

USER MANUAL

DEVELOPMENT OF AN ATTENDANCE MONITORING SYSTEM WITH A PORTABLE RFID-BASED LOGGING DEVICE

2023

—

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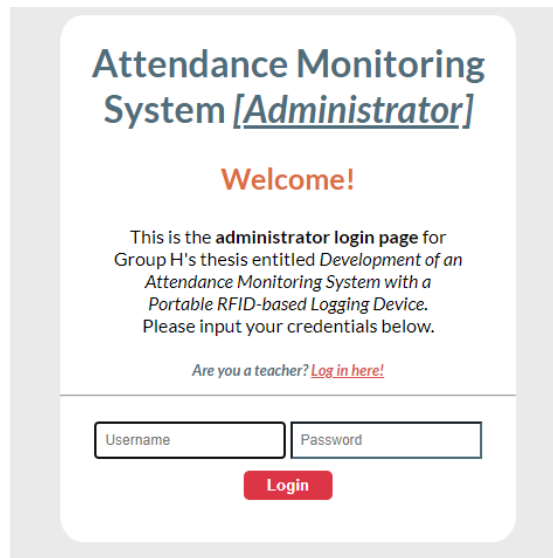
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FOR ADMINISTRATORS

Creating an Account

1. Access the web application using a browser on the local server.
2. Log in to the administrator account.



The screenshot shows the login interface for the Attendance Monitoring System Administrator. At the top, the title "Attendance Monitoring System [Administrator]" is displayed in a blue font. Below it, a red "Welcome!" message is shown. A paragraph of text explains that this is the administrator login page for a specific thesis project and requests credentials. A link "Log in here!" is provided for teachers. At the bottom, there are input fields for "Username" and "Password", followed by a red "Login" button.

Attendance Monitoring System [Administrator]

Welcome!

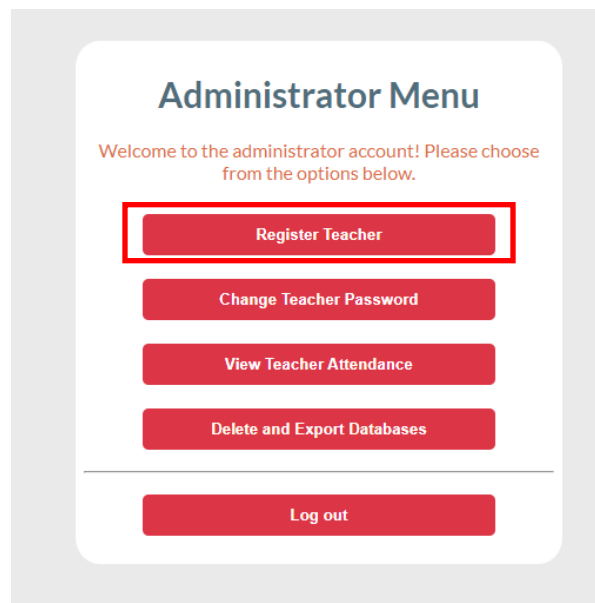
This is the **administrator login page** for Group H's thesis entitled *Development of an Attendance Monitoring System with a Portable RFID-based Logging Device*. Please input your credentials below.

Are you a teacher? [Log in here!](#)

Username Password

Login

3. Select the "Register Teacher" button.



The screenshot displays the Administrator Menu. It features a title "Administrator Menu" and a welcome message. Five red buttons are listed: "Register Teacher", "Change Teacher Password", "View Teacher Attendance", "Delete and Export Databases", and "Log out". The "Register Teacher" button is highlighted with a red rectangular border.

Administrator Menu

Welcome to the administrator account! Please choose from the options below.

Register Teacher

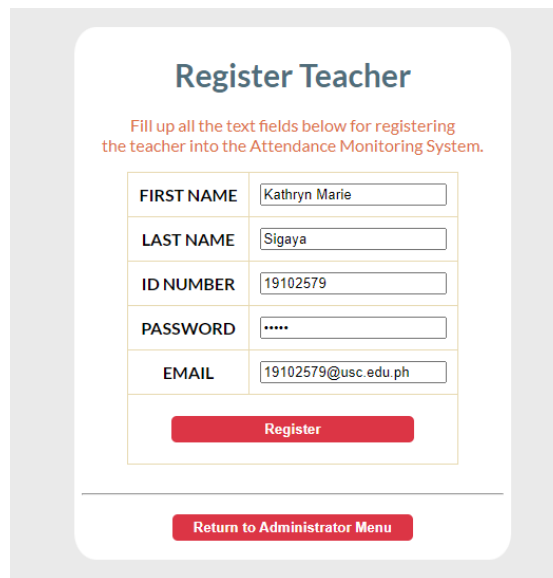
Change Teacher Password

View Teacher Attendance

Delete and Export Databases

Log out

4. Fill out all the necessary information.

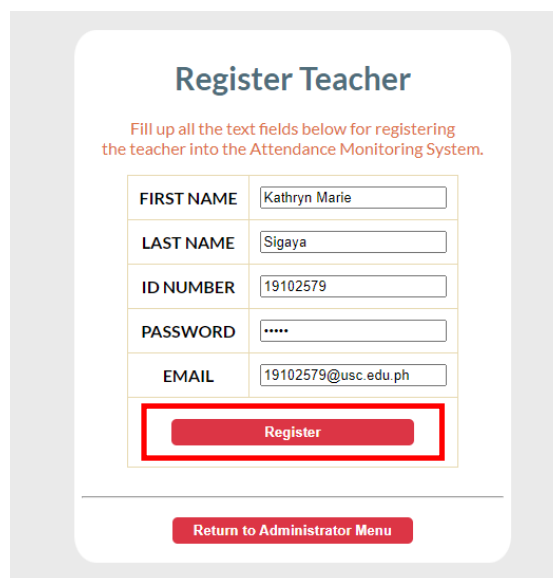


The screenshot shows a web form titled "Register Teacher". Below the title is a red instruction: "Fill up all the text fields below for registering the teacher into the Attendance Monitoring System." The form contains a table with five rows of input fields, each with a label and a value:

FIRST NAME	Kathryn Marie
LAST NAME	Sigaya
ID NUMBER	19102579
PASSWORD	*****
EMAIL	19102579@usc.edu.ph

Below the table is a red "Register" button. At the bottom of the form is a red button labeled "Return to Administrator Menu".

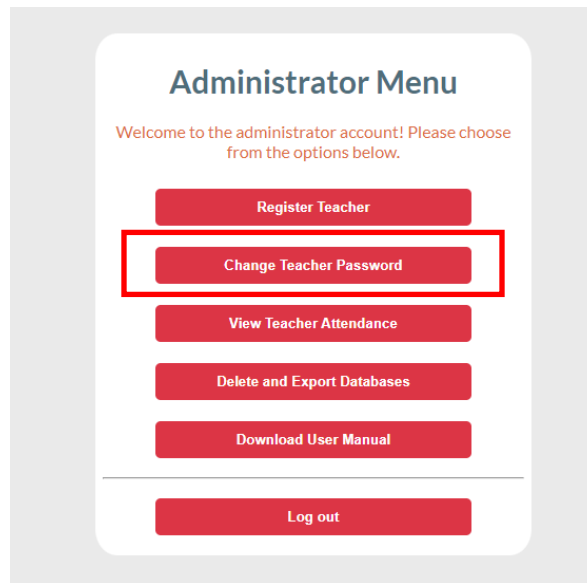
5. Click the “Register” button.



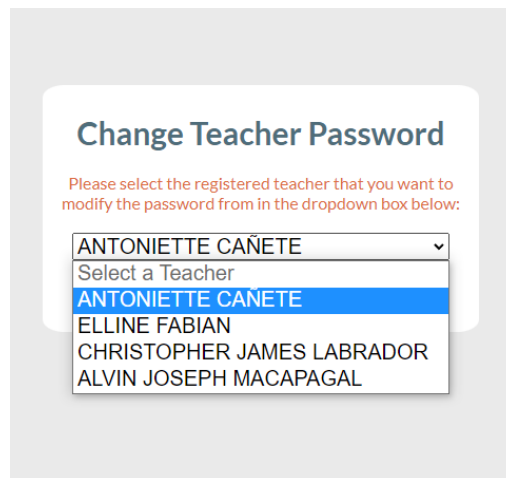
This screenshot is identical to the one above, showing the "Register Teacher" form with all fields filled. However, a red rectangle is drawn around the "Register" button, indicating it should be clicked.

Changing Account Passwords

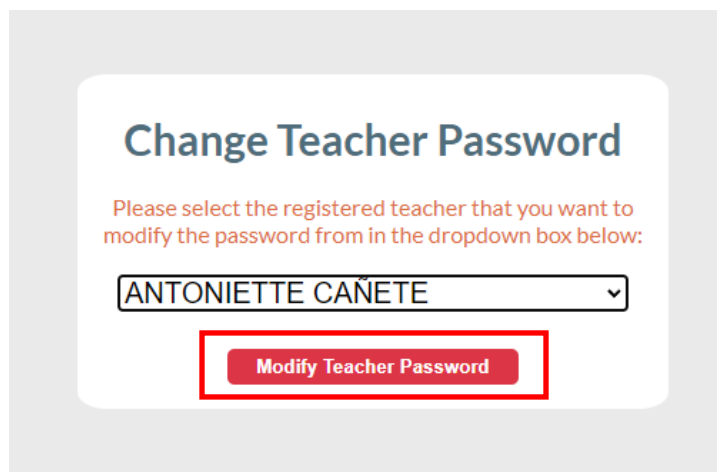
1. Access the web application using a browser on the local server.
2. Log in to the administrator account.
3. Select the “Change Teacher Password” Option on the Administrator menu.



4. Select the teacher whose password you would like to change.



5. Click the “Modify Teacher Password” button.



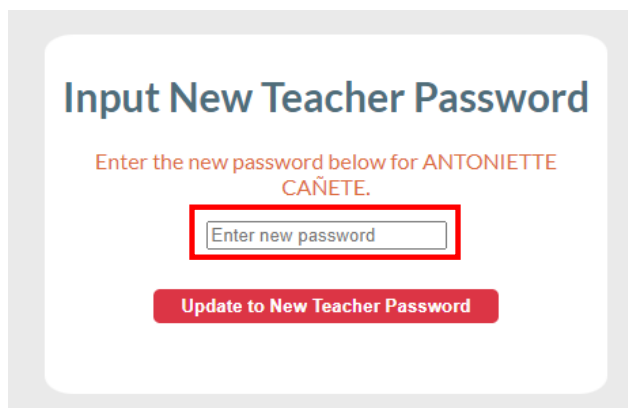
Change Teacher Password

Please select the registered teacher that you want to modify the password from in the dropdown box below:

ANTONIETTE CAÑETE

Modify Teacher Password

6. Enter the teacher’s new password on the input field.



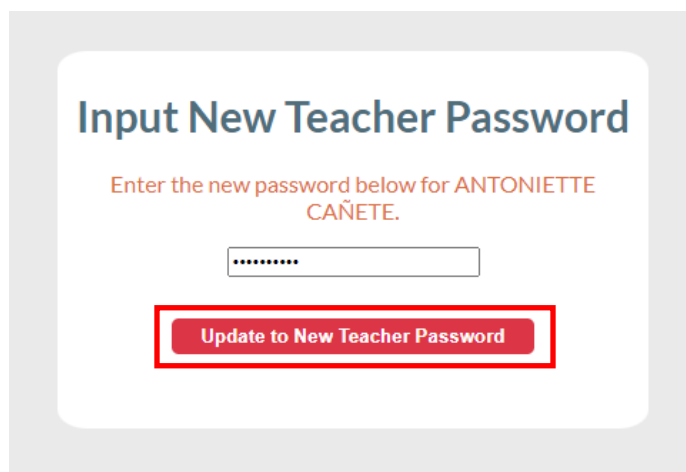
Input New Teacher Password

Enter the new password below for ANTONIETTE CAÑETE.

Enter new password

Update to New Teacher Password

7. Click the “Update to New Teacher Password” button.



Input New Teacher Password

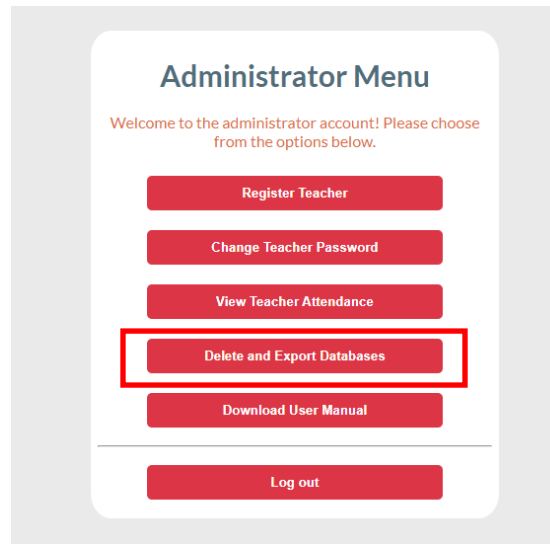
Enter the new password below for ANTONIETTE CAÑETE.

.....

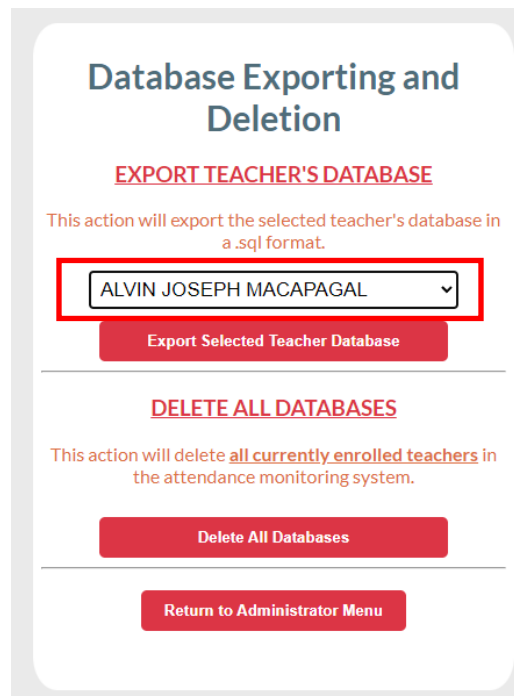
Update to New Teacher Password

Dropping and Exporting Databases

1. Access the web application using a browser on the local server.
2. Log in to the administrator account.
3. Select the “Delete and Export Databases” Button.



4. For exporting a registered teacher's database, select the teacher at the dropdown menu.



5. Click the “Export Selected Teacher Database” button.

Database Exporting and Deletion

EXPORT TEACHER'S DATABASE

This action will export the selected teacher's database in a .sql format.

ALVIN JOSEPH MACAPAGAL ▼

Export Selected Teacher Database

DELETE ALL DATABASES

This action will delete all currently enrolled teachers in the attendance monitoring system.

Delete All Databases

Return to Administrator Menu

6. For deleting all registered teachers' databases in the web application, click “Delete All Databases” button.

Database Exporting and Deletion

EXPORT TEACHER'S DATABASE

This action will export the selected teacher's database in a .sql format.

ALVIN JOSEPH MACAPAGAL ▼

Export Selected Teacher Database

DELETE ALL DATABASES

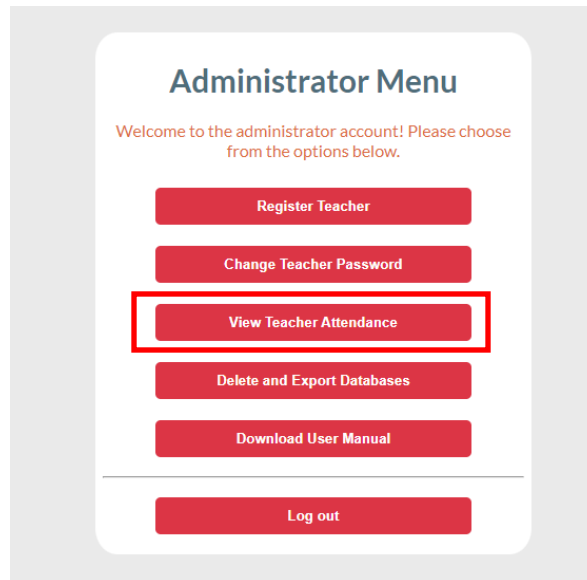
This action will delete all currently enrolled teachers in the attendance monitoring system.

Delete All Databases

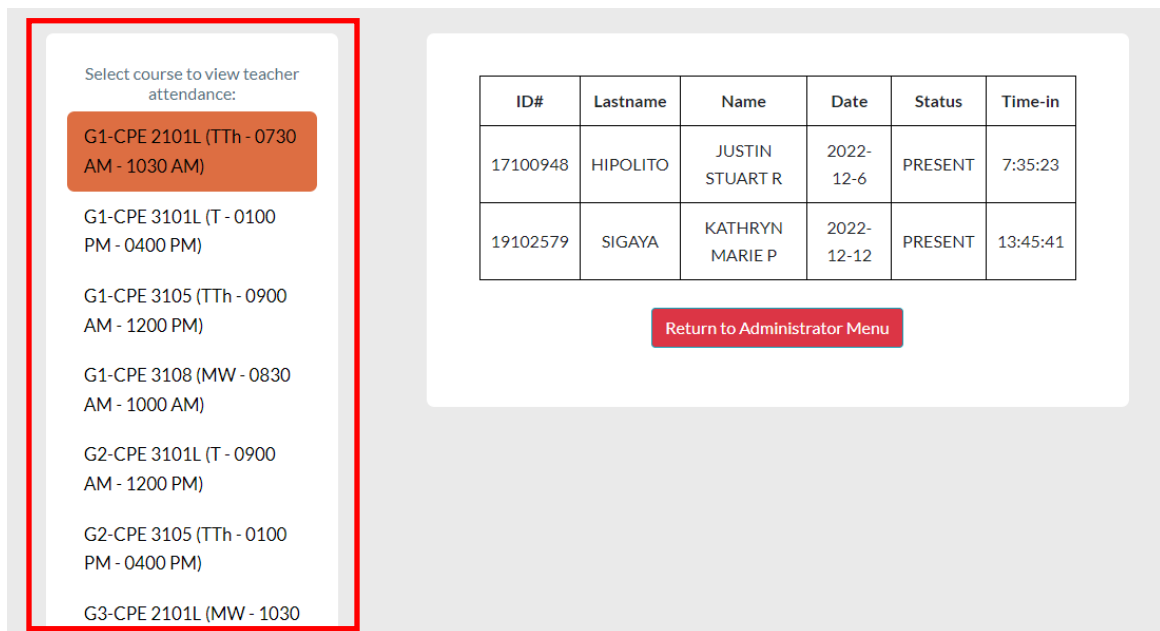
Return to Administrator Menu

Viewing Teacher Attendance

1. Access the web application using a browser on the local server.
2. Log in to the administrator account.
3. Click the “View Teacher Attendance” button.



4. Select the class you wish to check the teacher’s attendance of via the left side bar.



5. The teacher's attendance for the selected class (orange highlighted) will be displayed on the right side of the screen.

Select course to view teacher attendance:

G1-CPE 2101L (TTh - 0730 AM - 1030 AM)

G1-CPE 3101L (T - 0100 PM - 0400 PM)

G1-CPE 3105 (TTh - 0900 AM - 1200 PM)

G1-CPE 3108 (MW - 0830 AM - 1000 AM)

G2-CPE 3101L (T - 0900 AM - 1200 PM)

G2-CPE 3105 (TTh - 0100 PM - 0400 PM)

G3-CPE 2101L (MW - 1030

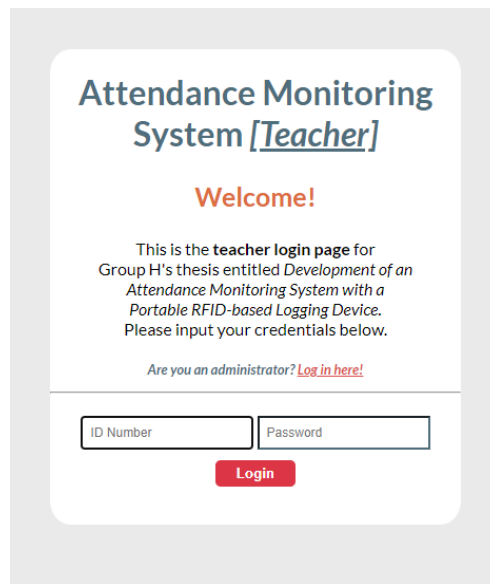
ID#	Lastname	Name	Date	Status	Time-in
	CANETE	ANTONINETTE M	2022-10-18	PRESENT	13:13:13
19101182	LIM	AMBER BRINETTE U	2022-11-15	PRESENT	13:24:24
19101182	LIM	AMBER BRINETTE U	2022-12-6	PRESENT	13:10:40

[Return to Administrator Menu](#)

FOR TEACHERS: A Guide to Using the Attendance Logging and Monitoring System

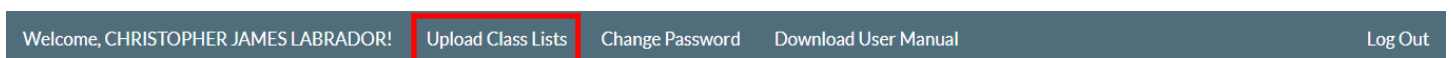
Uploading Class Lists

1. Access the web application using a browser on the local server.
2. Log in to the user account using the credentials given by the administrator.



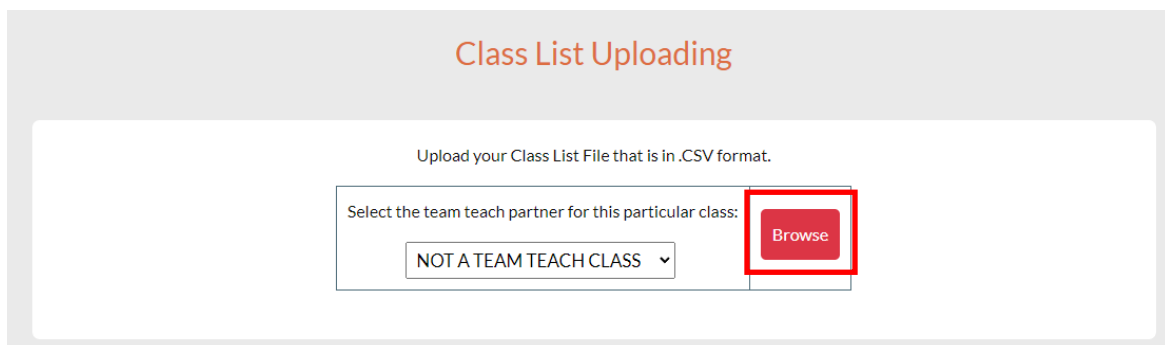
The image shows a web application interface for the Attendance Monitoring System, specifically the Teacher login page. The title is "Attendance Monitoring System [Teacher]". Below the title is a "Welcome!" message. A paragraph of text states: "This is the teacher login page for Group H's thesis entitled Development of an Attendance Monitoring System with a Portable RFID-based Logging Device. Please input your credentials below." Below this text is a link: "Are you an administrator? [Log in here!](#)". At the bottom, there are two input fields: "ID Number" and "Password". Below these fields is a red "Login" button.

3. Click on "Upload Class Lists" found on the top navigation bar.



The image shows the top navigation bar of the Attendance Monitoring System. It contains the following text: "Welcome, CHRISTOPHER JAMES LABRADOR!", "Upload Class Lists" (highlighted with a red box), "Change Password", "Download User Manual", and "Log Out".

4. Click on "Browse" and upload a .CSV file of your desired class list (**NOTE: the class list must be exported directly from USC ISMIS.**)



The image shows the "Class List Uploading" page. The title is "Class List Uploading". Below the title is a text box that says "Upload your Class List File that is in .CSV format." Below this text box is a form with a label "Select the team teach partner for this particular class:". Below the label is a dropdown menu with the text "NOT A TEAM TEACH CLASS" and a downward arrow. To the right of the dropdown menu is a red "Browse" button (highlighted with a red box).

5. Select whether the class is handled individually or as a team teach class via the dropdown menu.

Class List Uploading

Upload your Class List File that is in .CSV format.

Select the team teach partner for this particular class:

NOT A TEAM TEACH CLASS ▼

NOT A TEAM TEACH CLASS

ANTONIETTE CANETE

ELLINE FABIAN

ALVIN JOSEPH MACAPAGAL

Browse

6. Set your personal configurations for the attendance logging process to be done on the portable device.

Set Personal Configurations

This is where you will configure your uploaded class list settings for the Attendance Logging Device to use. A Comma-Separated Values file (.CSV) will be generated at the set directory after you click the [Upload Class List and Set Configurations](#) button below.

MARK TEACHER ATTENDANCE If you wish to mark your personal attendance based on the <u>time of your class</u> , input YES. If you wish for your attendance to always be <u>PRESENT</u> regardless of the time from the start of your class, input NO.	<input type="text" value="NO"/> The default selection for this setting is <u>NO</u> .
TEACHER LATE If MARK TEACHER is set as YES, what time would you be marked LATE? The time is set in minutes.	<input type="text" value="10"/> The default time for this setting is <u>10</u> minutes.
TEACHER ABSENT If MARK TEACHER is set as YES, what time would you be marked ABSENT? The time is set in minutes.	<input type="text" value="15"/> The default time for this setting is <u>15</u> minutes.
BASE STUDENT ATTENDANCE ON TEACHER TAP If you would like your students' attendance status (PRESENT, LATE, ABSENT) to be based on the class start time, input NO. If you want their attendance to be based on your initial ID tap on the device, input YES.	<input type="text" value="YES"/> The default selection for this setting is <u>YES</u> .
STUDENT LATE How many minutes from the start of attendance until the student is marked as <u>LATE</u> ? The time is set in minutes.	<input type="text" value="15"/> The default time for this setting is <u>15</u> minutes.
STUDENT ABSENT How many minutes from the start of attendance until the student is marked as <u>ABSENT</u> ? The time is set in minutes.	<input type="text" value="30"/> The default time for this setting is <u>30</u> minutes.

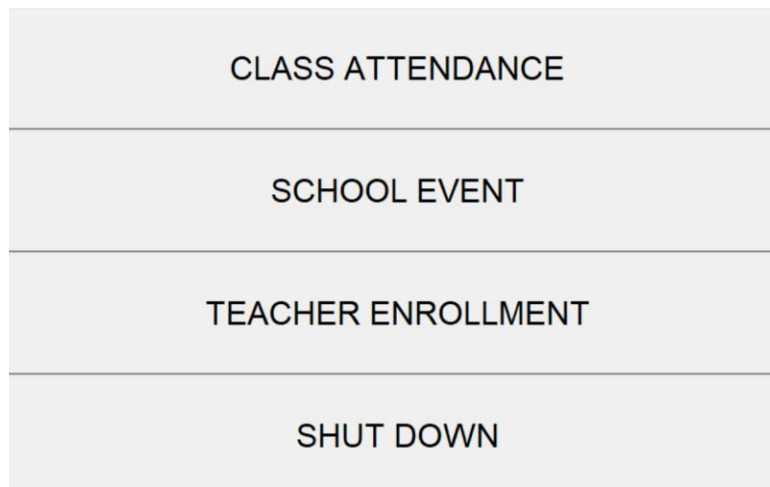
7. Select the “Upload Class List and Set Configurations” button at the bottom of the page to complete the process.

Upload Class List and Set Configurations

Taking Attendance

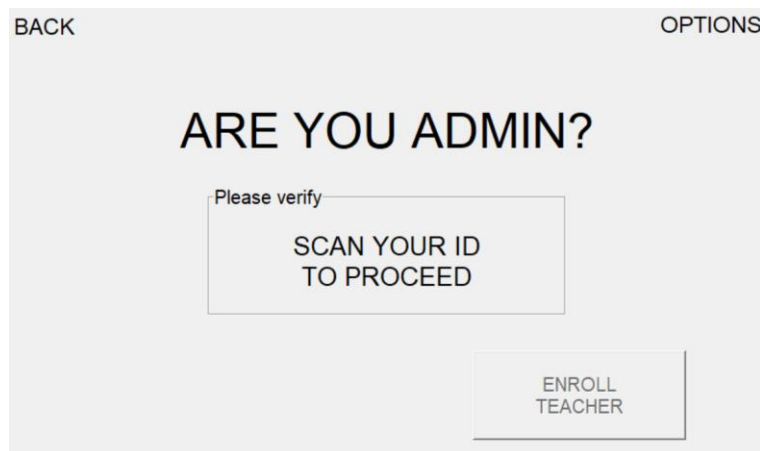
(Note: Make sure that both the local server and the portable device are turned on and connected to the internet to ensure the synchronization of necessary files for the attendance taking process.)

1. Turn on both switches found at the side of the portable device.
2. Wait for the device to boot.
3. Select the operation you wish to perform.

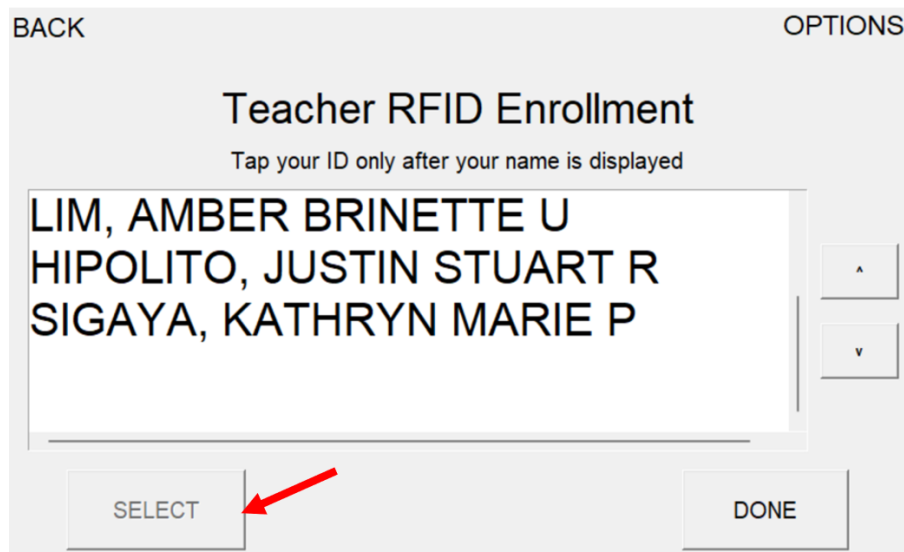


Teacher Enrollment

1. The administrator must tap their USC ID on the scanner found on the right side of the LCD screen to begin teacher enrollment.



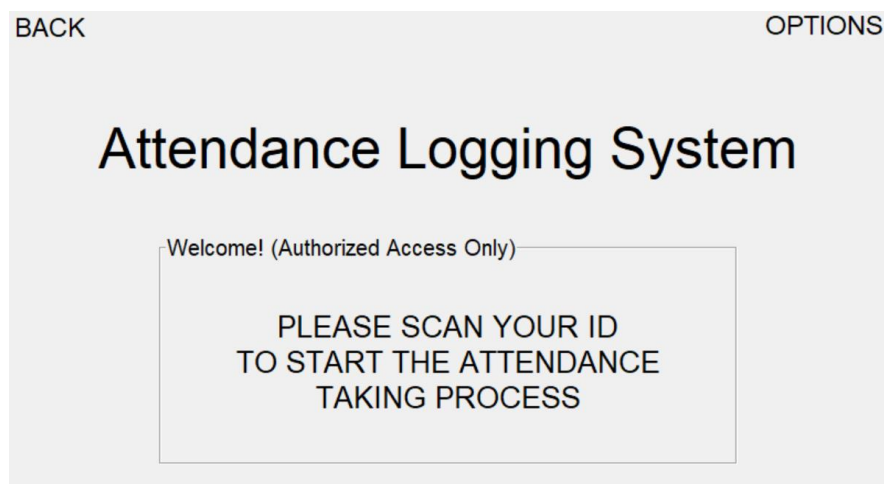
2. After clicking “Enroll Teacher”, select the name of the teacher you wish to enroll into the database and click on the button found on the lower left corner of the screen. The text will change to “Scan” or “Overwrite” depending on whether the teacher’s ID has already been enrolled or not.



3. When the enrollment of teachers is finished, select “Done”.

Class Attendance

1. The screen will display a prompt for authorized users to tap their ID on the scanner.



2. Select the class you wish to take attendance of. Else, select the “Substitute Teacher” option.

A screenshot of a user interface with a light gray background. At the top left is the text "BACK" and at the top right is "OPTIONS". In the center, the text "HELLO USER" is displayed above "Please select your class:". Below this is a list box containing three items: "CPE TEST_G1_T - 0100 PM - 0400", "CPE TEST_G2_Th - 0130 PM - 0430", and "CPE TEST_G3_MWF- 0730 PM - 0800". To the right of the list box are two small buttons labeled "A" and "V". Below the list box is a button labeled "SUBSTITUTE TEACHER".

3. If not a substitute teacher, skip to Step 4. Else, select the teacher you wish to substitute. After selecting the teacher, go back to Step 2.

A screenshot of a user interface with a light gray background. At the top left is the text "BACK" and at the top right is "OPTIONS". In the center, the text "HELLO USER" is displayed above "Please select who you are substituting:". Below this is a list box containing three items: "LIM, AMBER BRINETTE U", "HIPOLITO, JUSTIN STUART R", and "SIGAYA, KATHRYN MARIE P". To the right of the list box are two small buttons labeled "A" and "V".

4. Verify the details of the class selected and select either “Student Enrollment” or “Attendance Taking”.

BACK OPTIONS

Please verify your selection:

COURSE CODE: CPE TEST
GROUP: G3
SCHEDULE: MWF- 0730 PM - 0830 PM

STUDENT ENROLLMENT ATTENDANCE TAKING

Student Enrollment

5. Select the name of the student you wish to enroll into the database and click on the button found on the lower left corner of the screen. The text will change to “Scan” or “Overwrite” depending on whether the student’s ID has already been enrolled or not.
6. Repeat Step 5 until all students are enrolled.
7. The “Create Attendance Log” option allows the user to generate an attendance log file based on the student's enrollment process. If an attendance log is not needed, click “Done”.

BACK OPTIONS

Student RFID Enrollment

Tap your ID only after your name is displayed

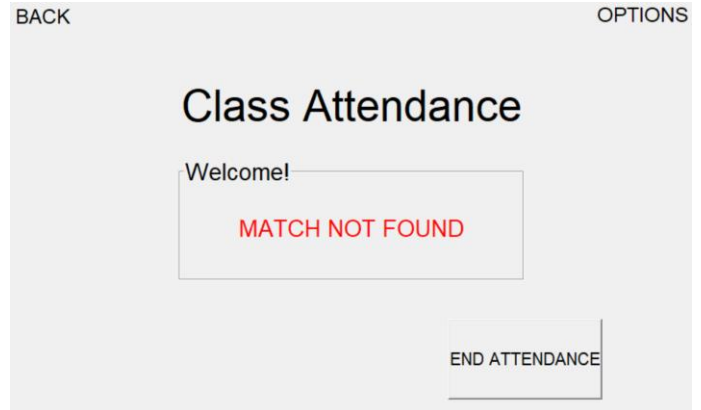
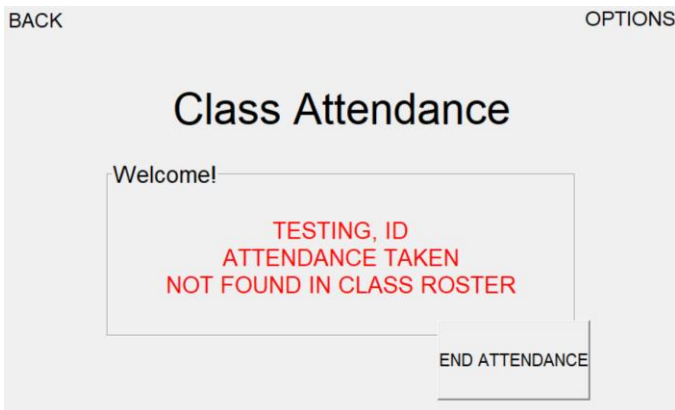
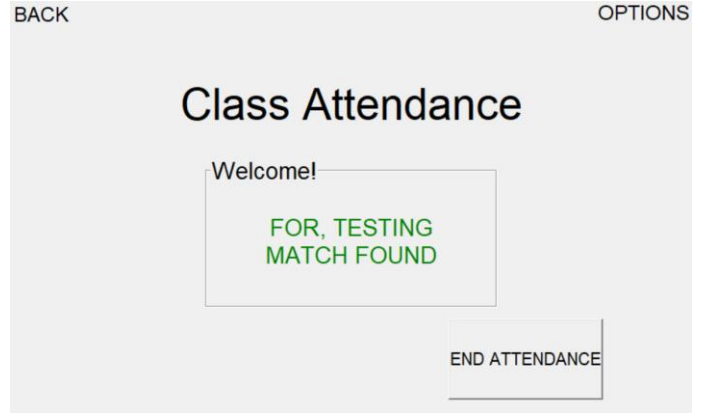
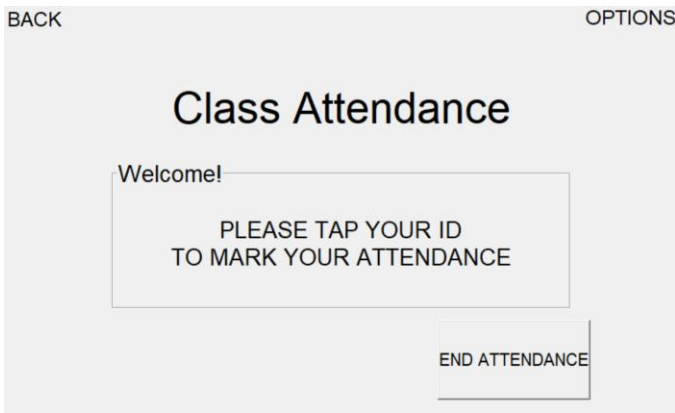
FOR, TESTING
DUMMY ID, TEST
MOCK, TRIAL
TESTING, ID

5 6

SELECT CREATE ATTENDANCE LOG DONE

Attendance Taking

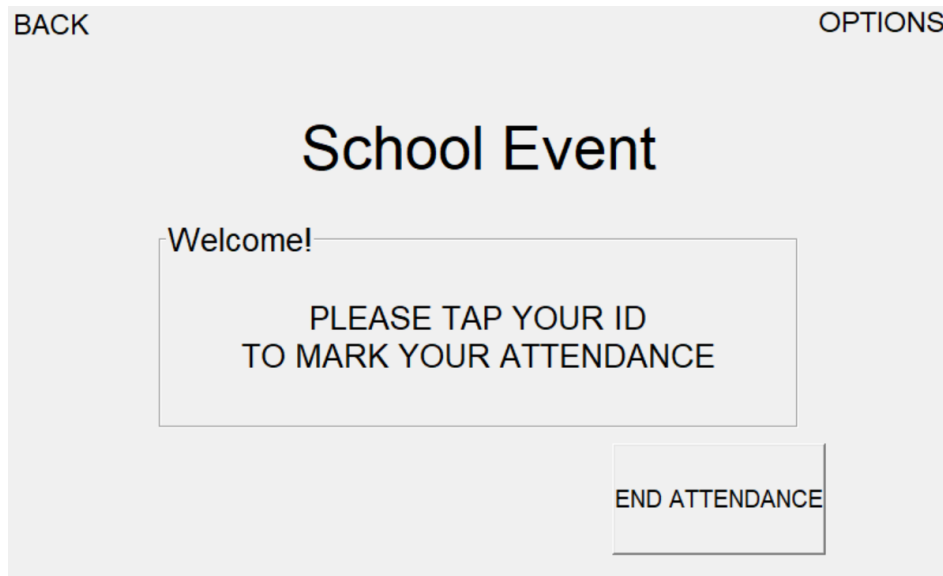
8. Allow students to tap their ID on the scanner to begin the attendance taking process. The display will change momentarily to indicate the detection of the student's ID.



9. Repeat Step 5 until all students have scanned.
10. The final attendance log files will be created once the “End Attendance” button has been clicked. Otherwise, the class will automatically end based on the official end time of the class.

School Event

1. The screen will display a prompt for authorized users to tap their ID on the scanner.
2. Once verified, students can begin tapping their IDs on the device for attendance taking.

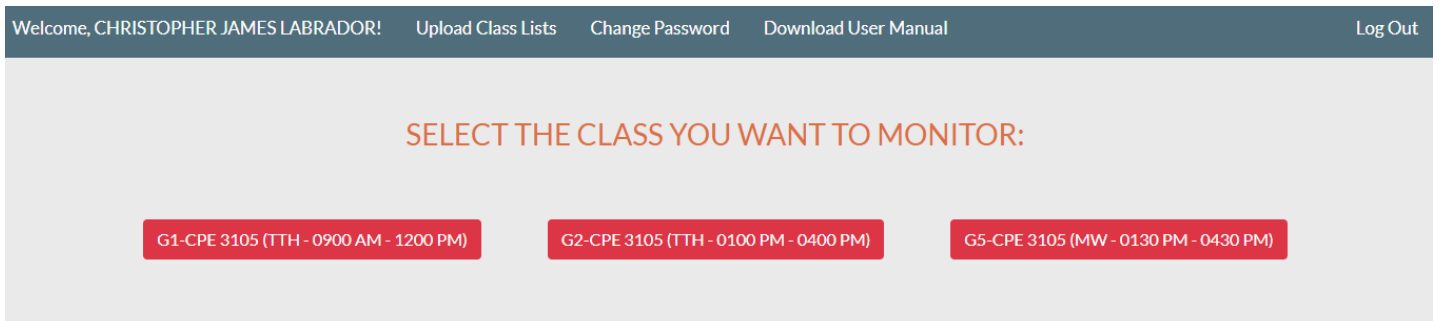


3. Repeat Step 2 until all students have scanned.
4. Clicking the “End Attendance” button will stop the attendance taking process and create the attendance log file for the school event.

Monitoring Attendance

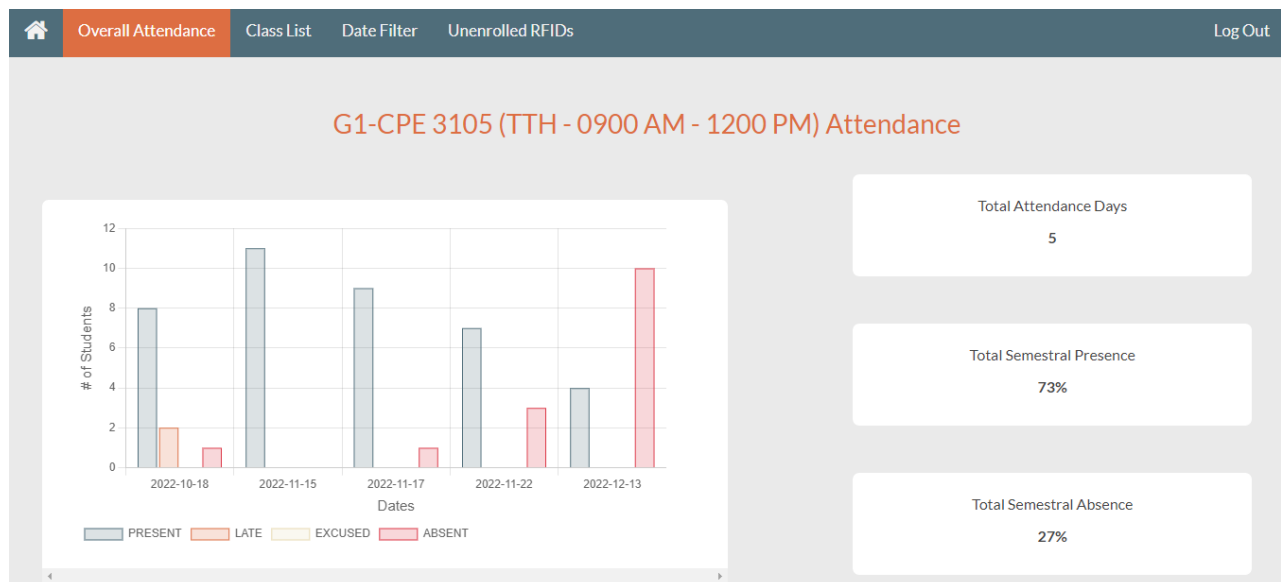
Attendance Monitoring

1. Access the web application using a browser on the local server.
2. Log in to the user account using the credentials given by the administrator.
3. Select the class whose attendance you would like to monitor.



Overall Attendance

- To have an overview of the attendance taken from the start to present, select “Overall Attendance” on the top navigation bar.



Class List

- The “Class List” option displays the list of students belonging to the selected class. Individual student monitoring can be done if you click on the name found on the list.

The screenshot shows the 'Class List' tab selected in the navigation bar. Below the title 'G1-CPE 3105 (TTH - 0900 AM - 1200 PM) Attendance Log', there are two buttons: 'Export (Summary)' and 'Export (Detailed)'. A table displays a list of student names, each as a clickable link.

Name
ABELLA, VINCENT DOMINGUITO
ANGELES, BEA MONICA AMANDORON
BAJAN, ZVI CINCO
CARANO-O, CYRUS NOEL MONTEMAYOR
COMENDADOR, ZAIR LEORICH JUGALBOT
DECIERDO, CHRISTIAN CLYDE GARCIANO
DEJES, MARIELA GARCIA

Date Filter

- The “Date Filter” option allows the user to filter out the attendance days based on a range of selected dates.

The screenshot shows the 'Date Filter' tab selected in the navigation bar. Below the title 'G1-CPE 3105 (TTH - 0900 AM - 1200 PM) Attendance Log', there is a date range filter section with 'FROM:' and 'TO:' labels, each followed by a date input field (dd- - - - - yyyy) and a calendar icon. A 'Filter' button is located to the right of the input fields.

Unenrolled RFIDs

- The “Unenrolled RFIDs” option displays the list of students who tapped their IDs on the device during attendance taking, but whose RFIDs were not enrolled into the database.

- The user can update the unknown RFID tags using the edit button found on the lower right portion of the screen.
- To edit, the user needs to select the RFID and input the necessary details (ID number, surname, and name) in order to modify the data stored in the database.

The screenshot shows a web application interface for managing attendance. The top navigation bar includes links for 'Overall Attendance', 'Class List', 'Date Filter', 'Unenrolled RFIDs' (which is highlighted), and 'Log Out'. The main heading is 'G1-CPE 3105 (TTH - 0900 AM - 1200 PM) Attendance'. On the left, there is a date selector with '2022-12-13' chosen. The central part of the screen displays a table of attendance records for that date.

RFID	Date	Status	Time-in
154190923389	2022-12-13	PRESENT	11:16:13
298984955491	2022-12-13	PRESENT	11:15:32
794970462167	2022-12-13	PRESENT	11:15:44
864424597674	2022-12-13	PRESENT	11:16:1

A red circular edit button with a pencil icon is located at the bottom right of the table area.

Modifying Attendance Status

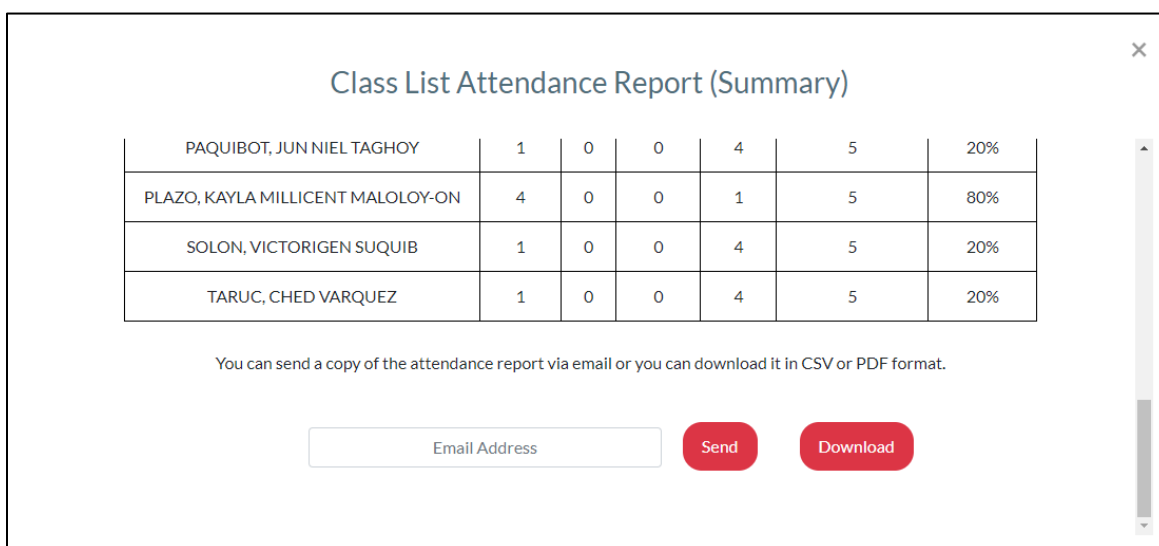
1. Navigate to the “Class List” page and select the student of your choice.
2. Click on the edit button found on the lower right portion of the screen.
3. Pick the date of attendance and select the new attendance status that you want to modify the previous one into. There are 4 options to be chosen from: present, late, excused, and absent.

The form is used to update the attendance status for a specific date. It contains two dropdown menus: 'Date' with 'Select Date' and 'Status' with 'Select Status'. Below these is a red 'UPDATE' button.

Exporting

(Note: The exporting option is available in 3 pages: Class List, Date Filter, and in the individual student monitoring page.)

1. To export, click on the “Export” button. The reports generated can either be a summarized or detailed version, depending on the user’s choice.
2. At the bottom of a pop-up window, the user can decide to send the generated report via email or through local download.



Class List Attendance Report (Summary)

PAQUIBOT, JUN NIEL TAGHOY	1	0	0	4	5	20%
PLAZO, KAYLA MILLICENT MALOLOY-ON	4	0	0	1	5	80%
SOLOON, VICTORIGEN SUQUIB	1	0	0	4	5	20%
TARUC, CHED VARQUEZ	1	0	0	4	5	20%

You can send a copy of the attendance report via email or you can download it in CSV or PDF format.

Email Address

3. After selecting the exporting option, the user will be prompted to decide what file type to send the report as. File types available are .PDF and .CSV.

Changing Password

1. Contact the administrator to change your account password.

Logging out

1. To log out of your account, simply click on the “Log out” option found on the right side of the top navigation bar