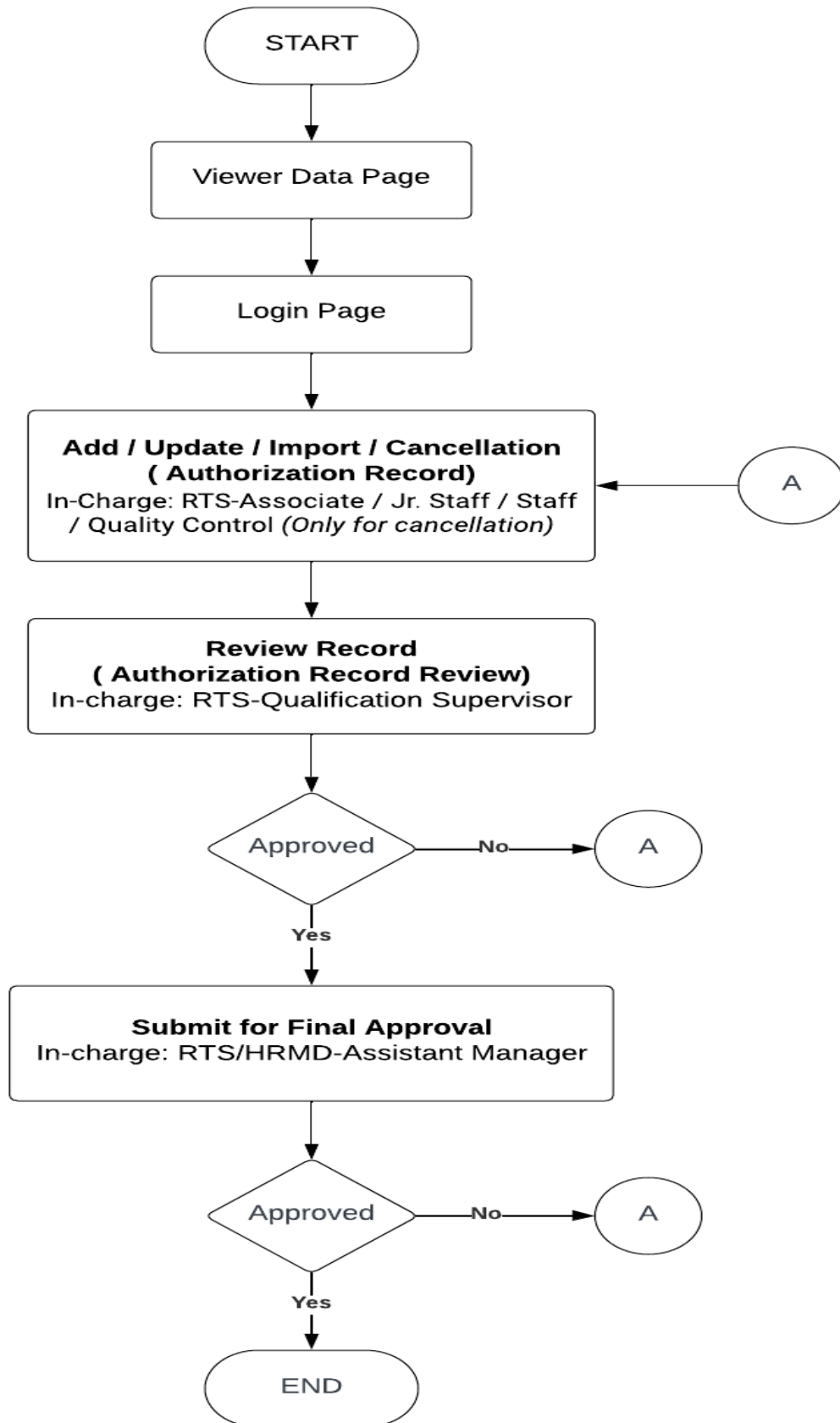


E-Record System Work Instruction

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E-Record Process Flow



E-Record System Work Instruction (Viewer)

Viewer Page

1. Click on the **Category**, **Process**, **Employee ID**, **Employee Name**, **Date Authorized**, and **Expiry Date** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required (See Figure 1.0).*
2. Once clicked **Export** button they automatically downloaded the file (See Figure 1.0).
3. Click **Login** button to go Login Page (See Figure 1.0).

The screenshot shows the 'Employee Record' viewer interface. A red box labeled '1' highlights the filter fields: 'Final' (Category), 'Please select a process....' (Process), 'Employee ID', 'Employee Name', 'Date Authorized', and 'Expiry Date'. A red box labeled '2' highlights the 'Search' and 'Export' buttons. A red box labeled '3' highlights the 'LOGIN' button in the top right corner. A download notification for 'E-Record_Data - 2024-03-16.csv' is visible on the right.

#	Process Name	Authorization No.	Authorization Year	Date Authorized	Expire Date	Employee Name	Employee No.	Batch No.	Department	Remarks	Reason of Cancel
1	Airbag Sub Assembly Process	FALP-AB Sub-1490	2025	2024-02-07	2025-02-28	Aba, Rosaidah B.	MWM00019554	558	PD		
2	Airbag Sub Assembly Process	FALP-AB Sub-1188	2024	2023-12-11	2024-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD	TRY MINOR UPDATE OF CANCELLATION	
3	Airbag Sub Assembly Process	FALP-AB Sub-1188	2023	2022-12-07	2023-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD	TRY MINOR UPDATE OF CANCELLATION	
4	Airbag Sub Assembly Process	FALP-AB Sub-864	2022	2021-10-29	2022-10-31	Abacan, Patricia M.	20_PK41205	318	PD		
5	Airbag Sub Assembly Process	FALP-AB Sub-721	2022	2021-04-19	2022-04-30	Abad, Bernadette Abegail R.	EN69-4037	345	PD		
6	Airbag Sub Assembly Process	FALP-AB Sub-143	2020	2019-07-22	2020-07-31	Abante, Ruffa M.	14-01881	15	PD		
7	Airbag Sub Assembly Process	FALP-AB Sub-143	2019	2018-07-30	2019-07-31	Abante, Ruffa M.	14-01881	15	PD		
8	Airbag Sub Assembly Process	FALP-AB Sub-143	2018	2017-07-27	2018-07-31	Abante, Ruffa M.	14-01881	15	PD		
9	Airbag Sub Assembly Process	FALP-AB Sub-605	2024	2023-07-13	2024-07-31	Abanto, Marivic P.	22-08129	272	PD		
10	Airbag Sub Assembly Process	FALP-AB Sub-605	2023	2022-07-07	2023-07-31	Abanto, Marivic P.	22-08129	272	PD		

Total: 69248

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Figure 1.0

Example export file of a E-Record data (See Figure 1.1).

#	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#	Process Name	Authorization No.	Authorization Date	Date Authorized	Expire Date	Employee Name	Employee No.	Batch No.	Department	Remarks	Reason of Cancellation	Date of Cancellation
2	1	Airbag Sub Assembly Process	FALP-AB Sub-1490	2025	2024-02-07	2025-02-28	Aba, Rosaidah B.	MWM00019554	558	PD			
3	2	Airbag Sub Assembly Process	FALP-AB Sub-1188	2024	2023-12-11	2024-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
4	3	Airbag Sub Assembly Process	FALP-AB Sub-1188	2023	2022-12-07	2023-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
5	4	Airbag Sub Assembly Process	FALP-AB Sub-864	2022	2021-10-29	2022-10-31	Abacan, Patricia M.	20_PK41205	318	PD			
6	5	Airbag Sub Assembly Process	FALP-AB Sub-721	2022	2021-04-19	2022-04-30	Abad, Bernadette Abegail R.	EN69-4037	345	PD			
7	6	Airbag Sub Assembly Process	FALP-AB Sub-143	2020	2019-07-22	2020-07-31	Abante, Ruffa M.	14-01881	15	PD			
8	7	Airbag Sub Assembly Process	FALP-AB Sub-143	2019	2018-07-30	2019-07-31	Abante, Ruffa M.	14-01881	15	PD			
9	8	Airbag Sub Assembly Process	FALP-AB Sub-143	2018	2017-07-27	2018-07-31	Abante, Ruffa M.	14-01881	15	PD			
10	9	Airbag Sub Assembly Process	FALP-AB Sub-605	2024	2023-07-13	2024-07-31	Abanto, Marivic P.	22-08129	272	PD			
11	10	Airbag Sub Assembly Process	FALP-AB Sub-605	2023	2022-07-07	2023-07-31	Abanto, Marivic P.	22-08129	272	PD			
12	11	Airbag Sub Assembly Process	FALP-AB Sub-605	2022	2021-02-24	2022-02-28	Abanto, Marivic P.	22-08129	272	PD			
13	12	Airbag Sub Assembly Process	FALP-AB Sub-605	2021	2020-02-10	2021-02-28	Abanto, Marivic P.	22-08129	272	PD			
14	13	Airbag Sub Assembly Process	FALP-AB Sub-386	2020	2019-04-10	2020-04-30	Abapo, Johnny Boy D.	BF-13020	249	PD		CANCELLED PREREQUISITE PROCESS: Sub PC	2023-01-26
15	14	Airbag Sub Assembly Process	FALP-AB Sub-568	2020	2019-11-12	2020-11-30	Abay, April B.	BF-16738	278	PD			
16	15	Airbag Sub Assembly Process	FALP-AB Sub-183	2018	2017-10-07	2018-10-31	Abdon, Alza M.	17_PK14444	166	PD			
17	16	Airbag Sub Assembly Process	FALP-AB Sub-1459	2024	2023-11-30	2024-11-30	Abdon, Chenna T.	20-05503	200	PD			
18	17	Airbag Sub Assembly Process	FALP-AB Sub-846	2024	2023-09-01	2024-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
19	18	Airbag Sub Assembly Process	FALP-AB Sub-846	2023	2022-06-10	2023-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
20	19	Airbag Sub Assembly Process	FALP-AB Sub-846	2022	2021-09-27	2022-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
21	20	Airbag Sub Assembly Process	FALP-AB Sub-355	2020	2019-04-02	2020-04-30	Abelgas, Rhobie N.	18_PK28231	239	PD			
22	21	Airbag Sub Assembly Process	FALP-AB Sub-1128	2024	2023-09-11	2024-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
23	22	Airbag Sub Assembly Process	FALP-AB Sub-1128	2023	2022-09-27	2023-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
24	23	Airbag Sub Assembly Process	FALP-AB Sub-713	2024	2023-03-09	2024-04-30	Abraham, Aldrin J.	21-06694	250	PD			
25	24	Airbag Sub Assembly Process	FALP-AB Sub-713	2023	2022-04-05	2023-04-30	Abraham, Aldrin J.	21-06694	250	PD			
26	25	Airbag Sub Assembly Process	FALP-AB Sub-713	2022	2021-04-13	2022-04-30	Abraham, Aldrin J.	21-06694	250	PD			
27	26	Airbag Sub Assembly Process	FALP-AB Sub-1370	2024	2023-08-09	2024-08-31	Abrencillo, Rinzal A.	GM 230985	560	PD			

Figure 1.1

E-Record System Work Instruction (Authorization Record)

Login

1. Enter the **Username** and **Password** (See Figure 2.0).
2. Click **Sign In** button to access the system (See Figure 2.0).

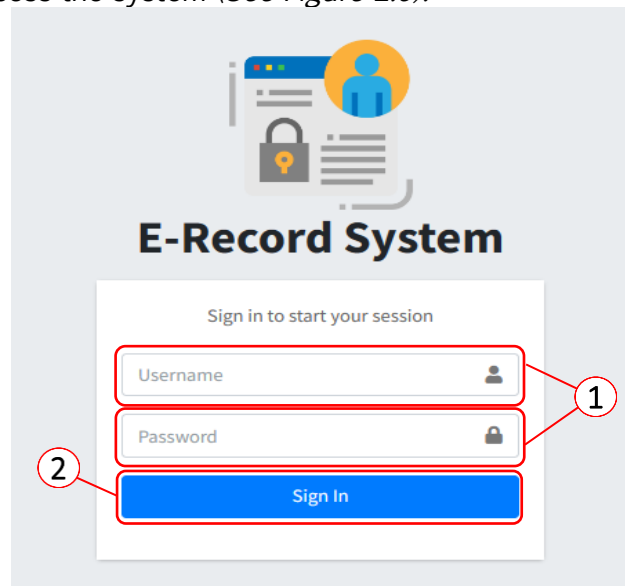


Figure 2.0

Record Status

1. Click **Record Status** button in the sidebar (See Figure 2.1).
2. The Record Status Table consists of two tables: **Certification** and **Cancellation** (See Figure 2.1).
3. To certify authorization, click on the **Category**, **Status**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. To **Update**, click on the desired row from the table. Enter the updated information into the input fields provided, then click the **Save** button to apply the changes. *Note that the Category is always required, and the Status may vary, including options such as Pending, Reviewer, and Disapproved* (See Figure 2.1).

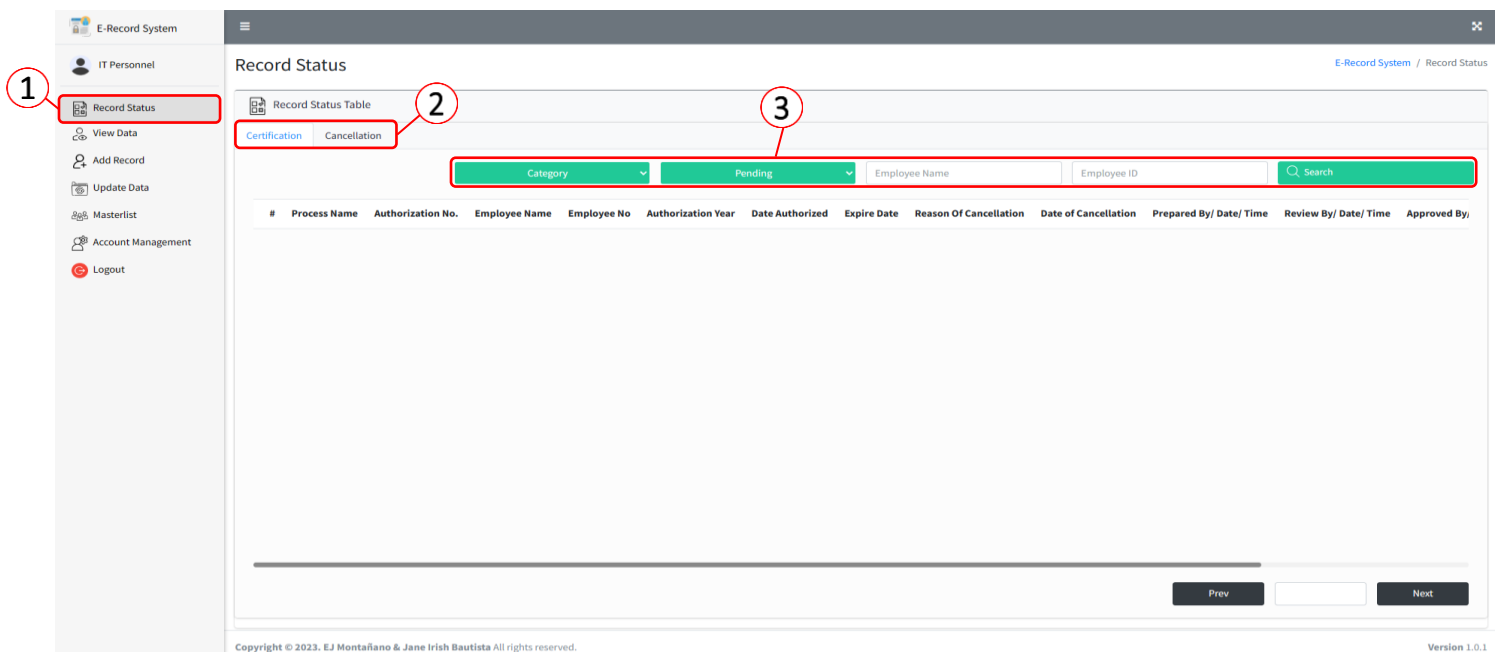


Figure 2.1

- To cancel authorization, click on the **Category**, **Status**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. To **Update**, click on the desired row from the table. Enter the updated information into the input fields provided, then click the **Save** button to apply the changes. *Note that the Category is always required, and the Status may vary, including options such as Pending, Reviewer, and Disapproved (See Figure 2.2).*

Figure 2.2

View Data

- Click **View Data** button in the sidebar (See Figure 2.3).
- Click on the **Category**, **Process**, **Employee ID**, **Employee Name**, **Date Authorized**, and **Expiry Date** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required (See Figure 2.3).*
- Once clicked **Export** button they automatically downloaded the file (See Figure 2.3).

Figure 2.3

Example export file of a E-Record data (See Figure 2.4).

#	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#	Process Name	Authorization No.	Authorizat	Date Authorized	Expire Date	Employee Name	Employee No.	Batch No.	Departme	Remarks	Reason of Cancellation	Date of Cancellation
2	1	Airbag Sub Assembly Process	FALP-AB Sub-1490	2025	2024-02-07	2025-02-28	Aba, Rosaidah B.	MWM00019554	558	PD			
3	2	Airbag Sub Assembly Process	FALP-AB Sub-1188	2024	2023-12-11	2024-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
4	3	Airbag Sub Assembly Process	FALP-AB Sub-1188	2023	2022-12-07	2023-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
5	4	Airbag Sub Assembly Process	FALP-AB Sub-864	2022	2021-10-29	2022-10-31	Abacan, Patricia M.	20_PK41205	318	PD			
6	5	Airbag Sub Assembly Process	FALP-AB Sub-721	2022	2021-04-19	2022-04-30	Abad, Bernadette Abegalle R.	EN69-4037	345	PD			
7	6	Airbag Sub Assembly Process	FALP-AB Sub-143	2020	2019-07-22	2020-07-31	Abante, Ruffa M.	14-01881	15	PD			
8	7	Airbag Sub Assembly Process	FALP-AB Sub-143	2019	2018-07-30	2019-07-31	Abante, Ruffa M.	14-01881	15	PD			
9	8	Airbag Sub Assembly Process	FALP-AB Sub-143	2018	2017-07-27	2018-07-31	Abante, Ruffa M.	14-01881	15	PD			
10	9	Airbag Sub Assembly Process	FALP-AB Sub-605	2024	2023-07-13	2024-07-31	Abanto, Marivic P.	22-08129	272	PD			
11	10	Airbag Sub Assembly Process	FALP-AB Sub-605	2023	2022-07-07	2023-07-31	Abanto, Marivic P.	22-08129	272	PD			
12	11	Airbag Sub Assembly Process	FALP-AB Sub-605	2022	2021-02-24	2022-02-28	Abanto, Marivic P.	22-08129	272	PD			
13	12	Airbag Sub Assembly Process	FALP-AB Sub-605	2021	2020-02-10	2021-02-28	Abanto, Marivic P.	22-08129	272	PD			
14	13	Airbag Sub Assembly Process	FALP-AB Sub-386	2020	2019-04-10	2020-04-30	Abapo, Johnny Boy D.	8F-13020	249	PD		CANCELLED PREREQUISITE PROCESS: Sub PC	2023-01-26
15	14	Airbag Sub Assembly Process	FALP-AB Sub-568	2020	2019-11-12	2020-11-30	Abay, April B.	8F-16738	278	PD			
16	15	Airbag Sub Assembly Process	FALP-AB Sub-183	2018	2017-10-07	2018-10-31	Abdon, Aliza M.	17_PK14444	166	PD			
17	16	Airbag Sub Assembly Process	FALP-AB Sub-1459	2024	2023-11-30	2024-11-30	Abdon, Chenna T.	20-05503	200	PD			
18	17	Airbag Sub Assembly Process	FALP-AB Sub-846	2024	2023-09-01	2024-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
19	18	Airbag Sub Assembly Process	FALP-AB Sub-846	2023	2022-06-10	2023-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
20	19	Airbag Sub Assembly Process	FALP-AB Sub-846	2022	2021-09-27	2022-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
21	20	Airbag Sub Assembly Process	FALP-AB Sub-355	2020	2019-04-02	2020-04-30	Abelgas, Rhobie N.	18_PK28231	239	PD			
22	21	Airbag Sub Assembly Process	FALP-AB Sub-1128	2024	2023-09-11	2024-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
23	22	Airbag Sub Assembly Process	FALP-AB Sub-1128	2023	2022-09-27	2023-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
24	23	Airbag Sub Assembly Process	FALP-AB Sub-713	2024	2023-03-09	2024-04-30	Abraham, Aldrin J.	21-06694	250	PD			
25	24	Airbag Sub Assembly Process	FALP-AB Sub-713	2023	2022-04-05	2023-04-30	Abraham, Aldrin J.	21-06694	250	PD			
26	25	Airbag Sub Assembly Process	FALP-AB Sub-713	2022	2021-04-13	2022-04-30	Abraham, Aldrin J.	21-06694	250	PD			
27	26	Airbag Sub Assembly Process	FALP-AB Sub-1370	2024	2023-08-09	2024-08-31	Abrencillo, Rinzel A.	GM_230985	560	PD			

Figure 2.4

Add Record

1. Click **Add Data** button in the sidebar (See Figure 2.5).
2. Click **Add New** box (See Figure 2.5).
3. Click **Add Renew** box (See Figure 2.5).
4. Click **Import** box (See Figure 2.5).
5. Once clicked **Export** box they automatically downloaded the file (See Figure 2.5).
6. Click on the **Category**, **Process**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required* (See Figure 2.5).

The screenshot shows the 'E-Record System' interface. On the left is a sidebar with navigation options: IT Personnel, Record Status, View Data, Add Record (highlighted with a red circle and number 1), Update Data, Masterlist, Account Management, and Logout. The main area is titled 'Add Records' and contains four buttons: 'ADD NEW' (red, with a plus icon), 'ADD RENEW' (red, with a plus icon), 'IMPORT' (green, with a download icon), and 'EXPORT' (blue, with a download icon). Below these buttons is a 'Certifications Table' section. It features a search bar with a dropdown menu set to 'Final', a text input for 'Please select a process....', a text input for 'Employee ID', a text input for 'Expire Date', and a 'Search' button (highlighted with a red circle and number 6). Below the search bar is a table with columns: #, Code, Process Name, Expire Date, Authorization No., Employee Name, Maiden Name, Employee No., Batch No., Department, Status, and Remarks. The table contains 11 rows of data. At the bottom of the table, there is a 'Total: 69449' label, a 'Prev' button, a page number '1', and a 'Next' button.

Figure 2.5

After clicking the **Add New** box, a modal will appear. Select a **Category** and **Process**, then type the **Employee No.** and press enter to display the **Employee Name**, type in the **Authorization No.**, **Department**, **Authorization Year**, **Date Authorized**, **Expire Date**, and **Remarks** into the provided input fields. Click **Add New Authorization** button to record the information in the system. *Notes that the record will proceed to Authorization Record Review (See Figure 2.6)*

The 'Add New Authorization' modal form contains the following fields and controls:

- Category:** A green dropdown menu.
- Please select a process.....** A dropdown menu.
- Employee No.:** A text input field with 'N/A' entered.
- Employee Name:** A text input field.
- Authorization No.:** A text input field.
- Department:** A dropdown menu with 'PD' selected.
- Authorization Year:** A text input field.
- Date Authorized:** A date input field with a calendar icon and placeholder 'yyyy-mm-dd'.
- Expire Date:** A date input field with a calendar icon and placeholder 'yyyy-mm-dd'.
- Remarks:** A text input field.
- Add New Authorization** A green button at the bottom right.

Figure 2.6

After clicking the **Add Renew** box, a modal will appear. Type the **Authorization No.** and press enter to display the **Category**, **Process**, **Employee No.**, **Employee Name**, **Department**, type in the **Authorization Year**, **Date Authorized**, **Expire Date**, and **Remarks** into the provided input fields. Click **Add Authorization** button to record the information in the system. *Notes that the record will proceed to Authorization Record Review (See Figure 2.7)*

The 'Add Authorization' modal form contains the following fields and controls:

- Category:** A text input field.
- Process:** A text input field.
- Employee No.:** A text input field.
- Authorization No.:** A text input field with 'N/A' entered.
- Employee Name:** A text input field.
- Department:** A text input field.
- Authorization Year:** A text input field.
- Date Authorized:** A date input field with a calendar icon and placeholder 'yyyy-mm-dd'.
- Expire Date:** A date input field with a calendar icon and placeholder 'yyyy-mm-dd'.
- Remarks:** A text input field.
- Add Authorization** A green button at the bottom right.

Figure 2.7

After clicking the **Import** box, a modal will appear. Click the **Download Template** to download the CSV file with the correct format for importing files. Choose file you want to import and select the category. Click **Upload** button to record the information in the system. *Notes that the record will proceed to Authorization Record Review, Category is required, and incorrect format will result to error (See Figure 2.8)*

The 'Import Record' modal form contains the following fields and controls:

- Choose File** A button next to the text 'No file chosen'.
- Category** A blue dropdown menu.
- Download Template** A green button.
- Upload** A blue button.
- Close** A grey button.

Figure 2.8

Example export file of a E-Record Authorization (See Figure 2.9).

#	A	B	C	D	E	F	G	H	I	J
		Code	Process Name	Expired Date	Authorization No.	Employee Name	Employee No.	Batch No.	Status	Remarks
1	1		Airbag Sub Assembly Process	2025-02-28	FALP-AB Sub-1490	Aba, Rosaidah B.	MWM00019554	558	Qualified	
2	2		Airbag Sub Assembly Process	2024-12-31	FALP-AB Sub-1188	Abacan, Maria Fe C.	EN69-9793	498	Qualified	TRY MINOR UPDATE OF CANCELLATION
3	3		Airbag Sub Assembly Process	2023-12-31	FALP-AB Sub-1188	Abacan, Maria Fe C.	EN69-9793	498	Qualified	TRY MINOR UPDATE OF CANCELLATION
4	4		Airbag Sub Assembly Process	2022-10-31	FALP-AB Sub-864	Abacan, Patricia M.	20_PK41205	318	Qualified	
5	5		Airbag Sub Assembly Process	2022-04-30	FALP-AB Sub-721	Abad, Bernadette Abegaile R.	EN69-4037	345	Qualified	
6	6		Airbag Sub Assembly Process	2020-07-31	FALP-AB Sub-143	Abante, Ruffa M.	14-01881	15	Qualified	
7	7		Airbag Sub Assembly Process	2019-07-31	FALP-AB Sub-143	Abante, Ruffa M.	14-01881	15	Qualified	
8	8		Airbag Sub Assembly Process	2018-07-31	FALP-AB Sub-143	Abante, Ruffa M.	14-01881	15	Qualified	
9	9		Airbag Sub Assembly Process	2024-07-31	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
10	10		Airbag Sub Assembly Process	2023-07-31	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
11	11		Airbag Sub Assembly Process	2022-02-28	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
12	12		Airbag Sub Assembly Process	2021-02-28	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
13	13		Airbag Sub Assembly Process	2020-04-30	FALP-AB Sub-386	Abapo, Johny Boy D.	BF-13020	249	Not Qualified	CANCELLED PREREQUISITE PROCESS: Sub PC
14	14		Airbag Sub Assembly Process	2020-11-30	FALP-AB Sub-568	Abay, April B.	BF-16738	278	Qualified	
15	15		Airbag Sub Assembly Process	2018-10-31	FALP-AB Sub-183	Abdon, Aiza M.	17_PK14444	166	Qualified	
16	16		Airbag Sub Assembly Process	2024-11-30	FALP-AB Sub-1459	Abdon, Chenna T.	20-05503	200	Qualified	
17	17		Airbag Sub Assembly Process	2024-09-30	FALP-AB Sub-846	Abdon, Shielalyn O.	14-00969	9	Qualified	
18	18		Airbag Sub Assembly Process	2023-09-30	FALP-AB Sub-846	Abdon, Shielalyn O.	14-00969	9	Qualified	
19	19		Airbag Sub Assembly Process	2022-09-30	FALP-AB Sub-846	Abdon, Shielalyn O.	14-00969	9	Qualified	
20	20		Airbag Sub Assembly Process	2020-04-30	FALP-AB Sub-355	Abelgas, Rhobie N.	18_PK28231	239	Qualified	
21	21		Airbag Sub Assembly Process	2024-09-30	FALP-AB Sub-1128	Abiera, Excellie Viol C.	23-09553	352	Qualified	
22	22		Airbag Sub Assembly Process	2023-09-30	FALP-AB Sub-1128	Abiera, Excellie Viol C.	23-09553	352	Qualified	
23	23		Airbag Sub Assembly Process	2024-04-30	FALP-AB Sub-713	Abraham, Aldrin J.	21-06694	250	Qualified	
24	24		Airbag Sub Assembly Process	2023-04-30	FALP-AB Sub-713	Abraham, Aldrin J.	21-06694	250	Qualified	
25	25		Airbag Sub Assembly Process	2022-04-30	FALP-AB Sub-713	Abraham, Aldrin J.	21-06694	250	Qualified	
26	26		Airbag Sub Assembly Process	2024-08-31	FALP-AB Sub-1370	Abrencillo, Rinzel A.	GM_230985	560	Qualified	
27	27		Airbag Sub Assembly Process	2019-10-31	FALP-AB Sub-015	Abu, Mary Ann C.	15-02905	64	Qualified	
28	28		Airbag Sub Assembly Process	2018-10-31	FALP-AB Sub-015	Abu, Mary Ann C.	15-02905	64	Qualified	
29	29		Airbag Sub Assembly Process	2017-10-31	FALP-AB Sub-015	Abu, Mary Ann C.	15-02905	64	Qualified	
30	30		Airbag Sub Assembly Process	2019-04-30	FALP-AB Sub-084	Abuyog, Arlene B.	18-03963	111	Qualified	

Figure 2.9

Update Data

1. Click **Update Data** button in the sidebar (See Figure 2.10).
2. Click on the **Category**, **Process**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required* (See Figure 2.10).
3. Click on the desired row from the table, the **Authorization** will show. Click on the desired row from the table. Enter the updated information into the input fields provided, then click the **Update Data** button to apply the changes (See Figure 2.10)

E-Record System

IT Personnel

Record Status

View Data

Add Record

Update Data

Masterlist

Account Management

Logout

Update Process

Final

Please select a process.....

Employee Name

Employee ID

Search

#	Authorization No.	Employee Name	Maiden Name	Employee No.	Batch No.	Department
1	FALP-Apl-027	Aba, Ana Marie		PKI-12-FAS248	8	HRT
2	FALP-Dimi-123	Aba, Ana Marie		PKI-12-FAS248	8	PD
3	FALP-Apl-1837	Aba, Rhenalyn P.		14-02184	45	HR
4	FALP-Sub PC-801	Aba, Rhenalyn P.		14-02184	45	HR
5	FALP-Sub PC-12490	Aba, Rosaidah B.		MWM00019554	558	PD
6	FALP-AB Sub-1490	Aba, Rosaidah B.		MWM00019554	558	PD
7	FALP-Sub PC-12018	Ababa, Angelica M.		EN69-11394	549	PD
8	FALP-Sub PC-13243	Ababa, Mary Chris Z.		24_PK71151	586	QA
9	FALP-Apl-034	Abaca, Jackielyn C.	Catipan, Jackielyn P.	13-0212	2	PD
10	FALP-ARM-024	Abaca, Jackielyn C.	Catipan, Jackielyn P.	13-0212	2	PD
11	FALP-Dimi-068	Abaca, Jackielyn C.	Catipan, Jackielyn P.	13-0212	2	PD

Total: 37535

Prev

1

Next

Name: Abaca, Jackielyn C.

Authorization No.: FALP-ARM-024

Authorization Year	Date Authorized	Expire Date	Remarks	Reason Of Cancellation	Date of Cancellation	Department	Updated By/ Date/
2014	2014-08-30	2014-12-31				PD	
2014	2014-08-30	2014-12-31				PD	
2013	2013-09-10	2013-12-31				PD	
2013	2013-09-10	2013-12-31				PD	

Figure 2.10

Master List

1. Click **Masterlist** button in the sidebar (See Figure 2.11).
2. Click **Add** box, enter the information into the provided input fields, then click the **Add Masterlist** button to add the record (See Figure 2.11).
3. Click **Download** box to download the CSV file with the correct format for importing files (See Figure 2.11).
4. Click **Import** box, chose file you want to import . Click **Upload** button to record the infromation in the system (See Figure 2.11).
5. Once clicked **Export** box they automatically downloaded the file (See Figure 2.11).
6. Click on the **Status**, **Provider**, **Employee ID**, **Batch No.**, and **Employee Name** to filter the table by specific data. Then click the **Search** button (See Figure 2.11).
7. In the **Masterlist Table**, click on the desired row to update the **Masterlist**. Enter the updated information into the input fields provided, then click the **Update Masterlist** button to apply the changes or the **Delete Masterlist** button to remove it (See Figure 2.11).

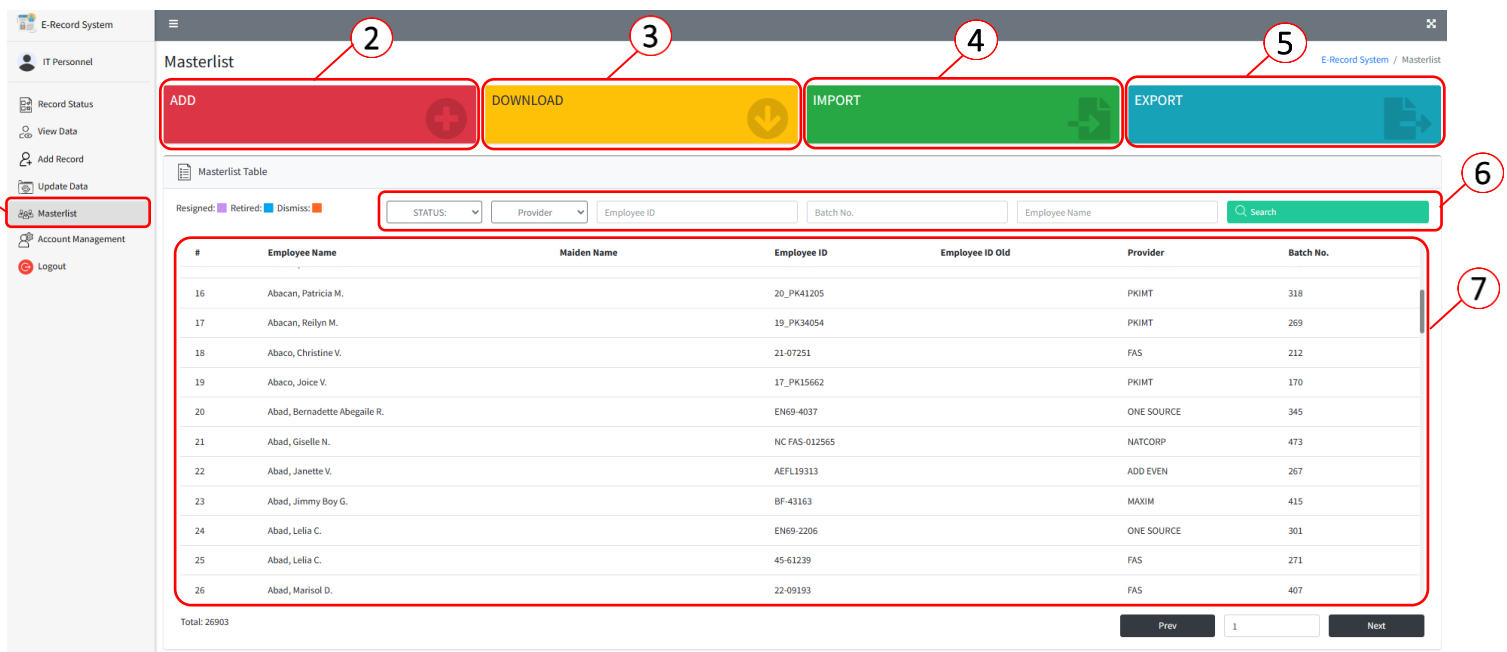


Figure 2.11

Account Management

1. Click **Account Management** button in the sidebar (See Figure 2.12).
2. Click on the **Username** to filter the table by specific data, then click the **Search** button (See Figure 2.12).
3. Click **Add Account**, enter the information into the provided input fields, then click the **Add Account** button to add the record or **Cancel** button to cancel adding the record (See Figure 2.12).
4. In the **Account Management Table**, click on the desired row to update the **Account Management**. Enter the updated information into the input fields provided, then click the **Update Account** button to apply the changes or the **Delete Account** button to remove it (See Figure 2. 12).

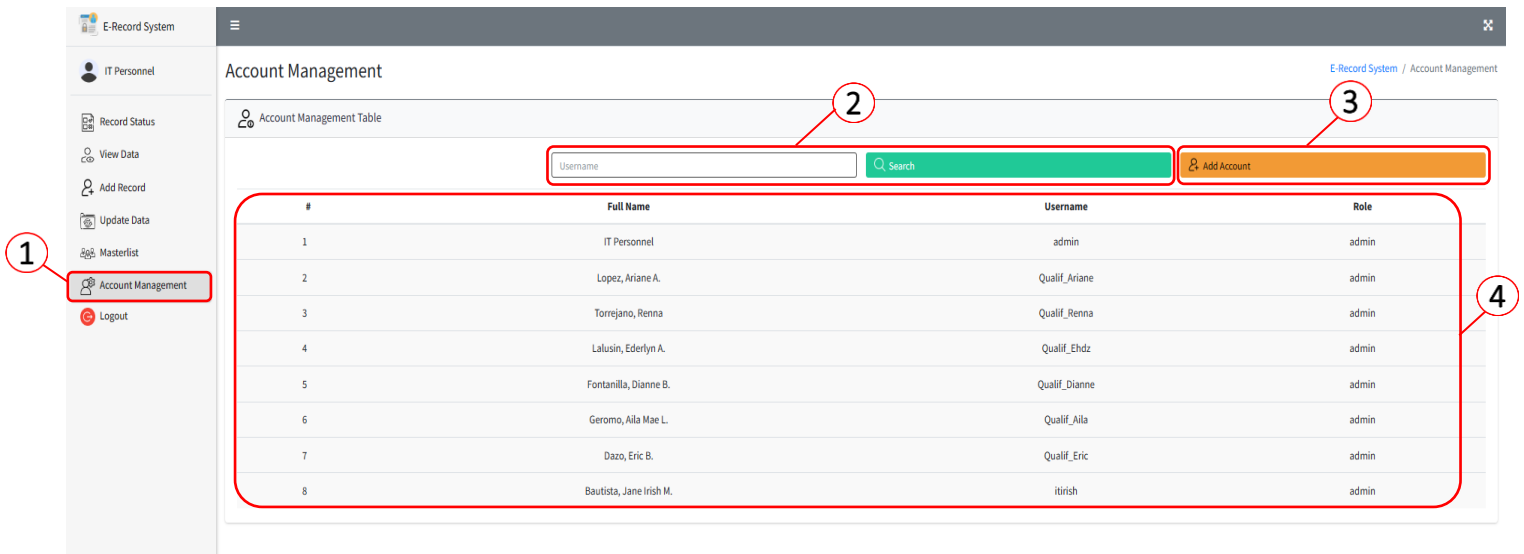


Figure 2.12

Logout

1. Click **Logout** button in the sidebar (See Figure 2.13).
2. The message box will show confirm **Logout**. Don't forget to log out when you're not around or before leaving (See Figure 2.13).

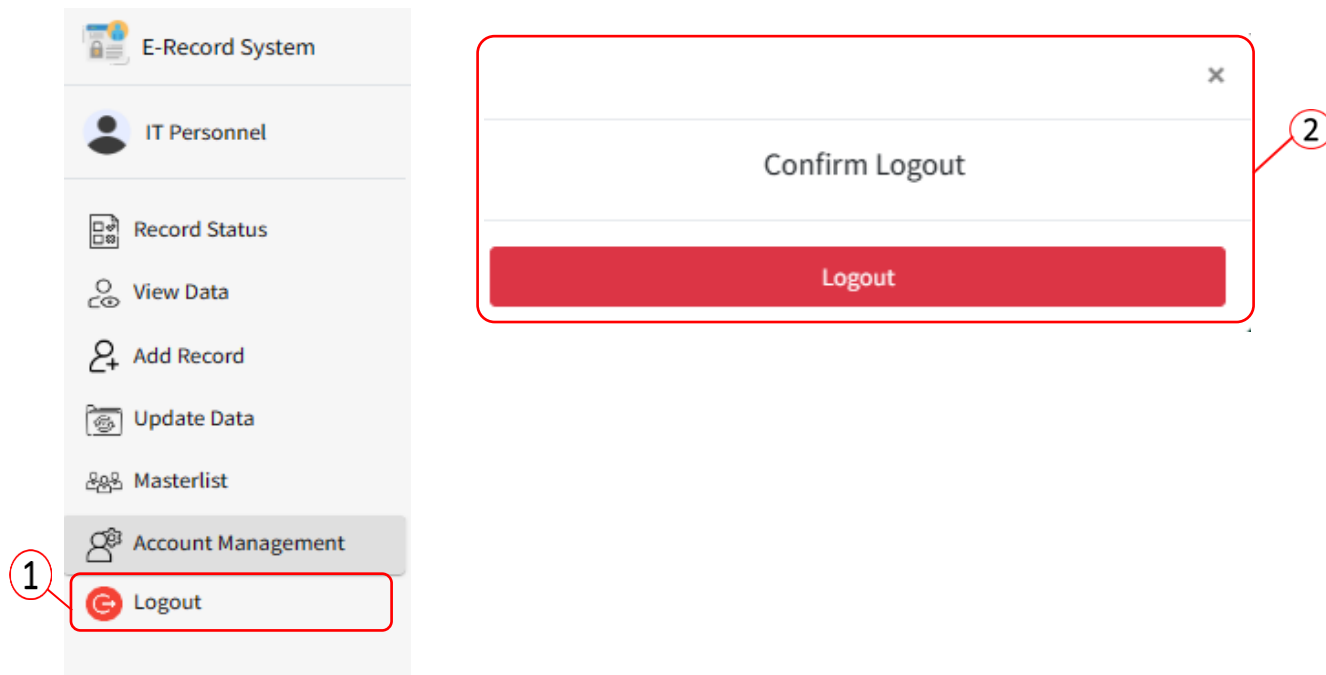
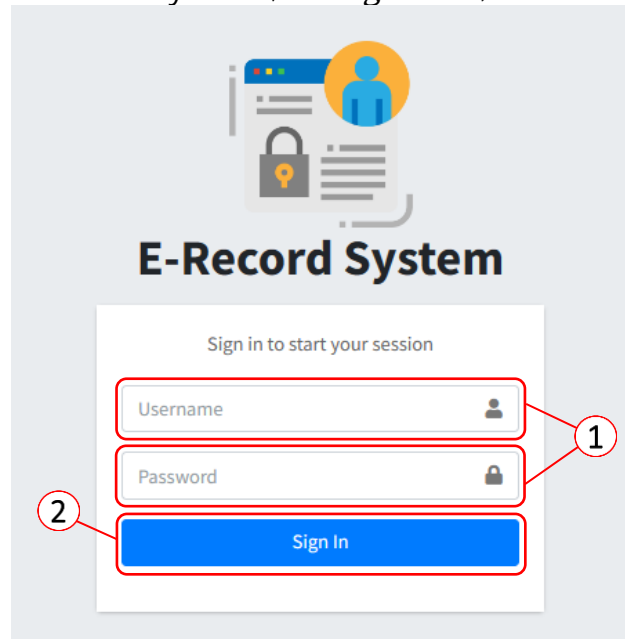


Figure 2.13

E-Record System Work Instruction (QC)

Login

1. Enter the **Username** and **Password** (See Figure 3.0).
2. Click **Sign In** button to access the system (See Figure 3.0).

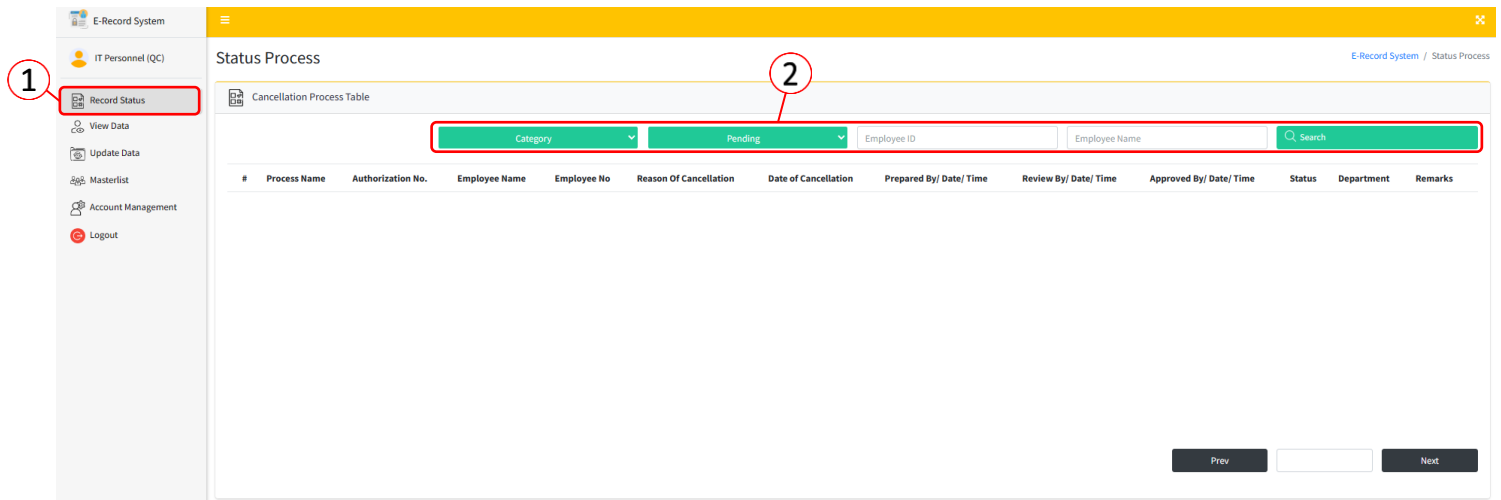


The login screen for the E-Record System. It features a central white box on a light gray background. At the top of the box is the text "Sign in to start your session". Below this are three input fields: "Username" with a person icon, "Password" with a lock icon, and a blue "Sign In" button. Red circles with numbers 1 and 2 are overlaid on the image. Circle 1 points to the Username and Password fields, and circle 2 points to the Sign In button.

Figure 3.0

Record Status

1. Click **Record Status** button in the sidebar (See Figure 3.1).
2. To cancel authorization, click on the **Category**, **Status**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. To **Update**, click on the desired row from the table. Enter the updated information into the input fields provided, then click the **Save** button to apply the changes. *Note that the Category is always required, and the Status may vary, including options such as Pending, Reviewer, and Disapproved (See Figure 3.1).*



The Status Process interface in the E-Record System. On the left is a sidebar with a menu. A red circle with the number 1 points to the "Record Status" option. The main area is titled "Status Process" and contains a "Cancellation Process Table". Above the table is a filter bar with a red circle with the number 2 pointing to it. The filter bar includes dropdowns for "Category" (set to "Pending") and "Employee ID", and a "Search" button. The table has columns: #, Process Name, Authorization No., Employee Name, Employee No., Reason Of Cancellation, Date of Cancellation, Prepared By/ Date/ Time, Review By/ Date/ Time, Approved By/ Date/ Time, Status, Department, and Remarks. At the bottom right are "Prev" and "Next" buttons.

Figure 3.1

View Data

1. Click **View Data** button in the sidebar (See Figure 3.2).
2. Click on the **Category, Process, Employee ID, Employee Name, Date Authorized, and Expiry Date** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required* (See Figure 3.2).
3. Once clicked **Export** button they automatically downloaded the file (See Figure 3.2).

Figure 3.2

Example export file of a E-Record data (See Figure 3.3).

#	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#	Process Name	Authorization No.	Authorization Year	Date Authorized	Expire Date	Employee Name	Employee No.	Batch No.	Department	Remarks	Reason of Cancellation	Date of Cancellation
2	1	Airbag Sub Assembly Process	FALP-AB Sub-1490	2025	2024-02-07	2025-02-28	Aba, Rosaidah B.	MWM00019554	558	PD			
3	2	Airbag Sub Assembly Process	FALP-AB Sub-1188	2024	2023-12-11	2024-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
4	3	Airbag Sub Assembly Process	FALP-AB Sub-1188	2023	2022-12-07	2023-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
5	4	Airbag Sub Assembly Process	FALP-AB Sub-864	2022	2021-10-29	2022-10-31	Abacan, Patricia M.	20_PK41205	318	PD			
6	5	Airbag Sub Assembly Process	FALP-AB Sub-721	2022	2021-04-19	2022-04-30	Abad, Bernadette Abegaille R.	EN69-4037	345	PD			
7	6	Airbag Sub Assembly Process	FALP-AB Sub-143	2020	2019-07-22	2020-07-31	Abante, Ruffa M.	14-01881	15	PD			
8	7	Airbag Sub Assembly Process	FALP-AB Sub-143	2019	2018-07-30	2019-07-31	Abante, Ruffa M.	14-01881	15	PD			
9	8	Airbag Sub Assembly Process	FALP-AB Sub-143	2018	2017-07-27	2018-07-31	Abante, Ruffa M.	14-01881	15	PD			
10	9	Airbag Sub Assembly Process	FALP-AB Sub-605	2024	2023-07-13	2024-07-31	Abanto, Marivic P.	22-08129	272	PD			
11	10	Airbag Sub Assembly Process	FALP-AB Sub-605	2023	2022-07-07	2023-07-31	Abanto, Marivic P.	22-08129	272	PD			
12	11	Airbag Sub Assembly Process	FALP-AB Sub-605	2022	2021-02-24	2022-02-28	Abanto, Marivic P.	22-08129	272	PD			
13	12	Airbag Sub Assembly Process	FALP-AB Sub-605	2021	2020-02-10	2021-02-28	Abanto, Marivic P.	22-08129	272	PD			
14	13	Airbag Sub Assembly Process	FALP-AB Sub-386	2020	2019-04-10	2020-04-30	Abapo, Johnny Boy D.	BF-13020	249	PD		CANCELLED PREREQUISITE PROCESS: Sub PC	2023-01-26
15	14	Airbag Sub Assembly Process	FALP-AB Sub-568	2020	2019-11-12	2020-11-30	Abay, April B.	BF-16738	278	PD			
16	15	Airbag Sub Assembly Process	FALP-AB Sub-183	2018	2017-10-07	2018-10-31	Abdon, Aiza M.	17_PK14444	166	PD			
17	16	Airbag Sub Assembly Process	FALP-AB Sub-1459	2024	2023-11-30	2024-11-30	Abdon, Chenna T.	20-05503	200	PD			
18	17	Airbag Sub Assembly Process	FALP-AB Sub-846	2024	2023-09-01	2024-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
19	18	Airbag Sub Assembly Process	FALP-AB Sub-846	2023	2022-06-10	2023-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
20	19	Airbag Sub Assembly Process	FALP-AB Sub-846	2022	2021-09-27	2022-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
21	20	Airbag Sub Assembly Process	FALP-AB Sub-355	2020	2019-04-02	2020-04-30	Abelgas, Rhobie N.	18_PK28231	239	PD			
22	21	Airbag Sub Assembly Process	FALP-AB Sub-1128	2024	2023-09-11	2024-09-30	Abiera, Excellie Viol C.	23-09553	352	PD			
23	22	Airbag Sub Assembly Process	FALP-AB Sub-1128	2023	2022-09-27	2023-09-30	Abiera, Excellie Viol C.	23-09553	352	PD			
24	23	Airbag Sub Assembly Process	FALP-AB Sub-713	2024	2023-03-09	2024-04-30	Abraham, Aldrin J.	21-06694	250	PD			
25	24	Airbag Sub Assembly Process	FALP-AB Sub-713	2023	2022-04-05	2023-04-30	Abraham, Aldrin J.	21-06694	250	PD			
26	25	Airbag Sub Assembly Process	FALP-AB Sub-713	2022	2021-04-13	2022-04-30	Abraham, Aldrin J.	21-06694	250	PD			
27	26	Airbag Sub Assembly Process	FALP-AB Sub-1370	2024	2023-08-09	2024-08-31	Abrencillo, Rintel A.	GM 230985	560	PD			

Figure 3.3

Update Data

1. Click **Update Data** button in the sidebar (See Figure 3.4).
2. Click on the **Category, Process, Employee Name, and Employee ID** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required* (See Figure 3.4).
3. Click on the desired row from the table, the **Authorization** will show. Click on the desired row from the table. Enter the updated information into the input fields provided, then click the **Update Data** button to apply the changes (See Figure 3.4)

Update Process

Update Process Table

Final Please select a process.... Employee ID Employee Name Search

#	Authorization No.	Employee Name	Maiden Name	Employee No.	Batch No.	Department
1	FALP-Apl-027	Aba, Ana Marie		PKI-12-FAS248	8	HRT
2	FALP-Dimi-123	Aba, Ana Marie		PKI-12-FAS248	8	PD
3	FALP-Apl-1837	Aba, Rhenalyn P.		14-02184	45	HR
4	FALP-Sub PC-801	Aba, Rhenalyn P.		14-02184	45	HR
5	FALP-Sub PC-12490	Aba, Rosaidah B.		MWM00019554	558	PD
6	FALP-AB Sub-1490	Aba, Rosaidah B.		MWM00019554	558	PD
7	FALP-Sub PC-12018	Ababa, Angelica M.		EN69-11394	549	PD
8	FALP-Sub PC-13243	Ababa, Mary Chris Z.		24_PK71151	586	QA
9	FALP-Apl-034	Abaca, Jackielyn C.	Catipan, Jackielyn P.	13-0212	2	PD
10	FALP-ARM-024	Abaca, Jackielyn C.	Catipan, Jackielyn P.	13-0212	2	PD
11	FALP-Dimi-068	Abaca, Jackielyn C.	Catipan, Jackielyn P.	13-0212	2	PD

Total: 37535

Prev 1 Next

Modal Window:

Name: Abaca, Jackielyn C. Authorization No. FALP-ARM-024

Authorization Year	Date Authorized	Expire Date	Remarks	Reason Of Cancellation	Date of Cancellation	Department	Updated By/ Date/
2014	2014-08-30	2014-12-31				PD	
2014	2014-08-30	2014-12-31				PD	
2013	2013-09-10	2013-12-31				PD	
2013	2013-09-10	2013-12-31				PD	

Figure 3.4

Master List

1. Click **Masterlist** button in the sidebar (See Figure 3.5).
2. Click on the **Status**, **Provider**, **Employee ID**, **Batch No.**, and **Employee Name** to filter the table by specific data. Then click the **Search** button (See Figure 3.5).

Masterlist

Masterlist Table

Resigned: Retired: Dismiss:

STATUS: Provider Employee ID Batch No. Employee Name Search

#	Employee Name	Maiden Name	Employee ID	Employee ID Old	Provider	Batch No.
1	Aala, Joy A.		EN69-0760		ONESOURCE	271
2	Aala, Mary Jane M.		14-1611060		PKIMT	65
3	Aala, Mary Jane S.		BF-18725		MAXIM	310
4	Aba, Ana Marie		PKI-12-FAS248		PKIMT	8
5	Aba, Rhenalyn P.		14-02184		FAS	45
6	Aba, Rosaidah B.		MWM00019554		MEGATREND	558
7	Ababa, Angelica M.		EN69-11394		ONE SOURCE	549
8	Ababa, Mary Chris Z.		24_PK71151		PKIMT	586
9	Ababao, Irramae P.		AEFL18126		ADD EVEN	223
10	Abac, Melody V.		21-06983		FAS	258
11	Abaca, Jackielyn C.	Catipan, Jackielyn P.	13-0212		FAS	2

Total: 26903

Prev 1 Next

Figure 3.5

Account Management

1. Click **Account Management** button in the sidebar (See Figure 3.6).
2. Click on the **Username** to filter the table by specific data, then click the **Search** button (See Figure 3.6).
3. Click **Add Account**, enter the information into the provided input fields, then click the **Add Account** button to add the record or **Cancel** button to cancel adding the record (See Figure 3.6).
4. In the **Account Management Table**, click on the desired row to update the **Account Management**. Enter the updated information into the input fields provided, then click the **Update Account** button to apply the changes or the **Delete Account** button to remove it (See Figure 3.6).

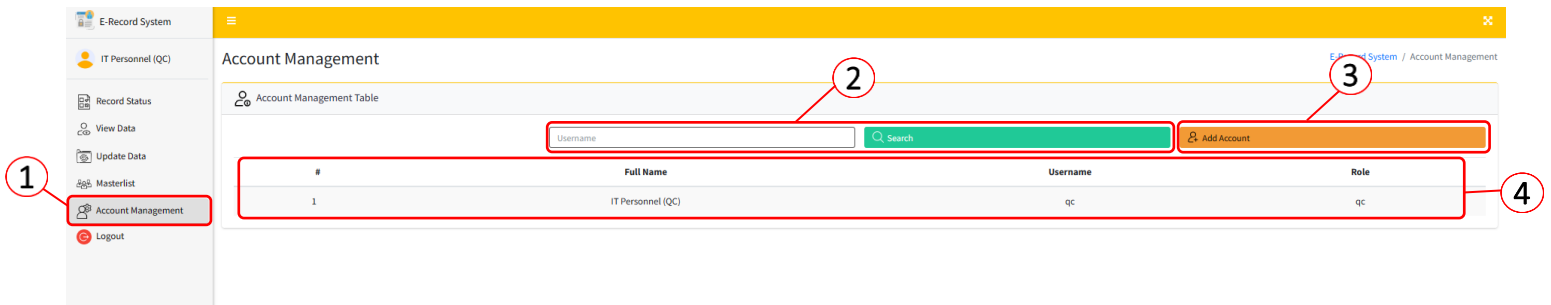


Figure 3.6

Logout

3. Click **Logout** button in the sidebar (See Figure 3.7).
4. The message box will show confirm **Logout**. Don't forget to log out when you're not around or before leaving (See Figure 3.7).

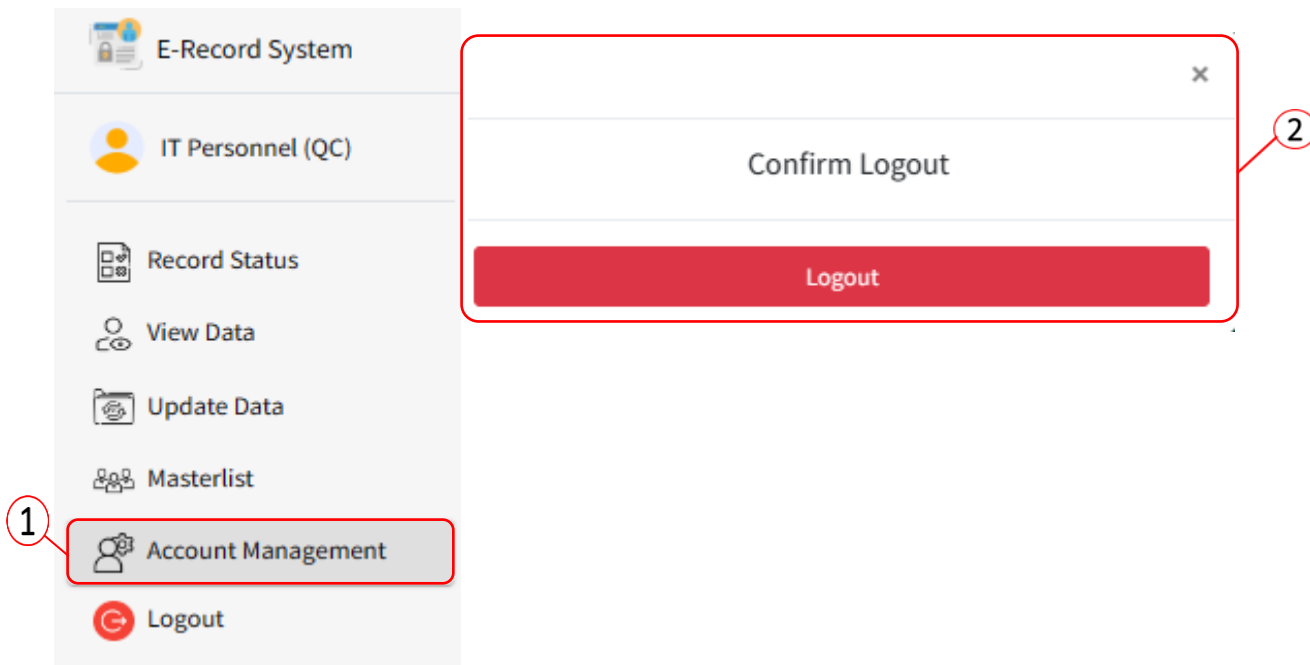


Figure 3.7

E-Record System Work Instruction (Authorization Record Review)

Login

1. Enter the **Username** and **Password** (See Figure 4.0).
2. Click **Sign In** button to access the system (See Figure 4.0).

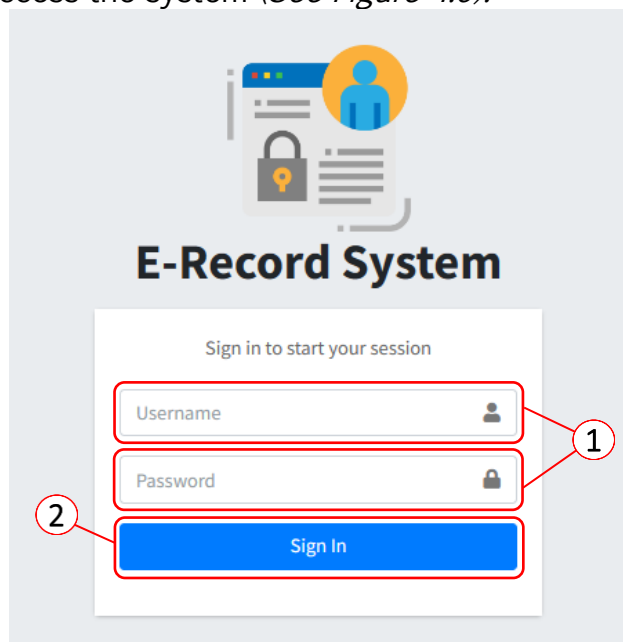


Figure 4.0

Record Status

1. Click **Record Status** button in the sidebar (See Figure 4.1).
2. The Record Status Table consists of two tables: **Certification** and **Cancellation** (See Figure 4.1).
3. To certify authorization, click on the **Category**, **Status**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. To **Update**, click on the desired row from the table. Enter the updated information into the input fields provided, then click the **Save** button to apply the changes. *Note that the Category is always required, and the Status may vary, including options such as Pending, Reviewer, and Disapproved* (See Figure 4.1).

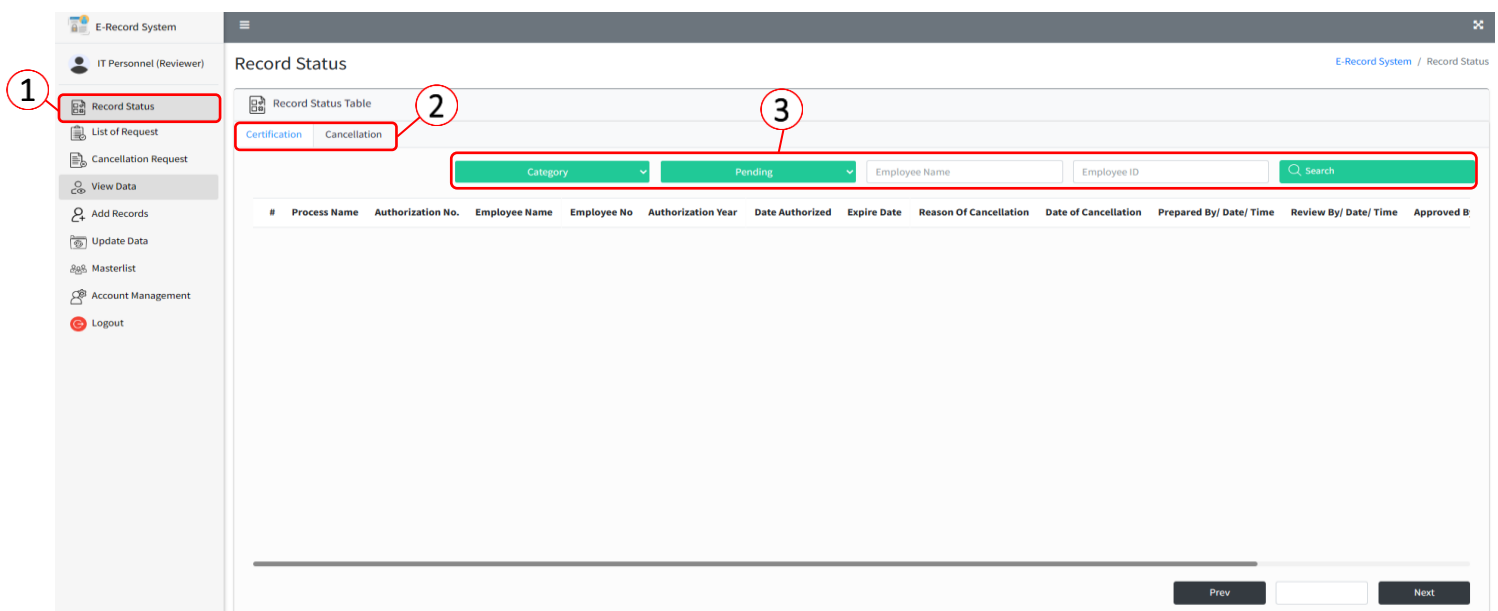


Figure 4.1

- To cancel authorization, click on the **Category**, **Status**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. To **Update**, click on the desired row from the table. Enter the updated information into the input fields provided, then click the **Save** button to apply the changes. *Note that the Category is always required, and the Status may vary, including options such as Pending, Reviewer, and Disapproved (See Figure 4.2).*

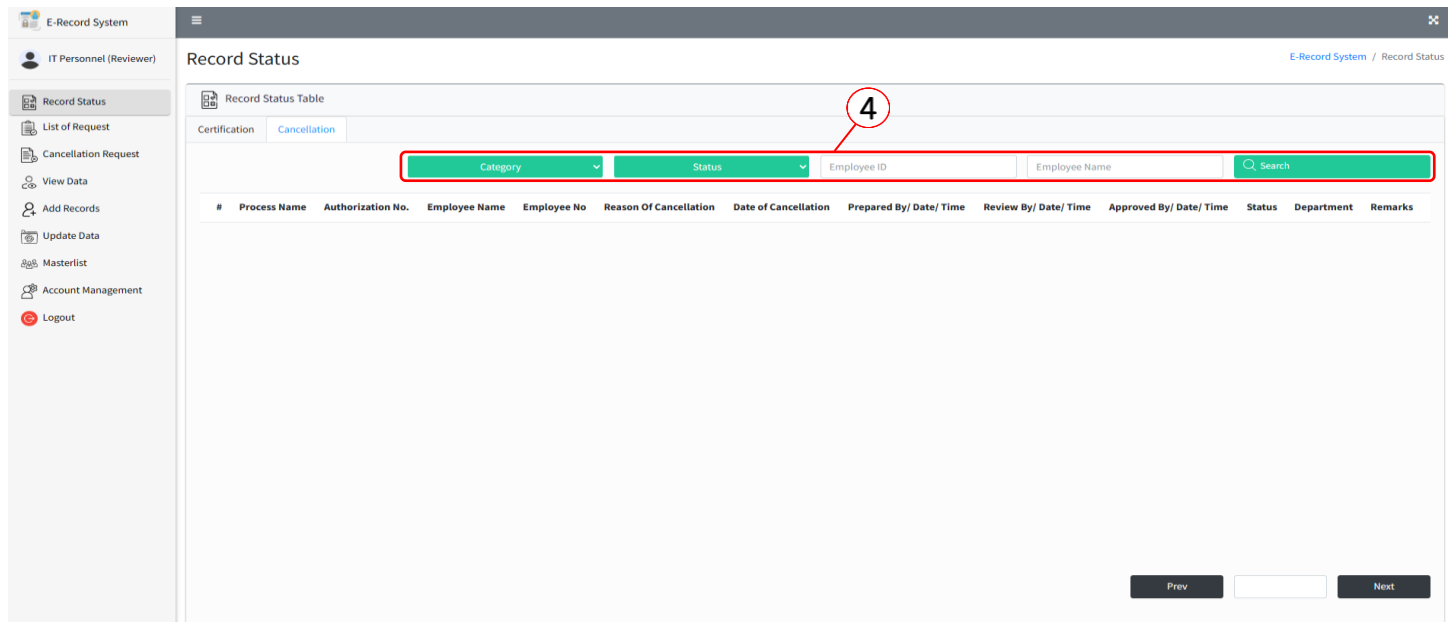


Figure 4.2

List of Request

- Click **List of Request** button in the sidebar (See Figure 4.3).
- The List of Request Table consists of two tables: **Request** and **History** (See Figure 4.3).
- Click on the **Category**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required (See Figure 4.3).*
- Click the **checkbox**, then click the **Review** button. A modal will appear, asking, "Are you sure that you have reviewed it?" Click **Approve** to move it to the approved account, or **Disapprove** to return it to the admin who created the record (See Figure 4.3).

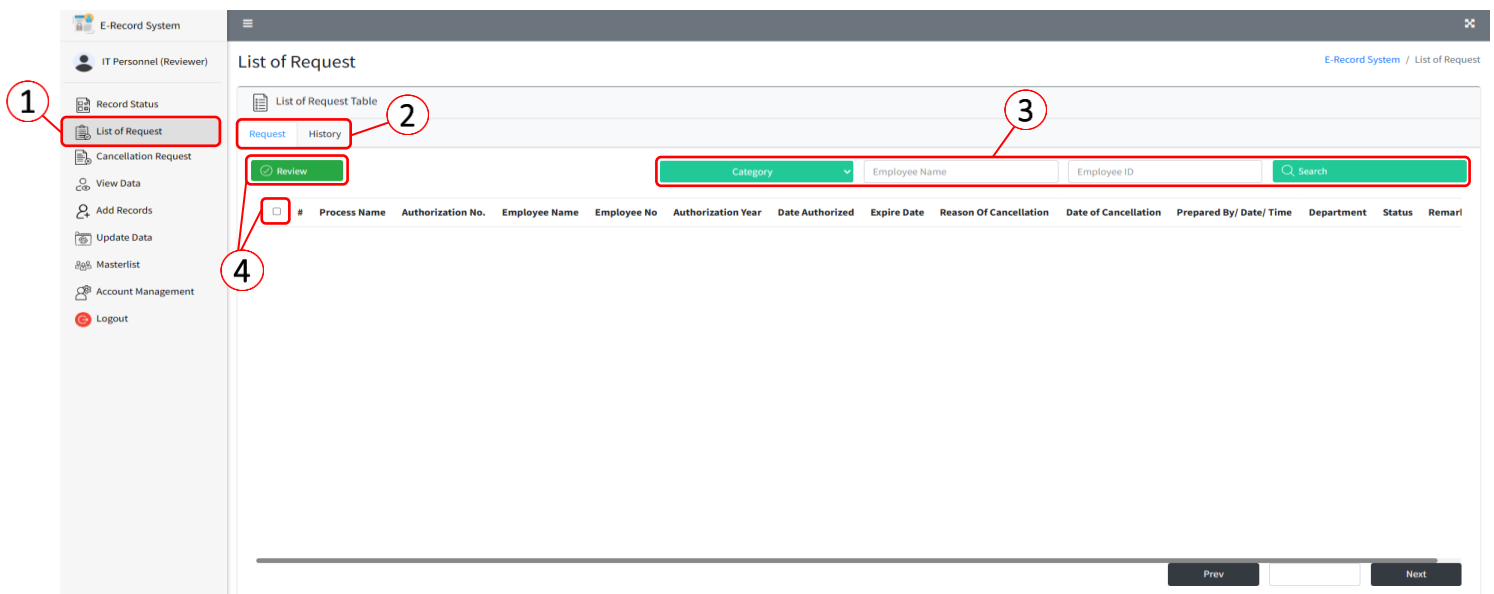


Figure 4.3

- View the records you have approved and disapproved, click on the **Category**, **Employee Name**, **Employee ID**, **Date Authorized**, and **Expire Date** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required (See Figure 4.4)*

List of Request

Request **History**

Final Employee Name Employee ID Date Authorized Expire Date Search

#	Process Name	Authorization No.	Employee Name	Employee No	Authorization Year	Date Authorized	Expire Date	Reason Of Cancellation
1	Appearance Inspection	FALP-Apl-2861	Aala, Joy A.	EN69-0760	2020	2019-07-19	2020-07-31	
2	Electricity Inspection	FALP-ECT-915	Aala, Mary Jane M.	14-1611060	2015	2014-11-08	2015-12-31	
3	Electricity Inspection	FALP-ECT-915	Aala, Mary Jane M.	14-1611060	2016	2015-12-03	2016-12-31	
4	Electricity Inspection	FALP-ECT-3116	Aala, Mary Jane S.	BF-18725	2021	2020-06-23	2021-06-30	
5	Appearance Inspection	FALP-Apl-027	Aba, Ana Marie	PKI-12-FAS248	2013	2012-12-29	2013-12-31	
6	Dimension Inspection	FALP-Dimi-123	Aba, Ana Marie	PKI-12-FAS248	2013	2013-02-16	2013-12-31	
7	Electricity Inspection	FALP-ECT-132	Aba, Ana Marie	PKI-12-FAS248	2013	2013-02-18	2013-12-31	
8	Appearance Inspection	FALP-Apl-1837	Aba, Rhenalyn P.	14-02184	2018	2017-12-02	2018-12-31	
9	Sub Assembly Process (with SUB PC)	FALP-Sub PC-801	Aba, Rhenalyn P.	14-02184	2018	2017-05-05	2018-05-31	
10	Sub Assembly Process (with SUB PC)	FALP-Sub PC-12490	Aba, Rosaidah B.	MWM00019554	2024	2023-07-22	2024-07-31	
11	Airbag Sub Assembly Process	FALP-AB Sub-1490	Aba, Rosaidah B.	MWM00019554	2025	2024-02-07	2025-02-28	

Total: 69403 Prev 1 Next

Figure 4. 4

Cancellation Request

- Click **Cancellation Request** button in the sidebar (See Figure 4.5).
- The Cancellation Process Table consists of two tables: **Request** and **History** (See Figure 4.5).
- Click on the **Category**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required (See Figure 4.5).*
- Click the **checkbox**, then click the **Review** button. A modal will appear, asking, "Are you sure that you have reviewed it?" Click **Approve** to move it to the approved account, or **Disapprove** to return it to the admin who created the record (See Figure 4.5).
- View the records you have approved and disapproved, click on the **Category**, **Employee Name**, **Employee ID**, **Date Authorized**, and **Expire Date** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required (See Figure 4.6)*

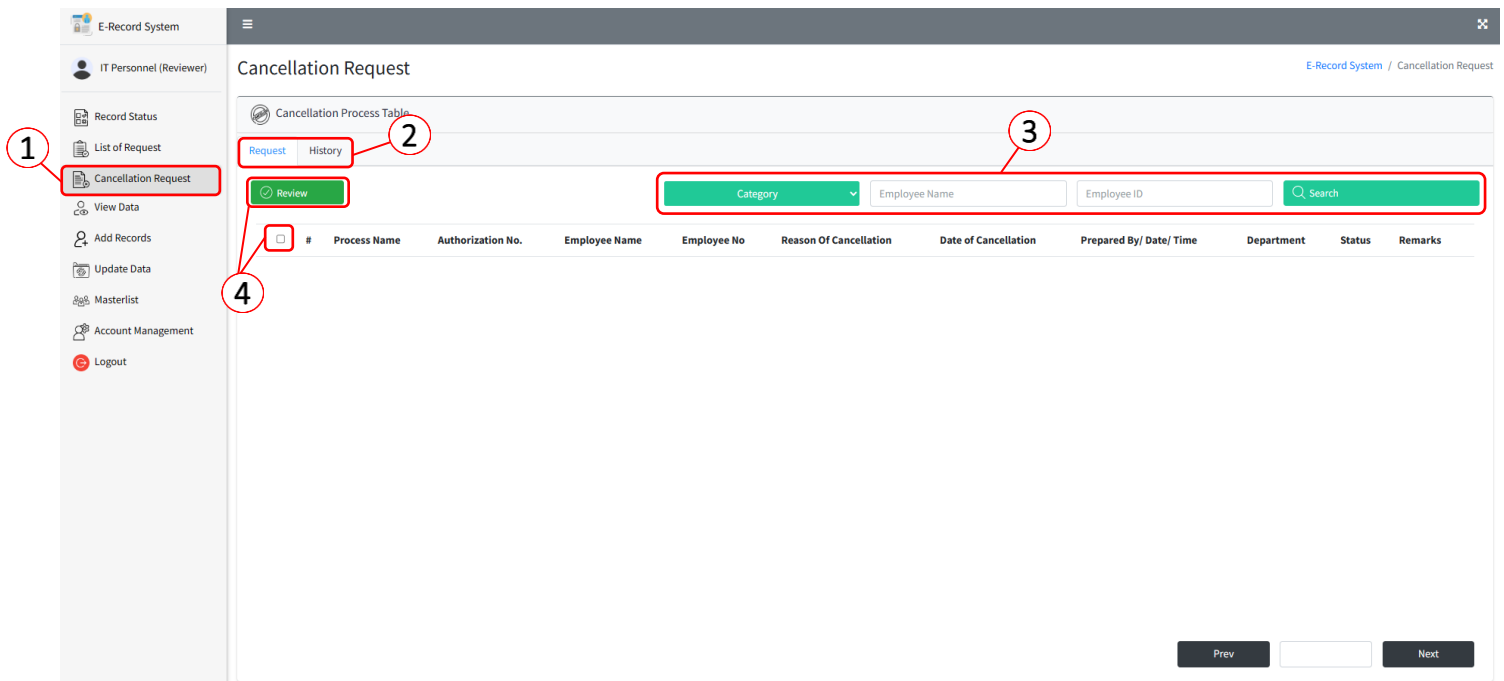


Figure 4. 5

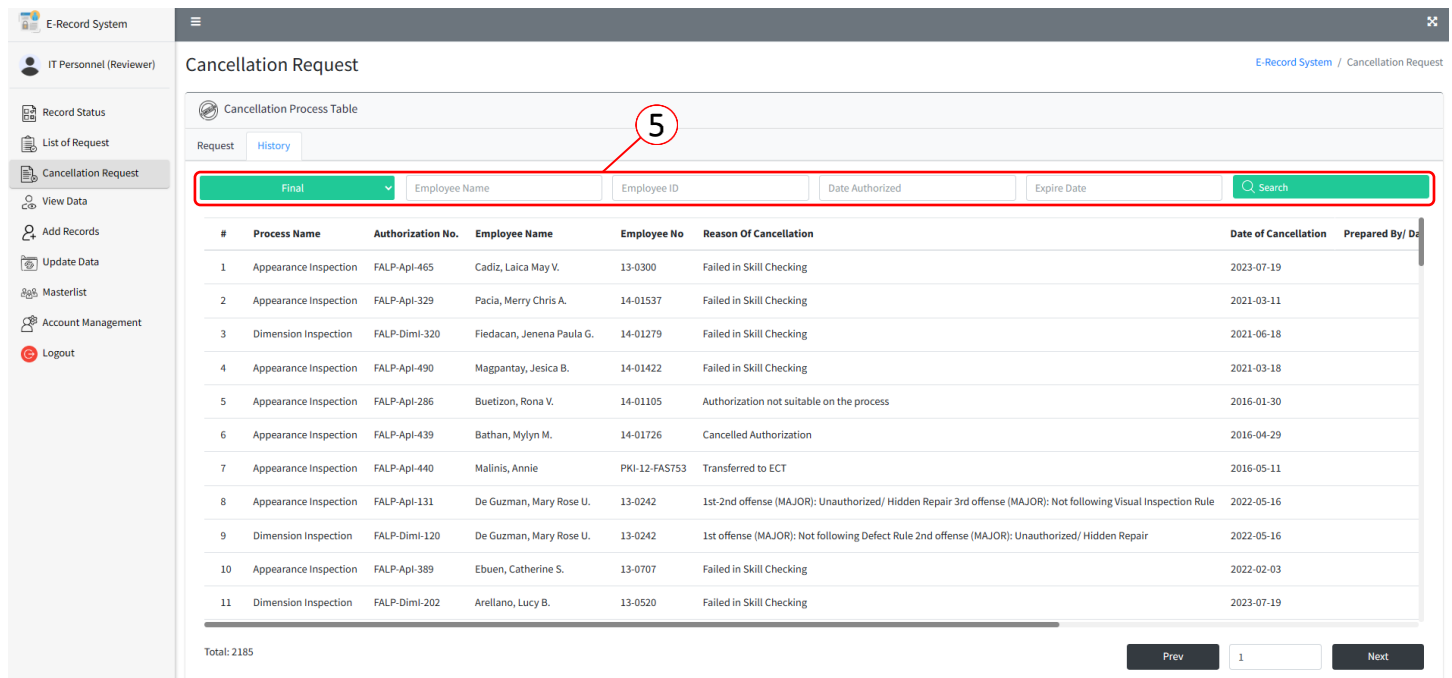


Figure 4. 6

View Data

1. Click **View Data** button in the sidebar (See Figure 4.7).
2. Click on the **Category, Process, Employee ID, Employee Name, Date Authorized, and Expiry Date** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required* (See Figure 4.7).
3. Once clicked **Export** button they automatically downloaded the file (See Figure 4.7).

Figure 4.7

Example export file of a E-Record data (See Figure 4.8).

#	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#	Process Name	Authorization No.	Authorizat	Date Authorized	Expire Date	Employee Name	Employee No.	Batch No.	Departme	Remarks	Reason of Cancellation	Date of Cancellation
2	1	Airbag Sub Assembly Process	FALP-AB Sub-1490	2025	2024-02-07	2025-02-28	Aba, Rosaidah B.	MWM00019554	558	PD			
3	2	Airbag Sub Assembly Process	FALP-AB Sub-1188	2024	2023-12-11	2024-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
4	3	Airbag Sub Assembly Process	FALP-AB Sub-1188	2023	2022-12-07	2023-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
5	4	Airbag Sub Assembly Process	FALP-AB Sub-864	2022	2021-10-29	2022-10-31	Abacan, Patricia M.	20_PK41205	318	PD			
6	5	Airbag Sub Assembly Process	FALP-AB Sub-721	2022	2021-04-19	2022-04-30	Abad, Bernadette Abegaille R.	EN69-4037	345	PD			
7	6	Airbag Sub Assembly Process	FALP-AB Sub-143	2020	2019-07-22	2020-07-31	Abante, Ruffa M.	14-01881	15	PD			
8	7	Airbag Sub Assembly Process	FALP-AB Sub-143	2019	2018-07-30	2019-07-31	Abante, Ruffa M.	14-01881	15	PD			
9	8	Airbag Sub Assembly Process	FALP-AB Sub-143	2018	2017-07-27	2018-07-31	Abante, Ruffa M.	14-01881	15	PD			
10	9	Airbag Sub Assembly Process	FALP-AB Sub-605	2024	2023-07-13	2024-07-31	Abanto, Marivic P.	22-08129	272	PD			
11	10	Airbag Sub Assembly Process	FALP-AB Sub-605	2023	2022-07-07	2023-07-31	Abanto, Marivic P.	22-08129	272	PD			
12	11	Airbag Sub Assembly Process	FALP-AB Sub-605	2022	2021-02-24	2022-02-28	Abanto, Marivic P.	22-08129	272	PD			
13	12	Airbag Sub Assembly Process	FALP-AB Sub-605	2021	2020-02-10	2021-02-28	Abanto, Marivic P.	22-08129	272	PD			
14	13	Airbag Sub Assembly Process	FALP-AB Sub-386	2020	2019-04-10	2020-04-30	Abapo, Johnny Boy D.	BF-13020	249	PD		CANCELLED PREREQUISITE PROCESS: Sub PC	2023-01-26
15	14	Airbag Sub Assembly Process	FALP-AB Sub-568	2020	2019-11-12	2020-11-30	Abay, April B.	BF-16738	278	PD			
16	15	Airbag Sub Assembly Process	FALP-AB Sub-183	2018	2017-10-07	2018-10-31	Abdon, Aiza M.	17_PK14444	166	PD			
17	16	Airbag Sub Assembly Process	FALP-AB Sub-1459	2024	2023-11-30	2024-11-30	Abdon, Chenna T.	20-05503	200	PD			
18	17	Airbag Sub Assembly Process	FALP-AB Sub-846	2024	2023-09-01	2024-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
19	18	Airbag Sub Assembly Process	FALP-AB Sub-846	2023	2022-06-10	2023-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
20	19	Airbag Sub Assembly Process	FALP-AB Sub-846	2022	2021-09-27	2022-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
21	20	Airbag Sub Assembly Process	FALP-AB Sub-355	2020	2019-04-02	2020-04-30	Abelgas, Rhobie N.	18_PK28231	239	PD			
22	21	Airbag Sub Assembly Process	FALP-AB Sub-1128	2024	2023-09-11	2024-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
23	22	Airbag Sub Assembly Process	FALP-AB Sub-1128	2023	2022-09-27	2023-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
24	23	Airbag Sub Assembly Process	FALP-AB Sub-713	2024	2023-03-09	2024-04-30	Abraham, Aldrin J.	21-06694	250	PD			
25	24	Airbag Sub Assembly Process	FALP-AB Sub-713	2023	2022-04-05	2023-04-30	Abraham, Aldrin J.	21-06694	250	PD			
26	25	Airbag Sub Assembly Process	FALP-AB Sub-713	2022	2021-04-13	2022-04-30	Abraham, Aldrin J.	21-06694	250	PD			
27	26	Airbag Sub Assembly Process	FALP-AB Sub-1370	2024	2023-08-09	2024-08-31	Abrencillo, Rinzel A.	GM 230985	560	PD			

Figure 4.8

Add Record

- Click **Add Data** button in the sidebar (See Figure 4.9).
- Click **Add New** box (See Figure 4.9).
- Click **Add Renew** box (See Figure 4.9).
- Click **Import** box (See Figure 4.9).
- Once clicked **Export** box they automatically downloaded the file (See Figure 4.9).
- Click on the **Category**, **Process**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required* (See Figure 4.9).

Figure 4.9

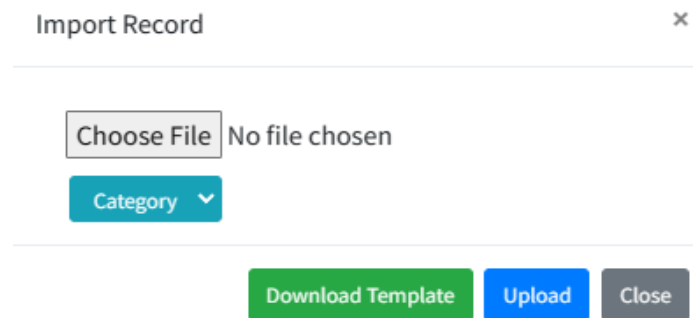
After clicking the **Add New** box, a modal will appear. Select a **Category** and **Process**, then type the **Employee No.** and press enter to display the **Employee Name**, type in the **Authorization No.**, **Department**, **Authorization Year**, **Date Authorized**, **Expire Date**, and **Remarks** into the provided input fields. Click **Add New Authorization** button to record the information in the system. *Notes that the record will proceed to Authorization Record Review (See Figure 4.10)*

Figure 4.10

After clicking the **Add Renew** box, a modal will appear. Type the **Authorization No.** and press enter to display the **Category**, **Process**, **Employee No.**, **Employee Name**, **Department**, type in the **Authorization Year**, **Date Authorized**, **Expire Date**, and **Remarks** into the provided input fields. Click **Add Authorization** button to record the information in the system. *Notes that the record will proceed to Authorization Record Review (See Figure 4.11)*

Figure 4.11

After clicking the **Import** box, a modal will appear. Click the **Download Template** to download the CSV file with the correct format for importing files. Choose file you want to import and select the category. Click **Upload** button to record the information in the system. *Notes that the record will proceed to Authorization Record Review, Category is required, and incorrect format will result to error (See Figure 4.12)*



The modal window titled "Import Record" contains a "Choose File" button, a text field showing "No file chosen", and a "Category" dropdown menu. At the bottom, there are three buttons: "Download Template" (green), "Upload" (blue), and "Close" (grey).

Figure 4.12

Example export file of a E-Record Authorization (See Figure 4.13).

#	A	B	C	D	E	F	G	H	I	J
	#	Code	Process Name	Expired Date	Authorization No.	Employee Name	Employee No.	Batch No.	Status	Remarks
1	1		Airbag Sub Assembly Process	2025-02-28	FALP-AB Sub-1490	Aba, Rosaidah B.	MWM00019554	558	Qualified	
2	2		Airbag Sub Assembly Process	2024-12-31	FALP-AB Sub-1188	Abacan, Maria Fe C.	EN69-9793	498	Qualified	TRY MINOR UPDATE OF CANCELLATION
3	3		Airbag Sub Assembly Process	2023-12-31	FALP-AB Sub-1188	Abacan, Maria Fe C.	EN69-9793	498	Qualified	TRY MINOR UPDATE OF CANCELLATION
4	4		Airbag Sub Assembly Process	2022-10-31	FALP-AB Sub-864	Abacan, Patricia M.	20_PK41205	318	Qualified	
5	5		Airbag Sub Assembly Process	2022-04-30	FALP-AB Sub-721	Abad, Bernadette Abegalle R.	EN69-4037	345	Qualified	
6	6		Airbag Sub Assembly Process	2020-07-31	FALP-AB Sub-143	Abante, Ruffa M.	14-01881	15	Qualified	
7	7		Airbag Sub Assembly Process	2019-07-31	FALP-AB Sub-143	Abante, Ruffa M.	14-01881	15	Qualified	
8	8		Airbag Sub Assembly Process	2018-07-31	FALP-AB Sub-143	Abante, Ruffa M.	14-01881	15	Qualified	
9	9		Airbag Sub Assembly Process	2024-07-31	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
10	10		Airbag Sub Assembly Process	2023-07-31	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
11	11		Airbag Sub Assembly Process	2022-02-28	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
12	12		Airbag Sub Assembly Process	2021-02-28	FALP-AB Sub-605	Abanto, Marivic P.	22-08129	272	Qualified	
13	13		Airbag Sub Assembly Process	2020-04-30	FALP-AB Sub-386	Abapo, Johnny Boy D.	BF-13020	249	Not Qualified	CANCELLED PREREQUISITE PROCESS: Sub PC
14	14		Airbag Sub Assembly Process	2020-11-30	FALP-AB Sub-568	Abay, April B.	BF-16738	278	Qualified	
15	15		Airbag Sub Assembly Process	2018-10-31	FALP-AB Sub-183	Abdon, Aiza M.	17_PK14444	166	Qualified	
16	16		Airbag Sub Assembly Process	2024-11-30	FALP-AB Sub-1459	Abdon, Chenna T.	20-05503	200	Qualified	
17	17		Airbag Sub Assembly Process	2024-09-30	FALP-AB Sub-846	Abdon, Shielalyn O.	14-00969	9	Qualified	
18	18		Airbag Sub Assembly Process	2023-09-30	FALP-AB Sub-846	Abdon, Shielalyn O.	14-00969	9	Qualified	
19	19		Airbag Sub Assembly Process	2022-09-30	FALP-AB Sub-846	Abdon, Shielalyn O.	14-00969	9	Qualified	
20	20		Airbag Sub Assembly Process	2020-04-30	FALP-AB Sub-355	Abelgas, Rhobie N.	18_PK28231	239	Qualified	
21	21		Airbag Sub Assembly Process	2024-09-30	FALP-AB Sub-1128	Abiera, Excelle Viol C.	23-09553	352	Qualified	
22	22		Airbag Sub Assembly Process	2023-09-30	FALP-AB Sub-1128	Abiera, Excelle Viol C.	23-09553	352	Qualified	
23	23		Airbag Sub Assembly Process	2024-04-30	FALP-AB Sub-713	Abraham, Aldrin J.	21-06694	250	Qualified	
24	24		Airbag Sub Assembly Process	2023-04-30	FALP-AB Sub-713	Abraham, Aldrin J.	21-06694	250	Qualified	
25	25		Airbag Sub Assembly Process	2022-04-30	FALP-AB Sub-713	Abraham, Aldrin J.	21-06694	250	Qualified	
26	26		Airbag Sub Assembly Process	2024-08-31	FALP-AB Sub-1370	Abrencillo, Rinzal A.	GM_230985	560	Qualified	
27	27		Airbag Sub Assembly Process	2019-10-31	FALP-AB Sub-015	Abu, Mary Ann C.	15-02905	64	Qualified	
28	28		Airbag Sub Assembly Process	2018-10-31	FALP-AB Sub-015	Abu, Mary Ann C.	15-02905	64	Qualified	
29	29		Airbag Sub Assembly Process	2017-10-31	FALP-AB Sub-015	Abu, Mary Ann C.	15-02905	64	Qualified	
30	30		Airbag Sub Assembly Process	2019-04-30	FALP-AB Sub-084	Abuyog, Arlene B.	18-03963	111	Qualified	

Figure 4.13

Update Data

1. Click **Update Data** button in the sidebar (See Figure 4.14).
2. Click on the **Category**, **Process**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required (See Figure 4.14).*
3. Click on the desired row from the table, the **Authorization** will show. Click on the disered row from the table. Enter the updated information into the input fields provided, then click the **Update Data** button to apply the changes (See Figure 4.14)

Update Process

Update Process Table

Final | Please select a process..... | Employee Name | Employee ID | Search

#	Authorization No.	Employee Name	Maiden Name	Employee No.	Batch No.	Department
1	FALP-Apl-2861	Aala, Joy A.		EN69-0760	271	QA
2	FALP-ECT-915	Aala, Mary Jane M.		14-1611060	65	PD
3	FALP-ECT-3116	Aala, Mary Jane S.		BF-18725	310	PD
4	FALP-Apl-027	Aba, Ana Marie		PKI-12-FAS248	8	PD
5	FALP-Dimi-123	Aba, Ana Marie		PKI-12-FAS248	8	PD
6	FALP-ECT-132	Aba, Ana Marie		PKI-12-FAS248	8	PD
7	FALP-Apl-1837	Aba, Rhenalyn P.		14-02184	45	HR
8	FALP-Sub PC-801	Aba, Rhenalyn P.		14-02184	45	HR
9	FALP-Sub PC-12490	Aba, Rosaidah B.		MWM00019554	558	PD
10				MWM00019554	558	PD
11				PS-11394	549	PD

Total: 37823

Modal for Row 8:

Name: Aba, Rhenalyn P. | Authorization No.: FALP-Sub PC-801

Authorization Year	Date Authorized	Expire Date	Remarks	Reason Of Cancellation	Date of Cancellation	Department	Updated By/ Date/
2018	2017-05-05	2018-05-31				HR	

Prev | 1 | Next

Figure 4.14

Master List

1. Click **Masterlist** button in the sidebar (See Figure 4.15).
2. Click **Add** box, enter the information into the provided input fields, then click the **Add Masterlist** button to add the record (See Figure 4.15).
3. Click **Download** box to download the CSV file with the correct format for importing files (See Figure 4.15).
4. Click **Import** box, chose file you want to import . Click **Upload** button to record the infromation in the system (See Figure 4.15).
5. Once clicked **Export** box they automatically downloaded the file (See Figure 4.15).
6. Click on the **Status**, **Provider**, **Employee ID**, **Batch No.**, and **Employee Name** to filter the table by specific data. Then click the **Search** button (See Figure 4.15).
7. In the **Masterlist Table**, click on the desired row to update the **Masterlist**. Enter the updated information into the input fields provided, then click the **Update Masterlist** button to apply the changes or the **Delete Masterlist** button to remove it (See Figure 4.15).

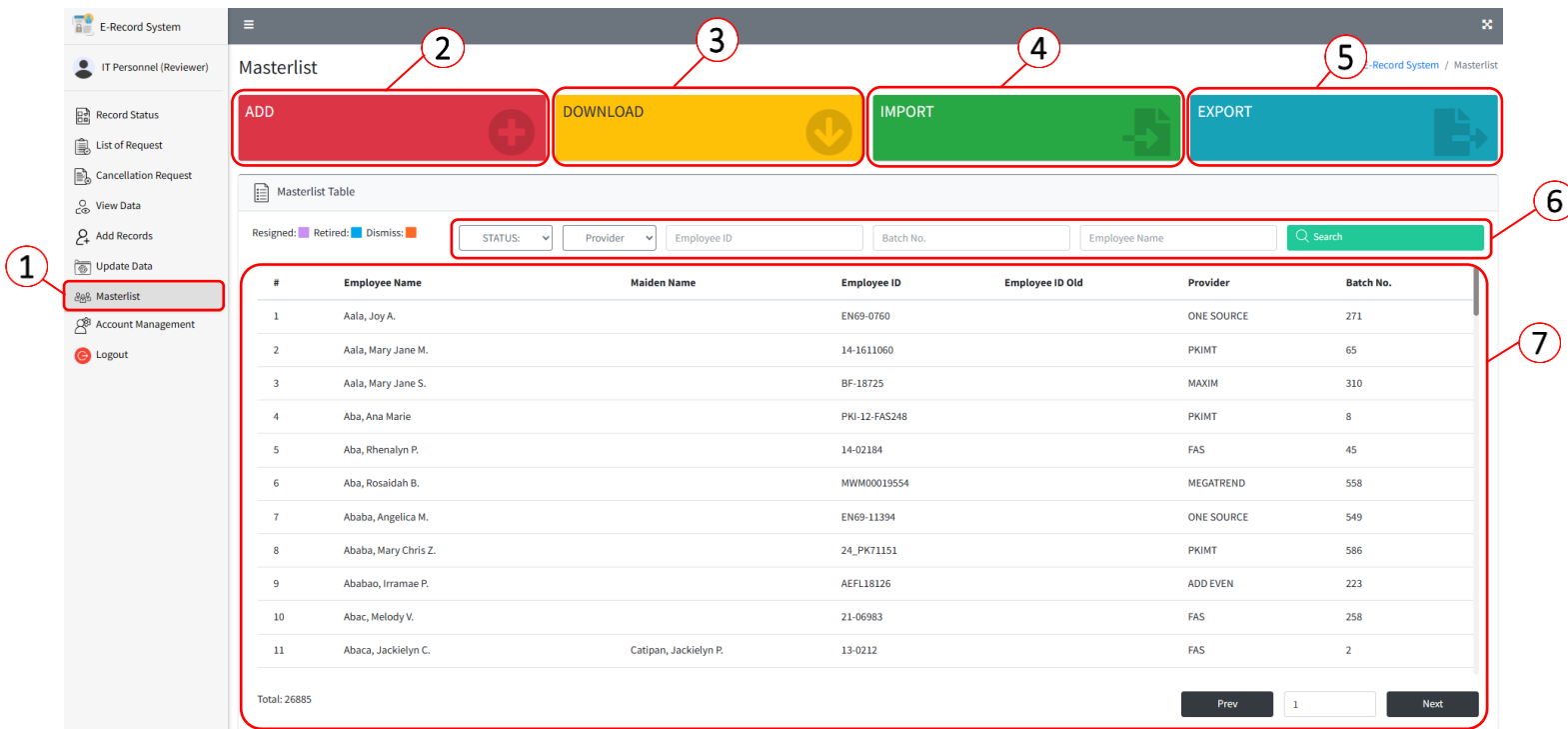


Figure 4.15

Account Management

1. Click **Account Management** button in the sidebar (See Figure 4.16).
2. Click on the **Username** to filter the table by specific data, then click the **Search** button (See Figure 4.16).
3. Click **Add Account**, enter the information into the provided input fields, then click the **Add Account** button to add the record or **Cancel** button to cancel adding the record (See Figure 4.16).
4. In the **Account Management Table**, click on the desired row to update the **Account Management**. Enter the updated information into the input fields provided, then click the **Update Account** button to apply the changes or the **Delete Account** button to remove it (See Figure 4.16).

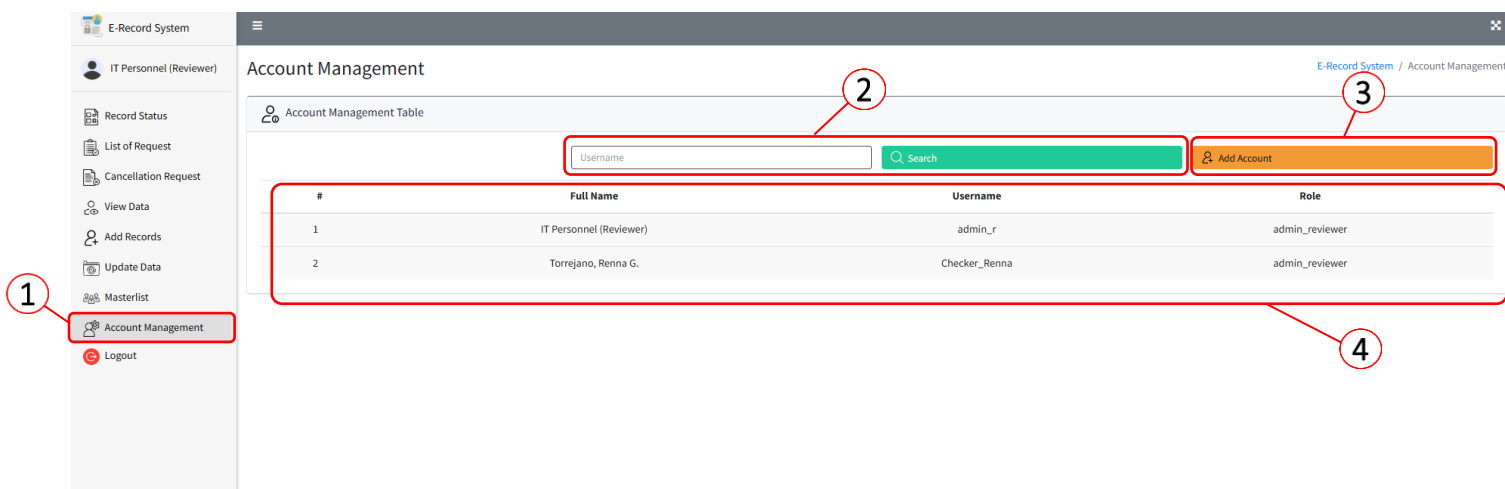


Figure 4.16

Logout

5. Click **Logout** button in the sidebar (See Figure 4.17).
6. The message box will show confirm **Logout**. Don't forget to log out when you're not around or before leaving (See Figure 4.17).

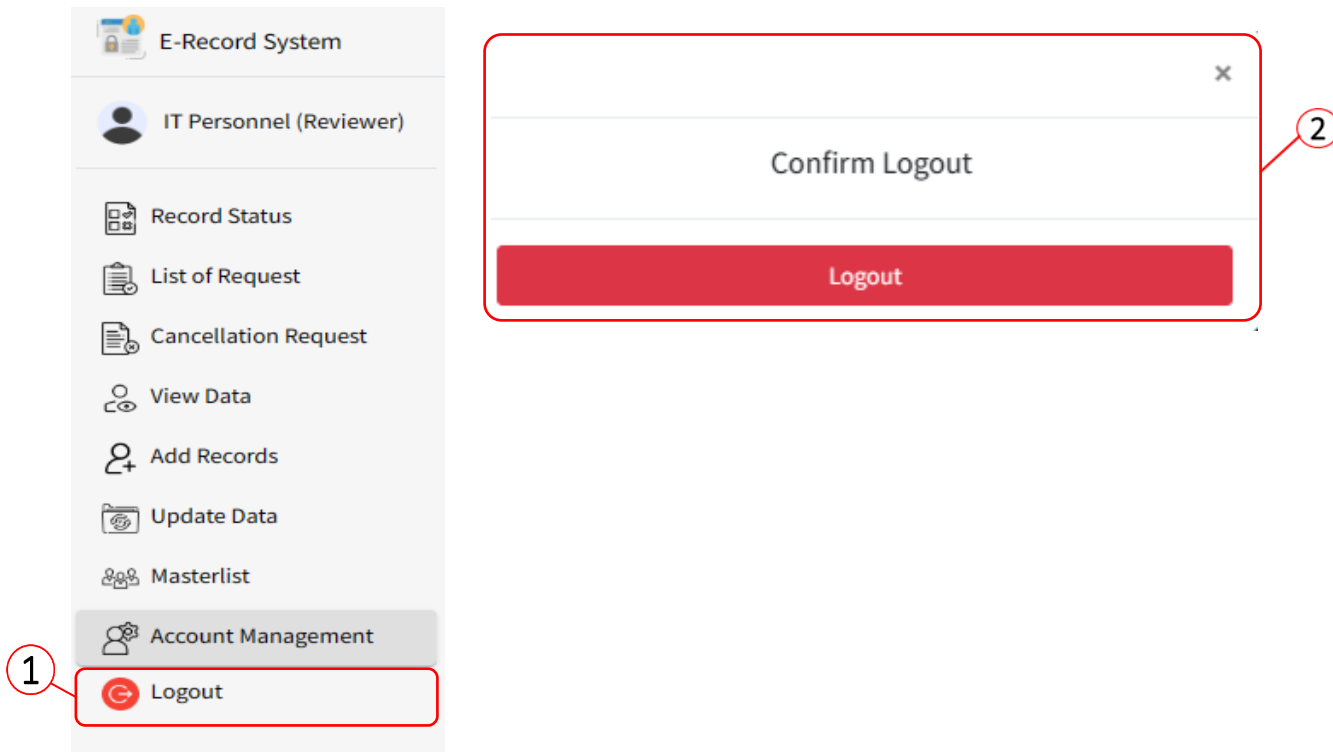


Figure 4.17

E-Record System Work Instruction (Authorization Record Approval)

Login

1. Enter the **Username** and **Password** (See Figure 5.0).
2. Click **Sign In** button to access the system (See Figure 5.0).

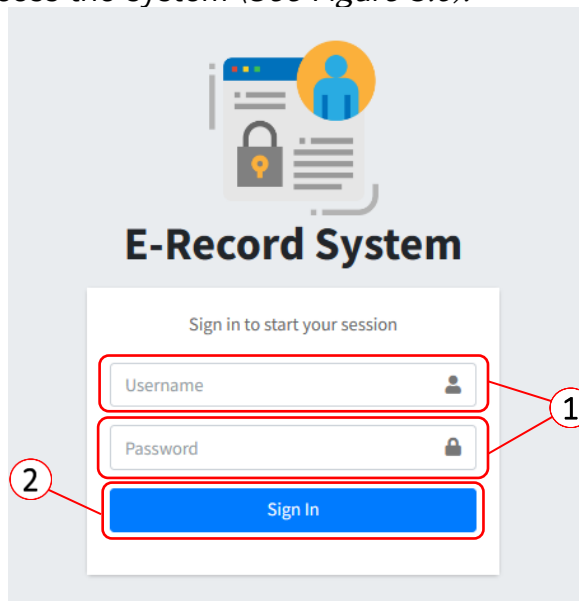


Figure 5.0

List of Request

1. Click **List of Request** button in the sidebar (See Figure 5.1).
2. The List of Request Table consists of two tables: **Request** and **History** (See Figure 5.1).
3. Click on the **Category**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required* (See Figure 5.1).
4. Click the **checkbox**, then click the **Approve** button. A modal will appear, asking, "Are you sure you want to approve this Certifications?" Click **Approve** to move it to the viewer page, or **Disapprove** to return it to the admin who created the record (See Figure 5.1).

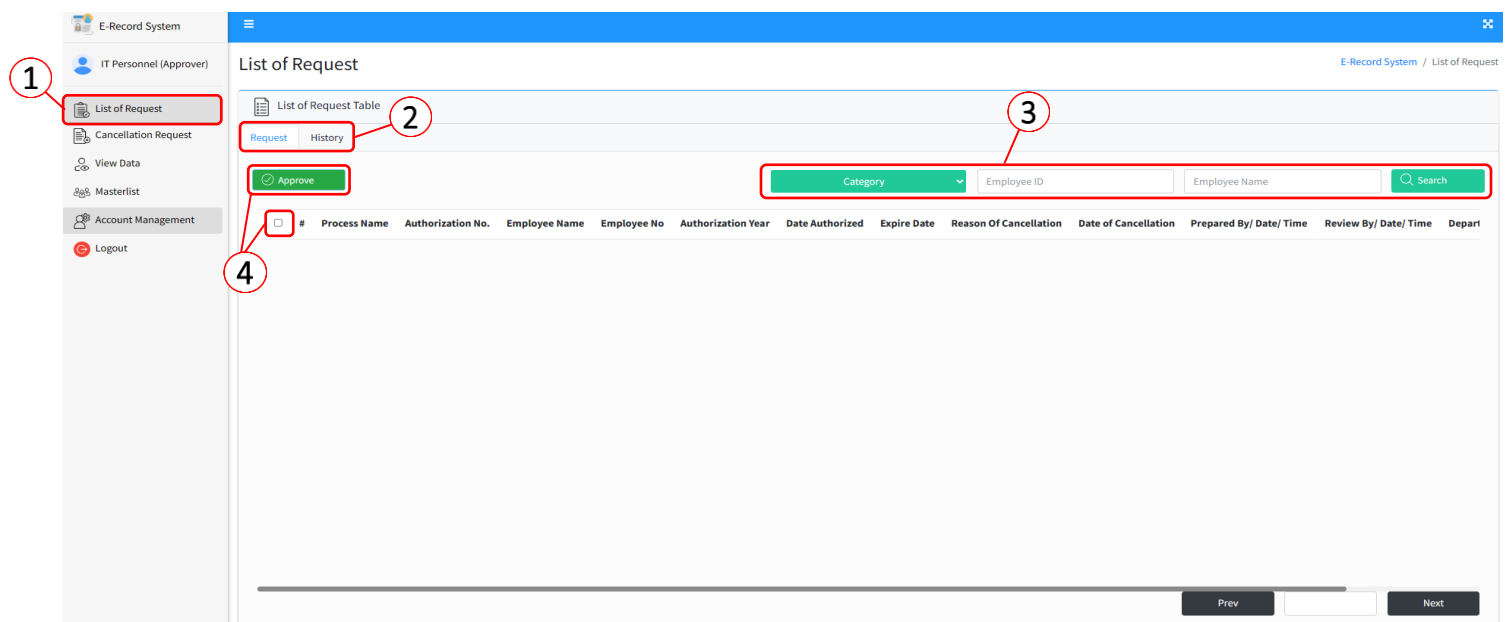


Figure 5.1

- View the records you have approved and disapproved, click on the **Category**, **Employee Name**, **Employee ID**, **Date Authorized**, and **Expire Date** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required (See Figure 5.2)*

#	Process Name	Authorization No.	Employee Name	Employee No	Authorization Year	Date Authorized	Expire Date	Reason Of Cancellation
1	Appearance Inspection	FALP-Apl-2861	Aala, Joy A.	EN69-0760	2020	2019-07-19	2020-07-31	
2	Electricity Inspection	FALP-ECT-915	Aala, Mary Jane M.	14-1611060	2015	2014-11-08	2015-12-31	
3	Electricity Inspection	FALP-ECT-915	Aala, Mary Jane M.	14-1611060	2016	2015-12-03	2016-12-31	
4	Electricity Inspection	FALP-ECT-3116	Aala, Mary Jane S.	BF-18725	2021	2020-06-23	2021-06-30	
5	Appearance Inspection	FALP-Apl-027	Aba, Ana Marie	PKI-12-FAS248	2013	2012-12-29	2013-12-31	
6	Dimension Inspection	FALP-Dimi-123	Aba, Ana Marie	PKI-12-FAS248	2013	2013-02-16	2013-12-31	
7	Electricity Inspection	FALP-ECT-132	Aba, Ana Marie	PKI-12-FAS248	2013	2013-02-18	2013-12-31	
8	Appearance Inspection	FALP-Apl-1837	Aba, Rhenalyn P.	14-02184	2018	2017-12-02	2018-12-31	
9	Sub Assembly Process (with SUB PC)	FALP-Sub PC-801	Aba, Rhenalyn P.	14-02184	2018	2017-05-05	2018-05-31	
10	Sub Assembly Process (with SUB PC)	FALP-Sub PC-12490	Aba, Rosaidah B.	MWM00019554	2024	2023-07-22	2024-07-31	
11	Airbag Sub Assembly Process	FALP-AB Sub-1490	Aba, Rosaidah B.	MWM00019554	2025	2024-02-07	2025-02-28	

Figure 5.2

Cancellation Request

- Click **Cancellation Request** button in the sidebar (See Figure 5.3).
- The Cancellation Process Table consists of two tables: **Request** and **History** (See Figure 5.3).
- Click on the **Category**, **Employee Name**, and **Employee ID** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required (See Figure 5.3).*
- Click the **checkbox**, then click the **Approve** button. A modal will appear, asking, "Are you sure you want to approve this Certifications?" Click **Approve** to move it to the viewer page, or **Disapprove** to return it to the admin who created the record (See Figure 5.3).

#	Process Name	Authorization No.	Employee Name	Employee No	Reason Of Cancellation	Date of Cancellation	Prepared By/ Date/ Time	Review By/ Date/ Time	Department	Status	Remarks

Figure 5.3

- View the records you have approved and disapproved, click on the **Category**, **Employee Name**, **Employee ID**, **Date Authorized**, and **Expire Date** to filter the table by specific data. Then click the **Search** button. *Note that the Category is always required (See Figure 5.4)*

E-Record System

IT Personnel (Approver)

List of Request

Cancellation Request

View Data

Masterlist

Account Management

Logout

Cancellation Request

E-Record System / Cancellation Request

Cancellation Request Table

Approve History

Final Employee ID Employee Name Date Authorized Expire Date Search

#	Process Name	Authorization No.	Employee Name	Employee No	Reason Of Cancellation	Date of Cancellation	Prepared By/ Date
1	Appearance Inspection	FALP-Apl-465	Cadiz, Laica May V.	13-0300	Failed in Skill Checking	2023-07-19	
2	Appearance Inspection	FALP-Apl-329	Pacia, Merry Chris A.	14-01537	Failed in Skill Checking	2021-03-11	
3	Dimension Inspection	FALP-Diml-320	Fiedacan, Jenena Paula G.	14-01279	Failed in Skill Checking	2021-06-18	
4	Appearance Inspection	FALP-Apl-490	Magpantay, Jessica B.	14-01422	Failed in Skill Checking	2021-03-18	
5	Appearance Inspection	FALP-Apl-286	Buetizon, Rona V.	14-01105	Authorization not suitable on the process	2016-01-30	
6	Appearance Inspection	FALP-Apl-439	Bathan, Mylyn M.	14-01726	Cancelled Authorization	2016-04-29	
7	Appearance Inspection	FALP-Apl-440	Malinis, Annie	PKI-12-FA5753	Transferred to ECT	2016-05-11	
8	Appearance Inspection	FALP-Apl-131	De Guzman, Mary Rose U.	13-0242	1st-2nd offense (MAJOR): Unauthorized/ Hidden Repair 3rd offense (MAJOR): Not following Visual Inspection Rule	2022-05-16	
9	Dimension Inspection	FALP-Diml-120	De Guzman, Mary Rose U.	13-0242	1st offense (MAJOR): Not following Defect Rule 2nd offense (MAJOR): Unauthorized/ Hidden Repair	2022-05-16	
10	Appearance Inspection	FALP-Apl-389	Ebuen, Catherine S.	13-0707	Failed in Skill Checking	2022-02-03	
11	Dimension Inspection	FALP-Diml-202	Arellano, Lucy B.	13-0520	Failed in Skill Checking	2023-07-19	

Total: 2185

Prev Next

Figure 5.4

View Data

- Click **View Data** button in the sidebar (See Figure 5.5).
- Click on the **Category**, **Process**, **Employee ID**, **Employee Name**, **Date Authorized**, and **Expiry Date** to filter the table by specific data. Then click **Search** button. *Note that the Category is always required (See Figure 5.5).*
- Once clicked **Export** button they automatically downloaded the file (See Figure 5.5).

E-Record System

IT Personnel (Approver)

List of Request

Cancellation Request

View Data

Masterlist

Account Management

Logout

View Data

E-Record System / View Data

View Data Table

Final Please select a process..... Employee ID Employee Name Date Authorized Expire Date Search Export

#	Process Name	Authorization No.	Authorization Year	Date Authorized	Expire Date	Employee Name	Employee No.	Batch No.	Department	Remarks	Reason of Cancellation
1	Airbag Sub Assembly Process	FALP-AB Sub-1490	2025	2024-02-07	2025-02-28	Aba, Rosaidah B.	MWM00019554	558	PD		
2	Airbag Sub Assembly Process	FALP-AB Sub-1188	2024	2023-12-11	2024-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		
3	Airbag Sub Assembly Process	FALP-AB Sub-1188	2023	2022-12-07	2023-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		
4	Airbag Sub Assembly Process	FALP-AB Sub-864	2022	2021-10-29	2022-10-31	Abacan, Patricia M.	20_PK41205	318	PD		
5	Airbag Sub Assembly Process	FALP-AB Sub-721	2022	2021-04-19	2022-04-30	Abad, Bernadette Abegaille R.	EN69-4037	345	PD		
6	Airbag Sub Assembly Process	FALP-AB Sub-1533	2025	2024-04-02	2025-04-30	Abanador, Gracelyn B.	21-06006	276	PD		
7	Airbag Sub Assembly Process	FALP-AB Sub-1201	2024	2023-01-09	2024-01-31	Abante, Jenny B.	18-04219	138	PD		
8	Airbag Sub Assembly Process	FALP-AB Sub-143	2020	2019-07-22	2020-07-31	Abante, Ruffa M.	14-01881	15	PD		
9	Airbag Sub Assembly Process	FALP-AB Sub-143	2019	2018-07-30	2019-07-31	Abante, Ruffa M.	14-01881	15	PD		
10	Airbag Sub Assembly Process	FALP-AB Sub-143	2018	2017-07-27	2018-07-31	Abante, Ruffa M.	14-01881	15	PD		
11	Airbag Sub Assembly Process	FALP-AB Sub-605	2024	2023-07-13	2024-07-31	Abanto, Marivic P.	22-08129	272	PD		

Total: 69273

Prev 1 Next

Figure 5.5

Example export file of a E-Record data (See Figure 5.6).

#	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#	Process Name	Authorization No.	Authorizat	Date Authorized	Expire Date	Employee Name	Employee No.	Batch No.	Departme	Remarks	Reason of Cancellation	Date of Cancellation
2	1	Airbag Sub Assembly Process	FALP-AB Sub-1490	2025	2024-02-07	2025-02-28	Aba, Rosaidah B.	MWM00019554	558	PD			
3	2	Airbag Sub Assembly Process	FALP-AB Sub-1188	2024	2023-12-11	2024-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
4	3	Airbag Sub Assembly Process	FALP-AB Sub-1188	2023	2022-12-07	2023-12-31	Abacan, Maria Fe C.	EN69-9793	498	PD		TRY MINOR UPDATE OF CANCELLATION	2024-03-12
5	4	Airbag Sub Assembly Process	FALP-AB Sub-864	2022	2021-10-29	2022-10-31	Abacan, Patricia M.	20_PK41205	318	PD			
6	5	Airbag Sub Assembly Process	FALP-AB Sub-721	2022	2021-04-19	2022-04-30	Abad, Bernadette Abegalle R.	EN69-4037	345	PD			
7	6	Airbag Sub Assembly Process	FALP-AB Sub-143	2020	2019-07-22	2020-07-31	Abante, Ruffa M.	14-01881	15	PD			
8	7	Airbag Sub Assembly Process	FALP-AB Sub-143	2019	2018-07-30	2019-07-31	Abante, Ruffa M.	14-01881	15	PD			
9	8	Airbag Sub Assembly Process	FALP-AB Sub-143	2018	2017-07-27	2018-07-31	Abante, Ruffa M.	14-01881	15	PD			
10	9	Airbag Sub Assembly Process	FALP-AB Sub-605	2024	2023-07-13	2024-07-31	Abanto, Marivic P.	22-08129	272	PD			
11	10	Airbag Sub Assembly Process	FALP-AB Sub-605	2023	2022-07-07	2023-07-31	Abanto, Marivic P.	22-08129	272	PD			
12	11	Airbag Sub Assembly Process	FALP-AB Sub-605	2022	2021-02-24	2022-02-28	Abanto, Marivic P.	22-08129	272	PD			
13	12	Airbag Sub Assembly Process	FALP-AB Sub-605	2021	2020-02-10	2021-02-28	Abanto, Marivic P.	22-08129	272	PD			
14	13	Airbag Sub Assembly Process	FALP-AB Sub-386	2020	2019-04-10	2020-04-30	Abapo, Johnny Boy D.	BF-13020	249	PD		CANCELLED PREREQUISITE PROCESS: Sub PC	2023-01-26
15	14	Airbag Sub Assembly Process	FALP-AB Sub-568	2020	2019-11-12	2020-11-30	Abay, April B.	BF-16738	278	PD			
16	15	Airbag Sub Assembly Process	FALP-AB Sub-183	2018	2017-10-07	2018-10-31	Abdon, Aiza M.	17_PK14444	166	PD			
17	16	Airbag Sub Assembly Process	FALP-AB Sub-1459	2024	2023-11-30	2024-11-30	Abdon, Chenna T.	20-05503	200	PD			
18	17	Airbag Sub Assembly Process	FALP-AB Sub-846	2024	2023-09-01	2024-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
19	18	Airbag Sub Assembly Process	FALP-AB Sub-846	2023	2022-06-10	2023-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
20	19	Airbag Sub Assembly Process	FALP-AB Sub-846	2022	2021-09-27	2022-09-30	Abdon, Shielalyn O.	14-00969	9	ME			
21	20	Airbag Sub Assembly Process	FALP-AB Sub-355	2020	2019-04-02	2020-04-30	Abelgas, Rhobie N.	18_PK28231	239	PD			
22	21	Airbag Sub Assembly Process	FALP-AB Sub-1128	2024	2023-09-11	2024-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
23	22	Airbag Sub Assembly Process	FALP-AB Sub-1128	2023	2022-09-27	2023-09-30	Abiera, Excelle Viol C.	23-09553	352	PD			
24	23	Airbag Sub Assembly Process	FALP-AB Sub-713	2024	2023-03-09	2024-04-30	Abraham, Aldrin J.	21-06694	250	PD			
25	24	Airbag Sub Assembly Process	FALP-AB Sub-713	2023	2022-04-05	2023-04-30	Abraham, Aldrin J.	21-06694	250	PD			
26	25	Airbag Sub Assembly Process	FALP-AB Sub-713	2022	2021-04-13	2022-04-30	Abraham, Aldrin J.	21-06694	250	PD			
27	26	Airbag Sub Assembly Process	FALP-AB Sub-1370	2024	2023-08-09	2024-08-31	Abrencillo, Rinzel A.	GM_230985	560	PD			

Figure 5.6

Master List

1. Click **Masterlist** button in the sidebar (See Figure 5.7).
2. Click on the **Status**, **Provider**, **Employee ID**, **Batch No.**, and **Employee Name** to filter the table by specific data. Then click the **Search** button (See Figure 5.7).

The screenshot shows the E-Record System Masterlist interface. On the left sidebar, the 'Masterlist' button is highlighted with a red circle and the number 1. The main content area displays the 'Masterlist Table'. Above the table is a search bar with dropdowns for 'STATUS', 'Provider', 'Employee ID', 'Batch No.', and 'Employee Name', followed by a 'Search' button. The table lists 11 employees with columns for '#', 'Employee Name', 'Maiden Name', 'Employee ID', 'Employee ID Old', 'Provider', and 'Batch No.'. At the bottom, there is a 'Total: 26885' and pagination buttons for 'Prev', '1', and 'Next'.

Figure 5.7

Account Management

1. Click **Account Management** button in the sidebar (See Figure 5.8).
2. Click on the **Username** to filter the table by specific data, then click the **Search** button (See Figure 5.8).
3. Click **Add Account**, enter the information into the provided input fields, then click the **Add Account** button to add the record or **Cancel** button to cancel adding the record (See Figure 5.8).

4. In the **Account Management Table**, click on the desired row to update the **Account Management**. Enter the updated information into the input fields provided, then click the **Update Account** button to apply the changes or the **Delete Account** button to remove it (See Figure 5.8).

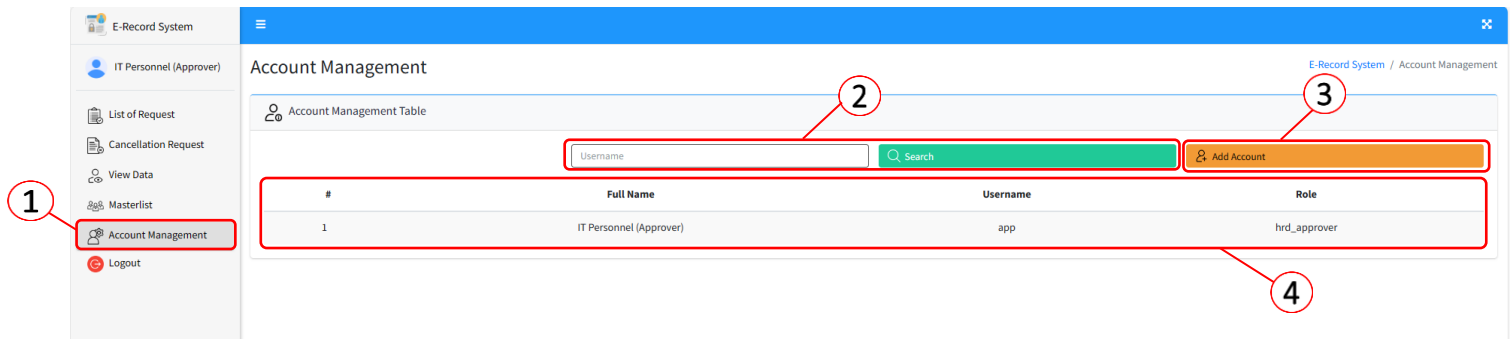


Figure 5.8

Logout

1. Click **Logout** button in the sidebar (See Figure 5.9).
2. The message box will show confirm **Logout**. Don't forget to log out when you're not around or before leaving (See Figure 5.9).

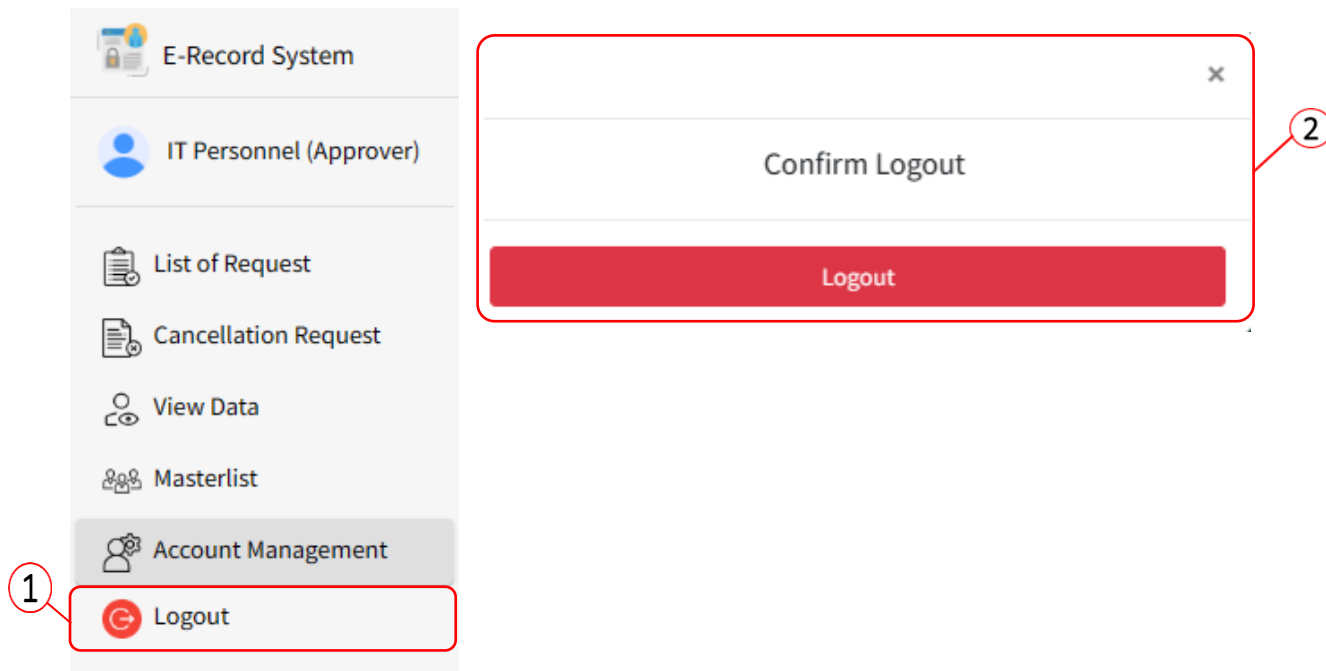


Figure 5.9