

**REFINEMENT OF THE CLINIC  
DRUG-DISPENSE REPORTING SYSTEM**

USER 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.

### **PATIENT VISIT**

#### **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.



## INVENTORY

### **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.