**Instruction on how to install AES – Portal**

1. You need to install any local server (xampp, wamp, etc.)
2. After installing, copy the folder named **aes-portal-v1.5.5-green** to the htdocs inside the xampp folder if you are using xampp or in www folder if you are using wamp.
3. Inside the aes-portal-v1.5.5-green folder, you can find a database folder. Inside of it is the .sql file. You need to import it. To import:

3.1 Create a new blank database in the mysql shell to serve as the destination for your data.

CREATE DATABASE newdatabase;

* 1. Then log out of the MySQL shell and type the following command line:

mysql –u root –p newdatabase < bbhotel.sql

1. You can now use AES-Portal. Open any browser and type localhost/aes-portal-v1.5.5-green/index.php. Make sure that your localhost is running too.

**HOW TO USE AES-Portal**

The user must login to have access in the system. You can sign up if you doesn't have an account or sign in if there is one. After signing in, the user can view the recent updates on the system and can choose on the menu on what function to execute. The menu button has an Account, Dashboard, Manage and About button. Account button, where you can view and update your profile, it also has setting for changing username or password and a logout button. The Dashboard button, you can view the updates and activities of the system. The Manage button, is where you can see the student, teacher, users, records, sections, levels and year buttons where you can view, create, update or even delete some files. The About button, is where you can view the developer's page and the contact details. It also has a search button for the easy access of the student records.