



# Web Users Guide

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## NaturalTherapist/Pro Overview

NaturalTherapist/Pro is a full featured practice management system designed specifically for complementary medicine practices.

The new web based interface is designed to allow access to your client database anywhere that you have internet access.

The screenshot shows a web browser window with three tabs for 'The Long Grass Clinic'. The address bar shows the URL: [www.longgrassystems.com.au/TherapistPro/ClientCare.php](http://www.longgrassystems.com.au/TherapistPro/ClientCare.php). The page title is 'NaturalTherapist/Pro - Clients' and the user is logged in as 'System Administrator(Administrator)'. The interface includes a menu bar (File, View, Action, Help), a logo for 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343', and a toolbar with icons for Add, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. Below the toolbar is a search section with a 'Reset' button, 'Name Order' dropdown (set to 'First Name'), and a search input field. The main content area displays a table of 88 clients, with the first 13 rows visible. The table has columns for ID, Name, Address, Phone, and Date of Birth.

ID	Name	Address	Phone	Date of Birth
47	Aaron Chen			28th May 1984
375	Abdul Galamar	3/26 Woolware Road Greenacre NSW	0407127423(w)	22nd Nov 1976
273	Abhilasha Petrovic	6 Haywood Close Pendle Hill NSW 2145	0496921130(w)	7th Apr 1980
331	Adam Papalia			18th Mar 2008
970	Adrian Brkljac	4 Rutar Place Chipping Norton NSW 2170	97578541(h) 0420871788(w)	11th Mar 1937
229	Adrian Chapman	84 Bulls Rd North Strathfield NSW 2137	97363145(h) 0450955685(w)	19th Oct 1961
447	Adrian Renotte	78 Alpha Rd Kingsgrove NSW 2208		24th Dec 2000
535	Adriana Noor	7 Oliveri Close Cecil Hills NSW 2171	87810602(h) 0432205721(w)	28th Feb 2000
357	Adriana Razov	6 Sea Spray Court Fairfield NSW 2165	0484420708(w)	14th Aug 1971
819	Agata Barnett	28/7 Haywood Close Fairfield Heights NSW 2165	97882723(h)	15th Jul 1936
728	Aidan Settineri	55 A Gurner Avenue Schofields NSW 2762	0433150045(w)	22nd May 1986
163	Alecia Hutchingon	23b Kepl Circuit Concord West NSW 2138	97454028(h) 0480537320(w)	4th Jul 1986

## Features

Basic features include

- Client Care System
- Appointment management system
- Herb database containing details of over 300 herbs
- Conditions database
- Administrative tools
- Stock control
- Prescription management
- Invoicing
- Reports
- Web based interface
- Touch screen compatible for tablets and smart phones
- Google Calendar support
- User signon and security
- Multiple user types
- Online appointment bookings
- Optional Monthly payment rates for the web based version

The system can be installed on your own website.

# Screen Layout

The screenshot shows the 'NaturalTherapist/Pro - Clients' application window. The title bar includes the user name 'System Administrator(Administrator)'. The menu bar contains 'File', 'View', 'Action', and 'Help'. The toolbar features icons for 'Add', 'Clients', 'Appts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The main content area displays the clinic logo and address: 'The Long Grass Clinic, 605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below this is a filter panel with a 'Reset' button, 'Name Order' options (First Name selected, Surname), and a search box. A pagination bar shows 'Showing 88 clients' and an alphabetical index. The main data table lists client records with columns for ID, Name, Address, Phone, and Date of Birth.

ID	Name	Address	Phone	Date of Birth
47	Aaron Chen			28th May 1984
375	Abdul Galamar	3/26 Woolware Road Greenacre NSW	0407127423(w)	22nd Nov 1976
273	Abhilasha Petrovic	6 Haywood Close Pendle Hill NSW 2145	0496921130(w)	7th Apr 1980
331	Adam Papalia			18th Mar 2008
970	Adrian Brkljac	4 Rutar Place Chipping Norton NSW 2170	97578541(h) 0420871788(w)	11th Mar 1937
229	Adrian Chapman	84 Bulls Rd North Strathfield NSW 2137	97363145(h) 0450955685(w)	19th Oct 1961
447	Adrian Renotte	78 Alpha Rd Kingsgrove NSW 2208		24th Dec 2000
535	Adriana Noor	7 Oliveri Close Cecil Hills NSW 2171	87810602(h) 0432205721(w)	28th Feb 2000
357	Adriana Razov	6 Sea Spray Court Fairfield NSW 2165	0484420708(w)	14th Aug 1971
819	Agata Barnett	28/7 Haywood Close Fairfield Heights NSW 2165	97882723(h)	15th Jul 1936
728	Aidan Settineri	55 A Gurner Avenue Schofields NSW 2762	0433150045(w)	22nd May 1986
163	Alecia Hutchingon	23b Kepl Circuit Concord West NSW 2138	97454028(h) 0480537320(w)	4th Jul 1986

## What's New in Version 4

- A whole new Look and Feel
- Significant enhancements in all areas
- Better integration between stock, prescriptions and invoicing
- Simplified creation and editing of invoices
- Simplified creation and editing of prescriptions
- Simplified stock control system
- Archive and Recall are no longer supported, deleted clients are now permanently deleted.
- Screen resizing
- All tables have popup menus
- Optional user signon with multiple levels of access for Receptionists, Practitioners and Administrators
- Define and use supported Modalities
- More flexible definition of practice opening and closing hours to allow different times on different days of the week
- More flexible definition of Practitioner working hours to allow for a break during the working day
- The ability to define recurring holidays
- Practitioner Modality support when making appointments
- Improved and expanded reporting
- Google Calendar support
- Online Bookings
- Improved email support

## Installation

When you purchase the Web version of Therapist/Pro you will be given a link to download a zip file that contains everything required to run the system.

You will need access to your website control panel to complete the installation.

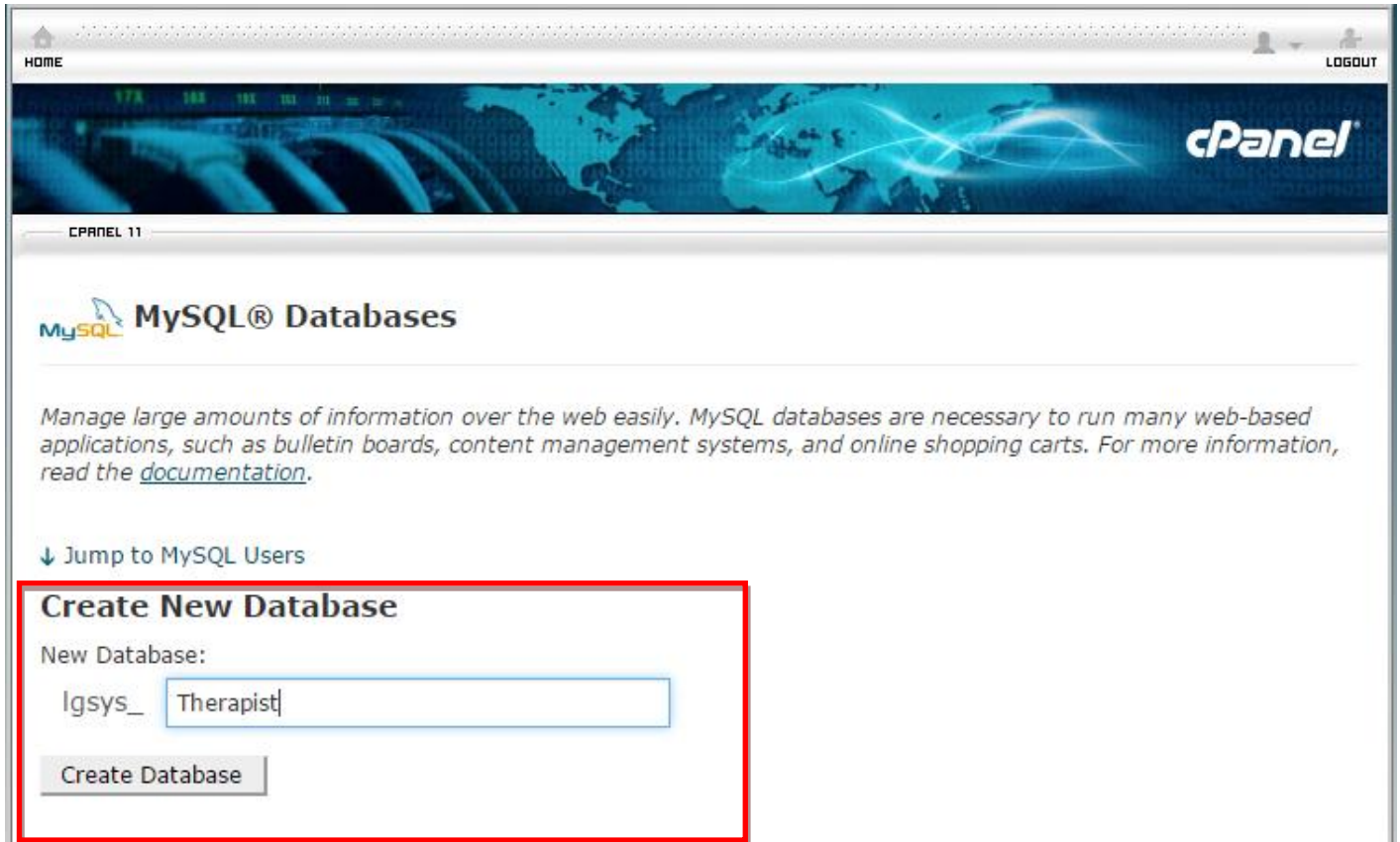
### Create a Database

Login to your website control panel and find the option to create a MySQL database.

The screenshot displays a website control panel interface with four main sections:

- Files:** Contains icons for File Manager, Images, Directory Privacy, Disk Usage, Web Disk, FTP Accounts, FTP Connections, Backup, Backup Wizard, and R1Soft Restore Backups.
- Databases:** Contains icons for phpMyAdmin, MySQL@ Databases (highlighted with a red box), MySQL@ Database Wizard, and Remote MySQL@.
- Domains:** Contains icons for Addon Domains, Subdomains, Aliases, Redirects, Simple Zone Editor, and Advanced Zone Editor.
- Email:** Contains icons for Email Accounts, Forwarders, MX Entry, Autoresponders, Default Address, Mailing Lists, Track Delivery, Global Email Filters, Email Filters, Authentication, Address Importer, and SpamAssassin Apache SpamAssassin™.

Create a database, preferably named "Therapist". Most web hosts prefix the database name with your control panel userid. Make a note of the database name.



The screenshot shows the cPanel interface for MySQL Databases. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' links. Below this is a banner with the cPanel logo. The main content area is titled 'MySQL® Databases' and includes a brief description of MySQL databases. A link 'Jump to MySQL Users' is visible. The 'Create New Database' section is highlighted with a red border and contains a form with the following elements:

- Create New Database**
- New Database:
- Input field containing 'lgsys\_ Therapist'
- Submit button labeled 'Create Database'

## Create a Database User

Create a database userid and make a note of the username and password.

### MySQL Users

#### Add New User

Username

lgsys\_ therapist

Password

.....

Password (Again)

.....

Strength ⓘ

Very Strong (88/100)

Password Generator

Create User

Add the new user to the database that you just created

#### Add User To Database

User

lgsys\_therapist ▼

Database

lgsys\_therapist ▼

Add



When you add the user to the database give it "All Privileges"

### Manage User Privileges

User: **lgsys\_therapist**

Database: **lgsys\_therapist**

ALL PRIVILEGES

ALTER

ALTER ROUTINE

CREATE

CREATE ROUTINE

CREATE TEMPORARY TABLES

CREATE VIEW

DELETE

DROP

EVENT

EXECUTE

INDEX

INSERT

LOCK TABLES

REFERENCES

SELECT

SHOW VIEW

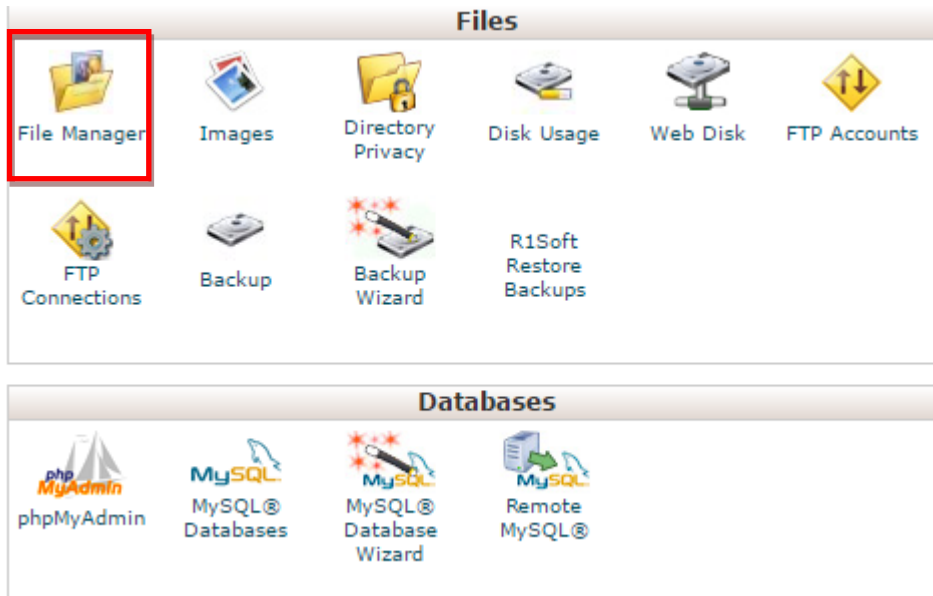
TRIGGER

UPDATE

Make Changes

## Upload Therapist/Pro

Find the file manager option on your website control panel



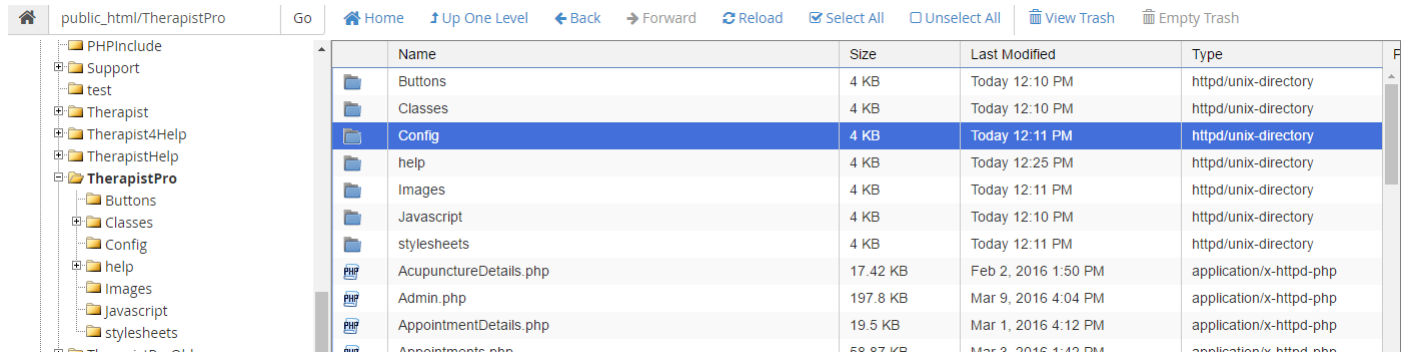
Upload TherapistPro.zip to your website folder. This may be called "www" or "public\_html" in your website file manager.

Extract TherapistPro.zip. It should create a folder named TherapistPro within "public\_html".

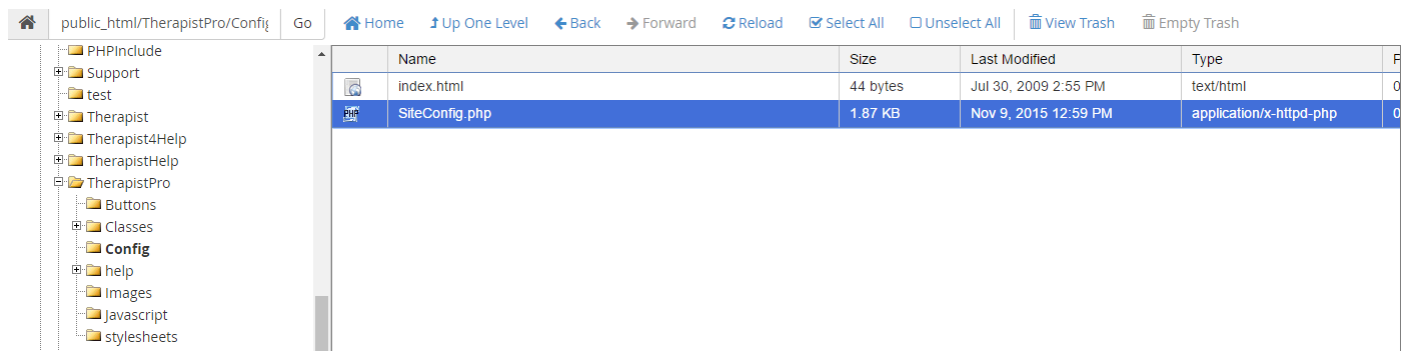
Upload TherapistProHelp.zip to the new TherapistPro folder and then extract it. It will create a "help" folder within TherapistPro.

## Modify your configuration file

Open the TherapistPro/Config folder



Locate the SiteConfig.php file



Edit the SiteConfig.php file

```
Editing: /home/lgsys/public_html/ Encoding: utf-8 Re-open
1 <?php
2 /* +-----+ */
3 /* | TherapistPro | */
4 /* | (c) Copyright Long Grass Systems Pty Ltd 2015 | */
5 /* | All Rights Reserved | */
6 /* +-----+ */
7 // Change the values for
8 // myDBName
9 // mySQLHost
10 // myDBUser
11 // myDBPassword
12 // timezone if not in QLD
13 // Once installed, everything other than the DB settings can be changed using ADMIN
14 // Then remove the next line
15 die("cannot continue until /Config/SiteConfig.php has been tailored");
16 date_default_timezone_set("Australia/Brisbane");
17 define("DB_NAME", "myDBName");
18 define("DB_HOST", "mySQLHost");
19 define("DB_USER", "myDBUser");
20 define("DB_PASSWORD", "myDBPassword");
21 ?>
22
23
24
25
26
```

Change myDBName, myDBUser, myDBPassword to the values you noted down when you created the MySQL database and database user. The value for mySQLHost is generally "localhost" but your web hosting company may want you to use a different value. Try localhost first and if it fails to connect then contact your web host for details.

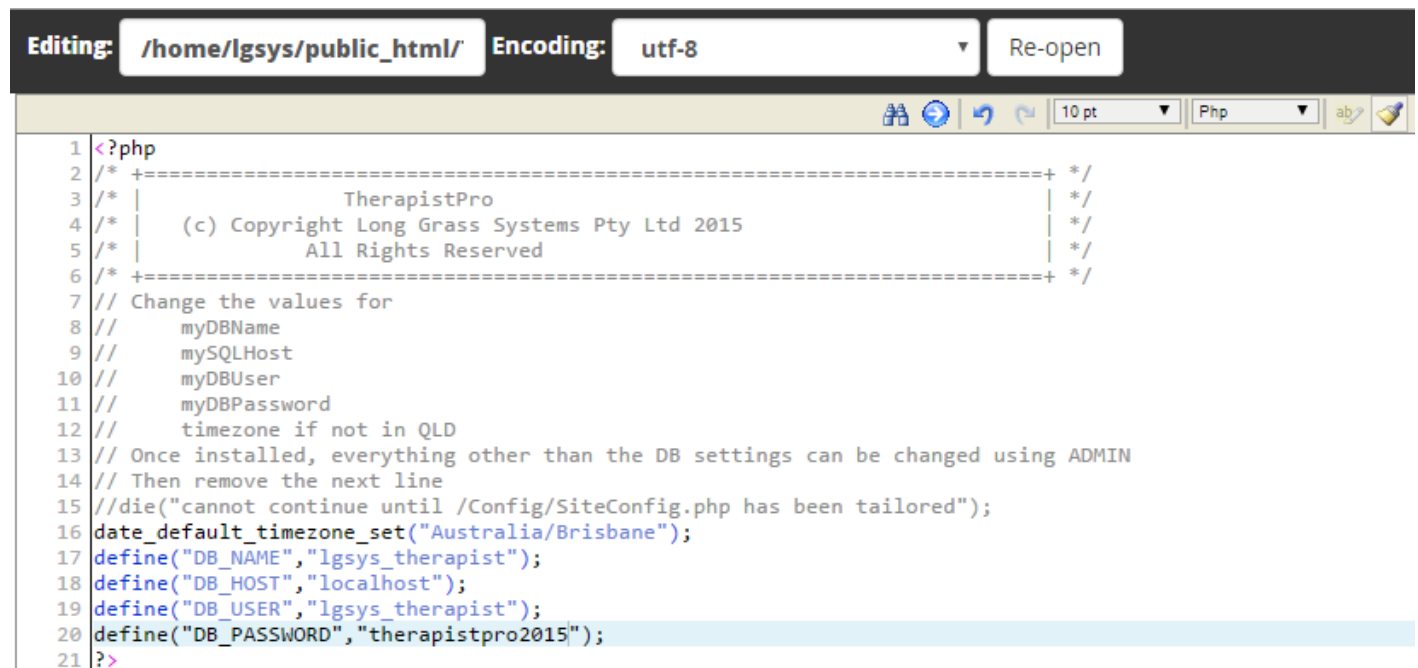
Comment out the line

```
die("cannot continue until /Config/SiteConfig.php has been tailored");
```

By putting a double slash "//" at the beginning of it.

Then save your updates.

The final content should look something like this



The screenshot shows a code editor window with the following content:

```
Editing: /home/lgsys/public_html/ Encoding: utf-8 Re-open
1 <?php
2 /* +-----+ */
3 /* |           TherapistPro           | */
4 /* | (c) Copyright Long Grass Systems Pty Ltd 2015 | */
5 /* |           All Rights Reserved       | */
6 /* +-----+ */
7 // Change the values for
8 //     myDBName
9 //     mySQLHost
10 //     myDBUser
11 //     myDBPassword
12 //     timezone if not in QLD
13 // Once installed, everything other than the DB settings can be changed using ADMIN
14 // Then remove the next line
15 //die("cannot continue until /Config/SiteConfig.php has been tailored");
16 date_default_timezone_set("Australia/Brisbane");
17 define("DB_NAME","lgsys_therapist");
18 define("DB_HOST","localhost");
19 define("DB_USER","lgsys_therapist");
20 define("DB_PASSWORD","therapistpro2015");
21 ?>
```


## Initialise the system and Log In

Open a web browser and go to <your url>/TherapistPro

The first time you do this you should see a whole series of database table creation messages and a signon screen

invoices table created  
modalities table created  
practitioners table created  
practitionermodalities table created  
prescriptions table created  
prescriptionitems table created  
prescriptionstockitems table created  
practicestockitems table created  
suppliers table created  
SupplierStockItems table created

NaturalTherapist/Pro - Login



**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4

**Login Details**

Please Log In to access the Client Care System

User ID

Password

Remember Me

**New Password**

If you want to change your password enter a new password below

New Password

Repeat

Login

© Copyright Long Grass Systems Pty Ltd, 2014

enter sysadm for both the userid and password and click "Login"

You will now see the Client Care screen with an empty list of clients.

NaturalTherapist/Pro - Clients System Administrator(Administrator)

File View Action Help

logo

# The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Add Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Reset Name Order  First Name  Surname Search Name

Showing 0 clients < A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ? >

ID	Name	Address	Phone	Date of Birth
Showing 0 clients < A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ? >				

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Click the "Admin" button and complete the SETUP tasks described on page 18 before entering any data into NaturalTherapist/Pro.



## Administration

The Administration System allows you to customise TherapistPro for your practice.

### Initial Setup

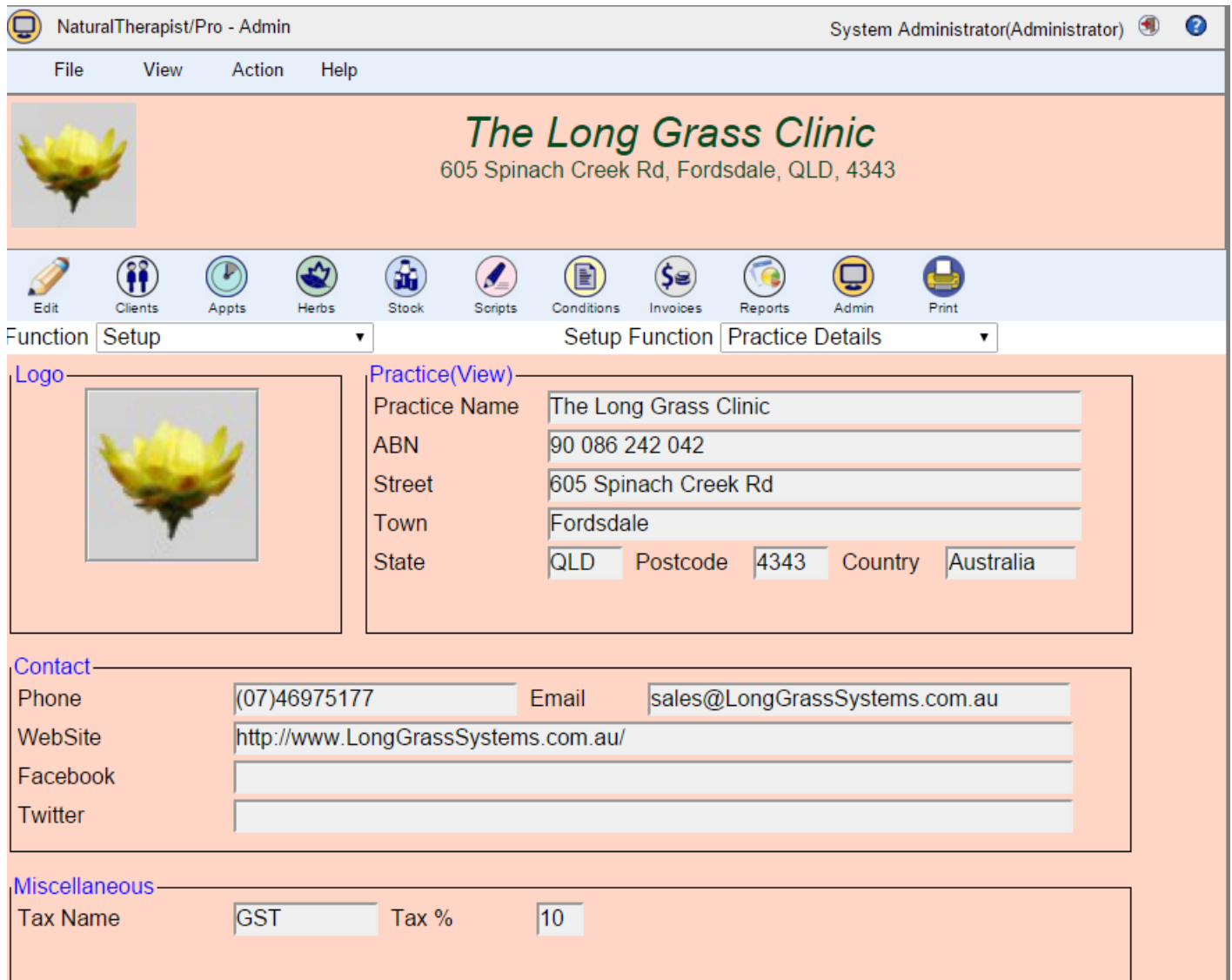
**Please complete these SETUP tasks prior to using NaturalTherapist/Pro.**

1. Open a web Browser and go to your Therapist/Pro URL.
2. Sign on to Therapist/Pro using the supplied SYSADM userid and password. The initial signon details are
  - a. userid = SYSADM
  - b. password = SYSADM
3. You should change the sysadm password at the earliest opportunity.
4. Enter the administration function by clicking the “Admin” button.
5. The drop down list on the setup screen will now allow you to select and complete the following setup items:
  - Appointment Reminders
  - Billing Items
  - Email
  - Field Names
  - Health Funds
  - Holidays
  - Invoice Layout
  - Modalities
  - Practice details
  - Practice Hours
  - Practitioners
  - Users

These items are described below in more detail. They allow you to tailor the system to suit the operations of your practice.


## Practice Details

This screen allows you to add your Practice name, logo, address and phone number. This information will be used when generating reports, prescriptions and invoices.



NaturalTherapist/Pro - Admin System Administrator(Administrator)


File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Edit Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Function Setup Setup Function Practice Details

**Logo**



**Practice(View)**

Practice Name The Long Grass Clinic

ABN 90 086 242 042

Street 605 Spinach Creek Rd

Town Fordsdale

State QLD Postcode 4343 Country Australia

**Contact**

Phone (07)46975177 Email sales@LongGrassSystems.com.au

WebSite http://www.LongGrassSystems.com.au/

Facebook

Twitter

**Miscellaneous**

Tax Name GST Tax % 10

To update your Practice details:

- Select "Practice details" from the drop down list.
- click the "Edit" button
- To change the logo, click the "Choose File" button
- Click the "Save" button when you have completed your updates



You may update the following details for your Practice

- name
- Australian Business Number (ABN)
- address
- phone number
- logo
- email
- website
- facebook and twitter pages
- Retail tax name and percentage

The web version differs from the PC and MAC versions in that SignOn is compulsory and cannot be disabled.

## Practice Hours

The "Practice Hours" screen allows you to enter your standard practice open days and times, and the minimum appointment duration.

NaturalTherapist/Pro - Admin System Administrator(Administrator)

File View Action Help

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Function Setup Setup Function Practice Hours

**Defaults**  
Minimum Appointment Duration 30 Minutes

**Sunday**  
 Open Start 08:00 End 17:00

**Monday**  
 Open Start 08:00 End 17:00

**Tuesday**  
 Open Start 08:00 End 17:00

**Wednesday**  
 Open Start 08:00 End 17:00

**Thursday**  
 Open Start 08:00 End 17:00

**Friday**  
 Open Start 08:00 End 17:00

**Saturday**  
 Open Start 08:00 End 12:30

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Appointments may not be made outside of these hours.

Appointments are always made in multiples of the minimum duration specified here. If most of your appointments are 30 minutes but sometimes you have hour long consultations, set your appointment duration for 30 minutes.

## Modalities

The Modalities screens allow you to specify the types of client services that your practice offers. The entries defined here appear as options when setting up practitioner entries. As you can see here, practitioner Andrew Naturopath has been defined as offering Naturopathy as a service.

The "Practitioner Modalities" are then used in the Appointments system to allow the display of available practitioners to be optional limited to a particular Modality. This is useful when you have multiple practitioners offering, for example "Massage" and a client wishes to make an appointment for a massage and does not mind which practitioner they see.

The screenshot shows the 'NaturalTherapist/Pro - Admin' software interface. The title bar indicates the user is 'System Administrator/Administrator'. The menu bar includes 'File', 'View', 'Action', and 'Help'. The main header area features a logo of a yellow flower and the text 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a toolbar with icons for 'Add', 'Edit', 'Clients', 'Apts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The 'Function' dropdown is set to 'Setup' and the 'Setup Function' dropdown is set to 'Modalities'. On the left, a table lists modalities: 'Naturopathy', 'Massage', and 'Iridology'. A context menu is open over 'Massage', showing options: 'Add Modality', 'View Modality Massage', 'Edit Modality Massage', and 'Delete Modality Massage'. On the right, the 'Modality(View)' form is displayed with 'Name' set to 'Massage', a blank 'Description' field, and 'Practitioners' listed as 'Mary Masseuse'.

To add a new Modality click the "Add" button on the Toolbar, or use the popup menu displayed when you right click on the list of modalities.

To Edit or Delete a Modality right click on the modality in the list on the left of the screen and select an option from the displayed popup menu.

## Health Funds

The Health Funds screen allows you to maintain a list of health funds that reimburse clients for using your services. These fund IDs can be added to client records and each practitioner record can contain their own provider numbers for each of the funds specified here.

Health Funds	
Health Fund 1	nib
Health Fund 2	hcf
Health Fund 3	medibank private
Health Fund 4	ahm
Health Fund 5	navy health
Health Fund 6	teachers
Health Fund 7	cbhs
Health Fund 8	gu
Health Fund 9	manchester unity
Health Fund 10	mbf
Health Fund 11	nma
Health Fund 12	australian unity
Health Fund 13	hba
Health Fund 14	mutual community
Health Fund 15	sun health
Health Fund 16	defence health
Health Fund 17	westfund
Health Fund 18	gmhba
Health Fund 19	health partners
Health Fund 20	mbf

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To update your list of health funds:

- click the “Edit” button
- Update the health fund details
- Click the “Save” button

## Practitioners

The Practitioner screens allows you to set up the practitioners that use your practice.

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Function: Setup      Setup Function: Practitioners

Practitioner	Practitioner(View)
Andrew Naturopath	Naturopath
Mary Masseuse	Andrew

**Contacts**

Home Phone: (07)46975177  
 Work Phone: (07)46975177  
 Mobile Phone: (0414)859742  
 Email: sales@LongGrassSystems.com.au

Provider Numbers	
nib	
hcf	1234567
medibank	
ahm	
navy health	
teachers	
cbhs	
gu	
manchester unity	
mbf	48-64-16

**Residential Address**

Street: 605 Spinach Creek Rd  
 City: Fordsdale    State: QLD  
 Postcode: 4343

**Postal Address**

Street: 605 Spinach Creek Rd  
 City: Fordsdale    State: QLD

To add a new Practitioner click the "Add" button on the Toolbar, or use the popup menu displayed when you right click on the list of Practitioners.

To Edit or Delete a Practitioner right click on the Practitioner in the list on the left of the screen and select an option from the displayed popup menu.

Note that the practitioner start and stop times has changed with Version 4 to allow for two begin and end times each day. This makes it possible to factor in a lunch break.



Provider Numbers

nib	
hcf	
medibank private	
ahm	
navy health	
teachers	
cbhs	
gu	
manchester unity	
mbf	
nrma	
australian unity	
hba	
mutual community	
sun health	
defence health	
westfund	
gmhba	
health partners	
mbf	

Email

Residential Address

Street   
  
City  State   
Postcode

Postal Address

Street   
  
City  State   
Postcode

Consultation Times

<input type="checkbox"/> Sun	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
<input type="checkbox"/> Mon	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
<input type="checkbox"/> Tue	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
<input type="checkbox"/> Wed	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
<input type="checkbox"/> Thu	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
<input type="checkbox"/> Fri	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾
<input type="checkbox"/> Sat	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾	00 ▾ 00 ▾

Modalities

## Users and User Signon

The User signon facility requires all users of the system to enter a userid and password to access the system.

When the system is first installed a default System Administrator user is defined with

Userid=sysadm  
Password=sysadm

The userid and password are case sensitive.

**You should change the password for sysadm.**

Users will be prompted for a userid and password before access is allowed.



The screenshot shows a web-based login interface. At the top, there is a header with a small image of a yellow flower and the text "NaturalTherapist/Pro - Login". Below this is a banner for "The Long Grass Clinic" with the address "605 Spinach Creek Rd, Fordsdale, QLD, 4". The main content area is divided into two sections: "Login Details" and "New Password". The "Login Details" section contains a prompt "Please Log In to access the Client Care System", a "User ID" field with "sysadm" entered, a "Password" field, and a "Remember Me" checkbox which is checked. The "New Password" section contains a prompt "If you want to change your password enter a new password below", a "New Password" field, and a "Repeat" field. At the bottom of the form is a "Login" button. The footer of the page contains the copyright notice "© Copyright Long Grass Systems Pty Ltd,2014".



After a successful signon the Client List screen will display and the signed on user name and a Logoff button will be present.

Signed on user name      Logoff button enabled

System Administrator(Administrator)

File View Action Help

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Add Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Reset Name Order  First Name  Surname Search Name

Showing 88 clients < A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ? >

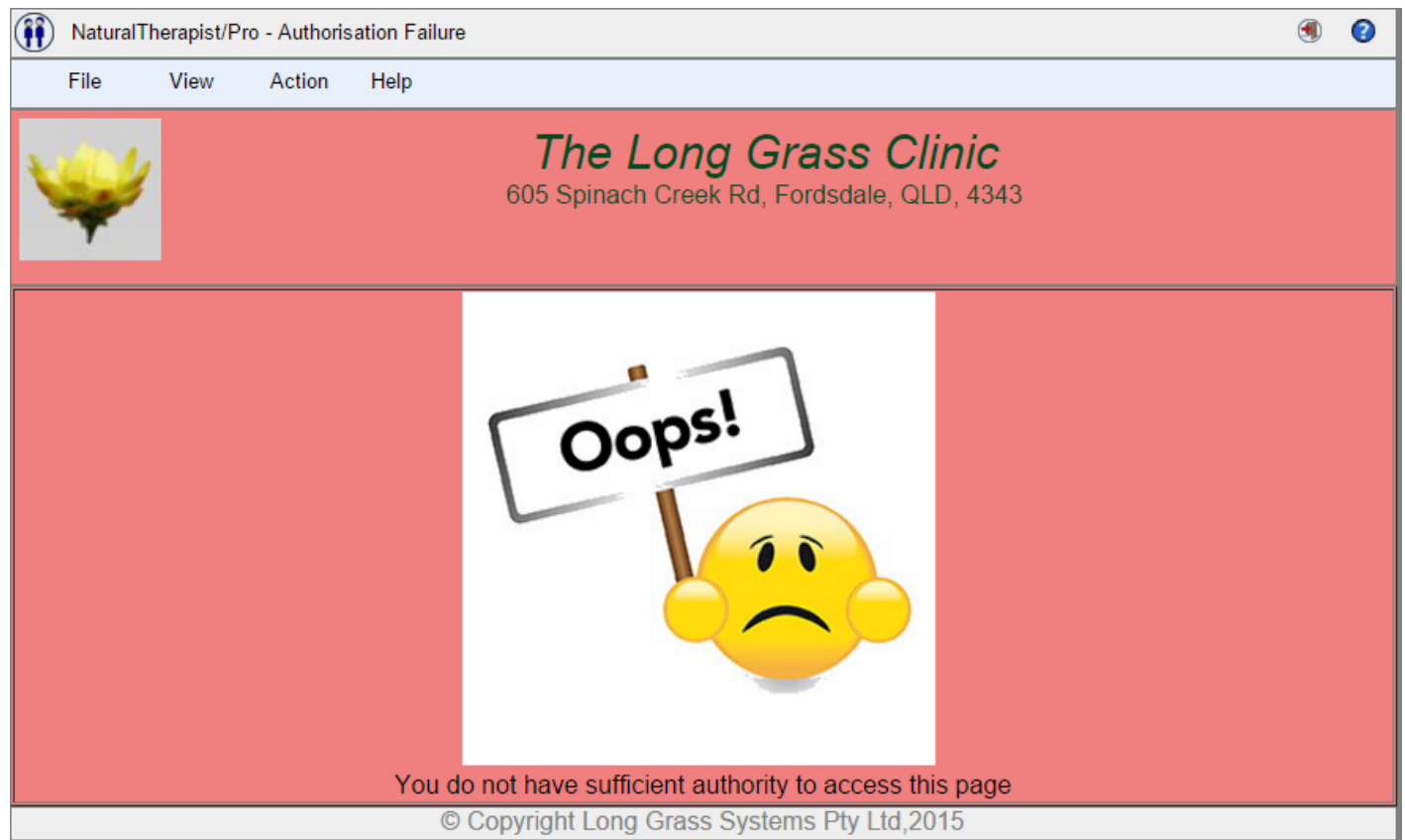
ID	Name	Address	Phone	Date of Birth
47	Aaron Chen			28th May 1984
375	Abdul Galamar	3/26 Woolware Road Greenacre NSW	0407127423(w)	22nd Nov 1976
273	Abhilasha Petrovic	6 Haywood Close Pendle Hill NSW 2145	0496921130(w)	7th Apr 1980
331	Adam Papalia			18th Mar 2008
970	Adrian Brkljac	4 Rutar Place Chipping Norton NSW 2170	97578541(h) 0420871788(w)	11th Mar 1937
229	Adrian Chapman	84 Bulls Rd North Strathfield NSW 2137	97363145(h) 0450955685(w)	19th Oct 1961
447	Adrian Renotte	78 Alpha Rd Kingsgrove NSW 2208		24th Dec 2000
535	Adriana Noor	7 Oliveri Close Cecil Hills NSW 2171	87810602(h) 0432205721(w)	28th Feb 2000
357	Adriana Razov	6 Sea Spray Court Fairfield NSW 2165	0484420708(w)	14th Aug 1971
819	Agata Barnett	28/7 Haywood Close Fairfield Heights NSW 2165	97882723(h)	15th Jul 1936
728	Aidan Settineri	55 A Gurner Avenue Schofields NSW 2762	0433150045(w)	22nd May 1986
163	Alecia Hutchingon	23b Keapl Circuit Concord West NSW 2138	97454028(h) 0480537320(w)	4th Jul 1986

## User Authorities

Each user that is defined to the system can be given one or more of the following authorities

- Admin
- Users
- Clients
- Appointments
- Stock
- Prescriptions
- Herbs
- Conditions
- Invoices
- Reports
- Care Records

If a user attempts to access a function within the system for which that user is not authorised they will be presented with a screen similar to the one below.



## User Maintenance

The User setup screen allows an authorised System Administrator to add, modify and delete users from the system as well as being able to reset a users password.

To add a new user click the "Add" button on the Toolbar, or use the popup menu displayed when you right click on the list of users.

To Edit or Delete a User or Reset a users password, right click on the user in the list on the left of the screen and select an option from the displayed popup menu.

The screenshot shows the 'NaturalTherapist/Pro - Admin' application running as a 'System Administrator(Administrator)'. The interface includes a menu bar (File, View, Action, Help) and a toolbar with icons for Add, Edit, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. The main header displays 'The Long Grass Clinic' logo and address: '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a 'Function' dropdown set to 'Setup' and a 'Setup Function' dropdown set to 'Users'. A table on the left lists users, with 'Andrew Naturopath' selected. A context menu is open over this user, showing options: 'Add User', 'View User System Administrator', 'Edit User System Administrator', and 'Delete User System Administrator'. The right-hand panel shows the 'User Details' for 'Andy' (Userid: Andy), including fields for 'Given Name' (Andrew), 'Surname' (Naturopath), 'Last Signon' (21-09-2015), 'Revoked' status (unchecked), 'Date' (21-09-2015), and 'Reason Revoked' (Password limit exceeded). Below this are sections for 'User Type' (Administrator, Practitioner, Receptionist, User) and 'User Access' (checkboxes for Client Care, Conditions, Invoicing, Care Records, Appointments, Prescriptions, Herbs, Stock, Users).

**Deleting a User**

Right click on the user to be deleted in the table of users and select "Delete User"

You will be prompted to confirm that you want to delete the selected user.

Click "Delete" and the user will be deleted.

You may not delete the user that you have used to sign on with.

## Google Calendar Support

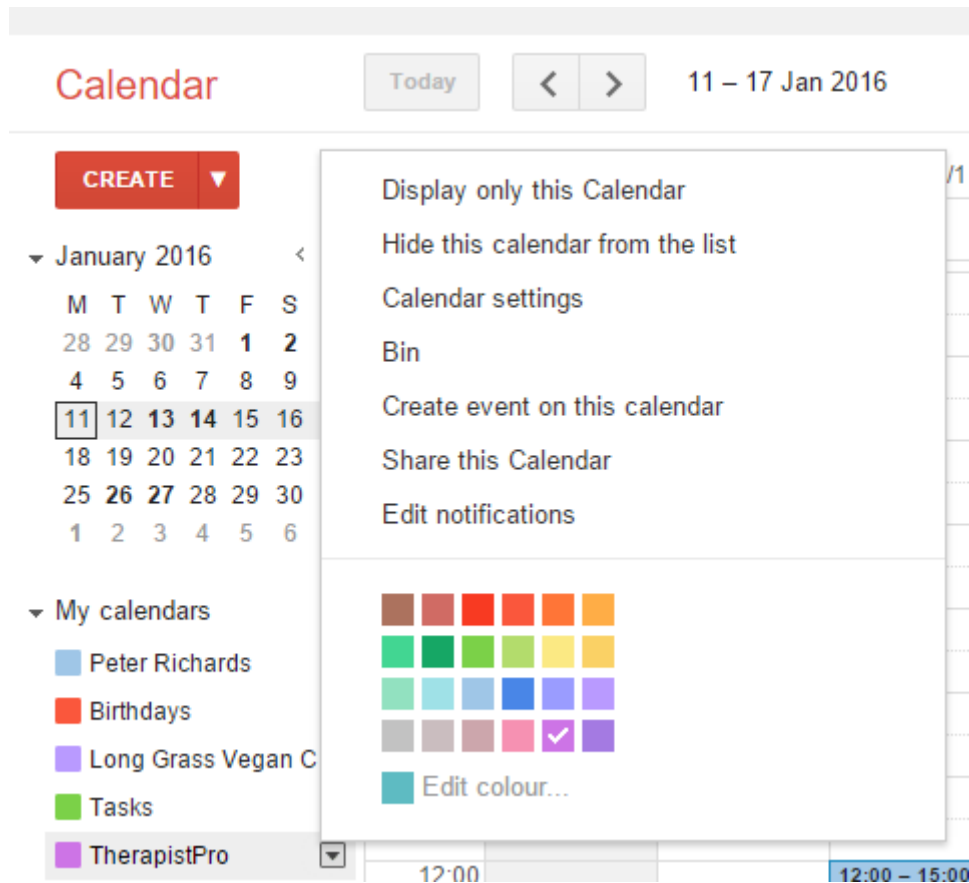
To enable Google Calendar Support

- Select "Calendar" from the "Setup Function" drop down list.
- Check the box marked "Use Google Calendar"
- Enter the Calendar Name and the Calendar ID

The specified Google Calendar must already exist.

To obtain the Calendar Name and Calendar ID,

- Sign in to Google in your web browser and select "Calendar".
- Locate the calendar you wish to use for all of your practice appointments
- Click the down-arrow to the right of the calendar name



- Select "Calendar Settings" and Google will display the details for the selected Calendar.

## TherapistPro Details

Calendar Details [Share this Calendar](#) [Edit notifications](#) [Bin](#)

« [Back to calendar](#)

Calendar Name:

Description:

Location:   
e.g. "San Francisco" or "London" or "UK". Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, tick the box instead.  
Country:  (choose a different country to see other time zones)  
Now select a time zone:   Display all time zones

**Auto-accept invitations**  
Calendars for resources such as conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Auto-accept invitations that do not conflict.  
 Automatically add all invitations to this calendar.  
 Do not show invitations.

**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click the Customise Link

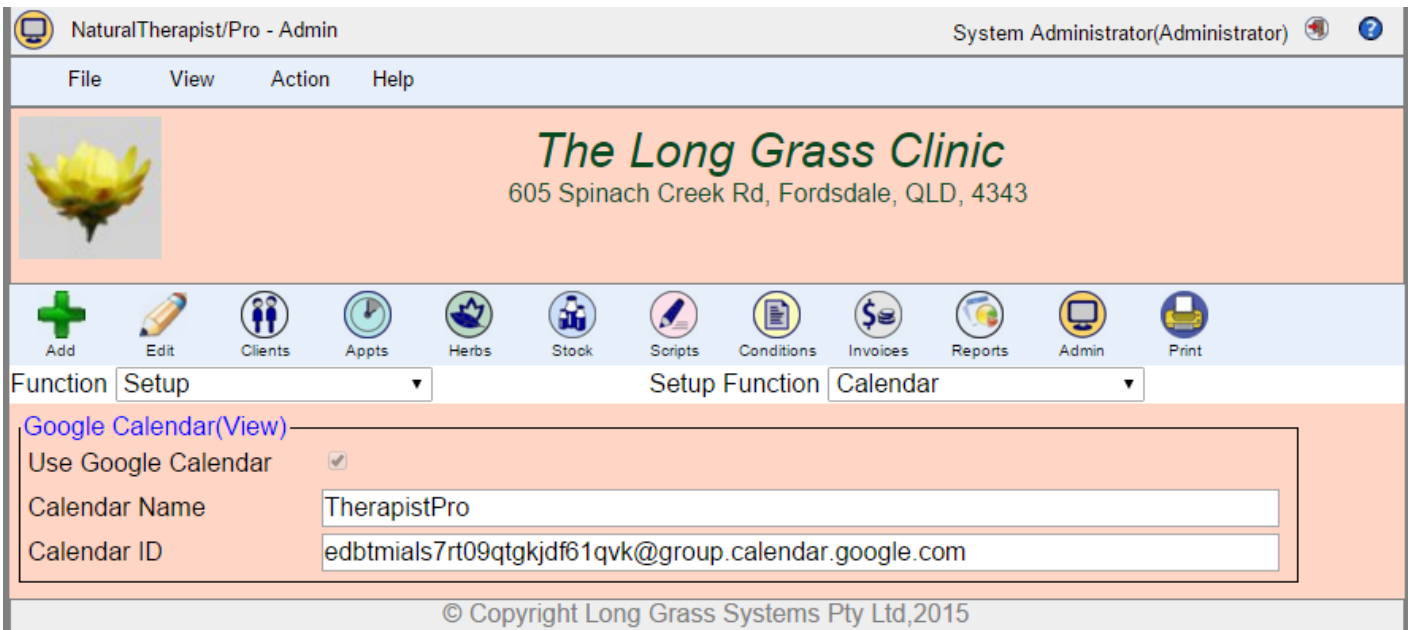


Paste this code into your website.  
Customise the colour, size and other options

```
<iframe  
src="https://calendar.google.com/cal  
endar/embed?  
src=edbtmials7rt09qtgkjdf61qvk%40  
group.calendar.google.com&ctz=Au
```

Calendar Address: [Learn more](#) [Change sharing settings](#)  
[ICAL](#) [HTML](#) (Calendar ID: edbtmials7rt09qtgkjdf61qvk@group.calendar.google.com)  
This is the address for your calendar. No one can use this link unless you have made your calendar public.

- Copy the Calendar Name and Calendar ID to the Therapist/Pro Admin screen



- Click Save

## How Google Calendar Support works

Once Google Calendar Support has been enabled, whenever you add or delete an Appointment, or a Holiday using the Therapist/Pro screens, the appointment will also be added/deleted in your Google Calendar.

For example, the "Staff Meeting" that we add when setting up "Holidays" in the next section will appear in the Google Calendar as shown below

The screenshot displays the 'NaturalTherapist/Pro - Appointments' application. The interface features a menu bar (File, View, Action, Help) and a header for 'The Long Grass Clinic' located at '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. A toolbar contains icons for various functions: Sync, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. Below the toolbar, there are dropdown menus for 'Modality' (set to 'All') and 'Practitioner' (set to 'All'). The main area is a calendar grid for October 2016, showing appointments for Andrew Naturopath and Mary Masseuse. Two 'Weekly Staff Meeting' appointments are highlighted in yellow for October 19th and 20th at 10:00 and 10:30. A sidebar on the left shows a list of clients with 'Coral Ann Aaardvark' selected.

If you always use Therapist/Pro to add holidays and appointments then you do not need to perform a calendar synchronisation.

If however you update your Google Calendar outside of Therapist/Pro, the changes will only be reflected in Therapist/Pro if you perform a Calendar Synch using the Appointments screen as described on page 95.

Sync Button

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Modality: All      Practitioner: All

Time	Andrew Naturopath	Mary Masseuse		
08:00				
08:30				
09:00				
09:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00				
16:30				
17:00				
17:30				

Google Calendar Support is much simpler if you always use the Therapist/Pro screens to add appointments to your Google Calendar.

Google Calendar allows you to enter calendar events in a free-form manner and you do not have access to your client list when you do this. For this reason, the synchronisation process requires that you select a client name and practitioner from drop down lists for each appointment that has been entered into your Google Calendar outside of Therapist/Pro.



## Holidays

The Holiday screens allow you to set up events such as public holidays and practitioners annual leave. These events appear as busy time in the Appointments calendar.

To add a new holiday click the "Add" button on the Toolbar.

To Add, Edit or Delete a holiday, right click on the holiday in the list on the left of the screen and select an option from the displayed popup menu.

If the "All Day Event" button is selected, the holiday will start at the Practice Start Time and finish at the Practice End Time for that particular day. If the "All Day Event" is not selected then start and end times can be specified. This is particularly useful for specifying meetings.

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Function: **Setup**      Setup Function: **Holidays**

Date	Practitioner	Description	R
1st Jan 2015	All	New Years Day	Y
4th Sep 2015	All	Beer o'clock	Y
19th Oct 2015	Andrew Naturopath	Tea at the Ritz	N
19th Oct 2015	Andrew Naturopath	Breakfast of champions	N
25th Dec 2015	All	Xmas Day	Y
26th Dec 2015	All	Boxing Day	Y

**Details(View)**

Practitioner: All

Holiday Type: Public Holiday

Note: New Years Day

All Day Event:

Start Time: 13:39

Start Date: 1 Jan 2015

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today

End Time: 09:36

End Date: 1 Jan 2015

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

## Recurring Holidays

Many public holidays, meetings and conferences recur following a regular pattern. When adding or editing a holiday, by scrolling down the holiday screen, a number of different recurrence patterns can be specified.

### Daily Recurrence

Recurrence Pattern

None	<input type="radio"/>	<input type="radio"/>	Every	<input type="text"/>	day(s)
Daily	<input checked="" type="radio"/>	<input type="radio"/>	Every Weekday		
Weekly	<input type="radio"/>				
Monthly	<input type="radio"/>				
Yearly	<input type="radio"/>				

A holiday that recurs daily can be defined as recurring on every weekday (Monday-Friday) or a set number of days apart, for example every 10 days.

### Weekly Recurrence

Recurrence Pattern

None	<input type="radio"/>	Every	<input type="text"/>	week(s) on:			
Daily	<input type="radio"/>	<input type="checkbox"/>	Su	<input type="checkbox"/>	Mo	<input type="checkbox"/>	Tu
Weekly	<input checked="" type="radio"/>	<input type="checkbox"/>	We				
Monthly	<input type="radio"/>	<input type="checkbox"/>	Th	<input type="checkbox"/>	Fr	<input type="checkbox"/>	Sa
Yearly	<input type="radio"/>						

A holiday that recurs weekly can be defined as recurring a set number of weeks apart on a particular day (or days) of the week, for example Monday and Wednesday of every second week.

### Monthly Recurrence

Recurrence Pattern

None	<input type="radio"/>	<input type="radio"/>	Day	<input type="text" value="1"/>	
Daily	<input type="radio"/>	<input type="radio"/>	First	<input type="text" value="Sunda"/>	
Weekly	<input type="radio"/>	<input type="radio"/>	Every	<input type="text"/>	Month(s)
Monthly	<input checked="" type="radio"/>				
Yearly	<input type="radio"/>				

A holiday that recurs monthly can be defined as recurring on a particular day of each month, or on a particular day of the month, a fixed number of months apart, for example The 1st day of the month every 3 months. Alternatively a monthly recurrence can be defined as occurring on a particular weekday a fixed number of months apart, for example, the second Sunday of every 3rd month.

### Yearly Recurrence

Recurrence Pattern

None	<input type="radio"/>	<input type="radio"/>	January	<input type="text" value="1"/>	
Daily	<input type="radio"/>	<input type="radio"/>	First	<input type="text" value="Sunda"/>	
Weekly	<input type="radio"/>		in	January	
Monthly	<input type="radio"/>	<input type="radio"/>	Every	<input type="text"/>	Year(s)
Yearly	<input checked="" type="radio"/>				

A holiday that recurs yearly can be defined as recurring a set number of years apart on a particular day of a specified month, for example Christmas day occurs on 25th December every year. Alternatively the holiday can be defined as occurring on a particular weekday of a specified month.

## Recurrence End Date

Range of Recurrence

No End Date

End After  0 occurrences

End By

« 10 Janua 2016 »

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

If applicable, an end date can be specified for the recurring appointment. This can either be a fixed date or specified as being after a specified number of repetitions.

### Recurring Holidays requiring manual entry

Some recurring public holidays, such as Good Friday do not lend themselves to being defined using this technique. Easter Sunday is defined as being the first Sunday after the first full moon after the Autumn equinox (in the southern hemisphere). Holidays such as Good Friday are therefore difficult to specify using the recurrence patterns above, and need to be entered each year.

It is also common practice in Australia to shift public holidays that occur on a weekend to the nearest Monday or Friday. These type of holiday shifts also need to be entered, or modified each year.

## Example

All practitioners attend a staff meeting between 10am and 11am every Wednesday starting on the 13<sup>th</sup> April 2016, a time when appointments would normally be taken.

Next to "Practitioner", select "All". Make sure that "all day event" is not selected. Select the start and end times and select the start and end dates as 13<sup>th</sup> April 2016. Select the Holiday Type as Meeting.

To create a new "Holiday Type", overtype the value in the Holiday Type drop down list and press the ENTER key, or the TAB key. Note, if you do not press enter or tab, the new value will be ignored.

When you click SAVE the new type will be added to the list of available types.

The screenshot shows the 'NaturalTherapist/Pro - Admin' software interface. The title bar indicates the user is 'System Administrator(Administrator)'. The main header displays the clinic name 'The Long Grass Clinic' and its address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a toolbar with icons for Save, Cancel, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. The 'Function' dropdown is set to 'Setup' and the 'Setup Function' dropdown is set to 'Holidays'.

On the left, there is a table of existing holidays:

Date	Practitioner	Description	R
1st Jan 2015	All	New Years Day	Y
4th Sep 2015	All	Beer o'clock	Y
19th Oct 2015	Andrew Naturopath	Tea at the Ritz	N
19th Oct 2015	Andrew Naturopath	Breakfast of champions	N
25th Dec 2015	All	Xmas Day	Y
26th Dec 2015	All	Boxing Day	Y

On the right, the 'Details(Add)' form is visible. The 'Practitioner' dropdown is set to 'All'. The 'Holiday Type' dropdown is set to 'Staff Meeting'. The 'Note' field contains 'Weekly Staff Meeting'. The 'All Day Event' checkbox is unchecked. The 'Start Time' is set to 10:00. The 'Start Date' is set to 13 April 2016. The 'End Time' is set to 11:00. The 'End Date' is also set to 13 April 2016. Two calendar grids are shown for the start and end dates, both highlighting the 13th of April 2016.

Scroll down to the Recurrence Pattern and select "Weekly" and select Wednesday.

Recurrence Pattern

None	<input type="radio"/>	Every	<input type="text"/>	week(s) on:
Daily	<input type="radio"/>	<input type="checkbox"/> Su	<input type="checkbox"/> Mo	<input type="checkbox"/> Tu
Weekly	<input checked="" type="radio"/>	<input type="checkbox"/> We		
Monthly	<input type="radio"/>	<input type="checkbox"/> Th	<input type="checkbox"/> Fr	<input type="checkbox"/> Sa
Yearly	<input type="radio"/>			

Click the Save Button on the Toolbar.

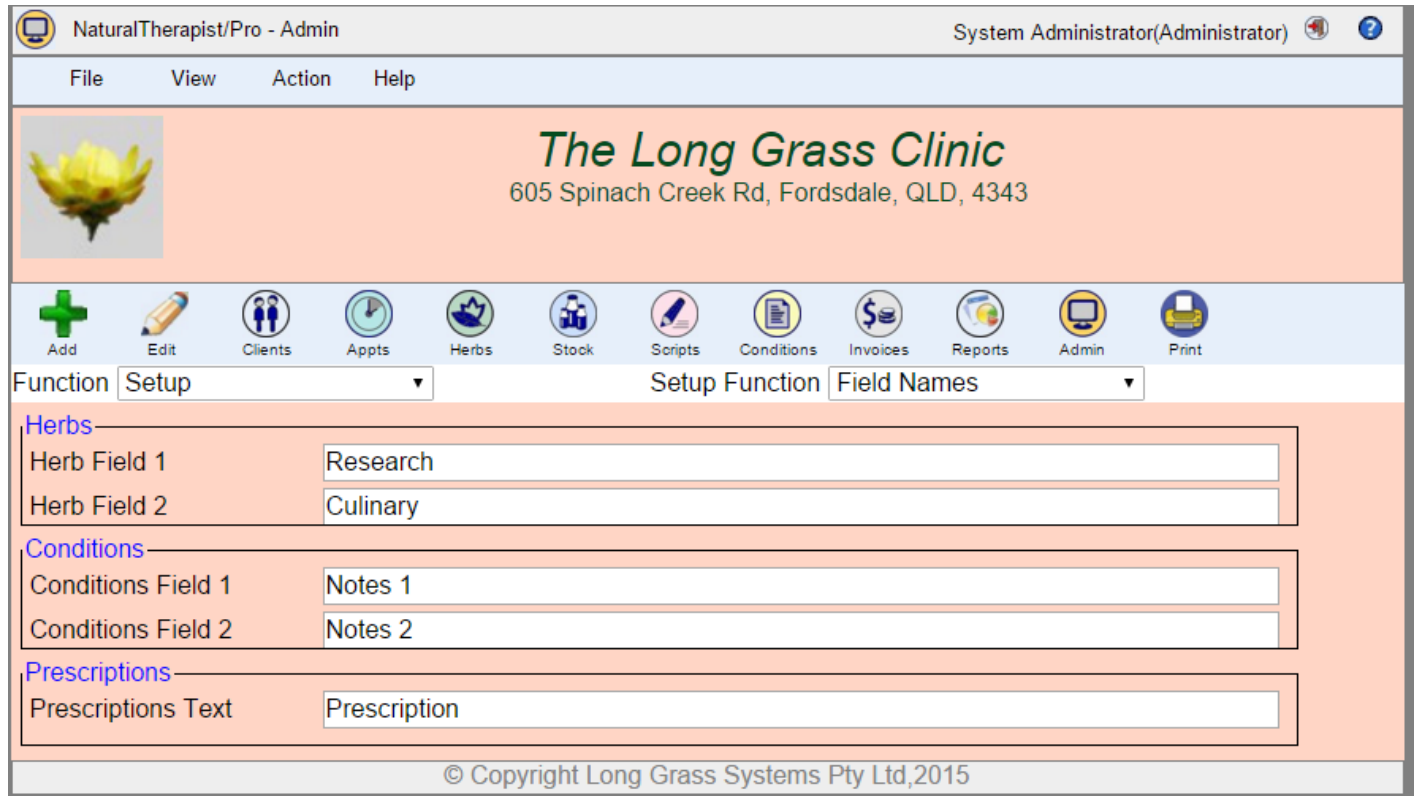
Appointments may not be made at this time for any Practitioner.

If Google Calendar Support has been enabled then the holiday will also be inserted into the Google Calendar.

## Field Names

The Herbs and Conditions database each have two free-form text fields available for your use. By default, these fields are named "Notes 1" and "Notes 2" and the database. You may change the field names to any name that suits your needs.

In some countries, the use of the word "Prescription" by non medical professionals is not allowed. The "Prescriptions Text" field on this screen allows an alternative word to be used throughout the program.



The screenshot shows the 'Field Names' setup screen in the NaturalTherapist/Pro - Admin application. The interface includes a menu bar (File, View, Action, Help), a header with the clinic name 'The Long Grass Clinic' and address '605 Spinach Creek Rd, Fordsdale, QLD, 4343', and a toolbar with icons for Add, Edit, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. The main content area is divided into three sections: Herbs, Conditions, and Prescriptions. Each section contains two text input fields for naming the respective database fields. The Herbs section has 'Herb Field 1' set to 'Research' and 'Herb Field 2' set to 'Culinary'. The Conditions section has 'Conditions Field 1' set to 'Notes 1' and 'Conditions Field 2' set to 'Notes 2'. The Prescriptions section has 'Prescriptions Text' set to 'Prescription'. A footer at the bottom indicates '© Copyright Long Grass Systems Pty Ltd, 2015'.

Function	Setup	Setup Function	Field Names
<b>Herbs</b>			
Herb Field 1		Research	
Herb Field 2		Culinary	
<b>Conditions</b>			
Conditions Field 1		Notes 1	
Conditions Field 2		Notes 2	
<b>Prescriptions</b>			
Prescriptions Text		Prescription	

### Conditions Database

The Conditions database has two spare fields. These free form text fields are for your for personalised information on any particular condition. You may, for example, choose to name one field 'Research' and another 'Trials' depending on your interests.

### Herb Database

The Herbs database has two spare fields. These free form text fields are for personalised information on any particular herb. You may, for example, choose to name one button 'Culinary Uses' and the other 'Cultivation' depending on your interests. The default names for these buttons are 'Notes 1' and 'Notes 2'.

## Billing Items

Billing Items are used by the invoicing system to set up templates for regularly used invoice items. These templates allow details such as price, tax amount, health care item numbers and detailed description to be entered with a single click.

The screenshot shows the 'NaturalTherapist/Pro - Admin' software interface. The title bar indicates the user is 'System Administrator(Administrator)'. The menu bar includes 'File', 'View', 'Action', and 'Help'. The main header area features a logo of a yellow flower and the text 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a toolbar with icons for 'Add', 'Edit', 'Clients', 'Appts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The 'Function' dropdown is set to 'Setup' and the 'Setup Function' dropdown is set to 'Billing Items'. On the left, a table lists existing billing items:

Code	Amount
Consultation	125
Iridology	90
Massage	120

On the right, the 'Billing Item(View)' form is displayed with the following fields:

- Billing Code: Consultation
- Health Care Item: 7381
- Tax Rate: 10 %
- Tax Type: GST
- Amount: \$125
- Description: Standard Consultation

## Invoice Layout

The invoice layout screen allows you to select, using a series of check boxes, which items will appear on printed invoices.

The screenshot shows the 'NaturalTherapist/Pro - Admin' software interface. The title bar indicates the user is 'System Administrator(Administrator)'. The menu bar includes 'File', 'View', 'Action', and 'Help'. The main header area displays the clinic's logo (a yellow flower) and name 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below this is a toolbar with icons for 'Add', 'Edit', 'Clients', 'Appts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The 'Function' dropdown is set to 'Setup' and the 'Setup Function' dropdown is set to 'Invoice Layout'. The 'Includes' section contains a grid of checkboxes for various invoice items: Practice Logo, Practice Name, Practice Address, Website, Email, Phone, ABN, Custom Text 1, Custom Text 2, Client Name, Client Address, Invoice Number, Invoice Date, Item Date, Billing Code, Practitioner, Description, Item Amount, and Provider Numbers. Below this, a preview of the invoice layout is shown, featuring the clinic's logo, name, address, phone number, and ABN. Two custom text fields are visible: 'Custom Text 1' containing 'ANTA Member: 6205' and 'Custom Text 2' containing 'TAX INVOICE'. At the bottom, there are labels for 'Client: Client Name', 'Address: Street', 'Invoice Number: 0000001', and 'Invoice Date: yyyy-mm-dd'.

Two custom text fields are available for you to add text that is specific to your practice. The first custom text field appears below the practice address at the top of the invoice. This field is, by default, not displayed. You may use this field to add a single line of text to the invoice. For advanced users, this field can contain HTML tags to format the text.

For example entering the following for custom text1

```
<center><i>A wholistic approach to health care</i></center>
```

will result in a line like this

*A wholistic approach to health care*



The second custom text field has a default value of "TAX INVOICE" and is enabled by default. Invoices written in Australia are required to have these words appear on the invoice for them to be claimed as a tax deduction.

Countries other than Australia may not require this field or may require different text.

<input type="text" value="ANTA Member: 6205"/>				
<div style="border: 1px solid black; padding: 5px;"> <p style="color: blue; margin: 0;">Custom Text 2</p> <input style="width: 100%; height: 20px;" type="text" value="TAX INVOICE"/> </div>				
<b>Client:</b>	Client Name	<b>Invoice Number:</b>	0000001	
<b>Address:</b>	Street	<b>Invoice Date:</b>	yyyy-mm-dd	
	Town			
	State			
Date	Item	Practitioner	Description	Amount
yyyy-mm-dd	abcd	Practitioner Name	Item Description	\$123.45
Provider Numbers for <i>Practitioner Name</i> <b>fund1:12345 fund2:6789</b>				
© Copyright Long Grass Systems Pty Ltd,2015				

An example invoice using the layout above is shown below.



## The Long Grass Clinic

605 Spinach Creek Rd Fordsdale QLD 4343

(07)46975177

<http://www.LongGrassSystems.com.au/>

[sales@LongGrassSystems.com.au](mailto:sales@LongGrassSystems.com.au)

ABN:90 086 242 042

ANTA Member: 6205

### TAX INVOICE

Carlos Absell  
2/96-98 Hampden Rd  
Kellyville  
NSW  
2155

**Invoice No:** 00000247  
**Date :** 30th Jan 2010

Date	#	Item	Description	Amount	GST
30th Jan 2010	1		Naturopathic consultation 1 hour (Andrew Naturopath)	\$70.00	\$0.00
30th Jan 2010	2		Naturopathic consultation 1 hour (Andrew Naturopath)	\$70.00	\$0.00
30th Jan 2010	3		Herbal medicine	\$44.50	\$0.00
30th Jan 2010	4		Herbal medicine with a long description that will run over	\$44.50	\$0.00

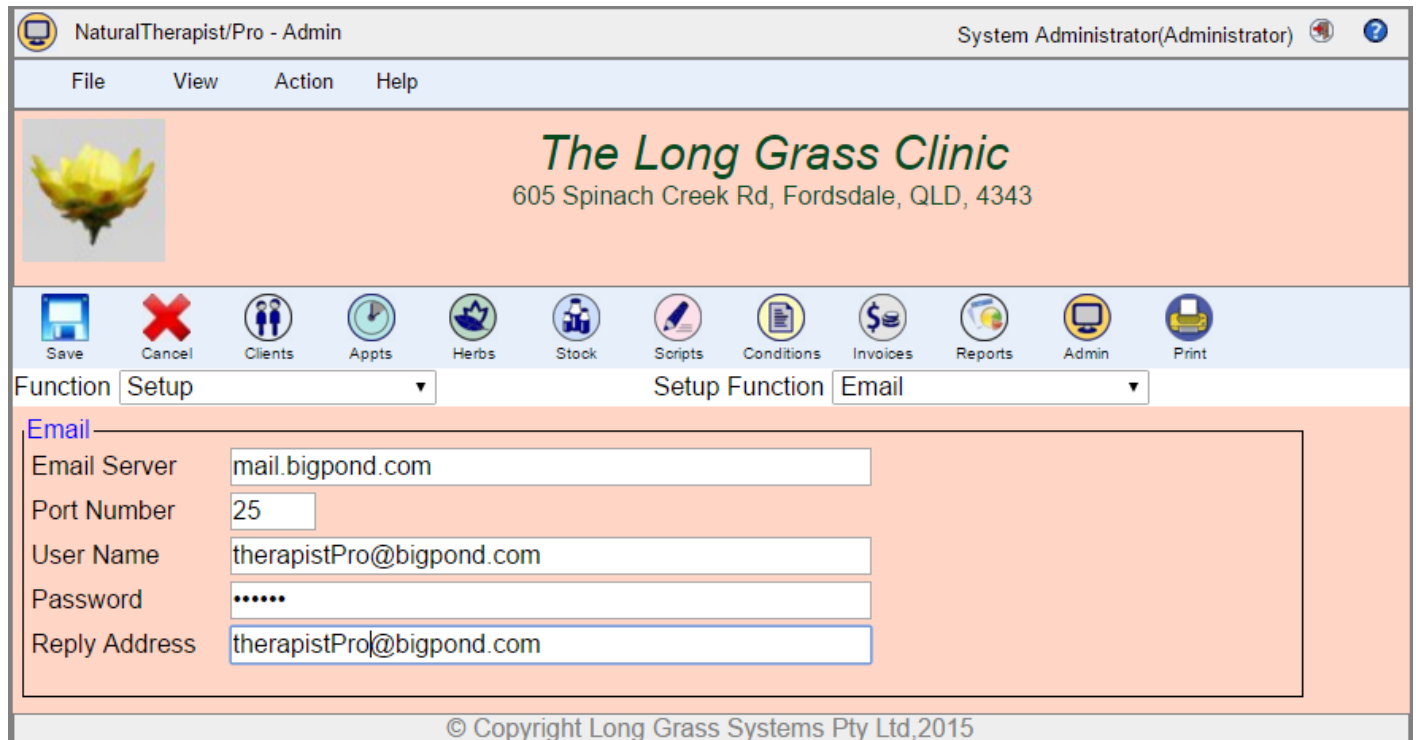
Amount	\$229.00
GST	\$0.00
<b>Total</b>	<b>\$229.00</b>
Health Fund	\$0.00
Paid	\$0.00
<b>Due</b>	<b>\$229.00</b>

Provider Numbers for Andrew Naturopath

**hcf:**1234567,**mbf:**48-64-16

## Email

NaturalTherapist/Pro allows you to send appointment reminders by email. It also allows you to send invoices to clients via email. Before you can take advantage of these features you need to set up your email server and the server sign-on details.



The screenshot shows the 'NaturalTherapist/Pro - Admin' window. The title bar indicates the user is 'System Administrator(Administrator)'. The menu bar includes 'File', 'View', 'Action', and 'Help'. The main header area features a yellow flower logo on the left and the text 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343' on the right. Below the header is a toolbar with icons for 'Save', 'Cancel', 'Clients', 'Appts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The 'Function' dropdown is set to 'Setup' and the 'Setup Function' dropdown is set to 'Email'. The 'Email' setup form contains the following fields:

Email Server	<input type="text" value="mail.bigpond.com"/>
Port Number	<input type="text" value="25"/>
User Name	<input type="text" value="therapistPro@bigpond.com"/>
Password	<input type="password" value="*****"/>
Reply Address	<input type="text" value="therapistPro@bigpond.com"/>


At the bottom of the window, the copyright notice reads: '© Copyright Long Grass Systems Pty Ltd,2015'.


Enter your email SMTP server name, userid and password as provided to you by your email service provider. This is the same information that you would enter in Microsoft Outlook when setting up your email account. The reply address should be the email address that your clients use to communicate with your practice e.g. Reception@NaturalTherapyClinic.com.au.

Once you have set up your email server, the "Email" button will be enabled on the invoice and other screens to allow you to send invoices to clients by email.

## Online Bookings

The online bookings component provides a web page that you can add to your website to allow your clients to make appointments online.


NaturalTherapist/Pro - Online Appointments



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

#### Online Appointments

Appointment Type 
Practitioner

◀	11	February	2016	▶		
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
Today						

**Signed On As**

Email

Name

Next Available Appointment with any Practitioner for any Appointment type from 11 Feb 2016 next 3 days			
	Date	Time	Practitioner
<input type="button" value="Book"/>	11 Feb 2016	08:00	Andrew Naturopath
<input type="button" value="Book"/>	11 Feb 2016	08:30	Andrew Naturopath
<input type="button" value="Book"/>	11 Feb 2016	09:00	Andrew Naturopath
<input type="button" value="Book"/>	11 Feb 2016	09:00	Mary Masseuse
<input type="button" value="Book"/>	11 Feb 2016	09:30	Andrew Naturopath
<input type="button" value="Book"/>	11 Feb 2016	09:30	Mary Masseuse
<input type="button" value="Book"/>	11 Feb 2016	10:00	Mary Masseuse
<input type="button" value="Book"/>	11 Feb 2016	10:30	Andrew Naturopath
<input type="button" value="Book"/>	11 Feb 2016	10:30	Mary Masseuse
<input type="button" value="Book"/>	11 Feb 2016	11:00	Andrew Naturopath
<input type="button" value="Book"/>	11 Feb 2016	11:00	Mary Masseuse
<input type="button" value="Book"/>	11 Feb 2016	11:30	Andrew Naturopath
<input type="button" value="Book"/>	11 Feb 2016	11:30	Mary Masseuse
<input type="button" value="Book"/>	12 Feb 2016	08:00	Andrew Naturopath
<input type="button" value="Book"/>	12 Feb 2016	08:30	Andrew Naturopath
<input type="button" value="Book"/>	12 Feb 2016	09:00	Andrew Naturopath
<input type="button" value="Book"/>	12 Feb 2016	09:30	Andrew Naturopath

To add the online bookings page to your website you first need to complete the Email Setup described on page 46

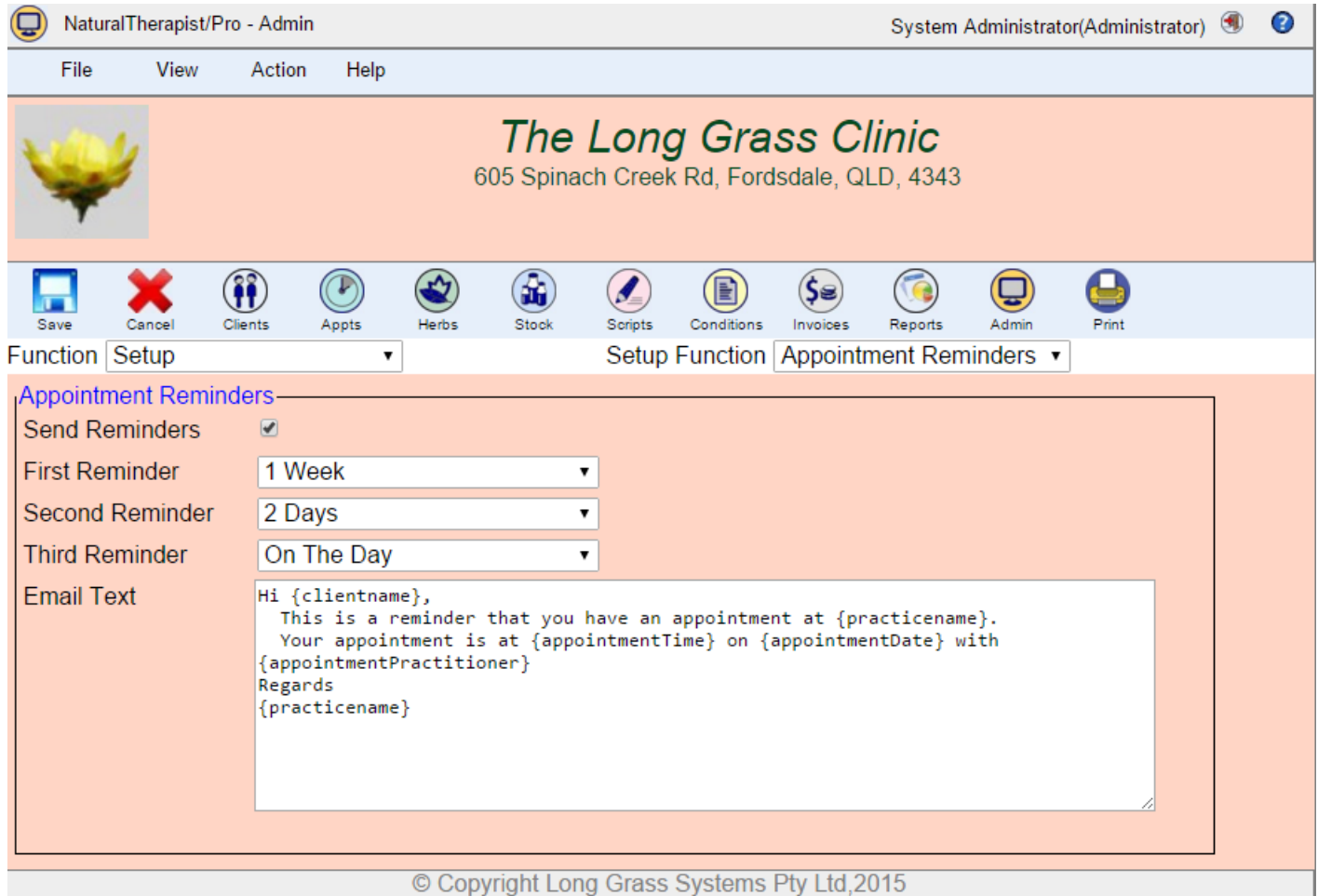
Once the email setup has been done you can place a link on your website to <http://www.{your domain name}/TherapistPro/OnlineBookings.php>

## Appointment Reminders

NaturalTherapist/Pro allows you to send appointment reminders by email.

Note that unlike the PC version of Therapist/Pro, reminders are not sent automatically but are sent by clicking the "Reminders" button on the "Appointments" screen.

To start using this function you must first set up the Email server settings as described in a previous section and then define your reminder settings as shown on the screen below.



The screenshot shows the NaturalTherapist/Pro Admin interface. The title bar reads "NaturalTherapist/Pro - Admin" and "System Administrator(Administrator)". The menu bar includes "File", "View", "Action", and "Help". The main header area features a yellow flower icon and the text "The Long Grass Clinic" and "605 Spinach Creek Rd, Fordsdale, QLD, 4343". Below this is a toolbar with icons for Save, Cancel, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. The "Function" dropdown is set to "Setup" and the "Setup Function" dropdown is set to "Appointment Reminders". The "Appointment Reminders" section includes a "Send Reminders" checkbox (checked), three reminder frequency dropdowns (First Reminder: 1 Week, Second Reminder: 2 Days, Third Reminder: On The Day), and an "Email Text" field containing a template with placeholders for client name, practice name, appointment time, date, and practitioner name. The footer of the interface reads "© Copyright Long Grass Systems Pty Ltd,2015".

You can send up to three appointment reminders to each client by selecting values from the "First", "Second" and "Third" reminder drop down lists.

Email appointment reminder messages will have the subject line as "<your practice name> Appointment Reminder". The body of the email will contain the text specified which by default is .

```
Hi {clientname},  
  
This is a reminder that you have an appointment at {practicename}.  
  
Your appointment is at {appointmentTime} on {appointmentDate} with {appointmentPractitioner}  
  
Regards  
  
{practicename}
```

If you change the email text, the special values enclosed in curly braces must be specified exactly as shown.

These keywords will be replaced when the email is created.

- {clientname}
- {practicename}
- {appointmentTime}
- {appointmentDate}
- {appointmentPractitioner}

## My Preferences

Selecting "My Preferences" allows each user to tailor a number of Therapist/Pro items to their own preference.

The initial screen to be displayed when signing on to Therapist/Pro can be set. For Practitioners this will generally be the Client screen (the default) but the receptionist may prefer to see the Appointments screen first.

The default behavior is for Therapist/Pro to use a single browser window for each screen. This means that switching from the "Clients" screen to the "Appointments" screen will effectively close the "Clients" screen. Many users will prefer each screen to be opened in a new browser tab.

Similarly, practitioners may like to compare a clients care records side by side. This can be achieved by ticking the appropriate box in "User Preferences".



The screenshot shows the 'My Preferences' page in the NaturalTherapist/Pro Admin interface. The browser window title is 'NaturalTherapist/Pro - Admin' and the user is logged in as 'System Administrator(Administrator)'. The page header includes a logo of a yellow flower and the text 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. A navigation bar contains icons for Add, Edit, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. Below the navigation bar, the 'Function' dropdown is set to 'My Preferences'. The 'User Preferences' section contains the following fields and options:

- User Number: 0
- User ID: sysadm
- Start screen: Clients
- Open each screen in a new Tab
- Open each care record in a new window

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## Client Documents

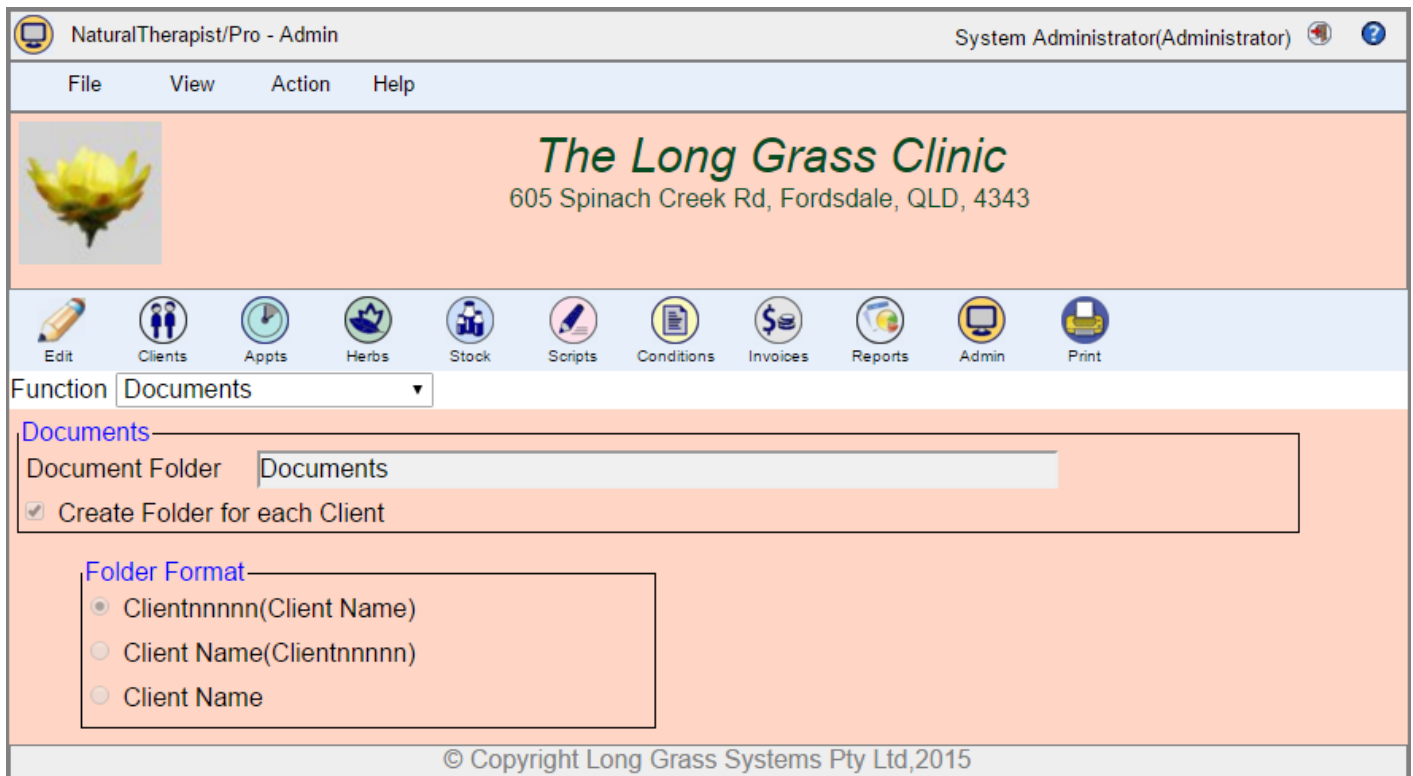
The documents folder is automatically created on your web server when NaturalTherapist/Pro is installed.

This folder has Read/Write access to allow you to create sub-folders and upload documents related to each client.

You can change the name of the "Documents" folder on your web server by clicking "Edit". However, the selected folder must exist on the server within the TherapistPro folder and must have Read/Write access.

When you click on the "Docs" button within the client care screen for a client you can browse files that have been uploaded for each client. If you check the "Create Folder for each Client" box below, then when you click on the "Docs" button, the system will create a folder for the client if one does not already exist. The name of the created folder will be determined by the "Folder Format" option selected below.

If you do not check the "Create Folder for each Client" box then uploaded files will go directly into the "Documents" folder and it is up to you to maintain a naming system that allows you to associate a file with a client.



The screenshot shows the 'NaturalTherapist/Pro - Admin' interface. The browser title bar indicates the user is 'System Administrator(Administrator)'. The main header features a yellow flower logo and the clinic name 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. A navigation bar contains icons for Edit, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. The 'Function' dropdown is set to 'Documents'. The 'Documents' section includes a 'Document Folder' text box containing 'Documents' and a checked checkbox for 'Create Folder for each Client'. The 'Folder Format' section has three radio button options: 'Clientnnnnn(Client Name)' (selected), 'Client Name(Clientnnnnn)', and 'Client Name'. The footer contains the copyright notice '© Copyright Long Grass Systems Pty Ltd,2015'.



## Database Maintenance

The screenshot shows a web application interface for 'NaturalTherapist/Pro - Admin'. The user is logged in as 'System Administrator(Administrator)'. The main header displays the clinic name 'The Long Grass Clinic' and its address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. A navigation bar contains icons for various functions: Restore, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. Below this, there are two dropdown menus: 'Function' set to 'Database' and 'Database Function' set to 'Restore'. The main content area is titled 'Restore' and contains the following text: 'Select a backup file then Press the Restore button to restore the database from a previous backup. Your server will allow a maximum file upload size of the smaller of upload\_max\_filesize=2M and post\_max\_size=8M. If your backup file is larger than one of these values, the restore will not work unless you have your web server increase these values in your php.ini or .htaccess files.' Below the text is a file selection area with a 'Choose file' button and a text box showing 'No file chosen'. A note at the bottom of the content area says 'Please be patient database restore may take several minutes'. The footer of the page reads '© Copyright Long Grass Systems Pty Ltd,2015'.

The Database maintenance screens allow you to

- Backup the database
- Restore the database from a previous backup
- Optimise the database

### Alternatives to the Built-in Backup/Restore process

Your website control panel normally has options that allow you to backup and restore your MySQL database.

MySQL provide free desktop tools that allow you to perform a backup and restore and a myriad of other functions directly from your desktop. You can download and install "MySQL WorkBench" for free from [www.mysql.com](http://www.mysql.com) .

## Backup

The built-in Backup process of NaturalTherapist/Pro allows you to make a copy of your database which you can later restore.

Note that your web server may have restricted the size of files that you can upload to your website. If the PHP settings for "upload\_max\_filesize" or "post\_max\_size" are less than the size of your backup file then you will not be able to use the backup file for restoring the database until those settings are changed.

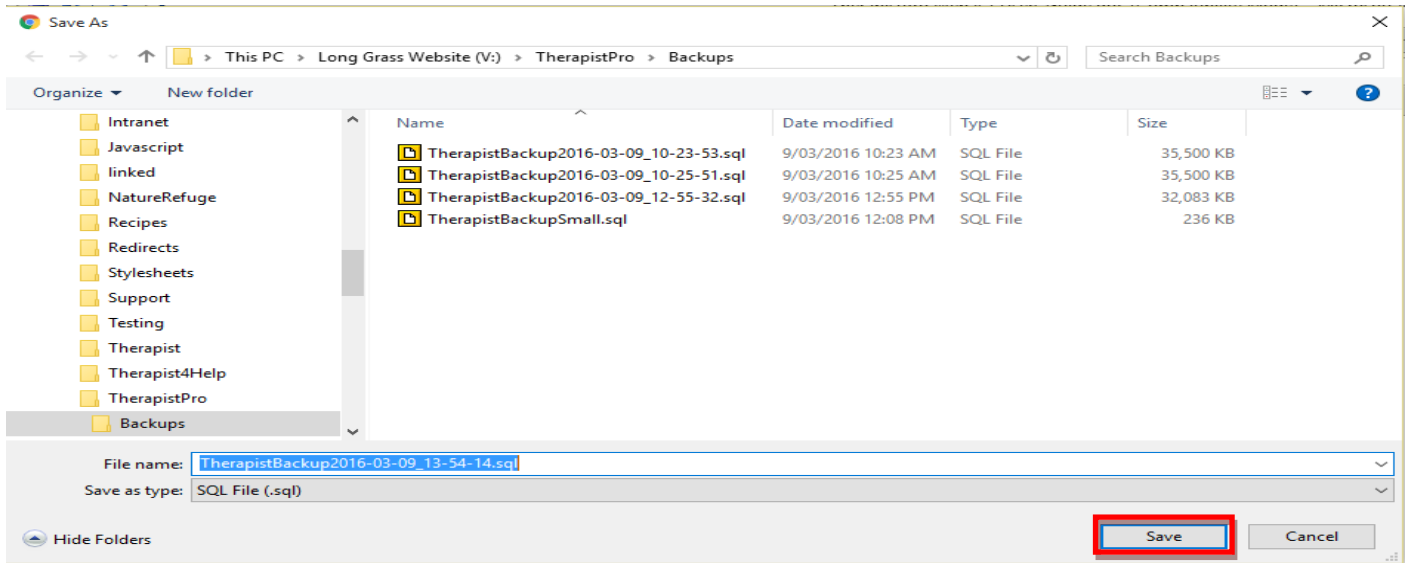
Backup does NOT copy anything besides the database. You should ensure that your documents, such as client scans, are backed up using your normal backup procedures.

To perform a backup

- Select "Backup" from the drop down list
- Click the "Backup" button

The screenshot shows the NaturalTherapist/Pro Admin interface. The browser title is "NaturalTherapist/Pro - Admin" and the user is logged in as "System Administrator(Administrator)". The interface has a menu bar with "File", "View", "Action", and "Help". Below the menu bar is a header section for "The Long Grass Clinic" with the address "605 Spinach Creek Rd, Fordsdale, QLD, 4343". A navigation bar contains icons for "Backup", "Clients", "Apts", "Herbs", "Stock", "Scripts", "Conditions", "Invoices", "Reports", "Admin", and "Print". The "Backup" icon is highlighted with a red box. Below the navigation bar, there are two dropdown menus: "Function" set to "Database" and "Database Function" set to "Backup", both highlighted with red boxes. A text box below the dropdowns contains the following instructions: "Backup", "Press the backup button to create a full database backup", "Your browser will prompt you to save the generated backup file", and "Please be patient database backup may take several minutes". The footer of the interface reads "© Copyright Long Grass Systems Pty Ltd,2015".

Your web browser will prompt you to save the generated backup file on your PC.



The backup name will be “TherapistBackup” followed by the date and the time of the backup.

## Restore

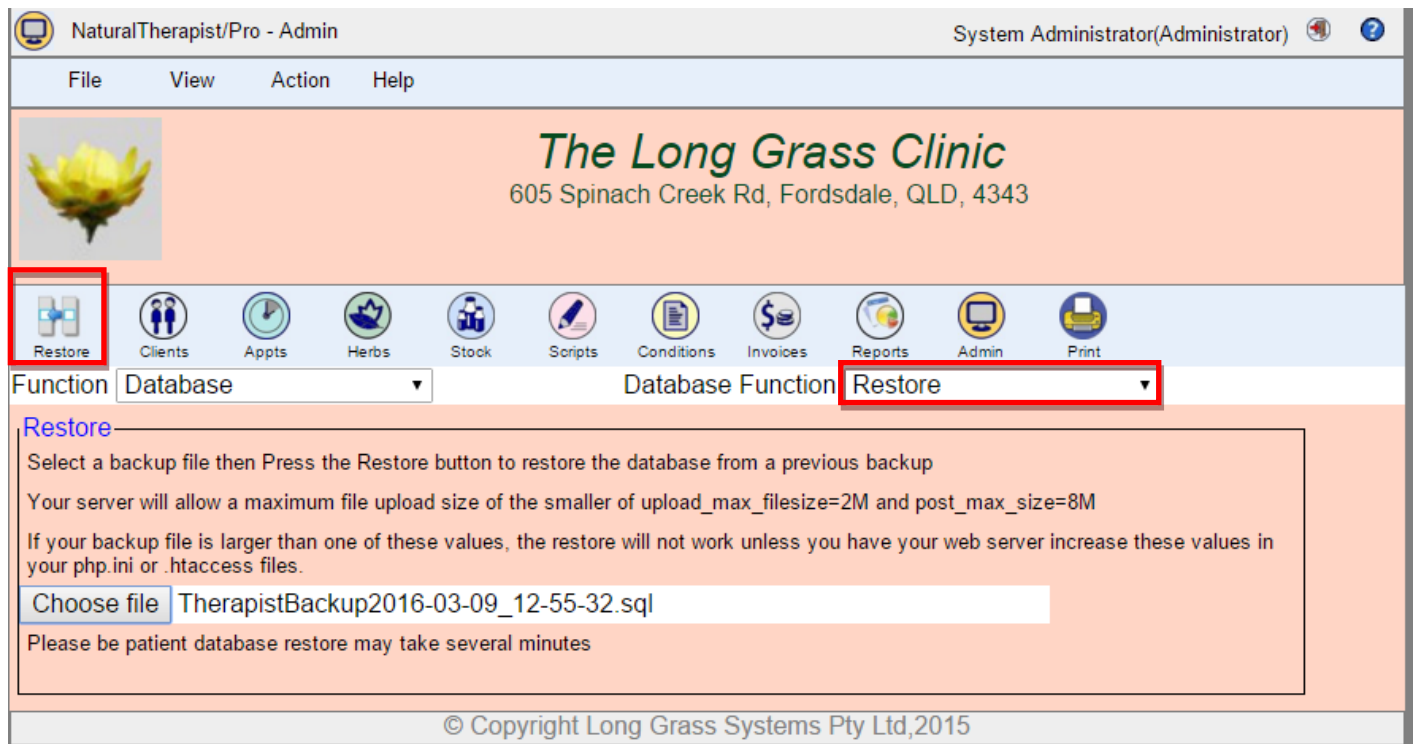
The built-in Restore process of NaturalTherapist/Pro allows you to recover your database from an earlier backup.

Note that your web server may have restricted the size of files that you can upload to your website. If the PHP settings for "upload\_max\_filesize" or "post\_max\_size" are less than the size of your backup file then you will not be able to use the backup file for restoring the database until those settings are changed.

To perform a restore

- Select "Restore" from the drop down list
- Select the backup file by clicking the "Choose File" button
- Click the "Restore" button

**CAUTION** performing a restore will replace all the data in your database. If you select an incorrect backup for the restore, data may be lost.



The screenshot shows the NaturalTherapist/Pro Admin interface. The browser title is "NaturalTherapist/Pro - Admin" and the user is logged in as "System Administrator/Administrator". The interface includes a menu bar with "File", "View", "Action", and "Help". The main header displays "The Long Grass Clinic" logo and address: "605 Spinach Creek Rd, Fordsdale, QLD, 4343". A navigation bar contains icons for "Restore", "Clients", "Apts", "Herbs", "Stock", "Scripts", "Conditions", "Invoices", "Reports", "Admin", and "Print". Below this, there are two dropdown menus: "Function" set to "Database" and "Database Function" set to "Restore". The main content area is titled "Restore" and contains instructions: "Select a backup file then Press the Restore button to restore the database from a previous backup". It also states: "Your server will allow a maximum file upload size of the smaller of upload\_max\_filesize=2M and post\_max\_size=8M. If your backup file is larger than one of these values, the restore will not work unless you have your web server increase these values in your php.ini or .htaccess files." A "Choose file" button is followed by a text input field containing "TherapistBackup2016-03-09\_12-55-32.sql". A note at the bottom says "Please be patient database restore may take several minutes". The footer contains the copyright notice: "© Copyright Long Grass Systems Pty Ltd,2015".

## Reasons for performing a restore

There are very few reasons why you may need to restore your database. These may include

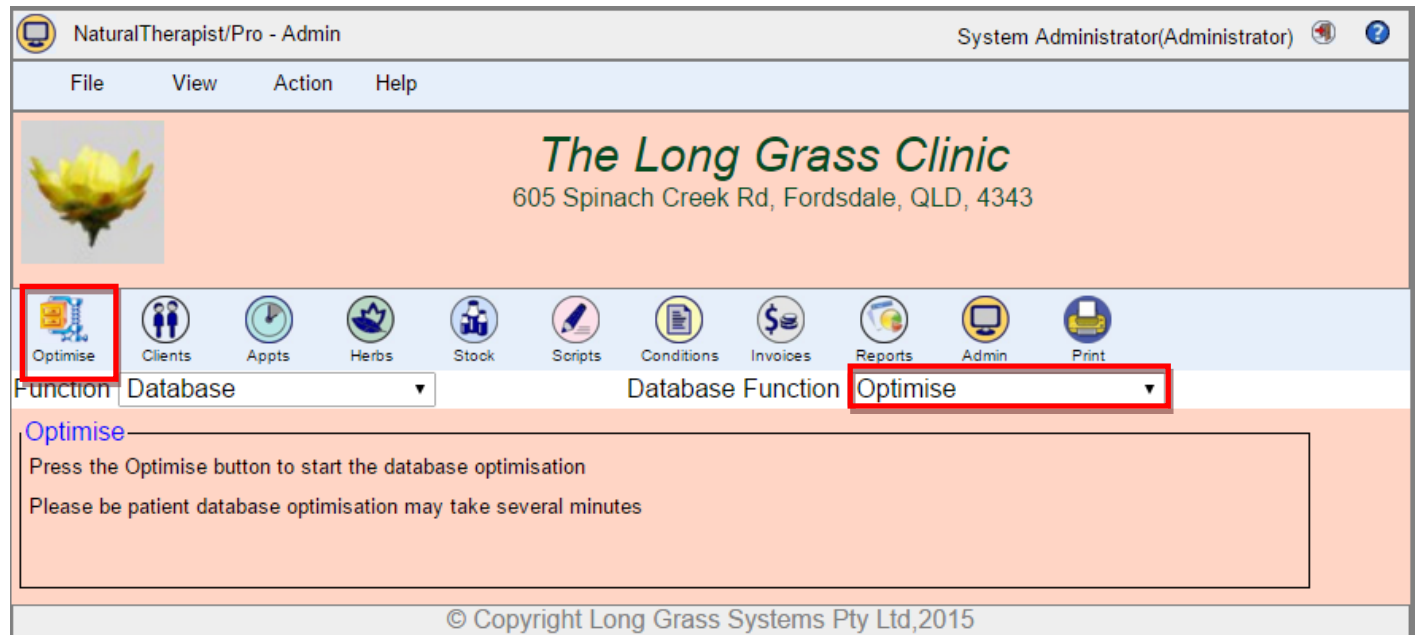
- Moving to a new Web Server
- Data corruption caused by incorrect data entry

## Optimise

The built-in Optimise process of NaturalTherapist/Pro allows you to periodically optimise access to your database. This is recommended after long periods of data entry.

To optimise your database

- Select “Optimise” from the drop down list
- Click the “Optimise” button



The screenshot shows the NaturalTherapist/Pro Admin interface. The browser title is "NaturalTherapist/Pro - Admin" and the user is "System Administrator(Administrator)". The interface has a menu bar with "File", "View", "Action", and "Help". Below the menu bar is a header section for "The Long Grass Clinic" with the address "605 Spinach Creek Rd, Fordsdale, QLD, 4343". A navigation bar contains icons for "Optimise", "Clients", "Apts", "Herbs", "Stock", "Scripts", "Conditions", "Invoices", "Reports", "Admin", and "Print". The "Optimise" icon is highlighted with a red box. Below the navigation bar, there are two dropdown menus: "Function" set to "Database" and "Database Function" set to "Optimise", both highlighted with red boxes. Below these menus, there is a text box with the following content:

[Optimise](#)  
Press the Optimise button to start the database optimisation  
Please be patient database optimisation may take several minutes

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## Client Care System

The Client Care System provides you with a total client management tool allowing you to maintain medical, consultation and treatment information for all of the clients that attend your practice.

NaturalTherapist/Pro - Clients
System Administrator/Administrator

File
View
Action
Help

### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Add
 Clients
 Appts
 Herbs
 Stock
 Scripts
 Conditions
 Invoices
 Reports
 Admin
 Print

Reset
Name Order
 First Name  Surname
Search Name

ID	Name	Address	Phone	Date of Birth
47	Aaron Chen			28th May 1984
375	Abdul Galamar	3/26 Woolware Road Greenacre NSW	0407127423(w)	22nd Nov 1976
273	Abhilasha Petrovic	Pendle Hill NSW 2145	0496921130(w)	7th Apr 1980
331	Adam			18th Mar 2008
970	Adrian	Spring Norton NSW 2170	97578541(h) 0420871788(w)	11th Mar 1937
229	Adrian	Strathfield NSW 2137	97363145(h) 0450955685(w)	19th Oct 1961
447	Adrian Renotte	78 Alpha Rd Kingsgrove NSW 2208		24th Dec 2000
535	Adriana Noor	7 Oliveri Close Cecil Hills NSW 2171	87810602(h) 0432205721(w)	28th Feb 2000
357	Adriana Razov	6 Sea Spray Court Fairfield NSW 2165	0484420708(w)	14th Aug 1971
819	Agata Barnett	28/7 Haywood Close Fairfield Heights NSW 2165	97882723(h)	15th Jul 1936
728	Aidan Settineri	55 A Gurner Avenue Schofields NSW 2762	0433150045(w)	22nd May 1986
163	Alecia Hutchingon	23b Kepl Circuit Concord West NSW 2138	97454028(h)	4th Jul 1986

On first entering the client care system you are presented with a list of your clients.

Double click on a client to view the details.

Right click on a client to display a popup menu.

## Add a Client

Clicking the 'Add' button allows you to enter information for the new client. When adding a new client, the minimum information that must be entered is first name, surname and date of birth.

The screenshot shows a web browser window titled 'NaturalTherapist/Pro - Client Details()' with the user 'System Administrator(Administrator)'. The page header includes a menu with 'File', 'View', 'Action', and 'Help'. The main content area features a logo of a yellow flower and the clinic name 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header are 'Save' and 'Cancel' buttons. The form is divided into several sections: 'Info' (Surname, First Name, Date of Birth, Sex, Health Fund), 'Home Address' (Street 1, City, State, Postcode), 'Postal Address' (Street 1, City, State), and 'Photo' (No Image, Choose file, No file chosen). The 'Personal' section includes Occupation, Marital Status, Birth Country, and Referred By.

When you have completed entering the clients details, click the "Save" button. The system will assign a client number and the new name will appear in the list of clients.


If the "Post" option is selected for newsletter distribution, a valid postal address must be entered or a message will be displayed.

If the "Email" option is selected for newsletter distribution, a valid email address must be entered or a message will be displayed. The small mail button next to the email address can be clicked to send an email to this client.

# View Client

NaturalTherapist/Pro - Client Details(Abhilasha Petrovic) System Administrator/Administrator


File View Action Help



## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Return Edit Delete Details Medical Diet Visits Last Visit Docs Print

<p><b>Info</b></p> <p>Surname: <input type="text" value="Petrovic"/></p> <p>First Name: <input type="text" value="Abhilasha"/></p> <p>Date of Birth: <input type="text" value="7th Apr 1980"/></p> <p>Sex: <input type="text" value="Female"/></p> <p>Health Fund: <input type="text" value="hba"/></p> <p><b>Home Address</b></p> <p>Street 1: <input type="text" value="6 Haywood Close"/></p> <p>City: <input type="text" value="Pendle Hill"/></p> <p>State: <input type="text" value="NSW"/></p> <p>Postcode: <input type="text" value="2145"/></p> <p><b>Postal Address</b></p> <p>Street 1: <input type="text" value="11 Ganacek Place"/></p> <p>City: <input type="text" value="Pendle Hill"/></p> <p>State: <input type="text" value="NSW"/></p>	<p><b>Photo</b></p>  <p><b>Personal</b></p> <p>Occupation: <input type="text" value="Carpenter"/></p> <p>Marital Status: <input type="text"/></p> <p>Birth Country: <input type="text"/></p> <p>Referred By: <input type="text"/></p>
---	--

Scroll down to view additional client information.



First Name   
 Date of Birth   
 Sex   
 Health Fund

**Home Address**  
 Street 1   
  
 City   
 State   
 Postcode

**Postal Address**  
 Street 1   
  
 City   
 State   
 Postcode   
 Same As Above

**Contacts**  
 Home Phone   
 Work Phone   
 Mobile Phone   
 Email Address   
 Newsletter



**Personal**  
 Occupation   
 Marital Status   
 Birth Country   
 Referred By

**Medical**  
 Doctor   
 Phone   
 Blood Type   
 Next of Kin   
 Phone


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## Edit a Client

Once a client has been entered in the system you can change the client's details by selecting the client from the list and clicking the "Edit" button. Once you have made any required changes click the "Save" button.

NaturalTherapist/Pro - Client Details(Abhilasha Petrovic) System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

**Info**

Surname   
First Name   
Date of Birth     
Sex   
Health Fund


**Home Address**

Street 1   
  
City   
State   
Postcode

**Postal Address**

Street 1   
  
City   
State

**Photo**



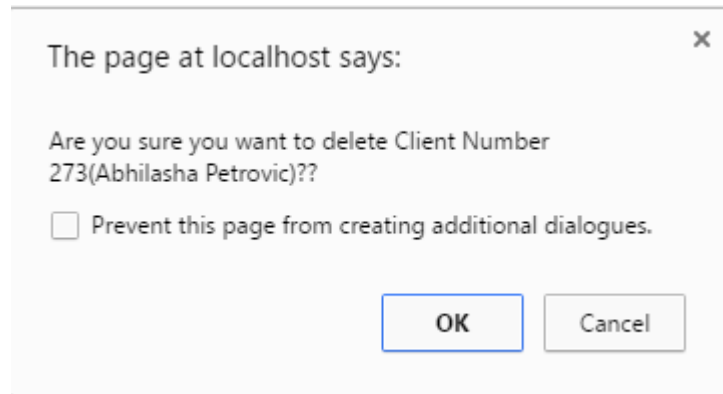
**Personal**

Occupation   
Marital Status   
Birth Country   
Referred By

## Delete a Client

Deleting a Client removes the client completely from the database.

Note that this differs from Version 3 where deleting a client marked the client record as deleted and made it invisible but did actually delete it. This allowed a deleted client to be recalled and did not free up the space in the database. In Version 4 deleting a client really deletes the client. This operation cannot be undone.



## Displaying details of Client's last visit

Click on the last visit button to see the client's most recent care record.

The screenshot displays a web application interface for 'The Long Grass Clinic'. The title bar shows 'NaturalTherapist/Pro - Sclerology Details for Abhilasha Petrovic on 21st Apr 2015' and the user is identified as 'System Administrator(Administrator)'. A menu bar includes 'File', 'View', 'Action', and 'Help'. The header features a yellow flower logo and the clinic's name and address: 'The Long Grass Clinic, 605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a navigation bar with icons for 'Previous', 'Return', 'Edit', 'Delete', and 'Next'. An 'Info' section contains a form with the following data: Client: Abhilasha Petrovic; Reason for Visit: Sclerology; Practitioner: Mary Masseuse; Date: 21st Apr 2015. The main content area is dominated by a large central image of a human eye. To the left and right of this central image are vertical columns of smaller thumbnail images, each with a label: 'Right Iris', 'Right Lower', 'Right Lateral', 'Right Medial' on the left; and 'Left Iris', 'Left Lower', 'Left Lateral', 'Left Medial' on the right.

The "Next" and "Prev" buttons can be used to scroll through the clients care records.

# Medical History

The medical history screens allow you to enter, in a free format, detailed information about the clients medical and family History.

The screenshot shows a web-based application interface. At the top, there is a header bar with a user icon and the text "NaturalTherapist/Pro - Medical History(Abhilasha Petrovic)" on the left, and "System Administrator/Administrator" on the right. Below this is a menu bar with "File", "View", "Action", and "Help". The main content area has a light blue background. On the left, there is a small image of a yellow flower. To the right of the image, the text reads "The Long Grass Clinic" in a large, green, serif font, followed by "605 Spinach Creek Rd, Fordsdale, QLD, 4343" in a smaller, black, sans-serif font. Below this, there is a horizontal toolbar with nine icons: a green triangle (Return), a pencil (Edit), a document (Details), a first aid kit (Medical), a plate of food (Diet), a folder (Visits), a clipboard (Last Visit), a document with a red stamp (Docs), and a printer (Print). Below the toolbar, there are two large, empty white rectangular boxes. The top box is labeled "Body Systems (Cardiovascular, Gastrointestinal, Immune, Genital, Urinary, Menstrual, Respiratory, Central Nervous, ENT)" in blue text. The bottom box is labeled "Family/Personal History" in blue text.

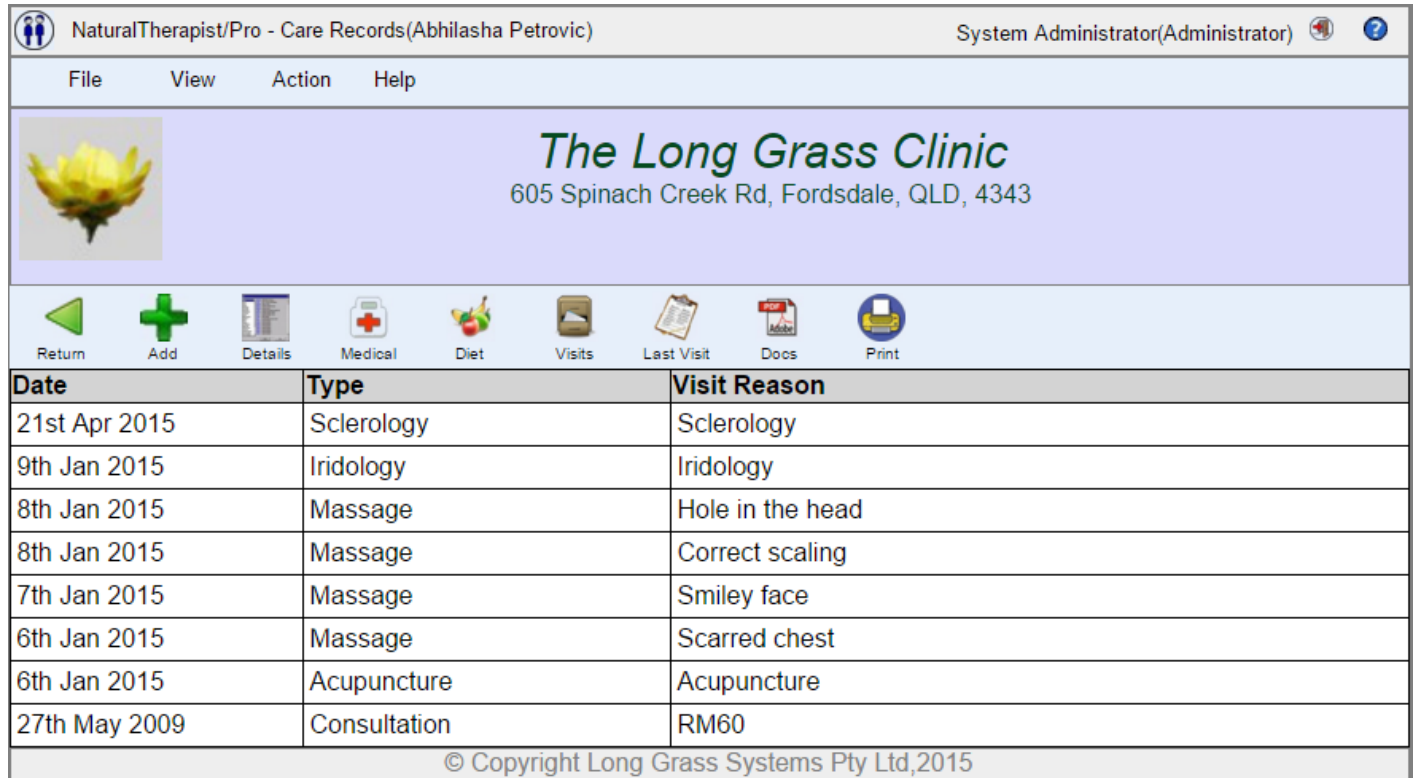
## Diet and Lifestyle

This screen allows you to add details of the clients current diet as well as notes on findings.

The screenshot shows a web-based application interface. At the top, a header bar contains the text 'NaturalTherapist/Pro - Diet and Lifestyle(Abhilasha Petrovic)' on the left and 'System Administrator(Administrator)' on the right. Below this is a menu bar with 'File', 'View', 'Action', and 'Help'. The main content area has a light purple background. On the left is a small image of a yellow flower. To its right, the text reads 'The Long Grass Clinic' in a large, green, serif font, with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343' below it. A horizontal toolbar contains nine icons with labels: 'Return' (green triangle), 'Edit' (pencil), 'Details' (book), 'Medical' (red cross), 'Diet' (fruit), 'Visits' (calendar), 'Last Visit' (clipboard), 'Docs' (document), and 'Print' (printer). Below the toolbar are two large, empty white rectangular boxes. The top box is labeled 'Current Diet and Lifestyle' and the bottom box is labeled 'Notes'.

## Care Records

Selecting a client and clicking on the "Visits" button will display the list of care records for the selected Client.



The screenshot shows the NaturalTherapist/Pro software interface. The title bar indicates the user is 'System Administrator(Administrator)'. The menu bar includes 'File', 'View', 'Action', and 'Help'. The main header area features a yellow flower icon and the text 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a toolbar with icons for 'Return', 'Add', 'Details', 'Medical', 'Diet', 'Visits', 'Last Visit', 'Docs', and 'Print'. The main content area displays a table of care records.

Date	Type	Visit Reason
21st Apr 2015	Sclerology	Sclerology
9th Jan 2015	Iridology	Iridology
8th Jan 2015	Massage	Hole in the head
8th Jan 2015	Massage	Correct scaling
7th Jan 2015	Massage	Smiley face
6th Jan 2015	Massage	Scarred chest
6th Jan 2015	Acupuncture	Acupuncture
27th May 2009	Consultation	RM60

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Five different types of Care records are currently supported

- Consultation
- Iridology
- Acupuncture
- Massage
- Sclerology

## Add a care record

Click the Add button, then select the type of care record to be added from the drop down list.

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** "NaturalTherapist/Pro - Care Record Details for Abhilasha Petrovic on" and "System Administrator/Administrator".
- Menu Bar:** "File", "View", "Action", "Help".
- Header:** "The Long Grass Clinic" logo (a yellow flower) and address "605 Spinach Creek Rd, Fordsdale, QLD, 4343".
- Form Fields:**
  - Visit Type:** A dropdown menu with "Consultation" selected.
  - Info:** A label for the information section.
  - Client:** An empty text input field.
  - Reason for:** A label for the reason for the visit.
  - Practitioner:** A dropdown menu with "Acupuncture" selected.
  - Date:** A date picker showing "11", "January", and "2016".
- Buttons:** "Save" (floppy disk icon) and "Cancel" (red X icon).
- Text Areas:**
  - Visit Details:** A large empty text area for notes.
  - Current Medical and Complementary Health Care Treatments and Prescription Medicines:** A large empty text area for medical history.



## View a care record

A care record can be opened in view mode by highlighting the required record in the list of care records for the client and either

- double clicking the selected care record
- right clicking on the care record and selecting "View care record"
- clicking the View button

The screenshot displays the 'NaturalTherapist/Pro - Care Record Details for Abhilasha Petrovic on 27th May 2009' window. The interface includes a menu bar (File, View, Action, Help) and a header for 'The Long Grass Clinic' with its address: '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. A toolbar contains icons for navigation and actions: Previous, Return, Edit, Delete, Details, Medical, Diet, Visits, Last Visit, Docs, Print, and Next. The 'Info' section contains the following data:

Client	Abhilasha Petrovic		
Reason for Visit	RM60		
Practitioner	Andrew Naturopath	Date	27th May 2009

The 'Visit Details' section contains a text area with the following text:

Tension in scm causing headaches. RM60 upper back no cupping.


## Update a care record

Clicking the Edit button whilst viewing a care record will switch to edit mode.

In edit mode all fields of the care record can be changed with the exception of the client number and the care record type.

NaturalTherapist/Pro - Care Record Details for Abhilasha Petrovic on 27th May 2009 System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel

**Info**

Client

Reason for Visit

Practitioner  Date

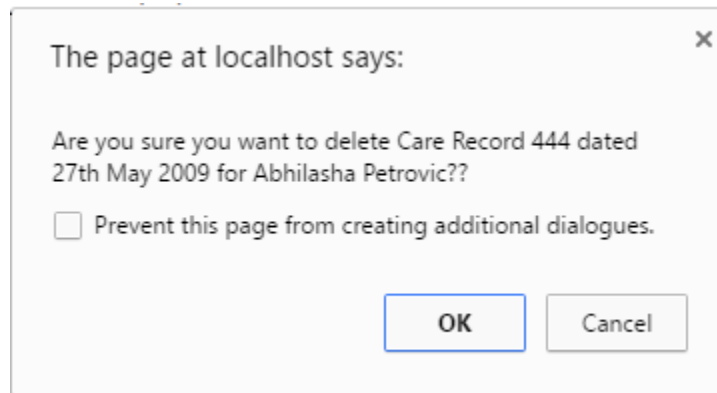
**Visit Details**

Tension in scm causing headaches. RM60 upper back no cupping.

## Delete a care record

Click the delete button.

The care record will be permanently deleted.






## Consultation Care Record

A consultation care record allows you to record notes about a client consultation.

NaturalTherapist/Pro - Care Record Details for Abhilasha Petrovic on 27th May 2009 System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Save  Cancel

**Info**

Client

Reason for Visit

Practitioner  Date

**Visit Details**

Tension in scm causing headaches. RM60 upper back no cupping.

Press the SAVE button on the care record screen to save any updates.

## Acupuncture Care Record

An acupuncture care record gives you a series of body views that you can draw on with the mouse and add explanatory notes.

NaturalTherapist/Pro - Acupuncture Details for Abhilasha Petrovic on 6th Jan 2015 System Administrator(Administrator)

File View Action Help

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Clear Undo Redo Print

Line width 2 Color Red

**Info**

Client Abhilasha Petrovic

Reason for Visit Acupuncture

Practitioner Mary Masseuse Date 6 January 2015

**Notes**

Clicking on the thumbnail images on the left switches the view in the drawing canvas in the centre of the screen.

Use the mouse to draw on the image in the drawing canvas.

Undo, Redo and Clear buttons are provided in the toolbar above the image.

The colour and thickness of the drawing line can be changed using the drop down boxes above the thumbnail images.

Notes for each view can be typed in the box on the right of the drawing canvas.


## Iridology Care Record

An iridology care record gives you a pair of iris views that you can draw on with the mouse and add explanatory notes.

You can use the supplied images or upload the clients actual iris images if you have them available.

NaturalTherapist/Pro - Iridology Details for Abhilasha Petrovic on 9th Jan 2015 System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Clear Undo Redo Print


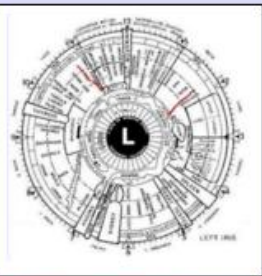
Line width  Color

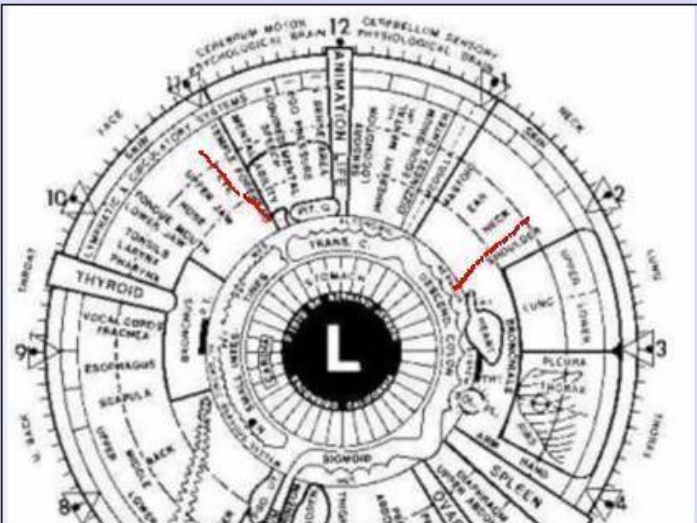
**Info**

Client

Reason for Visit

Practitioner  Date





Clicking on the thumbnail images on the left switches the view in the drawing canvas in the centre of the screen.

Use the mouse to draw on the image in the drawing canvas. Undo, Redo and Clear buttons are provided in the toolbar above the image.

The colour and thickness of the drawing line can be changed using the drop down boxes above the thumbnail images.

Notes for each view can be typed in the box on the right of the drawing canvas.

## Uploading Iris images

The image can be changed by double clicking on the thumbnails. This allows you to upload a clients iris images and save them in the care record.

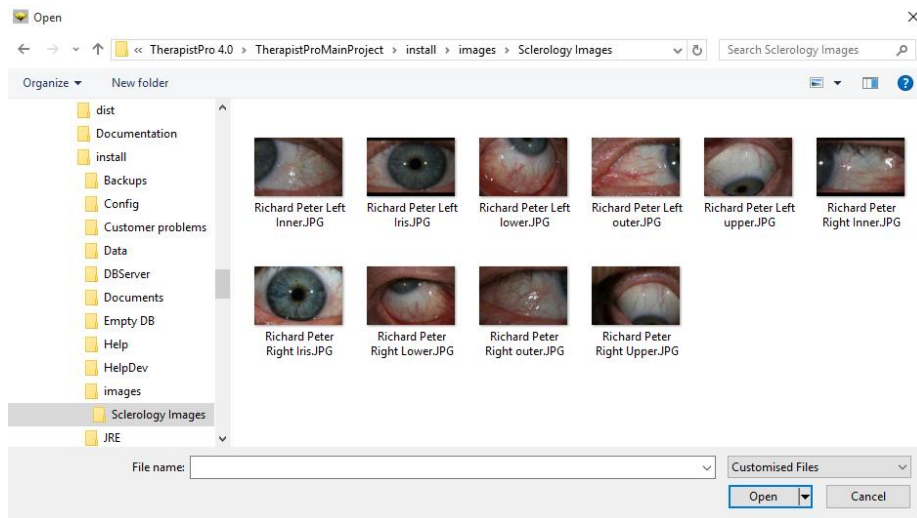


Click the "Choose File" button





select the image to be uploaded and click "Open"



Then click "Save"





## Massage Care Record

A massage care record gives you a series of body views that you can draw on with the mouse and add explanatory notes.

The screenshot shows the 'NaturalTherapist/Pro - Massage Details for Abhilasha Petrovic on 7th Jan 2015' window. The interface includes a menu bar (File, View, Action, Help), a header for 'The Long Grass Clinic' with its address (605 Spinach Creek Rd, Fordsdale, QLD, 4343), and a toolbar with icons for Previous, Return, Edit, Delete, and Next. An 'Info' section contains fields for Client (Abhilasha Petrovic), Reason for Visit (Smiley face), Practitioner (Andrew Naturopath), and Date (7th Jan 2015). The main area features a drawing canvas with four thumbnail views (front, back, side, and skeletal) and a larger central view showing a front view of a human figure with a red smiley face drawn on the chest. A 'Notes' box on the right contains the text 'smiley'.

Clicking on the thumbnail images on the left switches the view in the drawing canvas in the centre of the screen.

Use the mouse to draw on the image in the drawing canvas.

Undo, Redo and Clear buttons are provided in the toolbar above the image.

The colour and thickness of the drawing line can be changed using the drop down boxes above the thumbnail images.

Notes for each view can be typed in the box on the right of the drawing canvas.

## Sclerology Care Record

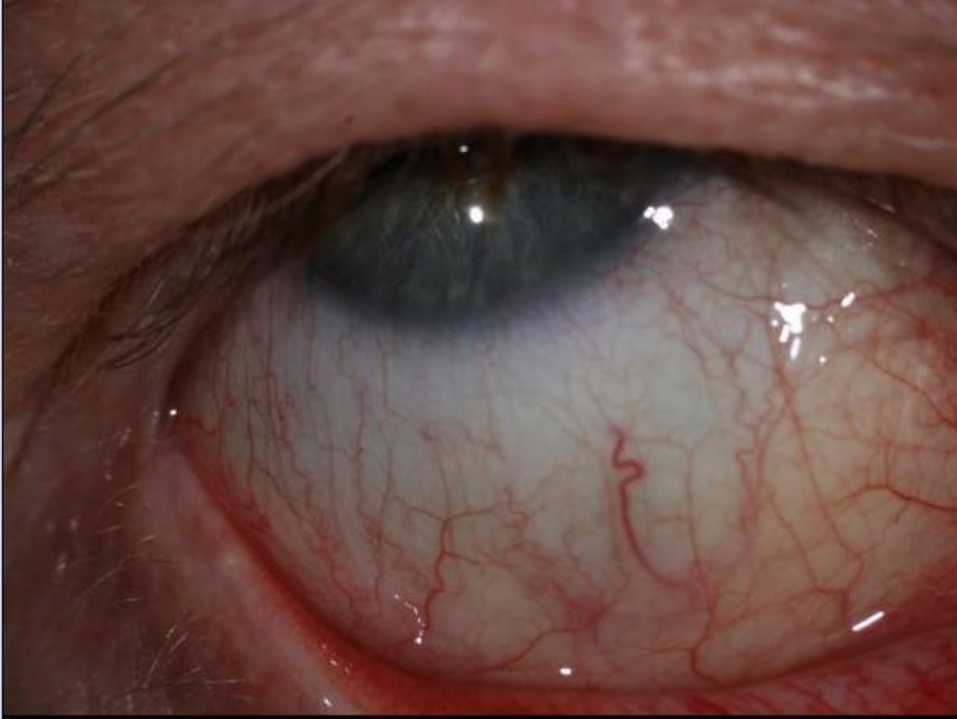
The sclerology care records allow you to store left and right images for the iris and the four quadrants of the sclera.

The screenshot shows a web application interface for recording sclerology details. At the top, the browser address bar displays "NaturalTherapist/Pro - Sclerology Details for Abhilasha Petrovic on 21st Apr 2015" and the user is identified as "System Administrator(Administrator)". Below the browser bar is a menu with "File", "View", "Action", and "Help". The main header area features a logo on the left and the clinic name "The Long Grass Clinic" with the address "605 Spinach Creek Rd, Fordsdale, QLD, 4343" on the right. A toolbar contains icons for "Save", "Cancel", "Clear", "Undo", "Redo", and "Print". Below the toolbar are dropdown menus for "Line width" (set to 2) and "Color" (set to Red). An "Info" section contains form fields for "Client" (Abhilasha Petrovic), "Reason for Visit" (Sclerology), "Practitioner" (Mary Masseuse), and "Date" (21 April 2015). The main content area is divided into a central large image and two side columns of thumbnails. The left column contains thumbnails for "Right Iris", "Right Upper", "Right Medial", and "Right Lower". The right column contains thumbnails for "Left Iris", "Left Upper", "Left Medial", and "Left Lower". The central image is a large, detailed view of a human eye, showing the iris and sclera.

Hovering over a thumbnail will show which quadrant it applies to.  
Clicking on a thumbnail will display it in the central zoom panel.

**Notes**

Below the drawing canvas is a notes area. Each different view has its own notes which are displayed when the thumbnail is selected.



Right Iris

Right Upper

Right Medial

Right Lateral

Right Lower

Left Iris

Left Upper

Left Medial

Left Lateral

Left Lower

Notes

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## Uploading Sclerology images

Double clicking on the drawing canvas in Add or Edit mode will allow you to select a new image to be stored in the care record. This allows you to upload a clients sclerology images and save them in the care record.

You may then draw on these uploaded images as before.

The Long Grass Clinic - Sclerology Details - Google Chrome

localhost/TherapistPro/SclerologyDetails.php?Action=Edit&ID=1998

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Clear Undo Redo Print

Line width 2 Color Red

**Info**

Client Abhilasha Petrovic

Reason for Visit Sclerology

Practitioner Mary Masseur Date 21 April 2015

Right Iris

Right Lower

Right Lateral

Left Iris

Left Lower

Left Lateral

**Print**

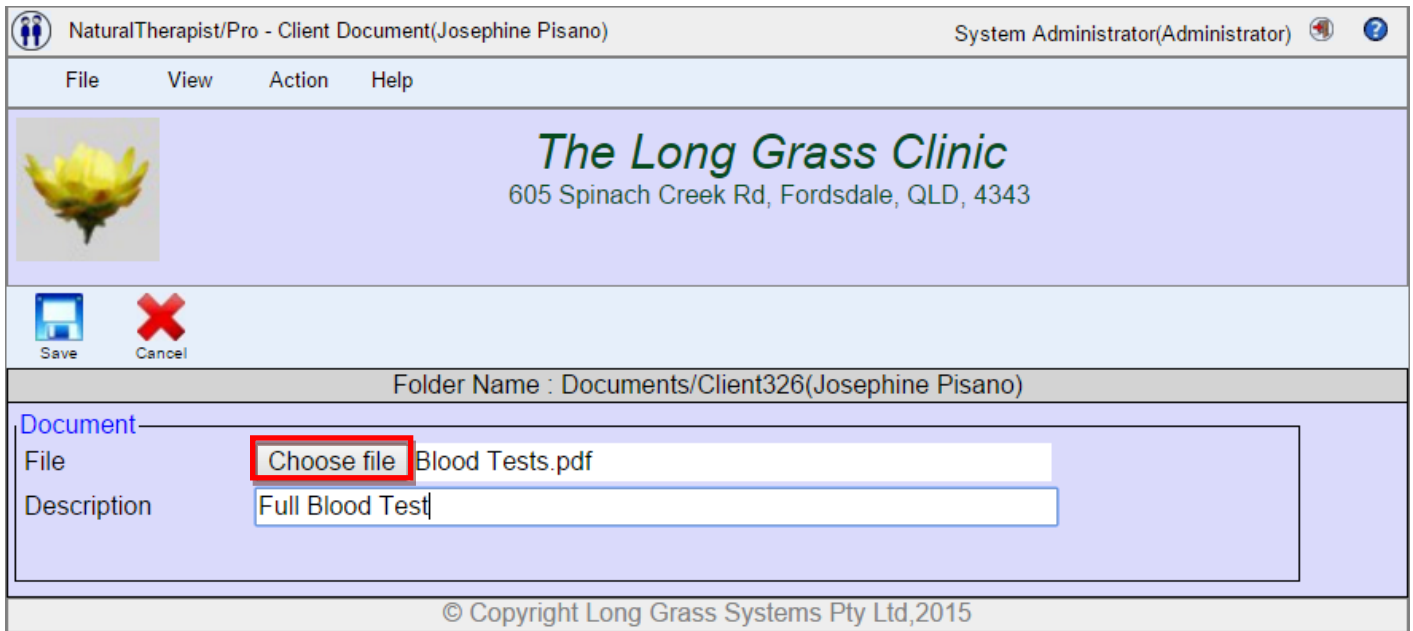
This feature allows you to print the list of care records for that Client or a single selected care record.






## Add a document

Click the "Add" button and a screen will be displayed allowing you to choose a file on your PC to be uploaded by clicking the "Choose File" button.



NaturalTherapist/Pro - Client Document(Josephine Pisano) System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel

Folder Name : Documents/Client326(Josephine Pisano)

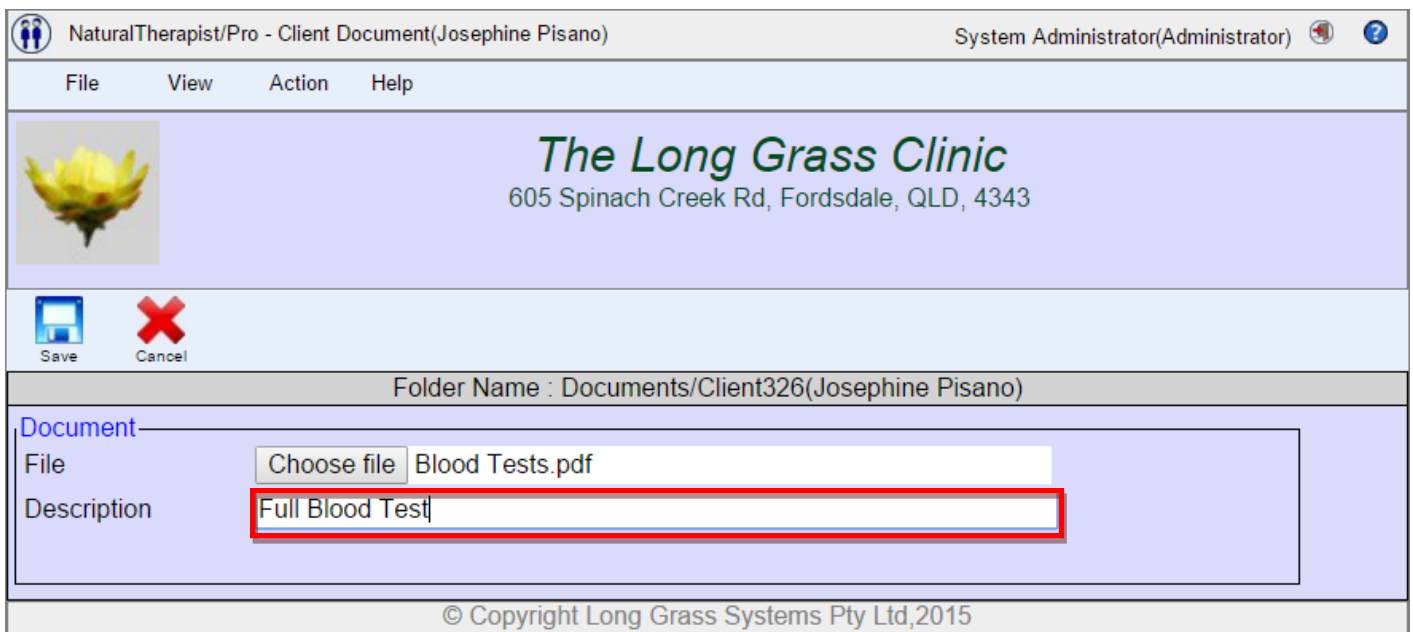
Document

File  Blood Tests.pdf

Description


© Copyright Long Grass Systems Pty Ltd,2015

Type a description for the file and press the "Save" button.



NaturalTherapist/Pro - Client Document(Josephine Pisano) System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel

Folder Name : Documents/Client326(Josephine Pisano)

Document

File  Blood Tests.pdf

Description


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## View a document

Files may be opened, edited or deleted by right clicking on the file name and selecting the option from the popup menu

NaturalTherapist/Pro - Client Document(Josephine Pisano) System Administrator(Administrator)

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Return Add Details Medical Diet Visits Last Visit Docs Print

Folder Name : Documents/Client326(Josephine Pisano)

Date	Name	Description
6th Mar 2016	<a href="#">Back_XRAY.jpg</a>	xray showing injury after fall
8th Mar 2016	<a href="#">Blood_Tests.pdf</a>	Full Blood Test
		<div style="border: 1px solid black; padding: 2px;">                     Open Document Blood_Tests.pdf                      View Details Blood_Tests.pdf                      Edit Details Blood_Tests.pdf                      Delete Document Blood_Tests.pdf                 </div>



## Search

The search function allows you to find all clients with a selected name or telephone number.

Clicking the down-arrow to the right of the search box will display a popup menu allowing you to switch between name search and phone number search.

Clicking anywhere on the screen will remove the popup menu.

Reset    Name Order     First Name     Surname    Search Name       

Showing 88 clients < A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ? >

ID	Name	Address	Phone	Date of Birth
47	Aaron Chen			28th May 1984
375	Abdul Galamar	3/26 Woolware Road Greenacre NSW	0407127423(w)	22nd Nov 1976
273	Abhilasha Petrovic	6 Haywood Close Pendle Hill NSW 2145	0496921130(w)	7th Apr 1980
331	Adam Papalia			18th Mar 2008
970	Adrian Brkljac	4 Rutar Place Chipping Norton NSW 2170	97578541(h) 0420871788(w)	11th Mar 1937
229	Adrian Chapman	84 Bulls Rd North Strathfield NSW 2137	97363145(h) 0450955685(w)	19th Oct 1961
447	Adrian Renotte	78 Alpha Rd Kingsgrove NSW 2208		24th Dec 2000
535	Adriana Noor	7 Oliveri Close Cecil Hills NSW 2171	87810602(h) 0432205721(w)	28th Feb 2000
357	Adriana Razov	6 Sea Spray Court Fairfield NSW 2165	0484420708(w)	14th Aug 1971
819	Agata Barnett	28/7 Haywood Close Fairfield Heights NSW 2165	97882723(h)	15th Jul 1936
728	Aidan Settineri	55 A Gurner Avenue Schofields NSW 2762	0433150045(w)	22nd May 1986
163	Alecia Hutchingon	23b Keppel Circuit Concord West NSW 2138	97454028(h) 0480537320(w)	4th Jul 1986

## Searching by Name

Type the client's name, or part of the name in the search box and click the magnifying glass. This will find all clients with the specified text anywhere in their name.

The screenshot shows the 'NaturalTherapist/Pro - Clients' application window. The title bar indicates the user is 'System Administrator(Administrator)'. The menu bar includes 'File', 'View', 'Action', and 'Help'. The main header area features a yellow flower logo and the text 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a toolbar with icons for 'Add', 'Clients', 'Apts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The search interface includes a 'Reset' button, 'Name Order' options (radio buttons for 'First Name' and 'Surname'), and a search box containing 'john' with a magnifying glass icon. Below the search box, it says 'Showing 1 to 10 of 10 clients'. A table displays the search results with columns for ID, Name, Address, Phone, and Date of Birth. The table contains 10 rows of client data. At the bottom of the table, it says 'Showing 1 to 10 of 10 clients' and a copyright notice: '© Copyright Long Grass Systems Pty Ltd,2015'.

ID	Name	Address	Phone	Date of Birth
170	Caterina John	131/141 Kiora St Five Dock NSW 2046	97101319(h) 97368828(w) 0473802309(w)	26th Feb 2004
370	Delores Johnston	375/4 The Cresent Abbotsbury NSW 2176	043 9710669(w)	4th Dec 1970
140	John Avati	6/21 Railway Pde Rozelle NSW 2039	0447685122(w)	11th Oct 1972
156	John Balestra	4 Bishop Close St Ives NSW 2075	99389018(h)	3rd Aug 1959
101	John Buac	2 Bingham Place Glenbrook NSW 2773	47635497(h)	11th Nov 1900
242	John Catanea	7/14 Marlborough St Green Valley NSW 2168	0475610513(w)	27th Jan 1968
757	John Gogarty	279a Morrison Road Cronulla NSW 2230	95240270(h)	26th Aug 1937
809	John Oliverio	148 Albert Road Kemps Creek NSW 2178	96205117(h) 0424850371(w)	9th Aug 1960
1025	John Smith		0404235346(w)	29th Jun 2015
614	John Wadley	43 Melville Street Kemps Creek NSW 2178	96926506(h) 0403101560(w)	9th Jun 1954


Clicking the "Reset" button will return you to the complete list of clients.

## Searching by Phone Number

Type the client's phone number, or part of the number in the search box and click the magnifying glass. This will find all clients with the specified text anywhere in any of their phone numbers.

NaturalTherapist/Pro - Clients System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Name Order   
  First Name   
  Surname   

ID	Name	Address	Phone	Date of Birth
227	Anna Trifunovic	128 Neville St West Hoxton NSW 2171	0409639387(w)	19th Feb 1985
118	Antonia William	201/10 Wentworth Dr Narellan Vale NSW 2567	46724254(h) 0470409040(w)	9th Apr 1950
333	Catharine Ippoliti	17 Simpson Road Newington NSW 2127	97048528(h) 0409132521(w)	14th Oct 1982
800	Fernando Azzaparti	19/22nd Avenue Edensor Park NSW 2176	98223251(h) 0409000503(w)	21st Apr 1968
824	Gavin Anna Rose	35 Cartwright Av Minchinbury NSW 2770	96209305(h) 0409314048(w)	9th Nov 1994
962	Gladis Gazzana	17 Kingfisher Avenue Guildford NSW 2161	96226355(h) 0409253241(w)	24th Apr 1957
984	Jane Palumbo	43 Avon Ave Penshurst NSW 2222	35847535(h) 04094408055(w)	8th Oct 1955
230	Janice Mcalary	4 D Swan St Springfield NSW 2250	0257431257(h) 0409129207(w)	11th Feb 1970
928	Joseph Bugge	5 Moffit Crescent Edensor Park NSW 2176	0409211302(w)	3rd Nov 1940
67	Kathy Catanea	2 Luka Close Hoxton Park NSW 2171	0479640409(w)	30th Nov 1960
238	Maria Herranz	2 Sunbird Close Bonnyrigg Heights NSW 2177	0409077176(w)	30th Nov 1968

Clicking the "Reset" button will return you to the complete list of clients.



# Appointment Management System

The Appointment Management System allows you to display and enter appointments for individual practitioners.


The screenshot shows the 'NaturalTherapist/Pro - Appointments' window. At the top, there is a menu bar with 'File', 'View', 'Action', and 'Help'. Below the menu is a header for 'The Long Grass Clinic' with the address '605 Spina'. A toolbar contains icons for 'Sync', 'Clients', 'Appts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. Below the toolbar are two dropdown menus: 'Modality' set to 'All' and 'Practitioner' set to 'All'. A calendar on the left shows the date '11' selected in 'Janua' 2016. The main area is a grid with columns for 'Time', 'Andrew Naturopath', and 'Mary Masseur'. The grid shows time slots from 08:00 to 17:30. Annotations with arrows point to various features: 'Select the date' points to the calendar; 'Show only practitioners who support the selected modalities' points to the 'Practitioner' dropdown; 'Display a single practitioner' points to the 'Andrew Naturopath' column; and 'Right Click for menu or double click to view' points to a cell in the grid.

## Add an appointment

- Select the required date.
- Select a client name from the list on the left.
- Click on an available time slot for the required practitioner.
- Right click on the timeslot and select "Add" from the popup menu.

NaturalTherapist/Pro - Add Appointment System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Surname	First Name
Aaaardvark	Coral Ann
Absell	Carlos
Acompora	Christine
Adams	Maria
Adamson	Rebecca
Aghatian	Michael
Agostino	Teash
Ahern	Steve
Ahmed	Sandra
Albornoz	Stefano
Ali	Belinda
Alinejav	Oscar
Allen	Barbara
Allen	Carmen
Allen	Jonathon
Allen	Peter
Ally	Catherine
Ally	Lisa
Ally	Pieter
Ally	Tony
Aloe	Teresa

#### Patient Details

Surname

First Name

Date of Birth  Health Fund

Street

City

State  Postcode

#### Appointment Details

Date

Practitioner

Modality

Time  Duration  Minutes

Note

## Locating a client

To locate a client in the client list you may page through the list alphabetically using the pagination buttons.

## Reset

Clicking the "Reset" button will

- Set the date to the current date
- Set the Practitioner selector to "All"
- Set the Modality selector to "All"
- Clear the search argument
- Reset the client list to the beginning
- Redisplay the appointment list

## Appointment Duration

The appointment duration defaults to the value defined in the Admin->Setup->Practice Hours screen as the "Minimum Appointment Duration". The available appointment durations in the list increase in multiples of the same value.

NaturalTherapist/Pro - Admin System Administrator(Administrator)

File View Action Help

*The Long Grass Clinic*  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Add Edit Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Function Setup Setup Function Practice Hours

Defaults  
Minimum Appointment Duration 30 Minutes

Sunday  
 Open Start 08:00 End 17:00

Monday  
 Open Start 08:00 End 17:00

Tuesday  
 Open Start 08:00 End 17:00

Wednesday  
 Open Start 08:00 End 17:00

Thursday  
 Open Start 08:00 End 17:00

Friday  
 Open Start 08:00 End 17:00

Saturday  
 Open Start 08:00 End 12:30

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To make a longer appointment select the desired duration from the drop down box.

Appointment Details

Date 4th February 2016

Practitioner Andrew Naturopath

Modality Not Specified

Time 10:30 Duration 30 Minutes

Note

30  
60  
90

The list of values in the drop down box will only display the appointment length available at the selected appointment time. For example, if the selected practitioner has a break at 1pm and the selected appointment time is 12 noon and the default appointment length is 30 minutes, then the list will only display 30 and 60.



## Delete an Appointment

To delete an appointment, right click on the appointment you wish to delete and select "Delete".  
Alternatively, double click on the appointment to open it in "View" mode and then click the "Delete" button.

A confirmation message will be displayed.

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Sync Clients Apts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Reset Modality All Practitioner All Search Client

Time	Andrew Naturopath	Mary Masseuse
08:00	Maria Ladas	Maria Jensen
08:30	Coline Long	Milica Lake
09:00	Carlos Absell	Rosalee Jennings
09:30	Kim Leonardi	
10:00	Madeline Galluzzo	Carlos Absell
10:30	Maria Ladas	Dragica Lahood
11:00	Matijevic Lachmund-Stevens	Michael Loite
11:30	Tijana Lachmund-Stevens	
12:00	Guruir Lachmund-Stevens	
12:30	Linda Lachmund-Stevens	
13:00		
13:30		
14:00	Dragica Lahood	
14:30	Milica Lake	
15:00	Kylie Jones	
15:30		
16:00	Rita Lamacchia	
16:30	Delores Johnston	
17:00		

Today

< A B C D E F G H I J K >

Surname	First Name
Selected client : Christine Acompora	
Aaaardvark	Coral Ann
Absell	Carlos
Acompora	Christine
Adams	Maria
Adamson	Rebecca
Aghatanian	Michael
Agostino	Teash
Ahern	Steve
Ahmed	Sandra
Albornoz	Stefano
Ali	Belinda

View Appointment for Matijevic Lachmund-Stevens  
Edit Appointment for Matijevic Lachmund-Stevens  
**Delete Appointment for Matijevic Lachmund-Stevens**

## Edit an Appointment

To Edit an appointment, , right click on the appointment you wish to edit and select "Edit".

Alternatively ,double click on the appointment to open it in "View" mode and then click the "Edit" button



# Search

## Client Search

To find all appointments for a client, type the client's name, or part of the name in the search box and click the magnifying glass. This will find all appointments both past and future for any client with the specified text anywhere in their name.

This is a useful feature when a client calls and says "I have an appointment next week but I have forgotten the time", or "I would like to see the person I saw last time but I have forgotten their name".

Clicking the "Reset" button will return you to the appointments for the selected day.

**Search Results for carlos**

	Client	Date	Time	Practitioner
31	Carlos Absell	7th Oct 2015	09:00:00	Andrew Naturopath
7	Carlos Absell	7th Oct 2015	09:00:00	Andrew Naturopath
14	Carlos Absell	7th Oct 2015	10:00:00	Mary Masseuse
21	Carlos Absell	7th Oct 2015	10:00:00	Mary Masseuse
28	Carlos Absell	19th Oct 2016	11:30:00	Andrew Naturopath

Surname	First Name
Selected client : Christine Acompora	
Aaaardvark	Coral Ann
Absell	Carlos
Acompora	Christine
Adams	Maria
Adamson	Rebecca
Aghatanian	Michael
Agostino	Teash
Ahern	Steve
Ahmed	Sandra
Albornoz	Stefano
Ali	Belinda

## Next Available Appointment

To get a list of the available appointments click the "down arrow" next to the search box and choose "Next Available". Leave the search box blank and click the search button (magnifying glass). This will display available appointments for the next 5 days for the practitioner and modality selected.

To search for a different date range, either click a new date in the calendar, or enter a number in the search box to change the number of days returned. Note that increasing the number of days increases the time taken for the search.

For example, with 6th February 2016 selected and Modality selector showing Naturopathy and Practitioner selector showing Mary Masseuse the search results appear as shown below.

Clicking the "Reset" button will return you to the appointments for the selected day.

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Sync Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Reset Modality **Naturopathy** Practitioner **Mary Masseuse** Search Next Available

19 Feb 2016

**Next Available Appointment with Mary Masseuse for Naturopathy from 19 Feb 2016 next 5 days**

Date	Time	Practitioner
22 Feb 2016	08:00	Mary Masseuse
22 Feb 2016	08:30	Mary Masseuse
22 Feb 2016	09:00	Mary Masseuse
22 Feb 2016	09:30	Mary Masseuse
22 Feb 2016	10:00	Mary Masseuse
22 Feb 2016	10:30	Mary Masseuse
22 Feb 2016	11:00	Mary Masseuse
22 Feb 2016	11:30	Mary Masseuse
22 Feb 2016	13:00	Mary Masseuse
22 Feb 2016	13:30	Mary Masseuse
22 Feb 2016	14:00	Mary Masseuse
22 Feb 2016	14:30	Mary Masseuse
22 Feb 2016	15:00	Mary Masseuse
22 Feb 2016	15:30	Mary Masseuse
22 Feb 2016	16:00	Mary Masseuse
23 Feb 2016	08:00	Mary Masseuse
23 Feb 2016	08:30	Mary Masseuse
23 Feb 2016	09:00	Mary Masseuse
23 Feb 2016	09:30	Mary Masseuse
23 Feb 2016	10:00	Mary Masseuse
23 Feb 2016	10:30	Mary Masseuse
23 Feb 2016	11:00	Mary Masseuse

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## **Print**

You are able to print appointments for the selected date for all Practitioners or for a selected Practitioner.

## Synchronise Google Calendar with Therapist/Pro Calendar

If Google Calendar Support has been enabled, whenever you add or delete an Appointment, or a Holiday using the Therapist/Pro screens, the appointment will also be added/deleted in your Google Calendar. To set up Google Calendar support see page 32

If you always use Therapist/Pro to add holidays and appointments then you do not need to perform a calendar synchronisation.

If however you update your Google Calendar outside of Therapist/Pro, the changes will only be reflected in Therapist/Pro if you perform a Calendar Synch using the Appointments screen

**Google Calendar Support is much simpler if you always use the Therapist/Pro screens to add appointments to your Google Calendar.**

Google Calendar allows you to enter calendar events in a free-form manner and you do not have access to your client list when you do this. For this reason, the synchronisation process requires that you select a client name and practitioner from drop down lists for each appointment that has been entered into your Google Calendar outside of Therapist/Pro.

To synchronise your Therapist/Pro appointments with your Google Calendar press the "Sync" button on the appointments screen.

The screenshot shows the 'NaturalTherapist/Pro - Appointments' interface. At the top, there is a header with the clinic name 'The Long Grass Clinic' and address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below this is a navigation bar with icons for 'Sync', 'Clients', 'Apts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The 'Sync' icon is highlighted with a red box. Below the navigation bar, there are filters for 'Modality' (set to 'All') and 'Practitioner' (set to 'All'). A search bar for 'Search Client' is also present. The main area displays a calendar for February 2016, with a table of appointments. The 'Sync' button is highlighted in a red box.

Time	Practitioner	Client
08:00	Mary Masseuse	
08:30		
09:00		
09:30		
10:00	Carlos Absell	
10:30		
11:00		
11:30		
12:00		
12:30		
13:00		
13:30		
14:00		
14:30		

## Processing calendar entries

A new screen will open showing all the changes that have occurred to the Google Calendar since the last sync.

NaturalTherapist/Pro - Google Calendar Sync System Administrator(Administrator)

File View Action Help

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Process Cancel

Google Calendar Sync

Therapist Calendar was last synced with the Google Calendar on 2016-02-23 13:35  
LastSyncToken has been set - incremental sync will be performed  
1 calendar events have been changed since the last sync on 2016-02-23 13:35

S	Action	Summary	Start	End
<input checked="" type="checkbox"/>	Ignore	Appointment for Maria Adams with Mary Masseuse	2016-02-23 13:00:00	2016-02-23 13:30:00
Event(0)This appointment is already in Therapist. The date and time appear to match the Google Calendar. If the client and practitioner differ from those shown below change the values and tick the box. If no changes are required leave the box unticked.				
		Maria Adams	Mary Masseuse	Select Modality

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Examine each of the listed appointments. If any action needs to be taken, select the appropriate option from the drop down list , tick the box next to the entry and press the "Process" button.

If no action is required leave the box unticked.

Possible actions are

- Ignore - do nothing, this is the same as leaving the check box unticked
- Show Busy - inserts a "Holiday" type appointment for the selected practitioner
- Show Busy All - inserts a "Holiday" type appointment for all practitioners
- Add Appointment - inserts a client appointment
- Update Appointment - updates the client appointment
- Delete Appointment - deletes the appointment

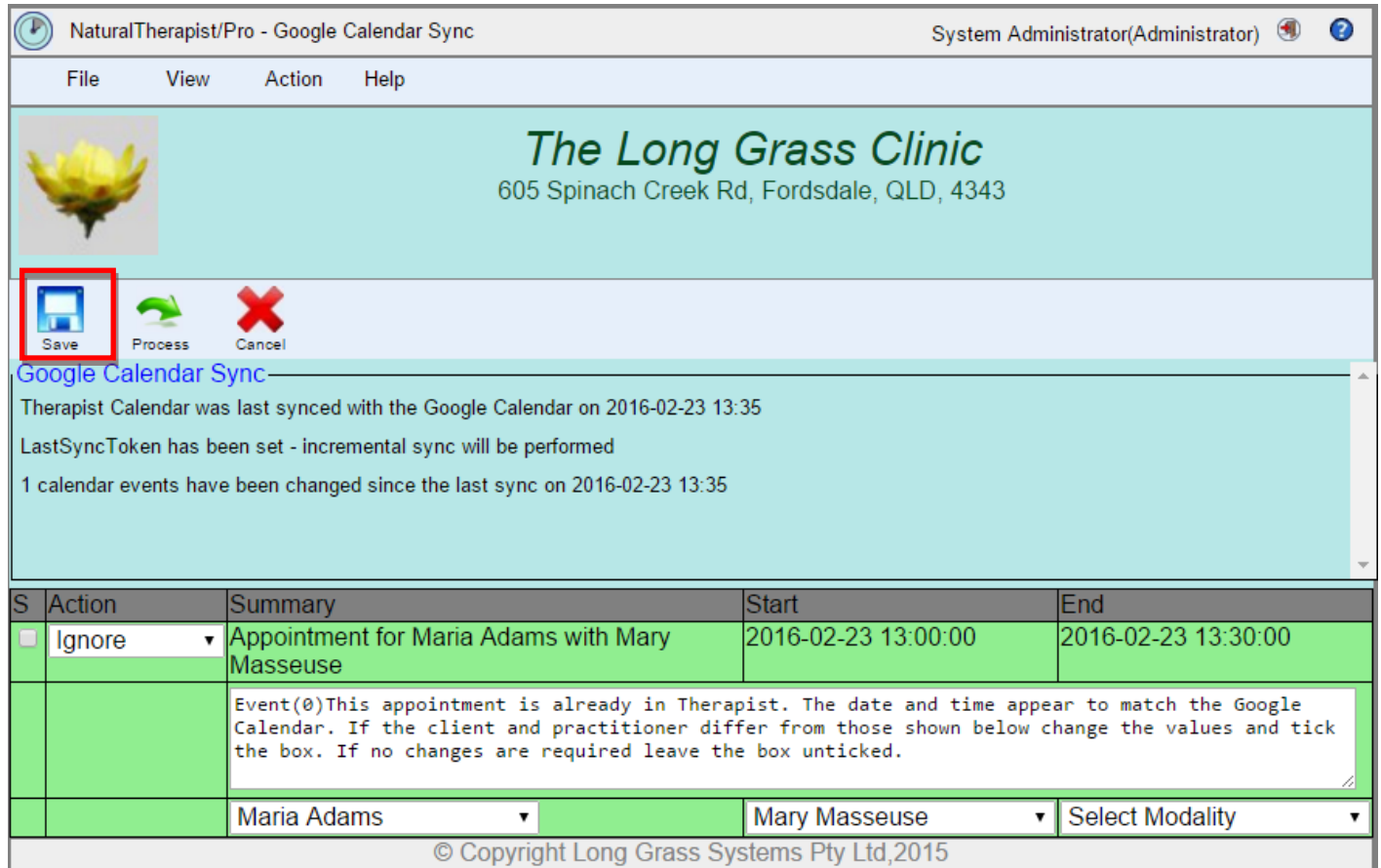
Clicking the "Process" button can be repeated as many times as desired until all of the entries have been dealt with.

In most case no action will be required. The main exceptions are

- Appointments added directly to your Google calendar. In this case we will have no connection between the appointment and a client or practitioner other than the details in the summary. You should choose "Add Appointment" and select a client and practitioner to add this appointment to the Therapist/Pro calendar.
- Appointments made directly to your Google calendar that are not related to clients. In this case you should choose "Show Busy" to mark the practitioner unavailable in that time slot.
- Online bookings made by clients who do not yet have a record in the client database. In this case you should choose "Update Appointment" and select a client to associate this appointment with a client record.

## Completing the sync processing

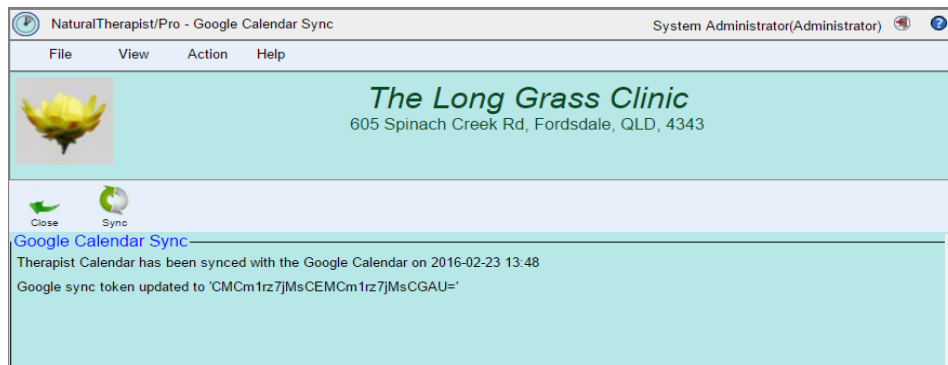
When you are happy that all required actions have been taken, press the "Save" button. This will update the stored synchronisation token in Therapist/Pro. The next time you perform a sync, only events that have been added, deleted or updated since the last save will appear in the list. This is known as incremental synchronisation.



The screenshot shows the 'NaturalTherapist/Pro - Google Calendar Sync' window. The title bar indicates the user is 'System Administrator(Administrator)'. The window has a menu bar with 'File', 'View', 'Action', and 'Help'. Below the menu bar is a header for 'The Long Grass Clinic' with a yellow flower logo and the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. A toolbar contains three buttons: 'Save' (highlighted with a red box), 'Process' (a green arrow), and 'Cancel' (a red X). Below the toolbar is a text area titled 'Google Calendar Sync' containing the following text: 'Therapist Calendar was last synced with the Google Calendar on 2016-02-23 13:35', 'LastSyncToken has been set - incremental sync will be performed', and '1 calendar events have been changed since the last sync on 2016-02-23 13:35'. Below the text area is a table with columns 'S', 'Action', 'Summary', 'Start', and 'End'. The table contains one row with the following data: 'S' is a checkbox, 'Action' is 'Ignore', 'Summary' is 'Appointment for Maria Adams with Mary Masseur', 'Start' is '2016-02-23 13:00:00', and 'End' is '2016-02-23 13:30:00'. Below the table is a text area with the following text: 'Event(0)This appointment is already in Therapist. The date and time appear to match the Google Calendar. If the client and practitioner differ from those shown below change the values and tick the box. If no changes are required leave the box unticked.' Below the text area are three dropdown menus: 'Maria Adams', 'Mary Masseur', and 'Select Modality'. At the bottom of the window is the copyright notice '© Copyright Long Grass Systems Pty Ltd,2015'.

S	Action	Summary	Start	End
<input type="checkbox"/>	Ignore	Appointment for Maria Adams with Mary Masseur	2016-02-23 13:00:00	2016-02-23 13:30:00

The screen will show the date and time of the last sync.



The screenshot shows the 'NaturalTherapist/Pro - Google Calendar Sync' window. The title bar indicates the user is 'System Administrator(Administrator)'. The window has a menu bar with 'File', 'View', 'Action', and 'Help'. Below the menu bar is a header for 'The Long Grass Clinic' with a yellow flower logo and the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. A toolbar contains two buttons: 'Close' (a green arrow) and 'Sync' (a green circular arrow). Below the toolbar is a text area titled 'Google Calendar Sync' containing the following text: 'Therapist Calendar has been synced with the Google Calendar on 2016-02-23 13:48' and 'Google sync token updated to 'CMCm1rz7JMsCEMCm1rz7JMsCGAU=''. Below the text area is a dropdown menu with the value 'Select Modality'. At the bottom of the window is the copyright notice '© Copyright Long Grass Systems Pty Ltd,2015'.





Then click the "Send Reminders" button.

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Sync Reminders Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Reset Modality All Practitioner All Search Client

5 March 2016

**Appointment reminders (Sent 03 Mar 2016 09:55)**

	Date	Email/Phone	Client
<input checked="" type="checkbox"/>	10th Mar 2016	97094713	Maria Attard
<input checked="" type="checkbox"/>	5th Mar 2016	choceh1@tpg.com.au	Carlos Absell
<input checked="" type="checkbox"/>	3rd Mar 2016	0407045854	Maria Adams

Today

Selected Client: Carlos Absell

< A B C D E F G H I J K >

Surname	First Name
Aaaardvark	Coral Ann
Absell	Carlos
Acompora	Christine
Adams	Maria
Adamson	Rebecca
Aghatanian	Michael
Agostino	Teash

All selected reminders will be emailed and the date of the last reminders will be updated.

Herbs Stock Scripts Conditions Invoices Reports Admin Print

Practitioner All Search Client

**Appointment reminders Sent 03 Mar 2016 09:55**

	Date	Email/Phone	Client
<input checked="" type="checkbox"/>	10th Mar 2016	97094713	Maria Attard
<input checked="" type="checkbox"/>	5th Mar 2016	choceh1@tpg.com.au	Carlos Absell

To return to the appointments list click the "Reset" button.

The email sent to the client will be similar to the one below.

From: The Long Grass Clinic [pdrichards@bigpond.com] Sent: Thu 3/03/2016 9:55 AM  
To: Carlos Absell  
Cc:  
Subject: The Long Grass Clinic Appointment Reminder



***The Long Grass Clinic***  
605 Spinach Creek Rd Fordsdale QLD 4343  
Online Appointment Appointment Reminder

Hi Carlos Absell,  
This is a reminder that you have an appointment at The Long Grass Clinic.  
Your appointment is at 10:00:00 on 2016-03-05 with Andrew Naturopath  
Regards  
The Long Grass Clinic

This email was sent to [choceh1@tpg.com.au](mailto:choceh1@tpg.com.au) because it is registered for appointments with The Long Grass Clinic

**If you think you should not have received this e-mail, please contact [pdrichards@bigpond.com](mailto:pdrichards@bigpond.com)**

## Online Bookings

Therapist/Pro comes with an online booking screen that you can add to your website to allow clients and members of the public to register with your practice and make appointment bookings online.

To set up the online bookings screen see page 47

Once the setup is complete you will have a link on your website to <http://www.{your domain name}/TherapistPro/OnlineBookings.php> which will display a screen like the following

NaturalTherapist/Pro - Online Appointments

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Online Appointments

Appointment Type: All | Practitioner: All

22 February 2016

**Next Available Appointment with any Practitioner for any Appointment type from 22 Feb 2016 next 3 days**

Date	Time	Practitioner
22 Feb 2016	08:00	Mary Masseur
22 Feb 2016	08:30	Mary Masseur
22 Feb 2016	09:00	Andrew Naturopath
22 Feb 2016	09:00	Mary Masseur
22 Feb 2016	09:30	Andrew Naturopath
22 Feb 2016	09:30	Mary Masseur
22 Feb 2016	10:00	Andrew Naturopath
22 Feb 2016	10:00	Mary Masseur
22 Feb 2016	10:30	Mary Masseur
22 Feb 2016	11:00	Andrew Naturopath
22 Feb 2016	11:00	Mary Masseur
22 Feb 2016	11:30	Andrew Naturopath
22 Feb 2016	11:30	Mary Masseur
22 Feb 2016	13:00	Mary Masseur
22 Feb 2016	13:30	Mary Masseur
22 Feb 2016	14:00	Mary Masseur
22 Feb 2016	14:30	Mary Masseur
22 Feb 2016	15:00	Mary Masseur
22 Feb 2016	15:30	Mary Masseur
22 Feb 2016	16:00	Mary Masseur
23 Feb 2016	08:00	Mary Masseur
23 Feb 2016	08:30	Mary Masseur
23 Feb 2016	09:00	Mary Masseur
23 Feb 2016	09:30	Mary Masseur
23 Feb 2016	10:00	Mary Masseur

Today

Sign in or register to make a booking

Sign In

Email:

Password:

Type text:

To change your password ...

New Password:

Repeat:


Signon Register Reset Password

Clients need to register in order to use the online booking system.

## Client Registration

A new client will press the "Register" button and will be presented with the following screen

NaturalTherapist/Pro - Online Appointments



**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Online Appointments

Appointment Type: All      Practitioner: All

« 11 February 2016 »

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

Today

### Register

Email:

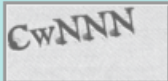
Password:

Repeat Password:

Date of Birth: 22 February 2016

First Name:

Last Name:




Type text:

The client needs to complete all the fields on the screen including the "captcha" text shown in the grey box below the "Last Name" field.

They then press the "Submit" button and an email will be sent to the specified address with an "Activation" link.

NaturalTherapist/Pro - Online Appointments



## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

### Online Appointments

Appointment Type: All      Practitioner: All

11 February 2016

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

Today

Thanks for registering. Please check your email for activation

[Register](#)

Email:

Password:

Repeat Password:

Date of Birth:

First Name:

Last Name:

Type text:

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## Client Activation

The email sent to the client will look similar to the one below

From: The Long Grass Clinic [sales@LongGrassSystems.com.au] Sent: Mon 22/02/2016 12:10  
To: Peter Richards2  
Cc:  
Subject: Welcome to The Long Grass Clinic



### The Long Grass Clinic

605 Spinach Creek Rd Fordsdale QLD 4343  
Online Appointment Registration

Thank-you for registering for online appointments with The Long Grass Clinic

To activate your account please click on this link [activate](#)

If clicking on the above activation link does not work, please copy and paste the following link into your browser address bar and click enter

[http://www.LongGrassSystems.com.au/TherapistPro/OnlineBookings.php?Action=Confirm&email=pdrichards@skymesh.net.au&key=\\$2a\\$10\\$5QUYzDkz3C.xhVDhxe/zguVnS4wJnK1H3qUJu2gVq1r9Qp4wOBhbC](http://www.LongGrassSystems.com.au/TherapistPro/OnlineBookings.php?Action=Confirm&email=pdrichards@skymesh.net.au&key=$2a$10$5QUYzDkz3C.xhVDhxe/zguVnS4wJnK1H3qUJu2gVq1r9Qp4wOBhbC)

This email was sent to [pdrichards@skymesh.net.au](mailto:pdrichards@skymesh.net.au) because it requested a password reminder for online appointments with The Long Grass Clinic

**If you think you should not have received this e-mail, please contact [sales@LongGrassSystems.com.au](mailto:sales@LongGrassSystems.com.au)**

The client is required to click on the "activate" link which will return them to the registration page to complete the registration process.

Once their account is activated they may enter their password and the "captcha" text to signon.

During registration we search the client database for a client with the specified email address and if one is found we link the client record with the online booking signon record.

## Appointment List

Once successfully signed on they will be presented with a screen displaying available appointments for 3 days from the date selected in the calendar.

To make a booking they click on the "Book" button beside an available time.

NaturalTherapist/Pro - Online Appointments



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

#### Online Appointments

Appointment Type: All | Practitioner: All

«	11	February	2016	»		
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
Today						

**Signed On As**

Email:

Name:

[Sign Off](#)

Next Available Appointment with any Practitioner for any Appointment type from 11 Feb 2016 next 3 days			
	Date	Time	Practitioner
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	08:00	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	08:30	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	09:00	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	09:00	Mary Masseuse
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	09:30	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	09:30	Mary Masseuse
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	10:00	Mary Masseuse
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	10:30	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	10:30	Mary Masseuse
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	11:00	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	11:00	Mary Masseuse
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	11:30	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	11 Feb 2016	11:30	Mary Masseuse
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	12 Feb 2016	08:00	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	12 Feb 2016	08:30	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	12 Feb 2016	09:00	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	12 Feb 2016	09:30	Andrew Naturopath
<a href="#" style="background-color: #006633; color: white; padding: 2px;">Book</a>	12 Feb 2016	10:00	Andrew Naturopath

## Confirming a Booking

They will then need to confirm the booking details and click the "Save" button

NaturalTherapist/Pro - Online Appointments



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

#### Online Appointments

Appointment Type:  Practitioner:

11 February 2016

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

Today

**Signed On As**

Email:

Name:

**Client Details**

Name:

Email:

**Appointment Details**

Date:

Practitioner:

Time:  Duration:  Minutes

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## Email Confirmation

An email will be sent to the client confirming the booking

From: The Long Grass Clinic [sales@LongGrassSystems.com.au] Sent: Mon 22/02/2016 12:19 PM  
To: Peter Richards2  
Cc:  
Subject: Appointment with The Long Grass Clinic



*The Long Grass Clinic*  
605 Spinach Creek Rd Fordsdale QLD 4343  
Online Appointment Booking

Thank-you for booking an appointment with The Long Grass Clinic

Your appointment is at 10:30 on 12th February 2016 with Andrew Naturopath

This email was sent to [pdrichards@skymesh.net.au](mailto:pdrichards@skymesh.net.au) because it requested a password reminder for online appointments with The Long Grass Clinic

**If you think you should not have received this e-mail, please contact [sales@LongGrassSystems.com.au](mailto:sales@LongGrassSystems.com.au)**

## Updated Appointment List

The appointment will then appear in the appointment system and the Google calendar (if in use)

NaturalTherapist/Pro - Appointments
System Administrator/Administrator

File View Action Help

### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Sync
 Clients
 Appts
 Herbs
 Stock
 Scripts
 Conditions
 Invoices
 Reports
 Admin
 Print

Reset
Modality All
Practitioner All
Search Client

«	12	February	2016	»	Time	Andrew Naturopath				
S	M	T	W	T	F	S				
31	1	2	3	4	5	6	08:00			
7	8	9	10	11	12	13	08:30			
14	15	16	17	18	19	20	09:00			
21	22	23	24	25	26	27	09:30			
28	29	1	2	3	4	5	10:00			
Today							10:30	Online booking Peter Richards2(new client)		
< A B C D E F G H I J K >							11:00			
Surname		First Name								
Selected client : Carlos Absell										
Aaaardvark		Coral Ann								
Absell		Carlos								
Acompora		Christine								
Adams		Maria								
Adamson		Rebecca								
							12:00			
							12:30			
							13:00			
							13:30			



## Herbs

The Herb database provides a full featured comprehensive herbal database featuring over 300 herbs. Well researched information is included with each herb featuring a photo, scientific and common names, brief description of use, botany, medicinal uses as well as history & folklore.

NaturalTherapist/Pro - Herbs System Administrator/Administrator

File View Action Help

### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Indication 
 Action

Herb Names  Scientific  Common

Showing 1 to 25 of 307 Scientific names << < 1 2 3 4 5 6 7 8 9 10 11 12 13 >>

Scientific Name▲	Description	Photo
<i>Acacia farnesiana</i> Cassie Mimosa Bush Perfumed Wattle Prickly Moses Sponge Flower Sweet Acacia	A valuable astringent herb, that may be used to soothe inflammatory conditions affecting the mucous membranes Fam. Mimosaceae. This genus contains over 1000 or more evergreen, semi-evergreen or deciduous shrubs and trees that occur throughout tropical to warm temperate regions especially Africa and Australia. A large straggly shrub or small tree growing to 7 m with a spread to 5 m, native to tropical America. The sparse feathery leaves to 7 cm long are divided into 12-20 smaller leaflets. Heavily perfumed golden balls of flowers appear in the leaf axils	
<i>Achillea millefolium</i> Knights Milfoil Milfoil Old Mans Pepper Osebleed Soldiers Woundwort Western Yarrow Woolly Yarrow Yarrow	Aids the recovery from colds and flu. It is also beneficial for a wide range of menstrual problems and circulatory disorders Fam. Asteraceae. An aromatic perennial plant native to northern temperate regions growing to 30 cm tall with a spread to 20 cm. The plant is hardy and vigorous with tough stems. The leaves are soft, feathery and dark green. The white or pink flowers are about 6 mm in diameter and are produced in flat corymbs. The flowers are composed of 4-6 ray flowers with three teeth at their tips. The ray flowers encircle lots of little disk flowers. The flowers are followed by small seeds	
<i>Achyranthes bidentata</i>	A traditional Chinese herb used to promote circulation and to stimulate menstruation when a period is delayed or light	

A comprehensive glossary that includes references and explanations of terms used in indications, actions, chemistry and botany may be found under 'help' in the menu bar of the Herbs screens.

The sophisticated search features allow you to identify herbs that are useful for a particular indication

(similar to symptoms) as well as herbs that have a particular action on the body. You may refine your list of herbs by selecting both an indication and an action. As an example a search for the indication of 'Anorexia nervosa' and the action of 'nutritive' will result in a list of herbs that are both useful in treating Anorexia nervosa and have a nutritive effect on the body

You are able to add your own information or delete existing information if required to all fields in any herb. You may change or add to the brief description, history & folklore, botany, chemistry and medicinal uses fields. You may edit scientific names for herbs as they change as well as adding your preferred common names. Your preferred common names will also be included in the common name search. You may add new indications and actions as well as new herbs, photos and information in all fields.

There are two free text fields included in Index of herbs where you may add your own information. These could include references and the latest research on particular herbs. You are able to personalise the buttons using the Administration function.

## **Disclaimer**

*The herbal information displayed by this program is provided solely for educational purposes. No claims are made for the efficacy of any herb, the legality of its use, or the validity or safety of any historical or traditional herbal treatment. The information provided here should not take the place of the accepted medical practice of any country. Some of these plants are extremely toxic and should be used only by licensed professionals who have the knowledge and facilities to process them into appropriate pharmaceuticals. Many historical and traditional herbal remedies have proven to be ineffective and should be treated with caution.*

## Filtering the list of Herbs

The filter boxes on the list of herbs display allow you to quickly identify herbs that are useful for a particular indication (or symptom) as well as herbs that have a particular action on the body. You may refine your list of herbs by selecting both an indication and an action. As an example a search for the indication of 'Anorexia nervosa' and the action of 'nutritive' will result in a list of herbs that are both useful in treating Anorexia nervosa and have a nutritive effect on the body.

NaturalTherapist/Pro - Herbs System Administrator(Administrator)

File View Action Help

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Add Clients Apts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Reset Indication Allergy Action Anti-asthmatic Search Scientific Nam

Herb Names  Scientific  Common

Showing 1 to 1 of 1 Scientific names

Scientific Name▲	Description	Photo
<i>Ephedra sinica</i> Desert Tea Ephedra Joint Fir Ma huang	A very strong stimulating herb used principally for asthma and allergic conditions such as hay fever Fam. Ephedraceae. Native to southern Europe and Asia and found in desert regions throughout the world between northern China to Inner Mongolia. A perennial, dioecious, tufted rigid shrub growing from 0.5-1.2 m tall. It takes an average of four years for the shrub to achieve maturity. It is almost leafless forming a mass of slim, dull green, jointed stems with its tiny scale like leaves only visible after rain. The plant does not produce real flowers but produces separate male and female, flower like cones	

Showing 1 to 1 of 1 Scientific names


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## Switching between Scientific and Common names

The “Herb Names” buttons allow you to switch the list of herbs display between Scientific Names and Common Names.

NaturalTherapist/Pro - Herbs
System Administrator/Administrator

File View Action Help



### The Long Grass Clinic



605 Spinach Creek Rd, Fordsdale, QLD, 4343

Reset    Indication All    Action All

Herb Names     Scientific     Common

Showing 76 to 100 of 1348 Common names

[«](#) [<](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) [»](#)

Common Name	Description	Photo
Barberry <i>(Berberis vulgaris)</i>	An excellent remedy for dyspepsia and functional derangement of the liver as it regulates the digestive powers. If taken in larger doses it acts as a mild purgative and aids constipation Fam. Berberidaceae. A native of Europe that is often cultivated for its berries. The plant is upright, deciduous and spreading, growing up to 2 m in height. It features thorny branches, a light gray bark and a fine yellow woodThe dull green leaves are obovate to oblong and have finely serrate margins. The leaves are alternate and are 2-5cm in length The bright yellow flowers have an unpleasant smell and are borne in a pendant raceme from 3-6 cm long with 10 to 20 flowers on eachThe bright red oblong berries grow in loose bunches and have a sour taste. They are about 1 cm long and contain 1-3 small black seeds. The stem of the common barberry is a source of a yellow dye, the bark is used to make a tonic, and the red berries are an ingredient in preserves favoured by the French . The hard, yellow, fine grained wood is used in small carvings, wood turnings and inlay work	
Bardane <i>(Arctium lappa)</i>	One of the best detoxifying herbs. Used to treat conditions caused by an overload of toxins as in chronic skin disease and infections Fam. Asteraceae. A coarse weed producing a rosette of large leaves from a long tapering fleshy taproot in the first year. In the second year the plant grows to a large size, from between 90-210 cm in height. The stem is round, fleshy, branched and bears very large leaves with the lower ones frequently measuring 45cm in length. The flowers are not produced until the second year. They are purple and are borne in small clustered heads armed with hooked spines and attach themselves to	



## Finding a Herb by name

Type a name, or a part of a name in the Search Box and click the Magnifying Glass. The results will depend on whether you are displaying "Common" or "Scientific" names.

The list of herbs will display any herb names that contain the search string.

Showing 30 to 30 of 30 Common names << < 1 2 > >>

Common Name	Description	Photo
Barberry ( <i>Berberis vulgaris</i> )	An excellent remedy for dyspepsia and functional derangement of the liver as it regulates the digestive powers. If taken in larger doses it acts as a mild purgative and aids constipation Fam. Berberidaceae. A native of Europe that is often cultivated for its berries. The plant is upright, deciduous and spreading, growing up to 2 m in height. It features thorny branches, a light gray bark and a fine yellow woodThe dull green leaves are obovate to oblong and have finely serrate margins. The leaves are alternate and are 2-5cm in length The bright yellow flowers have an unpleasant smell and are borne in a pendant raceme from 3-6 cm long with 10 to 20 flowers on eachThe bright red oblong berries grow in loose bunches and have a sour taste. They are about 1 cm long and contain 1-3 small black seeds. The stem of the common barberry is a source of a yellow dye, the bark is used to make a tonic, and the red berries are an ingredient in preserves favoured by the French . The hard, yellow, fine grained wood is used in small carvings, wood turnings and inlay work	
Bay Rum Berry ( <i>Pimenta dioica</i> )	It has been used as a poultice to relieve the pain of arthritis and contains tannins that are mildly anaesthetic Fam. Myrtaceae. An attractive, evergreen tree growing to 10 m high, with dark-green, glossy, oblong-lanceolate shaped leaves. The leaves grow to 15 cm long and smell of clove. Clusters of the small, fluffy, very sweet smelling white flowers appear in summer and are followed by round berries 6-10 mm in diameter, which turn a dark purple when ripe. There is a thin layer of soft, sweet pulp around the peppercorn sized seeds, which is very tasty and reminiscent of cloves. Even the bark of the tree, the branches and twigs taste like cloves	

## Displaying herb information


Double Clicking on an entry in the list of herbs will display the available information for that herb.

The herb display allows you to view and edit the following information about the herb:

- Photo
- Common Names
- Brief Description
- Detailed description
- Plant Chemistry and notes
- Medicinal Uses
- Parts Used
- Indications
- Actions
- Preparation and dosage
- Cautions
- History and Folklore
- Notes1 and Notes2

NaturalTherapist/Pro - Herb Details(Eleutherococcus senticosus) System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Return Edit Delete Print

**Info**


Scientific Name: Eleutherococcus senticosus

Common Names: Acanthopanax senticosus, Eleuthero, Siberian Ginseng

Brief Description: A powerful tonic more useful for maintaining good health rather than treating ill health. This herb has adaptogenic qualities and has an effect on all organs

**Description**

Detailed Description: Fam. Araliaceae. A deciduous suckering shrub growing to 7 m tall with an indefinite spread. This plant forms large thickets with its spiny stems and thick roots. The leaves are palmate to 15 cm in diameter and are dark green in colour. The tiny star shaped flowers are unusual in that the male flowers are a soft purple and the females are a deep cream. The fruits that follow the female flowers take the form of blue black berries



**Use**

Parts Used: Roots, root bark

Preparation: Take one of the following, three times a day:  
Standard decoction; 1/2 cup  
Liquid Extract 1:2 in 45% alcohol; 2-8ml



## Use

### Parts Used

Roots, root bark

### Preparation

Take one of the following, three times a day:  
Standard decoction; 1/2 cup  
Liquid Extract 1:2 in 45% alcohol; 2-8ml

### Cautions

Not given to children or taken for longer than six weeks at a time. Contraindicated with caffeine

## History

### History and Folklore

It is known in Chinese medicine as wu jia pi and has been used for 2000 years to treat rheumatic complaints, low vitality, weak liver and kidney energy and is regarded as less heating than P. ginseng . This herb does not appear in traditional Russian medicine, but was researched by Russian scientists Brekham and Dardymov from 1960 onwards as part of an extensive study of adaptogenic herbs. Since then it has been widely publicised and marketed as a kind of Ginseng. A recent Russian study of 13,000 automobile workers given Eleuthero one winter showed that participants developed 40% fewer respiratory tract infections than they had in previous winters. The study also confirmed that the use of Eleuthero for people undergoing chemotherapy and radiation therapy for cancer alleviates side effects. It belongs to the same family as true Ginsengs however it differs in its constituents. The saponin glycosides are eleutherosides rather than ginsenosides (or panaxosides)

<b>Chemistry</b>	
Chemistry	coumarins, glycosides, phenols, phytosterols, polysaccharides, saponins
<b>Notes</b>	
Research	
Culinary	
<b>Actions &amp; Indications</b>	
Actions	Adaptogenic, Aphrodisiac, Circulatory stimulant, Hypoglycaemic, Immune stimulant, Nervine, Tonic
Indications	Anxiety, Cancer, Concentration-poor, Convalescence, Impotence, Insomnia, Jet lag, Libido-low, Memory-poor, Menopause, Stress related disorders

**Notes 1 and Notes 2**

The two notes fields are for your own use and can contain any additional information that you wish to record for the herb. For example, you may decide to use one of these fields to record your own cultivation notes and the other for culinary uses. These two field names can be changed using the Administration functions.


## Add a Herb

To add a new herb click on the "Add" button.

Enter a unique scientific name and other details and click the "Save" button. The herb will now appear in the list of herbs.

NaturalTherapist/Pro - Herb Details() System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

**Info**

Scientific Name

Common Names

Brief Description

**Description**

Detailed Description

**Use**

Parts Used

Preparation

No Image

Choose file No file chosen  
jpg only

To add a photo click on the "Choose File" button, choose a photo and then click the save button.

The photo image must be of type jpg, jpeg or gif. We suggest that the image size is kept to about 50KB.

## Editing a Herb

You are able to add your own information or delete existing information from any of the screens related to a particular herb. You may change or add to the brief description, history & folklore, botany, chemistry and medicinal uses fields. You may add your preferred common names. Your preferred common names will also be included in the common name search. You may also add new indication/ actions.

There are two free text fields included in herb database where you may add your own information. These could include references and the latest research on particular herbs. This section may become your own personal knowledge base. You are able to personalise the fields in Administration/Setup/ field names.

NaturalTherapist/Pro - Herb Details(Apios americana) System Administrator/Administrator

File View Action Help

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

**Info**

Scientific Name: Apios americana

Common Names: Apios, Bog Potato, Ground Nut, Indian Potato, Potato Bean, Virginia Potato, Wild Bean, Wild Potato

Brief Description: Can be used topically for suppurating wounds, resistant ulcers, and to stimulate growth of healthy tissue

**Description**

Detailed Description: Fam. Fabaceae. A perennial vine growing to 6 m long, found from Ontario and Quebec in the north to the Gulf of Mexico and from the prairies in the west to the Atlantic coast of America. The vine is killed by frost but the tubers survive cold winters. The brown skinned, white fleshed tubers are on underground rhizomes and can vary in diameter from 1-20 cm. The leaves are alternate, odd-pinnately compound, with 5 to 7 leaflets. The flowers are a pinkish maroon occurring in compact racemes to 130 mm in length.

**Photo**

Choose file No file chosen

## Herb Bibliography

A full bibliography of references of the herb information supplied in the Herb database may be found in the "Help" dialog.

## Herb Glossary

A comprehensive glossary that includes references and explanations of terms used in indications, actions, chemistry and botany may be found in the "Help" dialog.




## Conditions

The conditions database is a free-form text database for you to record medical conditions and the treatments that your practice uses for them. This database contains no data when Therapist/Pro is first installed.

NaturalTherapist/Pro - Conditions System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

+ Add 👤 Clients 🕒 Appts 🌿 Herbs 🏪 Stock 📝 Scripts 📄 Conditions 💰 Invoices 📊 Reports 🖨️ Admin 🖨️ Print

Showing 1 to 50 of 50 conditions			
ID	Name	Notes1	Notes2
1	Amenorrhoea	emmenagogue - vitex hormonal normaliser - vitex uterine tonic - black cohosh check anxiety, stress, cramps	
2	Acne	alteratives hormone anti-micro lymphatic hepatics diuretic anti-infl Astringents burdock , vitex, echinacea, nettle, licorice, calendula otherwise use pinnacle mild - herbal cream severe - Derma cream	
3	Angina	Herbal ginkgo, hawthorn, yarrow add antispasmodic - cramp bark( or wild yam) Tribullus improves condition herbal ginkgo hawthorn wild yam tribullus valerian	
4	Atherosclerosis	Herbal actions cardiac tonic, circ stim, vasodilator, hypotensive, nervines, antispasmodic. HERBAL THERAPIES hawthorn ginkgo valerian ginger FOODS Pineapple & pomegranate COD LIVER OIL & FISH OIL	
5	Arthritis	Herbal anti-infl, alterative, anti-spasm, circ stimulant, rubefacient, analgesic, diuretic, nervines. possibly bitters. HERBAL black cohosh meadowsweet st	

## Add a Condition

Click on the “Add” button and enter the details for the medical condition.

NaturalTherapist/Pro - Condition Details() System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Name

Minerals

Alternative Treatments

Vitamins

Click the “Save” button to save the new condition name.

## Delete a Condition

To delete a condition, right click on the condition in the list and choose "Delete" from the popup menu.

Showing 1 to 50 of 50 conditions

ID	Name	Notes1	Notes2
1	Amenorrhoea	emmenagogue - vitex hormonal vitex uterine tonic - black anxiety, stress, cramps	
2	Angina	herbals anti-micro lymphatic hepatics diuretic anti-infl Astringents burdock, vitex, echinacea, nettle, licorice, calendula otherwise use pinnacle mild - herbal cream severe - Derma cream	
3	Atherosclerosis	Herbal actions cardiac tonic, circ stim, vasodilator, hypotensive, nervines, antispasmodic. HERBAL THERAPIES hawthorn ginkgo valerian ginger FOODS Pineapple & pomegranate COD LIVER OIL & FISH OIL	
5	Arthritis	Herbal anti-infl, alterative, anti-spasm, circ stimulant, rubefacient, analgesic, diuretic, nervines. possibly bitters. HERBAL black cohosh meadowsweet st	

You will be prompted to confirm that you really want to delete this condition



## Stock Control System

The stock control system allows you to:

- Maintain a list of items available from various suppliers
- Keep track of items that you have in stock

Stock control comprises a number of different components:

- A list of suppliers.
- A list of items and their amounts as held by the practice.

NaturalTherapist/Pro - Stock System Administrator/Administrator

File View Action Help

### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

+ Add
 👤 Clients
 🕒 Appts
 🌿 Herbs
 🏪 Stock
 📝 Scripts
 📄 Conditions
 💰 Invoices
 📊 Reports
 🖥️ Admin
 🖨️ Print

Stock  Suppliers

Brand 
 Type

Showing 25 stock items < **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z ? >

Name▲	Type	Quantity	Brand	Location
Acetyl L Carnitine 500mg		0.00		
Activated B Complex		0.00		
Activated B3		0.00		
Activated B6		0.00		
Adaptan		0.00	Healthworld	
Adenosine		0.00		
Adreno Tone		0.00	Healthworld	
Agrimony		0.00	Integria	
Alibiza		0.00	Integria	
Alka Cap		0.00	Natural Remedies Group NRG	
Alkalizer		0.00	Sunfresh Australia	
Allergenics		0.00		
Allergeze		0.00	Healthworld	
Allergeze for Kids		0.00	Healthworld	



On entering the stock control system you will see a list of "Stock Items". When the system is first installed the list of Stock Items will be empty.

In prior versions of Therapist/Pro, the stock control systems was more complex to administer. Two different tables of stock items were maintained. The first was a list of stock items from a given supplier, these were referred to as "Supplier Stock Items", the second was a list of items actually held by the practice and was referred to as "Practice Stock Items". Commencing with Therapist/Pro V4.1 this set up has been simplified and a single list of stock items is maintained.

## Suppliers

Clicking on the "Suppliers" button will bring up your list of supplier.

The screenshot shows a web application interface for "NaturalTherapist/Pro - Stock". The user is logged in as "System Administrator(Administrator)". The interface includes a menu bar (File, View, Action, Help) and a header section for "The Long Grass Clinic" with the address "605 Spinach Creek Rd, Fordsdale, QLD, 4343". Below the header is a navigation bar with icons for Add, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. The main content area has a "Reset" button, radio buttons for "Stock" and "Suppliers" (selected), and a "Search Suppliers" search box. A table displays a list of 9 suppliers, with the following data:

Name▲	Contact	Phone	Email	Website
Healthworld				
Integria				
Metagenics	Michael Brosnan	(07) 3117 3300	hworld@healthworld.com.au.	https://www.metagenics.com.au
Natural Remedies Group				
Naturopathic Consultations				
Naturopathic Remedy Supplies				
Sunfresh Australia				
Traditional Medicine Supplies				
VMK Naturopath				

Showing 1 to 9 of 9 suppliers

From this screen you can:


- Add a new supplier
- View an existing supplier
- Delete an existing supplier
- Change a supplier's details




## Add a supplier

Click on the "Add" button, or right click on the list of suppliers and select the "Add" option. Fill in the name and details for the supplier and click the "Save" button.

NaturalTherapist/Pro - Supplier Details() System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Save  Cancel  Print

**Info**

Number

Name

Description

**Address**

Street

City

State

Postcode

**Contact Details**

Phone

Fax

Email

Website

**Notes**

## View a supplier

Right click on the supplier in the list and select the "View" option.

NaturalTherapist/Pro - Supplier Details(Metagenics) System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Return Edit Delete Print

**Info**

Number	<input type="text" value="6"/>
Name	<input type="text" value="Metagenics"/>
Description	<input type="text" value="Health World Limited"/>

**Address**

Street	<input type="text" value="741 Nudgee Road"/>
City	<input type="text" value="Northgate"/>
State	<input type="text" value="QLD"/>
Postcode	<input type="text" value="4013"/>

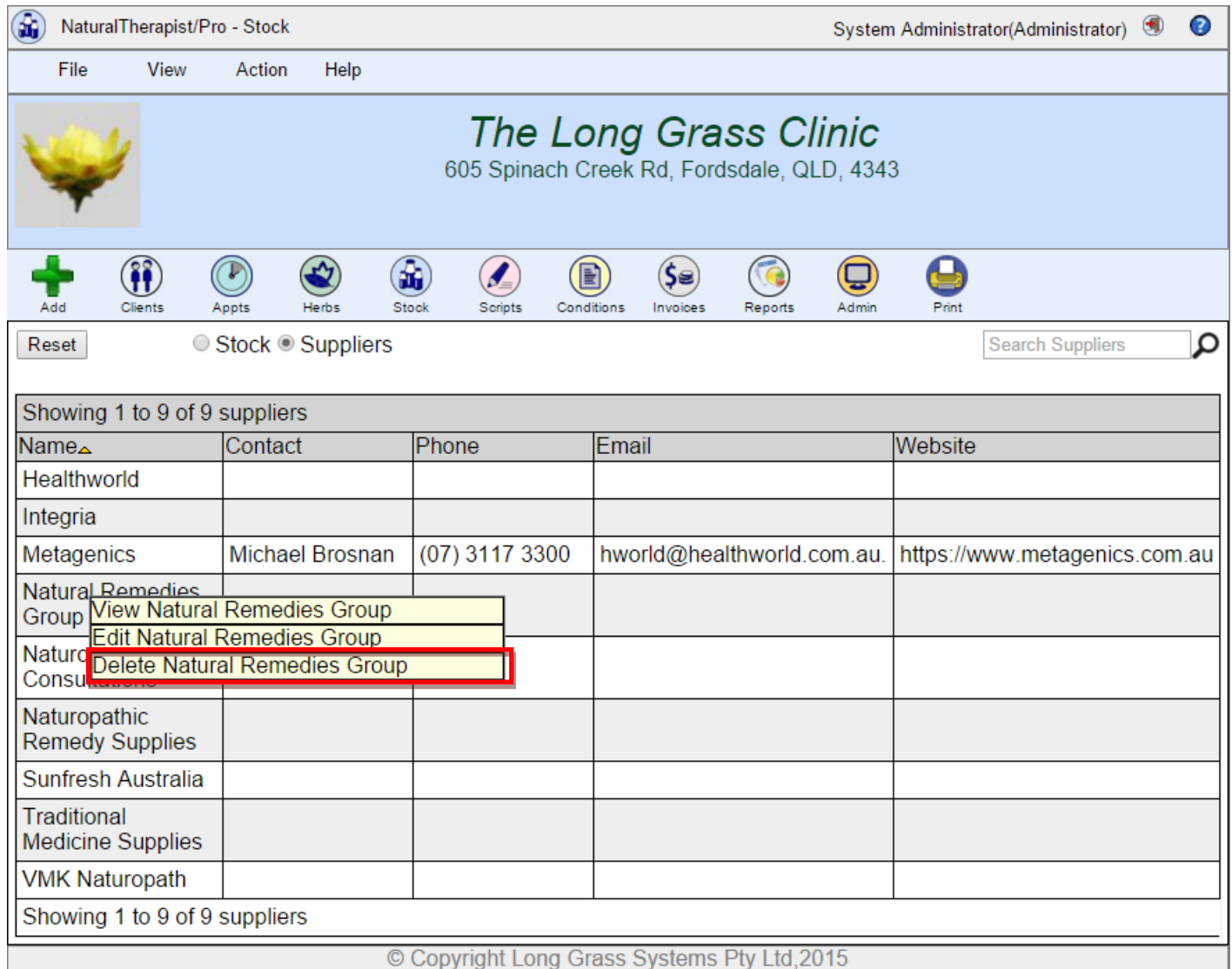
**Contact Details**

Phone	<input type="text" value="(07) 3117 3300"/>
Fax	<input type="text" value="(07) 3117 3399"/>
Email	<input type="text" value="hworld@healthworld.com.au"/>
Website	<input type="text" value="https://www.metagenics.com.au"/>

**Notes**

## Delete a supplier

Right click on the supplier in the list and select the “Delete” option.



The screenshot shows the 'NaturalTherapist/Pro - Stock' application interface. The title bar indicates the user is 'System Administrator(Administrator)'. The main header features a logo of a yellow flower and the text 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a navigation bar with icons for Add, Clients, Apts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. The main content area has a 'Reset' button, radio buttons for 'Stock' and 'Suppliers', and a 'Search Suppliers' search box. A table displays a list of 9 suppliers. The 'Natural Remedies Group' entry is selected, and a context menu is open over it, with the 'Delete Natural Remedies Group' option highlighted in a red box. The table columns are Name, Contact, Phone, Email, and Website. The footer contains the copyright notice '© Copyright Long Grass Systems Pty Ltd,2015'.

Name	Contact	Phone	Email	Website
Healthworld				
Integria				
Metagenics	Michael Brosnan	(07) 3117 3300	hworld@healthworld.com.au	https://www.metagenics.com.au
Natural Remedies Group				
Natural Remedies Group				
Natural Remedies Group				
Naturopathic Remedy Supplies				
Sunfresh Australia				
Traditional Medicine Supplies				
VMK Naturopath				

In prior versions of Therapist/Pro, deleting a supplier also deleted all of the stock items from that supplier. This no longer happens. Deleting a supplier only deletes the supplier entry.

## Edit a supplier

To change the suppliers details, right click on the supplier in the list and select the "Edit" option.

NaturalTherapist/Pro - Supplier Details(Natural Remedies Group) System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Save  Cancel  Print

**Info**

Number	<input type="text" value="10"/>
Name	<input type="text" value="Natural Remedies Group"/>
Description	<input type="text"/>

**Address**

Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postcode	<input type="text"/>

**Contact Details**

Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

**Notes**


<input type="text"/>
----------------------

## Stock items

The stock display shows you a list of items that you have in stock.

NaturalTherapist/Pro - Stock
System Administrator(Administrator)

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Add
 Clients
 Appts
 Herbs
 Stock
 Scripts
 Conditions
 Invoices
 Reports
 Admin
 Print

Reset
 Stock  Suppliers
Search Stock

Brand All
Type All

Name▲	Type	Quantity	Brand	Location
Acetyl L Carnitine 500mg		0.00		
Activated B Complex		0.00		
Activated B3		0.00		
Activated B6		0.00		
Adaptan		0.00	Healthworld	
Adenosine		0.00		
Adreno Tone		0.00	Healthworld	
Agrimony		0.00	Integria	
Alibiza		0.00	Integria	
Alka Cap		0.00	Natural Remedies Group NRG	
Alkalizer		0.00	Sunfresh Australia	
Allergenics		0.00		
Allergeze		0.00	Healthworld	
Allergeze for Kids		0.00	Healthworld	
Allimax GS		0.00	Natural Remedies	

## Add a stock item

Click the "Add" button to enter details about an item that you have in stock.

NaturalTherapist/Pro - Stock Item Details() System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

**Info**

Number	<input type="text"/>		
Brand	<input type="text"/>		
Name	<input type="text"/>		
Supplier	<input type="text"/>	Concentration	<input type="text"/>
Product ID	<input type="text"/>	Batch #	<input type="text"/>
Type	<input type="text"/>	Dose	<input type="text"/>

**On Hand**

Package Size	<input type="text"/>
Package Unit	<input type="text"/>
In Stock	<input type="text"/>
In Stock Unit	<input type="text"/>
Value	\$0.00

**Pricing**

Wholesale	<input type="text"/>
Markup %	<input type="text"/>
GST %	<input type="text"/>
Retail Price	<input type="text"/>

**Description**



## View a stock item

Double Click on an item or right click and select "View" to display the details of the item.

NaturalTherapist/Pro - Stock Item Details(Acetyl L Carnitine 500mg) System Administrator(Administrator)

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Return Edit Delete Print

**Info**

Number	<input type="text" value="3618"/>		
Brand	<input type="text"/>		
Name	<input type="text" value="Acetyl L Carnitine 500mg"/>		
Supplier	<input type="text"/>	Concentration	<input type="text"/>
Product ID	<input type="text"/>	Batch #	<input type="text"/>
Type	<input type="text"/>	Dose	<input type="text"/>

**On Hand**

Package Size	<input type="text" value="60.00"/>
Package Unit	<input type="text" value="capsules"/>
In Stock	<input type="text" value="0.00"/>
In Stock Unit	<input type="text"/>
Value	<input type="text" value="\$0.00"/>

**Pricing**

Wholesale	<input type="text" value="25.00"/>
Markup %	<input type="text" value="50.00"/>
GST %	<input type="text" value="10.00"/>
Retail Price	<input type="text" value="42.16"/>


**Description**

## Edit a stock item

Right click and select "Edit" to change the details of the item.

NaturalTherapist/Pro - Stock Item Details(Acetyl L Carnitine 500mg) System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

**Info**

Number	<input type="text" value="3618"/>		
Brand	<input type="text"/>		
Name	<input type="text" value="Acetyl L Carnitine 500mg"/>		
Supplier	<input type="text"/>	Concentration	<input type="text"/>
Product ID	<input type="text"/>	Batch #	<input type="text"/>
Type	<input type="text"/>	Dose	<input type="text"/>

**On Hand**

Package Size	<input type="text" value="60.00"/>
Package Unit	<input type="text" value="capsules"/>
In Stock	<input type="text" value="0.00"/>
In Stock Unit	<input type="text"/>
Value	<input type="text" value="\$0.00"/>

**Pricing**

Wholesale	<input type="text" value="25.00"/>
Markup %	<input type="text" value="50.00"/>
GST %	<input type="text" value="10.00"/>
Retail Price	<input type="text" value="42.16"/>

**Description**

Enter the amount of the item that you have in stock in the "Quantity in Stock" field, and if required, the suppliers "Batch Number" for the item. You may want to record the Storage Location and other details by scrolling down on this screen before clicking the "Save" button.


If you are recording "Batch Numbers" you should not "Edit" a stock item when new stock is received unless the previous batch has been used or disposed of. The Prescription System records the batch numbers from the item in stock when a prescription item is dispensed.

## Delete a stock item

Right Click on an item and select "Delete". You will be prompted to confirm the deletion.

NaturalTherapist/Pro - Stock System Administrator(Administrator)

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

+ Add 👤 Clients 🕒 Appts 🌿 Herbs 🏪 Stock 📝 Scripts 📄 Conditions 💰 Invoices 📊 Reports 🖨️ Admin 🖨️ Print

Stock  Suppliers

Brand  Type

Showing 25 stock items < **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z ? >

Name	Type	Quantity	Brand	Location
Acetyl L Car	View Acetyl L Carnitine 500mg	0.00		
Activated B	Edit Acetyl L Carnitine 500mg	0.00		
Activated B5	Delete Acetyl L Carnitine 500mg	0.00		
Activated B6		0.00		
Adaptan		0.00	Healthworld	
Adenosine		0.00		
Adreno Tone		0.00	Healthworld	
Agrimony		0.00	Integria	
Alibiza		0.00	Integria	
Alka Cap		0.00	Natural Remedies Group NRG	
Alkalizer		0.00	Sunfresh Australia	
Allergenics		0.00		
Allergeze		0.00	Healthworld	
Allergeze for Kids		0.00	Healthworld	
Allimax GS		0.00	Natural Remedies Group NRG	



## Prescriptions System

The prescription system allows your practice to write and dispense prescriptions for clients.

The prescription screen displays a list of clients on the left, with a list of prescriptions that have been written for the selected client on the right. In the example below, Josephine Pisano has two prescriptions that were written by Andrew Naturopath on 27<sup>th</sup> March 2015.

Right click on a prescription to display a popup menu of options.

Client List		Prescription List		
Surname	First Name	Date	Practitioner	Dispensed
Palaci	Atour	27th Mar 2015	Andrew Naturopath	N
Palaci	Rosa	27th Mar	View Prescription for Josephine Pisano	Y
Palaci	Stefano		Edit Prescription for Josephine Pisano	
Palmer	Lara		Delete Prescription for Josephine Pisano	
Palmer	Ray			
Palombo	Maggie			
Palumbo	Andrew			
Palumbo	Jane			
Paolini	Guiseppe			
Papalia	Adam			
Papalia	Mary			
Pasa	Luisa			
Passarelli	Louisa			
Patane	Antoinette			

To locate a client in the client list you may page through the list alphabetically using the pagination buttons above the list.

## **Prescription Items and Stock Items**

Each prescription has one or more "Prescription Items". These are listed in bold text on the prescription and may have dose information associated with them.

If your practice stocks and sells medications you can add these items to the prescription as "Stock Items" beneath a "Prescription Item"

"Prescription Items" may consist of zero or more "Stock Items".


Some "Prescription Items" may have no "Stock Items" as would be the case where the item was an exercise or dietary recommendation, or for an item that your practice does not sell.

## View Prescription

Viewing a prescription shows it laid out as it will print. This will include the practice logo and contact details.

NaturalTherapist/Pro - Prescription Details(Josephine Pisano-27th Mar 2015) System Administrator/Administrator


File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Return Edit Delete Print



### The Long Grass Clinic

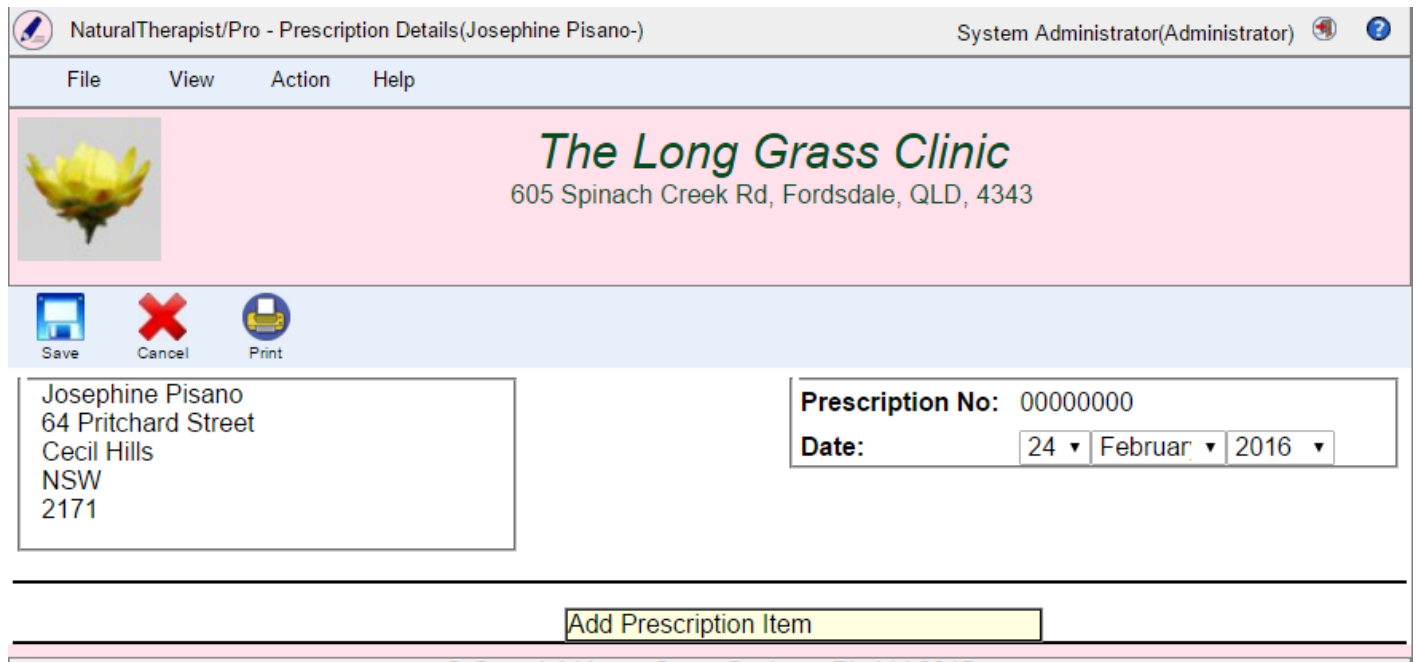
605 Spinach Creek Rd Fordsdale QLD 4343  
(07)46975177  
<http://www.LongGrassSystems.com.au/>  
[sales@LongGrassSystems.com.au](mailto:sales@LongGrassSystems.com.au)  
ABN:90 086 242 042

Josephine Pisano 64 Pritchard Street Cecil Hills NSW 2171	<b>Prescription No:</b> 00000006 <b>Date:</b> 27th Mar 2015
---	--

**Skin Care**  
Avocado Pear Night Cream with a long description to run over the end of the print line 2.00 ml  
Activated B3 50.00 capsule

## Add Prescription

To add a prescription, first ensure that the correct client is selected in the list of clients on the left of the screen, and then click the “Add” button.



The screenshot shows a software window titled "NaturalTherapist/Pro - Prescription Details(Josephine Pisano-)" with the user "System Administrator(Administrator)". The interface includes a menu bar (File, View, Action, Help) and a header section for "The Long Grass Clinic" with a yellow flower logo and address "605 Spinach Creek Rd, Fordsdale, QLD, 4343". Below this is a toolbar with "Save", "Cancel", and "Print" buttons. The main area contains a text box for the patient's address: "Josephine Pisano, 64 Pritchard Street, Cecil Hills, NSW, 2171". To the right, there are fields for "Prescription No: 00000000" and "Date: 24 February 2016". At the bottom, a yellow button labeled "Add Prescription Item" is highlighted.

Right Click anywhere on the central body of the prescription to add a prescription item.

Stock items "belong" to prescription items, so to add a stock item you must first add a prescription item.

## Edit Prescription

Each prescription has one or more Prescription Items, each of which may consist of zero or more stock items.

Some prescription items may have no stock items as would be the case where the item was an exercise or dietary recommendation

Right clicking on the body of a new prescription, or on any prescription item will allow you to add a new "Item".

NaturalTherapist/Pro - Prescription Details(Josephine Pisano-27th Mar 2015) System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Josephine Pisano  
64 Pritchard Street  
Cecil Hills  
NSW  
2171

Prescription No: 00000006  
Date: 27 March 2015

---

**Item 1**

Description Skin Care  
Dose  Frequency  Duration   
Notes

---

**Item 1 Stock Item 1**

Brand All Stock Item Avocado Pear Nigl  
Description Avocado Pear Night Cream with a long description to run over the end of the print line  
Type  Concentration   
Amount 2.00 Unit ml  
Dose  Frequency  Duration   
Notes







## Add Prescription Item

Right click on the prescription and select "Add Item".

NaturalTherapist/Pro - Prescription Details(Josephine Pisano-) System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Josephine Pisano  
64 Pritchard Street  
Cecil Hills  
NSW  
2171

**Prescription No:** 00000000  
**Date:** 24 February 2016

---

**Item 1**

Description

Dose  Frequency  Duration

Notes

---

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Complete the fields at the top of the screen and then click the "Save" button.

## Add Stock item

Right click on a prescription item and select "Add Stock item" from the popup menu.

NaturalTherapist/Pro - Prescription Details(Josephine Pisano-27th Mar 2015) System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Josephine Pisano  
64 Pritchard Street  
Cecil Hills  
NSW  
2171

Prescription No: 00000006  
Date: 27 March 2015

Item 1

Description Skin Care  
Dose Frequency Duration  
Notes

Add Prescription Item  
Delete Prescription Item  
Add Stock Item

Brand Not Specified Stock Item Avocado Pear Nigl  
Description Avocado Pear Night Cream with a long description to run over the end of the print line  
Type Concentration  
Amount 2.00 Unit ml  
Dose Frequency Duration

A new stock item will appear at the end of the existing stock items for this prescription item. In the example "Item 1" already has two stock items so "Item 1 Stock Item 3" will be added.

Notes			
Item 1 Stock Item 2	Brand	Not Specified	Stock Item
	Description		
	Type	Concentration	
	Amount	50.00	Unit
	Dose	Frequency	
	Notes		
Item 1 Stock Item 3	Brand	Not Specified	Stock Item
	Description		
	Type	Concentration	
	Amount	Unit	
	Dose	Frequency	Duration
	Notes		

Select Item


- 5-Hydroxy Tryptophan (HTP)
- Acetyl L Carnitine 500mg
- Activated B Complex
- Activated B3
- Activated B6
- Adaptan
- Adenosine
- Adreno Tone
- Agrimony
- Alibiza
- Alka Cap
- Alkalizer
- Allergenics
- Allergeze
- Allergeze for Kids
- Allimax GS
- Aloe Vera Juice
- Andro NK
- Androtone

Locate and select the stock item that you want to add to the prescription and fill in any other required details. The item will not be saved as part of the prescription until the "Save" button is clicked.

The stock item will appear on the prescription display.

NaturalTherapist/Pro - Prescription Details(Josephine Pisano-27th Mar 2015) System Administrator/Administrator


File View Action Help



## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Return Edit Delete Print



## The Long Grass Clinic

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(07)46975177  
<http://www.LongGrassSystems.com.au/>  
[sales@LongGrassSystems.com.au](mailto:sales@LongGrassSystems.com.au)  
ABN:90 086 242 042

Josephine Pisano 64 Pritchard Street Cecil Hills NSW 2171	<b>Prescription No:</b> 00000006 <b>Date:</b> 27th Mar 2015
---	--

**Skin Care**  
Avocado Pear Night Cream Avocado Pear Night Cream with a long description to run over the end of the print line 2.00 ml  
Activated B3 50.00 capsule  
**Keto Bar**

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More stock items can be added to this item, and more items can be added to the prescription by right clicking the mouse on the prescription display.

## Dispense Prescription Stock Item

Each prescription has one or more Prescription Items, each of which may consist of zero or more stock items.

Some prescription items may have no stock items as would be the case where the item was an exercise or dietary recommendation. These items are not intended to be dispensed.

Prescription items may also be for remedies that are not able to be dispensed by your practice, such as those items that are normally purchased from a pharmacy.

Prescription items may consist of stock items that your practice does not normally hold in stock and will require the client to have the item dispensed at another practice.

The remaining items are able to be dispensed by your practice.

In NaturalTherapist/Pro, prescriptions are dispensed at the “Stock Item” level.

To dispense an item, right click the mouse on the prescription item and select “Dispense Stock Item”.

Save Cancel Print

Josephine Pisano  
64 Pritchard Street  
Cecil Hills  
NSW  
2171

Prescription No: 00000006  
Date: 27 March 2015

---

Item 1

Description Skin Care  
Dose Frequency Duration  
Notes

---

Item 1 Stock Item 1

Brand All Stock Item Avocado Pear Nigl  
Description Dispense Stock Item long description to run over the end of the print line  
Type Concentration  
Amount 2.00 Unit ml  
Dose Frequency Duration  
Notes

The option to "Update Stock Amounts When Dispensing Prescriptions" in Admin->Setup->Practice Details has not yet been implemented but will be available in a future release.

## Delete Prescription Item

Right click on a "Prescription Item" whilst in edit mode and select "Delete Prescription Item".

NSW 2171	
<b>Item 1</b>	
Description	Skin Care
Dose	
Frequency	
Duration	
Notes	
<div style="border: 1px solid black; padding: 2px;"><span>Add Prescription Item</span> <span style="border: 2px solid red; padding: 2px;">Delete Prescription Item</span> <span>Add Stock Item</span></div>	
<b>Item 1 Stock Item 1(Dispensed)</b>	
Date Dispensed	29 Feb 2016
Brand	Not Specified
Stock Item	Avocado Pear Nigl
Description	Avocado Pear Night Cream with a long description to run over the end of the print line
Type	
Concentration	
Amount	2.00
Unit	ml
Dose	
Frequency	
Duration	
Notes	
<b>Item 1 Stock Item 2</b>	
Brand	Not Specified
Stock Item	Activated B3
Description	
Type	
Concentration	
Amount	50 00
Unit	capsule

The prescription item and all its associated stock items will be deleted from the display.

Note that the delete will not be permanent until the "Save" button is pressed.

## Delete Prescription Stock item

Right click on a "Stock Item" whilst in edit mode and select "Delete Stock Item".

Amount	<input type="text" value="2.00"/>	Unit	<input type="text" value="ml"/>	
Dose	<input type="text"/>	Frequency	<input type="text"/>	Duration <input type="text"/>
Notes	<input type="text"/>			

### Item 1 Stock Item 2

Brand	<input type="text" value="Not Specified"/>	Stock Item	<input type="text" value="Activated B3"/>	
Description	<input type="text"/>			
Type	<input type="text"/>	Concentration	<input type="text"/>	
Amount	<input type="text" value="50.00"/>	Unit	<input type="text" value="capsule"/>	
Dose	<input type="text"/>	Frequency	<input type="text"/>	Duration <input type="text"/>
Notes	<input type="text"/>			
	<input type="text" value="Delete Stock Item"/>			
	<input type="text" value="Dispense Stock Item"/>			

### Item 1 Stock Item 3

Brand	<input type="text" value="Healthworld"/>	Stock Item	<input type="text" value="Keto Bar"/>	
Description	<input type="text"/>			
Type	<input type="text"/>	Concentration	<input type="text"/>	
Amount	<input type="text" value="0.00"/>	Unit	<input type="text"/>	
Dose	<input type="text"/>	Frequency	<input type="text"/>	Duration <input type="text"/>
Notes	<input type="text"/>			

The stock item will be deleted from the display.

Note that the delete will not be permanent until the "Save" button is pressed.



## Delete prescription

Right click on the prescription in the list and select "Delete".

< K L M N O P Q R S T >		Date	Practitioner	Dispensed
Surname	First Name	27th Mar 2015	Andrew Naturopath	N
Selected client : Josephine Pisano		27th Mar 2015	Andrew Nat	
Palaci	Atour			
Palaci	Rosa			
Palaci	Stefano			
Palmer	Lara			
Palmer	Ray			
Palombo	Maggie			
Palumbo	Andrew			
Palumbo	Jane			
Paolini	Guiseppa			
Papalia	Adam			
Papalia	Mary			
Pasa	Luisa			
Passarelli	Louisa			
Patane	Antoinette			
Patane	Mark			
Patel	Boro			
Pathiranage	Domenic			
Patmore	Natalie			

A confirmation box will be displayed.

Are you sure you want to delete Prescription Number 13(27th Mar 2015)??

Prevent this page from creating additional dialogues.



## Invoicing System


The invoicing system allows your practitioners to write, print and email invoices for clients. This system is not a fully fledged accounting system and is not intended as a replacement for your existing accounting applications but will allow practitioners to write and print invoices for clients from within Natural Therapist/Pro.

The invoice screen displays a list of clients on the left, with a list of invoices that have been written for the selected client on the right.

In the example below, Carlos Absell has 6 invoices written between 7th December 2009 and 3rd March 2010.

NaturalTherapist/Pro - Invoices System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

+ Add 👤 Clients 🕒 Appts 🌿 Herbs 📦 Stock 📝 Scripts 📄 Conditions 💰 Invoices 📊 Reports 🖥️ Admin 🖨️ Print


< A B C D E F G H I J K >		ID	Date	Client	Amount	Paid
Surname	First Name	379	3rd Mar 2010	Carlos Absell	\$52.00	\$20.00
Selected client : Carlos Absell		354	27th Feb 2010	Carlos Absell	\$90.00	\$90.00
Aaaardvark	Coral Ann	355	27th Feb 2010	Carlos Absell	\$0.00	\$0.00
Absell	Carlos	271	6th Feb 2010	Carlos Absell	\$52.00	\$0.00
Acompora	Christine	247	30th Jan 2010	Carlos Absell	\$229.00	\$0.00
Adams	Maria	187	7th Dec 2009	Carlos Absell	\$249.26	\$0.00
Adamson	Rebecca					
Aghatanian	Michael					
Agostino	Teash					
Ahern	Steve					
Ahmed	Sandra					
Albornoza	Stefano					
Ali	Belinda					
Alinejav	Oscar					
Allen	Barbara					
Allen	Carmen					
Allen	Jonathon					
Allen	Peter					
Ally	Catherine					
Ally	Lisa					

## Add Invoice

To add an invoice, first ensure that the correct client is selected in the list of clients on the left of the screen, and then click the "Add" button. You will be presented with an invoice screen with the client details but no invoice items.

NaturalTherapist/Pro - Invoice Details(Carlos Absell-) System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Carlos Absell 2/96-98 Hampden Rd Kellyville NSW 2155	<b>Invoice No:</b> 00000000 <b>Invoice Date:</b> 29 February 2016
--	--

---

**Payment Details**

Health Fund Amount	<input type="text" value="0"/>
Amount Paid	<input type="text" value="0"/>
Date Paid	29 February 2016
Payment Method	<input type="text"/>
Amount Due	<input type="text" value="0.00"/>

Invoice Amount	\$0.00
GST Amount	\$0.00
<b>Total Amount</b>	<b>\$0.00</b>

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## View Invoice

To View an invoice, double click on the invoice in the list or right click on the list of invoices and choose "View Invoice" from the popup menu. You will see the invoice as it will be printed.

Each invoice consists of a Header section that describes the client, the practitioner, and the total amount(s) on the invoice, including any amount that has been paid. The header is followed by one or more Invoice Items.

When you view, edit or print an Invoice, the logo at the top of the prescription will by default be a sample image. To customize this image to your own practice go to Administration->Setup and Edit your Practice Details to select a new logo.



## The Long Grass Clinic

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ABN:90 086 242 042

ANTA Member: 6205

### TAX INVOICE

Carlos Absell  
2/96-98 Hampden Rd  
Kellyville  
NSW  
2155

**Invoice No:** 00000379  
**Date :** 3rd Mar 2010

Date	#	Item	Description	Amount	GST
3rd Mar 2010	1		naturopathic consult (Andrew Naturopath)	\$52.00	\$0.00

Amount	\$52.00
GST	\$0.00
<b>Total</b>	<b>\$52.00</b>
Health Fund	\$32.00
Paid	\$20.00
<b>Due</b>	<b>\$0.00</b>




Provider Numbers for Andrew Naturopath

**hcf:**1234567,**mbf:**48-64-16

## Edit Invoice

To Edit an invoice, double click on the invoice in the list or right click on the list of invoices and choose "Edit Invoice" from the popup menu. Alternatively, whilst viewing the invoice, click the "Edit" button.

Each invoice consists of information that describes the client, and the total amount(s) on the invoice, including any amount that has been paid and any amount that has been paid by a health fund (for example through HICAPS). This is followed by one or more Invoice Items.

  		
Carlos Absell 2/96-98 Hampden Rd Kellyville NSW 2155		Invoice No: 00000379 Invoice Date: 3 ▾ March ▾ 2010 ▾
<b>Item 1</b>		
Date	3 ▾ March ▾ 2010 ▾	
Billing Code	<input type="text"/>	
Description	naturopathic consult	
Health Care Item	<input type="text"/>	Practitioner Andrew Naturopath ▾
Item Amount	52.00	
GST Amount	0.00	
Total Amount	52.00	
<b>Payment Details</b>		
Health Fund Amount	32.00	
Amount Paid	20.00	
Date Paid	3 ▾ March ▾ 2010 ▾	
Payment Method	Credit Card	
Amount Due	0.00	
		Invoice Amount \$52.00 GST Amount \$0.00 <b>Total Amount \$52.00</b>

## Provider Numbers

If the invoice has items that have a Practitioner specified, and the Practitioner has Provider Numbers specified for health funds then the Health Fund provider numbers will be displayed at the bottom of the invoice.



## The Long Grass Clinic

605 Spinach Creek Rd Fordsdale QLD 4343

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ABN:90 086 242 042

ANTA Member: 6205

### TAX INVOICE

Carlos Absell  
2/96-98 Hampden Rd  
Kellyville  
NSW  
2155

**Invoice No:** 00000379  
**Date :** 3rd Mar 2010

Date	#	Item	Description	Amount	GST
3rd Mar 2010	1		naturopathic consult (Andrew Naturopath)	\$52.00	\$0.00

Amount \$52.00  
GST \$0.00  
**Total \$52.00**  
Health Fund \$32.00  
Paid \$20.00  
**Due \$0.00**

Provider Numbers for Andrew Naturopath  
**hcf:1234567,mbf:48-64-16**

## Billing Codes

Billing codes are short cuts for regularly used invoice items. These are set up in Admin->Setup->Billing Items. The information defined in the Billing Code is copied into the Invoice Item. Even if the fields have been completed from a "Billing Code" the values can be ovetyped if required. This would be the case, for example, when prescription items are dispensed which may vary in value for every invoice.

The screenshot shows the 'NaturalTherapist/Pro - Admin' software interface. The title bar indicates the user is 'System Administrator(Administrator)'. The menu bar includes 'File', 'View', 'Action', and 'Help'. The main header area features a logo of a yellow flower and the clinic name 'The Long Grass Clinic' with the address '605 Spinach Creek Rd, Fordsdale, QLD, 4343'. Below the header is a toolbar with icons for 'Add', 'Edit', 'Clients', 'Appts', 'Herbs', 'Stock', 'Scripts', 'Conditions', 'Invoices', 'Reports', 'Admin', and 'Print'. The main content area is divided into two sections. On the left, a table lists existing billing items:

Code	Amount
Consultation	125
Iridology	90
Massage	120

On the right, the 'Billing Item(View)' form is displayed for the 'Consultation' item. The fields are as follows:

- Billing Code: Consultation
- Health Care Item: 7381
- Tax Rate: 10 %
- Tax Type: GST
- Amount: \$125
- Description: Standard Consultation


## Add Invoice Item

Invoice Items can be either text items or stock items selected from the stock held by the practice.

To add an item to an invoice right click on the invoice and select the "Add Invoice Item" option.

NaturalTherapist/Pro - Invoice Details(Carlos Absell-) System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Carlos Absell  
2/96-98 Hampden Rd  
Kellyville  
NSW  
2155

Invoice No: 00000000  
Invoice Date: 29 February 2016

**Add Invoice Item**  
Delete Invoice Item  
Add Stock Item

Payment Details

Health Fund Amount	0
Amount Paid	0
Date Paid	29 February 2016
Payment Method	
Amount Due	0.00

Invoice Amount	\$0.00
GST Amount	\$0.00
<b>Total Amount</b>	<b>\$0.00</b>


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An empty item will appear on the invoice.

NaturalTherapist/Pro - Invoice Details(Carlos Absell-) System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Carlos Absell  
2/96-98 Hampden Rd  
Kellyville  
NSW  
2155

Invoice No: 00000000  
Invoice Date: 29 February 2016

---

**Item 1**

Date: 29 February 2016  
Billing Code:   
Description:   
Health Care Item:  Practitioner:   
Item Amount: 0  
GST Amount: 0  
Total Amount: 0

---

**Payment Details**

Health Fund Account:  Invoice Amount: \$0.00

If the "Service Date" is not the current date, click the "Down Arrow" next to "Date" and choose a new date. Select a "Billing Code" from the drop down list to fill in the item from a stored template, or leave "Billing Code" blank and manually fill in the remaining fields. Even if the fields have been completed from a "Billing Code" the values can be overtyped if required. This would be the case, for example, when prescription items are dispensed which may vary in value for every invoice.


## Add Invoice Stock Item

Invoice Items can be either text items or stock items selected from the stock held by the practice.

To add a stock item "right click" the mouse and select the "Add Stock Item" option.

NaturalTherapist/Pro - Invoice Details(Carlos Absell-) System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Carlos Absell  
2/96-98 Hampden Rd  
Kellyville  
NSW  
2155

Invoice No: 00000000  
Invoice Date: 29 February 2016

**Item 1**

Date	29	February	2016
Billing Code	Consultation		
Description	Standard Consultation		
Health Care Item	7381	Practitioner	
Item Amount	125.00	Add Invoice Item	
GST Amount	12.50	Delete Invoice Item	
Total Amount	137.50	Add Stock Item	

Select the stock item from the drop down lists. The item will now appear on the invoice and the totals and GST amounts will be updated.

Billing Code	Consultation	
Description	Standard Consultation	
Health Care Item	7381	Practitioner
Item Amount	125.00	<input type="button" value="Add Invoice Item"/> <input type="button" value="Delete Invoice Item"/> <input type="button" value="Add Stock Item"/>
GST Amount	12.50	
Total Amount	137.50	

**Item 2**

Date	29	February	2016
Brand	Healthw	Stock Item	Adaptan
			Number 1
Description	1 x Adaptan 60 tablet		
Item Amount	31.95		
GST Amount	10.00		
Total Amount	41.95		

**Payment Details**

Health Fund Amount	0
Amount Paid	0
Date Paid	29 February 2016
Payment Method	
Amount Due	179.45


Invoice Amount	\$156.95
GST Amount	\$22.50
<b>Total Amount</b>	<b>\$179.45</b>

## Delete Invoice Item

Invoice items can be deleted individually by right clicking on the item whilst in Edit mode.

NaturalTherapist/Pro - Invoice Details(Carlos Absell-3rd Mar 2010) System Administrator/Administrator

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Save Cancel Print

Carlos Absell  
2/96-98 Hampden Rd  
Kellyville  
NSW  
2155

Invoice No: 00000379  
Invoice Date: 3 March 2010

**Item 1**

Date: 3 March 2010

Billing Code:

Description: naturopathic consult

Health Care Item:  Practitioner: Andrew Naturopath

Item Amount: 52.00

GST Amount: 0.00

Total Amount: 52.00

Context menu:  
Add Invoice Item  
**Delete Invoice Item**  
Add Stock Item

Payment Details

Health Fund Amount: 22.00 Invoice Amount: \$52.00

## Delete Invoice


An entire invoice can be deleted along with its invoice items.

Right click on the invoice in the list and select Delete.

A confirmation message will be displayed.

NaturalTherapist/Pro - Invoices System Administrator(Administrator)

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

+ Add 👤 Clients 🕒 Appts 🌿 Herbs 📦 Stock 📝 Scripts 📄 Conditions 💰 Invoices 📊 Reports 🖨️ Admin 🖨️ Print




< A B C D E F G H I J K >		ID	Date	Client	Amount	Paid
Surname	First Name	2726	29th Feb 2016	Carlos Absell	\$179.45	\$0.00
Selected client : Carlos Absell		379	3rd Mar 2010	Carlos Absell	\$52.00	\$20.00
Aaaardvark	Coral Ann	354	27th Feb 2010	Carlos Absell	0.00	0.00
Absell	Carlos	355	27th Feb 2010	Carlos Absell	0.00	0.00
Acompora	Christine	271	6th Feb 2010	Carlos Absell	\$52.00	\$0.00
Adams	Maria	247	30th Jan 2010	Carlos Absell	\$229.00	\$0.00
Adamson	Rebecca	187	7th Dec 2009	Carlos Absell	\$249.26	\$0.00
Aghatanian	Michael					
Agostino	Teash					
Ahern	Steve					
Ahmed	Sandra					
Albornoz	Stefano					
Ali	Belinda					
Alinejav	Oscar					
Allen	Barbara					
Allen	Carmen					
Allen	Jonathon					

Context menu for invoice 354:

- View Invoice 354 for Carlos Absell
- Edit Invoice 354 for Carlos Absell
- Delete Invoice 354 for Carlos Absell

## Update Invoice Payment Details

To record a payment against an invoice, Edit the Invoice and enter a payment amount, a payment date and a Method of payment and optionally the amount paid by the Health Fund (such as through HICAPS).

 Save  Cancel  Print		
Carlos Absell 2/96-98 Hampden Rd Kellyville NSW 2155		Invoice No: 00000379 Invoice Date: 3 ▾ March ▾ 2010 ▾
<b>Item 1</b>		
Date	3 ▾ March ▾ 2010 ▾	
Billing Code	<input type="text"/>	
Description	naturopathic consult	
Health Care Item	<input type="text"/>	Practitioner: Andrew Naturopath ▾
Item Amount	52.00	
GST Amount	0.00	
Total Amount	52.00	
<b>Payment Details</b>		
Health Fund Amount	32.00	
Amount Paid	20.00	
Date Paid	3 ▾ March ▾ 2010 ▾	
Payment Method	Credit Card	
Amount Due	0.00	
Invoice Amount		\$52.00
GST Amount		\$0.00
<b>Total Amount</b>		<b>\$52.00</b>

## Email Invoice

If your email server values have been set up using the Administration screens, an Email option will be enabled on the popup menu.

**The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Selected Client: Carlos Absell

Surname	First Name
Aaaardvark	Coral Ann
Absell	Carlos
Acompora	Christine
Adams	Maria
Adamson	Rebecca
Aghatanian	Michael
Agostino	Teash
Ahern	Steve
Ahmed	Sandra
Albornoz	Stefano
Ali	Belinda
Alinejav	Oscar
Allen	Barbara
Allen	Carmen
Allen	Jonathon
Allen	Peter

ID	Date	Client	Amount	Paid
2729	29th Feb 2016	Carlos Absell	\$137.50	\$0.00
2728	29th Feb 2016	Carlos Absell	\$132.00	\$0.00
2727	29th Feb 2016	Carlos Absell	\$99.00	\$0.00
2726	29th Feb 2016	Carlos Absell	\$179.45	\$0.00
379	3rd Mar 2016	Carlos Absell	\$52.00	\$20.00
355	27th Feb 2010	Carlos Absell	\$0.00	\$0.00
354	27th Feb 2010	Carlos Absell	\$90.00	\$90.00
271	6th Feb 2010	Carlos Absell	\$52.00	\$0.00
247	30th Jan 2010	Carlos Absell	\$229.00	\$0.00
187	7th Dec 2009	Carlos Absell	\$249.26	\$0.00

If the client has an email address stored in the client record then selecting the Email option will send a copy of the invoice to the client.

The emailed invoice will appear as shown below.

From: The Long Grass Clinic [pdrichards@bigpond.com] Sent: Thu 3/03/2016 5:53 PM  
To: Carlos Absell  
Cc:  
Subject: The Long Grass Clinic Invoice

---

**The Long Grass Clinic**  
605 Spinach Creek Rd Fordsdale QLD 4343  
(07)46975177  
<http://www.LongGrassSystems.com.au/>  
[sales@LongGrassSystems.com.au](mailto:sales@LongGrassSystems.com.au)  
ABN 90 086 242 042  
ANTA Member: 6205

---

**TAX INVOICE**

**Client:** Carlos Absell **Invoice:** 00000247  
**Address:** 2/96-98 Hampden Rd **Date:** 30th Jan 2010  
Kellyville  
NSW  
2155

---

<b>Date</b>	<b>#</b>	<b>Item</b>	<b>Practitioner</b>	<b>Description</b>	<b>Amount</b>	<b>G</b>
30th Jan 2010	1		Andrew Naturopath	Naturopathic consultation 1 hour	\$70.00	
30th Jan 2010	1		Andrew Naturopath	Naturopathic consultation 1 hour	\$70.00	
30th Jan 2010	1			Herbal medicine	\$44.50	
30th Jan 2010	1			Herbal medicine with a long description that will run over	\$44.50	

---

Invoice Amount	\$229.00
GST	\$0.00
<b>Total Amount</b>	<b>\$229.00</b>
Amount Due	\$229.00

\*\*\*\* End of Invoice \*\*\*\*





## Reports

The Reports system allows you to print a series of predefined reports.


To view a report, select a report using the drop down lists.

## Admin

## User List


NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help

 **The Long Grass Clinic**  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Admin User List

 **The Long Grass Clinic**  
User List Report  
14 Mar 2016


UserID	Name	Type	Last Signon	Revoked	Reason
Andy	Andrew Naturopath	Practitioner	21-09-2015	No	
sysadm	System Administrator	Administrator	14-03-2016	No	

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## User Details











NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
  Appts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Admin ▾ User Details ▾ User Andrew Naturopath ▾



### The Long Grass Clinic

User Details Report for Andrew Naturopath  
14 Mar 2016

**Basic Info**

<b>Number</b>	2
<b>Name</b>	Andrew Naturopath
<b>Userid</b>	Andy

**Access**


<b>Admin</b>	Y	<b>Users</b>	Y
<b>Client Care</b>	Y	<b>Care Records</b>	Y
<b>Appointments</b>	Y	<b>Stock</b>	Y
<b>Prescriptions</b>	Y	<b>Herbs</b>	Y
<b>Conditions</b>	Y	<b>Invoices</b>	N
<b>Reports</b>	N		

**Notes**

# Practitioner List

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Admin Practitioner List



## The Long Grass Clinic

Practitioner List Report  
14 Mar 2016


Name	MTWTFSS	Home Phone	Mobile Phone	Email
Andrew Naturopath	YNYYYN	(07)46975177	(0414)859742	sales@LongGrassSystems.com.au
Mary Masseuse	YYYYNNN	(07)54229571	(0407)859742	gfriebe@bigpond.com

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## Practitioner Details











NaturalTherapist/Pro - Reports
System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
  Appts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Admin ▾
Practitioner Details ▾
Practitioner Andrew Naturopath ▾



### The Long Grass Clinic

Practitioner Details Report for Andrew Naturopath  
14 Mar 2016

**Info**

<b>Surname</b>	Naturopath
<b>Given Name</b>	Andrew

**Provider Numbers**

<b>nib</b>	
<b>hcf</b>	1234567
<b>medibank</b>	
<b>ahm</b>	
<b>navy health</b>	
<b>teachers</b>	
<b>cbhs</b>	
<b>gu</b>	
<b>manchester unity</b>	
<b>mbf</b>	48-64-16
<b>nrma</b>	
<b>australian unity</b>	

**Contacts**

<b>Home Phone</b>	(07)46975177
<b>Work Phone</b>	(07)46975177
<b>Mobile Phone</b>	(0414)859742
<b>Email</b>	sales@LongGrassSystems.com.au

**Residential Address**


<b>Street</b>	605 Spinach Creek Rd
---------------	----------------------

# Appointments

## Todays Appointments











NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Appointme ▾ Today ▾ All ▾



### The Long Grass Clinic

Appointments Report  
14 Mar 2016


Date	Time	Duration	Client	Practitioner	Modality
------	------	----------	--------	--------------	----------

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## This Weeks Appointments











NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Appointme ▾ This Week ▾ All ▾



### The Long Grass Clinic

Appointments Report  
14 Mar 2016

Date	Time	Duration	Client	Practitioner	Modality
------	------	----------	--------	--------------	----------

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## Date Range

NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
  Appts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Appointme  Date Range  All

Start   
 End



### The Long Grass Clinic

Appointments Report  
14 Mar 2016


Date	Time	Duration	Client	Practitioner	Modality
2nd Mar 2016	10:00:00	30	Maria Attard	Andrew Naturopath	
3rd Mar 2016	10:00:00	30	Maria Adams	Andrew Naturopath	Not Specified
4th Mar 2016	10:30:00	30	Maria Attard	Andrew Naturopath	Not Specified
4th Mar 2016	11:30:00	30	Carlos Absell	Andrew Naturopath	Not Specified
4th Mar 2016	13:00:00	30	Maria Attard	Andrew Naturopath	Not Specified
5th Mar 2016	10:00:00	30	Carlos Absell	Andrew Naturopath	Not Specified
5th Mar 2016	15:00:00	30	Carlos Absell	Andrew Naturopath	Not Specified
8th Mar 2016	10:00:00	30	Maria Attard	Mary Masseur	Not Specified
10th Mar 2016	10:00:00	30	Maria Attard	Mary Masseur	Not Specified

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## All Dates











NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
  Appts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Appointme



### The Long Grass Clinic

Appointments Report  
14 Mar 2016

Date	Time	Duration	Client	Practitioner	Modality
23rd Sep 2015	09:00:00	30	Christine Acompora	Andrew Naturopath	Not Specified
23rd Sep 2015	09:30:00	30	Gordana Harb	Andrew Naturopath	Not Specified
23rd Sep 2015	10:30:00	30	Dimitris Hasan	Mary Masseur	Not Specified
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation
30th Sep 2015	10:00:00	30	Abhilasha Petrovic	Andrew Naturopath	Naturopathic Consultation



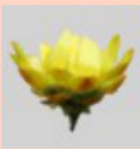
## Client Reports

### Client List

This report includes a list of all clients with name, date of birth and contact numbers.

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Clients Client List



## The Long Grass Clinic

Client List Report  
29 Feb 2016

Surname	First Name	DOB	Home Phone	Work Phone	Mobile Phone
Aaaardvark	Coral Ann	23rd Mar 1950			0484661542
Absell	Carlos	5th Jun 1970	98086346		04 01277 416
Acompora	Christine	24th Nov 1997	87944680		0428824240
Adams	Maria	3rd May 1940	43138933		0407045854
Adamson	Rebecca	18th Jul 1978			0442763265
Aghatanian	Michael	10th Mar 1976			0468602241
Agostino	Teash	13th Sep 1961			0419830612
Ahern	Steve	26th Mar 1973			0475258829
Ahmed	Sandra	9th Jul 1951	98922046		0437400004
Albornoz	Stefano	3rd Dec 1962			0464770402
Ali	Belinda	2nd Jun 1972			0431201885
Alinejav	Oscar	1st Jan 1999			
Allen	Barbara	2nd Jun 1945	0299327837		04100 87218
Allen	Carmen	6th Jul 1967	96170774		0417307748



## Client Email List

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help

### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients 
 Appts 
 Herbs 
 Stock 
 Scripts 
 Conditions 
 Invoices 
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 Admin 
 Print

Clients ▾ Client Email List ▾

### The Long Grass Clinic


Client Email List  
29 Feb 2016

Surname	First Name	DOB	Email
Aaaardvark	Coral Ann	23rd Mar 1950	ba2m3c@yahoo.com.au
Absell	Carlos	5th Jun 1970	choceh1@tpg.com.au
Acompora	Christine	24th Nov 1997	No Email Address
Adams	Maria	3rd May 1940	No Email Address
Adamson	Rebecca	18th Jul 1978	clerkorbal@yahoo.com
Aghatanian	Michael	10th Mar 1976	kemiml@live.com.au
Agostino	Teash	13th Sep 1961	s.hreta@bigpond.com
Ahern	Steve	26th Mar 1973	No Email Address
Ahmed	Sandra	9th Jul 1951	andsma@optusnet.com.au
Albornoz	Stefano	3rd Dec 1962	No Email Address
Ali	Belinda	2nd Jun 1972	meia7rlbc@bigpond.com
Alinejav	Oscar	1st Jan 1999	No Email Address
Allen	Barbara	2nd Jun 1945	No Email Address
Allen	Carmen	6th Jul 1967	imeacor@bigpond.com.au

## Client Details

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Clients Client Details Client Petrovic Abhilasha




### The Long Grass Clinic

Client Details Report for Abhilasha Petrovic  
29 Feb 2016

Info	
<b>Surname</b>	Petrovic
<b>First Name</b>	Abhilasha
<b>Date of Birth</b>	7th Apr 1980
<b>Sex</b>	Female
<b>Health Fund</b>	hba

Home Address	
<b>Street 1</b>	6 Haywood Close
<b>City</b>	Pendle Hill
<b>State</b>	NSW

Photo




## Appointment reminders

This report includes a list of clients who have not had an appointment in the specified period prior to the report date. It prints the client's names, their dates of birth and contact numbers.











NaturalTherapist/Pro - Reports
System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
 Appts
 Herbs
 Stock
 Scripts
 Conditions
 Invoices
 Reports
 Admin
 Print

Appointment Remind

Not seen for  Month(s)



### The Long Grass Clinic

Appointment Reminders Report for clients not seen in 3 months  
29 Feb 2016


Surname	First Name	DOB	Home Phone	Work Phone	Mobile Phone	Last Appt
Aaaardvark	Coral Ann	23rd Mar 1950			0484661542	05 Jun 2015
Acompora	Christine	24th Nov 1997	87944680		0428824240	07 Oct 2015
Ahern	Steve	26th Mar 1973			0475258829	13 Mar 2010
Ali	Belinda	2nd Jun 1972			0431201885	02 Aug 2010
Allen	Barbara	2nd Jun 1945	0299327837		04100 87218	05 Dec 2009
Allen	Jonathon	11th Mar 2004				17 Dec 2008
Ally	Catherine	27th May 1944	96163362			04 May 2010
Ally	Lisa	14th May 1966	98906325	98250920	0430221084	30 Aug 2010
Ally	Pieter	3rd Jan 1959	45733537		0416242911	14 Jul 2010
Ally	Tony	25th Sep 1944	96025144		0422033522	21 Apr 2010
Alrawi	Chris	30th Oct 1979			0459696909	01 Sep 2009
Alvarez	Matthew	14th May 1964			0451274512	07 Apr 2009
Ammellino	Joe	26th Dec 1969				23 Aug 2010
Amwar	Tiiana	7th Nov 1977			0465274557	07 Oct 2015

## Address Labels

This report contains the names and addresses of all clients. You may save this to a file to print address labels.

NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Clients ▾ Address Labels ▾



### The Long Grass Clinic


Address Labels Report  
29 Feb 2016

(giuseppe) Joseph Trimboli
52a Mount Vernon
Fairfield Heights
NSW
Abdul Galamar
36 Nanda Street
Greenacre
NSW
Abhilasha Petrovic
11 Ganacek Place
Pendle Hill
NSW
Adriana Noor
59 Brockman Avenue
Cecil Hills

## Visit Reasons











NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
  Appts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Clients Visit Reason



### The Long Grass Clinic

Clients by Reason for Visit Report  
29 Feb 2016


Reason for Visit	Surname	First Name	DOB
#3	Mcalary	Janice	11th Feb 1970
2	Lope-Peigna	Elsa	23rd May 1940
3	Stower	Milco	11th Sep 1953
31inches waist	Scordino	Ruby	6th May 1974
acid, stress, bowels, weight loss	Soligo	Tembeleski	1st Oct 2008
acne	Karaca	Natasha	1st Jan 1901
acne	Caccamo	Julie	12th Apr 1980
Acupuncture	Petrovic	Abhilasha	7th Apr 1980
Added capsules	Vella	Nahrin	30th Nov 1966
addisons	Wearn	Rosanna	14th May 1962
allergies	Dixon	Linda	2nd Dec 1960
allergies	Denton	Andrew	12th Feb 1987
alopecia	Zeneli	Erin	29th Jul 2003
Anti-inflammatory and growth medicine	Leonello	Andrew	28th Nov 1995

## Recent Birthdays

This report includes a list of clients who had a birthday this month or in the specified period of months prior to the report date. It prints the client's names, their dates of birth and contact numbers.

NaturalTherapist/Pro - Reports
System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Clients ▾
Recent Birthdays ▾
In the previous  ▾ Month(s)



### The Long Grass Clinic

Clients with birthdays this month Report  
29 Feb 2016

Surname	First Name	DOB	Home Phone	Work Phone	Mobile Phone
Arcia	George	12th Feb 1983			0435501648
Armstrong	Bailey	25th Feb 2007			0408822302
Barett	Stephanie	27th Feb 1990			0410019191
Bava	Antonio	19th Feb 2003	98012233		0491736609
Beston	Jonathan	11th Feb 1992	98329600		0495993293
Borg	Antonio	8th Feb 1949			
Brifa	Maurice	16th Feb 1976			0426703400
Bugge	Vittorio	20th Feb 1939	96004406		
Butera	Oscar	1st Feb 1966	93419414		0413149286
Carroll	Marisa	2nd Feb 1958			042885063
Carroll	Veselka	4th Feb 1947			
Carzo	Mary	25th Feb 1955	95452270		0497016196
Centiday	Zoe	13th Feb 1985			0401934720
Cheuna	Damian	14th Feb 1993	96099690		0411319200




## Upcoming Birthdays

This report includes a list of clients who have a birthday this month or in the specified period of months after the report date. It prints the client's names, their dates of birth and contact numbers.

NaturalTherapist/Pro - Reports
System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients
Appts
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Conditions
Invoices
Reports
Admin
Print

Clients
Upcoming Birthdays
In the next 1 Month(s)



### The Long Grass Clinic


Clients with birthdays this month Report  
29 Feb 2016

Surname	First Name	DOB	Home Phone	Work Phone	Mobile Phone
Arcia	George	12th Feb 1983			0435501648
Armstrong	Bailey	25th Feb 2007			0408822302
Barett	Stephanie	27th Feb 1990			0410019191
Bava	Antonio	19th Feb 2003	98012233		0491736609
Beston	Jonathan	11th Feb 1992	98329600		0495993293
Borg	Antonio	8th Feb 1949			
Brifa	Maurice	16th Feb 1976			0426703400
Bugge	Vittorio	20th Feb 1939	96004406		
Butera	Oscar	1st Feb 1966	93419414		0413149286
Carroll	Marisa	2nd Feb 1958			042885063
Carroll	Veselka	4th Feb 1947			
Carzo	Mary	25th Feb 1955	95452270		0497016196
Centiday	Zoe	13th Feb 1985			0401934720
Cheuna	Damian	14th Feb 1993	96099690		0411319200

## Referred By

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Clients ▾ Referred By ▾



### The Long Grass Clinic

Client by Referrer Report  
29 Feb 2016

Referrer	Surname	First Name	DOB	Home Phone	Work Phone	Mobile Phone
Dee Hrnjak	Da Silva	Kewilahou	17th Jul 2000	96918880		
Dee Hrnjak	Huseyin	Caroline	5th Feb 1991	96939061		04232417 52
Dee Hrnjak	Magri	Zoya	16th Oct 1972	96098881		0480689108
Dee hrnjak	Perez	Steven	6th May 1971			0488866290
Elena (sister) zenardo.	Wearn	Rosanna	14th May 1962			0414987761
internet	Hasan	Dimitris	21st Nov 1981	95334645	92762525	0424306095
Kathleen mcneil	Dolores	Rebekah	7th Aug 1991	96708439		
nahrin	Uzelac	Madline	16th Feb 1961	97032577		0494818517

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# Conditions

## Condition List

NaturalTherapist/Pro - Reports
System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients
Appts
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Invoices
Reports
Admin
Print

Conditions ▾
Condition List ▾



### The Long Grass Clinic


Condition List Report  
14 Mar 2016

Condition	Notes 1
Amenorrhoea	emmenagogue - vitex hormonal normaliser - vitex uterine tonic - black cohosh check anxiety, stress, cramps
Acne	alteratives hormone anti-micro lymphatic hepatics diuretic anti-infl Astringents burdock , vitex, echinacea, nettle, licorice, calendula otherwise use pinnacle mild - herbal cream severe - Derma cream
Angina	Herbal ginkgo, hawthorn, yarrow add antispasmodic - cramp bark( or wild yam) Tribullus improves condition herbal ginkgo hawthorn wild yam tribullus valerian
Atherosclerosis	Herbal actions cardiac tonic, circ stim, vasodilator, hypotensive, nervines, antispasmodic. HERBAL THERAPIES hawthorn ginkgo valerian ginger FOODS Pineapple & pomegranate COD LIVER OIL & FISH OIL
Arthritis	Herbal anti-infl, alterative, anti-spasm, circ stimulant, rubefacient, analgesic, diuretic, nervines. possibly bitters. HERBAL black cohosh meadowsweet st johns wort devils claw Supplements G, MSM , chondroitin ZEEL, Vitamin C
Asthma	exp, demulcent, antispasm, antimicrobial, anticatarrhal, cardio, nervine. Adhatoda black cohosh schizandra ginkgo licorice 1 glass of red wine daily COQ10 Zinc, Magnesium and B complex vitamins
Athletes foot	tea tree oil and garlic Herbal echinacea goldenseal pau darco

## Condition Details

NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Conditions ▾ Condition Details ▾ Condition All ▾



### The Long Grass Clinic

Condition Details Report for all conditions  
14 Mar 2016

<b>Name</b>	Amenorrhoea
-------------	-------------

[Vitamins](#)

[Minerals](#)

## Email

The email option of Reports allows you to send pre-defined emails to your clients.

## Newsletter

The Newsletter email allows you to select a file from your PC to attach to an email that is sent to all clients who have valid email addresses and have the "Newsletter" option ticked in their client record.

**Send button**

**Edit the text to be included in the body of the email**

**Select file to attach to email**

NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help

*The Long Grass Clinic*  
605 Spinach Creek Rd, Fordsdale, QLD, 4343

Send Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Email Newsletter

*The Long Grass Clinic*  
Email Newsletter  
15 Mar 2016

Subject:	The Long Grass Clinic Newsletter
Body	Please find attached the latest Newsletter from The Long Grass Clinic
Attachment	Choose file The Long Grass Clinic Winter 2016 Newsletter.pdf
Recipients:	Carlos Absell[choceh1@tpg.com.au]; Michael Aghatianian[kemiml@live.com.au]; Sandra Ahmed[andsma@optusnet.com.au]; Carmen Allen[jmeacor@bigpond.com.au]; Teresa Aloe[cstinlleeh@gmail.com]; Kieran Ammellino[0okic1o@yahoo.com.au]; Bejjani Anderson[rnaibu@optusnet.com.au]; Paul Aquilina[midnea@paperexchange.com.au]; Briohny Armour[b.rkiyghnoni@au.nestle.com]; Aleksandra Attard[91slek@hotmail.com]; Christina Avati[natrtzaco@westpac.com.au]; Fernando Azzaparti[qfi@ozemail.com.au]; Jo Babic[eidjne5ov@bigpond.com]; Jeffrey Baker[ileocf15f1jsn39@hotmail.com]; Anthony Banicevic[oc7e9a@hotmail.com]; Michelle Barbaro[3esdlh1l@bigpond.com]; Cathy Barnsley[zoztircto@live.com]; Carmen Bartkowiak[aseuarhrmk@optusnet.com.au]; Antonio Bava[nmlseoldiare.eom@ahm.com.au]; Janette Beckett[h96neyjn@hotmail.com]; Francesca

The email sent to clients will appear similar to the one below. The recipients are added as BCC so that clients do not see the email addresses of other clients.

From: The Long Grass Clinic [pdrichards@bigpond.com] Sent: Tue  
To: The Long Grass Clinic  
Cc:  
Subject: The Long Grass Clinic

Message | The Long Grass Clinic Winter 2016 Newsletter.pdf (175 KB)



*The Long Grass Clinic*  
605 Spinach Creek Rd Fordsdale QLD 4343  
Newsletter

Please find attached the latest Newsletter from The Long Grass Clinic for winter 2016

This email was sent to you because you are registered with The Long Grass Clinic


**If you think you should not have received this e-mail, please contact [pdrichards@bigpond.com](mailto:pdrichards@bigpond.com)**

## Appointment Reminder

The appointment reminder email is not a reminder of upcoming appointments (as is sent in the Appointment System) but rather a reminder to clients who have not visited your clinic for a pre determined time period, that they are due for another visit

NaturalTherapist/Pro - Reports
System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Send Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Email Appointment Remind Not seen for 12 Month(s)



### The Long Grass Clinic

Email Appointment Reminders  
15 Mar 2016


Subject:	The Long Grass Clinic Appointment Reminder
Body	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> <p>We havent seen you for a while :-), Regards The Long Grass Clinic</p> </div>
Recipients:	<p>Belinda Ali[meia7rlbc@bigpond.com]; Pieter Ally[eitrmpeki@hotmail.com]; Chris Alrawi[rnceh7si9c@msn.com]; Matthew Alvarez[trtdamanweg.he@unisis.com]; Lisa Andriano[lsi_cnaiullhamg@mirvac.com.au]; Gizelle Angileri[lezlieg@lawrob.com.au]; Paul Aquilina[mldidnea@paperexchange.com.au]; Briohny Armour[b.rkiyghnoni@au.nestle.com]; Jo Babic[eidjne5ov@bigpond.com]; Michael Bamsley[aemtrcmli@fairfax.com.au]; Stephanie Barrett[enmasttiaueohe.nps@hotmail.com]; Rosie Barillaro[srroeirbdo.e@talent2.com]; Carmen Bartkowiak[aseuarhrmk@optusnet.com.au]; Catherine Bateman-Thomas[nclac.rhdneetinolem@germanschoolsydney.com]; Antonio Bava[nmlseoldliare.eom@ahm.com.au]; Greg Bava[mggyeoretn@iprimus.com.au]; Patricia Bava[raygrcaiapui_autu@hotmail.com]; Carly Beetmiza[aaclnysrab@aapt.net.au]; Stephenie Bejain[isvodsdnak_@hotmail.com]; Francesca Bejjani[hc06ihc@live.com.au]; Jake Bejjani[fradecocofr@bigpond.com.au]; Peter Bejjani[ee_ol@bigpond.com.au]; Dece...</p>

## Happy Birthday and Belated Birthday

These options allow you to send birthday greetings to clients with birthdays a given number of months in the future (or the past).












NaturalTherapist/Pro - Reports
System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Send
  Clients
  Apts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Email
Happy Birthday
In the next  Month(s)



### The Long Grass Clinic

Email clients with birthdays this month  
15 Mar 2016

Subject:	Happy Birthday from The Long Grass Clinic
Body	Wishing you a Happy Birthday from The Long Grass Clinic
Recipients:	Coral Ann Aaaardvark[ba2m3c@yahoo.com.au];Michael Aghatanian[kemiml@live.com.au];Rosie Barillaro[srroeirbdo.e@talent2.com];Belinda Bonifacio[oodhbb@hotmail.com];Natalee Collins[uajn@optusnet.com.au];Husnu Davidson[1hsnu_u8@yahoo.com];Trent Deidda[atcnrmteerpe@gmail.com];Erin Eyles[ramleeviees@hotmail.com];Sandra Ferrara[viadd.lisasaran@au.nestle.com];Rouzet Forrest[rioei_azwtllmu@hotmail.com];Linda Gardner[ai.lneed@au.nestle.com];Lisa Gentile[odlesomr@bigpond.net.au];Pauline Gerardis[fatnponnal@yahoo.com.au];Anne Girard[naneokew.ydkr@gmail.com];Anna Halaby(comp 91)[lae4o@bigpond.com];Caroline Horak[milgaci@moorestephens.com.au];Joanne Hubbard[iw1gsing@iprimus.com.au];Helena Huseyin[shgntiol.ne@biztel.com.au];Maria Jacovides[aaairhurmbg@bigpond.com];Angela Kennedy[sn.aaanelposg@dhl.com];Richard Kovicfhetidcosarhrrcc@hotmail.com];Marsorav Kuvznierewiz[marsovar@hotmail.com];Yoko



## All Clients

This option allows you to send an email to all clients for whom you have email addresses.

The screenshot shows a web application window titled "NaturalTherapist/Pro - Reports" with the user role "System Administrator(Administrator)". The interface includes a menu bar (File, View, Action, Help) and a toolbar with icons for Send, Clients, Appts, Herbs, Stock, Scripts, Conditions, Invoices, Reports, Admin, and Print. A dropdown menu is open over the "Email" icon, and another dropdown menu is open over the "All Clients" option. The main content area displays the clinic logo (a yellow flower) and the name "The Long Grass Clinic" with the address "605 Spinach Creek Rd, Fordsdale, QLD, 4343". Below this, it says "Email All Clients" and "15 Mar 2016".


Subject:	The Long Grass Clinic client email
Body	Greetings from The Long Grass Clinic
Recipients:	Margio[augri.morisov@au.nestle.com]; Coral Ann Aaardvark[ba2m3c@yahoo.com.au]; Carlos Absell[choceh1@tpg.com.au]; Rebecca Adamson[clerkorbal@yahoo.com]; Michael Aghatianian[kemimil@live.com.au]; Teash Agostino[s.hreta@bigpond.com]; Sandra Ahmed[andsma@optusnet.com.au]; Belinda Ali[meia7rlbc@bigpond.com]; Carmen Allen[jmeacor@bigpond.com.au]; Peter Allen[j9yunmgk6ie@live.com.au]; Pieter Ally[eitrmpeki@hotmail.com]; Teresa Aloe[cstinlleeh@gmail.com]; Chris Alrawi[rnceh7si9c@msn.com]; Matthew Alvarez[trtdamanwerg.he@unisys.com]; Kieran Amellino[0okic1o@yahoo.com.au]; Bejjani Anderson[rnaibu@optusnet.com.au]; Lisa Andriano[isi_cnaiullhamg@mirvac.com.au]; Gizelle Angileri[lezlieg@lawrob.com.au]; Paul Aquilina[midnea@paperexchange.com.au]; Briohny Armour[b.rkiyghnoni@au.nestle.com]; Karyn Arts[yad.ncklrare@unisys.com]; Aleksandra Attard[04clck@hotmail.com]; Christina Avatifaat[70007@westnet.com.au]; John

# Herbs

## Common Name List

NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Herbs Common Name List



### The Long Grass Clinic

Herb Common Name List Report  
14 Mar 2016


Common Name	Scientific Name
Aarons Rod	Solidago virgaurea
Aarons Rod	Verbascum thapsus
Absinth	Artemisia absinthium
Absinthe	Artemisia absinthium
Acanthopanax senticosus	Eleutherococcus senticosus
Actaeae Racemosae	Cimicifuga racemosa
Adams Blanket	Verbascum thapsus
Adams Needle	Yucca filamentosa
Agrimony	Agrimonia eupatoria
Agropyron repens	Elymus repens
Ague Root	Aletris farinosa
Agueweed	Eupatorium perfoliatum
Al-Kharsuf	Cynara cardunculus
Alant	Inula helenium
Alchemilla vulgaris	Alchemilla xanthochlora



## Scientific Name List

NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Herbs Scientific Name List



### The Long Grass Clinic

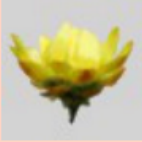
Herb Scientific Name List Report  
14 Mar 2016

Scientific Name	Common Names
Acacia farnesiana	Cassie, Mimosa Bush, Perfumed Wattle, Prickly Moses, Sponge Flower, Sweet Acacia
Achillea millefolium	Knights Milfoil, Milfoil, Old Mans Pepper, Osebleed, Soldiers Woundwort, Western Yarrow, Woolly Yarrow, Yarrow
Achyranthes bidentata	Huai Niux Xi, Niu Xi, Ox-Knee
Acorus calamus	Calamus, Cinnamon Sedge, Gladdon, Myrtle Flag, Myrtle Grass, Myrtle Sedge, Sweet Cane, Sweet Flag, Sweet Myrtle, Sweet Root, Sweet Rush, Sweet Sedge
Aesculus hippocastanum	Buckeye, Horse Chestnut, Spanish Chestnut
Agastache foeniculum	Anise Hyssop, Blue Giant Hyssop, Fennel Giant Hyssop, Giant Hyssop, Stachys foeniculum
Agathosma betulina	Bookoo, Bucco, Buchu, Bucku, Bukko, Diosma Betulina, Oval Buchu, Short Buchu
Agrimonia eupatoria	Agrimony, Church Steeples, Cockle Burr, Liver Wort, Philanthropos, Stickle Wort
Alchemilla xanthochlora	Alchemilla vulgaris, Alchemists Herb, Bears Foot, Dew Cup, Ladys Mantle, Lions Foot, Nine Hooks, Womens Best Friend
Aletris farinosa	Ague Root, Colic Root, Star Grass, True Unicorn Root
Allium sativum	Garlic, Gift of God, Heal All, Poor Mans Treacle, Russian Penicillin, Stinking Rose
Allium schoenoprasum	Chinese Chives, Chives, Onion Chives, Siberian Chives

## Herb Details

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Herbs ▾ Herb Details ▾ Herb Acacia farnesiana ▾



### The Long Grass Clinic

Herb Details Report for Acacia farnesiana  
14 Mar 2016

<b>Name</b>	Acacia farnesiana
-------------	-------------------

**Common Names**

Cassie, Mimosa Bush, Perfumed Wattle, Prickly Moses, Sponge Flower, Sweet Acacia

**Brief Description**

A valuable astringent herb, that may be used to soothe inflammatory conditions affecting the mucous membranes

# Invoices

The invoice report allows you to select the list of invoices using a number of filters

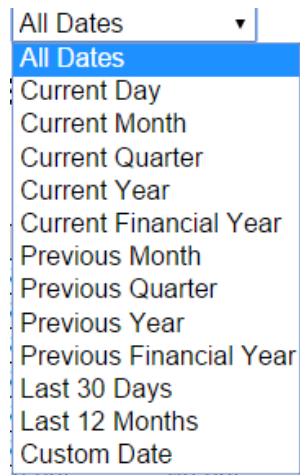
- Paid or Unpaid
- One client or all clients
- Flexible date selection
- Flexible sub-total selection

The screenshot shows the 'NaturalTherapist/Pro - Reports' application window. The user is logged in as 'System Administrator(Administrator)'. The interface features a menu bar (File, View, Action, Help) and a toolbar with icons for various functions. The main area displays the 'Invoices' report for 'The Long Grass Clinic'. The report title is 'The Long Grass Clinic' and the subtitle is 'All Invoices Report for All Clients for All Dates NO Subtotals 14 Mar 2016'. Below the filters, a table lists the following data:

Name	Invoice #	Date	Amount	Tax	Fund	Paid	Balance
Goran Hillsdon	2	7th Oct 2009	\$57.00	\$0.00	\$0.00	\$0.00	\$57.00
Linda Dixon	4	7th Oct 2009	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
Maria Vicencio	5	7th Oct 2009	\$111.00	\$0.00	\$0.00	\$0.00	\$111.00
John Buac	6	7th Oct 2009	\$97.00	\$0.00	\$0.00	\$0.00	\$97.00
Ghas Sahin	7	7th Oct 2009	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00
Justin Leonello	8	7th Oct 2009	\$97.00	\$0.00	\$0.00	\$0.00	\$97.00
Belinda Ali	9	7th Oct 2009	\$97.00	\$0.00	\$0.00	\$0.00	\$97.00
Nahrin Vella	10	7th Oct 2009	\$68.00	\$0.00	\$0.00	\$0.00	\$68.00
Dimitris Kurtovic	11	7th Oct 2009	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Jonathon Allen	12	7th Oct 2009	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Vlad Quagliata	13	7th Oct 2009	\$115.00	\$0.00	\$0.00	\$0.00	\$115.00
Gizelle Angileri	15	12th Oct 2009	\$187.00	\$0.00	\$0.00	\$0.00	\$187.00
Chris Mazzotta	16	12th Oct 2009	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00
Delores Johnston	17	12th Oct 2009	\$195.95	\$0.00	\$0.00	\$0.00	\$195.95
Dimitris Kurtovic	18	12th Oct 2009	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00

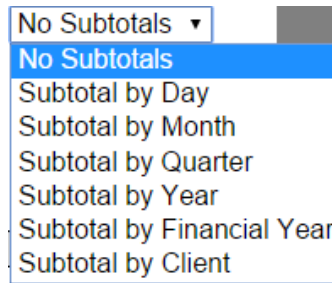
## Date Selection

Invoices can be selected for a range of standard date ranges such as financial year or calendar year or a custom date range can be entered for specific begin and end dates.




## Subtotals

Reports can have sub-totals calculated by a range of standard values



NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Invoices ▾ All Invoices ▾ All Clients ▾ All Dates ▾ Subtotal by F ▾



### The Long Grass Clinic

All Invoices Report for All Clients for All Dates Subtotal by Financial Year  
14 Mar 2016

Date	Invoices	Amount	Tax	Fund	Paid	Balance
2009-2010	944	\$72399.25	\$218.34	\$32.00	\$1363.96	\$71221.63
2010-2011	1663	\$125760.10	\$3275.53	\$107.60	\$180.90	\$128747.10
2015-2016	11	\$1634.68	\$190.23	\$0.00	\$172.44	\$1652.47
Total	2618	\$199794.03	\$3684.10	\$139.60	\$1717.30	\$201621.20


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# Prescriptions

## Prescription List

NaturalTherapist/Pro - Reports
System Administrator/Administrator

File View Action Help



### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients
 Appts
 Herbs
 Stock
 Scripts
 Conditions
 Invoices
 Reports
 Admin
 Print

Prescriptions All



### The Long Grass Clinic

All Prescriptions Report  
14 Mar 2016


Prescription #	Date	Client	Practitioner
1	16th Dec 2008	Erin Eyles	Andrew Naturopath
3	16th Dec 2008	Felicity Scuito	Andrew Naturopath
5	9th Sep 2009	Ara Savic	Andrew Naturopath
10	14th Sep 2009	Renae Bonasso	Andrew Naturopath
11	14th Sep 2009	Ari Martino	Andrew Naturopath
12	22nd Sep 2009	Mariani Frisina	Andrew Naturopath
14	14th Oct 2009	Rosa Palaci	Andrew Naturopath
6	27th Mar 2015	Josephine Pisano	Andrew Naturopath
13	27th Mar 2015	Josephine Pisano	Andrew Naturopath

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# Stock Reorder List

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Stock Stock Reorder



## The Long Grass Clinic


Stock Reorder Report  
14 Mar 2016

Name	Supplier	pkg	Batch#	In Stock
5-Hydroxy Tryptophan (HTP)		30.00 capsule		0.00
Acetyl L Carnitine 500mg		60.00 capsules		0.00
Activated B Complex		60.00 capsule		0.00
Activated B3		50.00 capsule		0.00
Activated B6		60.00 capsule		0.00
Adenosine		60.00 tablet		0.00
Allergenic		90.00 capsule		0.00
Androtone		60.00 tablet		0.00
Anthoberry		150.00 gm		0.00
Argi Nox Maintenance 150		150.00 gm		0.00
ArmaForce		60.00 tablet		0.00
Black Cohosh		500.00 ml		0.00
Black Walnut		500.00 ml		0.00
Blue Flag		500.00 ml		0.00
Bowen Technique		0.00		0.00

## Stock On Hand











NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
  Appts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Stock Stock On Hand



### The Long Grass Clinic

Stock On Hand Report  
14 Mar 2016


Name	Supplier	pkg	Batch#	In Stock
5-Hydroxy Tryptophan (HTP)		30.00 capsule		0.00
Acetyl L Carnitine 500mg		60.00 capsules		0.00
Activated B Complex		60.00 capsule		0.00
Activated B3		50.00 capsule		0.00
Activated B6		60.00 capsule		0.00
Adenosine		60.00 tablet		0.00
Allergenics		90.00 capsule		0.00
Androtone		60.00 tablet		0.00
Anthoberry		150.00 gm		0.00
Argi Nox Maintenance 150		150.00 gm		0.00
ArmaForce		60.00 tablet		0.00
Black Cohosh		500.00 ml		0.00
Black Walnut		500.00 ml		0.00
Blue Flag		500.00 ml		0.00
Bowen Technique		0.00		0.00
Calceol Seed		500.00 ml		0.00



# Stock Value

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Stock Stock Value



## The Long Grass Clinic

Stock Value Report  
14 Mar 2016


Name	Supplier	Qty	Price/Unit	Value
Avocado Pear Night Cream	Integria	2.00 ml	\$24.00/60.00 ml	\$0.80
<b>Total value of stock on hand \$0.80</b>				

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# Stocktake Form











NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




## The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

 Clients
  Appts
  Herbs
  Stock
  Scripts
  Conditions
  Invoices
  Reports
  Admin
  Print

Stock Stocktake Form



## The Long Grass Clinic


Stocktake Form  
14 Mar 2016

Name	Supplier	Pkg	In Stock	Actual
5-Hydroxy Tryptophan (HTP)		30.00 capsule	0.00	
Acetyl L Carnitine 500mg		60.00 capsules	0.00	
Activated B Complex		60.00 capsule	0.00	
Activated B3		50.00 capsule	0.00	
Activated B6		60.00 capsule	0.00	
Adenosine		60.00 tablet	0.00	
Allergenics		90.00 capsule	0.00	
Androtone		60.00 tablet	0.00	
Anthoberry		150.00 gm	0.00	
Argi Nox Maintenance 150		150.00 gm	0.00	
ArmaForce		60.00 tablet	0.00	
Black Cohosh		500.00 ml	0.00	
Black Walnut		500.00 ml	0.00	
Blue Flag		500.00 ml	0.00	
Bowen Technique		0.00	0.00	

## Stock Details

NaturalTherapist/Pro - Reports System Administrator(Administrator)

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Stock Stock Details Item Allergeze for Kids



### The Long Grass Clinic

Stock Details Report for Allergeze for Kids  
14 Mar 2016

[Info](#)

<b>Name</b>	Allergeze for Kids
<b>Brand</b>	Healthworld
<b>Supplier</b>	Healthworld
<b>Concentration</b>	
<b>Product ID</b>	
<b>Batch #</b>	
<b>Type</b>	
<b>Dose</b>	


[On Hand](#)

<b>Package Size</b>	120 gm
<b>In Stock</b>	0.00

## Supplier List

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Stock Suppliers



### The Long Grass Clinic

Suppliers Report  
14 Mar 2016


Supplier	Contact	Phone	Fax	Email
Healthworld				
Integria				
Metagenics	Michael Brosnan	(07) 3117 3300	(07) 3117 3399	hworld@healthworld.com.au.
Natural Remedies Group				
Naturopathic Consultations				
Naturopathic Remedy Supplies				
Sunfresh Australia				
Traditional Medicine Supplies				
VMK Naturopath				

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## Supplier Details

NaturalTherapist/Pro - Reports System Administrator/Administrator

File View Action Help




### The Long Grass Clinic

605 Spinach Creek Rd, Fordsdale, QLD, 4343

Clients Appts Herbs Stock Scripts Conditions Invoices Reports Admin Print

Stock ▾ Supplier Details ▾ Supplier Metagenics ▾



### The Long Grass Clinic

Supplier Details Report for Metagenics  
14 Mar 2016

[Info](#)

<b>Name</b>	Metagenics
<b>Description</b>	Health World Limited

[Address](#)

<b>Street</b>	741 Nudgee Road
<b>City</b>	Northgate
<b>State</b>	QLD
<b>Postcode</b>	4013
<b>Country</b>	Australia

[Contact Details](#)

<b>Contact</b>	Michael Brosnan
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## **Support**

If you experience problems with NaturalTherapist/Pro please email us at [help@longgrasssystems.com.au](mailto:help@longgrasssystems.com.au) for assistance.