# USER'S MANUAL

# 181 North Place Residence

# Table of Contents

# 1.0 GENERAL INFORMATION

# 1.0 GENERAL INFORMATION

General Information section give details in general terms the system and the purpose for which it is intended.

## 1.1 System Overview

181 North Place Residences Monitoring System is an automated monitoring system that uses a biometric device for the time logs, have a database for keeping records and allow the sending of important notifications through SMS text messaging and e-mail that contains of the violations like curfew and not complying with the house rules, special announcements, new roommates, visitors, balances and payments due.

## 1.2 Organization of the Manual

The user's manual consists of five parts: General Information, System Summary, Getting Started, Using the System and Reporting.

General Information section give details in general terms the system and the purpose for which it is intended.

System Summary section presents a general overview of the system. The summary delineates the uses of the system, system's configuration, user access levels and system's behaviour in case of any contingencies.

Getting Started section describe how to install the system.

Using The System section provides a detailed description of system functions.

# 2.0 SYSTEM SUMMARY

## 2.0 SYSTEM SUMMARY

System Summary section presents a general overview of the system. The summary delineates the uses of the system, system's configuration, user access levels and system's behaviour in case of any contingencies.

## 2.1 System Configuration

181 North Place Residences: Automated Monitoring System is a stand-alone system. It is compatible with Windows 7 or higher versions of operating system. The application requires internet connection to enable sending of text messages and e-mail to the residents, resident's parent or guardian. Data saved in database can be seen in the MySQL Workbench. After installing on the computer, 181 North Place Residences: Automated Monitoring System can be used immediately.

## 2.2 User Access Levels

The management is the only one who can use the system while, the resident can only use the biometric device.

## 2.3 Contingencies

In case of power outage data are not saved in internal memory of the operating device and there is no Internet connection available data cannot be saved in internal memory of the operating device, instead for the meantime use an Excel for the time-in and time-out of each resident as well as the visitors and record all the operations in the dormitory using forms. And when the power is already working, Back-up and Recovery is available for the management to input or upload the records. In case of data corruption, Back-up and Recovery is available to recover the previously backed-up records.

# 3.0 GETTING STARTED

# 3.0 GETTING STARTED

Getting Started section describe how to install the system.
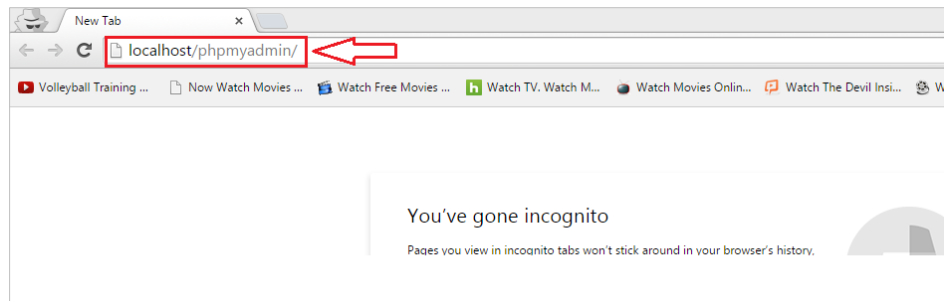
## 3.1. Install WampServer

3.1.1. Download and install WampServer 32bit/64bit Version 2.5 or above from: http://www.wampserver.com/en/

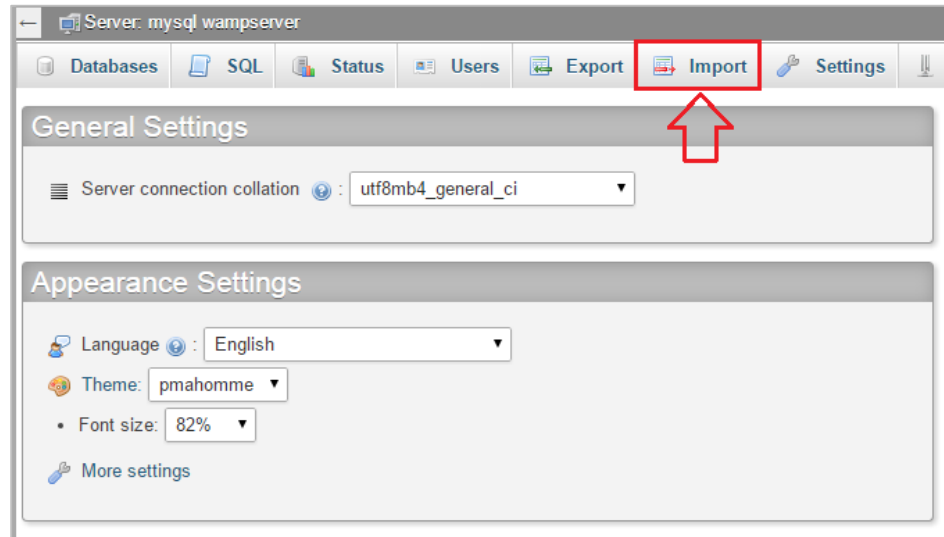## 3.2. Import Database using WampServer 2.5

3.2.1. Import Database:

3.2.1.1. Go to your browser and then type into the address bar the following: http://localhost/phpmyadmin/index.php

3.2.1.2. Press enter.



3.2.1.3. Press *Import.*

3.2.1.4. Press *Choose File.*



3.2.1.5. Choose the sql file (initialized DB.sql or populated DB.sql) provided: ..\data\initialized DB.sql or ..\data\populated DB.sql
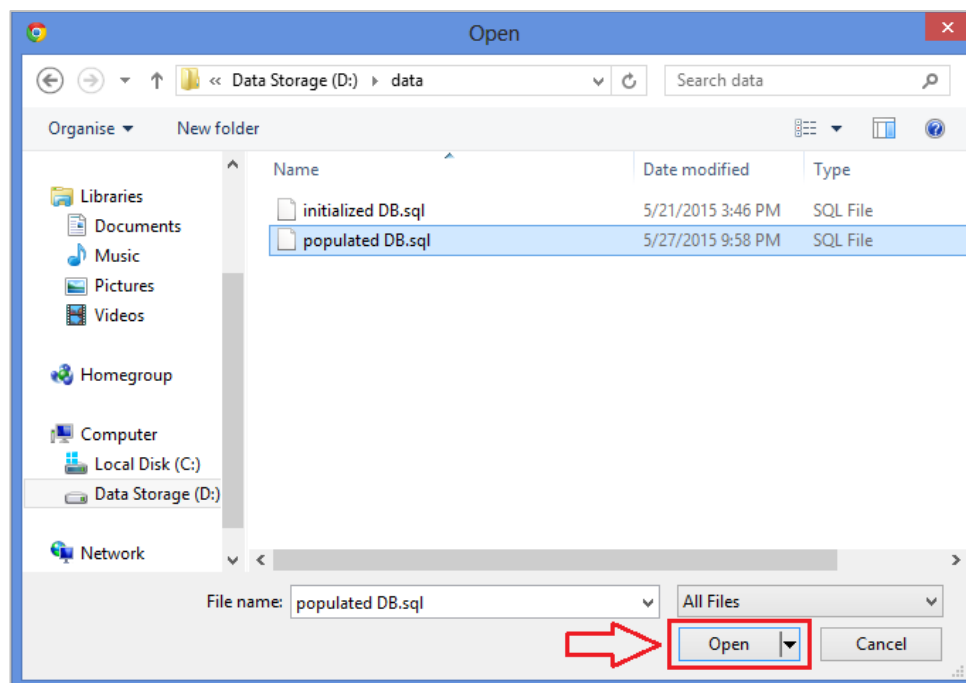
3.2.1.6. Scroll down and Press *Go.*



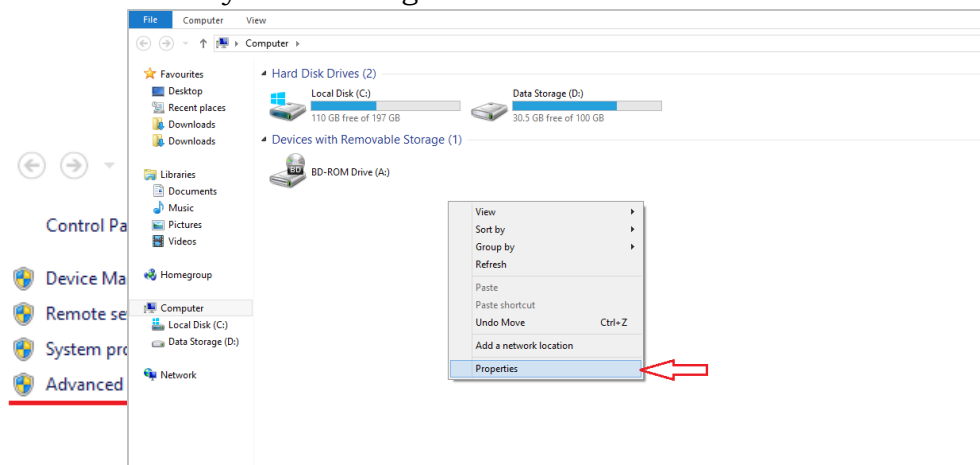3.2.1.7. Wait until it is finished. Then a message will prompt:
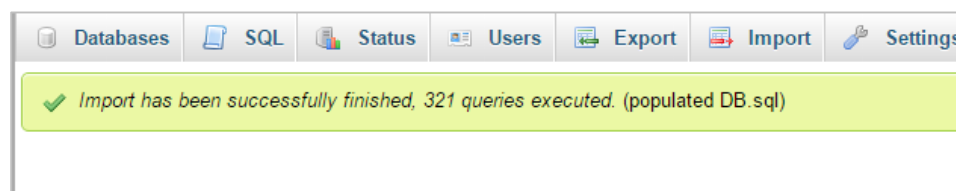


## 3.3. Install JDK

3.3.1 Download Java SE Development Kit 8(or above) Windows x64 and Windows x32 from: http://www.oracle.com/technetwork/java/javase/downloads/jdk8-downloads-2133151.html

3.3.2. Install Java 8 SDK 64 bit

    3.3.2.1. Add JAVA_HOME in System Variables
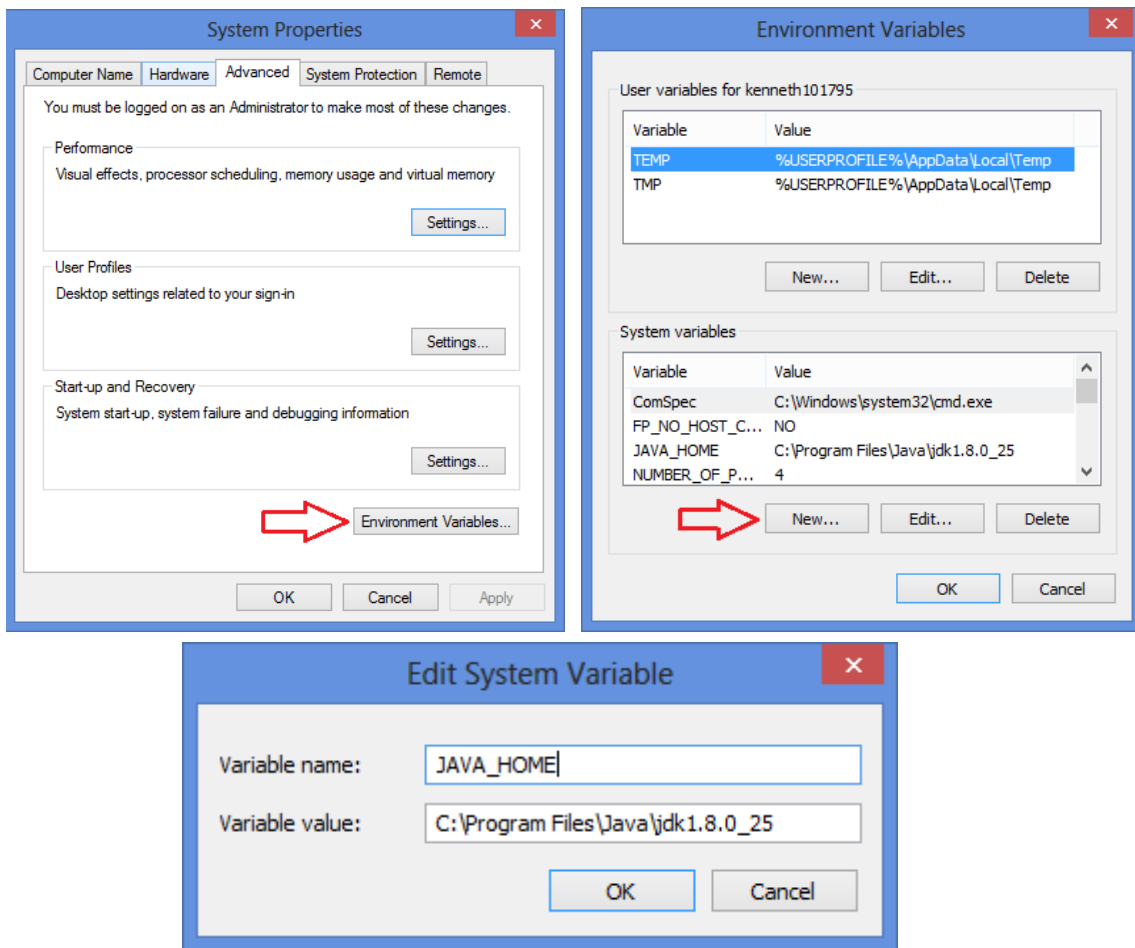
        3.3.2.1.1. Go to Environment Variables: Computer > Properties > Advanced System Setting > Environment Variables

3.3.2.1.2. Then add JAVA_HOME with the path of the existing JDK
(eg. C:\Program Files\Java\jdk1.8.0_25)



## 3.4. Install U.are.U Driver

3.4.1. Install the Digital Persona U.ARE.U driver (SETUP.exe) provided
..\res\UareU\SETUP.exe
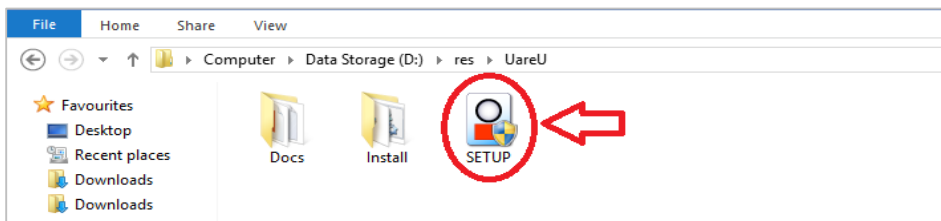
## 3.5. Install Server

3.5.1. Install the server system (181NPRServerSetup.exe) provided
..\res\181NPRServerSetup.exe

> *Note:*
> Open command prompt to check ipv4 address by typing "ipconfig". The ipv4 address
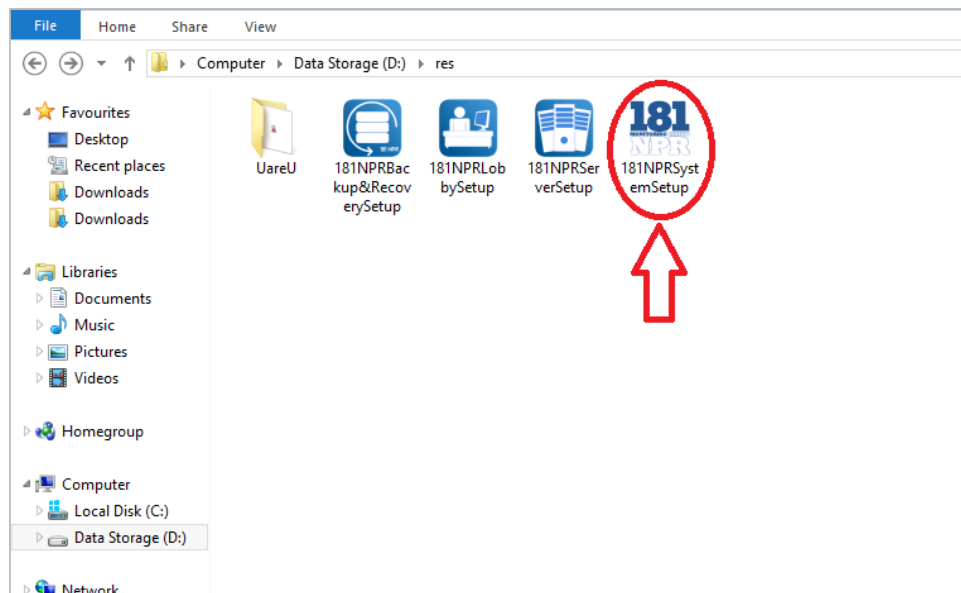> will be used to connect the Lobby Unit.
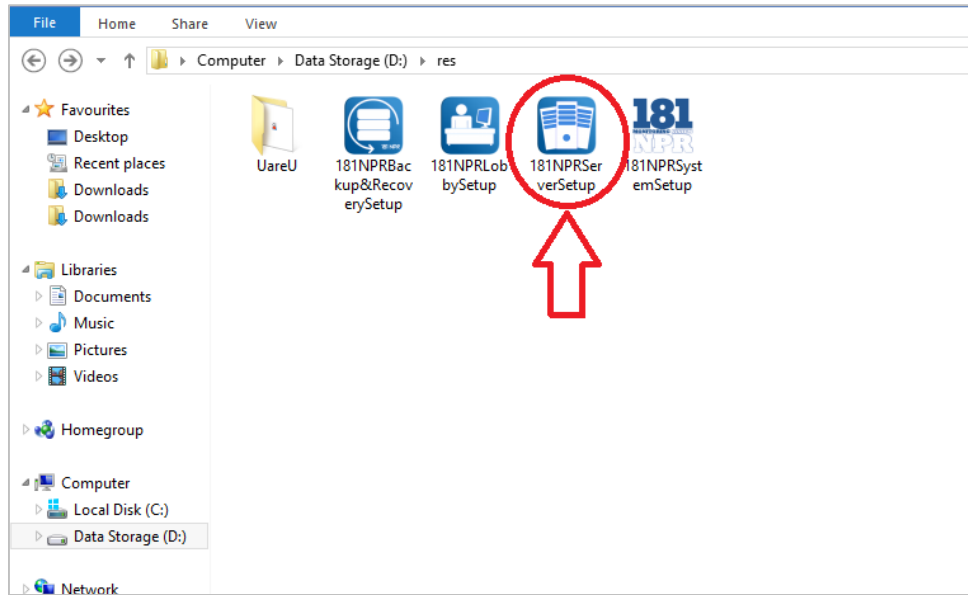


## 3.6. Install Monitoring System

3.6.1. Install the main system (181NPRSystemSetup.exe) provided
..\res\181NPRSystemSetup.exe

> *Note:*
> Open command prompt to check ipv4 address by typing "ipconfig". The ipv4 address
> will be used to connect the Lobby Unit.

## 3.7. Install Lobby System

3.7.1. Install the lobby system (181NPRLobbySetup.exe) provided
..\res\181NPRLobbySetup.exe

> *Note:*
> Make sure the lobby unit, monitoring system and the server are in one (1) network.
> If the lobby unit is not connected to the server, type the ipv4 address of the server in the prompt message asking for ipv4 address.
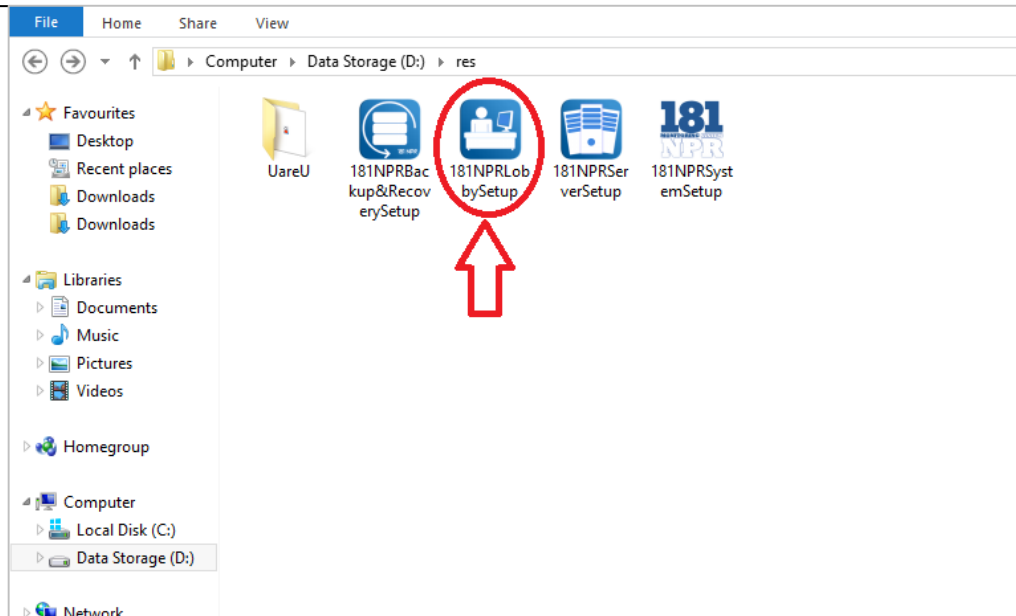


## 3.8. Install Backup and Recovery

3.8.1. Install the backup and recovery system (181NPRBackup&RecoverySetup.exe) provided
..\res\181NPRBackup&RecoverySetup.exe

# 4.0 USING THE SYSTEM

# 4.0 USING THE SYSTEM
Using The System section provides a detailed description of system functions.
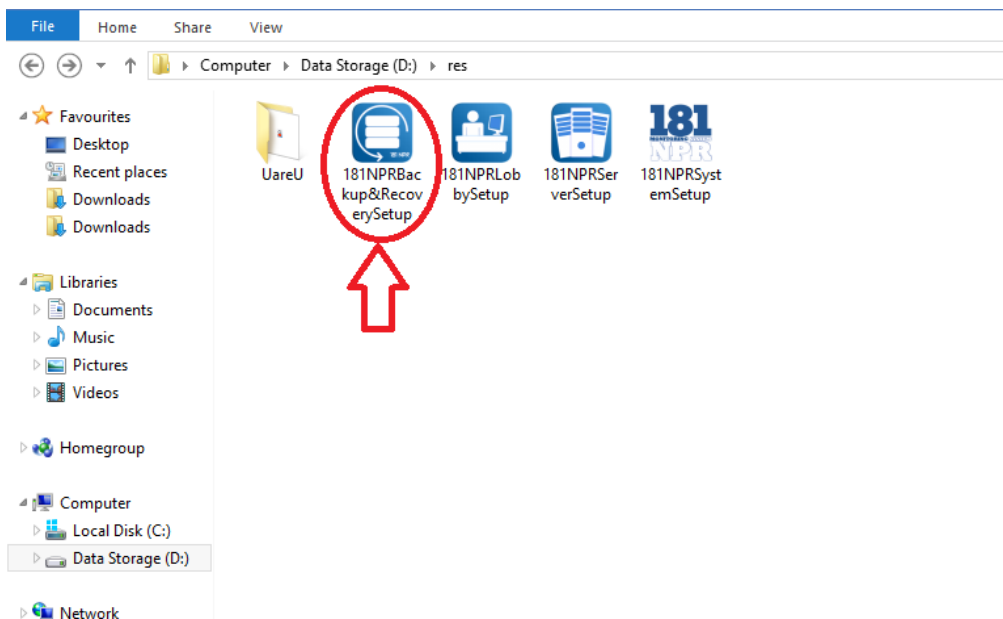
## 4.1 Launching the System
### 4.1.1 Launching the Server

4.1.1.1 Click the [icon] icon to access the server.

4.1.1.2. To start the server click [START].

4.1.1.3. To restart the server click [RESTART].

4.1.1.4. To stop the server click [STOP].

*\*\*Note: You cannot access the system without starting the server.*

### 4.1.2 Launching the Monitoring System

4.1.2.1. Click the [icon] icon to access the monitoring system.
4.1.2.2. To start the system, a log-in interface will prompt.

### 4.1.3 Launching the Lobby System

4.1.3.1. Click the [icon] icon to access the lobby.

### 4.1.4 Launching the Backup and Recovery

4.1.4.1. Click the [icon] icon to access the back-up and recovery of the system.

## 4.2 Admin

### 4.2.1 Login

4.2.1.1. To Login type the credentials of the admin, the username and the password.
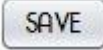
4.2.1.2. Click [Login] .

### 4.2.2 Add Admin

***First Option:***

4.2.2.1. Click the admin picture, located at the upper left of the interface.
4.2.2.2. Click List of Admins.
4.2.2.3. Click Add Administration, located at the lower left of the interface.

4.2.2.4. After filling up the information, click [SAVE].

***Second Option:***

1. Click 🏠 .

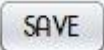2. Click 👤 Registration.

3. Click 🧑‍🔧 Administrator

4. After filling up the information, click [SAVE].

### 4.2.3 Edit Profile

4.2.3.1. Click the admin picture, located at the upper left of the interface.
4.2.3.2. Click Edit Profile.
4.2.3.3. After editing, click [SAVE] .

### 4.2.4 Change Password

4.2.4.1. Click the admin picture, located at the upper left of the interface.
4.2.4.2. Click Change Password.
4.2.4.3. Type the current password, the new password and the confirmation of the new password.

4.2.4.4. Click [SAVE].

### 4.2.5 Logout

4.2.5.1. Click the Admin picture, located at the upper left of the interface.
4.2.5.2. Click Logout.

## 4.2.6 iLogBook

4.2.6.1. Click  .

4.2.6.2. Click  .

## 4.2.7 Admin Privileges
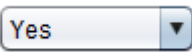
### 4.2.7.1 Accounts

4.2.7.1.1. Click  .

4.2.7.1.2. Click 

4.2.7.1.3. Click  .

4.2.7.1.4. Input the new Default Accounts.

4.2.7.4.1 The  beside the *Biometrics* is used when the biometric is available (Yes) and unavailable (No).

4.2.7.1.5. To adjust the curfew hour:

4.2.7.1.5.1 Click  .

4.2.7.1.5.2 Adjust the hour, minute, second, and period.

4.2.7.1.6. Click  .

4.2.7.1.7. Click  to go back to the Admin Privileges menu.

### 4.2.7.2 Manage Furniture

4.2.7.2.1. Click  .

4.2.7.2.2. Click

4.2.7.2.3. Click ![Manage Furniture] .

4.2.7.2.4. Check the furniture to be edited.

4.2.7.2.5. Click ![Edit] .

    4.2.7.2.5.1 Edit the data to be edited.

    4.2.7.2.5.2 Click ![Save] .

4.2.7.2.6. Click ![Add] , to add a new furniture.

    4.2.7.2.6.1 Input the information of the furniture.

    4.2.7.2.6.2 Click ![Save] .

4.2.7.2.7. Click ![back] to go back to the Admin Privileges menu.


## 4.2.7.3 Room Rate

4.2.7.3.1. Click ![home] .

4.2.7.3.2. Click ![Admin Privileges]

4.2.7.3.3. Click ![Room Rate] .

4.2.7.3.4. Select the room type ![Single Room] .

4.2.7.3.5. Input the new room rate.

4.2.7.3.6. Click ![SAVE] .

4.2.7.3.7. Click ![back] to go back to the Admin Privileges menu.

## 4.2.7.4 Shuttle Rate

4.2.7.4.1. Click ![home] .

4.2.7.4.2. Click ![Admin Privileges]

4.2.7.4.3. Click Shuttle Rate.

4.2.7.4.4. Input the new Shuttle rate for Daily or Monthly.

4.2.7.4.5. Click SAVE.

4.2.7.4.6. Click ← to go back to the Admin Privileges menu.

### 4.2.7.5 Transient Rate

4.2.7.5.1. Click .

4.2.7.5.2. Click Admin Privileges

4.2.7.5.3.Click Transient Rate

4.2.7.5.4. To change the Family rate and Regular rate of the:
    4.2.7.5.4.1 Current Transient Rate
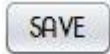        4.2.7.5.4.1.1 Input the new Family Rate and Regular Rate
    4.2.7.5.4.2 Current Extra Beddings Rate
        4.2.7.5.4.2.1 Input the new Family Rate and Regular Rate
    4.2.7.5.4.3 Current Private Suite Rate
        4.2.7.5.4.3.1 Input the new Family Rate and Regular Rate

4.2.7.5.5. Click SAVE.

4.2.7.5.6. Click ← to go back to the Admin Privileges menu.
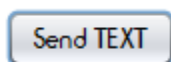
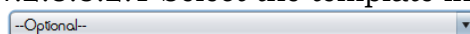### 4.2.8 Notification

4.2.8.1. Click .

4.2.8.2. Click Notification.
4.2.8.3. Click *Residents:*
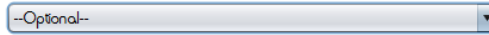    4.2.8.3.1 Select a resident.

    4.2.8.3.2 Click Send TEXT ,
        4.2.8.3.2.1 Select the template in the drop down list
        --Optional--

4.2.8.3.2.2 Click [SEND] .

4.2.8.3.3 Click [Send EMAIL] ,
    4.2.8.3.3.1 Select the template in the drop down list
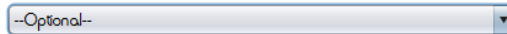    [--Optional-- ▼]

4.2.8.3.3.2 Click [SEND] .

4.2.8.4. Click *Transients and Reservations:*
    4.2.8.4.1 Select a transient or reserver

4.2.8.4.2 Click [Send TEXT] ,
    4.2.8.4.2.1 Select the template in the drop down list
    [--Optional-- ▼]

4.2.8.4.2.2 Click [SEND] .

4.2.8.4.3 Click [Send EMAIL] ,
4.2.8.4.3.1 Select the template in the drop down list
[--Optional-- ▼]

4.2.8.4.3.2 Click [SEND] .

4.2.8.5. Click (🏠) to go back to the main menu.

**4.2.8.1 Sent Box**
4.2.8.1.1. Click *SENT BOX,* at the upper left corner of the window. It will display the Time, Name of the receiver, the communication used (email or text), the type of the message, and the table where it came from.

4.2.8.1.2. To view the Message Details, double click the row.

## 4.3 Lobby

### 4.3.1 Time-in and Time-out of resident
4.3.1.1. By default, the Resident Time In/Out interface will automatically appear.

4.3.1.2. For the resident to time in/out, click [CAPTURE]
4.3.1.3. Then, place the registered fingerprint of the resident in the fingerprint scanner.

4.3.1.3.1 If the fingerprint is recognized, the resident's name and status (logged in/out), will appear.

4.3.1.3.2 If the fingerprint is not recognized within three consecutive tries, the resident will type his/her ID number, then click **SUBMIT** .

4.3.1.3.2.1. If the the ID number is recognized, a Successful dialog box will appear, click **OK** .

4.3.1.3.2.2 If ID number is not recognized, Unsuccessful dialog box will appear, click **OK** to re-enter the resident ID number.

4.3.1.4. Click the  to go back to the main menu of the Lobby Interface.

### 4.3.1.1 Register Fingerprint

4.3.1.1.1. Click the *Register Fingerprint* .

4.3.1.1.2. Input the Admin Credentials.

4.3.1.1.3. Select the resident to be registered.

4.3.1.1.4. Right Click the Finger 1.

4.3.1.1.5. Click *Register.*

4.3.1.1.6. Click **CAPTURE** .

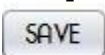4.3.1.1.7. Place the finger to be registered.

4.3.1.1.8. Click the *Validate 1,* then place the finger that was register.
*Note: Fingerprint Match will be shown if the finger print are matched, Fingerprint Unmatched will be shown if fingerprint are unmatched.*

4.3.1.1.9. Click the *Validate 2,* then place the finger that was registered.
*Note: Fingerprint Match will be shown if the finger print are matched, Fingerprint Unmatched will be shown if fingerprint are unmatched.*

4.3.1.1.10. Repeat step 6 to 9 for the Fingerprint 2.

4.3.1.1.11. Click **SAVE** .

## 4.3.2 Visitors Log-in

4.3.2.1. By default, the Resident Time In/Out interface will automatically appear.

4.3.2.2. Click the  .

4.3.2.3. Click *Visitor Login* 

4.3.2.4. Fill up the information.

4.3.2.5. Select the reason for visiting.

4.3.2.6. Select the resident name to whom he will visit.
*\* \*NOTE: But if the reason is for inquiring no need to select the resident name.*

4.3.2.7. If the visitor would like to inform the resident about his visit click the ☐ **Inform Resident** .
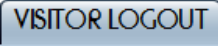
4.3.2.8. Click SUBMIT .

4.3.2.9. Click the 🏠 to go back to the main menu of the Lobby Interface.

### 4.3.3 Visitors Log-out

4.3.3.1. By default, the Resident Time In/Out interface will automatically appear.

4.3.3.2. Click the 🏠 .

4.3.3.3. Click 👤 Visitor Login

4.3.3.4. Click the VISITOR LOGOUT , located at the upper left.

4.3.3.5. Select the visitor name or the name of the resident in the *'Group Visit'* that will logout. You can also search the name in the search field provided.

4.3.3.6. Click LOGOUT .

4.3.3.7. Click the 🏠 to go back to the main menu of the Lobby Interface.

### 4.3.4 Resident Search

4.3.4.1. To search for a resident, click the 🔍 Resident Search .

4.3.4.2. Resident's name can be type in the search box.

4.3.4.3. Click the 🏠 to go back to the main menu of the Lobby Interface.

### 4.3.5 Permit to use the Building Premises

*\*\*NOTE: Permit to use the building premises is use for group visit, meetings and other matter that will need a venue inside      the dormitory.*

4.3.5.1. By default, the Resident Time In/Out interface will automatically appear.

4.3.5.2. Click the 🏠 .

4.3.5.3. Click 

4.3.5.4. Click the *Permit to use Building Premises* , located at the lower left.

4.3.5.5. Select the area from which they will reserve.

4.3.5.6. Click the [1] to add the number of Guest, then fill up the names of the visitors, in the          text field provided.

4.3.5.7. Click the [Apr 17, 2015] to select the date on when to use the premises.

4.3.5.8. Click the [12] : [0] : [0] [AM] to select the start and end time in using the premises.

4.3.5.9. Click the [CONFORME] to validate the resident's finger print.

4.3.5.10. Click the [TERMS & CONDITIONS] to know the rules in using the premise.

4.3.5.11. Click [SUBMIT] .

4.3.5.12. Click  to go back to the previous button.

4.3.5.13. Click the  to go back to the main menu of the Lobby Interface.

## 4.4 Resident

### 4.4.1 Reservation

4.4.1.1. Click  .

4.4.1.2. Click  .

4.4.1.3. Click  .

4.4.1.4. After filling up the information, click [Preview] .

4.4.1.5. Click [SAVE] .

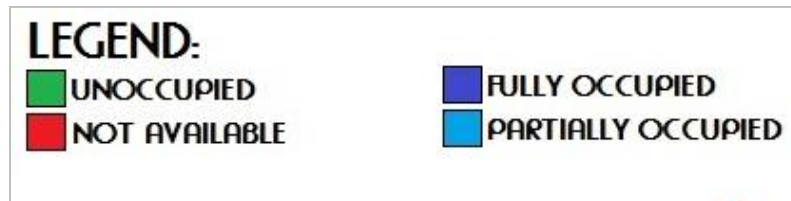*\*\*Note: you can click the [Clear] to clear all the information that you have just encoded.*

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### 4.4.1.6 iFloorPlan



4.4.1.6.1. Click the  .

4.4.1.6.2. In the , you can select on what dorm the resident will be staying.

4.4.1.6.3. Click the room number and it will be selected automatically.

## 4.4.2 Registration

4.4.2.1. Click  .

4.4.2.2. Click  .

4.4.2.3. Right click the name of the person under the *"Tentative List of Resident(s)"*:

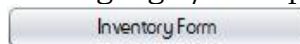    4.4.2.3.1 If you want to cancel the reservation, click *Cancel.*

    4.4.2.3.2 If you want to register the reservation and continue, click *Register.*

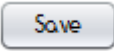        4.4.2.3.2.1 Upon clicking the *Register*, you will now be able to add information about the resident.
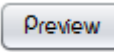
        4.4.2.3.2.2. To upload a picture, click on the  .

        4.4.2.3.2.3. To add furniture/s, click  .
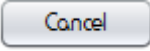
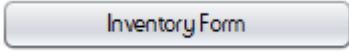        4.4.2.3.2.3. To add gadget/s or appliance/s, click  .

4.4.2.4. After typing the information of the resident:

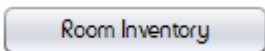4.4.2.4.1. Click the [Save] on the *registration form* to save the data on the under the resident's name.

4.4.2.4.2. Click the [Preview] on the *registration form* to preview the data on the under the resident's name.
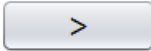
4.4.2.4.3. Click [Cancel] on the *registration form* to cancel the registration form go back to the *main menu.*
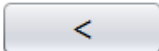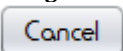
## 4.4.2.5 Add furniture
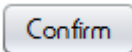
4.4.2.5.1. Under the registration, click [Inventory Form].

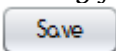4.4.2.5.2. Click on the [Room Inventory] under the *Room Inventory* table.

4.4.2.5.3. Upon clicking, select a furniture from the left table (list of available furniture will be listed here).
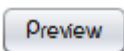
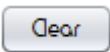4.4.2.5.4. After selecting a furniture, click [ > ] to assign the furniture to the resident.

4.4.2.5.5. If you want to remove a furniture from the *list of*

*furniture(s) on the right table,* click [ < ].

4.4.2.5.6. Click [Cancel] to cancel the assigned furniture on the resident and go back to the *inventory form.*
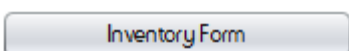
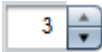4.4.2.5.7. Click [Confirm] to assign the furniture on the resident and go back to the *inventory form.*

4.4.2.5.7.1. Click the [Save] on the *inventory form* under the *Room Inventory* table to save the confirmed furniture on the resident's name.

4.4.2.5.7.2. Click the [Preview] on the *inventory form* under the *Room Inventory* table to    preview the confirmed furniture on the resident's name.

4.4.2.5.7.3. Click [Clear] on the *inventory form* under the *Room Inventory* table to    clear all the confirmed furniture on the resident's name.
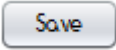
## 4.4.2.6 Add Gadget

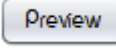4.4.2.6.1. Under the registration, click [Inventory Form].
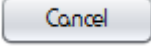
4.4.2.6.2. To assign number of gadget/s or appliance/s, click the arrow up to add more gadgets, and arrow down to lessen the

number of gadgets on the [ 3 ].

4.4.2.6.3. To input the gadget/s or appliance/s in the *Appliance and Gadget Inventory* table, type on the columns on the table.
4.4.2.6.4. After typing the gadget/s or appliance/s in the *Appliance and Gadget Inventory* table:

4.4.2.6.4.1. Click the [Save] on the *inventory form* under the *Appliance and Gadget Inventory* table to save the gadget/s or appliance/s on the resident's name.

4.4.2.6.4.2. Click the [Preview] on the *inventory form* under the *Appliance and Gadget Inventory* table to preview the gadget/s or appliance/s on the resident's name.

4.4.2.6.4.3. Click [Cancel] on the *inventory form* to cancel the inventory form on the resident's name and go back to the *registration form*.

## 4.4.3 Activation

4.4.3.1. Click  .

4.4.3.2. Click  .
4.4.3.3. The list of residents will appear, right click on the name of a specific resident:
3.1. To activate the use of biometrics of a resident, click *Activate Biometrics.*
3.2. To deactivate the use of biometrics of a resident, click *Deactivate Biometrics.*
3.3. To view profile of a resident, click *View Profile.*
3.4  To change the room of a resident, click *Change Room.*
3.5. If a resident will leave the dorm permanently, click *Leave Dorm.*
4.4.3.4. Click the  to go back to the main menu.

## 4.4.4 Edit Resident Profile

4.4.4.1. Click  .

4.4.4.2. Click  .
4.4.4.3. The list of residents will appear, right click on the name of a specific resident, to view profile of a resident, click *View Profile.*

4.4.4.3.1. To edit the information of a resident, click.

[Edit]

4.4.4.3.2. To change the resident's profile picture, click

## 4.4.4.4 View Profile

### 4.4.4.4.1 Edit Profile

4.4.4.4.1.1. Click ⌂ .

4.4.4.4.1.2. Click [Residents] .

4.4.4.4.1.3. The list of residents will appear, right click on the name of a specific resident.

4.4.4.4.1.4. Click *View Profile.*

4.4.4.4.1.5. Click [Edit] .

4.4.4.4.1.6. Change the Information that needs to be change.

4.4.4.4.1.7. Click [Save] .

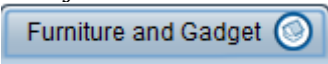### 4.4.4.4.2 Edit Furniture and Gadget

4.4.4.4.2.1. Click ⌂ .

4.4.4.4.2.2. Click [Residents] .

4.4.4.4.2.3. The list of residents will appear, right click on the name of a specific resident.

4.4.4.4.2.4. Click *View Profile.*

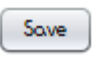4.4.4.4.2.5. Click the [Furniture and Gadget] , located at the upper left.

4.4.4.4.2.6. To edit the information of a gadget:

    4.4.4.4.2.6.1 Select a gadget.

    4.4.4.4.2.6.2  Click [Edit] .

    4.4.4.4.2.6.3 Edit the information.
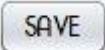
4.4.4.4.2.6.4 Click [Save] .

4.4.4.4.2.7. To add a gadget:

    4.4.4.4.2.7.1 Click [Add] .

    4.4.4.4.2.7.2 Input the information of the gadget.

4.4.4.4.2.7.3  Click [Save] .

4.4.4.4.2.8. To assign a furniture to a resident.

    4.4.4.4.2.8.1 Select a furniture in the *Room Furniture List*

    4.4.4.4.2.8.2 Click [ > ]

4.4.4.4.2.9. To remove a furniture assigned to a resident:

    4.4.4.4.2.9.1 Select a furniture in the *Resident Furniture List*

    4.4.4.4.2.9.2 Click [ < ]

## 4.4.4.5 Change Room

4.4.4.5.1. Click  .

4.4.4.5.2. Click  Residents .

4.4.4.5.3. The list of residents will appear, right click on the name of a specific resident.

- 4.4.4.5.4. Click *Change Room.*

4.4.4.5.5. Select the new room of the resident by selecting:

    4.4.4.5.5.1 In the drop down [201 ▼]

    4.4.4.5.5.2  By using the  iFloorPlan

4.4.4.5.6. Click [SAVE] .

## 4.4.5 Billing

4.4.5.1. Click  .

4.4.5.2. Click  Billing

4.4.5.3. Search a resident in the search bar.

4.4.5.4. Click [All Resident ▼] to filter by category.

### 4.4.5.5 Statement of Account

4.4.5.5.1. Click ![home icon] .

4.4.5.5.2. Click ![Billing icon] Billing
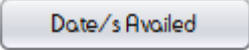
4.4.5.5.3. Search a resident in the search bar.
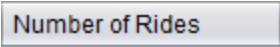
4.4.5.5.4. Click | All Resident ▼ | to filter by category.

4.4.5.5.5. If you want to check the statement of account of a resident just right click on the resident's name and click | Statement of Accounts | .

4.4.5.5.6. After clicking on the statement of accounts you can edit the monthly rate(room rate per 30 days), the shuttle rate which is monthly or the number of rides a resident accumulated within the day. If it is monthly just click on the radio button ⦿ for monthly, but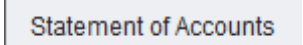 if the resident accumulated the number of rides just click on the radio button ⦿ rides and click | Date/s Availed | and by double clicking on the | Number of Rides | column you can already input the number of rides of a resident and it will already count, also choose the gadget of the resident that he/she will pay, you can also put your remarks.
*\*\*Note: in the Date/s Availed, double click the space provided on the right side of the date, then type the number of rides the resident accommodated.*

4.4.5.5.7. Click | SAVE | .

### 4.4.5.6 Payment of Remittance

4.4.5.6.1. Click ![home icon] .

4.4.5.6.2. Click ![Billing icon] Billing
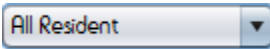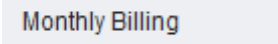
4.4.5.6.3. Search a resident in the search bar.

4.4.5.6.4. Click | All Resident ▼ | to filter by category.

4.4.5.6.5. If a resident will pay for his/her monthly billing just right click on the resident's name and click  Monthly Billing  .

4.4.5.6.6. If the resident will pay all (Room rate, Shuttle service, additional appliance/ gadget and additional 10%(if applicable)) click on the check boxes ☑ of the room rate, Shuttle service, additional appliance/ gadget and additional 10% and the total amount will be automatically be shown at the total amount field.

4.4.5.6.7. A resident can also pay the room rate only, the shuttle rate only, the appliance only and the additional 10% only just click on the check boxes ☑ for those fields.

4.4.5.6.8. The total amount, amount paid, and balance are shown, under the amount paid you can enter the amount that the resident will be paying.

4.4.5.6.9. You can also enter your remarks.

4.4.5.6.10. Click  Confirm  .

### 4.4.6 Leave

4.4.6.1. Click 🏠 .

4.4.6.2. Click Residents .
4.4.6.3. The list of residents will appear, right click on the name of a specific resident.
4.4.6.4. Select *Leave Dorm.*
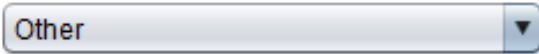
## 4.5 Transient

4.5.1. Click 🏠 .

4.5.2. Click Registration .

4.5.3. Click Transient .
4.5.4. Fill up the necessary information.
4.5.5. If the transient is related to a resident and do not want to stay at the same room with the resident:

4.5.5.1 Click the [☐ Resident's Name] and select the name of the resident.

4.5.5.2 Click [Other ▼] to select the relationship of the transient to the resident.

4.5.5.3 Click the [🏠 iFloorPlan] and select the room.

4.5.5.4 Click the [Apr 17, 2015 📅] to choose the date of arrival and departure.

4.5.5.5 Click [1 ▲▼] to add additional guest, then fill up the names in the text field provided.

4.5.5.6 Input the monetary charge per person of the transient.

4.5.5.7 If extra bedding is needed, click [1 ▲▼] beside the *No. of Extra Bed/s,*then input the bed charge.

4.5.5.8 Input the *Total Amount* and the *Amount Paid.*

4.5.6. If the transient is related to a resident and would like to stay at the same room with the resident:

4.5.6.1 Click [☐ Resident's Name] and select the residents name

4.5.6.2 Click [Other ▼] to select the relationship of the transient to the resident.

4.5.6.3 Click [☐ Same room with resident].

4.5.6.4 Click the [Apr 17, 2015 📅] to choose the date of arrival and departure.

4.5.6.5 Click [1 ▲▼] to add additional guest, then fill up the names in the text field provided.

4.5.6.6 Input the monetary charge per person of the transient.

4.5.6.7 If extra bedding is needed, click [1 ▲▼] beside the *No. of Extra Bed/s,*then input the bed charge.

4.5.6.8 Input the *Total Amount* and the *Amount Paid.*

4.5.7. If the transient is not related to a resident:

4.5.7.1 Click the [🏠 iFloorPlan] and select the room.

4.5.7.2 Click the [Apr 17, 2015 📅] to choose the date of arrival and departure.

4.5.7.3 Click  to add additional guest, then fill up the names in the text field provided.
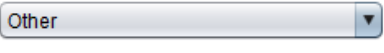
4.5.7.4 Input the monetary charge per person of the transient.

4.5.7.5 If extra bedding is needed, click  beside the *No. of Extra Bed/s,* then input the bed charge.

4.5.7.6 Input the *Total Amount* and the *Amount Paid.*
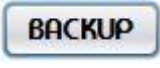
## 4.6 Back-up and Recovery

4.6.1. Click the  to open the Back-up and Recovery.

**Backup Database:**

4.6.1.1.A summary of the database tables is shown as a reference in the backing up of the database.

4.6.1.2. Click  **,** to back-up the current database.

**Down System Back-up:**

4.6.2. Billing:



4.6.2.1 Click 

4.6.2.2 Select the resident to whom his/her statement of account or payment remittance must be added.

4.6.2.3 Right Click the name of the resident to select form *Statement of Account and Payment Remittance.*

4.6.2.4 Fill up necessary information.

4.6.2.5 Click  or  .

4.6.3. Reservation:



4.6.3.1. Click  .

4.6.3.2 Fill up the necessary information of the reserver.

4.6.3.3 Click  .

4.6.4. Registration:

4.6.4.1 Click **Registration** .

4.6.4.2 Fill up the necessary information.

4.6.4.3 Click **SAVE** .

4.6.5. Transient:



4.6.5.1 Click **Transient** .

4.6.5.2 Fill up the necessary information.
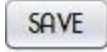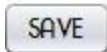
4.6.5.3 Click **SAVE** .

4.6.6. Time in/out:



4.6.6.1 Click **Time In/Out** .
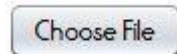
4.6.6.2 Click **Choose File** to upload an Excel file that contains the logs of the resident.
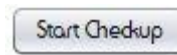
4.6.6.3 Click **Start Checkup** to compare the value of the Excel file to the database.

4.6.6.4 The affected row/s will be shown in the Logs.

*\*\*NOTE: Fixed the rows in the Excel file that were affected, then re-upload the Excel file. A successful message will be shown if there are no more rows that were invalid.*

4.6.7. Visitor Login:



4.6.7.1 Click **Visitor Login** .

4.6.7.2 Fill up the necessary information.

4.6.7.3 Click **SUBMIT** .

**Recover Database:**

4.6.8.1. Click **Choose File** to upload a new database.
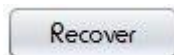
4.6.8.2. Click **Recover** .

## 4.7 Report Generation

4.7.1. Click  .

4.7.2. Click  .

4.7.3. Click Table: [Number of Reservation ▼] and select on what result to be shown.
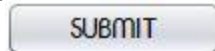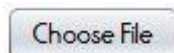
*Note: you can select, Number of Reservation, Number of Registration, Number of Late Residents and Number of Payers.*
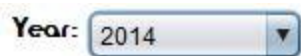
4.7.4. Click Year: [2014 ▼] to select on what year.
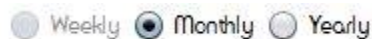
4.7.5. Click ○ Weekly ● Monthly ○ Yearly to select time period.

4.7.6. Click

Export Reports

Export Table to Excel

Export Table to PDF

Export Graph to Image

to export the result to Excel, PDF and Image.

### 4.7.7 Archives

4.7.7.1. Click Archives .

4.7.7.2. Click Resident to show the list of the Personal Information, Contact Information, Address and Status of the resident.

4.7.7.2.1 Click PDF to export the information to PDF.

4.7.7.2.2 Click Excel to export the information to Excel.

4.7.7.3. Click  to show the list of the Personal Information, Check-In Details, and Guest of each transient.

4.7.7.3.1 Click  to export the information to PDF.

4.7.7.3.2 Click  to export the information to Excel.

4.7.7.4. Click  to show the list of the visitors.

4.7.7.4.1 Click  to export the information to PDF.

4.7.7.4.2 Click  to export the information to Excel.

4.7.7.5. Click  to show the list of Administrator's information.

4.7.7.5.1 Click  to export the information to PDF.

4.7.7.5.2 Click  to export the information to Excel.

4.7.7.6. Click Registration to show the list Resident. It will show the Personal Information, Contact Information, Father Information, Mother Information, Guardian Information and Guardian Address.

4.7.7.6.1 Click  to export the information to PDF.

4.7.7.6.2 Click  to export the information to Excel.

4.7.7.7. Click  **Reservation** to show the list of all the reserver in 181 North Place Residences.

    4.7.7.7.1 Click  to export the information to PDF.

    4.7.7.7.2 Click  to export the information to Excel.

4.7.7.8. Click  **Time-in/out** to show the logs of the resident.

    4.7.7.8.1 Click  to export the information to PDF.

    4.7.7.8.2 Click  to export the information to Excel.

4.7.7.9. Click  **Billing** to show the Account Summary, the Transient and Resident's Date Paid, Name, Received by and Amount Paid.

    4.7.7.9.1 Click  to export the information to PDF.

    4.7.7.9.2 Click  to export the information to Excel.

4.7.7.10. Click  **Room** to show the room details. It shows the Dorm Number, Room Id, Room Number, Room Type and Room Status.

    4.7.7.10.1 Click  to export the information to PDF.

4.7.7.10.2 Click  to export the information to Excel.



4.7.7.11. Click Furnitures to show the Furnitures of the dormitory. It shows the Item Name, Control Number, Color, Brand and Purchase Date.

4.7.7.11.1 Click  to export the information to PDF.

4.7.7.11.2 Click  to export the information to Excel.



4.7.7.12. Click Resident to show the list of Resident who left the dormitory. It shows the Personal Information, Contact Information, Address and Status of the resident.

4.7.7.12.1 Click  to export the information to PDF.

4.7.7.12.2 Click  to export the information to Excel.