

DTR MANAGEMENT INFORMATION SYSTEM
SYSTEM MANUAL

USER SIDE

1. About Us

COLLEGE OF COMPUTING STUDIES
2016
WMSU

DTR MANAGEMENT INFORMATION SYSTEM

Login

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THE CLIQUE

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We are a passionate group of software developers who believe in the impact that technology can have on people's lives. Our team, "The Clique," was created with the goal of fostering students and ideas through interviewing and collaboration with the institution. Our aim is to provide a platform where individuals can connect with like-minded individuals, share ideas, and support each other in their endeavors.

The Daily Time Record (DTR) Management Information System is a result of our commitment to using technology for practical solutions. The program is designed to simplify the process of inputting and recording employee time by having an auto generated time record functionality. Our goal is to provide a reliable and user-friendly tool that helps improve the operational efficiency and productivity of the employees of the College of Computing Studies — the client.

It is our mission to make a positive difference in the world through technology. We are committed to continuously improving our products and services to meet the evolving needs of our users.

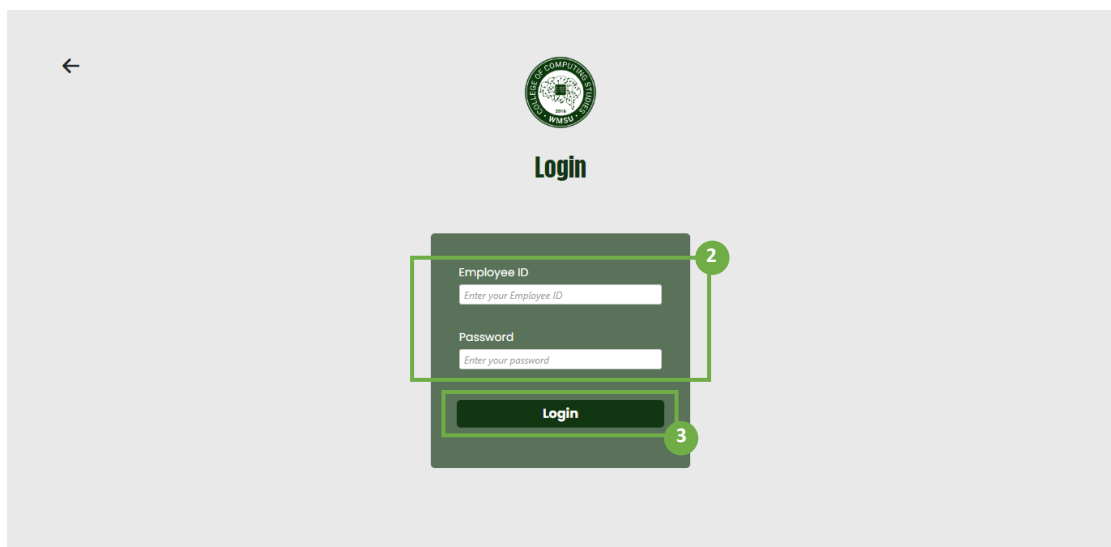

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1. Click the arrow down symbol below the "Login" button and wait for it to scroll or redirect down.
2. Just like the arrow down, click the arrow up symbol to go back to the 'Homepage' or upper section.

2. Login to an account



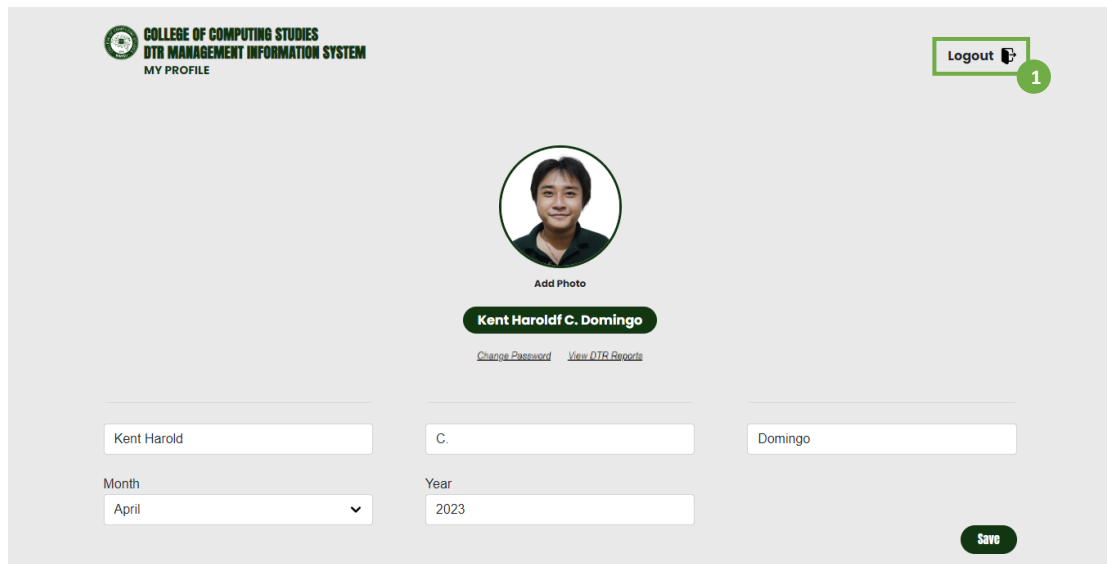
1. Click the “Login” button and wait for the next page to load.



2. Fill in all the required information (employee ID and password) in the field.

3. Click the “Login” button below to login to an account.

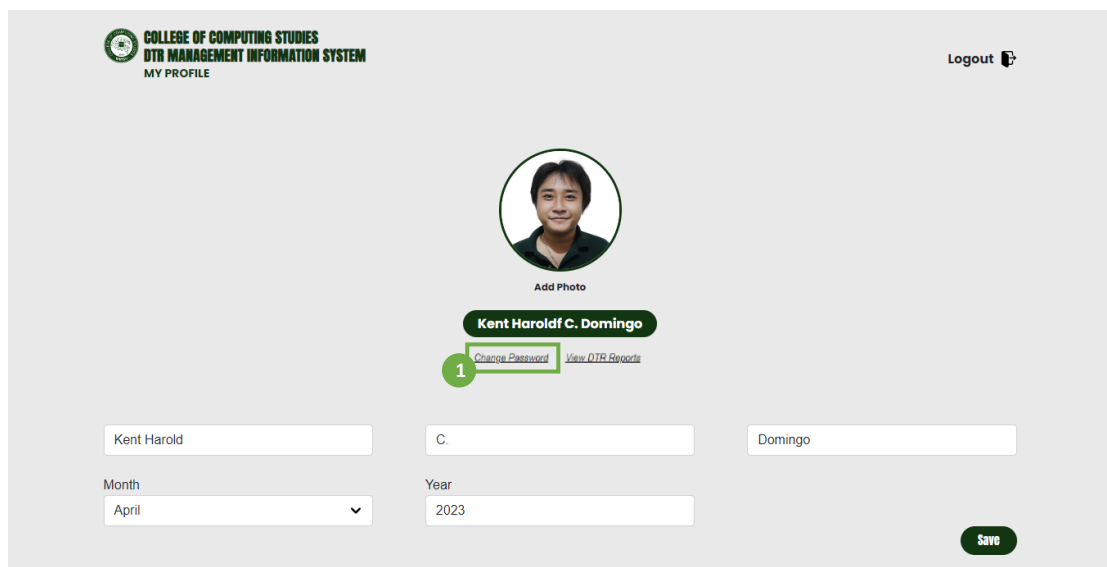
3. Logout from an account



The screenshot shows the 'MY PROFILE' page of the 'COLLEGE OF COMPUTING STUDIES DTR MANAGEMENT INFORMATION SYSTEM'. At the top right, the 'Logout' button is highlighted with a green box and a green circle containing the number 1. The profile section includes a circular photo placeholder with the text 'Add Photo' below it, and the name 'Kent Haroldf C. Domingo' in a green button. Below the name are two links: 'Change Password' and 'View DTR Reports'. The form fields are arranged in two rows. The first row contains three text input fields: 'Kent Harold', 'C.', and 'Domingo'. The second row contains a 'Month' dropdown menu set to 'April' and a 'Year' text input field set to '2023'. A green 'Save' button is located at the bottom right of the form.

1. If the user has already logged in to their account and wanted to logout, click the “Logout” on the upper right of the page and wait for it to exit and redirect to the ‘Homepage’.

4. Change password



The screenshot shows the 'MY PROFILE' page of the 'COLLEGE OF COMPUTING STUDIES DTR MANAGEMENT INFORMATION SYSTEM'. At the top right, the 'Logout' button is visible. The profile section includes a circular photo placeholder with the text 'Add Photo' below it, and the name 'Kent Haroldf C. Domingo' in a green button. Below the name are two links: 'Change Password' and 'View DTR Reports'. The 'Change Password' link is highlighted with a green box and a green circle containing the number 1. The form fields are arranged in two rows. The first row contains three text input fields: 'Kent Harold', 'C.', and 'Domingo'. The second row contains a 'Month' dropdown menu set to 'April' and a 'Year' text input field set to '2023'. A green 'Save' button is located at the bottom right of the form.

1. Click the “Change password” link and wait for it to redirect to the ‘Change Password’ page.

The screenshot shows a 'Change Password' page. At the top left, there is a green circle with the number '4' and a left-pointing arrow. In the center, there is a circular logo for the 'COLLEGE OF COMPUTING STUDIES'. Below the logo, the title 'Change Password' is displayed. Underneath the title, there is a form with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A green box with the number '2' highlights these three fields. Below the form, there is a green button labeled 'Save changes' with a green circle containing the number '3' next to it.

2. Input all the required fields to set up a new password.
3. Click the “Save changes” button to save the new password.
4. Click the arrow back on the upper left of the page to go back to the ‘Homepage’.

5. Update an account detail

The screenshot shows a 'MY PROFILE' page. At the top left, there is a logo for the 'COLLEGE OF COMPUTING STUDIES' and the text 'DTR MANAGEMENT INFORMATION SYSTEM' and 'MY PROFILE'. At the top right, there is a 'Logout' button. In the center, there is a circular profile picture of a man. Below the picture, there is a green button labeled 'Add Photo' with a green circle containing the number '2' next to it. Below the 'Add Photo' button, there is a green button labeled 'Kent Haroldf C. Domingo'. Below this button, there are two links: 'Change Password' and 'View DTR Reports'. Below the links, there is a form with five input fields: 'Kent Haroldf', 'C.', 'Domingo', 'Month' (with '4' selected), and 'Year'. A green box with the number '1' highlights these five fields. Below the form, there is a green button labeled 'Save' with a green circle containing the number '3' next to it.

1. Click the fields above to update and edit account information.
2. Click the “Add Photo” link to add/update photo.
3. Click the “Save” button to successfully save the changes.

6. View DTR Reports

The screenshot shows the 'COLLEGE OF COMPUTING STUDIES DTR MANAGEMENT INFORMATION SYSTEM REPORTS' page. At the top right is a 'Logout' button. Below the header, a dark green bar displays the user's profile picture and name 'Kent Harold C. Domingo'. Underneath, a white box titled 'DTR Reports' shows a list of reports for 'January - 2024' (repeated five times) and 'April - 2023' (highlighted with a green box and a circled '1'). To the right of this list, the status 'Status: Active' is displayed. At the bottom right of the white box is a green 'Print' button.

1. Click on a specific report and wait for it to land on the Saved DTR Reports page.

The screenshot shows the 'DAILY TIME RECORD' form. At the top left is a green sidebar with the system name and navigation options: 'Official Time', 'Overload (Undergraduate)', and 'Overload (Graduate)'. The main area contains the form details: NAME: Kent Harold C. Domingo, Year: 2023, For the Month of: April, Official Hours for Arrival & Departure, Regular days, and Saturdays. Below this is a table with columns: DAY, A.M. (ARRIVAL, DEPARTURE), P.M. (ARRIVAL, DEPARTURE), and UNDERTIME. The table rows are numbered 1 through 28. At the bottom right of the form is a green 'Print' button, highlighted with a green box and a circled '2'.

2. Click the "Print" button to print the form.

The screenshot shows the print settings dialog box. It has a dark background with white text. At the top, it says 'Print' and '1 page'. Below this are four settings: 'Destination' (EPSON L3110 Series), 'Pages' (All), 'Layout' (Portrait), and 'More settings' (expanded). At the bottom right are two buttons: 'Print' (highlighted with a green box and a circled '3') and 'Cancel' (highlighted with a green box and a circled '4').

3. Click the “Print” button to print the form.
4. Click the “Cancel” button to exit the window print.

7. Navigating to the Official Time form

COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
MY PROFILE

Logout

Kent Harold C. Domingo
Add Photo
[Change Password](#) [View DTR Reports](#)

Kent Harold C. Domingo
Month: April Year: 2023
Save

Official Time (1) Overload (Undergraduate) Overload (Graduate)

OFFICIAL TIME
7:50 - 8:00 / 12:00 - 12:10

Day	AM		PM	
	Arrival	Departure	Arrival	Departure
Monday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Tuesday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Wednesday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Thursday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Friday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Saturday	--:--	--:--	--:--	--:--
Sunday	--:--	--:--	--:--	--:--

Reset (4) **Add Event** **Add Make-Up Class** **Save** (3) **Preview** (5)

1. Click the “Official Time” button and wait for it to show the time fields.
2. Input and fill in the time fields.
3. Click the “Save” button to save changes.
4. To reset the time fields, click the “Reset” button to clear all fields and then save again.
5. After saving, click the “Preview” button to view the saved input and wait for the page to load and redirect to the ‘Preview’ page of the Official Time form.

8. Preview form for Official Time

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COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
PREVIEW

← 6

Official Time

Overload (Undergraduate)

Overload (Graduate)

DAILY TIME RECORD

Monday 07:50 AM - 11:50 AM / 12:05 PM - 04:50 PM
 Tuesday 07:51 AM - 11:51 AM / 12:06 PM - 04:51 PM
 Wednesday 07:52 AM - 11:52 AM / 12:07 PM - 04:52 PM

NAME: Kent Harold C. Domingo Year: 2023

For the Month of April Regular days _____

Official Hours for Arrival & Departure } Saturdays _____

DAY	A.M.		P.M.		UNDERTIME
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	
S 1					
S 2					
M 3	07:47 AM	11:42 AM	12:00 PM	04:42 PM	
T 4	07:46 AM	11:50 AM	11:59 AM	04:49 PM	
W 5	07:43 AM	11:52 AM	12:06 PM	04:47 PM	
T 6					
F 7					
S 8	Holiday	Holiday	Holiday	Holiday	
S 9					
M 10	07:46 AM	11:41 AM	12:03 PM	04:43 PM	
T 11	07:44 AM	11:46 AM	12:01 PM	04:46 PM	
W 12	07:49 AM	11:43 AM	11:58 AM	04:52 PM	
Th 13	09:00 AM	01:00 PM	10:00 AM	02:00 PM	
F 14					
S 15					
S 16					
M 17	07:46 AM	11:49 AM	12:00 PM	04:45 PM	
T 18	07:42 AM	11:44 AM	11:59 AM	04:41 PM	
W 19	07:42 AM	11:51 AM	12:01 PM	04:52 PM	
T 20					
F 21					
S 22					
S 23					
M 24	07:48 AM	11:43 AM	12:04 PM	04:40 PM	
T 25	07:41 AM	11:47 AM	12:03 PM	04:51 PM	
W 26	07:42 AM	11:47 AM	12:00 PM	04:52 PM	
T 27	07:56 AM	11:49 AM	01:00 PM	04:40 PM	
F 28					
S 29	07:56 AM	11:42 AM	12:57 PM	04:43 PM	
S 30					
S 31					

TOTAL = _____

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made DAILY at the time of arrival and at the time of departure from office.

 Verified as the prescribed office hours

 In-Charge

1 Generate
2 Save
3 Print

1. Click the "Generate" button to display the auto-generated time records inputted in the form previously. You can click the "Generate" button again if you want to generate another set of times.
2. Click the "Save" button to save DTR form.
3. Click the "Print" button and wait for it to redirect to the printing page.
4. Click the arrow back on the upper left of the page to go back to the "My Profile" page.
5. Click the logo on the upper left to logout and go back to the "Homepage".

9. Printing form for Official Time

DAILY TIME RECORD
 Monday 07:55 AM - 11:45 AM / 12:00 PM - 04:45 PM
 Wednesday 07:55 AM - 11:45 AM / 12:00 PM - 04:45 PM
 Thursday 07:55 AM - 11:45 AM / 12:00 PM - 04:45 PM
 Saturday 07:55 AM - 11:45 AM / 12:00 PM - 04:45 PM

NAME: John Doe Year: 2022
 For the Month of June
 Official Recorder: John Doe Registrar: John Doe
 Arrival & Departure:

DATE	ARRIVAL	DEPARTURE	UNDERTIME
1	07:55 AM	11:45 AM	04:45 PM
2			
3	07:55 AM	11:45 AM	04:45 PM
4			
5	07:55 AM	11:45 AM	04:45 PM
6			
7	07:55 AM	11:45 AM	04:45 PM
8			
9	07:55 AM	11:45 AM	04:45 PM
10			
11	07:55 AM	11:45 AM	04:45 PM
12			
13	07:55 AM	11:45 AM	04:45 PM
14			
15	07:55 AM	11:45 AM	04:45 PM
16			
17	07:55 AM	11:45 AM	04:45 PM
18			
19	07:55 AM	11:45 AM	04:45 PM
20			
21	07:55 AM	11:45 AM	04:45 PM
22			
23	07:55 AM	11:45 AM	04:45 PM
24			
25	07:55 AM	11:45 AM	04:45 PM
26			
27	07:55 AM	11:45 AM	04:45 PM
28			
29	07:55 AM	11:45 AM	04:45 PM
30			
31	07:55 AM	11:45 AM	04:45 PM

TOTAL:
 I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made DAILY at the time of arrival and at the time of departure from office.
 Verified as the prescribed office hours
 In-Charge:

Print interface: 1 page, Destination: EPSON L3110 Series, Pages: All, Layout: Portrait. Buttons: Print (1), Cancel (2), Generate, Save, Print.

1. Click the “Print” button to print the form.
2. Click the “Cancel” button to exit the window print.

10. Add Event

Official Time | Overload (Undergraduate) | Overload (Graduate)

OFFICIAL TIME
 7:50 - 8:00 / 12:00 - 12:10

Day	AM		PM	
	Arrival	Departure	Arrival	Departure
Monday	7:50 - 8:00	12:00 - 12:10	12:00 - 12:10	12:00 - 12:10
Tuesday	7:50 - 8:00	12:00 - 12:10	12:00 - 12:10	12:00 - 12:10
Wednesday	7:50 - 8:00	12:00 - 12:10	12:00 - 12:10	12:00 - 12:10
Thursday	7:50 - 8:00	12:00 - 12:10	12:00 - 12:10	12:00 - 12:10
Friday	7:50 - 8:00	12:00 - 12:10	12:00 - 12:10	12:00 - 12:10
Saturday	7:50 - 8:00	12:00 - 12:10	12:00 - 12:10	12:00 - 12:10
Sunday	7:50 - 8:00	12:00 - 12:10	12:00 - 12:10	12:00 - 12:10


Buttons: Reset, Add Event (1), Add Make-Up Class, Save, Preview.

1. Click the “Add Event” button and wait for it to land on the Event page.

2. Click the “Select event” drop-down field and choose an event.
3. Click the “Select a month” drop-down field and select a month.
4. Click the “Day” field and input a day in number.
5. Click the “Year” field and input a year in number.
6. Click the “Save” button to save event.
7. Click the “Cancel” button to cancel and exit from the page.

11. Add Make-Up Class

1. Click the “Add Make-Up Class” button and wait for it to land on the Make-Up Class page.

←  COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
ADD MAKE-UP CLASS

Add Make-Up Class

2

Day

3

Select a month

4

Year

AM

PM

5

Arrival

--:--

Departure

--:--

Arrival

--:--

Departure

--:--

6

Save

7

Cancel

2. Click the “Day” field and input a day in number event.
3. Click the “Select a month” drop-down field and select a month.
4. Click the “Year” field and input a year in number.
5. Input and fill in the time fields.
6. Click the “Save” button to save event.
7. Click the “Cancel” button to cancel and exit from the page.

12. Navigating to the Overload for Undergraduate form

COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
MY PROFILE

Logout

Kent Harold C. Domingo

[Change Password](#) [View DTR Records](#)

Kent Harold C. Domingo

Month: April Year: 2023

Save

Official Time **Overload (Undergraduate)** Overload (Graduate)

OVERLOAD (UNDERGRADUATE)

Day	AM		PM	
	Arrival	Departure	Arrival	Departure
Monday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Tuesday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Wednesday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Thursday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Friday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Saturday	--:--	--:--	--:--	--:--
Sunday	--:--	--:--	--:--	--:--

Reset Add Event Add Make-Up Class Save Preview

1. Click the “Overload (Undergraduate)” button and wait for it to show the time fields.
2. Input and fill in the time fields.
3. Click the “Save” button to save changes.
4. To reset the time fields, click the “Reset” button to clear all fields and then save again.
5. After saving, click the “Preview” button to view the saved input and wait for the page to load and redirect to the ‘Preview’ page of the Official Time form.

13. Preview form for Overload (Undergraduate)

6 COLLEGE OF COMPUTING STUDIES
OTR MANAGEMENT INFORMATION SYSTEM
PREVIEW

Official Time

Overload (Undergraduate)

Overload (Graduate)

5 ←

Overload
DAILY TIME RECORD

NAME: Kent Harold C. Domingo
 For the Month of April Year: 2023
 Official Hours for Arrival & Departure } Regular days _____
 } Saturdays _____

I	DAY	A.M.		P.M.		UNDERTIME	
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE		
<input type="checkbox"/>	1						
<input type="checkbox"/>	2						
<input type="checkbox"/>	3	06:54 AM	10:56 AM	12:54 PM	04:51 PM		
<input type="checkbox"/>	4	06:59 AM	10:51 AM	12:51 PM	04:50 PM		
<input type="checkbox"/>	5	06:52 AM	11:00 AM	01:00 PM	04:51 PM		
<input type="checkbox"/>	6	06:59 AM	10:58 AM	01:00 PM	05:00 PM		
3 <input checked="" type="checkbox"/>	7	06:56 AM	10:53 AM	12:58 PM	05:00 PM		
<input type="checkbox"/>	8	Holiday	Holiday	Holiday	Holiday		
<input type="checkbox"/>	9						
<input type="checkbox"/>	10	06:52 AM	10:57 AM	12:59 PM	04:51 PM		
<input type="checkbox"/>	11	06:59 AM	10:59 AM	12:58 PM	05:00 PM		
<input type="checkbox"/>	12	06:50 AM	10:52 AM	12:53 PM	04:58 PM		
<input type="checkbox"/>	13						
<input type="checkbox"/>	14	06:59 AM	10:50 AM	12:58 PM	04:51 PM		
<input type="checkbox"/>	15						
<input type="checkbox"/>	16						
<input type="checkbox"/>	17	06:54 AM	11:00 AM	12:54 PM	04:56 PM		
<input type="checkbox"/>	18	06:55 AM	10:52 AM	12:51 PM	04:54 PM		
<input type="checkbox"/>	19	06:59 AM	10:52 AM	12:53 PM	04:54 PM		
<input type="checkbox"/>	20	06:56 AM	10:52 AM	12:55 PM	04:54 PM		
<input type="checkbox"/>	21	06:50 AM	10:57 AM	12:50 PM	04:54 PM		
<input type="checkbox"/>	22						
<input type="checkbox"/>	23						
<input type="checkbox"/>	24	06:59 AM	10:58 AM	12:50 PM	04:54 PM		
<input type="checkbox"/>	25	06:52 AM	10:57 AM	12:57 PM	04:54 PM		
<input type="checkbox"/>	26	06:56 AM	10:52 AM	12:51 PM	04:59 PM		
<input type="checkbox"/>	27	06:54 AM	10:56 AM	01:00 PM	04:50 PM		
<input type="checkbox"/>	28	06:54 AM	10:51 AM	12:54 PM	04:55 PM		
<input type="checkbox"/>	29						
<input type="checkbox"/>	30						
<input type="checkbox"/>	31						

TOTAL = 152 Hours

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made DAILY at the time of arrival and at the time of departure from office.

Verified as the prescribed office hours

In-Charge

1 **Generate**

2 **Total Hours**

4 **Print**

1. Click the “Generate” button to display the auto-generated time records being inputted in the form previously.
2. Click the “Total Hours” button to calculate Overload’s total hours.
3. To block the fields that are considered a holiday or suspension of classes, click the checkbox on the first column of each row.
4. Click the “Print” button and wait for it to redirect to the printing page.
5. Click the arrow back on the upper left of the page to go back to the “My Profile” page.
6. Click the logo on the upper left to logout and go back to the “Homepage”.

14. Printing form for Overload (Undergraduate)

Overload
DAILY TIME RECORD

NAME: Shahzad Ali Chaudhary Year: 2022
 Official Hours for: Regular duty
 Arrival & Departure: 8:00 AM 5:00 PM

DATE	A.M.	P.M.	UNDERTIME
1	08:00 AM	05:00 PM	
2	08:00 AM	05:00 PM	
3	08:00 AM	05:00 PM	
4	08:00 AM	05:00 PM	
5	08:00 AM	05:00 PM	
6	08:00 AM	05:00 PM	
7	08:00 AM	05:00 PM	
8	08:00 AM	05:00 PM	
9	08:00 AM	05:00 PM	
10	08:00 AM	05:00 PM	
11	08:00 AM	05:00 PM	
12	08:00 AM	05:00 PM	
13	08:00 AM	05:00 PM	
14	08:00 AM	05:00 PM	
15	08:00 AM	05:00 PM	
16	08:00 AM	05:00 PM	
17	08:00 AM	05:00 PM	
18	08:00 AM	05:00 PM	
19	08:00 AM	05:00 PM	
20	08:00 AM	05:00 PM	
21	08:00 AM	05:00 PM	
22	08:00 AM	05:00 PM	
23	08:00 AM	05:00 PM	
24	08:00 AM	05:00 PM	
25	08:00 AM	05:00 PM	
26	08:00 AM	05:00 PM	
27	08:00 AM	05:00 PM	
28	08:00 AM	05:00 PM	
29	08:00 AM	05:00 PM	
30	08:00 AM	05:00 PM	
31	08:00 AM	05:00 PM	

TOTAL = 152 Hours

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made DAILY at the time of arrival and at the time of departure from office.

Verified as the prescribed office hours

In-Charge

Print 1 page

Destination EPSON L3110 Series

Pages All

Layout Portrait

More settings

1 Print
2 Cancel

<input type="checkbox"/>	19	08:52 AM	10:31 AM	12:35 PM	04:52 PM		
<input type="checkbox"/>	19	08:51 AM	10:53 AM	12:52 PM	04:58 PM		
<input type="checkbox"/>	20	08:58 AM	10:56 AM	12:59 PM	04:55 PM		
<input type="checkbox"/>	21	08:52 AM	10:54 AM	12:58 PM	04:56 PM		
<input type="checkbox"/>	22						

Generate
Total Hours
Print

1. Click the “Print” button to print the form.
2. Click the “Cancel” button to exit the window print.

15. Navigating to the Overload for Graduate form

COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
MY PROFILE

Logout

Kent Harold C. Domingo
[Change Password](#) [View DTR Reports](#)

Kent Harold C. Domingo
Month: April Year: 2023
Save

OVERLOAD (GRADUATE)

Day	AM		PM	
	Arrival	Departure	Arrival	Departure
Monday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Tuesday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Wednesday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Thursday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Friday	07:00 AM	11:00 AM	01:00 PM	05:00 PM
Saturday	--:--	--:--	--:--	--:--
Sunday	--:--	--:--	--:--	--:--

Reset **Add Event** **Add Make-Up Class** **Save** **Preview**

1. Click the “Overload (Graduate)” button and wait for it to show the time fields.
2. Input and fill in the time fields.
3. Click the “Save” button to save changes.
4. To reset the time fields, click the “Reset” button to clear all fields and then save again.
5. After saving, click the “Preview” button to view the saved input and wait for the page to load and redirect to the ‘Preview’ page of the Official Time form.

16. Preview form for Overload (Graduate)

6

COLLEGE OF COMPUTING STUDIES
OTR MANAGEMENT INFORMATION SYSTEM
PREVIEW

5

Official Time
Overload (Undergraduate)
Overload (Graduate)

Overload
DAILY TIME RECORD

NAME: Kent Harold C. Domingo
 For the Month of April Year: 2023
 Official Hours for Arrival & Departure } Regular days _____
 } Saturdays _____

I	DAY	A.M.		P.M.		UNDERTIME
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	
<input type="checkbox"/>	1					
<input type="checkbox"/>	2					
<input type="checkbox"/>	3	06:53 AM	10:51 AM	12:59 PM	04:57 PM	
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					
<input type="checkbox"/>	6					
<input checked="" type="checkbox"/>	7					
<input type="checkbox"/>	8	Holiday	Holiday	Holiday	Holiday	
<input type="checkbox"/>	9					
<input type="checkbox"/>	10	06:51 AM	10:51 AM	12:54 PM	04:52 PM	
<input type="checkbox"/>	11					
<input type="checkbox"/>	12					
<input type="checkbox"/>	13					
<input type="checkbox"/>	14					
<input type="checkbox"/>	15					
<input type="checkbox"/>	16					
<input type="checkbox"/>	17	06:56 AM	10:58 AM	12:56 PM	04:55 PM	
<input type="checkbox"/>	18					
<input type="checkbox"/>	19					
<input type="checkbox"/>	20					
<input type="checkbox"/>	21					
<input type="checkbox"/>	22					
<input type="checkbox"/>	23					
<input type="checkbox"/>	24	06:54 AM	10:50 AM	12:58 PM	04:50 PM	
<input type="checkbox"/>	25					
<input type="checkbox"/>	26					
<input type="checkbox"/>	27					
<input type="checkbox"/>	28					
<input type="checkbox"/>	29					
<input type="checkbox"/>	30					
<input type="checkbox"/>	31					

TOTAL = 32 Hours

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made DAILY at the time of arrival and at the time of departure from office.

Verified as the prescribed office hours

In-Charge

1 Generate

2 Total Hours

Print 4

1. Click the “Generate” button to display the auto-generated time records being inputted in the form previously.
2. Click the “Total Hours” button to calculate Overload’s total hours.
3. To block the fields that are considered a holiday or suspension of classes, click the checkbox on the first column of each row.
4. Click the “Print” button and wait for it to redirect to the printing page.
5. Click the arrow back on the upper left of the page to go back to the “My Profile” page.
6. Click the logo on the upper left to logout and go back to the “Homepage”.

17. Printing form for Overload (Graduate)

Overload
DAILY TIME RECORD

NAME: Egon, David C. Jr. Year: 2022
 For the Month of 02/22 Regular days: _____
 Office hours for Arrival & Departure } Submitter: _____

DATE	A.M.	P.M.	UNDERTIME
1	ARRIVAL	DEPARTURE	
2			
3	06:00 AM	10:00 AM	04:00 PM
4			
5			
6			
7			
8	06:00 AM	10:00 AM	04:00 PM
9	06:00 AM	10:00 AM	04:00 PM
10	06:00 AM	10:00 AM	04:00 PM
11			
12			
13			
14			
15			
16	06:00 AM	10:00 AM	04:00 PM
17	06:00 AM	10:00 AM	04:00 PM
18			
19			
20			
21	06:00 AM	10:00 AM	04:00 PM
22			
23			
24			
25	06:00 AM	10:00 AM	04:00 PM
26			
27			
28			
29			
30			
31			

TOTAL = 32 HOURS

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made DAILY at the time of arrival and at the time of departure from office.

Verified as the prescribed office hours _____

In-Charge _____

Print 1 page

Destination: EPSON L3110 Series

Pages: All

Layout: Portrait

More settings ▼

Print
Cancel

<input type="checkbox"/>	18	06:00 AM	10:00 AM	12:00 PM	04:00 PM		
<input type="checkbox"/>	19	06:31 AM	10:33 AM	12:52 PM	04:58 PM		
<input type="checkbox"/>	20	06:58 AM	10:56 AM	12:59 PM	04:55 PM		
<input type="checkbox"/>	21	06:52 AM	10:54 AM	12:58 PM	04:56 PM		
<input type="checkbox"/>	22						

Generate
Total Hours
Print

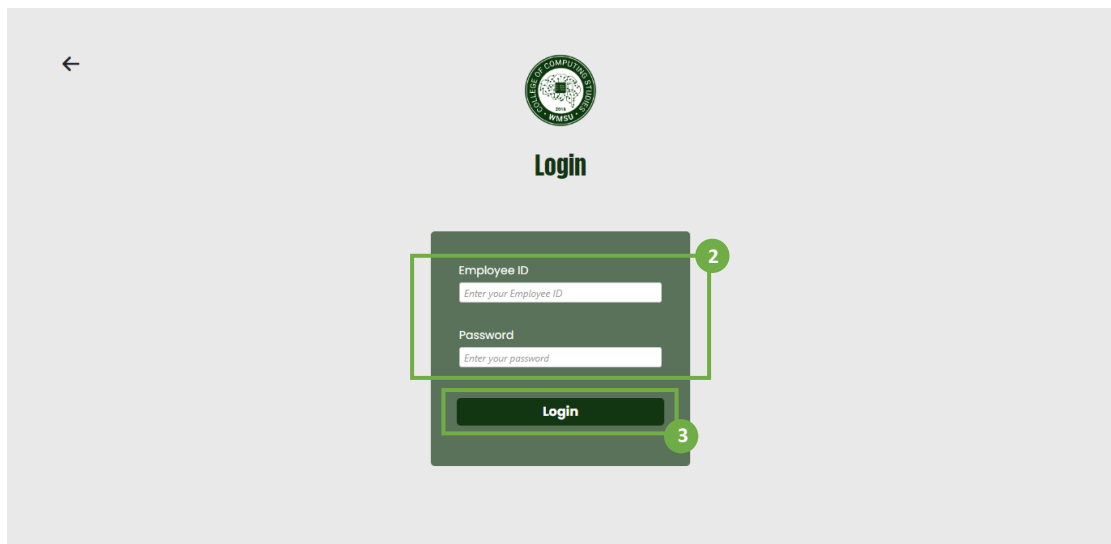
1. Click the “Print” button to print the form.
2. Click the “Cancel” button to exit the window print.

ADMIN SIDE

18. Login to an account



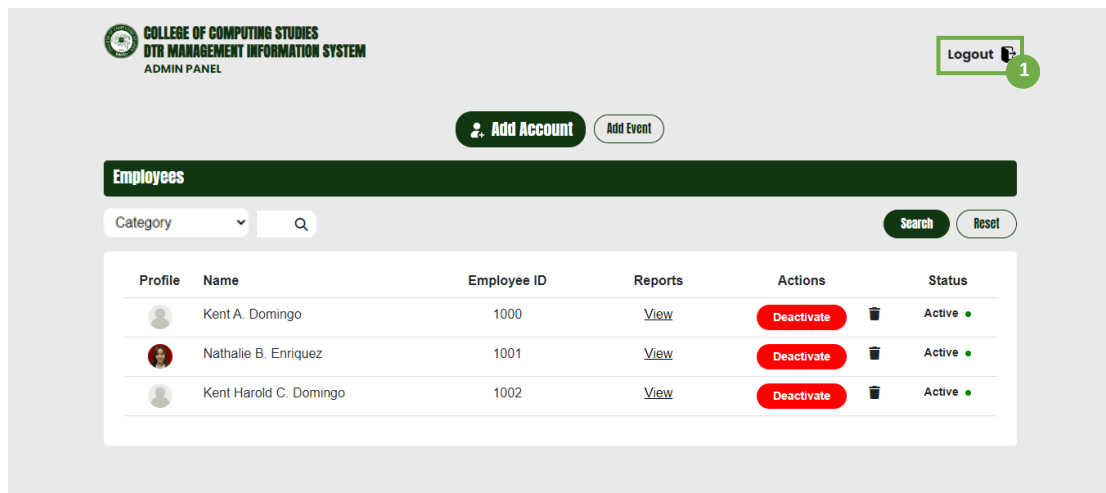
1. Click the “Login” button and wait for the next page to load.



2. Fill in all the required information (employee ID and password) for admin in the field.

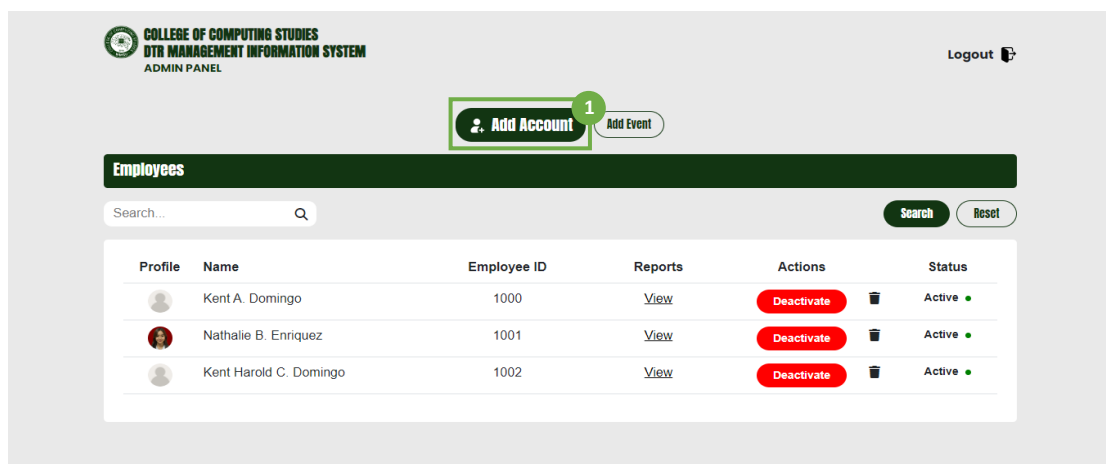
3. Click the “Login” button below to login to an account.

19. Logout from an account

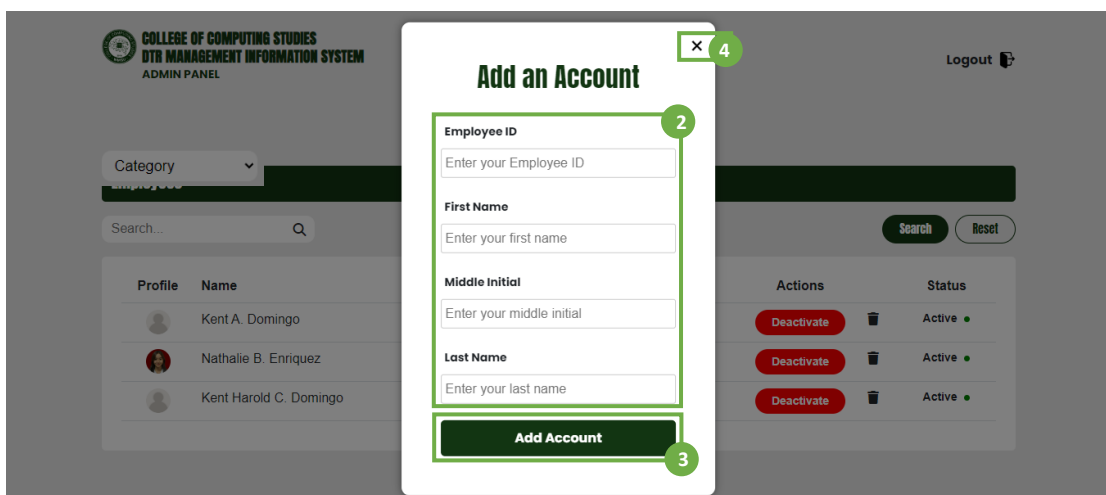


1. If the admin has already logged in and wanted to logout, click the “Logout” on the upper right of the page and wait for it to exit and redirect to the homepage.

20. Account generation



1. Click the “Add Account” button and wait for the popup modal to show.



2. Input and fill in all the fields.

3. Click the “Add Account” to register the account.
4. Click the “X” symbol to close the generation of the account modal/form.

21. Add Event

The image consists of two screenshots from a web application. The top screenshot shows the 'Employees' page with a table of employee data. The bottom screenshot shows the 'Add Event' form with numbered callouts indicating the steps to add an event.

Employees Table:

Profile	Name	Employee ID	Reports	Actions	Status
	Kent A. Domingo	1000	View	Deactivate	Active ●
	Nathalie B. Enriquez	1001	View	Deactivate	Active ●
	Kent Harold C. Domingo	1002	View	Deactivate	Active ●

Add Event Form:

2. Select event (dropdown)
 3. Select a month (dropdown)
 4. Day (input field)
 5. Year (input field)
 6. Save (button)
 7. Cancel (button)

1. Click the “Add Event” field and wait for it to land on the Event page.
2. Click the “Select event” drop-down field and choose an event.
3. Click the “Select a month” drop-down field and select a month.
4. Click the “Day” field and input a day in number.
5. Click the “Year” field and input a year in number.
6. Click the “Save” button to save event.
7. Click the “Cancel” button to cancel and exit from the page.

22. View DTR Reports

COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
ADMIN PANEL

Logout

Add Account Add Event

Employees

Search... Search Reset

Profile	Name	Employee ID	Reports	Actions	Status
	Kent A. Domingo	1000	View	Deactivate	Active
	Nathalie B. Enriquez	1001	View	Deactivate	Active
	Kent Harold C. Domingo	1002	View	Deactivate	Active

1. Click “View” and wait for it to land on the DTR Reports page.

COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
REPORTS

Logout

Kent Harold C. Domingo

DTR Reports Status: Active

[January - 2024](#)

[January - 2024](#)

[January - 2024](#)

[January - 2024](#)

[April - 2023](#)

Print

2. Click on a specific report and wait for it to land on the Saved DTR Reports page.

COLLEGE OF COMPUTING STUDIES
DTR MANAGEMENT INFORMATION SYSTEM
SAVED DTR REPORTS

Official Time

Overload (Undergraduate)

Overload (Graduate)

DAILY TIME RECORD

NAME: Kent Harold C. Domingo

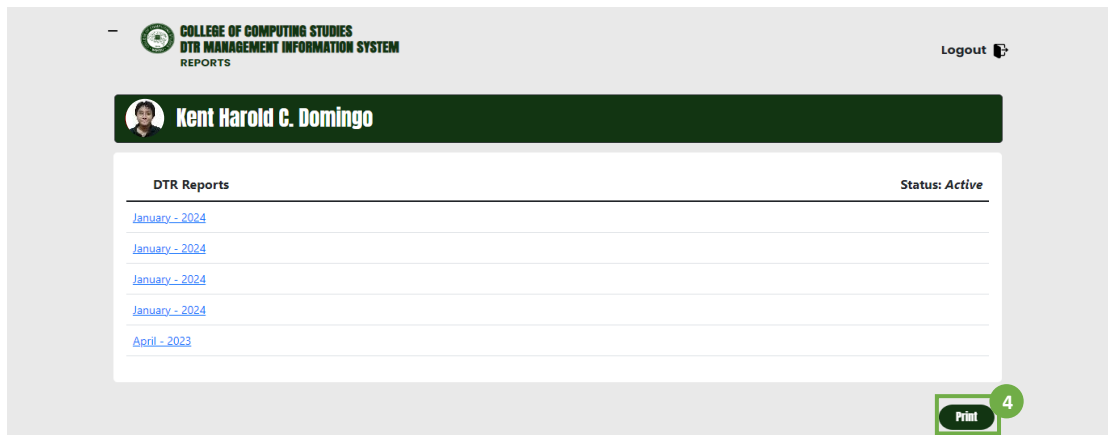
For the Month of April Year: 2023

Official Hours for Arrival & Departure Regular days Saturdays

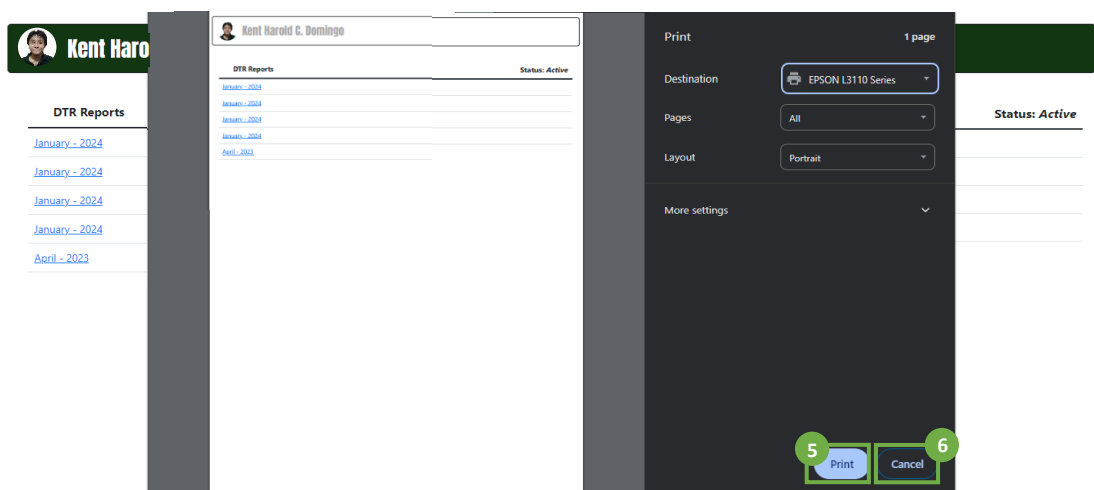
DAY	A.M.		P.M.		UNDERTIME
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	
1	07:43 AM	11:43 AM	12:53 PM	04:43 PM	
2	07:47 AM	11:50 AM	12:00 PM	04:43 PM	
3	07:50 AM	11:52 AM	12:50 PM	04:42 PM	
4					
5					
6					
7					
8	07:44 AM	11:40 AM	11:57 AM	04:42 PM	
9	07:41 AM	11:48 AM	12:00 PM	04:44 PM	
10	07:50 AM	11:42 AM	12:00 PM	04:43 PM	
11					
12					
13					
14					
15	07:50 AM	11:44 AM	11:55 AM	04:50 PM	
16	07:43 AM	11:41 AM	12:32 PM	04:49 PM	
17	07:50 AM	11:42 AM	12:03 PM	04:45 PM	
18					
19					
20					
21					
22	07:48 AM	11:46 AM	12:04 PM	04:43 PM	
23	07:42 AM	11:45 AM	12:53 PM	04:45 PM	
24	07:44 AM	11:43 AM	12:01 PM	04:52 PM	
25					
26					
27					
28					

Print

3. Click the “Print” button to print the form.

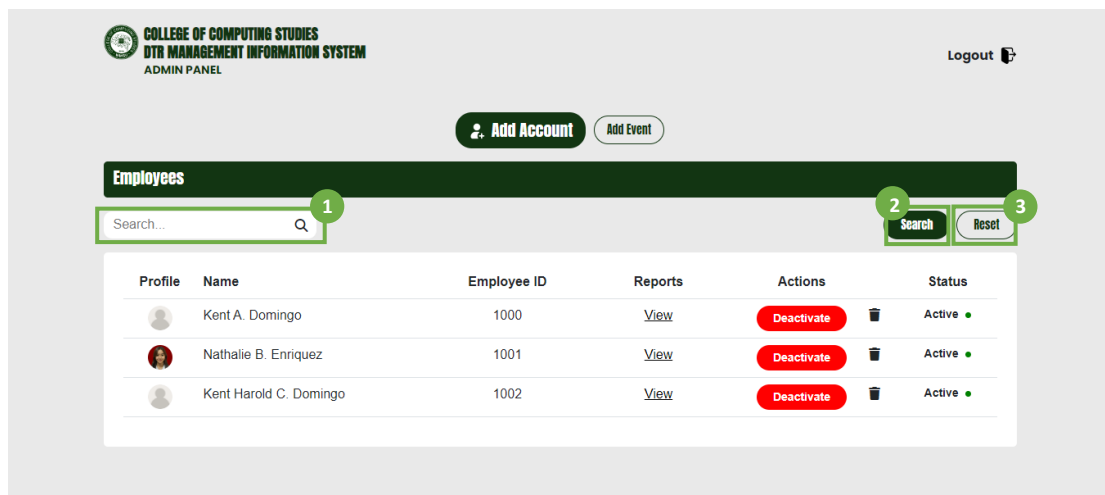


- On the DTR Reports page, click the “Print” button to print reports



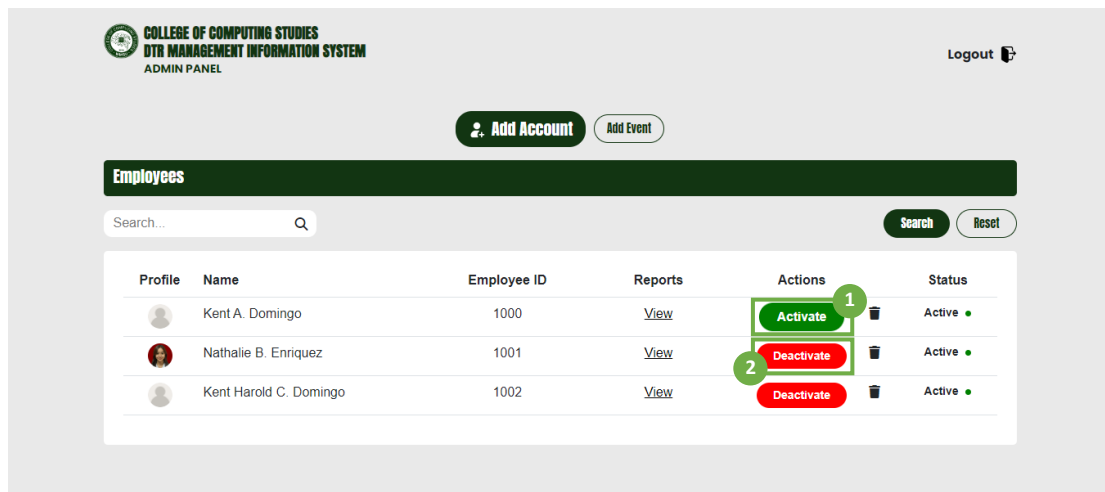
- Click the “Print” button to print the form.
- Click the “Cancel” button to exit the window print.

23. Search for an account/filter status



1. Click the search bar and type in the account you wish to find.
2. Click the “Search” button to show the specific employee.
3. Click the “Reset” button to clear the search bar and result.

24. Activate/Deactivate an account



1. Click the “Activate” button and wait for the status to change to “Active” status.
2. Click the “Deactivate” button and wait for the status to change to “Deactivated” status.