User Guide: Optimi College Access Control

(Version 1)

Purpose:

The purpose of this software is to allow users to import employee records based on the access control of Optimi College. The user can import excel spreadsheets to SQL Database and export excel spreadsheets based on selected options.

The options include:

- **All Employees**
- **Fire Drill**
- **In and Out**
- **Late Today**
- **Sign In**
- **Sign Out**
- **Error Records**
- **All Employees**

After one of the above options are selected, the user can select a start and end date as well as a personnel ID to filter the records based on the dates and personnel ID selected.

There is a Home page which is the Import Page and a Export Page. The Import webpage will be the first Page the user will see following by the Export page. Please see page 2 for instructions.
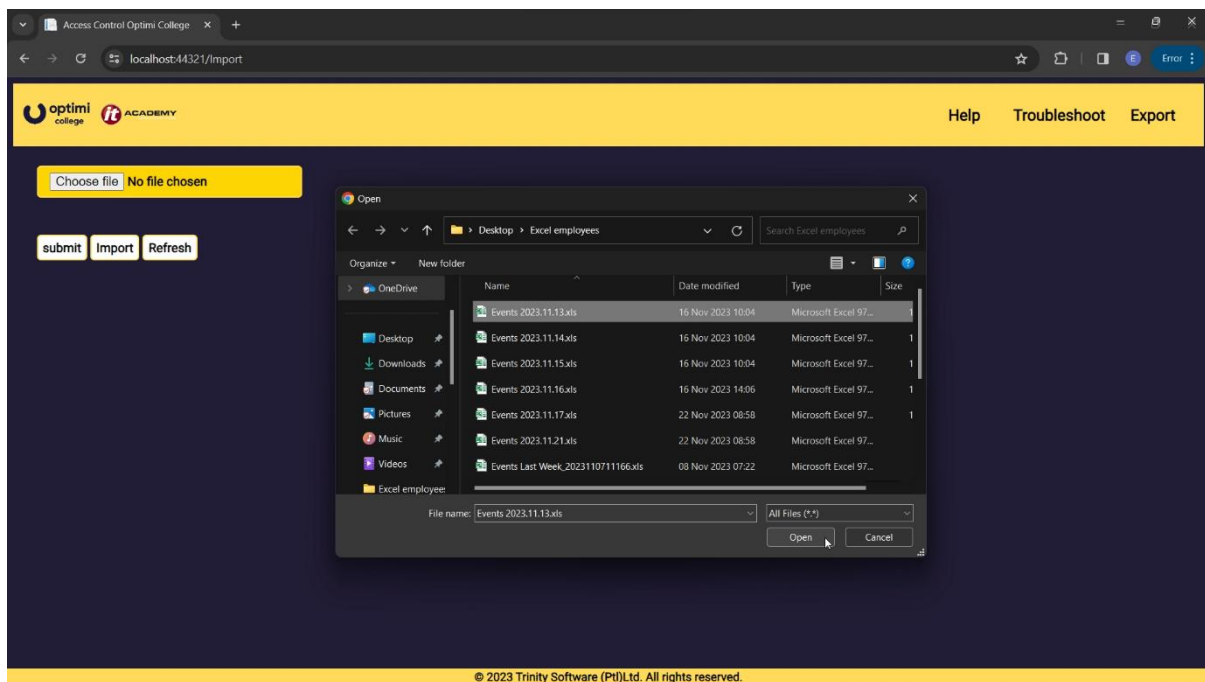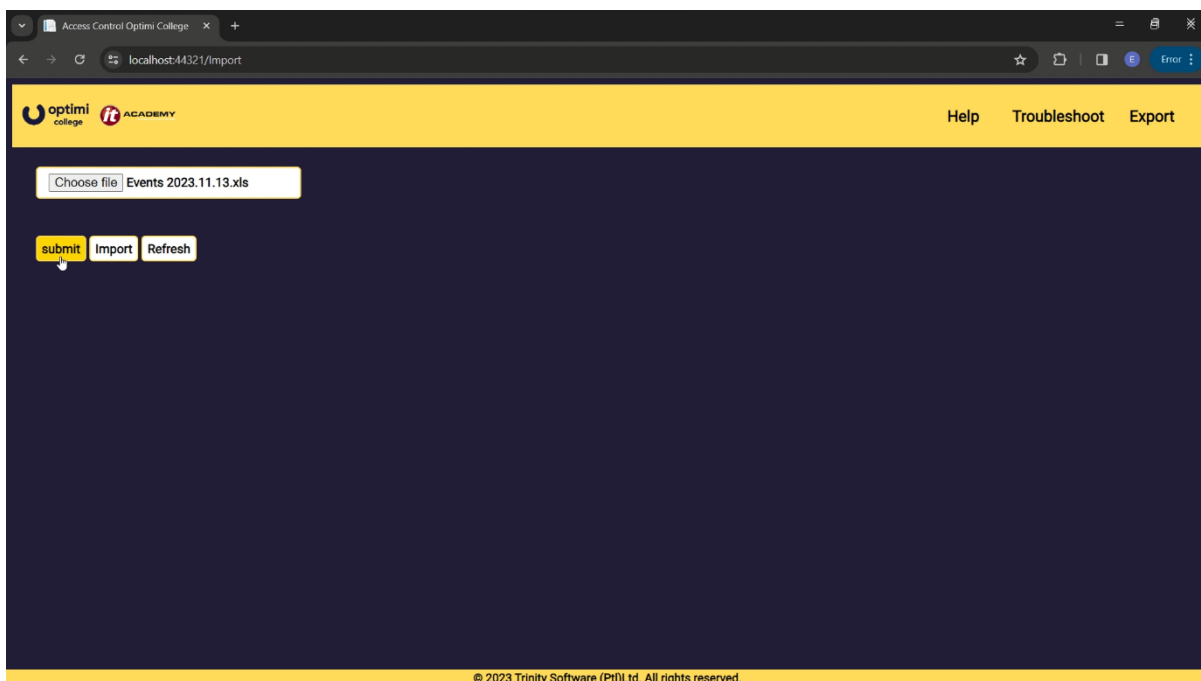
Import Page
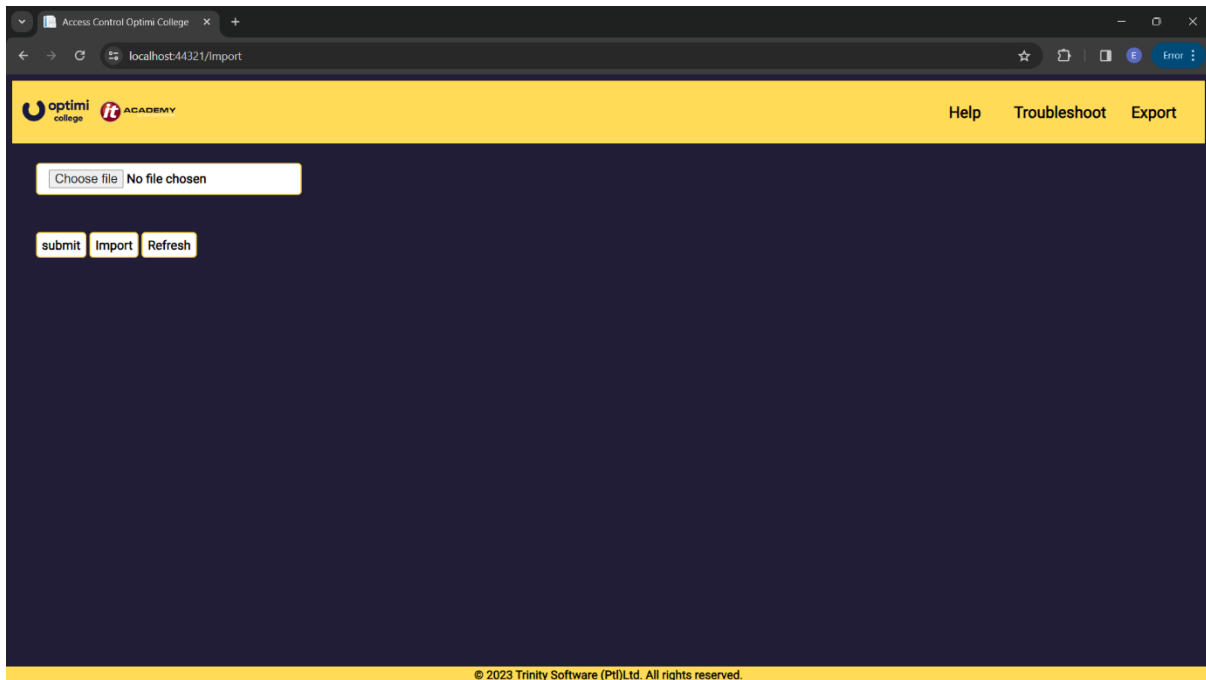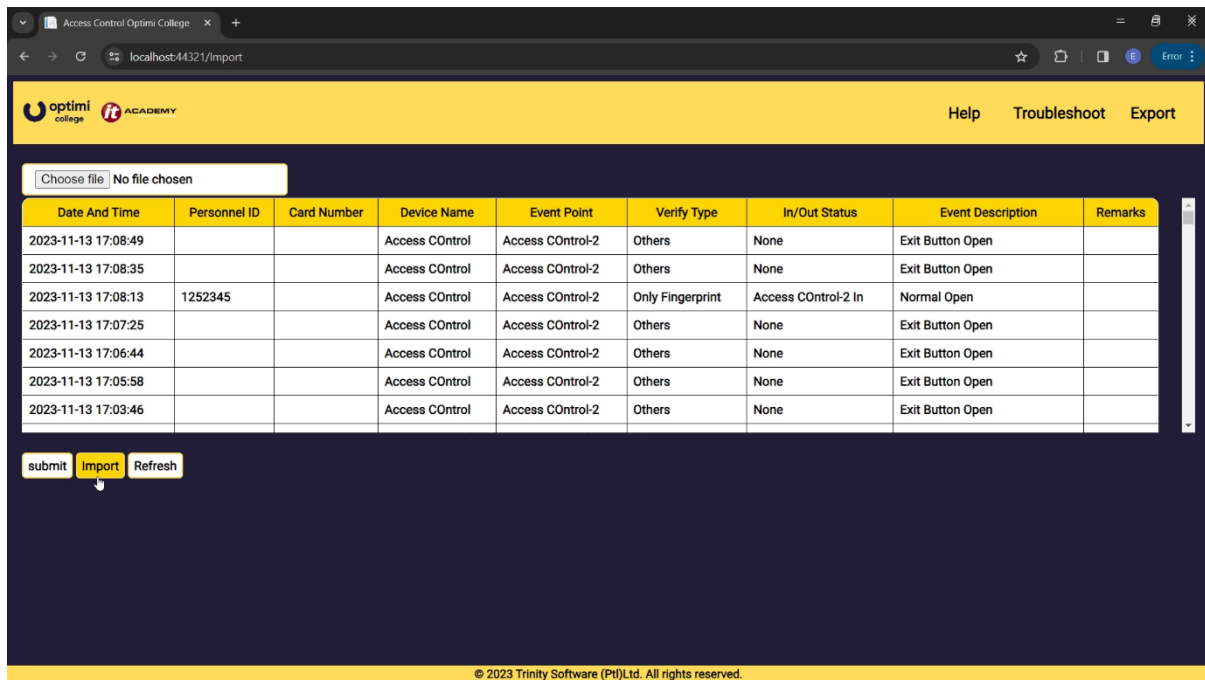

1. This is the Import Page
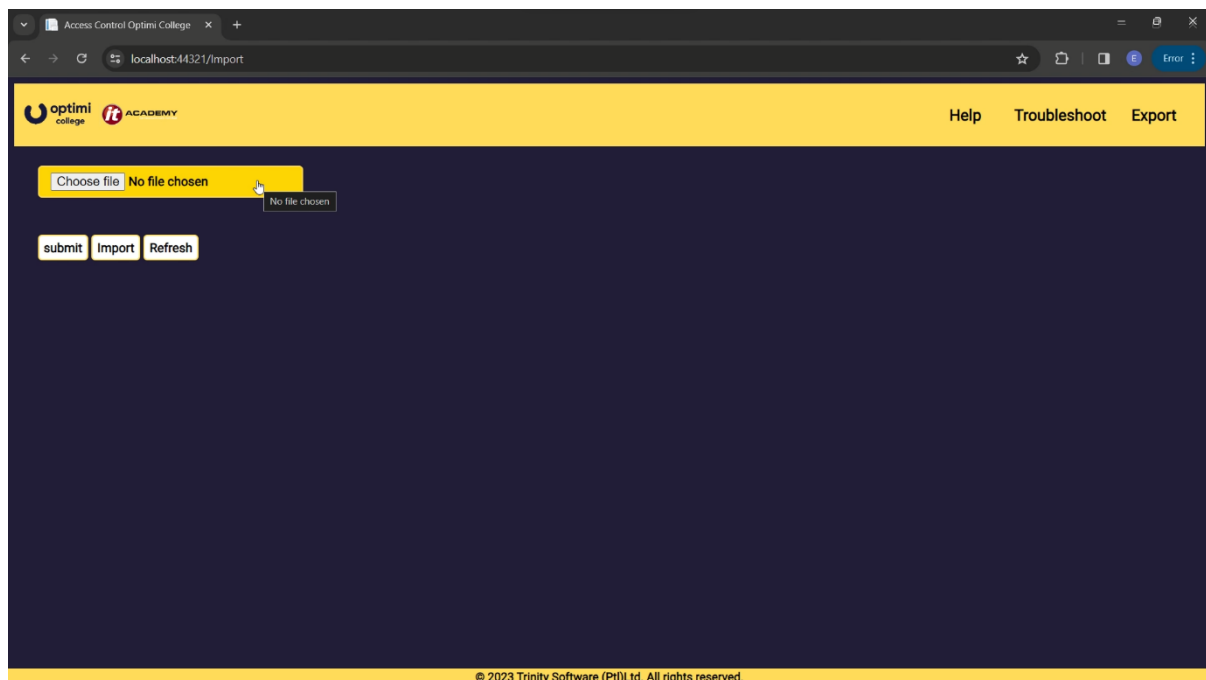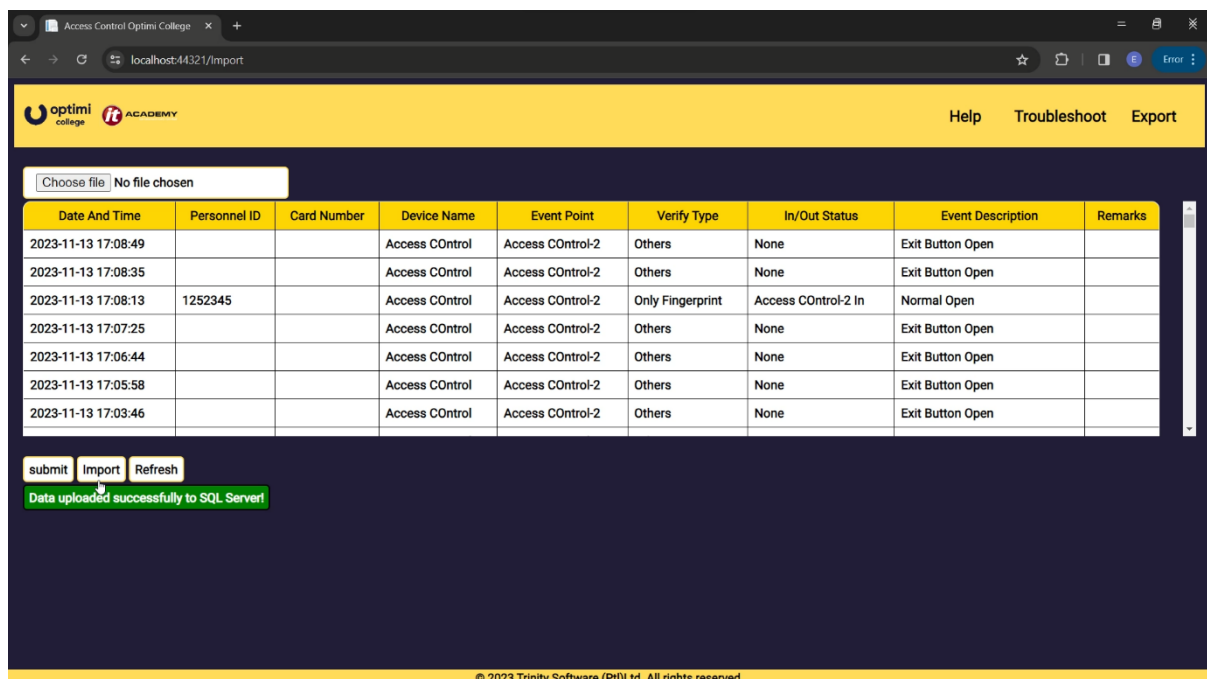

2. Click on the Choose File Bar.

3. Please click on the Excel file, you want to select

4. Click on Submit Button to Upload the file to the Grid view.

5. Click on the Import Button to Upload the Excel File to the SQL Database.

6. Once you click on Import, a message will appear, stating, "Data Uploaded Successfully to SQL Server!"

7. Click on Refresh Button to reload the page and follow Step 1 to 6 to import another Excel file.

8. Click on the Optimi College Logo, to redirect to Optimi College Home Page
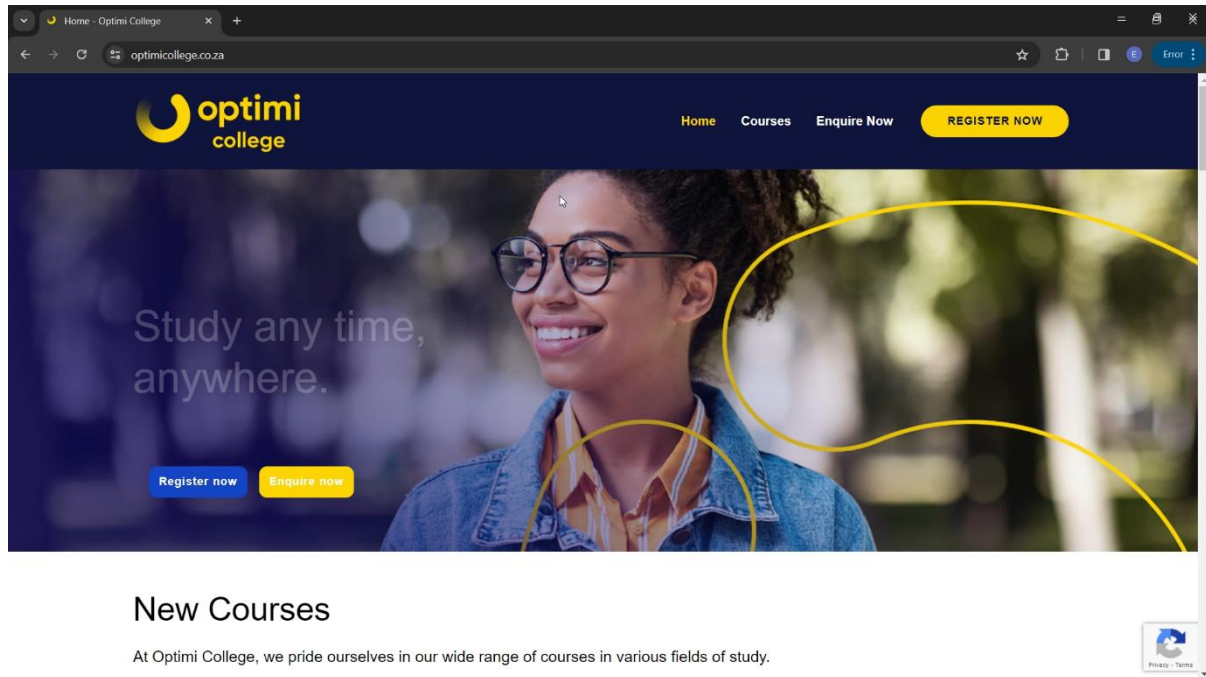
9. Once you click on the Optimi College Logo, You will be directed to the their homepage.

Export Page
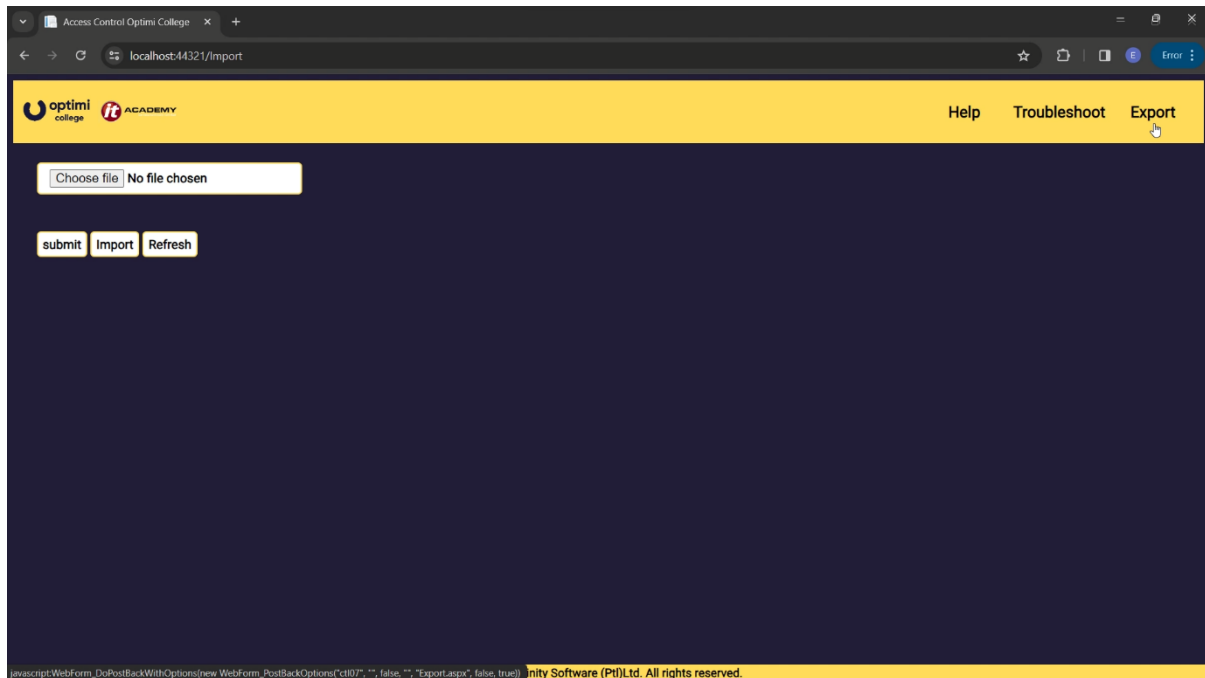
1. Click on Export button(top-left) to redirect to the Export Page.
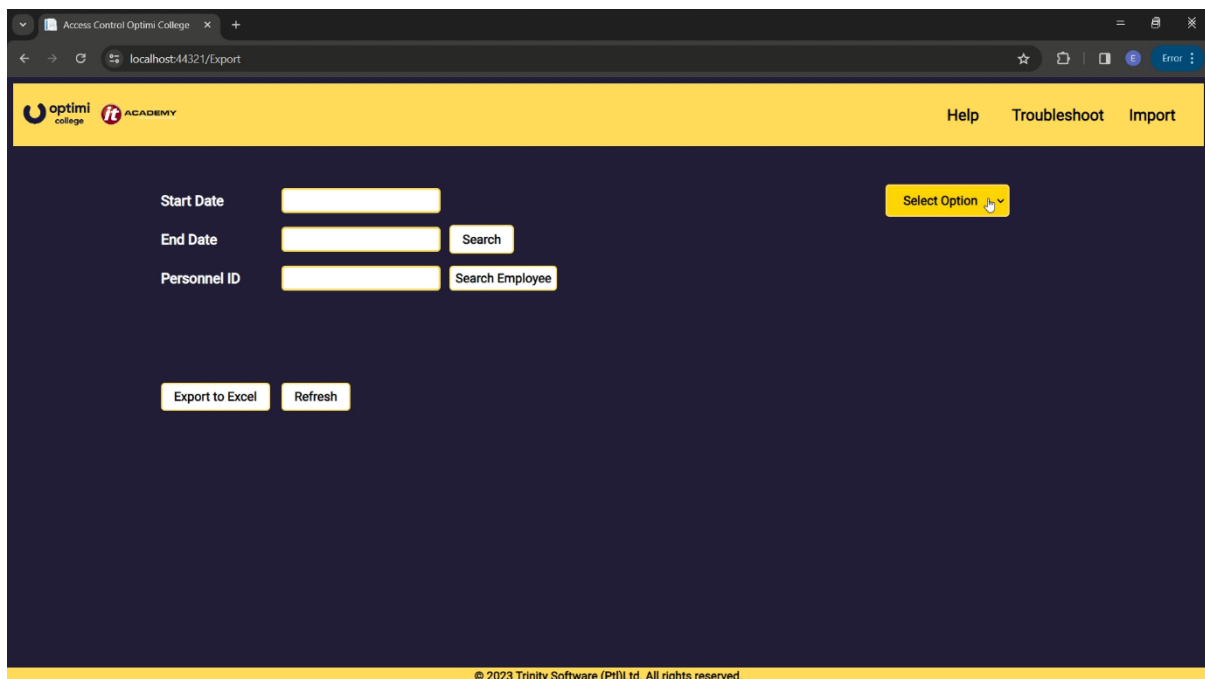
2. Click on the Select Option Drop-Down List to Select an Option.
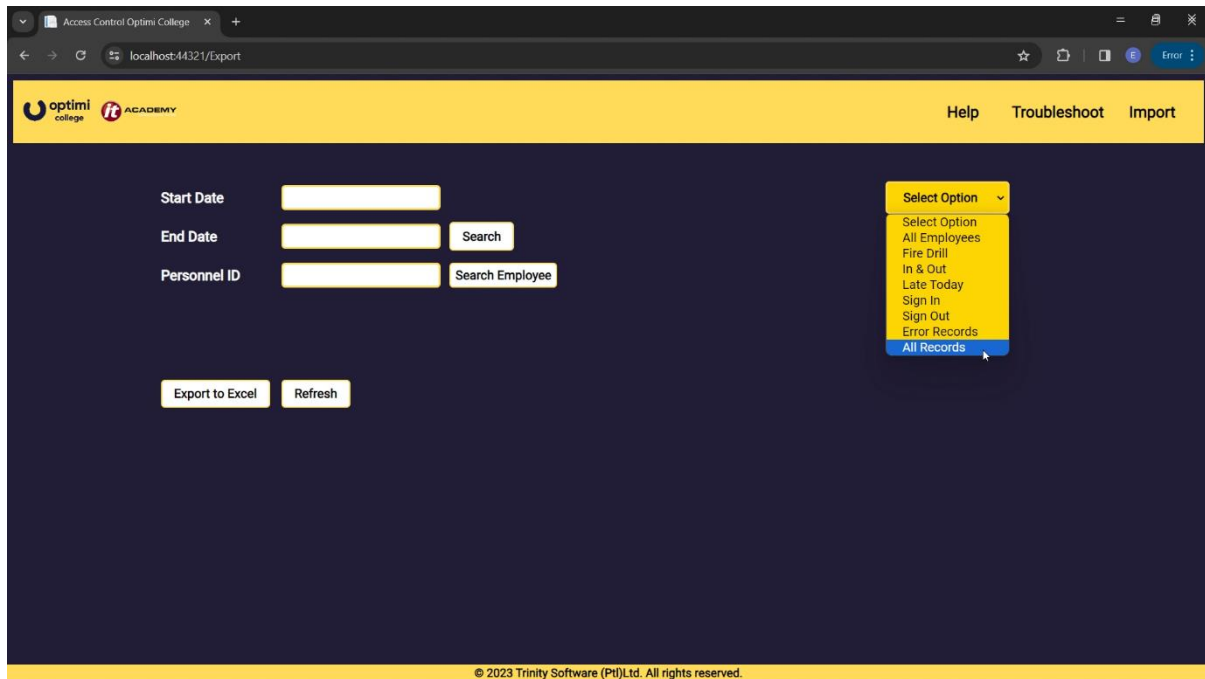
3. Select one of 8 Options based on your Query needs.
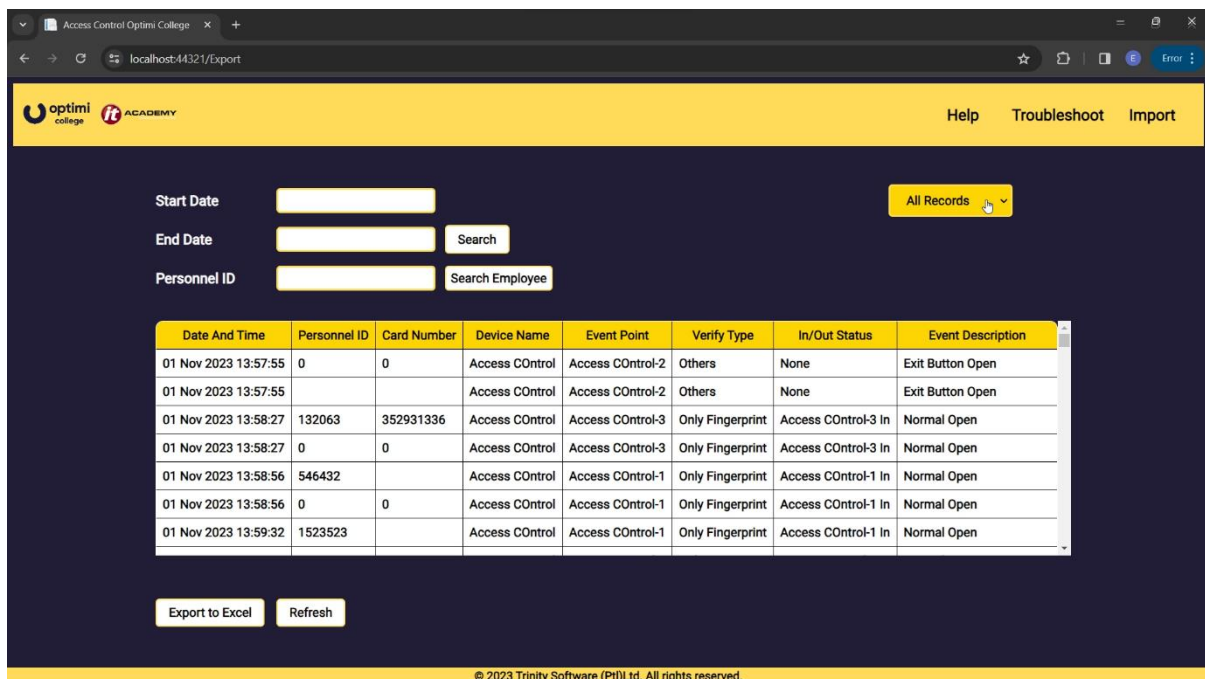
4. The Grid view will be populated with records from the "All Records" Option.

5. Click on the Start Date Textbox and select your Start-Date.

6. Click on the End Date Textbox and select your End-Date.

7. Click on the Search Button to Search the Dates in the Selected Range of the Table in Grid view.

8. This will give you all the records of the selected Range.

9. Click on Search Employee to search and display all the records of employee with number, 132063

10. All the records of Employee with Personnel ID 132063 is displayed in grid view.

10. Click on the "Export to Excel" Button, to download the Excel file.