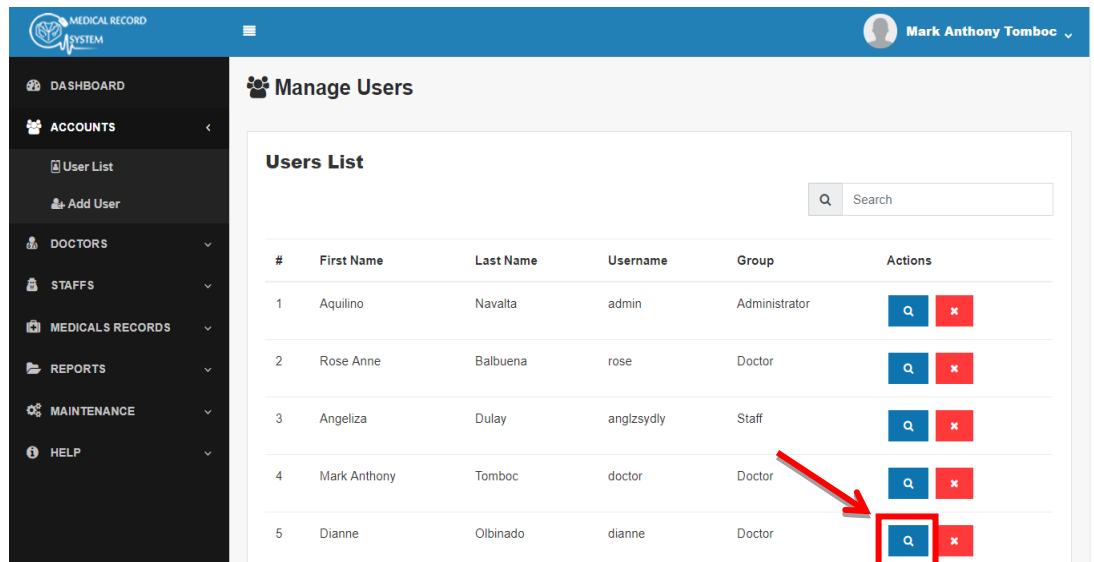


## How to Manage Users Information

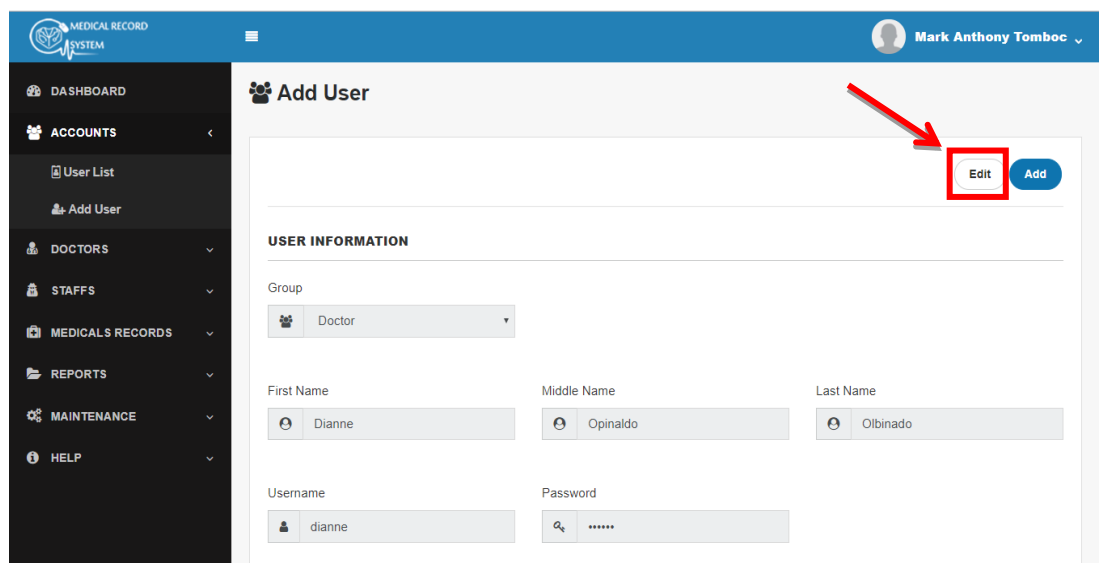
1. Once the list of users appeared, click this button to manage the users information.



The screenshot shows the 'Manage Users' page in the 'MEDICAL RECORD SYSTEM'. On the left is a sidebar with navigation options: DASHBOARD, ACCOUNTS (with sub-options 'User List' and 'Add User'), DOCTORS, STAFFS, MEDICALS RECORDS, REPORTS, MAINTENANCE, and HELP. The main content area is titled 'Manage Users' and contains a 'Users List' table. The table has columns for #, First Name, Last Name, Username, Group, and Actions. There are five users listed. The 'Actions' column for each user contains two buttons: a blue square with a white 'Q' icon and a red square with a white 'X' icon. A red arrow points to the blue 'Q' button for the user 'Dianne Olbinado', which is also highlighted with a red square.

#	First Name	Last Name	Username	Group	Actions
1	Aquilino	Navalta	admin	Administrator	
2	Rose Anne	Balbuena	rose	Doctor	
3	Angeliza	Dulay	anglzsdyly	Staff	
4	Mark Anthony	Tomboc	doctor	Doctor	
5	Dianne	Olbinado	dianne	Doctor	

2. When the user's information is already displayed, click first the **Edit** button to proceed in updating/editing information.



The screenshot shows the 'Add User' form in the 'MEDICAL RECORD SYSTEM'. The sidebar is the same as in the previous screenshot. The main content area is titled 'Add User' and contains a form for adding a new user. At the top right of the form, there are two buttons: a white button with a red border labeled 'Edit' and a blue button labeled 'Add'. A red arrow points to the 'Edit' button. Below the buttons is a section titled 'USER INFORMATION' with the following fields: Group (a dropdown menu set to 'Doctor'), First Name (a text input field with 'Dianne'), Middle Name (a text input field with 'Opinaldo'), Last Name (a text input field with 'Olbinado'), Username (a text input field with 'dianne'), and Password (a password input field with masked characters).

3. After that, choose a detail/field that needed to be update/edit, then click **Save** button when ready.

ACCOUNTS <

- User List
- Add User

DOCTORS >

STAFFS >

MEDICALS RECORDS >

REPORTS >

MAINTENANCE >

HELP >

Edit Add

**USER INFORMATION**

Group  
Doctor

First Name Middle Name Last Name  
Dianne Opinaldo Olbinado

Username Password  
dianne dianne .....

Save Cancel

4. After an successful updating. Click the navigation **User List** to view the updated information of user.

MEDICAL RECORD SYSTEM

Mark Anthony Tomboc

Manage Users

DASHBOARD

ACCOUNTS <

- User List
- Add User

DOCTORS >

STAFFS >

MEDICALS RECORDS >

REPORTS >


MAINTENANCE >

HELP >

Search

#	First Name	Last Name	Username	Group	Actions
1	Aquilino	Navalta	admin	Administrator	Q X
2	Rose Anne	Balbuena	rose	Doctor	Q X
3	Angeliza	Dulay	anglzydy	Staff	Q X
4	Mark Anthony	Tomboc	doctor	Doctor	Q X
5	Dianne	Olbinado	dianne dianne	Doctor	Q X

5. Users information updated.



MEDICAL RECORD  
SYSTEM

DASHBOARD

ACCOUNTS

User List

Add User

DOCTORS

STAFFS

MEDICALS RECORDS

REPORTS

MAINTENANCE

HELP

Manage Users

Users List

Q Search

#	First Name	Last Name	Username	Group	Actions
1	Aquilino	Navalta	admin	Administrator	<div>Q</div> <div>x</div>
2	Rose Anne	Balbuena	rose	Doctor	<div>Q</div> <div>x</div>
3	Angeliza	Dulay	anglzsydiy	Staff	<div>Q</div> <div>x</div>
4	Mark Anthony	Tomboc	doctor	Doctor	<div>Q</div> <div>x</div>
5	Dianne	Olbinado	dianne dianne	Doctor	<div>Q</div> <div>x</div>