

IHMP – SOR MANUAL

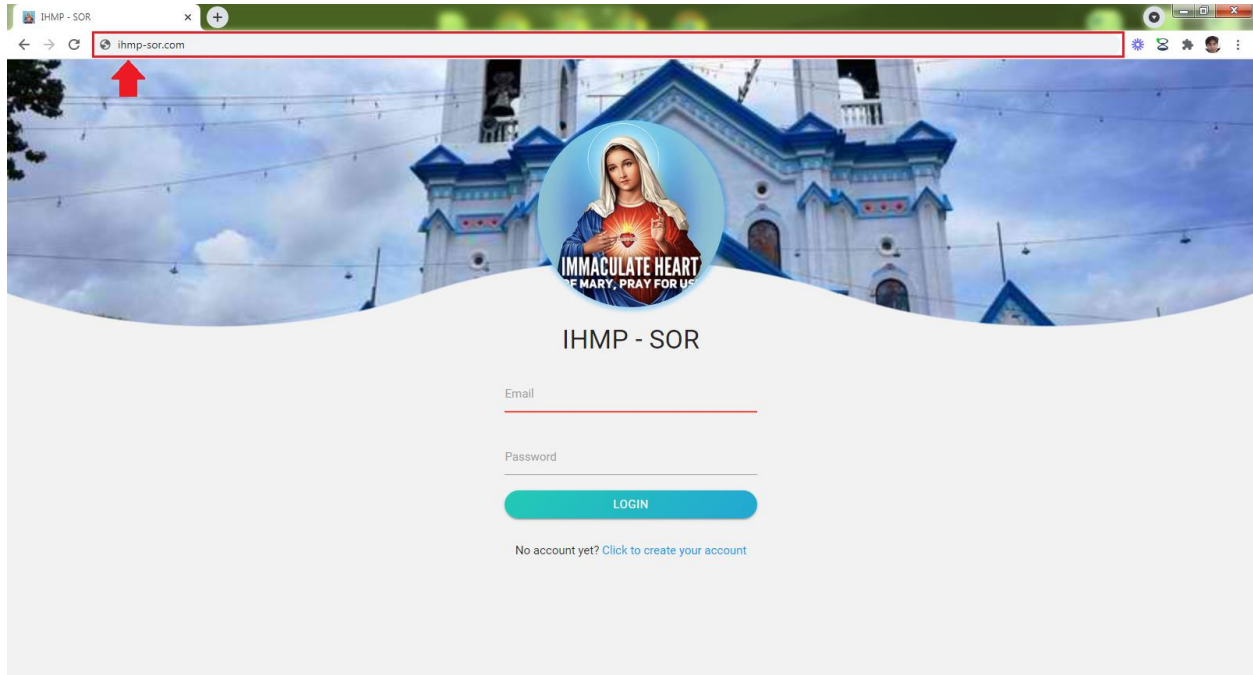
(Immaculate Heart of Mary – System of Records Manual)

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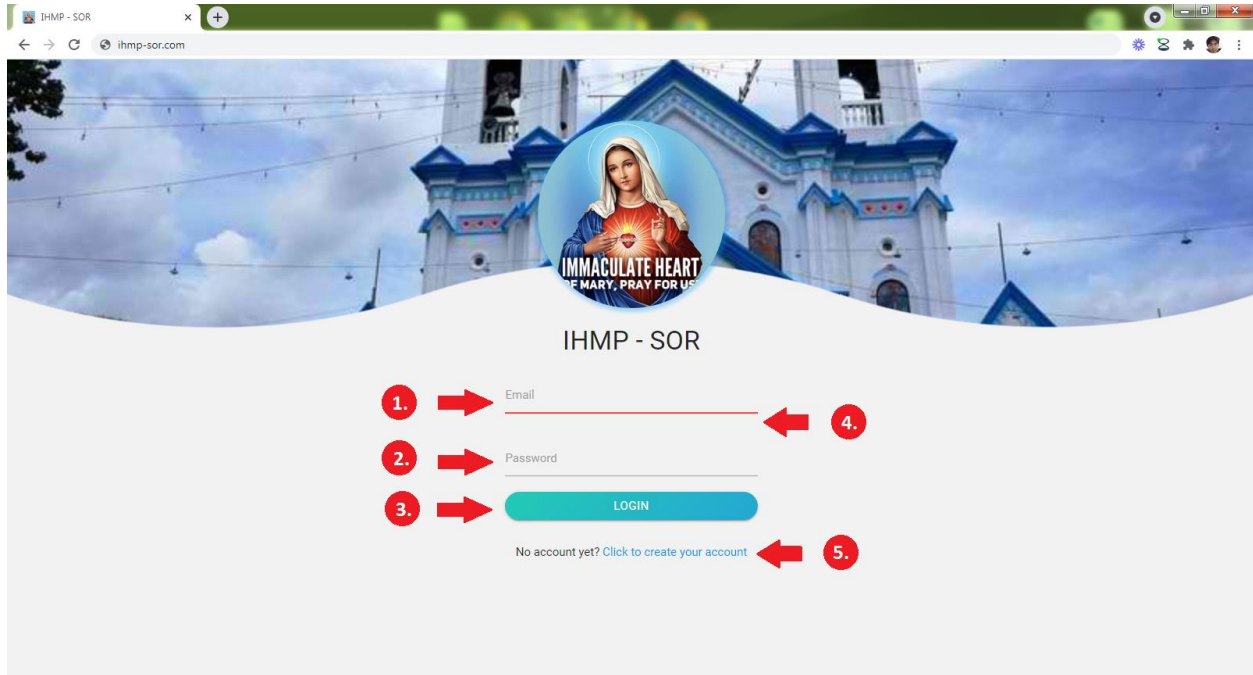
How to access IHMP-SOR?



To access the IHMP – SOR application, type in the URL **“ihmp-sor.com”** in the address bar or if you can’t access it via URL you can use the servers **Static IP Address**.



User Login



In Login Screen, you should see 5 different elements on it, email field, password field, login button, Link to the registration screen and the error message that will only show if there is something wrong during login process.

Elements Definitions

1. **Email:** Key in the email that you used in creating your account.
2. **Password:** Key in your password, if you forgot your password you need to ask to your administrator to reset your password. After your administrator confirms the reset process the new password will be “**1234567890**”.
3. **Login Button:** Make sure that you supply the email and password then you can click this button to attempt to login. When the credentials supplied is valid then you will be redirected to Records Screen. If it is invalid then a message under the email field will show.
4. **Error Messages:** This element will only show if the credentials used in login is invalid. There are two different errors that you can expect.
 - a. Errors are the ff.
 - i. **No matching records found** – this error message simply means that the credentials used to login is invalid. It's either your email is wrong or your password.



- ii. **This account is not yet active** – this error message means that the created account is not yet active and it needs activation by administrator. To resolve this issue request your administrator to activate your account. All you need to give to your administrator is your email or your name so the administrator could search your account.



User Registration

The screenshot shows a web browser window with the address bar displaying 'ihmp-sor.com'. The page layout includes a large image of a church on the left and a registration form on the right. The form is titled 'Register' and contains the following elements:

- 1.** Name field
- 2.** E-Mail Address field
- 3.** Password field
- 4.** Confirm Password field
- 5.** REGISTER button
- 6.** Login Instead? link

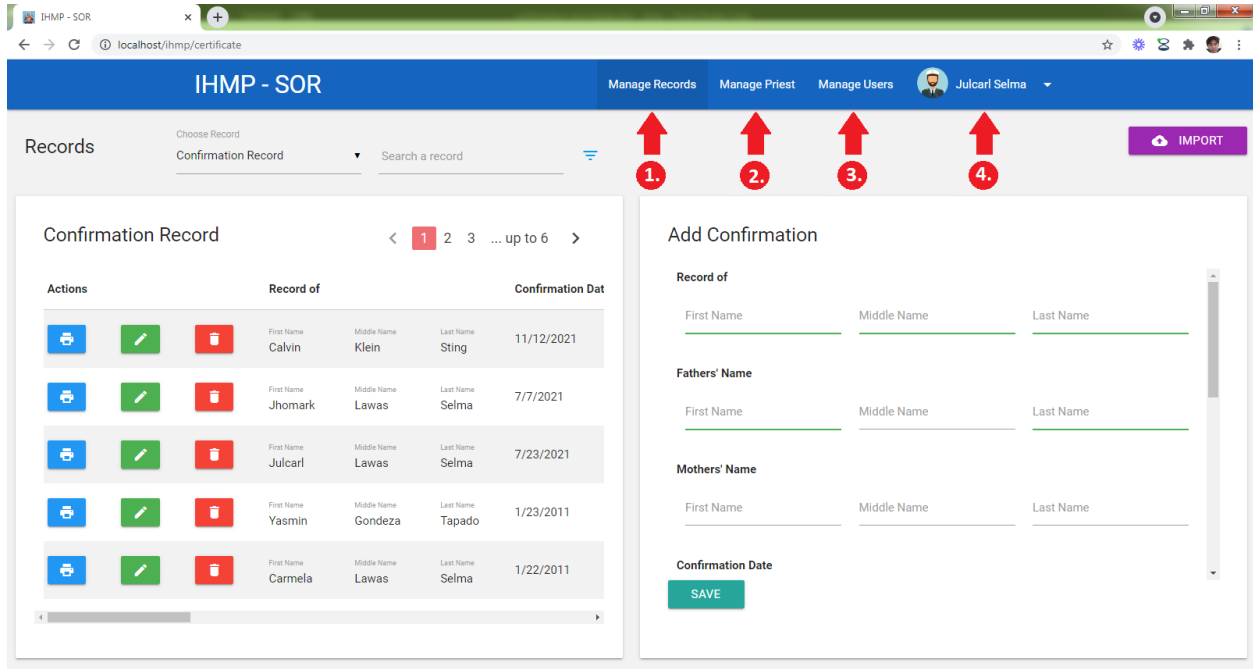
In Registration Screen you should see 6 different elements and when account registration is successful you see a message in a green container above the Name field.

Element Definitions

1. **Name** – This field is not strict and you can use either your full name or first name or last name.
2. **E-mail Address** – This field is important as it is being used as your credential to login on the app.
3. **Password** – This field requires at least 8 characters.
4. **Confirm Password** – This field is to validate the password you input in password field if it is correct.
5. **Register Button** – Click this after you fill up the form. After clicking it and the app identifies that all fields are valid, the app will create your account and will show a message that your account is still needs to be activated.
6. **Login Instead?** – This link will send you back to login screen.



Introducing Screen Navigations



What you are seeing now is the landing page after you successfully login your account and it has 4 different navigations.

Different navigations

1. **Manage Records** – This is where the main transactions will happen, saving records for confirmation, baptismal, marriage, and, death records.
2. **Manage Priests** – This page is to save the names of the parish priests to be assigned in each certificate.
3. **Manage Users** – This page is to activate/deactivate user's account, reset user's password, and, changing user's account type.
4. **Account Name Dropdown** – In this dropdown navigation you can the profile navigation and the logout link.
 - a. **Profile Navigation** – This page is to update your name, email, and, password
 - b. **Logout Link** – This will logout your account to the application.



Manage Records

The screenshot shows the IHMP - SOR Manage Records interface. At the top, there's a navigation bar with 'Manage Records', 'Manage Priests', and 'Manage Users'. The main content area is divided into four sections:

- 1. Record Filter:** Located at the top left, it includes a 'Choose Record' dropdown menu (currently set to 'Confirmation Record') and a 'Search a record' input field.
- 2. Import Button:** A purple button labeled 'IMPORT' located at the top right.
- 3. Add Confirmation:** A form on the right side for adding new records. It includes fields for 'Record of' (First Name, Middle Name, Last Name), 'Fathers' Name' (First Name, Middle Name, Last Name), 'Mothers' Name' (First Name, Middle Name, Last Name), and a 'Confirmation Date' field with a 'SAVE' button.
- 4. Table of Records:** A table on the left side displaying existing records. The table has columns for 'Actions' (with icons for print, edit, and delete), 'Record of' (First Name, Middle Name, Last Name), and 'Confirmation Date'.

Manage Records page is also the landing page after you successfully logged in your account. In this page it is divided into 4 categories.

Screen Categories

- 1. Record Filter** – This part of the screen will do the filtering of the page. Record filter has 3 different filters. Different filters are the following.
 - a. Choose Record** – This will filter what type of record you are about to manage. It consist 4 different records, Confirmation Record, Birth Record, Marriage Record, and, Death Record.
 - b. Search a Record** – This filter specifies a specific record that you want to show. You can search the First Name or the Last Name of the record that you want to manage.
 - c. Small Filter Icon** – This will show popup modal that can filter different records that been added on that specific date range.
- 2. Import Button** – This will show a popup modal that will do the import process
- 3. Add/Update Form** – This will do the adding or updating of each record.
- 4. Table of Records** – This is where you can find all the saved records.



Understanding Manage Records Functionalities

The screenshot shows the IHMP - SOR Manage Records interface. The interface is divided into two main sections: 'Confirmation Record' on the left and 'Add Confirmation' on the right. The 'Confirmation Record' section contains a table of records with columns for 'First Name', 'Middle Name', 'Last Name', and 'Confirmation Date'. The table has 5 rows of data. To the left of the table is an 'Actions' column with three buttons: a blue print button (5), a green edit button (6), and a red delete button (7). Above the table is a pagination bar (4) showing '1 2 3 ... up to 6'. The 'Add Confirmation' section contains a form with fields for 'Record of' (First Name, Middle Name, Last Name), 'Fathers' Name' (First Name, Middle Name, Last Name), and 'Mothers' Name' (First Name, Middle Name, Last Name). At the bottom of the form is a 'SAVE' button (2). The interface also includes a top navigation bar with 'Manage Records', 'Manage Priests', and 'Manage Users' tabs, and a user profile dropdown for 'Julcarl Selma'.

Manage Record has 7 elements you need to remember.

Elaborating 7 elements

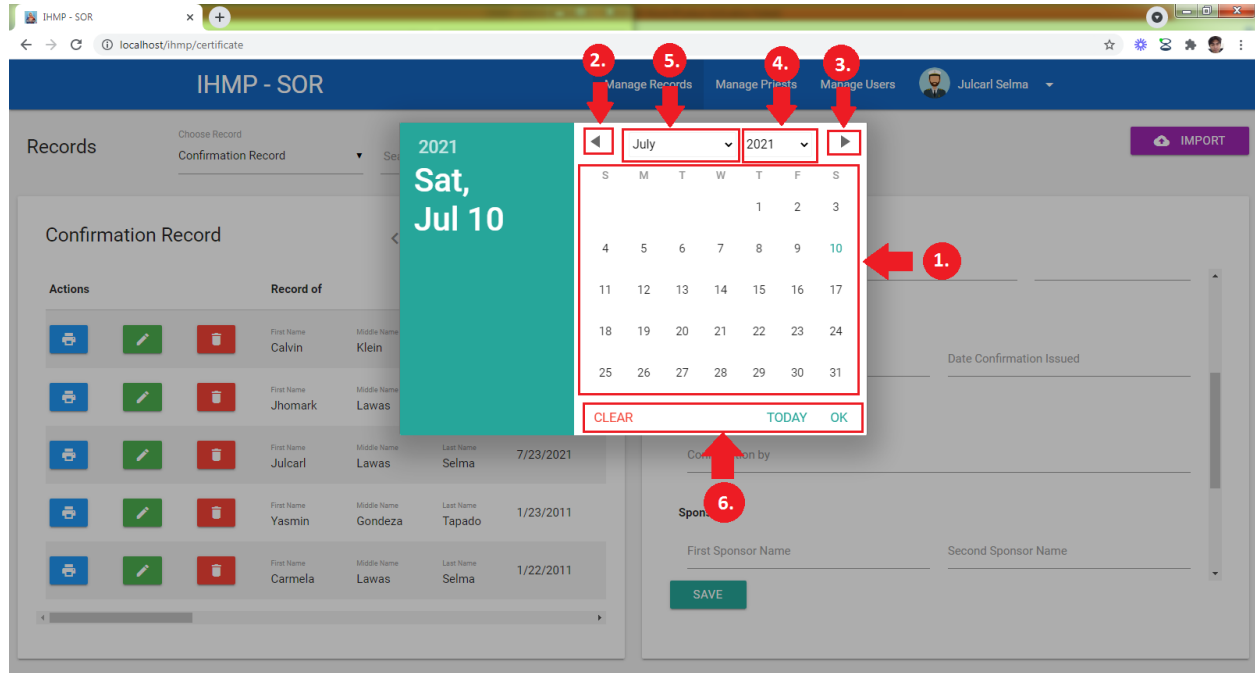
1. **Add/Update Form** – This is the form for adding and updating. This is where you fill up the information of a certain record. After you fill up the necessary fields you can proceed to number 2. Take note that this element can be vertically scroll.
2. **Save Button** – This will save/update the record that you fill up in the Add/Update Form.
3. **Table of Records** – This is where you can find the added records. Take note that this element can be horizontally scroll.
4. **Pagination Buttons** – The table of records will display only 5 records as a default. In order for the user to show another records they can use this element to go to another set of records.
5. **Print Button** – This will do the print functionality but before printing there will be a validation to it and will ask you if you want to set the parish priest first on the selected record before printing it.
6. **Update Button** – Clicking this button will get the information of the selected record and will fill up the Add/Update Form and you can do the updating of the selected record.



7. **Delete Button** – Clicking this button will show you a popup modal that will ask for confirmation to delete.



Using Date Pickers



In Add/Update form there are some fields that require date. Our application uses a date picker. To understand how this date picker works see the instruction.
















Date picker

1. Table of Dates – This is where you are going to select the date.
2. Left Icon – This icon will move the current month displayed to the previous month.
3. Right Icon – This icon will move the current month displayed to the next month.
4. Year Dropdown – This is where you set the year for your date.
5. Month Dropdown – This is where you set the month.
6. Final options – This is where you finalize the dates. There are 3 different options.
 - a. CLEAR – Selecting clear will clear your selection of dates.
 - b. TODAY – This will select the current date.
 - c. OK – This will finalize the date selected and will display it in the Add/Update form.



Printing Record

The screenshot shows the IHMP - SOR web application interface. The top navigation bar includes 'Manage Records', 'Manage Priests', 'Manage Users', and a user profile for 'Julcarl Selma'. The main content area is titled 'Records' and shows a 'Confirmation Record' table. The table has columns for 'Actions', 'Record of' (First Name, Middle Name, Last Name), and 'Confirmation Date'. A red box highlights the 'Print' icon in the 'Actions' column for the first record (Calvin Klein). To the right of the table is a form titled 'Add Confirmation' with fields for 'Confirmation Date', 'Date Confirmation Issued', 'Confirmation by', and 'Sponsors' (First Sponsor Name, Second Sponsor Name). A 'SAVE' button is at the bottom of the form.

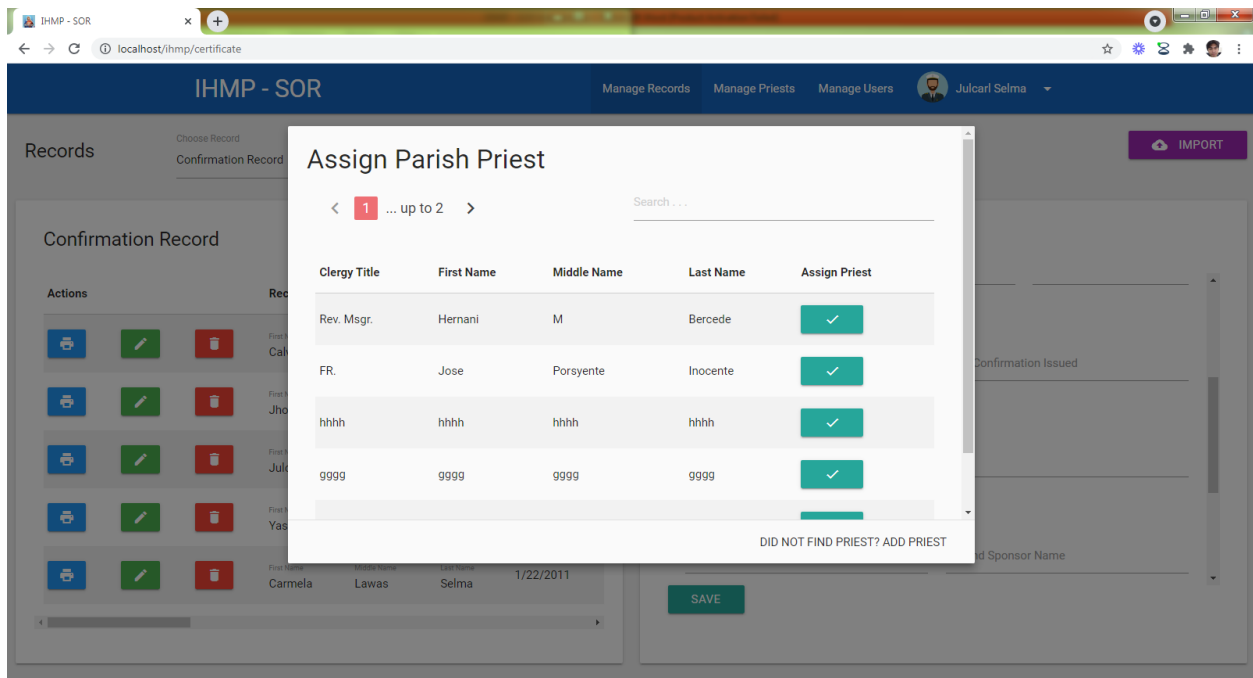
Actions	Record of	Confirmation Date
  	First Name: Calvin, Middle Name: Klein, Last Name: Sting	11/12/2021
  	First Name: Jhomark, Middle Name: Lawas, Last Name: Selma	7/7/2021
  	First Name: Julcarl, Middle Name: Lawas, Last Name: Selma	7/23/2021
  	First Name: Yasmin, Middle Name: Gondeza, Last Name: Tapado	1/23/2021
  	First Name: Carmela, Middle Name: Lawas, Last Name: Selma	1/22/2021

Step 1: Select the record you want to print.

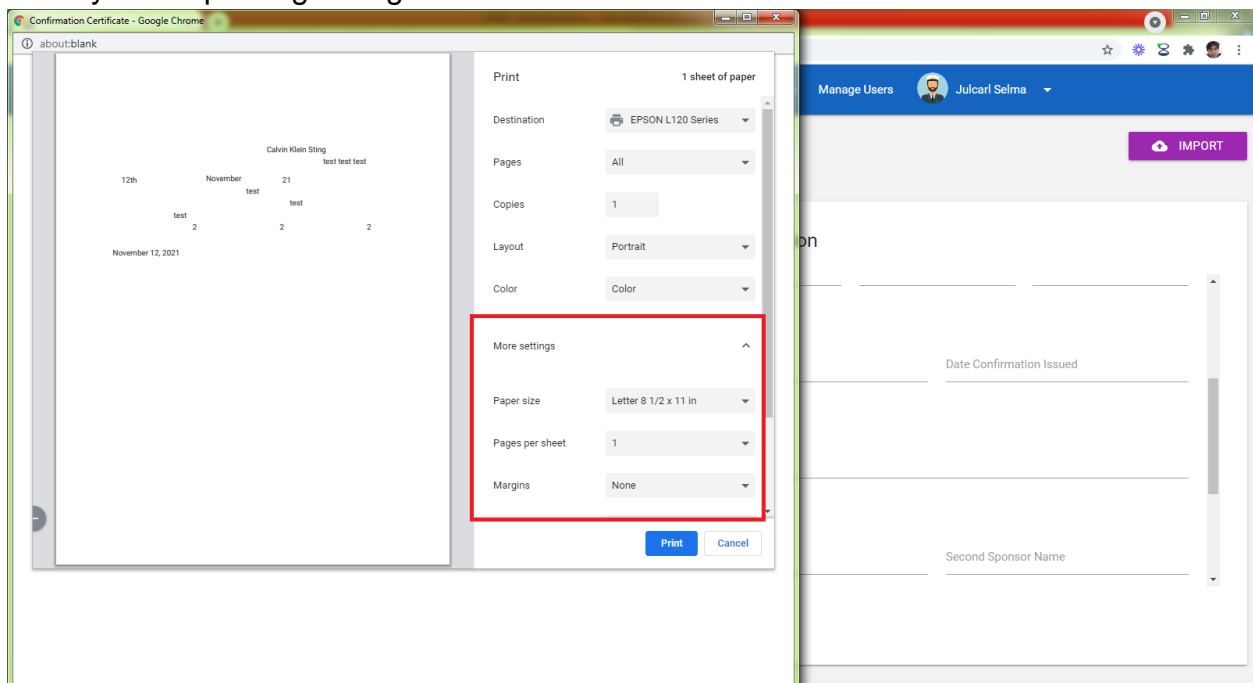
The screenshot shows the same IHMP - SOR web application interface, but with a 'Set Parish Priest' popup dialog box displayed over the table. The dialog box contains the text: 'This record has no parish priest set as of the moment. Do you want to set it first before printing?' and two buttons: 'Yes' and 'No'.

Step 2: If there is no parish priest set on that record this popup dialog will show. You can choose either yes or no. Selecting yes will bring you up the parish priest records.





Step 3: If you select Yes, This is the popup modal to set/assign parish priest on the selected record. Clicking the check icon will assign it to the record selected and will show you the printing dialog.


















Step 4: Final Step this is the printing dialog, Make sure in your More Settings the **Margin is set to None** and the **Scale is set to Default**.



Updating Record

The screenshot displays the IHMP - SOR web application. The top navigation bar includes 'Manage Records', 'Manage Priests', 'Manage Users', and a user profile for 'Julcarl Selma'. The main content area is titled 'Records' and shows a 'Confirmation Record' table. The table has columns for 'First Name', 'Middle Name', 'Last Name', and 'Confirmation Date'. A red box labeled '1.' highlights the green update icon in the 'Actions' column for the first record (Calvin Klein). To the right, the 'Update Confirmation' form is shown, with a red box labeled '2.' highlighting the form fields. At the bottom of the form, a red box labeled '3.' highlights the 'SAVE' and 'CANCEL' buttons.

Actions	Record of	Confirmation Date
  	First Name: Calvin, Middle Name: Klein, Last Name: Sting	11/12/2021
  	First Name: Jhomark, Middle Name: Lawas, Last Name: Selma	7/7/2021
  	First Name: Julcarl, Middle Name: Lawas, Last Name: Selma	7/23/2021
  	First Name: Yasmin, Middle Name: Gondeza, Last Name: Tapado	1/23/2011
  	First Name: Carmela, Middle Name: Lawas, Last Name: Selma	1/22/2011

The 'Update Confirmation' form includes fields for 'Record of' (First Name, Middle Name, Last Name), 'Fathers' Name' (First Name, Middle Name, Last Name), 'Mothers' Name' (First Name, Middle Name, Last Name), and 'Confirmation Date'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

In updating records, follow this steps.

Step 1: Select a record that you want to update by clicking the green update icon button

Step 2: After selecting the record, its information will be transferred on each fields of the Update form. You can edit the information there and you may proceed to step 3.
















Step 3: There will be two options.

- Save** – Selecting Save button will save the transaction.
- Cancel** – Selecting Cancel button will abort the transaction.



Deleting Records

The screenshot shows the IHMP - SOR web application interface. The top navigation bar includes 'Manage Records', 'Manage Priests', 'Manage Users', and a user profile for 'Julcarl Selma'. The main content area is titled 'Records' and shows a 'Confirmation Record' table. The table has columns for 'Actions', 'Record of' (First Name, Middle Name, Last Name), and 'Confirmation Dat'. The first row, for Calvin Klein, has a red delete icon highlighted with a red box. To the right of the table is a form for 'Add Confirmation' with fields for 'Record of', 'Fathers' Name', 'Mothers' Name', and 'Confirmation Date'. A 'SAVE' button is at the bottom of the form.

Actions	Record of	Confirmation Dat
  	First Name: Calvin, Middle Name: Klein, Last Name: Sting	11/12/2021
  	First Name: Jhomark, Middle Name: Lawas, Last Name: Selma	7/7/2021
  	First Name: Julcarl, Middle Name: Lawas, Last Name: Selma	7/23/2021
  	First Name: Yasmin, Middle Name: Gondeza, Last Name: Tapado	1/23/2011
  	First Name: Carmela, Middle Name: Lawas, Last Name: Selma	1/22/2011

Step 1: Select the record that you want to delete by simply clicking the red delete icon button.

The screenshot shows the same IHMP - SOR web application interface, but with a confirmation modal displayed. The modal asks 'Are you sure you want to delete Calvin?' and has two buttons: 'DELETE' and 'CANCEL'. The background shows the same 'Confirmation Record' table as in the previous screenshot.

Step 2: After selecting a record to delete a popup modal will show to ask a delete confirmation. There will be two options for that.



- a. **Delete Button** – This will continue the deletion of record
- b. **Cancel Button** – This will cancel the deletion of record.



Importing of Records

The screenshot shows the IHMP - SOR web application interface. The top navigation bar includes 'Manage Records', 'Manage Priests', 'Manage Users', and a user profile for 'Julcarl Selma'. The main content area is titled 'Records' and features a 'Choose Record' dropdown set to 'Confirmation Record'. A search bar is present. On the right, a purple 'IMPORT' button is highlighted with a red box. Below the navigation, there is a 'Confirmation Record' table with columns for 'Actions', 'Record of', and 'Confirmation Date'. The table lists five records with their respective names and dates. To the right of the table is an 'Add Confirmation' form with fields for 'Record of' (First, Middle, Last Name), 'Fathers' Name', 'Mothers' Name', and 'Confirmation Date', along with a 'SAVE' button.

Step 1: Click the Import Button at the top right corner of the screen and it will show a popup modal for the import form.

The screenshot shows the 'Import Your CSV File Here' popup modal. The modal is divided into two main sections. The top section, 'Follow the Steps', contains four numbered steps: 1. Select the type of record (with a dropdown menu), 2. Download your template (with a 'DOWNLOAD' button), 3. Select your template and upload (with an 'UPLOAD CSV' button), and 4. Final Step, Click Import button to start import sequence (with an 'IMPORT' button). The bottom section, 'Data To Import Will Show Below', is a large empty text area. A red box highlights the 'Follow the Steps' section, and another red box highlights the 'Data To Import Will Show Below' section. A 'CLOSE' button is located at the bottom right of the modal.

Step 2. Import form is divided by 2 elements.



1. **Main Import Form** – In this area there will be 4 different steps that you can follow. Instructions are being written in the popup so just follow what it says.
2. **Sample Data Table** – In this area, it will display the data that are about to import but before it will display the application will filter out that has duplicated rows.



Manage Priests

The screenshot shows the 'Manage Priests' interface of the IHMP - SOR system. The interface is divided into two main sections: 'Manage Priests' on the left and 'Add Priest' on the right.

Manage Priests Section:

- 2.** Manage Priests header.
- 3.** Search bar.
- 4.** Pagination controls showing page 1 of 2, with options to go to page 2 or up to 3.
- 5.** Table of records with columns: Actions, Clergy Title, First Name, Middle Name, and Last Name.
- 6.** Delete button (red trash icon).
- 7.** Update button (blue pencil icon).

Add Priest Section:

- 1.** Add Priest header.
- Input fields for Clergy Title, First Name, Middle Name, and Last Name.
- SAVE** button.

In this page you can manage the data of Parish Priests.
















7 elements in screen

1. Add/Update Priest Form – This is the transaction for adding and updating will happen. All you need to do is to supply the required fields and I clicking save button.
2. Table of Records – This is where the application displays the parish priests that being added.
3. Search – You can search the record that you want to update.
4. Pagination Buttons – Navigate to another batch of records using paginations
5. Table of Records – Table that holds the parish priests records
6. Delete Button – When this button is clicked a delete confirmation popup modal will show. There will be two options in the popup.
 - a. Delete – Will continue to delete the record.
 - b. Cancel – Will cancel the transaction.
7. Update Button – To update a record just select the color blue pencil icon and all information of the priests will be transferred to Add/Update Priest Form and you may proceed to editing its record.



Manage Users

The screenshot displays the 'Manage Users' interface of the IHMP - SOR system. The interface includes a search bar and a table of users. The table has five columns: Actions, Name, Email, Role, and Status. The Actions column contains three icons: a red key icon, a green sync icon, and a blue group of people icon. These icons are highlighted with red boxes. The table lists five users: Ethyl Alcohol, Jhomark jame selma, Christine Hermosa, Jose Marie Chan, and Din Dong. The status of each user is either 'Deactivated' or 'Active'.

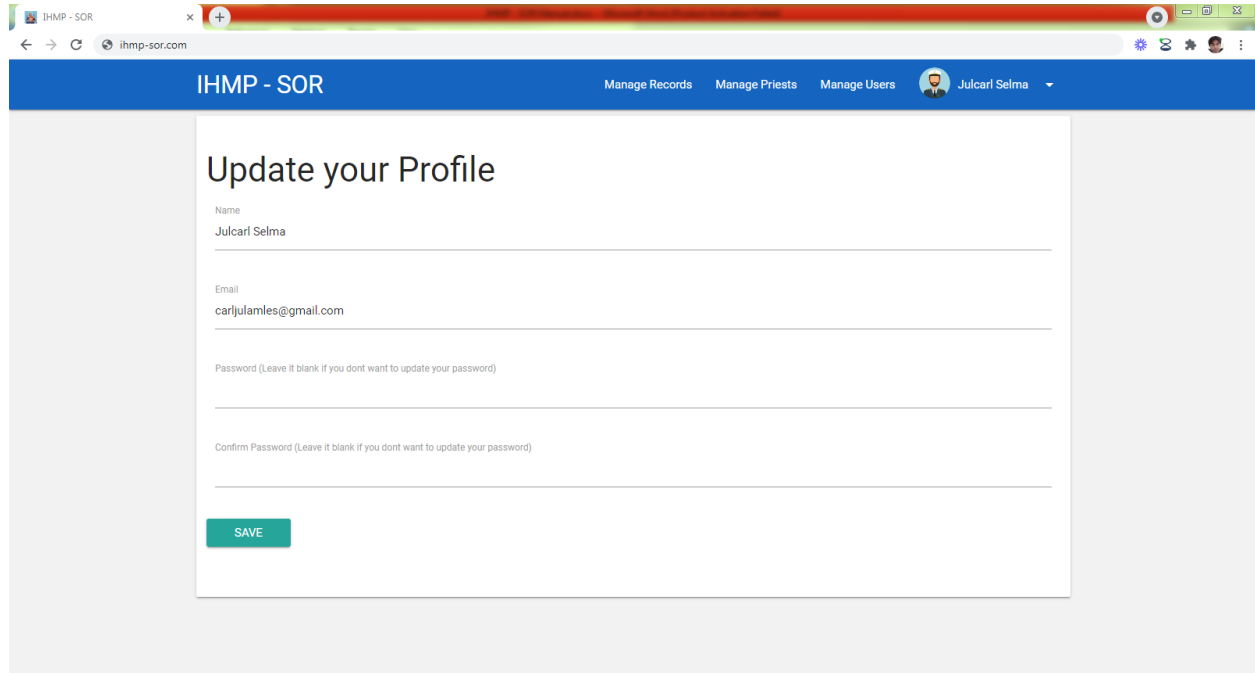
Actions	Name	Email	Role	Status
  	Ethyl Alcohol	ethylalcohol@gmail.com	Staff	Deactivated
  	Jhomark jame selma	kram@gmail.com	Administrator	Deactivated
  	Christine Hermosa	christinehermosa@gmail.com	Administrator	Active
  	Jose Marie Chan	josemariechan@gmail.com	Staff	Active
  	Din Dong	dindongdantes@gmail.com	Staff	Active

In this form, we can see that the table of records has 3 different options.

1. **Red Key Icon Button** – This button will updates/reset users password.
2. **Green Sync Icon Button** – This button will switch the users user type.
3. **Blue Group People Icon Button** – This button will deactivate the selected users account.



Editing Users Profile Account



The screenshot shows a web browser window with the address bar displaying "ihmp-sor.com". The page has a blue header with the text "IHMP - SOR" and navigation links: "Manage Records", "Manage Priests", "Manage Users", and a user profile icon labeled "Julcarl Selma". The main content area is titled "Update your Profile" and contains a form with the following fields:

- Name: Julcarl Selma
- Email: carljulames@gmail.com
- Password (Leave it blank if you dont want to update your password)
- Confirm Password (Leave it blank if you dont want to update your password)

A green "SAVE" button is located at the bottom of the form.

To navigate on this screen, select the dropdown navigation that has your name on it and then select dropdown.

Notice that you can update only the Name, Email, and password.

IMPORTANT NOTICE:

Application may experience some issues that the developer did not experienced during on its development process. If this will happen please grab a screenshot and contact the developer so the developer could attend to the issue right away.

