

Visit Clinic Human Resources User Guide



The Pulse of Medical Management

**MODERN SYSTEM FOR SOFTWARE
DEVELOPMENT**

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1. Modern Systems for Software Development

1.1 Introduction

Modern Systems for Software Development is a dedicated software firm with a core focus on delivering software development, analysis, and implementation services that adhere to global standards. Our mission is to craft cutting-edge software solutions that meet the complex needs of our clients, ensuring quality and excellence in every project we undertake. By integrating international best practices into our processes, we strive to set a benchmark in the software industry.

Modern Systems for Software Development has innovated a healthcare software solution designed to streamline online services for medical professionals and pharmacies. This platform also serves as a vital tool for medical sales representatives. Crucially, it is engineered with the general public in mind, allowing them to engage with the system for their healthcare needs. Medical practitioners and pharmacists utilize this system to efficiently locate and serve patients, ensuring accurate and timely distribution of medications and services.

The platform is designed to provide a comprehensive suite of features, encompassing various medical fields such as internal medicine among others. Additionally, it will offer an extensive directory of over 189,000 commonly used medications, meticulously categorized by country for universal accessibility.

Visit Clinic provides a suite of general modules, including an accounting module with a comprehensive general ledger to track income and expenses for clinics and pharmacies. Additional modules are available within the system. To access detailed information, please proceed with registration.

Modern Systems for Software Development provides comprehensive software analysis services adhering to the highest standards for both private and public entities. Utilizing frameworks like the Information Technology Infrastructure Library (ITIL), which is renowned globally and tailored for IT services, they offer a suite of about twenty-six business processes. Additionally, ITIL offers a range of professional certifications catering to various expertise levels, from beginners to experts.

Modern Systems for Software Development provide comprehensive business analysis, aiding organizations in adopting processes aligned with global standards. Additionally, they offer specialized software solutions for processes like incident and knowledge management, enhancing operational efficiency and information governance.

The founder of Modern Systems for Software Development previously established a successful track record with notable entities such as Microsoft, Horvath, and Link Dot Net within a governmental framework.

The Capability Maturity Model Integration (CMMI) is a globally recognized standard that aims to enhance business processes, enabling organizations to conduct their operations more systematically. It encompasses approximately twenty-two distinct business processes. The proprietor of a company has been involved in a significant CMMI transformation initiative within governmental entities. To disseminate practical insights on CMMI application, this individual has authored and freely distributed an e-book, drawing from authentic implementation experiences, for the benefit of software engineers seeking to apply these principles in practical scenarios.

The founder of Modern Systems for Software Development holds a strong belief in the development of human resources, particularly in nurturing young talent. This commitment extends to providing expertise in software business process development and analysis, which contributes to the national economy in the IT sector. Their dedication led to the collaboration with a U.S. consultant in authoring a comprehensive book on CMMI, which they generously offer free of charge to the global community.

Custom software development, including portal creation, is tailored to meet the specific needs and objectives of clients, as guided by their recommendations and directives. Modern Systems for Software Development specializes in crafting bespoke software solutions that cater to the unique requirements of customers, ensuring accessibility through online platforms or internal networks.

Modern Systems for Software Development is committed to embracing diversity in IT specialization, ensuring that customer demands are met with professional services and products that adhere to international standards, all offered at competitive prices.

1.2 Why Modern Systems

Organization leaders strive to offer outstanding products and services that meet the needs and expectations of a global clientele. IT departments bear a crucial role in providing high-quality e-services that align with the organization's financial agreements and management expectations. It is essential to seek cost-effective solutions that support the organization's objectives and ensure sustainable operations.

Modern Systems for Software Development, based in Egypt, is dedicated to meeting the diverse software requirements of all users. With a strategic approach, Modern Systems for Software

Development offers vital support to various private and public entities, delivering high-quality, cost-effective in-house software solutions. Additionally, the company specializes in tailoring renowned global software to align with the unique needs and objectives of its clients.

Modern Systems for Software Development boast extensive expertise in business processes and the implementation of software solutions. They strategically utilize a selection of technologies in synergy to fulfill the specific needs of organizations. This approach ensures that each technology is leveraged effectively to enhance the organization's operational efficiency and achieve its strategic objectives.

Modern Systems for Software Development are committed to fostering human welfare, particularly for the youth, to accomplish strategic objectives aimed at ensuring a high quality of life for all. This commitment is mirrored in the services offered to both local and global markets, reflecting a dedication to excellence and a better future through technological advancement.

Modern Systems for Software Development specializes in delivering bespoke software solutions, including proprietary platforms such as VisitClinic.org. We cater to the unique requirements and expectations of our clients, whether it involves developing custom software from scratch or tailoring existing products like Microsoft SharePoint to meet specific business needs. Our commitment is to ensure that our software aligns perfectly with the client's vision and operational demands.

Modern Systems for Software Development are equipped to deliver solutions that adhere to a variety of global standards, including the Information Technology Infrastructure Library (ITIL), Customer Relationship Management (CRM), and the Capability Maturity Model Integration (CMMI). These systems are designed with the flexibility to be customized and configured to meet the specific needs of different international standards.

Modern Systems for Software Development is committed to delivering comprehensive support through our team of expert consultants. We specialize in analyzing and developing software solutions that are tailored to meet our customers' expectations and align with their strategic organizational goals. Our approach ensures that the software we configure is not only functional but also a strategic asset to our clients' operations.

1.3 Modern Systems Services

Modern Systems for Software Development, a dedicated entity within the IT sector, is committed to refining business processes and bolstering visibility for both internal staff and external clientele, aligning with the company's strategic goals. Our proficiency lies in ongoing process enhancement, a key aspect of our services designed to foster organizational growth.

Modern Systems for Software Development are designed to enhance service delivery, both online and offline, by tackling the challenges faced by internal and external customers. These systems strive to foster innovation, providing tailored solutions that assist all stakeholders in reaching their objectives efficiently. By leveraging modern methodologies and technologies, they offer a robust framework for businesses to improve customer satisfaction and operational excellence.

Modern Systems for Software Development boasts a wealth of experience across various software domains. Recognized globally, the following frameworks are among the most widely adopted by organizations, and Modern Systems for Software Development is well-equipped to assist any organization by offering comprehensive software solutions and thorough process analysis. Their expertise ensures that clients receive tailored, cutting-edge software strategies that align with industry best practices.

1.4 Visit Clinic 1# Medical Society

Visit Clinic offers an integrated platform designed for healthcare professionals, including doctors, pharmacists, and laboratory technicians, medical factories, computer stores, medical factories, schools, educational institutions; faculties; and universities, as well as sales representatives and individual clients. This comprehensive system facilitates seamless collaboration across various medical services, ensuring a more cohesive healthcare experience. By uniting diverse roles within a single interface, Visit Clinic streamlines the delivery of medical care and support.

Visit Clinic offers a user-friendly platform with a vast array of features suitable for various needs. It is equipped with numerous functionalities that cater to diverse preferences, ensuring that you can easily find what you're searching for. The dedicated team of consultants continuously updates the website, striving to meet and exceed user expectations with every enhancement.



1.5 Visit Clinic dashboard

Explore visit clinic's portal to discover the outstanding services we offer. The accompanying graph illustrates the success story of our portal, showcasing the effectiveness and reach of our services through compelling numerical data. This visual representation serves as a testament to our commitment to excellence and the measurable impact we have on our community's health outcomes.



1.6 Visit Clinic Youtube Video

Modern Systems for Software Development's Visit Clinic would like to draw your attention to our video content. Please be aware that due to ongoing updates to our portal, this content may no longer be current. We encourage you to log in to the system or download the most recent documentation directly from the portal to ensure you have access to the latest information. Thank you for staying updated with us.

1.7 Microsoft Copilot

Microsoft Copilot is an AI-powered assistant designed to enhance your productivity and simplify various tasks. Integrated within Microsoft 365 applications like Word, Excel, Outlook, and PowerPoint, Copilot helps users by:

- **Generating Content:** It can create text, generate summaries, and offer suggestions to improve writing.
- **Answering Questions:** It provides accurate and relevant information, helping you find answers quickly.
- **Performing Tasks:** It can automate repetitive tasks, freeing up your time for more important activities.
- **Providing Insights:** It analyzes data and provides insights, making it easier to understand and utilize information effectively.
- **Creative Projects:** It assists in brainstorming ideas and generating creative content.

With Copilot, you have a powerful tool at your disposal to enhance productivity and streamline your workflow.

Microsoft Copilot offers several plans to cater to different needs:

1. **Standard Copilot:** This is the free version that provides access to basic AI features, such as generating and editing AI images, and using GPT-4 during non-peak hours. It's available on the web, Windows, macOS, iPadOS, and mobile apps¹.
2. **Copilot Pro:** For \$20 per month, this plan offers priority access to GPT-4 and GPT-4 Turbo during peak usage times, 100 boosts per day for creating AI images, and access to Copilot in the free web versions of Word, Excel, OneNote, and Outlook.
3. **Copilot for Microsoft 365:** Priced at \$30 per month, this plan integrates seamlessly with Microsoft 365 apps (Teams, Word, Outlook, PowerPoint, Excel, etc.) and includes enterprise-grade security, privacy, and compliance.

4. **Copilot Studio:** This is a low-code, end-to-end conversational AI platform that allows you to build and customize your own Copilots.

Each plan offers different features and benefits, so you can choose the one that best fits your needs. Would you like more details on any specific plan?

How to register and activate your Hotmail account for Microsoft Copilot for free, follow these steps:

1. **Create a Microsoft Account:** If you don't already have a Microsoft account, sign up using your Hotmail email address. Visit the Microsoft account creation page and follow the instructions to create your account¹.
2. **Access Free Microsoft 365 Apps:** Once your account is created, you can access the free online versions of Microsoft 365 apps like Word, Excel, Outlook, and PowerPoint. These apps are available for free with a Microsoft account¹.
3. **Enable Copilot:** To enable Copilot in the free version, you may need to check for updates in the Microsoft 365 apps and ensure that Copilot features are turned on. You can usually find this in the settings or options menu of each app.
4. **Check for Updates:** Make sure your Microsoft 365 apps are up to date, as Copilot features may be included in recent updates.
5. **Use Copilot:** Once enabled, you can start using Copilot to assist you with various tasks in the Microsoft 365 apps.

Microsoft Official Copilot Website <https://copilot.microsoft.com/>

1.8 Portal Response Challenge

The Visit Clinic portal offers user-friendly functionalities and straightforward development strategies to address potential issues arising from ambiguous software development challenges, ensuring a consistently fast response. However, low portal response times could be attributed to one of the following reasons:

- 1- Check your internet connection speed using well-known portals such as Speedtest <https://www.speedtest.net/>
- 2- Ensure your internet bundle is active. If necessary, restart the internet router or contact your internet provider for technical support.
- 3- Open the portal and allow it to fully load. This helps your browser download cache files, ensuring it is ready and faster for future visits.
- 4- You can download widely-used internet browsers:
 - a. Microsoft Edge <https://www.microsoft.com/en-us/edge/?form=MA13FJ>
 - b. Google Chrome <https://www.google.com/chrome/>
- 5- If you encounter any new issues, please don't hesitate to contact us by email, including a screenshot for reference.

1.9 Portal Migration

The Visit Clinic portal has been migrated from www.visitclinic.org to the current portal www.visitclinic.net, following the strategic directions and recommendations of Modern Systems for Software Development. The portal's Facebook and LinkedIn pages remain unchanged.

If you need any assistance or guidance, please feel free to contact the company through the approved communication channels listed at the end of this document

2. Human Resources Management (HRM)



Human Resources Management (HRM) is a multifaceted discipline that involves the strategic management of people within an organization to enhance its performance and competitive advantage. It encompasses a wide range of activities, including the recruitment, hiring, training, and development of employees. HRM is also responsible for designing compensation and benefits systems, ensuring compliance with employment laws, and fostering a positive work environment that aligns with the organization's goals and culture. Effective HRM practices contribute to employee satisfaction and motivation, which are crucial for achieving organizational objectives. HRM professionals play a pivotal role in managing the employee lifecycle and developing policies that support the organization's strategic direction. They are instrumental in creating a culture of continuous learning and improvement, which can lead to increased innovation and productivity. By investing in human capital, organizations can cultivate a skilled and committed workforce capable of driving success and growth. HRM is not just about managing the workforce; it's about leveraging human potential to its fullest to achieve the organization's mission and vision.

Human resources management is structured into three main divisions. The initial division encompasses general HR services, which provide the foundational support for employee-related operations. The second division is dedicated to company management, overseeing organizational structure and strategic decision-making. Lastly, the third division focuses on HR form design, creating the necessary documentation and forms that facilitate HR processes. Each section plays a crucial role in the efficient functioning of the human resources department, ensuring that all employee needs are met and organizational goals are achieved.

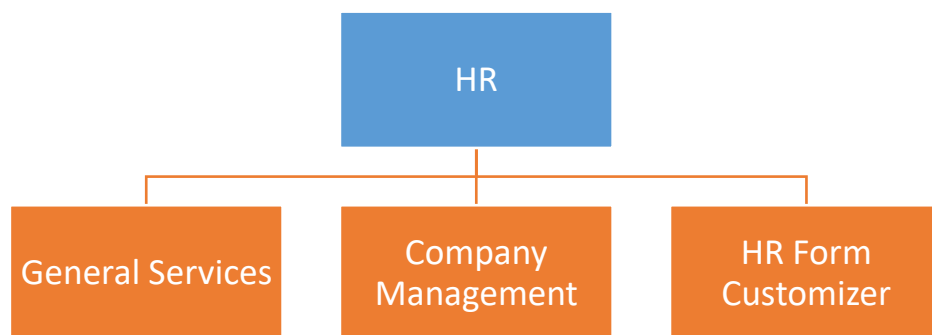


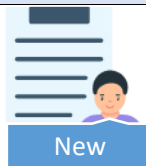
Figure 1 HR Sections

General Services

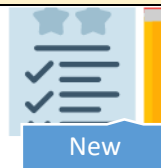
Vacation Management



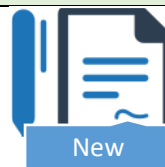
Department



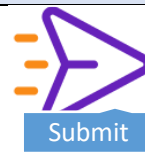
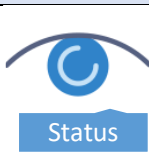
Evaluation



Contract



Request Form Designer



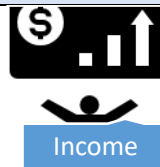
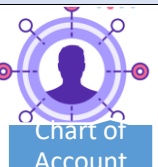
Attendance



Salary and Deduction



General Ledger



Product, Warehouse, and Inventory Management



Order Management



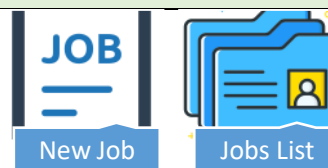
Acquisition Management



Transportation Plan



Recruitment



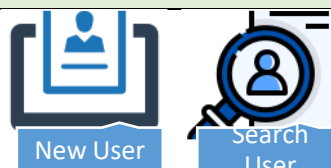
Assets Management (Non ITIL Process)



Case Management

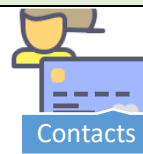


User Management



Company Management

Company Information Management



Medical Organization Employee

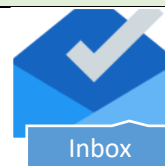


Corporate Content Administration



HR Form Customizer

HR Form Customizer

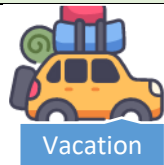


2.1 HR General Services Management



Human Resources Management is structured into three primary sections, with the first section encompassing a comprehensive suite of 16 classifications to streamline organizational processes. These include Vacation Management, which oversees employee leave schedules; Department Management, which organizes departmental structures and functions; Evaluation Systems, which assess employee performance; Contract Administration, which manages employment agreements; and Request Form Design, which allows for the customization of application forms. Attendance Tracking ensures accurate recording of employee presence; Salary and Deduction Management oversees payroll and financial deductions; while General Ledger Integration ensures financial data coherence across departments. Product, Warehouse, and Inventory Management is crucial for maintaining stock levels and logistics; Order Management coordinates customer orders and fulfillment; Acquisition Management handles the procurement of goods and services; and Transportation Planning optimizes the distribution routes and schedules. Recruitment Management streamlines the hiring process; Assets Management (Non ITIL Process) oversees company assets outside the scope of ITIL standards; Case Management provides a framework for handling individual cases or issues; and User Management allows for the control of access and permissions within the system. Each classification is designed to enhance efficiency and support the strategic objectives of the organization.

Vacation Management



Vacation

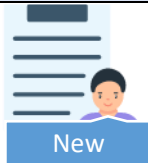


Review



Vacations
List

Department



New



Dept List

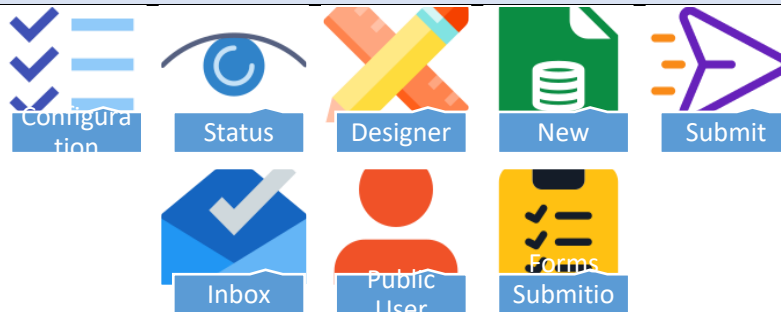
Evaluation



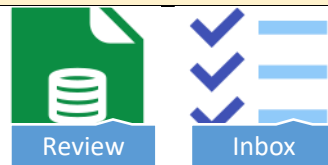
Contract



Request Form Designer



Attendance



Salary and Deduction



General Ledger



Product, Warehouse, and Inventory Management



Order Management



Acquisition Management



Transportation Plan



Recruitment



Assets Management (Non ITIL Process)

 New Asset	 Search	
Case Management		
 New Case	 Case List	 Case Inbox
User Management		
 New User	 Search User	

Table 1HR General Services Management

2.1.1 Dashboard

The Human Resources Management system is specifically designed to offer online HR services tailored to the needs of medical organizations. Its primary function is to streamline the management of both HR employees and customers within these healthcare settings. This digital platform provides a centralized hub for various HR-related tasks and information.

A key feature of the portal is the inclusion of numerous dashboard graphs. These visual aids are strategically implemented to offer users an immediate and concise overview of the services provided. Furthermore, the portal incorporates quick links, facilitating easy navigation and rapid access to frequently used functions and information, ultimately enhancing efficiency for users.

2.1.2 Vacation Management

The vacation management system is designed to streamline the process of submitting various types of leave requests, such as vacation time, sick leave, or late arrivals.



Employees can easily add their leave requests to the portal, which are then forwarded to their manager for review. The manager's role is to evaluate these requests and make decisions to either approve or reject them based on company policies and the specific circumstances of each case. Additionally,

the system includes a comprehensive vacation list feature, which provides an overview of all employee leave requests along with their current status, whether approved or rejected, ensuring transparency and efficient tracking of leave within the organization.

Vacations

- Add a new vacation

Permissions, late attendance

- Add a new ear.

The Request Type consist of the following choices

- **Vacation:** Standard Vacation Days
- **Arrive Late:** Late Arrival
- **Leave Early:** Departure Before Scheduled End Time
- **Hours Request:** Leaving Work for a Defined Period
- **Sick Time:** Taking Paid Sick Leave
- **Holidays:** Employee Holiday Calendar
- **Company Time:** Company Parties and Additional Ceremonies

Request for Information Regarding Employee Leave Entitlements

Request Type	Vacation			
Subject				
Description				
Start Date	04/05/2025	Hour	1:00	☐ AM ☐ PM
End Date	04/05/2025	Hour	1:00	☐ AM ☐ PM
Company / Clinic / Pharmacy	Dr Mahmoud Clinic			
Employee	Mobile	01208911848		Find
	New User	Mahmoud Zaki		
<button>Send Request</button>				

The request will be sent to the responsible manager to take action regarding your request.

External links from youtube website

This video offers a basic understanding of our services. For the most up-to-date information and features, please log in to your account. You can download the complete English and Arabic service catalog and user guides directly from the portal.

Language	Youtube Link
English	https://www.youtube.com/watch?v=TGDzwLfB1zU

2.1.3 Review my submitted requests

The "Review My Submitted Requests" form is specifically designed to allow both request owners (employees) and request managers to view the status and details of submitted requests.



Employee View: Employees can track the status of their submitted requests and access any feedback provided.

Manager Role: Managers are responsible for taking necessary actions on the submitted requests.

Review of employee vacation, sick leave, and other leave requests information

Request Type

Search

Company	Request	Status	Employee	Request Date	
Dr Mahmoud Clinic	Arrive late	New	Mahmoud Zaki	12/02/2023	view
Dr Mahmoud Clinic	Vacation	New	Mahmoud Zaki	12/02/2023	view

Review Vacation and Sick Leave

Request Type

Vacation

Subject

arrive late

Description

arrive late

Start Date

02/12/2023

Hour

1:45

AM

PM

End Date

02/12/2023

Hour

1:45

AM

PM

Company / Clinic / Pharmacy

Dr Mahmoud Clinic

Employee

Mahmoud Zaki

Status

New

Manager reply

Please hold off on making any modifications to your request. Your manager will review it and offer their feedback shortly.

Update Request

2.1.4 My request submission directory

The "My Request Submission Directory" form is specifically designed for management to take action on submitted requests and provide replies to employees.



Doctor reviews employee vacation, sick time, and leave request information.

Request Type

Search

Company	Request	Status	Employee	Request Date	
Dr Mahmoud Clinic	Arrive late	New	Mahmoud Zaki	12/02/2023	view
Dr Mahmoud Clinic	Vacation	New	Mahmoud Zaki	12/02/2023	view

Employee Vacation Request Information

Request Type	New			
Subject	arrive late			
Description	arrive late			
Start Date	02/12/2023	Hour	1:45	☒ AM ☐ PM
End Date	02/12/2023	Hour	1:45	☒ AM ☐ PM
Company / Clinic / Pharmacy	Dr Mahmoud Clinic			
Employee	Mahmoud Zaki			
Status	Accepted			
Manager reply				
Send Reply				

2.1.5 Employee Evaluation

The visit clinic portal assists managers in assessing employee performance using defined criteria, enabling the monitoring of employee activities and facilitating the provision of appropriate recommendations. The outcomes of these evaluations are confidential, reserved for managerial review, and employees will receive notifications regarding their performance directly from their managers.



The evaluation is categorized into five key areas:

- Diligence and Attitude
- Business and Work Performance
- Management and Supervision
- Direction and Coordination
- Work Effectiveness

Information for New Employee Evaluations

Project Type: ☐ Operation ☒ Project

Company / Clinic / Pharmacy:

Project:

Employee:

Date:

Evaluation Type:

[refresh](#)

Diligence and attitude	1. Respect the work regulations and make effective use of working time;	1- Unacceptable
	2. Positive attitude towards work;	1- Unacceptable
	3. Loyal to the duty, stick to the post;	1- Unacceptable
	4. Work with team spirit, assist superior and cooperate with colleagues.	1- Unacceptable

Total Points: [calculate points](#)

Evaluation Level:

Manager Comment:

Manager Recommendations:

[Save](#)

New Evaluation 	The Visit Clinic Portal assists management in the development of new employee evaluations. This innovative platform streamlines the process of assessing staff performance, enabling the creation of comprehensive evaluation forms tailored to the specific needs of the organization. By utilizing this portal, managers can efficiently orchestrate the evaluation process, ensuring a structured and consistent approach to employee assessment. The tool's intuitive design and user-friendly interface make it an indispensable resource for fostering growth and excellence within the workforce.  <pre> graph LR HR[HR] --> AddNew[Add new Evaluation] </pre>
Evaluation Directory 	The visit clinic's portal assists management in navigating the employee evaluation directory efficiently. This streamlined interface enables a seamless review of staff performance assessments, facilitating a comprehensive overview of individual contributions and growth within the organization. By providing a centralized platform for evaluation data, the portal enhances the administrative process, ensuring that management can access and analyze employee evaluations with ease and precision.  <pre> graph LR HR[HR] --> EvalDir[Evaluation Directory] </pre>

2.1.6 Contract Management

The visit clinic's portal offers comprehensive contract management services for employees, streamlining both managerial and financial processes. Managers have the capability to assign multiple contracts per employee, which are integral to the administration of salaries and deductions. This system ensures a structured approach to employment agreements, contributing to efficient payroll management.



Employee Contract Directory

Company / Clinic / Pharmacy

By

Find Employee

Employee Name	Contact Type	E-Mail	Mobile	Contract	
Mahmoud Zaki	Employee	mahmoudsoft@hotmail.com	01208911848	New	List
مركز د. مصطفى عبد الحفيظ العلاج الطبيعي والعلاج	Employee	no@email.com	01006246805	New	List

Add a new contract

New Contract Information

Company / Clinic / Pharmacy	Dr Mahmoud Clinic
Department	Managers
Employee Name	Mahmoud Zaki
Position Name	
Position Basic Job Description	

Employee Salary

Basic Salary	
Transportation Salary	
Expected Total Salary	
Total Salary	

Sum

Airline Tickets

Number of yearly air line tickets	
-----------------------------------	----------------------

Medical Insurance

Is Government medical insurance ☐

Medical insurance company name

Medical insurance monthly fees

Bank Account

Bank Name

Egypt

-- None --

Bank account number

Bank account owner name

Mahmoud Zaki

Contract Details

Interview Date

04/05/2025

Actual Start Date

05/05/2025

Contract Start Date

05/05/2025

Contract End Date

05/01/2026

Contract Status

Negotiating

Contract Status Comment

Save Contract

Contract List

Company Employee Contracts List

[New Contract](#)

Company / Clinic / Pharmacy **Dr Mahmoud Clinic**
Employee Name **Mahmoud Zaki**

Position	Start Date	End Date	Status	E-Mail	Mobile	
manager	19/03/2023	01/03/2024	Accepted	mahmoudsoft@hotmail.com	01208911848	Edit
CIO	19/03/2023	01/03/2024	Accepted	mahmoudsoft@hotmail.com	01208911848	Edit
General Manager	19/03/2023	01/03/2024	Accepted	mahmoudsoft@hotmail.com	01208911848	Edit

Edit contract

Edit Contract Information

Company / Clinic / Pharmacy	Dr Mahmoud Clinic
Department	Managers
Employee Name	Mahmoud Zaki
Position Name	manager
Position Basic Job Description	manager

Employee Salary

Basic Salary	2000.00
Transportation Salary	2000.00
Expected Total Salary	2000.00
Total Salary	4000.00

Sum

Airline Tickets

Number of yearly air line tickets	2
-----------------------------------	--------------------------------

Medical Insurance

Medical Insurance

Is Government
medical insurance

☐

Medical insurance
company name

axa

Medical insurance
monthly fees

2000.00

Bank Account

Bank Name

Egypt



Central Bank of Egypt (Al-Bank al-Markazī al-Masri)

Bank account
number

123445

Bank account owner
name

Mahmoud Zaki

Contract Details

Interview Date

02/19/2023



Actual Start Date

03/19/2023



Contract Start Date

03/19/2023



Contract End Date

03/01/2024



Contract Status

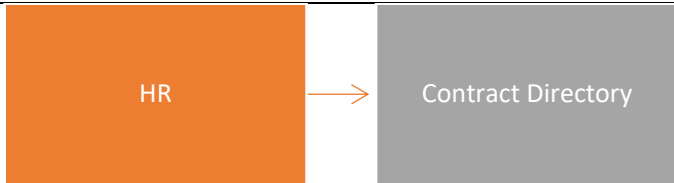
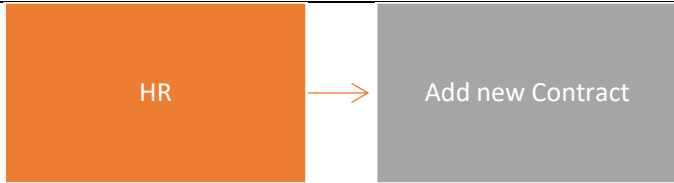
Accepted



Contract Status
Comment

Update Contract

New Contract 	The visit clinic's portal enables management to establish new contracts, streamlining the administration of employee financial documentation. This innovative feature simplifies the intricate process of financial oversight, ensuring that all monetary transactions related to employees are meticulously recorded and managed. By utilizing this portal, the clinic's administrative team can efficiently handle contracts, which serves as a foundational aspect of financial management within the organization.
Employee Contract Directy 	The visit clinic portal equips the management team with a dedicated contract directory, tailored for individual employees. This specialized directory streamlines the process of managing contractual details and ensures that all pertinent information is easily accessible and organized for each staff member. It's an efficient tool for overseeing employee agreements and maintaining a clear record of terms and conditions associated with their employment.



2.1.7 Request Form Designer

The Visit Clinic portal offers a superior form designer tool that enables HR departments to streamline the employee request submission process. This service allows for the meticulous organization and presentation of requests to management. Furthermore, management has the capability to tailor these request forms for optimal employee use. Once submitted, requests are directed to a designated individual responsible for filtering and forwarding them to the appropriate specialist. This ensures that each request is efficiently processed and placed into the inbox of the target employee for prompt attention.



2.1.7.1 Setup the request form designer



The "Setup Request Form Designer" form designates a specific employee responsible for managing request forms. This individual serves as the primary point of contact to assist other employees with form-related inquiries.

HR Request Management - Edit Request Configurations

Company	Dr Mahmoud Clinic			▼
Service Requests	Visit Clinic HR Employee Vacation Request			▼
Responsible Person	Mobile	▼	01208911848	Find
	New User			Mahmoud Zaki
Responsible User Manager	Mobile	▼	01208911848	Find
	New User			Mahmoud Zaki
Save Changes				

2.1.7.2 Request form status



The HR request status can be adjusted to either display the request to employees for visibility and engagement or conceal it to streamline submission management. Alternatively, the request can be entirely deactivated to facilitate the development and deployment of an entirely new request. This flexibility allows for efficient handling of HR requests in alignment with organizational needs and project timelines.

HR - Status of Change Request Form

Company	Dr Mahmoud Clinic
Request Name	Visit Clinic HR Employee Vacation Request
Date	2/19/2023 8:52:46 AM
Status	☒ Published ☐ Not Published
Save	

2.1.7.3 Request form designer



The 'Request Form Designer' is an all-encompassing tool tailored for HR departments, streamlining the creation of new HR request forms. This innovative solution replaces paper-based methods and standard emails, enabling efficient employee engagement through customized forms. It boasts a user-friendly interface equipped with features such as labels, text input fields, dropdown lists, external links, date picker, and image integration. With this intuitive platform, designing and deploying a form is a swift process, achievable in just one minute.

This form is designed to provide a general-purpose form designer, empowering employees to create customized forms within the portal and add new functionalities.

To ensure the form design works correctly, please provide the following required fields:

- **Form Title:** Enter a descriptive title for the form. This is essential for making the form searchable.
- **Select Form Icon:** Choose an appropriate icon to visually represent the form.
- **Choose Field Type:** Select the desired type for the form element from the following options: Text Area, Drop-down List, Date, Hyperlink, Image, and Label.
- **Add Field Label:** Provide a clear and concise label for the field (e.g., "The Label Title").
- **Add Value:** For specific field types like Label and Hyperlink, enter the necessary value to be displayed or linked.
- **Place Order:** Specify the numerical order in which this element should appear on the form.
- **Responsible User:** Designate the specific user who will be responsible for replying to submissions made through this form.
- **Responsible User Manager:** Identify the manager who should have visibility of the requests submitted through this form.
- **Image:** If "Image" was selected as the field type, upload the desired image.

HR - Request Management: New Form Designer - Design & Edit Mode

Company

Dr Mahmoud Clinic

Form Title

my form

Icon

brainstorm_1.PNG

Type

Text Area

Label / Title

Label?

Value

Value?

Place Order

3

Responsible User

Mobile

01208911848

Find

New User

Mahmoud Zaki

Responsible User Manager

Mobile

01208911848

Find

New User

Mahmoud Zaki

Image

Choose File

No file chosen

Read privacy policy first

File maximum size not more than 200 KB

Add

Preview

Publish

Label	Type	Order	Value	attachment			
Patient Name	Text Area	1	2			Edit	Delete
City	Drop Down List	2	3	Values		Edit	Delete

You can add up to 15 form objects.

Please ensure you take your time in designing the form and obtain your organization's approval before publishing it.
The modern systems for software development is not responsible for the content of your forms.
Kindly ensure compliance with both international and national laws.

Delete

Click on the values to add options to the drop-down list

Customize Dropdown Values with Form Customizer

Text

Qena

cairo

Add

2.1.7.4 Forms Directory



The "Forms Directory" is a specialized form designed to display a list of published forms for the selected company. To open a form and submit your data, simply click on its name.

Company Request Forms : Business Application Documents

Company:

	Visit Clinic HR Employee Vacation Request	Dr Mahmoud Clinic
	My Employee Form	Dr Mahmoud Clinic

Visit Clinic HR Employee Vacation Request

Employee Name	Please enter Employee Name?
Mobile Number	Please enter Mobile Number?
Position	Please enter Position?
Request Date	mm/dd/yyyy
Informations	http://www.visitclinic.org

2.1.7.5 Forms Submissions



The HR request form submission is a distinct form created to assist management in navigating through a list of published forms and reviewing submitted requests. This form features a straightforward table interface, complete with detailed hyperlinks, facilitating easy navigation through employee submissions. Additionally, management can conveniently search for submissions by individual employees. This streamlined process enhances the efficiency of handling HR requests and improves organizational workflow.

Employee Forms List for Human Resource Management

Company	Dr Mahmoud Clinic				Find
Form	Published	No of Submissions	Date		
My Employee Form	☒	1	3/6/2024 2:22:10 PM		
Visit Clinic HR Employee Vacation Request	☒	2	2/19/2023 8:52:46 AM		
			Details		
			Edit		

You can search user submissions using the user's mobile number.

Human Resource Management - Employee Request Form Submission Details

User Mobile Number	01208911848				Find
Form	Submitted By	Date			
My Employee Form	Mahmoud Zaki	3/6/2024 2:48:15 PM			
		submission			

The edit form allows you to change the form status.

HR - Status of Change Request Form

Company	Dr Mahmoud Clinic
Request Name	Visit Clinic HR Employee Vacation Request
Date	2/19/2023 8:52:46 AM
Status	☒ Published ☐ Not Published
Save	

2.1.7.6 Inbox

The HR Request Inbox is a detailed form created to facilitate employee submissions. It allows managers to delegate the request to a new employee for case management and decision-making purposes. This systematic approach ensures that each request is handled efficiently and assigned to the appropriate personnel for resolution.



The portal will display a list of approved forms, each with associated submissions and assignments.

Submissions: This section provides a list of user submissions for each form.

Assignments: This feature allows you to assign a user's form submission to another employee.

Human Resource Management - Request Form Inbox Details

Status

Find

Form	From User	From User Mobile	Status	Date		
Visit Clinic HR Employee Vacation Request	Mahmoud Zaki	01208911848	Open	2/19/2023 8:53:43 AM	Submission	Assign
Visit Clinic HR Employee Vacation Request	Mahmoud Zaki	01208911848	Open	2/21/2023 9:58:10 AM	Submission	Assign
My Employee Form	Mahmoud Zaki	01208911848	Open	3/6/2024 2:48:15 PM	Submission	Assign

The "Form Details" form is a separate form designed to provide form user information.

Browse User Contributions

Company **Dr Mahmoud Clinic**
Form **Visit Clinic HR Employee Vacation Request**
Date **2/19/2023 8:53:42 AM**
Submitted By **Mahmoud Zaki**

Employee Name	mahmoud
Mobile Number	01208911848
Position	cio
Request Date	2023-02-19
Informations	

Browse User Contributions

Company **Dr Mahmoud Clinic**
Form **My Employee Form**
Date **3/6/2024 2:48:15 PM**
Submitted By **Mahmoud Zaki**

Mobile Number	555
City	Qena

Assign the form to a specific user to designate an employee responsible for following up on the request and replying to the customer through approved communication channels.

View Request Submission

Company **Dr Mahmoud Clinic**
Form **Visit Clinic HR Employee Vacation Request**
Date **2/19/2023 8:53:42 AM**
Submitted By **Mahmoud Zaki**
User Submission [view](#)

Reply to User Request Submission

Assign Text

Status

Assign to user [Find](#)

[New User](#) [Mahmoud Zaki](#)

Request Feedback ☒ Accept ☐ Reject ☐ Ask Manager for Feedback ☐ Not My Role to Give Feedback

[Save](#)

From	To	Status	Reply	Date
Mahmoud Zaki	Mahmoud Zaki	Open	Automatically created	2/19/2023 8:53:42 AM

2.1.7.7 Employee request form

The Employees of the company have the capability to peruse the array of published forms and can submit their requests for review by the management. This process ensures that all submissions are scrutinized and evaluated by the appropriate managerial personnel, facilitating a structured and efficient approach to handling employee inquiries and needs. It is a system designed to streamline the internal processes of request submission and review, thereby enhancing the overall operational workflow within the organization.



Company Request Forms : Business Application Documents

Company	Dr Mahmoud Clinic	Find
	Visit Clinic HR Employee Vacation Request	Dr Mahmoud Clinic
	My Employee Form	Dr Mahmoud Clinic

2.1.7.8 Forms Submissions

The logged-in user has the capability to browse the submitted requests displayed in a tabular format and can also view the submitted data in a detailed form. This functionality allows for efficient management and review of requests, ensuring that users can easily access and analyze the information they need.



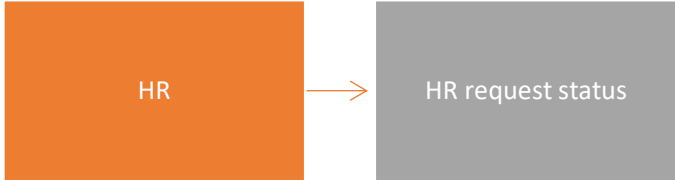
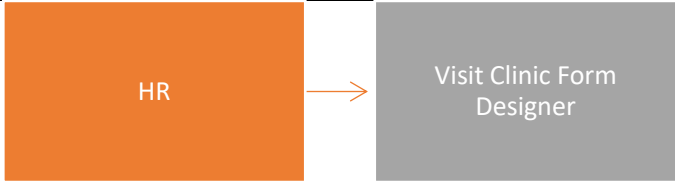
IT Service Management - My Service Requests Forms Submissions

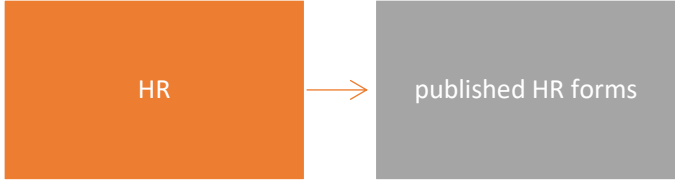
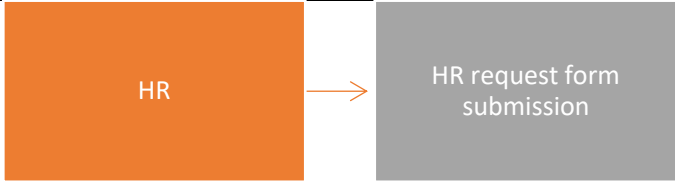
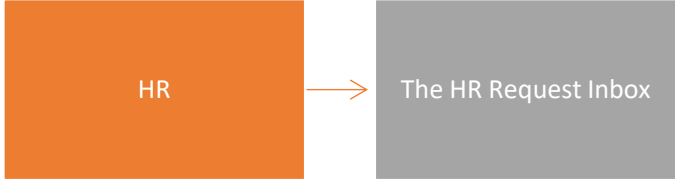
Company	Form	Date	
Dr Mahmoud Clinic	Visit Clinic HR Employee Vacation Request	2/19/2023 8:53:42 AM	Submission
Dr Mahmoud Clinic	Visit Clinic HR Employee Vacation Request	2/21/2023 9:58:09 AM	Submission
Dr Mahmoud Clinic	My Employee Form	3/6/2024 2:48:15 PM	Submission

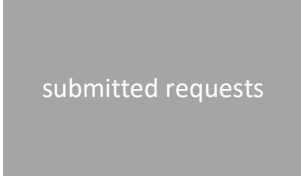
Browse User Contributions

Company **Dr Mahmoud Clinic**
 Form **My Employee Form**
 Date **3/6/2024 2:48:15 PM**
 Submitted By **Mahmoud Zaki**

Mobile Number	555
City	Qena

Configurations 	The visit clinic's portal allows management to assign a designated employee the role of primary contact for receiving and initially reviewing requests. This individual serves as the initial checkpoint for request assessment. Should the need arise, this primary contact has the authority to advance the request to another designated evaluator for further examination.
Status 	 <pre> graph LR HR[HR] --> Assign[assign a designated employee] </pre>
Form Designer 	 <pre> graph LR HR[HR] --> Status[HR request status] </pre>  <pre> graph LR HR[HR] --> Designer[Visit Clinic Form Designer] </pre>

New Submission 	The form list serves as a streamlined and encapsulated tool, designed to assist employees in navigating through the array of published HR forms. It enables them to effortlessly identify and select the appropriate form required for their new submissions. This intuitive system simplifies the process of form selection, ensuring that employees can find and utilize the forms they need with ease and efficiency. 
Submit 	The HR request form submission is a distinct form created to assist management in navigating through a list of published forms and reviewing submitted requests. This form features a straightforward table interface, complete with detailed hyperlinks, facilitating easy navigation through employee submissions. Additionally, management can conveniently search for submissions by individual employees. This streamlined process enhances the efficiency of handling HR requests and improves organizational workflow. 
Inbox 	The HR Request Inbox is a detailed form created to facilitate employee submissions. It allows managers to delegate the request to a new employee for case management and decision-making purposes. This systematic approach ensures that each request is handled efficiently and assigned to the appropriate personnel for resolution. 
Public User New Submission	Employees of the company have the capability to peruse the array of published forms and can submit their requests for review by the management. This process ensures that all submissions are scrutinized and evaluated by the appropriate managerial personnel, facilitating a structured

	and efficient approach to handling employee inquiries and needs. It is a system designed to streamline the internal processes of request submission and review, thereby enhancing the overall operational workflow within the organization.
Submitted Data 	The logged-in user has the capability to browse the submitted requests displayed in a tabular format and can also view the submitted data in a detailed form. This functionality allows for efficient management and review of requests, ensuring that users can easily access and analyze the information they need.
	  

2.1.8 Attendance Management



Implementing an encapsulated attendance form will enable company employees to confirm their presence without the need for a fingerprint scanner, utilizing a portal instead. The public form is designed to offer the most straightforward method of marking attendance, while the HR form delivers a comprehensive overview of all employees' attendance records. Additionally, the HR form facilitates the review of employee attendance by generating a list of employees who have logged into the system. Managers can then modify the attendance status or delegate the task of reviewing attendance to another employee. To enhance visibility, the attendance records of employees logging in from various internet IP addresses will be highlighted in light yellow, whereas those logging in from a common IP address will be displayed in the standard table color. This system streamlines the attendance process, providing a clear and efficient way to manage and review employee attendance data.

2.1.8.1 Review attendance requests



The portal provides management with the capability to monitor employee attendance through the company's internet IP address. Additionally, managers have the authority to modify the attendance status or assign the attendance review task to another employee for human resources-related decisions. This system streamlines the process of attendance verification and ensures that HR policies are adhered to efficiently. It also allows for flexibility in managing staff presence and absences, thereby facilitating a more dynamic and responsive HR management approach.

The following attendance status indicators are used within the portal:

- **Not Reviewed:** The attendance record has not yet been examined.
- **Accepted:** The attendance record has been approved.
- **HR & Finance Review:** The attendance record is currently under review by HR and Finance departments.
- **Permission Granted:** Any requested time off or exception has been approved.
- **Rejected:** The attendance record or a related request has been denied.

The manager can assign the attendance record to a specific employee to follow up on any challenges and take appropriate action.

The yellow color highlights employee attendance records where the recorded location differs from the expected company network (Wi-Fi or wired connection). This discrepancy is flagged because all employee locations should ideally match the company's network infrastructure.

Attendance Report - Management

Company / Clinic / Pharmacy

My IP 197.193.10.82
Please note that the website will assess attendance based on your logged IP address. This means that logging in from different locations may cause evaluation challenges.

Period From To

Type ☐ All Employees

Employee

Employee	IP	Type	Mgr Direction Status		Date
Mahmoud Zaki	197.193.10.82	Attendance	Not Reviewed	Assign	05/04/2025 12:27:56 »
Mahmoud Zaki	156.174.4.73	Leave	Not Reviewed	Assign	27/07/2024 12:25:07 »
Mahmoud Zaki	156.174.4.73	Permission	Not Reviewed	Assign	27/07/2024 12:25:04 »
Mahmoud Zaki	156.174.4.73	Attendance	Not Reviewed	Assign	27/07/2024 12:25:00 »
Mahmoud Zaki	156.174.2.96	Leave	Accepted	Assign	03/06/2024 09:14:30 »
Mahmoud Zaki	156.174.2.96	Attendance	Not Reviewed	Assign	03/06/2024 09:14:19 »
Mahmoud Zaki	156.174.2.96	Attendance	Not Reviewed	Assign	03/06/2024 09:11:05 »
Mahmoud Zaki	156.174.2.96	Attendance	Not Reviewed	Assign	03/06/2024 08:58:37 »
Mahmoud Zaki	156.174.12.201	Leave	Accepted	Assign	22/01/2023 05:06:28 »
Mahmoud Zaki	156.174.12.201	Attendance	HR & Financial Review	Assign	22/01/2023 05:03:52 »
Mahmoud Zaki	156.174.12.201	Leave	Permissions granted	Assign	22/01/2023 04:59:39 »
Mahmoud Zaki	156.174.12.201	Attendance	Rejected	Assign	22/01/2023 04:59:30 »
Mahmoud Zaki	156.174.12.201	Attendance	Accepted	Assign	22/01/2023 12:26:35 »

Assign the attendance to an employee.

Manage and Allocate Employee Attendance Requests

Company Name	Dr Mahmoud Clinic
Employee Name	Mahmoud Zaki
Attendance Time	12:27:00
Attendance Date	4/5/2025 12:00:00 AM
Attendance Type	Attendance
Manager FeedBack	Not Reviewed

Status

Assign to

[New User](#) [Mahmoud Zaki](#)

Reply?

Asset assign history

There is no history for employee attendance

2.1.8.2 Inbox

The inbox form will generate a list of HR-assigned attendances for a particular employee. This employee will have the capability to review the requests, modify the status, provide a reasoned response, and delegate the task to a colleague for further review.



HR Attendance - Messages / Inbox

From	Status	Date	
Mahmoud Zaki	In-Progress	7/22/2024 12:38:41 PM	View

Manage and Allocate Employee Attendance Requests

Information	Company Name	Dr Mahmoud Clinic
	Employee Name	Mahmoud Zaki
	Attendance Time	09:14:30
	Attendance Date	6/3/2024 12:00:00 AM
	Attendance Type	Leave
	Manager FeedBack	Accepted

Status:

Assign to:

[New User](#) [search for user first.](#)

Reply:

Asset assign history

From	To	Status	Reply	Date
Mahmoud Zaki	Mahmoud Zaki	In-Progress	sdasdasd	7/22/2024 12:38:41 PM

Review 	The clinic's visitation portal provides management with the capability to monitor employee attendance through the company's internet IP address. Additionally, managers have the authority to modify the attendance status or assign the attendance review task to another employee for human resources-related decisions. This system streamlines the process of attendance verification and ensures that HR policies are adhered to efficiently. It also allows for flexibility in managing staff presence and absences, thereby facilitating a more dynamic and responsive HR management approach.  <pre> graph LR HR[HR] --> Monitor[monitor employee attendance] </pre>
Inbox 	The inbox form will generate a list of HR-assigned attendances for a particular employee. This employee will have the capability to review the requests, modify the status, provide a reasoned response, and delegate the task to a colleague for further review.  <pre> graph LR HR[HR] --> Inbox[Attendance inbox] </pre>

2.1.9 Salary and Deduction Management

The Visit Clinic portal is equipped with a comprehensive salary and deduction management feature designed to assist managers in processing payments for contracted employees in adherence to the monthly payment schedule. The deduction functionality allows for the subtraction of a specified amount from an employee's salary, in accordance with company policies or other employee-related factors. Additionally, the salary module provides a detailed breakdown of deductions as calculated by the accounting department, and presents the aggregate sum of money necessary for the current month's payment for each individual employee.



2.1.9.1 Salary

The visit clinic's portal allows accountants to apply deductions to a specific employee's account in accordance with company directives. This feature streamlines the process of adjusting payroll and ensures that any deductions are accurately recorded and implemented as per the established guidelines. It's a valuable tool for maintaining financial accuracy and compliance within the organization.



Monthly Salary Payment List for HR Employees

Company / Clinic / Pharmacy

Dr Mahmoud Clinic

Find

Company	Employee	Date	
Dr Mahmoud Clinic	Mahmoud Zaki	04/07/2022	New Salary
Dr Mahmoud Clinic	haneen mahmoud	04/02/2023	New Salary

New monthly salary information

Employee Name	Mahmoud Zaki
Company / Clinic / Pharmacy	Dr Mahmoud Clinic
Date	04/05/2025
Position	General Manager

Salary Information

Char of account type	501 - Expense Accounts
Chart of account	525 - Payroll expense
Total Salary	48000.00
Deduction Ammount	0
New Salary	48000.00
Description	

[view deductions](#)

Save

2.1.9.2 Deduction

The visit clinic's portal allows accountants to apply deductions to a specific employee's account in accordance with company directives. This feature streamlines the process of adjusting payroll and ensures that any deductions are accurately recorded and implemented as per the established guidelines. It's a valuable tool for maintaining financial accuracy and compliance within the organization.



Monthly Payment and Deduction Information for New Employees

Company / Clinic / Pharmacy

Dr Mahmoud Clinic

Find

Employee Name	Contract Type	Position	Contract Start Date	Contract End Date	Contract Status	
Mahmoud Zaki	Employee	manager	19/00/2023	01/00/2024	Accepted	New
Mahmoud Zaki	Employee	CIO	19/00/2023	01/00/2024	Accepted	New
Mahmoud Zaki	Employee	General Manager	19/00/2023	01/00/2024	Accepted	New
مركز د. محرم عبد الشافي العلاج الطبيعي والعلاج	Employee					New

New Information on Monthly Payment Issues and Deductions

Employee Name: Mahmoud Zaki

Company / Clinic / Pharmacy: Dr Mahmoud Clinic

Position: General Manager

Monthly Issues Types: Savings

Deduction Ammount:

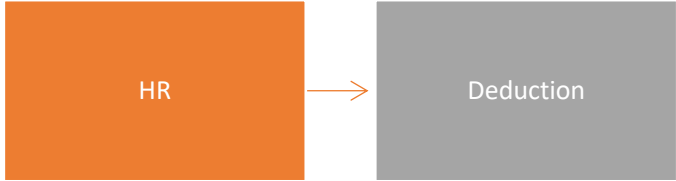
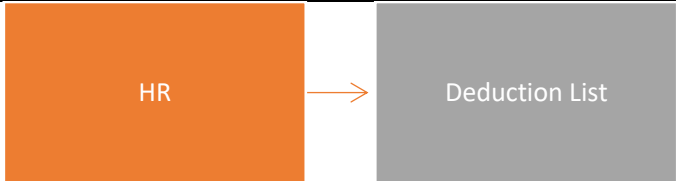
Deduction Date: 04/05/2025

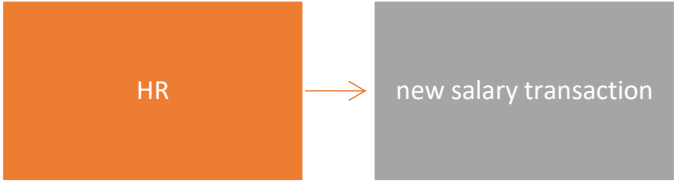
From Date: 04/05/2025

To Date: 04/05/2025

Deduction Description:

Save

Deduction 	The visit clinic's portal allows accountants to apply deductions to a specific employee's account in accordance with company directives. This feature streamlines the process of adjusting payroll and ensures that any deductions are accurately recorded and implemented as per the established guidelines. It's a valuable tool for maintaining financial accuracy and compliance within the organization.  <pre> graph LR HR[HR] --> Deduction[Deduction] </pre>
Deduction List 	The employee deduction list is a specialized form designed to present a comprehensive overview of deductions for company employees. This facilitates informed decision-making and thorough review processes. It serves as a crucial tool for financial departments to ensure accurate payroll management and adherence to budgetary constraints. By providing a clear breakdown of deductions, it aids in maintaining transparency and accountability within the organization. This list is instrumental in enabling managers and auditors to scrutinize and validate the correctness of deductions applied, ensuring that each employee's salary reflects the proper withholdings for taxes, benefits, and other payroll-related deductions.  <pre> graph LR HR[HR] --> DeductionList[Deduction List] </pre>
Salary 	The company's accountant has the capability to access the directory of employees and initiate a new salary transaction for any designated staff member. This process involves reviewing the directory to select an employee and then proceeding to arrange for their salary to be paid, ensuring that the financial operations are conducted accurately and efficiently. This function is integral to the management of the company's payroll system, allowing for seamless financial administration and timely compensation of employees.

	
Salary List 	The "Salary Transaction History" is a meticulously structured document that serves to chronicle the record of salary disbursements to a company's employees. It is crafted to furnish a comprehensive account of the financial remunerations distributed over a period, ensuring transparency and accuracy in the payroll process. This form is an essential tool for both financial auditing and employee reference, offering a detailed retrospective on the salary payments executed by the organization.
	

2.1.10 General Ledger Management



The General Ledger is an integral component commonly utilized across all financial systems, aiding management in adhering to financial standards within various software environments, such as those used in healthcare clinics. It primarily focuses on recording payment transactions related to income and expenses. The components of the General Ledger include the General Ledger report, the delineation of the financial year, a search form for ledger entries, as well as dedicated forms for recording income and expenses. This systematic approach ensures that financial activities are tracked with precision and clarity, facilitating informed decision-making and compliance with accounting principles.

2.1.10.1 financial year



The financial year marks the commencement of the accounting period for a company, enabling the establishment of an opening balance which serves as the initial amount of funds. This is crucial for the company to organize its financial records and prepare for the fiscal activities that will transpire throughout the year. It provides a clear starting point for financial planning, budgeting, and the allocation of resources, ensuring that the company maintains a structured approach to its financial management from the outset. Establishing this starting balance is also essential for tracking financial performance over the course of the year, allowing for accurate comparisons with previous years' data and aiding in strategic decision-making.

Financial Year List for General Ledger

Company / Clinic / Pharmacy		Dr Mahmoud Clinic	Find	New Financial Year
Start Date	End Date	Money Ammount	Active	Created Date
03/07/2022 12:00:00	03/07/2023 12:00:00	1.00	☒	03/07/2022 06:58:34
04/03/2024 12:00:00	04/03/2025 12:00:00	1000000.00	☒	04/03/2024 07:45:20

New General Ledger Financial Year

Company / Clinic / Pharmacy	Dr Mahmoud Clinic
Start Period_Date	04/05/2025
End Period	04/05/2026
Initial Money Amount	
Save GL Financial Year	

2.1.10.2 Chart of accounts



The chart of accounts is a structured representation designed to exhibit the available accounts detailing income and expenses for a company over a designated period. This comprehensive layout serves not only as a financial organizational tool but also as a means to provide insight into the fiscal health and operational efficiency of the business. It meticulously categorizes each account to ensure clarity and ease of access for stakeholders, facilitating informed decision-making and strategic financial planning. The chart of accounts is integral to the accounting system, reflecting the company's financial transactions and their impact on its economic standing.

Budget Chart of Accounts

Company / Clinic / Pharmacy Dr Mahmoud Clinic

Duration

From Month Year

To Month Year

Active ☒ Yes ☐ No

[Print](#)

General ledger - chart of accounts budget print

[Export xls](#)

Account Code	Accounts Type	Account	debit	credit	Net Ammount
101-199	Asset Accounts	Cash			
101-199	Asset Accounts	Petty cash			
101-199	Asset Accounts	Cash equivalents			
101-199	Asset Accounts	Short-term investments			
101-199	Asset Accounts	Accounts receivable			
101-199	Asset Accounts	Allowance for doubtful accounts			
101-199	Asset Accounts	Interest receivable			
101-199	Asset Accounts	Rent receivable			
101-199	Asset Accounts	Notes receivable			
101-199	Asset Accounts	Merchandise inventory			
101-199	Asset Accounts	Office supplies			
101-199	Asset Accounts	Prepaid insurance			
101-199	Asset Accounts	Prepaid interest			
101-199	Asset Accounts	Prepaid rent			
101-199	Asset Accounts	Long-term Investments			
101-199	Asset Accounts	Automobiles			

2.1.10.3 General Ledger Search

The general ledger search feature is a specialized tool crafted to furnish a detailed record of transactions that have been recorded in the general ledger, encompassing both income and expenses. This portal is engineered to deliver an exhaustive report, offering a thorough overview of financial activities. It serves as a pivotal resource for financial analysis, ensuring transparency and accuracy in the reporting of a company's fiscal operations.



List of Items in a General Ledger Income Statement

Company / Clinic / Pharmacy: Dr Mahmoud Clinic

Duration: From Month 4 Year 2025
 To Month 4 Year 2025

Active: ☒ Yes ☐ No

Ledger type: ☒ Original ☐ Audit

Find Print

Employee	From Date	To Date	Due Date	Month	Year	Submitted Date
Mahmoud Zaki	26/02/2024 12:00:00	26/02/2024 12:00:00	26/02/2024 12:00:00	2	2024	26/02/2024 05:18:46
Mahmoud Zaki	04/03/2024 12:00:00	04/03/2024 12:00:00	04/03/2024 12:00:00	3	2024	04/03/2024 07:48:27
Mahmoud Zaki	06/03/2024 12:00:00	06/03/2024 12:00:00	06/03/2024 12:00:00	3	2024	06/03/2024 11:58:21
Mahmoud Zaki	07/03/2024 12:00:00	07/03/2024 12:00:00	07/03/2024 12:00:00	3	2024	07/03/2024 08:54:03

2.1.10.4 Income

The income form is a specialized document crafted to generate revenue for the company, utilizing a range of proposed criteria. It features various classifications to facilitate meticulous tracking of the data captured by the form. Additionally, this form is engineered to seamlessly integrate with case management and asset management systems, enhancing operational efficiency and data coherence.

The xpanse Form is a specialized tool crafted to manage and allocate company expenditures according to a range of proposed criteria. It features a comprehensive classification system that ensures meticulous tracking of financial data. Additionally, this form is integrated with case management and asset management systems, streamlining processes and enhancing operational efficiency.



List of Items in a Company Income Statement

Company / Clinic / Pharmacy

Duration Month Year

Active ☒ Yes ☐ No

Find

New income

Your company profile does not include an income statement.

New company income statement information

Employee name **Mahmoud Zaki**

Company / Clinic / Pharmacy

Department

Title / Purpose

Date From To Due

Char of account type

Chart of account

VAT Rate %

Quantity Item Price

Gross amount

Net Amount Ammount

Payment type

Bank Central Bank of Egypt (Al-Bank al-Markazi al-Masri)

Account / Check Number

From company

From user

Case number [New case](#)

Asset number [New asset](#)

Attachment No file chosen
File maximum size not more than 200 KB

Description

Save

2.1.10.5 Expenses



The Expense Form is a specialized tool crafted to manage and allocate company expenditures according to a range of proposed criteria. It features a comprehensive classification system that ensures meticulous tracking of financial data. Additionally, this form is integrated with case management and asset management systems, streamlining processes and enhancing operational efficiency.

Company Expense Statement

Company / Clinic / Pharmacy

Dr Mahmoud Clinic

Duration

Month 4

Year 2025

Active

☒ Yes ☐ No

Find

New Expense

Add a new company's expense statement information

Employee name

Mahmoud Zaki

Company / Clinic / Pharmacy

Dr Mahmoud Clinic

Department

Managers

Title / Purpose

Title / Purpose?

Date

From

04/05/2025

To

04/05/2025

Due

04/05/2025

Char of account type

501 - Expense Accounts

Chart of account

501 - Amortization expense

VAT

No Taxes

Rate %

%

Quantity

1

Item Price

1

Gross amount

Ammount ?

Net Amount

Ammount ?

Payment type

Cash

Bank

Egypt

Central Bank of Egypt (Al-Bank al-Markazi al-Misri)

Account / Check Number

Account Number?

To company

-- None --

To user

Case number

Case #?

?

New case

Asset number

Asset #?

?

New asset

Attachment

Choose File

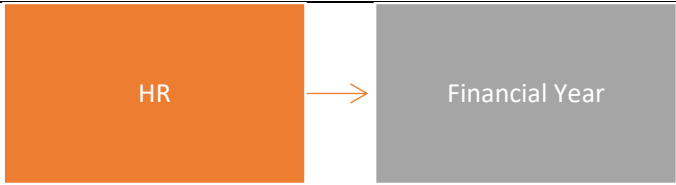
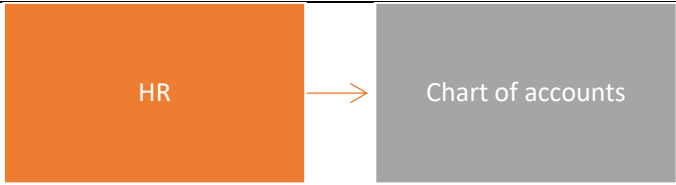
No file chosen

File maximum size not more than 200 KB

Description

Description ?

Save

Financial Year 	The financial year marks the commencement of the accounting period for a company, enabling the establishment of an opening balance which serves as the initial amount of funds. This is crucial for the company to organize its financial records and prepare for the fiscal activities that will transpire throughout the year. It provides a clear starting point for financial planning, budgeting, and the allocation of resources, ensuring that the company maintains a structured approach to its financial management from the outset. Establishing this starting balance is also essential for tracking financial performance over the course of the year, allowing for accurate comparisons with previous years' data and aiding in strategic decision-making. 
Chart of accounts 	The chart of accounts is a structured representation designed to exhibit the available accounts detailing income and expenses for a company over a designated period. This comprehensive layout serves not only as a financial organizational tool but also as a means to provide insight into the fiscal health and operational efficiency of the business. It meticulously categorizes each account to ensure clarity and ease of access for stakeholders, facilitating informed decision-making and strategic financial planning. The chart of accounts is integral to the accounting system, reflecting the company's financial transactions and their impact on its economic standing. 
General Ledger Search 	The general ledger search feature is a specialized tool crafted to furnish a detailed record of transactions that have been recorded in the general ledger, encompassing both income and expenses. This portal is engineered to deliver an exhaustive report, offering a thorough overview of financial activities. It serves as a pivotal resource for financial analysis, ensuring transparency and accuracy in the reporting of a company's fiscal operations.

	
Income 	The income form is a specialized document crafted to generate revenue for the company, utilizing a range of proposed criteria. It features various classifications to facilitate meticulous tracking of the data captured by the form. Additionally, this form is engineered to seamlessly integrate with case management and asset management systems, enhancing operational efficiency and data coherence.
	
Expenses 	The Expense Form is a specialized tool crafted to manage and allocate company expenditures according to a range of proposed criteria. It features a comprehensive classification system that ensures meticulous tracking of financial data. Additionally, this form is integrated with case management and asset management systems, streamlining processes and enhancing operational efficiency.
	

2.1.11 Product, Warehouse, and Inventory Management Management

Product, Warehouse, and Inventory Management is an integrated platform designed for businesses to streamline the addition of products and warehouses, as well as manage inventory through a user-friendly portal. This system enables management teams to enrich product listings with detailed specifications, associate products with company distributors, and provide comprehensive information about each product. The warehouse module allows for the creation of warehouse entries, tailored to specific company locations, which serve as a key reference point for product inventory levels. Inventory management is further refined by classifying products according to the warehouse they are stored in, with each warehouse possessing its own unique classification system to ensure precise tracking and control of stock. This holistic approach to product and warehouse management ensures that businesses can maintain an efficient, organized, and responsive supply chain.



2.1.11.1 Manufacturing



The portal provides general information for manufacturing companies, enabling HR portal company employees to add new factories or companies as references for product management.

Human Resources Product Management for Manufacturing Company

Company / Clinic / Pharmacy	Dr Mahmoud Clinic
Manufacturing Company Name	Enter Company Name
Country	Egypt
City	Cairo
Area	New Capital العاصمة الإدارية الجديدة
Address	Enter Address
Google Map Location	maps.google.com
Postal Code	Postal Code
Zip Code	Zip Code
Website	http://www.Microsoft.com
E-Mail	email@company.com
FaceBook	FaceBook?
Twitter	Twitter?
Instagram	Instagram?
Youtube	Youtube?
Mobile	Enter Mobile
Tel	Enter Telephone Number
Fax	Enter Fax Number
Save	

2.1.11.2 Manufacturing Directory

A Manufacturing Directory is a catalog or listing of manufacturing companies, often categorized by industry, product, or service offered. It serves as a resource for businesses and individuals looking for manufacturers, suppliers, or partners within the manufacturing sector.



HR Product Management - Manufacturing Company Roster

Company / Clinic / Pharmacy: Dr Mahmoud Clinic

[New Manufacturing Company Distributor](#)

Manufacturing Company	Country	City	Area	Street	Postal Code	Mobile	Fax	Tel	E-Mail	
Visit Clinic	Egypt	Cairo	New Capital	Egypt	11	01208911848	01225590108	01208911848	mahmoudsoft@hotmail.com	Edit
Joson-Care Enterprise Co. Ltd.	Egypt	Cairo	New Capital	No.11 Aly. 77 Ln. 180 Hushan St. Guishan Dist. Taoyuan City 33348 Taiwan		0088633290925	0088633290925	0088633290925	overseas@joson-care.com.tw	Edit

2.1.11.3 Proudct



The Visit Clinic Portal is designed to streamline the process for companies to integrate their products into the system, ensuring they are readily available for subsequent use in warehouse management and inventory tracking. This innovative platform simplifies the task of cataloging products, making it an efficient tool for maintaining up-to-date records that are essential for inventory control and logistical planning. By utilizing the portal, companies can effortlessly manage their product listings, which in turn facilitates a more organized and accessible warehouse environment.

Human Resources Product Management Information

Medical Organization	Dr Mahmoud Clinic		
Department	Managers		
Informations	☐ Active	☐ Public	☐ Published
Status	New		
Title	Title? Description?		
Description			
Price	Public Price Public Price?	Retail Price Retail Price?	
Currency	Afghanistan - AFN		
Today Exchange			
Responsible Employee	Mobile	Search Text?	Find
New User	search for user first.		

Website	website?	
Custom ID	Custom ID?	
Barcode	Barcode?	
Manufacturing Company	Mobile Find	Search Text? search first
Visit Clinic Classification	Section	Agriculture & Food
	Division	Agriculture
	Classification	Agricultural Growing Media
ISIC 4 Classification	Section	A - Agriculture; forestry and fishing
	Division	Crop and animal production, hunting and related service activitie
	Group	Animal production
	Classification	Raising of cattle and buffaloes
FaceBook	FaceBook?	
Twitter	Twitter?	
Instagram	Instagram?	
Youtube	Youtube?	
Attachment	Choose File No file chosen Image Size H 1326 x V 196 File maximum size not more than 200 KB Save	

2.1.11.4 Product List

The Visit Clinic Portal is designed to assist companies in navigating and editing product information within the Product List. This feature streamlines the process of updating and managing product details, ensuring that companies can easily access and modify their product data as needed. By utilizing this portal, companies are empowered to maintain accurate and current product information, which is essential for efficient business operations and customer satisfaction. The intuitive interface of the Visit Clinic Portal simplifies the task of product information management, making it a valuable tool for businesses of all sizes.



Human Resources Product Management

Medical Organization

Department

Type

Search

Product Name	ICU Hospital Electric Bed	☒	Public	☒	Published	☒
Informations	Active		Type	Medical Equipment		
Status	New		Barcode			
Customer ID			Department Name	Managers		
Responsible Employee	Mahmoud Zaki					
Retail Price	1.000					
Date	01/08/2024	Modified Date				
	Specifications	Images	Distributors		Edit	
Product Name	ES-02 Series Electric Hospital Bed	☒	Public	☒	Published	☒
Informations	Active		Type	Medical Equipment		
Status	New		Barcode			
Customer ID			Department Name	Managers		
Responsible Employee	Mahmoud Zaki					
Retail Price	1.000					
Date	01/08/2024	Modified Date				
	Specifications	Images	Distributors		Edit	

2.1.11.5 Warehouse



The Visit Clinic Portal is designed to assist companies in integrating a Warehouse module into their system. This feature enables the addition of products to the warehouse, streamlining inventory management. Each warehouse contains a wealth of information pertinent to the organization, including details specific to various company branches. This centralized approach ensures that all relevant data regarding warehouse operations are easily accessible and manageable within the portal, facilitating better resource planning and operational efficiency for businesses.

Human Resources - Warehouse Management

Company / Clinic / Pharmacy	Dr Mahmoud Clinic		
Department	Managers		
Warehouse Name	Enter Warehouse Name		
Responsible Manager	Mobile	Search Text?	Find
	New User		
Responsible Employee	Mobile	Search Text?	Find
	New User search for user first.		
Active	☐		
Country	Egypt		
City	Cairo		
Area	New Capital العاصمة الإدارية الجديدة		
Address	Enter Address		
Google Map Location	maps.google.com		
Postal Code	Postal Code		
Zip Code	Zip Code		
E-Mail	email@company.com		
Mobile	Enter Mobile		
Tel	Enter Telephone Number		
Tel Extension	Tel Extension?		
Fax	Enter Fax Number		

[Save](#)

2.1.11.6 Warehouse List

The Visit Clinic Portal is designed to assist companies in navigating through the Warehouse List.



This feature enables them to access the system and update the information pertaining to various warehouses. By providing a user-friendly interface, the portal simplifies the process of editing warehouse details, ensuring that companies can efficiently manage their storage facilities and maintain accurate records. This streamlined approach to warehouse information management is an invaluable tool for businesses looking to optimize their operations.

Human Resources Product Management: Warehouse Catalogue

Medical Organization

Department

Warehouse

Company	Warehouse	Active	Manager Name	Employee Name	Country	City	Area	Mobile	Tel	Tel Ext	Email	
Dr Mahmoud Clinic	warehouse 1	☒	Mahmoud Zaki	Mahmoud Zaki	Egypt	Qena	Al Waqf	01208911848	33	44	mahmoudsoft@hotmail.com	Edit

2.1.11.7 Inventroy



The Visit Clinic portal is equipped with a feature that allows the addition of inventory to the company's system. This inventory module is tasked with the inclusion of products, processing orders, and assigning roles such as responsible manager, sales personnel, and warehouse manager to oversee the tracking of orders and product details. Furthermore, the inventory is seamlessly integrated with the product database, ensuring that each time a new inventory item is added, the associated product information, including pricing, is readily available and updated accordingly. This integration facilitates a streamlined process for managing inventory and product data efficiently.

HR Product Management - Inventory

Company / Clinic / Pharmacy

Department

Warehouse

Warehouse [Find](#)

Responsible Employee [New User](#) [search for user first.](#)

Informations ☐ Approved ☐ Purchase ☐ Moved From Other Warehouse

Status

List of Distributors

Distributor Company [Find](#)

[New Company](#)

Responsible Distributor [Find](#)

Employee [New User](#) [search for user first.](#)

Responsible Distributor [Find](#)

Sales Employee [New User](#) [search for user first.](#)

List of Orders

Order Number

Order Date

List of Orders

Order Number

Order Number

Order Date

04/05/2025

Catalogue / Products of Offerings

Number of Products

1

Product

Barcode

Search Text?

Find

New Product

Products List

Package Type

Product Package Type

Item Price

Item Price

Total Price

Total Price

Expire Date

mm/dd/yyyy

Remaining Quantity

Quantity

Add Product

Number of Products

0

Total Price

0

Save

2.1.11.8 Inventory List

The visit clinic's portal is designed with the capability to peruse the inventory list, enabling users to update and manage inventory information effectively. This feature ensures that inventory data is current and accurate, reflecting real-time changes as they occur. It's an essential tool for maintaining the clinic's operations smoothly and ensuring that the necessary supplies are always available for patient care.



Human Resources Product Management: Inventory Catalogue

Medical Organization

Dr Mahmoud Clinic

Department

Managers

Order Number

Order Number

Search

[Inventory](#)

Company	Dr Mahmoud Clinic	Department	Customer Support
Warehouse	warehouse 1	Status	Approved
Order Number	55	Order Number	28/05/2024
Approved	☒	Purchase	☒
Moved from other warehouse	☒	Distributor Responsible Employee	Mahmoud Zaki
Distributor Company	Dr Mahmoud Clinic	Modified Date	28/05/2024
Distributor Sales Employee	Mahmoud Zaki		Edit
Date	28/05/2024		

Manufacturing 	The portal provides general information for manufacturing companies, enabling HR portal company employees to add new factories or companies as references for product management.
Manufacturing Directory 	A Manufacturing Directory is a catalog or listing of manufacturing companies, often categorized by industry, product, or service offered. It serves as a resource for businesses and individuals looking for manufacturers, suppliers, or partners within the manufacturing sector.
Product 	The Visit Clinic Portal is designed to streamline the process for companies to integrate their products into the system, ensuring they are readily available for subsequent use in warehouse management and inventory tracking. This innovative platform simplifies the task of cataloging products, making it an efficient tool for maintaining up-to-date records that are essential for inventory control and logistical planning. By utilizing the portal, companies can effortlessly manage their product listings, which in turn facilitates a more organized and accessible warehouse environment.
Product List 	The Visit Clinic Portal is designed to assist companies in navigating and editing product information within the Product List. This feature streamlines the process of updating and managing product details, ensuring that companies can easily access and modify their product data as needed. By utilizing this portal, companies are empowered to maintain accurate and current product information, which is essential for efficient business operations and customer satisfaction. The intuitive interface of the Visit Clinic Portal simplifies the task of product information management, making it a valuable tool for businesses of all sizes.
Warehouse 	The Visit Clinic Portal is designed to assist companies in integrating a Warehouse module into their system. This feature enables the addition of products to the warehouse, streamlining inventory management. Each warehouse contains a wealth of information pertinent to the organization, including details specific to various company branches. This centralized approach ensures that all relevant data regarding warehouse operations are easily accessible and manageable within the portal, facilitating better resource planning and operational efficiency for businesses.

Warehouse List 	The Visit Clinic Portal is designed to assist companies in navigating through the Warehouse List. This feature enables them to access the system and update the information pertaining to various warehouses. By providing a user-friendly interface, the portal simplifies the process of editing warehouse details, ensuring that companies can efficiently manage their storage facilities and maintain accurate records. This streamlined approach to warehouse information management is an invaluable tool for businesses looking to optimize their operations.
Inventory 	The Visit Clinic portal is equipped with a feature that allows the addition of inventory to the company's system. This inventory module is tasked with the inclusion of products, processing orders, and assigning roles such as responsible manager, sales personnel, and warehouse manager to oversee the tracking of orders and product details. Furthermore, the inventory is seamlessly integrated with the product database, ensuring that each time a new inventory item is added, the associated product information, including pricing, is readily available and updated accordingly. This integration facilitates a streamlined process for managing inventory and product data efficiently.
Inventory List 	The visit clinic's portal is designed with the capability to peruse the inventory list, enabling users to update and manage inventory information effectively. This feature ensures that inventory data is current and accurate, reflecting real-time changes as they occur. It's an essential tool for maintaining the clinic's operations smoothly and ensuring that the necessary supplies are always available for patient care.

2.1.12 Order Management

Order management is a crucial process that involves tracking orders from the moment they are placed until they are fulfilled. It encompasses the management of people, processes, and data throughout the order's lifecycle. An Order Management System (OMS) is often employed to automate and streamline these processes, providing visibility to businesses and customers alike, ensuring that orders are completed efficiently and accurately. To submit a new order to a designated company, please visit the clinic portal. This platform allows for the selection and listing of products you wish to purchase. Previously listed products have the capability to be made publicly available to all users subscribed to the HR system. Each order should include the buyer's information, along with a detailed list of the products required and their respective prices. This streamlined process ensures that all necessary details are captured efficiently and accurately for the transaction.



2.1.12.1 New Order



The authorized individual has the capability to initiate a new order. This order will include the buyer's details and the specified product that is required.

Inventory and Transaction Coordination

Company / Clinic / Pharmacy	Dr Mahmoud Clinic
Department	Managers
Active	☒
Title	Title?
Description?	Description ?

Buyer information

Buyer Company	Mobile	Search Text?	Find
	New Company		
Buyer Person	Mobile	Search Text?	Find
	New User	search for user first.	
Char of account type	501 - Expense Accounts		
Chart of account	501 - Amortization expense		
Order Date	04/05/2025		

Catalogue / Products of Offerings

Number of Products	1	
Product	Barcode	Search Text?
		Find New Product Products List
		search for user first.
Item Price	Item Price	
Total Price	Total Price	
Remaining Quantity	Quantity	
	Add Product	

Number of Products	0	Total Price	0
--------------------	---	-------------	---

[Save](#)

2.1.12.2 Order Directory



The portal is designed to offer a comprehensive directory of orders, enabling users to browse through previously submitted orders, complete with all pertinent information. Additionally, authorized users have the capability to edit existing orders or submit new ones as required. This streamlined process ensures efficient order management and a user-friendly experience.

Human Resources Product Management: Inventory of Orders

Medical Organization

Department

[New Order](#)

Order Number	1	Active	☒
Company	Dr Mahmoud Clinic	Department	Customer Support
Chart of account type	Expense Accounts	Chart of account	Miscellaneous
Order Title	Order Number 1		
Total Items	10	Total Price	330.000
Buyer Company	Dr Mahmoud Clinic	Buyer Company Employee	Mahmoud Zaki
Order Date	29/05/2024	Modified Date	8/3/2024 1:35:20 PM
			Edit

New Order 	The authorized individual has the capability to initiate a new order. This order will include the buyer's details and the specified product that is required.
Orders Directory 	The portal is designed to offer a comprehensive directory of orders, enabling users to browse through previously submitted orders, complete with all pertinent information. Additionally, authorized users have the capability to edit existing orders or submit new ones as required. This streamlined process ensures efficient order management and a user-friendly experience.

2.1.13 Acquisition Management



Acquisition management refers to the overarching process of managing and overseeing the acquisition of one company by another. It involves a series of strategic activities including identifying potential acquisition targets, conducting due diligence, and negotiating terms to ensure a successful transaction. This process is crucial for companies looking to grow, diversify, or gain a competitive edge in the market. Acquisition management can also involve the integration of the acquired company's operations, assets, and resources post-purchase to maximize value and efficiency. The Visit Clinic portal is designed to facilitate the submission of new orders to another company, provided that the product statuses are listed as public. It is essential that the acquisition includes comprehensive information about the distributor company, such as details of the manager, the employee responsible for the order, and the sales contact information. Additionally, the acquisition must encompass a list of the required products to ensure a smooth transaction. This streamlined process is aimed at enhancing efficiency and accuracy in the ordering system between companies.

2.1.13.1 New Acquisition



The Visit Clinic Portal now features an enhanced acquisition module designed to streamline the management's process of placing new orders. This innovative tool simplifies the submission of acquisition requests, ensuring a more efficient and organized approach to order management within the clinic's operational framework. By integrating this module, the portal significantly improves the procurement workflow, allowing for seamless acquisition transactions.

Talent Acquisition in HR Product Management

Company / Clinic / Pharmacy	Dr Mahmoud Clinic	▼
Department	Managers	▼
Informations	Approved ☐	Active ☒
Status	New	▼

List of Distributors

Distributor Company	Mobile ▼	Search Text?	Find
	New Company		
Responsible Distributor Employee	Mobile ▼	Search Text?	Find
	New User	search for user first.	
Responsible Distributor Sales Employee	Mobile ▼	Search Text?	Find
	New User	search for user first.	
Order Date	04/06/2025		

Catalogue / Products of Offerings

Number of Products	1		
Product	Barcode ▼	Search Text?	Find
		search for user first.	
Item Price	Item Price		
Total Price	Total Price		
Remaining Quantity	Quantity		
	Add Product		

My Number of products 0 My Total Price 0

Save

Advance / Escalate the process of acquisition.

Escalate To	Mobile ▼	Search Text?	Find
	New User	search for user first.	
Status	New ▼		
Description	Description?		
	Escalate		

2.1.13.2 Acquisition Directory



The Visit Clinic portal features an Acquisition Directory, designed to assist management in navigating through the list of acquisition orders. This directory serves as a centralized resource, streamlining the process of reviewing and managing orders, thereby enhancing the efficiency of the clinic's operational workflow. It is an invaluable tool for ensuring that the acquisition process is handled with precision and care, contributing to the overall effectiveness of clinic administration.

Human Resources Product Management - Talent Acquisition Roster

Medical Organization

Department

[New Acquisition](#)

Active	Approved	Company	Department	Order Date	Status	Distributors Company	Distributor Employee	Distributor Sales Employee	
☒	☐	Dr Mahmoud Clinic	Managers	30/05/2024	Open	Dr Mahmoud Clinic	Mahmoud Zaki	Mahmoud Zaki	Edit

2.1.13.3 Acquisition Inbox



The Visit Clinic Portal features an Acquisition Inbox, a streamlined tool designed to assist distributor companies in efficiently managing new orders. This user-friendly interface allows distributors to easily access, review, and process incoming orders, ensuring that they can prepare and dispatch the products to customers promptly and accurately. By optimizing the order fulfillment process, the Acquisition Inbox enhances the overall efficiency of the distribution chain, from order browsing to final delivery.

Human Resources Product Management: Talent Acquisition Module - Inbox Integration

Status	From User	To User	Date	
New	Mahmoud Zaki	Mahmoud Zaki	5/30/2024 12:55:47 PM	Edit

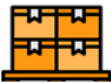
New Acquisition 	The Visit Clinic Portal now features an enhanced acquisition module designed to streamline the management's process of placing new orders. This innovative tool simplifies the submission of acquisition requests, ensuring a more efficient and organized approach to order management within the clinic's operational framework. By integrating this module, the portal significantly improves the procurement workflow, allowing for seamless acquisition transactions.
Acquisition Directory 	The Visit Clinic portal features an Acquisition Directory, designed to assist management in navigating through the list of acquisition orders. This directory serves as a centralized resource, streamlining the process of reviewing and managing orders, thereby enhancing the efficiency of the clinic's operational workflow. It is an invaluable tool for ensuring that the acquisition process is handled with precision and care, contributing to the overall effectiveness of clinic administration.
Acquisition Inbox 	The Visit Clinic Portal features an Acquisition Inbox, a streamlined tool designed to assist distributor companies in efficiently managing new orders. This user-friendly interface allows distributors to easily access, review, and process incoming orders, ensuring that they can prepare and dispatch the products to customers promptly and accurately. By optimizing the order fulfillment process, the Acquisition Inbox enhances the overall efficiency of the distribution chain, from order browsing to final delivery.

2.1.14 Transportation Plan Management

The Visit Clinic Portal offers a comprehensive transportation plan tailored for businesses, streamlining the process of vehicle and logistics management. This plan is designed to simplify the integration of new vehicles and facilitate the seamless delivery of goods from one location to another. The portal boasts an extensive database, featuring over 3,300 car models and partnerships with more than 390 automobile manufacturers, providing a wide array of options to meet diverse transportation needs. This robust platform ensures that companies have access to a vast selection of vehicles, enabling them to find the perfect match for their specific requirements.



2.1.14.1 New Car



The Visit Clinic portal offers a robust feature that allows companies to seamlessly integrate new vehicles into their fleet. This system is designed with a comprehensive selection criteria, accommodating various vehicle types including sedans and vans. It also incorporates a range of specifications such as the manufacturer's name, car model, color, license number, and the expiration date of the license. Additionally, it facilitates the recording of details pertaining to the rental company and the assigned driver's name, ensuring a holistic approach to fleet management.

Establishment of a New Automobile/Motorcycle Division

Medical Organization	Dr Mahmoud Clinic		
Department	Managers		
General Informations	☐ Sedan	☐ Van	☐ 4-WD
	☐ Motorcycle	☐ Emergency	☐ Rented
Factory	Abais		
Car / Motorcycle Model	Abais		
Manufacturing year	MFG year?		
Engine Capacity CC	Engine CC?		
Color			
License Number	License Number?		
License End Date	mm/dd/yyyy		
Plate Number	Plate Number?		
Rent Company	Mobile	Search Text?	Find
	New Company		
Driver Name	Mobile	Search Text?	Find
	New User	search for user first.	

Save

2.1.14.2 Car Directory



The Visit Clinic portal offers a valuable feature for the Car Directory, allowing users to peruse the company's listed vehicles with the aim of updating the submitted information. This functionality enhances the user experience by streamlining the process of managing car listings and ensuring that all details are current and accurate. It's an essential tool for maintaining the integrity of the Car Directory's database.

Registry of Automobiles and Motorcycles

Medical Organization	Dr Mahmoud Clinic			New Car / Motorcycle
Department	Managers			
Search				

Model	Factory	Department	MFG Year	Color	Plate	Driver	Driver Mobile	Rent Company	Date	Edit
Chevrolet Malibu	Ford	IT Development	2024		654321	Mahmoud Zaki	01208911848	Dr Mahmoud Clinic	11/05/2024	

2.1.14.3 Car Directory



The Visit Clinic Portal introduces an innovative feature called 'New Delivery' to the company's suite of services. This feature is designed to streamline the process of transporting people and goods from one location to another along predetermined routes. It offers a systematic and efficient approach to logistics, ensuring that deliveries are conducted smoothly and with precision. By optimizing route planning, 'New Delivery' enhances the company's operational capabilities, providing a reliable solution for the movement of items and individuals as required. This addition is a testament to the company's commitment to continuous improvement and customer satisfaction.

The organization specializes in the delivery of packages via automobiles and motorcycles.

Medical Organization	Dr Mahmoud Clinic		▼
Department	Managers		▼
Car / Motorcycle			▼
Delivered	☐		
Doctor / Responsible Person Name	Mobile	Search Text?	Find
	New User	search for user first.	
Requester Name	Mobile	Search Text?	Find
	New User	search for user first.	
Driver Name	Mobile	Search Text?	Find
	New User	search for user first.	
Patient / Employee Name	Mobile	Search Text?	Find
	New User	search for user first.	
Patient / Employee Companion	Mobile	Search Text?	Find
	New User	search for user first.	
Date	Start Date	04/06/2025	End Date 04/06/2025
Time	Start Time	--:--	End Time --:--

Route	From Location		To Location	
	Country	Egypt	Country	Egypt
	City	Cairo	City	Cairo
	Area	New Capital العاصمة الإدارية الجديدة	Area	العاصمة الإدارية الجديدة New Capital
	Address	Address?	Address	Address?
	google map location	google map location?	google map location	google map location?
	Postal Code	Postal Code?	Postal Code	Postal Code?
	Zip Code	Zip Code?	Zip Code	Zip Code?
Notes	Search Text? 			
	Save			

2.1.14.4 Delivery Directory



The Visit Clinic portal offers a valuable feature for car delivery services, allowing users to access the Delivery Directory. This directory enables users to review and manage the car delivery orders they have placed, providing an efficient means to update or alter the submitted information as needed.

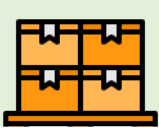
Schedule for Automobile and Motorcycle Dispatch

Medical Organization

Department

[New Car / Motorcycle Delivery](#)

Delivered	Doctor / Responsible Person Name	Requester	Driver	Patient / Employee Name	Patient / Employee Companion	From Area	To Area	From Date	To Date	From Time	To Time	Date	
☐	Mahmoud Zaki	Mahmoud Zaki	Mahmoud Zaki	Mahmoud Zaki	Mahmoud Zaki	Markaz Qus	Nakadsh	12/05/2024	12/05/2024	19:16	21:17	5/12/2024 12:25:22 PM	Edit

New Car 	The Visit Clinic portal offers a robust feature that allows companies to seamlessly integrate new vehicles into their fleet. This system is designed with a comprehensive selection criteria, accommodating various vehicle types including sedans and vans. It also incorporates a range of specifications such as the manufacturer's name, car model, color, license number, and the expiration date of the license. Additionally, it facilitates the recording of details pertaining to the rental company and the assigned driver's name, ensuring a holistic approach to fleet management.
Car Directory 	The Visit Clinic portal offers a valuable feature for the Car Directory, allowing users to peruse the company's listed vehicles with the aim of updating the submitted information. This functionality enhances the user experience by streamlining the process of managing car listings and ensuring that all details are current and accurate. It's an essential tool for maintaining the integrity of the Car Directory's database.
New Delivery 	The Visit Clinic Portal introduces an innovative feature called 'New Delivery' to the company's suite of services. This feature is designed to streamline the process of transporting people and goods from one location to another along predetermined routes. It offers a systematic and efficient approach to logistics, ensuring that deliveries are conducted smoothly and with precision. By optimizing route planning, 'New Delivery' enhances the company's operational capabilities, providing a reliable solution for the movement of items and individuals as required. This addition is a testament to the company's commitment to continuous improvement and customer satisfaction.
Delivery Directory 	The Visit Clinic portal offers a valuable feature for car delivery services, allowing users to access the Delivery Directory. This directory enables users to review and manage the car delivery orders they have placed, providing an efficient means to update or alter the submitted information as needed.

2.1.15 Recruitment Management

Job posting and recruitment are two critical components of the hiring process. A job posting is an advertisement created by an organization to attract applicants for an open position. It typically includes a summary of the job description, required qualifications, and how to apply. Recruitment, however, is a broader term that encompasses the entire process of identifying, attracting, and selecting candidates for employment. This includes not only posting jobs but also sourcing candidates, screening applications, conducting interviews, and ultimately hiring the best candidate for the job.



The Visit Clinic portal offers a valuable feature that allows for the addition of new job listings for recruitment purposes. The job postings are comprehensive, encompassing a range of criteria including the required degree, job classification, field of study, detailed job description, minimum years of experience, preferred gender, work shift, and the current status of the posting. This feature facilitates a streamlined process for employers to find suitable candidates by setting precise requirements for their open positions.

2.1.15.1 New Job



The Visit Clinic portal offers a valuable feature that allows for the addition of new job listings for recruitment purposes. The job postings are comprehensive, encompassing a range of criteria including the required degree, job classification, field of study, detailed job description, minimum years of experience, preferred gender, work shift, and the current status of the posting. This feature facilitates a streamlined process for employers to find suitable candidates by setting precise requirements for their open positions.

Post a new job opening

Title

Degree Classification

Field of study Classification

Description

Normal Font Size B I U

Design Html

Job publish dates Start publish date End publish date

Job start date

Years of experience

Gender ☒ Male ☐ Female

Company / Clinic / Pharmacy

Shift

Status ☒ Draft ☐ Published

2.1.15.2 Jobs Directory

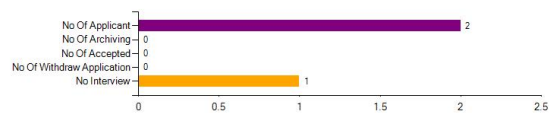


The Jobs Directory is an innovative addition that allows users to browse through jobs that have already been submitted. This feature includes a form that presents an 'Edit' link, enabling modifications to the job's details. Additionally, there's an 'Applicant' link to view information about the candidates. Users have the capability to update the status of applicants directly from this interface. Furthermore, the form offers a bar chart visualizing the applicant data, providing a clear and concise graphical representation of the information.

The company published list of available job positions

Title	Company	Status	Date		
Software Developer	Dr Mahmoud Clinic	Published	16/02/2023 07:37:27	Edit	Applicants

Graph of Job Applicant Statistics



List of Job Candidates

Graduation year from to

University

Degree

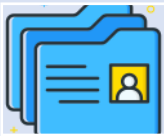
Field of study

Applicant Status

Applicant Name Mahmoud Zaki
E-Mail mahmoudsoft@hotmail.com
Mobile 01208911848
Degree Doctor of Medicine
Study Specialization Medical education
University University of Roehampton
Year of graduation 1999
Address Egypt Cairo New Capital
Nationality Egypt
Doctor Specialization الطبيب
Applicant Status ☒ Interview ☐ Accepted ☐ Archiving ☐ Withdraw Application [update status](#)

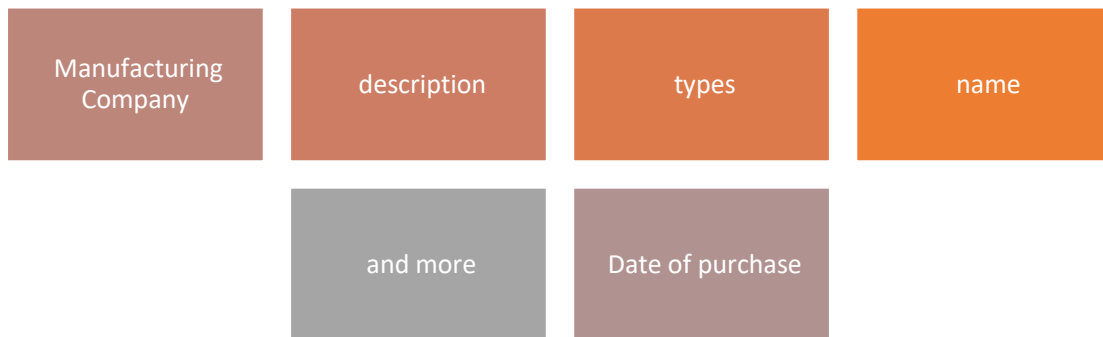


[view profile](#)
[view CV](#)

New Job 	The Visit Clinic portal offers a valuable feature that allows for the addition of new job listings for recruitment purposes. The job postings are comprehensive, encompassing a range of criteria including the required degree, job classification, field of study, detailed job description, minimum years of experience, preferred gender, work shift, and the current status of the posting. This feature facilitates a streamlined process for employers to find suitable candidates by setting precise requirements for their open positions.
Jobs Directory 	The Jobs Directory is an innovative addition that allows users to browse through jobs that have already been submitted. This feature includes a form that presents an 'Edit' link, enabling modifications to the job's details. Additionally, there's an 'Applicant' link to view information about the candidates. Users have the capability to update the status of applicants directly from this interface. Furthermore, the form offers a bar chart visualizing the applicant data, providing a clear and concise graphical representation of the information.

2.1.16 Assets Management

Asset management, in a general sense, refers to a systematic approach to the governance and realization of value from the assets owned by an organization. The clinic's visitation portal is designed to facilitate asset management, although it does not adhere to ITIL process standards. The provided form enables the inclusion of new assets into the organization's directory, encompassing a variety of equipment such as televisions, computers, or other types. Additionally, it allows for the seamless transfer of assets between employees.



Add a new origin

- Add new origin

List of assets

- View asset table
- The original eye of one of the employees
- Update Asset Data

2.1.16.1 New Asset



The Visit Clinic portal offers a feature that allows the addition of new assets to the organization's directory, including items like televisions, computers, or various other types of equipment. This functionality enables the seamless transfer of assets from one employee to another, ensuring efficient resource management within the organization.

Incorporate a new asset into the company's portfolio

Company / Clinic / Pharmacy	Dr Mahmoud Clinic	
Type	TV	
Type Text	in case of Other selected	
Name		
ID / Number		
Model		
Manufacture Company		
Expire Date	04/06/2025	
Purchase Date	04/06/2025	
Additional Info		
Assigned To	Mobile Search Text? Find	
	New User search for user first.	
	Add Asset	

2.1.16.2 Asset Directory



The Visit Clinic Portal offers a valuable feature that allows users to access the Asset Directory. This enables them to browse through the assets added by the company. Users can modify the submitted information or reassign assets to new employees, ensuring that asset management is streamlined and efficient.

Inventory of Assets

New Asset

Assets #	Type	Asset Name	Added By	Assigned To	Expire Date		
1	Mobile	smasung galaxy 10	Mahmoud Zaki	Mahmoud Zaki	17-00-2023	Edit	Move
2	TV	Samsung TV	Mahmoud Zaki	Mahmoud Zaki	17-00-2023	Edit	Move
3	Other	11	Mahmoud Zaki	Mahmoud Zaki	22-00-2024	Edit	Move
4	TV	jii	Mahmoud Zaki	Mahmoud Zaki	26-00-2024	Edit	Move

Company Asset Information

Owner Name	Mahmoud Zaki
Assigned To	Mahmoud Zaki
Assets Name	smasung galaxy 10
Types Name	Mobile
Type Text	
ID / Number	123456
Model	galaxy 10
MFG Company	samsung
Expire Date	17-00-2023
Purchase Date	17-00-2023
AdditionalInfo	
Date	17-28-2023

Transfer ownership of my asset to a different user.

Assign To: [Find](#) [New User](#) [search for user first.](#) [Re-Assign](#)

History of Asset Allocation

From	To	Date
Mahmoud Zaki	Mahmoud Zaki	17/02/2023 08:28:58

New Asset 	The Visit Clinic portal offers a feature that allows the addition of new assets to the organization's directory, including items like televisions, computers, or various other types of equipment. This functionality enables the seamless transfer of assets from one employee to another, ensuring efficient resource management within the organization.
Asset Directory 	The Visit Clinic Portal offers a valuable feature that allows users to access the Asset Directory. This enables them to browse through the assets added by the company. Users can modify the submitted information or reassign assets to new employees, ensuring that asset management is streamlined and efficient.

External links form youtube website

This video offers a basic understanding of our services. For the most up-to-date information and features, please log in to your account. You can download the complete English and Arabic service catalog and user guides directly from the portal.

Language	Youtube Link
English	https://www.youtube.com/watch?v=RyP8oC2-vlc

2.1.17 Suggestions and Complaints



Case management is a multifaceted process designed to improve client outcomes and streamline service delivery. It involves the assessment, planning, facilitation, care coordination, evaluation, and advocacy of options and services to meet an individual's comprehensive health needs. Through direct communication and resource management, case managers work collaboratively with clients and service providers to achieve wellness and autonomy, ensuring care is client-centered, timely, efficient, and equitable. The Visit clinic Portal facilitates the addition of new cases to the organization's directory, a process that is guided by customer recommendations or complaints. This innovative system allows for cases to be transferred between companies in accordance with employee suggestions. Moreover, the portal fosters transparent and straightforward communication among all users, streamlining interactions within the platform. This ensures that communication is not only easier but also more effective, enhancing the overall user experience.

Suggestions & Complaints

- Add a new suggestion or complaint

List of suggestions and complaints

- Input display
- Choose a suggestion or complaint to update

Received

- View complaints and suggestions received
- View information
- Transfer the application to another employee

2.1.17.1 New Case



The Visit Clinic portal offers a streamlined feature for incorporating new cases into the organization's directory, a process that is driven by customer recommendations or complaints. This user-friendly interface ensures that feedback is not only heard but acted upon, enhancing the organization's responsiveness and service quality. By integrating customer insights directly into the case management system, the portal facilitates a dynamic and client-oriented approach to healthcare administration.

Customer's New Case Details

Type	☒ Recommendations ☐ Complain		
My company / clinic / pharmacy	Dr Mahmoud Clinic ▼		
General Classification	Agriculture & Food ▼		
Specific Classification	Agriculture ▼		
Title			
Description			
To Company	Mobile ▼	Search Text?	Find
	New Company		
To User	Mobile ▼	Search Text?	Find
	New User search for user first.		
Attachment	Choose File No file chosen File maximum size not more than 200 KB		
Status	Open ▼		
	Read privacy policy first		
Send Case			

2.1.17.2 Case Directory



The Visit Clinic portal offers a robust feature that allows users to navigate the case Directory. This enables them to review and manage company-submitted cases efficiently. Users can easily update the information provided or delegate the case to a new employee, ensuring a seamless and adaptable workflow.

Case Administration - List of Company Cases

New Case

Status

Search

Case #	Title	Status	Assigned To	Date	
6	hh	Open	Mahmoud Zaki	28/12/2024	Edit
5	nb	Open	Mahmoud Zaki	26/12/2024	Edit
4	tt	Open	Mahmoud Zaki	26/12/2024	Edit
3	wewe	Open	Mahmoud Zaki	22/07/2024	Edit
2	change my account type	Open	Mahmoud Zaki	17/02/2023	Edit
1	incorrect equipment model	Open	Mahmoud Zaki	17/02/2023	Edit

2.1.17.3 Case Inbox



The visit clinic's portal offers a robust feature for managing case inboxes, allowing users to navigate through the directory of escalated company cases. This functionality facilitates prompt responses to submitted recommendations or complaints, ensuring efficient communication and resolution of issues.

Employee Customer Case Management Inbox

New Case

Status

Search

Case N#	Title	Status	From	Date	
6	hh	Open	Mahmoud Zaki	28/12/2024	Edit
5	nb	Open	Mahmoud Zaki	26/12/2024	Edit
4	tt	Open	Mahmoud Zaki	26/12/2024	Edit
3	wewe	On-Hold	Mahmoud Zaki	22/07/2024	Edit
2	change my account type	Open	Mahmoud Zaki	17/02/2023	Edit
1	incorrect equipment model	Open	Mahmoud Zaki	17/02/2023	Edit

New Case 	The Visit Clinic portal offers a streamlined feature for incorporating new cases into the organization's directory, a process that is driven by customer recommendations or complaints. This user-friendly interface ensures that feedback is not only heard but acted upon, enhancing the organization's responsiveness and service quality. By integrating customer insights directly into the case management system, the portal facilitates a dynamic and client-oriented approach to healthcare administration.
Case Directory 	The Visit Clinic portal offers a robust feature that allows users to navigate the case Directory. This enables them to review and manage company-submitted cases efficiently. Users can easily update the information provided or delegate the case to a new employee, ensuring a seamless and adaptable workflow.
Case Inbox 	The visit clinic's portal offers a robust feature for managing case inboxes, allowing users to navigate through the directory of escalated company cases. This functionality facilitates prompt responses to submitted recommendations or complaints, ensuring efficient communication and resolution of issues.

External links form YouTube website

This video offers a basic understanding of our services. For the most up-to-date information and features, please log in to your account. You can download the complete English and Arabic service catalog and user guides directly from the portal.

Language	YouTube Link
English	https://www.youtube.com/watch?v=ecLT-MNv57w

2.1.18 User Management

User management systems are essential for medical organizations as they provide a structured approach to overseeing both user access and patient data. These systems facilitate the secure handling of sensitive information, ensuring that healthcare professionals can efficiently manage patient records, appointments, and treatment plans. By streamlining the process of data entry and retrieval, user management tools contribute significantly to the operational efficiency of medical institutions, ultimately enhancing the quality of patient care.

2.1.18.1 New User

Adding a new user to a portal typically involves creating an account that allows the individual to access specific areas or services within a system. The Visit Clinic Portal facilitates the addition of new users to the organization's directory. This feature streamlines the management process by allowing for the swift inclusion of new users, thereby enabling the prompt assignment of new activities to their profiles.



Proceed to establish a public user account expeditiously.

First Name	Enter First Name	First Name?
Father Name	Enter Second Name	Second Name?
E-Mail	Enter eMail Address	eMail?
Mobile	Enter Mobile	Mobile?
Gender	☒ Male ☐ Female	
Register		

2.1.18.2 Users Directory

The user directory serves as a dedicated hub, facilitating medical organizations in the precise location and retrieval of individual user profiles. This specialized section is crafted to streamline the search process, ensuring that medical personnel can quickly and efficiently access the necessary information pertaining to a specific user within the healthcare system. It is an essential tool that enhances the operational efficiency of medical institutions by simplifying user management and data retrieval tasks.



Search for user criteria

Country: City:

Area:

By:

Search:

Please be aware that the search results will show the first fifteen matches based on your criteria.

[My Contacts](#)

 **Mahmoud Zaki**
mahmoudsoft@hotmail.com
01208911848
Dr Mahmoud Clinic

[Explore Profile](#) [Add / Edit](#)

2.1.18.3 Contactless Card

The visit clinic portal is designed to assist the medical organization in managing user interactions through a contactless card system. This innovative approach allows users to utilize their cards seamlessly across various services, including clinics, laboratories, pharmacies, and events, among other activities connected to the visit clinic portal's modules. The system is engineered to enhance the organization's service delivery by providing users with a swift search capability, streamlining their experience and ensuring efficient access to medical services.



Contactless card policy

- General
 - Contactless cards use radio-frequency identification (RFID) technology to enable secure, tap-to-search user information.
 - Purchase a pre-stamped, contactless card to expedite the process and avoid card duplication.
 - Devices with read-only RFID capabilities are more cost-effective compared to those with writing features.
- User
 - Please present your contactless card each time you visit an organization that utilizes the clinic portal services. This will ensure a seamless and efficient check-in process for your appointments.
 - The passport or national identification card must be shown to the designated official in addition to the contactless card.
- Medical Organization
 - The healthcare institution tasked with procuring the RFID hardware.
 - Ensure that the contactless card submitted belongs to the account holder.
 - The organization tasked with the procurement and configuration of contactless cards for individual users.

The portal supports RFID devices with a frequency of 125 kHz. Please adhere to the company's standards when making your purchase to ensure your card can be used at any private organization.

Manage user contactless card information

User	Mobile ▾	Search Text?	Find
	New User	search for user first.	
Contactless Card Number			
	Save		

Contactless Card Policy

- General
 - Contactless cards use radio-frequency identification (RFID) technology to enable secure, tap-to-search user information.
 - Devices with read-only RFID capabilities are more cost-effective compared to those with writing features.
 - Purchase a pre-stamped, contactless card to expedite the process and avoid card duplication.
- Devices & Cards
 - RFID card reader, operating at a frequency of 125KH
 - RFID card, operating at a frequency of 125kH
- User
 - Please present your contactless card each time you visit an organization that utilizes the clinic portal services. This will ensure a seamless and efficient check-in process for your appointments.
 - The passport or national identification card must be shown to the designated official in addition to the contactless card.
- Medical Organization
 - The healthcare institution tasked with procuring the RFID hardware.
 - Ensure that the contactless card submitted belongs to the account holder.
 - The organization tasked with the procurement and configuration of contactless cards for individual users.

Suggested Equipment and Tap-to-Pay Cards

RFID	Device	USB Proximity Sensor Smart RFID ID Card Reader, 125KHz
	Cards	RFID Card 125KHz (2pcs)

New User 	The Visit Clinic Portal facilitates the addition of new users to the organization's directory. This feature streamlines the management process by allowing for the swift inclusion of new users, thereby enabling the prompt assignment of new activities to their profiles.
Users Directory 	The Visit Clinic portal offers a valuable feature that allows users to navigate through a directory. This directory enables users to efficiently browse other portal members with the option to add them to the company directory or to view their profiles. This streamlined process enhances user experience by simplifying the way in which connections and collaborations are formed within the company. It's an intuitive tool designed to foster a more interconnected and accessible company environment.
Contactless Card 	Contactless refers to a method of payment that does not require physical contact between the payment device and the terminal. It is a secure and convenient way to make transactions by simply tapping a contactless-enabled card, smartphone, or other devices over a payment reader. This technology uses radio waves to communicate between the device and the terminal, allowing for a quick and easy checkout process. Contactless payments have become increasingly popular due to their speed and the added security they provide, as each transaction generates a unique, one-time code.

2.2 Company Management

Company management, also known as corporate management, is the process of managing an organization. It involves collecting information for planning and decision-making purposes and then implementing strategies that may help the organization reach its goals.



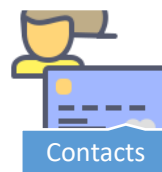
Management in business is the administration and coordination of resources and activities to achieve specific goals in an effective and efficient manner. It involves setting the strategy, overseeing the operations, and controlling the performance of the organization.

Management can also refer to the hierarchy of staff members who have the authority and responsibility to carry out these tasks. Tasks include setting the organization's strategy and coordinating the efforts of staff to accomplish these objectives through the application of available resources.

In essence, company management is how businesses organize and direct workflow, operations, and employees to meet company goals. The primary goal of management is to create an environment that lets employees work efficiently and productively.

Visit Clinic provides the advantage of searching and adding to the clinic's devices and equipment such as the dentist's chair. A device can also be added for sale and can be searched and sold through the site. Visit Clinic does not interfere in the buying and selling process between the company that offers the products and the doctor who buys the products.

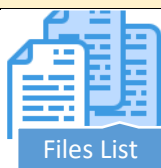
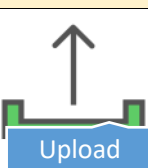
Company Information Management



Medical Organization Employee



Corporate Content Administration

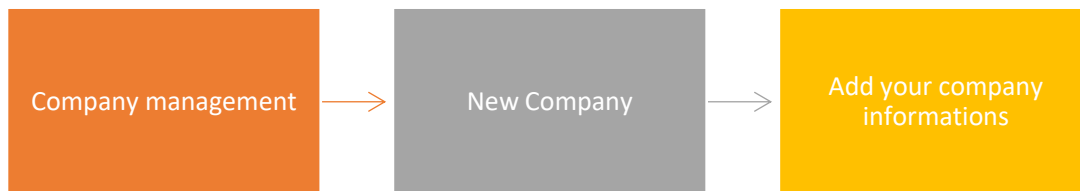


2.2.1 Company Information Management

2.2.1.1 New company



In the digital era, a nascent enterprise is often characterized by its establishment of a virtual presence via a dedicated website. This online platform acts as the electronic embodiment of the business, showcasing essential details about its offerings, the core principles it stands by, and avenues for stakeholders to reach out. It's a pivotal touchpoint that connects the company with its audience, reflecting its identity and ethos in the digital marketplace. Through its website, a new company can articulate its brand narrative, engage with customers, and lay the foundation for its digital footprint.



Overview of Company Information



Name	Enter Company Name
Country	Egypt
City	Cairo
Area	New Capital العاصمة الإدارية الجديدة
Address	Enter Address
Mobile	Enter Mobile
Phone	Enter Telephone Number
Fax	Enter Fax Number

Upload company Logo

 No file chosen

Main Classification

General Classification

Specific Classification

Website

Website like <http://www.microsoft.com> or <https://www.microsoft.com>

Facebook

Twitter

YouTube

Google Map Location

E-Mail

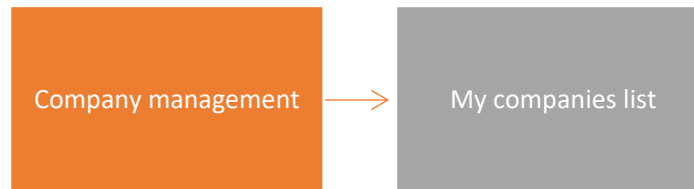
About Arabic

About English

Save

2.2.1.2 My Companies list

The 'My Companies' feature is a convenient tool that enables users to oversee several companies or business profiles through one unified account. This functionality is especially beneficial on platforms such as Google My Business, where managing numerous business listings is common. Each entry in the 'My Companies' list signifies an individual business profile, which includes a comprehensive array of details such as the business's name, category, location, operating hours, among other pertinent information. By selecting a particular company from this list, users can easily access and modify that company's profile as needed.



Human Resources - Directory of Firms

Company Name	Date	
Dr Mahmoud Clinic	03/07/2022 06:58:00	Edit

2.2.1.3 Department Management



The Visit Clinic Portal offers a vital department management feature that allows you to seamlessly integrate new departments into your company, clinic, or pharmacy. This ensures that your organization is managed in a structured and efficient manner. With each new company profile you create, the portal conveniently auto-generates essential departments, thus aiding you positively by eliminating the need for manual department creation. The automatically generated departments include Management, Finance, and Customer Support, which are fundamental to the smooth operation of any business.

List of Departments

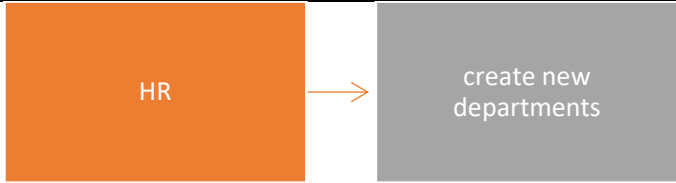
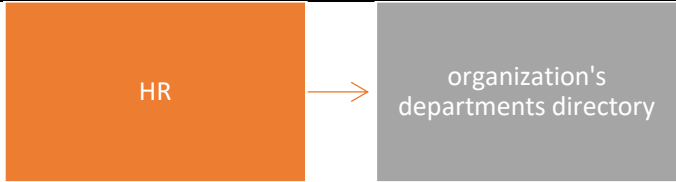
[New Department](#)

Company Name	Department Name	Active Status	Date	
Dr Mahmoud Clinic	Managers	True	03/07/2022 06:58:34	Edit
Dr Mahmoud Clinic	Financial	True	03/07/2022 06:58:34	Edit
Dr Mahmoud Clinic	Customer Support	True	03/07/2022 06:58:34	Edit
Dr Mahmoud Clinic	Quality	True	16/02/2023 06:19:32	Edit
Dr Mahmoud Clinic	IT Development	True	16/02/2023 06:30:12	Edit

Introducing a New Department

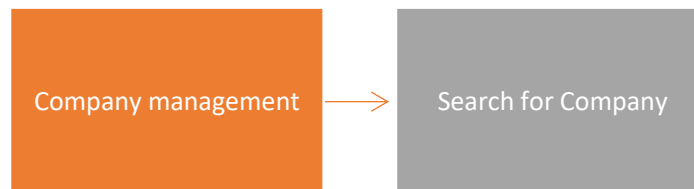
Department Name	Department Name?
Department Code	Department Code
Company / Clinic / Pharmacy	Dr Mahmoud Clinic
Department Manager	Mahmoud Zaki
General Classification	Agriculture & Food
Specific Classification	Agriculture
Country	Egypt
City	Cairo
Area	New Capital العاصمة الإدارية الجديدة
Address	Enter Address?
Office Number	Office Number?
Tel	Tel?
Tel Extension	Tel Ext?
Department EMail	EMail?

Save

New Department 	Managers have the capability to create new departments within the organization, which facilitates streamlined management and operational efficiency by departmental division. This structural addition allows for a more organized delegation of tasks and clearer lines of communication, enhancing the overall functionality and coordination of the organization. By segmenting the organization into distinct departments, managers can focus on specific areas of operation, ensuring that each department is tailored to meet its unique objectives and contribute effectively to the organization's goals.  <pre> graph LR HR[HR] --> Create[create new departments] </pre>
Department Directory 	The Visit Clinic portal provides managers with the capability to navigate the organization's directory, allowing them to view and make edits to the listed departments. While modifications to the Visit Clinic departments are permitted, the system does not allow for their removal.  <pre> graph LR HR[HR] --> Directory[organization's departments directory] </pre>

2.2.1.4 Search for company

The 'Search for Company' feature is a robust tool designed to facilitate users in acquiring a wide array of data regarding a particular company or business entity. This encompasses a spectrum of information from basic overviews to intricate specifics, including but not limited to the business's legal name, its official registration location, and the identities of shareholders and directors. It serves as a valuable resource for those seeking comprehensive insights into a company's structure and affiliations.



Locate a business, healthcare center, or pharmacy

Name	Enter Company Name		
Country	Egypt	City	Cairo
Area	New Capital المنطقة الإدارية الجديدة		
Classification	Clinic		
Search			

Kindly be aware that the search function will show the first five instances of your search term.

List of My Companies and Pharmacies

Company / Clinic / Pharmacies Name	
Dr Mahmoud Clinic	view
Dr Abd Al Rahman Pharmacy	view
Dr Haneen Mahmoud	view

2.2.1.5 Quick company search

The Quick Company Search tool is an innovative feature that enables users to swiftly locate detailed information regarding a particular company or business entity. Engineered for speed and efficiency, this function is intuitively designed to deliver immediate results directly in response to user input, streamlining the process of identifying the sought-after company with ease and precision. This expedites the search experience, ensuring that users can access the information they need without delay. Whether for research, verification, or competitive analysis, the Quick Company Search feature is an indispensable asset for anyone seeking corporate information promptly.



Company management



Quick Company Search

Search for a Company

Search by

Company Name

Text

clinic

Kindly be advised that the search function will show the first ten matches based on your search criteria. For more precise results, please narrow down your search to locate the specific company you are seeking.

Search

Name	Mobile	eMail	
Dr Mahmoud Clinic	01208911848	mahmoudsoft@hotmail.com	view
Tamer Clinic	01114519390	tamer.shapana@yahoo.com	view
Dubai London Clinic Centre	971 4 3446663	dlc@emirates.net.ae	view
Dr Nicolas ASP Dental Clinic	971 4 3454443	info@nicolasandasp.com	view
Tower Clinic Dental	971 4 3300220	newsmlle@emirates.net.ae	view
Dr Hibah Shata Spc Dental Clinic	971 4 2959790	hibah_shata@yahoo.com	view
Azhar Dental Clinic	971 7 2334446	azharpar@emirates.net.ae	view
Dr Faiz Haddad Clinic	971 2 6271299	H3haddad@emirates.net.ae	view
Dr. Adnan Kaddaha Clinic	971 4 3965707	am@hotmail.com	view
Proprint DXB Physio Clinic	971 4 3496333	pvana@emirates.net.ae	view

Dr Mahmoud Clinic



No image

Country
City
Address
Mobile
Phone
Fax
Website
E-Mail
Google Map
External Link

Egypt

Cairo | New Capital العاصمة الإدارية الجديدة

Iconic tower

01208911848

01208911848

01208911848

mahmoudsoft@hotmail.com

[view](#)



[Introduction](#)

[Goals](#)

[Objectives](#)

[Contact Us](#)

[Workshop](#)

[download](#)

[forms](#)

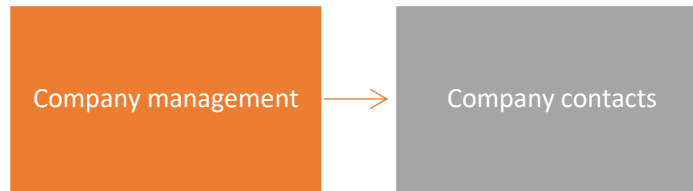
[Services Catalogue](#)

Dr Mahmoud Clinic

2.2.1.6 Company contacts



Company contact details are essential pieces of information that enable both potential and existing customers to communicate with a business. These details typically encompass the physical address of the company, a direct telephone number, an official email address, and the various social media profiles that the company maintains to engage with its audience. Such information is crucial as it provides a bridge between the company and the public, facilitating inquiries, support, and ongoing dialogue.



Company contact list

Company

Dr Mahmoud Clinic

Search



Dr Haneen Mahmoud
Mahmoud Zaki
mahmoudsoft@hotmail.com
01208911848
Employee

Employee

[View profile](#)

[Edit](#)

add a new user to the company directory

Mahmoud Zaki

Address Egypt , Cairo , New Capital || العاصمة الإدارية الجديدة
cairo
Mobile 01208911848
Phone 1122
University University of Roehampton
Degree Doctor of Medicine
Field of study Medical education
Graduation year 1999
Additional Information 1



[view CV](#)

Company Informations

Contact Type ☒ Employee ☐ Sales Agent

Active ☒ Yes ☐ No

Company / Clinic / Pharmacy Dr Mahmoud Clinic

Department Managers

[New Department](#)

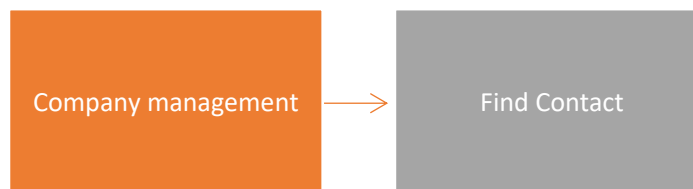
Notes Mahmoud Zaki

Date 04/07/2022 12:00:00 من

Save Changes

2.2.1.7 Find Contact

The 'Find Contact' functionality serves as a resourceful utility enabling users to retrieve essential contact details for individuals or organizations. It encompasses a broad spectrum of data, ranging from email addresses and telephone numbers to physical mailing addresses and digital footprints across social media platforms. This feature is particularly beneficial for those seeking to establish communication with a person or entity, providing a streamlined avenue to access various forms of contact information conveniently. Whether for personal, professional, or commercial purposes, the 'Find Contact' tool simplifies the process of connecting with others in today's interconnected world.



Search for user criteria

Country City

Area

By

Search

[Search](#)

Please be aware that the search results will show the first fifteen matches based on your criteria.

[My Contacts](#)

	Mahmoud Zaki mahmoudsoft@hotmail.com 01208911848 Dr Mahmoud Clinic	Explore Profile	Add / Edit
	haneen mahmoud mahmoudsoft@gmail.com Tamer Clinic	Explore Profile	Add / Edit
	mahmoud zaki mahmoudsoft_vb@yahoo.com	Explore Profile	Add / Edit

add a new user to the company directory

[Mahmoud Zaki](#)

Address **Egypt , Cairo , New Capital | العاصمة الإدارية الجديدة**
cairo

Mobile **01208911848**

Phone **1122**

University **University of Roehampton**

Degree **Doctor of Medicine**

Field of study **Medical education**

Graduation year **1999**

Additional Information **1**



[view CV](#)

Company Informations

Contact Type ☒ Employee ☐ Sales Agent

Active ☒ Yes ☐ No

Company / Clinic / Pharmacy

Department

[New Department](#)

Notes

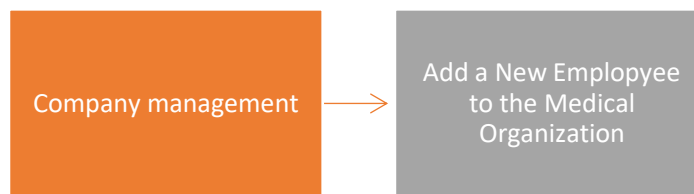
Date 04/07/2022 12:00:00 من

[Save Changes](#)

2.2.2 Medical Organization Employee

2.2.2.1 New Employee to the Medical Organization

The visit clinic portal provides a streamlined platform for medical organizations to incorporate employees into their organizational directory. This functionality facilitates the renewal of subscriptions and the integration of individuals as employees, setting the stage for subsequent salary disbursements and access to various portal services that align with the organization's policies. It's a comprehensive tool designed to simplify administrative processes and ensure that all employee-related operations are managed efficiently within the organization's ecosystem.



Incorporating a New Team Member into Company Management

Company	Dr Mahmoud Clinic			▼
Department	Managers			▼
Active	☒			
Employee Name	Mobile	▼	Search Text?	Find
	New User		search for user first.	
Job Name	Accountants and Auditors			...
Join Date	04/06/2025			📅
Save				

2.2.2.2 Employee Directory

The employee directory is a sophisticated feature whose primary responsibility is to navigate through the list of employees currently added to the medical organization. This allows for the marking of active accounts and the modification of job titles and associated departments. It serves as a dynamic tool for managing employee information efficiently and effectively within the organization.



Employee Roster - Management Directory

Company: Dr Mahmoud Clinic
 Department: Managers
 Active: ☒
 Search

Active	Employee	EMail	Mobile	Join Date	Job	Company	Department	
☒	Mahmoud Zaki	mahmoudsoft@hotmail.com	01208911848	4/28/2024 12:00:00 AM	Accountants	Dr Mahmoud Clinic	Financial	Edit

2.2.2.3 Re-New Employee Subscription

The "Renew Employee Subscription" is an advanced feature whose primary responsibility is to update the employee directory, thereby activating the employee's account. This ensures that all personnel records are current and allows employees to access the system with their credentials seamlessly. It's a crucial component in maintaining the integrity and functionality of the employee management system. By automating the renewal process, it minimizes administrative workload and enhances operational efficiency.



Renew Account Subscriptions

Company: Dr Mahmoud Clinic
 Department: Managers
 Active: ☒
 Search

Renew	Employee	EMail	Mobile	Join Date	Subscription End Date	Job	Company	Department
☒	Mahmoud Zaki	mahmoudsoft@hotmail.com	01208911848	28/04/2024	09/09/2025	Accountants	Dr Mahmoud Clinic	Financial

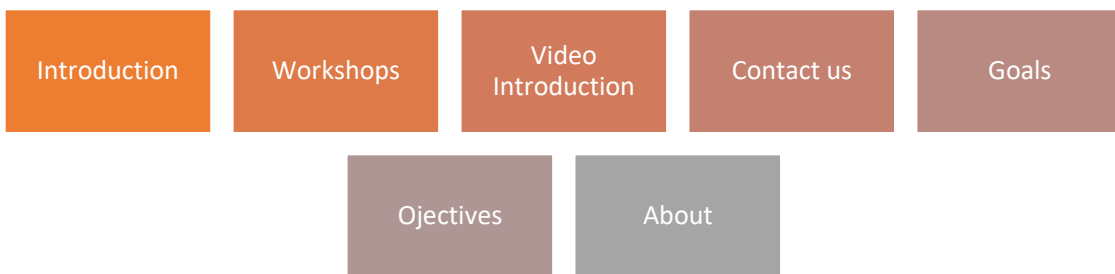
Renew Subscriptions

This service is temporary and may not be available to all accounts. Please contact the company for details.

2.2.3 Corporate Content Administration

2.2.3.1 Manage page content

Managing page content involves the creation, modification, organization, and publication of information on a webpage. Typically, this process is facilitated by a Content Management System (CMS), a tool that enables users to construct, oversee, and alter website content without necessitating specialized technical skills. Meanwhile, Visit Clinic offers the vital details necessary for a company to furnish general information. This streamlined approach to content management empowers individuals and businesses alike to maintain an effective online presence.



Public User

- Search for company information
- Display the available informations

Subscriptions users

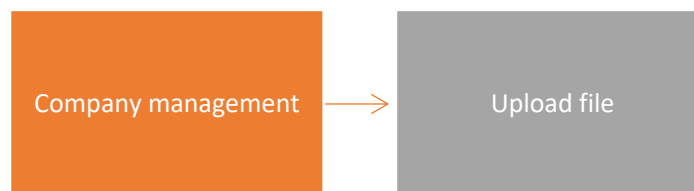
- Add and modify company informations

Content management for company forms

Company / Pharmacy	Dr Mahmoud Clinic
Form Name	introduction English
Subject	Dr Mahmoud Clinic
Available to public	☐ No ☒ Yes
Date	04/07/2022 12:00:00 م
Content	Normal Font Size B I U This is Dr Mahmoud Clinic for internal medicine Design Html Max 2000 Characters Save Changes

2.2.3.2 Upload file

File upload refers to the action of moving data or a file from a local system to a distinct, often remote, destination like a server or cloud storage. This is typically accomplished through methods such as drag-and-drop or file selection from local directories. Upon completion, a distinct URL is often generated, allowing for the sharing of the uploaded content with others. Within the framework of a website, the term 'uploading files' denotes the act of transferring various types of media such as documents, images, videos, and audio to the site's server. This is commonly done to display product visuals or to provide access to informational content like PDFs for user consumption.



Update File Details

Company Dr Mahmoud Clinic

Public ☒ Yes ☐ No

Form download English

File name Choose File No file chosen

Title Enter File Title

Description Enter File Description

File maximum size not more than 200 KB

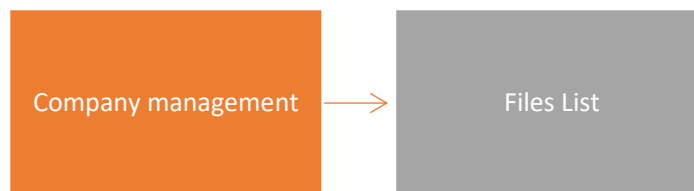
[Post File](#)

[Read privacy policy first](#)

2.2.3.3 Files list



The term 'Files List' denotes a functionality that presents a catalog of accessible files for user engagement or download. This encompasses a diverse array of file formats, including but not limited to text documents, graphical images, multimedia videos, and audio recordings, among others. Such a feature is integral to data management systems, enabling efficient file navigation and manipulation for enhanced user experience.

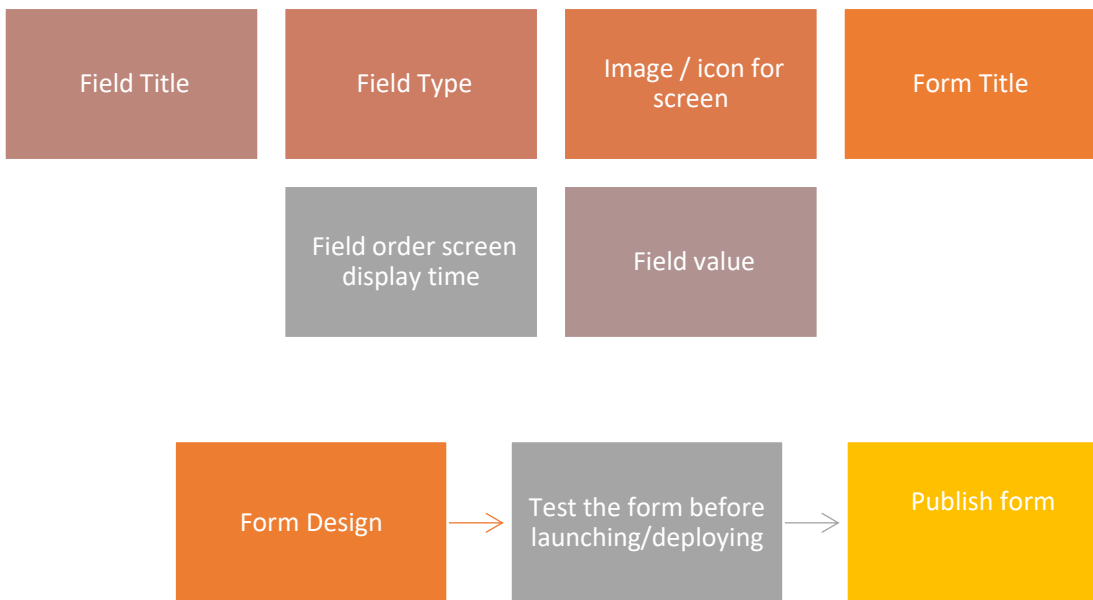


Uploaded Files

Title	Name	Upload Date	
test title	myPrescription.jpg	05/07/2022 12:00:00	Preview Delete

2.2.4 HR Request Form Designer

Designing screens and forms, a practice also referred to as electronic modeling, stands as a pivotal element in the development of user interfaces for digital platforms and websites. This detailed procedure involves the creation of interactive elements such as buttons, menus, and a variety of shapes, all of which are instrumental in enhancing the user's engagement with the digital service. The Visit Clinic website provides a robust tool for healthcare professionals, allowing those registered on the site to design their own entry pages, reminiscent of the functionality offered by Google Forms. This platform boasts a comprehensive array of features designed to augment this function, including options to appoint a screen title, incorporate an image or icon to symbolize the screen, and establish field types. These types encompass input text boxes, read-only text fields, drop-down menus, and hyperlinks. Moreover, it permits users to define a field's address, set a default value for a field—such as a URL for hyperlinks—and control the order and visibility duration of fields presented on the screen.



This form is designed to provide a general-purpose form designer, empowering employees to create customized forms within the portal and add new functionalities.

To ensure the form design works correctly, please provide the following required fields:

- **Form Title:** Enter a descriptive title for the form. This is essential for making the form searchable.
- **Select Form Icon:** Choose an appropriate icon to visually represent the form.
- **Choose Field Type:** Select the desired type for the form element from the following options: Text Area, Drop-down List, Date, Hyperlink, Image, and Label.
- **Add Field Label:** Provide a clear and concise label for the field (e.g., "The Label Title").
- **Add Value:** For specific field types like Label and Hyperlink, enter the necessary value to be displayed or linked.
- **Place Order:** Specify the numerical order in which this element should appear on the form.
- **Responsible User:** Designate the specific user who will be responsible for replying to submissions made through this form.
- **Responsible User Manager:** Identify the manager who should have visibility of the requests submitted through this form.
- **Image:** If "Image" was selected as the field type, upload the desired image.

HR - Request Management: New Form Designer - Design & Edit Mode

Company

Dr Mahmoud Clinic

Form Title

my form

Icon

brainstorm_1.PNG

Type

Text Area

Label / Title

Label?

Value

Value?

Place Order

3

Responsible User

Mobile

01208911848

Find

New User

Mahmoud Zaki

Responsible User Manager

Mobile

01208911848

Find

New User

Mahmoud Zaki

Image

Choose File

No file chosen

Read privacy policy first

File maximum size not more than 200 KB

Add

Preview

Publish

Label	Type	Order	Value	attachment			
Patient Name	Text Area	1	2			Edit	Delete
City	Drop Down List	2	3		Values	Edit	Delete

You can add up to 15 form objects.

Please ensure you take your time in designing the form and obtain your organization's approval before publishing it.
The modern systems for software development is not responsible for the content of your forms.
Kindly ensure compliance with both international and national laws.

Delete

Click on the values to add options to the drop-down list

Customize Dropdown Values with Form Customizer

Text

Qena

cairo

Add

External links form youtube website

This video offers a basic understanding of our services. For the most up-to-date information and features, please log in to your account. You can download the complete English and Arabic service catalog and user guides directly from the portal.

Language	Youtube Link
English	https://www.youtube.com/watch?v=CC8G49KwoOo

2.2.4.1 Forms Submissions

The HR request form submission is a distinct form created to assist management in navigating through a list of published forms and reviewing submitted requests. This form features a straightforward table interface, complete with detailed hyperlinks, facilitating easy navigation through employee submissions. Additionally, management can conveniently search for submissions by individual employees. This streamlined process enhances the efficiency of handling HR requests and improves organizational workflow.



Employee Forms List for Human Resource Management

Company

Dr Mahmoud Clinic

Find

Form	Published	No of Submissions	Date	
My Employee Form		1	3/6/2024 2:22:10 PM	Details Edit
Visit Clinic HR Employee Vacation Request		2	2/19/2023 8:52:46 AM	Details Edit

You can search user submissions using the user's mobile number.

Human Resource Management - Employee Request Form Submission Details

User Mobile Number

01208911848

Find

Form	Submitted By	Date	
My Employee Form	Mahmoud Zaki	3/6/2024 2:48:15 PM	submission

The edit form allows you to change the form status.

HR - Status of Change Request Form

Company

Request Name

Date 2/19/2023 8:52:46 AM

Status ☒ Published ☐ Not Published

2.2.4.2 Inbox

The HR Request Inbox is a detailed form created to facilitate employee submissions. It allows managers to delegate the request to a new employee for case management and decision-making purposes. This systematic approach ensures that each request is handled efficiently and assigned to the appropriate personnel for resolution.



The portal will display a list of approved forms, each with associated submissions and assignments.

Submissions: This section provides a list of user submissions for each form.

Assignments: This feature allows you to assign a user's form submission to another employee.

Human Resource Management - Request Form Inbox Details

Status	Open	Find				
Form	From User	From User Mobile	Status	Date		
Visit Clinic HR Employee Vacation Request	Mahmoud Zaki	01208911848	Open	2/19/2023 8:53:43 AM	Submission	Assign
Visit Clinic HR Employee Vacation Request	Mahmoud Zaki	01208911848	Open	2/21/2023 9:58:10 AM	Submission	Assign
My Employee Form	Mahmoud Zaki	01208911848	Open	3/6/2024 2:48:15 PM	Submission	Assign

The "Form Details" form is a separate form designed to provide form user information.

Browse User Contributions

Company **Dr Mahmoud Clinic**
Form **Visit Clinic HR Employee Vacation Request**
Date **2/19/2023 8:53:42 AM**
Submitted By **Mahmoud Zaki**

Employee Name	mahmoud
Mobile Number	01208911848
Position	cio
Request Date	2023-02-19
Infomations	

Browse User Contributions

Company **Dr Mahmoud Clinic**
Form **My Employee Form**
Date **3/6/2024 2:48:15 PM**
Submitted By **Mahmoud Zaki**

Mobile Number	555
City	Qena

Assign the form to a specific user to designate an employee responsible for following up on the request and replying to the customer through approved communication channels.

View Request Submission

Company **Dr Mahmoud Clinic**
Form **Visit Clinic HR Employee Vacation Request**
Date **2/19/2023 8:53:42 AM**
Submitted By **Mahmoud Zaki**
User Submission [view](#)

Reply to User Request Submission

Assign Text

Status

Open

Assign to user

Mobile

01208911848

[Find](#)

[New User](#)

[Mahmoud Zaki](#)

Request Feedback

☒ Accept ☐ Reject ☐ Ask Manager for Feedback ☐ Not My Role to Give Feedback

[Save](#)

From	To	Status	Replay	Date
Mahmoud Zaki	Mahmoud Zaki	Open	Automatically created	2/19/2023 8:53:42 AM

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	خدمات موقع فيزييت كليك	خدمات موقع فيزييت كليك
	Visit Clinic Services	Visit Clinic Services
Social media	Facebook page	Facebook
	Facebook search - #visitclinic_egypt	#visitclinic_egypt – Explore Facebook
	LinkedIn page	LinkedIn
	LinkedIn search - #visitclinic_egypt	Feed LinkedIn
	Twitter search - #visitclinic_egypt	#visitclinic_egypt - Search / X (twitter.com)
	YouTube Videos	▪ https://www.youtube.com/watch?v=zybHrv3yGSI ▪ https://www.youtube.com/@mahmoudsoft1/videos ▪ https://www.youtube.com/watch?v=5EmWtfZKwKI
Search Engine	Bing search - #visitclinic_Egypt	#visitclinic_egypt - Search (bing.com)
	Google search - #visitclinic_egypt	#visitclinic_egypt - Google Search

5. Contact Us



Building 1, Mostafa Al Nahhas Street, Intersection with
Abbas Al Akkad, Nasr City, Cairo, Egypt

Hospital Street, Beside the Municipality Buidling, Al
Wakf, Qena, Egypt



www.VisitClinic.net



contactus@VisitClinic.net

mzaki@VisitClinic.net



<https://www.linkedin.com/groups/9354878/>



<https://web.facebook.com/visitclinic>



https://twitter.com/hashtag/visitclinic_Egypt?src=hashtag_click



00201208911848

00201127985973