

Maharlika-IT

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# MIT-LENDING MANUAL

## I. Hardware Requirements

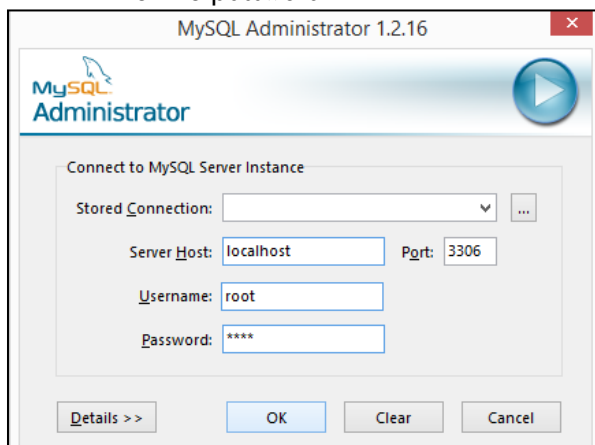
- a. HDD Space (at Least 10gb)
- b. Memory (at least 2gb)
- c. Processor (at least dual-core 2.5Ghz)

## II. Software Requirements (Install IN-ORDER)

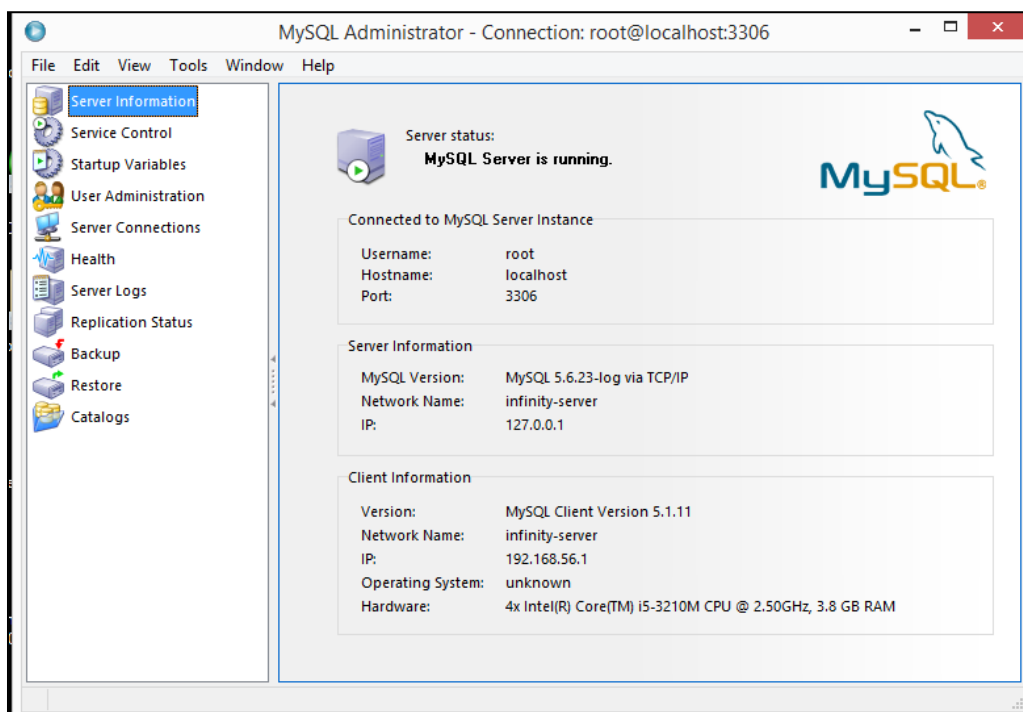
- a. Windows 7 SP1, Windows 8
- b. .Net Framework 4.5
- c. MySQL Community Installer
- d. SQLSysCLRTypes
- e. ReportViewer
- f. MySQL GUI Tools R17 Win32

### III. How to Backup Database

- a. Open MySQL Administrator, enter
  - i. "localhost" as Server Host
  - ii. "root" as username
  - iii. Enter the password

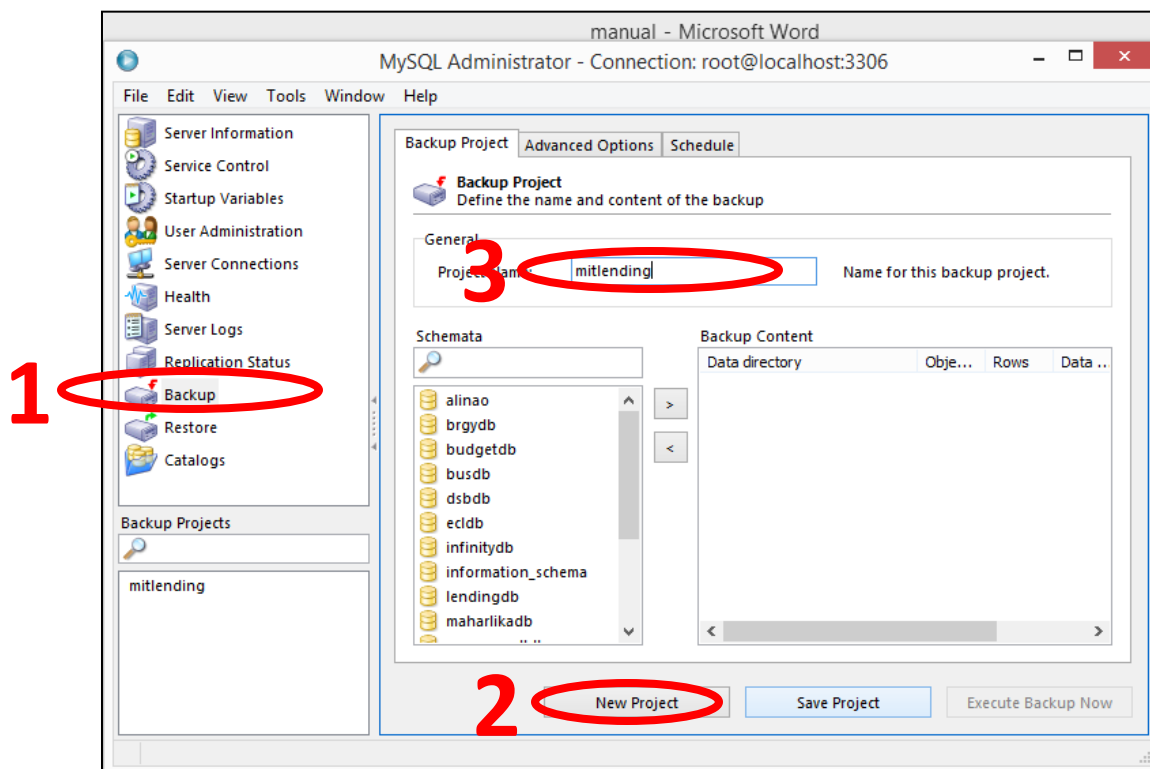


- b. The Main Interface

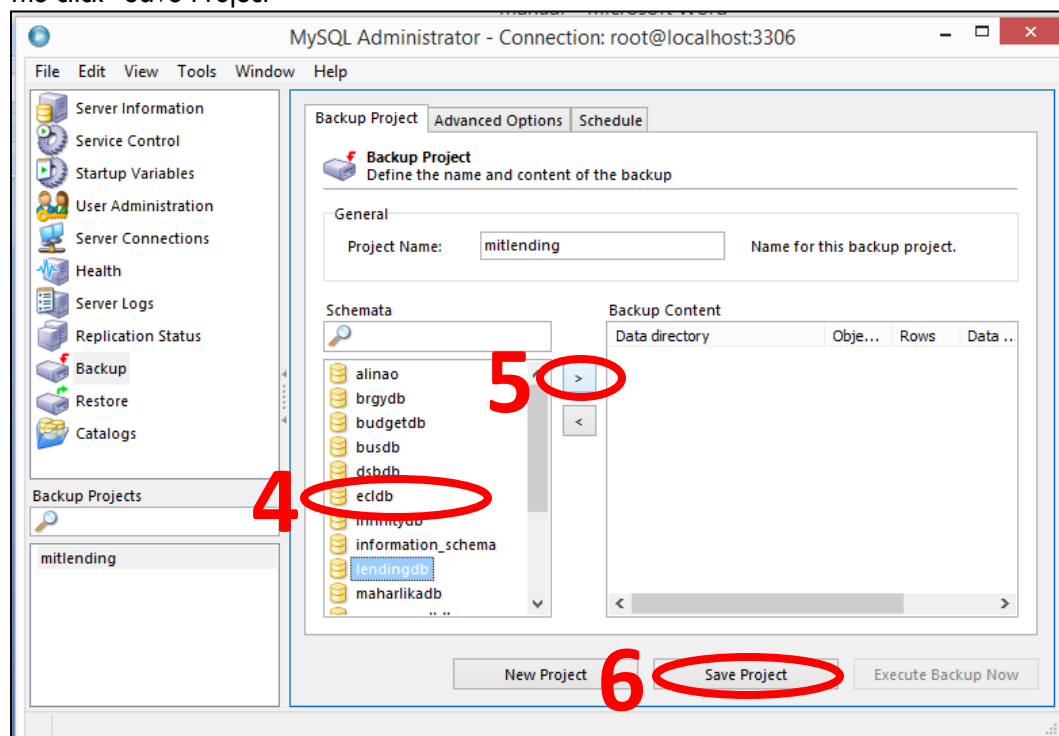


### c. How to backup

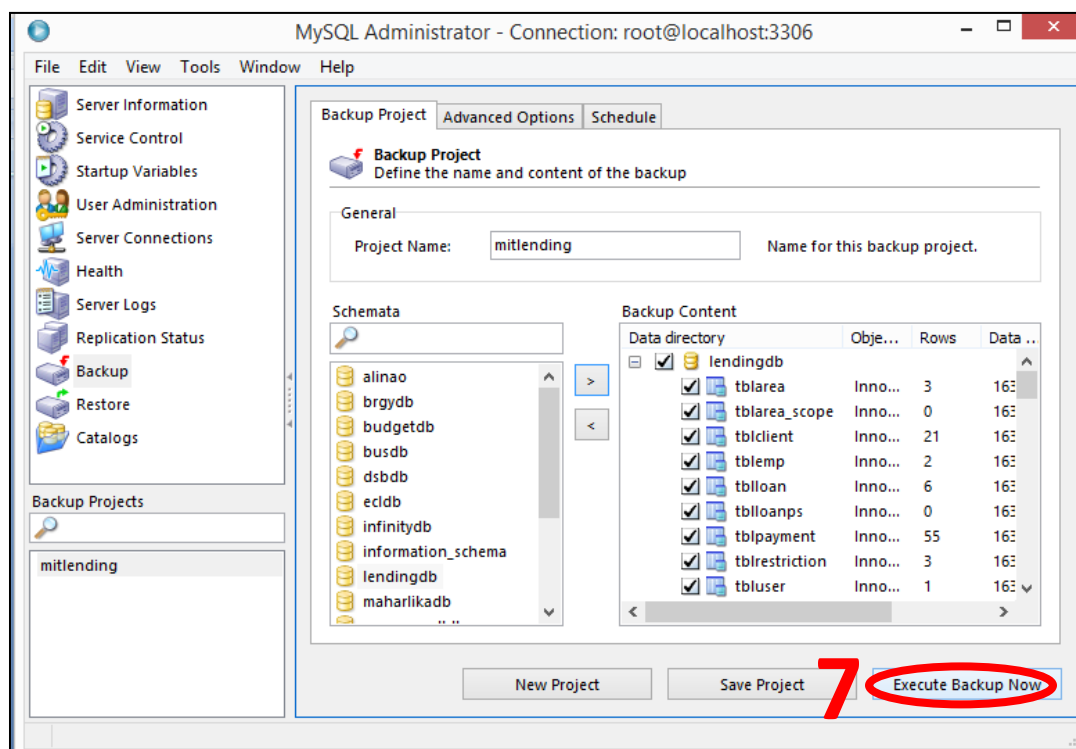
- i. Click "Backup" on the left panel.
- ii. Click New Project
- iii. Enter backup filename



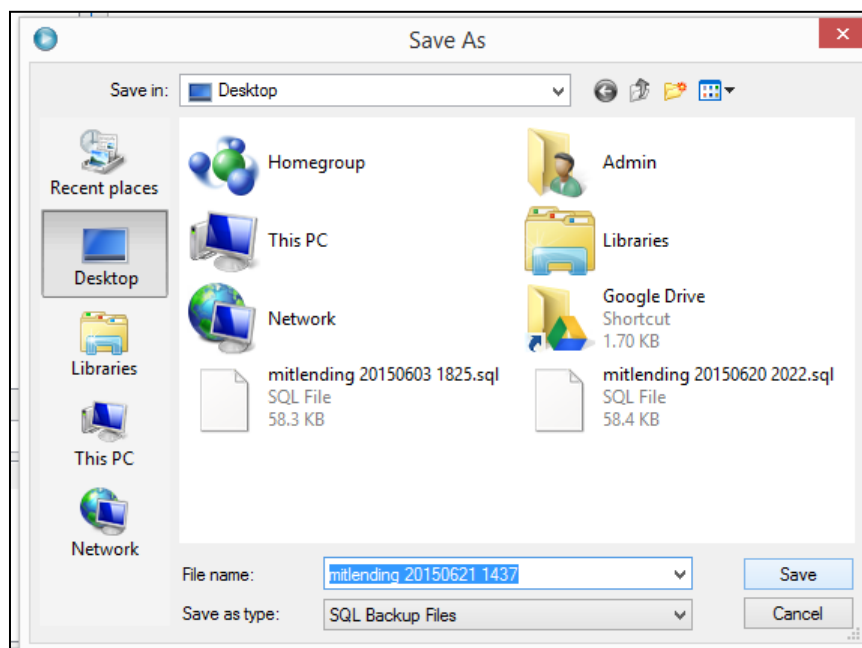
- iv. Select lendingdb from the schemata list
- v. Click the ">" button
- vi. The click "Save Project"



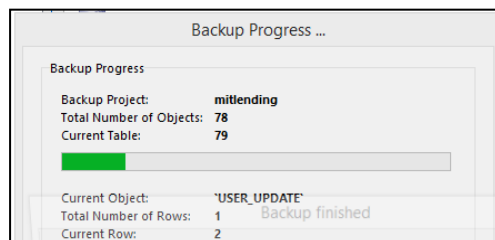
vii. Click "Execute Backup Now"



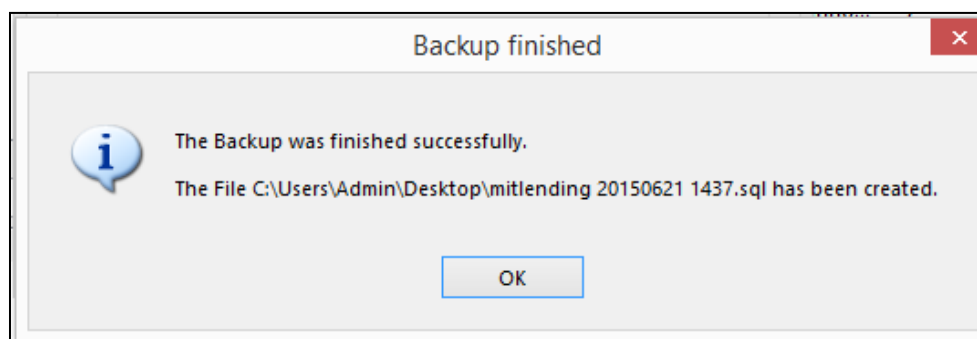
viii. Remember the Location of your file, then click "Save"



ix. Progress should appear after clicking save.

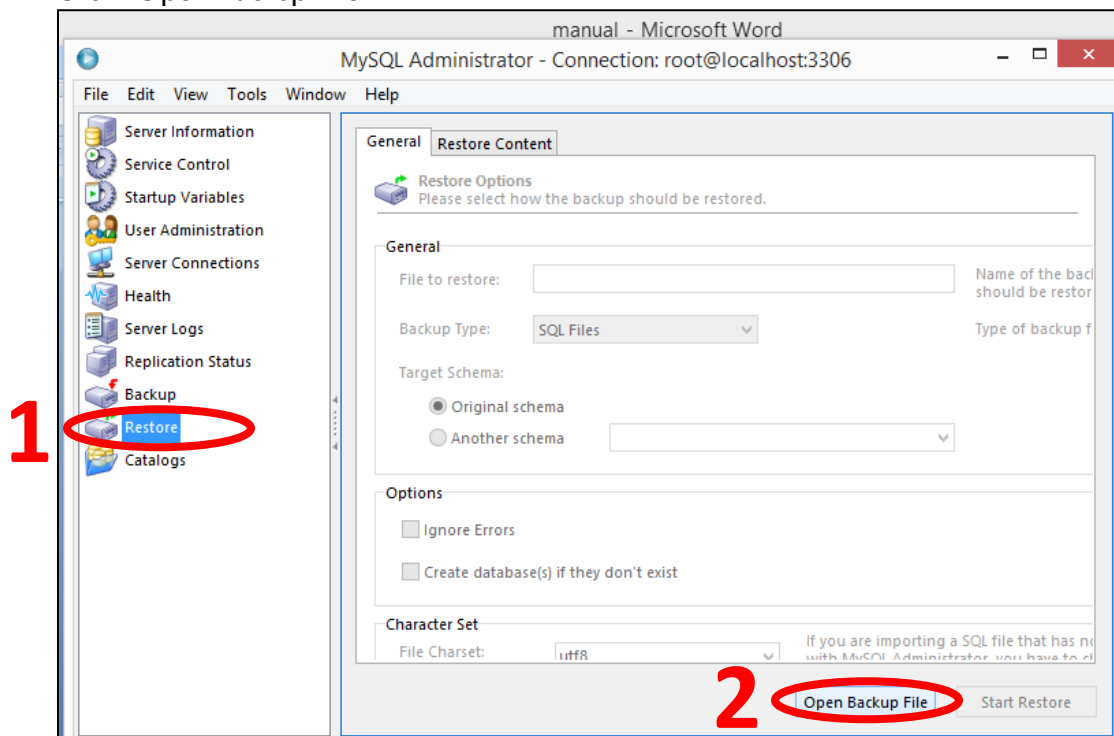


- x. Backup finished.

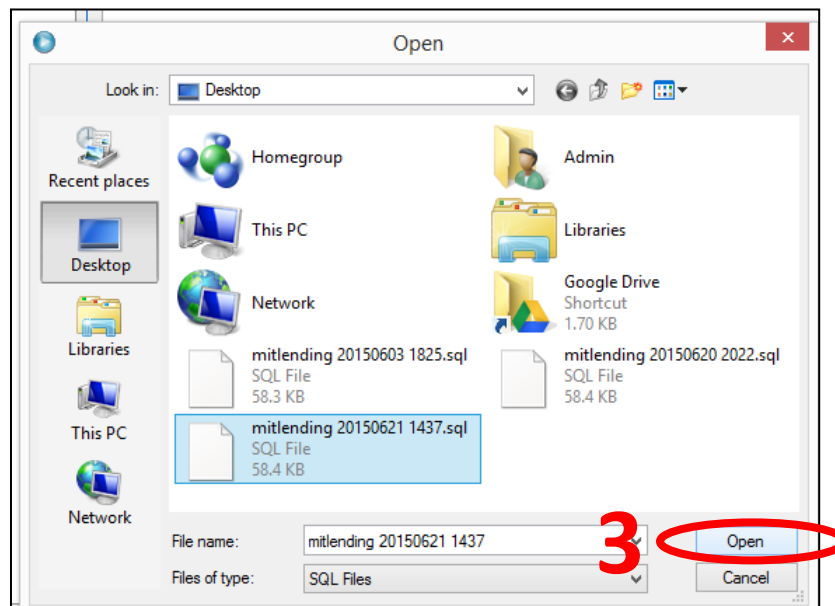


## IV. How to Restore Database

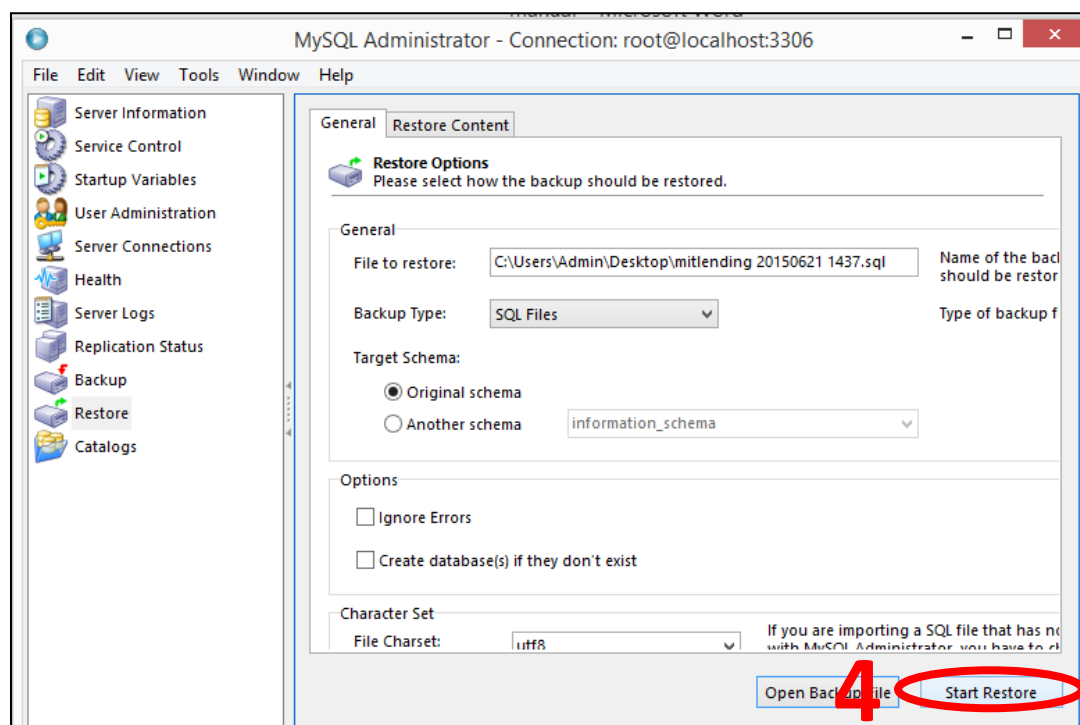
- a. Open MySQL Administrator, and enter credentials.
  - i. Click "Restore" on the left panel
  - ii. Click "Open Backup File"



- iii. Locate backup file. Then Click Open



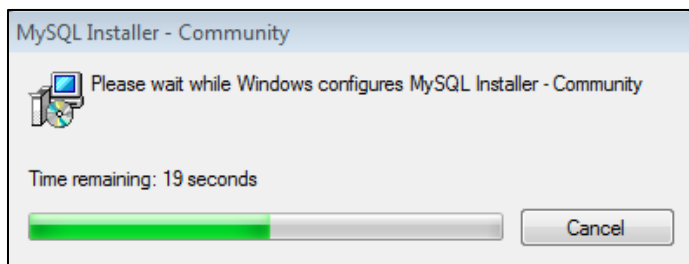
iv. Click “Start Restore”



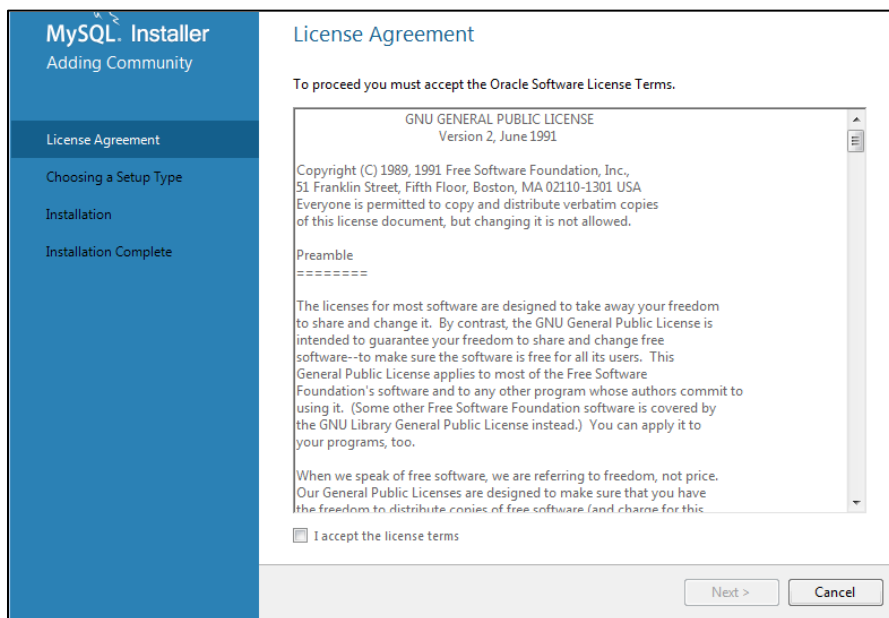


## V. Installing MySQL Community Installer

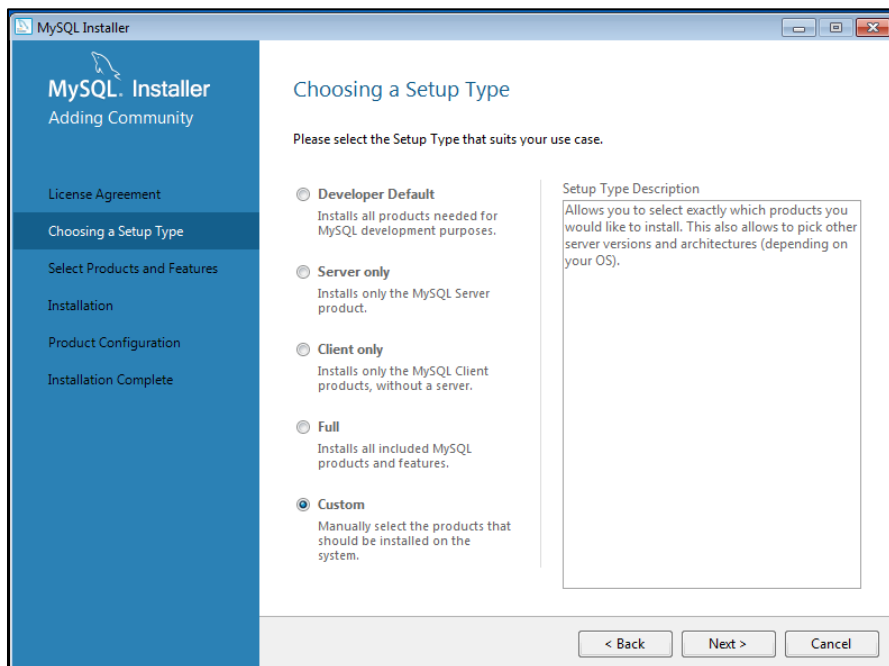
- Double-click the installer.



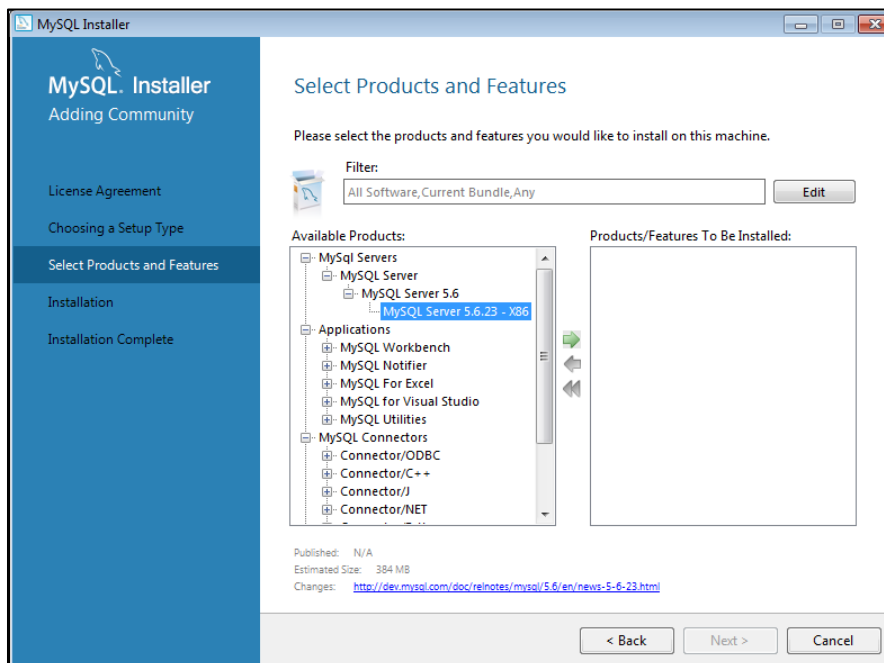
- Check "I Accept Terms and Conditions", then click next.



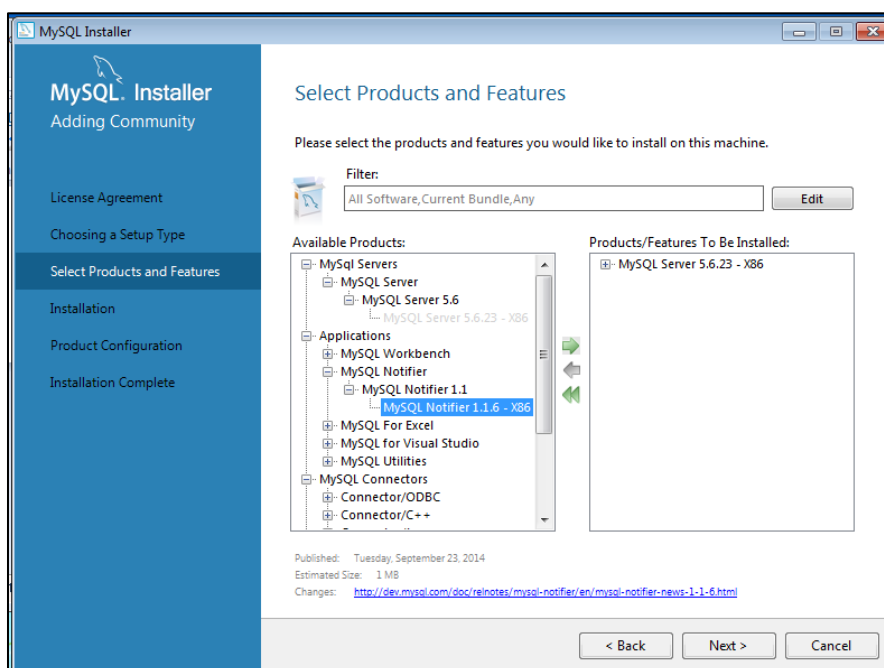
- Select Custom



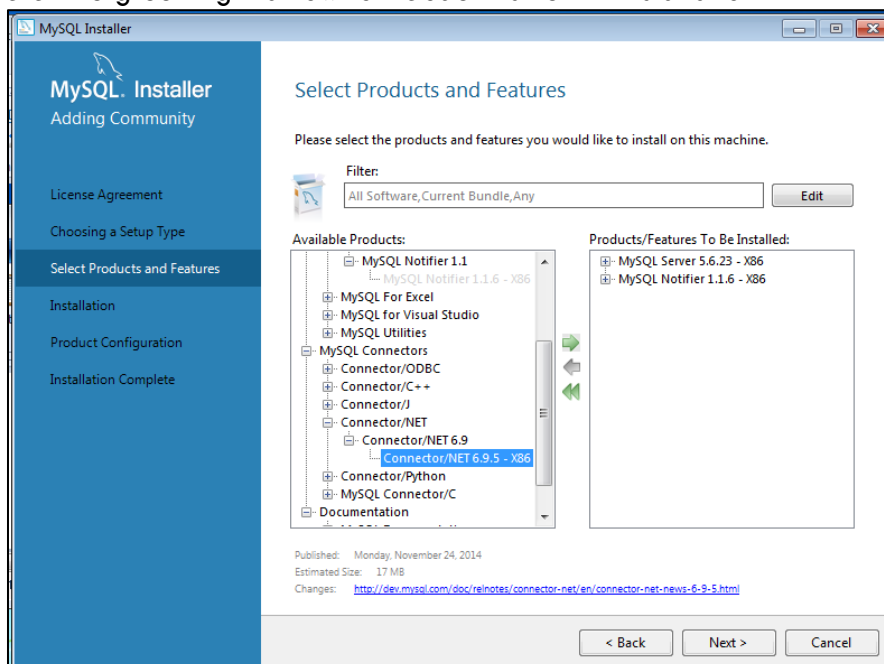
- d. Click the “+” (plus) sign on the left of MySQL Servers then select MySQL Server 5.6.34- x86, then click the green right arrow to include this item in installation.



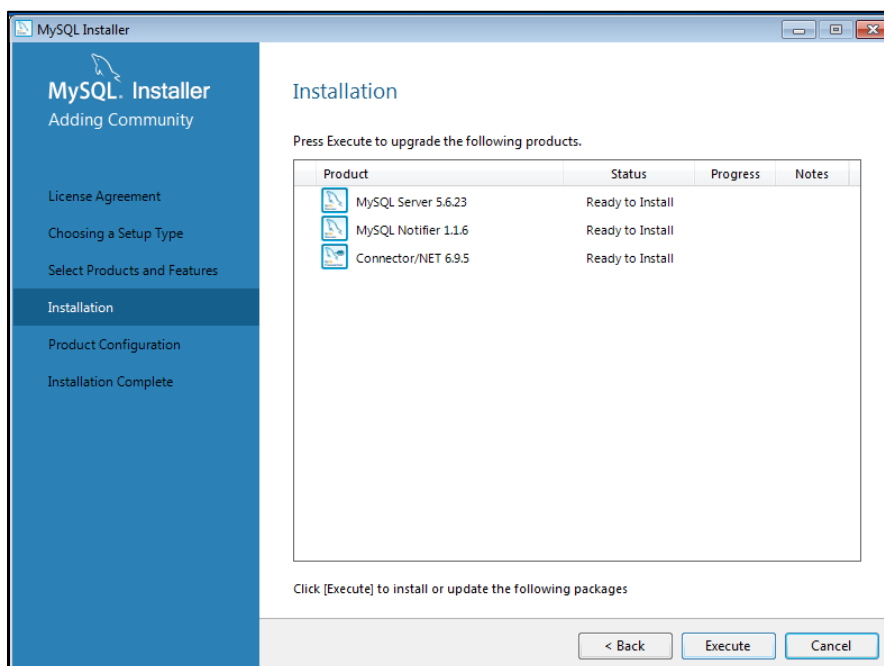
- e. Click the “+” (plus) sign on the left of Applications, select MySQL Notifier, then click the green right arrow to include this item in installation.



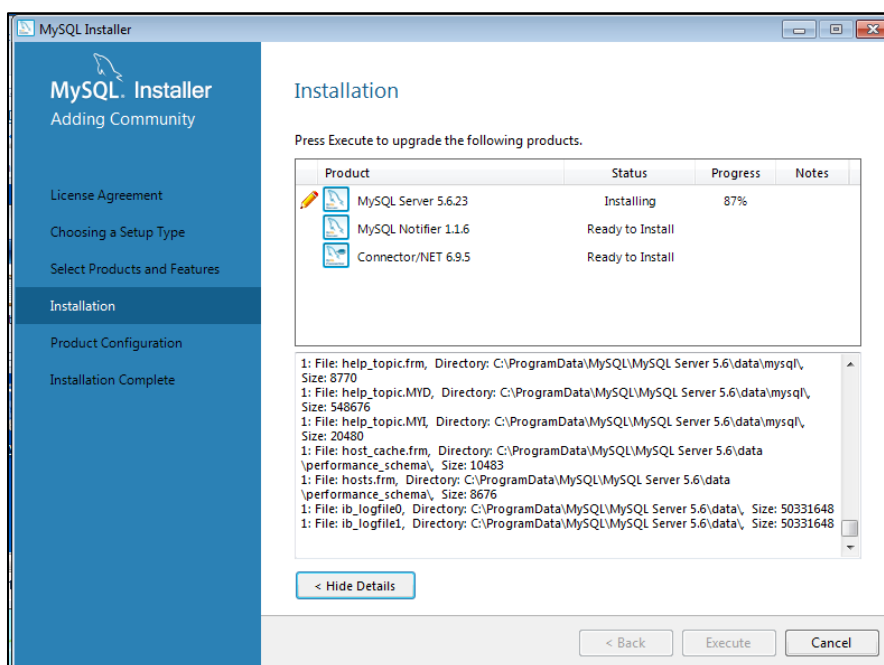
- f. Click the “+” (plus) sign on the left of MySQL Connectors, select Connector/Net 6.9.5 –x86, then click the green right arrow to include this item in installation.



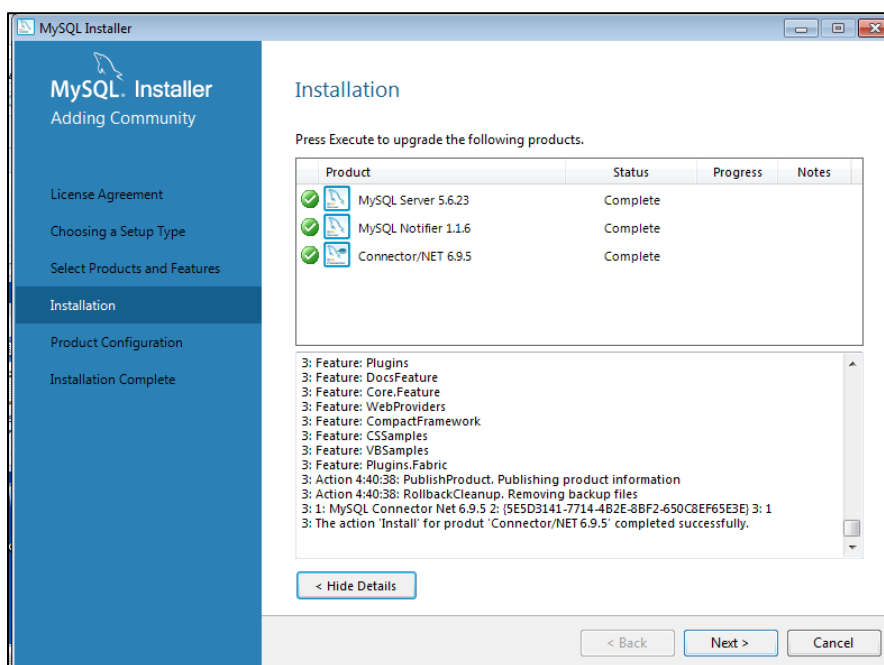
- g. Click “Next” to proceed. Then click Execute to begin installation.



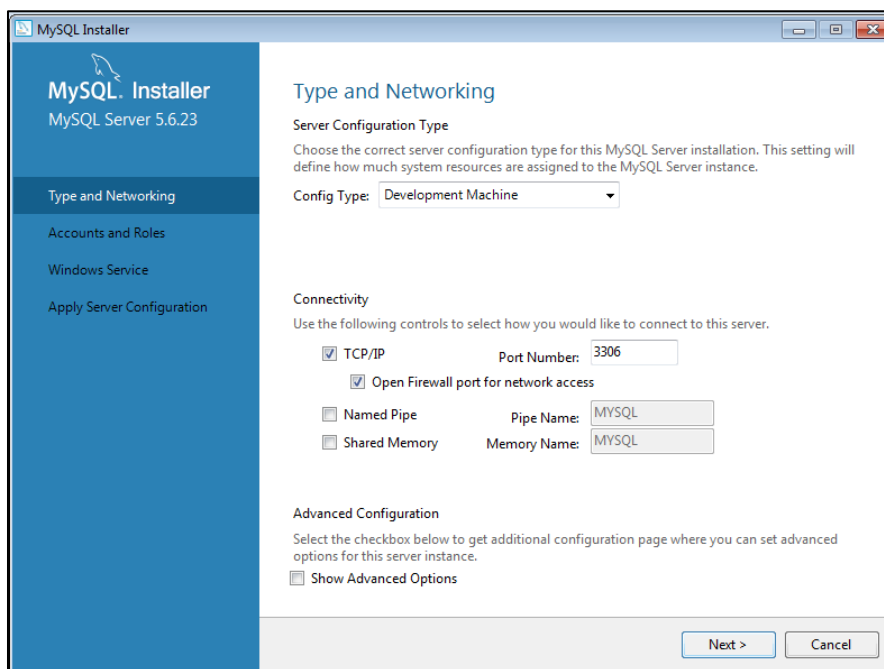
h. You can show details of the installation.



i. After installation completed, click next to configure the new database server.



- j. Check port number. Don't change anything on these settings, click next to proceed.



**MySQL. Installer**  
MySQL Server 5.6.23

**Type and Networking**

**Server Configuration Type**  
Choose the correct server configuration type for this MySQL Server installation. This setting will define how much system resources are assigned to the MySQL Server instance.

Config Type: Development Machine

**Connectivity**  
Use the following controls to select how you would like to connect to this server.

☒ TCP/IP      Port Number: 3306

☒ Open Firewall port for network access

☐ Named Pipe      Pipe Name: MYSQL

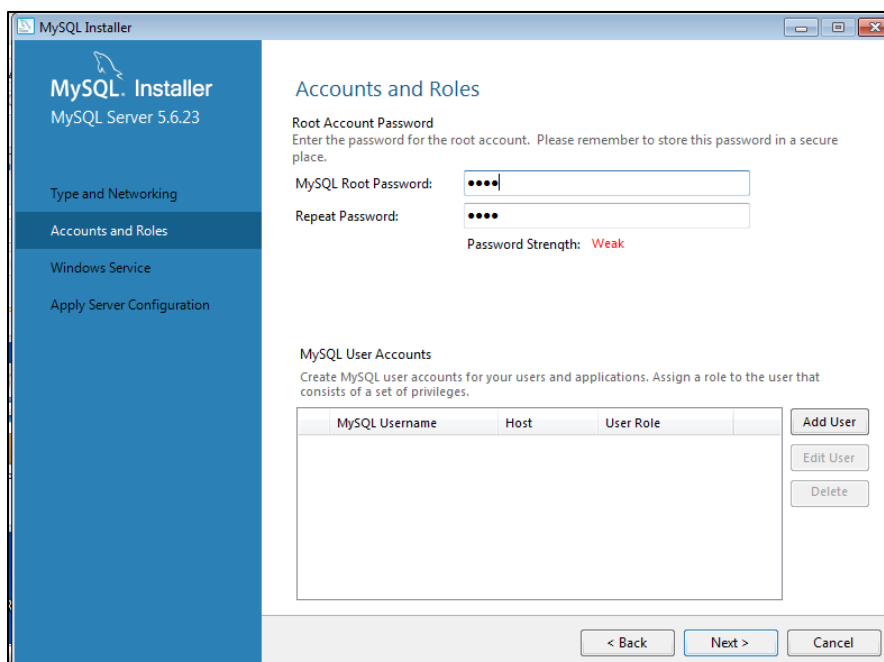
☐ Shared Memory      Memory Name: MYSQL

**Advanced Configuration**  
Select the checkbox below to get additional configuration page where you can set advanced options for this server instance.

☐ Show Advanced Options

Next > Cancel

- k. Enter "root" as password, don't add any user. Click next to proceed.



**MySQL. Installer**  
MySQL Server 5.6.23

**Accounts and Roles**

**Root Account Password**  
Enter the password for the root account. Please remember to store this password in a secure place.

MySQL Root Password: ••••

Repeat Password: ••••

Password Strength: Weak

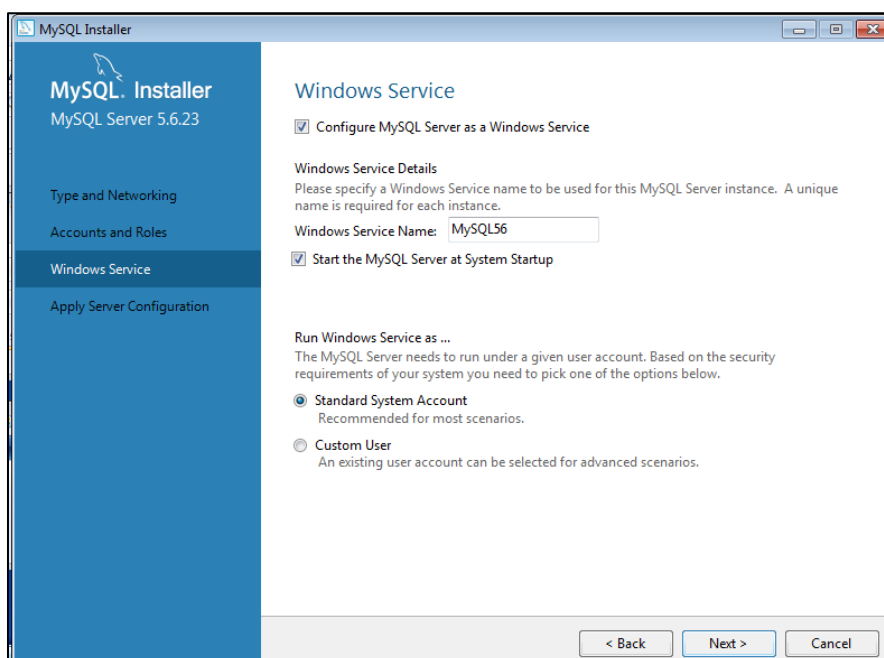
**MySQL User Accounts**  
Create MySQL user accounts for your users and applications. Assign a role to the user that consists of a set of privileges.

MySQL Username	Host	User Role

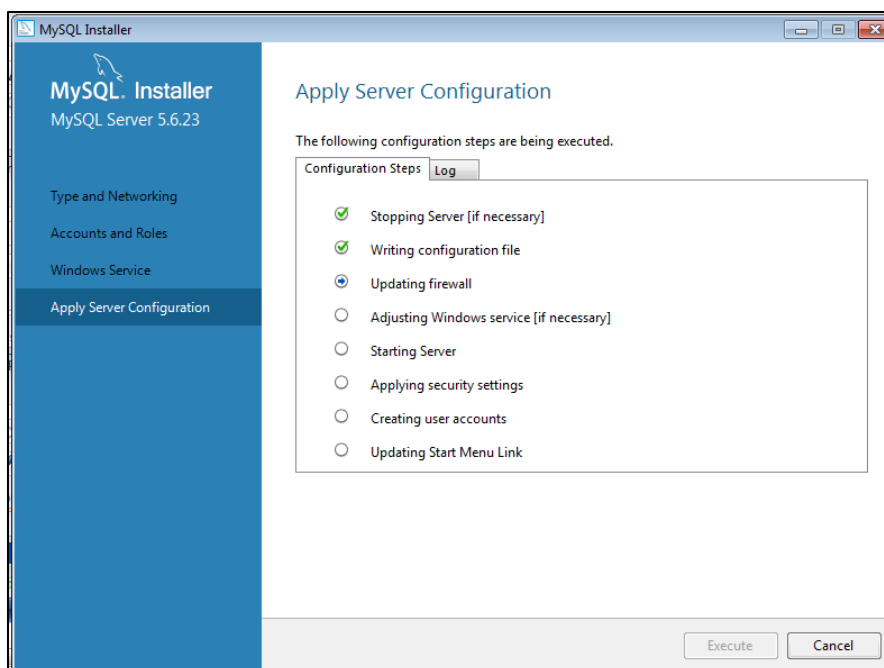
Add User  
Edit User  
Delete

< Back Next > Cancel

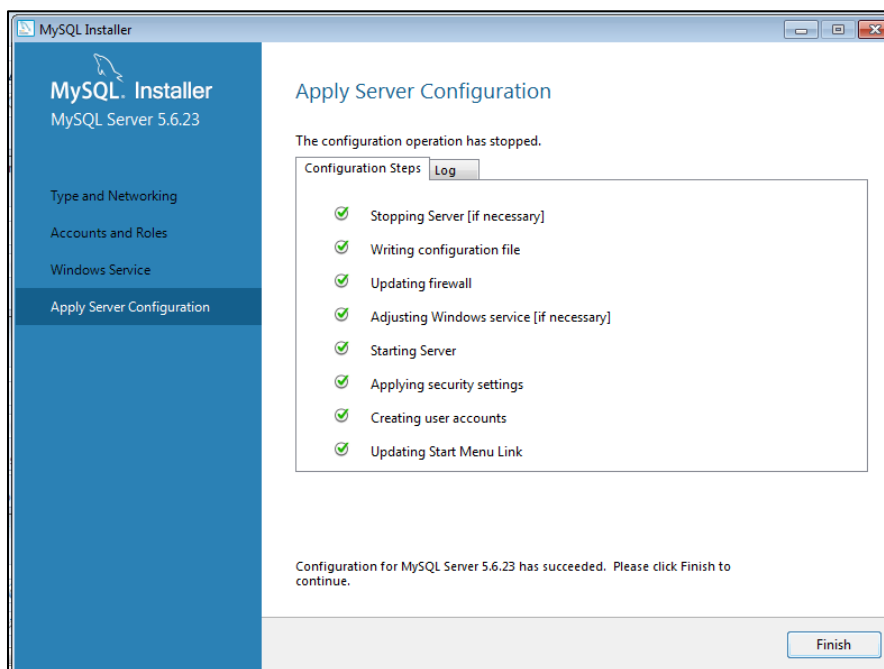
- I. Click “Next” to start the newly configured server.



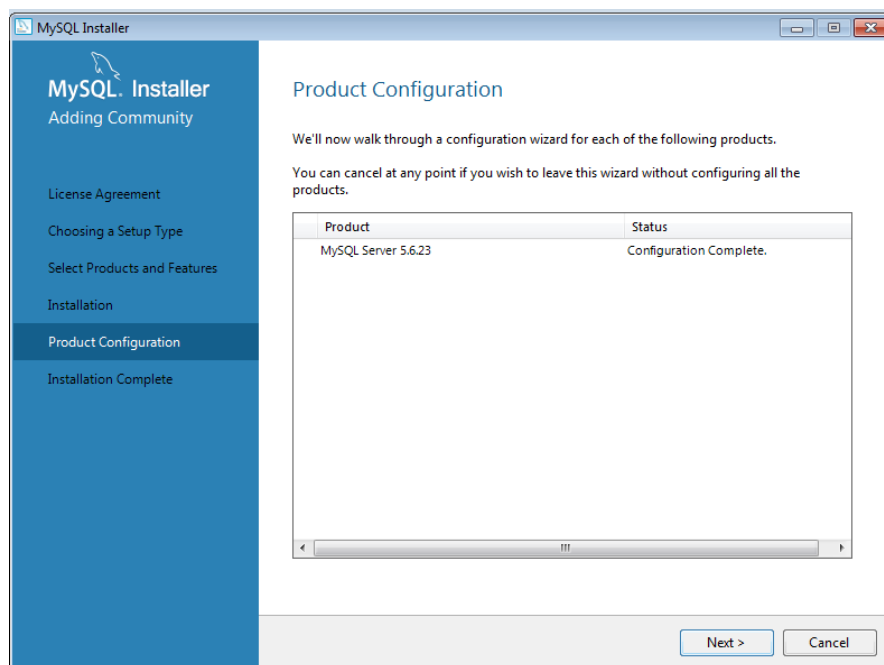
- m. Server is starting up.



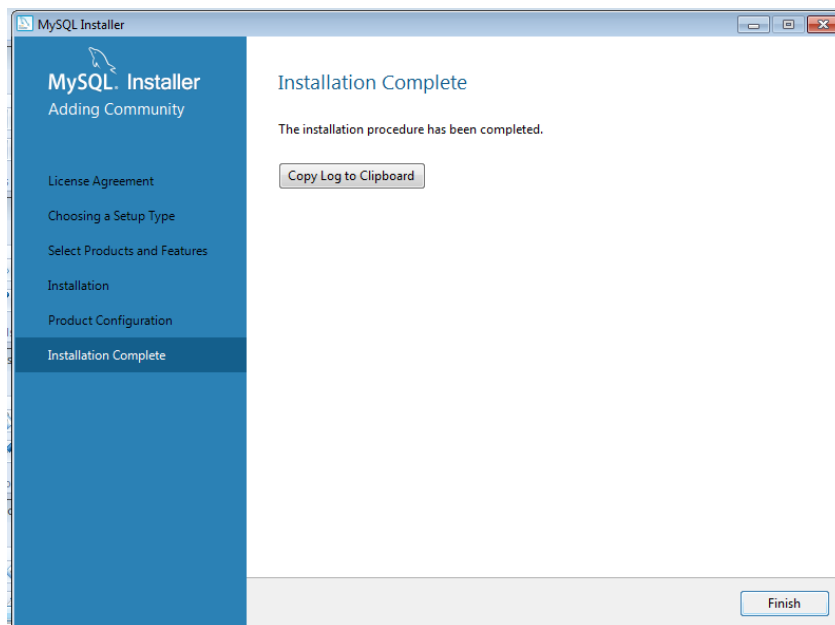
n. Click “Finish”



o. Configuration Completed



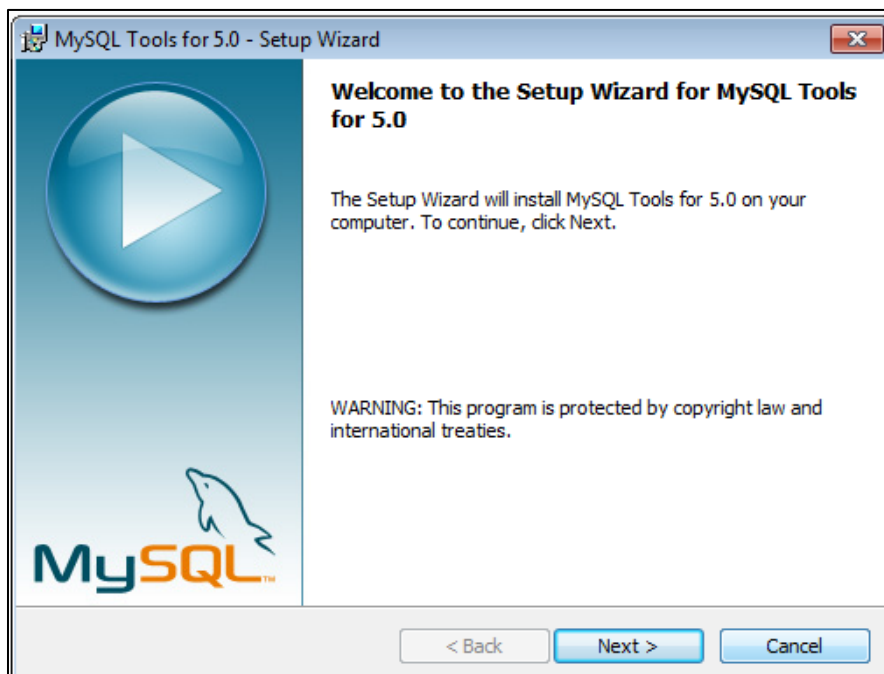
p. Finally Click “Finish”



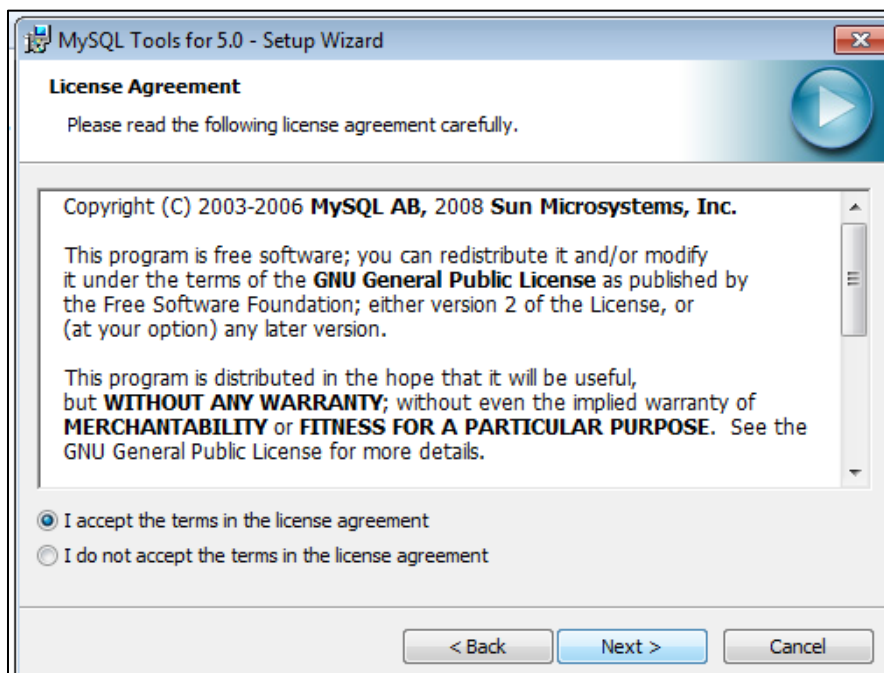


## VI. Installing MySQL GUI Tolls r17.

- Double-click the installer

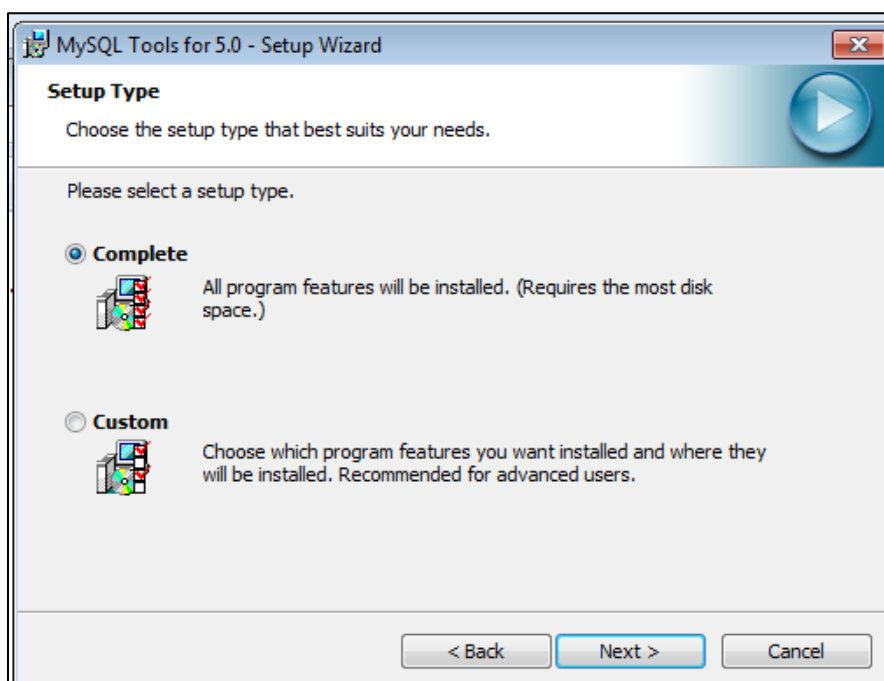


- Click "Next" to proceed.

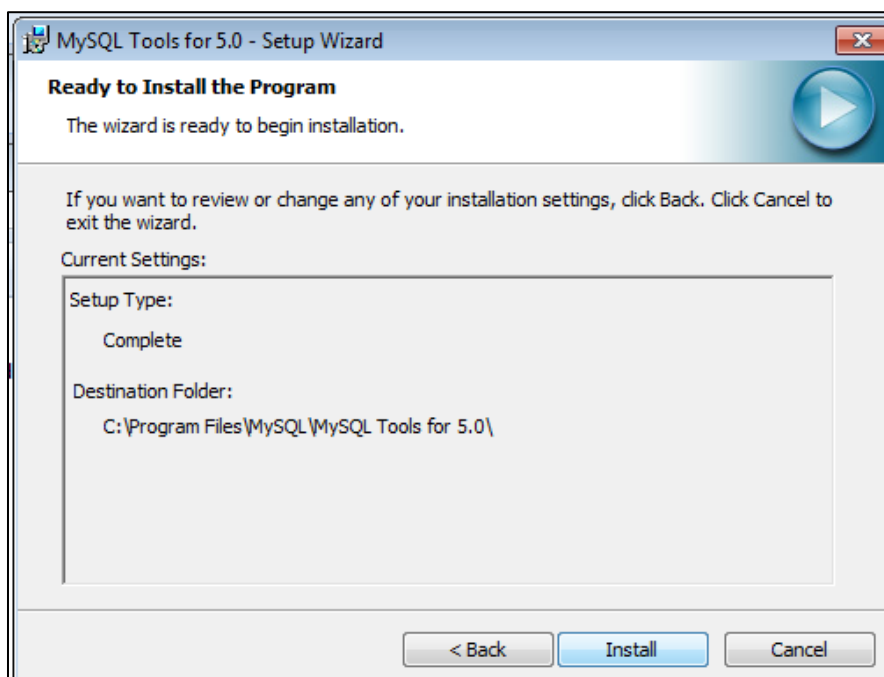


- Check "I Accept the terms in the license agreement", and then click next.

- d. Select “Complete”, and then click “Next”

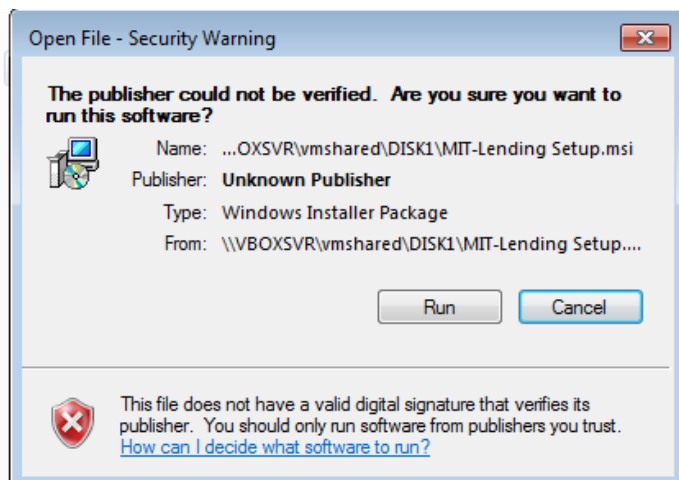


- e. Click “Install” to proceed.

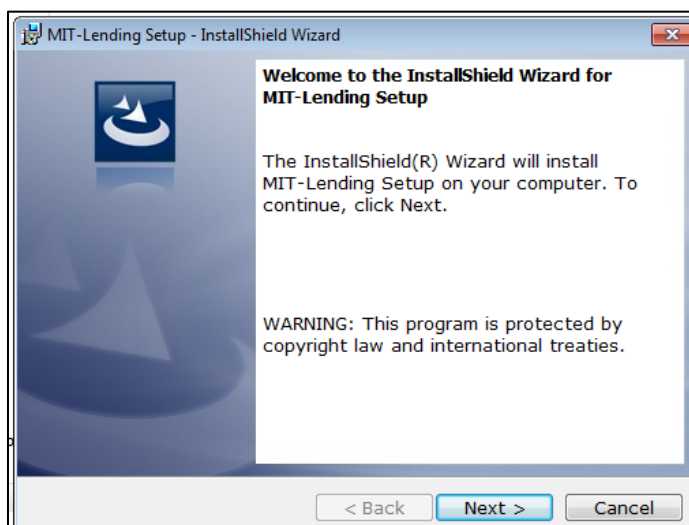


## VII. How to Install MIT-Lending Application

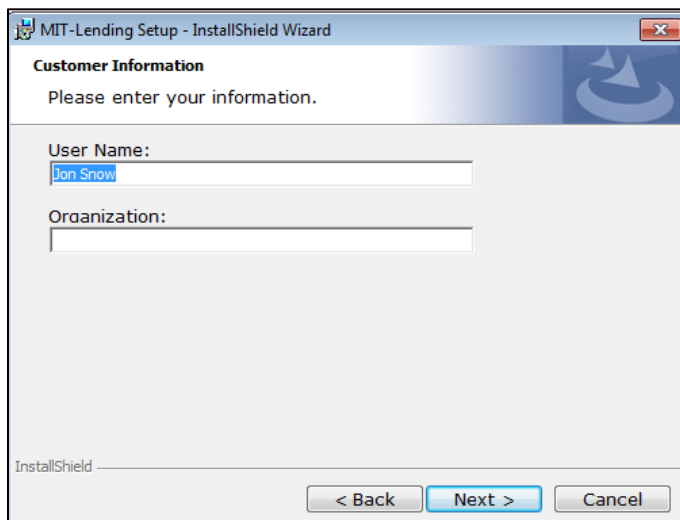
- Double-click the installer, click “Run” when security warning prompted.



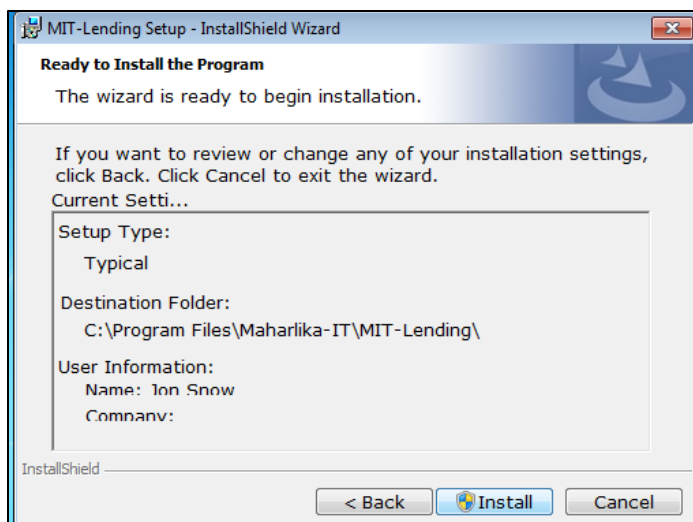
- Click “Next” to proceed installation.



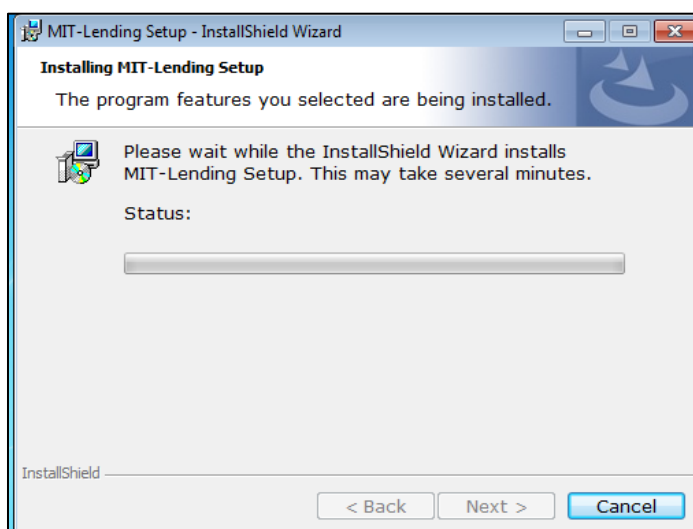
- Click “Next” to proceed.



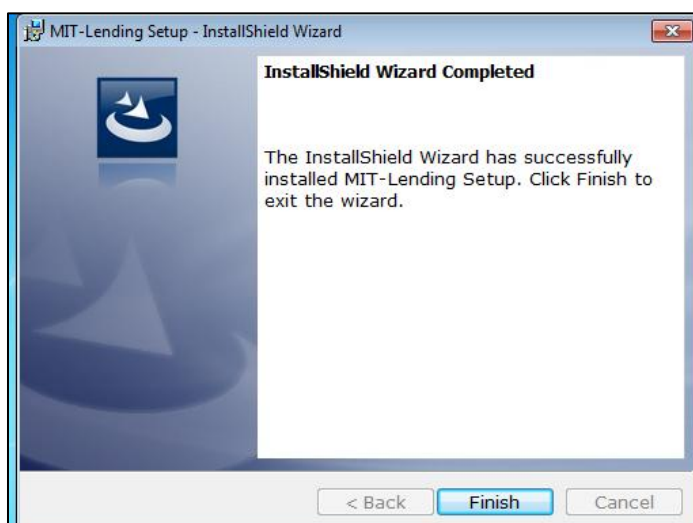
- Click “Install” to proceed.



- e. Allow user to install this software.



- f. Finally, click finish. "MIT-Lending Shortcut" should be available in the desktop after this.



## VIII. How to Use MIT-Lending Application

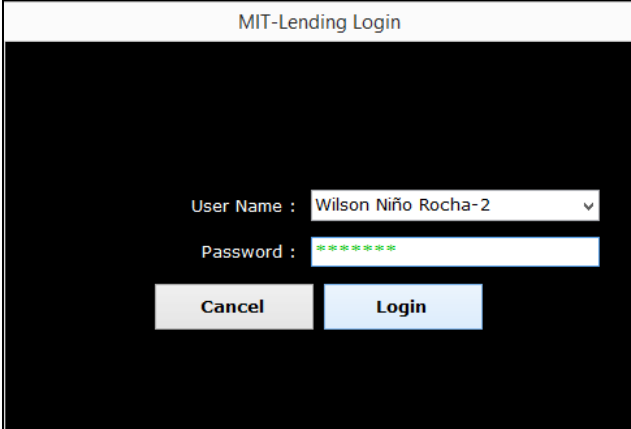
**Note:**

Every button available on this application is controlled by a user restriction, so if you don't find the button in the instruction, you might have no access to that module.

**Main Modules:**

- Payments
- Loans
- Clients
- Employees
- Reports

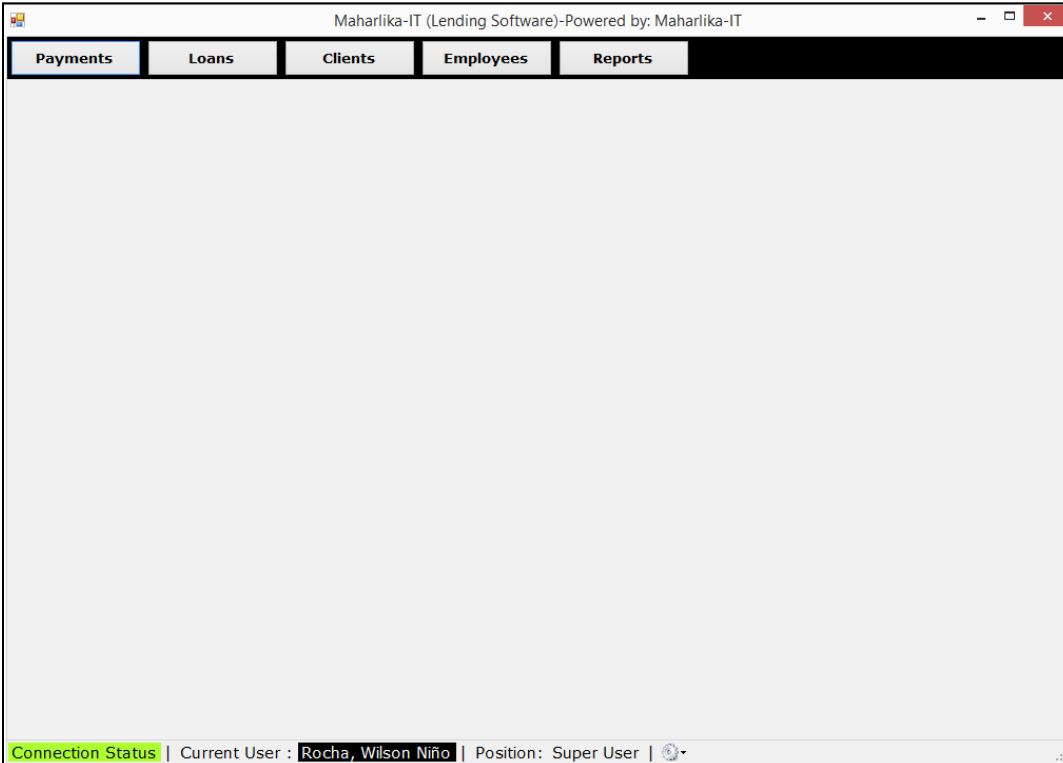
**Login Interface**



The login window has a title bar 'MIT-Lending Login'. It contains two input fields: 'User Name' with a dropdown menu showing 'Wilson Niño Rocha-2' and 'Password' with masked characters. Below the fields are two buttons: 'Cancel' and 'Login'.

**Note:**

Once you're logged-in you will see the following window.



The main window has a title bar 'Maharlika-IT (Lending Software)-Powered by: Maharlika-IT'. It features a navigation bar with five tabs: 'Payments', 'Loans', 'Clients', 'Employees', and 'Reports'. The main area is a large, empty light gray rectangle. At the bottom, there is a status bar showing 'Connection Status' in green, 'Current User : Rocha, Wilson Niño', and 'Position: Super User'.

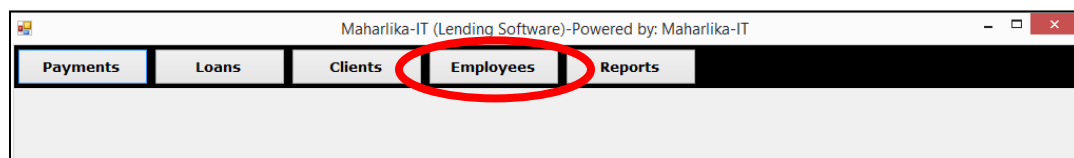
**Note:**

The data below the main interface indicates the connection status: **GREEN**, means connected, **RED**, means network error. The current user and his/her position is next to the connection status. You can also access settings from this area of the user interface.

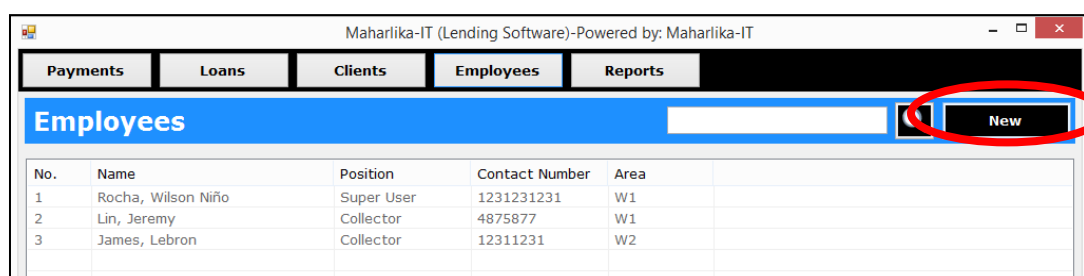
All modules have pretty much the same interface, adding, deleting, searching, editing and updating. So, for example we will tackle the employee module.

## a. EMPLOYEES

- i. Click “Employees” button



- ii. To **ADD\_NEW\_EMPLOYEE** click “New”

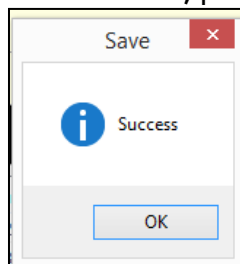


- iii. Fill-in the required fields, then click “Save”. Note: you can’t proceed if one item is not filled.

The screenshot shows the 'NEW ENTRY' form for adding a new employee. The 'Save' button is highlighted with a red circle. Below the form is a table with employee data.

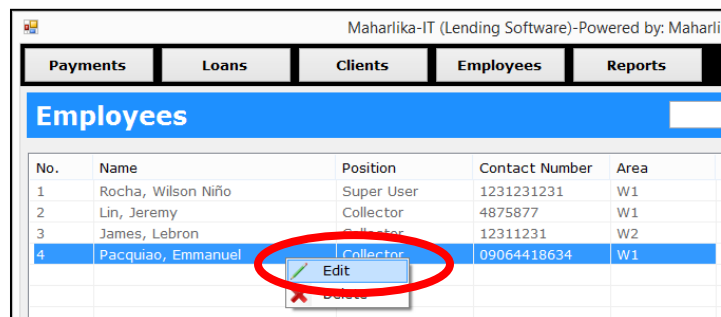
No.	Name	Position	Contact Number	Area
1	Rocha, Wilson Niño	Super User	1231231231	W1
2	Lin, Jeremy	Collector	4875877	W1
3	James, Lebron	Collector	12311231	W2

- iv. A message box will appear prompting the status of the action, success or failed, if failed read the error, print the screen if possible and then contact developer.



Note: a newly created employee has a default password of: "mitpass"

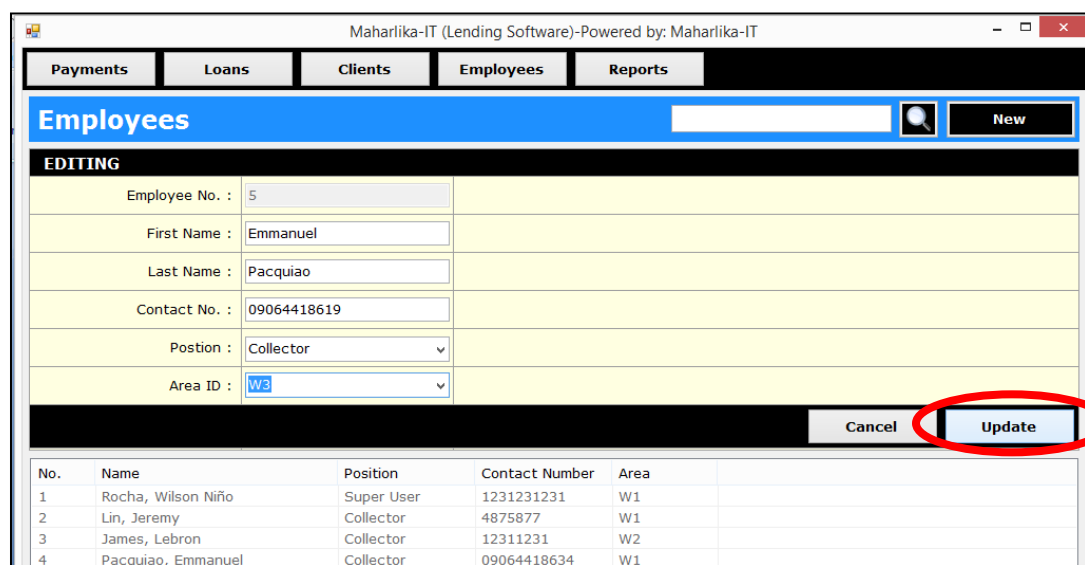
- v. To **EDIT\_EMPLOYEE** you will need right-click the employee you need to edit with, and then click edit.



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No.	Name	Position	Contact Number	Area
1	Rocha, Wilson Niño	Super User	1231231231	W1
2	Lin, Jeremy	Collector	4875877	W1
3	James, Lebron	Collector	12311231	W2
4	Pacquiao, Emmanuel	Collector	09064418634	W1

- vi. Change incorrect data, then click "Update"



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**Employees**

**EDITING**

Employee No. : 5

First Name : Emmanuel

Last Name : Pacquiao

Contact No. : 09064418619

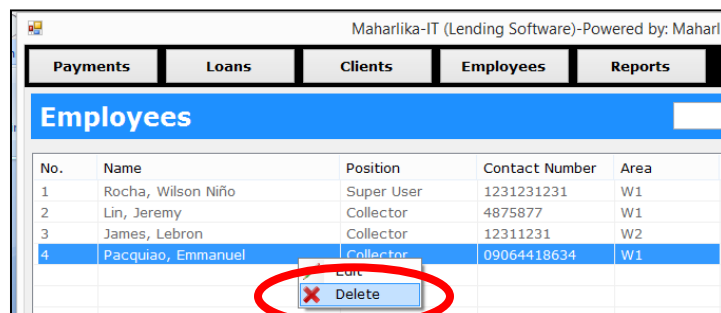
Position : Collector

Area ID : W3

Cancel Update

No.	Name	Position	Contact Number	Area
1	Rocha, Wilson Niño	Super User	1231231231	W1
2	Lin, Jeremy	Collector	4875877	W1
3	James, Lebron	Collector	12311231	W2
4	Pacquiao, Emmanuel	Collector	09064418634	W1

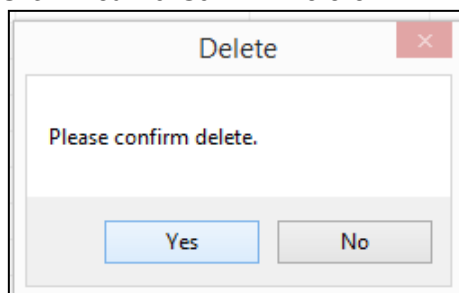
- vii. To **DELETE\_EMPLOYEE** you will need right-click the employee you need to edit with, and then click delete.



Maharlika-IT (Lending Software)-Powered by: Maharlika-IT

No.	Name	Position	Contact Number	Area
1	Rocha, Wilson Niño	Super User	1231231231	W1
2	Lin, Jeremy	Collector	4875877	W1
3	James, Lebron	Collector	12311231	W2
4	Pacquiao, Emmanuel	Collector	09064418634	W1

- viii. Click “Yes” to Confirm Delete

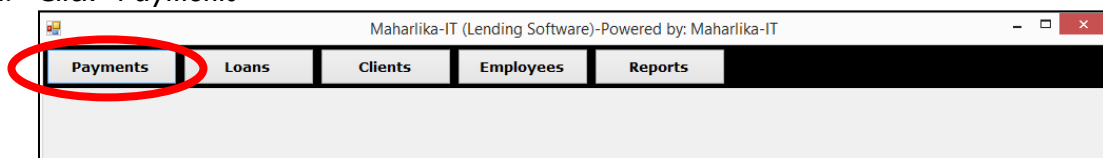


- ix. A message box will prompt indicating the status of the action, success or failed.



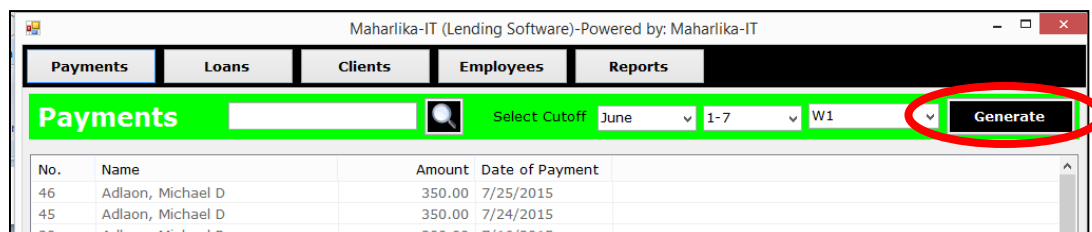
## b. PAYMENT

- i. Click “Payments”

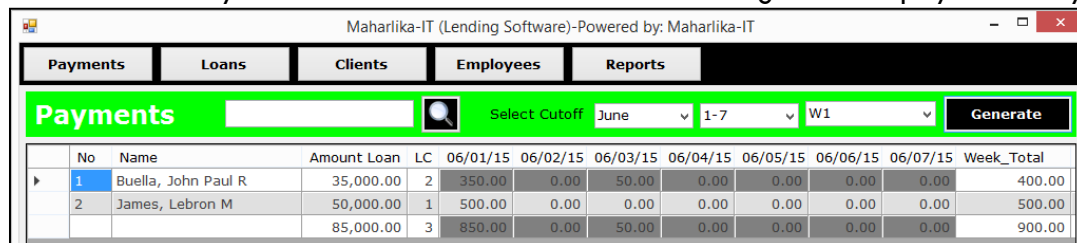


- ii. The list of payments made is listed shown.

*Note: Payment is generated according to CUTOFF, so you have to select the MONTH, the CUTOFF range, and the AREA and then click “Generate”.*



- iii. A week of payment entry is generated for the selected month, cutoff and area combination. Only clients with active loans are listed in this generated payment entry.

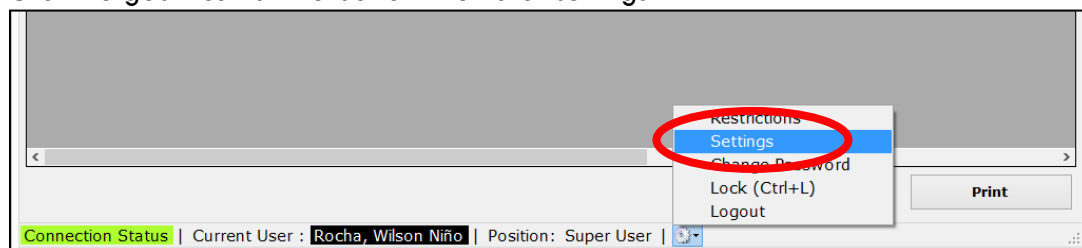




### c. SETTINGS and RESTRICTIONS

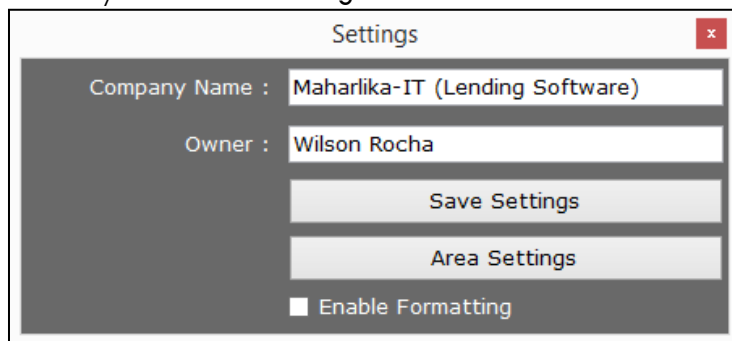
Note: This can be found at the bottom of the main user interface.

- i. Click the gear icon at the bottom then click settings.

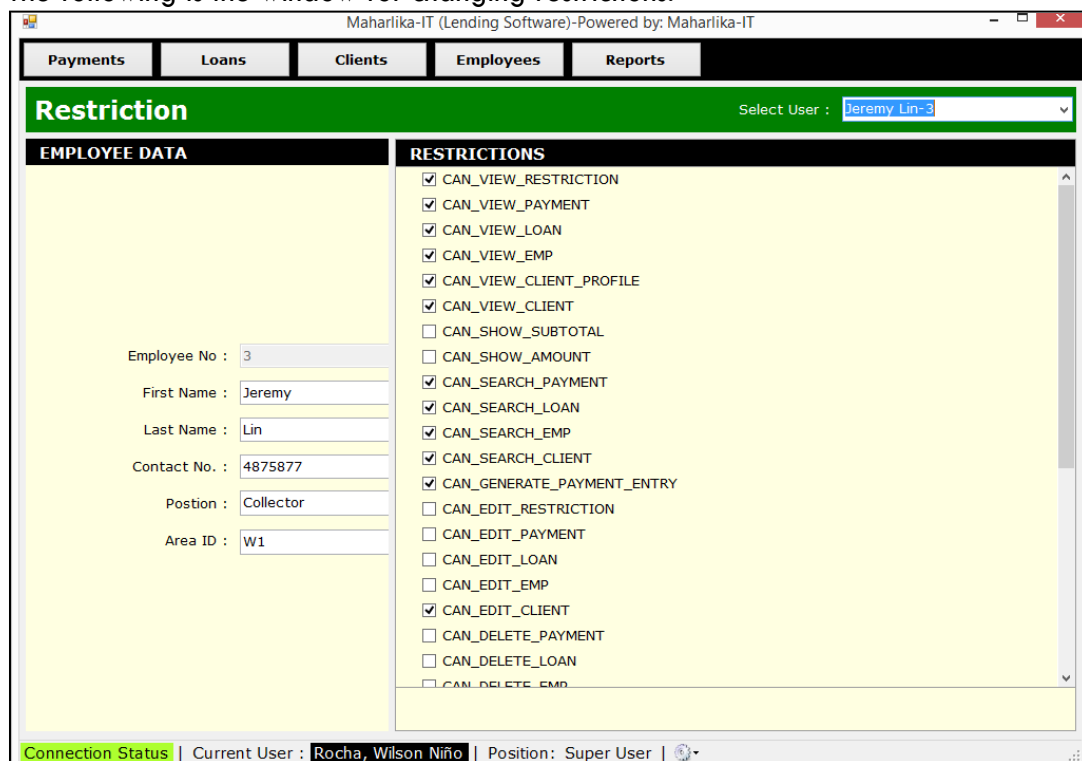


- ii. Here you can:

1. change the Company Name
2. change the Owner
3. modify area settings
4. enable /disable formatting



- iii. The following is the window for changing restrictions.



- iv. You can just check or uncheck certain restriction for a user.