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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)

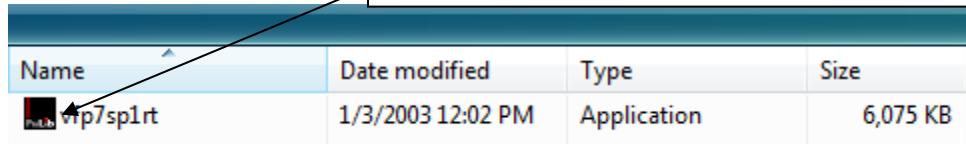
Name	Date modified	Type	Size
📁 DTRMaker(ne)	4/7/2009 7:43 PM	File Folder	
📁 Utilities	4/7/2009 7:43 PM	File Folder	

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

Name	Date modified	Type	Size
📁 CALENDARDRIVER	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	
📁 vrunfox9	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

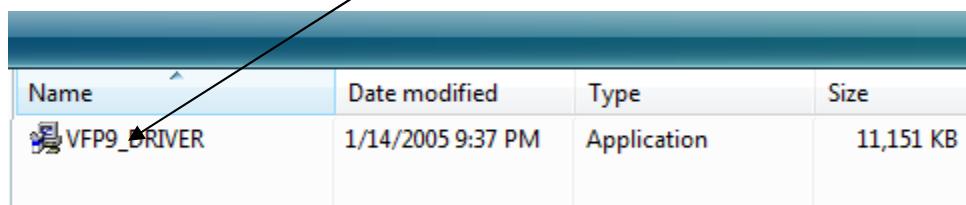
This file will appear click and install as instructed



Name	Date modified	Type	Size
Vf7-driver	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

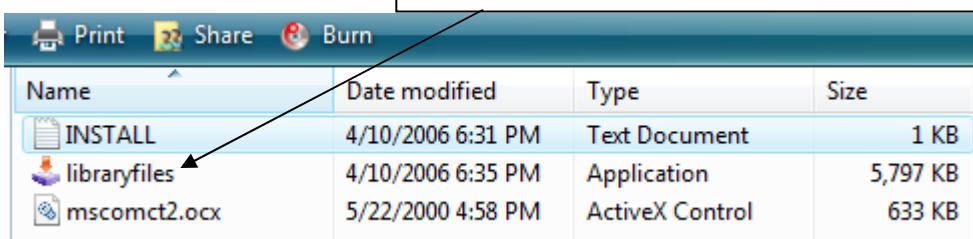


Name	Date modified	Type	Size
Vf9_DRIVER	1/14/2005 9:37 PM	Application	11,151 KB

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

- For ALL Windows Platform except Vista

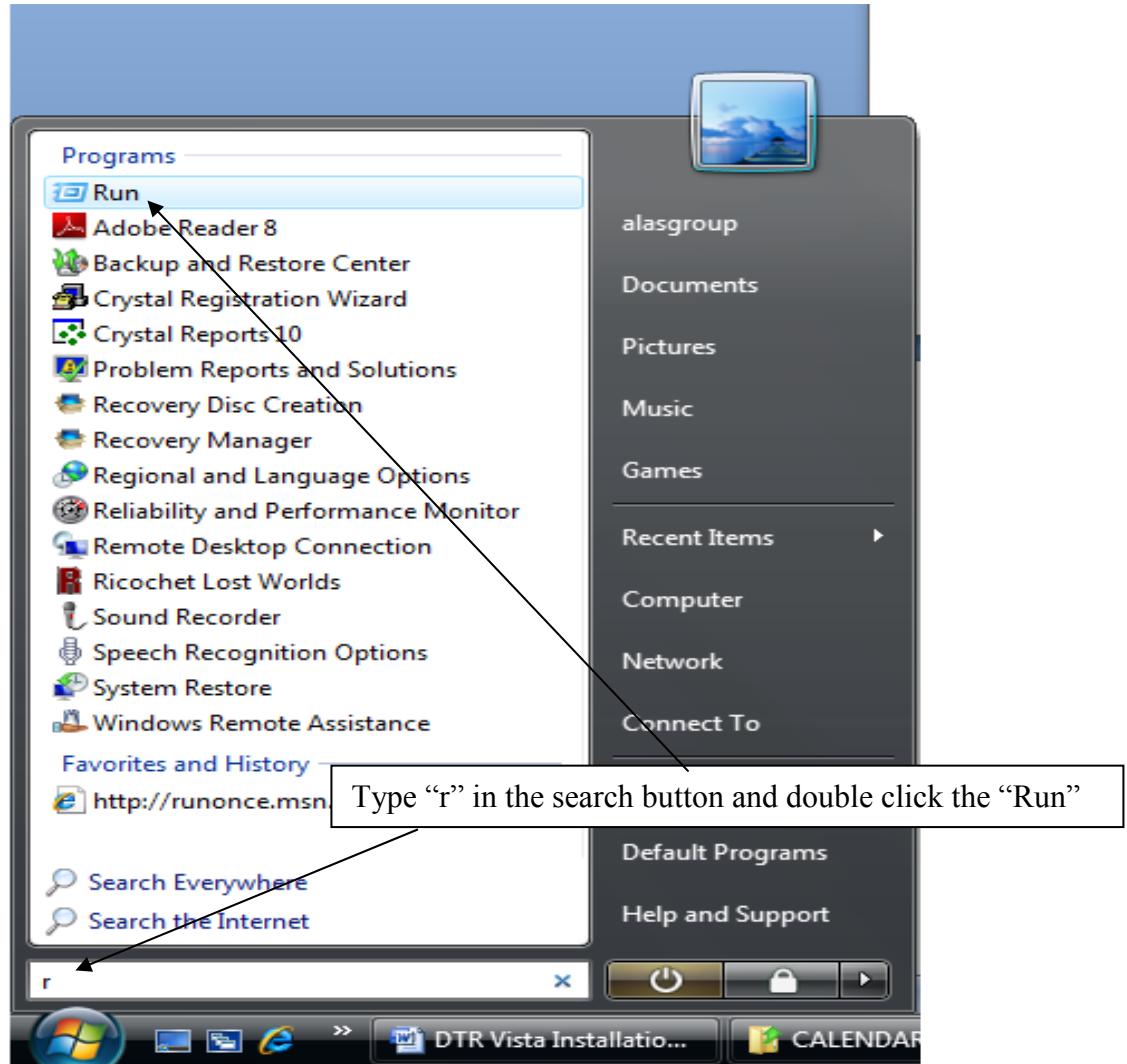
This file will appear click and install as instructed



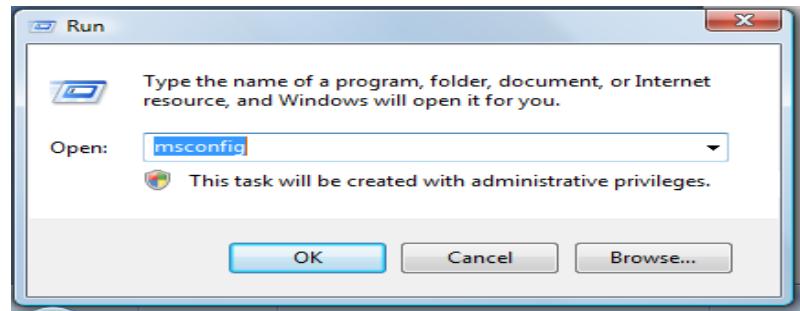
Name	Date modified	Type	Size
INSTALL	4/10/2006 6:31 PM	Text Document	1 KB
libraryfiles	4/10/2006 6:35 PM	Application	5,797 KB
mscomct2.ocx	5/22/2000 4:58 PM	ActiveX Control	633 KB

- For Windows Vista

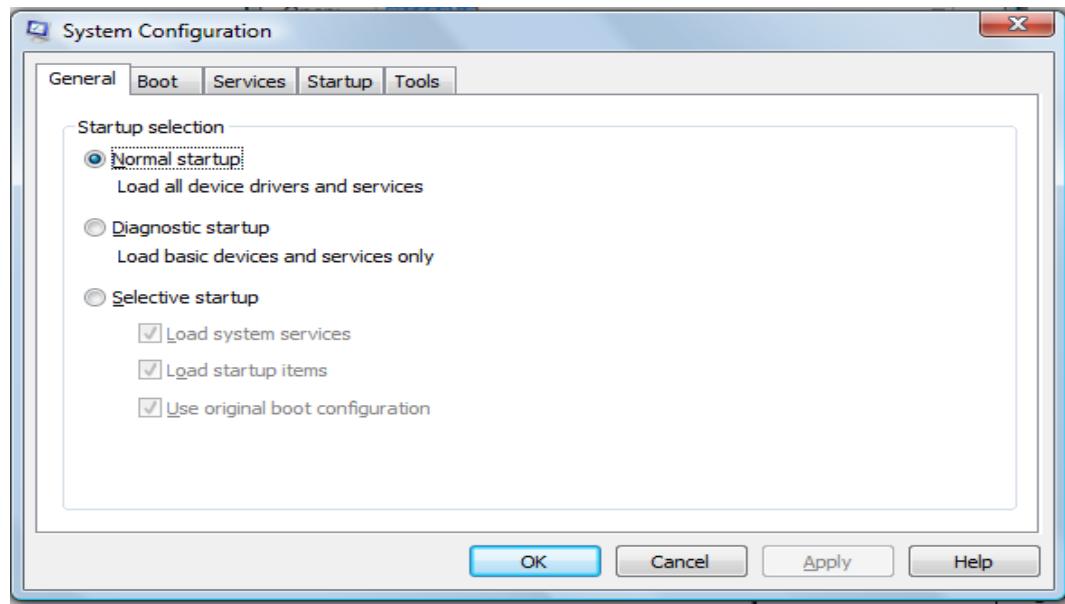
1. Now go to the Start Menu



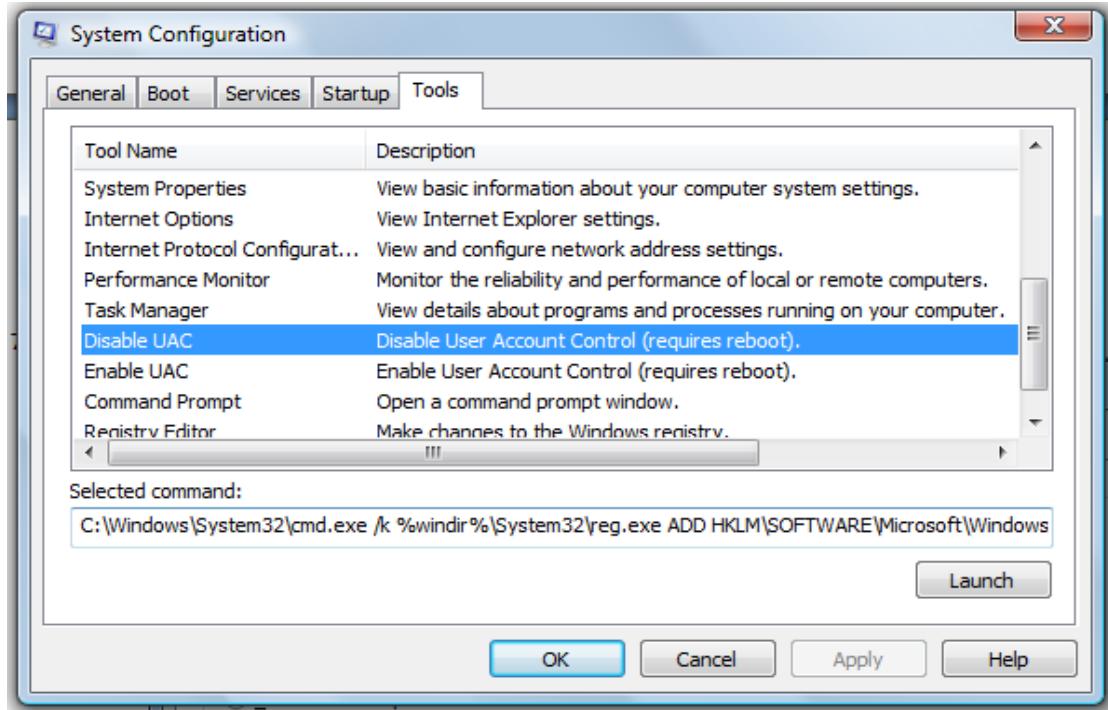
2. And this window will appear. Type “msconfig” and press enter



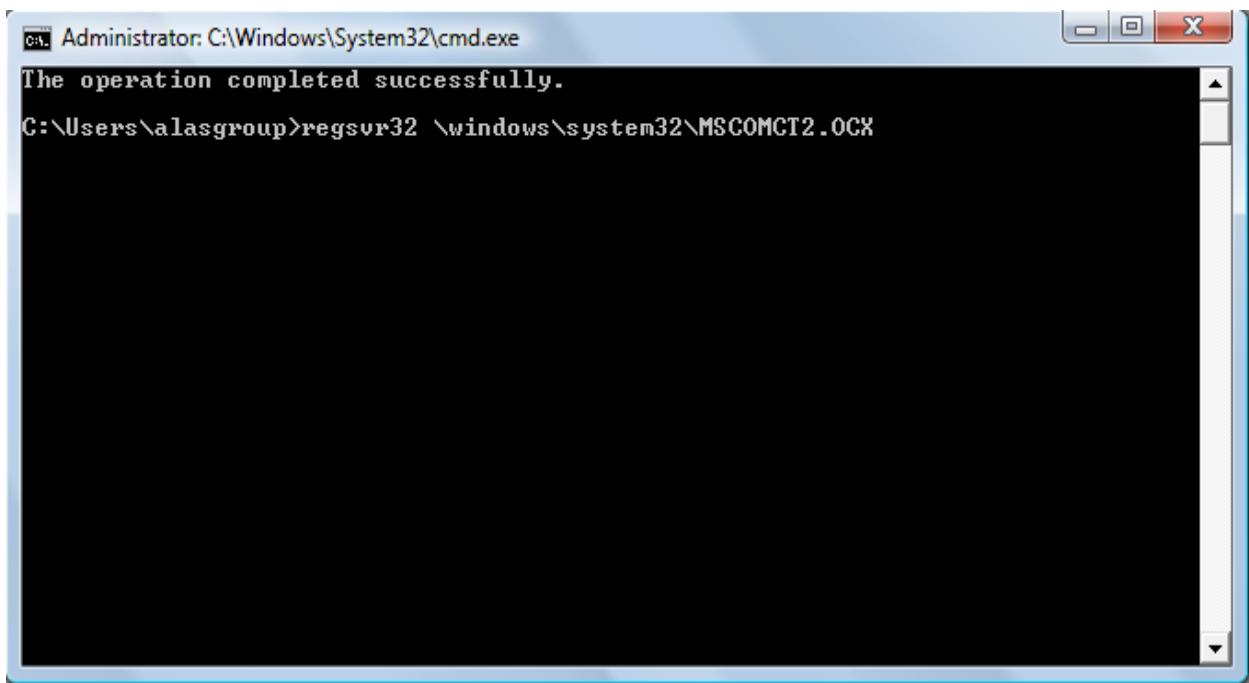
3. This window will appear. Go to the “Tools” Tab



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



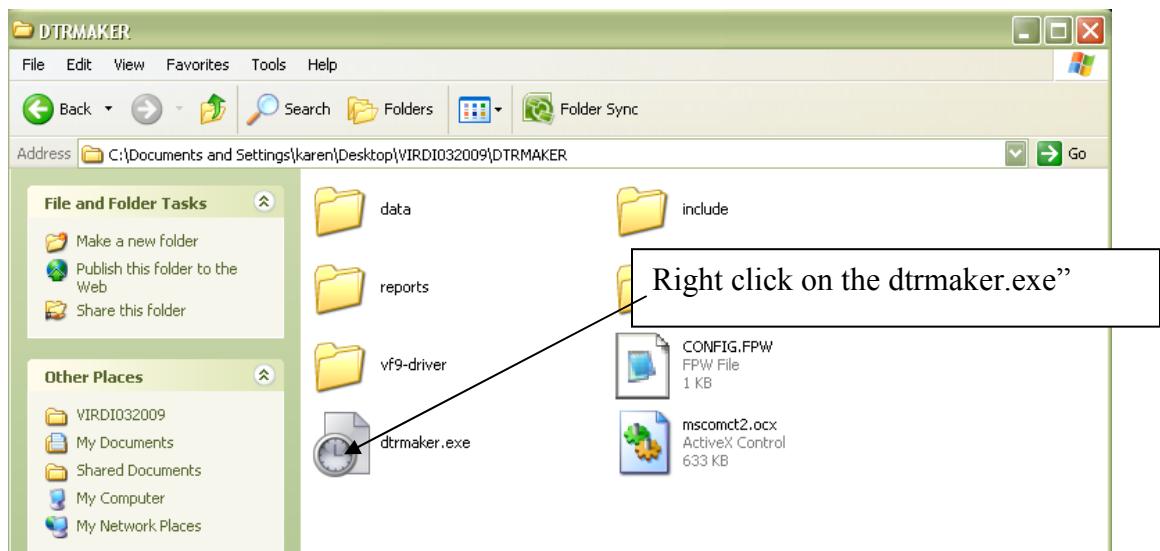
5. A command window will appear type “regsvr32
\\windows\\system32\\MSCOMCT2.OCX” and press Enter



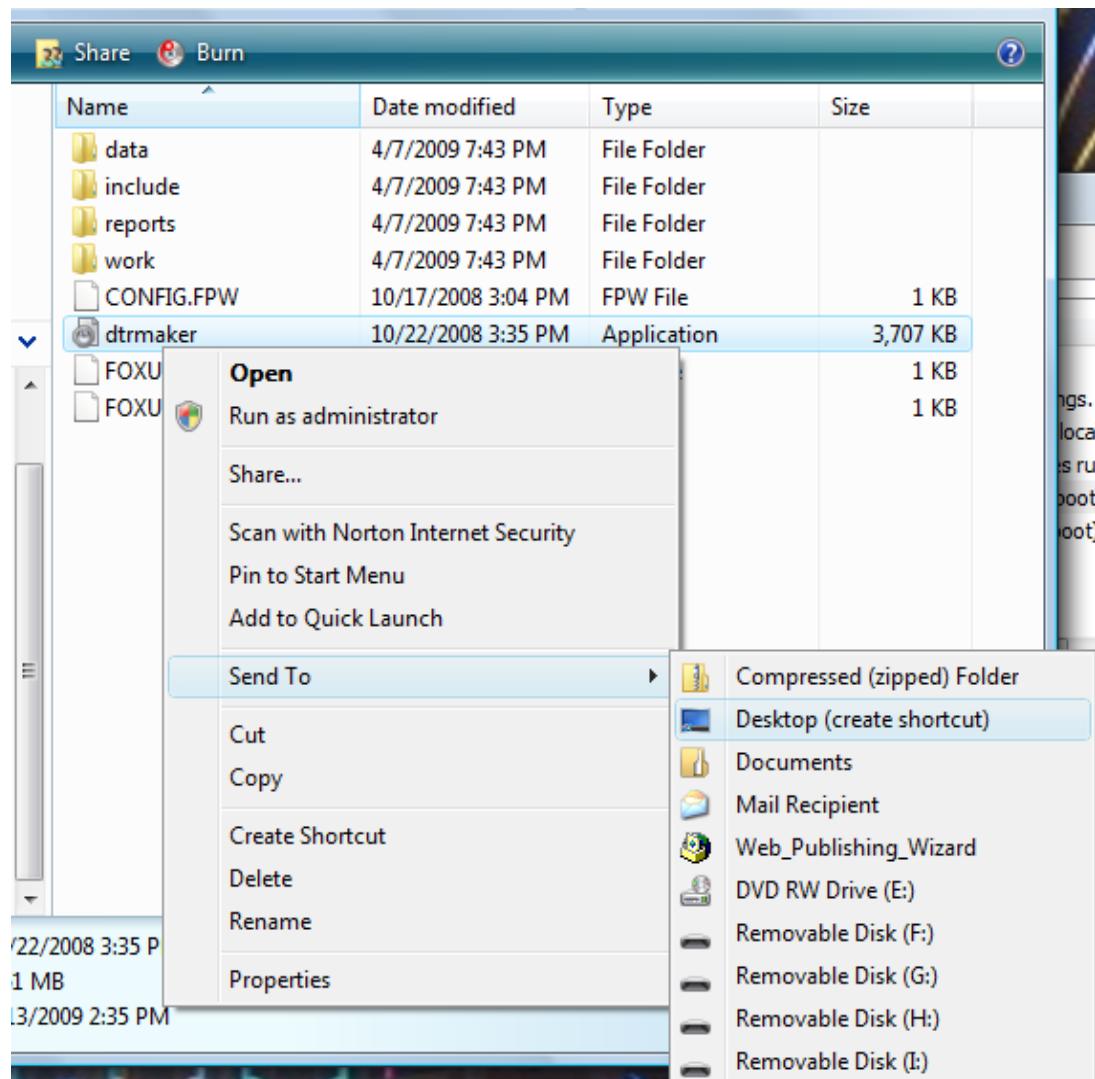
F. Now go back to "c:\alas" rename the folder "DTRMaker(ne)" to " **DTRMaker**"

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)

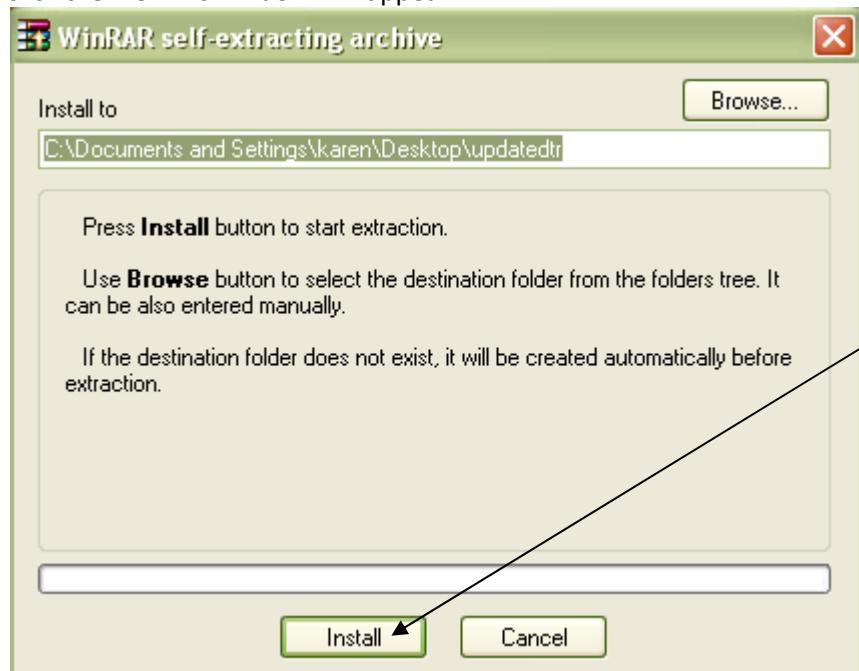


CHAPTER 4: INSTRUCTIONS HOW TO UPDATE DTR

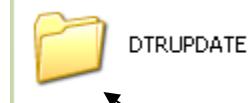
I. Download the attached file



J. Double click the file. This window will appear

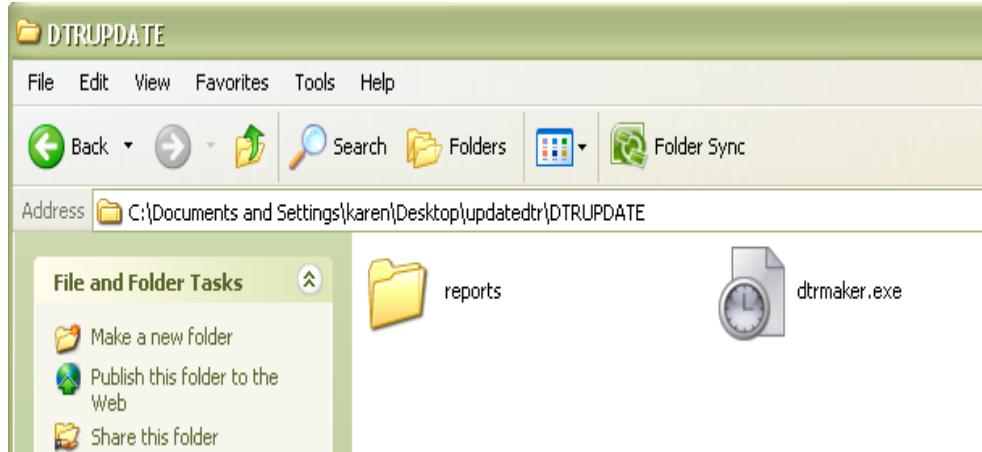


K. This folder will appear



Double click the DTRUPDATE.

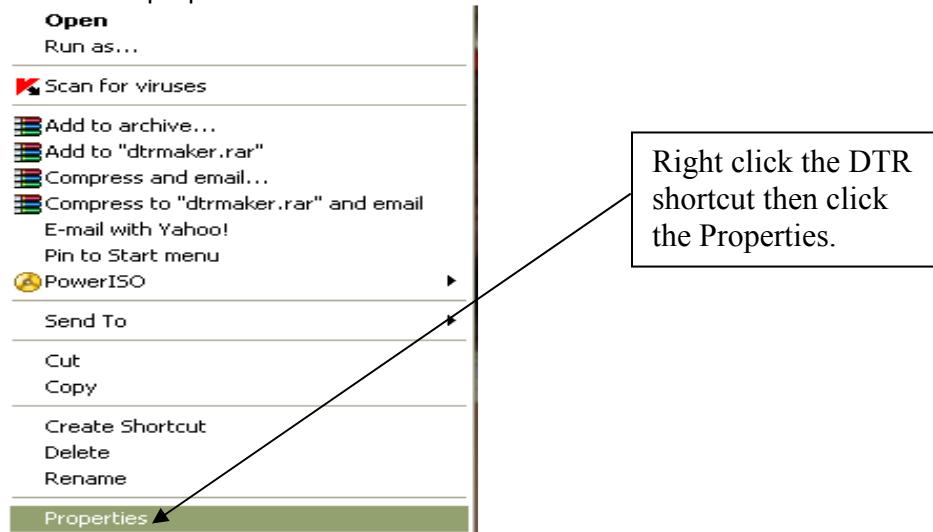
L. The following file and folder will appear



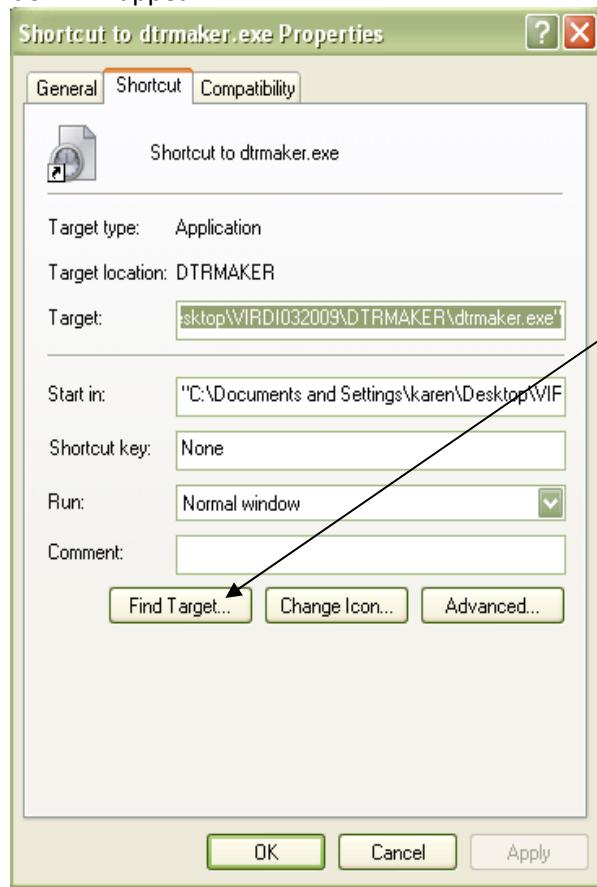
M. Go to your DTR shortcut



N. Right Click the click properties

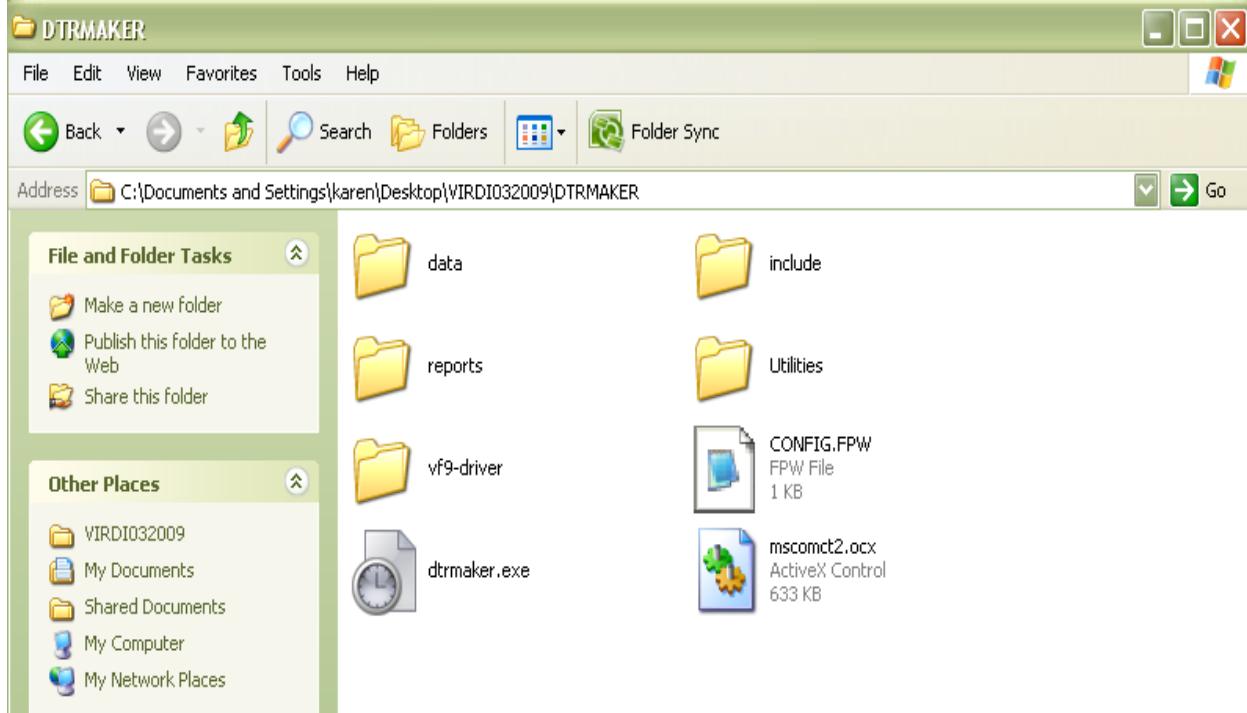


O. This window will appear

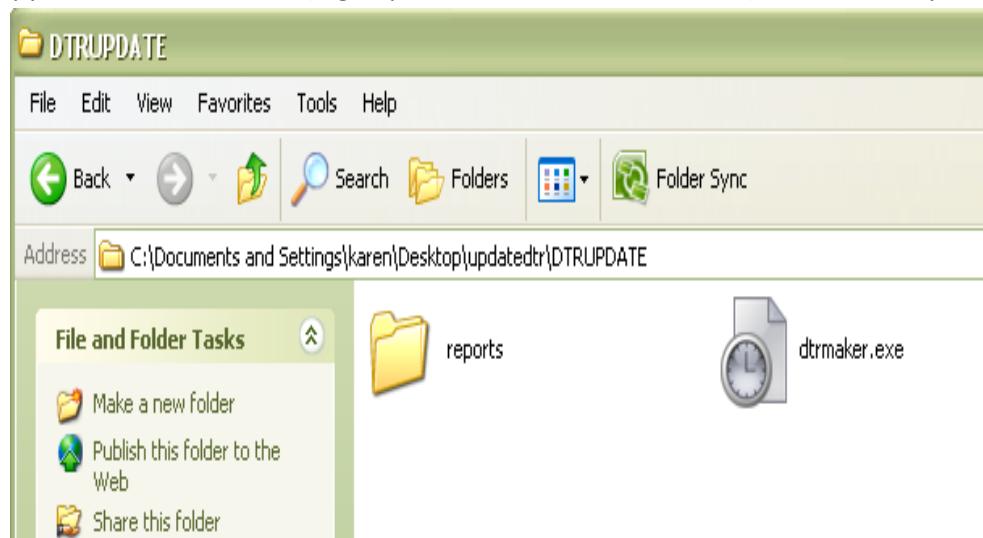


Click the Find Target Button

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



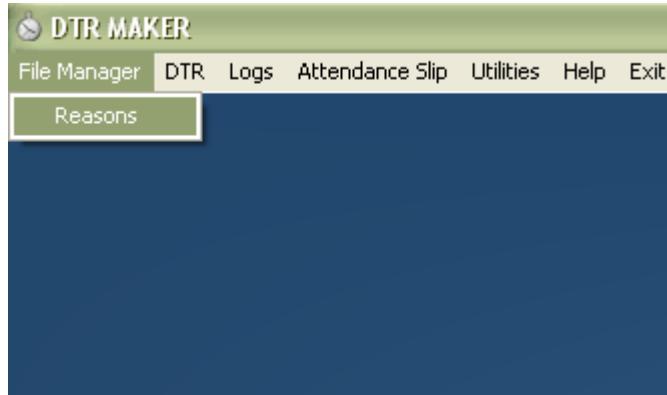
R. And paste to the folder that was popped from the find target button which look like on step no.10

S. That's all we are now done updating our dtrmaker system.

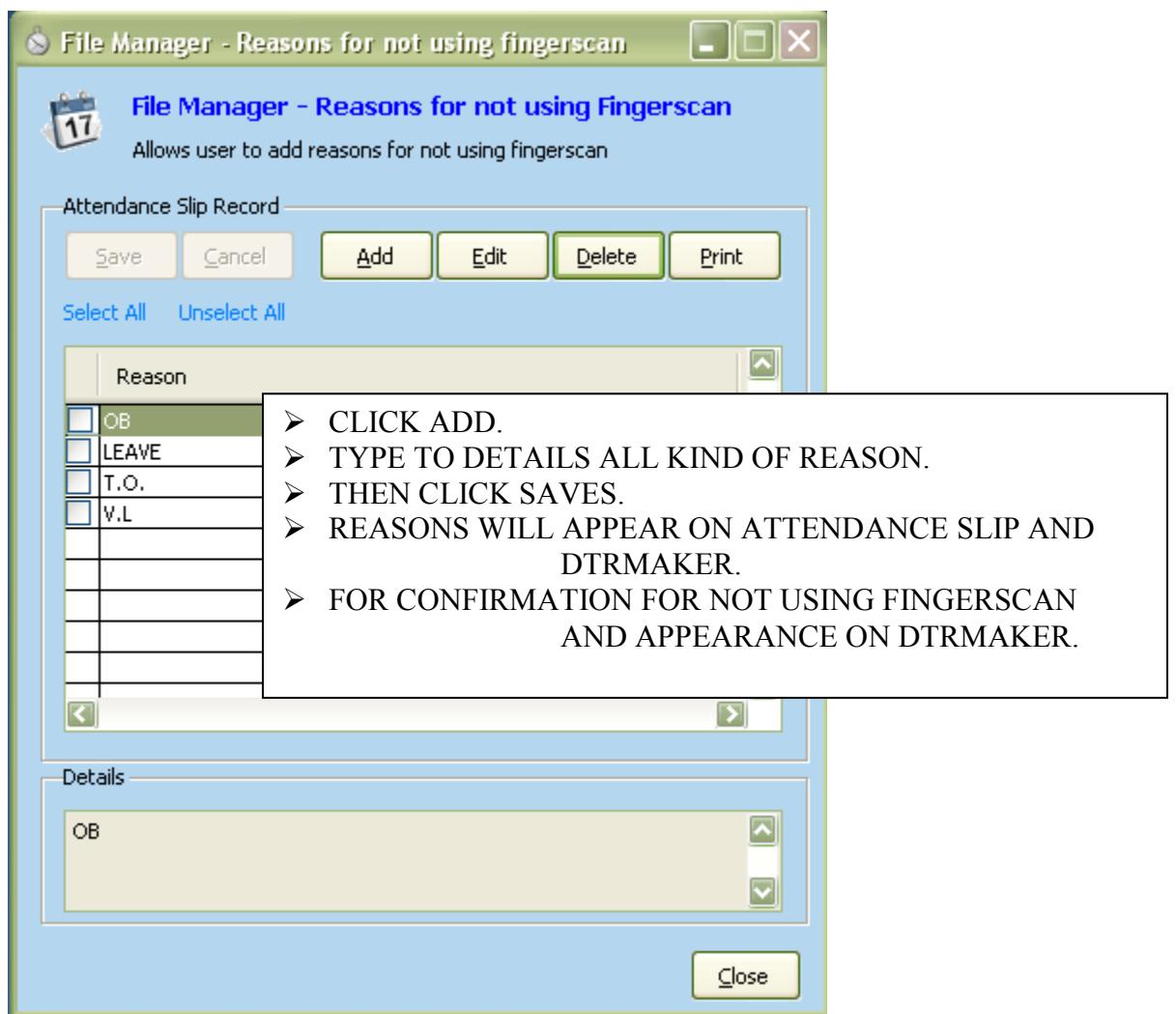
CHAPTER 5: HOW TO MANAGE DTR MAKER MENU

A. FILE MANAGER

- CLICK FILE MANAGER AND REASONS OPTION.

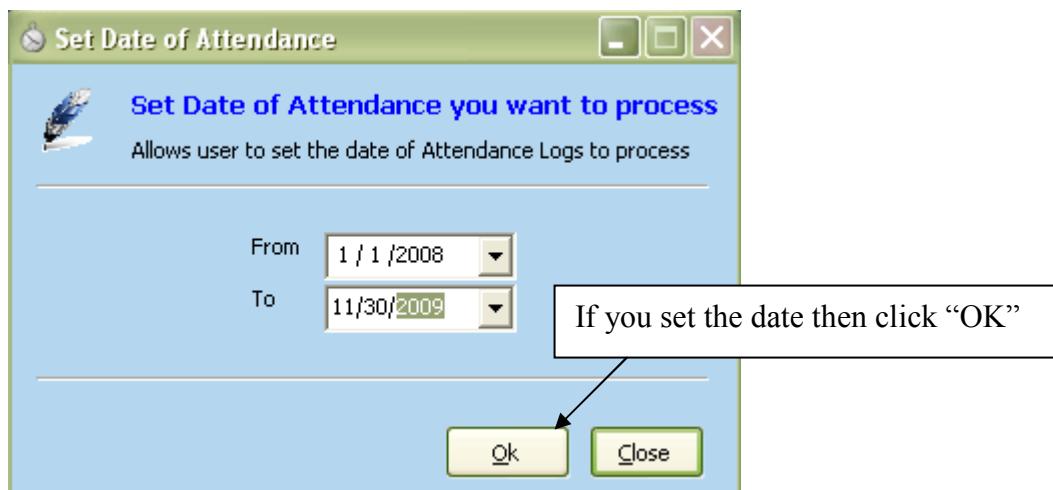
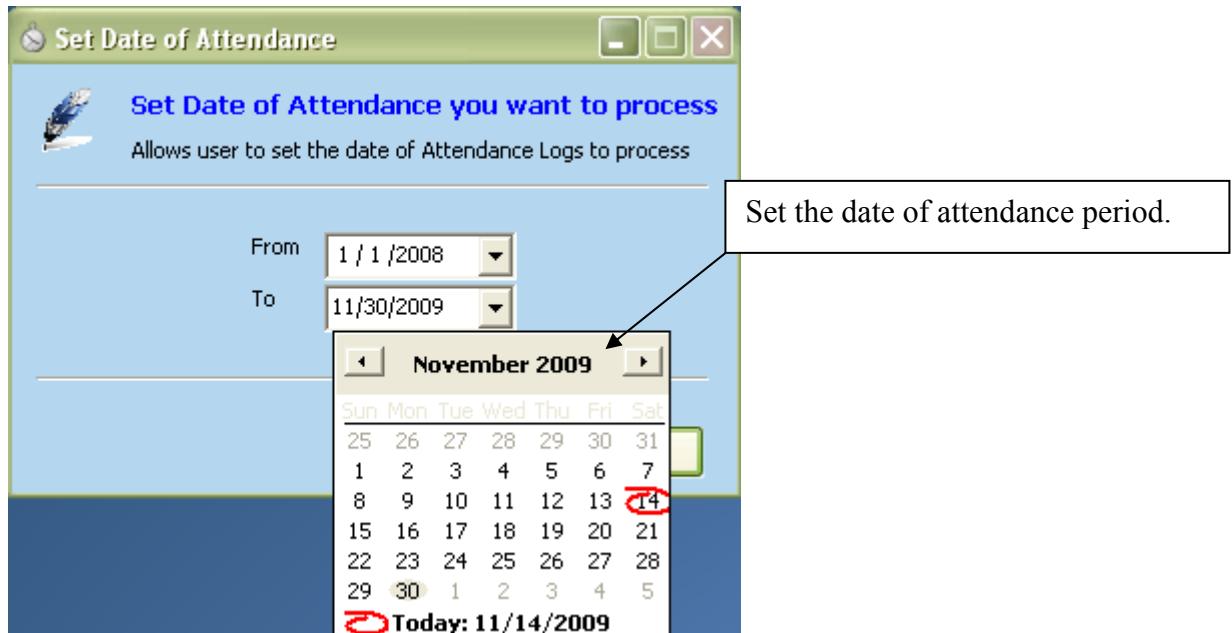


➤ REASONS



B. DTR MODULE:

❖ SET DATE OF ATTENDANCE



DAILY TIME RECORD

Attendance Record Bank

The screenshot shows a software interface for managing attendance records. On the left, a tree view displays months for the years 2008 and 2009. The 2009 node is expanded, showing January through November. The 2008 node is collapsed. On the right, a grid titled "DAILY TIME RECORD OF Rufino B. Dizon [432009]" shows daily entries from January 1, 2008, to January 24, 2008. The grid has columns for DATE, IN, MID OUT, MID IN, OUT, OT IN, and OT OUT. The "IN" column for January 1, 2008, contains a checkmark. The "Print" and "Close" buttons are located at the bottom right of the grid.

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						

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

CHOOSE NAME OF
EMPLOYEE TO
VIEW THE
ATTENDANCE
RECORD.

DAILY TIME RECORD

Attendance Record Bank

17

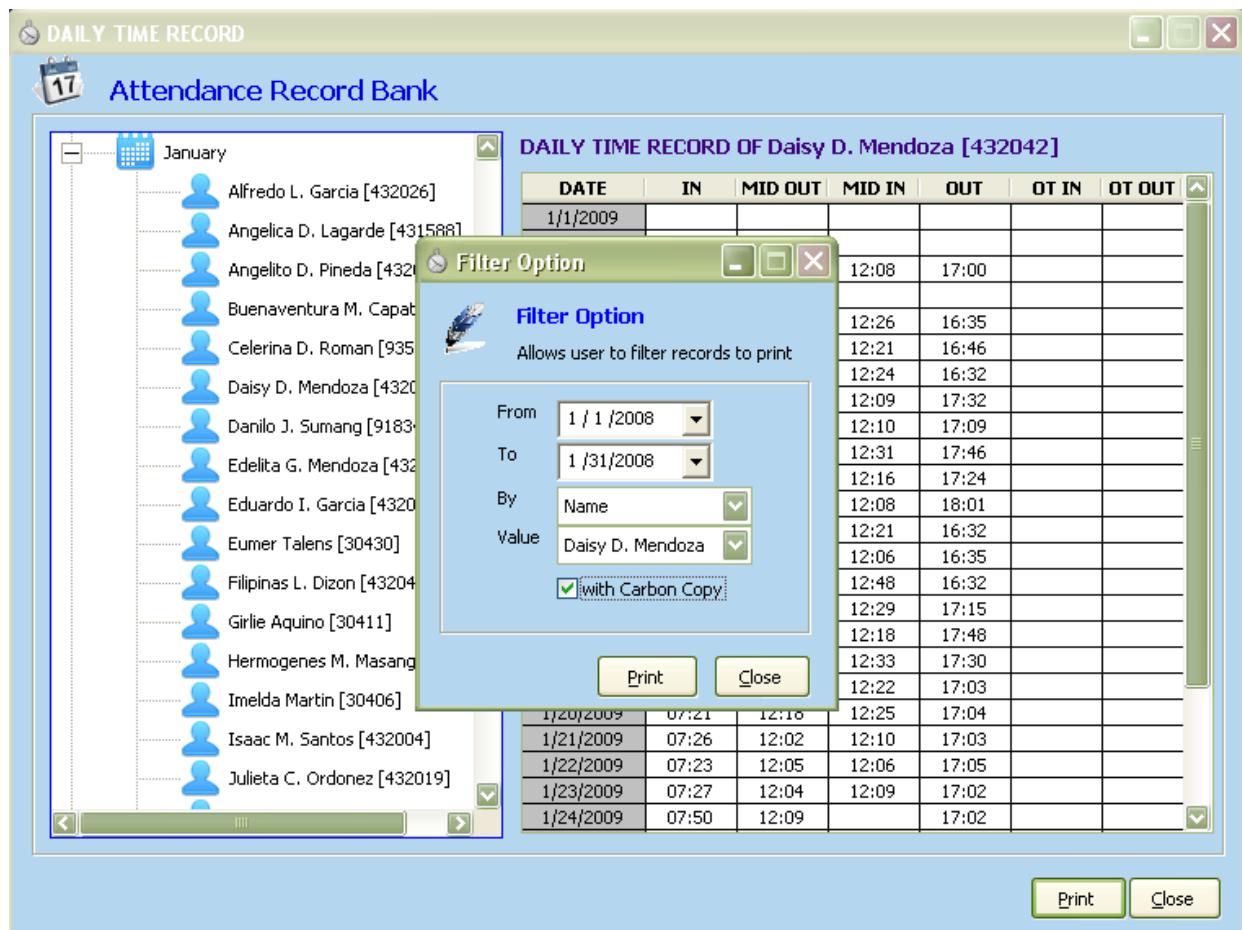
January

- Alfredo L. Garcia [432026]
- Angelica D. Lagarde [431588]
- Angelito D. Pineda [432020]
- Buenaventura M. Capati [432000]
- Celerina D. Roman [935664]
- Daisy D. Mendoza [432042]**
- Danilo J. Sumang [918347]
- Edelita G. Mendoza [432048]
- Eduardo I. Garcia [432027]
- Eumer Talens [30430]
- Filipinas L. Dizon [432045]
- Girlie Aquino [30411]
- Hermogenes M. Masangcay [432005]
- 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



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 Option
Allows user to set to printer

Print to

Page Range

All
 Pages
 From To

Number of Copies

Report Option

Order by / Group By



Print Option
Allows user to set to printer

Print to

Page Range

All
 Pages
 From To

Number of Copies

Report Option

Order by / Group By

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

DTR MAKER

File Manager DTR Logs Attendance Slip Utilities Help Exit

Rep Print Preview **X**

runtime : 2009.11.14 02:29

CIVIL SERVICE FORM NO. 46

DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE II

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.) _____

=====

Day	A.M.		P.M.		Late	Undertime	Hours	Remarks
	Arrival	Departure	Arrival	Departure				
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	

=====

Day	A.M.		P.M.		Late	Undertime	Hours	Remarks
	Arrival	Departure	Arrival	Departure				
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:

To:

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

Girlie 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

LOGS PRINT PREVIEW

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

File Manager DTR Logs Attendance Slip Utilities Help Exit

Print Preview 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

D. ATTENDANCE SLIP

USED OF THE ATTENDANCE SLIP:

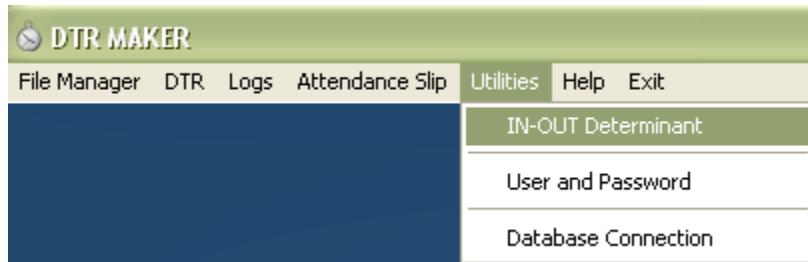
- TO FILL-IN INCOMPLETE LOG IN/LOG OUT.
- ATTENDANCE SLIP NEEDS THE APPROVAL OF HEAD BEFORE FILL-IN INCOMPLETE LOGS.

**THIS IS THE EXAMPLE OF
ATTENDANCE SLIP REPORT:
(NEEDED BEFORE FILL-IN
INCOMPLETE LOGS)**

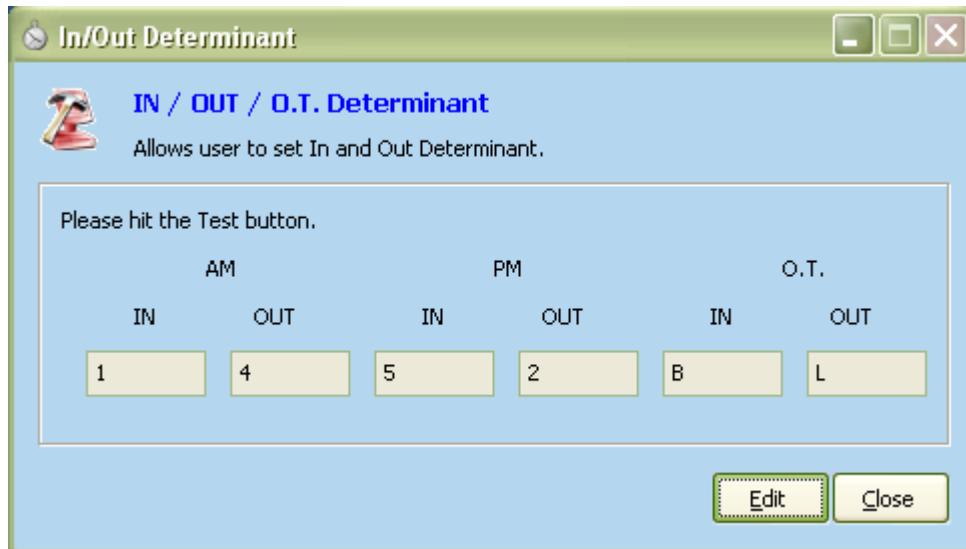
- ✓ EMPLOYEE NAME
- ✓ POSITION
- ✓ TIME
- ✓ REASONS FOR NOT USING FINGERSCAN
- ✓ REMARKS
- ✓ RECOMMENDED

E. UTILITIES

➤ IN AND OUT DETERMINANT OPTION.

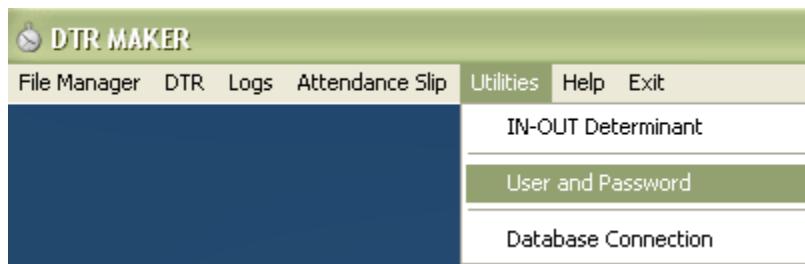


➤ PROPER DETERMINANT MENU



- ✓ 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

Users for this system

User ID	User Name
alas	alas
denz	denz

Add Delete Edit

Password for alas

To change for password for alas, click Set Password

Set Password

Close

User and Password

Allows user create new user and change password

Add New User

Add System User

Allows user to create new 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

User and Password
Allows user create new user and change password

Update User

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

User and Password
Allows user create new user and change password

Users for this system

Change Password

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

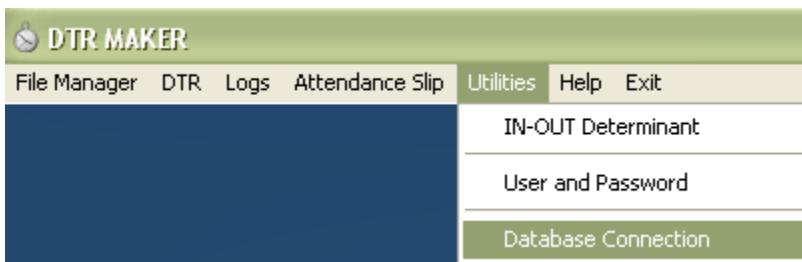
NOTE: DO NOT DELETE THE OLD USER AND PASSWORD. BECAUSE IT IS USED BY: ALAS GROUP FOR SUPPORT ON TECHNICAL PROBLEM.

➤ DATABASE CONNECTION

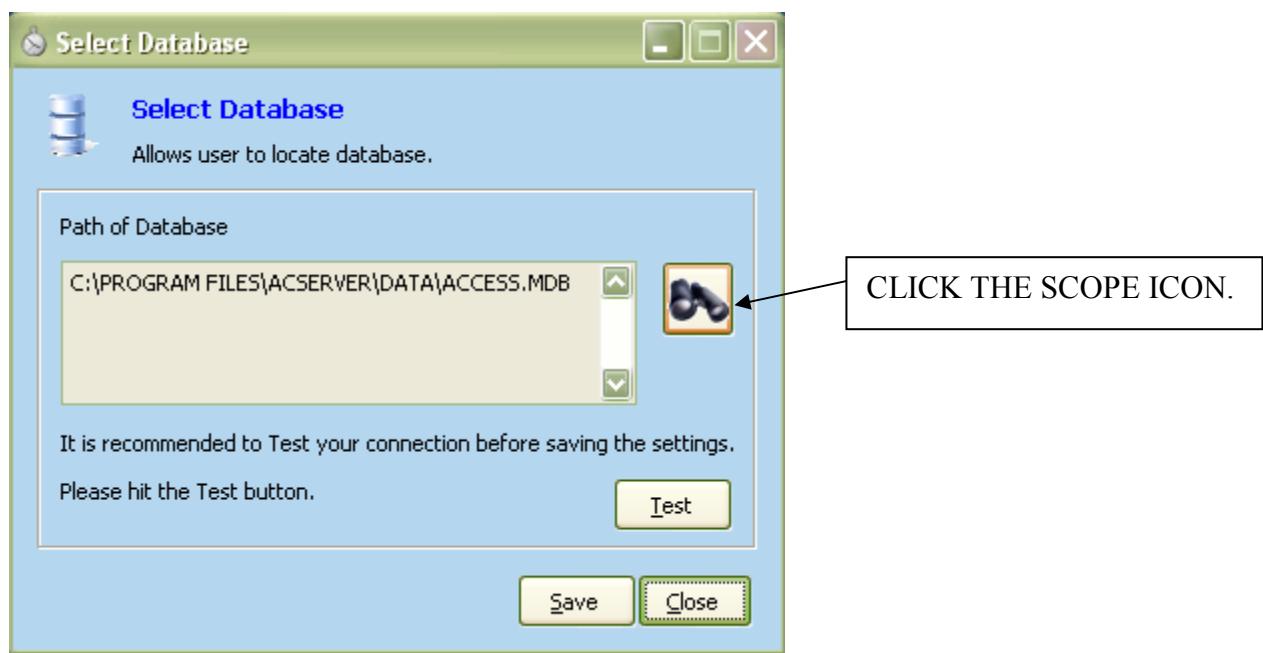
✓ THIS WOULD BE THE CONNECTION OF DEVICE AND THE SYSTEM.

HOW TO USED DATABASE CONNECTION

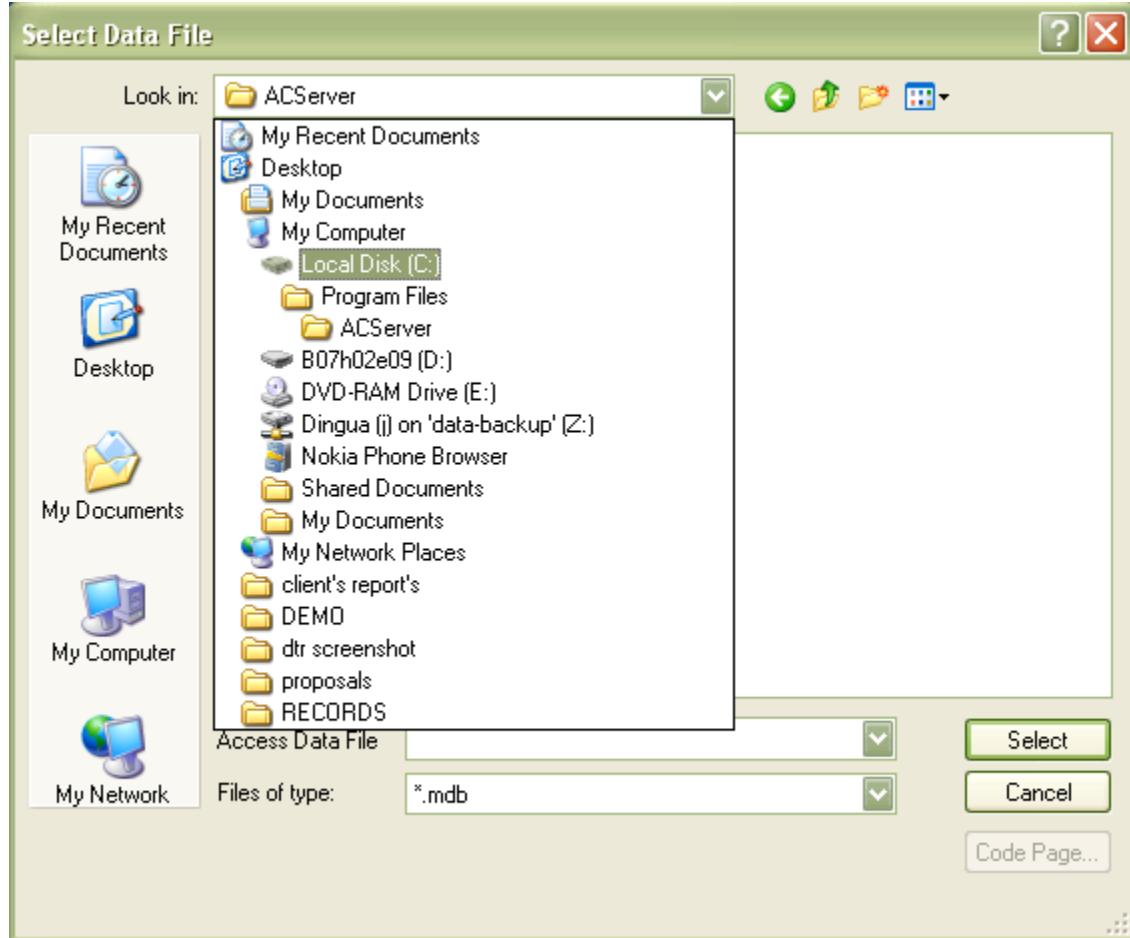
➤ CLICK TEST AND SAVE



➤ CLICK SCOPE ICON



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

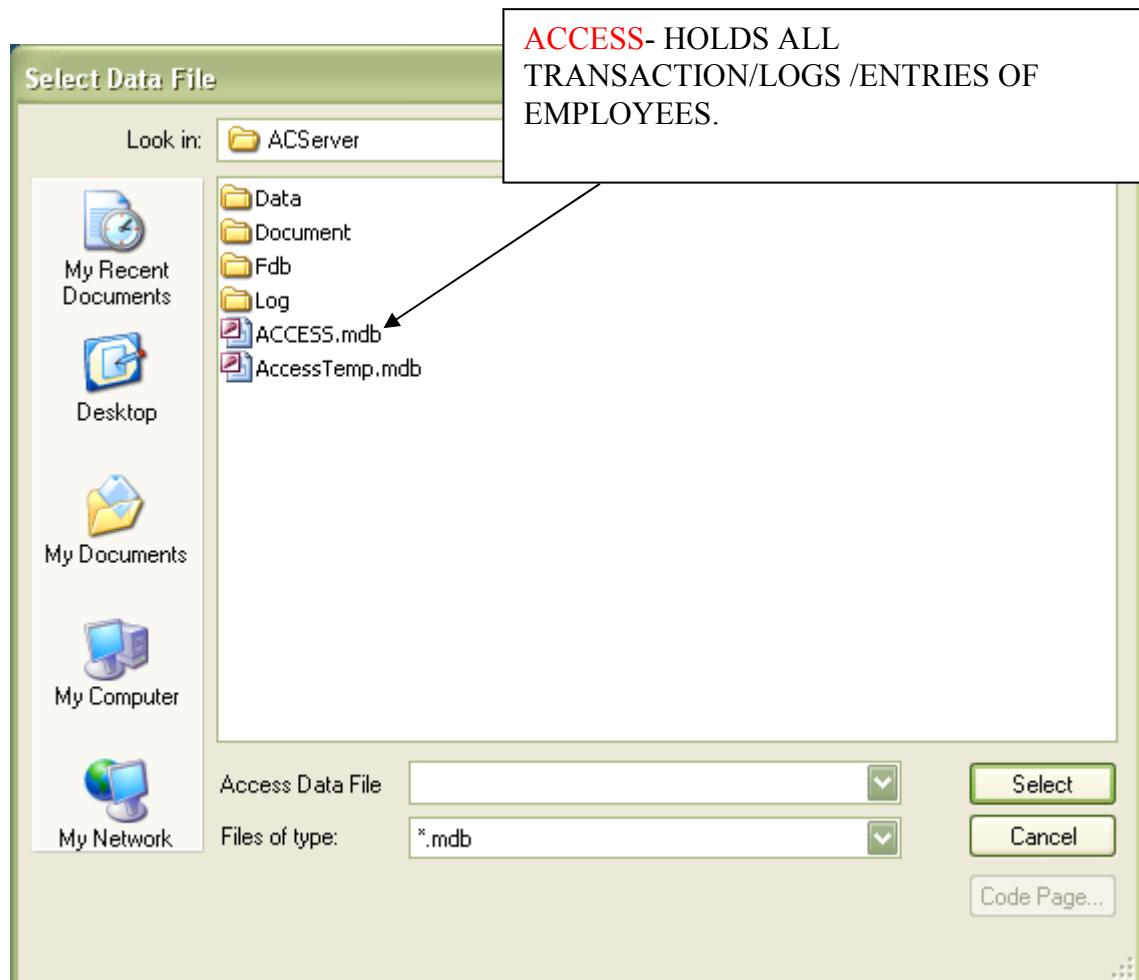


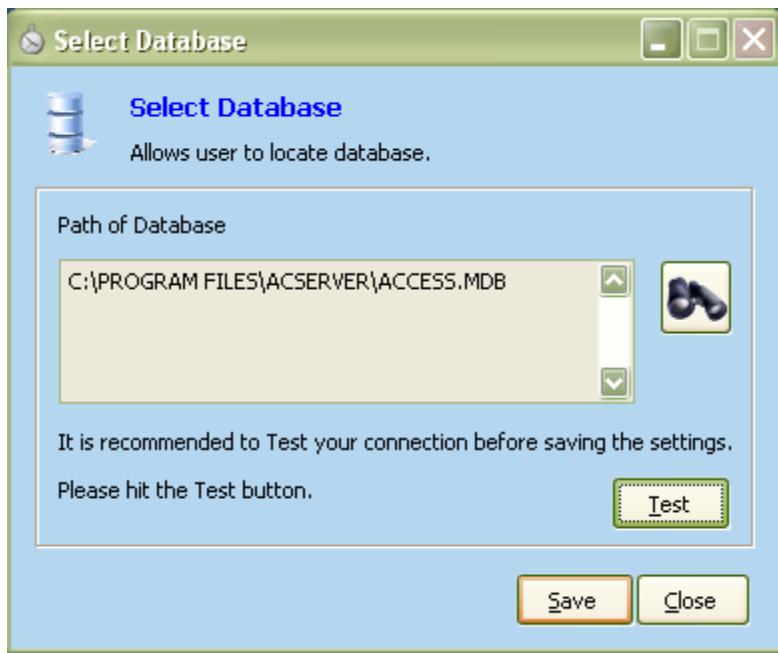
LOOK IN:

- 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