WEB-BASED CONTRIBUTION MONITORING SYSTEM FOR AMADEO NATIONAL HIGH SCHOOL TEACHERS AND EMPLOYEES CLUB (CONTRIBUTOR)
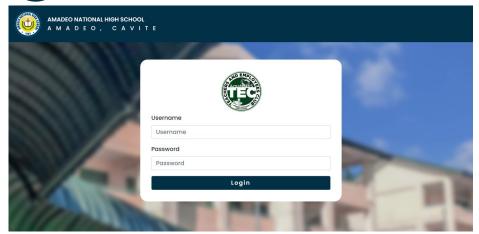
INTRODUCTION

Welcome to the Amadeo National High School Teachers and Employees Club (AmaNaHiS TEC) Contribution Monitoring System User Manual. This monitoring system reduces the time and effort of adding and checking contribution records, as well as having the ability to generate reports and display accurate information, giving an efficient and reliable way of monitoring the contributions of the AmaNaHiS TEC members.

NEW USERS

First time will receive their login credentials from the admin with a username and one-time password. You may log into the system using the username and the one-time password, and you are required to change the password the first time you log in.

1 LOGGING INTO THE SYSTEM

Once you get your username and password you can now login to the system by inputting your login credentials.

4 VIEWING CONTRIBUTION SUMMARY

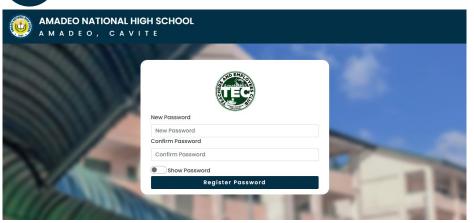If you want to see your contribution summary, you will click the clipboard in the sidebar.

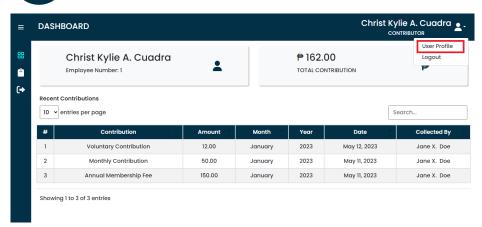# 5 CHANGING THE YEAR OF CONTRIBUTION SUMMARY

You can change the year of the summary by picking a year in the year field. You will see the contribution records by clicking the year.

2 CHANGING THE ONE-TIME PASSWORD

For the first time users, you are required to change your one-time password by filling up this form with your desired password.

3 UPDATING YOUR INFORMATION

When updating your, you will click the arrow beside your name and click the "User Profile".