

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 "dictlc2" 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

<input checked="" type="checkbox"/> Enable access from remote machines for 'root' user
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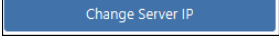
- How to set up the database?

- Change **Service Name** into **HeidiSQL**
- Open **MariaDB (HeidiSQL)**, enter your new password "**dictlc2**" then click Enter.
- Go to **File -> Load SQL file**. Look for the **AMS.sql** in the setup folder then click  to run the query. **F5** to refresh.

Service Name:	<input type="text" value="HeidiSQL"/>
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3. Client

- How can I connect client to the server?

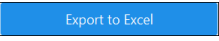
- First click  in the first window. Then enter the Server's IP Address in the given field and click Save Changes.

- 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

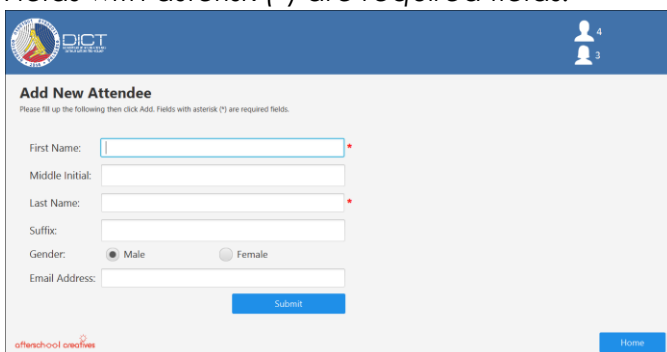
- How can I import attendees using excel?

- 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?**

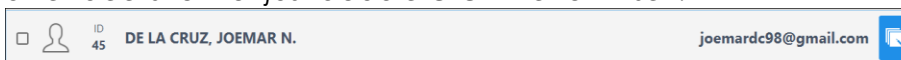
- Just click  then fill up the fields needed.
- Fields with asterisk (*) are required fields.



6. Update

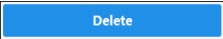
- **How to edit or update the attendee's information?**

- 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

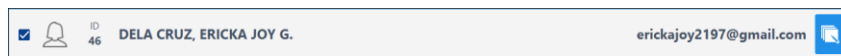
- **How to upload a certificate template to be used?**

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

9. Generate Certificate

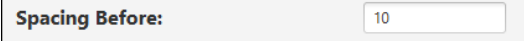
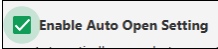
- **How to generate a certificate per attendee?**

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



Then click .

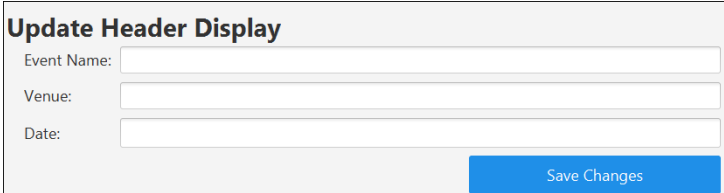
- **How to set the layout into proper location of the attendee's name?**

- 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.

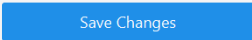


Update Header Display

Event Name:

Venue:

Date:




11. View Generated Certificates

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

- You can view all the generated certificate by clicking .


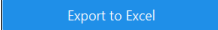

12. Sort

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

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


13. Export to Excel

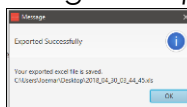
- **How can I export the saved attendees into excel file?**

- 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 and this text will appear .






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.

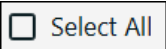

15. Gender

- **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.