

**University of the Philippines Baguio - Health Service Office
Integrated Database for Consultation Records**

SOFTWARE APPLICATION MANUAL

Developers:

Fernandez, Chien Carisse P.
(cpfernandez@up.edu.ph)
Finez, Rickson Jake M.
(rjmfinez@up.edu.ph)
Legaspi, Myla Jean C.
(mclegaspi6@up.edu.ph)
Revilla, Patricia Mae
(previlla@up.edu.ph)

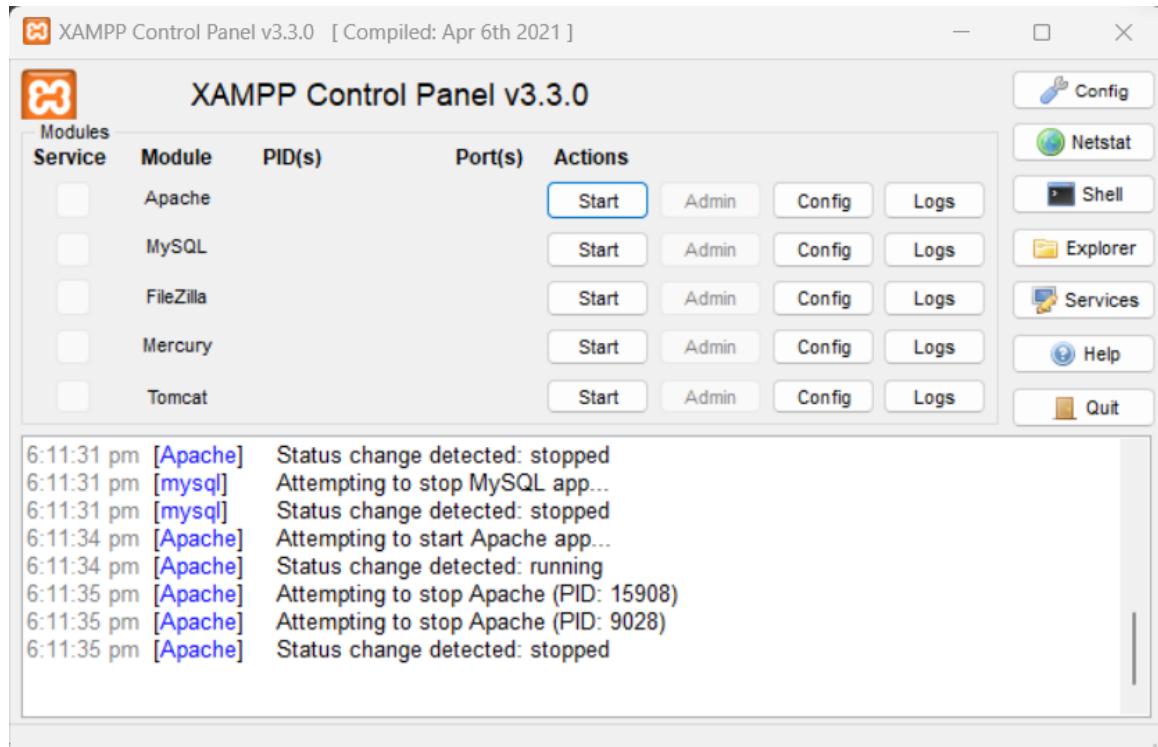
06/13/2023

Table of Contents

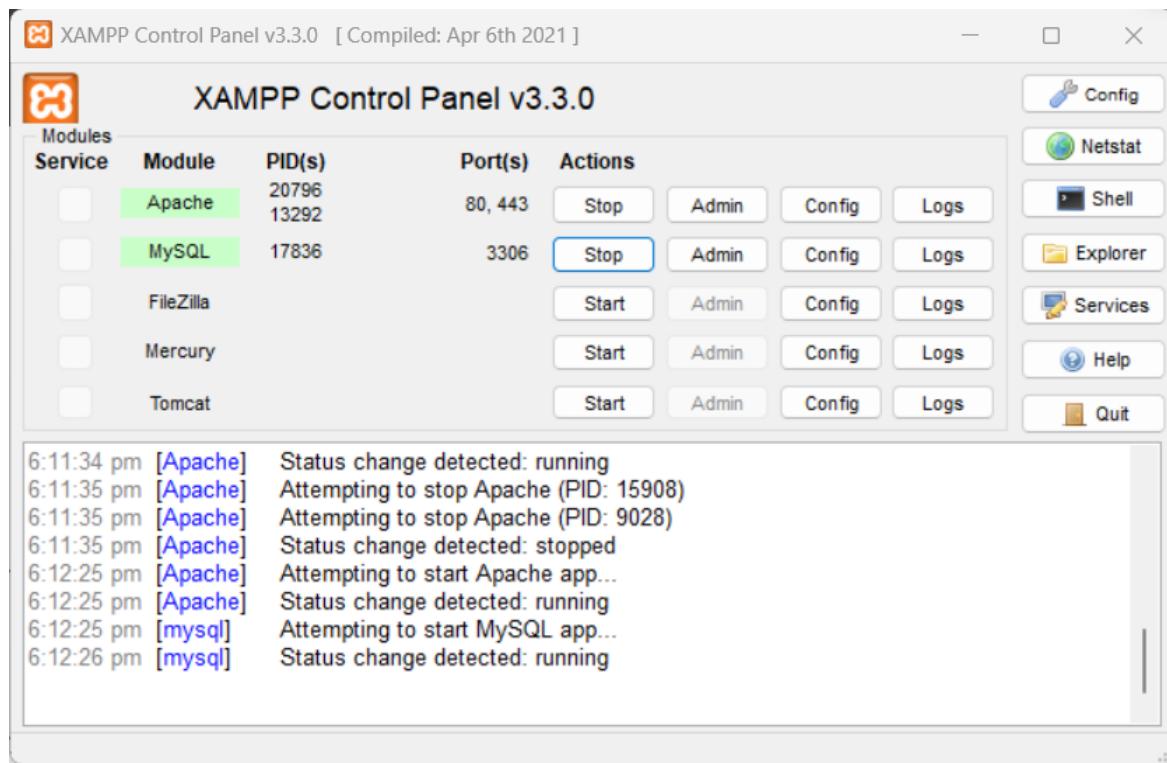
I. XAMPP Control Panel	3
II. Launching the Software Application	4
III. Account Login	5
IV. Adding New Patient	6-7
V. Viewing Database of Patient Records	8
V. (A) Viewing Individual Patient Record	9
V. (B) Editing Individual Patient Record	10-11
V. (C) Deleting Individual Patient Record	12-13
V. (D) Sorting the Patient Records	14
V. (E) Filter searching the Patient Records	15
VI. Adding New Consultation	16-17
VII. Viewing Database of Consultations	18
VII. (A) Viewing Individual Consultation	19
VII. (B) Editing Individual Consultation	20-21
VII. (C) Deleting Individual Consultation	22
VII. (D) Filter searching the Consultations	23
VIII. Accessing Recycle Bin of Patient Records	24
VIII. (A) Restoring Deleted Patient Record	25
VIII. (B) Permanently Deleting Patient Record	26
VIII. (C) Filter searching the Recycle Bin of Patient Records	27
IX. Accessing Recycle Bin of Consultations	28
IX. (A) Restoring Deleted Consultation	29
IX. (B) Permanently Deleting Consultation	30
IX. (C) Filter searching the Recycle Bin of Consultations	31
X. Account Logout	32

I. XAMPP Control Panel

1. Open XAMPP Control Panel.



2. Click the “Start” button on Apache and MySQL modules.

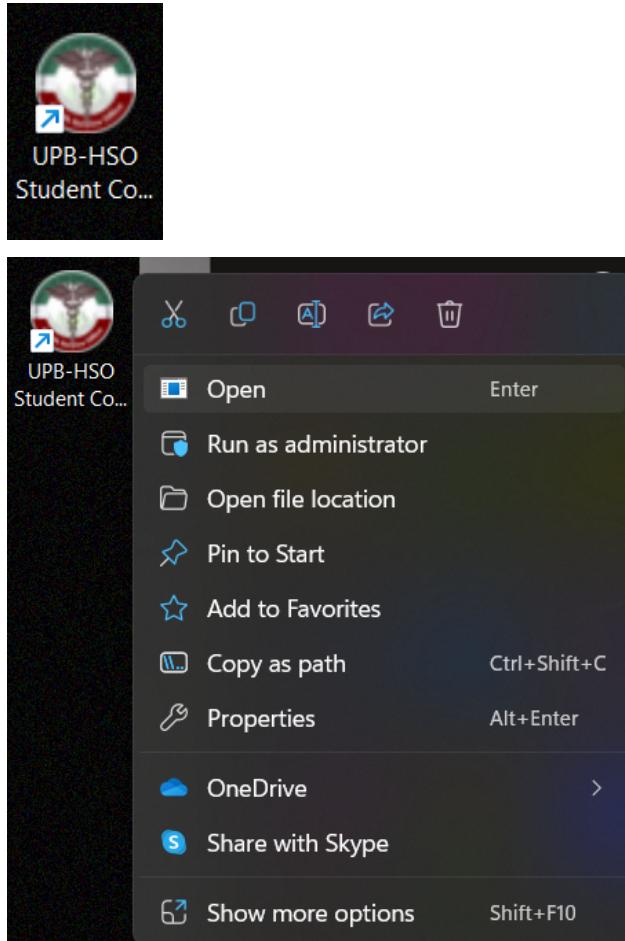


Remark:

Apache and MySQL should always be started every time before using the software application.

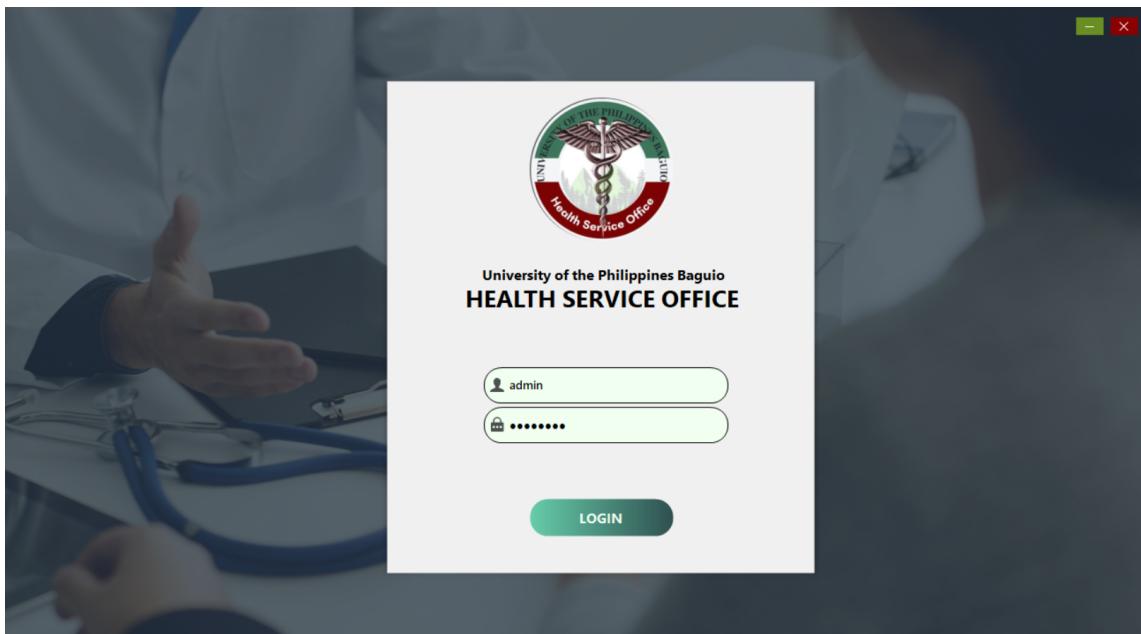
II. Launching the Software Application

1. Launch the software application “UPB-HSO Consultation Records.exe” by double left clicking or right clicking and selecting “Open”.



III. Account Login

1. Enter admin credentials of username and password to login.

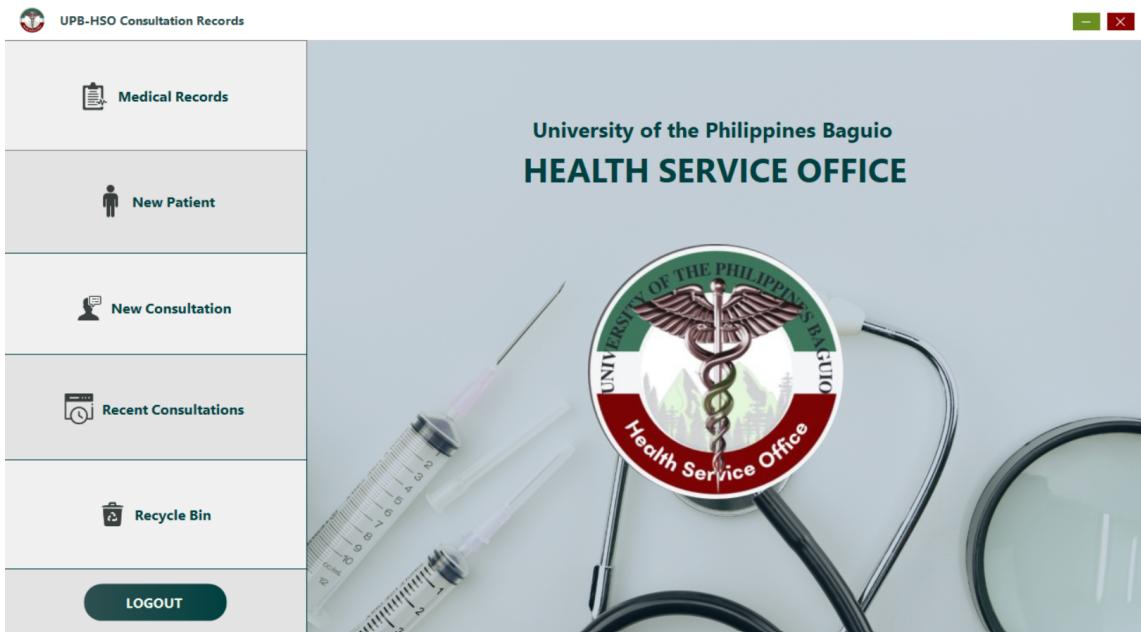


After successfully logging in, you will be directed to the Dashboard page.



IV. Adding New Patient

1. In the dashboard page, click “New Patient”.



After clicking the “New Patient” button, you will be directed to New Patient Record page.

PATIENT'S INFORMATION*

Last Name	First Name	Middle Name	SN/EN: 20XXXXXXX
Address			
Contact Number	Age	Birthdate	Sex
College / Office		Civil Status	Course

CONTACT PERSON'S INFORMATION*

Contact Person	Contact Person Number
----------------	-----------------------

FAMILY HISTORY

- Hypertension
- Diabetes
- Cancer
- Bronchial Asthma
- Stroke
- Heart Disease

PAST MEDICAL HISTORY*

HISTORY OF ALLERGIES*

CANCEL CONFIRM

2. Fill up all the required fields, then click the “Confirm” button.

PATIENT'S INFORMATION*

Doe	Jane	Cruz	202099999
Military Cut-Off			
09123456789	22	Birthdate	Thursday, 1 March 2001
College / Office	College of Arts and Communication	Sex	Female
		Civil Status	Single
Course	BA Fine Arts		

CONTACT PERSON'S INFORMATION*

Ruby Doe	09123456789
----------	-------------

FAMILY HISTORY

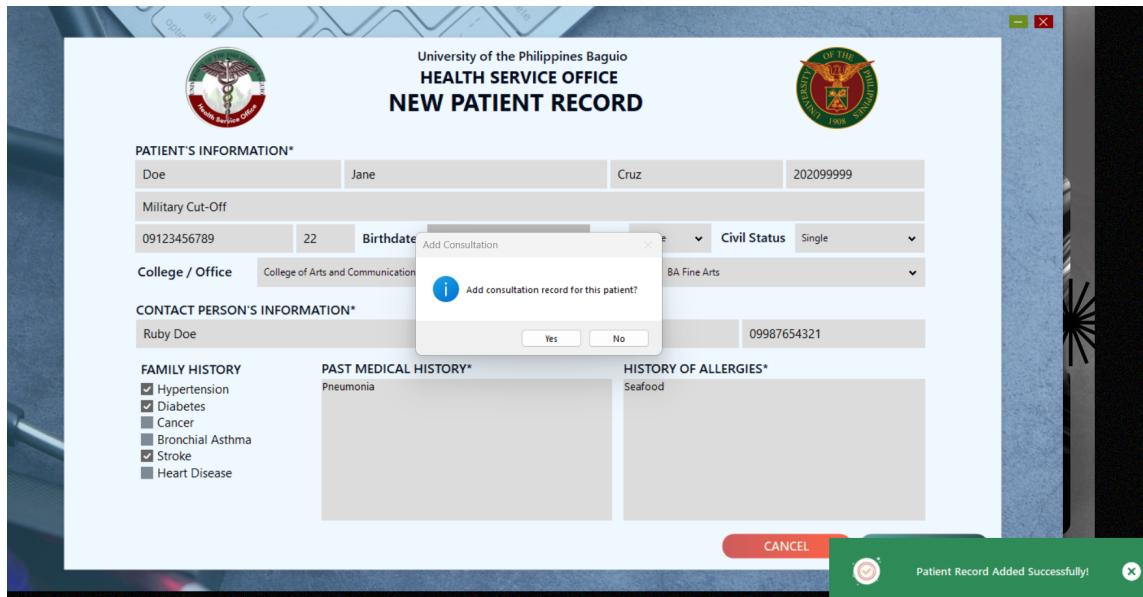
- Hypertension
- Diabetes
- Cancer
- Bronchial Asthma
- Stroke
- Heart Disease

PAST MEDICAL HISTORY*

HISTORY OF ALLERGIES*

CANCEL CONFIRM

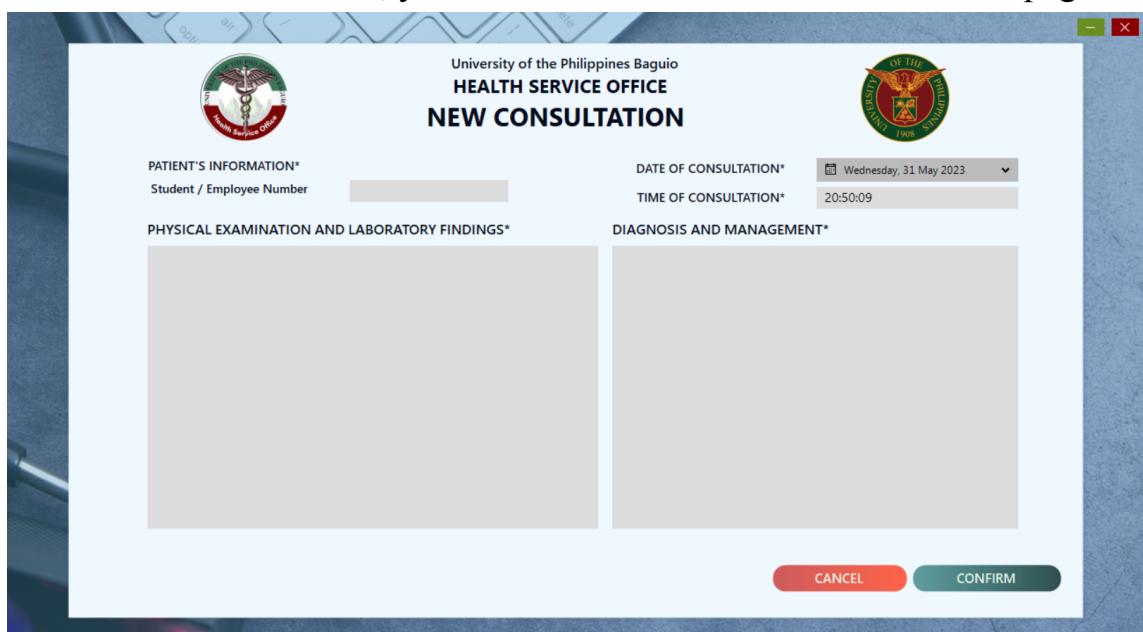
After clicking the “Confirm” button, alert box “Patient Record added successfully!” will appear. A pop-up message box “Add consultation record for this patient?” will also appear.



If “No” button is clicked, you will be directed back to the Dashboard page.

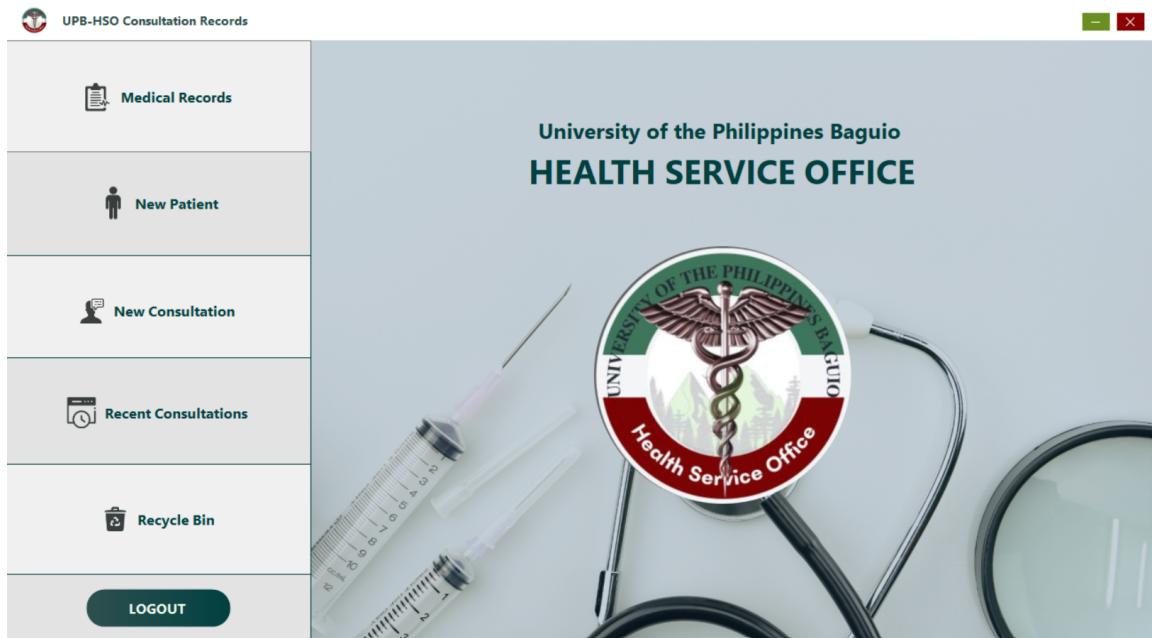


If “Yes” button is clicked, you will be directed to New Consultation page.



V. Viewing Database of Patient Records

1. In the dashboard page, click “Medical Records”.



After clicking the “Medical Records” button, you will be directed to the Database page.

The screenshot shows the 'UPB-HSO DATABASE' page. At the top, there are three circular logos: the Health Service Office logo, the University of the Philippines Baguio logo, and the university's seal. Below the logos, the page title is 'University of the Philippines Baguio HEALTH SERVICE OFFICE DATABASE'. There are search and filter options: 'Sort by' (dropdown), 'Filter Search' (input field with a magnifying glass icon), and a red 'DELETED RECORDS' button. The main content is a table with the following data:

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	VIEW	EDIT	DELETE
202099999	Doe	Jane	BA Fine Arts	VIEW	EDIT	DELETE
20200000	Kim	Hwiyoung	BA Communication	VIEW	EDIT	DELETE
201909000	Legaspi	Myla Jean	BS Computer Science	VIEW	EDIT	DELETE
202011111	Im	Changkyun	BA Language and Literat...	VIEW	EDIT	DELETE
202012063	Revilla	Patricia Mae	BS Management Econom...	VIEW	EDIT	DELETE
202012345	Avelino	Monique	BS Computer Science	VIEW	EDIT	DELETE
201900209	Seo	Johnny	BS Management Econom...	VIEW	EDIT	DELETE

At the bottom right are 'BACK' and 'REFRESH' buttons.

V. (A) Viewing Individual Patient Record

1. Click the “View” button on the specific row containing particular patient information.

The screenshot shows a computer window titled "University of the Philippines Baguio HEALTH SERVICE OFFICE DATABASE". At the top left is the logo of the Health Service Office. At the top right is the university's crest. Below the title is a search bar with a dropdown menu labeled "Sort by" and a search icon. A table below the search bar lists patient information with columns: STUDENT / EMPLOYEE NO., LAST NAME, FIRST NAME, COURSE, and buttons for VIEW, EDIT, and DELETE. The data in the table is as follows:

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	VIEW	EDIT	DELETE
202099999	Doe	Jane	BA Fine Arts	VIEW	EDIT	DELETE
20200000	Kim	Hwilyoung	BA Communication	VIEW	EDIT	DELETE
201909000	Legaspi	Myla Jean	BS Computer Science	VIEW	EDIT	DELETE
202011111	Im	Changkyun	BA Lanquage and Literat...	VIEW	EDIT	DELETE
202012063	Revilla	Patricia Mae	BS Management Econom...	VIEW	EDIT	DELETE
202012345	Avelino	Monique	BS Computer Science	VIEW	EDIT	DELETE
201900209	Seo	Johnny	BS Management Econom...	VIEW	EDIT	DELETE

At the bottom left is a red button labeled "DELETED RECORDS". At the bottom right are buttons for "BACK" and "REFRESH".

After clicking “View” button, you will be directed to Patient Record page.

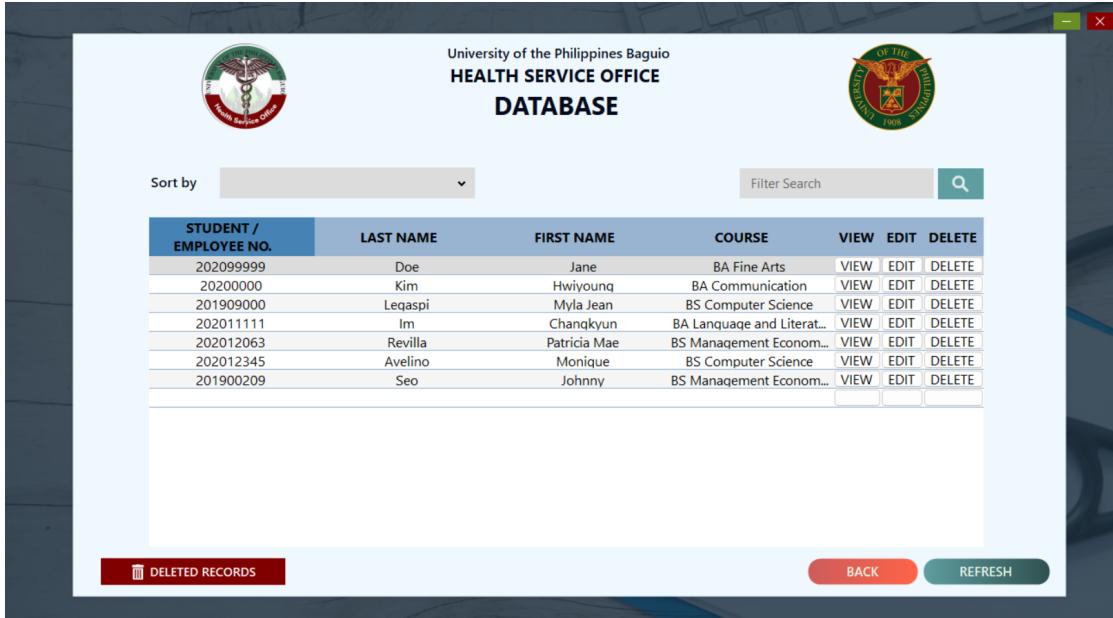
The screenshot shows a computer window titled "University of the Philippines Baguio HEALTH SERVICE OFFICE PATIENT RECORD". At the top left is the logo of the Health Service Office. At the top right is the university's crest. The page is divided into sections: "PATIENT'S INFORMATION" (Last Name: Doe, First Name: Jane, Middle Name: Cruz, Sex: Female), "CONTACT PERSON'S INFORMATION" (Name: Ruby Doe, Contact Number: 09987654321), "PATIENT'S MEDICAL HISTORY" (Family History: Hypertension, Diabetes, Stroke; Past Medical History: Pneumonia, Allergies: Seafood), and "CONSULTATIONS" (Consultation entry for Student/Employee No: 202099999, Date: 2023-06-13, Time: 13:35:00, Physical Examination: Seafood allergy, Diagnosis: Cetirizine). At the bottom are buttons for "DATE REGISTERED" (2023-06-13), "DATE AND TIME EDITED" (2023-06-13 20:47:37), "BACK", and "REFRESH".

Remark:

Individual patient records can only be viewed when the patient has existing consultation data

V. (B) Editing Individual Patient Record

- Click the “Edit” button on the specific row containing particular patient information.

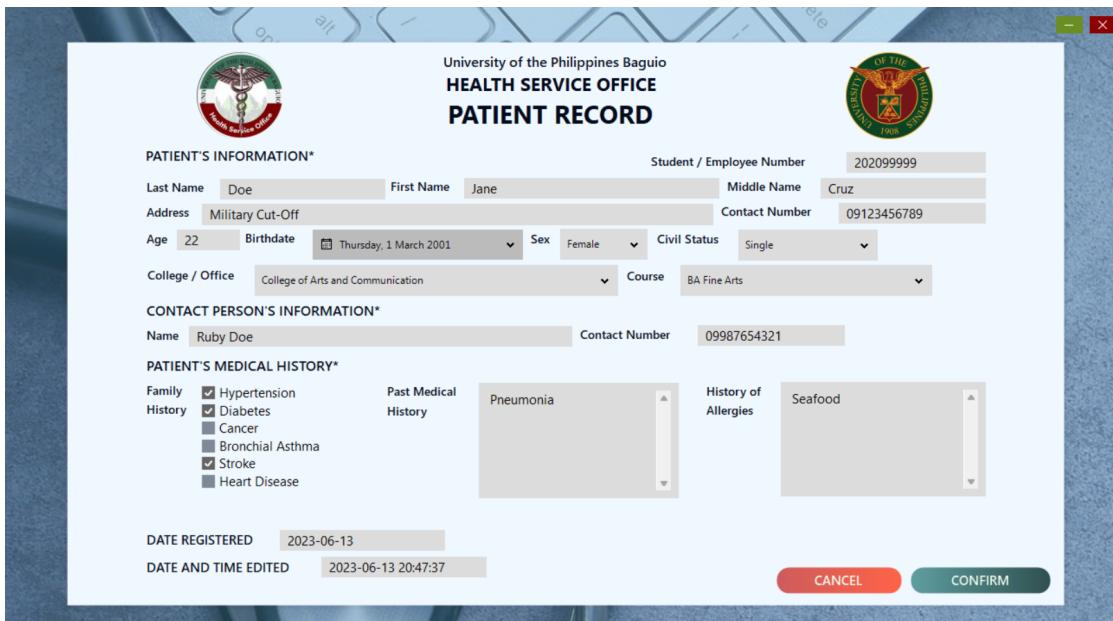


The screenshot shows a database interface titled "University of the Philippines Baguio HEALTH SERVICE OFFICE DATABASE". It features a grid of student/employee records with columns: STUDENT / EMPLOYEE NO., LAST NAME, FIRST NAME, COURSE, and three action buttons: VIEW, EDIT, and DELETE. The records listed are:

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE
202099999	Doe	Jane	BA Fine Arts
202000000	Kim	Hwiyoung	BA Communication
201909000	Legaspi	Myla Jean	BS Computer Science
202011111	Im	Chandkyun	BA Language and Literat...
202012063	Revilla	Patricia Mae	BS Management Econom...
202012345	Avelino	Monique	BS Computer Science
201900209	Seo	Johnny	BS Management Econom...

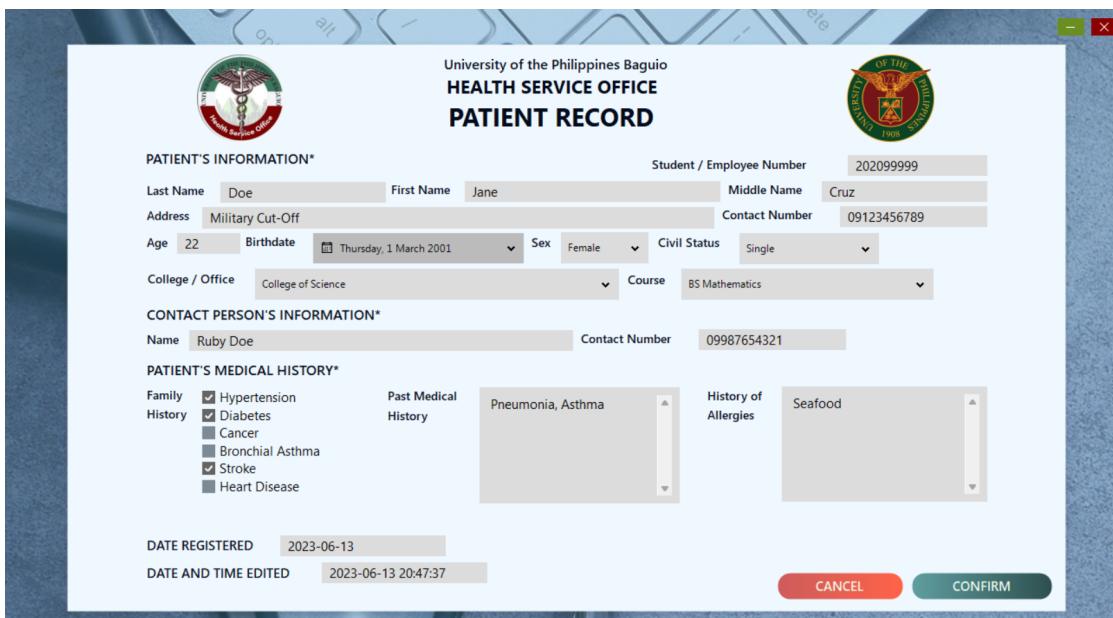
At the bottom left is a red "DELETED RECORDS" button, and at the bottom right are "BACK" and "REFRESH" buttons.

After clicking “Edit” button, you will be directed to Edit Patient Record page where the all of the textbox fields are editable.



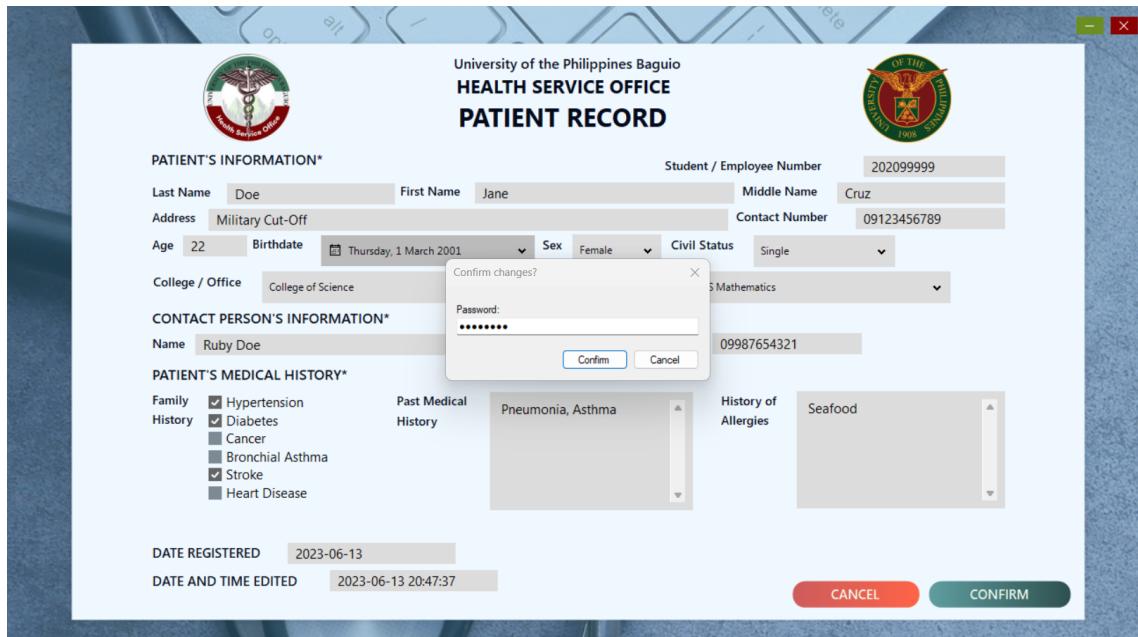
The screenshot shows the "PATIENT RECORD" page. It contains sections for "PATIENT'S INFORMATION*", "CONTACT PERSON'S INFORMATION*", and "PATIENT'S MEDICAL HISTORY*". The "PATIENT'S INFORMATION*" section includes fields for Student / Employee Number (202099999), Last Name (Doe), First Name (Jane), Middle Name (Cruz), Address (Military Cut-Off), Contact Number (09123456789), Age (22), Birthdate (Thursday, 1 March 2001), Sex (Female), Civil Status (Single), College / Office (College of Arts and Communication), and Course (BA Fine Arts). The "CONTACT PERSON'S INFORMATION*" section includes Name (Ruby Doe) and Contact Number (09987654321). The "PATIENT'S MEDICAL HISTORY*" section includes a list of medical history items (Hypertension, Diabetes, Cancer, Bronchial Asthma, Stroke, Heart Disease) with checkboxes, and dropdowns for Past Medical History (Pneumonia) and History of Allergies (Seafood). At the bottom are "DATE REGISTERED" (2023-06-13) and "DATE AND TIME EDITED" (2023-06-13 20:47:37), and buttons for "CANCEL" and "CONFIRM".

- After editing or updating patient record, click “Confirm” button.

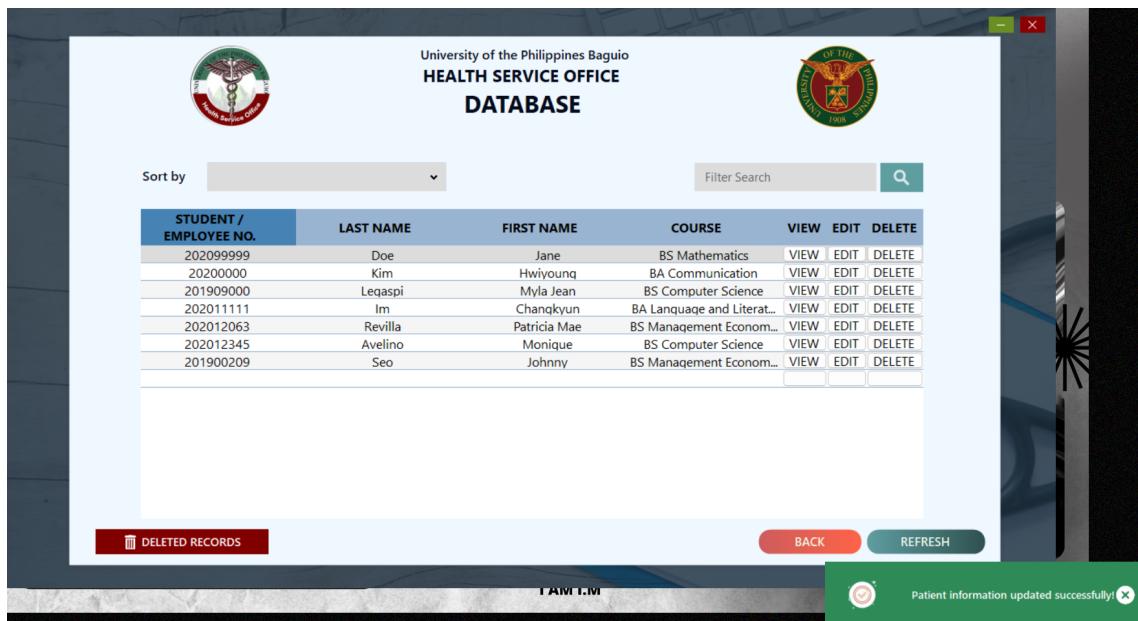


This screenshot is identical to the previous one, showing the "PATIENT RECORD" page with the same data entered. The "CONFIRM" button has been clicked, but no visual confirmation message is present on the screen.

3. Enter password on the pop-up message box for confirmation of data being updated.



Upon clicking “Confirm” on the pop-up message box, alert box “Patient information updated successfully!” will appear and you will be directed back to the Database page.



V. (C) Deleting Individual Patient Record

1. Click the “Delete” button on the specific row containing particular patient information.

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	VIEW	EDIT	DELETE
20209999	Doe	Jane	BA Fine Arts	VIEW	EDIT	DELETE
20200000	Kim	Hwiyoung	BA Communication	VIEW	EDIT	DELETE
20190900	Legaspi	Myla Jean	BS Computer Science	VIEW	EDIT	DELETE
20201111	Im	Changkyun	BA Lanquage and Literat...	VIEW	EDIT	DELETE
202012063	Revilla	Patricia Mae	BS Management Econom...	VIEW	EDIT	DELETE
202012345	Avelino	Monique	BS Computer Science	VIEW	EDIT	DELETE
201900209	Seo	Johnny	BS Management Econom...	VIEW	EDIT	DELETE

2. A pop-up message box will appear for confirmation, then Click the “Yes” button.

The modal dialog box contains the following text:
Move item to Recycle Bin?
Yes No

Upon clicking “Yes” button, alert box “Item moved to Recycle Bin” will appear.

The screenshot shows a computer window titled "University of the Philippines Baguio HEALTH SERVICE OFFICE DATABASE". The main content is a table with columns: STUDENT / EMPLOYEE NO., LAST NAME, FIRST NAME, COURSE, and buttons for VIEW, EDIT, and DELETE. The table contains several rows of data. At the bottom left is a red button labeled "DELETED RECORDS". At the bottom right are buttons for "BACK" and "REFRESH". A green alert box in the bottom right corner says "Item moved to Recycle Bin" with a close button. The window has standard operating system controls (minimize, maximize, close) at the top right.

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	VIEW	EDIT	DELETE
20200000	Kim	Hwiyoung	BA Communication	VIEW	EDIT	DELETE
201909000	Legaspi	Myla Jean	BS Computer Science	VIEW	EDIT	DELETE
202011111	Im	Changkyun	BA Language and Literat...	VIEW	EDIT	DELETE
202012063	Revilla	Patricia Mae	BS Management Econom...	VIEW	EDIT	DELETE
202012345	Avelino	Monique	BS Computer Science	VIEW	EDIT	DELETE
201900209	Seo	Johnny	BS Management Econom...	VIEW	EDIT	DELETE

Remark:

Deleting an individual patient record will automatically delete all of patient's existing consultation records from the database

V. (D) Sorting the Patient Records

1. Click the dropdown box beside Sort By text.

The screenshot shows a computer window titled "University of the Philippines Baguio HEALTH SERVICE OFFICE DATABASE". At the top left is the university's logo. On the right is another circular emblem. A dropdown menu is open under the "Sort by" label, listing various academic courses. The main table below shows student records with columns for First Name, Course, and actions (View, Edit, Delete). There are buttons for "DELETED RECORDS", "BACK", and "REFRESH" at the bottom.

FIRST NAME	COURSE	VIEW	EDIT	DELETE
Jane	BS Mathematics	VIEW	EDIT	DELETE
Hwiyoung	BA Communication	VIEW	EDIT	DELETE
Myla Jean	BS Computer Science	VIEW	EDIT	DELETE
Changkyun	BA Lanquage and Literat...	VIEW	EDIT	DELETE
Patricia Mae	BS Management Econom...	VIEW	EDIT	DELETE
Monique	BS Computer Science	VIEW	EDIT	DELETE
Johnny	BS Managament Econom...	VIEW	EDIT	DELETE

2. Select a course from the given choices.

The screenshot shows the same database interface after selecting "BS Management Economics" from the sort dropdown. The table now displays only students enrolled in that specific course. The "STUDENT / EMPLOYEE NO." column is highlighted in blue.

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	VIEW	EDIT	DELETE
201900209	Seo	Johnny	BS Management Econom...	VIEW	EDIT	DELETE
202012063	Revilla	Patricia Mae	BS Management Econom...	VIEW	EDIT	DELETE

V. (E) Filter searching the Patient Records

1. Enter any keywords (student/employee number, first name, last name or course) on the Filter Search textbox.

The screenshot shows a Windows application window titled "University of the Philippines Baguio HEALTH SERVICE OFFICE DATABASE". At the top center is the university's crest. Below it, a search bar contains the text "Doe". A dropdown menu labeled "Sort by" is open. The main area displays a table with the following data:

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	VIEW	EDIT	DELETE
202099999	Doe	Jane	BS Mathematics	VIEW	EDIT	DELETE
20190000	Kim	Hwiyoung	BA Communication	VIEW	EDIT	DELETE
20190900	Legaspi	Myla Jean	BS Computer Science	VIEW	EDIT	DELETE
202011111	Im	Changkyun	BA Lanquage and Literat...	VIEW	EDIT	DELETE
202012063	Revilla	Patricia Mae	BS Managemet Econom...	VIEW	EDIT	DELETE
202012345	Avelino	Monique	BS Computer Science	VIEW	EDIT	DELETE
201900209	Seo	Johnny	BS Managmet Econom...	VIEW	EDIT	DELETE

At the bottom left is a red button labeled "DELETED RECORDS". At the bottom right are "BACK" and "REFRESH" buttons.

2. Click the search button beside the textbox to filter the data.

This screenshot shows the same application window after the search button was clicked. The results have been filtered to show only one record:

STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	VIEW	EDIT	DELETE
202099999	Doe	Jane	BS Mathematics	VIEW	EDIT	DELETE

The "DELETED RECORDS" button is still visible at the bottom left, and the "BACK" and "REFRESH" buttons are at the bottom right.

VI. Adding New Consultation

1. In the dashboard page, click “New Consultation”.



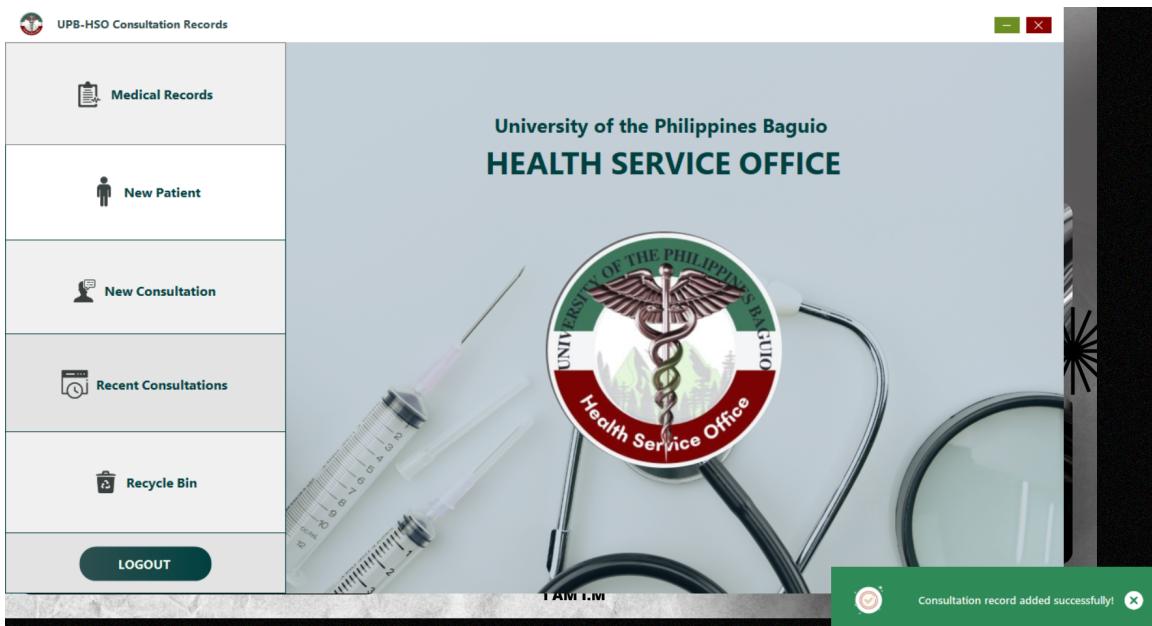
After clicking the “New Consultation” button, you will be directed to New Consultation page.

The image shows a 'NEW CONSULTATION' form. At the top center is the 'University of the Philippines Baguio HEALTH SERVICE OFFICE' logo. Below it is the title 'NEW CONSULTATION'. On the left, there is a section for 'PATIENT'S INFORMATION*' with a placeholder 'Student / Employee Number' and a redacted input field. On the right, there are dropdown menus for 'DATE OF CONSULTATION*' (set to 'Wednesday, 31 May 2023') and 'TIME OF CONSULTATION*' (set to '20:50:09'). Below these are two large gray text input areas: 'PHYSICAL EXAMINATION AND LABORATORY FINDINGS*' on the left and 'DIAGNOSIS AND MANAGEMENT*' on the right. At the bottom right are two buttons: a red 'CANCEL' button and a green 'CONFIRM' button.

2. Fill up all the required fields, then click “Confirm” button.

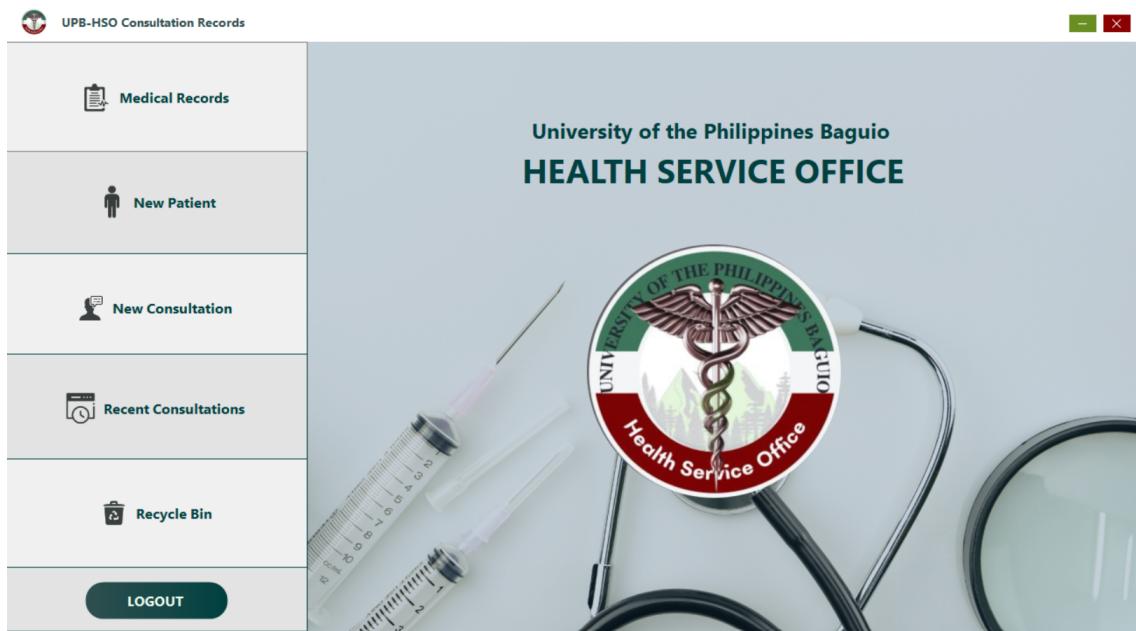
The screenshot shows a Windows application window titled "University of the Philippines Baguio HEALTH SERVICE OFFICE NEW CONSULTATION". At the top left is the HSO logo. At the top right is the UP Baguio seal. The form is divided into three main sections: "PATIENT'S INFORMATION*", "PHYSICAL EXAMINATION AND LABORATORY FINDINGS*", and "DIAGNOSIS AND MANAGEMENT*". The "PATIENT'S INFORMATION*" section contains fields for "Student / Employee Number" (202099999) and dropdowns for "DATE OF CONSULTATION*" (Tuesday, 13 June 2023) and "TIME OF CONSULTATION*" (13:35). The "PHYSICAL EXAMINATION AND LABORATORY FINDINGS*" section has a single entry: "Seafood allergy". The "DIAGNOSIS AND MANAGEMENT*" section has a single entry: "Cetirizine". At the bottom are "CANCEL" and "CONFIRM" buttons.

After clicking the “Confirm” button, alert box “Consultation record added successfully!” will appear and you will be automatically directed back to Dashboard page.



VII. Viewing Database of Consultations

1. In the dashboard page, click “Recent Consultations”.



After clicking the “Recent Consultations” button, you will be directed to the Recent Consultations page.

The screenshot shows the "RECENT CONSULTATIONS" page. At the top, there are two circular logos: the Health Service Office logo on the left and the University of the Philippines Baguio seal on the right. Below the logos is a search bar with the placeholder "Filter Search" and a magnifying glass icon.

The main content is a table listing recent consultations. The columns are:

STUDENT / EMPLOYEE NO.	DATE	CONSULTATION TIME	LABORATORY FINDINGS	DIAGNOSIS AND MANAGEMENT	VIEW	EDIT	DELETE
202099999	2023-06-13	13:35:00	Seafood allergy	Cetirizine	VIEW	EDIT	DELETE
202012063	2023-06-13	12:00:00	Hyperacidity	Gaviscon	VIEW	EDIT	DELETE
202011111	2023-06-04	16:36:00	Asthma	Inhaler	VIEW	EDIT	DELETE
202012063	2023-05-22	13:49:00	Headache	Advil	VIEW	EDIT	DELETE
202012063	2023-04-29	17:28:00	Fever	Biogesic	VIEW	EDIT	DELETE

At the bottom of the table, there is a red button labeled "DELETED RECORDS". To the right of the table are two buttons: "BACK" and "REFRESH".

VII. (A) Viewing Individual Consultation

1. Click the “View” button on the specific row containing particular consultation information.

The screenshot shows a web-based application titled "RECENT CONSULTATIONS". At the top, there are two circular logos: one for the "Health Service Office" and another for the university. The main title "University of the Philippines Baguio" and "HEALTH SERVICE OFFICE" is centered above a table. The table has columns for "STUDENT / EMPLOYEE NO.", "DATE", "CONSULTATION TIME", "LABORATORY FINDINGS", "DIAGNOSIS AND MANAGEMENT", and "VIEW", "EDIT", "DELETE" buttons. The data in the table is as follows:

STUDENT / EMPLOYEE NO.	DATE	CONSULTATION TIME	LABORATORY FINDINGS	DIAGNOSIS AND MANAGEMENT	VIEW	EDIT	DELETE
202099999	2023-06-13	13:35:00	Seafood allergy	Cetirizine	VIEW	EDIT	DELETE
202012063	2023-06-13	12:00:00	Hyperacidity	Gaviscon	VIEW	EDIT	DELETE
202011111	2023-06-04	16:36:00	Asthma	Inhaler	VIEW	EDIT	DELETE
202012063	2023-05-22	13:49:00	Headache	Advil	VIEW	EDIT	DELETE
202012063	2023-04-29	17:28:00	Fever	Biogesic	VIEW	EDIT	DELETE

At the bottom left is a red button labeled "DELETED RECORDS". At the bottom right are "BACK" and "REFRESH" buttons.

After clicking “View” button, you will be directed to Consultation Info page.

The screenshot shows the "CONSULTATION INFO" page. It features the university and health service logos at the top. The page is divided into sections: "PATIENT'S INFORMATION" (with "VIEW PATIENT RECORD" button and "Student / Employee Number" field showing "202099999"), "PHYSICAL EXAMINATION AND LABORATORY FINDINGS" (listing "Seafood allergy"), "DATE OF CONSULTATION" (set to "2023-06-13"), "TIME OF CONSULTATION" (set to "13:35:00"), "DIAGNOSIS AND MANAGEMENT" (listing "Cetirizine"), "DATE AND TIME EDITED" (showing "2023-06-13 20:58:49"), and a "BACK" button at the bottom right.

VII. (B) Editing Individual Consultation

1. Click the “Edit” button on the specific row containing particular consultation information.

STUDENT / EMPLOYEE NO.	DATE	CONSULTATION TIME	LABORATORY FINDINGS	DIAGNOSIS AND MANAGEMENT	VIEW	EDIT	DELETE
202099999	2023-06-13	13:35:00	Seafood allergy	Cetirizine	VIEW	EDIT	DELETE
202012063	2023-06-13	12:00:00	Hyperacidity	Gaviscon	VIEW	EDIT	DELETE
202011111	2023-06-04	16:36:00	Asthma	Inhaler	VIEW	EDIT	DELETE
202012063	2023-05-22	13:49:00	Headache	Advil	VIEW	EDIT	DELETE
202012063	2023-04-29	17:28:00	Fever	Biogesic	VIEW	EDIT	DELETE

After clicking “Edit” button, you will be directed to Edit Consultation Info page where the all of the textbox fields except student/employee number and time of consultation are editable.

PATIENT'S INFORMATION
Student / Employee Number: 202099999

PHYSICAL EXAMINATION AND LABORATORY FINDINGS*
Seafood allergy

DATE OF CONSULTATION
TIME OF CONSULTATION
Tuesday, 13 June 2023
13:35:00

DIAGNOSIS AND MANAGEMENT*
Cetirizine

DATE AND TIME EDITED
2023-06-13 20:58:49

CANCEL CONFIRM

2. After editing or updating consultation information, click “Confirm” button.

PATIENT'S INFORMATION
Student / Employee Number: 202099999

PHYSICAL EXAMINATION AND LABORATORY FINDINGS*
Seafood allergy

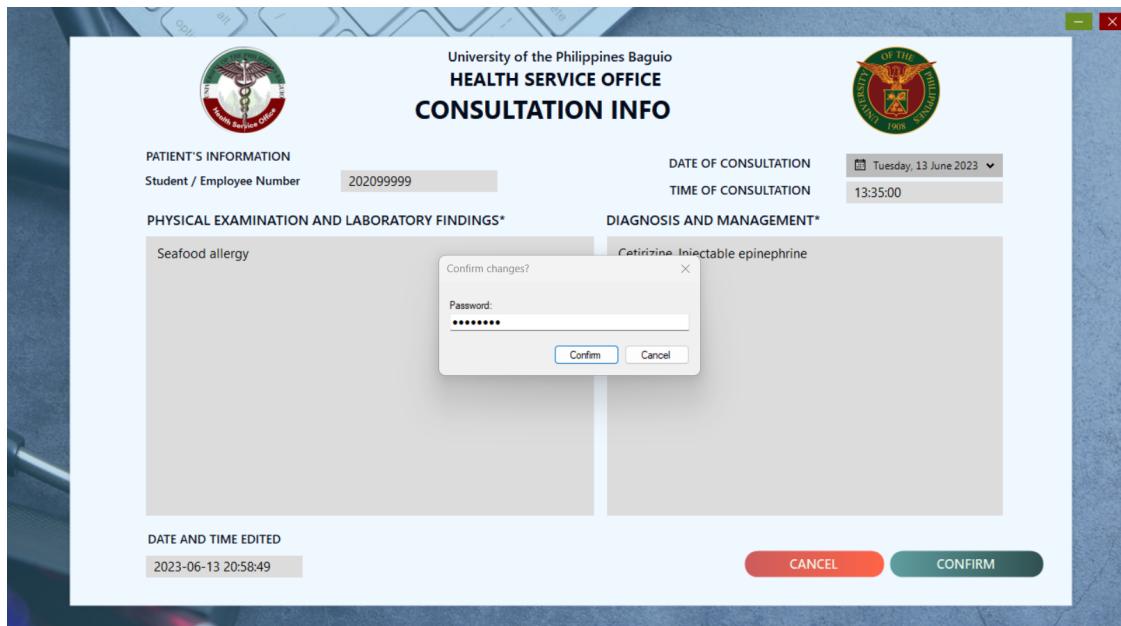
DATE OF CONSULTATION
TIME OF CONSULTATION
Tuesday, 13 June 2023
13:35:00

DIAGNOSIS AND MANAGEMENT*
Cetirizine, Injectable epinephrine

DATE AND TIME EDITED
2023-06-13 20:58:49

CANCEL CONFIRM

3. Enter password on the pop-up message box for confirmation of data being updated.



Upon clicking “Confirm” on the pop-up message box, alert box “Consultation record updated successfully!” will appear and you will be directed back to Recent Consultations page.



VII. (C) Deleting Individual Consultation

1. Click the “Delete” button on the specific row containing particular consultation information.

STUDENT / EMPLOYEE NO.	DATE	CONSULTATION TIME	LABORATORY FINDINGS	DIAGNOSIS AND MANAGEMENT	VIEW	EDIT	DELETE
202099999	2023-06-13	13:35:00	Seafood allergy	Cetirizine	VIEW	EDIT	DELETE
202012063	2023-06-13	12:00:00	Hyperacidity	Gaviscon	VIEW	EDIT	DELETE
202011111	2023-06-04	16:36:00	Asthma	Inhaler	VIEW	EDIT	DELETE
202012063	2023-05-22	13:49:00	Headache	Advil	VIEW	EDIT	DELETE
202012063	2023-04-29	17:28:00	Fever	Biogesic	VIEW	EDIT	DELETE

2. A pop-up message box will appear for confirmation, then Click the “Yes” button.

Move item to Recycle Bin?

Yes No

Upon clicking “Yes” button, alert box “Item moved to Recycle Bin” will appear.

Item moved to Recycle Bin

VII. (D) Filter searching the Consultations

1. Enter any keywords (student/employee number, date, consultation time, findings, or diagnosis) on the Filter Search textbox.

The screenshot shows a Windows application window titled "RECENT CONSULTATIONS". At the top center is the text "University of the Philippines Baguio" and "HEALTH SERVICE OFFICE". Below this is a search bar containing the text "Hyperacidity". The main area is a table with the following columns: STUDENT / EMPLOYEE NO., DATE, CONSULTATION TIME, LABORATORY FINDINGS, DIAGNOSIS AND MANAGEMENT, VIEW, EDIT, and DELETE. The table contains five rows of data. At the bottom left is a red button labeled "DELETED RECORDS". At the bottom right are "BACK" and "REFRESH" buttons.

STUDENT / EMPLOYEE NO.	DATE	CONSULTATION TIME	LABORATORY FINDINGS	DIAGNOSIS AND MANAGEMENT	VIEW	EDIT	DELETE
202099999	2023-06-13	13:35:00	Seafood allergy	Cetirizine, Injectable ...	VIEW	EDIT	DELETE
202012063	2023-06-13	12:00:00	Hyperacidity	Gaviscon	VIEW	EDIT	DELETE
202011111	2023-06-04	16:36:00	Asthma	Inhaler	VIEW	EDIT	DELETE
202012063	2023-05-22	13:49:00	Headache	Advil	VIEW	EDIT	DELETE
202012063	2023-04-29	17:28:00	Fever	Biogesic	VIEW	EDIT	DELETE

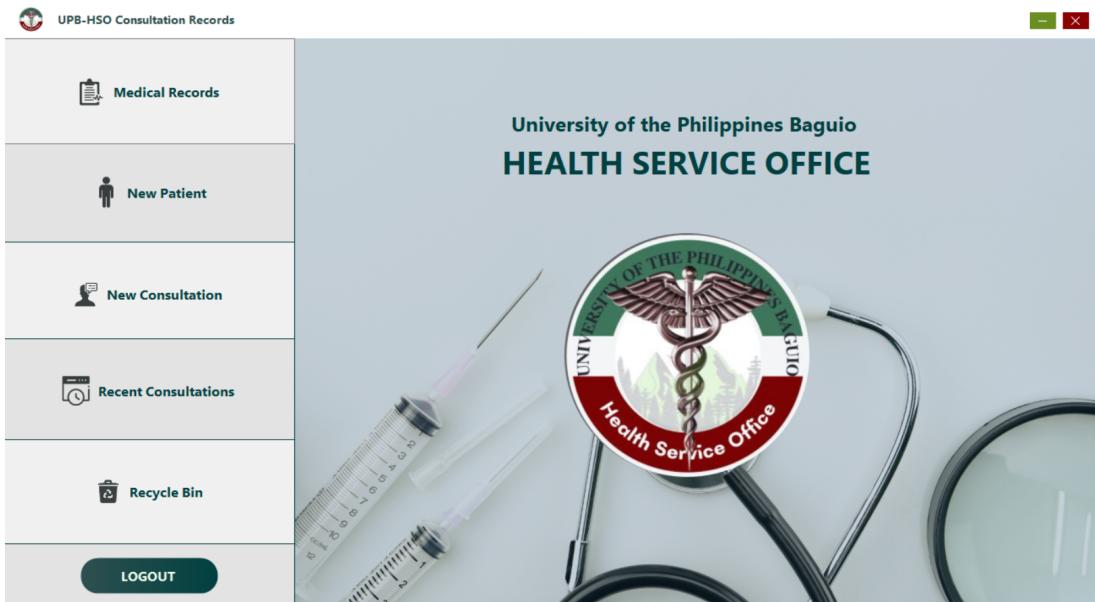
2. Click the search button beside the textbox to filter the data.

The screenshot shows the same Windows application window as the previous one, but the search bar now contains the text "Hyperacidity". The table below shows only one row of data, which corresponds to the entry for "Hyperacidity" from the first screenshot. The rest of the interface is identical to the first screenshot.

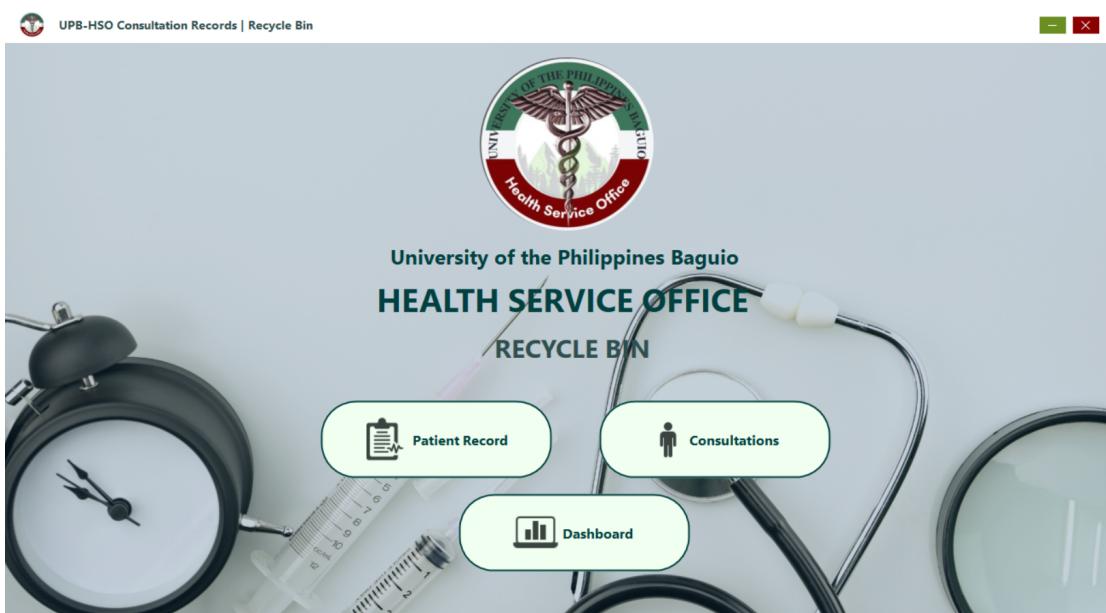
STUDENT / EMPLOYEE NO.	DATE	CONSULTATION TIME	LABORATORY FINDINGS	DIAGNOSIS AND MANAGEMENT	VIEW	EDIT	DELETE
202012063	2023-06-13	12:00:00	Hyperacidity	Gaviscon	VIEW	EDIT	DELETE

VIII. Accessing Recycle Bin of Patient Records

1. In the Dashboard page, click “Recycle Bin”.



After clicking the “Recycle Bin” button, you will be directed to Recycle Bin page.



2. Click “Patient Record”, then you will be directed to Deleted Patient Records page.

The screenshot shows the Deleted Patient Records page. The header includes the university logo, the title "DELETED PATIENT RECORDS", and a search bar labeled "Filter Search". The main content is a table with the following data:

DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	RESTORE	DELETE
2023-06-13	18:58:52	201900209	Seo	Johnny	BS Managemen...	RESTORE	DELETE
2023-06-13	22:34:39	202099999	Doe	Jane	BA Communica...	RESTORE	DELETE
2023-06-13	22:34:42	202012345	Avelino	Monique	BS Computer S...	RESTORE	DELETE

At the bottom, there are three buttons: "RECYCLE BIN" (yellow), "DATABASE" (red), and "REFRESH" (green).

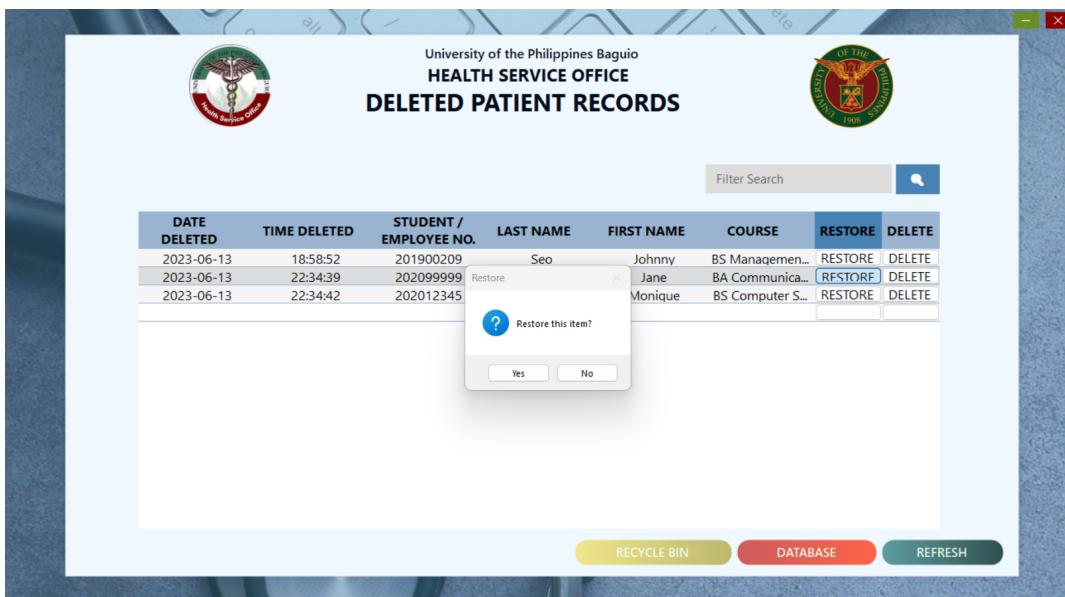
VIII. (A) Restoring Deleted Patient Record

1. Click the “Restore” button on the specific row containing particular consultation information.

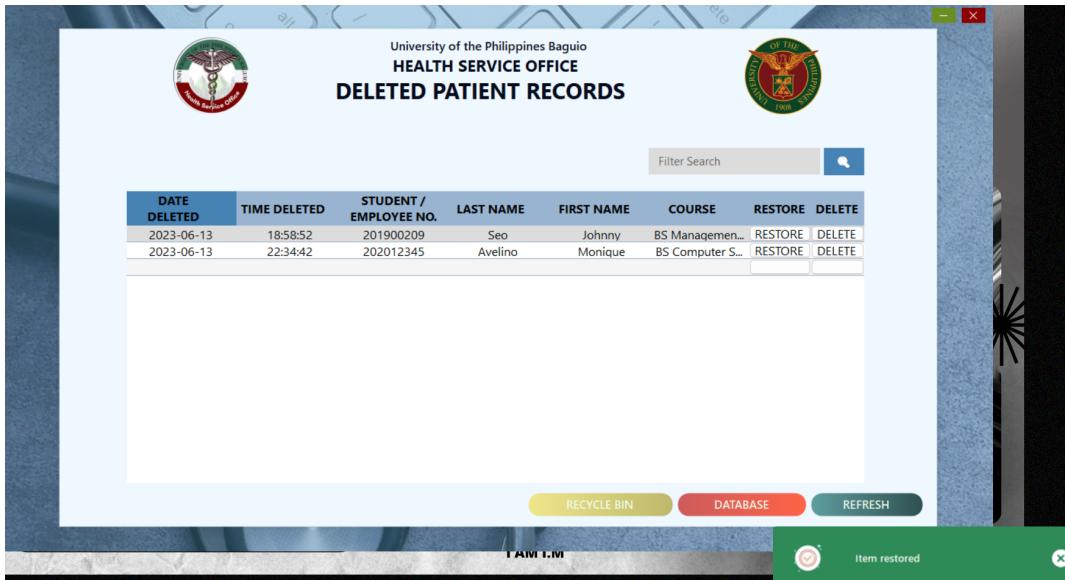
DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	RESTORE	DELETE
2023-06-13	18:58:52	201900209	Seo	Johnny	BS Managemen...	RESTORE	DELETE
2023-06-13	22:34:39	202099999	Doe	Jane	BA Communica...	RESTORE	DELETE
2023-06-13	22:34:42	202012345	Avelino	Monique	BS Computer S...	RESTORE	DELETE

RECYCLE BIN DATABASE REFRESH

2. A pop-up message box will appear for confirmation, then Click the “Yes” button.



Upon clicking “Yes” button, alert box “Item restored” will appear.



VIII. (B) Permanently Deleting Patient Record

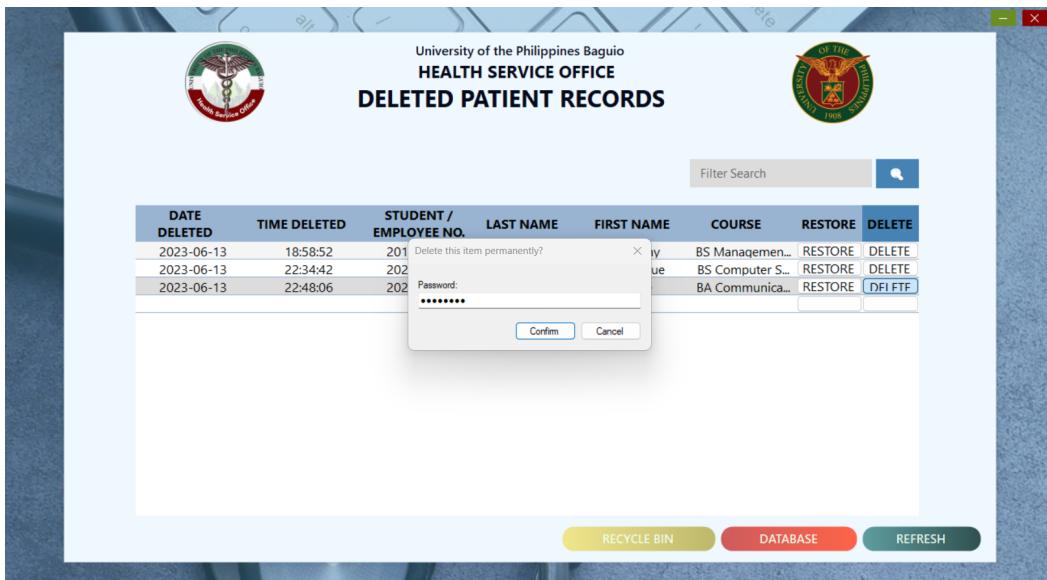
1. Click the “Delete” button on the specific row containing particular consultation information.

The screenshot shows a Windows application window titled "DELETED PATIENT RECORDS". At the top center is the University of the Philippines Baguio Health Service Office logo. Below it is another circular emblem. The main area contains a table with the following data:

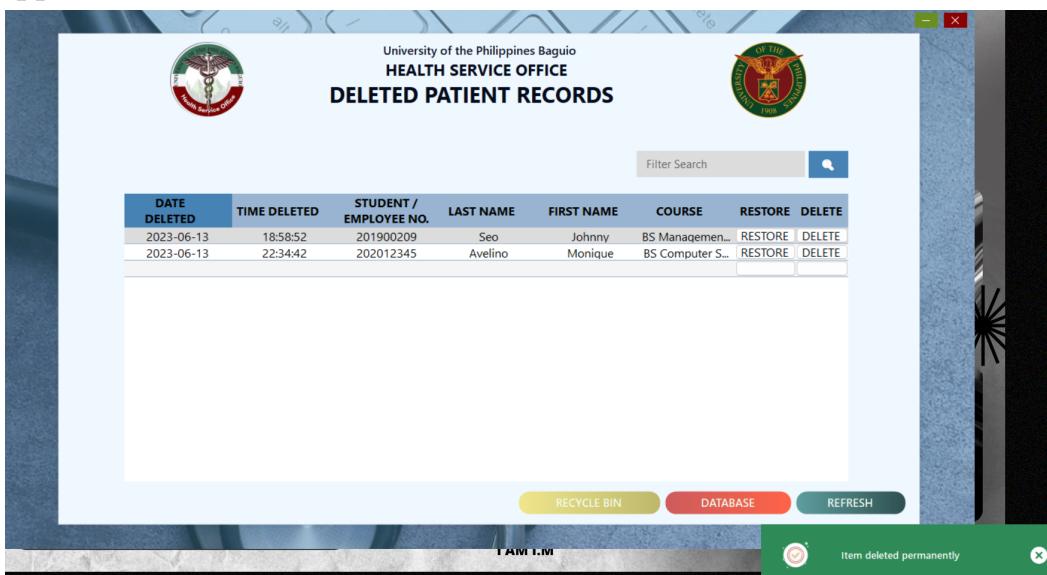
DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	RESTORE	DELETE
2023-06-13	18:58:52	201900209	Seo	Johnny	BS Managemen...	RESTORE	DELETE
2023-06-13	22:34:39	202099999	Doe	Jane	BA Communica...	RESTORE	DELETE
2023-06-13	22:34:42	202012345	Avelino	Monique	BS Computer S...	RESTORE	DELETE

At the bottom of the window are three buttons: "RECYCLE BIN", "DATABASE", and "REFRESH".

2. A pop-up message box will appear for confirmation of consultation being permanently deleted, then enter password.



Upon clicking “Confirm” button, alert box “Item deleted permanently” will appear.



VIII. (C) Filter searching the Recycle Bin of Patient Records

1. Enter any keywords (date deleted, student/employee number, last name, or first name, or course) on the Filter Search textbox.

The screenshot shows a Windows application window titled "DELETED PATIENT RECORDS". At the top, there are two circular logos: one for the "Health Service Office" and another for the "University of the Philippines Baguio". The main area displays a table of deleted patient records. A search bar at the top right contains the name "Jane". The table has columns: DATE DELETED, TIME DELETED, STUDENT / EMPLOYEE NO., LAST NAME, FIRST NAME, COURSE, RESTORE, and DELETE. The data in the table is as follows:

DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	LAST NAME	FIRST NAME	COURSE	RESTORE	DELETE
2023-06-13	18:58:52	201900209	Seo	Johnny	BS Managamen...	<input type="button" value="RESTORE"/>	<input type="button" value="DELETE"/>
2023-06-13	22:34:39	202099999	Doe	Jane	BA Communica...	<input type="button" value="RESTORE"/>	<input type="button" value="DELETE"/>
2023-06-13	22:34:42	202012345	Avelino	Monique	BS Computer S...	<input type="button" value="RESTORE"/>	<input type="button" value="DELETE"/>

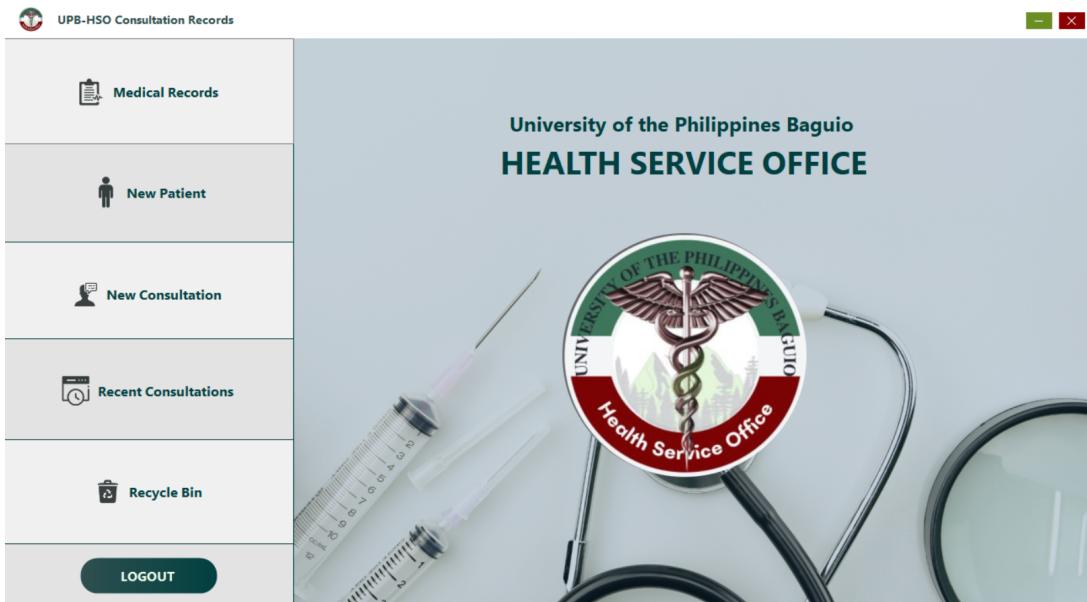
At the bottom of the window are three buttons: "RECYCLE BIN" (yellow), "DATABASE" (red), and "REFRESH" (green).

2. Click the search button beside the textbox to filter the data.

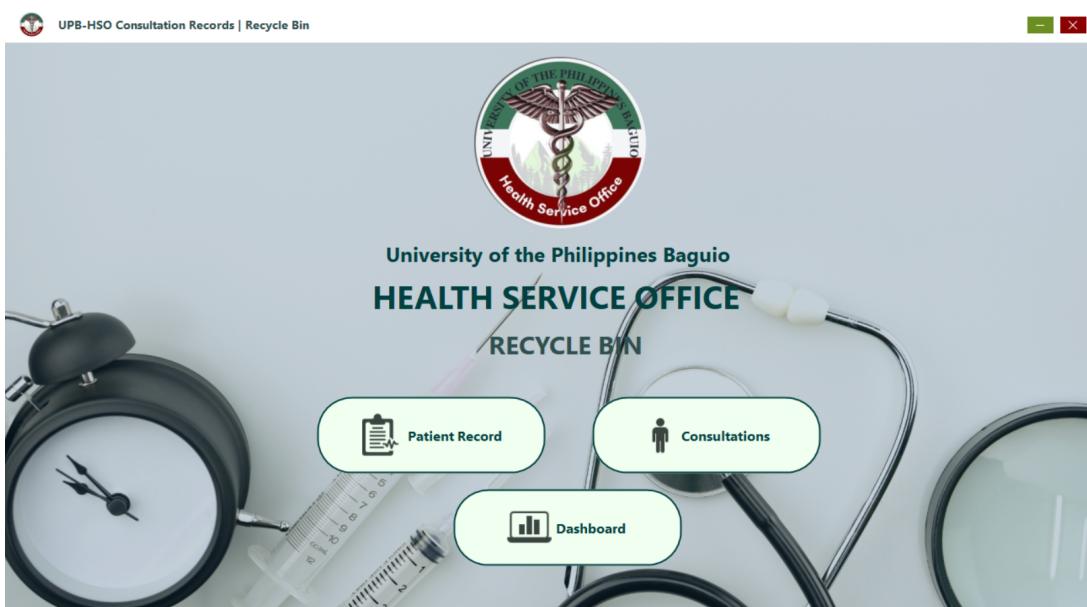
This screenshot shows the same application window after a search. The "Filter Search" input field now contains "Jane". Only the single record for "Doe, Jane" is visible in the table, while the other two records are hidden. The rest of the interface is identical to the previous screenshot.

IX. Accessing Recycle Bin of Consultations

1. In the Dashboard page, click “Recycle Bin”.



After clicking the “Recycle Bin” button, you will be directed to Recycle Bin page.



2. Click “Consultations”, then you will be directed to Deleted Consultations page.

The screenshot shows the Deleted Consultations page. The title "DELETED CONSULTATIONS" is at the top. Below it is a table with columns: ID, DATE DELETED, TIME DELETED, STUDENT / EMPLOYEE NO., EXAMINATION AND FINDINGS, DIAGNOSIS AND MANAGEMENT, RESTORE, and DELETE. The table contains three rows of data. At the bottom are buttons for "RECYCLE BIN", "DATABASE", and "REFRESH".

ID	DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	EXAMINATION AND FINDINGS	DIAGNOSIS AND MANAGEMENT	RESTORE	DELETE
22	2023-06-13	21:40:55	202099999	Seafood allergy	Cetirizine, Injecta...	<input type="button" value="RESTORE"/>	<input type="button" value="DELETE"/>
23	2023-06-13	21:41:15	202012063	Hyperacidity	Gaviscon	<input type="button" value="RESTORE"/>	<input type="button" value="DELETE"/>
24	2023-06-13	21:41:19	202011111	Asthma	Inhaler	<input type="button" value="RESTORE"/>	<input type="button" value="DELETE"/>

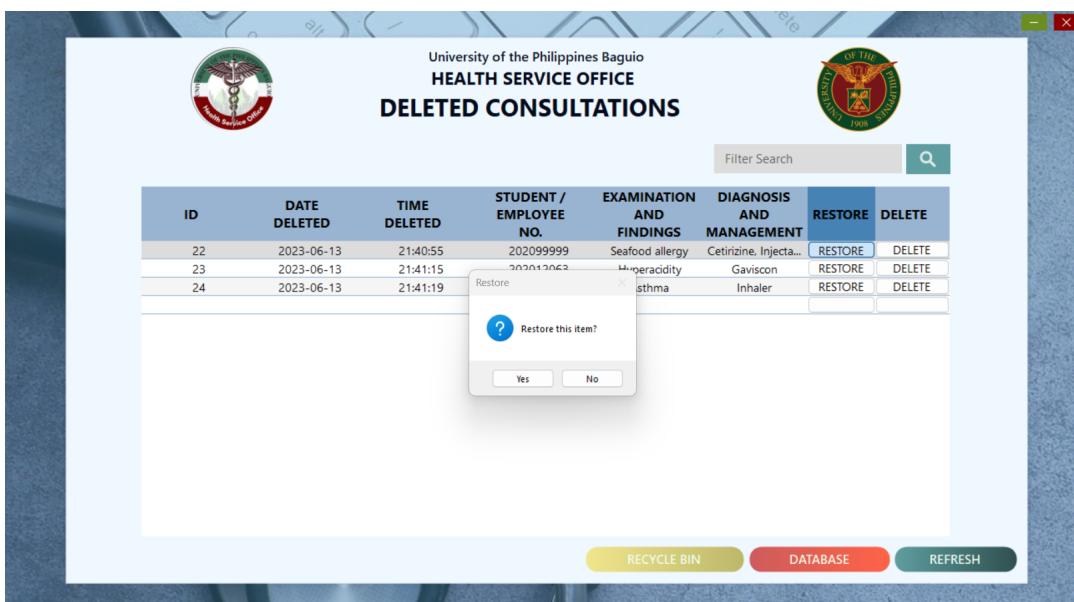
IX. (A) Restoring Deleted Consultation

- Click the “Restore” button on the specific row containing particular consultation information.

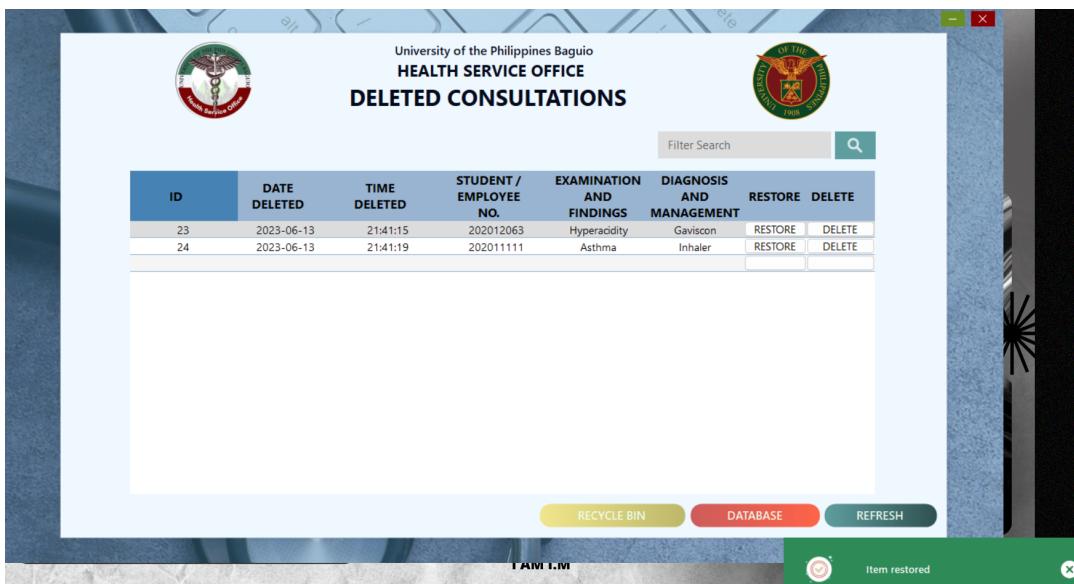
ID	DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	EXAMINATION AND FINDINGS	DIAGNOSIS AND MANAGEMENT	RESTORE	DELETE
22	2023-06-13	21:40:55	202099999	Seafood allergy	Cetirizine, Injecta...	<button>RESTORE</button>	<button>DELETE</button>
23	2023-06-13	21:41:15	202012063	Hyperacidity	Gaviscon	<button>RESTORE</button>	<button>DELETE</button>
24	2023-06-13	21:41:19	202011111	Asthma	Inhaler	<button>RESTORE</button>	<button>DELETE</button>

RECYCLE BIN DATABASE REFRESH

- A pop-up message box will appear for confirmation, then Click the “Yes” button.

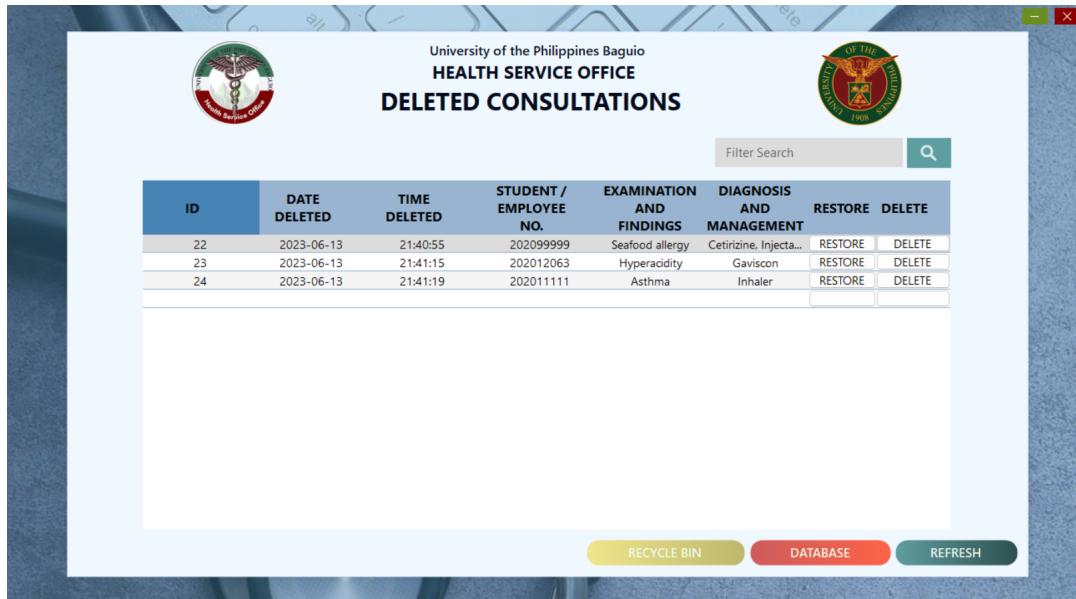


Upon clicking “Yes” button, alert box “Item restored” will appear.

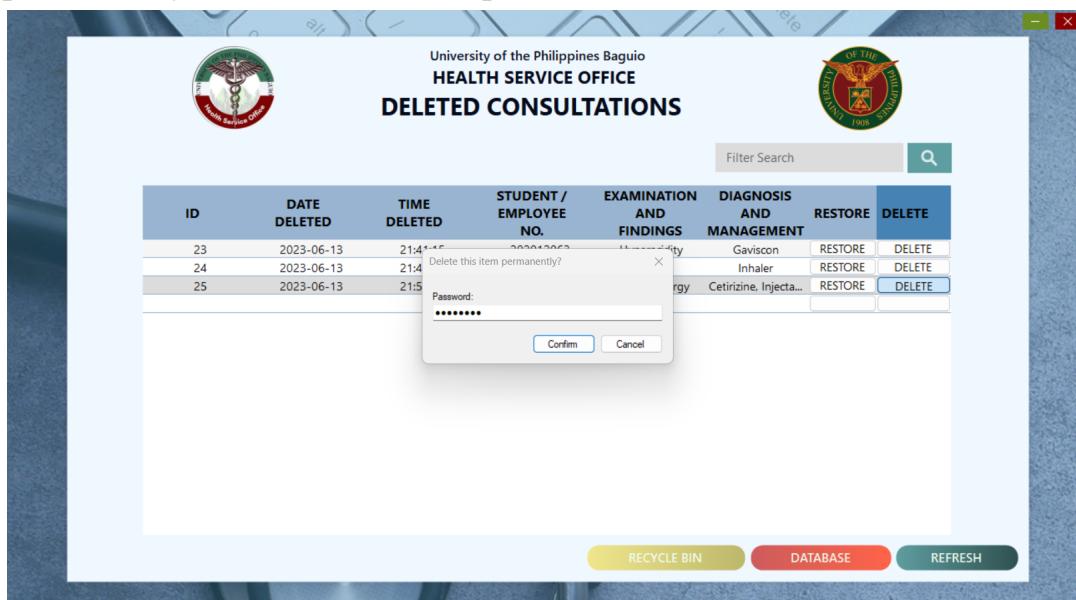


IX. (B) Permanently Deleting Consultation

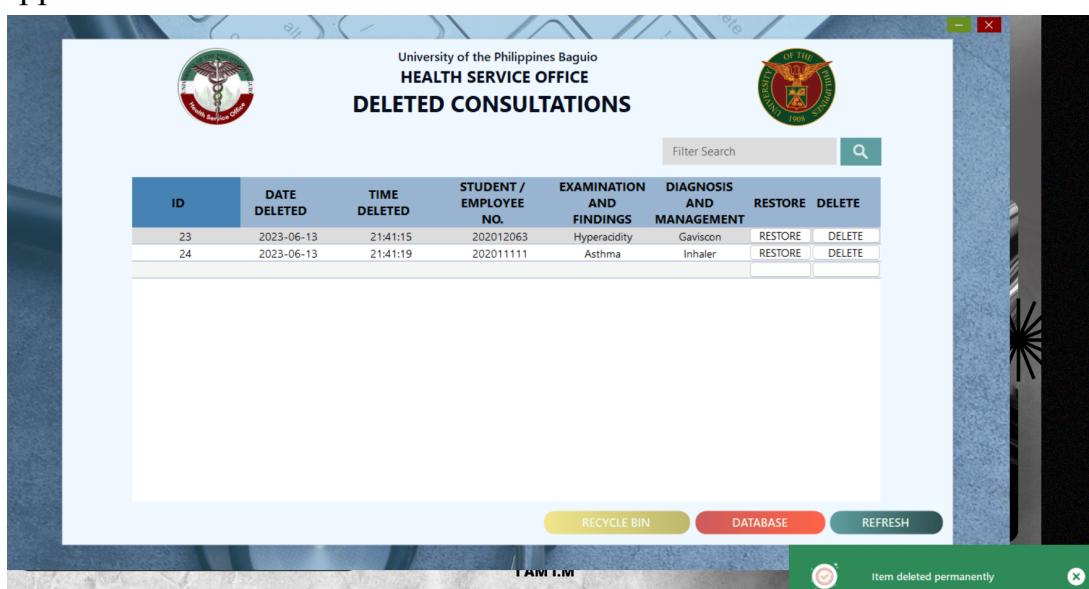
- Click the “Delete” button on the specific row containing particular consultation information.



- A pop-up message box will appear for confirmation of consultation being permanently deleted, then enter password.



Upon clicking “Confirm” button, alert box “Item deleted permanently” will appear.



IX. (C) Filter searching the Recycle Bin of Consultations

3. Enter any keywords (date deleted, student/employee number, findings, or diagnosis) on the Filter Search textbox.

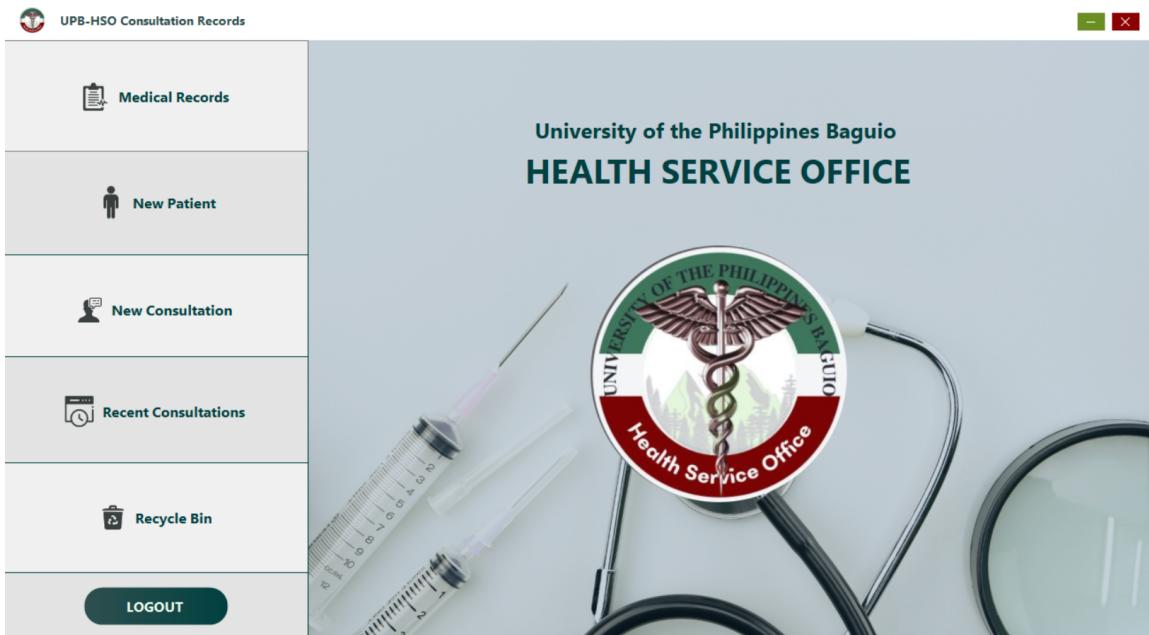
ID	DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	EXAMINATION AND FINDINGS	DIAGNOSIS AND MANAGEMENT	RESTORE	DELETE
22	2023-06-13	21:40:55	202099999	Seafood allergy	Cetirizine, Injecta...	RESTORE	DELETE
23	2023-06-13	21:41:15	202012063	Hyperacidity	Gaviscon	RESTORE	DELETE
24	2023-06-13	21:41:19	202011111	Asthma	Inhaler	RESTORE	DELETE

4. Click the search button beside the textbox to filter the data.

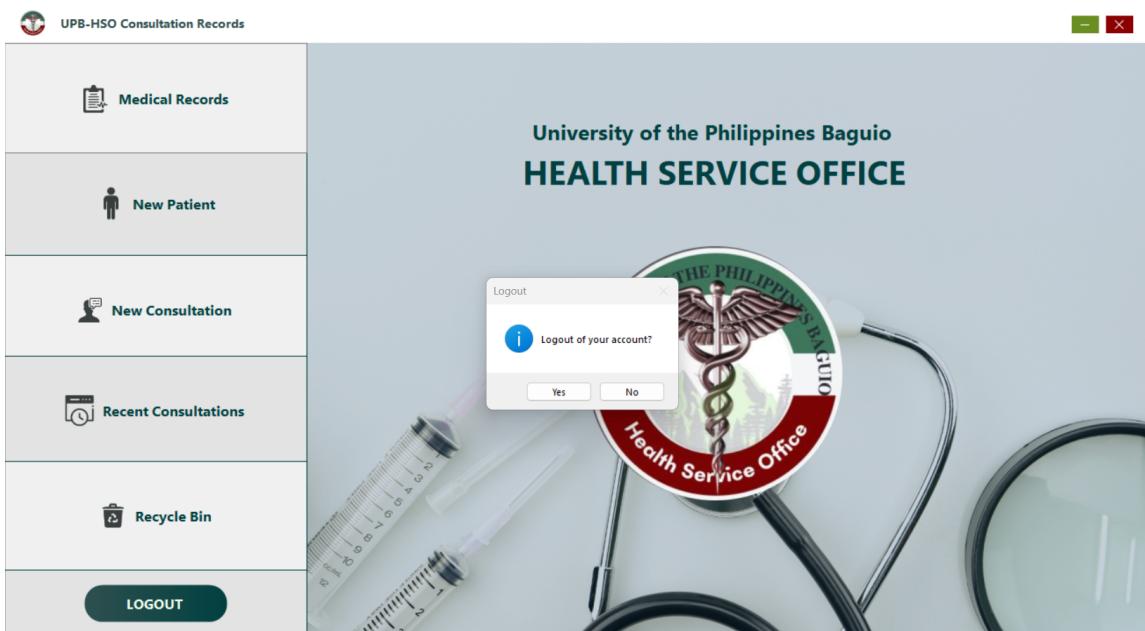
ID	DATE DELETED	TIME DELETED	STUDENT / EMPLOYEE NO.	EXAMINATION AND FINDINGS	DIAGNOSIS AND MANAGEMENT	RESTORE	DELETE
24	2023-06-13	21:41:19	202011111	Asthma	Inhaler	RESTORE	DELETE

X. Account Logout

1. Click the “Logout” button at the bottom of the Dashboard page.



2. Click “Yes” button on the pop-up message box.



After clicking “Yes” button, you will be directed to the Login page.

