

Amandla High School Locker Booking System

Admin User Manual

Prepared by: Nishay Hira

Date: 10 October 2025

1. Introduction

The Amandla High School Locker Booking System is a web-based application designed to manage locker allocations, track student payments, and facilitate communication with parents. Administrators have full control over the system, allowing them to monitor bookings, update payment statuses, and generate reports.

This manual provides step-by-step instructions for administrators to effectively use the system.

2. System Requirements

Before accessing the system, ensure you have:

- A desktop or laptop with internet access.
- A modern web browser (Google Chrome, Firefox, or Edge recommended).
- Admin login credentials provided by the school IT team.

3. Logging In

1. Open the system URL in your web browser.
2. Enter your Email and Password.
3. Select your role as Administrator.
4. Click Login.

If your credentials are correct, you will be redirected to the Admin Dashboard.

If login fails, ensure your credentials are correct or contact the system administrator.

Screenshot Example:

The screenshot shows the 'Locker Booking System - Login' page. It has fields for Email (mary.j@gmail.com), Password (*****), and Login as (Parent). A note at the bottom indicates that Admin accounts use admin@admin.local / admin123 and Parent accounts use parent email; default password = parentpass. A blue 'Login' button is at the bottom.

The screenshot shows the same 'Locker Booking System - Login' page, but the 'Login as' dropdown is set to 'Administrator'. The other fields (Email and Password) are the same as the first screenshot. The note at the bottom is identical.

4. Admin Dashboard Overview

After logging in, the dashboard provides access to the following functionalities:

- Locker Management & Booking Overview – View all lockers and their current status (Available, Booked, or Unavailable).
- Payment Tracking – Monitor payment statuses for all student bookings.
- Student & Parent Records – Access detailed information for students and their associated parents.
- Reports – Generate MIS reports on payments, bookings, and locker utilization.

Dashboard Screenshot Example:

The screenshot shows a window titled "Admin Dashboard - Locker Management & Payments". The main title is "Administrator Dashboard". Below it is a table with 18 rows of student data. The columns are: StudentID, Student, Grade, Parent, Locker, and Payment. All entries in the "Payment" column are "Unpaid". At the bottom of the table is a row with "New Payment Status:" followed by a dropdown menu set to "Paid" and a blue "Update Status" button. Below this is a red "Logout" button.

StudentID	Student	Grade	Parent	Locker	Payment
1	Liam Johnson	Grade 8	Mary Johnson	None	Unpaid
2	Olivia Brown	Grade 10	Linda Brown	None	Unpaid
3	Liam Johnson	Grade 10	David Johnson	None	Unpaid
4	Olivia Wilson	Grade 9	Emma Wilson	None	Unpaid
5	Noah Taylor	Grade 8	Robert Taylor	None	Unpaid
6	Ava Anderson	Grade 11	Linda Anderson	None	Unpaid
7	Ethan Thomas	Grade 10	James Thomas	None	Unpaid
8	James Wilson	Grade 9	Robert Wilson	None	Unpaid
9	Noah Anderson	Grade 9	Michael Anderson	None	Unpaid
10	Liam Smith	Grade 10	Emma Smith	None	Unpaid
11	Ava Smith	Grade 10	Ava Smith	None	Unpaid
12	Emily Hall	Grade 1	Ava Hall	None	Unpaid
13	Jane White	Grade 8	Liam White	None	Unpaid
14	John Hall	Grade 10	Noah Hall	None	Unpaid
15	Jane Anderson	Grade 11	Emma Anderson	None	Unpaid
16	Michael Anderson	Grade 9	Robert Anderson	None	Unpaid
17	David Nkosi	Grade 8	Michael Nkosi	None	Unpaid
18	Emily Brown	Grade 10	Liam Brown	None	Unpaid

5. Locker Management

5.1 View Lockers

1. Navigate to Locker Management.
2. You will see a list of all lockers with columns:
 - o Locker Number
 - o Status
 - o Location

5.2 Update Locker Status

1. Select a locker from the list.
2. Click Edit.
3. Update the status:
 - o Available
 - o Booked
 - o Unavailable
4. Click Save.

The locker table will refresh, reflecting the updated status.

6. Booking Management

6.1 View Bookings

1. Navigate to Bookings in the dashboard.
2. The table displays:
 - o Booking ID
 - o Parent Name
 - o Student Name
 - o Locker Number
 - o Booking Date
 - o Payment Status

6.2 Update Payment Status

1. Click on a booking record.
2. Use the dropdown menu to select:
 - o Paid
 - o Unpaid
3. Click Update Status.
4. A confirmation message will appear.

Use this feature to track which students have completed the R100 locker fee payment.

7. Parent & Student Records

7.1 Access Records

1. Navigate to Students & Parents.
2. Search for a student or parent using name, grade, or ID number.
3. Click on the record to view details.

7.2 Edit Records

1. Click Edit on the selected record.
2. Update fields as needed (contact info, grade, etc.).
3. Click Save.

All changes are logged for accountability.

8. Generating Reports

1. Navigate to Reports.
2. Select the type of report:
 - Payment Summary – shows all payments received and outstanding.
 - Locker Allocation – lists which lockers are booked and by whom.
 - Student Enrollment – detailed list of all students and parent contacts.
3. Click Generate Report.
4. Export the report as PDF or Excel for administrative use.

Example:

- A payment report can be used to remind parents of outstanding fees.
- Locker allocation reports help plan maintenance and space management.

9. Notifications & Alerts

- The system can send automated reminders to parents for unpaid locker fees.
- Administrators will receive alerts for overdue payments or locker conflicts.

10. Logging Out

1. Click the Logout button at the top-right corner of the dashboard.
2. Close your browser to ensure your session is terminated securely.

11. Troubleshooting

Issue	Solution
Cannot login	Check email, password, and role. Reset password if necessary.
Data not updating	Refresh the page. Check network connection.
Missing locker records	Ensure all lockers are added in the Locker Management section.
Report generation fails	Ensure pop-ups are enabled in your browser.

12. Best Practices

- Regularly update payment statuses to maintain accurate records.
- Backup data monthly using the Export feature in phpMyAdmin.
- Review locker availability before assigning new bookings.
- Communicate clearly with parents regarding overdue payments.

13. Support

For technical assistance, contact:

- System Administrator: [Insert Name & Email]
- IT Helpdesk: [Insert Phone/Email]

Prepared by: Nishay Hira

Student Number: 69724806

Date: 10 October 2025

Signature: Nishay Hira