# Web-Based Application for MAAB Registration for Philippine Red Cross Baguio City Chapter

By:

Cayabyab, Emarie A. Pascua, Ara Coleen J. Toledo, Jann Michael U.

Saint Louis University On-the-Job Trainees Bachelor of Science in Information Technology

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# **Red Cross MAAB System Overview**

This Section provides a description of the Red Cross MAAB system including its definition, primary goal, context, capabilities and utilization.

# Definition

The Red Cross MAAB System is an intranet Web based system unifying the personnel of Philippine Red Cross Baguio City Chapter to have the privilege to register new memberships, monitor memberships and handle renewal of membership with the use of either mobile phones, tablets, laptops or computers which are connected on the system's network.

# **Objectives**

To help Philippine Red Cross Baguio City Chapter in:

- Automating their manual membership system.
- Lessening the use of paper and save it for other paper works.
- Properly monitoring membership most especially those Expiring Membership.
- Having a backup of every data.
- Having a protection against data loss, and in order to avoid the risk of losing paper works or folders caused by misplacement, fire hazard and water hazard.
- Make the registration more easy and reliable.

# **External Hardware**

In this section, all of the hardware components to be used for the implementation of the system will be specified. These are following external hardware needed:

### • Client Hardware:

- **Employee Workstations** personal computers used by the employees to perform the tasks for Red Cross MAAB System.
- User Client personal smartphones/MSO MAAB registration computer used by clients to communicate with the Red Cross MAAB system over the intranet.
- Server Hardware:
  - **Authorized Staff Workstation** a computer used by authorized staff in keeping the data and facilitating the MAAB System.

### MINIMUM SYSTEM REQUIREMENTS

These are the necessary specifications of the server computer to have, in order to the run the Red Cross MAAB system.

- Windows 7 (32/64 bit) Intel Processor or AMD Processor
- Built in discrete Graphics Card
- 1 GB RAM
- 5 GB available hard drive space
- Broadband Internet/ Intranet Connection

### • Networks:

Local Area Network - the Red Cross MAAB internal *local area network* (A network that associates devices and share a common communication line) that will be used for computer communication among employees, clients and the Red Cross MAAB system.

# Software

This is the necessary software of a computer device to run the Red Cross MAAB system.

- **Browser** a software tool that runs on employee and user personal computers/mobile devices that allow them to communicate with the Red Cross MAAB system over the network.
- **WAMP Server** software tool that runs on the server computer that hosts the Red Cross MAAB system and its database.

# **External Roles**

The Red Cross MAAB system interacts, either directly or indirectly with the following significant roles:

- **Employees** any person from Philippine Red Cross Baguio City Chapter
  - **Accountant -** authorized staff who performs accounting functions.
  - **Cashier** authorized staff that handles the receiving and disbursing of money in a establishment.
  - **System Administrator** any authorized staff that ensures the data in the system are correct.
- **Users** any person that will avail Philippine Red Cross Memberships.
  - **Clients** Users that will register and renew their membership to Philippine Red Cross.

# **Rationale for Project Development**

At the day of the orientation, one of the task that was demonstrated to the onthe-job trainees is facilitating the red cross membership. Upon observing, the client will write the necessary information to the membership form. After gathering the necessary details, the process will proceed to SI and payment. At the end of the day all of the data in membership forms will be encoded to a single excel file. The current MAAB registration relies on the use of paper in recording data of the clients availing the membership. There is a backup for every data recorded, but only with the use of a spreadsheet application.

During our duty at the Multi Service Office, we encountered and observed some problems at the MAAB registration. These are the problems that we assessed:

- 1.) Not all information and new membership are recorded.
- 2.) Some of the details of are incomplete.
- 3.) Some of the unrecorded membership forms are missing.
- 4.) The company doesn't have complete past records that may be used for future references.
- 5.) The company's way of monitoring expiring memberships is by retrieving the data one by one from a spreadsheet application and by having a list of contact details and to easily notify the person.

During the orientation it was also suggested to the on-the-job trainees to automate the MAAB registration process. With all of these observations, we decided to create a system that may help the development of Red Cross Membership process. We aim to help the Red Cross Baguio City Chapter to ensure the integrity of the information, monitor the recording of membership and also to lessen the workload and stress to missing papers.

The system was designed to bind both clients and staffs, to make the Red Cross Membership process faster and efficient. The system can be accessed through a browser with the use of either a mobile phone or a computer that is connected within the same network as the server and it is only accessible within the Multi-Service Office. With the implementation of the Red Cross MAAB system, paper works will be lessened and the system will provide a better way of registering, managing and monitoring the information of the client memberships.

The system's data is stored in a centralized database which provides data uniformity across the authorized staff terminals and it can handle large data without affecting the performance of the computers connected to the system. The database can only be accessed within the server computer in order to secure the information of the clients. Server computers will be managed by the authorized staff wherein the data can be accessed, remove and updated through the system. This is also to ensure the security of database.

## **Features of Proposed Web-Based Application**

In order to help Red Cross Membership, we designed the system into simple way to use it. The system capabilities are the following:

- Easily create membership and save the information to the database.
- The application can be used through mobile phone browser.
- Deletion of data upon registration is available.
- With the same network, Computers/mobile phones can access the homepage of the system. Clients can only view the registration while the system's database can only be viewed on the server computer.
- Membership accommodated to the current date can be easily seen at the "Registration" page of the system.
- Active membership can be seen at the "Membership List" page and it is automatically sorted out based on the membership type or level.
- A table of the list of Expiring members for the next month is also available to the "Expiring Members" tab.
- "Save to excel" button is provided, in order to easily save a copy of a specific table to the computer of the staff.
- An "Archive" tab is provided, in order for the company to easily identify expired memberships.

### System Flow of Proposed Project

Upon the deployment of the proposed project, the new system will be utilized only for the Red Cross Membership. Refer to Figure 1.0.

With the use of available computers and mobile phone, the user can easily access the system. For the Membership, the staff will assist the client through the registration. If the client had already chose a specific type of membership, they will be asked to personally input their information or will be needing the assistance of the staff to guide the clients on entering their information whether using a mobile phone or with the use of the MAAB registration computer.



Figure 1.0 The flowchart for the flow of designed system

If the user will use mobile phone, they will be tasked to connect to the network, open the browser and type the URL "192.168.2.112" and it will automatically redirect them to the registration page. On the other hand, if the user is using a computer simply open the "PRC MAAB System" icon and it will redirect to the registration page. After which, simply click the create new membership button and input all required data. The client should ensure all the data inputted is correct before adding. In case that the client inputted wrong details, the client should approach the staff for the deletion of the data and input the data again by clicking "Create New Membership" button. After that, the client's data will now proceed to SI and payment. After completing the process of the membership, the staff or the client should input the OR Number and ID Number. The staff should take note that the OR Number and ID Number is filled up and correctly or else the data or information will not be inputted to the database. In case the data is not recorded to the system, there is a possibility that the ID Number is already existing or duplicated and/or there are important details that are not filled up. After ensuring all data is correct, it will now be saved to the database.

If the staff would like to access membership list and expiring membership simply click the tab and the database will be accessed easily. The staff can sort search and save the following data to excel. If the Staff would like to see the past records simply go to archive tab to see all expired memberships. Authorized staff can only see the all of the records regarding Membership List, Expiring Membership List and the Archived Memberships.

# Utilization of the Red Cross MAAB System

The web application can be accessed on the staff computers on the Multi-Service Office. The application is located at the desktop, namely Red Cross MAAB. However, the system can also be accessed through mobile phones, which are intended for the use of clients by opening a web browser and by visiting the IP Address 192.168.2.112.

**IMPORTANT NOTE:** In order to connect to the system, the user should be connected to the same internet connection as the server.

# **For Personal Computers**

• Simply open the *"PRC MAAB Registration"* icon at the desktop and it will automatically redirect the user to the register page.



• Simply open the *"Staff PRC MAAB"* icon at the desktop and it will automatically redirect the authorized user to the system.



## For Mobile

• Simply open the browser and enter the URL **192.168.2.112** and it will automatically redirect the user to the application.



### **Client Mobile/Phone Registration:**

The Red Cross MAAB mobile/phone homepage allows the client to register to the system by pressing the Create New Member.

The homepage also shows the recent registration which the client can also review the details that they have recently entered.

**IMPORTANT NOTE**: If the client incurred mistakes in the information entered, the clients should inform the authorized staff right away. The staff will be responsible in the deletion of the client record. If the deletion of the record is successful the client can redo the process of registration.



### Client/Mobile Create New Membership:

Upon pressing the Create New Membership button, A modal will appear and requires the user to input their necessary information for the membership such as Type of Membership, OR Number, ID Number, Member Name (First Name, Middle Name, Last Name), Address, Contact Number, Birthdate, Age, Gender, Date of Validity and Expiration.

If the client had incurred mistakes in the form they can simply erase the fields or they can press outside of the form and redo the registration process.



# Finishing Up the Phone/Mobile Registration:

Once the necessary client details are provided and counter-checked by the client.

Pressing the "*Add*" button at the end of the form will record the information on the system's database and will be displayed both at the client's mobile phone and to the computers connected to the Red Cross MAAB system as well.

# HOW TO USE RED CROSS MAAB SYSTEM

In this section, the Step-By-Step directions for using the system will be instructed.

# REGISTRATION

• The "Registration" tab contains a list of all new membership of the current date. The company can validate all of the membership that was entered that day. See figure below.

Philippine Red Cross														
Registration	PHILIPPINE	RED CROS	S NEW MEME	BERSHIP	LIST									
🛔 Membership List														_
Expiring Membership	NEW MI	EMBER AS	6 OF 2018/	07/19:								Create Nev	v Member	
Archives	OR NUMBER	ID NUMBER	CHAPTER	LAST NAME	FIRST NAME	MIDDLE NAME	ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER	REGISTRATION DATE	EXPIRATION DATE	
	2390664	5153883	Baguio City	JUSE	ara	0	Trancoville Baguio City	09555245856	1996-01-18	22	F	2018-07-19	2019-07-19	×
												Save as	Excel	
						201	8 © Red Cross	Baguio City Ch	apter					

**IMPORTANT NOTE**: NOT FILLING UP the following will not be accepted by the system: **OR NUMBER, ID NUMBER, NAME AND BIRTHDATE.** This can also be done by the clients with the use of their personal mobile phones. The Staff assigned should always double check the legitimacy of the details provided by the client. Kindly look inputted ID numbers because **DUPLICATED ID NUMBER** will not be registered to the system

### Steps to ADD New Membership:

1. Simply click the "Create New Member" Button.

PRC Membership	× \												θ	- ć	) X
$\leftrightarrow$ $\rightarrow$ C (i) localhost/R	edCrossMAAB/	/registration.p	hp										(	<b>ર ☆ D</b> .	G :
🚻 Apps 💙 Emoji Keyboard	<b>Q</b> Github	🛃 Jirah 🔓	Google 📙	Problems	V Citation Ma	achine: AP 🚺 I	Physical Netwo	ork Dia 🔌 PROJECT	SUCCESS A						
Philippine Red Cross															
	PHILIPPINE RED	CROSS NEW ME	MBERSHIP LIS	т											
🛔 Membership List	_										-				
• Expiring Membership	NEW MEMB	ER AS OF 2018	3/07/20:									Cr	reate New Merr	nber	
Archives	OR NUMBER	ID NUMBER	CHAPTER	LAST NAME	FIRST NAME	MIDDLE NAME	ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER	REGISTRATION D	ATE EXD	IDATION DATE	
													Save as Exce	ł	
						20	D18 © Red Cross	Baguio City Chapter							
								-							

2.) A modal will appear and requires the user to input their necessaryinformation for the membership such as Type of Membership, OR Number,ID Number, Member Name (First Name, Middle Name, Last Name), Address,Contact Number, Birthdate, Age, Gender, Date of Validity and Expiration.

PRC Membership X							Θ -	o ×
← → C 🛈 localhost/Red	CrossMAAB/registration.php	>					ର 🕁	D. @ :
🟥 Apps 👽 Emoji Keyboard 🕻	🕽 Github 🔬 Jirah G G	ioogle 📙 Problems 💔	Citation Machine: AP	) Physical Network Dia 🔬 I	PROJECT SUCCESS A			
Philippine Red Cross						×		
<ul> <li>Registration</li> </ul>	PLEASE NOTE: MA	KE SURE THE DETAI	LS YOU ENTERED A	RE CORRECT BEFORE	ADDING.			
Membership List	Create New Member Choose the type of members	hip:	Classic <b>v</b>					
Expiring Membership	OR Number			Address			eate New Member	
Archives	ID Number			Contact Number			TE EXPIRATION	DATE
	Member Name	First Name		Birthday	Year	Month T Day T	Save as Excer	
		Middle Name						
		Last Name						
	Age		Sex	Female 🔻				
				2018 © Red Cross Baguio City Ch	apter			

3.) Just click the "Add" button to successfully add the information to the database

PRC Membership X						θ - ΰ
← → C 🛈 localhost/Rec	ICrossMAAB/registration.php	)				Q 🕁 D. 🕝
🔢 Apps 💙 Emoji Keyboard	闪 Github 🔬 Jirah G Gi	oogle 📙 Problems 💔 Citation Machine: AF 🧕	) Physical Network Dia   🍇	PROJECT SUCCESS A		
Philippine Red Cross						_
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	Member Name		Birthday		Month V Day V	
🛔 Membership List		First Name		Year		
Expiring Membership		Middle Name				eate New Member
Archives						TE EXPIRATION DATE
		Last Name				Save as Excel
	Age	Sex	Female V			
	Valid Date		Expiration Date			
		2018-07-20		2019-07-20		
					Add	
						)
					_	
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4.) After adding, you can validate the information entered by looking at the table at the "Registration" tab. In case that entered data is incorrect, click the "x" button at the right side of incorrect data to remove and re-enter the information by repeating the first step.

	PHILIPPINE RED	CROSS NEW MEM	IBERSHIP LIST										
hip	NEW MEMBI	ER AS OF 2018	/07/21:									Creat	e New Member
	OR NUMBER	ID NUMBER	CHAPTER	LAST NAME	FIRST NAME	MIDDLE NAME	ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER	REGISTRATION DATE	EXPIRATION DA
	2340911	5154444	Baguio City	Cayabyab	Emarie	Ancheta	Queen of Peace	09123456789	1994-09-01	23	F	2018-07-21	2019-07-21
												Si	ave as Excel

**IMPORTANT NOTE:** Please make sure that the staffs are the only one who are allowed to click the X button and make sure that the user staff is clicking the right X button. In this case, Clicking the button accidentally can cause deletion of data to the database without prompt.

## **MEMBERSHIP LIST**

• This page consists of all active and valid membership. Memberships are sorted out and categorized based on the type of membership such as Classic, Premier Bronze, Premier Silver, Premier Gold, Premier Platinum, Senior and Senior Plus.

pine Red Cross												
in i	PHILIPPINE RED CR	DSS MEMBERSH	IIP LIST									
in List												
bership	All Class	ic Bronze	Silver	Gold Platir	num Senior	Senior Plus						
	Excel PDF	]									Search:	
	OR NUMBER	ID NUMBER ↓	LAST NAME	FIRST NAME		ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE I	GENDER	REGISTRATION DATE	EXPIRATION DATE
		PB2193682	DABI	RONAN CHURBY	PANELA	LOWER GEN. LUNA ROAD	9211332828	2008-11-24	11	н	2018-04-20	2019-00-20
		PB2193683	BUELA	JEWEL EMERO	TAN	112 LOWER CABINET HILL		2008-04-02		F	2018-05-20	2019-06-20
		PB2193681	DABI	RICHY ABIOUS	PANELA	LOWER GEN. LUNA ROAD	9211332828	2007-03-22	11	м	2018-00-18	2019-06-18
		PB0759924	LARIN	RDBELYN	YMAS	#7 SAGUID RD., IRISAN, BAGUID CITY	9085801052	1994-04-18	24	F	2018-04-13	2019-04-13
		PB0759885	HOLMAN	ALBERT	DINTAN	SAL-ANGAN, AMPUCAD	9491774171	1983-05-18	35	м	2018-04-05	2019-04-06
		PS0347147	PAGADOUT	SHELLO GRAIL	В.	FOB. BANAUE. IFUGAO	9977306053	1988-09-23	29	F	2018-03-22	2019-03-22
		5151740	DELA CRUZ	ELLAISE NCOLE	SOARIANO	052 CENTRAL FAIRVIEW, BAGUID CITY	9303879913	2008-01-26	10	F	2018-03-21	2019-03-21
		5151747	KIER	CAITHLYN DAWN	PASCUA	E24 MT. BREEZE CONDOMINIUM AND VILLAS .LDAKAN PROPER.B.C	9338599420	2007-12-09	10	F	2018-03-21	2017-03-21
		5151748	LAGERA	SHANICE LAEL	VALERIO	47 MILITARYCUT-OFF RD., BABUID CITY	9229497229	2007-11-12	10	÷	2018-03-21	2019-03-21
		5151749	OMAGUING	ELI	VALENCIA	008 EVERLASTING ST., UPPER Q.M., BAGUIO CITY	9931443603	2008-05-09	10	м	2018-03-21	2019-03-21
	Showing 1 to 10 o	f 3,289 entries							Previ	ous 1 2	345.	. 329 N
						2018 @ Ded Cores Bee	1. 01. 01					

### Displaying Valid membership registrations (According to Category)

In this page you can see the list of members accordingly. Simply Click to the tab of desired category and it will display list of members of the specific type.

PHILIP	PINE RED CR	OSS MEMBERSH	IIP LIST									
_												
	All Class	ic Bronze	Silver	Gold Platir	num Senior	Senior Plus						
	xcel PDF										Search:	
	OR NUMBER L	ID NUMBER J	LAST NAME	FIRST NAME	MIDDLE NAME	ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER	REGISTRATION DATE	EXPIRATIO DATE
_		PB2193682	OABI	RONAN CHURBY	PANELA	LOWER GEN. LUNA ROAD	9211332828	2008-11-24	11	м	2018-05-20	2019-06-20
		PB2193683	BUELA	JEWEL EMERD	TAN	112 LOWER CABINET HILL		2008-04-02		F	2018-08-20	2019-06-20
		PB2193681	DABI	RICHY ABIOUS	PANELA	LOWER GEN. LUNA ROAD	9211332828	2007-03-22	11	н	2018-00-18	2019-06-18
		PB0759924	LARIN	ROBELYN	YMAS	#7 SAGUID RD., IRISAN, BAGUID CITY	9085801652	1994-04-18	24	F	2018-04-13	2019-04-13
		PB0759885	HOLMAN	ALBERT	DINTAN	SAL-ANGAN, AMPUCAD	9491774171	1983-05-18	35	м	2018-04-05	2019-04-06
		PS0347147	PAGADDUT	SHELO GRAIL	R.	POB. BANAUE. IFUGAO	9977306053	1988-09-23	29	F	2018-03-22	2019-03-22
		5151746	DELA CRUZ	ELLAISE NCOLE	SOARIANO	052 CENTRAL FAIRVIEW, BAGUIO CITY	9303879913	2008-01-26	10	F	2018-03-21	2019-03-21
		5151747	IDER	CAITHLYN DAWN	PASCUA	E24 MT. EREEZE CONDOMINIUM AND VILLAS .LOAKAN PROFER.B.C	9338599420	2007-12-09	10	F	2018-03-21	2019-03-21
		5151748	LAGERA	SHANICE LAEL	VALERIO	47 MILITARYCUT-OFF RD., BAGUID CITY	9229497229	2007-11-12	10	F	2018-03-21	2019-03-21
		5151749	OMAGUING	ELI	VALENCIA	DOB EVERLASTING ST., UPPER Q.M., BAGUID CITY	9931443603	2008-05-09	10	м	2018-03-21	2019-03-21
Sh	owing 1 to 10 o	of 3,289 entries							Previo	ous 1 2	345.	. 329

### **EXPIRING MEMBERSHIP**

This page displays a table that consist of all expiring memberships 1 month prior on membership validity expiration. This will serve as a notification in order to contact and remind the member about the expiration of the membership. The table displays all important information only such as OR Number, ID Number, Name, Contact number and Address for references.

ration PHI	LIPPINE RED CROS	S EXPIRING MEMBI	ERSHIP LIST							
ership List										
ng Membership		R AS OF AUGUST								
									Search:	
es			CHAPTED		EIDST NAME		ADDRESS			EXDIDA
-	2364013	PS03416913	Bagulo City	RUNAS	JERMAINE JACKSON	H	118 HOUSING PODLACION, KM 6 LA TRINDAD	9958419553	2017-08-11	2018-08-11
	2384014	PS03416912	Bagulo Dity	PERMALINO	LAARNI MARIE	L.	39 PUROK 5 GIBRALTAR BOUID CITY	9052085138	2017-08-11	2018-08-11
	2384015	PS03416914	Baguo City	BANQUITE	DENVER	A		9959679800	2017-08-11	2018-08-11
	2384093	PS0346907	Baguio City	DATUL	RAQUEL	0	190 LOWER ENGINEER'S HILL, BAGUIO CITY	9069161721	2017-08-15	2018-08-15
	2384093	P90346908	Baguio City	PAGDILAO	MELODY	L	64 VICTORIA VILLAGE, QUEZON HILL, BAGUIO CITY	9268852611	2017-08-15	2018-08-15
	4241986	PS0346900	Baguio City	SACULLES	RAML	Ļ	BAGUID CITY POLICE OFFICE	9177909092	2017-08-10	2018-08-10
	4241991	PS0346906	Baguio City	ISICAN	PAULALLAIN	R	BAGUIO CITY POLICE OFFICE	9985330724	2017-08-10	2018-08-10
8	4241992	PS0346905	Baguio City	BENTER	MICHELLE	D	BAGUIO CITY POLICE OFFICE	9293245915	2017-08-10	2018-08-10
	4241993	PS0346904	Baguio City	JUNIO	MISCHELLE	R	EAGUID CITY POLICE OFFICE	9495779748	2017-08-10	2018-08-10

### ARCHIVES

In this page you will see all *Expired Membership*. This record will serve as a reference for future purposes.

Philippine Red Cross									
	PHILIPPINE RED CRO	OSS EXPIRED MEMBEI	RSHIP LIST						
🛔 Membership List									
O Expiring Membership	ARCHIVED MEME	BERSHIP							
Archives	Show 10 • e	ntries							Search:
	OR NUMBER	ID NUMBER	LAST NAME	FIRST NAME	MIDDLE NAME	ADDRESS	CONTACT NUMBER	REGISTRATION DAT	E II EXP
		PB0758002	BACBAC	GERRY	в		9127500B14	2017-06-16	2018-06-1
		PS0346874	VICTORIA	ZENAIDA	L		9569102586	2017-06-16	2018-06-1
		2239408	PACITENS	JEFF IVAN	C		9219804485	2017-06-16	2018-06-1
	4240580	PB0758015	GONZALES	ROLIN	3		9129458024	2017-06-16	2018-06-1
	4240584	PG0196488	BASIL	ISAAC ANTHONY	BALEGAN	OWWA - CAR, BAGUIO CITY	9493019072	2017-06-16	2018-06-1
	4240584	PG0196487	PONCIANO	DINA	CATCATAN	OWWA - CAR, BAGUIO CITY	09952836507 / 09289166601	2017-06-16	2018-06-1
	4240584	PG0196486	MARQUEZ	WINDELIN	DELA CRUZ	OWWA - CAR, BAGUIO CITY	9497844444	2017-06-16	2018-06-1

### SEARCH

A search field is provided located at the upper right of membership list table, expiring members table and archives table. This is will be used for searching specific name or specific registration date and etc. It is provided for the company for easy way to look for a certain membership.

ine Red Cross												
	PHILIPPINE RED CF	ROSS MEMBERS	HP LIST									
	All Clas	sic Bronze	Silver	Gold Platir	num Senior	Senior Plus						
	Excel PDF										Search:	
			LAST NAME	FIRST NAME		ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER	REGISTRATION DATE	DATE
		PB2193682	OABI	RONAN CHURBY	PANELA	LOWER GEN. LUNA ROAD	9211332828	2008-11-24	11	н	2018-06-20	2019-06-20
		PB2193683	BUELA	JEWEL EMERD	TAN	112 LOWER CABINET HILL		2008-04-02		F	2018-05-20	2019-06-20
		PB2193681	OABI	RICHY AEIOUS	PANELA	LOWER GEN. LUNA ROAD	9211332828	2007-03-22	11	н	2018-06-18	2019-06-18
		PB0759924	LARIN	ROBELYN	YMAS	#7 SAGUID RD., IRISAN, BAGUID CITY	9085801652	1994-04-18	24	F	2018-04-13	2019-04-15
		PB0759885	HOLMAN	ALBERT	DINTAN	SAL-ANGAN, AMPUCAD	9491774171	1983-05-18	35	м	2018-04-05	2019-04-06
		PS0347147	PAGADDUT	SHEILO GRAIL	R.	POB. BANAUE. IFUGAO	9977306053	1988-09-23	29	F	2018-03-22	2019-03-22
		5151740	DELA CRUZ	ELLAISE NICOLE	SOARIAND	052 CENTRAL FAIRVIEW, BAGUID CITY	9303879913	2008-01-26	10	F.	2018-03-21	2019-03-21
		5151747	KIER	CAITHLYN DAWN	PASCUA	E24 MT. BREEZE CONDOMINIUM AND VILLAS .LOAKAN PROPER.B.C	9338399420	2007-12-09	10	F	2018-03-21	2019-03-21
		5151748	LAGERA	SHANICE LAEL	VALERIO	47 MILITARYCUT-OFF RD., BAGUID CITY	9229497229	2007-11-12	10	F	2018-03-21	2019-03-21
		5151749	OMAGUING	ELI	VALENCIA	008 EVERLASTING ST., UPPER Q.M., BAGUID CITY	9951443603	2008-05-09	10	М	2018-03-21	2019-03-21
	Showing 1 to 10	of 3,289 entries							Previ	ous 1 2	345	329
						2018 © Red Cross Bag	uio City Chapter					

## SORT

In order to sort tables according to column name at the membership list, expiring members and archives table, simply click the header of the specific column.

	HILIPPINE RED CR	OSS MEMBERSH	HIP LIST									
ship List												
Membership	All Class	sic Bronze	Silver	Gold Platir	num Senio	r Senior Plus						
	Event DDE	7									Search:	
<		ID NUMBER (				ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER	REGISTRATION	EXPIRA DATE
		PB2193682	CABI	RONAN CHURBY	PANELA	LOWER GEN. LUNA ROAD	9211332828	2008-11-24	11	м	2018-06-20	2019-06-20
		PB2193683	BUELA	JEWEL EMERD	TAN	112 LOWER CABINET HILL		2008-04-02		÷	2018-06-20	2019-06-20
		PB2193681	DABI	RICHY ABIOUS	PANELA	LOWER GEN. LUNA ROAD	9211332828	2007-03-22	11	н	2018-00-18	2019-00-18
		PB0759924	LARIN	ROBELYN	YMAS	#7 SAGUID RD., IRISAN, BAGUID CITY	9085801652	1994-04-18	24	F	2018-04-13	2019-04-13
		PB0759885	HOLMAN	ALBERT	DINTAN	SAL-ANGAN, AMPUCAD	9491774171	1983-05-18	35	н	2018-04-05	2019-04-08
		PS0347147	PAGADDUT	SHELLO GRAIL	R.	POB. BANAUE. IFUGAO	9977304053	1988-09-23	29	P.	2018-03-22	2019-03-22
		5151740	DELA CRUZ	ELLAISE NICOLE	SOARIAND	002 CENTRAL FAIRVIEW, BAGUID CITY	9303879913	2008-01-26	10	F	2018-03-21	2019-03-21
		5151747	KIER	CAITHLYN DAWN	PASCUA	E24 MT. BREEZE CONDOMINIUM AND VILLAS LUAKAN PROPER.B.C	9338599420	2007-12-09	10	F	2018-03-21	2019-03-21
		5151748	LAGERA	SHANICE LAEL	VALERIO	47 MILITARYCUT-OFF RD. BAGUIO CITY	9229497229	2007-11-12	10	F	2018-03-21	2019-03-21
		5151749	OMAGUING	ELI	VALENCIA	008 EVERLASTING ST., UPPER Q.M., BAGUID CITY	9901443603	2008-05-09	10	н	2018-03-21	2019-03-21
	Showing 1 to 10 o	of 3,289 entries							Previ	ous 1 2	3 4 5	

# **TOTAL NUMBER OF ENTRIES**

The count of membership can be seen at the lower left of the table. Specifically, membership list and expiring membership tables. instead of counting a lot of numbers, the table provides a number of membership that serves as a basis for the total number of entries.

nip List												
fembership	All Class	sic Bronze	Silver	Gold Platir	num Senia	r Senior Plus						
	Excel PDF	1									Search:	
						ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER 1		EXPIRATION DATE
		PB2193682	DABI	RONAN CHURBY	PANELA	LOWER GEN. LUNA ROAD	9211352828	2008-11-24	11	м	2018-06-20	2019-06-20
		PB2193683	BUELA	JEWEL EMERO	TAN	112 LOWER CABINET HILL		2008-04-02		۴	2018-04-20	2019-06-20
		PB2193681	DABI	RIDHY ABIDUS	PANELA	LOWER GEN. LUNA ROAD	9211332828	2007-08-22	n	м	2018-02-18	2019-00-18
		PB0759924	LARIN	ROBELYN	YMAS	47 SAGUID RD. IRISAN, BAGUID CITY	9085801052	1994-04-18	24	F	2018-04-13	2019-04-13
		PB0759885	HOLMAN	ALBERT	DINTAN	SAL-ANGAN, AMPUCAD	9491734171	1983-05-18	35	м	2018-04-0a	2019-04-06
		PS0347147	PAGADDUT	SHELO GRAIL	R.	FOR BANAUE IFUGAO	9977305053	1988-09-23	29	F	2018-03-22	2019-03-22
		5151740	DELA CRUZ	ELLAISE NCOLE	SCARIAND	032 CENTRAL FAIRVIEW, BAGUID CITY	9303879913	2008-01-26	10	•	2018-03-21	2019-03-21
		5151747	KIER	CAITHLYN DAWN	PASCUA	E24 MT. BREEZE CONDOMINIUM AND VILLAS LOAKAN PROPERIEC	9338599420	2007-12-09	10	E	2018-03-21	2019-03-21
		5151748	LAGERA	SHANICE LAFL	VALERIO	47 MILITARYCUT-OFF RD., BAGUID CITY	9229497229	2007-11-12	10	F	2018-03-21	2019-03-21
	11 1 1 1 1	5151749	OMAGUING	EU	VALENCIA	DOB EVERLASTING ST., UPPER Q.M., BAGUID CITY	9951443003	2008-05-09	10	н	2018-03-21	2019-03-21
	Showing 1 to 10 o	of 3,289 entries	>						Previ	ous 1 2	3 4 5	329 Nex

# SAVE AS EXCEL

Save the table as an excel file is specifically for registration, expiring members and member list table only. In order to help the company, the developers integrated save to excel feature for them to have a physical copy and having an option of printing it. With the company legacy system, they are sending the records with excel format to the main office. The developers designed the system in such a way because the system will be implemented explicitly to the Philippine Red Cross Baguio City Chapter.

### **Expiring Membership**

- If the user wants to save or have a copy of all Expiring Membership for next month:
- 1. Click "Excel" button and it will automatically download an excel file.

Excel	ID		LAST		MIDDLE	4	CONTACT	REGISTRATION	EXPIR
NUMBER []	NUMBER	CHAPTER	NAME	FIRST NAME	NAME	ADDRESS	NUMBER 1	DATE	DA
	5146460	Baguio City	DEBSEO	SHAR		PINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146461	Baguio City	MALATEO	JUNA		PINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146462	Baguio City	DELA CRUZ	BERNACETTE		PINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146463	Baguio City	GUIMTE	ADR EANNE JENINE		PINGET NATIONAL HIBH SCHOOL		2017-08-30	2018-08-30
	5146464	Baguio City	GUIMTE	ANNE JELINE		FINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146465	Baguio City	BACAN	WENCREI LYNNE		FINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146466	Baguio City	TONG-ALAN	RA JANS		PINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146467	Baguio City	NOTARTE	ERICA MAE		PINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146468	Baguio City	PANGAN	KSHI		PINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
	5146469	Baguio City	BELEO	ALMRASOL		PINGET NATIONAL HIGH SCHOOL		2017-08-30	2018-08-30
Showing 1 to 10 or	5146467 5146468 5146469 f 1,761 entries	Baguio City Baguio City Baguio City	NOTARTE PANGAN BELEO	ERCA MAE KSH ALMIRASOL		PINETINITONE, HOHSOHOO, PINETINITONE, HOHSOHOO, PINETINITONE, HOHSOHOO,	Previous	2017-08-30 2017-08-30 2017-08-30 1 2 3 4 5	

### **Member List**

At the Membership page, there are different tab of type of membership such as *Classic, Bronze, Silver, Gold, Platinum, Senior and Senior Plus* including the *All* tab wherein all of the members are shown. If the user wants to have a copy of List of Membership in a specific type:

	DHILIDDINE DED CO	OSS MEMBEDS	TPLIGT										
n	FILEFFINE RED OF	033 MEMDERAI	IIF LIST										
p List													
bership		in Dronzo	Cilver	Cold Distin	ouro Conio	Copier Plus							
	All Class	sic Bronze	Silver	Gold Platir	num Senio	Senior Plus							
	Excel PDF							Search:					
		ID NUMBER J	LAST NAME	FIRST NAME	MIDDLE NAME	ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE	GENDER	REGISTRATION DATE	EXPIRATIO DATE	
		PB2193682	CABI	RONAN CHURBY	PANELA	LOWER GEN. LUNA ROAD	9211332828	2008-11-24	11	м	2018-00-20	2019-06-20	
		PB2193683	BUELA	JEWEL EMERD	TAN	112 LOWER CABINET HILL		2008-04-02		F	2018-06-20	2019-06-20	
		PB2193681	DABI	RICHY AEIDUS	PANELA	LOWER GEN. LUNA ROAD	9211332828	2007-03-22	11	н	2018-05-18	2019-00-18	
		PB0759924	LARIN	RDBELYN	YMAS	#7 SAGUID RD., IRISAN, BAGUID CITY	9085801652	1994-04-18	24	F	2018-04-13	2019-04-15	
		PB0759885	HOLMAN	ALBERT	DINTAN	SAL-ANGAN, AMPUCAD	9491774171	1983-05-18	35	н	2018-04-05	2019-04-05	
		PS0347147	PAGADDUT	SHELO GRAIL	R.	POB. BANAUE, IFUGAO	9977306053	1988-09-23	29	F	2018-03-22	2019-03-22	
		5151740	DELA CRUZ	ELLAISE NICOLE	SCARIANO	0o2 CENTRAL FAIRVIEW, BAGUIO CITY	9303879913	2008-01-26	10	F	2018-03-21	2019-03-21	
		5151747	KIER	CAITHLYN DAWN	PASCUA	E24 MT. BREEZE CONDOMINIUM AND VILLAS .LDAKAN PROPER.B.C	9338599420	2007-12-09	10	F	2018-03-21	2019-03-21	
		5151748	LAGERA	SHANICE LAEL	VALERIO	47 MILITARYCUT-OFF RD., BAGUID CITY	9229497229	2007-11-12	10	F	2018-03-21	2019-03-21	
		5151749	OMAGUING	ELI	VALENCIA	DOB EVERLASTING ST., UPPER Q.M., BAGUID CITY	9951443603	2008-05-09	10	н	2018-03-21	2019-03-21	
	Showing 1 to 10	of 3,289 entries							Previ	ous 1 2	345.	329	

1. Click the tab of the desired type of membership.

2. Click "Excel" button and it will automatically download an excel file containing all of the information needed.

ation	PHILIPPINE RED CR	ROSS MEMBERSI	HIP LIST									
rship List												
Membership	All Clas	sic Bronze	Silver	Gold Platir	num Senio	r Senior Plus						
ives												
			LAST NAME	FIRST NAME		ADDRESS	CONTACT NUMBER	BIRTHDAY	AGE I	GENDER		EXPIRATION DATE
		PB2193682	DABI	RONAN CHURBY	PANELA	LOWER GEN. LUNA ROAD	9211332828	2008-11-24	11	м	2018-05-20	2019-00-20
		PB2193683	BUELA	JEWEL EMERD	TAN	112 LOWER CABINET HILL		2008-04-02		P	2018-06-20	2019-00-20
		P82193681	DABI	RICHY ABIDUS	PANELA	LOWER GEN. LUNA ROAD	9211332828	2007-08-22	11	м	2018-02-18	2019-00-18
		PB0759924	LARIN	ROBELYN	YMAS	47 SAGUID RD. IRISAN, BAGUID CITY	9085801652	1994-04-18	24	P.	2018-04-18	2019-04-15
		PB0759885	HOLMAN	ALBERT	DINTAN	SAL-ANGAN, AMPUCAD	9491774171	1983-05-18	35	м	2018-04-05	2019-04-05
		PS0347147	PAGADDUT	SHELO GRAIL	R.	POB. BANAUE, IFUGAO	9977806053	1988-09-23	29	F	2018-03-22	2019-03-22
		5151740	DELA CRUZ	ELLAISE NICOLE	SCARIAND	002 CENTRAL FAIRVIEW, BAGUIO CITY	9303879913	2008-01-25	10	F	2018-03-21	2019-03-21
		5151747	KIER	CAITHLYN DAWN	PASCUA	E24 MT. BREEZE CONDOMINIUM AND VILLAS LIDAKAN PROFER.B.C	9338599420	2007-12-09	10	F	2018-03-21	2019-03-21
		5151748	LAGERA	SHANICE LAFL	VALERIO	47 MILITARYCUT-OFF RD., BASUID DITY	9229497229	2007-11-12	10	F	2018-03-21	2019-03-21
		5151749	OMAGUING	ELI	VALENCIA	DOB EVERLASTING ST. UPPER Q.M., BAGUID CITY	9951443603	2008-05-09	10	м	2018-03-21	2019-03-21
	Showing 1 to 10	of 3,289 entries							Previ	ous 1 2	345.	. 329 Ne

### **By Specific Registration Date**

If the user wants to have a copy of List of Membership in a specific registration date:

- 1.) Put the desired date in the search box at the upper right of the table and follow the format of **YEAR-MONTH-DATE.**
- 2.) Click and choose "All" at the drop down at the upper left of the table.
- 3.) Click "Save as Excel" button and it will automatically download an excel file.

### By Specific Month and Year

If the user wants to have a copy of List of Membership in a specific month and year:

- 1.) Put the desired month and year in the search box at the upper right of the table and follow the format of **YEAR-MONTH**.
- 2.) Click and choose "All" at the drop down at the upper left of the table.
- 3.) Click "Save as Excel" button and it will automatically download an excel file.

### **By Specific Year**

If the user wants to have a copy of List of Membership in a specific year:

- 1.) Put the desired year in the search box at the upper right of the table.
- 2.) Click and choose "All" at the drop down at the upper left of the table.
- 3.) Click "Save as Excel" button and it will automatically download an excel file.