USER MANUAL

Record System Cashier Operations

OPERATIONAL PROCEDURE MANUAL (OPM)

Purpose: This Operational Procedure Manual (OPM) acts as the main support document for Application Services and Operations front line staff (pre-scan payment and booking procedure). The OPM will include anything that is repeatable.

Application Name	**Web-Based Record Management System Agreement**
Application Portfolio number	**19/004**
Project Name	**UDUTH CT PPP**
Project Manager	**Nura Tijjani Abubakar 05/01/19**
	(Print name) (signature) (date)
Project Description	**Diagnostic Machine (usage) Record, Receipting and Booking Management System**

CONFIDENTIAL DOCUMENT

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START-UP AND SHUTDOWN PROCEDURES

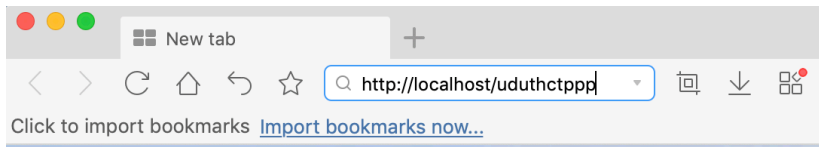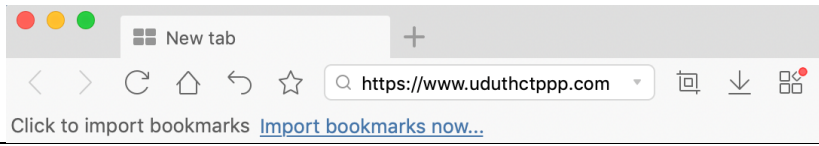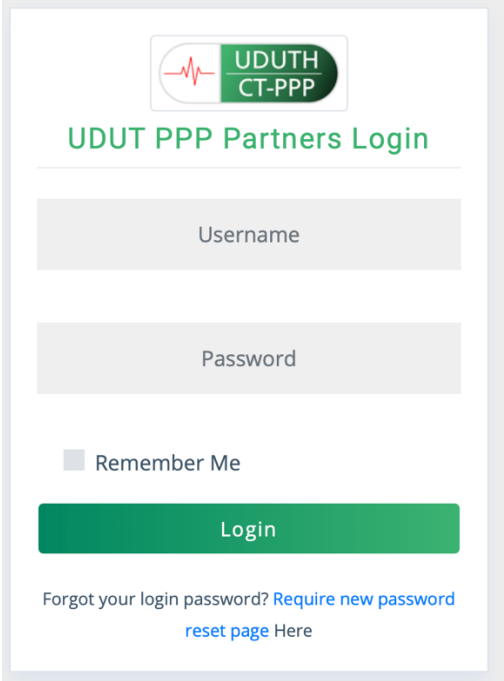| Description	This is a web-based (runs on browser) project and not sensitive to how user shutdown.

Server Start-up
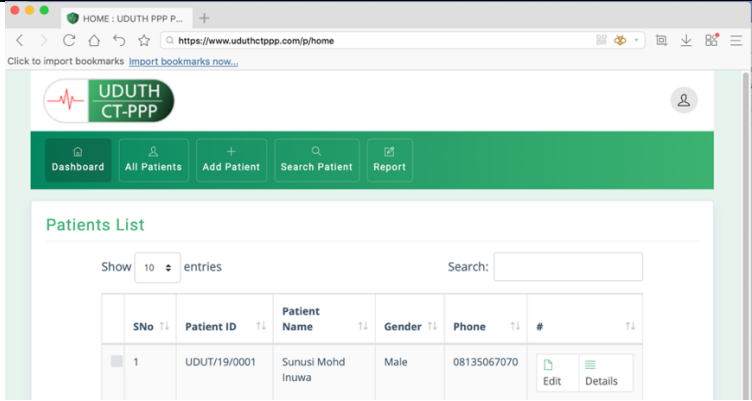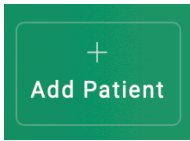
STEP#	INSTRUCTIONS
Step 1	Start the server application (if not started automatic)
Step 2	In the browser, type **http://localhost/uduthctppp** **NOTE:** The address can be stored as Bookmark for quicker access.

Application Shutdown

STEP#	INSTRUCTIONS
Step 1	Log out your session by clicking on your profile at the top-right corner of the screen.
Step 2	Close the browser

USER OPERATIONAL PROCEDURE

Starting the Application	Start the Server Local machine: Open any browser and type **http://localhost/uduthctppp** Internet: Open any browser and type **https://www.uduthctppp.com**

Enter the login Credentials	
Your main page opens	
Add patient, Print Receipt	1. Click on Add Patient Button 2. Fill in the fields accordingly

Note on Patient Types

LOCAL: Patients coming from UDUTH hospital with UDUTH File. If you shoose this option, the you fill in the Patient File No. on the right.

OTHERS: These are patients coming from outside UDUTH. If you shoose this option, you **do not** have to fill the Patient File No. on the right

3. Click on **Confirm** check box and then **Submit** button
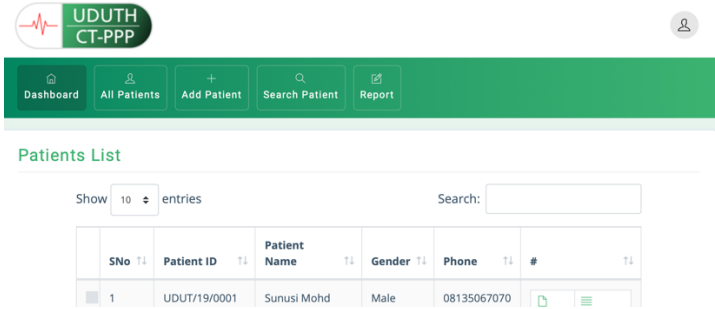
4. After submitting the data, the following screen should show
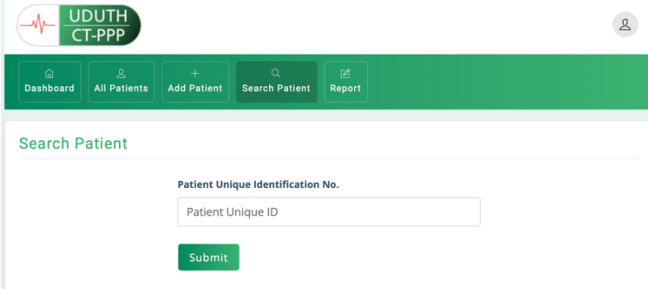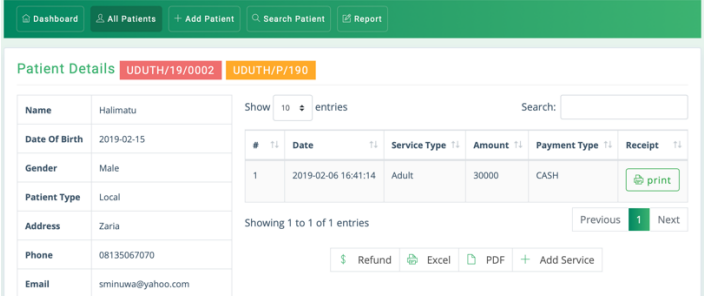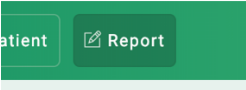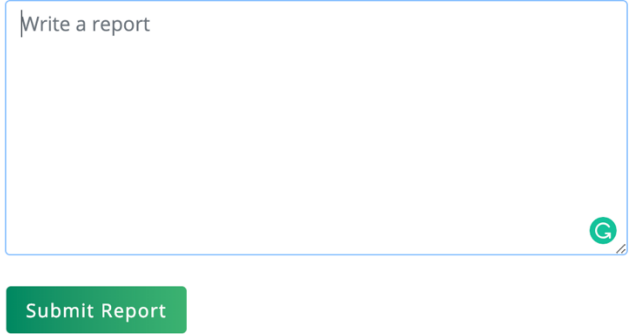
5. Click on the **Print** button under the right **Receipt** column. The system should generate receipt and show in duplicate as in the below screen

6. Click on **Print** button (the second time) to send the document to the printer.

Print

View all patients	1. Click on the **Dashboard** button on the main menu
To search a Patient	1. Click on **Search Patient** button on the main menu

2. Enter patient's ID eg. **UDUTH/19/0002** or or Name e.g. **Sunusi**
3. Click on **Submit** button
4. You should see the patients record if that ID is existing

To send Report

1. Click on **Report** button on the main menu

2. Write your report in the provided spave and click **Submit** button

3. The management will be notified and take action accordingly

ADDITIONAL COMMENTS

For security reasons, the password resent is disable. If you have any issue, please report to the management and rectify you issues.

PREPARED BY

Project Manager	Nura Tijjani Abubakar 05/01/19
	(Print name) (date)

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