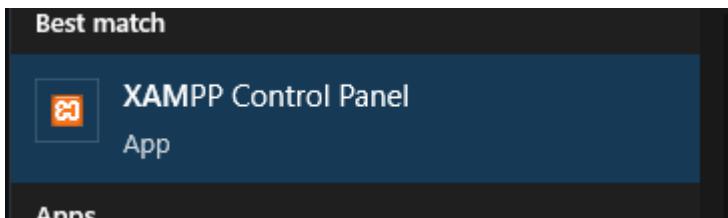
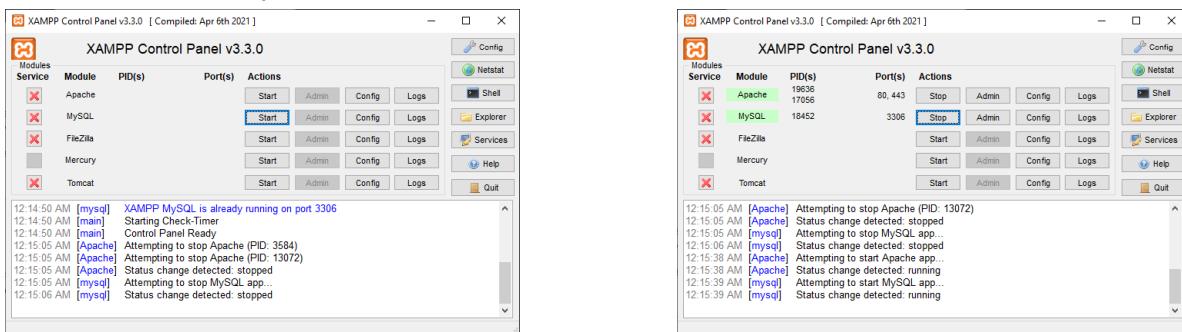


How to operate Fablab MIS:

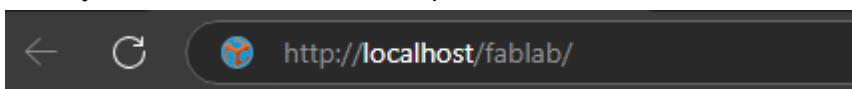
1. Open the XAMPP/WAMP control panel.



2. Start Apache and MySQL.



3. Go to your browser and enter: <http://localhost/fablab>



This will automatically redirect you to the main page.

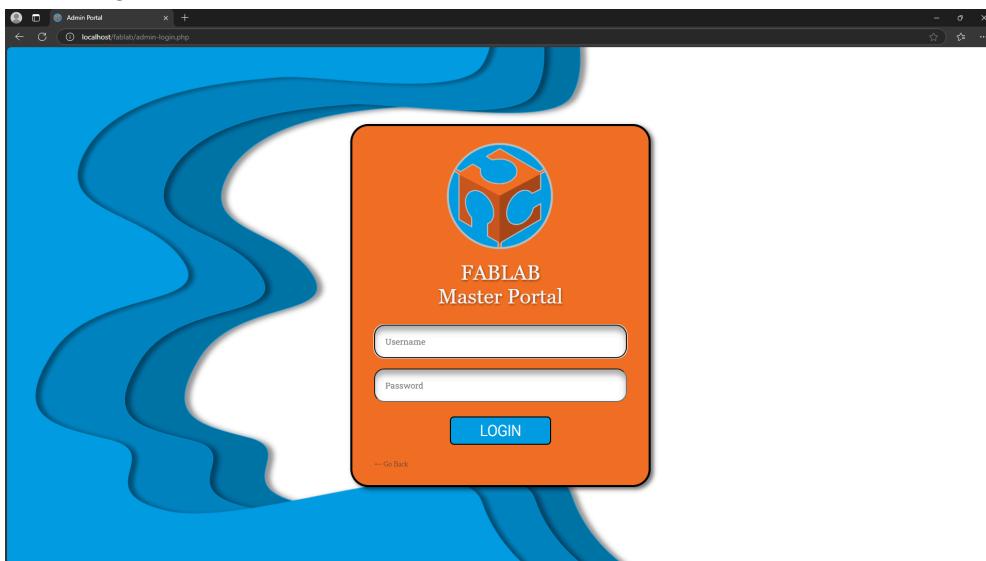


For you to be able to log-in as staff, your account will need to be created first by admin.

1. Log in page for admin can be found by clicking the "Not staff" dialogue below the login button on the main login screen. Click here to go to the admin login page.



2. Enter Login credentials for admin.



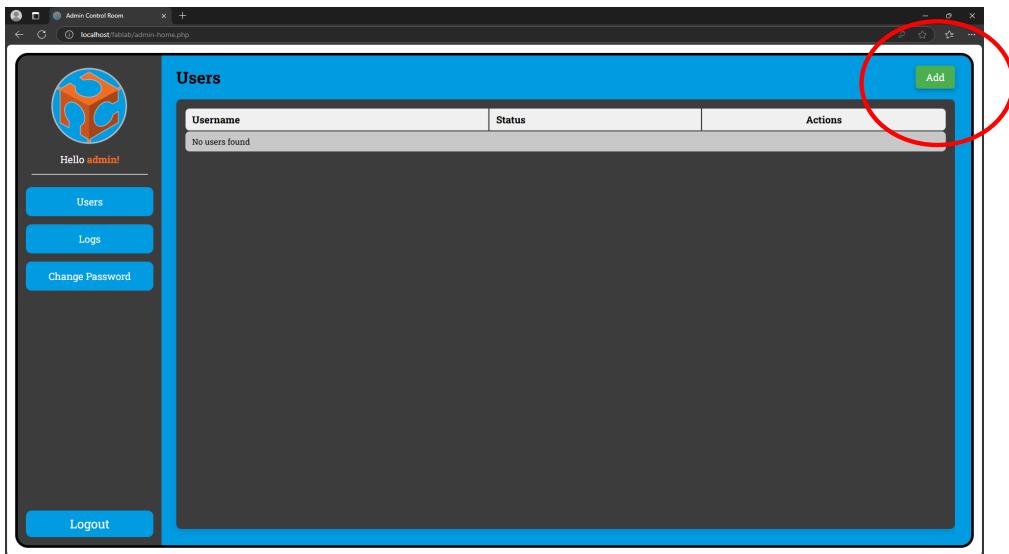
Note: credentials is set to;

User: admin

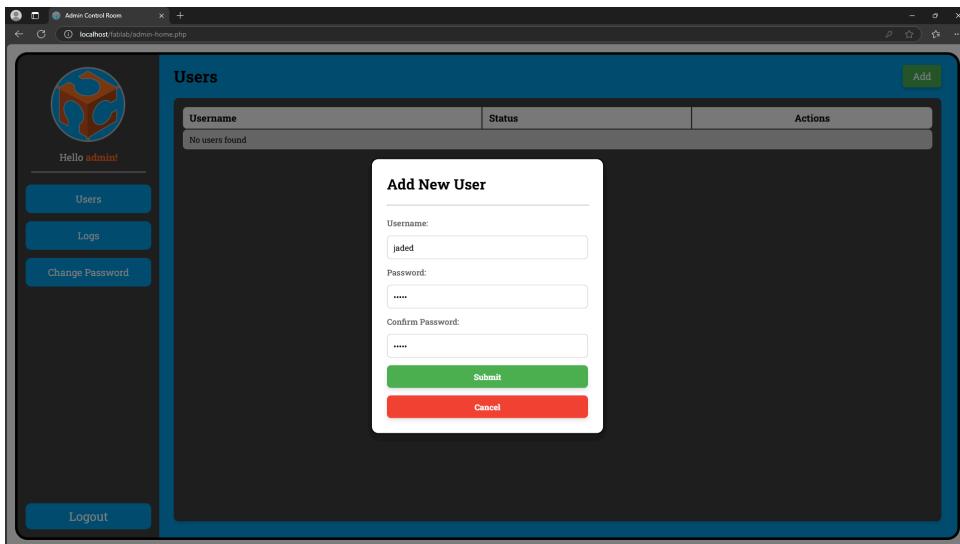
Pass: admin

change password is recommended if the actual admin is using it.

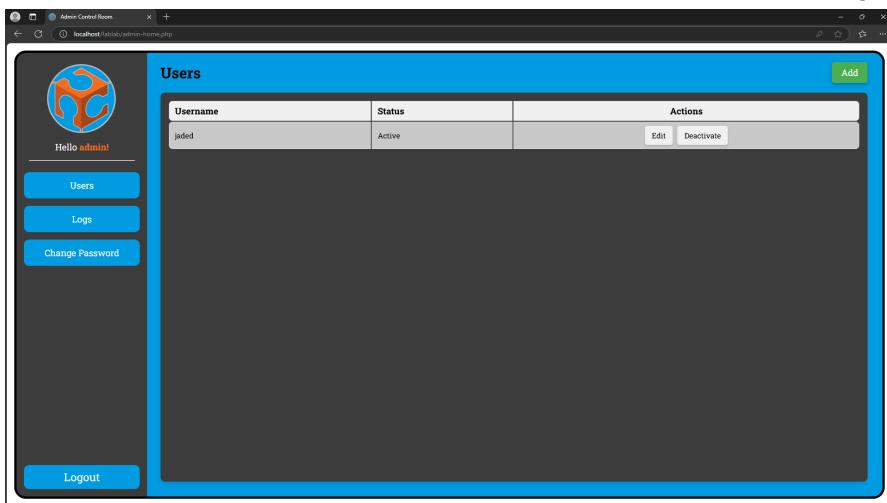
3. Click the add button under the users tab to add users.

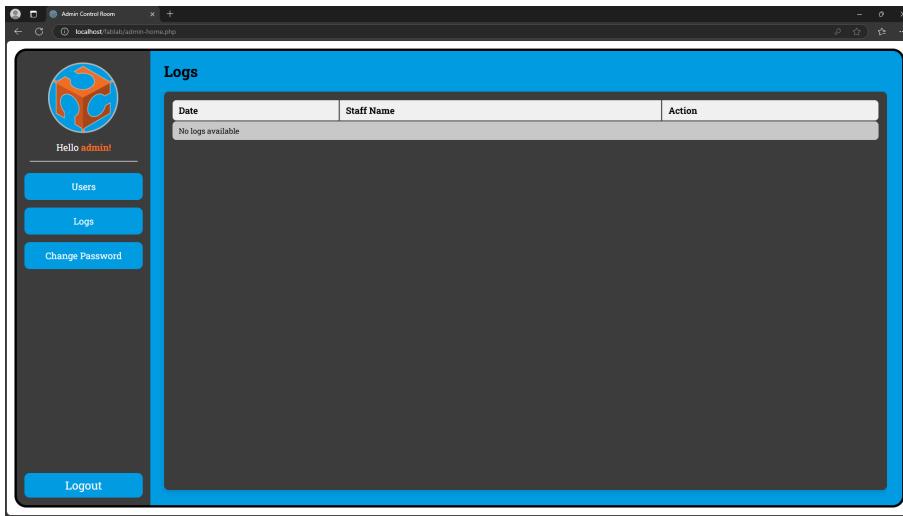


4. Enter credentials for user

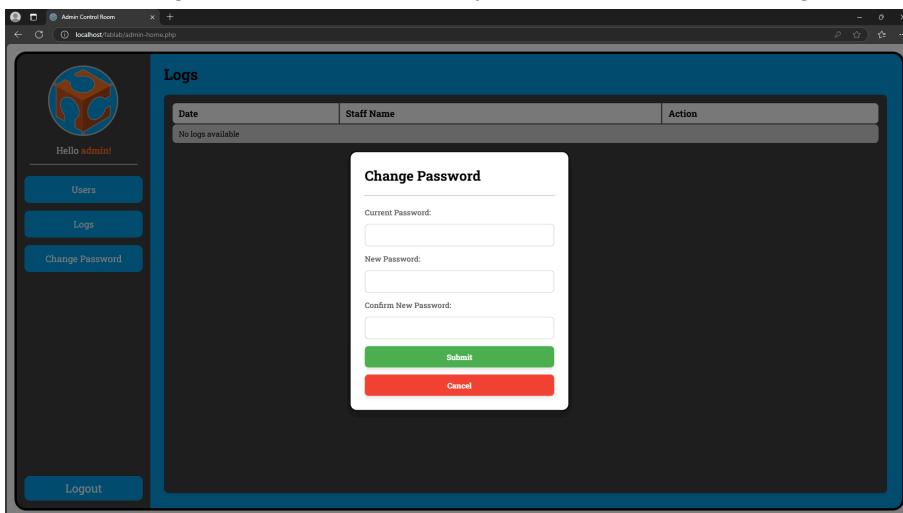


Admin can create staff users, disable and activate them, and check the logs.





The admin can change password for security reasons and for handing over the account

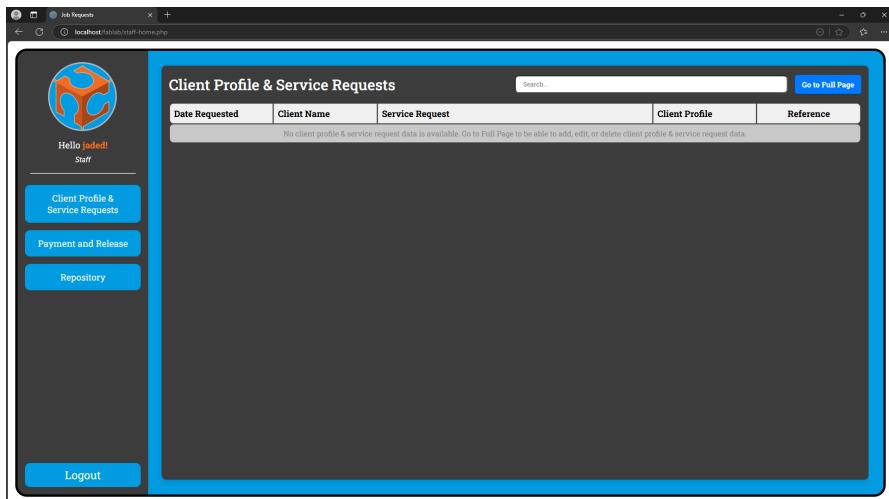


And now, we can log in as staff. Go to staff login.

1. Use the credentials that were made for you by the admin.



- After logging in, you will be redirected to the staff home page.

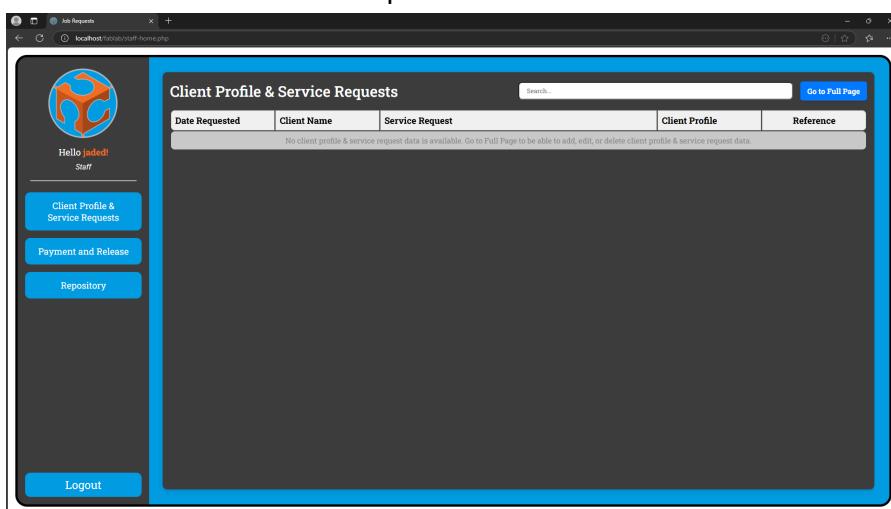


As staff, you can;

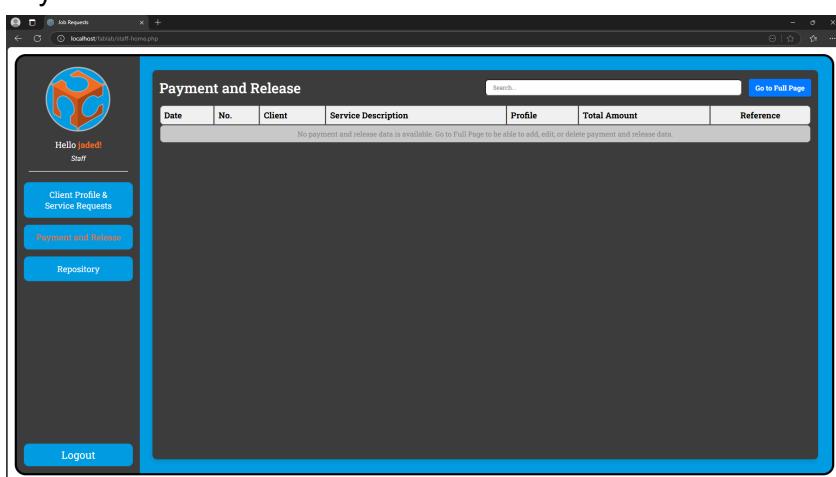
Navigating the Dashboard

*After login, you'll see the main dashboard with navigation on the left. Tabs include:

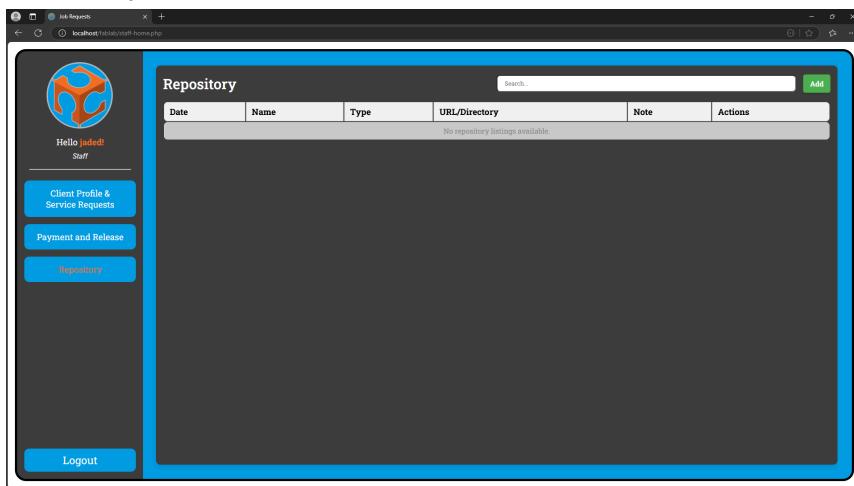
- Client Profile and Service Requests



- Payment and Release

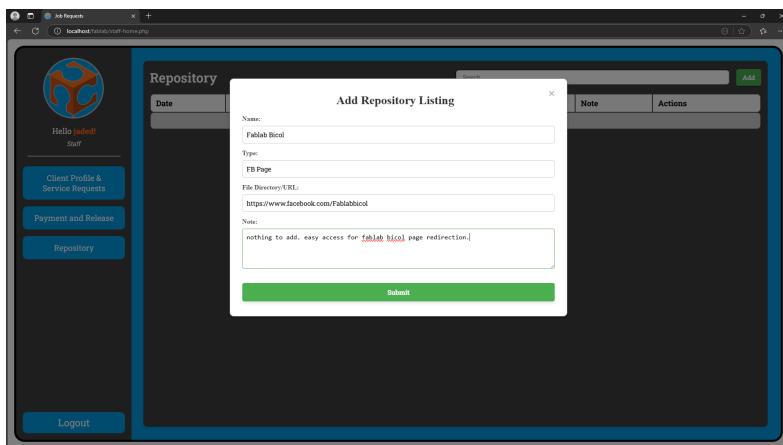


- Repository

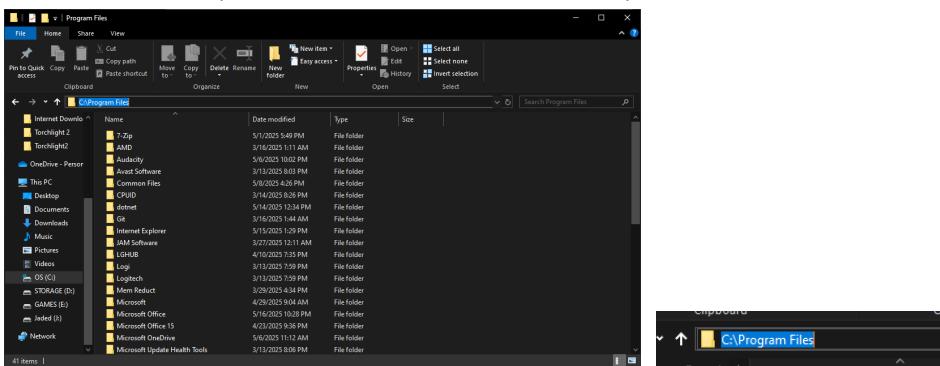


To add/edit/delete repository entries:

1. Use the Add button or action buttons in the repository table.
2. Fill in listing name, type, reference file, and notes



Note: you can also put a directory path for easy access to open folder. Just copy this part of where the file is (not the actual file but the folder)



After submitting it, the repository will show, and you can click “Open” to access the web page/file explorer easily.

The screenshot shows the 'Repository' section of the application. A table lists entries with columns for Date, Name, Type, URL/Directory, Note, and Actions. The first entry is for 'Fablab Bicol' on 'May 20, 2025', categorized as 'FB Page'. The 'Actions' column contains 'Edit' and 'Delete' buttons, and a red circle highlights the 'Open' button. The note for this entry reads: 'nothing to add easy access for fablab bicol page redirection.'

The screenshot shows the Facebook profile of 'FAB LAB Bicol'. The cover photo has the text 'CONNECT TO CREATE' and features various 3D printed objects. The bio on the page reads:
This is the official page of FabLab Bicol where creativity is converted to fabulous fabrication.
#MakeAnything
Page · Local business
Bicol University, DMS Batangas East Campus, Legazpi, Philippines

- Logout

The screenshot shows the 'Repository' section of the application. The sidebar on the left includes a 'Logout' button, which is highlighted with a red circle.

You can access full page for Client Profile and Service Requests and Payment and Release to use complicated tasks such as adding, editing, data analytics, search, filter, and delete.

Client Profile and Service Request Screenshots

The screenshot shows the 'Client Profile and Service Request' application. At the top, there's a header bar with a 'Back' button and a title 'Client Profile and Service Request'. Below the header, there's a section titled 'Distribution by Client Profile' which displays a message 'No data available to display.' and a small 'No Data' icon. To the right, there's a 'Data Visualization' panel with a dropdown set to 'Client Profile' and a message 'No Data: 0'. Below the visualization is a 'Filter Client Profile and Service Requests' section with dropdowns for 'From Month', 'To Month', and 'Year', followed by a 'Filter' button. Underneath these filters is a 'Search Client Name' input field with a 'Search' button. At the bottom, there's a table titled 'Client Profile and Service Requests' with columns: REQUEST DATE, CLIENT NAME, SERVICE REQUEST, CLIENT PROFILE, REFERENCE, and ACTION. A green button labeled '+ Add Data' is located in the ACTION column. This '+ Add Data' button is circled in red.

This screenshot shows a modal window titled 'Client Profile and Service Request Form'. The modal is divided into several sections: 'Personal Information' (Name: Jaded, Address: San Pedro Street, Contact No.: empty), 'Gender' (Male is selected), 'Age' (27), 'Work/Position/Designation' (Student is selected), and 'Company/Affiliated with' (N/A). The background of the modal is dark, and the overall design is clean and modern.

Distribution by Client Profile



Student

Column:

Client Profile

Column Details:

Student:	1
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Filter Client Profile and Service Requests

From Month:

To Month:

Year:

Filter

Search Client Name

Search

Client Profile and Service Requests

+ Add Data

REQUEST DATE	CLIENT NAME	SERVICE REQUEST	CLIENT PROFILE	REFERENCE	ACTION
May 20, 2025	Jade	Product/Design/Consultation	Student	View File	View Edit Delete

View Job Request Details

Client Name: Jade
Address: San Pedro Street
Contact No: 09471918324
Gender: Male
Age: 27

Request ID: 21
Request Date: May 20, 2025
Client Profile: Student
Company: N/A

Service Requested: Product/Design/Consultation
Equipment: N/A
Hand Tools: N/A
Other Equipment: N/A
Work Description:
 Consultation with Sir Ronell regarding my Thesis Project

Payment and Release Screenshots

← Back

Payment and Release

No data available to display.

Total Revenue
₱ 0.00

By Client Profile

Client Profile	Revenue
STUDENT	₱ 0.00
MSME	₱ 0.00
OTHERS	₱ 0.00

Filter Payment and Release Records

From Month: To Month: Year: Client Profile: Prepared By:

All All All STUDENT MSME OTHERS

Filter

Search Client Name

Enter client name **Search**

Payment and Release Records

+ Add Data

Add New Record

Personal Information

No: 396

Date: 05/20/2025

Client Name: Jaded

Address: San Pedro Street

Contact No: 09471918324

Client Profile:

STUDENT

MSME

OTHERS (Specify):

Description of the Project: Yessir

Details of the Service to be Rendered

[← Back](#)

STUDENT (1) MSME (0) OTHERS (0)

By Client Profile

STUDENT:	₱192.00
MSME:	₱0.00
OTHERS:	₱0.00

Filter Payment and Release Records

From Month: To Month: Year:

Client Profile:

Prepared By:

 STUDENT MSME OTHERS**Filter****Search Client Name**

Enter client name

Search**Payment and Release Records****+ Add Data**

DATE	NO.	CLIENT	SERVICE DESCRIPTION	CLIENT PROFILE	TOTAL AMOUNT	REFERENCE	ACTIONS
May 20, 2025	396	Jaded	yessir	STUDENT	₱192.00	View PDF	View Edit Delete

[← Back](#)**Client Profile and Service Request****Data Visualization**

Column:

Column Details:

Student:

1

Filter Client Profile and Service Requests

From Month: To Month: Year:

Filter**Search Client Name**

Enter client name

Search**Client Profile and Service Requests****+ Add Data**

REQUEST DATE	CLIENT NAME	SERVICE REQUEST	CLIENT PROFILE	REFERENCE	ACTION
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View Billing Details

Client Name: Jaded
Address: San Pedro Street
Contact No: 09471918324
No: 396
Date: May 20, 2025
Client Profile: STUDENT
Description: yessir

SERVICE NAME	UNIT	RATE	COST
yes	1	1	132.00
no	2	2	60.00

Total Cost: ₱192.00
Prepared By: jaded
Prepared Date: May 20, 2025