

User Guide for Infinity Culinary Training Data Management System

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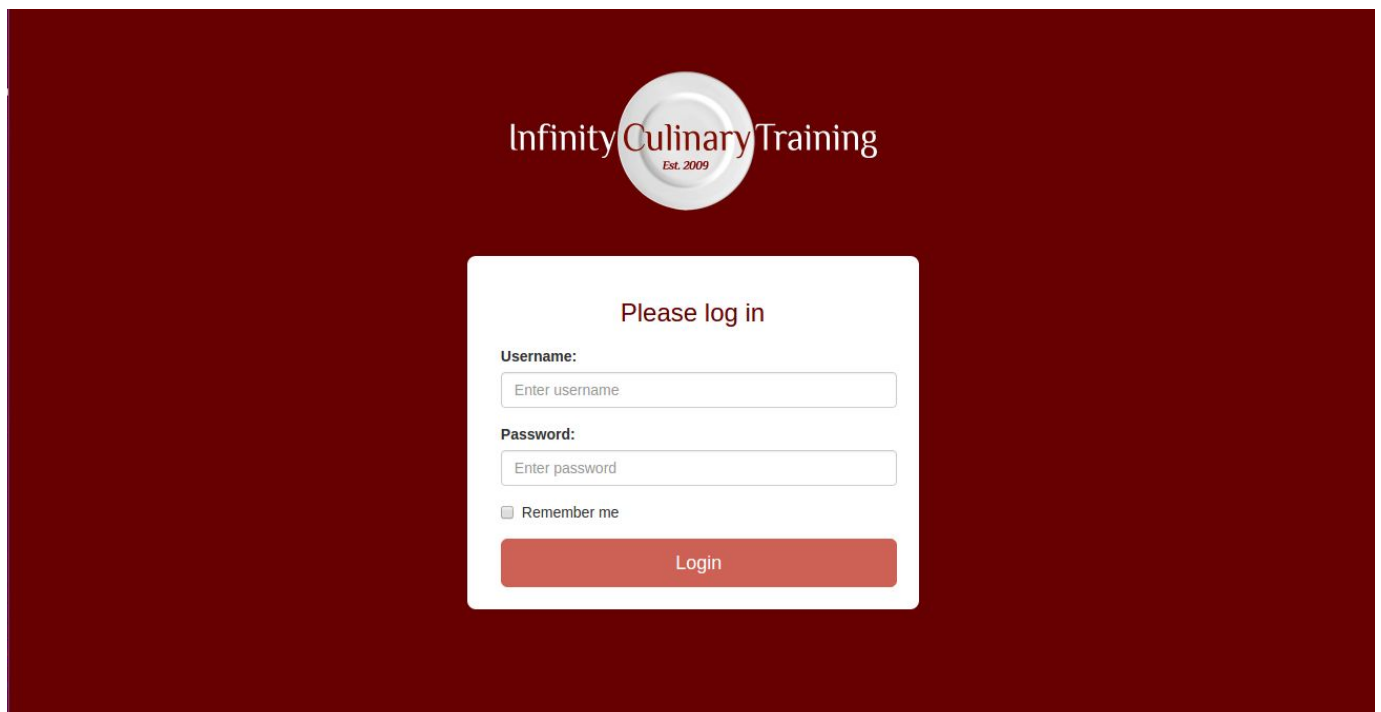
Introduction

The Infinity Culinary Training Data Management System is a data management tool that enables administration staff of Infinity Culinary Training to manage student information. This document serves as a guideline for navigating the system to add new students and view statistics.

Getting Started

Quick Start

1. Navigate to ictadmin.herokuapp.com. The login page should be displayed.



Infinity Culinary Training
Est. 2009

Please log in

Username:

Enter username

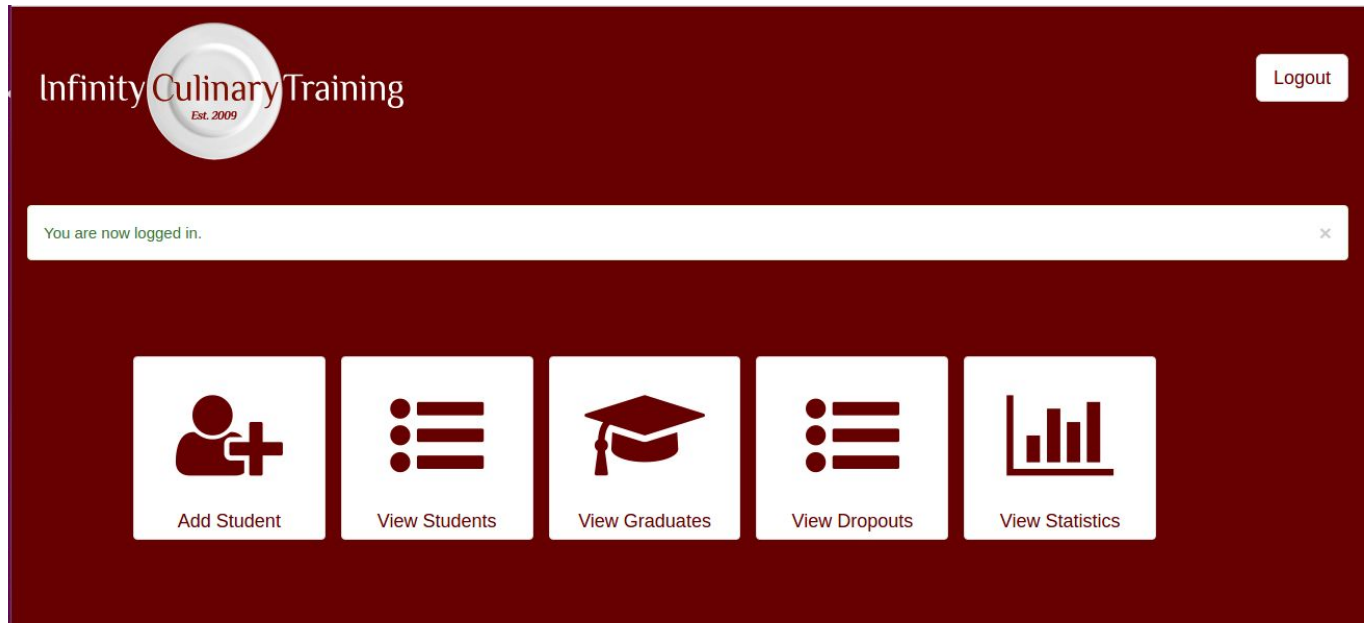
Password:

Enter password

☐ Remember me

Login

2. Enter a valid username and password then click Login. The main menu page will be displayed.



Adding a New Student

1. To add a new student to the database, choose Add Student from the main menu.

The screenshot shows the "Add Student" form. At the top is a navigation bar with buttons: "Home", "Add Student" (highlighted in red), "View Students", "View Graduates", "View Dropouts", "View Statistics", and "Logout". The main heading is "Add Student". On the left side, there are several input fields: "Name:" with a text box containing "Enter name", "ID Number:" with a text box containing "ID number", "Contact Details:" with a text box containing "Enter primary contact", "Year:" with a text box containing "Enter year", and "Class:" with a dropdown menu. At the bottom left are three buttons: "Save" (blue), "Clear" (grey), and "Cancel" (white). On the right side, there is a "Picture:" section with a "Choose File" button and the text "No file chosen". Below this is a large rectangular area with a placeholder image of a person and the text "your image".

2. Enter a name and surname in the Name field.

Name:

3. Enter a valid ID number in the ID Number field.

ID Number:

4. Enter a valid phone number in the Contact Details field.

Contact Details:

5. Select a year from the Year field.

Year:

« 2010-2019 »

2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020

6. Select a class number from the Class field.

Class:

7. To add a picture, click Choose file button, locate the picture on your computer and click Open.

Picture:

No file chosen

Add Student

Student saved successfully!

- Click the Save button.

Viewing Students/Graduates/Dropouts

- To view students, choose View Students from the main menu

Home

Add Student

View Students

View Graduates

View Dropouts

View Statistics

Logout

Name	Contact Details	ID Number	Class Num...	Year	Weekend Placement	Internship	Current Employment	Employment Histo
<div>rt rt</div>	edbecia@rt.com		0	2017				
test2	091	1234765	1	2017				
boo boo	4646494	12345678	16	2017				
Miranda Titi	083 363 9733	8306060843086	25	2017	WW Waterstone	WW Waterstone	None	
Nandipha Plaatje	071 927 1537	8604120745089	25	2017	Westin	Westin	None	
Nompumelelo Mbele	084 457 1459	8311200767088	25	2017	Vineyard Hotel	Mount Nelson	None	
Nosiviwe Mdletye	083 337 3994	9111260674806	25	2017	Reverie Social Table	Reverie Social Table	None	
Siphenathi Booysen	074 283 0418	9607101142084	25	2017	WW Waterstone	WW Waterstone	None	
Siphokazi Pere	078 165 4105	860329110082	25	2017	Vineyard Hotel	Mount Nelson	None	
Sisipho Ntshwaqela	084 770 1450	9511060583082	25	2017	WW V&A	WW V&A	None	
Anathi Nombula	078 362 4729	9802230507089	25	2017	Primi Piatti V&A	Primi Piatti V&A	None	
Alain Kankolongo Malangu	076 187 7125	CTR/002748/07	25	2017	Vineyard Hotel	Chefs	None	
Zukiswa Mfazwe	078 148 0496	8906081368086	25	2017	Primi Piatti V&A	Primi Piatti V&A	None	
Aviwe Gcuze	073 189 8406	9001010659083	25	2017	Primi Piatti V&A	Primi Piatti V&A	None	
Brandon Moses	084 220 6463	9405095102085	25	2017	Double Tree by Hilton	Double Tree by Hilton	None	
Emanuel Nkosinathi Ngo...	076 715 1746	9202215668081	25	2017	One & Only	One & Only	None	
Iris Brown	073 414 1145	8312270200083	25	2017	Braai Café	Braai Café	None	
Kwanele Maseko	073 202 4278							

- To edit/view more information about a specific student select the row they are in on the grid

Home

Add Student

View Students

View Graduates

View Dropouts

View Statistics

Logout

rt rt

Delete Selected

Upload Image:

Choose File

No file chosen

Upload Image

Upload File:

Choose File

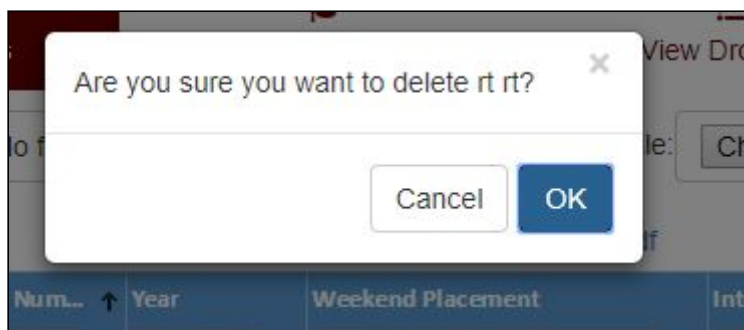
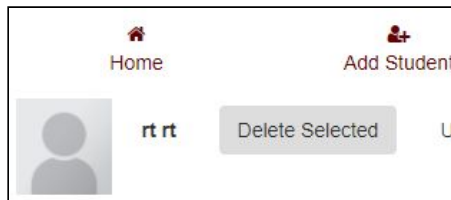
Scan_20...2).pdf

Upload File

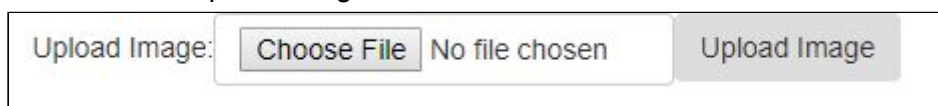
Uploaded File: Scan_20160314 (2).pdf

Name	Contact Details	ID Number	Class Num...	Year	Weekend Placement	Internship	Current Employment	Employment H
rt rt	edbecia@rt.com		0	2017				
test2	091	1234765	1	2017				
boo boo	4646494	12345678	16	2017				
Miranda Titi	083 363 9733	8306060843086	25	2017	WW Waterstone	WW Waterstone	None	
Nandipha Plaatje	071 927 1537	8604120745089	25	2017	Westin	Westin	None	
Nompumelelo Mbele	084 457 1459	8311200767088	25	2017	Vineyard Hotel	Mount Nelson	None	
Nosiviwe Mdletye	083 337 3994	9111260674806	25	2017	Reverie Social Table	Reverie Social Table	None	
Siphenathi Booysen	074 283 0418	9607101142084	25	2017	WW Waterstone	WW Waterstone	None	
Siphokazi Pere	078 165 4105	860329110082	25	2017	Vineyard Hotel	Mount Nelson	None	
Sisipho Ntshwaqela	084 770 1450	9511060583082	25	2017	WW V&A	WW V&A	None	
Anathi Nombula	078 362 4729	9802230507089	25	2017	Primi Piatti V&A	Primi Piatti V&A	None	
Alain Kankolongo Malangu	076 187 7125	CTR/002748/07	25	2017	Vineyard Hotel	Chefs	None	
Zukiswa Mfazwe	078 148 0496	8906081368086	25	2017	Primi Piatti V&A	Primi Piatti V&A	None	
Aviwe Gcuze	073 189 8406	9001010659083	25	2017	Primi Piatti V&A	Primi Piatti V&A	None	
Brandon Moses	084 220 6463	9405095102085	25	2017	Double Tree by Hilton	Double Tree by Hilton	None	
Emanuel Nkosinathi Ngo...	076 715 1746	9202215668081	25	2017	One & Only	One & Only	None	
Iris Brown	073 414 1145	8312270200083	25	2017	Braai Café	Braai Café	None	

3. To delete a student select that student and click the “delete selected” button. A message will pop up to confirm the deletion, select ok to delete and cancel to not delete



4. To upload an image for a student click the “choose file” button for image upload and then click the “upload image” button.



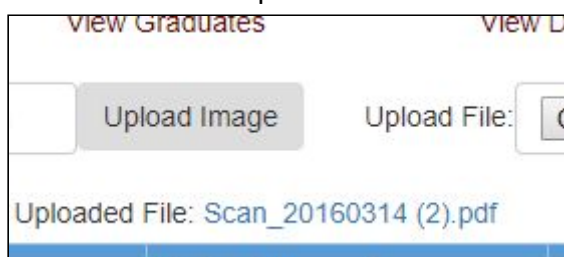
5. When an image has been uploaded for a student it will appear in the top left corner of the screen instead of the placeholder image



6. To upload a file for a student click the “choose file” button for file upload and then click the “upload file” button. The file must be a pdf file.



7. The uploaded file for a student will be shown below the file uploader and will be a clickable link to the pdf file



- To sort a column by ascending order click the column heading, to sort by descending click the column heading a second time and to remove the sort click the column heading a third time.

Name	Contact Details	ID Number	Class Num... ↑	Year
<input type="text"/>			<input type="text"/>	<input type="text"/>

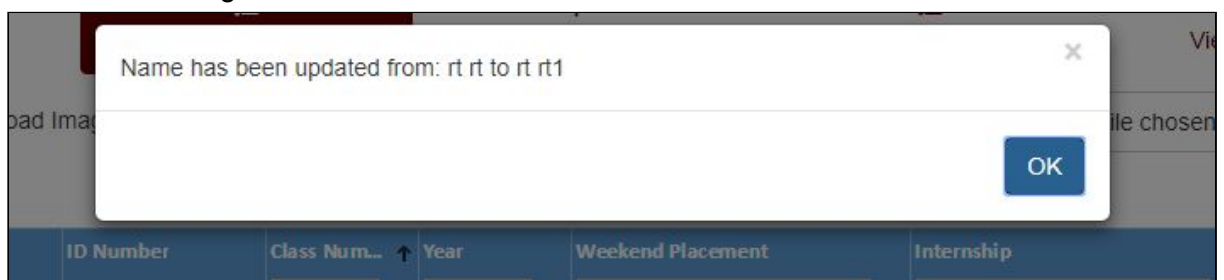
- To filter/search a column enter your search phrase into the white text box underneath the column heading. To remove the filtering just remove the phrase from the text box

Name ▼	Contact Details	ID Number	Class Num... ↑	Year
<input type="text" value="r"/>			<input type="text"/>	<input type="text"/>

- To edit details in the grid, double click on the entry to change and then type in the edit. To leave editing mode either press enter or click onto a different cell.

<div>Name ▼</div> <div><input type="text" value="r"/></div> <div><input type="text" value="rt rt"/></div>

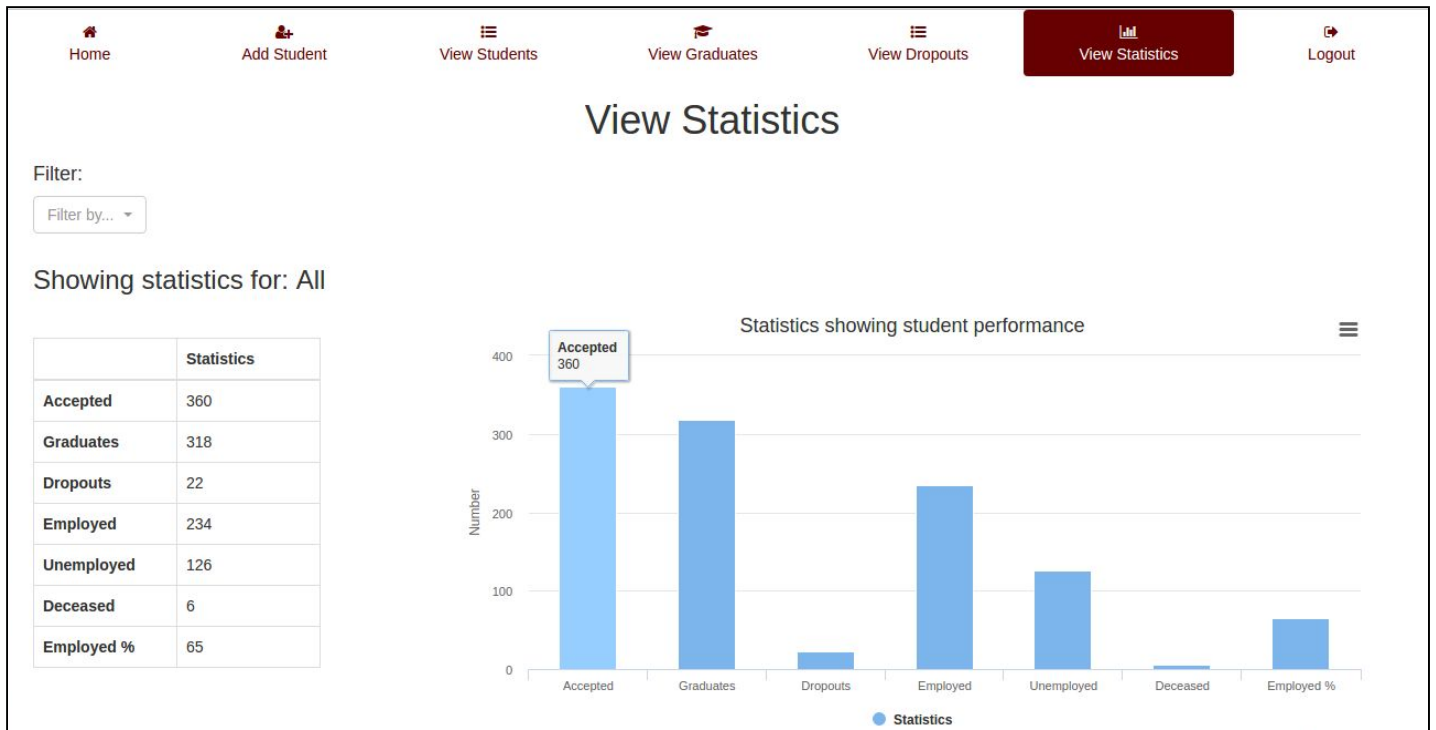
- Once editing is completed, if the value has been changed an alert will appear to confirm the change.



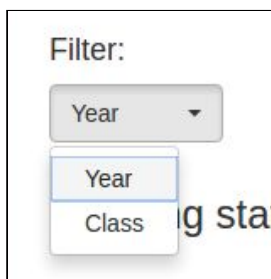
- All of the above is valid for view students, view graduates and view dropouts

Viewing Statistics

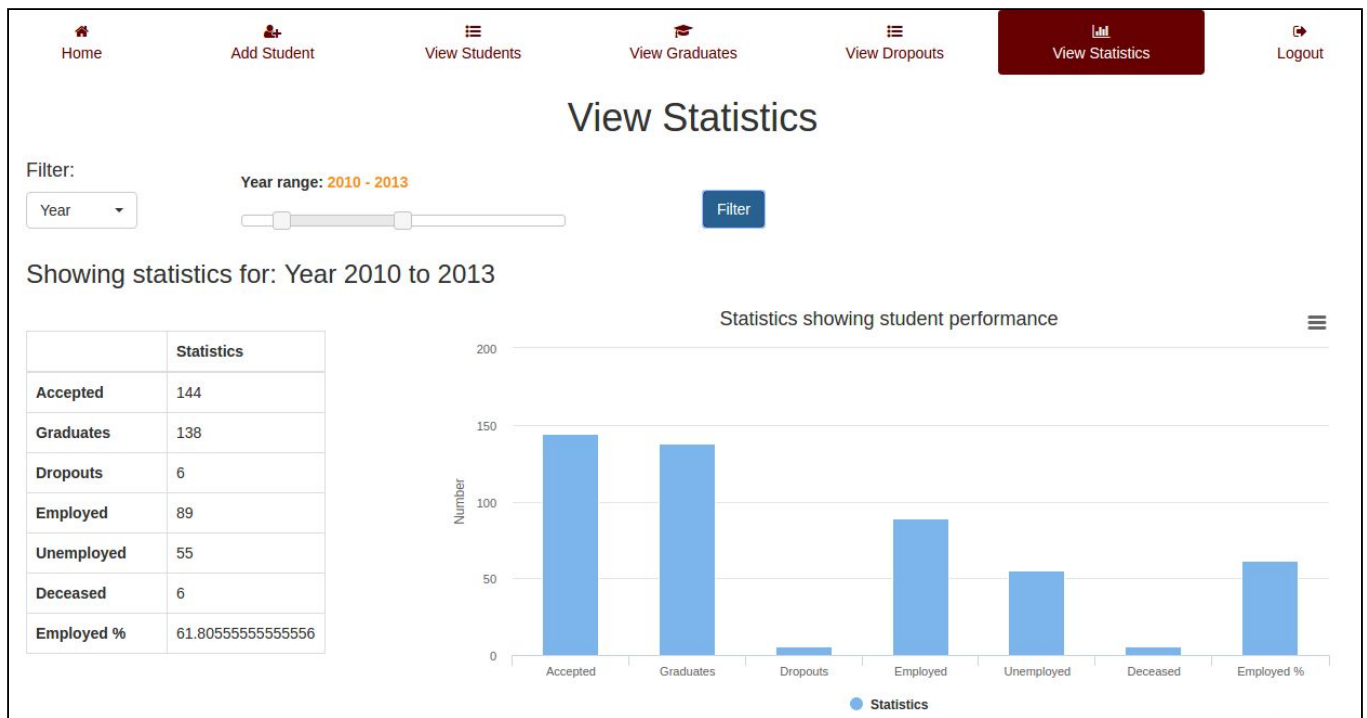
- To view the statistics, choose View Statistics from the main menu.



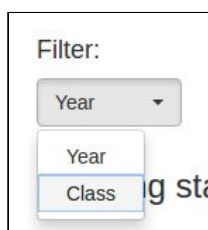
2. To filter by year(s), click the Filter by dropdown and choose Year



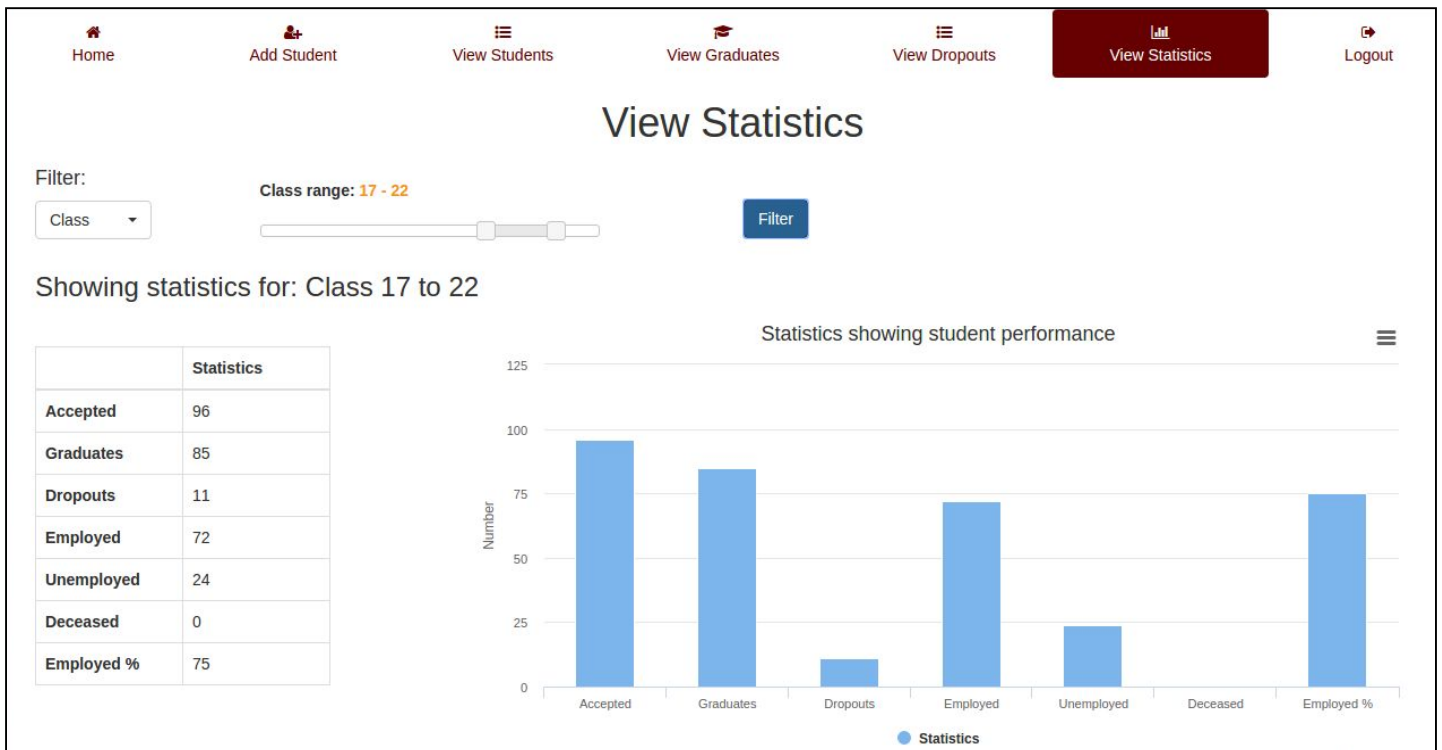
3. Drag the slider to select a start and end year, then click the Filter button



- To filter by class number(s), click the Filter by dropdown and choose Class.



5. Drag the slider to select a start and end class number, then click the Filter button



Troubleshooting

Unable to log in

If you enter incorrect credentials and try to login to the system, a message will be shown. Try to login again with valid credentials to access the system.

Your username and password didn't match. Please try again.