

Attendee Management System (AMS) Frequently Asked Questions (FAQs)

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. Server

- **What are the things to consider in installing MariaDB?**

- Use "root" as password in these two fields

New root password:	<input type="password"/>	Enter new root password
Confirm:	<input type="password"/>	Retype the password

- Make sure to check this setting


☒ **Enable access from remote machines for 'root' user**

- **How to set up the database?**

- Open MariaDB and click File -> Load SQL file. Look for the AMS.sql in the setup folder then click  to run the query.

3. Client

- **How can I connect client to the server?**

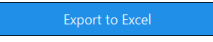
- First click  in the first window. Then enter the Server's IP Address in the given field and click Save Changes.

- **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.

4. Import the Excel File

- **How can I import attendees using excel?**

- First, use the  to produce the AMS format of excel file. Then you can fill the given columns of the attendee to be saved.

5. Add


- **How to add a new attendee?**

- Just click  then fill up the fields needed.

- Fields with asterisk (*) are required fields.

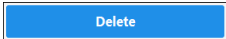
6. Update

- 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.

7. Delete

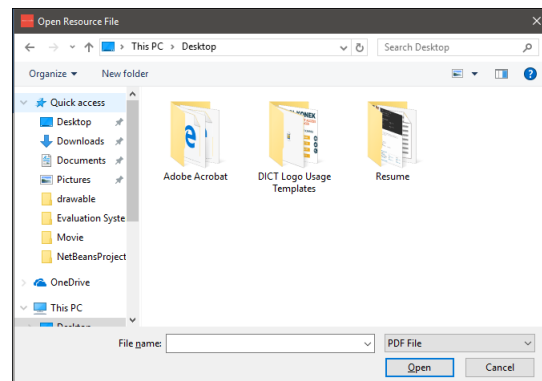
- How to delete an attendee?

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

8. Upload Certificate Template

- How to upload a certificate template to be used?


- First click  then click . Locate and choose the PDF file of the certificate template you want to use then click Open.



9. Generate Certificate


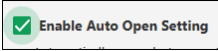
- **How to generate a certificate per attendee?**

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

<input checked="" type="checkbox"/>		ID 46	DELA CRUZ, ERICKA JOY G.	erickajoy2197@gmail.com	
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Then click .


- **How to set the layout into proper location of the attendee's name?**

- You can change the  to move the name upward or downward position. Select the  for easier and faster checking of the layout and uncheck if done.

10. Header Display


- **How to add or change the Event details to be displayed in the header of the window?**

- Click  then in the lower part is the Update Header Display.

Update Header Display	
Event Name:	<input type="text"/>
Venue:	<input type="text"/>
Date:	<input type="text"/>
	


11. View Generated Certificates

- **How to view the generated certificates faster?**

- You can view all the generated certificate by clicking .

12. Sort

- **Can I sort the viewed attendees by their gender?**

- Yes, look for  from the upper left corner of the window.

13. Export to Excel

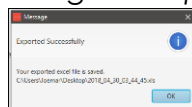
- **How can I export the saved attendees into excel file?**

- 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
appear



and this text will

[Show selected folder? Click here.](#)

14. Excel File as Backup

- **How can I use the excel file as backup of previous attendees?**
 - You can import the exported excel file to retrieve the deleted attendees. It will automatically add the attendee if not existing.

15. 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.



16. Search

- **After searching , how can I view again all the attendees?**

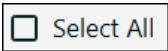
- You can clear all the inputted text here

then click  again to refresh the table.


- Or you can change  then select  to change the viewed result.

17. 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 shows the total attendees saved.