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## CHAPTER 1: INTRODUCTION:

- ✓ **TO SIMPLIFY DTR USAGE.**
- ✓ **TO AVOID BUNDY PUNCHING.**
- ✓ **CAPTURED REALTIME.**
- ✓ **ORGANIZED DAILY TIME RECORD (DTR) OUTPUT.**

## CHAPTER 2: SYSTEM REQUIREMENTS

### DTR MAKER CAN RUN THRU:

- ✓ **ALL WINDOWS OPERATING SYSTEM**

## CHAPTER 3: HOW TO INSTALL DTR MAKER

- A. Copy the following files to “c:\alas\” (if folder does not exist please create one)


Name	Date modified	Type	Size
DTRMaker(ne)	4/7/2009 7:43 PM	File Folder	
Utilities	4/7/2009 7:43 PM	File Folder	

- B. Double click the folder Utilities. This window will appear

Name	Date modified	Type	Size
CALENDAR DRIVER	4/7/2009 7:43 PM	File Folder	
Redit	4/7/2009 7:43 PM	File Folder	
Util	4/7/2009 7:43 PM	File Folder	
vf7-driver	4/7/2009 7:43 PM	File Folder	
vf9-driver	4/7/2009 7:43 PM	File Folder	
vruntime9	4/7/2009 7:43 PM	File Folder	
Winrar 3.0 crack	4/7/2009 7:43 PM	File Folder	


C. Double Click the Vf7-driver folder

This file will appear click and install as instructed

Name	Date modified	Type	Size
 Vfp7sp1rt	1/3/2003 12:02 PM	Application	6,075 KB

D. Go Back to previous folder as seen in step 2 and double click the Vf9-driver




This file will appear click and install as instructed

Name	Date modified	Type	Size
 VFP9_DRIVER	1/14/2005 9:37 PM	Application	11,151 KB

E. Go Back to previous folder as seen in step 2 and double click the Calendar driver

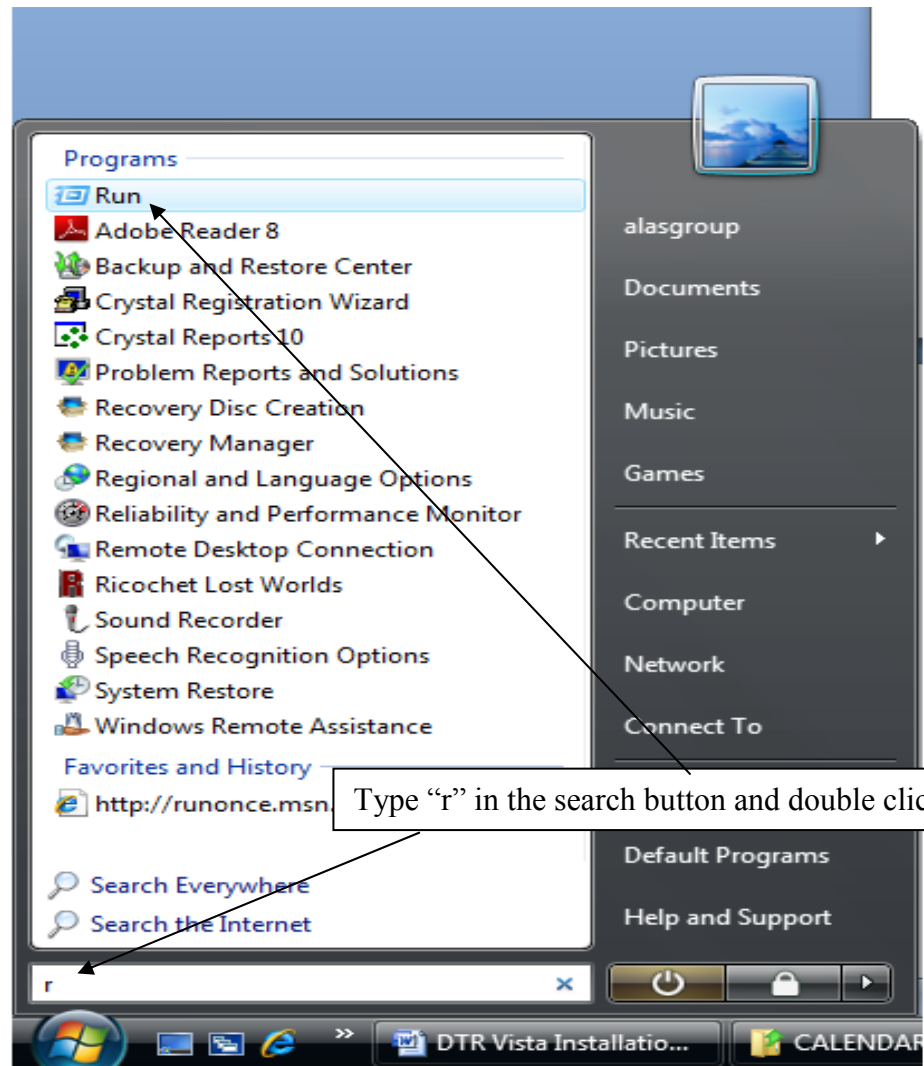
- **For ALL Windows Platform except Vista**

This file will appear click and install as instructed

Name	Date modified	Type	Size
 INSTALL	4/10/2006 6:31 PM	Text Document	1 KB
 libraryfiles	4/10/2006 6:35 PM	Application	5,797 KB
 mscomct2.ocx	5/22/2000 4:58 PM	ActiveX Control	633 KB

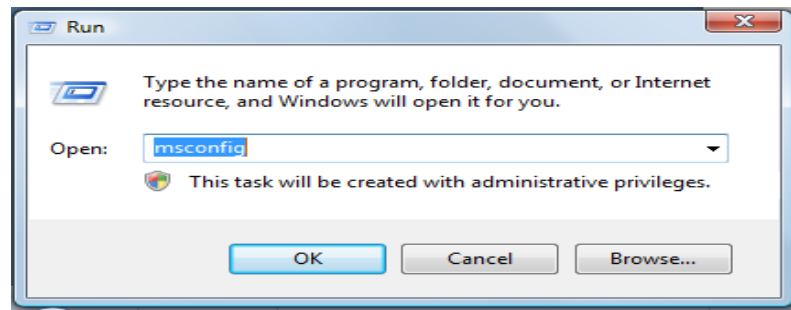
- **For Windows Vista**

1. Now go to the Start Menu

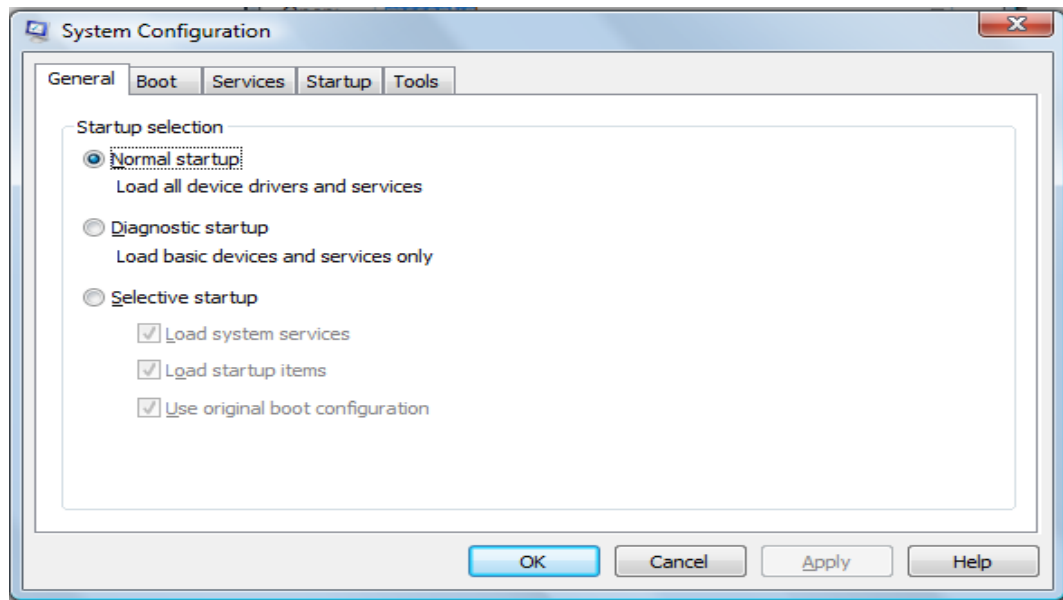




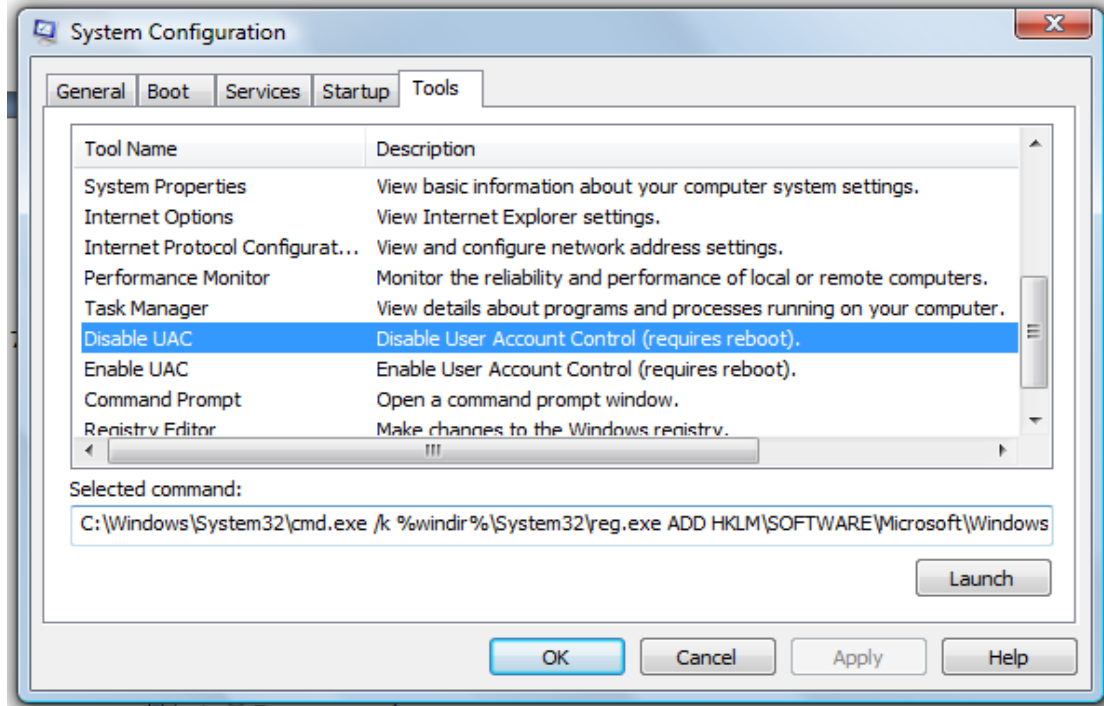
2. And this window will appear. Type “msconfig” and press enter



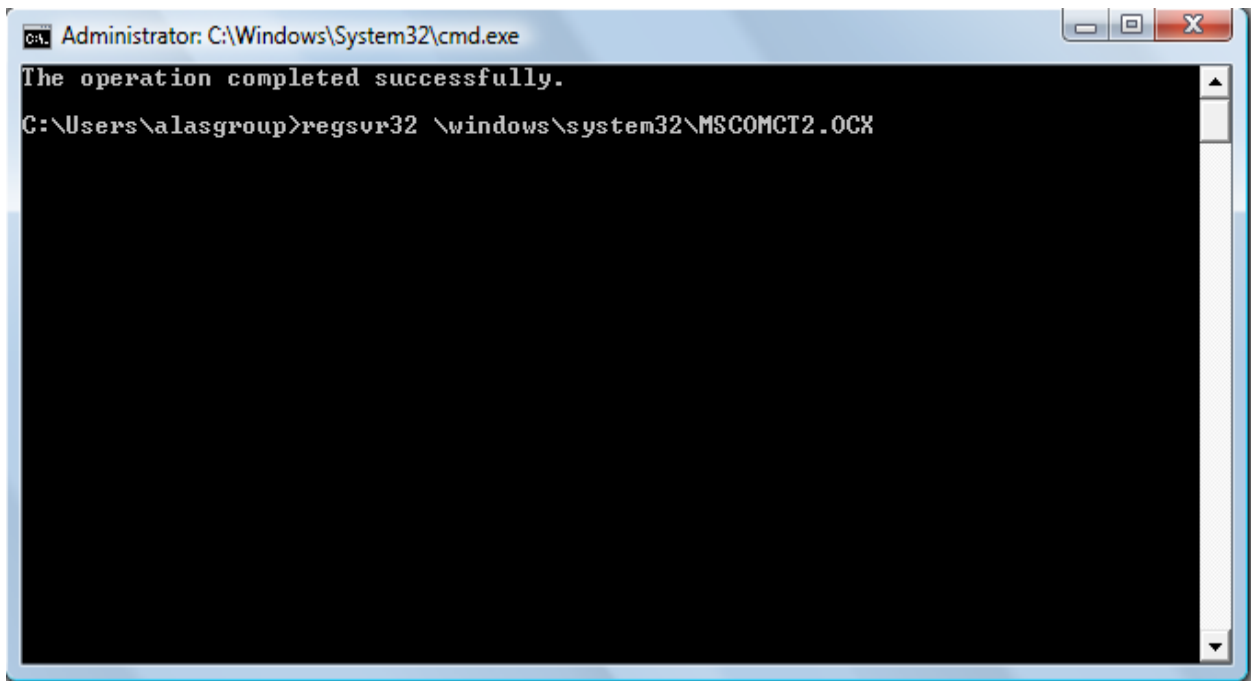
3. This window will appear. Go to the “Tools” Tab



4. Look for the “Disable UAC” and click for the “Launch” Button



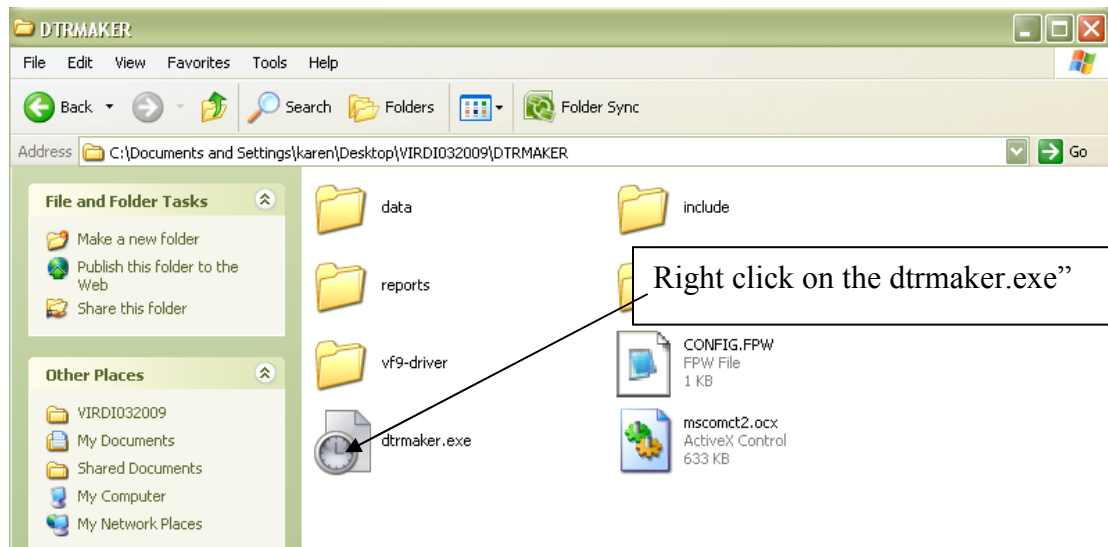
5. A command window will appear type “regsvr32  
\\windows\system32\MSCOMCT2.OCX” and press Enter



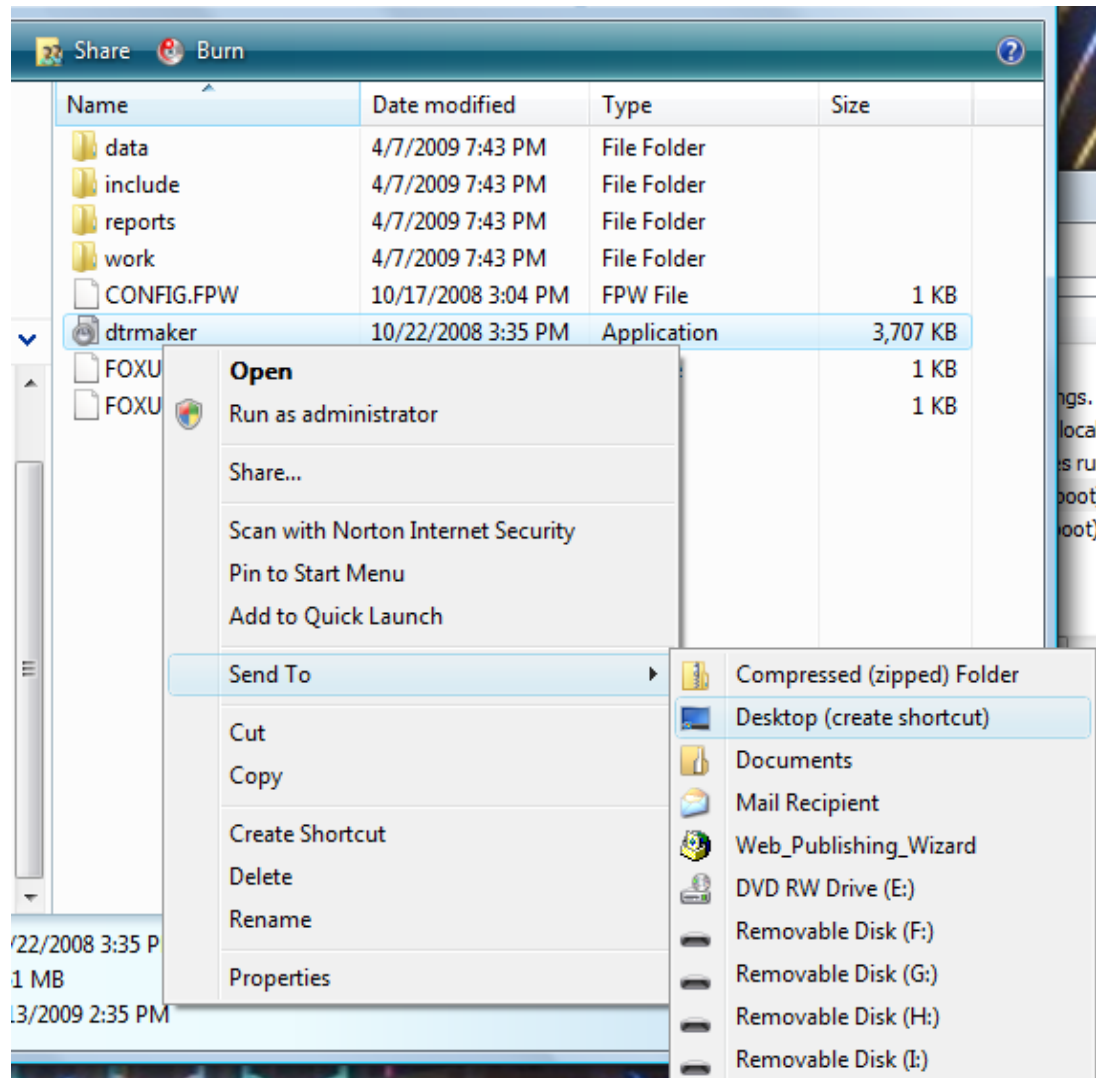
F. Now go back to “c:\alas” rename the folder “DTRMaker(ne)” to ” **DTRMaker**”

Name	Date modified	Type	Size
DTRMaker(ne)	4/7/2009 7:43 PM	File Folder	
Utilities	4/7/2009 7:43 PM	File Folder	

G. Go inside the DTRMaker folder.



H. Then click Send To and Desktop (create shortcut)

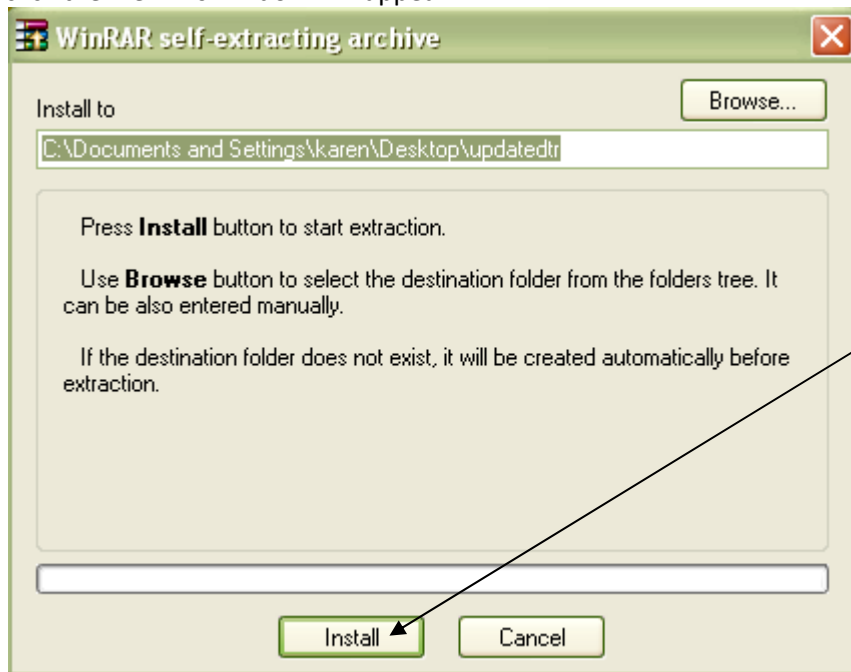


## CHAPTER 4: INSTRUCTIONS HOW TO UPDATE DTR

- I. Download the attached file

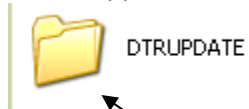


- J. Double click the file. This window will appear



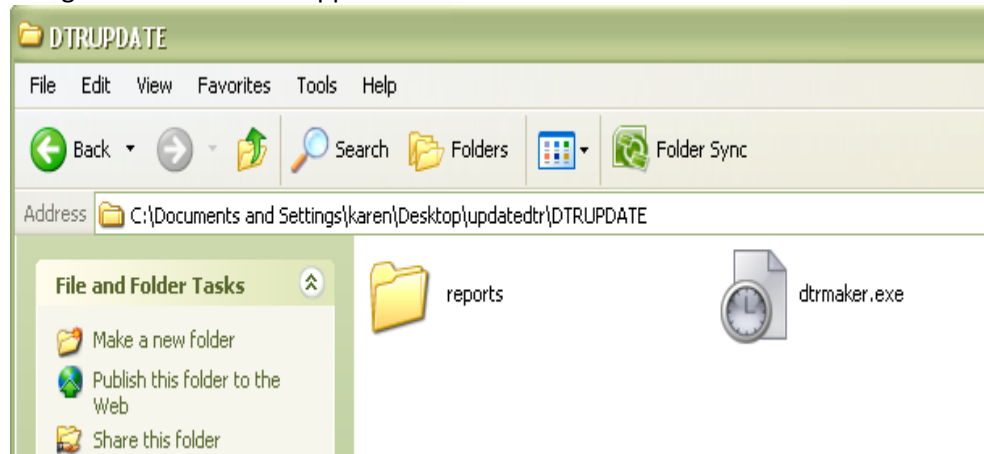
Press the  
install  
button to  
extract the

- K. This folder will appear

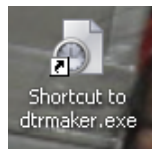


Double click the DTRUPDATE.

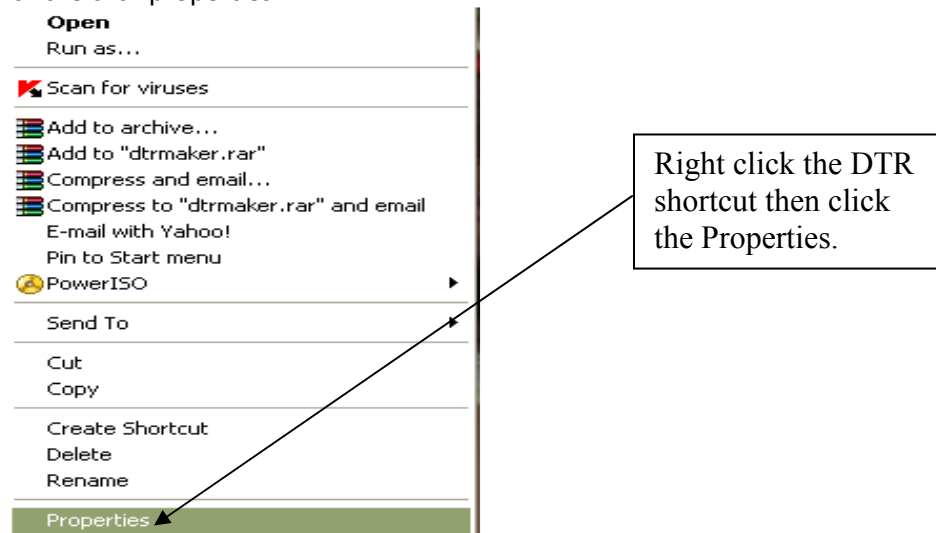
L. The following file and folder will appear



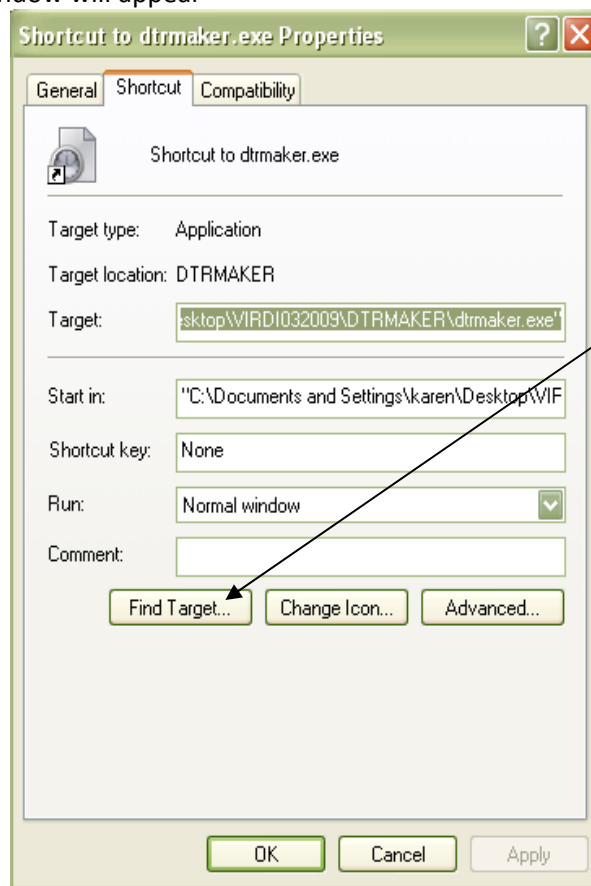
M. Go to your DTR shortcut



N. Right Click the click properties

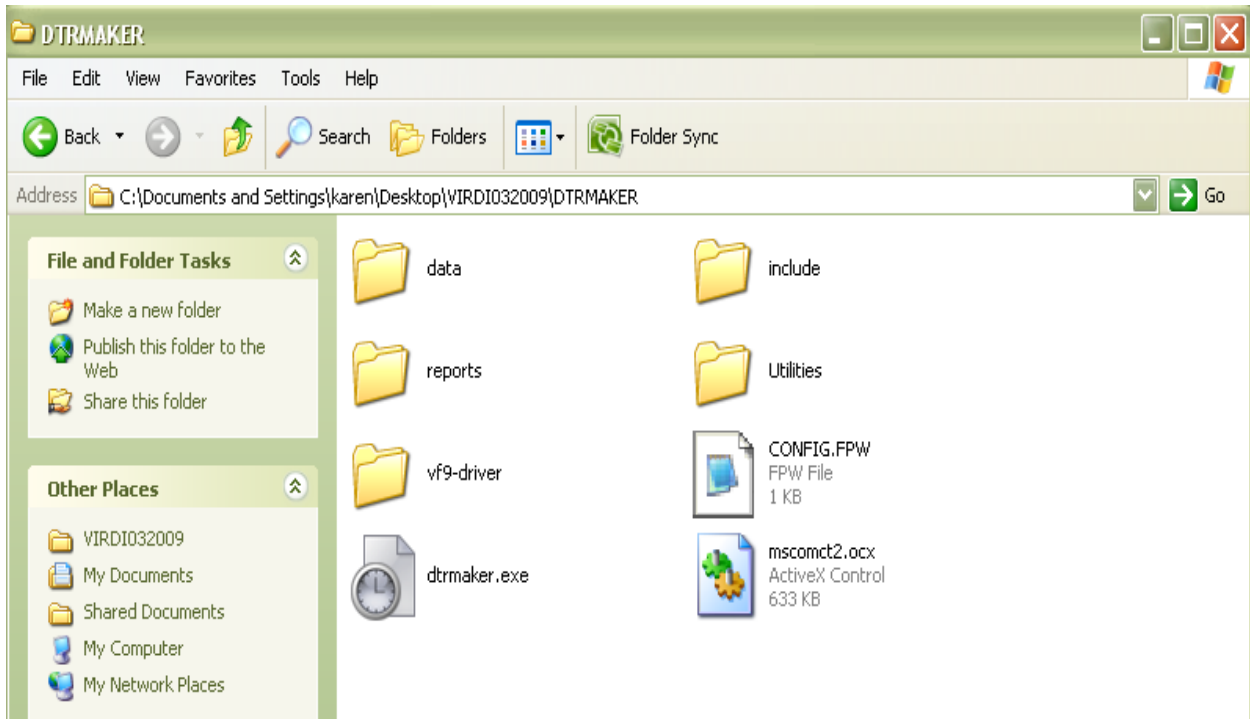


O. This window will appear

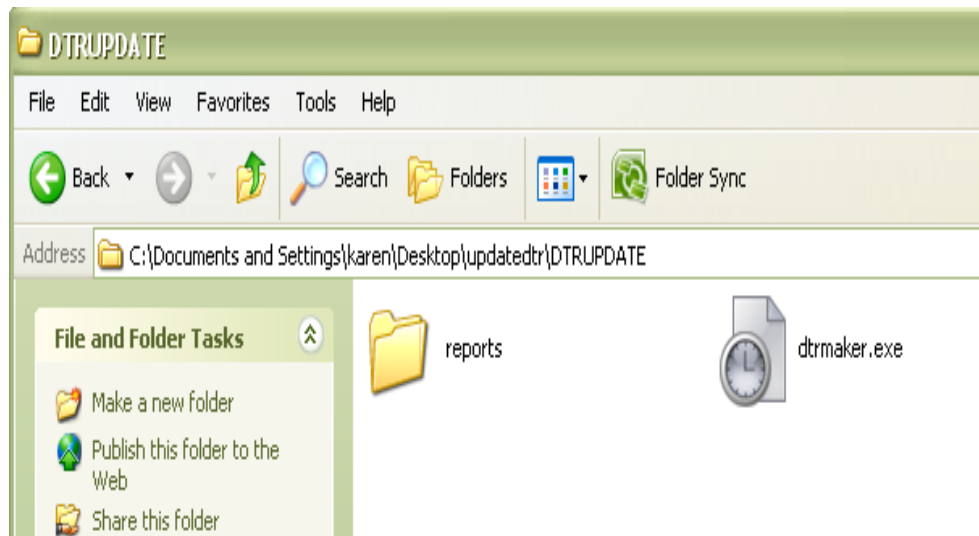


Click the Find  
Target Button

- P. A window similar to this will appear it may vary but the most important folder to be here is the data folder, reports folder include folder and the dtrmaker.exe



- Q. Copy all this file and folder.(e.g. reports folder and dtrmaker.exe) from the one you extracted



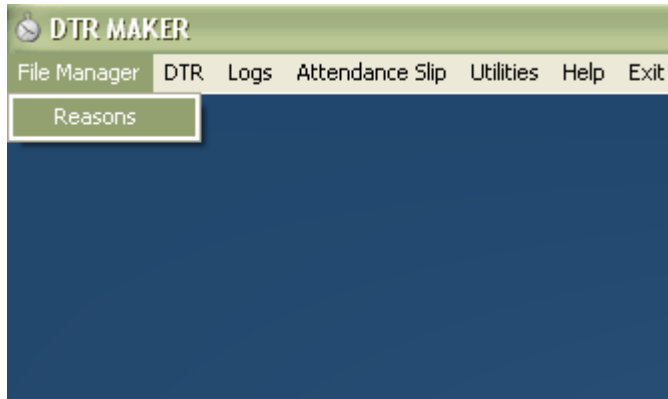
- R. And paste to the folder that was popped from the find target button which look like on step no.10
- S. That's all we are now done updating our dtrmaker system.



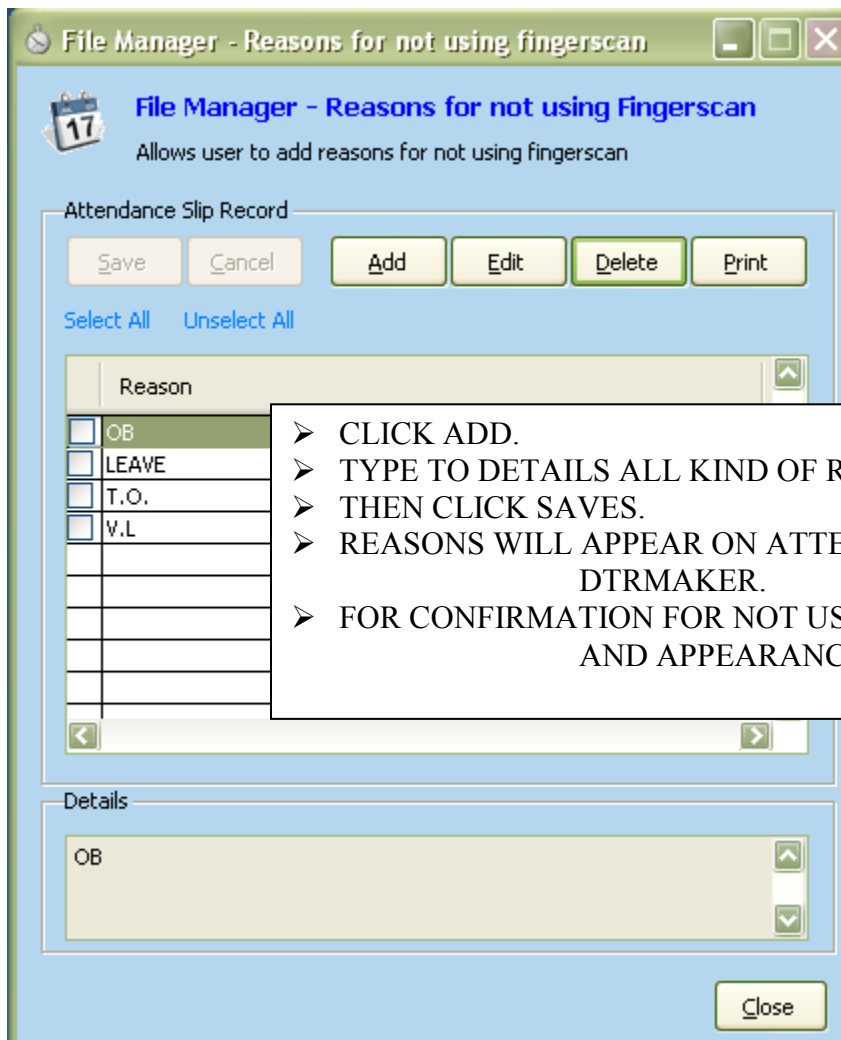
## CHAPTER 5: HOW TO MANAGE DTR MAKER MENU

### A. FILE MANAGER

- CLICK FILE MANAGER AND REASONS OPTION.



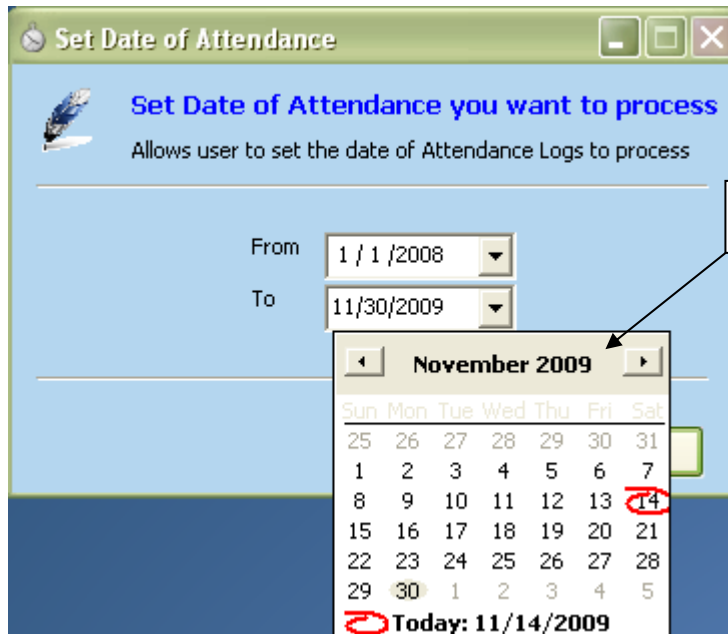
#### ➤ REASONS



- CLICK ADD.
- TYPE TO DETAILS ALL KIND OF REASON.
- THEN CLICK SAVES.
- REASONS WILL APPEAR ON ATTENDANCE SLIP AND DTRMAKER.
- FOR CONFIRMATION FOR NOT USING FINGERSCAN AND APPEARANCE ON DTRMAKER.

## B. DTR MODULE:

### ❖ SET DATE OF ATTENDANCE



**Set Date of Attendance**

**Set Date of Attendance you want to process**  
Allows user to set the date of Attendance Logs to process

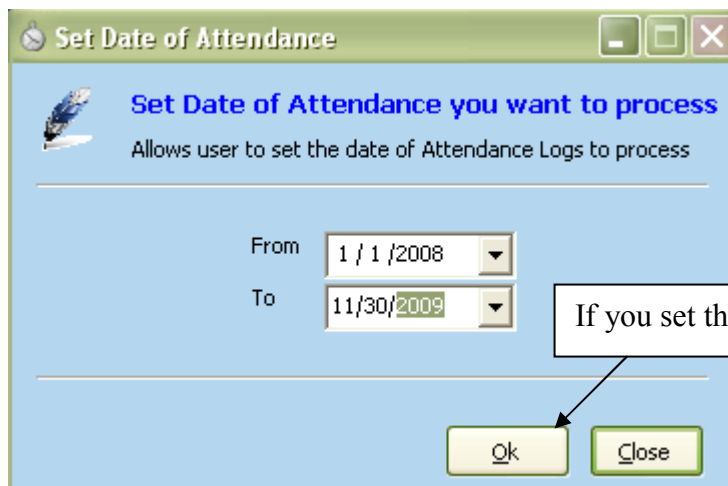
From: 1 / 1 / 2008  
To: 11/30/2009

**November 2009**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Today: 11/14/2009**

Set the date of attendance period.



**Set Date of Attendance**

**Set Date of Attendance you want to process**  
Allows user to set the date of Attendance Logs to process

From: 1 / 1 / 2008  
To: 11/30/2009

**Ok** **Close**

If you set the date then click "OK"

**DAILY TIME RECORD**

**Attendance Record Bank**

+

January

+

August

+

September

+

October

+

November

+

December

2009

+

January

+

February

+

March

+

April

+

May

+

June

+

July

+

August

+

September

+

October

+

November

**DAILY TIME RECORD OF Rufino B. Dizon [432009]**

DATE	IN	MID OUT	MID IN	OUT	OT IN	OT OUT
1/1/2008						
1/2/2008						
1/3/2008						
1/4/2008						
1/5/2008						
1/6/2008						
1/7/2008						
1/8/2008						
1/9/2008						
1/10/2008						
1/11/2008						
1/12/2008						
1/13/2008						
1/14/2008						
1/15/2008						
1/16/2008						
1/17/2008						
1/18/2008						
1/19/2008						
1/20/2008						
1/21/2008						
1/22/2008						
1/23/2008						
1/24/2008						

Print

Close

CHOOSE THE MONTH YOU WANT TO PROCESS AND CLICK THE POSITIVE SIGN BEHIND THE MONTH TO SEE ALL NAMES & DATA ENTRIES OF EMPLOYEES.

DAILY TIME RECORD

17

Attendance Record Bank

January

Alfredo L. Garcia [432026]

Angelica D. Lagarde [431588]

Angelito D. Pineda [432020]

Buenaventura M. Capati [432020]

Celerina D. Roman [935664]

Daisy D. Mendoza [432042]

Daniilo J. Sumang [918347]

Edelita G. Mendoza [432048]

Eduardo I. Garcia [432027]

Eumer Talens [30430]

Filipinas L. Dizon [432045]

Girlie Aquino [30411]

Hermogenes M. Masangcay [432043]

Imelda Martin [30406]

Isaac M. Santos [432004]

Julieta C. Ordonez [432019]

DAILY TIME RECORD OF Daisy D. Mendoza [432042]

DATE	IN	MID OUT	MID IN	OUT	OT IN	OT OUT
1/1/2009						
1/2/2009						
1/3/2009	08:47	12:05	12:08	17:00		
1/4/2009	08:52	12:27				
1/5/2009	07:34	12:07	12:26	16:35		
1/6/2009	07:22	12:20	12:21	16:46		
1/7/2009	07:24	12:07	12:24	16:32		
1/8/2009	07:30	12:09	12:09	17:32		
1/9/2009	07:30	12:08	12:10	17:09		
1/10/2009	08:26	12:02	12:31	17:46		
1/11/2009	07:53	12:01	12:16	17:24		
1/12/2009	07:33	12:05	12:08	18:01		
1/13/2009	07:25	12:21	12:21	16:32		
1/14/2009	07:28	12:05	12:06	16:35		
1/15/2009	07:24	12:19	12:48	16:32		
1/16/2009	07:21	12:07	12:29	17:15		
1/17/2009	07:39	12:04	12:18	17:48		
1/18/2009	07:35	12:05	12:33	17:30		
1/19/2009	07:17	12:04	12:22	17:03		
1/20/2009	07:21	12:18	12:25	17:04		
1/21/2009	07:26	12:02	12:10	17:03		
1/22/2009	07:23	12:05	12:06	17:05		
1/23/2009	07:27	12:04	12:09	17:02		
1/24/2009	07:50	12:09		17:02		

Print

Close

CHOOSE NAME OF  
EMPLOYEE TO  
VIEW THE  
ATTENDANCE  
RECORD.

**DAILY TIME RECORD**

**Attendance Record Bank**

January

Alfredo L. Garcia [432026]  
 Angelica D. Lagarde [431588]  
 Angelito D. Pineda [432026]  
 Buenaventura M. Capatzen [432026]  
 Celerina D. Roman [935026]  
 Daisy D. Mendoza [432042]  
 Danilo J. Sumang [9183026]  
 Edelita G. Mendoza [432042]  
 Eduardo I. Garcia [432042]  
 Eumer Talens [30430]  
 Filipinas L. Dizon [432042]  
 Girlie Aquino [30411]  
 Hermogenes M. Masang [432042]  
 Imelda Martin [30406]  
 Isaac M. Santos [432004]  
 Julieta C. Ordonez [432019]

**DAILY TIME RECORD OF Daisy D. Mendoza [432042]**

DATE	IN	MID OUT	MID IN	OUT	OT IN	OT OUT
1/1/2009						
				12:08	17:00	
				12:26	16:35	
				12:21	16:46	
				12:24	16:32	
				12:09	17:32	
				12:10	17:09	
				12:31	17:46	
				12:16	17:24	
				12:08	18:01	
				12:21	16:32	
				12:06	16:35	
				12:48	16:32	
				12:29	17:15	
				12:18	17:48	
				12:33	17:30	
				12:22	17:03	
1/20/2009	07:21	12:18		12:25	17:04	
1/21/2009	07:26	12:02	12:10	17:03		
1/22/2009	07:23	12:05	12:06	17:05		
1/23/2009	07:27	12:04	12:09	17:02		
1/24/2009	07:50	12:09		17:02		

**Filter Option**

Allows user to filter records to print

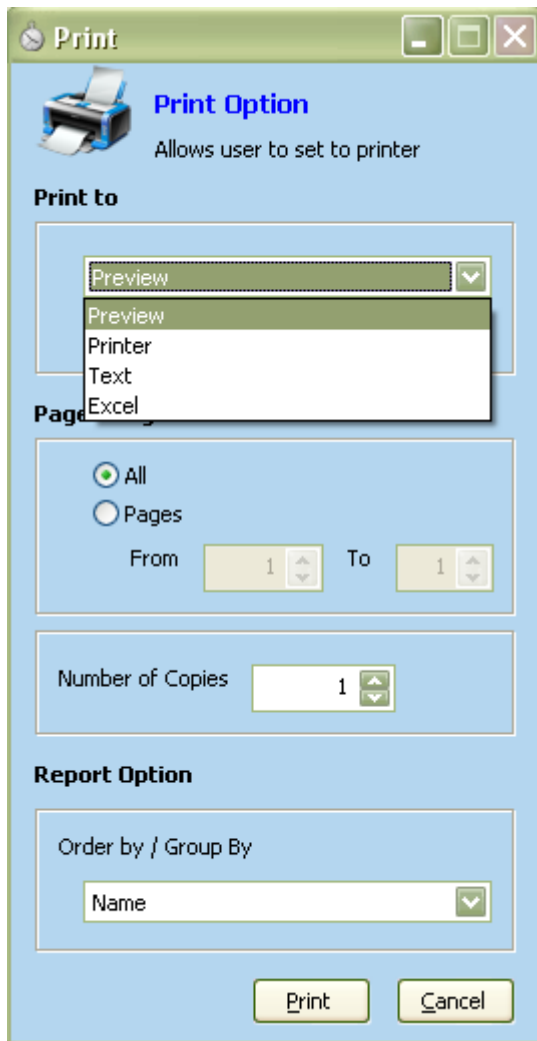
From: 1 / 1 /2008  
 To: 1 /31/2008  
 By: Name  
 Value: Daisy D. Mendoza  
☒ with Carbon Copy

Print Close

Print Close

# **FILTER OPTION: FASTEST WAY OF PRINTING DTR.**

- USER CAN SET THE DATE FROM/TO WHATEVER YOU WANT.
- BY: NAME, ID, GROUP OR ALL.
- VALUE: ONE BY ONE ID NO., NAME AND BY GROUP.
- CHECK THE BOX IF YOU WANT A CARBON COPY OR UNCHECKED IF YOU WON'T.



**Print**

**Print Option**  
Allows user to set to printer

**Print to**

Preview  
Preview  
Printer  
Text  
Excel

**Page Range**

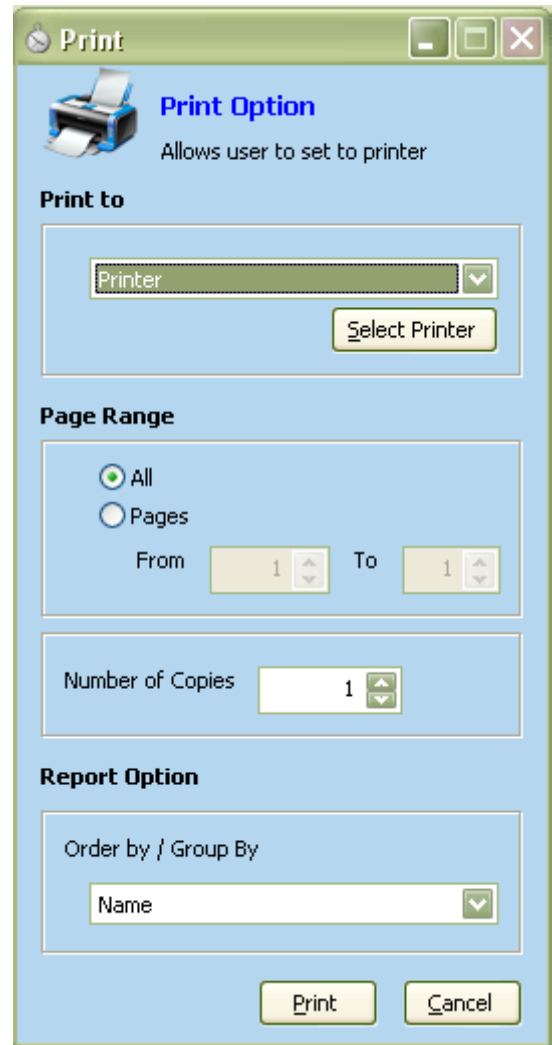
☒ All  
☐ Pages  
From 1 To 1

Number of Copies 1

**Report Option**

Order by / Group By  
Name

Print Cancel



**Print**

**Print Option**  
Allows user to set to printer

**Print to**

Printer  
Select Printer

**Page Range**

☒ All  
☐ Pages  
From 1 To 1

Number of Copies 1

**Report Option**

Order by / Group By  
Name

Print Cancel

AFTER YOU SET THE FILTER OPTION CLICK PRINT.  
IN PRINTING OPTION YOU CAN SET:

DIRECT PRINTING TO:

- ✓ PRINTER
- ✓ TEXT
- ✓ EXCEL
- ✓ PREVIEW

PAGE RANGE:

- ALL
- BY PAGES

NUMBER OF COPIES

REPORT OPTION

# PRINT PREVIEW IMAGE

File Manager DTR Logs Attendance Slip Utilities Help Exit

Rep
Print Preview
100%

runtime : 2009.11.14 02:29  
**CIVIL SERVICE FORM NO. 46**  
DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE III  
CITY OF SAN FERNANDO PAMPANGA  
DAILY TIME RECORD  
**[ 432042 ] Daisy D. Mendoza ( Sr. Acctg. Specialist )**  
(NAME)  
For the Month of January 01, 2009 - January 31, 2009  
Official Hours for arrival (Reg. Days \_\_\_\_\_  
and departure (Sat. \_\_\_\_\_  
=====

	A.M.		P.M.					
Day	Arrival	Departure	Arrival	Departure	Late	Undertime	Hours	Remarks
1 Thu								
2 Fri								
3 Sat	08:47	12:05	12:08	17:00			08	
4 Sun	08:52	12:27					03	
5 Mon	07:34	12:07	12:26	16:35			08	
6 Tue	07:22	12:20	12:21	16:46			09	
7 Wed	07:24	12:07	12:24	16:32			08	
8 Thu	07:30	12:09	12:09	17:32			10	
9 Fri	07:30	12:08	12:10	17:09			09	
10 Sat	08:26	12:02	12:31	17:46			08	
11 Sun	07:53	12:01	12:16	17:24			09	
12 Mon	07:33	12:05	12:08	18:01			10	
13 Tue	07:25	12:21	12:21	16:32			09	
14 Wed	07:28	12:05	12:06	16:35			09	
15 Thu	07:24	12:19	12:48	16:32			08	
16 Fri	07:21	12:07	12:29	17:15			09	

runtime : 2009.11.14 02:29  
**CIVIL SERVICE FORM NO. 46**  
DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE III  
CITY OF SAN FERNANDO PAMPANGA  
DAILY TIME RECORD  
**[ 432042 ] Daisy D. Mendoza ( Sr. Acctg. Specialist )**  
(NAME)  
For the Month of January 01, 2009 - January 31, 2009  
Official Hours for arrival (Reg. Days \_\_\_\_\_  
and departure (Sat. \_\_\_\_\_  
=====

	A.M.		P.M.					
Day	Arrival	Departure	Arrival	Departure	Late	Undertime	Hours	Remarks
1 Thu								
2 Fri								
3 Sat	08:47	12:05	12:08	17:00			08	
4 Sun	08:52	12:27					03	
5 Mon	07:34	12:07	12:26	16:35			08	
6 Tue	07:22	12:20	12:21	16:46			09	
7 Wed	07:24	12:07	12:24	16:32			08	
8 Thu	07:30	12:09	12:09	17:32			10	
9 Fri	07:30	12:08	12:10	17:09			09	
10 Sat	08:26	12:02	12:31	17:46			08	
11 Sun	07:53	12:01	12:16	17:24			09	
12 Mon	07:33	12:05	12:08	18:01			10	
13 Tue	07:25	12:21	12:21	16:32			09	
14 Wed	07:28	12:05	12:06	16:35			09	
15 Thu	07:24	12:19	12:48	16:32			08	
16 Fri	07:21	12:07	12:29	17:15			09	

### C. LOGS

- ✓ USER CAN SEE ALL TRANSACTION/IN AND OUT OF EMPLOYEE.
- ✓ BY NAME, EMPLOYEE, DEPARTMENT AND POSITION.

Employee Logs

Period Covered

From

1 / 1 /2008

To

11/30/2009

Search

Filter Logs to view

☐ None

☒ Employee

☐ Department

☐ Position

Alfredo L. Garcia

Alfredo L. Garcia

Angelica D. Lagarde

Angelito D. Pineda

Buenaventura M. Capati

Celerina D. Roman

Daisy D. Mendoza

Danilo J. Sumang

Edelita G. Mendoza

Eduardo I. Garcia

Eliza V. Parungao

Emerson Adriano

Eumer Talens

Filipinas L. Dizon

Girle Aquino

.. ..

Employee Logs

No	Employee Name	Date	IN1	OUT1	IN2	OUT2	Total
1	Eliza V. Parungao	10/05/2009		12:03	12:08	17:23	05:15
2	Eliza V. Parungao	10/06/2009	08:05	12:01	12:08	17:21	09:09
3	Eliza V. Parungao	10/07/2009	08:04	12:23	12:25	17:18	09:12
4	Eliza V. Parungao	10/08/2009	08:12	12:01	12:24	17:16	08:41
5	Eliza V. Parungao	10/09/2009	07:59				00:00
6	Eliza V. Parungao	10/11/2009	08:45	12:26	12:29	15:01	06:13
7	Eliza V. Parungao	10/12/2009	07:55				00:00
8	Eliza V. Parungao	10/13/2009	07:32	12:08	12:21	17:01	09:16
9	Eliza V. Parungao	10/14/2009	08:04	12:04	13:00	17:33	08:33
10	Eliza V. Parungao	10/15/2009	08:15	12:21	12:34	17:58	09:30
11	Eliza V. Parungao	10/16/2009	07:58	12:04	12:05	17:30	09:31
12	Eliza V. Parungao	10/19/2009	07:57	12:05	12:14	17:03	08:57
13	Eliza V. Parungao	10/20/2009	07:58	12:25	12:25	17:05	09:07
14	Eliza V. Parungao	10/21/2009	08:08	12:33	12:34	17:23	09:14
15	Eliza V. Parungao	10/22/2009	08:03	12:04	12:28	17:22	08:55
16	Eliza V. Parungao	10/23/2009	08:08	12:15	12:15		04:07
17	Eliza V. Parungao	10/26/2009	08:13	12:16	12:27	17:27	09:03
18	Eliza V. Parungao	10/27/2009	08:14	12:14	12:33	17:17	08:44
19	Eliza V. Parungao	10/28/2009	07:58	12:23	12:23	17:01	09:03
20	Eliza V. Parungao	10/29/2009	07:52	12:08	12:09	17:18	09:25
21	Eliza V. Parungao	10/30/2009	08:06	12:20	12:20	17:07	09:01
22	Eliza V. Parungao	11/03/2009	08:00	12:09	12:10	17:02	09:01
23	Eliza V. Parungao	11/05/2009	08:05	12:02	12:22	17:05	08:40
24	Eliza V. Parungao	11/06/2009	08:08				00:00
25	Eliza V. Parungao	11/08/2009	08:44	12:27	12:27		03:43
26	Eliza V. Parungao	11/09/2009	08:07	12:13	12:17	18:06	09:55
27	Eliza V. Parungao	11/10/2009			12:41	17:55	05:14
28	Eliza V. Parungao	11/12/2009	07:53	12:04	12:04		04:11

Print

Close



## LOGS PRINT PREVIEW

**Report Designer - logs.frx - Page 1 - DTR MAKER**

File Manager   DTR   Logs   Attendance Slip   Utilities   Help   Exit

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**Print Preview** [X]

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Page 1 of 1

### Employee Logs

From January 01, 2008 To November 30, 2009

No.	Employee	Department	Date	IN1	OUT1	IN2	OUT2	Total Hours
1	[ 30435 ] Eliza V. Parungao	Not Assigned	10/05/2009		12:03	12:08	17:23	05:15
2	[ 30435 ] Eliza V. Parungao	Not Assigned	10/06/2009	08:05	12:01	12:08	17:21	09:09
3	[ 30435 ] Eliza V. Parungao	Not Assigned	10/07/2009	08:04	12:23	12:25	17:18	09:12
4	[ 30435 ] Eliza V. Parungao	Not Assigned	10/08/2009	08:12	12:01	12:24	17:16	08:41
5	[ 30435 ] Eliza V. Parungao	Not Assigned	10/09/2009	07:59				00:00
6	[ 30435 ] Eliza V. Parungao	Not Assigned	10/11/2009	08:45	12:26	12:29	15:01	06:13
7	[ 30435 ] Eliza V. Parungao	Not Assigned	10/12/2009	07:55				00:00
8	[ 30435 ] Eliza V. Parungao	Not Assigned	10/13/2009	07:32	12:08	12:21	17:01	09:16
9	[ 30435 ] Eliza V. Parungao	Not Assigned	10/14/2009	08:04	12:04	13:00	17:33	08:33
10	[ 30435 ] Eliza V. Parungao	Not Assigned	10/15/2009	08:15	12:21	12:34	17:58	09:30
11	[ 30435 ] Eliza V. Parungao	Not Assigned	10/16/2009	07:58	12:04	12:05	17:30	09:31
12	[ 30435 ] Eliza V. Parungao	Not Assigned	10/19/2009	07:57	12:05	12:14	17:03	08:57
13	[ 30435 ] Eliza V. Parungao	Not Assigned	10/20/2009	07:58	12:25	12:25	17:05	09:07
14	[ 30435 ] Eliza V. Parungao	Not Assigned	10/21/2009	08:08	12:33	12:34	17:23	09:14
15	[ 30435 ] Eliza V. Parungao	Not Assigned	10/22/2009	08:03	12:04	12:28	17:22	08:55
16	[ 30435 ] Eliza V. Parungao	Not Assigned	10/23/2009	08:08	12:15	12:15		04:07
17	[ 30435 ] Eliza V. Parungao	Not Assigned	10/26/2009	08:13	12:16	12:27	17:27	09:03
18	[ 30435 ] Eliza V. Parungao	Not Assigned	10/27/2009	08:14	12:14	12:33	17:17	08:44
19	[ 30435 ] Eliza V. Parungao	Not Assigned	10/28/2009	07:58	12:23	12:23	17:01	09:03
20	[ 30435 ] Eliza V. Parungao	Not Assigned	10/29/2009	07:52	12:08	12:09	17:18	09:25
21	[ 30435 ] Eliza V. Parungao	Not Assigned	10/30/2009	08:06	12:20	12:20	17:07	09:01

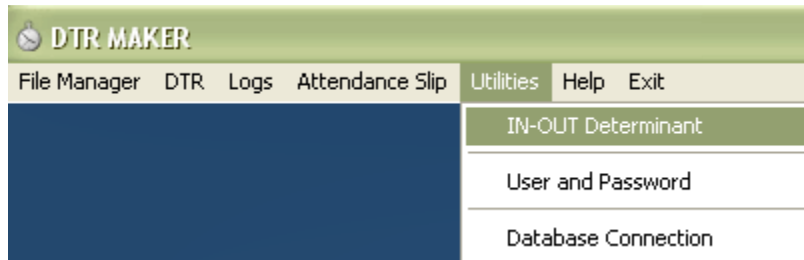
USED OF THE ATTENDANCE SLIP:

- | Attendance Slip  |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|----------|------------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|   | <h3 style="margin: 0;">ATTENDANCE SLIP</h3> <p style="color: #000080; font-weight: bold;">Allows user to fill-in incomplete log in / log-out</p> |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <input type="button" value="Close"/>   |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <p><b>Filter Record to Show</b></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>From</span> <div style="border: 1px solid black; padding: 2px 5px;">11/1/2009</div> <span>To</span> <div style="border: 1px solid black; padding: 2px 5px;">11/14/2009</div> <input type="button" value="Filter"/> </div>  |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <p><b>Attendance Slip Record</b></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> </div> <p>Select All    Unselect All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th>Name</th> <th>Date Start</th> <th>Date End</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> |  | Name     | Date Start | Date End |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name   | Date Start   | Date End |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <p><b>Attendance Slip Details</b></p> <div style="margin-bottom: 10px;"> Employee <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> Date <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>  |  |          |            |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
- Attendance Logs to Fill-in
- |      | TIME IN | TIME OUT |
|------|---------|----------|
| A.M. | :       | :        |
| P.M. | :       | :        |
| O.T. | :       | :        |
- Reason for not using fingerscan
- 
- Remarks
-



## E. UTILITIES

### ➤ IN AND OUT DETERMINANT OPTION.



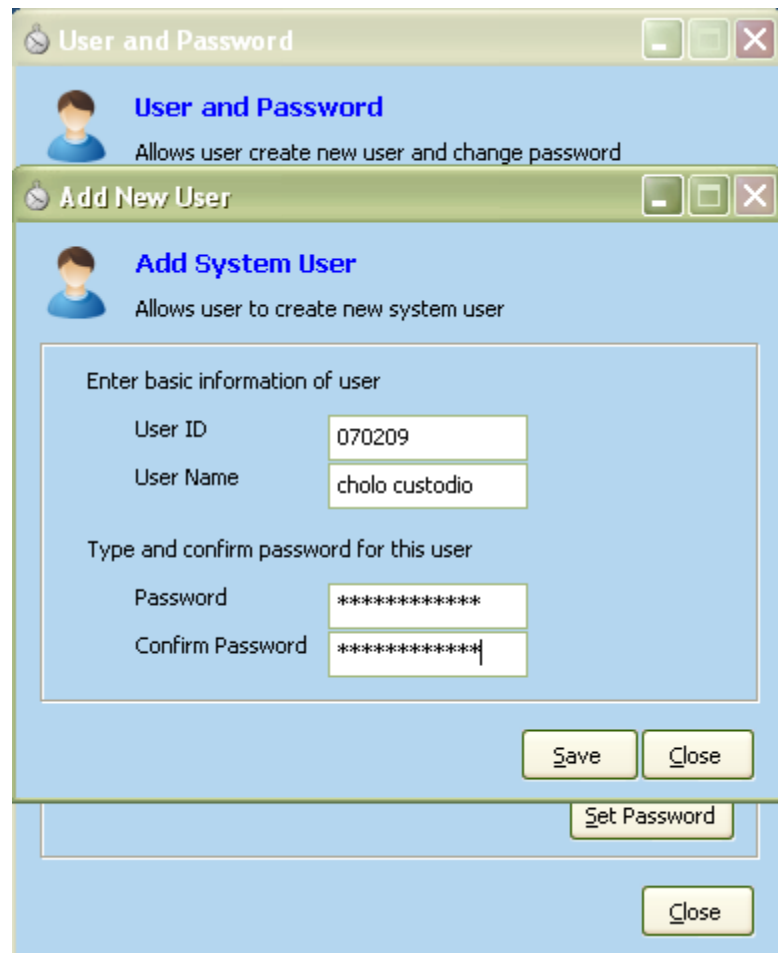
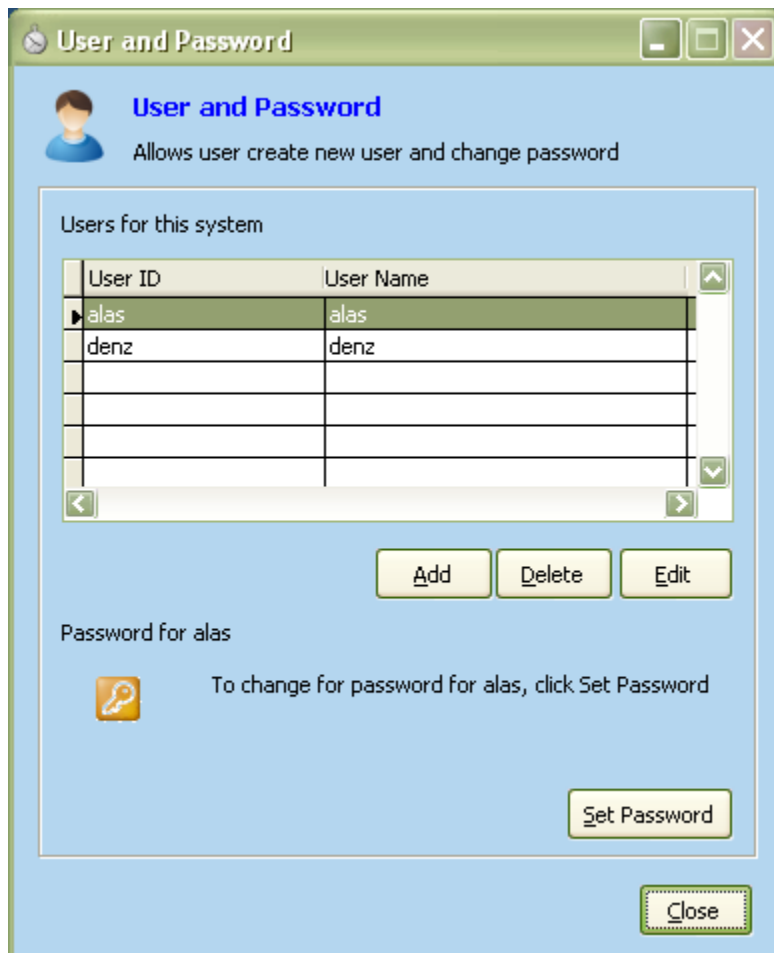
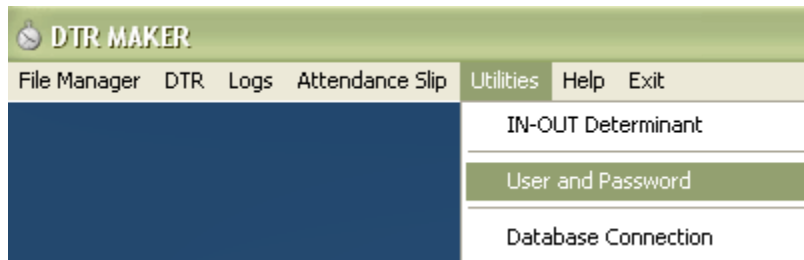
### ➤ PROPER DETERMINANT MENU

The 'In/Out Determinant' dialog box is shown. It has a title bar with a clock icon and the text 'In/Out Determinant'. Below the title bar, there is a red icon and the text 'IN / OUT / O.T. Determinant' and 'Allows user to set In and Out Determinant.' Below this, a text box says 'Please hit the Test button.' The main area contains a table for setting in and out times for AM, PM, and O.T. periods. The table has columns for 'IN' and 'OUT' for each period. The values entered are 1, 4, 5, 2, B, and L. At the bottom right, there are 'Edit' and 'Close' buttons.

AM		PM		O.T.	
IN	OUT	IN	OUT	IN	OUT
1	4	5	2	B	L

- ✓ THIS IN/OUT/OT DETERMINANT IS ONE OF SENSITIVE BECAUSE THIS COULD BE THE ARRANGEMENT OF LOG IN/OUT.

➤ USER AND PASSWORD



**User and Password**  
Allows user create new user and change password

**Update System User**  
Allows user to update system user

Enter basic information of user

User ID: 070209  
User Name: cholo custodio

Type and confirm password for this user

Password: \*\*\*\*\*  
Confirm Password: \*\*\*\*\*

Save Close Set Password Close

**User and Password**  
Allows user create new user and change password

Users for this system

**Change Password**  
Allows user to change user's password

Type and confirm password for this user

Old Password: \*\*\*\*\*  
New Password: \*\*\*\*\*  
Confirm New Password: \*\*\*\*\*

Save Close Set Password Close

**STEP 1: TO CREATE A NEW SYSTEM USER.**

- ✓ ADD AND ENTER BASIC INFORMATION.
  - USER ID
  - USER NAME
- ✓ TYPE AND CONFIRM PASSWORD.

**STEP 2: IF YOU WANT TO CHANGE PASSWORD.**

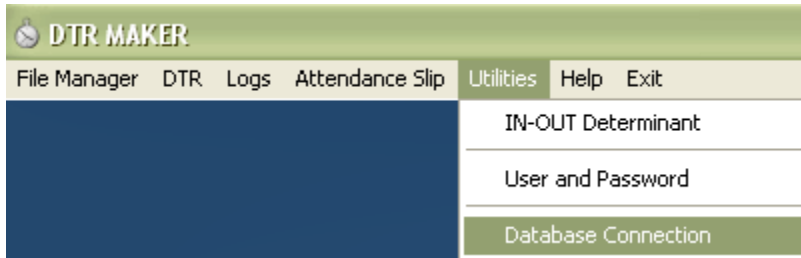
- ✓ CLICK SET PASSWORD.
- ✓ TYPE AND CONFIRM PASSWORD FOR THIS USER.
  - OLD PASSWORD
  - NEW PASSWORD
  - CONFIRM NEW PASSWORD

**NOTE: DO NOT DELETE THE OLD USER AND PASSWORD. BECAUSE IT IS USED BY: ALAS GROUP FOR SUPPORT ON TECHNICAL PROBLEM.**

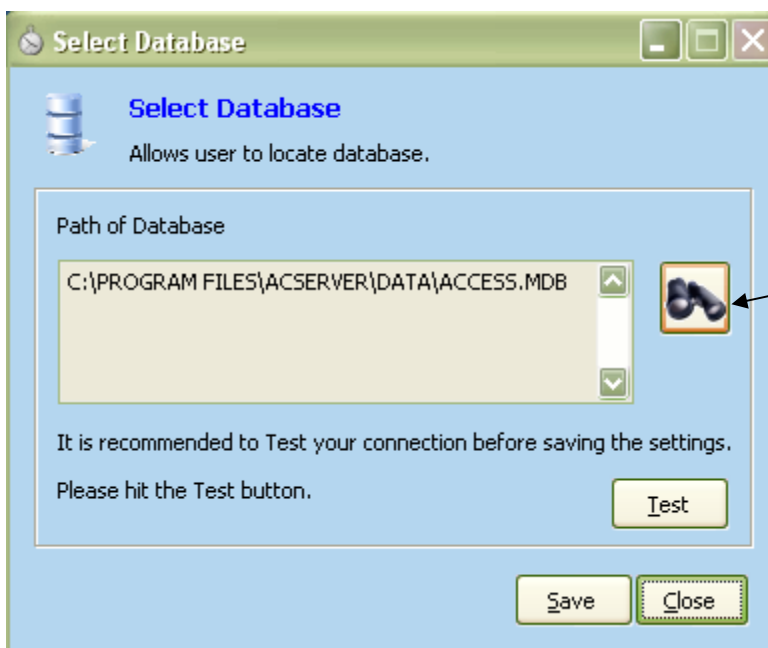
➤ DATABASE CONNECTION

✓ THIS WOULD BE THE CONNECTION OF DEVICE AND THE SYSTEM.  
HOW TO USED DATABASE CONNECTION

➤ CLICK TEST AND SAVE

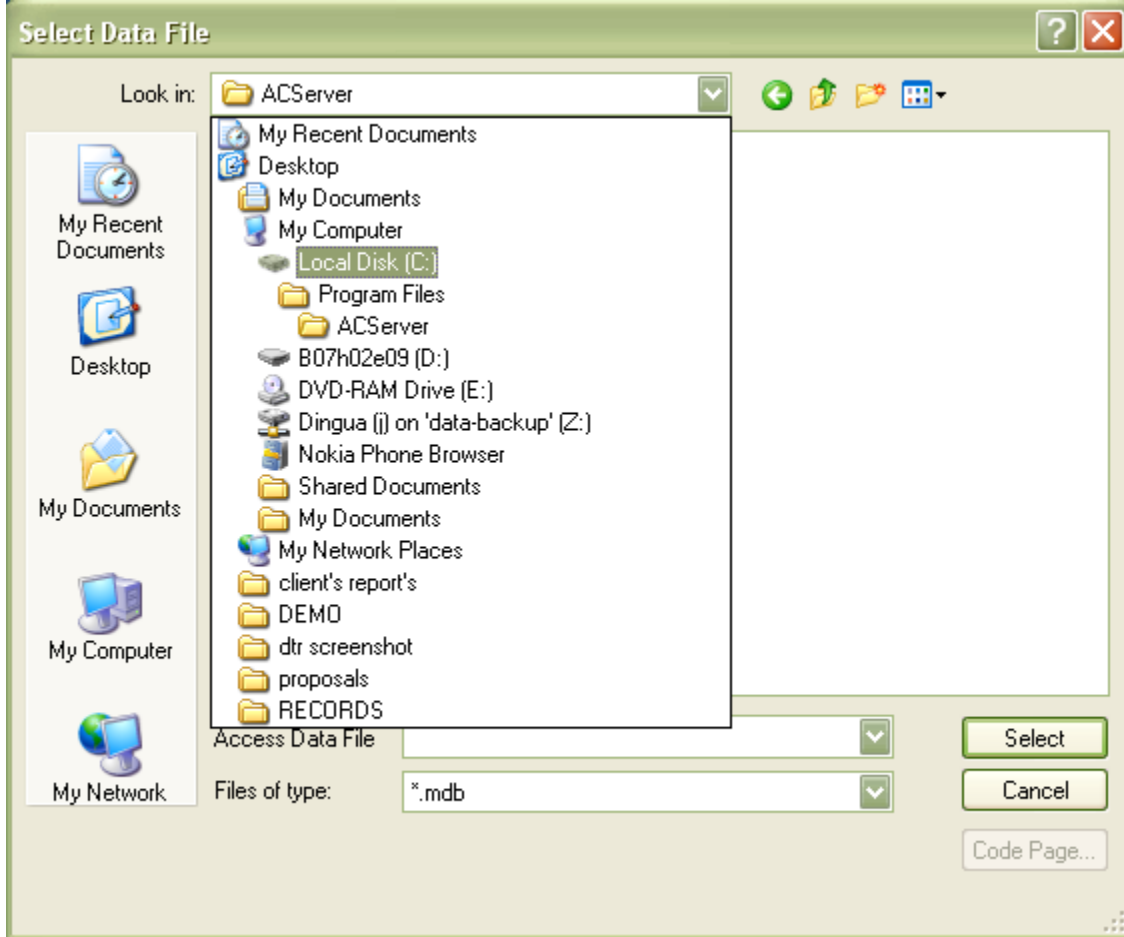


➤ CLICK SCOPE ICON



CLICK THE SCOPE ICON.

IF YOU CLICK SCOPE ICON NEXT PICTURE WILL APPEAR ON YOUR SCREEN.



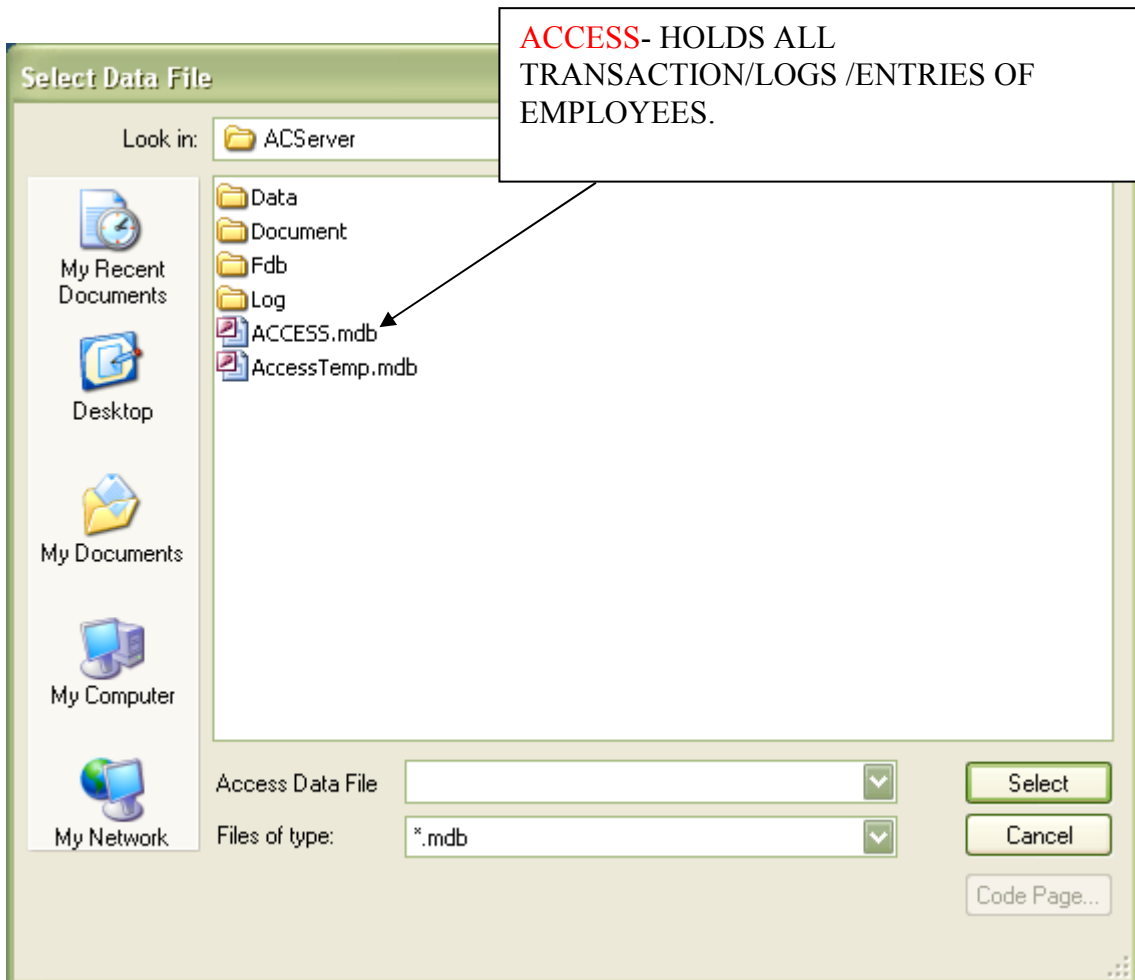
LOOK IN:

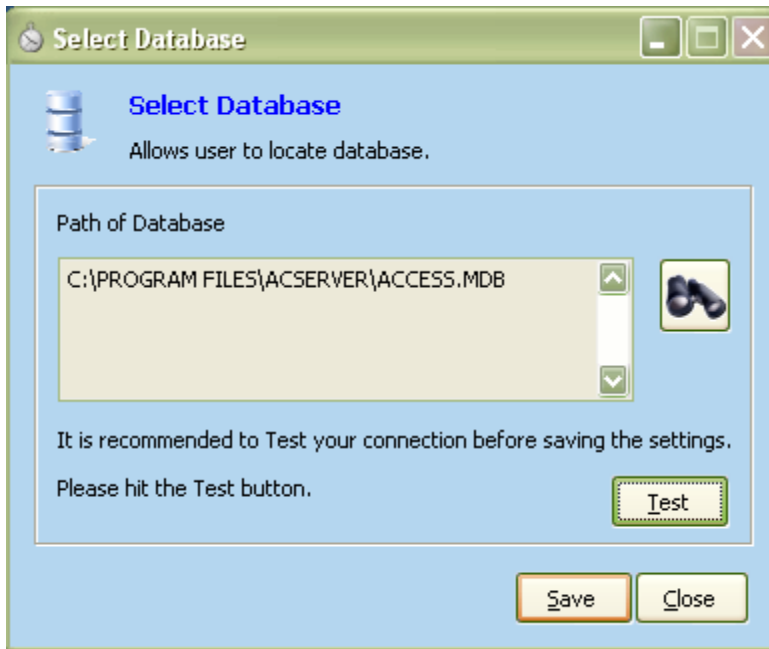
- LOCAL DISK [C:]
- FIND PROGRAM FILES FOLDER
- CHOOSE ACSERVER FOLDER



OPEN ACSERVER FOLDER TO PATH THE ACCESS.MDB

➤ FIND THE ACCESS AND SELECT





**NOTE:** BEFORE YOU ENTER ON DTR MENU ALWAYS CHECK THE DATABASE CONNECTION. IF THE PATH IS ON C: PROGRAM FILES\ACSERVER.MDB ALWAYS CLICK THE TEST ICON AND SAVE ICON.

E.HELP

OPTION:

- ✓ TEL NO. 632.751-5114/5115
- ✓ FAX NO. 632.750-6191

F.EXIT