User Guide for Infinity Culinary Training Data Management System

Version: 0.1
Date: 3 October 2017
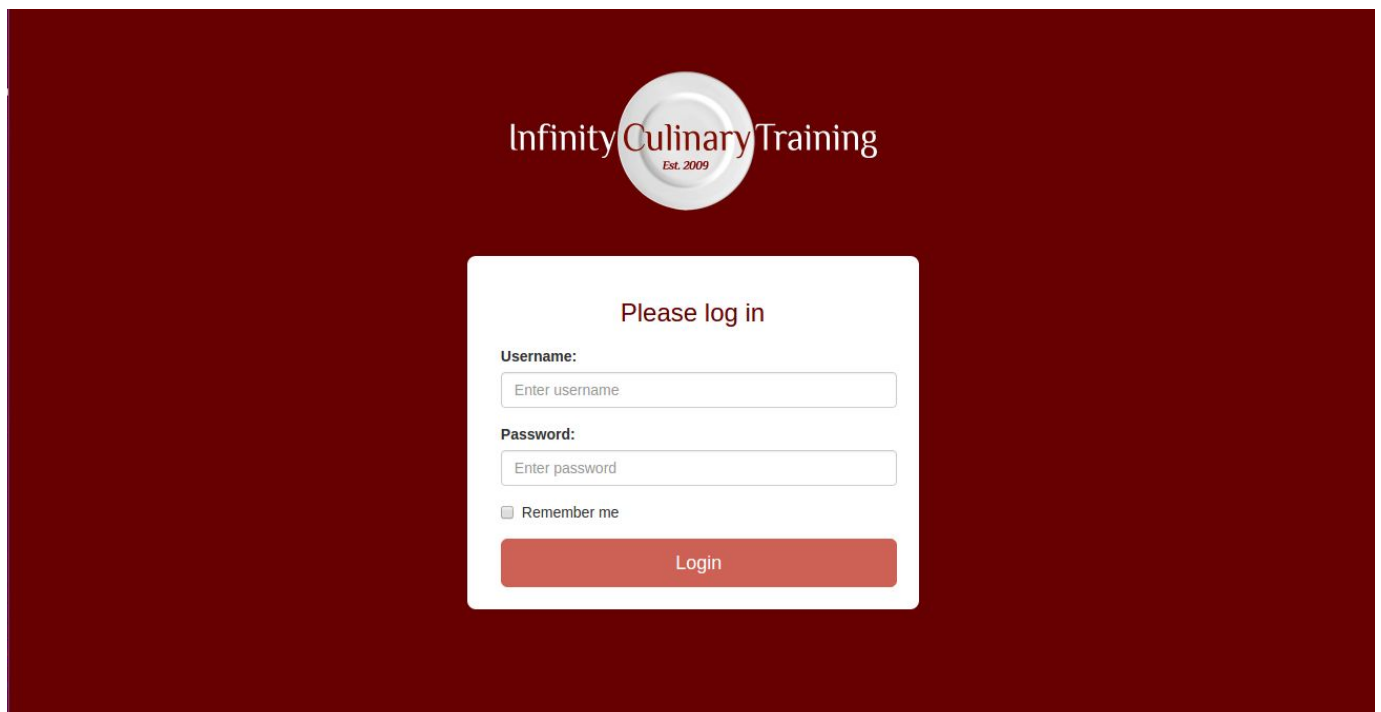**Author: Nosipho Khumalo**

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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.heroku.com. The login page should be displayed.

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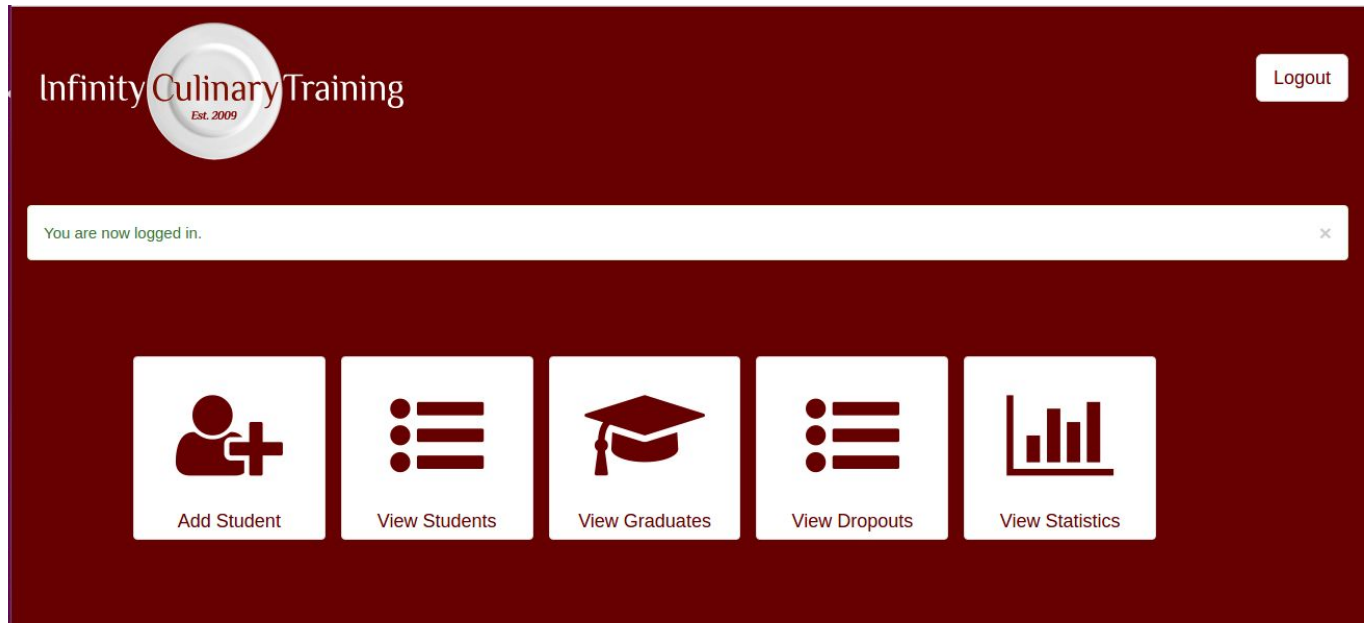
Adding a New Student

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

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

Name:

> Enter name

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

ID Number:

> ID number

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

Contact Details:

> Enter primary contact

5. Select a year from the Year field.

Year:

> Enter year

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

> Enter year

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.
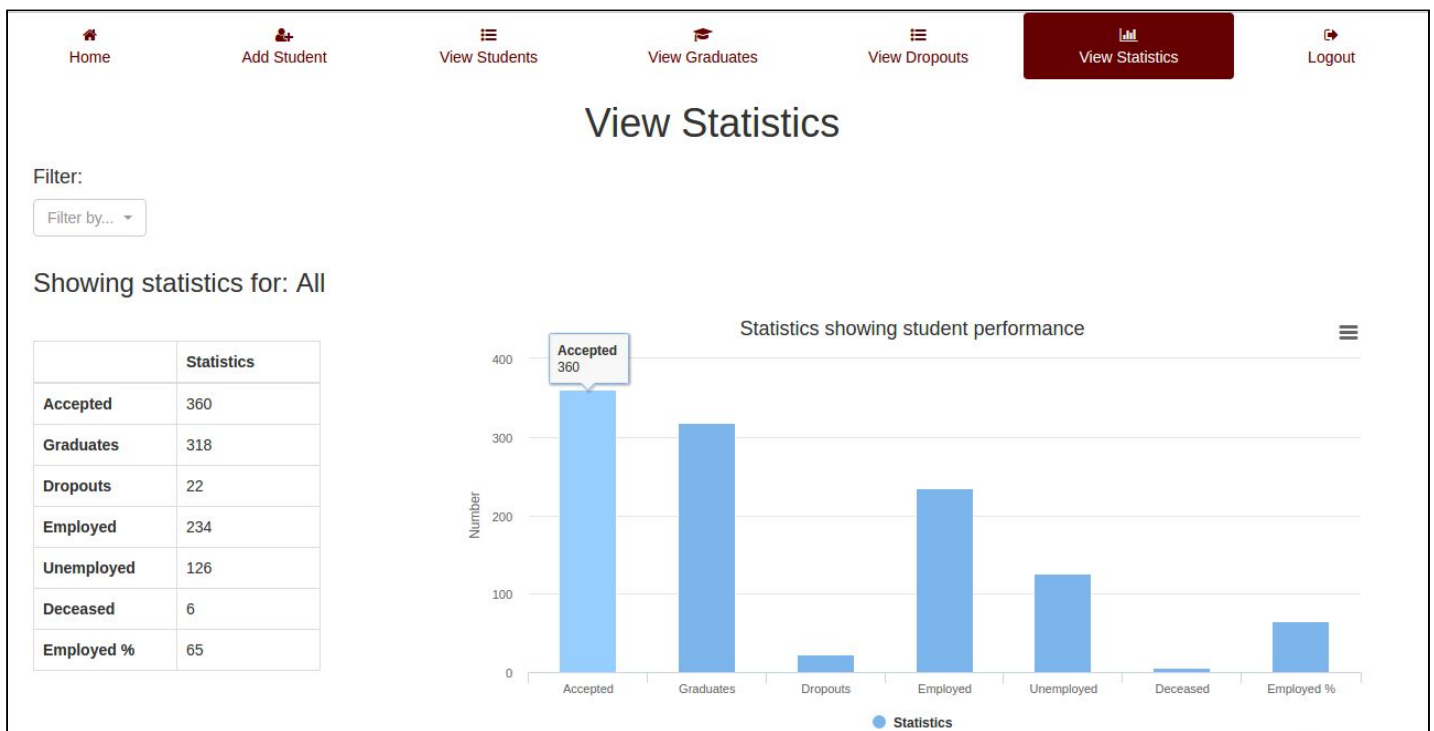
Picture:

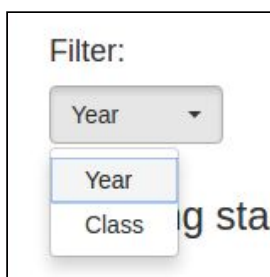Choose File | No file chosen

Student saved successfully!

8. Click the Save button.

Viewing Statistics

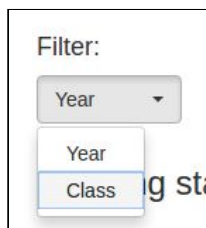1. To view the statistics, choose View Statistics from the main menu.

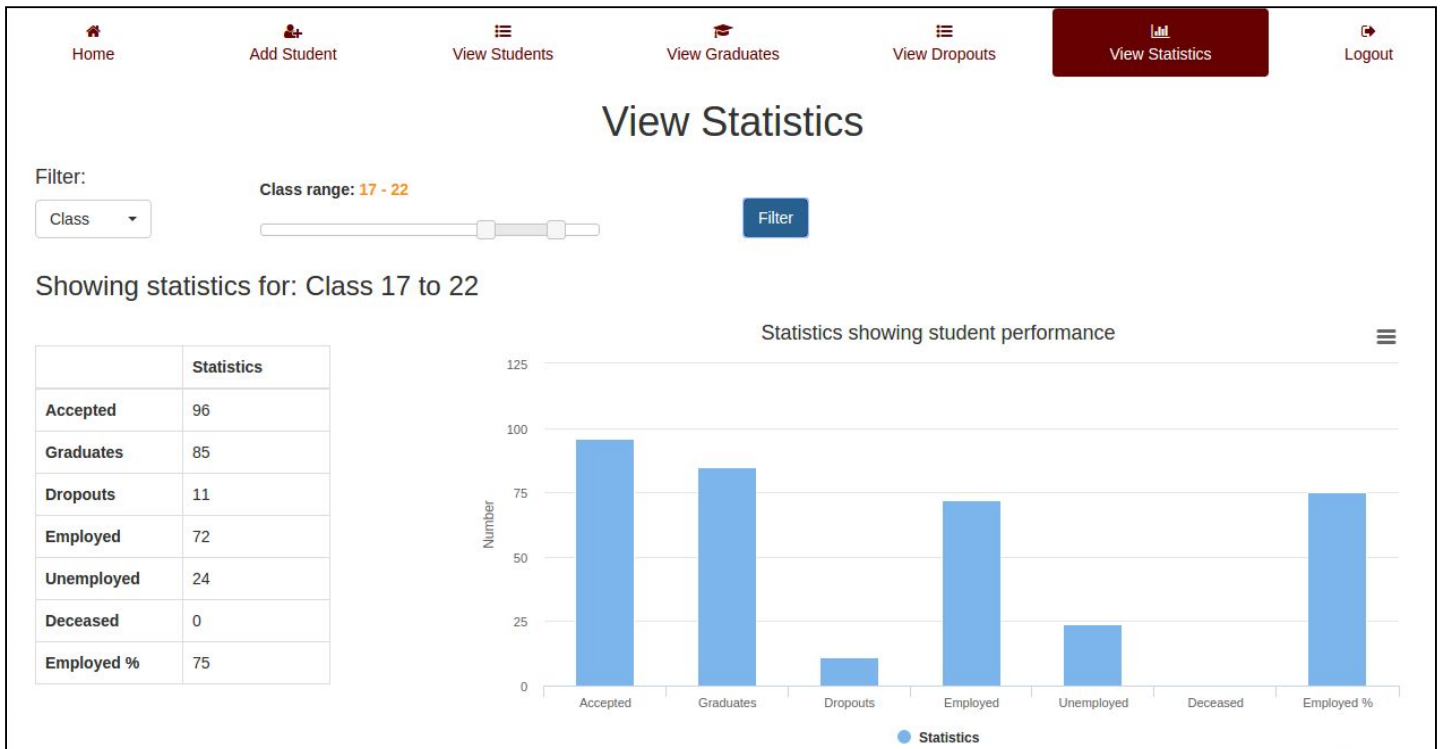2. To filter by year(s), click the Filter by dropdown and choose Year

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

4. 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.