School Violence Monitoring System
User Guide

1. Data Collection

Purpose: Enter and manage raw data from Students, Teachers, and Parents.

- **Upload Excel Data (Data Entry role):**

  1. Navigate to **Data Collection → Upload Excel**.

  2. Select the prepared Excel file (with student/teacher/parent sheets).

  3. Click **Upload**. The system validates and imports records.

- **View Records:**

  1. Go to **Data Collection → View Records**.

  2. Browse student, teacher, and parent entries in tabular format.

- **Export Data:**

  1. Click **Export to Excel** to download all records.

  2. Each category (students, teachers, parents) appears in separate sheets.

2. Indicators

Purpose: Show statistical measures and performance indicators.

- **Access Indicators:**

  1. Navigate to **Indicators → Dashboard**.

  2. View charts and percentages (reporting rate, recurrence, effectiveness).

- **Interpretation:**

  o **Reporting Rate:** % of students who reported violence.

  o **Recurrence Rate:** % of students with multiple cases.

  o **Effectiveness:** % of students satisfied with reporting systems.

3. Visualization

Purpose: Graphical insights into violence data.

- **Access Visualization:**

1. Navigate to **Visualization → Dashboard**.

2. View charts by violence type, perpetrators, gender, and region.

- **Usage:**

  o Hover over charts to see exact values.

  o Use filters (if available) to narrow by category (e.g., gender, region).

4. Reports

Purpose: Generate detailed tabular reports and export them.

- **View Reports:**

  1. Navigate to **Reports → Dashboard**.

  2. Browse summaries by gender, age, disability, violence forms, perpetrators.

- **Export Reports:**

  o **PDF Export:** Click **Export to PDF** to download a styled report.

  o **Excel Export:** Click **Export to Excel** for spreadsheet analysis.

5. Settings

Purpose: Manage users, backups, and system preferences.

- **Dashboard (User Guide):**

  o Provides quick instructions and links to each function.

- **User Management (Admin only):**

  1. Go to **Settings → User Management**.

  2. Add, edit, or delete users.

     ▪ Safeguards prevent deleting yourself or the last Admin.

- **Backup Database (Admin only):**

  1. Go to **Settings → Backup Database**.

  2. Click **Backup Now** to download a JSON file.

- **Restore Database (Admin only):**

  1. Go to **Settings → Restore Database**.

  2. Upload a backup JSON file.

3. Click **Restore** to reload data.

- **System Settings:**

  - Update organization name/logo.

  - Adjust thresholds or defaults.

  - Save changes to apply immediately.

🔑 **Role Summary**

- **Admin:** Full access (all modules).

- **DataEntry:** Upload and manage data only.

- **Viewer:** Read-only access to indicators, visualization, and reports.