

## **DRRMO User Manual**

### **Registration:**

To sign up, the user must provide their first name, last name, email, and password. Upon successful registration, the user will be directed to the login page.

### **Login:**

After registration, the user can now log in using their registered email and password to access the dashboard.

### **Dashboard Overview**

#### **Record List**

This is the landing page where the user can see the list of submitted records.

#### **Export to CSV button:**

Besides the title, there is a button that lets the user export the data in the table to a CSV file.

#### **Search Function:**

By typing the desired date or location, the user can filter the data present on the data.

#### **View Function:**

By clicking the view button, the user will be redirected to another page where he/she can see the data in the record form. The user will also have the option to print it as a PDF file.

#### **Delete Function:**

The user will have the option to delete the data record.

#### **Creating Record**

Upon clicking Create Record, the user will be redirected to another page where he/ she will see a form ready for fill-up. This form is used to create another record by clicking the submit button.

Users can log out of the system by clicking the logout link.