

ITDC_ACCOUNTS

USERS MANUAL
WEB APPLICATION

INTRODUCTION

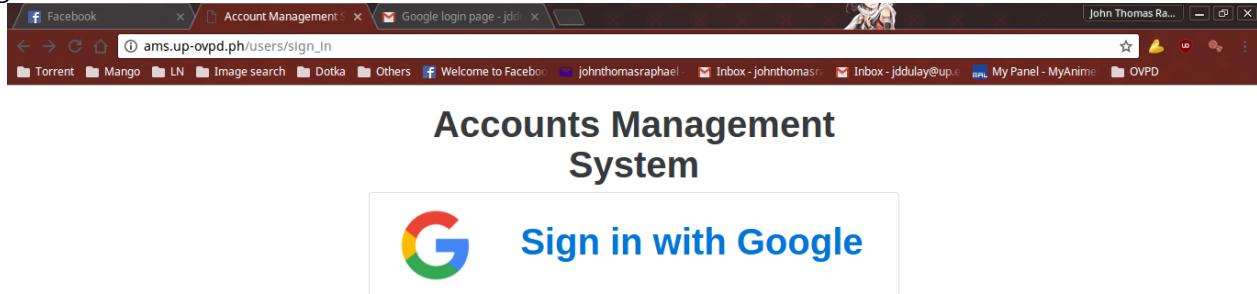
The ITDC Account Management System is a web application for managing the financial accounts of its users.

MAIN FEATURES

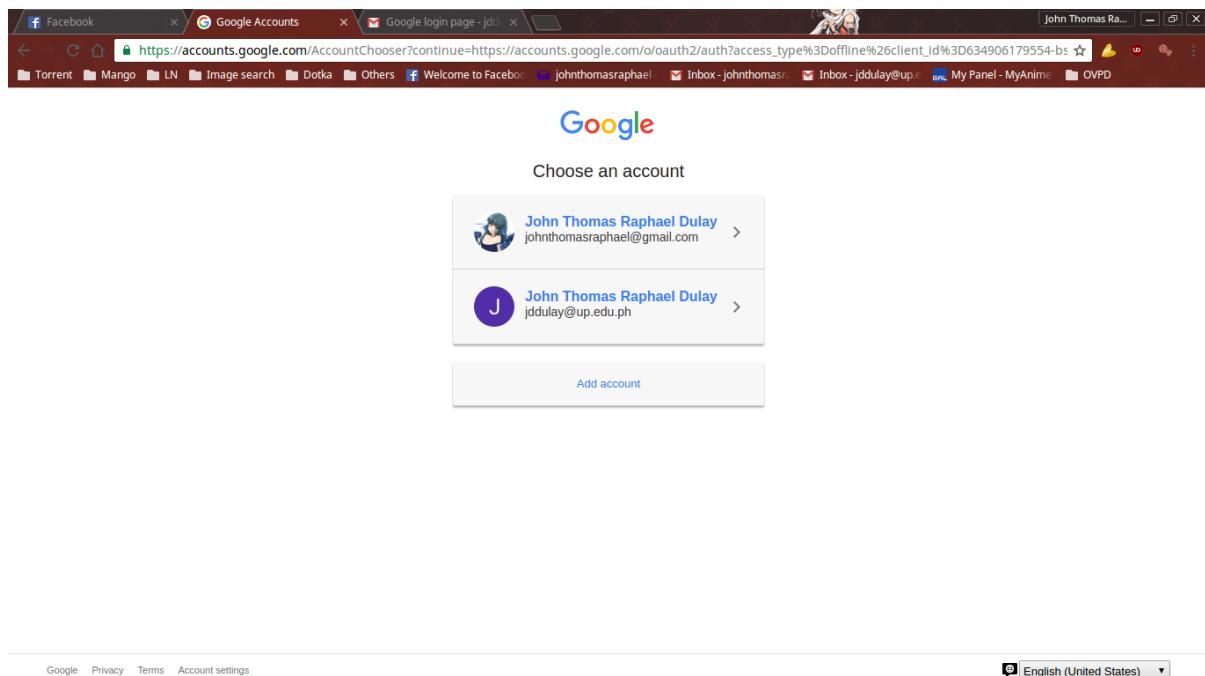
- Dashboard
- Profile
- Accounts
 - Account Transactions
- Announcements
- Administration Panel
 - User Management
 - Account Management
 -

GETTING STARTED

Access the website through the URL ams.systems24by7.com where you will be greeted with a login screen.



This will redirect you to a page where you can select the Google account that you wish to use to log in.



Select a registered account to be redirected to the dashboard.

DASHBOARD

The screenshot shows a web browser window with multiple tabs open. The active tab is 'ams.up-ovpd.ph/#'. The sidebar on the left displays user information: a profile picture of a blue-haired character, the email 'johnthomasraphael@gmail.com', the name 'Dulay, John Thomas Raphael', and the user type 'Regular'. It also includes links for 'My Profile', 'My Accounts', and 'Sign out'. The main content area features a success message: 'Successfully authenticated from Google account.' Below this is a section titled 'Latest Announcements' with a table:

Date Posted	Subject	Action
DEC-13-2016	Announcement	View Details
NOV-25-2016	This is a test	View Details
NOV-25-2016	Announcement for Regular	View Details

Upon a successful login, the user will be greeted with the dashboard. It consists of a table for the latest announcements and a sidebar, which contains the user's informations, such as email, name, user type, and the functions available to the user. Clicking the "View Details" button on the announcements table would direct the user to see the full announcement post.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'ams.up-ovpd.ph/announcements/2'. The sidebar on the left is identical to the one in the previous screenshot. The main content area shows the title 'Announcement for Regular' and the message 'Message: regular announcement test'. There is a 'Back' link at the bottom right.

MY PROFILE

Clicking on the “My Profile” link on the sidebar would direct the user to see the details of his/her user account.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "ams.up-ovpd.ph/myprofile". The page content is for "Dulay, John Thomas Raphael's profile". On the left, there is a sidebar with a dark blue background. It features a large anime-style character portrait of a girl with long blue hair and yellow eyes. Below the portrait, the user's email address is listed as "johnthomasraphael@gmail.com". Underneath that, the user's name is displayed as "Dulay, John Thomas Raphael Regular". At the bottom of the sidebar, there are three links: "My Profile" (highlighted in blue), "My Accounts", and "Sign out". The main content area has a white background. At the top, it displays the user's first name "John Thomas Raphael" and last name "Dulay". To the right of this, the email address "johnthomasraphael@gmail.com" and user type "Regular" are shown. Below this information is a horizontal line with two links: "Edit My Account" and "Back".

MY ACCOUNTS

Clicking the “My Accounts” link on the sidebar would direct the user to see the list of financial accounts available to his/her user account. It also gives some basic information such as the account type, beginning amount, and current balance. Clicking the “View Details” button will direct the user to a more detailed view of the selected account.

The screenshot shows a web browser window with multiple tabs open at the top. The active tab is titled "ams.up-ovpd.ph/myaccounts". The main content area displays a table titled "My Accounts" with two rows of data. The table has columns for "#", "Account Type", "Beginning Amount", and "Current Balance". Each row includes a "View details" button. On the left side, there is a sidebar with a user profile picture and the following information:
johnthomasraphael@gmail.com
Dulay, John Thomas
Raphael
Regular
[My Profile](#)
[My Accounts](#)
[Sign out](#)

#	Account Type	Beginning Amount	Current Balance
#000001	Savings	P100,000.00	P135,000.00
#000002	Current	P500,000.00	P500,000.00

VIEW ACCOUNT

Upon being directed to the View Account page, the user will now be able to see not only the account type, beginning amount, and current balance of the selected account, but also the Transaction History of the account, which includes the date, the credit/debit transaction, the amount, and the resulting balance.

Clicking the “View Details” button for a specific transaction will show a more detailed view of the selected transaction.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "ams.up-ovpd.ph/accounts/1". The main content area displays a user profile for "Dulay, John Thomas Raphael" with a blue-themed anime-style background image. The profile includes the email "johnthomasraphael@gmail.com", the name "Dulay, John Thomas Raphael", and the status "Regular". Navigation links include "My Profile", "My Accounts", and "Sign out".

The central part of the page shows a "Savings" account with the identifier "#000001". It displays the "Beginning Amount: P100,000.00" and the "Current Balance: P135,000.00". Below this, a section titled "Transaction History" lists three transactions:

Date	Credit	Debit	Balance
NOV-23-2016 07:34		P15,000.00	P135,000.00
NOV-23-2016 07:34	P30,000.00		P150,000.00
NOV-23-2016 07:33	P20,000.00		P120,000.00

Each transaction row has a "View Details" button on the right side. At the top of the transaction history section, there are filters for "Sort by date: Descending" and "Entries per page: 10".

VIEW TRANSACTION DETAILS

Upon being directed to the View Transaction Details page, the user will be able to view the full details of the selected transaction, which consists of the transaction type, target account, amount, previous balance, new balance, date, and a description if provided.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "ams.up-ovpd.ph/account_transactions/3". The main content area displays a transaction detail for a "Debit" savings account. The transaction ID is #000001. The amount debited is P15,000.00, and the transaction occurred on NOV-23-2016 at 07:34. The previous balance was P150,000.00, and the new balance is P135,000.00. A "Description:" field is present but empty. On the left sidebar, there is a user profile picture of a character with blue hair and yellow eyes, and a list of user information including the email address johnthomasraphael@gmail.com, the name Dulay, John Thomas Raphael, and the status Regular. There are also links for "My Profile", "My Accounts", and "Sign out". The top of the browser window shows various system icons and the user's name, John Thomas Ra... .

AMS

User Information

johnthomasraphael@gmail.com
Dulay, John Thomas
Raphael
Regular

My Profile
My Accounts
Sign out

« Savings #000001

Debit Savings #000001

Amount: P15,000.00 **Date:** NOV-23-2016 07:34

Previous Balance: P150,000.00 **New Balance:** P135,000.00

Description:

Back

ADMINISTRATION TOOLS

**NOTE: REGULAR USERS WILL NOT BE ABLE TO ACCESS THE
FOLLOWING PAGES AND FUNCTIONS**

DASHBOARD

The dashboard of an admin user is nearly identical to that of a regular user, with the exception that the sidebar now contains links to the various administration tools.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'ams.up-ovpd.ph/#'. The page content is as follows:

AMS

User Information

Successfully authenticated from Google account.

Latest Announcements

Date Posted	Subject	Action
DEC-13-2016	Announcement	View Details
NOV-25-2016	This is a test	View Details
NOV-25-2016	Announcement for Admins	View Details

jdulay@up.edu.ph

Dulay, John Thomas

Raphael

Admin

[My Profile](#)

[My Accounts](#)

[Sign out](#)

Administration Links

- [User Management](#)
- [Accounts Management](#)
- [Announcements](#)
- [Reports](#)
- [Account Types](#)
- [Application Log](#)

USER MANAGEMENT

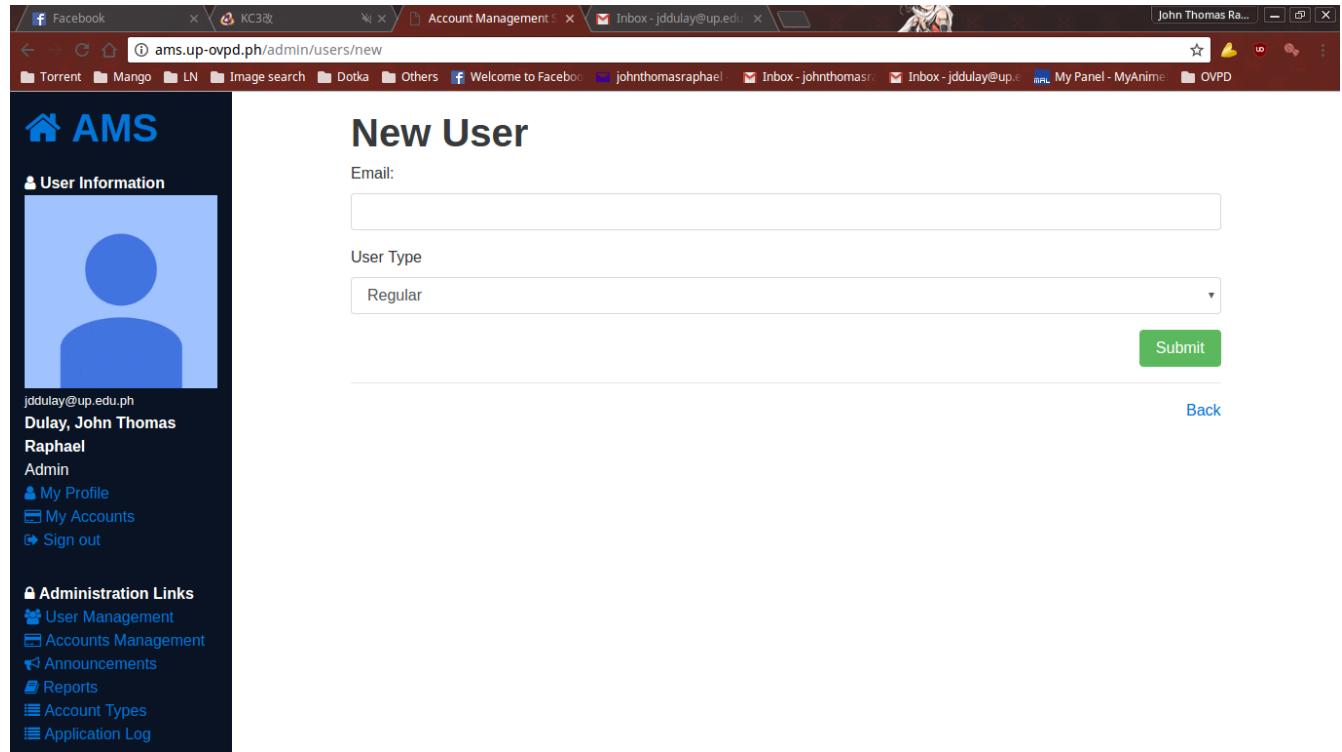
Clicking the “User Management” link on the sidebar, the admin is now redirected to the User Management page, where he/she can see the list of all users in the system. The admin can also add new users or edit existing ones from here. Note that only users that have not been validated and have no financial accounts attached can be deleted.

The screenshot shows the User Management page of the AMS application. On the left, there is a sidebar with a user profile picture and information: jddulay@up.edu.ph, Dulay, John Thomas Raphael, Admin, My Profile, My Accounts, and Sign out. Below that is a section for Administration Links with links to User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log. The main content area is titled "User Management" and features a search bar with "Search names or emails" and a dropdown menu set to "All users". A "Search" button is next to the search bar. Below the search area is a table with the following data:

Email	First Name	Last Name	User Type	Action
jddulay@up.edu.ph	John Thomas	Dulay	Admin	Edit
johnthomasraphael@gmail.com	John Thomas	Dulay	Regular	Edit
paulo@paje.me	Paulo Noel	G	Regular	Edit
garciagary@ittc.up.edu.ph			Admin	Edit Delete
pgpaje@up.edu.ph	Paulo Noel	G.	Admin	Edit
acnopre@upsitf.org	Allen		Admin	Edit
ayenopre@gmail.com	Allens		Regular	Edit

ADDING A USER

To add a user, click on the “+ Add User” link provided on the User Management page. This will direct you to the New User form, where you can submit the necessary details for the new user. Upon submission, an invitation email will be automatically sent out to the email provided by the admin.



The screenshot shows a web browser window with multiple tabs open. The active tab is titled "New User" and is part of the "User Management" section of the AMS (Administrative Management System) at the URL ams.up-ovpd.ph/admin/users/new. The left sidebar contains a navigation menu with sections like "User Information", "Administration Links", and "Account Types". The "User Information" section displays the user's email (jddulay@up.edu.ph), name (Dulay, John Thomas Raphael), and role (Admin). The "Administration Links" section includes links for User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log. The main content area is titled "New User" and contains two input fields: "Email:" and "User Type:". The "Email:" field is empty, and the "User Type:" dropdown is set to "Regular". Below the form is a green "Submit" button. The browser's address bar also shows other tabs like "Facebook", "KC3改", "Inbox - jddulay@up.edu.ph", and "John Thomas Ra...".

EDITING A USER

To edit a user, click on the “Edit” button provided on the User Management page. This will direct you to the Edit User form, where you can submit the necessary details for the selected user.

The screenshot shows a web browser window with the URL ams.up-ovpd.ph/admin/users/3/edit. The page title is "Editing Dulay, John Thomas Raphael". The left sidebar contains a user profile picture, the email address `jddulay@up.edu.ph`, and the name **Dulay, John Thomas Raphael**. It also includes links for "My Profile", "My Accounts", and "Sign out". The main content area displays three input fields: "First Name" (value: "John Thomas Raphael"), "Last Name" (value: "Dulay"), and "User Type" (value: "Regular"). A green "Update" button is located to the right of the "User Type" field. Below the "Update" button is a "Back" link. The top of the browser window shows various tabs and icons, including Facebook, KC3d, Account Management, and several inbox tabs.

DELETING A USER

To delete a user, click on the “Delete” button provided on the User Management page. A confirmation message will then appear, and selecting OK will permanently delete the user from the database.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'User Management' at the URL 'ams.up-ovpd.ph/admin/users'. On the left, there's a sidebar with 'User Information' and a large blue placeholder image. Below it, the user's details are listed: 'jddulay@up.edu.ph', 'Dulay, John Thomas Raphael', 'Admin', and links for 'My Profile', 'My Accounts', and 'Sign out'. Under 'Administration Links', there are links for 'User Management', 'Accounts Management', 'Announcements', 'Reports', and 'Account Types'. The main content area displays a table of users with columns: Email, First Name, Last Name, and User Type. The table contains the following data:

Email	First Name	Last Name	User Type	Action
jddulay@up.edu.ph	John Thomas	Raphael	Admin	<button>Edit</button>
johnthomasraphael@gmail.com	John Thomas	Raphael	Regular	<button>Edit</button>
paulo@paje.me	Paulo Noel G	Paje	Regular	<button>Edit</button>
garciagary@ittc.up.edu.ph			Admin	<button>Edit</button> <button>Delete</button>
pgpaje@up.edu.ph	Paulo Noel G.	Paje	Admin	<button>Edit</button>
acnopre@upsitf.org	Allen	Nopre	Admin	<button>Edit</button>
ayenopre@gmail.com	Allens	Nopre	Regular	<button>Edit</button>

A modal dialog box is overlaid on the page, centered over the user table. It contains the text 'ams.up-ovpd.ph says:' followed by 'Are you sure?'. It has two buttons: 'Cancel' and 'OK'.

ACCOUNTS MANAGEMENT

Clicking the “Accounts Management” link on the sidebar, the admin is now redirected to the Accounts Management page, where he/she can see the list of all users in the system. From here the admin can select the user whose financial accounts will be accessed.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Account Management" and has the URL "ams.up-ovpd.ph/admin/accounts_management". The page content is titled "Accounts Management". It features a search bar with placeholder "Search names or emails" and a dropdown menu set to "All users". A "Search" button is located to the right of the search bar. Below the search area is a table listing user information. The table has columns for "Email", "First Name", "Last Name", and "User Type". Each row contains a "View details" button. The data in the table is as follows:

Email	First Name	Last Name	User Type	Action
jddulay@up.edu.ph	John	Dulay	Admin	View details
johnthomasraphael@gmail.com	John	Thomas Raphael	Regular	View details
paulo@paje.me	Paulo	Noel G	Regular	View details
garciagary@ittc.up.edu.ph			Admin	View details
pgpaje@up.edu.ph	Paulo	Noel G.	Admin	View details
acnopre@upsitf.org	Allen		Admin	View details
ayenopre@gmail.com	Allens		Regular	View details

The left sidebar of the application includes sections for "User Information" (with a profile picture and email "jddulay@up.edu.ph"), "Dulay, John Thomas Raphael Admin", "My Profile", "My Accounts", and "Sign out". It also lists "Administration Links" such as User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log.

VIEW USER FINANCIAL ACCOUNTS

By clicking the “View Details” button provided in the Accounts Management page, the admin can now see the financial accounts available to the selected user. From here the admin can also add a new account to the user, as well as view and add transactions to any selected account. Note that admin cannot perform these actions on their own accounts for security purposes.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Account Management". The main content area displays a user profile for "Dulay, John Thomas Raphael". The profile includes basic information: First Name: John Thomas Raphael, Last Name: Dulay, Email: johnthomasraphael@gmail.com, and User Type: Regular. Below this, a section titled "Accounts" lists two financial accounts:

#	Account Type	Beginning Amount	Current Balance	Actions
#000001	Savings	P100,000.00	P135,000.00	View details + Credit Account - Debit Account
#000002	Current	P500,000.00	P500,000.00	View details + Credit Account - Debit Account

A sidebar on the left contains a "User Information" section with a placeholder profile picture and the email address jddulay@up.edu.ph. It also lists the user's name (Dulay, John Thomas Raphael), title (Admin), and links for "My Profile", "My Accounts", and "Sign out". Another section titled "Administration Links" includes links for "User Management", "Accounts Management", "Announcements", "Reports", "Account Types", and "Application Log".

ADDING A NEW FINANCIAL ACCOUNT

By clicking the “+ Add Account” link provided in the View User Accounts page, the admin will be directed to the New Account form where the admin can fill out the necessary details for creating a new financial account for the selected user. Upon submission, the selected user will be notified via email of the change in their account.

The screenshot shows a web browser window with multiple tabs open at the top. The active tab is titled "ams.up-ovpd.ph/accounts/new?user_Id=3". The main content area displays a form titled "New Account for Dulay, John Thomas Raphael". The form includes fields for "Account Type" (set to "Savings") and "Beginning Amount" (empty). A green "Create Account" button is visible. On the left side, there is a sidebar with "User Information" showing a placeholder profile picture and the user's email (jddulay@up.edu.ph) and name (Dulay, John Thomas Raphael). It also lists the user role (Admin) and links for "My Profile", "My Accounts", and "Sign out". Below this, under "Administration Links", are links for "User Management", "Accounts Management", "Announcements", "Reports", "Account Types", and "Application Log".

VIEW FINANCIAL ACCOUNT DETAILS

By clicking the “View details” button on the View User Financial Accounts page, the admin will be directed to the View Financial Account Details page. Here the admin will be able to see the full details of the selected account. Same with the View User Financial Accounts Page, the admin can also add transactions to the account from here using the provided “+ Credit Account” and “- Debit Account” buttons.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Account Management" and displays the "Savings #000001" account details. The account has a Beginning Amount of P100,000.00 and a Current Balance of P135,000.00. The transaction history table shows three entries:

Date	Credit	Debit	Balance
NOV-23-2016 07:34		P15,000.00	P135,000.00
NOV-23-2016 07:34	P30,000.00		P150,000.00
NOV-23-2016 07:33	P20,000.00		P120,000.00

The sidebar on the left contains the User Information section with a placeholder profile picture and the user's email (jddulay@up.edu.ph) and name (Dulay, John Thomas Raphael). It also includes links for "My Profile", "My Accounts", and "Sign out". Below this is the "Administration Links" section with links to User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log.

ADDING ACCOUNT TRANSACTIONS

By clicking on either the “+ Credit Account” or “- Debit Account” buttons provided in both the View User Financial Accounts page and View Financial Account details page, the admin will now be directed to a Add Transaction form where they can fill out the necessary details for creating a new transaction for the selected account.

The screenshot shows a web browser window with the URL ams.up-ovpd.ph/account_transactions/new?account_id=1&transaction_type=1. The main content is a form titled "Credit Transaction for Savings #000001". It has two input fields: "Amount:" and "Description (optional:)". A green "Submit" button is at the bottom right. On the left, there's a sidebar with "User Information" showing a placeholder profile picture and the user's email and name. Below that is a section titled "Administration Links" with links like "User Management", "Accounts Management", "Announcements", "Reports", "Account Types", and "Application Log".

The screenshot shows a web browser window with the URL ams.up-ovpd.ph/account_transactions/new?account_id=1&transaction_type=2. The main content is a form titled "Debit Transaction for Savings #000001". It has two input fields: "Amount:" and "Description (optional:)". A green "Submit" button is at the bottom right. The layout is identical to the credit transaction form, with the same sidebar on the left containing "User Information" and "Administration Links".

VIEW TRANSACTION DETAILS

By clicking the “View Details” button for a selected transaction, the admin will be able to view the full details of the selected transaction, which consists of the transaction type, target account, amount, previous balance, new balance, date, and a description if provided.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "ams.up-ovpd.ph/account_transactions/". The main content area displays a transaction detail for a "Debit" savings account. The transaction ID is #000001. The amount is P15,000.00, and it occurred on NOV-23-2016 at 07:34. The previous balance was P150,000.00, and the new balance is P135,000.00. The transaction description is empty. On the left side, there is a sidebar with "User Information" showing a placeholder profile picture and the user's email (jddulay@up.edu.ph) and name (Dulay, John Thomas Raphael). It also includes "Administration Links" for User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log. The top of the page has a navigation bar with links like Facebook, KC3改, Account Management, and various inbox and panel links.

AMS

User Information

jddulay@up.edu.ph
Dulay, John Thomas
Raphael
Admin
My Profile
My Accounts
Sign out

Administration Links

User Management
Accounts Management
Announcements
Reports
Account Types
Application Log

Debit Savings #000001

Amount: P15,000.00 Date: NOV-23-2016 07:34

Previous Balance: P150,000.00 New Balance: P135,000.00

Description:

Back

ANNOUNCEMENTS

By clicking the “Announcements” link provided on the sidebar, the admin will be directed to the Announcements index page, where the admin can view all the announcements created for both users and admins. From here they can choose to view the details of a specific announcement or to create a new one.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Announcements" and has the URL "ams.up-ovpd.ph/announcements". The page content is as follows:

AMS

User Information

jdulay@up.edu.ph
Dulay, John Thomas
Raphael
Admin
My Profile
My Accounts
Sign out

Administration Links

User Management
Accounts Management
Announcements
Reports
Account Types
Application Log

Announcements

+ Add Announcement

Subject	Visibility	Start Date	Action
Announcement	Users=Yes Admins=Yes	DEC-13-2016 00:00	View Details
sample msg from pngp	Users=No Admins=No	NOV-26-2016 00:00	View Details
This is a test	Users=Yes Admins=Yes	NOV-25-2016 00:00	View Details
Announcement for Regular	Users=Yes Admins=No	NOV-25-2016 00:00	View Details
Announcement for Admins	Users=No Admins=Yes	NOV-25-2016 00:00	View Details

ADDING A NEW ANNOUNCEMENT

By clicking on the “+ Add Announcement” link provided on the Announcements Index page, the admin will be directed to the New Announcement form where the admin can fill up the necessary information for the creation of a new announcement.

The screenshot shows a web browser window with the URL ams.up-ovpd.ph/announcements/new. The page title is "New Announcement". On the left, there is a sidebar with "User Information" showing a placeholder profile picture, the email address `jddulay@up.edu.ph`, and the name "Dulay, John Thomas Raphael Admin". Below this are "My Profile", "My Accounts", and "Sign out" links. Under "Administration Links", there are links for User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log. The main content area contains fields for "Subject" (a text input field), "Message" (a large text area), "Start Date" (a date input field with a calendar icon), and "Visibility" (checkboxes for "Admins" and "Users"). At the bottom right are "Create Announcement" and "Back" buttons.

New Announcement

* Subject:

* Message:

* Start Date:

DD/MM/YYYY

Visibility:

Admins

Users

Create Announcement

Back

VIEWING AN ANNOUNCEMENT

By clicking on the “View Details” button provided on the Announcements Index page, the admin will be directed to the View Announcement page, where the admin can now view the full details about the selected announcement.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Announcement" and displays the following information:

Announcement

Message: Test Logging

Visible to Users?: true

Visible to Admins?: true

Start date: DEC-13-2016

At the bottom right of the main content area, there are links for "Edit" and "Back".

The left sidebar of the AMS interface includes the following sections and links:

- User Information:** Shows a blue placeholder profile picture and the email address jddulay@up.edu.ph.
- Dulay, John Thomas Raphael Admin:** Displays the user's name and role.
- Links:** My Profile, My Accounts, Sign out.
- Administration Links:** User Management, Accounts Management, Announcements, Reports, Account Types, Application Log.

REPORTS

By clicking the “Reports” link provided on the sidebar, the admin user will be directed to the Reports Index page. Here the admin can create various types of reports containing details from the application database.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Reports" and is located at "ams.up-ovpd.ph/reports". The browser's address bar also displays "ams.up-ovpd.ph/reports". The page content is as follows:

AMS

User Information

jjdulay@up.edu.ph
Dulay, John Thomas
Raphael
Admin
My Profile
My Accounts
Sign out

Administration Links

- User Management
- Accounts Management
- Announcements
- Reports
- Account Types
- Application Log

Reports

Summary of Accounts

Shows the list of accounts with summarized data.

Select Account Type:

Account Details

SUMMARY OF ACCOUNTS

By clicking on the “Summary of Accounts” link on the Reports Index, the admin will then be able to access the description as well as the needed information needed to create a Summary of Accounts report. Here the admin must choose an account type for the report and submit.

The screenshot shows a web browser window with the URL ams.up-ovpd.ph/reports. The page title is "Reports". On the left, there is a sidebar with "User Information" showing a blue profile icon and the email "jddulay@up.edu.ph". Below it are "Administration Links" with options like User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log. The main content area has a section titled "Summary of Accounts" which says "Shows the list of accounts with summarized data." and a dropdown menu set to "Savings" with a "Submit" button. Another section titled "Account Details" is partially visible below it.

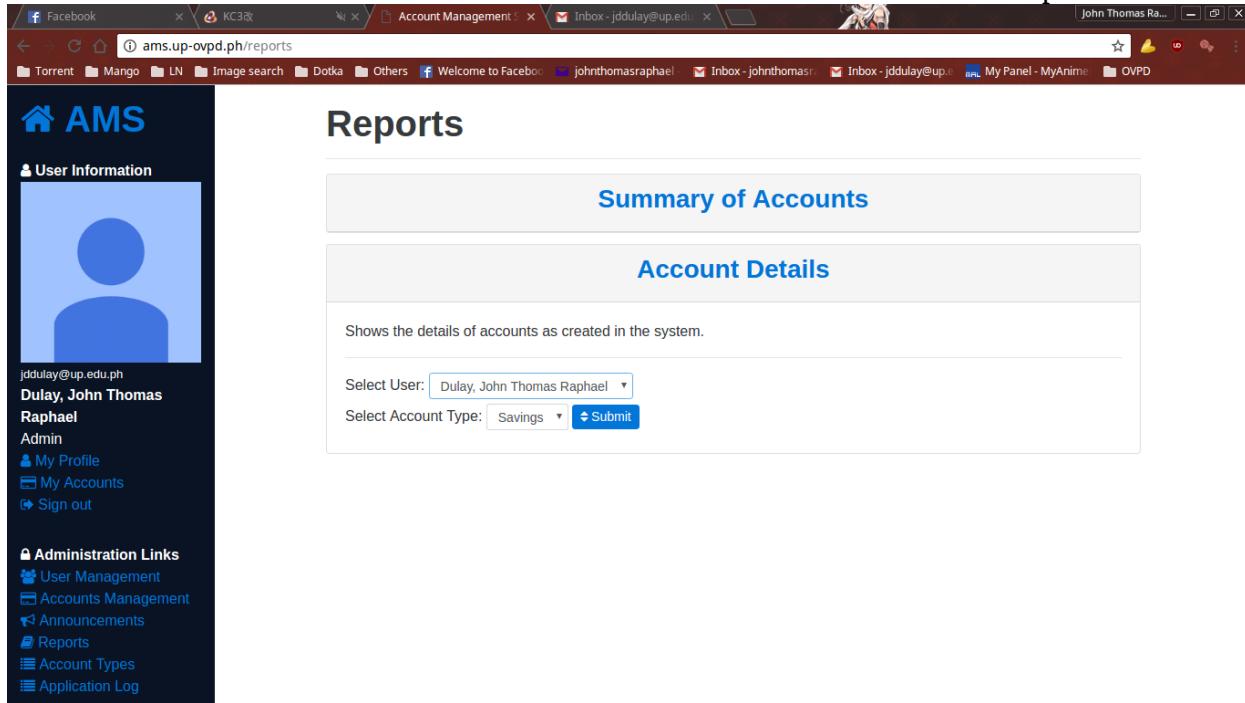
After submitting the selected account type, the admin will then be directed to the Summary of Accounts page, where all the accounts of the selected type will be displayed, as well as important related information related to the accounts. The admin can then choose to print the page as is, or to export the generated report to either a CSV or PDF file.

The screenshot shows the "Summary of Accounts" page for the "Savings" account type. The title is "Summary of Accounts Savings" and it indicates "As of DEC-15-2016 09:29". There are links to "Export as CSV" and "Export as PDF". The main content is a table with columns: User, Beginning Amount, Credits, Debits, Balance, and Last Update. The table shows two rows: one for "Dulay, John Thomas Raphael" and one for "Paje, Paulo Noel G". A green row at the bottom labeled "TOTALS" shows the total beginning amount of P110,000.00, total credits of P57,500.00, total debits of P15,000.00, and a balance of P152,500.00 as of DEC-15-2016 09:29.

User	Beginning Amount	Credits	Debits	Balance	Last Update
Dulay, John Thomas Raphael	P100,000.00	P50,000.00	P15,000.00	P135,000.00	Debit: NOV-23-2016 07:34
Paje, Paulo Noel G	P10,000.00	P7,500.00	P0.00	P17,500.00	Credit: NOV-26-2016 02:38
TOTALS:	P110,000.00	P57,500.00	P15,000.00	P152,500.00	DEC-15-2016 09:29

ACCOUNT DETAILS

By clicking on the “Account Details” link on the Reports Index, the admin will then be able to access the description as well as the needed information needed to create a Account Details report. Here the admin must choose a user and one of the selected user’s accounts for the report and submit.

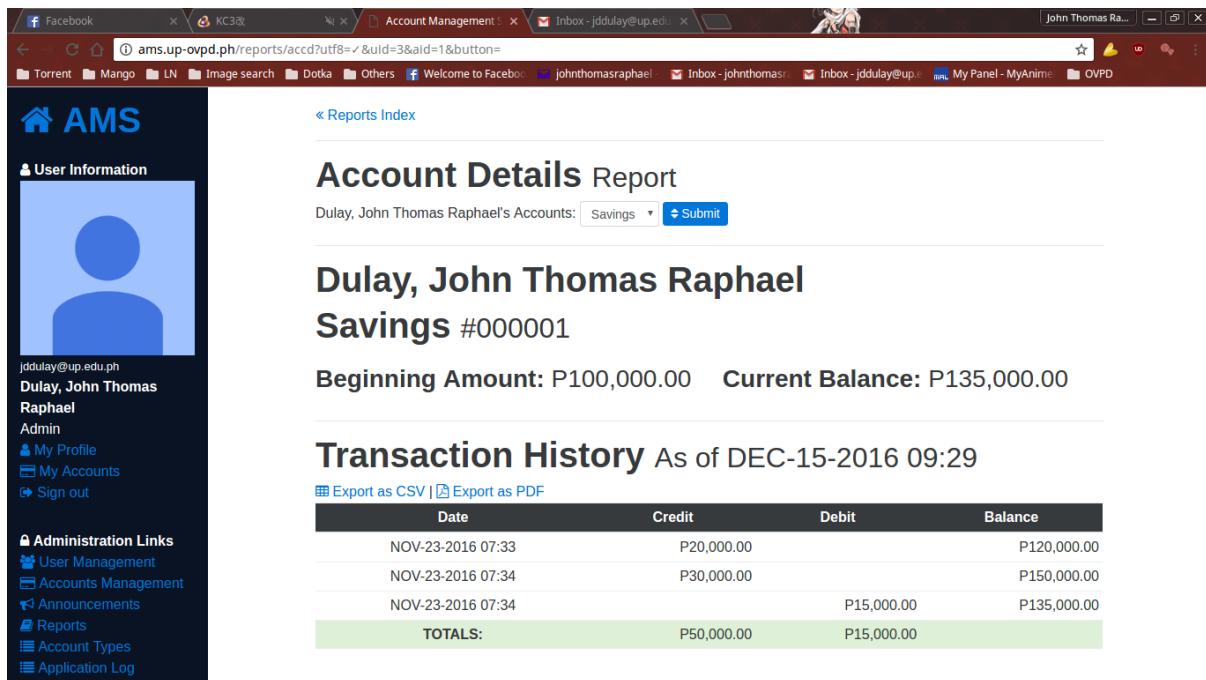


The screenshot shows the AMS (Account Management System) interface. On the left, there's a sidebar with a user profile picture and the following navigation links:

- User Information
- jddulay@up.edu.ph
- Dulay, John Thomas Raphael
- Admin
- My Profile
- My Accounts
- Sign out
- Administration Links
 - User Management
 - Accounts Management
 - Announcements
 - Reports
 - Account Types
 - Application Log

The main content area has a title "Reports" and two sections: "Summary of Accounts" and "Account Details". The "Account Details" section contains a sub-section titled "Summary of Accounts" which says "Shows the details of accounts as created in the system." It includes dropdown menus for "Select User" (set to "Dulay, John Thomas Raphael") and "Select Account Type" (set to "Savings"), and a "Submit" button.

After submitting, the admin will be directed to the Account Details page, where the full information about the selected account will be displayed. The admin can then choose to print the page as is, or to export the data as a CSV or PDF file.



The screenshot shows the "Account Details Report" page. The sidebar is identical to the previous screenshot. The main content area displays the following information:

Dulay, John Thomas Raphael
Savings #000001

Beginning Amount: P100,000.00 Current Balance: P135,000.00

Transaction History As of DEC-15-2016 09:29

Buttons for "Export as CSV" and "Export as PDF".

Date	Credit	Debit	Balance
NOV-23-2016 07:33	P20,000.00		P120,000.00
NOV-23-2016 07:34	P30,000.00		P150,000.00
NOV-23-2016 07:34		P15,000.00	P135,000.00
TOTALS:	P50,000.00	P15,000.00	

ACCOUNT TYPES

By clicking on the “Account Types” link provided on the sidebar, the admin will then be directed to the Account Types Index page. Here the admin will be able to see all the available account types in the system, as well as add new ones or modify existing types.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Account Management" and displays the "Account Types" index page. The page has a header with the AMS logo and a "User Information" sidebar on the left. The main content area shows a table of account types with columns for "Label" and "Description". A "Add Account Type" button is located at the top right of the table. The table data is as follows:

Label	Description	Actions
Savings		View Details Edit Delete
Current		View Details Edit Delete
ATM	Automated Teller Machine	View Details Edit Delete

User Information:
jddulay@up.edu.ph
Dulay, John Thomas
Raphael
Admin
[My Profile](#)
[My Accounts](#)
[Sign out](#)

Administration Links:
[User Management](#)
[Accounts Management](#)
[Announcements](#)
[Reports](#)
[Account Types](#) (highlighted)
[Application Log](#)

ADDING A NEW ACCOUNT TYPE

By clicking the “+ Add Account Type” link provided on the Account Types Index page, the admin will then be directed to the New Account Type form, where the admin can fill up the necessary information for the creation of a new account.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "New Account Type". The left sidebar of the application is visible, showing a user profile for "Dulay, John Thomas Raphael Admin" and various administration links like User Management, Accounts Management, Announcements, Reports, Account Types, and Application Log. The main content area displays a form with fields for "Label" and "Description", both currently empty. A green "Create Account type" button is at the bottom right of the form. The browser's address bar shows the URL "ams.up-ovpd.ph/account_types/new".

EDITING AN ACCOUNT TYPE

By clicking the “Edit” button provided on the Account Types Index page, the admin will then be directed to the Edit Account Type form, where the admin can then fill up the necessary updated information for the selected Account Type.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Editing Savings" and is located at ams.up-ovpd.ph/account_types/1/edit. The page content is as follows:

Editing Savings

Label: Savings

Description: (Empty text area)

Buttons:

- [Update Account type](#) (in green button)
- [Back](#) (in blue link)

User Information:

jdulay@up.edu.ph
Dulay, John Thomas
Raphael
Admin
My Profile
My Accounts
Sign out

Administration Links:

- User Management
- Accounts Management
- Announcements
- Reports
- Account Types
- Application Log

VIEW ACCOUNT TYPE

By clicking on the “View Details” button provided on the Account Types index page, the admin will be directed to the View Account Type page where the admin can view the full details of the selected Account Type.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Savings" under the "Account Management" section. The URL in the address bar is "ams.up-ovpd.ph/account_types/1". The page content displays the following information:

- Savings**
- Description:** (This field is empty.)
- Edit | Back**
- User Information:**
 - Profile picture placeholder (blue person icon)
 - Email: jddulay@up.edu.ph
 - Name: Dulay, John Thomas Raphael
 - Role: Admin
 - Links:
 - My Profile
 - My Accounts
 - Sign out
- Administration Links:**
 - User Management
 - Accounts Management
 - Announcements
 - Reports
 - Account Types
 - Application Log

APPLICATION LOG

By clicking the “Application Log” link provided on the sidebar, the admin will be directed to the Application Log page. Here the admin can see the activities of the users, such as user sign in, sign out, as well as any change the users make to the application database. The log can also be filtered by providing a specific date range.

The screenshot shows a web browser window with multiple tabs open at the top. The active tab is titled "Account Management". The main content area displays the "Application Log" page for the "AMS" system. On the left, there is a sidebar with "User Information" showing a blue placeholder profile picture and the email "jddulay@up.edu.ph". Below it, the user's name is listed as "Dulay, John Thomas Raphael" with the title "Admin". Under "My Profile", there are links for "My Accounts" and "Sign out". Under "Administration Links", there are links for "User Management", "Accounts Management", "Announcements", "Reports", "Account Types", and "Application Log". The main content area has two input fields for filtering: "From" and "To", both set to "DD/MM/YYYY". A "Search" button is located below these fields. The main table has columns for Date, User, Action, Subject Type, and Subject. The data in the table is as follows:

Date	User	Action	Subject Type	Subject
DEC-15-2016 09:26	Dulay, John Thomas Raphael (202.92.140.1)	Sign In	Session	Dulay, John Thomas Raphael
DEC-15-2016 09:07	Dulay, John Thomas Raphael (202.92.140.1)	Sign In	Session	Dulay, John Thomas Raphael
DEC-15-2016 08:59	Dulay, John Thomas Raphael (202.92.140.1)	Sign In	Session	Dulay, John Thomas Raphael
DEC-15-2016 08:58	Dulay, John Thomas Raphael (202.92.140.1)	Sign Out	Session	Dulay, John Thomas Raphael
DEC-15-2016 08:36	Dulay, John Thomas Raphael (202.92.140.1)	Sign In	Session	Dulay, John Thomas Raphael
DEC-14-2016 06:47	Dulay, John Thomas Raphael (202.92.140.1)	Sign Out	Session	Dulay, John Thomas Raphael
DEC-14-2016 06:47	Dulay, John Thomas Raphael (202.92.140.1)	Sign In	Session	Dulay, John Thomas Raphael
DEC-13-2016 07:19	Dulay, John Thomas Raphael (202.92.140.1)	Create	Announcement	Announcement