

USER MANUAL

Record System Cashier Operations


PREPARED BY
MIKRO-TECH SOFT-WARE LTD.

PREPARED FOR



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) (date)	(signature)
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.
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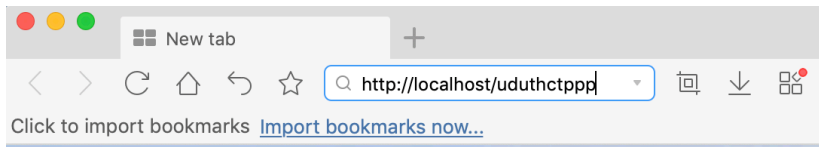
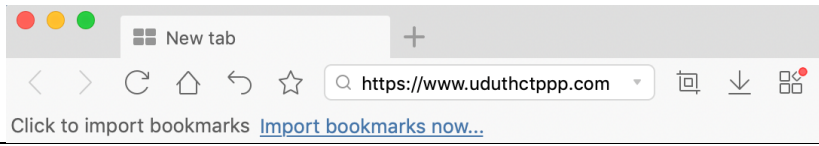
Server Start-up

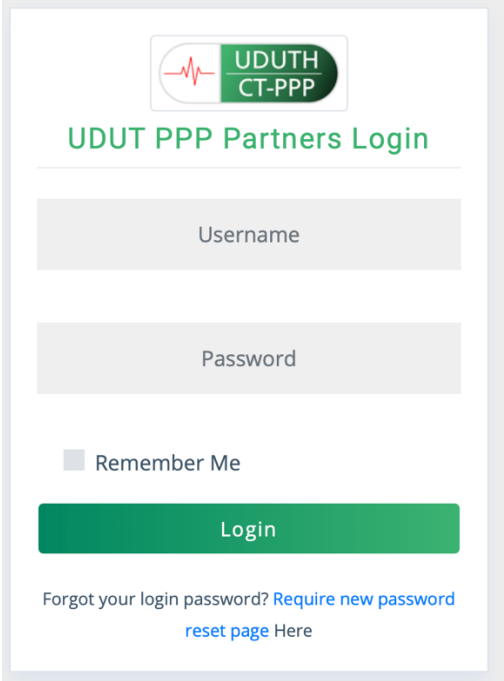
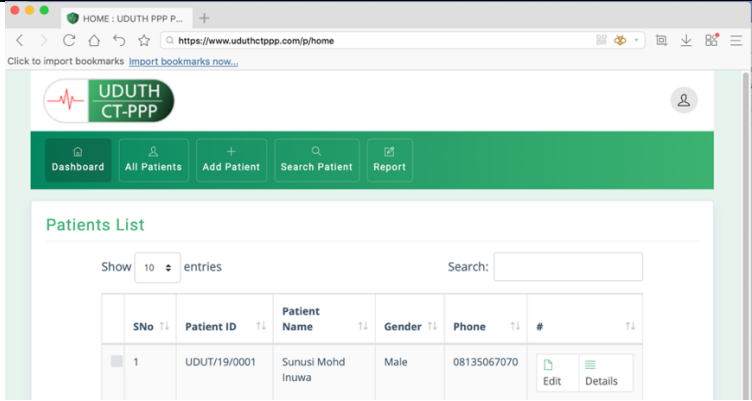
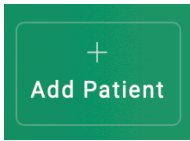
STEP#	INSTRUCTIONS
Step 1	Start the server application (if not started automatic)
Step 2	In the browser, type http://localhost/uduthctppp NOTE: The address can be stored as Bookmark for quicker access.

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	<p>Start the Server</p> <p>Local machine: Open any browser and type http://localhost/uduthctppp</p>  <p>Internet: Open any browser and type https://www.uduthctppp.com</p> 

<p>Enter the login Credentials</p>	
<p>Your main page opens</p>	
<p>Add patient, Print Receipt</p>	<ol style="list-style-type: none"> 1. Click on Add Patient Button  2. Fill in the fields accordingly

Fullname	<input type="text" value="Zangina"/>	Date Of Birth	<input type="text" value="10/03/1990"/>
Gender	<input type="text" value="Male"/>	Phone	<input type="text" value="123456"/>
Email	<input type="text" value="user@email.com"/>	Name of Companion	<input type="text" value="Someone"/>
Address			
<input type="text" value="Somewhere"/>			
Patient Type	<input type="text" value="Local"/>	Patient File No. (If Local)	<input type="text" value="UDUT-928-000"/>
Service Type	<input type="text" value="Adult"/>	Payment Type	<input type="text" value="CASH"/>
Payment Status	<input type="text" value="Completed"/>	Referral Letter	<input type="text" value="Choose File no file selected"/>

Note on Patient Types

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

OTHERS: These are patients coming from outside UDUTH. If you choose 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

Please Confirm





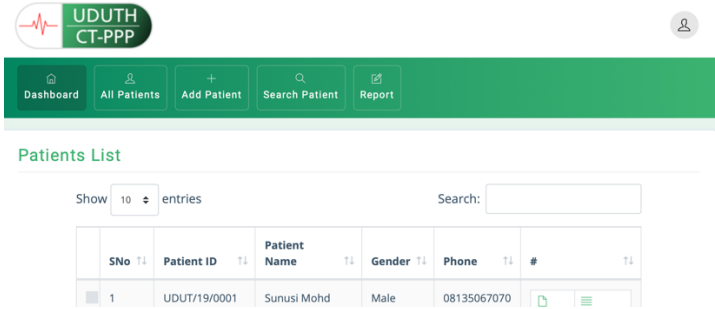
4. After submitting the data, the following screen should show

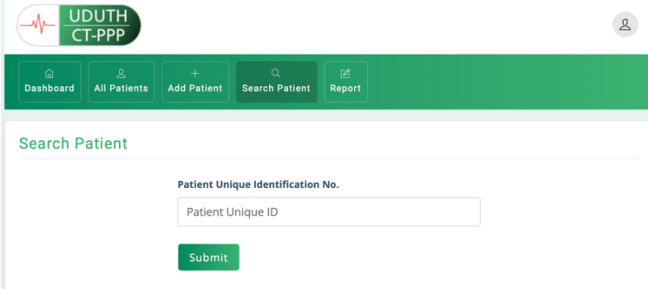
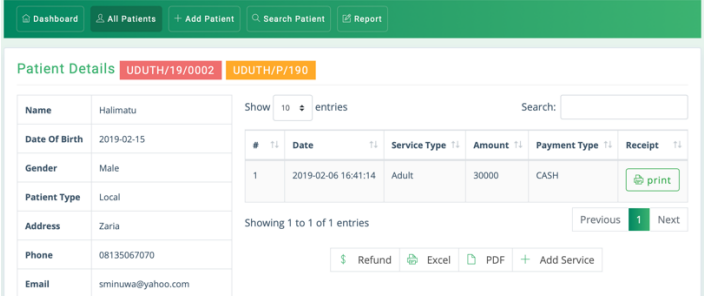
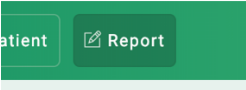
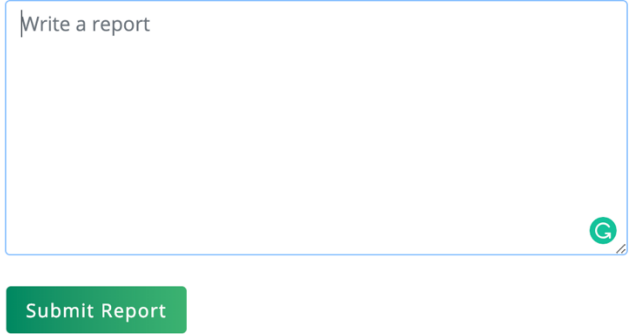
Dashboard All Patients Add Patient Search Patient Report

Patient Details UDUTH/19/0009 UDUT-928-000

Name	Zangina	Show	to	entries	Search:	<input type="text"/>	
Date Of Birth	19/03/1990	#	Date	Service Type	Amount	Payment Type	Receipt
Gender	Male	1	2019-02-06 16:45:56	Adult	30000	CASH	<input type="button" value="print"/>
Patient Type	Local	Showing 1 to 1 of 1 entries					Previous <input type="button" value="1"/> Next
Address	Somewhere	<input type="button" value="\$ Refund"/> <input type="button" value="Excel"/> <input type="button" value="PDF"/> <input type="button" value="+ Add Service"/>					
Phone	123456						
Email	user@email.com						

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

	<div style="text-align: center;">  <p>Usmanu Danfodiyo University Teaching Hospital, Sokoto P.M.B. 2370 Sokoto, Nigeria</p> </div> <div style="text-align: right;"> <p>[Receipt Info]</p>  <p>Invoice No. 0000014 Patient ID: UDUTH/19/0009 Date: 2019-02-06 16:45:56</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PatientUID</td> <td>UDUTH/19/0009</td> <td style="width: 25%;">Service Type</td> <td style="width: 10%;"></td> <td style="width: 10%;">Amount Paid</td> <td style="width: 10%;">Payment Type</td> <td style="width: 10%;">Date</td> </tr> <tr> <td>Name</td> <td>Zangina</td> <td>Adult</td> <td></td> <td>30000</td> <td>CASH</td> <td>2019-02-06 16:45:56</td> </tr> <tr> <td>Gender</td> <td>Male</td> <td colspan="5"></td> </tr> <tr> <td>Address</td> <td>Somewhere</td> <td colspan="5"></td> </tr> <tr> <td>Patient Type</td> <td>Local</td> <td colspan="5"></td> </tr> <tr> <td>Patient File No</td> <td>UDUT-928-000</td> <td colspan="5"></td> </tr> </table> <p style="text-align: center;">Served By: Sunusi Mohd Inuwa</p> <hr style="border-top: 1px dashed #ccc;"/> <div style="text-align: center;">  <p>Usmanu Danfodiyo University Teaching Hospital, Sokoto P.M.B. 2370 Sokoto, Nigeria</p> </div> <div style="text-align: right;"> <p>[Receipt Info]</p>  <p>Invoice No. 0000014 Patient ID: UDUTH/19/0009 Date: 2019-02-06 16:45:56</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PatientUID</td> <td>UDUTH/19/0009</td> <td style="width: 25%;">Service Type</td> <td style="width: 10%;"></td> <td style="width: 10%;">Amount Paid</td> <td style="width: 10%;">Payment Type</td> <td style="width: 10%;">Date</td> </tr> <tr> <td>Name</td> <td>Zangina</td> <td>Adult</td> <td></td> <td>30000</td> <td>CASH</td> <td>2019-02-06 16:45:56</td> </tr> <tr> <td>Gender</td> <td>Male</td> <td colspan="5"></td> </tr> <tr> <td>Address</td> <td>Somewhere</td> <td colspan="5"></td> </tr> <tr> <td>Patient Type</td> <td>Local</td> <td colspan="5"></td> </tr> <tr> <td>Patient File No</td> <td>UDUT-928-000</td> <td colspan="5"></td> </tr> </table> <p style="text-align: center;">Served By: Sunusi Mohd Inuwa</p> <p>6. Click on Print button (the second time) to send the document to the printer.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; display: inline-block;">Print</div> </div>	PatientUID	UDUTH/19/0009	Service Type		Amount Paid	Payment Type	Date	Name	Zangina	Adult		30000	CASH	2019-02-06 16:45:56	Gender	Male						Address	Somewhere						Patient Type	Local						Patient File No	UDUT-928-000						PatientUID	UDUTH/19/0009	Service Type		Amount Paid	Payment Type	Date	Name	Zangina	Adult		30000	CASH	2019-02-06 16:45:56	Gender	Male						Address	Somewhere						Patient Type	Local						Patient File No	UDUT-928-000					
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<p>View all patients</p>	<p>1. Click on the Dashboard button on the main menu</p> 																																																																																				
<p>To search a Patient</p>	<p>1. Click on Search Patient button on the main menu</p>																																																																																				

	 <ol style="list-style-type: none"> 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 
<p>To send Report</p>	<ol style="list-style-type: none"> 1. Click on Report button on the main menu  <ol style="list-style-type: none"> 2. Write your report in the provided spave and click Submit button  <ol style="list-style-type: none"> 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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