REFINEMENT OF THE CLINIC DRUG-DISPENSE REPORTING SYSTEM

PHYSICIAN'S MANUAL
V 2.0

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LOGIN

1. **Enter URL address** in tab to reach the login page
2. If successful, the system displays the Login page.
3. **Enter iAcademy email and password**
4. Then click **login**.
5. If successful user shall land in their respective Homepage.
6. Else user will stay in the login page to try again.

LOGOUT

1. Select **settings button**
2. Click **logout**
3. If successful user shall land back in the login page.

RESET ACCOUNT PASSWORD

1. Selects the **forgot password** in the login page.
2. The system asks for the email address.
3. **Input iAcademy email**.
4. Click **reset password**.
5. The system will send an email containing a reset password link.
6. Click the reset password **link**.
7. The system will redirect the user to **change password page**.
8. **Input your new password**.
9. **Input your confirm new password**.
10. Click the **Submit**.
11. The system updates the new password to the database.
12. The system displays a **success message**.

USER PROFILE

View User Profile

1. Select the **settings button**.
2. Select the **My Account** tab.
3. The system redirects to the User Profile page.

Edit User Profile

1. From user profile page
2. Click **edit profile**.
3. System shows **update user profile form**.
4. Update necessary fields.
5. Click **submit**.

6. System displays **success message**.
7. System displays displays updated profile.

Update Account Password

1. From user profile page
2. Click the **Change Password** option.
3. System displays **change password form**
4. Input the **current password**.
5. Input a **new password**.
6. Input **confirm new password**.
7. Then click **Submit.**
8. The system validates the password entered.
9. The system displays a **success message**.

PATIENT PROFILE

Add patient profile record

1. Select **patient profile**.
2. Click **create patient profile** or from your homepage, click **add visit**
3. The system asks which **patient type**.
4. Select the appropriate patient type.
5. Input the required details.
6. Click the **submit**.
7. The system verifies the form if entry is complete and valid.
8. The system adds the record to the database.
9. The system displays a **success message**.

View patient profile record

1. **Check the box** of the desired patient profile record.
2. The system retrieves the selected patient profile data.
3. The system displays the patient profile record.

Update patient profile record

1. **Selects the profile** of the desired patient profile record.
2. The system retrieves the selected patient profile data.
3. Select the **edit profile**.
4. The system displays the update patient profile form.
5. **Edit the needed required fields**.
6. Select the **submit** button.
7. The system verifies the form if entry is complete and valid.

8. The system updates the record to the database.
9. The system displays a **success message**.
10. The system posts the updated patient record in the system.

Deleting patient profile record

1. From home click **details** of the record to be viewed or from the patient profile page click **profile** of the corresponding patient profile to be viewed**.**
2. The system retrieves the selected patient profile data.
3. Select the **delete**.
4. The system **displays confirmation to delete**.
5. Click **confirm**
6. The system displays a **success message**.
7. The system posts the updated patients record in the system.

<u>PATIENT VISIT</u>

Add patient visit record

1. Selects the **add visit** or from patient profile click **new visit**
2. The system displays the add patient visit form.
3. User inputs the required details.
4. User clicks the **submit**.
5. The system verifies the form if entry is complete and valid.
6. The system adds the record to the database.
7. The system displays a **success message**.
8. The system posts the patient visit record in the system.

View patient visit record

1. From home click **details** of the record to be viewed or from the patient profile page click **profile** of the corresponding patient profile to be viewed**.**
2. The system retrieves all of the patient's visit record.

Update patient visit record

1. From home click **details** of the record to be viewed or from the patient profile page click **profile** of the corresponding patient profile to be viewed**.**
2. The system retrieves the selected patient profile data.
3. Select the **edit profile**.
4. The system displays the update patient profile form.
5. **Edit the needed required fields**.
6. Select the **submit** button.
7. The system verifies the form if entry is complete and valid.

8. The system updates the record to the database.
9. The system displays a **success message**.
10. The system posts the updated patient record in the system.

Deleting patient visit record

1. From home click **details** of the record to be viewed or from the patient profile page click **profile** of the corresponding patient profile to be viewed**.**
2. The system retrieves the selected patient profile.
3. Select the **delete**.
4. The system **displays confirmation to delete**.
5. Click **confirm**
6. The system displays a **success message**.
7. The system posts the updated patients visit record in the system.

Search patient visit records

1. Input particular patient visit detail or keyword in the search bar.
2. The system filters the results based on the keyword/s.
3. The system retrieves the corresponding patient visit record results.
4. The system displays the result/s.

DATA MANAGEMENT

Adding data management record

1. Click **data management**
2. **Select a category** (course, tracks, departments, allergies, complaints, and/or inventory).
3. The system retrieves the data based on the selected category.
4. Click **add**.
5. The system displays the add form
6. **Input the required details**.
7. Click **submit**.
8. The system verifies the form if entry is complete and valid.
9. The system adds the record to the database.
10. The system displays a **success message**.
11. The system posts the new data record in the system.

Update data management record

1. From the **data management** page.
2. Select a **category** (course, tracks, departments, allergies, complaints, and/or inventory).
3. The system retrieves the data based on the selected category.
4. **Select the record to updated**
5. Click **update**.
6. The system displays the update form
7. **Input the required details**.
8. Click **submit**.
9. The system verifies the form if entry is complete and valid.
10. The system updates the record to the database.
11. The system displays a **success message**.
12. The system posts the new data record in the system.

View data management record

1. From the **data management** page.
2. Select a **category** (course, tracks, departments, allergies, complaints, and/or inventory).
3. The system retrieves the data based on the selected category.

For Allergies, Complaints and Inventory

1. A drop down button is displayed for a full view of details.

Deleting data management record

1. From the **data management** page.
2. Select a **category** (course, tracks, departments, allergies, complaints, and/or inventory).
3. The system retrieves the data based on the selected category.
4. **Select the record to deleted**
5. Click **delete**.
6. The system **displays confirmation to delete**.
7. Click **confirm**
8. The system displays a **success message**.
9. The system posts the updated data record in the system.

<u>**INVENTORY**</u>

Adding inventory stocks

1. Select **data management**.
2. Selects **inventory**.
3. Click **add**.
4. Choose if supply or medicine
5. Fill out the medicine/supply form.
6. Click **submit**.
7. The system verifies the form if entry is complete and valid.
8. The system adds the inventory record to the database.
9. The system displays a **success message**.
10. The system posts the new inventory record in the system.

Updating inventory stocks

1. From **data management**.
2. Select **inventory**.
3. The system displays the medicines/supply records.
4. **Select the record to updated**
5. Click **update**.
6. Choose if supply or medicine
7. Fill out the medicine/supply form.
8. Click **submit**.
9. The system verifies the form if entry is complete and valid.
10. The system updates the inventory record to the database.
11. The system displays a **success message**.
12. The system posts the new inventory record in the system.

Viewing inventory stocks

1. From the **data management** page.
2. Select **inventory**.
3. The system displays the medicines/supply records.
4. The systems displays the total number of medicine/supplies that are in optimum stock level, threshold level, critical level and unavailable.

Deleting an inventory record

1. From **data management**.
2. Select **inventory**.
3. The system displays the medicines/supply records.
4. **Select the record to deleted**

5. Click **delete**.
6. The system **displays confirmation to delete**.
7. Click **confirm**.
8. The system displays a **success message**.
9. The system posts the updated inventory records.

REPORTING

View graph

1. From home
2. **Select the timeline to be reported**.
3. Click **show graph**.
4. The system will show the graphical report.

Generate Report

1. From home
2. **Select the timeline to be reported**.
3. Click **generate report**.
4. The system will show the tabular report.

AUDIT TRAIL

View audit trail (Admin Only)

1. Physician selects the logs.
2. The system retrieves all logs made.
3. Physician searches for a specific action made.
4. Physician views results of search made.

MANAGE USER (ADMIN ONLY)

Adding a user (Admin Only)

1. Physician clicks **settings**.
2. Select **manage accounts**.
3. The system redirects to the manage users page.
4. Select **add user**.
5. The system displays the **add new user account form**.
6. Fill out the required details of the new user.
7. Click **submit**.
8. The system verifies the form if entry is complete and valid.
9. The system adds the new record to the database.
10. The system displays a **success message**.

11. The system posts the new user record in the system.

View users (Admin Only)

1. From the **manage accounts** page.
2. The system displays the list of users.

View user's profile (Admin Only)

1. From the **manage accounts** page.
2. The system displays the list of users.
3. Click the **update status**.
4. System shows user's details

Edit user status (Admin Only)

1. From the **manage accounts** page.
2. The system displays the list of users.
3. Click the **update status**.
4. System shows user's details.
5. Select the appropriate user status
6. The system updates the record to the database.
7. The system displays a **success message**.