

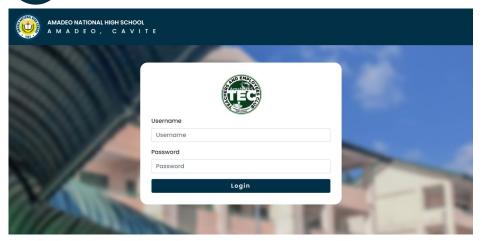
#### INTRODUCTION

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.



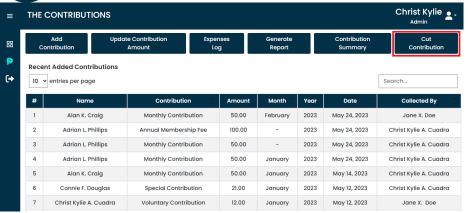


Once you get your username and password you can now login to the system by inputting your login credentials.



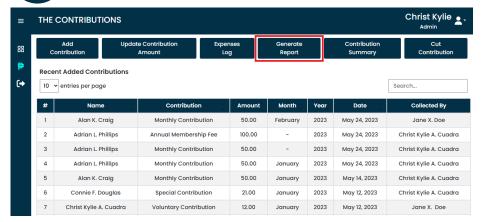
If you want to see the contribution summary, you will click the "Contribution Summary" button and you will be directed to the contribution summary page where you will see the names of the contributors. You can change the year of the summary by picking a year in the year field. You will see the contribution records of the member by clicking its name.





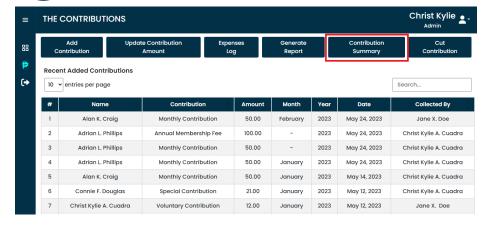
If you want to make a record about the member that benefits from the contribution, you will click "Cut Contribution". You must fill up the fields with red asterisks.

# GENERATING A REPORT

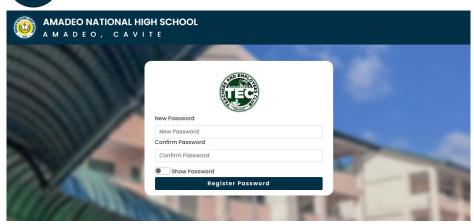


If you want to generate a report about the expenses or the contribution summary, you will click the "Generate Report" button. You will choose whether you want to generate expenses or contribution summary. If you choose contribution summary, you are required to pick which contribution type you want to include in the report.

## VIEWING CONTRIBUTION SUMMARY



### 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 ADDING USER ACCOUNT



When adding a user account, you will click the "Add User" button and you will fill up the required fields with the red asterisk in the form.

## UPDATING AN ACCOUNT INFORMATION

≡	DASHBOARD Christ Kyl Admin								
# ₽	Christ K	ylie A. Cuadra	56 TOTAL	56 TOTAL MEMBERS			588.00 GRAND COLLECTION		
( <del>+</del> )	All Users  10 v entries per page  Search								
	Employee No. Name		Date Joined Employee State		Staff Level	User Role	Status	Action	
	1	Christ Kylie A. Cuadra	May 04, 2023	Permanent	Non-Teaching Staff	Admin	Active	Update	
	2147483647	sad adasd asd	May 24, 2023	Permanent	Grade 7	Contributor	Active	Update	
	500	Annual Membership Fee	May 07, 2021	Temporary	Grade 7	Contributor	Inactive	Update	
	909	хс хс хс	May 05, 2023	Permanent	Grade 7	Contributor	Inactive	Update	

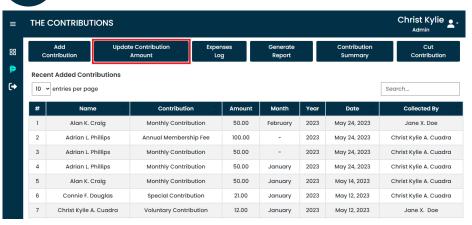
When updating an account information, you will click the "Update" button then you can update the information that does need admin permission like the user role.

#### UPDATING THE STATUS OF THE ACCOUNT

=	DASHBOARD Christ Kylie Admin									
₩	Christ Kylie A. Cuadra Employee Number: 1			<b>56</b>	MEMBERS	*	588.00 GRAND COLLECTION		₽	
(+	All Users	Search	Add User							
	Employee No.	nployee No. Name		ate Joined	Employee Status	Staff Level	User Role	Status	Action	
	1	Christ Kylie A. Cuadra	Мо	ay 04, 2023	Permanent	Non-Teaching Staff	Admin	Active	Update	
	2147483647	500 Annual Membership Fee M		ay 24, 2023	Permanent	Grade 7	Contributor	Active	Update	
	500			May 07, 2021 Temporary  May 05, 2023 Permanent		Grade 7	Contributor	Inactive	Update	
	909					Grade 7	Contributor	Inactive	Update	

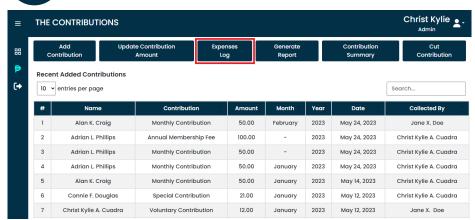
If the user becomes a non-member of the organization, you can update its account status by clicking the "Active" button. When the status is active, the member can still login to their account, but if it's Inactive, the user can't login to their account.

#### 9 UPDATING CONTRIBUTION AMOUNT



When updating annual membership fee for old and new members, and monthly contribution fee, you will click the "Update Contribution Amount" button. Then you will choose what do you want to update.

## 10 VIEWING EXPENSES LOG



If you want to see who the members that become beneficiaries of the organization, you will click the "Expenses Log". It will display the records of who are the beneficiaries and the reason why they became a beneficiary.

### ADDING CONTRIBUTION RECORDS

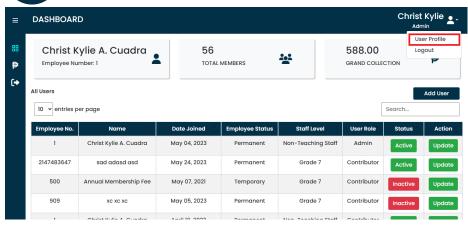
=	THE CONTRIBUTIONS									Christ Kylie	
88	Co			te Contribution Amount	Expen: Log				Contribution Summary	Cut Contribution	
₽	Recent Added Contributions										
(+)	10 v entries per page									Search	
	#	# Name		Contributio	Contribution		Month Yea	Year	Date	Collected By	
	1	1 Alan K. Craig		Monthly Contribution		50.00	February	2023	May 24, 2023	Jane X. Doe	
	2	Adrian L	Phillips	Annual Members	hip Fee	100.00	-	2023	May 24, 2023	Christ Kylie A. Cuadra	
	3	Adrian L.	Phillips	Monthly Contrib	oution	50.00	-	2023	May 24, 2023	Christ Kylie A. Cuadra	
	4	Adrian L	Phillips	Monthly Contrib	oution	50.00	January	2023	May 24, 2023	Christ Kylie A. Cuadra	
	5	Alan K.	Craig	Monthly Contrib	oution	50.00	January	2023	May 14, 2023	Christ Kylie A. Cuadra	
	6	Connie F. I	Douglas	Special Contrib	ution	21.00	January	2023	May 12, 2023	Christ Kylie A. Cuadra	
	7	Christ Kylie	A. Cuadra	Voluntary Contri	bution	12.00	January	2023	May 12, 2023	Jane X. Doe	

When adding a contribution record, you will click the "Add Contribution" button and you will be directed to the add contribution page.



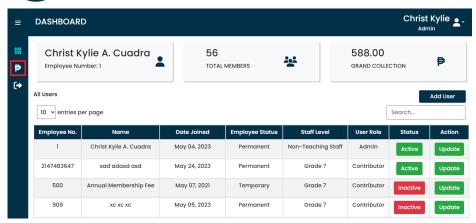
This is the add contribution page, you are required to fill up the fields with a red asterisk. To add a field, you will click the "+" button. To remove a field, you will click the "-" button. And when you are done adding contribution, you will click the "Add Contribution" button.

## **6** UPDATING YOUR INFORMATION



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





If you want to see the contribution records, you will click the peso sign in the sidebar.