

Clinic Health Records System

USER MANUAL

(Super Admin /Admin)



INTRODUCTION

Purpose of the System

The Clinic Health Records System is a simple and efficient tool designed to help clinics organize and manage patient information, appointments, and clinic operations. It ensures records are securely stored and easily accessible to authorized personnel.

Key Features for Admins

- Manage user Accounts.
- Manage Student Records.
- Manage Staff Records.
- Manage Patient Records.
- Manage Inventory Records.
- Generate and print comprehensive reports.
- View activity logs.
- Manage Import and Export.

System Requirements

Browser: Chrome, Firefox, Edge (latest versions recommended)

Server: PHP 8.1+, MySQL 8+

Framework: Laravel 11

Composer: Version 2.0+ (required for dependency management)

Node.js: Version 18+ (required for frontend asset compilation and npm)

Internet: Stable connection for multi-user access.

GETTING STARTED

Accessing the System

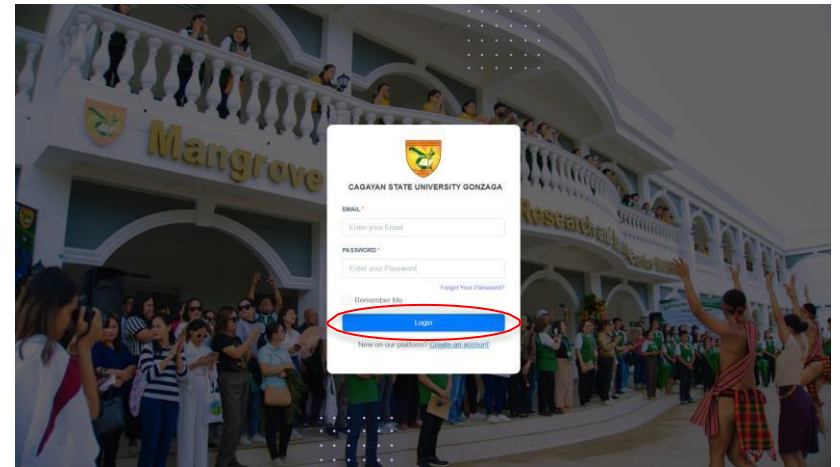
Upon accessing the BBRMS, users are greeted with the landing page. This page provides a brief description of the system and serves as the starting point for navigation.

1. Open your browser and navigate to <http://127.0.0.1:8000> (or your domain name).



2. Click the "**Sign In**" button to proceed to the Login Page. If you are not registered, click the "**Sign Up**" button to create an account and gain access to the system as an authorized user.

3. After clicking **Sign In**, you will be redirected to the Login Page:
4. Enter your email and password, then click **Login** to access the system.



Admin Role Overview

Full access to all system modules and features.

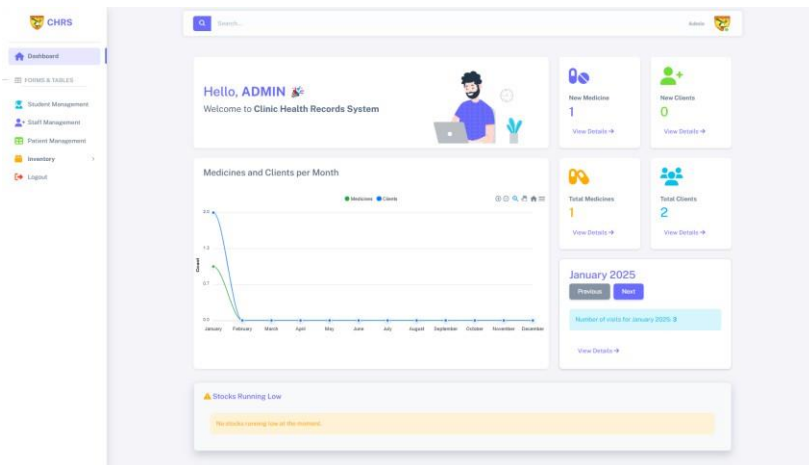
ADMIN-SPECIFIC FEATURES

Dashboard

- A. Displays a graph of Medicine and Patient records by year.

B. When hovered over, the bar shows the number of records for each month.

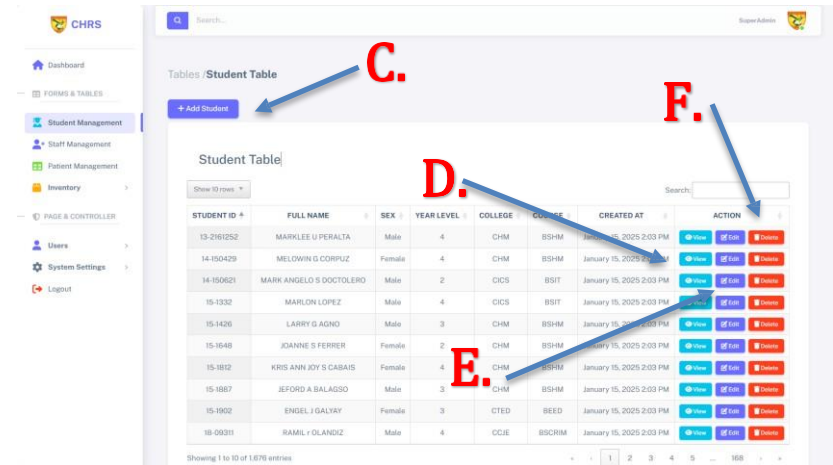
C. The dashboard will display new medicines added per day, new clients registered per day, total medicines, and total patients. It will also highlight medicines with low stock levels and those that have expired.



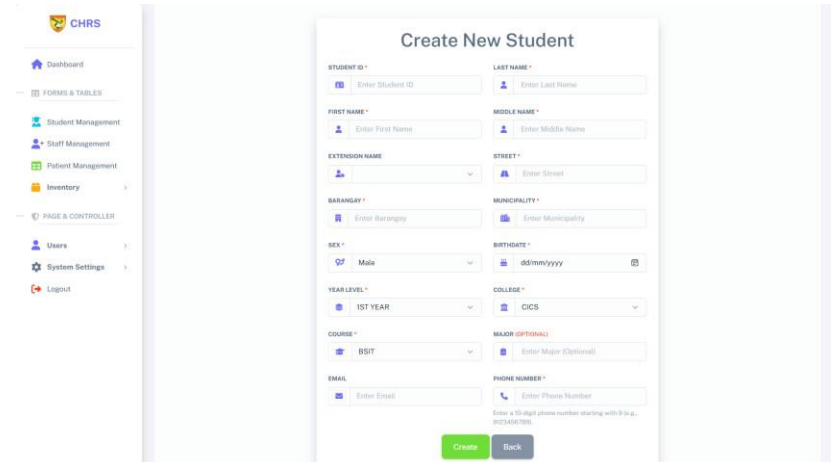
Student Management

A. Shows all Student management records detailed in the table.

B. Student Management (upload, show, update, delete).



C. Click the plus button/Add student button to create new student



D. Click the eye button/View button to show the student information.

F. Click the trash button/Delete button to delete the record.

Staff Management

E. Click update button/Edit button for record status update.

A. Shows all Staff Management records detailed in the table.

B. Staff Management (upload, show, update, delete).

C. Click the plus button/Add staff button to create new staff

The screenshot shows the 'Create New Staff' form in the CHRS system. The form is divided into two columns for input. The left column contains fields for: LAST NAME (with a plus icon and 'Enter Last Name' placeholder), MIDDLE NAME (with a plus icon and 'Enter Middle Name' placeholder), STREET (with a plus icon and 'Enter Street' placeholder), MUNICIPALITY (with a plus icon and 'Enter Municipality' placeholder), BIRTHDATE (with a calendar icon and 'dd/mm/yyyy' placeholder), and POSITION (with a plus icon and 'Enter Position' placeholder). The right column contains fields for: FIRST NAME (with a plus icon and 'Enter First Name' placeholder), EXTENSION NAME (with a plus icon and a dropdown arrow), BARANGAY (with a plus icon and 'Enter Barangay' placeholder), SEX (with a dropdown arrow and 'Male' selected), EMAIL (with a plus icon and 'Enter Email' placeholder), and PHONE NUMBER (with a plus icon, a phone icon, and 'Enter Phone Number' placeholder, with a note below: 'Enter a 10-40 phone number starting with 9 eg., 923456789'). At the bottom, there are two buttons: a green 'Create' button and a grey 'Back' button.

E. Click update button/Edit button for record status update.

The screenshot shows the 'Edit Staff Information' form in the CHRS system. The form is divided into two columns for input. The left column contains fields for: LAST NAME (with a plus icon and 'Ayuyang' value), MIDDLE NAME (with a plus icon and 'Maramag' value), STREET (with a plus icon and 'MABINI' value), MUNICIPALITY (with a plus icon and 'GONZAGA' value), BIRTHDATE (with a calendar icon and '25/12/1990' value), and PHONE NUMBER (with a plus icon, a phone icon, and '9876543210' value). The right column contains fields for: FIRST NAME (with a plus icon and 'Dorothy' value), EXTENSION NAME (with a plus icon), BARANGAY (with a plus icon and 'PARADISE' value), SEX (with a dropdown arrow and 'Female' selected), POSITION (with a plus icon and 'STAFF' value), and EMAIL (with a plus icon and '123@gmail.com' value). At the bottom, there are two buttons: a green 'Save Changes' button and a grey 'Back to List' button.

D. Click the eye button/View button to show the staff information.

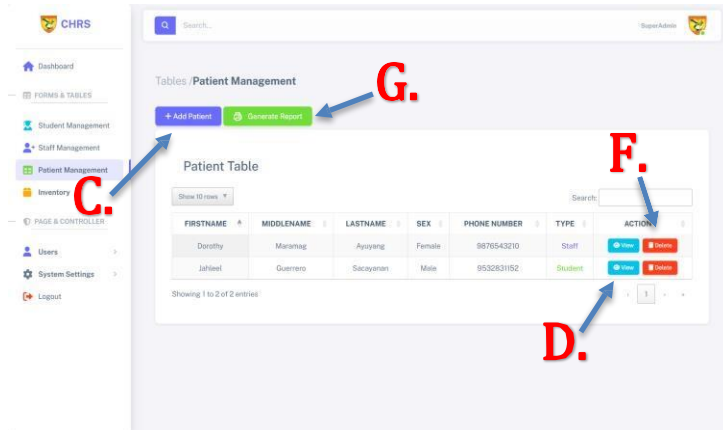
The screenshot shows the 'Staff Information' form in the CHRS system. The form is divided into two columns for input. The left column contains fields for: LAST NAME (with a plus icon and 'Ayuyang' value), MIDDLE NAME (with a plus icon and 'Maramag' value), STREET (with a plus icon and 'MABINI' value), MUNICIPALITY (with a plus icon and 'GONZAGA' value), BIRTHDATE (with a calendar icon and 'December 25, 1990' value), and PHONE NUMBER (with a plus icon, a phone icon, and '9876543210' value). The right column contains fields for: FIRST NAME (with a plus icon and 'Dorothy' value), EXTENSION NAME (with a plus icon), BARANGAY (with a plus icon and 'PARADISE' value), SEX (with a dropdown arrow and 'Female' selected), POSITION (with a plus icon and 'STAFF' value), and EMAIL (with a plus icon and '123@gmail.com' value). At the bottom, there are two buttons: a yellow 'Edit Information' button and a grey 'Back to List' button.

F. Click the trash button/Delete button to delete the record.

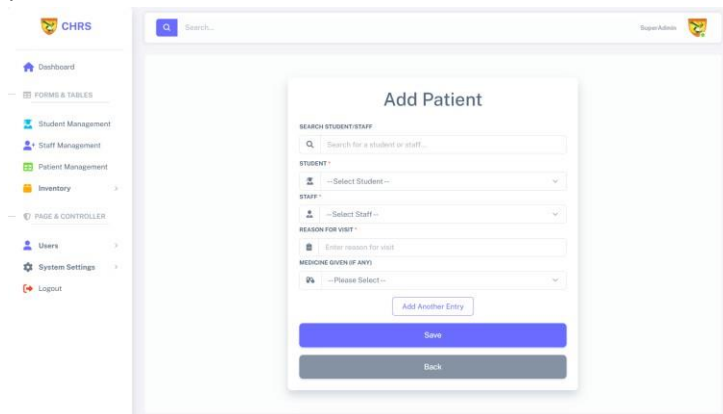
The screenshot shows the 'Staff Management' table in the CHRS system. The table has a search bar at the top right and a table with columns for 'FULLNAME', 'CREATED AT', and 'ACTION'. The table contains one entry: 'Dorothy Maramag Ayuyang' with a 'CREATED AT' of 'January 07, 2025 10:00 PM' and an 'ACTION' column containing 'View', 'Edit', and 'Delete' buttons. A modal dialog box is open in the foreground, asking 'Are you sure?' with the text 'You won't be able to revert this!'. The dialog has two buttons: a red 'Yes, delete it!' button and a grey 'Cancel' button.

Patient Management

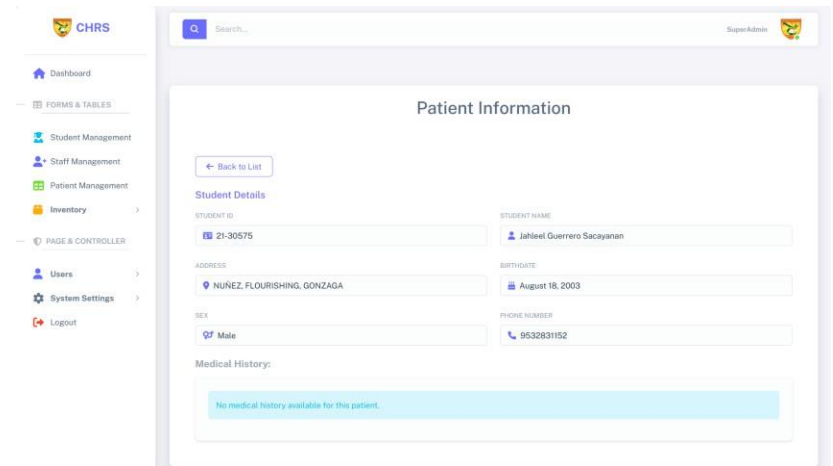
- A. Show all Patient Records detailed in the table.
- B. Patient Management (upload, show, update, delete and generate report).



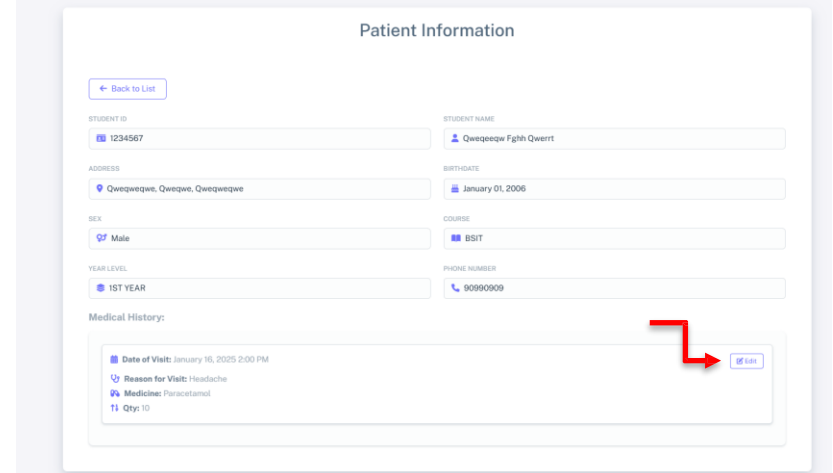
- C. Click the plus button/Add patient button to add new patient.



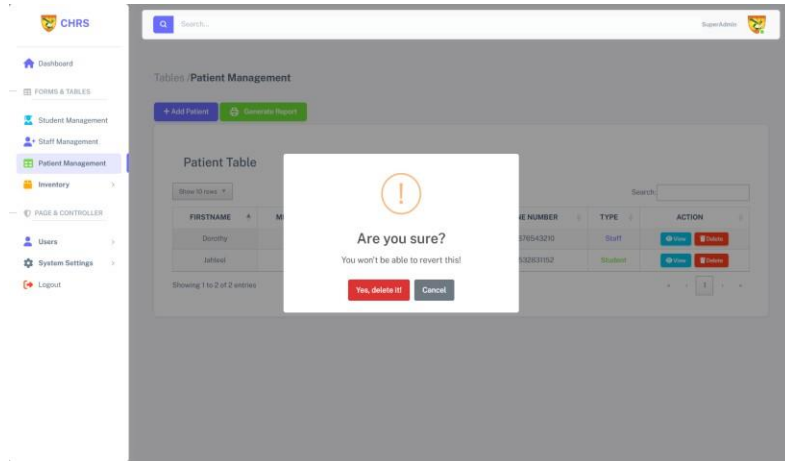
- D. Click the eye button/View button to show the patient information and the medical history.




- E. Click update button/Edit button for medical history



F. Click the trash button/Delete button to delete the record.



H. Input specific date from and up to date reports.



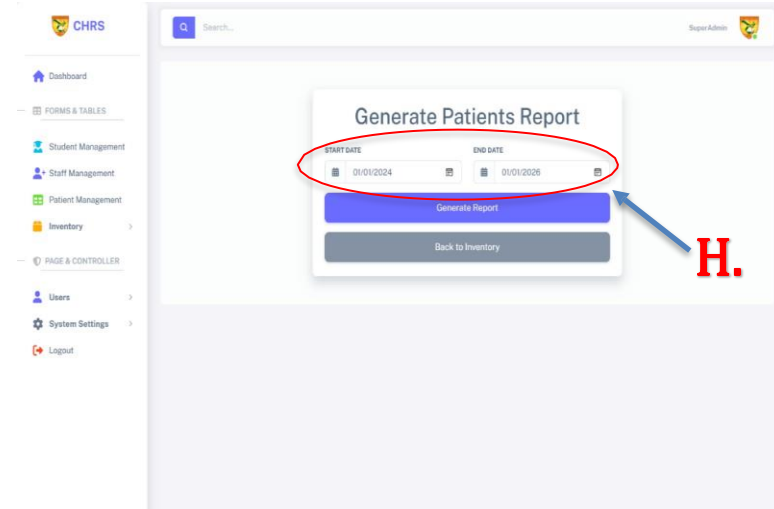
Republic of the Philippines
CAGAYAN STATE UNIVERSITY
 Gonzaga Campus
 CAMPUS CLINIC OFFICE
 Email Address: clinic.gonzaga@csu.edu.ph

PATIENT REPORT
 From: November 01, 2024
 To: December 01, 2024

STUDENT ID	FULL NAME	SEX	YEAR LEVEL	COLLEGE	COURSE	MEDICINE GIVEN (IF ANY)	REASON FOR VISIT	VISIT DATE
21-30208	CHRISTIAN P BALANAY	Male	3	CICS	BSIT	none	Bp	November 03, 2024 6:45 PM
21-30208	CHRISTIAN P BALANAY	Male	3	CICS	BSIT	Ibuprofen	Fever	November 03, 2024 6:45 PM
21-30144	RAINA CLAIRE S TURINGAN	Female	3	CICS	BSIT	Ibuprofen	Headache	November 03, 2024 7:02 PM
21-30575	JAHLEEL G SAGAYANAN	Male	3	CICS	BSIT	none	Bp	November 03, 2024 7:29 PM

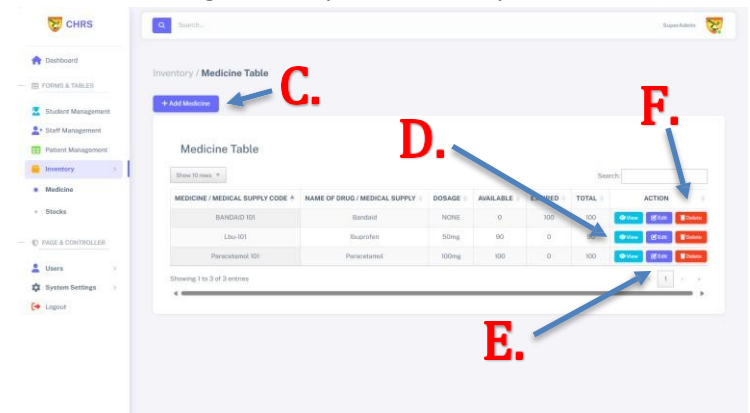
[Name]
Clinic Nurse

G. Click the print button to generate reports.

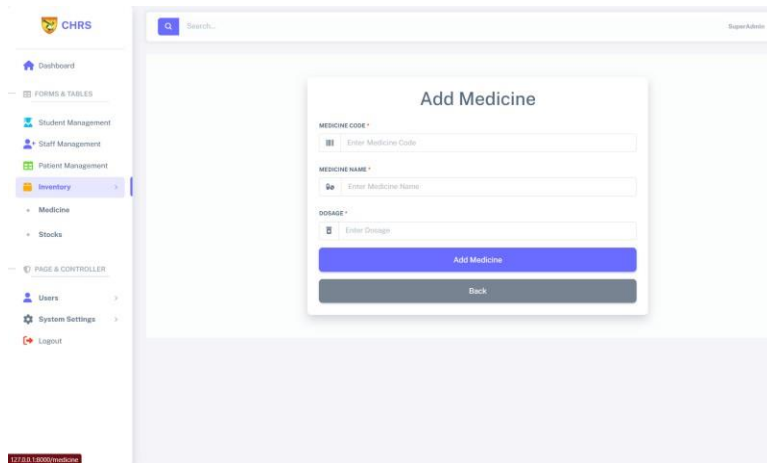


Inventory

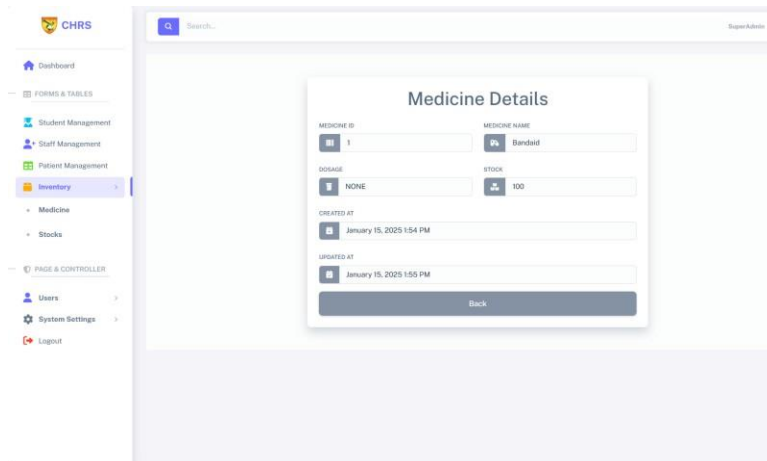
- A. Show all Medicine Management detailed in the table.
- B. Medicine Management (upload, show, update, delete).



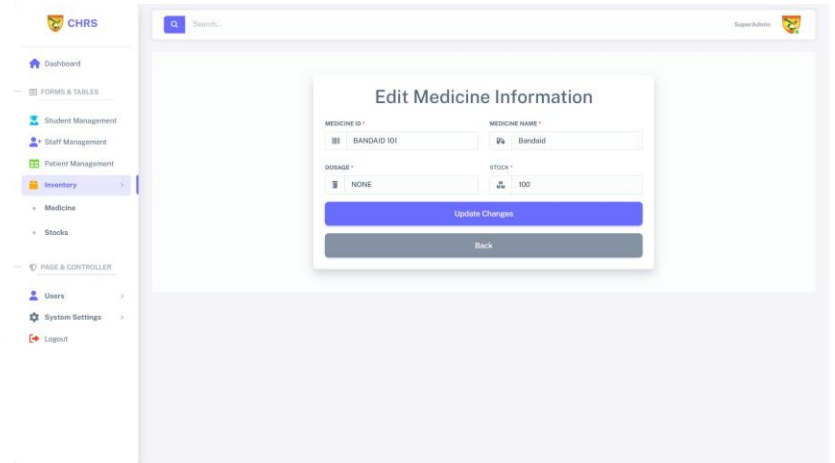
C. Click the plus button/Add medicine button to add new medicine.



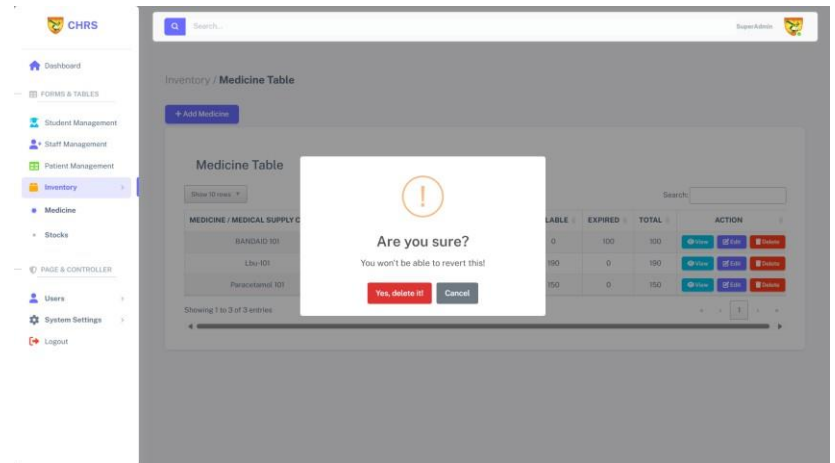
D. Click the eye button/View button to show the medicine information.



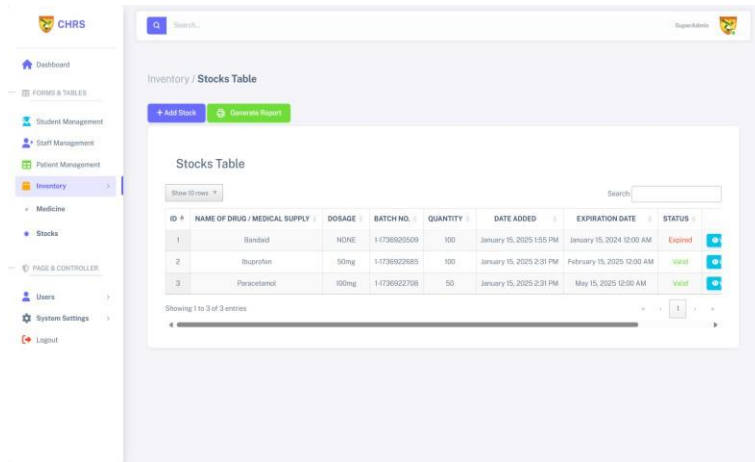
E. Click update button/Edit button for record status update.



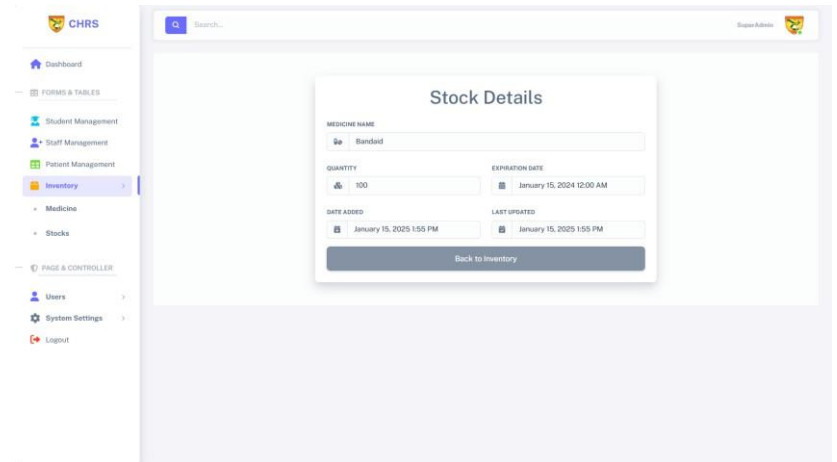
F. Click the trash button/Delete button to delete the record.



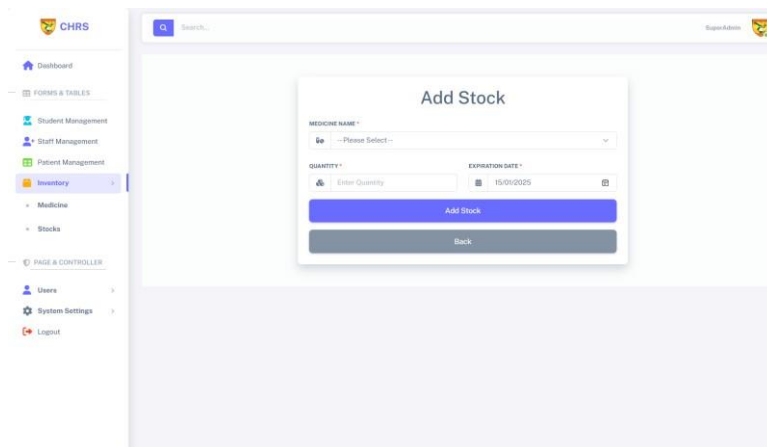
- G. Show all Stock Management detailed in the table.
- H. Stock Management (upload, show, update, delete and generate report).



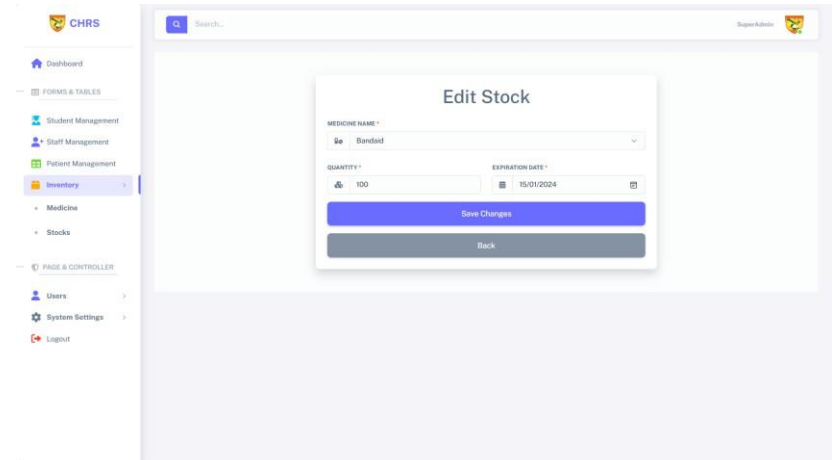
- J. Click the eye button/View button to show the stock information.



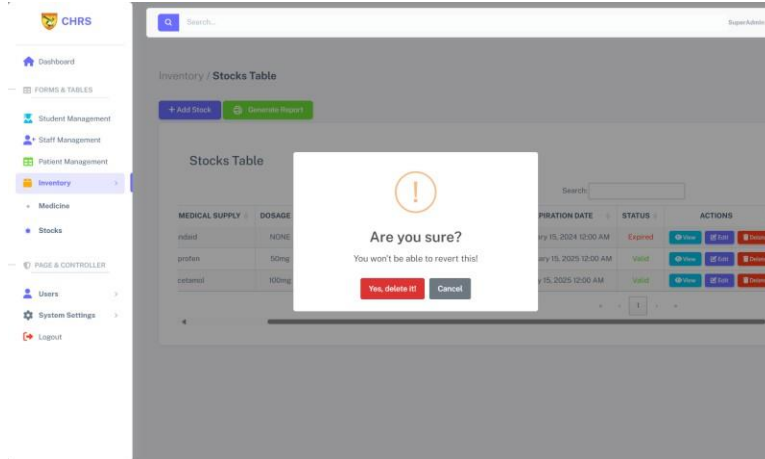
- I. Click the plus button/Add stock button to add new stock for medicine.



- K. Click update button/Edit button for record status update.



L. Click the trash button/Delete button to delete the record.



N. Input specific date from and up to date reports.



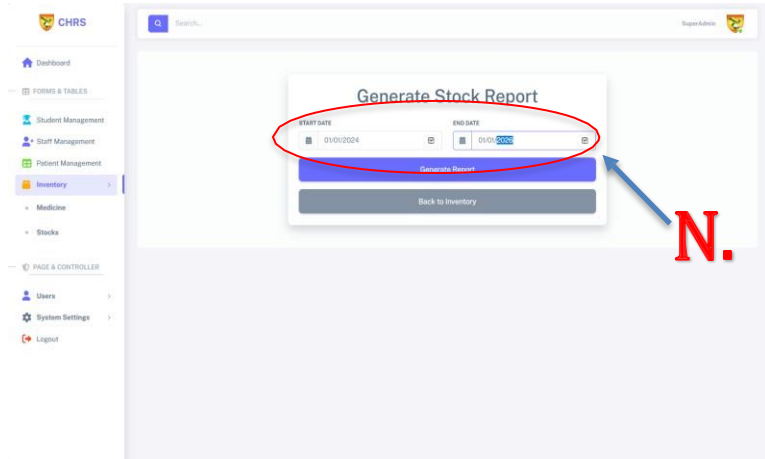
Republic of the Philippines
CAGAYAN STATE UNIVERSITY
Cagayan Campus
CAMPUS CLINIC OFFICE
Email Address: clinic.gcsu@csu.edu.ph

INVENTORY OF MEDICAL SUPPLIES
From: January 01, 2024
To: January 01, 2025

Name of Drug / Medical Supply	Dosage	Expiration Date	Balance On Hand	Units Added	Date Added	Expiration Date	Total
Bupropion	NONE	January 15, 2024	100	100	January 15, 2024 2:13 PM	January 15, 2024	200
Diphenhydramine	50mg	February 15, 2025	100	100	January 15, 2024 2:13 PM	February 15, 2025	200
Paracetamol	100mg	May 15, 2025	150	50	January 15, 2024 2:13 PM	May 15, 2025	200


[Name]
Campus Nurse

M. Click the print button to generate reports.



User Management

A. Newly Registered User Table



CHRS

Dashboard

FORMS & TABLES

- Student Management
- Staff Management
- Patient Management
- Inventory

PAGE & CONTROLLER

- Users
- Newly Registered
- User Management
- System Settings
- Logout

Search...

Tables / Newly Registered User

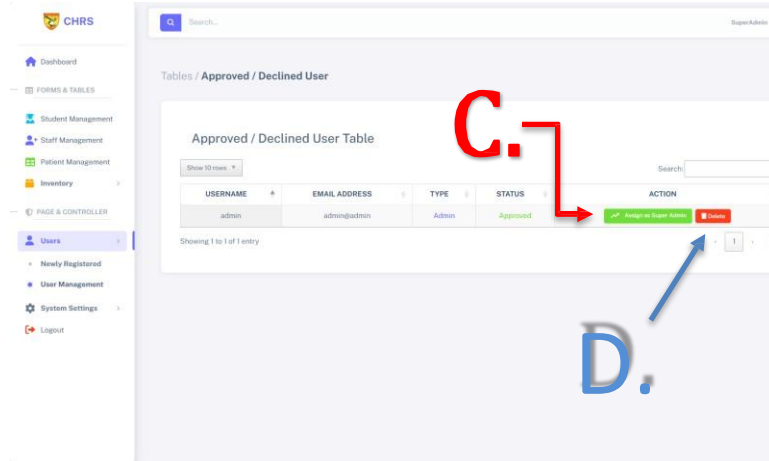
Newly Registered User Table

Show 10 rows

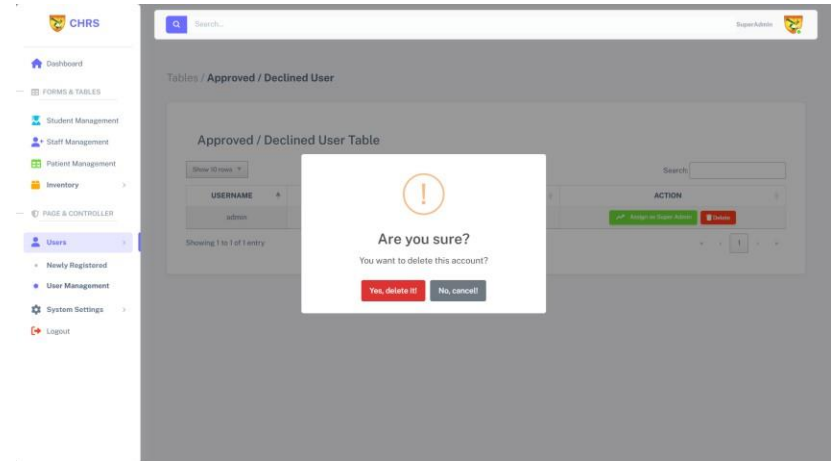
USERNAME	EMAIL ADDRESS	DATE REGISTERED	ACTION
Jahleel_Admin	admin_jahleel	January 16, 2025 10:31 PM	Approved Viewed Deleted
Jahleel_Admin	Sacayanjahleel	January 16, 2025 10:31 PM	Approved Viewed Deleted

Showing 1 to 2 of 2 entries

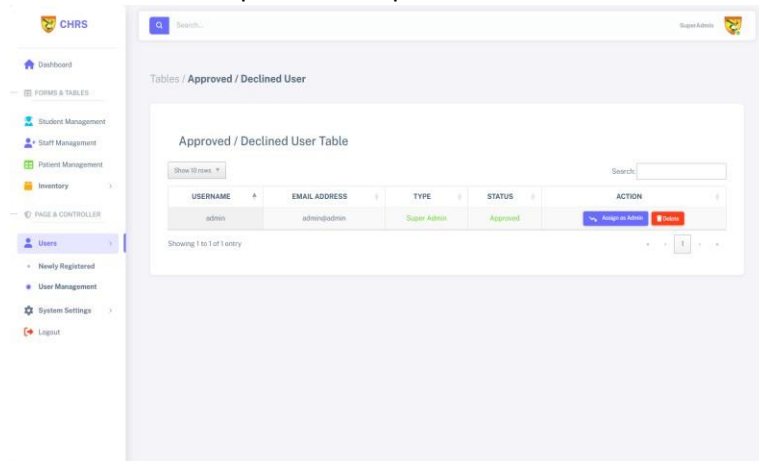
B. Approved and Declined User table.



D. Delete

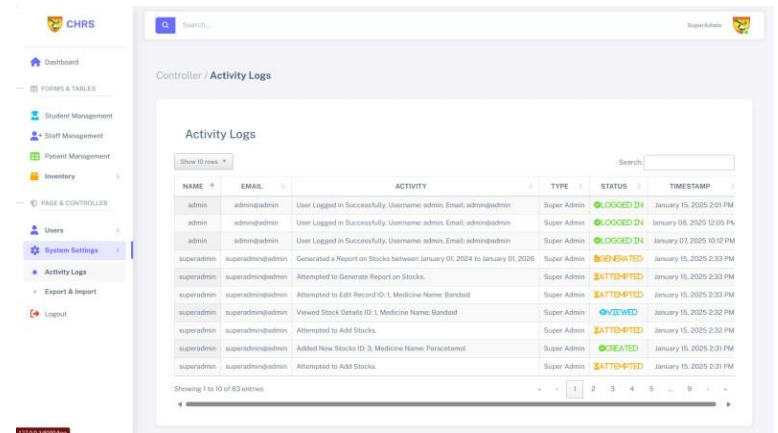


C. When the "Assign as Super Admin" button is clicked, the user's role will be updated to Super Admin.



System Settings (Activity Logs)

A. This functionality allows admin to monitor all activity through logs.



TROUBLESHOOTING

Common Issues

- 1. User cannot log in:** Verify the account status (active/deleted) and users are unable to log in due to forgotten credentials or system errors.
- 2. Missing data:** Ensure proper permissions and data were saved.
- 3. Error messages:** Check the system logs or contact support.
- 4. Error in uploading files:** Verify that the file size and format comply with the allowed specifications in the system settings and check the storage space available on the server.
- 5. File Upload Errors:** Issues when uploading medical files or attachments.
- 6. Slow System Performance:** The system takes too long to load or respond.
- 7. System Crashes:** The system shuts down unexpectedly.
- 8. Limited Access:** Certain features or files are inaccessible due to permission errors.
- 9. Data Entry Issues:** Errors or mistakes when inputting patient details.

Contact Support

Email: csug.supera@gmail.com

Contact Number: +63 9365711709