TSUKIDEN GLOBAL SOLUTIONS, INC.

MyHR Buddy

User's Manual

Version 0.02

NOTE						
REVISION	Ver. 0.02		ENG	TGSI -J. Mocorro TGSI -L. Santoyo TGSI -R. Rubiales TGSI -A. Flores TGSI -D. Tausa	DATE	1-Apr-11
			CHK	TGSI -R. Escolar	DATE	1-Apr-11
			APP	TGSI -S. Baldovino	DATE	1-Apr-11
			CTRL NO.			
			SPEC NO.			

Revision History

Revision No.	Revision Date	Revised By	Details of Revision	Approved By	Date Approved
000-00	2010/07/22	TGSI -J. Mocorro - Dividina	First Draft	TGSI - S. Baldovino	
000-01	2011/02/08		Update all screens (Online201, DTR, RAR, Gatekeeper) tailored for TGSI policy.	TGSI - S. Baldovino	
000-02	2011/04/01	TGSI -J. Mocorro -	Update the following Screens: 1. Home Welcome Message Control Panel > Bulletin Maintenance 2. Online201 Overtime Leaves Reports Control Panel > Biodata Maintenance > Position Maintenance 3. DTR > Home 4. RAR > Email Settings	TGSI - S. Baldovino	

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

Home - Welcome Message

1. **Welcome Message**
   - The default page of **Home**[1] Module is the **Welcome Message**[2] page as shown in *Figure HOME-1.0.* This page can be viewed by clicking "**Home**" link from Home main menu[6] or by clicking the "**Welcome Message**" link of the Home dropdown menu.
   - The sidebar panel displays the **Basic User Information**[3] with picture, name and position of currently logged user.
   - Clicking the **My DTR Log Link**[4] from the sidebar redirects the screen to the DTR Module page.
   - Reminder Section is added to provide a notification regarding pending leaves and overtime.

   ***NOTE**: By default, the displayed associate profile (Basic Information - Picture, Name and Position) will always be the currently logged user.*

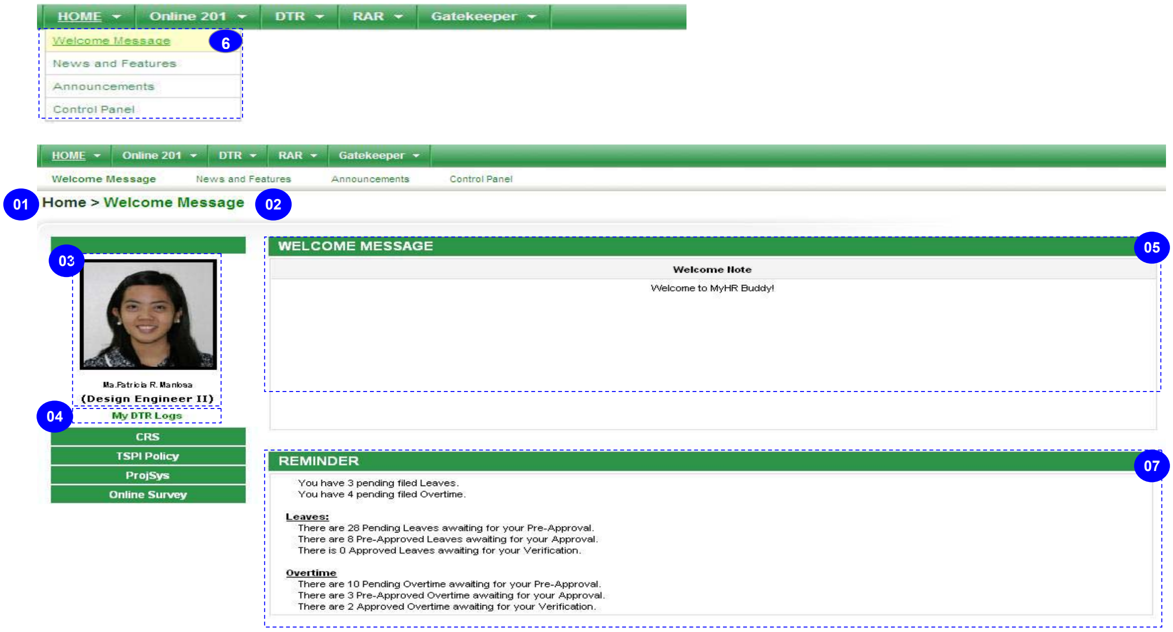


Figure HOME-1.0 Home Welcome Message

Home - News and Features

2. **News and Features**
   - As shown in *Figure HOME-2.0 News and Features,* this page can be viewed by clicking the "**News and Features**"[2] link from the **Home**[1] dropdown menu[6].
   - Users can go directly to the Welcome Message page by clicking **Home**[1] link.
   - Users can reload this page by clicking "**News and Features**"[2] link.
   - This page displays the contents of the **News and Features**[5] posted by users of the system.
   - The sidebar pane of the page displays the **Basic User Information**[3] of the currently logged user.
   - Clicking the **My DTR Log Link**[4] from the sidebar pane redirects the screen to the DTR Module page.
   - This pages can be viewed by clicking the **News and Features**[2] from **Home**[1] Dropdown menu. The screen can also be reloaded or refreshed by clicking **News and Features**[2] link on the same page.
   - User may opt to view Welcome Message page by clicking **Home**[1] link in the Menu Hierarchy link.
   - The sidebar pane displays the **Basic User Information**[3] of the currently logged user.
     1. Name
     2. Current Position
     3. Current user picture
   - Clicking the **My DTR Log** [4] link from the sidebar pane redirects the screen to the DTR Logs Module page

   ***NOTE**: By default, the displayed associate profile (Basic Information - Picture, Name and Position) will always be the currently logged user.*

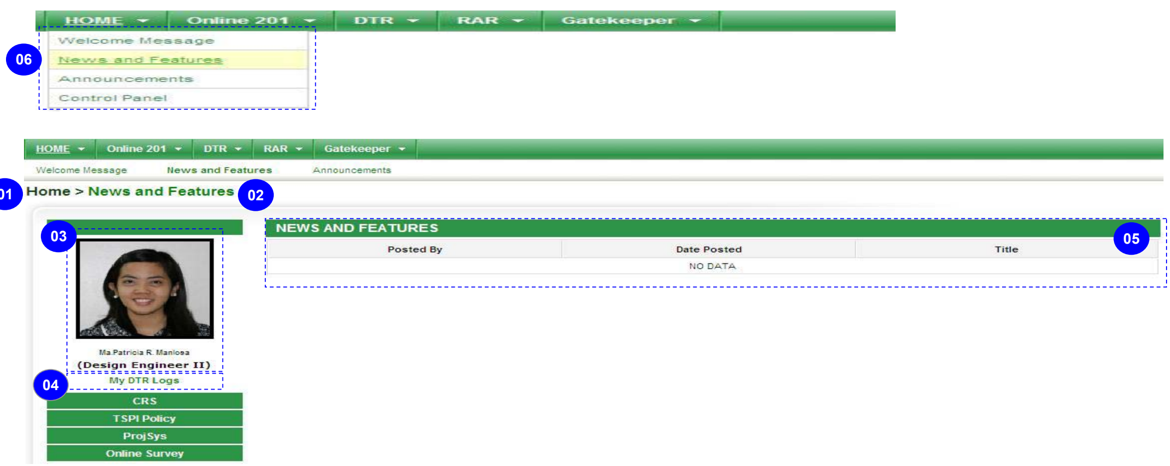


Figure HOME-2.0 News and Features

Home - Announcements

3. Announcements

- As shown in "*Figure Home-3.0* Announcements", this page can be viewed by clicking the **Announcements**[2] link from the **Home**[1] dropdown menu[6].
- Users can go directly to the Welcome Message page by clicking **Home**[1] link.
- Users can reload the content of this page by clicking **Announcements**[2] link.
- This page displays the contents of the **Announcements**[5] posted by users of this system.
- Clicking the **My DTR Logs**[4] link from the sidebar redirects the screen to the DTR Module page.
- Under Announcements[5] table, users can view details of the announcements by clicking the links or entry on columns under "Posted By", "Date Posted" and "Title".
- The sidebar pane of the screen also displays the **Basic User Information**[3]
  1. Name
  2. Current Position
  3. Current user picture

***NOTE**: By default, the displayed associate profile (Basic Information - Picture, Name and Position) will always be the currently logged user.*

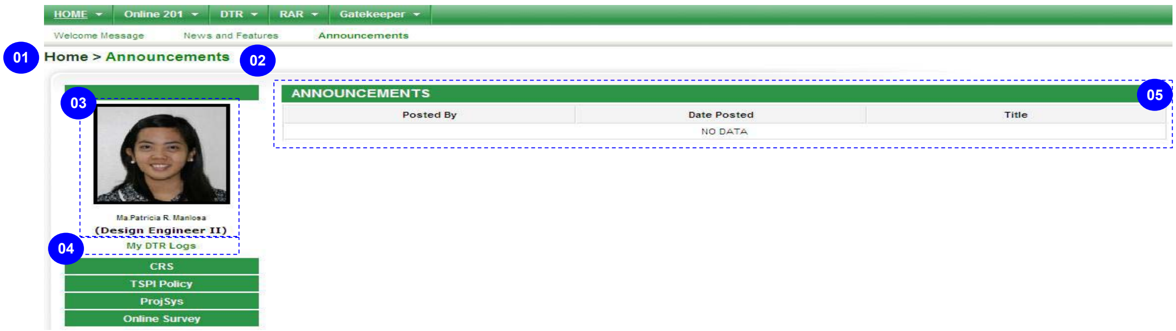


Figure HOME-3.0 Announcements

Home - Control Panel

4. Control Panel

- Control panel page is used to manage and maintain the labels and records for the **Home** module.

4.1 Bulletin Maintenance

- The Bulletin Maintenance page will be displayed upon clicking the **Bulletin Maintenance**[1] link located on sidebar menu[1].
- This page has a **Bulletin Type**[2] combo box field with the following option values: News, Announcements and Welcome Message. The default page for the Bulletin Maintenance is the Announcement Window as shown in *Figure HOME-4.1.1 Bulletin Maintenance* -Announcement.
  If the selected bulletin type is News, the News page will be displayed. (See *Figure HOME-4.1.2 Bulletin Maintenance* - News) while selecting the Welcome Message bulletin type will display Welcome Message page as shown in *Figure HOME-4.1.3 Bulletin Maintenance* - Welcome Message
- Screen also provides **Target Type**[3] with checkbox options, announcement will be displayed according to the selected target type.

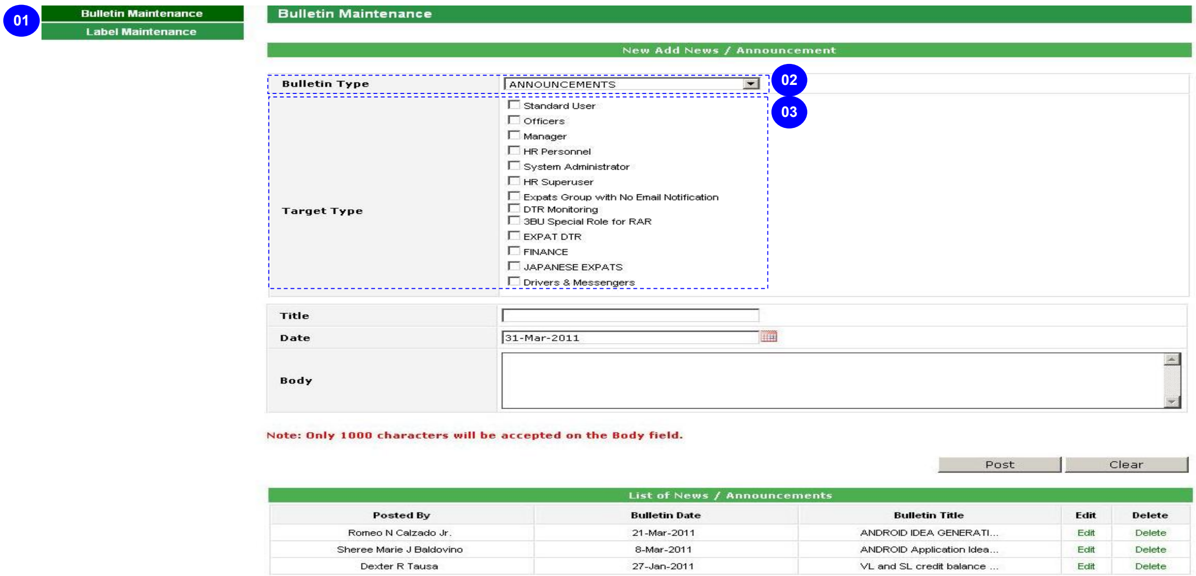


Figure HOME-4.1 Bulletin Maintenance

4.1.1 Announcements

Announcement Bulletin as shown in *Figure HOME-4.1.1 Bulletin Maintenance* -Announcement displays the **List of Announcements**[7] posted which enables the user to add, update or delete records.

- The news has a **Target Type**[1] check box field in order to select which type of user can view the posted announcement.
- **Bulletin Title**[2] input box is required in order to add or update an announcement record.
- If the **Bulletin Title**[2] is empty, an error message will be displayed.
- **Bulletin Date**[3] control field accepts input for the posted date of the announcement.
- **Bulletin Body**[4] accepts input for the details of the announcement.
- If the **Bulletin Body**[4] is empty, an error message will be displayed.
- Clicking the **Post**[5] button saves a new record and will be added on the **List of News / Announcements**[7] listing.
- Upon clicking the **Clear**[6] button, a dialog box will be displayed to confirm clearing the **Bulletin Title**[6] input box, **Bulletin Body**[8] and the **Bulletin Date**[7]
- The **List of News / Announcement**[7] contains the **Edit**[8] and **Delete**[9] links found on each record. This enables the user to update or delete a specific posted bulletin.
- In order to delete an announcement record, the user must click the **Delete**[9] link of a corresponding record. Upon clicking the **Delete**[9] link, a dialog box with the message:"Are you sure you want to delete this? " will be displayed to confirm the deletion.
  If the user wants to proceed with the deletion of the record, the record will be deleted. Otherwise, the deletion process will be cancelled.

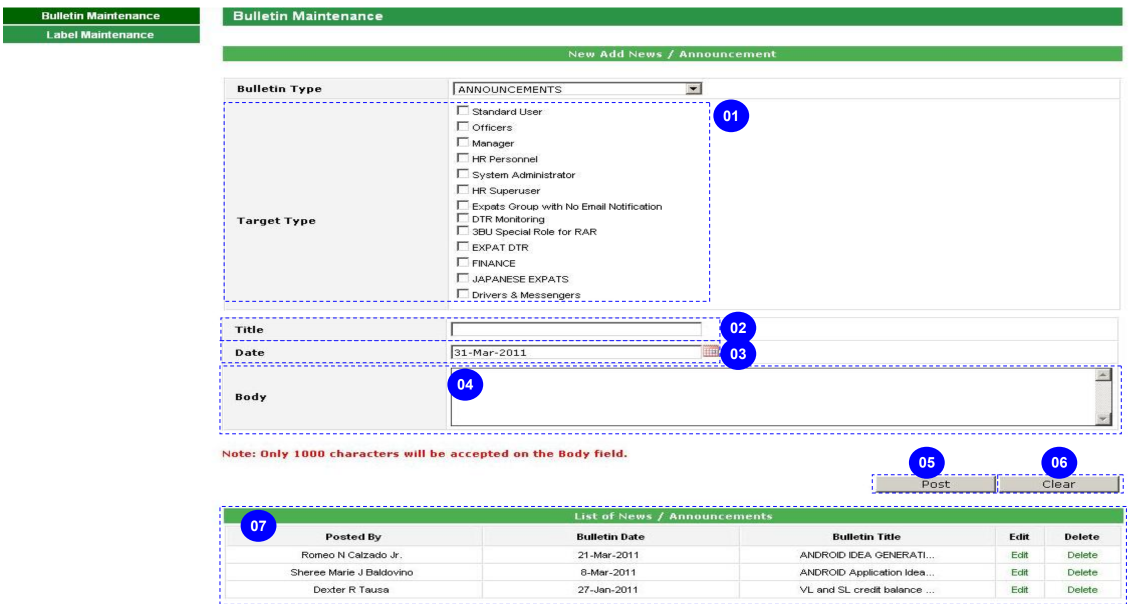


Figure HOME-4.1.1 Bulletin Maintenance

4.1.2 News

News Bulletin page as shown in *Figure HOME-4.1.2 Bulletin Maintenance* - News displays the **List of News**[7] posted which enabes the user to add, update or delete records.

- The news has a **Target Type**[1] combo box field in order to select which type of user can view the posted news.
- **Bulletin Title**[2] input box is required in order to add or update a news record.
- If the **Bulletin Title**[2] is empty, an error message will be displayed.
- **Bulletin Date**[3] control field accepts input for the Date of the News.
- **Bulletin Body**[4] accepts input for the news details.
- If the **Bulletin Body**[4] is empty, an error message will be displayed.
- Clicking the **Post**[5] button will add the news bulletin on the List of News [7].
- Upon clicking the **Clear**[6] button, a dialog box will be displayed to confirm clearing the **Bulletin Title**[6] input box, **Bulletin Body**[8] and the **Bulletin Date**[7]
- The user can update News information by clicking the **Edit**[8] link.
- The **List of News**[7] is also displayed, which has the **Edit**[8] and **Delete**[9] link at the end of each row. This enables the user to update or delete a specific posted bulletin.
- In order to delete a news record, the user must click the **Delete**[9] link. Upon clicking the **Delete**[9] link, a dialog box will be displayed to confirm the deletion.

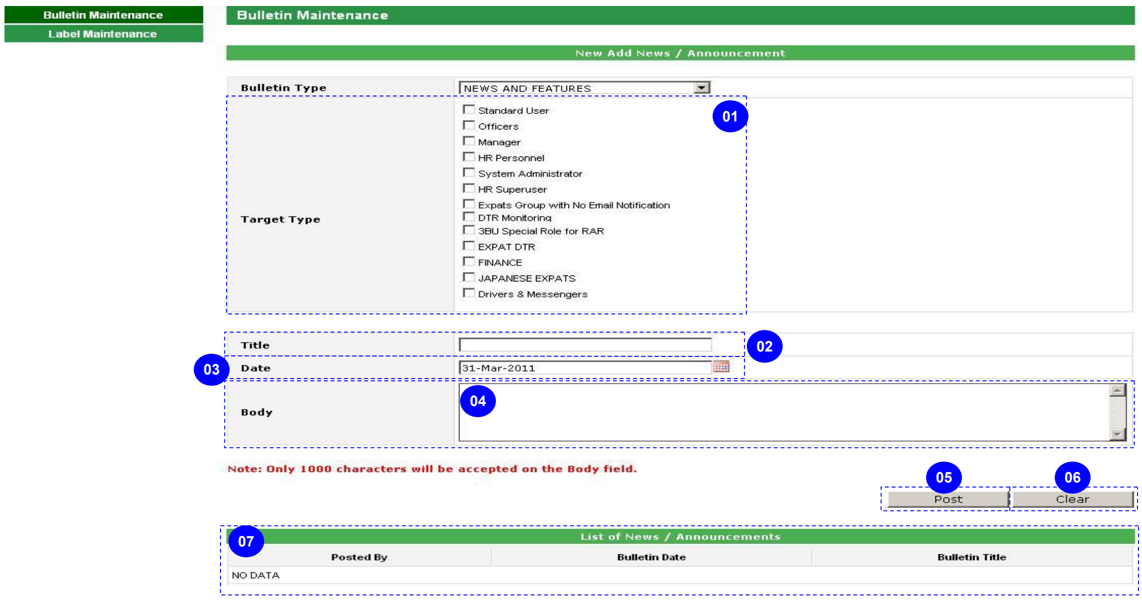


Figure HOME-4.1.2 Bulletin Maintenance

4.1.3 Welcome Message

The Welcome Message as shown in *Figure HOME-4.1.3 Bulletin Maintenance* - Welcome Message enables the user to update the welcome note contents of the Home Page.

- **Bulletin Title**[6] input box is required in order to add or update the welcome message.
- If the **Bulletin Title**[1] is empty, an error message:"Bulletin Title should not be empty ." will be displayed.
- **Bulletin Body**[2] accepts input for the Welcome Message details.
- If the **Bulletin Body**[2] is empty, an error message:"Bulletin Body should not be empty ." will be displayed.
- Clicking the **Post**[3] button will save the Welcome Message.

Figure HOME-4.1.3 Bulletin Maintenance

4.2 Label Maintenance

- The Label Maintenance page can be viewed by clicking the **Label Maintenance** link from the side bar menu[9] of the Control Panel pages.
- This page allows the user to modify the Labels on the Home module screens.
- This screen can modify labels for the Home Module Labels:
  - Common Labels
  - Sub Menu Layer 1
  - Sub Menu Layer 2
  - Sub Menu Layer 3
- **Filters**[1] are provided to search for a specific group of Labels for a particular module.
- To edit all common labels, put a check on the Common[2] checkbox and click show result button to display on Details[7] table. Please refer to *Figure HOME-4.2 Label Maintenance.* for more information.
- Clicking the **Show Result**[4] button will display selected search Labels (Common Labels/Not Common Labels) in the **Details**[7] Table. Please refer to *Figure HOME-4.2 Label Maintenance* for more information.
- To restore all default labels of a particular module, please click the **Set All Default**[3] button.
- To activate edit mode, Check the **Edit Checkbox**[8] and rename/edit Resource Value column to selected label.
- Clicking the **Apply**[6] button will save all the edited labels.
- To restore system default labels, click the **Set Default**[5] button.

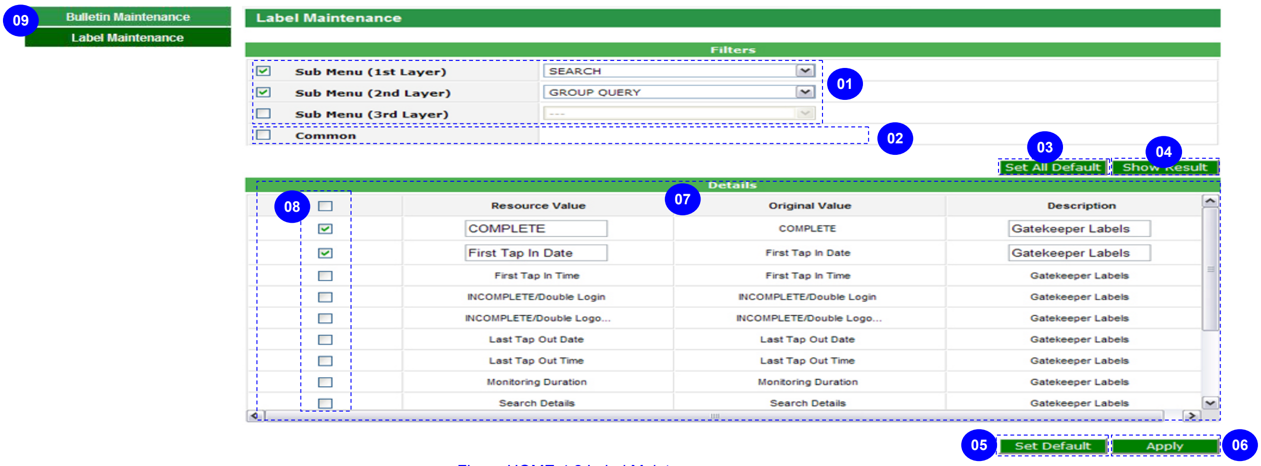


Figure HOME-4.2 Label Maintenance

Online 201

1. Home

1.1 Company Information

- This is the default page of the Online201 module.
- This can also be viewed by clicking the **Company Information** link from the **Sidebar Menu**[19].
- This page displays the **Associate ID**[1], **Assigned Username & Domain**[2] for user identification.
- This also displays the **Position**[3], **Department**[4], **Section**[5], and **Team**[6].
- The **Associate Status**[7] indicates the employment status of the employee.
- **OJT Date Hired**[8] is displayed if the employee started as OJT.
- **Casual Date Hired**[9] is displayed if the employee started as casual whereas **Probationary Date Hired**[10] if started working as a probationary employee.
- **Length of Service**[11] displays the length of service of the employee.
- **Resignation Date**[12] displays the date of resignation or separation date of an employee.
- **Shift**[13] displays shift assignment of the employee
- Other details are the **Locker Number/ Locker Key Number**[14] **and Movable Drawer Information**[15].

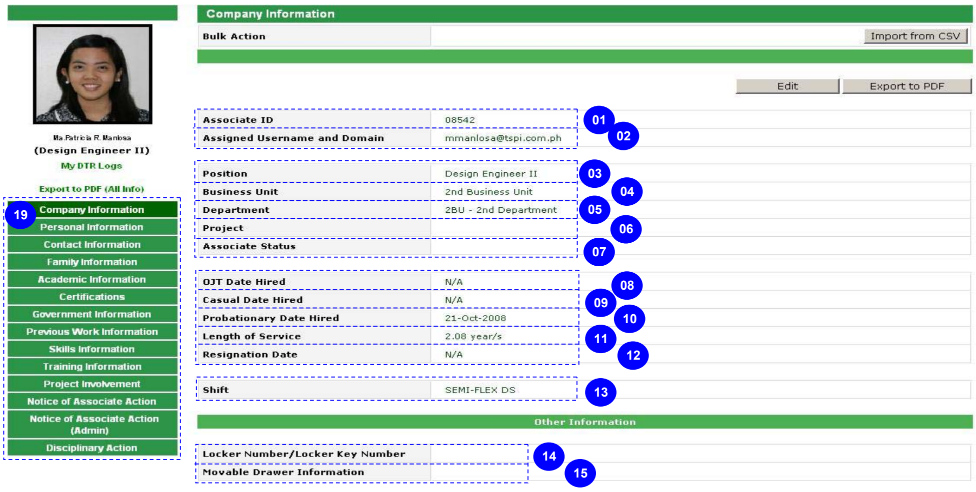


Figure ONLN-1.1 Company Information

1.1.1 Edit Company Information

- After clicking the **Edit** button from the **Company Information** page (please refer to the above section *Figure ONLN-1.1*), the user is redirected to this page.
- This p The news has a **Target Type**[1] check box field in order to select which type of user can view the posted announcement.
- The user should enter **Associate ID**[1] and **Assigned Username**[2] and they should be unique to other employees' account.
- The user should select a **Domain**[3].
- When the **Change Password**[4] is checked, the **Current Password**[5], **New Password**[6], and **Confirm Password**[7] can accept inputs from the user. Otherwise, these text fields are disable
  The user must supply the existing password in Current Password[4] box, a new password in the New Password6 box, and reconfirm the new password in Confirm Password7 box.
- Select values for the **Project**[8], **and Shift**[9].
- The user can also input other information on the Remarks[10].
- The user can also provide the **Locke Number/Locker Key Number**[11] and the **Movable Drawer Information**[12].
- Click the **Save**[14] button to commit all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed.
  Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[15] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[13] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes."
  dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

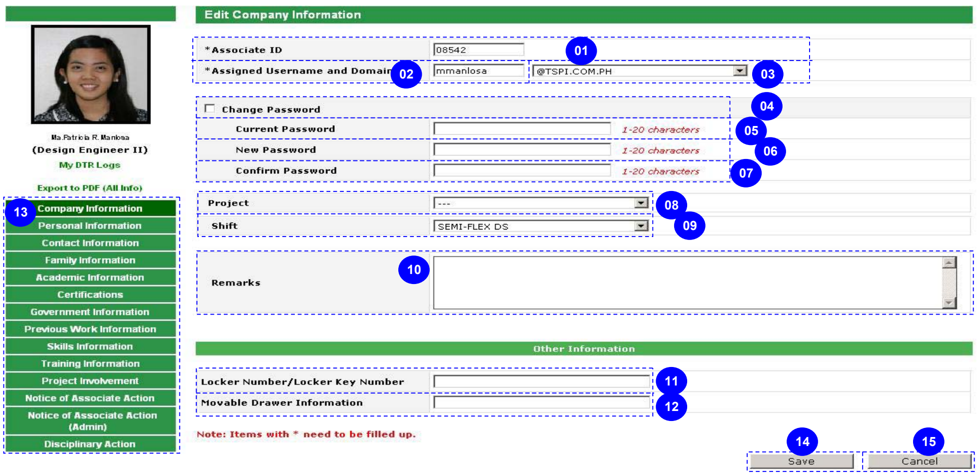


Figure ONLN-1.1.1 Edit Company Information

1.2 Personal Information

- This page displays the **Personal Information** of an employee.
- This can be viewed by clicking the **Personal Information** link from the **Sidebar Menu**[1].
- This page displays the **Name**[2] of the employee, **Age**[3], **Gender**[4], **Civil Status**[5].
- This also displays the **Birth-related Information**[6] that includes the birth date and birth place.
- The **Height**[7], **Weight**[8] and **Blood Type**[9] can also be viewed on this page.
- The **Culture-related Information**[10] includes the nationality, religion, language and dialect.
- The **Talents**[11], **Skills**[12], **Hobbies**[13], **Sports**[14] are also visible, as well as the **Tax-related Information**[15] that includes the Tax Code and Tax Exemption Code.

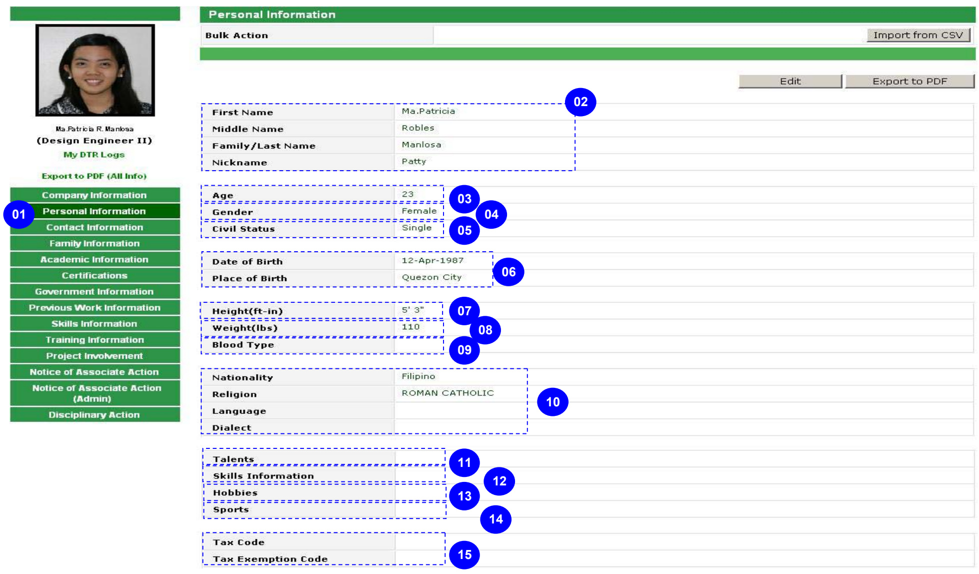


Figure ONLN-1.2 Personal Information

1.1.1 Edit Personal Information

- After clicking the **Edit** button from the **Personal Information** page (please refer to the above section *Figure ONLN-1.2*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's personal information.
- The user is required to enter values for **First Name**[1] and **Family/Last Name**[3].
- The user is required to enter values for the following:
  First Name[1] **-** if left as blank while saving, "*First Name should not be blank.*" message will be displayed.
  Family/Last Name[3] **-** if left as blank while saving, **"***Family/Last Name should not be blank.***"** message will be displayed.
- Filling up the following fields is optional:

Middle Name[2]	**Religion**[13]
Nickname[4]	**Language**[14]
Gender[5]	**Dialect**[15]
Civil Status[6]	**Talents**[16]
Date of Birth[7]	**Skills**[17]
Place of Birth[8]	**Hobbies**[18]
Height[9]	**Sports**[19]
Weight[10]	**Tax Code**[20]
Blood Type[11]	**Tax Code Exemption**[21]
Nationality[12]	

- Click the **Save**[22] button to commit all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[23] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the Sidebar Menu[24] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes. dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

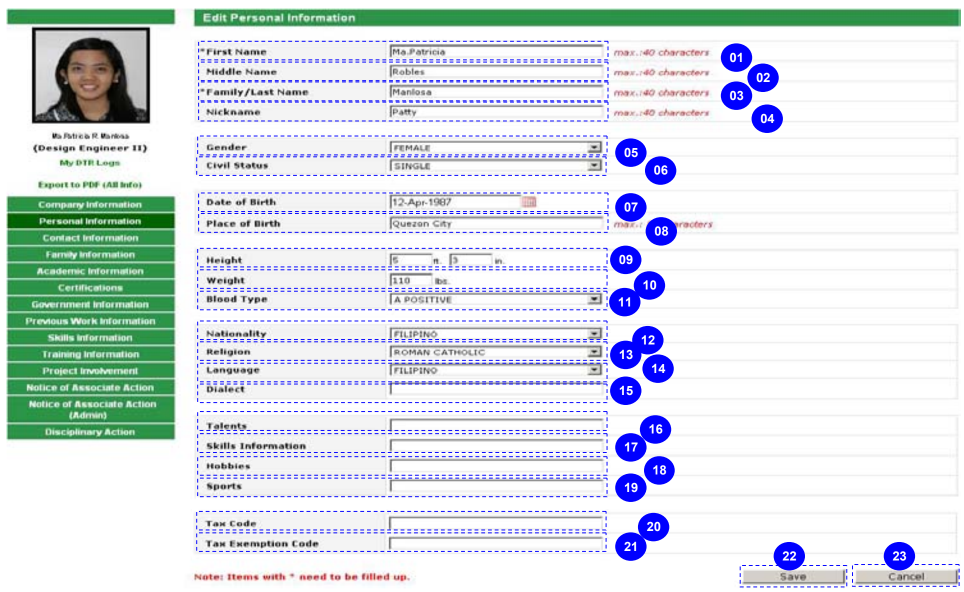


Figure ONLN-1.2.1 Edit Personal Information

1.3. Contact Information

- This page displays the **Contact Information** record of an employee as well as the **Contact Information of the ICE Person**.
- This page can be viewed by clicking the **Contact Information** link from the **Sidebar Menu**[10].
- The fields for the associate's contact information are: **Present Address**[1], **Present Address Landline**[2], **Provincial Address**[3], **Provincial Address Landline**[4] and **Personal Mobile Number**[5].
- The fields for the information of the associate's contact person are: **ICE Contact Person**[6], **ICE Contact Address**[7], **ICE Contact Landline**[8], **ICE Mobile Number**[9].

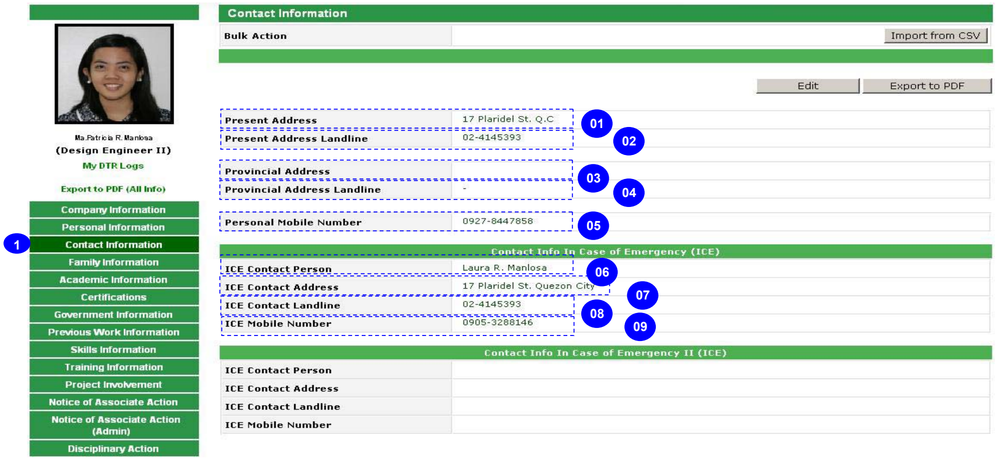


Figure ONLN-1.3 Contact information

1.3.1 Edit Contact Information

- After clicking the **Edit** button from the **Contact Information** page (please refer to the above section *Figure ONLN-1.3*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's contact information.
- Using the **Select Input Section**[1] combo box, the user can select which among the sections under Family Information should be edited.

1.3.1.1 Edit Contact Information

- Filling up the following fields is optional:

  Present Address[1]
  Landline Number[2]
  Provincial Address[3]
  Provincial Landline Number[4]
  Mobile Number[5]
  ICE Contact Person[6]
  ICE Contact Person Address[7]
  ICE Landline Number[8]
  ICE Mobile Number[9]
  ICE II Contact Person[10]
  ICE II Contact Person Address[11]
  ICE II Landline Number[12]
  ICE II Mobile Number[13]

- If inputs for the following exceeds 100 characters, **"Text Area input is more than 100 characters. The input will be trimmed. "** message will be displayed and will trim the input to 100 characters:

  Present Address[1]
  Provincial Address[3]
  ICE Contact Person Address[7]
  ICE II Contact Person Address[11]

- Click the **Save**[14] button to commit all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[15] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the Sidebar Menu[16] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

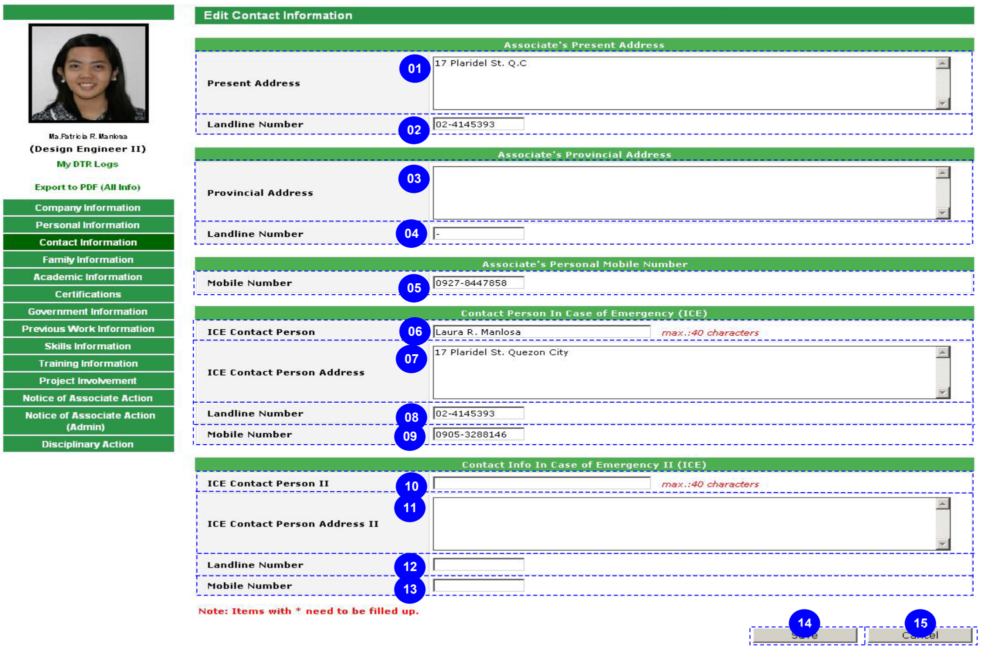


Figure ONLN-1.3.1 Edit Contact Information

1.4. Family Information

- This page displays the Family Information of the employee in three (3) different sections and has different buttons for Import from CSV.
  - **General Information**[1]
  - **Sibling Information**[2]
  - **Children Information**[3]
  - **Import General Info from CSV**[4]
  - **Import Sibling Info from CSV**[5]
  - **Import Child Info from CSV**[6]
- This can be viewed by clicking the Family Information from the **Sidebar Menu**[7].

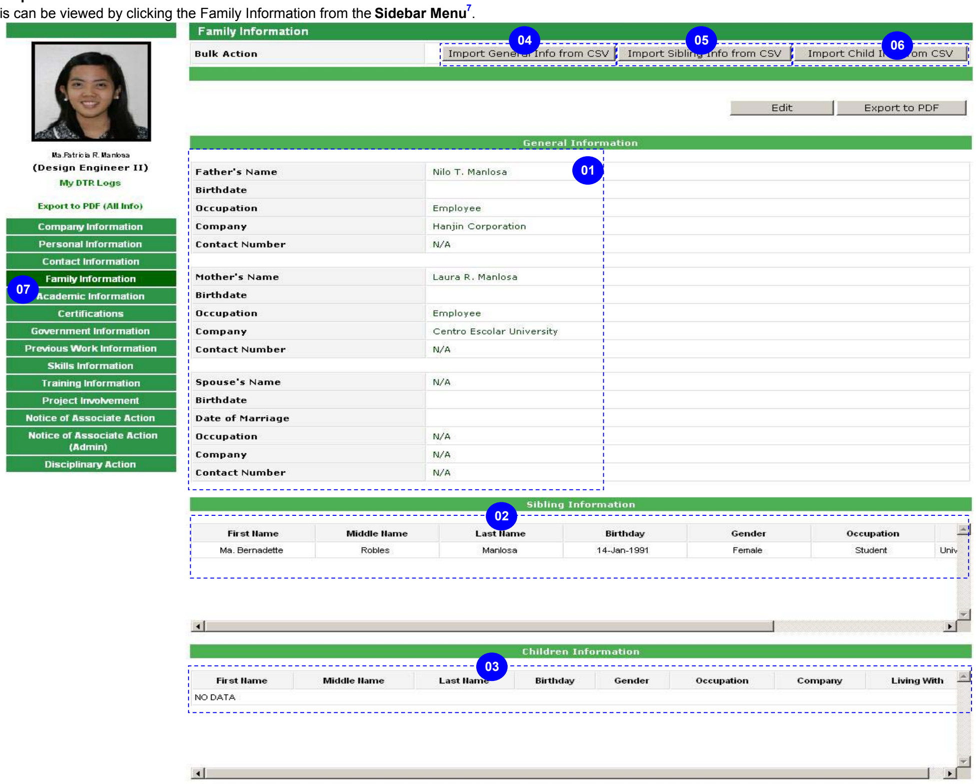


Figure ONLN-1.4 Family Information

1.4.1 Edit Family Information

- After clicking the **Edit** button from the **Family Information** page (please refer to the above section *Figure ONLN-1.4*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's family information.
- To edit a specific employee's general information record (ie. Father's Name, Father's Occupation and the likes), please select the **General Information Section** option from the **Select Input Section**[1] combo box.
- Filling up the following fields is optional:

Father's Name[2]	**Spouse's Name**[12]
Father's Birthdate[3]	**Spouse's Birthdate**[13]
Father's Occupation[4]	**Spouse's Date of Marrage**[14]
Father's Company[5]	**Spouse's Occupation**[15]
Father's Contact Number[6]	**Spouse's Company**[16]
Mother's Name[7]	**Spouse's Contact Number**[17]
Mother's Birthdate[8]	
Mother's Occupation[9]	
Mother's Company[10]	
Mother's Contact Number[11]	

- Click the **Save**[18] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[19] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the Sidebar Menu[20] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes. dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

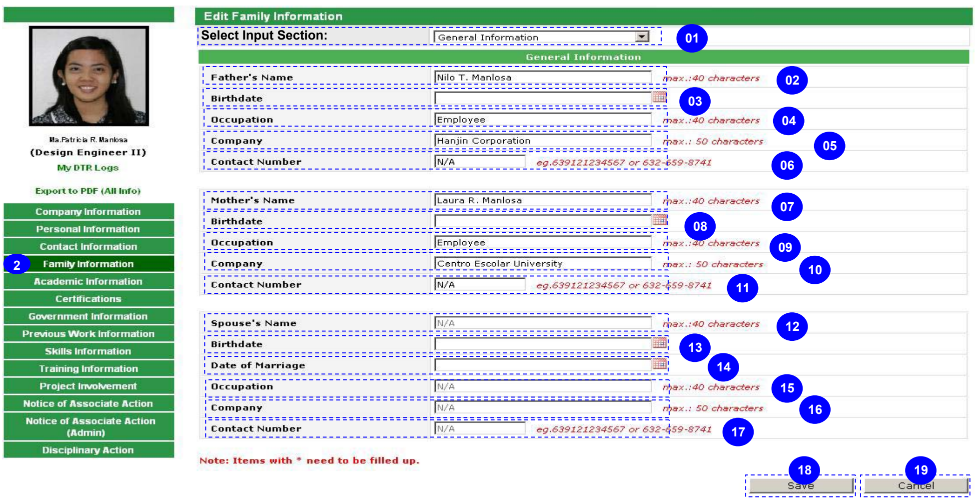


Figure ONLN-1.4.1 Edit Family General Information

- To edit a specific employee's sibling information record, please select the **Sibling Information Section** option from the **Select Input Section** combo box. **Sibling Information Section** option from the **Select Input Section** combo box.
- Filling up the following fields is optional:
  - **First Name**[1]
  - **Middle Name**[2]
  - **Last Name**[3]
  - **Date of Birth**[4]
  - **Gender**[5]
  - **Occupation**[6]
  - **Company/School**[7]
  - **Living With**[8]
- Click the **Save**[9] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[10] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[13] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.
- When **Edit Link**[11] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[12] is clicked, this shows "are you sure you want to delete this?" message. If "Yes", the record will be deleted. Otherwise, no changes are made.

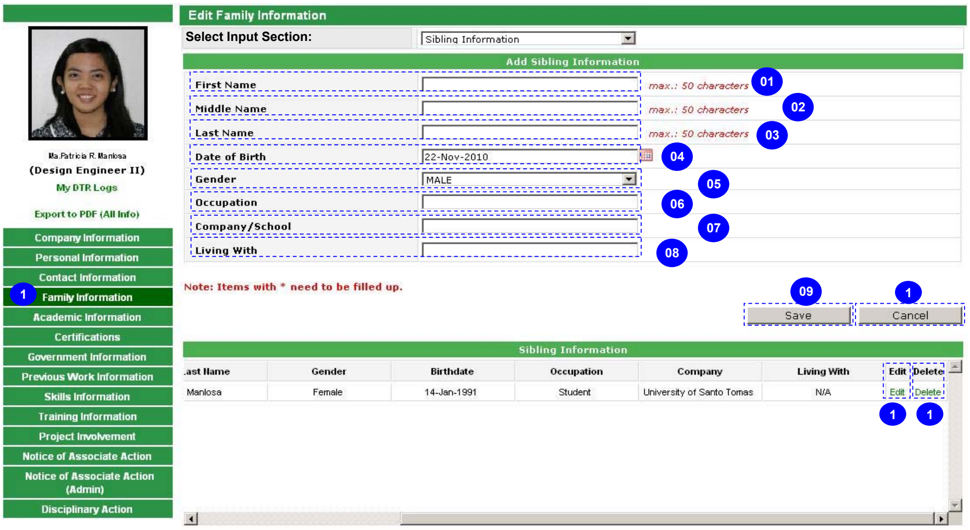


Figure ONLN-1.4.1.1 Edit Sibling Information

- To edit a specific employee's child information record, please select the **Children Information Section** option from the **Select Input Section combo box.**
- Filling up the following fields is optional:
  - **First Name**[1]
  - **Middle Name**[2]
  - **Last Name**[3]
  - **Date of Birth**[4]
  - **Gender**[5]
  - **Occupation**[6]
  - **Company/School**[7]
  - **Living With**[8]
- Click the **Save**[9] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[10] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[13] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.
- When **Edit Link**[11] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[12] is clicked, this shows "are you sure you want to delete this?" message. If "Yes", the record will be deleted. Otherwise, no changes are made.

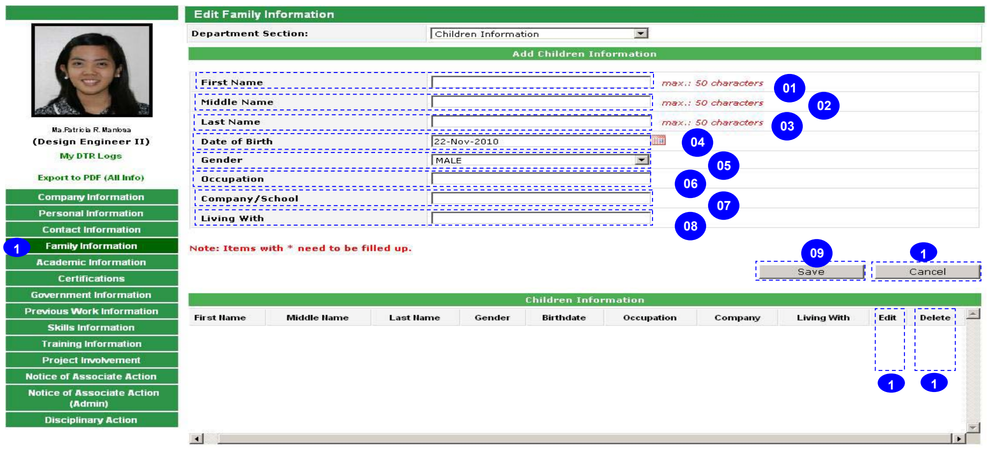


Figure ONLN-1.4.1.2 Edit Child Information

1.5 Academic Information

- This page displays the **Academic Information** record of a specific employee by academic level in tabular form. The academic levels are the following:
  - **Primary**[1]
  - **Secondary**[2]
  - **Tertiary**[3]
  - **Post Graduate**[4]
- This page displays the following buttons:
  - **Import from CSV**[5]
  - **Export to PDF**[6]
  - **Edit**[7]
- This can be viewed by clicking the **Academic Information** from the **Sidebar Menu**[8].

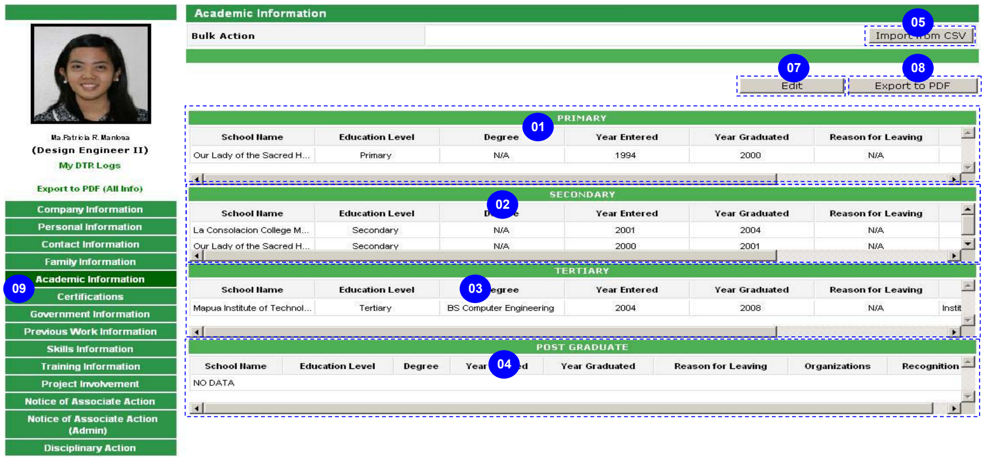


Figure ONLN-1.5 Academic Information

1.5.1 Edit Academic Information

- After clicking the **Edit** button from the **Academic Information** page (please refer to the above section *Figure ONLN-1.5*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's academic information
- Filling up the following fields is optional:
  - **School/College/University**[1]
  - **Level**[2]
  - **Degree**[3]
  - **Year Entered/Started**[4]
  - **Year Left/Graduated**[5]
  - **Reason for Leaving**[6]
  - **Organization(s)**[7] - if more than 100 characters "Text Area input is more than 100 characters. The input will be trimmed. "message box will be displayed.
  - **Recognitions**[8] - if more than 100 characters "Text Area input is more than 100 characters. The input will be trimmed. " message box will be displayed.
- Click the **Save**[9] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[10] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[13] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.
- When **Edit Link**[11] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[12] is clicked, this shows "are you sure you want to delete this?" message. If "Yes", the record will be deleted. Otherwise, no changes are made.

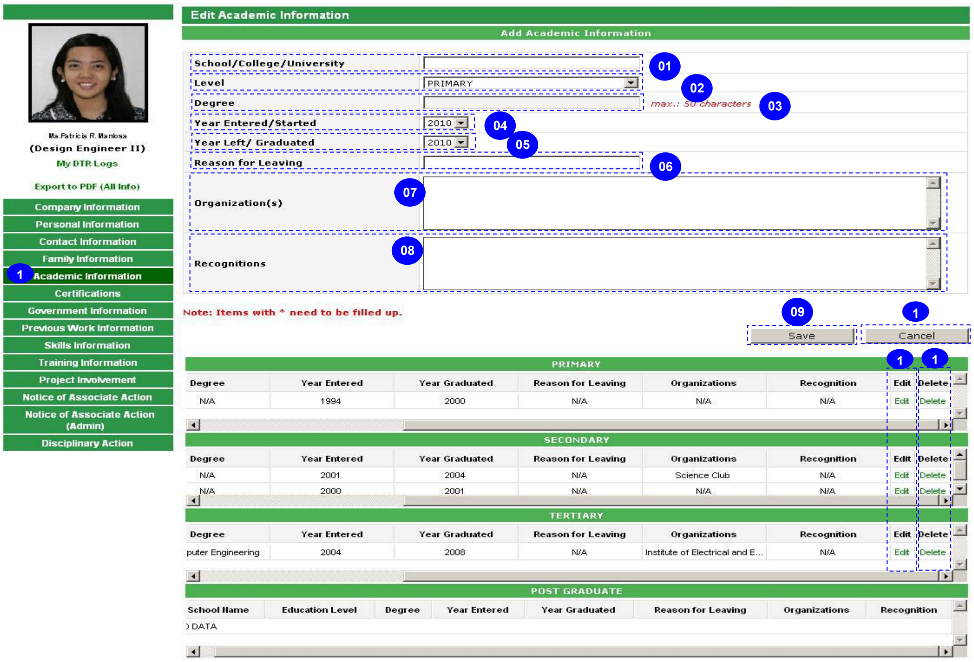


Figure ONLN-1.5 .1 Edit Academic Information

1.6 Certification Information

- This page displays the **List of Professional Certifications**[1] of an employee.
- This can be viewed by clicking the **Certifications** from the **Sidebar Menu**[2].
- This page also displays the following buttons:
  - **Import from CSV**[3]
  - **Export to PDF**[4]
  - **Edit**[5]

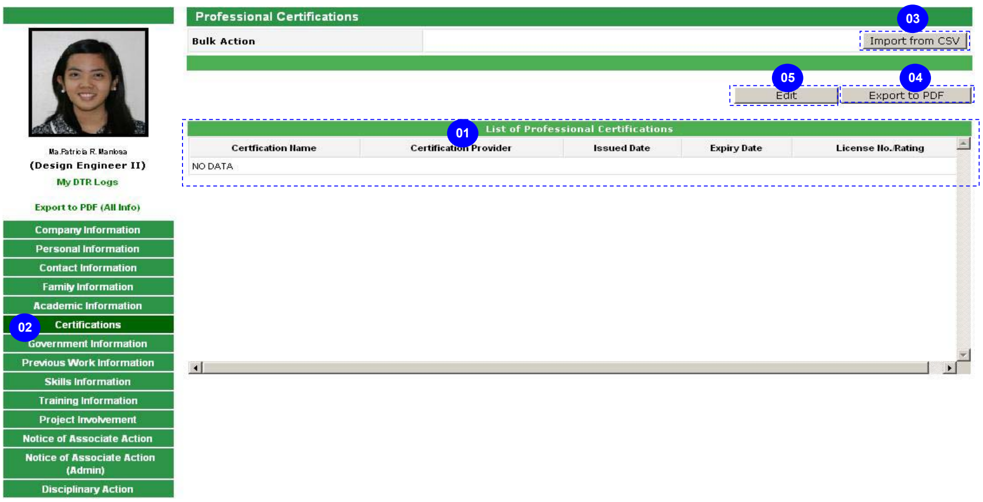


Figure ONLN-1.6 Professional Certifications Information

1.6.1 Edit Certification Information

- After clicking the **Edit** button from the **Certification Information** page (please refer to the above section *Figure ONLN-1.6*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of an employee's certification information.
- Filling up the following fields are optional:
  - **Certification Name**[1]
  - **Issued Date**[2]
  - **Expiry Date**[3]
  - **Certification Provider**[4]
  - **License Number**[5]
- Click the **Save**[6] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[7] button in order to cancel all changes made from this page.
  "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[10] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.
- When **Edit Link**[8] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[9] is clicked, this shows "are you sure you want to delete this?" message. If "Yes", the record will be deleted. Otherwise, no changes are made.

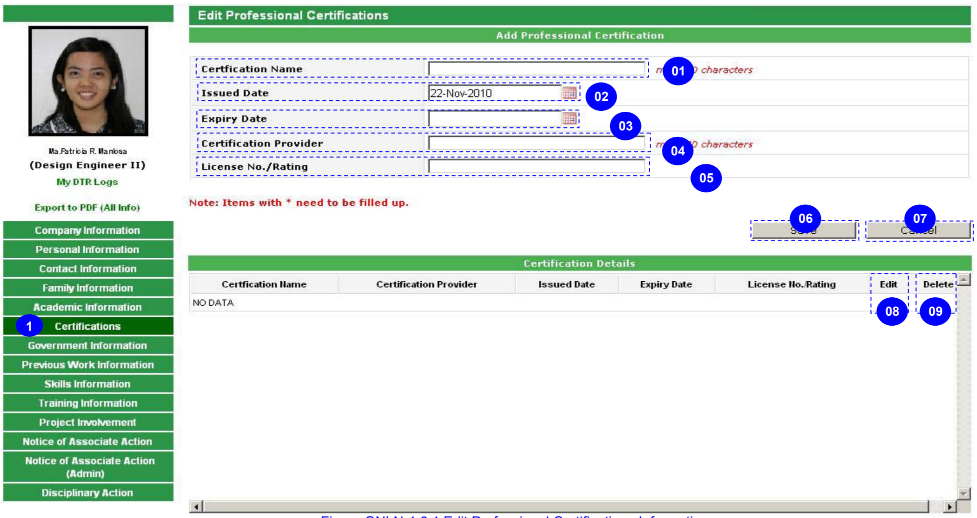


Figure ONLN-1.6.1 Edit Professional Certifications Information

1.7 Government Information

- This page displays the **Government-Related Information** of the associate.
- This can be viewed by clicking the **Government Information** from the **Sidebar Menu**[1].
- The two sections for this page are the following:
  - **Government Issued ID**[2]
  - **Passport Information**[3]
- A **[view records]**[4] link is available for the user to enable him/her to view the SSS, PHILHEALTH, and PAGIBIG contribution records of a specific employee.
- This page also displays the following buttons:
  - **Import from CSV**[5]
  - **Export to PDF**[6]
  - **Edit**[7]

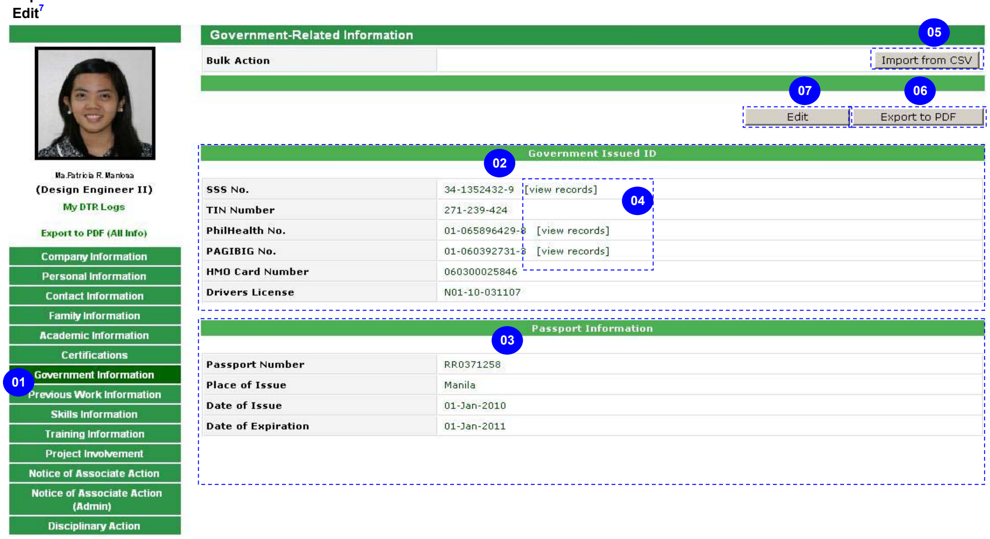


Figure ONLN-1.7 Government Information

1.7.1 Government Contribution - SSS Contribution Certificate

- This page displays a report on the associate's **Social Security System (SSS) contributions**. The certificate is displayed in tabular form.
- The **Government Contribution - SSS Contribution** page is accessible via the **view records** link made available on the government information's main screen.
- **Date Filters**[1] are provided to search for records within a specific date range.
  Note: "Date Range From should not be greater than Date Range To" dialog box will prompt the user when the inputted date range Date To is earlier than the date range Date From.
- Clicking the **Show Result**[2] button will activate the search process.
- Clicking the **Import from CSV**[3] button will allow the user to import records from a CSV file.
- Clicking the **Export to PDF**[4] button will allow the user to export the generated report into PDF file format.
- The columns under the SSS Contribution Certificate are as follows
  - **Contributions for Month & Year of**[5] **:** This column displays the paid month and year of the contributions.
  - **SSS Employee**[6] **:** This column displays the employee's share on the contributions
  - **SSS Employer**[7] **:** This column displays the employer's share on the contributions
  - **EC**[8] **:** This column displays the employer's share on the contributions
  - **Total**[9] **:** This column displays the sum of the employee and employer's share
  - **Receipt No.**[10] **:** This displays the receipt no.
  - **Date of Payment** [11] **:** This displays the date of payment of the contributions

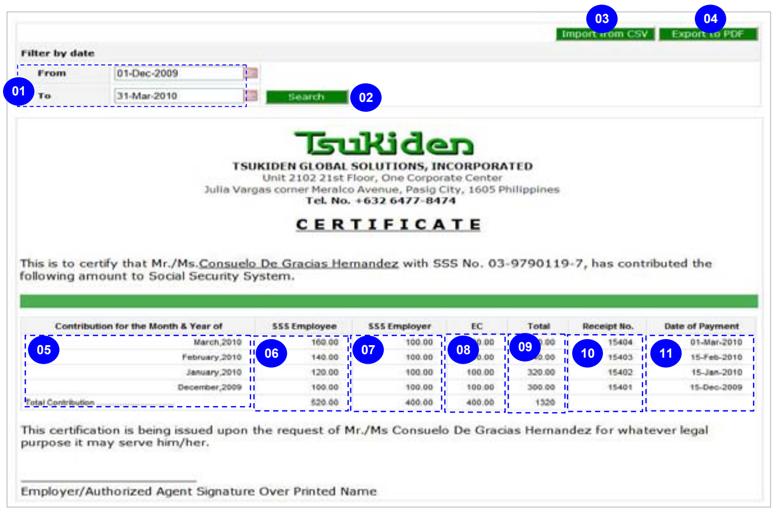


Figure ONLN-1.7.1 Government Contribution - SSS Contribution Certificate

1.7.2 Government Contribution - PhilHealth Contribution Certificate

- This page displays a report on the associate's **PhilHealth contributions**. The certificate is displayed in tabular form.
- The **Government Contribution - PhilHealth Contribution** page is accessible via the **view records** link made available on the government information's main screen.
- **Date Filters**[1] are provided to search for records within a specific date range.
  Note: "Date Range From should not be greater than Date Range To" dialog box will prompt the user when the inputted date range Date To is earlier than the date range Date From.
- Clicking the **Show Result**[2] button will activate the search process.
- Clicking the **Import from CSV**[3] button will allow the user to import records from a CSV file.
- Clicking the **Export to PDF**[4] button will allow the user to export the generated report into PDF file format.
- The columns under the SSS Contribution Certificate are as follows
  - **Contributions for Month & Year of**[5] : This column displays the paid month and year of the contributions.
  - **PHealth Employee**[6] : This column displays the employee's share on the contributions
  - **PHealth Employer**[7] : This column displays the employer's share on the contributions
  - **Total**[8] : This column displays the sum of the employee and employer's share
  - **Receipt No.**[9] : This displays the receipt no.
  - **Date of Payment**[10] : This displays the date of payment of the contributions

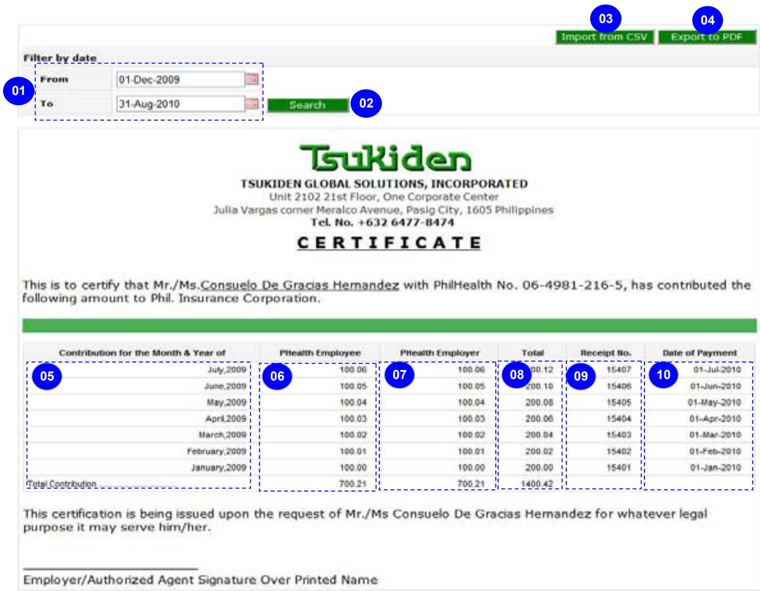


Figure ONLN-1.7.2 Government Contribution - PhilHealth Contribution Certificate

1.7.3 Government Contribution - PAGIBIG Contribution Certificate

- This page displays a report on the associate's **PAGIBIG contributions**. The certificate is displayed in tabular form.
- The **Government Contribution - PAGIBIG Contribution** page is accessible via the **view records** link made available on the government information's main screen.
- **Date Filters**[1] are provided to search for records within a specific date range.
  Note: "Date Range From should not be greater than Date Range To" dialog box will prompt the user when the inputted date range Date To is earlier than the date range Date From.
- Clicking the **Show Result**[2] button will activate the search process.
- Clicking the **Import from CSV**[3] button will allow the user to import records from a CSV file.
- Clicking the **Export to PDF**[4] button will allow the user to export the generated report into PDF file format.
- The columns under the SSS Contribution Certificate are as follows
  - **Contributions for Month & Year of**[5] : This column displays the paid month and year of the contributions.
  - **Employee Share**[6] : This column displays the employee's share on the contributions
  - **Employer Share**[7] : This column displays the employer's share on the contributions
  - **Receipt No.**[8] : This displays the receipt no.
  - **Date of Payment**[9] : This displays the date of payment of the contributions

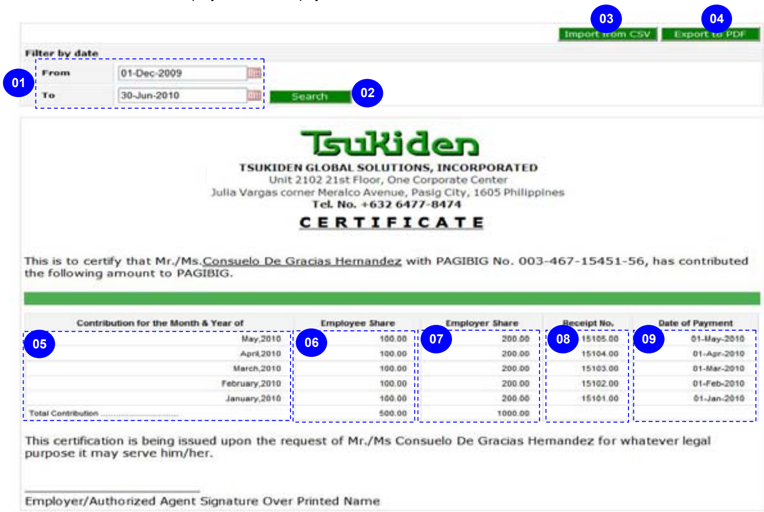


Figure ONLN-1.7.3 Government Contribution - PAGIBIG Contribution Certificate

1.7.4 Edit Government Information

- After clicking the **Edit** button from the **Government Information** page (please refer to the above section *Figure ONLN-1.7.3*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's government-related information.
- Filling up the following fields is optional:
  - **SSS Number**[1]
  - **TIN Number**[2]
  - **PHILHEALTH Number**[3]
  - **PAGIBIG Number**[4]
  - **HMO Number**[5]
  - **License Number**[6]
  - **Passport Number**[7]
  - **Place of Issue**[8]
  - **Date of Issue**[9]
  - **Date of Expiration**[10]
- Click the **Save**[11] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.
- Click the **Cancel**[12] button in order to cancel all changes made from this page. "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed. If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[13] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

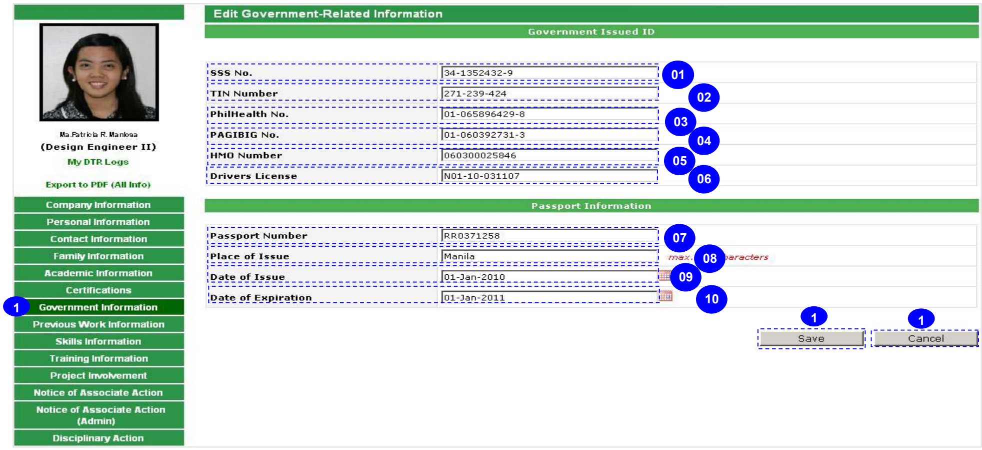


Figure ONLN-1.7.4 Edit Professional Certifications Information

1.8 Previous Work Information

- This page displays the List of **Previous Employers**[1] of an employee in tabular form.
- This can be viewed by clicking the **Previous Work Information** from the **Sidebar Menu**[2].
- This page also displays the following buttons:
  - **Import from CSV**[3]
  - **Export to PDF**[4]
  - **Edit**[5]

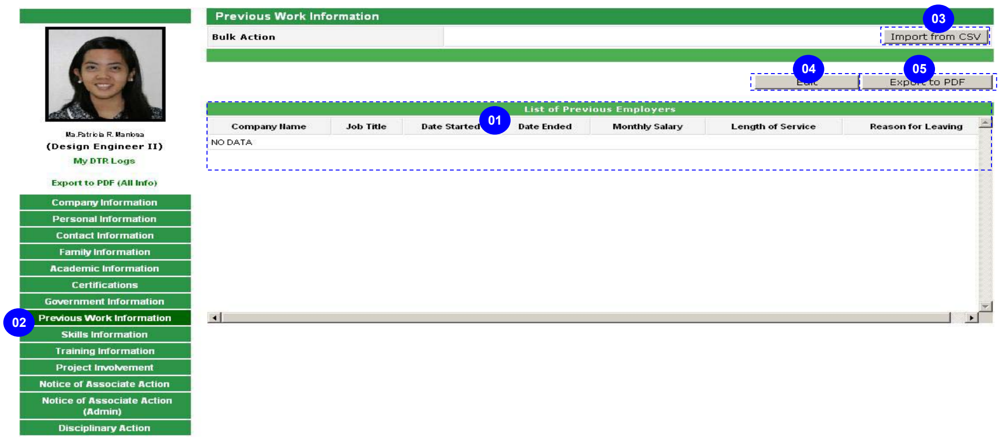


Figure ONLN-1.8 Previous Work Information

1.8.1 Edit Previous Work Information

- After clicking the **Edit** button from the **Previous Work Information** page (please refer to the above section *Figure ONLN-1.8*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's previous work information.
- Click the **Save**[7] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed. The user is required to enter values for the following except for **Basic Monthly Salary (in peso)**[5].
  1. **Company Name**[1] **- if empty,** "*Company Name should not be blank*" message will appear.
  2. **Job Title**[2] **-** if left as blank while saving, "*Company Name should not be blank*" message will appear.
  3. **Date Hired**[3] **-** if left as blank while saving, "*Skill Category should not be blank*" message will appear.
  4. **Date Resigned/ Terminated**[4] - if left as blank while saving, "*Date resigned should not be blank*" message will appear.
  5. **Reason for Leaving**[6] - if left as blank while saving, "*Reason for Leaving should not be blank*" message will appear.
- Click the **Cancel**[8] button in order to cancel all changes made from this page. "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" message will be displayed. If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the Sidebar Menu[11] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.
- When **Edit Link**[9] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[12] is clicked, this shows "are you sure you want to delete this?" message. If "Yes", the record will be deleted. Otherwise, no changes are made.

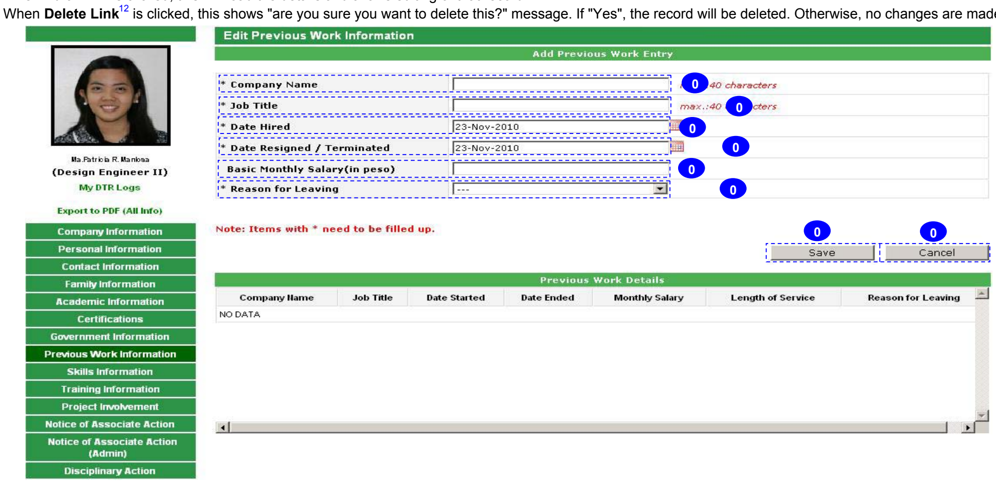


Figure ONLN-1.8.1 Previous Work Information

1.9 Skills Information

- This page displays the **List of Skills**[1] of a specific employee in tabular form.
- This can be viewed by clicking the **Skills Information** from the **Sidebar Menu**[2].
- This page also displays the following buttons:
  - **Import from CSV**[3]
  - **Export to PDF**[4]
  - **Edit**[5]

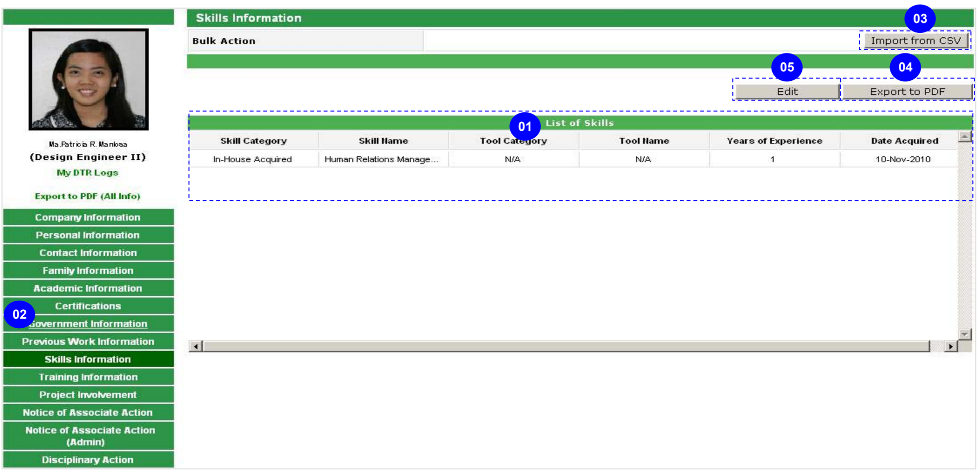


Figure ONLN-1.9 Skills Information

1.9.1 Edit Skills Information

- After clicking the **Edit** button from the **Skills Information** page (please refer to the above section *Figure ONLN-1.9*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's skills information.
- Click the **Save**[7] button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed. The user is required to enter values for the following:
  1. **Skill Category**[1] **-** if left as blank while saving, "*Skill Category should not be blank*" message will appear.
  2. **Skill Name**[2] **-** if left as blank while saving, "*Skill Name should not be blank*" message will appear.
  3. **Date Acquired**[6] **-** if left as blank while saving, "*Date Acquired should not be blank*" message will appear.
- Filling up the following fields is optional:
  1. **Tool Category**[3]
  2. **Tool Name**[4]
  3. **Years of Experience**[5]
- Click the **Cancel**[8] button in order to cancel all changes made from this page. "*Canceling the present operation will discard all your changes. Are you sure you really want to cancel* " message will be displayed. If the user clicks "**Yes**", changes will not be saved and will proceed to the normal mode. If "**No**", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the Sidebar Menu11 or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "**Yes**", changes will not be saved and will leave the edit mode. If "**No**", the screen will remain on the current screen.
- When **Edit Link**[9] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[10] is clicked, this shows "*Are you sure you want to delete this?*" message. If "**Yes**", the record will be deleted. Otherwise, no changes are made.

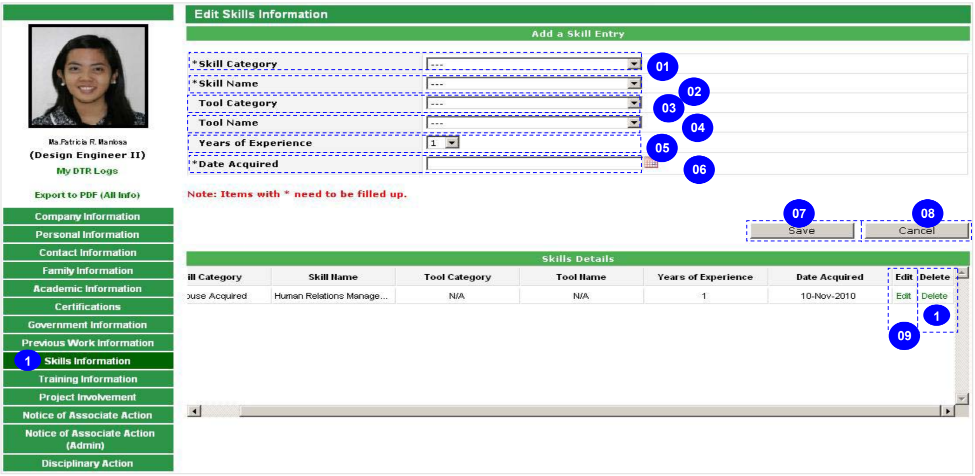


Figure ONLN-1.9.1 Edit Skills Information

1.10 Trainings Information

- This page displays the **Trainings Information** of a specific employee in tabular form having three sections.
  - **Trainings Received**[1]
  - **Trainings Certifications**[2]
- This can be viewed by clicking the **Trainings Information** from the **Sidebar Menu**[4].
- This page also displays the following buttons:
  - **Export to PDF**[6]
  - **Edit**[7]

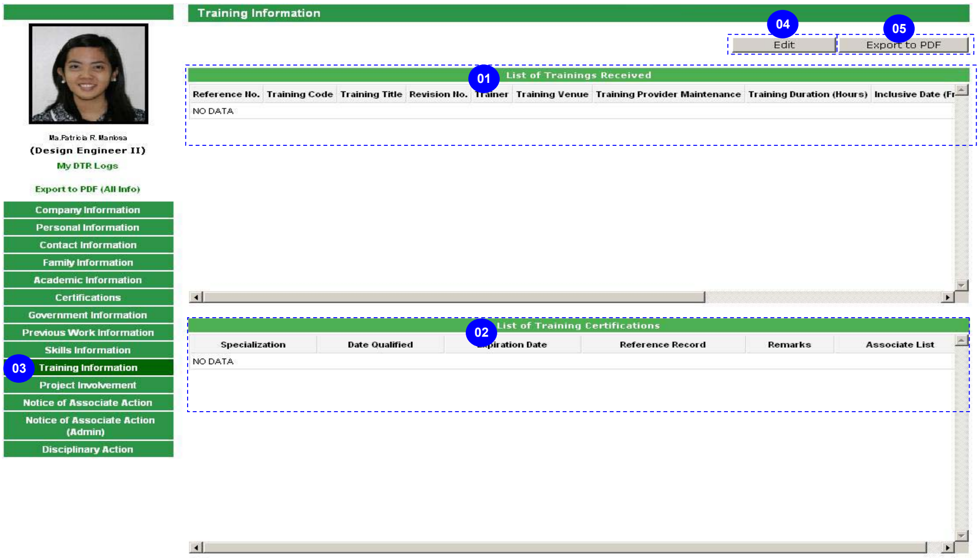


Figure ONLN-1.10 Training Information

1.10.1 Edit Trainings Information

- After clicking the **Edit** button from the **Trainings Information** page (please refer to the above section *Figure ONLN-1.10*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of an employee's trainings information.
- To edit a specific employee's received trainings, please select the **Trainings Received Section** option from the **Select Section**[1] combo box.
- Click the **Save**[5] button in order to save all changes made from this page. If saving is successful, *"Record successfully saved."* message will be displayed. Otherwise, *"No record was saved."* will be displayed. The following are required to be filled up:
  1. **Reference No.**[2] - if left as blank while saving, **"***Please enter and search for Reference No.***"** message will appear.
  2. **Revision No.**[3] **-** if left as blank while saving, **"***Please select Revision No.***"** message will appear.
- Click the **Search**[4] button to search for the Reference No., Training Code, Training Title and Revision No.
- Select **Revision No.** to load the other Training Details.
- Click the **Cancel**[6] button in order to cancel all changes made from this page.
  "*Canceling the present operation will discard all your changes. Are you sure you really want to cancel* " message will be displayed.
  If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[7] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.
- When **Edit Link**[6] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[7] is clicked, this shows "*Are you sure you want to delete this?*" message. If "Yes", the record will be deleted. Otherwise, no changes are made.

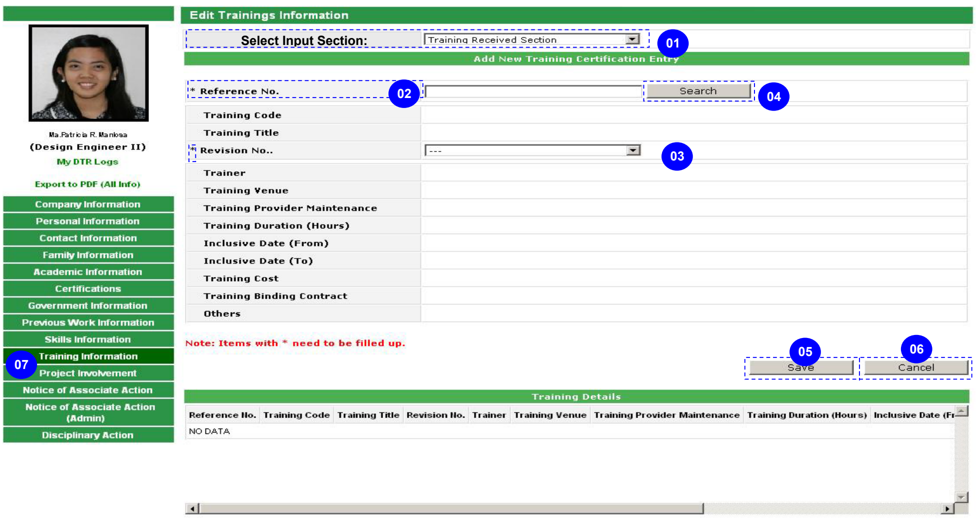


Figure ONLN-1.10.1 Edit Training Information

- To edit a specific employee's acquired training certification as a trainer, please select the **Trainings Certification Section** option from the **Select Input Section**[1] combo box.
- Click the **Save**[7] button in order to save all changes made from this page. If saving is successful, "*Record successfully saved.*" message will be displayed. Otherwise, "*No record was saved.*" will be displayed. The following fields are required to be filled up:
  1. **Specialization**[2] - if left as blank while saving, "*Specialization should not be blank.*" will be displayed.
  2. **Date Qualified**[3] **-** if left as blank while saving, "*Date Qualified should not be blank.*" message will be displayed.
  3. **Expiration Date**[4] - if left as blank while saving, "*Expiration Date should not be empty*" will be displayed.
- Filling up the following fields is optional:
  1. **Reference Record**[5]
  2. **Remarks**[6]
- Click the **Cancel**[8] button in order to cancel all changes made from this page. "*Canceling the present operation will discard all your changes. Are you sure you really want to cancel* " message will be displayed. If the user clicks "Yes", changes will not be saved and will proceed to the normal mode. If "No", the screen will remain on the current screen.
- If the user clicks any other links/buttons on the **Sidebar Menu**[11] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.
- When **Edit Link**[9] is clicked, this will load the details and allows editing of that record.
- When **Delete Link**[10] is clicked, this shows "*Are you sure you want to delete this?*" message. If "Yes", the record will be deleted. Otherwise, no changes are made.

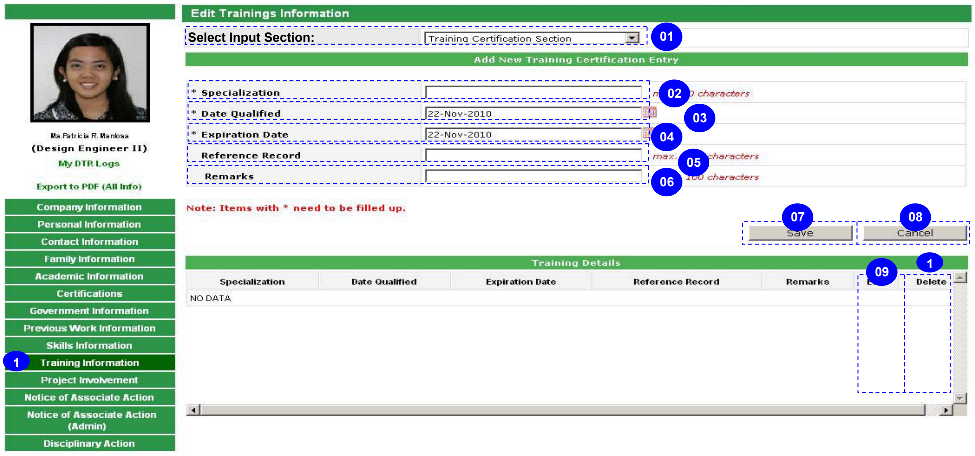


Figure ONLN-1.10.1.1 Edit Training Certification Information

1.11 Project Involvement

- This page displays the **Project/Activity Involvement**[1] of an associate.
- This can be viewed by clicking the **Project Involvement** from the **Sidebar Menu**[2] as shown on top of the page.
- This page also displays the following buttons:
  - **Import from CSV**[3]
  - **Export to PDF**[4]
  - **Edit**[5]

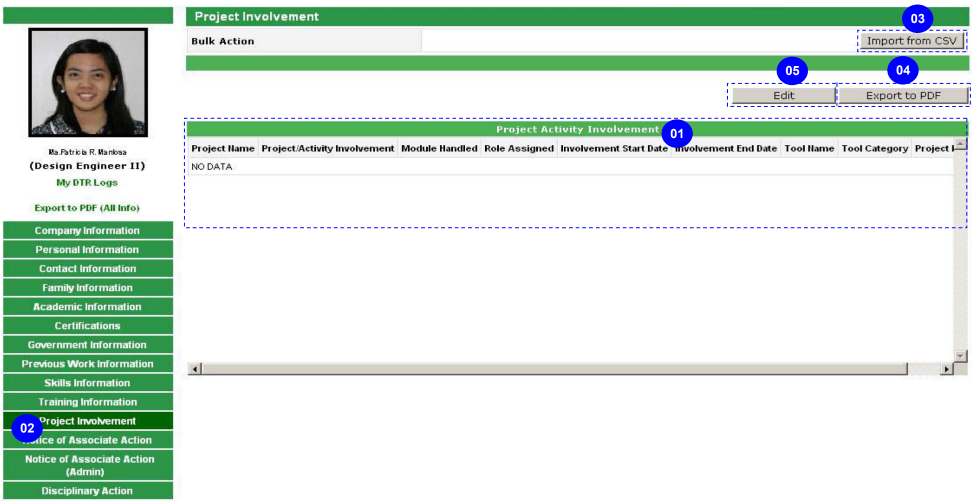


Figure ONLN-1.11 Project Involvement Information

1.11.1 Edit Project Involvement

- After clicking the **Edit** button from the **Project Involvement Information** page (please refer to the above section *Figure ONLN-1.11*), the user will be redirected to this page.
- This page allows the user to edit any pertinent records of a specific employee's project involvement information.
- The user is required to enter values for the following:
  1. **Project Name**[1] - if left as blank while saving, an error message will appear displaying "*Project Name should not be blank.*"
  2. **Project/Activity Involment**[2] - if left as blank while saving, an error message will appear displaying "*Project Type should not be blank.*"
  3. **Module Handled**[3] - if left as blank while saving, an error message will appear displaying "*Module Handled should not be blank.*"
  4. **Involvement Start Date**[5]
  5. **Involvement End Date**[6]
- Filling up the following fields is optional:
  1. **Role Assigned**[4]
  2. **Tool Category**[7]
  3. **Tool Name**[8]
  4. **Project Details**[9]
- Click the **Save**[10] button to commit all changes made from this page. A dialog box will prompt the user of the status of the performed function.
- Click the **Cancel**[11] button in order to cancel all changes made from this page. A dialog box will ask for the user confirmation if it will cancel the current transaction.
- If the user clicks any other links/buttons on the **Sidebar Menu**[14] or outside this module, a confirmation box will appear prompting as to leave the edit operation without saving the changes made.
- When **Edit Link**[12] is clicked, this will load the details and allows editing of the selected record.
- When **Delete Link**[13] is clicked, a dialog box will appear prompting for user's confirmation to delete the selected record.

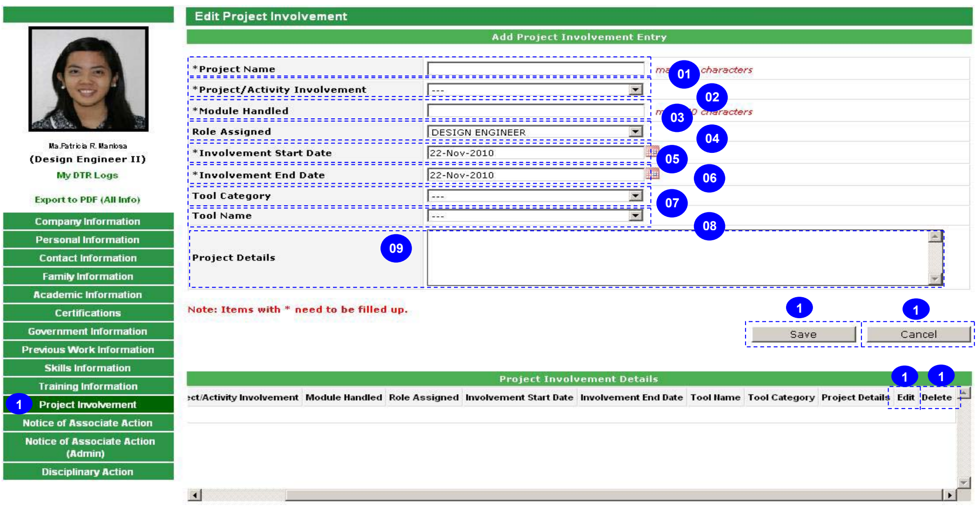


Figure ONLN-1.11.1 Edit Project Involvement Information

1.12 Notice of Associate Action

- This page displays the personnel action records of an employee and used as the bases for determining the employment status, payrate, promotions, transfer and separation status
- This can be viewed by clicking the **Notice of Associate Action** from the **Sidebar Menu**[2].
- **Filter By**[1] is used to filter information according to the nature of personnel action.
- This page also displays the following buttons:
  - **Import from CSV**[3]
  - **Export to PDF**[4]
  - **Edit**[5]

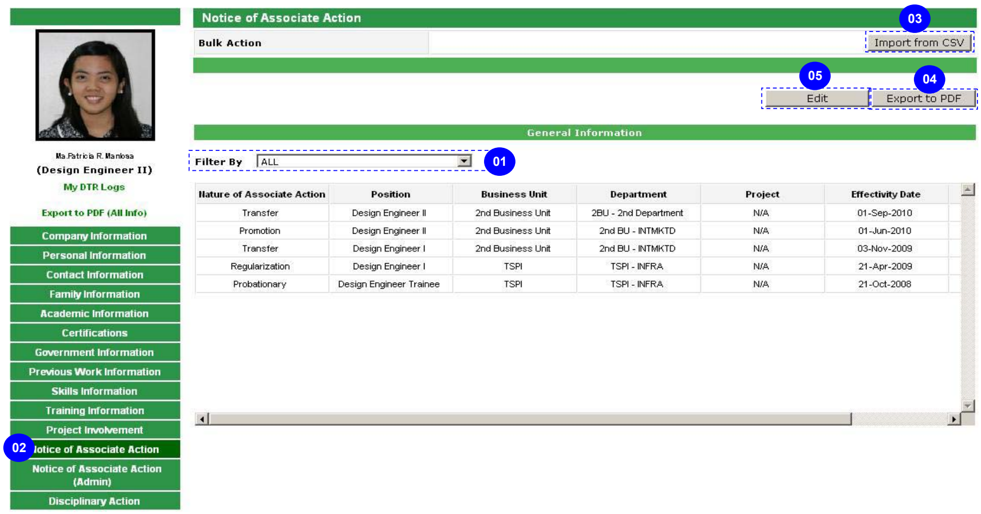


Figure ONLN-1.12 Notice of Associate Action

1.12.1 Edit Notice of Associate Action Details

- After clicking the **Edit** button from the **Notice of Associate Action** page (please refer to the above section *Figure ONLN-1.12*), the user will be redirected on to this page.
- This page allows the user to edit any pertinent records of a specific associate personnel action record
- Once the user clicks the **Edit** [10] link on a specific record from any of the tables, the data of the selected record shall be displayed on
- Once the user clicks the **Delete** [11] link on a specific record from any of the tables, a dialog box will be displayed informing the user that a deletion of record shall be processed.
- Click the **Save** [8] button in order to reflect all changes made from this page. A dialog box will prompt the user of the status of the performed function.
- Click the **Cancel** [9] button to cancel the present transaction. A dialog box will prompt the user to confirm the cancel action.
- Input field with asterisk (*) requires the user to fill-up a corresponding value.
- The user is required to enter values for the following:
  1. **Nature of Associate Action**[1] - if left as blank while saving, "*Nature of Associate Action should not be blank*" error message will be displayed.
  2. **Position**[2] - if left as blank while saving, "*Position should not be blank.*" error message will be displayed.
  3. **Business Unit**[3] - if left as blank while saving, "*Department should not be blank*" error message will be displayed.
  4. **Department**[4] - if left as blank while saving, "*Section should not be blank*" error message will be displayed.
  5. **Effectivity Date**[6] - if left as blank while saving, "*Section should not be blank*" error message will be displayed.
- Filling up the following fields is optional:
  1. **Team**[5]
  2. **Remarks**[7] - if input exceeds 100 characters, "*Text Area input is more than 100 characters. The input will be trimmed*" error message will be displayed.
- If the user clicks any other links/buttons on the **Sidebar Menu**[12] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

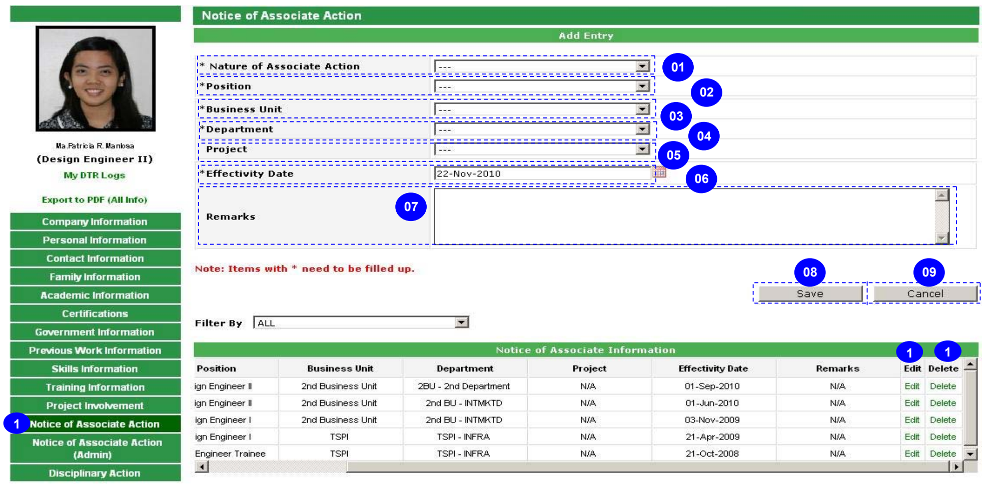


Figure ONLN--1.12.1 Edit Notice of Associate Action

1.13 Notice of Associate Action (Admin)

- This page displays the **Notice of Associate Action** record of a specific employee in two(2) sections namely:
  - **Notice of Associate Action Details**[1]
  - **Payroll Information**[2]
- This can be viewed by clicking the Notice of Associate Action (Admin) from the **Sidebar Menu**[3].
- **Filter By**[4] is used to filter information according nature of personnel action.
- Click the **Print**[5] link in Form column to view the Notice of Associate Action Form screen.
- This page also displays the following buttons:
  - **Import from CSV**[7]
  - **Edit**[6]

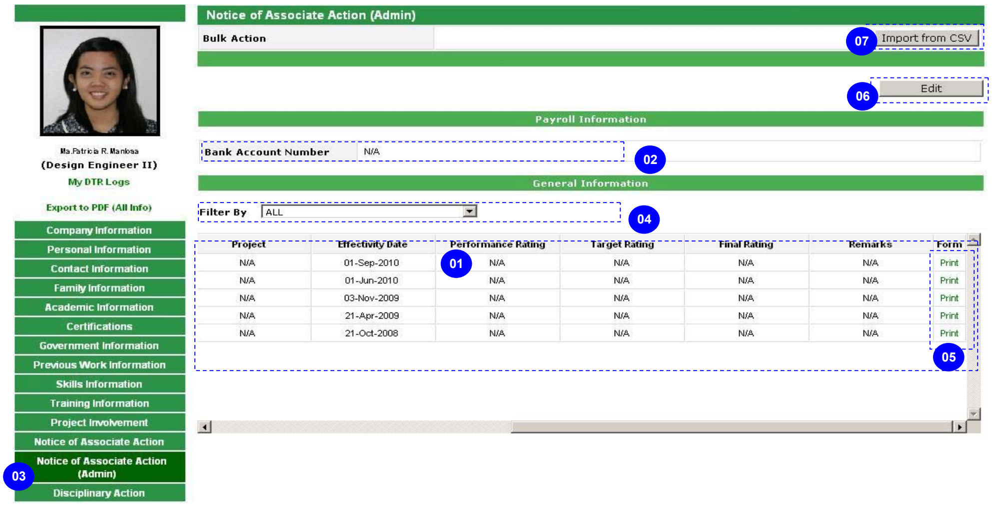
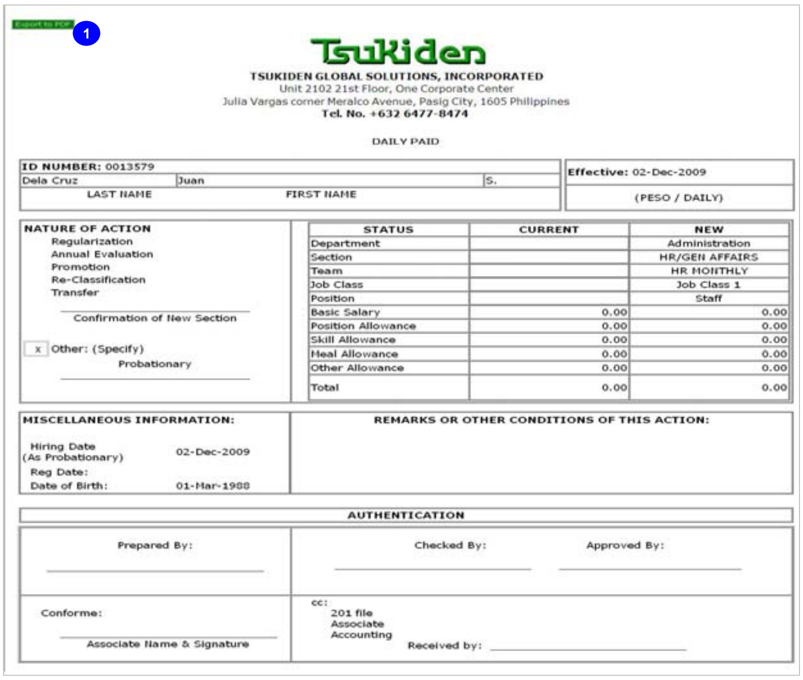


Figure ONLN-1.13 Notice of Associate Action (Admin)

1.13.1.2 Notice of Associate Action Form

- This page displays the **Notice of Associate Action Form** screen.
- Click the **Export to PDF**[1] button to export this screen to PDF format.



Tsukiden

TSUKIDEN GLOBAL SOLUTIONS, INCORPORATED
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Julia Vargas corner Meralco Avenue, Pasig City, 1605 Philippines
Tel. No. +632 6477-8474

DAILY PAID

ID NUMBER: 0013579 — Effective: 02-Dec-2009

Dela Cruz | Juan | S.

LAST NAME | FIRST NAME — (PESO / DAILY)

NATURE OF ACTION
Regularization
Annual Evaluation
Promotion
Re-Classification
Transfer
Confirmation of New Section
x Other: (Specify) Probationary

STATUS	CURRENT	NEW
Department		Administration
Section		HR/GEN AFFAIRS
Team		HR MONTHLY
Job Class		Job Class 1
Position		Staff
Basic Salary	0.00	0.00
Position Allowance	0.00	0.00
Skill Allowance	0.00	0.00
Meal Allowance	0.00	0.00
Other Allowance	0.00	0.00
Total	0.00	0.00

MISCELLANEOUS INFORMATION:
Hiring Date (As Probationary) 02-Dec-2009
Reg Date:
Date of Birth: 01-Mar-1988

REMARKS OR OTHER CONDITIONS OF THIS ACTION:

AUTHENTICATION
Prepared By: Checked By: Approved By:
Conforme: Associate Name & Signature
cc: 201 file, Associate, Accounting
Received by:

Figure ONLN-1.13.1.2 Notice of Associate Action Form

1.13.2 Edit Notice of Associate Action (Admin) Details

- After clicking the **Edit** button from the **Notice of Associate Action (Admin)** page (please refer to the above section *Figure ONLN-1.13.1.2*), the user will be redirected on to this page.
- This page allows the user to edit any pertinent records of an employee's personnel action record.
- The **Select Input Section**[1] combobox allows the user to switch to this screen or **Edit Payroll Information** screen.
- The user is required to enter values on the following fields:

Nature of Associate Action[2] combobox
Note: If blank, "Nature of Associate Action should not be blank." dialog box will be displayed.
1. Position[3] combobox *Note: If left as blank while saving, "Position should not be blank. " dialog box will be displayed.*
2. Effectivity Date[4] datepicker
4. Business Unit[5] combobox *Note: If left as blank while saving, "Department should not be blank " dialog box will be displayed.*
5. Department[6] combobox *Note: If left as blank while saving, "Section should not be blank " dialog box will be displayed.*

- Filling up the following fields is optional:

7. Project[7] combobox
8. Performance Rating[8] textbox
9. Target Rating[9] textbox
10. Final Rating[10] textbox
11. Remarks[11] textarea

- Click the **Save**[12] button in order to reflect all changes made from this page.

Note: A dialog box with message "Record has been successfully saved."will be displayed after clicking this button.

- Click the **Cancel**[13] button to cancel the present transaction. A dialog box will prompt the user to confirm the cancel action

Note: A dialog box with message "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" will be displayed.
*If **Yes** button is clicked, all changes will be disregarded, and if No button is clicked, the dialog box will be closed and user will return to Edit NAA screen.*

- Once the user clicks the **Edit**[15] link on a specific record from any of the tables, the data of the selected record shall be displayed on each of the corresponding input fields for editing
- Once the user clicks the **Delete**[16] link on a specific record from any of the tables, a dialog box will be displayed informing the user that a deletion of record shall be processed

Note: A dialog box with message "Are you sure you want to delete this?" will be displayed.
*If **Yes** button is clicked, the selected record will be deleted and user will be redirected to NAA screen,and if No button is clicked, the dialog box will be closed and user will return to Edit NAA screen.*

- If the user clicks any other links/buttons on the **Sidebar Menu**[14] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes. dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

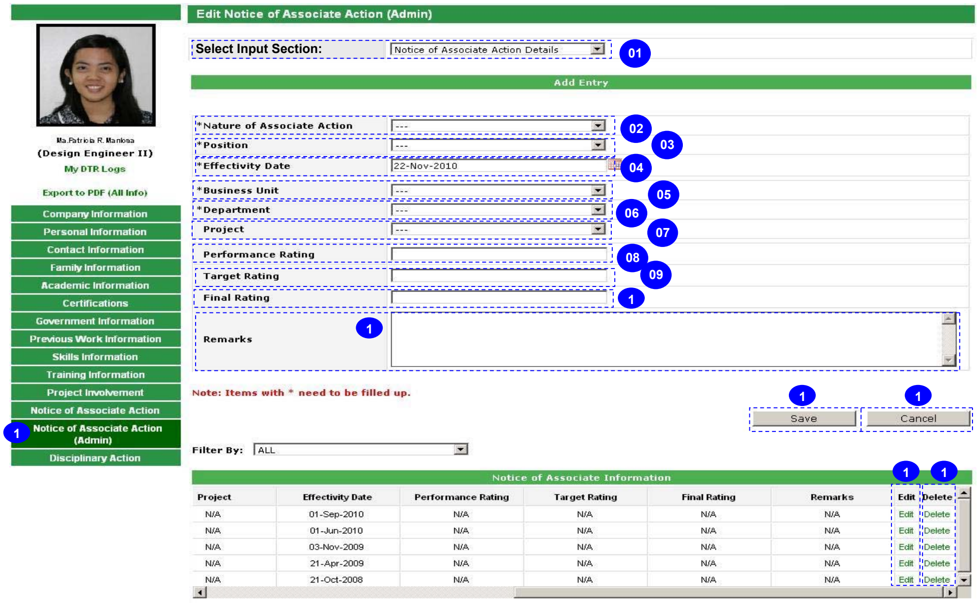


Figure ONLN-1.13.2 Edit Notice of Associate Action (Admin)

1.13.3 Edit Payroll Information

- After clicking the **Edit** button from the **Payroll Information** page (please refer to the above section *Figure ONLN-1.13.2*), the user will be redirected on to this page.
- This page allows the user to edit any pertinent records of a specific employee's payroll information
- The **Select Input Section**[1] combobox allows the user to switch to this screen or **Edit Notice of Associate Action** screen.
- The following field is required to be filled up:

1. Bank Account Number[2] textbox

Note: A dialog box with message "Please verify Bank Account Number. "will be displayed if the saved bank account number contains invalid inpu
A dialog box with message "Bank Account record already existing." will be displayed if the saved bank account number already belongs to another associate.

- Click the **Update**[3] button in order to reflect all changes made from this page.
  Note: A dialog box with message "Record has been successfully saved."will be displayed after clicking this button.
- Click the **Cancel**[4] button to cancel the present transaction. A dialog box will prompt the user to confirm the cancel action.
  Note: A dialog box with message "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" will be displayed.
  If Yes button is clicked, all changes will be disregarded,
  and if No button is clicked, the dialog box will be closed and user will return to Edit NAA screen.
- If the user clicks any other links/buttons on the Sidebar Menu[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes. dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

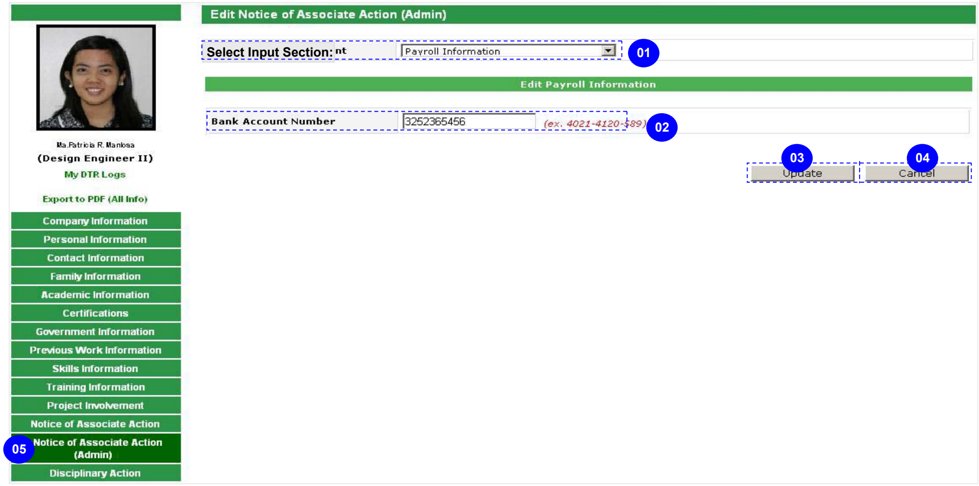


Figure ONLN-1.13.3 Edit Payroll Information

1.14 Disciplinary Action

- This page displays the **Violation Information**[1] of a specific employee in tabular form.
- This can be viewed by clicking the Disciplinary Action from the **Sidebar Menu**[2].
- This page also displays the following buttons:
  - **Import from CSV**[3]
  - **Export to PDF**[4]
  - **Edit**[5]

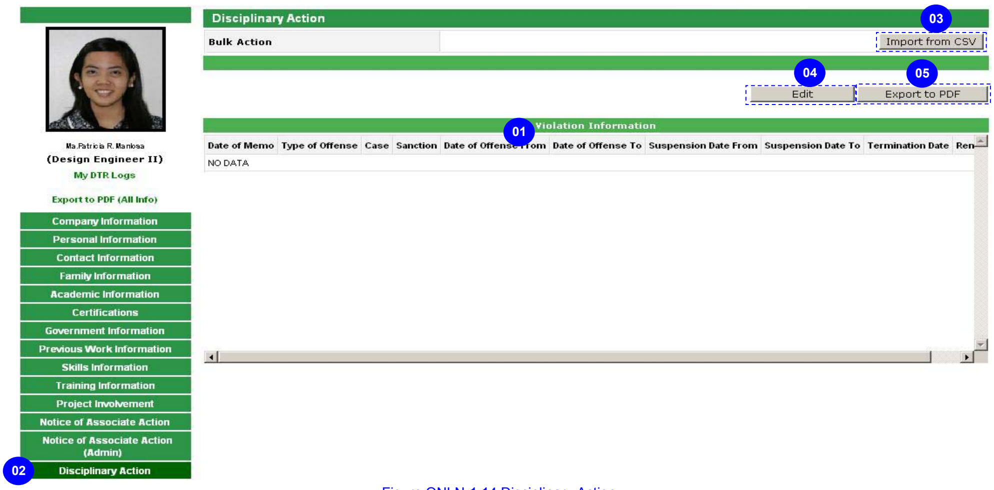


Figure ONLN-1.14 Disciplinary Action

1.14.1 Edit Disciplinary Action

- After clicking the **Edit** button from the **Disciplinary Action** page (please refer to the above section *Figure ONLN-1.14*), the user will be redirected on to this page.
- This page allows the user to edit any pertinent records of a specific employee's disciplinary action record
- Input field with asterisk (*) requires the user to fill-up a corresponding value.
- The user is required to enter values on the following fields:

  Note: If left as blank while saving, a dialog box with message "Type of Offense should not be blank." will be displayed.
  Note: If left as blank while saving, a dialog box with message "Case should not be blank." will be displayed.
  Note: If left as blank while saving, a dialog box with message " Sanction should not be blank." will be displayed.
  Note: If Date of Offense (From) is greater than Date of Offense (To),
  a dialog box "Start date of offense should not be greater than the end date of offense" will be displayed.
- Filling up the following fields is optional:
  1. **Remarks**[2]
- Click the **Save**[3] button in order to reflect all changes made from this page.
- Click the **Cancel**[4] button to cancel the present transaction. A dialog box will prompt the user to confirm the cancel action.
- Once the user clicks the **Edit**[10] link on a specific record from any of the tables, the data of the selected record shall be displayed on each of the corresponding input fields for editing.
- Once the user clicks the **Delete**[11] link on a specific record from any of the tables, a dialog box will be displayed informing the user that a deletion of record shall be processed.
- If the user clicks any other links/buttons on the **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

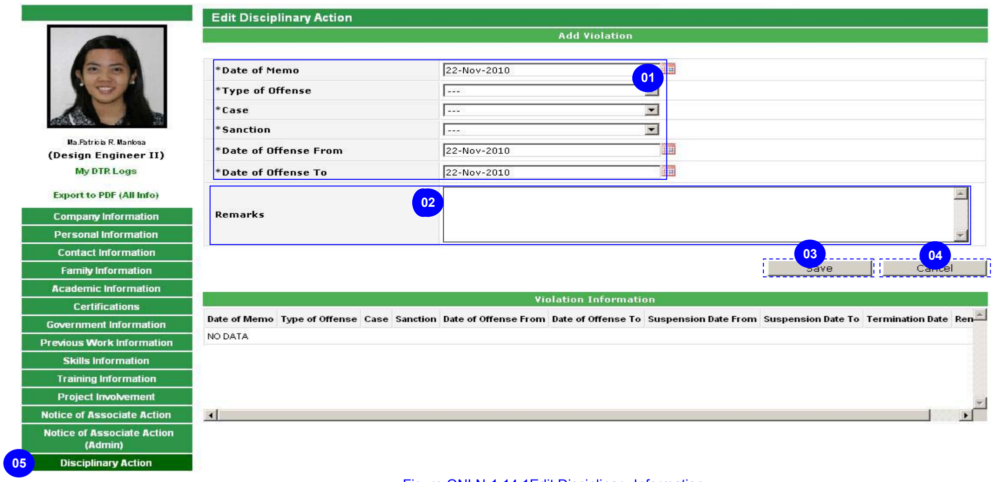


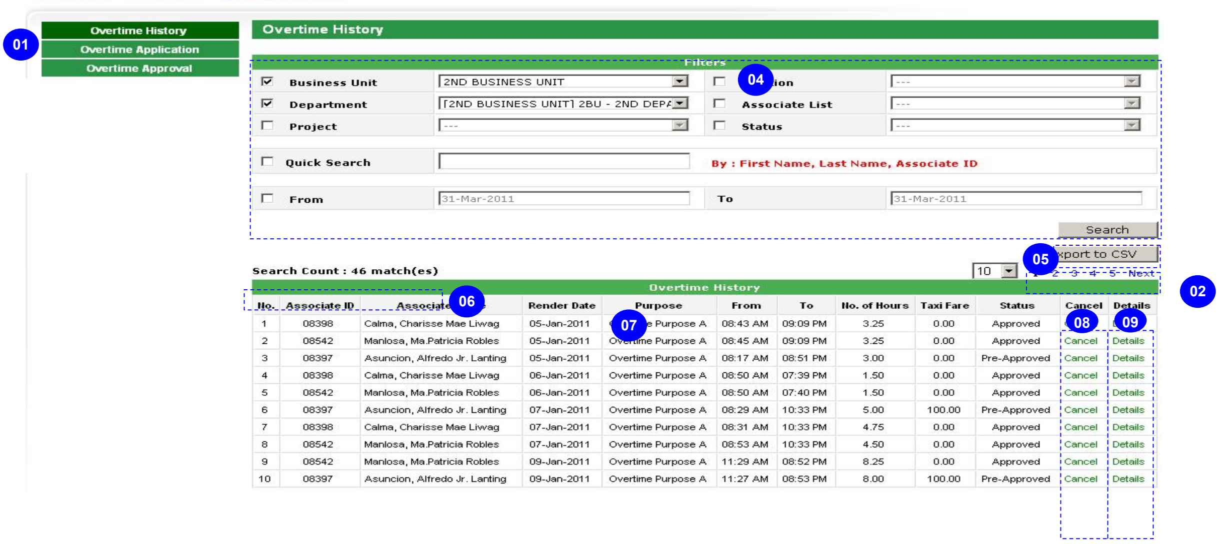
Figure ONLN-1.14.1Edit Disciplinary Information

Online 201

2. Overtime

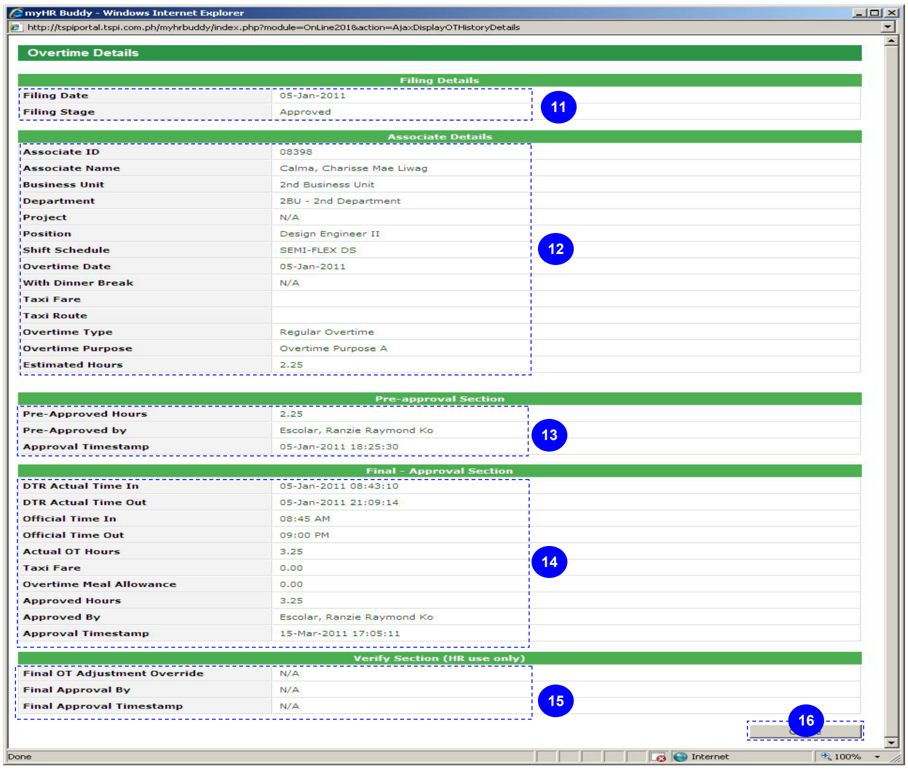
2.1 Overtime History

- The **Overtime History** screen is the default landing page of the **Overtime** module. This screen displays all the filed overtime in table format.
- This page displays all Overtime Applications (whether pending, approved, cancelled, denied, or verified)
- This page can also be accessed by clicking the Overtime link found on the header menu or by clicking the Overtime History from the **Sidebar Menu**[1].
- This page allows the user to export data via CSV by clicking **Export from CSV**[2] button
- Clicking **Export to CSV**[2] button will display a **File Download** dialog box.
- **Export to CSV**[3] button is disabled when the **OT History** table does not contain any data or when the search result is empty (Search Count: 0).
- **Data Filters**[4] are provided to search for a specific or group of data.
- Clicking **Search**[5] button will initiate the search process and will display the result on the **OT History**[6] table.
- Search results are displayed via the **OT History** table. **Search Count**[6] will reflect the actual list count.
- Clicking **Cancel**[8] link from OT History[7] table will cancel the overtime application and will remove the record from the table.
- Clicking **Details**[9] link from **OT History**[7] table will redirect to **Overtime Details** screen as shown in Figure ONLN2.1.1 Overtime Details and will display the overtime details page.
- **Filing Details**[11] section displays the Filing Date and Filing Stage of the overtime.
- **Associate Details**[12] section displays the company-related information of the associate, as well as the other information about the overtime.
- **Pre-Approval Section**[12], **Approval Section**[13], and **Final-Approval Section**[14] section displays the status and other information of the applied overtime.
- Clicking the **Back**[16] button will redirect the user back to the Overtime History page.



No.	Associate ID	Associate	Render Date	Purpose	From	To	No. of Hours	Taxi Fare	Status	Cancel	Details
1	08398	Calma, Charisse Mae Liwag	05-Jan-2011	Overtime Purpose A	08:43 AM	09:09 PM	3.25	0.00	Approved	Cancel	Details
2	08542	Manlosa, Ma.Patricia Robles	05-Jan-2011	Overtime Purpose A	08:45 AM	09:09 PM	3.25	0.00	Approved	Cancel	Details
3	08397	Asuncion, Alfredo Jr. Lanting	05-Jan-2011	Overtime Purpose A	08:17 AM	08:51 PM	3.00	0.00	Pre-Approved	Cancel	Details
4	08398	Calma, Charisse Mae Liwag	06-Jan-2011	Overtime Purpose A	08:50 AM	07:39 PM	1.50	0.00	Approved	Cancel	Details
5	08542	Manlosa, Ma.Patricia Robles	06-Jan-2011	Overtime Purpose A	08:50 AM	07:40 PM	1.50	0.00	Approved	Cancel	Details
6	08397	Asuncion, Alfredo Jr. Lanting	07-Jan-2011	Overtime Purpose A	08:29 AM	10:33 PM	5.00	100.00	Pre-Approved	Cancel	Details
7	08398	Calma, Charisse Mae Liwag	07-Jan-2011	Overtime Purpose A	08:31 AM	10:33 PM	4.75	0.00	Approved	Cancel	Details
8	08542	Manlosa, Ma.Patricia Robles	07-Jan-2011	Overtime Purpose A	08:53 AM	10:33 PM	4.50	0.00	Approved	Cancel	Details
9	08542	Manlosa, Ma.Patricia Robles	09-Jan-2011	Overtime Purpose A	11:29 AM	08:52 PM	8.25	0.00	Approved	Cancel	Details
10	08397	Asuncion, Alfredo Jr. Lanting	09-Jan-2011	Overtime Purpose A	11:27 AM	08:53 PM	8.00	100.00	Pre-Approved	Cancel	Details

Figure ONLN2.1 Overtime History



Filing Details	
Filing Date	05-Jan-2011
Filing Stage	Approved

Associate Details	
Associate ID	08398
Associate Name	Calma, Charisse Mae Liwag
Business Unit	2nd Business Unit
Department	2BU - 2nd Department
Project	N/A
Position	Design Engineer II
Shift Schedule	SEMI-FLEX DS
Overtime Date	05-Jan-2011
With Dinner Break	N/A
Taxi Fare	
Taxi Route	
Overtime Type	Regular Overtime
Overtime Purpose	Overtime Purpose A
Estimated Hours	2.25

Pre-approval Section	
Pre-Approved Hours	2.25
Pre-Approved by	Escolar, Ranzie Raymond Ko
Approval Timestamp	05-Jan-2011 18:25:30

Final - Approval Section	
DTR Actual Time In	05-Jan-2011 08:43:10
DTR Actual Time Out	05-Jan-2011 21:09:14
Official Time In	08:45 AM
Official Time Out	09:00 PM
Actual OT Hours	3.25
Taxi Fare	0.00
Overtime Meal Allowance	0.00
Approved Hours	3.25
Approved By	Escolar, Ranzie Raymond Ko
Approval Timestamp	15-Mar-2011 17:05:11

Verify Section (HR use only)	
Final OT Adjustment Override	N/A
Final Approval By	N/A
Final Approval Timestamp	N/A

Figure ONLN2.1.1 Overtime Details

2.2 Apply for OverTime

- This page is accessible via the **Overtime Application List** from the **Sidebar Menu**[17].
- This displays the date[1] when the overtime was applied.
- This displays the filling stage of application, and is set to **Apply**[2] by default.
- The user can apply for a specific associate by selecting through the **Search Associate**[3] combo box field.
- **Associate ID**, **Associate Name**, **Department**, **Section**, **Team**, **Position** and **Shift Schedule** will display the details of the selected associate in Search Associate[3] box.
- The user has to supply the planned overtime date through the **Overtime Date**[5] control field.
- The user also has to supply the type of overtime through the **Overtime Type**[6] combo box field.
- Likewise, the user also has to supply the reason of overtime through the **Overtime Purpose**[7] combo box field.
- The **Estimated Hours**[8] text field must be supplied with the planned number of overtime hours to complete the application.
- For Bulk application of overtime, user may click the **Import from csv**[9] button. Import from CSV[10] screen will display, for more information please see ***Figure ONLN2.2.1 Bulk application of Overtim e***. For system csv template click link View CSV Template[11] and enter valid information, for more information please see ***Figure ONLN2.2.2 CSV Template Overtime*** and follow instruction indicated in the template on how to save the template into csv. From Export from CSV[10] Click "Browse" button and select the CSV file containing Overtime records to be uploaded. Click "Import" to upload.
- Once the user clicks the **Clear**[14] button, all inputted values will be cleared from the fields stated.
- Clicking the **Save**[15] button will officially complete an overtime application. A dialog box will prompt the user with the following message *"Record has been successfully saved."*
- Clicking the **Back**[16] button will prompt the user for confirmation whether to cancel the current application and go back to the previous page displayed.

A dialog box will prompt the user with the following message "*Canceling the current transaction will discard your changes, Are you sure you want to cancel?"*
Clicking on **Yes** will cancel the overtime application and return the user to the previous page displayed.

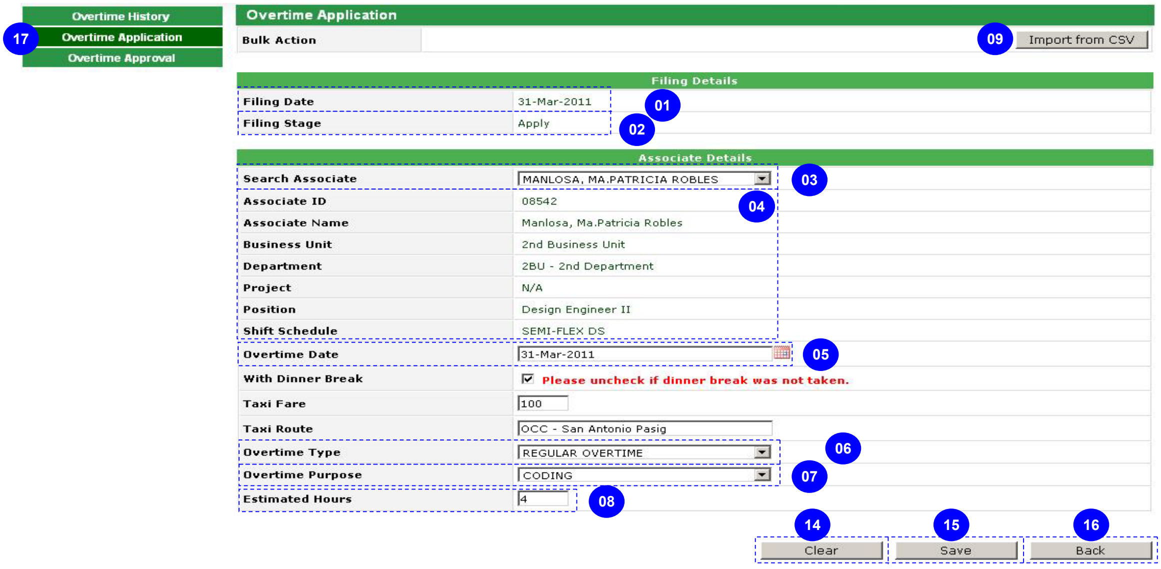


Figure ONLN2.2 Apply for Overtime

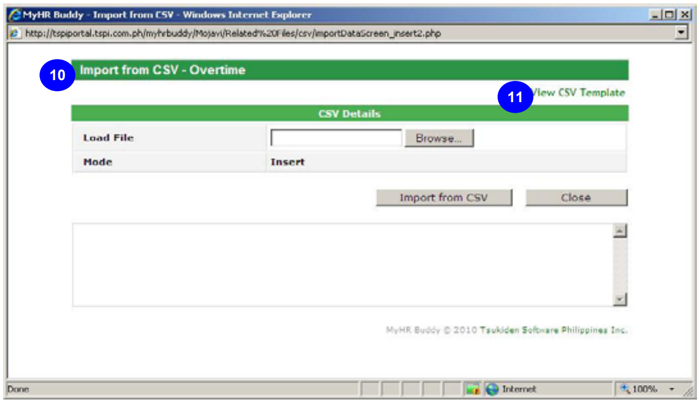


Figure ONLN2.2.1 Bulk application of Overtime

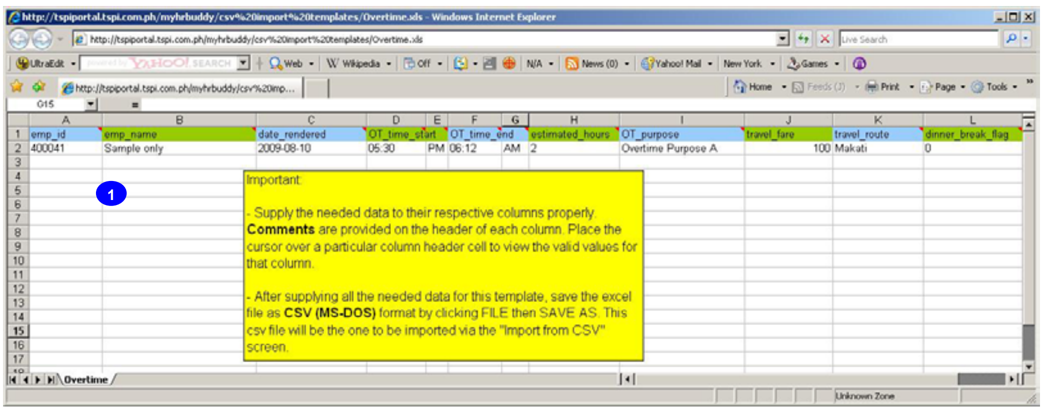
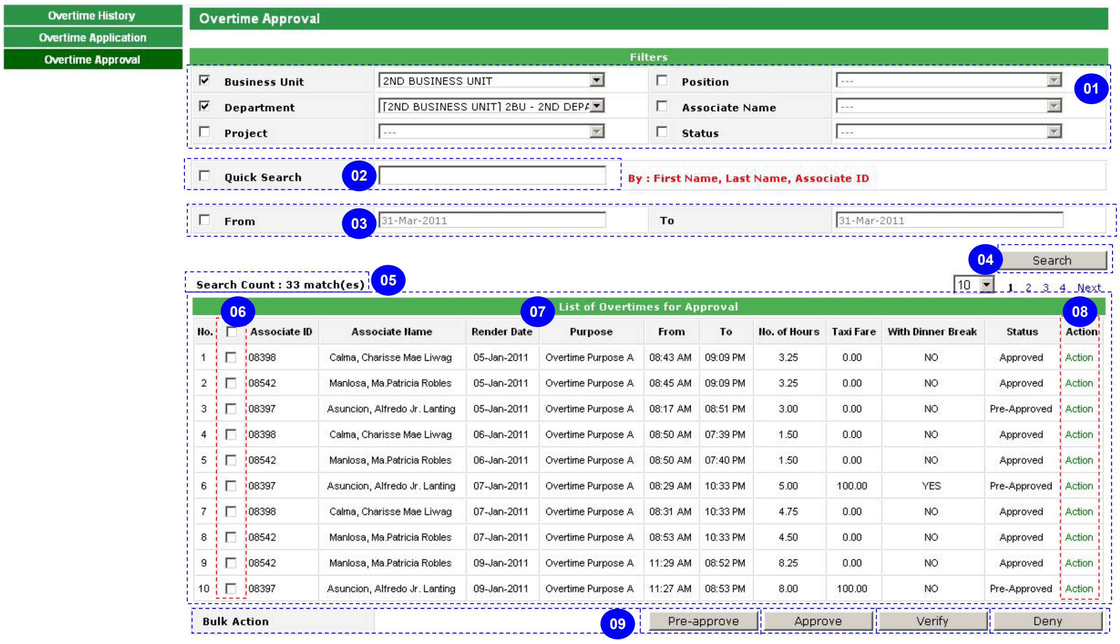


Figure ONLN2.2.2 CSV Template (Overtime)

2.3 Overtime Approval

- The **Overtime Approval** page provides a list of all filed overtime which are subject for approval.
- This page is accessible via the **Overtime Approval** button made available on the sidebar menu. Please refer to Figure ONLN2.1 Overtime History Item No. 1
- **Data Filters**[1] and **Quick Search**[2] are provided to search for a specific or group of data.
- Additional filters like **Date filters**[3] can be used to get the desired search result.
- Clicking the **Search**[4] button will start the search process.
- Search results are displayed via the **List of Overtimes for Approval**[7] table. **Search Count**[5] will reflect the actual list count.
- To approve or decline a specific overtime application record, the user must click on the **Action**[8] link available along with the specific record.
- Clicking the **Search**[4] button without providing search parameters for both **Search Filter**[1] and **Quick search**[2] will display a Dialog box prompting the user with the following message: No Filter Options were selected.
- The user can use the **Checkbox**[6] to select specific or all associates from the table to apply bulk actions.
- **Bulk Action**[9] allows the user to apply the action to one or more selected associates from the table.



No.		Associate ID	Associate Name	Render Date	Purpose	From	To	No. of Hours	Taxi Fare	With Dinner Break	Status	Action
1		08398	Calma, Charisse Mae Liwag	05-Jan-2011	Overtime Purpose A	08:43 AM	09:09 PM	3.25	0.00	NO	Approved	Action
2		08542	Manlosa, Ma.Patricia Robles	05-Jan-2011	Overtime Purpose A	08:45 AM	09:09 PM	3.25	0.00	NO	Approved	Action
3		08397	Asuncion, Alfredo Jr. Lanting	05-Jan-2011	Overtime Purpose A	08:17 AM	08:51 PM	3.00	0.00	NO	Pre-Approved	Action
4		08398	Calma, Charisse Mae Liwag	06-Jan-2011	Overtime Purpose A	08:50 AM	07:39 PM	1.50	0.00	NO	Approved	Action
5		08542	Manlosa, Ma.Patricia Robles	06-Jan-2011	Overtime Purpose A	08:50 AM	07:40 PM	1.50	0.00	NO	Approved	Action
6		08397	Asuncion, Alfredo Jr. Lanting	07-Jan-2011	Overtime Purpose A	08:29 AM	10:33 PM	5.00	100.00	YES	Pre-Approved	Action
7		08398	Calma, Charisse Mae Liwag	07-Jan-2011	Overtime Purpose A	08:31 AM	10:33 PM	4.75	0.00	NO	Approved	Action
8		08542	Manlosa, Ma.Patricia Robles	07-Jan-2011	Overtime Purpose A	08:53 AM	10:33 PM	4.50	0.00	NO	Approved	Action
9		08542	Manlosa, Ma.Patricia Robles	09-Jan-2011	Overtime Purpose A	11:29 AM	08:52 PM	8.25	0.00	NO	Approved	Action
10		08397	Asuncion, Alfredo Jr. Lanting	09-Jan-2011	Overtime Purpose A	11:27 AM	08:53 PM	8.00	100.00	NO	Pre-Approved	Action

2.4 Overtime Approval Action

- When the user clicks on the **Action** link (please refer to the above section Figure ONLN2.3), the **Overtime Approval** screen shall be displayed where the user can approve or decline pending overtime application.
- The date when the overtime was filed will be displayed in **Filing Date**[1]
- The stage of the overtime application will be displayed in **Filing Stage**[2]
- **Associate Details**[3] displays the following: Associate ID, Associate Name, Department,Section, Team, Position, Shift Schedule, Shift Destination, Overtime Date, Overtime Type, Overtime Purpose, Estimated Hours of the associate.
- **Pre- Approve Hours**[4] (to be filled up by users who have access rights or as defined by the roles who can preapprove the overtime application)
- **Pre- Approve by**[5] displays the name of the user who preapproves the overtime application.
- **Approval Timestamp**[6] will display **N/A** by default
- **Dtr Actual Time In**[7] displays the actual-log in of the associate
- **Dtr Actual Time Out**[8] displays the actual log-out of the associate
- **Official Time In**[9] displays the official log-in of the associate. This is the log in cut off of the company.
- **Official Time Out**[10] displays the official log-out of the associate. This is the log out cut off of the company.
- **Actual Hours**[11] displays the number of hours worked of the associate.
- **Overtime Meal Allowance**[12] displays the meal allowance of the associate.
- **Approved Hours**[13] (to be filled up by the user who have the access rights or as defined by the roles who can approve the OT application)
- **Approved By**[14] displays the name of the user who approves the overtime application.
- **Approved Timestamp**[15] displays **N/A** by default.
- **Final OT Adjustment Override**[16] (to be filled up by HR Personnel)
- **Final Approval**[17] displays the name of the user who made the final approval of the overtime application.
- Clicking the **Approve**[19] button will approve the specific overtime application. A dialog box will prompt the user of the status of the performed function. Please refer to **Figure 3 Dialog Box Save**.
- Clicking the **Decline**[20] button will denote disapproval of a specific overtime application. A dialog box will prompt the user of the status of the performed function. Please refer to **Figure 3 Dialog Box Decline**.
- Clicking the **Back**[21] button will prompt the user for confirmation whether to cancel the current application and go back to the previous page. Please refer to Figure ONLN2.2.a. Dialog Box Cancel.
- To approve a pending overtime application, the user has to supply the approved number of hours on the following fields:
  1. **Pre-Approved Hours**[4] (to be filled up by immediate head/officer or department manager)
  2. **Approved Hours**[13] (to be filled up by department manager)
  3. **Final OT Adjustment Override**[16] (to be filled up by HR Personnel)
- Clicking **Approve**[19] button while the Pre-Approved Hours is empty will display a dialog box with the following message " *Pre-Approved Hours should not be blank.* "
- Clicking **Approve**[19] button while the Approved Hours is empty will display a dialog box with the following message " *Approved Hours should not be blank.* "
- Clicking **Approve**[19] button while the Final OT Adjustment Override is empty will display a dialog box with the following message . "*Final OT Adjustment Override should be numeric and greater than 0.* "
- Clicking **Approve**[19] button while the Final OT Adjustment Override is empty will display a dialog box with the following message . "*Record has been successfully saved.* "
- Clicking **Approve**[19] button while the Pre-approve Hours or Final OT Adjustment Override or Approved Hours is greater than Estimated Hours will display a dialog box with the following " *Approved Hours must not be greater than the Estimated Hours.* "
- Final Approval for "**With Dinner Break**"[22] 7:00 pm - 7:45 pm and **Taxi Fare and Taxi Route** [23]

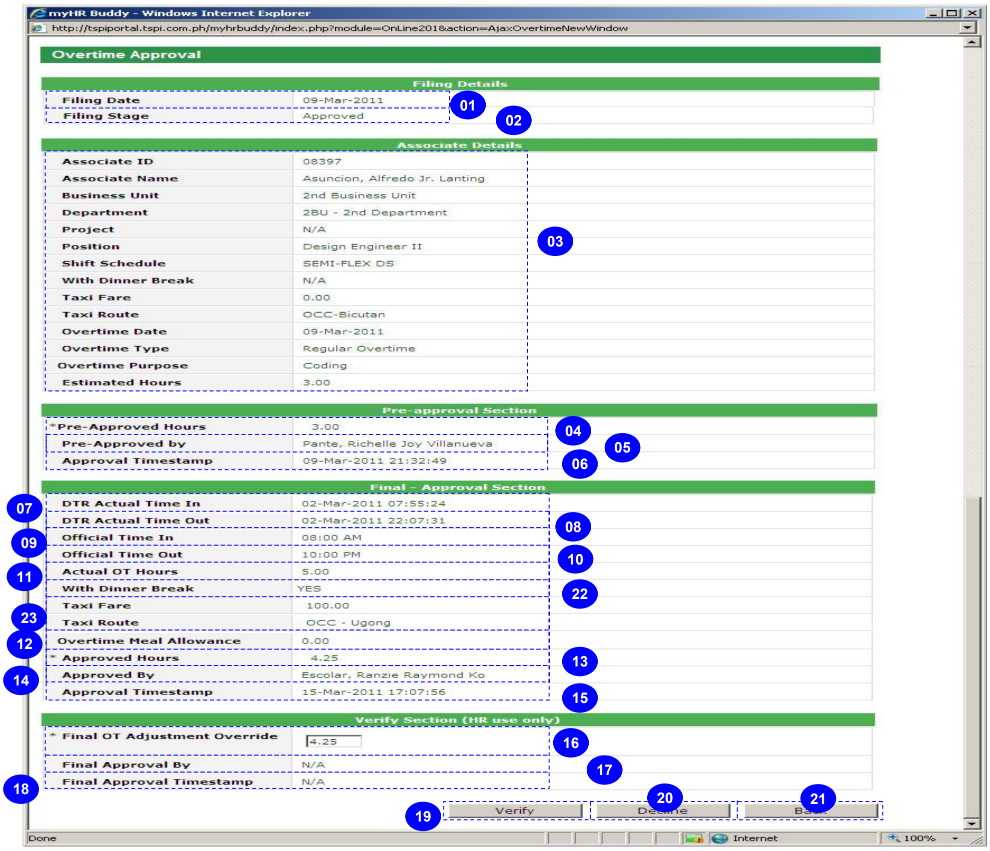


Figure ONLN2.4 Overtime Approval Action

Online 201

3. Leaves

3.1 My Leaves

- This is the home page of the Leave Module. To activate this page, click '**My Leaves**" on the **Sidebar Menu**[11] or "**Leaves**" Link on the **2nd layer menu**[12].
- This page displays all Leave Applications (whether pending, approved, cancelled or denied), Leave Balances, LWOP counter and details, and My Leave Balance History.
- This page can also be accessed by clicking the '**Leave**" link found on the header menu or through the '**My Leaves**" button located at the Sidebar Menu[11].
- **Data Filters** [1] are provided for the users to set the desired dates to be searched
- Click **Search Button** [2] to show records according to date and status specified
- The purpose of **Leave History** [3] table is to show all past and present Leave Applications filed by all employees. To search for leave applications according to the date specified, just select **Date Range From and To**, select **Status** then click **Search Button** [2]. Search count is provided to identify how many leave record has been retrieved.
- The purpose of **My Leave Balances** [4] table is to show all current Leave Credits for all Leave Types . This table displays the beginning credits, Credit, Usage Available and Converted to Cash(SL and VL only) of an specific Leave Type.
- The purpose of **My Leave Balance History** [5] table is to show the history of Leave credit changes to keep track on how it is changed from time to time. This is also used for backtracking.
- **My Leave Without Pay (LWOP) Counter** [6] table displays all Leave application count that qualifies as LWOP.
- **My Leave Without Pay (LWOP) Details** [7] displays all Leave applications considered as LWOP. This table displays the LWOP date, when he availed the Leave and its Leave Type. Upon importing a CSV file, a dialog box will be displayed. Click "Browse" button and select the CSV file containing Leave Application records to be uploaded. Click "Import" to upload.
- **Export to CSV** [8] button lets you download Leave Applications to a CSV file

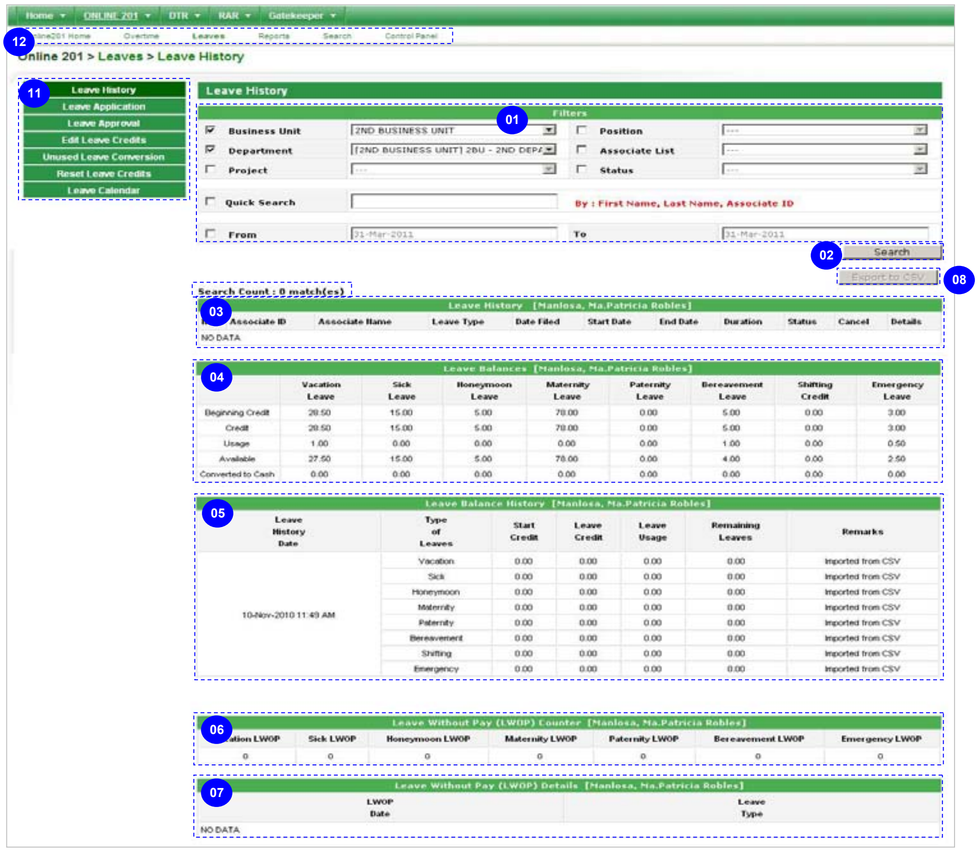


Figure ONLN3.1.0 Leaves History

3.1.1 My Leaves Details

- On **My Leaves** or **Used Leaves** page, to search for leave applications according to the date specified, just select **Date Range From and To**, select either approved, cancelled or denied for the status combo box, then click the "**Search Button**" to initiate the search.
- This page is used to view the details of a particular leave record.
- Clicking "**Details**" link on the record searched will display this page.
- Click **Back**[1] button to go back to "**My Leaves**" page.

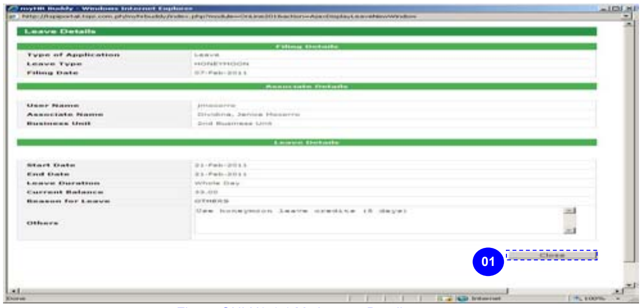


Figure ONLN3.1.1 My Leaves Details

3.2 Apply for Leaves

- Click "**Apply for Leave**" button on the **Sidebar Menu**[10] to open this page.
- This page lets the user to apply for his own leave, or if the user is logged in as HR, he can apply the leaves of other associates. However, all leaves are subject for approval.
- **Filing Details** [1] contains the type of application, leave type and filing date of the leave application
- **Data Filters** [2] are provided to specify desired search data.
- The **Quick Search** [3] input box can also be used in searching for an associate by typing the associate's ID or name in the corresponding text box
- Click **Search Associate** [4] button to search for associate who will be filing for leaves based on the defined filters.
  Clicking **Search Associate**[4] button without selecting any value on the Associate Name combobox, "*Please select Associate Name*" dialog box will be displayed.
- **Associate Details** [5] is the information of the employee who will apply for a leave on a particular day(s)
- Associates can apply for a Leave by selecting the type of Application, Leave Type, Associate Name, Start Date, End Date, Leave Duration and reason for Leave in the **Leave Details** [6] section, and by clicking **Apply** [8] button to save the Leave application. When saving data without an Associate Name selected , "Please select Associate Name" dialog box will be displayed.
- For Bulk Leave Application, click **Import Leave Application from CSV** [10] button. Export from CSV[11] screen will display, click link **View CSV Template**[12] and enter valid information, follow instruction indicated in the template on how to save the template into csv. In screen of **Import from CSV**[11]
  Click "Browse" button and select the CSV file containing Leave Credits records to be uploaded. Click "Import" to upload.
- Click **Clear** [7] button to disregard the edited part of the leave application and set all combo box to its default value
- Click **Cancel** [9] button to go back to the main page and disregard the leave application.
  Clicking the **Cancel**[9] button will display a dialog box with the following message: "*Canceling the present operation will discard all your changes. Are you sure you really want to cancel?*"
- A dialog box "*Are you sure you want to leave edit mode? This will discard all your changes*" will be displayed when the user attempted to leave the page.

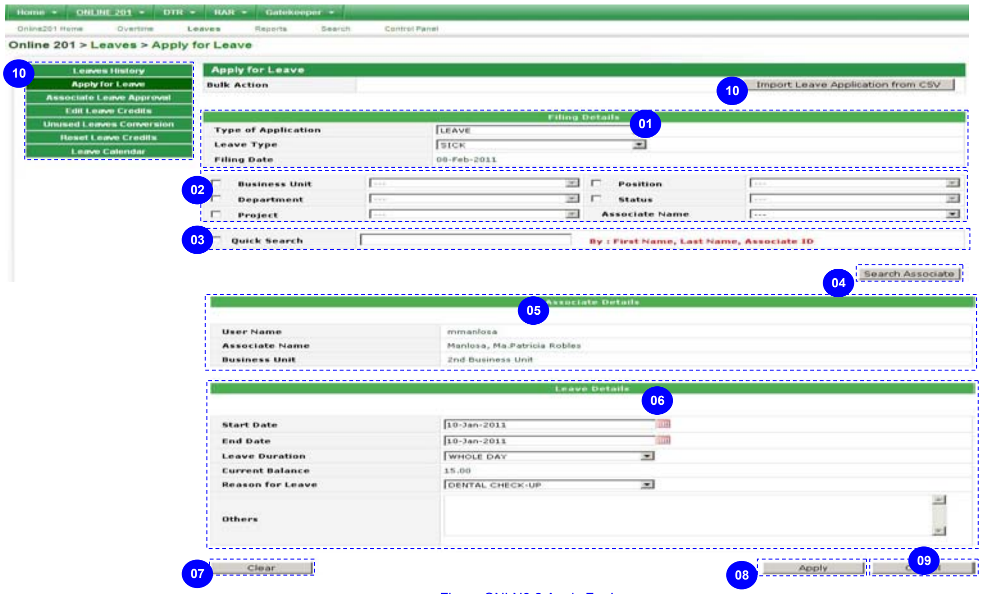
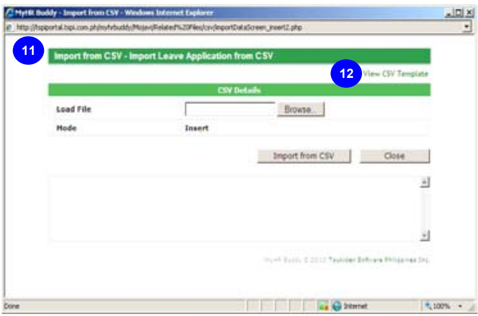
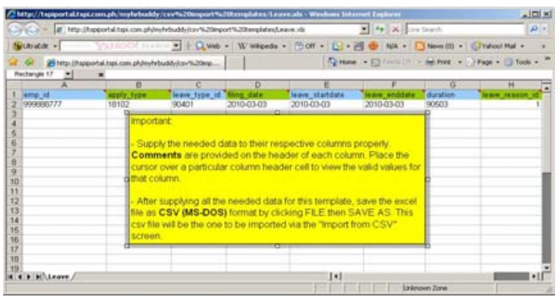


Figure ONLN3.2 Apply For Leave





3.3 Associate Leave Approval

- Click "**Associate Leave Approval**" button on the Sidebar Menu[5] to open this page.
- This page contains all Pending Leave applications subject for approval.
- **Data Filters**[1] are provided for the users to set the desired dates to be searched.
- Click **Show Result** [2] Button to show records according to date specified.
- **Associate Leave Approval** [3] table contains all leave records according to date specified that are subject for approval.
- Click **Action** [4] button for a specific leave record to continue process of approving or rejecting.
- **Bulk Action**[6] allows the user to apply the action to one or more selected associates from the table.

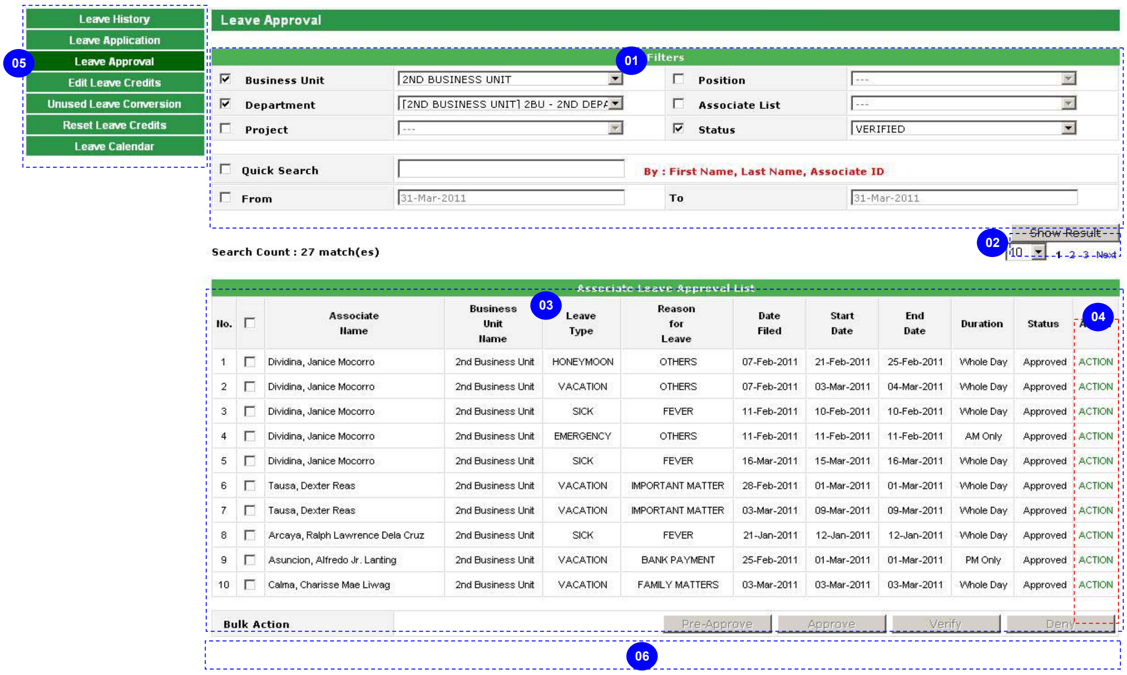


Figure ONLN3.3 Associate Leave Approval

3.4 Edit Leave Credits

- Click "**Edit Leave Credits**" button on the Sidebar Menu[8] to open this page. Please refer to Figure ONLN3.1 My Leaves for Sidebar Menu
- This page is used to edit Leave Credits of a certain employee
- **Filters** [1] are provided to specify desired search data. User can filter employee by selecting the search filters for convenience or just select an employee on the Associate Name combo box then click "Show Result" button.
- The **Quick Search** [2] input box can also be used to search for an associate by typing the associate's ID or name on its corresponding text box.
- Click **Show Result** [3] button to search for leave credits of a certain associate according to filters.
  Clicking the **Show Result**[3] button while there's no selected Associate Name will prompt the user with a "*Associate Name must not be empty.*" dialog box.
- Click **Export Leave Credits** [4] button to show the page containing date filters in exporting leave credits to CSV.
- The **Associates Information** [5] table contains the associate details, Beginning Credit Counts, Current Leave credits Counts and Leave remaining counts for Vacation Leave, Sick Leave, Maternity, Paternity, Change Rest Day Credit, Bereavement, Birthday and Other Leaves.
- The user can edit the Beginning Credit, Current Leave Credit of certain Leave Type. Click**Update** [6] to save the changes or click **Cancel** [7] if otherwise.
  Clicking the **Cancel**[7] button will display a dialog box with the following message, "*Canceling the present operation will discard all your changes. Are you sure you really want to cancel?*"
- A dialog box "*Are you sure you want to leave edit mode? This will discard all your changes*" will be displayed when the user attempted to leave the page.

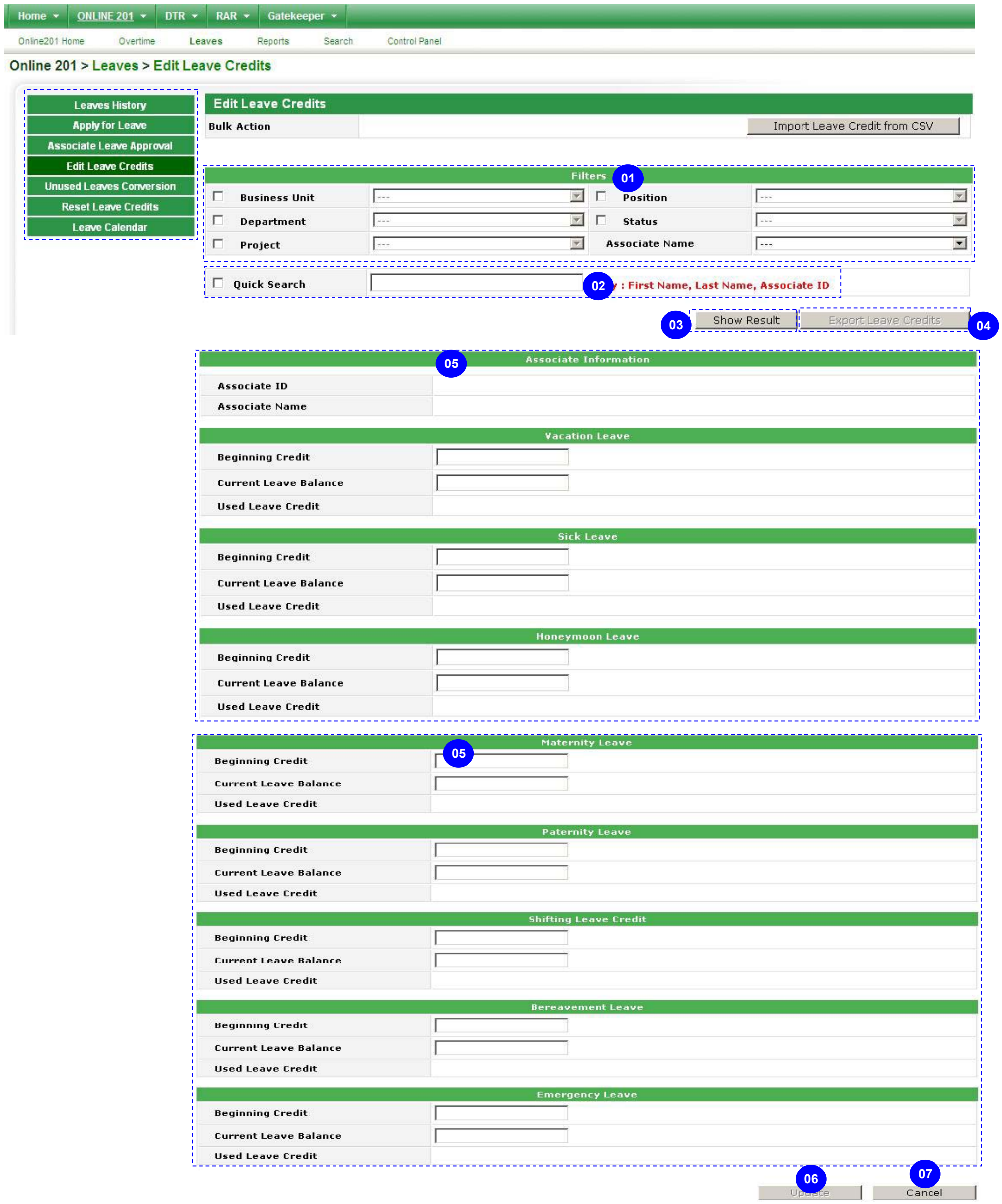


Figure ONLN3.4 Edit Leave Credits

3.5 Unused Leaves Conversion

- Click "**Edit Leave Credits**" button on the Sidebar Menu[8] to open this page.
- This page is used to convert associates Leave credits and set them to zero assuming that the said leave credits have already been converted into cash.
- Select Month then Click **Show Result** [1] button. Filtered employee record will be shown in the result table.
- **Result** [2] table contains employee whose date hired is according to month specified.
- To export all the searched records, click the **Export to CSV** [3] button. Note: Associates with "No" values on "Converted to Cash" column will be exported
  On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- Click on the **Checkboxes** [4] of certain employees the user want to convert its leave credits to cash.
- Click **Convert to Cash** [5] button to reset selected associate's leave credits to its default value.
- There is **Converted to Cash** [6] Column having values either Yes if the associate's leave credits has already been converted to cash, and No if not yet processed.
- Click **View History** [7] button to view an associate's unused leave to cash conversion history.

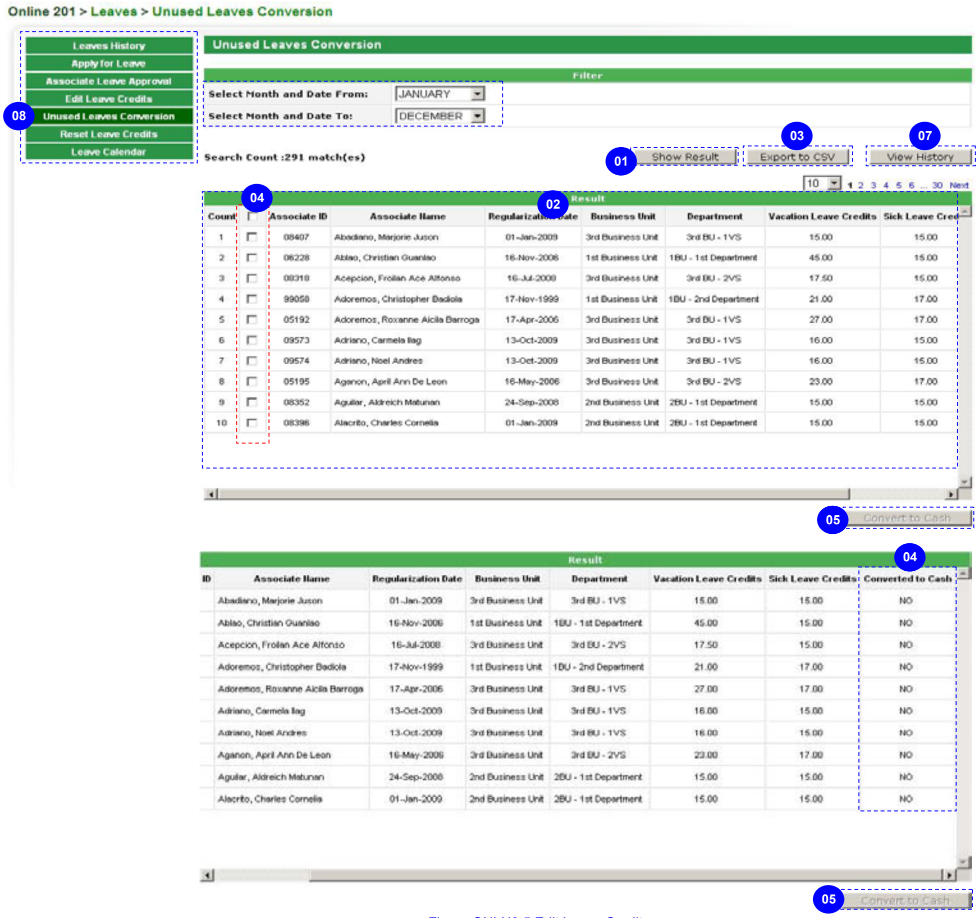


Figure ONLN3.5 Edit Leave Credits

3.5.1 View History Unused Leaves

- Click "**View History**" on the Unused Leaves to Cash Conversion Page.
- This page is used to view the cash conversion history of associates according to the year specified
- **Filters** [1] are provided to specify desired search result.
- Click **Show Result** [2] Button to show records according to filter.
- **Search Result** [3] table shows the leave conversion history of all employees according to search filters and year specified.

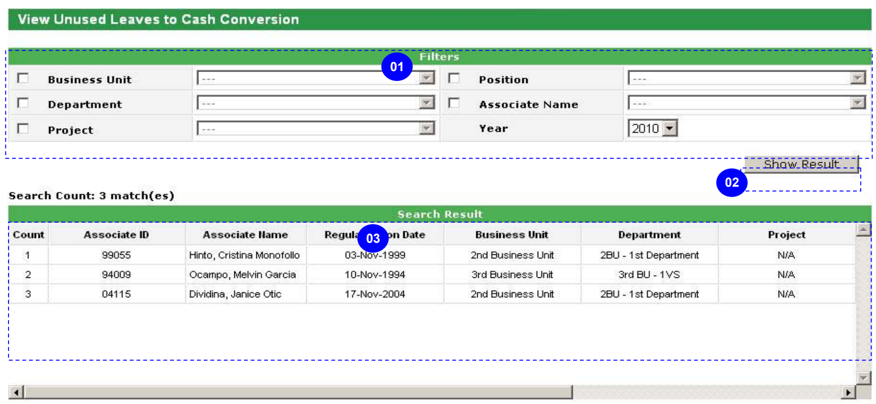


Figure ONLN3.5.1 Edit Leave Credits

3.6 Reset Leave Credits

- Click "**Reset Leave Credits**" button on the Sidebar Menu[6] to open this page.
- This page is used to reset VL, SL and Birthday Leave Credits.
- Selecting Month and then clicking on **Show Result** [1] button will display the filtered employee record in the result table.
- **Result** [2] table contains employees whose date hired is within the month specified.
- Clicking on the **Checkboxes** [3] of certain employees selects those employees whose leave credits would be reset.
- Clicking **Reset Leave** [4] button resets the selected associate's leave credits to its default value.
- The **Leave Reset** [5] column contains the values of either Yes, if the associate's leave credits has already been reset, or No, if processing has not yet been performed. A "*Record has been successfully saved.*" dialog box is displayed upon successfully resetting the leave credits to its default value

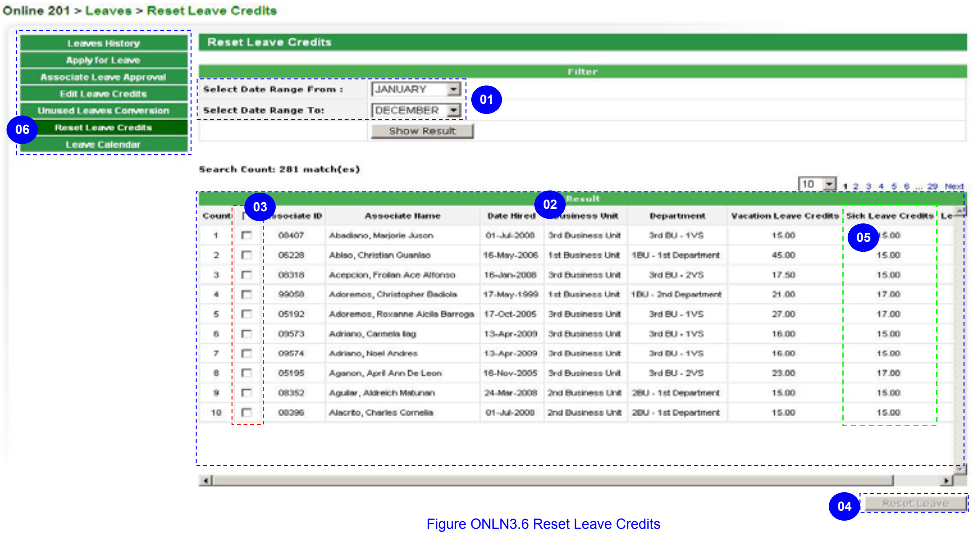


Figure ONLN3.6 Reset Leave Credits

3.7 Leave Calendar

- Click "**Reset Leave Credits**" button on the Sidebar Menu[7] to open this page.
- This page displays all Leave Applications of employees being limited by the associate filters settings and according to the specified date range.
- **Associate filters** [1] are provided to specify desired search data.
- The **Quick Search** [2] input box can also be used to search for an associate by typing the associate's ID or name in the corresponding text box.
- **Leave Type Filters** [3] is provided to specify desired search based on Leave type(s) selected.
- **Date Filters** [4] are provided for the users to set the desired dates to be searched.
- The **Leave Calendar** [5] table will display all associate details, AWOL and LWOP count, total leaves per day, date range with leave color legend, and total leaves. Leave Legend is given below to understand the color settings. See Figure 3.8.1 for reference.
- Click **Show Result** [6] button to show records based on the search filters.

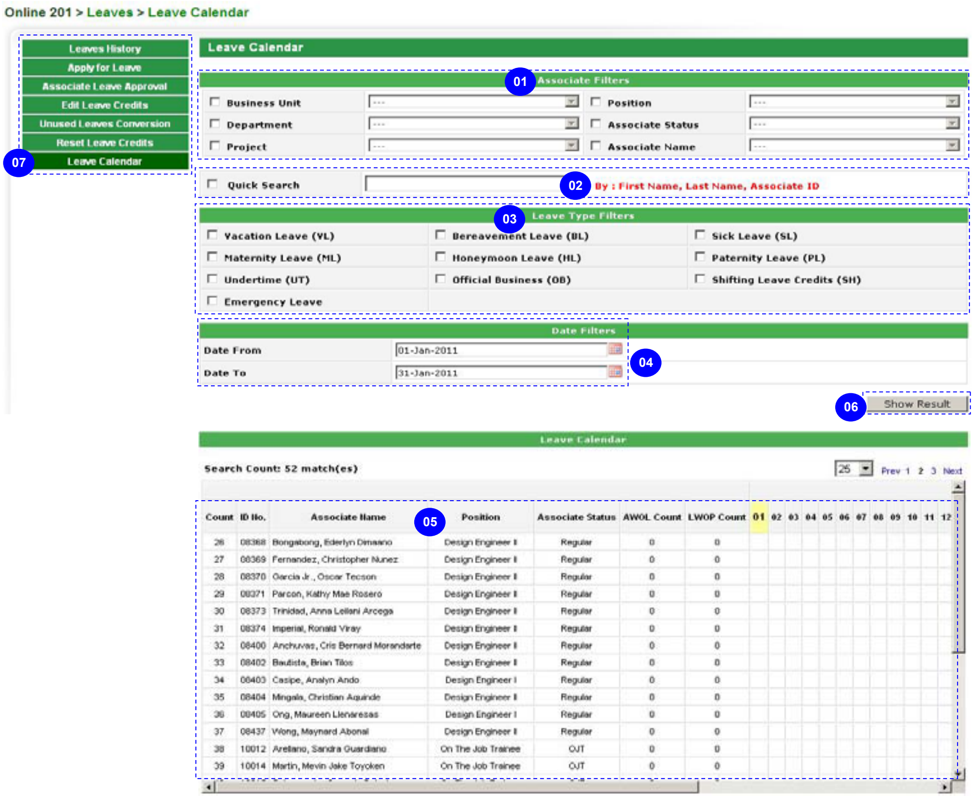


Figure ONLN3.7 Leave Calendar

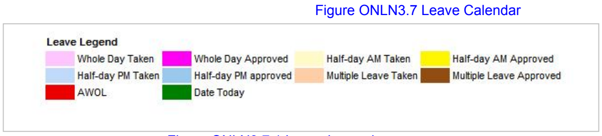


Figure ONLN3.7.1 Leave Legend

Online 201

4. Reports

4.1 Disciplinary Action Report

- The **Disciplinary Action Report**[1] screen is the default landing page of the **Management Report** module.
- This screen displays all the Associate's disciplinary action record in tabular form.
- The Disciplinary Action Report page is accessible via the **Disciplinary Action Report** button made available on the sidebar menu[10].
- **Search Filters**[2] and **Quick Search**[3] are provided to search for a specific or group of data.
- **Violation Information**[4] filters are provided to search for a specific or group of data.
- Clicking the **Show Result**[5] button will initiate the search process.
- Search results are displayed via the **Search Result**[9] table. Search **Search Count**[6] will reflect the actual list count.
- **Export to CSV button**[7] is disabled when the **Search Result** table does not contain any data or when the search result is empty (Search Count: 0).
- **Pagination links**[8] are provided for easy navigation on the search results. The pagination links are not displayed when the search result count is less than 10.

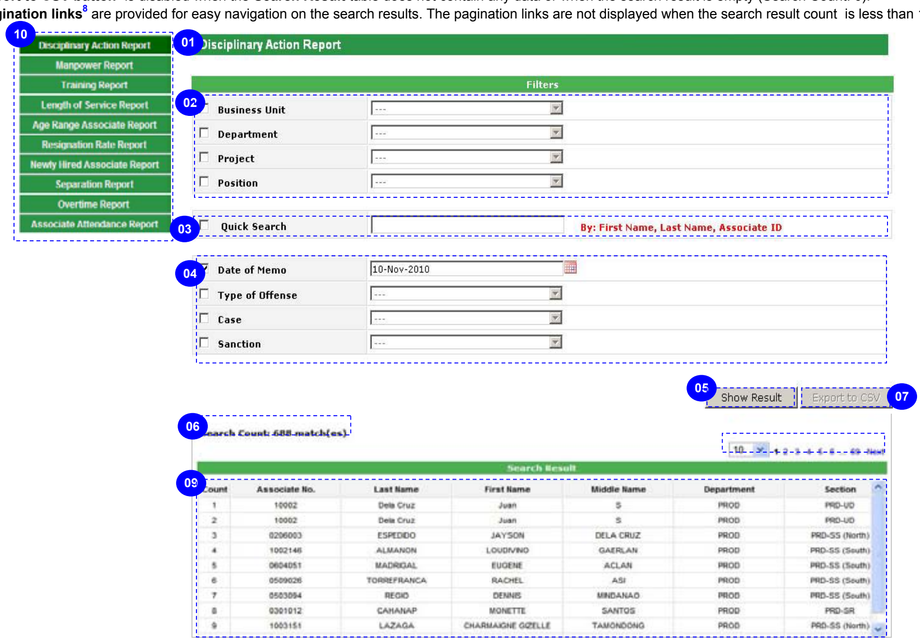
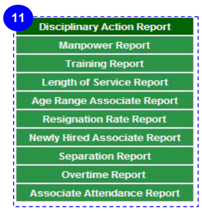


Figure ONLN-4.1 Disciplinary Action Report

4.2 Manpower Report

- This page displays a report on the current total manpower headcount (Active associates).
- The **Manpower Report** page is accessible via the **Manpower Report** button made available on the sidebar menu[11].



- The **Manpower Report**[1] is displayed in tabular form.
- Clicking the **Export to CSV**[2] button will allow the user to export the generated report into CSV file format.
- The Manpower Report is mainly divided three(3) different sections.
  1. Headcount as Per Employment Status[3]
  2. (Headcount as Per) Per Gender[4]
  3. (Headcount as Per) Per Position[5]
- The **Grand Total**[6] (see Figure ONLN-4.2-C) displays the sum of each column under the Headcount as Per Employment status, Per Gender, and Headcount as Per Position s
- The **Percentage row**[7] (see Figure ONLN-4.2-C) computes the percentage of the sum of each column under the Headcount as Per Employment status, Per Gender, and Head Per Position sections.
- The **Total Per Employment Status**[8] and **Total Per Position**[9] displays the sum of the column under Section
- The **Section**[10] column displays all the active department and the sections under each department.

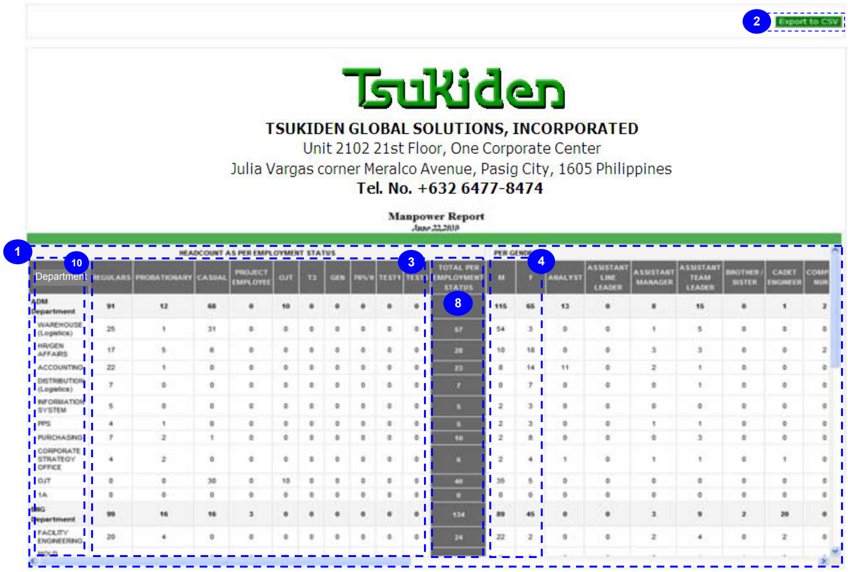


Figure ONLN-4.2-A Manpower Report

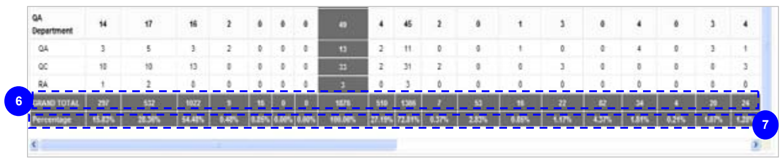


Figure ONLN-4.2-B Manpower Report - Grand Total(per employment status, gender, position) and Percentage row

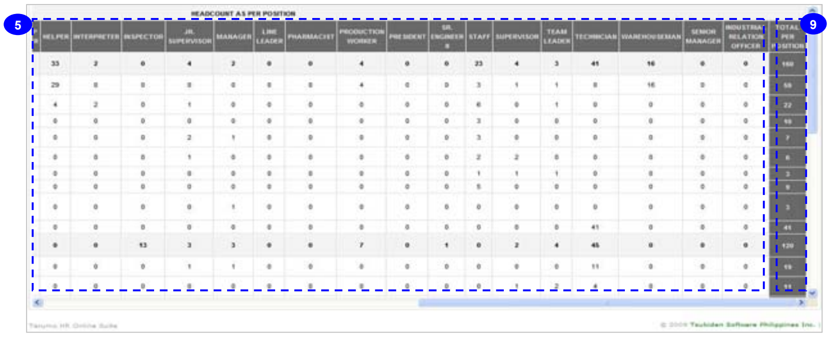


Figure ONLN-4.2-C Manpower Report - Headcount as per position and Total per position column

4.3 Training Report

- This page displays all the trainings received by associates.
- The **Training Report** page is accessible via the **Training Report** button made available on the **sidebar menu**[11].
- **Search Filters**[1] and **Quick Search**[2] are provided to search for a specific or group of data.
- **Date Filters**[3] are also provided to search for a specific date range.
- **Training Information**[4] filters are provided to search for a specific or group of data.
- The **Total Per Position** [5] option is provided to choose the type of report to display. Checking this checkbox displays the attendees, when unchecked, the report would display of available training.(see Figure ONLN-4.3.B)
- Clicking the **Show Result**[6] button will initiate the search process.
- **Export to CSV**[7] button is disabled when the **Training Table** does not contain any data or when the search result is empty (Search Count: 0).
- Search results are displayed via the **Training Table**[8]. Search **Search Count**[9] will reflect the actual list count.
- **Pagination links**[10] are provided for easy navigation on the search results. The pagination links are not displayed when the search result count is less than 10.

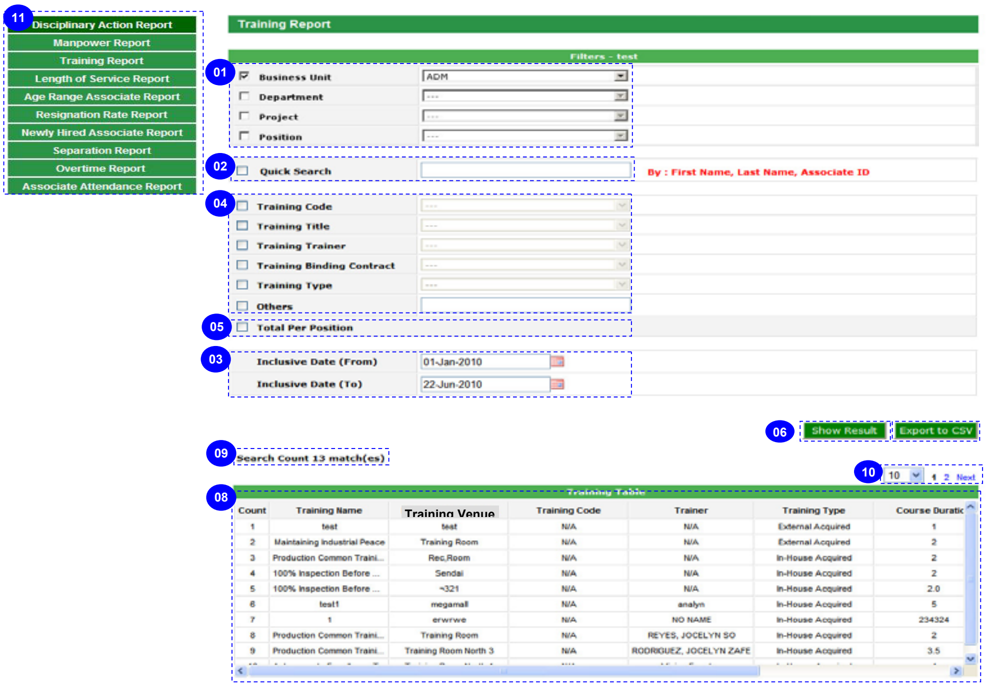


Figure ONLN-4.3.A Training Report - Attendees Report

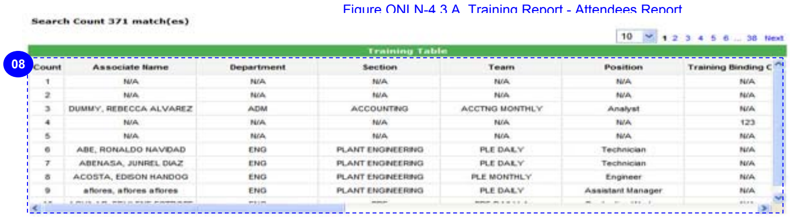


Figure ONLN-4.3.B Training Report - Available Training Report

4.4 Length of Service Report

- This page displays the report on the length of service of each associate as per position.
- The **Length of Service Report**[1] page is accessible via the **Length of Service Report** button made available on the **sidebar menu**[7].
- Clicking the **Export to CSV**[2] button will allow the user to export the generated report into CSV file format.
- The Length Of Service Report table is divided into 4 sections.
  1. The **Length of Service (LOS) in years**[3] column displays the length of service in years.
  2. Under the **Position**[4] columns are the count of associates within the specific length of service.
  3. The **Total**[5] row displays the total count of associates within a specific position.
  4. The **Total Per Position**[6] displays the total count of associates within a specific length of service(in years).

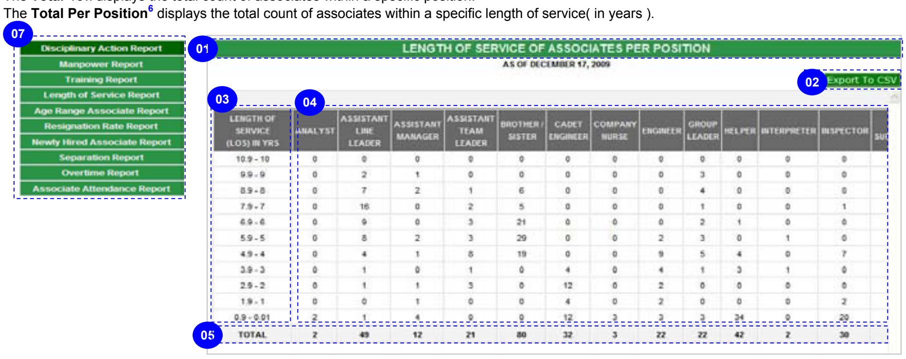


Figure ONLN-4.4.A Length Of Service Report

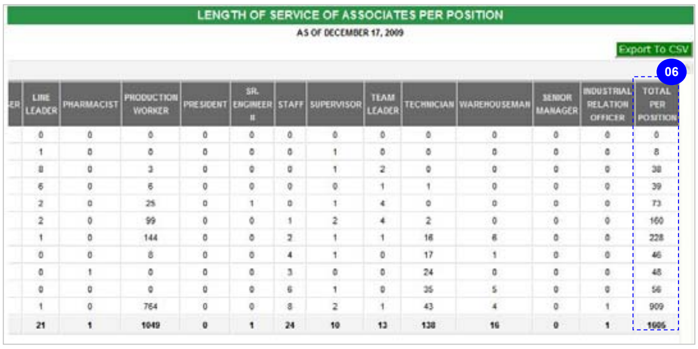


Figure ONLN-4.4.B Length Of Service Report - Total Per Position

4.5 Age Range Report

- This page displays the **Associate's age count per position** report.
- The **Age Range Report**[1] page is accessible via the **Age Range Report** button made available on the **sidebar menu**[7].
- Clicking the **Export to CSV**[2] button will allow the user to export the generated report into CSV file format.
- The Age Range Report table is divided into 4 sections.
  1. The **Age In Years**[3] column displays the age range of associates
  2. Under the **Position**[4] columns are the count of associates within the specific age range *(see the age range value under the age in yrs column).*
  3. The **Total**[5] row displays the total count of associates within a specific position.
  4. The **Total Per Age Range**[6] displays the total count of associates within a specific age range.

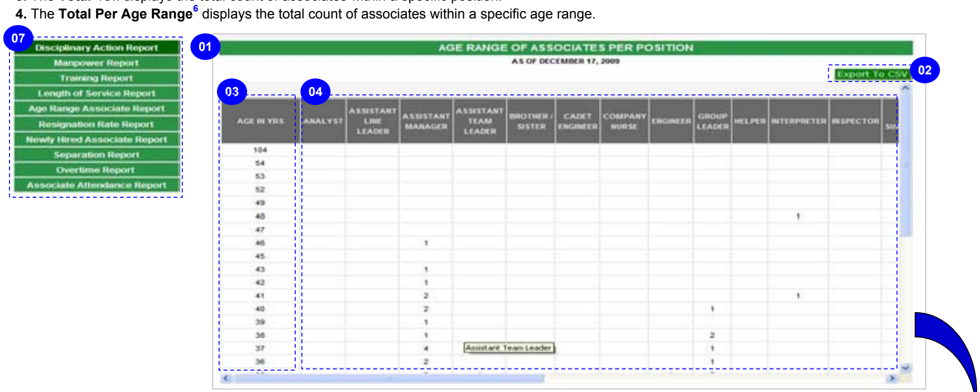


Figure ONLN-4.5.A Age Range Report

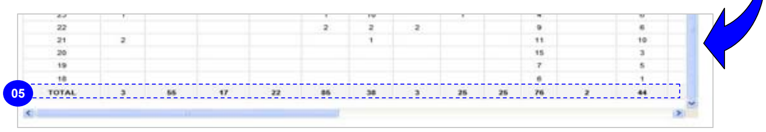


Figure ONLN-4.5.B Age Range Report - Total per position

Figure ONLN-4.5.C Age Range Report - Total per Age Range

4.6 Resignation Rate Report

4.6.1 Resignation Rate Per Position Report

- This page displays the Resignation Rate Report Per Position for the current fiscal year.
- The **Resignation Rate Per Position**[1] page is accessible via the **Resignation Rate Per Position** button made available on the **sidebar menu**[7].
- Clicking the **Export to CSV**[2] button will allow the user to export the generated report into CSV file format.
- The Resignation Rate Per Position Report is mainly divided four (4) different sections.
  1. Section / Department [3] : This row displays the active department and section.
  2. Position[4] : This displays the active positions.
  3. Total Per Position[5] : This displays the total counts of resigned associate per Section/Department (see Figure ONLN-4.7.1.B)
  4. Total[6] **row** : This displays the total counts of resigned associate per position.
- The columns under each **Position** are the **count of resignees per position**[7] under a specific **Section.** Blank cells are displayed if the count is zero(0).
- The sum per department can be displayed on the **Department**[8]'s row *(see row with a lightgray background).*

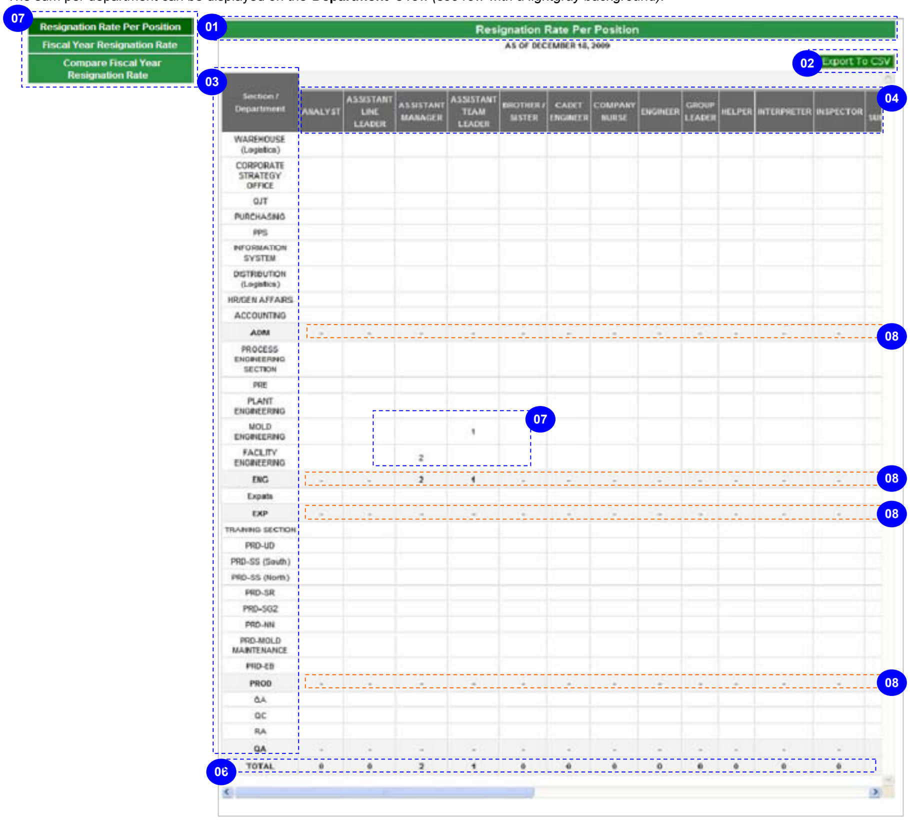


Figure ONLN-4.6.1.A Resignation Rate Per Position Report

Figure ONLN-4.6.1.B Resignation Rate Per Position Report - Total Per Position

4.6.2 Fiscal Year Resignation Rate Report

- This page displays the Resignation Rate Report for the current fiscal year.
- The **Fiscal Year Resignation Rate**[1] page is accessible via the **Fiscal Year Resignation Rate** button made available on the **sidebar menu**[14].
- Clicking the **Export to CSV**[2] button will allow the user to export the generated report into CSV file format.
- The Resignation Rate Per Position Report is mainly divided six(6) different sections.
  - **1. Section / Department** [3] : This row displays the active department and section.
  - **2. Headcount (As of Fiscal Year)**[4] : This column displays the headcount of each Section as of the start month of the Fiscal Year.
  - **3. Months of the fiscal year**[5] : This displays the months of the year.(If the fiscal year starts at April, the months would end at the month of March)
  - **4. Total**[6] : This column displays the total resignees per Section and Department
  - **5. Resignation Rate**[7] : This column displays the percentage of the total count resignees per Section and Department
  - **6. Fiscal Year Cumulative Table**[8] **:** The Cumulative Total rows displays the accumulated resigned associate count per Fiscal Year month.
- The **Fiscal Year Cumulative Total** Table is divided into three (3) different rows.
  - **1. Total row**[9] : This displays the sum of the resigned associates per Fiscal Year's month.
  - **2. Cumulative Total row**[10] : This displays the accumulated resigned associate count per Fiscal Year 's month.
  - **3. Percentage row** [11] : This displays the percentage of the total resignation rate associates per Fiscal Year's month.
- The columns under each **Months** are the monthly **counts of resignees**[12] under a specific **Section.** Blank cells are displayed if the count is zero(0).
- The sum of resignees per department can be displayed on the **Department**[13]'s row *(see row with a lightgray background).*

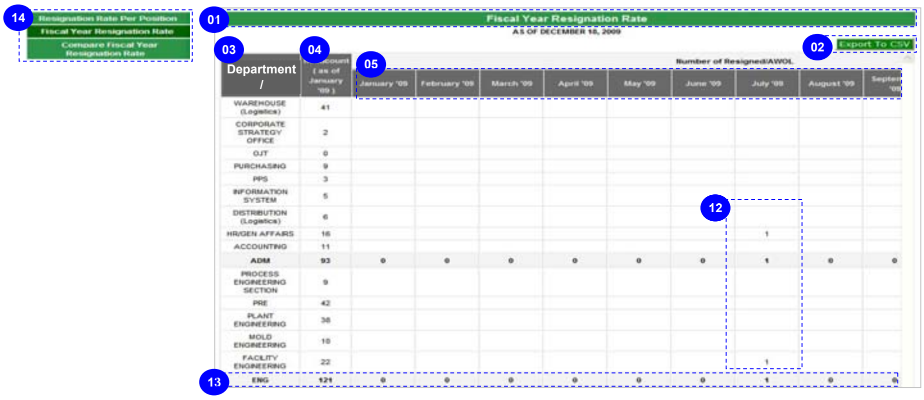


Figure ONLN-4.6.2.A Fiscal Year Resignation Rate Report

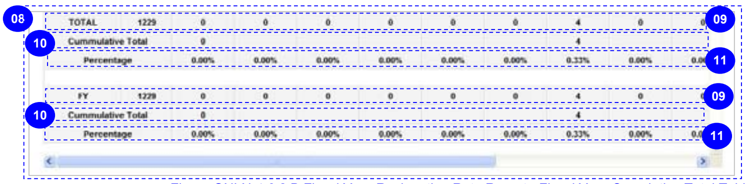


Figure ONLN-4.6.2.B Fiscal Year Resignation Rate Report - Fiscal Year Cumulative Total Table

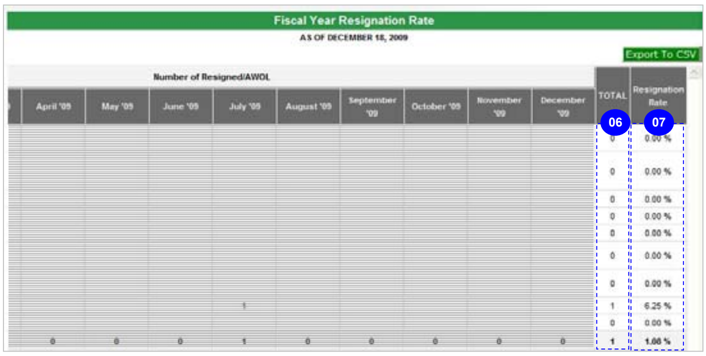


Figure ONLN-4.6.2.C Fiscal Year Resignation Rate Report - Fiscal Year Cumulative Total Table

4.6.3 Yearly Comparison Report

- This page displays the Compare Fiscal Year Resignation Rate Report. This report is a comparison of two(2) fiscal year resignation rate report.
- The **Compare Fiscal Year Resignation Rate**[1] page is accessible via the **Compare Fiscal Year Resignation Rate** button made available on the **sidebar menu**[12]
- Clicking the **Export to CSV**[2] button will allow the user to export the generated report into CSV file format.
- The Resignation Rate Per Position Report is mainly divided five(5) different sections.
  - **1. Section / Department** [3] : This row displays the active department and section.
  - **2. Headcount(As of Fiscal Year** : This column displays the headcount of each Section as of the start month of the two(2) Fiscal Year.
  - **3. Months of the fiscal year**[5] : This displays the months of the each fiscal year.(If the fiscal year starts at April, the months would end at the month of March)
  - **4. Total**[6] **(column)** : This column displays the total resignees per Section and Department
  - **5. Resignation Rate**[7] : This column displays the percentage of the total count resignees per Section and Department per fiscal year
  - **Total**[8] **(row)** : This displays the sum of the resigned associates per Fiscal Year's month.
  - **Fiscal Year**[9] : This indicates the fiscal year of the month being compared.
- The columns under each **Months** are the monthly **counts of resignees**[10] under a specific **Section.** Blank cells are displayed if the count is zero(0).
- The sum of resignees per department can be displayed on the **Department**[11]'s row *(see row with a lightgray background).*

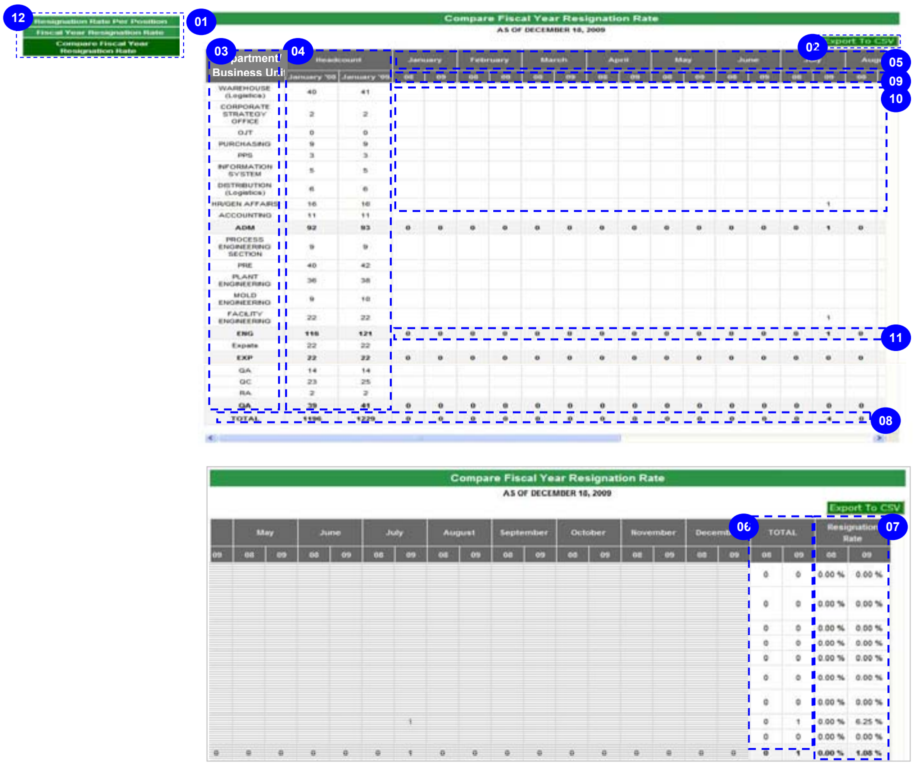


Figure ONLN-4.6.3 Yearly Comparison Report

4.7 Newly Hired Associate Report

- This page displays Newly Hired Associate Report.
- The **Newly Hired Associate Report**[1] page is accessible via the **Newly Hired Associate Report** button made available on the **sidebar menu**[8].
- **Date Filters**[2] are provided to narrow the search to a specific date range.
- Clicking the **Display Result**[3] button will activate the search process.
- Clicking the **Export to CSV**[4] button will allow the user to export the generated report into CSV file format.
- Search results are displayed via the **Search Result**[5] table. Search **Search Count**[6] will reflect the actual list count.
- **Export to CSV** button is disabled when the **Search Result** table does not contain any data or when the search result is empty (Search Count: 0).
- **Pagination links**[7] are provided for easy navigation on the search results. The pagination links are not displayed when the search result count is less than 10.

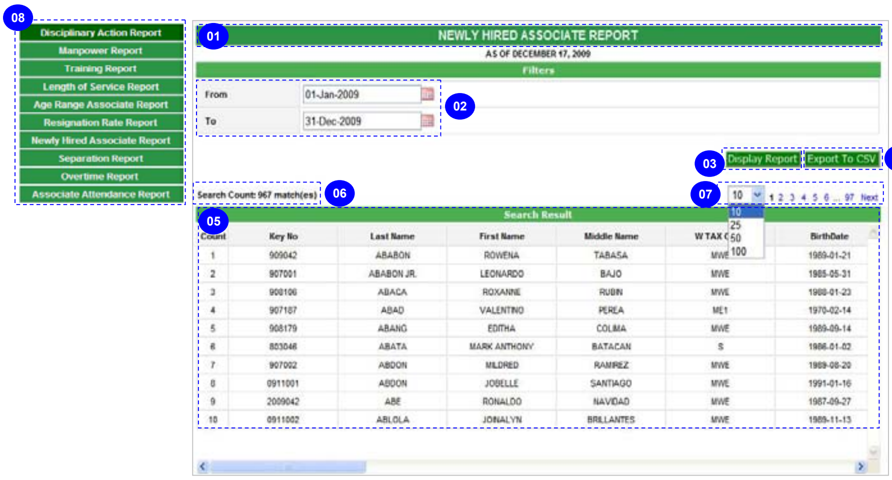


Figure ONLN-4.7 Newly Hired Associate Report

4.8 Separation Report

- The **Separation Report**[1] page is accessible via the Separation **Report** button made available on the **sidebar menu**[7].
- The Separation **Report** page provides a list of all associates according to Type of Separation [4]: Resigned, End of Contract, End of Probationary, Others(Death) and Terminate
- Data filters[2] are provided to search for a specific set of records.
- Search results are displayed via the **Separation** table. **Search Count**[5] will reflect the actual list count.
- Clicking the **Search**[8] button without providing search parameters for both **Data Filter**[2] and **Quick search**[3] will display a dialog box prompting the user with the following mess No Filter Options were selected.

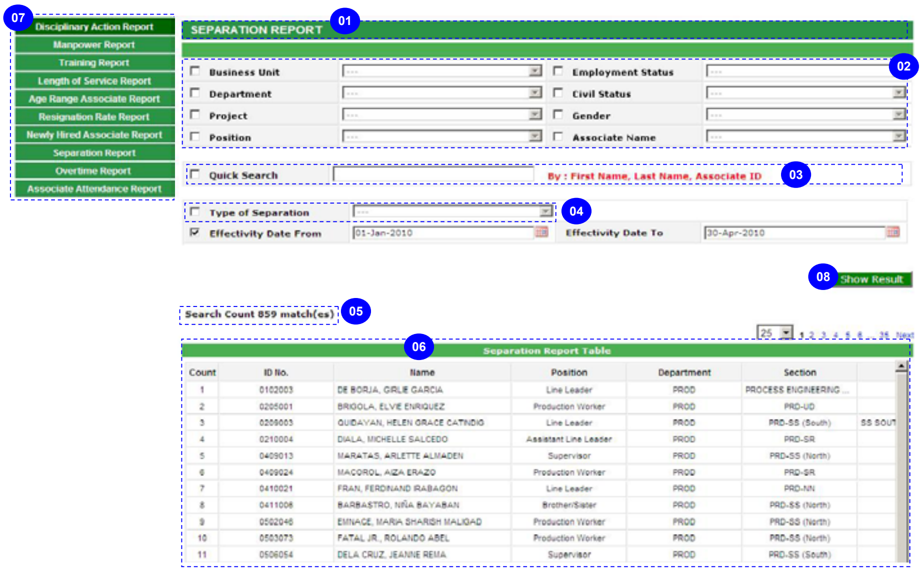


Figure B 4.8 Separation Report

4.9 Overtime Report

- The **Overtime Report** page is accessible via the **Overtime Report** button made available on the **sidebar menu**[7].
  Please refer to Figure ONLN-3.1 Overtime History item 1
- Data filters are provided to search for a specific set of records.

  1. Shift[1] : Allows the user to generate report according to the TSPI defined Shift Schedules.
  2. Application Status[2] : Allows the user to generate report according to available overtime application status defined.
  3. From - To[3] : Allows the user to generate report according only to the start and end date selected.

- Clicking the **Generate Report**[4] button will initiate the report generation process and displays the resulting report.
- Clicking the **Export to CSV**[5] button will prompt the user with a File Download dialog box and allows the user to export then save the generated report into CSV file format.
- **Overtime Report**[6] table displays the statistics of associates who renders overtime per Status, Section, Department , Gender and Position.

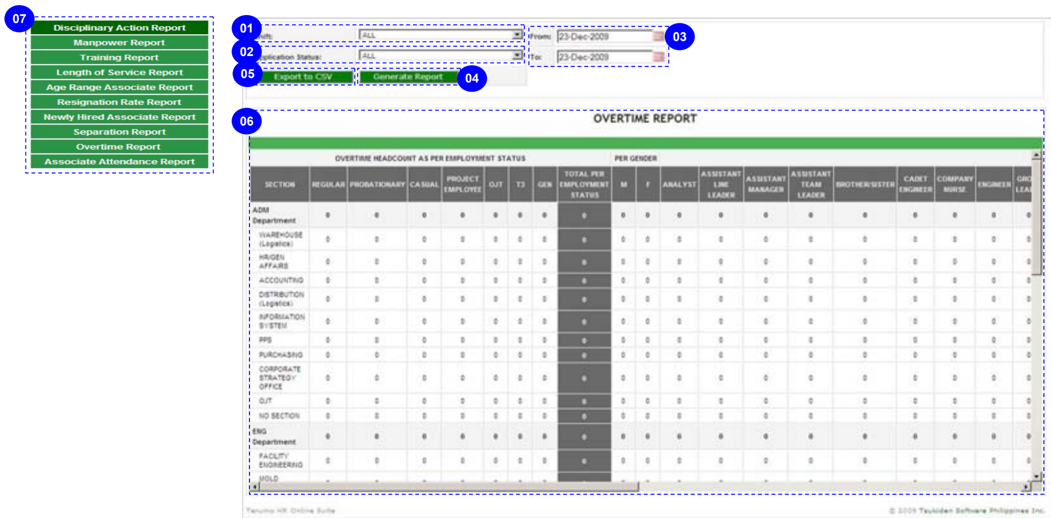


Figure B 4.9 Overtime Report

4.10 Associate Attendance Report

- The **Associate Attandance Report** page is accessible via the **Associate Attendance menu** button made available on the **sidebar menu**[1].
- **Data filters**[2] are provided to search for a specific set of records.
- Clicking the **Generate AAR**[4] button will initiate the report generation process and displays the resulting report in csv file.
- **Leave Type Filters** [3] is provided to specify desired search based on Leave type(s) selected.

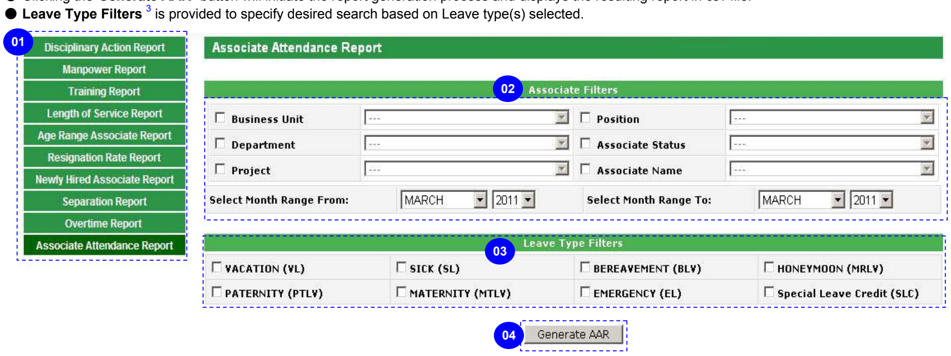


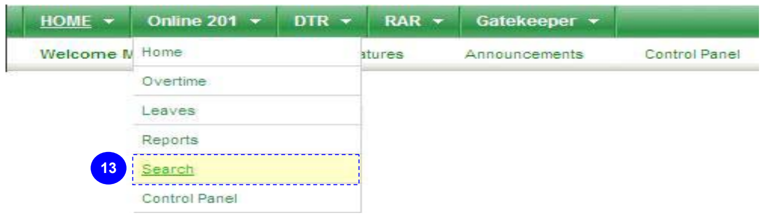
Figure 4.10 Associate Attendance Report

Online 201

5. Perform Search

5.1 Perform Search on Biodata

- Figure ONLN-5.1 **Perform Search (Biodata)**[12] shows the Perform Search on Biodata.
- The Perform Search on Biodata is the default page of Search Sub-Module.
- This page can be viewed using the following link:
  1. **Search**[13] link in Online201 drop down menu;
  2. **Search**[14] link on the Online201 2nd layer Menu



- The **Search Filters**[1] can search for associates belonging to specific Business Unit, department and Project, and of specific position.
- The **Quick Search**[2] field can search for associates regardless of their Business Unit, Department, Project and position. Checking this will disable the previous set of filters.
  If quick search checkbox is checked and quick search textbox is empty, "*Quick search should not be blank*" dialog box will be displayed.
- Regardless of the filters used above, the associates can be searched according to their status using the **Filter By**[3] field.
- The user can also choose only the fields he wants to see on the **Search Result**[10] table by selecting the fields from the **View Options**[5] section.
- The user also has the option to show or hide the **View Options**[5] section by clicking the **View/Hide Option button**[4].
- The **Search**[6] button will search for associates satisfying the conditions set using the filters.
- The **Export to CSV**[7] button will download the search result as CSV file. This will only be enabled if there is/are search result/s. Upon clicking the Export to CSV7 button, a Save File dialog box will appear.
- The **Export NAA to CSV**[8] button will download the search result as CSV file containing the NAA records of the searched associates.
  This will only be enabled if there is/are search result/s and if the user has an access rights. Upon clicking the Export NAA to CSV8 button, a Save File dialog box will appear.
- The **Search Count**[9] field displays the number of records fetched after clicking the Search button.
- The **Search Result**[10] table displays the result of searched records based from the filters.
- The **Associate ID**[11] can be clicked to see the Biodata Information of the specific associate.

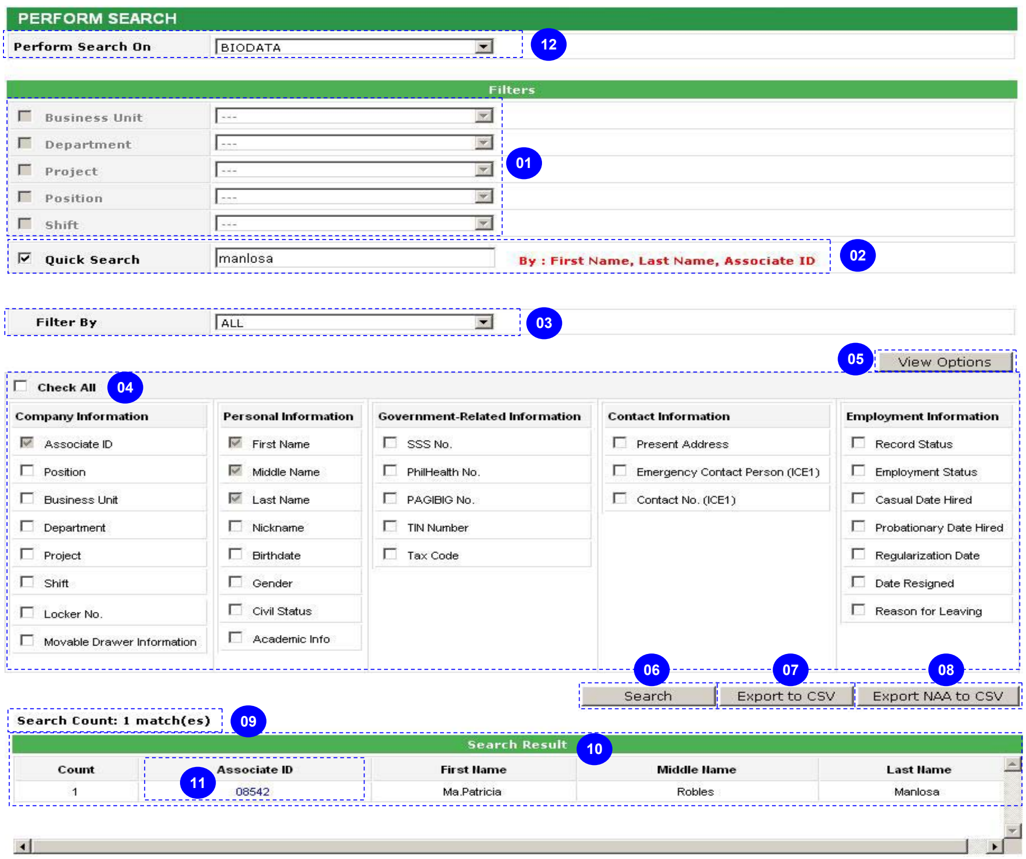


Figure ONLN-5.1 Perform Search (Biodata)

5.2 Perform Search on Skills

- Figure ONLN-5.2 **Perform Search (Skills)**[7] shows the Perform Search on Skills.
- The **Skill**[1] dropdown list will display the list of all skills of the associate in their biodata.
- The **Search**[2] button will search for associates according to the chosen skill from the Skill combo box.
- This **Export to CSV**[3] button will download the search result as CSV file. This will just be enabled if there is/are search result/s.
  Upon clicking the **Export to CSV**[5] button, a **Save File** dialog box will appear.
- The **Pagination**[4] dropdown list contains the number of records to be displayed in a page. This allows the user to navigate on the pages of search result.
- The **Search Count**[5] field displays the number of records fetched after clicking the Search button.
- The **Search Result**[6] table displays the result of searched records based from the filters.

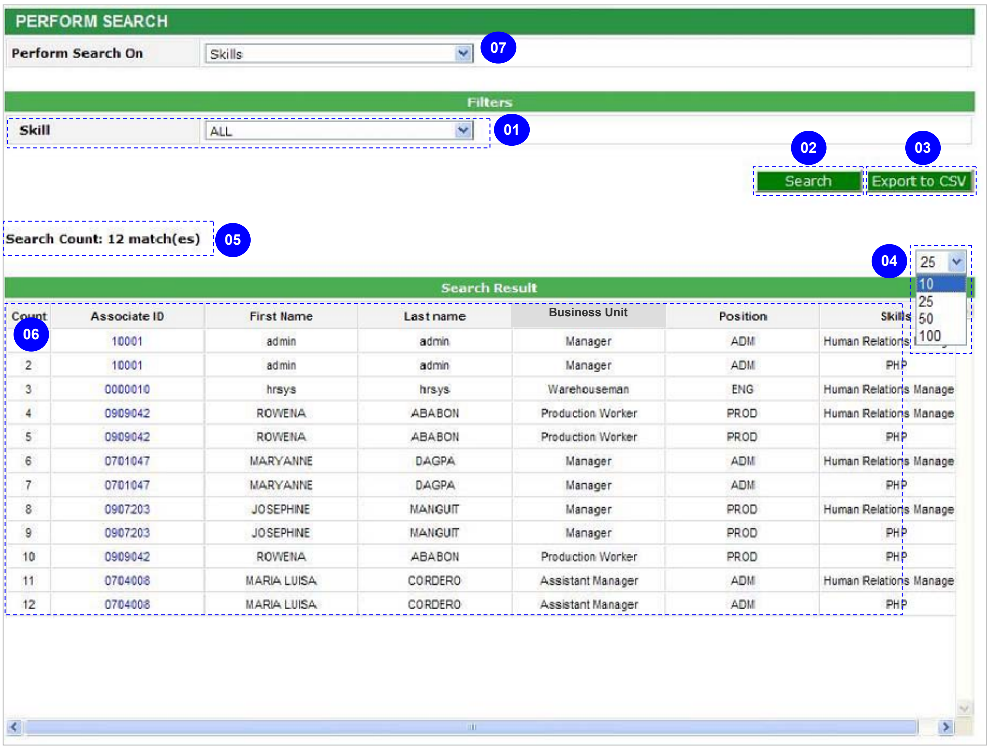


Figure ONLN-5.2 Perform Search (Skills)

5.3 Perform Search on Tools

- The **Tool Category**[1] dropdown list will display the list of all tools used by the associates in their biodata.
- The **Search**[2] button will search for associates according to the chosen value from the Tool Category combo box.
- The **Export to CSV**[3] button will download the search result as CSV file. This will just be enabled if there is/are search result/s.
  Upon clicking the **Export to CSV**[5] button, a **Save File** dialog box will appear.
- The **Search Count**[4] field displays the number of records fetched after clicking the Search button.
- The **Search Result**[5] table displays the result of searched records based from the filters.

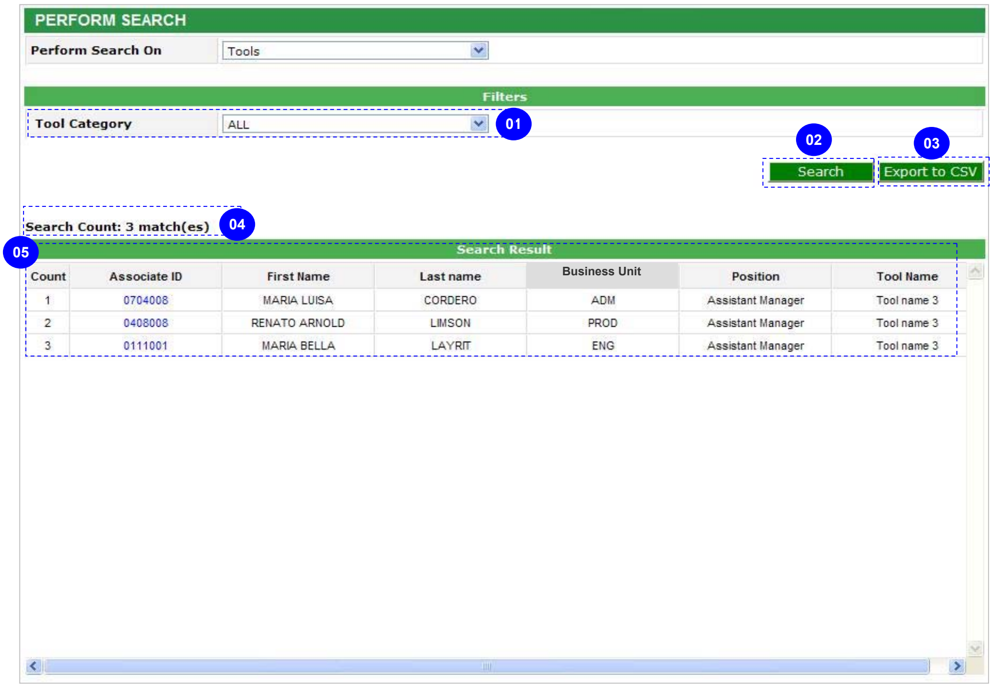


Figure ONLN-5.3 Perform Search (Tools)

5.4 Perform Search on Project

- Figure ONLN-5.4 **Perform Search (Projects)**[6] shows the Perform Search on Project.
- Associates can be searched according to their project involvement using the **Filters**[1] . This can be by Project Name, Module Name and/or Role Assignment.
- The **Search**[2] button will search for associates according to the set parameters in the filters.
- The **Export to CSV**[3] button will download the search result as CSV file. This will just be enabled if there is/are search result/s.
  Upon clicking the **Export to CSV**[5] button, a **Save File** dialog box will appear.
- The **Search Count**[4] field displays the number of records fetched after clicking the Search button.
- The **Search Result**[5] table displays the result of searched records based from the filters.

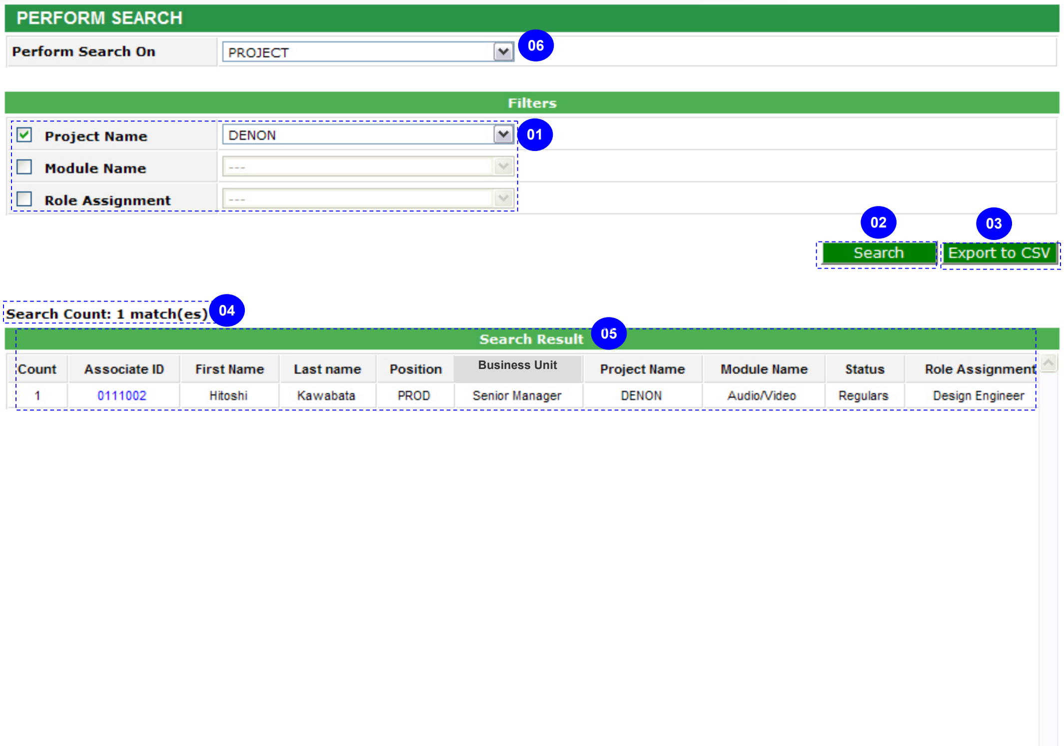


Figure ONLN-5.4 Perform Search (Projects)

6. Control Panel

6.1 Biodata Maintenance

6.1.1 User Maintenance

- Figure ONLN- 6.1.1 **User Maintenance** shows the User Maintenance screen.
- This can be viewed by clicking the **Biodata Maintenance** link from the **Online201 - Control Panel Menu**[12] .
- The **Add Record**[1] button will open the User Maintenance screen for registration of new system user. (see Figure ONLN- 6.1.1.1)
- The **Associate Search**[2] is a set of search filters for associates based from their Business Unit, Department, Project and position.
- The **Quick Search**[3] field can search for associates regardless of their Business Unit, Department, Project and position. Selecting it will disable the previous set of filters.
  If quick search checkbox is checked and quick search textbox is empty, "*Quick search should not be blank*" dialog box will be displayed when performing a search operation
- The **Display Result**[4] button will generate search results for the associates according to the search filter used.
  When the **Display Result**[4] button is clicked without using any of the **Associate Search**[2] filter,
  the system will display "*No Records Fetched : No Filter Options were selected.*" dialog box.
- The **Search Count**[5] field displays the number of records fetched after clicking the Search button.
- The **Search Result**[6] table displays the result of searched records based from the used filters.
- Clicking the **Checkbox**[7] in Role Assignment column will enable the **Role**[8] dropdown list. This is used to change the system user level of specific associate.
- Newly registered users are assigned a default Standard User role.
- User accounts can be deleted by clicking the **Delete**[9] link in Delete Account column. With this action, the user can no longer log to the system.
  When the **Delete**[9] link is clicked, the system will display a *"Are you sure you want to delete this?"* dialog box.
- The **Update**[10] button will carry out the changes made in the record. This will be enabled if there are search results returned from the search operation.

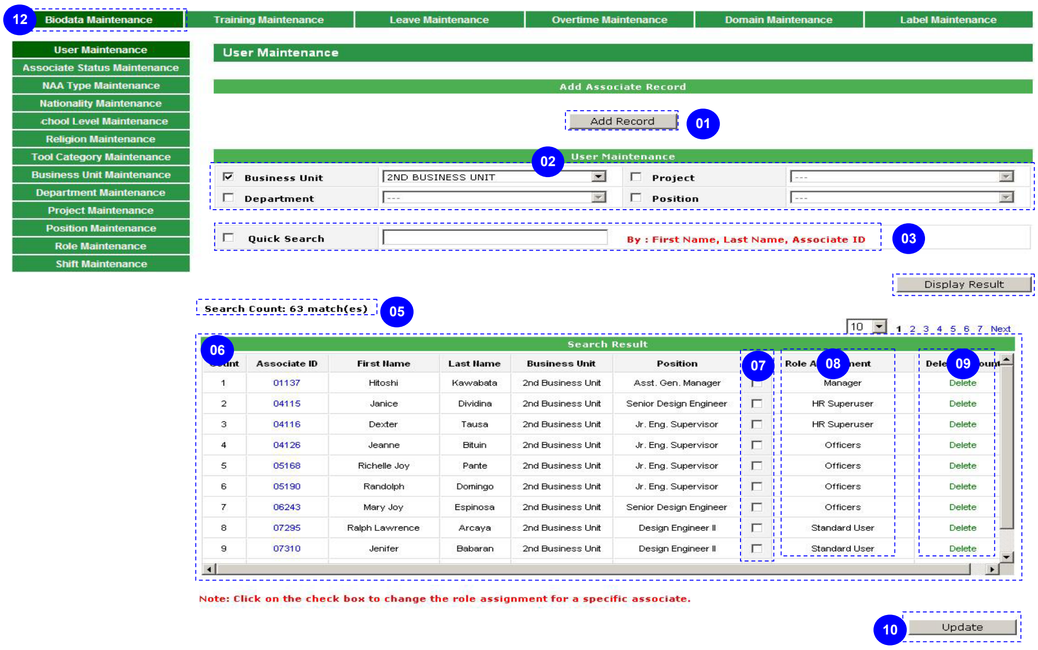


Figure ONLN- 6.1.1 User Maintenance

6.1.1.1 Add Associate Record

- Figure ONLN- 6.1.1 **User Maintenance (Add Record)** shows the Add Associate Record screen.
- This screen enables registration of new users. This requires basic personal and company information.
- Enter Associate ID of the user in the **Associate ID**[1] field.
- Enter Username and Domain in the **Assigned Username and Domain**[2] fields. The username will be used to login to the system while the domain is usec for mailing purposes.
- Select a Department from the **Business Unit**[3] dropdown list. The options can be managed on the Department Maintenance screen.
- Select a Section in the **Department**[4] dropdown list. The options can be managed on the Department Maintenance screen.
- Select a Project from the **Project**[5] dropdown list. The options can be managed on the Project Maintenance screen.
- Select a Position from the **Position**[6] dropdown list.
- Set the Status of the associate from the **Status**[7] dropdown list. This can be Regular, Project Employee, OJT, Probationary, Casual and more
- The options can be managed on the Associate Status Maintenance screen.
- Select the Hiring date of the Associate using the **Date Hired**[8] field.
- Assign shift schedule to the associate by selecting from the **Shift**[9] dropdown list. The options can be managed on the Shift Maintenance screen.
- Provide password in the **Password**[10] fields. This will be used for logging in to the system.
- Provide basic personal Information in the **Basic Information Details**[11] section.
- The **Submit**[12] button saves a record from the details provided above.
  1. When the **Submit**[3] button is clicked with the **Associate ID**[1] field left blank, the system will display an "*Associate ID should not be blank*" dialog box.
  2. When the **Submit**[3] button is clicked with the **Assigned Username and Domain**[2] field left blank, the system will display an "*Associate ID should not be blank*" dialog box.
  3. When the **Submit**[3] button is clicked with the **Business Unit**[3] field left blank, the system will display an **"***Department should not be blank***"** dialog box.
  4. When the **Submit**[3] button is clicked with the **Position**[6] field left blank, the system will display an **"***Position should not be blank***"** dialog.
  5. When the **Submit**[3] button is clicked with the **Status**[7] field left blank, the system will display an **"***Associate ID should not be blank***"** dialog box.
  6. When the **Submit**[3] button is clicked with the **Date Hired**[8] field left blank, the system will display an **"***Date Hired should not be blank***"** dialog box.
  7. When the **Submit**[3] button is clicked with the **Shift**[9] field left blank, the system will display an "*Shift should not be blank*" dialog box.
  8. When the **Submit**[3] button is clicked with the **Password**[10] field left blank, the system will display an **"***Password should not be blank***"** dialog box.
  9. When the **Submit**[3] button is clicked with the **Confirm Password**[10] field left blank, the system will display an **"***Confirm Password should not be blank*" dialog box.
  10. When the **Submit**[3] button is clicked with the **First Name**[11] field left blank, the system will display an "*Blank Textfield: First Name should not be blank*" dialog box.
  16. When the Submit3 button is clicked with the Middle Name11 field left blank, the system will display an *Middle Name should not be blank*" dialog box.
  12. When the **Submit**[3] button is clicked with the **Last Name**[11] field left blank, the system will display an "*Last Name should not be blank*" dialog box.
  13. When the **Submit**[3] button is clicked with the **Date of Birth**[11] field left blank, the system will display an "*Date of Birth should not be blank*" dialog box.
  14. When the **Submit**[3] button is clicked with the **Gender**[11] field left blank, the system will display an "*Gender should not be blank*" dialog box.
  15. When the **Submit**[3] button is clicked with the **Civil Status**[11] field left blank, the system will display an "*Civil Status should not be blank*" dialog box.
- The **Cancel**[13] button ignores the previously provided data and will direct the screen to User Maintenance.
  Clicking the **Cancel**[13] button will display a "*Canceling the present operation will discard all your changes. Are you sure you really want to cancel?*" dialog box.
- I Clicking the **Cancel**[13] button will display a "*Canceling the present operation will discard all your changes. Are you sure you really want to cancel?*" dialog box.
  dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

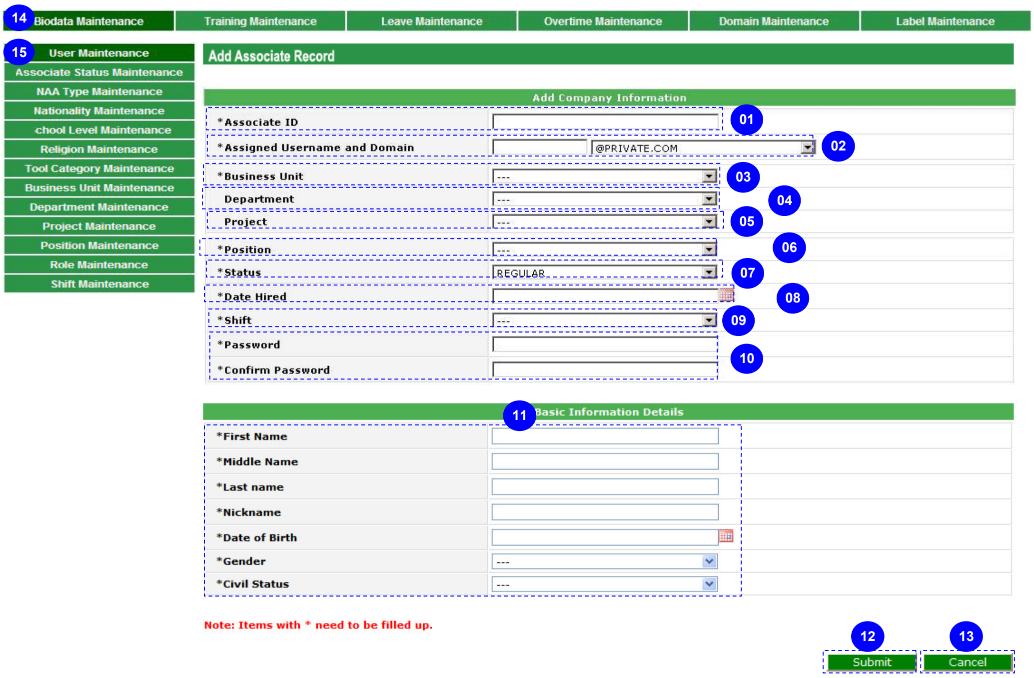


Figure ONLN- 6.1.1.1 Add Associate Record

6.1.2 Associate Status Maintenance

6.1.2.1 Add Associate Status

- Figure ONLN- 6.1.2.1 **Associate Status Maintenance (Add Associate Status)** shows the Add Associate Status screen.
- This can be viewed by clicking the **Biodata Maintenance** from the **Control Panel Menu**[8].
  Click the **Associate Status Maintenance** from the **Sidebar Menu**[9].
- New Associate Status can be added on this screen. This will be reflected as options of associate status when adding new associate record in User Maintenance.
- Enter Associate Status Name in the **Name**[1] field. This should not be empty.
- Enter description of the status in the **Description**[2]. This field is optional.
- The **Save**[3] button will add the new associate status.
  Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.***"** dialog box.
- The **Details**[4] table displays the list of previously saved records.
- A specific associate status can be edited. Clicking the **Edit**[5] link will show the Edit Associate Status screen.
- Associate Status can also be deleted. Clicking the **Delete**[6] button will delete the record. When an associate status is in use, it cannot be deleted.
  Upon clicking the **Delete**[6] link, the system will display a message '*Are you sure you want to delete this?*'.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain c current screen.

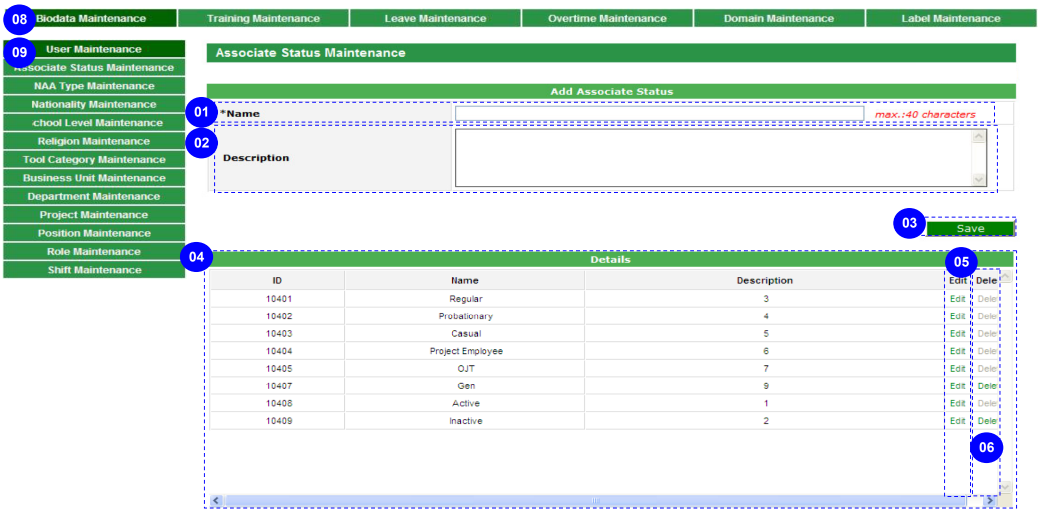


Figure ONLN- 6.1.2.1 Associate Status Maintenance (Add Associate Status)

6.1.2.2 Edit Associate Status

- Figure ONLN- 6.1.2.2 **Associate Status Maintenance (Edit Associate Status)** shows the Edit Associate Status screen.
- An existing associate status can be edited. Clicking the record's corresponding "**Edit**" link will show this screen.
- Change associate status name in the **Name**[1] field. This should not be empty.
- Change associate status description in the **Description**[2] field.
- The **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the message "*Record has been successfully saved.*" on a dialog box.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" message dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain c current screen.

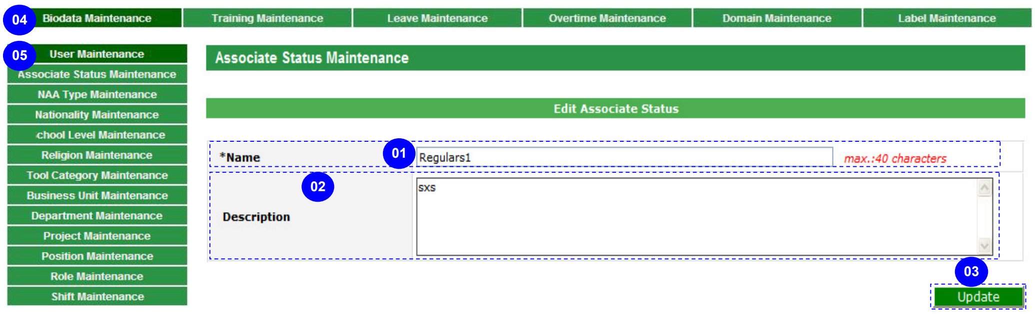


Figure ONLN- 6.1.2.2 Associate Status Maintenance (Edit Associate Status)

6.1.3 NAA Type Maintenance

6.1.3.1 Add NAA Type

- Figure ONLN- 6.1.3.1 **NAA Type Maintenance (Add NAA Type Maintenance)** shows the Add NAA Type Maintenance screen.
- This can be viewed by clicking the Biodata Maintenance link from the (Figure ONLN- 6.1.1)**Control Panel Menu**[8].
  Click the **NAA Type Maintenance** from the **Sidebar Menu**[9].
- New NAA Type Maintenance can be added on this screen. This will be reflected as options of NAA status when adding new NAA record in Notice of Associate Action.
- Enter NAA Type in the **Name**[1] field. This should not be empty.
- Enter description of the status in the **Description**[2]. This field is optional.
- The **Save**[3] button will add the new associate status.
  Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- The **Details**[4] table displays the list of previously saved records.
- A specific NAA Type can be edited. Clicking the **Edit**[5] link will show the Edit NAA Type Maintenance screen.
- NAA Type can also be deleted. Clicking the **Delete**[6] link will delete the record.
  Upon clicking the **Delete**[6] link, the system will display '*Are you sure you want to delete this?*" message dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain c current screen.

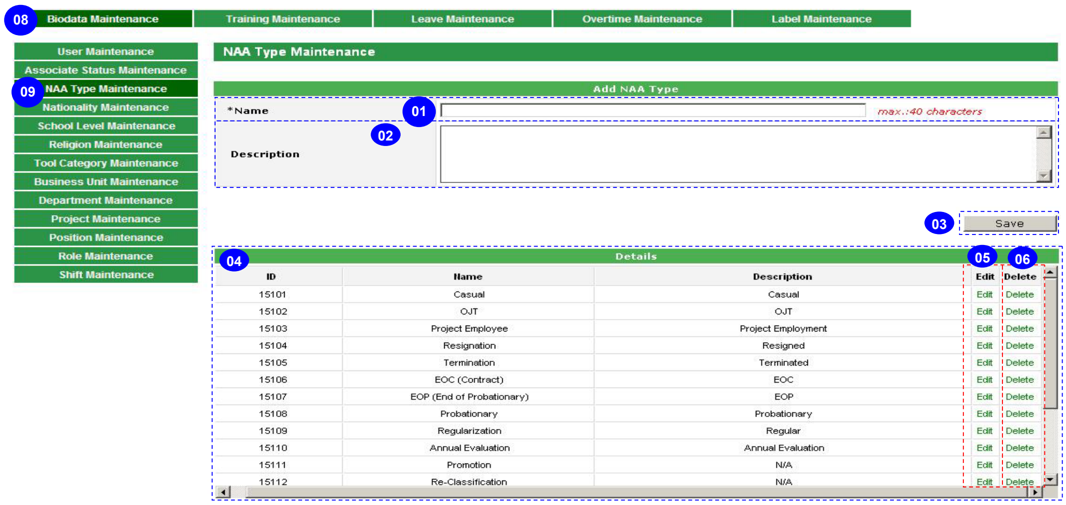


Figure ONLN- 6.1.3.1 NAA Type Maintenance (Add NAA Type Maintenance)

6.1.3.2 Edit NAA Type

- Figure ONLN- 6.1.3.2 **NAA Type Maintenance (Edit NAA Type)** shows the Edit NAA Type screen.
- An existing associate status can be edited. Clicking the record's corresponding "**Edit**" link will show this screen.
- Change associate status name in the **Name**[1] field. This should not be empty.
- Change associate status description in the **Description**[2] field.
- The **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the "*Record has been successfully saved.*" dialog.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- When the User clicked on other pages, the system will display "Leave Edit Mode: *Are you sure you want to leave Edit Mode? This will discard all your changes*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain c current screen.

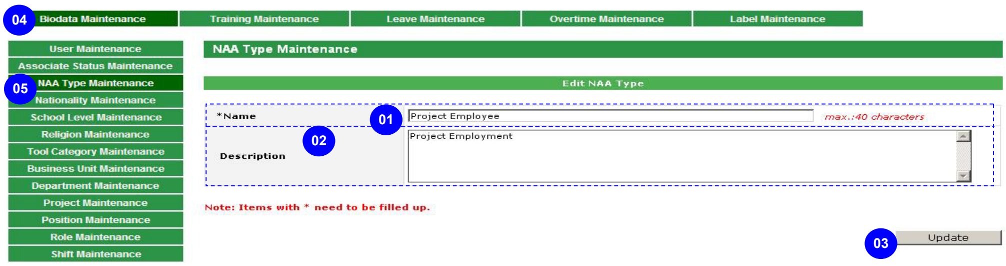


Figure ONLN- 6.1.3.2 NAA Type Maintenance (Edit NAA Type Maintenance)

6.1.4 Nationality Maintenance

6.1.4.1 Add Nationality

- Figure ONLN- 6.4.1 **Nationality Maintenance (Add Nationality)** shows the Add Nationality screen.
- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[8]. Click the Nationality Maintenance from the Sidebar Menu[9].
- New Nationality can be added on this screen. This will be reflected as options of nationality in Personal Information.
- Enter Nationality Name in the **Name**[1] field. This should not be empty.
- Enter description of the nationality in the **Description**[2] field. This field is optional.
- The **Save**[3] button will add the new nationality.
  Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield: *Name should not be blank.*" dialog.
- The **Details**[4] table displays the list of previously saved nationality.
- A specific nationality can be edited. Clicking the **Edit**[5] link will show the Edit Nationality Name screen
- Nationalities can also be deleted. Clicking the **Delete**[6] link will delete the record. Upon clicking the Delete[6] link, the system will display "Are you sure you want to delete this?" dial
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

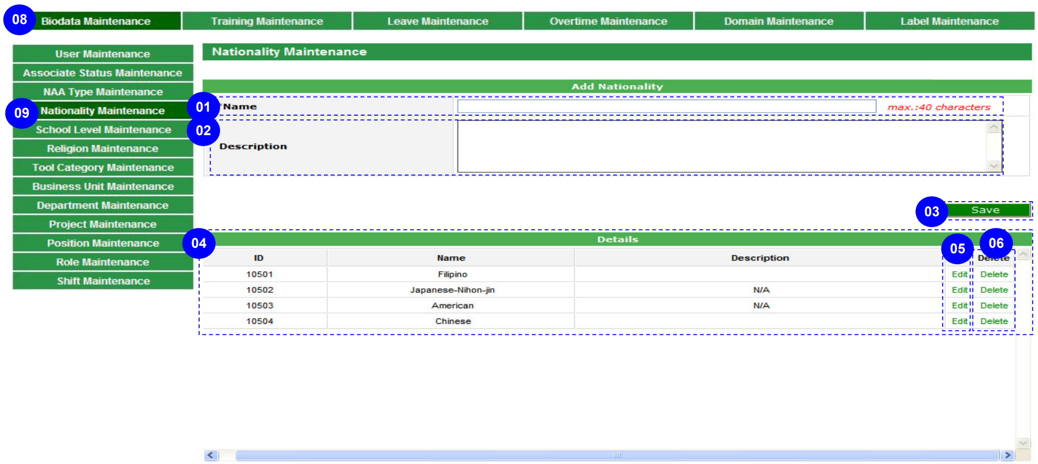


Figure ONLN- 6.1.4.1 Nationality Maintenance (Add Nationality)

6.1.4.2 Edit Nationality

- Figure ONLN- 6.1.4.2 **Nationality Maintenance (Edit Nationality)** shows the Edit Nationality screen
- An existing nationality can be edited. Clicking the record's corresponding "**Edit**" link will show this screen.
- Change nationality name in the **Name**[1] field. This should not be empty.
- Change nationality description in the **Description**[2] field.
- The **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the "*Record has been successfully saved.*" dialog.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "*Name should not be blank.*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

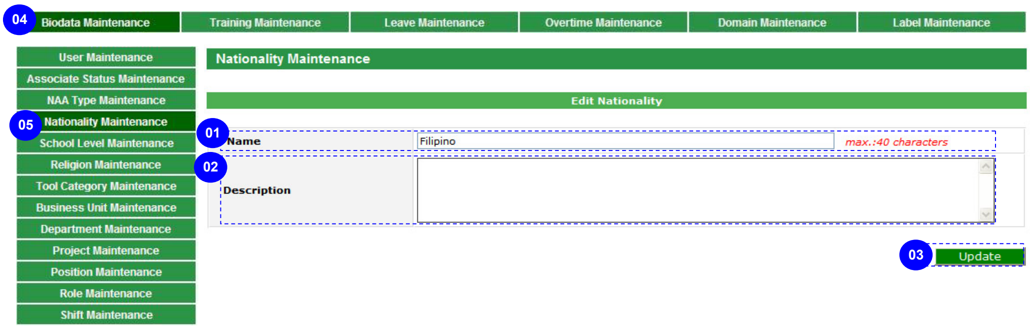


Figure ONLN- 6.1.4.2 Nationality Maintenance (Edit Nationality)

6.1.5 School Level Maintenance

6.1.5.1 Add School Level

- Figure ONLN- 6.1.5.1 **School Level Maintenance (Add School Level)** shows the Add School Level screen.
- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[8].
  Click the **School Level Maintenance** from the **Sidebar Menu**[9].
- New school level can be added on this screen. This will be reflected as options when filling up Academic Information.
- Enter School Level Name in the **Name**[1] field. This should not be empty.
- Enter description of the school level in the **Description**[2] field. This field is optional.
- The **Save**[3] button will add the school level.
  - Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield: *Name should not be blank.*" dialog.
- The **Details**[4] table displays the list of previously saved records.
- A specific school level can be edited. Clicking the **Edit**[5] link will show the Edit School Level screen.
- School Level can also be deleted. Clicking the **Delete**[6] link will delete the record.
  - Upon clicking the **Delete**[6] link, the system will display "*Are you sure you want to delete this?*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain c current screen.

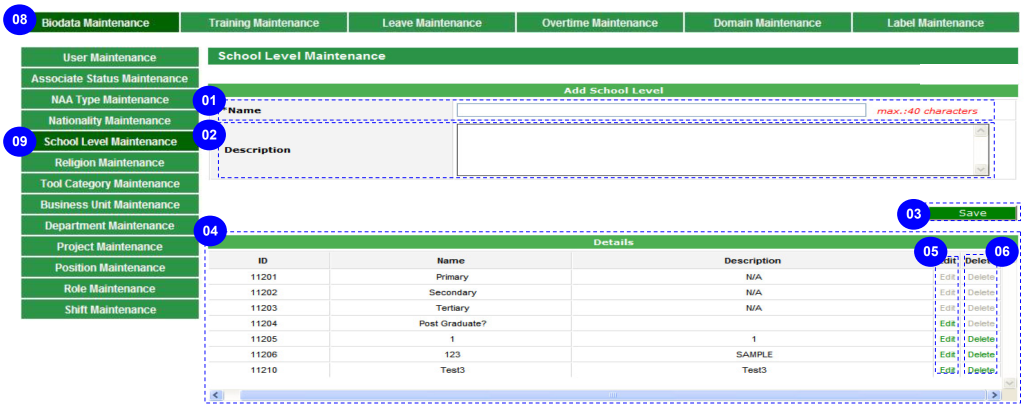


Figure ONLN- 6.1.5.1 School Level Maintenance (Add School Level)

6.1.5.2 Edit School Level

- Figure ONLN- 6.1.5.2 **School Level Maintenance (Edit School Level)** shows the Edit School Level screen.
- An existing school level can be edited. Clicking the record's corresponding "**Edit**" link will show this screen.
- Change school level name in the **Name**[1] field. This should not be empty.
- Change school level description in the **Description**[2] field.
- The **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the "*Record has been successfully saved.*" dialog.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "Blank Textfield: *Name should not be blank.*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain c current screen.

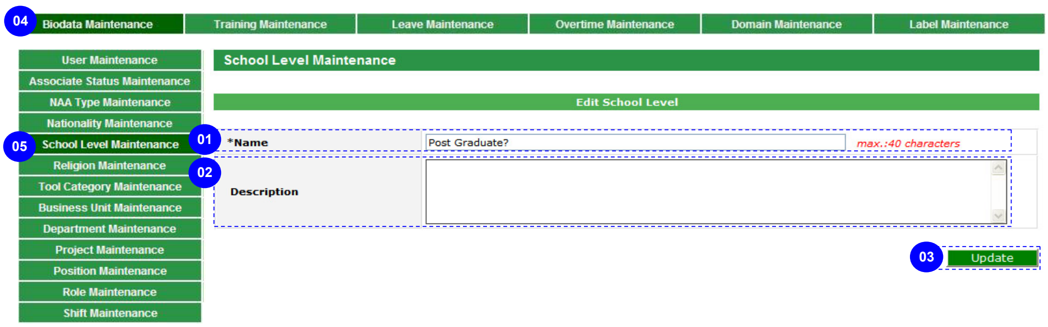


Figure ONLN- 6.1.5.2 School Level Maintenance (Edit School Level)

6.1.6 Religion Maintenance

6.1.6.1 Add Religion

- Figure ONLN- 6.1.6.1 **Religion Maintenance (Add Religion)** shows the Add Religion screen.
- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[8].
  Click the **Religion Maintenance** from the **Sidebar Menu**[9].
- New religion can be added on this screen. This will be reflected as options when providing religion in Personal Information.
- Enter Religion Name in the **Name**[1] field. This should not be empty.
- Enter description of the religion in the **Description**[2] field. This field is optional.
- The **Save**[3] button will add the religion.
  - Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- The **Details**[4] table displays the list of previously saved records.
- A specific religion can be edited. Clicking the **Edit**[5] link will show the Edit Religion screen.
- Religion can also be deleted. Clicking the **Delete**[6] link will delete the record.
  - Upon clicking the **Delete**[6] link, the system will display "*Are you sure you want to delete this?*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain o current screen.

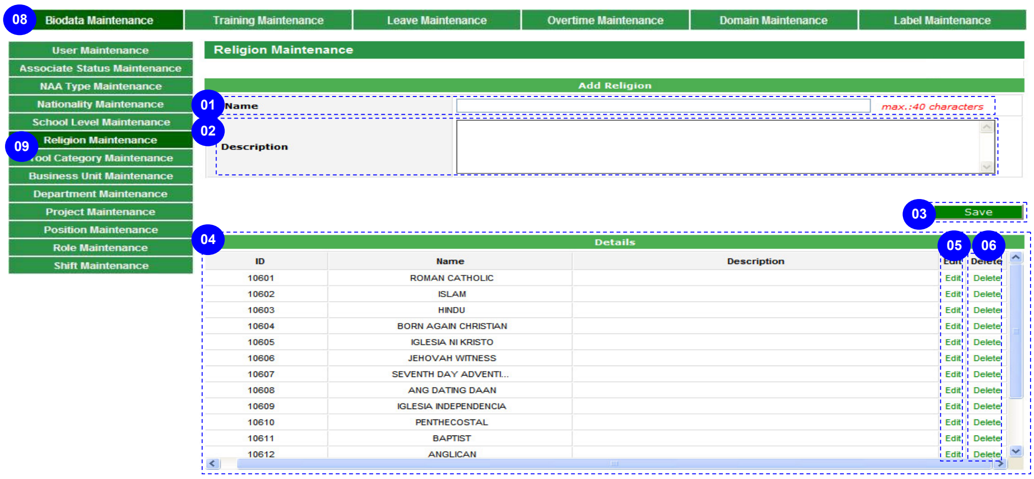


Figure ONLN- 6.1.6.1 Religion Maintenance (Add Religion)

6.1.6.2 Edit Religion

- Figure ONLN- 6.1.6.2 **Religion Maintenance (Edit Religion)** shows the Edit Religion screen.
- An existing religion can be edited. Clicking the record's corresponding "**Edit**" link will show this screen.
- Change religion name in the **Name**[1] field. This should not be empty.
- Change religion description in the **Description**[2] field.
- The **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the "*Record has been successfully saved.*" dialog.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain o current screen.

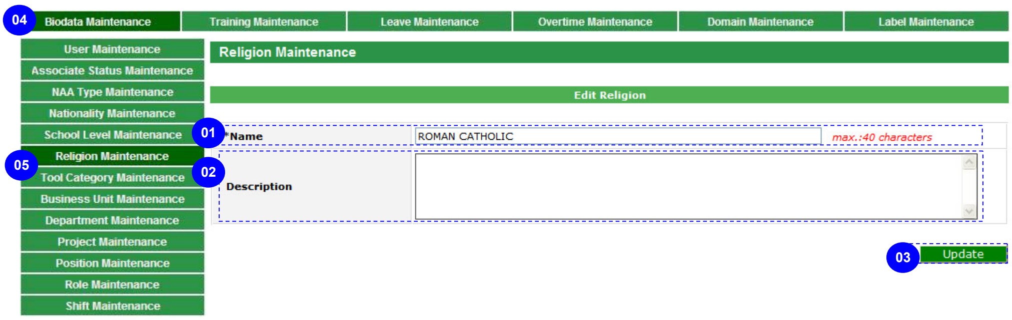


Figure ONLN- 6.1.6.2 Religion Maintenance (Edit Religion)

6.1.7 Tool Category Maintenance

6.1.7.1 Add Tool Category

- Figure ONLN- 6.1.7.1 **Tool Category Maintenance (Add Tool Category)** shows the Add Tool Category screen.
- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[8].
  Click the **Tool Maintenance** from the **Sidebar Menu**[9].
- New tool category can be added on this screen. This will be reflected as options when filling up Skills Information.
- Enter tool category Name in the **Name**[1] field. This should not be empty.
- Enter description of the tool category in the **Description**[2] field. This field is optional.
- The **Save**[3] button will add the tool category.
  - Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- The **Details**[4] table displays the list of previously saved records.
- A specific tool category can be edited. Clicking the **Edit**[5] link will show the Edit School Level screen.
- Tool Category can also be deleted. Clicking the **Delete**[6] link will delete the record.
  - Upon clicking the **Delete**[6] link, the system will display "*Are you sure you want to delete this?*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain o current screen.

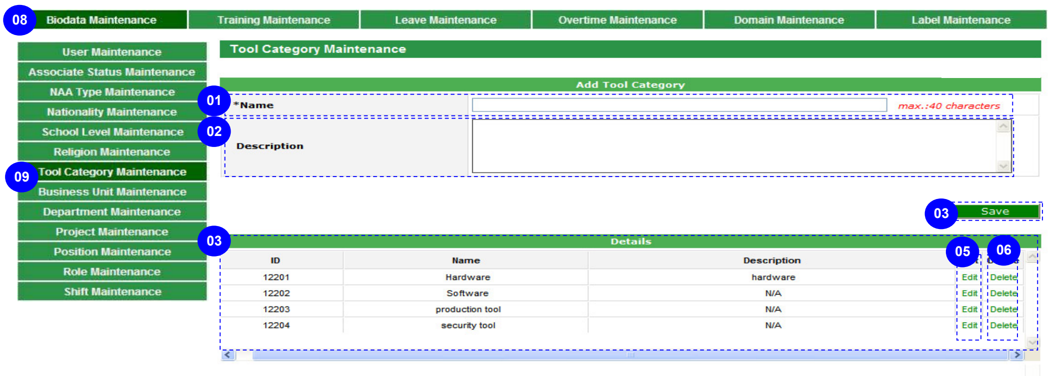


Figure ONLN- 6.1.7.1 Tool Category Maintenance (Add Tool Category)

6.1.7.2 Edit Tool Category

- Figure ONLN- 6.1.7.2 **Tool Category Maintenance (Edit Tool Category)** shows the Edit Tool Category screen.
- An existing tool category can be edited. Clicking the record's corresponding "Edit" link will show this screen.
- Change tool category name in the **Name**[1] field. This should not be empty.
- Change tool category description in the **Description**[2] field.
- The **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the "*Record has been successfully saved.*" dialog.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

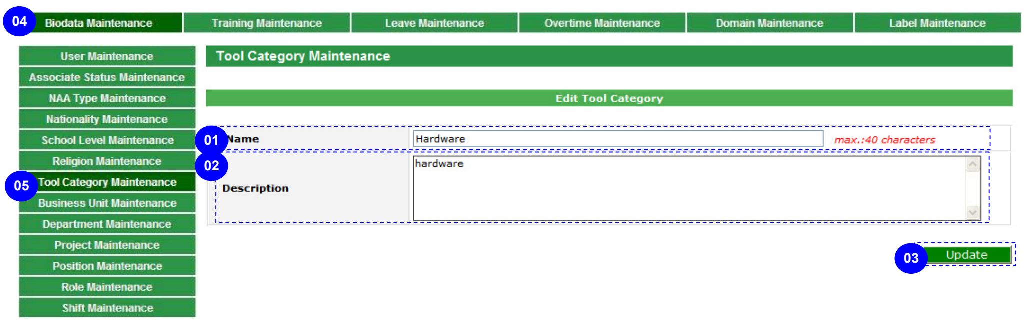


Figure ONLN- 6.1.7.2 Tool Category Maintenance (Edit Tool Category)

6.1.8 Business Unit Maintenance

Business Unit Maintenance screen enables the user to add, update and delete department records. These department records are used for Filtering the search results throughout the system.

6.1.8.1 Add Business Unit

- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[8].
  Click the **Business Unit Maintenance** from the **Sidebar Menu**[9].
- In order to add a Business Unit record, click the **Save**[3] button. Upon clicking the **Save**[3] button, the following fields with an (*) asterisk should be filled up
  Business Unit Name[1] input box accepts an input with a max length of 40-characters for the name of the business unit.
  A dialog box with the error message: *"Name should not be blank."* will be displayed if the Department Name input box is blank.
- If the Business Unit Record has been successfully saved, a dialog box with message:"*Record has been successfully saved.*" will be displayed.
- **Business Unit Description**[2] input box accepts input for additional information for the department .
- **Details Table**[4] displays the list of previously saved Business Unit records.
- A specific Department record can be edited by clicking the **Edit**[5] link. This will show the **Edit Business Unit** screen.
  Please refer to Figure ONLN- 6.1.8.2 Business Unit Maintenance (Edit Business Unit)
- Department record can also be deleted. Clicking the **Delete**[6] link will prompt a dialog box with the message:'*Are you sure you want to delete this?*" to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Business Unit record will be deleted. Otherwise, the deletion will be cancelled.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

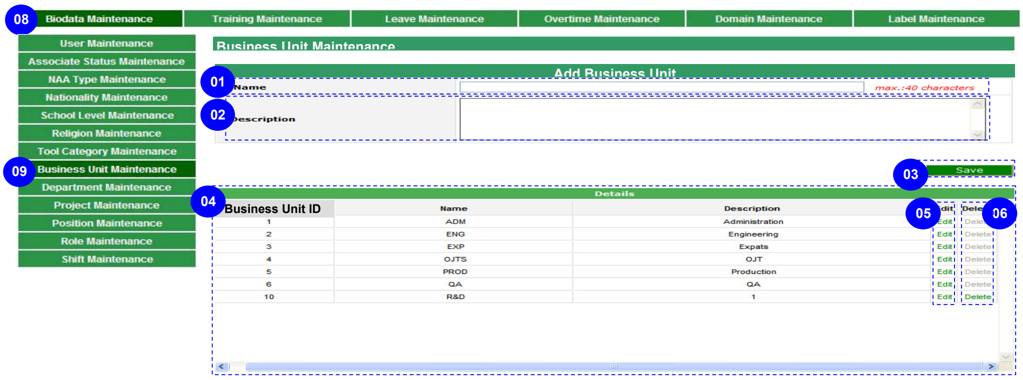


Figure ONLN- 6.1.8.1 Business Unit Maintenance (Add Business Unit)

6.1.8.2 Edit Business Unit

- In order to update a Business Unit record, click the **Update**[3] button. Upon clicking the **Update**[3] button, the following fields with an (*) asterisk should be filled up
  Business Unit Name[1] input box accepts an input with a max length of 40-characters for the name of the Business Unit.
  A dialog box with the error message:"*Name should not be blank.*" will be displayed if the Business Unit Name input box is blank.
- If the Department Record has been successfully updated, a dialog box with the message "*Record has been successfully saved.*" will be displayed.
- **Business Unit Description**[2] input box accepts input for additional information for the Business Unit.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

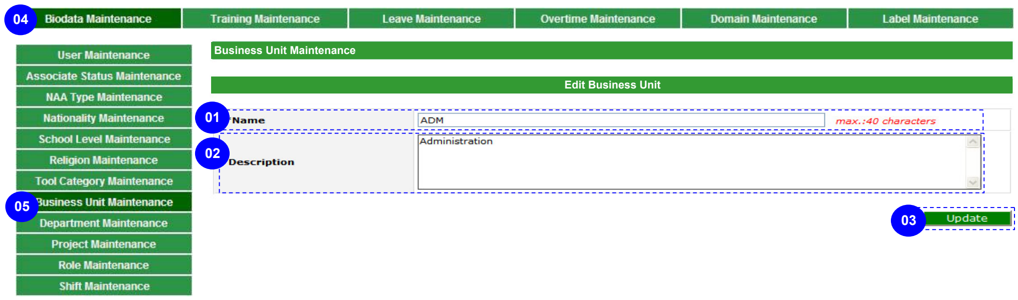


Figure ONLN- 6.1.8.2 Business Unit Maintenance (Edit Business Unit)

6.1.9 Department Maintenance

Department Maintenance screen enables the user to add, update and delete section records. These section records are used for Filtering the search results throughout the system.

6.1.9.1 Add Business Unit

- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[9]. Click the Business Unit Maintenance from the Sidebar Menu[10].
- In order to add a Department record, click the **Save**[4] button. Upon clicking the **Save**[4] button, the following fields with an (*) asterisk should be filled up
  - -**Business Unit Name**[1] input box accepts an input with a max length of 40-characters for the name of the section.
    A dialog box with the error message:"*Name should not be blank.*" will be displayed if the Department Name input box is blank.
  - -**Business Unit**[3] combo box field holds the information in which Business Unit the Deparment belongs to. An error message with the error message:"Business Unit *should not be blank.*" will be displayed if the field is blank.
- If the Department Record has been successfully saved, a dialog box with the message:"*Record has been successfully saved.*" will be displayed.
- **Business Unit Description**[2] input box accepts input for additional information for the Business Unit.
- **Details Table**[5] displays the list of previously saved section records.
- A specific Department record can be edited by clicking the **Edit**[6] link. This will show the **Edit Business Unit** screen.
  Please refer to Figure ONLN- 6.1.9.2 Department Maintenance (Edit Department)
- Project record can also be deleted. Clicking the **Delete**[7] link will prompt a dialog box with the message: '*Are you sure you want to delete this?*" to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Project record will be deleted. Otherwise, the deletion will be cancelled.
- If the user clicks any other links/buttons on the **Control Panel Menu**[9], **Sidebar Menu**[10] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

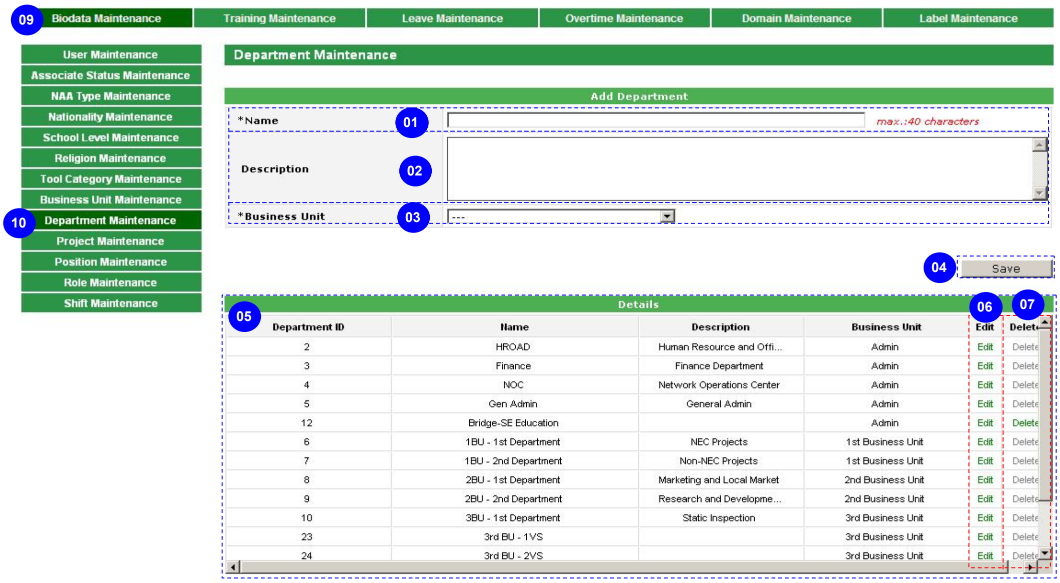


Figure ONLN- 6.1.9.1 Department Maintenance (Add Department)

6.1.9.2 Edit Department

- In order to update a Department record, click the **Update**[4] button. Upon clicking the **Update**[4] button, the following fields with an (*) asterisk should be filled up
  1. **Department Name**[1] input box accepts an input with a max length of 40-characters for the name of the section.
     A dialog box with the error message:"*Name should not be blank.*" will be displayed if the Section Name input box is blank.
  2. **Business Unit**[3] combo box field holds the information in which Department the Section belongs to. An error message:'*Department should not be blank.*" will be displayed if the field is blank.
- If the Department Record has been successfully updated, a dialog box with the message:"*Record has been successfully saved.*" will be displayed.
- **Department Description**[2] input box accepts input for additional information for the Section.
- If the user clicks any other links/buttons on the **Control Panel Menu**[5], **Sidebar Menu**[6] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

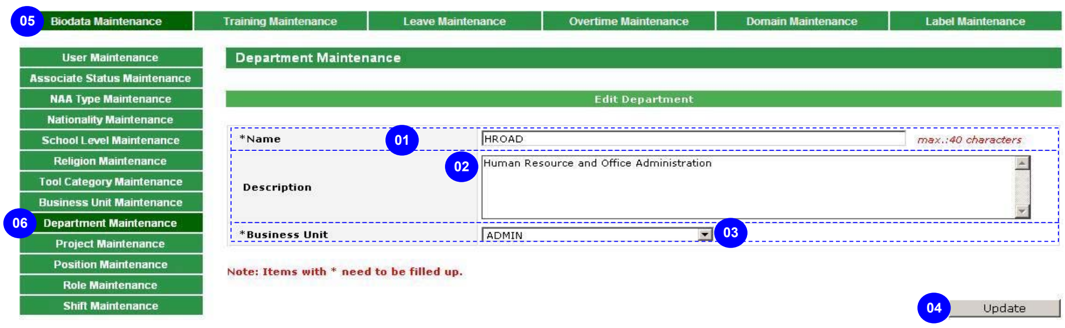


Figure ONLN- 6.1.9.2 Department Maintenance (Edit Department)

6.1.10 Project Maintenance

Project Maintenance screen enables the user to add, update and delete Project records. These Project records are used for Filtering the search results throughout the system.

6.1.10.1 Add Project

- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[10]. Click the Project Maintenance from the Sidebar Menu[11].
- In order to add a Project record, click the **Save**[5] button. Upon clicking the **Save**5 button, the following fields with an (*) asterisk should be filled up
  - -**Project Name**[1] input box accepts an input with a max length of 40-characters for the name of the **Project**.
    A dialog box with the error message:"*Name should not be blank.*" will be displayed if the Project Name input box is blank.
  - -**Business Unit**[3] combo box field holds the information in which Department the Project belongs to. An error message:'*Department should not be blank.*"
    will be displayed if the field is blank.
- If the Project Record has been successfully saved, a dialog box with the message "*Record has been successfully saved.*" will be displayed.
- **Project Description**[2] input box accepts input for additional information for the Project.
- **Department**[4] **combo** box accepts input for the information in which **Department**[4] the Project belongs to.
- **Details Table**[6] displays the list of previously saved Project records.
- A specific Project record can be edited by clicking the **Edit**[7] link. This will show the **Edit Project** screen.
  Please refer to Figure ONLN- 6.1.10.2 Project Maintenance (Edit Project)
- Project record can also be deleted. Clicking the **Delete**[8] link will prompt a dialog box with the message '*Are you sure you want to delete this?*" to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Project record will be deleted. Otherwise, the deletion will be cancelled.
- If the user clicks any other links/buttons on the **Control Panel Menu**[10], **Sidebar Menu**[11] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

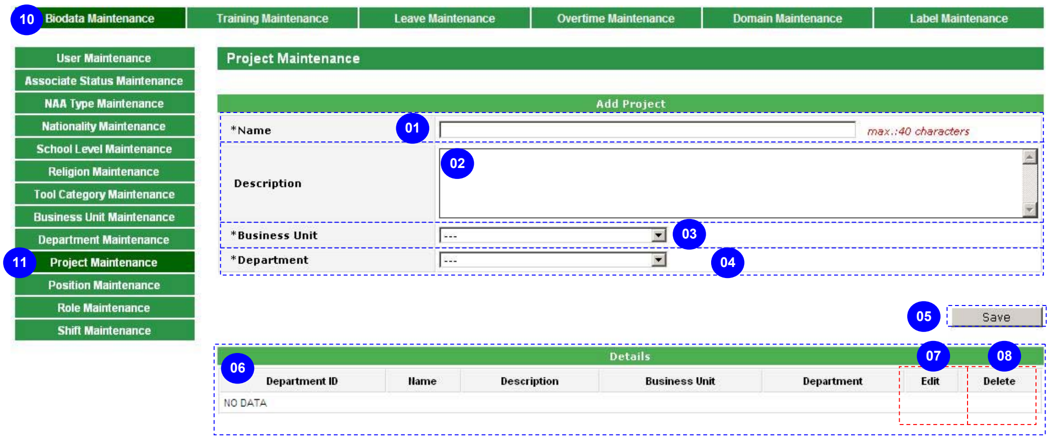


Figure ONLN- 6.1.10.1 Project Maintenance (Add Project)

6.1.10.2 Edit Project

- In order to update a Project record, click the **Update**[5] button. Upon clicking the **Update**[5] button, the following fields with an (*) asterisk should be filled up
  1. **Project Name**[1] input box accepts an input with a max length of 40-characters for the name of the Project.
     A dialog box with the error message:"*Name should not be blank.*" will be displayed if the Project Name input box is blank.
  2. **Business Unit**[3] combo box field holds the information in which Department the Project belongs to. An error message:'*Department should not be blank.*"
     will be displayed if the field is blank.
- If the Project Record has been successfully updated, a dialog box with the message:"*Record has been successfully saved.*" will be displayed.
- **Project Description**[2] input box accepts input for additional information for the Project.
- **Department** combo box accepts input for the information in which **Department**[4] the Project belongs to.
- If the user clicks any other links/buttons on the **Control Panel Menu**[6], **Sidebar Menu**[7] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

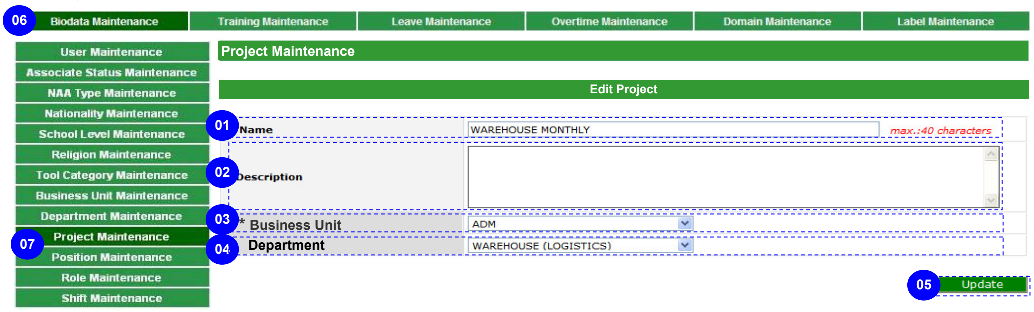


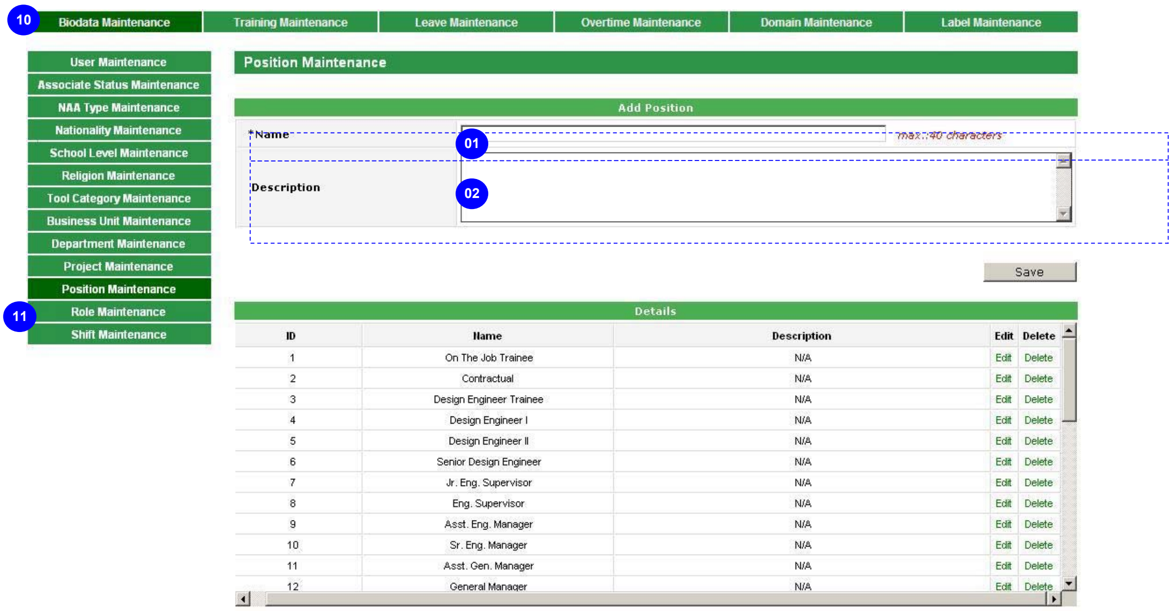
Figure ONLN- 6.1.10.2 Project Maintenance (Edit Project)

6.1.11 Position Maintenance

Position Maintenance screen enables the user to add, update and delete Position records. These Position records are used for Filtering the search results throughout the system.

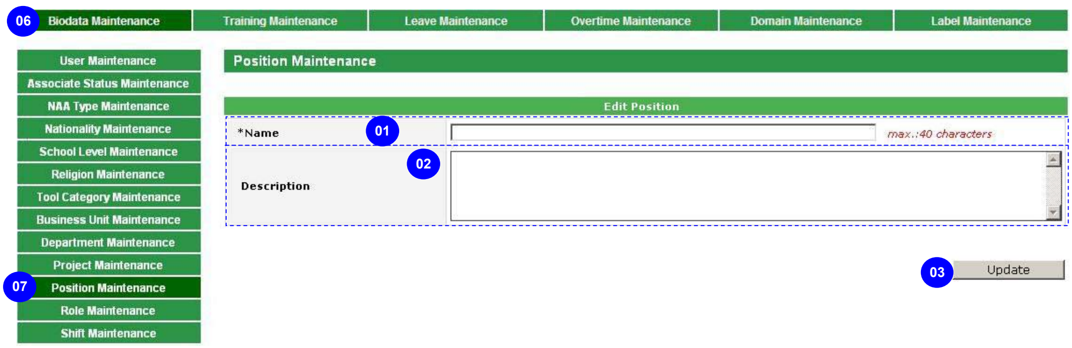
6.1.11.1 Add Position

- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[10]. Click the **Position Maintenance** from the Sidebar Menu[11].
- In order to add a Position record, click the **Save**[5] button. Upon clicking the **Save**5 button, the following fields with an (*) asterisk should be filled up
  - **Postion Name**[1] input box accepts an input with a max length of 40-characters for the name of the **Project**.
    A dialog box with the error message:"*Name should not be blank.*" will be displayed if the Project Name input box is blank.
- If the Postion Record has been successfully saved, a dialog box with the message "*Record has been successfully saved.*" will be displayed.
- **Position Description**[2] input box accepts input for additional information for the Project.
- **Details Table**[6] displays the list of previously saved Project records.
- A specific Project record can be edited by clicking the **Edit**[7] link. This will show the **Edit Postion** screen.
  Please refer to Figure ONLN- 6.1.10.2 Postion Maintenance (Edit Project)
- Position record can also be deleted. Clicking the **Delete**[8] link will prompt a dialog box with the message '*Are you sure you want to delete this?*" to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Project record will be deleted. Otherwise, the deletion will be cancelled.
- If the user clicks any other links/buttons on the **Control Panel Menu**[10], **Sidebar Menu**[11] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.



6.1.11.2 Edit Position

- In order to update a Position record, click the **Update**[3] button. Upon clicking the **Update**[3] button, the following fields with an (*) asterisk should be filled up
  1. **Postion Name**[1] input box accepts an input with a max length of 40-characters for the name of the Position.
     A dialog box with the error message:"Name should not be blank." will be displayed if the Position Name input box is blank.
- If the Position Record has been successfully updated, a dialog box with the message:"Record has been successfully saved." will be displayed.
- **Position Description**[2] input box accepts input for additional information for the Position.
- If the user clicks any other links/buttons on the **Control Panel Menu**[6], **Sidebar Menu**[7] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.



6.1.13 Role Maintenance

Role Maintenance screen enables the user to add, update and delete role records. These role records determines the type of user and the pages the user type can access.

6.1.13.1 Add Role

- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[12]. Click the Role Maintenance from the Sidebar Menu[13].
- In order to add a role record, click the **Save**[3] button. Upon clicking the **Save**[3] button, the following fields with an (*) asterisk should be filled up
  Role Name[1] input box accepts an input with a max length of 40-characters for the name of the role.
  A dialog box with the error message "*Name should not be blank.*" will be displayed if the Role Name input box is blank.
- If the Role Record has been successfully saved, a dialog box with the message "*Record has been successfully saved.*" will be displayed.
- **Role Description**[2] input box accepts input for additional information for the role.
- **Details Table**[4] displays the list of previously saved department records.
- A specific Role record can be edited by clicking the **Edit**[5] link. This will show the **Edit Role** screen. Please refer to Figure ONLN- 6.1.11.2 Role Maintenance (Edit Role)
- In order to update the role record, click the **Update**[10] button. Upon clicking the **Update**[10] button, the changes made will be updated on the
  Manage Access Rights[6], **Status**[7], **Overtime Approval Rights**[8] and **Leave Approval Rights**[9]
- **Manage Access Rights**[6] checkbox determines whether the user is allowed to modify the access rights for different types of users.
- **Status**[7] checkbox determines whether the user role is Active
- **Overtime Approval Rights**[8] checkbox determines whether the user role can approve Overtime applications in the Pre Approval, Approval and Final Approval sections.
- **Leave Approval Rights**[9] checkbox determines whether the user role can approve Leave applications in the Pre Approval, Approval and Final Approval sections.
- The **Export to CSV**[11] button will export the searched records in CSV file format. This will be enabled if there is/are search result/s.
- If the user clicks any other links/buttons on the **Control Panel Menu**[12], **Sidebar Menu**[13] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

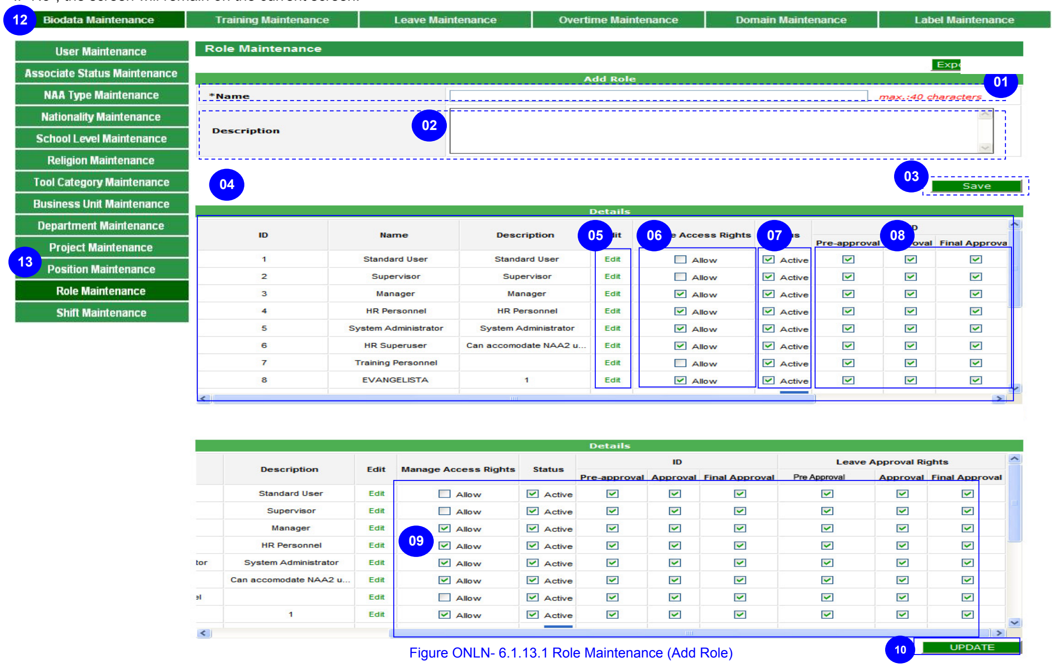


Figure ONLN- 6.1.13.1 Role Maintenance (Add Role)

6.1.13.2 Edit Role

- In order to update a role record, click the **Update**[3] button. Upon clicking the **Update**[3] button, the following fields with an (*) asterisk should be filled up
  Role Name[1] input box accepts an input with a max length of 40-characters for the name of the role.
  A dialog box with the error message: "*Name should not be blank.*" will be displayed if the Role Name input box is blank.
- If the Role Record has been successfully updated, a dialog box with the message '*Record has been successfully saved.*" will be displayed.
- **Role Description**[2] input box accepts input for additional information for the role.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

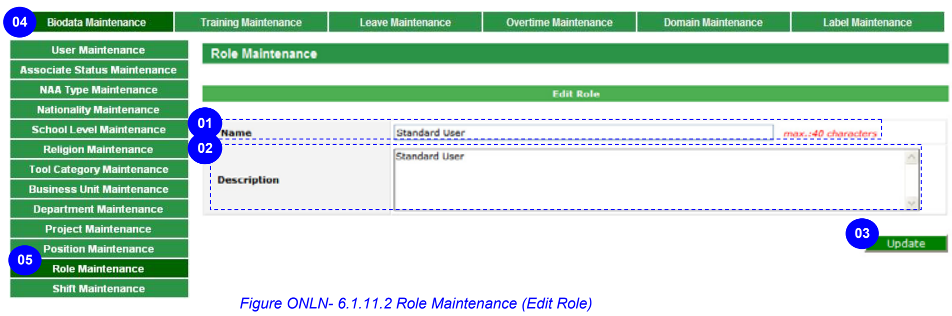


Figure ONLN- 6.1.11.2 Role Maintenance (Edit Role)

6.1.14 Shift Maintenance

Shift Maintenance screen enables the user to add, update and delete shift records. These shift records are used for Filtering the search results throughout the system.

6.1.14.1 Add Shift

- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**[16]. Click the Shift Maintenance from the Sidebar Menu[17].
- In order to add a shift record, click the **Add**[12] button. Upon clicking the **Add**[12] button, the following fields with an (*) asterisk should be filled up
  - -**Shift Name**[1] input box which accepts an input with a max length of 40-characters for the name of the shift.
    A dialog box with the error message:"*Shift Name should not be blank.*" will be displayed if the Shift Name input box is blank.
  - -**Shift Description**[2] input box which accepts an input with a max length of 40-characters for the description of the shift.
    A dialog box message:"*Shift Description should not be blank.*" will be displayed if the Shift Description input box is blank.
  - -**Minimum OT Req**[3] input box which accepts numerical input for the least number of hours for an overtime to be considered.
    Input of non-numerical value will prompt the user an error message: '*Minimum OT Req invalid entry.*"
    A dialog box with the error message "*Minimum OT Req should not be blank.*" will be displayed if the Minimum OT Req input box is blank.
  - -**AM Late**[4] input box for late Time In in the morning.
    A dialog box with the error message "*AM Late should not be blank.*" will be displayed if the AM Late input box is blank.
  - -**PM Late**[5] input box for late Time In in the afternoon.
    A dialog box with the error message "*PM Late should not be blank.*" will be displayed if the PM Late input box is blank.
  - -**AM Log Start**[6] input box for the start time in the morning shift where in the employee is required to report for work
    A dialog box with the error message "*AM Log Start should not be blank.*" will be displayed if the AM Log Start input box is blank.
  - -**PM Log Start**[7] input box for the start time in the afternoon shift where in the employee is required to report for work
    A dialog box with the error message "*PM Log Start should not be blank.*" will be displayed if the PM Log Start input box is blank.
  - -**Official Time-In**[8] input box for the official time-in for shift.
    A dialog box with the error message "*Official Time In should not be blank.*" will be displayed if the Official Time In input box is blank.
  - -**Official Time-Out**[9] input box for the official time-out for the shift. The time-out should have an (8) eight work hours difference from the Official Time-In
    A dialog box with the error message "*Official Time Out should not be blank.*" will be displayed if the PM Log Start input box is blank.
  - -**Normal Hours Work**[10] input box which accepts numerical input for the total number of hours an employee is expected to work in a day.
    Input of non-numerical value will prompt the user an error message: '*Normal Hours Work invalid entry*".
    A dialog box with the error message "*Normal Hours Work should not be blank.*" will be displayed if the Minimum OT Req input box is blank.
  - -**Minimum Hours Work**[11] input box which accepts numerical input for the least number of hours an employee can report to work in a day.
    Input of non-numerical value will prompt the user an error message:'*Minimum Hours Work invalid entry.*"
    A dialog box with the error message "*Minimum Hours Work should not be blank.*" will be displayed if the Minimum OT Req input box is blank.
- If the Shift Record has been successfully added, a dialog box with the message '*Record has been successfully saved.*" will be displayed.
- **Shift Details Table**[13] displays the list of previously saved shift records.
- A specific Shift record can be edited by clicking the **Edit**[14] link. This will show the **Edit Shift** screen.

Please refer to Figure ONLN- 6.12.2 Shift Maintenance (Edit Shift)

- Shift record can also be deleted. Clicking the **Delete**[15] link will prompt a dialog box with the message: '*Are you sure you want to delete this?*" to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Shift record will be deleted. Otherwise, the deletion will be cancelled.
- The **Export to CSV**[16] button will export the searched records in CSV file format. This will be enabled if there is/are search result/s.
- If the user clicks any other links/buttons on the **Control Panel Menu**[16], **Sidebar Menu**[17] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

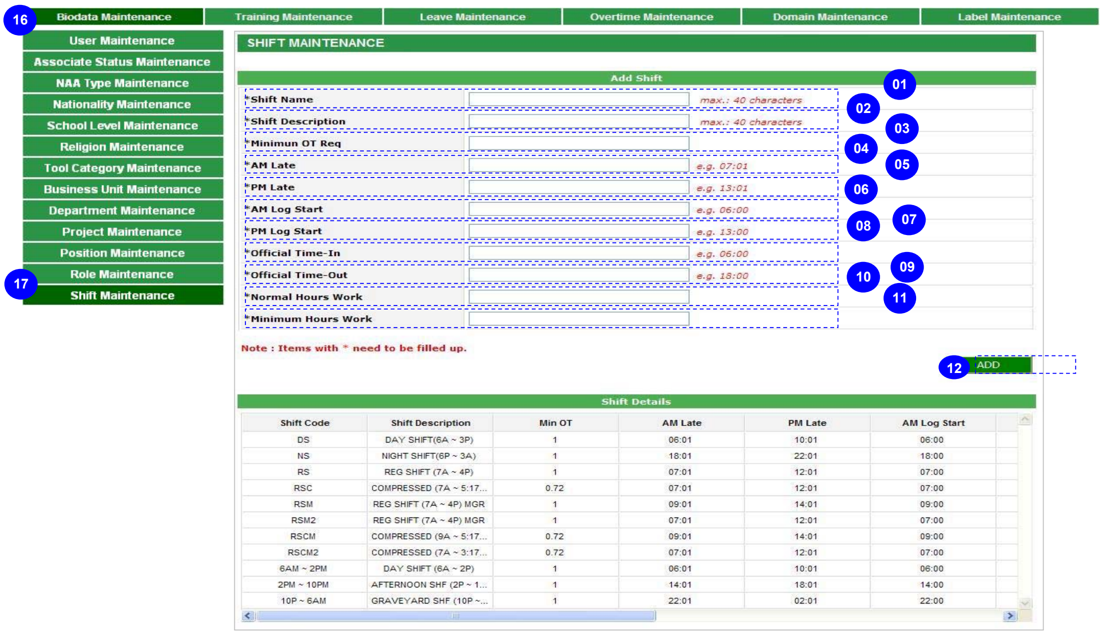


Figure ONLN- 6.1.12.1 Shift Maintenance (Add Shift)

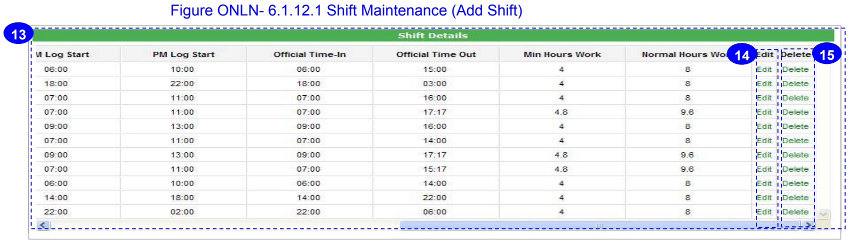


Figure ONLN- 6.1.12.1.1 Shift Details

6.1.14.2 Edit Shift

- In order to update a shift record, click the **Update**[12] button. Upon clicking the **Update**[12] button, the following fields with an (*) asterisk should be filled up
  - -**Shift Name**[1] input box which accepts an input with a max length of 40-characters for the name of the shift.
    A dialog box with the error message:"*Shift Name should not be blank.*" will be displayed if the Shift Name input box is blank.
  - -**Shift Description**[2] input box which accepts an input with a max length of 40-characters for the description of the shift.
    A dialog box message:"*Shift Description should not be blank.*" will be displayed if the Shift Description input box is blank.
  - -**Minimum OT Req**[3] input box which accepts numerical input for the least number of hours for an overtime to be considered.
    Input of non-numerical value will prompt the user an error message: '*Minimum OT Req invalid entry.*"
    A dialog box with the error message "*Minimum OT Req should not be blank.*" will be displayed if the Minimum OT Req input box is blank.
  - -**AM Late**[4] input box for late Time In in the morning.
    A dialog box with the error message "*AM Late should not be blank.*" will be displayed if the AM Late input box is blank.
  - -**PM Late**[5] input box for late Time In in the afternoon.
    A dialog box with the error message "*PM Late should not be blank.*" will be displayed if the PM Late input box is blank.
  - -**AM Log Start**[6] input box for the start time in the morning shift where in the employee is required to report for work
    A dialog box with the error message "*AM Log Start should not be blank.*" will be displayed if the AM Log Start input box is blank.
  - -**PM Log Start**[7] input box for the start time in the afternoon shift where in the employee is required to report for work
    A dialog box with the error message "*PM Log Start should not be blank.*" will be displayed if the PM Log Start input box is blank.
  - -**Official Time-In**[8] input box for the official time-in for shift.
    A dialog box with the error message "*Official Time In should not be blank.*" will be displayed if the Official Time In input box is blank.
  - -**Official Time-Out**[9] input box for the official time-out for the shift. The time-out should have an (8) eight work hours difference from the Official Time-In
    A dialog box with the error message "*Official Time Out should not be blank.*" will be displayed if the PM Log Start input box is blank.
  - -**Normal Hours Work**[10] input box which accepts numerical input for the total number of hours an employee is expected to work in a day.
    Input of non-numerical value will prompt the user an error message: '*Normal Hours Work invalid entry*".
    A dialog box with the error message "*Normal Hours Work should not be blank.*" will be displayed if the Minimum OT Req input box is blank.
  - -**Minimum Hours Work**[11] input box which accepts numerical input for the least number of hours an employee can report to work in a day.
    Input of non-numerical value will prompt the user an error message:'*Minimum Hours Work invalid entry.*"
    A dialog box with the error message "*Minimum Hours Work should not be blank.*" will be displayed if the Minimum OT Req input box is blank.
- If the Shift Record has been successfully updated, a dialog box with the message: '*Record has been successfully saved.*" "will be displayed.
- If the user clicks any other links/buttons on the **Control Panel Menu**[13], **Sidebar Menu**[14] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

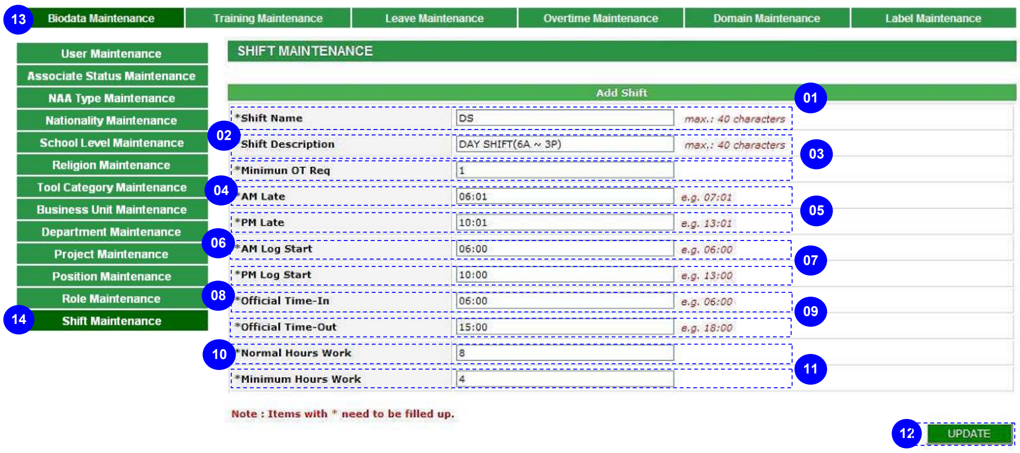


Figure ONLN- 6.1.12.2 Shift Maintenance (Edit Shift)

6.2 Training Maintenance

6.2.1 Training Provider Maintenance

6.2.1.1 Add Training Provider

- This can be viewed by clicking the Training Maintenance from the **Control Panel Menu**[8].
  Click the **Training Provider Maintenance** from the **Sidebar Menu**[9].
- Figure ONLN- 6.2.1.1 **Training Provider Maintenance (Add Training Provider)** shows the Add Training Provider Maintenance screen.
- New training provider can be added on this screen. This will be reflected as options when filling up Training Information
- Enter training outfit name in the **Name**[1] field. This should not be empty.
- Enter description of the training outfit in the **Description**[2] field. This field is optional.
- The **Save**[3] button will add the training outfit.
  - Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog box.
- The **Details**[4] table displays the list of previously saved records.
- A specific training provider can be edited. Clicking the **Edit**[5] link will show the Edit Training Provider screen.
- Training Provider can also be deleted. Clicking the **Delete**[6] button will delete the record.
  - Upon clicking the **Delete**[6] link, the system will display "*Are you sure you want to delete this?*" dialog box.
- When the User clicked on other pages, the system will display "Leave Edit Mode: *Are you sure you want to leave Edit Mode? This will discard all your changes*" dialog box.
- The **Export to CSV**[7] button will export the searched records in CSV file format. This will be enabled if there is/are search result/s.
- If the user clicks any other links/buttons on the **Control Panel Menu**[8], **Sidebar Menu**[9] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

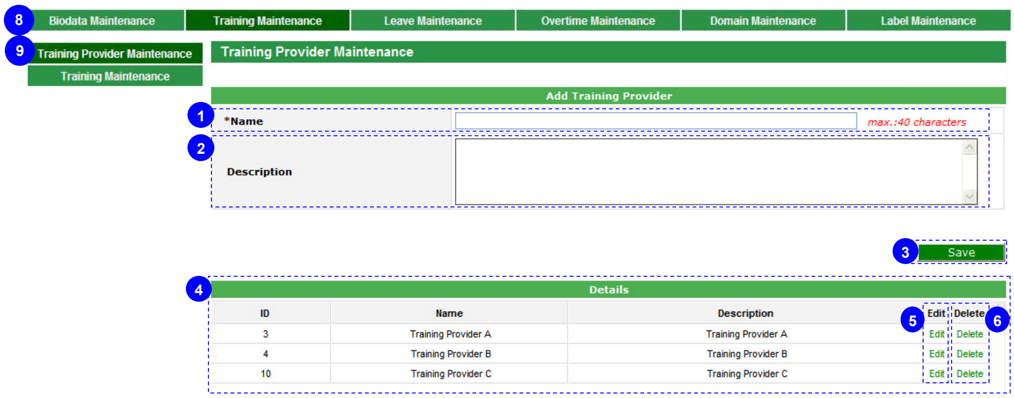


Figure ONLN- 6.2.1.1 Training Outfit Maintenance (Add Training Outfit)

6.2.1.2 Edit Training Provider

- Figure ONLN- 6.2.1.2 **Training Provider Maintenance (Edit Training Provider)** shows the Edit Training Provider screen.
- An existing training provider can be edited. Clicking the record's corresponding "**Edit**" link will show this screen.
- Change training outfit name in the **Name**[1] field. This should not be empty.
- Change training outfit description in the **Description**[2] field.
- The **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the "*Record has been successfully saved.*" dialog box.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog box.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

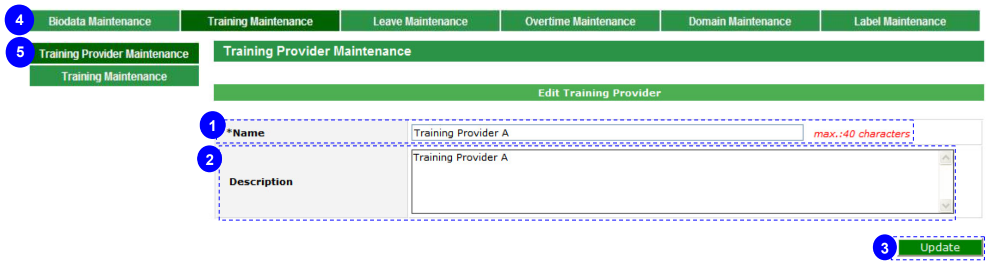


Figure ONLN- 6.2.1.2 Training Provider Maintenance (Edit Training Provider)

6.2.2 Training Maintenance

6.2.2.1 Add New Training Information

- Figure ONLN- 6.2.2.1 **Training Maintenance (Add New Training Event)** shows the Add New Training Event Screen.
- This can be viewed by clicking the Training Maintenance from the **Control Panel Menu**[14]. Click the Training Maintenance from the Sidebar Menu[15].
- New training events can be added from this screen. This will be reflected as options when conducting training.
- Enter the Training Code6. This field is optional.
- Enter the **Training Name**[2]. This field should not be empty.
- Select the **Training Type**[3]. This field should not be empty.
- **Add button**[4] will add the created training to the list.
  1. When the user doesn't provide a **Training Name**[2] and clicks on the **Add**[4] button, the "*Training Title should not be blank*" dialog will appear.
  2. When the user doesn't provide a **Training Type**[3] and clicks on the **Add**[4] button, the "*Training Type should not be blank*" dialog will appear.
  3. Once saving is successful, the "*Record has been successfully saved*" dialog will appear .
- **Clear button**[5] will cancel the creation of a new training record.
- Enter training name on the **Training Title/Name**[6] textbox .
- Click the **Search button**[7] to display the searched training.
- **Training Details table**[8] displays the list of previously saved trainings.
- Training Events can also be viewed. Clicking the **View**[10] link on the events column will show the View Training Event Screen
- Trainers for a specific training can be viewed. Clicking the **View**[9] link on the trainers column will show the View Trainers Screen
- Each training information can be edited. Clicking the **Edit**[11] link will show the Edit Training Information Screen
- Each training information can also be deleted. Clicking the **Delete**[12] link will delete the record.
- The **Export to CSV**[13] button will export the searched records in CSV file format. This will be enabled if there is/are search result/s.
- If the user clicks any other links/buttons on the **Control Panel Menu**[14], **Sidebar Menu**[15] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

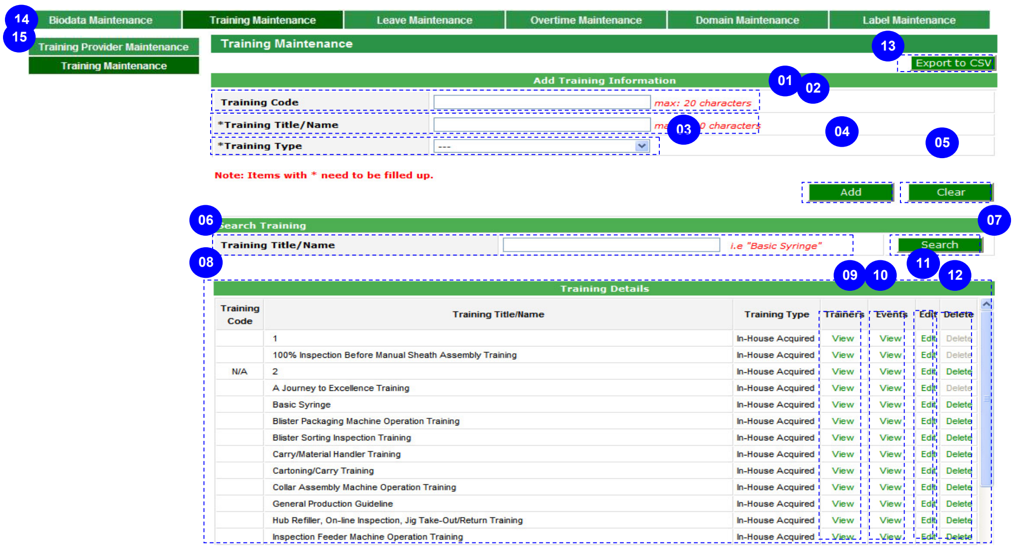


Figure ONLN- 6.2.2.1 Training Maintenance (Add New Training Information)

6.2.2.2 Edit Training Information

- Figure ONLN- 2.2.2 **Training Maintenance (Edit Training Information)** shows the Edit Training Information Screen.
- An existing training can be edited. Clicking the record's corresponding "**Edit**" link will show this screen.
- Change the **Training Code**[6]. This field is optional.
- Change the **Training Name**[2]. This field should not be empty.
- Change the **Training Type**[3]. This field should not be empty.
- **Update button**[4] will save the changes made.
  1. When the user doesn't provide a **Training Name**[2] and clicks on the **Update**[4] button, the "*Training Title should not be blank*" dialog box will appear.
  2. When the user doesn't provide a **Training Type**[3] and clicks on the **Update button**[4], the "*Training Type should not be blank*" dialog box will appear.
  3. Once saving is successful, the "*Record has been successfully saved*" dialog box will appear .
- **Clear button**[5] will clear Training Code textbox, Training Title/Name textbox and Training Type combobox
- If the user clicks any other links/buttons on the **Control Panel Menu**[6], **Sidebar Menu**[7] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

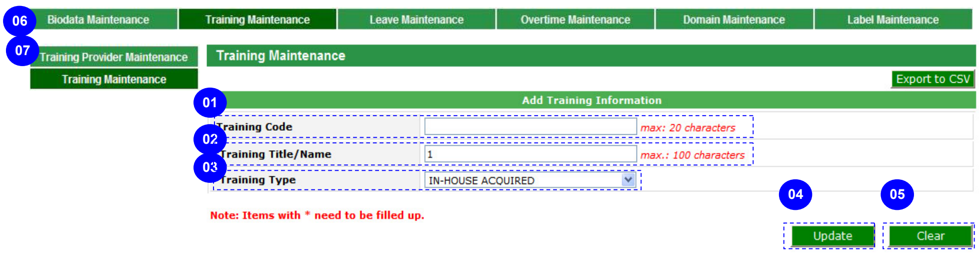


Figure ONLN- 6.2.2.2 Training Maintenance (Edit Training Information)

6.2.2.3 View Trainer List

- Figure ONLN- 6.2.2.3 **Training Maintenance (View Trainer List)** shows View Trainer List Screen.
- Trainers are displayed on the page. Clicking the training record's corresponding "**View**" link in the Trainers column will show this screen.
- **Training Information area**[1] shows the information about the training event. It displays the training code, training name and training title
- **Trainers Details**[4] table displays the trainers assigned to the training.
- **Add Internal Trainer button**[2] will add internal trainers to the selected training. Add Internal Trainer screen will appear once clicked
- **Add External Trainer button**[3] will add external trainers to the selected training. Add External Trainer screen will appear once clicked
- **Remove Trainer button**[5] will remove the trainer from the training's trainer list.
- **Close button**[6] will close the screen.

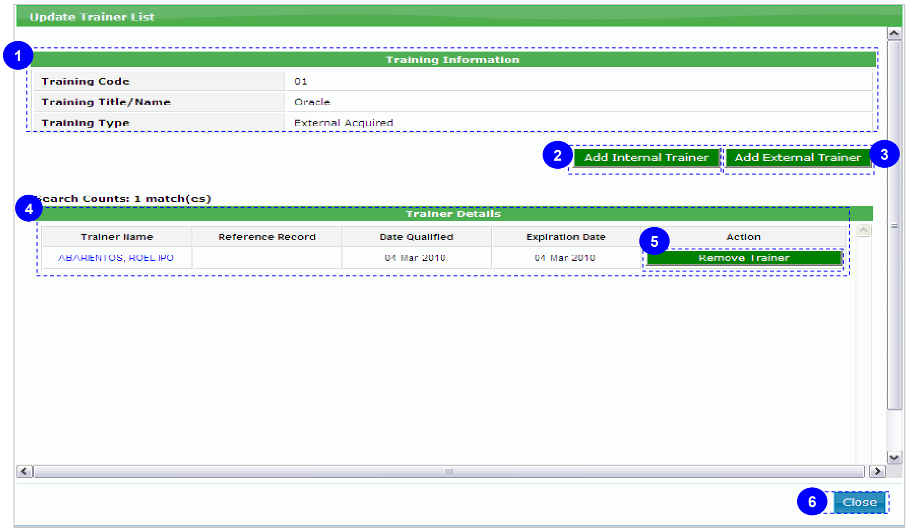


Figure ONLN- 6.2.2.3 Training Maintenance (View Trainer List)

6.2.2.4 Add Internal Trainer

- Figure ONLN- 6.2.2.4 **Training Maintenance (Add Internal Trainer)** shows Add Internal Trainer Screen.
- Internal Trainers can be added to the specific training's trainers. Clicking the Add Internal trainer button in the view trainer screen will show this screen.
- **Training Information area**[1] shows the information about the training event. It displays the training code, training name and training title
- Choose **Date Qualified**[2]. This serves as the trainer's start date of effectivity as a trainer. This field should not be blank.
- Choose **Expiration Date**[3]. This serves as the trainer's end date of effectivity as a trainer. This field should not be blank.
- Enter **Reference Record**[4]. This will point to the trainers record as a trainer. This field is optional.
- Enter **Remarks**[5]. This field is optional.
- The Business Unit, Department, Project Position and Associate Name drop downs are the **filters**[6] used for searching Trainers.
- The user has an option to search by Associate name or Associate ID by using Target Associate **Quick Search**[7].
- **Show Result button**[8] will enable the user to search for the list of Associates. The list of associates displayed can be added as trainers.
  1. If the user provided an expiration date higher than the date qualified, the '*Date Range From should not be greater than Date Range To*" dialog box will appear.
  2. Once saving is successful, the "*Record has been successfully saved*" dialog will appear .
- **Pagination**[9] allows the user to navigate on the pages of search result.
- **Search Result table**[10] displays the result of searched records based on the filters.
- **Add Trainer button**[11] adds the associate as trainer FOR the selected training.
- **Close button**[12] will close the screen. The screen will be redirected to the View Trainer List Screen.

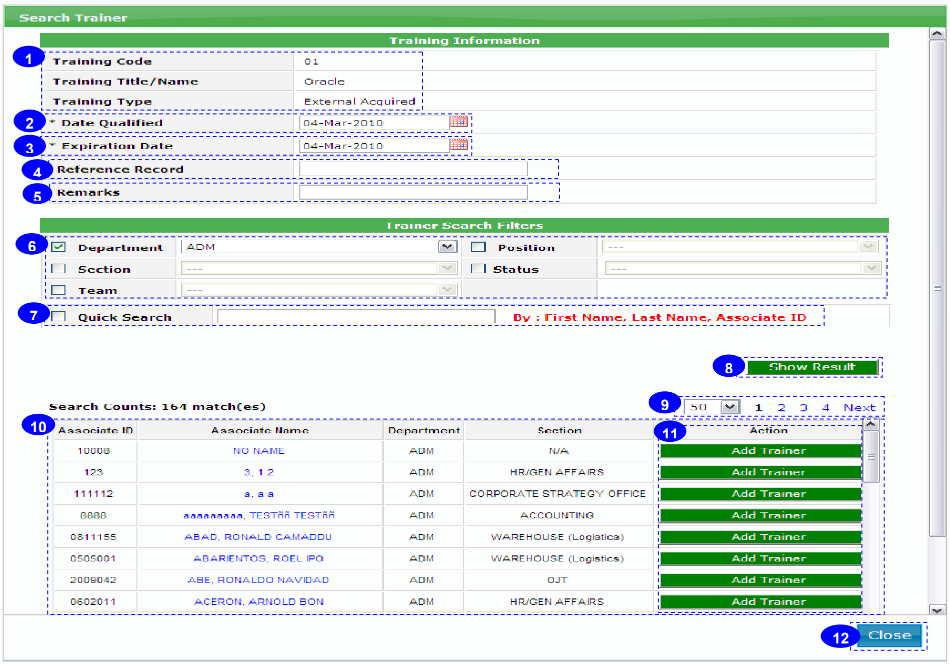


Figure ONLN- 6.2.2.4 Training Maintenance (Add Internal Trainer)

6.2.2.5 Add External Trainer

- Figure ONLN- 6.2.2.5 **Training Maintenance (Add External Trainer)** shows Add External Trainer Screen.
- External Trainers can be added for a training. Clicking the Add External trainer button in the view trainer screen will show this screen.
- Enter **Trainer's Name**[6]. This field is optional.
- Choose **Date Qualified**[2]. This serves as the trainer's start date of effectivity as a trainer. This field should not be blank.
- Choose **Expiration Date**[3]. This serves as the trainer's end date of effectivity as a trainer. This field should not be blank.
- Enter **Reference Record**[4]. This will point to the trainer's record as a trainer. This field is optional.
- Enter **Remarks**[5]. This field is optional.
- **Save Trainer button**[6] adds the associate as trainer in the selected training.
  1. If the user provided an expiration date higher than the date qualified, the '*Date Range From should not be greater than Date Range To*" dialog box will appear.
  2. Once saving is successful, The "*Record has been successfully saved*" dialog will appear .
- **Cancel button**[7] will cancel the adding process. The screen will be redirected to the View Trainer List Screen
- **Close button**[8] will close the screen. The screen will be redirected to the View Trainer List Screen

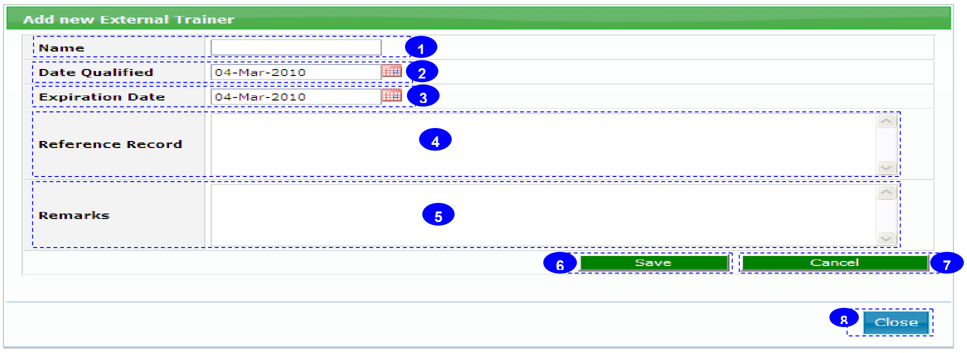


Figure ONLN- 6.2.2.5 Training Maintenance (Add External Trainer)

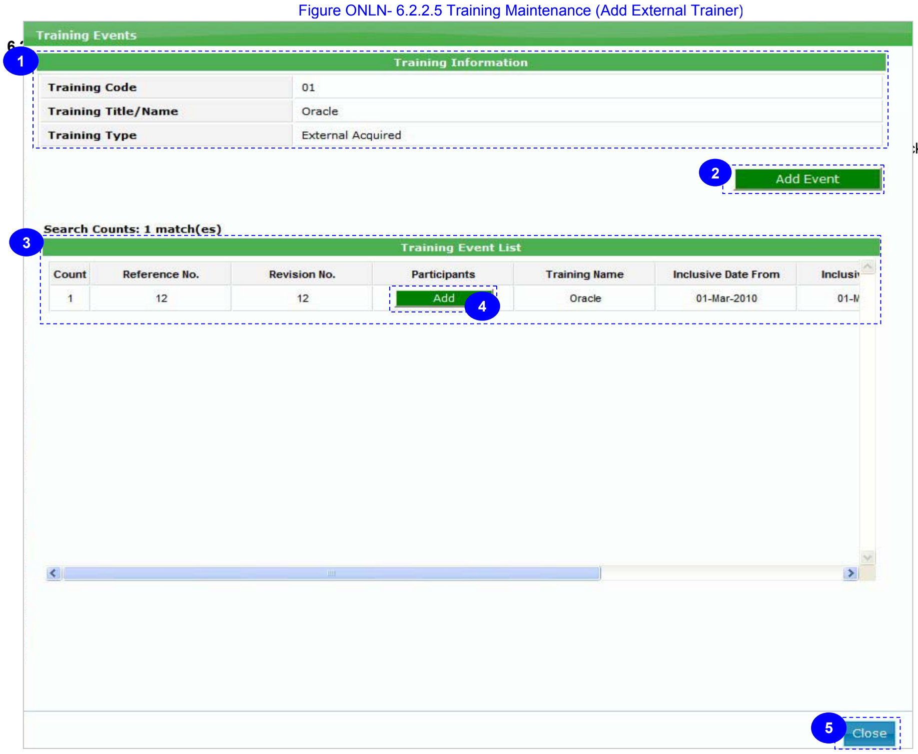


Figure ONLN- 6.2.2.6 Training Maintenance (view Training Events)

6.2.2.7 Add Training Events

- Figure ONLN- 6.2.2.7 **Training Maintenance (Add Training Events)** shows the add Training Events screen.
- Enter the reference number in the **Reference Number**[1] field. This should not be empty.
- Enter the revision number in the **Revision Number**[2] field. This should not be empty.
- The training Information such as The Training Code, Training Title/Name, and Training Type**fields**[3] are automatically displayed.
- Enter the Training Venue in the **Training Venue**[4] field. This should not be empty.
- Enter the Training Inclusive Date From and To in the **Date**[5] fields. These should not be empty.
- Select a training outfit from the **Training Outfit**[6] dropdown list. This field is optional.
- Enter the Training Duration hours in the **Training Duration**[7] field. This should not be empty.
- Enter the Training Cost in the **Training Cost**[8] field. This field is optional.
- Enter the Training Binding Contract in the **Training Binding Contract**[9] field. This field is optional.
- Enter other notes in the **Other**[10] field. This field is optional. This serves as the remarks for the training event being added.
- Select/deselect trainer/s from the **Available Trainer**[11]/**Selected Trainer**[12] list by clicking the **>/<**[13] button.
- Select/deselect trainer/s from the **Available Trainer**[11]/**Selected Trainer**[12] list by clicking the **>>/<<**[14] button.
- Clicking the **Add Event**[15] button will save the details provided above as a new record.
  1. Once saving is successful, The "*Record has been successfully saved*" dialog will appear .
  2. If the user did not provide a reference number, the "*Reference number should not be blank*" dialog will appear.
  3. If the user did not provide a revision number, the "*Revision number should not be blank*" dialog will appear.
  4. If the user did not provide a training venue, the "*Training Venue should not be blank*" dialog will appear.
  5. If the user did not provide a Training Duration, the "*Training Duration should not be blank*" dialog will appear.
  6. If the user provides an inclusive date to higher than the inclusive date from, the "*Date Range From should not be greater than Date Range To*" dialog box will appear.
- Clicking the **Cancel**[16] button will ignore the details provided above.
  - The "*Are you sure you want to cancel?*" dialog will appear, click OK to proceed.
- **Training Event List**[17] are displayed on tabular form.
- **Participants**[18] can be added by clicking the Add button under the Participants column on the List of training events table
- Clicking the **Close**[19] button will close the popup page.

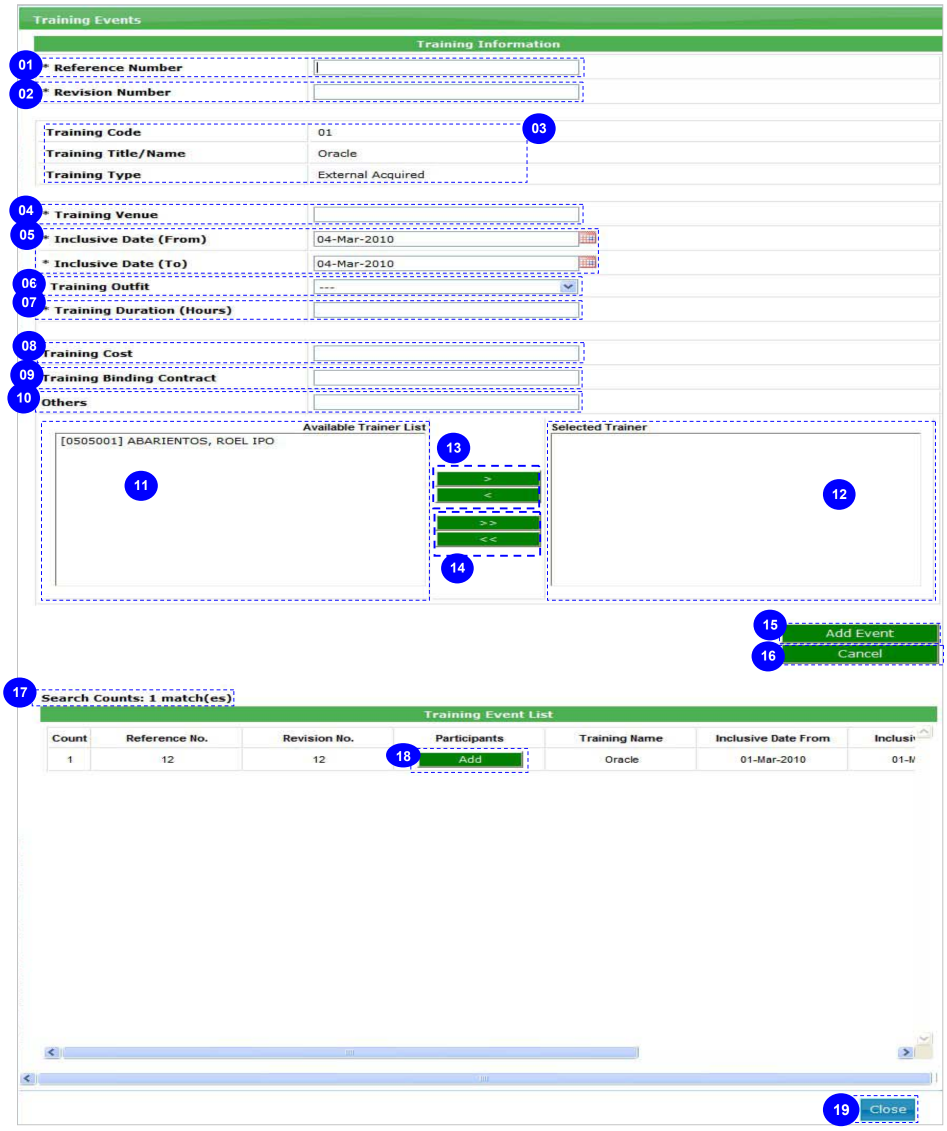


Figure ONLN- 6.2.2.7 Training Maintenance (View Training Events)

6.2.2.8 Add Participants

- To activate this page, Click "**Admin**" on the Sidebar Menu or "**Admin**" link on the 2nd layer menu to will redirect on the Admin Page.
  Then click **Configuration Maintenance** link on Sidebar Menu to redirect on Configuration Maintenance page, then click on **Training Maintenance** link.
  Under Training List table in column "**Events**," click "**View**" link. Window for training information will pop then click "**Add Event**" button.
  Then on Add Event List Table under participants column click "**Add**" button, the **Add Participants** window will pop up.
- **Training Information**[1] table shows information for a particular training. It displays the Training Code, Training Title Name and Training Type.
- **Return to Training Events**[2] redirect the users to Training Events page once clicked.
- **Events Details** [3] table shows the Detailed Information about the Training. It displays the Reference Number, Revision Number, Training Name, Training Venue Inclusive Date From and Inclusive Date To.
- **Event Trainer Information**[4] table displays the information about the Trainer(s).
- **Participants**[5] table shows the list of attendees for a particular training. **Remove Participant** button[6] is used to remove an attendee(s) from a particular training
- **Search Filters**[7] are provided to specify desired search data. This can be used to filter employees who can be participants in a particular training.
- Click **Show Result** button[9] to search for possible participants according to filters.
- **">" button**[10] is used to add particular employee as an attendee for a certain training
- **"<" button**[11] is used to remove particular employee as an attendee from a certain training
- **">>" button**[12] is used to add all employee as attendees for a certain training
- **"<<" button**[13] is used to remove all employee as attendees from a certain training
- **Save button**[14] is use to save the changes of the Training Participants in a particular Training
  - Once saving is successful, The "Record has been successfully saved" dialog will appear .
- **Cancel button**[15] is used to cancel saving and cancel changes of the Training Participants in a particular Training.
  - The "Are you sure you want to cancel?" dialog will appear, click OK to proceed.
- **Close button**[16] is used to close the window for Add Training Participants.

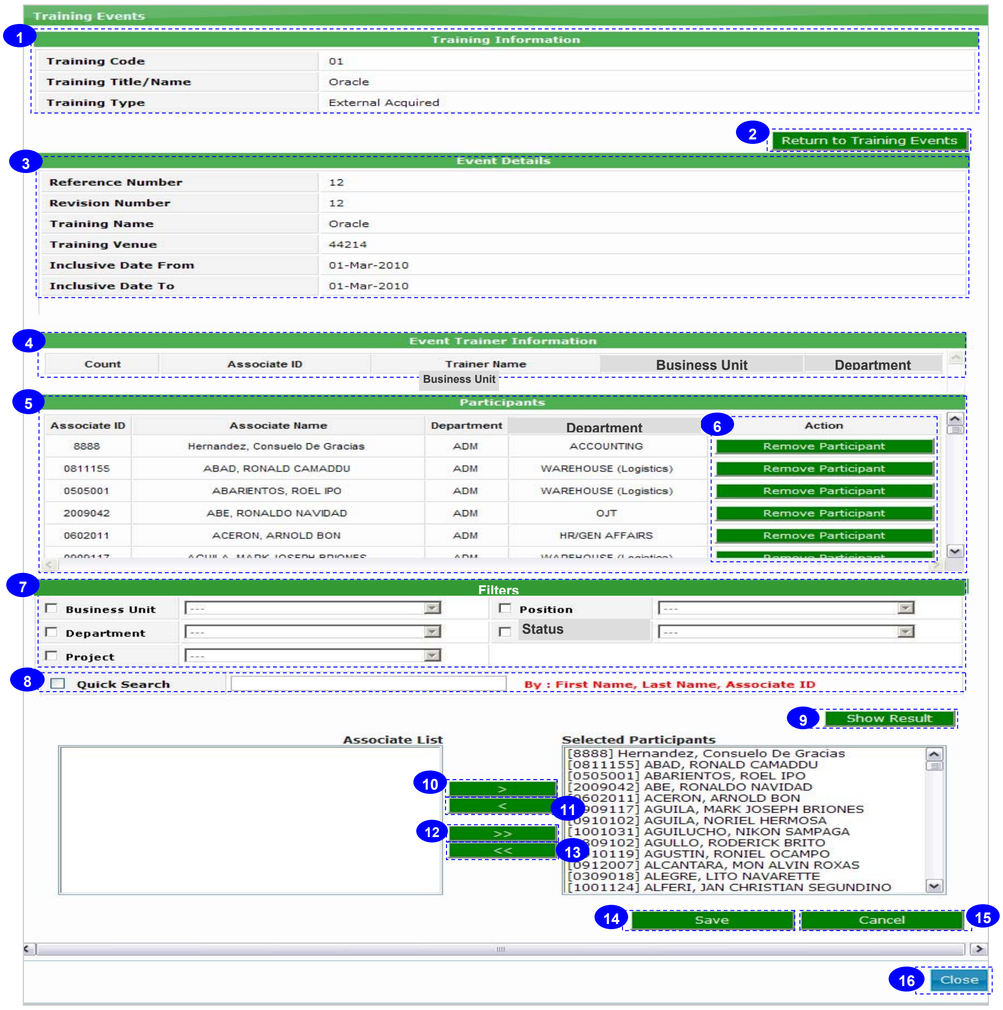


Figure ONLN- 6.2.2.8 Training Maintenance (Add Training Participants)

6.3 Leave Maintenance

6.3.1 Leave Type Maintenance

Leave Type Maintenance screen enables the user to add, update and delete leave type records.

6.3.1.1 Add Leave Type

- This can be viewed by clicking the Leave Maintenance from the **Control Panel Menu**[7]. Click the Leave Type Maintenance from the Sidebar Menu[8].
- In order to add a leave type record, click the **Save**[3] button. Upon clicking the **Save**[3] button, the following fields with an (*) asterisk should be filled up
  Leave Type Name[1] input box accepts an input with a max length of 40-characters for the name of the leave type.
  A dialog box with the error message "*Name should not be blank*" will be displayed if the **Leave Type**[1] Name input box is blank.
- If the Leave Type Record has been successfully saved, a dialog box with the message "*Record has been successfully saved.*" will be displayed.
- **Leave Type Description**[2] input box accepts input for additional information for the Leave Type.
- **Details Table**[4] displays the list of previously saved Leave Type records.
- A specific Leave Type record can be edited by clicking the **Edit**[5] link. This will show the **Edit Leave Type** screen.
  Please refer to Figure ONLN-6.3.1.1 Leave Type Maintenance (Edit Leave Type)
- Leave Type record can also be deleted. Clicking the **Delete**[6] link will prompt a dialog box with the message: '*Are you sure you want to delete this?*' to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Leave Type record will be deleted. Otherwise, the deletion will be cancelled
- If the user clicks any other links/buttons on the **Control Panel Menu**[7], **Sidebar Menu**[8] or outside this module, "Are you sure you want to leave Edit Mode?
  This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

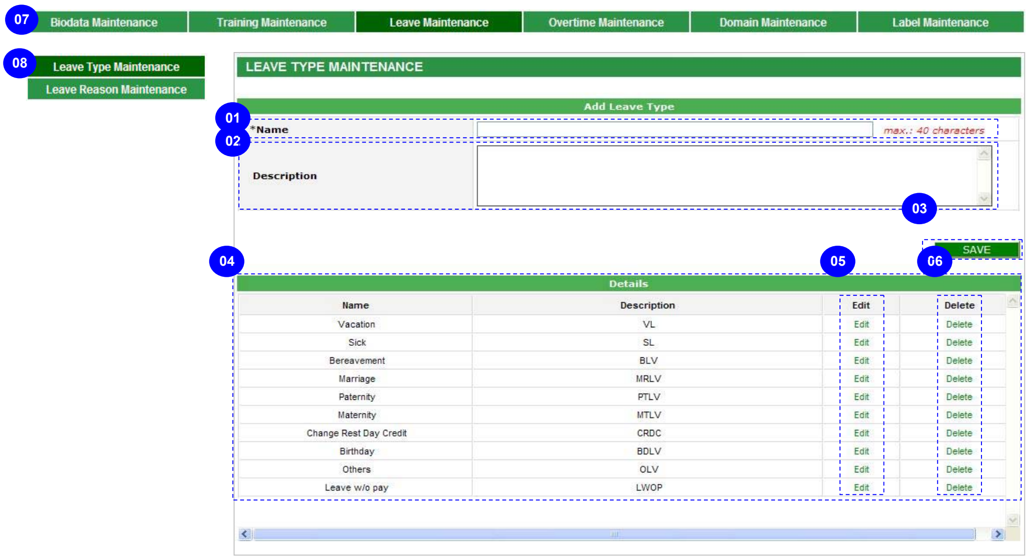


Figure ONLN-6.3.1.1 Leave Type Maintenance (Add Leave Type)

6.3.1.2 Edit Leave Type

- In order to update a leave type record, click the **Update**[3] button. Upon clicking the **Update**[3] button, the following fields with an (*) asterisk should be filled up
  Leave Type Name[1] input box accepts an input with a max length of 40-characters for the name of the leave type.
  A dialog box with the error message: "*Name should not be blank.*" will be displayed if the **Leave Type Name**[1] input box is blank.
- If the Leave Type Record has been successfully updated, a dialog box with the error message: '*Record has been successfully saved.*" will be displayed.
- **Leave Type Description**[2] input box accepts input for additional information for the Leave Type.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode?
  This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

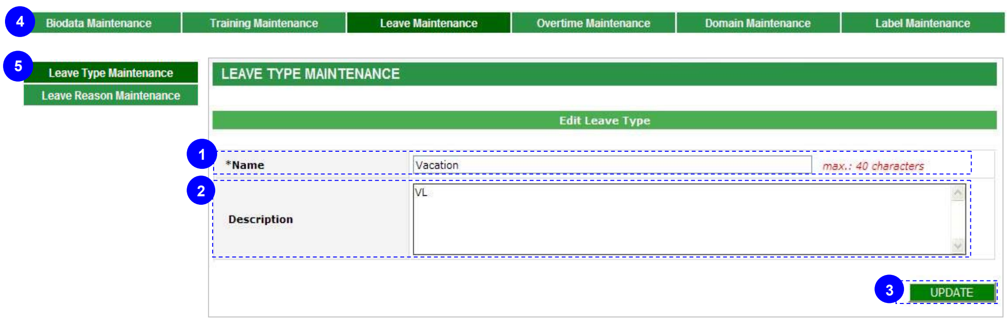


Figure ONLN- 6.3.1.2 Leave Type Maintenance (Edit Leave Type)

6.3.2 Leave Reason Maintenance

Leave Reason Maintenance screen enables the user to add, update and delete leave reason records.

6.3.2.1 Add Leave Reason

- This can be viewed by clicking the Leave Maintenance from the **Control Panel Menu**[7].
  Click the Leave Reason Maintenance from the **Sidebar Menu**[8].
- In order to add a leave reason record, click the **Save**[3] button. Upon clicking the **Save**[3] button, the following fields with an (*) asterisk should be filled up
  Leave Reason Name[1] input box accepts an input with a max length of 40-characters for the name of the leave reason.
  A dialog box with the error message: "Name should not be blank." will be displayed if the **Leave Reason**[1] Name input box is blank.
- If the Leave Reason Record has been successfully saved, a dialog box with the message: "*Record has been successfully saved.*" will be displayed.
- **Leave Reason Description**[2] input box accepts input for additional information for the Leave Reason.
- **Details Table**[4] displays the list of previously saved Leave Reason records.
- A specific Leave Reason record can be edited by clicking the **Edit**[5] link. This will show the **Edit Leave Reason** screen.
  Please refer to Figure ONLN-6.3.2.1 Leave Reason Maintenance (Edit Leave Reason)
- Leave Reason record can also be deleted. Clicking the **Delete**[6] link will prompt a dialog box with the message: '*Are you sure you want to delete this?*"
  to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Leave Reason record will be deleted. Otherwise the deletion will be cancelled.
- If the user clicks any other links/buttons on the **Control Panel Menu**[7], **Sidebar Menu**[8] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

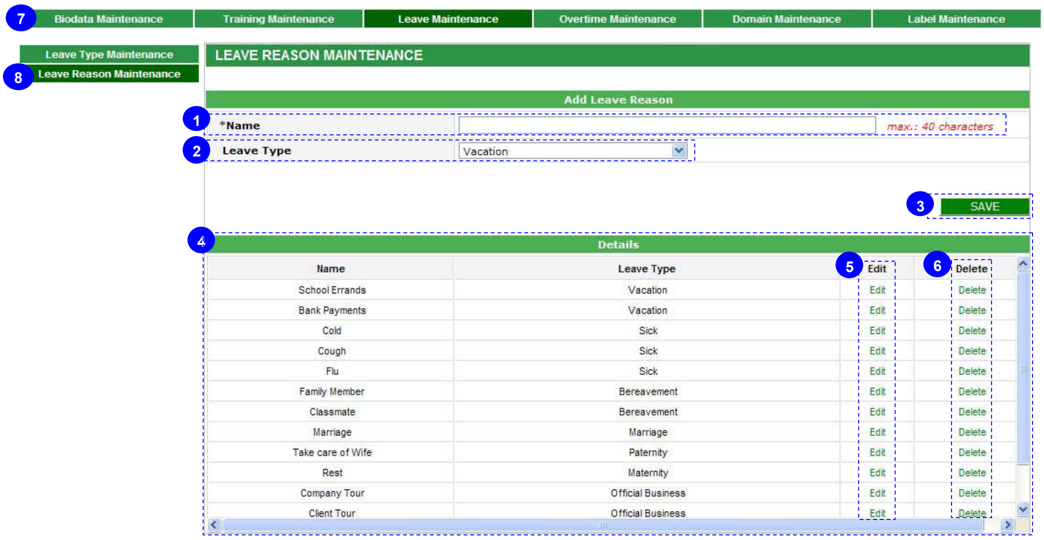


Figure ONLN-6.3.2.1 Leave Reason Maintenance (Add Leave Reason)

6.3.2.2 Edit Leave Reason

- In order to update an leave reason record, click the **Update**[3] button. Upon clicking the **Update**[3] button, the following fields with an (*) asterisk should be filled up
  Leave Reason Name[1] input box accepts an input with a max length of 40-characters for the name of the leave reason.
  A dialog box with the error message:"*Name should not be blank.*" will be displayed if the **Leave Reason**[1] Name input box is blank.
- If the Leave Reason Record has been successfully updated, a dialog box with the message "*Record has been successfully saved.*" will be displayed.
- **Leave Reason Description**[2] input box accepts input for additional information for the Leave Reason.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

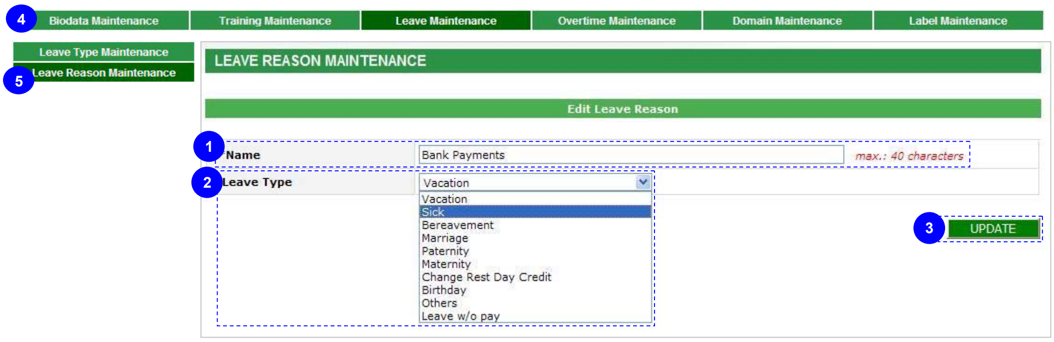


Figure ONLN-6.3.2.2 Leave Reason Maintenance (Edit Leave Reason)

6.4 Overtime Maintenance

6.4.1 Overtime Type Maintenance

Overtime Type Maintenance screen enables the user to modify overtime type records.

6.4.1.1 Add Overtime Type

● This can be viewed by clicking the Overtime Maintenance from the **Control Panel Menu**[7].
Click the Overtime Type Maintenance from the **Sidebar Menu**[8].

● In order to add an overtime type record, click the **Save**[3] button. Upon clicking the **Save**[3] button, the following fields with an (*) asterisk should be filled up
Overtime Type Name[1] input box accepts an input with a max length of 40-characters for the name of the overtime type.
A dialog box with the error message: "*Name should not be blank.*" will be displayed if the **Overtime Type**[1] Name input box is blank.

● If the Overtime Type Record has been successfully saved, a dialog box with the message "*Record has been successfully saved.*" will be displayed.

● **Overtime Type Description**[2] input box accepts input for additional information for the Overtime Type.

● **Details Table**[4] displays the list of previously saved Overtime Type records.

● A specific Overtime Type record can be edited by clicking the **Edit**[5] link. This will show the **Edit Overtime Type** screen.
Please refer to ***Figure ONLN-6.4.1.2 Overtime Type Maintenance (Edit Overtime Type)***

● Overtime Type record can also be deleted. Clicking the **Delete**[6] link will prompt a dialog box with the message:'*Are you sure you want to delete this?*" to confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Overtime Type record will be deleted
Otherwise, the deletion will be cancelled.

● If the user clicks any other links/buttons on the **Control Panel Menu**[7], **Sidebar Menu**[8] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
If "No", the screen will remain on the current screen.

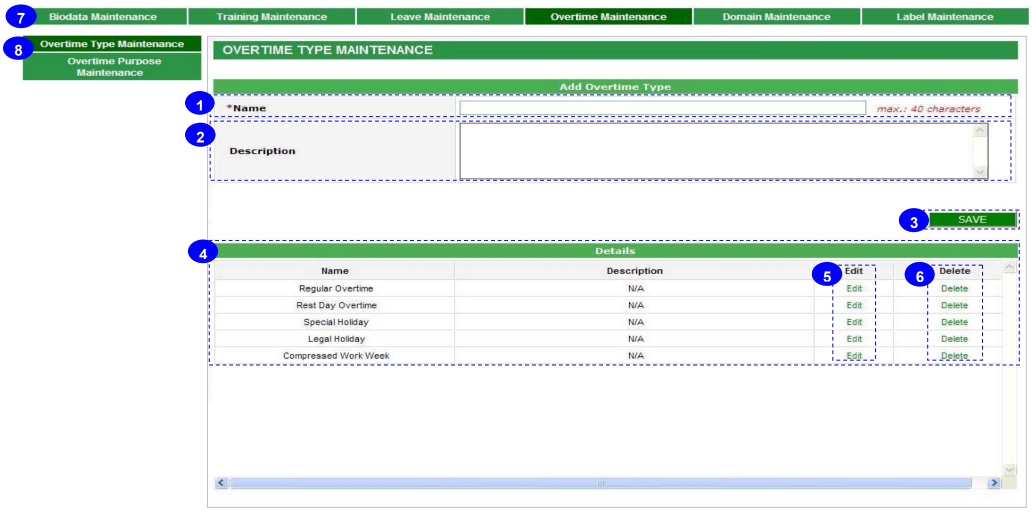


Figure ONLN-6.4.1.1 Overtime Type Maintenance (Add Overtime Type)

6.4.1.2 Edit Overtime Type

● In order to update an overtime type record, click the **Update**[3] button. Upon clicking the **Update**[3] button, the following fields with an (*) asterisk should be filled up
Overtime Type Name[1] input box accepts an input with a max length of 40-characters for the name of the overtime type.
A dialog box with the error message "*Name should not be blank.*" will be displayed if the **Overtime Type**[1] Name input box is blank.

● If the Overtime Type Record has been successfully updated, a dialog box with the message '*Record has been successfully saved.*" will be displayed.

● **Overtime Type Description**[2] input box accepts input for additional information for the Overtime Type.

● If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
If "No", the screen will remain on the current screen.

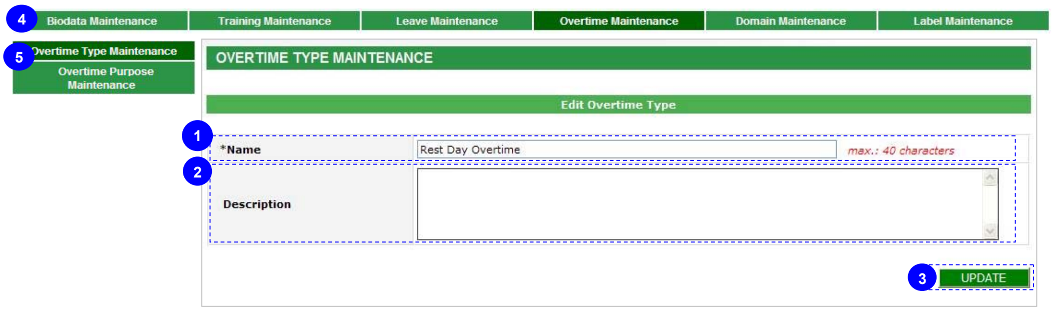


Figure ONLN-6.4.1.2 Overtime Type Maintenance (Edit Overtime Type)

6.4.2 Overtime Purpose Maintenance

Overtime Purpose Maintenance screen enables the user to add, update and delete overtime purpose records.

6.4.2.1 Add Overtime Purpose

- This can be viewed by clicking the Overtime Maintenance from the **Control Panel Menu**[7].
  Click the Overtime Purpose Maintenance from the **Sidebar Menu**[8].
- In order to add an overtime purpose record, click the **Save**[3] button. Upon clicking the **Save**[3] button, the following fields with an (*) asterisk should be filled up
  Overtime Purpose Name[1] input box accepts an input with a max length of 40-characters for the name of the overtime purpose.
  A dialog box with the error message "*Name should not be blank*." will be displayed if the **Overtime Purpose**[1] Name input box is blank.
- If the Overtime Purpose Record has been successfully saved, a dialog box with the message *"Record has been successfully saved."* will be displayed.
- **Overtime Purpose Description**[2] input box accepts input for additional information for the Overtime Purpose.
- **Details Table**[4] displays the list of previously saved Overtime Purpose records.
- A specific Overtime Purpose record can be edited by clicking the **Edit**[5] link. This will show the **Edit Overtime Purpose** screen.
  Please refer to ***Figure ONLN-1.1.3.2 Overtime Purpose Maintenance (Edit Overtime Purpose)***
- Overtime Purpose record can also be deleted. Clicking the **Delete**[6] link will prompt a dialog box with the message:"Are you sure you want to delete this?" tc
  confirm the deletion of the record. If the user wants to proceed with the deletion of the record, Overtime Purpose record will be deleted
  Otherwise, the deletion will be cancelled.
- If the user clicks any other links/buttons on the **Control Panel Menu**[7], **Sidebar Menu**[8] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

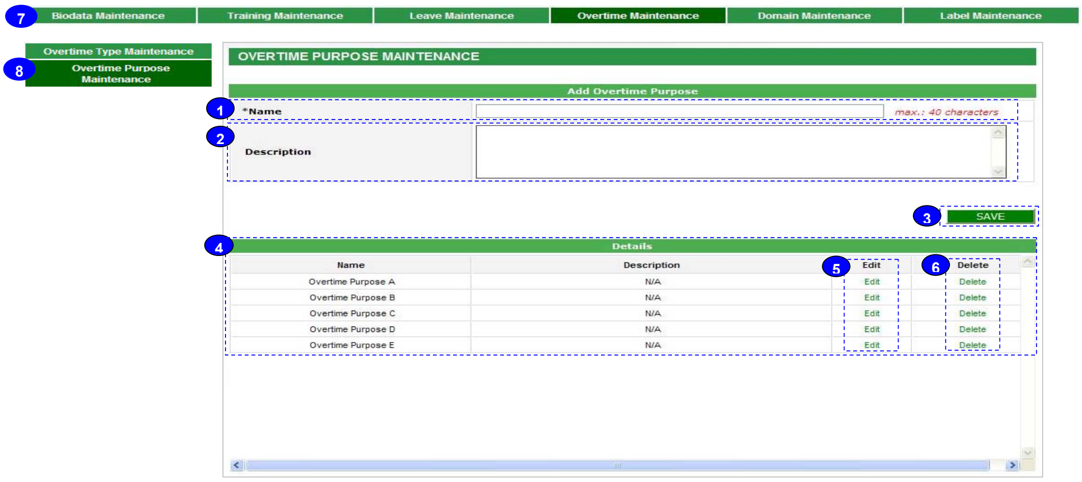


Figure ONLN-6.4.2.1 Overtime Purpose Maintenance (Add Overtime Purpose)

6.4.2.2 Edit Overtime Purpose

- In order to update an overtime purpose record, click the **Update**[3] button. Upon clicking the **Update**[3] button, the following fields with an (*) asterisk should be filled up: **Overtime Purpose Name**[1] input box accepts an input with a max length of 40-characters for the name of the overtime purpose.
  A dialog box with the error message "*Name should not be blank.*" will be displayed if the **Overtime Purpose**[1] Name input box is blank.
- If the Overtime Purpose Record has been successfully updated, a dialog box with the message:"*Record has been successfully saved.*" will be displayed.
- **Overtime Purpose Description**[2] input box accepts input for additional information for the Overtime Purpose.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4], **Sidebar Menu**[5] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode.
  If "No", the screen will remain on the current screen.

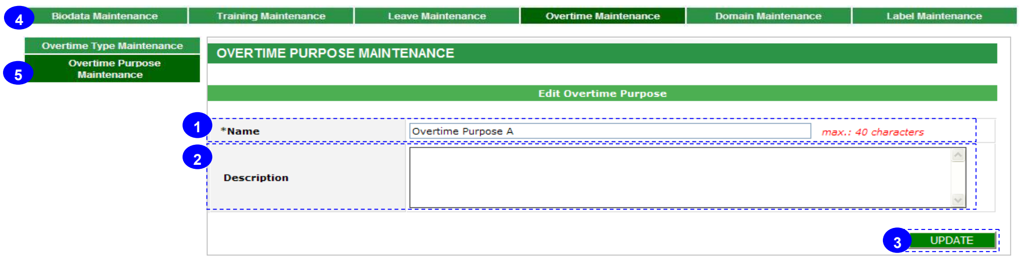


Figure ONLN-6.4.2.2 Overtime Purpose Maintenance (Edit Overtime Purpose)

6.5 Domain Maintenance

6.5.1 Add Domain Name

- This can be viewed by clicking the Domain Maintenance from the **Control Panel Menu**[7].
- Figure ONLN-6.5.1 **Domain Maintenance (Add Domain)** shows the Domain addition screen.
- New domain can be added on this screen. This will be reflected as options of domain in Company Information
- Enter Domain Name in the **Name**[1] field. This should not be empty and should start with "@".
- Enter description of the domain in the **Description**[2] field. This field is optional.
- The **Save**[3] button will add the new domain.
  - Upon clicking the **Save**[3] button with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- The **Details**[4] table displays the list of saved domain/s.
- A specific domain can be edited. Clicking the **Edit**[5] link will show the Edit Domain Name screen.
- Domains can also be deleted. Clicking the **Delete**[6] button will delete the record.
  - Upon clicking the **Delete**[6] link, the system will display "*Are you sure you want to delete this?*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[7] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

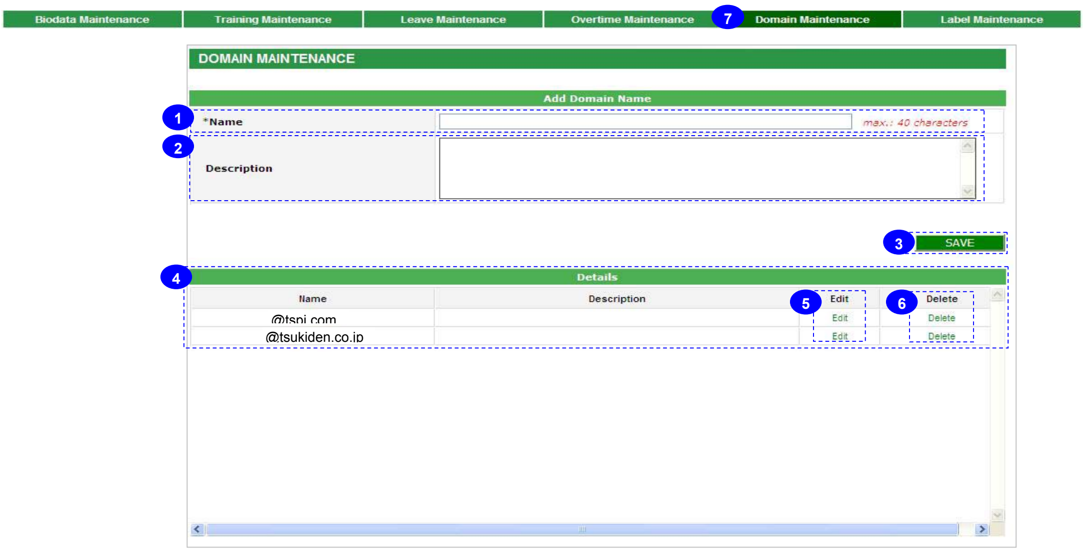


Figure ONLN-6.5.1 Domain Maintenance (Add Domain)

6.5.2 Edit Domain Name

- Figure ONLN-6.5.2 **Domain Maintenance (Edit Domain)** shows the Edit Domain name screen.
- An existing domain can be edited. Clicking the record's corresponding "Edit" link will show this screen.
- Change domain name in **Name**[1] field. This should not be empty and should start with "@".
- Change domain description in the **Description**[2] field.
- **Update**[3] button will save the changes made.
  1. Upon clicking the **Update**[3] button, the system will display the "*Record has been successfully saved.*" dialog.
  2. When the **Update**[3] button is clicked with the **Name**[1] left blank, the system will display "Blank Textfield:*Name should not be blank.*" dialog.
- If the user clicks any other links/buttons on the **Control Panel Menu**[4] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

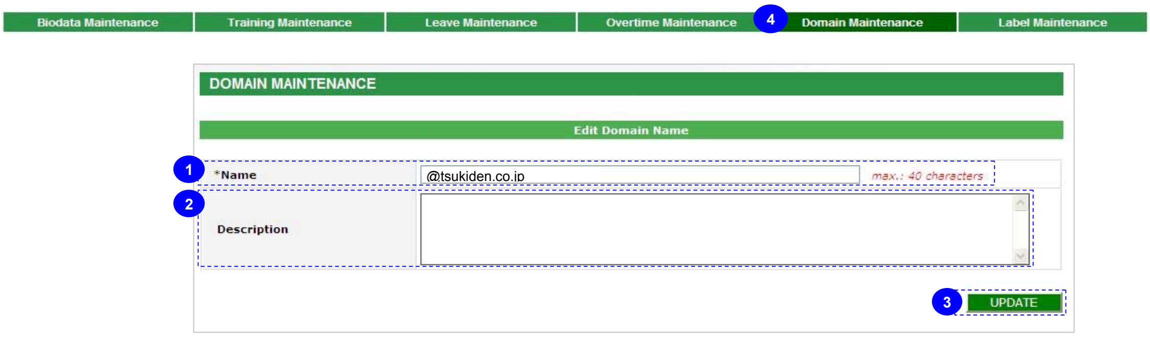


Figure ONLN-6.5.2 Domain Maintenance (Edit Domain)

6.6 Label Maintenance

- The Label Maintenance page can be viewed by clicking the **Label Maintenance** from the **Online201 - Control Panel Menu**[9].
- This page allows the user to Edit Labels from Online 201 Module. The user can only edit labels belonging to Online 201modules and also Add value to those labels without default value.
- This feature can edit labels for Online 201 Module Labels:
  - Common Labels
  - Sub Menu Layer 1
  - Sub Menu Layer 2
  - Sub Menu Layer 3
- **Filters**[1] are provided to search for a specific group of Labels for a particular module.
- To edit all common labels, check **Common**[2] checkbox and click show result button to display on **Details**[7] Table. Please refer to *Figure ONLN-6.6 Label Maintenance* for more information.
- Clicking the **Show Result**[4] button will display selected search Labels (Common Labels/Not Common Labels) in the **Details**[7] Table. Please refer to *Figure ONLN-6.6 Label Maintenance* for more information.
- To restore all default labels of a particular module click the **Set All Default**[3] button**.**
- To activate edit mode, Check the Edit **Checkbox**[8] and rename/edit Resource Value column to selected label.
- Clicking the **Apply**[6] button will save all the edited labels.
- To restore system default labels, click the **Set Default**[5] button**.**
- If the user clicks any other links/buttons on the **Control Panel Menu**[4] or outside this module, "Are you sure you want to leave Edit Mode? This will discard all your changes." dialog box will be displayed. If the user clicks "Yes", changes will not be saved and will leave the edit mode. If "No", the screen will remain on the current screen.

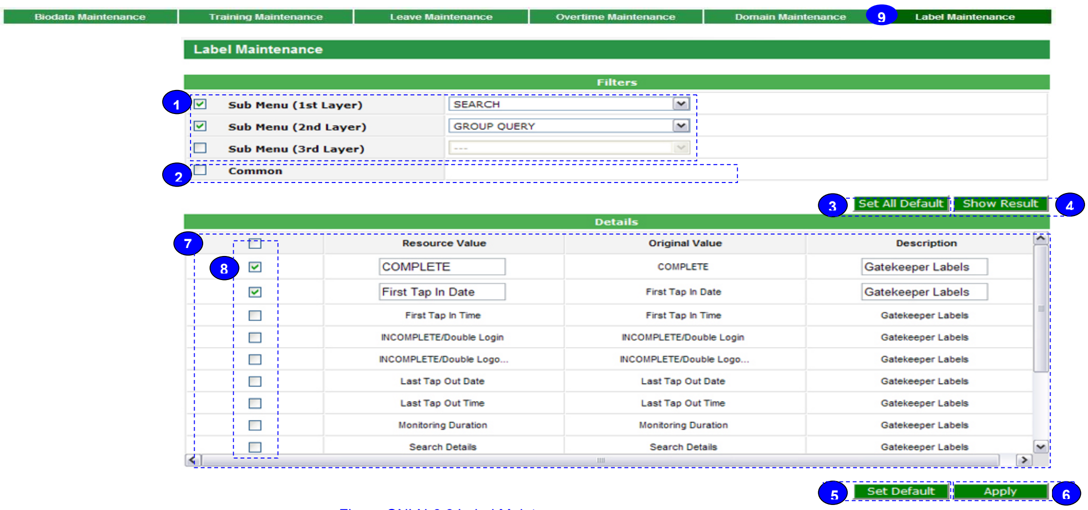


Figure ONLN-6.6 Label Maintenance

DTR - Daily Time Records

1. My DTR Logs - Home

- The Home page of DTR Online.
- This page can be viewed using the following link:
  1. **DTR**[12] link in first layer menu;
  2. **Home**[13] link in DTR drop down menu;
- **My DTR (Daily Time Record) Logs** page displays log records of associates according to the date specified. Each users can view their respective DTR logs and the functionality to modify depends on the access rights assigned by the administrator. Only users with appropriate access rights to edit DTR logs can modify the records.
  There are restrictions in editing the DTR logs namely:
  1. Log records with future dates
  2. Log records that are not part of the upcoming cut-off for payroll.
  2. Dates have been locked for the DTR logs.
- The user can view this page by clicking "Home" link on DTR Dropdown Main Menu.
- DTR Records are edited by clicking the edit link present on each corresponding DTR record.
  Note: Some of the records doesn't have an **Edit**[2] link. This is due to any following reasons:
  - The record is locked to prevent it from saving
  - The log record is archived data (marked as red)
  - The log record is a future date.
- The **Information of Associate**[1] is displayed in order to identify the user being searched.
- **Date Filters**[3] are provided for the users to set the desired dates to be searched. **Quick search**[4] feature is also provided for keyword search on associate Ids and names.
  Clicking the **Search Associate**[8] button will trigger the search process. **Associate List**[14] combo box displays the names of associate under his team.
- Clicking **Show Result**[5] button lets the user view an associate log records while clicking **Show Historical Logs**[6] button lets the user see DTR log history along with the current log records display.
  - When date range is invalid, "Date Range From should not be greater than Date Range To" message will be displayed.
- **Log Summary Table**[7] will display the DTR logs based on the search performed. Records marked as black are for current log records while records in red are DTR log history.
- **Import from CSV**[9] button is used to upload Log Records from a CSV file. This is used for importing bulk data for DTR Logs.

After successfully importing a CSV file, a dialog box will be displayed.
- Click the "Browse" button and select the CSV file containing DTR Logs records to be uploaded. Click "Import" to begin the upload.
- **Export to CSV**[10] button lets you download Log Records to a CSV file. On "File Download" dialog box, the user can click "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- **Export to PDF**[11] button, like **Export to CSV**[9] button, has the same functionality but lets you download Log Records to a PDF file instead of a CSV file.

On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.

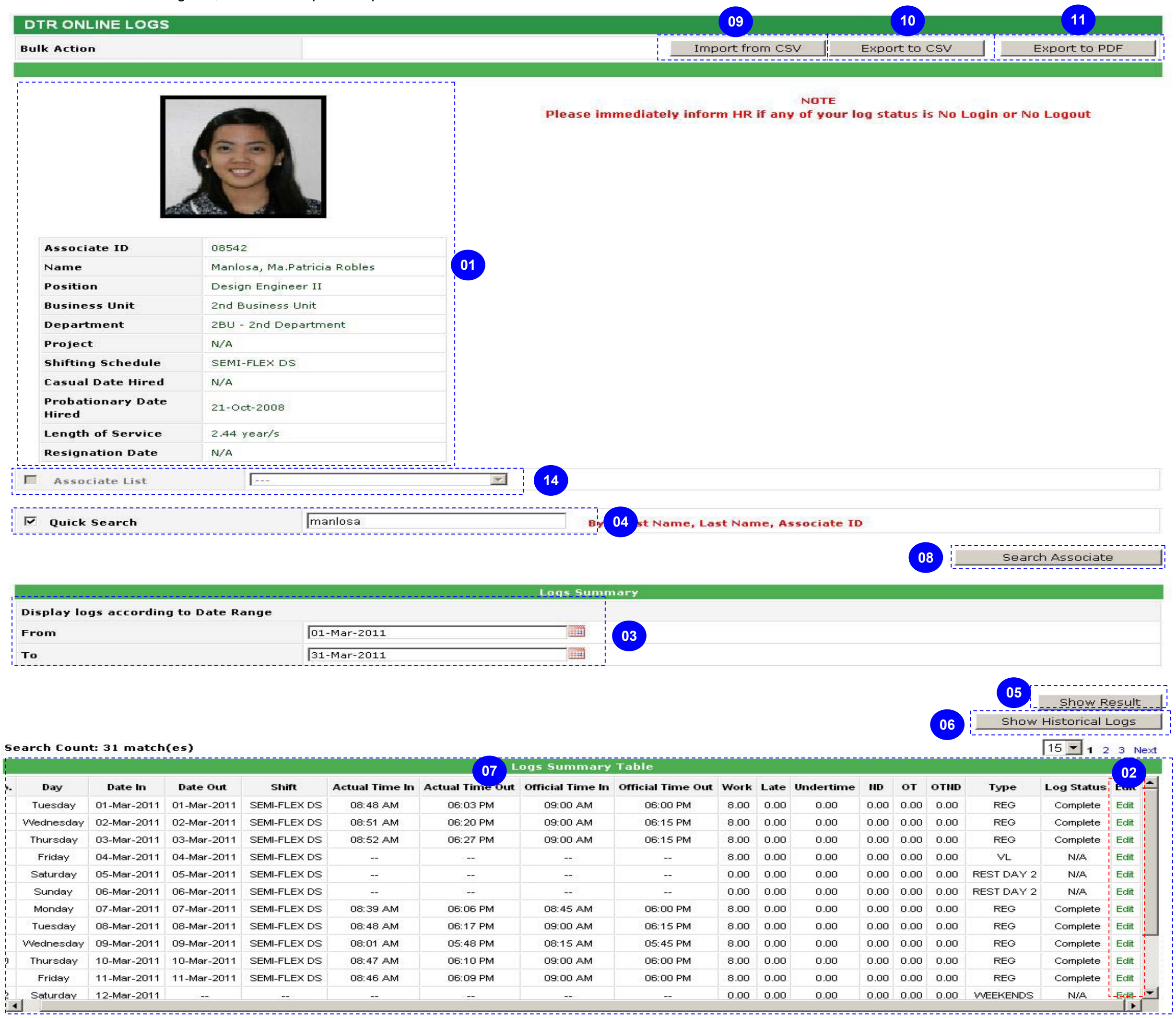


Figure DTR-1.0 My DTR Logs

Figure DTR-1.0.1. DTR First Layer Menu

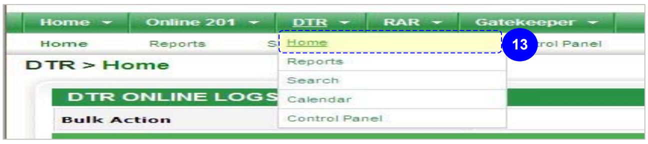


Figure DTR-1.0.2. DTR First Layer Dropdown Menu

1.1 Edit Log records

- To view this page, Click the "Edit" link found on My DTR logs table.
- This page lets the user update specific log record.
- **Associate Details Table**[1] will display the details of an associate.
- The user can edit log details by checking **Shift**[2], **Date/Time In**[3], **Date Out**[4] check boxes and select its corresponding values.
  The user can also change or update associate record by Clicking **Update**[6] Button
  saves the changes while clicking **Cancel**[7] button disregards the changes about to be made.
  "Are you sure you want to leave Edit Mode? This will discard all your changes." message will be displayed to confirm cancel information.
  1. If both **Date/Time In**[3] and **Date Out**[4] filters are used while the date range value is invalid, "Date From should not be greater than Date To." message will be displayed.
  2. If **Date/Time In**[3] or **Date Out**[4] filters are used but the date range is a future date, "Date Pickers From and To should have values not greater than the date today." message will be displayed.
  3. After clicking **Update**[6] button and when the system detects an invalid record, " Record is not saved. Date given is not applicable to be saved. Either there's already a record saved on that date or the date has been locked for saving." will be displayed informing that the user inputted an invalid record due to the following: there is already a log record saved on that date or its is locked from being edited.
- **DELETE LOG RECORD**[8] button is used to delete DTR log record. After clicking the said button, A confirmation dialog box will be displayed confirming if the user wants to continue the said process.
- **MARK AS ABSENT**[9] button is used to convert the DTR log record as absent. After clicking the said button, A confirmation dialog box will be displayed confirming if the user wants to continue the said process.
- **MARK AS PRESENT**[10] button is used to convert the DTR log record as present. After clicking the said button, A confirmation dialog box will be displayed confirming if the user wants to continue the said process.

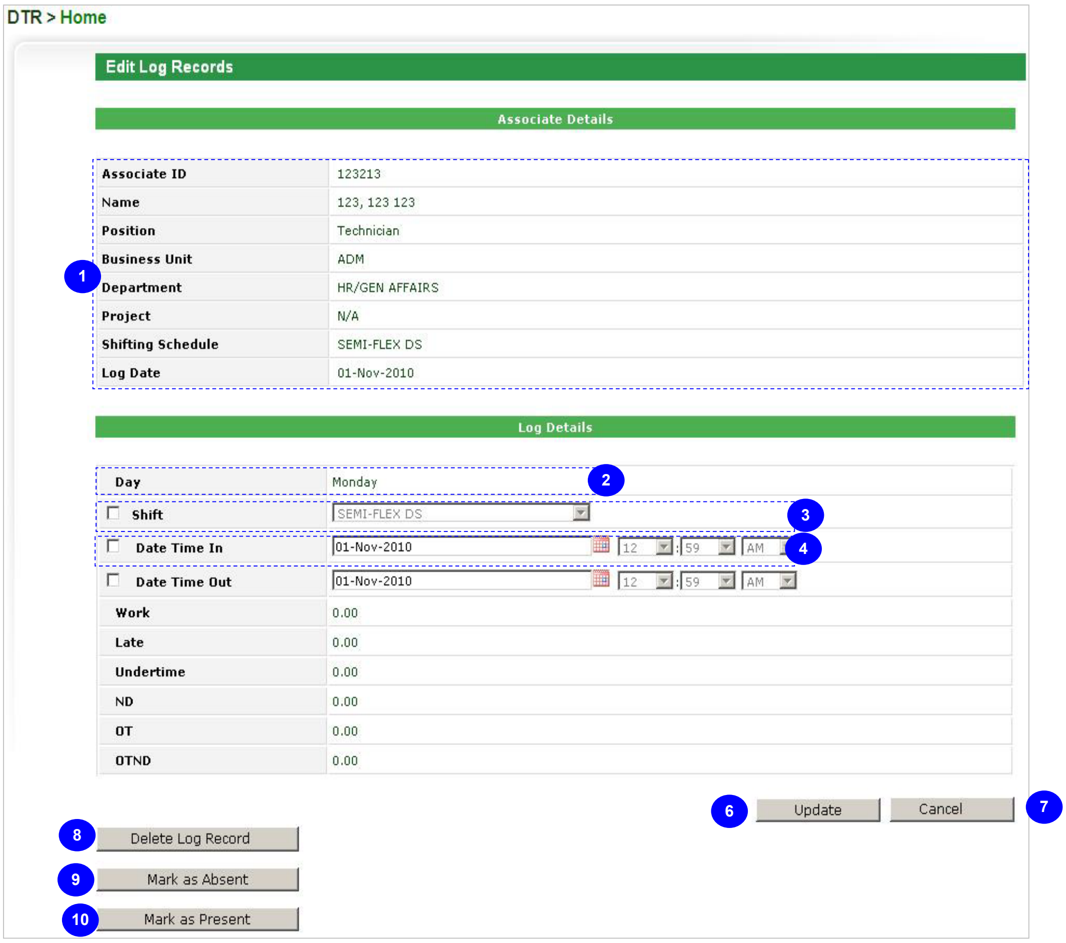


Figure DTR-1.1 Edit Log Records

DTR - Reports

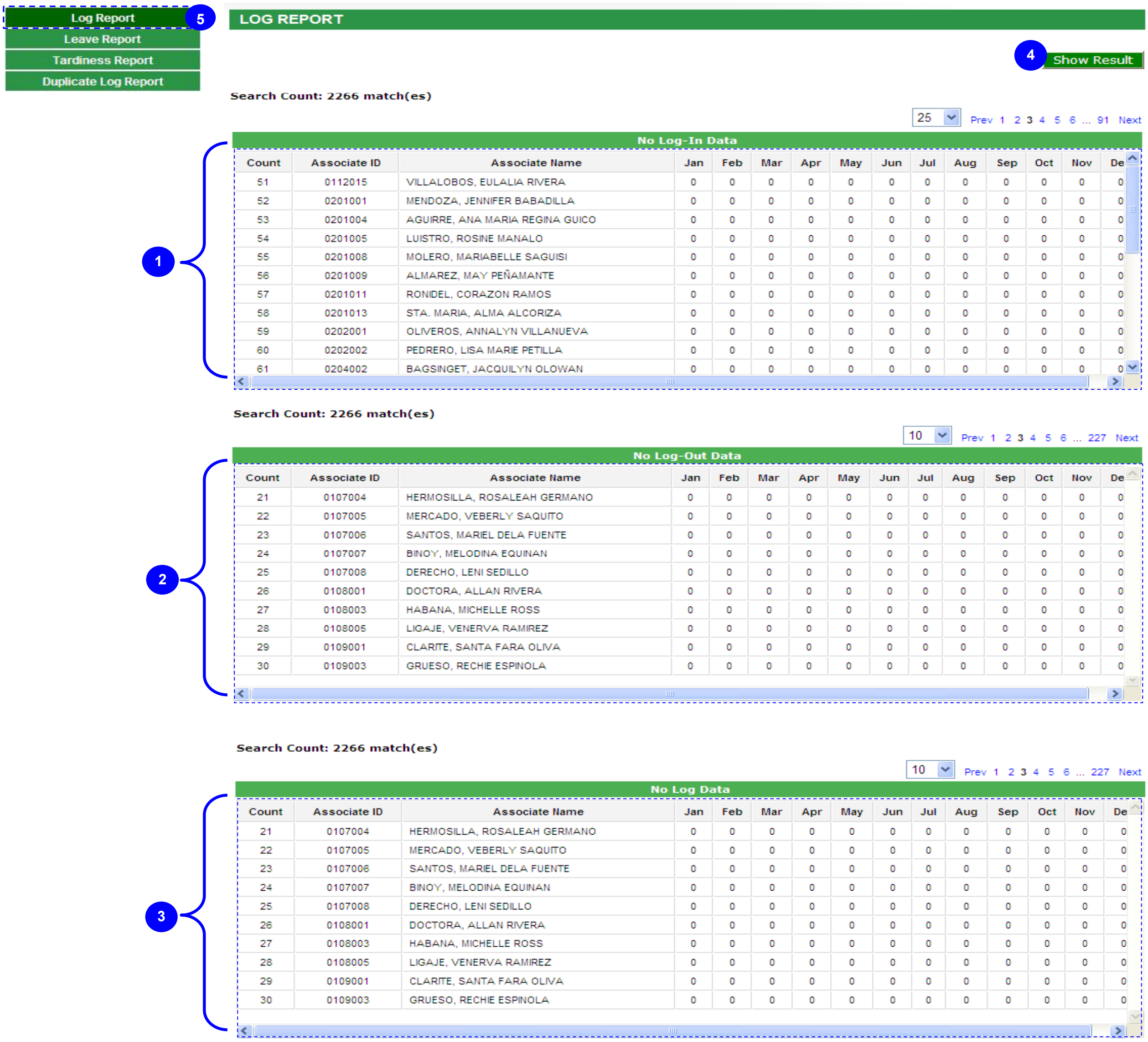
2. Reports

- DTR Search screens can be viewed by clicking **Reports**[1] from the DTR First Layer Dropdown Menu.

Figure DTR-2.0 DTR First Layer Dropdown Menu (Reports)

2.1 Log Report

- The default page of DTR Reports is the Log Report. Log Report is the page that users can view Logs of associates for "No Log-In Data, No Log-Out Data and No Log Data. Users can view Log Report page by clicking **Log Report**[5] on DTR Report Side Bar menu.
- This screen displays different log records and categorized according to **No Log in**[1] Data, **No Log Out**[2] Data and **No Log**[3] Data.
- The **No Log-In**[1] table will display all the associate and corresponding "No Log-In" counts. This is accumulated per month for each instance that the employee has no login record for a particular month.
- The **No Log-Out**[2] table will display all the associate and corresponding "No Log-Out" counts. This is accumulated per month for each instance that the employee has no logout record for a particular month.
- The **No Log**[3] table will display all the associate and corresponding "No Log" counts. This is accumulated per month for each instance that the employee has no log record (no login and logout) for a particular month.
- Click **Show Result**[4] button to view the counts on log report.



No Log-In Data

Count	Associate ID	Associate Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	De
51	0112015	VILLALOBOS, EULALIA RIVERA	0	0	0	0	0	0	0	0	0	0	0	0
52	0201001	MENDOZA, JENNIFER BABADILLA	0	0	0	0	0	0	0	0	0	0	0	0
53	0201004	AGUIRRE, ANA MARIA REGINA GUICO	0	0	0	0	0	0	0	0	0	0	0	0
54	0201005	LUISTRO, ROSINE MANALO	0	0	0	0	0	0	0	0	0	0	0	0
55	0201008	MOLERO, MARIABELLE SAGUISI	0	0	0	0	0	0	0	0	0	0	0	0
56	0201009	ALMAREZ, MAY PEÑAMANTE	0	0	0	0	0	0	0	0	0	0	0	0
57	0201011	RONIDEL, CORAZON RAMOS	0	0	0	0	0	0	0	0	0	0	0	0
58	0201013	STA. MARIA, ALMA ALCORIZA	0	0	0	0	0	0	0	0	0	0	0	0
59	0202001	OLIVEROS, ANNALYN VILLANUEVA	0	0	0	0	0	0	0	0	0	0	0	0
60	0202002	PEDRERO, LISA MARIE PETILLA	0	0	0	0	0	0	0	0	0	0	0	0
61	0204002	BAGSINGET, JACQUILYN OLOWAN	0	0	0	0	0	0	0	0	0	0	0	0

No Log-Out Data

Count	Associate ID	Associate Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	De
21	0107004	HERMOSILLA, ROSALEAH GERMANO	0	0	0	0	0	0	0	0	0	0	0	0
22	0107005	MERCADO, VEBERLY SAQUITO	0	0	0	0	0	0	0	0	0	0	0	0
23	0107006	SANTOS, MARIEL DELA FUENTE	0	0	0	0	0	0	0	0	0	0	0	0
24	0107007	BINOY, MELODINA EQUINAN	0	0	0	0	0	0	0	0	0	0	0	0
25	0107008	DERECHO, LENI SEDILLO	0	0	0	0	0	0	0	0	0	0	0	0
26	0108001	DOCTORA, ALLAN RIVERA	0	0	0	0	0	0	0	0	0	0	0	0
27	0108003	HABANA, MICHELLE ROSS	0	0	0	0	0	0	0	0	0	0	0	0
28	0108005	LIGAJE, VENERVA RAMIREZ	0	0	0	0	0	0	0	0	0	0	0	0
29	0109001	CLARITE, SANTA FARA OLIVA	0	0	0	0	0	0	0	0	0	0	0	0
30	0109003	GRUESO, RECHIE ESPINOLA	0	0	0	0	0	0	0	0	0	0	0	0

No Log Data

Count	Associate ID	Associate Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	De
21	0107004	HERMOSILLA, ROSALEAH GERMANO	0	0	0	0	0	0	0	0	0	0	0	0
22	0107005	MERCADO, VEBERLY SAQUITO	0	0	0	0	0	0	0	0	0	0	0	0
23	0107006	SANTOS, MARIEL DELA FUENTE	0	0	0	0	0	0	0	0	0	0	0	0
24	0107007	BINOY, MELODINA EQUINAN	0	0	0	0	0	0	0	0	0	0	0	0
25	0107008	DERECHO, LENI SEDILLO	0	0	0	0	0	0	0	0	0	0	0	0
26	0108001	DOCTORA, ALLAN RIVERA	0	0	0	0	0	0	0	0	0	0	0	0
27	0108003	HABANA, MICHELLE ROSS	0	0	0	0	0	0	0	0	0	0	0	0
28	0108005	LIGAJE, VENERVA RAMIREZ	0	0	0	0	0	0	0	0	0	0	0	0
29	0109001	CLARITE, SANTA FARA OLIVA	0	0	0	0	0	0	0	0	0	0	0	0
30	0109003	GRUESO, RECHIE ESPINOLA	0	0	0	0	0	0	0	0	0	0	0	0

Figure DTR-2.1 Log Report

2.2 Leave Report

- The Leave Report is the page that users can view Information regarding leaves.
  The user can view Leave Report page by clicking **Leave Report** [8] on the DTR Reports Side Bar Menu.
- This screen will display the summarized leave record (Approved and Pending only) according to **Date filters** [4].
- Click **Show Result**[5] button to search for leave records according to filters specified.
- Paid leaves can be exported as CSV file. To export, click the **Export Paid Leaves**[6] button.
  On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- **Associate filters**[2] and **Date filters**[4] are used to get the desired search result.
  1. When input dates on **Date Filters**[4] are invalid, "*Date Range From should not be greater than Date Range To* " message will be displayed.
- The **Quick search**[3] feature can also be used in searching for an associate by typing the associate's ID or name on its corresponding text box.
  1. If quick search is used with blank input or not input at all, A dialog box will be displayed informing that the Quick search should not be blank.
- Searched leave records are displayed in the **Leave table** [7]. "Used" column displays either "Yes", if the leave record is approved or "No", if the leave record is pending.
- To export all the searched records, click the **Export to CSV** [6] button.
  On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.

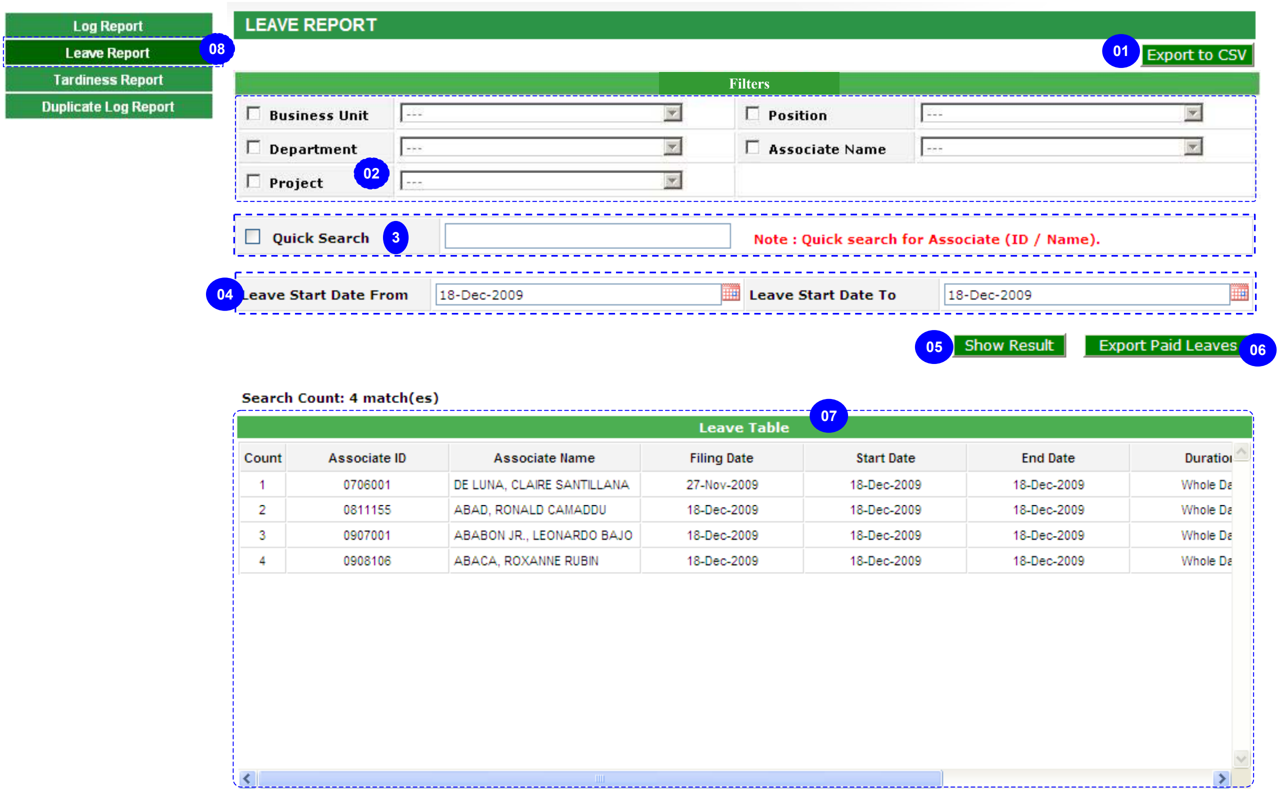


Figure DTR-2.2 Leave Report

2.3 Tardiness Report

- The Tardiness Report is the page display all information regarding tardiness records of each associates.
- The user can view Tardiness Report page by clicking **Tardiness Report** [9] on DTR Reports on Side Bar Menu.
- Click **Show Result**[6] button to search for tardiness records according to selected search filters.
- **Tardiness Summary Table**[7] shows all associates who have were tardy.
- To export all the searched records, click the **Export to CSV**[1] button.
  On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- **Associate Filters**[2] , **Time Filters**[5] and **Date filters**[4] are used to get desired search data.
  1. If no **Associate filter** [2] selected, a dialog box will be shown informing the user that there are no filter option selected.
  2. When input dates on **Date Filters**[4] are invalid, "*Date Range From should not be greater than Date Range To* " message will be displayed.
  3. When input time on **Time Filters**[6] are invalid, "*Time Range From should not be greater than or equal Time Range To* " message will be displayed.
- The **Quick search**[3] feature can also be used in searching an associate record by typing the associate's ID or name on its provided text box.
  1. If quick search is used with blank input or no input at all, A dialog box will be displayed informing the user that the Quick search should not be blank.
- **Late Details Report Export to PDF**[8] will be displayed if the user has the appropriate access rights to export the date into PDF format.

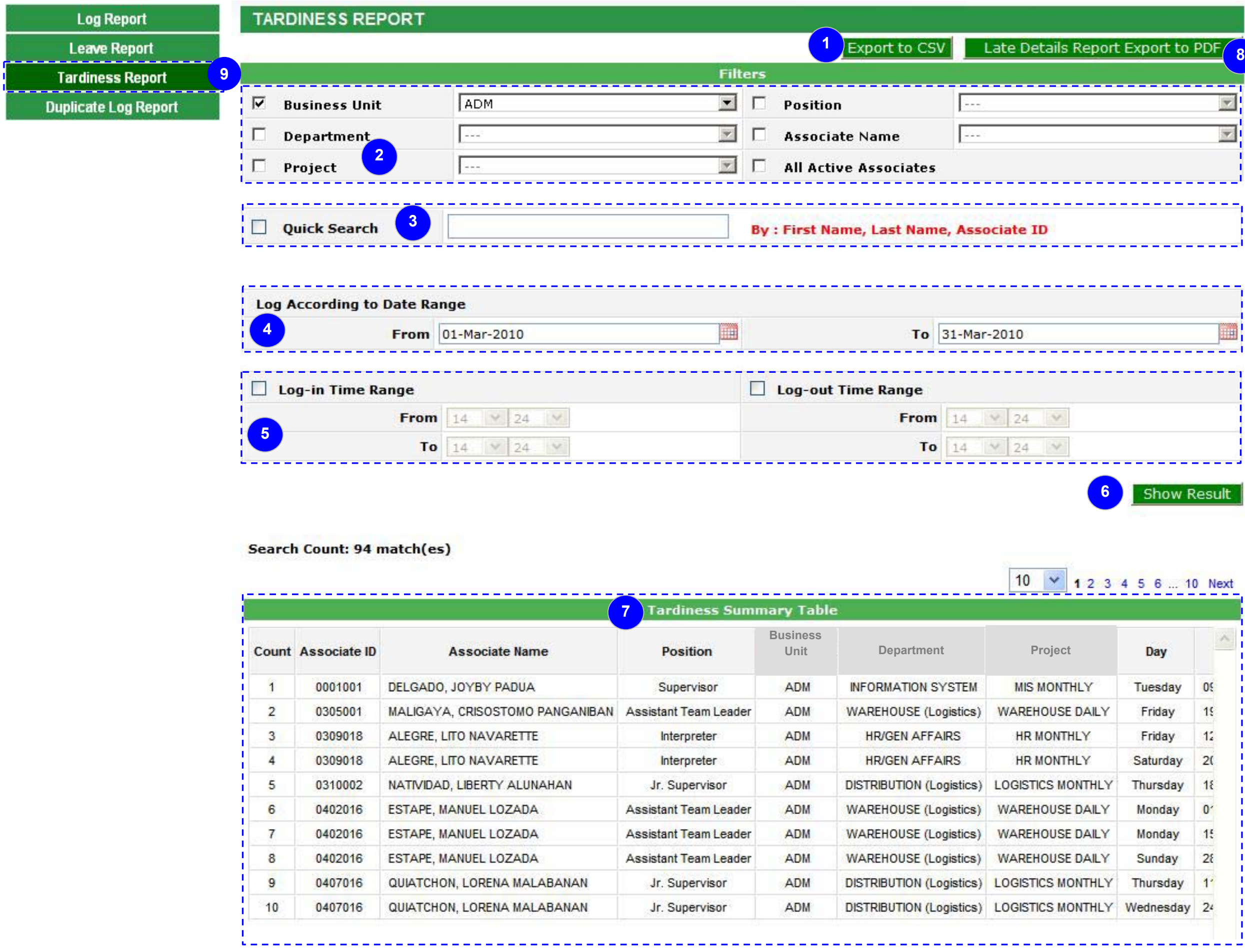


Figure DTR-2.3 Tardiness Report

2.4 Duplicate Log Report

- The Duplicate Log Report is a page that shows the users details of associates who made duplicate logs according to the specified date range.
- The user can view Duplicate Log Report page by clicking **Duplicate Log Report** [7] on DTR Reports Side Bar Menu.
- Click **Show Result**[5] button to search for duplicate log records according to the defined filters.
- **Duplicate Log Summary Table**[6] shows all associates who made duplicate logs during the specified period.
- To export all the searched records, click the **Export to CSV**[1] button.
  On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- **Associate Filters**[2] and **Date filters**[4] are provided to specify desired search data.
  1. When input dates on **Date Filters**[4] are invalid, "*Date Range From should not be greater than Date Range To* " message will be displayed.
- The **Quick search**[3] feature can also be used in searching for an associate by typing the associate's ID or name on its provided text box.
  1. If quick search is used with blank input or not input at all, A dialog box will be displayed informing that the Quick search should not be blank.

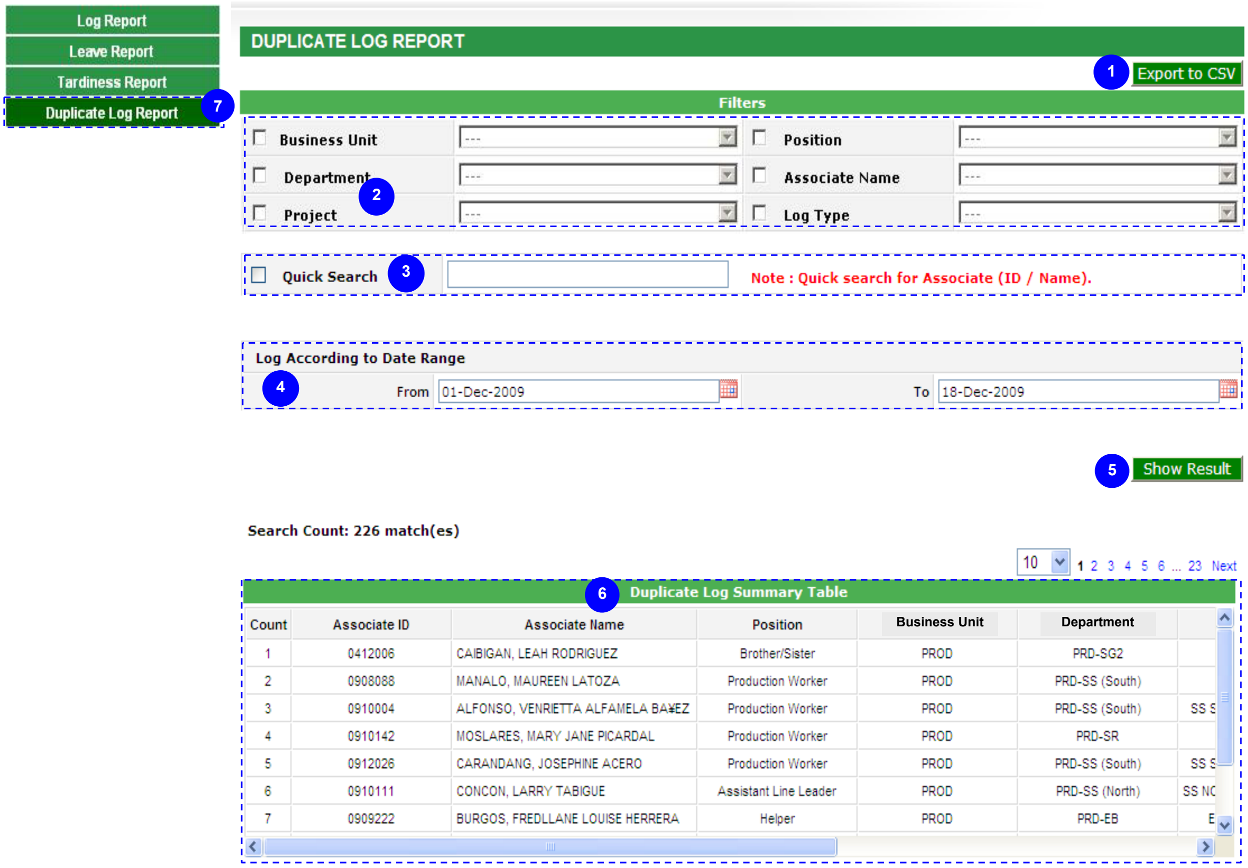


Figure DTR-2.4 Duplicate Log Report

DTR - Search

3. Search

- In the DTR Search(Sub Module) it has 3 types of Search functionality
  1. Query and Statics
  2. Query Records
  3. Attendance Summary

- DTR Search screens can be viewed by clicking **Search**[1] link from the DTR First Layer Dropdown Menu.

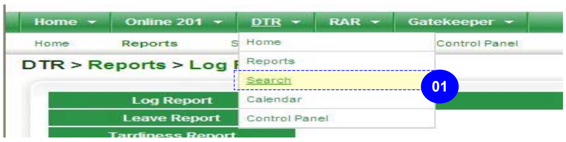


Figure DTR-3.0 DTR First Layer Dropdown Menu (Search)

3.1 Query and Statistics

- The default page of the DTR - Search is the Query and Statistics page, the user can view Daily Time Records of associates. The associates can be filtered via Date Range, Status, Business Unit, Department, Project, Position, Shifting Schedule and Quick search. As shown in figure DTR-3.0 the user can view this page by clicking Search on DTR First Layer Dropdown Menu.
- **Associate Filters**[2], **Status Filters**[3] and **Date filters**[4] are provided to define the search parameters. When input dates on **Date Filters**[4] are invalid, "Date Range From should not be greater than Date Range To" message will be displayed.
- The **Quick Search**[5] feature can also be used in searching for an associate by typing the associate's ID or name on its corresponding text box. If quick search is used with blank input or no input at all, A dialog box will be displayed informing that the Quick search should not be blank.
- To export all the searched records, click the **Export to CSV**[1] button. Upon export, a "File Download" dialog box would appear and the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- Click **Show Result**[6] button to search for log records based on the defined filters.
- Under Statistics Summary the description of the following labels present are as follows:
  Attendance Count[7] - the number of employees who have available log records for the specified date range and filtered according to the search parameters.
  Not Late Count[8] - the number of employees who were not late during the specified date range and filtered according to the search parameters.
  Tardy Count[9] - the number of employees who were late during the specified date range and filtered according to the search parameters.
  Valid as of[10] - contains the time stamp wherein the statistics results were generated.
  Half day count[11] - the number of employees who are considered as half-day for the specified date range and filtered according to the search parameters.
  Half day late count[12] - the number of employees who considered as half-day and late for the specified date range and filtered according to the search parameters.
  Under Top Listing, the description of the following labels present are as follows:
  Early Bird[13] - the name of employee who was the first to log in according to the shift and date specified. It is only applicable for identical filters for the (From and To) dates.
  Buzzer Beater[14] - the name of employee who logged in just before being considered as late. It is only applicable on identical From and To date filters.
- **Status Report Table**[15] shows all associate records according to a selected search filters.

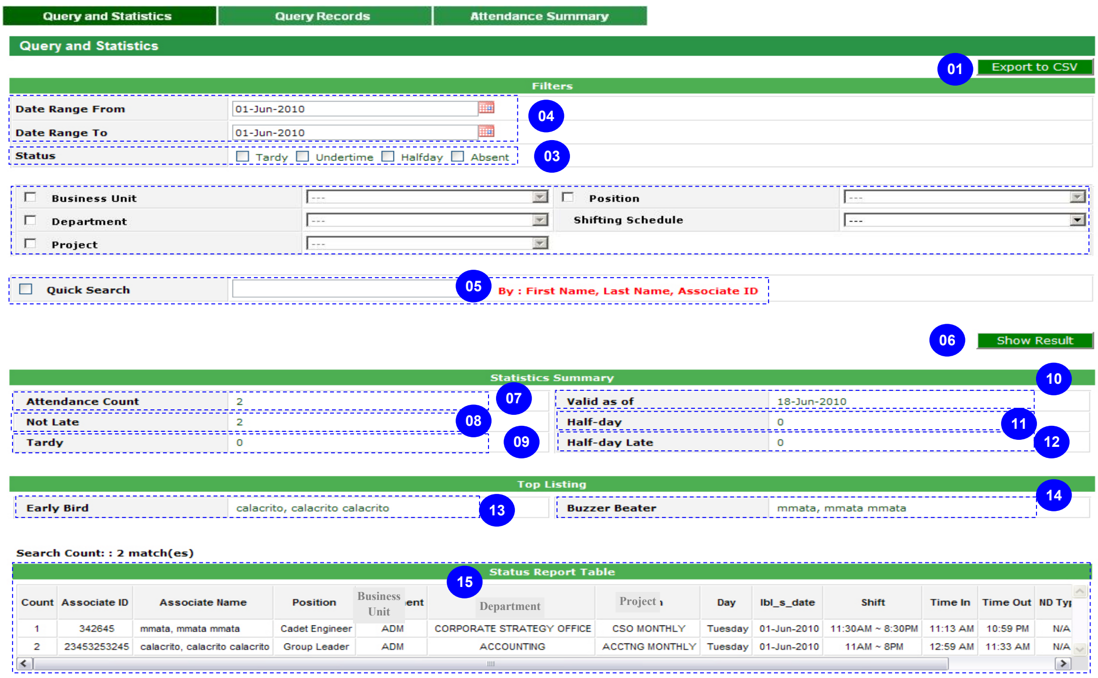


Figure DTR-3.1 Query and Statistics

3.2 Query Records

- Same functionality with DTR Home, the only difference is it displays Log records by a group of associates while DTR Home page displays individual query

  Using HR Account or account with access right to this page, the user can edit the DTR log records. However, the following restrictions are enforced:
  *Log records with future dates
  *Log records that are not part of the upcoming cut-off for payroll.
  *Target dates have been locked and disabled for editing.
- The user can view this page by clicking **Query Records**[24] on DTR Search Side Bar Menu located on the left side of the page
- **Export to CSV**[1] button is used to download Log Records to a CSV file.
  On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- **Export to PDF**[2] button is used to download Log Records to PDF file. After Clicking "Export to PDF" Button, a window will be displayed.
  On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.
- The **Quick search**[4] feature can also be used in searching for an associate by typing the associate's ID or name on its provided text box.
  1. If quick search is used with blank input or no input at all, a dialog box will be displayed informing that the Quick search should not be blank.
- **Associate Filters**[3] , **Time Filters**[6] , **Date filters**[5] , **Log Record Filters**[7] and **Log Type Filters**[8] are provided to get the desired search result.
  1. If no **Associate filters**[3] selected, a dialog box will be shown informing the user that there are no filter option selected.
  2. When input dates on **Date Filters**[5] are invalid, "Date Range From should not be greater than Date Range To" message will be displayed.
  3. When input time on **Time Filters**[6] are invalid, "Time Range From should not be greater than or equal Time Range To." message will be displayed.
  4. When input value on one of the **Log Record Filters**[7] is invalid, the following dialog message box would be displayed:
     4.1 The No. of Late Hours From and No. of Late Hours To contain invalid value, "No. of Late hours from and to should be numeric. " message will be displayed.
     4.2 The No. of Late Hours From and No. of Late Hours To don't have any value, "No. of Late hours from and to should not be empty. " message will be displayed.
     4.3 The No. of Late Hours From is greater than the No. of Late Hours To, " No. of Late hours From should not be greater then No. of Late hours To." message will be displayed.
     4.4 The No. of OT Hours From and No. of OT Hours To contains invalid value, "No. of OT hours from and to should be numeric." message will be displayed.
     4.5 The No. of OT Hours From and No. of OT Hours To don't have any value, "No. of OT hours from and to should not be empty" message will be displayed.
     4.6 The No. of OT Hours From is greater than the No. of OT Hours To ,"No. of OT hours From should not be greater then No. of OT hours To. " message will be displayed.
     4.7 The No. of Work Hours From and No. of Work Hours To contains invalid value, "No. of Work hours From should not be greater then No. of OT hours To." message will be displayed.
     4.8 The No. of Work Hours From and No. of Work Hours To don't have any value, "No. of Work hours from and to should not be empty." message will be displayed.
     4.9 The No. of Work Hours From is greater than the No. of Work Hours To, "No. of Work hours From should not be greater then No. of OT hours To. " message will be displayed.
- Clicking **Show Result**[10] button lets the user view an associate log records while clicking **Show Historical Logs**[11] button lets the user see the log history of each record.
- **Group Summary Table**[22] would display the logs as a result of the search performed. Records marked in black font color are valid log records while red correspond to its log history.
  The user can edit multiple log details. The details are the following:
  4.1 Click on the checkboxes of the corresponding records.
  4.2 Click Edit **Multiple Logs**[9] Button.
  4.3 Select on the details (**Shift**[12], **Date/Time In**[13], **Date/Time Out**[14] or **Rest Day**[15]) to modify the record.
    1. If **Date/Time In**[13] and **Date/Time Out**[14] have invalid date range, "Date From should not be greater than Date To. " message will be displayed.
    2. When no selected DTR log and **Update Logs**[19] Button was clicked, "No data to be saved or updated." will be displayed.
  4.4 Click **Update Logs**[19] button if the user wants to save the changes or **Cancel**[20] button if the user wants to disregard the changes made.
  4.5 Click **Mark as Absent**[17] button if the user wants to mark all the selected associates as absent according to specified dates.
  4.6 Click **Mark as Present**[18] button if the user wants to mark all the selected associates as present according to specified dates.
  4.7 Click **Delete log record**[16] Button if the user wants to delete the existing log records of selected associates.
- **Valid Record(s) Count**[21] displays the number of records that were fetched excluding log history (in cases where original records were modified). **Search Count**[21] includes both the log records and the log history.
- Checkboxes for selecting associates will be disabled when the target log date has been locked for editing. [23]

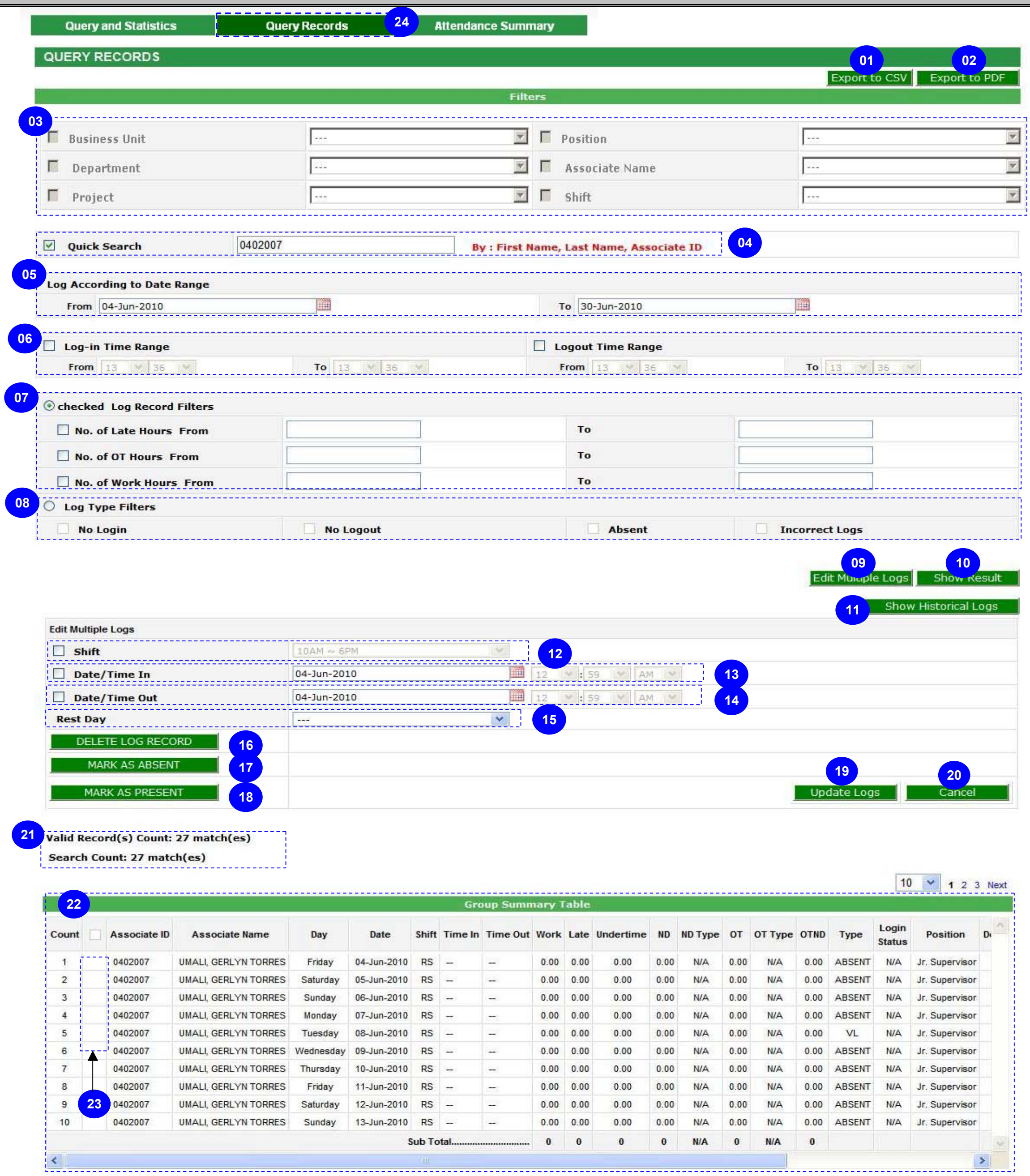
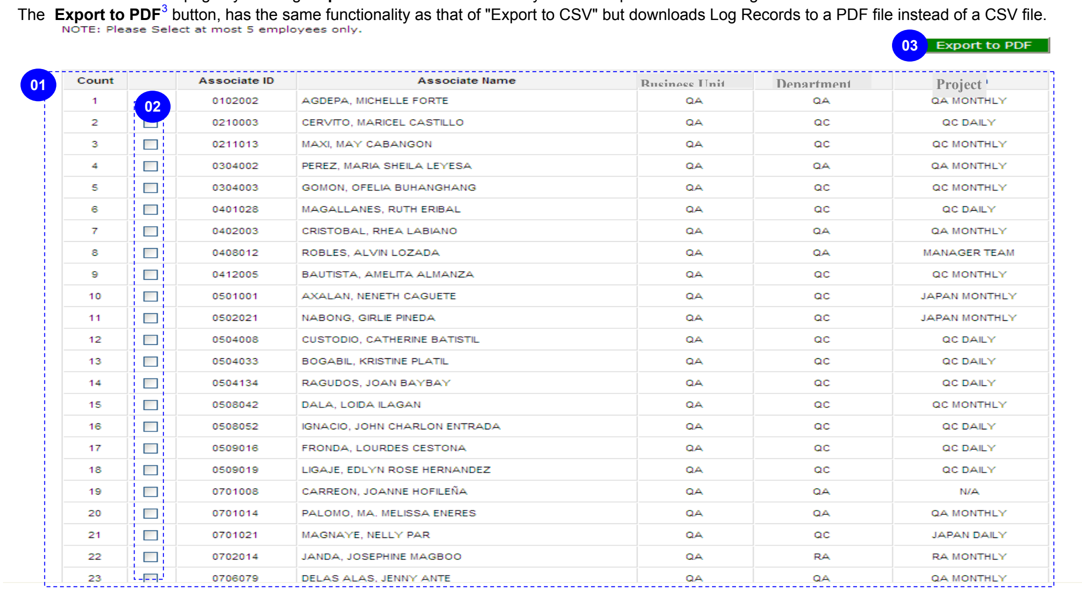


Figure DTR-3.2 Query Records

3.2.1 Query Record Export to PDF list

- The page displays all the associates according to search filters on Query records and allows the user select up to 5 employees whose records would be exported to PDF.
- **Associate List table**[1] contains all associates that are ready for exporting its logs into PDF format.
- The user can check[2] the following associate listed that are subject for exporting logs to PDF.
- The user can view this page by Clicking **Export to PDF**[3] button on Query Record Export to PDF list Page.

The **Export to PDF**[3] button, has the same functionality as that of "Export to CSV" but downloads Log Records to a PDF file instead of a CSV file.



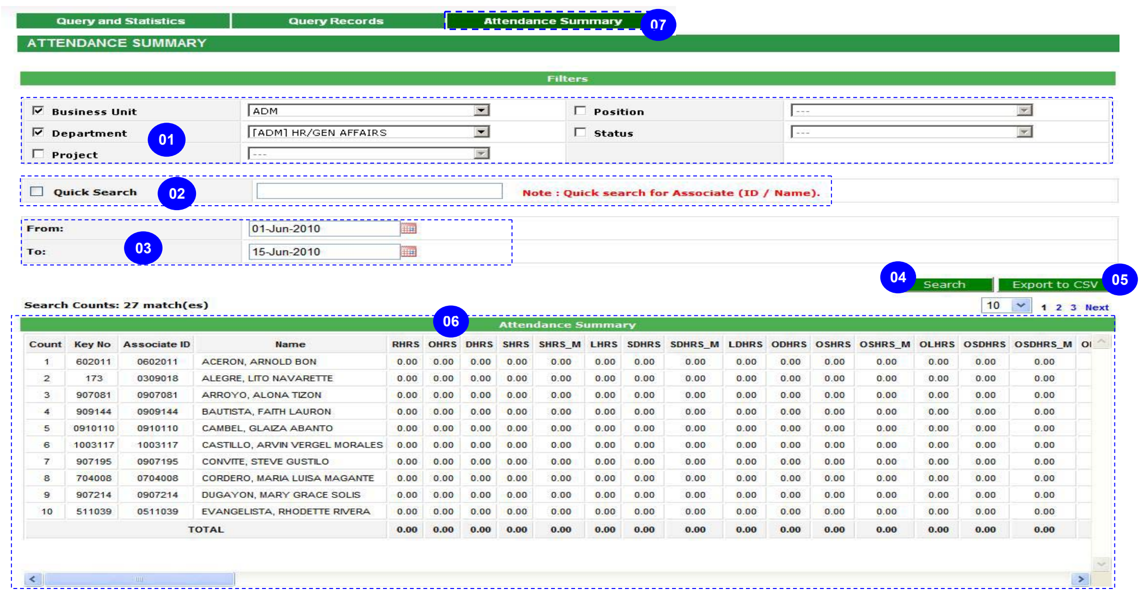
Count		Associate ID	Associate Name	Business Unit	Department	Project
1		0102002	AGDEPA, MICHELLE FORTE	QA	QA	QA MONTHLY
2		0210003	CERVITO, MARICEL CASTILLO	QA	QC	QC DAILY
3		0211013	MAXI, MAY CABANGON	QA	QC	QC MONTHLY
4		0304002	PEREZ, MARIA SHEILA LEYESA	QA	QA	QA MONTHLY
5		0304003	GOMON, OFELIA BUHANGHANG	QA	QC	QC MONTHLY
6		0401028	MAGALLANES, RUTH ERIBAL	QA	QC	QC DAILY
7		0402003	CRISTOBAL, RHEA LABIANO	QA	QA	QA MONTHLY
8		0408012	ROBLES, ALVIN LOZADA	QA	QA	MANAGER TEAM
9		0412005	BAUTISTA, AMELITA ALMANZA	QA	QC	QC MONTHLY
10		0501001	AXALAN, NENETH CAGUETE	QA	QC	JAPAN MONTHLY
11		0502021	NABONG, GIRLIE PINEDA	QA	QC	JAPAN MONTHLY
12		0504008	CUSTODIO, CATHERINE BATISTIL	QA	QC	QC DAILY
13		0504033	BOGABIL, KRISTINE PLATIL	QA	QC	QC DAILY
14		0504134	RAGUDOS, JOAN BAYBAY	QA	QC	QC DAILY
15		0508042	DALA, LOIDA ILAGAN	QA	QC	QC MONTHLY
16		0508052	IGNACIO, JOHN CHARLON ENTRADA	QA	QC	QC DAILY
17		0509016	FRONDA, LOURDES CESTONA	QA	QC	QC DAILY
18		0509019	LIGAJE, EDLYN ROSE HERNANDEZ	QA	QC	QC DAILY
19		0701008	CARREON, JOANNE HOFILEÑA	QA	QA	N/A
20		0701014	PALOMO, MA. MELISSA ENERES	QA	QA	QA MONTHLY
21		0701021	MAGNAYE, NELLY PAR	QA	QC	JAPAN DAILY
22		0702014	JANDA, JOSEPHINE MAGBOO	QA	RA	RA MONTHLY
23		0706079	DELAS ALAS, JENNY ANTE	QA	QA	QA MONTHLY

Figure DTR-3.2.1 Query Record Export to PDF list

3.3 Attendance Summary

- The user will be redirected to this page by clicking Search link from the DTR menu and by clicking **Attendance Summary**[7] link on sidebar of the DTR Search screen.
- This page displays employee's attendance log record count based on the search parameters.
- **Associate filters**[1] and **Date filters**[3] are provided to specify desired search result.
  1. When input dates on **Date Filters**[3] are invalid, "Date Range From should not be greater than Date Range To " will be displayed.
  2. If no **Associate filters**[1] selected, a dialog box will be shown informing the user that there are no filter option selected.
- The **Quick Search**[2] feature can also be used in searching for an associate by typing the associate's ID or name on its corresponding text box.
  1. If quick search is used with blank input or no input at all, a dialog box will be displayed informing that the Quick search filter should not be blank.
- **Attendance Summary Table**[6] shows all associates' attendance summary according to desired result.
- The user can search for attendance summary records by clicking **Search**[4] button.
- **Export to CSV**[5] button is used to download Log Records to a CSV file.

On "File Download" dialog box, the user can press "Open" to view file, "Save" to save file or "Cancel" to cancel download.



Count	Key No	Associate ID	Name	RHRS	OHRS	DHRS	SHRS	SHRS_M	LHRS	SDHRS	SDHRS_M	LDHRS	ODHRS	OSHRS	OSHRS_M	OLHRS	OSDHRS	OSDHRS_M	OI
1	602011	0602011	ACERON, ARNOLD BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	173	0309018	ALEGRE, LITO NAVARETTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3	907081	0907081	ARROYO, ALONA TIZON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4	909144	0909144	BAUTISTA, FAITH LAURON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5	0910110	0910110	CAMBEL, GLAIZA ABANTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	1003117	1003117	CASTILLO, ARVIN VERGEL MORALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7	907195	0907195	CONVITE, STEVE GUSTILO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	704008	0704008	CORDERO, MARIA LUISA MAGANTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9	907214	0907214	DUGAYON, MARY GRACE SOLIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	511039	0511039	EVANGELISTA, RHODETTE RIVERA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Figure DTR-3.3 Attendance Summary

DTR - Calendar

4. Calendar

● DTR screens under Calendar can be viewed by clicking **Calendar**[1] link from the DTR dropdown menu.

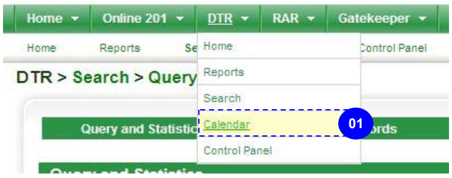


Figure DTR-4.0 DTR First Layer Dropdown Menu (Calendar)

4.1 Rest Day / Shift Calendar

● This page is the default page for DTR Calendar.
● This page can be accessed by clicking Calendar on the DTR dropdown menu. Please refer to Figure DTR-4.0 above.
● This page enables the user to view, add and update the associate's rest day (Rest Day 1 and 2) and shift schedules.
● **Associate filters**[1] and **Date filters**[3] are provided to specify desired search result.
1. When input dates on **Date Filters** [3] are invalid, "Date Range From should not be greater than Date Range To " message will be displayed.
2. If there is no **Associate filters** [1] selected, a dialog box will be shown informing the user that there are no filter options selected.

● The **Quick search**[2] feature can also be used in searching for an associate by typing the associate's ID or name on its corresponding text box.
If quick search is used with blank input or no input at all, a dialog box will be displayed informing that the quick search filter should not be blank.

● To add rest day:
1. Search for associate records using the **Associate Filters**[1]
2. Click **Edit Schedule** [8] **b**utton.
3. Check **Rest Day 1**[4] or **Rest Day 2**[6] Types.
4. Select Dates.
5. To add two or more rest day schedule, click the Add button.
 5.1. When there are duplicate Rest Day 1 Schedules or same Rest Day 1 and Rest Day 2 Schedule, "Rest Day 1 date should not have a duplicate date entry. " message will be displayed.
 5.2. When there are duplicate Rest Day 2 Schedules, " Rest Day 2 date should not have a duplicate date entry. " message will be displayed.
6. Select associate on the **Rest day and Shift Calendar Table** [12] (Associates can be selected by clicking the checkbox on the left side of their ID No.)
7. Click **Save**[10] button to apply the changes made to the schedule.
 7.1 After clicking **Save**[10] button and if there is no selected associate, "No Associate has been selected for editing. " message will be displayed.

● To add a shift schedule:
1. Search for associate records using the **Associate Filters** [1]
2. Click **Edit Schedule**[8] button
3. Check **Shift Day**[9] Type
4. Select Dates
5. To add two or more shift schedules, click the Add button
6. Select associate on the **Rest day and Shift Calendar Table**[12] (Associates can be selected by clicking the checkbox on the left side of the ID No.)
7. Click **Save**[10] button
 7.1 After clicking **Save**[10] button and if there is no selected associate, "No Associate has been selected for editing. " message will be displayed.
 7.2 When the user clicked the **Save**[10] button but didn't select any Rest day or Shift Schedule update, "Please select options for date schedule. " message will be displayed.

● The **Hide**[11] button enables the user to hide the **Update Schedule Table**[17]. Upon Clicking the **Edit Schedule**[8] button again, the previous values of the table should be retained.

● The **Rest day and Shift Calendar table**[12] displays the ID number, name of the associate along with the covered dates defined by the search filters.
This also displays the selected month and under that row, are the month's day column which is represented by the day's name and number.
At the end of the table is the Attendance Summary Count table, which counts the total number of shifts an associate has for a specific date range.
Also, tool tips are also provided for the shift names to appear when a mouse pointer is hovered on the table.

● **Reset Rest Day 1** [13] button is used to reset the assigned rest day 1 of selected associates.
1. After clicking Reset Rest Day 1 button, a confirmation message should be displayed if the user wants to continue the reset process.
2. When confirmed, a dialog box will be displayed stating the Rest Day 1 reset process is successful.

● **Reset Rest Day 2**[14] button is used to reset the assigned rest day 2 of selected associates.
1. After clicking Reset Rest Day 2, a confirmation message should be displayed if the user wants to continue the reset process.
2. When confirmed, a dialog box will be displayed stating the Rest Day 2 reset process is successful.

● **Reset Shift Schedule**[15] button is used to reset the assigned shift schedule of selected associates.
1. After clicking Reset Shift Schedule, a confirmation message should be displayed if the user wants to continue the reset process.
2. When confirmed, a dialog box will be displayed stating the Shift Schedule reset process is successful.

● The **Legend**[16] will give the user a more detailed description about the results being displayed.
● A message "The following associates and its attendance date has been locked for editing: XXXXXXX XXX XXXXX" will prompt the user if the target date has been lockec

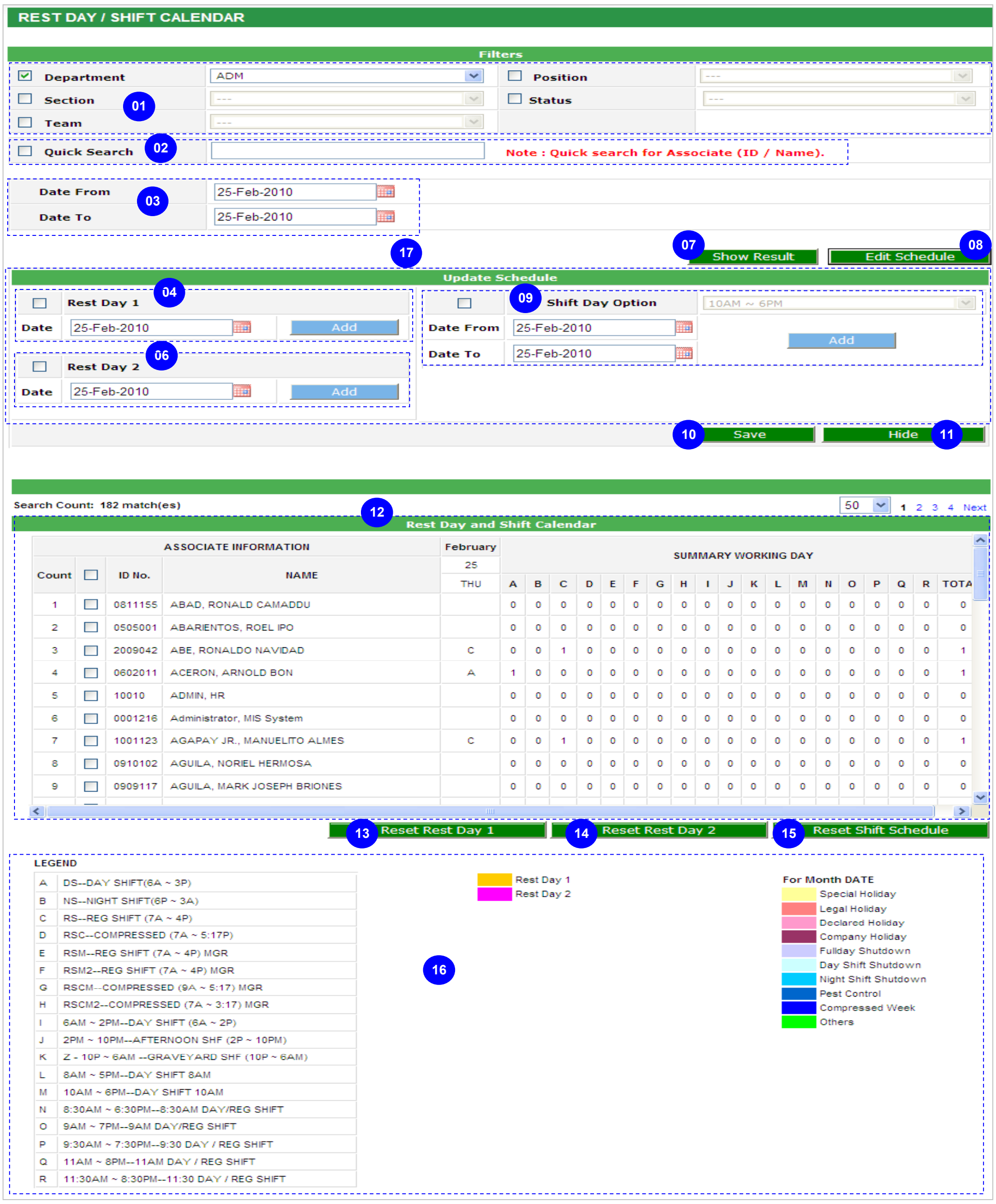


Figure DTR-4.1 Rest Day Shift Calendar

4.2 Company Calendar

- Company calendar screen guides and reminds employees of Company Holidays, Special Holidays, Legal and Declared Holidays and other important dates for company activities.
- Color legends are provided to indicate dates. On the legend, the total number of Sundays on the current Fiscal year are displayed as well as the total number of holiday types. Please refer to Figure DTR-4.2.2.1 for more details.

4.2.1 Company Calendar (Normal Mode)

- This screen is the company calendar in Normal Mode.
- This screen can be viewed by clicking **Calendar**[3] from the DTR Calendar sidebar menu.
- The user can view the company calendar according to months. Company holidays and other special activities are also displayed. Clicking the **Display Calendar**[1] button will display the view of the calendar based on the selected year filter[2].

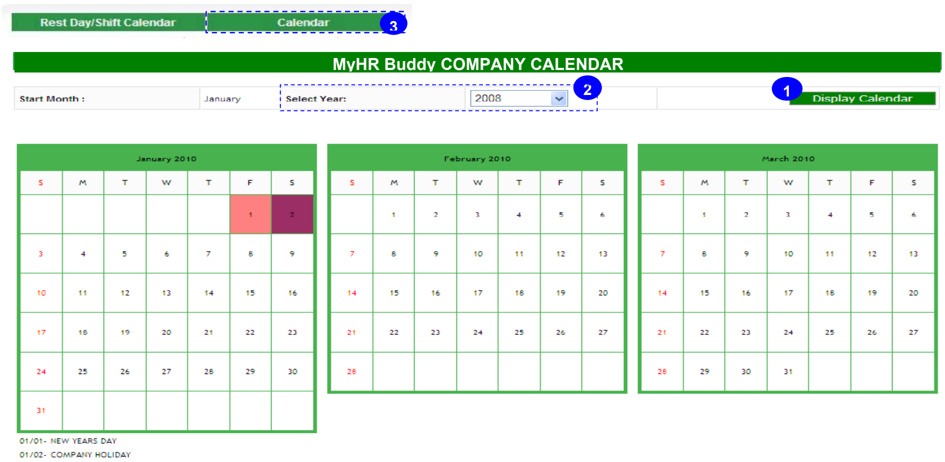


Figure DTR-4.2.1 Company Calendar (Normal Mode)

4.2.2 Company Calendar (Edit Mode)

- This screen is the company calendar in Edit Mode (Users can modify the values in the calendar).
- The user can select a date and add notes on it to serve as reminder or details. This can be a holiday, a shift or any other events.
  1. Clicking the **Display Calendar**[3] button will set the calendar according to **Select Year**[2] and **Start Month**[1] filters.
  2. Upon clicking the corresponding checkbox of each day, a dialog box will be shown to input or edit the details to be saved or updated.
  3. The **checkbox on a particular date**[4] will be disabled if the date has been locked for editing by the administrator.

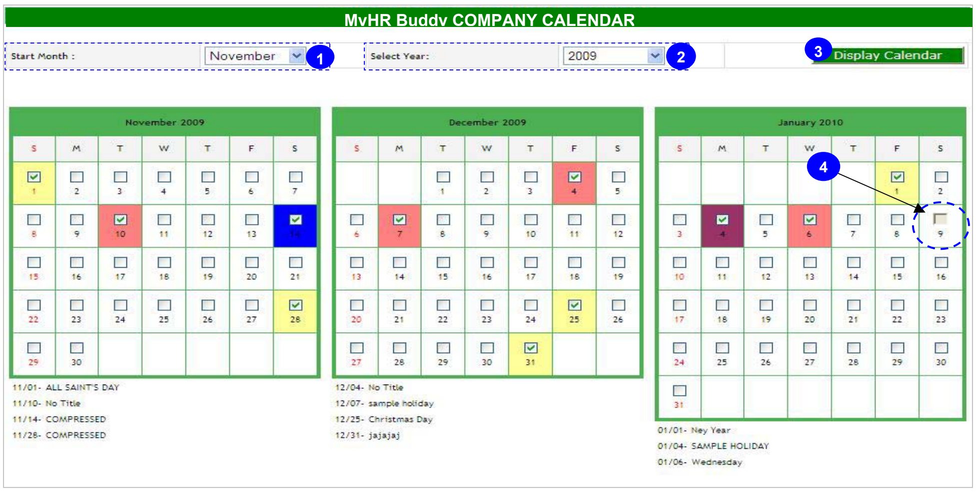


Figure DTR-4.2.2 Company Calendar (Edit Mode)

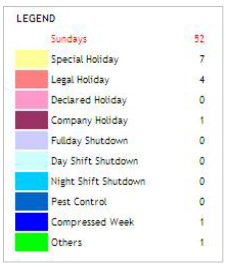


Figure DTR-4.2.2.1 Company Calendar Legend

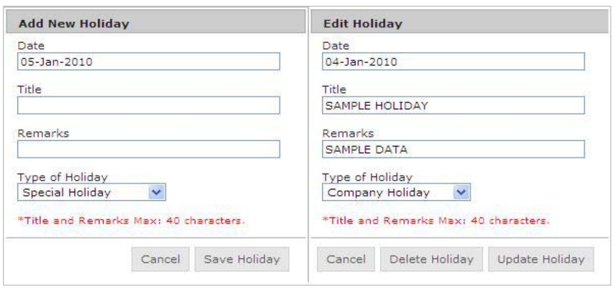


Figure DTR-4.2.2.2. Add/Edit Holiday Dialog Box

DTR - Control Panel

5. Control Panel

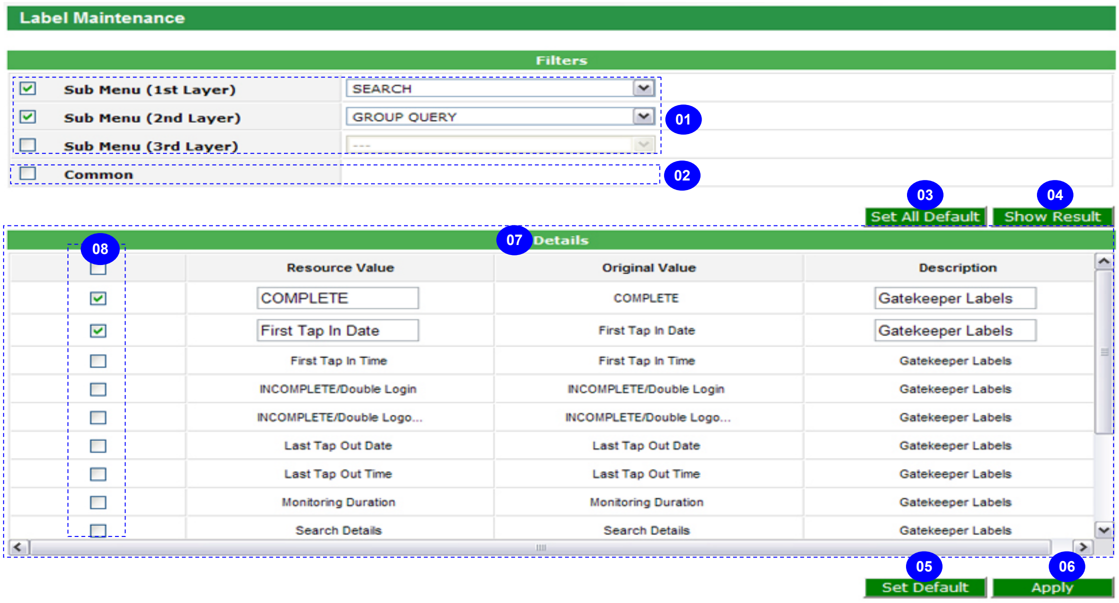
● DTR screen labels can be modified under the Label Maintenance page by clicking the Control Panel [1] link under the DTR dropdown menu.

Figure DTR-5.0 DTR First Layer Dropdown Menu (Control Panel)

5.1 Label Maintenance

● This page allows the user to edit labels of the DTR Module. The user can only edit labels belonging to DTR module and also modify values to those labels without default value.
● This page can edit labels for DTR Module Labels:
- Common Labels
- Sub Menu Layer 1
- Sub Menu Layer 2
- Sub Menu Layer 3

● **Filters**[1] are provided to search for a specific group of Labels for a particular module.
● To edit all common labels, put a check on the **Common**[2] checkbox and click show result button to display on the **Details**[7] table. Please refer to *Figure DTR-5.1 Label Maintenance* for more information.
● Clicking the **Show Result**[4] button will display targeted search filters (Common Labels/Not Common Labels) in the **Details**[7] Table. Please refer to *Figure DTR-5.1 Label Maintenance* for more information.
● To restore all default labels of a particular module, click the **Set All Default**[3] button.
● To activate edit mode, Check the Edit **Checkbox**[8] and rename or edit Resource Value column to selected label.
● Clicking the **Apply**[6] button will save all the edited labels.
● To restore system default labels, click the **Set Default**[5] button.



RAR (Relationship and Access Rights)

1. Home

- This page is the **RAR (Relationship and Access Rights) Home** screen. This is the default screen of RAR (Relationship and Access Rights) module.
- The purpose of this screen is to display the direct and indirect mail recipients of the user.
- This page can be viewed by clicking any of the following links:
  1. **RAR**[5] link in first layer menu;
  2. **Home**[6] link in RAR drop down menu;
  3. **Home**[7] link in RAR second layer menu.

- **Associate Photo**[1] displays the picture of the user.
- **Associate Details**[2] displays the brief company information of the user.
- **Recipient Photo**[3] displays the picture of the assigned mail recipients for the user.
- **Recipient Information**[4] displays the information about the recipients.

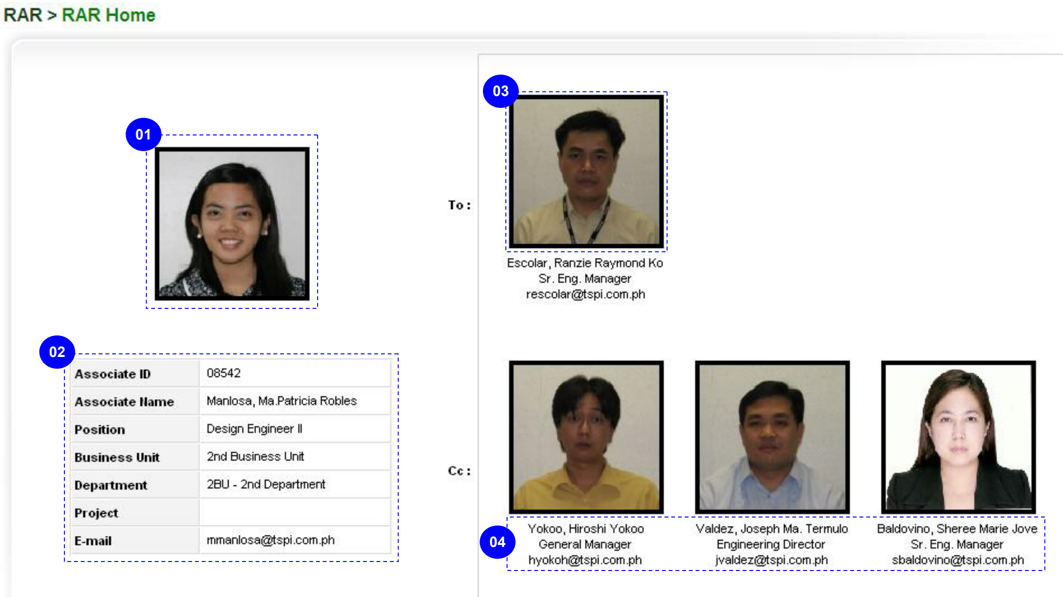


Figure 1.0 RAR Home

Figure 1.1 RAR First Layer Menu

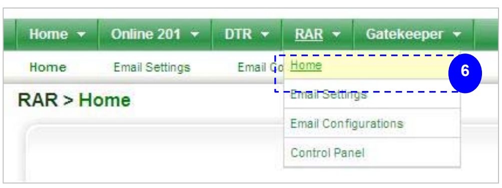


Figure 1.2 RAR First Layer Menu Dropdown

Figure 1.3 RAR Second Layer Menu

RAR (Relationship and Access Rights)

2. Email Settings

●This page is used to configure email notification recipient for the registered associates in the system. Each successful transaction made or changes into a record shall automatically send email notifications to registered recipients of an associate.
●In this page, users with an access rights to this module can set the Email recipients of all Associates.
●This page can be viewed by clicking any of the following links:
Email Settings[15] link in RAR drop down menu;
Email Settings[16] link in RAR second layer menu.

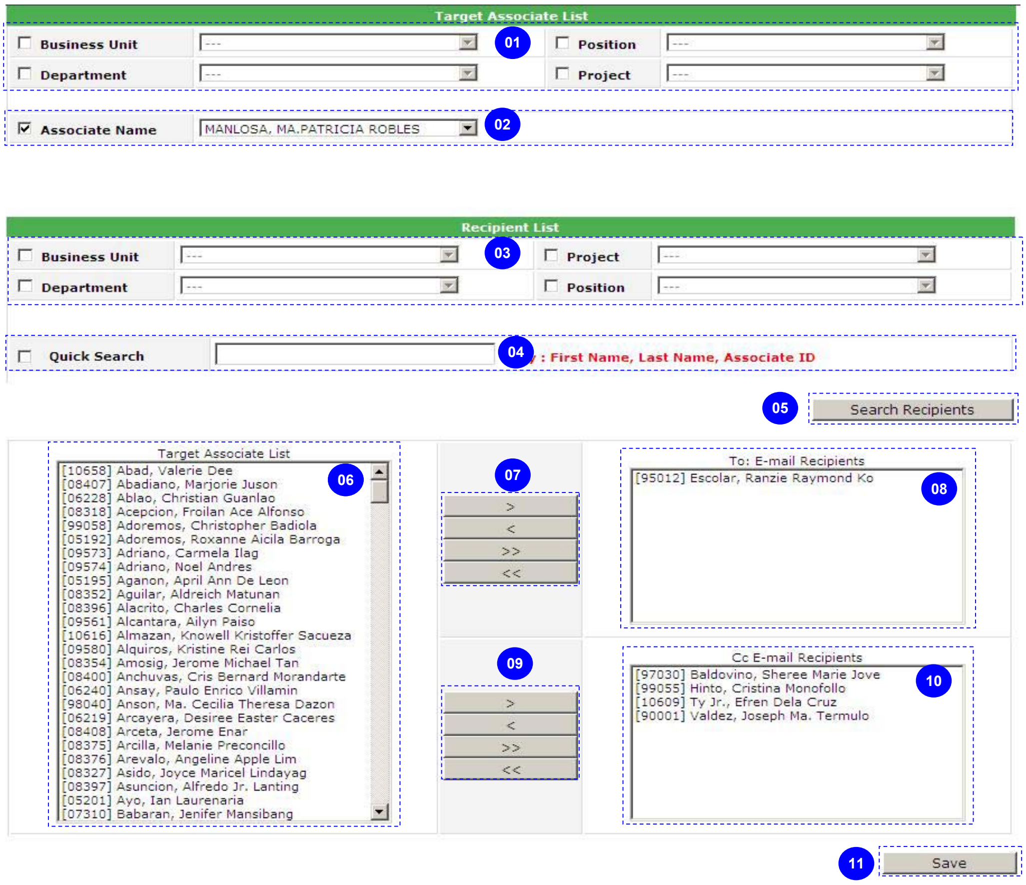


Figure 2.0 RAR Email Settings

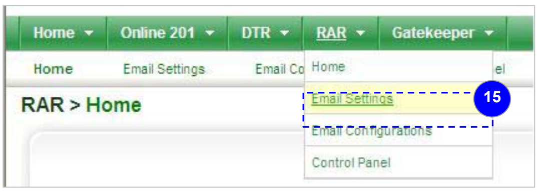


Figure 2.1 RAR Email Settings

Figure 2.2 RAR Email Settings

Screen Details:

1. Target Associate List Data Filters
The Business Unit, Department, Project and Position combo boxes are the data filters used for searching Target Associates.
Check the checkbox beside the combo boxes to enable a data filter.

2. Associate Name combobox
This is the list of associate name that can be used as target associate for configuring their mail recipient settings.
A check on the checkbox beside the filter will enable this feature. Take note that this will disable Quick Search (Item 2), Target Associate Name (Item 3) and Search Associate button (Item 3).

3. Recipient List Data Filters
The Business Unit, Department, Project and Position comboboxes are the data filters used for searching Recipients.
Put a check on the checkbox beside the combo boxe filters to enable the use of a data filter.

4. Quick Search
This is used to search for keywords that are targeted for lastname, firstname and associate id.
Check the checkbox beside the Quick Search text box to enable this feature. Take note that this will disable Data Filters (Item 6).

5. Search Recipients button
This button will enable the user to search for Recipients based on the filters [6,7] used.

6. Target Associate List
This lists the associate names that can be used as source for setting the direct (To:) and indirect (Cc:) recipients.

7. Add/Remove To: Email recipients button
Use the ">>" button to add selected names from the source list [9] to the direct [11] (To:) recipient listing whereas use the "<<" button to remove a selected name from the direct [11] (To:) recipient listing back to the source list [9].

8. To: Recipients Associate List
This will display the list of direct recipients for the email notification when changes to the records of target users were made.

9. Add/Remove Cc: Email recipients button
Use the ">>" button to add selected names from the source list [9] to the indirect [13] (Cc:) recipient listing whereas use the "<<" button to remove a selected name from the direct [13] (Cc:) recipient listing back to the source list [9].

10. Cc: Recipients Associate List
This will display the list of in]direct recipients for the email notification when changes to the records of target users were made.

11. Save button
This will save all the settings made on the screen.

Save Email Recipients of multiple Associates
- Use the data filters (Item 1) to filter the search result for Target Associate List or use Quick Search (Item 2) to filter search result for Target Associate List.
- Click Search Associate button (Item 5) to search for Target Associates
- Use the data filters (Item 6) to filter the search result of Recipient Associate List or use Quick Search (Item 7) to filter the search result of Recipient Associate List.
- Click Search Recipients button (Item 8) to search for Recipient Associates.
- Select the associates from the Recipient Associate List (Item 9) when adding a mail recipient for the users listed in item 4.
- Click the ">>" button (Item 10) to add selected names to the direct recipients (To: Email Recipients).
  - To remove a recipient from the list (To: Email Recipients), select one or more associate names from the (To: Email Recipients) list (Item 11) and click the "<<" button (Item 10).
- Click the ">>" button (Item 12) to add selected names to the indirect recipients (Cc: Email Recipients).
  - To remove a recipient from the list (Cc: Email Recipients), select one or more associate names from (Cc: Email Recipients) list (Item 13) and click the "<<" button (Item 12).
- Click Save button to save the desired configuration.

Edit Email Recipients by individual Associate
- Use the Associate Name (Item 3) filter to configure an individual associate's mail notification recipient settings.
- Select an specific associate from Associate Name combobox (Item 3).
- Use the data filters (Item 6) to filter the search of Recipient Associate List or use Quick Search (Item 7) to filter the search of Recipient Associate List.
- Click Search Recipients button (Item 8) to search for Recipient Associates and the notification settings of a target associate would also be displayed.
- Select the associates from Recipient Associate List (Item 9) to be added to "To: Email Recipients" list or "Cc: Email Recipients" list.
- Click the ">>" button (Item 12) to add selected names to the indirect recipients (Cc: Email Recipients).
  - To remove a recipient from the list (Cc: Email Recipients), select one or more associate names from (Cc: Email Recipients) list (Item 13) and click the "<<" button (Item 12).
- Click Save button to save the desired configuration.

RAR (Relationship and Access Rights)

3. Email Configuration

- This page is the RAR (Relationship and Access Rights) Email Configuration.
- The purpose of this screen is to enable the HR User to assign which Roles can receive E-mails generated by Online 201, DTR and RAR.
- This page can be viewed by clicking any of the following links:
  Email Configurations[6] link in RAR drop down menu;
  Email Configurations[7] link in RAR second layer menu.

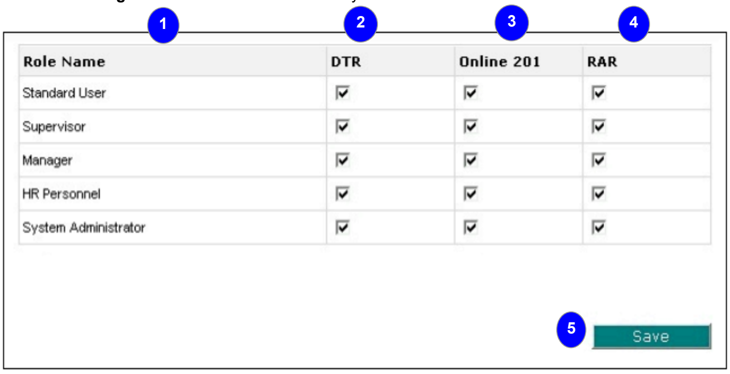


Figure 3.0 RAR Email Configuration

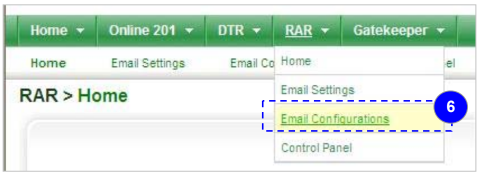


Figure 3.1 RAR Email Configuration

Figure 3.2 RAR Email Configuration

Screen Details:

1. Role Name
In this column contains the available Roles in the Terumo Online System.
2. DTR
In this column contains the checkboxes for a Role that can receive E-mails generated by DTR.
3. Online 201
In this column contains the checkboxes for a Role that can receive E-mails generated by Online 201.
4. RAR
In this column contains the checkboxes for a Role that can receive E-mails generated by RAR.
5. Save button
After clicking this button, any changes in RAR Email Configuration will be saved.

To set Email Configuration:

- Check the checkboxes of a Role that will be receiving E-mails generated by Online 201, DTR and RAR (Unchecked checkboxes for a Role will not be receiving any E-mails on a corresponding module).
- Click **Save** button to save the desired configuration.

RAR (Relationship and Access Rights)

4.0 Control Panel

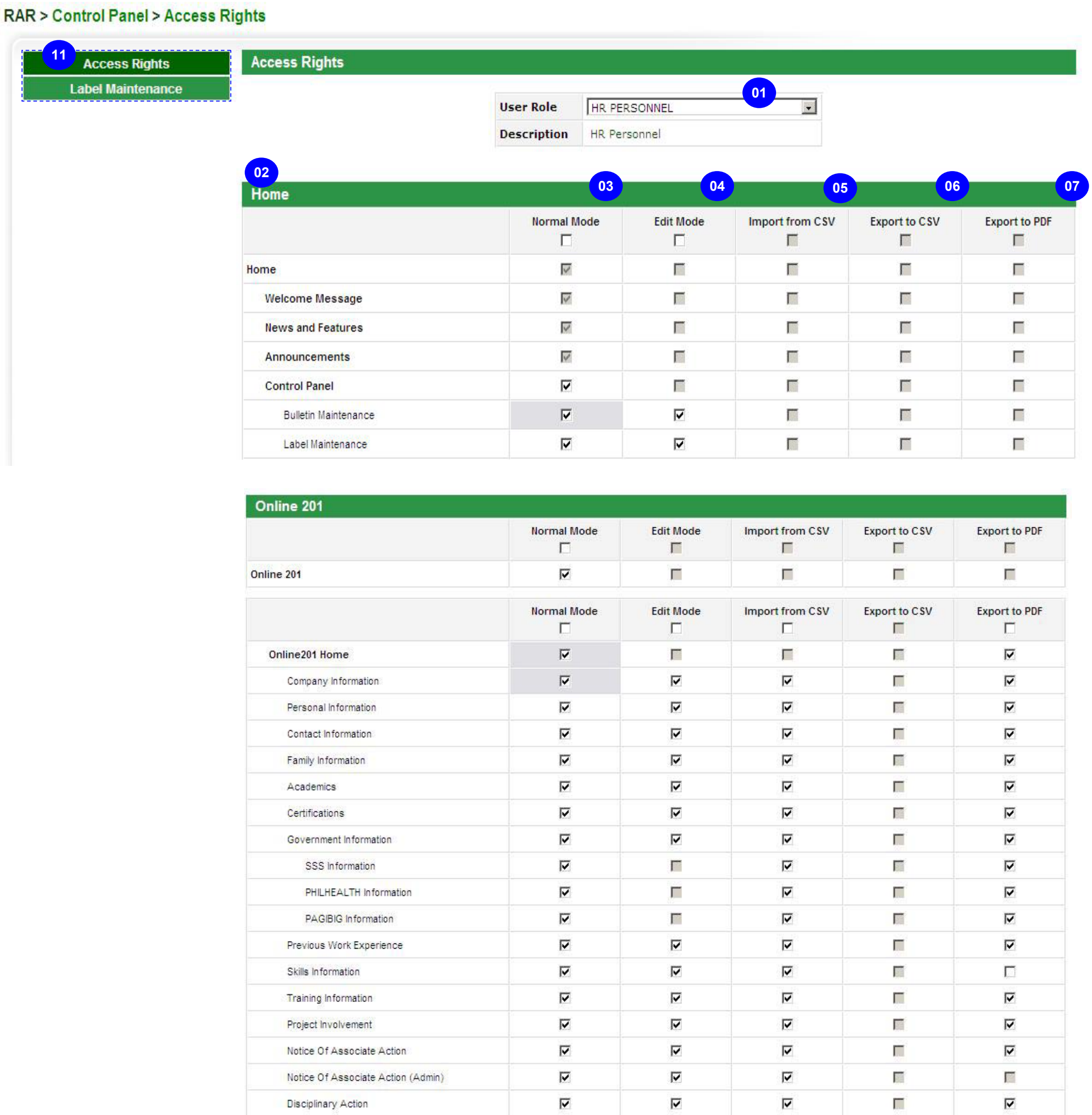
4.1. Access Rights

- This page displays the RAR (Relationship and Access Rights) Access Rights screen.
- The purpose of this screen is to assign screen privileges to a role defined in the HR Online system.
- This includes the following privileges:
  1. Normal mode (view only)
  2. Edit mode
  3. Import from CSV
  4. Export to CSV
  5. Export to PDF

- This page can be viewed by clicking any of the following links:
  1. **Access Rights**[9] link from RAR drop down menu;
  2. **Control Panel**[10] link from RAR second layer menu.
  3. **Sidebar Menu** [11]

Note: If this screen is disabled for HR user, check the Role Maintenance screen in Admin > Configuration Maintenance if Manage Access Rights checkbox is checked or enabled for HR Role.

- **User Role**[1] drop down box contains available roles in the HR Online System.
- **Screen List**[2] column contains the different screens available in the HR Online System.
- **Normal Mode**[3] column contains checkboxes that will allow or disallow screens from being viewed by the user.
- **Edit Mode**[4] column contains checkboxes that will allow or prevent information available in the screens from being edited by the user.
- **Import from CSV**[5] column contains checkboxes that will allow or prevent information available in the screens to be imported from CSV format.
- **Export to CSV**[6] column contains checkboxes that will allow or prevent information available in the screens from being exported into CSV format.
- **Export to PDF**[7] column contains checkboxes that will allow or prevent information available in the screens from being exported into PDF format.
- Click **Save**[8] button to save any changes made in Access Rights.



	Normal Mode ☐	Edit Mode ☐	Import from CSV ☐	Export to CSV ☐	Export to PDF ☐
Overtime	☑	☐	☐	☐	☐
Overtime History	☑	☐	☐	☑	☐
Overtime Application	☑	☑	☑	☐	☐
Overtime Approval	☑	☑	☐	☐	☐

	Normal Mode ☐	Edit Mode ☐	Import from CSV ☐	Export to CSV ☐	Export to PDF ☐
Leaves	☑	☐	☐	☐	☐
Leave History	☑	☑	☐	☑	☐
Leave Application	☑	☑	☑	☐	☐
Leave Approval	☑	☑	☐	☐	☐
Edit Leave Credits	☑	☑	☑	☑	☐
Unused Leave Conversion	☑	☑	☐	☑	☐
Reset Leave Credits	☑	☑	☐	☐	☐
Leave Calendar	☑	☐	☐	☐	☐

	Normal Mode ☐	Edit Mode ☐	Import from CSV ☐	Export to CSV ☐	Export to PDF ☐
Reports	☑	☐	☐	☐	☐
Disciplinary Action Report	☑	☐	☐	☑	☐
Manpower Report	☑	☐	☐	☑	☐
Training Report	☑	☐	☐	☑	☐
Length of Service Report	☑	☐	☐	☑	☐
Age Range Associate Report	☑	☐	☐	☑	☐
Resignation Rate Report	☑	☐	☐	☐	☐
Resignation Rate Per Position	☑	☐	☐	☑	☐
Fiscal Year Resignation Rate	☑	☐	☐	☑	☐
Compare Fiscal Year Resignation Rate	☑	☐	☐	☑	☐
Newly Hired Associate Report	☑	☐	☐	☑	☐
Separation Report	☑	☐	☐	☐	☐
Overtime Report	☑	☐	☐	☑	☐
Associate Attendance Report	☑	☐	☐	☑	☐

	Normal Mode ☐	Edit Mode ☐	Import from CSV ☐	Export to CSV ☐	Export to PDF ☐
Search	☑	☐	☐	☐	☐
Perform Search	☑	☐	☐	☑	☐
Export NAA to CSV	☐	☐	☐	☑	☐

	Normal Mode ☐	Edit Mode ☐	Import from CSV ☐	Export to CSV ☐	Export to PDF ☐
Control Panel	☑	☐	☐	☐	☐
Biodata Maintenance	☑	☐	☐	☐	☐
User Maintenance	☑	☑	☐	☐	☐
Associate Status Maintenance	☑	☑	☐	☐	☐
NAA Type Maintenance	☑	☑	☐	☐	☐
Nationality Maintenance	☑	☑	☐	☐	☐
School Level Maintenance	☑	☑	☐	☐	☐
Religion Maintenance	☑	☑	☐	☐	☐
Tool Category Maintenance	☑	☑	☐	☐	☐
Business Unit Maintenance	☑	☑	☐	☐	☐
Department Maintenance	☑	☑	☐	☐	☐
Project Maintenance	☑	☑	☐	☐	☐
Shift Maintenance	☑	☑	☐	☐	☐
Role Maintenance	☑	☑	☐	☐	☐
Position Maintenance	☑	☑	☐	☐	☐
Training Maintenance	☑	☐	☐	☐	☐
Training Provider Maintenance	☑	☑	☐	☐	☐
Training Maintenance	☑	☑	☐	☐	☐
Leave Maintenance	☑	☐	☐	☐	☐
Leave Type Maintenance	☑	☑	☐	☐	☐
Leave Reason Maintenance	☑	☑	☐	☐	☐
Overtime Maintenance	☑	☐	☐	☐	☐
Overtime Type Maintenance	☑	☑	☐	☐	☐
Overtime Purpose Maintenance	☑	☑	☐	☐	☐
Domain Maintenance	☑	☑	☐	☐	☐
Label Maintenance	☑	☑	☐	☐	☐

Figure 4.0 RAR Access Rights

Figure 4.1 RAR Access Rights

Figure 4.2 RAR Access Rights

4.1.1 Assigning screen privileges to a role (please refer to *Figure 4.0 RAR Access Rights*)

- Select a role from **User Role**[1] drop down box. This will load the pre-defined settings of the selected role.
- Check the **Normal Mode**[3] checkbox to assign viewing rights to a Role for a specific screen [2].
  - Uncheck the **Normal Mode**[3] checkbox to remove viewing rights to a Role for a specific screen [2].
- Check the **Edit Mode**[4] checkbox to assign editing rights to a Role for a specific screen [2].
  - Uncheck the **Edit Mode**[4] checkbox to remove editing rights to a Role for a specific screen [2].
- Check the **Import from CSV**[5] checkbox to assign importing from csv rights to a Role for a specific screen [2].
  - Uncheck the **Import from CSV**[5] checkbox to remove importing from csv rights to a Role for a specific screen [2].
- Check the **Export to CSV**[6] checkbox to assign exporting to CSV rights to a Role for a specific screen [2].
  - Uncheck the **Export to CSV**[6] checkbox to removing exporting to CSV rights to a Role for a specific screen [2].
- Check the **Export to PDF**[7] checkbox to assign exporting to PDF rights to a Role for a specific screen [2].
  - Uncheck the **Export to PDF**[7] checkbox to remove exporting to PDF rights to a Role for a specific screen [2].
- Click **Save**[8] button to save the desired configuration.

4.2. Label Maintenance

- The Label Maintenance page can be viewed by clicking the **Label Maintenance**[9] from the side bar of the RAR Control Panel pages.
- This page allows the user to Edit Labels from a particular module.

- **Filters**[1] are provided to search for a specific group of Labels for a particular module.
- To edit all common labels for a particular module, put a check on **Common**[2] checkbox and click show result button to display on **Details**[7] table.
- Clicking the **Show Result**[4] button would trigger the display of the search Labels (Common Labels/Not Common Labels) in the **Details**[7] table.
- To restore all default labels of a particular module click the **Set All Default**[3] button.
- To restore default labels of the selected labels on a particular module click the **Set Default**[5] button.
- Clicking the **Apply**[6] button will save all the edited labels on a particular module.
- Check the **Edit Checkbox**[8] to trigger the edit mode of the displayed labels.

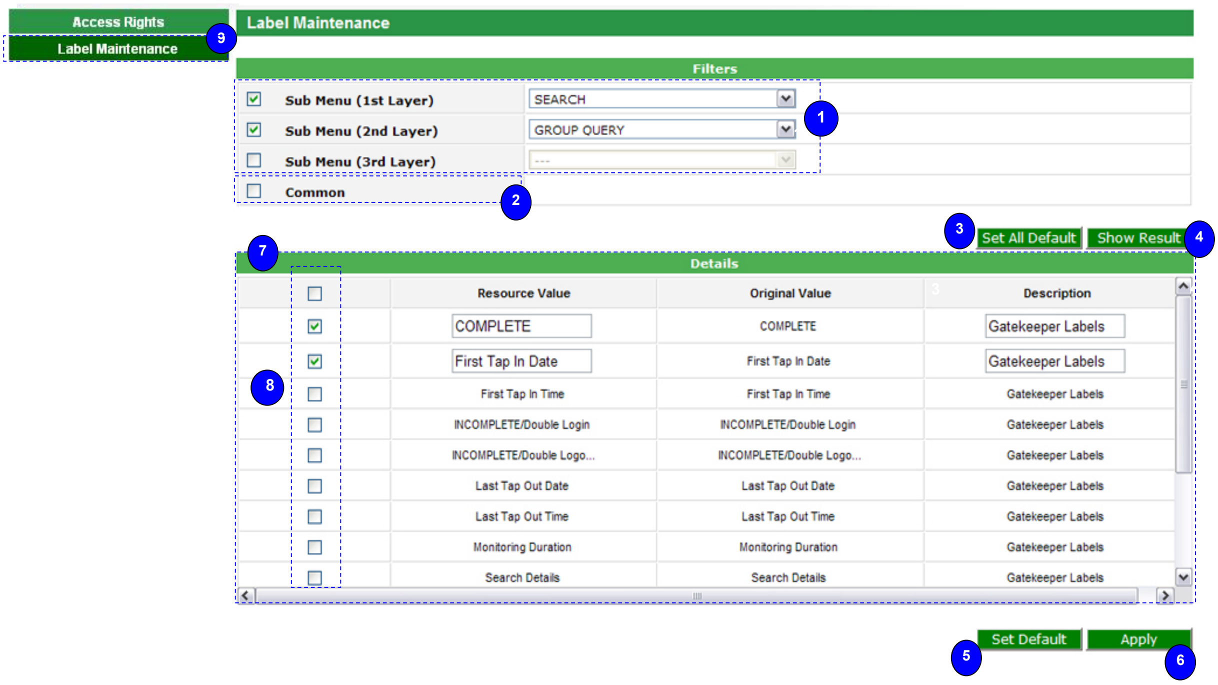


Figure 4.2 Label Maintenance

E. GateKeeper

1. Home - Associate Details

- The default page of Gatekeeper Home is the Associate Details page as shown in *Figure GTKR-1.0. This* page can be viewed by clicking the "Home" link on of the Gatekeeper dropdown menu.
- This page can be viewed by clicking any of the following links:
  1. Gatekeeper[5] link in first layer menu;
  2. Home[6] link in Gatekeeper drop down menu;
  3. Home[7] link in Gatekeeper second layer menu.
- This page also displays the current record and company-related information of an employee.
- The Associate Details Section1 displays the current date, the associate's name, ID, position, Business Unit, Department, Project, assigned designated area/s, and total time. The Total Time displays the accumulated time the associate has been inside all the areas for that day.
- **First Log Time**[2] and **Last Log Time**[2] of an associate for the current day.
- The **Area/s**[3] displays the summary of logs or total time per area for the current day.
- The **Log Details Section**[4] displays all gatekeeper logs for the current day.

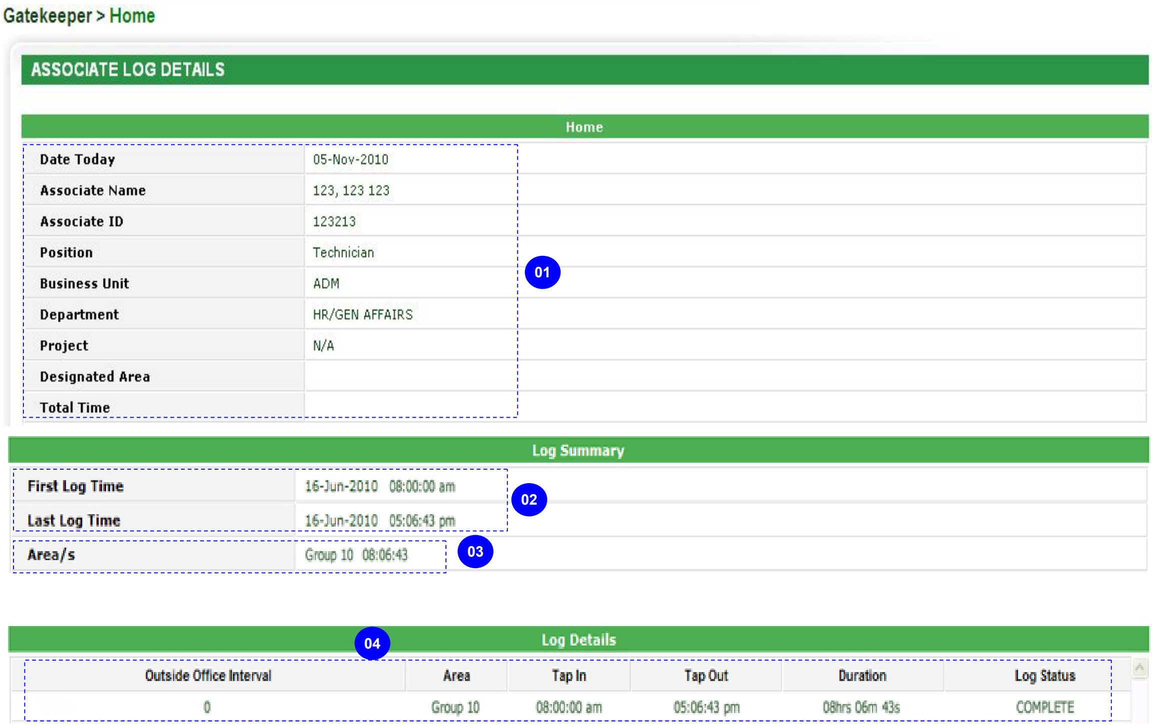


Figure GTKR-1.0

Figure GTKR-1.1

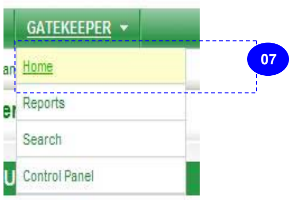


Figure GTKR-1.2

Figure GTKR-1.3

E. GateKeeper

2. Reports

Every page within the Gatekeeper Report screen is equipped with an **Export to CSV**[1] button that can export the search results to a CSV(comma separated values) file.
All Gatekeeper Report except Statistics Report had a **date range filters.** When the Date To filter value is less than the
value of the Date From filter value, a message "Date Range From should not be greater than Date Range To" on a dialog box would appear.

Export to CSV 1

2.1 Log Violation Report

- The Log Violation Report page is the default page for Gatekeeper - Reports Module as shown in *Figure GTKR-2.1* Log Violation Report. This page can be viewed by clicking the "**Reports**" link from the Gatekeeper dropdown menu or clicking "**Log Violation Report**" link from the **Sidebar Menu**[8] of the Gatekeeper Report screen.
- Log Violation Report is a page that displays the log violations by the users of the gatekeeper system..
- **Data Filters**[1] and **Quick Search**[2] are provided as filters to search for a specific group of data or individual results.
- Clicking the **Show Result**[3] button would display-the result in the Search Result[6] table.
- **Search Count**[4] displays the number of records on the Search Result[6] table as a result of the search performed.
- **Pagination**[5] appears when the number of records fetched is more than 10 records.
- The **Search Result**[6] section displays the gatekeeper log violation information. There are two types of log violations; Double Log-In and Double Log-Out. Double Log-In violations are displayed on the table having an entry of yellow colored row. Double Log-Out violation are displayed on the table having an entry of green colored row. A violation is detected when an employee failed to have a complete pair of logs (start with Log-In, end with Log-Out).
- **Color Legends**[7] are displayed at the bottom of the page.

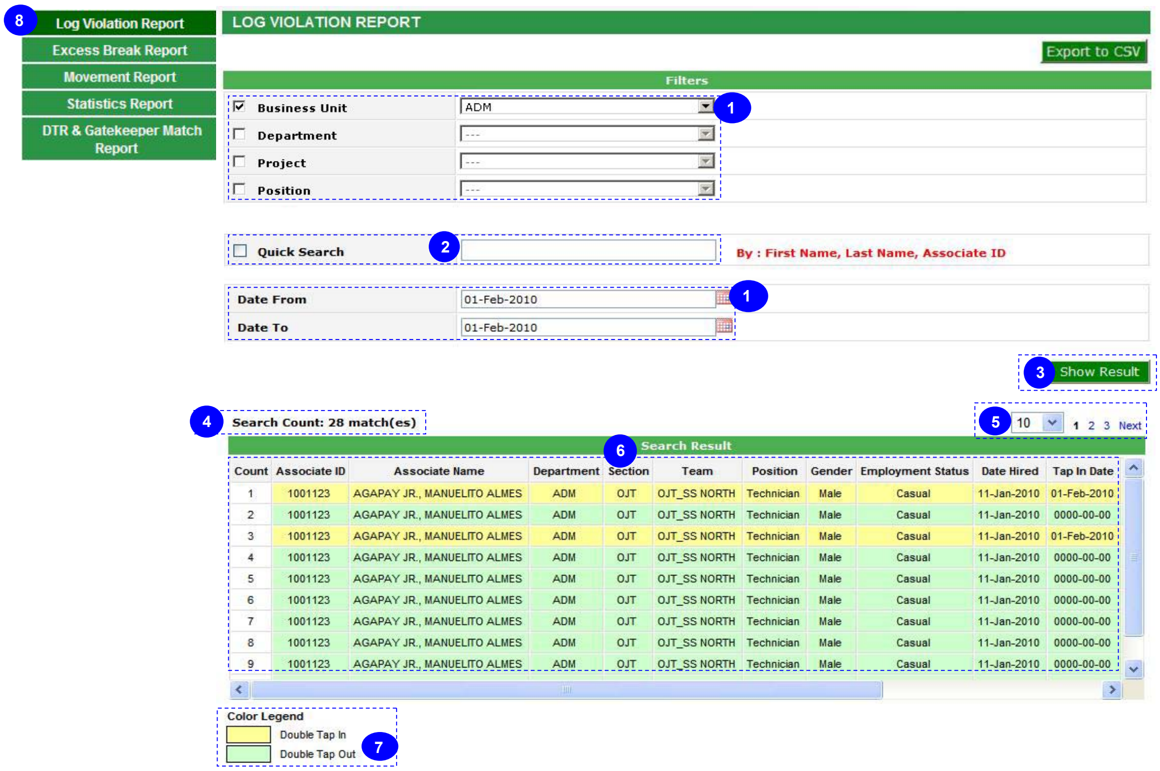


Figure GTKR-2.1 Log Violation Report

2.2 Excess Break Report

- The Excess Break Report page can be viewed by clicking the "**Reports**" link of the Gatekeeper dropdown menu and clicking the "**Excess Break Report"** link from the **Sidebar Menu**[7] of the Gatekeeper Report screen.
- This page computes the total excess break of an employee based on assigned break time schedule. It only display records of employees that have excess breaks.
- Excess Break Report allows the user to monitor the employees that have exceeded their break time and by how much time they exceeded.
- **Data Filters**[1] and **Quick Search**[2] are provided to search for a specific group of data or individual results.
- Clicking the **Show Result**[3] button would display the data in the Search Result table [6].

- Clicking the Show Result button when no selected data for filters Business Unit, Department, Project, Position or Shift combo box would display a message "No Filter Options Selected".

- **Search Count**[4] displays the number of records displayed on the Search Result [6] table as a result of the search performed.
- **Pagination**[5] section appears when the records fetched is more than 10 records.
- The **Search Result**[6] section displays the gatekeeper excess break of the employees.

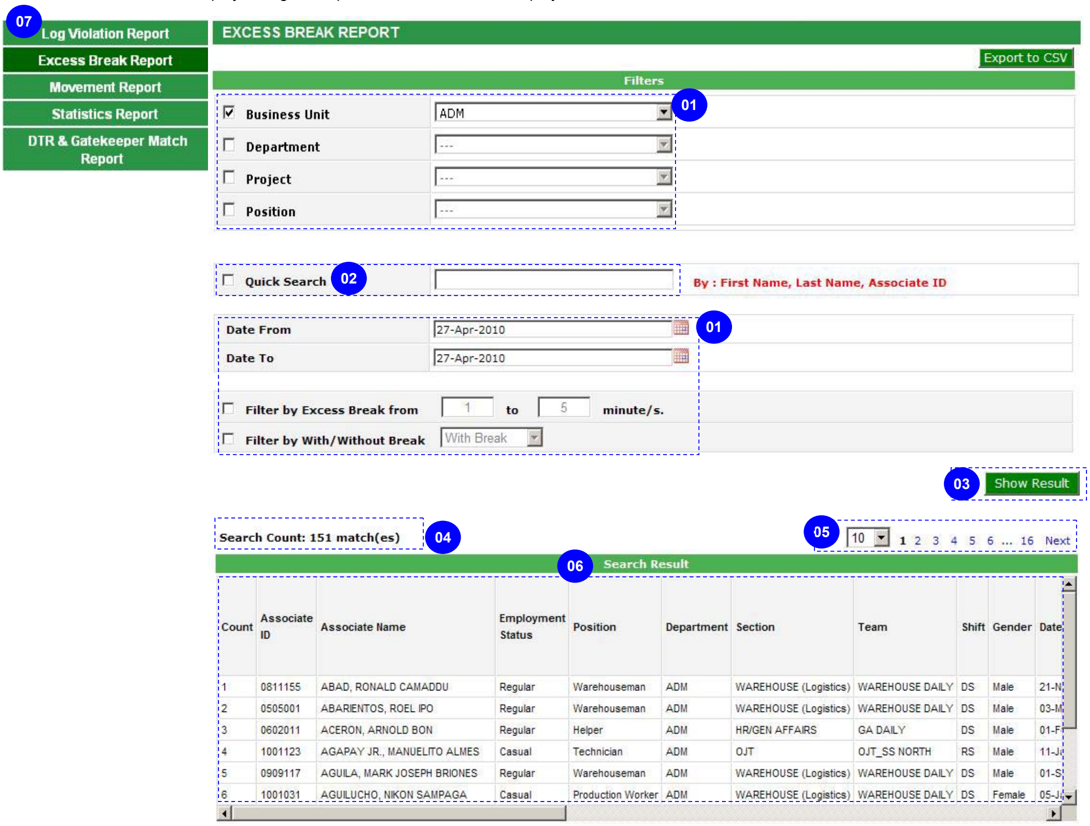


Figure GTKR-2.2 Excess Break Report

2.3 Movement Report

- The Movement Report page can be viewed by clicking the "Reports" link on Gatekeeper dropdown menu, and also clicking the **Movement Report link** from the **Sidebar Menu**[7] of the Gatekeeper Report screen.
- Movement Report is used to monitor an employee's whereabouts or movement per gatekeeper logs.
- **Data Filters**[1] and **Quick Search**[2] are provided to search for a specific group of data or individual results.
- Clicking the **Show Result**[3] button would display the data in the Search Result table.
- **Search Count**[4] displays the number of records displayed on the Search Result [6] table as a result of the search performed.
- **Pagination**[5] section appears when the records fetched is more than 10 records.
- The **Search Result**[6] section displays the gatekeeper movement activity of the employees.

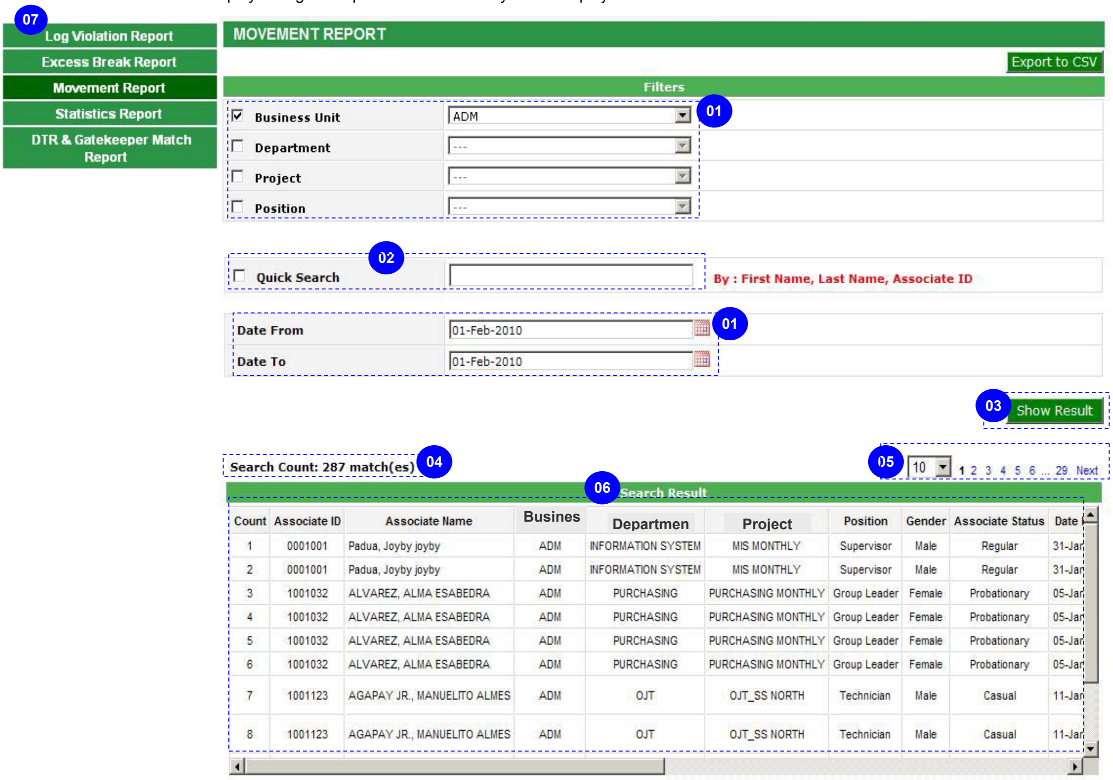


Figure GTKR-2.3 Movement Report

2.4 Statistics Report

- The Statistics Report page can be viewed by clicking the "Reports" link on Gatekeeper dropdown menu, and clicking the **Statistics Report link** from the **Sidebar Menu**[10] of the Gatekeeper Report screen.
- This page displays the gatekeeper log violations summary report. It displays the total number of employees who have violation records for the current day, and displays the counts for the log violations per Business Unit, Department, position, gender, and employment status
- The Statistics Report has one (1) **Main Table**[1] which is divided into three(3) different sections, as follows:
- The Grand Total5 (see Figure E-2.4-2) displays the sum of each column under the **Log Violation Count Per Employment Status**[2], **Per Gender**[3], and **Count Per Position**[4] sections.
- The **Percentage**[6] (see Figure E-2.4-2) computes the percentage of the sum of each column under the Count Per Employment Status, Per Gender, and Count Per Position sections.
- The **Total Per Employment Status**[7] and **Total Per Position**[8] displays the sum of the column under Section.
- The Section9 column displays all the active Business Unit and the sections under each Business Unit.

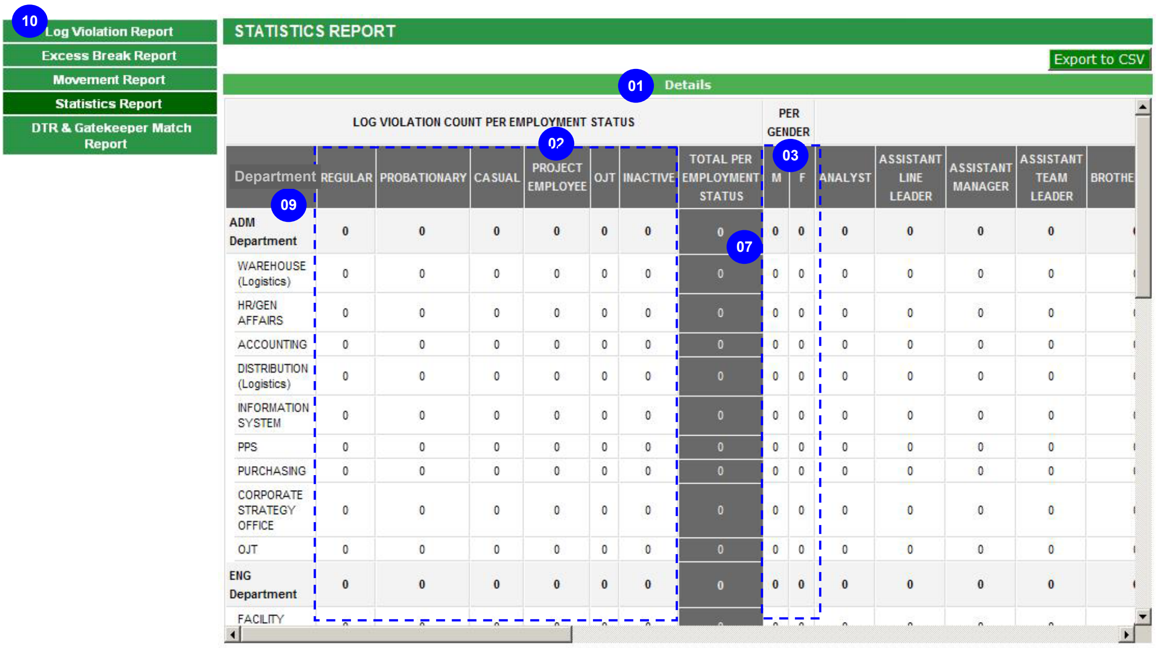


Figure GTKR-2.4-1 Statistics Report

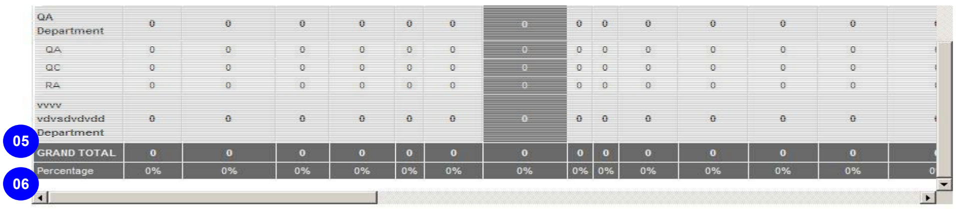


Figure GTKR-2.4-2 Statistics Report

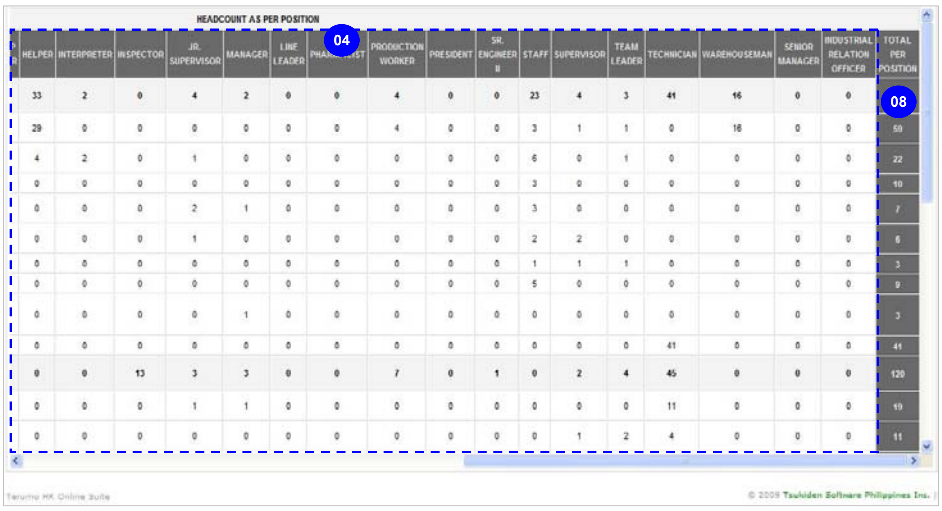


Figure GTKR-2.4-3 Statistics Report

2.6 DTR & Gatekeeper Match Report

- The DTR & Gatekeeper Match Report page can be viewed by clicking the "Reports" link on Gatekeeper dropdown menu, and clicking the **DTR & Gatekeeper Match Report** from the **Sidebar Menu**[7] of Reports pages.
- This page displays a report that matches the DTR Tap-In and Gatekeeper first-log, and the DTR Tap-Out and Gatekeeper last log.
- **Data Filters**[1] and **Quick Search**[2] are provided to search for a specific group of data or individual results.
- Clicking the **Show Result**[3] button would display the result in the Search Result table.
- **Search Count**[4] displays the number of records displayed on the Search Result table as a result of the search performed.
- **Pagination**[5 section] appears when the records fetched is more than 10 records.
- The **Search Result**[6] section contains a table that displays the matching between the DTR logs and the Gatekeeper logs.

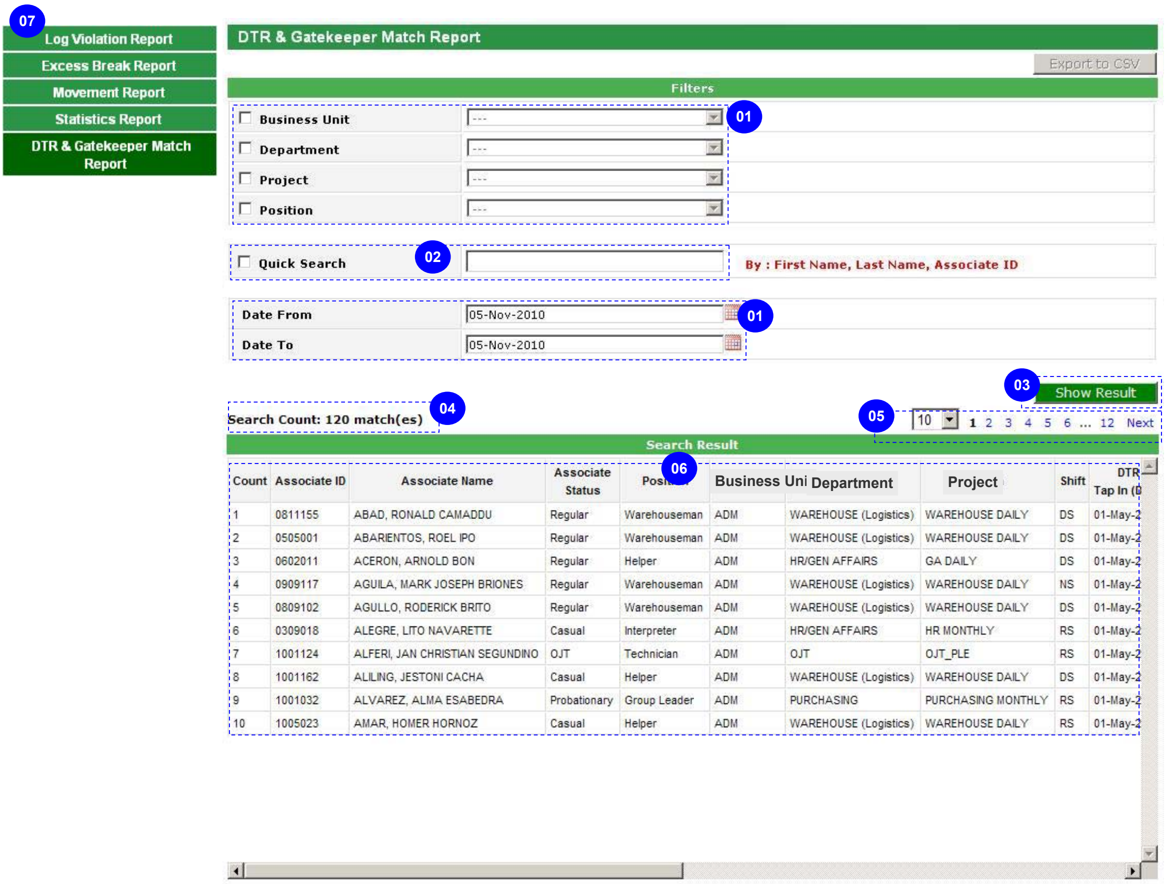


Figure GTKR-2.6 DTR & Gatekeeper Match Report

E. GateKeeper

Every pages within the Gatekeeper Search module is equipped with an **Export to CSV**[1] button that can export the search results to a CSV (comma separated values) file.

3. Search

3.1 Individual Query

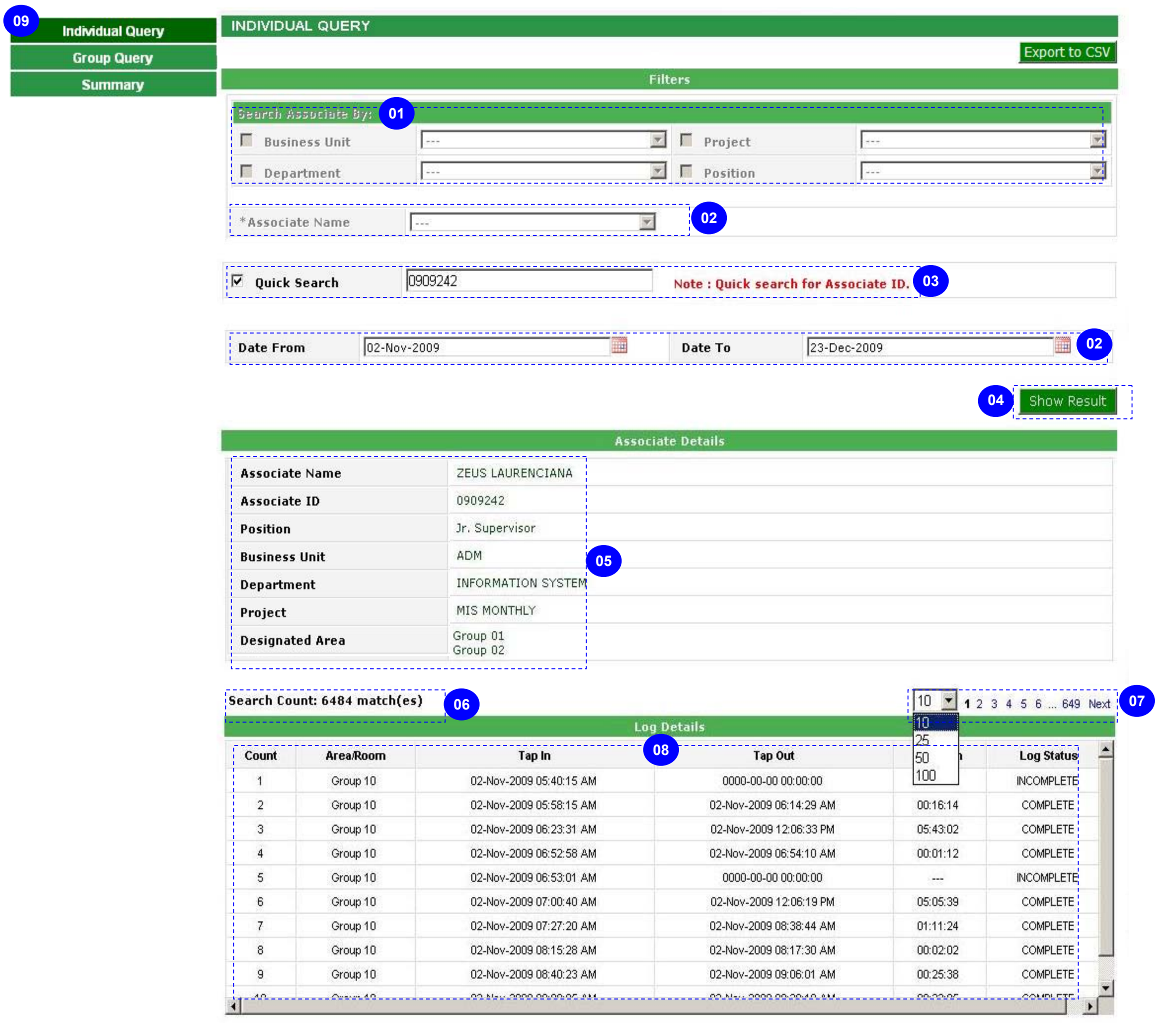
- The Individual Query is the default page of Gatekeeper Search, as shown in *Figure GTKR-3.1. T*his page can be viewed by clicking the "Search" link on Gatekeeper dropdown menu or by clicking the "**Individual Query"** link from the **Sidebar Menu**[9] of Gatekeeper Search screen.
- This page displays company-related information about the employee and corresponding logs captured by the Gatekeeper System.
- The Search Associate By[1] Section within the Filters Section contains Business Unit, Department, Project, and Position combo boxes that are used to limit the **Associate Name**[2] combo box contents for defining a search for a specific employee.

1. If Date From filter value is greater than Date To filter value, a message "Date Range From should not be greater than Date Range To" on a dialog box will be displayed.
2. If an associate name combobox is empty and quick search is disabled, a message "You must select an associate name" on a dialog box will be displayed when clicking the "**Show Result"**[4] button.

- The **Quick Search**[3] textbox can only search for an exact Associate ID (as indicated by the note beside it), while the **Associate Name**[2] dropdown can be used to search from a list of employees coinciding with the Search Associate parameters.

- If quick search checkbox is checked and quick search textbox is empty, a message "Quick search should not be blank" on a dialog box will be displayed.

- Clicking the **Show Result**[4] button would display the search results in the Log Details[8] table.
- The Associate Details5 Section displays the associate name, ID, position, Business Unit, Department, Project, and assigned designated area.
- **Search Count**[6] displays the number of records displayed in the Log Details table as a result of the search performed.
- **Pagination**[7] appears when the number of records fetched is more than 10 records.
- The **Log Details**[8] section contains a table that displays the gatekeeper log information of an employee.



Count	Area/Room	Tap In	Tap Out		Log Status
1	Group 10	02-Nov-2009 05:40:15 AM	0000-00-00 00:00:00		INCOMPLETE
2	Group 10	02-Nov-2009 05:58:15 AM	02-Nov-2009 06:14:29 AM	00:16:14	COMPLETE
3	Group 10	02-Nov-2009 06:23:31 AM	02-Nov-2009 12:06:33 PM	05:43:02	COMPLETE
4	Group 10	02-Nov-2009 06:52:58 AM	02-Nov-2009 06:54:10 AM	00:01:12	COMPLETE
5	Group 10	02-Nov-2009 06:53:01 AM	0000-00-00 00:00:00	---	INCOMPLETE
6	Group 10	02-Nov-2009 07:00:40 AM	02-Nov-2009 12:06:19 PM	05:05:39	COMPLETE
7	Group 10	02-Nov-2009 07:27:20 AM	02-Nov-2009 08:38:44 AM	01:11:24	COMPLETE
8	Group 10	02-Nov-2009 08:15:28 AM	02-Nov-2009 08:17:30 AM	00:02:02	COMPLETE
9	Group 10	02-Nov-2009 08:40:23 AM	02-Nov-2009 09:06:01 AM	00:25:38	COMPLETE

Figure GTKR-3.1 Individual Query

3.2 Group Query

- The Group Query page can be viewed by clicking the "Search" on Gatekeeper Dropdown Main Menu and by clicking the **Group Query** from the **Sidebar Menu**[8] of the Gatekeeper Search screen. This page allows the user to view gatekeeper log records per group of employees.
- **Data Filters**[1] are provided to limit the search results to a specific group of data.
  - If Date From filter value is greater than Date To filter value, a message "Date Range From should not be greater than Date Range To" on a dialog box will be displayed.
- Clicking the **Show Result**[2] button would trigger the display of the search results in the Search Details table.
- The **Turn-ON Monitoring**[3] button toggles a timer that will update the records displayed once the counter reaches 0 second. This timer will only stop once the user clicks again the same button (labeled as *TURN OFF Monitoring* button whenever the timer is running).
- **Search Count**[4] displays the number of records displayed on the Search Details [6] table as a result of the search performed.
- **Pagination**[5] appears when the number of records fetched is more than 10 records.
- The **Search Details**[6] section contains a table that displays the gatekeeper log information of the group of employees.
- **Color Legends**[7] are displayed at the bottom of the page. A Colored row indicates that the employee committed a log violation.

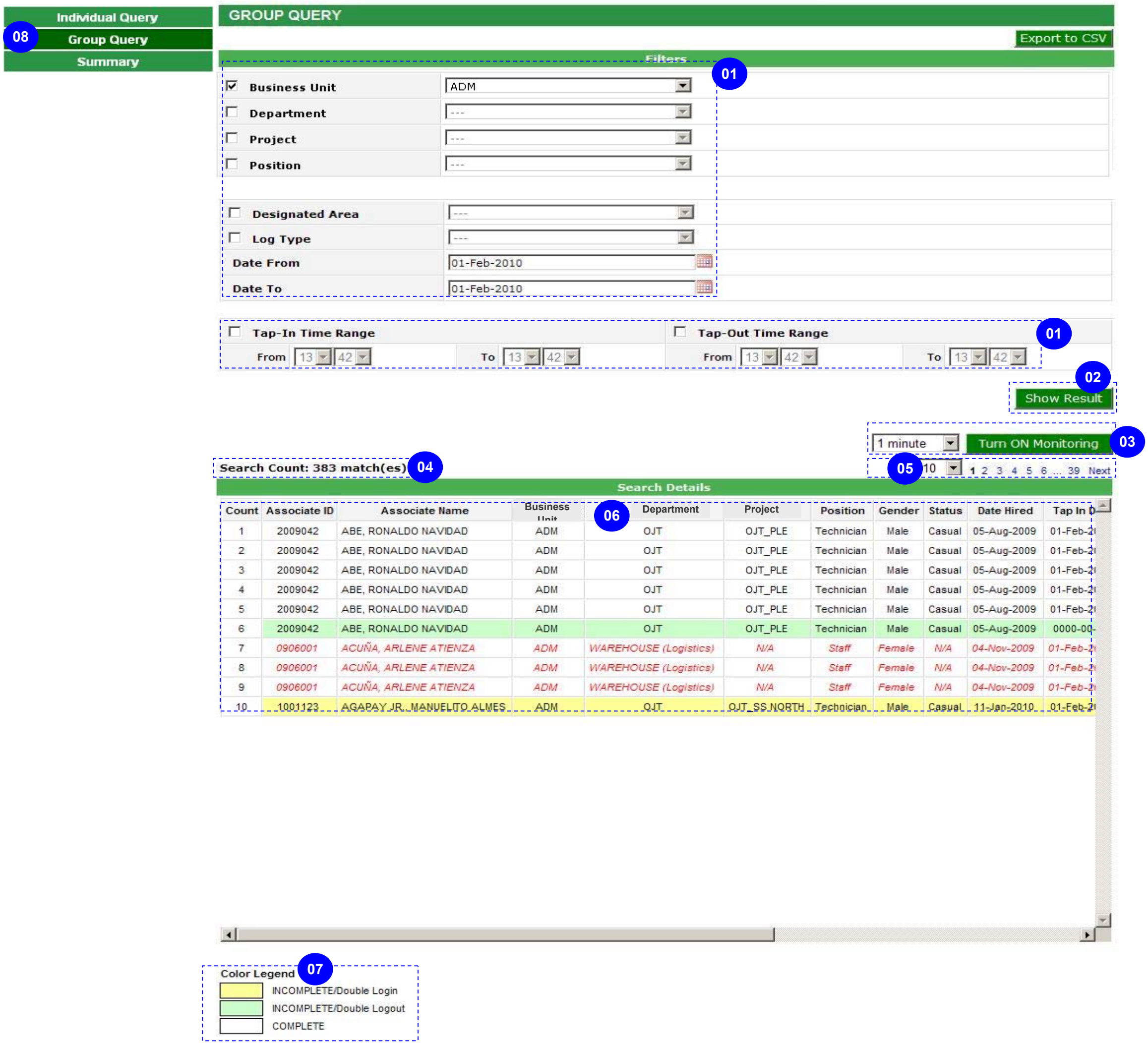


Figure GTKR-3.2 Group Query

3.3 Summary

- The Summary page can be viewed by clicking the "Search" link of Gatekeeper dropdown menu and by clicking the **Summary link** from the **Sidebar Menu**[6] of the Gatekeeper Search screens. This page is used to search and view records of employees and their corresponding total time on each Area covered by the gatekeeper system.
- **Data Filters**[1] are provided to search for a specific group of data.
  - If Date From filter value is greater than Date To filter value, a message "Date Range From should not be greater than Date Range To" on a dialog box will be displayed.
- Clicking the **Show Result**[2] button would display the results in the Search Details table.
- **Search Count**[3] displays the number of records displayed on the Summary table as a result of the search performed.
- **Pagination**[4] appears when the number of records fetched is more than 10 records.
- The **Summary**[5] section displays the gatekeeper log information of the employees.

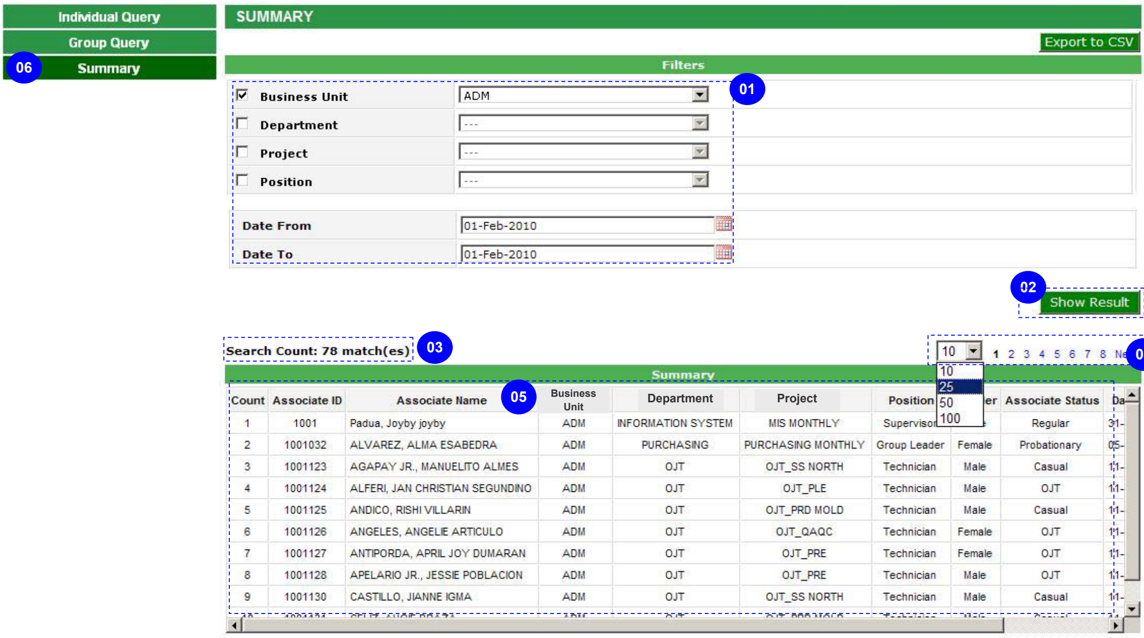


Figure GTKR-3.3 Summary

E. GateKeeper

4. Control Panel

4.1 Add Location

- The Add Location page is the default page of Gatekeeper Control Panel as shown in *Figure GTKR-4.1* . This page can be viewed by clicking the "**Control Panel**" link of the Gatekeeper dropdown menu or by clicking the "**Add Location" link** from the **Sidebar Menu**[10] of the Gatekeeper Control Panel screen.
- This page allows the user to register new locations or designated area.
- Fields with asterisks(*) are required fields that needs to be filled-up when adding new records. A dialog box will appear when required fields are left blank.
- **IP Address**[1] combo box contains a list of available IP Addresses that can be assigned as a new location.

An IP Address can only be used by one location. This means that a particular IP will no longer be considered as an option of the IP Address combo box if it is already in use.

- **Location Name**[2] text box accepts alphanumeric entry from the user; invalid characters won't be accepted.
- **Location Details**[3] text area accepts alphanumeric entry from the user; this is used to describe or provide details concerning the location to be registered.

1. If **IP Address**[1] combobox is left blank, a message "IP Address should not be blank." on a dialog box would appear when adding a location.
2. If **Location Name**[2] combobox is left blank, a message "Location Name should not be blank." on a dialog box would appear when adding a location.
3. A message "Record has been successfully saved." on a dialog box is displayed upon successful registration of a new location.
4. A message "No record was saved" on a dialog box will be displayed for unsuccessful saving of data.

- The **IP Address**[5] combo box located at the Location Details table contains a list of assigned IP Addresses.
- The **Location Name**[6] located at the Location Details table displays the location name of the home office. This is an editable field.
- The **Location Details**[7] located at the Location Details table displays the location details of the home office. This is an editable field.
- Clicking the **Delete**[8] link will remove the corresponding location from the records, and making its IP Address available again for new assignment.

- Upon clicking the **Delete**[8] link, a confirmation message "Are you sure you want to delete this?" on dialog box will be displayed. Clicking the OK button will delete the corresponding record and shall display an information message "Record has been successfully deleted" on a dialog box.

- In updating the records, when an IP Address is used more than once on different locations, clicking the **UPDATE**[9] button would display a dialog box informing that the attempt to update the record can't be done because of a duplicate IP Address on different locations.

Record shall only be updated in case of switching IP entries on different locations provided that IP Addresses are assigned once across all locations.

- When updating records having same IP Address on two or more locations, a message "There's a duplicate IP Address entry" on a dialog box would appear when saving the recc

- A dialog box with a message "Are you sure you want to leave edit mode? This will discard all your changes" will be displayed when the user attempted to leave the page.

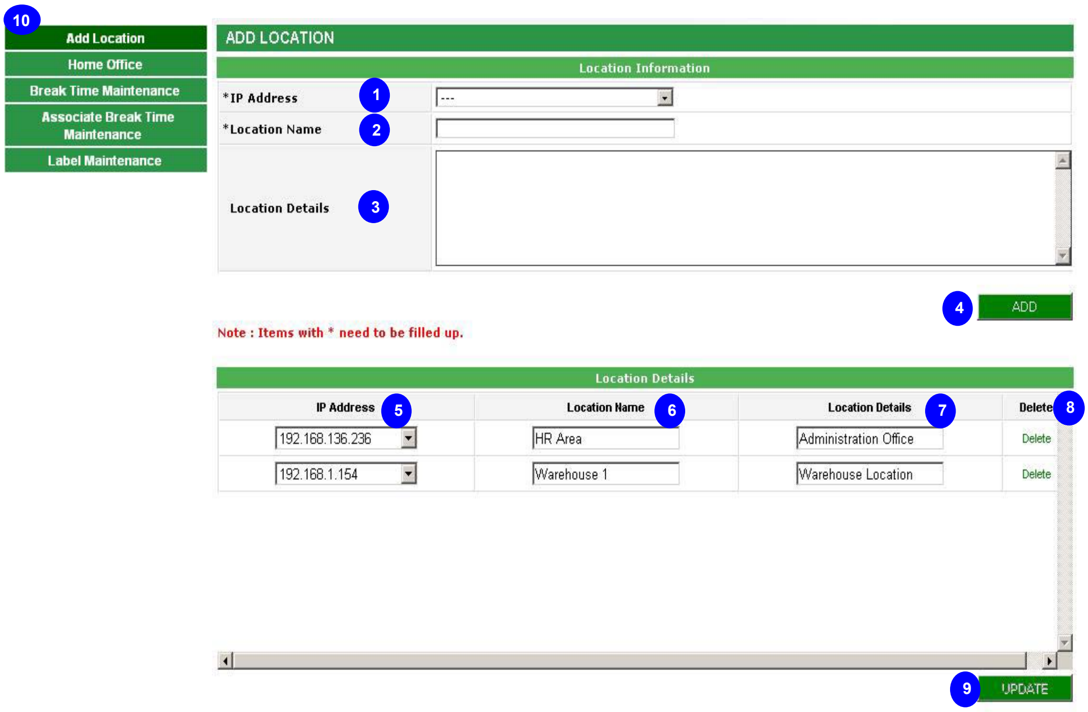


Figure GTKR-4.1 Add Location

4.2 Home Office

- The Home Office page can be viewed by clicking the "**Control Panel**" link from the Gatekeeper menu and by clicking the "**Home Office"** link from the **Sidebar Menu**[10] of the Gatekeeper - Control Panel screen.
- The quick search[2] feature allows the user to search for employees by providing their ID numberm, firstname or lastname information.
- **Data Filters**[1] and **Quick Search**[2] are provided to search for a specific group of data or individual results.

 - If quick search[2] checkbox is checked and quick search textbox is empty, a message "*Quick search should not be blank*" on a dialog box will be displayed.

- Clicking the **Show Result**[3] button would display the result in the Search Result table.
- **Search Count**[4] displays the number of records displayed on the Log Details table as a result of the search performed.
- **Pagination**[5] appears when the number of records fetched is more than 10 records.
- The **Search Result**[6] section contains a table that displays the employee names, Business Unit, position and possible home office assignments.
- Checking the **Check All**[7] checkbox allows the user to check or select the rest of the checkboxes on the same column.
- Each location saved from the Add Location screen will be displayed as a new column on the Home Office Table [7].
 This column contains a checkbox adjacent to the record of the employee. The checkbox is used to indicate the **Home Office**[8] of an employee.
- Clicking the **SAVE**[9] button will update the changes made to the records.

 A message "Record has been successfully saved" on a dialog box will be displayed when the record was successfully updated.

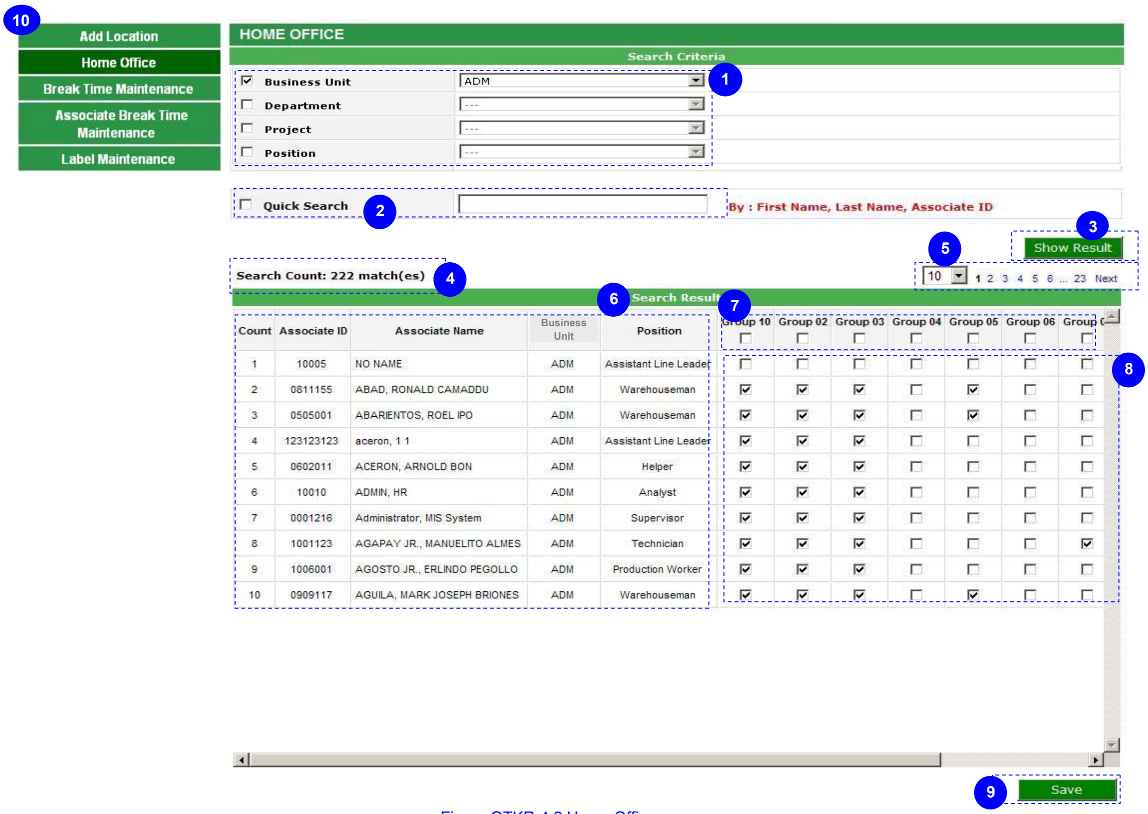


Figure GTKR-4.2 Home Office

4.3 Break Time Maintenance

- The **Break Time Maintenance** page can be viewed by clicking the "**Control Panel**" link on Gatekeeper dropdown menu and by clicking the "**Break Time Maintenance"** link from the **Sidebar Menu**[10] of the Gatekeeper Control Panel screen.
- This page allows the user to add or edit break time details.
- Fields with asterisks(*) are required fields that needs to be filled-up when adding new record. A dialog box shall appear when required fields are left blank.
- In adding new record, users can only save new break time schedule unique for each assigned shift.

- **Shift Name**[1] combo box contains a list of the shifts available.
- **Break Time Name**[2] allows the user to set a new break time name or edit an existing break time name. This input box does not allow invalid characters to be added.
- **Break Time Starts**[3] and **Break Time Ends**[4] specifies the time range of the break time that is to be added or updated.
- **Break Time Description**[5] allows the user to set a new description for the break time or edit the current break time description.
- **Break Time Details**[7] contain a list of registered Break Time schedules.
- **Add**[6] button adds the new break time schedule. This button changes to Update button when the user clicks the **Edit**[8] link of the Break Time table.

1. A message "*Record has been successfully saved*" on a dialog box will be displayed when a record is successfully saved or updated
2. A message "*No record was saved*" on a dialog box will be displayed for unsuccessful saving or updating of data.
3. When the user entered a name that is already taken or used by another break time, a message "*There's already a record with that name*" on a dialog box will be displayed.
4. Saving a record using invalid characters will display a dialog message box informing invalid characters should never be used.
5. Saving a break time record using equal Break Time Start and Break Time End will not be allowed. This will display the "*Break Time Start should not be equal to Break Time End*" dialog box.
6. Saving a break time using a blank Break Time Name value will display the "*Break Time Name should not be blank*" dialog box.
7. Saving a break time using a blank Shift Name value will display the "*Shift Name should not be blank*" dialog box.
8. Saving a break time using a break time range value of more than 12 hours will display the "*Break Time range exceeds the maximum allowable break time range of 12 hours*" dialog box.

Upon clicking the **Delete**[9] link, a message "*Are you sure you want to delete this?*" on a dialog box will be displayed. Clicking the OK button will delete the corresponding break time record and will display a message "Record has been successfully deleted" on a dialog box.

- A message "*Are you sure you want to leave edit mode? This will discard all your changes*" on a dialog box will be displayed when the user attempts to leave the page or screen.

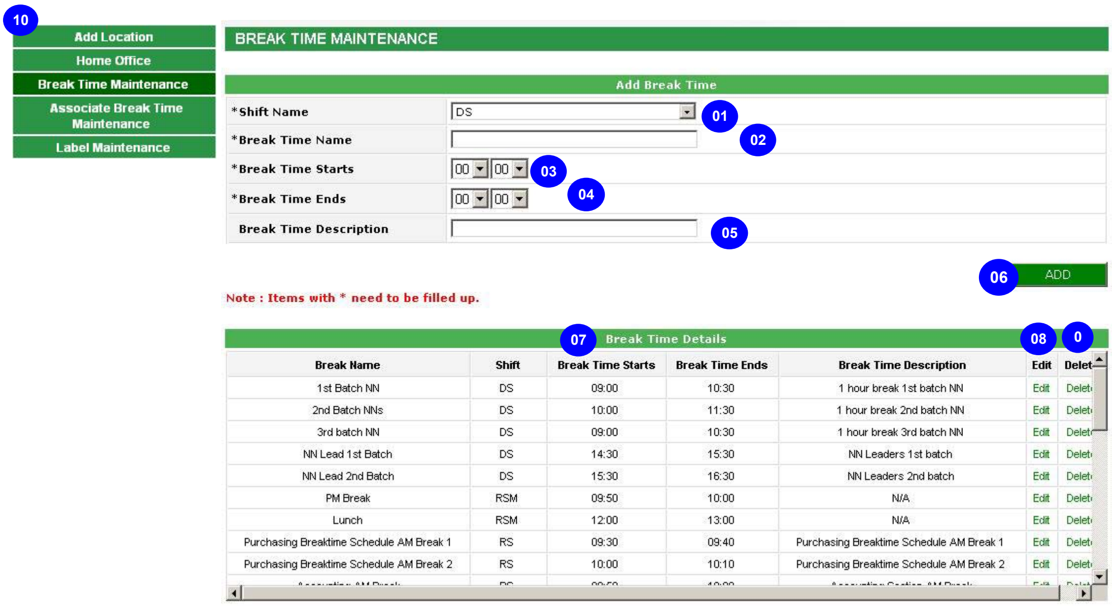


Figure GTKR-4.3 Break Time Maintenance

4.4 Associate Break Time Maintenance

- The **Associate Break Time Maintenance** page can be viewed by clicking the "**Control Panel**" link from a Gatekeeper dropdown menu and also clicking the "**Associate Break Time Maintenance"** link from the **Sidebar Menu**[21] of Gatekeeper Control Panel screen.
- **Data Filters**[1] and **Quick Search**[2] are provided to search for a specific group of data or individual results.
- Clicking the **Show Result**[3] button would display the search result on the Associate List[4].

  - If quick search checkbox is checked and a quick search textbox is empty, a message "*Quick search should not be blank*" on a dialog box will be displayed.
- Each name listed on the **Associate List**[4] area can be transferred to the adjacent area, either all at once, or one by one.
- List of the **Selected Associates**[5] whose break time schedule are affected by the setting.

  There are four buttons provided between the two list box that can be used for selecting and deselecting target associate names.
- To assign one or more associates with a break time schedule, highlight or select a name from the Associate List[4] and then click **Add Selected**[6] "**>**" button. To remove names from the selected associate[5] list, please click or highlight one or more names under the selected associate list[5] and click **Remove Selected**[7] "**<**".
- To select all associates as target associates, click **Add All**[8] "**>>**". To remove all associates from the selected associate list[5] click **Remove All**[9] "**<<**".
- **Break Time Details**[10] table-displays the list of Break Time schedules to be used on the selected associate[5].
- - To set the break time schedules for the target associate based from the list[5], put a check on the desired **Break Time Schedule** checkbox[11] of each break time options displayed on the Break Time Details[10] Table.
- Click **Save**[12] button to assign or unassign the break time schedules to the selections made on the target associates list[5].

  Please note that the selected associates previous break time schedules would be replaced by the new set of break time assignments after successfully saving the record.

1. A message "Record has been successfully saved" on a dialog will be displayed when the user successfully sets the break times of the selected associates.
2. Saving records without any selected associate will display the dialog message "There's no selected associate".
3. Saving records without any checked or selected break time would display the dialog box message "There's no selected break time".
4. Saving records with overlapping break time schedules like (10:00 - 10:30 and 09:00 - 10:30) will not be allowed. This will display the dialog box "There should be no selected break time that has a similar time range".

- **Pagination**[13] appears when the records fetched is more than 10 records.
- **Break Time Title**[14] displays the Break Time Name of the selected break time schedule when clicked from the Break Time Detail[10] list.

  Figure E.4.4-2 displays a screen that contains the list of associates already assigned with the corresponding break time.

  Remove16 button is used to remove the assigned associate for a particular breaktime.

  It also contains an **Associate Name**[15] link that opens a window showing the assigned Break Time schedule of a particular associate (shown in *Figure E-4.4-3*) when clicked.
- Associate Break Time Maintenance displays the assigned break time of each particular employee. This contains **Employee Details**[17] and assigned break time information with a **Remove Break Time**[18] button. The button allows removal of the currently assigned breaktime. The user may also add additional breaktime for that employee by clicking the **Add**[19] button.
- After clicking the Add19 button, Add New Break Time screen (as shown in Figure E-4.4-4) pops-up. The said screen contains a table that displays the list of available Break Time schedules to be assigned for a particular associate.
- Add New Break Time[20] screen displays the list of all possible Break Time schedules where one can modify the assigned schedule for a corresponding associate.
- **Edit Break Time Schedule checkbox**[20] functions the same as **Break Time Schedule checkbox**[11] previously discussed (see figure GTKR-4.4-1).
- Clicking the **Update**[21] button shall update the changes made to the employee's break time schedules.
- Clicking the OK[21] button shall only close the screen and returns back the main screen of the Associate Break Time Maintenance page.

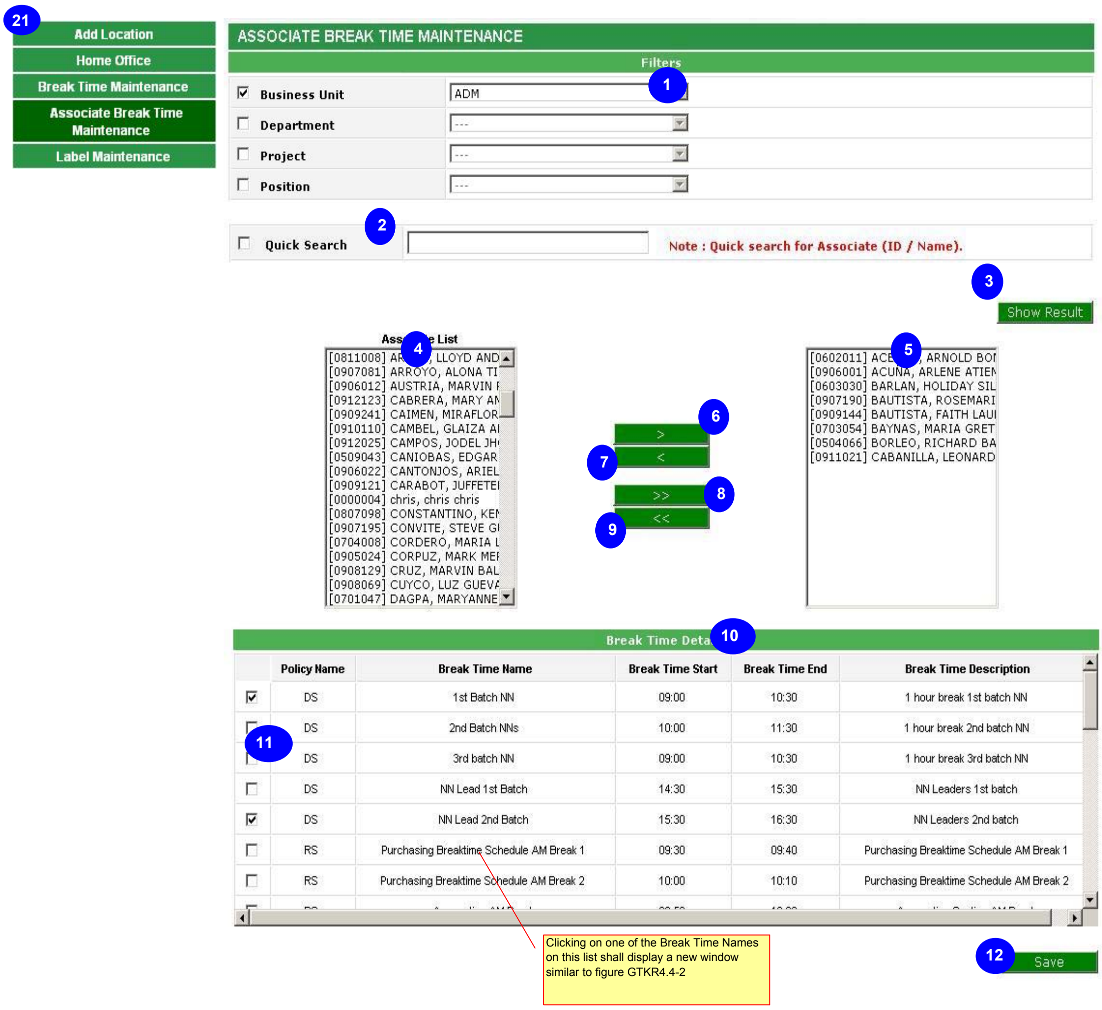
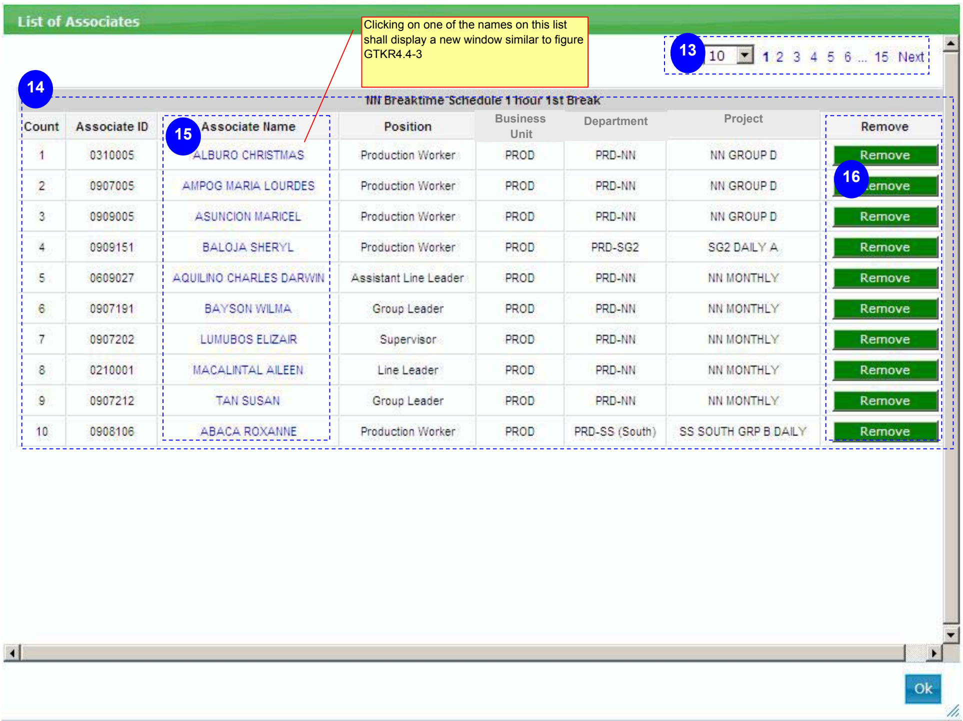
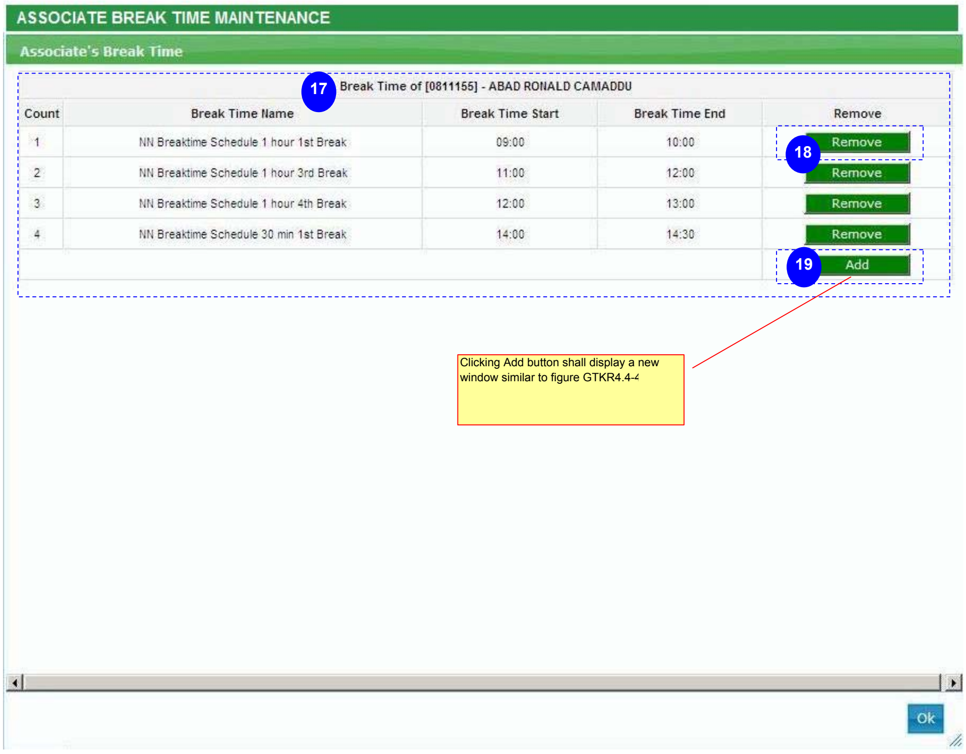


Figure GTKR-4.4-1 Associate Break Time Maintenance



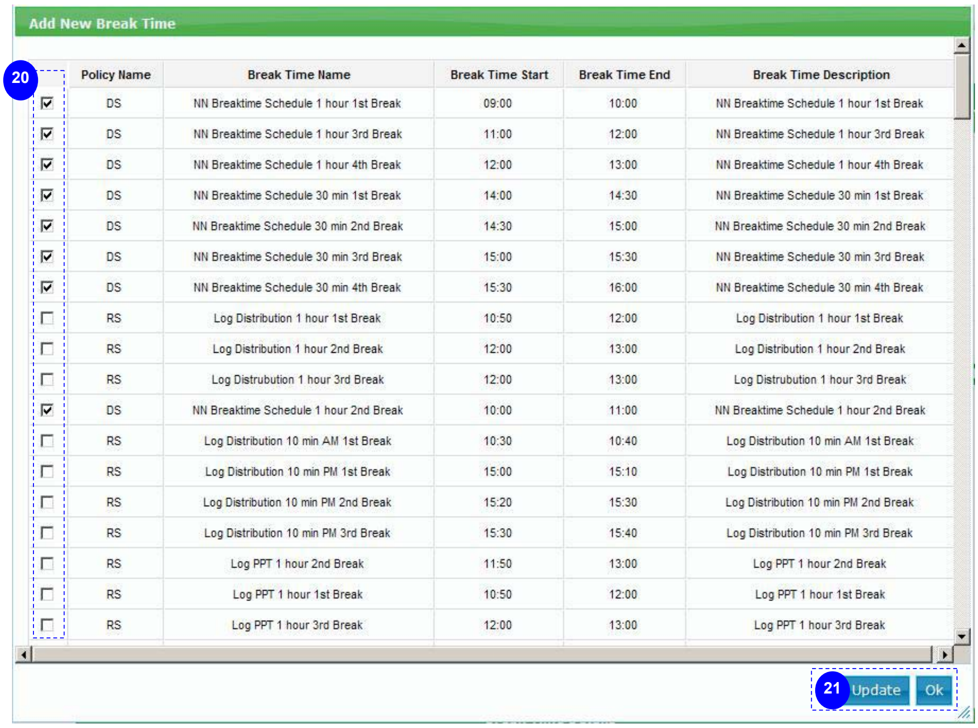
Count	Associate ID	Associate Name	Position	Business Unit	Department	Project	Remove
1	0310005	ALBURO CHRISTMAS	Production Worker	PROD	PRD-NN	NN GROUP D	Remove
2	0907005	AMPOG MARIA LOURDES	Production Worker	PROD	PRD-NN	NN GROUP D	Remove
3	0909005	ASUNCION MARICEL	Production Worker	PROD	PRD-NN	NN GROUP D	Remove
4	0909151	BALOJA SHERYL	Production Worker	PROD	PRD-SG2	SG2 DAILY A	Remove
5	0609027	AQUILINO CHARLES DARWIN	Assistant Line Leader	PROD	PRD-NN	NN MONTHLY	Remove
6	0907191	BAYSON WILMA	Group Leader	PROD	PRD-NN	NN MONTHLY	Remove
7	0907202	LUMUBOS ELIZAIR	Supervisor	PROD	PRD-NN	NN MONTHLY	Remove
8	0210001	MACALINTAL AILEEN	Line Leader	PROD	PRD-NN	NN MONTHLY	Remove
9	0907212	TAN SUSAN	Group Leader	PROD	PRD-NN	NN MONTHLY	Remove
10	0908106	ABACA ROXANNE	Production Worker	PROD	PRD-SS (South)	SS SOUTH GRP B DAILY	Remove

Figure E-4.4-2 Associate Break Time Maintenance



Count	Break Time Name	Break Time Start	Break Time End	Remove
1	NN Breaktime Schedule 1 hour 1st Break	09:00	10:00	Remove
2	NN Breaktime Schedule 1 hour 3rd Break	11:00	12:00	Remove
3	NN Breaktime Schedule 1 hour 4th Break	12:00	13:00	Remove
4	NN Breaktime Schedule 30 min 1st Break	14:00	14:30	Remove

Figure GTKR-4.4-3 Associate Break Time Maintenance



	Policy Name	Break Time Name	Break Time Start	Break Time End	Break Time Description
☑	DS	NN Breaktime Schedule 1 hour 1st Break	09:00	10:00	NN Breaktime Schedule 1 hour 1st Break
☑	DS	NN Breaktime Schedule 1 hour 3rd Break	11:00	12:00	NN Breaktime Schedule 1 hour 3rd Break
☑	DS	NN Breaktime Schedule 1 hour 4th Break	12:00	13:00	NN Breaktime Schedule 1 hour 4th Break
☑	DS	NN Breaktime Schedule 30 min 1st Break	14:00	14:30	NN Breaktime Schedule 30 min 1st Break
☑	DS	NN Breaktime Schedule 30 min 2nd Break	14:30	15:00	NN Breaktime Schedule 30 min 2nd Break
☑	DS	NN Breaktime Schedule 30 min 3rd Break	15:00	15:30	NN Breaktime Schedule 30 min 3rd Break
☑	DS	NN Breaktime Schedule 30 min 4th Break	15:30	16:00	NN Breaktime Schedule 30 min 4th Break
☐	RS	Log Distribution 1 hour 1st Break	10:50	12:00	Log Distribution 1 hour 1st Break
☐	RS	Log Distribution 1 hour 2nd Break	12:00	13:00	Log Distribution 1 hour 2nd Break
☐	RS	Log Distrubution 1 hour 3rd Break	12:00	13:00	Log Distrubution 1 hour 3rd Break
☑	DS	NN Breaktime Schedule 1 hour 2nd Break	10:00	11:00	NN Breaktime Schedule 1 hour 2nd Break
☐	RS	Log Distribution 10 min AM 1st Break	10:30	10:40	Log Distribution 10 min AM 1st Break
☐	RS	Log Distribution 10 min PM 1st Break	15:00	15:10	Log Distribution 10 min PM 1st Break
☐	RS	Log Distribution 10 min PM 2nd Break	15:20	15:30	Log Distribution 10 min PM 2nd Break
☐	RS	Log Distribution 10 min PM 3rd Break	15:30	15:40	Log Distribution 10 min PM 3rd Break
☐	RS	Log PPT 1 hour 2nd Break	11:50	13:00	Log PPT 1 hour 2nd Break
☐	RS	Log PPT 1 hour 1st Break	10:50	12:00	Log PPT 1 hour 1st Break
☐	RS	Log PPT 1 hour 3rd Break	12:00	13:00	Log PPT 1 hour 3rd Break

Figure GTKR-4.4-4 Associate Break Time Maintenance

4.5 Label Maintenance

- The Label Maintenance page can be viewed by clicking the **Label Maintenance** from the **Sidebar Menu**[9] of the Gatekeeper - Control Panel screen.
- This page allows the user to Edit Labels from DTR Module. The user can only edit labels belongs to DTR module and also Add value to those labels without default value.
- This feature can edit labels exclusively for the Gatekeeper Modules:
  - Common Labels
  - Sub Menu Layer 1
  - Sub Menu Layer 2
  - Sub Menu Layer 3
- **Filters**[1] are provided to search for a specific group of Labels for a particular Gatekeeper module.
- To edit all common labels, check **Common**[2] checkbox and click show result button to display on **Details**[7] Table. Please refer to *Figure GTKR-4.5* Label Maintenance for more information.
- Clicking the **Show Result**[4] button will display selected search Labels (Common Labels/Not Common Labels) in the **Details**[7] Table. Please refer to *Figure GTKR-4.5* Label Maintenance for more information.
- To restore all default labels of a particular Gatekeeper module, please click the **Set All Default**[3] button.
- To activate edit mode, Check the Edit **Checkbox**[8] and you can modify the Resource Value column of a given label.
- Clicking the **Apply**[6] button will update all the edited labels.
- To restore system default labels, click the **Set Default**[5] button.

	Resource Value	Original Value	Description
☑	COMPLETE	COMPLETE	Gatekeeper Labels
☑	First Tap In Date	First Tap In Date	Gatekeeper Labels
☐	First Tap In Time	First Tap In Time	Gatekeeper Labels
☐	INCOMPLETE/Double Login	INCOMPLETE/Double Login	Gatekeeper Labels
☐	INCOMPLETE/Double Logo...	INCOMPLETE/Double Logo...	Gatekeeper Labels
☐	Last Tap Out Date	Last Tap Out Date	Gatekeeper Labels
☐	Last Tap Out Time	Last Tap Out Time	Gatekeeper Labels
☐	Monitoring Duration	Monitoring Duration	Gatekeeper Labels
☐	Search Details	Search Details	Gatekeeper Labels

Figure GTKR-4.5 Label Maintenance