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

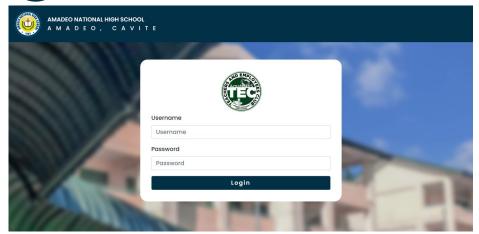
INTRODUCTION

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

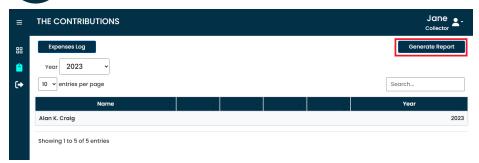
First time will receive their login credentials from the admin with a username and one-time password. You may log into the system using the username and the one-time password, and you are required to change the password the first time you log in.





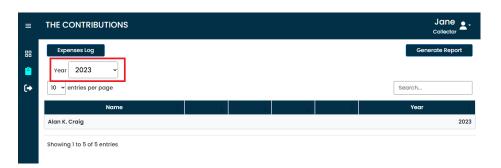
Once you get your username and password you can now login to the system by inputting your login credentials.

GENERATING A REPORT



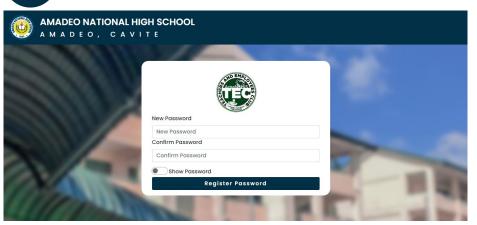
If you want to generate a report about the expenses or the contribution summary, you will click the "Generate Report" button. You will choose whether you want to generate expenses or contribution summary. If you choose contribution summary, you are required to pick which contribution type you want to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

CHANGING THE YEAR OF CONTRIBUTION SUMMARY



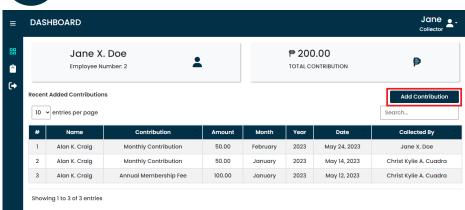
You can change the year of the summary by picking a year in the year field. You will see the contribution records of the member by clicking its name.

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.



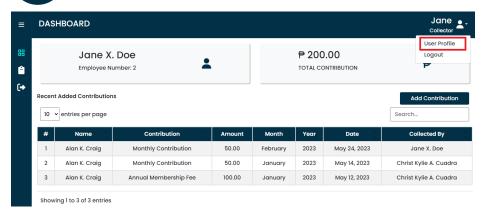


When adding a contribution record, you will click the "Add Contribution" button and you will be directed to the add contribution page.

Name* Contribution Type* Amount* Month* Year* 1 Adrian L Phillips Amount Add Contribution Close

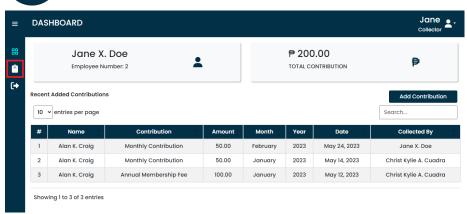
This is the add contribution page, you are required to fill up the fields with a red asterisk. To add a field, you will click the "+" button. To remove a field, you will click the "-" button. And when you are done adding contribution, you will click the "Add Contribution" button.

4 UPDATING YOUR INFORMATION



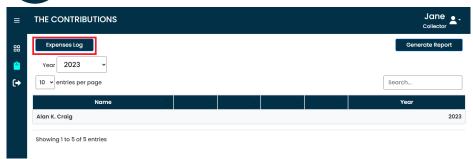
When updating your, you will click the arrow beside your name and click the "User Profile".

5 VIEWING CONTRIBUTION SUMMARY



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





If you want to see who the members that you handle 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.