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UNIVERSITY OF THE PHILIPPINES - BAGUIO  
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# BATANG OBLE DAYCARE CENTER DATABASE SYSTEM USER MANUAL

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# 1

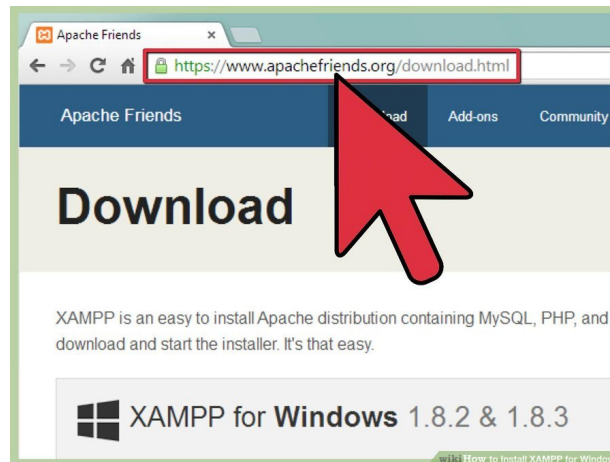
## Getting Started

To fully use the system, first, download the application called XAMPP. It is a free local web server intended for web applications.

*(Photos retrieved from: <http://www.wikihow.com/Install-XAMPP-for-Windows>)*

## 1.1 INSTALLING XAMPP

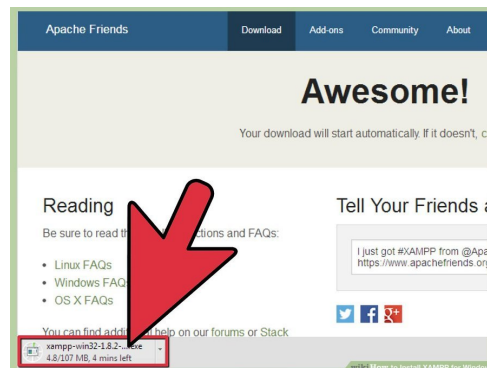
1. In any web browser, go to <https://www.apachefriends.org/index.html>.



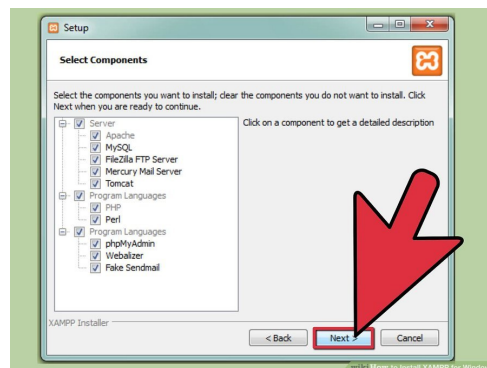
2. Click the **Download** button.



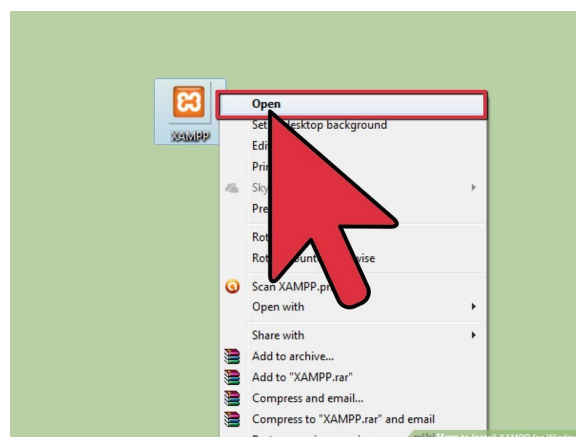
3. Install the program.



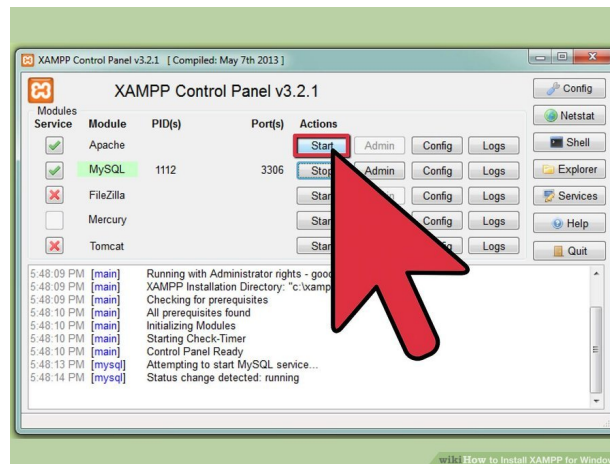
4. A prompt will appear and offer options on installing XAMPP. Accept the default settings.



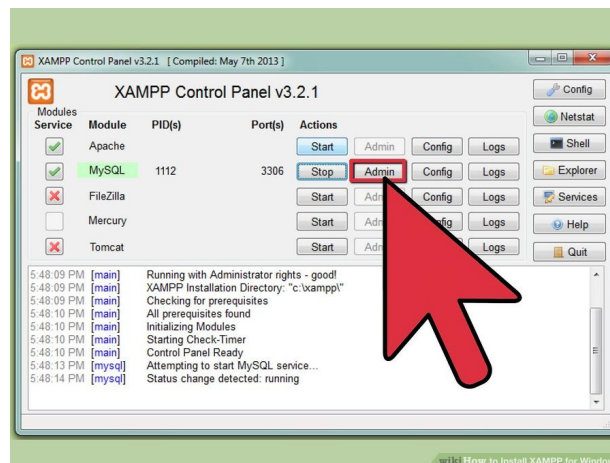
5. After the installation process, open the XAMPP application.



6. Click on the **Start** button for the Apache and MySQL components.



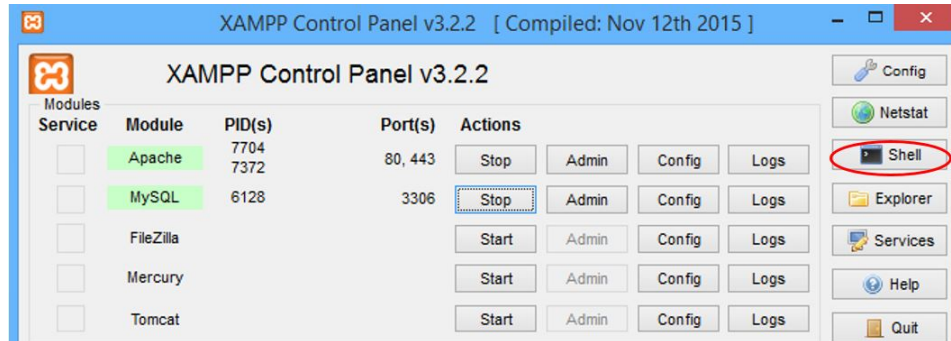
7. Verify the MySQL and Apache installation by clicking the **Admin** button in the XAMPP control panel. (Note that if the verification steps are successful, by opening the browser and typing “localhost” on the address bar, it will redirect to a page telling that XAMPP was successfully installed on the system.)



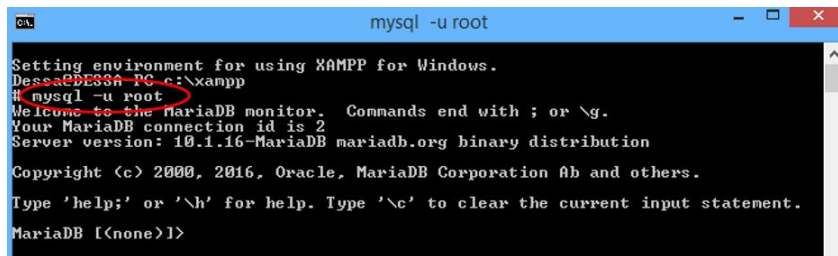
**IMPORTANT NOTE: The user must do steps 5-6 every time he/she opens the computer.**

## 1.2 ACCESSING THE SYSTEM

1. On the XAMPP Control Panel, click the Shell button.



2. When the Shell is displayed, enter “mysql –u root” (excluding the quotation marks), then press **Enter**.



3. A welcome note will appear, displaying all the details of the connection. Enter: “create database batangoble\_db;” (excluding the quotation marks), then press **Enter**.

```
MariaDB [(none)] > create database batangoble_db;
```

4. Locate the path where XAMPP is installed. It is usually on the C: drive of the PC. Place the folder of the system named “batangoble\_db” in the folder *htdocs* under the *xampp* folder.
5. Go to the browser (preferably Google Chrome) and type on the address bar:

```
localhost/Name of Database System Folder/batangoble_db.php
```

and press **Enter**.

6. Type on the address bar :

`localhost/Name of Database System Folder/index.php`

and press **Enter**. It will redirect to the Home page.

However, if the server is already up, skip steps 1-4 and directly go to the browser.

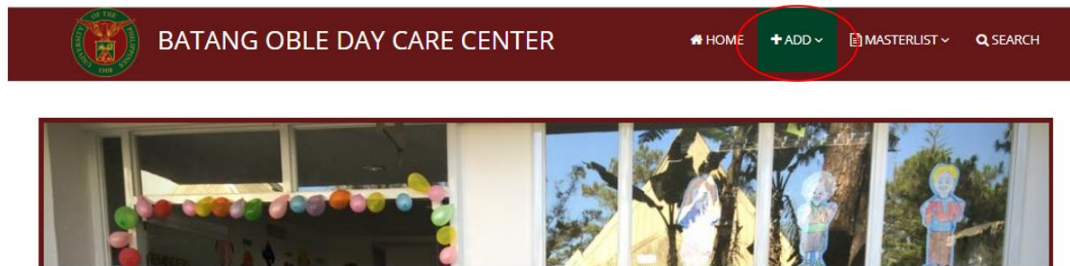


# 2

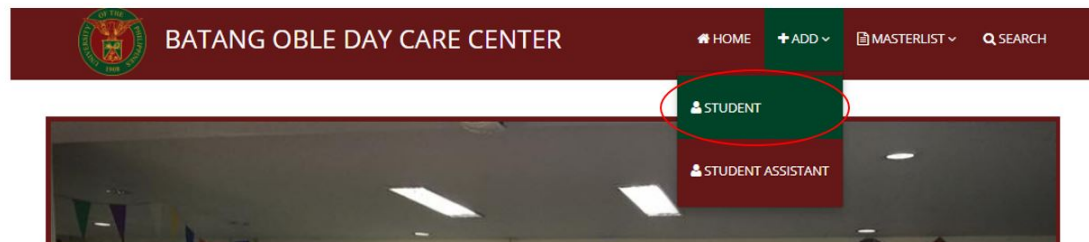
## Operating the Database System

## 2.1 ADDING A STUDENT

1. From **Home** page, click the **Add** Button on the Navigation Bar and a drop-down menu will appear below the button.



2. Click the **Student** Button on the drop-down menu



3. Fill in the required information about the student. If a required information is either missing or invalid, a prompt will appear, informing the user that an input is missing or invalid.

The form is titled "Batang Obale Day Care Center Application Form (STUDENTS)". It contains the following fields:

- Application Year: 2016
- Date Started: 09/19/2016
- Semester: First
- Academic Year: 2015 - 2016
- CHILD'S INFORMATION**
  - Student Name: Pascua, Xancho, E
  - Nickname: Xancho
  - Address: 177 Teacher's Camp, Baguio City
  - Sex: Male
  - Age: 2
  - Birthday: 12/08/2013
  - Child's Schedule: 8-5PM, Monday-Friday
- FAMILY BACKGROUND**
  - Father's Name: Pascua, Ed, A
  - Type of Employee: Not Applicable
  - Occupation: Branch Manager

4. Click the **Save** button. A prompt will appear, informing the user that the student was successfully added.

The form is titled "PAYMENT DETAILS". It contains the following fields:



- Payment Mode: Monthly
- Amount Paid: 800
- Date Paid: 09/19/2016
- OR Number: 1234567
- Save button (circled in red)

5. Click **OK**.

A dialog box titled "localhost says" with the message "Added Successfully!". It has an "OK" button (circled in red).

The user will be redirected to the Master List page for Students.

#### STUDENT MASTER LIST

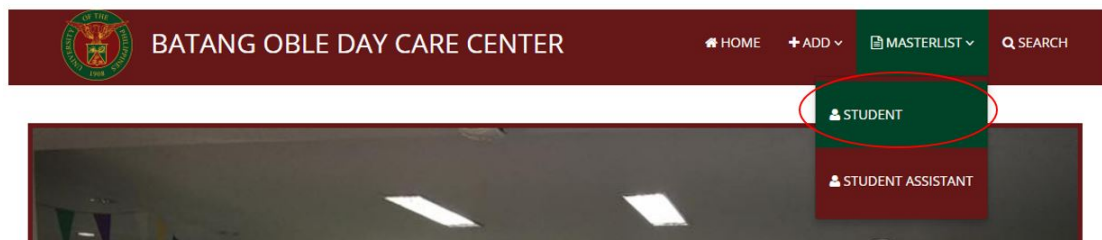
Application Year	Last Name	First Name	Middle Initial	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Pay	Edit
2016	Pascua	Xancho	E	Male	2		Admin/REPS		2016-09-19		

## 2.2 VIEWING THE STUDENT MASTER LIST

1. Click the **Master List** button on the Navigation Bar and a drop-down menu will appear below the button.



2. Click the **Student** button on the drop-down menu.



It will lead the user to the page with the list of all students.

### STUDENT MASTER LIST

Application Year	Last Name	First Name	Middle Initial	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Pay	Edit
2016	Addawe	Jove		Male	1	CS Faculty	CS Faculty		2016-08-08		
2016	Baduyen	Karlson	C	Female	3				2016-01-07		
2016	Ballesteros	Allijah Cerulean	F	Female	2				2016-02-04		

## 2.3 VIEWING A STUDENT PROFILE

1. From the **Student Master List** page, click the last name of the selected student.

2016	Manuel	Erandio	G	Male	5				2016-01-06		
2016	Manuel	Raeka Haizea	G	Female	4				2016-01-06		
2016	Pascua	Xancho	E	Male	2		Admin/REPS		2016-09-19		

It will lead the user to the student profile of the selected student.

### STUDENT INFORMATION

#### Application Information

Application Year	2016	Date Started	09/19/2016
Semester	First	Academic Year	2015-2016

#### Personal Data







Student Name	Pascua	Xancho	E
Nickname	Xancho	Address	177 Teacher's Camp, Baguio City
Sex	Male	Age	2
Child's Schedule	8-5PM	Birthday	12/08/2013
			Monday-Friday

#### Family Background

Father's Name			
---------------	--	--	--

## 2.4 EDITING A STUDENT INFORMATION

1. From the **Student Master List** page, select the student you want to edit and click the **Edit** button on the right side.

2016	Manuel	Raeka Haizea	G	Female	4			2016-01-06		
2016	Manuel	Raeka Haizea	G	Female	4			2016-01-06		
2016	Pascua	Xancho	E	Male	2		Admin/REPS	2016-09-19		

2. Edit the information of the student that is/are needed to be changed.

**Batang Obile Day Care Center Application Form (STUDENTS)**

<b>Application Year</b>	<input type="text" value="2016"/>	<b>Date Started</b>	<input type="text" value="09/19/2016"/>
<b>Semester</b>	<input type="text" value="First"/>	<b>Academic Year</b>	<div style="border: 1px solid black; padding: 2px;"> 2015 - 2016  2014 - 2015  2015 - 2016  <b>2016 - 2017</b>  2017 - 2018  2018 - 2019  2019 - 2020  2020 - 2021  2021 - 2022 </div>

**CHILD'S INFORMATION**

<b>Student Name</b>	<input type="text" value="Pascua"/>	<input type="text" value="Xancho"/>
<b>Nickname</b>	<input type="text" value="Xancho"/>	<b>Address</b>
<b>Sex</b>	<input type="text" value="Male"/>	<input type="text" value="177 Teacher"/>
<b>Age</b>	<input type="text" value="2"/>	<b>Birthdate</b>
<b>Child's Schedule</b>	<input type="text" value="8-5PM"/>	<input type="text" value="Monday-Friday"/>

3. Click the **Save** button. A prompt will appear, informing the user that the changes in the student information was successfully saved.

PAYMENT DETAILS

Payment Mode

Monthly ▾

Amount Paid

800

Date Paid

09/19/2016

OR Number

1234567

Save

4. Click **OK**. The user will be redirected to the Student Master List.











## 2.5 ADDING A PAYMENT INFORMATION

1. From the **Student Master List** page, select the student whose payment information is to be added and click the **Pay** button located on the right side.

STUDENT MASTER LIST

Application Year	Last Name	First Name	Middle Initial	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Pay	Edit
2016	Addawe	Jove		Male	1	CS Faculty	CS Faculty		2016-08-08		
2016	Baduyen	Karlson	C	Female	3				2016-01-07		
2016	Ballesteros	Alijah Cerulean	F	Female	2				2016-02-04		

2. The payment information of the student will be displayed. Input the necessary information

Payment	
Payment Mode	Monthly
Amount Paid	800
Date Paid	05/22/2016
OR Number	1234567
Save	

3. Click the **Save** button. A prompt will appear, informing the user that the payment information was successfully added.

Payment	
Payment Mode	Monthly
Amount Paid	800
Date Paid	05/22/2016
OR Number	1234567
Save	

4. Click **OK**.

localhost says  
Paid Successfully!



The user will be redirected to the Student Master List page where the payment information is added at the bottom of the page.

Payment History							
Last Name	First Name	Middle Initial	Payment Mode	Amount Paid	Date Paid	Application Year	OR Num
Baduyen	Karlson	C	Monthly	₱800	2016-05-22	2016	1234567

## 2.6 EXPORTING THE STUDENT MASTER LIST TO PDF

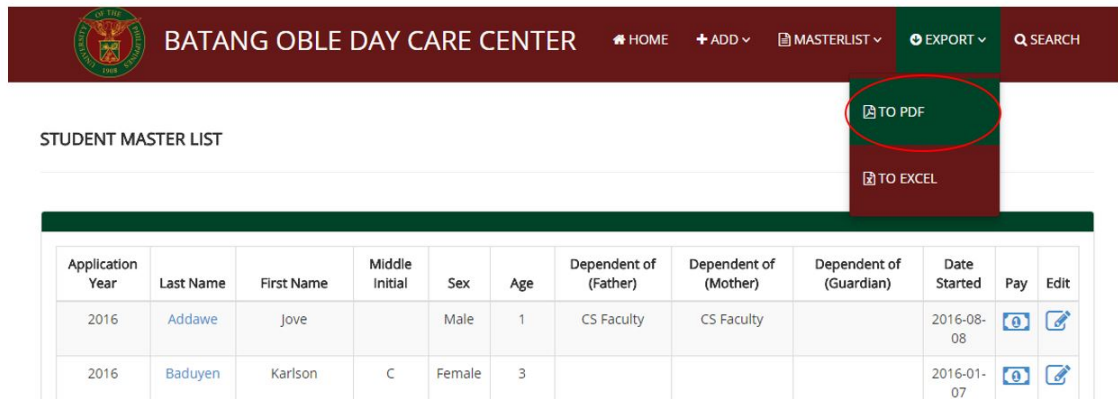
1. From the **Student Master List** page, click the **Export** button on the Navigation Bar.



### STUDENT MASTER LIST

Application Year	Last Name	First Name	Middle Initial	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Pay	Edit
2016	Addawe	Jove		Male	1	CS Faculty	CS Faculty		2016-08-08		
2016	Baduyen	Karlson	C	Female	3				2016-01-		

2. Click the **To PDF** button on the drop-down menu.



The user will be lead to a page where the PDF is generated.

Batang Oble Day Care Center

Student Master List

Thursday, May 17, 2018

Last Name	First Name	M.I.	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Mode of Payment
Addawe	Jove		Male	1	CS Faculty	CS Faculty		2016-08-08	Drop-in
Baduyen	Karlson	C	Female	3				2016-01-07	Monthly
Ballesteros	Alijah Cerulean	F	Female	2				2016-02-04	Monthly
Buh-way	Ryan Bert	M	Male	1		Utility-dependent		2016-01-07	Monthly
Casapalan	Isabel Edna Isah	D	Male	2				2016-02-17	Drop-in

## 2.7 EXPORTING THE STUDENT MASTER LIST TO EXCEL (CSV)

1. From the **Student Master List** page, click the **Export** button on the Navigation Bar.



### STUDENT MASTER LIST

Application Year	Last Name	First Name	Middle Initial	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Pay	Edit
2016	Addawe	Jove		Male	1	CS Faculty	CS Faculty		2016-08-08		
2016	Baduyen	Karlson	C	Female	3				2016-01-		

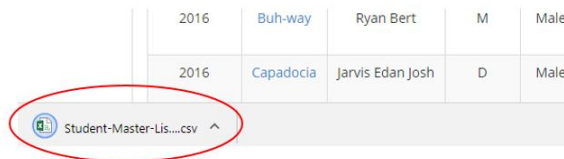
2. Click the **To CSV** button on the drop-down menu.



### STUDENT MASTER LIST

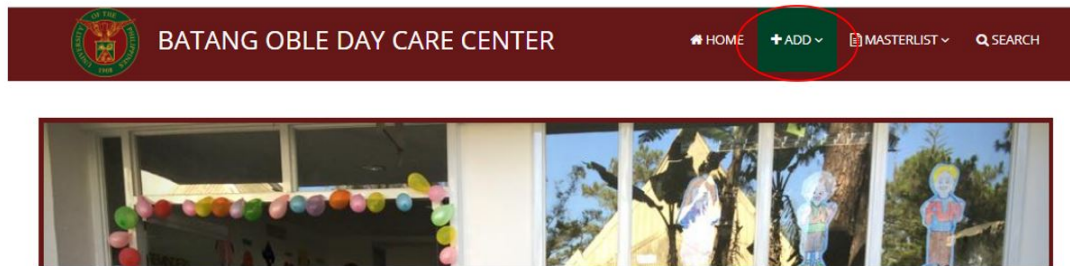
Application Year	Last Name	First Name	Middle Initial	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Pay	Edit
2016	Addawe	Jove		Male	1	CS Faculty	CS Faculty		2016-08-08		

The browser will download the excel file.



## 2.8 ADDING A STUDENT ASSISTANT

1. From **Home** page, click the **Add** Button on the Navigation Bar and a drop-down menu will appear below the button.



2. Click the **Student Assistant** Button on the drop-down menu



3. Fill in the required information about the student assistant. If a required information is either missing or invalid, a prompt will appear, informing the user that an input is missing or invalid.

**Batang Oble Day Care Center Application Form (STUDENTS)**

Student Name	Dela Cruz		Juan	P
Student Number	2014-12345	Course	BS Computer Science	
College	CS	Year	4th Year	Sex
Permanent Address	57 Engineer's Hill, Baguio City			
E-mail Address	jpdelaacruz@up.edu.ph		Contact Number	09123456789
Hours Worked	45			
<input type="button" value="Save"/>				

4. Click the **Save** button. A prompt will appear, informing the user that the student was successfully added.


E-mail Address	jpdelaacruz@up.edu.ph	Contact Number	09123456789
Hours Worked	45		
<input type="button" value="Save"/>			

5. Click **OK**.

localhost says  
Added Successfully!

The user will be redirected to the Master List page for Students.

#### STUDENT ASSISTANT MASTER LIST

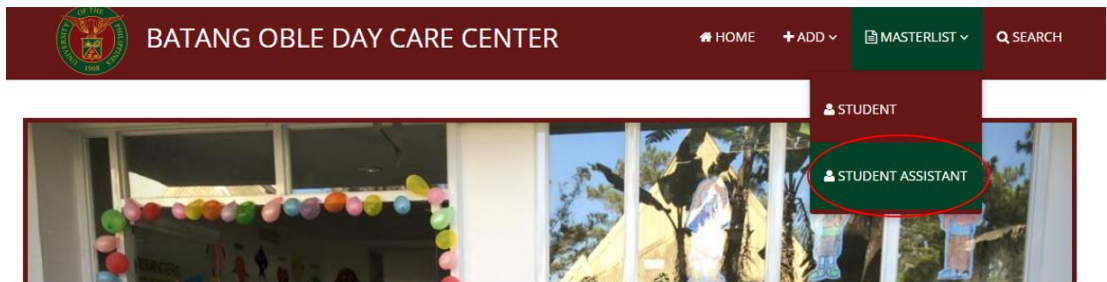
Student Number	Last Name	First Name	Middle Initial	Course	College	Year	Sex	Hours Worked	Edit
2014-12345	Dela Cruz	Juan	P	BS Computer Science	CS	4th Year	Male	45	

## 2.9 VIEWING THE STUDENT ASSISTANT MASTER LIST

1. Click the **Master List** button on the Navigation Bar and a drop-down menu will appear below the button.







2. Click the **Student Assistant** button on the drop-down menu.





It will lead the user to the page with the list of all student assistants.





STUDENT ASSISTANT MASTER LIST

Student Number	Last Name	First Name	Middle Initial	Course	College	Year	Sex	Hours Worked	Edit
2014-12345	Dela Cruz	Juan	P	BS Computer Science	CS	4th Year	Male	45	
2013-44557	Rizal	Josefa	D	BA Social Sciences (History)	CSS	3rd Year	Female	32	
2014-87000	Makiling	Maria	A	BS Biology	CS	4th Year	Female	40	
2013	Bonifacio	Andrea	M	BA Communication	CAC	Others	Female	23	

## 2.10 EDITING A STUDENT ASSISTANT INFORMATION

1. From the **Student Assistant Master List** page, select the student assistant you want to edit and click the **Edit** button on the right side.

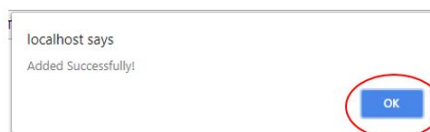
STUDENT ASSISTANT MASTER LIST

Student Number	Last Name	First Name	Middle Initial	Course	College	Year	Sex	Hours Worked	Edit
2014-12345	Dela Cruz	Juan	P	BS Computer Science	CS	4th Year	Male	45	
2013-44557	Rizal	Josefa	D	BA Social Sciences (History)	CSS	3rd Year	Female	32	
2014-87000	Makiling	Maria	A	BS Biology	CS	4th Year	Female	40	
2013	Bonifacio	Andrea	M	BA Communication	CAC	Others	Female	23	

2. Edit the information of the student assistant that is/are needed to be changed.





Permanent Address	<input type="text" value="57 Engineers Hill, Baguio City"/>		
E-mail Address	<input type="text" value="jpdelaacruz@up.edu.ph"/>	Contact Number	<input type="text" value="09123456789"/>
Hours Worked	<input type="text" value="50"/>		
<div><input type="button" value="Save"/></div>			

3. Click the **Save** button. A prompt will appear, informing the user that the changes in the student information was successfully saved.



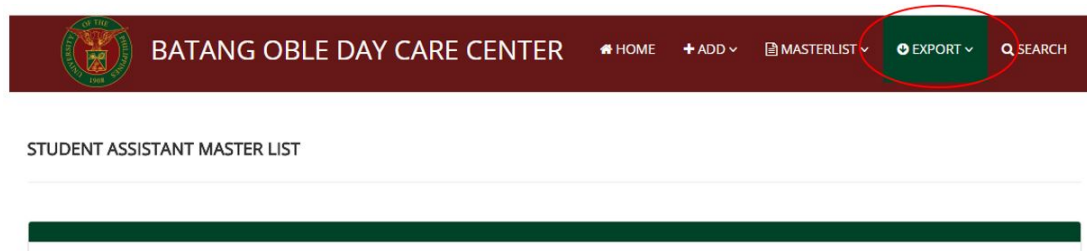
4. Click **OK**. The user will be redirected to the Student Assistant Master List.

STUDENT ASSISTANT MASTER LIST

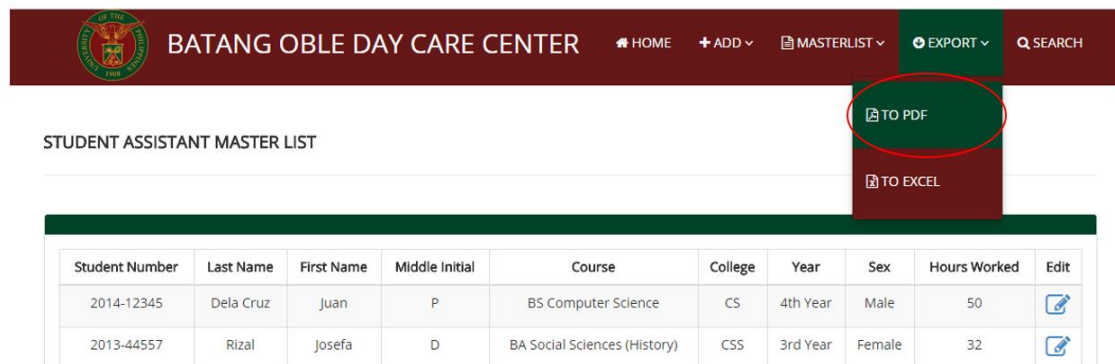
Student Number	Last Name	First Name	Middle Initial	Course	College	Year	Sex	Hours Worked	Edit
2014-12345	Dela Cruz	Juan	P	BS Computer Science	CS	4th Year	Male	50	
2013-44557	Rizal	Josefa	D	BA Social Sciences (History)	CSS	3rd Year	Female	32	
2014-87000	Makiling	Maria	A	BS Biology	CS	4th Year	Female	40	
2013	Bonifacio	Andrea	M	BA Communication	CAC	Others	Female	23	

## 2.1.1 EXPORTING THE STUDENT ASSISTANT MASTER LIST TO PDF

1. From the **Student Assistant Master List** page, click the **Export** button on the Navigation Bar.



2. Click the **To PDF** button on the drop-down menu.



The user will be lead to a page where the PDF is generated.

Batang Oble Day Care Center

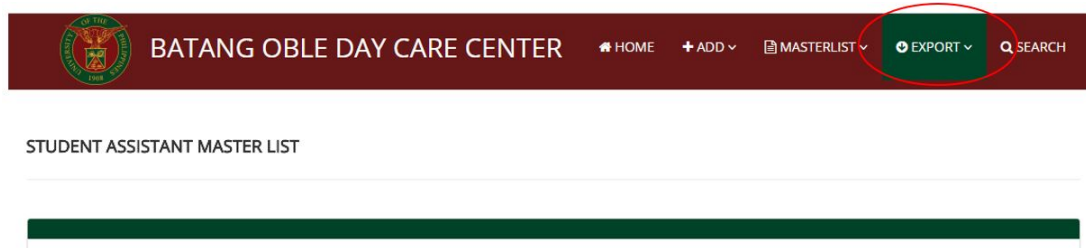
Student Assistant Master List

Wednesday, May 16, 2018

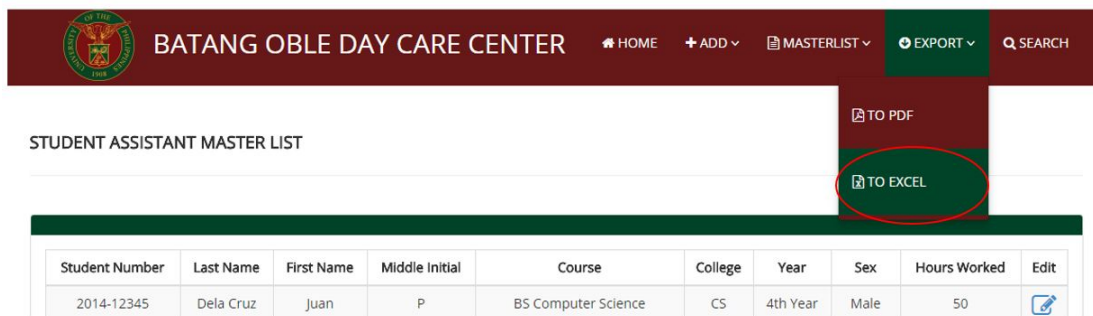
Student Number	Last Name	First Name	Course	College	Year	Sex	Address	Email Address	Contact Number	Hours Worked
2014-12345	Dela Cruz	Juan	BS Computer Science	CS	4th Year	Male	57 Engineers Hill, Baguio City	jpgdelacruz@up.edu.ph	09123456789	50
2013-44557	Rizal	Josefa	BA Social Sciences (History)	CSS	3rd Year	Female	12 Teachers Camp, Baguio City	jdrrizal@up.edu.ph	09786423919	32
2014-87000	Makiling	Maria	BS Biology	CS	4th Year	Female	24 Asin Road, Baguio City	makiling_maria@gmail.com	09103839224	40
2013	Bonifacio	Andrea	BA Communication	CAC	Others	Female	89 Leonard Wood Road, Baguio City	ambonifacio@up.edu.ph	09322198313	23

## 2.12 EXPORTING THE STUDENT ASSISTANT MASTER LIST TO EXCEL (CSV)

1. From the **Student Assistant Master List** page, click the **Export** button on the Navigation Bar.



2. Click the **To CSV** button on the drop-down menu.



The browser will download the excel file.



### 2.13 SEARCHING FOR A STUDENT OR STUDENT ASSISTANT

1. Click the **Search** button located on the navigation bar.



2. To search for a student/student assistant, click the dropdown box to choose a category (Student Name / Student Assistant Name / SA Student Number / Application Year / Sex (Student) / Sex (Student Assistant)).

3. Click on the desired category.

4. Enter a valid input on the space provided

5. Click on the **Enter** button or press the Enter button on the keyboard.

Student Name ▼

Pascua

Enter

The list of students/student assistants under the chosen category will be displayed.

Application Year	Last Name	First Name	Middle Initial	Sex	Age	Dependent of (Father)	Dependent of (Mother)	Dependent of (Guardian)	Date Started	Pay	Edit
2016	Pascua	Xancho	E	Male	2		Admin/REPS		2016-09-19		 