

# Reporting Guide: Amandla High School Locker Booking System

## 1. Purpose of Reporting

The Reporting Module in the Amandla High School Locker Booking System is designed to provide administrators with Management Information System (MIS) reports that summarize key operational data.

These reports help staff monitor locker allocation, payment status, and system activity to make data-driven decisions.

The reports can be generated at any time from the Admin Dashboard and exported for record-keeping or audit purposes.

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## 2. Types of Reports

The system provides several key MIS reports:

Report Name	Description	Generated By	Output Format
Locker Allocation Report	Lists all lockers, their assigned students, and locker statuses (Booked, Available, or Suspended).	Administrator	On-screen view / Excel / PDF
Payment Status Report	Displays which students have paid the R100 locker fee and which have not. Helps track outstanding payments.	Administrator	On-screen view / Excel / PDF
Parent Activity Report	Shows all locker booking requests made by parents, including submission date, approval status, and linked student info.	Administrator	On-screen view
Student Locker History	Shows a specific student's locker assignments over time (if reallocated or renewed).	Administrator	On-screen view / PDF
System Usage Report	Logs total logins, failed attempts, and user activity. Helps track system usage and detect irregular access.	Administrator	On-screen view

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### 3. Report Generation Process

Steps for Generating Reports (Administrator Only):

1. Login as Administrator  
Access the system using your admin credentials from the main login page.
  2. Navigate to the “Reports” Section  
On the Admin Dashboard, click the “Reports” or “Generate Report” button.
  3. Select Report Type  
Choose from available reports:
    - Locker Allocation
    - Payment Status
    - Parent Activity
    - Student Locker History
    - System Usage
  4. Set Filters (Optional)
    - Select date range, student name, or payment status.
    - This allows for more focused reporting.
  5. Generate Report  
Click “Generate”. The system queries the database and displays the report on-screen.
  6. Export Report (Optional)
    - Click “Export to PDF” or “Export to Excel” for a downloadable copy.
    - Files are automatically named with the report type and date (e.g., Payment\_Report\_2025-10-01.pdf).
  7. Save or Print Report  
Reports can be printed directly or saved for audit purposes.
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## 4. Example Outputs

### A. Locker Allocation Report Example

Locker ID	Student Name	Grade	Status	Payment Status
L001	John Mokoena	10	Booked	Paid
L002	Mary Nkosi	9	Available	Unpaid
L003	Sipho Dlamini	11	Suspended	Unpaid

### B. Payment Status Report Example

Student ID	Student Name	Parent Email	Amount Due	Payment Status	Date Paid
1001	Zanele Khumalo	<a href="mailto:z.khumalo@gmail.com">z.khumalo@gmail.com</a>	R100	Paid	2025-09-30
1002	Themba Molefe	<a href="mailto:t.molefe@gmail.com">t.molefe@gmail.com</a>	R100	Unpaid	—

## 5. Database Integration

The reporting module retrieves information from the following tables:

Table	Purpose
students	Stores student details (name, grade, assigned locker ID).
lockers	Contains locker details (locker number, status, student assignment).
payments	Tracks locker fees and payment dates.
parents	Contains parent contact details for communication and reporting.

The system uses SQL queries such as:

```
SELECT s.student_name, l.locker_id, l.status, p.payment_status  
FROM students s
```

JOIN lockers l ON s.locker\_id = l.locker\_id

JOIN payments p ON s.student\_id = p.student\_id;

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## 6. Benefits of Reporting

- Transparency: Provides a clear record of locker and payment management.
  - Accountability: Administrators can easily track unpaid fees.
  - Efficiency: Reduces manual record-keeping.
  - Data-Driven Decision Making: Reports help guide locker allocation and financial policies.
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## 7. Security and Access Control

- Only Administrators can generate or export reports.
  - Parents can view only their own student records under “My Locker” on their dashboard.
  - All reports follow role-based access control (RBAC) and comply with school data privacy standards.
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