

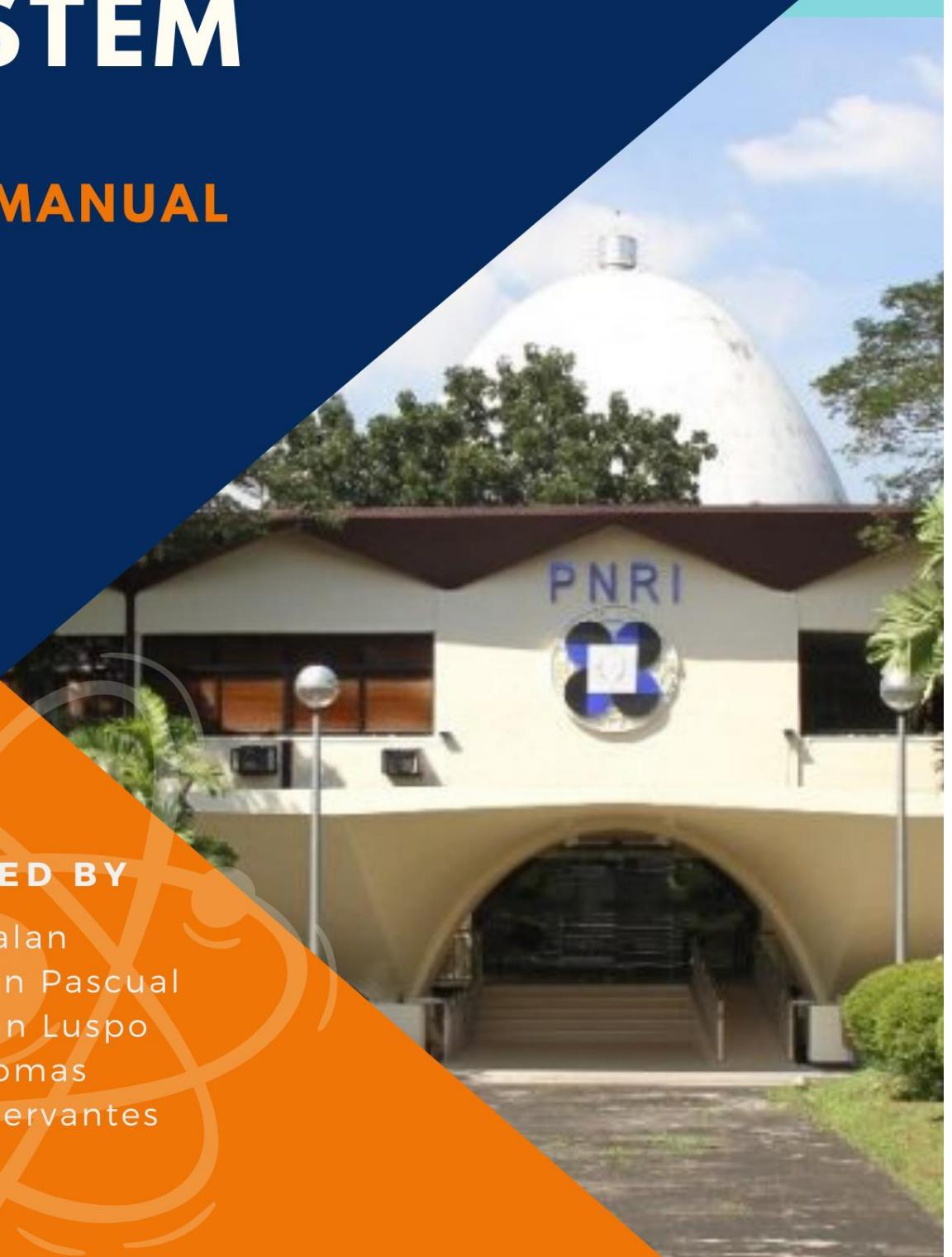
# **PNRI ENTERPRISE INFORMATION SYSTEM**

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## **USER MANUAL**

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# PNRI Enterprise Information System

## InfoSys

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## 1.0 System Overview

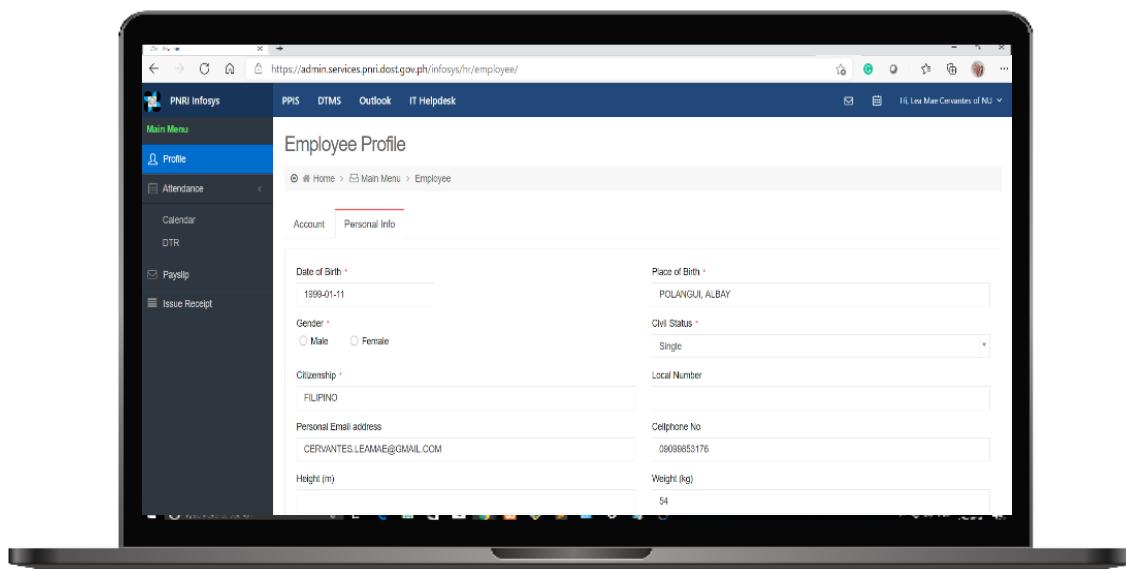
The PNRI Enterprise Information System (InfoSys) is a web-based and cloud-based information system, which is an enhancement of the existing InfoSys of PNRI. The new InfoSys comprises modules of the general administrative services, which support business processes, information flows, reporting, and data analytics of PNRI. The system generally aims to speed up the administrative processes and centralization of data. MISS developed it in collaboration with Finance and Administrative Division (FAD). The InfoSys includes the following modules:

- Personnel and Biometrics module which allows the HR section to manage the employee information, automatic calculation of late and absences by automatically fetching the daily logs from the biometric devices, holidays and suspensions, and the libraries.
- Payroll helps in managing payroll and annualization. This module allows users to manage employee salaries, loans, bonuses, allowance, disallowance, etc. The system also allows the generation of reports such as payslips, general payroll, and remittances. This module also complies with the government rules and regulations in terms of computing tax, allowance, remittances, and bonuses.
- Payment module allows the Cash Section to issue receipts for transactions fetched from the Statement of Accounts system, which is integrated with the PNRI Web Portal, and generate reports such as cashbooks, a monthly and daily report of collection.

This User Manual provides a detailed description of the system functions, which is necessary for the users of the system. This manual will show the conventions used throughout the system, as well as how you can customize it according to your needs.



The current Information System used by PNRI is an enterprise web application developed by Advanced Science and Technology Institute, which allows the institute to manage HR processes and unify personnel data in a single system including those related to human resources, accounting, management, and payroll which allows the productivity of personnel to become more efficient, reduction of paper and related materials and storage, personnel engagement through self-service ePayslip and DTR printing, improvements in training capabilities through possible integration with Nuclear Knowledge Management, Competency Assessment Application Tool and reduction of errors within payroll systems. It also improved the time and attendance tracking abilities and accuracy through the correct and reliable monitoring of attendance which is critical for the correct computation of salaries and leave credits of PNRI personnel.



## 1.1 System Features



### **Self-Service ePaylip**

*Employees may view and print their pay slip regularly via the InfoSys portal.*



### **Employee Profile**

*Allows users to deliver comprehensive recording of employees profile.*



### **Leave Application**

*Allows users to apply for a leave.*



### **Issue Receipt**

*Allows users to issue receipt, print OR and/or cancel issued OR.*



### **Export file**

*Allows the users to export a data from the system.*



### **Mobile Friendly**

*It has a responsive web design, which allows you to browse it using a desktop PC, laptop, tablets, or even mobile device.*



## 1.2 User Access

PEIS has the following type of users. All users have permission to access and view all different system's point of view but on the other parts, the cashier is only allowed to modify the data and issue a receipt.

USER	ACCESS RIGHTS
Cashier	This user type has full access to the Payment System, including adding, modifying, and viewing all data. This user type can access the system configurations and issuance of receipts.
Accounting	This user type can view reports of the Payment System.
HRMO	This user type can manage the employee-related information and related libraries
Employee	This user type can update his/her personal information and view holidays and suspensions, DTR, and payslip.



### 1.3 Set-up Considerations

InfoSys is installed in the PNRI Server Room and can be accessed by users via web browser applications. Its screens are designed to be viewed at a minimum screen resolution of 1024 x 768. To optimize your access to the Payment System:

1. Please disable pop-up blockers before attempting access to the InfoSys.
2. Use Google Chrome version 20 or higher or Firefox version 30 or higher.

## 2.0 Getting started with InfoSys

This section provides a general walkthrough of the system from different roles such as the cashier, accounting, HRMO, and employee from initiation to exit. It provides details on how to use the system from a different point of view of the user.

### 2.1 Homepage

Open the Mozilla Firefox browser (or any internet browser). Type the URL address <https://admin.services.pnri.dost.gov.ph/infosys/access> and press enter. The login page will appear.

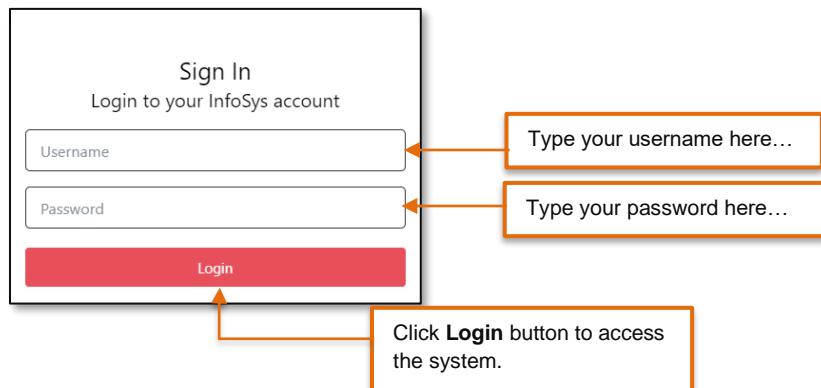
The screenshot shows the homepage of the InfoSys - PNRI Enterprise Information System. At the top, there's a navigation bar with links to PNRI Website, PPIS, DTMS, Outlook, and IT Helpdesk. Below the navigation bar, on the left, is a 'Sign In' form with fields for Username and Password, and a red 'Login' button. The main content area has a large orange banner with the text 'the library is online' and an illustration of a person working on a computer. To the right of the banner, there are several sections: 'ANNOUNCEMENTS' (with a link to 'PROMOTIONS AND NEW HIRE'), 'PROMOTIONS AND NEW HIRE' (posted on Mar 08, 2021), 'CONGRATULATIONS ON YOUR PROMOTION!', 'WELCOME TO THE TEAM!', and another 'PROMOTIONS AND NEW HIRE' section (posted on Jan 30, 2021).

Figure 1. Homepage



## 2.2 Login Screen

You have to fill out the username and password. Once you are already logged in, you can access all the accessible features of the system that is fit to your access rights. Logging in to the application is one way to protect users from intruders.

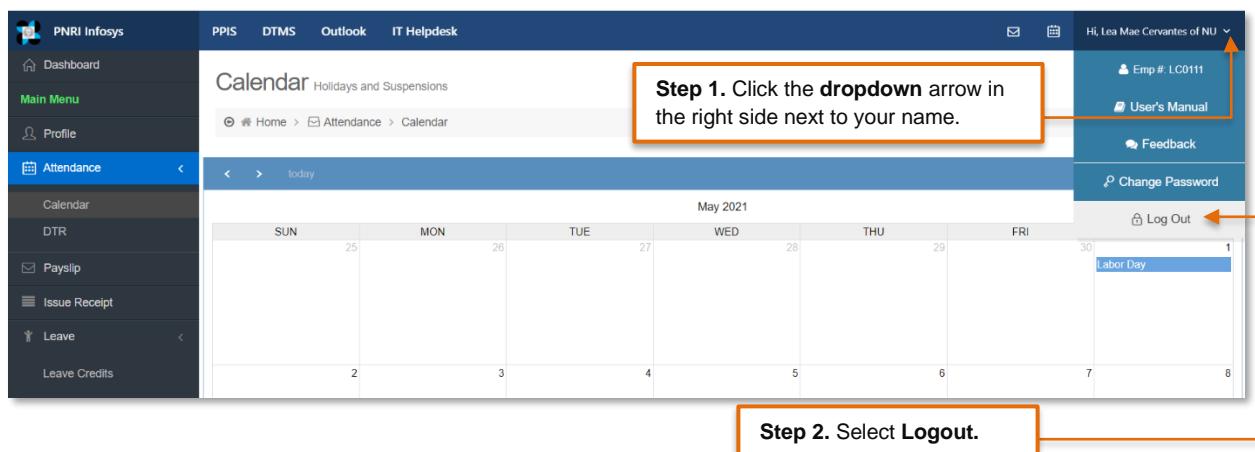


**Figure 2. Login Screen**

*Note: If the username matches an account in the database but not the password, after five (5) failed access attempt, the user account will be locked. To unlock, contact System Administrator.*

## 2.3 Logging out the System

This section allows the user to sign out of the system.

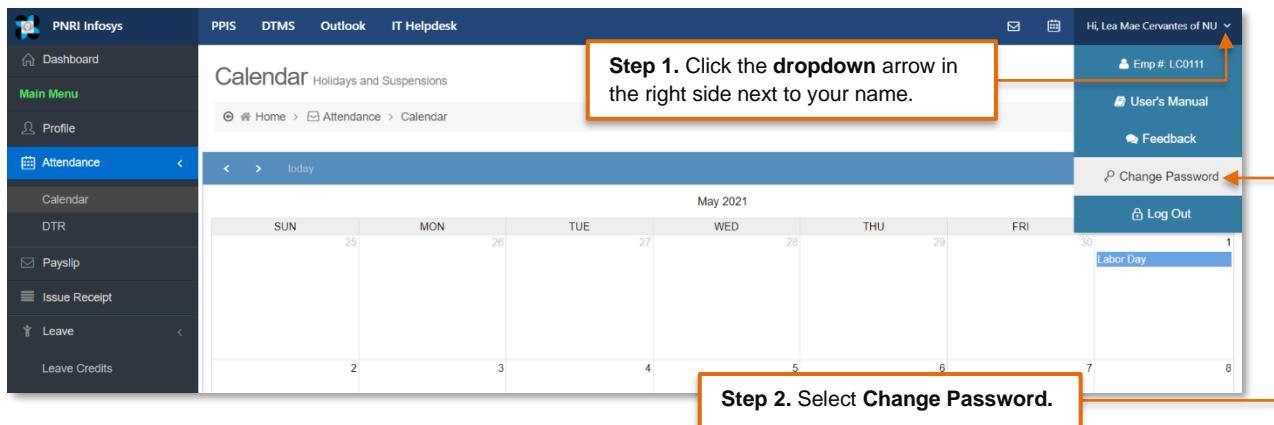




**Figure 3. Logging out**

## 2.4 Changing Password

This section allows the user to change the password.



A screenshot of the 'Change Password Form'. It has fields for 'New Password \*' and 'Confirm Password \*'. Below the form are 'Save' and 'Close' buttons. An orange box labeled 'Step 5. Click Save button to save changes.' points to the 'Save' button. Arrows point from the text labels to their respective form fields and buttons.

Text Label	Associated Form Element
Enter your new password.	New Password *
Enter again your new password to confirm.	Confirm Password *
Step 5. Click Save button to save changes.	Save

**Figure 4. Change Password Screen**



## 2.5 Open User's Manual

This section allows the user to open and get the user manual that provides instructions and guidelines on how to navigate the system.

The screenshot shows the 'Employee Profile' page. On the left is a dark sidebar with 'Main Menu' items like Dashboard, Profile, Attendance, Calendar, DTR, Payslip, Issue Receipt, Leave, and Leave Credits. The 'Profile' item is highlighted. At the top, there are links for PPIS, DTMS, Outlook, and IT Helpdesk. A blue header bar at the top right displays 'Hi, Lea Mae Cervantes of NU', 'Emp #: LC0111', and several other options: 'User's Manual', 'Feedback', 'Change Password', and 'Log Out'. An orange box highlights the 'User's Manual' link with the text 'Step 1. Click the dropdown arrow in the right side next to your name.' Another orange box highlights the 'User's Manual' link in the dropdown menu with the text 'Step 2. Select User's Manual.'

A new tab will open where the user can now see a PDF copy of the User's Manual.

The screenshot shows a PDF document titled 'peisuserguide.pdf'. The PDF contains three pages, with the first page visible. The top right corner of the PDF window has a print icon. An orange box highlights this icon with the text 'Click Print icon if you want to print the User's Manual.'



## 2.6 System Notifications

These are the notifications that appear on the screen:

1. Success – shows when the action was successfully completed.



2. Information – shows when the action was completed with an error.



3. Error – shows when action was not completed because of a system error.



Figure 5. Notifications

## 2.7 Systems Filter & Export

This section allows the user to filter queries and reports by date.



RECEIPTS

Fund: 101-I  
select fund type

Official Date: 2021-02-01 to 2021-02-28

Input date range

CashBook XLS Monthly Daily

Figure 6. Systems Filter & Export

## 2.8 Topbar

It contains the User and Notifications Drop-downs.



Figure 7. Header bar



### 3.0 Employee's Module

The PNRI Enterprise Information System or InfoSys main screen has a top bar, which contains the User Dropdown and notifications, the content page, sidebar menu, and the footer. When a menu from the sidebar is selected, the content page changes depending on the selected menu.

The following sub-sections provide detailed, systematic instructions on how to use the various functions or features of the PNRI InfoSys.

When you login as an employee, here are the following menus you can access (*Dashboard, Profile, Attendance, Payslip, Issue Receipt* and *Leave*). The administrator is responsible for updating his/her personal information and view holidays and suspensions, DTR, and payslip.

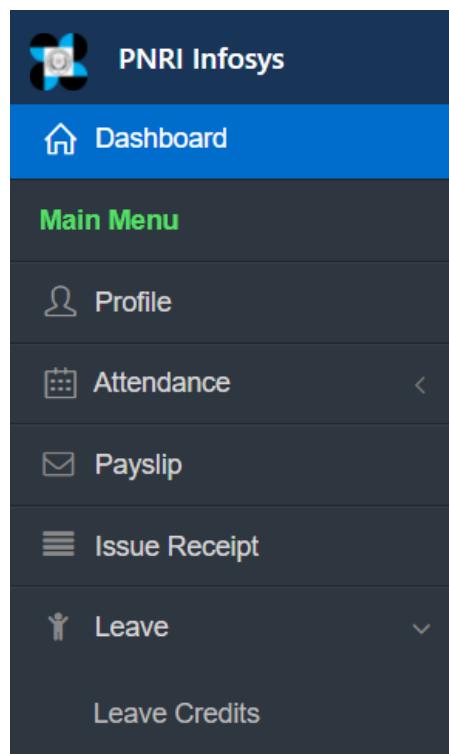


Figure 8. Employee's Menu Screen

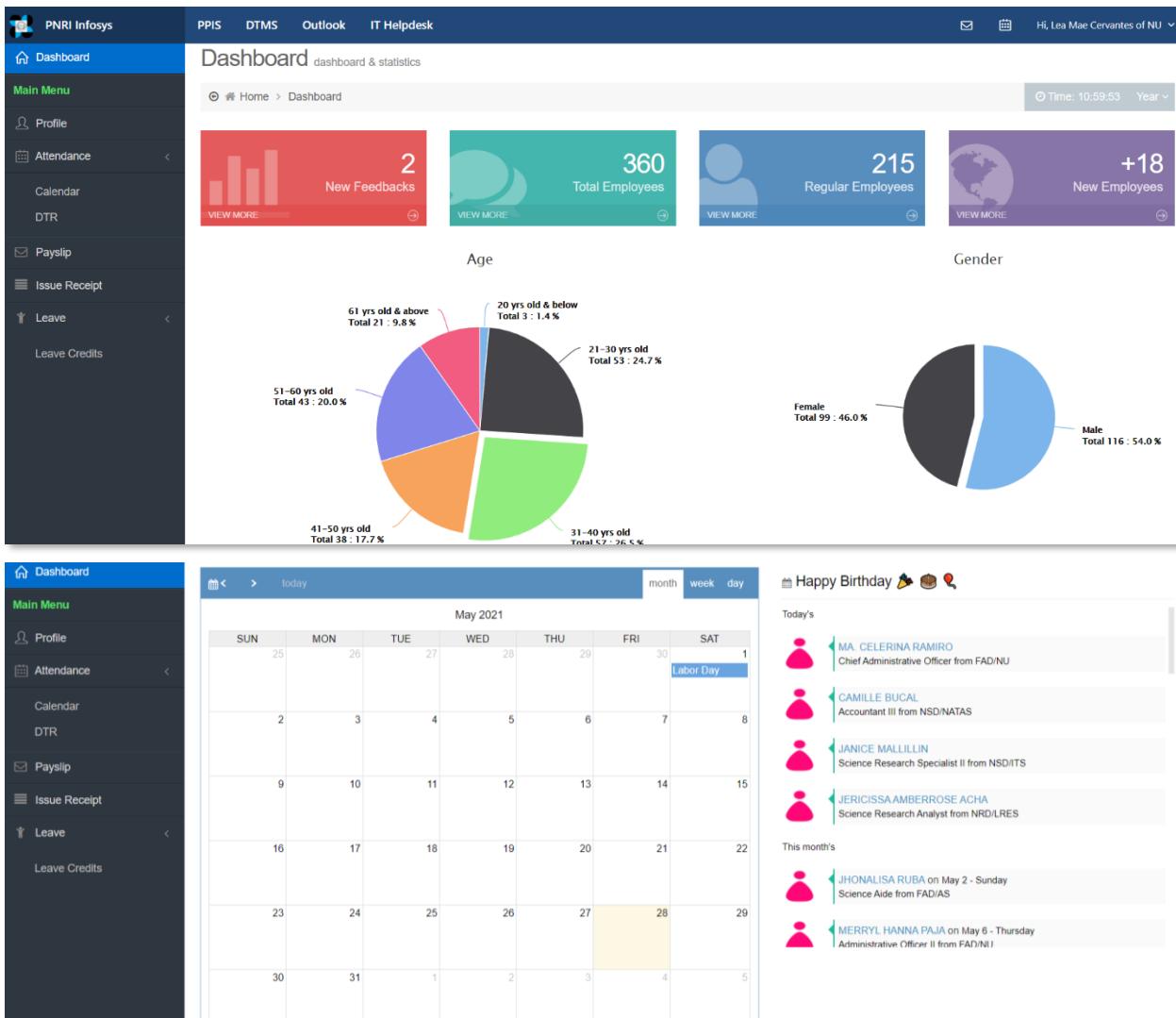


## 3.1 Dashboard

**Dashboard** page is where the employee can view the graphical summary or statistics of important information of all the employees in PNRI.

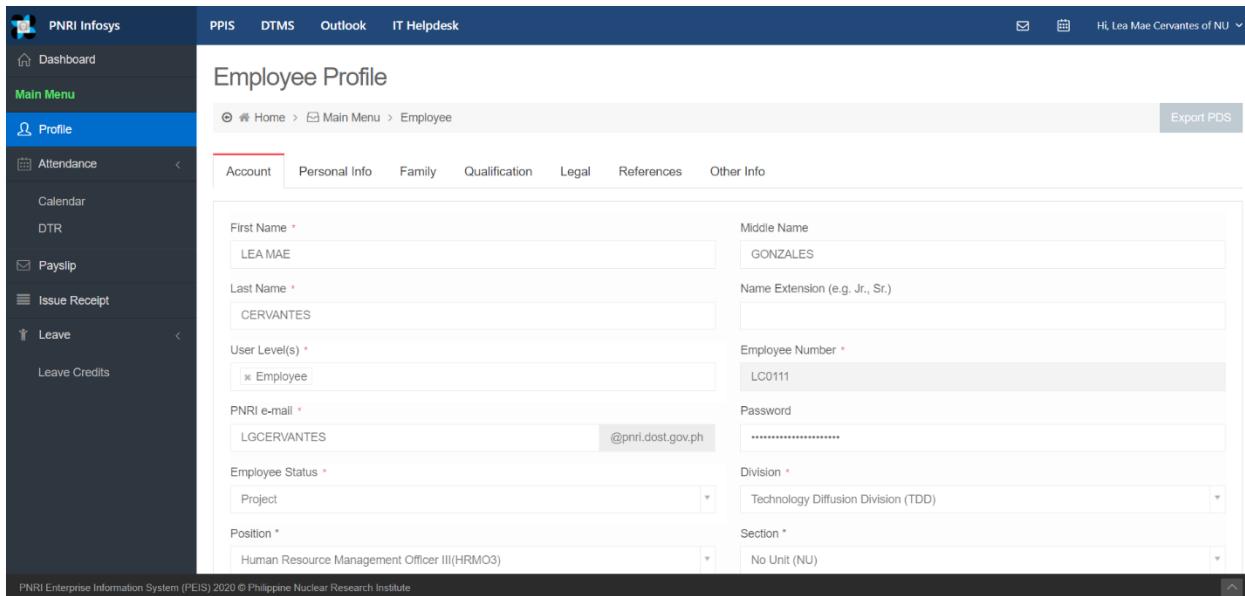
### 3.1.1 View Dashboard Page

The dashboard is provided to improve the planning and decision-making on how to improve services. It displays the total number of new feedbacks, employees, regular employees, and new employees. They can also see the pie charts that represent the total count and percentage of Age and Gender of the employees. Moreover, after scrolling down the navigation page using the scroll wheel of the mouse, the user can view the calendar and posting of Birthdays for the month and per day.



## 3.2 Profile

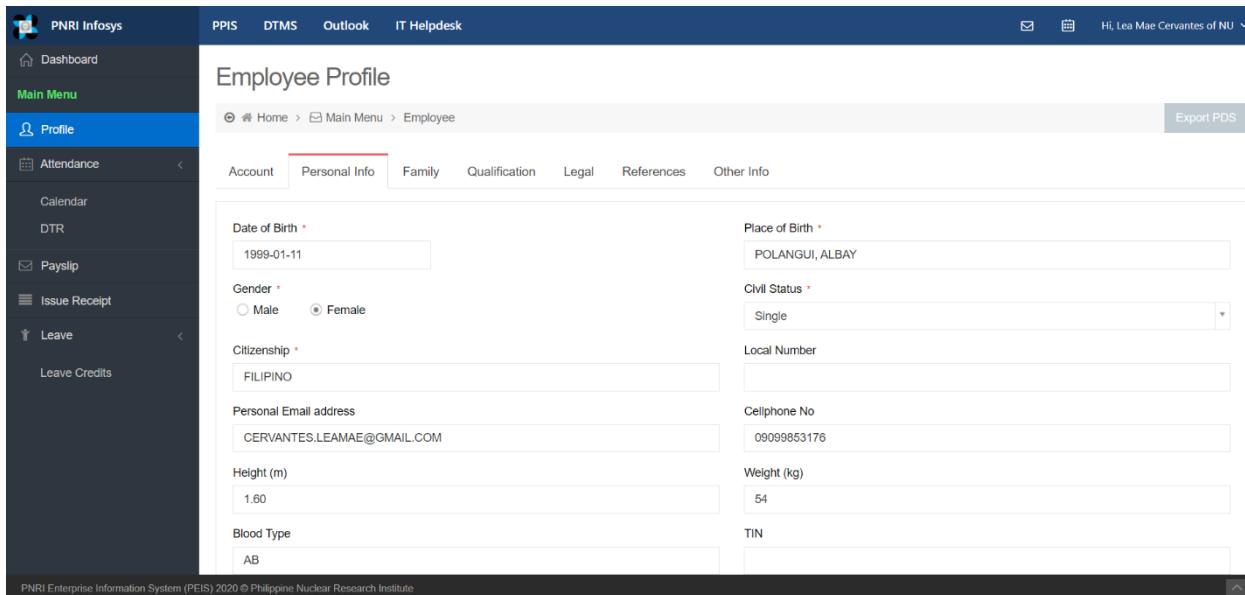
**Profile** is where the user can view his/her account and can manage their personal information including their residential and permanent address.



The screenshot shows the 'Employee Profile' page with the 'Account' tab selected. The left sidebar has a 'Profile' section highlighted. The main form contains fields for First Name (LEA MAE), Middle Name (GONZALES), Last Name (CERVANTES), User Level(s) (Employee), Employee Number (LC0111), PNRI e-mail (@pnri.dost.gov.ph), Employee Status (Project), Division (Technology Diffusion Division (TDD)), Position (Human Resource Management Officer III(HRMO3)), and Section (No Unit (NU)).

Figure 9. Profile – Account Page

To view the personal info, go to your profile and select the Personal Info tab.



The screenshot shows the 'Employee Profile' page with the 'Personal Info' tab selected. The main form contains fields for Date of Birth (1999-01-11), Place of Birth (POLANGUI, ALBAY), Gender (Female selected), Civil Status (Single), Citizenship (FILIPINO), Local Number, Personal Email address (CERVANTES.LEAMAE@GMAIL.COM), Cellphone No (09099853176), Height (m) (1.60), Weight (kg) (54), Blood Type (AB), and TIN.

Figure 10. Profile – Personal Info Page



### 3.1.1 Updating Personal Info

On this page, the employee allows modifying his/her personal information. To update the personal info, go to your profile and select the Personal Info tab.

The screenshot shows the 'Employee Profile' page in the PNRI Infosys system. The left sidebar has a 'Profile' section highlighted with an orange arrow. The main content area shows various personal details like Date of Birth, Gender, Citizenship, etc., with an orange box around the 'Personal Info' tab. A large orange box covers the entire right side of the page, containing three numbered steps: Step 2 (selecting the tab), Step 3 (editing details), and Step 4 (saving changes). At the bottom, there are 'Save' and 'Cancel' buttons.

**Step 1.** Click **Profile** from the menu bar.

**Step 2.** Select **Personal Info** tab to update the personal information.

**Step 3.** Update the details you want to edit.

**Step 4.** Click **Save** button to save.

Click **Cancel** button if you want to undo changes.

Figure 11. Update Personal Info



### 3.1.2 Adding Family Info

On this page, the employee allows adding the information of the Family. To add, go to your profile and select the Family tab.

The screenshot shows the 'Employee Profile' page in the InfoSys - PNRI Enterprise Information System. The left sidebar has a 'Main Menu' with 'Profile' selected. The main content area shows tabs for 'Account', 'Personal Info', 'Family' (which is highlighted), 'Qualification', 'Legal', 'References', and 'Other Info'. Below the tabs, there are sections for 'Spouse's Name', 'Father's Name', 'Mother's Maiden Name', and 'Children'. Each section has fields for First Name, Middle Name, Last Name, and Birthday. A green 'Save' button and a grey 'Cancel' button are at the bottom. A red 'Add Child' button is located on the right side of the children's section. Several orange callout boxes with arrows point to specific elements: one points to the 'Profile' menu item, another to the 'Family' tab, a third to the 'Add Child' button, a fourth to the 'Save' and 'Cancel' buttons, and a fifth to the child information fields.

**Step 1.** Click **Profile** from the menu bar.

**Step 2.** Select **Family** tab to add the family information.

**Step 3.** Enter all the information.

**Step 4.** Click **Add Child** button to add the information of your child.

**Step 5.** Enter the **First Name**, **Middle Name**, **Last Name** and **Birthday** of your child.

**Step 6.** Click **Save** button to save.

Click **Cancel** button if you want to undo changes.

**Add Family Info**



### 3.1.3 Adding Qualification Info

On this page, the employee allows adding his/her qualifications. To add, go to your profile and select the Qualification tab.

**Step 1.** Click **Profile** from the menu bar.

**Step 2.** Select **Qualification** tab to add your Qualifications.

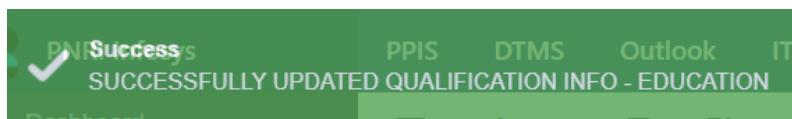
**Step 3.** Click **Education** button to add the Education Background.

**Step 4.** Enter all the Educational Background information.

**Step 6.** Click **Save** button to save.

Click **Cancel** button if you want to undo.

A pop-up message will appear on the screen indicating that the Educational Background information has been successfully added.



#### Add Qualification Info



## Adding Civil Service Eligibility.

Employee Profile

PPIS DTMS Outlook IT Helpdesk

Hi, Lea Mae Cervantes of NU

Main Menu

Profile

Attendance

Calendar

DTR

Payslip

Issue Receipt

Leave

Leave Credits

Account Personal Info Family Qualification Legal References Other Info

III. EDUCATIONAL BACKGROUND

Level	School	Course	From	To	Units Earned	Yr Graduated	Honors	Action
Elementary								

Save Cancel

IV. CIVIL SERVICE ELIGIBILITY

V. WORK EXPERIENCE

VI. VOLUNTARY WORK OR INVOLVEMENT TO CIVIC/NON-GOVERNMENT/PEOPLE/ORGANIZATION

VII. TRAINING PROGRAMS

+ Education

The accordion for Civil Service Eligibility will show.

Employee Profile

PPIS DTMS Outlook IT Helpdesk

Hi, Lea Mae Cervantes of NU

Main Menu

Profile

Attendance

Calendar

DTR

Payslip

Issue Receipt

Leave

Leave Credits

Account Personal Info Family Qualification Legal References Other Info

III. EDUCATIONAL BACKGROUND

IV. CIVIL SERVICE ELIGIBILITY

Eligibility	Rating	Date of Exam	Place of Exam	License	Release Date	Action

Save Cancel

V. WORK EXPERIENCE

VI. VOLUNTARY WORK OR INVOLVEMENT TO CIVIC/NON-GOVERNMENT/PEOPLE/ORGANIZATION

VII. TRAINING PROGRAMS

+ Eligibility

Step 2. Click Eligibility button to add Civil Service Eligibility.

Step 3. Enter the Civil Service Eligibility information.

Step 4. Click Save button to save.

Click Cancel button if you want to undo.



## Adding Work Experience.

Employee Profile

III. EDUCATIONAL BACKGROUND

IV. CIVIL SERVICE ELIGIBILITY

Eligibility	Rating	Date of f

**V. WORK EXPERIENCE**

VI. VOLUNTARY WORK OR INVOLVEMENT TO CIVIC/NON-GOVERNMENT/PEOPLE/ORGANIZATION

VII. TRAINING PROGRAMS

Export PDS

The accordion for Work Experience will show.

Employee Profile

III. EDUCATIONAL BACKGROUND

IV. CIVIL SERVICE ELIGIBILITY

V. WORK EXPERIENCE

Start	End	Position	Company	Monthly Salary	Grade & Step	Appointment	Gov't?	PNRI?	Action

VI. VOLUNTARY WORK OR INVOLVEMENT TO CIVIC/NON-GOVERNMENT/PEOPLE/ORGANIZATION

VII. TRAINING PROGRAMS

Export PDS

**Step 2. Click Add Work button to add Work Experience.**

**Step 4. Click Save button to save.**

**Step 3. Enter all Work Experience details.**

**Click Cancel button if you want to undo.**



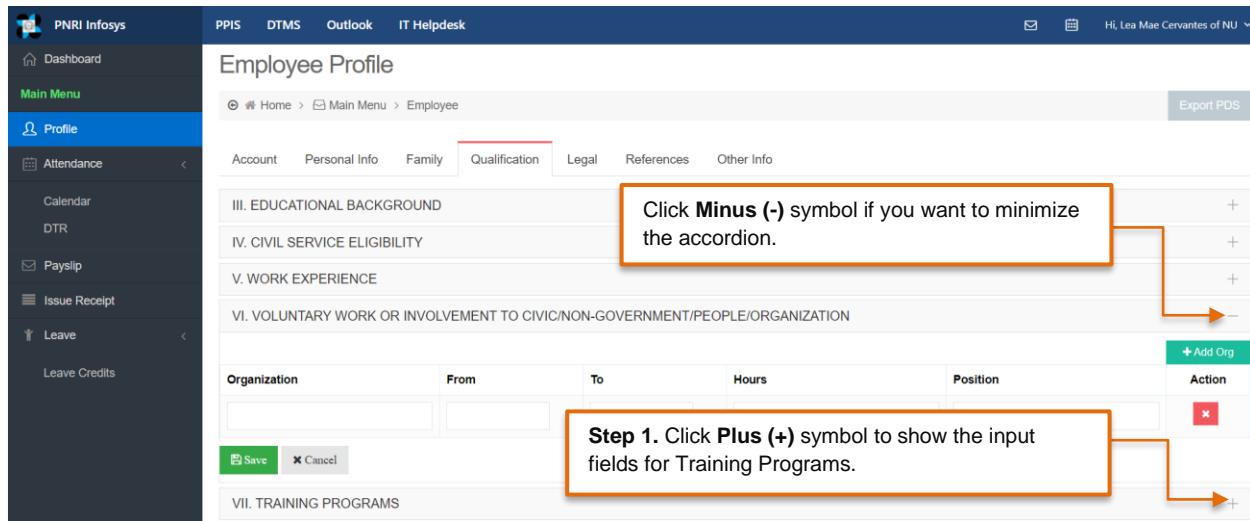
## Adding Voluntary Work or Involvement to Civic/Non-Government/People/Organization.

**Step 1.** Click Plus (+) symbol to show the input fields for Voluntary Work or Involvement to Civic/Non-Government/People/Organization.

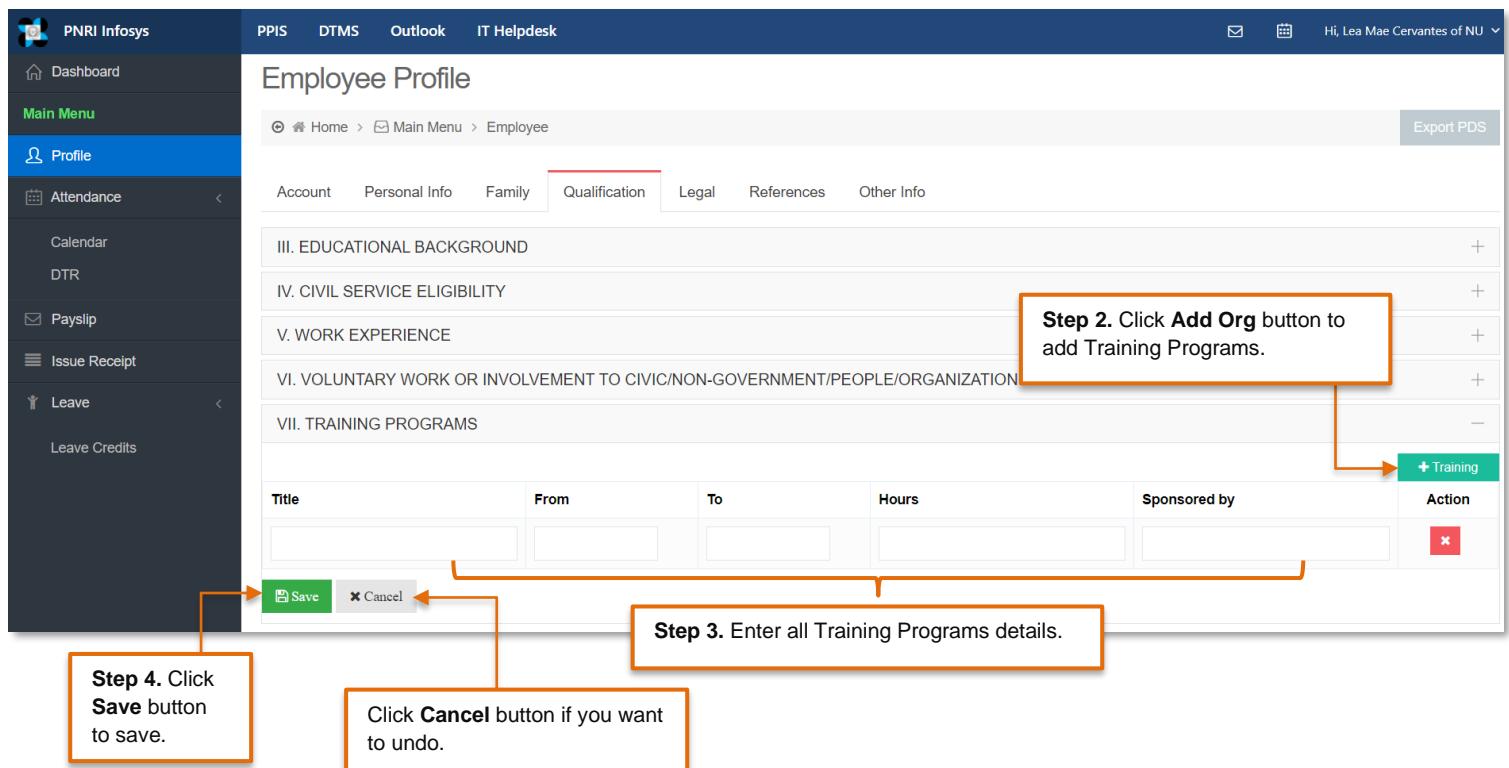
The accordion for Voluntary Work or Involvement to Civic/Non-Government/People/Organization will show.

**Step 3.** Enter all Voluntary Work or Involvement.

## Adding Training Programs.



The accordion for Training Programs will show.



### 3.1.4 Declaring Legal Info

On this page, the employee allows declaring the information under the Legal tab. To add, go to your profile and select the Legal tab.

The screenshot shows the PNRI InfoSys Employee Profile page. On the left, there is a sidebar with a 'Main Menu' section containing links like Dashboard, Profile (which is highlighted with an orange arrow), Attendance, Calendar, DTR, Payslip, Issue Receipt, Leave, and Leave Credits. The main content area is titled 'Employee Profile' and shows the 'Legal' tab selected among other tabs like Account, Personal Info, Family, Qualification, References, and Other Info. A large orange box highlights the 'Family' tab with the instruction 'Step 2. Select Family tab to declare Legal info.' An orange bracket on the right side of the page groups the 'Legal' tab and the 'Family' tab, with the instruction 'Step 3. Update the information you want to update.' placed next to it. The page also includes various questions and input fields related to legal history.

**Step 1. Click Profile from the menu bar.**

**Step 2. Select Family tab to declare Legal info.**

**Step 3. Update the information you want to update.**

### Declare Legal Info



PNRI Infosys

PPIS   DTMS   Outlook   IT Helpdesk

Hi, Lea Mae Cervantes of NU

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

YES  NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES  NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the items:

a. Are you a member of any indigenous group?

YES  NO

If YES, please specify:

b. Are you a person with disability?

YES  NO

If YES, please specify ID No:

c. Are you a solo parent?

YES  NO

If YES, please specify ID No:

Government Issued ID:

ID/License/Passport No.:

Date:

Place of Issuance:

I declare under penalties of perjury that the answers given above are true and correct to the best of my knowledge and belief.

Save
Cancel

**Step 3.** Update the information you want to update.

**Step 4.** Enter the Government Issued ID, ID/License/Passport No., Date, and Place of Issuance.

**Step 5.** Click the Check box.

**Step 6.** Click Save button to save.

Click Cancel button if you want to undo.



### 3.1.5 Adding References and Person to Contact in Case of Emergency

On this page, the employee allows adding character Reference and Person to Contact in Case of Emergency. The user could add three references.

The screenshot shows the 'Employee Profile' page in the PNRI Infosys system. The left sidebar has a 'Profile' section highlighted. The top navigation bar includes PPIS, DTMS, Outlook, IT Helpdesk, and a user greeting 'Hi, Lea Mae Cervantes of NU'. The main content area has tabs for Account, Personal Info, Family, Qualification, Legal, References (which is selected), and Other Info. Below these tabs is a section titled 'REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)' with fields for Name, Address, and Telephone. Further down is a section for 'PERSON TO CONTACT IN CASE OF EMERGENCY' with similar fields. At the bottom right of the page are 'Save' and 'Cancel' buttons. Several orange callout boxes with arrows point to specific elements: one points to the 'Profile' link in the sidebar; another points to the 'References' tab; a third points to the 'Name' field in the 'References' section; a fourth points to the 'Save' button; a fifth points to the 'Cancel' button; and a sixth points to the 'Other Info' tab in the top navigation.

**Step 1.** Click **Profile** from the menu bar.

**Step 2.** Select **References** tab to add References and Person to Contact in Case of Emergency.

**Step 3.** Enter the details of the Reference.

**Step 4.** Enter the details of the Person to Contact in case of Emergency.

**Step 6.** Click **Save** button to save.

Click **Cancel** button if you want to undo.

#### Adding References and Person to Contact in Case of Emergency

### 3.1.6 Add Other Info

On this page, the employee allows adding Other Information. To add, go to your profile and select the Other Info tab.

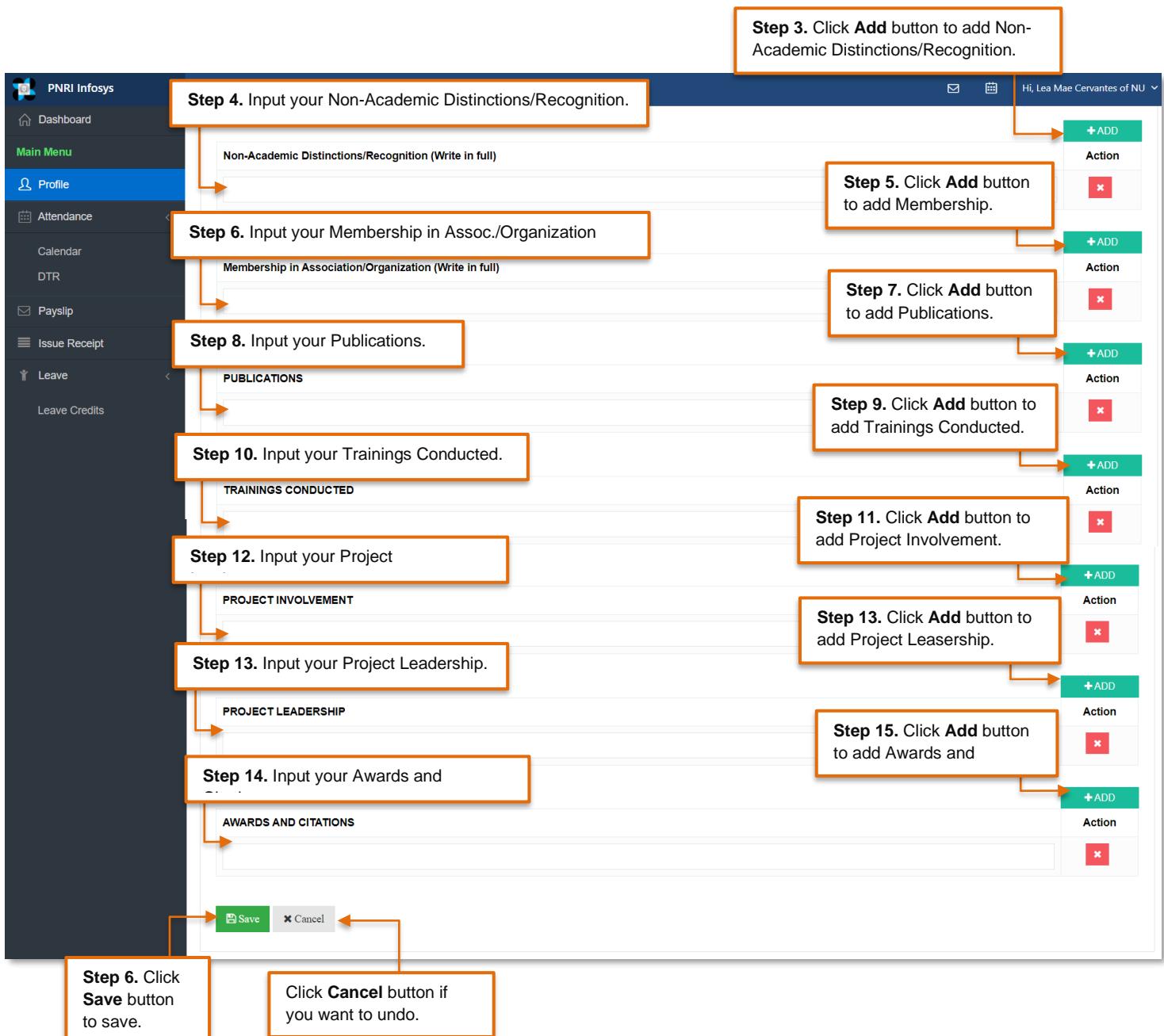
The screenshot shows the 'Employee Profile' page in the PNRI Infosys system. The left sidebar has a 'Profile' section highlighted. The top navigation bar includes PPIS, DTMS, Outlook, IT Helpdesk, and a user greeting 'Hi, Lea Mae Cervantes of NU'. The main content area has tabs for Account, Personal Info, Family, Qualification, Legal, References, and Other Info (which is selected). Below these tabs is a section titled 'Special Skills/Hobbies' with a table. The table has columns for 'Action' and '+ ADD'. An orange callout box points to the '+ ADD' button. Another orange callout box points to the 'Special Skills/Hobbies' input field. A third orange callout box points to the 'Action' column.

**Step 1.** Click **Add** button to add Special Skills/Hobbies.

**Step 2.** Input your Special Skills/Hobbies.



## Adding Other Information.



### 3.1.7 Export PDS

On this page, the employee allows to export the Personal Data Sheet. To export, go to your profile and select the Export PDS button.

The screenshot shows the PNRI Infosys Employee Profile page. On the left, there's a sidebar with a dark background and white text, showing the Main Menu with 'Profile' selected. The main content area has a light blue header with 'Employee Profile'. Below it, there's a breadcrumb trail: Home > Main Menu > Employee. Underneath the header, there are tabs for Account, Personal Info, Family, Qualification, Legal, References, and Other Info. The 'Other Info' tab is currently active. In the 'Other Info' section, there are three input fields: 'Special Skills/Hobbies', 'Non-Academic Distinctions/Recognition (Write in full)', and 'Membership in Association/Organization (Write in full)'. Each field has a green '+ ADD' button and an 'Action' button. An orange callout box with a black border and rounded corners points to the 'Export PDS' button located at the top right of the page. The callout box contains the text: 'Step 1. Click Export PDS button to export the Personal Data Sheet.'

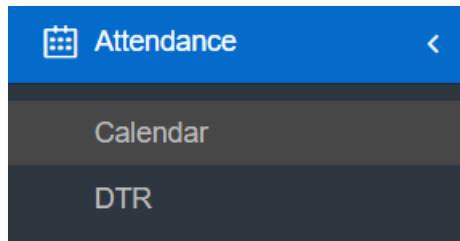
### Export Personal Data Sheet

The accomplishment Personal Data Sheet has been successfully downloaded as an excel file.



## 3.2 Attendance

On this page, the employee can view the Calendar and DTR. They can view the calendar by month, week, and day. Moreover, they can also see their Daily Time Record which can be filtered by date.



**Attendance Sub menu**

### 3.2.1 Calendar Page

**Calendar** is where the employee can view the holidays and suspension. Go to Attendance and select Calendar.

The screenshot shows the PNRI Infosys application interface. At the top, there's a dark blue header with the PNRI logo, the text "PNRI Infosys", and links for "PPIS", "DTMS", "Outlook", and "IT Helpdesk". On the far right, it says "Hi, Lea Mae Cervantes of NU" with a dropdown arrow. Below the header is a left sidebar with a dark background and light text, listing "Main Menu", "Profile", "Attendance" (which is highlighted in blue), "Calendar", "DTR", "Paylip", and "Issue Receipt". The main content area has a light gray header with the title "Calendar Holidays and Suspensions" and a breadcrumb trail "Home > Attendance > Calendar". Below this is a blue navigation bar with arrows, the text "today", and buttons for "month", "week", and "day". The main part is a grid calendar for February 2021. The days are labeled from 1 to 20. The 12th of February is highlighted with a blue box and labeled "Chinese New Year". The footer contains the text "PNRI Enterprise Information System (PEIS) 2020 © Philippine Nuclear Research Institute".

**Figure 11. Calendar per month**



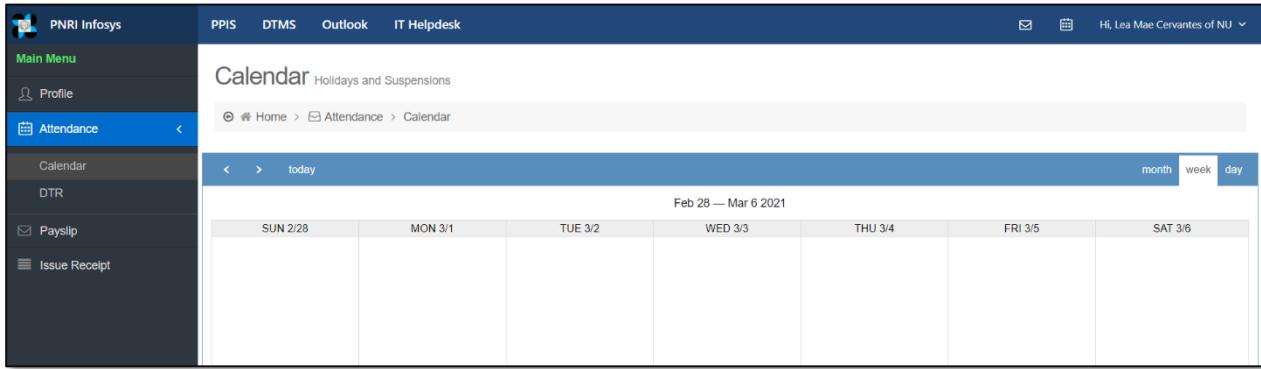


Figure 12. Calendar per week of the month

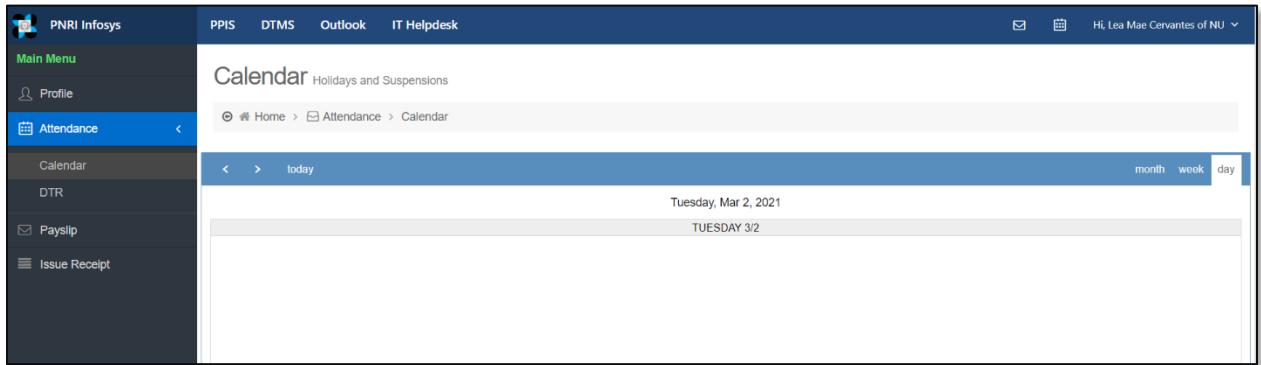


Figure 13. Calendar per day of the month



### 3.2.2 DTR Page

DTR is where the employee can view his/her Daily Time Record. Go to Attendance on the sidebar and select DTR.

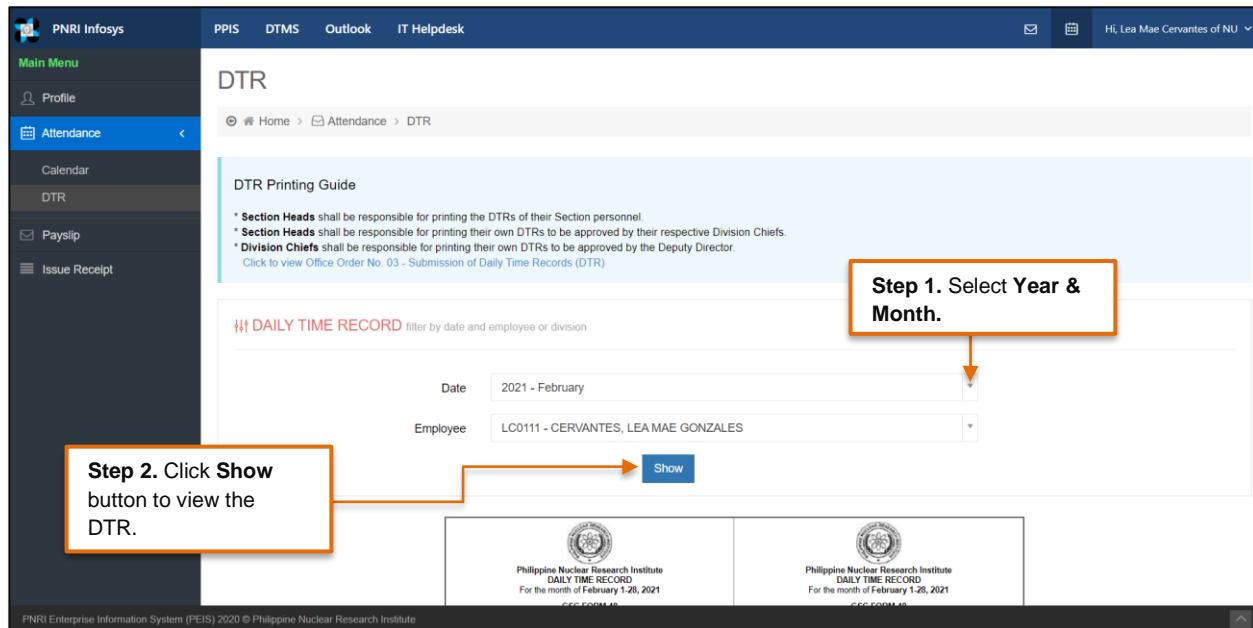


Figure 14. View DTR



### 3.3 Payslip

**Payslip** is where the employee can print and email his/her payslip on his/her PNRI official email.

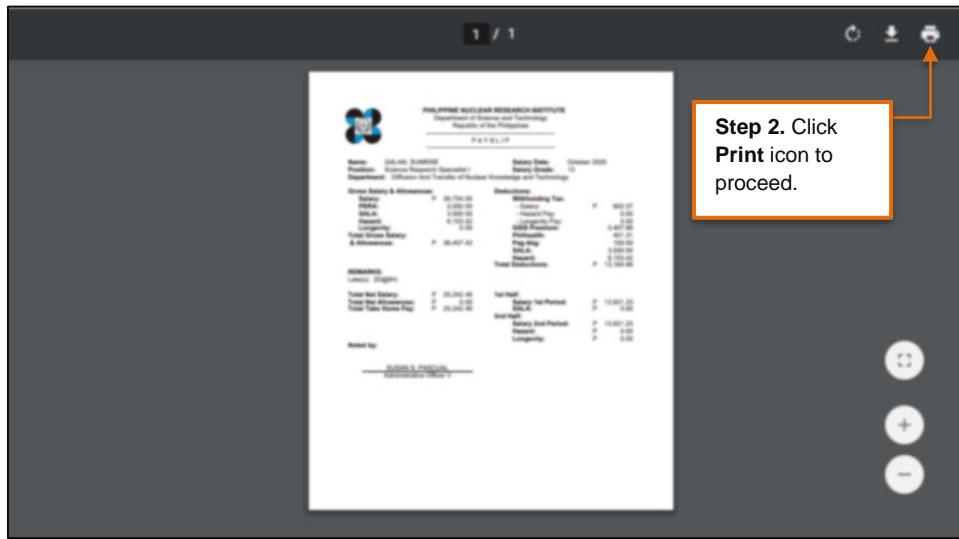
The screenshot shows the ePayslip module of the InfoSys system. On the left sidebar, under the Main Menu, the 'Payslip' option is selected, highlighted with a blue background. A callout box with an orange border and arrow points to this selection with the text: "Step 1. Click Payslip on the sidebar." In the main content area, the title 'ePayslip print/email payslip' is displayed above a breadcrumb navigation bar. The main feature is a table titled 'LIST OF PAYSLIP' showing a list of 10 records per page. The columns include Pay Date, Salary, Gross Salary, Deduction, Net Salary, and two icons each: an envelope for Email and a printer for Print. A callout box with an orange border and arrow points to the 'Email' icon in the first row with the text: "Click Email icon in-line with the Pay Date slip you want to send as an email." Another callout box with an orange border and arrow points to the 'Print' icon in the last row with the text: "Click Print icon in-line with the Pay Date slip you want to view or print." The bottom of the table has a search bar, a records per page dropdown set to 10, and a navigation bar showing pages 1 to 4.

Pay Date	Salary	Gross Salary	Deduction	Net Salary		
2020-10-01	26,754.00	32,254.00	3,511.54	28,742.46		
2020-09-01	26,754.00	32,254.00	3,511.54	28,742.46		
2020-08-01	26,754.00	32,254.00	3,511.54	28,742.46		
2020-07-01	26,754.00	32,704.00	3,511.54	29,192.46		
2020-06-01	26,754.00	32,254.00	3,511.54	28,742.46		
2020-05-01	26,754.00	32,254.00	3,511.54	28,742.46		
2020-04-01	26,754.00	38,407.42	4,742.22	33,665.20		
2020-03-01	25,232.00	36,835.36	4,239.96	32,595.40		
2020-02-01	25,232.00	36,985.36	4,239.96	32,745.40		
2020-01-01	25,232.00	36,385.36	4,239.96	32,145.40		

**ePayslip**



A new tab will appear on the screen where the user can now view and print the payslip.



### 3.3 Leave

On this page, the employee can apply for a Leave. They can view the list of all leave applications and their Leave Credits. Moreover, they can also add a Legacy Leave with or without pay and can print the Summary of Leave Card.

Type	Purpose	Date Filed	Inclusive Dates	Status	Actions
No data available in table					

Leave Credits Page



### 3.3.1 Apply for a Leave

This section allows the employee to apply for a Leave.

For testing purposes only, visible to HR accounts only

Home > Leave >

**Step 1. Click Apply for a Leave button to apply for a Leave.**

**LEAVE CREDITS**

No data.

Please wait for HR to register your total credits left before calculation begins.

Apply for a Vacation Leave modal will pop up on the screen where the user should enter all the details for the Vacation Leave.

**APPLY FOR VACATION LEAVE**

Type of Leave (click to change)

**VACATION**

CTBTO

Special Leave (Specify)

To seek employment

Others (Specify):

Where Leave will be spent

Within Philippines

Abroad (specify)

Commutation

Requested  Not Requested

Dates

Select days

Recommendation

Approval

Disapproval due to:

**Step 2. Enter all required informations.**

**Step 3. Click Submit button to submit the application.**

**Submit**



### 3.3.2 Apply for a Sick Leave

This section allows the employee to apply for Sick Leave.

The screenshot shows the PNRI Infosys dashboard with the 'Leave' menu selected. The main content area displays a table of leave applications with columns for Type, Purpose, Date Filed, Inclusive Dates, Status, and Actions. An orange callout box points to the 'Apply for a Leave' button at the top right of the table area. The status bar at the bottom indicates 'Showing 0 to 0 of 0 entries'.

Apply for a Vacation Leave modal will pop up on the screen.

The modal window has a blue header bar with the title 'APPLY FOR VACATION LEAVE'. Below it is a section titled 'Type of Leave (click to change)' with several radio button options: 'CTBTO', 'Special Leave (Specify)', 'To seek employment', and 'Others (Specify)'. The 'Others (Specify)' option is selected. An orange callout box points to the 'VACATION' toggle switch, which is highlighted in blue. The 'VACATION' switch is currently selected. Below this section are fields for 'Where Leave will be spent' with options 'Within Philippines' and 'Abroad (specify)'. The 'Within Philippines' option is selected. The form also includes sections for 'Commutation' (Request or Not Requested), 'Dates' (Select days), 'Recommendation' (Approval or Disapproval due to), and a 'Submit' button.



Apply for Sick Leave modal will appear on the screen where the user should enter all the details regarding the Sick Leave.

**APPLY FOR SICK LEAVE**

Type of Leave (click to change)

SICK

Maternity

Others (Specify):

Where Leave will be spent

In Hospital (specify)

Out-Patient (specify)

Commutation

Requested  Not Requested

Dates

Select days  

Recommendation

Approval

Disapproval due to:

**Step 3. Enter all required informations.**

**Step 4. Click Submit button to submit the application.**

**Submit**



## 4.0 Cashier's Module

When you login as a cashier, here are the following menus you can access (*/Issue Receipt*). The cashier is responsible for adding, modifying, and viewing all data. This user type can access the system configurations and issuance of receipts.

Reference Code	Payee	Company	Date Created	Prepared By	Receipt	Action
NRD-LRES-21-0093		Assurance Controls Technologies Co., Inc.	2021-02-09	Michael Kenneth Cruz		
NSD-RPSS-21-0687		LUIS HORA MEMORIAL REGIONAL HOSPITAL	2021-02-09	MA. ELOISA VILLACORA		
NSD-RPSS-21-0685	JAKE RYAN OLIGANGA	DAVAO REGIONAL MEDICAL CENTER	2021-02-09	Razelle Chelsea G. Cera		
NSD-RPSS-21-0686	JAKE RYAN OLIGANGA	DAVAO REGIONAL MEDICAL CENTER-NUCLEAR MEDICINE	2021-02-09	Razelle Chelsea G. Cera		
NSD-NATAS-21-0020	MR DENNIS P. SIBONGGA	TROPICANA FOOD PRODUCTS INC	2021-02-09	Billy Joe B. Arcilla		
NSD-NATAS-21-0021	Romel B. Azucena,	Intertek Testing Services Philippines, Inc.	2021-02-09	Billy Joe B. Arcilla	8060840	
NSD-RPSS-21-0637		METRO LEMERY MEDICAL CENTER, INC.	2021-02-08	Dante Q. Bajet	8060820	

Figure 15. Payment Screen

### 4.1 Issue Receipt

**Issue Receipt** is where the cashier can manage the issuance of receipts for PNRI services.

Reference Code	Payee	Company	Date Created	Prepared By	Receipt	Action
NRD-LRES-21-0093		Assurance Controls Technologies Co., Inc.	2021-02-09	Michael Kenneth Cruz		
NSD-RPSS-21-0687		LUIS HORA MEMORIAL REGIONAL HOSPITAL	2021-02-09	MA. ELOISA VILLACORA		
NSD-RPSS-21-0685	JAKE RYAN OLIGANGA	DAVAO REGIONAL MEDICAL CENTER	2021-02-09	Razelle Chelsea G. Cera		

Figure 16. Issue Receipt Screen



A new modal will appear where the user can now view and issue the receipt.

**RECEIPT FORM**

<b>Order Details</b>						
Reference Code:	NSD-NATAS-19-0025					
Date:	30-Jan-2019					
Payee:	Michelle L. Soliva					
Company:	DOLE PHILIPPINES INC.					
Prepared by:	Billy Joe B. Arcilla					

<b>Services Availed</b>						
Service	Code	Description	Qty	Unit Price	Amount	
Gross a-B Analysis of Water	628	2 Gross a-B Analysis of Water GROSS ALPHA AND BETA ACTIVITY	2	4,700.00	9,400.00	
Gross a-B Analysis of Water	628	4 Gross a-B Analysis of Water Succeeding sample GAB	4	2,300.00	9,200.00	
Radon-222 Analysis	628	6 Radon-222 Analysis RADON 222 ACTIVITY IN DRINKING WATER	6	4,700.00	28,200.00	
				Total	46,800.00	

Official Date *	09/02/2020	<input type="button" value=""/>	20:10	<input type="button" value=""/>
Fund *	101-I			
Receipt Number *	8384364			
Type *	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> LDDAP			
Remarks				

Submit

**Step 2.** Enter the appropriate description.

**Step 3.** Input required fields.

**Step 4.** Click Submit button to save.

Click Close button if you want to undo changes.



## 4.2 Edit Receipt Form

**Edit Receipt Form** is where the cashier can edit the details of the receipt.

The screenshot shows the 'Issue Receipt' page of the InfoSys system. The left sidebar has a 'Main Menu' with options like Profile, Attendance, Calendar, DTR, Payslip, and Issue Receipt (which is selected and highlighted in blue). The main area is titled 'Issue Receipt' and shows a grid of 'List of statement'. The grid columns include Reference Code, Payee, Company, Date Created, Prepared By, Receipt, and Action. Each row has an 'Issue Receipt' button in the Action column. A red box highlights the 'Edit' button for the 8th row, which corresponds to the record 'NSD-RPSS-21-0637' with Payee 'Dante Q. Bajet' and Receipt '8060820'. An orange arrow points from the text 'Step 1. Click Edit button in the right side next to the record you want to edit.' to this highlighted 'Edit' button.

Reference Code	Payee	Company	Date Created	Prepared By	Receipt	Action
NRD-LRES-21-0093		Assurance Controls Technologies Co., Inc	2021-02-09	Michael Kenneth Cruz		
NSD-RPSS-21-0687		LUIS HORA MEMORIAL REGIONAL HOSPITAL	2021-02-09	MA. ELOISA VILLACORA		
NSD-RPSS-21-0685	JAKE RYAN	DAVAO REGIONAL	2021-02-09	Razelle Chelsea G. Cera		
NSD-RPSS-21-0686						
NSD-NATAS-21-0020	MR DENNIS P. SIBONGGA	TROPICANA FOOD PRODUCTS INC	2021-02-09	Billy Joe B. Arcilla		
NSD-NATAS-21-0021	Romei B. Azucena,	Intertek Testing Services Philippines, Inc	2021-02-09	Billy Joe B. Arcilla	8060840	
NSD-RPSS-21-0637		METRO LEMERY MEDICAL CENTER, INC	2021-02-08	Dante Q. Bajet	8060820	

**Figure 9. Update Receipt Details**



A new modal will appear where the user can now view and edit the details.

**RECEIPT FORM**

Order Details		
Reference Code:	NSD-NATAS-21-0021	
Date:	09-Feb-2021	
Payee:	Romel B. Azucena,	
Company:	Intertek Testing Services Philippines, Inc	
Prepared by:	Billy Joe B. Arcilla	
JO:	NATA-21-027, NATA-21-028	

Services Availed		
Code	Description	Amount
628	1 Gross a-B Analysis of Water Gross Alpha and Beta Activity	4700.00
628	4 Gross a-B Analysis of Water Succeeding Samples	9200.00
628	5 Radon-222 Analysis Radon-222 Activity in Drinking Water	23500.00
<b>Total</b>		<b>37,400.00</b>

Official Date *	02/09/2021	<input type="button" value=""/>	12:20	<input type="button" value=""/>
Fund *	101-I			
Receipt Number *	8060840			
Type *	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> LDDAP			
Drawee Bank *	THE HONGKONG BANK			
Number *	355139			
Date *	02/08/2021			
Remarks				
<input style="background-color: #008000; color: white; font-weight: bold; padding: 5px 10px; margin-right: 10px;" type="button" value="Submit"/> <input style="font-weight: bold; padding: 5px 10px;" type="button" value="Close"/>				

**Step 2.**  
Update the details you want to edit.

**Step 3. Click Submit button to save.**

Click Close button if you want to undo changes.



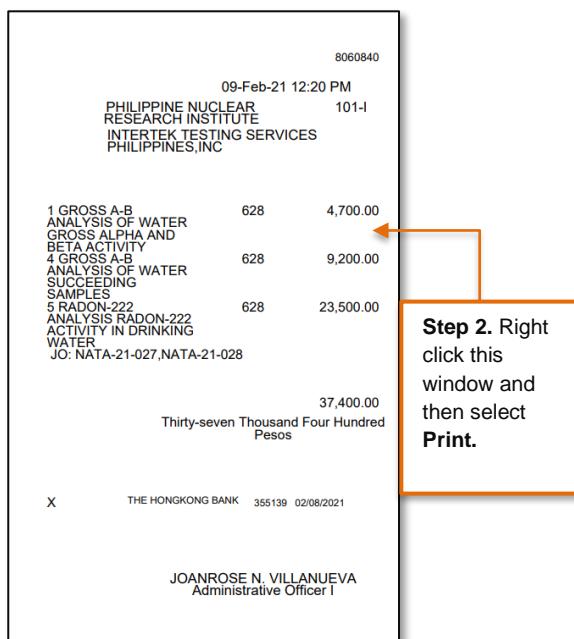
## 4.3 Print Receipt

**Print Receipt** is where the cashier can print the record.

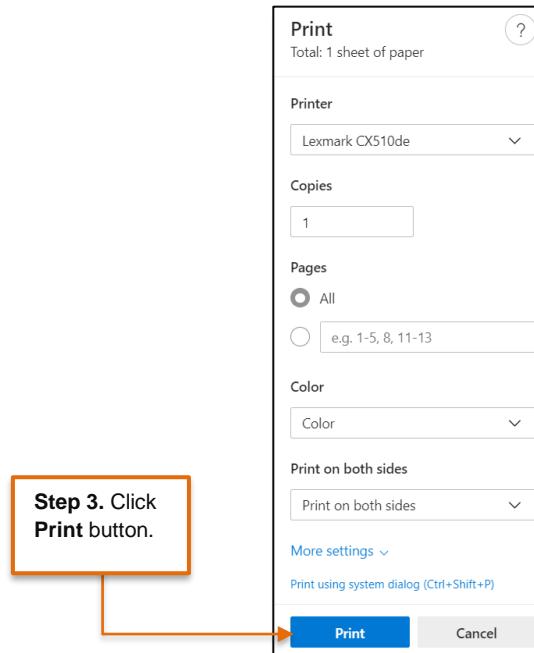
Step 1. Click **Print** button in the right side next to the record you want to print.

**Figure 10. Print Receipt**

A new window will open which indicates the receipt details for the user to print.



A new window will appear which allows the user now to print the record.



## 4.4 Cancel Issued Receipt

This section allows the user to cancel an issued receipt.

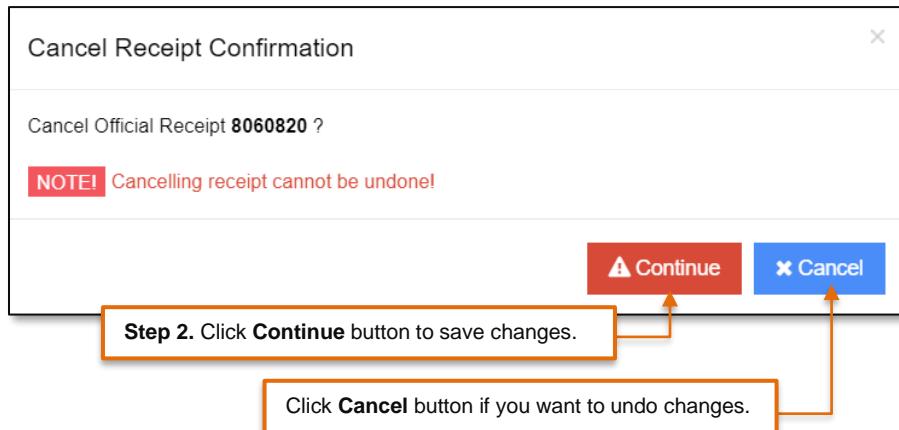
The screenshot shows the 'Issue Receipt' page. The left sidebar has a 'Main Menu' with 'Issue Receipt' selected. The main area displays a table titled 'List of statement' with columns: Reference Code, Payee, Company, Date Created, Prepared By, Receipt, and Action. The table lists several issued receipts. An orange callout box labeled 'Step 1. Click X button in the right side next to the issued receipt.' points to the delete icon (a red square with a white 'X') for the first receipt in the list.

Reference Code	Payee	Company	Date Created	Prepared By	Receipt	Action
NRD-LRES-21-0093		Assurance Controls Technologies Co., Inc.	2021-02-09	Michael Kenneth Cruz		
NSD-RPSS-21-0687		LUIS HORA MEMORIAL REGIONAL HOSPITAL	2021-02-09	MA. ELOISA VILLACORA		
NSD-RPSS-21-0685	JAKE RYAN OLIGANGA	DAVAO REGIONAL MEDICAL CENTER	2021-02-09	Razelle Chelsea G. Cera		
NSD-RPSS-21-0686	JAKE RYAN OLIGANGA	DAVAO REGIONAL MEDICAL CENTER-NUCLEAR MEDICINE	2021-02-09	Razelle Chelsea G. Cera		
NSD-NATAS-21-0020	MR DENNIS P. SIBONGGA	TROPICANA FOOD PRODUCTS INC	2021-02-09	Billy Joe B. Arcilla		
NSD-NATAS-21-0021	Romel B. Azucena,	Intertek Testing Services Philippines,Inc	2021-02-09	Billy Joe B. Arcilla	8060040	
NSD-RPSS-21-0637		METRO LEMERY MEDICAL CENTER, INC.	2021-02-08	Dante Q. Bajet	80600820	

Figure 11. Cancel Issued Receipt



A new modal will appear where the user can now cancel an issued receipt.



## 4.5 Export Receipts

This section allows the user to export receipts by date.

The screenshot shows the PNRI Infosys interface with the 'Main Menu' on the left. The 'Issue Receipt' option is selected. The main content area displays a table titled 'List of statement' with columns: Reference Code, Payee, Company, Date Created, Prepared By, Receipt, and Action. A red box labeled 'Step 1. Click View by Receipts button.' points to a red button at the top right of the table header. The table contains several rows of data, each with an 'Issue Receipt' button in the Action column.

Reference Code	Payee	Company	Date Created	Prepared By	Receipt	Action
NRD-LRES-21-0093		Assurance Controls Technologies Co., Inc.	2021-02-09	Michael Kenneth Cruz		<b>Issue Receipt</b>
NSD-RPSS-21-0687		LUIS HORA MEMORIAL REGIONAL HOSPITAL	2021-02-09	MA. ELOISA VILLACORA		<b>Issue Receipt</b>
NSD-RPSS-21-0685	JAKE RYAN OLIGANGA	DAVAO REGIONAL MEDICAL CENTER	2021-02-09	Razelle Chelsea G. Cera		<b>Issue Receipt</b>
NSD-RPSS-21-0686	JAKE RYAN OLIGANGA	DAVAO REGIONAL MEDICAL CENTER-NUCLEAR MEDICINE	2021-02-09	Razelle Chelsea G. Cera		<b>Issue Receipt</b>
NSD-NATAS-21-0020	MR DENNIS P. SIBONGGA	TROPICANA FOOD PRODUCTS INC	2021-02-09	Billy Joe B. Arcilla		<b>Issue Receipt</b>
NSD-NATAS-21-0021	Rome B. Azucena,	Intertek Testing Services Philippines, Inc	2021-02-09	Billy Joe B. Arcilla	8060040	<b>Edit</b> <b>Print</b> <b>X</b>
NSD-RPSS-21-0637		METRO LEMERY MEDICAL CENTER, INC	2021-02-08	Dante Q. Bajet	8060820	<b>Edit</b> <b>Print</b> <b>X</b>

Figure 12. Export Issued Receipt



A new modal will appear where the user can now filter the report by fund type and date.

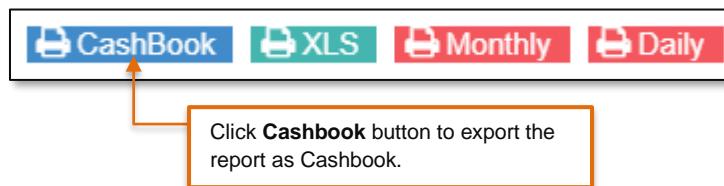
**RECEIPTS**

Fund		101-I	Official Date	2021-02-01	to	2021-02-28	X							
			Input date range											
10 records per page		101-I	JO	Fund	Paytype	Drawee	Bank#	CheckDate	MO#	MODate	CashAmt	Amount	Print	
Date	Time	Number	Pd	171										
2021-02-10 16:25:00	00:01:17	8060850	Vida Nutriscience Inc	Dose 3 kGy		IS-20-4086	101-I	cash			0.00	9000.00	Print	
2021-02-10 14:40:00	00:55:53	8060843	TANCHULING GENERAL HOSPITAL X-RAY	30 OSL (Renewal) April 2021 - March 2022, 6 Mailing Fee: April 2021 - March 2022			101-I	check	MB-LEGAZPI ALBAY	5950271172	1/20/21	0.00	9900.00	Print

**RECEIPTS**

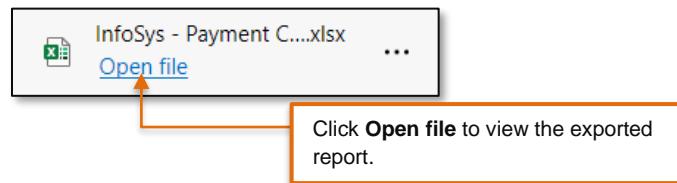
Fund		101-I	Official Date	2021-02-01	to	2021-02-28	X							
		select fund type	February 2021											
Date	Time	Number	Payor	Particular	JO	Fund	Paytype	Di	ckDate	MO#	MODate	CashAmt	Amount	Print
2021-02-10 16:25:00	00:01:17	8060850	Vida Nutriscience Inc	6 Observo Sanguis Irradiator Min Dose 3 kGy	IS-20-4086	101-I	cash					0.00	9000.00	Print
2021-02-10 14:40:00	00:55:53	8060843	TANCHULING GENERAL HOSPITAL X-RAY	30 OSL (Renewal) April 2021 - March 2022, 6 Mailing Fee: April 2021 - March 2022			101-I	check	MB-LEGAZPI ALBAY	5950271172	1/20/21	0.00	9900.00	Print

To export the report as Cashbook,



**Figure 13. Export Report as Cashbook**

The file has been successfully downloaded.



This figure was the exported report.

CASH RECEIPTS RECORD PHILIPPINE NUCLEAR RESEARCH INSTITUTE						
Joanrose N. Villanueva Accountable Officer		Administrative Officer I Designation	Cash, FAD Station			101-I Fund
Date	Receipt Number	Name of Payor	Nature of Payment	Collection	Deposit	Undeposited Collection
			<b>Balance forwarded:</b>	0.00		
02/01/2021	8060708	TRINITY WOMAN & CHILD CENTER-THE BIRTH PLACE	30 OSL (Renewal) April 2021 - March 2022	9,000.00		
02/01/2021	8060709	E. PERLAS DIAGNOSTIC & POLYCLINIC	12 OSL (Renewal) April 2021 - March 2022	3,600.00		
02/01/2021	8060710	EDUARDO L. JOSON MEMORIAL HOSPITAL	24 OSL (New) February 2021 - January 2021	7,200.00		
02/01/2021	8060711	GLORY PHILS. INC.	1 Rental of Survey Meter: (Mirion / SN: 380672)	2,400.00		
02/01/2021	8060712	SAN MIGUEL BREWERY INC., SAN FERNANDO PLANT	2 Swipe Sample Analysis: (Am-241)	2,400.00		
02/01/2021	8060713	San Miguel Brewery - San Fernando Plant	1 License Amendment Y03.03003 Fixed Gauge Class A	3,500.00		
02/01/2021	8060714	San Miguel Brewery Inc.	1 Repair of Survey Meter	1,500.00		
02/01/2021	8060715	CORAL BAY NICKEL CORP.	79 Swipe sample (CS-137, Co-60)	94,800.00		

To export the report as excel file,

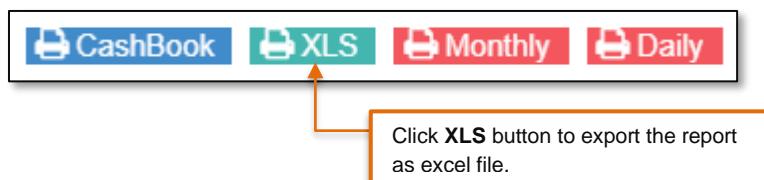
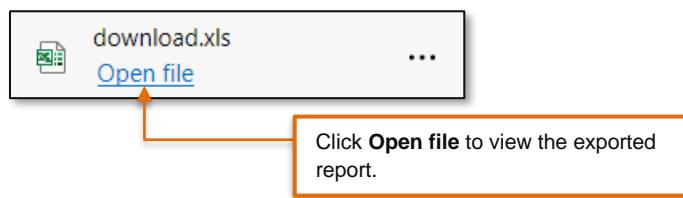


Figure 14. Export Report as Excel file

The file has been successfully downloaded.



This figure is the exported report.

Date	Time	Number	Payor	Particular	JO	Fund	Paytype	Drawee	Bank#	CheckDate	MO#	MODate	CashAmt	Amount
10/02/2021 16:25	0:01:17	8060850	Vida Sanguis Nutris Irradiator Inc	6 Observo Min Dose 3 kGy	IS-20-						0	9000	Print	
10/02/2021 14:40	0:55:53	8060843	TANC HULIN G GENE RAL HOSPI TAL X- RAY	30 OSL (Renewal) April 2021 - March 2022, 6 Mailing Fee: April 2021 - March 2022				MB-LEGAZP	101-I ALBAY 6E+09	1/20/21	0	9900	Print	

To export the Monthly report,



Figure 15. Export Monthly report

A new window will appear where the user can now view the filtered monthly report.

REPORT OF COLLECTION AND DEPOSITS PHILIPPINE NUCLEAR RESEARCH INSTITUTE 101-I				
Report No. Sheet No.				
Official Receipts Date	Respon- sibility CTRCODE Number	Payor	Particulars	Amount
01-Feb-21 02/01/2021 8060708		TRINITY WOMAN & CHILD CENTER-THE BIRTH PLACE	30 OSL (RENEWAL) APRIL 2021 - MARCH 2022	9,000.00
02/01/2021 8060709		E. PERLAS DIAGNOSTIC & POLYCLINIC	12 OSL (RENEWAL) APRIL 2021 - MARCH 2022	3,600.00
02/01/2021 8060710		EDUARDO L. JOSON MEMORIAL HOSPITAL	24 OSL (NEW) FEBRUARY 2021 - JANUARY 2022	7,200.00
02/01/2021 8060711		GLORY PHLS. INC.	RENTAL OF SURVEY METER: (MIRON / SMC 80072)	2,400.00
02/01/2021 8060712		SAN MIGUEL BREWERY INC., SAN FERNANDO PLANT	2 SWIPE SAMPLE ANALYSIS: (AM-241)	2,400.00
02/01/2021 8060713		SAN MIGUEL BREWERY - SAN FERNANDO PLANT	1 LICENSE AMENDMENT (VOL-1) FIXED GAUGE CLASS A	3,500.00
02/01/2021 8060714		SAN MIGUEL BREWERY INC.	1 REPAIR OF SURVEY METER	1,500.00
02/01/2021 8060715		CORAL BAY NICKEL CORP.	79 SWIPE SAMPLE (CS-137, CO-60)	94,800.00
02/01/2021 8060716		CORAL BAY NICKEL CORPORATION-SPARE	11 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2022	2,475.00
02/01/2021 8060717		CORAL BAY NICKEL CORPORATION-CONTRACTOR	11 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2022	2,475.00
02/01/2021 8060718		EDENRAY NICKEL CORPORATION-SAFETY RECIPIENT	10 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	2,250.00
02/01/2021 8060719		CORAL BAY NICKEL CORPORATION-PRODUCTION RECIPIENT	103 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	23,175.00
02/01/2021 8060720		CORAL BAY NICKEL CORPORATION-MAINTENANCE	46 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	10,350.00
02/01/2021 8060721		EDENRAY MEDICAL LAB. & X-RAY SERVICES MAIN	12 OSL (RENEWAL) FEBRUARY 2021 - JANUARY 2022	3,600.00
02/01/2021 8060722		JHAYEN MEDICAL LAB. & X-RAY MOBILE X-RAY	12 OSL (RENEWAL) FEBRUARY 2021 - JANUARY 2022	3,600.00
02/01/2021 8060723		MACHSCAN TECHNICAL SERVICES, INC.	2 REQUEST FOR RE-PRINTING OF CERT. OF CALIBRATION CALIBRATION SERVICE WITH REPRINTS REF ID: SM-MAC-2020-900	100.00



To export the Daily report,



Figure 16. Export Daily report

A new window will appear where the user can now view the filtered monthly report.

The screenshot shows a browser window displaying a monthly report for the Philippine Nuclear Research Institute (101-I). The report is titled "PHILIPPINE NUCLEAR RESEARCH INSTITUTE 101-I" and includes fields for "Report No." and "Sheet No.". The main content is a table titled "For the Period Covered from 01-Feb-21 To 01-Feb-21". The table has columns for "Official Receipts", "Responsibility CTRCode", "Payor", "Particulars", and "Amount". The data in the table is as follows:

Official Receipts Date	Responsibility CTRCode Number	Payor	Particulars	Amount
02/01/2021	8060708	TRINITY WOMAN & CHILD CENTER-THE BIRTH PLACE	30 OSL (RENEWAL) APRIL 2021 - MARCH 2022	9,000.00
02/01/2021	8060709	E. PERLAS DIAGNOSTIC & POLYCLINIC	12 OSL (RENEWAL) APRIL 2021 - MARCH 2022	3,600.00
02/01/2021	8060710	EDUARDO L. JOSON MEMORIAL HOSPITAL	24 OSL (NEW) FEBRUARY 2021 - JANUARY 2021	7,200.00
02/01/2021	8060711	GLORY PHILS. INC.	1 RENTAL OF SURVEY METER: (MIRION / SN: 380672)	2,400.00
02/01/2021	8060712	SAN MIGUEL BREWERY INC., SAN FERNANDO PLANT	2 SWIPE SAMPLE ANALYSIS: (AM-241)	2,400.00
02/01/2021	8060713	SAN MIGUEL BREWERY - SAN FERNANDO PLANT	1 LICENSE AMENDMENT Y03.03003 FIXED GAUGE CLASS A	3,500.00
02/01/2021	8060714	SAN MIGUEL BREWERY INC.	1 REPAIR OF SURVEY METER	1,500.00
02/01/2021	8060715	CORAL BAY NICKEL CORP.	79 SWIPE SAMPLE (CS-137, CO-60)	94,800.00
02/01/2021	8060716	CORAL BAY NICKEL CORPORATION-SPARE	11 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	2,475.00
02/01/2021	8060717	CORAL BAY NICKEL CORPORATION-CONTRACTOR	11 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	2,475.00
02/01/2021	8060718	CORAL BAY NICKEL CORPORATION-SAFETY RECIPIENT	10 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	2,250.00
02/01/2021	8060719	CORAL BAY NICKEL CORPORATION-PRODUCTION RECIPIENT	103 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	23,175.00
02/01/2021	8060720	CORAL BAY CORPORATION-MAINTENANCE	46 OSL (RENEWAL) FEBRUARY 2021 - MARCH 2021	10,350.00
02/01/2021	8060721	JHAYEN MEDICAL LAB. & X-RAY SERVICES MAIN	12 OSL (RENEWAL) FEBRUARY 2021 - JANUARY 2022	3,600.00
02/01/2021	8060722	JHAYEN MEDICAL LAB. & X-RAY MOBILE X-RAY	12 OSL (RENEWAL) FEBRUARY 2021 - JANUARY 2022	3,600.00
02/01/2021	8060723	MACHSCAN TECHNICAL SERVICES, INC.	2 REQUEST FOR RE-PRINTING OF CERT. OF CALIBRATION SERVICE WITH REFERENCE NO. SM-MAC-2020-900	100.00



## 4.6 Settings

This section allows the user to set up the signatory of the receipts.

The screenshot shows the 'Issue Receipt' page with a list of statements. A callout box points to the 'Settings' icon in the top right corner of the content area, which is further expanded to show 'Signatory' as one of the options.

Figure 17. Setup Signatory

A new modal will pop-up

The screenshot shows the 'SIGNATORY' modal window. It contains fields for 'Name' (Joanrose N. Villanueva) and 'Designation' (Administrative Officer I). A callout box points to the 'Submit' button with the instruction 'Step 2. Click Submit button to save.' Another callout box points to the 'Close' button with the instruction 'Click Close button if you want to undo the changes.'



## 4.6.1 Export Logs

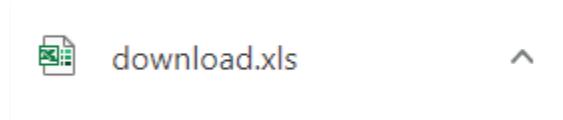
This section allows the user to export the systems Logs.

Reference Code	Payee	Company	Date Created	Prepared By	Receipt	Action
NSD-RPSS-21-2398		CLINICA GATCHALIAN AND HOSPITAL	2021-08-03	Angelo A. Panlaqui		<a href="#">Issue Receipt</a>
NSD-RPSS-21-2399		CLINICA GATCHALIAN AND HOSPITAL	2021-08-03	Angelo A.		
NSD-RPSS-21-2400		CAGAYAN VALLEY	2021-08-03	Ma. Eloisa		

**Step 1.** Click **Settings** icon at the top right corner of the content page and then select **Export Logs**.

Figure 18. Setup Signatory

Logs have been successfully downloaded.



---- THE END ----



Developed for

**Philippine Nuclear Research Institute**

**Finance and Administrative Division**

**Cash Section**

**Accounting Section**

**Human Resource Management and Records Section and Communication Section**

**and**

**Management Information System Section**

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