SYSTEM USER MANUAL

REPORT GENERATOR

Contents

GENERAL INFORMATION

System Overview

The system is a web-based report generator. It allows the user to input raw data that can be generated into an excel file, an HTML table, or a graph. The web application works on desktop or laptop computers capable of running a web browser.

Organization of the Manual

The user manual is consisted of four(4) sections: General Information, System Summary, Getting Started, and System Functions.

General Information section explains in general terms the system and the purposes for which it is intended.

System Summary outlines the system's hardware and software requirements, system configuration, and what to do in case of contingency.

Getting Started explains how to install the system on the device.

System Functions provides a detailed description of system functions.

System Summary

System Configuration

The system will work on laptop or desktop computers but recommended system requirements are as follows:

Operating System: Windows XP and above

Web Browser: Latest version of Google Chrome, Mozilla Firefox, or Microsoft EDGE

The system will also require a working and stable internet for Google Graphs API to communicate on its cloud servers. Data entered will be stored on a database server. The system also requires other tools to run smoothly. Please refer to the installation guide for details.

Contingencies

In case of natural calamities like earthquakes, floods, volcanic eruptions, etc., please ensure that the server is in a secured place. If there is an unexpected power loss, power on the computers and start the database service again.

Getting Started

Installation and Running the System

To run the system, you will need to follow the steps below. DO IT CHRONOLOGICALLY. DO NOT SKIP STEPS.

**Step 1:** Download wampServer or wampServer64 based on your system type. (http://www.wampserver.com/en/)
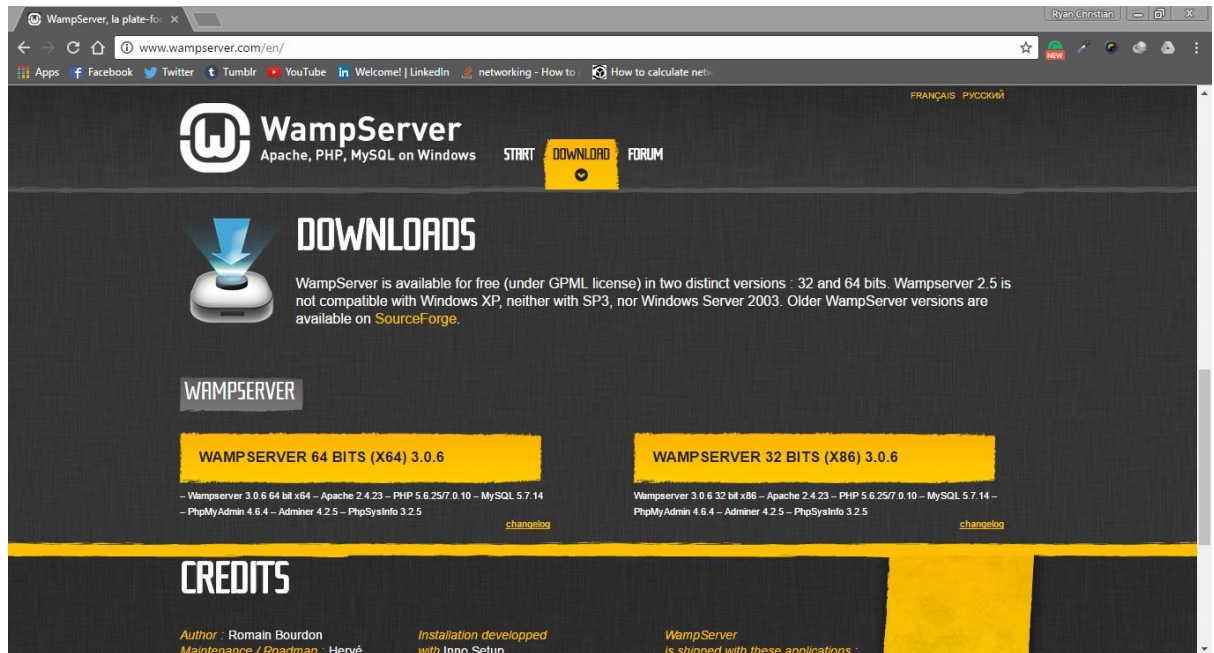
A. To check your system type, press Windows Button + X and type "dxdiag" without the quotations. Go to system tab > Operating System. It will display if you have a 32bit or 64bit OS installed.

Step 2: After installation, go to the drive where you installed WAMP. Then copy the root folder of the system inside the "www" folder of WAMP. An example path of the system path should be like this: "C:/wamp64/www/reportgenerator".

Step 3: Start WAMP server. The wamp icon will appear on the taskbar. Wait for it to turn green for a minute or two. If it does not turn green, click the icon and look for restart all services. Proceed to the next step if the icon turned green.

Step 4: Open your web browser and go to "localhost/phpmyadmin/index.php". The default username is "root" and there is no password. Click "GO". You will be redirected inside phpmyadmin.

Step 5: On the navigation bar on the left side, click "New". The "Databases" tab will appear and will ask for a database name. Type in "ict_database" and click "Create".
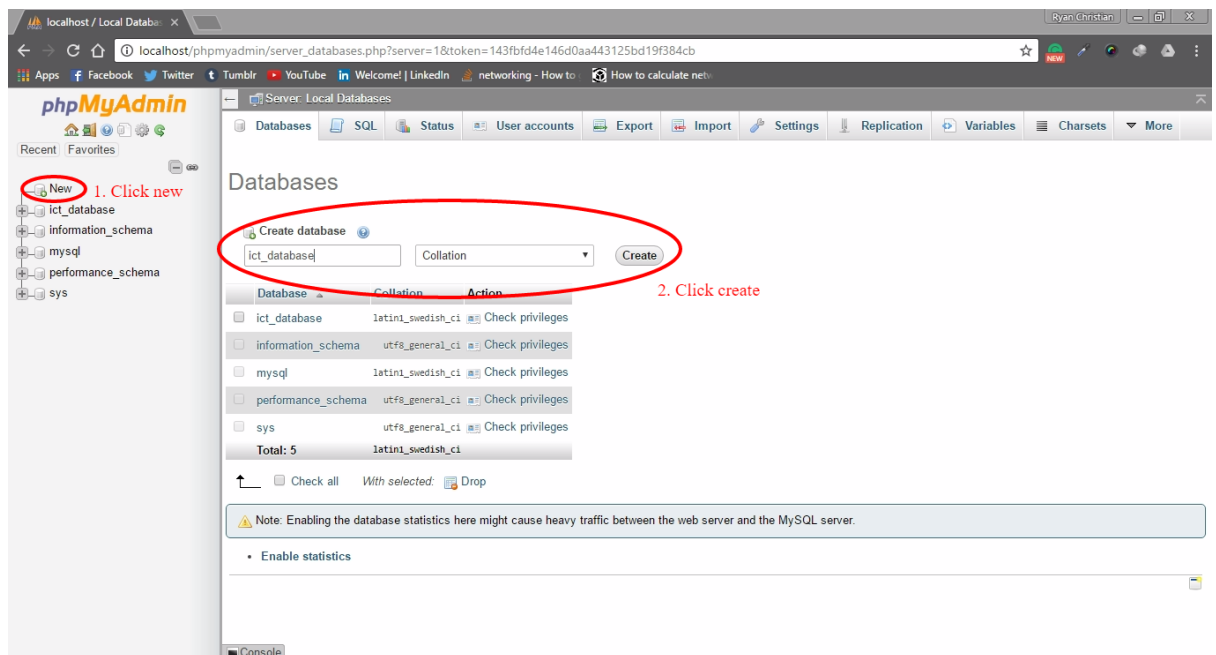
A. "ict_database" is the default database name declared inside the database configuration file of the system, if you wish to change it, go to the database folder of the system and edit "config.php". **The database name in phpmyadmin and the value inside the $database variable should be the same.**

```php
<?php
$server = "localhost";
$username = "root";
$password = "";
$database = "ict_database";
    $conn = mysqli_connect($server, $username, $password, $database);

    if($conn)
    {
        //echo "CONNECTED!";
    }
    else
        die("Error: " . mysqli_connect_error());
```

Step 6: Click the database you created in the navigation panel and go to the "Import" tab. Click choose file. Navigate to the database folder of the system and select "ict_database.sql". Once you select the file, scroll down and click Go. Wait for the import to finish.

Step 7: Everything should be up and running by now. To test the system, open a web browser and type "localhost/pldt/user/index.php". It should bring you to the homepage of the system.

System Menu
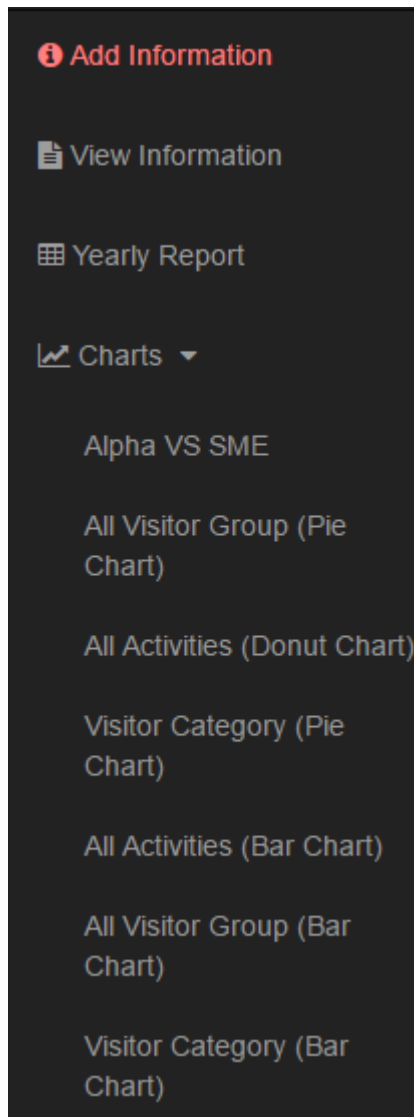
The system menu includes navigation for Add Information, which is the homepage of the system. View Information, Yearly Report, and Charts dropdown.

Shutting down the local server

Click the green tray icon of the wamp and click "Stop all services." The green tray icon will change to red and the system will not be able to access the database.

System Functions

Populating the Database

In the first system run, the database is not provided with data. To populate key database tables with data, the user have to click on "Edit Branches", "Edit Visitor Groups", and "Edit Activities" located on the homepage of the system. The user will be redirected to the maintenance page of the category he/she clicked.

Add Data

To add a data, simply type in a branch name, for example and click add. Each branch added will have an auto incremented ID of +1. The same step applies to other categories.

Edit Data

To edit a branch name, click on Edit button beside the desired branch name to be edited. Type in the new branch name and click Save. The same step applies to other categories.
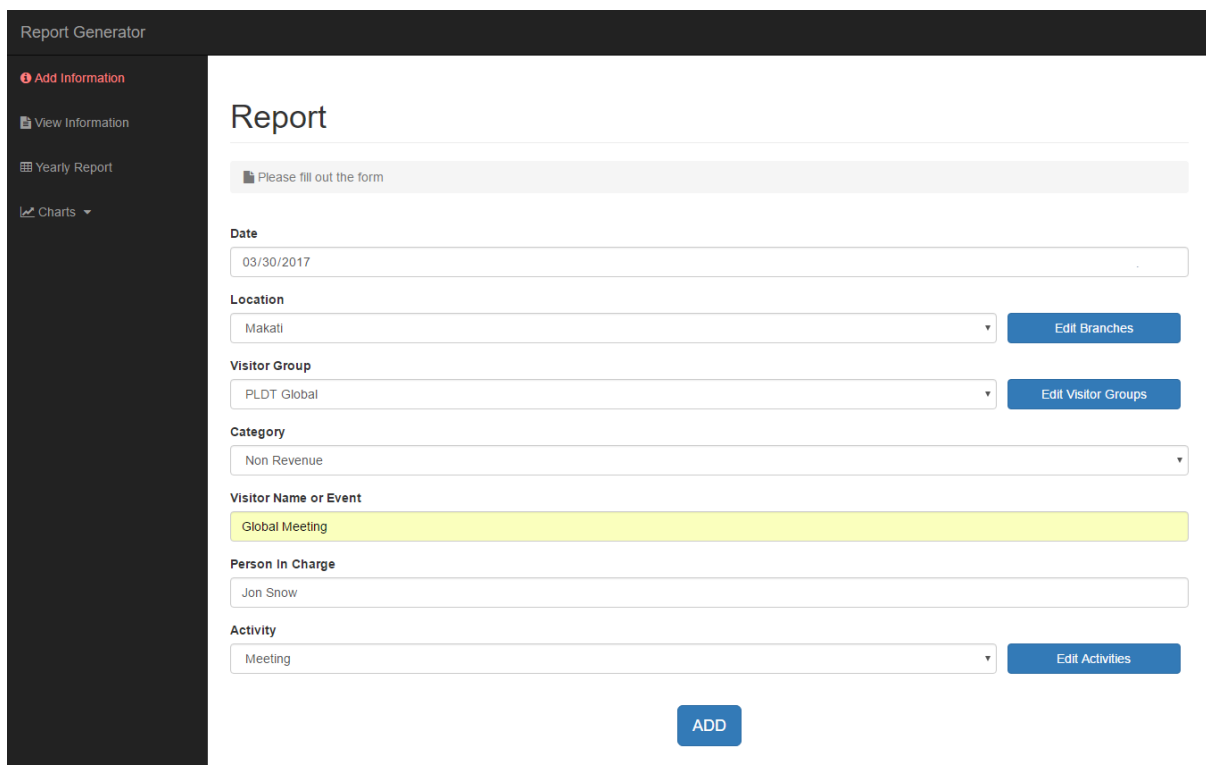
Deleting a Data

To delete a data, simply click on the Delete button beside the desired branch. The same step applies to other categories.

Adding Raw Data

Now that we have populated the database, we can add information to be processed to create a report. To add information, simply fill up all fields on the homepage.

You will notice that the categories you added when you are populating the database is now visible on the dropdown menus. Click the add button.

Editing Raw Data

In some cases, the user might insert a faulty information and then save it to the database. The View Information page will come in handy in case a situation like that happened. Inside the View Information page is a table that lists all data entered.

Users can sort the table based on their preference. To edit a faulty data, click the edit button and the system will redirect to the edit page as shown below. Click save after editing.

Yearly Reports

The yearly report page will allow the user to generate a data table or an excel file based on their preferred year.

The user must select a year then click generate table. All data with the selected year will be shown in a data table. If the user wanted to import it to an excel file, the user can click the "Export to Excel" button on the lower left part of the screen.
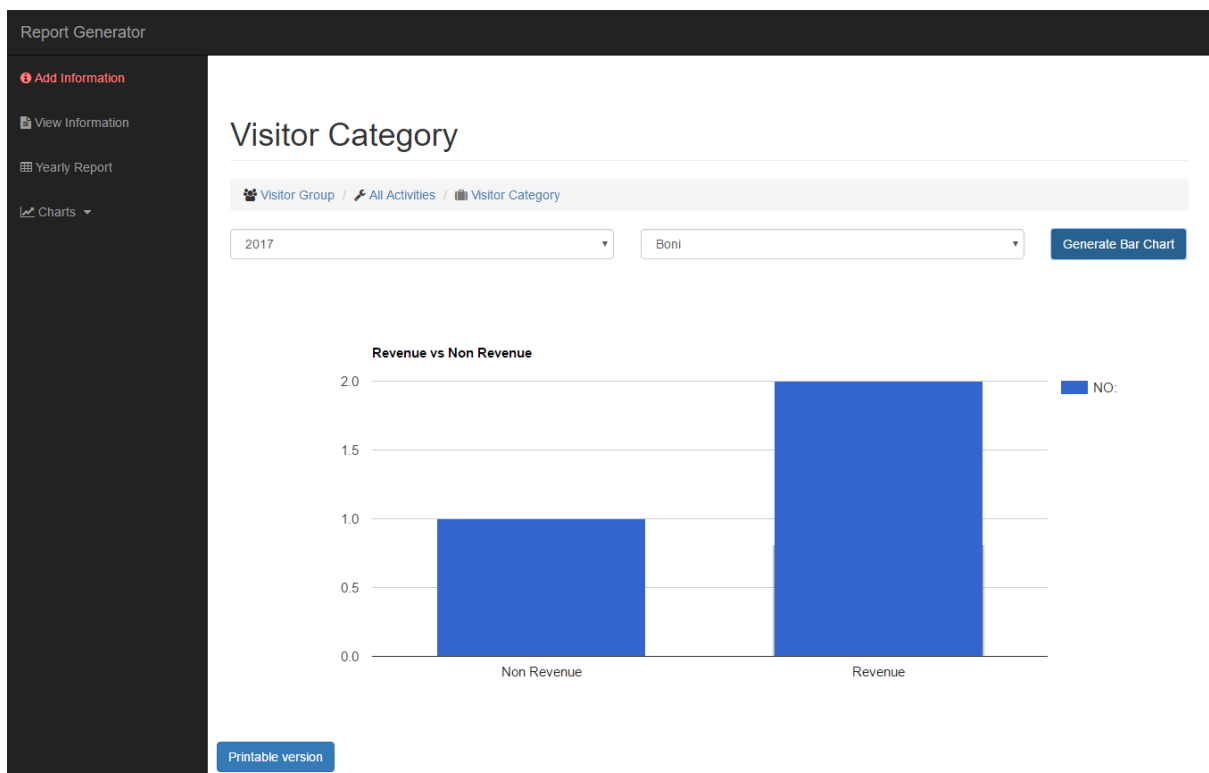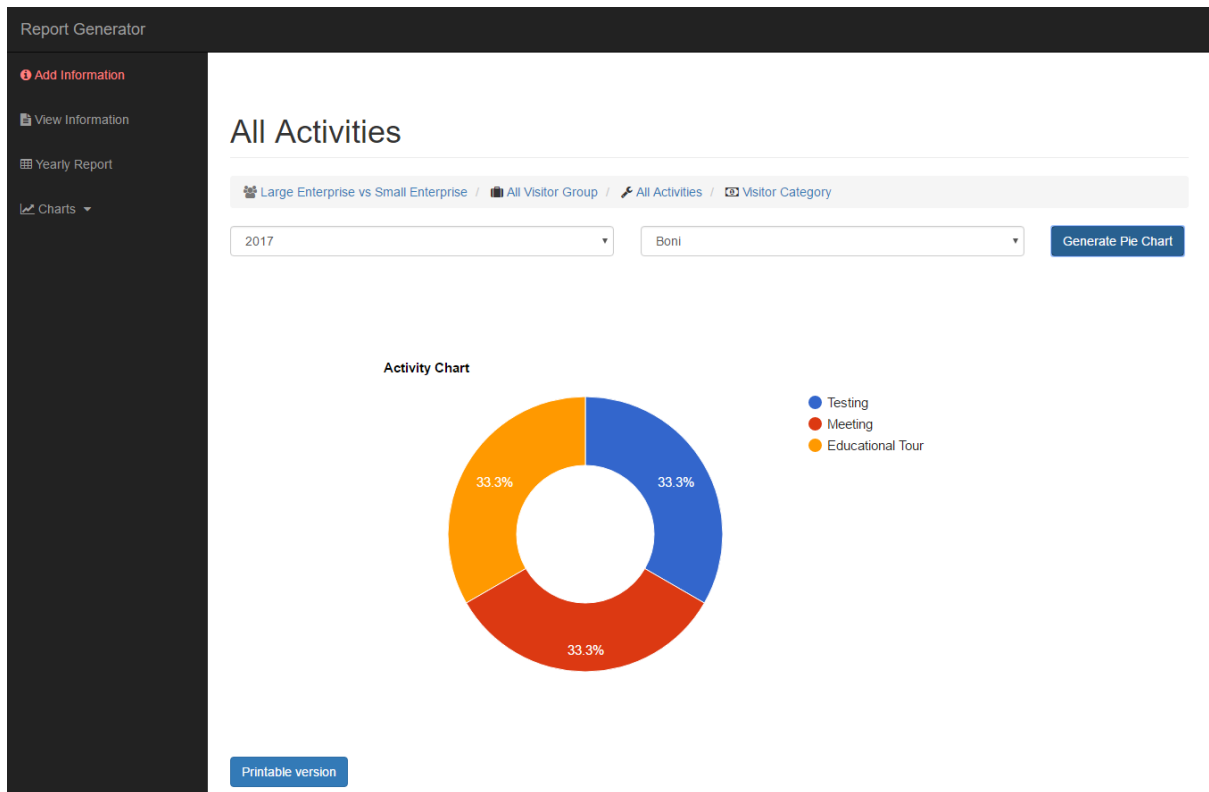

The excel file will be downloaded to the default download directory. Be sure to save the excel file as .xlsx after opening the downloaded file.

Charts

Pie Charts and Bar Charts

To generate charts, the user must select items from the dropdown menu and click generate table. Example pie charts are shown below.
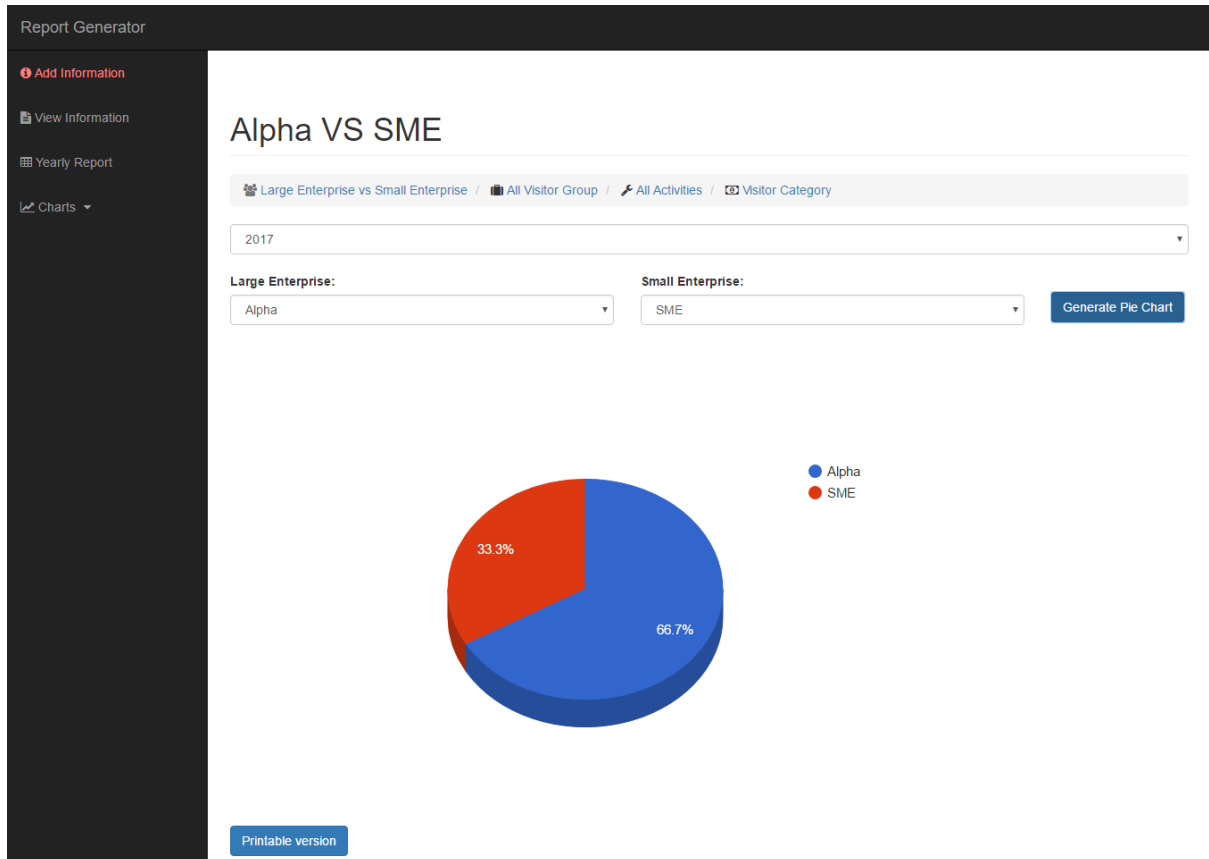
If a chart is needed in a presentation, the user can click the "Printable Version" button under the chart. A new tab will open that will display a PNG image of the chart. Right click and save.

*****NOTHING FOLLOWS*****