DTR MANAGEMENT INFORMATION SYSTEM

SYSTEM MANUAL

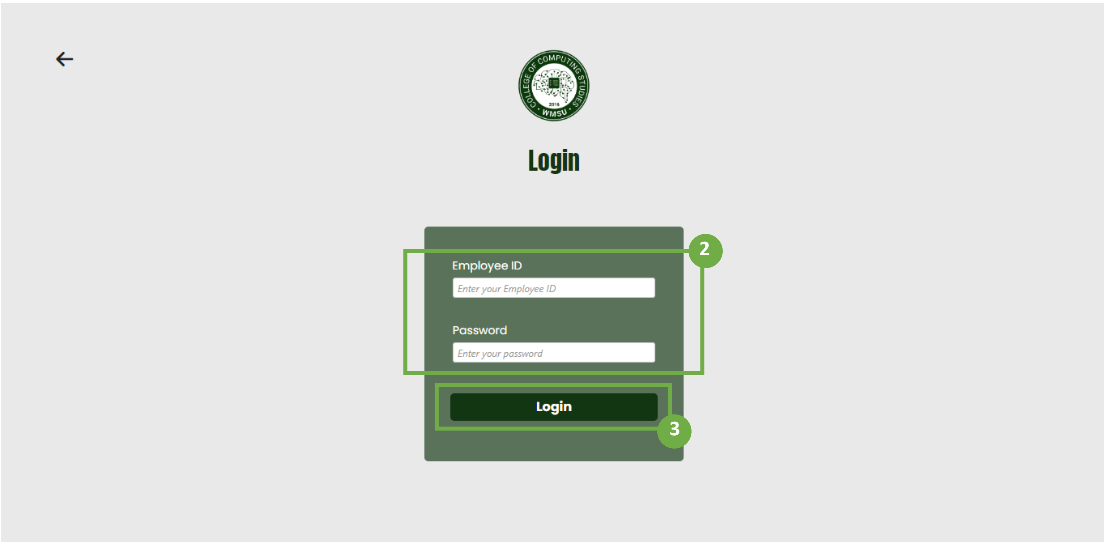
USER SIDE

1. About Us

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

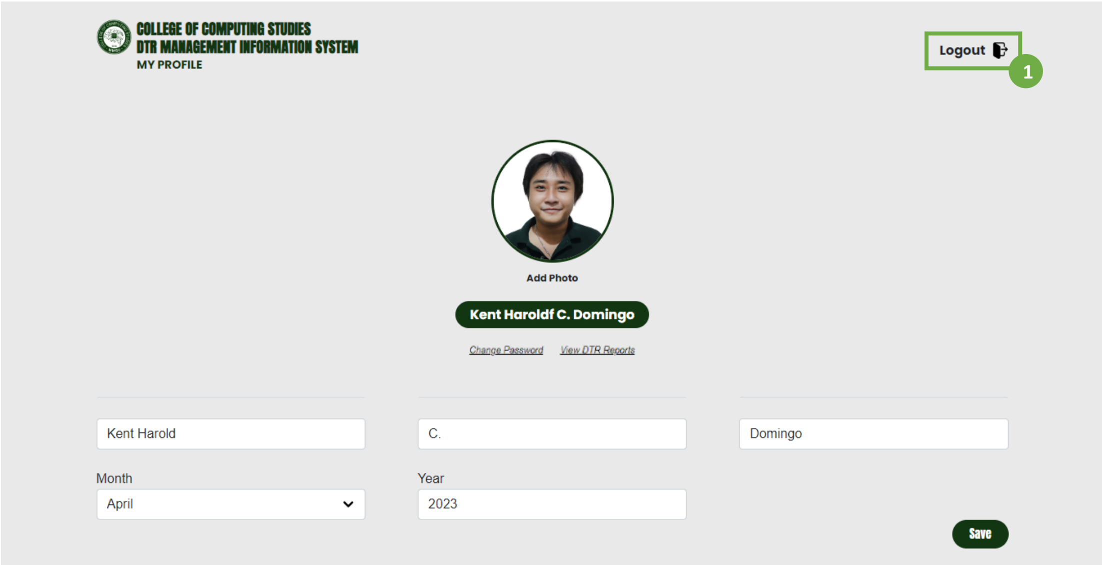
1. Click the “Login” button and wait for the next page to load.



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

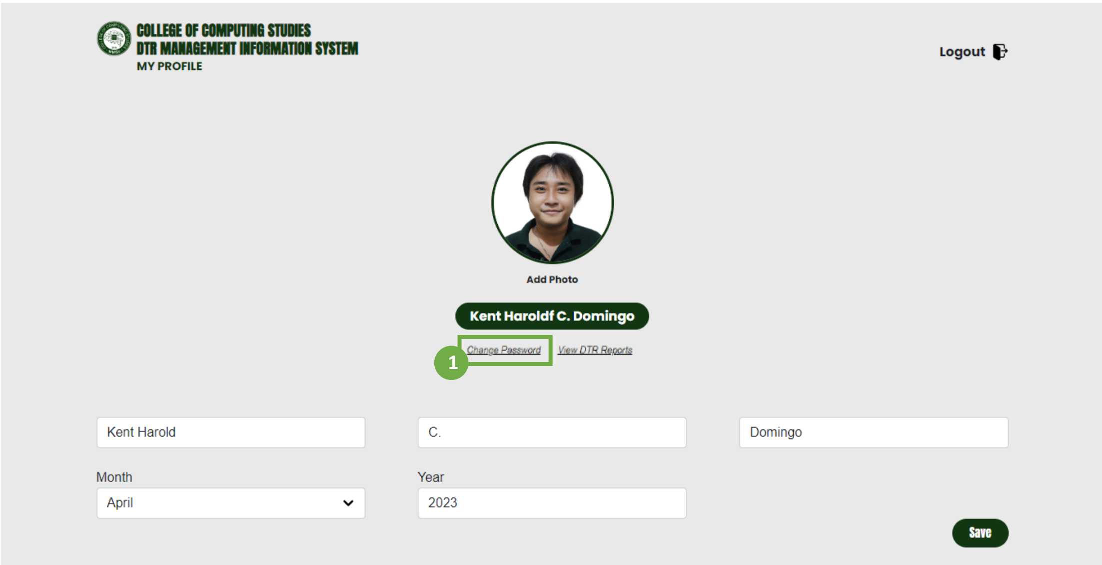
3. Click the “Login” button below to login to an account.

3. Logout from an account

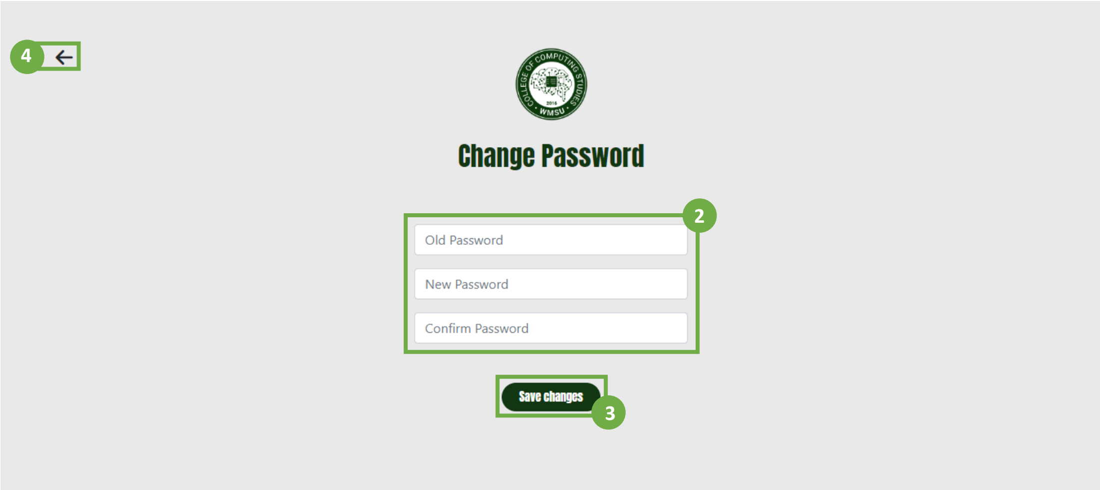


1. If the user has already logged in to their account and wanted to logout, click the "Logout" on the upper right of the page and wait for it to exit and redirect to the 'Homepage'.

4. Change password

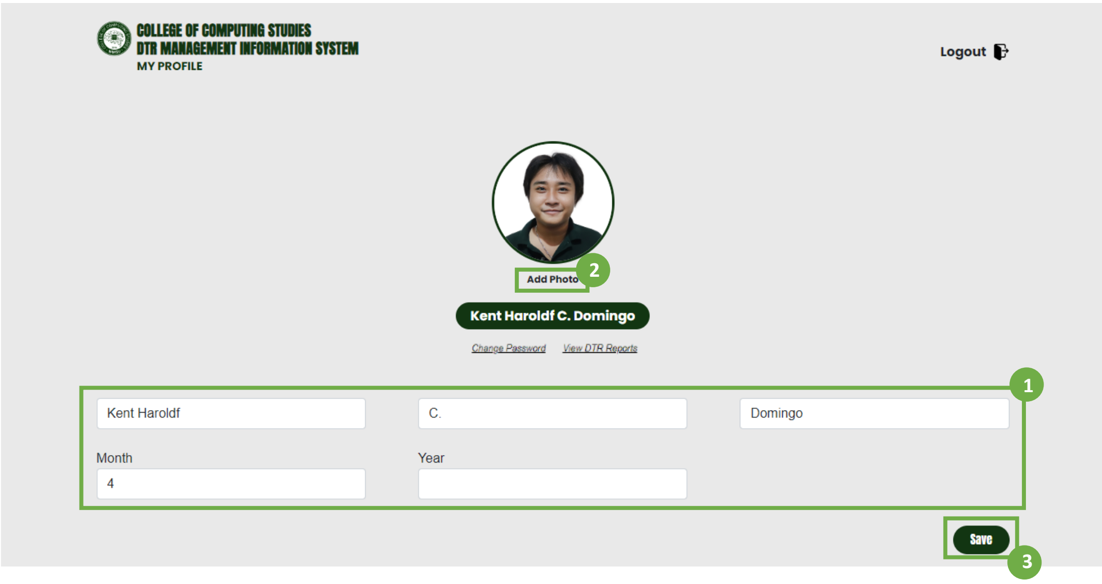


1. Click the "Change password" link and wait for it to redirect to the 'Change Password' page.



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

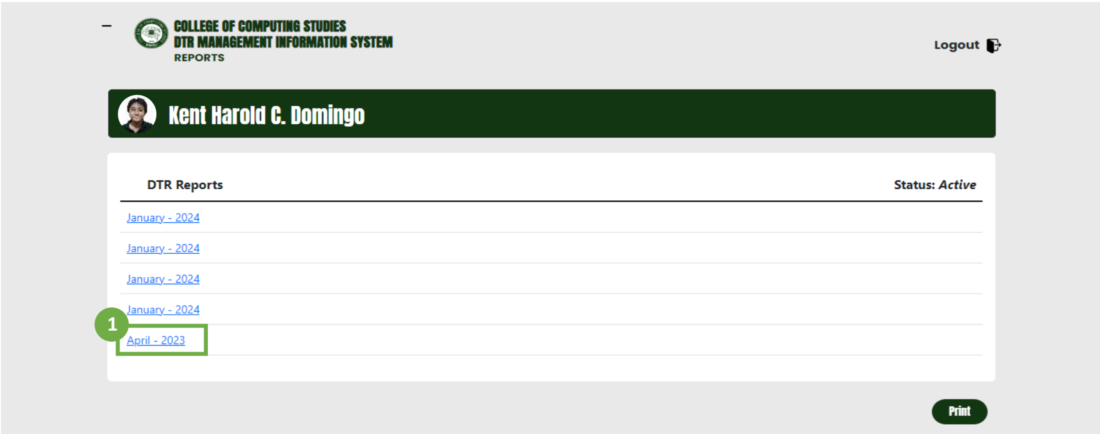


1. Click the fields above to update and edit account information.

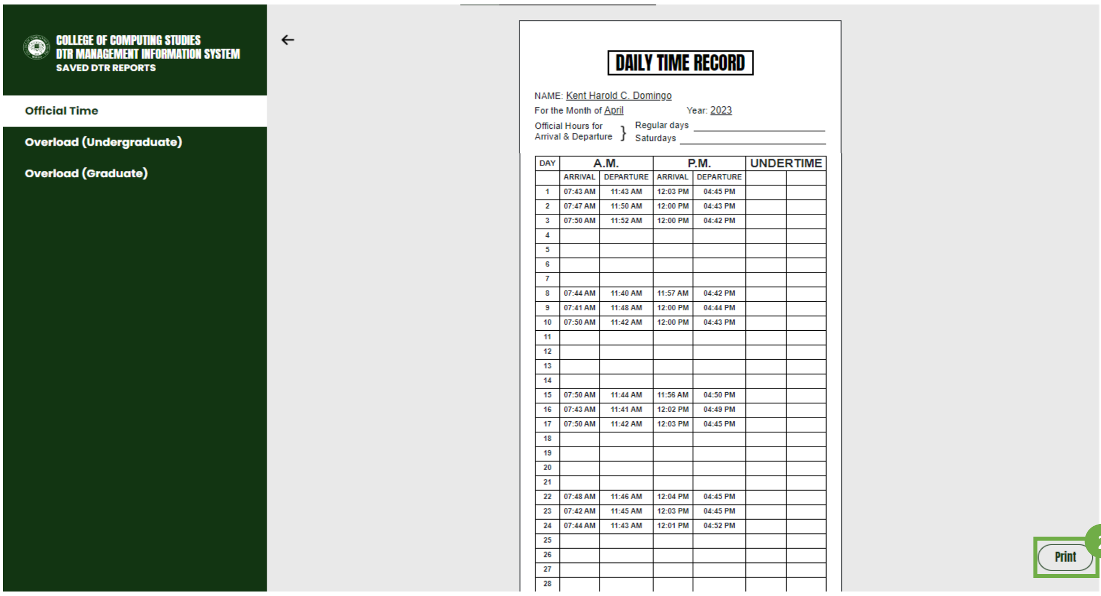
2. Click the "Add Photo" link to add/update photo.

3. Click the "Save" button to successfully save the changes.

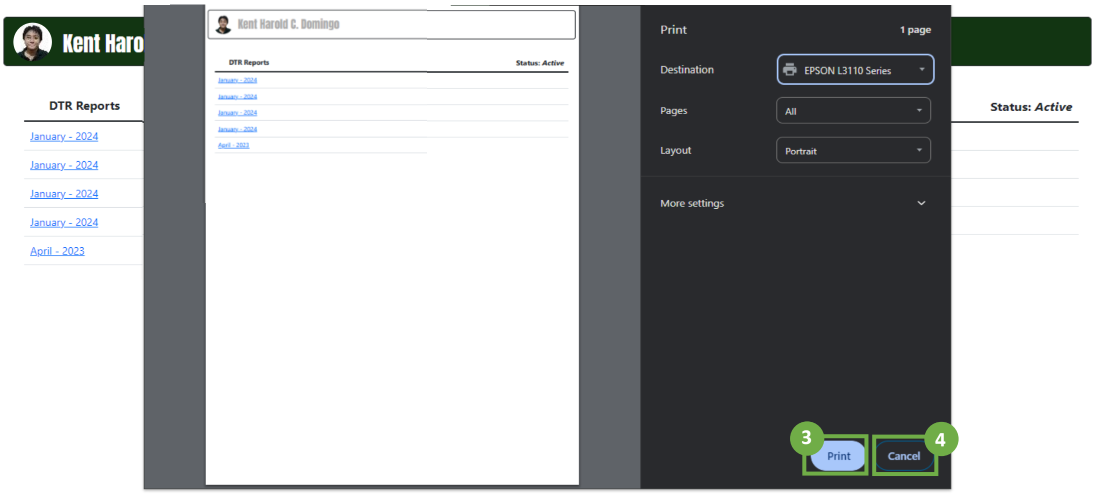
6. View DTR Reports



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

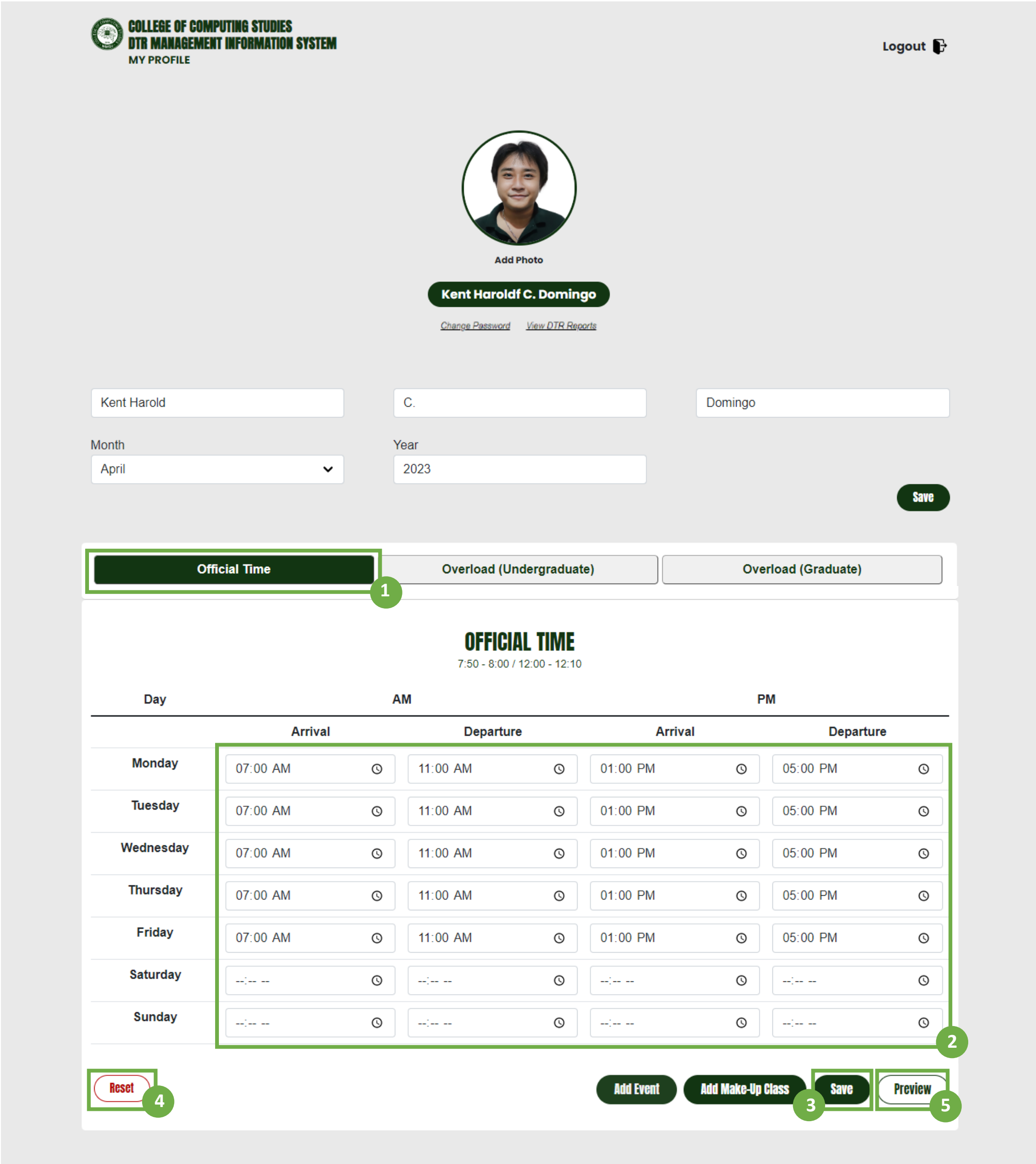


2. Click the “Print” button to print the form.



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



1. Click the “Official Time” button and wait for it to show the time fields.

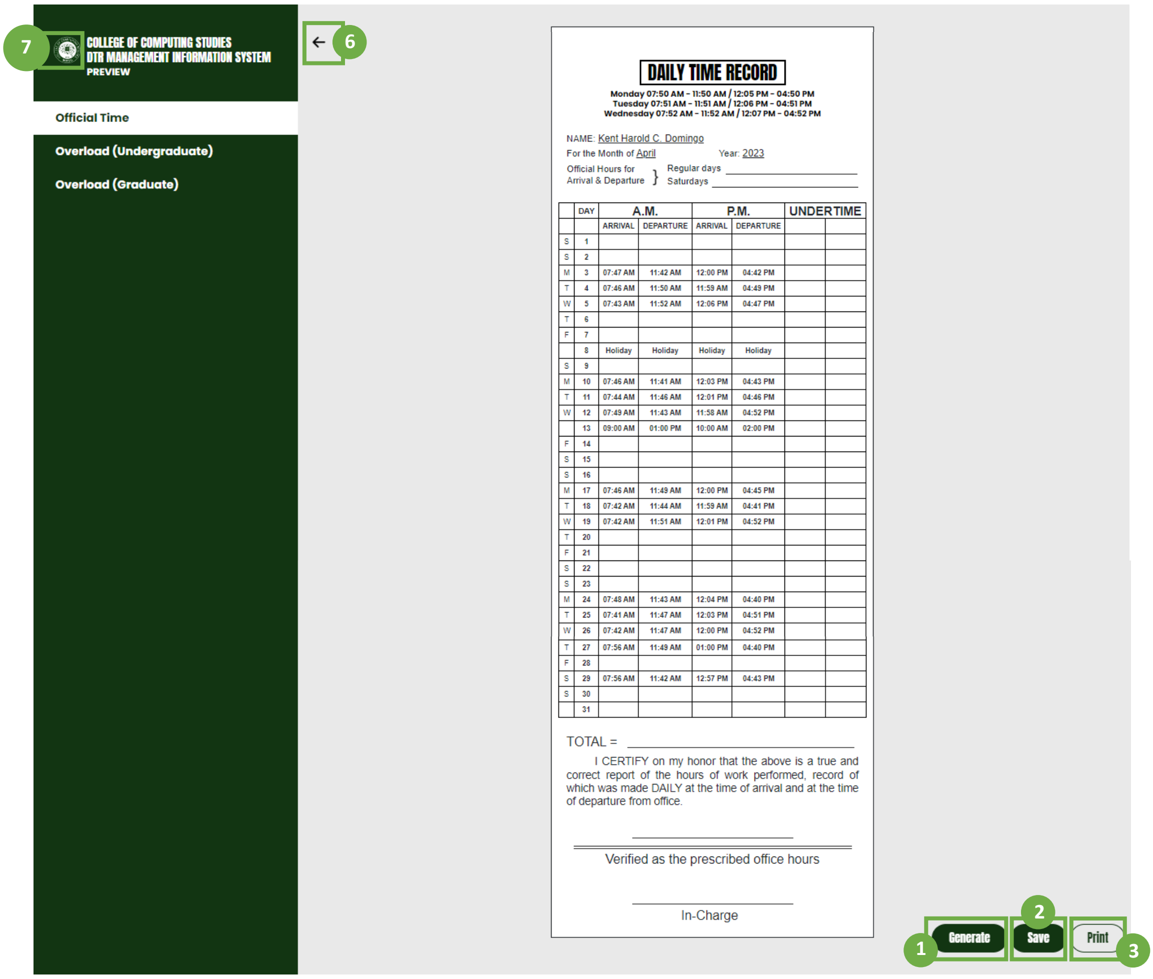
2. Input and fill in the time fields.

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.

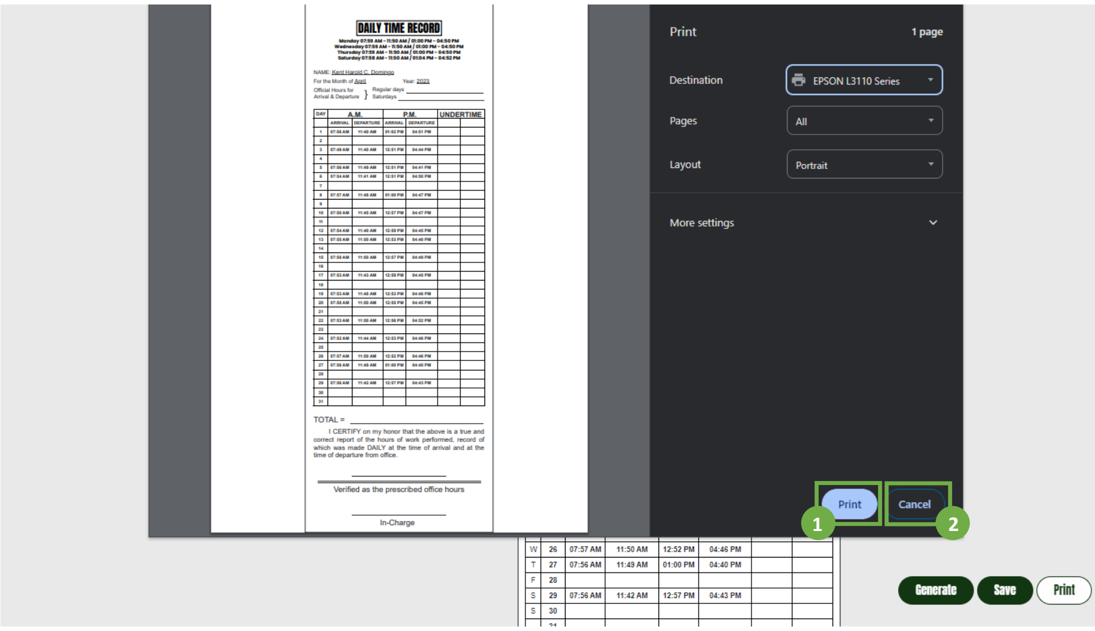
5. After saving, click the “Preview” button to view the saved input and wait for the page to load and redirect to the ‘Preview’ page of the Official Time form.

8. Preview form for Official Time



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 t o 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”.

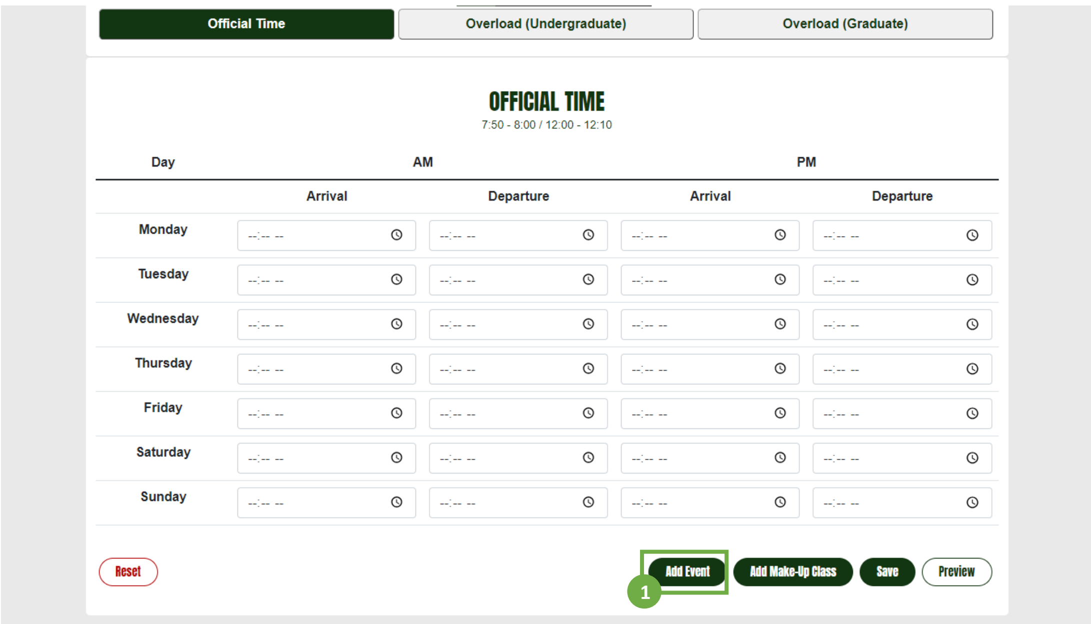
9. Printing form for Official Time



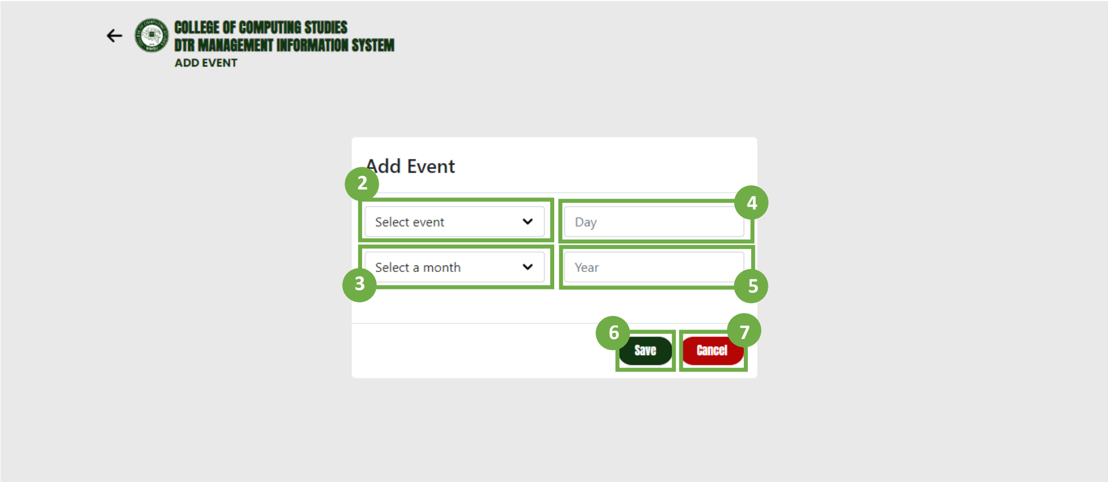
1. Click the “Print” button to print the form.

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

10. Add Event

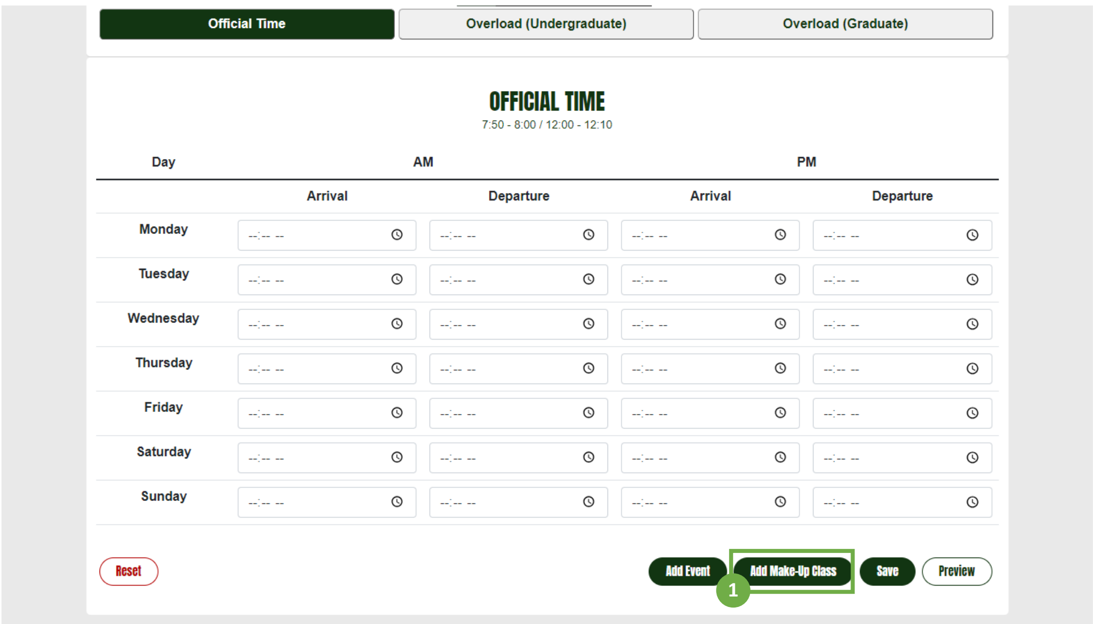


1. Click the “Add Event” button and wait for it to land on the Event page.

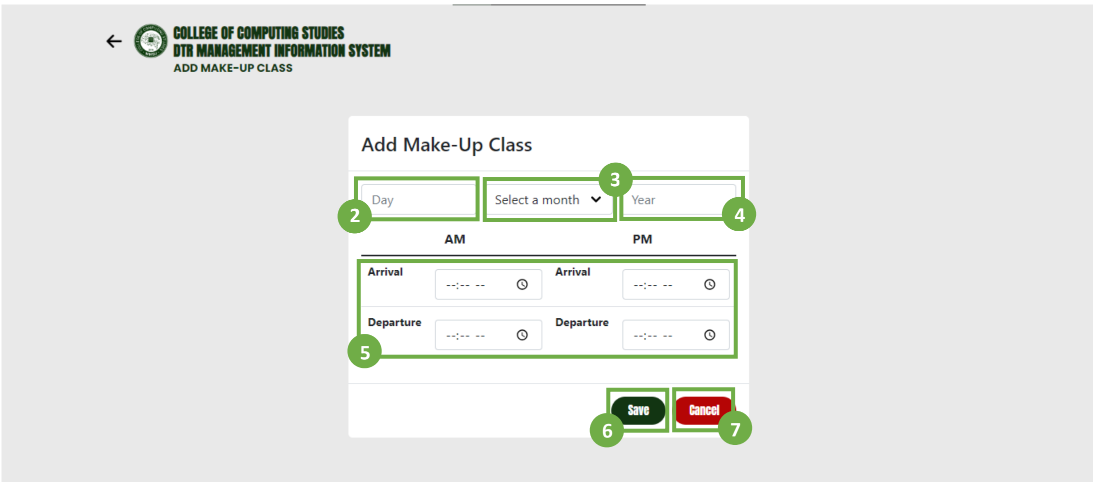


2. Click the “Select event” drop-down field and choose an event.
3. Click the “Select a month” drop-down field and select a month.
4. Click the “Day” field and input a day in number.
5. Click the “Year” field and input a year in number.
6. Click the “Save” button to save event.
7. Click the “Cancel”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

11. Add Make-Up Class

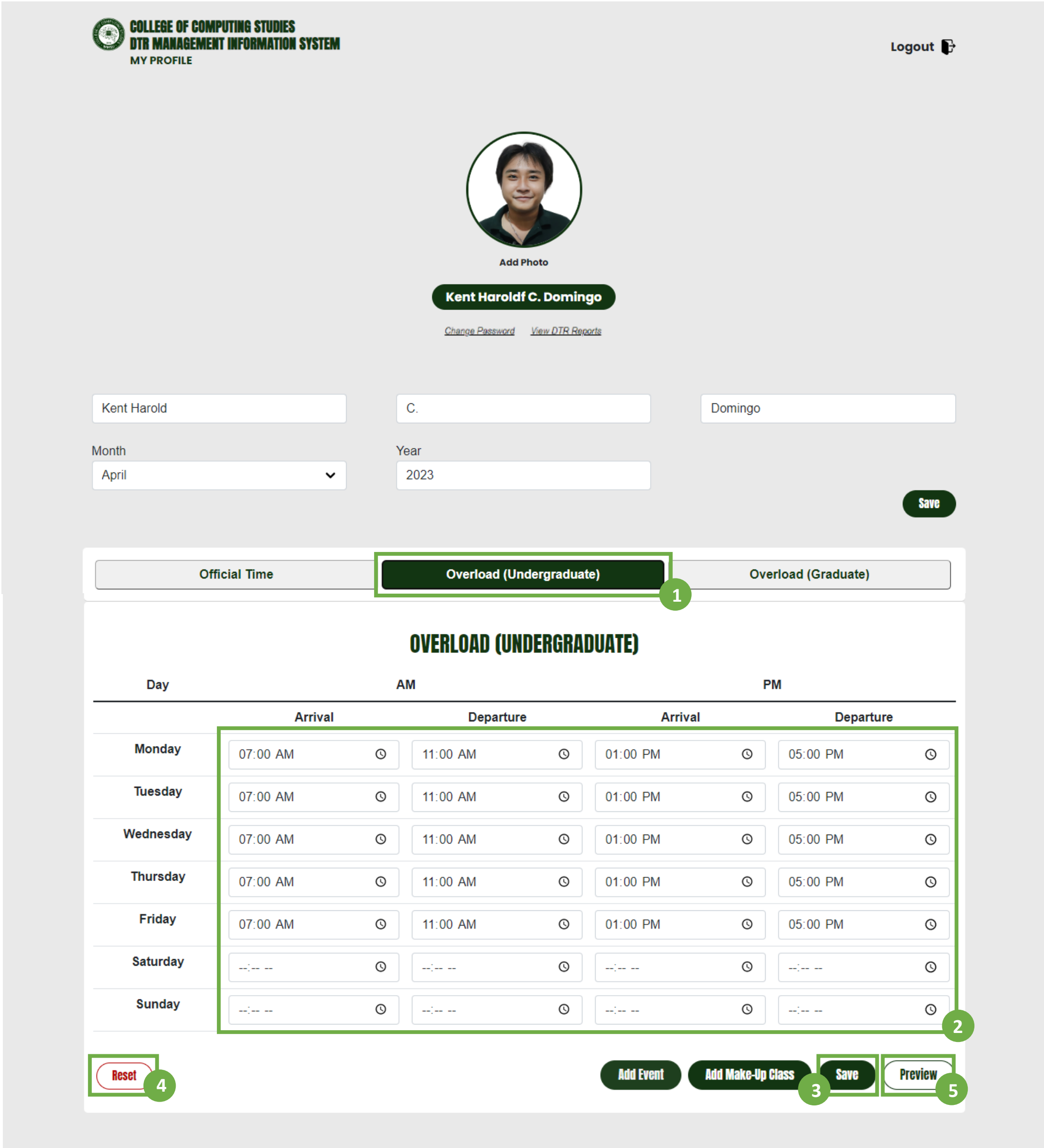


1. Click the “Add Make-Up Class” button and wait for it to land on the Make-Up Class page.



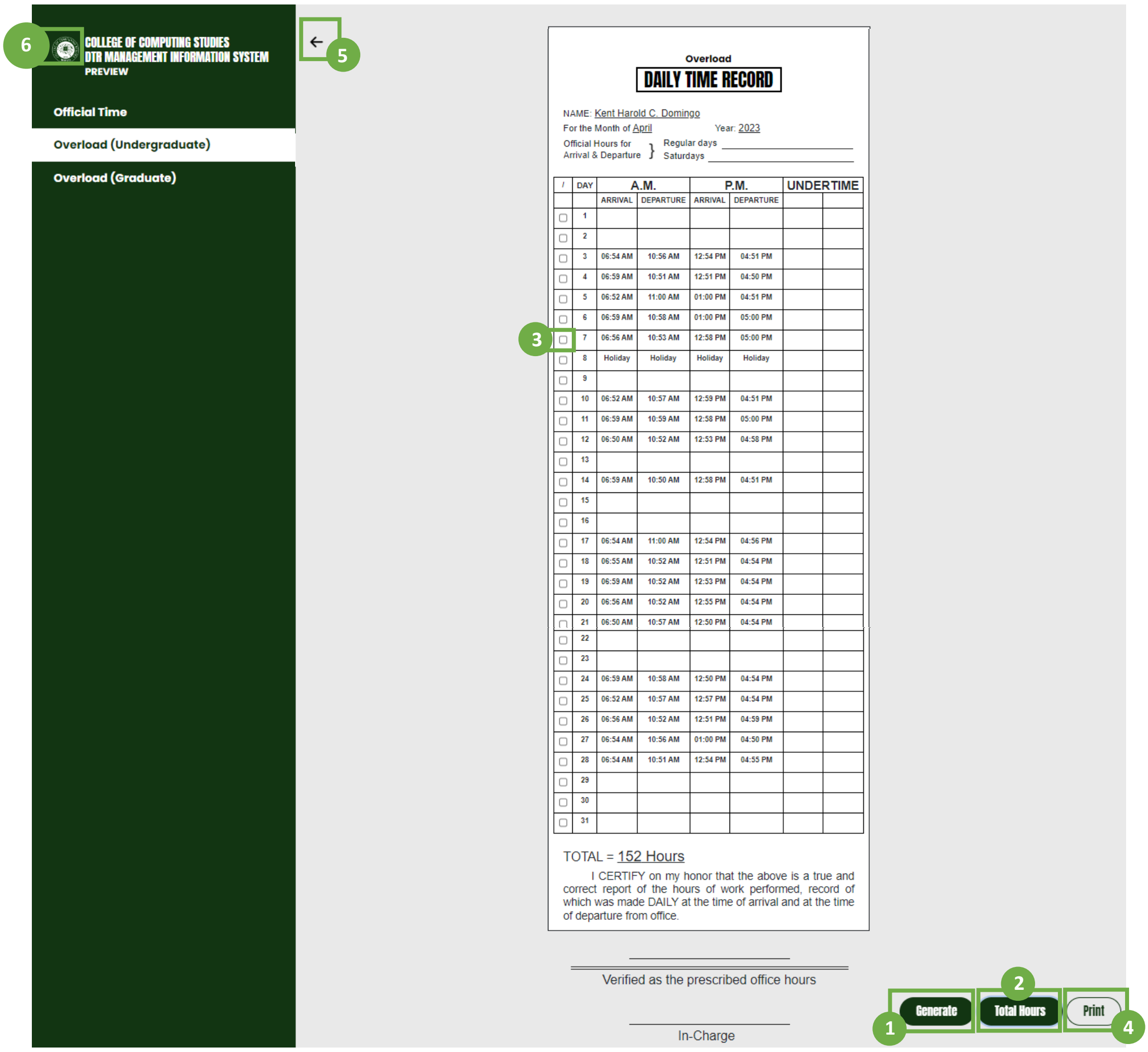
2. Click the “Day” field and input a day in number event.
3. Click the “Select a month” drop-down field and select a month.
4. Click the “Year” field and input a year in number.
5. Input and fill in the time fields.
6. Click the “Save” button to save event.
7. Click the “Cancel” button to cancel and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

12. Navigating to the Overload for Undergraduate form



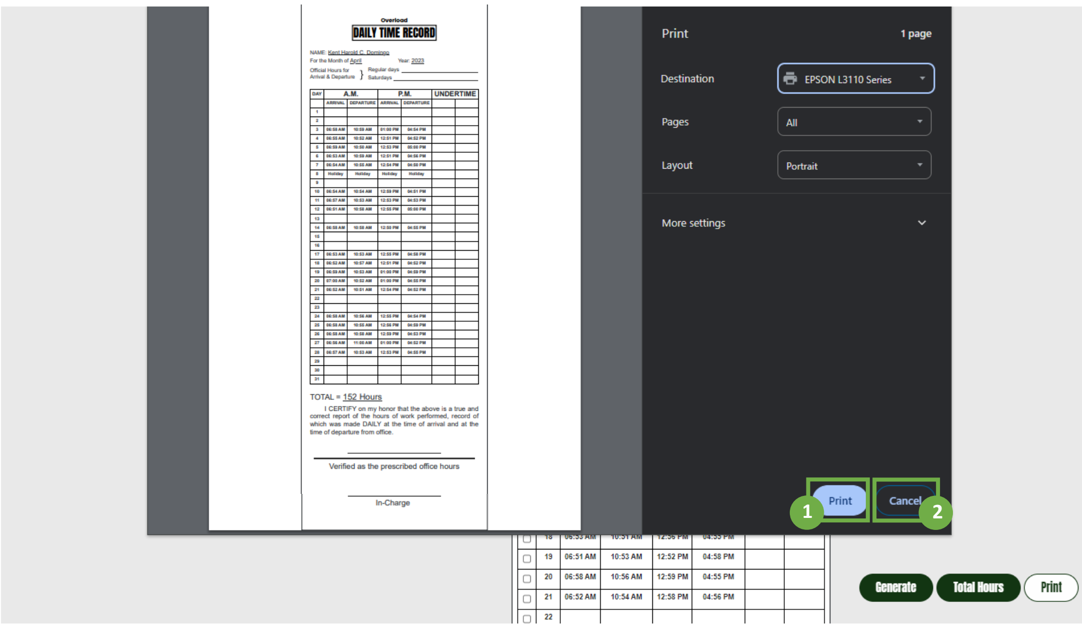
1. Click the "Overload (Undergraduate)" button and wait for it to show the time fields.
2. Input and fill in the time fields.
3. Click the "Save" button to save changes.
4. To reset the time fields, click the "Reset" button to clear all fields and then save again.
5. After saving, click the "Preview" 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)



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 to tal 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".

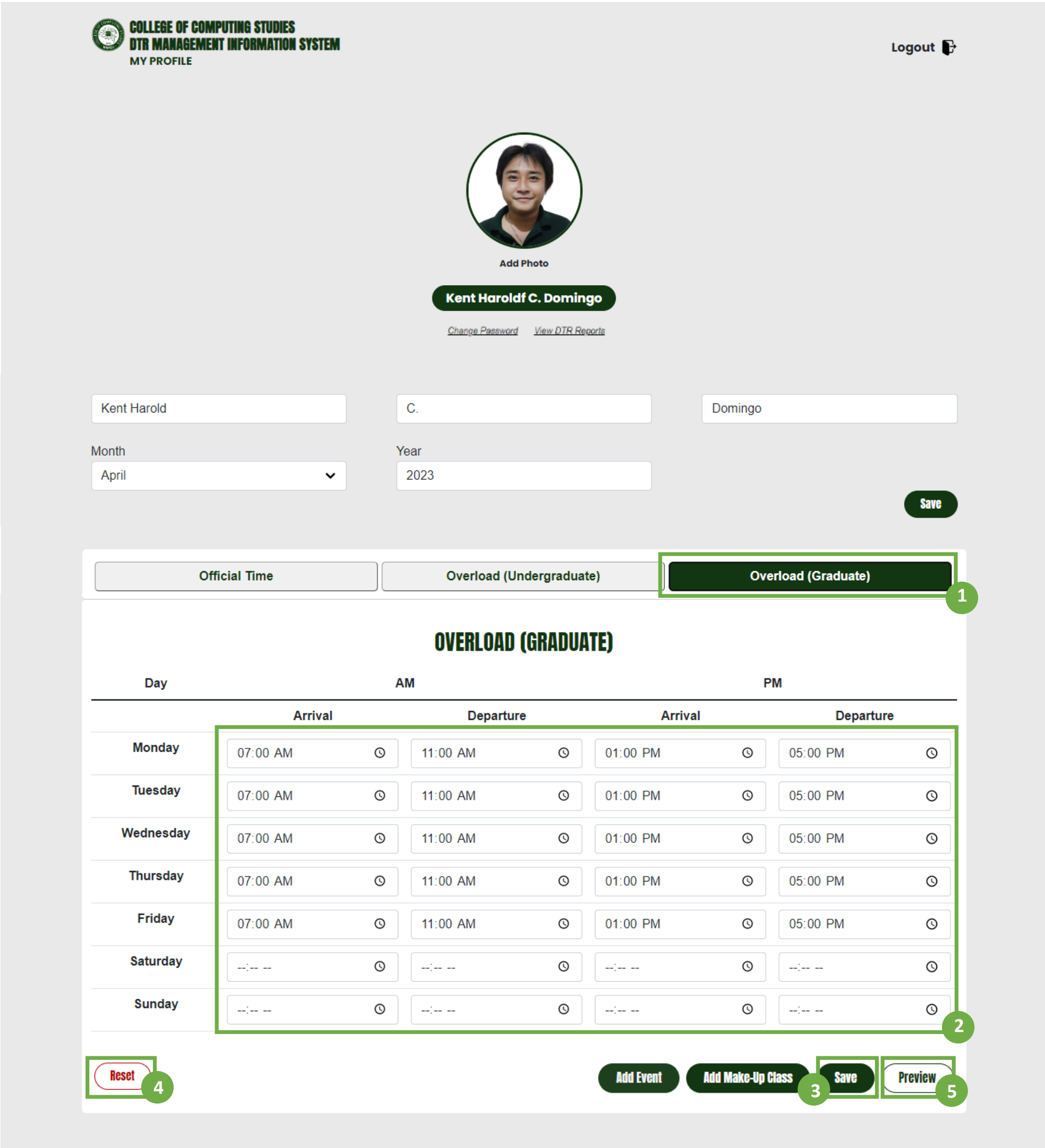
14. Printing form for Overload (Undergraduate)



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

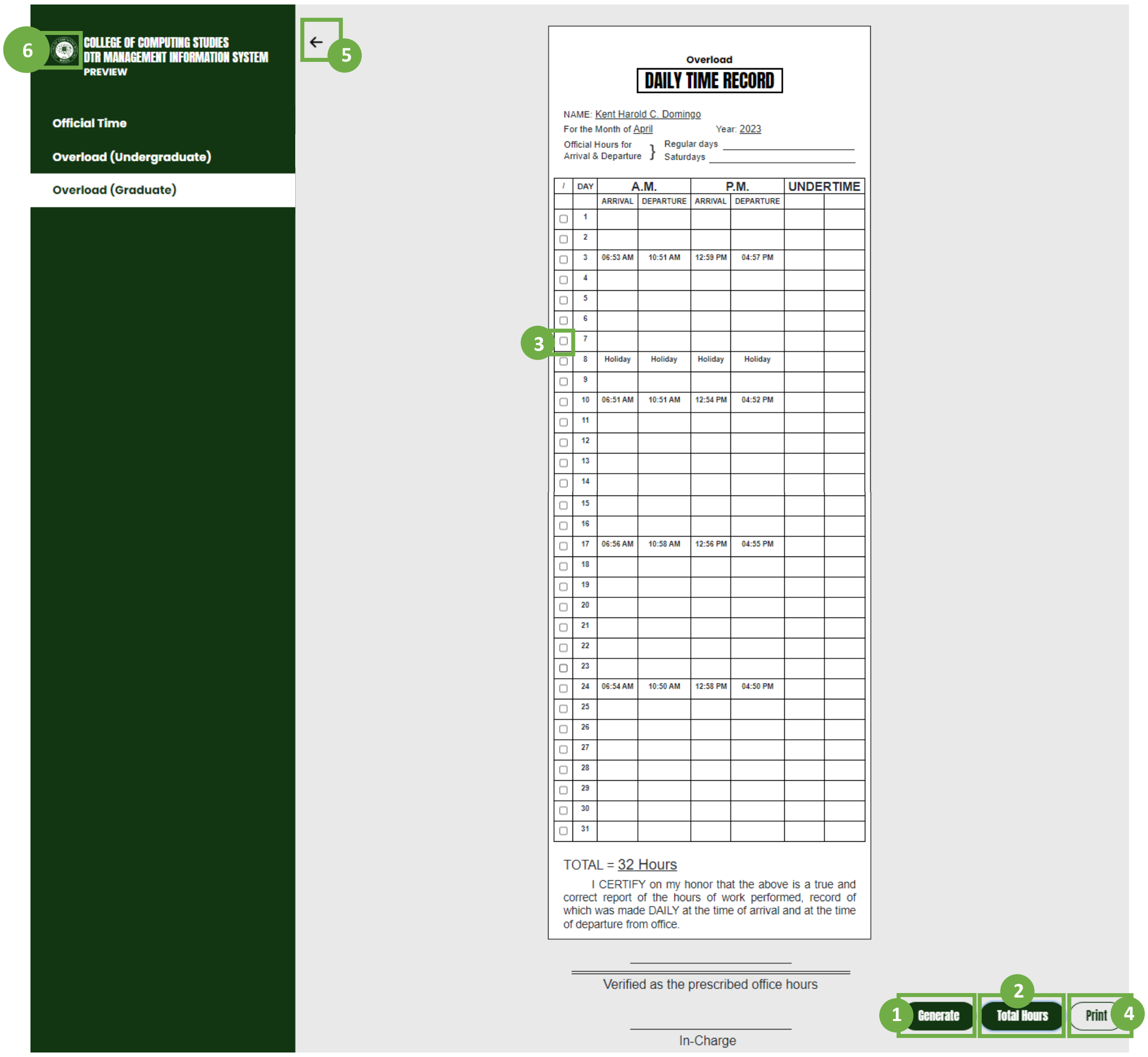
2. Click the “Cancel” button to exit the window print.

15. Navigating to the Overload for Graduate form



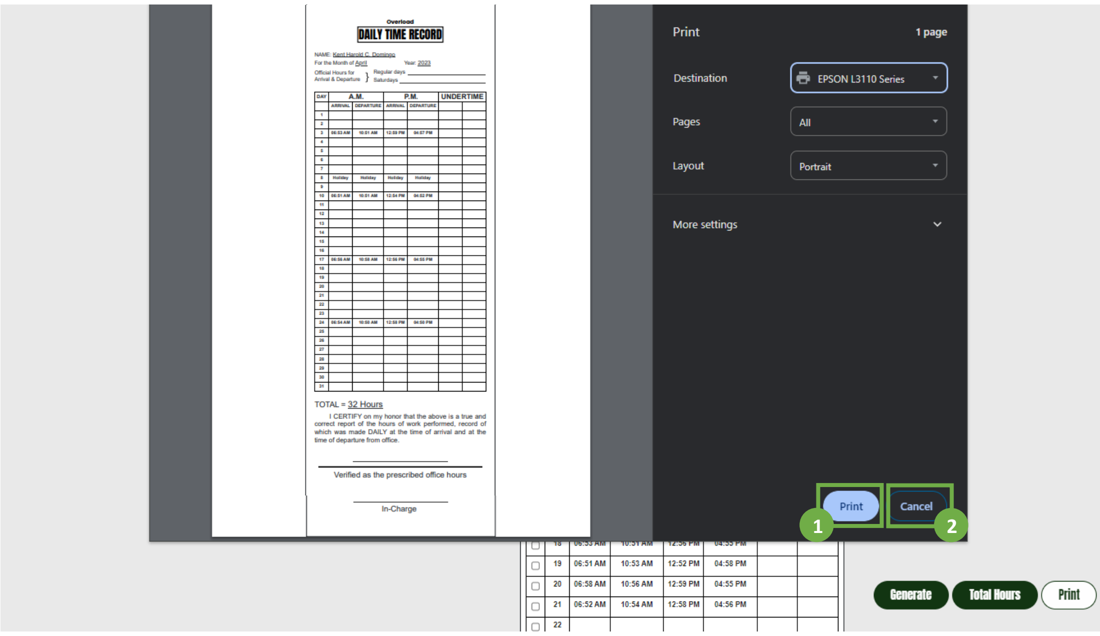
1. Click the “Overload (Graduate)” button and wait for it to show the time fields.
2. Input and fill in the time fields.
3. Click the “Save” button to save changes.
4. To reset the time fields, click the “Reset” button to clear all fields and then save again.
5. After saving, click the “Preview” button 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)



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 pag e.
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)



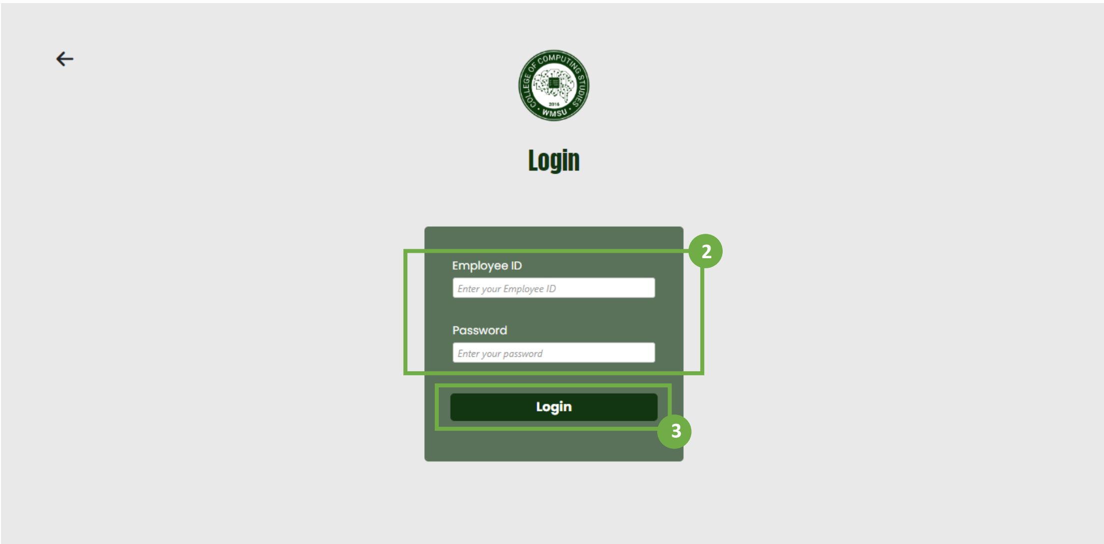
1. Click the “Print” button to print the form.

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

ADMIN SIDE

18. Login to an account

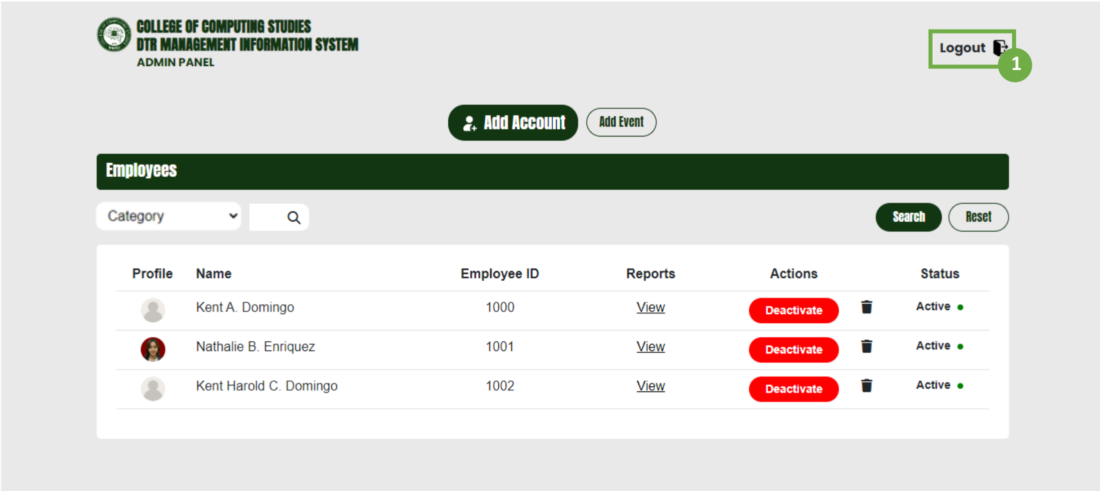
1. Click the “Login” button and wait for the next page to load.



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

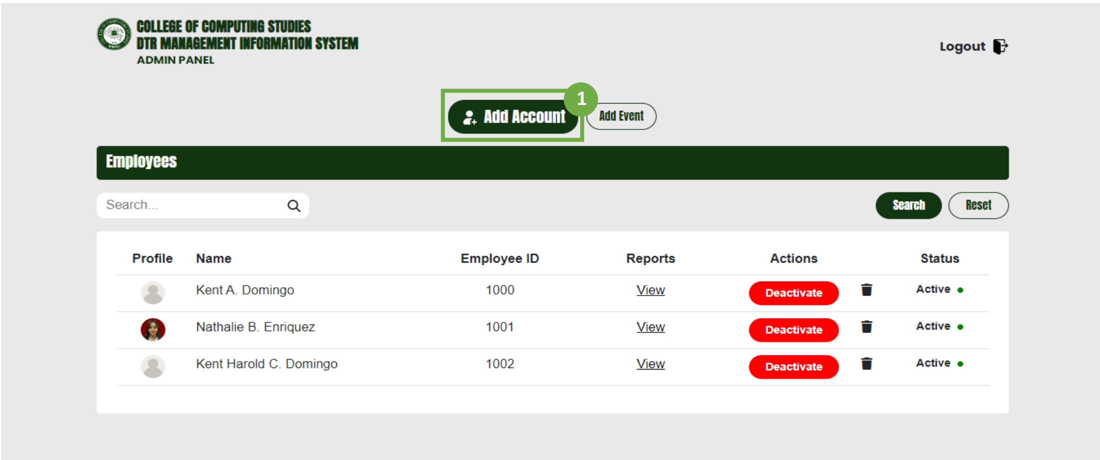
3. Click the “Login” button below to login to an account.

19. Logout from an account

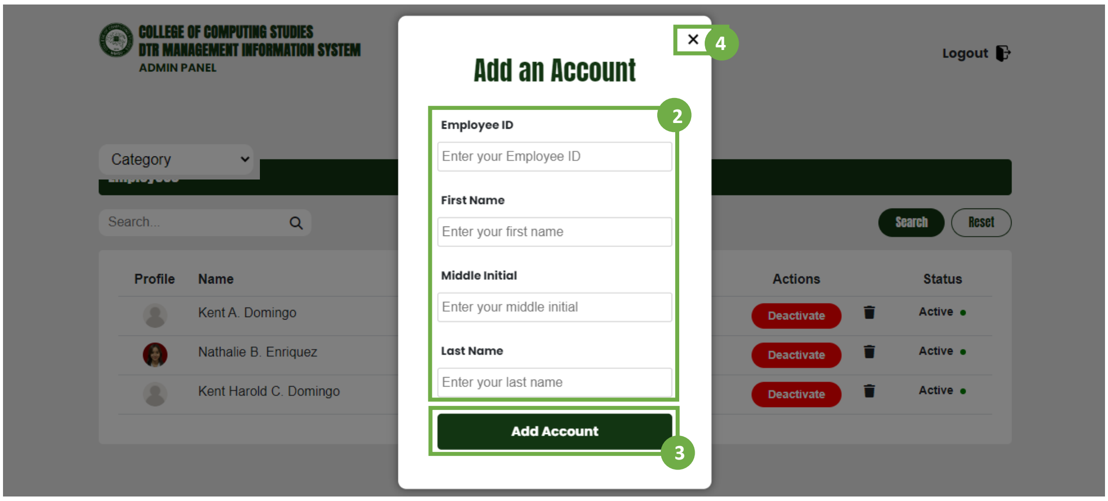


1. If the admin has already logged in and wanted to logout, click the "Logout" on the upper right of the page and wait for it to exit and redirect to the homepage.

20. Account generation



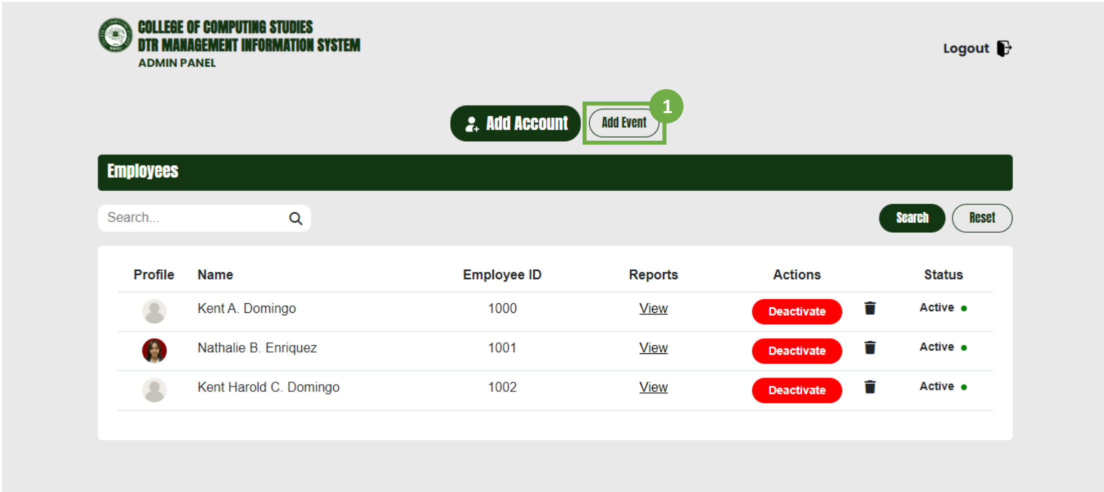
1. Click the "Add Account" button and wait for the popup modal to show.

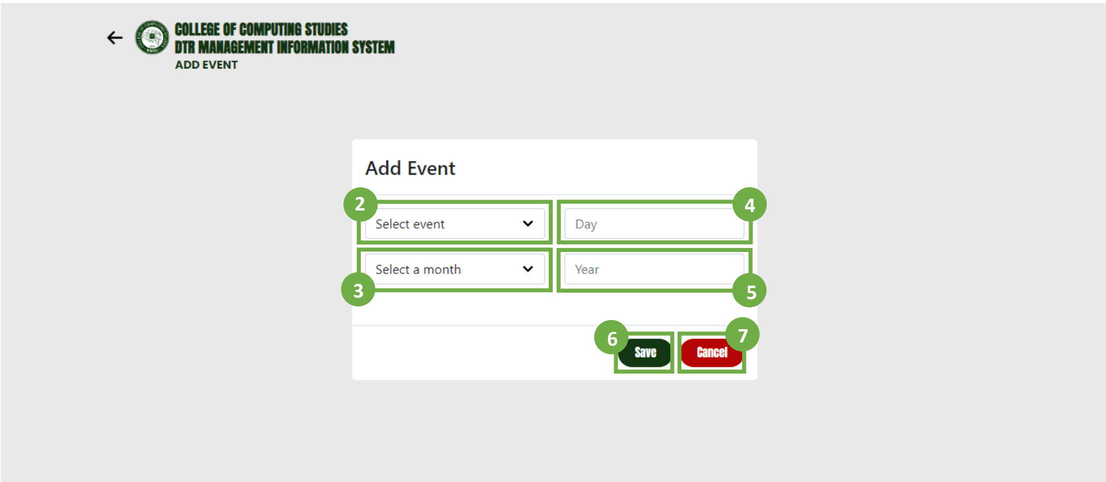


2. Input and fill in all the fields.

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

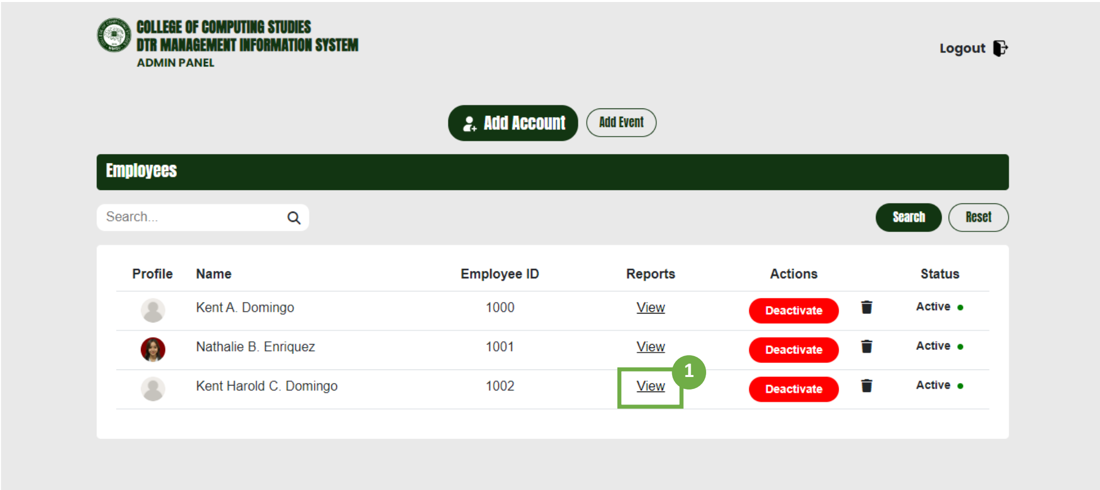
21. Add Event



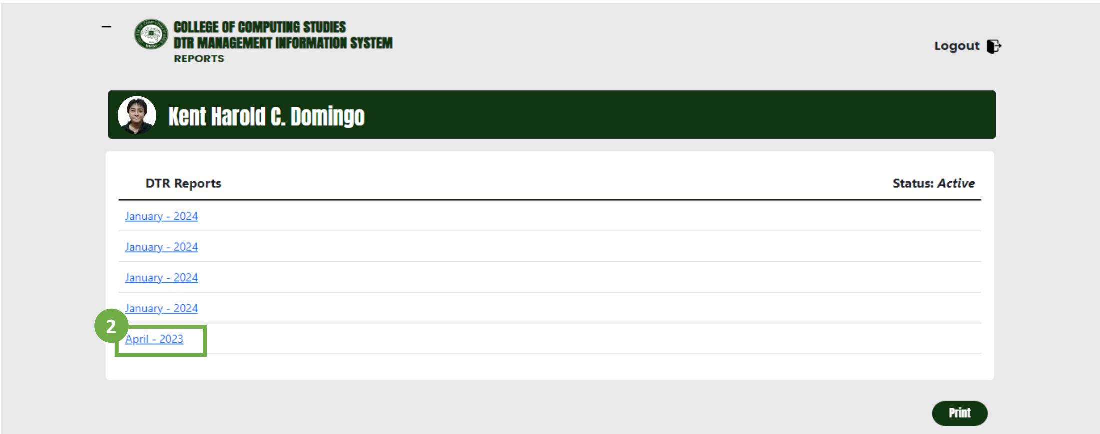


1. Click the “Add Event” field and wait for it to land on the Event page.
2. Click the “Select event” drop-down field and choose an event.
3. Click the “Select a month” drop-down field and select a month.
4. Click the “Day” field and input a day in number.
5. Click the “Year” field and input a year in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

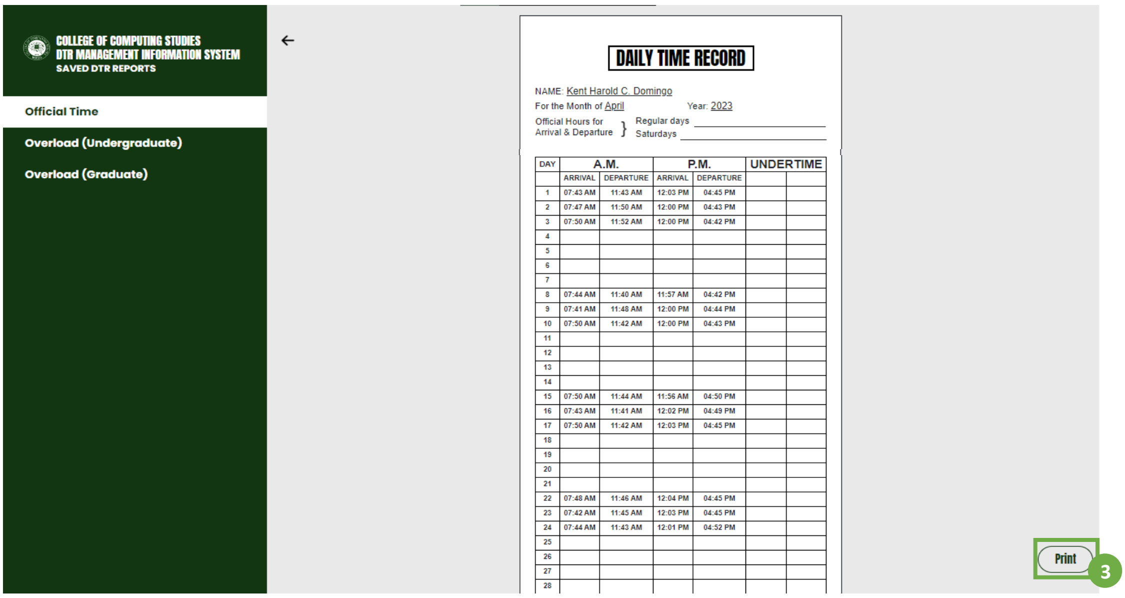
22. View DTR Reports



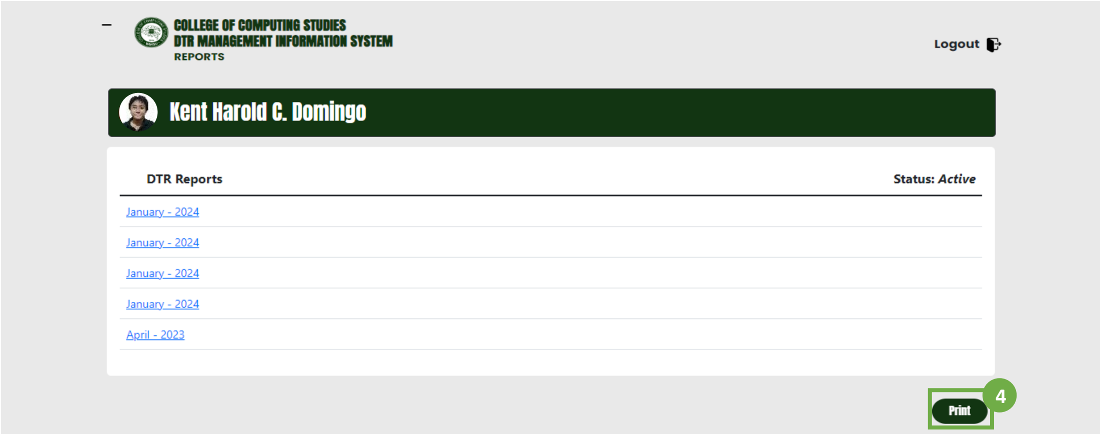
1. Click "View" and wait for it to land on the DTR Reports page.



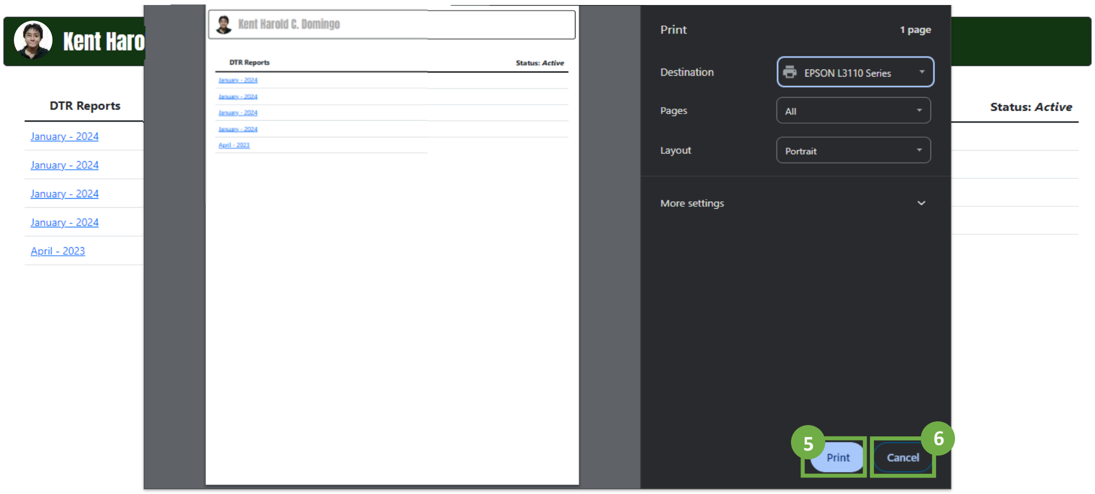
2. Click on a specific report and wait for it to land on the Saved DTR Reports page.



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

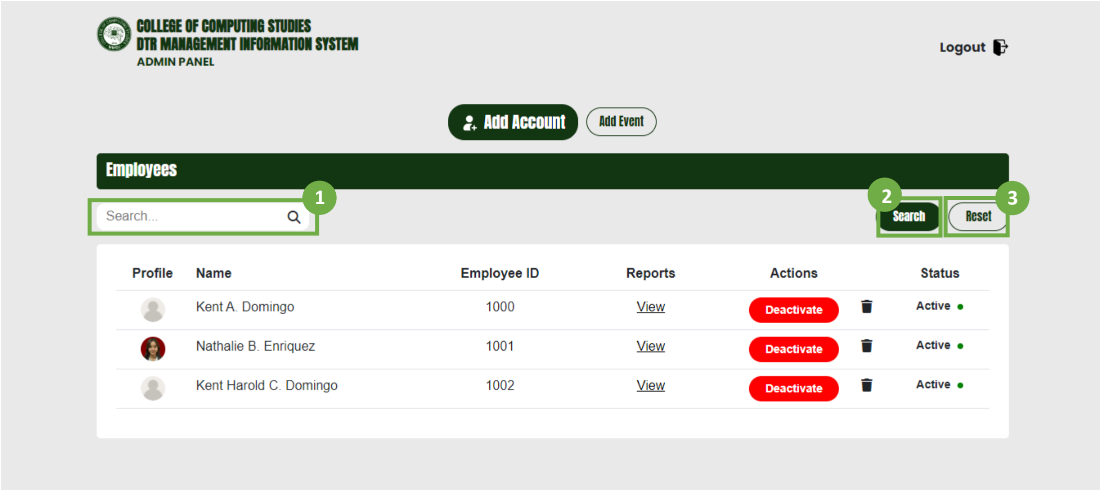


4. On the DTR Reports page, click the “Print” button to print reports



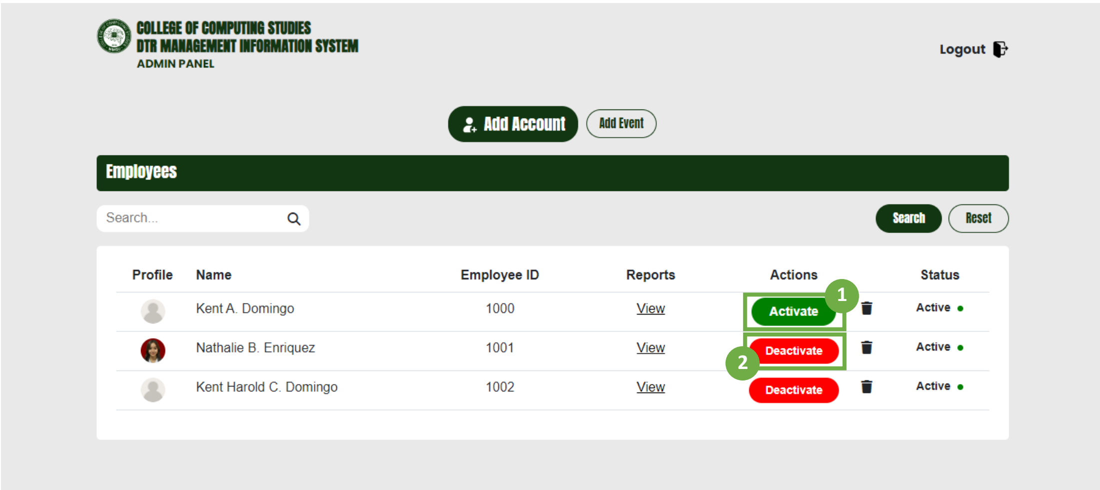
5. Click the “Print” button to print the form.
6. Click the “Cancel” button to exit the window print.

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.