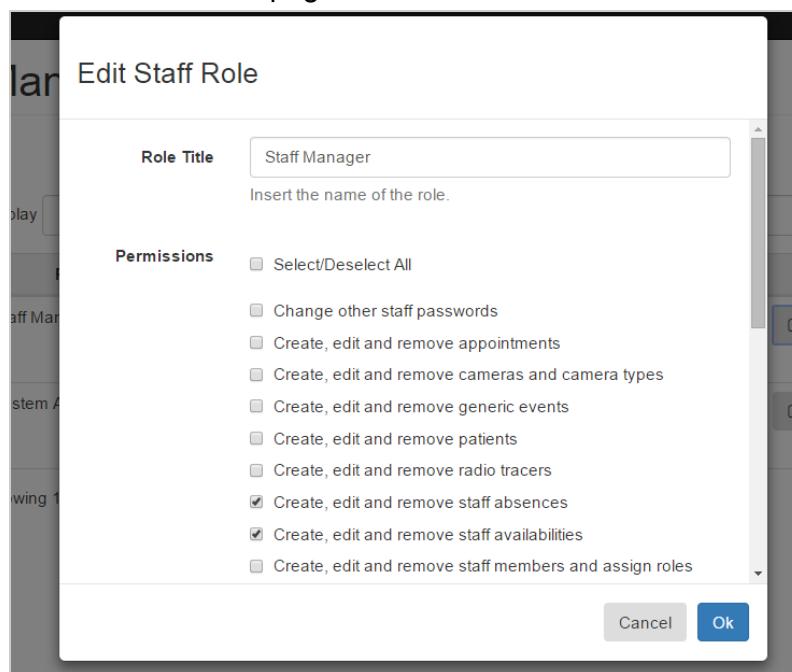


The screenshot shows a table titled "Manage Staff Roles". The columns are "Role Title", "Permissions", and "Actions". There are two rows: "Staff Manager" and "System Admin". The "Actions" column for each row contains "Edit" and "Delete" buttons. A red arrow points to the "Edit" button for the "Staff Manager" row.

Role Title	Permissions	Actions
Staff Manager	Create, edit and remove staff absences Create, edit and remove staff availabilities + 3 more (show)	<input checked="" type="button"/> Edit <input type="button"/> Delete
System Admin	Change other staff passwords Create, edit and remove appointments + 24 more (show)	<input type="button"/> Edit <input type="button"/> Delete

**Figure 97: Edit Staff Role**

By clicking on the edit button, a form will drop down (**Figure 98**) with the initial details already filled it, you can change the permissions or the role title and click **ok** to save the changes or **cancel** to go back to the Staff Roles page



The screenshot shows a modal dialog titled "Edit Staff Role". It has a "Role Title" field containing "Staff Manager" and a "Permissions" section. The "Permissions" section includes a "Select/Deselect All" checkbox and a list of individual permissions. Some checkboxes are checked, such as "Create, edit and remove staff absences" and "Create, edit and remove staff availabilities". At the bottom are "Cancel" and "Ok" buttons.

Role Title: Staff Manager

Insert the name of the role.

Permissions

Select/Deselect All

Change other staff passwords

Create, edit and remove appointments

Create, edit and remove cameras and camera types

Create, edit and remove generic events

Create, edit and remove patients

Create, edit and remove radio tracers

Create, edit and remove staff absences

Create, edit and remove staff availabilities

Create, edit and remove staff members and assign roles

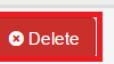
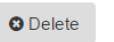
Cancel Ok

**Figure 98 Edit Staff Role Form**

**TIP** In order to select or deselect all permissions, you can check the *Select/Deselect All* option

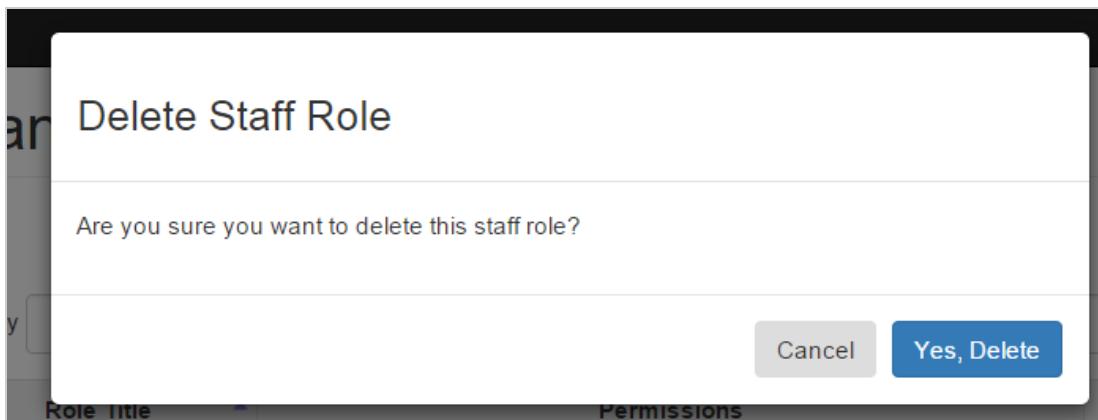
### 7.2.3 Deleting a Staff Role

In order to delete a Staff Role, you can click on the delete button which is found right next to the edit button (**Figure 99**)

Manage Staff Roles		
Role Title	Permissions	Actions
Staff Manager	Create, edit and remove staff absences Create, edit and remove staff availabilities + 3 more (show)	 
System Admin	Change other staff passwords Create, edit and remove appointments + 24 more (show)	 

**Figure 99: Delete Staff Roles**

By clicking the **Delete** button, a drop down will appear (**Figure 100**) confirming whether you would like to delete this particular staff role, clicking **Yes, Delete** will permanently delete the Staff Role whereas **Cancel** will take you back to the Staff Roles page



**Figure 100: Permanently delete Staff Role**

#### 7.2.4 Error Section for Staff Roles

**Error:** Role title should not exceed 32 characters.

Ensure that you have entered a role title that is between 1 and 32 characters.

**Error:** You did not enter a valid role title.

Ensure that you have entered a role title and not left it blank.

**Error:** Role title should only contain numbers, letters and spaces.

Ensure that you have entered a role title with only letters, numbers, -, . and spaces.

**Error:** Please select at least one permission.

Ensure that you have selected at least one permission, staff role cannot be made unless given certain permissions, therefore you must select at least one permission.

### 7.3 Staff Availabilities

The Staff Availabilities page shows the times that the staff members are available in the hospital in the form of a table (**Figure 101**).

Select Staff Member to Edit			
Select a staff member below to edit <b>staff availabilities</b> .			
Display	20	▼ rows	<input type="button" value="Search"/>
Username	Name	Role	Actions
06111993	John Casey	System Admin	<input checked="" type="checkbox"/> Select
krisi	Kristin Kasavetova	System Admin	<input checked="" type="checkbox"/> Select
Showing 1 of 2 (2 results found)			
<input type="button" value="&lt;"/> <input type="button" value="&lt;"/> <input type="button" value="1"/> <input type="button" value="&gt;"/> <input type="button" value="&gt;&gt;"/>			

**Figure 101: Staff Availabilities Page**

### 7.3.1 Selecting a Staff Member to view availability

The Staff Availabilities page (**Figure 101**) only shows the list of staff members available in the hospital. In order to check the exact details and time of the staff availability click the select button (**Figure 102**) in the row whose availability you want to view

Select Staff Member to Edit

Select a staff member below to edit **staff availabilities**.

Display 20 rows

Username	Name	Role	Actions
06111993	John Casey	System Admin	<input checked="" type="checkbox"/> Select <span style="color: red;">(Red Arrow)</span>
krisi	Kristin Kasavetova	System Admin	<input checked="" type="checkbox"/> Select

Showing 1 of 2 (2 results found)

« < 1 > »

**Figure 102: Select a Staff Member**

After clicking on the select button, you will be taken to a new page which shows the availability of the staff member you have selected in the table (**Figure 103**). However in Figure 26, you can see there is no availability for this staff selected in which case we can add a new availability (**Section 7.3.2**).

Manage Staff Availabilities

Editing default availabilities for **John Casey**.

Add Availability

Display 20 rows

Day of week	Start time	End time	Action
There is no data to display in this table.			

No entries found

**Figure 103: Showing Availabilities Page**

**NOTE** If there are no staff availabilities for that staff then the table would be empty showing "There is no data to display in this table" just like in **Figure 103**

### 7.3.2 Adding a new Availability

In order to add a new staff availability, you can click on the **Add Availability** button above the Staff Availabilities table. (**Figure 104**)

The screenshot shows a web-based application titled 'Manage Staff Availabilities'. The title bar includes the text 'Editing default availabilities for John Casey.' Below the title is a search bar with a dropdown set to 'Display 20 rows' and a magnifying glass icon. To the right of the search bar is a red arrow pointing towards a red-bordered button labeled 'Add Availability' with a plus sign icon. The main content area has a header row with columns for 'Day of week', 'Start time', 'End time', and 'Action'. A message below the header states 'There is no data to display in this table.' At the bottom of the table area, it says 'No entries found'.

**Figure 104: Add Availability**

After clicking on the **Add Availability** button, you see a form drop down asking you to add the availability of the staff (**Figure 105**). After filling in the availability, you can click **Ok** to save the availability or click **Cancel** to go back to the previous page

The screenshot shows a modal dialog box titled 'Add Availability'. It contains three input fields: 'Day of the Week' with a dropdown menu showing 'Monday', 'Start Time' with two dropdown menus for hours and minutes, and 'End Time' with two dropdown menus for hours and minutes. Below each time input field is a note: 'Leave time blank for 'all day''. At the bottom of the dialog are two buttons: 'Cancel' and 'Ok'.

**Figure 105: Add Availability Form**

**NOTE** If a Staff Member is available for the entire day you can leave the Start Time and End Time unselected and just select the Day of the Week that they are available on

On clicking the **Ok** button, you will be able to see the added availability in the table as you can see in **Figure 106**, the table contains the availability we added in **Figure 105**.

### Manage Staff Availabilities

Editing default availabilities for **John Casey**.

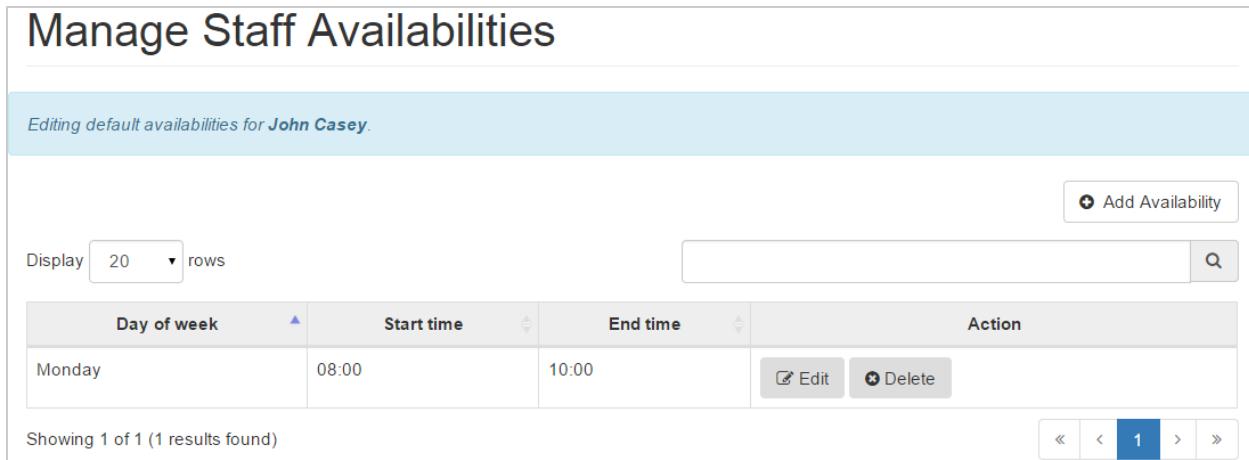
Add Availability

Display 20 rows

Day of week	Start time	End time	Action
Monday	08:00	10:00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 1 (1 results found)

1



**Figure 106: Added Availability**

#### 7.3.3 Editing Staff Availability

Just like adding a new availability, you can also edit an existing availability by simply clicking on the **Edit** button next to the availability you want to edit. (**Figure 107**)

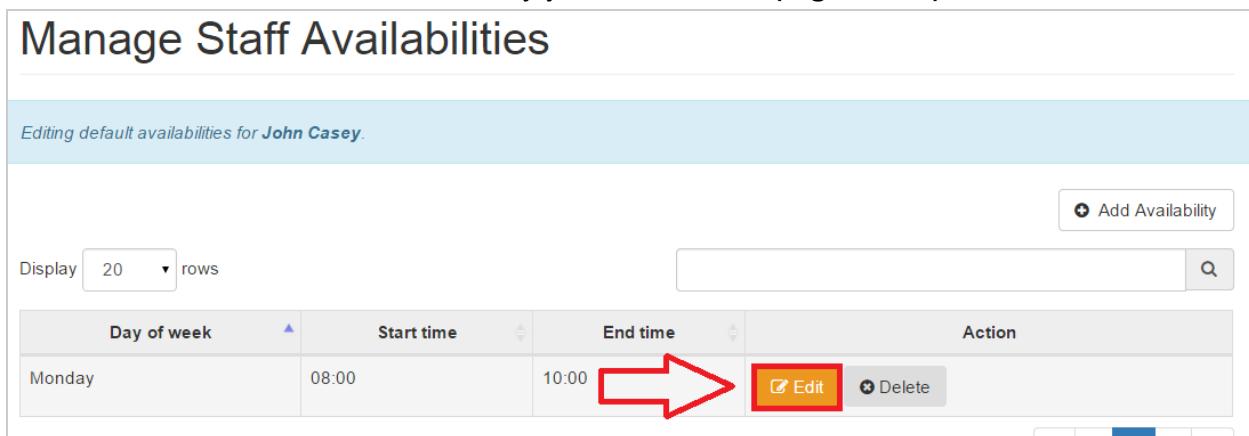
### Manage Staff Availabilities

Editing default availabilities for **John Casey**.

Add Availability

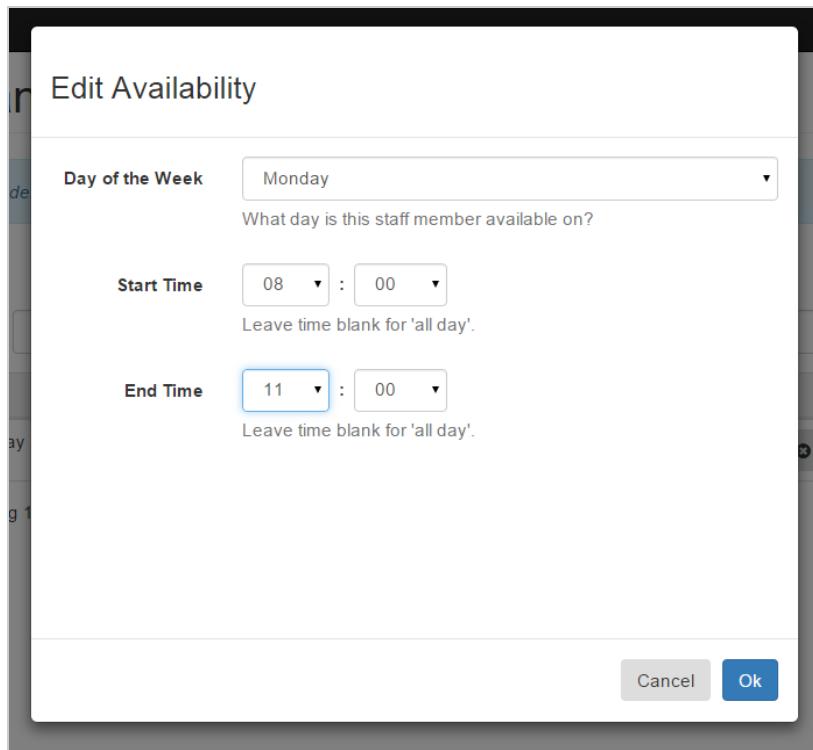
Display 20 rows

Day of week	Start time	End time	Action
Monday	08:00	10:00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



**Figure 107: Edit Staff Availability**

After clicking on the Edit Availability button, you will see a form drop down containing the existing details of the availability allowing you to make changes to it. (**Figure 108**) In **Figure 108**, the End Time has been changed to 11:00



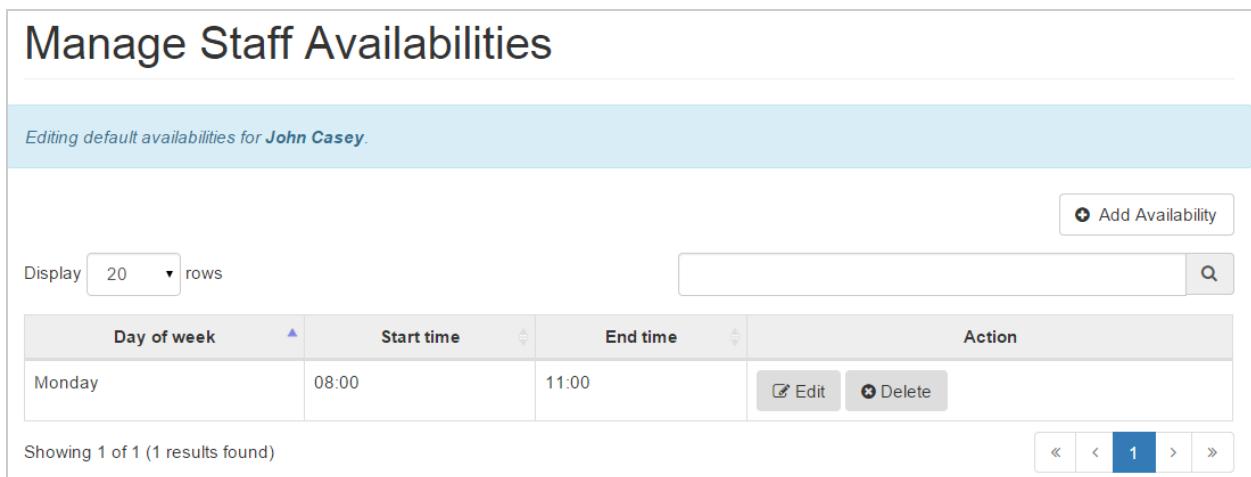
The image shows a modal dialog box titled "Edit Availability". It contains fields for "Day of the Week" (Monday), "Start Time" (08:00), and "End Time" (11:00). The "End Time" field is highlighted with a blue border. Buttons for "Cancel" and "Ok" are at the bottom.

Day of the Week	Monday
Start Time	08 : 00
End Time	11 : 00

Buttons: Cancel, Ok

**Figure 108: Edit Availability Form**

After making the changes and clicking on **Ok**, you will see the changes automatically updated in the Staff Availabilities table (**Figure 109**)



The image shows a table titled "Manage Staff Availabilities" for "John Casey". It includes a search bar, a display dropdown set to 20 rows, and a "Add Availability" button. The table lists one availability entry: Monday from 08:00 to 11:00, with "Edit" and "Delete" actions. Navigation buttons for the table are at the bottom.

Manage Staff Availabilities				
Editing default availabilities for <b>John Casey</b> .				
Day of week		Start time	End time	Action
Monday	08:00	11:00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Showing 1 of 1 (1 results found)

**Figure 109: Changes updated to the table**

#### 7.3.4 Delete Staff Availability

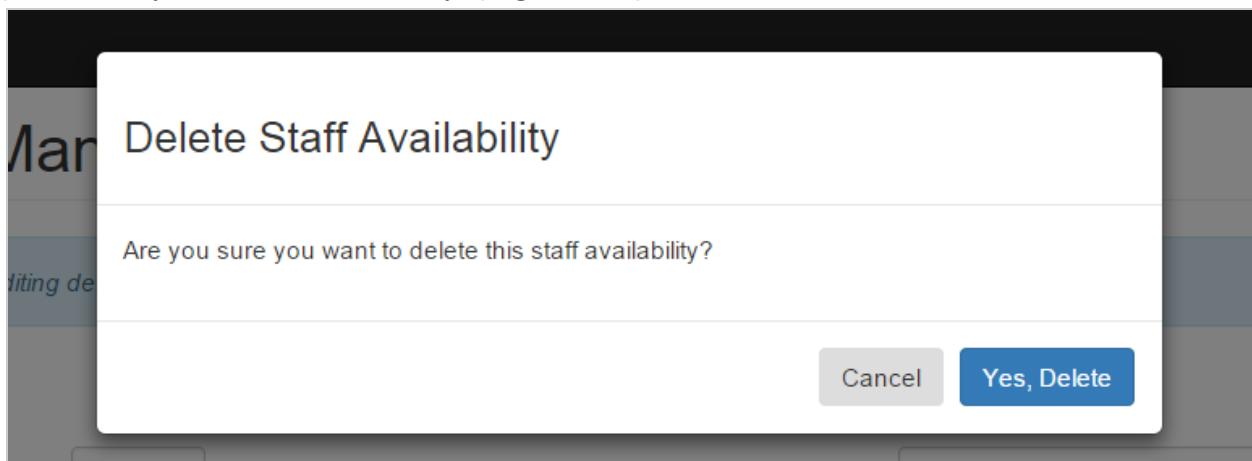
You can also delete an existing availability by simply clicking on the **Delete** button which is right next to the edit button (**Figure 110**)

The screenshot shows a table with columns: Day of week, Start time, End time, and Action. The first row contains: Monday, 08:00, 11:00, and a row of buttons. The 'Edit' button has a red border and a red arrow points to it. The 'Delete' button is red with a white minus sign.

Day of week	Start time	End time	Action
Monday	08:00	11:00	<input checked="" type="button"/> Edit <input type="button"/> Delete

**Figure 110: Delete Staff Availability**

On clicking the **Delete** button, a new form drops down confirming whether you want to permanently delete this availability. (**Figure 111**)



**Figure 111: Delete Staff Availability Form**

If you decide to click on the Yes, Delete button then the availability will be permanently deleted as shown in **Figure 112**

## Manage Staff Availabilities

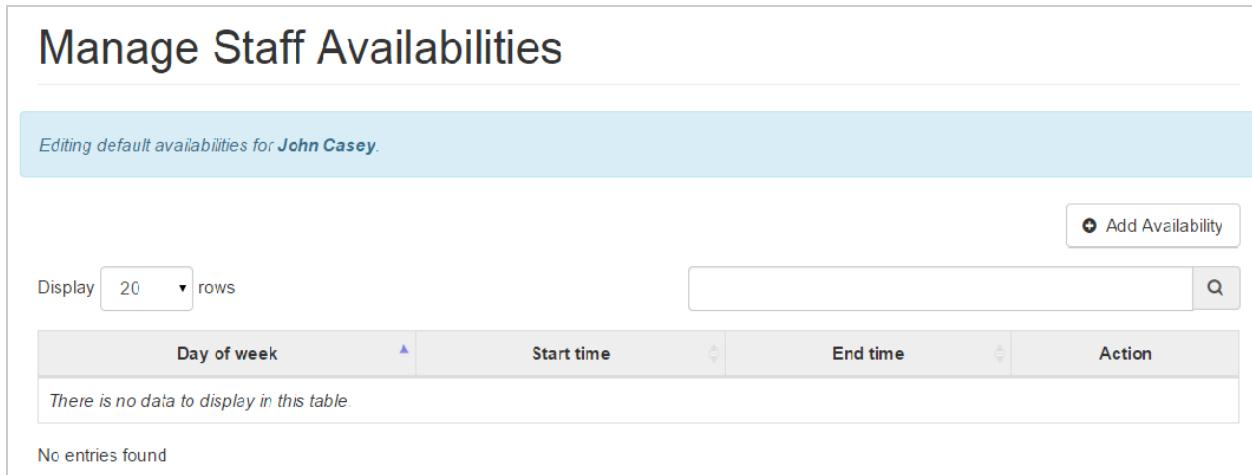
Editing default availabilities for John Casey.

Display 20 rows

Add Availability

Day of week	Start time	End time	Action
There is no data to display in this table			

No entries found



**Figure 112: Staff Availability**

### 7.3.5 Error Section for Staff Availability

**Error:** Please enter a valid start time

Ensure that you have entered a start time in the HH:MM format

**Error:** Please enter a valid end time.

Ensure that you have entered an end time in the HH:MM format

**Error:** The start time cannot be after the end time

Ensure that the end time you have entered is after the start time unless it is an earlier time on a day after the start day.

## 7.4 Staff Absences

The Staff Absences page keeps a record of the times when staff are absent. This data is displayed in a table (**Figure 113**) If you are the System Admin, you will be able to edit, delete and add an absence.

Select Staff Member to Edit			
Select a staff member below to edit <b>staff absences</b> .			
Display	20	▼ rows	<input type="text"/> <input type="button" value="Search"/>
Username	Name	Role	Actions
06111993	John Casey	System Admin	<input checked="" type="button" value="Select"/>
krisi	Kristin Kasavetova	System Admin	<input checked="" type="button" value="Select"/>
Showing 1 of 2 (2 results found)			
<input type="button" value="&lt;&lt;"/> <input type="button" value="&lt;"/> <input type="button" value="1"/> <input type="button" value="&gt;"/> <input type="button" value="&gt;&gt;"/>			

**Figure 113: Staff Absences Page**

### 7.4.1 Selecting a Staff Member to view absences

Where the Staff Absences page shows the list of all staff's absences (**Figure 113**). In order to view a particular staff's absence, you may wish to click on the **Select** button next to the staff you want to view (**Figure 114**)

Select Staff Member to Edit			
Select a staff member below to edit <b>staff absences</b> .			
Display	20	▼ rows	<input type="text"/> <input type="button" value="Search"/>
Username	Name	Role	Actions
06111993	John Casey	System Admin	<input checked="" type="button" value="Select"/>
krisi	Kristin Kasavetova	System Admin	<input checked="" type="button" value="Select"/>

**Figure 114: Selecting Staff Absence**

After clicking on the **Select** button, you will be taken to a new page which shows the absences of that staff (**Figure 115**).

The screenshot shows a web-based application titled "Manage Staff Absences". A header bar indicates "Editing staff absences for John Casey.". Below this is a search bar with a dropdown set to "Display 20 rows" and a search icon. A table lists one absence entry:

From	To	Action
2015-03-17 12:00	2015-03-17 15:20	<a href="#">Edit</a> <a href="#">Delete</a>

At the bottom, it says "Showing 1 of 1 (1 results found)" and includes navigation icons. A prominent "Add Absence" button is located at the top right of the main content area.

**Figure 115: Staff Absence Details**

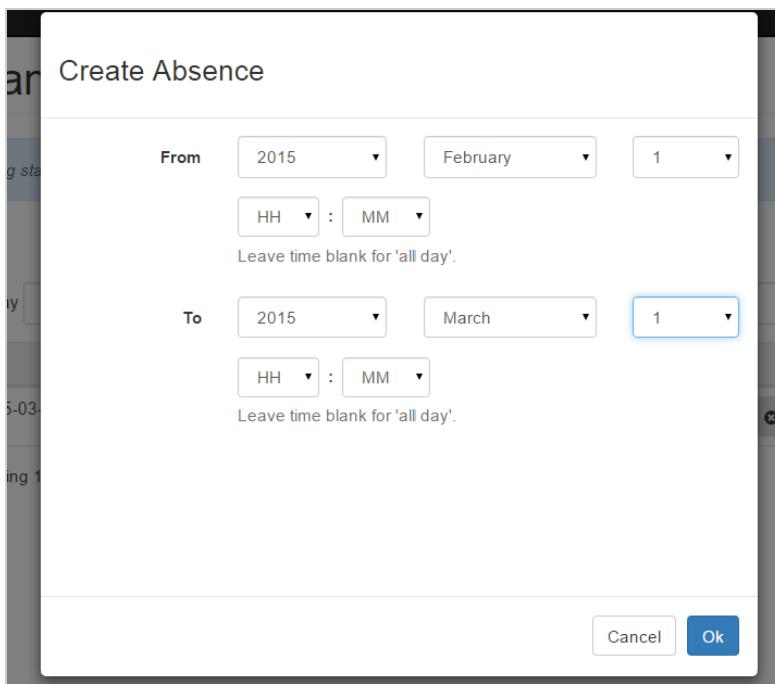
#### 7.4.2 Adding Staff Absence

Adding a Staff Absence is possible, all you need to do is click on the **Add Absence** button at the top right above the table (**Figure 116**)

This screenshot is identical to Figure 115, showing the "Manage Staff Absences" page for John Casey. However, a large red arrow points from the left towards the "Add Absence" button at the top right, highlighting it as the target for adding a new absence record.

**Figure 116: Adding Staff Absence**

After clicking on the Add Absence button, a new form will drop down which will allow you to add the date and time from and to when the staff will be absent. (**Figure 117**)

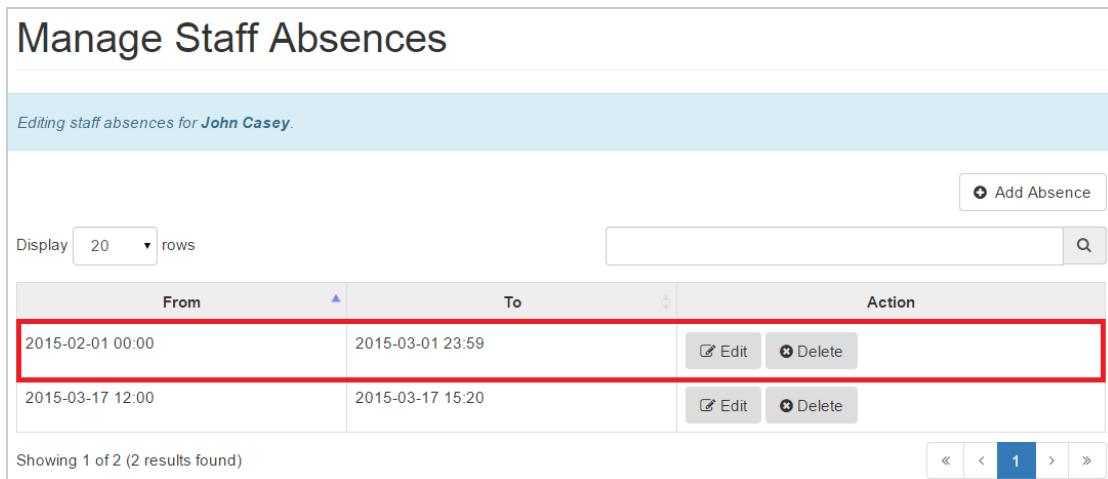


The screenshot shows a modal dialog box titled "Create Absence". It has two sections for date selection. The first section, labeled "From", shows "2015" in the year dropdown, "February" in the month dropdown, and "1" in the day dropdown. Below these are dropdowns for "HH" and "MM". A note says "Leave time blank for 'all day'." The second section, labeled "To", shows "2015" in the year dropdown, "March" in the month dropdown, and "1" in the day dropdown. Below these are dropdowns for "HH" and "MM". Another note says "Leave time blank for 'all day'." At the bottom right are "Cancel" and "Ok" buttons.

**Figure 117: Create Absence Form**

**NOTE** If a Staff Member is absent for the entire day you can leave the Start Time and End Time blank and just select the dates that they are absent between

On clicking the **Ok** button in the Create Absence form, the absence will be successfully added to the Staff Absences page (**Figure 118**).



The screenshot shows a table titled "Manage Staff Absences" with a header "Editing staff absences for John Casey". It includes a "Display 20 rows" dropdown and a search bar. The table has columns "From", "To", and "Action". Two rows of data are shown, both of which are highlighted with a red border. The first row has "From" as "2015-02-01 00:00" and "To" as "2015-03-01 23:59", with "Edit" and "Delete" buttons. The second row has "From" as "2015-03-17 12:00" and "To" as "2015-03-17 15:20", also with "Edit" and "Delete" buttons. At the bottom, it says "Showing 1 of 2 (2 results found)" and has navigation buttons.

From	To	Action
2015-02-01 00:00	2015-03-01 23:59	<a href="#">Edit</a> <a href="#">Delete</a>
2015-03-17 12:00	2015-03-17 15:20	<a href="#">Edit</a> <a href="#">Delete</a>

**Figure 118: Added new Staff Absence**

**NOTE** At the top of the table, you will be able to see the name of the staff the absences are being edited for (in blue)

### 7.4.3 Editing Staff Absence

You can also edit a Staff Absence in order to reflect changes in someones leave. This can be done by simply clicking on the **Edit** button next to the Absence dates that you wish to edit (**Figure 119**).

The screenshot shows a web-based application titled "Manage Staff Absences". The title bar has a light blue background with the text "Manage Staff Absences". Below the title, a sub-header says "Editing staff absences for John Casey". There is a search bar with a magnifying glass icon and an "Add Absence" button. A dropdown menu shows "Display 20 rows". The main area is a table with three columns: "From", "To", and "Action". The first row shows an absence from "2015-02-01 00:00" to "2015-03-01 23:59". The "Action" column for this row contains an orange "Edit" button and a grey "Delete" button. A red arrow points to the "Edit" button. The second row shows an absence from "2015-03-17 12:00" to "2015-03-17 15:20". The "Action" column for this row contains a grey "Edit" button and a grey "Delete" button.

From	To	Action
2015-02-01 00:00	2015-03-01 23:59	 Edit  Delete
2015-03-17 12:00	2015-03-17 15:20	 Edit  Delete

**Figure 119: Edit Staff Absences**

On clicking the Edit button, you can see a new form drop down which allows you to change the dates of the staff's absences. (**Figure 120**).

In the figure below, the absence has been extended from March to April.

The screenshot shows a modal dialog titled "Edit Absence". It contains two sets of date and time selection fields. The first set, labeled "From", shows "2015" in the year dropdown, "February" in the month dropdown, and "1" in the day dropdown. Below these are dropdowns for hours (00) and minutes (00), with a note: "Leave time blank for 'all day'." The second set, labeled "To", shows "2015" in the year dropdown, "April" in the month dropdown, and "Date" in the day dropdown. Below these are dropdowns for hours (23) and minutes (59), with a note: "Leave time blank for 'all day'." At the bottom right of the dialog are "Cancel" and "Ok" buttons.

**Figure 120: Edit Absence Form**

You can see that there's a blue box with the name of the staff member we're editing the absence for. After making the changes, you can click on the **Ok** button and the changes made would be immediately updated in the Staff Absences page (**Figure 121**). Clicking **Cancel** would take you a step back to the list of staff members on the Staff Absences page.

The screenshot shows a table titled "Manage Staff Absences" with a header "Editing staff absences for John Casey.". The table has columns "From", "To", and "Action". There are two rows of data:

From	To	Action
2015-02-01 00:00	2015-04-01 23:59	<input checked="" type="button"/> Edit <input type="button"/> Delete
2015-03-17 12:00	2015-03-17 15:20	<input checked="" type="button"/> Edit <input type="button"/> Delete

At the bottom left, it says "Showing 1 of 2 (2 results found)". On the right, there are navigation buttons for the table.

**Figure 121: Changes shown in the table**

#### 7.4.4 Deleting Staff Absence

It is possible to delete a staff absence just by simply clicking on the **Delete** button which is placed right next to the **Edit** button (**Figure 122**)

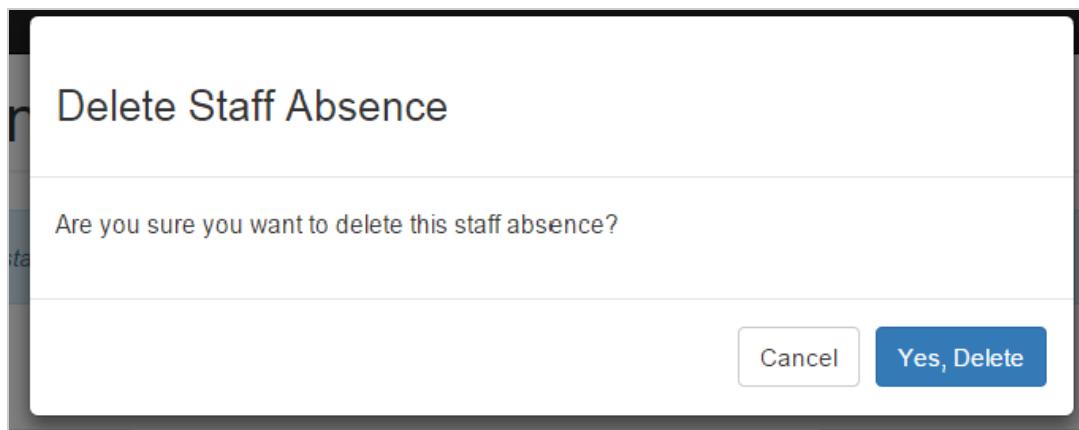
The screenshot shows a web-based application titled "Manage Staff Absences". At the top, a message says "Editing staff absences for John Casey.". Below this is a search bar and a "Display 20 rows" dropdown. The main area contains a table with two rows of data:

From	To	Action
2015-02-01 00:00	2015-04-01 23:59	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2015-03-17 12:00	2015-03-17 15:20	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

A red arrow points to the "Delete" button in the second row. At the bottom, it says "Showing 1 of 2 (2 results found)" and has navigation buttons.

**Figure 122: Delete Staff Absences**

By clicking on the **Delete** button, you will be asked again if you would definitely like to delete the absence (**Figure 123**)



**Figure 123: Delete Staff Absence Modal**

If you click on the **Yes, Delete** button, the absence would be permanently deleted from the table as shown in **Figure 124**. Clicking **Cancel** would take you a step back to the Staff Absences page.

Manage Staff Absences

Editing staff absences for **John Casey**.

Add Absence

Display 20 rows

From To Action

From	To	Action
2015-03-17 12:00	2015-03-17 15:20	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 of 1 (1 results found)

« < 1 > »

The screenshot shows a web-based application titled 'Manage Staff Absences'. At the top, it says 'Editing staff absences for John Casey.' Below this is a search bar and a 'Display 20 rows' dropdown. A large table follows, with columns 'From', 'To', and 'Action'. One row is present, showing a date range from '2015-03-17 12:00' to '2015-03-17 15:20'. Under the 'Action' column for this row are two buttons: 'Edit' and 'Delete'. The 'Delete' button is highlighted with a red box. At the bottom left, it says 'Showing 1 of 1 (1 results found)'. At the bottom right, there are navigation links: '<<', '<', '1', '>', and '>>'.

**Figure 124: Staff Absence Deleted**

### 7.3.5 Error Section for Staff Absence

**Error:** You did not enter the 'from' date in YYYY-MM-DD format

Ensure that you have entered the 'from' date in the YYYY-MM-DD format. An example of that format would be 1993-03-07 (1993 - Year; 03 - Month; 07 - Date)

**Error:** You did not enter the 'from' date in YYYY-MM-DD format

Ensure that you have entered the 'to' date in the YYYY-MM-DD format. An example of that format would be 1993-03-07 (1993 - Year; 03 - Month; 07 - Date)

**Error:** The 'from' date cannot be after the 'end' date.

Ensure that the 'from' date you have entered is **NOT** after the 'end' date.

## 7.5 Action Logs

The Action Log page contains a log of all user activity including their navigation history, any errors they face, any instances of unauthorised access and any entries they make in the system (i.e. making a booking, adding a patient etc) (**Figure 125**).

Action Logs						
Staff	Date	Action	Associated ID	Notes		
John Casey	2015-03-23 15:38:22	Viewed action log	-	-		
John Casey	2015-03-23 15:37:48	Viewed all cameras	-	-		
John Casey	2015-03-23 15:37:47	Deleted camera	1	-		
John Casey	2015-03-23 15:37:42	Viewed all cameras	-	-		
John Casey	2015-03-23 15:37:41	Deleted camera	4	-		
John Casey	2015-03-23 15:37:28	Viewed all cameras	-	-		
John Casey	2015-03-23 15:36:56	Logged in	1	-		
John Casey	2015-03-23 15:18:25	Logged in	1	-		
John Casey	2015-03-23 14:58:47	Viewed staff list en route to availabilities	-	-		
John Casey	2015-03-23 14:58:44	Viewed all staff roles	-	-		
John Casey	2015-03-23 14:58:41	Viewed all staff accounts	-	-		
John Casey	2015-03-23 14:57:56	Logged in	1	-		
John Casey	2015-03-23 14:57:51	Logged in	1	-		
John Casey	2015-03-23 14:48:53	Viewed booking calendar	-	-		

**Figure 125: Viewing the action log**

- The **Staff** column in the table represents the user who executed the action. In some cases this may be empty (“-”) in cases when the user who tried to perform the action wasn’t logged in. For example, when a staff member attempted to log in to the application with the wrong username, the Staff column for this particular action will show a “-”.
- The **Date** column shows the date and time at which the action was performed.
- The **Action** column represents a description of the action that was performed.
- The **Associated ID** column shows the ID of the object, on which an action is performed. For example, if we delete a Camera that has an ID of 4, then the associated ID for this action will be 4. There will be a “-” shown in the column in case the action is not performed on any particular ID, e.g. when viewing the booking calendar.
- The **Notes** column will show the notes for a particular action. For example, when a user tries to log in with a username that doesn’t exist - this will be recorded as a note in the **Notes** column. The action notes are usually used when an action failed to complete.

**TIP** Logs that represent an error because they failed to complete will be highlighted in red. This will occur in instances such as unauthorised access attempts.