

OPD RECEPTION

USER MANUAL FOR OPD RECEPTION

JAZZ-GarajCloud





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INTRODUCTION

This manual provides detailed information on the services and procedures available at the hospital reception. All staff members need to familiarize themselves with the content of this manual to ensure efficient and effective operations. Tibb Information Technology (TibbIT) is an application software to access the Hospital Management Information System for the targeted hospital.

SYSTEM OVERVIEW

The software is designed with a user-friendly interface, making it easy for hospital staff to navigate and utilize its features. TibbIT is compatible with various devices, including desktops, laptops, and tablets, ensuring flexibility and convenience in accessing the system.

TibbIT is designed to streamline administrative tasks, enhance patient care, and improve overall efficiency within the hospital, by integrating various modules such as patient management, appointment scheduling, and reporting, TibbIT aims to simplify the day-to-day operations of the hospital reception.

GETTING STARTED WITH OPD RECEPTION MODULE

TibbIT provides a range of services for the patient through the assistance of the receptionist, including:

- 1. Appointment booking.
- 2. Patient check-in and check-out.
- 3. Assisting patients and visitors with inquiries.
- 4. Directing patients and visitors to the appropriate departments.
- 5. Categories patient's appointment with a routine checkup, follow-up visit, or an emergency case.

To start with the TibbIT Software, the following steps lead towards the RECEPTION Module:

- 1. Connect to the Network.
- 2. Open any of your Web Browser.
- 3. Write the IP or Link Address in the URL bar i.e. tibbit.garajcloud.com/login
- 4. Click **ENTER** to proceed with the URL.

Тібыт х +		-	٥	х
← → C ଲ 🛱 tibbit.garajcloud.com/login	୍ ର 🖈	ឋ		
Login				

Fig. 1: IP Address





Note: Password must be Uppercase, Lowercase, Special Characters, and Numbers.

Fig. 2: TibbIT Login

HOME SCREEN PAGE

Upon login, page will be directed to the Home Screen which refers to the successful login; else proper **credentials** are required to log in.

⊖ Demo Receptionist இ	
Q Search	
L Vital Management	
2 Patient Management	
Fig. 3: TibbIT I	Homepage



PATIENT MANAGEMENT MODULE

The **Patient Management** module allows users to create and maintain patient records efficiently. User can add new patients, update existing information, and view patient history seamlessly. Additionally, users can assign unique identifiers like *MRN Number* or *VISIT ID* to patients for easy identification and tracking.

Click to open Patient	Demo Receptionist OPD Reception Q Search	
Management Module	L Vital Management	
L.,	Patient Management	

Fig. 4: Patient Management Module

1. REGISTER A PATIENT

Patient Management Module allows the user to register new patients to manage patient appointments effortlessly, schedule new appointments, reschedule existing ones, and view the availability of doctors and facilities in real time.

Demo Receptionist			Patient Management		
Q Search					ADD NEW
L Vital Management	Q MRN	Q CNIC	Q Mobile	Q, Name	Click to
Patient Management	Search a patient				register a new patient

Fig. 5: Register New Patient



2. ADD PATIENT DETAILS

On clicking the ADD NEW button, the module will redirect to the new page to write or insert the patient's CNIC, First Name, Last Name, Father's Name, Mobile Number, Gender, Date of Birth, Marital Status, Blood Group, Entitled in a specific department (gazetted patients have class 1 label), City, and Address.

	Demo Recentionist 🚓							
Click to go	OPD Reception	←	Patient Re	gistration		CANCEL	CLEAR	SAVE
BACK to the	Vital Management	CNIC 12345-6789097-6	Family Number 6789097	First Name DEMO	Last Name PATIENT			
previous	Dationt Management	Father/Spouse Name DEMO FATHER	Mobile Number 0312-3456783	Gender Male ×	Date of birth 04/29/1999			
page	Fateric Management	Age (Years) 25	Age (Months) O	Age (Days) O	Single			×
		A+ X	✓ Is Class 1	Z Entitled	Employee Number 1234			
		Ministry Of Health ×						
		Starth city Islamabad, Islamabad Capital Territory, Pakistan	×	Address Line XYZ ROAD, NEAR ABC AREA				
Click to		SAVE AND CREATE VISIT						
create a		Form is in normal mode use the keybind control.k to open sea	rch mode					
profile and		You can clear the form with control.shift.c						
book an			SEARCH RESULTS FAM	VISITS				
Appointment-		Your search results will appear here						

Fig. 6: Register New Patient Details

3. BOOK APPOINTMENT

Once the user saves the patient's data, a pop-up for the selection of a specific department appears to select the designated **department**, **practitioner**, **appointment type**, and **priority**.

bec 12345-6897654-3	MR No. 0-407558-01	Family Number 6897654	First Name TESTING
st Name	Book Appo	pintment	Gender
LST	Department Spine Sumpery (R.173)(Tue Thu)		Male Age (Days)
tai Status	Health Service Spine Surgery (R-173)	x	25
nployee Number 17345	Practitioner Dr. Junaid Ismail	×	
aanch city siamabad, Islamabad Capital Territory, Pakistan	Appointment Type Routine appointment	×	
	Priority	×	
is in normal mode use the keybind control.k to o	per		
	CANCEL	SAVE	ASITS
r search results will appear here			

Fig. 7: Book Appointment



4. APPOINTMENT PRINT PREVIEW

Once the appointment is saved in the particular department for the patient, a preview screen appears to print the page with three scannable codes or Unique Identifiers like MRN, QR Code, and VISIT ID respectively. Other than bar codes face sheet contains general information about the patient (*Personal Information like CNIC or Phone Number is invisible to ensure safety*), visits in the particular department, and the template or face sheet for the doctors to write patients' problems, diagnosis, and the prescribed medicine.



Fig. 8 (a): Appointment Print Preview



Federal Government Polyclinic (PGMI) Islamabad Patient visit slip Physiotherapy							
67	75719						
Date	01/29/2024 12:16 PM						
MRN	0-96310-01						
Visit ID	675719						
Family ID	4388409						
Practitioner	N/A						
Patient Name	NAZIA SHABBIR						
Father/Husband	SHABBIR						
Age	46 years, 11 months, 5 days						
Gender	Female						
Token #:							
1	07						

Fig. 8 (b): Small Token Print

5. ADD FAMILY

Only the close family of the entitled person will lie under the family of that person. It is mostly depending on the administrative law of the Hospital. A new form will appear by clicking the given buttons below in the figures for dependent members having fields of **Relation** with the patient, **CNIC**, **First Name, Last Name, Father Name, Mobile Number, Gender, Date of Birth, Marital Status, Entitlement** in particular Department, **City**, and **Address**. Follow steps **4**, **5**, and **6** to have a **printed token** of the Appointment.

	← Patient Registration											
									CANCEL	CLEAR	SAVE	
	CNIC 01723-8916782-3		MR No. 0-124831-01		Family Number 8916782		First Na Demo	ame D				
	Last Name Test		Father/Spouse Name Father Name		Mobile Number 0318-9326781		Gender Male				×	
	Date of birth 07/01/1984	٥	Age (Years) 39		Age (Months) 7		Age (D) 25	lays)				
	Mortal Status Single	×	Blood Group A+		Is Class 1			Entitled				
Cliste to	Search city Islamabad, Islamabad Capital Territory, Pakistan	x	Address Line Address									
ADD	CREATE VISIT											
FAMILY	Form is in normal mode use the keybind control.k to You can clear the form with control.shift.c	open searc	n mode								-	-Click to
			SEARCH RESULTS	FAN	IILY	VISITS						OPEN Famil y
	ADD DEPENDANT			1								Section
										•		

Fig. 9 (a): Family Section



← Patient Registration						
				<u> </u>	CANCEL CLEAR SAVE	
Paulaton Son Last Name TEST Date of birth 01/01/2005 Merice Bauke Single Employee Number 012345 Bauch city Islamabad, Islamabad Capital Territory, Pakistan SAVE AND CREATE VISIT	× × ×	CNC 01723-8916782-3 FatherSpouse Name DEMO TEST Age (Years) 19 Blood Group Entited Organization Establishment Division × Address Line ABC ROAD	Family Monther 8916782 Mobile Number 0318-9326781 Age (Months) 1 IS Class 1	Finit Name TESTING Gander Male Age (Days) 25	×	
You can clear the form with control.shift.c						
		SEARCH RESULTS FAI	MILY V	ISITS		
CANCEL ADD DEPENDANT						

Fig. 9 (b): Add Family Dependent

÷		atient Registration			
сно 12345-6897654-3 Last Name	0-407556-01 Book Appointme	Family Number 6897654	First Name TESTING Gender		
TEST Date of birth 01/01/1999	Department (Spine Burgery (R-173)(Tue,Thu)) Janath Socion	× _	Age (Days) 25		×
Employee Number 012345	Spine Surgery (R-173) Practitioner Dr. Junaid Ismail	×	Entitled		
Search city Islamabad, Islamabad Capital Territory, Pakistan	Appointment Type [Routine appointment] Priority	×			
CREATE VISIT	Normal	×			
You can clear the form with control.shift.c			VISITE		
Your search results will appear here	CANCEL	SAVE			

Fig. 9 (c): (Step 4) Book Appointment



Т	Federal Government Polyclinic Government of Pak Foken #: 107 (Spine Surgery (R-173	(PGMI) Islamabad istan 8)(Tue,Thu))	Print	1 sheet of paper
0-124831-01		Vait D 716976	Destination	HP Universal Printing PC 🔹
بينتي Health Service Patient Name Birth Date Sender Gender	Limit Sprine Surgery (P-172) Class 1 pli Operan Test Father/Husband Nam up 1064-07-01 Age - Male Practitioner Name	: Yes بالا چہار کار : Tathe Name بالا کی کار کی کار : 20 years, 7 months, 25 days - Do Jonatal Ismail	Pages	All
Appointment Time Address	26-02-34 10:50 AM Registered By	Nicer Ul Ain	Copies	
	ں کلینک ہسپتال آئیں تو براہ کرم اسے اپنے ساتھ لائیں۔	(0-124831-01)یہ آپ کا میڈیکل ریکارڈ نمبر ہے جب آپ ہوا		
Providental Research 	Instituted	Sultition Even Department 22023 /r Projectivenest 1704 March 1998 1705 March 1998 1703 /r Super 200 1704 /r March 1997 1705 /r Super 200 1707 /r March 1997 1707 /r March 1997	More settings	~
Departmental Dopport				Print Cancel
Printed On: 26-Feb-2024 10:50 AM		Printed By: Noor ULAin - (NoorULAin)		

Fig. 9 (d): (Step 5) Appointment Print Preview



Fig. 9 (e): (fig. 8(b)) (small token) Other Department Token

6. PREVIOUS VISITS



In any case, if the patient wants to have his/her previous or duplicate slip, **VISITS Section** can provide this functionality to entertain the patient through this. Then any of the previous visits of the patient can be printed.

÷		Patient	t Registration			
					CANCEL CLEAR SAVE	
CNIC 01723-8916782-3 Last Name Test		MR No. 0-124831-01 Father/Sociale Name Father Name	Family Number 6916782 	First Name Demo Gender Male	×	Click to
Date of birth 07/01/1984 Martial Status		Age (Years) 39 Blood Group	Age (Months) 7 Is Class 1	Age (Days) 25 Entitled		Previous
Search city Search city Islamabad, Islamabad Capital Territory,	Pakistan x	A+ Address Line Address				VISIUS
CREATE VISIT	control.k to open searc	h mode			I f	-
You can clear the form with control.sh	ift.c					Click to
		SEARCH RESULTS FA	AMILY V			generate
Token Number Patient	t Check In	Department	Re	gistered By Priority	Actions	Duplicate
107 Demo	Test Feb 26, 2	024 Spine Surgery (R-173)(Tue, Thu)	No	oor UI Ain Normal		Slip with
103 Demo	Test Feb 23, 2	024 Physiotherapy	Bi	lal Hanif Normal	PRINT	DUPLICAT
103 Demo	Test Feb 19, 2	024 Medical Unit-2 (R-150)(Mon,Thu)	Na	aveed Zafar Normal	PRINT	E tag on it
101 Demo	Test Feb 17, 2	024 General Surgery OPD Male (Evening) (R-17	70) Se	elf Service Counter Normal	PRINT	I.

Fig. 10 (a): Visits

Fee Token	deral Government Polyclinic (PG Government of Pakistar #: 116 (Medical Unit-1(R-140)(T	GMI) Islamabad n rue,Fri))	Print	1 sheet of paper
0-124831-01		Vait 10 697808	Destination	HP Universal Printing PC 🔹
Health Service نام المواني Medical : Medical Patient Name بن Cenno T. Birth Date وبالأوراني : 1984 10 : 1984 00 : المواني المواني	Unit-1 Class 1 est Father/Nusband Name d1 Age	Yes r2 ¥ ,x2(2) = Father Name ≫ 29 years, 7 months, 25 days	Pages	
Appointment Time : 16-02-2 Address : ۲۵-02-2 Address : ۲۵-02-2	Tassaure nerse (1152 AM Registered By , Islamabad, Pakistan	ی المحمد Awned Noor Li Ain (0-124831-01) ہے آپ کا میڈیکل ریکارڈ نمبر ہے جب	Copies	
	Tradied and a second	Although a start of the start o	More settings	Print Cancel
Printed On: 26-Feb-2024 1:27 PM		Printed By: Noor Ul Ain - (NoorULAin)		

Fig. 10 (b): Duplicate Visit

7. SEARCH A PATIENT



In **PATIENT MANAGEMENT** Module, we can search an already registered patient in TibbIT software by their **MRN**, **CNIC**, **Phone Number**, and **Name** respectively as shown in the figure below: *Note: if the desired result can't be appeared by inserting the mentioned any of the entities, then click on* (**x**) *symbol to search through the other option.*

Demo Receptionist		Patient Management					Click to open		
Q Search								ADD NEW	the patient's
Vital Management	Q 0-124831-01	×	Q 0172389167823	×	Q 0318-9326781	×	Q, demo test	×	details
	Found 1 results								
🛓 Patient Management	Name	Father's Name	CNIC	N	MRN	Mobile	Gender	Actions	
	Demo Test	Father Name	01723-8916782-3	c	0-124831-01	0318-9326781	Male	C 🚽	

Fig. 11: Search a Patient

• UPDATE EXISTING INFORMATION

Once patient information is opened, the application provides the facility to overwrite or make addendums in the existing one. Users can edit the existing data of the patient by making changes in the patient's CNIC, First Name, Last Name, Father's Name, Mobile Number, Gender, Date of Birth, Marital Status, Entitled in specific departments (only gazetted patients have class 1 label), City, and Address.

Demo Receptionist 👸 OPD Reception	÷	Patient Re	gistration		
Search				CANCEL CLEAR	SAVE
Vital Management	CHIC 12345-6789097-6 Father/Spouse Name	Family Number 6789097 Mobile Number	First Name DEMO Gender	Last Name PATIENT Date of birth	Click to SAVE
Patient Management	DEMO FATHER Age (Years) 25	0312-3456783 Age (Months) 0	Male × Ape (Days) 0	04/29/1999 Martial Status Single	 the updated Information
	Blood Group	✓ Is Class 1	Entitled	Employee Number 1234	
	Entitled Organization Ministry Of Health X				Click to
	Starrh ely Islamabad, Islamabad Capital Territory, Pakistan	×	Address Line XYZ ROAD, NEAR ABC AREA		CLEAR the form
	SAVE AND CREATE VISIT				Click to
	Form is in normal mode use the keybind control.k to open set You can clear the form with control.shift.c	rch mode			CLOSE the
		SEARCH RESULTS FAM	ILY VISITS		101111
	Your search results will appear here				

Fig. 12 (a): Update Patient's Data



After updating the existing information, follow steps 2 (figure 6), Step 3 (figure 7), and step 4 (Figures 8 and 9) to proceed with the visit booking for having the printable slip in the form of a Large Token and a Small Token. Mentioned steps and figures are also attached below:

r	Demo Receptionist යා OPD Reception	2	Patient R	tegistration		
Click to go	Search				CANCEL CLEAR SAV	E
BACK to the	Vital Management	CNIC 12345-6789097-6	Family Number 6789097	First Name DEMO	Last Name PATIENT	
previous		Father/Spouse Name DEMO FATHER	Mobile Number 0312-3456783	Oender Male	× 04/29/1999	
nage	Patient Management	Age (Years) 25	Age (Months) O	Age (Days) O	Martial Status Single ×	
P8-		Blood Group	✓ Is Class 1	Entitled	Employee Number 1234	
		Entitled Organization Ministry Of Health ×				
Click to		Starch city Islamabad, Islamabad Capital Territory, Pakistan	×	Address Line XYZ ROAD, NEAR ABC AREA		
create profile	_	SAVE AND CREATE VISIT				
and book		Form is in normal mode use the keybind <code>control.k</code> to open sea You can clear the form with <code>control.shift.c</code>	rch mode			
rppomment			SEARCH RESULTS FA	MILY	VISITS	
		Your search results will appear here				
						_

Fig. 12 (b): Save Updated Data

1. BOOK APPOINTMENT

Once user saves the patient's data, a pop-up for the selection of a specific department appears to select the designated **department**, **practitioner**, **appointment type**, and **priority**.

Cutor 12345-6097654-3 Cutor Land Name TEST Cutor Date of Jacky Charge Takes Spire Sk Other of Jacky Spire Sk Spire Sk Single Spire Sk Spire Sk Compose Number Di Ulange Di Ulange O12345 Di Ulange Di Ulange Stauent ofp Spiref Sk Spiref Sk	MR No. For OL-407555-01 65 Book Appointment armmi ne Surgery (R-173)(Tue, Thu) In Sarvice ne Surgery (R-173)	nir Namber 197654 ×	Pret Nam TESTIN Gener Matik 25	CANCEL CLEAR NG VXI	SAVE X
Circle 2345-5897554-3 00- Last Name TEST Date (Inthe 01/01/1999 Sinthe 3 Bright Englisher Number Digitable Number Digitable Number Digitable Number Digitable Number Digitable Sinthe 3 Satesh diy Satesh diy	A0-407556-01 08 Book Appointment whom In: Surgery (R-173)(Tue,Thu) ID: Sarvice ID: Sarvice	nb/ Manthar 97654 	First Nam TESTU Garder Male 25	vo)	×
Last Name TEST Debut of kells 01/01/999 Statute table Single Single Single Debut on Monter 012345 Debut on Monter 01235 Debut on Monter 01235 Debut on Monter 01235 Debut on Monter 01235 Debut on Monter 01235 Debut on Monter 01235	Book Appointment	×	Cander [Male] Age (Day 25	va)	×
Department and faith and f	artmant Ine Swigery (R-173)(Tue,ThU) Ih Service Ine Swigery (R-173)	×	Age (Day 25	va)	
Natura Status Single Single President Designer Distance Distance Distance Status Natura Distance Status Single Sin	Ith Service ine Surgery (R-173)				
Practitione D2:345 Based of the second secon		×		Entitled	
Search city Appointme	tilioner Junaid Ismail	×			
Islamabad, Islamabad Capital Territory, Pakistan	pintment Type utine appointment	×			
Priority CREATE VISIT Normal	rity rmal	×			- Clic
orm is in normal mode use the keybind control.k to oper					to be
ou can clear the form with control.shift.c					
CANCEL	EL	SAVE	VISITS		appo
Your search results will appear here					

Fig. 12 (c): Book Appointment



2. APPOINMENT PRINT PREVIEW

Once appointment is saved in the particular department, preview screen appears.



Fig. 12 (e): Appointment Print Preview



Fig. 12 (f): Small Token

8. ADDITIONAL FUNCTIONS OF THE FORM



As shown in Figure 18, two shortcut keys are defined; if the user wants to **SEARCH** an already registered patient without going back to the previous page, then ctrl + k keys are needed to press. However, the ctrl + shift + c shortcut key is used to **CLEAR** all the filled fields in the displayed form.

	Demo Receptionist		Patient R	Registration	+ +	
	Q. Search				CANCEL CLEAR SAVE	
	2 Vital Management	CNIC 12345-6789908-7	Family Number 6789908	First Name TESTING	Last Name TEST	Click to
	(BETA) Patient Manag	Father/Spouse Name TESTING	Mobile Number 0312-3456789	Gender Male ×	Date of birth 01/01/1999	SAVE the
		Aqe (Years) 25	Age (Months) 1	Age (Days) 25	Martal Status Single ×	updated
		Biosod Giroup 	V Is Class 1	Z Entitled	Employee Number 012345	Information
		Entitled Organization Establishment Division x				Click to
		Search city Islamabad, Islamabad Capital Territory, Pakistan 🗙	Address Line ABC ROAD			CLEAR the
						form
		SAVE AND CREATE VISIT				
shortcut		Form is in normal mode use the keybind control.k to open search	h mode			Click to
keys		You can clear the form with control.shift.c				CLOSE the
~			SEARCH RESULTS FA	MILY VISITS		form
		Your search results will appear here				

Fig. 13: Shortcut Keys

1. FUNCTION OF CTRL + K

Press ctrl + k to open the search mode. Press the ENTER key after typing CINC or MRN No.

Closin	÷		Patient Registration				
g search					CANCEL	CLEAR	SAVE
mode	Search Mode is active To return to normal mode use the keybi CNIC 01723-8916782-3	MR No. 0-124831-01					
Search	-						
by		SEARCH RESULTS	FAMILY	VISITS			
CNIC	Your search results will appear here						
Search							
by							
MRN							
No.		•					

Fig. 14 (a): Function of ctrl + k

					Cloud Platform by Jazz
The screen			Patient Registration		Click to
appeared shows the				CANCEL	CLEAR SAVE
data of the	CNIC 01723-8916782-3	MR No. 0-124831-01	Family Number 8916782	First Name Demo	update
patient	Last Name Test	Father/Spouse Name Father Name	Mobile Number 0318-9326781	Gender Male	×
before in	Date of birth 07/01/1984	Age (Years) 39	Age (Months) 7	Age (Days) 27	
search mode	Martial Status Single X	Blood Group A+	✓ Is Class 1	Entitled	
CNIC or	Search city Islamabad, Islamabad Capital Territory, Pakistan x	Address Line Address	†		update
MRN	CREATE VISIT				the data
Searched	Form is in normal mode use the keybind control.k to a You can clear the form with control.shift.c	open search mode			
result	SEAF	RCH RESULTS	FAMILY	VISITS	
	Demo Test				EDIT

Fig. 14 (b): Function of ctrl + k

2. FUNCTION OF CTRL + SHIFT + C

|--|

	Patient R	egistration			
			CANCEL CLEAR SAVE		
CNIC	Family Number	First Name	Last Name		
Father/Spouse Name	Mobile Number	Gender	Date of birth mm/dd/yyyy		
Age (Years) 0	Age (Months) 0	Age (Days) 0	Martial Status		
Blood Group _ X	Is Class 1	Entitled			
Search city Islamabad, Islamabad Capital Territory, Pakistan x	Address Line Unknown				
SAVE AND CREATE VISIT					
Form is in normal mode use the keybind control.k to open search mode					
SEARCH RESULTS FAMILY VISITS					
Your search results will appear here					

Fig. 15: Function of ctrl + shift + c

VITAL MANAGEMENT MODULE

The vital management module is assigned to the Emergency counter where the nurse enters the vitals of emergency patients on firsthand so that the doctor can easily treat them on an urgent basis.



Click to access	Berno Receptionist ⊗ ov0 Reception
the module	Q Search
L,	2 Vital Management
	2 Patient Management

Fig. 16: Vital Management

As we see concern with the fig. 6, the "**Vitals**" tab also has a redirect button that directs page to the new screen. On clicking, it shows the page containing the standard vitals with their details. This "**Vitals**" tab is also interlinked with the right-hand side's **Vital** Button. It helps the user to navigate the tab properly. The right most side navigation panel as its own usage as it links with almost each tab showing at left side of the screen. Clicking + button with the **Vitals** tab on the left side or **VITALS** + button on the right leads the screen to Vitals Dashboard to add vitals as shown in the figure below:



Fig. 16 (a): Vitals Dashboard

The **REMOTE** button represents vitals record which are being entered by the patient. As the TibbIT Software has its Android App version also which can easily be access through hand phone devices. This Mobile Application is beneficial for the patient the most in such a way that it provides access to the patient to view, and update his vitals record as it is asked by the doctor to maintain the patient's complete record on one click. By using the **REMOTE** tab, nurses can add the vitals for the patient also.

On clicking any vital tab, the above displayed page appears having selected vital information with its analytics to show its graphical representation of the particular vital added on the selected date and time. **The add** button on each vital tab allows the user to add the particular vital record/information. Add vitals on every popup appears for each of the particular vital.



Enter the vital	Edit Patient Vitals		
info.	r		
Select the	T		
date and time	Blood Pressure		
on which the	120	TEMPRATURE	WEIGHT
particular		N/A °F	123↑ KG
vital is being	Date o measurement Ma 20, 2024 6:32 AM		3 months ago
recorded by			
clicking on			
the date			
measurements			
Click to save			
the record	CONFIRM		
	Utte: //20/23 / 40 AM		
15	2023, 12:06 PM Jul 25, 2023, 12:06 PM Aug 5, 2023, 11:14 AM Aug 7, 2023, 3:56 PM		
	►		

Fig. 16 (b): Add Vitals

TIBBIT SETTINGS

TibbIT provides some settings options to entertain users. These settings are essential or basic for a user to have them. These settings include:

- -1. Change Password
- 2. Clear Cache



Bereceptionist 🛞	
Q Search Change Password	
Clear Cache	
Patient Management	

Fig. 17: Settings

CHANGE PASSWORD

If the Hospital's Administration grants users the authority to change the Password, then on clicking the "CHANGE PASSWORD" option mentioned below drop-down appears having several fields for changing the password.

⊖• Demo Receptionist ® OPD Reception		Click to enter
Q Search		the old password
L Vital Management		
2 Patient Management	Change Password	- Click to enter a
	Chi Breazzat	new password
	New Password	 -Click to confirm
	Corfm Hee Passed	the new
		password
		Click to save the
	CANCEL CONFIRM	password

Fig. 17 (a): Change Password

CLEAR CACHE

If the user faced any instability regarding using the software, then the other option than the change password is effective in this way. On clicking "CLEAR CACHE" will lead towards the alert box indicating the CONFIRM button to clear it.



⊖ Demo Receptionist ⊗ OPD Reception		
Q Search		
L Vital Management		
Patient Management		
	Clear Cache	
	Are you sure you want to clear all the cache ?	
	CANCEL OK	

Fig. 17 (b): Clear Cache

LOGOUT FROM THE TIBBIT SOFTWARE

To close or take yourself out from the TibbIT Software, the mentioned button on the Home Screen gives that availability to do so.

~1. 1	C→ Demo Receptionist (§) OPD Reception
Click to	Q Search
from the	L Vital Management
software-	Patient Management

Fig. 18: Logout