

USER MANUAL

1. Scanning of QR code and Admin Log in

ADMIN

SCAN HERE

Save to database

Employee ID	Fullname	Date	Time In	Time Out	Status	Total Hours
15	Jhady	2025-04-09			Absent	0
17	Renz M. Pacheco	2025-04-09			Absent	0
18	Elmer Aranda	2025-04-09			Absent	0
19	Luis Antonio S. Acosta	2025-04-09			Absent	0

In this part is where the admin will scan the employees QR codes using the scanner device. Make sure to plug the scanner device into your laptop or desktop before scanning. After scanning employees, the record will be displayed or seen in the table. Take note that each person only has one attempt for their time in and out.

ADMIN

i Already timed in and out.

Save to database

Admin Login

Employee ID	Fullname	Date	Time In	Time Out	Status	Total Hours
15	Jhady	2025-04-10			Left	0 hours 0 minutes 0 seconds
17	Renz M. Pacheco	2025-04-10			Absent	0
18	Elmer Aranda	2025-04-10			Absent	0
19	Luis Antonio S. Acosta	2025-04-10			Absent	0
20	River Kurt Villaverde	2025-04-10			Absent	0
21	Roderic Soriano	2025-04-10			Absent	0

To access the login form, just click the “ADMIN” button at the top right corner; after clicking; the login will pop up on your screen. Enter username and password to open the admin account.

2. ADD, UPDATE AND DELETE EMPLOYEES

Employee ID	Fullname	Phone Number	Position	QR Code
24	Ringo Baldvino	093523949554	Manager	Ringo Baldvino
22	Roben Serrano	09352353	Worker	Roben Serrano
20	Ivan Kurt Salvador	09784384384	Manager	Ivan Kurt Salvador
19	Luis Antonio S. Acebo	639217467275	Manager	Luis Antonio S. Acebo
18	Eriann Ayuban	639123456789	Worker	Eriann Ayuban
17	Renzo M. Pacheco	639123456789	Manager	Renzo M. Pacheco
16	Jhade	1231232131	Worker	Jhade

- To add an employee to the list, fill out the form above after, that click the “ADD” button and click “OK”. The newly added employee will be displayed on the table below.
- To update an employee click the employee from the table; after clicking, the information of the employees will be displayed on the form, and you can now change the information written on the form. After applying the changes, click the “UPDATE” button and then click ok.
- To delete an employee from the list, the same as the process with the update button click the employee from the list, then press the “DELETE” button, and click ok the employee will be removed from the list of employees.

3. VIEW AND EXPORT ATTENDANCE RECORD

The screenshot displays the 'EMPLOYEE ATTENDANCE MONITORING SYSTEM' interface. On the left is a blue sidebar with navigation links: ADMIN, EMPLOYEES, ATTENDANCE REPORT, QR CODE GENERATE, and LOGOUT. The main content area has a search form with fields for 'Employee Name', 'FROM DATE', 'Status' (a dropdown menu currently set to 'Select All'), and 'END DATE'. A 'SEARCH' button is located below the form. To the right of the search form is a 'PDF' button. Below these buttons is a table displaying employee attendance records.

Employee ID	Fullname	Date	Time In	Time Out	Status	Total Hours
20	Ivan Kurt Salvador	2025-04-09			Absent	0
19	Luis Antonio S. Acoba	2025-05-08			Absent	0
19	Luis Antonio S. Acoba	2025-04-09			Absent	0
18	Erlann Ayuban	2025-04-30	19:40:20	19:40:23	Half Day	0 hours 0 minutes 3 seconds
18	Erlann Ayuban	2025-04-09			Absent	0
17	Renzo M. Pacheco	2025-05-08	19:39:58	19:40:00	Half Day	0 hours 0 minutes 2 seconds
17	Renzo M. Pacheco	2025-04-09			Absent	0
16	Jhade	2025-04-08	19:39:35	19:39:37	Half Day	0 hours 0 minutes 2 seconds
16	Jhade	2025-04-09	20:03:31	20:04:32	Half Day	0 hours 1 minutes 1 seconds

- To view employee records from a certain date, kindly fill out the form, After filling out the form, click the “SEARCH” button, and the record of employees from the search date will only be displayed or seen in the table.
- If you also want to export the attendance record in PDF, click the “PDF” button, and a form will pop up. Select where you want the PDF file to be saved and press “OK”.

4. GENERATE QR CODE FOR EMPLOYEE

The screenshot displays the 'EMPLOYEE ATTENDANCE MONITORING SYSTEM' interface with the 'QR CODE GENERATE' option selected in the sidebar. The main content area is titled 'QR CODE DATA' and features a 'Generate' button and a placeholder for the 'QR CODE'. To the right, there are two sections: 'WITH QR CODE DATA' and 'WITHOUT QR CODE DATA', each containing a table of employee information.

WITH QR CODE DATA

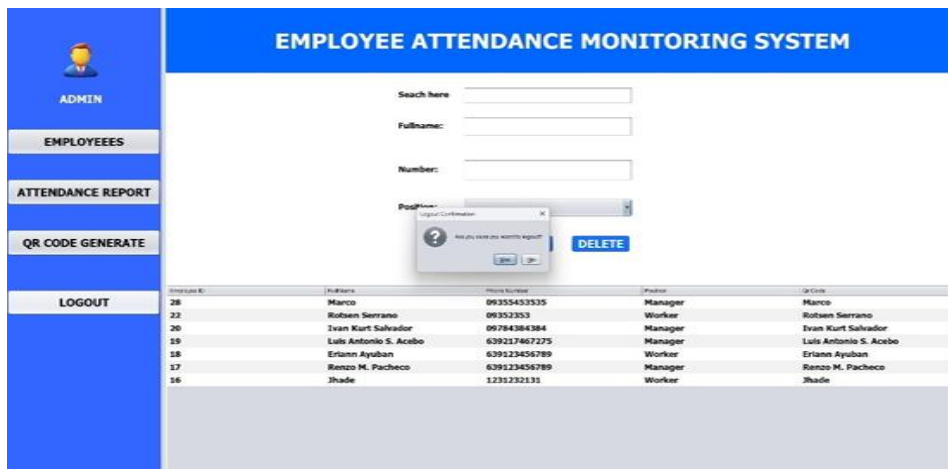
Employee ID	Fullname	Number	Position	Qr Code
19	Jhade	001212121	Manager	Jhade
17	Renzo M. Pacheco	001212121	Manager	Renzo M. Pacheco
18	Erlann Ayuban	001212121	Manager	Erlann Ayuban
16	Luis Antonio S. Acoba	001212121	Manager	Luis Antonio S. Acoba
20	Ivan Kurt Salvador	001212121	Manager	Ivan Kurt Salvador
02	Renzo Pacheco	001212121	Manager	Renzo Pacheco
24	Ringo Barabara	001212121	Manager	Ringo Barabara

WITHOUT QR CODE DATA

Employee ID	Fullname	Number	Position	Qr Code
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- To generate a QR code for a specific employee, choose or click an employee from the “WITHOUT QR CODE TABLE.” After doing that, press or click the “GENERATE” button and then choose or create a folder for storing the employee’s QR code. After doing that, choose the folder and click Save.

5. LOGOUT



- To exit the program, click the “LOGINOUT” button below the QR code generate button on the sidebar; after clicking, a message will pop up to confirm the process; just click “OK.” and it will log out the admin account and go back to the scanning page.