

## Attendee Management System (AMS)


### FAQs

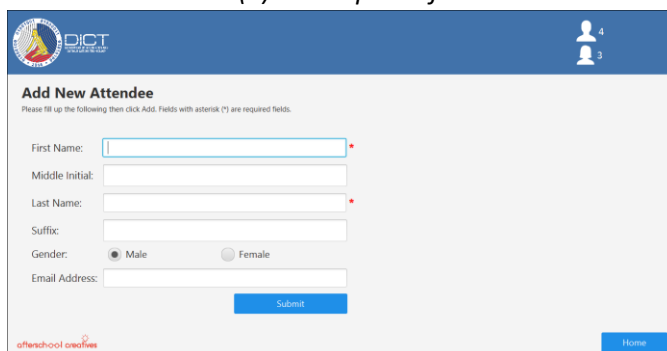
#### Frequently Asked Questions

##### 1. System Requirements


- What are the system requirements to make AMS work in a computer?
  - Java Runtime Environment (JRE 1.8) for both Server and Client
  - MariaDB for Server only

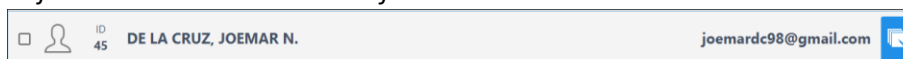
##### 2. Add

- How to add a new attendee?
  - Just click  then fill up the fields needed.
  - Fields with asterisk (\*) are required fields.




##### 3. Update

- How to edit or update the attendee's information?
  - You can click the pen and paper button  on the right side of the attendee's row or just double click the row itself.



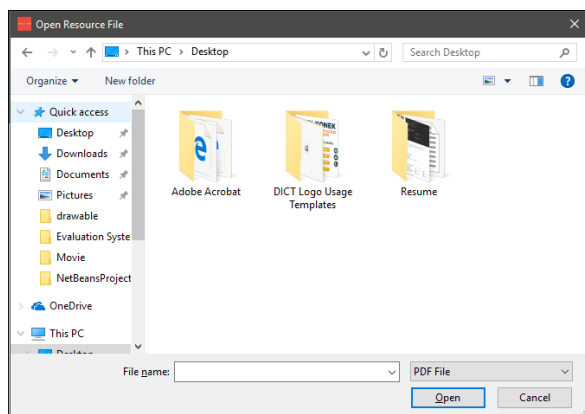
##### 4. Delete

- How to delete an attendee?
  - Just select the attendee(s) you would like to delete then click  to proceed.

##### 5. Upload Certificate Template

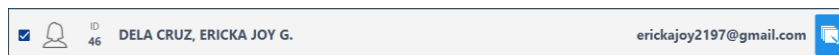
- How to upload a certificate template to be used?

- First click **Extras** then click **Upload a Template**. Locate and choose the PDF file of the certificate template you want to use then click Open.



## 6. Generate Certificate

- How to generate a certificate per attendee?
  - First, select the attendee(s) you want to generate a certificate.



Then click **Generate Certificate**.

- How to set the layout into proper location of the attendee's name?
  - You can change the **Spacing Before:**  to move the name upward or downward position. Select the **Enable Auto Open Setting** for easier and faster checking of the layout.

## 7. Header Display

- How to add or change the Event details to be displayed in the header of the window?
  - Click **Extras** then in the lower part is the **Update Header Display**.

**Update Header Display**


Event Name:

Venue:


Date:

Save Changes




## 8. View Generated Certificates

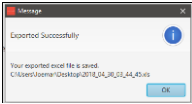
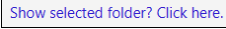
- How to view the generated certificates faster?
  - You can view all the generated certificate by clicking .

## 9. Sort



- Can I sort the viewed attendees by their gender?
  - Yes, look for  from the upper left corner of the window.

## 10. Export to Excel





- How can I export the saved attendees into excel file?
  - Click  then click . Choose a folder where you want to save the excel file then click .
- How can I locate and view the exported excel file without minimizing the application?
  - After exporting the excel file, a message will appear showing the location and folder

you selected  and this text will appear .


## 11. Gender


- How can I easily identify the gender of the attendee?
  - In the attendee's row, there are images before the ID of each attendee that represents its gender.  

## 12. Search

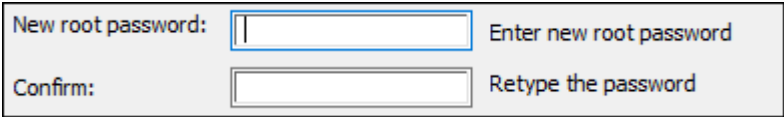


- How can I view again all the attendees after searching?
  - You can clear all the inputted text here  then click  again.
  - Or you can change  then select  to change the viewed result.

## 13. Select All


- How can I select or unselect all the attendees?
  - You can look for  in the lower left part of the window to easily select or unselect all the saved attendees.

- **How can I know how many attendees are selected?**
  - You can monitor the selected attendees by looking at the upper part of the Select All check box.  This also lets you know the total attendees added.

#### 14. Server

- **What are the things to consider in installing MariaDB?**
  - Use “root” as password in these two fields  

  - Make sure to check this setting  

- **How to set up the database?**
  - Open MariaDB and click File -> Load SQL file. Look for the AMS.sql then click  to run the query.

#### 15. Client

- **How can I connect client to the server?**
  - First click  in the first window. Then enter the Server's IP Address in the given field and click Save Changes.
- **What are the possible problem when the client can't connect to the server even if the server's ip address is correct?**
  - The client is connected to another router that is not used by the server.
  - The server is turned off.