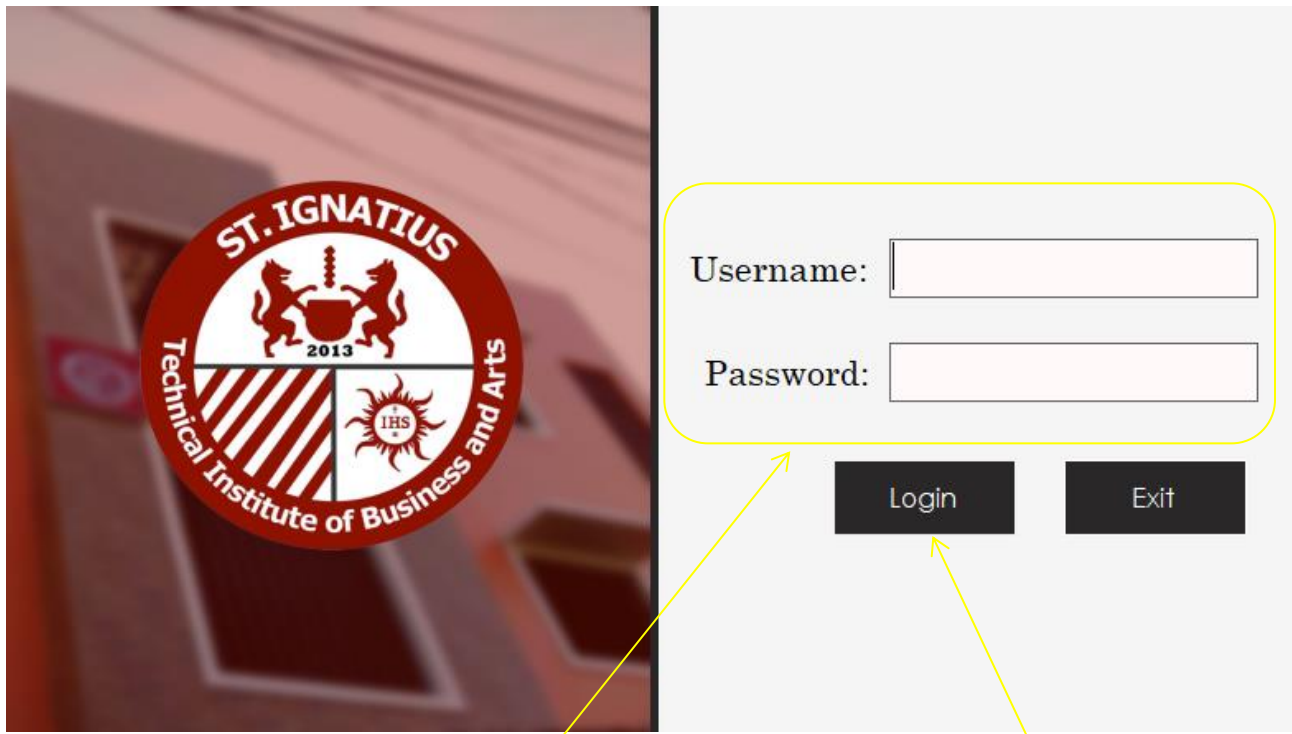


# **User's Manual**

## Admin's Login Form

The user must log in his or her username to have access in the system. If the user entered wrong password within three attempts, his or her account will be locked and the system will automatically be terminated. Only the admin is exempted on being locked out from his or her account.



The image shows a login interface for the St. Ignatius Technical Institute of Business and Arts. On the left is a circular logo with the text "ST. IGNATIUS" at the top, "2013" in the center, and "Technical Institute of Business and Arts" around the bottom. The logo is divided into four quadrants: top-left with a shield and cross, top-right with a sunburst and "IHS", bottom-left with diagonal stripes, and bottom-right with a sunburst and "IHS". On the right is a login form with a yellow border. It contains two text input fields: "Username:" and "Password:". Below the fields are two buttons: "Login" and "Exit". A yellow arrow points from the "Username and Password Text Field" label to the input fields. Another yellow arrow points from the "Login Button" label to the "Login" button.

Username:

Password:

Login Exit

Username and Password  
Text Field

Login Button

## Unlocked Account form

Only admin can change your status to unlock your account due to put three times wrong password or wrong employees.

The screenshot shows a web application interface for managing employee accounts. The main content area is titled "Unlock Account" and contains a form for updating an employee's status. The form has three input fields: "Employee ID:", "Status:", and "Attempt:". Below the form are two buttons: "Edit" and "Clear". To the right of the form is a table showing the current status of employees. The table has three columns: "Employee ID", "Status", and "Attempt". The first row is highlighted in blue, indicating it is the selected record.

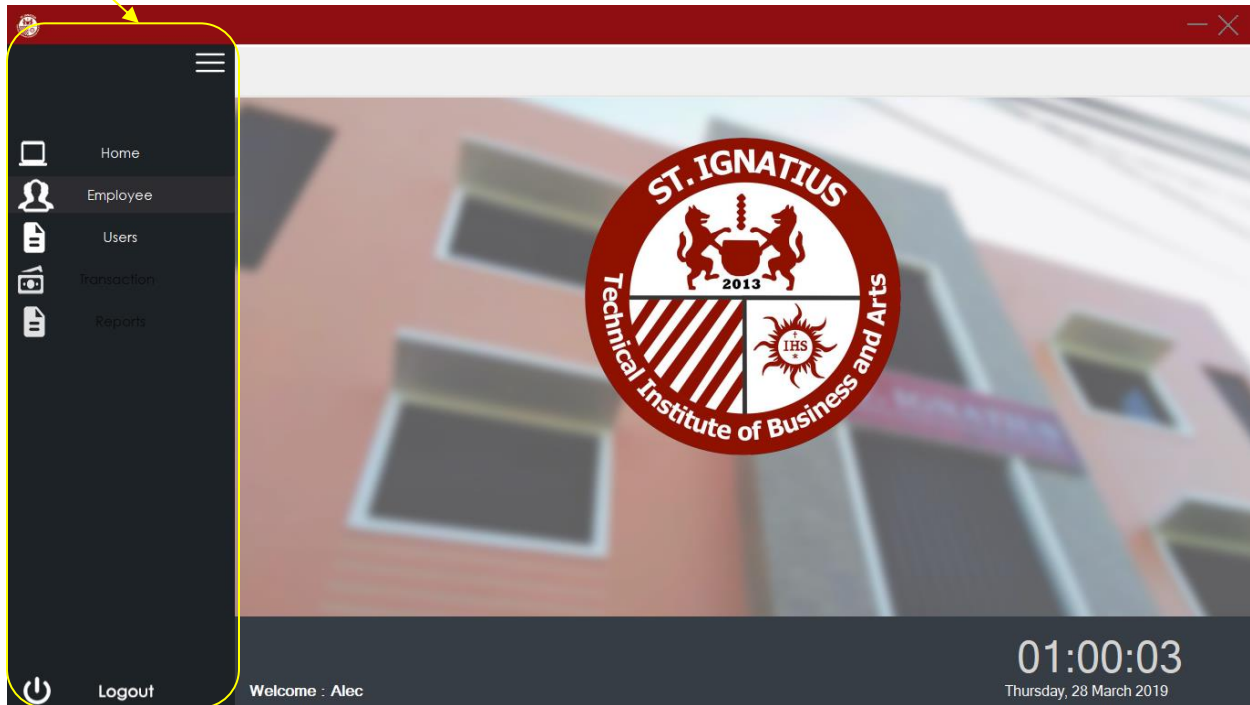
Employee ID	Status	Attempt
1910001	INACTIVE	0
1910002	ACTIVE	0
1910003	ACTIVE	0
1910005	ACTIVE	0
1910006	ACTIVE	0
1910007	ACTIVE	0
1910008	ACTIVE	0
1910009	ACTIVE	0
1910009	ACTIVE	0
1910010	ACTIVE	0
1910011	ACTIVE	0
1910012	ACTIVE	0
1910013	ACTIVE	0
1910015	ACTIVE	0
1910016	ACTIVE	0

The sidebar on the left contains navigation links: Home, Employee, Users, Transaction, and Reports. The footer at the bottom shows a "Logout" button, the user name "Welcome : Alec", and the timestamp "01:02:52 Thursday, 28 March 2019".

## Admin Main Panel

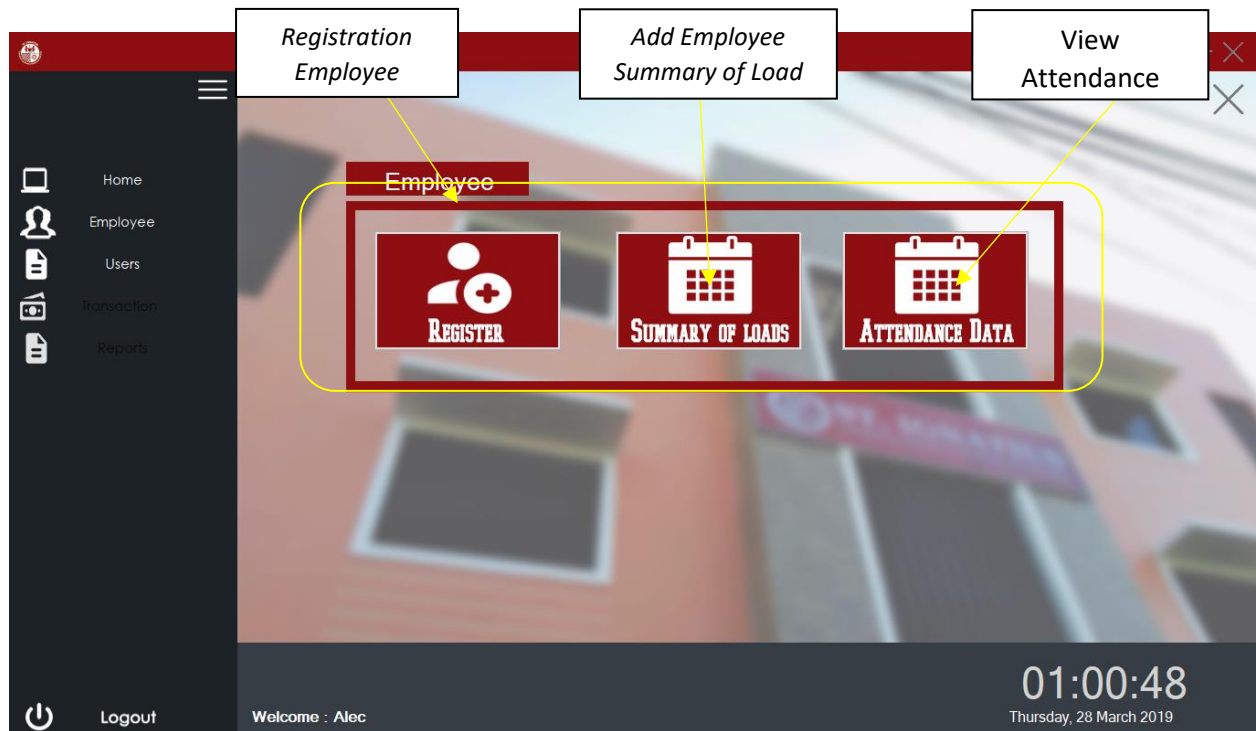
It is the main module of the system that has full access on the system. It shows the navigation button in left side and other function of the system.

Navigation Bar



## Employee Panel

Once you click the Employee button will show a three category “Register”, “Summary of loads”, “Attendance Data”.



## Employee Registration Form

The admin can add a new faculty or Admin with auto generation of Employee ID and password from the information they provided in the "first name", "last name" and "date of birth" etc. You can choose your own desire rest day and Also, the admin has the privilege to manage its system users. And you can search an Employee using search bar.

The screenshot displays the 'Register Employee' web application interface. The form is divided into several sections: 'Employee Information', 'Employee Validation', and 'Employee Status'. The 'Employee Information' section includes fields for Employee ID, First Name, Middle Name, Last Name, Gender, Address, Date of Birth, and Marital Status. The 'Employee Validation' section includes fields for TIN, SSS No, Pagibig, PhilHealth, Date Hired, Basic monthly rate, Employee Password, and Desired Restday. The 'Employee Status' section includes fields for Department, Position, Type of Contract, and Employee Status. A search bar is located at the top right, and a 'Browse' button is next to the 'Employee Picture' field. At the bottom, there are 'New', 'Update', and 'Clear' buttons. The interface also features a sidebar with 'Home' and 'Employee' links, a 'Logout' button, and a welcome message 'Welcome : Alec'. The date and time are displayed as 'Thursday, 28 March 2019' and '01:01:06'.

**Search Bar**

**Adding Employee Picture**

**Employee Status**

**New, Update and Clear Button**

**New user's Personal info and automatic generate Employee ID and password.**

**Note: Please fill up all fields.**

## Adding Summary of load for employee Form

In this panel it will show an employee information using search bar. Admin can manually input your summary of loads schedule.

**Summary**

**Search Bar**

**Employee Information**

Employee ID:

Employee Name:

Department:

Position:

Restday:

**Summary of Loads**

Note: Time Format (hh:mm TT)

	Time In:	Time Out:	Hours:
Monday:			
Tuesday:			
Wednesday:			
Thursday:			
Friday:			
Saturday:			
Sunday:			

Save Update Clear

**ATTENDANCE DATA**

**Personal Employee Information**

**Manual Input of Summary of Loads**

**Save, Update and Clear Button**

Logout Welcome : Alec 01:01:30 Thursday, 28 March 2019

## Attendance Data Form

In this form you can see your attendance time in and time out and can see a working time that you work, it can also a late, undertime and deduction. Admin can adjust your adjustment type if you want to leave or official business. Admin can send all data to finance in cut off only.

The screenshot shows a web application interface for viewing attendance data. At the top, there is a 'Search Bar' and a 'Attendance Data' tab. Below the tab, there is a 'Search ID:' field. To the left of the table, there is a form for adjusting employee data, including fields for 'Employee ID', 'Employee Name', 'Time In', 'Time out', 'Days', and 'Date'. Below this form are 'Submit' and 'Clear' buttons, and a 'Submit to finance' button. The main part of the interface is a table with the following columns: Employee ID, Employee Name, Date, Day, Time IN, Time OUT, Working Time, Late, Undertime, Adjustment, and Total Deduction. The table contains 20 rows of data for employees Alec and Ron. Annotations with arrows point to various elements: 'Adjustment of Employee' points to the adjustment form; 'Submit button to finance' points to the 'Submit to finance' button; 'Submit and Clear Button' points to the 'Submit' and 'Clear' buttons; and 'Attendance time in and time out of employee' points to the 'Time IN' and 'Time OUT' columns.

**Attendance Data**

Search ID:

**Adjustment of Employee**

Adjustment type:

Employee ID:

Employee Name:

Time In:

Time out:

Days:

Date:

Employee ID	Employee Name	Date	Day	Time IN	Time OUT	Working Time	Late	Undertime	Adjustment	Total Deduction
1910015	Alec	04/02/20...	Tuesday	07:02 AM	04:02 PM	8	0	0	None	0
1910015	Alec	04/03/20...	Wednesday	07:30 AM	04:00 PM	8	0	0	None	0
1910015	Alec	04/04/20...	Thursday	07:01 AM	04:01 PM	8	0	0	None	0
1910015	Alec	04/05/20...	Friday	07:01 AM	04:01 PM	8	0	0	None	0
1910015	Alec	04/06/20...	Saturday	07:02 AM	04:03 PM	8	0	0	None	0
1910015	Alec	04/07/20...	Sunday	07:03 AM	04:00 PM	7.5	0.5	0	None	0.5
1910015	Alec, Alec ALEC	03/08/20...	Friday	07:00 AM	04:00 PM	8	0	0	Leave	0
1910015	Alec, Alec ALEC	03/09/20...	Saturday	07:00 AM	04:00 PM	8	0	0	Leave	0
1910015	Alec, Alec ALEC	03/11/20...	Monday	07:00 AM	04:00 PM	9	0	0	Official Business	0
1910015	Alec, Alec ALEC	03/10/20...	Sunday	07:00 AM	04:00 PM	8	0	0	Leave	0
1910015	Alec, Alec ALEC	03/12/20...	Tuesday	07:00 AM	04:00 PM	9	0	0	Official Business	0
1910016	Ron	04/01/20...	Monday	07:01 AM	04:01 PM	6	0	0	None	0
1910016	Ron	04/03/20...	Wednesday	07:02 AM	04:02 PM	6	0	0	None	0
1910016	Ron	04/04/20...	Thursday	07:02 AM	04:02 PM	6	0	0	None	0
1910016	Ron	04/05/20...	Friday	07:00 AM	04:00 PM	6	0	0	None	0
1910016	Ron	04/06/20...	Saturday	07:30 AM	04:00 PM	5.5	0.5	0	None	0.5
1910016	Ron	04/07/20...	Sunday	07:02 AM	04:02 PM	6	0	0	None	0
1910016	Ron	04/08/20...	Monday	07:02 AM	04:00 PM	6	0	0	None	0
1910016	Ron	04/10/20...	Wednesday	07:01 AM	04:01 PM	6	0	0	None	0

Welcome : Alec

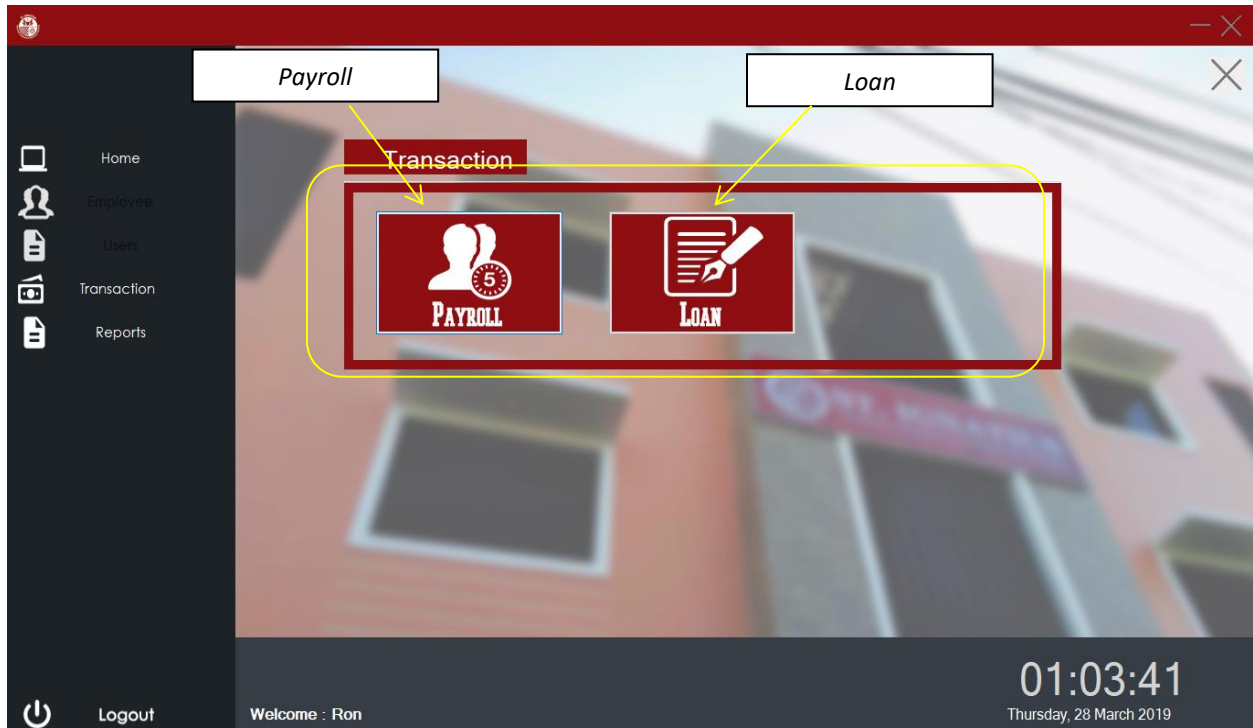
**Submit and Clear Button**

**Attendance time in and time out of employee**



## Transaction Form

If you click transaction button at the left side it will show a two category “Payroll” and “Loan”.



## Generate Payroll Form

This form it uses for generating all attendance that attend to your work.

Generate Payroll

Admin

Employee ID	Employee Name	Total Deduction	Working Days
1910015	Alec	0.5	10

Faculty

EmployeeID	Employee Name	Working Hours	Grosspay	Deductions	SSS	PhilHealth	TAX	Pagbig	Netpay
1910016	Ron	0.5	47.5						

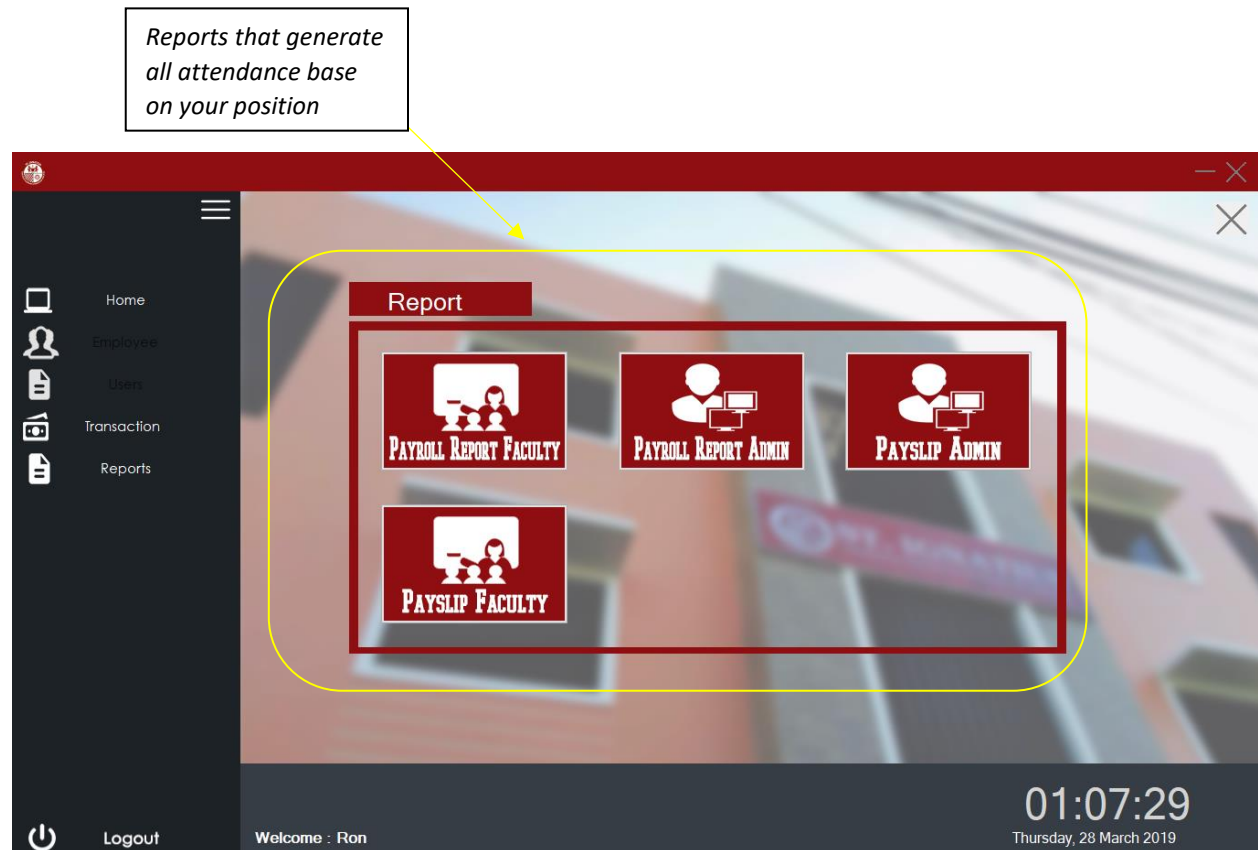
Calculate

Logout Welcome : Ron 01:04:12 Thursday, 28 March 2019

Generate all  
attendance data

## Reports Form

If you click the report button it will show a four category they are “Payroll Report Faculty”, “Payroll Report Admin”, “Pay slip Admin”, “Pay slip Faculty”. It uses for generating all reports.



## Payroll Faculty form

This form shows your preview of summary and ready to print payroll summary reports of faculty.

Summary Reports

1 of 1

Find | Next

**ST. IGNATIUS TECHNICAL OF BUSINESS AND ARTS**  
**SANTA ROSA, LAGUNA**  
**Payroll summary Reports**

Batch Date: 3/05/2019

Employee ID	Employee Name	Hour's Worked	Hour's Deducted	SSS	PHILHEALTH	TAX	PAGIBIG	GROSSPAY	DEDUCTION	NETPAY
1910016	Ron	47.50	2010.40	581.30	412.50	916.60	100.00	6829.07	2010.40	4818.67
1		47.50	2010.40	581.30	412.50	916.60	100.00	6829.07	2010.40	4818.67

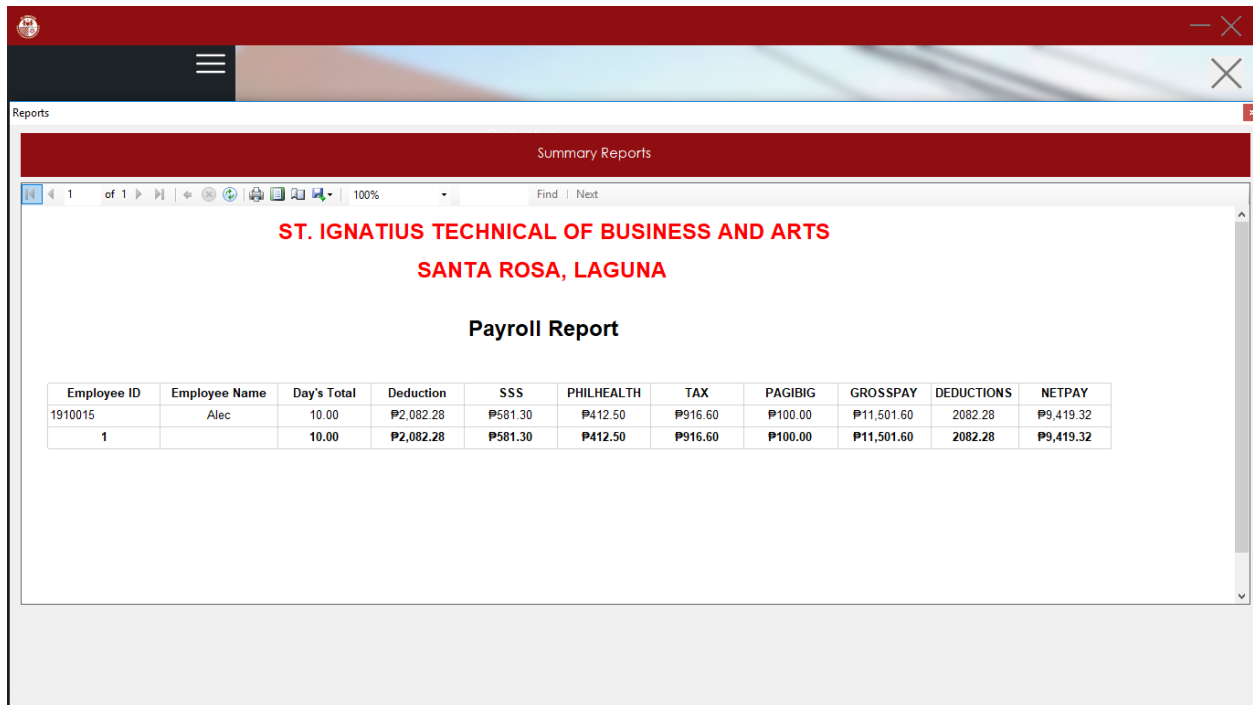
Logout

Welcome : Ron

01:07:56  
Thursday, 28 March 2019

## Payroll Admin Reports

This form shows your preview of summary and ready to print payroll summary reports for Admin.



Summary Reports

ST. IGNATIUS TECHNICAL OF BUSINESS AND ARTS  
SANTA ROSA, LAGUNA

**Payroll Report**

Employee ID	Employee Name	Day's Total	Deduction	SSS	PHILHEALTH	TAX	PAGIBIG	GROSSPAY	DEDUCTIONS	NETPAY
1910015	Alec	10.00	P2,082.28	P581.30	P412.50	P916.60	P100.00	P11,501.60	2082.28	P9,419.32
1		10.00	P2,082.28	P581.30	P412.50	P916.60	P100.00	P11,501.60	2082.28	P9,419.32

## Pay slip Admin form

This form shows a payslip for your salaries, wages total number of days you work and all deduction to your gross pay and calculate your net pay this form is ready to print pay slip for admin, cashier, and regular employees only.

The screenshot shows a web application interface with a dark sidebar on the left containing navigation icons and labels: Home, Employees, Users, Transaction, and Reports. The main content area displays a 'Payslip' form for 'ST. IGNATIUS TECHNICAL OF BUSINESS AND ARTS, SANTA ROSA, LAGUNA'. The form includes the following information:

- Batch Date:** 3/05/2019
- TOTAL NUMBER OF DAYS:** 10.00
- Name:** Alec
- Position:** Admin, Cashier, Regular
- Salaries and Wages - Academic**
- Gross Pay:** ₱11,501.60
- Deductions:**
  - SSS Payable: ₱581.30
  - PHILHEALTH Payable: ₱412.50
  - Withholding Tax Payable: ₱916.60
  - PAGIBIG: 100
  - Late/Undertime Deduction: ₱71.88
  - TOTAL DEDUCTIONS:** ₱2,082.28
- Net Pay:** ₱9,419.32

The bottom of the interface shows a 'Logout' button, a 'Welcome : Ron' message, and a digital clock displaying '01:09:09' on 'Thursday, 28 March 2019'.

## Update leave form

This form shows your remaining leave for work. Only admin update this.

**User**

frmRemainingLeave

**Employee Leave**

Search ID:

LEAVE ID	EMPLOYEE ID	LEAVE REMAINING
13	1910001	15
1002	1910017	15
1003	1910015	15

Employee ID:

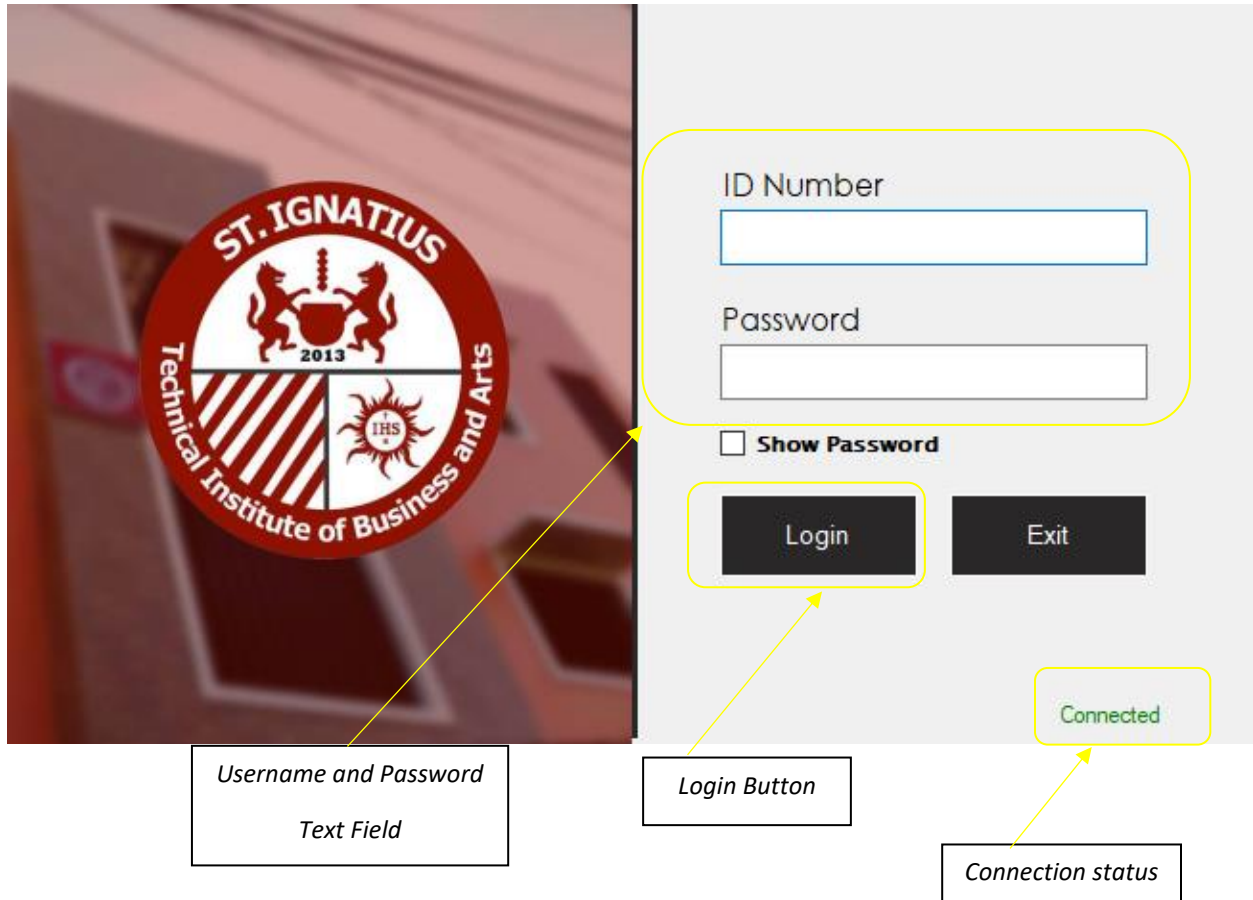
Leave:

Note: Please double click on employee to update leave.

Logout Welcome : Alec 01:02:29 Thursday, 28 March 2019

## User Login form

The user must log in his or her employee ID number to have access in the system. If the user entered wrong password within three attempts, his or her account will be locked and the system will automatically be terminated. Only the admin is exempted on being locked out from his or her account.



The image shows a user login form for the St. Ignatius Technical Institute of Business and Arts. The form is set against a background featuring the institute's logo, which is a circular emblem with a red border containing the text "ST. IGNATIUS" at the top and "Technical Institute of Business and Arts" at the bottom. The center of the logo features a shield with a cross and the year "2013".

The login form itself is a light gray panel on the right side of the image. It contains the following elements:

- ID Number**: A text input field with a blue border.
- Password**: A text input field with a gray border.
- Show Password**: A checkbox with the label "Show Password".
- Login**: A dark gray button with white text.
- Exit**: A dark gray button with white text.
- Connected**: A green text label indicating the connection status.

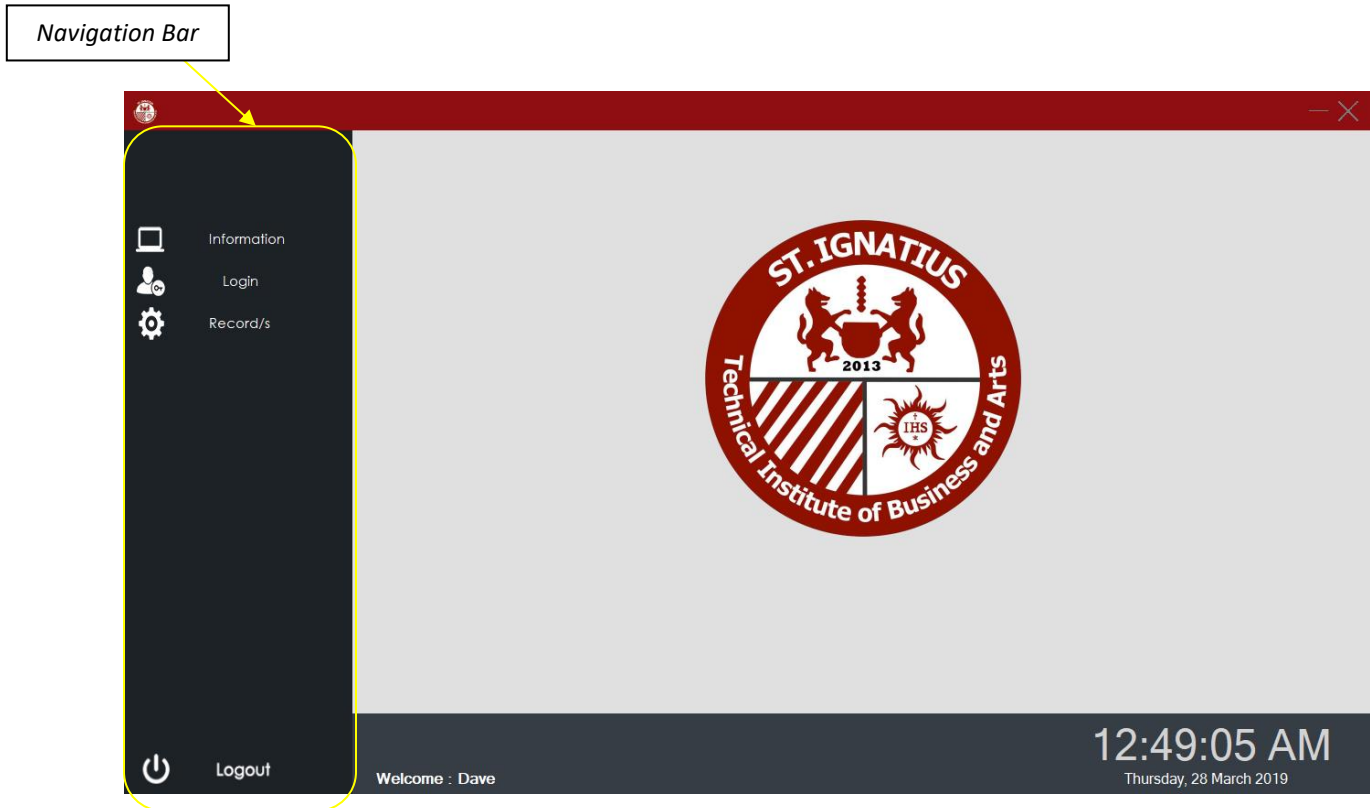
Yellow arrows point from three labels at the bottom to specific parts of the form:

- Username and Password Text Field**: Points to the ID Number and Password input fields.
- Login Button**: Points to the Login button.
- Connection status**: Points to the Connected label.



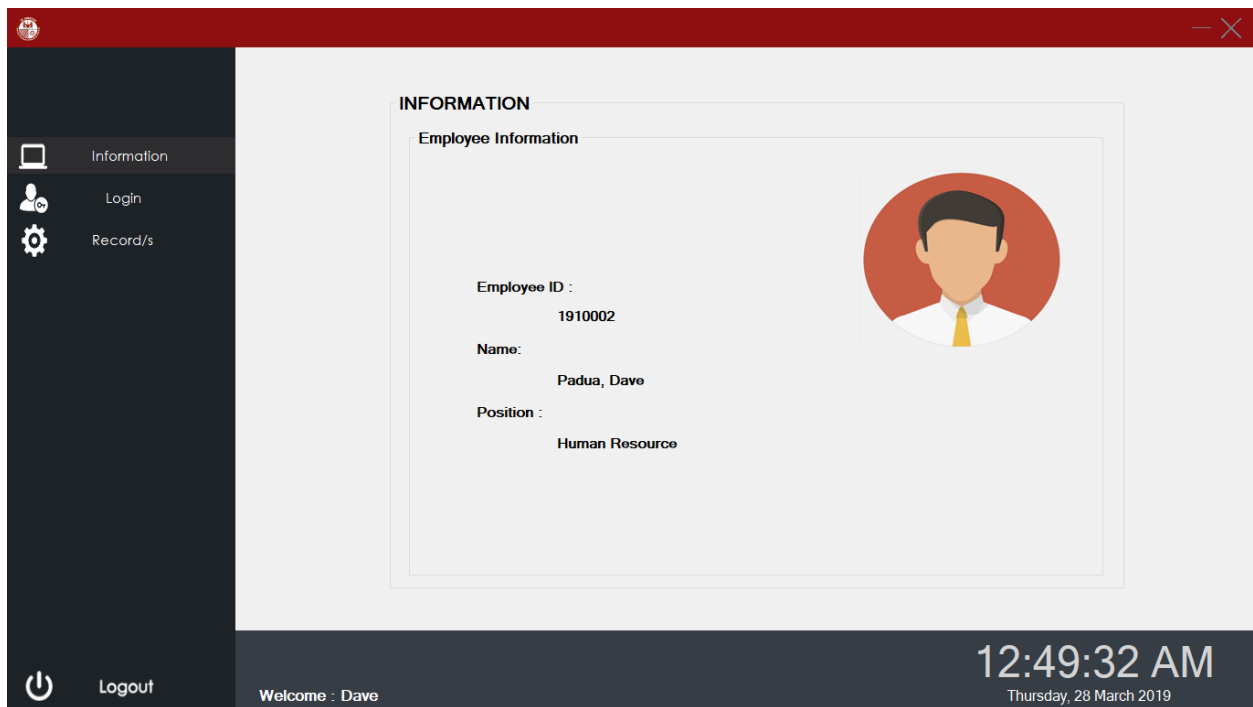
## User Main Panel

It is the main module of the system that has full access on the system. It shows the navigation button in left side and other function of the system.



## Information form

If you click Information button at the left side this will show you a basic information of a login user.



The screenshot displays a web application interface with a dark red header bar. On the left, a dark sidebar contains three menu items: 'Information' (with a laptop icon), 'Login' (with a person icon), and 'Record/s' (with a gear icon). The 'Information' menu item is selected. The main content area is titled 'INFORMATION' and contains a form titled 'Employee Information'. The form displays the following details: 'Employee ID : 1910002', 'Name: Padua, Dave', and 'Position : Human Resource'. To the right of the text is a circular profile picture of a man with dark hair, wearing a white shirt and a yellow tie, set against a red background. At the bottom of the interface, a dark footer bar shows a 'Logout' button (with a power icon) on the left, a 'Welcome : Dave' message in the center, and the time '12:49:32 AM' and date 'Thursday, 28 March 2019' on the right.

INFORMATION	
Employee Information	
Employee ID :	1910002
Name:	Padua, Dave
Position :	Human Resource

Logout      Welcome : Dave      12:49:32 AM  
Thursday, 28 March 2019

## Information form

If you click Login button at the left side this will show you a time in and time out for a login user.

The screenshot shows a web application interface with a dark sidebar on the left and a main content area. The sidebar contains three menu items: 'Information' (with a laptop icon), 'Login' (with a person icon), and 'Record/s' (with a gear icon). At the bottom of the sidebar is a 'Logout' button with a power icon. The main content area is titled 'Login' and contains two sections: 'Employee Information' and 'Actions'. The 'Employee Information' section has a label 'Employee ID :' followed by a text input field containing '1910002'. The 'Actions' section contains two buttons: 'Time In' and 'Time Out'. Below these sections is a table with the following headers: 'No.', 'EMPLOYEE ID', 'TIME IN', 'TIME OUT', 'DATE', and 'STATUS'. The table body is currently empty, showing only a greyed-out area. At the bottom of the interface, there is a dark footer bar. On the left, it says 'Welcome : Dave'. On the right, it displays the time '12:52:26 AM' and the date 'Thursday, 28 March 2019'.

**Login**

Employee Information

Employee ID : 1910002

Actions

Time In Time Out

No.	EMPLOYEE ID	TIME IN	TIME OUT	DATE	STATUS
-----	-------------	---------	----------	------	--------

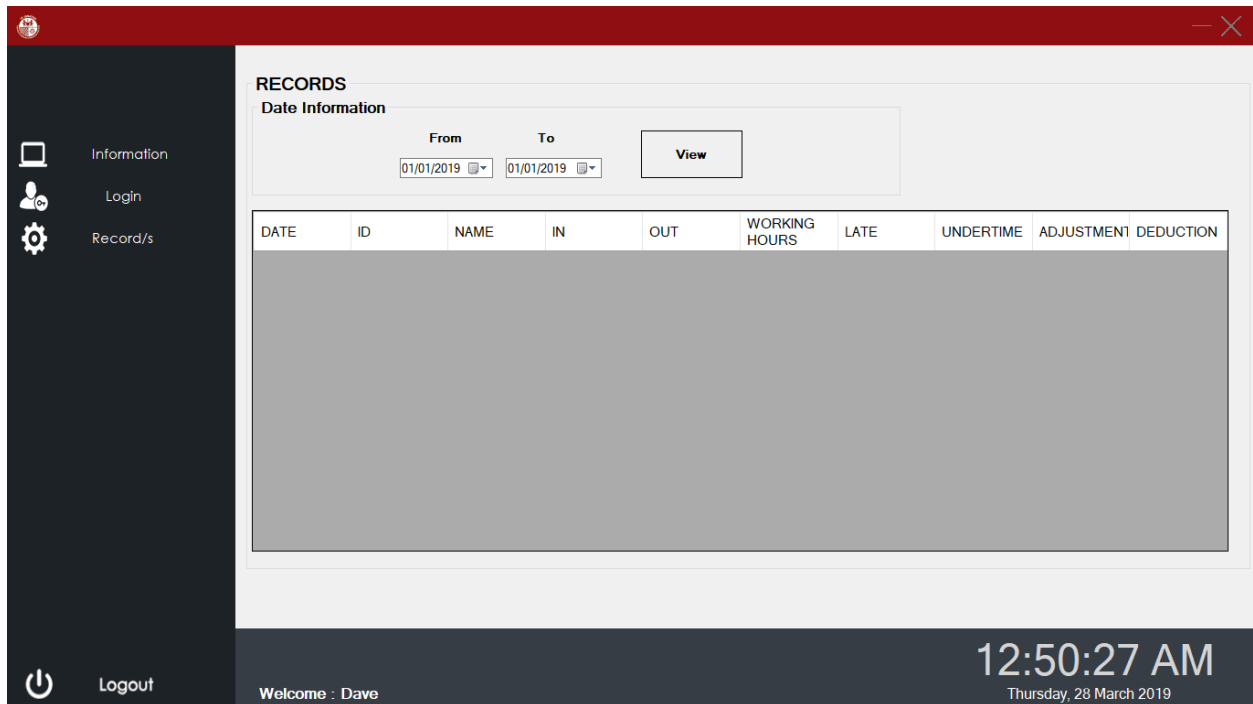
Logout

Welcome : Dave

12:52:26 AM  
Thursday, 28 March 2019

## Record form

If you click record button at the left side this will show you a record of time and time out and working hours you enter to school and deduction to your late and benefits.



The screenshot shows a web application interface with a dark red header bar containing a logo and window controls. A dark sidebar on the left has three menu items: 'Information' (laptop icon), 'Login' (person icon), and 'Record/s' (gear icon). The main content area is titled 'RECORDS' and 'Date Information'. It features a date range selector with 'From' and 'To' fields, both set to '01/01/2019', and a 'View' button. Below this is a table with the following headers: DATE, ID, NAME, IN, OUT, WORKING HOURS, LATE, UNDERTIME, ADJUSTMENT, and DEDUCTION. The table body is currently empty. At the bottom, a dark footer bar displays 'Welcome : Dave' on the left, and the time '12:50:27 AM' and date 'Thursday, 28 March 2019' on the right. A 'Logout' button with a power icon is located in the bottom left corner of the sidebar area.

DATE	ID	NAME	IN	OUT	WORKING HOURS	LATE	UNDERTIME	ADJUSTMENT	DEDUCTION
------	----	------	----	-----	---------------	------	-----------	------------	-----------