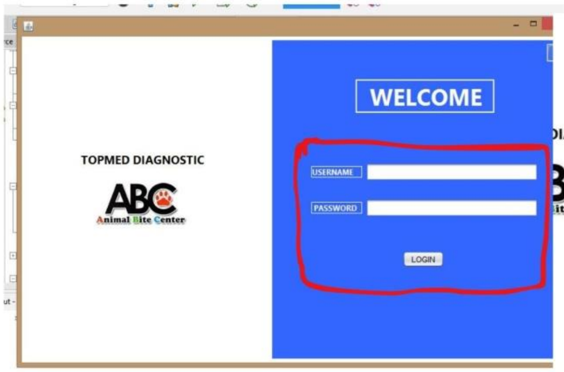
User Manual

Guidlines How To Use The System (For Admin)

1. Before the Admin can enter the system. Admin must login first by inserting the account already existing to the system given by client/programmer.



Once done, you'll be seeing a message like this.

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2. Inside the homepage, you'll be seeing buttons of what you can access. By clicking one of the buttons, it will open its respective page/window.

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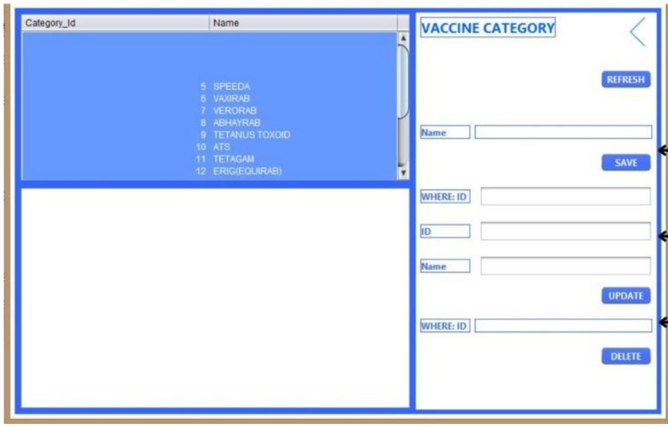
3. Upon clicking the Category, it will show you the page of it. In here you can insert new stock in product. Which later will help you just choose which one will you add in the "Product" page.



Insert here, if you wanted to add new product in

In this part, you can edit/update an existing products, if there's a typo or mistake.

On the other hand, in this part you can delete an existing Products.

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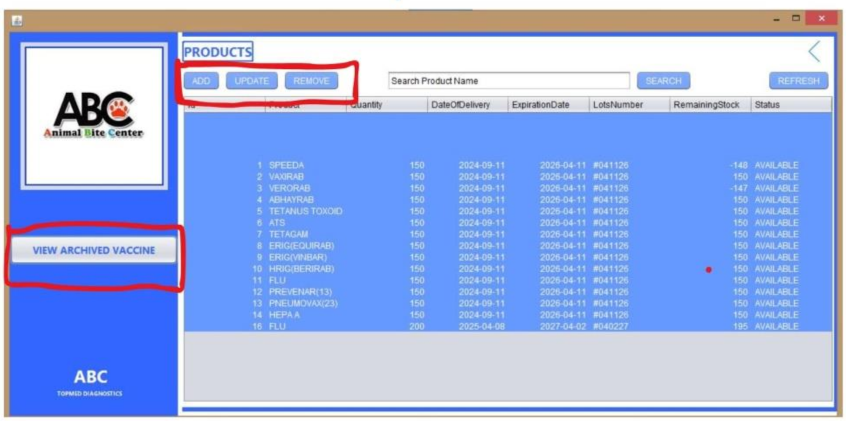
4. Inside the Products, you'll see 4 buttons that will help you manage this part.



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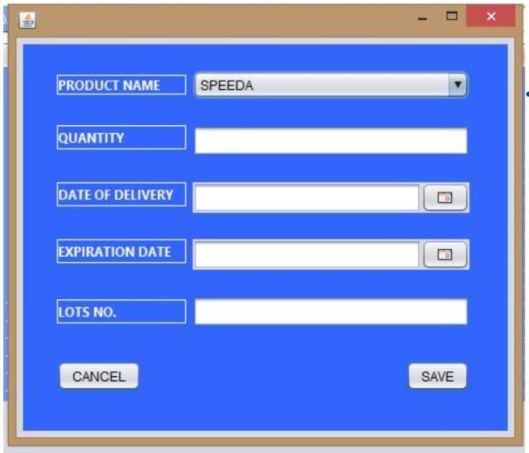
5. To Add a new product, you must fill all the details needed to record.



- Select which product you will be adding.
- How many is this product has stocks?
- When is it delivered?
- When is the expiration date?
- What is the Lot number of the product.

Then SAVE

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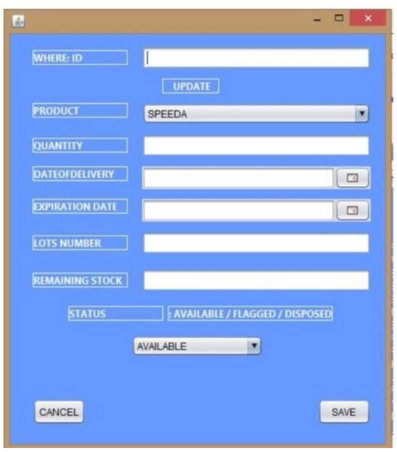
6. In updating products details, you must re enter all the necessary details of the product.



- Enter the ID number of the product you wanted to update.
- Select which product you will be adding.
- How many is this product has stocks?
- When is it delivered?
- When is the expiration date?
- What is the Lot number of the product?
- How many is the remaining stocks?
- Select the status of the product (Commonly used if an expiry alert occurred)

Then SAVE

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7. In Removing a product, you must enter what is the ID number. Then click Delete.

8. Confirm if are you really sure you wanted to remove the product you entered.

TAKE NOTE: You'll be able to recover the removed product in ARCHIVED PRODUCT.

Once you confirmed it, you'll be seeing a message lile this.

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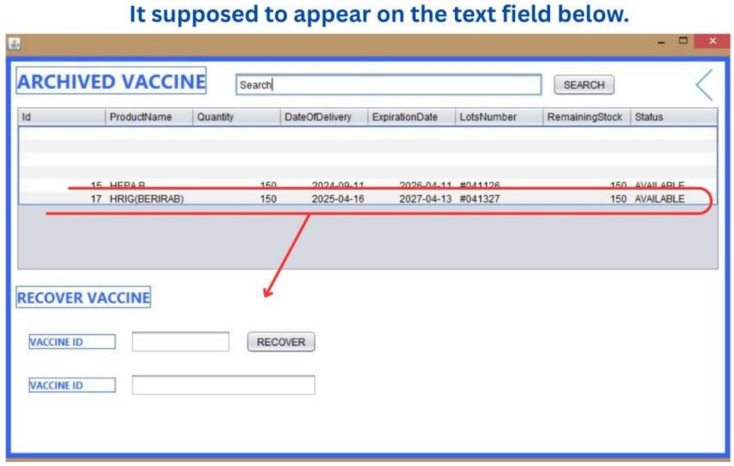
9. If you wanted to recover a product removed.

•Select The Row you wanted to recover.

It supposed to appear on the text field below.



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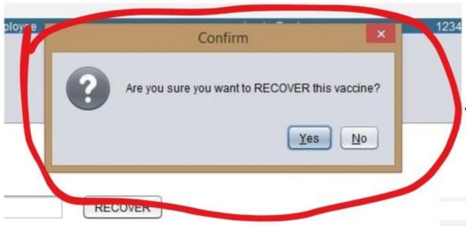

10. Confirm if you really wanted to recover the removed product.

Once you confirmed it, you'll be seeing a message like this.

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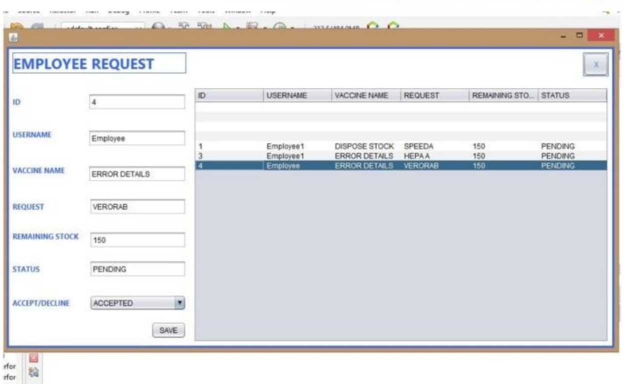
11. Upon clicking the Employee Request, Here you can manage the request submitted by the employee.



•Select the row you wanted to take an action.

• Choose If Either you'll Accept the request or Decline it.

Then SAVE.

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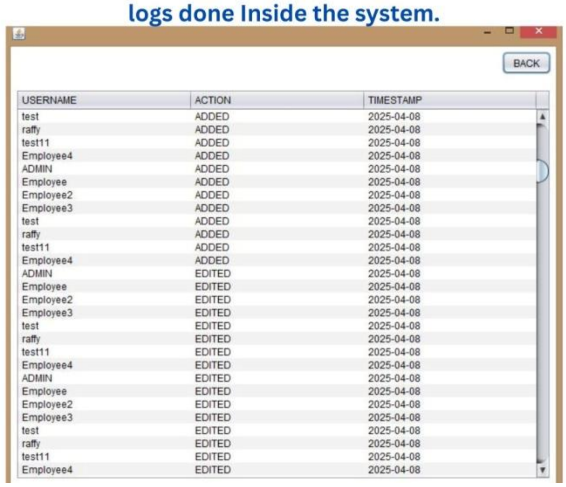
12. Meanwhile, in Logs History, here you can view all the logs done Inside the system.



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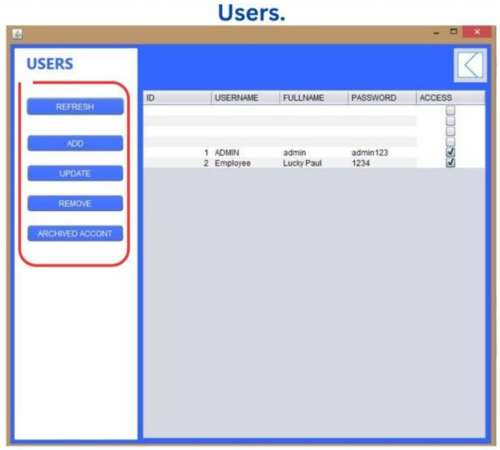
13. In Users, here you can manage the accounts of the employees. Here you can ADD, UPDATE, REMOVE users accounts. Also recover and view removed Users.



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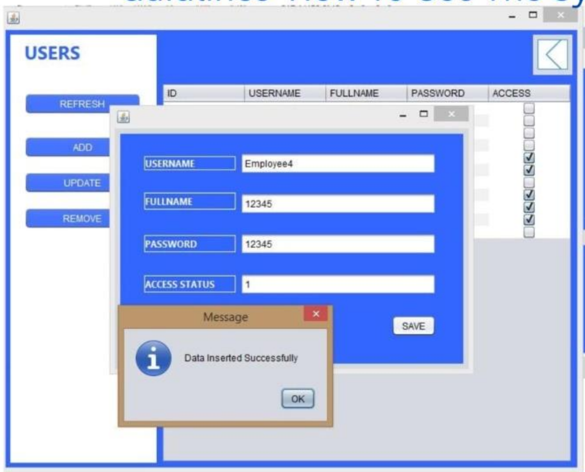

14. To ADD a new user, you must fill all the needed details for the user.

Once Done, Click SAVE.

Then its supposed to show you a message saying "INSERTED SUCCESSFULLY"

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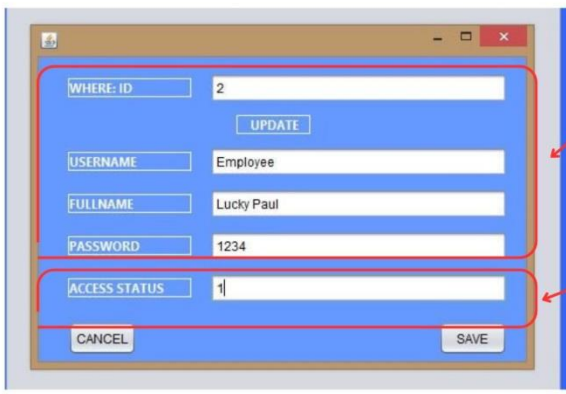

15. To Update User details. You need to: ENTER USER ID AND DETAILS

NEXT, enter (0) for FALSE, if you dont want to give the user an access to the system. While (1) for True, if you want to give user an access to the system.

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16. To REMOVE User
You need to:
Enter The ID of the user you wanted to remove.
Then click DELETE.

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17. Next, confirm if you really wanted to remove the user or not.

Once you confirmed, you'll be seeing a message like this.

TAKE NOTE: You can still recover and view the removed user in ARCHIVE

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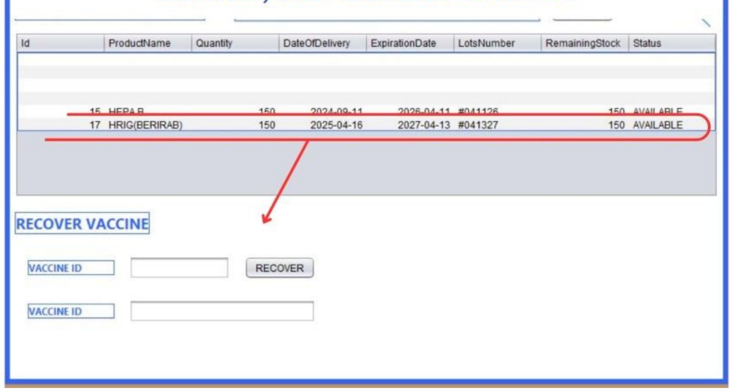
17. Here you can view and recover removed user. To Recover removed user, you must select the row you wanted to recover. Then its supposed to show up in the text field, after that click RECOVER.



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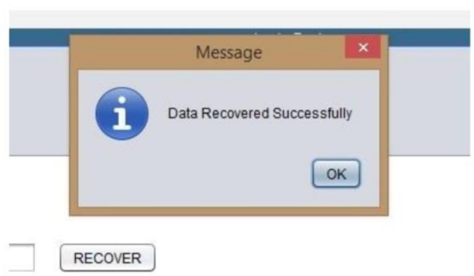
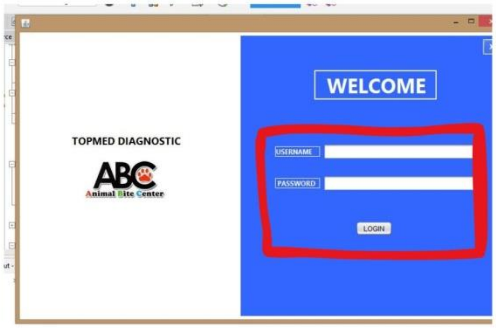
Confirm if you really wanted to recover the removed user.

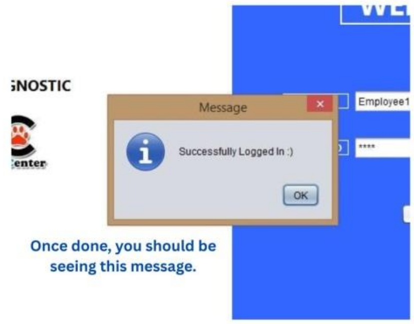


Once you confirmed, you'll be seeing a message like this.

Guidlines How To Use The System (For Employees)

1. If you have already received an account created by the ADMIN.
Login first, before you can enter the system.





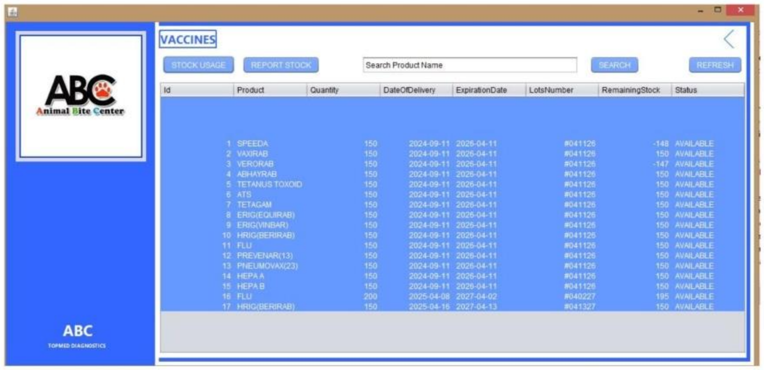
Once done, you should be seeing this message.

Guidlines How To Use The System (For Employees)

2.Inside, you will be seeing buttons of which what your only access to the system.
Just click one of those to open.

Guidlines How To Use The System (For Employees)

3. Inside Vaccines, you'll see all of the available stocks of vaccine and other details. You will be seeing also another buttons to manage the stock usage of vaccines, and request if in case a problem occurs with the stocks.



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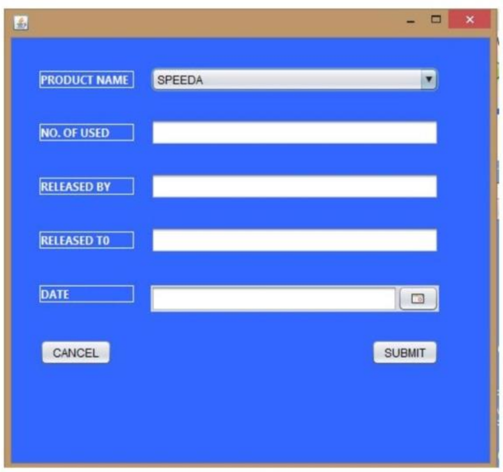

4. In stock usage, you must fill all the details needed to record.

What Vaccines is used?
(By choosing what vaccine in the combo box)
How many did the patient took?
Who released the vaccines(User)?
To who(Patient)?
What Date it was released/taken?

Then, Save.

Guidlines How To Use The System (For Employees)

5. In request, you can use this if you encounter an error about details of the stocks, an expiration alert, or out of stocks.

First, select what is you request.
Enter your username.
Select which of the vaccines did you received an alert or error about details.
Lastly, How many quantity it has.

Then, Save.

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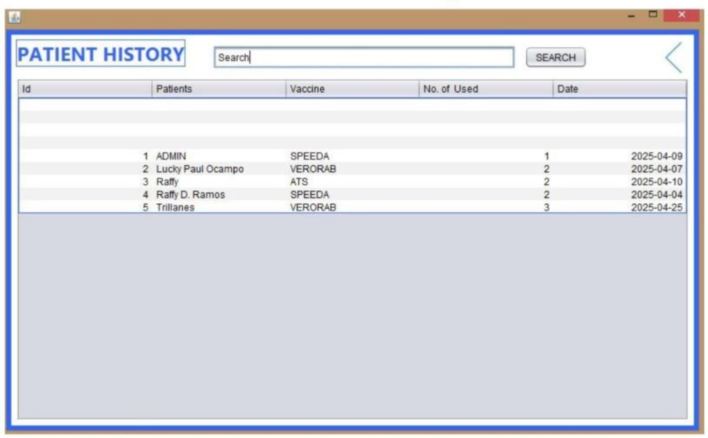
6. Upon clicking patient history, you'll be able to see those you recorded details in stock usage.



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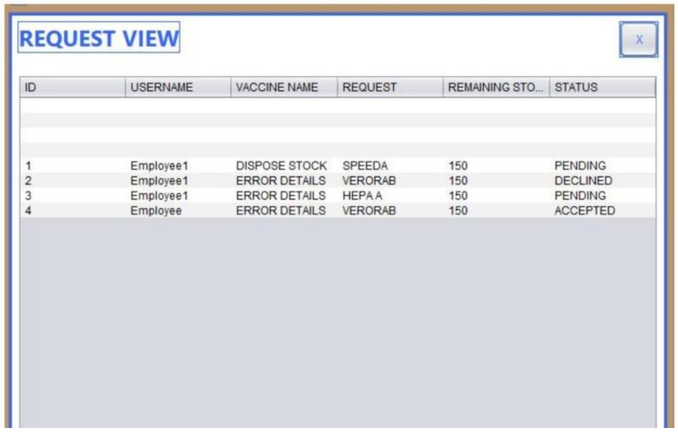
7. Meanwhile in Request View, you'll be abale to see your request submitted. Along its status, if it is still Pending, is it Accepted by the Admin, or is it Declined.


REQUEST VIEW

ID	USERNAME	VACCINE NAME	REQUEST	REMAINING STO...	STATUS
1	Employee1	DISPOSE STOCK	SPEEDA	150	PENDING
2	Employee1	ERROR DETAILS	VERORAB	150	DECLINED
3	Employee1	ERROR DETAILS	HEPA A	150	PENDING
4	Employee	ERROR DETAILS	VERORAB	150	ACCEPTED