User manual

I. Basic features for all users

1. Create account
2. User roles
3. Create account with Email
4. Create account with Google
5. Email verification
6. Login
7. Logoff
8. Edit user profile
9. User photo
10. View user profile
11. Forgot password
12. Change password
13. Change email
14. Preferences
    1. Currency
15. Ways to connect
16. Cancel account

II. Electronic Health Records

The following options are available only to the Account owner, users with the role of Health Care Professional and partly to the Secretariat.

1. Add new patient
2. Select patient
3. Patients archive
4. EHR
    1. Patient overview
    2. Patient demographics
        1. Edit patient demographics
        2. Patient photo
        3. View patient demographics
    3. Patient history
        1. Diseases
            1. Add disease
            2. Edit disease
            3. View disease
        2. Allergies
            1. Add allergy
            2. Edit allergy
            3. View allergy
    4. Gynecological history (female only)

5. Family history
    1. Family history - Diseases
        1. Family history - add disease
        2. Family history - edit disease
        3. Family history - view disease
6. Social history
7. Cases and Encounters
    1. Cases
        1. New case
        2. Edit case
        3. View case
    2. Encounters
        1. New encounter
        2. Edit Encounter
        3. View encounter

5. Statistics
    1. Patients per year
    2. Patients per month
    3. Patients gender
    4. Patients age
6. Practice management
    1. History notes templates
    2. Encounters Report
    3. Office departments (examination rooms)
    4. Activity Log

III. Scheduling

1. Appointments
2. Contacts
    1. Contact list
    2. Add new contact
    3. Edit contact
    4. Contact photo
    5. View contact
3. Calendar archive

IV. Accounting

1. Invoicing
2. My invoices
3. Download invoices
4. Invoice: print, payment, cancellation
5. Send invoice by email
6. Sample Invoice
7. Receipt
8. Send receipt by email
9. Services and prices

    1. Add new service
    2. Edit service
    3. View service
10. Customers
11. Public insurances
12. Private insurances
13. Accounting Management
    1. Invoice series
    2. Manage Invoice Discounts
    3. Manage Invoice Taxes
    4. Invoice header
14. Financial reports
    1. Revenue summary

V. Account Management

The following options are only available to the Account Owner.

1. Account status
2. Pricing
3. Payment methods
    1. Pay with card
    2. Pay with Paypal
4. Payment history
5. Export my data
6. My business
7. User management

VI. Support

1. Support
2. Submit issue
3. Manage issue

VII. Appendix

1. Free text editor
    1. Free Text Editor - Tables
2. Uploads
3. Activity Log
4. Security advice

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