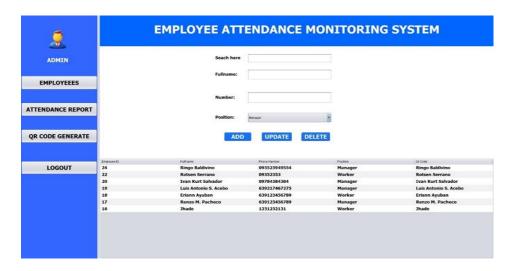# USER MANUAL

1. Scanning of QR code and Admin Log in

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.
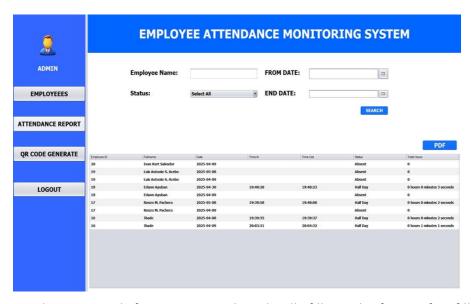

To access the login form, just click the "ADMIN" button at the top right corner; after clicking; the login will pop up on your screen. Enter username and password to open the admin account.
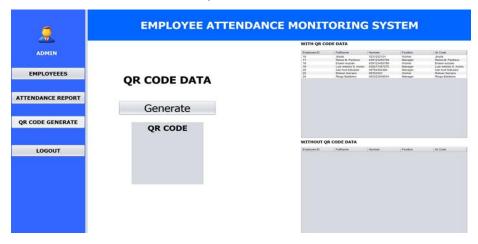
2. ADD, UPDATE AND DELETE EMPLOYEES

- 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

- 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

- 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 "LOGOUT" 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.