User Manual

1. Installation
2. In order to run the *Human Resource Department Database* **independent** of the main website, you must have the *XAMPP* application installed on your computer.
3. Having installed the application, navigate to the *XAMPP* folder (this will vary depending on directory you have installed it on), then open the *htdocs* folder. Copy the database folder, *Luke\_Foundation*, into this folder.
4. Running the Program
5. To run the program, run *XAMPP Control Panel*. Notice the row of *Apache and MySQL Modules*. Click the *Start* button of the two modules under *Actions*.
6. Now that the *Apache* and *MySQL* modules are up and running, we can now run the database program by using a local host.
7. Open a browser. Any browser will do. Type the following on the URL bar: [*http://localhost/Luke\_Foundation/pages/index.php*](http://localhost/Luke_Foundation/pages/index.php)
8. You are now all set to use the *Human Resource Department Database*.
9. Using the Program
10. Organizer
11. To access the *Organizer* section, simply click *View Details* under the *Organizer* button.
12. Upon clicking, the *Search Organizers* will first show up. Notice that there is a sidebar on the left of the webpage which links to the different functions of the *Organizers* section i.e. *search, update, delete, and add organizers*.
13. Search Organizers:

* The *Search Organizers* displays the details of the organizers in a tabular form. You can search for specific organizers by typing the *organization name or the representative name* in the search bar. Note that there is no button for searching a particular entry since the entries update automatically depending on how specific your input is on the search bar.
* Furthermore, you can limit number of entries it displays by clicking the dropdown and selecting the desired number of entries you want the table to display. Also, you can directly update or delete the entry by clicking the desired button on the rightmost column of the table.

1. Edit Organizers:

* The *Edit Organizers* displays the details of each organizer. By inputting the organizer’s name or the representative’s name on the search bar, the details on the text-fields automatically changes to its specific organizer. After you have searched for the organizer you want to update, you can now start editing its details i.e. organization name, representative name, contact number, etc. You can hit the *Save Changes* button to save the changes you made. Note that **error-checking** applies to the text-fields such as the Contact Number and E-mail Address text-fields.

1. Delete Organizers:

* The *Delete Organizers* has almost the same features as the *Edit Organizers*, except you delete instead of update. Furthermore, the text-fields are just **read-only**, meaning, they are not editable. To delete a certain organizer, type their organization name or representative name on the search bar, then hit the *Delete* button accordingly.

1. Add Organizers:

* The *Add Organizers* allows you to add an organizer in the database by filling up the text-fields of the required information. After filling up the required information, hit the *Add Organizer* button to add the organizer in the database. Moreover, you can click the *Reset Values* button to clear the text-fields and start over. Note that **error-checking** applies to the text-fields such as the Contact Number and E-mail Address text-fields.

1. Personnel
2. To access the *Personnel* section, simply click *View Details* under the *Personnel* button.
3. Upon clicking, the *Search Organizers* will first show up. Notice that there is a sidebar on the left of the webpage which links to the different functions of the *Organizers* section i.e. *search, update, delete, and add organizers*.
4. Search Records:

* The *Search Records* displays the details of the personnel in a tabular form. You can search for specific personnel by *typing any detail related* to those personnel in the search bar. Note that there is no button for searching a particular entry since the entries update automatically depending on how specific your input is on the search bar. Furthermore, you can limit number of entries it displays by clicking the dropdown and selecting the desired number of entries you want the table to display. Also, you can directly update or delete the entry by clicking the desired button on the rightmost column of the table.

1. Edit Records:

* The *Edit Records* displays the details of each organizer. By inputting the name of the personnel on the search bar, the details on the text-fields automatically changes to its specific personnel. After you have searched for the personnel you want to update, you can now start editing its details i.e. name, contact number, address, etc. You can hit the *Save Changes* button to save the changes you made.

1. Delete Records:

* The *Delete Organizers* has almost the same features as the Edit Records, except you delete instead of update. Furthermore, the text-fields are just **read-only**, meaning, they are not editable. To delete a certain personnel, type their name on the search bar, then hit the *Delete* button accordingly.

1. Add Personnel:

* The *Add Records* allows you to add personnel in the database by filling up the text-fields of the required information. After filling up the required information, hit the Add Personnel button to add the personnel in the database. Moreover, you can click the Reset Values button to clear the text-fields and start over.

1. Activities
2. To access the *Activities* section, simply click *View Details* under the *Activities* button.
3. Calendar of Activities

* The Calendar of Activities shows a large calendar in month view where activities can be seen at their corresponding dates. You can also choose a month and year to jump into with ease. Click on the activity in the calendar and it will show more information about the activity.

1. Search activities

* This page shows a search bar where you can type an activity and it will automatically show the information below.

1. Edit activities

* In Edit activities page, there is also a search bar for you to enter the activity to be edited. After the search, the information of the activity will be shown in the text field below where you can also change or edit then clock save changes to continue with the changes.

1. Delete Activities

* In this page, the search bar feature is present also. Search the activity and information below will be shown and click on the delete activity to continue to delete the record.

1. Add Activity

* The add activity page shows required and optional information in adding an activity to the system. Fill up the text field with correct format, check the box if the activity is final or tentative, choose organizer and personnel involved and click add activity to continue. There is also a reset value button to reset the field.

1. Attendance
2. To access the *Attendance* section, simply click *View Details* under the *Attendance* button.
3. Search records

* The first thing you will see is the search record where a table is shown in the page. In the upper right of the table exist a search bar where you will type what you want to search and the table will show the information about it or them. You can also sort the record using the arrows in each of the column title that refers to ascending and descending order. If you prefer more records to be shown, you can change it in the show entries at the upper left. Each record also has links or options to be deleted or to be updated. Lastly, there is next and previous button if the search record/s is shown in multiple pages.

1. Edit record

* The edit or update record shows a search bar for the list of employees and click next for the chosen employee to be updated then it will show more information about the employee you may wish to edit. Click back to go back and confirm to save.

1. Delete record

* This page works like the edit record however after you choose the employee and click next, you’ll get the chance to review the record and click delete to continue. The system will delete the record and automatically redirect you to the Search record page.

1. Add attendance

* In the add attendance page, information are shown about the employee to be added in the database. Fill up the information needed with proper format then click submit to continue. There is also reset button to reset the values to default.

1. Least of staff currently on leave

- This page contains two tables. The first tables indicates the list of staff who are currently on leave I.E. people whose leave end dates haven't surpassed today's date yet. The second table indicates the last leaves of staff whose leaves have already ended.