

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

AVP MANUAL  
V 1.0

**By:**

**BOCO, WILLIAM  
CASIS, RACHEL  
FLOREZA, LOREN  
MARASIGAN, CAITLIN**

<b>LOGIN</b>	<b>3</b>
<b>LOGOUT</b>	<b>3</b>
<b>RESET ACCOUNT PASSWORD</b>	<b>3</b>
 <b>USER PROFILE</b>	
<b>View User Profile</b>	<b>3</b>
<b>Edit User Profile</b>	<b>3</b>
<b>Update Account Password</b>	<b>4</b>
 <b>REPORTING</b>	
<b>View graph</b>	<b>4</b>
<b>Generate Report</b>	<b>4</b>
 <b>AUDIT TRAIL</b>	
<b>View audit trail (Admin Only)</b>	<b>4</b>
 <b>MANAGE USER (ADMIN ONLY)</b>	
<b>Adding a user (Admin Only)</b>	<b>4</b>
<b>View users (Admin Only)</b>	<b>5</b>
<b>View user's profile (Admin Only)</b>	<b>5</b>
<b>Edit user status (Admin Only)</b>	<b>5</b>

### 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**.

## **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**.