[Document title]

[Document subtitle]

Abstract
[Draw your reader in with an engaging abstract. It is typically a short summary of the document.
When you're ready to add your content, just click here and start typing.]
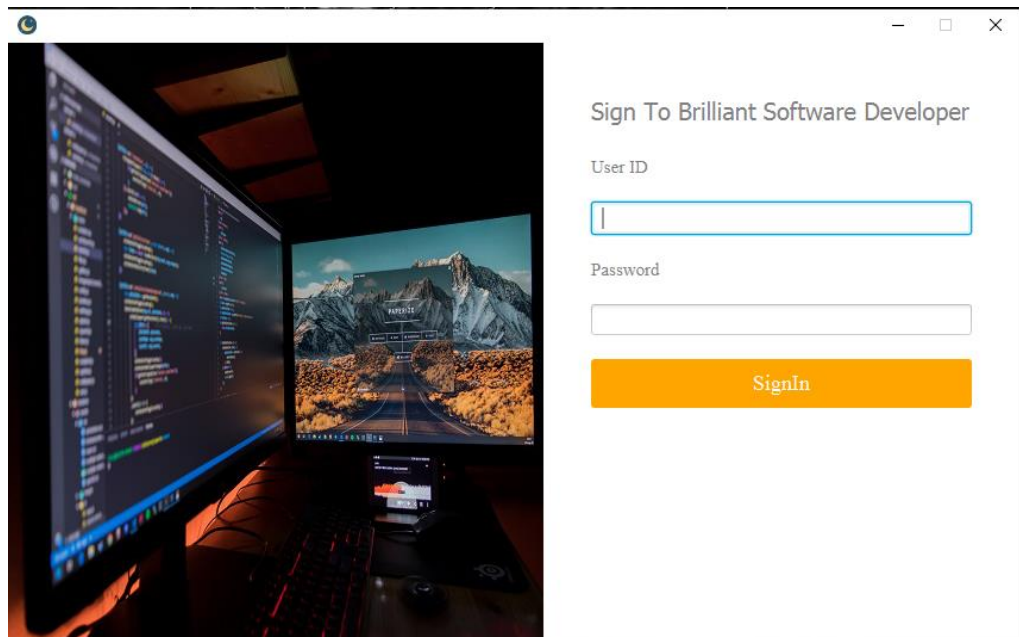
MAT-User

[Email address]

Help

1. The first step is entering into the system.
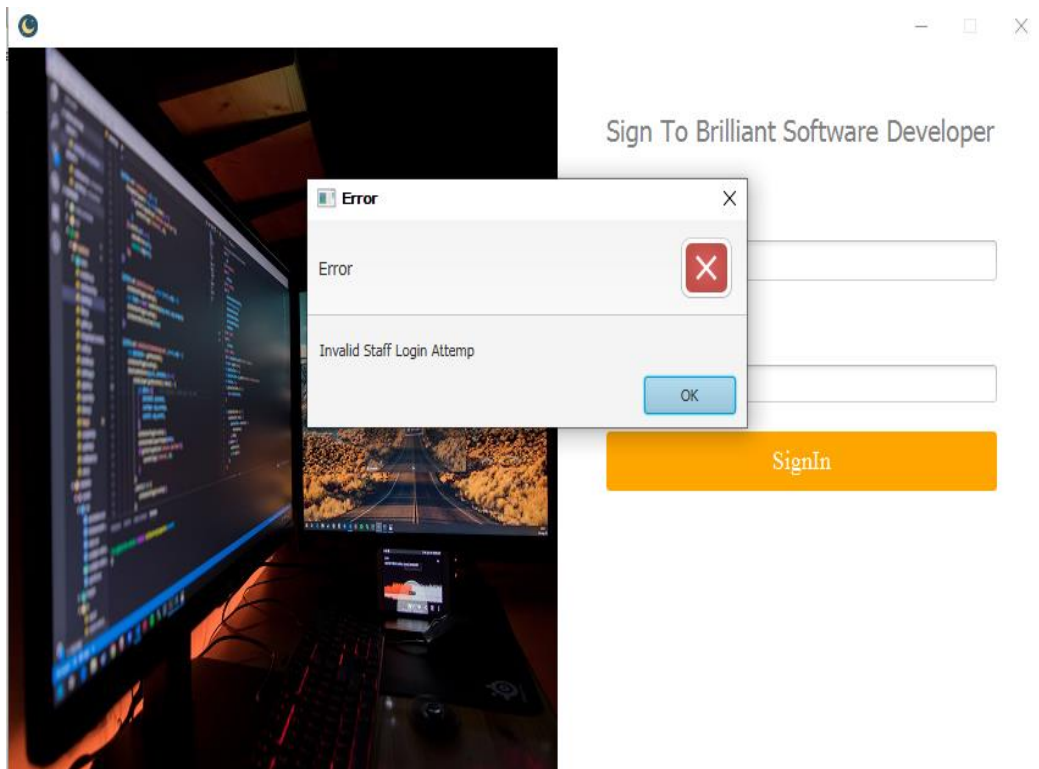
Type user userid and password correctly.

If so, the system will allow to you to use it.
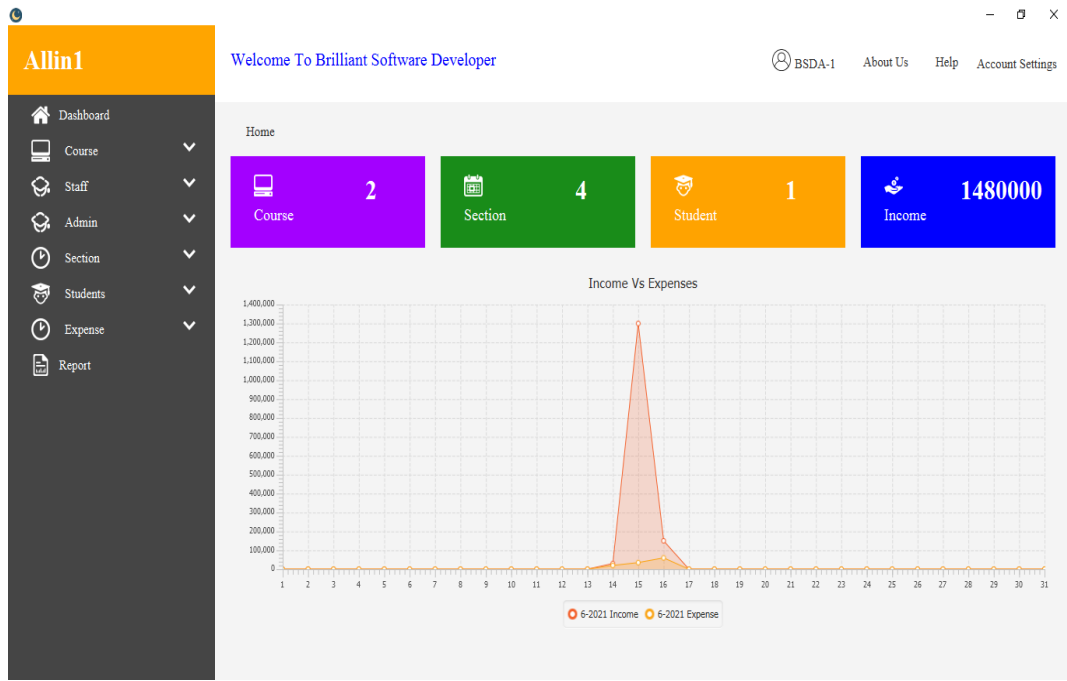
Unless, it will show warning message.

Unsuccessful Login Attempts

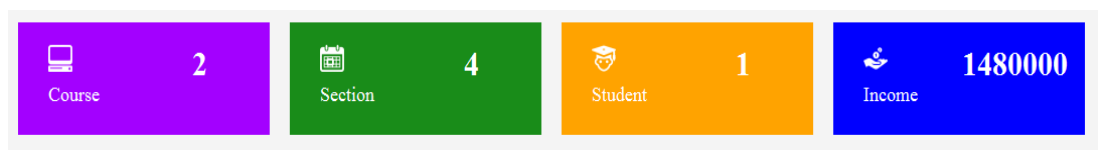# Type user userid and password correctly.
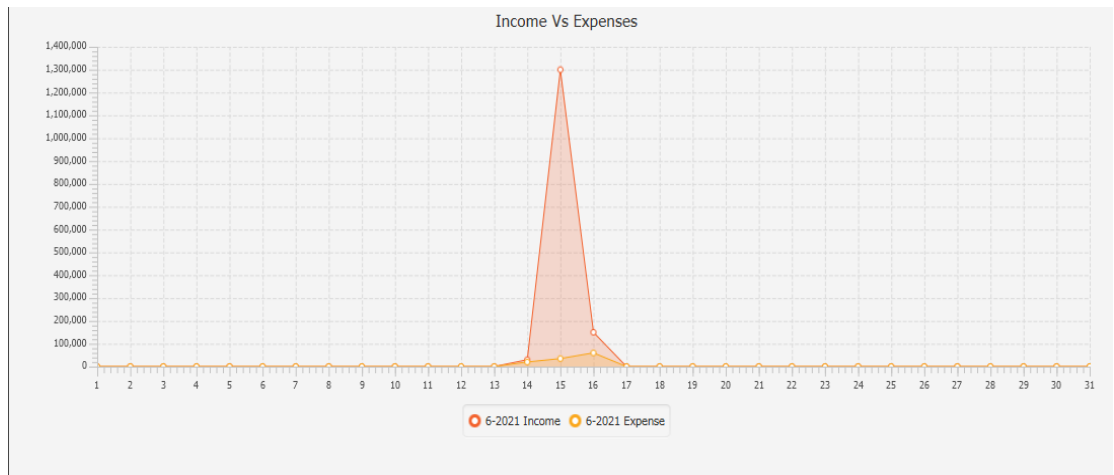
Successful Admin Login

- If userid and password is correct the system will allow you to use it.
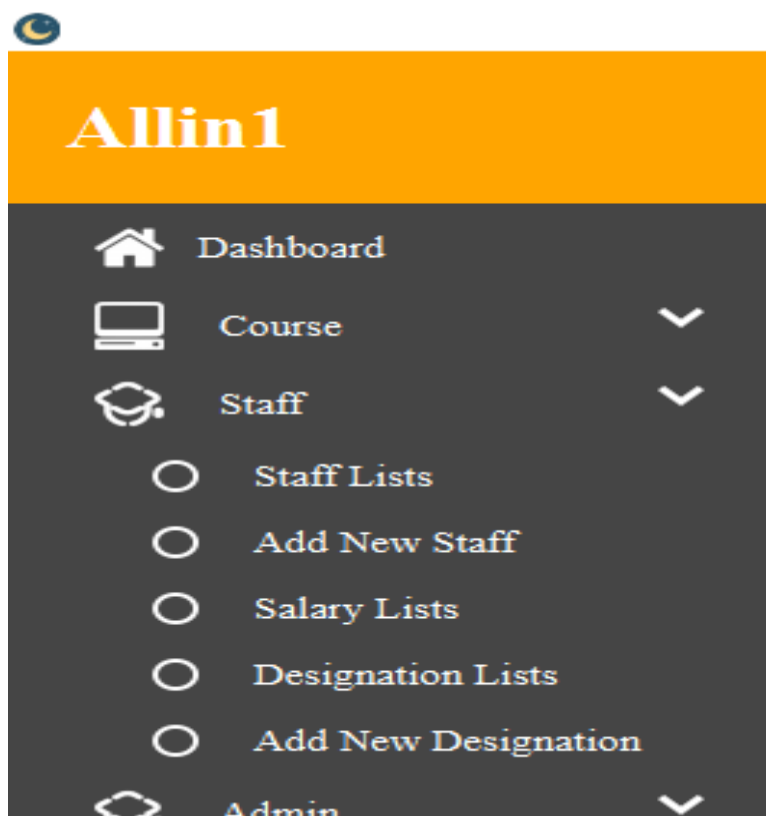

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Quick Report

1. Course
2. Section
3. Student
4. Income Vs Expense

Income Vs Expenses

You can see quick report from dash board view.

If you click 'Dashboard', system will should you quick report view for admin.

If you expand the button from left part, you will see what operation you can do from this system.

So if you are first user to this system, expand all the button and see operations.

1. Staff Button Expand
   1. Staff Lists
   2. Add New Staff
   3. Salary Lists
   4. Designation Lists
   5. Add New Designation Lists

Staff Lists

Here you can see current working staff data.

1. In number 1, it will show you staff data who are currently working

2. In number 2, Add new staff button is provided. If you click it, it will bring you add new staff page.

3. In number 3, operations that the admin can do are provided.
   eye icon is for seeing staff data.

   edit icon is for editing staff data.

delete icon is for deleting staff data.

paid icon is for paying salary to staff data.

block icon is for suspending staff account.

4. In number 4, you can check which staff is suspended.

- ## View Icon

If you click this icon, it will bring you staff data view page.
So, staff data view page will be active, but you can click staff lists view index to get staff lists view page.

Active Page index is black
Inactive Page index is grey.

Home Staff Lists **Staff Data**

Mg Mg Detail

🗄 **Job Details**

Staff ID:	1
Staff Name:	Mg Mg
Join Date:	2021-06-14
Designation:	Teacher
Salary:	130000

🖂 **Personal Information Details**

Gender:	Male
Date of Birth:	1980-03-05
Phone No:	09455230237
Present Address:	Mandalay

All the staff information is provided to you.

The bottom table is showing how staff salary or designation are update how many times.

- ## Add New Staff

Here the active page is adding new staff page.

If you want to add new staff, you need to fill the data. Be sure all the validations are correct.

Name

For example, Staff Name should be only character with first capital letter follow by small letter.

Mg Mg is correct.

Su MON is not correct.

Join Date and Date of Birth

Format   yyyy/mm/dd

2021/11/9 is correct

9/11/2021 is not correct or 2023/13/9 is not correct

Be sure to type valid day, valid month and valid year.

Phone No

Format 09********* or 09****** or 02******

09455230238 is correct

0945523023 is not correct.

02422660 is correct.

Present Address

Present Address should be more than 3 characters.

Salary amount

You should type salary amount between designation's maximum salary and minimum salary.

Password

Password should contain at least one number, at least one capital letter, one small letter and one special character.

If all the validations are correct, system will allow you save the staff data.

Otherwise type format correctly.

If you type incorrect format, system will show error message below data box and save button will be disable at once.

If save button is enabled, you can save data.

Otherwise click cancel.

Type staff ID and staff Name in filter box. The system will filter data at once.

- Edit Button

If you click those pencil shape button, it will show staff update page.

Tips:
If you type same data, system will not allow update button enable.
If the validations from data filling box, it will disable update button and warnings will be got.

If you click update button when it is enable, system will ask your confirmation.

If you click 'Yes Button', system will update the previous staff data if the data are not same to old ones.
Also it will promote designation and salary if those designation and salary data are not same yet.

Staff lists view page will be shown next.

- ## Delete Button

Staff Data will be delete and it will disappear from current staff lists.

The system is not providing restore mode.

Please be sure to delete.

- Suspend Button

This button takes account suspension on the staff and staff can
 no longer use his or her account

But admin can allow him or her from allowed mode.

- Paid Button

This button checks whether the staff earned his or her salary.

If not so, paid page will be shown.

Otherwise, warning box will be show.

Paid button is circle below.

Amount Form   150000

<mark>1500000 is correct</mark>

<mark>150000ks is not correct</mark>

<mark>ၥသိန်းခဲ is not correct</mark>

Note can be blank.

If data are added correctly, save button will be enable otherwise it is in disable state.

Once save button is clicked, it will directly bring you salary list page.

Then you will see paid salary and staff name.

There, two operations are provided.

1.update operation

2.delete operation

Salary Payment Lists

No	Staff Name	Pay Date	Salary	Amount	Admin ID	Admin Name	Note	Action
1	Sandar	2021-06-16	30000	30000	1	Myat Mon Aye		✏️ 🗑️

Operation

Sandar Salary Payment Details

Staff ID: 6

Staff Name: Sandar

Salary: 30000

Amount: 30000

Note:

Update   Clear

Once you fill, different data for amount and note, it will directly bring you salary lists page again.

The system diminishes staff data when delete operation is performed.

Designations

Designation lists view, add operation, update operation, filter operation, view operation and delete operation are same as to staff lists operations. You can learn from previous ones.

Here you should provide maximum salary and minimum salary for staff so that they can negotiate their salary with admin.

Designation ID		Designation Name	
9		Manager	
Maximum Salary		Minimum Salary	
30000		300000	
Max salary must be greater than minimum salary		Min salary must be less than maximum salary	

Save	Clear

If you type maximum salary less than or equal to minimum salary , system will alarm you.

Once save button or update button is done, it will redirect to designation lists view.