

Census of Patient

User Manual

Prepared for the Health & Family Welfare Department, Government
of West Bengal

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1.Introduction

1.1 Purpose of this manual

This manual is designed to provide you with an understanding of the Census of Patient Software. The manual lists the various features and functions that are available whilst assisting you in carrying out each task with step by step instructions and guidance. Visual screens are captured to improve clarity and understanding of a function.

1.2 Who should use this manual

This manual is intended for

- ❖ Hospital User

1.3 Prerequisites

User should have a basic understanding of using a computer, keyboard and mouse. In addition, being able to understand basic functions of a web browser will be beneficial as well as elements such as pop-up windows. In some cases, more than one web page may be open; USER should have knowledge of using and navigating to a different 'Tab' when required. Many of the terms and functions however are common across the Software including buttons such as 'Add', 'Save', 'Update' and 'Show'.

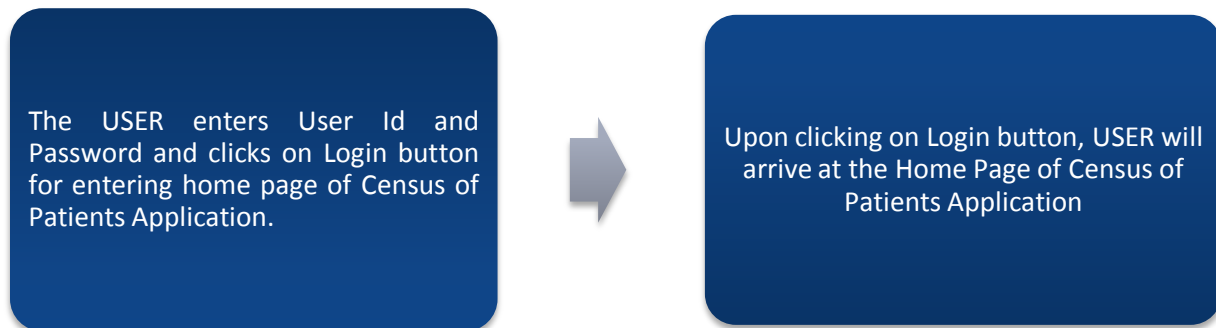
1.4 Structure of this manual

This manual will be organized in line with the Software menu screen and in the same hierarchical structure. Chapters within this manual are sequenced in the same order as the main menu headings and have the precise title names as the headings.

2.Login

This section of the User manual describes how a Hospital User will login to the Census of Patients Application. Detailed information is specified in 2.2.

2.1 Process Flow



2.2 Detailed Steps

- ❖ The USER enters User Id and Password and clicks on Login button for entering home page of Census of Patients Application.
- ❖ Upon clicking on Login button, USER will arrive at the Home Page of Census of Patients Application.

2.3 Screenshot View

The USER enters User Id and Password and clicks on Login button for entering home page of Census of Patients Application.




Login Now
Census Of Patients

USERNAME
hooghly

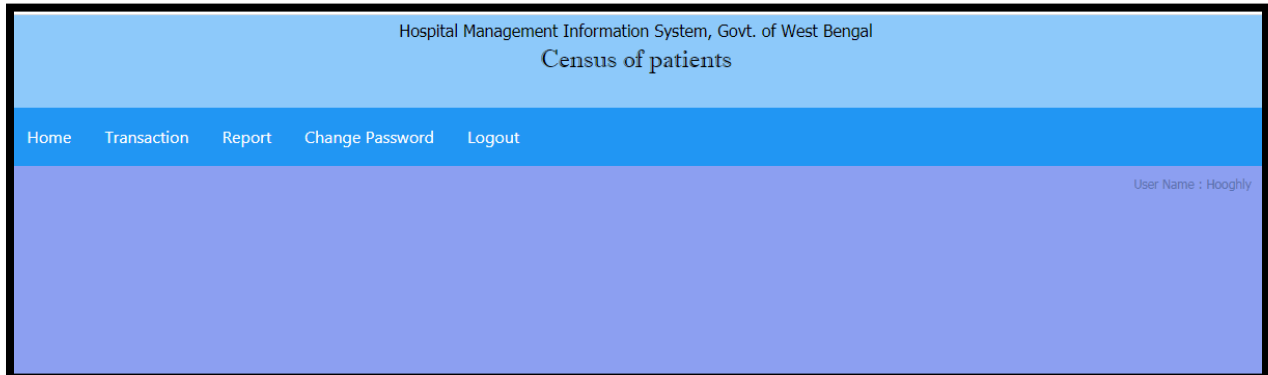
PASSWORD

Login

User Guide

For any technical support, please contact 033-2333 0429
Health & Family Welfare Department Govt. of West Bengal

Upon clicking on Login button, USER will arrive at the Home Page of Census of Patients Application.



Hospital Management Information System, Govt. of West Bengal
Census of patients

Home Transaction Report Change Password Logout

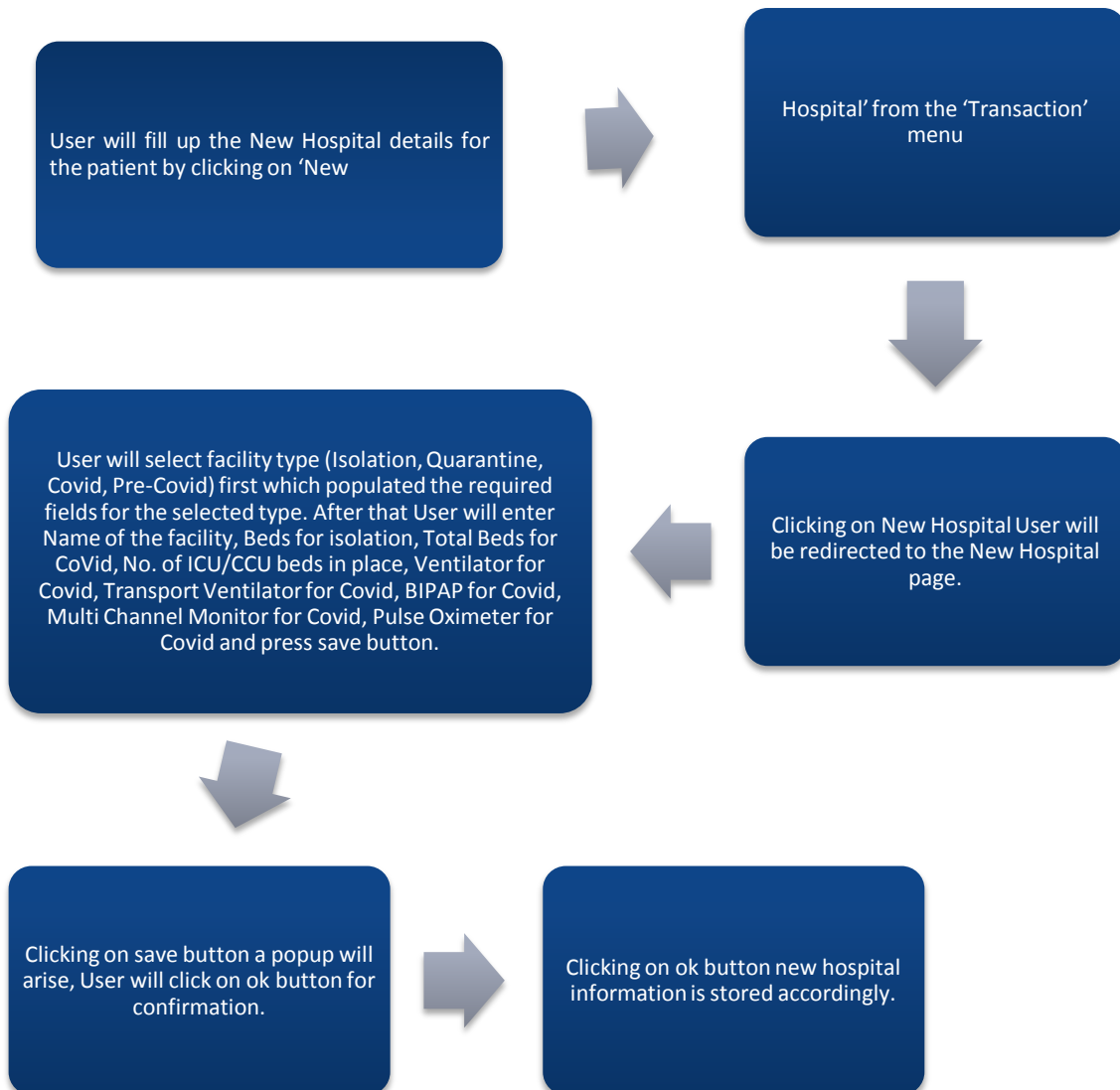
User Name : Hooghly

3.Transaction

3.1 New Hospital

This section of user manual describes how a hospital user can enter the new hospital details for their District. Detailed procedure mentioned in 3.1.2.

3.1.1 Process Flow

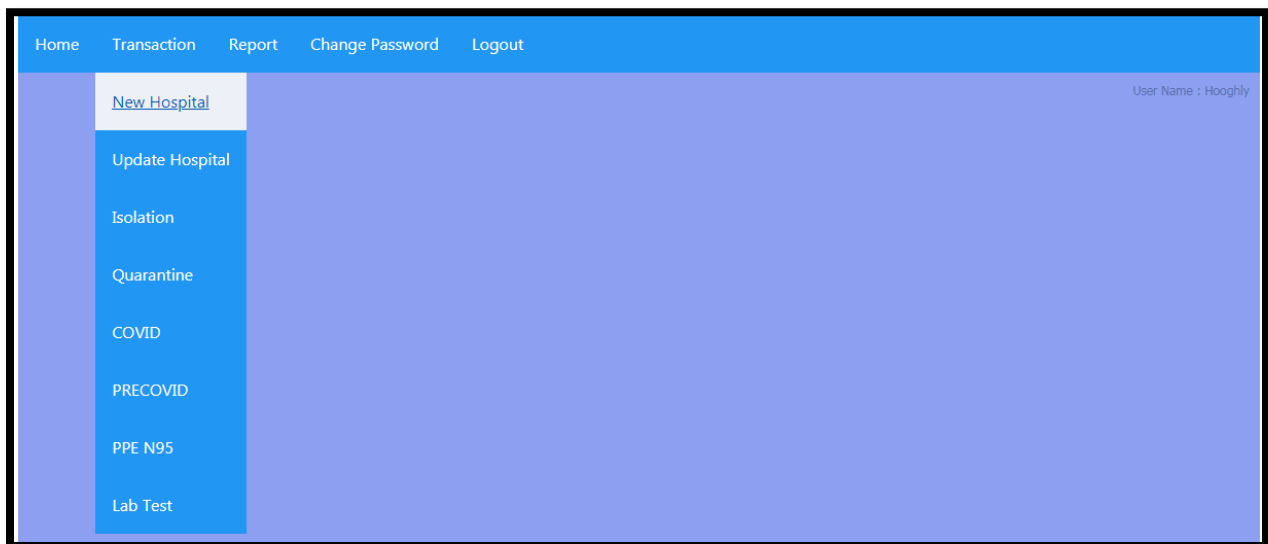


3.1.2 Detailed Steps

- ❖ User will fill up the New Hospital details for the patient by clicking on 'New
- ❖ Hospital' from the 'Transaction' menu
- ❖ Clicking on New Hospital User will be redirected to the New Hospital page.
- ❖ User will select facility type (Isolation, Quarantine, Covid, Pre-Covid) first which populated the required fields for the selected type. After that User will enter Name of the facility, Beds for isolation, Total Beds for CoVid, No. of ICU/CCU beds in place, Ventilator for Covid, Transport Ventilator for Covid, BIPAP for Covid, Multi Channel Monitor for Covid, Pulse Oximeter for Covid and press save button.
- ❖ Clicking on save button a popup will arise, User will click on ok button for confirmation.
- ❖ Clicking on ok button new hospital information is stored accordingly.

3.1.3 Screenshot View

User will fill up the New Hospital details for the patient by clicking on 'New Hospital' from the 'Transaction' menu.



Clicking on New Hospital User will be redirected to the New Hospital page.

Do you want to add any facility

User Name : Hooghly

* Facility Type ☐ Isolation ☐ Quarantine ☐ Covid ☐ Pre Covid

* Name of the facility

SAVE CANCEL

User will select facility type (Isolation, Quarantine, Covid, Pre-Covid) first which populated the required fields for the selected type. After that User will enter Name of the facility, Beds for isolation, Total Beds for CoVid, No. of ICU/CCU beds in place, Ventilator for Covid, Transport Ventilator for Covid, BIPAP for Covid, Multi Channel Monitor for Covid, Pulse Oximeter for Covid and press save button.

Do you want to add any facility

* Facility Type ☒ Isolation ☒ Quarantine ☒ Covid ☒ Pre Covid

* Name of the facility

* Beds for isolation

* Total Beds for CoVid

* No. of ICU/CCU beds in place

* Ventilator for Covid

* Transport Ventilator for Covid

* BIPAP for Covid

* Multi Channel Monitor for Covid

* Pulse Oximeter for Covid

SAVE CANCEL

Clicking on save button a popup will arise, User will click on ok button for confirmation.

Record Saved Successfully

OK

Home Transaction Report Change Passw

User Name : Hooghly

Do you want to add any facility

* Facility Type ☐ Isolation ☐ Quarantine ☐ Covid ☐ Pre Covid

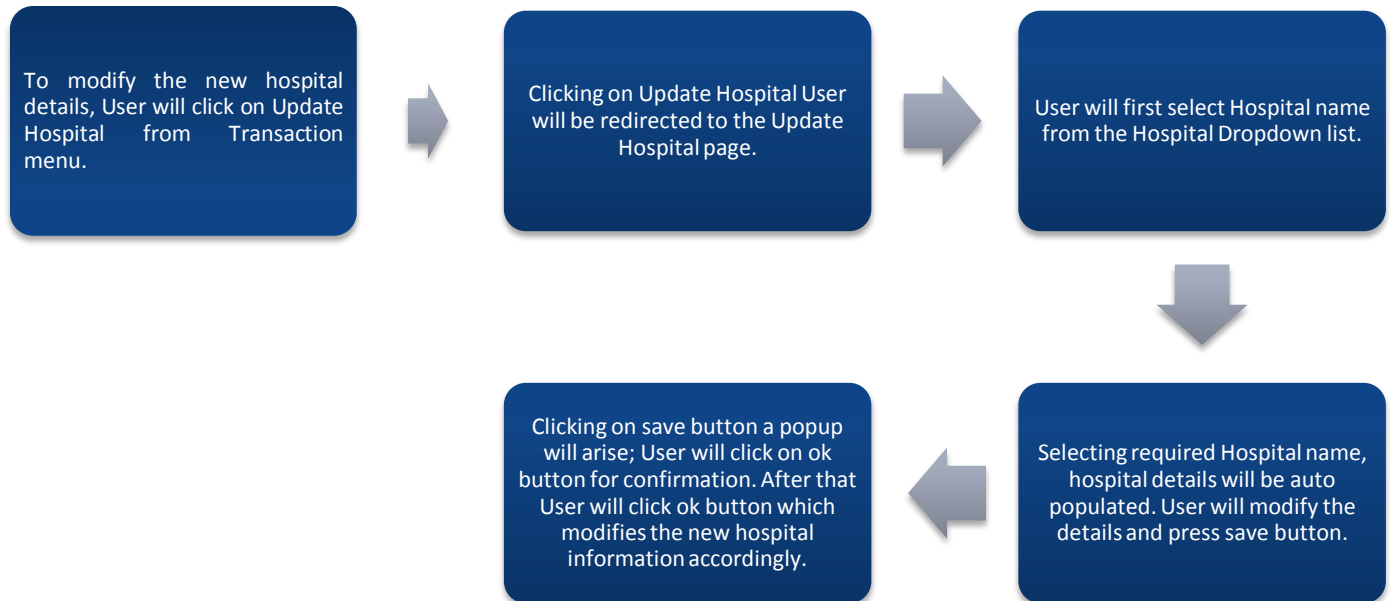
Clicking on ok button new hospital information is stored accordingly.

| Sl. No. | District | Hospital Name | Is Isolation | Is Quarantine | Is Covid | Is PreCovid | Beds for Isolation | Total Beds for CoVid | No of ICU/CCU beds in place | Ventilator for Covid | Transport Ventilator for Covid | BIPAP for Covid | Multi Channel Monitor for Covid | Pulse Oximeter for Covid |
|---------|----------|----------------------------|--------------|---------------|----------|-------------|--------------------|----------------------|-----------------------------|----------------------|--------------------------------|-----------------|---------------------------------|--------------------------|
| 1 | Hooghly | Arambagh SDH | Yes | No | No | No | 5 | | | | | | | |
| 2 | Hooghly | Serampore Walsh SDH | No | Yes | No | No | | | | | | | | |
| 3 | Hooghly | Hooghly DH | No | Yes | No | No | | | | | | | | |
| 4 | Hooghly | Seven Rangers Nursing Home | No | No | Yes | No | | | | | | | | |
| 5 | Hooghly | Arambagh Nursing Home | No | No | Yes | No | | | | | | | | |
| 6 | Hooghly | Shramajibi Hospital | No | No | No | Yes | | | | | | | | |
| 7 | Hooghly | Kamala Roy Hospital | No | No | Yes | Yes | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | Hooghly | ESI Hospital, Bandel | No | No | No | No | | | | | | | | |
| 9 | Hooghly | ESI Hospital, Gourhati | No | No | No | No | | | | | | | | |
| 10 | Hooghly | Blue View Nursing Home | No | No | No | No | | | | | | | | |
| 11 | Hooghly | a | Yes | No | No | No | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | Hooghly | h | No | No | Yes | Yes | 0 | 600 | 24 | 32 | 1 | 77 | 77 | 77 |
| 13 | Hooghly | ii | No | No | Yes | Yes | 0 | 600 | 24 | 32 | 1 | 3 | 5 | 77 |
| 14 | Hooghly | qq | Yes | No | No | No | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | Hooghly | tt | No | Yes | No | No | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | Hooghly | Test Nursing Home | Yes | Yes | Yes | Yes | 100 | 50 | 10 | 5 | 5 | 1 | 1 | 1 |

3.2 Update Hospital

This section of user manual describes how a user will modify the hospital details. Detailed procedure mentioned in 3.2.2.

3.2.1 Process Flow

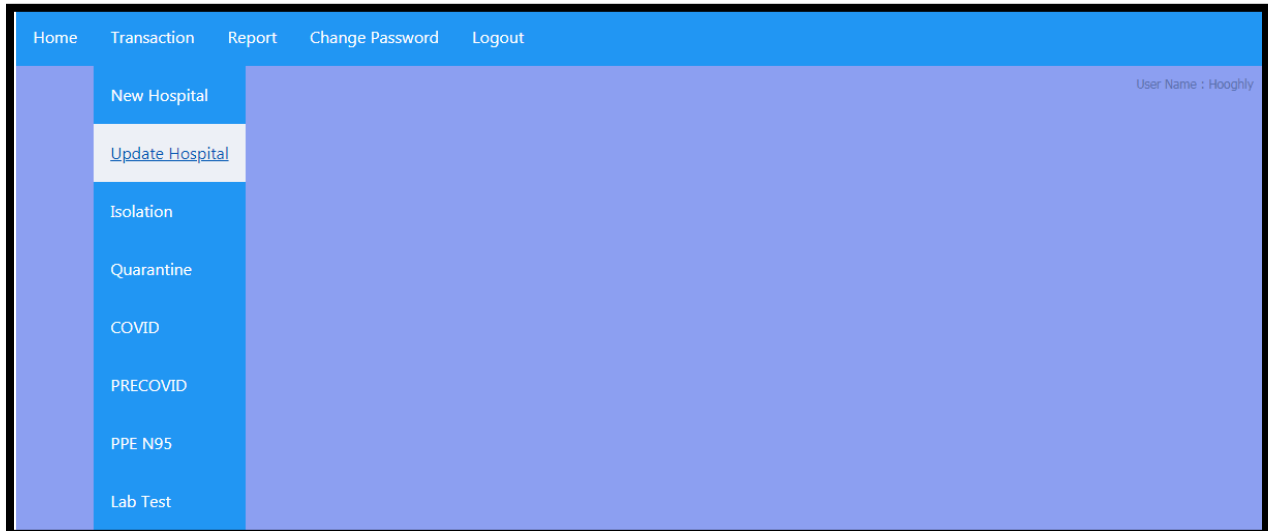


3.2.2 Detailed Steps

- ❖ To modify the new hospital details, User will click on Update Hospital from Transaction menu.
- ❖ Clicking on Update Hospital User will be redirected to the Update Hospital page.
- ❖ User will first select Hospital name from the Hospital Dropdown list.
- ❖ Selecting required Hospital name, hospital details will be auto populated. User will modify the details and press save button.
- ❖ Clicking on save button a popup will arise; User will click on ok button for confirmation. After that User will click ok button which modifies the new hospital information accordingly.

3.2.3 Screenshot View

To modify the new hospital details, User will click on Update Hospital from Transaction menu.



Clicking on Update Hospital User will be redirected to the Update Hospital page.

This screenshot shows the 'Do you want to add update facility' form. The form has a title bar and a main content area. It includes a 'Hospital' dropdown menu with 'Select' as the current value. Below this, there are three checkboxes: 'Facility Type' (checked), 'Isolation', 'Quarantine', 'Covid', and 'Pre Covid'. There is also a text input field for 'Name of the facility'. At the bottom of the form, there are two buttons: 'SAVE' (green) and 'CANCEL' (red). The user's name, 'Hooghly', is visible in the top right corner.

User will first select Hospital name from the Hospital Dropdown list.

This screenshot shows the 'Do you want to add update facility' form with the 'Hospital' dropdown menu open. The dropdown list displays a list of hospitals: 'Arambagh Nursing Home', 'Arambagh SDH', 'Blue View Nursing Home', 'ESI Hospital, Bandel', 'ESI Hospital, Gourhati', 'Hooghly DH', and 'Kamala Roy Hospital'. The 'Select' option is highlighted at the top of the list. The form also includes the 'Facility Type' checkbox, the 'Isolation', 'Quarantine', 'Covid', and 'Pre Covid' checkboxes, and the 'Name of the facility' text input field. The 'SAVE' (green) and 'CANCEL' (red) buttons are at the bottom. The user's name, 'Hooghly', is visible in the top right corner.

Selecting required Hospital name, hospital details will be auto populated. User will modify the details and press save button.

Do you want to add update facility

Hospital

Test Nursing Home

* Facility Type

☒Isolation☒Quarantine☒Covid☒Pre Covid

* Name of the facility

Test Nursing Home

* Beds for isolation

100

* Total Beds for CoVid

50

* No. of ICU/CCU beds in place

10

* Ventilator for Covid

5

* Transport Ventilator for Covid

5

* BIPAP for Covid

1

* Multi Channel Monitor for Covid

1

* Pulse Oximeter for Covid

1

SAVE

CANCEL

Clicking on save button a popup will arise; User will click on ok button for confirmation. After that User will click ok button which modifies the new hospital information accordingly.

Record Saved Successfully

OK

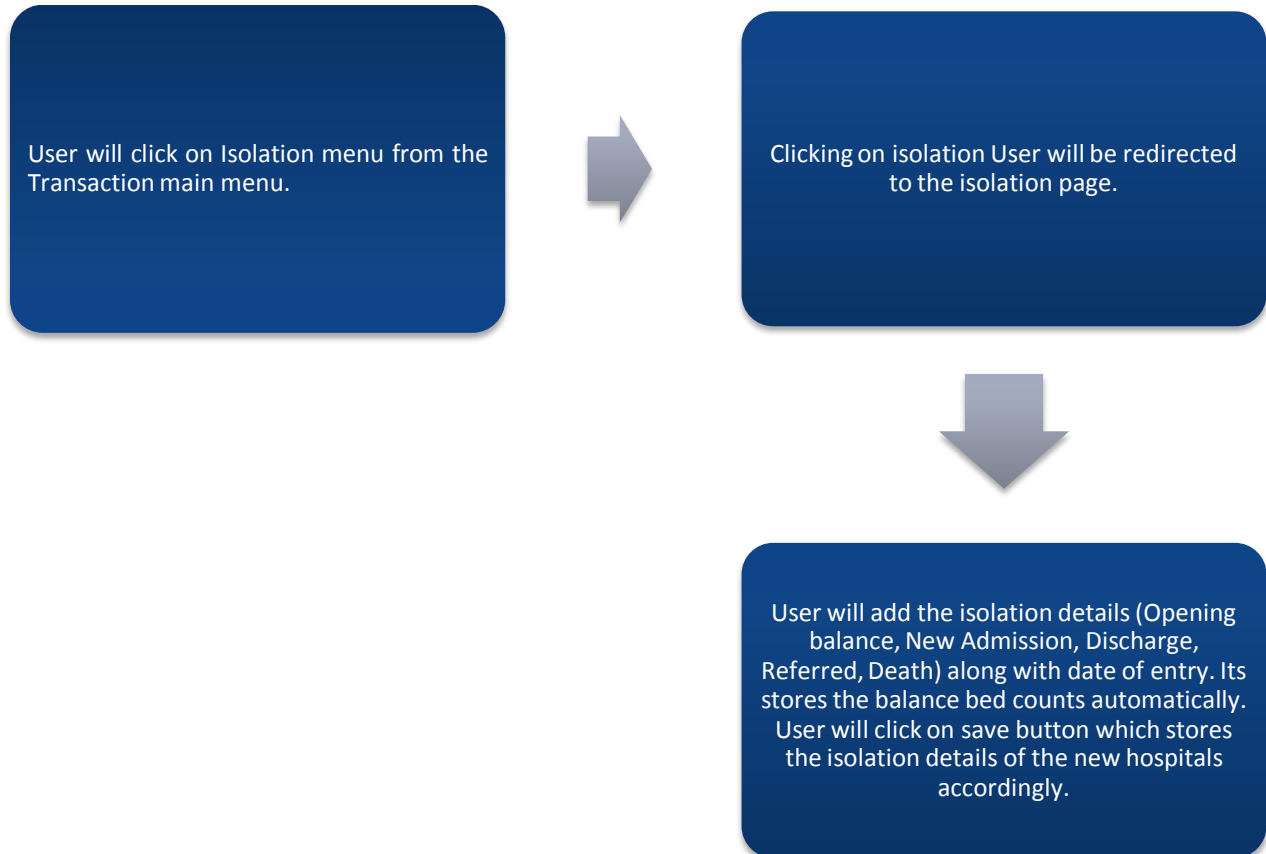
Home Transaction Report Change Password

User Name : Hooghly

3.3 Isolation

This section of user manual describes how a user will enter the isolation center information. Detailed procedure mentioned in 3.3.2.

3.3.1 Process Flow

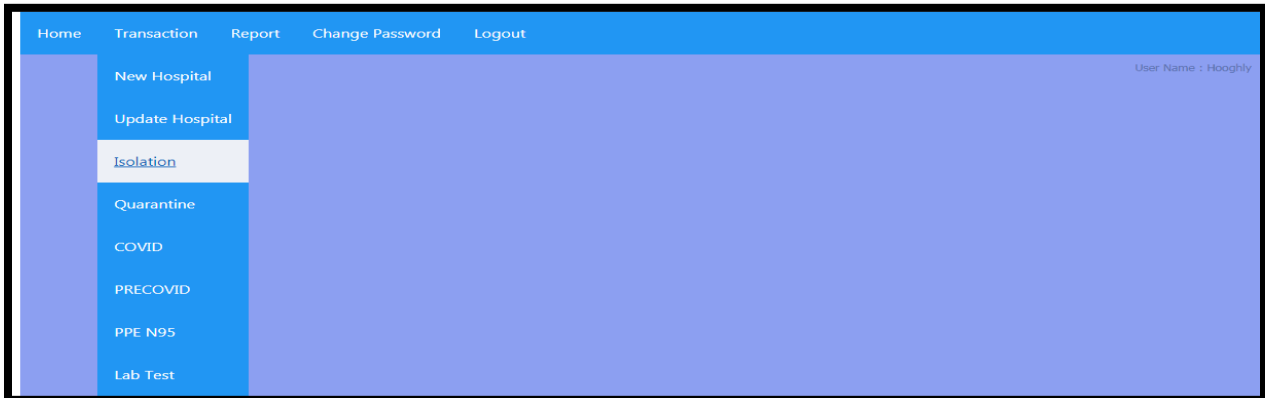


3.3.2 Detailed Steps

- ❖ User will click on Isolation menu from the Transaction main menu.
- ❖ Clicking on isolation User will be redirected to the isolation page.
- ❖ User will add the isolation details (Opening balance, New Admission, Discharge, Referred, Death) along with date of entry. Its stores the balance bed counts automatically. User will click on save button which stores the isolation details of the new hospitals accordingly.

3.3.3 Screenshot View

User will click on Isolation menu from the Transaction main menu.



Clicking on isolation User will be redirected to the isolation page.

Isolation

* Date: 05/29/2020

| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance | Beds |
|---------|-------------------|-----------------|---------------|-----------|----------|-------|-----------------|------|
| 1 | a | 46 | 10 | 11 | 12 | 13 | 46 | 12 |
| 2 | Arambagh SDH | 130 | 14 | 15 | 16 | 17 | 130 | 5 |
| 3 | qq | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| 4 | Test Nursing Home | 0 | 0 | 0 | 0 | 0 | 0 | 100 |

SAVE CANCEL

User will add the isolation details (Opening balance, New Admission, Discharge, Referred, Death) along with date of entry. Its stores the balance bed counts automatically. User will click on save button which stores the isolation details of the new hospitals accordingly.

Isolation

* Date: 05/29/2020

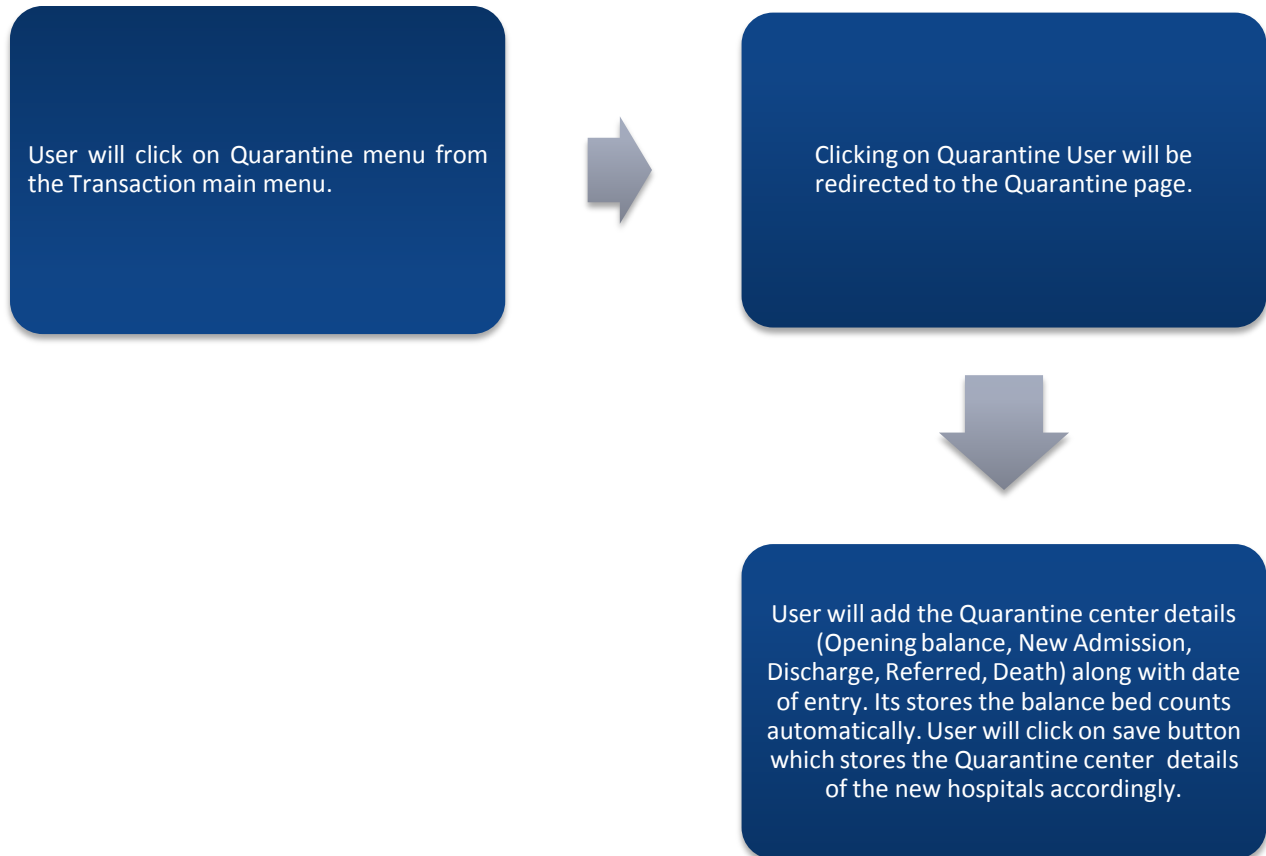
| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance | Beds |
|---------|-------------------|-----------------|---------------|-----------|----------|-------|-----------------|------|
| 1 | a | 46 | 10 | 11 | 12 | 13 | 46 | 12 |
| 2 | Arambagh SDH | 130 | 14 | 15 | 16 | 17 | 130 | 5 |
| 3 | qq | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| 4 | Test Nursing Home | 30 | 10 | 10 | 0 | 2 | 28 | 100 |

SAVE CANCEL

3.4 Quarantine

This section of user manual describes how a user will enter the Quarantine center information. Detailed procedure mentioned in 3.4.2.

3.4.1 Process Flow

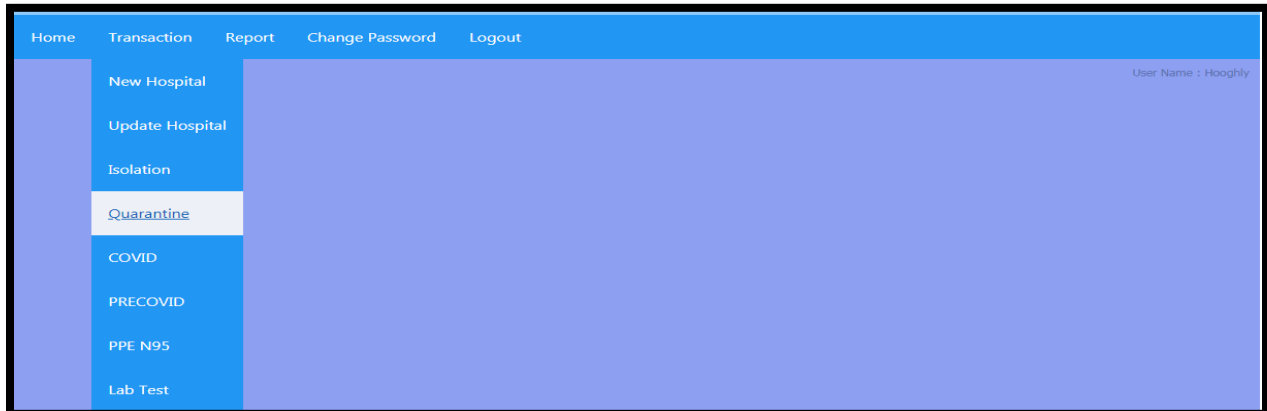


3.4.2 Detailed Steps

- ❖ User will click on Quarantine menu from the Transaction main menu.
- ❖ Clicking on Quarantine User will be redirected to the Quarantine page.
- ❖ User will add the Quarantine center details (Opening balance, New Admission, Discharge, Referred, Death) along with date of entry. Its stores the balance bed counts automatically. User will click on save button which stores the Quarantine center details of the new hospitals accordingly.

3.4.3 Screenshot View

User will click on Quarantine menu from the Transaction main menu.



Clicking on Quarantine User will be redirected to the Quarantine page.

The Quarantine page displays a date input field set to 05/27/2020. Below it is a table with the following data:

| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance |
|---------|---------------------|-----------------|---------------|-----------|----------|-------|-----------------|
| 1 | Hooghly DH | 10 | 0 | 0 | 0 | 0 | 10 |
| 2 | Serampore Walsh SDH | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Test Nursing Home | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | tt | 0 | 0 | 0 | 0 | 0 | 0 |

At the bottom of the page, there are two buttons: SAVE (green) and CANCEL (red).

User will add the Quarantine center details hospital Wise (Opening balance, New Admission, Discharge, Referred, Death) along with date of entry. Its stores the balance bed counts automatically. User will click on save button which stores the Quarantine center details of the new hospitals accordingly.

The screenshot shows the Quarantine page after saving. A success message 'Record Saved Successfully' is displayed at the top, with an OK button highlighted by a red box. The date input field is now set to 05/28/2020. The table data has been updated:

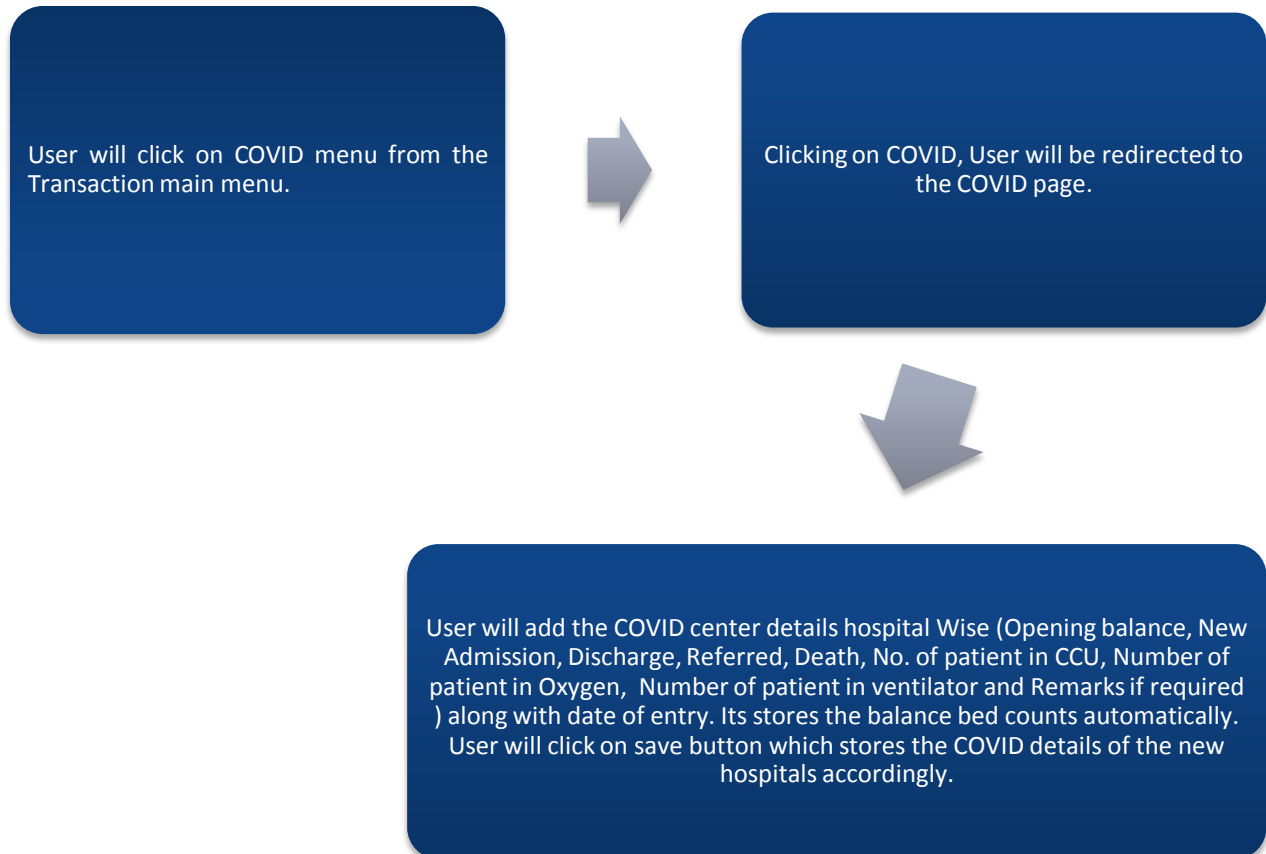
| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance |
|---------|---------------------|-----------------|---------------|-----------|----------|-------|-----------------|
| 1 | Hooghly DH | 10 | 0 | 0 | 0 | 0 | 10 |
| 2 | Serampore Walsh SDH | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Test Nursing Home | 30 | 40 | 50 | 10 | 0 | 30 |
| 4 | tt | 0 | 0 | 0 | 0 | 0 | 0 |

The SAVE button (green) is now highlighted by a red box, and the CANCEL button (red) remains visible.

3.5 COVID

This section of user manual describes how a user will enter the COVID center information. Detailed procedure mentioned in 3.5.2.

3.5.1 Process Flow

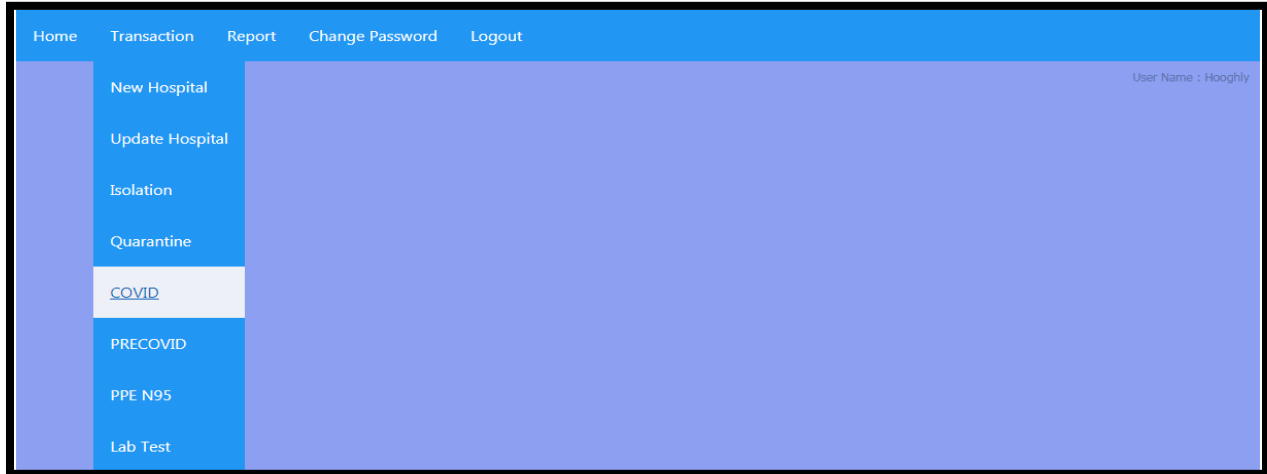


3.5.2 Detailed Steps

- ❖ User will click on COVID menu from the Transaction main menu.
- ❖ Clicking on COVID, User will be redirected to the COVID page.
- ❖ User will add the COVID center details hospital Wise (Opening balance, New Admission, Discharge, Referred, Death, No. of patient in CCU, Number of patient in Oxygen, Number of patient in ventilator and Remarks if required) along with date of entry. Its stores the balance bed counts automatically. User will click on save button which stores the COVID details of the new hospitals accordingly.

3.5.3 Screenshot View

User will click on COVID menu from the Transaction main menu.



Clicking on COVID, User will be redirected to the COVID page.

COVID

* Date

| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance | Number of patients in CCU | Number of patients on Oxygen | Number of patients on Ventilator | Remarks if any (where patient transferred) |
|---------|----------------------------|-----------------|---------------|-----------|----------|-------|-----------------|---------------------------|------------------------------|----------------------------------|--|
| 1 | Arambagh Nursing Home | 60 | 20 | 10 | 0 | 0 | 60 | 20 | 0 | 0 | asd |
| 2 | h | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3 | ii | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4 | Kamala Roy Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 5 | Seven Rangers Nursing Home | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | abc |
| 6 | Test Nursing Home | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

SAVECANCEL

User will add the COVID center details hospital Wise (Opening balance, New Admission, Discharge, Referred, Death, No. of patient in CCU, Number of patient in Oxygen, Number of patient in ventilator and Remarks if required) along with date of entry. Its stores the balance bed counts automatically. User will click on save button which stores the COVID details of the new hospitals accordingly.

COVID

* Date

05/28/2020

| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance | Number of patients in CCU | Number of patients on Oxygen | Number of patients on Ventilator | Remarks if any (where patient transferred) |
|---------|----------------------------|-----------------|---------------|-----------|----------|-------|-----------------|---------------------------|------------------------------|----------------------------------|--|
| 1 | Arambagh Nursing Home | 60 | 20 | 10 | 0 | 0 | 60 | 20 | 0 | 0 | asd |
| 2 | h | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3 | ii | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4 | Kamala Roy Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 5 | Seven Rangers Nursing Home | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | abc |
| 6 | Test Nursing Home | 10 | 5 | 2 | 1 | 3 | 9 | 1 | 1 | 1 | Test |

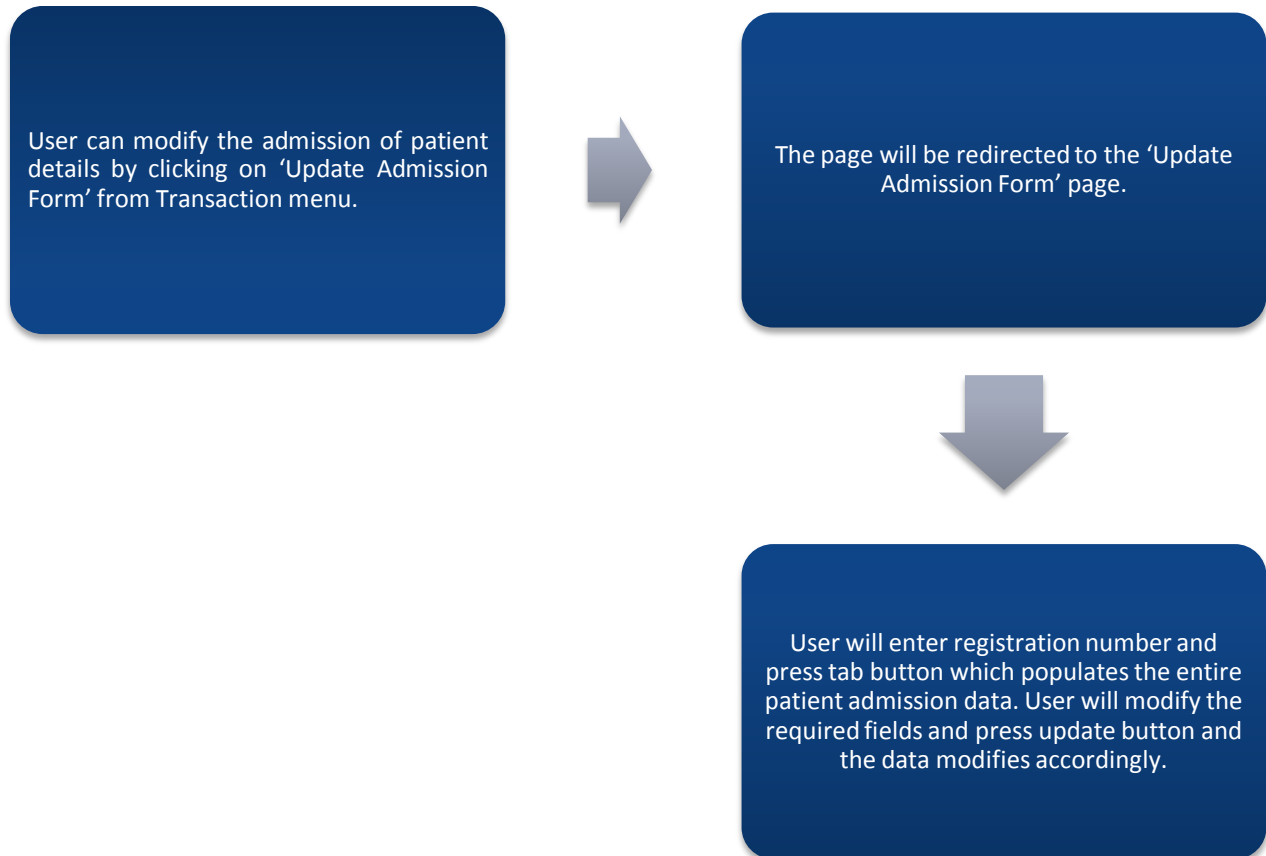
SAVE

CANCEL

3.6 PRE-COVID

This section of user manual describes how a user will enter the PRE-COVID center information. Detailed procedure mentioned in 3.6.2.

3.6.1 Process Flow

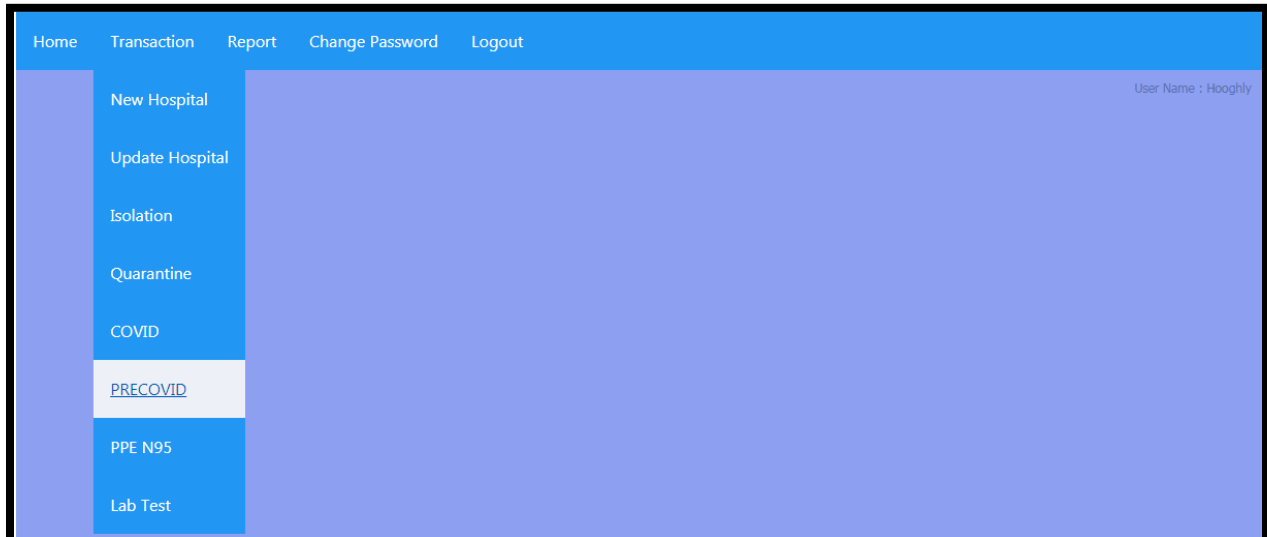


3.6.2 Detailed Steps

- ❖ User can modify the admission of patient details by clicking on 'Update Admission Form' from Transaction menu.
- ❖ The page will be redirected to the 'Update Admission Form' page.
- ❖ User will enter registration number and press tab button which populates the entire patient admission data. User will modify the required fields and press update button and the data modifies accordingly.

3.6.3 Screenshot View

User will click on PRE-COVID menu from the Transaction main menu.



Clicking on PRE-COVID, User will be redirected to the PRE-COVID page.

The screenshot shows the 'PRECOVID' form. At the top, there is a label '* Date' followed by a text input field containing '05/28/2020'. Below this is a table with 12 columns: Sl. No., Hospital Name, Opening balance, New admission, Discharge, Referred, Death, Closing balance, Number of patients in CCU, Number of patients on Oxygen, Number of patients on Ventilator, and Remarks if any (where patient transferred). The table has 5 rows of data. Below the table are two buttons: 'SAVE' (green) and 'CANCEL' (red).

| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance | Number of patients in CCU | Number of patients on Oxygen | Number of patients on Ventilator | Remarks if any (where patient transferred) |
|---------|---------------------|-----------------|---------------|-----------|----------|-------|-----------------|---------------------------|------------------------------|----------------------------------|--|
| 1 | h | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2 | ii | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3 | Kamala Roy Hospital | 10 | 0 | 0 | 0 | 0 | 10 | 110 | 0 | 0 | uuu |
| 4 | Shramajibi Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | yyy |
| 5 | Test Nursing Home | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

User will add the PRE-COVID center details hospital Wise (Opening balance, New Admission, Discharge, Referred, Death, No. of patient in CCU, Number of patient in Oxygen, Number of patient in ventilator and Remarks if required) along with date of entry. Its stores the balance bed counts automatically. User will click on save button which stores the PRE-COVID details of the new hospitals accordingly.

PRECOVID

* Date

05/28/2020

| Sl. No. | Hospital Name | Opening balance | New admission | Discharge | Referred | Death | Closing balance | Number of patients in CCU | Number of patients on Oxygen | Number of patients on Ventilator | Remarks if any (where patient transferred) |
|---------|---------------------|-----------------|---------------|-----------|----------|-------|-----------------|---------------------------|------------------------------|----------------------------------|--|
| 1 | h | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2 | ii | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3 | Kamala Roy Hospital | 10 | 0 | 0 | 0 | 0 | 10 | 110 | 0 | 0 | uuu |
| 4 | Shramajibi Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | yyy |
| 5 | Test Nursing Home | 2 | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | Test |

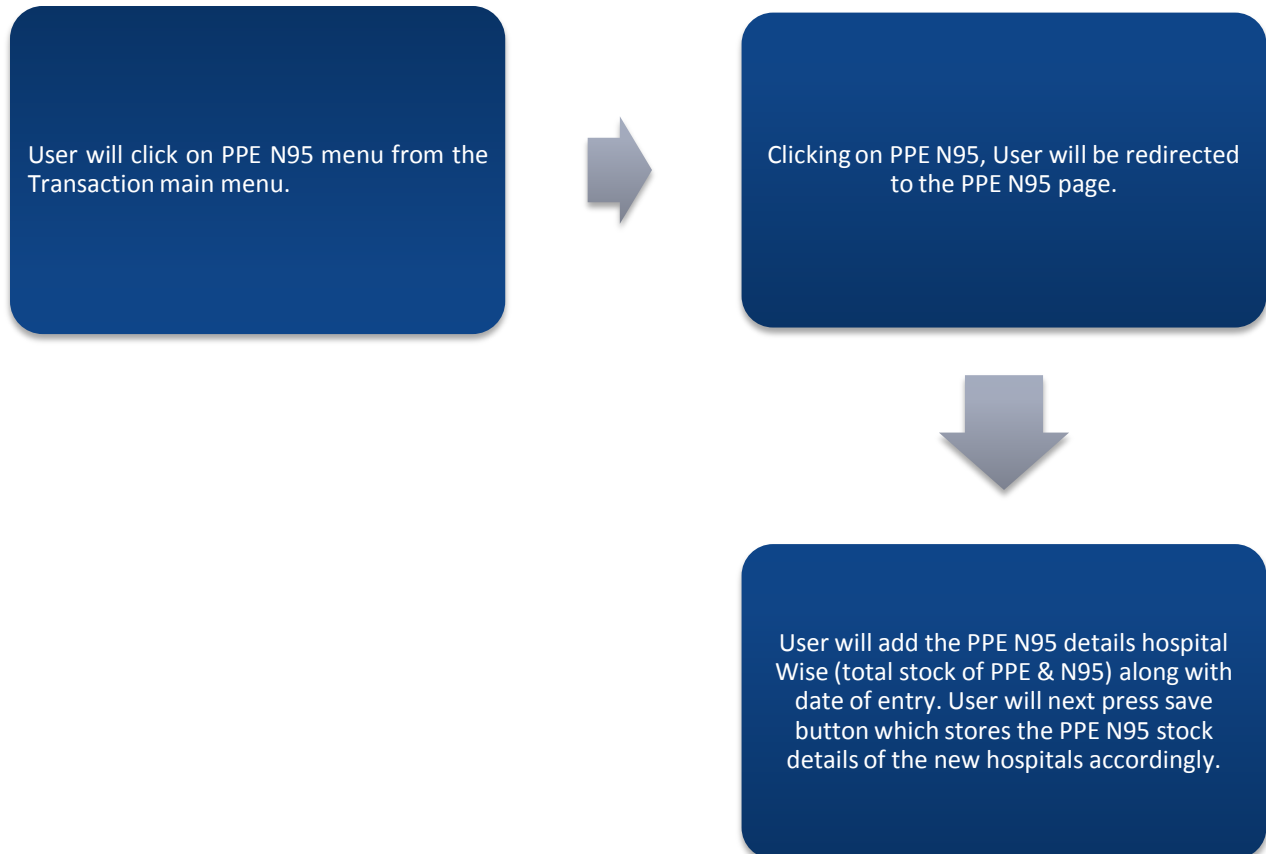
SAVE

CANCEL

3.7 PPE N95

This section of user manual describes how a user will enter the stock of PPE N95 of their center. Detailed procedure mentioned in 3.7.2.

3.7.1 Process Flow

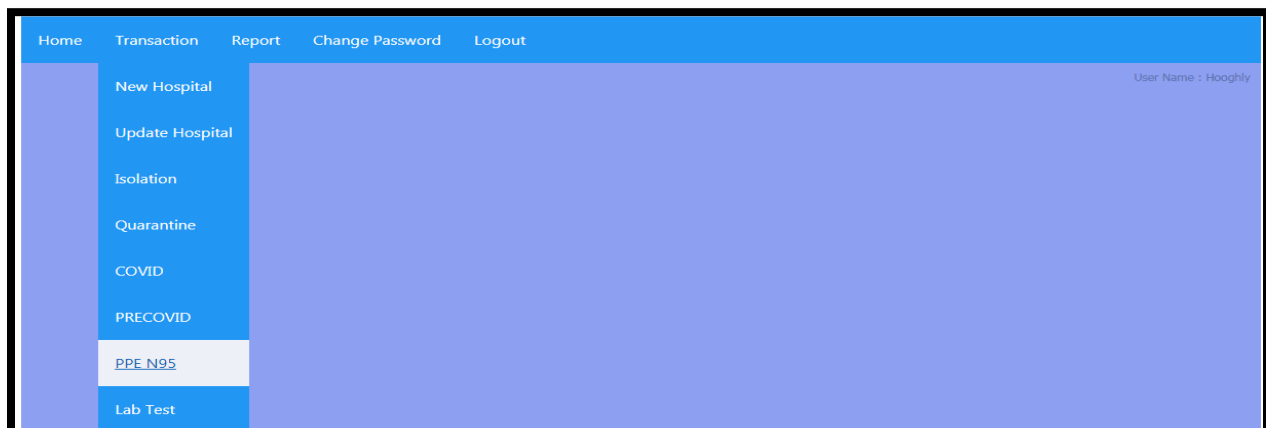


3.7.2 Detailed Steps

- ❖ User will click on PPE N95 menu from the Transaction main menu.
- ❖ Clicking on PPE N95, User will be redirected to the PPE N95 page.
- ❖ User will add the PPE N95 details hospital Wise (total stock of PPE & N95) along with date of entry. User will next press save button which stores the PPE N95 stock details of the new hospitals accordingly.

3.7.3 Screenshot View

User will click on PPE N95 menu from the Transaction main menu.



Clicking on PPE N95, User will be redirected to the PPE N95 page.

LOGISTICS PPE N95

* Date

| Sl. No. | Hospital Name | PPE | N95 |
|---------|----------------------------|-----|-----|
| 1 | a | 10 | 20 |
| 2 | Arambagh Nursing Home | 30 | 40 |
| 3 | Arambagh SDH | 0 | 0 |
| 4 | Blue View Nursing Home | 0 | 0 |
| 5 | ESI Hospital, Bandel | 0 | 0 |
| 6 | ESI Hospital, Gourhati | 0 | 0 |
| 7 | h | 0 | 0 |
| 8 | Hooghly DH | 0 | 0 |
| 9 | ii | 0 | 0 |
| 10 | Kamala Roy Hospital | 0 | 0 |
| 11 | qq | 0 | 0 |
| 12 | Serampore Walsh SDH | 0 | 0 |
| 13 | Seven Rangers Nursing Home | 0 | 0 |
| 14 | Shramajibi Hospital | 0 | 0 |
| 15 | Test Nursing Home | 0 | 0 |
| 16 | tt | 0 | 0 |

User will add the PPE N95 details hospital Wise (total stock of PPE & N95) along with date of entry. User will next press save button which stores the PPE N95 stock details of the new hospitals accordingly.

| | | | |
|----|----------------------------|----|----|
| 11 | qq | 0 | 0 |
| 12 | Serampore Walsh SDH | 0 | 0 |
| 13 | Seven Rangers Nursing Home | 0 | 0 |
| 14 | Shramajibi Hospital | 0 | 0 |
| 15 | Test Nursing Home | 55 | 45 |
| 16 | tt | 0 | 0 |

SAVE

CANCEL

Record Saved Successfully

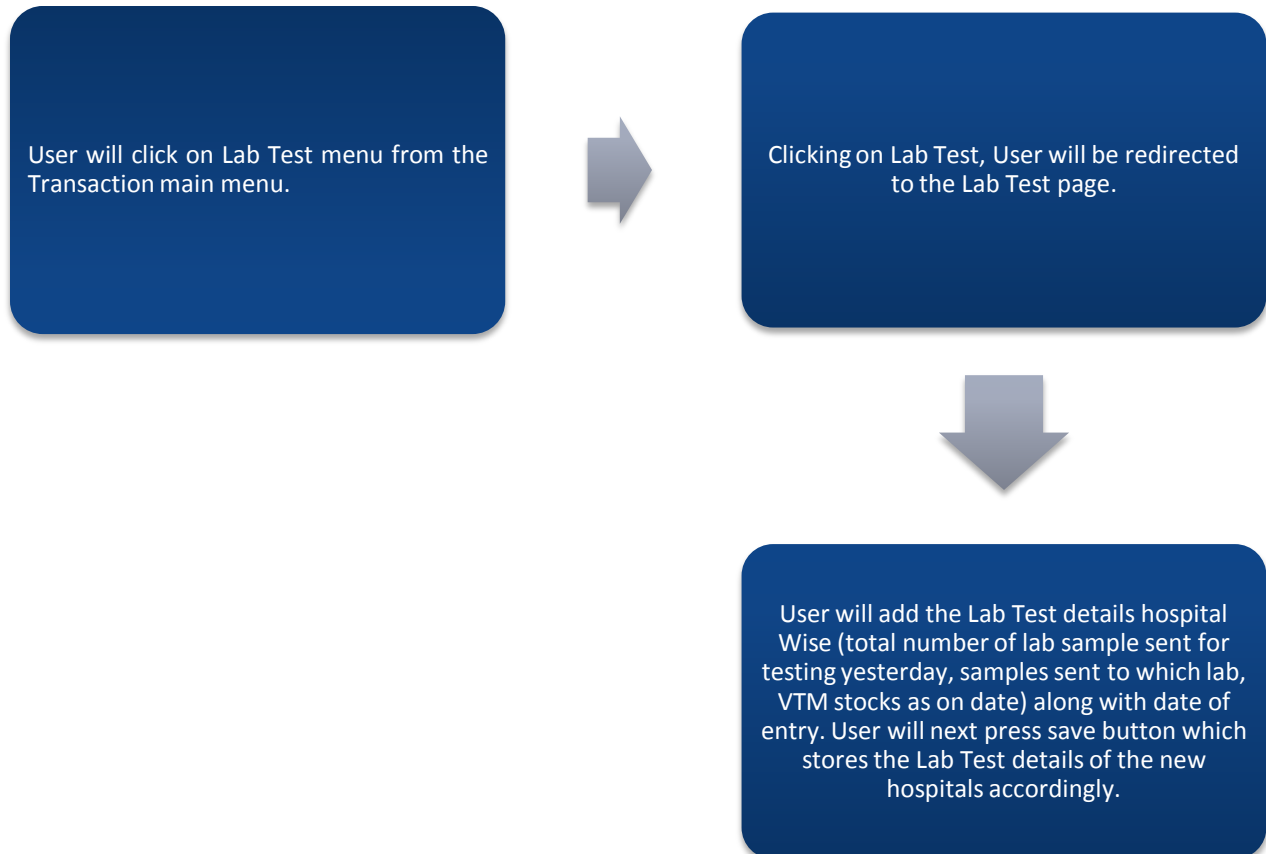
OK

Home Transaction Report Change Password

3.8 Lab Test

This section of the user manual describes how a user enters total date wise laboratory information. Detailed procedure mentioned in 3.8.2.

3.8.1 Process Flow

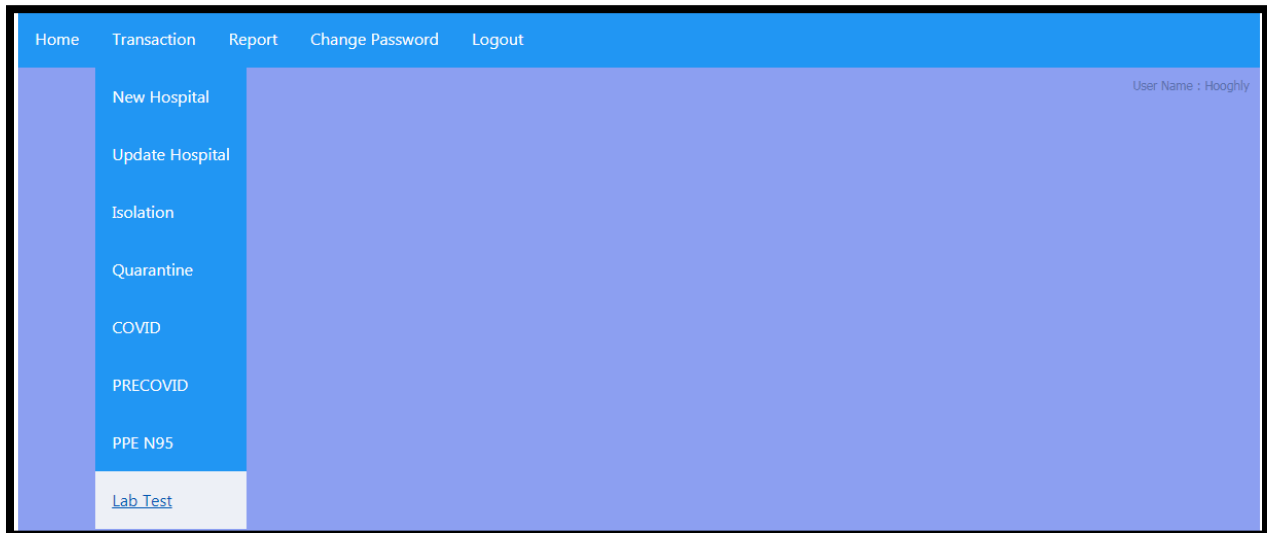


3.8.2 Detailed Steps

- ❖ User will click on Lab Test menu from the Transaction main menu.
- ❖ Clicking on Lab Test, User will be redirected to the Lab Test page.
- ❖ User will add the Lab Test details hospital Wise (total number of lab sample sent for testing yesterday, samples sent to which lab, VTM stocks as on date) along with date of entry. User will next press save button which stores the Lab Test details of the new hospitals accordingly.

3.8.3 Screenshot View

User will click on Lab Test menu from the Transaction main menu.



Clicking on Lab Test, User will be redirected to the Lab Test page.

Lab Test

* Date

* Total number of lab samples sent for testing by the District yesterday

Samples sent to which lab

* VTM stock as on date

| Sl. No. | District | Date | Total number of lab samples sent for testing by the District yesterday | Cumulative total of lab samples sent for testing till yesterday | Samples sent to which lab | VTM stock as on date |
|---------|----------|------------|--|---|---------------------------|----------------------|
| 1 | Hooghly | 28/05/2020 | 100 | 100 | | 200 |
| 2 | Hooghly | 29/05/2020 | 100 | 200 | fffg | 56 |

SAVE

CANCEL

User will add the Lab Test details hospital Wise (total number of lab sample sent for testing yesterday, samples sent to which lab, VTM stocks as on date) along with date of entry. User will next press save button which stores the Lab Test details of the new hospitals accordingly.

Lab Test

* Date

05/29/2020

* Total number of lab samples sent for testing by the District yesterday

125

Samples sent to which lab

Test Lab

* VTM stock as on date

200

| Sl. No. | District | Date | Total number of lab samples sent for testing by the District yesterday | Cumulative total of lab samples sent for testing till yesterday | Samples sent to which lab | VTM stock as on date |
|---------|----------|------------|--|---|---------------------------|----------------------|
| 1 | Hooghly | 28/05/2020 | 100 | 100 | | 200 |
| 2 | Hooghly | 29/05/2020 | 100 | 200 | fffg | 56 |

SAVE

CANCEL

Record Saved Successfully

OK

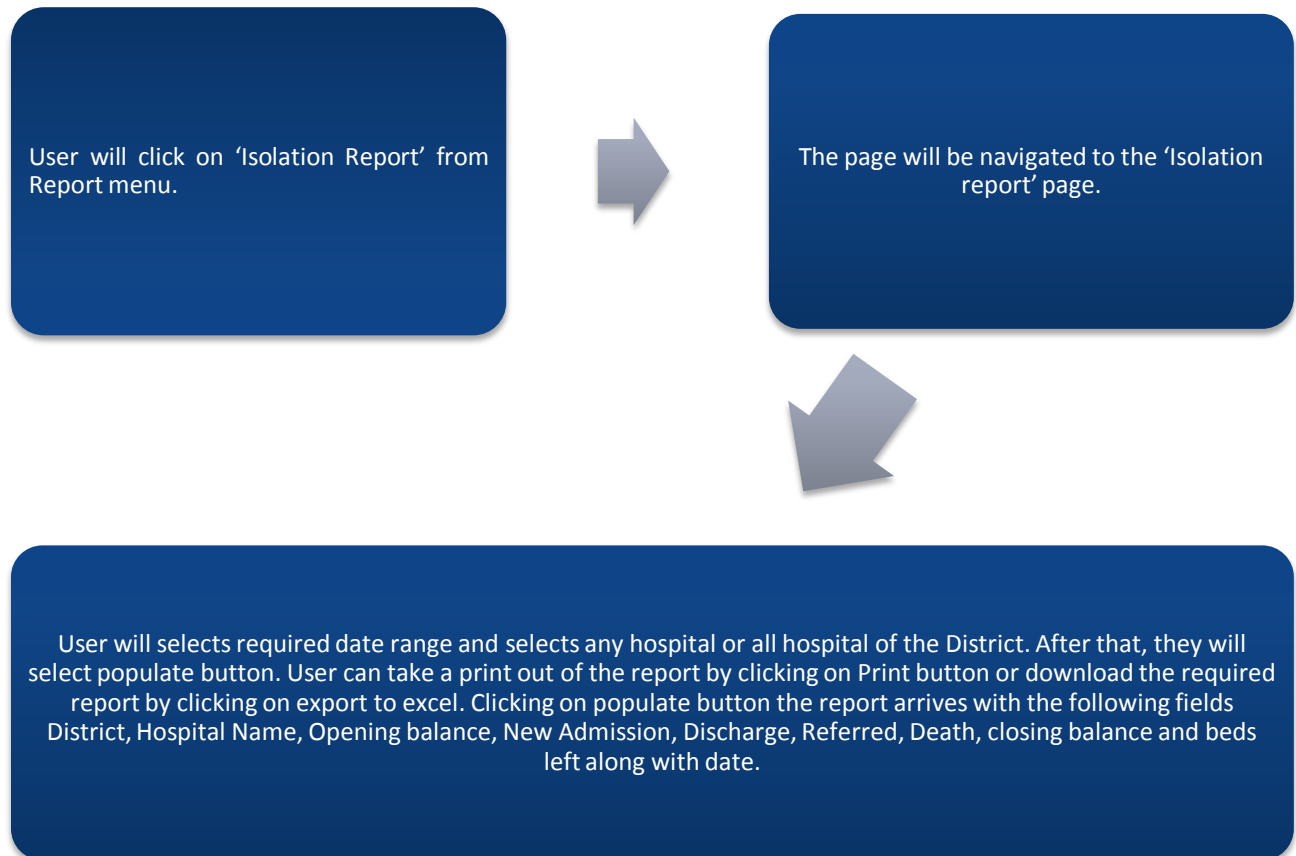
[Home](#)
[Transaction](#)
[Report](#)
[Change Password](#)

4. Report

4.1 Isolation Report

This section of user manual describes how a user can view Isolation Report District wise. Detailed procedure mentioned in 4.1.2.

4.1.1 Process Flow

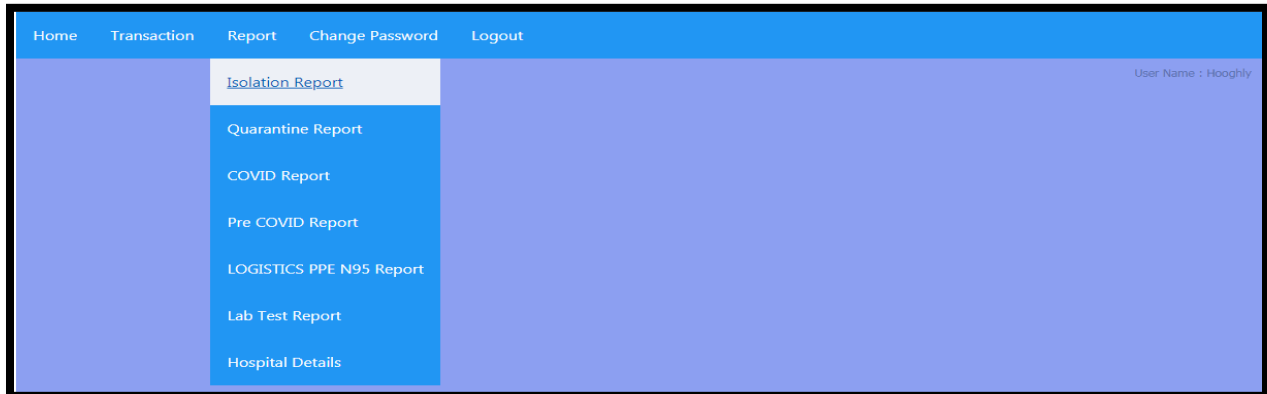


4.1.2 Detailed Steps

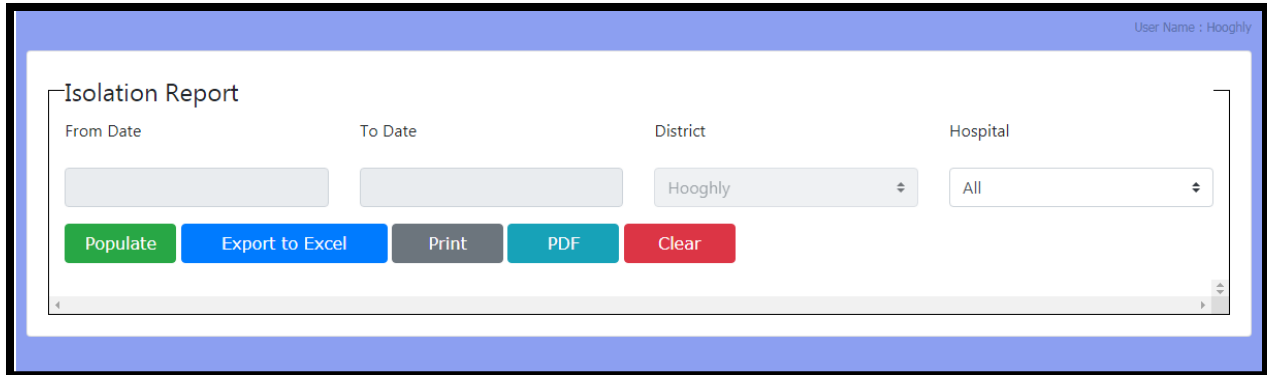
- ❖ User will click on 'Isolation Report' from Report menu.
- ❖ The page will be navigated to the 'Isolation report' page.
- ❖ User will select required date range and selects any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Opening balance, New Admission, Discharge, Referred, Death, closing balance and beds left along with date..

4.1.3 Screenshot View

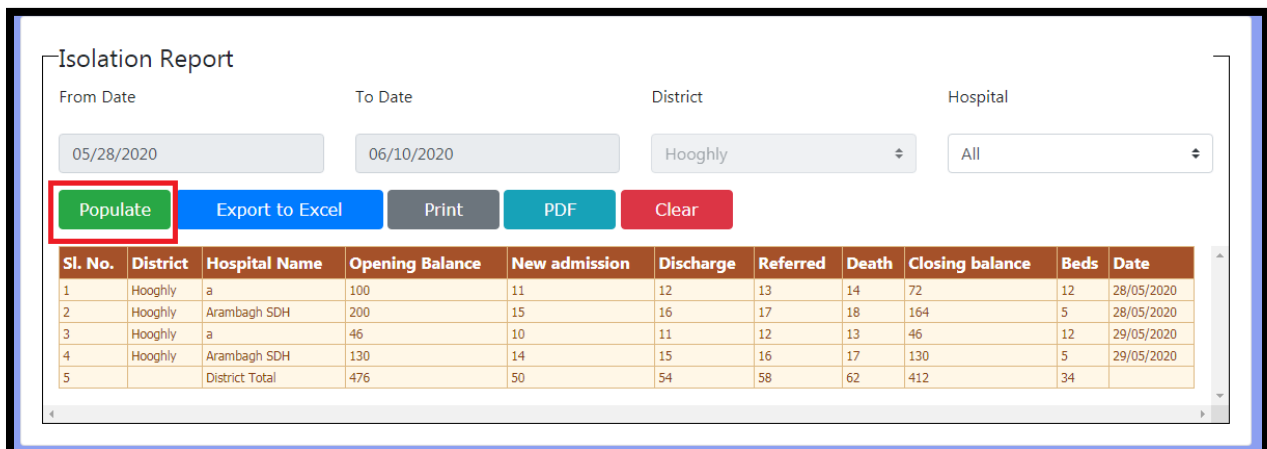
User will click on 'Isolation Report' from Report menu.



The page will be navigated to the 'Isolation report' page.



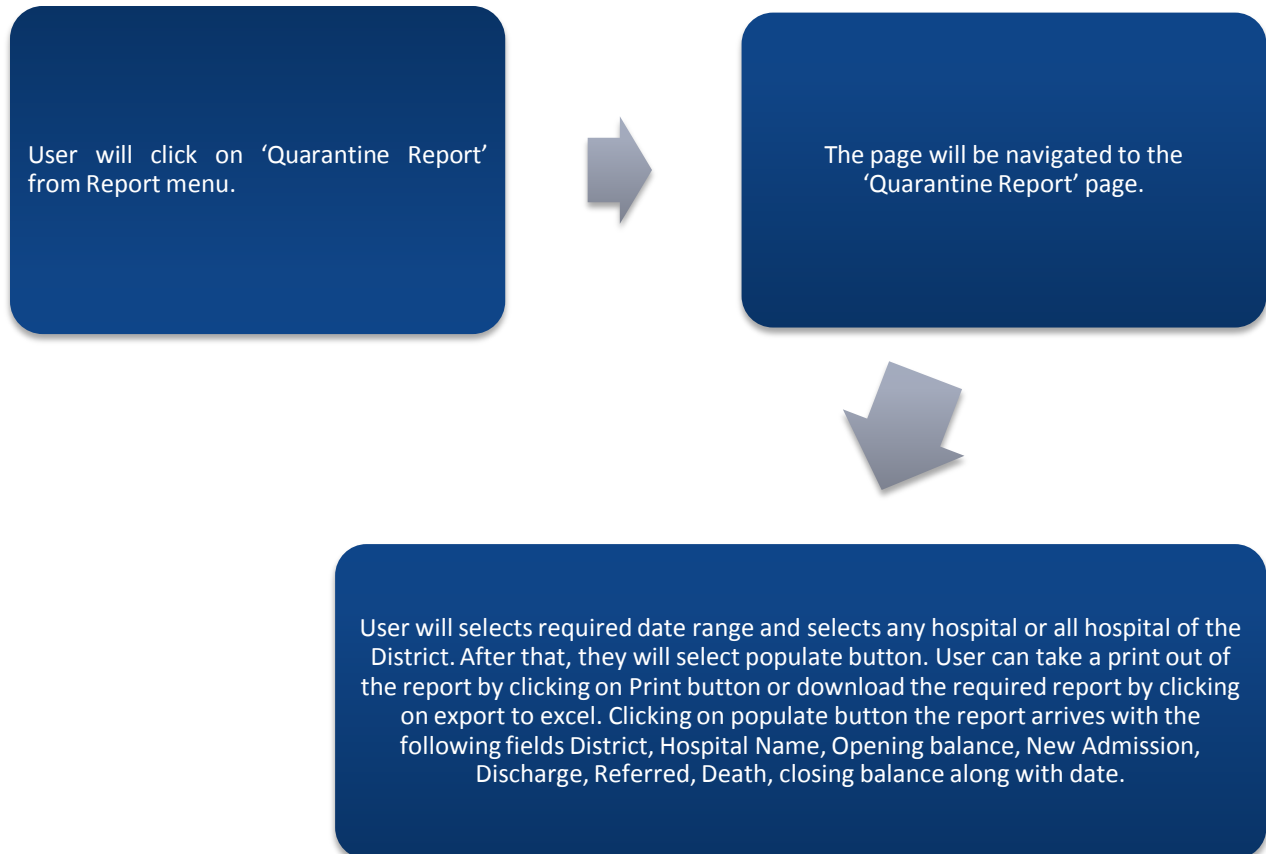
User will select required date range and select any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Opening balance, New Admission, Discharge, Referred, Death, closing balance and beds left along with date.



4.2 Quarantine Report

This section of user manual describes how a user can view Quarantine center Report District wise. Detailed procedure mentioned in 4.2.2.

4.2.1 Process Flow

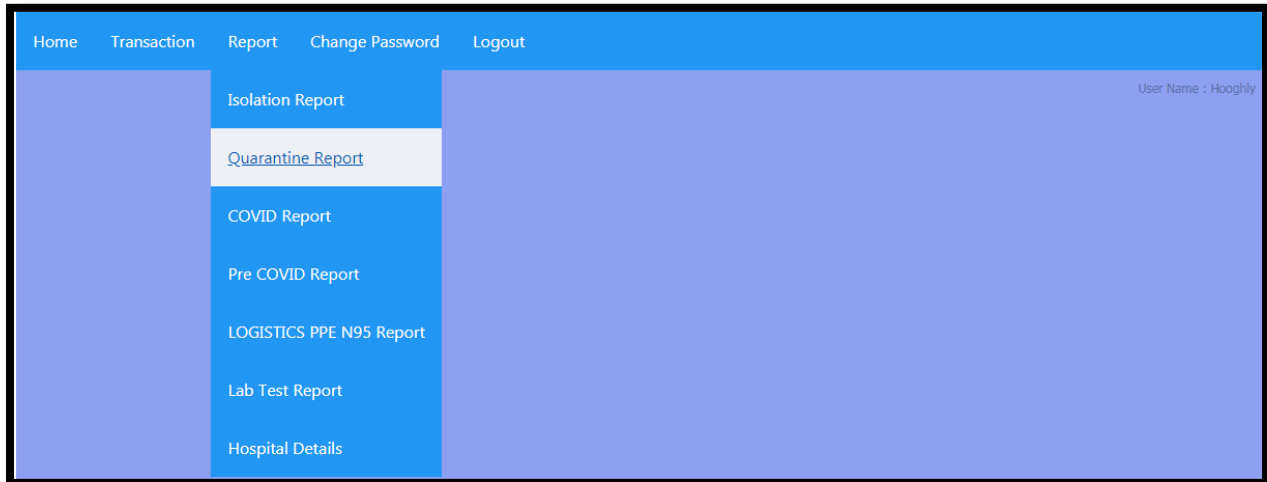


4.2.2 Detailed Steps

- ❖ User will click on 'Quarantine Report' from Report menu.
- ❖ The page will be navigated to the 'Quarantine Report' page.
- ❖ User will select required date range and select any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Opening balance, New Admission, Discharge, Referred, Death, closing balance along with date.

4.2.3 Screenshot View

User will click on 'Quarantine Report' from Report menu.



The page will be navigated to the 'Quarantine Report' page.

The 'Quarantine Report' form includes the following fields and buttons:

- From Date:**
- To Date:**
- District:**
- Hospital:**
- Buttons:** Populate (green), Export to Excel (blue), Print (grey), PDF (teal), Clear (red)

User will select required date range and select any hospital or all hospital of the District. After that, they will select the populate button. User can take a print out of the report by clicking on the Print button or download the required report by clicking on export to excel. Clicking on the populate button, the report arrives with the following fields: District, Hospital Name, Opening balance, New Admission, Discharge, Referred, Death, closing balance, along with date.

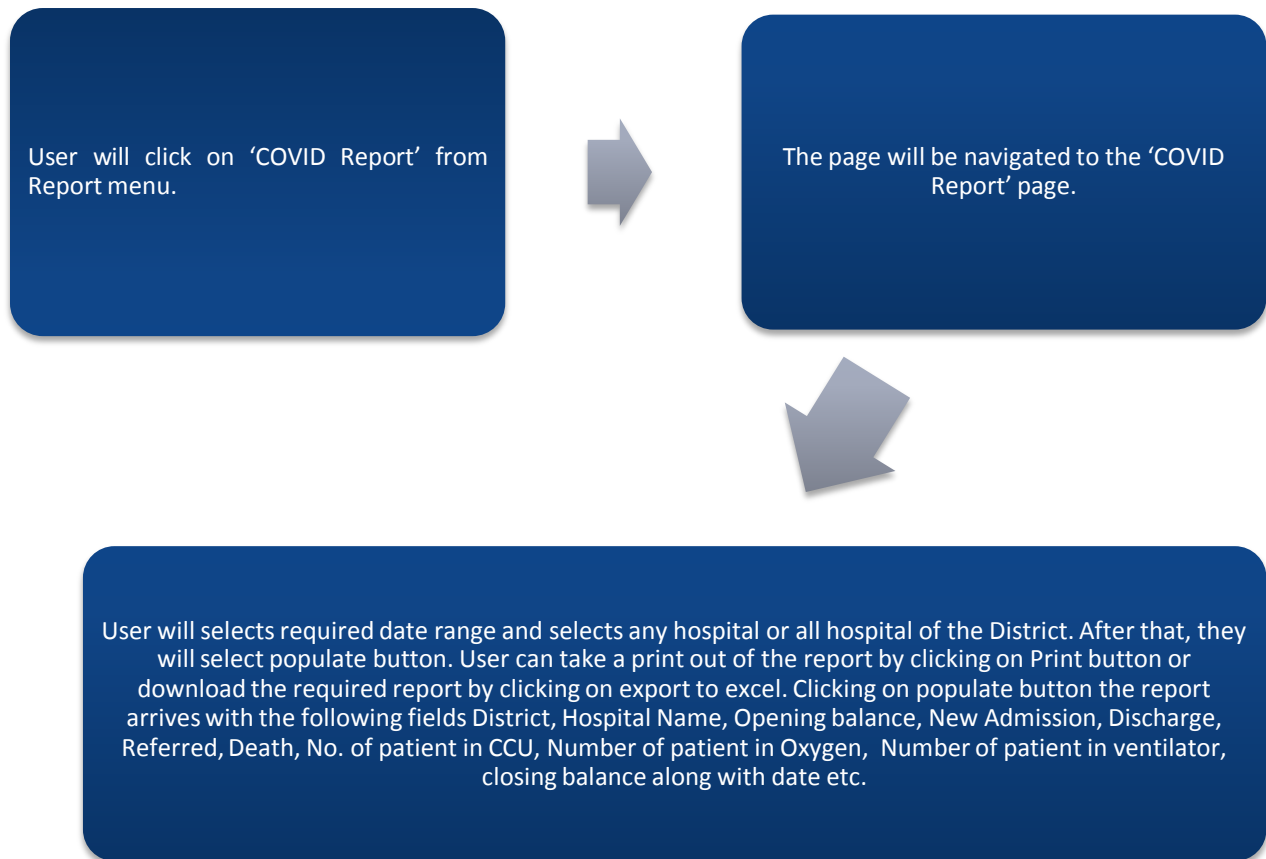
The 'Quarantine Report' table displays the following data:

| Sl. No. | District | Hospital Name | Opening Balance | New admission | Discharge | Referred | Death | Closing balance | Date |
|---------|----------|---------------------|-----------------|---------------|-----------|----------|-------|-----------------|------------|
| 1 | Hooghly | Hooghly DH | 10 | 0 | 0 | 0 | 0 | 10 | 28/05/2020 |
| 2 | Hooghly | Serampore Walsh SDH | 0 | 0 | 0 | 0 | 0 | 0 | 28/05/2020 |
| 3 | Hooghly | Test Nursing Home | 50 | 40 | 50 | 10 | 0 | 30 | 28/05/2020 |
| 4 | Hooghly | tt | 0 | 0 | 0 | 0 | 0 | 0 | 28/05/2020 |
| 5 | | District Total | 60 | 40 | 50 | 10 | 0 | 40 | |

4.3 COVID Report

This section of user manual describes how a user can view COVID center Report District wise. Detailed procedure mentioned in 4.3.2.

4.3.1 Process Flow

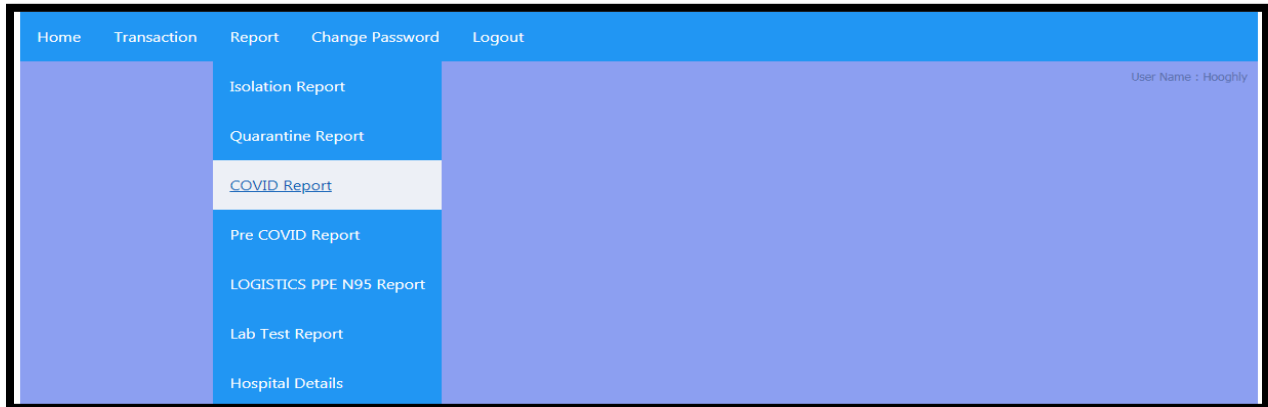


4.3.2 Detailed Steps

- ❖ User will click on 'COVID Report' from Report menu.
- ❖ The page will be navigated to the 'COVID Report' page.
- ❖ User will select required date range and selects any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Opening balance, New Admission, Discharge, Referred, Death, No. of patient in CCU, Number of patient in Oxygen, Number of patient in ventilator, closing balance along with date etc.

4.3.3 Screenshot View

User will click on 'COVID Report' from Report menu.



The page will be navigated to the 'COVID Report' page.

The screenshot shows the 'COVID Report' form. It includes input fields for 'From Date', 'To Date', 'District' (set to 'Hooghly'), and 'Hospital' (set to 'All'). Below these fields are five action buttons: 'Populate' (green), 'Export to Excel' (blue), 'Print' (grey), 'PDF' (teal), and 'Clear' (red).

User will select required date range and select any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Opening balance, New Admission, Discharge, Referred, Death, No. of patient in CCU, Number of patient in Oxygen, Number of patient in ventilator, closing balance along with date etc.

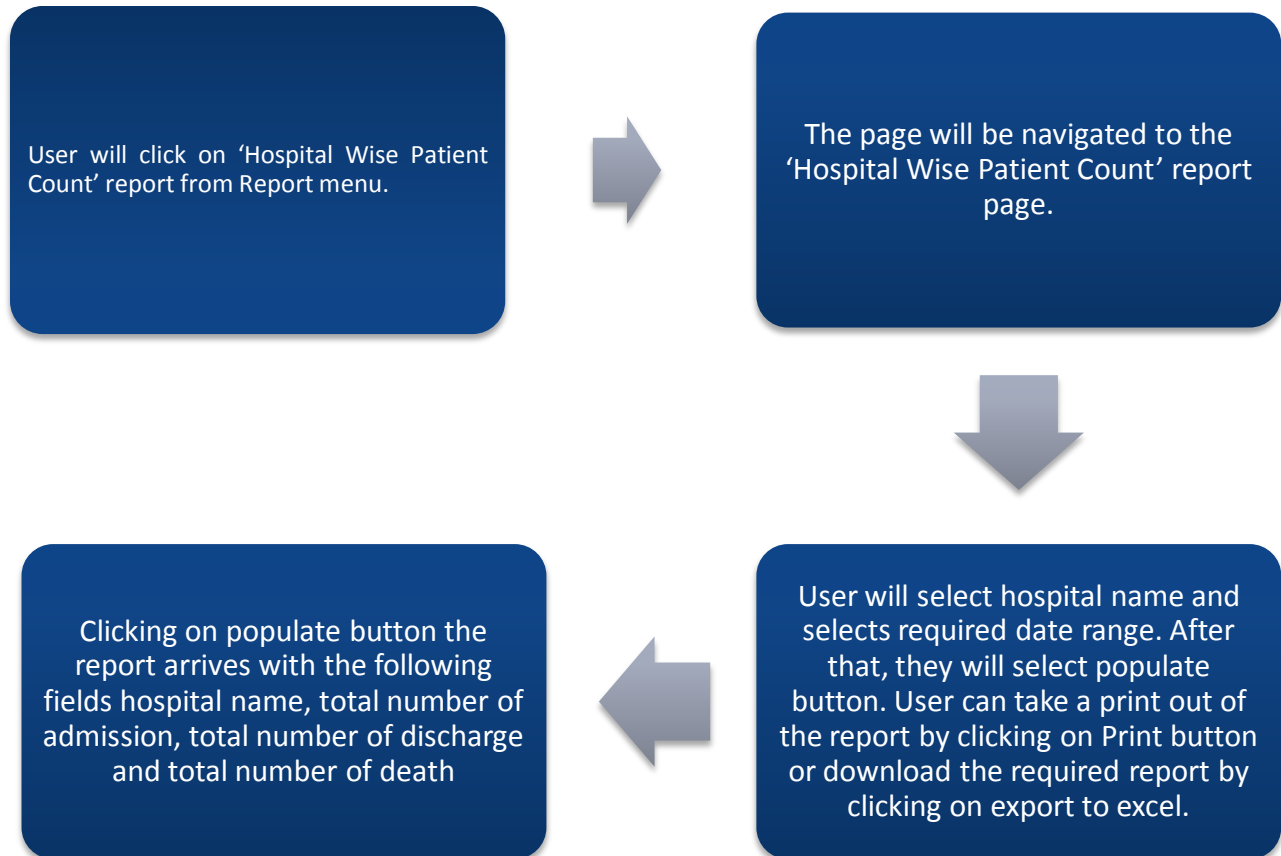
The screenshot shows the 'COVID Report' table. The table has 17 columns: Sl. No., District, Hospital Name, Opening Balance, New admission, Discharge, Referred, Death, Closing balance, Total Beds for CoVid, No of ICU/CCU beds in place, Ventilator for Covid, Transport Ventilator for Covid, BIPAP for Covid, Multi Channel Monitor for Covid, Pulse Oximeter for Covid, and Res any pat tra. The table contains three rows of data for the district 'Hooghly'.

| Sl. No. | District | Hospital Name | Opening Balance | New admission | Discharge | Referred | Death | Closing balance | Total Beds for CoVid | No of ICU/CCU beds in place | Ventilator for Covid | Transport Ventilator for Covid | BIPAP for Covid | Multi Channel Monitor for Covid | Pulse Oximeter for Covid | Res any pat tra |
|---------|----------|----------------------------|-----------------|---------------|-----------|----------|-------|-----------------|----------------------|-----------------------------|----------------------|--------------------------------|-----------------|---------------------------------|--------------------------|-----------------|
| 1 | Hooghly | Arambagh Nursing Home | 60 | 20 | 10 | 0 | 0 | 60 | | | | | | | | asd |
| 2 | Hooghly | Seven Rangers Nursing Home | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | abc |
| 3 | | Grand Total | 60 | 20 | 10 | 0 | 0 | 60 | | | | | | | | |

4.4 Pre COVID Report

This section of user manual describes how a user can view PRE-COVID center Report District wise. Detailed procedure mentioned in 4.4.2.

4.4.1 Process Flow

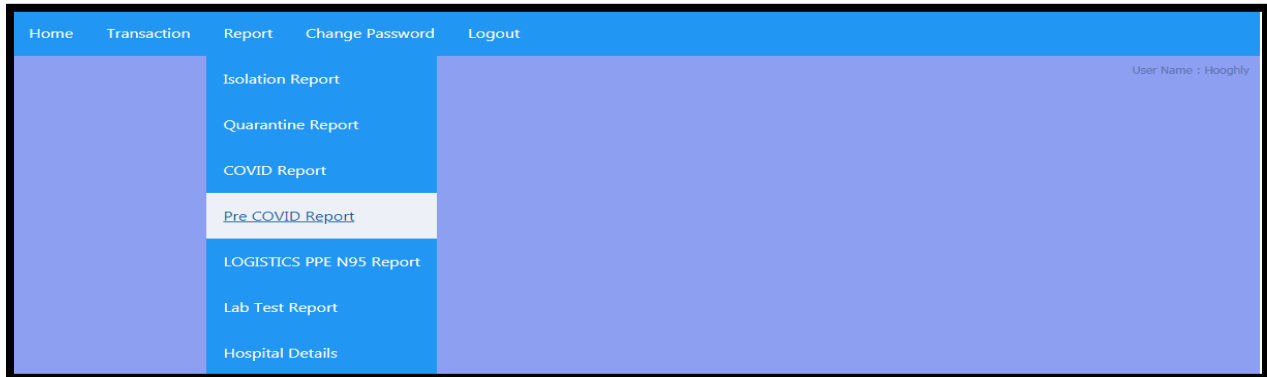


4.4.2 Detailed Steps

- ❖ User will click on 'Hospital Wise Patient Count' report from Report menu.
- ❖ The page will be navigated to the 'Hospital Wise Patient Count' report page.
- ❖ User will select hospital name and selects required date range. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel.
- ❖ Clicking on populate button the report arrives with the following fields hospital name, total number of admission, total number of discharge and total number of death.

4.4.3 Screenshot View

User will click on 'PRE-COVID Report' from Report menu.



The page will be navigated to the 'PRE-COVID Report' page.

The 'PRE COVID Report' form includes the following fields and buttons:

- From Date:
- To Date:
- District:
- Hospital:
- Buttons: Populate (green), Export to Excel (blue), Print (grey), PDF (teal), Clear (red)

User will select required date range and select any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Opening balance, New Admission, Discharge, Referred, Death, No. of patient in CCU, Number of patient in Oxygen, Number of patient in ventilator, closing balance along with date etc.

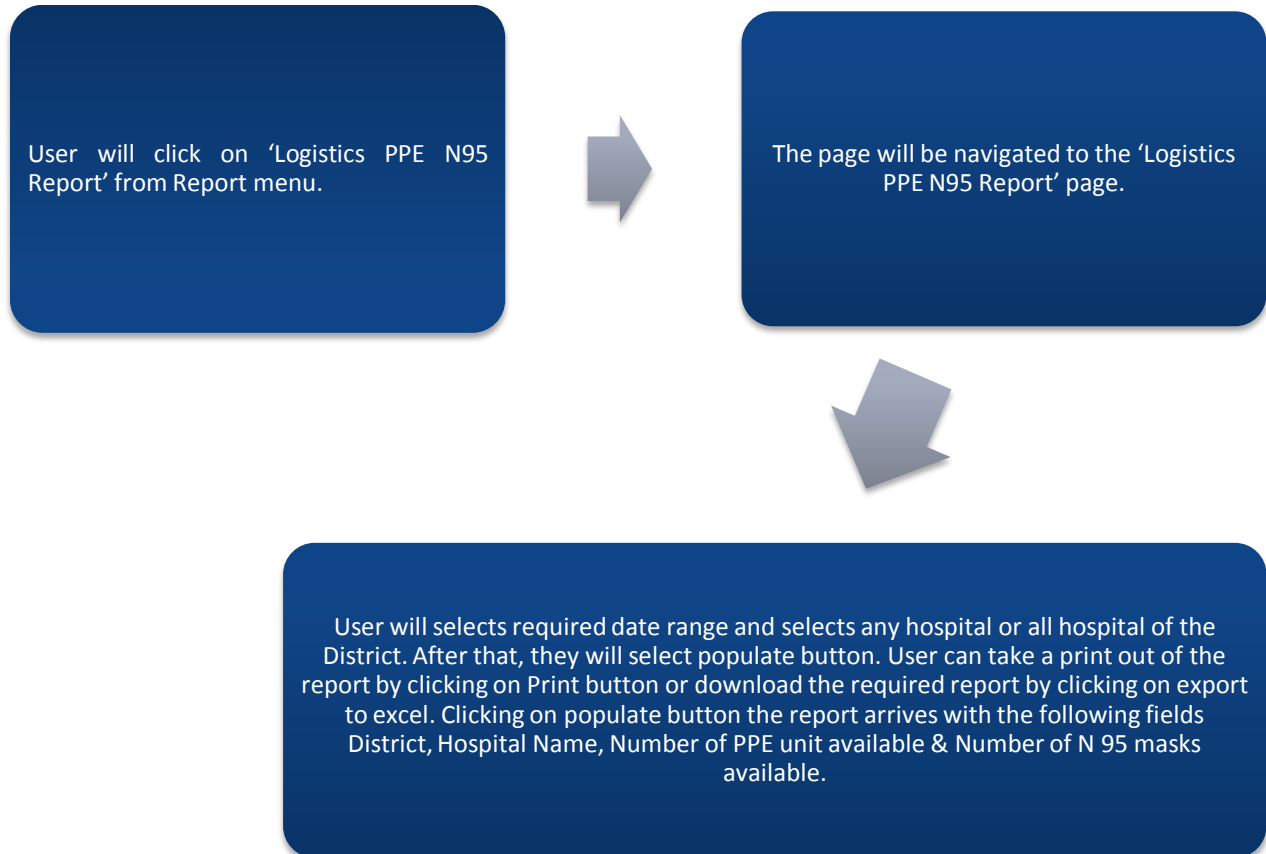
The 'PRE COVID Report' table displays the following data:

| Sl. No. | District | Hospital Name | Opening Balance | New admission | Discharge | Referred | Death | Closing balance | Total Beds for CoVid | No of ICU/CCU beds in place | Ventilator for Covid | Transport Ventilator for Covid | BIPAP for Covid | Multi Channel Monitor for Covid | Pulse Oximeter for Covid | Res any pat tra |
|---------|----------|---------------------|-----------------|---------------|-----------|----------|-------|-----------------|----------------------|-----------------------------|----------------------|--------------------------------|-----------------|---------------------------------|--------------------------|-----------------|
| 1 | Hooghly | Kamala Roy Hospital | 10 | 0 | 0 | 0 | 0 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | uuu |
| 2 | Hooghly | Shramajibi Hospital | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | yyy |
| 3 | | Grand Total | 10 | 0 | 0 | 0 | 0 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |

4.5 LOGISTICS PPE N95 Report

This section of user manual describes how a user can view report of the Logistics PPE N95 stock count hospital wise. Detailed procedure mentioned in 4.5.2.

4.5.1 Process Flow

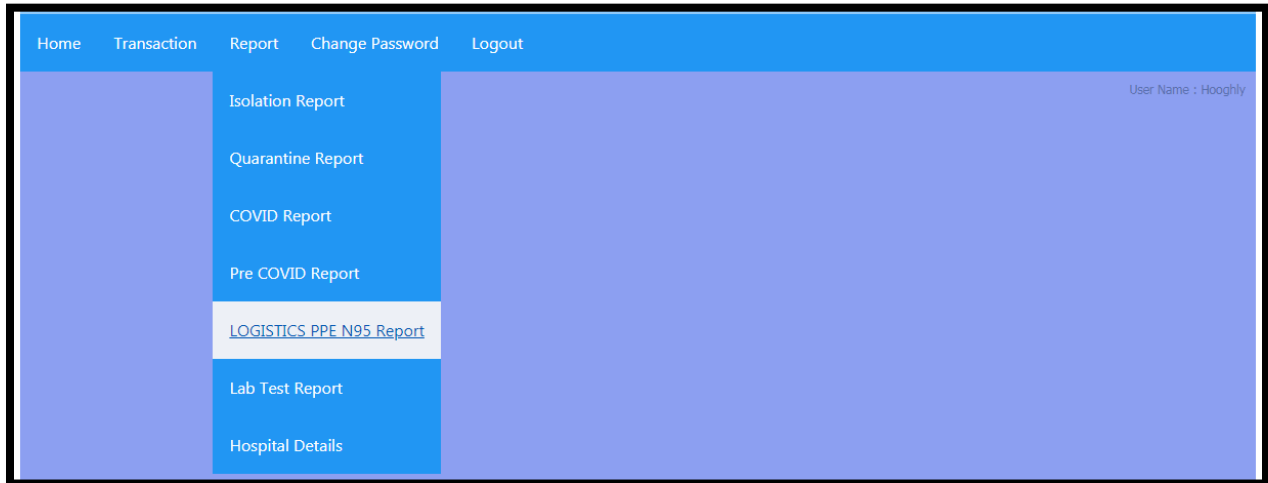


4.5.2 Detailed Steps

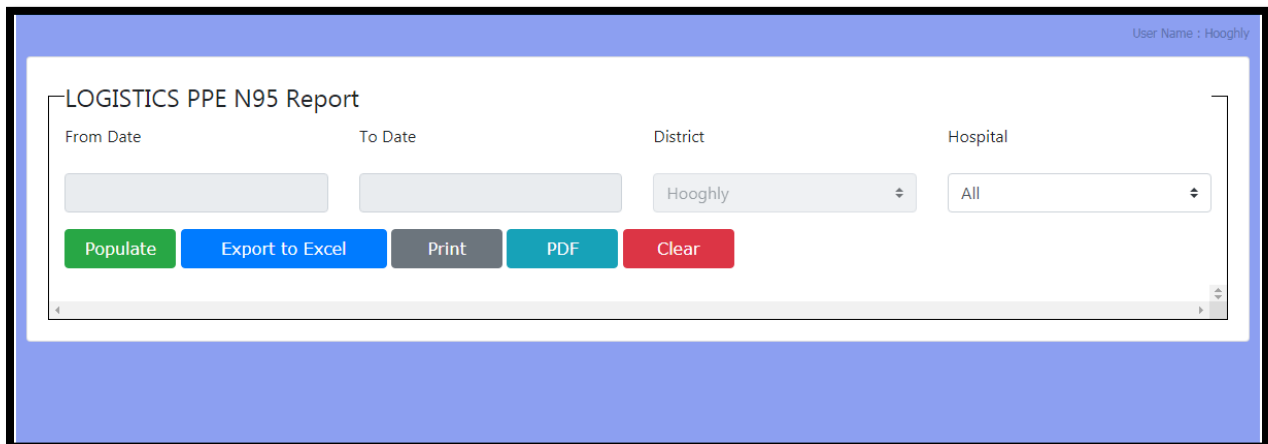
- ❖ User will click on 'Logistics PPE N95 Report' from Report menu.
- ❖ The page will be navigated to the 'Logistics PPE N95 Report' page.
- ❖ User will select required date range and select any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Number of PPE unit available & Number of N 95 masks available..

4.5.3 Screenshot View

User will click on 'Logistics PPE N95 Report' from Report menu.



The page will be navigated to the 'Logistics PPE N95 Report' page.



User will select required date range and select any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Number of PPE unit available & Number of N 95 masks available.

LOGISTICS PPE N95 Report

From Date

To Date

District

Hospital

05/27/2020

06/10/2020

Hooghly

All

Populate

Export to Excel

Print

PDF

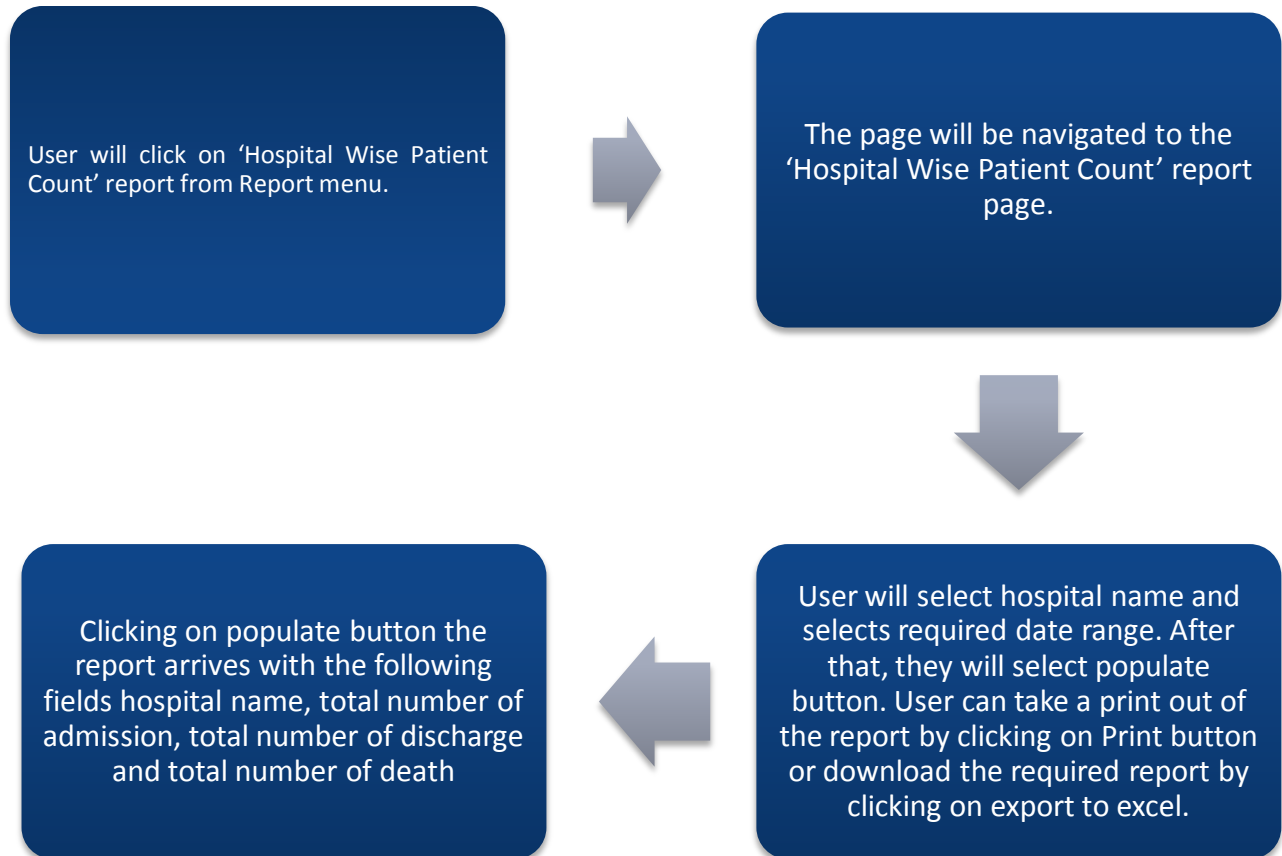
Clear

| Sl. No. | District | Hospital Name | Number of PPE units available | Number of N 95 masks available | Date |
|---------|----------|----------------------------|-------------------------------|--------------------------------|------------|
| 1 | Hooghly | a | 10 | 20 | 01/06/2020 |
| 2 | Hooghly | Arambagh Nursing Home | 30 | 40 | 01/06/2020 |
| 3 | Hooghly | Arambagh SDH | 0 | 0 | 01/06/2020 |
| 4 | Hooghly | Blue View Nursing Home | 0 | 0 | 01/06/2020 |
| 5 | Hooghly | ESI Hospital, Bandel | 0 | 0 | 01/06/2020 |
| 6 | Hooghly | ESI Hospital, Gourhati | 0 | 0 | 01/06/2020 |
| 7 | Hooghly | Hooghly DH | 0 | 0 | 01/06/2020 |
| 8 | Hooghly | Kamala Roy Hospital | 0 | 0 | 01/06/2020 |
| 9 | Hooghly | Serampore Walsh SDH | 0 | 0 | 01/06/2020 |
| 10 | Hooghly | Seven Rangers Nursing Home | 0 | 0 | 01/06/2020 |
| 11 | Hooghly | Shramajibi Hospital | 0 | 0 | 01/06/2020 |
| 12 | | Grand Total | 40 | 60 | |

4.6 Lab Test Report

This section of user manual describes how a user can view daily hospital wise total lab test report. Detailed procedure mentioned in 4.6.2.

4.6.1 Process Flow

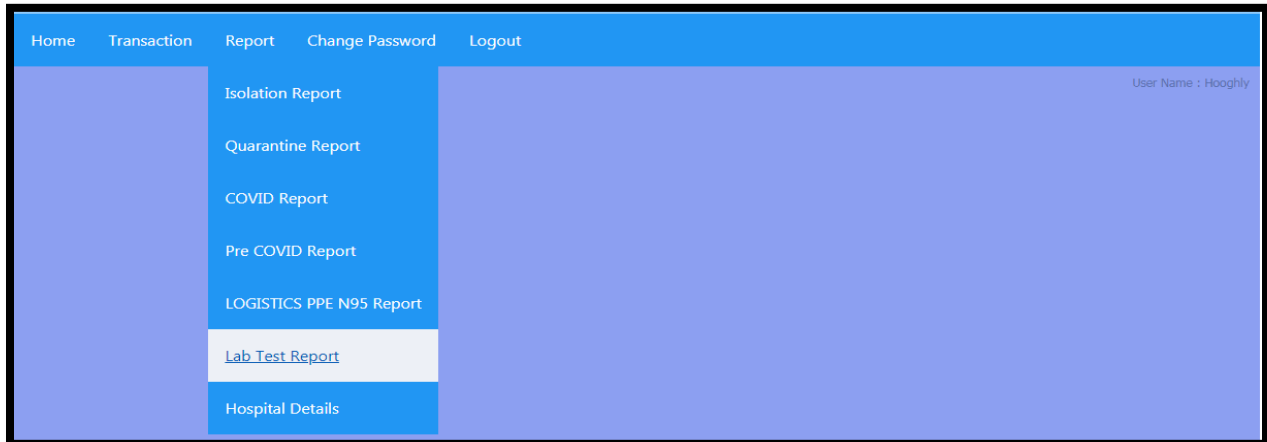


4.6.2 Detailed Steps

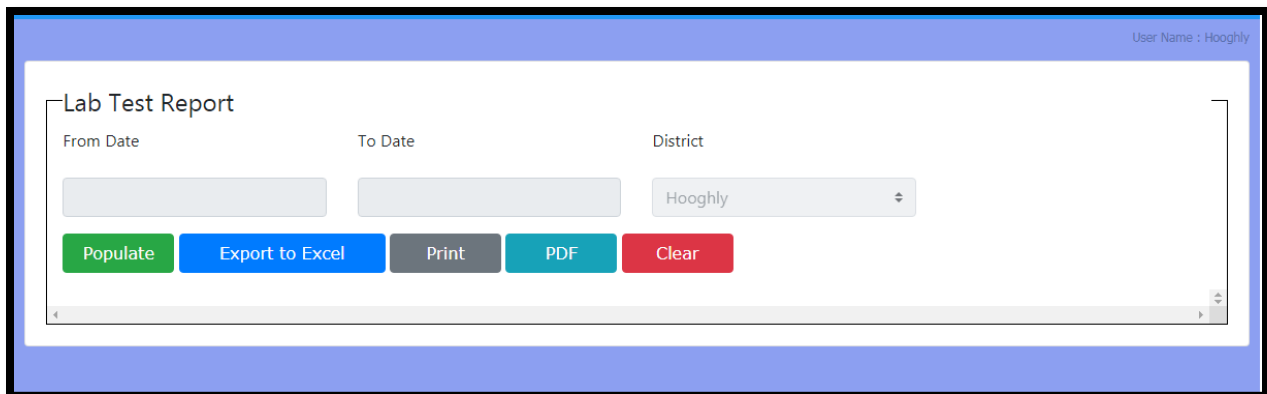
- ❖ User will click on 'Hospital Wise Patient Count' report from Report menu.
- ❖ The page will be navigated to the 'Hospital Wise Patient Count' report page.
- ❖ User will select hospital name and selects required date range. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel.
- ❖ Clicking on populate button the report arrives with the following fields hospital name, total number of admission, total number of discharge and total number of death.

4.6.3 Screenshot View

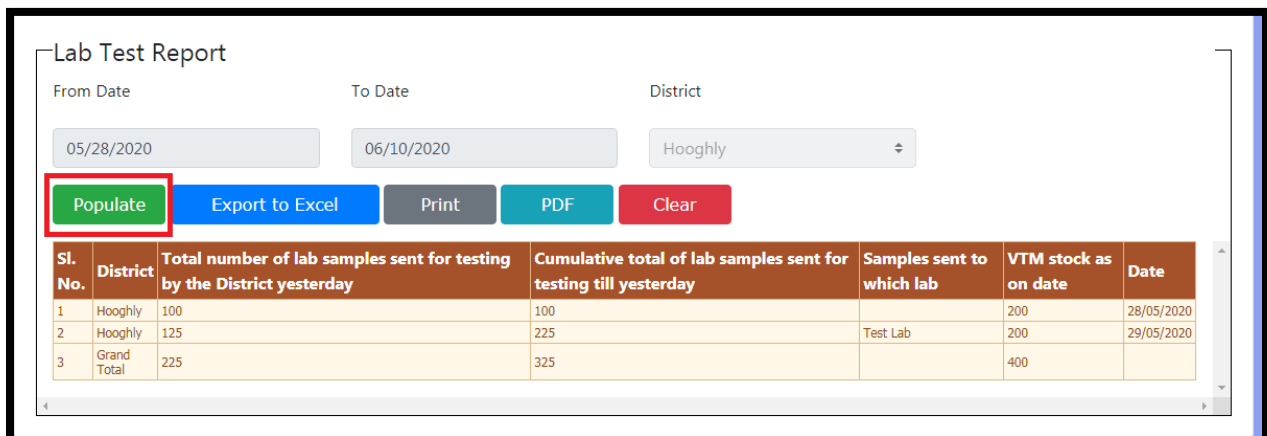
User will click on 'Lab Test Report' from Report menu.



The page will be navigated to the 'Lab Test Report' page.



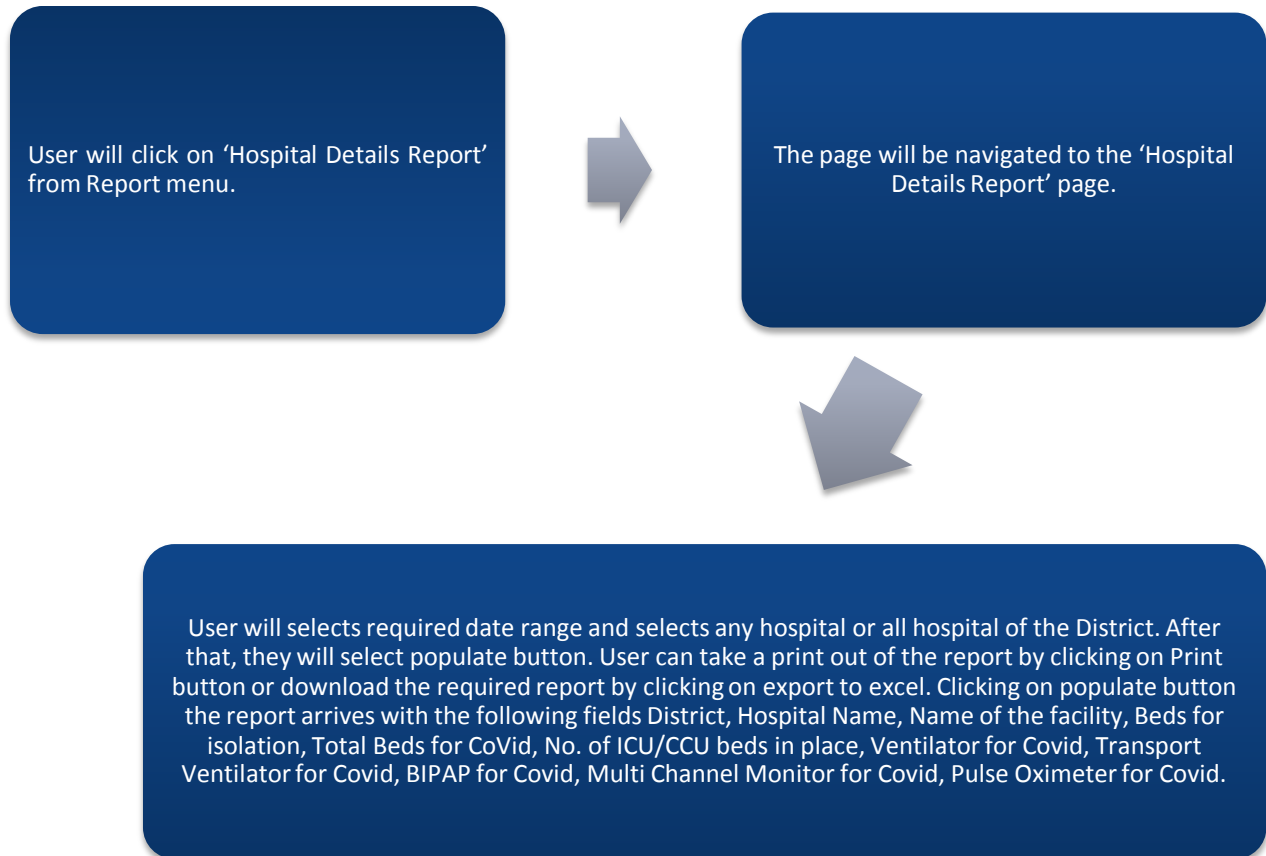
User will select required date range and select any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, total number of lab sample sent for testing yesterday, samples sent to which lab, VTM stocks as on date.



4.7 Hospital Details

This section of user manual describes how a user can view hospital details report. Detailed procedure mentioned in 4.7.2.

4.7.1 Process Flow

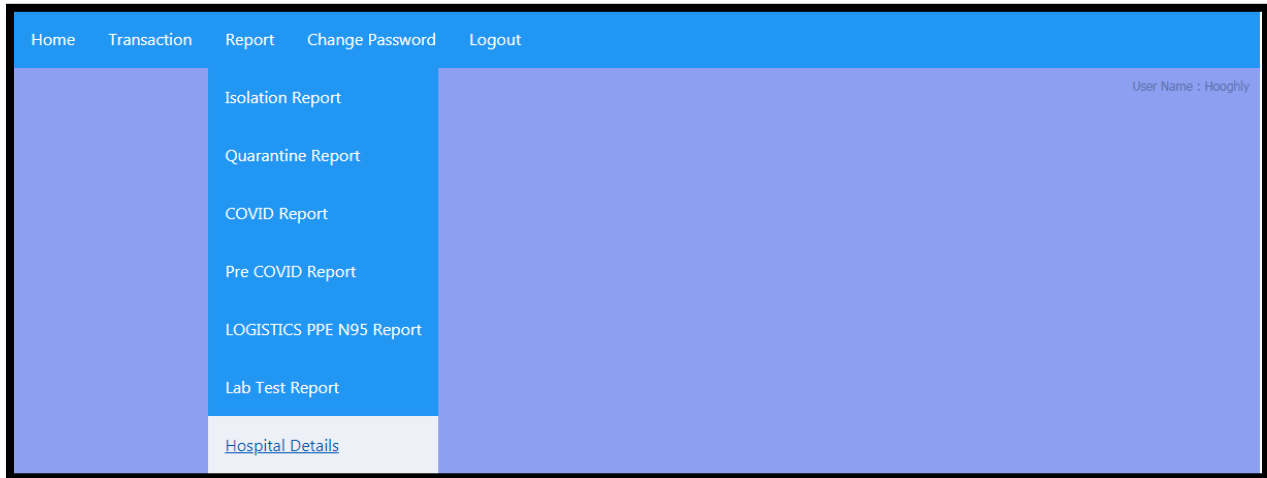


4.7.2 Detailed Steps

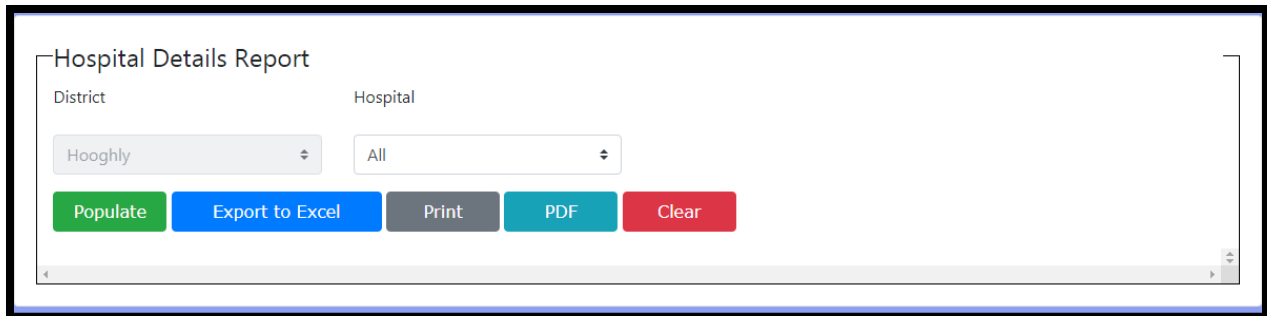
- ❖ User will click on 'Hospital Details Report' from Report menu.
- ❖ The page will be navigated to the 'Hospital Details Report' page.
- ❖ User will select required date range and selects any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Name of the facility, Beds for isolation, Total Beds for CoVid, No. of ICU/CCU beds in place, Ventilator for Covid, Transport Ventilator for Covid, BIPAP for Covid, Multi Channel Monitor for Covid, Pulse Oximeter for Covid.

4.7.3 Screenshot View

User will click on 'Hospital Details Report' from Report menu.



The page will be navigated to the 'Hospital Details Report' page.



User will select required date range and selects any hospital or all hospital of the District. After that, they will select populate button. User can take a print out of the report by clicking on Print button or download the required report by clicking on export to excel. Clicking on populate button the report arrives with the following fields District, Hospital Name, Name of the facility, Beds for isolation, Total Beds for CoVid, No. of ICU/CCU beds in place, Ventilator for Covid, Transport Ventilator for Covid, BIPAP for Covid, Multi Channel Monitor for Covid, Pulse Oximeter for Covid.

Hospital Details Report

District
Hospital

Hooghly

All

Populate

Export to Excel

Print

PDF

Clear

| Sl. No. | District | Hospital Name | Is Isolation | Is Quarantine | Is Covid | Is PreCovid | Beds for isolation | Total Beds for CoVid | No of ICU/CCU beds in place | Ventilator for Covid | Transport Ventilator for Covid | BIPAP for Covid | Multi Channel Monitor for Covid | Pulse Oximeter for Covid |
|---------|----------|----------------------------|--------------|---------------|----------|-------------|--------------------|----------------------|-----------------------------|----------------------|--------------------------------|-----------------|---------------------------------|--------------------------|
| 1 | Hooghly | Arambagh SDH | Yes | No | No | No | 5 | | | | | | | |
| 2 | Hooghly | Serampore Walsh SDH | No | Yes | No | No | | | | | | | | |
| 3 | Hooghly | Hooghly DH | No | Yes | No | No | | | | | | | | |
| 4 | Hooghly | Seven Rangers Nursing Home | No | No | Yes | No | | | | | | | | |
| 5 | Hooghly | Arambagh Nursing Home | No | No | Yes | No | | | | | | | | |
| 6 | Hooghly | Shramajibi Hospital | No | No | No | Yes | | | | | | | | |
| 7 | Hooghly | Kamala Roy Hospital | No | No | Yes | Yes | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | Hooghly | ESI Hospital, Bandel | No | No | No | No | | | | | | | | |
| 9 | Hooghly | ESI Hospital, Gourhati | No | No | No | No | | | | | | | | |
| 10 | Hooghly | Blue View Nursing Home | No | No | No | No | | | | | | | | |
| 11 | Hooghly | a | Yes | No | No | No | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | Hooghly | h | No | No | Yes | Yes | 0 | 600 | 24 | 32 | 1 | 77 | 77 | 77 |
| 13 | Hooghly | ii | No | No | Yes | Yes | 0 | 600 | 24 | 32 | 1 | 3 | 5 | 77 |
| 14 | Hooghly | qq | Yes | No | No | No | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | Hooghly | tt | No | Yes | No | No | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | Hooghly | Test Nursing Home | Yes | Yes | Yes | Yes | 100 | 50 | 10 | 5 | 5 | 1 | 1 | 1 |

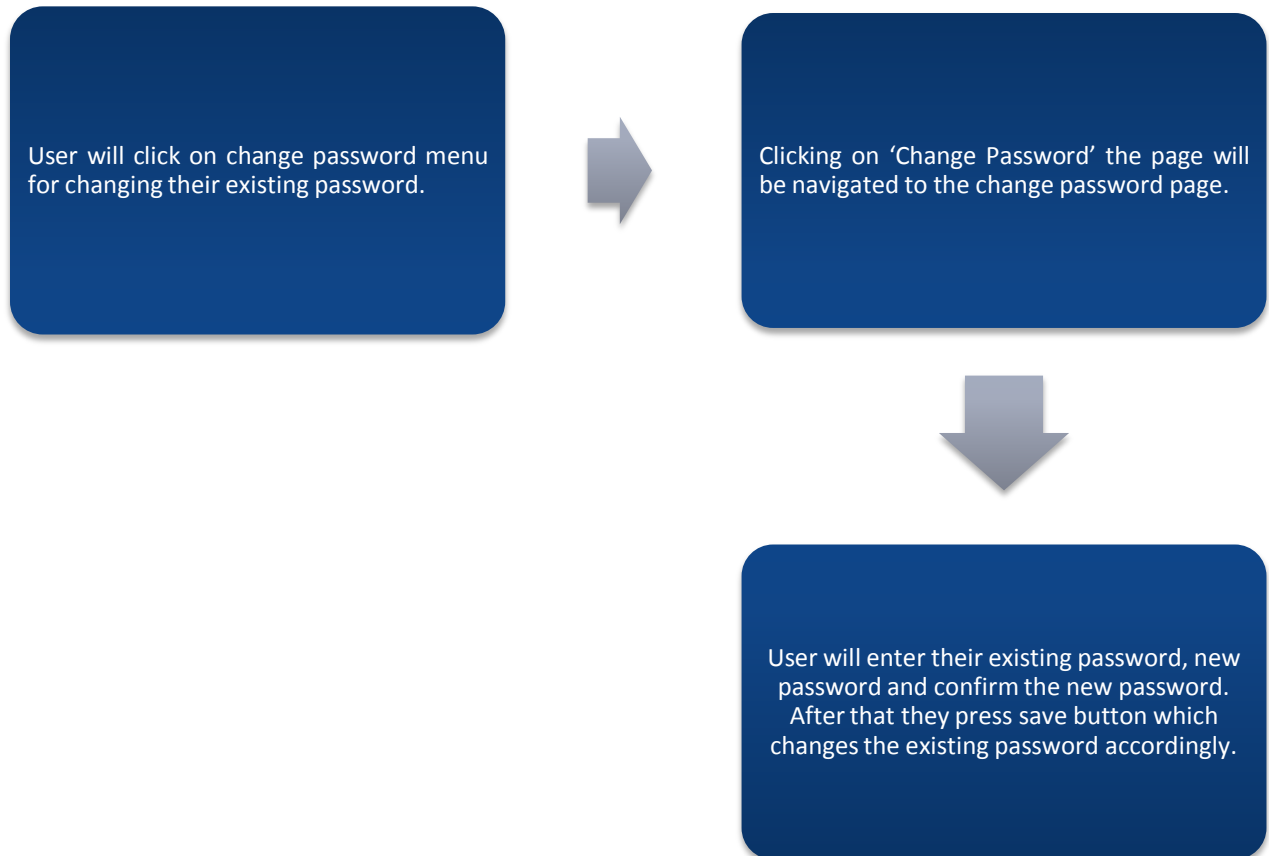
Cancel

Capture

5.Change Password

This section of user manual describes how User can change their existing password. Detailed procedure mentioned in 8.2.

5.1 Process Flow

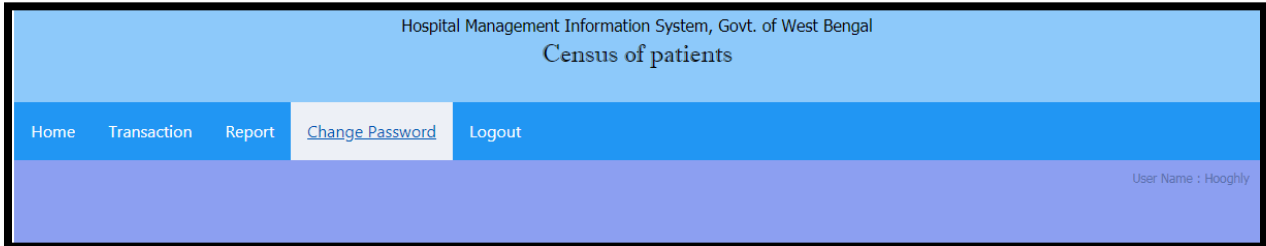


5.2 Detailed Steps

- ❖ User will click on change password menu for changing their existing password.
- ❖ Clicking on 'Change Password' the page will be navigated to the change password page.
- ❖ User will enter their existing password, new password and confirm the new password. After that they press save button which changes the existing password accordingly..

5.3 Screenshot View

User will click on change password menu for changing their existing password.



Clicking on 'Change Password' the page will be navigated to the change password page.

Change Password

* Old Password

* New Password

* Confirm Password

Save Cancel

User will enter their existing password, new password and confirm the new password. After that they press save button which changes the existing password accordingly.

Change Password

* Old Password

* New Password

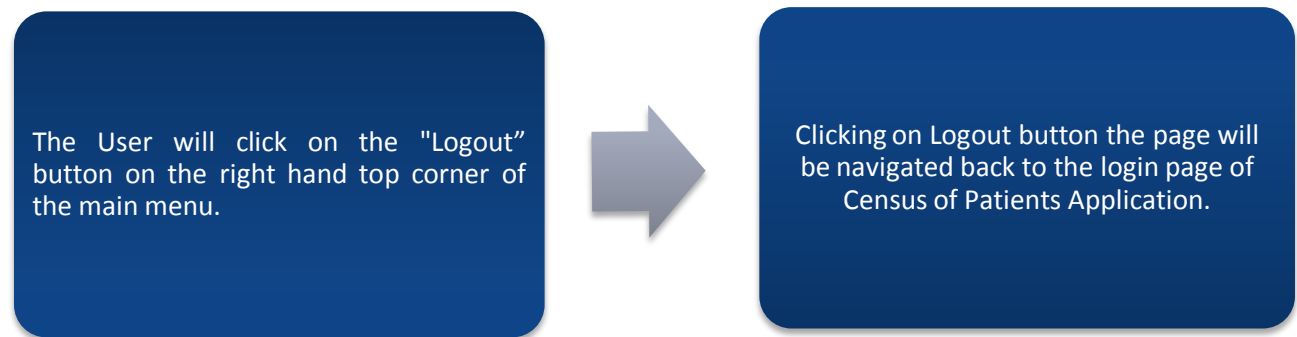
* Confirm Password

Save Cancel

6. Logout

The User will be able to logout from any screen he/she is viewing. The User will just click on the 'Logout' button and the page will be navigated back to the login page of Census of Patients Application.

6.1 Process Flow

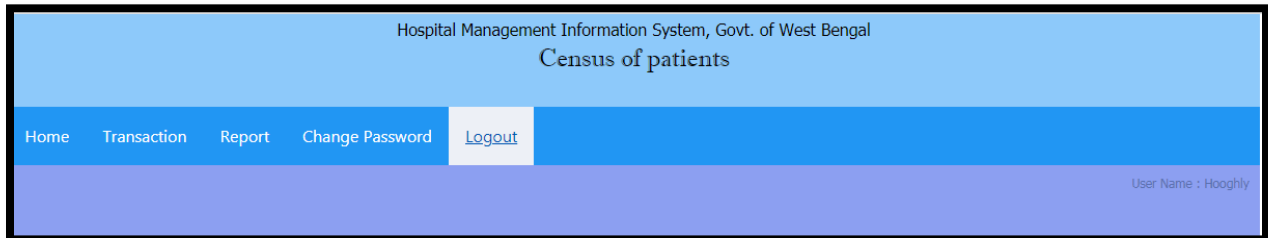


6.2 Detailed Steps

- ❖ The User will click on the "Logout" button on the right hand top corner of the main menu.
- ❖ Clicking on Logout button the page will be navigated back to the login page of Census of Patients Application.

6.3 Screenshot View

The User will click on the "Logout" button on the right hand top corner of the main menu.



Clicking on Logout button the page will be navigated back to the login page of Census of Patients Application.

