

User Manual: Login Page



LOGIN

USERNAME

PASSWORD

LOGIN

Enter Username:

In the USERNAME field, type your assigned username.

Click LOGIN:

Press the LOGIN button to submit your credentials.

Enter Password:

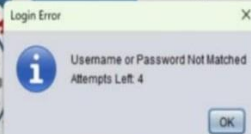
In the PASSWORD field, type your password correctly.



LOGIN

USERNAME

LOGIN



If incorrect, an error message will appear.

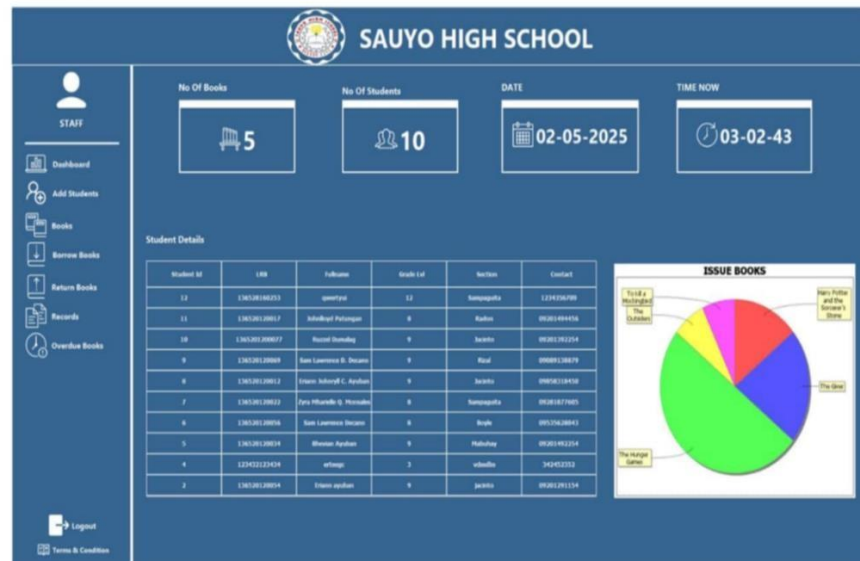
NAV BAR.

If the login is correct, then you will be redirected to your dashboard.

ADMIN DASHBOARD



STAFF DASHBOARD



User Manual: Add Students Page

How to Add a Student

STEP 1

Navigate to the Add Students Module.
On the left sidebar, click on "Add Students".

| LRN | Fullname | Grade lvl | Section | Contact Number | Remarks |
|-------------|------------------------|-----------|------------|----------------|----------|
| 13020146263 | gerald | 12 | Sampaguita | 123456789 | Enrolled |
| 13020128017 | Johned Pabangan | 8 | Ramon | 987654321 | Enrolled |
| 13020128017 | Nguyen Connelley | 9 | Josito | 987654321 | Enrolled |
| 13020128088 | Sam Lawrence C. Delano | 9 | Royal | 9898918879 | Enrolled |
| 13020128012 | Ernan Johned C. Pucan | 8 | Josito | 9898918879 | Enrolled |
| 13020128022 | Eva Marlene G. Marulao | 8 | Sampaguita | 987654321 | Enrolled |
| 13020128098 | Sam Lawrence Delano | 8 | Royal | 987654321 | Enrolled |
| 13020128024 | Sharon Ardan | 8 | Manila | 987654321 | Enrolled |
| 13020128054 | elmer | 7 | Manila | 987654321 | Enrolled |
| 13020128054 | Ernan Ardan | 8 | Josito | 987654321 | Enrolled |

STEP 2

- Fill Out the Student Information Form
- LRN: Enter the Learner Reference Number of the student.
- Fullname: Enter the student's complete name.
- Grade Level: Specify the grade level (e.g., Grade 7, Grade 10).
- Section: Enter the student's class section.
- Contact: Enter a valid contact number (usually a parent or guardian's).

STEP 3
Submit the Information
Click the "ADD" button to save the student's information.

Once added, the student's data will appear in the table below.

User Manual: Borrow Books Page

1. Go to the Borrow Books Module
On the left sidebar, click "Borrow Books".

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STAFF

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Books

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Records

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Terms & Conditions

BOOK DETAILS

TITLE:

AUTHOR:

ISBN:

CATEGORY:

QUANTITY:

PUBLISHED DATE:

STUDENT DETAILS

LRN:

FULLNAME:

GRADE LEVEL:

SECTION:

CONTACT NUMBER:

BORROW BOOKS

ISBN:

LRN:

ISSUE DATE:

DUE DATE:

BORROW BOOK

3. Check Book and Student Details
The system will auto-display the following once you enter their information:

Book Details: Title, Author, ISBN, Category, Quantity, Published Date
Student Details: LRN, Fullname, Grade Level, Section, Contact Number

2. Fill in the Borrowing Information
ISBN: Enter the ISBN of the book to be borrowed.
LRN: Enter the Learner Reference Number of the student borrowing the book.
Issue Date: Select the date the book is being borrowed.
Due Date: Select the due date for the book return.

4. Click "BORROW BOOK"
After completing all fields, click the "BORROW BOOK" button to finalize the transaction.
The system will log the borrowing event and update book availability.

User Manual: Return Books Page

1. Access the Return Books Module
On the left sidebar, click "Return Books".

2. Search for Borrowed Book Details
Enter the ISBN of the book.
Enter the LRN (Learner Reference Number) of the student.

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BOOK DETAILS

STUDENT NAME:

TITLE:

LRN:

ISSUE DATE:

DUE DATE:

RETURN BOOKS

ISBN:

LRN:

FIND DETAILS

RETURN BOOKS

3. Click "FIND DETAILS".
The system will display the following:

- Student Name
- Book Title
- LRN
- Issue Date
- Due Date

4. Return the Book
After confirming the details are correct, click "RETURN BOOKS" to complete the return process.
The system will update the book's availability and remove the borrowing record.

User Manual: Manage User Page

The screenshot shows the 'Manage User' interface for SAUYO HIGH SCHOOL. It features a left sidebar with navigation options: Dashboard, Manage User, Manage Books, Manage Students, View All Records, Overview Books, and Archive Students. The main area contains a form for adding or editing a user, with fields for Username, Password, and Role (a dropdown menu). Below the form are 'INSERT' and 'UPDATE' buttons. A table with columns ID, Username, Password, and Role is partially visible. Four numbered instructions are overlaid on the image with lines pointing to specific elements: 1. Points to the 'Manage User' link in the sidebar. 2. Points to the Username, Password, and Role fields in the form. 3. Points to the 'INSERT' button. 4. Points to the 'UPDATE' button.

1. Navigate to Manage User
On the left sidebar, click "Manage User."

2. Input User Details
Fill in the Username field.
Fill in the Password field.
Select the desired Role from the dropdown (e.g., Admin or Staff).

3. Insert the User
Click the "INSERT" button.
The new user will appear in the table below, along with their ID, Username, Password, and Role.

4. How to Update an Existing User
Select the User from the Table
Click the row of the user you want to edit.
Their details will populate the form fields.
Edit Information
Modify the Username, Password, or Role as needed.
Update the User
Click "UPDATE" to save changes.

User Manual: Manage User Page

The screenshot shows the 'Manage User' interface for SAUYO HIGH SCHOOL. It features a left sidebar with navigation options: Dashboard, Manage User, Manage Books, Manage Students, View All Records, Overview Books, and Archive Students. The main area contains a form for adding or updating a user, with fields for Username, Password, and Role (a dropdown menu). Below the form are 'INSERT' and 'UPDATE' buttons. A table below the buttons has columns for ID, Username, Password, and Role. Four numbered instructions are overlaid on the image with lines pointing to specific elements: 1. Points to the 'Manage User' option in the sidebar. 2. Points to the Username, Password, and Role fields in the form. 3. Points to the 'INSERT' button. 4. Points to the 'UPDATE' button.

1. Navigate to Manage User
On the left sidebar, click "Manage User."

2. Input User Details
Fill in the Username field.
Fill in the Password field.
Select the desired Role from the dropdown (e.g., Admin or Staff).

3. Insert the User
Click the "INSERT" button.
The new user will appear in the table below, along with their ID, Username, Password, and Role.

4. How to Update an Existing User
Select the User from the Table
Click the row of the user you want to edit.
Their details will populate the form fields.
Edit Information
Modify the Username, Password, or Role as needed.
Update the User
Click "UPDATE" to save changes.

User Manual: Manage Books Page


The screenshot shows the 'MANAGE BOOKS' interface of the SAUYO HIGH SCHOOL system. It includes a left-hand menu with options like Dashboard, Manage User, Manage Books, Manage Students, View All Records, Overview Books, and Archive Students. The main area contains a form to add or update book information with fields for Book ID, ISBN, Published Date, Title, Category, Author, and Quantity. Below the form is a table to display the book records. A search bar is also present on the right side of the table.

1.Navigate to Manage Books
Click on “Manage Books” from the left-hand menu.

2.Enter Book Details
Fill in the following fields:
Book ID: Unique identifier for the book.
Title: Full title of the book.
Author: Name of the author(s).
ISBN: International Standard Book Number.
Category: Subject or genre of the book.
Quantity: Number of available copies.
Published Date: Date the book was published.

3.Save the Book
Click the “ADD” button to store the new book in the database.
The book will appear in the table at the bottom.

4.How to Update Book Information
Select the Book
Click a row in the table to populate the fields with that book’s data.
Edit the Fields
Change any of the editable fields as needed.
Click “UPDATE”
Save the changes by clicking the “UPDATE” button.

SAUYO HIGH SCHOOL

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Manage Books

Manage Students

View All Records

Overdue Books

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MANAGE BOOKS

BOOK ID:

ISBN:

PUBLISHED DATE:

TITLE:

CATEGORY:

AUTHOR:

QUANTITY:

ADD

UPDATE

DELETE

SEARCH

| Book ID | Title | Author | Title | Category | Quantity | Published Date |
|---------|-------|--------|-------|----------|----------|----------------|
|---------|-------|--------|-------|----------|----------|----------------|

How to Delete a Book

Select the Book

Click the row of the book you want to delete.

Click "DELETE"

Confirm the deletion to remove the book from the system.

User Manual: Manage Students Page

SAUYO HIGH SCHOOL

ADMIN

- Dashboard
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- Manage Books
- Manage Students
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- Overview Books
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- Logout

MANAGE STUDENTS

LRN: GRADE LVL:

SECTION: FULLNAME: CONTACT NUMBER:

ADD UPDATE ARCHIVE

| ID | LRN | Fullname | Grade Lvl | Section | Contact Number | Remarks |
|----|-----|----------|-----------|---------|----------------|---------|
|----|-----|----------|-----------|---------|----------------|---------|


SEARCH


1. Navigate to Manage Students
Click on "Manage Students" from the left-hand menu.


3. Click "ADD"
Hit the "ADD" button to store the student in the database.
The new student will appear in the table below.


2. Enter Student Details
LRN: Learner Reference Number (unique for each student).
Fullname: Complete name of the student.
Grade Level: The student's current grade (e.g., Grade 10).
Section: Class section assigned to the student.
Contact Number: Student's or guardian's mobile number.


4. How to Update a Student Record
Select the Student
Click a row in the table to load the student's details into the input fields.
Edit the Fields
Make any necessary updates to the information.
Click "UPDATE"
Save the changes by clicking the "UPDATE" button.


SAUYO HIGH SCHOOL


ADMIN


Dashboard


Manage User


Manage Results

Manage Students

View All Records

Overdue Results

Archive Students

Logout

MANAGE STUDENTS

GRADE LVL:

LIN: SECTION:

FULLNAME: CONTACT NUMBER:

SEARCH

| ID | LIN | Fullname | Grade Lvl | Section | Contact Number | Remarks |
|----|-----|----------|-----------|---------|----------------|---------|
|----|-----|----------|-----------|---------|----------------|---------|

5.How to Archive a Student

Select the Student

Click on the student record from the table.

Click "ARCHIVE"

Press the "ARCHIVE" button to move the student to the archive section.

The student will be hidden from active records.

User Manual: View Records Page

The screenshot shows the 'VIEW RECORDS' page of the SAUYO HIGH SCHOOL system. The page has a dark blue header with the school logo and name. A left-hand sidebar contains navigation links: Dashboard, Manage User, Manage Books, Manage Students, View All Records, Overdue Books, and Archive Students. The main content area is titled 'VIEW RECORDS' and features a search bar with 'ISSUE DATE' and 'DUE DATE' filters, each with a calendar icon, and a 'SEARCH' button. A 'GENERATE REPORTS' button is located in the top right corner. Below the search bar is a table with columns: ID, ISBN, TITLE, URL, STUDENT NAME, ISSUE DATE, DUE DATE, and STATUS. The table is currently empty. Four numbered callouts provide instructions: 1. How to Search Records (navigate to View All Records), 2. Enter Date Range (use filters and calendar icons), 3. Click 'SEARCH' (hit the button to load records), and 4. Generate Reports (click the button to download or print a report).

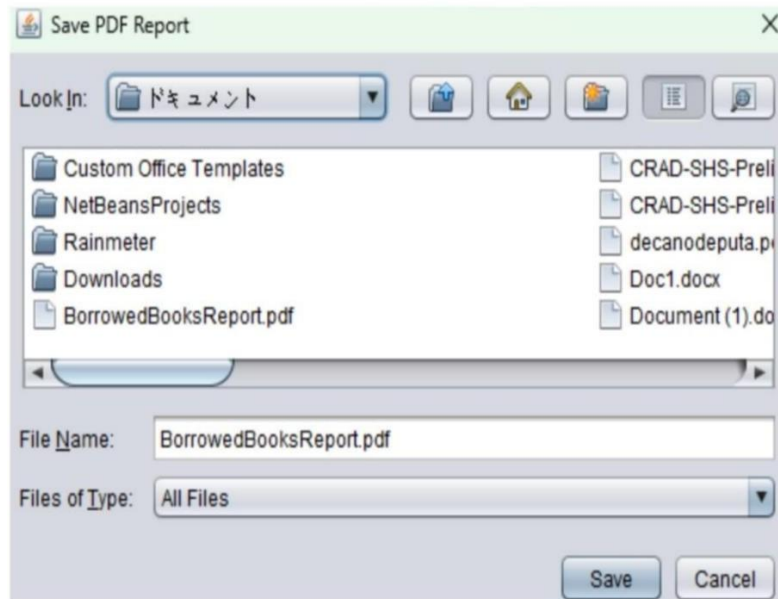
1. How to Search Records
Navigate to View All Records
Click "View All Records" from the left-hand menu.

2. Enter Date Range
Use the ISSUE DATE and DUE DATE fields to filter records based on borrowing timeframes.
Click the calendar icon to select dates easily.

3. Click "SEARCH"
Hit the "SEARCH" button to load relevant records in the table below.

4. Generate Reports
Click the "GENERATE REPORTS" button on the top-right corner to download or print a report based on the current records view.
Ideal for inventory auditing or submission to school authorities.

Saving Reports as PDF



After clicking “Generate Reports” on the View Records page:

1. A Save PDF Report dialog will appear (as shown).
2. Choose the folder location where you want to save the report.
3. Rename the file if needed (default: BorrowedBooksReport.pdf).
4. Click Save to generate and store the report in PDF format.

