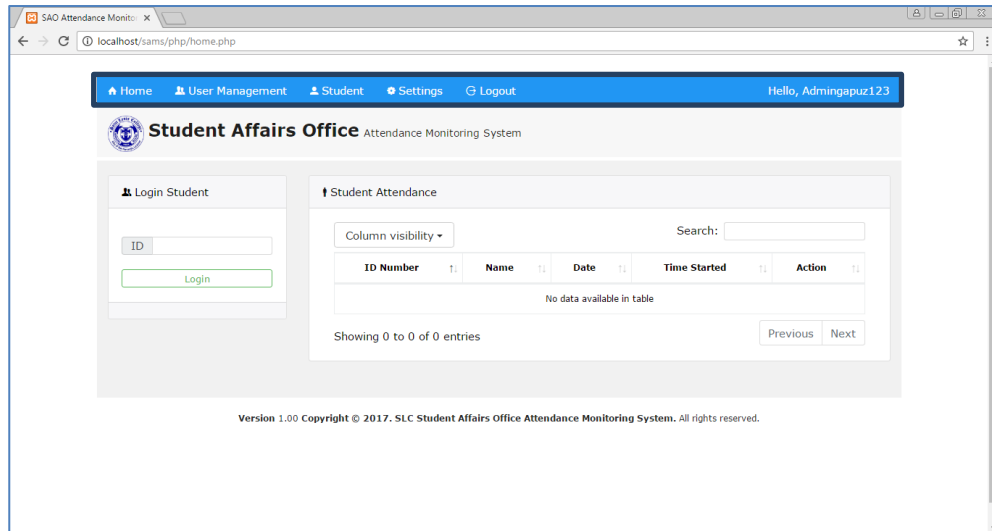


User Manual

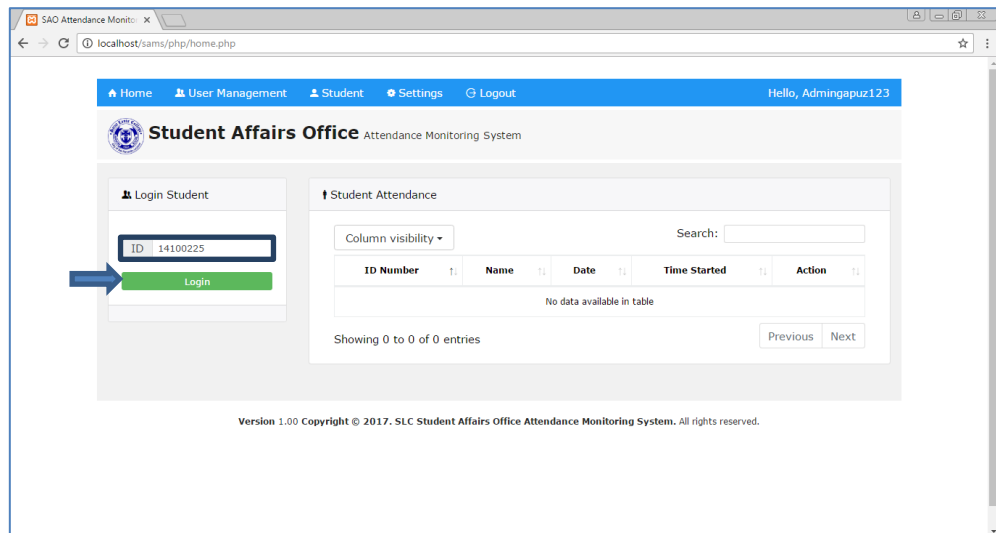
I. Menu



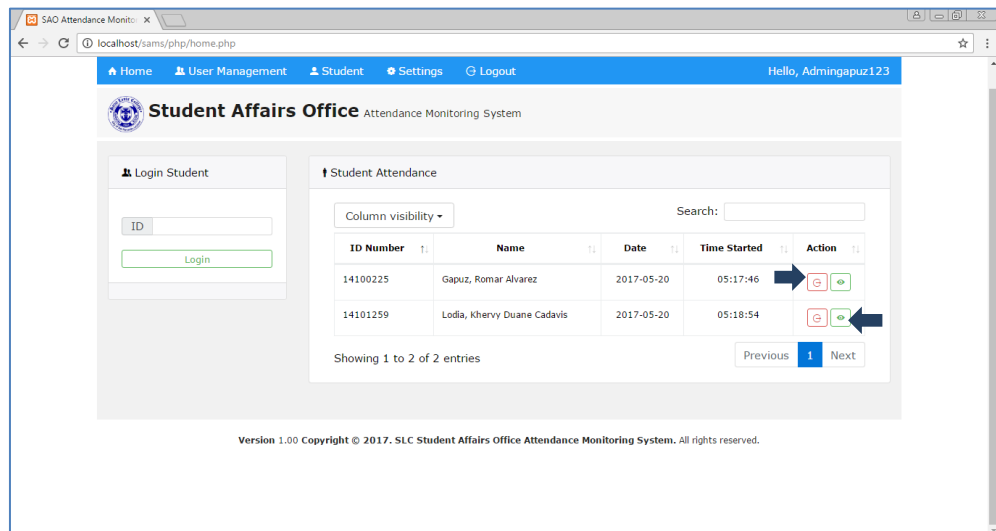
- 1) Home – this menu directs the user to main page of the system. Where the user can access Student Login and Attendance Monitoring
- 2) User Management – this menu provides the list of users, along with operations that can be done like adding, updating, activating and deactivating user accounts.
- 3) Student – this menu provides the list of OJT students list, where in the administrator can do operations such as adding, updating, viewing OJT students information's. User can also check attendance log of all students.
- 4) Applicant Status – this menu allows the permits and licenses staff to view the requirement status of the applicants.
- 5) Settings – this menu contain sub-menus such as Backup and Restore database records. Viewing of Activity Log and accessing the user manual of the system.
- 6) Logout – logged out the user.

A. Home

1. To **Login** OJT student, Enter ID number of student on the textbox that is provided then click **Login** to continue. An alert box will appear asking to continue or not. Press **Yes** to continue or **No** to cancel.



2. To **Logout** student press logout button on the **Action** of the data-table.
To **View** student information press the view button.



B. User Management

1. To Add User, Fill up the required fields then press **Submit** button when done.

Add User

First Name
Middle Name
Last Name

Username

Password






Re-Enter Password

Submit

2. To update a user, click **Update** button on the account you wanted to be updated.

User Management

Column visibility ▾ Search:

Username	Fullname	Account Status	Action
admingapuz123	Gapuz, Romar Alvarez	Active	
adminkhervz123	Lodia, Khervy Duane Cadabis	Active	 
adminromuax123	Casugay, Romuel John Madela	Active	 

Showing 1 to 3 of 3 entries

Previous 1 Next

3. Fill up the new details of the user and click **Update**. Press **Cancel** if you wish to exit.

SAO Attendance Monitor

localhost/sams/php/update-user.php?username=adminkhervz123

Home User Management Student Settings Logout Hello, Admingapuz123

Student Affairs Office Attendance Monitoring System

☒ Edit User Information

First Name : Khervy Duane

Middle Name : Cadabis

Last Name : Lodia

Username : adminkhervz123






Password :

☐ Show Password

4. To deactivate a user, click **Deactivate** button on the account you wanted to be deactivated.

User Management

Column visibility ▾ Search:

Username	Fullname	Account Status	Action
admingapuz123	Gapuz, Romar Alvarez	Active	
adminkhervz123	Lodia, Khervy Duane Cadabis	Active	 
adminromuax123	Casugay, Romuel John Madela	Active	 

Showing 1 to 3 of 3 entries

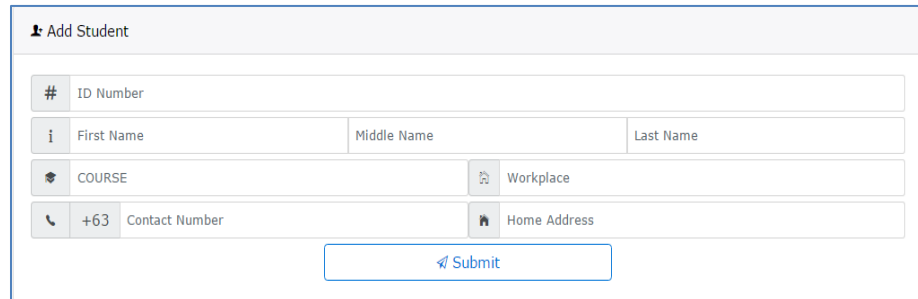
Previous 1 Next

Note: An alert box will pop-out confirming if you are sure to Deactivate the user account. Click **Yes** to continue. Click **No** to decline.

C. Student

1. Student Management

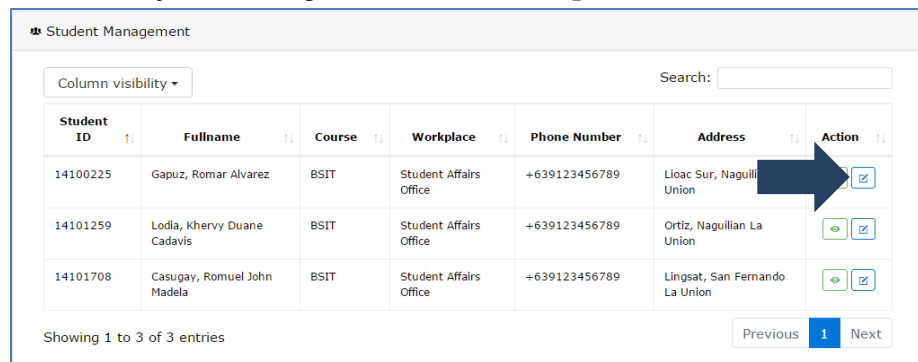
a. To **Add** Ojt student fill-up the required fields and Press **Submit**.









The 'Add Student' form contains the following fields:

- ID Number (required, marked with #)
- First Name, Middle Name, Last Name (text fields)
- COURSE (dropdown menu)
- Workplace (text field)
- Contact Number (with +63 prefix) (text field)
- Home Address (text field)
- Submit button

b. To update student information, click **Update** button on the student information you wanted to be updated.

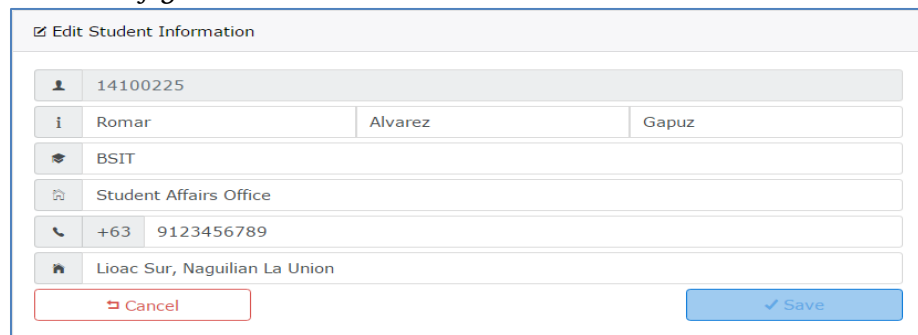


The 'Student Management' table displays a list of students with columns for ID, Fullname, Course, Workplace, Phone Number, Address, and Action. A blue arrow points to the 'Update' button in the Action column for the first student.

Student ID	Fullname	Course	Workplace	Phone Number	Address	Action
14100225	Gapuz, Romar Alvarez	BSIT	Student Affairs Office	+639123456789	Lioac Sur, Naguilan Union	 
14101259	Lodia, Khervy Duane Cadavis	BSIT	Student Affairs Office	+639123456789	Ortiz, Naguilan La Union	 
14101708	Casugay, Romuel John Madela	BSIT	Student Affairs Office	+639123456789	Lingsat, San Fernando La Union	 


Showing 1 to 3 of 3 entries

c. Fill up the new details of the student and click **Update**. Press **Cancel** if you wish to cancel.



The 'Edit Student Information' form contains the following fields:

- ID Number (14100225)
- First Name (Romar), Middle Name (Alvarez), Last Name (Gapuz)
- COURSE (BSIT)
- Workplace (Student Affairs Office)
- Contact Number (+63 9123456789)
- Home Address (Lioac Sur, Naguilan La Union)
- Cancel button
- Save button

d. To view student information click the view button  and the system will direct you to the student information page.

Student Information

ID Number :	14100225		
Fullname :	Romar	Alvarez	Gapuz
Course :	BSIT		
Workplace :	Student Affairs Office		
Phone Number :	+63	9123456789	
Address :	Lioac Sur, Naguilian La Union		

Absent	Hours Rendered	Hours Remaining
0	0	480

Back

Student Attendance Log

OJT Attendance Log

Excel
PDF

Search:

Student ID	Fullname	Login Time	Logout Time	Date	Hours Rendered
14100225	Gapuz, Romar Alvarez	09:30:26	09:34:29	2017-05-12	0
14101708	Casugay, Romuel John Madela	09:29:58	09:34:33	2017-05-12	0
14101708	Casugay, Romuel John Madela	09:34:45	09:43:45	2017-05-12	0

Showing 1 to 3 of 3 entries

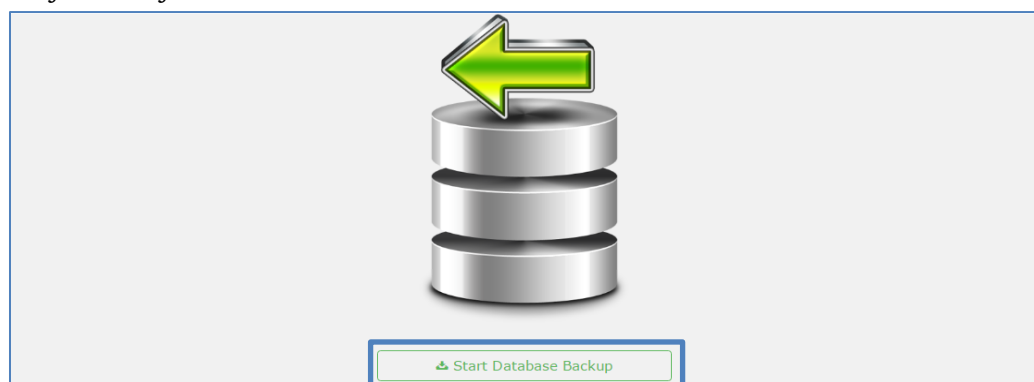
Previous
1
Next

Note: Student Attendance Log is list of attendance monitored in a daily basis. To generate out on Excel file click the **Excel** button or if you want to generate it out on PDF file and print click the **PDF** button.

D. Settings

1. Back-up Database

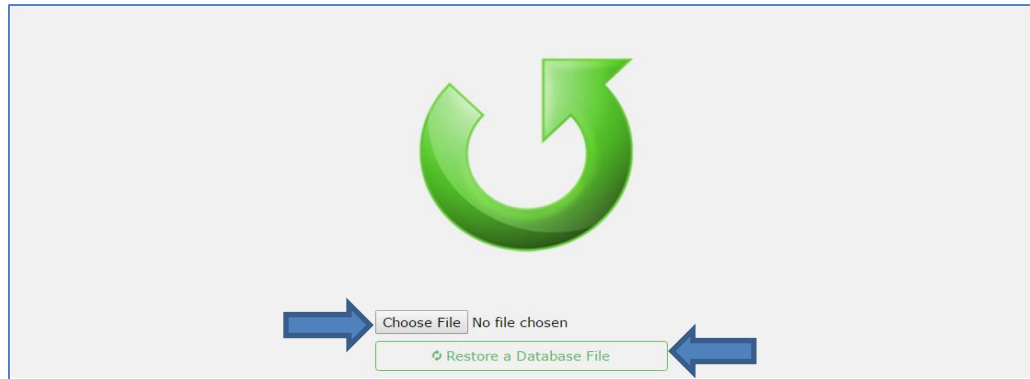
- Click **Start Database Backup** to start the backup process and wait for it to finish.



Note : The database backup files will be found at **C:/xampp/htdocs/sams/php/backup_files.**

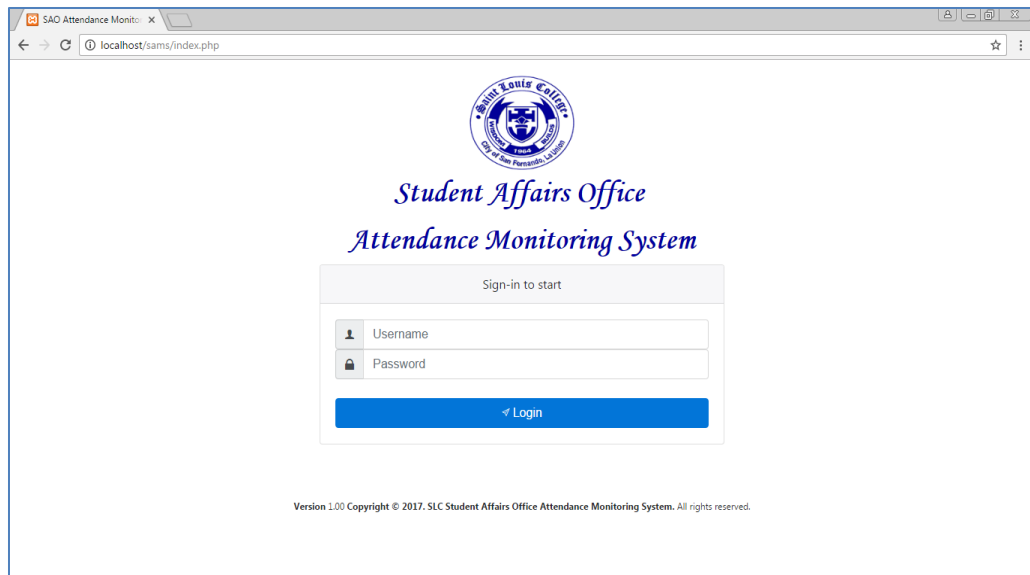
2. Restore Database

- a. To restore database backup, click **Choose File** and locate the sql file and click **Restore Database File** to restore the database.



3. Login and Logout

- a. To Login enter valid username and password and press **Login** button.



- b. Click the **Logout** button on the menu bar and an alert box will pop-out and press **Ok** to logout or press **Cancel** if you wish to continue your session.

