**User Manual for CDC Dreams Program Management System**

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# **1. Introduction**

Welcome to the CDC Dreams Program Management System User Manual. This guide will help you navigate and utilize the system effectively.

# **2. Getting Started**

## **System Requirements**

* Modern web browser (Chrome, Firefox, Safari)

## **Installation**

1. **Download:** Obtain the software package from the provided source.
2. **Server Setup:** Ensure your web server like wamp server that supports PHP version 7.5 and below having MySQL Server.
3. **Database Configuration:** Import the provided SQL schema to set up the database.
4. **Upload Files:** Transfer the software files to your web server.

# **3. User Roles and Permissions**

* **Administrator:** Full access to all system functionalities.

# **4. Using the System**

**Logging In**

1. Open the login page.
2. Enter your username and password.
3. Click 'Login' to access the dashboard.

**Dashboard Overview**

* Displays summaries of enrolment, events, and lessons.

# **5. Enrolment Management**

**Adding Participants**

1. Navigate to 'Manage Participants' section.
2. Fill in the required details.
3. Click 'Save' to submit the form.

**Updating Participant Information**

1. Navigate to 'Enrolment' section.
2. Select the participant to update.
3. Modify the necessary information.
4. Click 'Update' to save changes.

# **6. Event Scheduling**

**Creating Events**

1. Go to 'Manage Events' section.
2. Enter event details including type, title, description, learning outcomes, start and end dates.
3. Click 'Save' to create the event.

**Updating Events**

1. Navigate to 'Events' section.
2. Select the event to update.
3. Modify the event details.
4. Click 'Update' to save changes.

# **7. Participant Progress Tracking**

**Recording Attendance**

1. Go to 'Manage Participants' section.
2. Select the participant.
3. Use the Action dropdown button and click Add Progress.
4. Enter the details of the events and lessons attended.
5. Click 'Save' to record the attendance.

# **8. Educational Material Distribution**

1. Navigate to 'Manage Education Materials' section.
2. Enter the details.
3. Click 'Save' to distribute.

# **9. Reporting**

**Generating Reports**

1. Go to 'Reports' section.
2. Click 'Export Button' to download the report.

# **11. Troubleshooting and Support**

For any issues, contact the support team at mugabeambrose95@gmail.com.