

## User Manual for Makati Dialysis and Diagnostic Center, Inc Web-based System:

- MDDCI-WBS Overview

The Makati Dialysis and Diagnostic Center, Inc. – Web-based System will improve the business processes that exist at the MDDCI. It will provide tools that will manage most of the clinical activities and handles records for documentation. The Web-based System has the following features:

- A Reservation Module
- 
- A Patient Records Management Module
- 
- Online checklist
- 
- Streamline of information about the clinic for inquirers such as:
  - o Map to the location of the clinic
  - o Business background of the clinic
  - o Provided Services

## **ADMIN MANUAL:**

### Introduction

The system is developed using Joomla, a content manager system which helps users to create a website by providing different modules. This allows the administrators to edit the website through the back end and as well as the front end.

### Site Management

The MDDCI-WBS Admin page can be accessed through the link provided on the navigation bar. The Admin must log-in with a registered account. In the backend, the admin is authorized to manage the content, web layout, and modules/plugins. The admin page also provides a link to the regular user's page to review the web-based system.

### User Management

The Admin may add or remove users through the admin page in the backend. Joomla allows administrators and superusers to create user groups to organize the users and allocate what users can access. Also, they are able to view user information and administer the users to be enabled and activated. Additional options are present for the administrator to manage how users login, register, and the permissions they possess.

#### Add Site User

The Admin may register users under the users module by filling out the form under the user module.

#### Removing a Site User

The Admin must select the users that must be deleted. The Admin may also restrict user from some modules instead of deleting an account.

#### Reservation Module

The Admin may add services and modify the available schedules on the calendar by accessing the module in the backend.

#### Online Checklist

The Admin may modify the information by accessing the admin page and clicking into the module and do the necessary changes.

#### Patient Records

The Admin may create, update and delete records by accessing the module.

### **MDDCI STAFF MANUAL:**

The staff have access on Reservation and Records.

#### Site Management

The staff can view all the modules of the web-based system but it can not modify its interface.

#### User Management

The staff can either self-register or be granted with a registered account. The staff may edit its profile

#### Reservation Module

The staff will be notified if someone reserved a service which the staff was selected.

#### Records

The staff may add a record and view records on this module by accessing the module provided by the web-based system

### **REGISTERED USERS MANUAL:**

Registered Users are the self-registered users, which the admin did not modify the access.

#### Site Management:

These users can only browse on the checklist and reserve on the module.

#### Reservation Module

The user registration primarily is for the access of this module, the user can only reserve a slot if the user is a patient or has a patient to be scheduled for the treatment at the clinic. The user must be logged-in to provide contact details.

#### **PUBLIC USERS MANUAL:**

These are the users who are not registered in the system

#### Site Management

These users are only able to browse the public pages of the web-based system