CALENI PRACTICE HELP DOCUMENT FOR ADMINISTRATORS
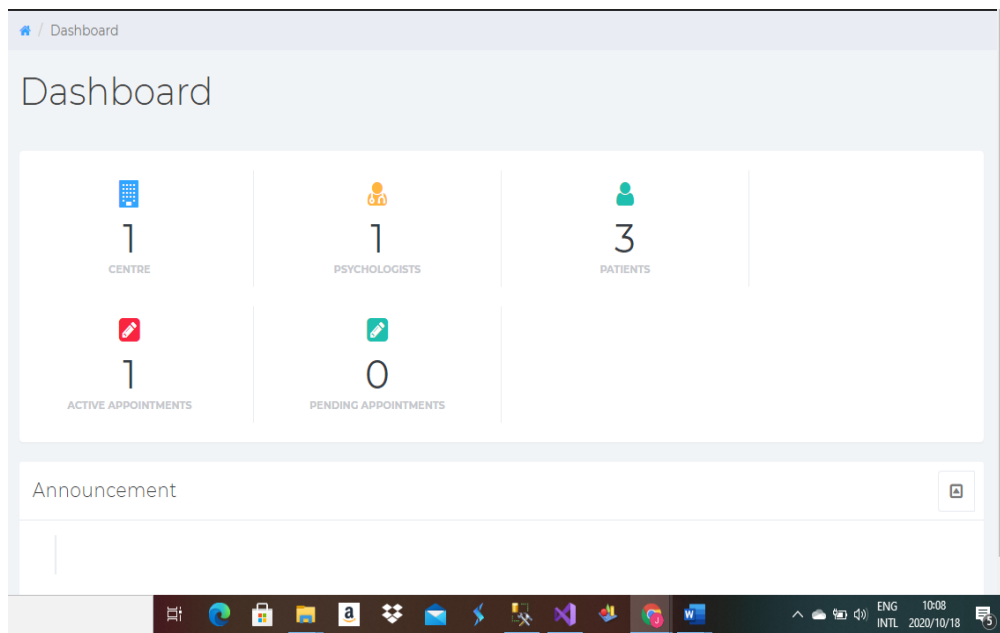
About the help document

This document explains how an administrator can use the Caleni Practice system which caters to creating appointments, schedules, patients, psychologists, center, complaints and announcements

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1.Dashboard

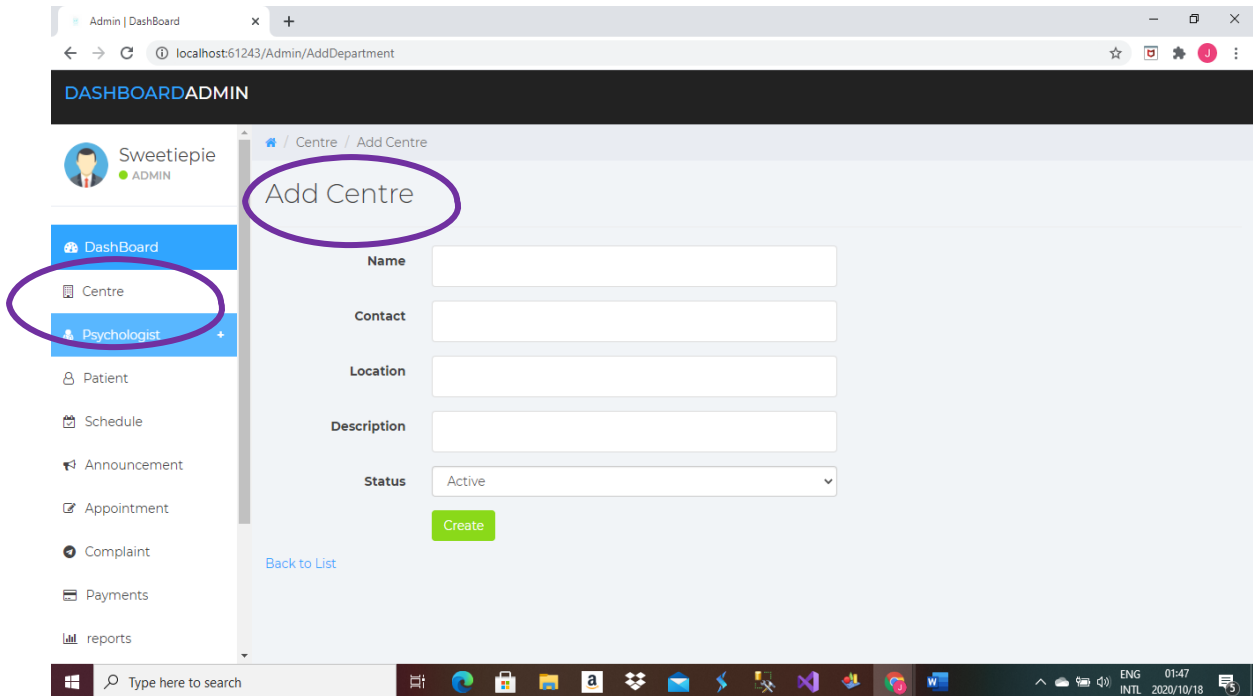

Immediately when you enter login to the system

The first thing that will appear is the dashboard

The numbers of centers, psychologist, patients, announcements will be displayed.

2.Center

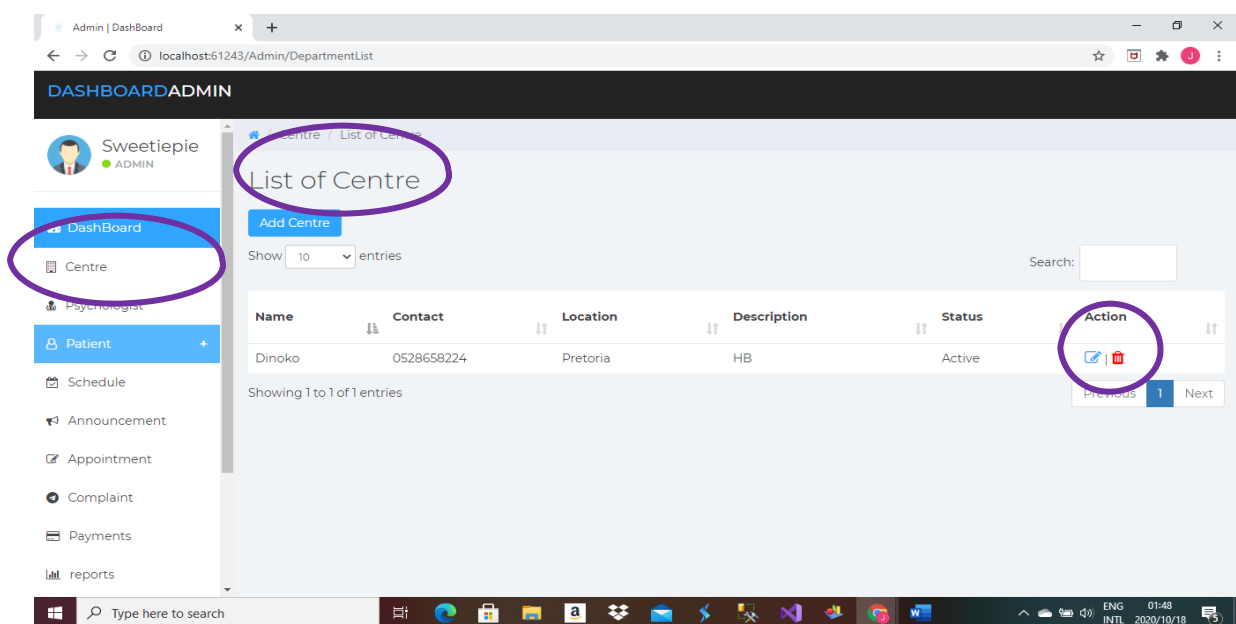## 2.1 Adding a center

Figure 2.1

Click on the side navigation menu -> Add Center

The page (Figure 2.1) will appear-> Enter all required details click create

2.2 View, Edit, Delete, Search Center

Figure 2.2

Click on the side navigation menu -> List of Center

The page (Figure 2.2) will appear->

To edit center-> Click on the edit button(blue pen) under Action heading

To delete center-> Click on the delete button(red bin) under Action heading

3.Psychologist

3.1 Add a Psychologist
Figure 3.1

Click on the side navigation menu -> Add Psychologist

The page (Figure 3.1) will appear-> Enter all required details click create

3.2 View, Edit, Delete, Search Psychologist
Figure 3.2

Click on the side navigation menu -> List of Psychologists
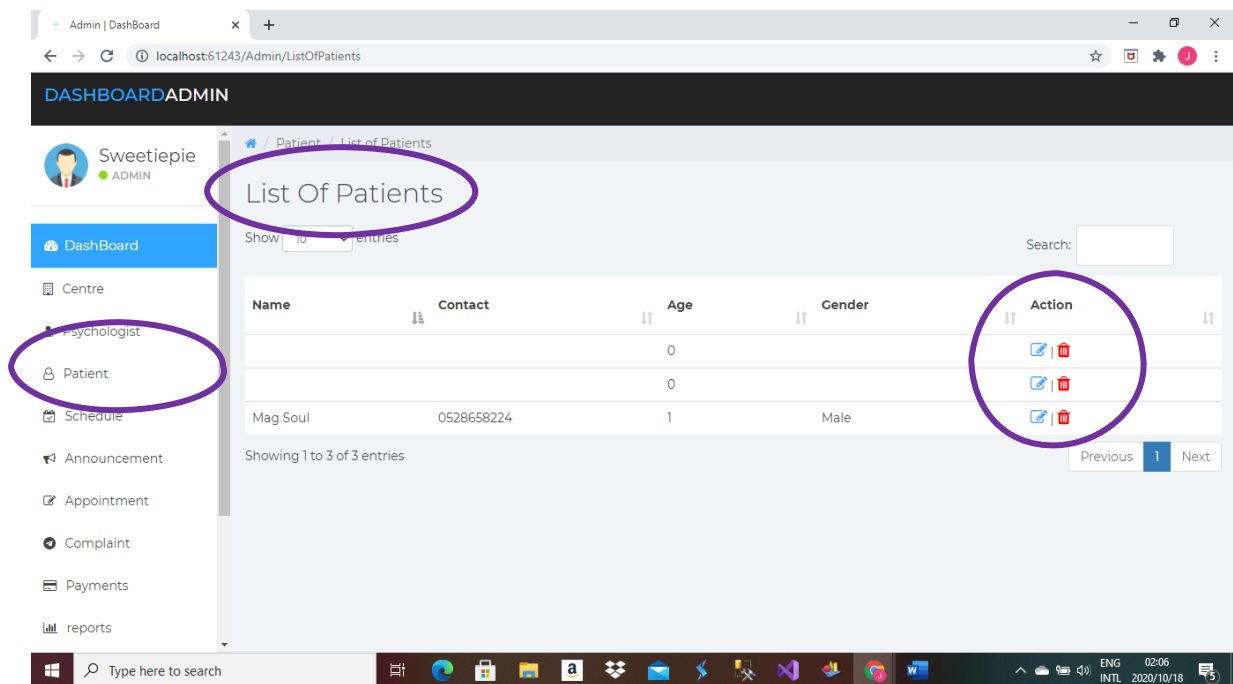
The page (Figure 3.2) will appear->

To edit psychologist-> Click on the edit button(blue pen) under Action heading

To delete psychologist-> Click on the delete button(red bin) under Action heading

4.Patients

4.1 View, Edit, Delete, Search a Patient

Figure 4.1

Click on the side navigation menu -> List of Patients

The page (Figure 4.1) will appear-> You can view all registered patients
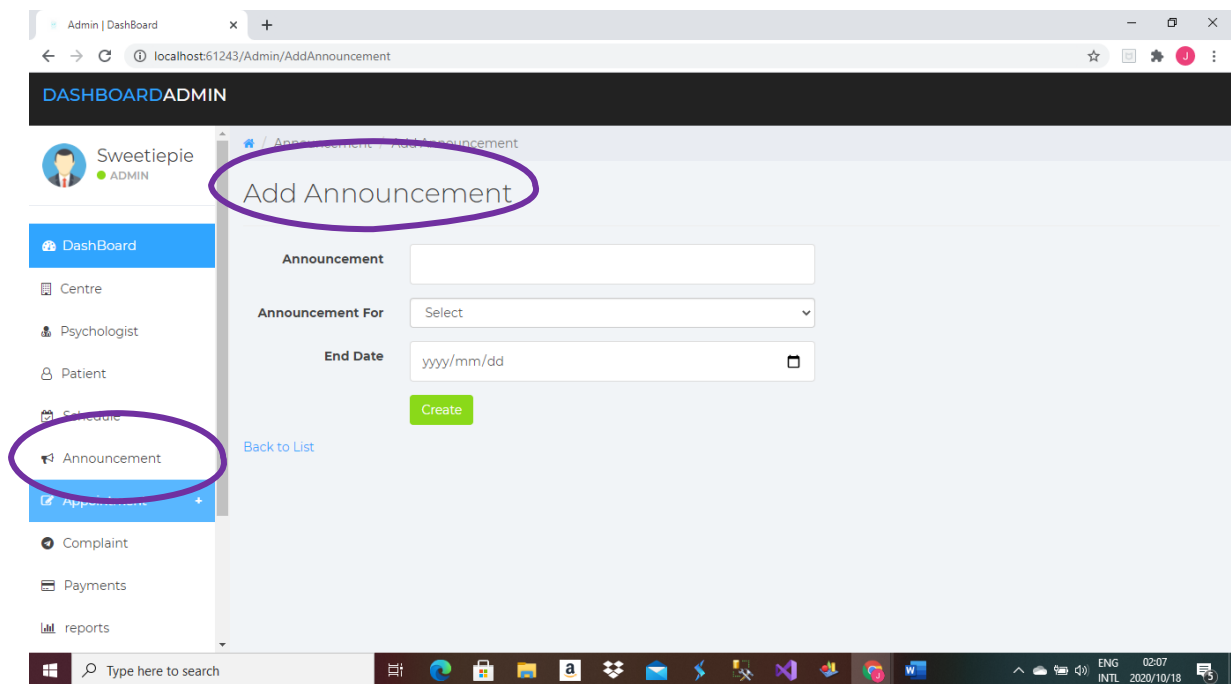
To edit patient-> Click on the edit button(blue pen) under Action heading

To delete patient> Click on the delete button(red bin) under Action heading

5.Announcement

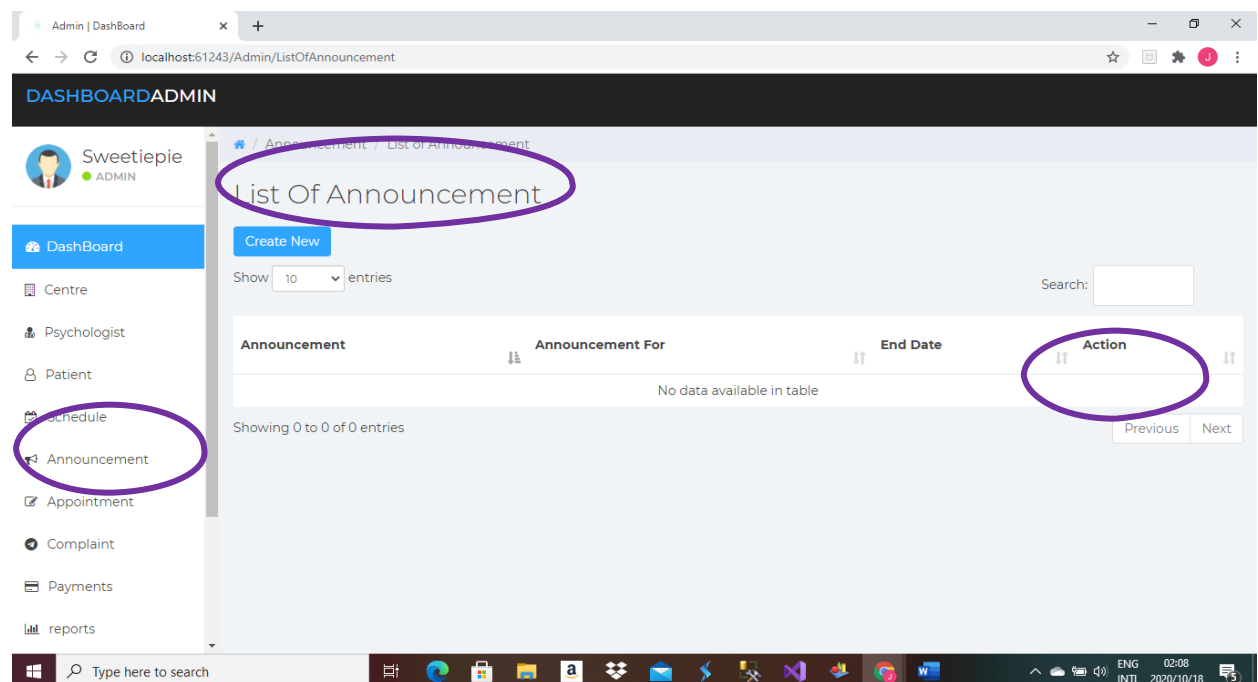## 5.1 Add an announcement

Figure 5.1

Click on the side navigation menu -> Add Announcement

The page (Figure 5.1) will appear-> Enter all required details click create

5.2 View, Edit, Delete, Search Announcement

Figure 5.2

Click on the side navigation menu -> List of Announcements

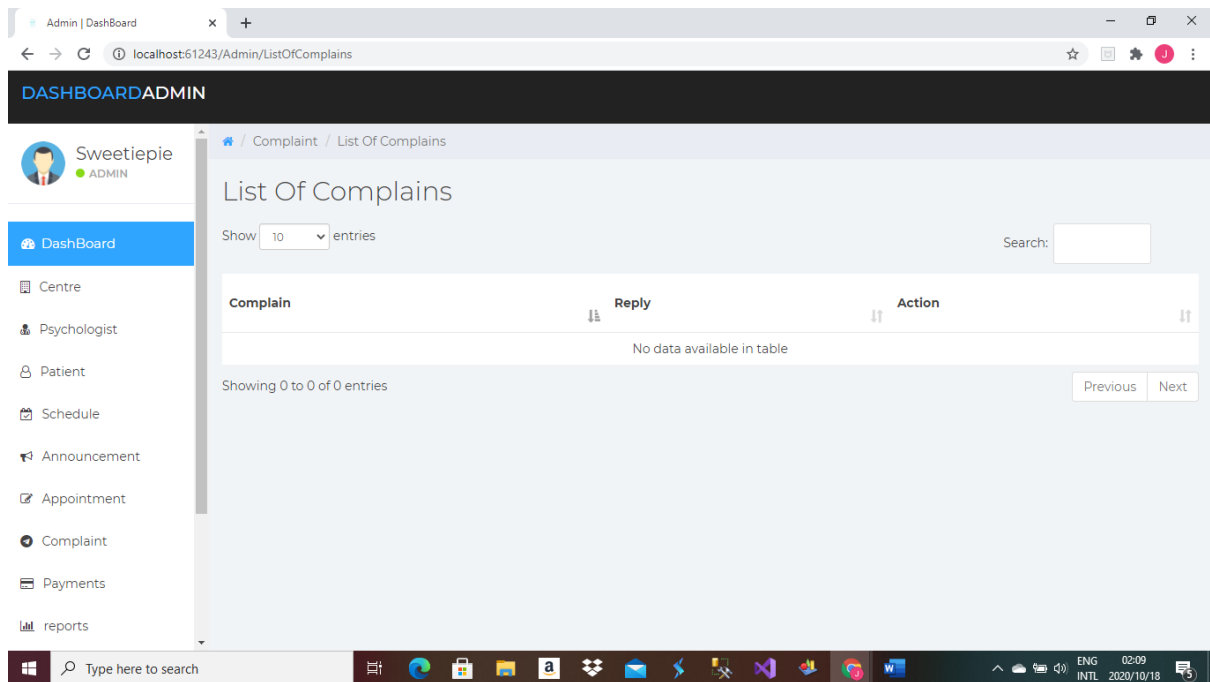The page (Figure 5.2) will appear-> You can view all announcements

To edit announcement> Click on the edit button(blue pen) under Action heading

To delete announcement> Click on the delete button(red bin) under Action heading

6.Complaints

6.1 View, Respond, Delete, Search a Patient

Figure 6.1

Click on the side navigation menu -> List of Complaints

The page (Figure 6.1) will appear-> You can view all complaints

To respond to a complaint-> Click on the edit button(blue pen) under Action heading

To delete complaint> Click on the delete button(red bin) under Action heading

7.Payment

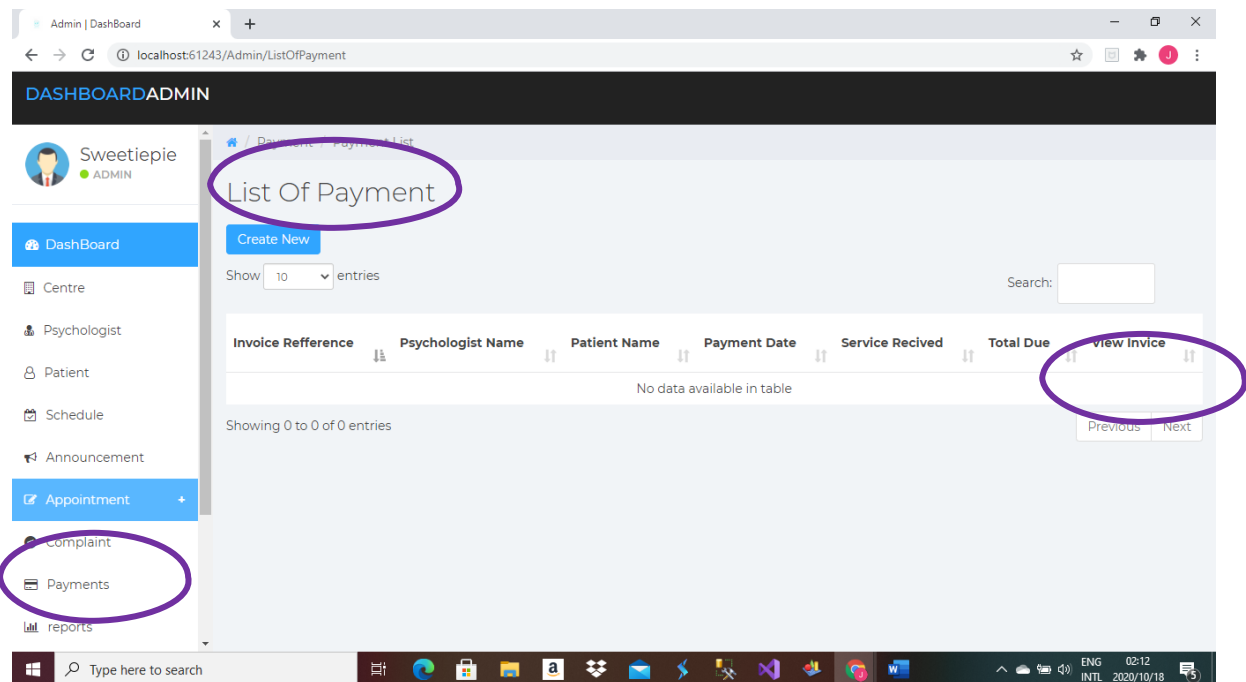## 7.1 Add and Print a Payment Invoice
Figure 7.1

Click on the side navigation menu -> Payment

The page (Figure 7.1) will appear-> Enter all required details click save

To print invoice-> Click Print payment invoice

7.2 View, Search a List of Payments

Figure 7.2
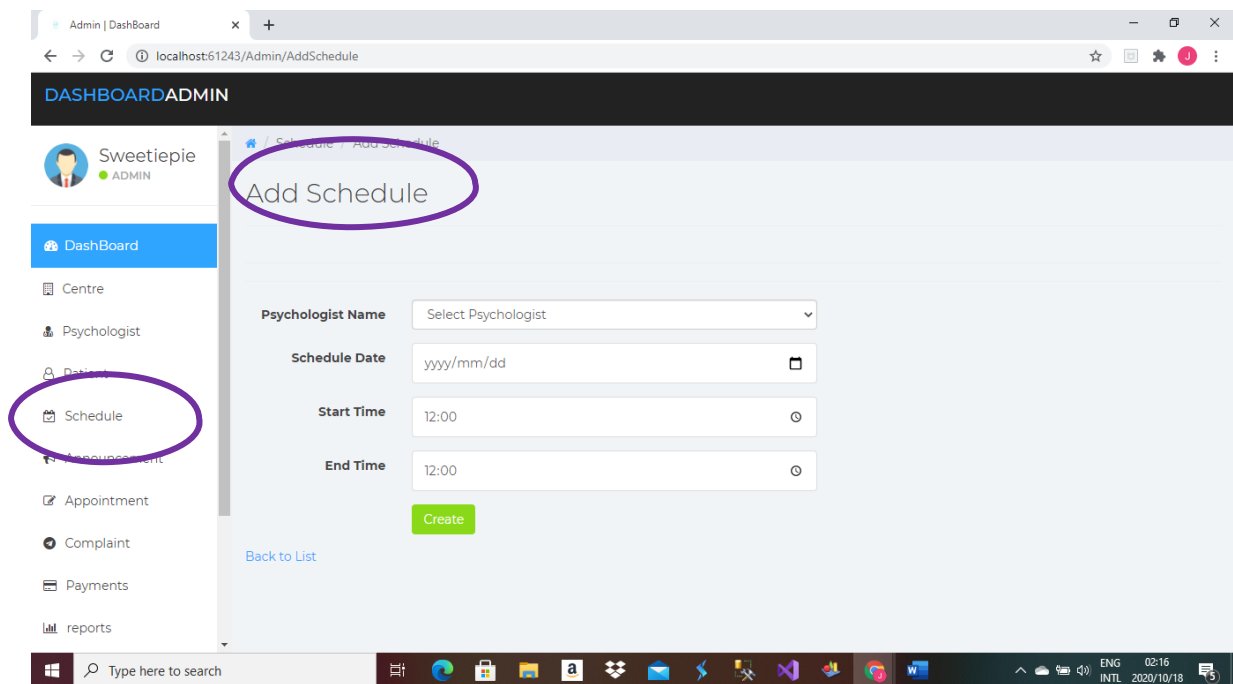

Click on the side navigation menu -> List of Payments

The page (Figure 7.2) will appear-> You can view all payments

To view a single invoice-> Click on view button under Action heading

8.Schedule

8.1 Add a schedule

Figure 8.1

Click on the side navigation menu -> Add Schedule

The page (Figure 8.1) will appear-> Enter all required details click create

9.Manage User Details

9.1 Change Password

Figure 9.1

Click on the side navigation menu -> Manage

The page (Figure 9.1) will appear-> Enter old password, new password and confirm new password. Click Change Password