RHUBI
Remote Health Unit Business Index

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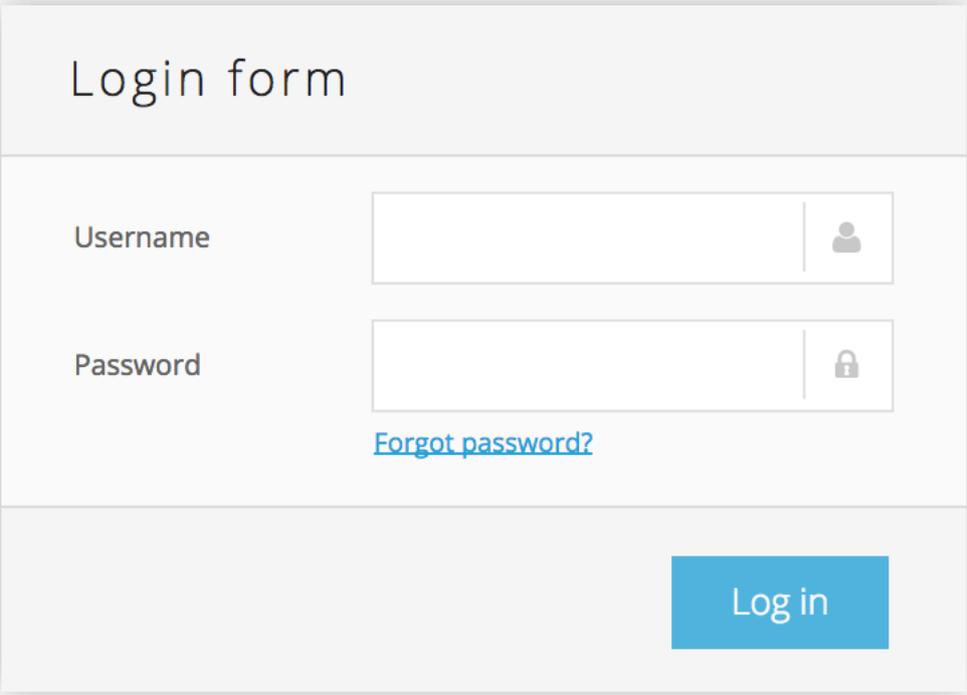
Enter your USERNAME, which should be your email. Enter your password and click `Log In`.

This will give you access to additional MENU DETAILS.

Menu Detail

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.

Repeats

✓ Never
  Daily
  Weekly
  Monthly
  Yearly
  Day Specific
  Periodic

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

Add New Event

Business Unit

Choose Parent ▲▼

Contact Email

Contact Number

Location

Service Type

Select Service Type ▲▼

Specialist

No Specialist Options ▲▼

Subject

Description

☐ Referral Required   ☐ Bulk Billed   ☐ Disability Access

Start Date (DD-MM-YYYY):

27-08-2014

Start Time:

12:44 PM

End Date (DD-MM-YYYY):

27-08-2014

End Time:

12:44 PM

Time Type

Normal ▲▼

Repeats

Never ▲▼

Category

Select 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		
☐	Monday 15, September 2014	4:30 PM to 4:30 PM
☐	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		Edit Groups	
kris		Edit Groups	
Create User			

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

Create User

User Name	
Make Admin	☐ Admin
Business Unit	
	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	
New Password	
Confirm New Password	
	Submit