Version: 1.0

THERAPY MODULE

MANAGEMENT USER MANUAL

Contents

1. Dashboard Overview:

The "Dashboard" section of the Therapy Management Software provides a comprehensive, real-time view of key performance metrics, helping users track therapy sessions, assessments, and student reservations. It serves as the starting point for monitoring the clinic's daily operations and understanding the system's current status. The dashboard displays critical data, such as the number of visits, sales, active students, and available reservation slots. This section is crucial for therapists, administrators, and staff to monitor progress and manage daily tasks effectively.

2. Dashboard Metrics Overview:

The Dashboard presents several key metrics, each of which provides a specific insight into the operations of the therapy clinic. These metrics include:

1. **Today Visits (Therapy)**:
   - This metric tracks the number of therapy visits scheduled for the day. It helps clinic staff understand the number of therapy sessions planned, ensuring there is adequate preparation and resources available.
2. **Today Sales (Therapy)**:
   - This indicates the total sales made for therapy services on the current day. It provides a snapshot of revenue generation from therapy services and helps track financial performance.
3. **Today Visits (Assessment)**:

- This metric displays the number of assessment sessions scheduled for the day. It is essential for clinics offering assessments to gauge how many clients will attend these sessions.

4. **Today Sales (Assessment)**:
    - This shows the revenue generated from assessment sessions, similar to the "Today Sales (Therapy)" but specific to assessments.
5. **Active Students**:
    - The "Active Students" section shows the number of students currently enrolled or actively participating in therapy services. It helps track engagement levels and the ongoing participation of students in therapy programs.
6. **Reservation Slot**:
    - This indicates the number of available reservation slots for therapy and assessment sessions. It ensures that users can monitor and manage the availability of appointments efficiently, preventing overbooking.

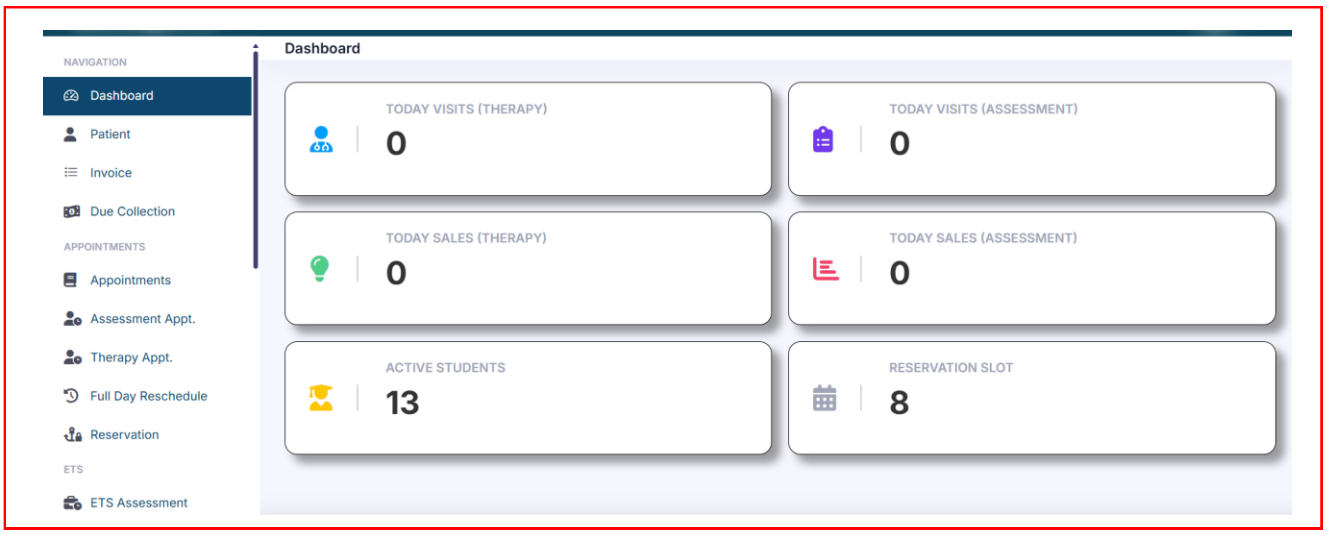


Figure 1: Dashboard Interface

2.1 Patient List Overview

The "Patient List" section is a comprehensive database within the Therapy Management Software that allows users to manage and track patient information efficiently. This section provides a detailed view of all registered patients, with their essential details such as Patient Code, Name, Gender, and Mobile Number. It is a critical tool for therapy clinic staff to quickly access and update patient records.

Patient List Features

The **Patient List** is organized into several columns, each containing vital patient information:

1. **#SL (Serial Number)**:
   - This column displays a unique serial number for each patient entry. It helps in identifying and sorting patients within the list.
2. **Patient Code**:
   - A unique code assigned to each patient for easy reference and identification. This code helps in searching and tracking patient information quickly.
3. **Patient Name**:
   - The full name of the patient, which is displayed for easy identification and quick access to their profile.
4. **Gender**:
   - This column shows the gender of the patient, providing an additional detail for demographic analysis or patient grouping.
5. **Mobile No**:
   - The patient's mobile number, which is essential for communication regarding appointments, updates, or therapy-related matters.
6. **# (Actions)**:
   - This column provides quick action buttons for each patient entry. The actions include:
     - **View**: Allows the user to view the patient's complete details.
     - **Edit**: Provides the option to edit the patient's information.
     - **Delete**: Allows the user to delete the patient record from the system.
     - **Other Actions**: Includes further functionalities like assigning appointments or updating therapy sessions.

Create New Patient Record:

- To add a new patient, click the **Create** button located at the top right of the page. This will open a form where you can enter the patient's details and create a new entry in the system.

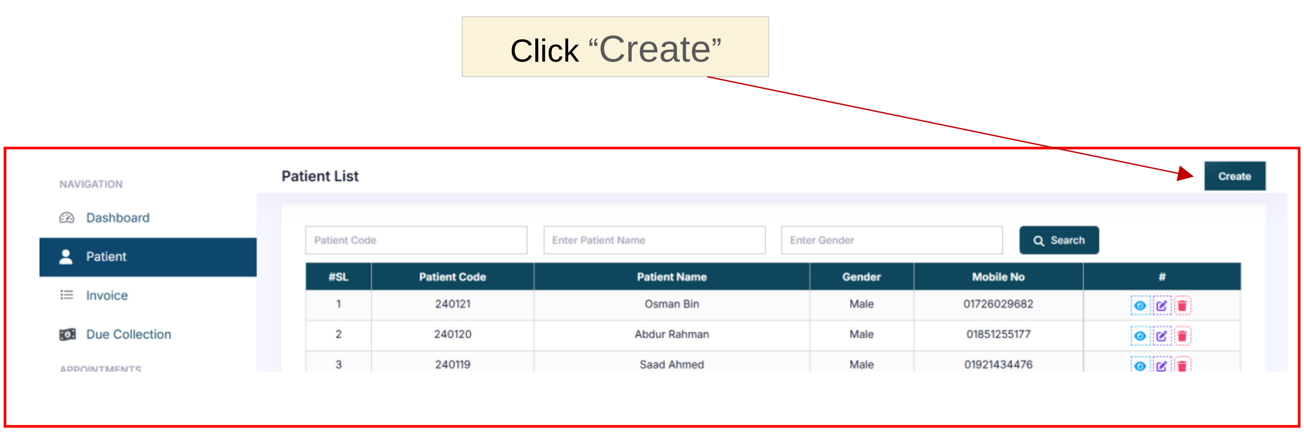


Figure 2: Patient List Interface

2.2 Invoice List Overview:

The **Invoice List** section allows users to manage and view all invoices related to therapy and assessment services provided to patients. It provides a clear and organized list of patient invoices, with the option to filter and search for specific details. This section is essential for tracking the financial transactions of the clinic and ensuring accurate billing records for both therapy and assessment services.

Invoice List Features

The **Invoice List** consists of several columns, each representing vital information about the invoices issued:

1. **#SL (Serial Number)**:
    - This column displays a unique serial number for each invoice entry, helping users identify and organize the list.
2. **Invoice No**:
    - Each invoice is assigned a unique identifier, which allows for easy tracking and reference. The invoice number follows a specific format (e.g., INV/25/0018), providing consistency across records.
3. **Patient Name**:
    - This column shows the name of the patient associated with the invoice. This helps users quickly identify which patient the invoice pertains to.
4. **Patient Mobile**:
    - The patient's mobile number is listed here, providing a quick way to contact the patient if needed for any invoice-related inquiries.
5. **Invoice Type**:
    - This indicates whether the invoice is related to **Therapy** or **Assessment** services. This distinction helps users categorize invoices for easy financial tracking.
6. **Bill**:
    - The total amount billed for the therapy or assessment services is displayed in this column, giving an immediate overview of the financial charge for the patient.
7. **Created Time**:
    - This column shows the date and time when the invoice was created, providing a timeline for the invoice issuance.
8. **Actions**:
    - This section includes action buttons for each invoice:
        - **View**: Allows the user to view the details of the invoice.
        - **Edit**: Provides the option to edit the invoice details if corrections are needed.

- **Delete**: Lets the user delete the invoice from the system permanently.
- **Download/Print**: Provides options to download or print the invoice for records or patient distribution.

Invoice List “Interface”

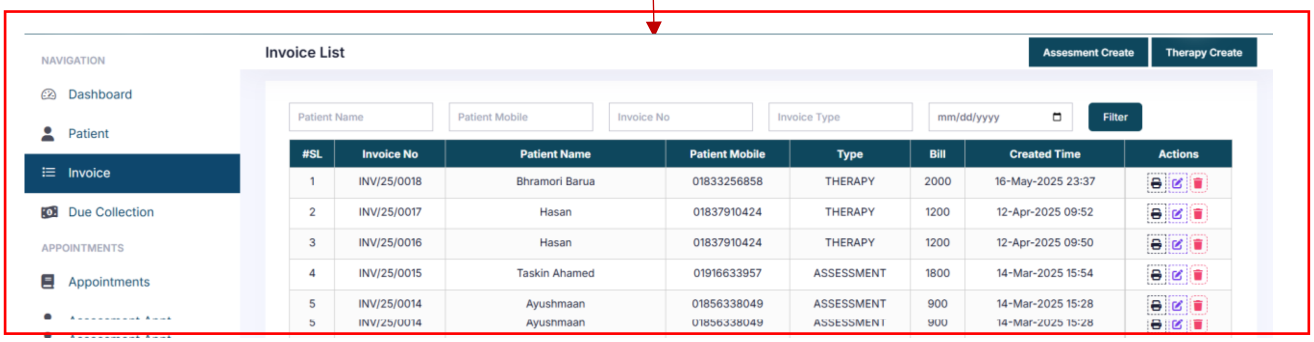


Figure 3: Invoice List Interface

- **Assessment Create**:

- This button allows users to create a new invoice specifically for **Assessment** services. When clicked, it will open a form or a new page to input the necessary details for generating an invoice related to assessments, including patient information, bill amount, and the type of service provided.

Click “Here”

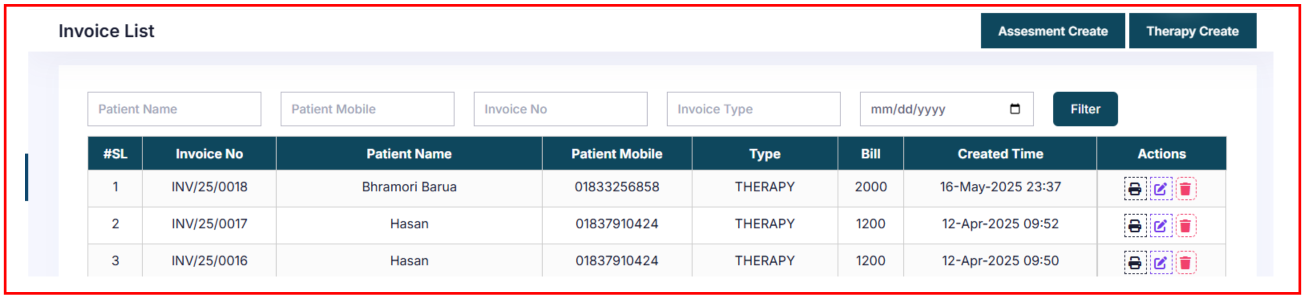
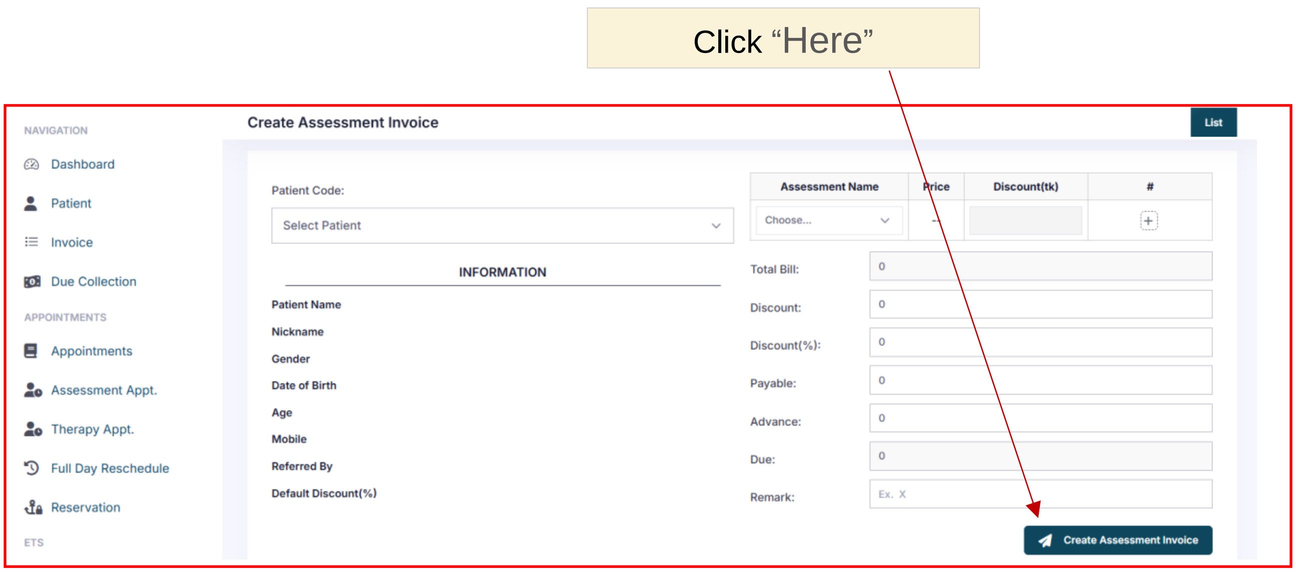


Figure 4: Invoice List Interface



- **Therapy Create**:

- This button allows users to create a new invoice specifically for **Therapy** services. Similar to the **Assessment Create** button, it will provide a form or interface to enter the relevant details for generating an invoice related to therapy sessions.

Click "Here"

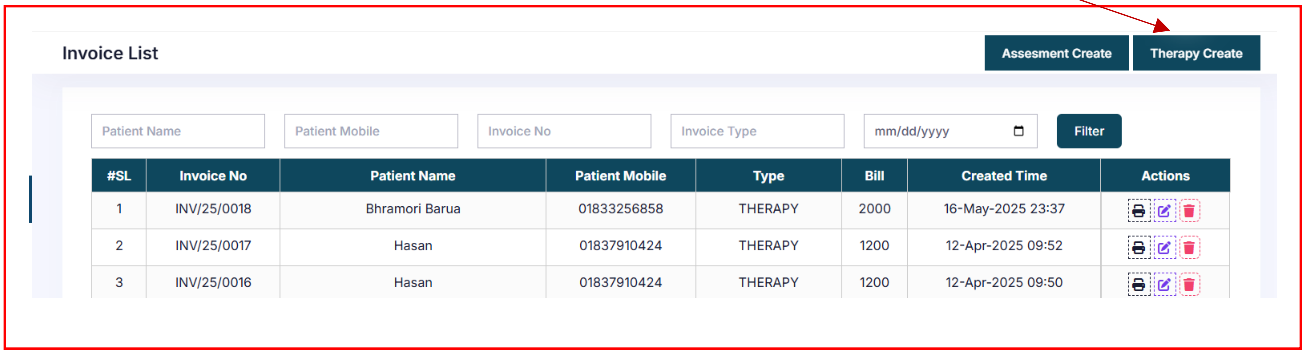


Figure 6: Invoice List Interface

Click “Here”

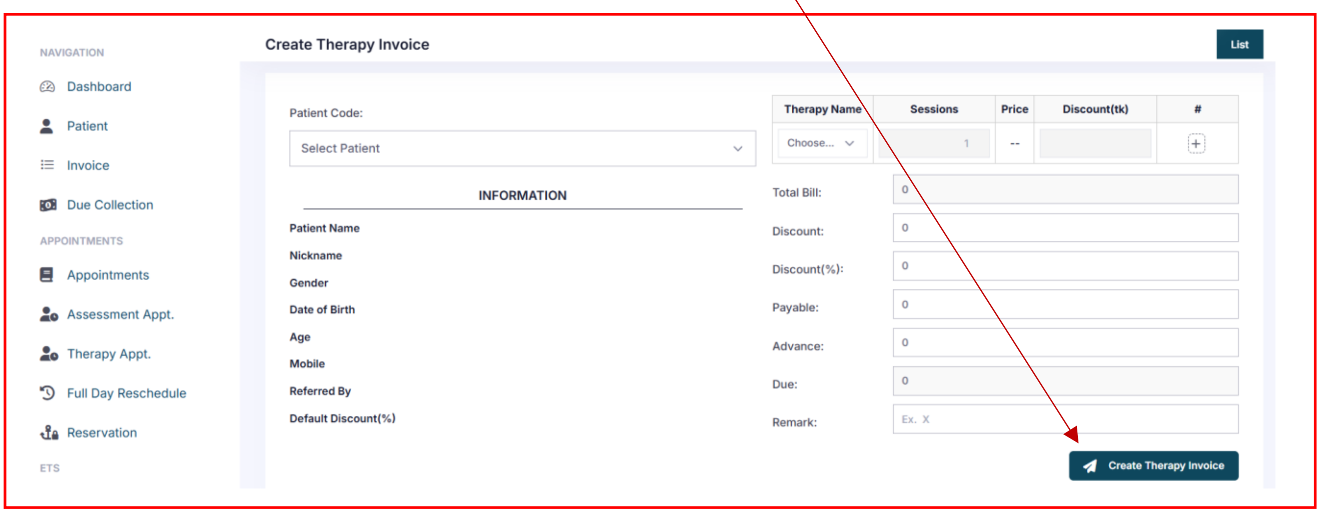


Figure 7: Create Therapy Invoice Interface

2.3 Due List Overview:

The **Due List** section provides a clear view of all outstanding payments for therapy and assessment services provided to patients. This section is essential for keeping track of payments that are yet to be received, helping clinic staff follow up on dues and ensure financial records are up-to-date. It offers an easy way to monitor unpaid invoices, making it easier for the clinic to manage and track outstanding payments.

Due List Features

The **Due List** is organized into several columns, each showing key information related to outstanding payments:

1. **#SL (Serial Number)**:
   - This column displays a unique serial number for each due entry, helping to identify and organize the list.
2. **Invoice No**:
   - This is the unique number assigned to each invoice, which allows users to quickly reference the unpaid invoice and track its details.
3. **Patient Name**:
   - This column lists the names of patients with outstanding payments. It helps users identify who still owes payment and follow up accordingly.
4. **Patient Mobile**:
   - The mobile number of the patient is shown here, making it easier for staff to contact patients for payment reminders.
5. **Bill (tk)**:
   - This shows the total bill amount for the services provided to the patient, indicating how much the patient owes initially before any payments.
6. **Payment (tk)**:
   - This column displays the amount that has already been paid by the patient. This helps users understand the partial payments made and calculate the outstanding amount.
7. **Due (tk)**:
   - This column indicates the remaining balance that the patient still owes. It is calculated by subtracting the payment from the bill amount.
8. **Created Time**:
   - This column shows the date and time when the invoice was created. This helps users track when the due amount was first generated, assisting in follow-ups.
9. **Actions**:
   - This section provides an action button for each due entry:
     - **Pay Now**: Allows the user to quickly process the payment for that particular due entry.
     - **Other Actions**: Further functionalities may include updating the payment status or adding additional payment records.

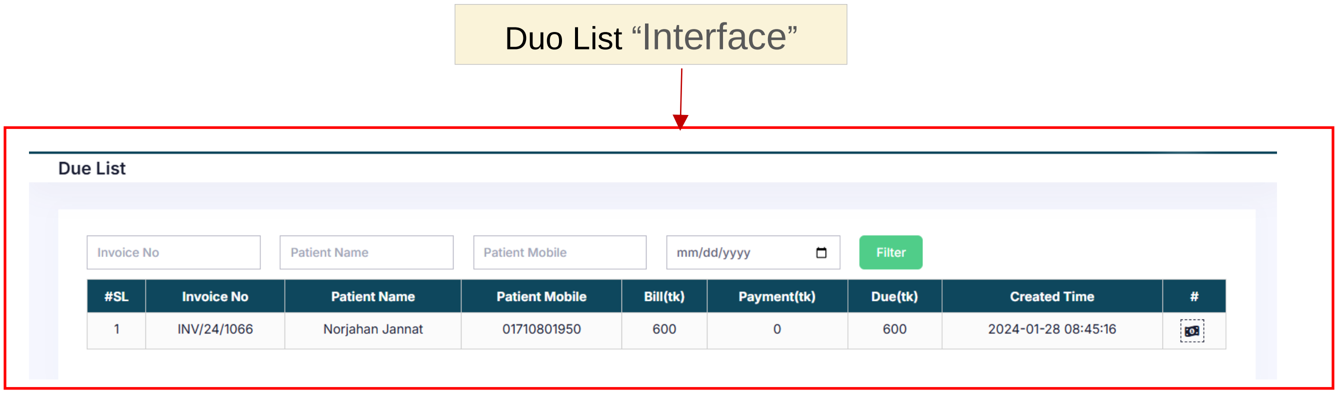


Figure 8: Duo List Interface

3. Appointment List Overview:

The **Appointment List** section provides a detailed view of all scheduled therapy and assessment appointments. This section allows users to track the appointments for a specific day and filter them based on various criteria such as patient code, therapist name, and therapy or assessment type. It is a crucial feature for therapy clinics to manage daily appointments efficiently, ensuring smooth coordination between patients and therapists.

Appointment List Features

The Appointment List is organized into several columns, each representing key information about scheduled appointments:

1. **#SL (Serial Number)**:
    - This column displays a unique serial number for each appointment entry, helping to identify and organize the list.
2. **Date**:
    - The date of the scheduled appointment is shown in this column. This allows users to track appointments by the day, providing a clear timeline of upcoming sessions.
3. **Schedule**:
    - This column shows the time or slot for the scheduled appointment, ensuring that both patients and therapists are aware of the specific time for the therapy or assessment.
4. **Therapy/Assessment Name**:
    - This column indicates the type of service being provided, whether it is a therapy session or an assessment. This helps users distinguish between different services scheduled for the day.
5. **Therapist Name**:

- The name of the therapist assigned to the appointment is displayed here. This helps ensure that patients are scheduled with the correct therapist based on their needs.

6. **Patient Name**:
    - This column lists the patient's name for the scheduled appointment, providing a quick reference for staff to identify which patient is coming for the session.
7. **Patient Code**:
    - The unique patient code is shown here, allowing users to cross-reference the patient easily across other sections of the software.
8. **Mobile No**:
    - The patient's mobile number is displayed for quick communication regarding any appointment changes or reminders.
9. **Note**:
    - This section provides space for additional notes about the appointment, such as special requirements, instructions, or changes to the session.
10. **Is Re-Schedule**:
    - This column indicates whether the appointment has been rescheduled. If the appointment is a rescheduled one, it will be marked accordingly.

Appointment List “Interface”

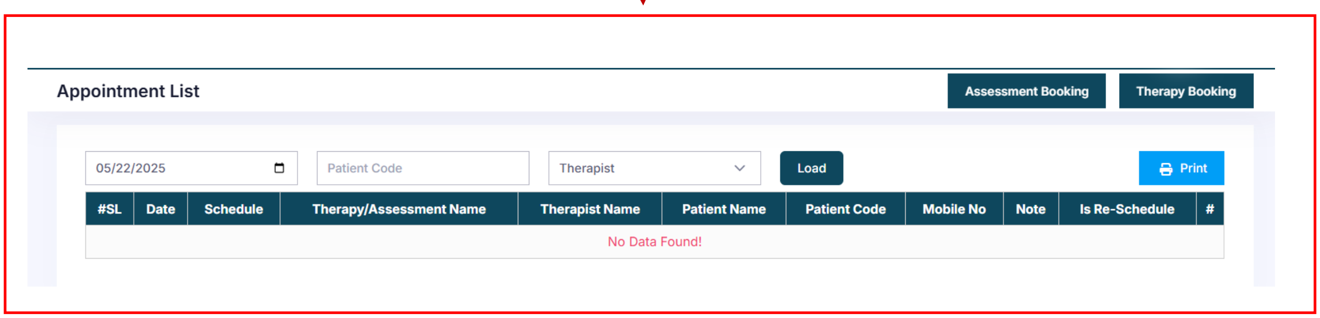


Figure 9: Appointment List Interface

Search Bar Overview:

The Search Bar is located at the top of the Appointment List section. It provides the ability to search for appointments by the following criteria:

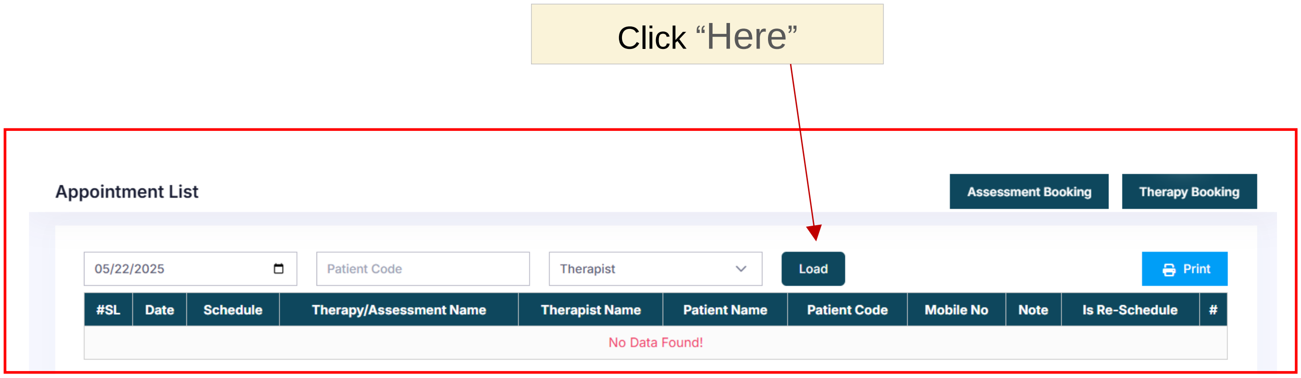


Figure 10: Appointment List Interface

1. Patient Code:
   - You can enter the unique Patient Code associated with a specific patient to quickly locate their appointment(s) in the list.
2. Therapist Name:
   - The Therapist Name field allows you to search for appointments with a particular therapist, helping you find all sessions that the therapist is scheduled to conduct on a given day.
3. Date:
   - The Date field allows you to filter appointments by the scheduled date. You can either manually enter the date or use a date picker to select a specific day.

- **Assessment Booking**:

- This button allows users to book new assessment appointments directly from the Appointment List section. By clicking this button, you will be directed to a form or interface where you can enter the necessary details to schedule an assessment for a patient.

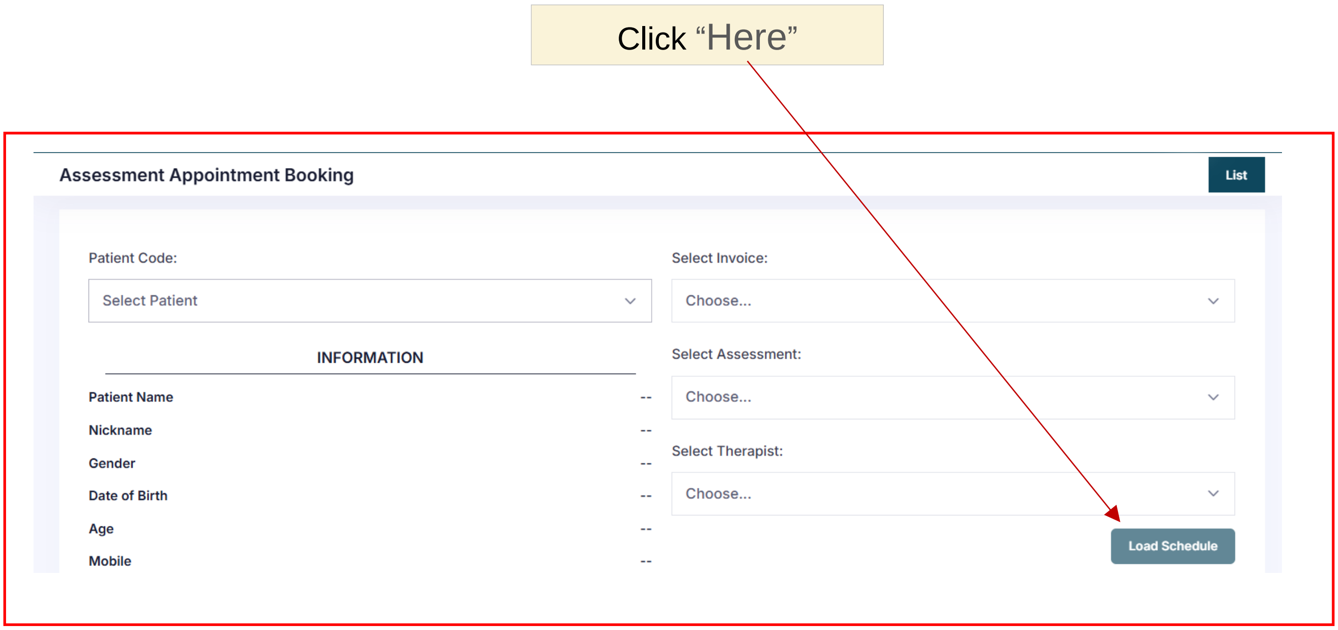


Figure 11: Assessment Appointment Booking Interface

- **Therapy Booking**:

- This button allows users to book new therapy appointments directly from the Appointment List section. Similar to the Assessment Booking button, clicking this will open a form where you can input the details required to schedule a therapy session for a patient.

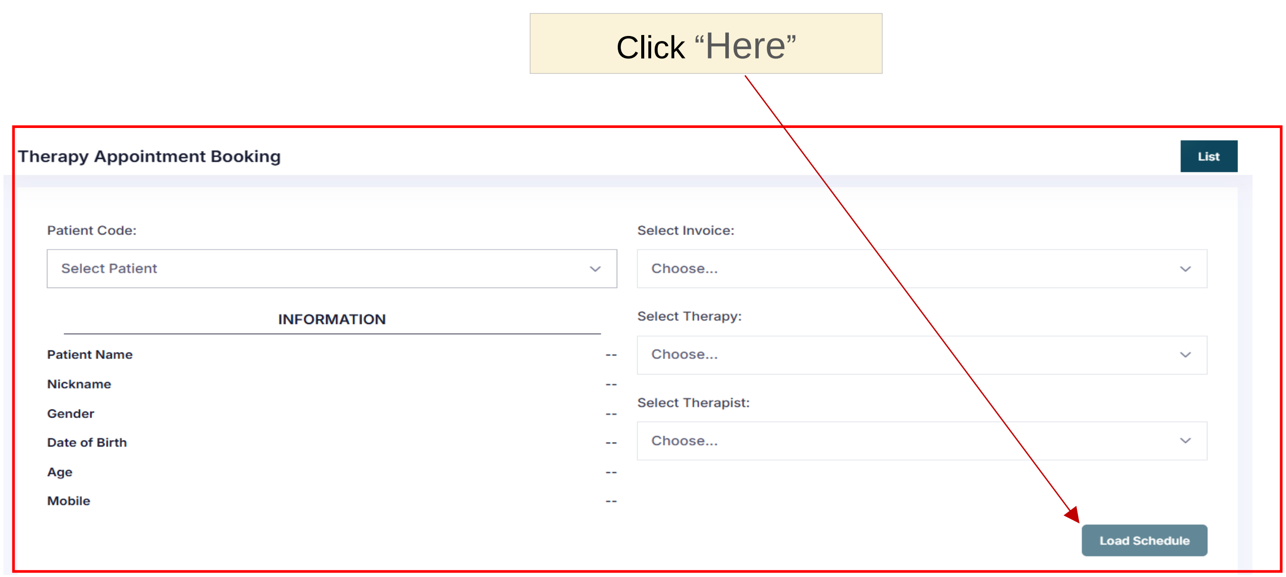


Figure 12: Therapy Appointment Booking Interface

3.1 Date Wise Reservation Overview:

The Date Wise Reservation section allows users to manage and organize reservations based on specific dates. This feature is useful for clinics that need to handle rescheduling of appointments or plan for therapy sessions and assessments on particular dates. By selecting a therapist, the current date, and a reschedule date, users can easily view and update appointments that need to be moved or adjusted.

Date Wise Reservation Features

This section consists of the following elements:

1. Select Therapist:
    - A dropdown menu that allows users to choose a therapist for the reservation. This helps filter and assign appointments based on the therapist available on the selected date.
2. Select Current Date:
    - This input field allows users to select the current date for the reservation. By choosing the current date, users can view or modify appointments scheduled for today or plan for new ones.
3. Select Reschedule Date:
    - This input field allows users to select a new date for rescheduling the appointment. If an appointment needs to be moved, users can choose a different date to reschedule it for a later time.
4. Update:
    - After selecting the therapist, current date, and reschedule date, users can click the Update button to apply the changes and reschedule appointments accordingly.

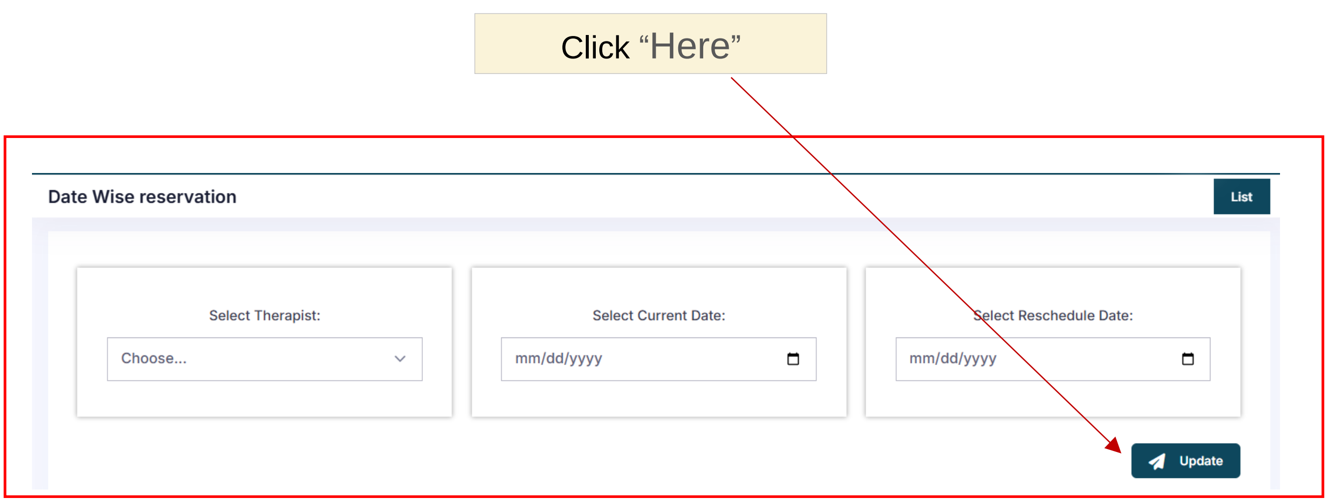


Figure 13: Date Wise reservation Interface

3.2 Time Slot Reservation Overview:

The Time Slot Reservation section is a crucial tool for scheduling and managing appointments in the Therapy Management Software. It allows users to reserve specific time slots for therapy and assessment services, ensuring that patients are booked with the right therapist at the right time. This feature helps maintain an organized schedule and prevents conflicts in appointment bookings.

Time Slot Reservation Features

This section consists of several input fields, each allowing users to specify the necessary details for reserving a time slot:

1. **Select Therapy**:
   - This dropdown menu allows users to **select the type of therapy** (e.g., Physical Therapy, Speech Therapy) the patient needs. Choosing the right therapy type helps organize appointments and allocate the appropriate therapist and resources.
2. **Select Date**:
   - This field allows users to **select the date** for the time slot reservation. By choosing a date, users can filter available time slots and schedule the patient's appointment accordingly.
3. **Select Therapist**:
   - In this dropdown menu, users can **select the therapist** who will be assigned to the therapy session or assessment. This ensures the patient is scheduled with the right professional, based on their expertise and availability.
4. **Select Schedule**:
   - This field lets users **select the time slot** for the therapy or assessment. After selecting the therapist and date, available time slots for that day will be displayed in this dropdown for users to choose from.
5. **Note**:
   - A field for users to add any **special notes** related to the appointment. This could include information about the patient's preferences, required accommodations, or specific instructions for the therapist.

Time Slot Reservation "Interface"

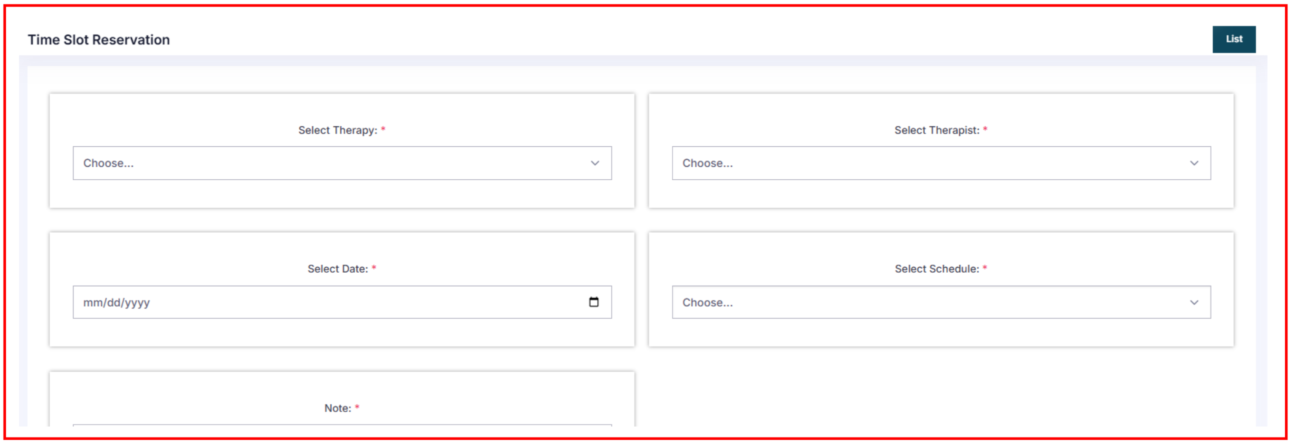


Figure 14: Time Slot reservation Interface

4. Extra Time Assessment Appointment Booking Overview:

The Extra Time Assessment Appointment Booking section enables users to schedule additional or extended assessment appointments for patients. This feature is useful when a patient requires more time than originally planned for their assessment. The section provides a structured interface to select a patient, associated invoice, assessment type, and therapist while managing the extra time booking efficiently.

Extra Time Assessment Appointment Booking Features
The section consists of the following input fields and options:

1. Patient Code:
   - This dropdown allows users to select a patient from the system. The patient code is unique to each patient, making it easy to identify them for booking extra time appointments.
2. Patient Information:
   - Once the patient is selected, this section automatically displays their name, nickname, gender, date of birth, age, and mobile number. This provides important details about the patient to ensure correct identification and communication.
3. Select Invoice:
   - This dropdown allows users to select an invoice associated with the patient's treatment or assessment. This helps ensure that the extra time appointment is properly linked to the corresponding invoice.
4. Select Assessment:

- This dropdown lets users choose the assessment type for the appointment. This helps in specifying the particular assessment for which extra time is being reserved.

5. Select Therapist:
    - This dropdown allows users to select the therapist who will be conducting the assessment session. The therapist should be chosen based on their availability and expertise required for the specific assessment.
6. Load Schedule:
    - After selecting the patient, invoice, assessment type, and therapist, clicking the Load Schedule button will load the available time slots for the extra time assessment. This helps the user view and select the appropriate schedule for the session.
7. List:
    - The List button provides the user with a list of all extra time assessment appointments. It can be used to track and review all upcoming or scheduled appointments.

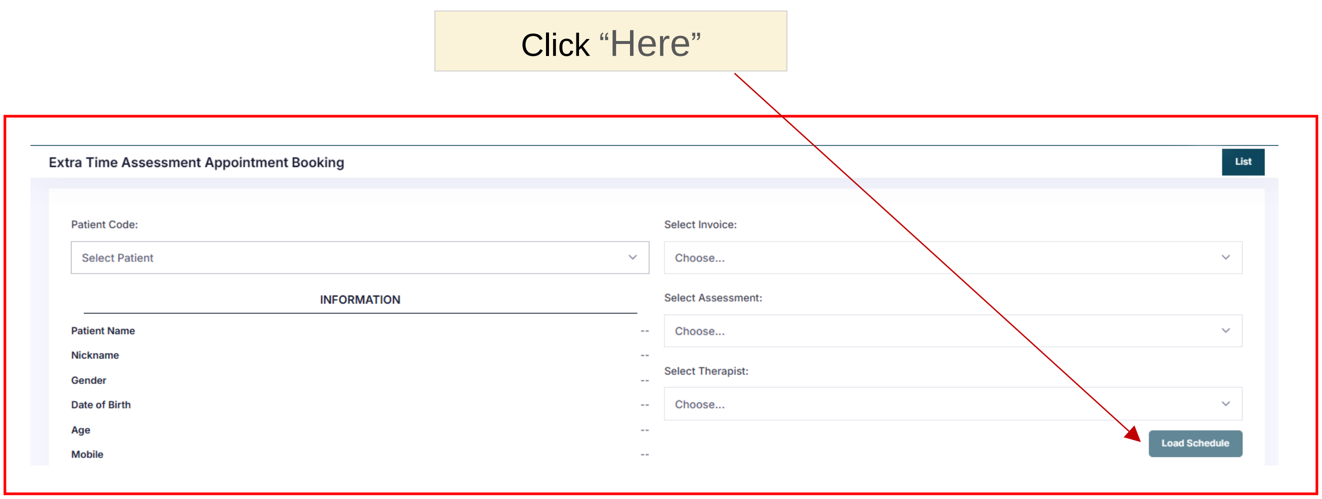


Figure 14: Extra Time Assessment Appointment Booking Interface

4.1 Extra Time Extra Time Therapy Appointment Booking Overview:

The Extra Time Therapy Appointment Booking section allows users to schedule additional time for therapy appointments. This feature is beneficial for patients who require more time than initially scheduled for their therapy session. By selecting the patient, invoice, therapy type, and therapist, users can efficiently book extended sessions and manage the clinic's schedule effectively.

Extra Time Therapy Appointment Booking Features

This section includes the following input fields and options:

1. Patient Code:
    - This dropdown menu allows users to select a patient by entering their unique patient code. Once selected, the patient's details (such as name, nickname, gender, etc.) will automatically populate below.
2. Patient Information:
    - After selecting the patient, the system will automatically display key patient information, including:
        - Patient Name
        - Nickname
        - Gender
        - Date of Birth
        - Age
        - Mobile Number
3. Select Invoice: This dropdown menu allows users to select the invoice associated with the patient's therapy. It links the additional time session to the patient's existing billing record.
4. Select Therapy:
    - This dropdown allows users to choose the type of therapy for the session (e.g., Physical Therapy, Occupational Therapy). This helps categorize the therapy type for accurate record-keeping and scheduling.
5. Select Therapist:
    - This dropdown menu enables users to choose the therapist for the therapy session. Selecting the correct therapist ensures that the patient is scheduled with the right professional based on their therapy needs.
6. Load Schedule:
    - After selecting the patient, invoice, therapy type, and therapist, clicking the Load Schedule button will display the available time slots for the therapy. This helps users choose the appropriate time for the additional session.
7. List:
    - The List button shows a comprehensive list of all extra time therapy appointments. It helps users quickly access and review the scheduled appointments for extended therapy sessions.

Click "Here"

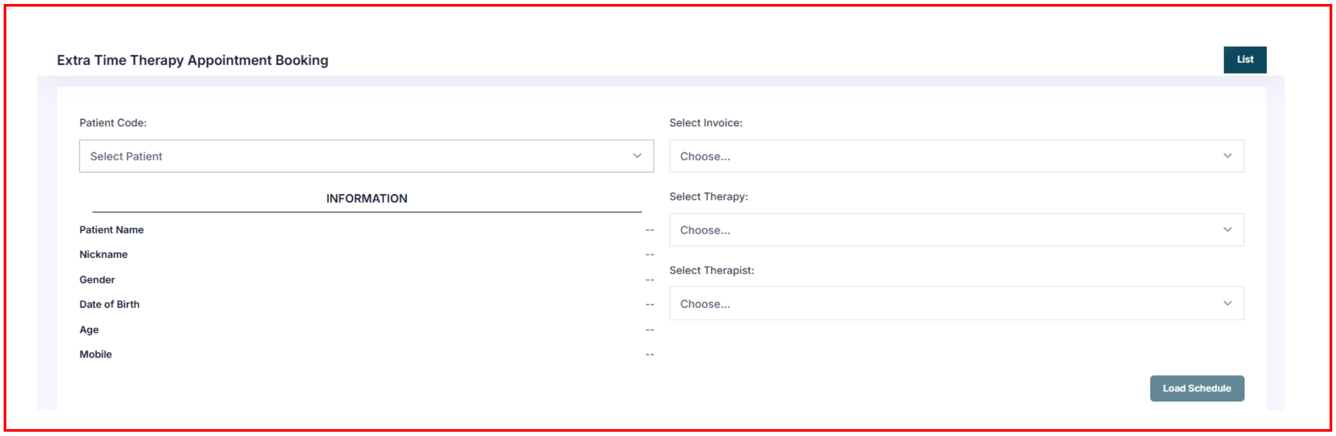


Figure 14: Extra Time Therapy Appointment Booking Interface

4.3 Extra Time Extra Time Therapy Appointment Booking Overview:

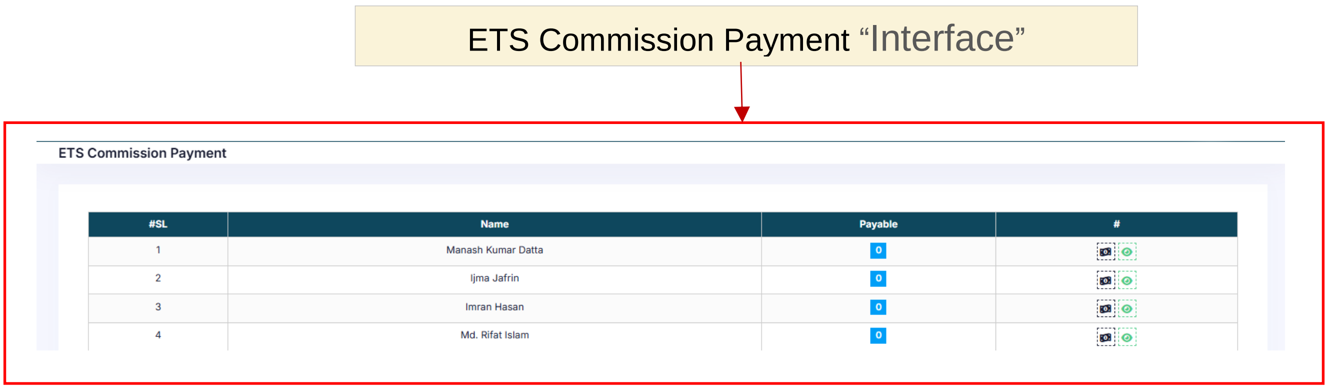
The ETS Commission Payment section is used to track and manage the commission payments for individuals involved in the ETS (Educational Training Services). This section displays a list of individuals eligible for commission payments, along with the amount payable to each individual. The section provides an efficient way to manage commission payments, ensuring that each person receives the appropriate compensation for their work or contributions.

ETS Commission Payment Features

The **ETS Commission Payment** table consists of the following columns:

1. **#SL (Serial Number)**:
    - This column displays a unique serial number for each individual listed in the **ETS Commission Payment** section. It helps in organizing and identifying each entry easily.
2. **Name**:
    - The name of each individual eligible for commission payment is listed here. This column helps identify who is associated with the specific commission amount.
3. **Payable**:
    - This column shows the amount that is payable to each individual as part of their commission. Initially, this value is set to **0**, but it can be updated based on the commission due to the individual.
4. **# (Actions)**:
    - The actions column includes options for each individual:

- **View Icon**: Clicking this icon allows you to view the full details related to the individual's commission payment, such as their total earnings or payment history.
- **Edit Icon**: This icon allows you to edit the payable amount or other details associated with the commission payment for that individual



#SL	Name	Payable	#
1	Manash Kumar Datta	0	
2	Ijma Jafrin	0	
3	Imran Hasan	0	
4	Md. Rifat Islam	0	

Figure 15: ETS Commission Payment Interface

5. Assessment Pending List Overview:

The Assessment Pending List section provides a detailed view of all pending assessments for patients. This list helps users track which assessments are yet to be completed, ensuring that no patient’s assessment is overlooked. The section allows users to view patient details, the type of assessment needed, and the scheduled appointment date. It also offers the option to create results for pending assessments once they are completed.

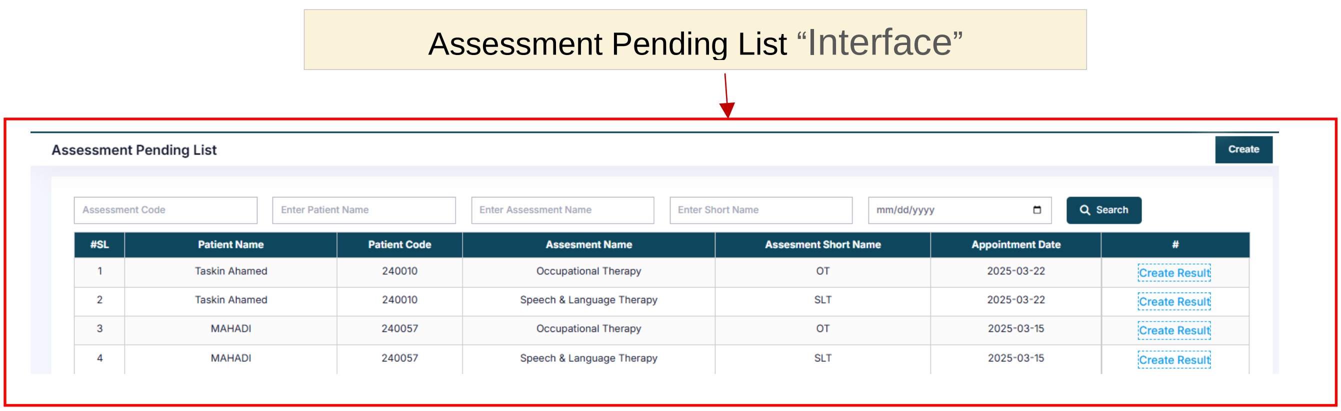
Assessment Pending List Features

The **Assessment Pending List** table consists of the following columns:

1. **#SL (Serial Number)**:
   - This column displays a unique serial number for each pending assessment, making it easier to identify and organize the list.
2. **Patient Name**:
   - This column lists the names of patients who have pending assessments. It helps staff quickly identify which patients still need assessments.
3. **Patient Code**:

- The unique patient code is shown here, which can be used for quick reference to a specific patient's details in the system.

4. **Assessment Name**:
    - This column indicates the type of assessment the patient is scheduled to undergo (e.g., Occupational Therapy, Speech & Language Therapy). It helps users understand the nature of the assessment needed for each patient.
5. **Assessment Short Name**:
    - This is a shorthand notation for the type of assessment (e.g., OT for Occupational Therapy, SLT for Speech & Language Therapy). It provides a concise reference for each assessment type.
6. **Appointment Date**:
    - This column displays the date on which the patient is scheduled for the assessment. It allows users to track when the assessment is due and plan accordingly.
7. **Actions (Create Result)**:
    - This section contains a **Create Result** button for each pending assessment. Clicking this button allows the user to create and record the results for the completed assessment. It is important for finalizing the patient's assessment record.



#SL	Patient Name	Patient Code	Assesment Name	Assesment Short Name	Appointment Date	#
1	Taskin Ahamed	240010	Occupational Therapy	OT	2025-03-22	Create Result
2	Taskin Ahamed	240010	Speech & Language Therapy	SLT	2025-03-22	Create Result
3	MAHADI	240057	Occupational Therapy	OT	2025-03-15	Create Result
4	MAHADI	240057	Speech & Language Therapy	SLT	2025-03-15	Create Result

Figure 16: Assessment Pending List Interface

5.1 Assessment Result List Overview:

The Assessment Result List section allows users to manage and view the results of completed assessments. This section displays all assessments for which the results have been recorded, providing an overview of the patient, the assessment performed, the invoice associated with it, and other relevant details. It is essential for tracking the status of assessments and ensuring that results are correctly recorded and accessible.

Assessment Result List Features

The Assessment Result List table consists of the following columns:

1. #SL (Serial Number):
   - This column displays a unique serial number for each result entry, helping users identify and organize the list.
2. Patient Name:
   - This column shows the patient's name associated with the completed assessment. It helps identify which patient the assessment result pertains to.
3. Patient Code:
   - The unique patient code is displayed here, allowing for quick cross-reference with the patient’s details in other parts of the system.
4. Assessment Name:
   - This column indicates the type of assessment performed on the patient (e.g., Speech & Language Therapy). This helps users know the type of service the patient received.
5. Assessment Short Name:
   - The short name of the assessment (e.g., SLT for Speech & Language Therapy) is provided here. It is a condensed reference to the assessment type for easier identification.
6. Appointment Date:
   - This column shows the date of the scheduled assessment, providing a timeline of when the assessment took place.
7. Invoice No:
   - The invoice number linked to the assessment is displayed here. It helps track the billing associated with the assessment, ensuring financial records are aligned with the completed service.
8. T. Plan (Treatment Plan):
   - This column includes an option to view the Treatment Plan associated with the assessment. Clicking the icon will show the detailed treatment plan for that patient.
9. Actions:
   - This section includes action buttons for each entry:
     - View Result: Clicking this icon allows users to view the full details of the assessment result.
     - Edit Result: This icon allows users to edit the assessment results if any changes or updates are necessary.
     - Delete: This icon allows users to delete the result entry if it was created in error.

Assessment Result List “Interface”

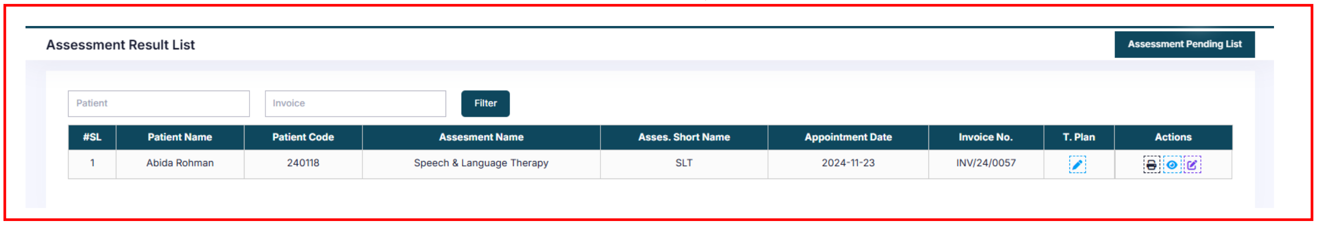


Figure 17: Assessment Result List Interface

6. Settings:

The Settings section is a crucial part of the Therapy Management Software. It allows administrators and staff to configure and manage various system settings related to patient management, invoicing, and appointment bookings.

6.1 Reference Person List Overview:

The Reference Person List section, located under Settings, allows users to manage and maintain a record of all relevant reference persons connected to the therapy clinic. These reference persons can include therapists, medical professionals, or other contacts that the clinic needs to track. This section ensures that all essential contact information is stored in an organized and easily accessible manner.

Reference Person List Features:

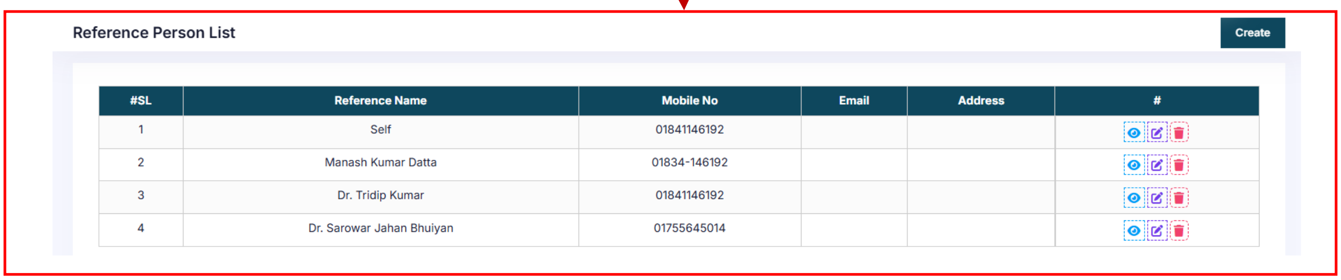
The Reference Person List table consists of the following columns:

1. **#SL (Serial Number):**
   - This column displays a unique serial number for each reference person, making it easier to organize and identify the list entries.
2. **Reference Name:**

- The name of the reference person is shown in this column. This helps users quickly identify the person associated with the record.

3. **Mobile No:**
    - The mobile phone number of the reference person is displayed here, providing a quick and easy way to contact them.
4. **Email:**
    - The email address of the reference person is shown in this column, allowing for efficient digital communication.

Reference Person List "Interface"


Reference Person List

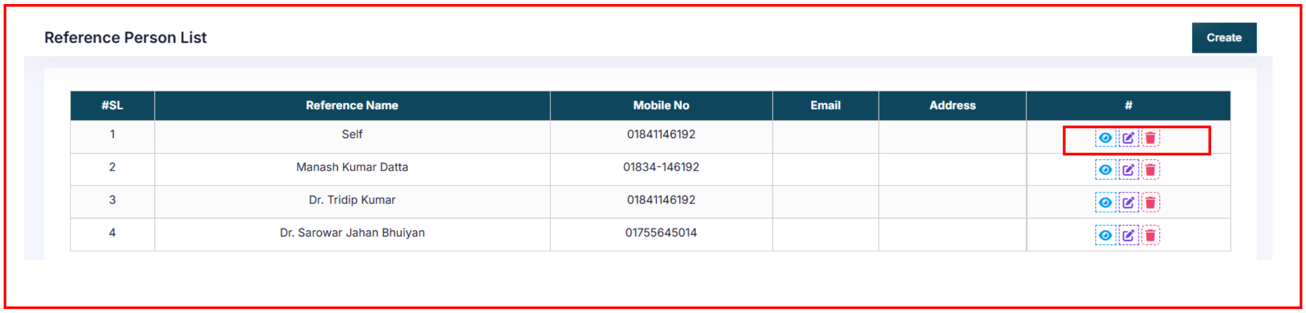
Create

#SL	Reference Name	Mobile No	Email	Address	#
1	Self	01841146192			
2	Manash Kumar Datta	01834-146192			
3	Dr. Tridip Kumar	01841146192			
4	Dr. Sarowar Jahan Bhuiyan	01755645014			

Figure 18: Reference Person List List Interface

5. **Address:**
    - The physical or mailing address of the reference person is listed here. This provides a complete contact profile for each individual.
6. **Actions (Edit, Delete, View):**
    - Each row contains **Action** buttons for managing the reference person's details:
        - **Edit**: Allows users to modify the reference person's information.
        - **Delete**: Permits users to permanently remove the reference person's entry from the list.
        - **View**: Opens the reference person's full details for review without making any changes.

Click "Here"



#SL	Reference Name	Mobile No	Email	Address	#
1	Self	01841146192			
2	Manash Kumar Datta	01834-146192			
3	Dr. Tridip Kumar	01841146192			
4	Dr. Sarowar Jahan Bhuiyan	01755645014			

Figure 19: Reference Person List Interface

Create Button:
The **Create** button, located at the top-right of the **Reference Person List** page, enables users to add new reference persons to the system.

- **How it Works:**
  - When clicked, the **Create** button opens a form where users can input the necessary details for a new reference person (e.g., Name, Mobile No, Email, Address).
  - After filling out the required fields, users can click the **Save** button to add the new reference person to the list.

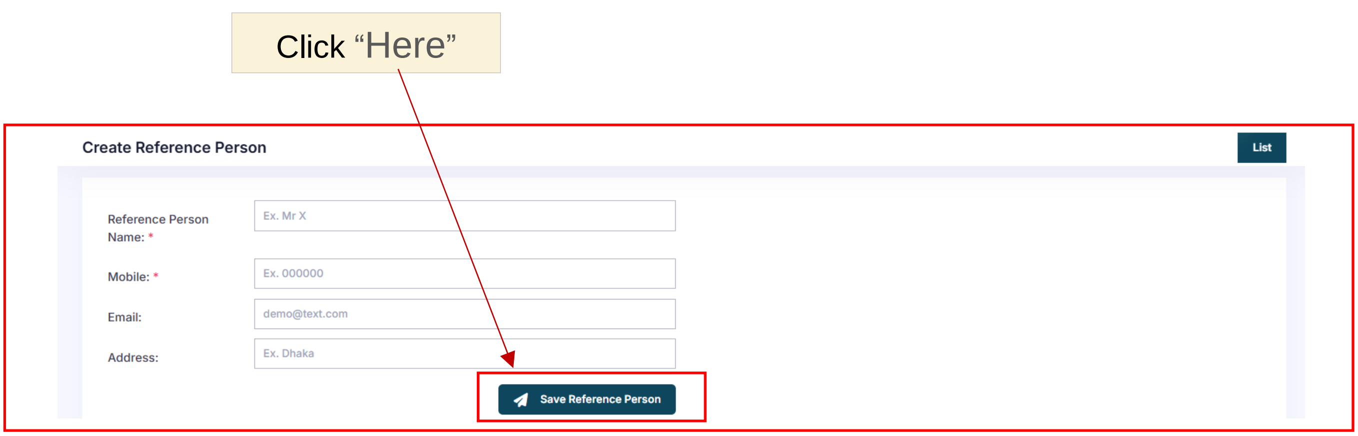


Figure 19: Create Reference Person List Interface

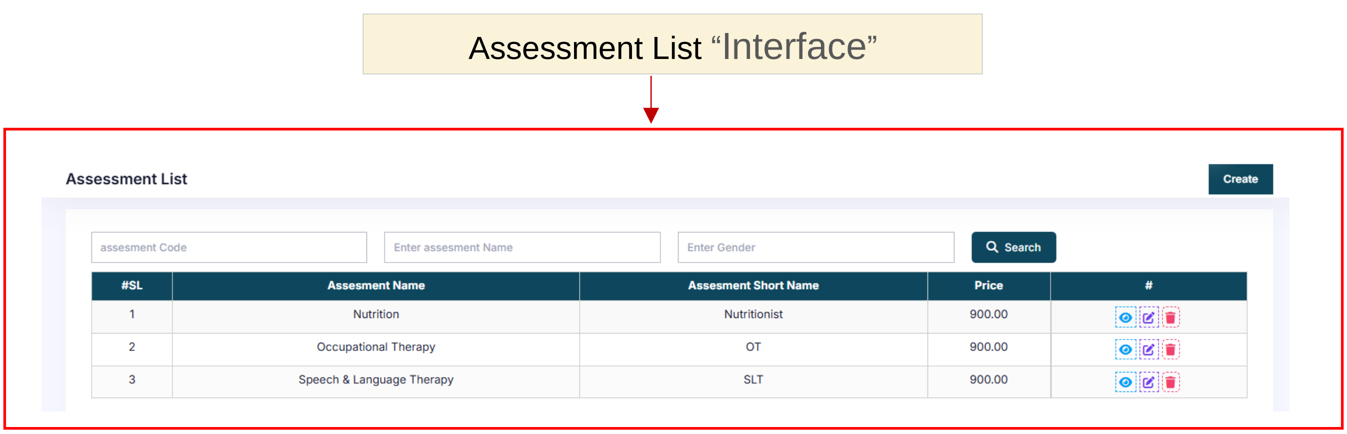
6.2 Assessment List Overview:

The Assessment List section helps users manage and track various assessment types offered by the clinic. This section displays a list of all assessments, including their codes, names, short names, and prices. It enables users to keep track of the available services and manage their details efficiently.

Assessment List Features:

The **Assessment List** table consists of the following columns:

1. **#SL (Serial Number):**
    - Displays a unique serial number for each assessment type, making it easy to identify and organize the list entries.
2. **Assessment Name:**
    - This column lists the full name of the assessment (e.g., Nutrition, Occupational Therapy, Speech & Language Therapy). It helps users quickly understand the nature of the assessment being offered.
3. **Assessment Short Name:**
    - Provides a shorthand notation for each assessment type (e.g., Nutritionist → Nutrition, Occupational Therapy → OT, Speech & Language Therapy → SLT). This abbreviation helps users quickly reference the assessment.
4. **Price:**
    - Shows the price associated with each assessment. This is essential for both administrative purposes and for patients to understand the costs associated with specific assessments.



#SL	Assesment Name	Assesment Short Name	Price	#
1	Nutrition	Nutritionist	900.00	
2	Occupational Therapy	OT	900.00	
3	Speech & Language Therapy	SLT	900.00	

Figure 20: Assessment List Interface

5. **Actions (View, Edit, Delete):**
    - **View**: Opens the detailed profile of the assessment, showing further information about the service offered.
    - **Edit**: Allows users to modify the details of the assessment, such as the name, price, or short name.
    - **Delete**: Permits users to remove an assessment from the list if it is no longer relevant or needed.

Click "Here"

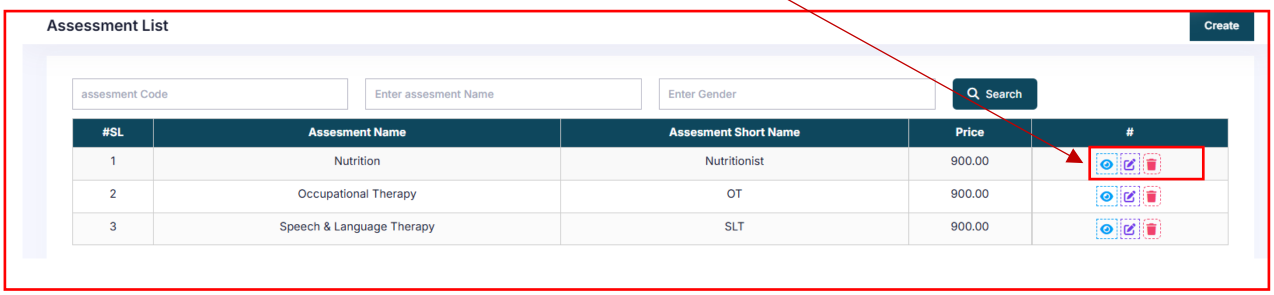


Figure 21: Assessment List Interface

Create Button:

The **Create** button, located at the top-right of the **Assessment List** page, allows users to add new assessments to the system.

- **How it Works:**
    - When clicked, the **Create** button opens a form where users can input the necessary details for a new assessment type (e.g., Assessment Name, Short Name, Price).
    - After filling out the required fields, users can click the **Save** button to add the new assessment to the list.

Click "Here"

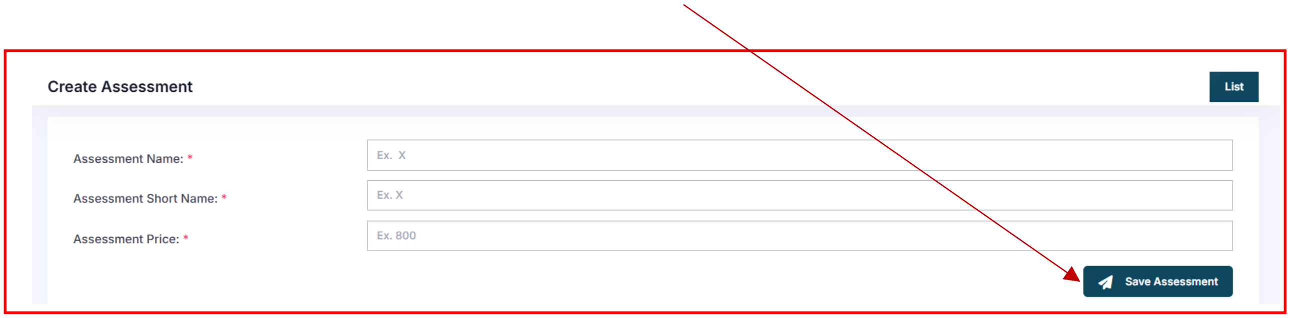


Figure 22: Assessment List Interface

6.3 Therapy List Overview:

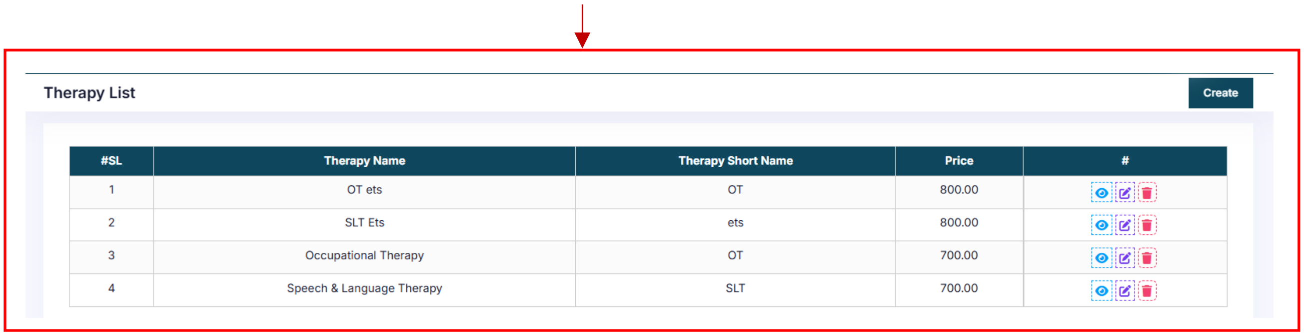
The Therapy List section provides users with an organized view of all available therapy types offered by the clinic. This section includes key details about each therapy, such as its name, short name, and associated price. Users can easily manage, add, and update therapy types within the system.

Therapy List Features:

The **Therapy List** table consists of the following columns:

1. **#SL (Serial Number):**
   - Displays a unique serial number for each therapy, which makes it easy to identify and organize the therapy types within the list.
2. **Therapy Name:**
   - Lists the full name of the therapy (e.g., Occupational Therapy, Speech & Language Therapy). This column helps users understand the exact nature of each therapy offered.
3. **Therapy Short Name:**
   - Provides a shorthand or abbreviated version of the therapy name (e.g., OT for Occupational Therapy, SLT for Speech & Language Therapy). This abbreviation simplifies referencing the therapy type.
4. **Price:**
   - Displays the cost associated with each therapy type. This column helps track the pricing for each therapy, making it easier for clinic staff to manage and communicate therapy fees to patients.

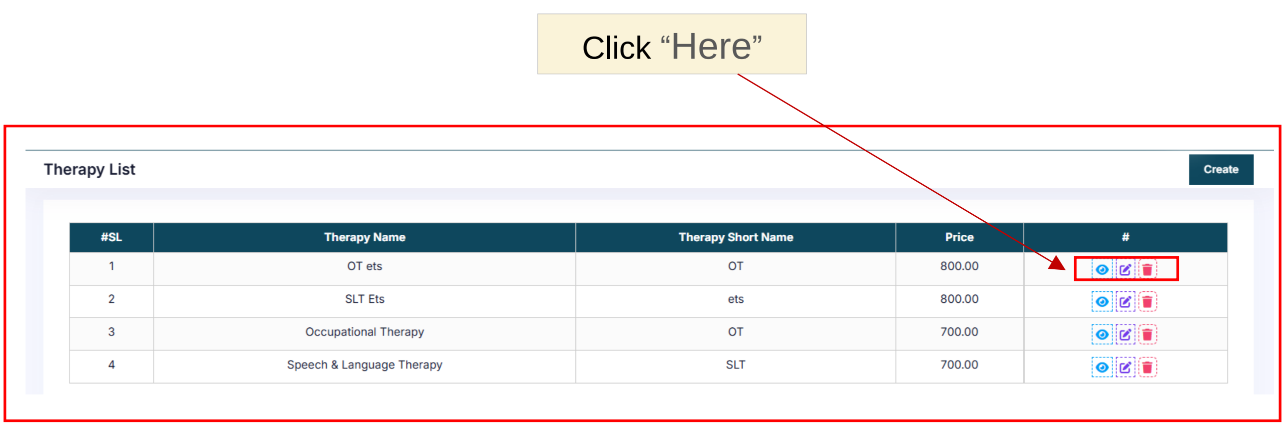
Therapy List “Interface”



#SL	Therapy Name	Therapy Short Name	Price	#
1	OT ets	OT	800.00	
2	SLT Ets	ets	800.00	
3	Occupational Therapy	OT	700.00	
4	Speech & Language Therapy	SLT	700.00	

Figure 23: Therapy List Interface

5. **Actions (View, Edit, Delete):**
    - **View**: Opens the detailed profile of the therapy, showing further information about the therapy type, including its description and other related details.
    - **Edit**: Allows users to modify the therapy's details, such as its name, short name, or price.
    - **Delete**: Permits users to remove a therapy entry from the list if it is no longer relevant.



#SL	Therapy Name	Therapy Short Name	Price	#
1	OT ets	OT	800.00	
2	SLT Ets	ets	800.00	
3	Occupational Therapy	OT	700.00	
4	Speech & Language Therapy	SLT	700.00	

Figure 24: Therapy List Interface

Create Button:
The **Create** button, located at the top-right of the **Therapy List** page, allows users to add new therapy types to the system.

- **How it Works:**
  - When clicked, the **Create** button opens a form where users can input the necessary details for a new therapy (e.g., Therapy Name, Short Name, Price).
  - After filling out the required fields, users can click the **Save** button to add the new therapy to the list.

Figure 25: Create Therapy Interface

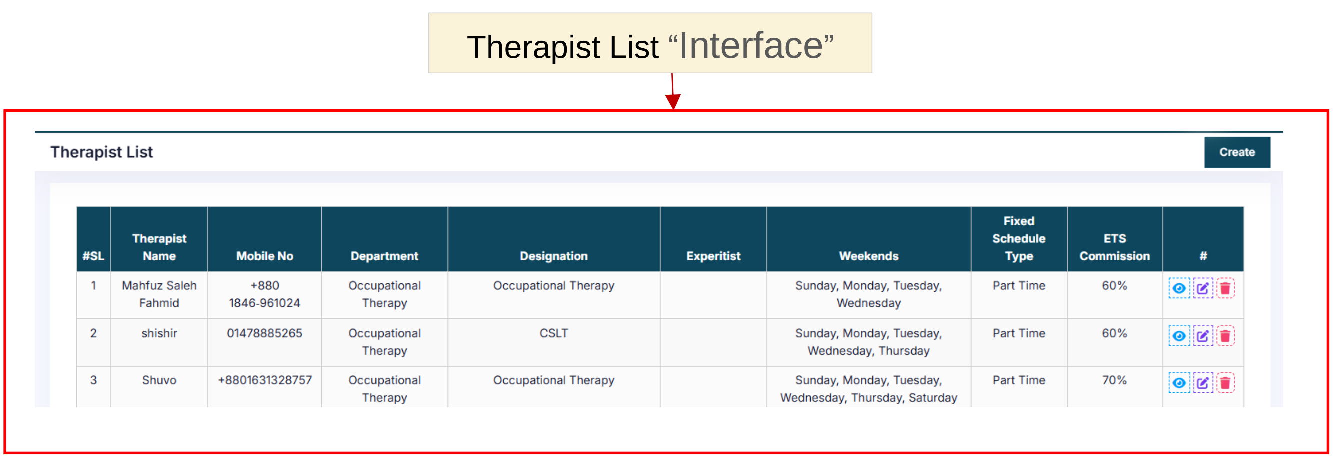
6.4 Therapy List Overview:

The Therapist List section allows users to manage and track details of all therapists working at the clinic. This section helps ensure that the clinic maintains accurate information about each therapist, including their contact details, department, designation, experience, work schedule, and commission percentage.
Therapist List Features:

The **Therapist List** table consists of the following columns:

1. **#SL (Serial Number):**
   - Displays a unique serial number for each therapist, making it easier to organize and identify the list entries.
2. **Therapist Name:**
   - This column lists the full name of the therapist, providing easy identification of each individual in the system.
3. **Mobile No:**
   - The contact number of the therapist is shown here, allowing users to quickly reach out to the therapist for communication regarding appointments or work-related matters.

4. **Department:**
    - This column shows the department in which the therapist works (e.g., Occupational Therapy). It helps categorize the therapists based on their specialty.
5. **Designation:**
    - This indicates the therapist’s role or job title (e.g., Occupational Therapist, CSLT). This helps users understand the therapist's responsibilities within the department.
6. **Expertise:**
    - This column displays the therapist's area of expertise (e.g., Occupational Therapy, Speech Therapy). It gives users insight into the specialization of each therapist.
7. **Weekends:**
    - Lists the days of the week the therapist is available to work, which is important for scheduling and ensuring therapists are available when needed (e.g., Sunday, Monday, Tuesday, Wednesday, etc.).
8. **Fixed Schedule Type:**
    - Displays whether the therapist has a fixed schedule (e.g., Part-Time, Full-Time). This helps in managing work schedules efficiently.
9. **ETS Commission:**
    - Indicates the commission percentage that the therapist receives as part of their compensation (e.g., 60%, 70%). This is important for payroll and financial tracking.

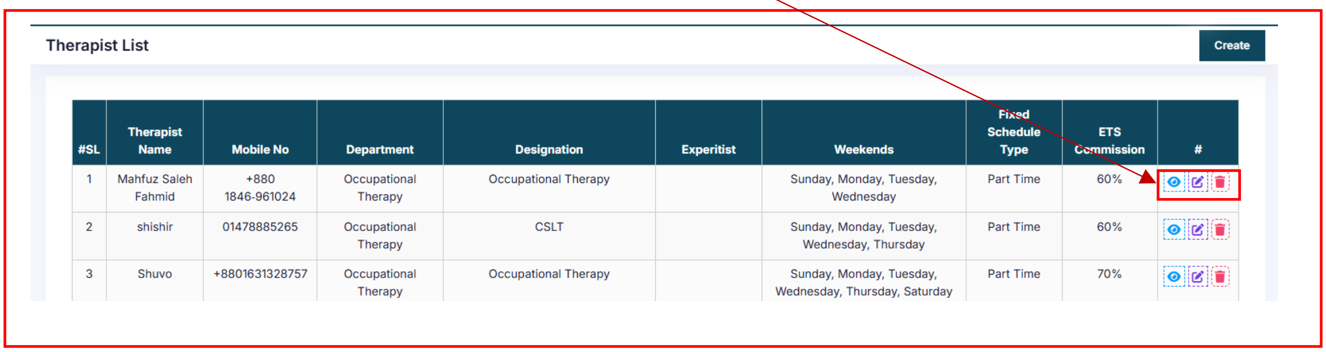


#SL	Therapist Name	Mobile No	Department	Designation	Experitist	Weekends	Fixed Schedule Type	ETS Commission	#
1	Mahfuz Saleh Fahmid	+880 1846-961024	Occupational Therapy	Occupational Therapy		Sunday, Monday, Tuesday, Wednesday	Part Time	60%	
2	shishir	01478885265	Occupational Therapy	CSLT		Sunday, Monday, Tuesday, Wednesday, Thursday	Part Time	60%	
3	Shuvo	+8801631328757	Occupational Therapy	Occupational Therapy		Sunday, Monday, Tuesday, Wednesday, Thursday, Saturday	Part Time	70%	

Figure 26: Therapist Interface

10. **Actions (View, Edit, Delete):**
    - **View**: Opens the detailed profile of the therapist, displaying all their information.
    - **Edit**: Allows users to modify the therapist's details, such as their contact information, schedule, or commission.
    - **Delete**: Permits users to remove a therapist from the list if they are no longer part of the clinic or therapy center.

Click “Here”


Therapist List

Create

#SL	Therapist Name	Mobile No	Department	Designation	Experitist	Weekends	Fixed Schedule Type	ETS Commission	#
1	Mahfuz Saleh Fahmid	+880 1846-961024	Occupational Therapy	Occupational Therapy		Sunday, Monday, Tuesday, Wednesday	Part Time	60%	
2	shishir	01478885265	Occupational Therapy	CSLT		Sunday, Monday, Tuesday, Wednesday, Thursday	Part Time	60%	
3	Shuvo	+8801631328757	Occupational Therapy	Occupational Therapy		Sunday, Monday, Tuesday, Wednesday, Thursday, Saturday	Part Time	70%	

Figure 27: Therapist Interface

Create Button:

The **Create** button, located at the top-right of the **Therapist List** page, allows users to add new therapists to the system.

- **How it Works:**
    - When clicked, the **Create** button opens a form where users can input the necessary details for a new therapist (e.g., Therapist Name, Mobile No, Department, Designation, Expertise, Work Schedule, and Commission Percentage).
    - After filling out the required fields, users can click the **Save** button to add the new therapist to the list.

Click “Here”

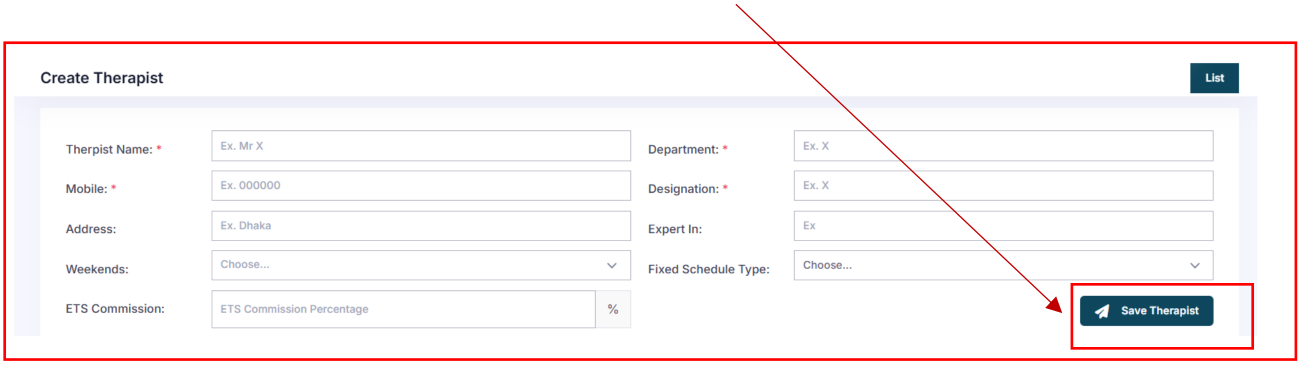


Figure 28: Create Therapist Interface

6.4 Fixed Schedule Type List Overview:

The Fixed Schedule Type List section allows users to manage and categorize different types of fixed schedules available within the clinic or therapy center. This list is helpful for organizing therapists' work schedules based on different categories such as part-time, regular, or special time-based schedules (e.g., Ramadan). It helps the clinic efficiently manage therapist availability and ensures that appointments are assigned to the correct schedule type.

Fixed Schedule Type List Features:
The Fixed Schedule Type List table consists of the following columns:

1. **#SL (Serial Number):**
   - Displays a unique serial number for each schedule type, making it easier to identify and organize the list entries.
2. **Title:**
   - This column lists the title or name of the fixed schedule type (e.g., Ramadan, Part Time, Regular). It helps users quickly identify the type of schedule being referred to.
3. **Actions (Edit, Delete):**
   - **Edit**: Allows users to modify the title of the fixed schedule type (e.g., change the name or update its details).
   - **Delete**: Permits users to remove a fixed schedule type from the list if it is no longer needed.

Click "Here"

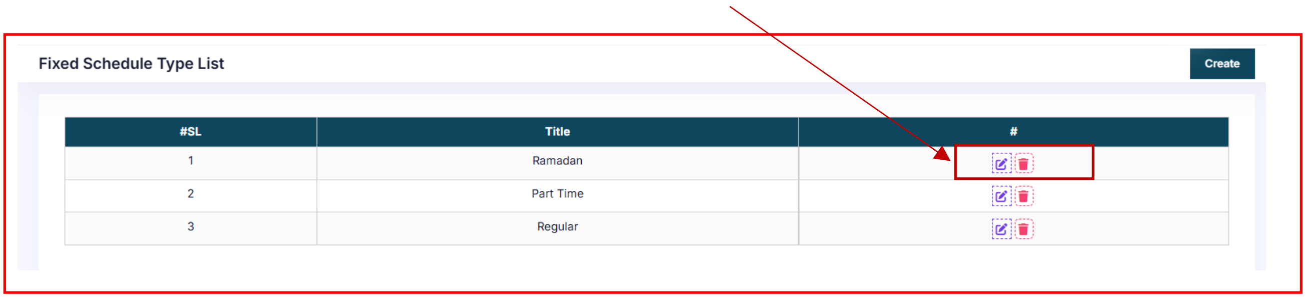


Figure 29: Fixed Schedule Type List Interface

Create Button:
The **Create** button, located at the top-right of the **Fixed Schedule Type List** page, allows users to add new fixed schedule types to the system.

- **How it Works:**
  - When clicked, the **Create** button opens a form where users can input the necessary details for a new fixed schedule type (e.g., Title).
  - After filling out the required fields, users can click the **Save** button to add the new schedule type to the list.

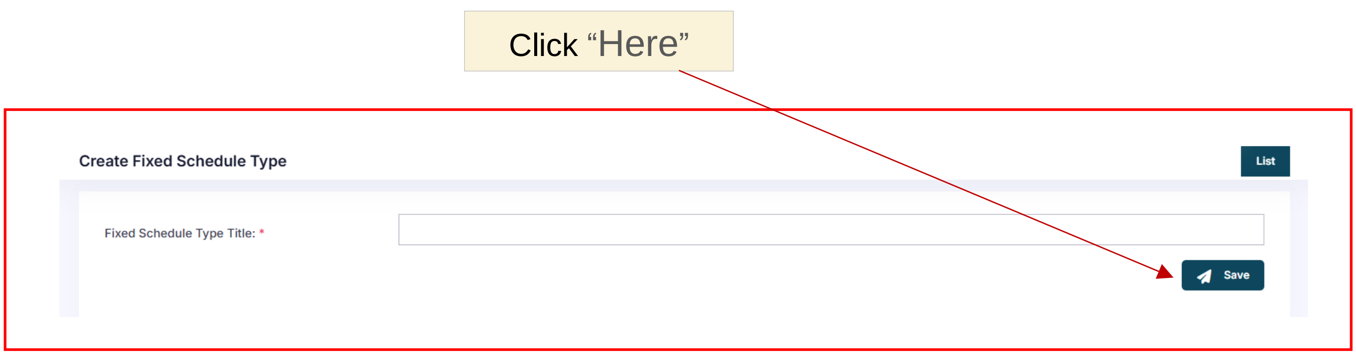


Figure 29: Create Fixed Schedule Type List Interface

6.5 Fixed Schedule List Overview:

The Fixed Schedule List section allows users to manage and track the specific schedules for therapists based on the fixed schedule types (e.g., Regular, Part Time). This section enables users to view and filter schedules, ensuring the clinic can efficiently manage therapist appointments based on their assigned working hours.

Fixed Schedule List Features:
The **Fixed Schedule List** table consists of the following columns:

1. **#SL (Serial Number):**

    - Displays a unique serial number for each fixed schedule entry, making it easy to identify and organize the list.
2. **Type:**
    - This column shows the type of schedule (e.g., Regular, Part Time). It helps categorize the schedules based on the assigned work type for each therapist.
3. **Start At:**
    - Displays the start time of the fixed schedule. It helps users know when the therapist is scheduled to begin their work for the day or for a specific session.
4. **End At:**
    - This column shows the end time of the schedule, indicating when the therapist's session or work period concludes.
5. **Extra Time:**
    - Displays whether extra time is allowed for the schedule (e.g., Yes, No). This feature helps manage sessions that may require additional time beyond the regular scheduled hours.
6. **Actions (Edit, Delete):**
    - **Edit**: Allows users to modify the schedule details, such as start and end times or extra time.
    - **Delete**: Permits users to remove a fixed schedule entry from the list if it is no longer needed or relevant.

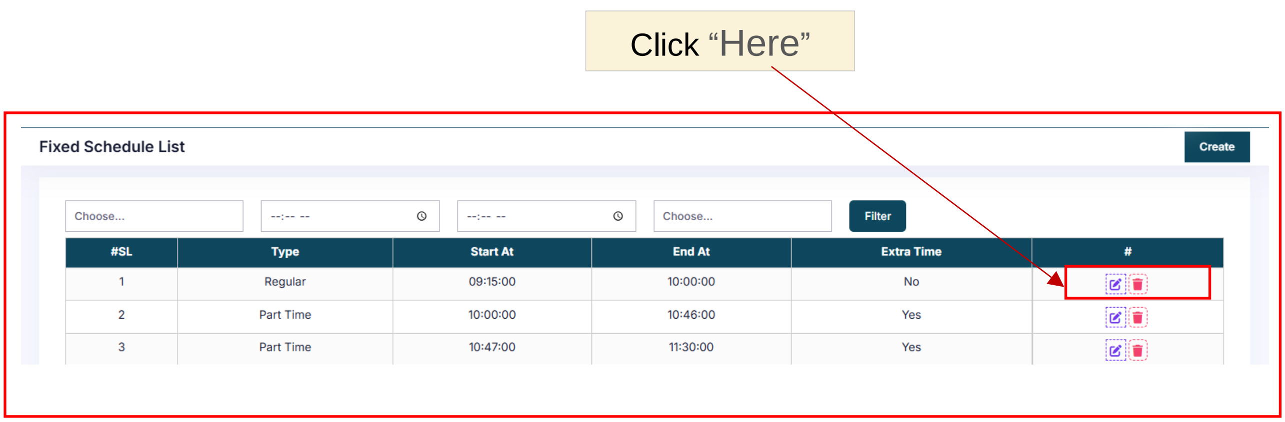


Figure 30: Fixed Schedule List Interface

Create Button:
The **Create** button, located at the top-right of the **Fixed Schedule List** page, allows users to add new fixed schedules to the system.

- **How it Works:**
    - When clicked, the **Create** button opens a form where users can input the necessary details for a new fixed schedule (e.g., Schedule Type, Start Time, End Time, Extra Time).
    - After filling out the required fields, users can click the **Save** button to add the new schedule to the list.

Click "Here"

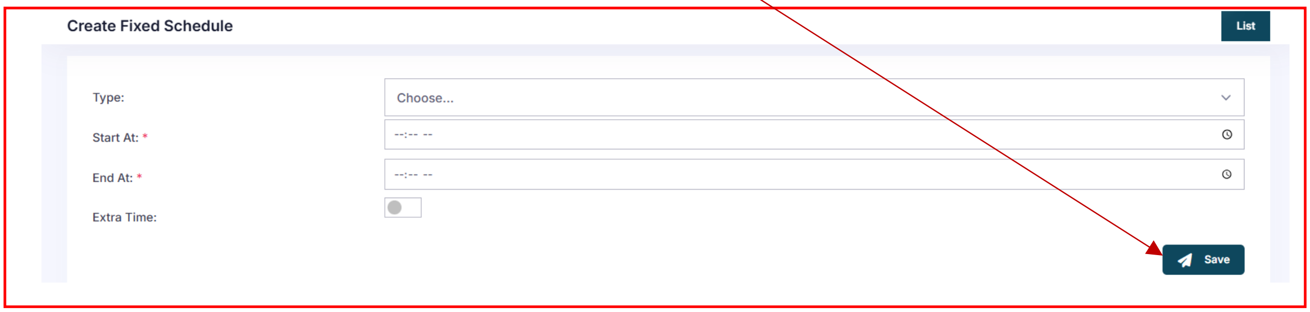


Figure 31: Fixed Schedule List Interface

6.6 School Invoice Purpose List Overview:
The School Invoice Purpose List section allows users to manage and track the different types of invoices that are associated with various purposes (e.g., tuition fees, admission fees). This section helps in organizing and categorizing the charges that are invoiced to students, making it easier for the administrative team to process payments and generate accurate financial records.

School Invoice Purpose List Features:
The **School Invoice Purpose List** table consists of the following columns:

1. **#SL (Serial Number):**
   - Displays a unique serial number for each invoice purpose entry, allowing users to quickly identify and organize the list.
2. **Title:**
   - This column lists the purpose or name of the fee (e.g., Tuition Fee, Admission Fee). It helps users identify what the charge is for.
3. **Amount:**
   - Displays the amount associated with the invoice purpose. For example, tuition fees may have a set amount, and admission fees would have their own.
4. **Year/Month:**
   - This column indicates the time frame for the payment (e.g., Monthly, Yearly). It helps in understanding whether the fee is to be paid on a monthly basis or annually.
5. **Actions (View, Edit, Delete):**
   - **View**: Opens a detailed view of the specific invoice purpose, displaying more detailed information such as related notes or descriptions.
   - **Edit**: Allows users to modify the details of the invoice purpose, such as the title, amount, or payment cycle.
   - **Delete**: Permits users to remove an invoice purpose from the list if it is no longer relevant or necessary.

Click "Here"

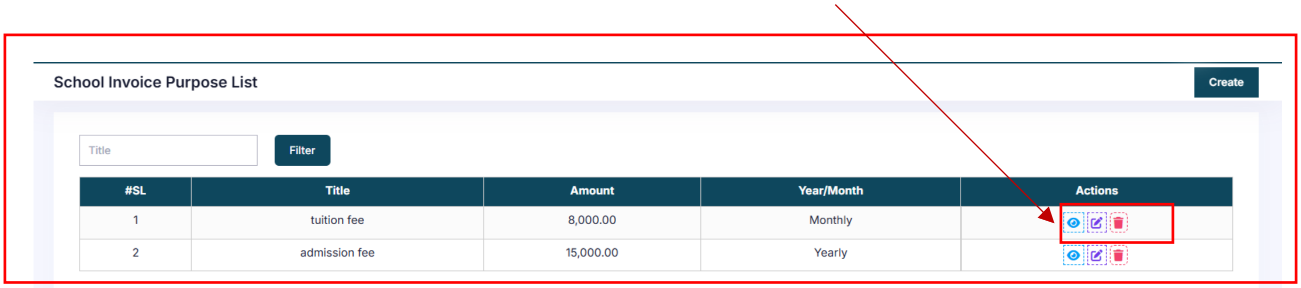


Figure 31: School Invoice Purpose List Interface

Create Button:

The **Create** button, located at the top-right of the **School Invoice Purpose List** page, allows users to add new invoice purposes to the system.

- **How it Works:**
  - When clicked, the **Create** button opens a form where users can input the necessary details for a new invoice purpose (e.g., Title, Amount, Year/Month).
  - After filling out the required fields, users can click the **Save** button to add the new invoice purpose to the list.

Click “Here”

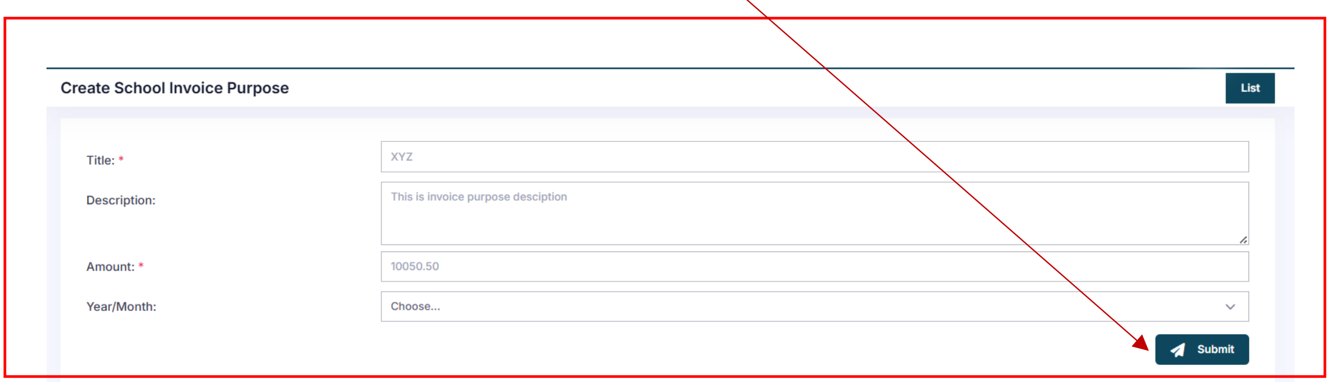


Figure 31: Create School Invoice Purpose List Interface

6.6 Assessment Sections List Overview:

The Assessment Sections List section allows users to manage and track various sections within each assessment. This is especially useful for detailed categorization and organization of assessments, ensuring that every component of an assessment is accounted for. Each section can be linked to specific input requirements and notes, streamlining the overall assessment process.

Assessment Sections List Features:

The **Assessment Sections List** table consists of the following columns:

1. **#SL (Serial Number):**
    - Displays a unique serial number for each assessment section, helping users easily organize and identify the list entries.
2. **Assessment Name:**
    - This column shows the name of the assessment (e.g., Speech & Language Therapy). It helps users understand which assessment the section belongs to.
3. **Section Title:**
    - Lists the title of the section within the assessment (e.g., Preverbal Skills). This provides users with a quick reference to the specific section of the assessment.
4. **Parent Section:**
    - This column indicates if the section is part of a larger parent section (e.g., N/A or a specific parent section). It helps in organizing sections hierarchically, ensuring that complex assessments are divided appropriately.
5. **Number of Input:**
    - Displays the number of input fields or questions in the section. This is useful for understanding the length and complexity of each section.
6. **Blank Input:**
    - Indicates whether there are any blank input fields within the section (e.g., YES or NO). This can be important for ensuring completeness and avoiding missing data in assessments.
7. **Has Note:**
    - Displays whether there are any additional notes associated with the section (e.g., YES or NO). This helps users quickly identify sections that may have additional instructions or clarifications.
8. **Actions (View, Edit, Delete):**
    - **View**: Opens the detailed profile of the assessment section, showing further information about its inputs and notes.

- **Edit**: Allows users to modify the section details, such as the title, parent section, or number of inputs.
- **Delete**: Permits users to remove the section from the list if it is no longer relevant.

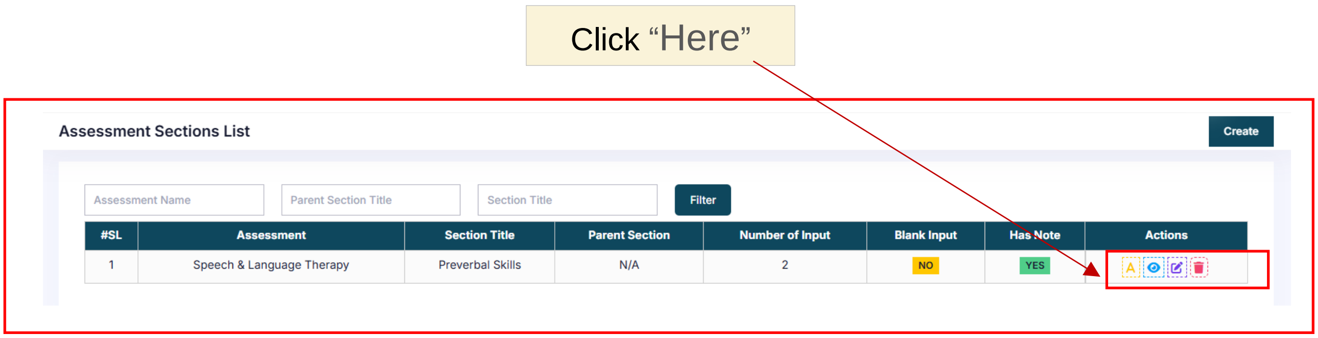


Figure 32: Assessment Sections List Interface

Create Button:
The **Create** button, located at the top-right of the **Assessment Sections List** page, allows users to add new assessment sections.

- **How it Works:**
  - When clicked, the **Create** button opens a form where users can input the necessary details for a new assessment section (e.g., Section Title, Parent Section, Number of Input, Blank Input, Has Note).
  - After filling out the required fields, users can click the **Save** button to add the new assessment section to the list.

Click “Here”

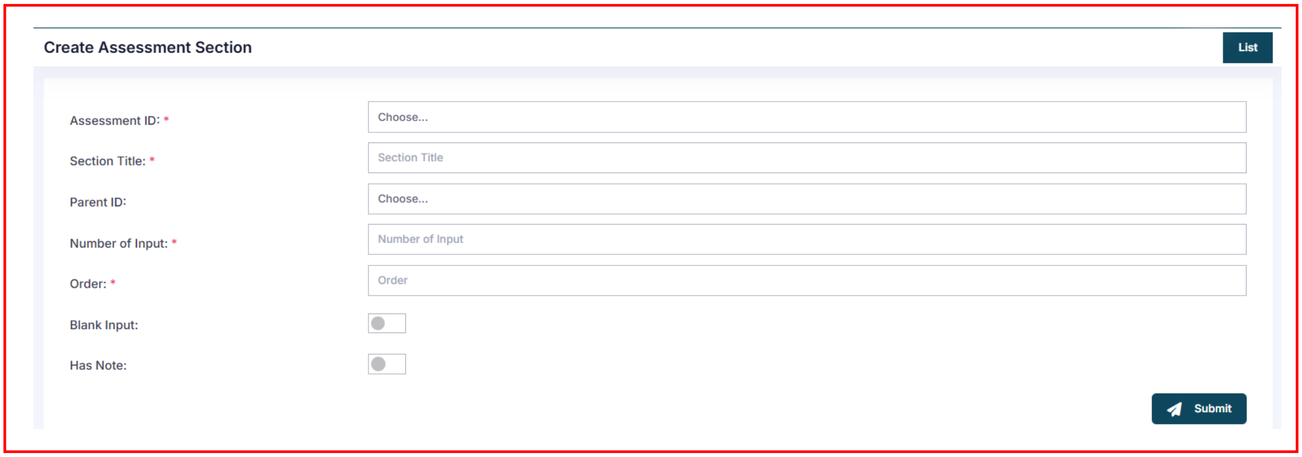


Figure 33: Create Assessment Sections List Interface

7. Conclusion:

The software provides a comprehensive suite of features to manage and streamline the operations of a therapy clinic. From patient management, appointment scheduling, and invoicing, to specific functions like ETS Assessment and Commission Payment**,** this platform covers all the essential aspects of a therapy clinic's daily operations. The various sections work seamlessly together to help clinic staff organize and manage patient care, financial records, and administrative tasks efficiently.