

CALENI PRACTICE HELP DOCUMENT FOR ADMINISTRATORS



About the help document

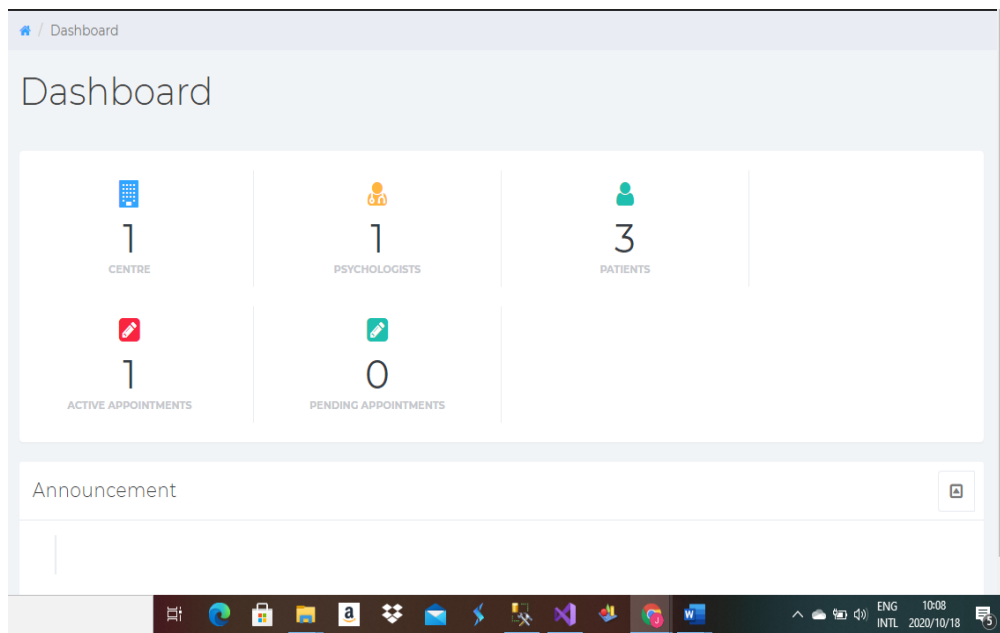
This document explains how an administrator can use the Caleni Practice system which caters to creating appointments, schedules, patients, psychologists, center, complaints and announcements

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1. Dashboard



Immediately when you enter login to the system

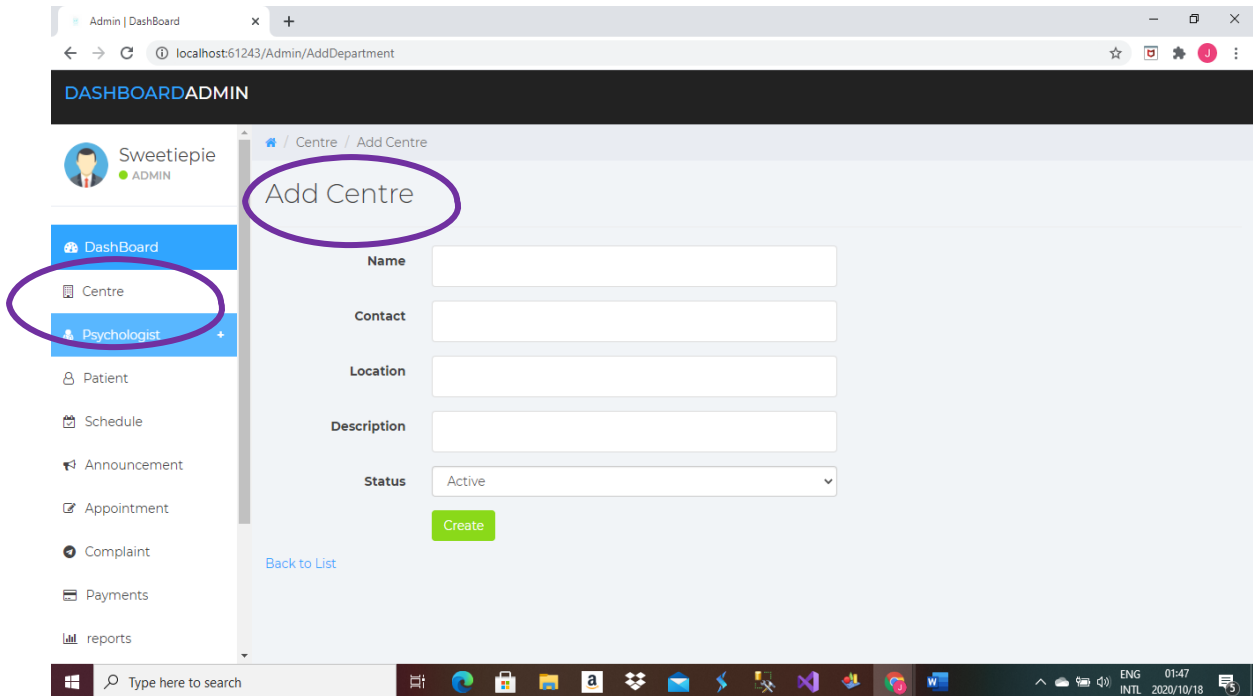
The first thing that will appear is the dashboard

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

2.Center

2.1 Adding a center

Figure 2.1

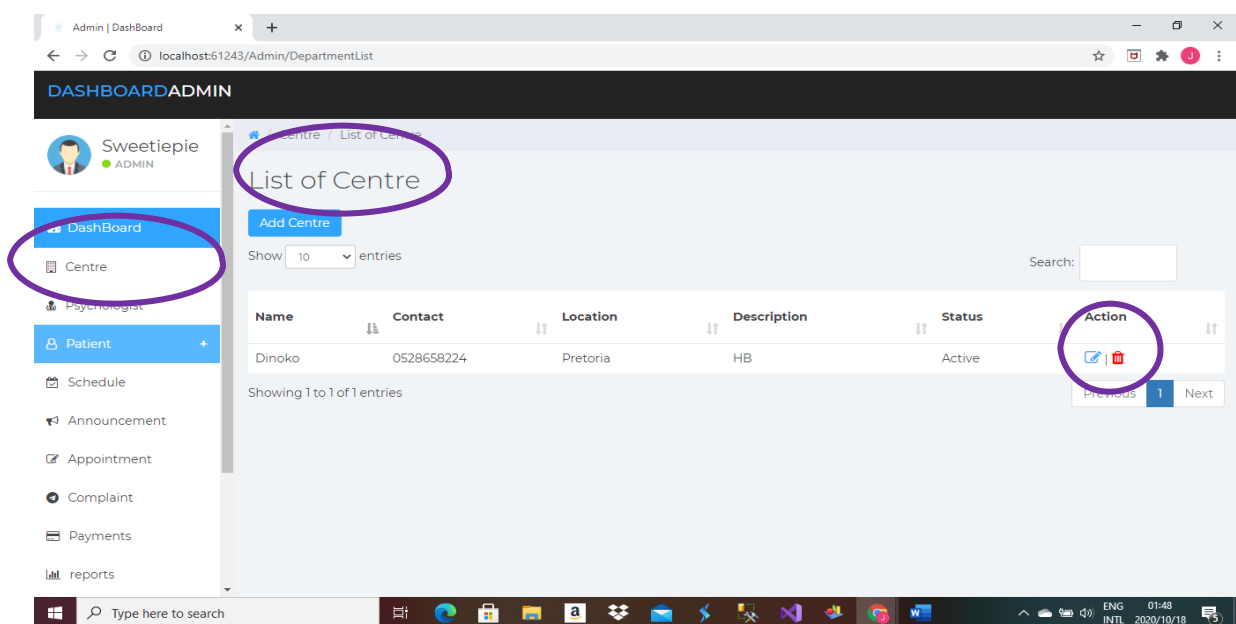


Click on the side navigation menu -> Add Center

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

The screenshot shows the 'Add Psychologist' form in the DASHBOARDADMIN interface. The left sidebar contains a navigation menu with items: Psychologist, Patient, Schedule, Announcement, Appointment, Complaint, Payments, reports, Help Facility, and Manage. The 'Psychologist' item is circled in purple. The main content area is titled 'Add Psychologist' and contains the following fields: User Name, First Name, Last Name, Email, Phone No, Mobile No, Blood Group (dropdown), and Gender (dropdown). The 'Add Psychologist' title is also circled in purple. The browser address bar shows 'localhost:61243/Admin/AddPsychologist'.

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

The screenshot shows the 'List Of Psychologists' page in the DASHBOARDADMIN interface. The left sidebar contains a navigation menu with items: Dashboard, Centre, Psychologist, Patient, Schedule, Announcement, Appointment, Complaint, Payments, reports, and Admin. The 'Psychologist' item is circled in purple. The main content area is titled 'List Of Psychologists' and contains a table of psychologists. The 'List Of Psychologists' title is also circled in purple. The browser address bar shows 'localhost:61243/Admin/ListOfPsychologists'.

Name	Centre	Designation	Mobile No	Gender	Education/Degree	Status	Action
Dr. Giane Pot	Dinoko	x	0826845852	Female	x	Active	Edit Delete

Showing 1 to 1 of 1 entries

Previous Next

Click on the side navigation menu -> List of Psychologists

The page (Figure 3.2) will appear->

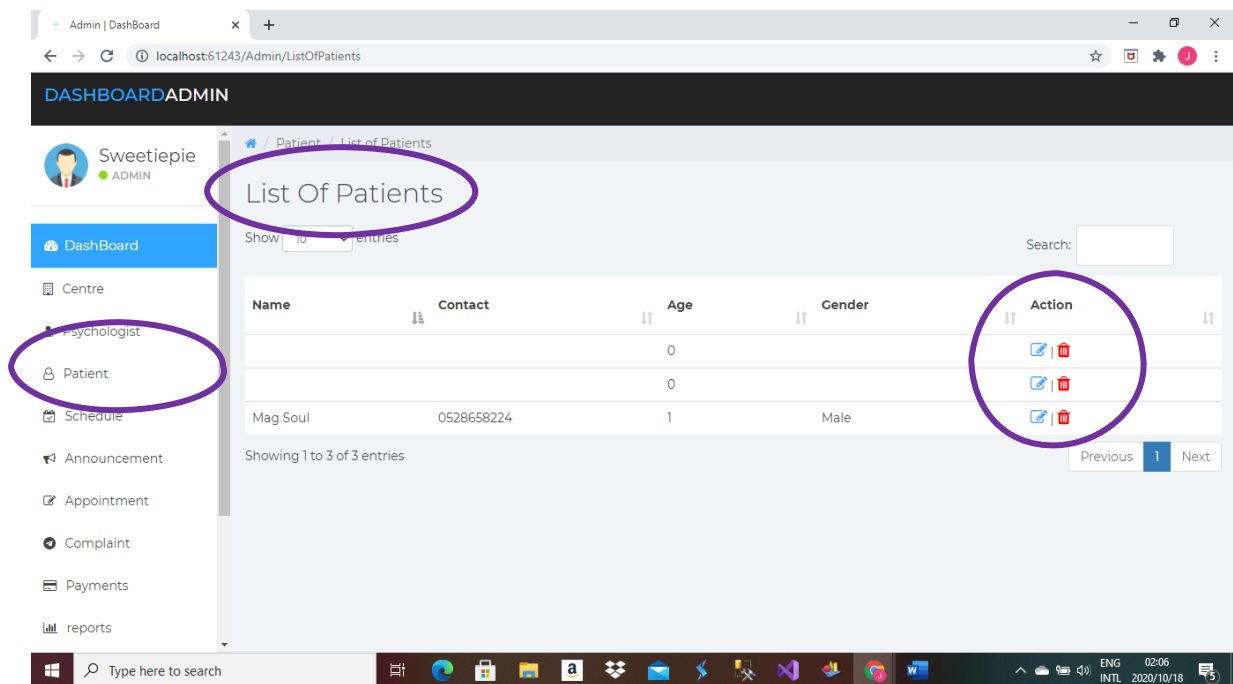
To edit psychologist-> Click on the edit button(blue pen) under Action heading

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

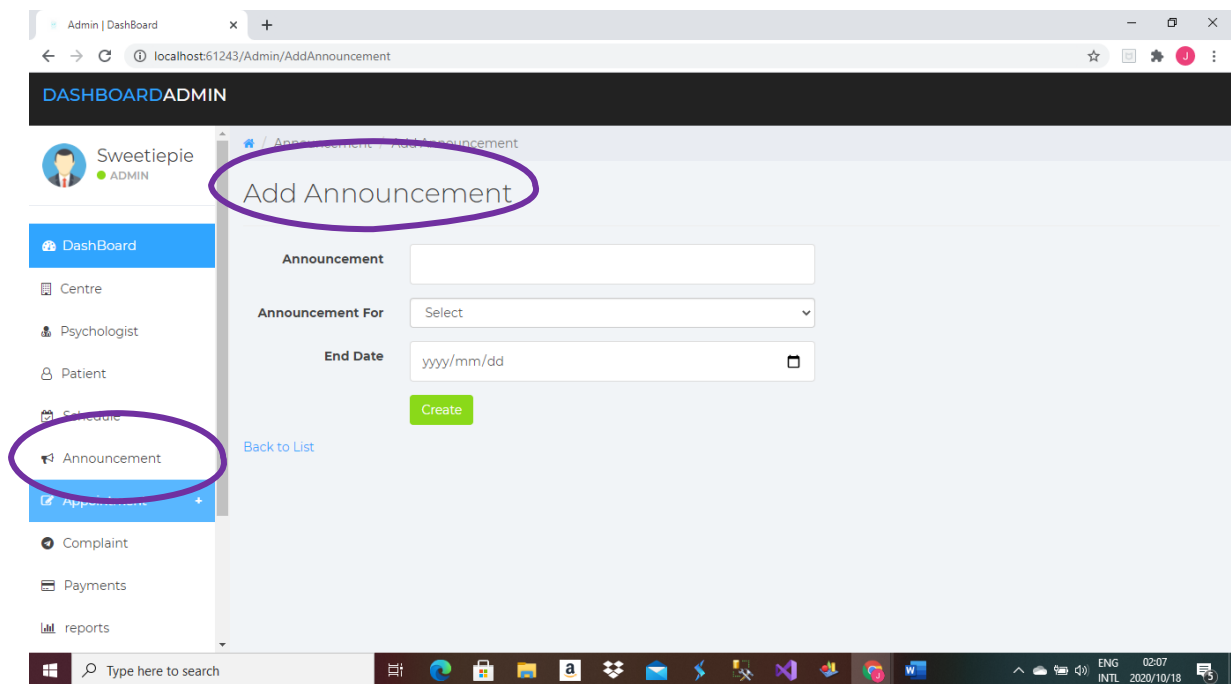
To edit patient-> Click on the edit button(blue pen) under Action heading

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

5. Announcement

5.1 Add an announcement

Figure 5.1

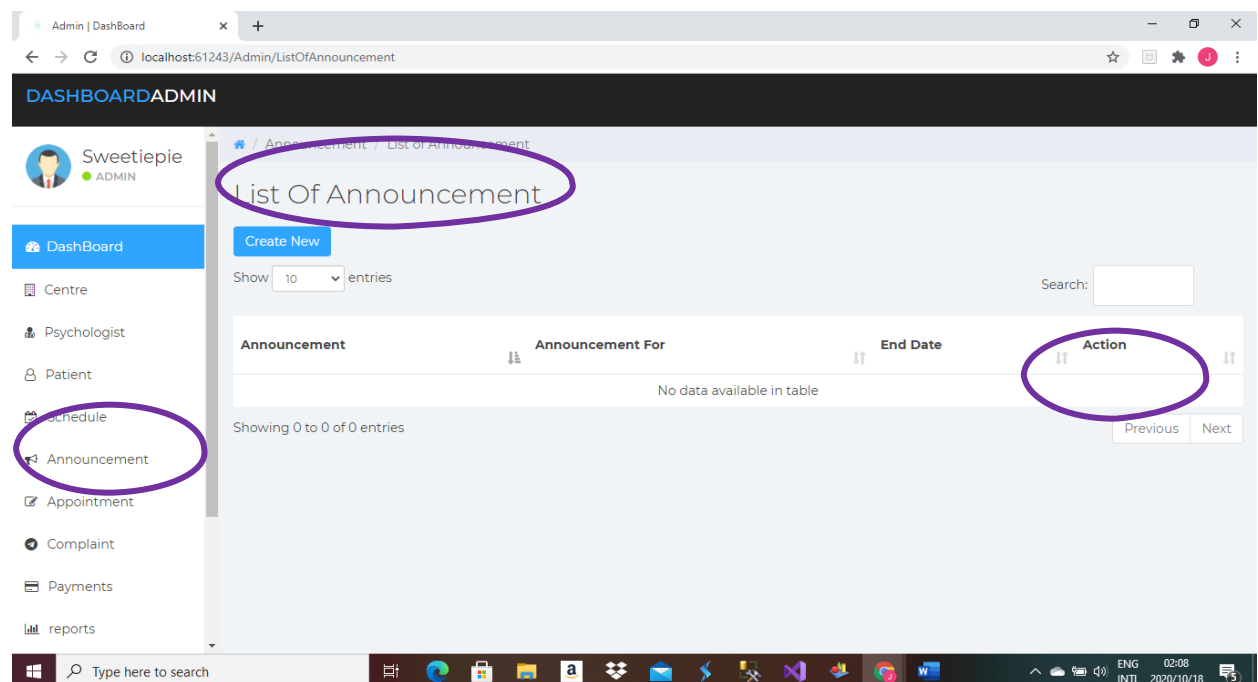


Click on the side navigation menu -> Add Announcement

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

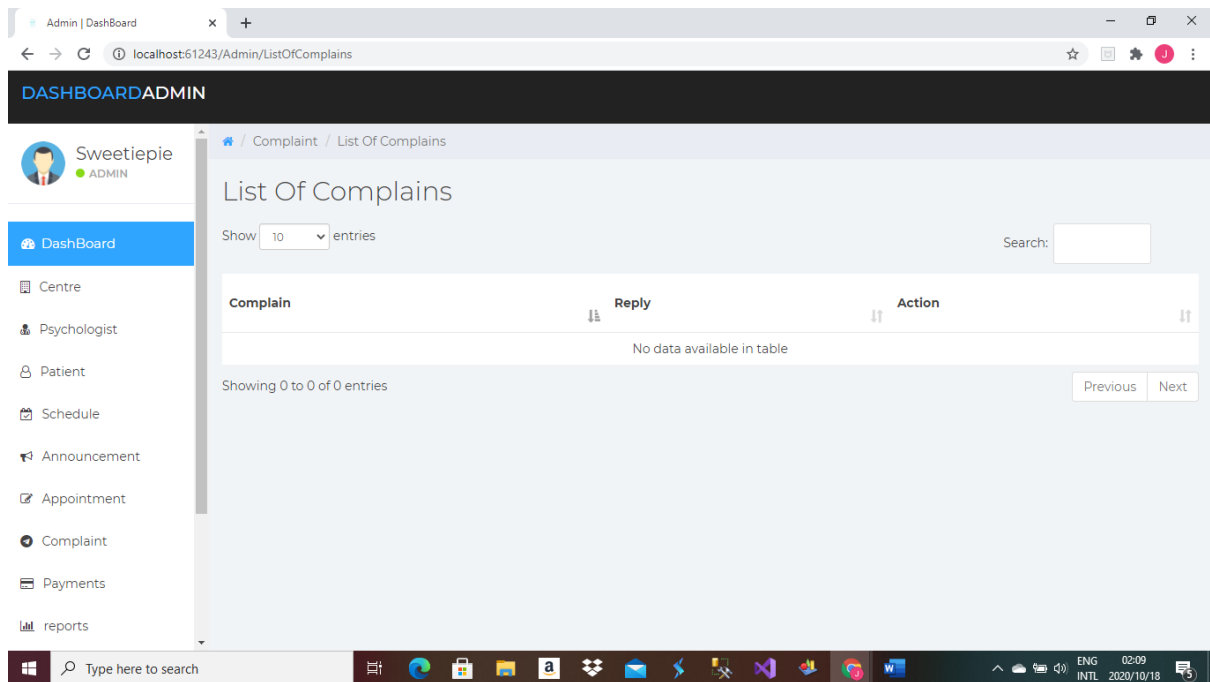
To edit announcement> Click on the edit button(blue pen) under Action heading

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

The screenshot displays the 'Add Invoice Payment' form within the Sweetiepie Admin Dashboard. The form is divided into two main sections. The top section contains the following fields: Patient Name (dropdown), Patient Address (text), Payment Date (calendar icon, value: 2020/10/18), Invoice Reference (text), Psychologist Name (dropdown), Service Received (dropdown), and Hours Of Service (dropdown). The bottom section contains: Service Amount (R) (text, value: 0), Paid by Medical Aid (R) (text, value: 0), Pay by Cash (R) (text, value: 0), a Calculate button, and a Total Due (text). A green Save button is located at the bottom of the form. A 'Print Payment Details' button is circled in the top right corner. The side navigation menu on the left includes options like Dashboard, Centre, Psychologist, Patient, Schedule, Announcement, Appointment, Complaint, Payments, and reports. The 'Payments' option is circled in the side menu.

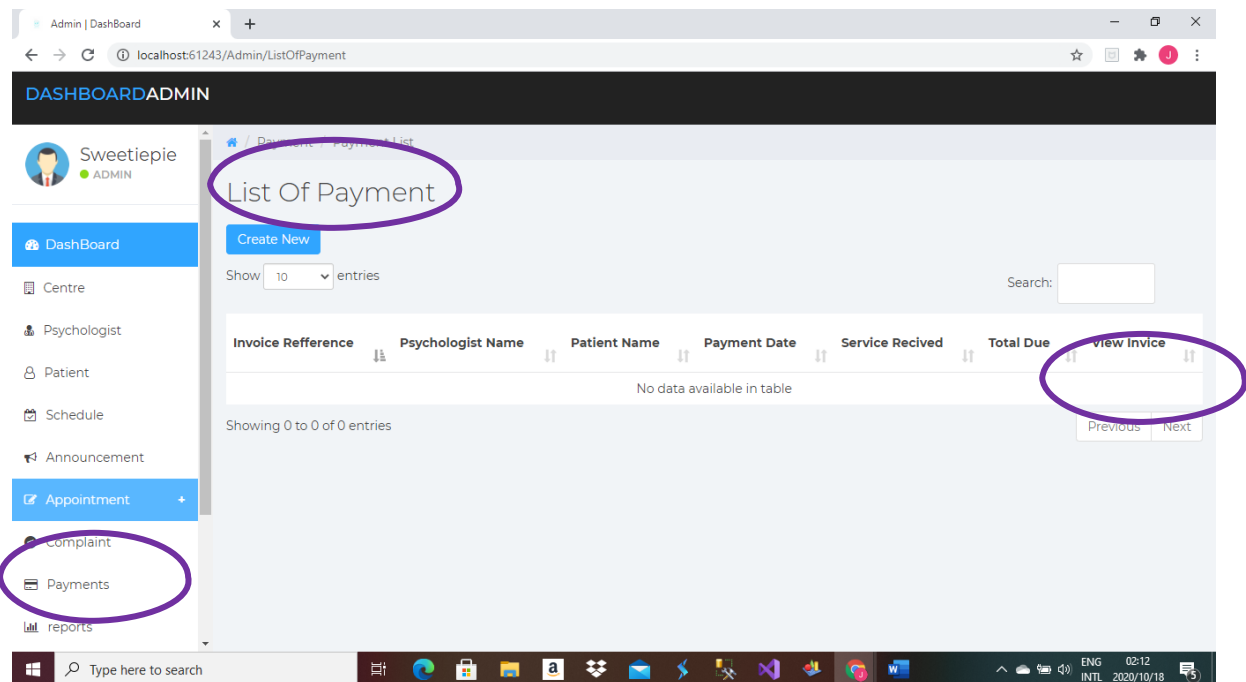
Click on the side navigation menu -> Payment

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

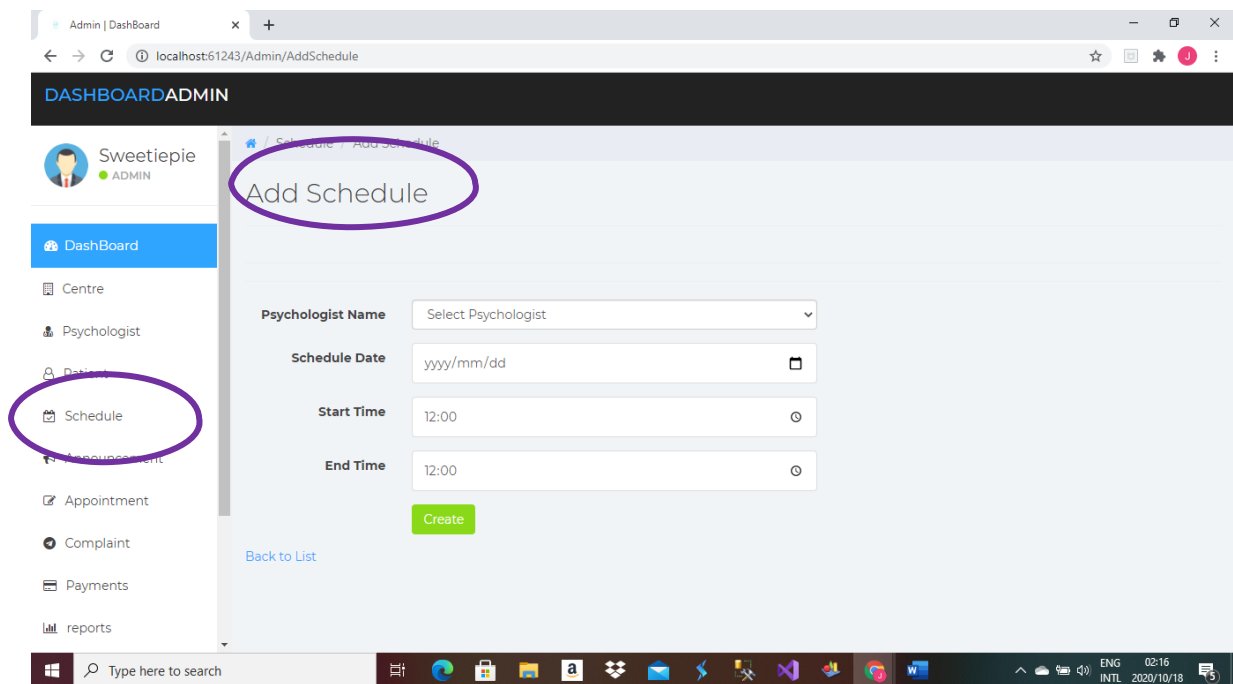
The page (Figure 7.2) will appear-> You can view all payments

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

The screenshot shows a web browser window with the address bar displaying 'localhost61243/Manage/ChangePassword'. The page content is centered and features the heading 'CHANGE PASSWORD.' followed by a horizontal line. Below the heading is a form with three input fields: 'Old Password*' (containing 'Old Password'), 'New Password*' (containing 'New Password'), and 'Confirm Password*' (containing 'Confirm password'). A blue 'Change Password' button is positioned at the bottom of the form. The browser's taskbar at the bottom shows various application icons and the system clock indicating 02:17 on 2020/10/18.

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