

# USER MANUAL

## **Registration:**

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

## **Login:**

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

## **Dashboard Overview**

### **Records List**

This is the landing page. After logging in the user will see a list of submitted records.

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

Besides the title there is button that lets the user export to csv file all the data's contained in all records.

#### *- Search Function:*

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

#### *-View:*

By Clicking the view button the user will re-direct to another page where he/she will be able to see the data in the record form. The user will have an option to print the page into PDF.

#### *-Delete:*

The user will be able to delete the data and record

## **Create Record**

Upon clicking create record the user will redirect to another page where he/she will see a blank form. This form is a new record form that is used to create another record. The user is able to interact and fill up the form. After fill up at the bottom of the form there is a submit button.