

USER MANUAL

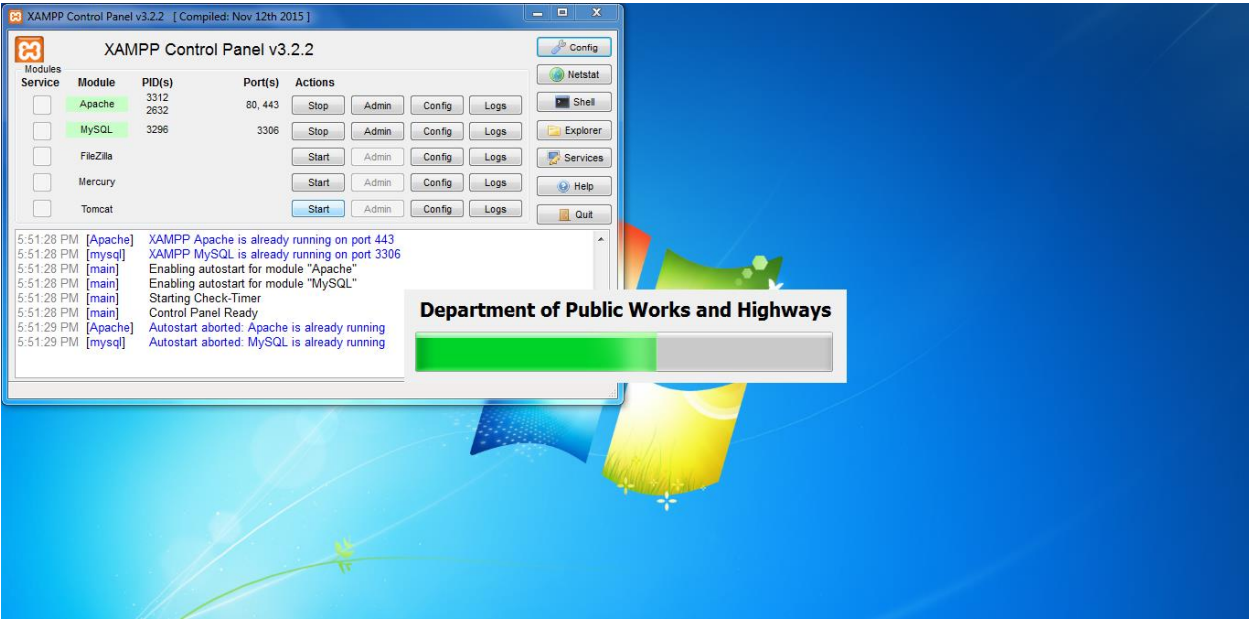
(How to Operate the Record System)

Part 1: How to Access the System

Part 2: How to Use the System

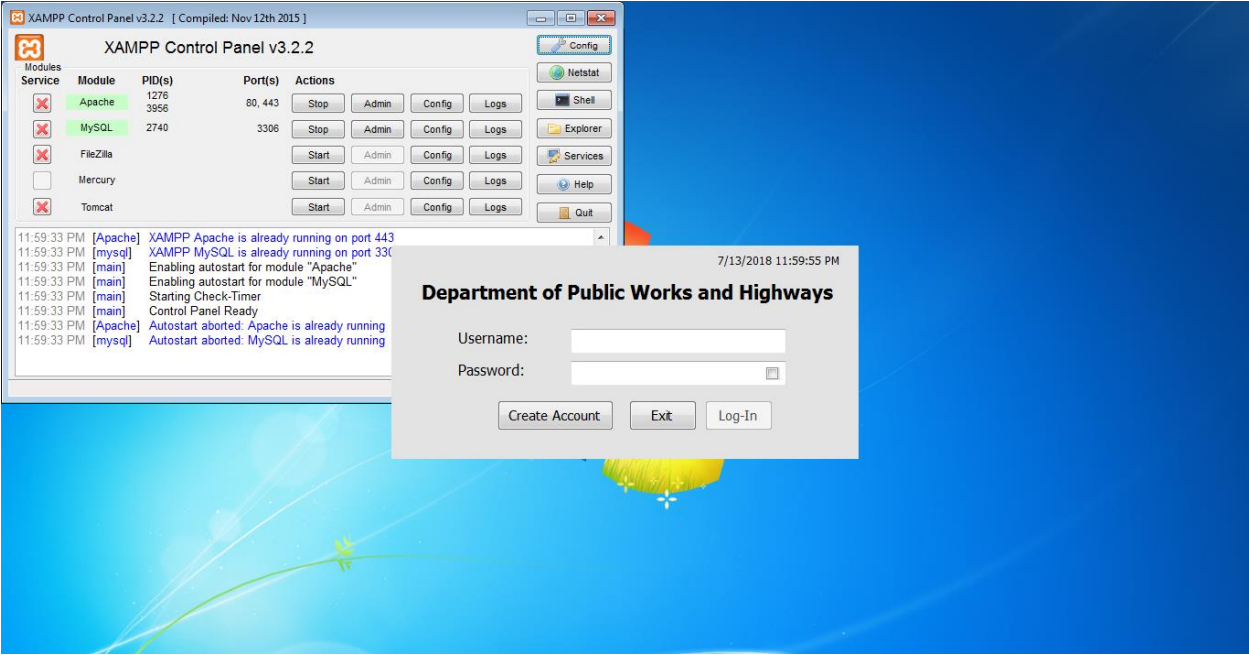
Part 3: How to Properly Exit the System

Part 1. How to Access the System



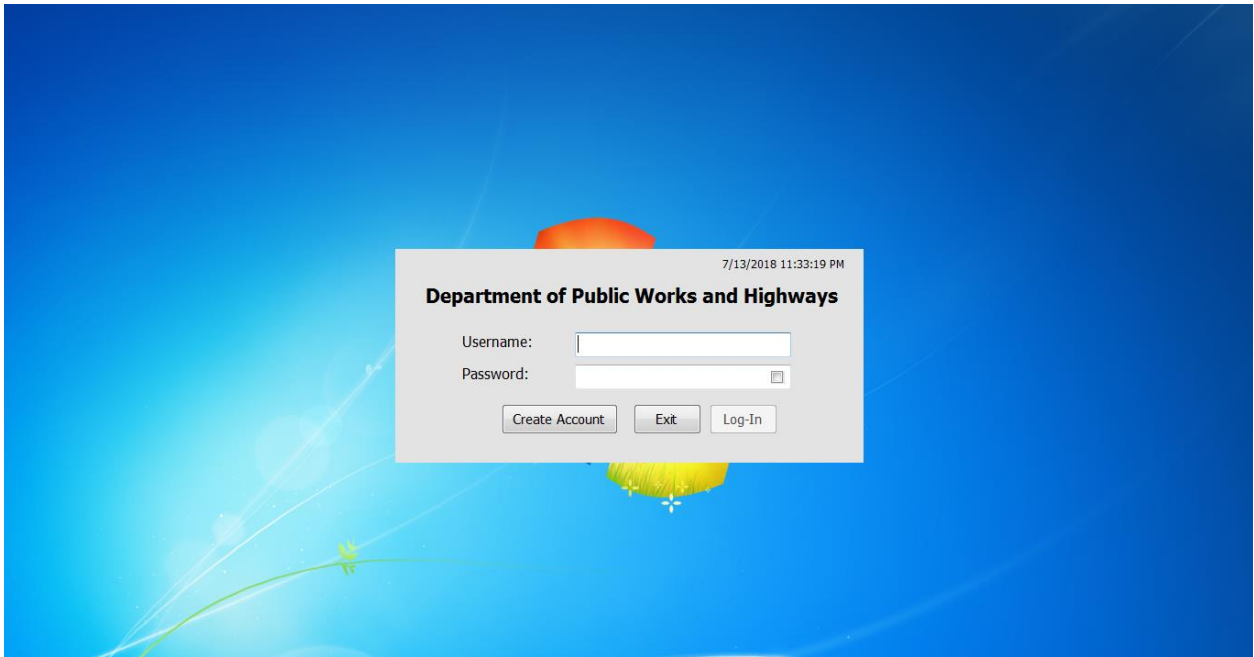
Picture 1.0: Loading

When you the application, this will be the one will pop up. Just wait, when the loading has been done, the Log In form will show up.



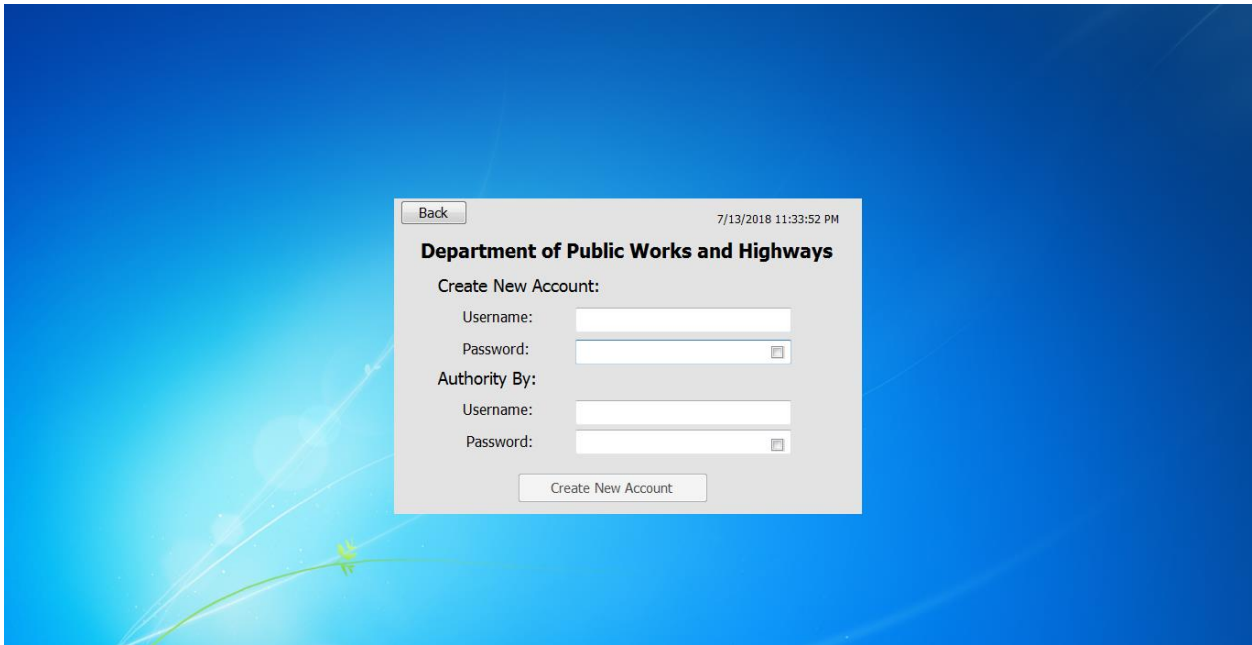
Picture 1.1: Log-In Form with XAMPP

After the loading ends, close the *XAMPP Control Panel* (The Application behind the Log-In Form) first before you access the DPWH Log-In form.



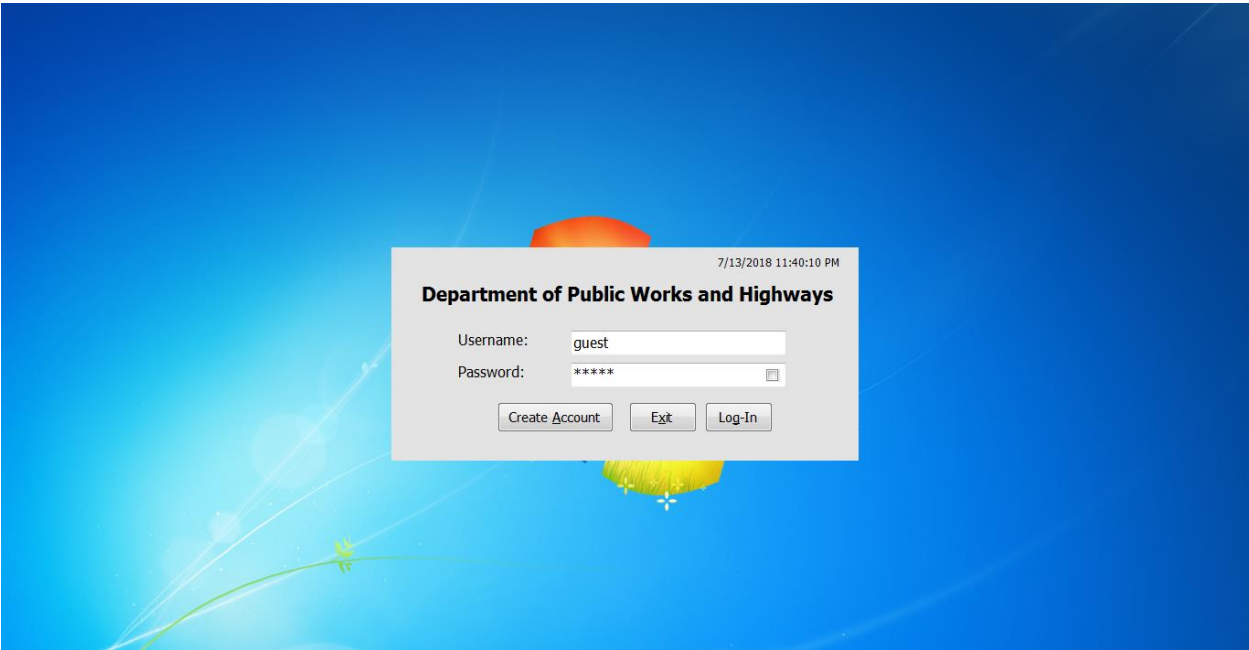
Picture 1.2: Log-In Form without XAMPP

The Log-In Form consists of 2 textbox (label as *Username* and *Password*) and 3 Buttons (label as *Create Account*, *Exit* and *Log-In*).



Picture 1.3: Create Account Form

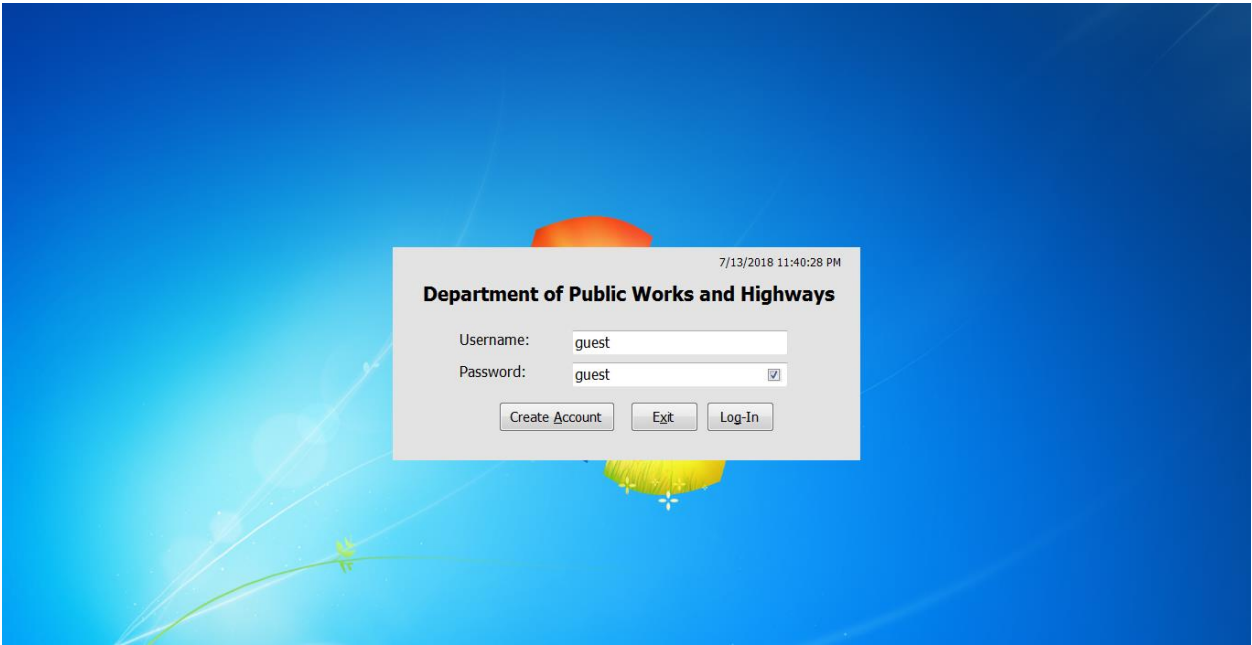
The Create Account form is consists of 2 Button, the *Back Button* (To Discard the new account) and *Create New Account Button* (To Save the new Account). It also consists of 4 Textbox (for *Username* and *Password*). The first two textbox is for creating new account. And the last two box is for authorizing account which the one who give permission to save the new account.



Picture 1.4: Log-In Account

You need an account to access this application. If you don't have an account, you will Sign Up in Create Account Form with the permission of Old Account and when you have already account, you will Sign In in Log-In form.

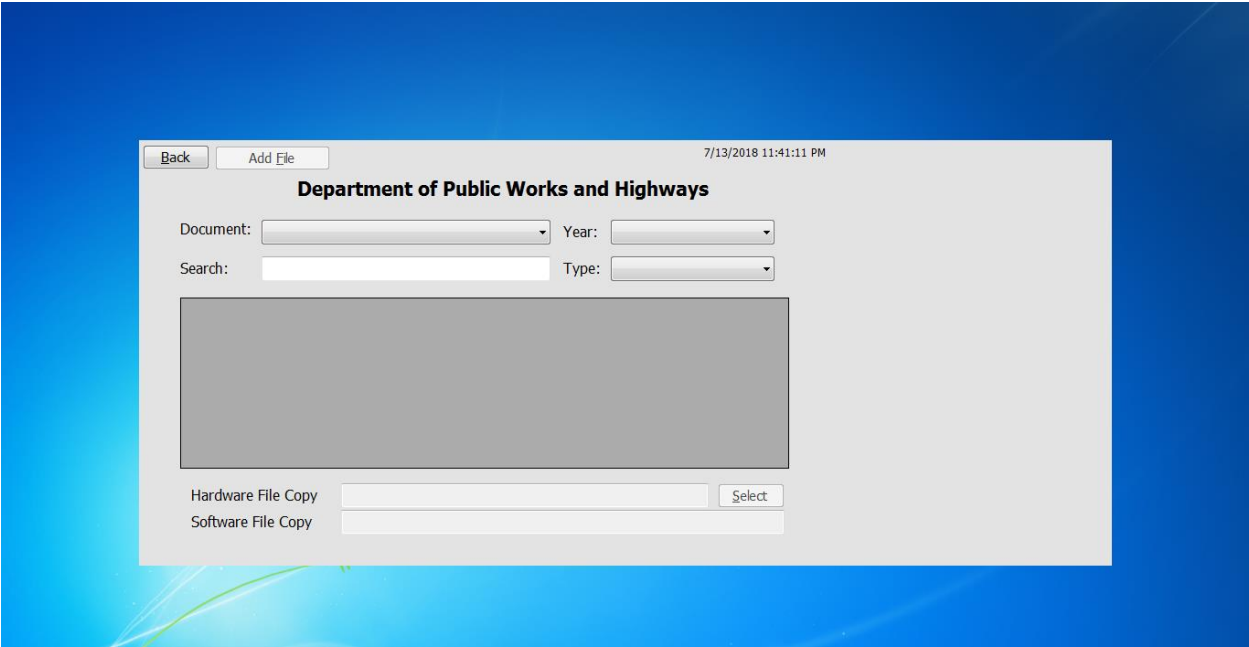
Take Note: this is case sensitive meaning the small letter is different in big letter A.



Picture 1.5: Guest Account

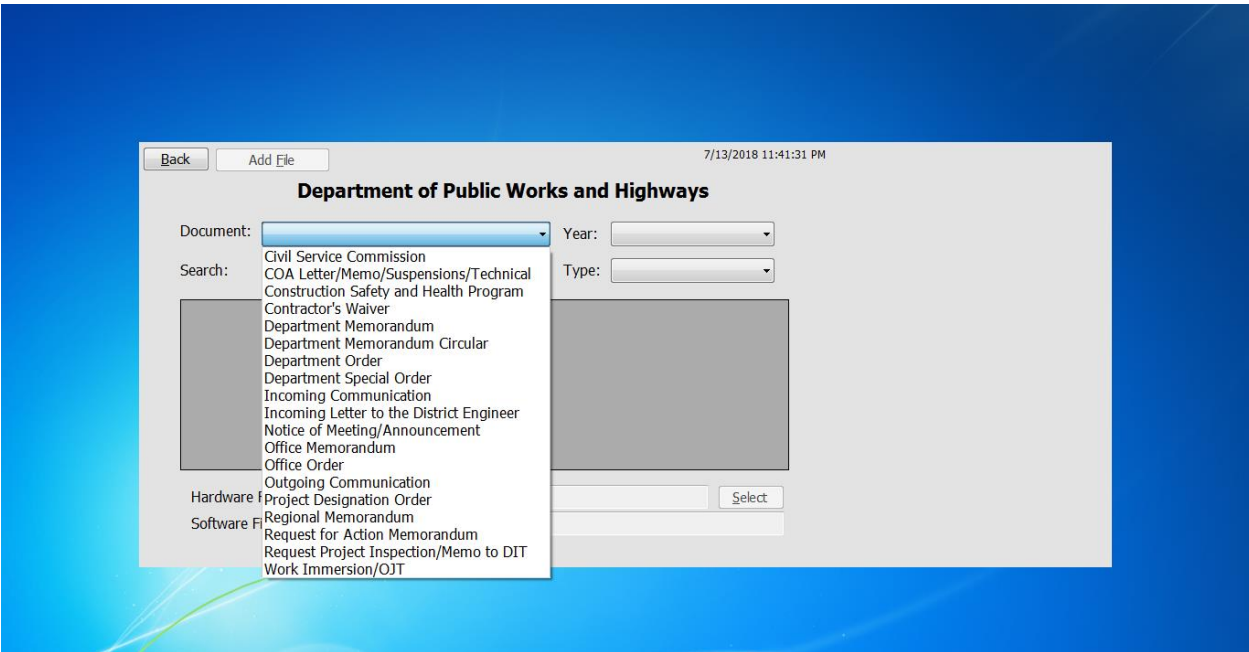
There has a Guest Account for every to access the system. This account has a limited access on the system. The Guest Account can't be give a permission to create account and add new file document. It can only search and find the information of the specific document that he/she looking for.

Part 2. How to Use the System



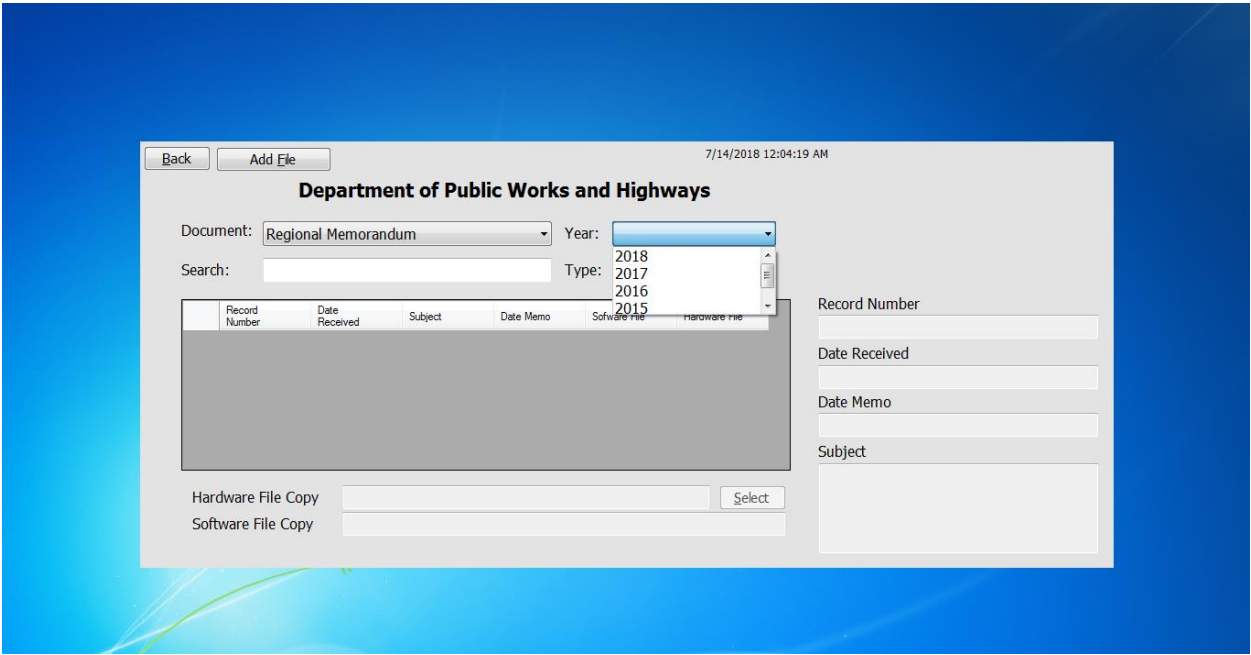
Picture 2.0: Main Menu Form

Once you access the System, the Main Menu form will appear. This form consists of 3 dropdown box (label as *Document*, *Year* and *Type*), 3 button (label as *Back*, *Add File* and *Select*), and 1 textbox (use for *Search*).



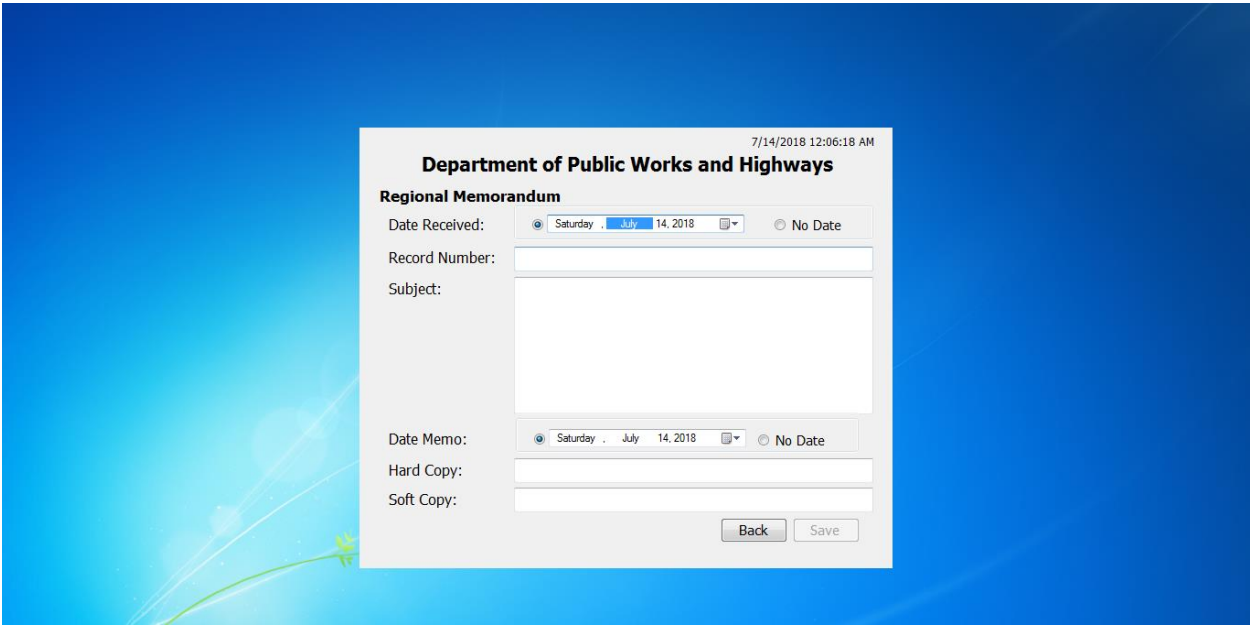
Picture 2.1: Dropdown Box (Document)

The Document Dropdown Box consists all type of document. When you select one of document type, It will appears the information of that document.



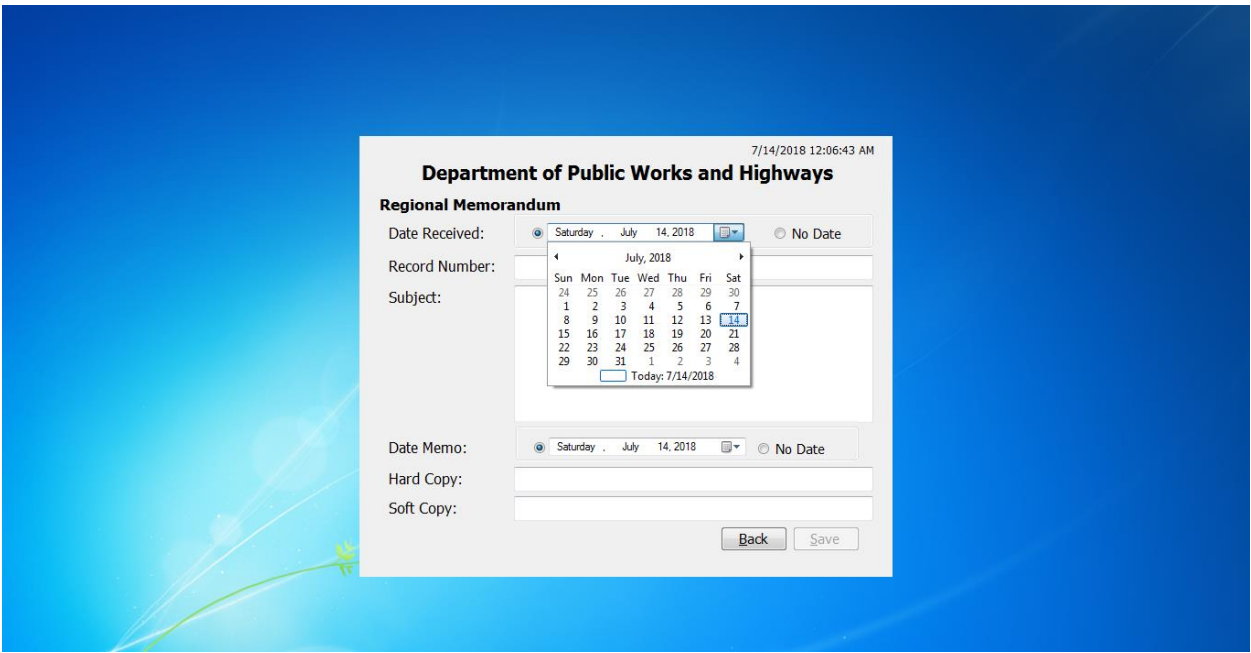
Picture 2.2: Dropdown Box (Year)

The Year Dropdown Box consist the year when the document received. It starts in year 2015 and up to the present. When Year and Document Dropdown box is not empty then the data will show in the table.



Picture 2.3: Create New File

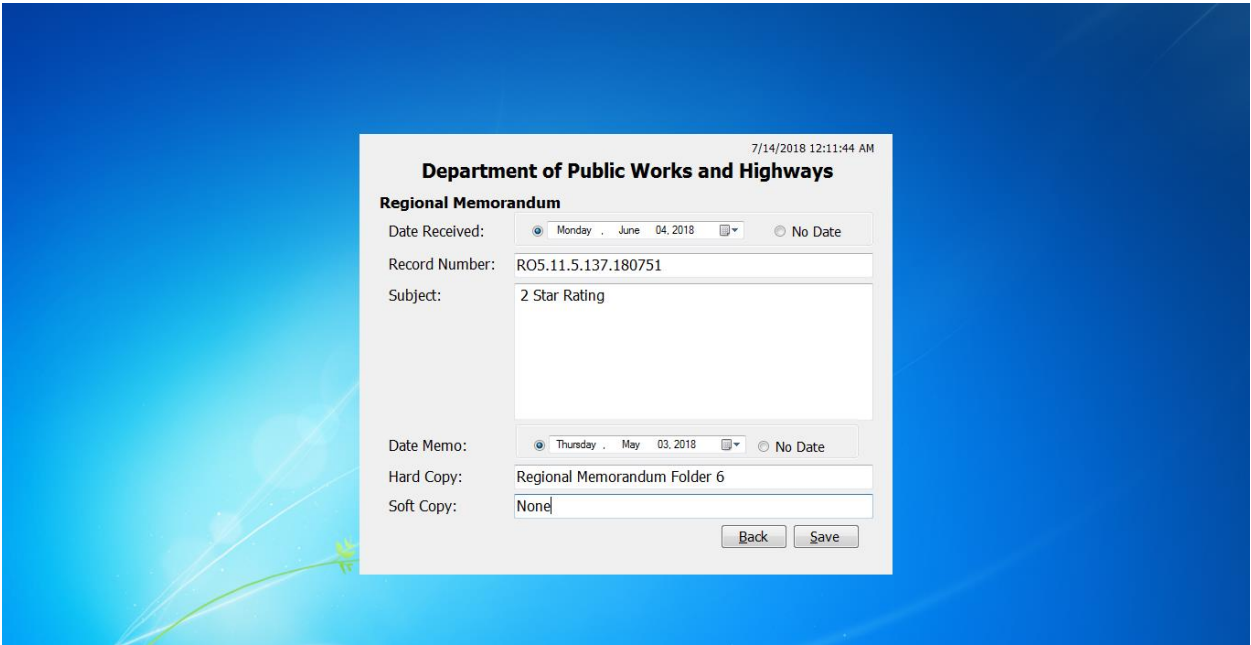
When you click Add new File in Main Menu, this form will show up. This is consists of textboxes and date which will be needed to save document.



Picture 2.4: Date

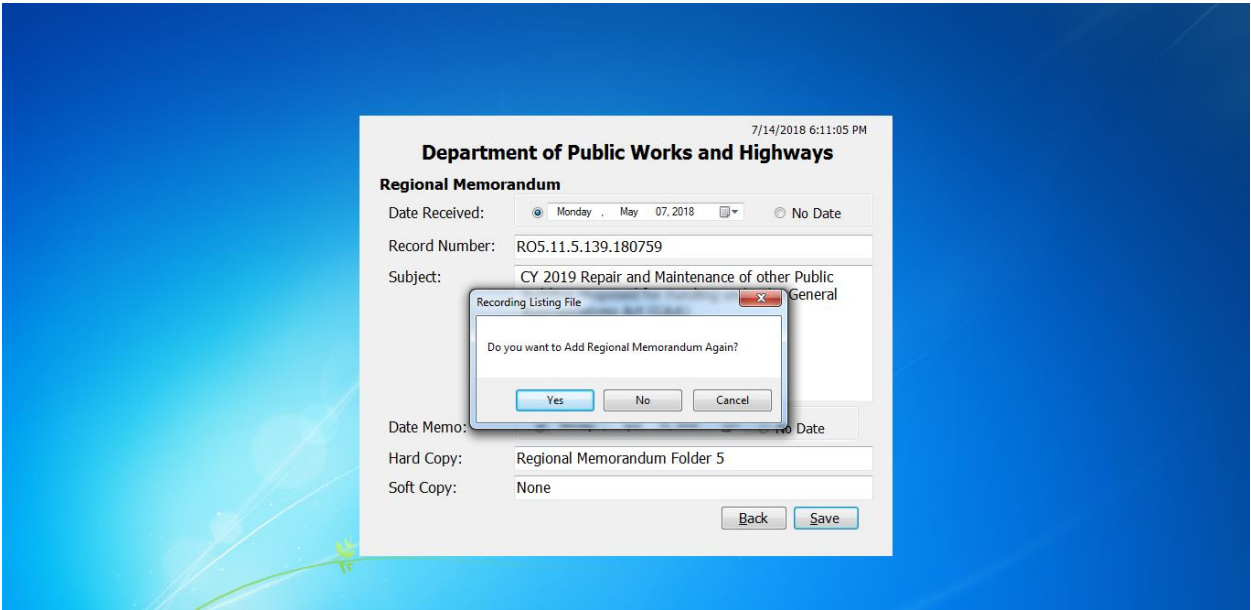
When you click the Date, the calendar will show up then you will click the specific date you need to input.

Tips: When the Date is very far in the date selected, you can click the label of the calendar, above of the labels of week (Sun, Mon, ..., Sat) and It will go to the selection of month so it easily select the month and year.



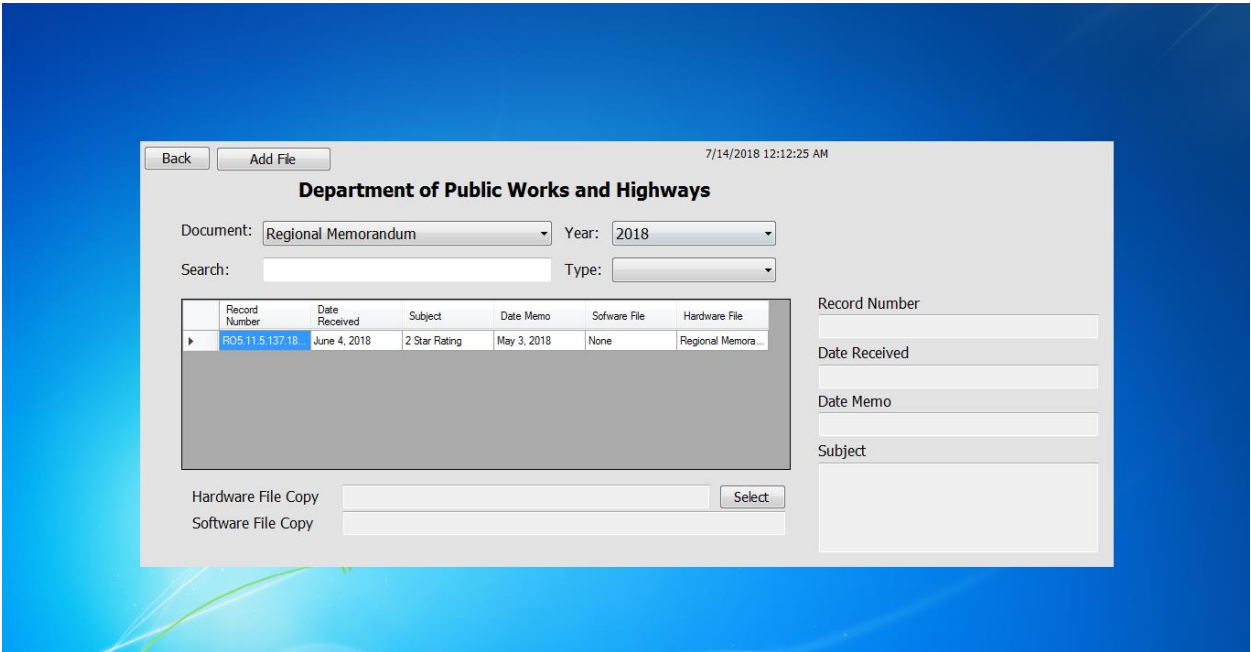
Picture 2.5: Content File

The Content should be input in Hard Copy Textbox is what name of the folder where the file located. And the Content of Soft Copy Textbox is what directory/where it has been saved in computer. Double check all the information before save it.



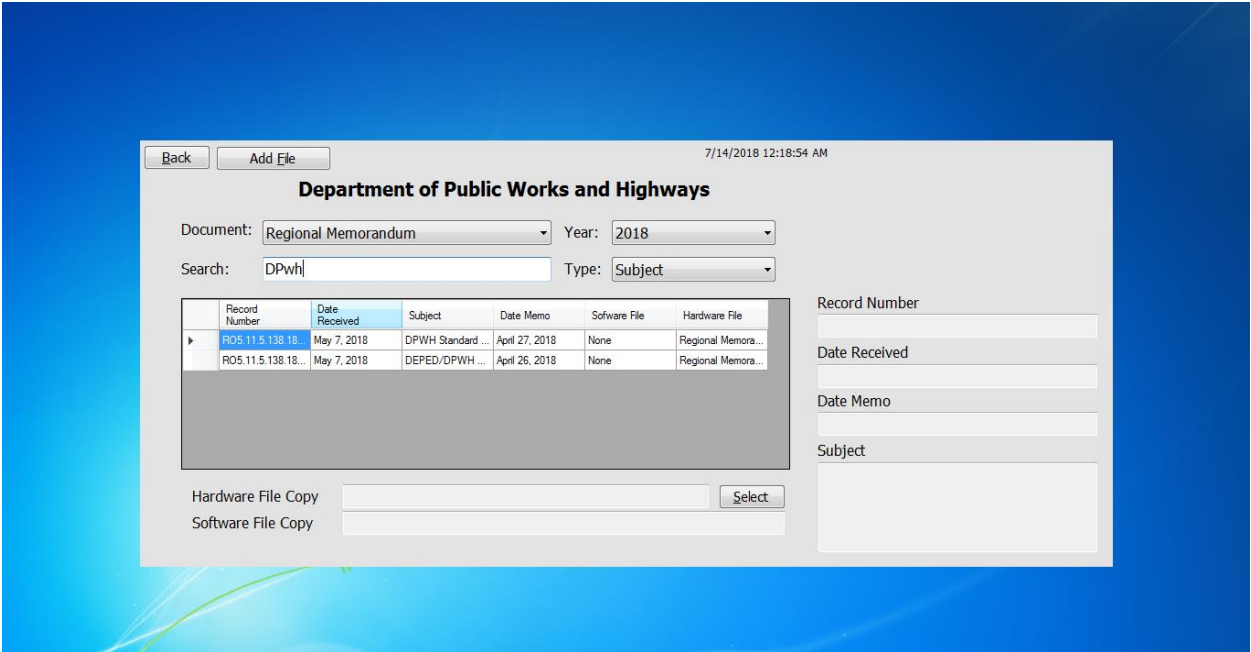
Picture 2.6: Message Box

The Message box will appear when you click the Save Button. The Message Box consists of three buttons. The First Button is label as yes, when you click this button, the data/information will be saved and you will be add again. The Second Button is label as No, when you click this button, the information/data will be saved and you will back to the Main Menu Form. And the last button is label as Cancel, when you click this button, you will back into the data you inputed before without saving.



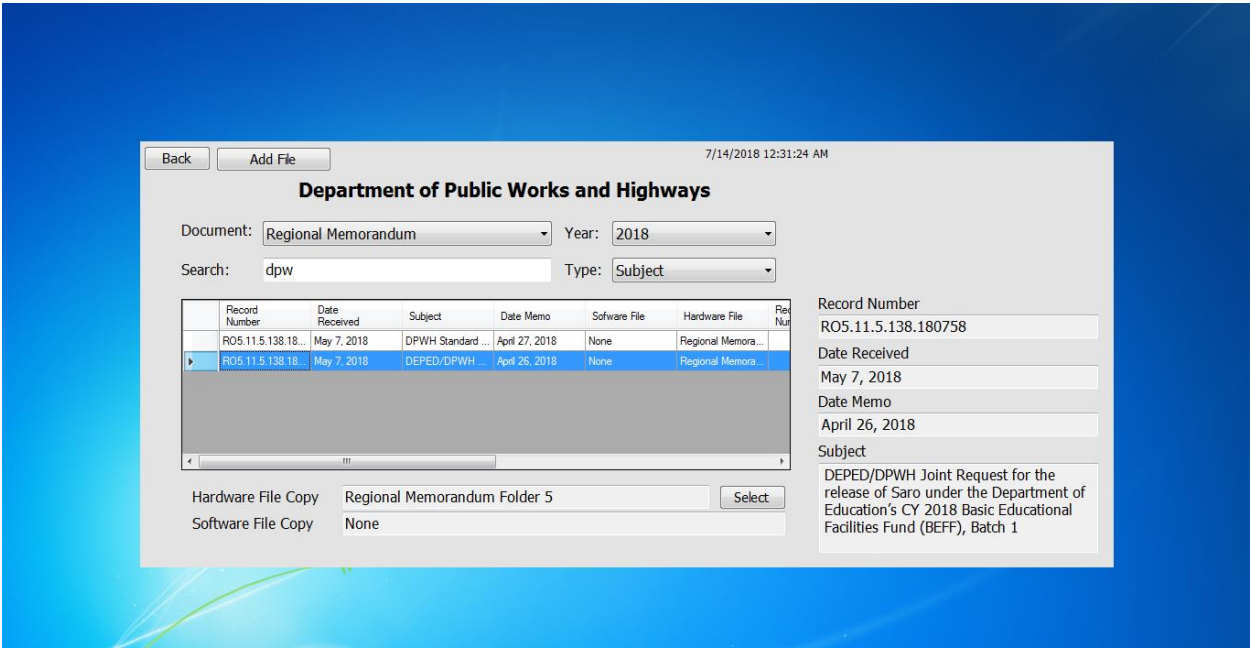
Picture 2.7: Table

When you save the new file, it will go back to Main Menu form. The file you created will appear all the information in the table.



Picture 2.8: Search

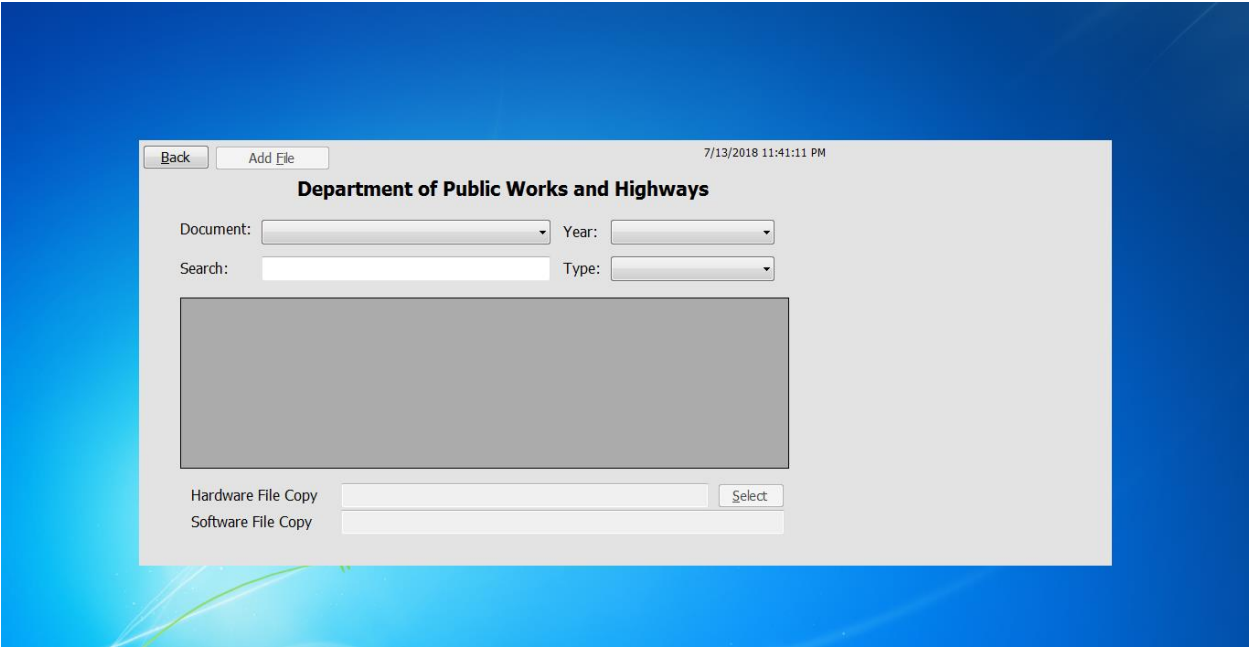
When you search the information of the document, input the keyword in Search TextBox and Select in the Type DropDown Box what type of Information you’ve been type in Search TextBox. Then it will display the file in the table which has been searched.



Picture 2.9: View Content

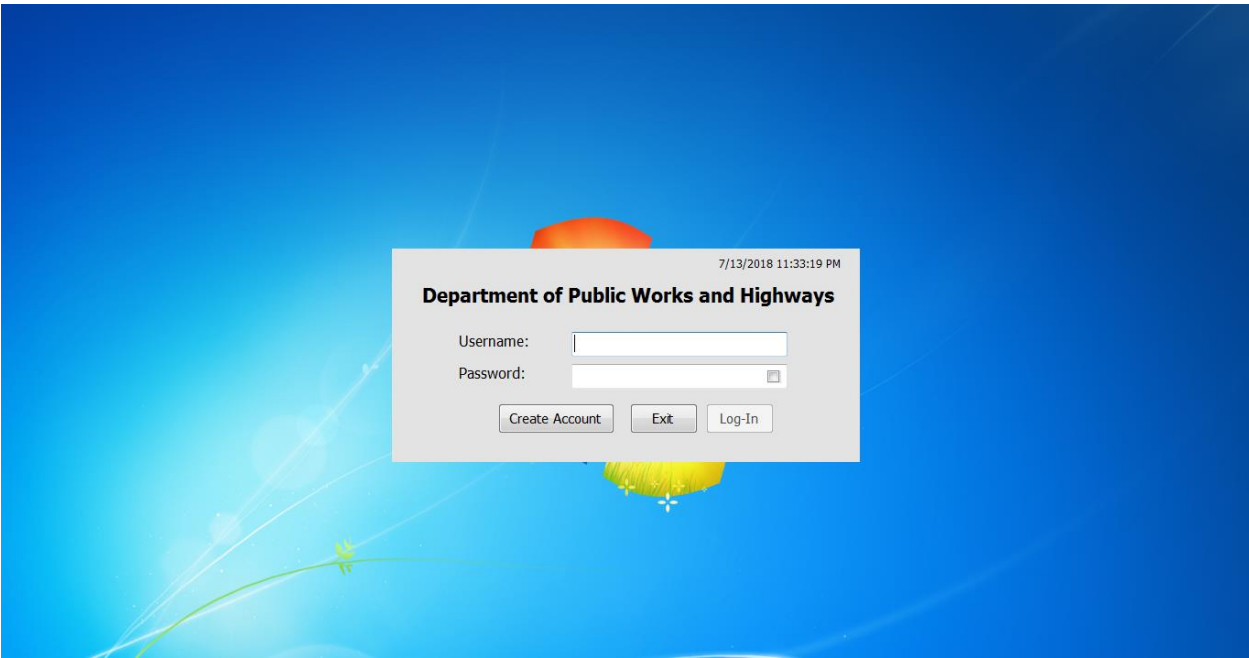
To view the Content of the Information in Table. Select any rows that you want to display then click the Select Button. Then it will appears the Information in all textboxes.

Part 3: How to Properly Close the System



Picture 3.0: Sign Out

Select the Back Button, it is located from upper left of the system. Then your account will be Sign Out and the Log-In Form will show up.



Picture 3.1: Exit

Click the Exit Button to Properly Close the System.