User Manual
For Financial Assistance Database System (FADS)

Prepared specially for
Bethesda C.A.R.E.
Financial Assistance

NANYANG TECHNOLOGICAL UNIVERSITY

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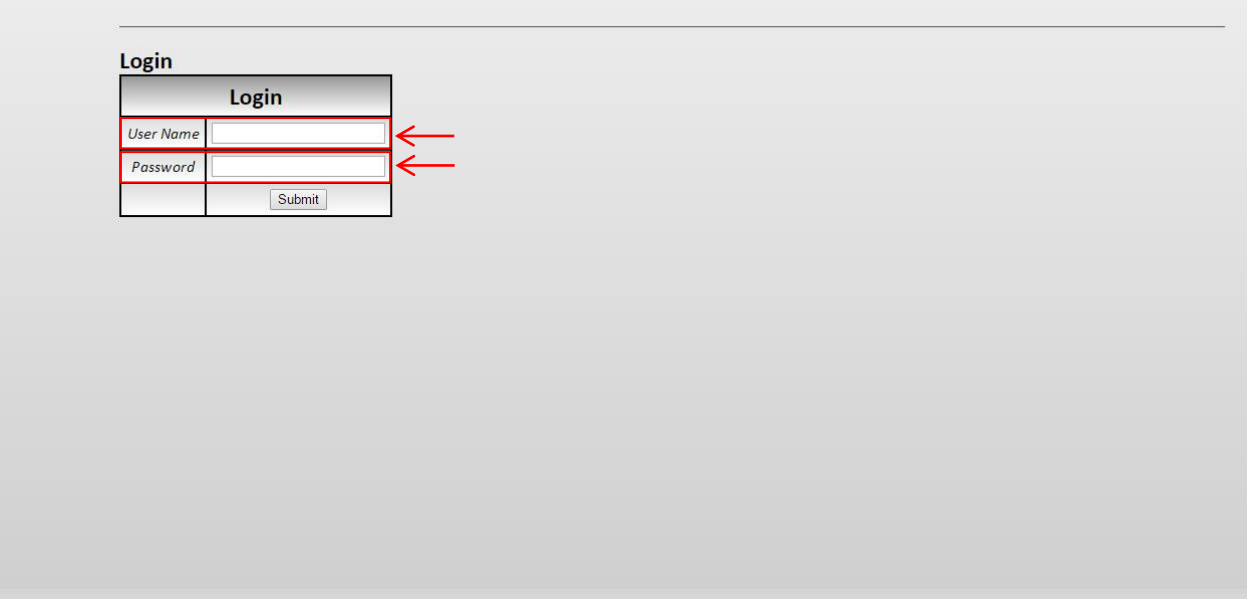
GETTING STARTED

Logging in

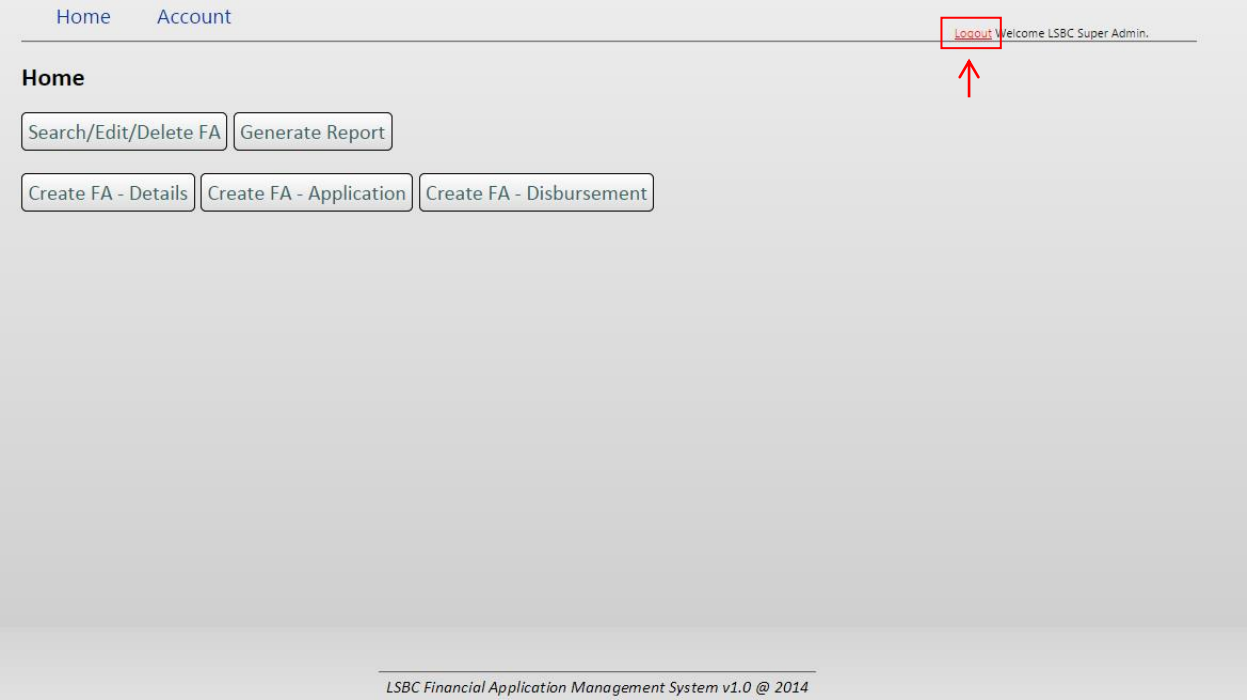
To log in, open the browser shortcut on the desktop and you will see the main login page:



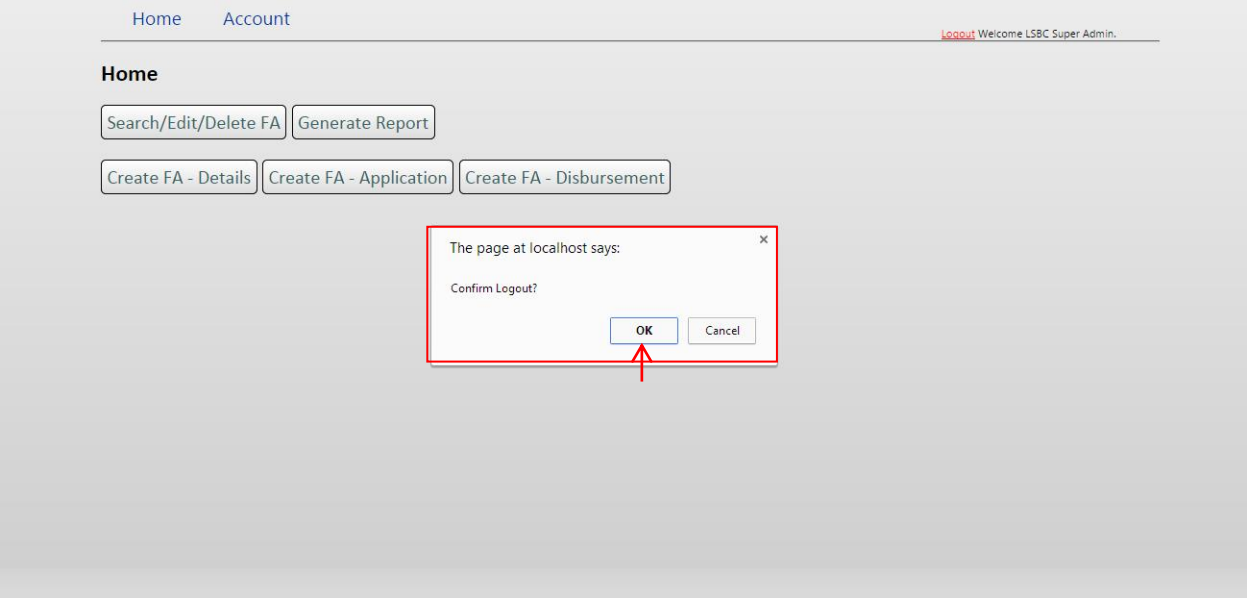
Key in the correct credentials and you should be led to the main home page of the FADS below.

Logging out

To log out, click on the "Logout" hyperlink on the top right corner of the webpage.



A confirmation message would pop out confirming with the user regarding the execution. Upon the confirmation, the system would be successfully logged out.



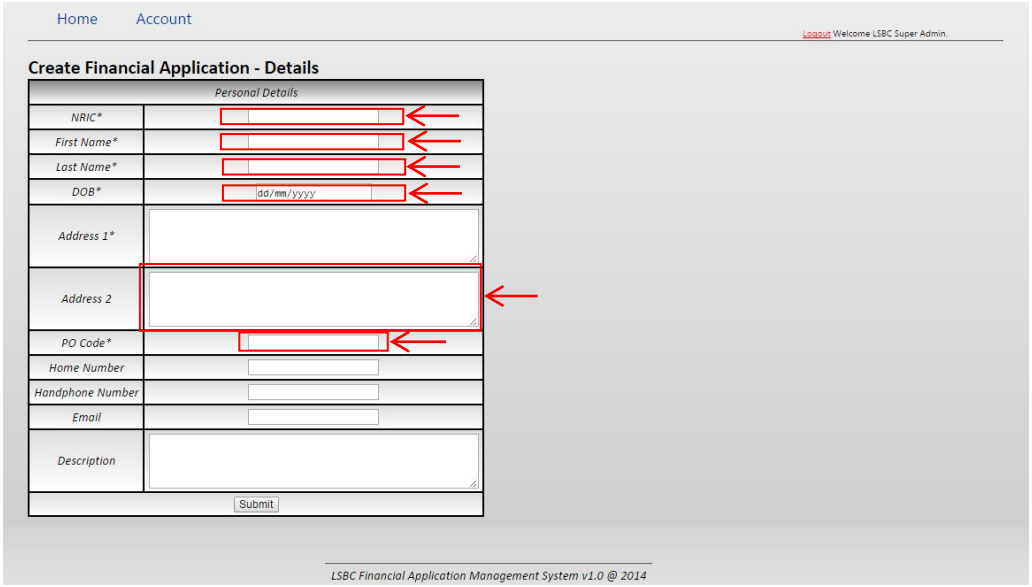
FOR MATTERS REGARDING FINANCIAL APPLICANTS

Registering a Financial Applicant (FA) Profile

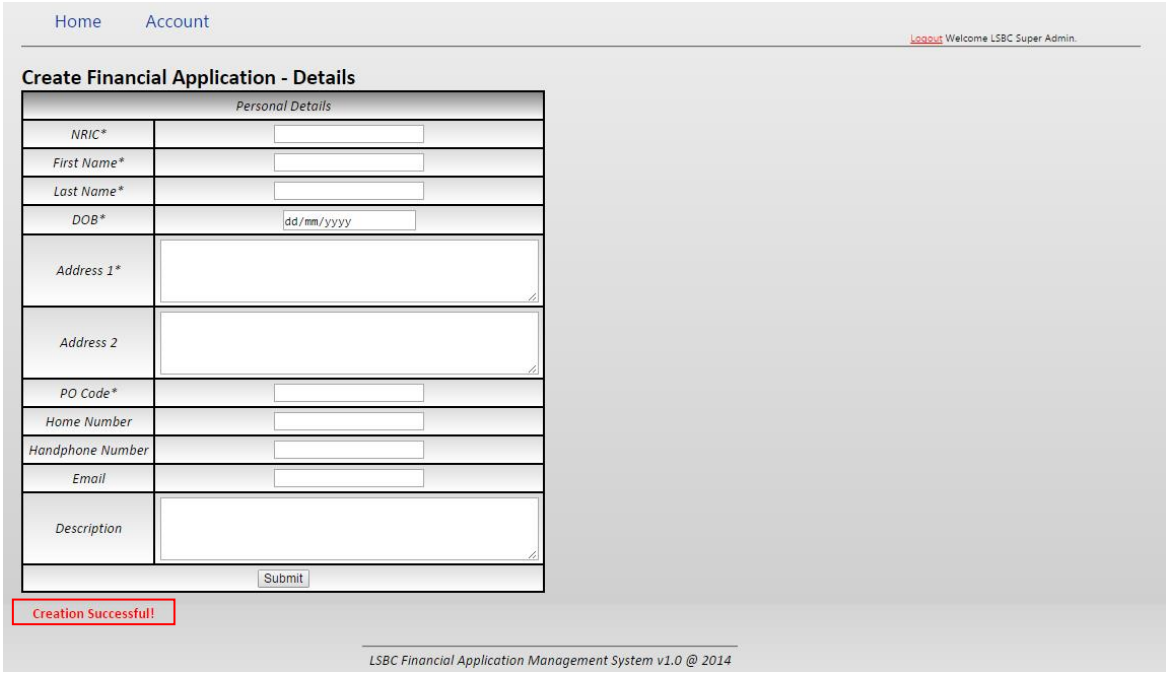
Starting page: Home Page

To register for a FA, first click on the "Create FA – Details" button to create the FA profile with the relevant data. You would proceed to the create FA Details page.

The user/administrator would have to fill in all the mandatory fields marked with * by the side of the name before submitting the details.



Once all mandatory fields are filled with the desired data and submitted, a successful submission would show the message "Creation Successful!"



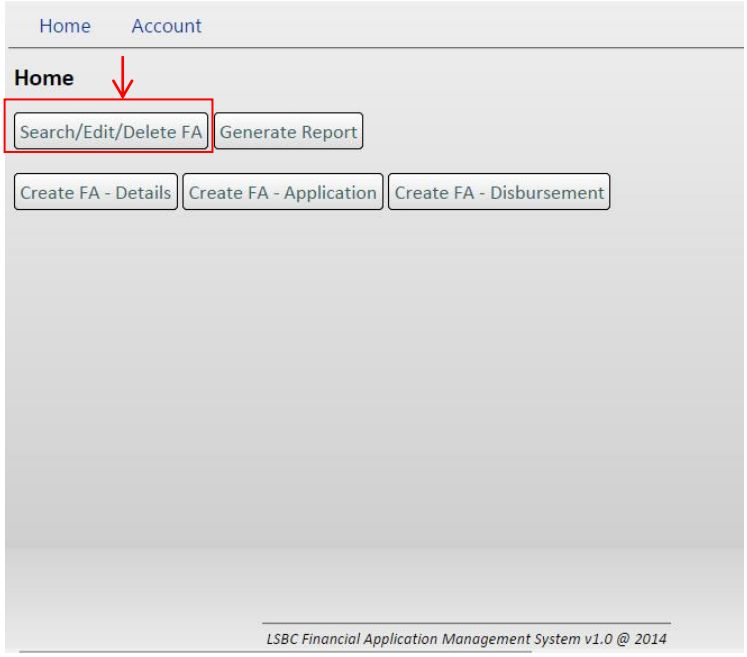
User then could go back to Home Page and search for the FA details using the search and view function.

Search & view Financial Applicant (FA) Profile

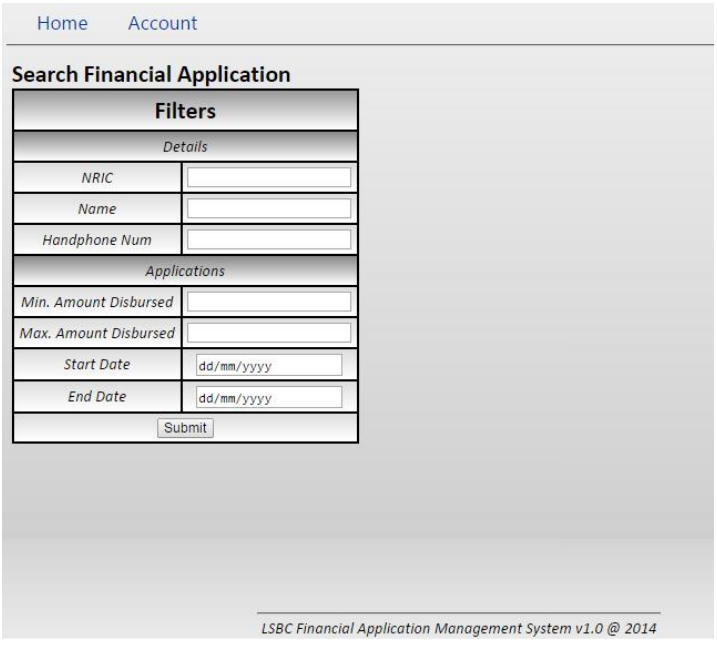
Search FA Profile

Starting page: Home Page

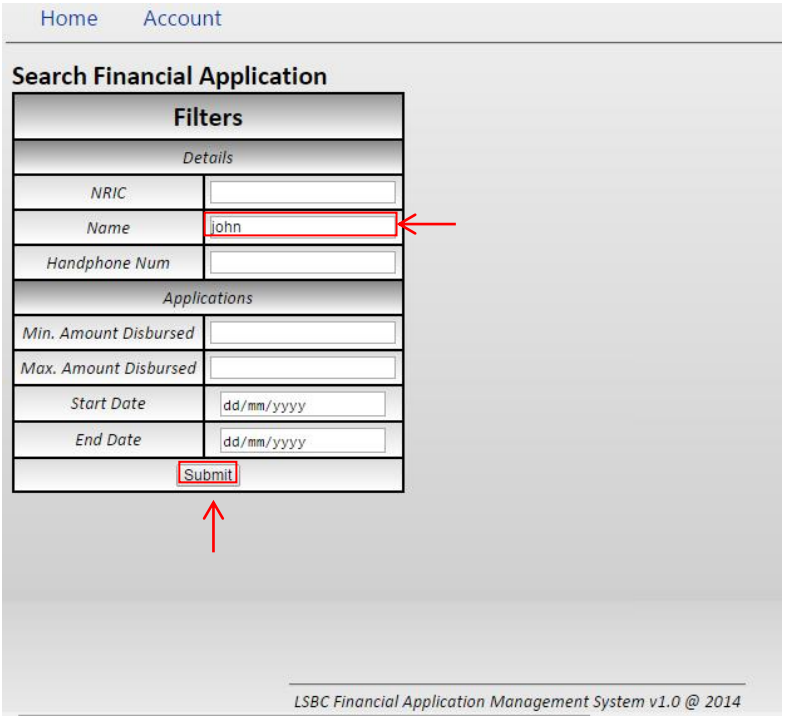
Firstly to search FA for their profile and details, click on the "Search/Edit/Delete FA" button.



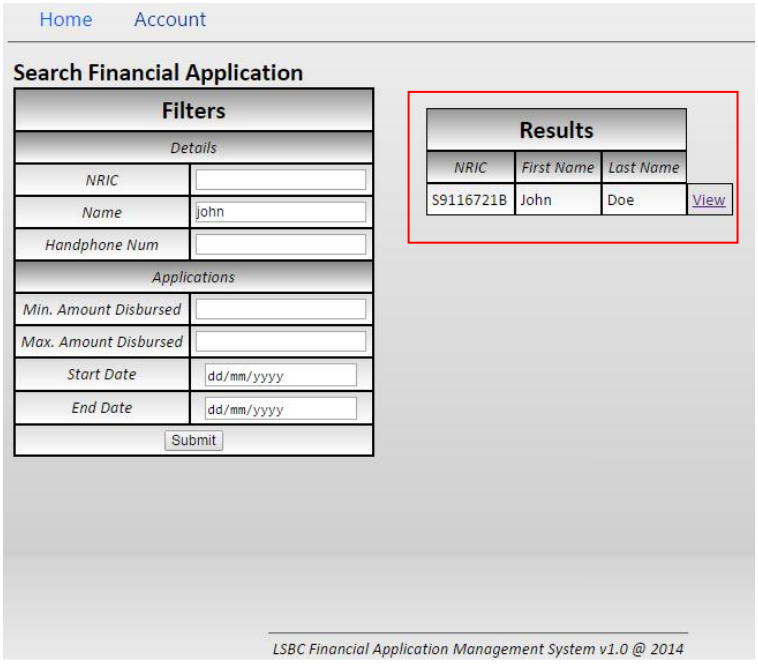
This would lead user to the Filter page.



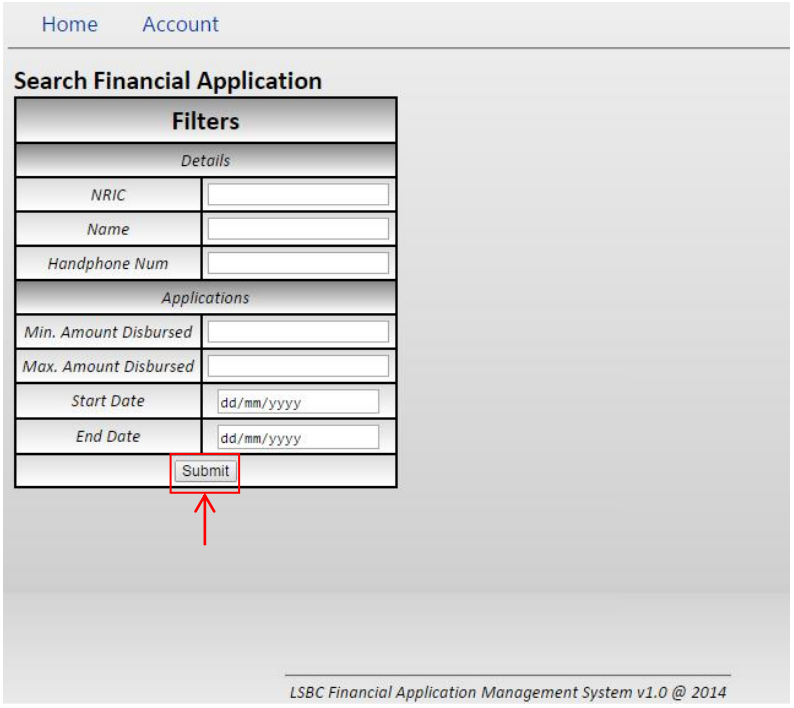
At the Filter Page, user could input the relevant data to filter for the desired FA profiles.



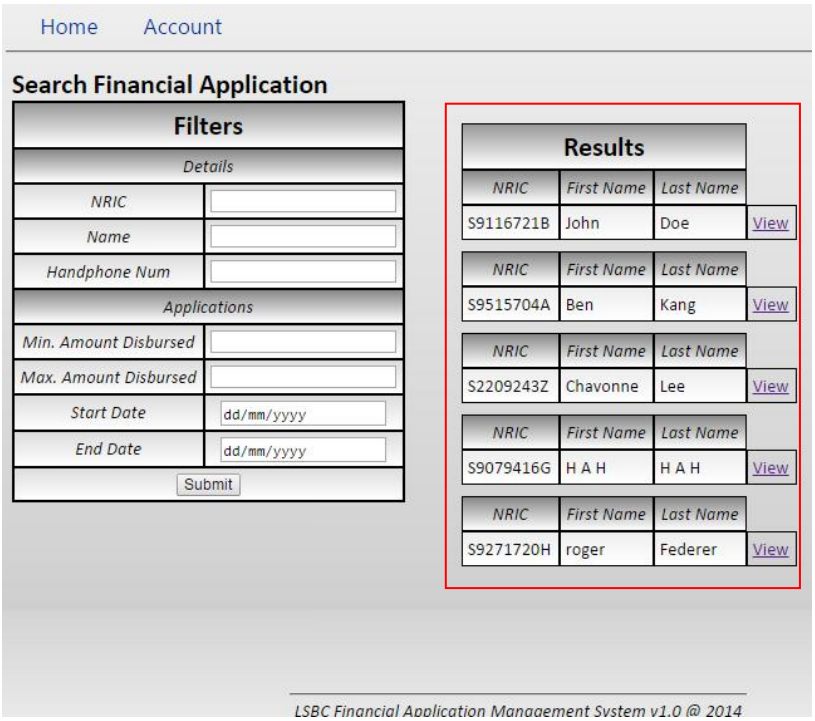
This would prompt the system to show the filtered result(s).



Alternatively, by just clicking on the "Submit" button without inputting any filter data.

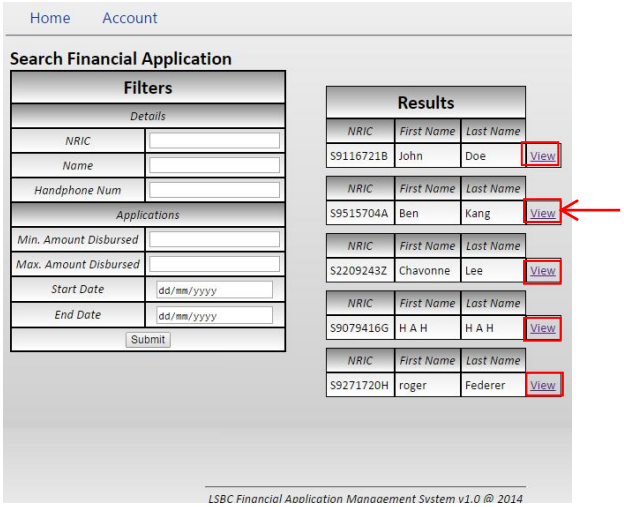


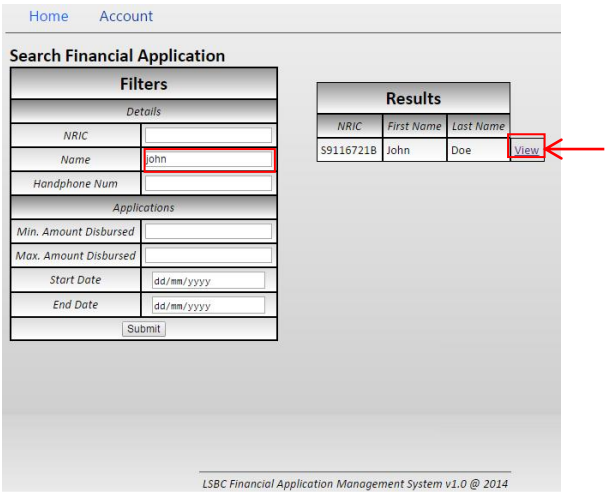
This will prompt the system to show a list of FA profile in order of their date of registration.

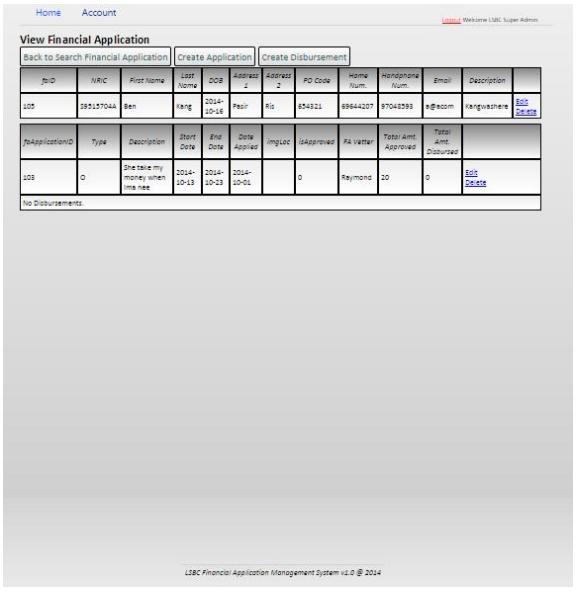


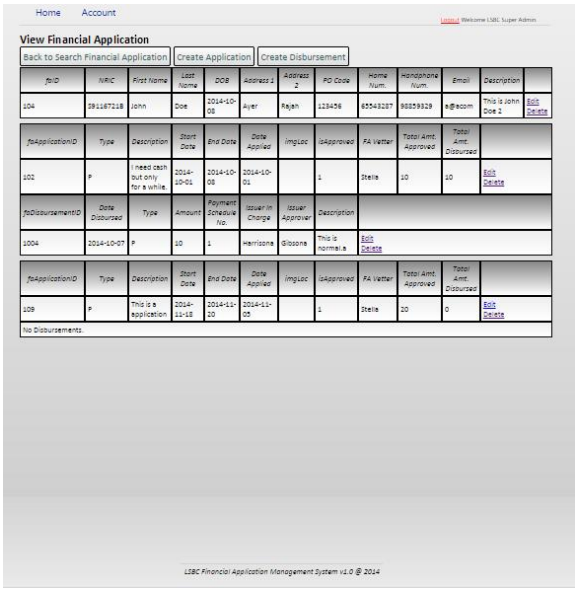
View FA Profile

To view the individual FA profile, we can click on the view button besides the individual profile. This will lead user to the individual FA Profile page.









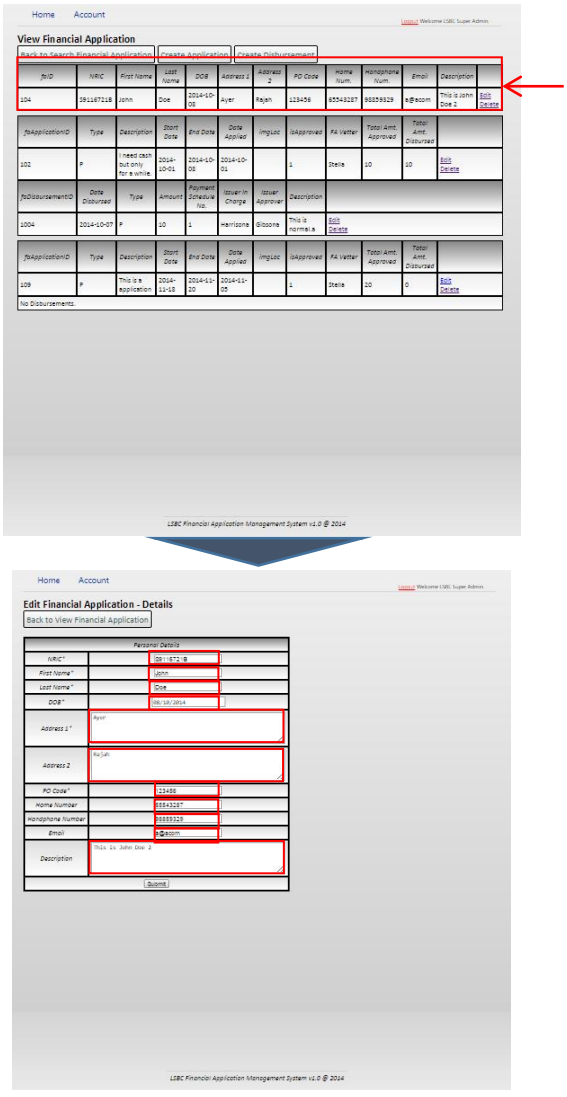
Edit & delete of Financial Applicant (FA) Profile

To begin, in order to edit or delete a FA Profile, we first have to enter the desired FA Profile, which would require user to refer to "Search & View FA Profile" for procedures needed.

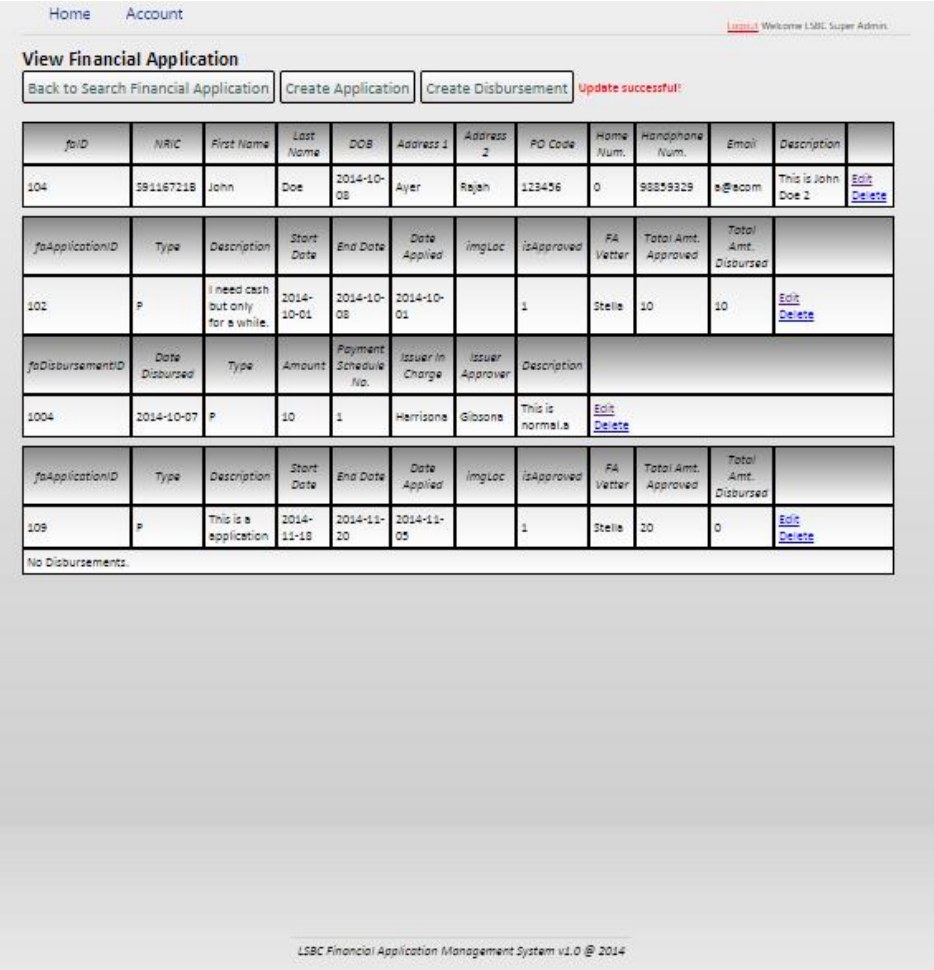
Edit FA Profile

Starting page: FA Profile Page

To edit the desired information of the FA Profile Page, user would click on the "Edit" button for the first row of data. User would then proceed to the Edit FA-Detail Page where one could edit relevant data for the inputted data.



Once user has edited on the relevant information, click on "Submit" to update the system. Upon successful update, the system would proceed back to the main FA Profile Page while displaying the message of "Update successful!".



Home Account

Logout Welcome LSBC Super Admin

View Financial Application

Back to Search Financial Application | Create Application | Create Disbursement | Update successful!

faID	NRIC	First Name	Last Name	DOB	Address 1	Address 2	PO Code	Home Num.	Handphone Num.	Email	Description	
104	S9116721B	John	Doe	2014-10-08	Ayer	Rajah	123456	0	98859329	a@acom	This is John Doe 2	Edit Delete

faApplicationID	Type	Description	Start Date	End Date	Date Applied	imgLoc	isApproved	FA Vetter	Total Amt. Approved	Total Amt. Disbursed	
102	P	I need cash but only for a while.	2014-10-01	2014-10-08	2014-10-01		1	Stella	10	10	Edit Delete

faDisbursementID	Date Disbursed	Type	Amount	Payment Schedule No.	Issuer in Charge	Issuer Approver	Description	
1004	2014-10-07	P	10	1	Harrisons	Gibsons	This is normal.a	Edit Delete

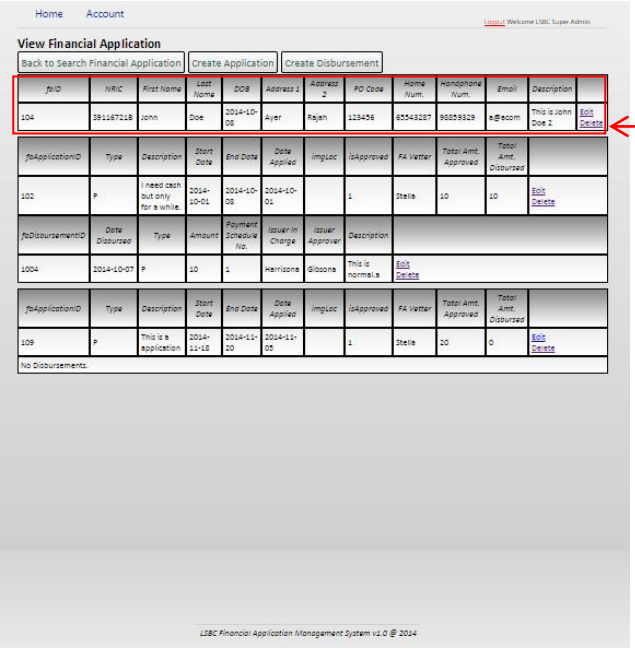
faApplicationID	Type	Description	Start Date	End Date	Date Applied	imgLoc	isApproved	FA Vetter	Total Amt. Approved	Total Amt. Disbursed	
109	P	This is a application	2014-11-18	2014-11-20	2014-11-05		1	Stella	20	0	Edit Delete

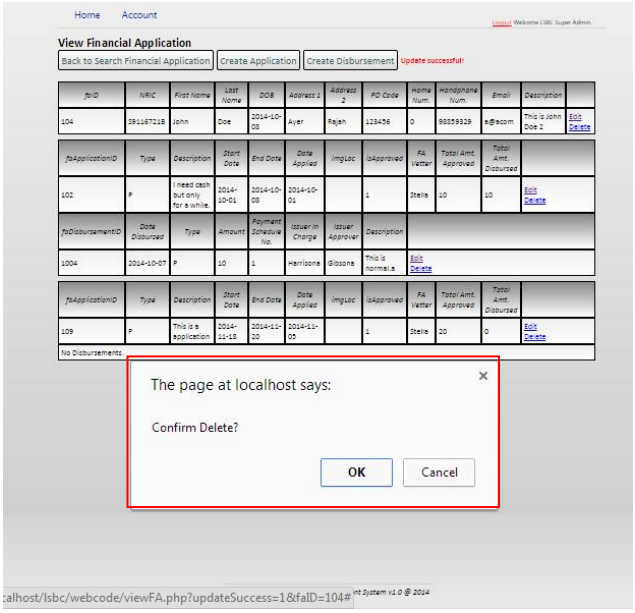
No Disbursements.

LSBC Financial Application Management System v1.0 @ 2014

Delete FA Profile

To delete the desired FA Profile Page, user would click on the "Delete" button for the first row of data. User would then receive a pop-out message confirming the execution of deletion. By





By clicking "OK", this will delete the FA Profile Page and results in system returning back to the Filter page.

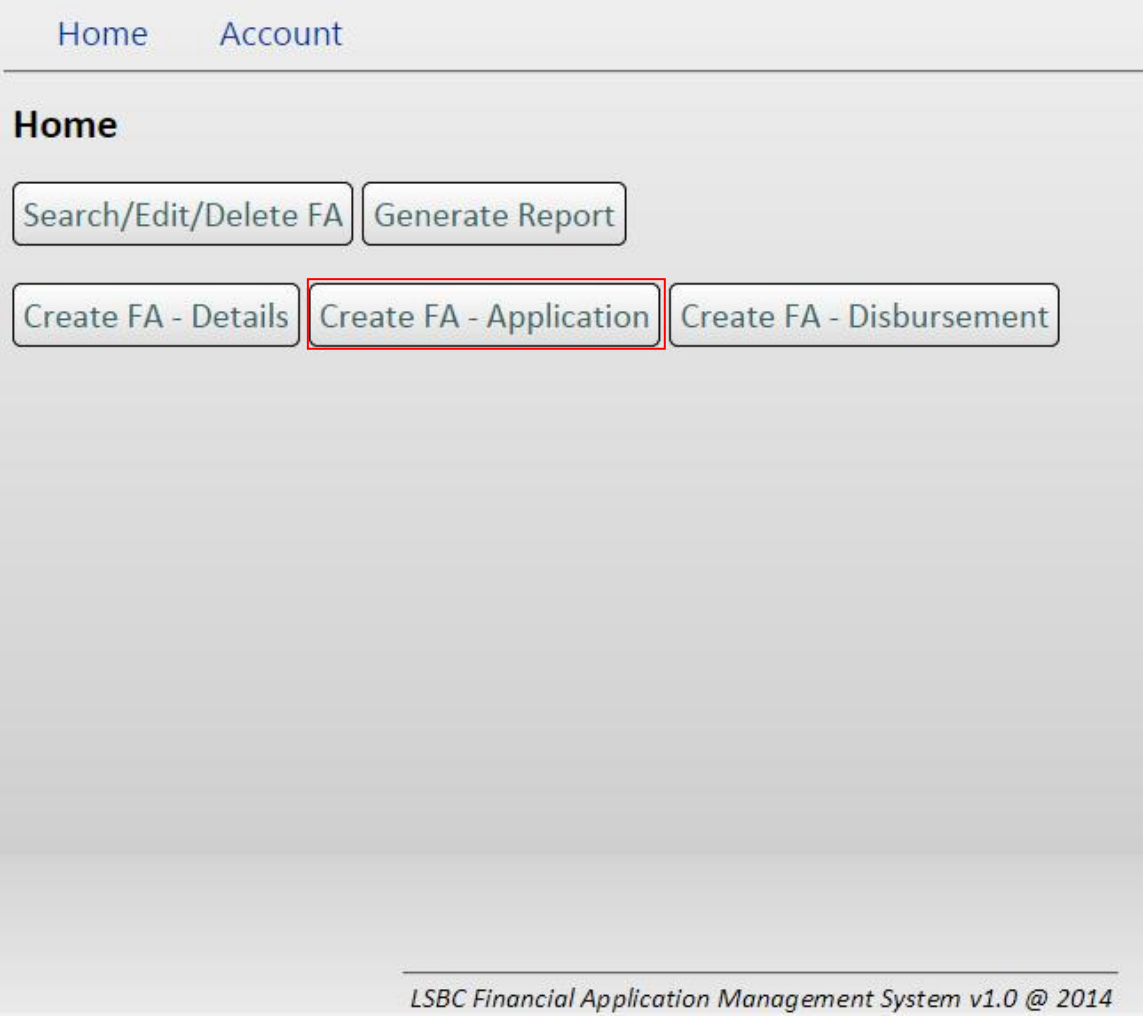
FOR MATTERS REGARDING FA APPLICATIONS

Creating FA Application for successful applicants

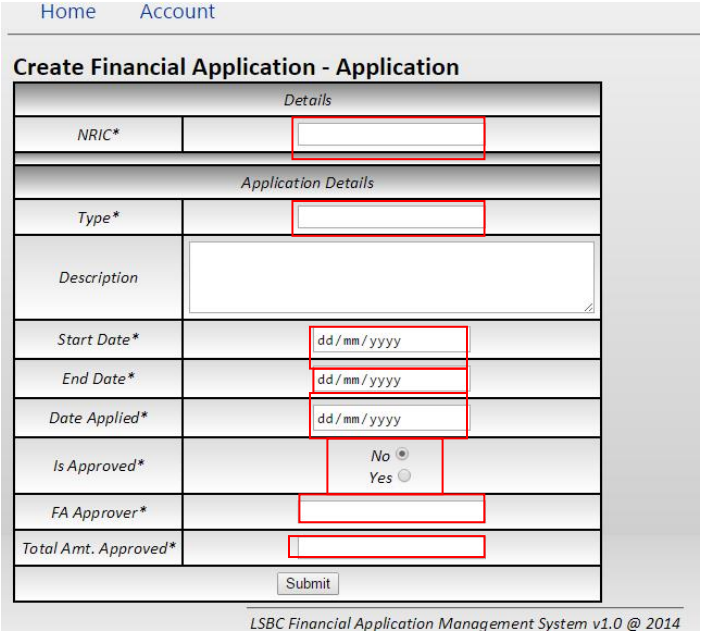
To create a financial application for the successfully approved applicants, user could begin from the Home Page or the FA Profile Page itself.

Starting page: Home Page

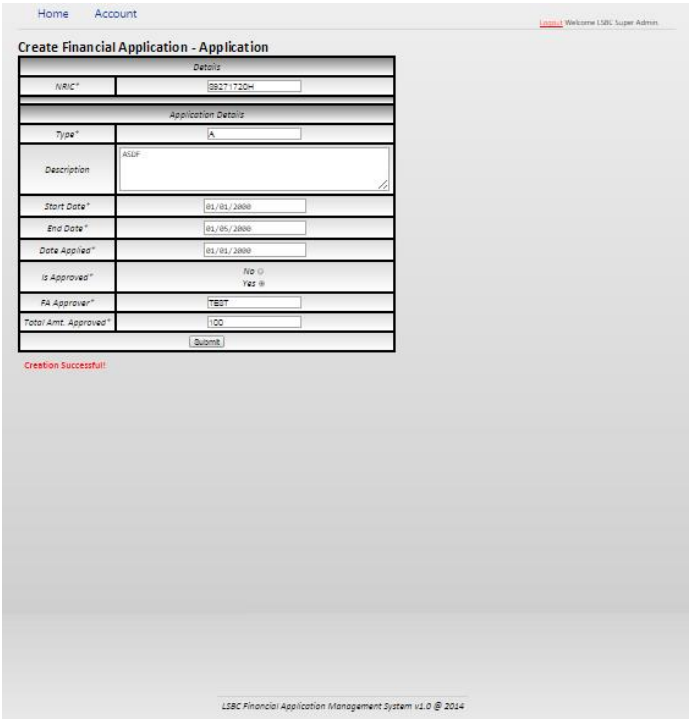
Firstly, click on "Create FA – Application" to proceed to the Create Financial Application – Application Page.



The user/administrator would have to fill in all the mandatory fields marked with * by the side before submitting the details.



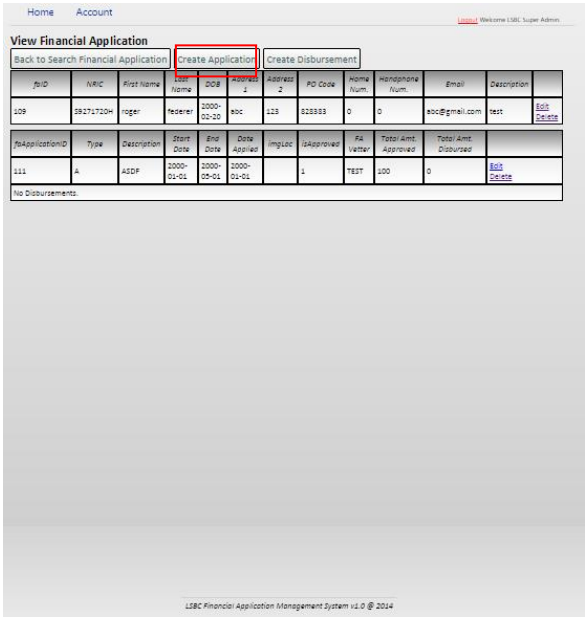
Once all mandatory fields are filled with the desired data and submitted, a successful submission would show the message "Creation Successful!"



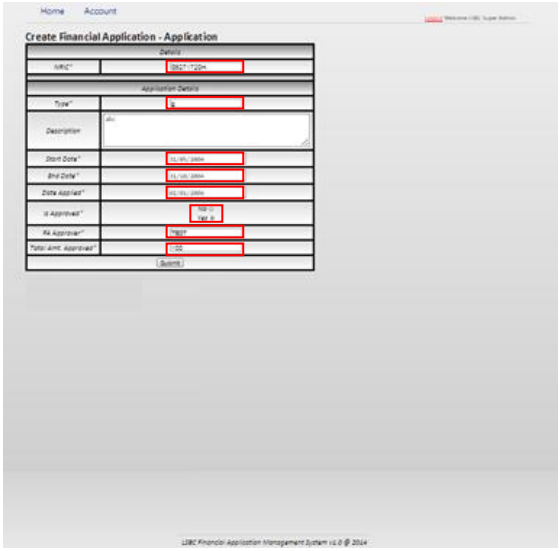
Alternate starting page: FA Profile Page

Firstly, follow the procedures of "Search & View Financial Applicants" to reach the desired FA Profile Page.

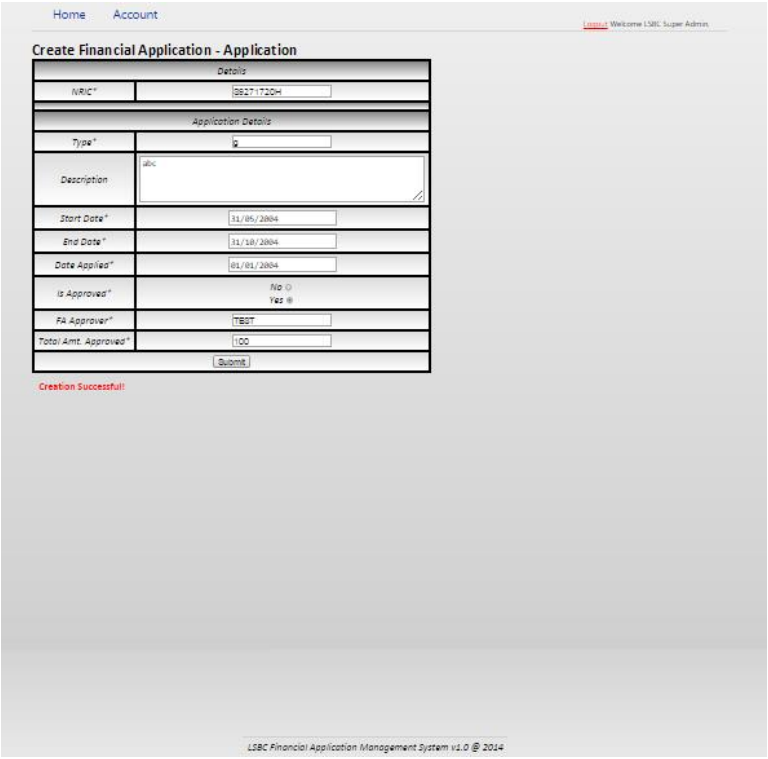
Click on the button - "Create Application" in the FA Profile Page to begin.



The system would proceed to the Create FA – Application Page. User then would have to fill in all the mandatory fields marked with * by the side before submission.



Once all mandatory fields are filled with the desired data and submitted, a successful submission would show the message "Creation Successful!"



Viewing, Editing & Deleting of Financial Applicant (FA) Applications

To begin, in order to view or to delete FA application, we first have to enter the desired FA Profile Page, which would require user to refer to "Search & View FA Profile" for procedures.

View FA Application

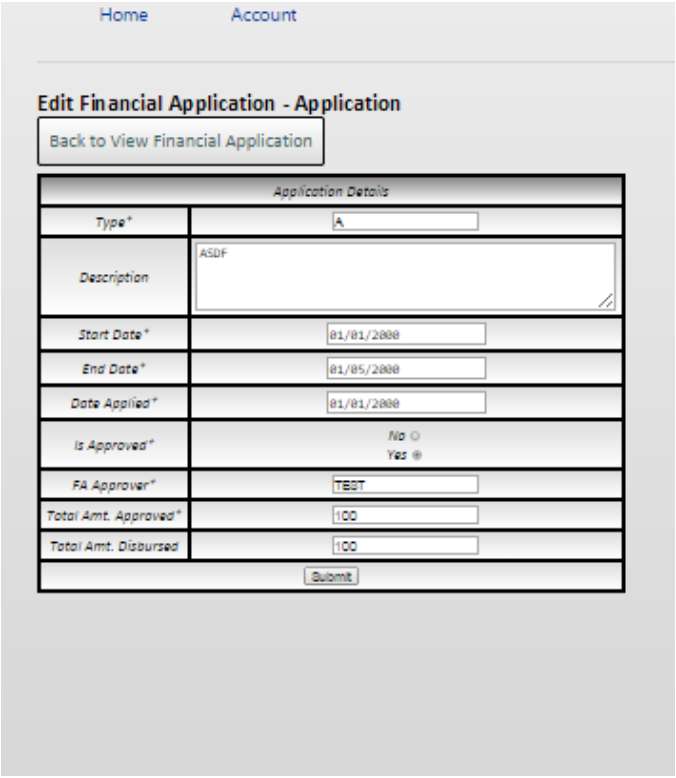
Starting page: FA Profile Page

To view the desired information of the FA Application, user simply has to enter the FA Profile Page – refer to "Search & View FA Profile" for procedures.

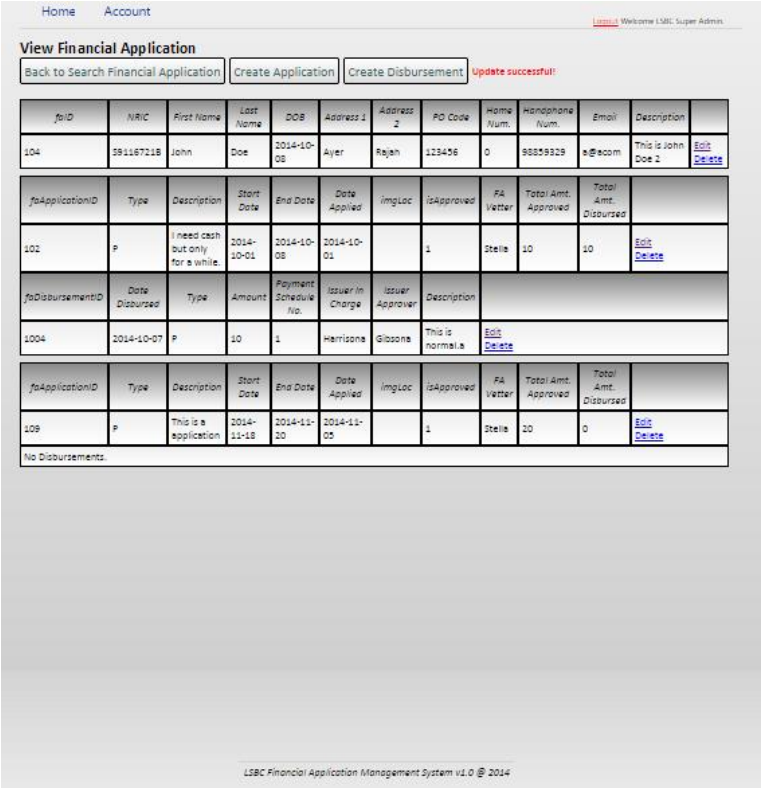
Edit FA Application

Starting page: FA Profile Page

To edit the desired FA Application of the FA Profile Page, user would click on the "Edit" button for the second row of data starting with "faApplicationID". User would then proceed to the Edit FA-Application Page where one could edit relevant data for the inputted data.



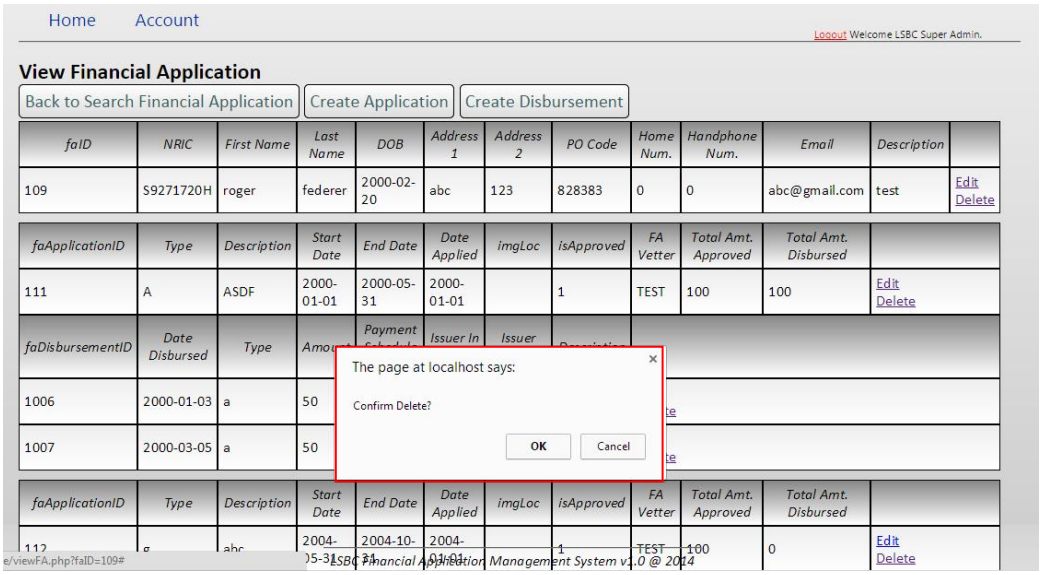
Once user has edited on the relevant information, click on "Submit" to update the system. Upon successful update, the system would proceed back to the main FA Profile Page while displaying the message of "Update successful!".



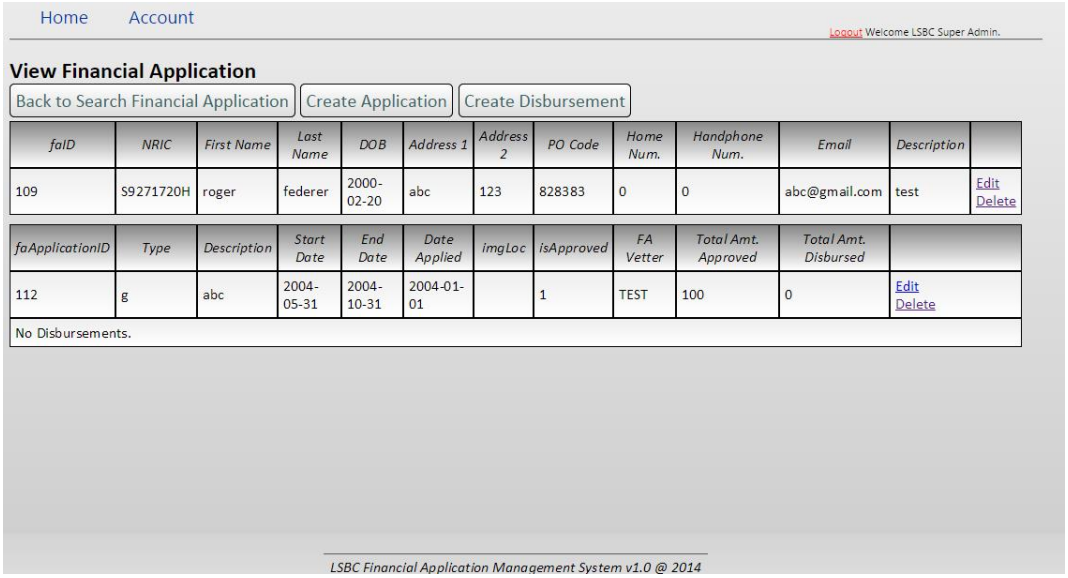
Delete FA Application

Starting page: FA Profile Page

To delete the desired FA Application, user would click on the "Delete" button for the second row of data starting with "faApplicationID'. User would then receive a pop-out message confirming the execution of deletion.



By clicking "OK", this will delete the FA application and results in system returning back to the FA Profile age with the selected FA application deleted.



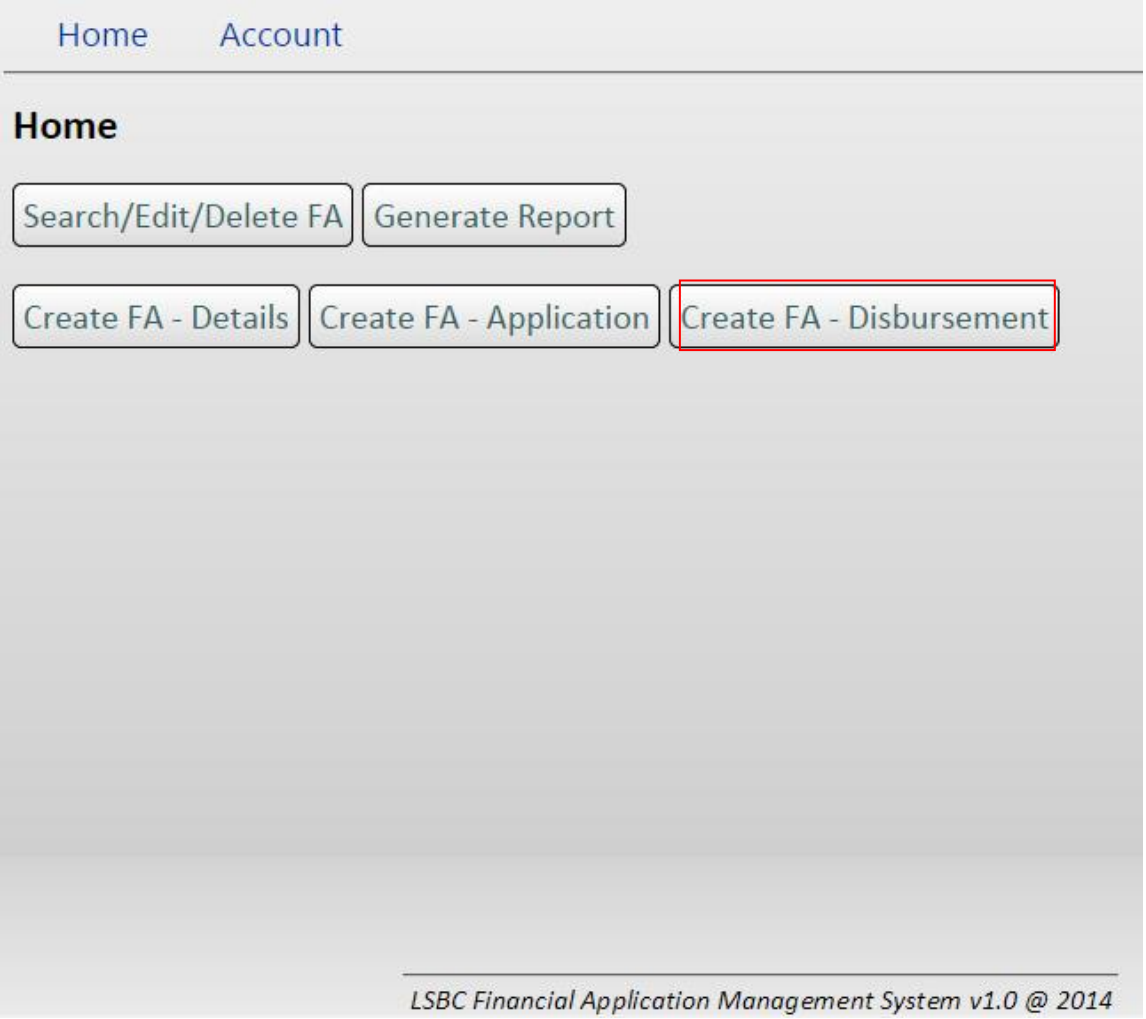
FOR MATTERS REGARDING FA DISBURSEMENT

Creating FA Application for successful applicants

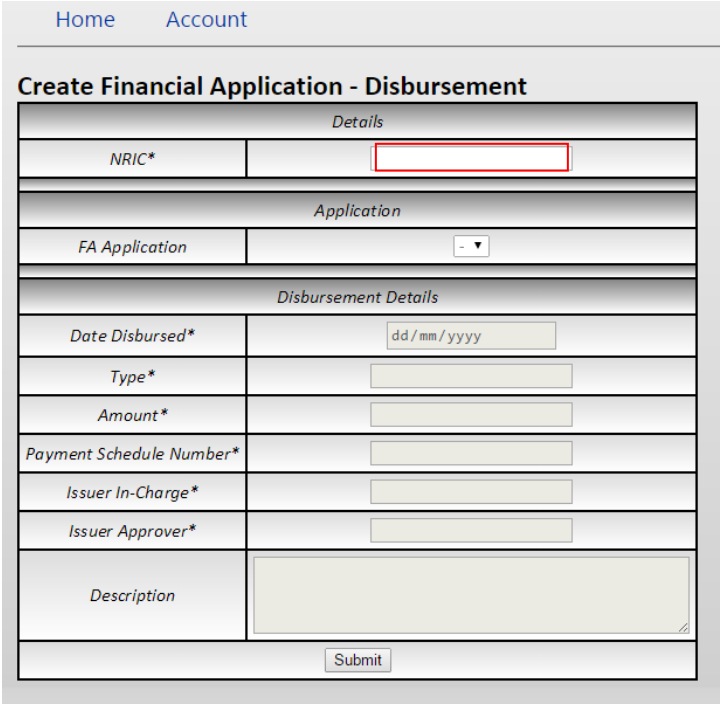
To create a financial application for the successfully approved applicants, user could begin from the Home Page or the FA Profile Page itself.

Starting page: Home Page

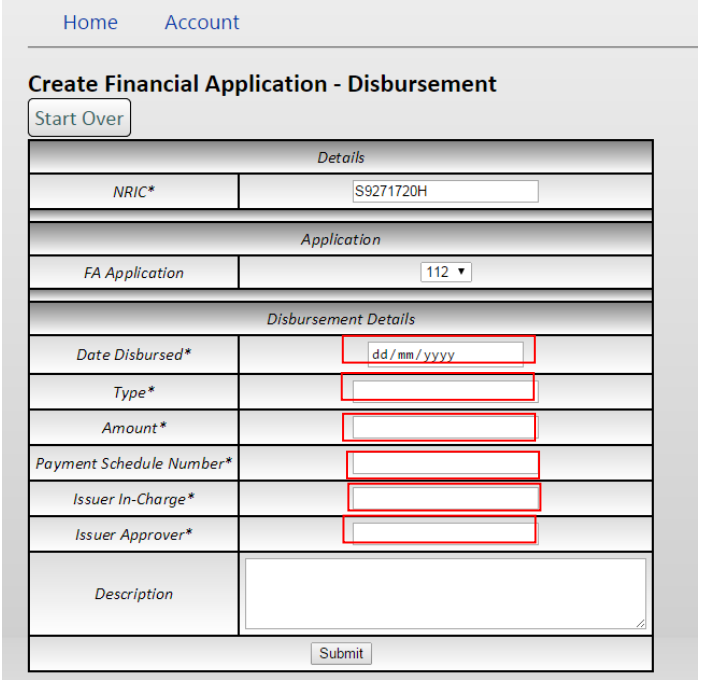
Firstly, click on "Create FA – Disbusement" to proceed to the Create Financial Application – Disbursement Page.



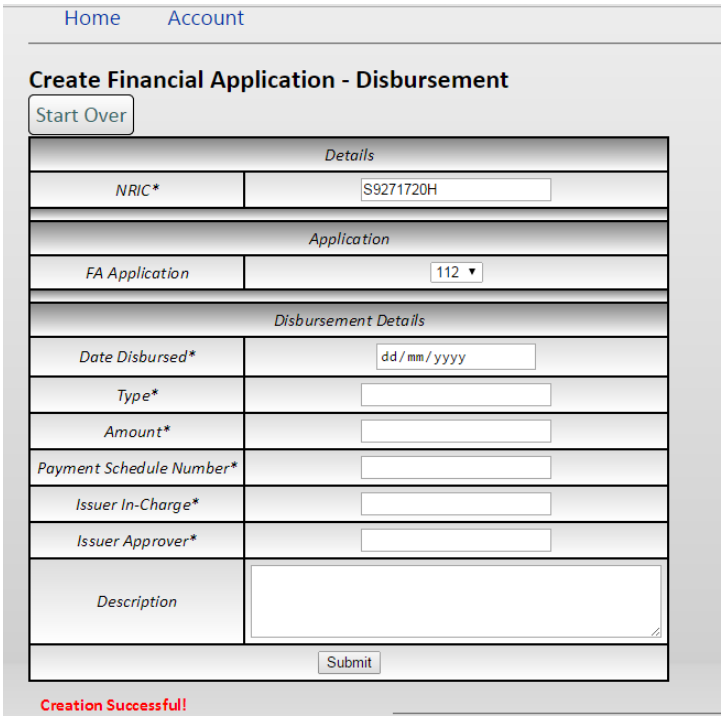
The user/administrator would have to fill in the applicant's NRIC before clicking 'Submit".



After verification, if it's a valid NRIC, the system would proceed to allow user to fill up the required data inputs for the disbursement.



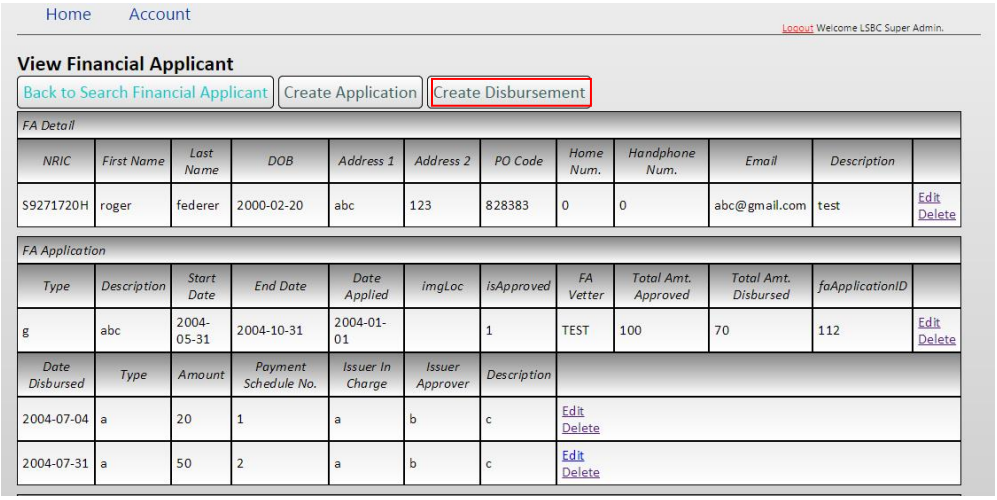
Once all mandatory fields are filled with the desired data and submitted, a successful submission would show the message "Creation Successful!"



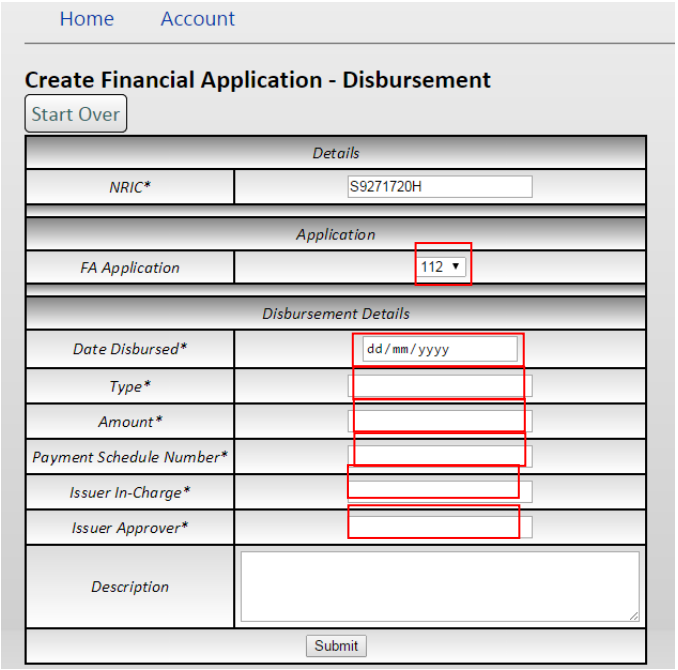
Alternate starting page: FA Profile Page

Firstly, follow the procedures of "Search & View Financial Applicants" to reach the desired FA Profile Page.

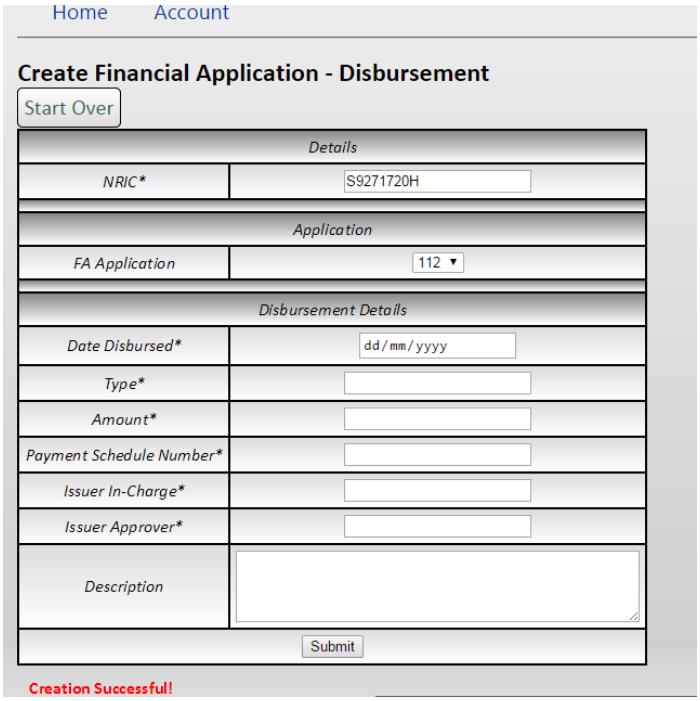
Click on the button - "Create Disbursement" in the FA Profile Page to begin.



The system would proceed to the Create FA – Disbursement Page. User then would have to fill in all the mandatory fields marked with * by the side before submission.



Once all mandatory fields are filled with the desired data and submitted, a successful submission would show the message "Creation Successful!"



Viewing, Editing & Deleting of Financial Applicant (FA) Applications

To begin, in order to view or to delete FA application, we first have to enter the desired FA Profile Page, which would require user to refer to "Search & View FA Profile" for procedures.

View FA Disbursement

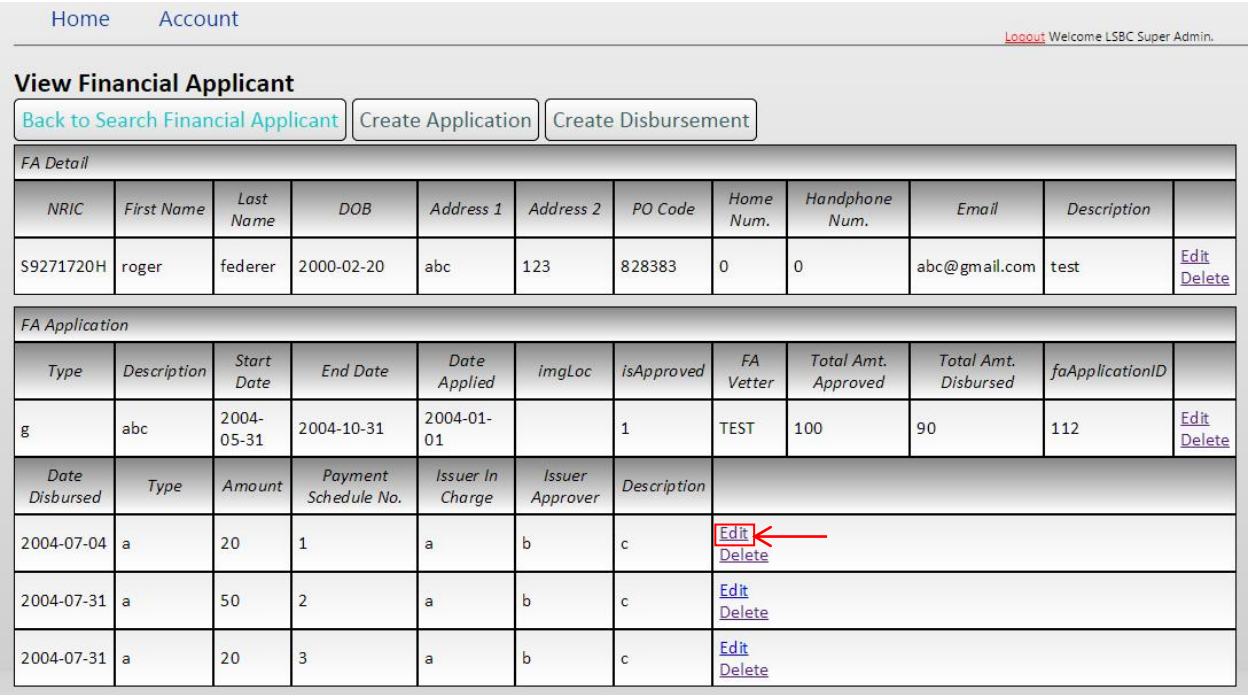
Starting page: FA Profile Page

To view the desired information of the FA Application, user simply has to enter the FA Profile Page – refer to "Search & View FA Profile" for procedures.

Edit FA Disbursement

Starting page: FA Profile Page

To edit the desired FA Application of the FA Profile Page, user would click on the "Edit" button for the second row of data starting with "faDisbursementID".User would then proceed to the Edit FA-Disbursement Page where one could edit relevant data.



Home Account

Logout Welcome LSBC Super Admin.

View Financial Applicant

Back to Search Financial Applicant | Create Application | Create Disbursement

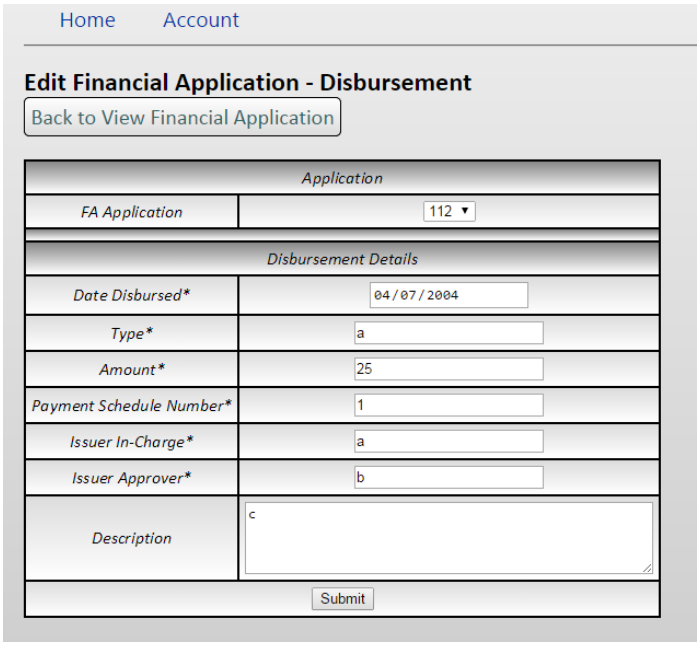
FA Detail

NRIC	First Name	Last Name	DOB	Address 1	Address 2	PO Code	Home Num.	Handphone Num.	Email	Description	
S9271720H	roger	federer	2000-02-20	abc	123	828383	0	0	abc@gmail.com	test	Edit Delete

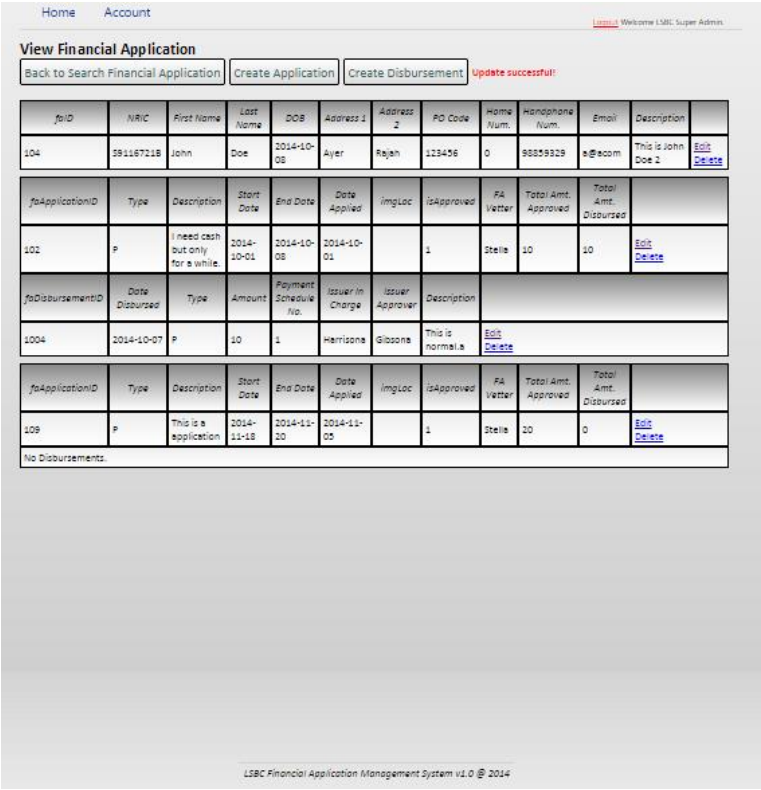
FA Application

Type	Description	Start Date	End Date	Date Applied	imgLoc	isApproved	FA Vetter	Total Amt. Approved	Total Amt. Disbursed	faApplicationID	
g	abc	2004-05-31	2004-10-31	2004-01-01		1	TEST	100	90	112	Edit Delete

Date Disbursed	Type	Amount	Payment Schedule No.	Issuer In Charge	Issuer Approver	Description	
2004-07-04	a	20	1	a	b	c	Edit Delete
2004-07-31	a	50	2	a	b	c	Edit Delete
2004-07-31	a	20	3	a	b	c	Edit Delete



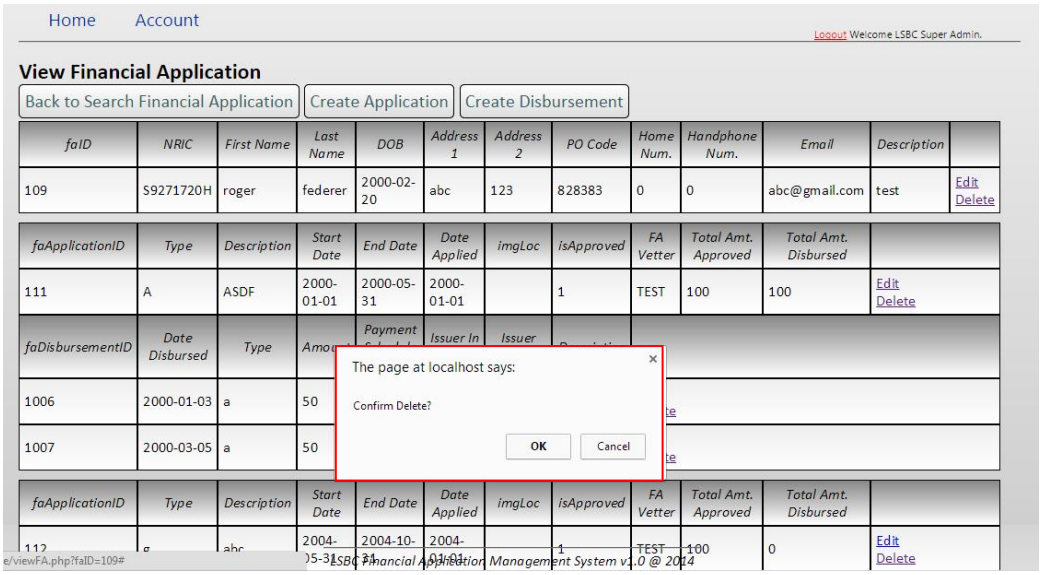
Once user has edited on the relevant information, click on "Submit" to update the system. Upon successful update, the system would proceed back to the main FA Profile Page while displaying the message of "Update successful!".



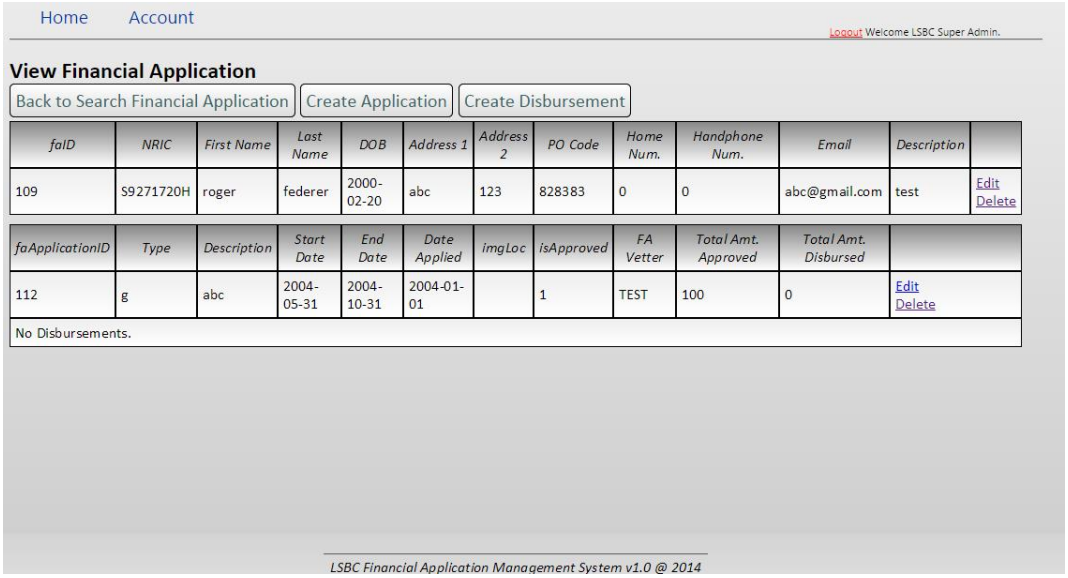
Delete FA Disbursement

Starting page: FA Profile Page

To delete the desired FA Application, user would click on the "Delete" button for the second row of data starting with "faDisbursementID'. User would then receive a pop-out message confirming the execution of deletion.



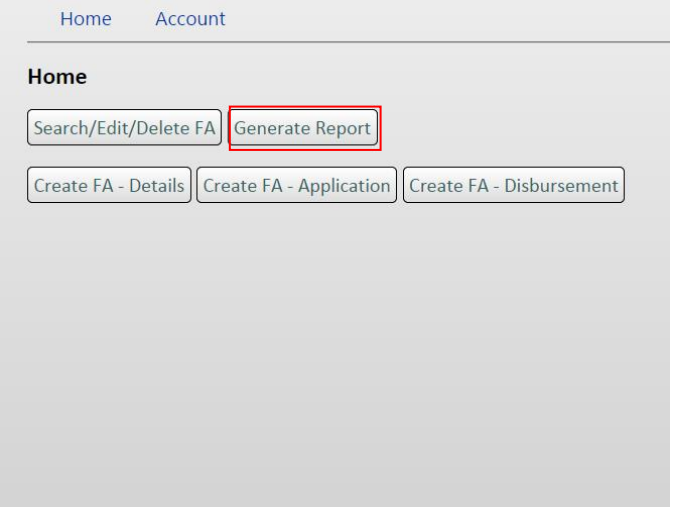
By clicking "OK", this will delete the selected FA Disbursement and results in system returning back to the FA Profile age.



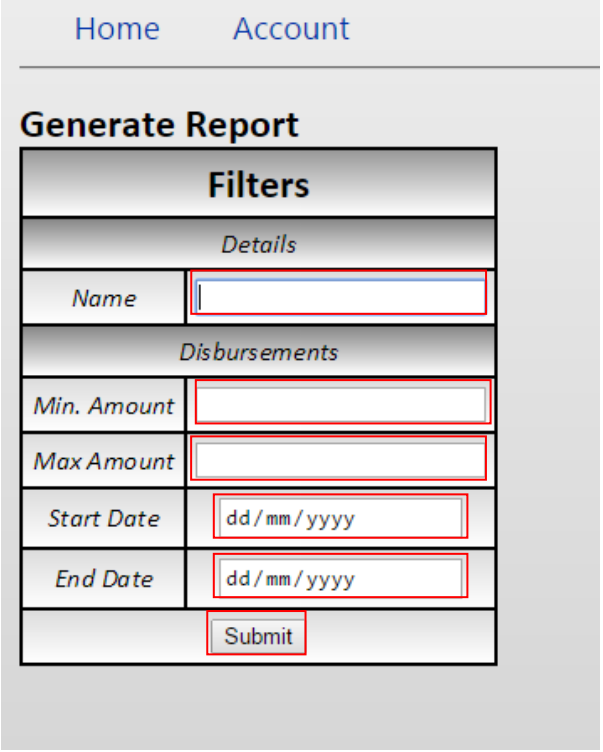
FOR MATTERS REGARDING REPORT GENERATION

Starting page: Home Page

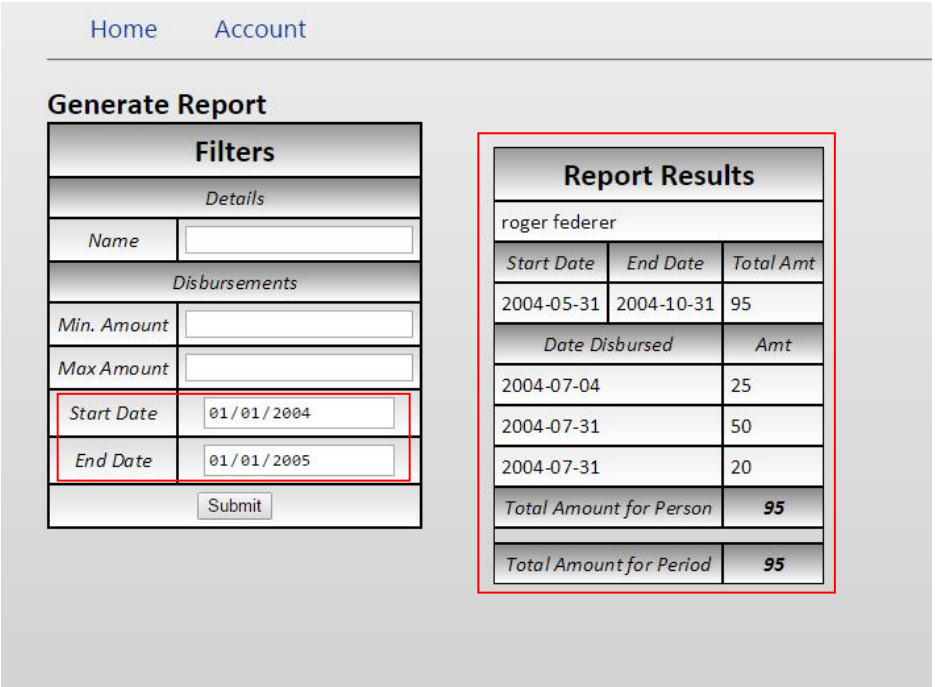
To generate report, user would click on the "Generate Report" button on the Home Page.



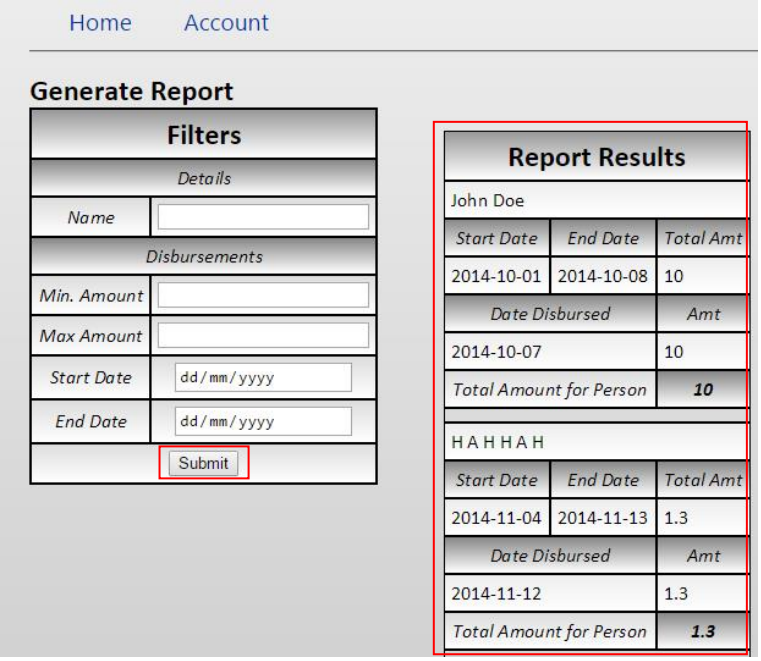
System would proceed on to the Generate Report Page where the user would be able to enter the relevant data for filtering of disbursements/applications.



After submission based on the data filter inputs, system would then churn out the relevant disbursement tagged under the relevant FA Profile & FA Application in a report result.

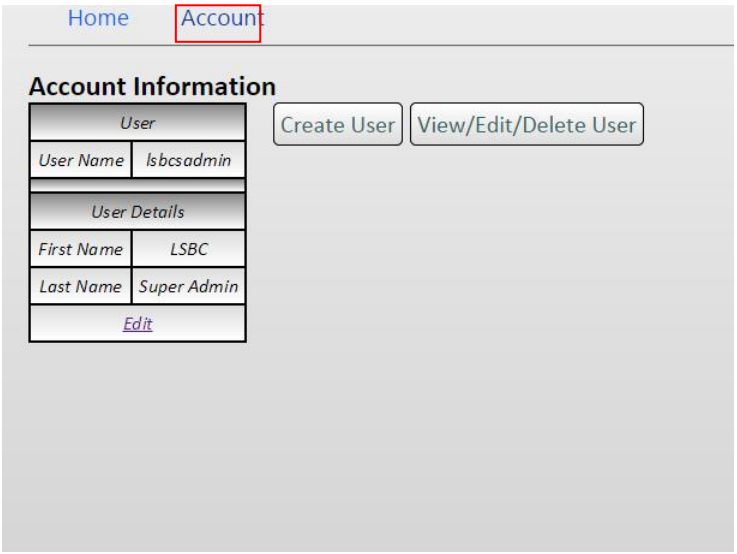


Alternatively, by submitting without any filter, system will display all the list of FA profile with their application(s) and disbursement(s) in the order of profile registration date & time.



MATTERS REGARDING ACCOUNTS

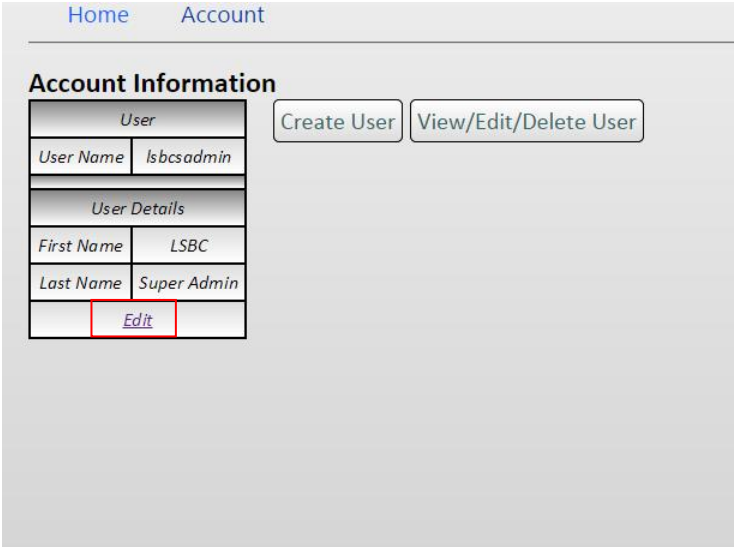
To begin, click on the "Account" tab on the top row. Upon clicking, the system will direct you to Account Information Page where one is able to manage account information.



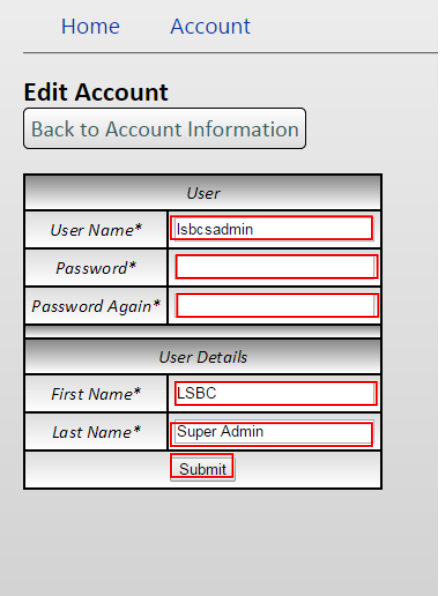
Edit Current User Account Information

Starting Page: Account Information Page

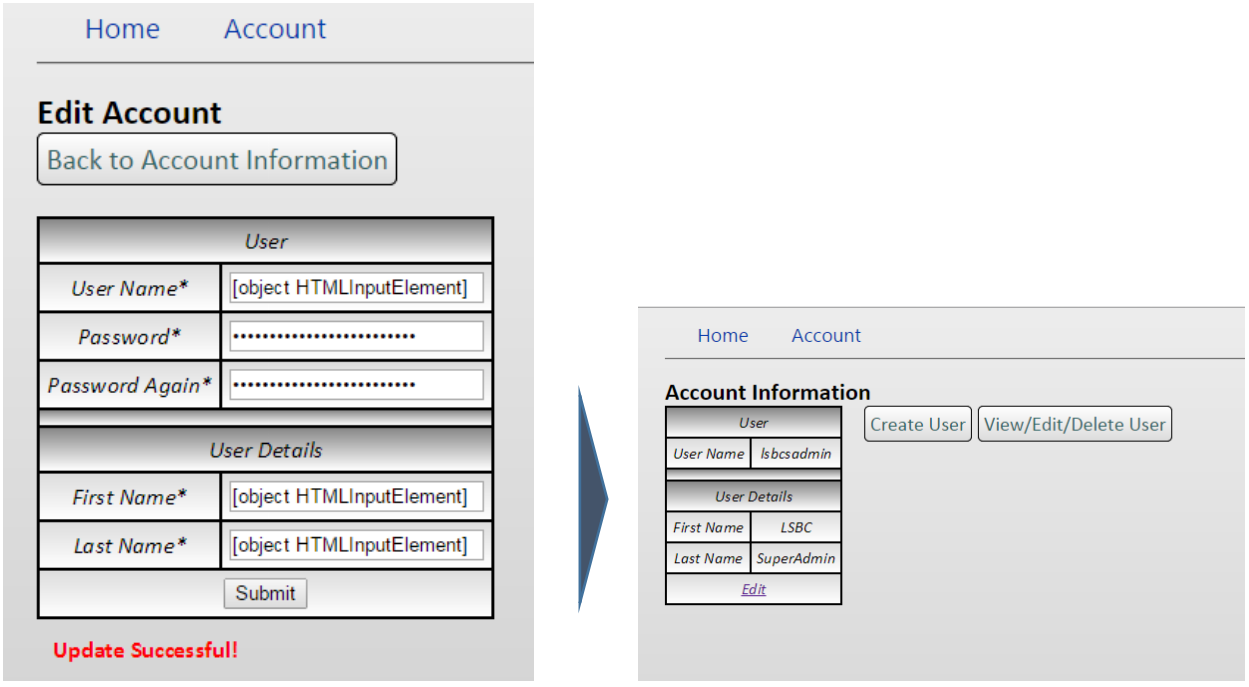
To edit current user account's information, click on the "Edit" button below the User and User Details column.



System would then proceed to the Edit Account Page where user would be able to edit the desired data input(s) before clicking the "Submit" button.



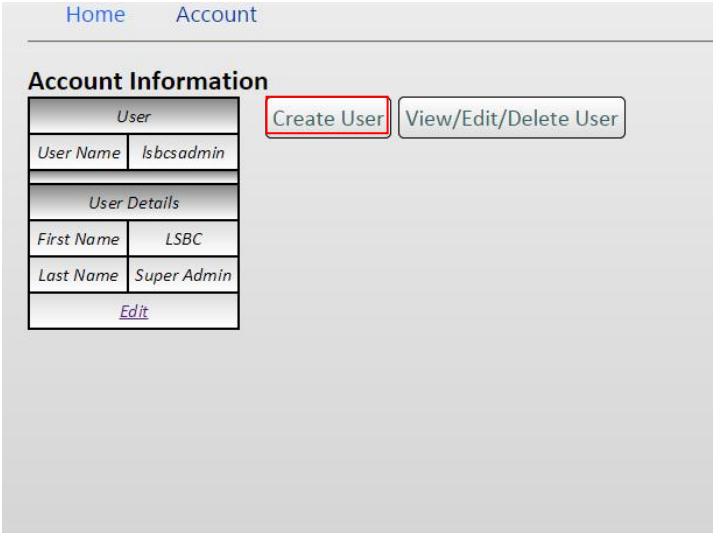
Upon submission and successful verification of data, system would display message "Update Successful!" before returning to the Account Information Page.



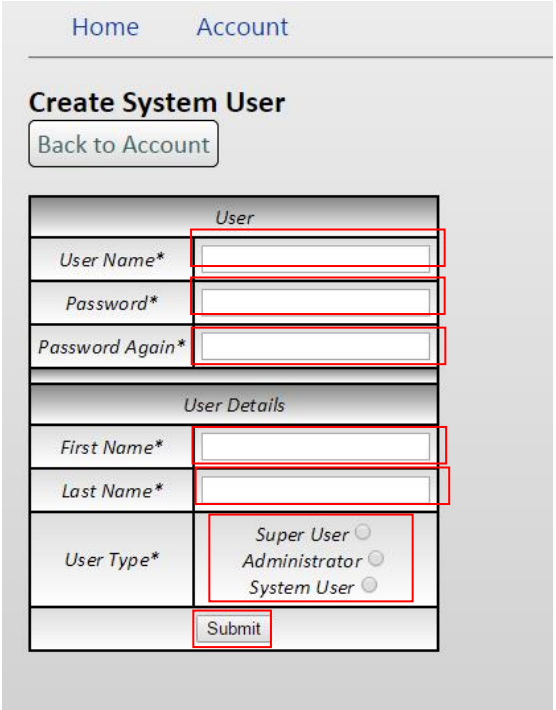
Create user

Starting Page: Account Information Page

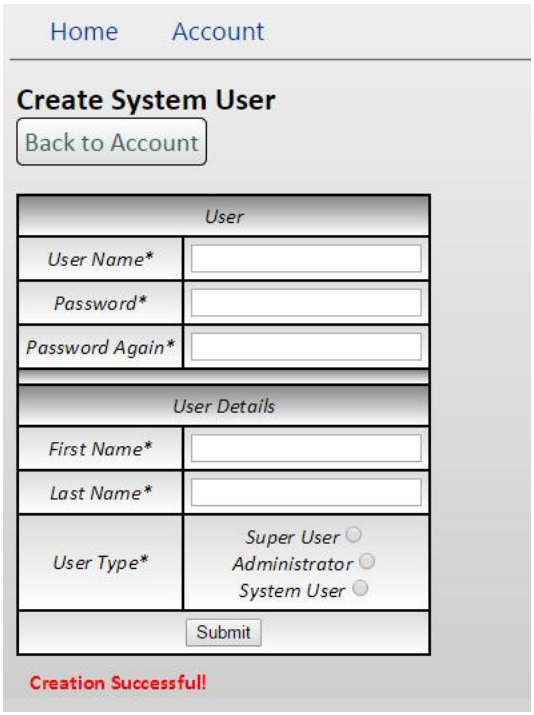
To create user, one must firstly be using an account type of a Super User. To begin, click on the "Create User" button.



System would then redirect user to Create System User Page where user would have to fill in the data inputs required and to choose the type of user desired before clicking "Submit".



Upon clicking "Submit", upon successful verification of data inputs, the message "Creation Successful!" would be shown. User then can log in using the new account.

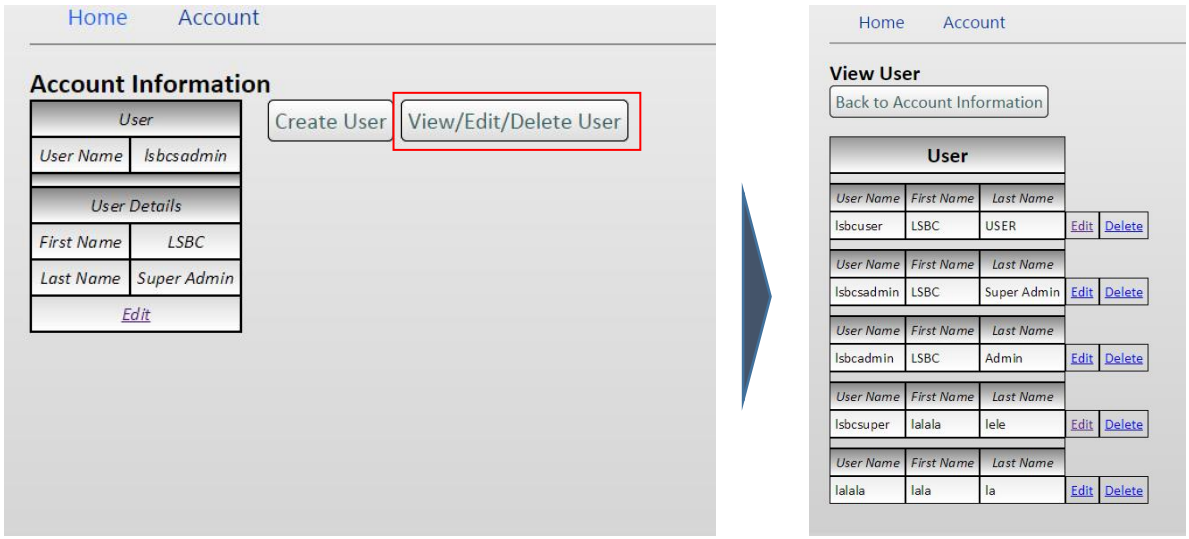


View, Delete & Edit Existing Accounts

Starting Page: Account Information Page

View Existing Account

To view existing accounts, simply click on the button "View/Edit/Delete User". The system would direct one to View User Page.

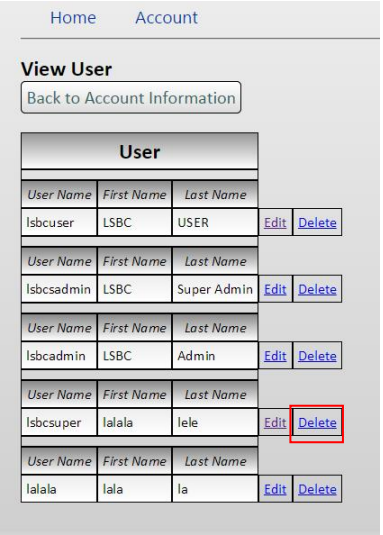


Delete Existing Account

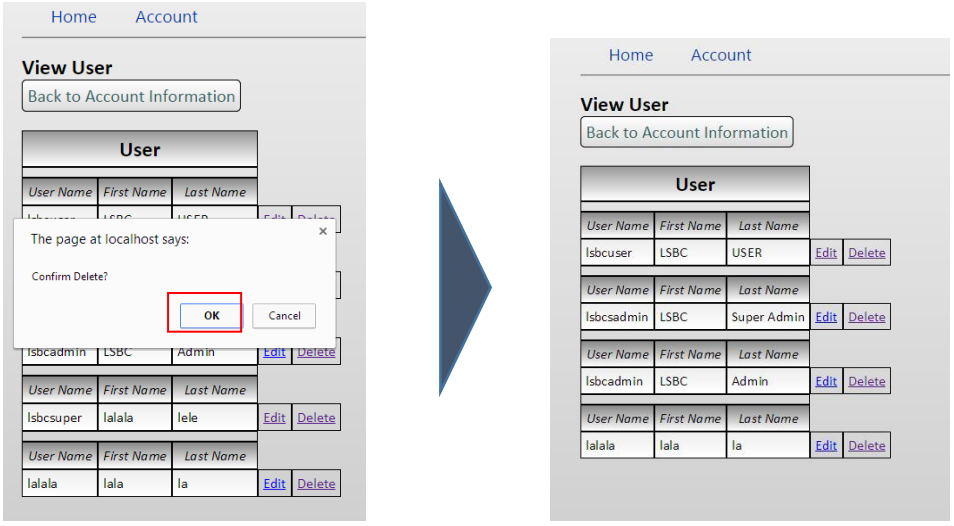
To begin, one first has to be logged in as a Super User type account. Next, follow the procedures of "View Account" (Page 30) to proceed to View User Page.

Starting Page: View User Page

To delete existing user account(s), click on the delete button next to the desired account(s).



Upon clicking, system would prompt user to confirm the process. By confirming, the system would then proceed to delete the account before returning to View User Page.

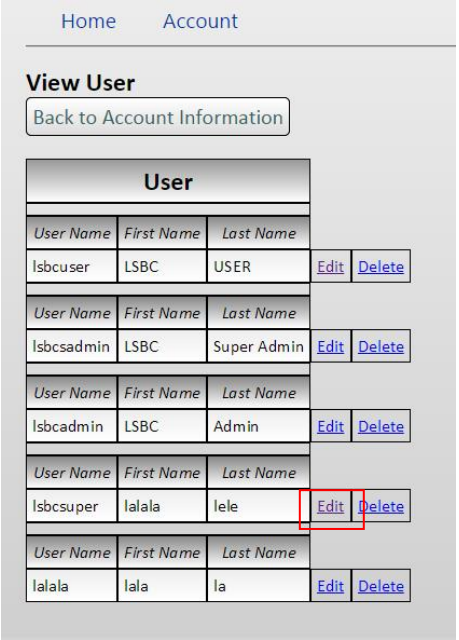


Edit Existing Account

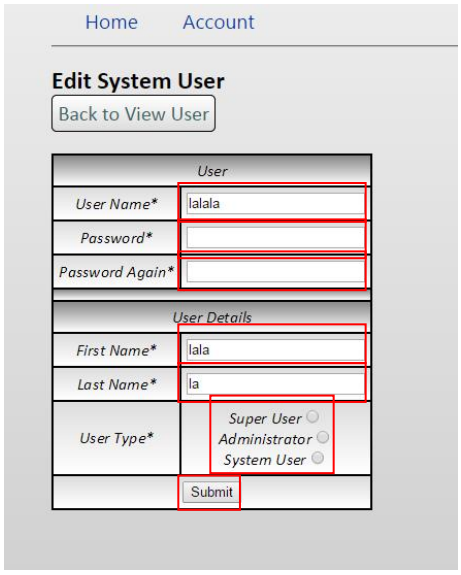
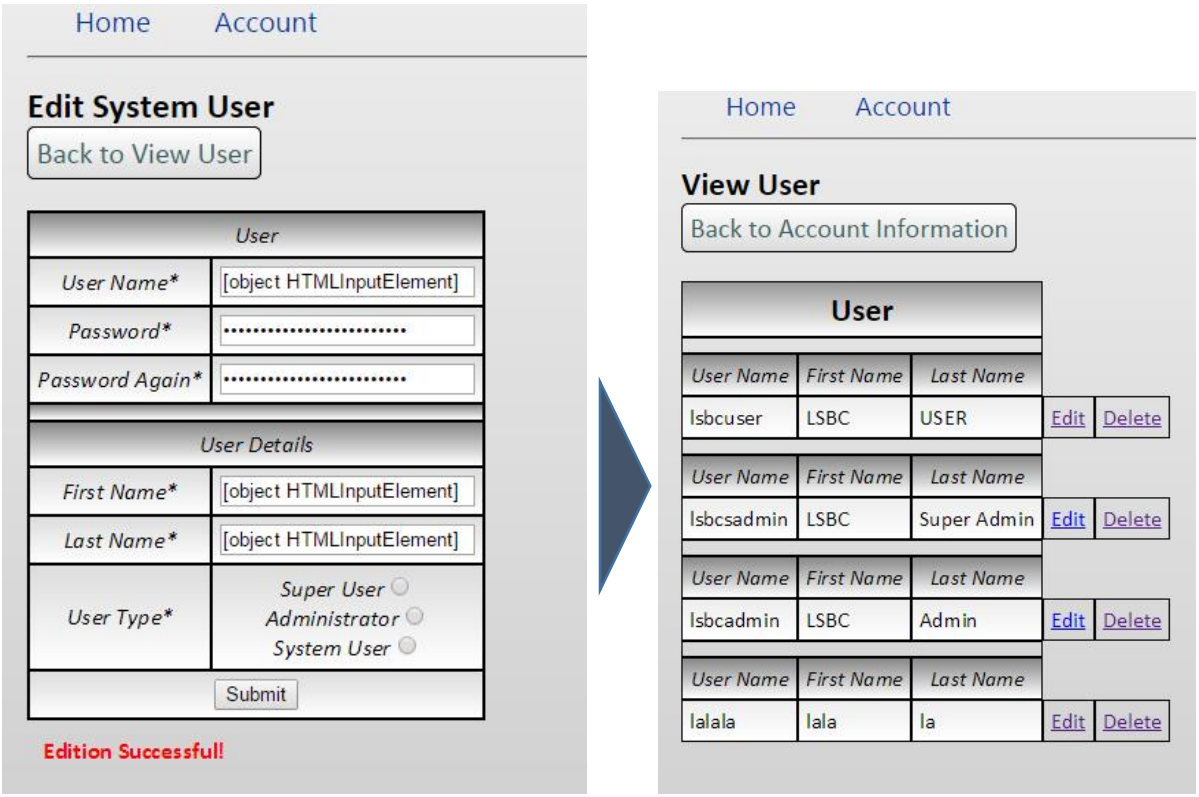
To begin, one first has to be logged in as a Super User type account. Next, follow the procedures of "View Account" (Page 30) to proceed to View User Page.

Starting Page: View User Page

Click on the "Edit" button beside the desired account to edit.



Upon clicking "Edit", system will proceed to the Edit System User Page where user can edit the relevant data inputs of the desired account before clicking the "Submit" button.



With successful submission, the system would display the success message of "Edit Successful!" before returning to the View User Page.