

i-LIMX ENTERPRISE USERGUIDE

packaged by LAWCHINsoft ENT.

LOGIN TO SYSTEM

1. Type the URL of the software on your browser or click on the icon on the speed dial.
2. Provide username and password
3. Default admin login : admin and password

ADMINISTRATION (FOR HR MANAGER)

CREATING NEW USER ACCOUNT

1. Click on administration
2. Click on user account management
3. Then fill in the information
4. Click on create account

STAFF MANAGEMENT

1. Click on administration
2. Click on staff management
3. Add new employee
 - a. Add Personal information
 - b. Add academic details, work experience, referees, Job information etc
 - c. Upload the picture which recommended size is 100 x 30
 - d. Fill the Staffs information and click on finish
4. Departments
 - a. Click on new department
 - b. Add department name
 - c. And head of department
5. Click on Qualification
 - a. Add qualification name
 - b. Click on add
6. Position
 - a. Click on position
 - b. Click on Add new job position
 - c. Type position name
 - d. Click on add.

STAFF EVALUATION

To evaluate staff:

Click on administration

- a. Click on staff evaluation
- b. Click on evaluate button beside the staff
- c. And follow the instruction

To add evaluation period

- a. Click on add new evaluation
- b. Put the period
- c. Click on add

CLOCK-IN SYSTEM

1. Go to administration
2. Click on clock-in administration
 - a. Select action (Check in or out)
 - b. Add the password and
 - c. Click on finish
3. Edit Rules (Available only to the Administrator)
 - a. Select the rules from Monday - Friday
 - b. Select the Resumption time
 - c. Select the closing time and
 - d. Select grace time
 - e. Select Saturday – Sunday rules
 - f. Filling the clock-in penalties and clock-in-reward
 - g. Then submit
4. View clock in result (Available only to the Administrator)
 - a. Click on clock in result
 - b. Type the date and staffs name
 - c. Search for the staff and period to get total punch in

APP SETTING

To set you application

- i. Click on administration
- ii. Click on App setting
- iii. You will see edit application setting
- iv. Fill in the Name, Address, Telephone Number, Email and Website.
- v. Then click on Edit

- *To change your logo*

Choose the logo and click on change logo

LEAVE MANAGEMENT

- a. Click on administration
- b. Click on leave management
 - **To add new leave**
 1. Click on add leave
 2. Fill the information
 3. Click on add
 - **To add new leave type**
 1. Click on add new leave type
 2. Fill the information
 3. Click on add

DATABASE BACKUP

1. Go to administration
 - a. Click on database backup
 - b. Click on backup

Note: the backup file is found on;

C:\xampp\htdocs\yourcompanyname

This is only applicable when the software is not deployed online. When deployed online, please contact your webmaster.

PATIENT MANAGEMENT (For front desk officers, lab scientist)

ADDING PATIENT FIRST VISIT

- Click on patient
- Click on add first visit record
- Select Patient type
- Click on continue
- Add patient information
- Click on finish

ADDING PATIENT NEXT VISIT

- a. Click on patient
- b. Click on next visit
- c. Select Patient name and number from the filter dropdown menu
- d. Click on filter
- e. Fill other information that is need
- f. Click on finish

TO VIEW PATIENT RECORD

- a. Click on patient
- b. Click on view patient record
- c. Search for the patient using any of the search parameter
- d. Click on view visits
- e. Click on the visit number base on the particular date of treatment/lab test
- f. Click on medical information or laboratory or nursing station tab to see record/information

Entering/updating patient vital signs

- a. Click on patient
- b. Click on view patient record
- c. Search for the patient using any of the search parameter
- d. Click on view visits
- e. Click on the visit number base on the particular date of visit
- f. Under patient general information type the vital sign inside the vital sign box
- g. Click update

TO ADD PATIENT TO A WAITING QUEUE (For Front desk officers)

- a. First add patient visit ***if you have not already done so*** (follow the step above for adding patient visit)
- b. Click on patient
- c. Click on view patient record
- d. Locate the patient
- e. Click on add to waiting queue button close to the patient
- f. Select the lab scientist
- g. **Select the lab test name if laboratory test is selected as the remark**
- h. Click on add to queue

ATTENDING TO A PATIENT ON A WAITING QUEUE (For lab scientist)

1. Click on Reminder
2. Click on waiting queue
3. Locate the patient name
4. Click on attend to Patient button

5. Click on medical information tab to enter medical information (for doctor) or laboratory information tab to enter laboratory test result(for lab scientist)
6. Click on the **N/A** radio button option of the **have you enter all the laboratory test result** (for doctor) **OR Yes/No** option (for lab scientist)
7. Click on save

NOTE:

To see all Patient on the queue
Click on see all

HMO (For front desk officer or)

1. Click Patient
 - a. Click HMO
2. To create New HMO
 - a. Click on new HMO
 - b. Fill in the information i.e (Name, Contact, Phone number, Representative)
 - c. Fill also the Billing Information i.e (Registration and Consultation) if necessary.
 - d. Then click on create.

COMPANY (For front desk officer or)

1. Go to patient
 - a. Click on Company
 2. To add new Company
 - a. Click on add new patient's company
 - b. Fill in the information i.e (Name, Contact, Phone number, Representative)
 - c. Fill also the Billing Information i.e (Registration and Consultation) if necessary.
 - d. Then click on create.
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APPOINTMENTS

1. Click on Reminder
 - a. Click on appointment
 - b. Appointment list
 - c. Type the date
 - d. Click on search
2. Add new appointments
 - a. Click on new Appointment
 - b. Add patient's name
 - c. Appointment with who (Admin, Doctor e.t.c)
 - d. Add the appointment date and time
 - e. Add remark (if any)
 - f. Then click on Schedule Appointment
3. To Edit Appointment Reminder Setting
 - a. Click on Appointment Reminder Setting
 - b. Type Sender Id (ie Clinic name)
 - c. Then the subject of the Appointment
 - d. Click on edit.

BIRTHDAYS

1. Go to Reminder
 - a. Click on Birthdays
 - b. Add either the name of Patient or Staff
 - c. The search.

✓ INVENTORY

TO SEARCH FOR ITEM

- i. Click on inventory
- ii. Click on Items
- iii. Select search criterion
- iv. Click on search or filter

TO ADD NEW ITEM

- i. Click on items
- ii. Click on Add new items
- i. Fill in the information (like item name, item number, select item type, Quantity per unit, quantity, location, cost ,selling price (retail or wholesale) and Expiring Date)
- iii. Click on add

TO ADD NEW ITEM TYPE

- i. Click on item
- ii. Click on add new item type
- iii. Type the name
- iv. Click on Add.

TO SEARCH FOR INVOICE

- i. Click on inventory
- ii. Click on invoice
- iii. Select your search parameter: item category, date, period, year, invoice number, customer name or referral.
- iv. Then search

TO CREATE NEW INVOICE

Note: Invoice is automatically generated when a patient has been added to the queue. But you can still create manual invoice.

- i. Click on invoice
- ii. Click on create new invoice
- iii. Fill in the customer name and date
 - referral
 - Customer phone number
 - Item name, selling price, item price and discount.
 - Grand total and total amount paid in words
- iv. Click on submit

TO SEARCH FOR SALES

- i. Click on inventory
- ii. Click on sales
- iii. Select your search parameter: item category, period, year, date, invoice number, customer name or referral.
- iv. Then search

TO ADD NEW SALES

Note: sale is automatically generated when an invoice has been processed to the queue. But you can still create manual invoice.

- i. Click on add new sales
- ii. Fill in the customer name and date
 - Customer phone number
 - Item name, selling price, item price and discount.
 - Ground total and total amount paid
 - Balance and total amount paid in words
 - Select mode of payment (eg. Cash, cheque, bank, e-transfer, POS).
- iii. Click on submit

✓ **PURCHASE** (Expenditure)

TO SEARCH PURCHASE

- i. Click on purchase
- ii. Either you Select purchase category or date and search or
- iii. Select period or year and search

TO ADD NEW PURCHASE

- a. Click on purchase
- b. Click on add new purchase
- c. Add purchase name
- d. Add purchase type
- e. Add Supplier name, address and phone number
- f. Add the quantity, the price and date
- g. Click on add.

TO ADD NEW PURCHASE TYPE

- a. Click on purchase
- b. Click on add new purchase type
- c. Add purchase name
- d. Click on add

✓ **DEBTORS**

TO SEARCH FOR A DEBTOR

- i. Click on inventory

- ii. Click on debtors
- iii. Either you select item category or receipt number and search or
- iv. Select the period and year and search or
- v. Select customers name and search

- *To pay debt filter by receipt number and click on pay debt*

TO SEARCH FOR DEBT PAYMENT HISTORY

- i. Click on inventory
- ii. Click on debt payment history
- iii. Select customer name and search or
- iv. Select the Period and year and
- v. Click on search

TO FIND INVENTORY LEDGER

1. Click on inventory
2. Click on inventory ledger
3. Either you add date and search or
4. Select period and year and search or
5. Select receipts number and customer name.
6. And search

✓ ACCOUNTING

ADDING NEW CASH /CHEQUE ACCOUNT

1. Click on Accounting
2. Click on New cash /Cheque Account
3. Add the Cash/Cheque Account Name
4. Click on create.

PAYMENT VOUCHER

1. Click on Accounting
 - a. Click on payment voucher
 - b. Add the date and service
 - c. Click on search to find a voucher

1. To add New Service
 - a. Click add new service
 - b. new service name
 - c. Click on add
2. To add New payment voucher
 - a. Click on new payment voucher
 - b. Add employee name
 - c. Add Month and Year
 - d. Add date, service, Amount, Cash/Cheque Account and Slip Number.
 - e. Check ground total
 - f. Click on submit

CASH COLLECTION

1. Click on accounting
 - a. Go to Cash collection
 - b. Add date and search
2. To add New Cash
 - a. Click on new cash
 - b. Add date, Amount, Received from, Receipt Number, Month and Year.
 - c. Click on add.

BANK LODGMENT

1. Click on bank lodgment
 - a. Add date and Bank
 - b. Click on search
2. To Add new Bank Lodgment
 - a. Click on add new bank lodgment
 - b. Add date
 - c. Add Bank Name
 - d. Add Credit
 - e. Add Cash/Cheque Account
 - f. Add reference
 - g. Add month and Year
 - h. Then click on Add
3. To Add new Bank
 - a. Click on add new bank
 - b. Type bank name
 - c. Click on Add.

BANK WITHDRAAL

1. Click on account

- a. Click on Bank withdrawal
 - b. Type date and Bank
 - c. Click on search
2. To Add new Bank withdrawal
 - a. Click on add new Bank withdrawal
 - b. Add date
 - c. Add Bank Name
 - d. Add Credit (if any)
 - e. Add Cash/Cheque Account
 - f. Add reference
 - g. Add month and Year
 - h. Then click on Add

GENERAL LEDGER

1. Click on account
 - a. Click on general ledger
 - b. Fill in month and year
 - c. Click on search

✓ PAYROLL

ADD EMPLOYEE TO PAYROLL

1. Click on payroll
 - a. Click on Add Employee to Payroll
 - b. Select employee name and category
 - c. Click on proceed

TO VIEW EMPLOYEES THAT ARE ADDED TO THE PAYROLL

1. Click on payroll
2. Click view employee record

INITIATING EMPLOYEE PAYMENT

1. Click on payroll
2. Click on Employee initiate payment
3. Select the employee name, month and year
4. Click proceed

PAYROLL SETTING

1. Click on payroll
2. Click on employee payroll setting

3. select employee name
4. Click on proceed

PAYROLL GENERAL REPORT

1. Click on payroll
 - a. Click on payroll general report
 - b. Select period and year
 - c. Select employee annual Pay
2. Process Bank Monthly pay
 - a. Select the period and year.
 - b. Click on proceed

✓ LOAN MANAGER

LOAN REQUEST

1. Click loan manager
 - a. Click on loan request
 - b. Select employee
 - c. Select amount and year requested
 - d. Add request date
 - e. Select Loan repayment plan
 - f. Add the name of applier
 - g. Then Submit

VIEW LOAN REQUEST

1. Click on Loan Manager
 - a. Click on view loan request
 - b. Select the period and year
 - c. Then click on search

✓ TAX MANAGEMENT

TAX SETTING

1. Click on tax management
2. Click on Tax setting
3. Reset them
4. Click on update

COMPUTER TAX

1. Click on tax management

2. Click on computer tax
3. Select employee name
4. Click on proceed

VIEW TOTAL TAX

1. Click on tax management
2. Click on view total tax
3. Then view all tax