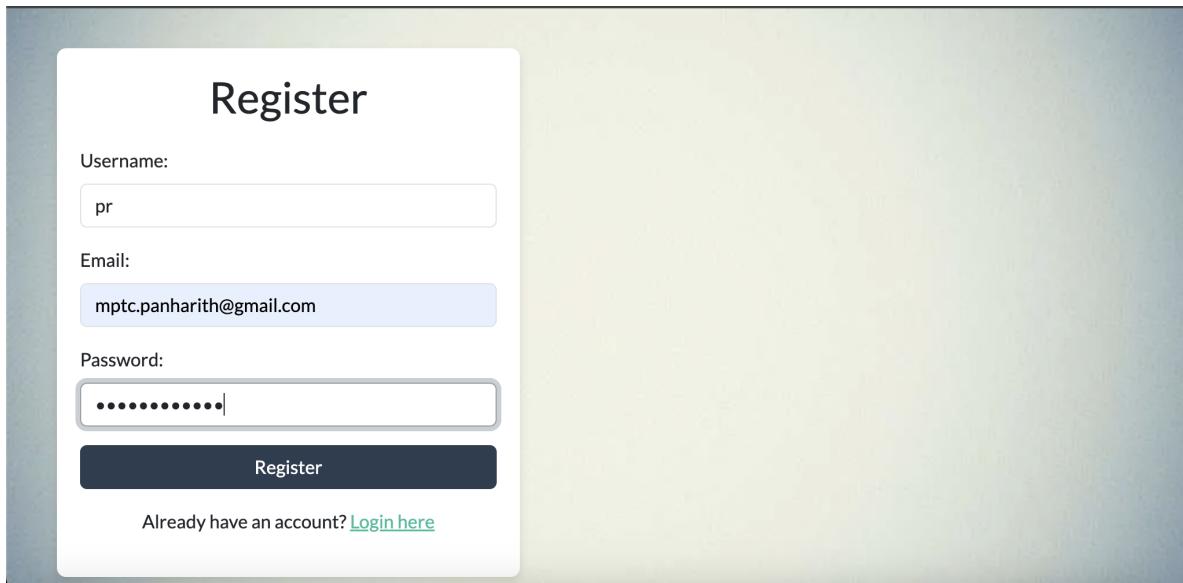


# User Manual-Reference Letter Submission System

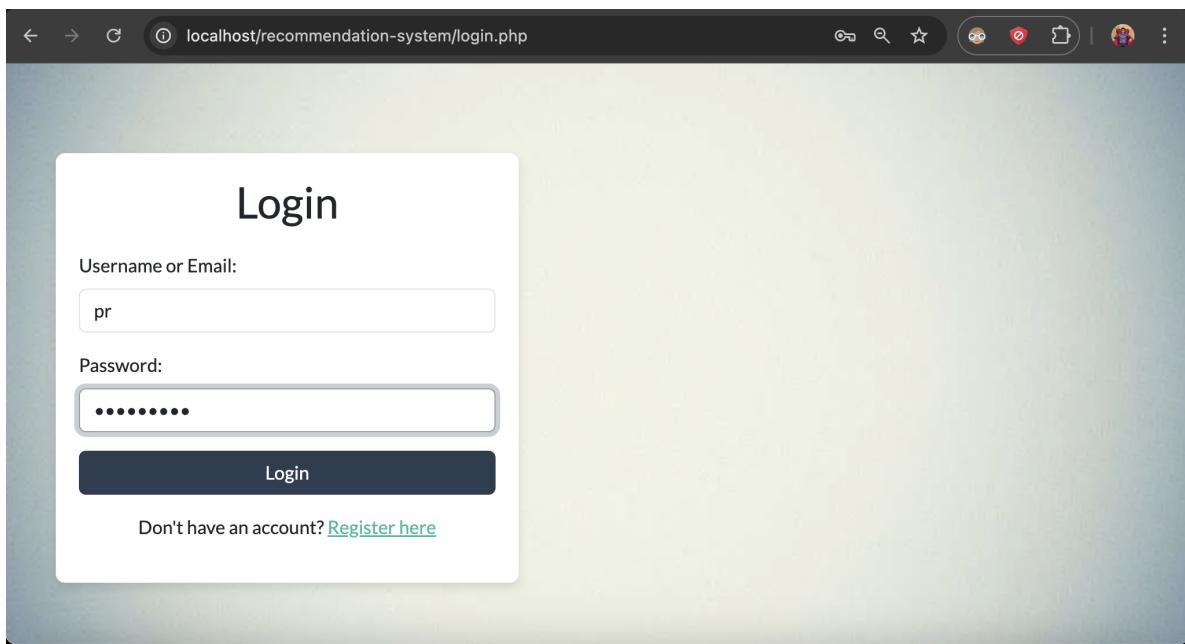
## 1- User Registration

Navigate to index.php page of the system . Fill in the form and click on Register

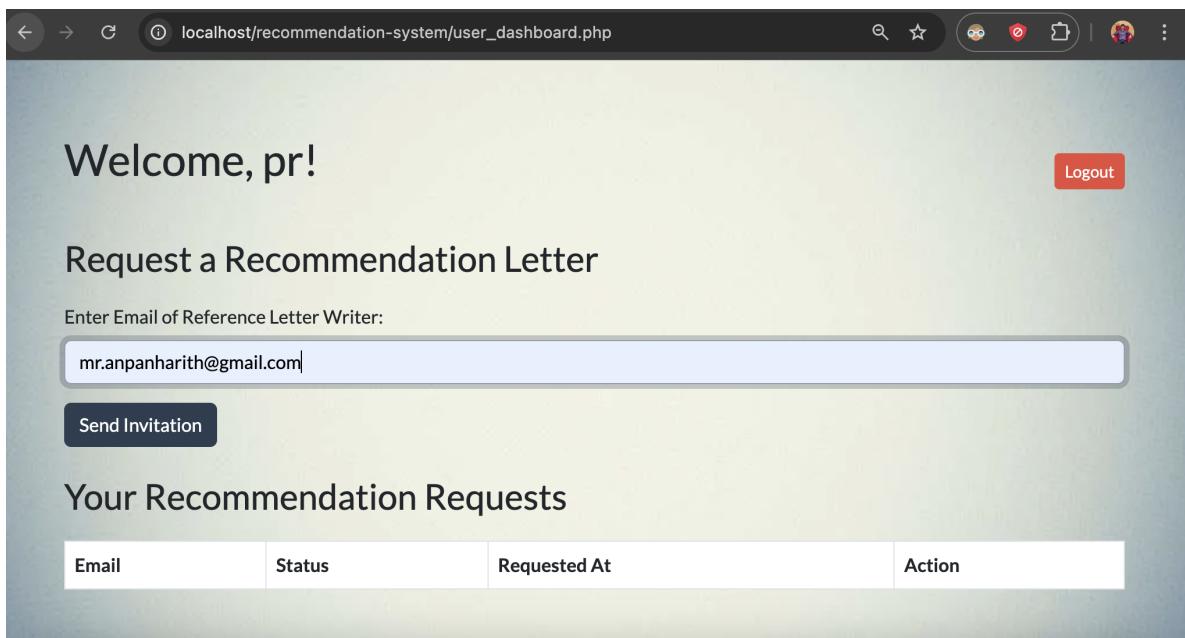
`http://localhost/recommendation-system/index.php`



## 2- Once Account is created, navigate to Login Page and Login to the username or email and password.



3- After Login successfully, user can add an email address of their recommender, and click on button "Send Invitation".



After that, an invitation email will be send to the email of the recommender.

4- Once it is send, user can view the request in the table. User can click on "Resend" button to resend the same request to the recommender.

Welcome, pr!

Logout

### Request a Recommendation Letter

Enter Email of Reference Letter Writer:

Send Invitation

### Your Recommendation Requests

Email	Status	Requested At	Action
mr.anpanharith@gmail.com	pending	2025-01-21 15:17:29	Resend

1

5- The recommender can view reference request in their email inbox.

← ⌂ ⚡ 🗑️ 📎 📁 ⋮ 1 of 596 < >

### Recommendation Request Inbox x

 **Reference Letter Submission Sy...** 3:17PM (1 minute ago) ☆ 😊 ↶ ⋮

to me ▾

Dear Recommender,

A student has requested a recommendation letter.

**Student Name:** pr

**Student Email:** [mptc.panharith@gmail.com](mailto:mptc.panharith@gmail.com)

Click the link below to respond to their request:  
[Respond to Request](#)

Thank you!

Recommender can click on the link to submit the reference letter. Fill in the form and upload the recommendation letter. And click on "Submit Recommendation" Button.

Submit Your Recommendation

Relationship with Student:

advisor

Comments:

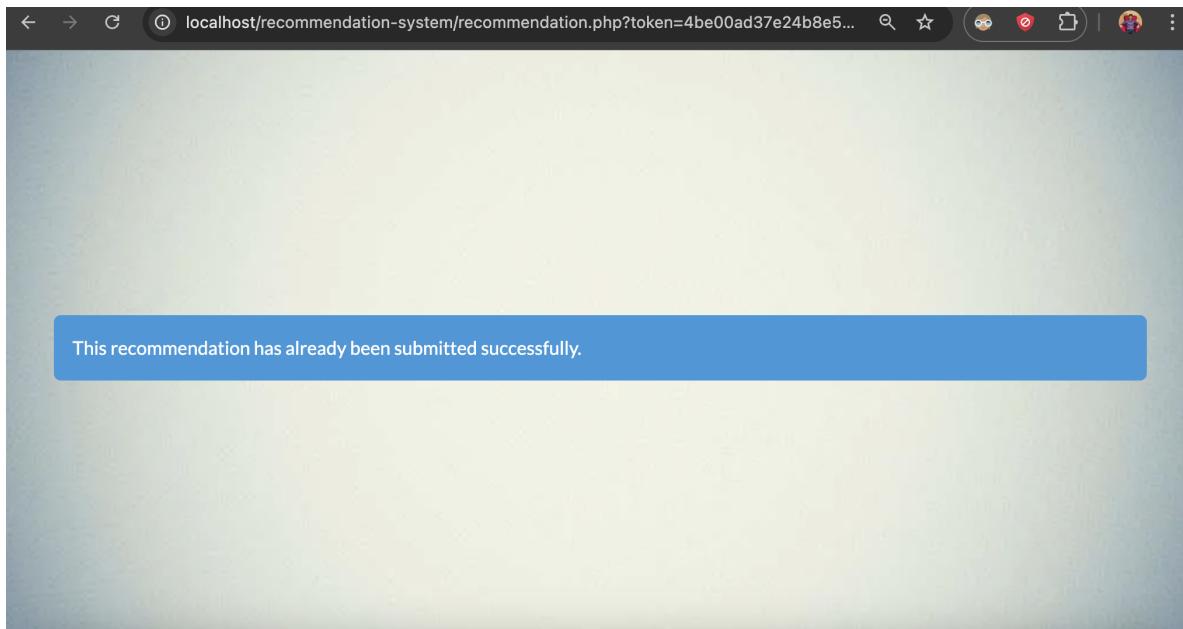
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

Upload Recommendation Letter (PDF, DOC, DOCX only, Max: 2MB):

Choose File 678e72d2be5016.13125829.pdf No file chosen

Submit Recommendation

Success Message will appear below.



- 6- User can see that the recommendation request was completed

The screenshot shows a web browser window with the URL `localhost/recommendation-system/user_dashboard.php`. The page title is "Welcome, pr!". On the right, there is a "Logout" button. Below the title, the heading "Request a Recommendation Letter" is displayed. A text input field is labeled "Enter Email of Reference Letter Writer:" with a placeholder "Email". Below the input field is a "Send Invitation" button. The main section is titled "Your Recommendation Requests" and contains a table with one row. The table has columns: Email, Status, Requested At, and Action. The single row shows the email `mr.anpanharith@gmail.com`, status `completed`, requested at `2025-01-21 15:17:29`, and an empty Action column. A small green box with the number "1" is positioned to the left of the table.

Email	Status	Requested At	Action
mr.anpanharith@gmail.com	completed	2025-01-21 15:17:29	

- 7- Admin can login. If the system doesn't have yet, run this SQL script. Modify credentials.

```
-- Create an admin account with bcrypt password.  
-- default password for this below query is 'abc123456'  
INSERT INTO users (username, email, password, role)  
VALUES ('admin3', 'admin3@example.com', '$2a$12$dwmIBkApw5QpoPW'
```

The screenshot shows the Admin Panel of a Recommendation System. At the top, there's a navigation bar with icons for back, forward, search, and other browser functions. The title "Admin Panel of Recommendation System" is centered above a "Logout" button. Below the title, a button labeled "View All Recommendation Submissions" is visible. The main content area is titled "Registered Users" and contains a table with the following data:

ID	Username	Email	Role	Registered At	Actions
1	admin	admin@example.com	admin	2025-01-18 20:56:18	<a href="#">Edit</a> <a href="#">Delete</a>
2	abc	a@x.com	admin	2025-01-18 20:57:19	<a href="#">Edit</a> <a href="#">Delete</a>
3	b	b@x.com	user	2025-01-18 23:05:57	<a href="#">Edit</a> <a href="#">Delete</a>
4	pr	mptc.panharith@gmail.com	user	2025-01-20 18:46:51	<a href="#">Edit</a> <a href="#">Delete</a>
6	pr2	panharith.an@stu.khas.edu.tr	user	2025-01-21 13:04:30	<a href="#">Edit</a> <a href="#">Delete</a>

At the bottom of the table, there are navigation links: "localhost/recommendation-system/recommendation\_submissions.php", "«", "1", "2", and "»".

8- click on Button “View All Recommendation Submissions” to view all Submissions and Requests.

The screenshot shows the "Recommendation Submissions" page. At the top, there's a navigation bar with icons for back, forward, search, and other browser functions. The title "Recommendation Submissions" is centered above a "Back to Dashboard" button. The main content area contains a table with the following data:

Submission ID	Username	Email	Status	File	Submitted At	Actions
37	pr	mr.anpanharith@gmail.com	completed	<a href="#">Download</a>	2025-01-21 15:20:39	<a href="#">View Details</a> <a href="#">Delete</a>
38	pr	an.panharith111@gmail.com	completed	<a href="#">Download</a>	2025-01-21 15:30:56	<a href="#">View Details</a> <a href="#">Delete</a>
39	pr	an.panharith111@gmail.com	completed	<a href="#">Download</a>	2025-01-21 15:40:50	<a href="#">View Details</a> <a href="#">Delete</a>
40	pr	an.panharith111@gmail.com	completed	<a href="#">Download</a>	2025-01-21 15:43:37	<a href="#">View Details</a> <a href="#">Delete</a>
41	pr	an.panharith111@gmail.com	completed	<a href="#">Download</a>	2025-01-21 15:45:46	<a href="#">View Details</a> <a href="#">Delete</a>

Click on “View details” to view details of submission

localhost/recommendation-system/view\_submission.php?id=37

## Submission Details

[Back to Dashboard](#)

Submission ID	37
Username	pr
Email	mr.anpanharith@gmail.com
Status	completed
Relationship	advisor
Comments	<p>Lore Ipsum is simply dummy text of the printing and typesetting industry. Lore Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.</p>
Submitted At	2025-01-21 15:20:39
File	<a href="#">Download File</a>

9- Admin have option to manage users in the table. Click on "Update" to edit user.

## Registered Users

ID	Username	Email	Role	Registered At	Actions	
1	admin	admin@example.com	admin	2025-01-18 20:56:18	<a href="#">Edit</a>	<a href="#">Delete</a>
2	abc	a@x.com	admin	2025-01-18 20:57:19	<a href="#">Edit</a>	<a href="#">Delete</a>
3	b	b@x.com	user	2025-01-18 23:05:57	<a href="#">Edit</a>	<a href="#">Delete</a>
4	pr	mptc.panharith@gmail.com	user	2025-01-20 18:46:51	<a href="#">Edit</a>	<a href="#">Delete</a>
9	admin3	admin3@example.com	admin	2025-01-21 14:21:11	<a href="#">Edit</a>	<a href="#">Delete</a>

## Update User

Username:

Email:

Role:

**Update**

[Back to Dashboard](#)

Click on Download button to download recommendation

## Recommendation Submissions

Submission ID	Username	Email	Status	File
37	pr	mr.anpanharith@gmail.com	completed	<a href="#">Download</a>

678f91175a2645.8438678 85.8 KB • Done

678ebbd05d3f0.57153879 (3).pdf 159 KB • 17 hours ago

678ebbd05d3f0.57153879 (2).pdf 159 KB • 17 hours ago

Admin can also remove user accounts with “Delete” button.