

# User Manual

## Attendance Monitoring System

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## User Accounts

ATMS or Attendance Monitoring System have 4 different user account types. Each account have different function and purposes.

This feature offers security and manageability for the client.

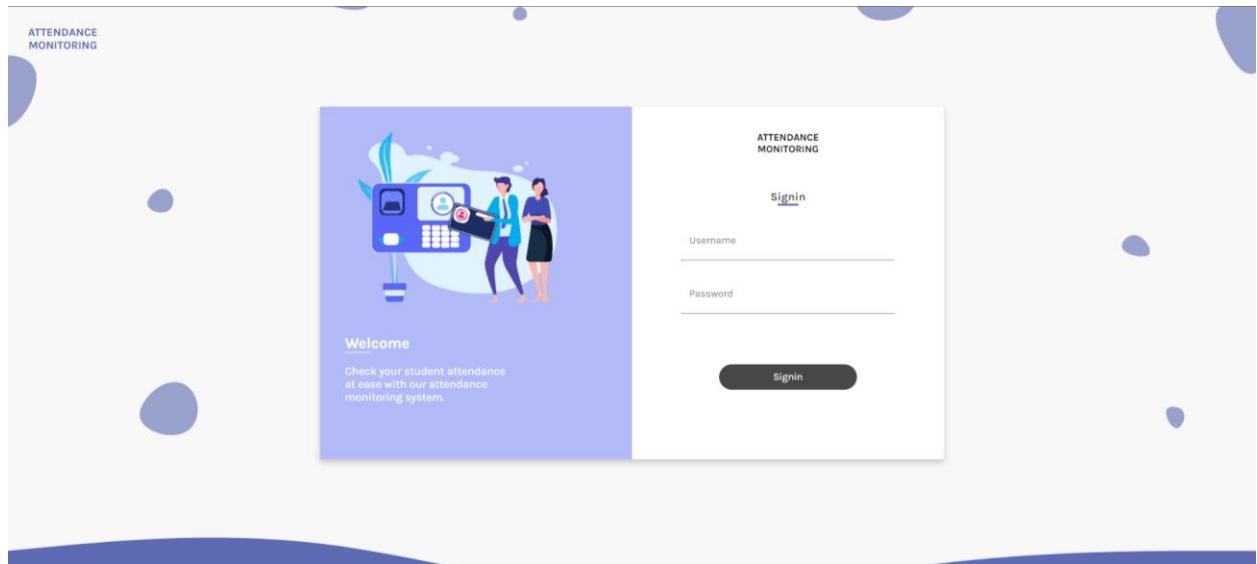
### Account types and permission

- Administrator Account
  - The Administrator Account handles the managing of users, subject, permission, adding class, adding/editing/deleting a users account, adding/editing/deleting a subject, changing the academic year, giving permission such as tap in first before accessing the attendance, allowing a user to take attendance, see the total number of students, total number of present students, absent students, and number of late students.
- Faculty Account
  - Faculty Account are given to the faculty of the campus They are permitted to see the student attendance, their schedule for the day, attendance report of student. Faculty accounts, in their dashboard will be able to see the student statistics, ie the total number of students that they handle, the total number who are absent, present, and late. They will also see a pie report and line report. Pie report for the statistics on the percentage of the students who are absent, present, and late. Line report for the application usage, or how many users have accessed the website per month. Faculty accounts have a permission to access the class attendance, they can set if a student is absent in class, present in class, late in class, or a student who is absent with remarks or a valid reason why they are absent.
- Guidance Account
  - Guidance account are given to the guidance of the campus. Guidance accounts are able to see the total number of students, the schedule of the professors and students, the attendance report, and the reported students. Guidance can also take actions to those reported students, or move them to archive.
- Gate Account
  - Gate account will be given to the guards of the campus. Gate account will be able to see the information in the id, the picture, and time of the person who did tap in the gate tap in and out.

## Signin

### Account Signin

Before users can access the attendance monitoring system website, they first need to signin using their account. The account username and password will be given by the administrator.

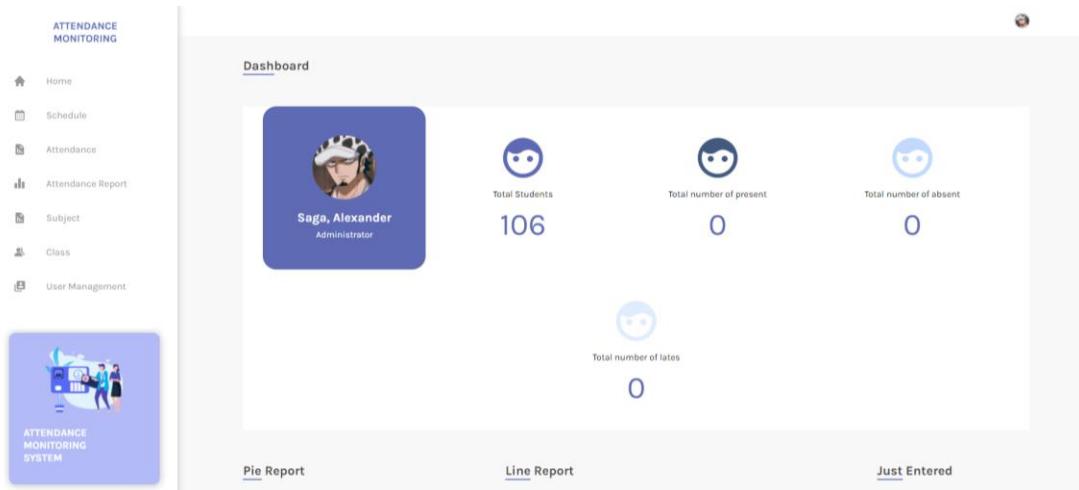


This is the signin page where users will put their username and password given by the administrator. User will put in their username in the username textbox and their password in the password text box, and after putting their username and password, select the **Signin** button

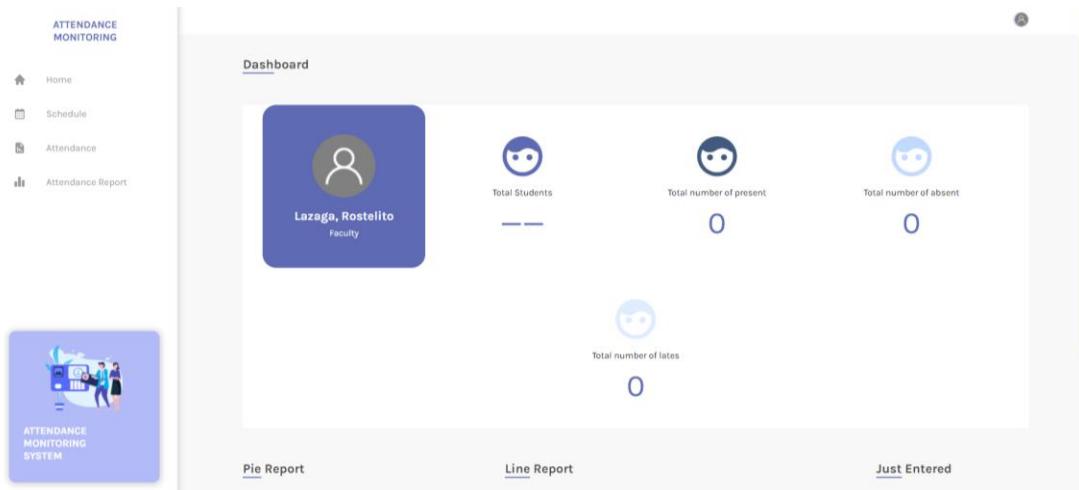
# Dashboard

## Dashboard

The dashboard page or home page is the next page users will see after they sign in. The dashboard allows user to see their profile picture, their name, their account type, the total number of students, total number of students who are present, absent, and late. And on the right side of the website is the navigation which will take user into different tab pages of the site.



The dashboard appearance for the administrator account



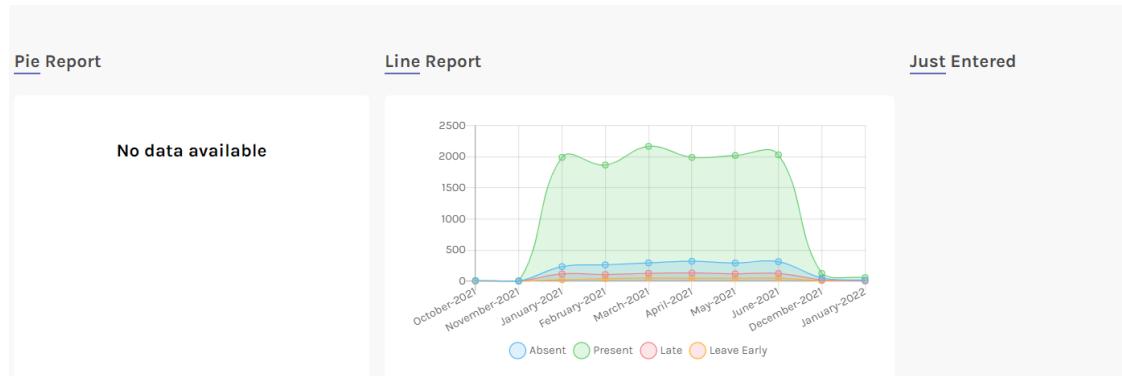
The dashboard appearance for faculty account.

The screenshot shows the 'Attendance Monitoring' application interface. On the left, a sidebar titled 'ATTENDANCE MONITORING' contains links for 'Home', 'Schedule', 'Attendance Report', and 'Reported'. Below this is a logo for 'ATTENDANCE MONITORING SYSTEM' featuring two people at a computer. The main area is titled 'Dashboard' and features a profile card for 'Pedro, Alonso Guidance'. It displays four key statistics: 'Total Students' (106), 'Total number of present' (0), 'Total number of absent' (0), and 'Total number of lates' (0). At the bottom of the dashboard are three buttons: 'Pie Report', 'Line Report', and 'Just Entered'.

The dashboard appearance for the guidance account

### Pie and Line chart, Just Entered

Scrolling down the dashboard, is the pie and line report, and the just entered. The pie report shows the percentage of students who are present, absent, arrive late late, and leave early. The line report shows the number of students who are present, absent, arrive late, and leave early per semester. The just entered shows the users who tap in into the system.



## Schedule

Administrator and Guidance account can view the schedule of a professor or student, while professors can view the schedule of the student on the subject they are handling. The schedule tab can be located on the navigation bar on the right side of the website just below the home tab. Upon selecting the schedule in the navigation bar, users will be directed to the schedule tab page.

### Select type and dat

The screenshot shows a dropdown menu titled "Select Type (Default: Faculty)". The "Student" option is highlighted with a blue background, indicating it is the selected choice.

When viewing the schedule, users must select what type of account they want to view, there are two types that the user can view, the student and the faculty. This view is for administrator and guidance account. Professors can only view the schedule of the students they are handling.

After selecting either student or faculty on the select type, users can now select the user data that they want to view.

The screenshot displays the "Schedule" page for a student. At the top, it shows the "Select Type (Default: Faculty)" dropdown set to "Student". Below it is the "Select Data" dropdown, which lists "(STUD1000004)Duncan,Joseph Porter". A profile picture of the student is shown next to their name, "Duncan, Joseph Porter". To the right is a "View Information" button. Underneath, there are "Export options" buttons for Excel, PDF, and Print. A search bar is present above a table. The table lists four classes:

Subject	Day	Time	Section	Room	Instructor
NM1003	Monday,Tuesday	08:18-10:18	No section assign!	B1101	Bustamante, Alexie Abaño
Ethics	Monday	08:00-11:00	No section assign!	b3101	League, Raymond N/A
History of Graphic Design	Thursday	12:00-15:00	No section assign!	B2305	Bejar, Rouse Adam E
Purposive Communication	Friday	09:00-11:00	No section assign!	B1209	Abibug, Iris Faye R

At the bottom, it says "Showing 1 to 4 of 4 entries" and has "Previous" and "Next" buttons.

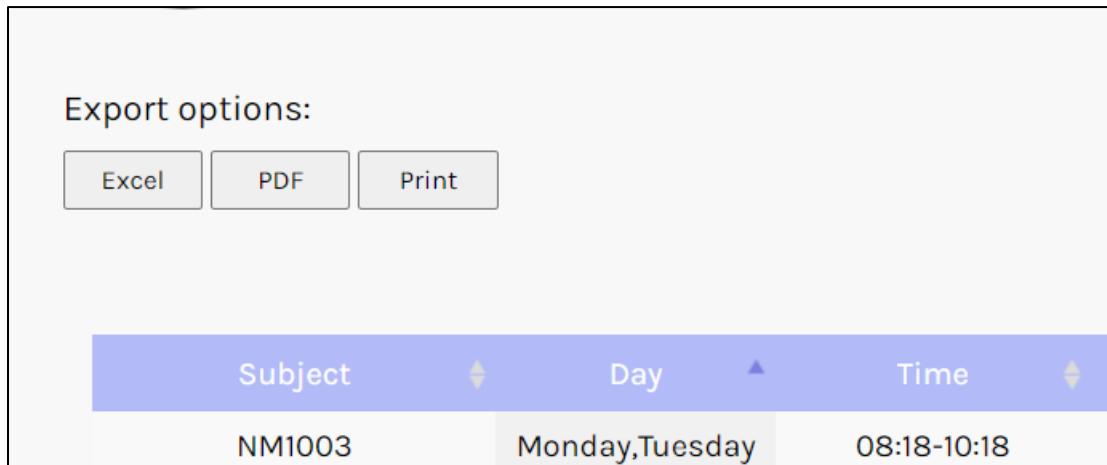
In this example, the selected type is student, and the selected data is Larry, Mitchell Reyes. Users can see the selected users picture, their name, their id,

and what type of user which in this case is a student. Users can also use the search function for searching specific data that are in the table below

## Export Options

There are three export options to choose from if the user wanted to export the data.

First is the excel. The user can export the data via excel, to do this they need to press the **Excel** button under the export options. Once they select it, the system will download the excel that contains the schedule data of the selected user.



Once the download is done, they can select it to open the excel file that contains the schedule data. The downloaded excel will show the title, day, time, department, section, location, and professor. All export options also shows the time and date of when the export has downloaded or printed.

The screenshot shows an Excel spreadsheet titled "Schedule". The table includes a header row with "Subject", "Day", "Time", "Section", "Room", and "Instructor". The data rows show the following information:

Subject	Day	Time	Section	Room	Instructor
NM1003	Monday,Tuesday	08:18-10:18	No section assign!	B1101	Bustamante, Alexie Abaño
Ethics	Monday	08:00-11:00	No section assign!	b3101	League, Raymond N/A
History of Graphic Design	Thursday	12:00-15:00	No section assign!	B2305	Bejar, Rouse Adam E
Purposive Communication	Friday	09:00-11:00	No section assign!	B1209	Abibug, Iris Faye R

This Schedule is printed on Wed Jan 26 2022 08:32:29 GMT+0800 (Singapore Standard Time)

Next option is pdf. Like the excel, users need to select the **PDF** button to download the pdf file of the schedule, then the system will download the pdf for the schedule.

Once download is done, they can select it to view the pdf file and it will open in a new tab. The pdf shows the name of the user, their id, and their user type. Below it, is the title, day, time, department, section, location, and professor.

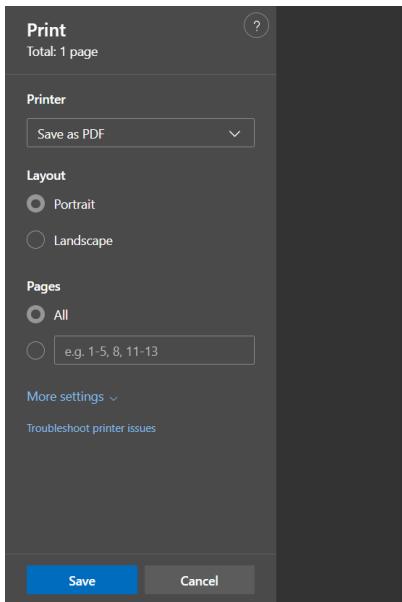
### Schedule

Student ID : STUD1000004  
Name: Duncan , Joseph Porter

Subject	Day	Time	Section	Room	Instructor
NM1003	Monday,Tuesday	08:18-10:18	No section assign!	B1101	Bustamante, Alexie Abaño
Ethics	Monday	08:00-11:00	No section assign!	b3101	League, Raymond N/A
History of Graphic Design	Thursday	12:00-15:00	No section assign!	B2305	Bejar, Rouse Adam E
Purposive Communication	Friday	09:00-11:00	No section assign!	B1209	Abibuag, Iris Faye R

This Schedule is printed on Wed Jan 26 2022 08:32:42 GMT+0800 (Singapore Standard Time)  
Printed By: Mitch Seranno

Third option is the print. Like the other two, user need to select the **Print** button. After selecting the button, it will take them to a new tab where they will see this. The print contains the current date and time they press the button, and like the pdf, shows the user information, and the schedule. It also shows the option for printing, like destination, pages, copies, layout, and color.



**Schedule**

Student ID : STUD1000004  
Name: Duncan , Joseph Porter

Subject	Day	Time	Section	Room	Instructor
NM1003	Monday,Tuesday	08:18-10:18	No section assign!	B1101	Bustamante, Alexie Abaño
Ethics	Monday	08:00-11:00	No section assign!	b3101	League, Raymond N/A
History of Graphic Design	Thursday	12:00-15:00	No section assign!	B2305	Bejar, Rouse Adam E
Purposive Communication	Friday	09:00-11:00	No section assign!	B1209	Abibuag, Iris Faye R

This Schedule is printed on Wed Jan 26 2022 08:37:18 GMT+0800 (Singapore Standard Time)  
Printed By: Mitch Seranno

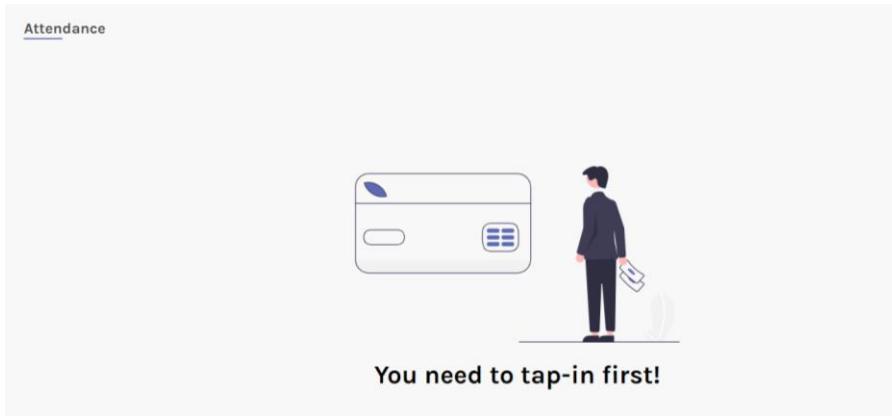
Under those printing option, the user can also go to more option to see other option they can use before printing.

## Attendance

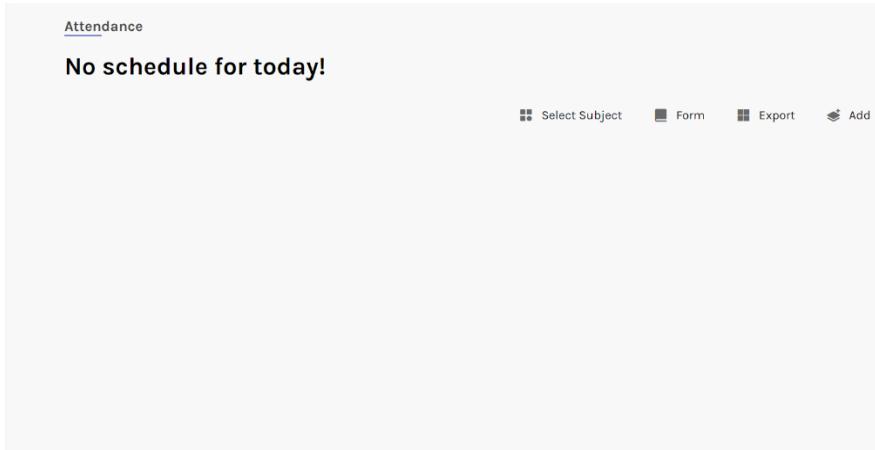
Attendance is below the schedule tab in the navigation bar on the right side of the site. Attendance can be taken by the professors in their time and they cannot take attendance if they haven't tap-in yet, only the administrator can give the permission to a user to require tap-in before taking attendance or not.

### Attendance Taking

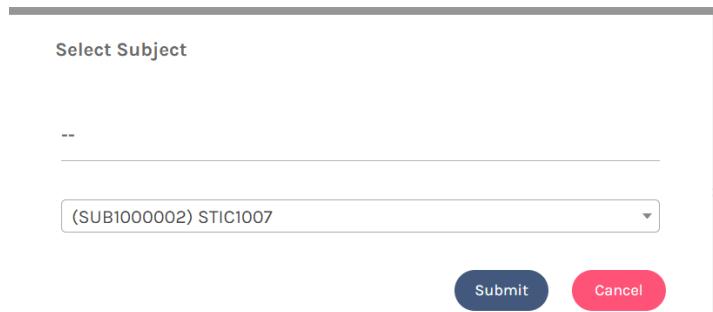
Status of a student will be determined by their attendance in class and the professor will set their status accordingly. If the student is in class he/she is present, if the student is not on his/her class he/she is absent, if the student is not on his/her class yet he/she is late. If the student is late/absent and has a valid reason and told the professor about it, a remark will be put alongside their status. The status with a remark will be ignored by the system and will not count towards their attendance.



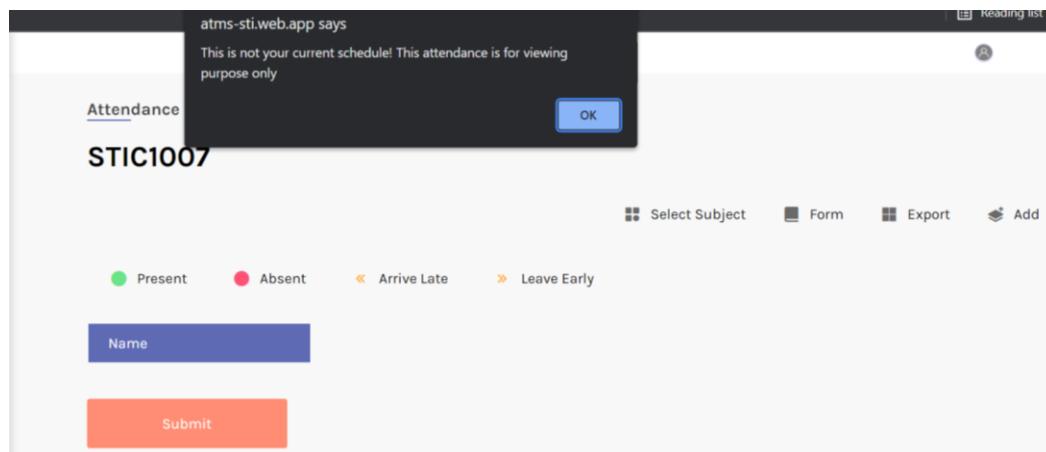
Professors cannot take attendance if they haven't tap-in first. Once the professor has tap-in into the system, they can now access the attendance tab.



Next is selecting the subject to take attendance. Select the **Select Subject** text, then select the subject to take attendance on, then after selecting the subject, select the **Submit** button.



If the selected subject is not on schedule, this pop up will appear. Professors cannot take attendance on a subject if the subject is not on its schedule. The attendance can only be viewed. Select **OK** to proceed.



This is what the attendance will look like. There are legends on top of the table to determine on what symbol is presented on the table.

Select Subject Form Export

Present Absent Arrive Late Leave Early

Name	11/25/2021	11/24/2021
Duncan, Joseph Porter	Absent	Absent
Greene, Paul Bleu	Absent	Absent
Larry, Mitchell Reyes	Present	Absent
Lee, Eric Choi	Absent	Absent
Quinn, Jason Ledwaba	Absent	Absent
Saga, Alexander Pelin	Present	Absent
Serrano, Mitch Almarinez	Absent	Absent
Walsh, Diane Alabas	Absent	Absent
Wanda, May Roberts	Absent	Absent
Wilson, Leonard Wallace	Absent	Absent

If the selected subject is on time, the professors can now add an attendance.

Select Subject Form Export Add

Present Absent Arrive Late Leave Early

Name	11/25/2021	11/24/2021
Larry, Mitchell Reyes	Present	Absent
Saga, Alexander Pelin	Present	Absent
Serrano, Mitch Almarinez	Absent	Absent
Duncan, Joseph Porter	Absent	Absent
Quinn, Jason Ledwaba	Absent	Absent
Walsh, Diane Alabas	Absent	Absent
Wilson, Leonard Wallace	Absent	Absent
Lee, Eric Choi	Absent	Absent
Greene, Paul Bleu	Absent	Absent
Wanda, May Roberts	Absent	Absent

To add an attendance, select the **Add** text next to the **Export** text.

Attendance Table:

Name	01/27/2022	11/25/2021	11/24/2021
Larry, Mitchell Reyes	Present	Present	Absent
Saga, Alexander Pelin	Present	Present	Absent
Serrano, Mitch Almarinez	Present	Absent	Absent
Duncan, Joseph Porter	Present	Absent	Absent
Quinn, Jason Ledwaba	Present	Absent	Absent
Walsh, Diane Alabas	Present	Absent	Absent
Wilson, Leonard Wallace	Present	Absent	Absent
Lee, Eric Choi	Present	Absent	Absent
Greene, Paul Bleu	Present	Absent	Absent
Wanda, May Roberts	Present	Absent	Absent

Upon selecting the add, a table will show for getting attendance, it shows the current date on when the attendance is being taken, the professors can change the date if needed.

Manage Attendance

Date : January 27, 2022

Mark all as

Select Status

Remove Attendance

Submit Cancel

When selecting the three (3) horizontal dots on the table it will show the Manage Attendance. In Manage Attendance, it shows the date, and below is the Mark all as. The Mark all as is for setting up status to every student, selecting the **Select Status** will show a dropdown to select which status to mark all students

Manage Attendance

Date : January 27, 2022

Mark all as

Select Status

- Select Status
- Present
- Absent
- Arrive Late
- Leave Early

Submit Cancel

When taking attendance, professors can select those icons presented in the table to change a student attendance status. They can set it as absent, arrive late, or leave early.

Name	01/27/2022	11/25/2021	11/24/2021
Larry, Mitchell Reyes	« Late	Present	Absent
Saga, Alexander Pelin	» Left Early	Present	Absent
Serrano, Mitch Almarinez	Present	Absent	Absent
Duncan, Joseph Porter	Present	Absent	Absent
Quinn, Jason Ledwaba	Present	Absent	Absent
Walsh, Diane Alabas	Present	Absent	Absent
Wilson, Leonard Wallace	Present	Absent	Absent
Lee, Eric Choi	Present	Absent	Absent
Greene, Paul Bleu	Present	Absent	Absent
Wanda, May Roberts	Present	Absent	Absent

Professors can also set remarks for a student. To set a remark just select the icon left of the status icons. Professors can Add/View a students remarks. The remarks shows the name of the student, their id, and a checkbox if the student is excused.

Add/View Remarks

Name	Quinn, Jason Ledwaba
ID	STUD1000005
Excused	<input checked="" type="checkbox"/>
Enter Remarks	
	<b>Save</b> <b>Cancel</b>

Upon selecting on, the remarks for the student will be [Excused], professors can change the text if needed be. The excused student status will not count towards their attendance. After they added the remarks, they can now save it by selecting the **Save** button.

Add/View Remarks

Name	Quinn, Jason Ledwaba
ID	STUD1000005
<input checked="" type="checkbox"/> Excused	[Excused]

**Save**    **Cancel**

After the professors are done taking attendance, they can now submit the attendance using the **Submit** button at the bottom of the site.

atms-sti.web.app says  
Attendance Save Sucessfully!

OK

Name	Left Early	Present	Absent
Larry, Mitchell Rey			
Saga, Alexander Pelin	» Left Early	Present	Absent
Serrano, Mitch Almarinez	Present	Absent	Absent
Duncan, Joseph Porter	Present	Absent	Absent
Quinn, Jason Ledwaba	Present	Absent	Absent
Walsh, Diane Alabas	Present	Absent	Absent
Wilson, Leonard Wallace	Present	Absent	Absent
Lee, Eric Choi	Present	Absent	Absent
Greene, Paul Bleu	Present	Absent	Absent
Wanda, May Roberts	Present	Absent	Absent

**Submit**

After they submitted the attendance, this popup will appear, select **OK** to proceed.

## Form and Export

Form and export are located on the bottom left of the subject and next to the select subject. Both can be downloaded after taking an attendance.

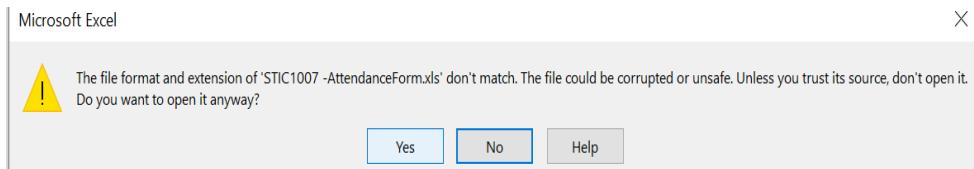
Attendance

STIC1007

Select Subject   Form   Export

Form is if a professor wants to take a manual attendance, they can download the form. The form consist of the name of the students, and the professor can

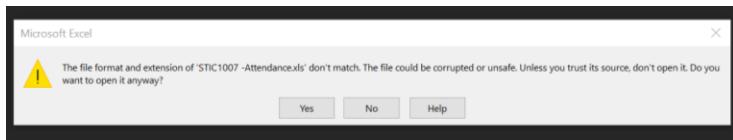
manually do manual attendance on the excel file. All they need to do is select on **Form**, then the form will download on their device.



A pop-up will appear, select **Yes** to proceed. After selecting yes, the form will appear.

	A	B	C	D	E
1	Name				
2	Duncan, Joseph Porter				
3	Greene, Paul Bleu				
4	Larry, Mitchell Reyes				
5	Lee, Eric Choi				
6	Quinn, Jason Ledwaba				
7	Saga, Alexander Pelin				
8	Serrano, Mitch Almarinez				
9	Walsh, Diane Alabas				
10	Wanda, May Roberts				
11	Wilson, Leonard Wallace				
12	Name				

Next is the export. Export is located next to form. Export is if a professor wanted to export the attendance data and download it. Like the form, to download it, select **Export**.



Another pop-up will appear, select **Yes** to proceed.

A	B	C	D
Name	11/25/2021	11/24/2021	1/27/2022
Duncan, Joseph Porter	Absent	Absent	Present
Greene, Paul Bleu	Absent	Absent	Present
Larry, Mitchell Reyes	Present	Absent	Late
Lee, Eric Choi	Absent	Absent	Present
Quinn, Jason Ledwaba	Absent	Absent	Present
Saga, Alexander Pelin	Present	Absent	Left Early
Serrano, Mitch Almarinez	Absent	Absent	Present
Walsh, Diane Alabas	Absent	Absent	Present
Wanda, May Roberts	Absent	Absent	Present
Wilson, Leonard Wallace	Absent	Absent	Present
Name	11/25/2021	11/24/2021	1/27/2022

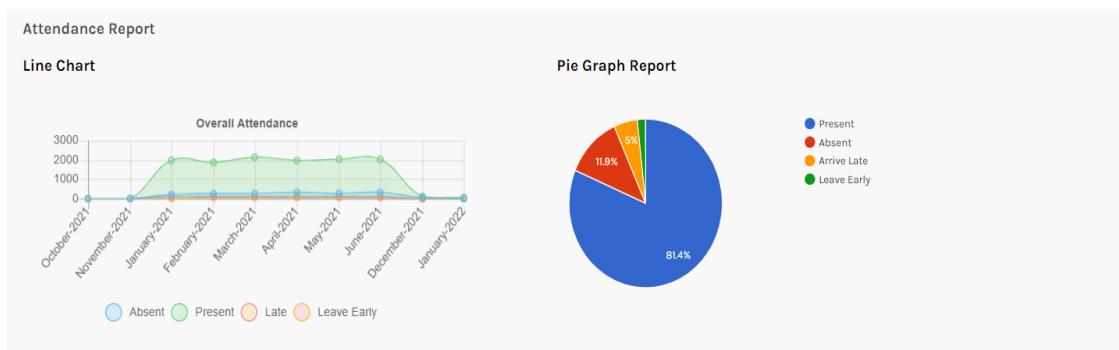
After selecting, the data of the attendance has now been exported from the site the professors device.

## Attendance Report

The attendance report tab is just below the attendance tab in the navigation bar on the right side of the site. Users can select on it to go to the attendance report tab page.

### Chart

In the attendance report tab, users can see the line chart which contains the overall attendance and shows the overall number of students who are absent, present, late, and leave early. The pie chart which contains the percentage on how many students in total, how many are present, absent, arrive late, and leave early. In both administrator and the guidance, the table shown below can be seen by both. The faculty attendance report will show the overall and percentage for the students they're handling.



### Export and Attendance Report

Just below the charts are the export and the attendance report. The export is similar to the export for the schedule, the difference is for the schedule it will export data from a users schedule, for the attendance report it will take their attendance data report.

Export to: Excel PDF Print Search:

	ID	Student ID	Name	Days Present	Days Absent	Days Late
	STUD1000001	No ID assign	Larry, Mitchell Reyes	44	14	5
	STUD1000002	No ID assign	Saga, Alexander Pelin	117	57	17
	STUD1000003	No ID assign	Serrano, Mitch Almarinez	85	10	7
	STUD1000004	No ID assign	Duncan, Joseph Porter	67	5	5
	STUD1000005	No ID assign	Quinn, Jason Ledwaba	136	12	9
	STUD1000006	No ID assign	Walsh, Diane Alabas	103	17	6
	STUD1000007	No ID assign	Wilson, Leonard Wallace	46	5	1
	STUD1000008	No ID assign	Lee, Eric Choi	47	13	9
	STUD1000009	No ID assign	Greene, Paul Bleu	122	14	13
	STUD1000010	No ID assign	Wanda, May Roberts	122	4	2

Showing 1 to 10 of 106 entries Previous 1 2 3 4 5 ... 11 Next

And just like the schedule, to export the attendance, they need to select the **Excel** button. Once done, the system will download the excel for the attendance.

ATTENDANCE MONITORING

Export to: Excel PDF Print Search:

	ID	Student ID	Name	Days Present	Days Absent	Days Late
	STUD1000001	No ID assign	Larry, Mitchell Reyes	44	14	5
	STUD1000002	No ID assign	Saga, Alexander Pelin	117	57	17
	STUD1000003	No ID assign	Serrano, Mitch Almarinez	85	10	7
	STUD1000004	No ID assign	Duncan, Joseph Porter	67	5	5
	STUD1000005	No ID assign	Quinn, Jason Ledwaba	136	12	9
	STUD1000006	No ID assign	Walsh, Diane Alabas	103	17	6
	STUD1000007	No ID assign	Wilson, Leonard Wallace	46	5	1
	STUD1000008	No ID assign	Lee, Eric Choi	47	13	9
	STUD1000009	No ID assign	Greene, Paul Bleu	122	14	13
	STUD1000010	No ID assign	Wanda, May Roberts	122	4	2

Attendance Report....xlsx ^ Show all X

And after downloading the excel, select on the bottom on where the downloaded excel is. After selecting the downloaded excel, it will show on the top is the Attendance Report – ATMS, and below it is the student id, name, days present, absent, and late of the student.

	A	B	C	D	E	F	G
1	Student ID	Name	Attendance Report- ATMS	Days Present	Days Absent	Days Late	
2	No ID assign	Larry, Mitchell Reyes		44	14	5	
3	No ID assign	Saga, Alexander Pelin		117	57	17	
4	No ID assign	Serrano, Mitch Almarinez		85	10	7	
5	No ID assign	Duncan, Joseph Porter		67	5	5	
6	No ID assign	Quinn, Jason Ledwaba		136	12	9	
7	No ID assign	Walsh, Diane Alabas		103	17	6	
8	No ID assign	Wilson, Leonard Wallace		46	5	1	
9	No ID assign	Lee, Eric Choi		47	13	9	
10	No ID assign	Greene, Paul Bleu		122	14	13	
11	No ID assign	Wanda, May Roberts		122	4	2	
12	No ID assign	Wright, Phil Williams		212	12	6	
13	No ID assign	Wilson, Lauren Dimas		83	21	19	
14	No ID assign	Peake, Wendy Allanson		97	11	13	
15	No ID assign	Allison, Alan Cordova		54	14	7	
16	No ID assign	Slater, Irene Alcantara		73	1	3	
17	No ID assign	Paige, Charles		171	20	10	
18	No ID assign	Mathis, Molly Quinn		54	12	10	
19	No ID assign	Dickens, Alexandra Yldeso		30	10	5	
20	No ID assign	Bailey, Yvonne Tyler		110	20	17	
21	No ID assign	Pullman, Diana Humpton		131	27	16	
22	No ID assign	Quinn, Maria Strongman		96	10	12	
23	No ID assign	Miller, Nicola Tesla		53	10	12	
24	No ID assign	Bower, Sara Morty.		94	18	11	
25	No ID assign						

Second option is the pdf. Select the **PDF** button to download the pdf file for the attendance report.

ATTENDANCE MONITORING
Export to: **PDF**
Print
Search:

ID	Student ID	Name	Days Present	Days Absent	Days Late
STUD1000001	No ID assign	Larry, Mitchell Reyes	44	14	5
STUD1000002	No ID assign	Saga, Alexander Pelin	117	57	17
STUD1000003	No ID assign	Serrano, Mitch Almarinez	85	10	7
STUD1000004	No ID assign	Duncan, Joseph Porter	67	5	5
STUD1000005	No ID assign	Quinn, Jason Ledwaba	136	12	9
STUD1000006	No ID assign	Walsh, Diane Alabas	103	17	6
STUD1000007	No ID assign	Wilson, Leonard Wallace	46	5	1
STUD1000008	No ID assign	Lee, Eric Choi	47	13	9
STUD1000009	No ID assign	Greene, Paul Bleu	122	14	13
STUD1000010	No ID assign	Wanda, May Roberts	122	4	2

Attendance Report...pdf
Show all
X

After selecting the download pdf, it will download the pdf file for the attendance report, select the bottom on where the downloaded pdf is located. Then it will open on a new tab to view the pdf. The pdf, just like excel, contains the attendance report, and below is the id, student id, name, days present, absent, and late of the students.

Attendance Report- ATMS

ID	Student ID	Name	Days Present	Days Absent	Days Late
STUD1000001	No ID assign	Larry, Mitchell Reyes	44	14	5
STUD1000002	No ID assign	Saga, Alexander Pelin	117	57	17
STUD1000003	No ID assign	Serrano, Mitch Almarinez	85	10	7
STUD1000004	No ID assign	Duncan, Joseph Porter	67	5	5
STUD1000005	No ID assign	Quinn, Jason Ledwaba	136	12	9
STUD1000006	No ID assign	Walsh, Diane Alabas	103	17	6
STUD1000007	No ID assign	Wilson, Leonard Wallace	46	5	1
STUD1000008	No ID assign	Lee, Eric Choi	47	13	9
STUD1000009	No ID assign	Greene, Paul Bleu	122	14	13
STUD1000010	No ID assign	Wanda, May Roberts	122	4	2
STUD1000011	No ID assign	Wright, Phil Williams	212	12	6
STUD1000012	No ID assign	Wilson, Lauren Dimas	83	21	19
STUD1000013	No ID assign	Peake, Wendy Allanson	97	11	13
STUD1000014	No ID assign	Alison, Alan Cordova	54	14	7
STUD1000015	No ID assign	Slater, Irene Alcantara	73	1	3
STUD1000016	No ID assign	Paige, Charles	171	20	10
STUD1000017	No ID assign	Mathis, Molly Quinn	54	12	10
STUD1000018	No ID assign	Dickens, Alexandra Yideso	30	10	5
STUD1000019	No ID assign	Bailey, Yvonne Tyler	110	20	17
STUD1000020	No ID assign	Pullman, Diana Hampton	131	27	16
STUD1000021	No ID assign	Quinn, Maria Strongman	96	10	12
STUD1000022	No ID assign	Miller, Nicola Tesla	53	10	12

Third option is the print option. Select the **Print** button to print the attendance report. After selecting it, it will open on a new tab. In here, users will see the time and date the print was taken, then the student attendance, and the option for printing. Selecting more setting will reveal additional settings for printing.

Attendance Report- ATMS

Student ID	Name	Days Present	Days Absent	Days Late
No ID assign	Larry, Mitchell Reyes	44	14	5
No ID assign	Saga, Alexander Pelin	117	57	17
No ID assign	Serrano, Mitch Almarinez	85	10	7
No ID assign	Duncan, Joseph Porter	67	5	5
No ID assign	Quinn, Jason Ledwaba	136	12	9
No ID assign	Walsh, Diane Alabas	103	17	6
No ID assign	Wilson, Leonard Wallace	46	5	1
No ID assign	Lee, Eric Choi	47	13	9
No ID assign	Greene, Paul Bleu	122	14	13
No ID assign	Wanda, May Roberts	122	4	2
No ID assign	Wright, Phil Williams	212	12	6
No ID assign	Wilson, Lauren Dimas	83	21	19
No ID assign	Peake, Wendy Allanson	97	11	13
No ID assign	Alison, Alan Cordova	54	14	7
No ID assign	Slater, Irene Alcantara	73	1	3
No ID assign	Paige, Charles	171	20	10
No ID assign	Mathis, Molly Quinn	54	12	10
No ID assign	Dickens, Alexandra Yideso	30	10	5
No ID assign	Bailey, Yvonne Tyler	110	20	17
No ID assign	Pullman, Diana Hampton	131	27	16
No ID assign	Quinn, Maria Strongman	96	10	12
No ID assign	Miller, Nicola Tesla	53	10	12
No ID assign	Bower, Sara Morty	94	18	11
No ID assign	Bower, Mary Morty	138	24	15
No ID assign	Berry, Theresa Almarinez	73	17	11

Print      5 sheets of paper

Destination: EPSON L3110 Series

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings

Paper size: Letter

Pages per sheet: 1

Print      Cancel

Below the export is the attendance report that contains the student picture, their id, name, days present, absent, and late. The attendance report also shows the number of entries below the table, users can use the search function in the top left corner above the table to search a specific student or data inside the table.

	ID	Student ID	Name	Days Present	Days Absent	Days Late
	STUD1000001	No ID assign	Larry, Mitchell Reyes	44	14	5
	STUD1000002	No ID assign	Saga, Alexander Pelin	117	57	17
	STUD1000003	No ID assign	Serrano, Mitch Almarinez	85	10	7
	STUD1000004	No ID assign	Duncan, Joseph Porter	67	5	5
	STUD1000005	No ID assign	Quinn, Jason Ledwaba	136	12	9
	STUD1000006	No ID assign	Walsh, Diane Alabas	103	17	6
	STUD1000007	No ID assign	Wilson, Leonard Wallace	46	5	1
	STUD1000008	No ID assign	Lee, Eric Choi	47	13	9
	STUD1000009	No ID assign	Greene, Paul Bleu	122	14	13
	STUD1000010	No ID assign	Wanda, May Roberts	122	4	2

Showing 1 to 10 of 106 entries

Previous 1 2 3 4 5 ... 11 Next

Selecting the picture of a student in the table will direct the users to their student information. Student information contains their id, the student id for the tap-in, their name, department, address, contact number, and email. And if the professor or the administrator wanted to report a student, they can do so via the **Report** button.

Student Information



**ID :** STUD1000004  
**Student ID :** No ID assign  
**Student Name :** Duncan, Joseph Porter  
**Department :** --  
**Address :** 232 Rizal blvd. Tagapo, Santa Rosa, Laguna  
**Contact Number :** 0963436231  
**Email :** joseph.duncan@sti.edu.ph
 

[Report](#)

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**Overall Status**

**Total Present:** 67

Below their information is their overall status. Overall status contains the students total present, absent, late, and leave early. Below the overall status is the student attendance and the report status if the student has been reported.

Overall Status	
Total Present :	67
Total Absent :	5
Total Late :	4
Total Leave Early :	4

Attendances contains the subject, the date, time, status, and remarks if the student got any, if none, it will show not applicable. The subject refers to the building they tapped-in or out. Status refers to the student status if they are in our out.

Attendances					
Subject	Date	Time	Status	Remarks	
B2 IN	January 08, 2022	07:36:20 PM	IN	Not applicable	
B2 IN	December 14, 2021	08:07:35 PM	IN	Not applicable	
B2 IN	December 15, 2021	01:10:18 PM	IN	Not applicable	
B2 IN	December 17, 2021	10:00:21 AM	IN	Not applicable	
B2 IN	December 17, 2021	10:28:04 AM	IN	Not applicable	
B2 IN	December 17, 2021	10:28:34 AM	IN	Not applicable	
B2 IN	December 17, 2021	10:29:11 AM	IN	Not applicable	
B2 IN	December 17, 2021	10:30:17 AM	IN	Not applicable	
B2 OUT	December 14, 2021	08:09:11 PM	OUT	Not applicable	
B2 OUT	December 15, 2021	01:10:54 PM	OUT	Not applicable	

Scrolling up, users will see the **Report Status** button after the **Attendances** button which is what is currently shown. Selecting the **Report Status** will show the reported status table.

Attendances		Report Status			
Reports Status					
Show 10 entries		Search:			
Report By	Reason	Report Date & Time	Status	Action Taken	Cancel Report
Lore, Lexi Rodriguez	Eating in Class	December 15 2021, 01:18:19 PM	Action Taken	eating during class	
Report By	Reason	Report Date & Time	Status	Action Taken	Cancel Report

The Reported Status table shows the reported by or who reported the student, reason, report date & time, action taken, and cancel report if the admin or the user who submitted the report wanted the reported status student be cancelled.

This view of the attendance report and the student information can be viewed by the administrator and the guidance.

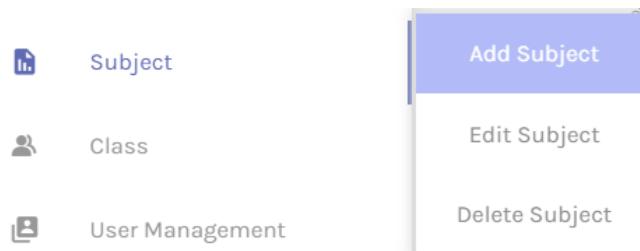
## Subject

The subject tab is located below the attendance report tab. To add, edit, and remove subject, select on the subject tab, and select to whether to add, edit, or delete a subject.



### Create, Edit, and Delete subject

Creating, editing, or deleting a subject can only be done by the administrator. To add subject, select on the subject tab and select the **Add Subject**.



**Subject**

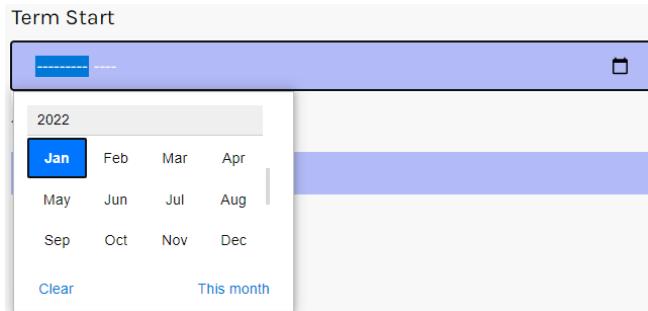
Term Settings

SUB1000001	
GEDC1009	
Ethics	
B3101	
(BMMA) Bachelor of Multimedia Arts	
BMMA201A	
2022-2022	BMMA201A
Second_Semester	
Subject Start Time --:-- --	
Subject End Time --:-- --	
Select days	
Select Professor	
<b>Add</b>	

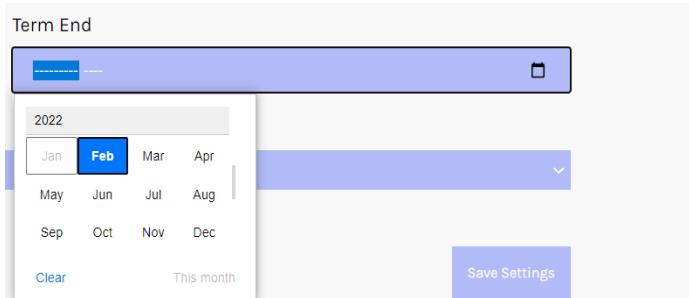
In adding a subject, the administrator needs to fill in the following fields: Class No., Subject Description, Select Location, Department, Section, which all are dropdown upon selecting will show the selection for each field. Next are the year and term, the administrator can set the term by selecting the **Term Settings** button.

The screenshot shows the 'ATTENDANCE MONITORING' system interface. On the left, there's a sidebar with icons for Home, Schedule, Attendance, Attendance Report, Subject, Class, and User Management. Below this is a logo for 'ATTENDANCE MONITORING SYSTEM' featuring two people at a computer. The main content area is titled 'Term Settings'. It includes an 'Important Reminder' message: 'After a term ends, list of subjects and individual schedules and records will be archived. The system will reset and all subject data and individual schedule need to be reencoded.' There are three input fields: 'Term Start' (with a calendar icon), 'Term End' (with a calendar icon), and 'Term Description' (with a dropdown menu showing 'First Semester'). At the bottom right is a blue 'Save Settings' button.

Upon selecting the button, the administrator will be directed into the Term Settings tab. There is an important reminder that is displayed on the tab, the administrator can read it before proceeding to set the term start and end and the description.



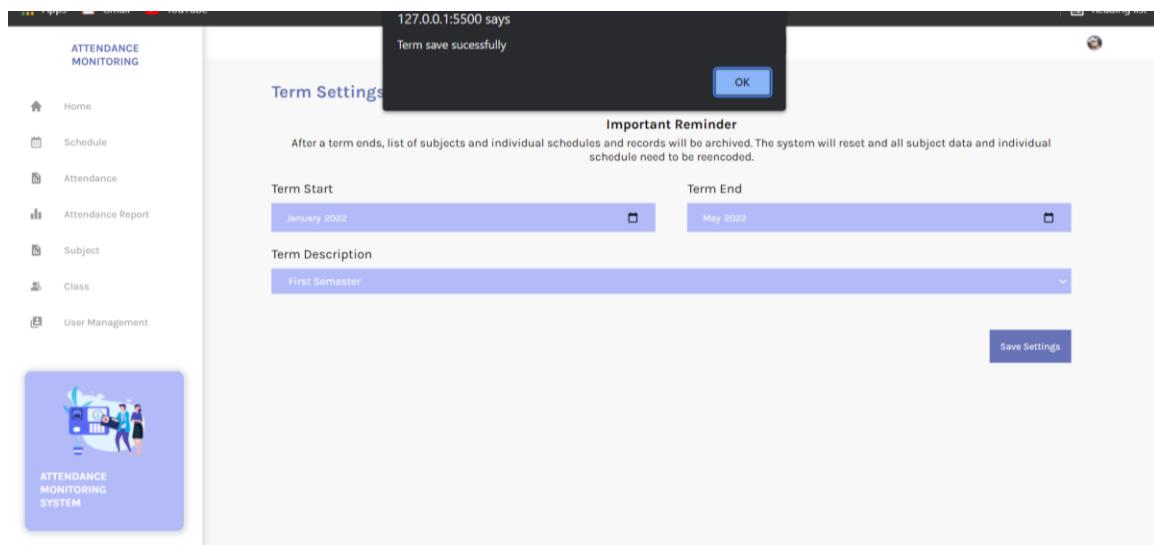
When selecting the term start, administrator needs to select the little calendar icon displayed on the left of the field. Upon selecting it, it will reveal the calendar on which to select on what date the term will start. And after selecting the term start, the administrator will now select the term end, the process is same as the term start, except term end is for the date on which the term will end.



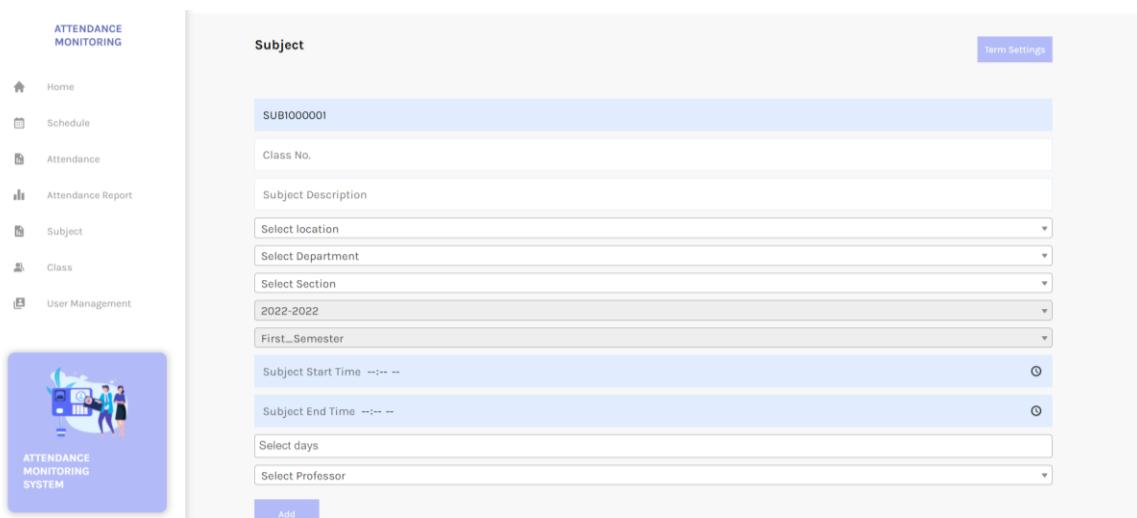
Upon selecting the date for term end, the administrator cannot select the same month for the term end for it is already selected as term start. Next is the term description. Term description is for what term will start and end. There are three term description, first is the first semester, next is the second semester, and last is the summer.



After the term has been set up, next step is to select the **Save Settings** button located just bottom left of term description. After selecting the button, the term has now been save successfully, select **OK** to proceed.



And after setting up the term, the administrator can now continue in adding the subject.



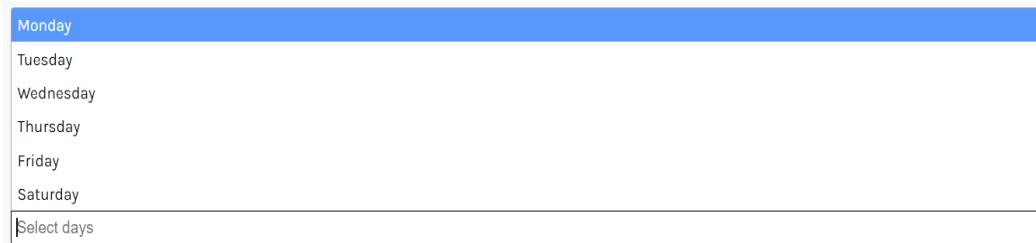
Next step is adding the subject start time and end time, this can be done by selecting the clock icon on the left of the field. Next is selecting the start and end time for the subject.

12	35	PM
01	36	AM
02	37	
03	38	Ultimedia Arts
04	39	
05	40	
06	41	

Subject Start Time 12:35 PM

Subject End Time 01:30 PM

After selecting the start and end time for the subject, the administrator can now add the day for the subject. Just select on the **Select days** field, and the administrator can now select the day for the subject.



After selecting the day for the subject, it will be displayed on the field, selecting the same day again will remove the selected day. The administrator can only select two (2) items on the field.

A screenshot of a web-based application for creating a new subject. On the left is a sidebar with 'ATTENDANCE MONITORING' and links for Home, Schedule, Attendance, Attendance Report, Subject, Class, and User Management. The main area has tabs for 'Subject' and 'Term Settings'. Under 'Subject', there are fields for 'SUB1000001', 'GEDC1009', 'Ethics', and a dropdown for 'B3101' which lists '(BMMA) Bachelor of Multimedia Arts' and 'BMMA201A'. Below these is a 'Days' section with 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. 'Saturday' is highlighted with a blue background. A 'Select Professor' dropdown and an 'Add' button are also present.

A screenshot of the same application after selecting 'Monday' and 'Tuesday' in the 'Days' section. The 'Days' section now shows 'Monday' and 'Tuesday' with a blue background. A message 'You can only select 2 items' appears above the 'Select Professor' dropdown. The rest of the interface remains the same.

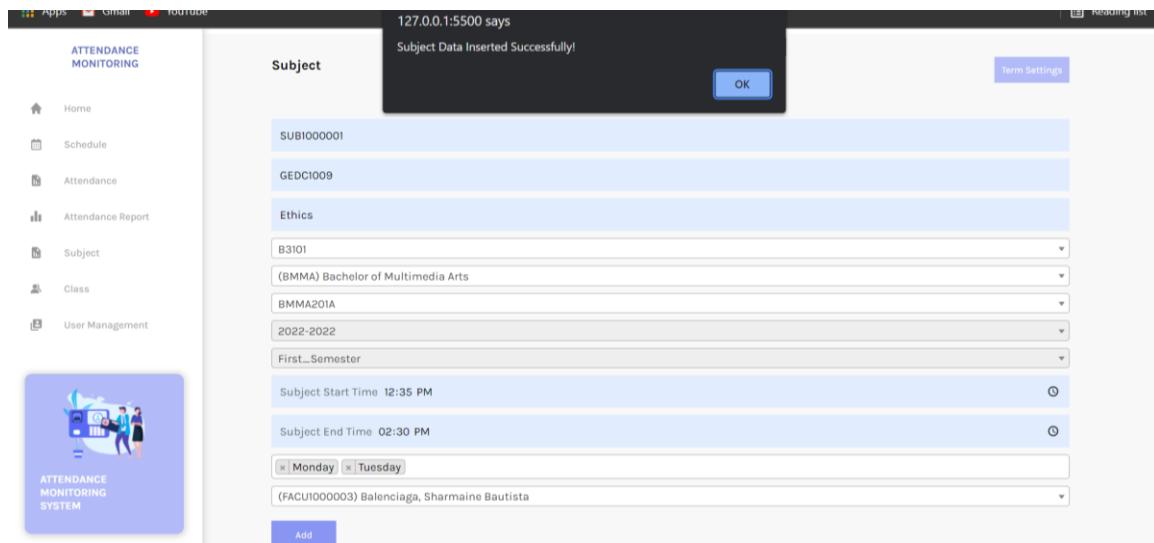
Next is selecting the professor for the subject. Administrator can scroll down to see more professors to select for the subject, or they use the search bar to search for the professors id, or their name.

The screenshot shows the 'Subject' addition page of the Attendance Monitoring System. On the left, there's a sidebar with icons for Home, Schedule, Attendance, Attendance Report, Subject, Class, and User Management. Below this is a logo for 'ATTENDANCE MONITORING SYSTEM' featuring two people at a computer. The main area has a title 'Subject' and a 'Term Settings' button. A form is filled with 'SUB1000001' in the subject code field. The 'Class No.' field is empty. The 'Subject Description' field contains 'Ethics'. Under 'Select location', 'Select Department', and 'Select Section', dropdown menus are shown. The 'Select Professor' dropdown is open, displaying a list of names: '(FACUI000003) Balenciaga, Sharmaine Bautista', '(FACUI000004) Lazaga, Rostelito N/A', '(FACUI000005) Palma, Miguel Alfonso P', '(FACUI000006) Bustamante, Alexie Abaño', '(FACUI000007) Cabasag, Richard Lagumbay', and '(FACUI000008) ...'. An 'Add' button is at the bottom.

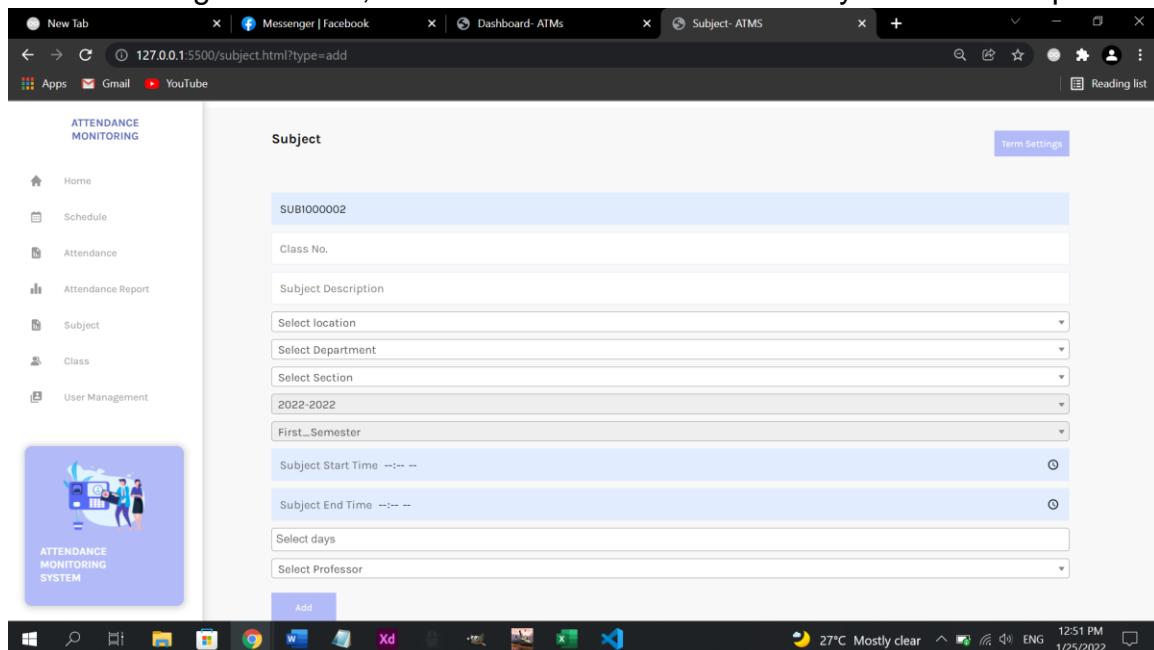
And after selecting a professor, the administrator can now add the subject by selecting the **Add** button. After selecting the button, this pop-up will appear. Select the **OK** button to continue.

The screenshot shows a confirmation message from the browser: '127.0.0.1:5500 says No match! Safe to insert' with an 'OK' button. The main page shows the 'Subject' addition form again. The subject code 'SUB1000001' is present, and the professor 'Balenciaga, Sharmaine Bautista' is selected in the dropdown. Other fields like 'Class No.', 'Subject Description', and 'Select location' are also visible.

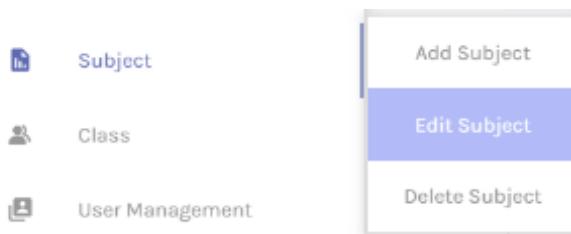
After selecting the button, another pop-up will appear, select the button to continue.



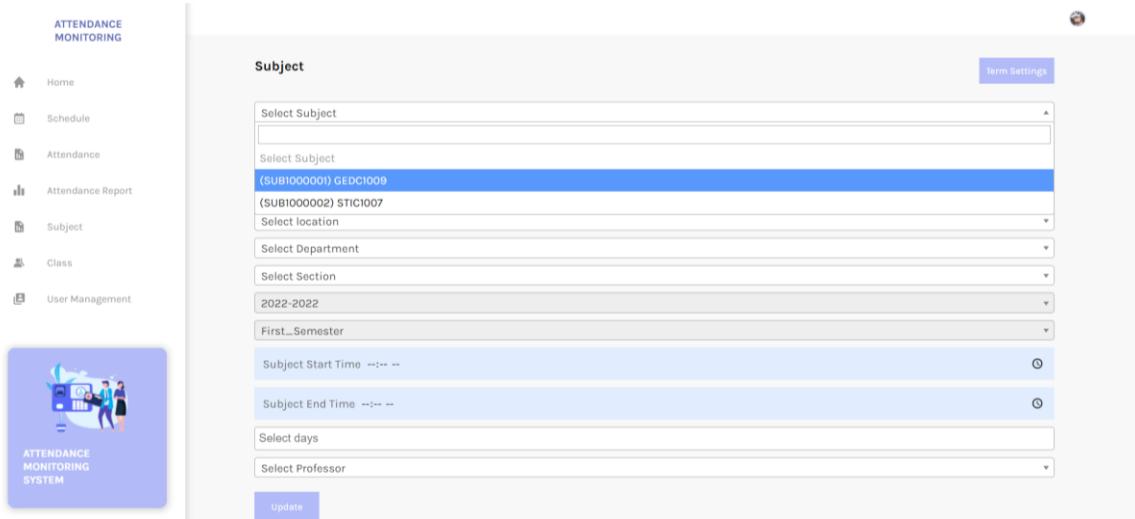
After selecting the button, the field will be cleared and ready for another input.



Next is edit subject. To edit a subject, go to subject tab in the navigation bar and select **Edit Subject**.

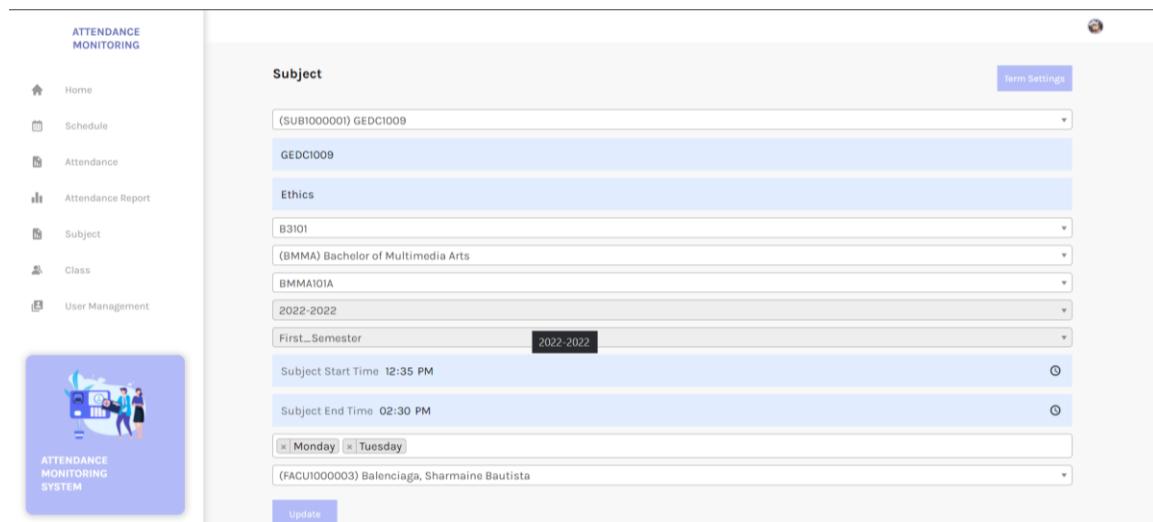


Next step after selecting the edit subject, select the **Select Subject** text field to select the subject to be edited.



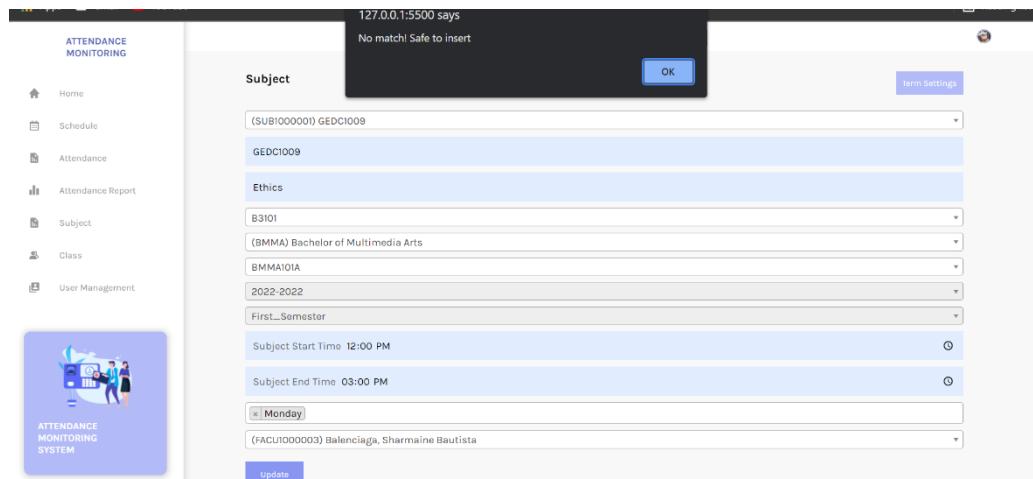
The screenshot shows the 'Subject' edit form. The 'Select Subject' dropdown is open, displaying '(SUB1000001) GEDC1009' as the selected item. Other options listed include '(SUB1000002) STIC1007' and 'Select location'. The form contains several input fields: 'Select Department' (B3101), 'Select Section' (BMMA101A), 'Year' (2022-2022), 'Semester' (First\_Semester), 'Subject Start Time' (12:00 PM), 'Subject End Time' (03:00 PM), 'Days' (Monday, Tuesday), and 'Professor' (FACU1000003 Balenciaga, Sharmaine Bautista). A blue 'Update' button is located at the bottom right of the form.

After selecting a subject, the administrator can now edit the subject that was added.



The screenshot shows the 'Subject' edit form after changes have been made. The 'Select Subject' dropdown now shows 'GEDC1009' as the selected item. The 'Ethics' section has been updated to show 'B3101' and 'BMMA101A'. The '2022-2022' and 'First\_Semester' fields remain the same. The 'Subject Start Time' is now 12:35 PM and 'Subject End Time' is 02:30 PM. The 'Days' field now shows 'Monday' and 'Tuesday'. The 'Professor' field remains the same. A blue 'Update' button is located at the bottom right of the form.

After editing the subject, the administrator can update the changes with the **Update** button.

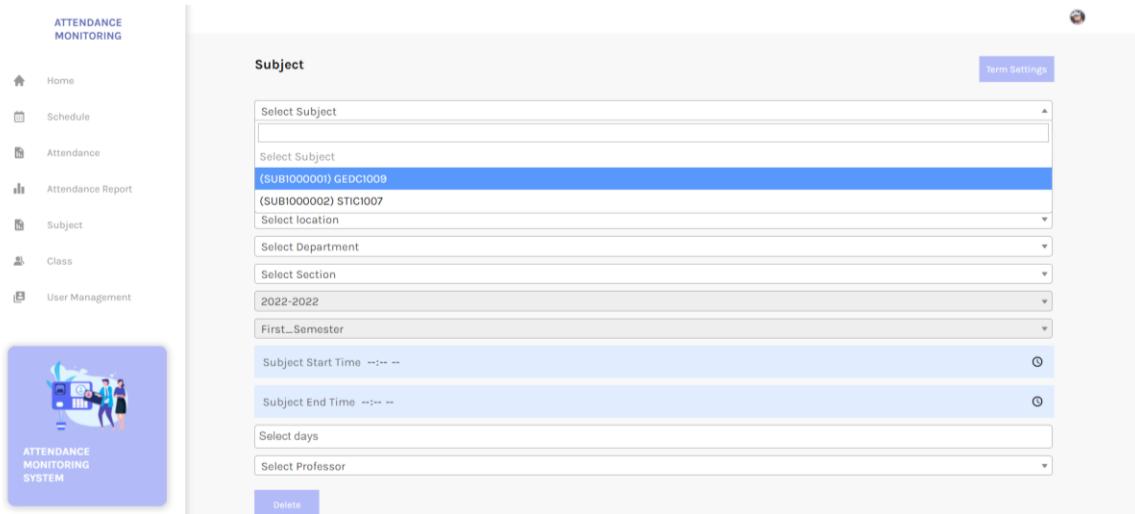


The screenshot shows a confirmation dialog box with the message '127.0.0.1:5500 says No match! Safe to insert' and an 'OK' button. Below the dialog is the 'Subject' edit form. The 'Select Subject' dropdown shows 'GEDC1009' as the selected item. The 'Ethics' section shows 'B3101' and 'BMMA101A'. The '2022-2022' and 'First\_Semester' fields are the same. The 'Subject Start Time' is 12:00 PM and 'Subject End Time' is 03:00 PM. The 'Days' field shows 'Monday'. The 'Professor' field shows 'FACU1000003 Balenciaga, Sharmaine Bautista'. A blue 'Update' button is located at the bottom right of the form.

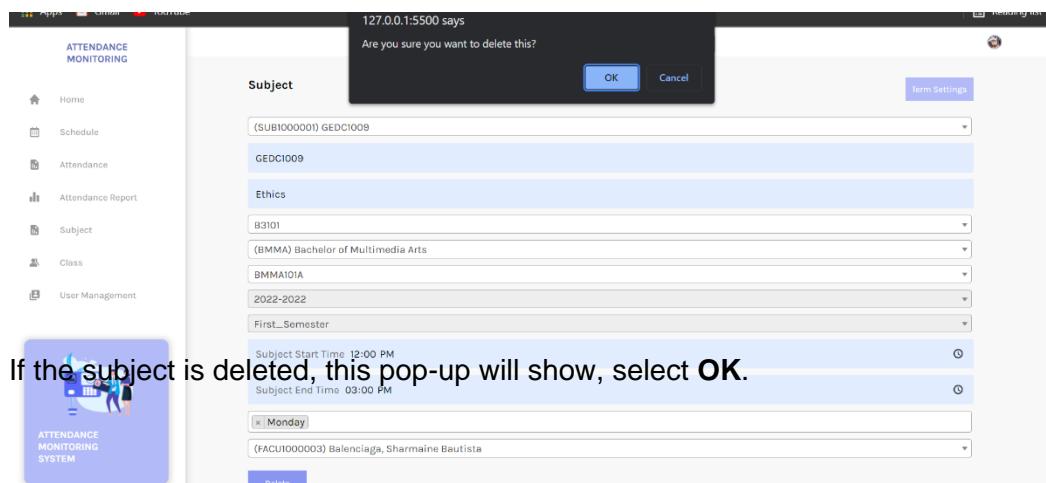
Select **OK** to proceed, another pop-up will appear, select **OK** to proceed.



To delete a subject, select the **Subject** and select **Delete Subject**. To delete a subject, select the **Select Subject** field to delete a subject.



After selecting the subject, the administrator can now proceed to delete the subject by selecting the **Delete** button. Select **OK** if the subject is to be deleted, and **Cancel** if the subject is to be kept.



127.0.0.1:5500 says  
Subject Deleted Sucessfully

**Subject**

OK

Term Settings

(SUB10000001) GEDC1009

GEDC1009

Ethics

B3101

(BMMA) Bachelor of Multimedia Arts

BMMA101A

2022-2022

First\_Semester

Subject Start Time 12:00 PM

Subject End Time 03:00 PM

Monday

(FACU1000003) Balenciaga, Sharmaine Bautista

Delete

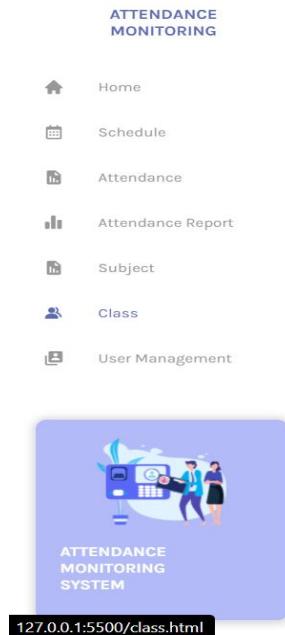
ATTENDANCE MONITORING SYSTEM

## Class

Adding student to a subject is done by the administrator. Class tab is under the Subject Tab in the navigation bar.

### Manage Class

To add student to a subject, go to class tab which is under the subject tab.



After going to the tab, the administrator can now add student to a subject. First step is to select subject in the **Select Subject** field. Select a subject.

The screenshot shows the 'Manage Class' page. On the left, the same navigation bar is visible. The main area has a title 'Manage Class'. Below it is a 'Select Subject' dropdown menu. The dropdown shows two options: '(SUB10000001) GEDC1009' and '(SUB10000002) STIC1007'. The first option is currently selected and highlighted with a blue background. Below the dropdown is a table with columns 'ID Number' and 'Name'. A message at the top of the table says 'No data available in table'. At the bottom of the page, there is a 'Showing 0 to 0 of 0 entries' message, a 'Submit' button, and navigation links 'Previous' and 'Next'.

After selecting a subject, add the students. Select the **Select Student** field to add the student into the subject.

(SUB1000002) STIC1007

Select Student

Select Student

(STUD1000001) Larry, Mitchell Reyes

(STUD1000002) Saga, Alexander Pelin

(STUD1000003) Serrano, Mitch Almarinez

(STUD1000004) Duncan, Joseph Porter

(STUD1000005) Quinn, Jason Ledwaba

Submit

The administrator can scroll down to select a student to add, or use the search bar to search for a students id or name to add into the subject.

(SUB1000002) STIC1007

Select Student

o

(STUD1000006) Walsh, Diane Alabas

(STUD10000060) Bond, Rose Brooke

(STUD1000061) Buckland, Isaac Carel

(STUD1000062) Manning, Victoria Stormie

(STUD1000063) Newman, Gordon Kody

(STUD1000064) Edmunds, Pippa Nedavya

The table below shows the student added into the subject. The table contains the student picture, id number, name, and whether to remove a student from the table via the trash can icon.

ID Number	Name	
STUD1000001	Larry, Mitchell Reyes	
STUD1000002	Saga, Alexander Pelin	
STUD1000003	Serrano, Mitch Almarinez	
STUD1000004	Duncan, Joseph Porter	
STUD1000005	Quinn, Jason Ledwaba	
STUD1000006	Walsh, Diane Alabas	
STUD1000007	Wilson, Leonard Wallace	
STUD1000008	Lee, Eric Choi	
STUD1000009	Greene, Paul Bleu	
STUD1000010	Wanda, May Roberts	

After selecting the student for the subject, select the **Submit** button.

ATTENDANCE MONITORING SYSTEM

ID Number	Name	Action
STUD1000001	Larry, Mitchell Reyes	
STUD1000002	Saga, Alexander Pelin	
STUD1000003	Serrano, Mitch Almarinez	
STUD1000004	Duncan, Joseph Porter	
STUD1000005	Quinn, Jason Ledwaba	
STUD1000006	Walsh, Diane Alabas	
STUD1000007	Wilson, Leonard Wallace	
STUD1000008	Lee, Eric Choi	
STUD1000009	Greene, Paul Bleu	
STUD1000010	Wanda, May Roberts	

Showing 1 to 10 of 10 entries

Previous Next

Submit

After selecting the button, this pop-up will appear. Select the **OK** button.

ATTENDANCE MONITORING SYSTEM

ID Number	Name	Action
STUD1000003	Serrano, Mitch Almarinez	
STUD1000004	Duncan, Joseph Porter	
STUD1000005	Quinn, Jason Ledwaba	
STUD1000006	Walsh, Diane Alabas	
STUD1000007	Wilson, Leonard Wallace	
STUD1000008	Lee, Eric Choi	
STUD1000009	Greene, Paul Bleu	
STUD1000010	Wanda, May Roberts	

127.0.0.1:5500 says  
Class created successfully

OK

Showing 1 to 10 of 10 entries

Previous Next

Submit

After selecting the button, the field will be cleared for another insert.

ATTENDANCE MONITORING SYSTEM

Manage Class

Select Subject

Select Student

Show 10 entries

Search:

ID Number	Name
No data available in table	

Showing 0 to 0 of 0 entries

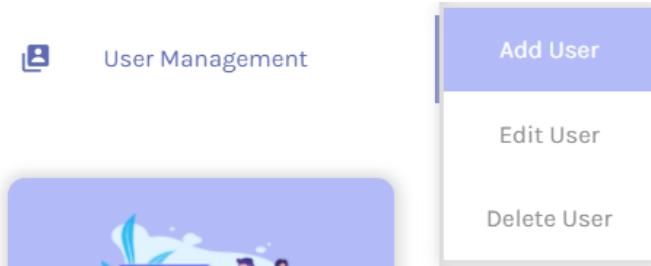
Previous Next

Submit

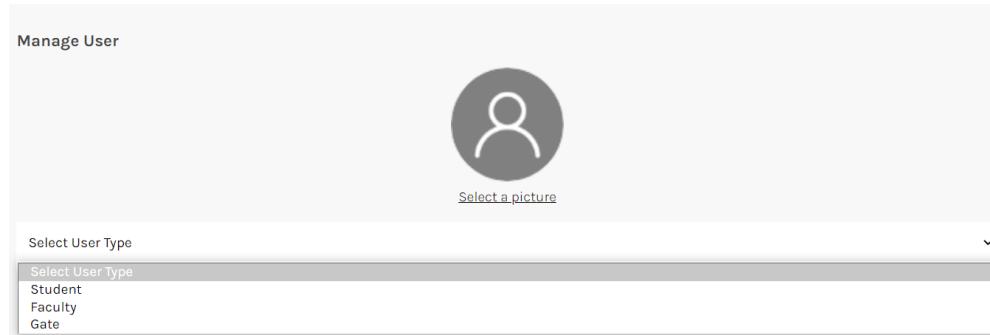
## User management

### Create, Edit, and Delete user

Creation, deletion, and editing of an account is only done by the Administrator. The Administrator is the only one who can create, delete or edit an account when needed. User management is below the class tab. To add a user, go to the **User Management** and select **Add User**.



Then after selecting the add user, select a user type by selecting the **Select User Type** dropdown, and select a user type to add.



Then add the necessary information in the field.

A screenshot of a "Manage User" page for a "Student". The page title is "Manage User". It features a circular placeholder for a profile picture with "Select a picture" text. Below the dropdown is a section labeled "Student". Inside this section, the "Student Number" field contains "STUD1000107", which is highlighted with a blue background. There are several other input fields: "Card ID", "Select Department" (dropdown), "Select Section" (dropdown), "Last Name", "First Name", "Middle Name", and "Contact Number". The left side of the screen shows a sidebar with "ATTENDANCE MONITORING" and links for "Home", "Schedule", "Attendance", "Attendance Report", "Subject", "Class", and "User Management". A logo for "ATTENDANCE MONITORING SYSTEM" is at the bottom left.

The screenshot shows the 'Attendance Monitoring' system interface. On the left, a sidebar menu lists: Home, Schedule, Attendance, Attendance Report, Subject, Class, and User Management. Below the menu is a logo for 'ATTENDANCE MONITORING SYSTEM' featuring two people at a computer. The main panel is titled 'Student Number' and contains fields for Card ID, Select Department, Select Section, Last Name, First Name, Middle Name, Contact Number, Email, and Address. A 'Save' button is at the bottom.

The picture above is for the student user type.

This screenshot shows the 'Manage User' section of the system. It includes a 'Faculty' dropdown, a placeholder 'Select a picture', and fields for Faculty Number, Card ID, Select Department, Last Name, First Name, Middle Name, and Contact Number. Below this is a 'Setup User' section with fields for Email, Password, and a note about 'Require Tap-in First before taking class attendance'. A 'Save' button is at the bottom. The sidebar and logo are identical to the student interface.

The picture above is for the Faculty user type.



And for the faculty, there are different role. And those role are the Administrator, the Guidance, and the faculty. After filling up the fields, add the user by selecting the **Save** button. Pop-up will appear, select **OK** to proceed.

To edit a user, the process is almost the same as the adding, except instead of selecting add user, it will be the **Edit User**.



After selecting the **Edit User**. And just like the **Add User**, select a user type to edit.



After selecting a user type to edit.

Manage User

  
[Select a picture](#)

Student

(STUD1000004) Duncan,Joseph Porter
STUD1000004
Student Number
15305e23
Duncan
Joseph

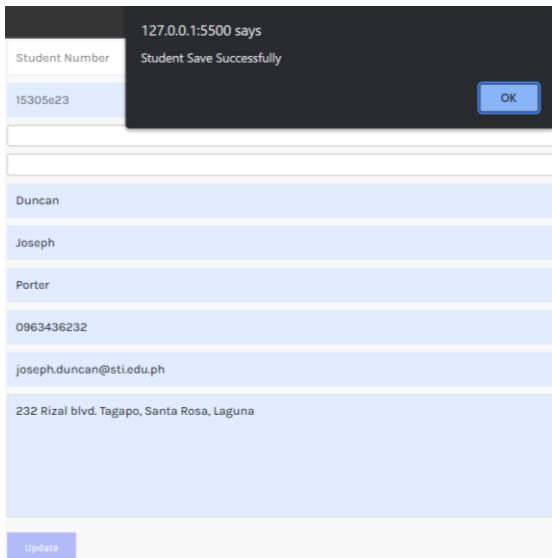
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Student Number

15305e23
Duncan
Joseph
Porter
0963436231
joseph.duncan@sti.edu.ph
232 Rizal blvd. Tagapo, Santa Rosa, Laguna

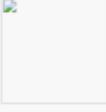
**Update**

Select a field to change, and after making the changes, select the **Update** button.



After selecting the button, select **OK** to proceed.

Manage User

  
[Select a picture](#)

Faculty

(FACUI000004) Lazaga,Rostelito N/A

Faculty

FACUI000004

Faculty Number

Card ID

Lazaga

Rostelito

N/A

09327328328

156 Rosewood Drive, Brgy. Canlubang, Calamba City, Laguna

---Permissions---

Require Tap-in First before taking class attendance.

**Update**

Same applies to the faculty.

Manage User

  
[Select a picture](#)

Gate

(GATEI000001) B2 In

Tap In

B2

**Update**

And to the gate.

## Profile

Profile can be accessed by the dashboard when selecting the picture, or via the top left side.

The image consists of two screenshots of a school management system interface. The top screenshot shows the 'Dashboard' page. It features a blue header bar with the word 'Dashboard' in white. Below this is a user profile card for 'Saga, Alexander', who is listed as an 'Administrator'. The card includes a circular profile picture of a person wearing a cap, the name 'Saga, Alexander', and the title 'Administrator'. The bottom screenshot also shows the 'Dashboard' page, but with a different layout. It includes a sidebar on the right with icons for 'Profile', 'About', 'Import', and 'Logout'. The 'Profile' icon is highlighted with a black box. The user profile card for 'Saga, Alexander' is present, along with three other circular icons representing 'Total Students' (106), 'Total number of present' (0), and 'Total number of absent' (0).

After selecting either profile, users will be redirected to the profile page.

**Profile**



**Saga, Alexander**  
PROF1000001

**View Attendance**

Account Type	Administrator
Department	No department assign
Full Name	Saga,Alexander Pelin
Address	Sinalhan
Contact Number	09126997937

**Permission**

Tap in first

The profile contains the user picture, and on the left side of the picture, and id just below the name. Below it are the information of the user. Just on the far left on the picture and name is the **View Attendance** button which will just redirect them back to the profile.

Below the information is the permission which is given by the administrator. If the user has a schedule, there will be a table just above permission. The My Class Schedule table shows the Course Description, Day, Time, and Location. And below it is the permission.

**My Class Schedule**

Search:

Course Description	Day	Time	Location
STIC1007	Thursday	15:00-16:00	B3103

Showing 1 to 1 of 1 entries

Previous **1** Next

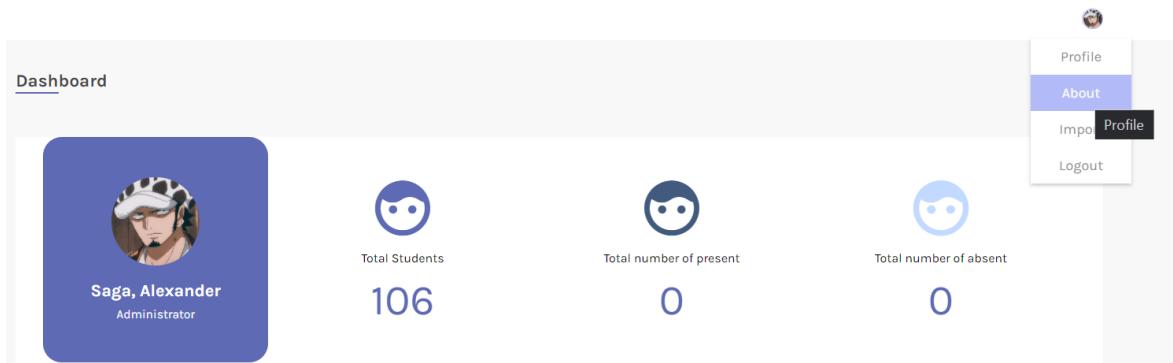
**Permission**

Tap in first

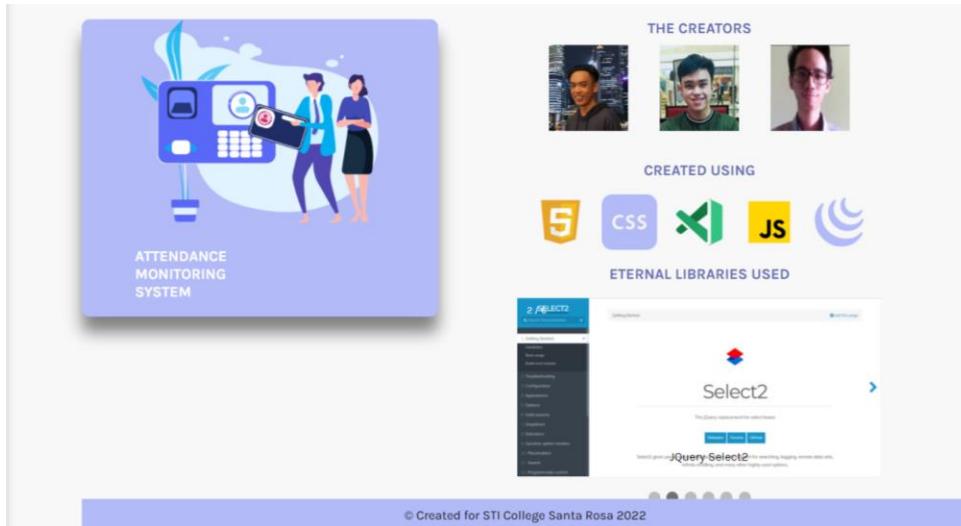
Allow Attendance

## About

The about section is located below the profile on top left corner of the site.



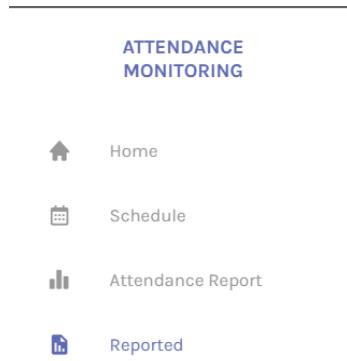
Select the **About**. Users will directed to the about page of the site.



The about page contains who created the site, the resources they used and eternal libraries that they used.

## Reported

The reported students tab can be accessed by the guidance. The reported students contain the reported student, their name, the reason why the student is reported, who reported the student, and the actions. Reported is located below the Attendance Report in the navigation bar for the Guidance.

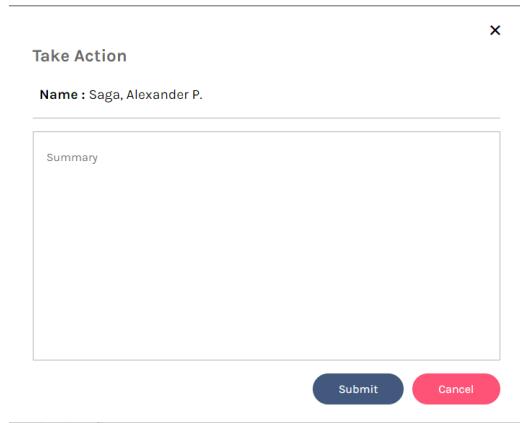


## Take Action

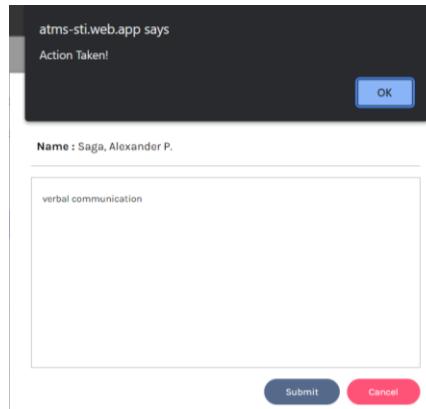
After selecting the **Reported**. The actions will be done by the guidance to whether to take action on the report or delete the report. The guidance can also move to archive the report.

Reported Students						Archive
Showing Data from << Present Date >> - << Present Date >>						Search: <input type="text"/>
Export to:						Excel PDF Print
	Name	Reason	Reported By	Reported Date	Actions	
	Quinn, Jason Ledwaba	Cheatin in class	Seranno, Mitch Almarinez	12-21-2021, 10:11:37 AM	<a href="#">Take Action</a> <a href="#">Move to Archive</a>	
	Larry, Mitchell Reyes	Maraming report	Lore, Lexi Rodriguez	12-15-2021, 01:24:17 PM	<a href="#">Take Action</a> <a href="#">Move to Archive</a>	
	Mathis, Jessica Coultron	Not wearing proper uniform	Florendo, Nikki Jerome C	12-14-2021, 05:07:03 PM	<a href="#">Take Action</a> <a href="#">Move to Archive</a>	
	Dowd, Sebastian Guevarra	Disrespectful	Junio, Enrique S	12-2-2021, 11:43:32 PM	<a href="#">Take Action</a> <a href="#">Move to Archive</a>	
	Murray, Victoria Shani	nagpaalam na ihi pero di na bumalik.	Tan, Egmedio B	12-2-2021, 10:56:55 PM	<a href="#">Take Action</a> <a href="#">Move to Archive</a>	

By selecting the **Take Action** button, the take action window will open. Take action shows the name of who reported it, and the summary of the action taken by the guidance.



After the action has been taken, press the **Submit** button to submit the taken action. Press **OK** to proceed.



## Archived

The archived contains the action taken, and if the guidance did not take action and moved the report to archived. The Archived shows the data from a selected date, the present date is the default date that is showing in the archived.

**Archived**

\* Showing Data from << Present Date >> - << Present Date >>

Export to: Excel PDF Print Column visibility Search:

Name	Reason	Report By	Report Date	Action	Status
Quinn, Jason Ledwaba	Cheatin in class	Seranno, Mitch Almarinez	1-25-2022, 09:33:10 PM	verbal communication	Action Taken
Saga, Alexander Pelin	Eating in class	Saga, Alexander Pelin	1-15-2022, 07:43:47 AM	--	Action Taken
Alsop, Madeleine Quintana	Always absent	Tongko, Christian Dela Cruz	1-13-2022, 02:45:20 PM	No action taken	Cancel - Move to Archive
Hudson, Sally Santiago	cutting class	Tongko, Christian Dela Cruz	1-5-2022, 12:02:39 PM	No action taken	Cancel - Move to Archive
Marshall, Kimberly Quizon	always absent, never present	Tongko, Christian Dela Cruz	1-5-2022, 12:01:47 PM	Disciplinary Sanction	Action Taken
Lambert, Jack Ricky	Eating in class	Tongko, Christian Dela Cruz	1-3-2022, 02:10:05 PM	Verbal Communication, Disciplinary Sanction	Action Taken

The Archive can be exported via excel, pdf, or print. The guidance can also select which column to show in the table and which to hide.

**Archived**

\* Showing Data from << Present Date >> - << Present Date >>

Export to: Excel PDF Print Column visibility

Column visibility:

Name
Reason
Report By
Report Date
Action
Status

Select the **Excel** button to download the data in the archive. Open the downloaded excel.

A	B	C	D	E
1			Archive - ATMS	
2	<b>Name</b>	<b>Reason</b>	<b>Report By</b>	<b>Report Date</b>
3	Quinn, Jason Ledwaba	Cheatin in class	Seranno, Mitch Almarinez	1-25-2022, 09:33:10 PM
4	Saga, Alexander Pelin	Eating in class	Saga, Alexander Pelin	1-15-2022, 07:43:47 AM
5	Alsop, Madeleine Quintana	Always absent	Tongko, Christian Dela Cruz	1-13-2022, 02:45:20 PM
6	Hudson, Sally Santiago	cutting class	Tongko, Christian Dela Cruz	1-5-2022, 12:02:39 PM
7	Marshall, Kimberly Quizon	always absent, never present	Tongko, Christian Dela Cruz	1-5-2022, 12:01:47 PM
8	Lambert, Jack Ricky	Eating in class	Tongko, Christian Dela Cruz	1-3-2022, 02:10:05 PM
9	Lee, Frank Chua	Cheating during exam	Abbuag, Iris Faye R	1-3-2022, 11:45:57 AM
10	Quinn, Jason Ledwaba	Eatin in class	Seranno, Mitch Almarinez	12-17-2021, 11:28:49 AM
11	Roberts, Keith Bailey	Using Laptop during pe	Mortera, Immanuel P	12-16-2021, 03:50:13 PM
12	Roberts, Keith Bailey	using cp during lecture	Mortera, Immanuel P	12-16-2021, 03:49:22 PM
13	Larry, Mitchell Reyes	Cutting classes	Lore, Lexi Rodriguez	12-15-2021, 01:21:29 PM
14	Duncan, Joseph Porter	Eating In Class	Lore, Lexi Rodriguez	12-15-2021, 01:18:19 PM
15	Quinn, Jason Ledwaba	Cutting classes/early out	Almazan, Cherrelyne V	12-14-2021, 05:33:13 PM
16	Russell, Dorothy Torch	sample report 2	League, Raymond N/A	12-14-2021, 05:10:00 PM
17	Quinn, Jason Ledwaba	always absent	Gamboa, Lucita N/A	12-14-2021, 05:09:47 PM
18	Bower, Mary Morty	Sample Report	League, Raymond N/A	12-14-2021, 05:09:33 PM
19	Larry, Mitchell Reyes	Report 9	Saga, Alexander Pelin	12-14-2021, 05:08:36 PM
20	Larry, Mitchell Reyes	Report 8	Saga, Alexander Pelin	12-14-2021, 05:08:28 PM
21	Saga, Alexander Pelin	Nagpapakopya	Gamboa, Lucita N/A	12-14-2021, 05:03:10 PM
22	Bell, Stewart Lane	Eating in class(2)	League, Raymond N/A	12-9-2021, 10:25:18 PM
23	Bell, Stewart Lane	Eating in class	League, Raymond N/A	12-9-2021, 10:24:04 PM
24	Larry, Mitchell Reyes	Report 5	Saga, Alexander Pelin	11-16-2021, 01:14:21 AM
25	Larrv. Mitchell Reves	Report 4	Saga, Alexander Pelin	11-15-2021, 11:48:17 PM

Same goes with PDF. Select the **PDF** button, open the downloaded pdf file.

Archive - ATMS.pdf

Archive - ATMS

Name	Reason	Report By	Report Date	Action	Status
Quinn, Jason Ledwaba	Cheatin in class	Seranno, Mitch Almarinez	1-25-2022, 09:33:10 PM	verbal communication	Action Taken
Saga, Alexander Pelin	Eating in class	Saga, Alexander Pelin	1-15-2022, 07:43:47 AM	--	Action Taken
Alsop, Madeleine Quintana	Always absent	Tongko, Christian Dela Cruz	1-13-2022, 02:45:20 PM	No action taken	Cancel - Move to Archive
Hudson, Sally Santiago	cutting class	Tongko, Christian Dela Cruz	1-5-2022, 12:02:39 PM	No action taken	Cancel - Move to Archive
Marshall, Kimberly Quizon	always absent, never present	Tongko, Christian Dela Cruz	1-5-2022, 12:01:47 PM	Disciplinary Sanction	Action Taken
Lambert, Jack Ricky	Eating in class	Tongko, Christian Dela Cruz	1-3-2022, 02:10:05 PM	Verbal Communication, Disciplinary Sanction	Action Taken
Lee, Frank Chua	Cheating during exam	Abibug, Iris Faye R	1-3-2022, 11:45:57 AM	Verbal Communication	Action Taken
Quinn, Jason Ledwaba	Eatin in class	Seranno, Mitch Almarinez	12-17-2021, 11:28:49 AM	Disciplinary sanction	Action Taken
Roberts, Keith Bailey	Using Laptop during pe	Mortera, Immanuel P	12-16-2021, 03:50:13 PM	Verbal Communication, Disciplinary Sanction	Action Taken
Roberts, Keith Bailey	using cp during lecture	Mortera, Immanuel P	12-16-2021, 03:49:22 PM	No action taken	Cancel - Move to Archive
Larry, Mitchell Reyes	Cutting classes	Lore, Lexi Rodriguez	12-15-2021, 01:21:29 PM	verbal abuse on another student	Action Taken
Duncan, Joseph Porter	Eating In Class	Lore, Lexi Rodriguez	12-15-2021, 01:18:19 PM	eating during class	Action Taken

For the print. Select the **Print** button.

1/25/22, 9:49 PM

Archive - ATMS

Print      3 sheets of paper

Destination: EPSON L3110 Series

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings

Paper size: Letter

Pages per sheet: 1

Print      Cancel

Name	Reason	Report By	Report Date	Action	Status
Quinn, Jason Ledwaba	Cheatin in class	Seranno, Mitch Almarinez	1-25-2022, 09:33:10 PM	verbal communication	Action Taken
Saga, Alexander Pelin	Eating in class	Saga, Alexander Pelin	1-15-2022, 07:43:47 AM	--	Action Taken
Alsop, Madeleine Quintana	Always absent	Tongko, Christian Dela Cruz	1-13-2022, 02:45:20 PM	No action taken	Cancel - Move to Archive
Hudson, Sally Santiago	cutting class	Tongko, Christian Dela Cruz	1-5-2022, 12:02:39 PM	No action taken	Cancel - Move to Archive
Marshall, Kimberly Quizon	always absent, never present	Tongko, Christian Dela Cruz	1-5-2022, 12:01:47 PM	Disciplinary Sanction	Action Taken
Lambert, Jack Ricky	Eating in class	Tongko, Christian Dela Cruz	1-3-2022, 02:10:05 PM	Verbal Communication, Disciplinary Sanction	Action Taken
Lee, Frank Chua	Cheating during exam	Abibug, Iris Faye R	1-3-2022, 11:45:57 AM	Verbal Communication	Action Taken
Quinn, Jason Ledwaba	Eatin in class	Seranno, Mitch Almarinez	12-17-2021, 11:28:49 AM	Disciplinary sanction	Action Taken
Roberts, Keith Bailey	Using Laptop during pe	Mortera, Immanuel P	12-16-2021, 03:50:13 PM	Verbal Communication, Disciplinary Sanction	Action Taken
Roberts, Keith Bailey	using cp during lecture	Mortera, Immanuel P	12-16-2021, 03:49:22 PM	No action taken	Cancel - Move to Archive
Larry, Mitchell Reyes	Cutting classes	Lore, Lexi Rodriguez	12-15-2021, 01:21:29 PM	verbal abuse on another student	Action Taken
Duncan, Joseph Porter	Eating In Class	Lore, Lexi Rodriguez	12-15-2021, 01:18:19 PM	eating during class	Action Taken

## Gate Attendance



This is the gate attendance interface and is accessed by the gate account. Gate Attendance interface shows the person who tap-in and out of the system. The interface shows also the current date and time. The picture also changes from time to time.