



CATAFA MANAGEMENT INFORMATION SYSTEM

USER MANUAL

Version 1.0

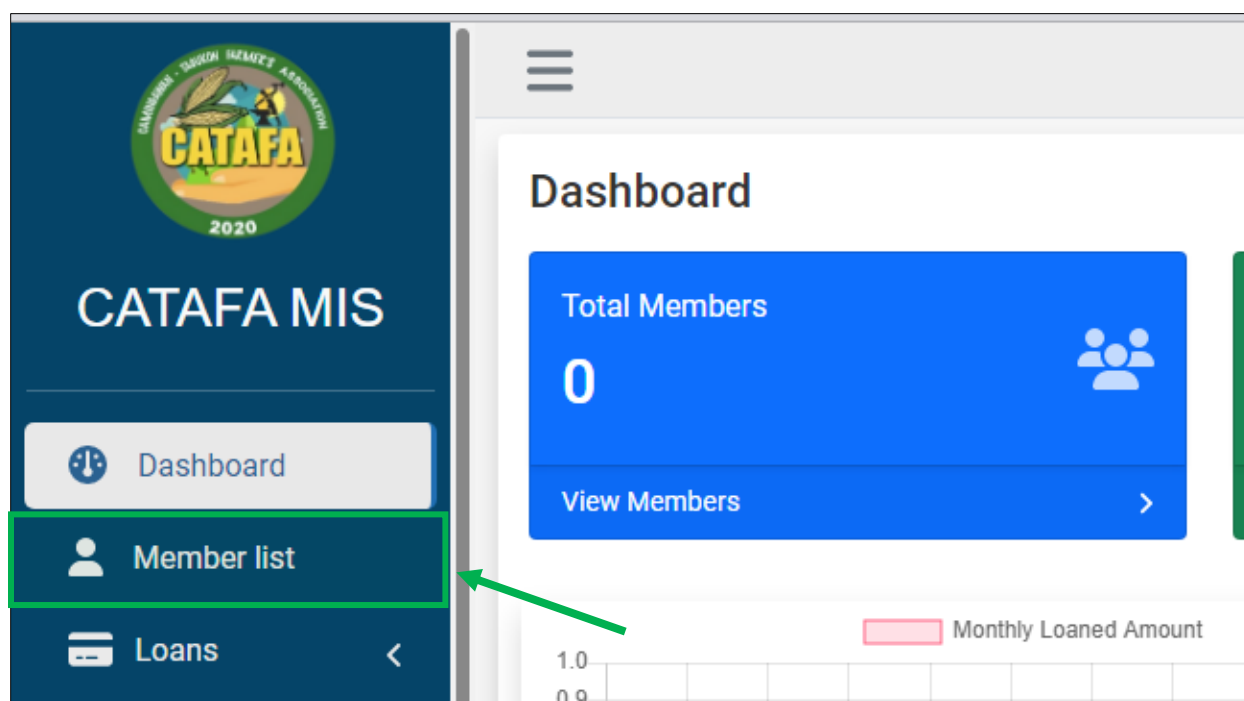
07/01/2023

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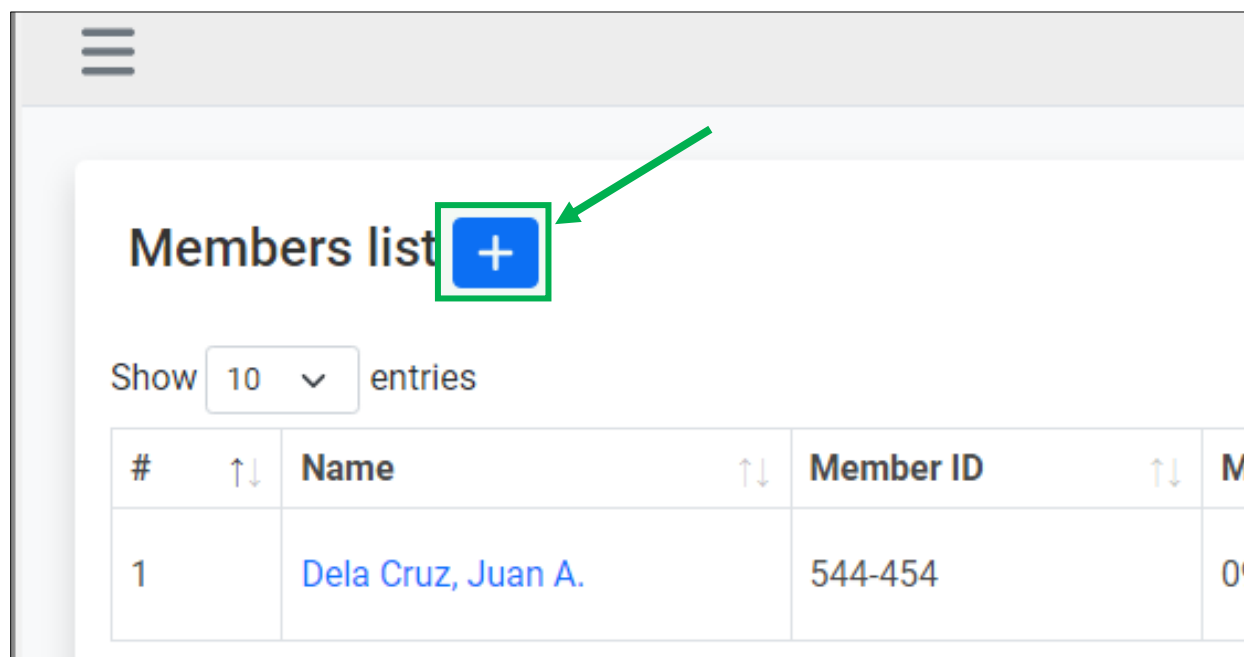
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1. HOW TO ADD MEMBER

Para mag-add sang member, pindoton lang ang “Member List” sa sidebar.



Sa Member List, pindoton ang plus(+) button.



I-fill out and registration form gamit ang personal information sang applicant.
Pagkatapos fill out, i-click ang “Save” button para i-save.

Add Member

Full name: Jane

Middle name: Ford

Last name: Castro

Age: 35

Gender: Female

Province: Negros Occidental

City/Municipality: Kabankalan

Barangay: Tagukon

Mobile Number: 09967754345

Cancel Save

Successful ang pag-resgister, pero makita naton na “Pending” pa ang status ni Jane. Kinahanglan na i-approve para maka apply siya sang Loan kag Savings.

Members list +

Show 10 entries

Search:

#	Name	Member ID	Mobile Number	Status	Manage
1	Dela Cruz, Juan A.	544-454	0997-665-4345	Active	Manage
2	Castro, Jane F.	801-853	0996-775-4345	Pending	Manage

Showing 1 to 2 of 2 entries

Previous 1 Next

Para i-approve si Jane, i-click lang ang “Manage” button, tapos i-click ang approve.

The screenshot shows a 'Members list' interface with a table containing two entries. The second entry, Jane F. Castro, has a 'Pending' status. A green arrow points to the 'Manage' button in the 'Manage' column for Jane F. Castro, which has opened a dropdown menu. The dropdown menu contains four options: 'Approve' (highlighted with a green box), 'View', 'Edit', and 'Delete'.

#	Name	Member ID	Mobile Number	Status	Manage
1	Dela Cruz, Juan A.	544-454	0997-665-4345	Active	Manage
2	Castro, Jane F.	801-853	0996-775-4345	Pending	Manage

Showing 1 to 2 of 2 entries

Si Jane isa na ka member kag pwede na siya maka apply sang Loan kag makaopen sang Savings account.

The screenshot shows the same 'Members list' interface. Jane F. Castro's status is now 'Active', which is highlighted with a green box and a green arrow. The 'Manage' button is still visible next to her name.

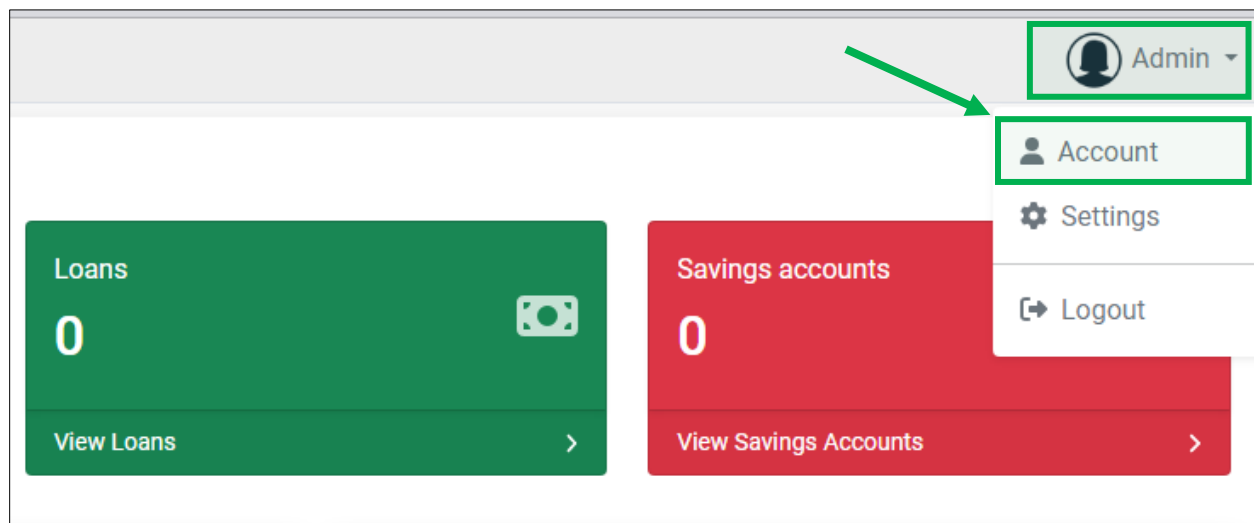
#	Name	Member ID	Mobile Number	Status	Manage
1	Dela Cruz, Juan A.	544-454	0997-665-4345	Active	Manage
2	Castro, Jane F.	801-853	0996-775-4345	Active	Manage

Showing 1 to 2 of 2 entries

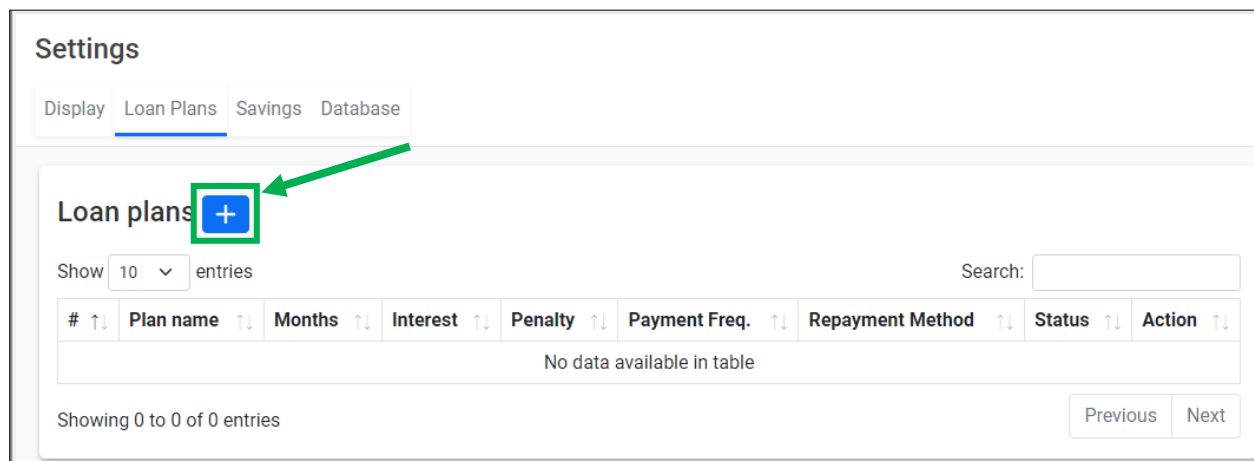
Previous 1 Next

2. HOW TO ADD LOAN PLAN

Para maka-add sang loan, ang una nga step ay mag-ubra sang loan plan. Para mag-ubra sang Loan Plan, i-click lang ang admin icon sa upper-right corner, tapos i-click ang “Settings”.



Sa Settings, mag-kadtu sa “Loan Plans”, tapos i-click ang plus(+) button para mag-add sa Loan Plan.



Tapos i-fill ang form sa Loan Plan.

Plan name: Depende sa imo ko nano imo gusto ipangalan.

Months: Kun pila ka bulan dapat impasan ang utang.

Interest: Pila ka porsyento ang tubo sang utang kada bulan.

Over Due Penalty: Pila ang suggested porsyento sang penalty kon na lapas sa deadline ang pag-bayad. Indi ini fixed, nakadepende japun sa admin kon pila ang amount na iya i-add.

Payment Frequency: Kon kapila sa isa ka bulan mag-bayad ang nangutang. Ari ang tatlo ka pililian sa Payment Frequency:

- *Weekly* – kada simana ang due date sang utang.
- *Bi-weekly* – kada 15 days ang due date sang utang.
- *Monthly* – kada bulan ang due date sang utang.

Repayment Method: Pamaagi kon paano bayaran sang nangutang ang iya utang. Ari ang tatlo ka pililian sa Repayment Method:

- *Amortization* – ang bug-os nga utang, kaupod ang interes, ginabahin-bahin sa pares-pares nga bahin sa matag bulan o depende sa imo Payment Frequency.
- *Interest-only* - isa ka porma sang pautang diin ang borrower lang ang nagabayad sang interes kag wala sang ginabayad para sa prinsipal nga balayran. Sa tion sang interest-only period, wala kinahanglan nga bayaran ang prinsipal nga balayran.

The screenshot shows a web application interface with a 'Settings' page. The 'Loan Plans' tab is active. A modal titled 'Add New Plan' is open, allowing users to create a new loan plan. The modal contains the following fields and options:

- Plan Name:** A text input field with the placeholder 'Plan name'.
- Months:** A text input field with the value '0'.
- Interest (%):** A text input field with the placeholder '% '.
- Over Due Penalty (%):** A text input field with the placeholder '% '.
- Payment Frequency:** A dropdown menu with 'Select' as the current option.
- Repayment Method:** A dropdown menu with 'Select' as the current option.

At the bottom right of the modal, there are two buttons: 'Cancel' and 'Submit'.

Pagkatapos fill ang form, pindoton lang ang “Submit” para i-save ang Loan Plan.

May ara nata isa ka Loan Plan. Pwede nata maka add sang Loan. Pwede ka makaubra sang damo nga Loan Plans.

Loan plans [+](#)

Show 10 entries Search:

#	Plan name	Months	Interest	Penalty	Payment Freq.	Repayment Method	Status	Action
1	Pang Negorsyo	6 Months	4%	1%	Bi-Weekly	Amortization	Unused	Action

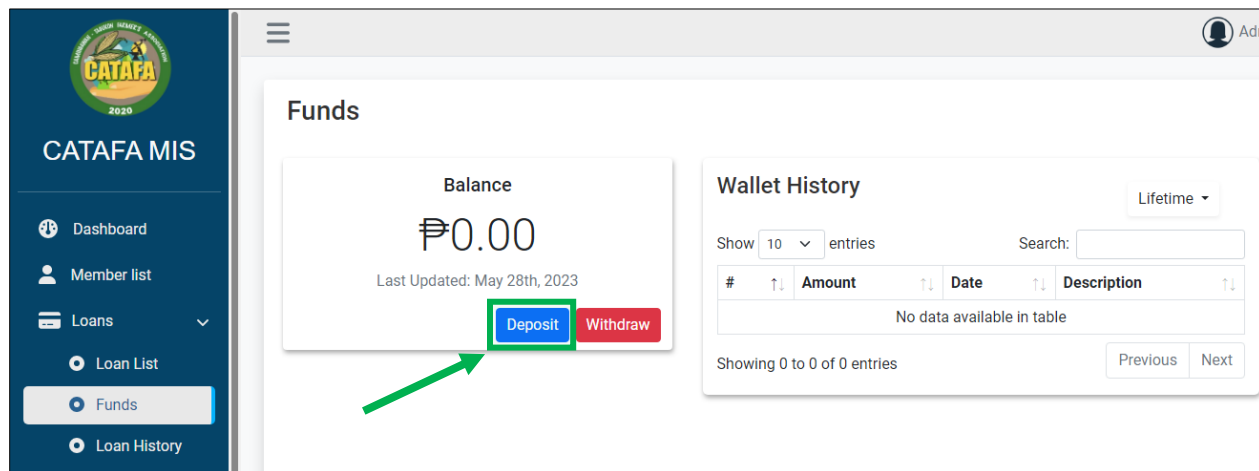
Showing 1 to 1 of 1 entries Previous 1 Next

3. HOW TO ADD LOAN FUND

Indi ka pwede mag-add sa loan kung wala unod ang loan Funds. Ang Funds ay ang total sang kwarta nga puydi hulmon sang members.

Para mag-deposit sa Funds, i-click lang lang ang “Loans” sa sidebar, kag mag-kadtu sa “Funds”.

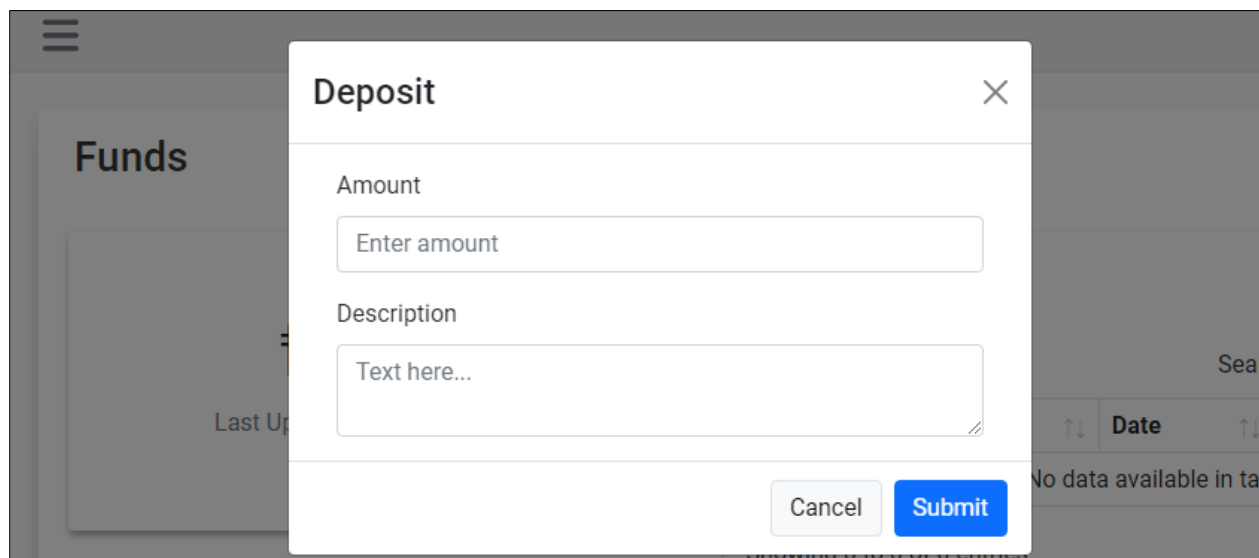
Tapos sa idalom sang balance, i-click ang “Deposit”.



I fill ang deposit form.

Amount: Pila ang kwarta na gusto i-deposit sa Funds.

Description: Note or description sang deposit.



Pagkatapos i-fill ang form, i-click ang “Submit”.

Deposit

Amount

100000

Description

Dere ibutang ang note o description sang deposit.

Cancel Submit

After ma submit ang deposit, madugangan na ang Balance sa Funds kag recorded ina nga transaction sa Wallet History.

Funds

Balance

₱100,000.00

Last Updated: May 28th, 2023

Deposit Withdraw

Wallet History

Show 10 entries Search:

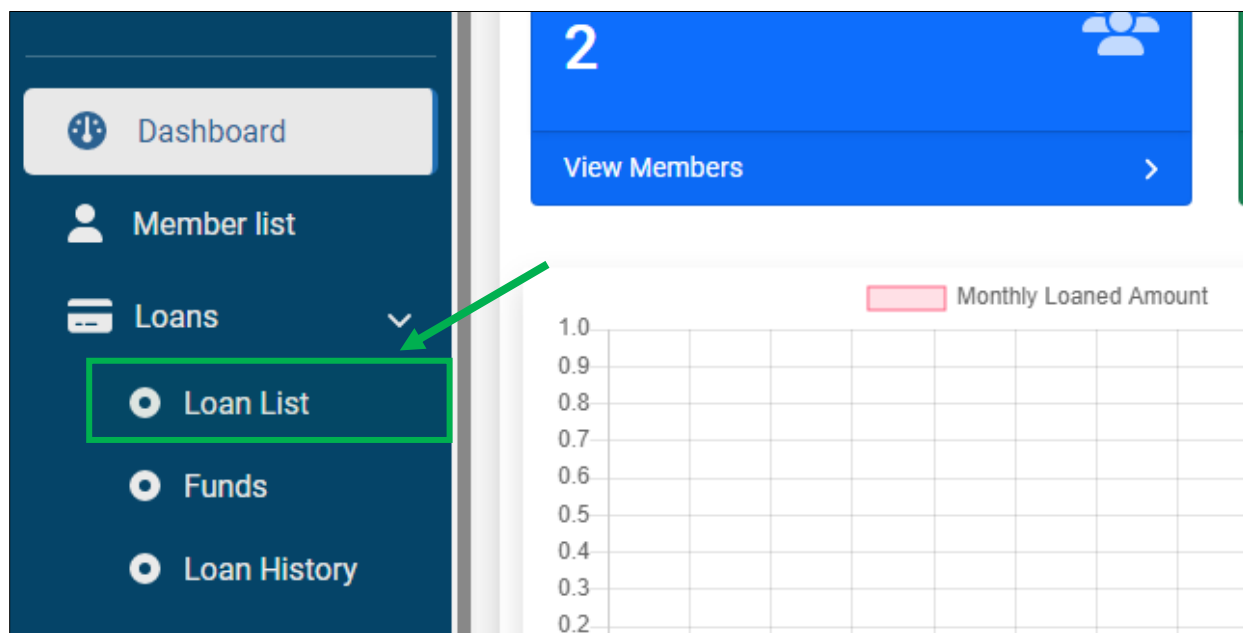
#	Amount	Date	Description
1	+₱100,000.00	May 28, 2023	Fund Deposit

Showing 1 to 1 of 1 entries Previous 1 Next

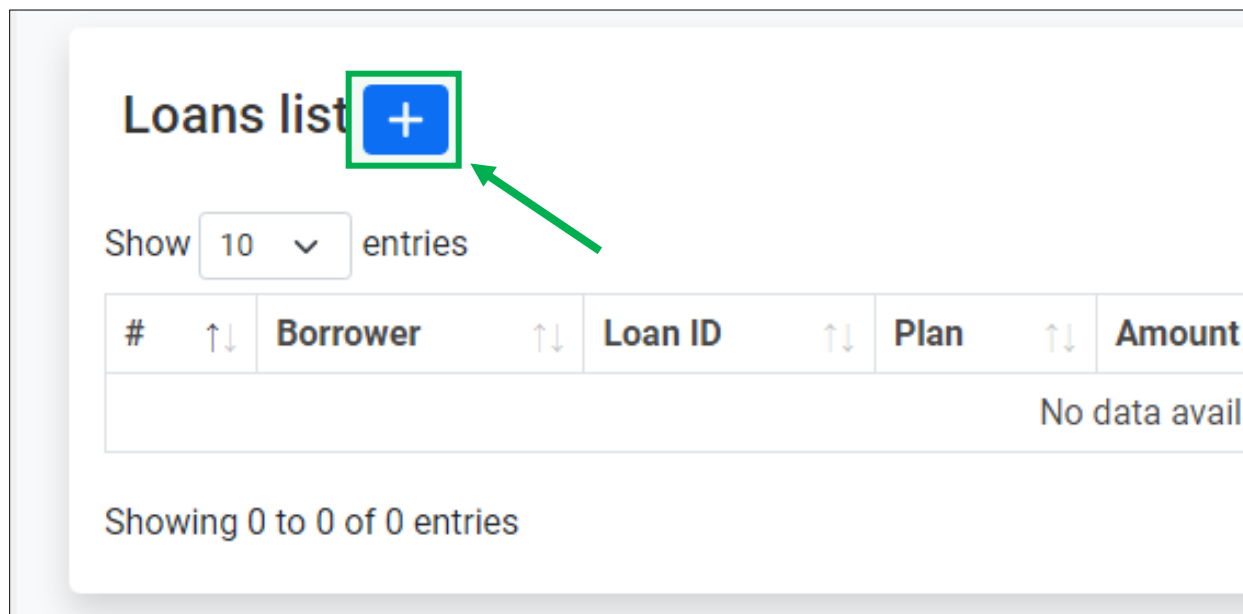
Kung may unod na ang Funds, pwede na mag-add sang bag-o nga loan.

4. HOW TO ADD LOAN

Para mag-add sang loan, i-click lang ang “Loans” sa sidebar kag i-click ang “Loan List”.



Sa Loan List, i-click ang plus(+) button para mag-add sang bag-o nga loan.



I-fill out ang Loan Application Form.

Borrower: Kon sin-o nga member ang mag-hulam sang kwarta. I-search ang Name or Member ID sang member.

Loan Plan: I-select kon ano nga loan plan ang i-apply sa loan. Kun wala ka pa Loan Plan, please lantawon mo anay ang tutorial na “HOW TO ADD LOAN PLANS”.

Loan Amount: Pila ang amount na gusto utangon.

Attachment: Pwede i-upload ang mga kinahanlan nga documents para sa loan. Pwede i-upload and picture, docx, o pdf file.

Comment: Note o description sang loan.

The image shows a web application interface. In the background, there is a 'Loans list' table with columns for '#', 'Borrower', and 'Loan Amount'. The table is currently empty, showing 'Showing 0 to 0 of 0 entries'. Overlaid on top of this is a 'New Loan Application' modal form. The form has a title bar with a close button (X). It contains several input fields: a 'Borrower' search field, a 'Loan Plan' dropdown menu (currently showing 'Select here'), a 'Loan Amount' text input field (placeholder 'Enter amount'), an 'Attachment' section with a 'Choose File' button and a 'No file chosen' status, and a 'Comment' text area (placeholder 'Text here...'). At the bottom right of the form are 'Cancel' and 'Save' buttons.

Pagkatapos i-fill ang form, i-click lang ang “Save” para i-save.

New Loan Application

Borrower
Dela Cruz, Juan A.

Loan Plan
Pang Negorsyo

Loan Amount
20000

Attachment
Choose File Screenshot (34).png

Comment
Ibutang tanan di ang notes sang loan.

Cancel Save

Pagkatapos ma-save ang loan. Magkadtu na sa dayon sa Loan List, kag ang iya status mangin “Pending” kay wala pa na release ang kwarta. Kung i-release mo na ang kwarta sa loan applicant, i-click lang ang “Manage”, tapos i-click ang “Release Money”.

Loans list +

Show 10 entries

Search:

#	Borrower	Loan ID	Plan	Amount	Next Payment	Status	Action
1	Dela Cruz, Juan A.	83816435	Pang Negorsyo	₱20,000.00	N/A	Pending	Manage

Showing 1 to 1 of 1 entries

Release Money

View

Edit

Delete

History

Pagkatapos i-released, mangin “Released” na ang status sang loan. It means ara na sa borrower ang kwarta. Kag may ara naman Next Payment Date. Amo na nga date kung san-o mag-bayad ang borrower kag pila ang amount.

#	Borrower	Loan ID	Plan	Amount	Next Payment	Status	Action
1	Dela Cruz, Juan A.	83816435	Pang Negorsyo	₱20,000.00	Date: June 12, 2023 Amount: ₱2,066.67	Released	Manage

Meaning sang table columns sa Loan List.

Borrower: Ang pangalan sang nangutang.

Loan ID: Ang unique ID sang isa ka loan. Wala ini kapariho, so mas mayo nga ang Loan ID ang gamiton kun mag-search o mag-locate sang isa ka Loan. Kay kun ang Name ang i-search, pwede nga may kapariho pangalan.

Plan: Ang Loan Plan nga naka applied sa Loan. Ari di ang Interest, Penalty, Payment Frequency, kag Repayment Method.

Amount: Pila ang original amount nga gin hulam.

Next Payment: San-o ang next Due Date kag pila ang amount nga balaydan.

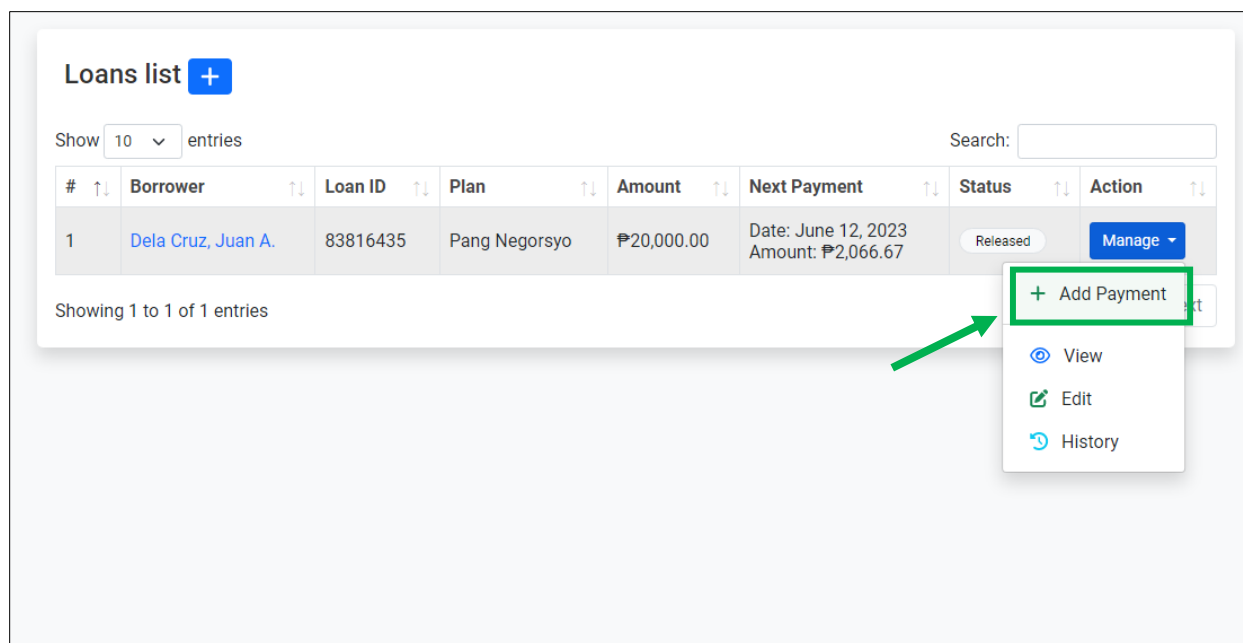
Status: Ari ang tatlo ka status sang loan:

- *Pending* – waiting for approval na i-release ang kwarta.
- *Released* – na released na ang kwarta.
- *Completed* – natapos na bayad ang loan, kag pwede na i-remove sa Loan List.

Action: Pindoton lang ang “Manage” para makita ang mga functionalities para i-manage ang loan.

5. HOW TO ADD LOAN PAYMENT

Para mag-add sang loan-payment, magkadtu lang sa Loan List kag pangitaon ang loan account sang gusto mag bayad. Pwede mo gamiton ang search bar kag i-search ang name o Loan ID sang borrower para mas dasig i-locate ang account. After ma-locate ang account, i-click lang ang “Manage” kag i-click ang “Add Payment”.



The screenshot shows a web interface titled "Loans list" with a blue plus icon. Below the title is a "Show 10 entries" dropdown and a "Search:" input field. A table with 8 columns is displayed: #, Borrower, Loan ID, Plan, Amount, Next Payment, Status, and Action. The first row contains data for a borrower named "Dela Cruz, Juan A." with a loan ID of 83816435, a plan of "Pang Negorsyo", an amount of ₱20,000.00, a next payment date of June 12, 2023, and a status of "Released". The "Action" column for this row has a "Manage" button. A green arrow points to a dropdown menu that appears when the "Manage" button is clicked. The menu contains four options: "+ Add Payment" (highlighted with a green box), "View", "Edit", and "History".

#	Borrower	Loan ID	Plan	Amount	Next Payment	Status	Action
1	Dela Cruz, Juan A.	83816435	Pang Negorsyo	₱20,000.00	Date: June 12, 2023 Amount: ₱2,066.67	Released	Manage

Showing 1 to 1 of 1 entries

Payee: Dere makita ang Name kag ang Loan ID sang borrower.

Amount: Pila ang amount na bayaran. Nakabutang na daan ang amount sa box, so indi na mag-butang ang admin.

Penalty: Penalty na bayaran kung lapas na sa deadline pero wala pa kabayad. Automatic nga may nakabutang na daan sa penalty kung lapas na sa dealine. Pero depende japun sa admin kung gusto niya na gaan penalty o indi.

Kung tapos na i-fill ang form, i-click lang ang “Submit”.

New Payment

Payee (Name - Loan ID.)

Dela Cruz, Juan A. - 83816435

Amount: 2066.67

Penalty: ₱

Amount: ₱2,066.67
Penalty: ₱ 0
Total: ₱2,066.67

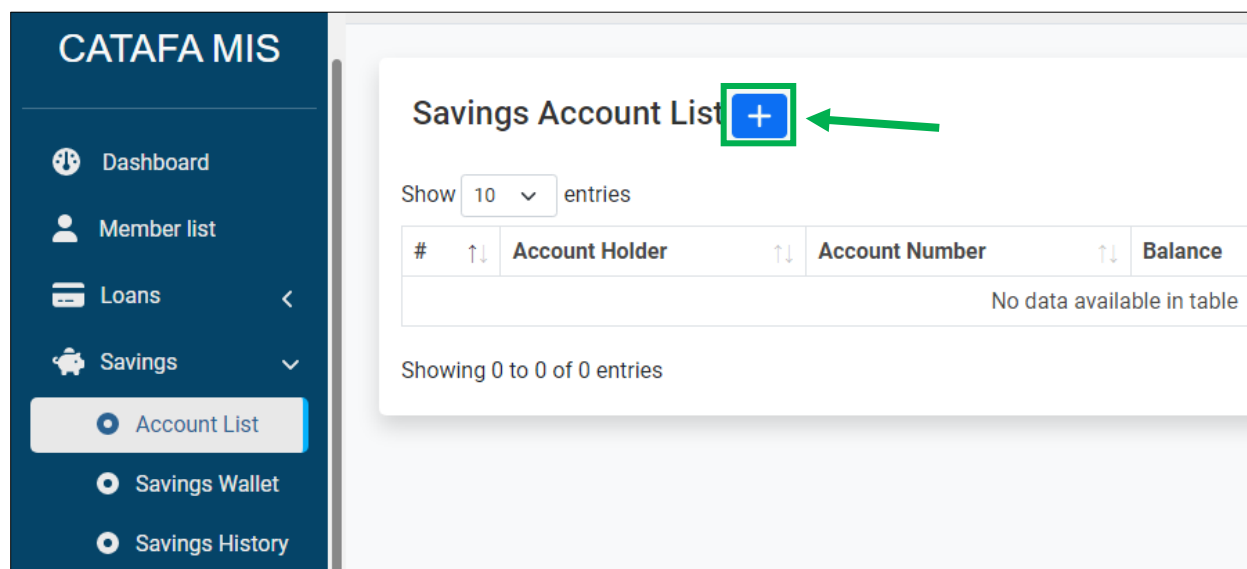
Cancel Submit

Pagkatapos i-submit ang payment, may mag pop-up sa screen kung successful ang payment o indi.

Ang tanan nga loan payments ay recorded sa General Loan History kag Individual Loan History.

6. HOW TO ADD SAVINGS ACCOUNT

Para mag-add sang Savings Account, i-click lang ang “Savings” sa sidebar kag i-click ang “Savings List”. Tapos sa Savings List, i-click ang plus(+) button.



I-fill ang Savings Account application form.

Account Holder: Kon sin-o nga member ang mag-open sang savings account. I-search lang ang name o Member ID sang member.

Initial Deposit: Pila ang Initial Deposit sang member.

Interest Rate: Pila ang tubo sang kwarta kada bulan.

Pagkatapos i-fill ang form, i-click lang ang “Save”.

New Savings Account

Account Holder
Dela Cruz, Juan A.

Initial Deposit
10000

Interest Rate (%)
4

Cancel Save

Pagkatapos ma-save ang savings account, makadtu na sa dayon sa Savings List kag ma-start na ang iya earnings pagka next Savings Crediting Date.

Savings Account List +

Show 10 entries Search:

#	Account Holder	Account Number	Balance	Interest Earnings	Action
1	Dela Cruz, Juan A.	883561	₱10,000.00	₱0.00	Manage

Showing 1 to 1 of 1 entries Previous 1 Next

Meaning sang table columns sa Savings List.

Account Holder: Ang pangalan sang tag-iya sang Savings Account.

Account Number: Ang unique ID sang savings account. Wala ini kapariho, so mas mayo nga ang Account Number ang gamiton kung mag-search o mag-locate sang savings account. Kay kun ang Name ang i-search, pwede nga may kapariho pangalan.

Balance: Kun pila ang kwarta nga napasulod sa Savings Account. Wala sini labot ang Interest Earnings. Pwede ini dugangan(mag-desposit) o kuhaan(i-withdraw) sang member.

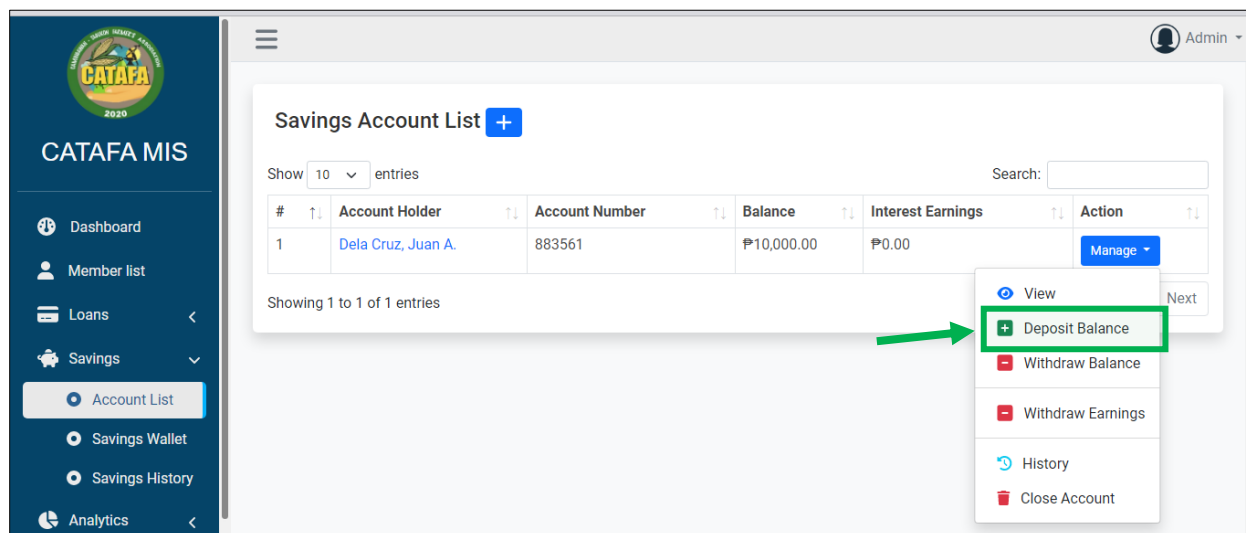
Interest Earnings: Dere matipon ang tubo o earnings sang Balance sang account. Pwede ini i-withdraw sang member.

Action: Pindoton lang ang “Manage” para makita ang mga functionalities sap ag-manage sang savings account.

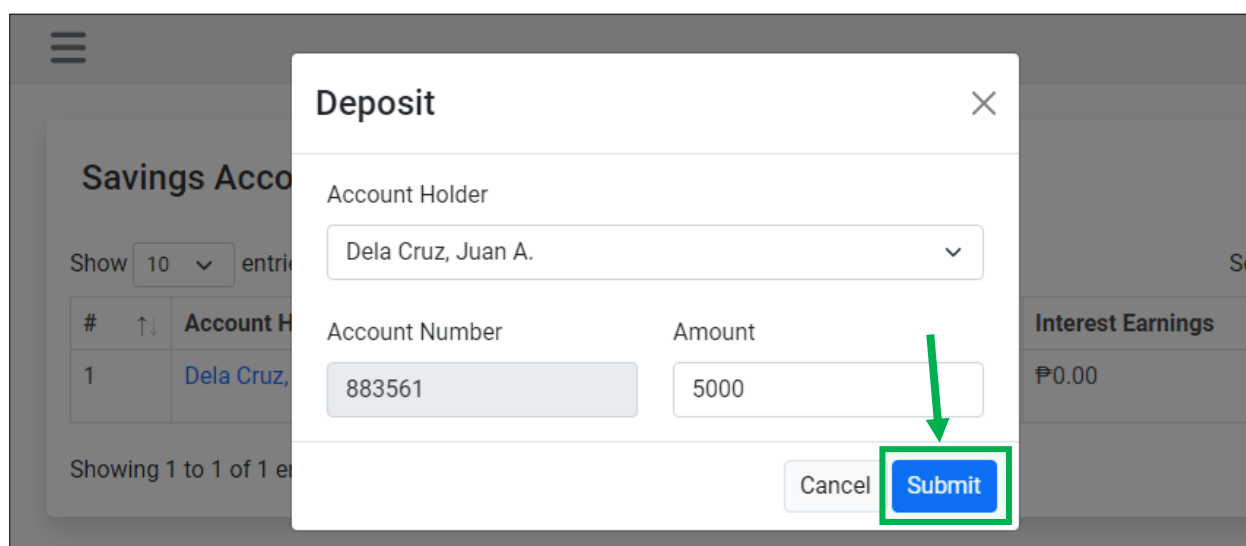
7. HOW TO DEPOSIT BALANCE INTO A SAVINGS ACCOUNT

Para mag-deposit sa savings account, mag-kadtu lang sa “Savings List” kag pangitaon ang savings account sang member na gusto mag-deposit.

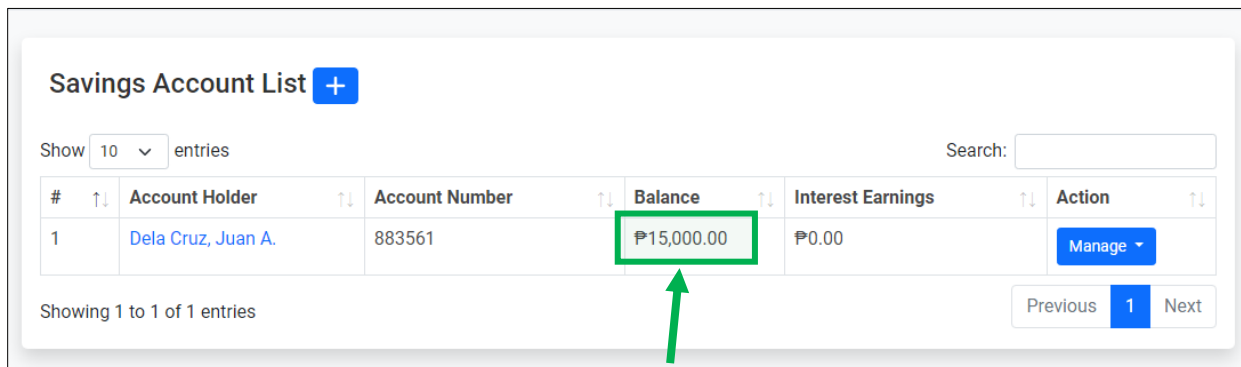
Sa savings account list, i-click ang “Manage” kag i-click ang “Deposit Balance”.



Sa deposit form, nakabutang na daan ang Account Holder kag ang Account Number. Sa amount, ibutang kon pila ang kwarta na gusto i-deposit sang member. Kung tapos na, i-click lang ang “Submit”.



Pagkatapos, may mag pop-up sa screen kun successful ang pag-deposit o indi kag mag-reflect na sa balance ang kwarta nga gin dugang.



Savings Account List +

Show 10 entries Search:

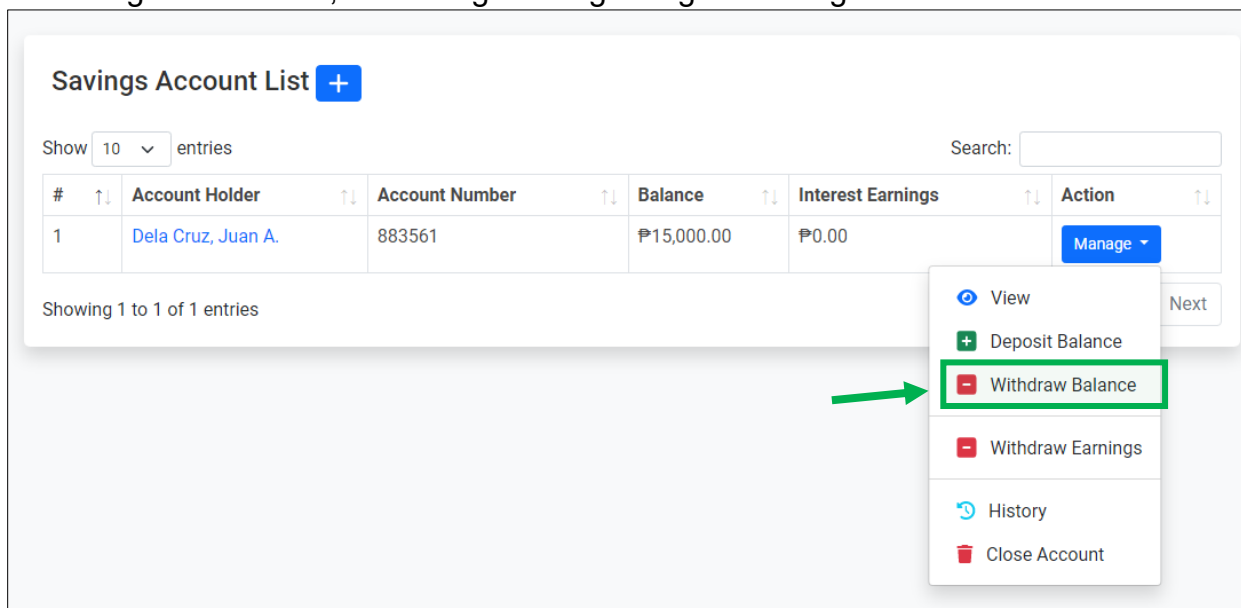
#	Account Holder	Account Number	Balance	Interest Earnings	Action
1	Dela Cruz, Juan A.	883561	₱15,000.00	₱0.00	Manage

Showing 1 to 1 of 1 entries Previous 1 Next

Ang tanan nga savings deposits ay recorded sa General Savings History kag Individual Savings History.

8. HOW TO WITHDRAW BALANCE FROM A SAVINGS ACCOUNT

Para mag-withdraw sa savings account, mag-kadtu lang sa “Savings List” kag pangitaon ang savings account sang member na gusto mag-withdraw.
Sa savings account list, i-click ang “Manage” kag i-click ang “Withdraw Balance”.



Savings Account List +

Show 10 entries Search:

#	Account Holder	Account Number	Balance	Interest Earnings	Action
1	Dela Cruz, Juan A.	883561	₱15,000.00	₱0.00	Manage

Showing 1 to 1 of 1 entries Previous 1 Next

- View
- Deposit Balance
- Withdraw Balance**
- Withdraw Earnings
- History
- Close Account

Sa withdraw form, nakabutang na daan ang Account Holder kag ang Account Number. Sa amount, ibutang ang kung pila ang kwarta na gusto i-withdraw sang member. Kung tapos na, i-click lang ang “Submit”.

Withdraw

Account Holder
Dela Cruz, Juan A.

Account Number
883561

Amount
2000

Cancel Submit

Pagkatapos, may mag pop-up sa screen kung successful ang pag-withdraw o indi kag mag-reflect na sa balance ang kwarta nga gin kaltas.

Savings Account List +

Show 10 entries Search:

#	Account Holder	Account Number	Balance	Interest Earnings	Action
1	Dela Cruz, Juan A.	883561	₱13,000.00	₱0.00	Manage

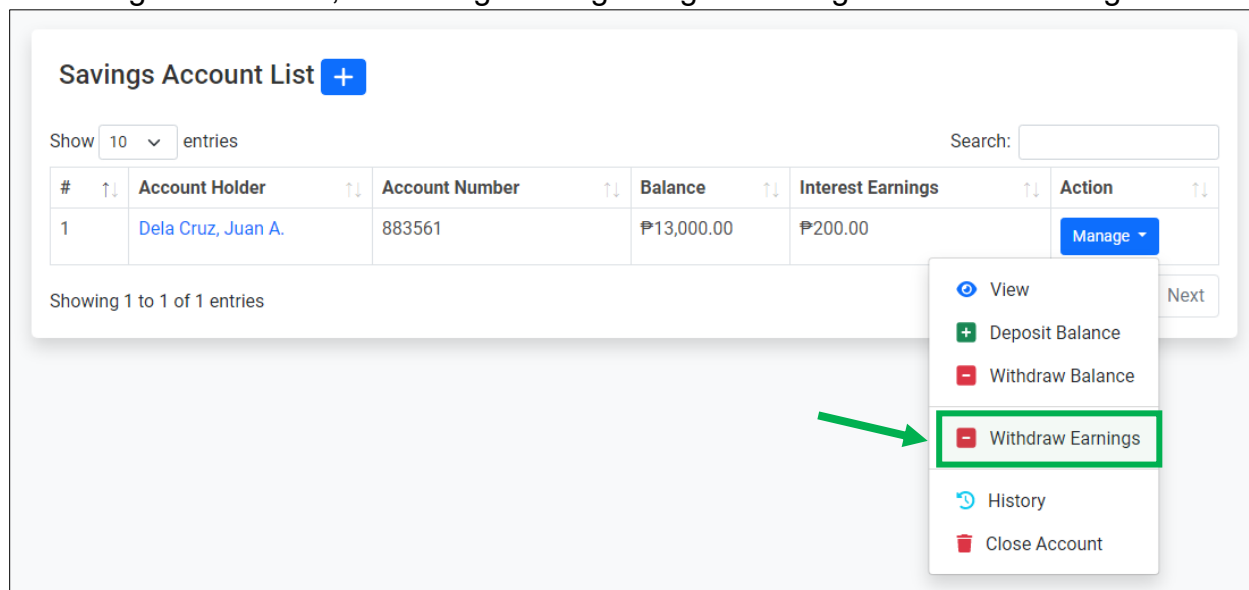
Showing 1 to 1 of 1 entries Previous 1 Next

Ang tanan nga savings withdrawals ay recorded sa General Savings History kag Individual Savings History.

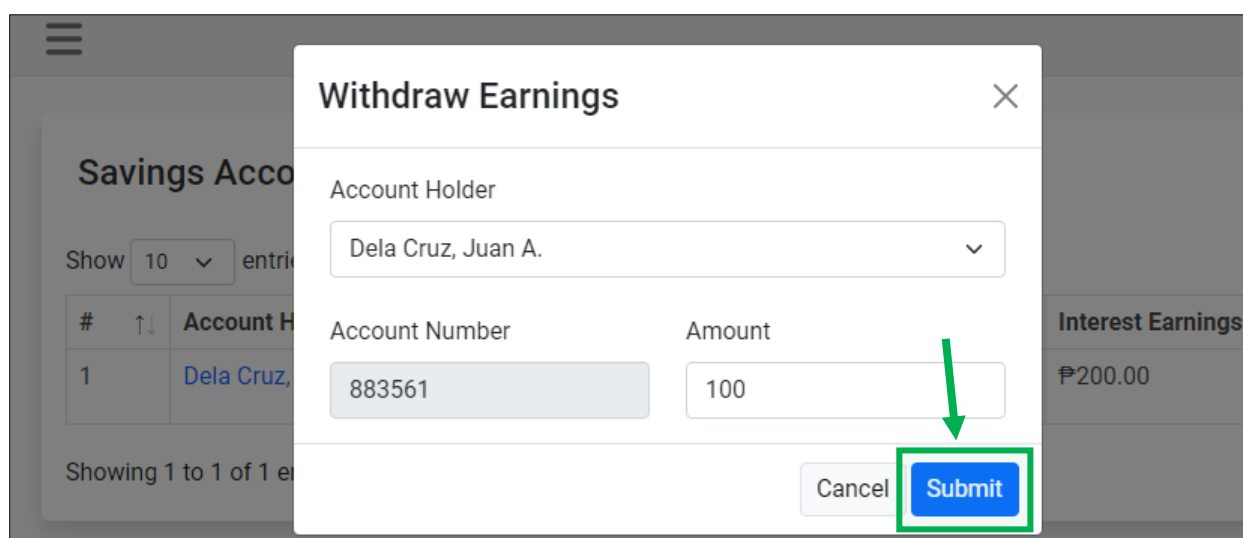
9. HOW TO WITHDRAW EARNINGS FROM A SAVINGS ACCOUNT

Para mag-withdraw sang savings account earnings, mag-kadtu lang sa “Savings List” kag pangitaon ang savings account sang member na gusto mag-withdraw.

Sa savings account list, i-click ang “Manage” kag i-click ang “Withdraw Earnings”.



Sa withdraw earnings form, nakabutang na daan ang Account Holder kag Account Number. Sa amount, ibutang kon pila ang kwarta na gusto i-withdraw sang member. Kung tapos na, i-click lang ang “Submit”.



Pagkatapos, may mag pop-up sa screen kung successful ang pag-withdraw sang earnings o indi kag mag-reflect na sa Interest Earnings ang kwarta nga gin kaltas.

Savings Account List +

Show 10 entries

Search:

#	Account Holder	Account Number	Balance	Interest Earnings	Action
1	Dela Cruz, Juan A.	883561	₱13,000.00	₱100.00	Manage

Showing 1 to 1 of 1 entries

Previous

1

Next

Ang tanan nga savings interest earnings withdrawals ay recorded sa General Savings History kag Individual Savings History.

10. HOW TO DEPOSIT/WITHDRAW FROM SAVINGS WALLET

Para mag-deposit or mag-deposit sa Savings Wallet, i-click lang ang “Savings” sa sidebar kag magkadtu sa “Savings Wallet”.

Para mag-deposit sa Savings Wallet, i-click lang ang deposit button.

CATAFA MIS

Dashboard

Member list

Loans

Savings

Account List

Savings Wallet

Savings History

Savings Wallet

Balance

₱12,900.00

Last Updated: May 28th, 2023

Deposit

Withdraw

Wallet History

Show 10 entries

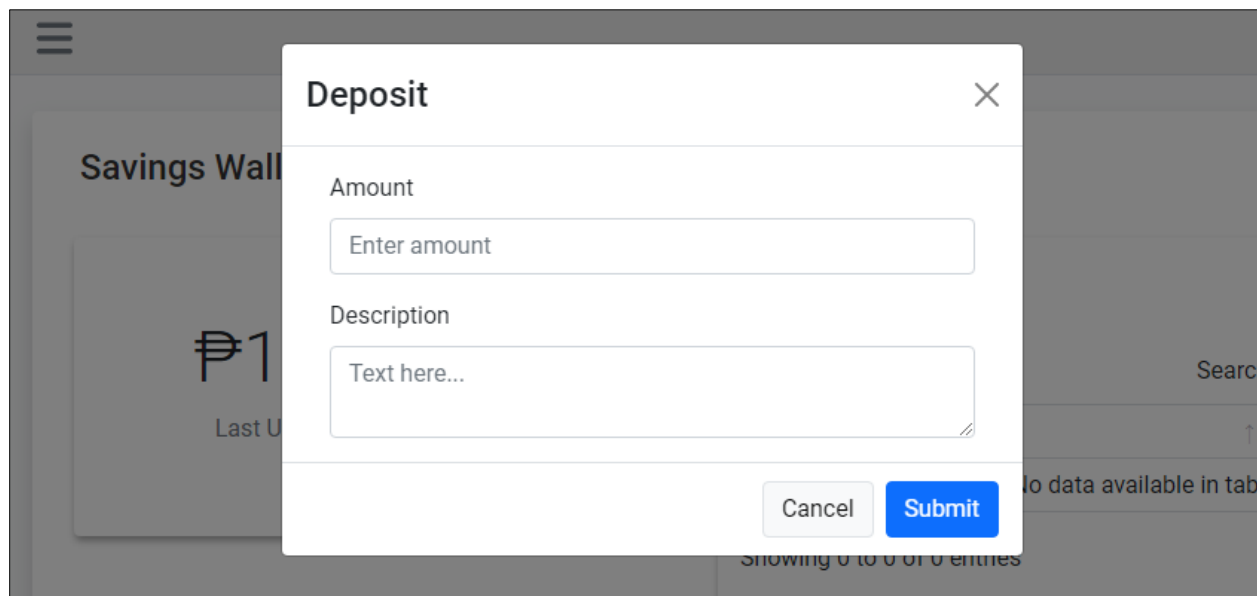
#	Amount
	No c

Showing 0 to 0 of 0 entries

I fill-out ang deposit form.

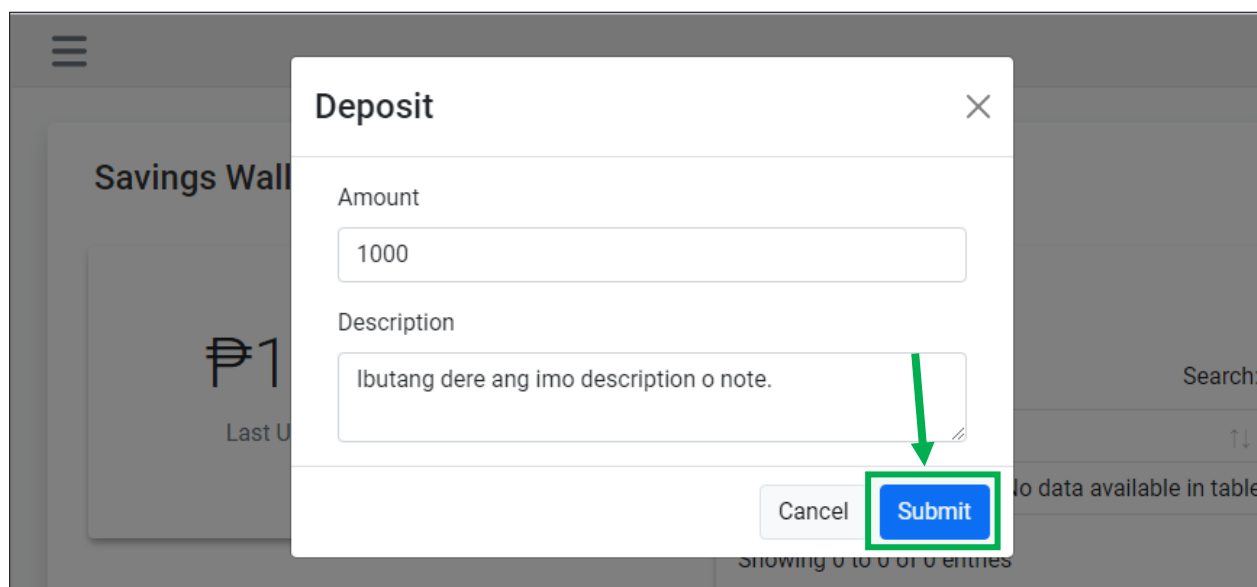
Amount: Pila ang kwarta nga ipasulod sa Savings Wallet.

Description: Note sa deposit.



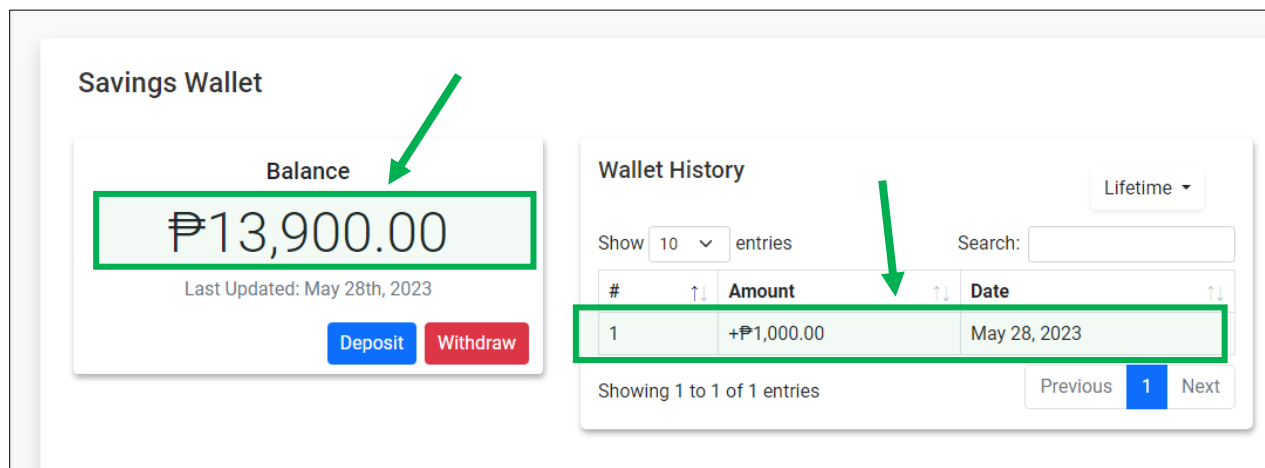
A screenshot of a mobile application interface showing a "Deposit" modal form. The form has a title "Deposit" and a close button (X) in the top right corner. It contains two input fields: "Amount" with a placeholder "Enter amount" and "Description" with a placeholder "Text here...". At the bottom right of the form are two buttons: "Cancel" and "Submit". The background is a blurred view of the app's main screen, which includes a "Savings Wall" section and a table.

Kon tapos na i-fill ang form, i-click lang ang "Submit" button.

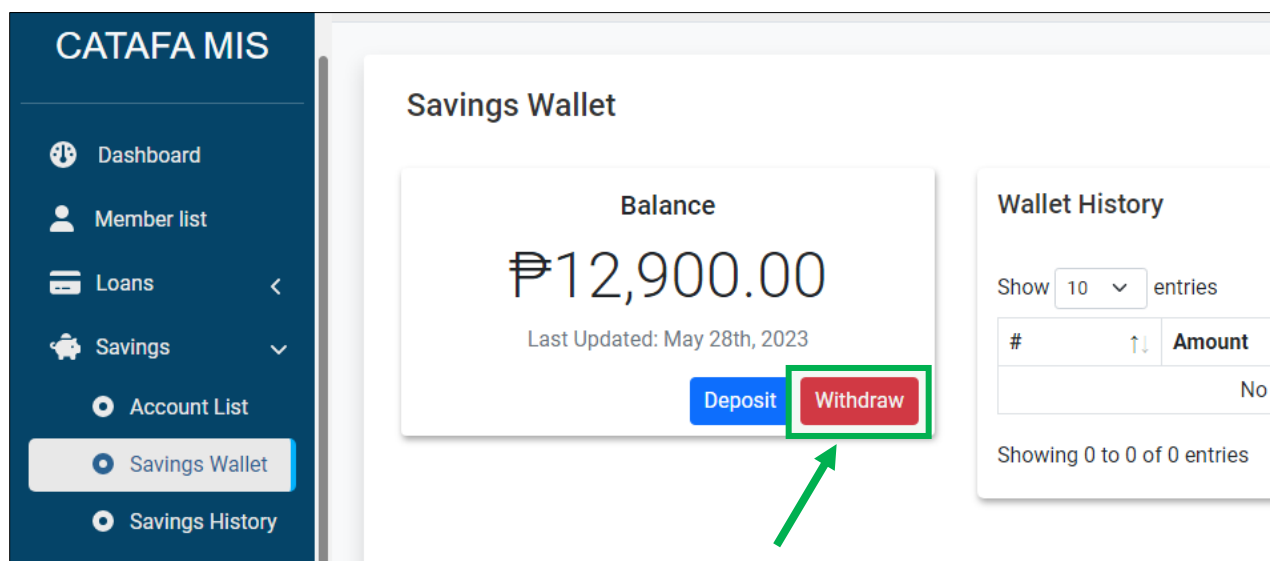


A screenshot of the same "Deposit" modal form, but now it contains data. The "Amount" field is filled with "1000" and the "Description" field contains the text "Ibutang dere ang imo description o note.". A green arrow points from the description field down to the "Submit" button, which is highlighted with a green rectangular border. The "Cancel" button is also visible. The background remains the same blurred app interface.

Pagkatapos, may mag pop-up sa screen kun successful ang pag-deposit. Mag-reflect sa Savings Wallet balance ang kwarta nga gin deposit kag ma-record ini isa Wallet History kon successful ang pag-deposit.



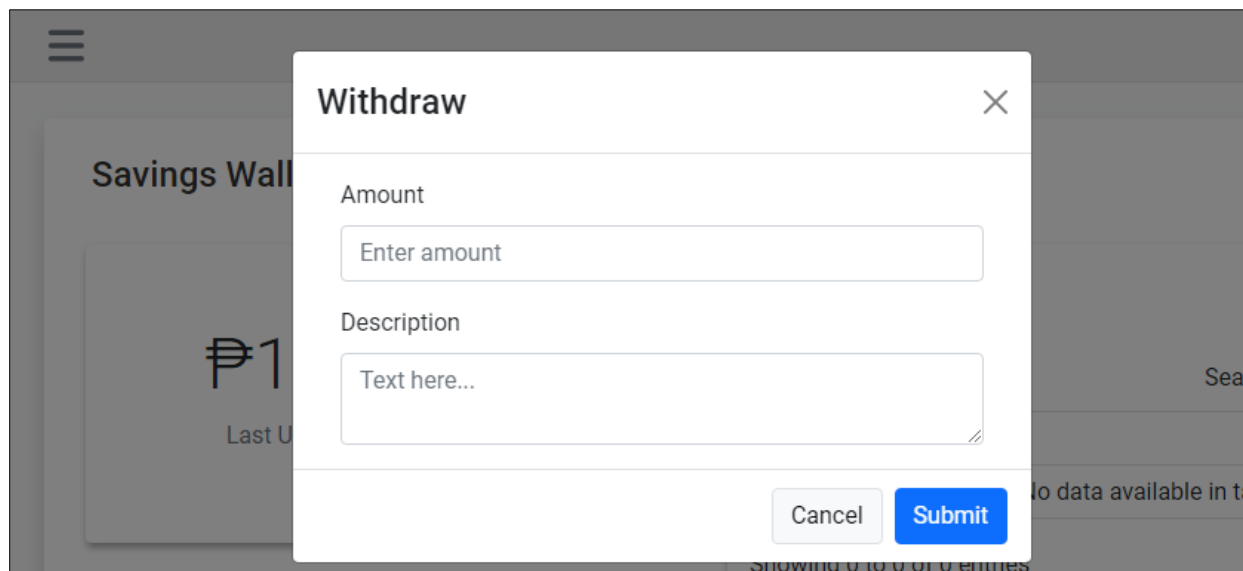
Para mag-withdraw sa Savings Wallet, i-click lang ang “Withdraw” button.



I fill-out ang withdraw form.

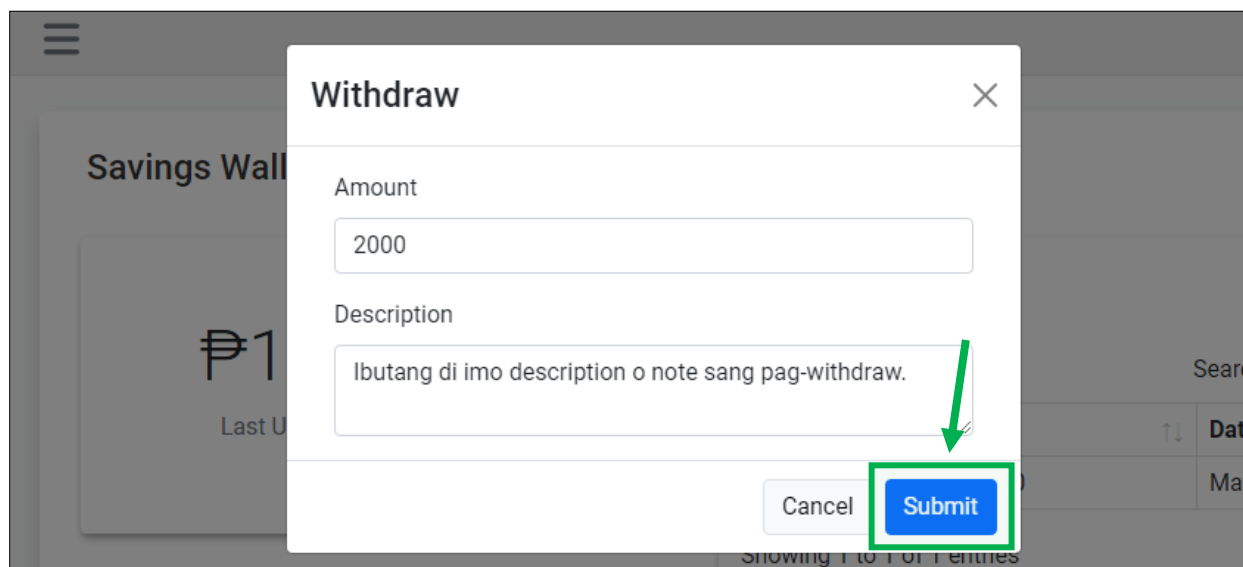
Amount: Pila ang kwarta nga ipaguwa sa Savings Wallet.

Description: Note sa withdraw.



The screenshot shows a mobile application interface with a 'Withdraw' modal form. The form has a title bar with a close button (X). It contains two input fields: 'Amount' with a placeholder 'Enter amount' and 'Description' with a placeholder 'Text here...'. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.

Kung tapos na i-fill ang form, i-click lang ang “Submit” button.



This screenshot shows the same 'Withdraw' form, but now it is filled out. The 'Amount' field contains the number '2000'. The 'Description' field contains the text 'Ibutang di imo description o note sang pag-withdraw.' A green arrow points from the description field down to the 'Submit' button, which is highlighted with a green rectangular border. The 'Cancel' button is also visible.

Pagkatapos, may mag pop-up sa screen kon successful ang pag-withdraw. Mag-reflect sa Savings Wallet balance ang kwarta nga gin withdraw kag ma-record ini isa Wallet History kon successful ang pag-withdraw.

The screenshot displays the 'Savings Wallet' section. On the left, a box shows the 'Balance' as **₱11,900.00**, with a green arrow pointing to it. Below the balance, it says 'Last Updated: May 28th, 2023' and has 'Deposit' and 'Withdraw' buttons. On the right, the 'Wallet History' section shows a table of transactions. A green box highlights the second transaction, which is a deposit of **+₱1,000.00** on **May 28, 2023**. A green arrow points to this highlighted row. The table has columns for '#', 'Amount', and 'Date'. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

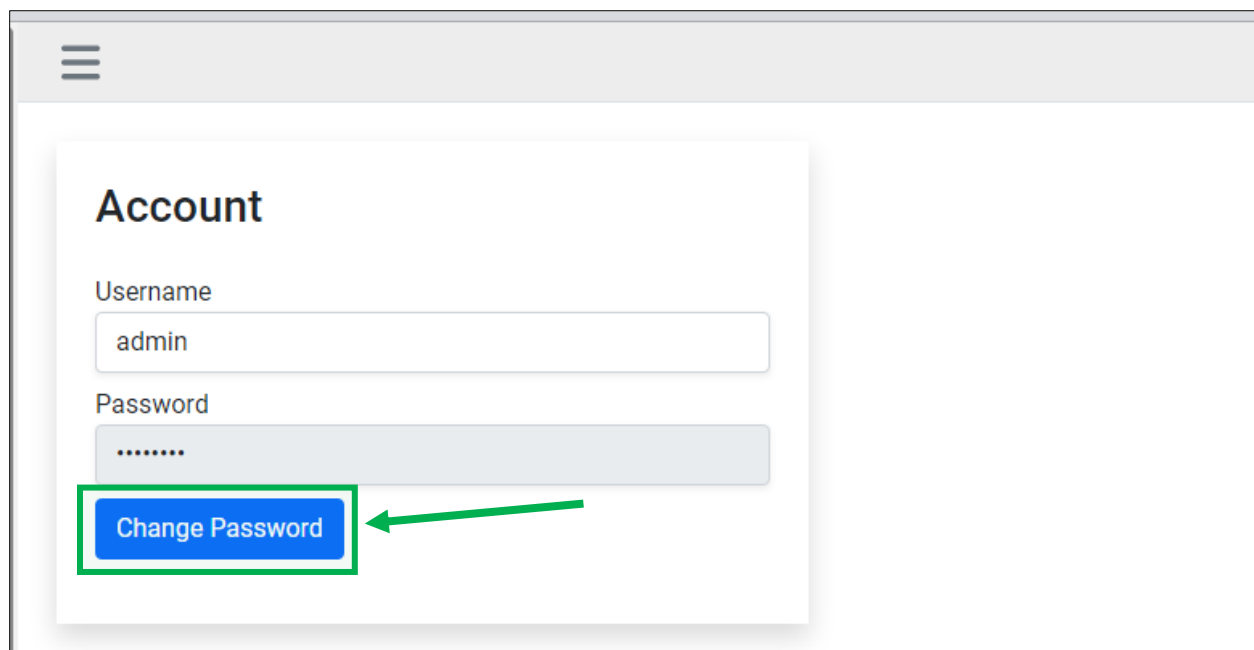
#	Amount	Date
1	-₱2,000.00	May 28, 2023
2	+₱1,000.00	May 28, 2023

11. HOW TO CHANGE ADMIN PASSWORD

Para i-change ang admin password, i-click lang ang admin icon sa upper-right corner, tapos i-click ang "Account".

The screenshot shows the admin dashboard. In the top right corner, there is a user profile icon labeled 'Admin' with a dropdown arrow, highlighted by a green box. Below it, a dropdown menu is open, showing options: 'Account' (with a person icon), 'Settings' (with a gear icon), and 'Logout' (with a door icon). A green arrow points to the 'Account' option. The dashboard also features a green card for 'loans' and a red card for 'Savings accounts' showing a count of '1' and a 'View Savings Accounts' link. At the bottom, there is a section for 'Monthly Savings Earnings'.

Tapos i-click ang “Change Password” button.



The screenshot shows a web interface with a header bar containing a hamburger menu icon. Below the header is a white card titled "Account". Inside the card, there are two input fields: "Username" with the value "admin" and "Password" with masked characters ".....". Below the password field is a blue button labeled "Change Password". A green rectangular box highlights the button, and a green arrow points to it from the right.

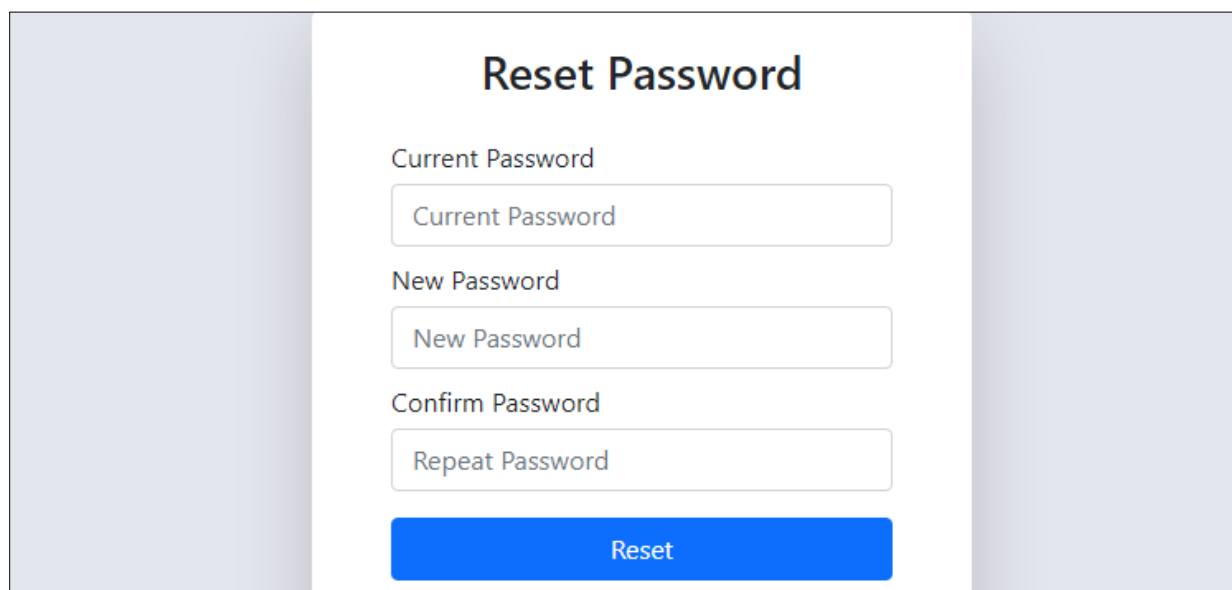
Tapos pwede kana mag-change sang password.

Current Password: Ang admin password subong nga gigagamit.

New Password: Ang gusto mo i-ilis nga password.

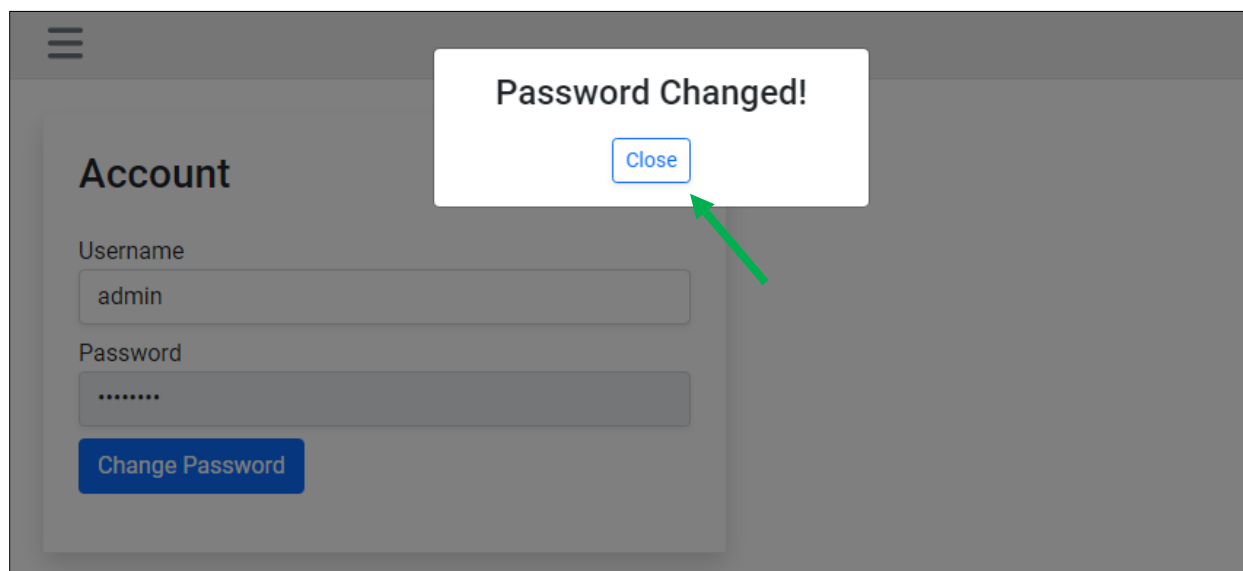
Confirm Password: I-retype lang ang New Password nga gi type mo sa ikaduwa nga box.

Kung tapos i-fill ang form, i-click lang ang “Reset”.



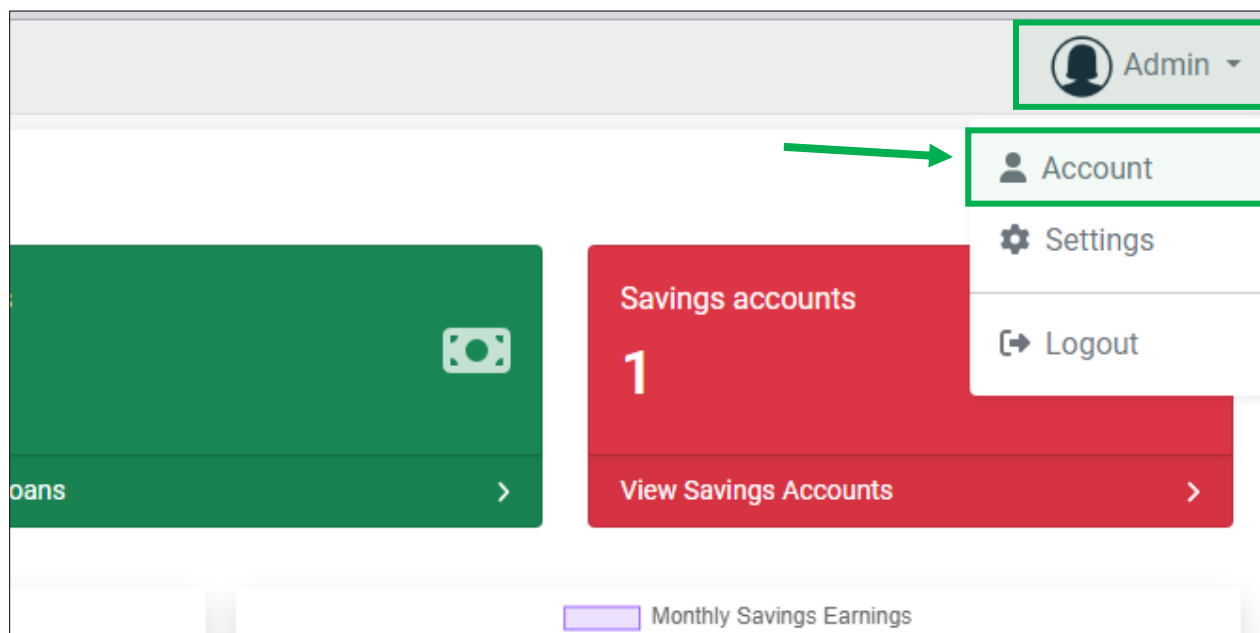
The screenshot shows a "Reset Password" form. It has a title "Reset Password" at the top. Below the title are three input fields: "Current Password" with placeholder text "Current Password", "New Password" with placeholder text "New Password", and "Confirm Password" with placeholder text "Repeat Password". At the bottom of the form is a blue button labeled "Reset".

Kon successful ang pag-change sang password, mabalik ka sa account page kag may mag pop-up sa screen na “Password Changed”. I-click mo lang ang close para i-close.



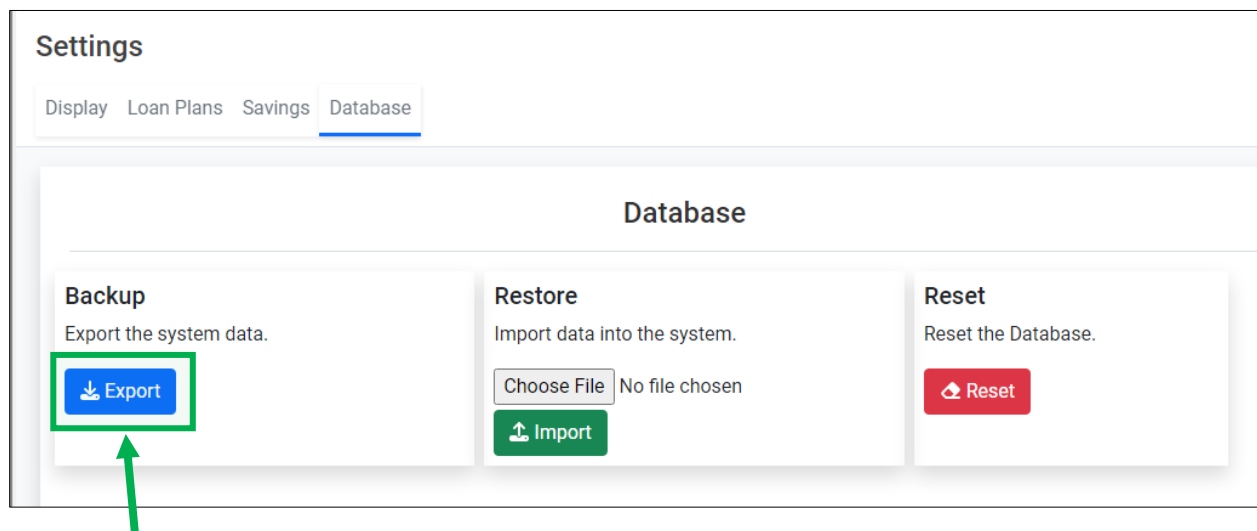
12. HOW TO BACKUP, RESTORE, AND RESET DATABASE

Para i-backup, restore, o i-reset ang database, i-click lang ang admin icon sa upper-right corner, tapos i-click ang “Settings”.

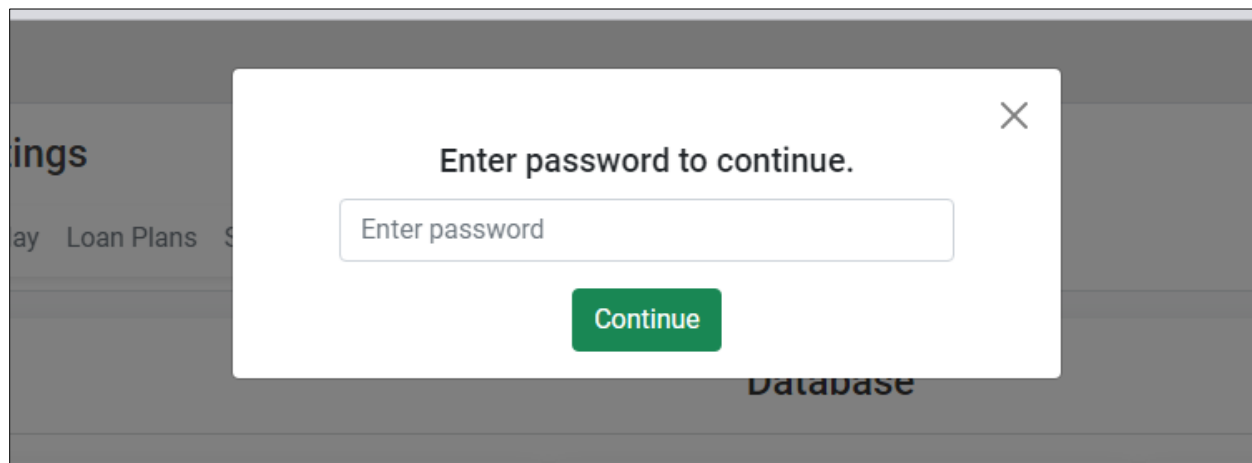


Sulod sang settings, magkadtu sa “Database”. Ari di ang Backup, Restore, kag Reset sang Database.

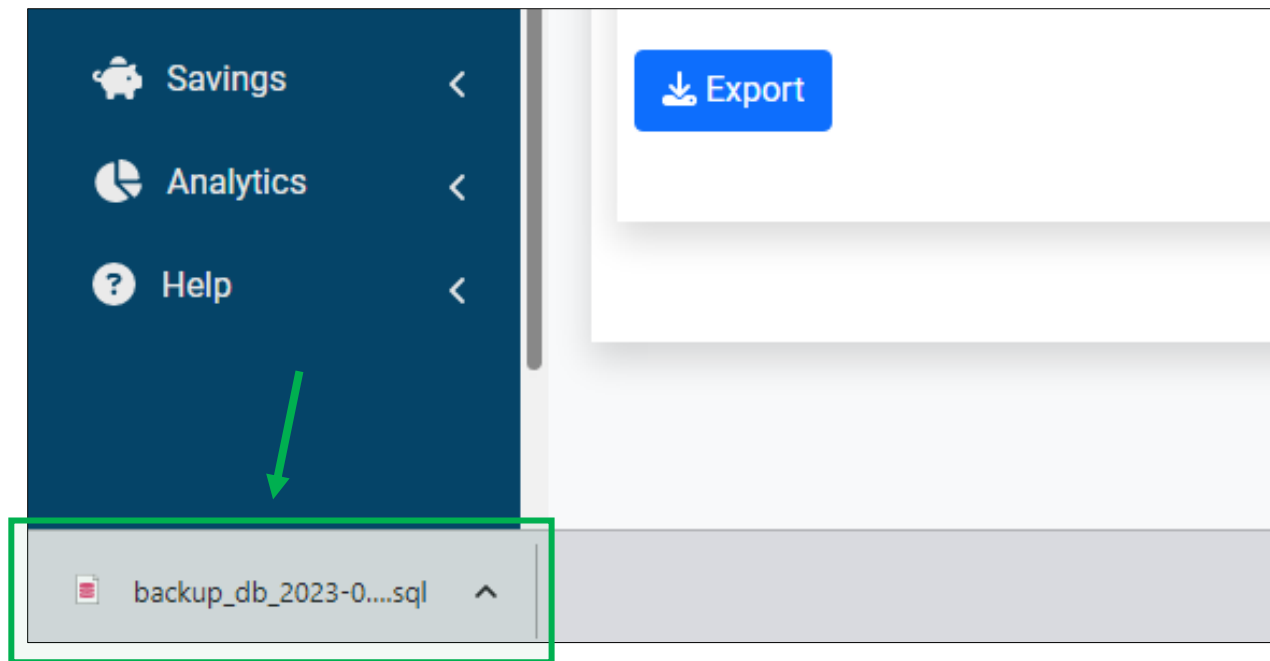
Para i-backup ang database, i-click lang ang “Export” button sa idalom sang “Backup”.



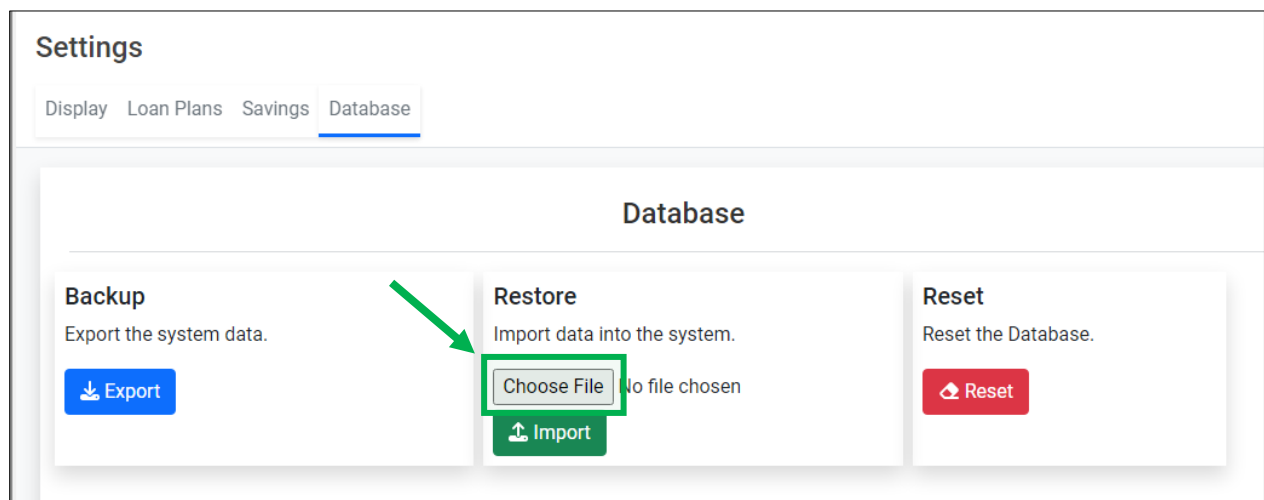
Para mag-continue, i-enter ang admin password tapos i-click ang “Continue” button.



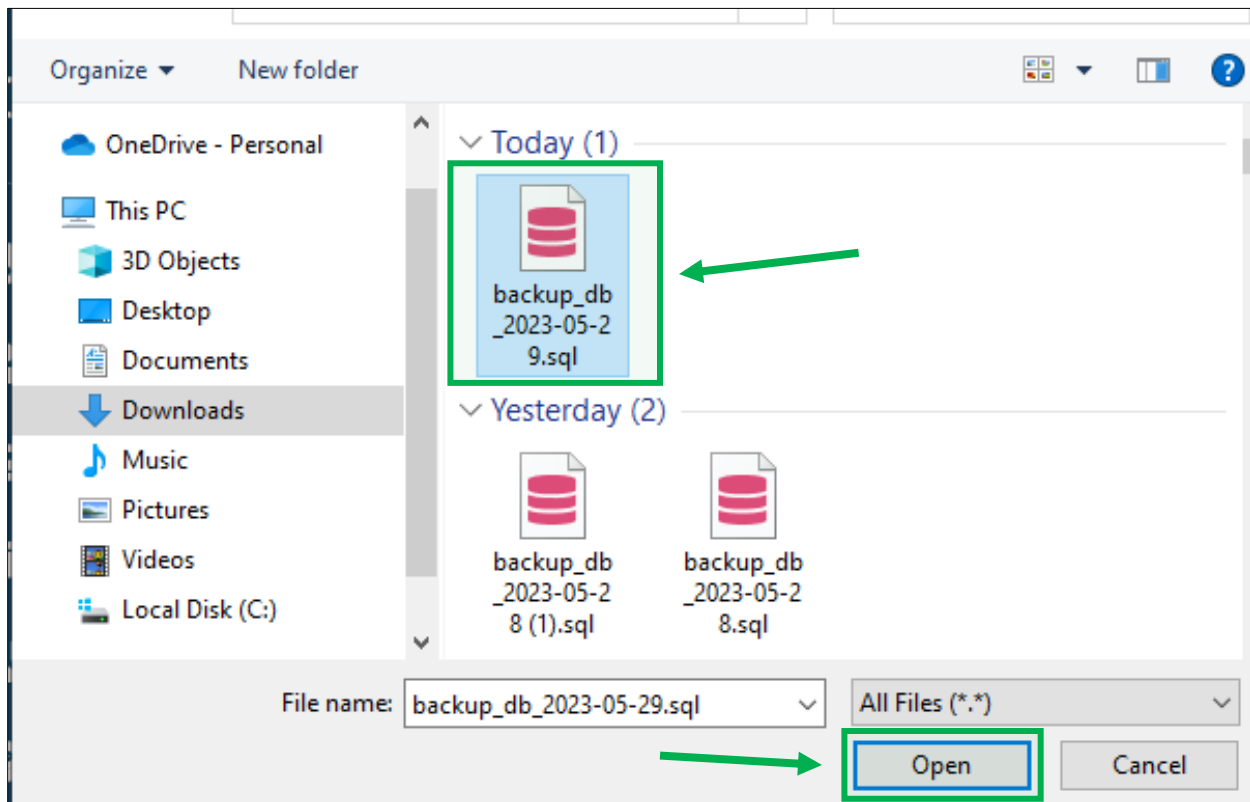
Pagkatapos sina, ma-download na ang sql file. Ara da ang tanan nga data sang system.



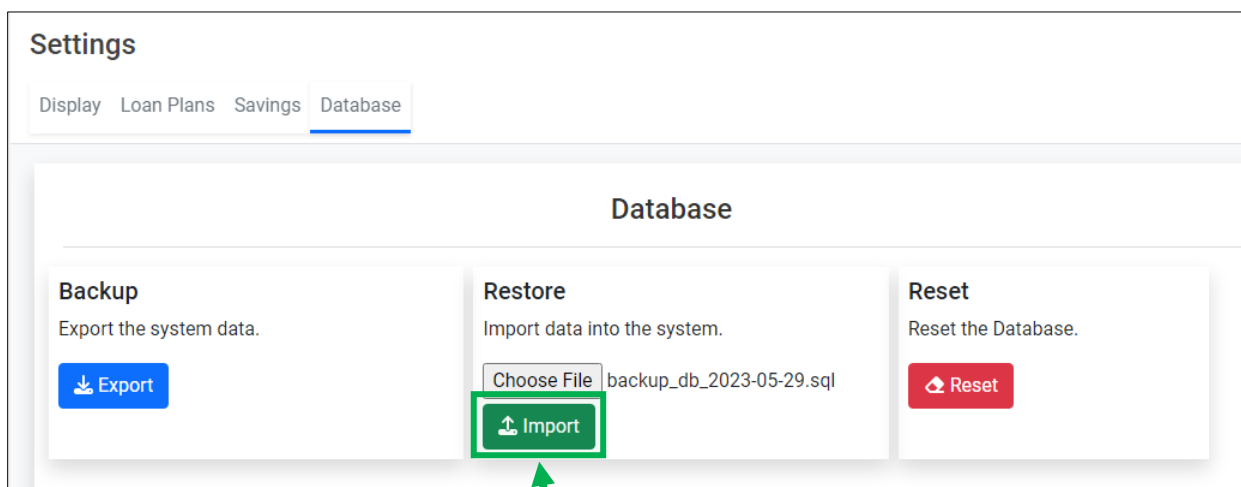
Para i-restore ang database, i-click lang ang “Choose File” button sa idalom sang “Restore”.



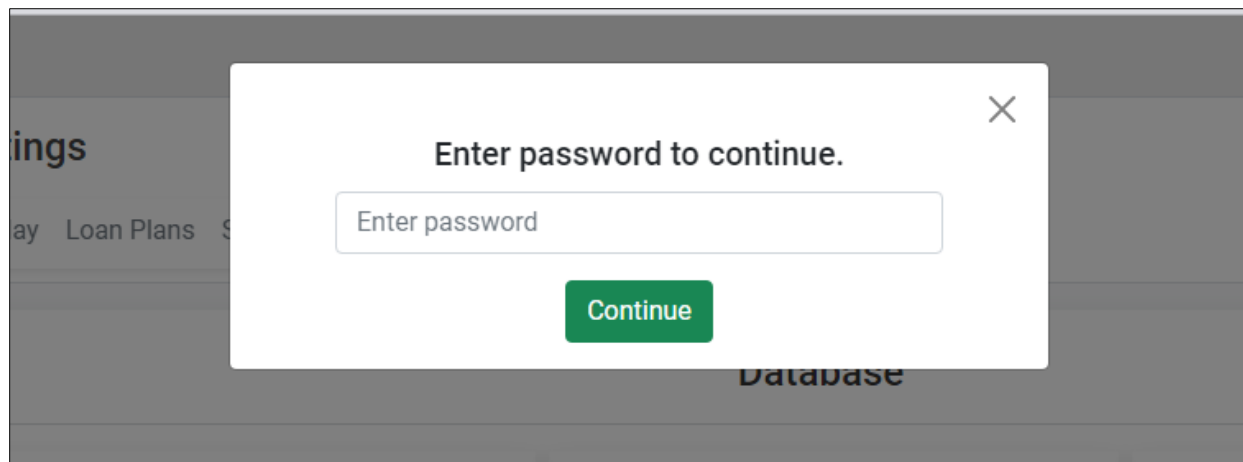
Tapos i-click, pangitaon mo ang sql file na gusto mo i-import sa system. I-select mo lang ang file kag i-click ang “Open”.



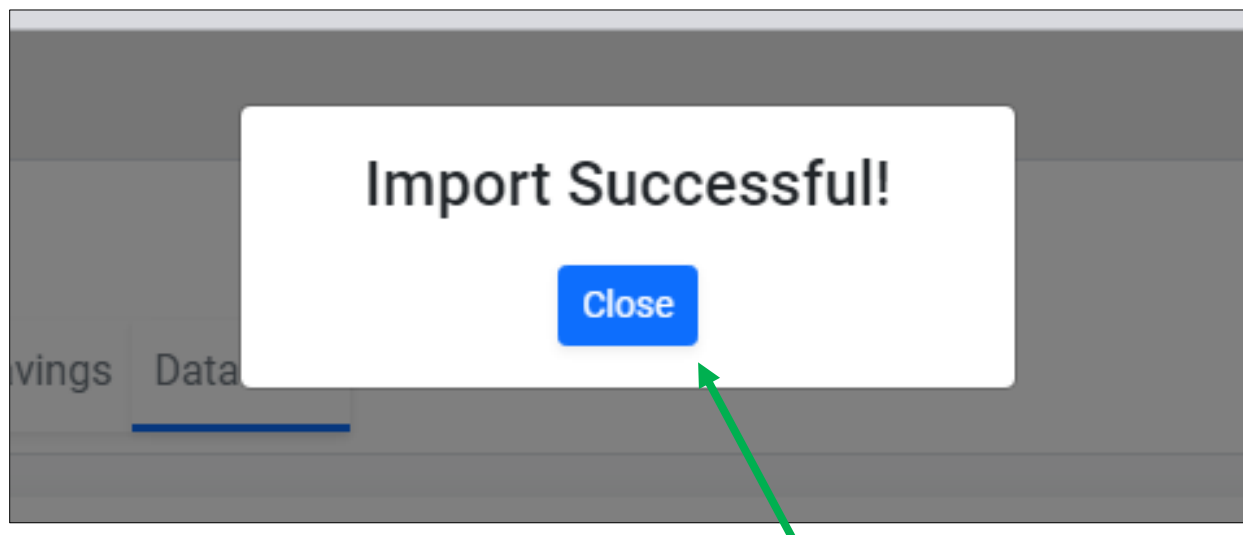
Pakatapos, i-click lang ang “Import” para i-upload na ang sql file sa system.



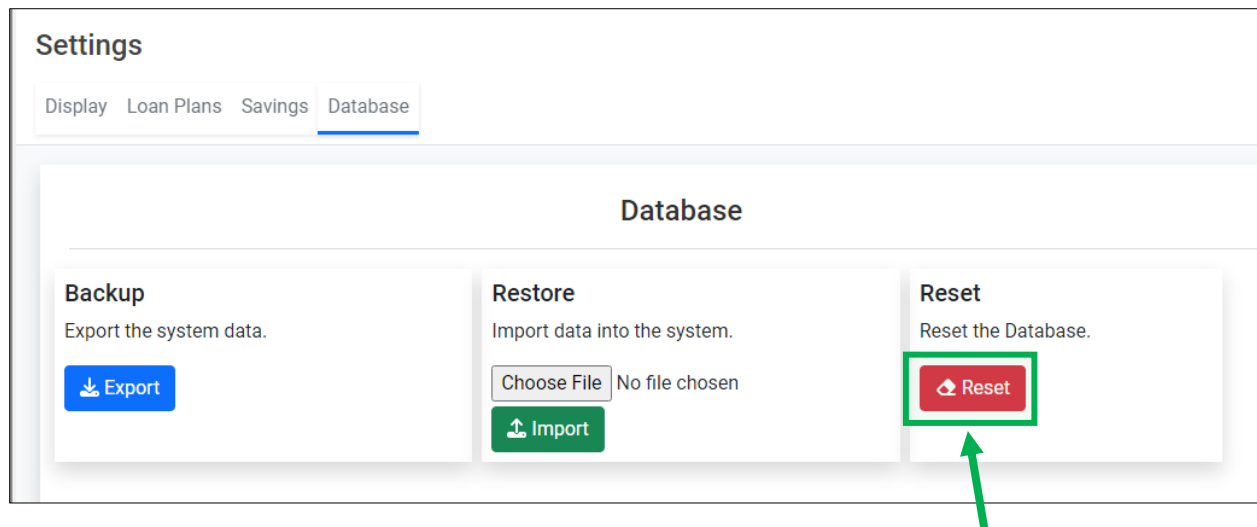
I-enter ang admin password tapos i-click ang “Continue” button.



Kung successful ang pag-import, may mag pop-up sa screen na “Import Successful”. I-click mo lang ang close para i-close.



Para i-reset ang database, i-click lang ang “Reset” button sa idalom sang “Reset”.



Para mag-continue, i-enter ang admin password tapos i-click ang “Continue” button. Pagkatapos sina, ma delete ang tanan nga data sang system.

