

Attendee Management System (AMS)

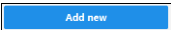
FAQs

Frequently Asked Questions

1. System Requirements

- What are the system requirements to make AMS work in a computer?
 - Java Runtime Environment (JRE 1.8)
 - MariaDB

2. Add

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

Add New Attendee
Please fill up the following then click Add. Fields with asterisk (*) are required fields.

First Name: *

Middle Initial:

Last Name: *


Suffix:



Gender: ☒ Male ☐ Female

Email Address:

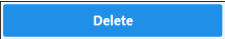
afterschool creatives

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.

<input type="checkbox"/>		ID 45	DE LA CRUZ, JOEMAR N.	joemardc98@gmail.com	
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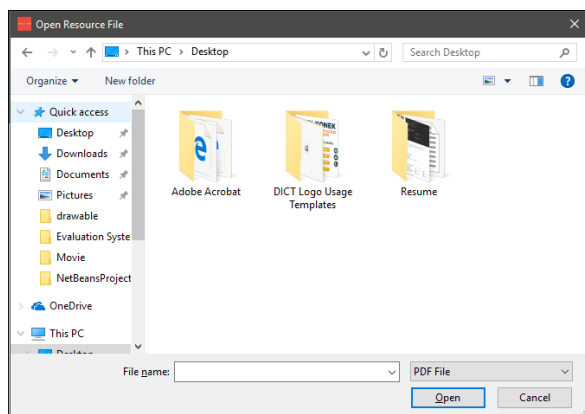
4. Delete

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

5. Upload Certificate Template

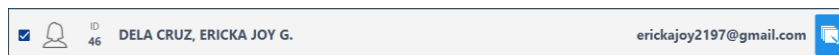
- How to upload a certificate template to be used?

- 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

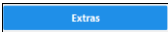
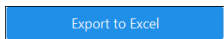
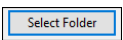
- How to view the generated certificates faster?

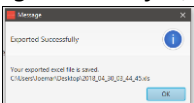
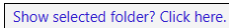
- You can view all the generated certificate by clicking .

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

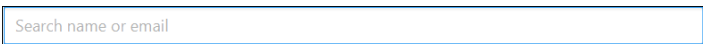



- How can I export the saved attendees into excel file?
 - Click  then click . Choose a folder where you want to save the excel file then click .
- How can I locate and view the exported excel file without minimizing the application?
 - After exporting the excel file, a message will appear showing the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

you selected  and this text will appear .

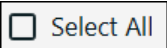
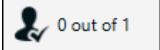
11. Gender

- 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.