MUNICIPAL GOVERNMENT OF CALUMPIT
HUMAN RESOURCE MANAGEMENT OFFICE

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USER MANUAL FOR HRMO

QUALIFICATION STANDARDS & EMPLOYEE RECORDS DATABSE

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For storing, retrieving, and organizing of employees' records
and qualification standards for position titles

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OJT

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Note: You can skip it if you already have working database set-up using XAMPP or already installed XAMPP in your computer.
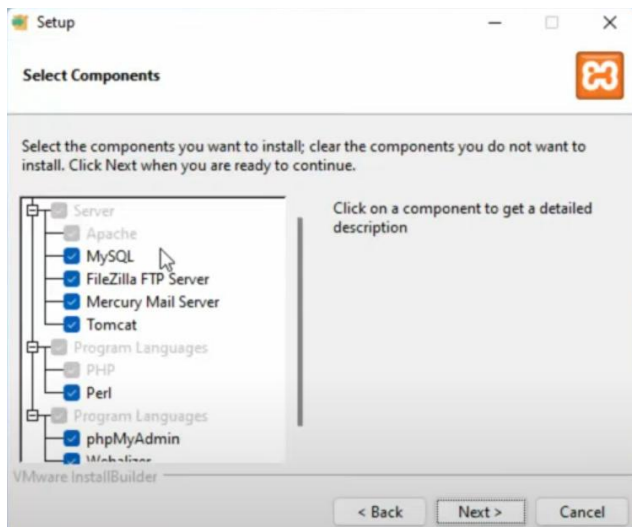
Download the installer from https://www.apachefriends.org/

- Choose XAMPP for Windows

Run the downloaded installer

- Allow security warnings (click "Yes")
- Select components:
  - Apache
  - MySQL
  - PHP
  - phpMyAdmin
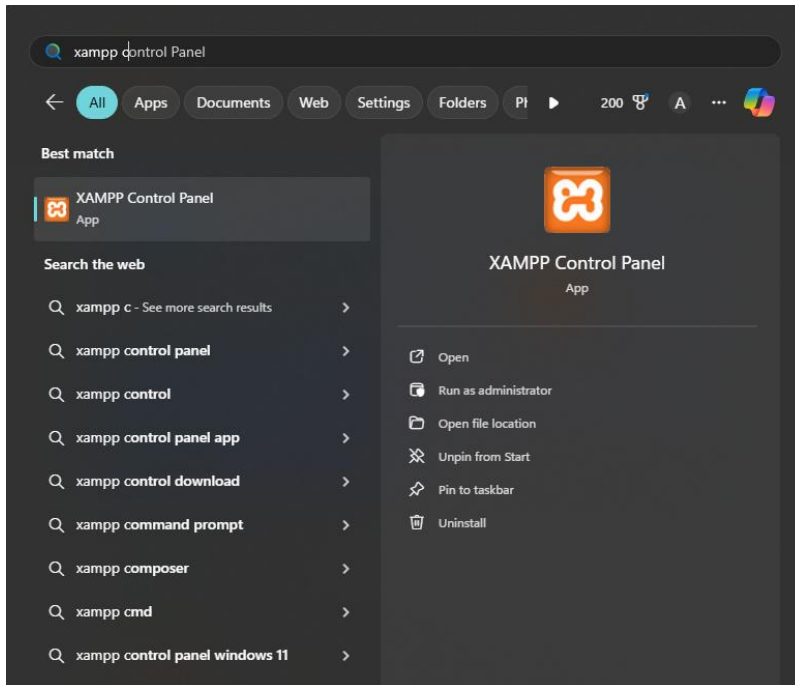 - (Leave other components unchecked if not needed)

Complete the installation

- Use the default program directory: C:\xampp
- Finish the installation

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> ## ACCESS DATABASE
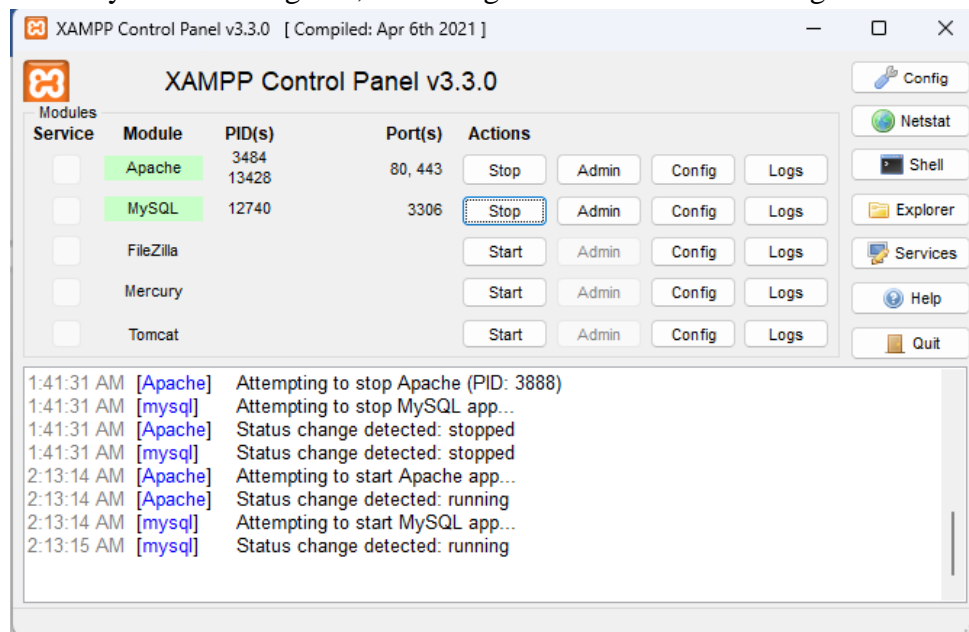
1. Open XAMPP Control Panel

On your window start menu, search for "XAMPP Control Panel" and run

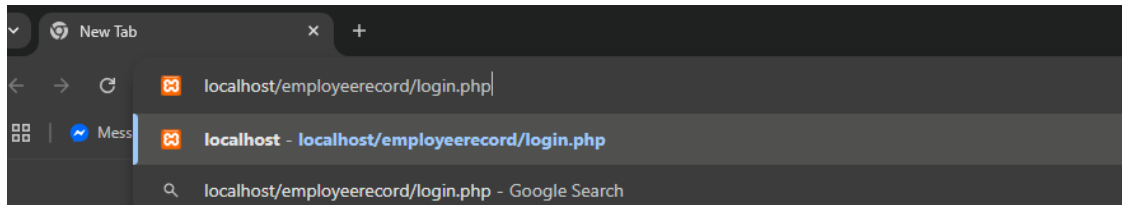### 2. Start Apache & MySQL

Click start next to Apache and MySQL

- They should turn green, indicating that the server is running

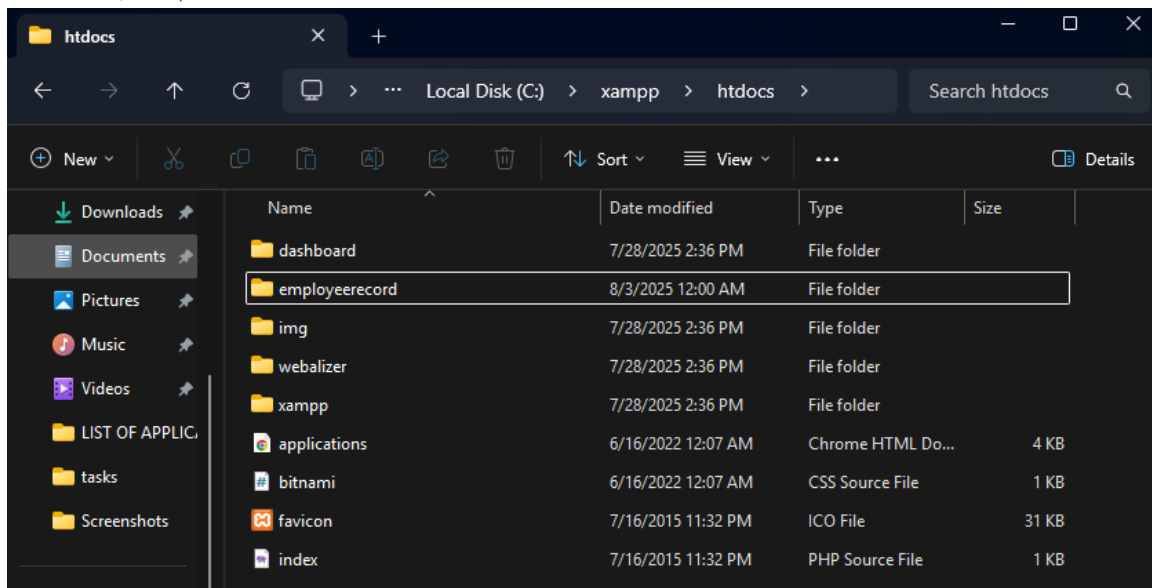`

3. Open the database through browser

Type the URL: localhost/[database]/index.php

e.g.,

You can check the database names in the file explorer where database' system files are located. Go to file directory: C:\xampp\htdocs

For example, in this instance, "employeerecord" is the name for the database. Other databases should appear here (Qualification standards database, Employee records database, etc.)

Note: Ignore and don't modify the other folders and files (dashboard, img, webalizer, xampp, applications, bitnami, favicon, index) as they are necessary for the XAMPP.

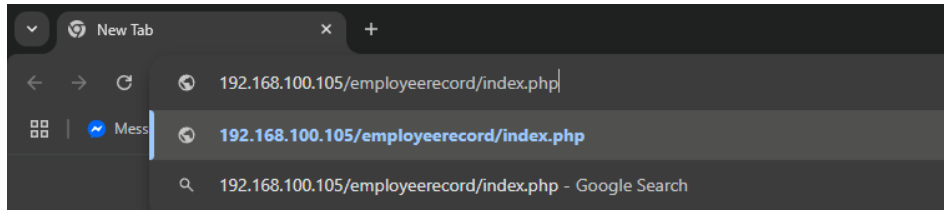### 4. Access Database in different computer

Important:

- Make sure that the computer is connected to the same Wi-Fi/Router that the host is connected
- Make sure that the Apache and MySQl in the XAMPP Control Panel are both running properly

To access the database, just simply type the same URL in the browser but replace the "localhost" with the host's IP Address.
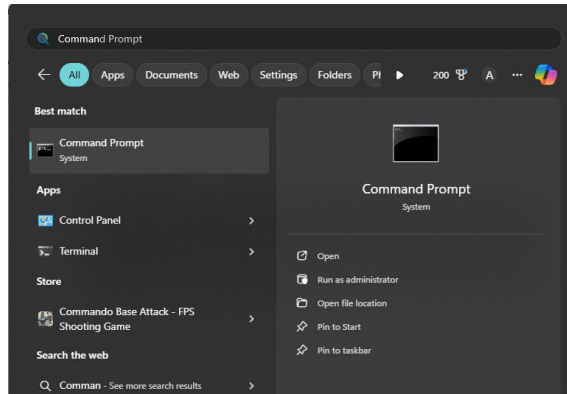
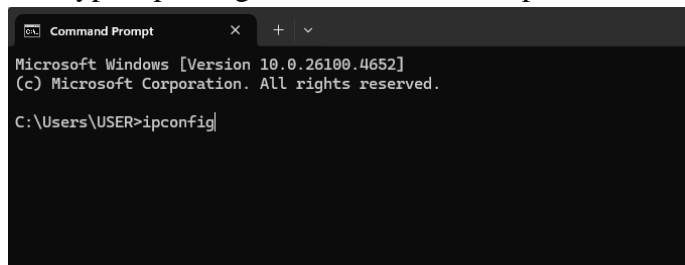URL: [ip address]/[database name]/index.php

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e.g.,

To find the host's IP Address, follow these steps:
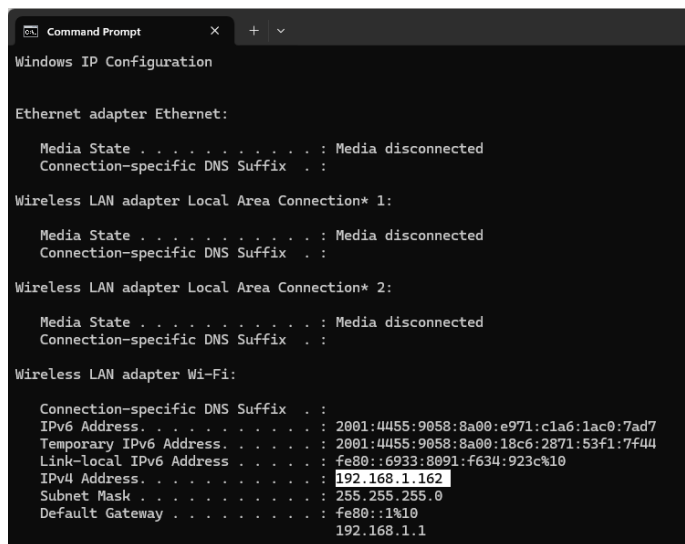
    a.   Search in the window start menu the "Command Prompt" and open

    b.   Type "ipconfig" in the terminal and press Enter
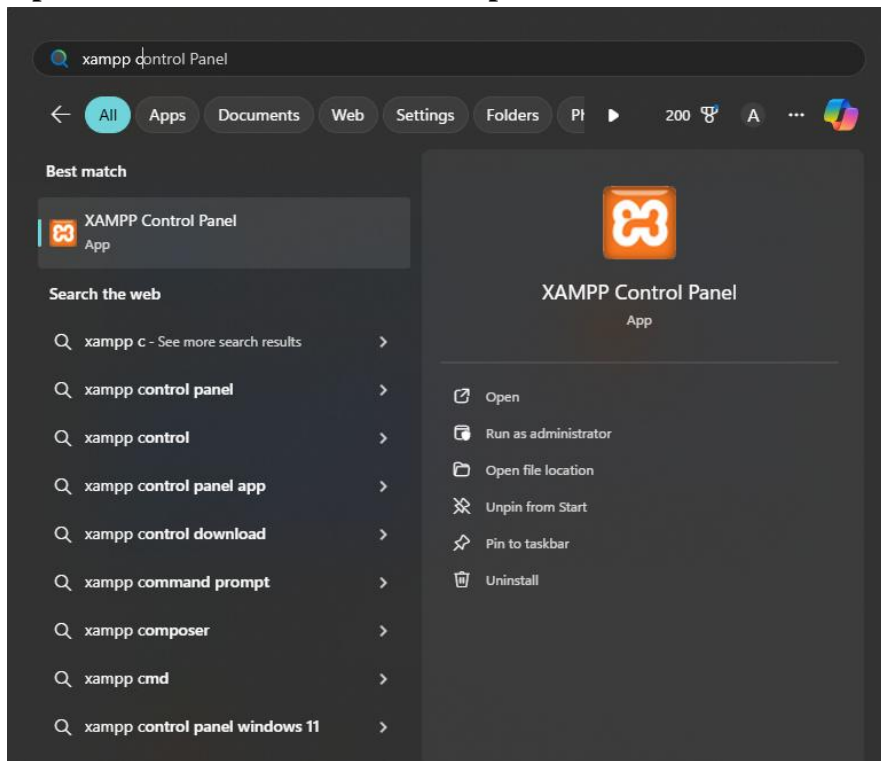

    c.   The host's IP Address will be shown as *IPv4 Address* as shown below. Copy the IP Address and use it in the URL

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> **TRANSFER/HOST DATABASE INTO DIFFERENT COMPUTER/SERVER**
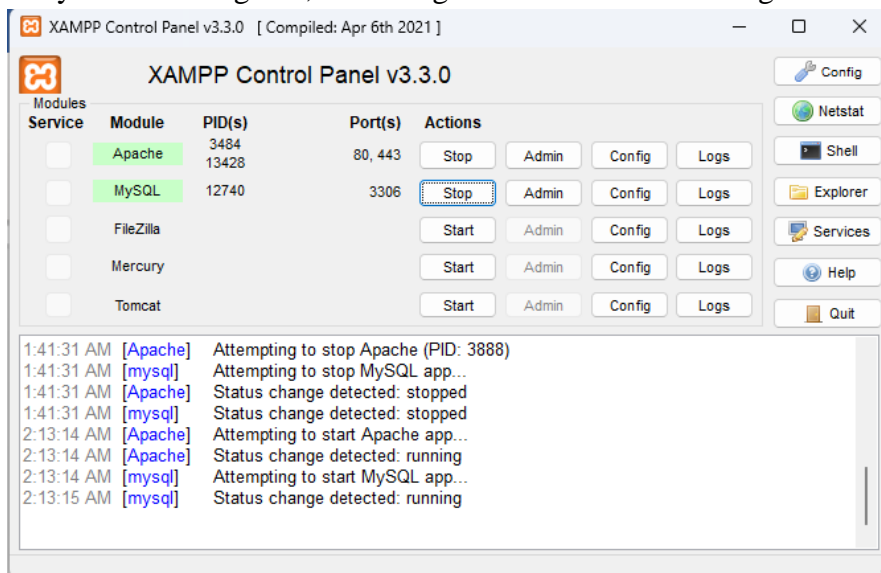> ❖ **ON THE <u>OLD HOST's</u> COMPUTER…**
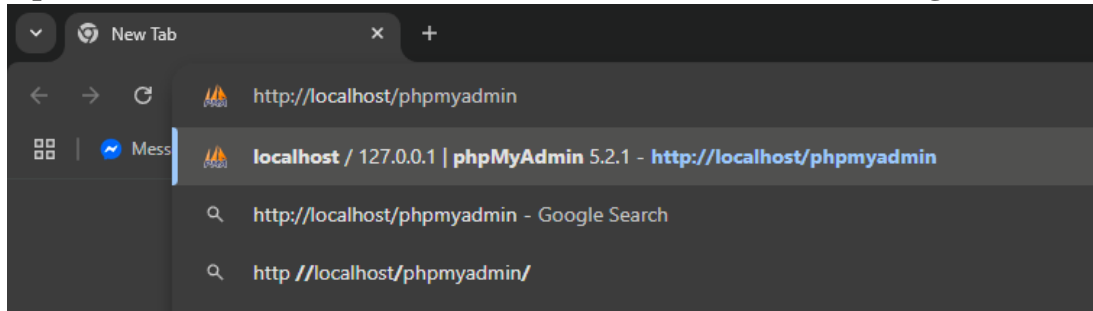
1. **Open XAMPP Control Panel and open**

2. **Start Apache & MySQL**

   Click start next to Apache and MySQL

   They should turn green, indicating that the server is running

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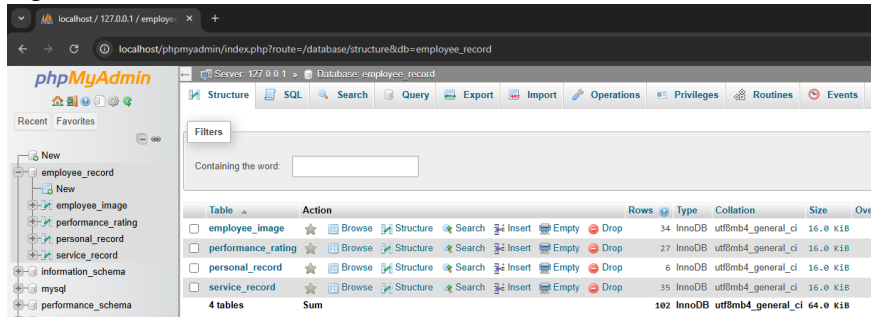**3. Open the browser and access link <u>http://localhost/phpmyadmin</u> through the browser**
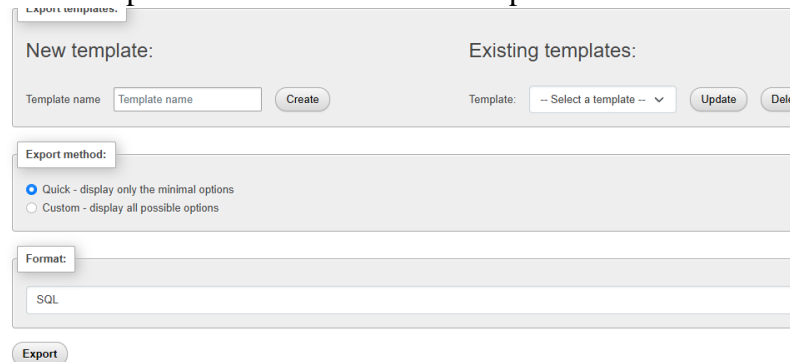

4. **Export the database**
A window will pop-up…
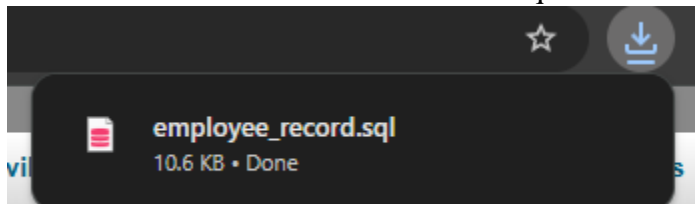On the left side click the database you want to export

e.g.,

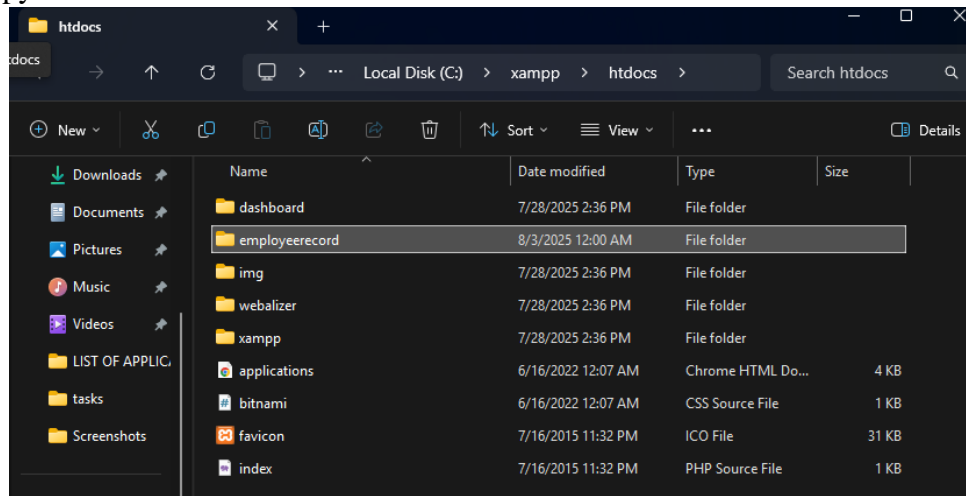On the top side of the window click Export…

Click the Export below to download the database in .sql file format
The file should now be downloaded in .sql file format

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5. Copy the system files
    a. Go to file path: <u>C:\xampp\htdocs</u>
    b. Copy the folder the database' name

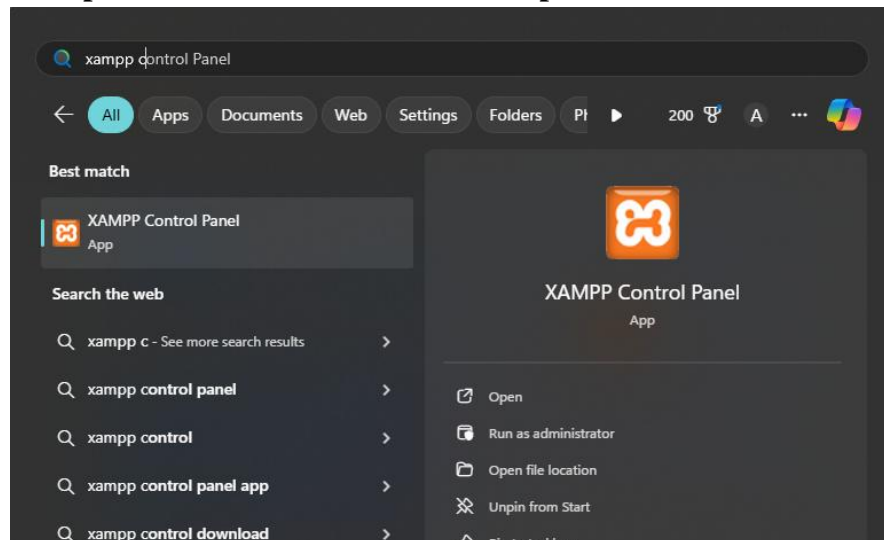**6. Transfer the files to the new host's computer**
Checklist:
    a. Exported database (.sql file)
    b. Copied folder that contains the system files (folder)

- The files can be transferred preferably via USB Flash drive.
- The files can also be transferred via internet (thru email, google, drive, etc.). Make sure the zip the files into a one folder to avoid corrupting of files.

❖ **ON THE <u>NEW HOST'S</u> COMPUTER…**
Note: Make sure that the XAMPP is already been installed and set-up int the new host's computer
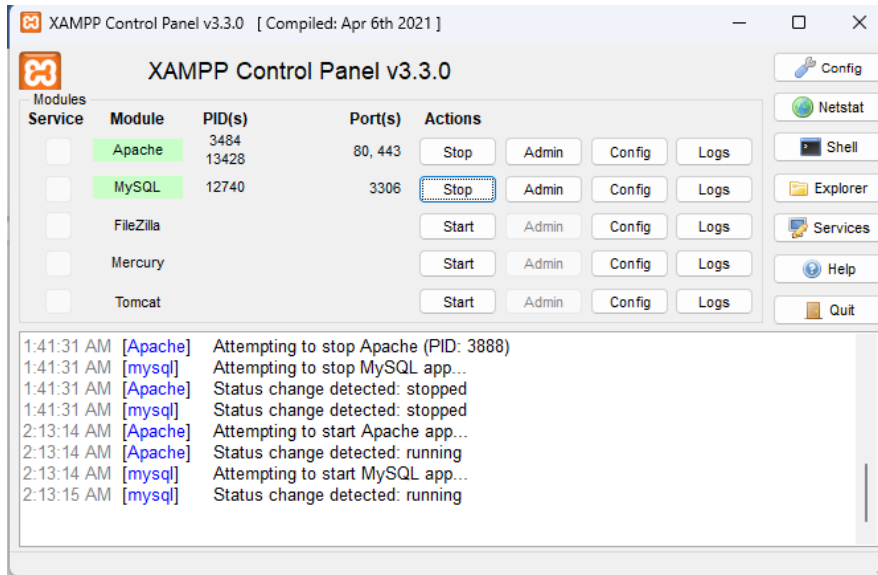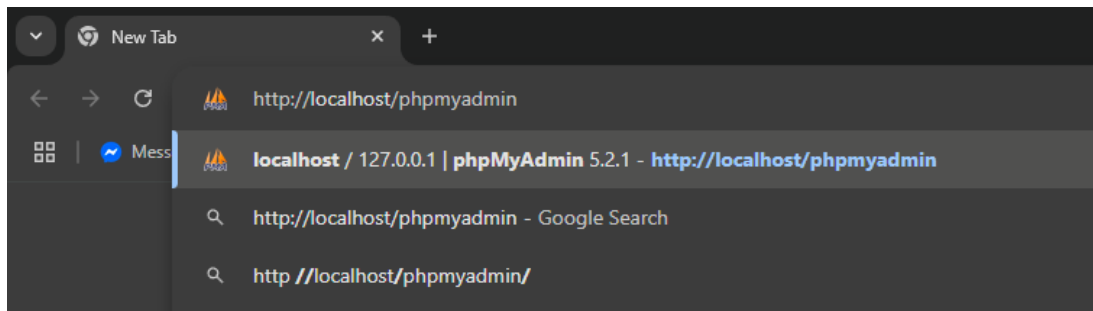
1. Open XAMPP Control Panel and open

2. Start Apache & MySQL

Click start next to Apache and MySQL

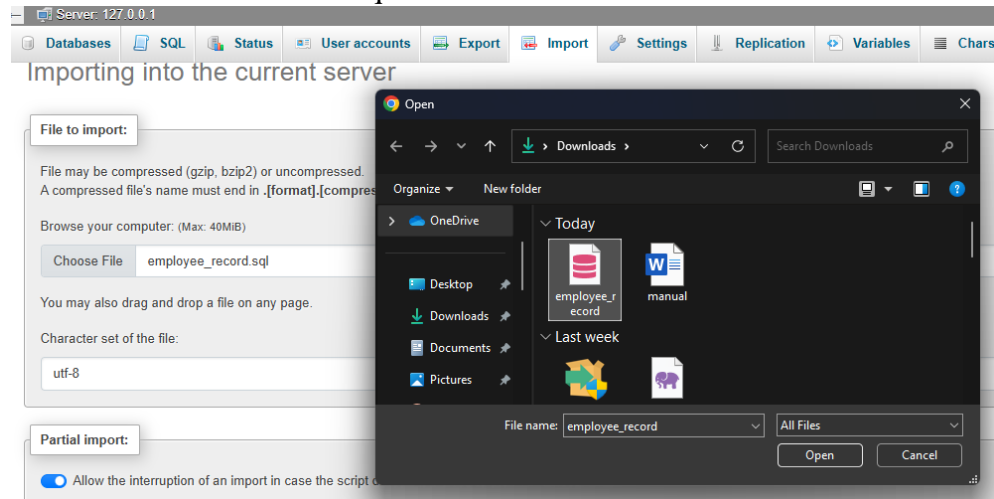They should turn green, indicating that the server is running

3. Open the browser and access link http://localhost/phpmyadmin through the browser

4. Import the transferred database file (.sql file)

Click the Import tab located on the of the window

Select the database file in .sql file format

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Scroll down and make sure that the SQL is selected in Format
Then Click Import Button below

Format

SQL

Format-specific options:

SQL compatibility mode:

NONE

Do not use AUTO_INCREMENT for zero values

Import

Console

5. **Place the system files**
   Paste the system files in the file directory: C:\xampp\htdocs

The Database is now ready to use…