


# USER MANUAL

## Attendance Monitoring System

## Log in Form

Growing your business  
without worries

We help businesses gain more leads and brand awareness by reassessing and improving their online presence. We provide unique web design combined with an extensive search engine optimization, online advertising and content strategy to ensure business growth.



**ALPHA PHILINDO**

Sign in to your account.

Sign in

Close

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## Home Page



## User Account

Location: File ➡ My Account

Accessibility: Administrator and User

Module for modification of user's personal account. The following fields are allowed to alter based on user type level:

Super Administrator

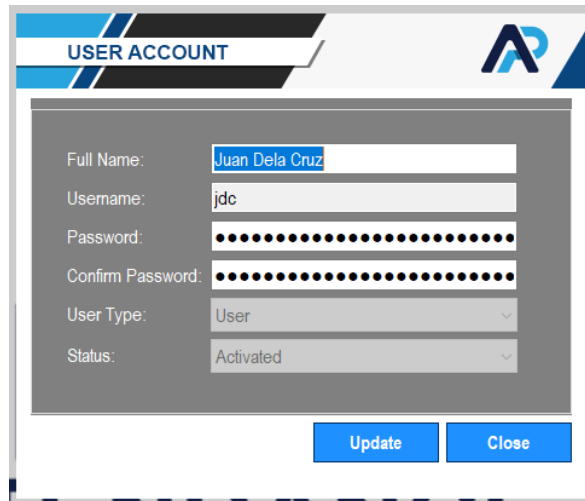
1. Full Name
2. Password
3. User Type
4. Status

Administrator

1. Full Name
2. Password
3. User Type
4. Status

User Level

1. Full Name
2. Password



The screenshot shows a web application window titled "USER ACCOUNT" with a logo in the top right corner. The form contains the following fields:

- Full Name:
- Username:
- Password:
- Confirm Password:
- User Type:
- Status:

At the bottom right of the form are two buttons: "Update" and "Close".

## User Account

Location: Transaction ➡ Users ➡ Add

Accessibility: Administrator

Module Description: Creation of User

The screenshot shows a web form titled 'USER ACCOUNT' with a logo in the top right corner. The form contains the following fields: 'Full Name' (text input), 'Username' (text input), 'Password' (text input), 'Confirm Password' (text input), 'User Type' (dropdown menu with '— Select User —'), and 'Status' (dropdown menu with '— Select Status —'). At the bottom right, there are two blue buttons: 'Add' and 'Close'.

## Manage View User

Location: Transaction ➡ Users ➡ Manage / View

Accessibility: Administrator

Module Description: Creation, modification and deactivation of User

The screenshot shows a web interface titled 'MANAGE / VIEW USER' with a logo in the top right corner. It includes a 'Filter' section with 'User Type' (dropdown menu with 'User'), 'Status' (dropdown menu with 'Deactivated'), and a 'Keyword' text input. A 'Search' button is located to the right of the filter section. Below the filter, it says 'Total Count: 1'. A table displays user information:

	Id	Username	Full Name	User Type	Status	Last
<a href="#">View / Update</a>	18	jdc	Juan Dela Cruz II	User	Deactivated	05/0

Annotations on the screenshot include: 'Filter Management' pointing to the filter section, 'Button to Modify' pointing to the 'View / Update' link, and 'Button to Add' pointing to the 'Add' button at the bottom right.

## Employee Form

Location: Transaction ➡ Employees ➡ Add ➡ Employee

Accessibility: Administrator and User

Module Description: Creation of Employee

The screenshot shows the 'EMPLOYEE FORM' window. It contains several input fields: ID Number (0021001), Biometric Number (6487), Last Name (Dela Cruz), First Name (Juan), Middle Name (Bautista), Department (HR Department), and Status (Activated). At the bottom right, there are 'Add' and 'Close' buttons.

## Manage / View Employee

Location: Transaction ➡ Employees ➡ Manage / View ➡ Employee

Accessibility: Administrator and User

Module Description: Creation, modification and deactivation of Employee

The screenshot shows the 'MANAGE / VIEW EMPLOYEE' window. It includes a 'Filter' section with dropdowns for Department (HR Department) and Status (Activated), and a 'Keyword' field. A 'Search' button is located to the right of the filter section. Below the filter, it says 'Total Count: 1'. A table displays the employee data:

	Id	ID Number	Biometric Number	First Name	Middle Name
<a href="#">View / Update</a>	19	0021001	6487	Juan	Bautista

Annotations include: 'Filter Management' pointing to the filter section, 'Button to Modify' pointing to the 'View / Update' link, and 'Button to Add' pointing to the 'Add' button at the bottom right.

## Work Schedule Form

Location: Transaction ➡ Employees ➡ Add ➡ Work Schedule

Accessibility: Administrator and User

Module Description: Add work schedule of Employee

The first screenshot shows the 'WORK SCHEDULE FORM' with the following fields and annotations:

- Employee:** Dela Cruz, Juan Bautista (Annotation 1: Select Employee)
- Shift Schedule:** 2 (Annotation 2: Click for selection of shift schedule)
- Rest Day(s):** Monday (checked), Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (Annotation 3: Select rest day)
- Buttons:** Add, Close (Annotation 4: Click Add)

The second screenshot shows the 'SELECT SHIFT SCHEDULE' dialog with the following details:

- Filter:** Keyword: [Search bar]
- Total Count:** 3
- Table:**

	Id	Time In	Time Out
▶	1	09:00 pm	06:00 am
	2	08:00 am	05:00 pm
	3	02:31 pm	02:31 pm

(Annotation: Select schedule)

**Buttons:** Select, Close

## Manage / View Work Schedule

Location: Transaction ➡ Employees ➡ Manage View ➡ Work Schedule

Accessibility: Administrator and User

Module Description: Modify work schedule of Employee

The image shows two screenshots of a software interface for managing employee work schedules. The top screenshot, titled 'MANAGE / VIEW WORK SCHED', features a filter dropdown set to 'Dela Cruz, Juan Bautista' (labeled 1: Select Employee), a 'Search' button, and a table with one entry. The table has columns for Id, Employee, Time In, Time Out, and Created By. The entry shows Id 10, Employee Juan Bautista Dela Cruz, Time In 08:00:00, Time Out 17:00:00, and Created By Sky Super Ad. A 'View / Update' link is next to the entry (labeled 2: Click View/Update). Below the table are 'Add' and 'Close' buttons. The bottom screenshot, titled 'WORK SCHEDULE FORM', shows the same employee selected. It includes a 'Shift Schedule' dropdown set to '2' with a time range of '08:00 am to 05:00 pm' (labeled 3: Modify schedule). Below this are checkboxes for 'Rest Day(s)' for each day of the week (Monday is checked). At the bottom are 'Update' and 'Close' buttons, with a label 'Click Update' and a blue arrow pointing to the 'Update' button (labeled 4).

Id	Employee	Time In	Time Out	Created By
10	Juan Bautista Dela Cruz	08:00:00	17:00:00	Sky Super Ad

**WORK SCHEDULE FORM**

Employee: Dela Cruz, Juan Bautista

Shift Schedule: 2 08:00 am to 05:00 pm

Rest Day(s): ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

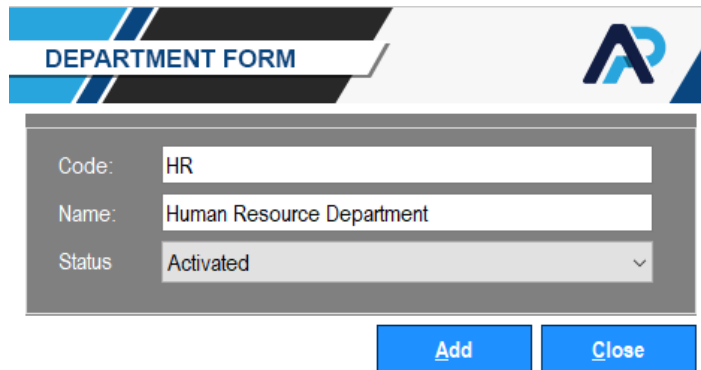
Click Update 4 Update Close

## Department Form

Location: Transaction ➡ Department ➡ Add

Accessibility: Administrator and User

Module Description: Creation of Company's Department



DEPARTMENT FORM

Code: HR

Name: Human Resource Department

Status: Activated

Add Close

## Manage / View Department

Location: Transaction ➡ Department ➡ Manage / View

Accessibility: Administrator and User

Module Description: Creation, modification and deactivation of Department



MANAGE / VIEW DEPT.

Filter

Status: Activated

Keyword:

Search

Total Count: 6

		Id	Code	Name	Status
View / Update	2	IT	IT Department	Activated	
View / Update	3	HR	HR Department	Activated	
View / Update	5	FIN	Finance	Activated	
View / Update	6	ADMN	Administrator	Activated	
View / Update	7	ICCM	Audit	Activated	
View / Update	10	COL	Collector Department	Activated	

Click to Modify

Filter Management

Click Add

Add Close

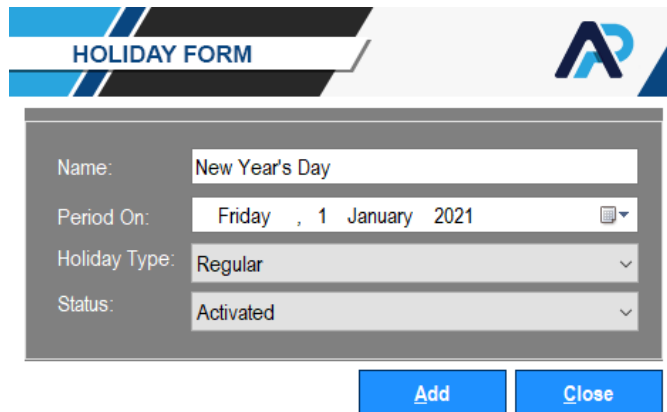


## Holiday Form

Location: Transaction ➡ Holidays ➡ Add

Accessibility: Administrator and User

Module Description: Creation of Holidays

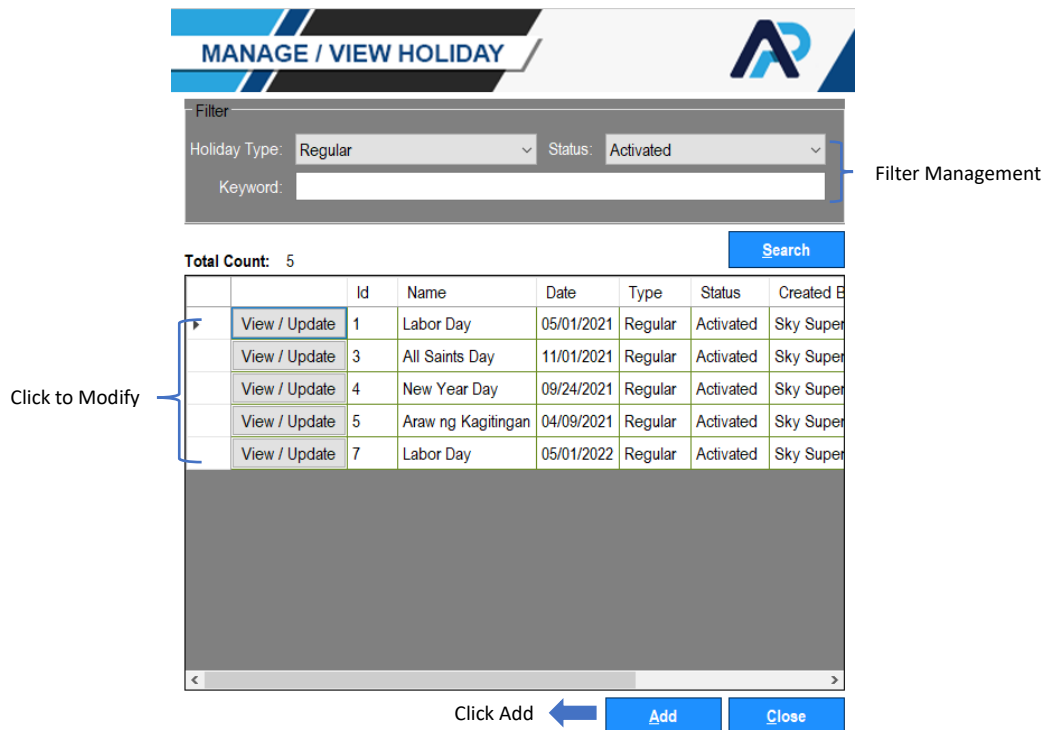


## Holiday Form

Location: Transaction ➡ Holiday ➡ Manage / View

Accessibility: Administrator and User

Module Description: Creation, modification and deactivation of Holidays



	Id	Name	Date	Type	Status	Created By	Created At
View / Update	1	Labor Day	05/01/2021	Regular	Activated	Sky Super	
View / Update	3	All Saints Day	11/01/2021	Regular	Activated	Sky Super	
View / Update	4	New Year Day	09/24/2021	Regular	Activated	Sky Super	
View / Update	5	Araw ng Kagitingan	04/09/2021	Regular	Activated	Sky Super	
View / Update	7	Labor Day	05/01/2022	Regular	Activated	Sky Super	

## Shift Schedule Form

Location: Transaction ➡ Shift Schedules ➡ Add

Accessibility: Administrator and User

Module Description: Creation of Shift Schedule

The screenshot shows the 'SHIFT SCHEDULE FORM' window. It contains the following fields and controls:

- ID:** A text input field with a blue arrow pointing to it from the label 'Computer generated ID'.
- Time In:** A time selection dropdown menu showing '08:00 pm'.
- Time Out:** A time selection dropdown menu showing '05:00 pm'.
- Enable:** A checked checkbox.
- Buttons:** 'Add' and 'Close' buttons at the bottom.

## Shift Schedule Form

Location: Transaction ➡ Shift Schedules ➡ Manage / View

Accessibility: Administrator and User

Module Description: Creation and disable of Shift Schedule

The screenshot shows the 'MANAGE / VIEW SHIFT SCHED' window. It includes a search bar, a table of schedules, and a detailed view of a selected schedule.

**Table Data:**

		Id	Time In	Time Out	Is Enable	Created By User
1	View / Update	1	09:00 pm	06:00 am	Yes	Sky Super Administrator
2	View / Update	2	08:00 am	05:00 pm	Yes	Sky Super Administrator
3	View / Update	3	02:31 pm	02:31 pm	Yes	Sky Super Administrator

**Annotations:**

- 1:** Click to modify (points to the 'View / Update' link in the first row of the table).
- 2:** Uncheck to disable (points to the 'Enable' checkbox in the detailed view).
- 3:** Click to update (points to the 'Update' button in the detailed view).

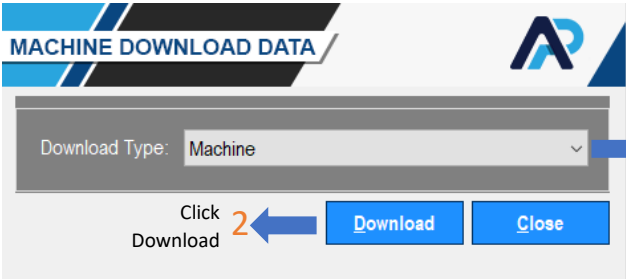
## Import Machine

Location: Tools ➡ Import Machine Data

Home Page 

Accessibility: Administrator and User

Module Description: The process of importation from biometrics machine to computer's raw data.



Download Type: Machine

1 Select Download Type

2 Click Download

Download Close

## Download DTR

Location: Tools ➡ Download DTR

Home Page 

Accessibility: Administrator and User

Module Description: The process of transferring from raw data to DTR cutoff schedule



DOWNLOAD DTR

Cut-off Start: 05/26/2021

Cut-off End: 06/10/2021

Cutoff Schedule

Click Download

Download Close

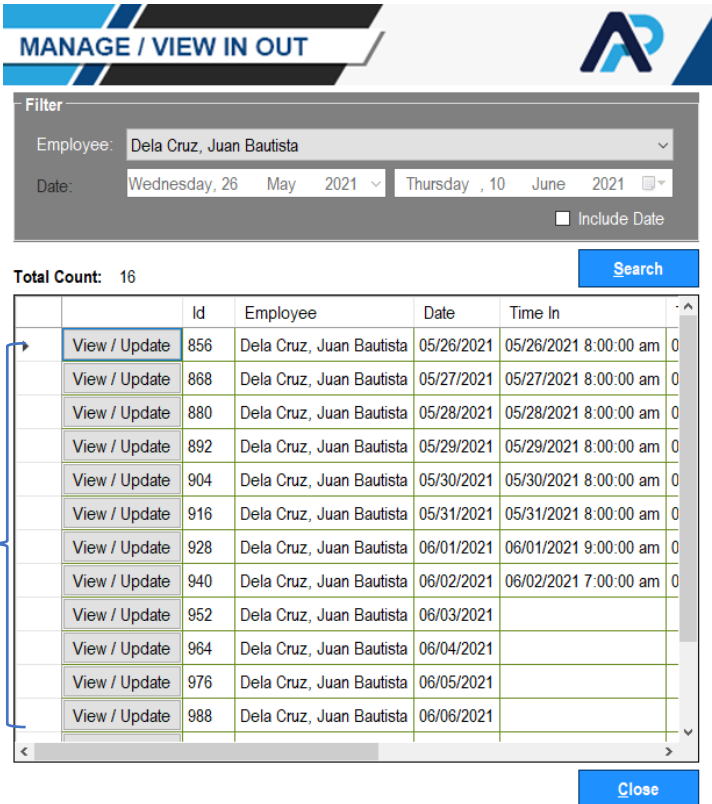
## Manage / View In Out

Location: Transaction ➡ Employees ➡ Manage / View ➡ In / Out

Home Page 

Accessibility: Administrator and User

Module Description: Manual encoding of time in and out of employee on current cut off.



Filter

Employee: Dela Cruz, Juan Bautista

Date: Wednesday, 26 May 2021 Thursday, 10 June 2021

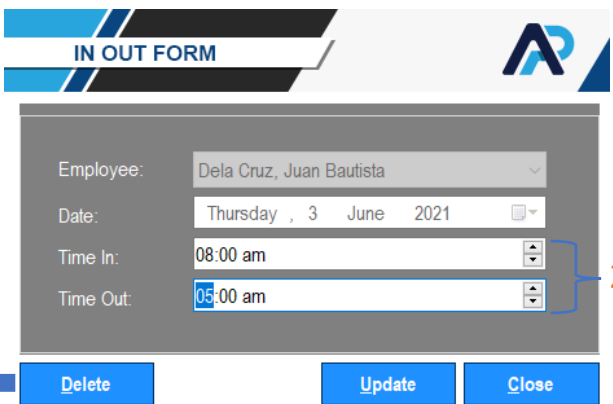
☐ Include Date

Total Count: 16

Search

		Id	Employee	Date	Time In	
<a href="#">View / Update</a>	856	Dela Cruz, Juan Bautista	05/26/2021	05/26/2021 8:00:00 am	0	
<a href="#">View / Update</a>	868	Dela Cruz, Juan Bautista	05/27/2021	05/27/2021 8:00:00 am	0	
<a href="#">View / Update</a>	880	Dela Cruz, Juan Bautista	05/28/2021	05/28/2021 8:00:00 am	0	
<a href="#">View / Update</a>	892	Dela Cruz, Juan Bautista	05/29/2021	05/29/2021 8:00:00 am	0	
<a href="#">View / Update</a>	904	Dela Cruz, Juan Bautista	05/30/2021	05/30/2021 8:00:00 am	0	
<a href="#">View / Update</a>	916	Dela Cruz, Juan Bautista	05/31/2021	05/31/2021 8:00:00 am	0	
<a href="#">View / Update</a>	928	Dela Cruz, Juan Bautista	06/01/2021	06/01/2021 9:00:00 am	0	
<a href="#">View / Update</a>	940	Dela Cruz, Juan Bautista	06/02/2021	06/02/2021 7:00:00 am	0	
<a href="#">View / Update</a>	952	Dela Cruz, Juan Bautista	06/03/2021			
<a href="#">View / Update</a>	964	Dela Cruz, Juan Bautista	06/04/2021			
<a href="#">View / Update</a>	976	Dela Cruz, Juan Bautista	06/05/2021			
<a href="#">View / Update</a>	988	Dela Cruz, Juan Bautista	06/06/2021			

Close



IN OUT FORM

Employee: Dela Cruz, Juan Bautista

Date: Thursday, 3 June 2021

Time In: 08:00 am

Time Out: 05:00 am

Update time in and/or timeout

Click to delete time in and out

Delete

Update

Close

Click to update time in and out

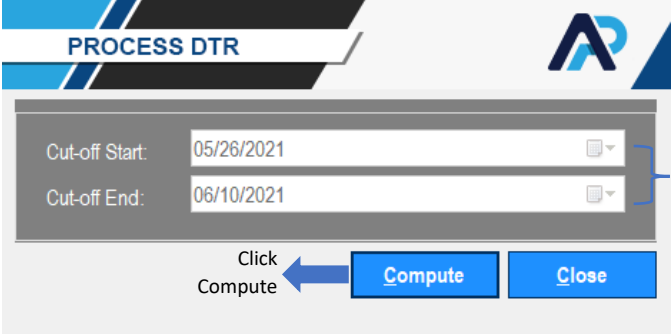
## Process DTR

Location: Tools ➞ Process DTR

Home Page 

Accessibility: Administrator and User

Module Description: The process of computing DTR's work hours, night differential and overtime.



PROCESS DTR

Cut-off Start: 05/26/2021

Cut-off End: 06/10/2021

Cut off Schedule

Click Compute ➞

Compute Close

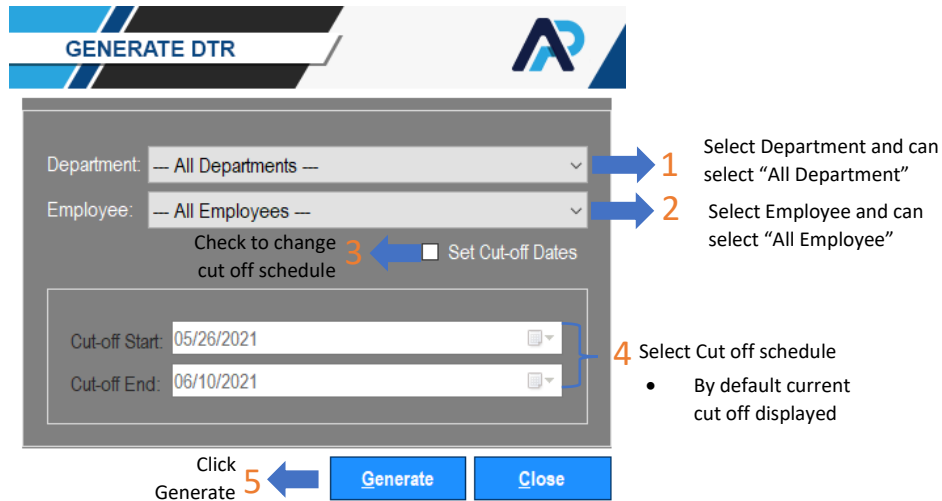
## Generate DTR

Location: Reports ➡ Generate DTR

Home Page 

Accessibility: Administrator and User

Module Description: The process of generating the report in Microsoft MS Excel.



**GENERATE DTR**

Department: — All Departments —

Employee: — All Employees —

Check to change cut off schedule ☐ Set Cut-off Dates

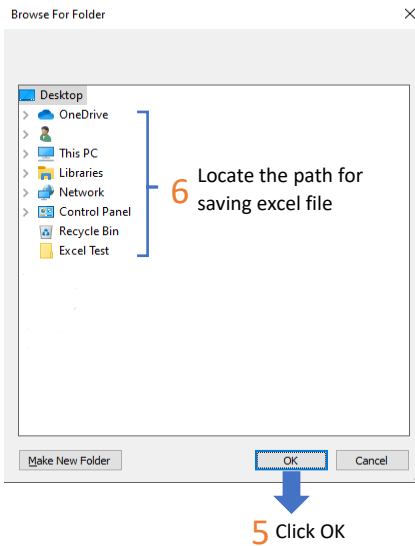
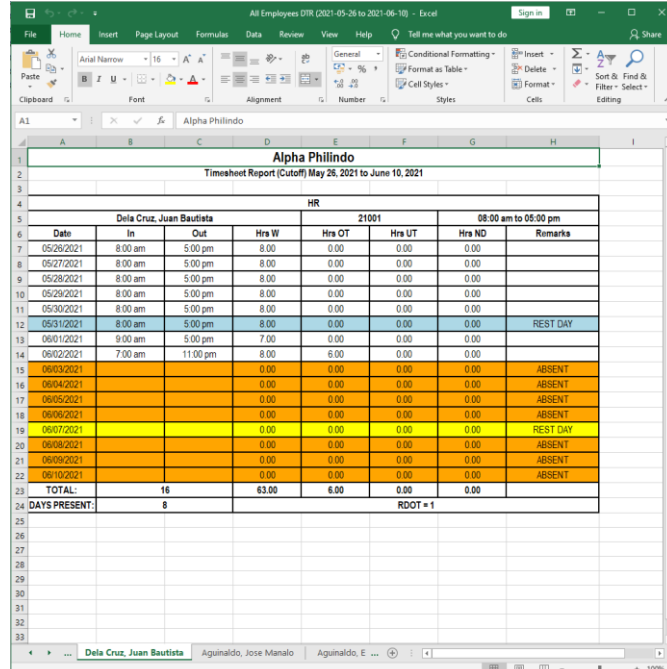
Cut-off Start: 05/26/2021

Cut-off End: 06/10/2021

Click Generate

**Instructions:**

- Select Department and can select "All Department"
- Select Employee and can select "All Employee"
- Check to change cut off schedule
- Select Cut off schedule
  - By default current cut off displayed
- Click Generate

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Timesheet Report (Cutoff) May 26, 2021 to June 10, 2021

HR							
Dela Cruz, Juan Bautista				21001			
Date	In	Out	Hrs W	Hrs OT	Hrs UT	Hrs ND	Remarks
05/29/2021	8:00 am	5:00 pm	8.00	0.00	0.00	0.00	
05/27/2021	8:00 am	5:00 pm	8.00	0.00	0.00	0.00	
05/28/2021	8:00 am	5:00 pm	8.00	0.00	0.00	0.00	
05/29/2021	8:00 am	5:00 pm	8.00	0.00	0.00	0.00	
05/30/2021	8:00 am	5:00 pm	8.00	0.00	0.00	0.00	
05/31/2021	8:00 am	5:00 pm	8.00	0.00	0.00	0.00	REST DAY
06/01/2021	9:00 am	5:00 pm	7.00	0.00	0.00	0.00	
06/02/2021	7:00 am	11:00 pm	8.00	5.00	0.00	0.00	
06/03/2021			0.00	0.00	0.00	0.00	ABSENT
06/04/2021			0.00	0.00	0.00	0.00	ABSENT
06/05/2021			0.00	0.00	0.00	0.00	ABSENT
06/06/2021			0.00	0.00	0.00	0.00	ABSENT
06/07/2021			0.00	0.00	0.00	0.00	REST DAY
06/08/2021			0.00	0.00	0.00	0.00	ABSENT
06/09/2021			0.00	0.00	0.00	0.00	ABSENT
06/10/2021			0.00	0.00	0.00	0.00	ABSENT
TOTAL:			16	63.00	6.00	0.00	
DAYS PRESENT:			8				RDOT = 1

## Manage / View Overtime

Location: Reports ➡ Generate DTR

Accessibility: Administrator and User

Module Description: After process and generate DTR user can modify overtime generated by system.

Note: After updating of overtime next process is "Generate DTR". If user re "Process DTR" all updated OT will be back to its original value based on computed time in and out.

**MANAGE / VIEW OVERTIME**

Filter

Employee: Dela Cruz, Juan Bautista

Date: Wednesday, 26 May 2021 Thursday, 10 June 2021 ☐ Include Date

Total Count: 16 Search

		Id	Employee	Date	Time In	
View / Update	856	Dela Cruz, Juan Bautista	05/26/2021	05/26/2021 8:00:00 am	0	
View / Update	868	Dela Cruz, Juan Bautista	05/27/2021	05/27/2021 8:00:00 am	0	
View / Update	880	Dela Cruz, Juan Bautista	05/28/2021	05/28/2021 8:00:00 am	0	
View / Update	892	Dela Cruz, Juan Bautista	05/29/2021	05/29/2021 8:00:00 am	0	
View / Update	904	Dela Cruz, Juan Bautista	05/30/2021	05/30/2021 8:00:00 am	0	
View / Update	916	Dela Cruz, Juan Bautista	05/31/2021	05/31/2021 8:00:00 am	0	
View / Update	928	Dela Cruz, Juan Bautista	06/01/2021	06/01/2021 9:00:00 am	0	
View / Update	940	Dela Cruz, Juan Bautista	06/02/2021	06/02/2021 7:00:00 am	0	
View / Update	952	Dela Cruz, Juan Bautista	06/03/2021			
View / Update	964	Dela Cruz, Juan Bautista	06/04/2021			
View / Update	976	Dela Cruz, Juan Bautista	06/05/2021			
View / Update	988	Dela Cruz, Juan Bautista	06/06/2021			

Close

Click to update 1

**OVERTIME**

Employee: Dela Cruz, Juan Bautista

Date: Wednesday, 2 June 2021

Time In: 7:00:00 am

Time Out: 11:00:00 pm

OT Hrs: 6

Update OT Hrs 3 Update Close

2 Update OT Hrs


## End of DTR

Location:       Reports   ➞   Generate DTR

Accessibility: Administrator and User

Module Description:    To proceed with the next cut off user must process “End of DTR”.

Note:                      All transaction should be processed and generated before ending DTR.



END OF DTR

Cut-off Start: 05/26/2021

Cut-off End: 06/10/2021

Click End ➞ End Close

Current Cut off schedule