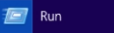
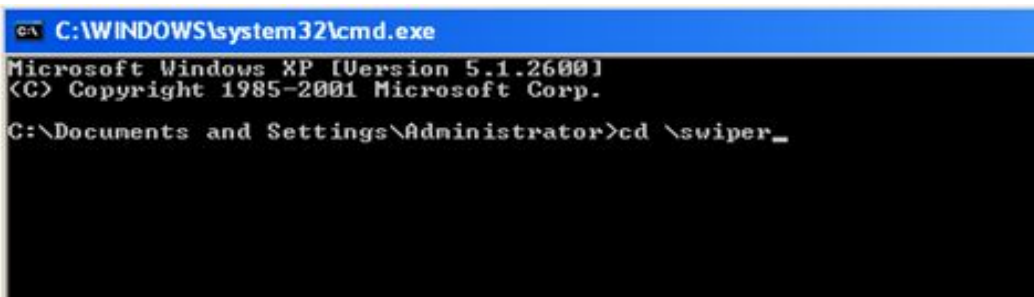


## DTR USER'S MANUAL

HR is responsible in importing the information of the employee, and then ID number will be the basis in recording the daily time record of an employee in the biometrics, and in every cut off HR is the one who is responsible in exporting at logs. To import atlogs in the Swiper user must follow the direction below.

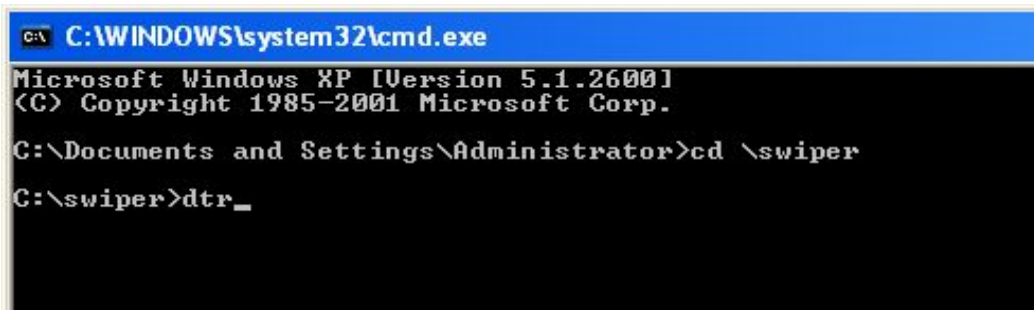
1. First to execute the system user must open the DOS prompt. Just click start button or window icon in the taskbar then search for Run  then in the Run module input **cmd** to display the command prompt. When DOS prompt was displayed. Input **cd\swiper** then press ENTER.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\Administrator>cd \swiper_
```

2. At that moment input **dtr** next presses again enter the DTR opening screen will display on the screen asking for the username and password.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\Administrator>cd \swiper
C:\swiper>dtr_
```



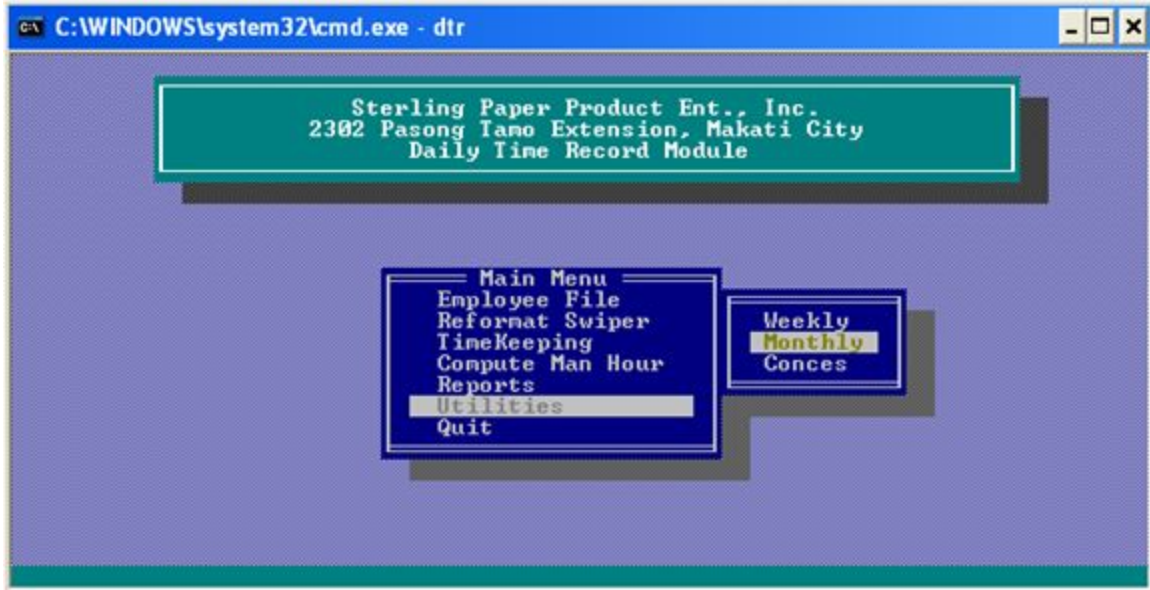
3. The screen above allows the user to enter his/her username and password. As soon as the user entered the correct password and username the main menu will display. *For the creation of new account just call 214 and look for Mr. Oliver or Mr. Jem.*



4. Main menu is consists of seven (7) options:

1. **Employee File** - Module for update and deletion of employee from master file.
2. **Reformat Swiper** –Uploading of timekeeping data (In/Out) from the swiper machine.
3. **Timekeeping** – Module for encoding of timekeeping documents.
4. **Compute Man Hour** –Module for computation of timekeeping data.
5. **Reports** –Available reports for the system.
6. **Utilities** –Different module for index creation and file updates. To see the process look for 4.6.
7. **Quit** –Return to DOS Prompt and logout the account.

**4.6.1.** In choosing/clicking utilities three (3) sub-menus will display. These sub-menus are **Weekly, Monthly, Conces**. In selecting one (1) in the sub-menu is the basis to distinguish what type of payment an employee has.



4.6.2. After selecting what type of payment an employee has the 13 sub-menus will display. To select one in the sub-menus mark an option using arrow keys and press ENTER key.



4.6.3. Choose Employee Creation sub-menu to view the list of employees. In this module user can manipulate the information of an employee. In manipulating the employee's information user must press the designated command key which is stated below:

- ADDING NEW EMPLOYEE – **PRESS F2**
- UPDATING EMPLOYEE’S INFORMATION – **PRESS F3**
- PRINT EMPLOYEE’S INFORMATION – **PRESS F4**
- DELETE EMPLOYEE’S INFORMATION – **PRESS F7**
- EXIT – **PRESS ESC**

C:\WINDOWS\system32\cmd.exe - dtr

**Creation of New Employee**

SSS Number	Last Name	First Name	Middle Name	Date Hired
				/ /

[F2]-Add [F3]-Update [F4]-Print [F7]-Delete [ESC] - Exit

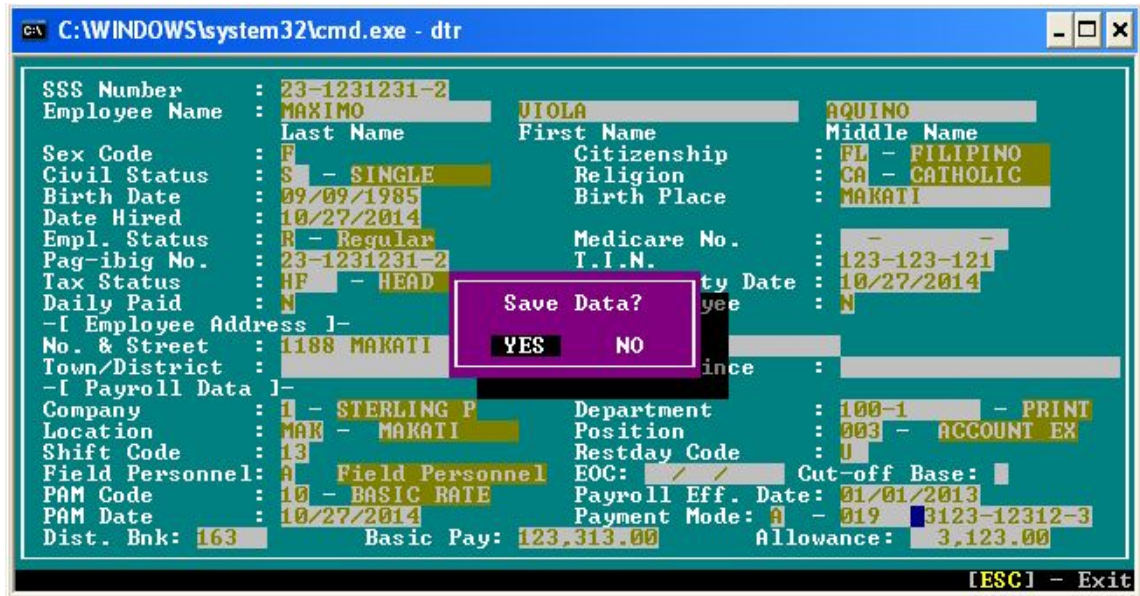
ADDING:

4.6.4. In pressing **F2** which is a command button for adding new employee, a form to get the employee's information will display. All information is needed/ required. Chronolog number is the basis for each employee's information that will be stored in the swiper.

```

C:\WINDOWS\system32\cmd.exe - dtr
SSS Number      : - - - - -
Employee Name   : - - - - -
                : Last Name      First Name      Middle Name
Sex Code        : - - - - -      Citizenship    : - - - - -
Civil Status    : - - - - -      Religion       : - - - - -
Birth Date     : - - - - -      Birth Place    : - - - - -
Date Hired     : 10/27/2014
Empl. Status    : - - - - -      Medicare No.   : - - - - -
Pag-ibig No.   : - - - - -      T.I.N.         : - - - - -
Tax Status      : - - - - -      Effectivity Date : 10/27/2014
Daily Paid     : N
-[ Employee Address ]-
No. & Street    : - - - - -
Town/District  : - - - - -      City/Province  : - - - - -
-[ Payroll Data ]-
Company        : - - - - -      Department     : - - - - -
Location       : - - - - -      Position       : - - - - -
Shift Code     : 13
Field Personnel: A
PAM Code       : - - - - -      Restday Code   : U
PAM Date      : 10/27/2014      EOC: / /      Cut-off Base: -
Dist. Bnk: XXXX      Basic Pay: - - - - -      Payroll Eff. Date: 10/27/2014
                                     Payment Mode: - - - - -
                                     Allowance: - - - - -
[ESC] - Exit
  
```

4.6.5. After filling up all the information needed, to save the record press **ENTER** then a message box will display then click **YES**.



4.6.6. After clicking YES button a confirmation box will display stating that the employee's record was saved.

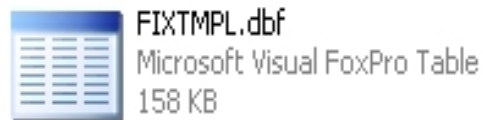


4.6.7. After pressing any key the table list of the employee's table will display and see if the added employee is stored.

Creation of New Employee				
SSS Number	Last Name	First Name	Middle Name	Date Hired
23-1231231-2	MAXIMO	VIOLA	AQUINO	10/27/2014

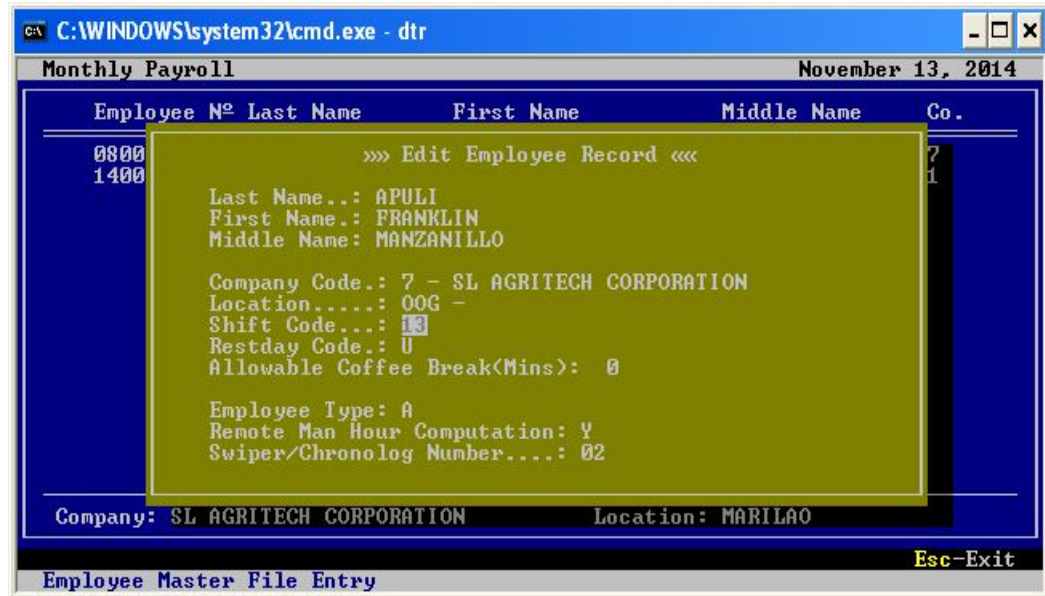
*Note: If user encountered FIX MANNING issue just coordinate to HR Makati.*

In this case HR Makati will send a file (example is the file below) to the user then user will download the file and place the file to the upload folder to replace the existing file.



**EDITTING:**

4.6.4. When pressing **F3** which is a command button for updating employee's information, module for editing employee's record will display including the information of an employee.



4.6.5. After updating the record of an employee press ENTER and a message box will display then click YES button for the confirmation in updating the record.

