



# CLINIC CALANDER

## User Manual

*DRAFT VERSION*

# Welcome to RHUBI

RHUBI is an online service directory which aims to provide consumers and service providers with information on the health services and programs in their community.

A unique feature of RHUBI is the clinic calendar which provides real time information on the upcoming clinics running in communities.

Consumers and service providers can search the calendar for their community or the service they need and be provided with dates, times, referral requirements, and other relevant information.

Consumers can make contact with the health service to be placed on the waiting list or book an appointment at the next available clinic.

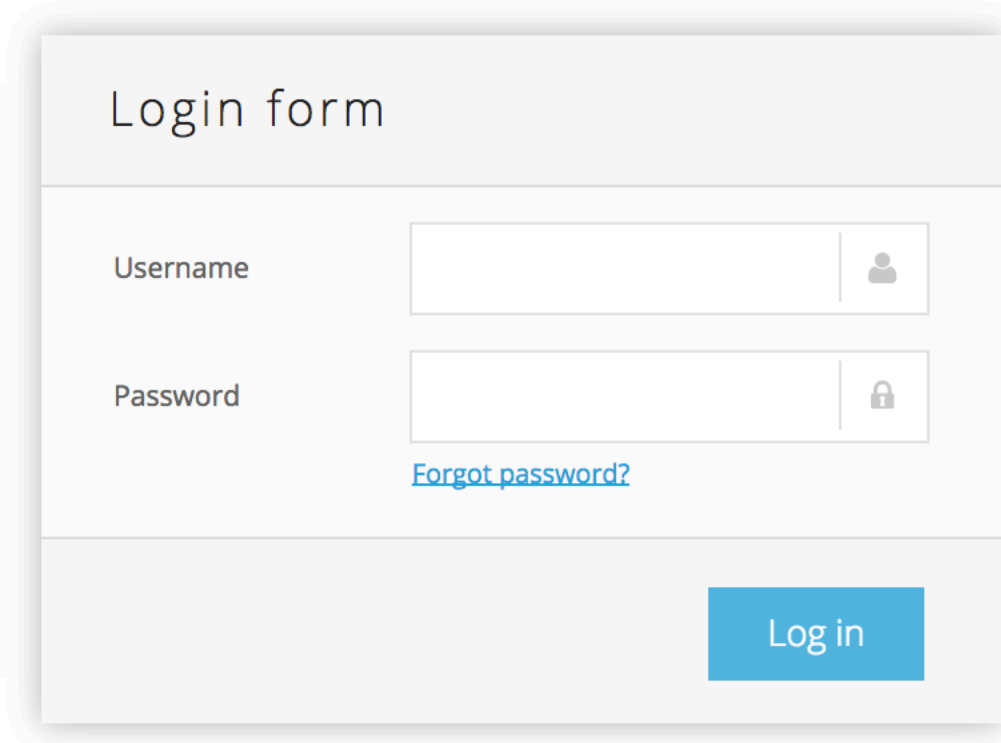
The communities involved are Balranald, Broken Hill, Buronga, Dareton, Gol Gol, Ivanhoe, Menindee, Tiboburra, Wentworth, White Cliffs and Wilcannia.

The Clinic Calendar provides details on health services within these towns. The schedule will help you find an upcoming clinic or health program, assist you to make contact with the service or organisation to help with your health needs.

# LOGIN

To LOGIN to the system click on the ICON at the top right of the website.

Once you have clicked on this icon you will see the LOGIN screen.



The image shows a login form with the following elements:

- Header:** "Login form"
- Username field:** A text input box with a user icon on the right.
- Password field:** A text input box with a lock icon on the right.
- Forgot password link:** A blue link labeled "Forgot password?" located below the password field.
- Log in button:** A blue button labeled "Log in" located at the bottom right of the form.

A small icon of a hand pointing to the right is located to the right of the "Log in" button.

Enter your USERNAME, which should be your email. Enter your password and click `Log In`.

This will give you access to additional MENU DETAILS.

# Menu Detail

ADD EVENT

SEARCH

CALENDAR ADMIN

SETTINGS

ADMIN



There are different menu items for the administrator of RHUBI:

1. Add Clinic
2. Search
3. View Month
4. Calendar Admin
5. Settings
6. Admin

## ADD CLINIC

The CLINIC section of RHUBI is where the specifics about Clinics are entered.

It is important to make sure that the details about the clinic are clear and simple.

It is important to select the correct start and end dates for your clinic.

If your clinic is on more than once, for example, weekly, then select the correct repeat option from the dropdown menu.

**DAILY:** This in for an clinic that is on every day between two dates

**WEEKLY:** For clinics that are on a weekly repeat

**MONTHLY:** Clinics that are repeated monthly

**YEARLY:** Clinics that are repeated Yearly

**DAY SPECIFIC:** You can create events that occur on a specific day, such as Wednesday's

**PERIODIC:** This is for the FIRST, SECOND, THIRD or LAST specific DAY of each MONTH

Repeats

- ✓ Never
- Daily
- Weekly
- Monthly
- Yearly
- Day Specific
- Periodic

### Add New Event

Business Unit:       Contact Email:       Contact Number:

Location:       Service Type:       Specialist:

Subject:

Description:

Referral Required       Bulk Billed       Disability Access

Start Date (DD-MM-YYYY):       Start Time:       End Date (DD-MM-YYYY):       End Time:

Time Type:       Repeats:       Category:

[Submit Event](#)

## DELETING CLINICS

To delete clinics, you need to be logged into the system. Once logged into the system, search for the specific event. Once you have the results, a new checkbox is available. Check the events you wish to delete and click on DELECT SELECTED button at the bottom of the form.

Occurences		
<input type="checkbox"/>	Monday 15, September 2014	4:30 PM to 4:30 PM
<input type="checkbox"/>	Monday 29, September 2014	4:30 PM to 4:30 PM

# ADMIN: USER LIST

New users are added under the ADMIN menu section. Click on `Create User` to create a new user.

User List			
Username	Groups	Edit Groups	Action
calendar		<a href="#">Edit Groups</a>	
kris		<a href="#">Edit Groups</a>	
<a href="#">Create User</a>			

Once you have clicked on `Create User` you will see the form below.

## Create User

User Name	<input type="text"/>
Make Admin	<input type="checkbox"/> Admin
Business Unit	<input type="text"/>
<input type="submit" value="Submit"/>	

The USER NAME is the EMAIL address of the user you wish to create. You will have a list of Business Units you can link this person to.

Users will be sent an email once this account has been created.

Users can change their password once they have logged in by clicking on the SETTING menu item.

## Change Password

Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="submit" value="Submit"/>	