Attendee Management System (AMS)
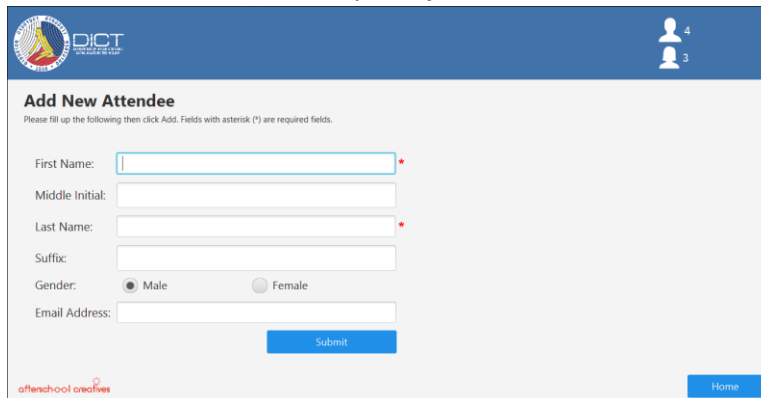
System Requirements

- Java SE Development Kit 8 (JDK 1.8)
- MariaDB

FAQs
Frequently Asked Questions

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

2. **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.*
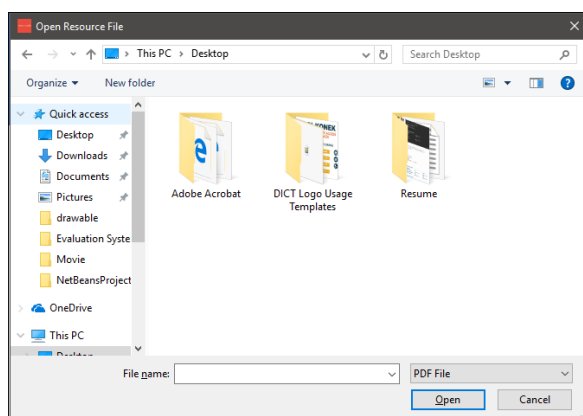

3. **Delete**
   - How to delete an attendee?
     - *Just select the attendee(s) you would like to delete then click* [Delete] *to proceed.*
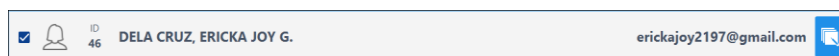
4. **Upload Certificate Template**
   - How to upload a certificate template to be used?
     - *First click* **[Extras]** *then click* **[Upload a Template]**. *Locate and choose the PDF file of the certificate template you want to use then click Open*.

5. **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: 10]** *to move the name upward or downward position. Select the* **[✅ Enable Auto Open Setting]** *for easier and faster checking of the layout.*

6. **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.*
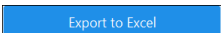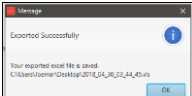
7. **View Generated Certificates**
   - How to view the generated certificates faster?
     - *You can view all the generated certificate by clicking* [📁 Open certificate's folder] *.*

8. **Sort**
   - Can I sort the viewed attendees by their gender?
     - *Yes, look for* [Sort All ⌄] *from the upper left corner of the window.*

9. **Export to Excel**
   - How can I export the saved attendees into excel file?
     - *Click* [Extras] *then click* [Export to Excel] *. Choose a folder where you want to save the excel file then click* [Select Folder] *.*
   - 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* [Message dialog: Exported Successfully / Your exported excel file is saved. / C:\Users\Joema\Desktop\2018_04_08_03_44_45.xls / OK] *and this text will appear* [Show selected folder? Click here.] *.*

10. **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.* [two gender icons]