Attendee Management System (AMS)
Frequently Asked Questions (FAQs)

1. **System Requirements**
   - **What are the system requirements to make AMS work in a computer?**
     - *Java Runtime Environment (JRE 1.8) for both Server and Client*
     - *MariaDB for Server only*

2. **Server**
   - **What are the things to consider in installing MariaDB?**
     - *Use "dictlc2" as password in these two fields*

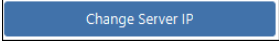   - *Make sure to check this setting*
   - **How to set up the database?**
     - *Change **Service Name** into **HeidiSQL***
     - *Open **MariaDB (HeidiSQL)**, enter your new password "**dictlc2**" then click Enter.*
     - *Go to **File** -> **Load SQL file**. Look for the **AMS.sql** in the setup folder then click* *to run the query. **F5** to refresh.*

3. **Client**
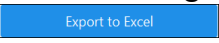   - **How can I connect client to the server?**
     - *First click* *in the first window. Then enter the Server's IP Address in the given field and click Save Changes.*
   - **What are the possible problem when the client can't connect to the server even if the server's ip address is correct?**
     - *The client is connected to another router that is not used by the server.*
     - *The server is turned off.*

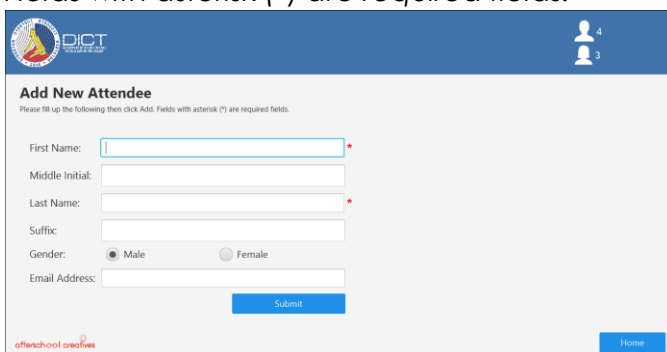4. **Import the Excel File**
   - **How can I import attendees using excel?**
     - *First, use the* *to produce the AMS format of excel file. Then you can fill the given columns of the attendee to be saved.*

5. Add
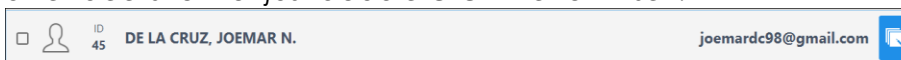- **How to add a new attendee?**
  - ○ Just click [Add new] then fill up the fields needed.
  - ○ Fields with asterisk (*) are required fields.
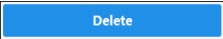

6. Update
- **How to edit or update the attendee's information?**
  - ○ You can click the pen and paper button [icon] on the right side of the attendee's row or just double click the row itself.

7. Delete
- **How to delete an attendee?**
  - ○ Just select the attendee(s) you would like to delete then click [Delete] to proceed.
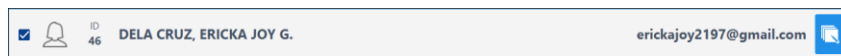
8. Upload Certificate Template
- **How to upload a certificate template to be used?**
  - ○ First click [Extras] then click [Upload a Template]. Locate and choose the PDF file of the certificate template you want to use then click Open.

9. Generate Certificate
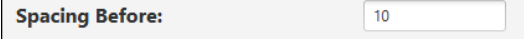- **How to generate a certificate per attendee?**
  - ○ First, select the attendee(s) you want to generate a certificate.

Then click [Generate Certificate] *.*

- **How to set the layout into proper location of the attendee's name?**
  - *You can change the* [Spacing Before: 10] *to move the name upward or downward position. Select the* [✓ Enable Auto Open Setting] *for easier and faster checking of the layout and uncheck if done.*

10. Header Display
- **How to add or change the Event details to be displayed in the header of the window?**
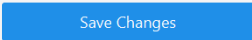 - *Click* [Extras] *then in the lower part is the Update Header Display.*

Update Header Display

Event Name:

Venue:

Date:

[Save Changes]

11. View Generated Certificates
- **How to view the generated certificates faster?**
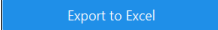 - *You can view all the generated certificate by clicking* [📁 Open certificate's folder] *.*

12. Sort
- **Can I sort the viewed attendees by their gender?**
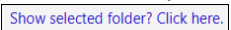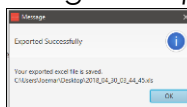 - *Yes, look for* [Sort All ▾] *from the upper left corner of the window.*

13. Export to Excel
- **How can I export the saved attendees into excel file?**
  - *Click* [Extras] *then click* [Export to Excel] *. Choose a folder where you want to save the excel file then click* [Select Folder] *.*

- **How can I locate and view the exported excel file without minimizing the application?**
  - *After exporting the excel file, a message will appear showing the location and folder you selected* [Message — Exported Successfully. Your exported excel file is saved. C:\Users\Joema\Desktop\2018_04_30_03_44_45.xls — OK] *and this text will appear* [Show selected folder? Click here.] *.*
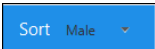
14. Excel File as Backup

- **How can I use the excel file as backup of previous attendees?**
  - *You can import the exported excel file to retrieve the deleted attendees. It will automatically add the attendee if not existing.*
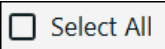
15. Gender

- **How can I easily identify the gender of the attendee?**
  - *In the attendee's row, there are images before the ID of each attendee that represents its gender.*

16. Search

- **After searching , how can I view again all the attendees?**
  - *You can clear all the inputted text here* [Search name or email] *then click* [Q Search] *again to refresh the table.*
  - *Or you can change* [Sort Male] *then select* [Sort All] *to change the viewed result.*

17. Select All

- **How can I select or unselect all the attendees?**
  - *You can look for* [☐ Select All] *in the lower left part of the window to easily select or unselect all the saved attendees.*

- **How can I know how many attendees are selected?**
  - *You can monitor the selected attendees by looking at the upper part of the Select All check box.* [0 out of 1] *This also shows the total attendees saved.*