



User's Manual

Artist Managers Placement
Agency of the Philippines Inc. –
Booking and Management System

April 2015

Revision Sheet

Release No.	Date	Revision Description
Rev. 1	4/4/2015	User's Manual First Document

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1.0 GENERAL INFORMATION

System Overview

About the Client

ASIARABE ENTERPRISES, INC. which was incorporated on May 16, 1987 was shortly changed to Artist Managers Placement Agency of the Philippines and was incorporated on July 2, 1987. AMPAPhil Inc. is a Non-Construction Philippine-based human resource recruitment and deployment agency, which takes pride in providing world-class Filipino professional and skilled workers and performing artist. We are committed to contribute growth and success by providing our client with candidates that match their specification and qualification through our relentless effort to take extra mile in imparting an outstanding service giving us an edge in the overseas employment industry. The estimated number of overseas contract workers deployed as of December 2012 is 16, 105. AMPAPhil Inc. specializes in recruitment, deployment and post deployment services such as:

- Mobilization, sourcing and pooling of applicants based on clients' specifications;
- Preliminary screening and testing prior to final selection by the principal and/or employer;
- Document processing in POEA and at the Embassy of the country of destination, when necessary; and
- Orientation, briefing meetings and Pre-Departure Orientation Seminar

Artist Managers Placement Agency of the Philippines Inc. is a member of Overseas Placement Association of the Philippines (OPAP) and also a member of Philippines Association Services Exporters INC. (PASEI)

Project Objective

Short Term

The objective of the project is to create a web-based booking system and a talent management system that will allow the company to book an event, as well as to keep track of the records of each talent they handle. This is also a venue for the business to be up to date with the technology. Another aspect is the accessibility of the services that should be available to the target audience and lastly, the convenience of the talents and also the clientele in communicating with the company.

Long Term

The long term objective of the project is to reduce the time consumed by the applicants in waiting for their screening appointment, to provide a management solution resulting to good relationships between artists and clients and also to inject the paperless transaction or registration vents which also consume time and space in the workplace.

System Functions

The system has two divisions:

- Backend
- Frontend

The backend features can only be accessed by the administrator or any of the employees of the agency. The backend has the following functions:

1. CRUD Functionalities

- The admin should be able to create records (Employees, Applicants, Screening Schedules, Clients and Events)
- The admin should be able to read or view records (Employees, Applicants, Screening Schedules, Clients and Events)
- The admin should be able to update records (Employees, Applicants, Screening Schedules, Clients and Events)
- The admin should be able to delete records (Employees, Applicants, Screening Schedules, Clients and Events)

2. Calendar

- The admin should be able to view the calendar with all the events posted.
- The calendar will only display if a user or admin is logged in.

3. Help Page

- The user of the system should find this page helpful especially when he/she needs clarification or guidance on how to use the system.

The frontend features can be accessed by anyone. It can serve as the informational page of the agency. Any queries or information about the agency can be seen in the frontend features of the system. The frontend has the following functionalities:

1. About Page

- A brief description of the agency should be displayed.

2. Contact Us Page

- An end user should be able to air his/her concern to the agency through this page.

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- An end user should fill-out the necessary information needed.

3. Signup Page

- A new user has the choice to register an account to have an access in the backend of the system.

Both backend and frontend has login and logout functionalities.

Test Items

The items to be tested are the major functionalities and the requirements and performance of the system. Items needed to be test:

- Administrator Account

= This involves the login and logout of the account. This is also a part of the security issue that needs to be test first before the functionality of the system.

- User Interface(Design of the system)

= This is one of the criteria that focus on the design and to anticipate what users might need to do and ensures that the interface has elements are easy to access.

- Performance

= This involves the accuracy and the amount of time you will use the system. The performance of the system is dependent on how well it works together as a whole.

- Functionality

= A major portion of the test items that consists of the Event and Applicant Screening schedule, Employee and Talents Record, and the Calendar module to view the events and schedule of each Talent in the Agency. Also, the requirements specification, project plan & schedule and use case of the system should also be considered in testing this project

Project References

- Craig, D. R. (n.d.). Planning Risks and Contingencies - Systematic Software Testing (Artech House Computer Library). Retrieved from <http://flylib.com/books/en/2.174.1.15/1/>
- Test Plan - Planning risks and contingencies. (2003). Retrieved from <http://www.onestoptesting.com/test-plan/planning-risks.asp>
- IEEE 829 - Standard for Test Documentation Overview. (n.d.). Retrieved from <http://gerrardconsulting.com/tkb/guidelines/ieee829/main.html#17>
- Acceptance Plan. (n.d.). Retrieved from <http://www.method123.com/acceptance-plan.php>

Points of Contact

Information

- The user may ask the information of the system by the Team Developers.

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Help Desk

- Please contact the following numbers for emergency assistance:

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Organization of the Manual

Front End

1. Signup – This is the first access point of any user. This is optional since all the functionalities in frontend can still be accessed even without an account.
2. Home Page – This contains the logo if the agency and the talents it caters.
3. About Page – This contains a brief description about the agency.
4. Contact Us Page – This is a venue for a user to keep in touch with the agency.

Back End

1. Account Login - This is to verify access to the system with valid login credentials.

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2. Adding, Updating and Deleting an Employee - This is to create, update and delete an Employee
 3. Adding and Scheduling of the Applicant's Screening - This is to create and add a screening schedule for the Applicants
 4. Talent's Record - This is to show the list of all the talents and can add, edit and delete talent's record
 5. Creating a Client - This is to show the list of all the available clients.
 6. Creating an Event - This is to show the list of all the available events.
 7. Account Logout - This is a to verify logout after the use of the system

Acronyms and Abbreviations

Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

1. AMPAPHIL – Artist Managers Placement Agency of the Philippines
2. CRUD – Create, Read, Update, Delete

2.0 GETTING STARTED

Front End Version

Sign up

Preconditions: The user should have accessed the frontend of the system.

Input:	Expected Output:
From the red menu bar, click Signup.	Signup page should be displayed.
Fill out the following fields to register.	All the required fields should be accomplished.
Username	
Email	
Password	
Click "Signup" button	User should be redirected to the home page.
Verify if the login is correct	The username beside the "Logout" (inside the parenthesis) matches the username used.

Home Page

Preconditions: The user should have accessed the frontend of the system.

Input:	Expected Output:
Verify that the logo is at the center of the page.	Logo is at the center of the page, below the menu bar.
Verify that there are three icons with a brief description under the logo:	There are three sections that display information.
Solo Singer	
Band	
Dancer	
Click any of the "More info >>" buttons	User should be redirected to the about page.

About Page

Preconditions: The user should have accessed the frontend of the system.

Input:	Expected Output:
From the red menu bar, click About.	About page should be displayed.
Verify that the logo is at the center of the page.	Logo is at the center of the page, below the menu bar.
Read the description about Artist Managers Placement Agency of the Philippines.	The content is about the agency.
Under the About AMPAPhil, verify that there is Application process	The content should be about the process of application for the applicants.

Contact Us Page

Preconditions: The user should have accessed the frontend of the system.

Input:	Expected Output:
From the red menu bar, click Contact.	Contact page should be displayed.
Fill out the following fields to inquire. Name Email Subject Body Verification Code Click "Submit" button	All the required fields should be accomplished. User should see a green status under the navigation bar that says "Thank you for contacting us. We will respond to you as soon as possible."

Back End Version

Logging On

Preconditions: The user should have valid username and password.

Input:	Expected Output:
Open browser	The browser opens
Navigate the login page URL: http://localhost/ampaphil_advanced/backend/web/index.php	Login page should be displayed

Fill out the following fields to login. Enter the account credentials: Username: admin Password: administrator Verify if the “Remember me” checkbox is selected	Login account credentials should be accepted “Remember Me” checkbox should be selected
Click the “Log in” button Verify that all modules are displayed in the home page	Home page should be displayed The following modules are available: Employee, Applicants, Screening Talents, Manager, Client, Events and Transaction

Adding, Updating and Deleting an Employee

Preconditions: Administrator should be able to access the Employee module

Input:	Expected Output:
Go to “Employee” Page by clicking the Employee logo	Employee page should be displayed
Verify that the display labels are ID, Last Name, First Name, Contact Number, E-mail Address and Position	Labels are being displayed in the page
Click “Create Employee” button located on the upper left part on the page below the “Employees” display name	Create Employee Page should be displayed
Input all the required fields in the page to create an Employee. Here’s the complete fields: Last Name, First Name, Middle Name, Gender, Birth date, Block/Lot Number, Street, Barangay, City, Zip Code, Contact Number, Email Address and Position	All the required fields should be accomplished
Click the “Create” button	User has created a new employee
Verify that new record of Employee is being displayed in the page	User can see all the displayed fields
To update/edit the Employee record, click the “Update Button” located below the Employee’s name and colored with Blue button	User should be able to proceed on the Update page
Edit the Last name and the first name of the Employee’s name by renaming it	User should be able to rename the fields
Click “Update” button	User has updated the Last name and First name of the Employee’s name
Verify that the Last name and First name of the employee has been changed	Last name and First name of the employee are changed and re-named
To delete the record, click the “Delete” button located beside the “Update button” and it’s background color is Red	Delete button is displayed right beside the Update button
Verify that there is a message box asking you to delete the item.	A message box that says, “The page at https://localhost says:

Click Ok.	Are you sure you want to delete this item?" should be displayed
Verify that the previous item has been deleted and bring back to the lists of Employee's Record	Records of the Employees are being displayed

Adding and Scheduling of the Applicant's Screening

Preconditions: The user should be able to access the Applicant's Module

Input:	Expected Output:
Click the "Home" button located on the upper left portion of the page	Main features/modules are being displayed
Click on the second module called "Applicants"	"Applicants" module are displayed right beside the Employee's module
Verify that the Applicants page has 2 buttons below namely "Create Applicant" and "Create Talent Line"	2 buttons are displayed below the Applicants name label
Verify that the display labels are consists of ID, Last Name, First Name, Middle Name, Gender, Talent and Screening Schedule	Labels are being displayed in the page
Click "Create Applicant" button	Create Applicant Page should be displayed
Input all the required fields in the page to create an Applicant. Here's the complete fields: Last Name, First Name, Middle Name, Gender, Birth date, Block/Lot Number, Street, Barangay, City, Zip Code, Contact Number, Email Address, Registration Date, Registration time and Talent and Screening Schedule	All the required fields should be accomplished
Click "Create" button	User should be able to create an applicant
Verify that the records of the Applicant are displayed	Records of the new applicant should be displayed in the page
Click on the "Next" button below	User should be redirect to the next step of the Applicant's record
Verify that you are in the "Create Talent Line" page Select the Talent Type, Specialization and Last name	Create talent line page is being displayed User should be able to select the required fields in the drop-down list
Verify the following: Talent Type: Solo, Duo, Group Specialization: Acapella (Singing), Acoustic(Singing), Mellow(Singing), Rock (Singing), RNB(Singing), Pop(Singing), Bass(Band), Drums(Band), Vocals(Band), Lead(Band), Rhythm(Band), Contemporary dance, Folk dance and Jazz Dance	The different talent types and specialization should completely displayed in the drop-down list

Click “Create” button	User should create the Talent line of the Applicant
Click on the “Create Screening Schedule” button located below	“Create Screening Schedule” page should be displayed
Input all the required fields to create a screening schedule of the Applicant The fields consists of Date, Time, Status and Employee Last Name	All the required fields should be accomplished
Click “Create” button	User should be able to create a screening schedule

Talent’s Record

Preconditions: Administrator should be able to access the Talents module

Input:	Expected Output:
Click the “Home” button located on the upper left portion of the page	Main features/modules are being displayed
Click on the 4th module called “Talents”	“Talents” module are displayed right beside the Screening module
Verify that there is a “Create Talent” button located below the “Talents” name and check that the display labels are shown in the page. These includes ID, Manager Last Name, Start Date, End Date and Applicant Last Name	Create talent button and display labels are being displayed in the page
Click the “Create Talent” button	Create talent page should be displayed
Input all the required fields in the page to create a new talent. Fields are the Manager Last Name, Start Date, End Date, Screening Schedule and Applicant Last name	All the required fields should be accomplished
Click the “Create” button	User has created a new talent
Verify that new record of talent is being displayed in the page	User can see all the displayed fields

Creating a Client

Preconditions: Administrator should be able to access the Client module

Input:	Expected Output:
Click “Create Client” button located on the upper left part on the page below the “Clients” display name	Create Client Page should be displayed
Input all the required fields in the page to create a Client. Here’s the complete fields: Last Name, First Name, Middle Name, Company, Block/Lot Number, Barangay, Contact Number, City and Email Address	All the required fields should be accomplished
Click the “Create” button	User has created a new client

Verify that new record of client is being displayed in the page	User can see all the displayed fields
Verify that list of all the available client will display in the page	User can only see six (6) fields with record

Creating an Event

Preconditions: Administrator should be able to access the Events module

Input:	Expected Output:
Click “Create Event Details” button located on the upper left part on the page below the “Event Details” display name	Create Client Page should be displayed
Input all the required fields in the page to create an Event. Here’s the complete fields: Name, Location, Type, Start Date, End Date, Start Time, End Time, and Status	All the required fields should be accomplished
Click the “Create” button	User has created a new event
Verify that new record of event is being displayed in the page	User can see all the displayed fields
Verify that list of all the available events will display in the page	User can only see six (6) fields with record

View Calendar

Preconditions: User should be able to login with a valid username and password

Input:	Expected Output:
From the red menu bar, click Calendar.	A calendar should be displayed.
Verify that all the records from the events module are displayed in the calendar.	The events from the events module and calendar matches.
Hover to any event in the calendar.	A pop-up window should display more details about the event. (Title of event, Venue, Time and Location)

Exit System/Account Logout

Preconditions: A user should be able to logout his/her account

Input:	Expected Output:
Go to any page of the system	A web page is displayed
From the upper right corner page of the page, click the “Logout” button	Login page is displayed
Close the browser	Browser is closed