

# Electronic Office User Guide

## Information Management System

### 1 INTRODUCTION

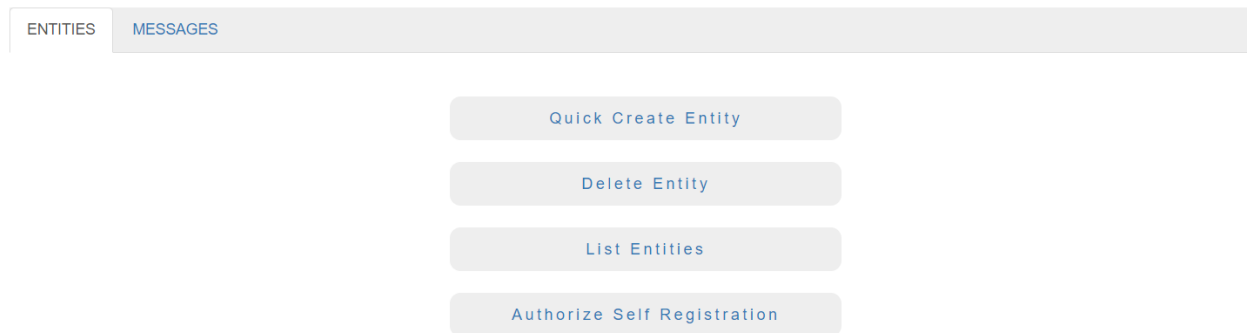
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*Information Management System* is an application which manages information pertaining to entities belonging to the 8 built-in Entity Types, viz.,

- Employee
- Customer
- Vendor
- Member
- Faculty
- Student
- Doctor
- Patient

*Information Management System* enables creation of entities of each of the above Entity Types. It also enables deletion, except for Employee. Further, it enables creation of messages, and sending messages individually or in bulk to these entities.

John Brown, the Administrator, wishes to create a customer, viz., Good Samaritan Hospital. He goes to the *Information Management System* menu, which he finds right below the Admin Main Menu:-



**Figure 1**

He clicks **Quick Create Entity** under the **ENTITIES** tab, then selects Entity Type, Customer, whereupon he sees the following screen:-

Name of Customer or Company	Good Samaritan Hospital
Rep. First Name	Vincent
Rep. Last Name	van Gogh
Email ID of Representative	ennflo003@gmail.com
<input type="button" value="SUBMIT"/>	

**Figure 2**

He fills in information about Good Samaritan Hospital as shown above, then clicks **SUBMIT**, whereupon he sees a success message. (Note: The screen shown in Figure 2 will be different for other Entity Types). Furthermore, the entity (or entity’s representative, in the present example, Vincent van Gogh) receives his / her default password by email.

By clicking **Authorize Self Registration**, the Administrator can enable an entity to self register as any one of the 8 entity types. (For this, the entity which wishes to self register must click **SERVICES** in the Main Menu.

## 2 SENDING MESSAGES

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Creating and sending messages to entities is possible under the **MESSAGES** tab of the INFORMATION MANAGEMENT SYSTEM menu:-

ENTITIES	MESSAGES
<input type="button" value="Create Message"/>	
<input type="button" value="View and Update Message"/>	
<input type="button" value="Delete Message"/>	
<input type="button" value="Send Message To Entities"/>	

**Figure 3**