**Attendee Management System (AMS)**

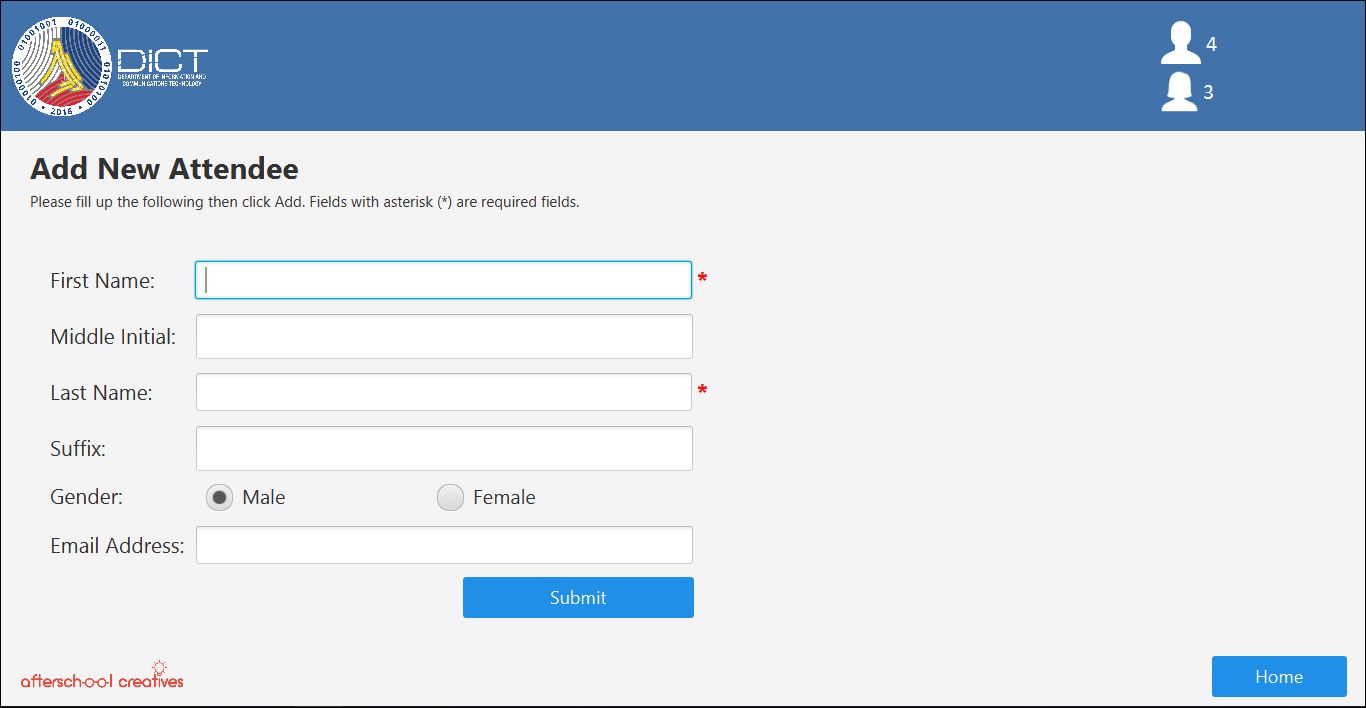
**FAQs**

**Frequently Asked Questions**

1. **System Requirements**

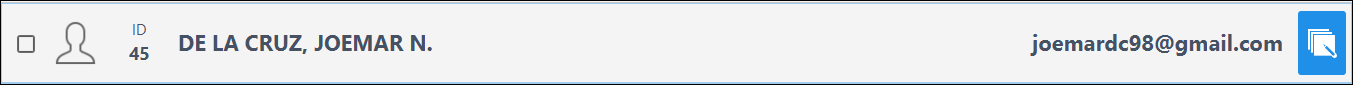
* **What are the system requirements to make AMS work in a computer?**
  + Java Runtime Environment (JRE 1.8)
  + MariaDB

1. **Add**

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

1. **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.*

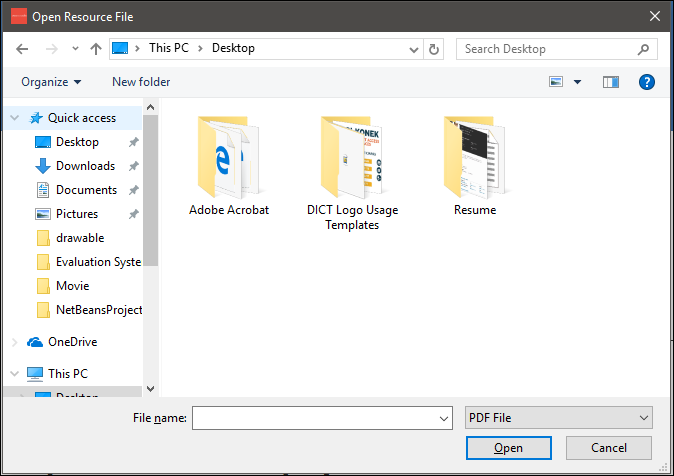
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1. **Delete**

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

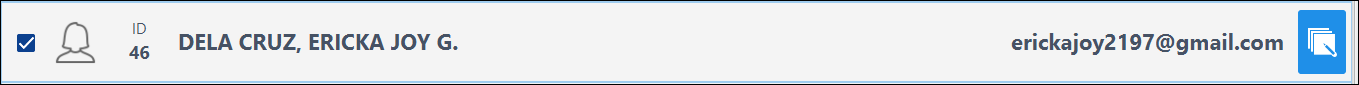
1. **Upload Certificate Template**

* 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*.



1. **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.*

1. **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.*



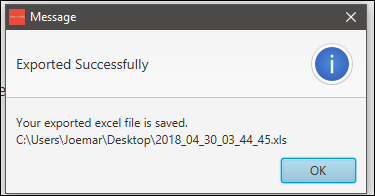
1. **View Generated Certificates**

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

1. **Sort**

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

1. **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* .

1. **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.  *

1. **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.*

1. **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.*