



MyHR Buddy

User's Manual

Version 0.02

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MyHR Buddy System

HRONLSYS

User's Manual

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000-00	2010/07/22	TGSI -J. Mocorro - Dividina	First Draft	TGSI - S. Baldovino	
000-01	2011/02/08	TGSI -J. Mocorro -	Update all screens (Online201, DTR, RAR, Gatekeeper) tailored for TGSI policy.	TGSI - S. Baldovino	
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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 menu⁶ 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.

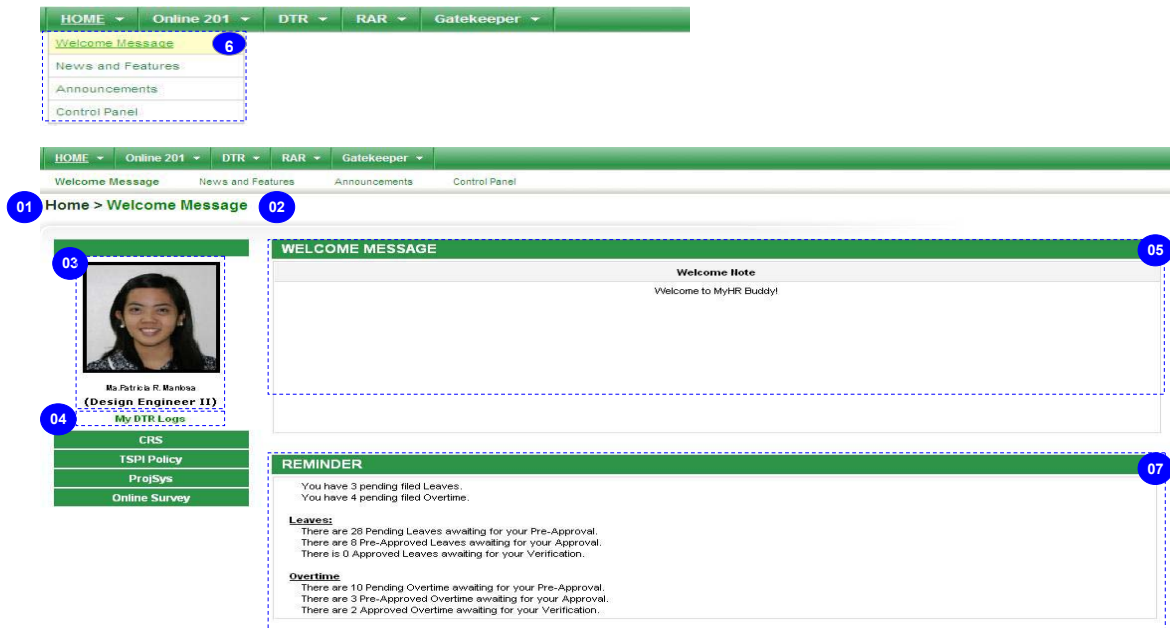


Figure HOME-1.0 Home Welcome Message


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 menu⁶.
 - 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 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

 TSUKIDEN GLOBAL SOLUTIONS, INC.	MyHR Buddy System HRONLSYS User's Manual	Document No.	TGSJ-2BU-1DPT-HRONLSYS-00000-2011-UGL-000-02	
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Tsukiden Global Solutions, Inc		TGSJ -S. Baldovino	TGSJ -R. Escolar	TGSJ -J. Mocerro - Dividina

Home - Welcome Message

Home - Announcements

3. Announcements

- As shown in "Figure Home-3.0 Announcements", this page can be viewed by clicking the **Announcements²** link from the **Home¹** dropdown menu⁶.
- Users can go directly to the Welcome Message page by clicking **Home¹** link.
- Users can reload the content of this page by clicking **Announcements²** link.
- This page displays the contents of the **Announcements⁵** posted by users of this system.
- Clicking the **My DTR Logs⁴** link from the sidebar redirects the screen to the DTR Module page.
- Under Announcements⁵ 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 Information³**
 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.

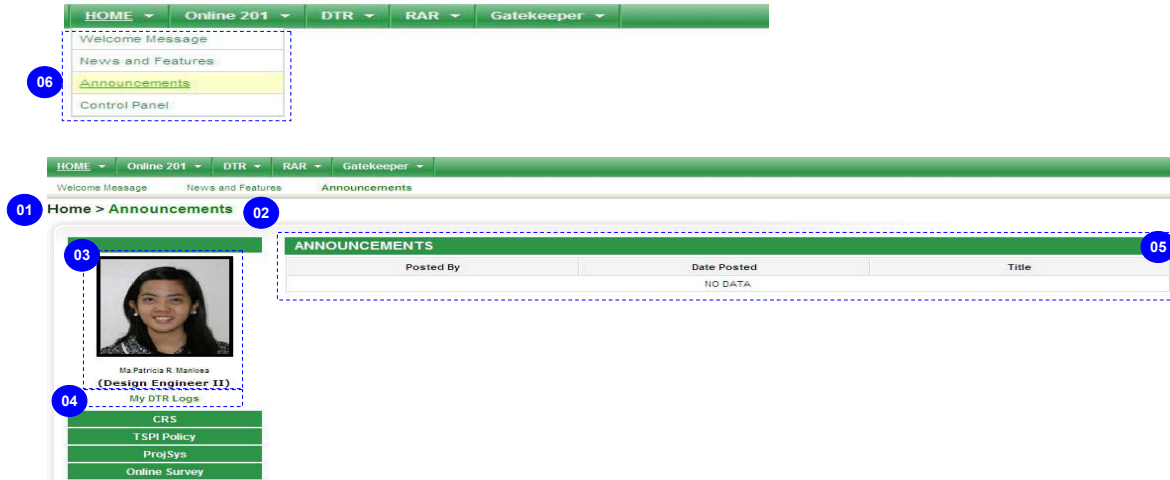


Figure HOME-3.0 Announcements

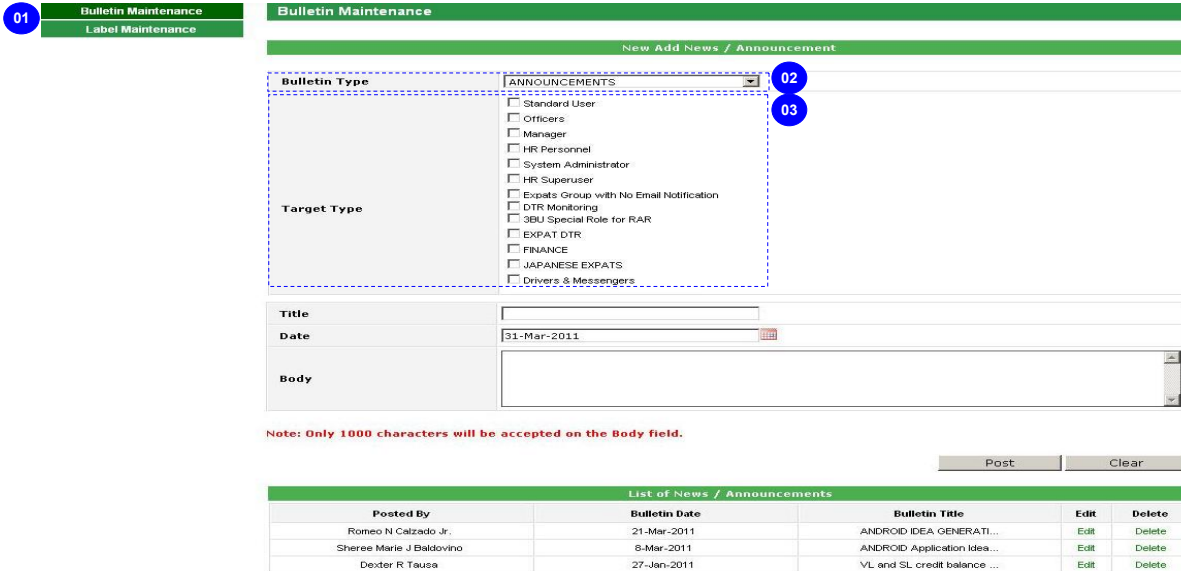
Home - Control Panel

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 menu¹.
- 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.



01 Bulletin Maintenance
Label Maintenance

02 Bulletin Type

03 Target Type

Note: Only 1000 characters will be accepted on the Body field.

05 Post **06** Clear

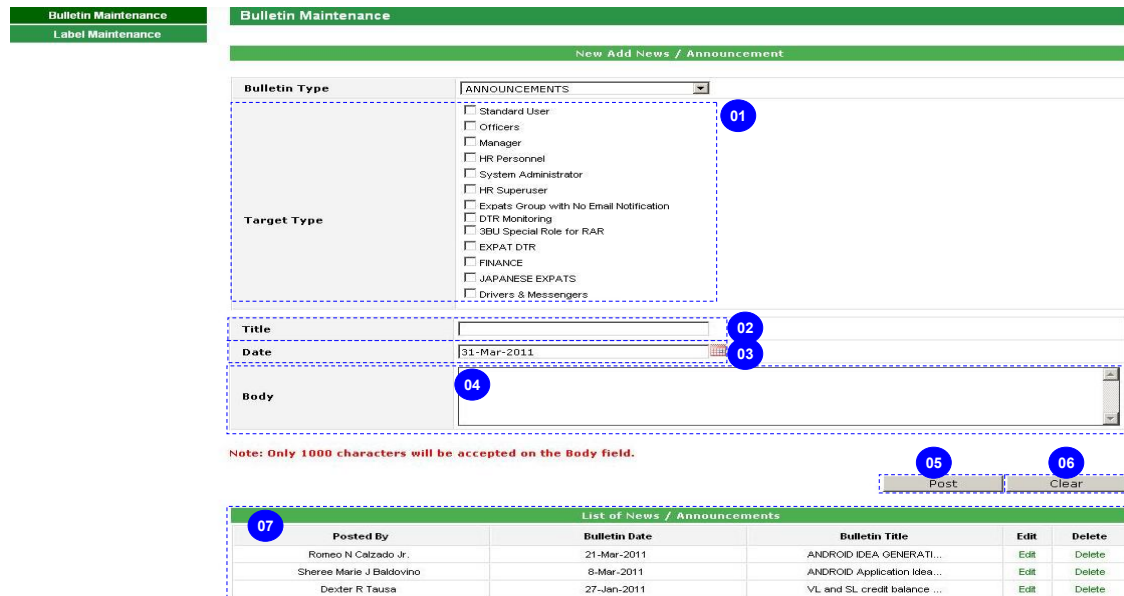
Posted By	Bulletin Date	Bulletin Title	Edit	Delete
Romeo N Calzado Jr.	21-Mar-2011	ANDROID IDEA GENERATI...	Edit	Delete
Sheree Marie J Baldovino	8-Mar-2011	ANDROID Application Idea...	Edit	Delete
Dexter R Tausa	27-Jan-2011	VL and SL credit balance ...	Edit	Delete

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**² input box, **Bulletin Body**⁴ and the **Bulletin Date**³
- The **List of News / Announcements**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.



01 Bulletin Maintenance
Label Maintenance

01 Bulletin Type

02 Title

03 Date

04 Body

Note: Only 1000 characters will be accepted on the Body field.

05 Post **06** Clear

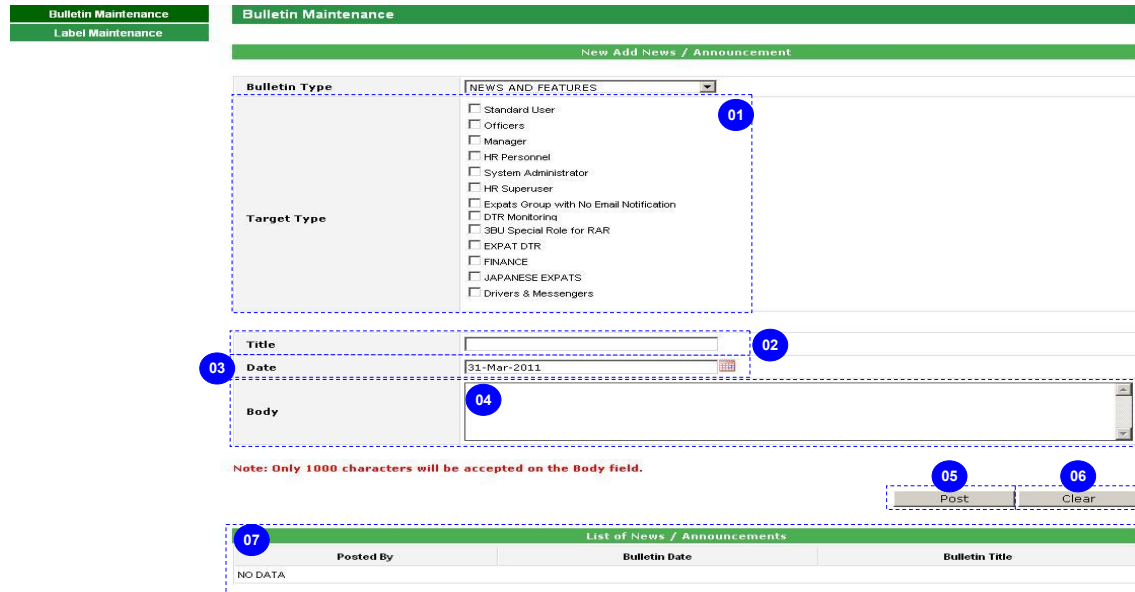
Posted By	Bulletin Date	Bulletin Title	Edit	Delete
Romeo N Calzado Jr.	21-Mar-2011	ANDROID IDEA GENERATI...	Edit	Delete
Sheree Marie J Baldovino	8-Mar-2011	ANDROID Application Idea...	Edit	Delete
Dexter R Tausa	27-Jan-2011	VL and SL credit balance ...	Edit	Delete

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 enables 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 News⁷.
- 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**⁹ link.
- The **List of News**⁷ is also displayed, which has the **Edit**⁹ 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.



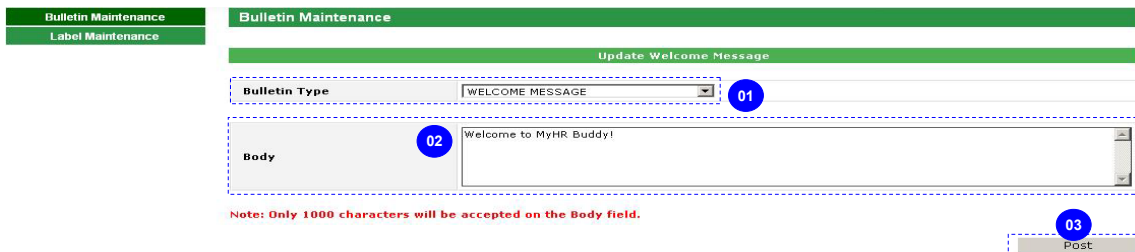
The screenshot shows the 'Bulletin Maintenance' interface. The top section is titled 'New Add News / Announcement'. It includes a 'Bulletin Type' dropdown menu set to 'NEWS AND FEATURES', with a list of checkboxes for various user roles (01). Below this are input fields for 'Title' (02), 'Date' (03) set to '31-Mar-2011', and a large 'Body' text area (04). A note states: 'Note: Only 1000 characters will be accepted on the Body field.' At the bottom of this section are 'Post' (05) and 'Clear' (06) buttons. The bottom section is titled 'List of News / Announcements' (07) and contains a table with columns for 'Posted By', 'Bulletin Date', and 'Bulletin Title', currently showing 'NO DATA'.

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**⁶ is empty, an error message: "Bulletin Title should not be empty ." will be displayed.
- **Bulletin Body**⁷ accepts input for the Welcome Message details.
- If the **Bulletin Body**⁷ is empty, an error message: "Bulletin Body should not be empty ." will be displayed.
- Clicking the **Post**⁸ button will save the Welcome Message.



The screenshot shows the 'Bulletin Maintenance' interface for updating a welcome message. The 'Bulletin Type' dropdown is set to 'WELCOME MESSAGE' (01). The 'Body' text area (02) contains the text 'Welcome to MyHR Buddy!'. A note states: 'Note: Only 1000 characters will be accepted on the Body field.' At the bottom right is a 'Post' button (03).

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 menu⁹ 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.

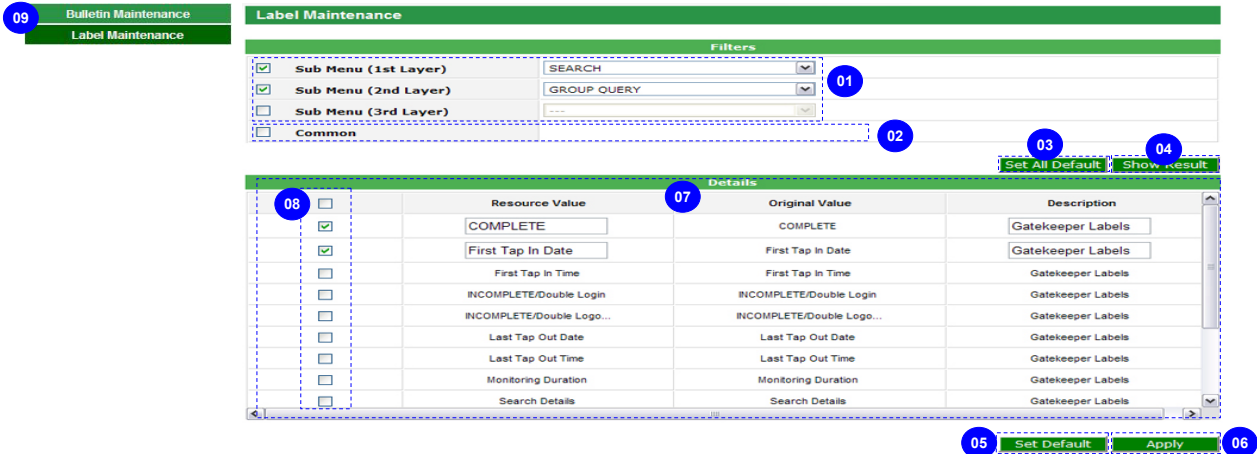


Figure HOME-4.2 Label Maintenance

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 page has a **Target Type** 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 disabled.
 - The user must supply the existing password in Current Password⁵ 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 **Locker 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.

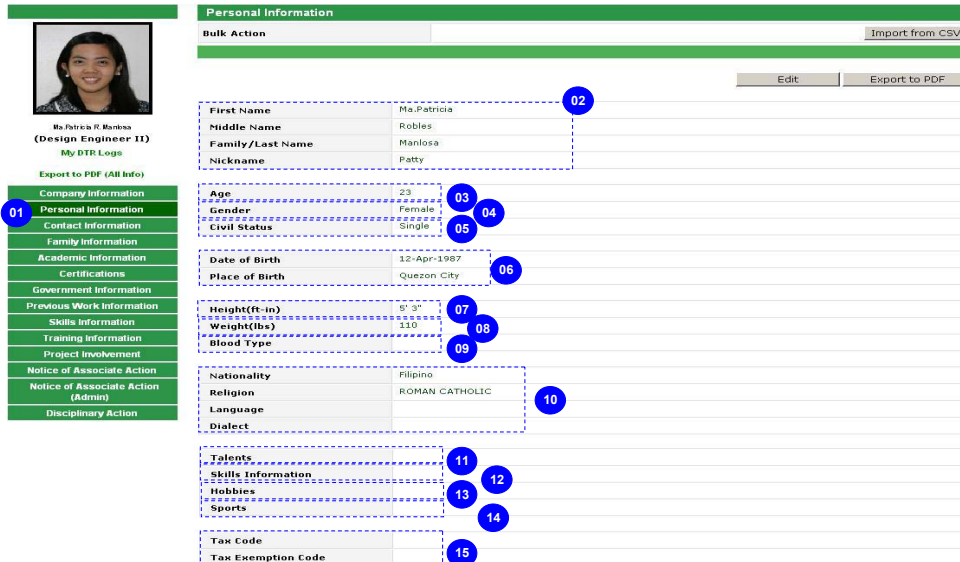


Figure ONLN-1.2 Personal Information

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**².
 - 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**² - 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 ³	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.

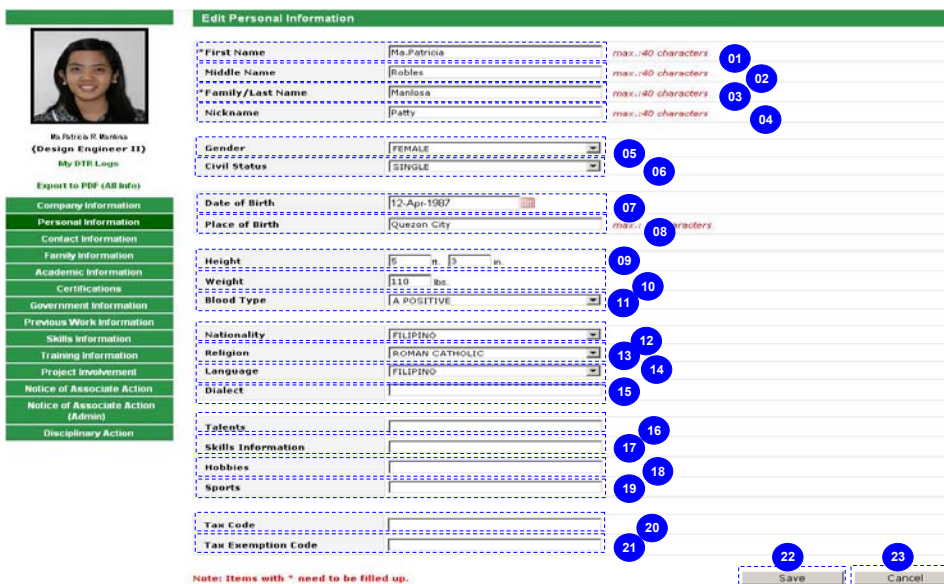


Figure ONLN-1.2.1 Edit Personal Information

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.

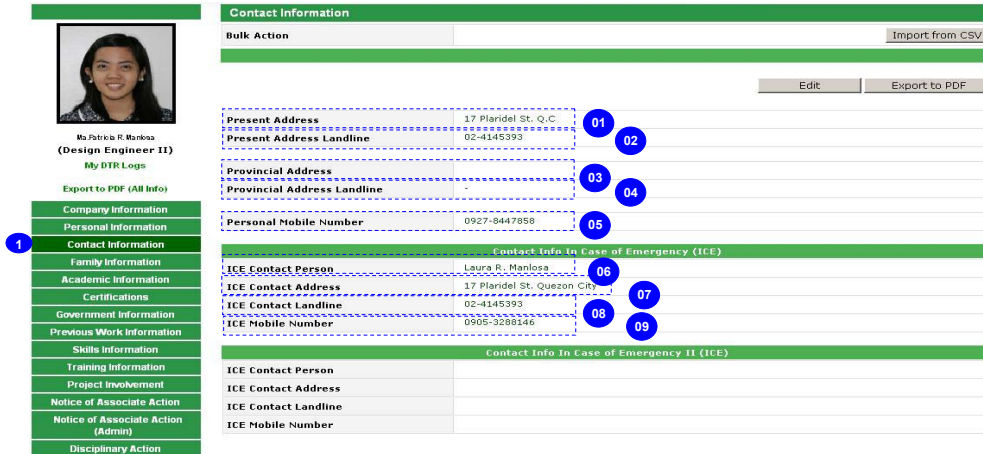


Figure ONLN-1.3 Contact information

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**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.

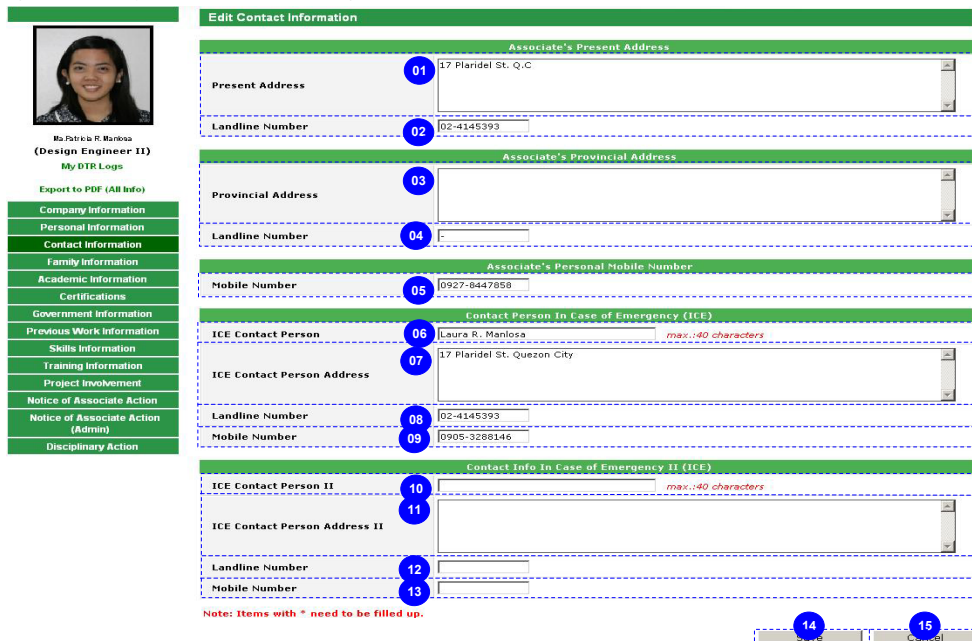


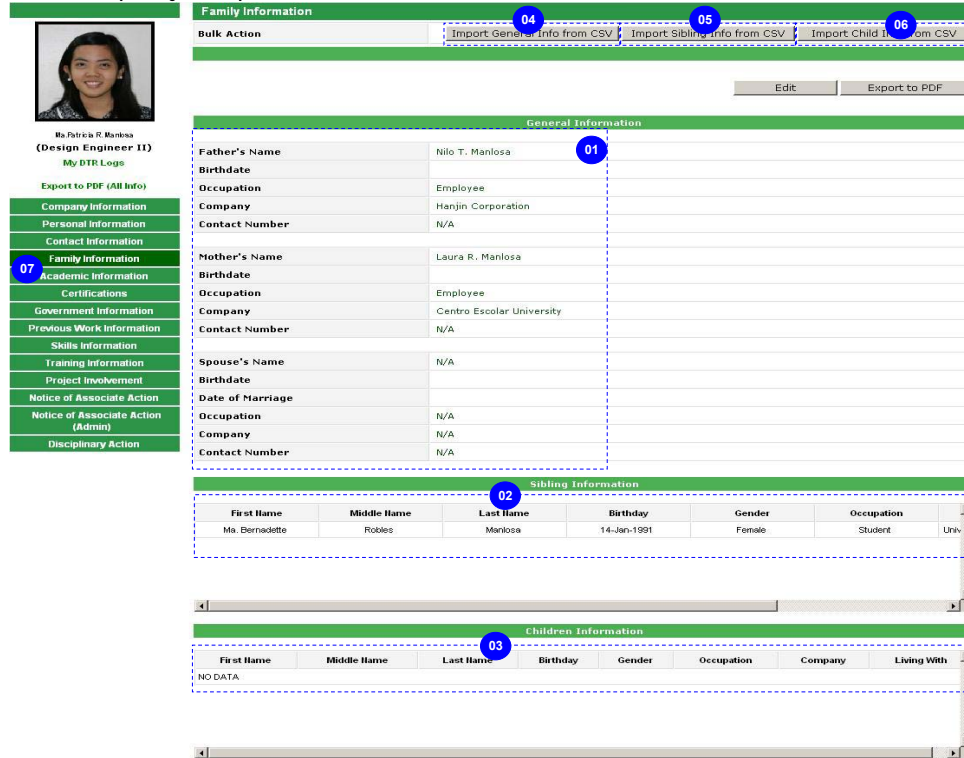
Figure ONLN-1.3.1 Edit Contact Information

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 Information¹
- Sibling Information²
- Children Information³
- Import General Info from CSV⁴
- Import Sibling Info from CSV⁵
- Import Child Info from CSV⁶

- This can be viewed by clicking the Family Information from the Sidebar Menu⁷.



Family Information

Bulk Action:

General Information

Father's Name	Nilo T. Manlosa
Birthdate	
Occupation	Employee
Company	Hanjin Corporation
Contact Number	N/A
Mother's Name	Laura R. Manlosa
Birthdate	
Occupation	Employee
Company	Centro Escolar University
Contact Number	N/A
Spouse's Name	N/A
Birthdate	
Date of Marriage	
Occupation	N/A
Company	N/A
Contact Number	N/A

Sibling Information

First Name	Middle Name	Last Name	Birthdate	Gender	Occupation
Ma. Bernadette	Robles	Manlosa	14-Jan-1991	Female	Student

Children Information

First Name	Middle Name	Last Name	Birthdate	Gender	Occupation	Company	Living With
NO DATA							

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 Marriage 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 | |

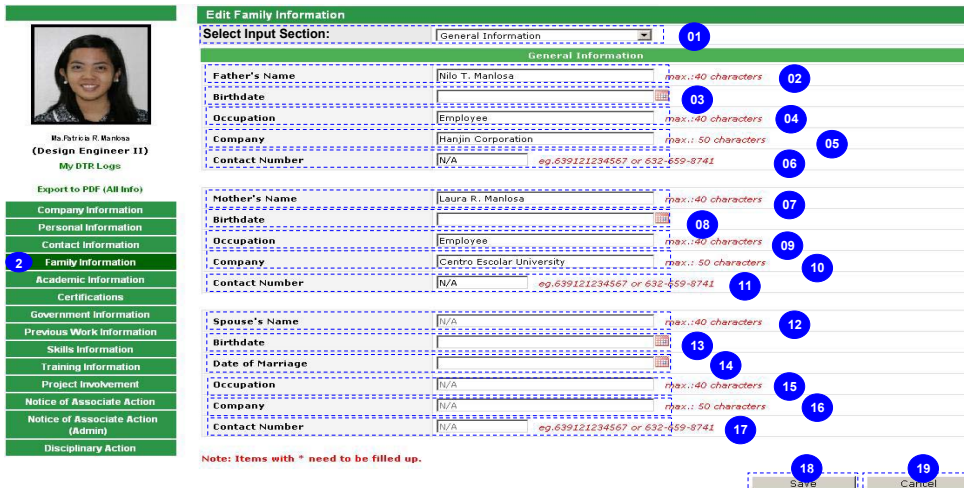
- Click the **Save**¹⁸ button in order to save all changes made from this page. If saving is successful, "Record successfully saved." message will be displayed. Otherwise, "No record was saved." will be displayed.

- 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 Menu²⁰ 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.



Edit Family Information

Select Input Section:

General Information

Father's Name	Nilo T. Manlosa	max.:40 characters
Birthdate		
Occupation	Employee	max.:40 characters
Company	Hanjin Corporation	max.:50 characters
Contact Number	N/A	eg.639121234567 or 632-459-8741
Mother's Name	Laura R. Manlosa	max.:40 characters
Birthdate		
Occupation	Employee	max.:50 characters
Company	Centro Escolar University	max.:50 characters
Contact Number	N/A	eg.639121234567 or 632-459-8741
Spouse's Name	N/A	max.:40 characters
Birthdate		
Date of Marriage		
Occupation	N/A	max.:40 characters
Company	N/A	max.:50 characters
Contact Number	N/A	eg.639121234567 or 632-459-8741

Note: Items with * need to be filled up.

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:
 - 1 First Name
 - 2 Middle Name
 - 3 Last Name
 - 4 Date of Birth
 - 5 Gender
 - 6 Occupation
 - 7 Company/School
 - 8 Living With
- Click the **Save** 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** 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** 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** is clicked, this will load the details and allows editing of that record.
- When **Delete Link** 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.

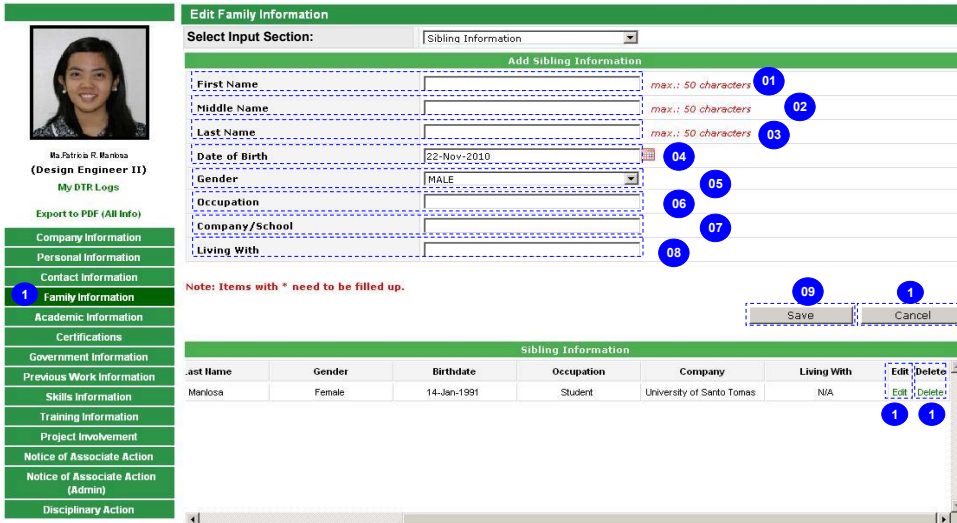


Figure ONLN-1.4.1.1 Edit Sibling Information

- 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:
 - 1 First Name
 - 2 Middle Name
 - 3 Last Name
 - 4 Date of Birth
 - 5 Gender
 - 6 Occupation
 - 7 Company/School
 - 8 Living With
- Click the **Save** 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** 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** 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** is clicked, this will load the details and allows editing of that record.
- When **Delete Link** 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.

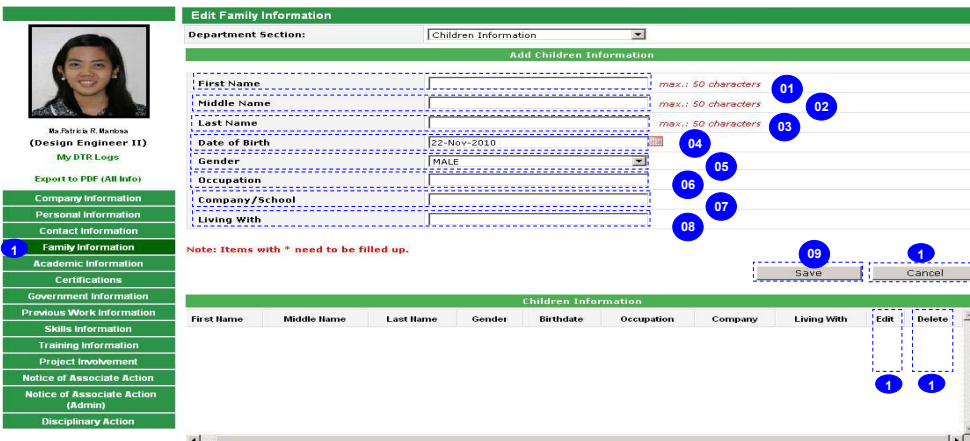
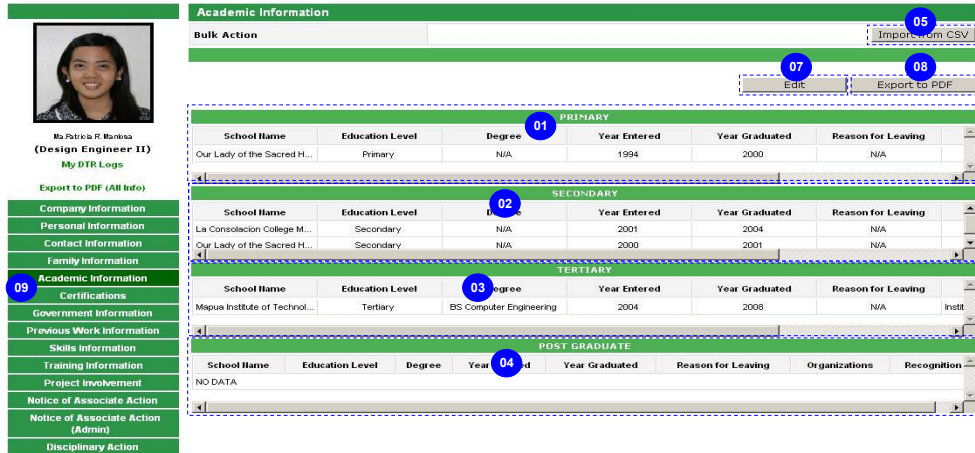


Figure ONLN-1.4.1.2 Edit Child Information

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:
 - Primary¹
 - Secondary²
 - Tertiary³
 - Post Graduate⁴
- This page displays the following buttons:
 - Import from CSV⁵
 - Export to PDF⁶
 - Edit⁷
- This can be viewed by clicking the **Academic Information** from the **Sidebar Menu**⁸.



PRIMARY						
School Name	Education Level	Degree	Year Entered	Year Graduated	Reason for Leaving	
Our Lady of the Sacred H...	Primary	N/A	1994	2000	N/A	

SECONDARY						
School Name	Education Level	Degree	Year Entered	Year Graduated	Reason for Leaving	
La Consolacion College M...	Secondary	N/A	2001	2004	N/A	
Our Lady of the Sacred H...	Secondary	N/A	2000	2001	N/A	

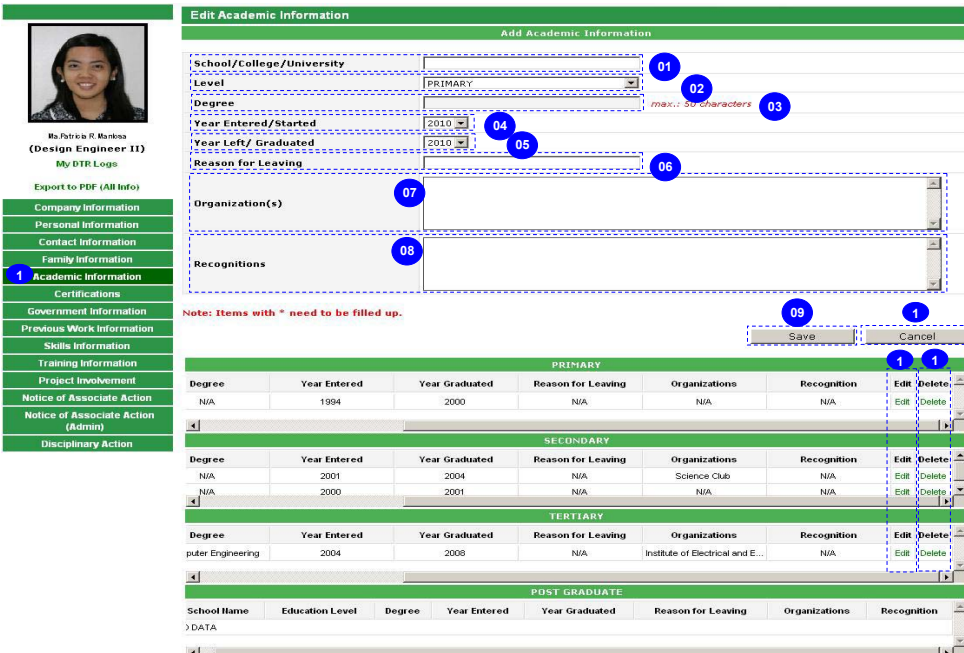
TERTIARY						
School Name	Education Level	Degree	Year Entered	Year Graduated	Reason for Leaving	
Mapua Institute of Technol...	Tertiary	BS Computer Engineering	2004	2008	N/A	Instit

POST GRADUATE							
School Name	Education Level	Degree	Year Entered	Year Graduated	Reason for Leaving	Organizations	Recognition
NO DATA							

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/University¹
 - Level²
 - Degree³
 - Year Entered/Started⁴
 - Year Left/Graduated⁵
 - Reason for Leaving⁶
 - 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.
 - Recognitions⁸ - 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.



Edit Academic Information

Add Academic Information

School/College/University: [Text Field]

Level: [Dropdown: PRIMARY] ⁰¹

Degree: [Text Field] ⁰² max: 50 characters

Year Entered/Started: [Year Picker: 2010] ⁰⁴

Year Left/Graduated: [Year Picker: 2010] ⁰⁵

Reason for Leaving: [Text Area] ⁰⁶

Organization(s): [Text Area] ⁰⁷

Recognitions: [Text Area] ⁰⁸

Note: Items with * need to be filled up.

Save ⁰⁹ Cancel ¹⁰

PRIMARY							
Degree	Year Entered	Year Graduated	Reason for Leaving	Organizations	Recognition	Edit	Delete
N/A	1994	2000	N/A	N/A	N/A	Edit	Delete

SECONDARY							
Degree	Year Entered	Year Graduated	Reason for Leaving	Organizations	Recognition	Edit	Delete
N/A	2001	2004	N/A	Science Club	N/A	Edit	Delete
N/A	2000	2001	N/A	N/A	N/A	Edit	Delete

TERTIARY							
Degree	Year Entered	Year Graduated	Reason for Leaving	Organizations	Recognition	Edit	Delete
puter Engineering	2004	2008	N/A	Institute of Electrical and E...	N/A	Edit	Delete

POST GRADUATE							
School Name	Education Level	Degree	Year Entered	Year Graduated	Reason for Leaving	Organizations	Recognition
NO DATA							

Figure ONLN-1.5 .1 Edit Academic Information

1.6 Certification Information

- This page displays the **List of Professional Certifications¹** of an employee.
- This can be viewed by clicking the **Certifications** from the **Sidebar Menu²**.
- This page also displays the following buttons:
Import from CSV³
Export to PDF⁴
Edit⁵

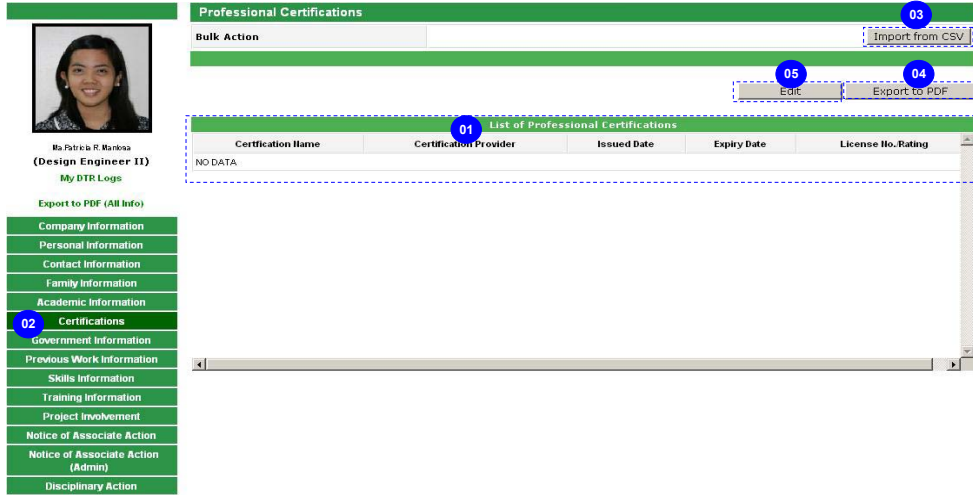


Figure ONLN-1.6 Professional Certifications Information

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 Name¹
Issued Date²
Expiry Date³
Certification Provider⁴
License Number⁵
- Click the **Save⁶** 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 **Cancel⁷** 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 Menu¹⁰** 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 Link⁸** is clicked, this will load the details and allows editing of that record.
- When **Delete Link⁹** 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.

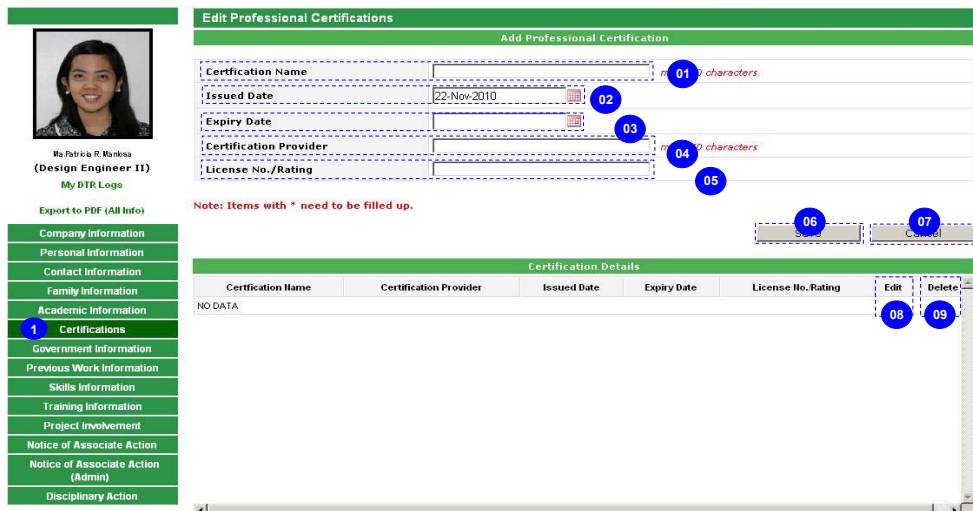


Figure ONLN-1.6.1 Edit Professional Certifications Information

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

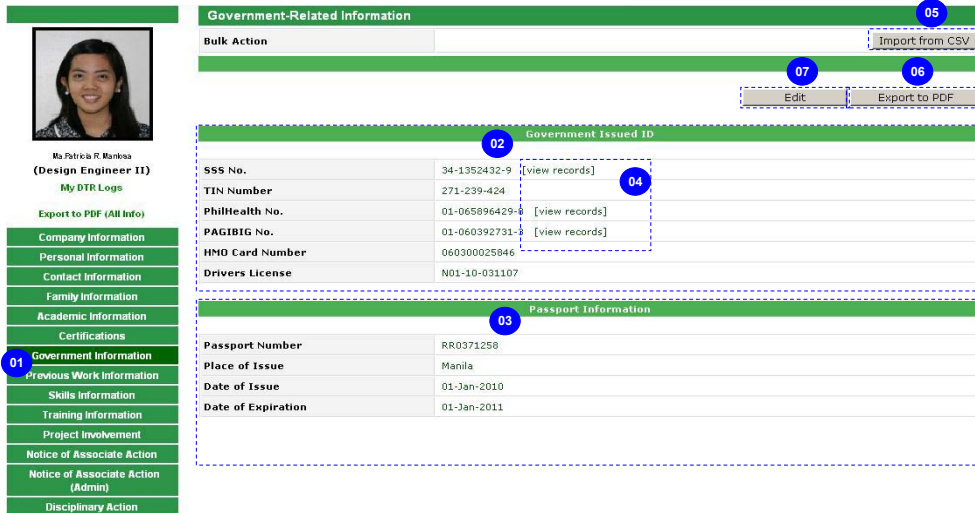


Figure ONLN-1.7 Government Information

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.¹
- **Date Filters**² 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**³ button will activate the search process.
- Clicking the **Import from CSV**⁴ button will allow the user to import records from a CSV file.
- Clicking the **Export to PDF**⁵ 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**⁶: This column displays the paid month and year of the contributions.
 - **SSS Employee**⁷: This column displays the employee's share on the contributions
 - **SSS Employer**⁸: This column displays the employer's share on the contributions
 - **EC**⁹: 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

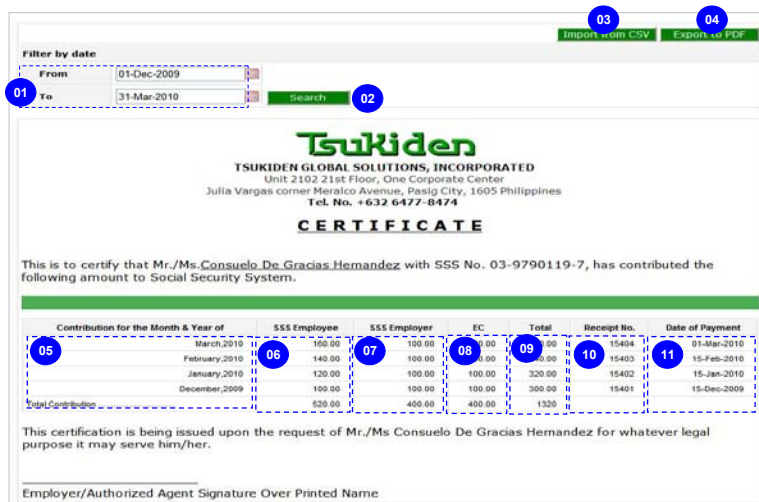
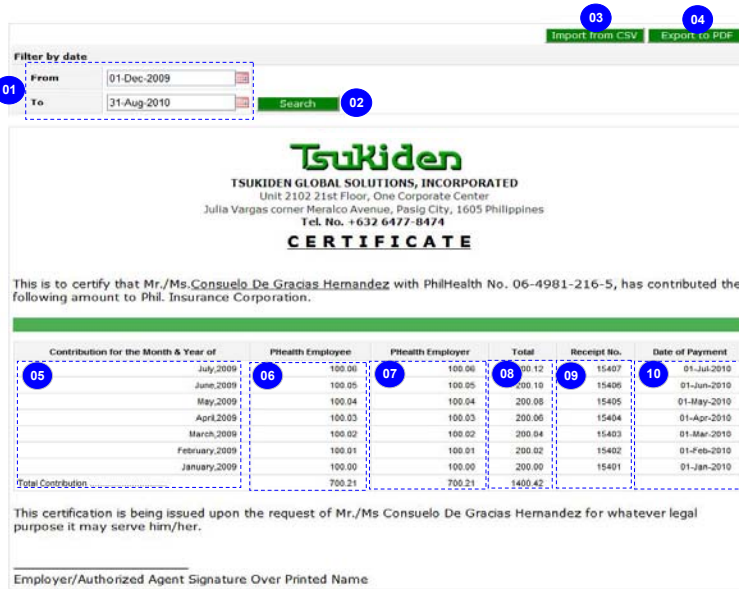


Figure ONLN-1.7.1 Government Contribution - SSS Contribution Certificate

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.
 - **PHhealth Employee**⁶ : This column displays the employee's share on the contributions
 - **PHhealth 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



Filter by date

From: 01-Dec-2009 To: 31-Aug-2010 Search

Import from CSV Export to PDF

Tsukiden
 TSUKIDEN GLOBAL SOLUTIONS, INCORPORATED
 Unit 2102 21st Floor, One Corporate Center
 Julia Vargas corner Meralco Avenue, Pasig City, 1605 Philippines
 Tel. No. +632 6477-8474

CERTIFICATE

This is to certify that Mr./Ms. Consuelo De Gracia Hernandez with PhilHealth No. 06-4981-216-5, has contributed the following amount to Phil. Insurance Corporation.

Contribution for the Month & Year of	PHhealth Employee	PHhealth Employer	Total	Receipt No.	Date of Payment
July 2009	100.06	100.06	200.12	15407	01-Jul-2010
June 2009	100.05	100.05	200.10	15406	01-Jun-2010
May 2009	100.04	100.04	200.08	15405	01-May-2010
April 2009	100.03	100.03	200.06	15404	01-Apr-2010
March 2009	100.02	100.02	200.04	15403	01-Mar-2010
February 2009	100.01	100.01	200.02	15402	01-Feb-2010
January 2009	100.00	100.00	200.00	15401	01-Jan-2010
Total Contributions	700.21	700.21	1400.42		

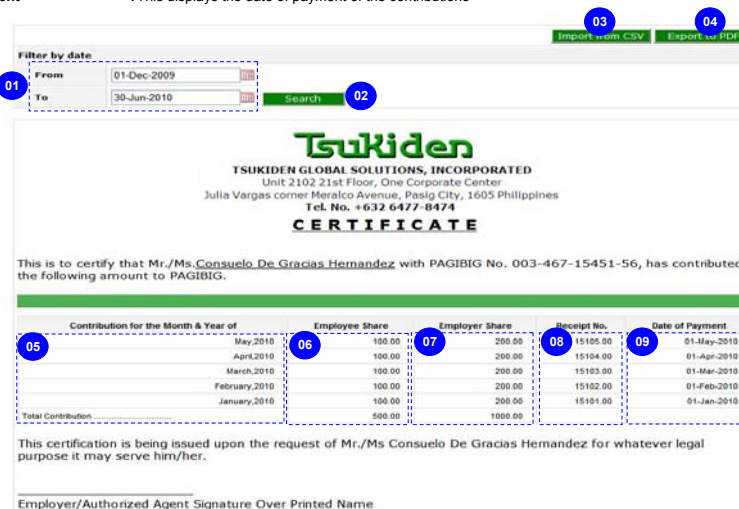
This certification is being issued upon the request of Mr./Ms. Consuelo De Gracia Hernandez for whatever legal purpose it may serve him/her.

Employer/Authorized Agent Signature Over Printed Name

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



Filter by date

From: 01-Dec-2009 To: 30-Jun-2010 Search

Import from CSV Export to PDF

Tsukiden
 TSUKIDEN GLOBAL SOLUTIONS, INCORPORATED
 Unit 2102 21st Floor, One Corporate Center
 Julia Vargas corner Meralco Avenue, Pasig City, 1605 Philippines
 Tel. No. +632 6477-8474

CERTIFICATE

This is to certify that Mr./Ms. Consuelo De Gracia Hernandez with PAGIBIG No. 003-467-15451-56, has contributed the following amount to PAGIBIG.

Contribution for the Month & Year of	Employee Share	Employer Share	Receipt No.	Date of Payment
May 2010	100.00	200.00	15105.00	01-May-2010
April 2010	100.00	200.00	15104.00	01-Apr-2010
March 2010	100.00	200.00	15103.00	01-Mar-2010
February 2010	100.00	200.00	15102.00	01-Feb-2010
January 2010	100.00	200.00	15101.00	01-Jan-2010
Total Contribution	500.00	1000.00		

This certification is being issued upon the request of Mr./Ms. Consuelo De Gracia Hernandez for whatever legal purpose it may serve him/her.

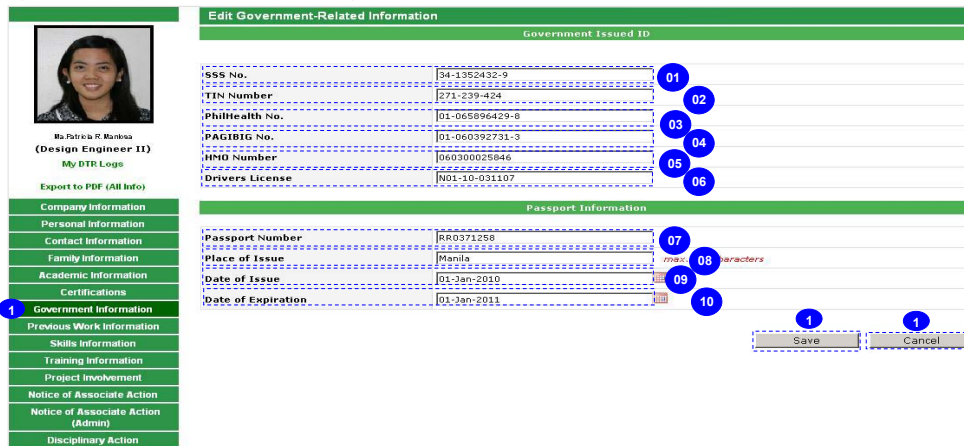
Employer/Authorized Agent Signature Over Printed Name

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 Number¹
 - TIN Number²
 - PHILHEALTH Number³
 - PAGIBIG Number⁴
 - HMO Number⁵
 - License Number⁶
 - Passport Number⁷
 - Place of Issue⁸
 - Date of Issue⁹
 - Date of Expiration¹⁰
- Click the **Save**¹ 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**¹ 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.



Edit Government-Related Information

Government Issued ID

SSS No.	34-1352432-9	01
TIN Number	271-239-428	02
Philhealth No.	01-065896429-8	03
PAGIBIG No.	01-060392731-3	04
HMO Number	060300025846	05
Drivers License		06

Passport Information

Passport Number	RR0371258	07
Place of Issue	Manila	08
Date of Issue	01-Jan-2010	09
Date of Expiration	01-Jan-2011	10

Save Cancel

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

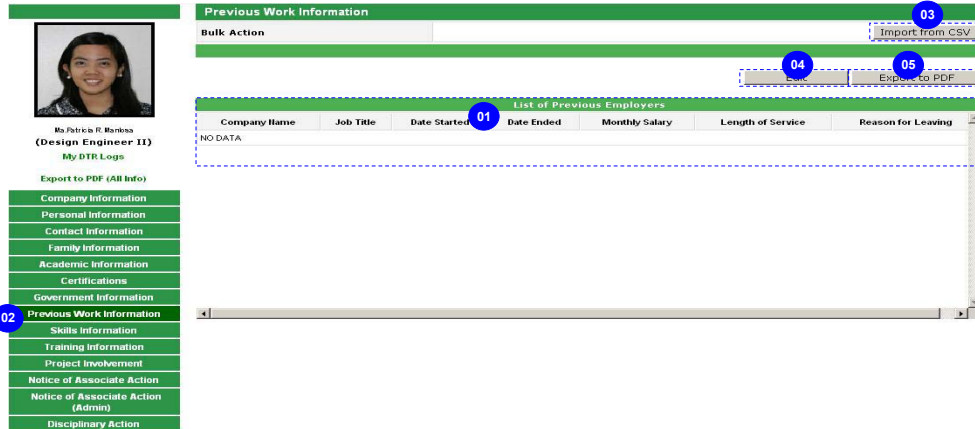


Figure ONLN-1.8 Previous Work Information

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**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. The user is required to enter values for the following except for **Basic Monthly Salary (in peso)**.
 - Company Name**¹ - if empty, "Company Name should not be blank" message will appear.
 - Job Title**² - if left as blank while saving, "Company Name should not be blank" message will appear.
 - Date Hired**³ - if left as blank while saving, "Skill Category should not be blank" message will appear.
 - Date Resigned/ Terminated**⁴ - if left as blank while saving, "Date resigned should not be blank" message will appear.
 - Reason for Leaving**⁵ - 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.

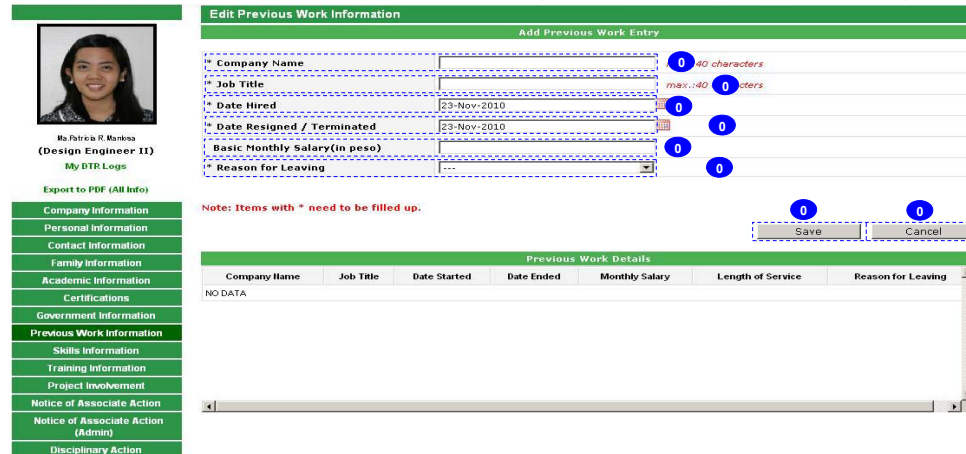


Figure ONLN-1.8.1 Previous Work Information

1.9 Skills Information

- This page displays the **List of Skills¹** of a specific employee in tabular form.
- This can be viewed by clicking the **Skills Information** from the **Sidebar Menu²**.
- This page also displays the following buttons:
 - Import from CSV³**
 - Export to PDF⁴**
 - Edit⁵**

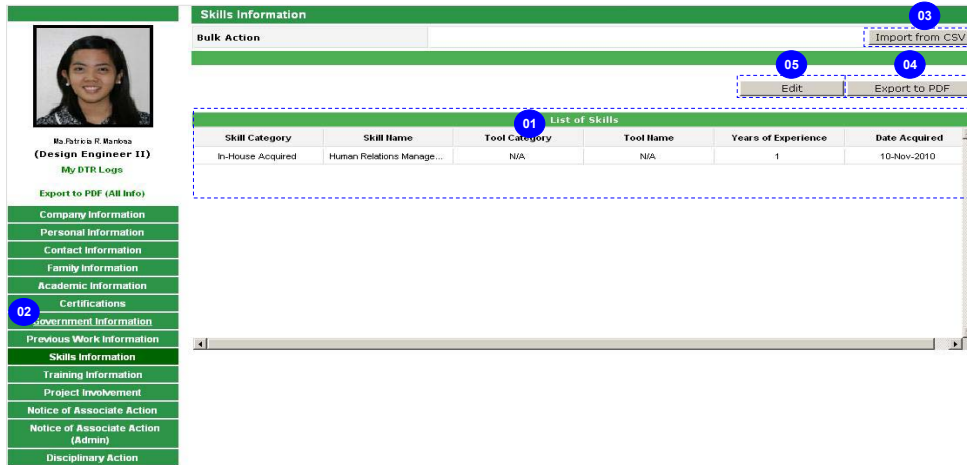


Figure ONLN-1.9 Skills Information

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** 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:
 - Skill Category¹** - if left as blank while saving, "Skill Category should not be blank" message will appear.
 - Skill Name²** - if left as blank while saving, "Skill Name should not be blank" message will appear.
 - Date Acquired³** - if left as blank while saving, "Date Acquired should not be blank" message will appear.
- Filling up the following fields is optional:
 - Tool Category⁴**
 - Tool Name⁴**
 - Years of Experience⁵**
- Click the **Cancel** 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 Link¹⁰** is clicked, this will load the details and allows editing of that record.
- When **Delete Link¹⁰** 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.

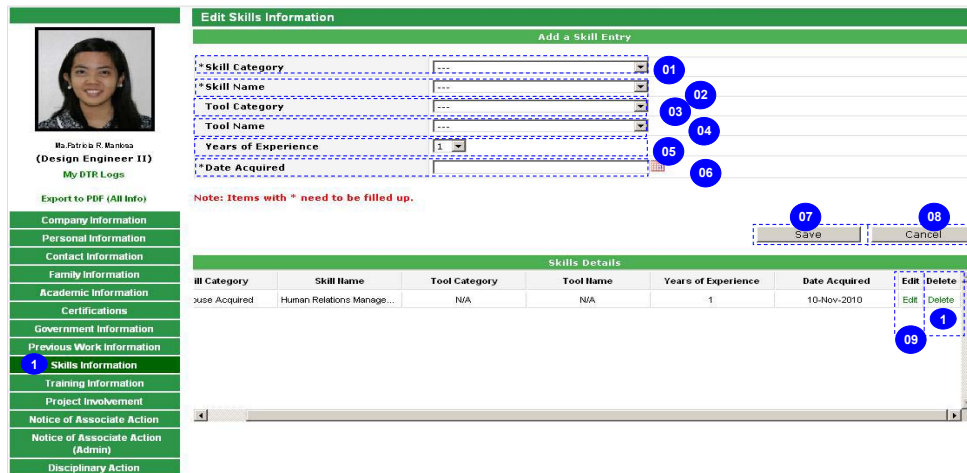


Figure ONLN-1.9.1 Edit Skills Information

1.10 Trainings Information

- This page displays the **Trainings Information** of a specific employee in tabular form having three sections.

Trainings Received¹

Trainings Certifications²

- This can be viewed by clicking the **Trainings Information** from the **Sidebar Menu⁴**.
- This page also displays the following buttons:

Export to PDF⁵

Edit⁶

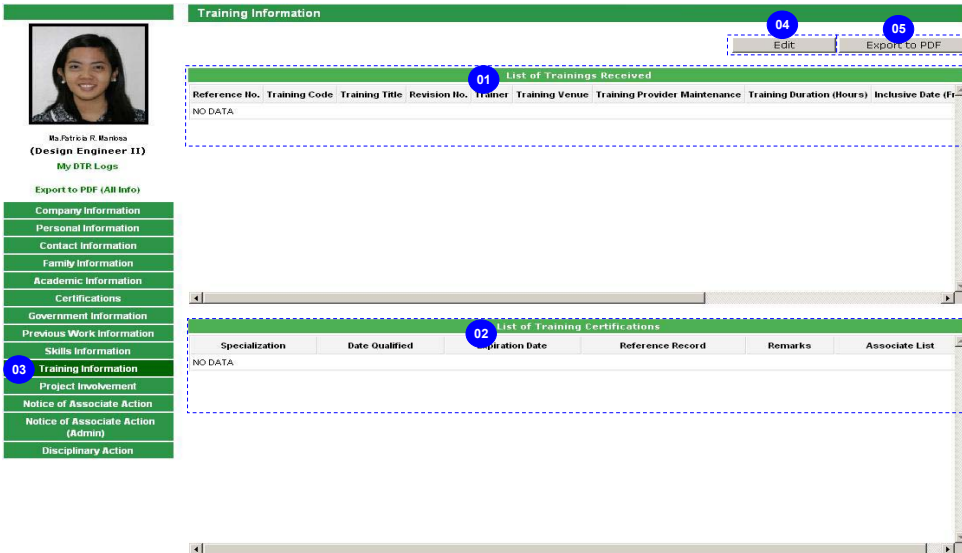


Figure ONLN-1.10 Training Information

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 Section¹** combo box.

- Click the **Save⁵** 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 **Search⁴** 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 **Cancel⁶** 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 Menu⁴** 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 Link⁸** is clicked, this will load the details and allows editing of that record.

- When **Delete Link⁸** 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.

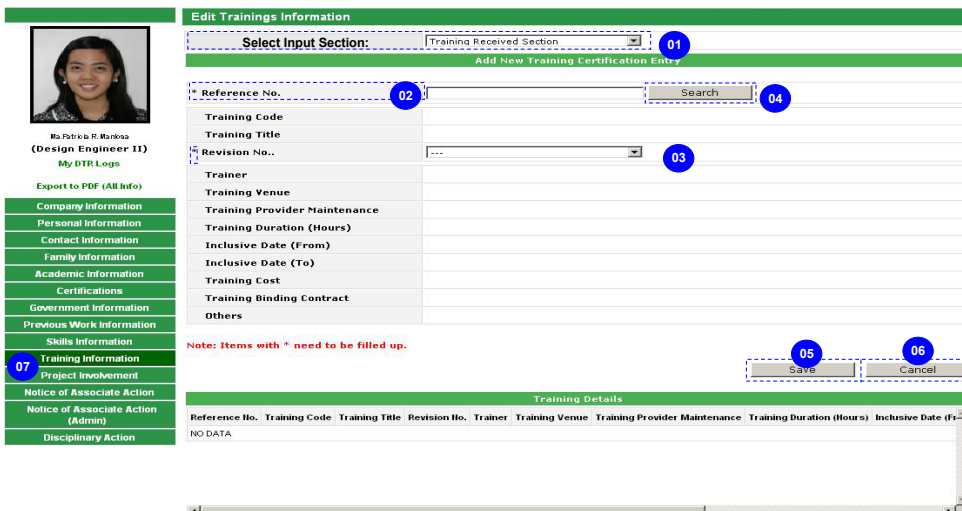


Figure ONLN-1.10.1 Edit Training Information

- 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** 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.

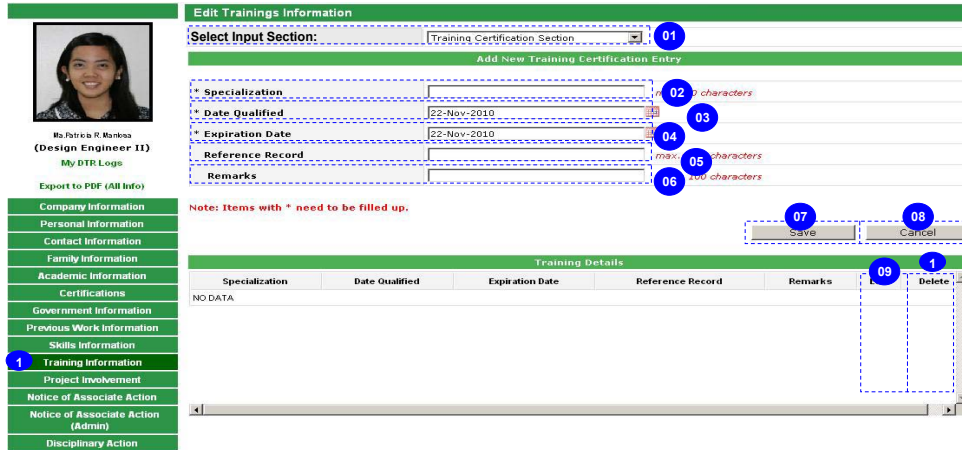


Figure ONLN-1.10.1.1 Edit Training Certification Information

1.11 Project Involvement

- This page displays the **Project/Activity Involvement¹** of an associate.
- This can be viewed by clicking the **Project Involvement** from the **Sidebar Menu²** as shown on top of the page.
- This page also displays the following buttons:
 - Import from CSV³**
 - Export to PDF⁴**
 - Edit⁵**

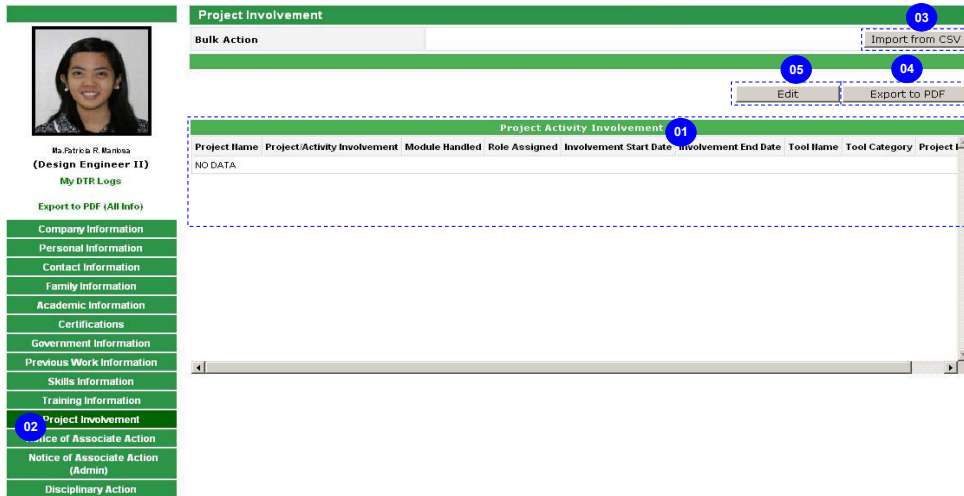


Figure ONLN-1.11 Project Involvement Information

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:
 - Project Name¹** - if left as blank while saving, an error message will appear displaying "Project Name should not be blank."
 - Project/Activity Involvement²** - if left as blank while saving, an error message will appear displaying "Project Type should not be blank."
 - Module Handled³** - if left as blank while saving, an error message will appear displaying "Module Handled should not be blank."
 - Involvement Start Date⁵**
 - Involvement End Date⁵**
- Filling up the following fields is optional:
 - Role Assigned⁴**
 - Tool Category⁷**
 - Tool Name⁸**
 - Project Details⁹**
- Click the **Save¹⁰** 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 **Cancel¹¹** 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 Menu¹⁴** or outside this module, a confirmation box will appear prompting as to leave the edit operation without saving the changes made.
- When **Edit Link¹²** is clicked, this will load the details and allows editing of the selected record.
- When **Delete Link¹³** is clicked, a dialog box will appear prompting for user's confirmation to delete the selected record.

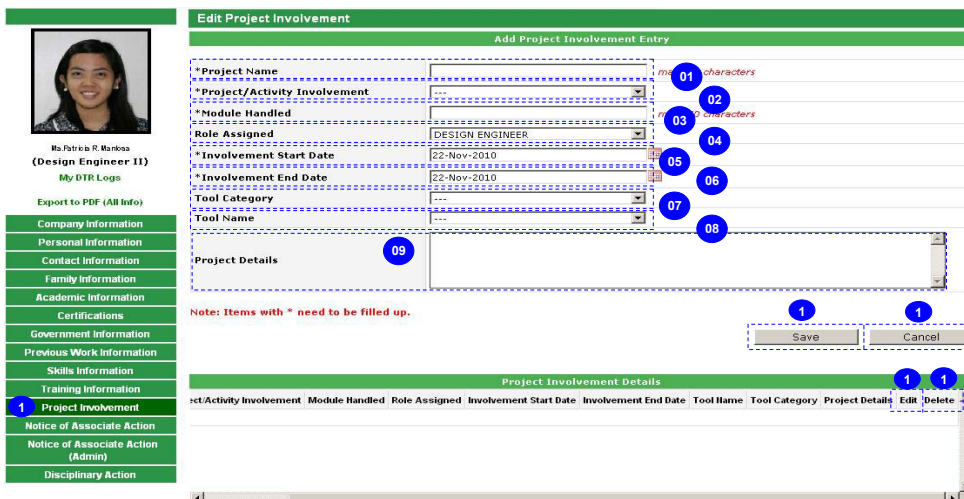
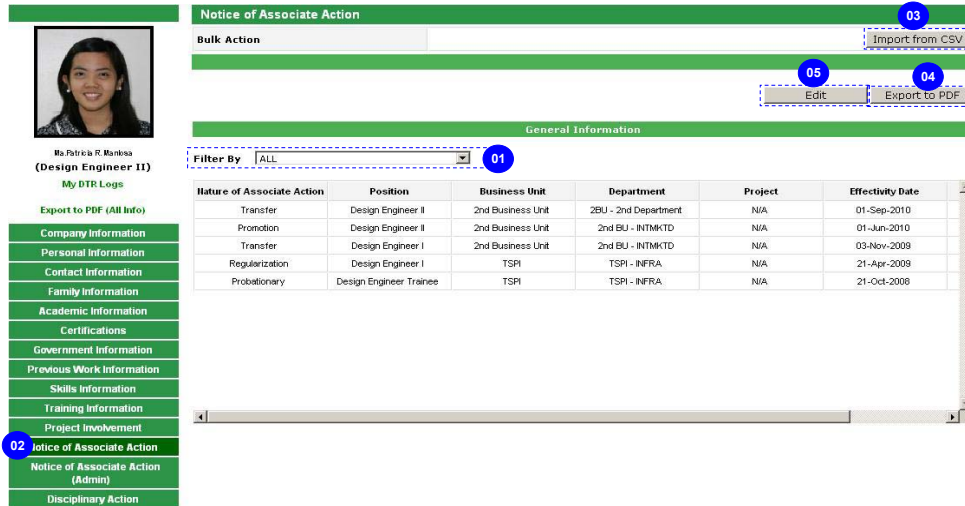


Figure ONLN-1.11.1 Edit Project Involvement Information

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**.
- **Filter By**¹ is used to filter information according to the nature of personnel action.
- This page also displays the following buttons:
 - Import from CSV²
 - Export to PDF⁴
 - Edit⁵

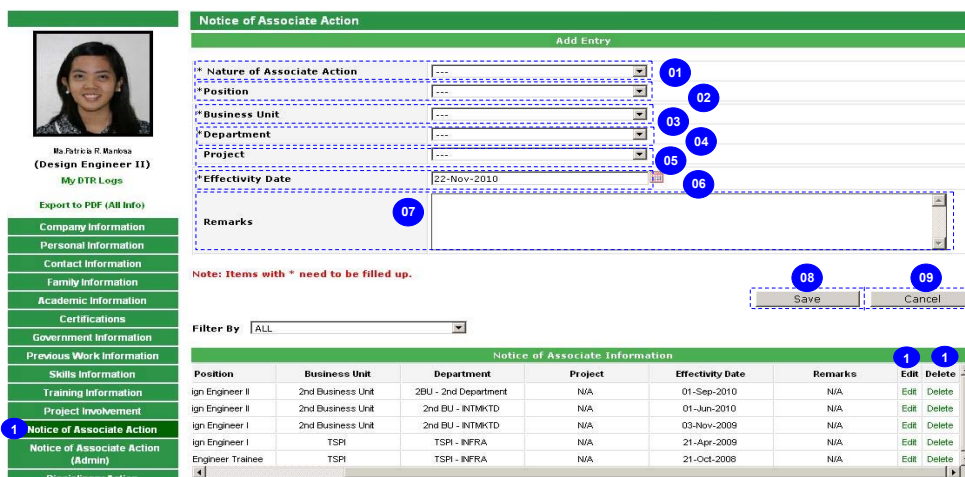


Nature of Associate Action	Position	Business Unit	Department	Project	Effectivity Date
Transfer	Design Engineer II	2nd Business Unit	2BU - 2nd Department	N/A	01-Sep-2010
Promotion	Design Engineer II	2nd Business Unit	2nd BU - INTMKT	N/A	01-Jun-2010
Transfer	Design Engineer I	2nd Business Unit	2nd BU - INTMKT	N/A	03-Nov-2009
Regularization	Design Engineer I	TSP1	TSP1 - INFRA	N/A	21-Apr-2009
Probationary	Design Engineer Trainee	TSP1	TSP1 - INFRA	N/A	21-Oct-2008

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** - 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**⁵ - 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**⁶
 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.



Position	Business Unit	Department	Project	Effectivity Date	Remarks	Edit	Delete
ign Engineer II	2nd Business Unit	2BU - 2nd Department	N/A	01-Sep-2010	N/A	Edit	Delete
ign Engineer II	2nd Business Unit	2nd BU - INTMKT	N/A	01-Jun-2010	N/A	Edit	Delete
ign Engineer I	2nd Business Unit	2nd BU - INTMKT	N/A	03-Nov-2009	N/A	Edit	Delete
ign Engineer I	TSP1	TSP1 - INFRA	N/A	21-Apr-2009	N/A	Edit	Delete
Engineer Trainee	TSP1	TSP1 - INFRA	N/A	21-Oct-2008	N/A	Edit	Delete

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

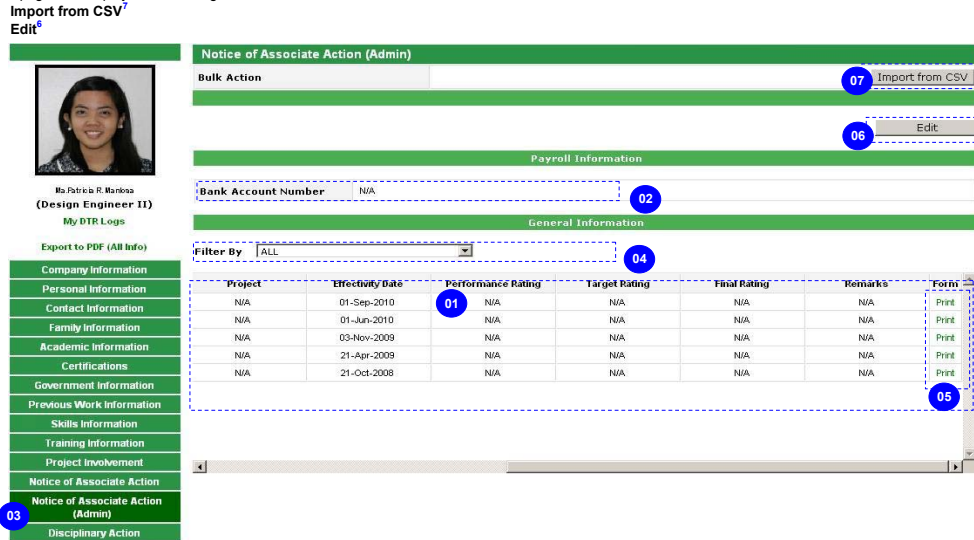


Figure ONLN-1.13 Notice of Associate Action (Admin)

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.

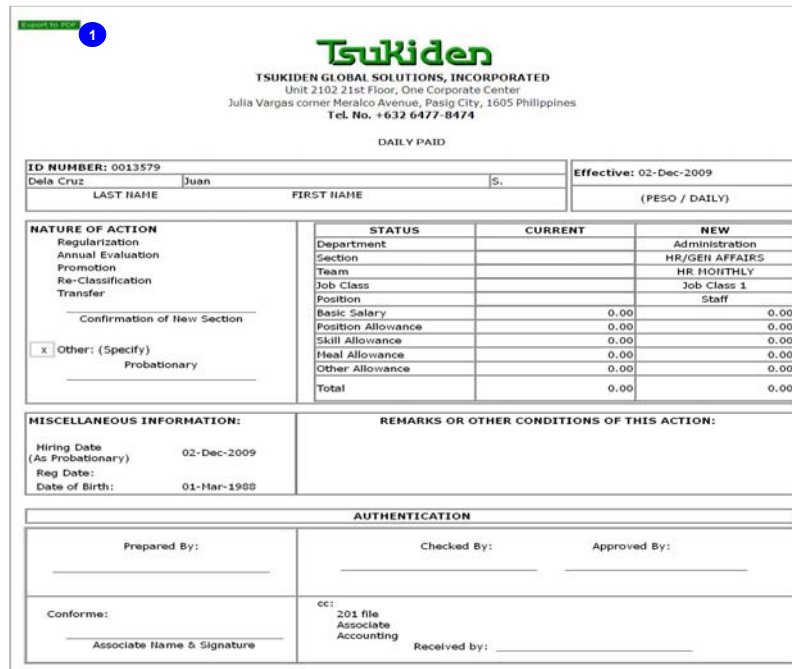
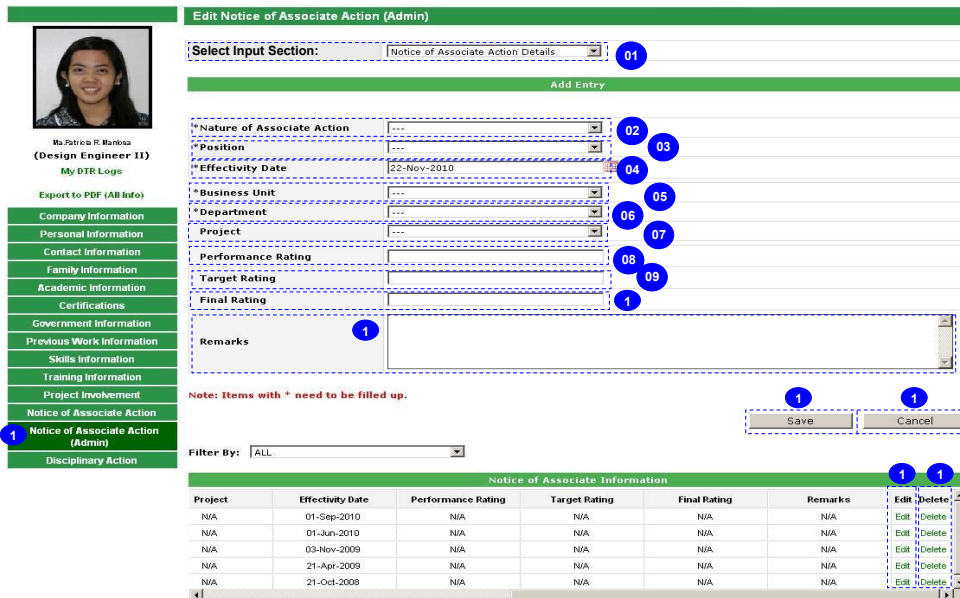


Figure ONLN-1.13.1.2 Notice of Associate Action Form

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.



Edit Notice of Associate Action (Admin)

Select Input Section: Notice of Associate Action Details

Add Entry

*Nature of Associate Action
 *Position
 *Effectivity Date
 *Business Unit
 *Department
 *Project
 *Performance Rating
 *Target Rating
 *Final Rating
 Remarks


Note: Items with * need to be filled up.

Save Cancel

Filter By: ALL

Project	Effectivity Date	Performance Rating	Target Rating	Final Rating	Remarks	Edit	Delete
N/A	01-Sep-2010	N/A	N/A	N/A	N/A	Edit	Delete
N/A	01-Jun-2010	N/A	N/A	N/A	N/A	Edit	Delete
N/A	03-Nov-2009	N/A	N/A	N/A	N/A	Edit	Delete
N/A	21-Apr-2009	N/A	N/A	N/A	N/A	Edit	Delete
N/A	21-Oct-2008	N/A	N/A	N/A	N/A	Edit	Delete

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

 TSUKIDEN GLOBAL SOLUTIONS, INC.	MyHR Buddy System HRONLSYS User's Manual	Document No.	TGSJ-2BU-1DPT-HRONLSYS-00000-2011-UGL-000-02	
		Rev. No.	000-02	
Tsukiden Global Solutions, Inc		Approved By:	Reviewed By:	Prepared By:
		TGSJ -S. Baldovino	TGSJ -R. Escobar	TGSJ -J. Mocerro - Dividina
Online 201 - Home				

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 Number² textbox

Note: A dialog box with message "Please verify Bank Account Number. "will be displayed if the saved bank account number contains invalid input.

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 Men⁵ 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.

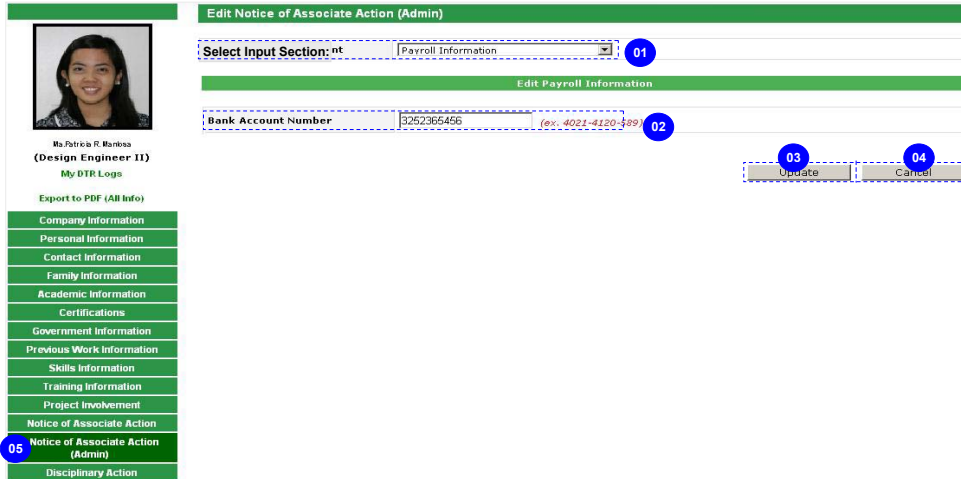


Figure ONLN-1.13.3 Edit Payroll Information

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 CSV³
Export to PDF⁴
Edit⁵



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. Remarks⁵
 - 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.

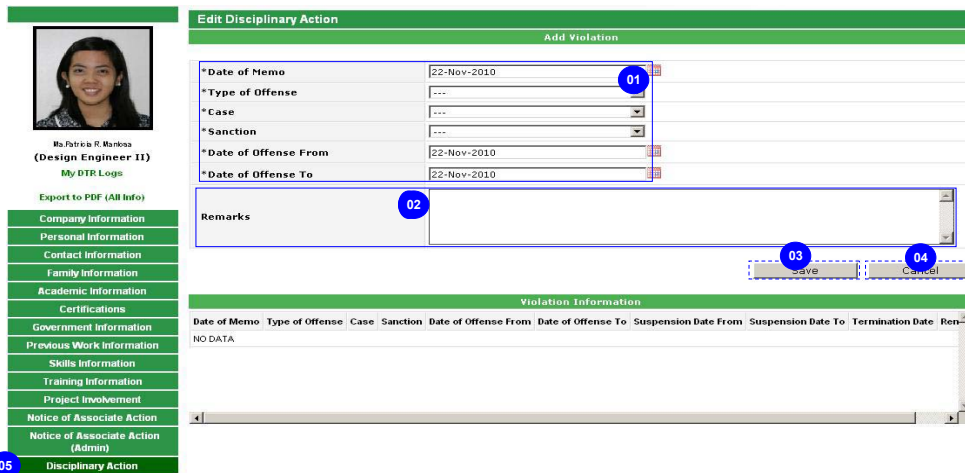


Figure ONLN-1.14.1 Edit Disciplinary Information

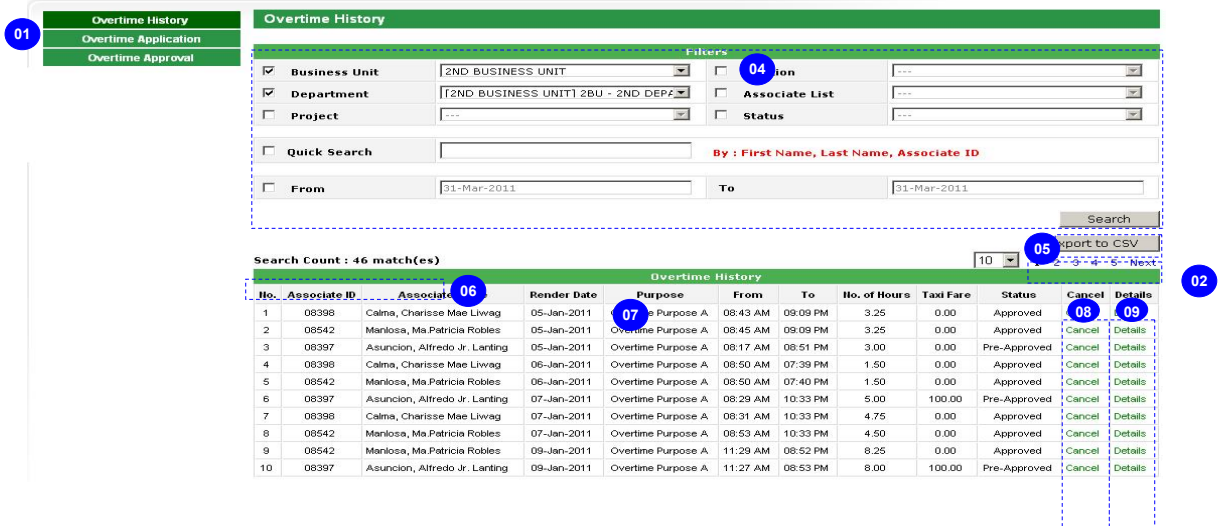
Online 201

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**³ 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**¹³, **Approval Section**¹⁴, and **Final-Approval Section**¹⁵ 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.

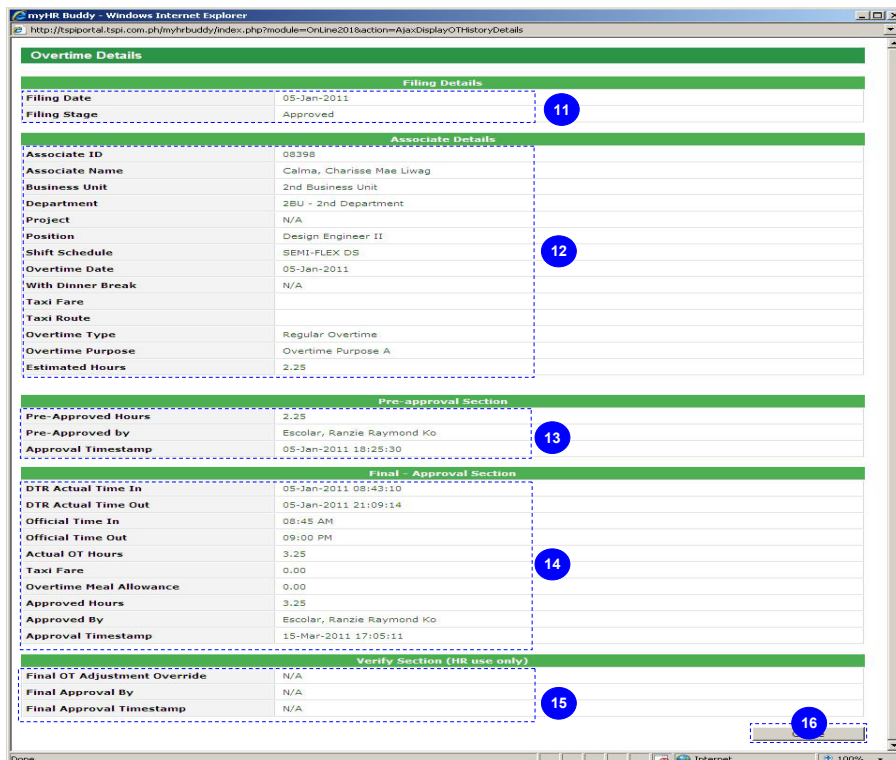
Online 201 > Overtime > Overtime History



The screenshot shows the Overtime History interface. Callout 01 points to the sidebar menu. Callout 02 points to the 'Export to CSV' button. Callout 03 points to the 'Filters' section. Callout 04 points to the 'Department' dropdown. Callout 05 points to the 'Search' button. Callout 06 points to the 'Associate ID' column header. Callout 07 points to the 'Purpose' column header. Callout 08 points to the 'Cancel' link in the table. Callout 09 points to the 'Details' link in the table.

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		
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



The screenshot shows the Overtime Details interface. Callout 11 points to the 'Filing Stage' field. Callout 12 points to the 'Associate Name' field. Callout 13 points to the 'Pre-Approved by' field. Callout 14 points to the 'Actual OT Hours' field. Callout 15 points to the 'Final Approval By' field. Callout 16 points to the 'Back' button.

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	3.25
Pre-Approved by	Escolar, Ranzie Raymond Ko
Approval Timestamp	05-Jan-2011 18:28:30

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 date¹ when the overtime was applied.
- This displays the filing 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 Associate³ 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** button. Import from CSV¹⁰ screen will display, for more information please see [Figure ONLN2.2.1 Bulk application of Overtime](#). For system csv template click link View CSV Template¹¹ 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 CSV¹⁰ 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.

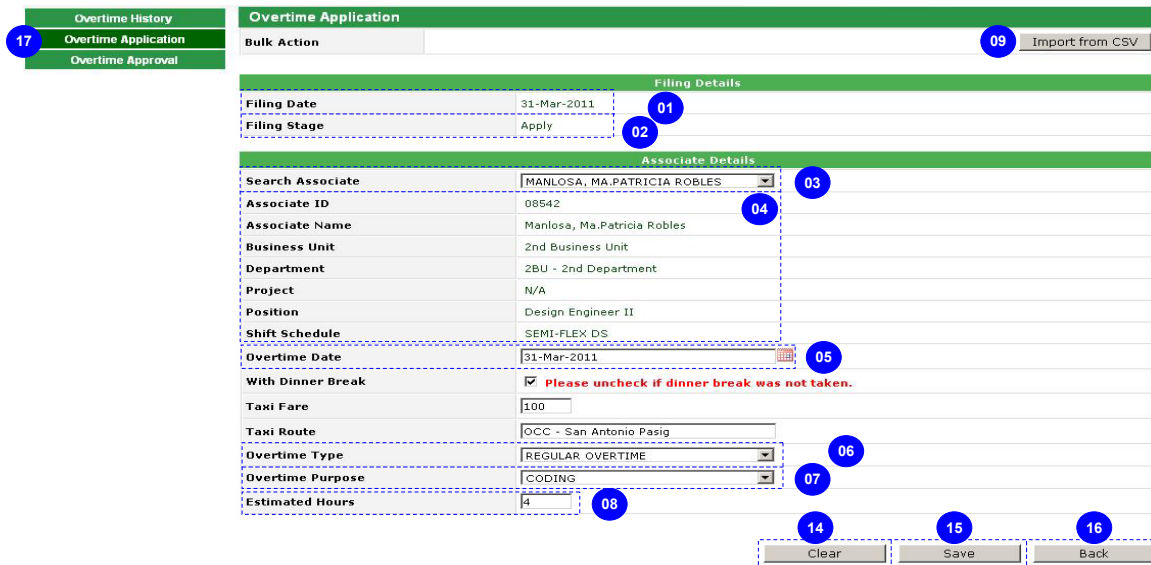


Figure ONLN2.2 Apply for Overtime

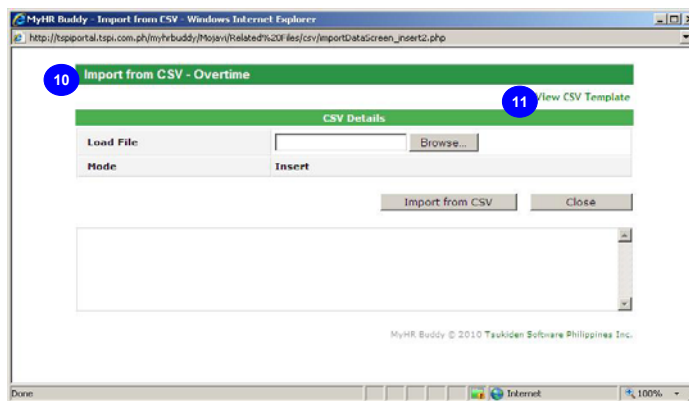
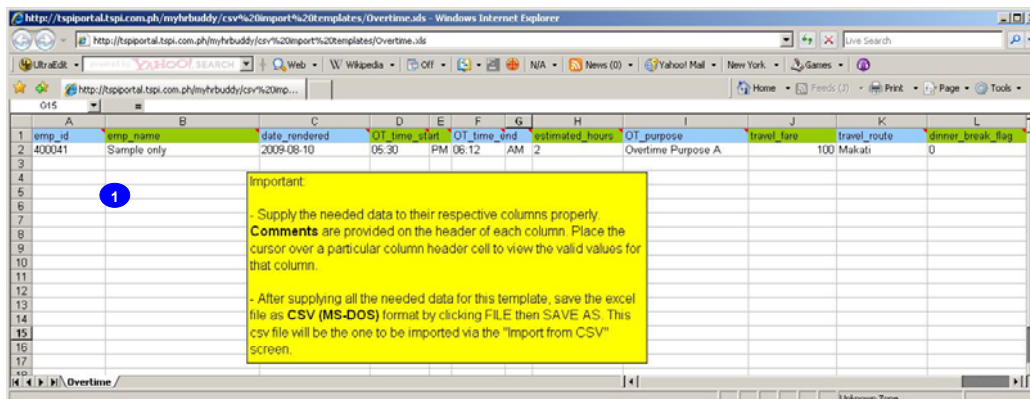


Figure ONLN2.2.1 Bulk application of Overtime



emp_id	emp_name	date_rendered	OT_time_start	OT_time_end	estimated_hours	OT_purpose	travel_fare	travel_route	dinner_break_flag
400041	Sample only	2009-09-10	05:30	PM 06:12	AM 2	Overtime Purpose A	100	Makati	0

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.

Overtime History	Overtime Approval																																																																																																																																										
Overtime Application	Overtime Approval																																																																																																																																										
Overtime Approval	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Filters</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Business Unit [2ND BUSINESS UNIT]</td> <td style="width: 50%;"><input type="checkbox"/> Position [---]</td> </tr> <tr> <td><input checked="" type="checkbox"/> Department [[2ND BUSINESS UNIT] 2BU - 2ND DEPT]</td> <td><input type="checkbox"/> Associate Name [---]</td> </tr> <tr> <td><input type="checkbox"/> Project [---]</td> <td><input type="checkbox"/> Status [---]</td> </tr> </table> <p><input type="checkbox"/> Quick Search [By : First Name, Last Name, Associate ID]</p> <p><input type="checkbox"/> From [31-Mar-2011] To [31-Mar-2011]</p> <p style="text-align: right;"><input type="button" value="Search"/></p> <p>Search Count : 33 match(es)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Associate ID</th> <th>Associate Name</th> <th>Render Date</th> <th>Purpose</th> <th>From</th> <th>To</th> <th>No. of Hours</th> <th>Taxi Fare</th> <th>With Dinner Break</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr><td>1</td><td>08398</td><td>Calma, Charisse Mae Liwag</td><td>05-Jan-2011</td><td>Overtime Purpose A</td><td>08:43 AM</td><td>09:09 PM</td><td>3.25</td><td>0.00</td><td>NO</td><td>Approved</td><td>Action</td></tr> <tr><td>2</td><td>08542</td><td>Manlosa, Ma Patricia Robles</td><td>05-Jan-2011</td><td>Overtime Purpose A</td><td>08:45 AM</td><td>09:09 PM</td><td>3.25</td><td>0.00</td><td>NO</td><td>Approved</td><td>Action</td></tr> <tr><td>3</td><td>08397</td><td>Asuncion, Alfredo Jr. Lanting</td><td>05-Jan-2011</td><td>Overtime Purpose A</td><td>08:17 AM</td><td>08:51 PM</td><td>3.00</td><td>0.00</td><td>NO</td><td>Pre-Approved</td><td>Action</td></tr> <tr><td>4</td><td>08398</td><td>Calma, Charisse Mae Liwag</td><td>06-Jan-2011</td><td>Overtime Purpose A</td><td>08:50 AM</td><td>07:39 PM</td><td>1.50</td><td>0.00</td><td>NO</td><td>Approved</td><td>Action</td></tr> <tr><td>5</td><td>08542</td><td>Manlosa, Ma Patricia Robles</td><td>06-Jan-2011</td><td>Overtime Purpose A</td><td>08:50 AM</td><td>07:40 PM</td><td>1.50</td><td>0.00</td><td>NO</td><td>Approved</td><td>Action</td></tr> <tr><td>6</td><td>08397</td><td>Asuncion, Alfredo Jr. Lanting</td><td>07-Jan-2011</td><td>Overtime Purpose A</td><td>08:29 AM</td><td>10:33 PM</td><td>5.00</td><td>100.00</td><td>YES</td><td>Pre-Approved</td><td>Action</td></tr> <tr><td>7</td><td>08398</td><td>Calma, Charisse Mae Liwag</td><td>07-Jan-2011</td><td>Overtime Purpose A</td><td>08:31 AM</td><td>10:33 PM</td><td>4.75</td><td>0.00</td><td>NO</td><td>Approved</td><td>Action</td></tr> <tr><td>8</td><td>08542</td><td>Manlosa, Ma Patricia Robles</td><td>07-Jan-2011</td><td>Overtime Purpose A</td><td>08:53 AM</td><td>10:33 PM</td><td>4.50</td><td>0.00</td><td>NO</td><td>Approved</td><td>Action</td></tr> <tr><td>9</td><td>08542</td><td>Manlosa, Ma Patricia Robles</td><td>09-Jan-2011</td><td>Overtime Purpose A</td><td>11:29 AM</td><td>08:52 PM</td><td>8.25</td><td>0.00</td><td>NO</td><td>Approved</td><td>Action</td></tr> <tr><td>10</td><td>08397</td><td>Asuncion, Alfredo Jr. Lanting</td><td>09-Jan-2011</td><td>Overtime Purpose A</td><td>11:27 AM</td><td>08:53 PM</td><td>8.00</td><td>100.00</td><td>NO</td><td>Pre-Approved</td><td>Action</td></tr> </tbody> </table> <p>Bulk Action [Pre-approve] [Approve] [Verify] [Deny]</p> </div>	<input checked="" type="checkbox"/> Business Unit [2ND BUSINESS UNIT]	<input type="checkbox"/> Position [---]	<input checked="" type="checkbox"/> Department [[2ND BUSINESS UNIT] 2BU - 2ND DEPT]	<input type="checkbox"/> Associate Name [---]	<input type="checkbox"/> Project [---]	<input type="checkbox"/> Status [---]	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
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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

Overtime Approval

Filing Details

Filing Date	09-Mar-2011
Filing Stage	Approved

Associate Details

Associate ID	08997
Associate Name	Asuncion, Alfredo Jr. Lanting
Business Unit	2nd Business Unit
Department	2BU - 2nd Department
Project	N/A
Position	Design Engineer II
Shift Schedule	SEMI-FLEX DS
With Dinner Break	N/A
Taxi Fare	0.00
Taxi Route	OCC-Bicutan
Overtime Date	09-Mar-2011
Overtime Type	Regular Overtime
Overtime Purpose	Coding
Estimated Hours	3.00

Pre-approval Section

Pre-Approved Hours	3.00
Pre-Approved by	Pante, Richelle Joy Villanueva
Approval Timestamp	09-Mar-2011 21:32:49

Final - Approval Section

DTR Actual Time In	02-Mar-2011 07:55:24
DTR Actual Time Out	02-Mar-2011 22:07:31
Official Time In	08:00 AM
Official Time Out	10:00 PM
Actual OT Hours	5.00
With Dinner Break	YES
Taxi Fare	100.00
Taxi Route	OCC - Ugong
Overtime Meal Allowance	0.00
Approved Hours	4.25
Approved By	Escolar, Ranzie Raymond Ko
Approval Timestamp	18-Mar-2011 17:07:56

Verify Section (HR use only)

Final OT Adjustment Override	4.25
Final Approval By	N/A
Final Approval Timestamp	N/A

Buttons: Verify, Done, Back

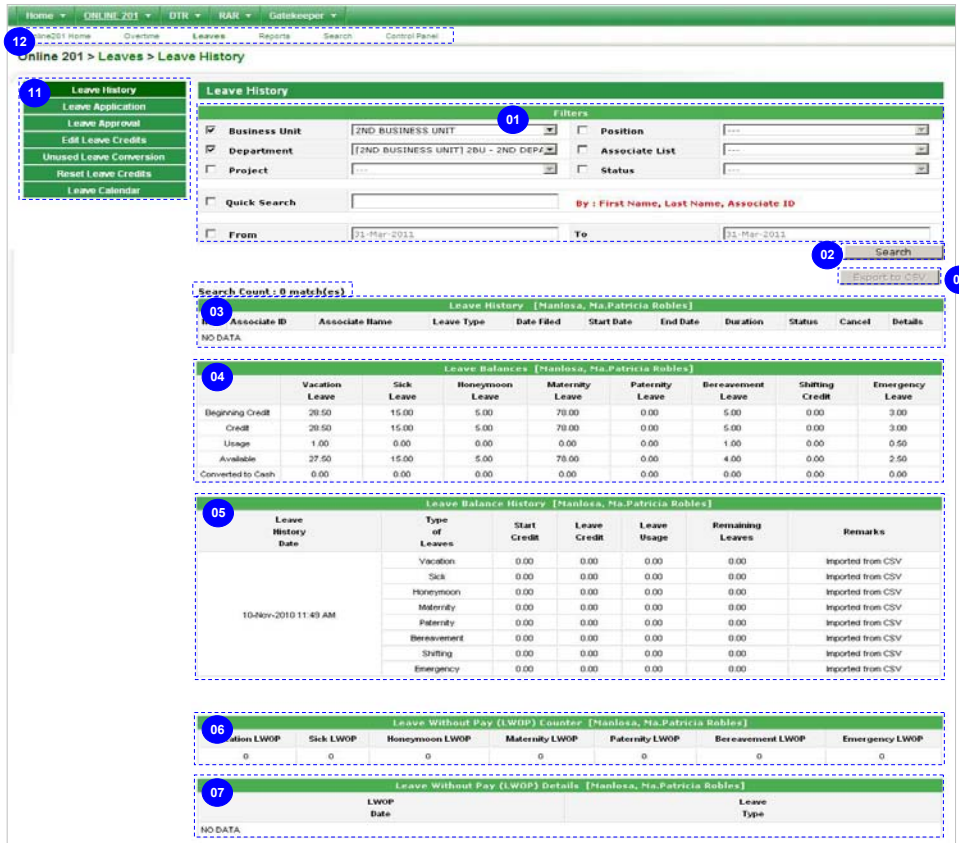
Figure ONLN2.4 Overtime Approval Action

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 Menu¹.
- **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



The screenshot shows the 'Leave History' page in the MyHR Buddy System. It includes a navigation menu on the left (01), a search filter section (02), a search results table (03), a 'Leave Balances' table (04), a 'Leave Balance History' table (05), a 'Leave Without Pay (LWOP) Counter' table (06), and a 'Leave Without Pay (LWOP) Details' table (07). A search button (08) is also visible. The interface is titled 'Online 201 > Leaves > Leave History' (12).

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** button to go back to **"My Leaves"** page.

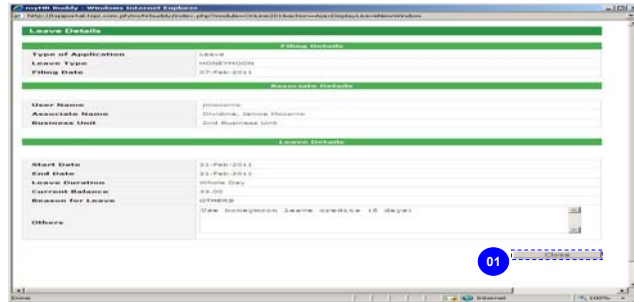


Figure ONLN3.1.1 My Leaves Details

3.2 Apply for Leaves

- Click **"Apply for Leave"** button on the **Sidebar Menu** 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** contains the type of application, leave type and filing date of the leave application
- **Data Filters** are provided to specify desired search data.
- The **Quick Search** 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** button to search for associate who will be filing for leaves based on the defined filters.
- Clicking **Search Associate** button without selecting any value on the Associate Name combobox, **"Please select Associate Name"** dialog box will be displayed.
- **Associate Details** 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** section, and by clicking **Apply** 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** button. Export from CSV screen will display, click link **View CSV Template** and enter valid information, follow instruction indicated in the template on how to save the template into csv. In screen of **Import from CSV** click "Browse" button and select the CSV file containing Leave Credits records to be uploaded. Click "Import" to upload.
- Click **Clear** button to disregard the edited part of the leave application and set all combo box to its default value
- Click **Cancel** button to go back to the main page and disregard the leave application.
- Clicking the **Cancel** 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.

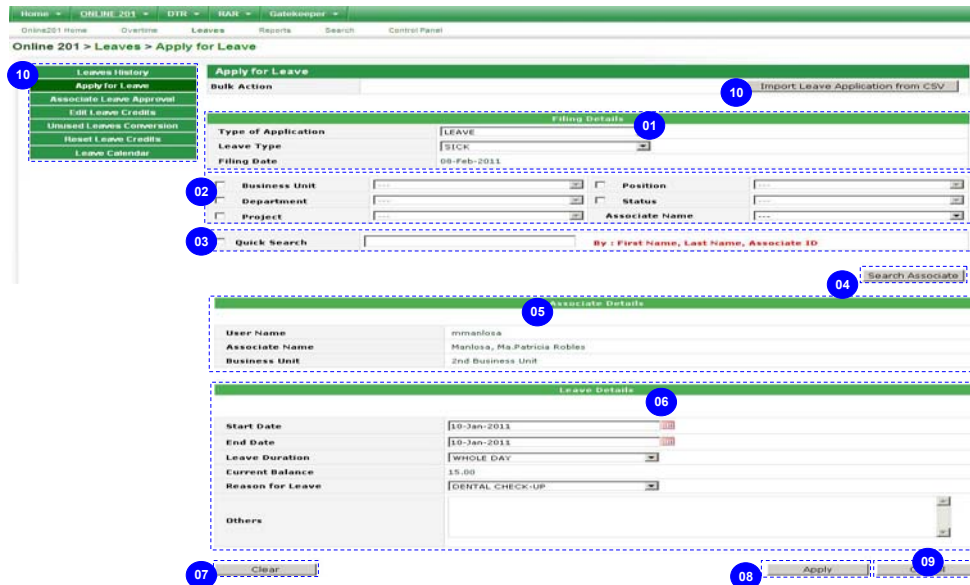
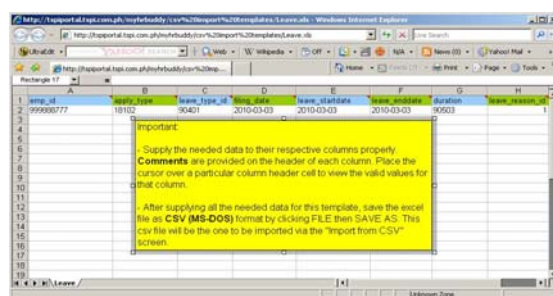
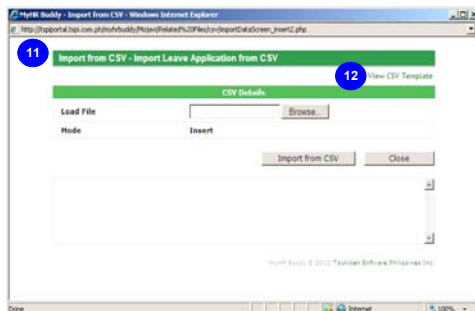


Figure ONLN3.2 Apply For Leave



3.3 Associate Leave Approval

- Click "Associate Leave Approval" button on the Sidebar Menu¹ to open this page.
- This page contains all Pending Leave applications subject for approval.
- **Data Filters**² are provided for the users to set the desired dates to be searched.
- Click **Show Result**³ 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**⁵ allows the user to apply the action to one or more selected associates from the table.

<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Leave History</div> <div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Leave Application</div> <div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Leave Approval</div> <div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Edit Leave Credits</div> <div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Unused Leave Conversion</div> <div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Reset Leave Credits</div> <div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">Leave Calendar</div>	<div style="background-color: #4CAF50; color: white; padding: 2px;">Leave Approval</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="text-align: right; font-size: small; margin-bottom: 5px;">01 Filters</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Business Unit [2ND BUSINESS UNIT] </div> <div style="width: 45%;"> <input type="checkbox"/> Position [---] </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Department [2ND BUSINESS UNIT] ZBU - 2ND DEPA </div> <div style="width: 45%;"> <input type="checkbox"/> Associate List [---] </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Project [---] </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Status [VERIFIED] </div> </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Quick Search [] By : First Name, Last Name, Associate ID </div> <div style="margin-top: 5px; display: flex; justify-content: space-between;"> <input type="checkbox"/> From [31-Mar-2011] <input type="checkbox"/> To [31-Mar-2011] </div>
---	---

| Search Count : 27 match(es) | |
| | Associate Leave Approval List | | | | | | | | | | | | |-------------------------------|--------------------------|----------------------------------|--------------------|------------|------------------|-------------|-------------|-------------|-----------|----------|--------| | No. | | Associate Name | Business Unit Name | Leave Type | Reason for Leave | Date Filed | Start Date | End Date | Duration | Status | ACTION | | 1 | <input type="checkbox"/> | Dividina, Janice Mocerro | 2nd Business Unit | HONEYMOON | OTHERS | 07-Feb-2011 | 21-Feb-2011 | 25-Feb-2011 | Whole Day | Approved | ACTION | | 2 | <input type="checkbox"/> | Dividina, Janice Mocerro | 2nd Business Unit | VACATION | OTHERS | 07-Feb-2011 | 03-Mar-2011 | 04-Mar-2011 | Whole Day | Approved | ACTION | | 3 | <input type="checkbox"/> | Dividina, Janice Mocerro | 2nd Business Unit | SICK | FEVER | 11-Feb-2011 | 10-Feb-2011 | 10-Feb-2011 | Whole Day | Approved | ACTION | | 4 | <input type="checkbox"/> | Dividina, Janice Mocerro | 2nd Business Unit | EMERGENCY | OTHERS | 11-Feb-2011 | 11-Feb-2011 | 11-Feb-2011 | AM Only | Approved | ACTION | | 5 | <input type="checkbox"/> | Dividina, Janice Mocerro | 2nd Business Unit | SICK | FEVER | 16-Mar-2011 | 15-Mar-2011 | 16-Mar-2011 | Whole Day | Approved | ACTION | | 6 | <input type="checkbox"/> | Tausa, Dexter Reas | 2nd Business Unit | VACATION | IMPORTANT MATTER | 28-Feb-2011 | 01-Mar-2011 | 01-Mar-2011 | Whole Day | Approved | ACTION | | 7 | <input type="checkbox"/> | Tausa, Dexter Reas | 2nd Business Unit | VACATION | IMPORTANT MATTER | 03-Mar-2011 | 08-Mar-2011 | 09-Mar-2011 | Whole Day | Approved | ACTION | | 8 | <input type="checkbox"/> | Arcaya, Ralph Lawrence Dela Cruz | 2nd Business Unit | SICK | FEVER | 21-Jan-2011 | 12-Jan-2011 | 12-Jan-2011 | Whole Day | Approved | ACTION | | 9 | <input type="checkbox"/> | Asuncion, Alfredo Jr. Lanting | 2nd Business Unit | VACATION | BANK PAYMENT | 25-Feb-2011 | 01-Mar-2011 | 01-Mar-2011 | PM Only | Approved | ACTION | | 10 | <input type="checkbox"/> | Calma, Cherisse Mae Livrag | 2nd Business Unit | VACATION | FAMILY MATTERS | 03-Mar-2011 | 03-Mar-2011 | 03-Mar-2011 | Whole Day | Approved | ACTION | | |

Figure ONLN3.3 Associate Leave Approval

3.4 Edit Leave Credits

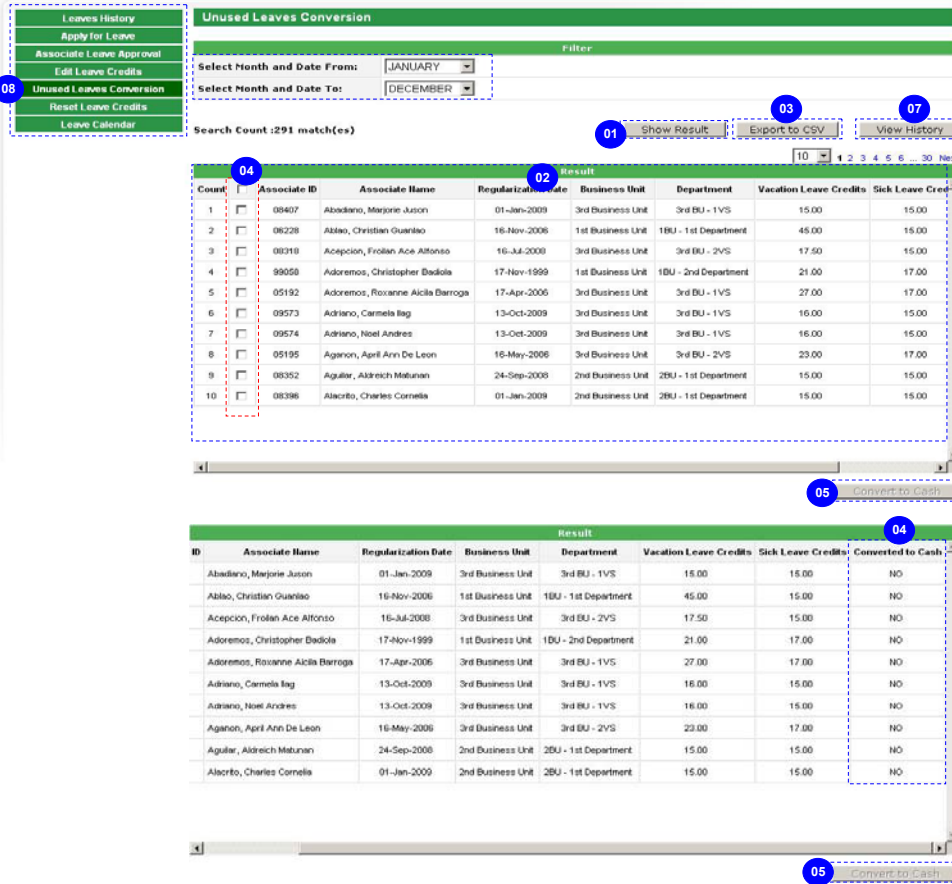
- Click **"Edit Leave Credits"** button on the Sidebar Menu⁸ to open this page. Please refer to Figure ONLN3.1 My Leaves for Sidebar Menu
- This page is used to edit Leave Credits of a certain employee
- **Filters**¹ are provided to specify desired search data. User can filter employee by selecting the 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 change;" 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 Menu⁸ 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 have 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.

Online 201 > Leaves > Unused Leaves Conversion



Unused Leaves Conversion

Filter

Select Month and Date From:

Select Month and Date To:

Search Count :291 match(es)

Buttons:

Count	Associate ID	Associate Name	Regularization Date	Business Unit	Department	Vacation Leave Credits	Sick Leave Credits	Converted to Cash
1	08407	Abadiano, Marjorie Juson	01-Jan-2009	3rd Business Unit	3rd BU - 1VS	15.00	15.00	
2	08228	Abiao, Christian Guanio	16-Nov-2006	1st Business Unit	1BU - 1st Department	45.00	15.00	
3	08318	Acepcion, Frolan Ace Alfonso	16-Jul-2008	3rd Business Unit	3rd BU - 2VS	17.50	15.00	
4	89058	Adoremos, Christopher Badiola	17-Nov-1999	1st Business Unit	1BU - 2nd Department	21.00	17.00	
5	05192	Adoremos, Roxanne Alicia Barrogs	17-Apr-2006	3rd Business Unit	3rd BU - 1VS	27.00	17.00	
6	09573	Adriano, Carmela Iag	13-Oct-2009	3rd Business Unit	3rd BU - 1VS	16.00	15.00	
7	09574	Adriano, Noel Andres	13-Oct-2009	3rd Business Unit	3rd BU - 1VS	16.00	15.00	
8	05195	Aganon, April Ann De Leon	16-May-2006	3rd Business Unit	3rd BU - 2VS	23.00	17.00	
9	08352	Aguilar, Aldreich Mabunan	24-Sep-2006	2nd Business Unit	2BU - 1st Department	15.00	15.00	
10	08386	Alacrito, Charles Cornelia	01-Jan-2009	2nd Business Unit	2BU - 1st Department	15.00	15.00	

Buttons:

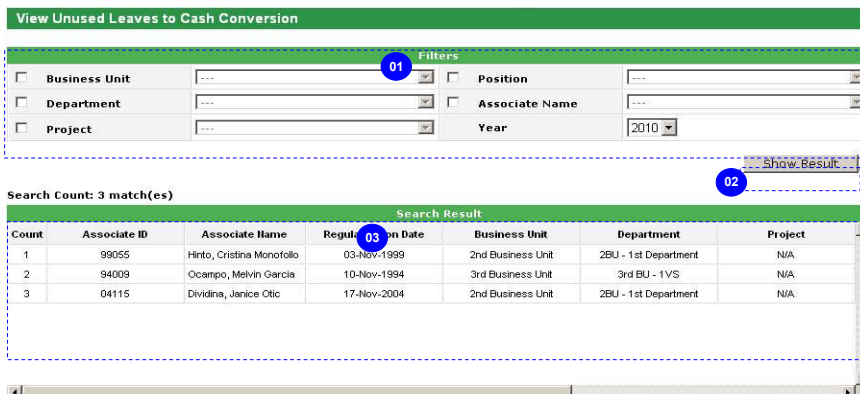
ID	Associate Name	Regularization Date	Business Unit	Department	Vacation Leave Credits	Sick Leave Credits	Converted to Cash
	Abadiano, Marjorie Juson	01-Jan-2009	3rd Business Unit	3rd BU - 1VS	15.00	15.00	NO
	Abiao, Christian Guanio	16-Nov-2006	1st Business Unit	1BU - 1st Department	45.00	15.00	NO
	Acepcion, Frolan Ace Alfonso	16-Jul-2008	3rd Business Unit	3rd BU - 2VS	17.50	15.00	NO
	Adoremos, Christopher Badiola	17-Nov-1999	1st Business Unit	1BU - 2nd Department	21.00	17.00	NO
	Adoremos, Roxanne Alicia Barrogs	17-Apr-2006	3rd Business Unit	3rd BU - 1VS	27.00	17.00	NO
	Adriano, Carmela Iag	13-Oct-2009	3rd Business Unit	3rd BU - 1VS	16.00	15.00	NO
	Adriano, Noel Andres	13-Oct-2009	3rd Business Unit	3rd BU - 1VS	16.00	15.00	NO
	Aganon, April Ann De Leon	16-May-2006	3rd Business Unit	3rd BU - 2VS	23.00	17.00	NO
	Aguilar, Aldreich Mabunan	24-Sep-2006	2nd Business Unit	2BU - 1st Department	15.00	15.00	NO
	Alacrito, Charles Cornelia	01-Jan-2009	2nd Business Unit	2BU - 1st Department	15.00	15.00	NO

Buttons:

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.



View Unused Leaves to Cash Conversion

Filters

Business Unit: ---

Department: ---

Project: ---

Position: ---

Associate Name: ---

Year: 2010

Buttons:

Search Count: 3 match(es)

Count	Associate ID	Associate Name	Regularization Date	Business Unit	Department	Project
1	99055	Hinto, Cristina Monofollo	03-Nov-1999	2nd Business Unit	2BU - 1st Department	N/A
2	94009	Ocampo, Melvin Garcia	10-Nov-1994	3rd Business Unit	3rd BU - 1VS	N/A
3	04115	Dividina, Janice Otic	17-Nov-2004	2nd Business Unit	2BU - 1st Department	N/A

Figure ONLN3.5.1 Edit Leave Credits

3.6 Reset Leave Credits

- Click "Reset Leave Credits" button on the Sidebar Menu⁶ 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

Online 201 > Leaves > Reset Leave Credits

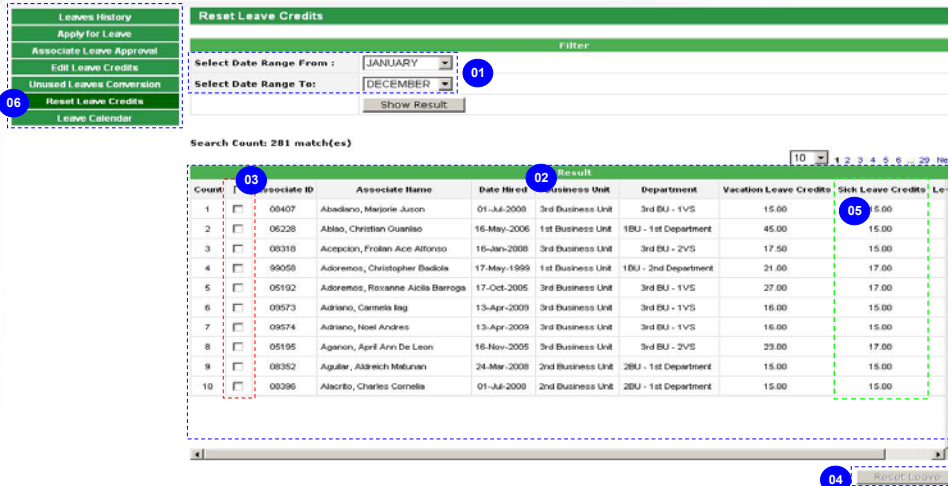


Figure ONLN3.6 Reset Leave Credits

3.7 Leave Calendar

- Click "Reset Leave Credits" button on the Sidebar Menu⁷ 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.

Online 201 > Leaves > Leave Calendar

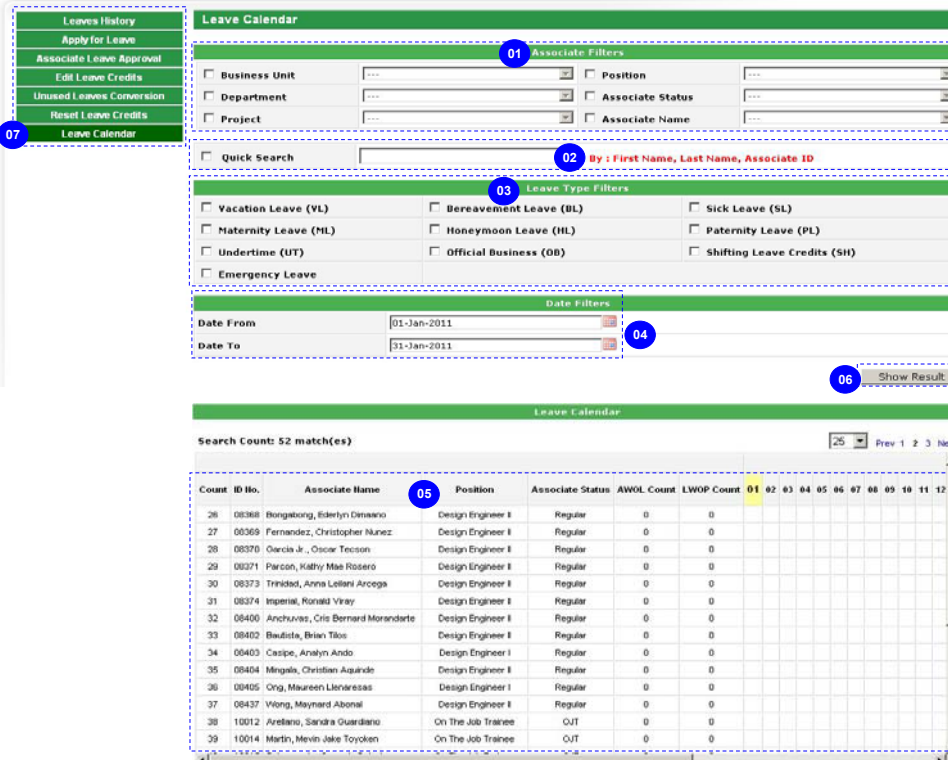


Figure ONLN3.7 Leave Calendar

Leave Legend	
	Whole Day Taken
	Half-day PM Taken
	AWOL
	Whole Day Approved
	Half-day PM approved
	Date Today
	Half-day AM Taken
	Half-day AM Approved
	Multiple Leave Taken
	Multiple Leave Approved

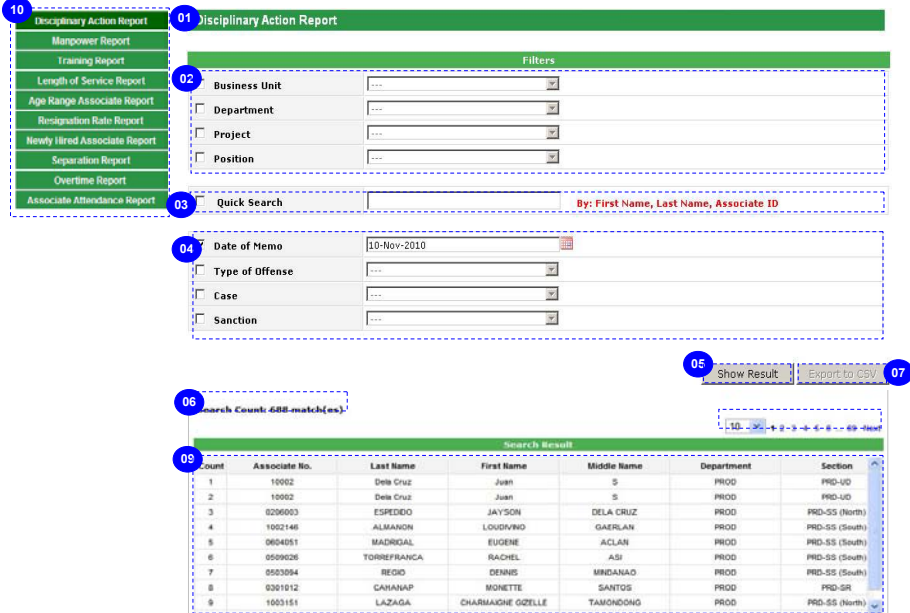
Figure ONLN3.7.1 Leave Legend

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**⁶ table. Search **Search Count**⁶ will reflect the actual list count.
- **Export to CSV**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.



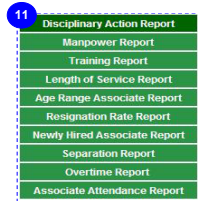
The screenshot shows the 'Disciplinary Action Report' interface. On the left is a sidebar menu (01) with 'Disciplinary Action Report' selected. The main area contains a 'Filters' section (02) with dropdowns for Business Unit, Department, Project, and Position. Below is a 'Quick Search' section (03) with a search box and a 'By:' dropdown set to 'First Name, Last Name, Associate ID'. A 'Date of Memo' section (04) has a date picker set to '10-Nov-2010' and dropdowns for Type of Offense, Case, and Sanction. At the bottom right are 'Show Result' (05) and 'Export to CSV' (07) buttons. A search count of '688 matches' (06) is shown above a table with columns: Count, Associate No., Last Name, First Name, Middle Name, Department, and Section. The table lists 9 records.

Count	Associate No.	Last Name	First Name	Middle Name	Department	Section
1	10002	Dele Cruz	Juan	S	PROD	PRD-UD
2	10002	Dele Cruz	Juan	S	PROD	PRD-UD
3	0296003	ESPEDDO	JAYSON	DELA CRUZ	PROD	PRD-SS (North)
4	1002148	ALMADORI	LOUISFRD	GAERLAN	PROD	PRD-SS (South)
5	0604051	MADRIGAL	EUGENE	ACLAN	PROD	PRD-SS (South)
6	0009026	TORREFRANCA	RACHEL	ASI	PROD	PRD-SS (South)
7	0003054	REGIO	DENNIS	MINDANAO	PROD	PRD-SS (South)
8	0301012	CAHANAP	MONETTE	SANTOS	PROD	PRD-SR
9	1003151	LAZAGA	CHARMAIGNE GZELLE	TAKMONDONG	PROD	PRD-SS (North)

Figure ONLN-4.1 Disciplinary Action Report

4.2 Manpower Report

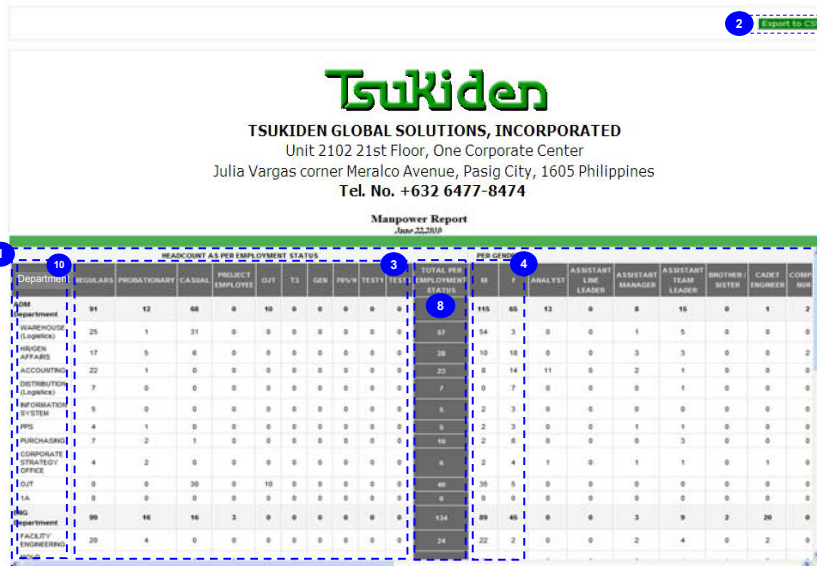
- This page displays a report on the current total manpower headcount (Active associates).
- The **Manpower Report** page is accessible via the **Manpower Report** button made available on the sidebar menu ¹¹.



The screenshot shows a sidebar menu with the following items: Disciplinary Action Report, Manpower Report (highlighted), Training Report, Length of Service Report, Age Range Associate Report, Resignation Rate Report, Newly Hired Associate Report, Separation Report, Overtime Report, and Associate Attendance Report.

Online 201 - Reports

- 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
- 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 Headcount as 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.



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Manpower Report
_Nov.23.2010

Department	HEADCOUNT AS PER EMPLOYMENT STATUS										TOTAL PER EMPLOYMENT STATUS	PER POSITION									
	REGULARS	PROBATIONARY	CASUAL	PROJECT EMPLOYEE	OUT	T3	GER	PCV	TEST	TEST		ANALYST	ASSISTANT LEAD	ASSISTANT MANAGER	ASSISTANT TEAM LEADER	BROTHER OFFICER	CADET ENGINEER	COMP. WRM			
HRM	91	12	68	0	10	0	0	0	0	0	8	115	68	13	0	0	15	0	1	2	
WAREHOUSE (Logistics)	25	1	31	0	0	0	0	0	0	0	0	54	0	0	0	1	5	0	0	0	
HRDGN AFFAIRS	17	0	0	0	0	0	0	0	0	0	0	10	18	0	0	3	3	0	0	2	
ACCOUNTING	22	1	0	0	0	0	0	0	0	0	0	23	0	11	0	2	1	0	0	0	
DISTRIBUTION (Logistics)	7	0	0	0	0	0	0	0	0	0	0	7	0	0	0	1	0	0	0	0	
INFORMATION SYSTEM	5	0	0	0	0	0	0	0	0	0	0	5	2	0	0	0	0	0	0	0	
PRG	4	1	0	0	0	0	0	0	0	0	0	5	2	0	0	1	1	0	0	0	
PURCHASING	7	2	1	0	0	0	0	0	0	0	0	10	2	0	0	0	3	0	0	0	
CORPORATE STRATEGY OFFICE	4	2	0	0	0	0	0	0	0	0	0	6	2	1	0	1	1	0	1	0	
OUT	0	0	30	0	10	0	0	0	0	0	0	40	30	0	0	0	0	0	0	0	
IA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Department	89	16	96	3	0	0	0	0	0	0	0	134	89	46	0	0	3	9	2	20	
FACILITY ENGINEERING	20	4	0	0	0	0	0	0	0	0	0	24	22	0	0	2	4	0	2	0	

Figure ONLN-4.2-A Manpower Report

Department	14	17	16	2	6	0	0	0	49	4	45	2	0	1	3	0	4	0	3	4
QA	3	5	3	2	0	0	0	0	11	2	11	0	0	1	0	0	4	0	3	1
QC	10	10	13	0	0	0	0	0	33	2	31	2	0	0	3	0	0	0	0	3
QA	1	2	0	0	0	0	0	0	3	0	2	0	0	0	0	0	0	0	0	0
GRAND TOTAL	29	32	34	2	6	0	0	0	107	16	136	7	0	4	4	0	4	0	3	4
Percentage	6.51%	7.32%	7.64%	0.47%	1.33%	0.00%	0.00%	0.00%	24.80%	3.76%	31.86%	1.63%	0.00%	0.94%	0.94%	0.00%	0.94%	0.00%	0.71%	0.71%

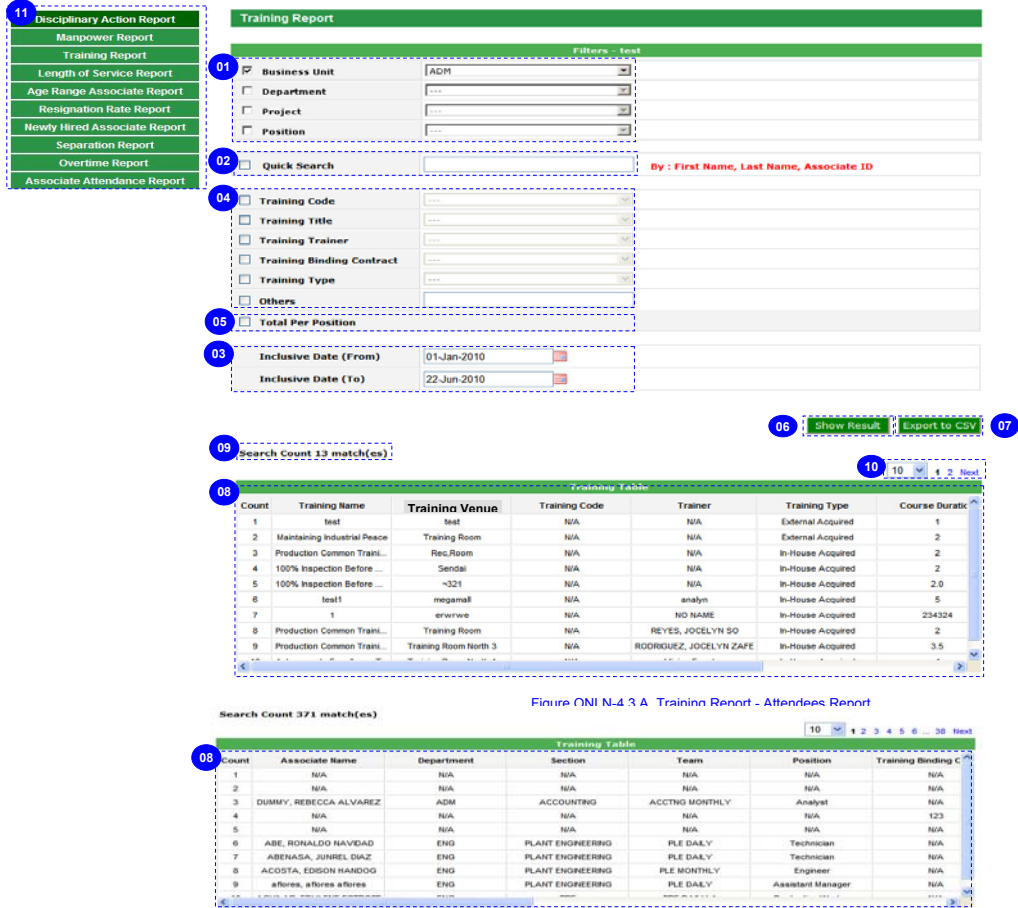
Figure ONLN-4.2-B Manpower Report - Grand Total(per employment status, gender, position) and Percentage row

Department	HEADCOUNT AS PER POSITION																	TOTAL PER POSITION
	REL PER	INTERPRETER	INSPECTOR	JR SUPERVISOR	MANAGER	LINE LEADER	PHARMACIST	PRODUCTION WORKER	RESEARCHER	ENGINEER	STAFF	SUPERVISOR	TEAM LEADER	TECHNICIAN	WAREHOUSEMAN	WORKS MANAGER	PROBATION OFFICER	
QA	33	2	0	4	2	0	0	4	0	0	23	4	3	41	16	0	0	100
QC	29	0	0	0	0	0	0	4	0	0	3	1	1	0	16	0	0	58
QA	4	2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	27
QA	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	10
QA	0	0	0	2	1	0	0	0	0	0	3	0	0	0	0	0	0	7
QA	0	0	0	1	0	0	0	0	0	0	2	2	0	0	0	0	0	5
QA	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	3
QA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
QA	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
QA	0	0	0	0	0	0	0	0	0	0	0	0	0	41	0	0	0	41
QA	0	0	13	3	3	0	0	7	0	1	0	2	4	45	0	0	0	100
QA	0	0	0	1	1	0	0	0	0	0	0	0	0	11	0	0	0	15

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.



The screenshot shows the 'Training Report' interface. On the left is a sidebar menu with 11 items, including 'Disciplinary Action Report', 'Manpower Report', 'Training Report', 'Length of Service Report', 'Age Range Associate Report', 'Resignation Rate Report', 'Newly Hired Associate Report', 'Separation Report', 'Overtime Report', and 'Associate Attendance Report'. The main area is titled 'Training Report' and contains a 'Filters - test' section with various dropdown menus for Business Unit, Department, Project, and Position. Below this are checkboxes for 'Quick Search', 'Training Code', 'Training Title', 'Training Trainer', 'Training Binding Contract', 'Training Type', and 'Others'. A 'Total Per Position' checkbox is also present. At the bottom, there are date filters for 'Inclusive Date (From)' (01-Jan-2010) and 'Inclusive Date (To)' (22-Jun-2010). Buttons for 'Show Result' and 'Export to CSV' are visible. Below the filters is a 'Search Count 13 match(es)' section and a 'Training Table' with columns: Count, Training Name, Training Venue, Training Code, Trainer, Training Type, and Course Duratio. The table contains 9 rows of data. Below this is another 'Search Count 371 match(es)' section and a second 'Training Table' with columns: Count, Associate Name, Department, Section, Team, Position, and Training Binding C. This table contains 9 rows of data.

Figure ONI N-4.3.A Training Report - Attendees Report

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

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** 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*).

Fiscal Year Resignation Rate
AS OF DECEMBER 15, 2009

Number of Resignees(AWOL)

Department /	As of January '09	January '09	February '09	March '09	April '09	May '09	June '09	July '09	August '09	September '09
WAREHOUSE (Logistics)	41									
CORPORATE STRATEGY OFFICE	2									
OUT	6									
PURCHASING	9									
HR	3									
INFORMATION SYSTEM	5									
DISTRIBUTION (Logistics)	6									
HUMAN AFFAIRS	16							1		
ACCOUNTING	11									
ADM	93	0	0	0	0	0	0	1	0	0
PROCESS ENGINEERING SECTION	9									
PRE	42									
PLANT ENGINEERING	36									
MOLD ENGINEERING	15									
FACILITY ENGINEERING	22							1		
ENG	129	0	0	0	0	0	0	1	0	0

Figure ONLN-4.6.2.A Fiscal Year Resignation Rate Report

TOTAL	1229	0	0	0	0	0	0	1	0	0
Cumulative Total	0							1		
Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.23%	0.00%	0.00%
PT	1229	0	0	0	0	0	0	1	0	0
Cumulative Total	0							1		
Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.23%	0.00%	0.00%

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

Fiscal Year Resignation Rate
AS OF DECEMBER 15, 2009

Number of Resignees(AWOL)

	April '09	May '09	June '09	July '09	August '09	September '09	October '09	November '09	December '09	TOTAL	Resignation Rate
										0	0.00%
										0	0.00%
										0	0.00%
										0	0.00%
										0	0.00%
										0	0.00%
										0	0.00%
										0	0.00%
										0	0.00%
										0	0.00%
										1	6.25%
										0	0.00%
										1	1.00%

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

Online 201 - Reports

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** 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.
 - Section / Department**³ : This row displays the active department and section.
 - Headcount(As of Fiscal Year)**⁴ : This column displays the headcount of each Section as of the start month of the two(2) Fiscal Year.
 - 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)
 - Total⁶ (column)** : This column displays the total resignees per Section and Department
 - Resignation Rate⁷** : This column displays the percentage of the total count resignees per Section and Department per fiscal year
 - Total⁸ (row)** : This displays the sum of the resigned associates per Fiscal Year's month.
 - Fiscal Year⁹** : 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).

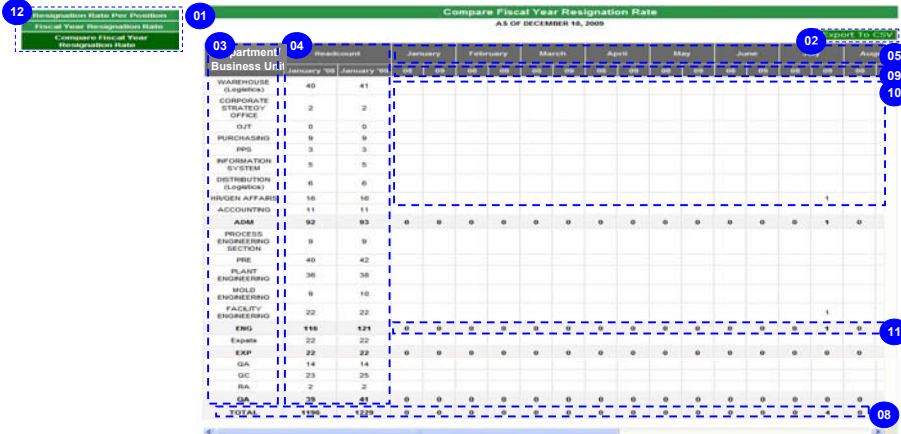


Figure ONLN-4.6.3 Yearly Comparison Report

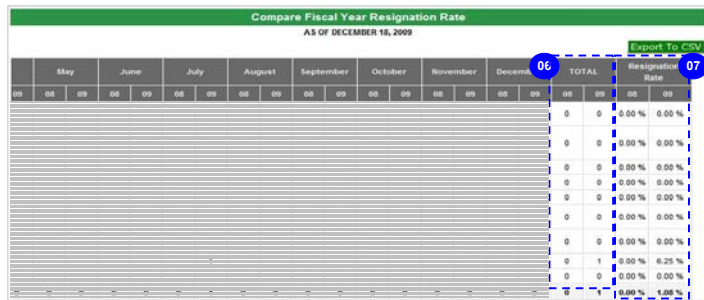


Figure ONLN-4.6.3 Yearly Comparison Report

4.7 Newly Hired Associate Report

- This page displays Newly Hired Associate Report.
- The **Newly Hired Associate Report** 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.

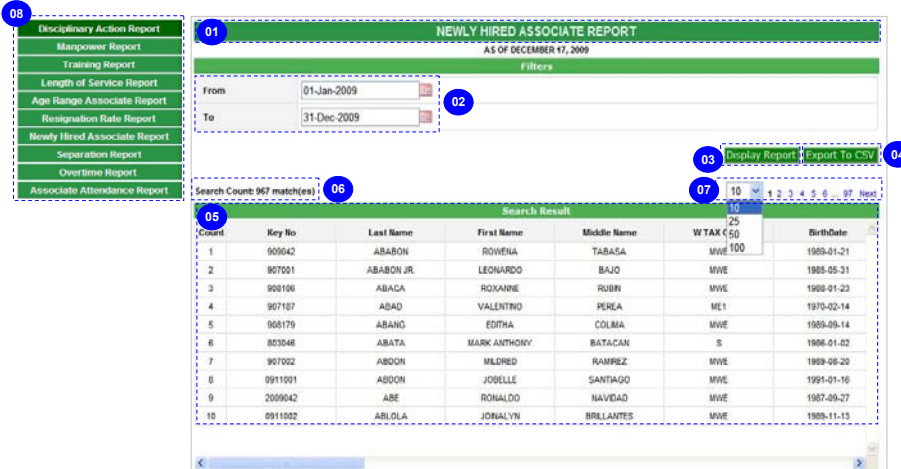


Figure ONLN-4.7 Newly Hired Associate Report

Online 201 - Reports

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 Separation⁴; Resigned, End of Contract, End of Probationary, Others(Death) and Terminat
- Data filters² 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**³ 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.

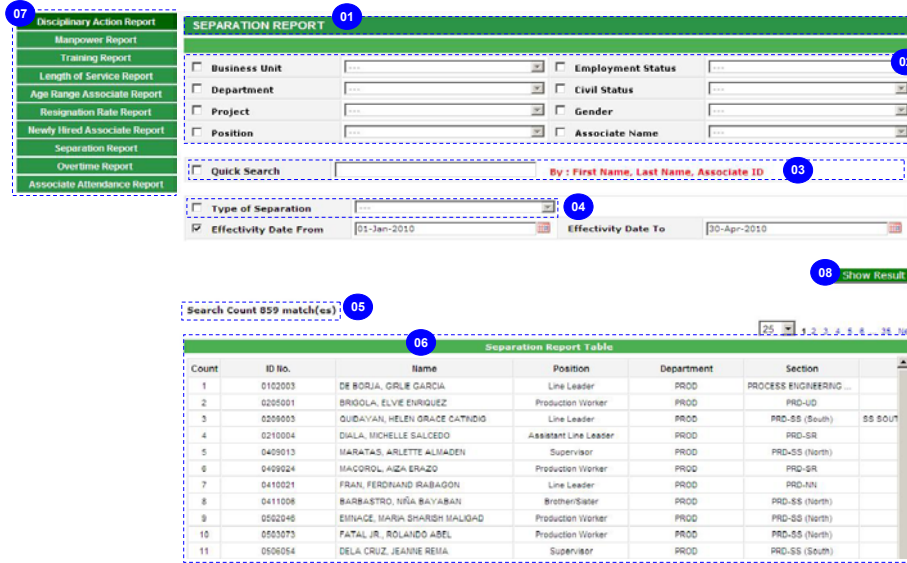


Figure B 4.8 Separation Report

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.

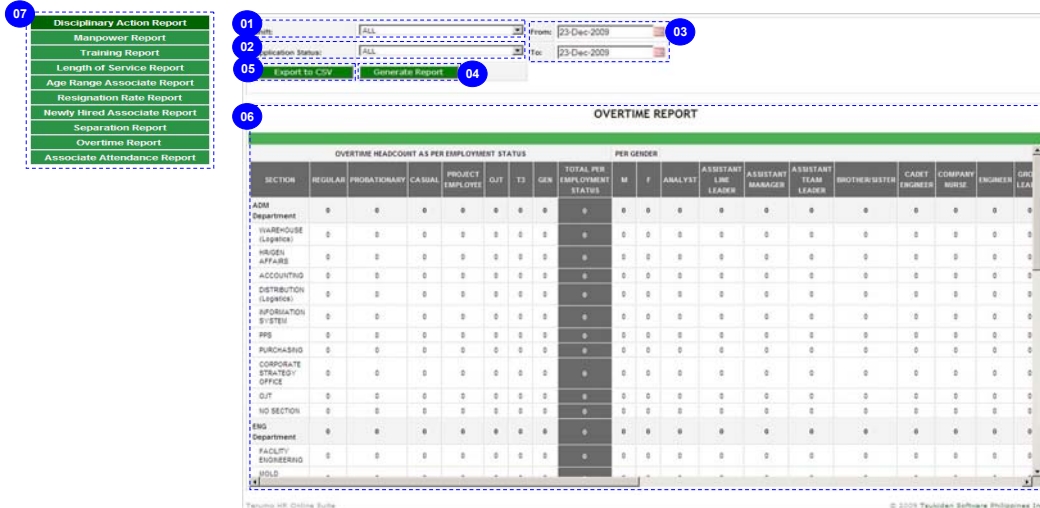


Figure B 4.9 Overtime Report

4.10 Associate Attendance Report

- The **Associate Attendance Report** page is accessible via the **Associate Attendance** menu button made available on the **sidebar menu**¹.
- Data filters² 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.

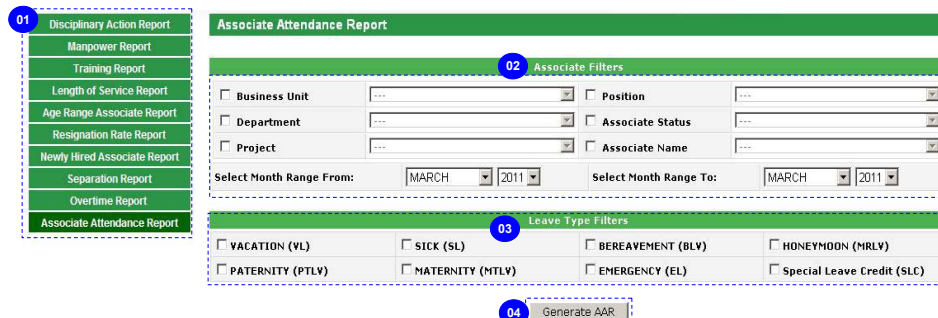


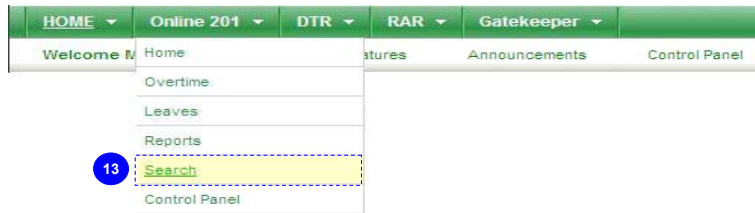
Figure 4.10 Associate Attendance Report

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. Search¹³ link in Online201 drop down menu;
 2. Search¹⁴ 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.

PERFORM SEARCH

Perform Search On: BIODATA 12

Filters

Business Unit: --- 01

Department: ---

Project: ---

Position: ---

Shift: ---

Quick Search: manlosa 02 By: First Name, Last Name, Associate ID

Filter By: ALL 03

05

Check All 04

Company Information	Personal Information	Government-Related Information	Contact Information	Employment Information
<input checked="" type="checkbox"/> Associate ID <input type="checkbox"/> Position <input type="checkbox"/> Business Unit <input type="checkbox"/> Department <input type="checkbox"/> Project <input type="checkbox"/> Shift <input type="checkbox"/> Locker No. <input type="checkbox"/> Movable Drawer Information	<input checked="" type="checkbox"/> First Name <input checked="" type="checkbox"/> Middle Name <input checked="" type="checkbox"/> Last Name <input type="checkbox"/> Nickname <input type="checkbox"/> Birthdate <input type="checkbox"/> Gender <input type="checkbox"/> Civil Status <input type="checkbox"/> Academic Info	<input type="checkbox"/> SSS No. <input type="checkbox"/> PhilHealth No. <input type="checkbox"/> PAGIBIG No. <input type="checkbox"/> TIN Number <input type="checkbox"/> Tax Code	<input type="checkbox"/> Present Address <input type="checkbox"/> Emergency Contact Person (ICE1) <input type="checkbox"/> Contact No. (ICE1)	<input type="checkbox"/> Record Status <input type="checkbox"/> Employment Status <input type="checkbox"/> Casual Date Hired <input type="checkbox"/> Probationary Date Hired <input type="checkbox"/> Regularization Date <input type="checkbox"/> Date Resigned <input type="checkbox"/> Reason for Leaving

06 07 08

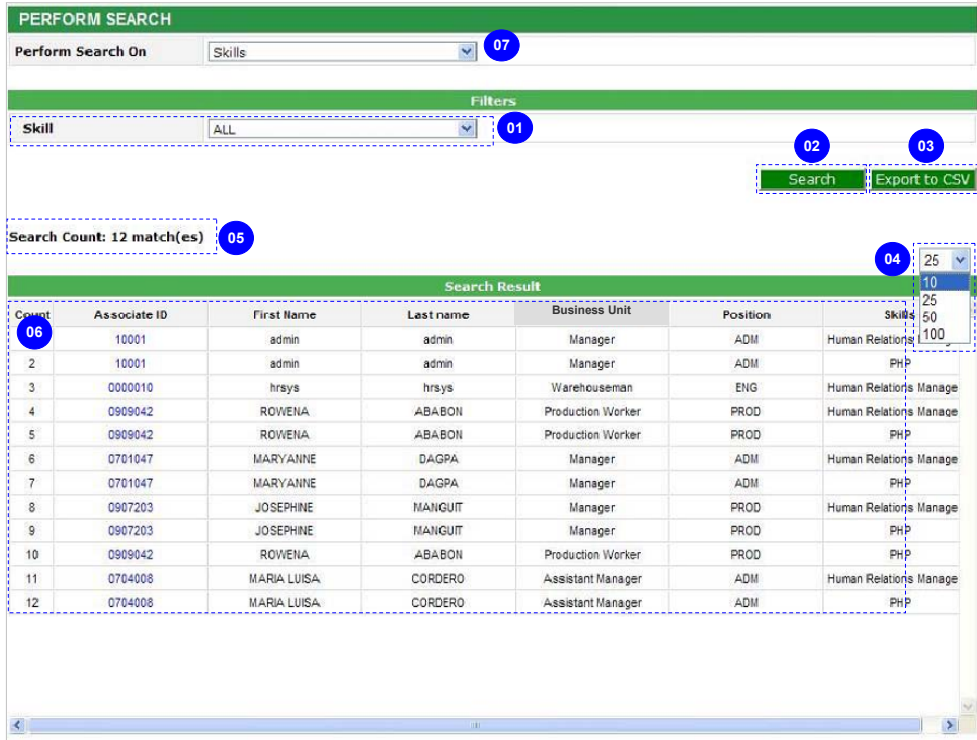
Search Count: 1 match(es) 09

Search Result				
Count	Associate ID	First Name	Middle Name	Last Name
1	08542 11	Ma Patricia	Robles	Manlosa

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 Skill¹ dropdown list will display the list of all skills of the associate in their biodata.
- The Search² button will search for associates according to the chosen skill from the Skill combo box.
- This Export to CSV³ 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 CSV³ button, a Save File dialog box will appear.
- The Pagination⁴ 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 Count⁵ field displays the number of records fetched after clicking the Search button.
- The Search Result⁶ table displays the result of searched records based from the filters.



PERFORM SEARCH

Perform Search On: Skills

Filters

Skill: ALL

Search Count: 12 match(es)

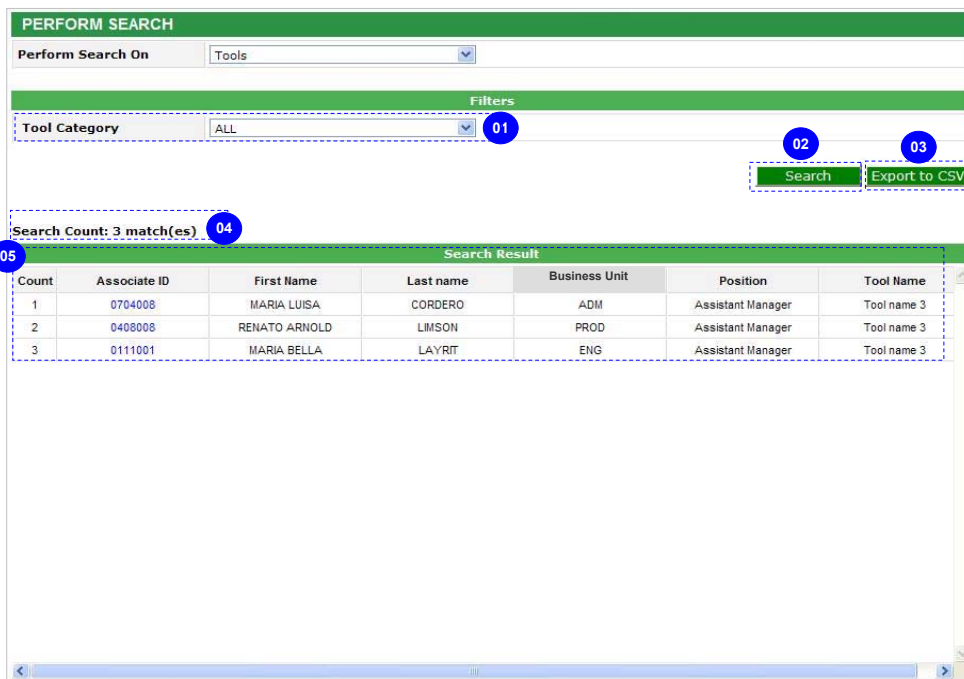
Search Result

Count	Associate ID	First Name	Last name	Business Unit	Position	Skills
1	10001	admin	admin	Manager	ADM	Human Relations
2	10001	admin	admin	Manager	ADM	PhP
3	0000010	hrsyst	hrsyst	Warehouseman	ENG	Human Relations Manage
4	0909042	ROWENA	ABABON	Production Worker	PROD	Human Relations Manage
5	0909042	ROWENA	ABABON	Production Worker	PROD	PhP
6	0701047	MARYANNE	DAGPA	Manager	ADM	Human Relations Manage
7	0701047	MARYANNE	DAGPA	Manager	ADM	PhP
8	0907203	JOSEPHINE	MANIGUIT	Manager	PROD	Human Relations Manage
9	0907203	JOSEPHINE	MANIGUIT	Manager	PROD	PhP
10	0909042	ROWENA	ABABON	Production Worker	PROD	PhP
11	0704008	MARIA LUISA	CORDERO	Assistant Manager	ADM	Human Relations Manage
12	0704008	MARIA LUISA	CORDERO	Assistant Manager	ADM	PhP

Figure ONLN-5.2 Perform Search (Skills)

5.3 Perform Search on Tools

- The Tool Category¹ dropdown list will display the list of all tools used by the associates in their biodata.
- The Search² button will search for associates according to the chosen value from the Tool Category combo box.
- The Export to CSV³ 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 CSV³ button, a Save File dialog box will appear.
- The Search Count⁴ field displays the number of records fetched after clicking the Search button.
- The Search Result⁵ table displays the result of searched records based from the filters.



PERFORM SEARCH

Perform Search On: Tools

Filters

Tool Category: ALL

Search Count: 3 match(es)

Search Result

Count	Associate ID	First Name	Last name	Business Unit	Position	Tool Name
1	0704008	MARIA LUISA	CORDERO	ADM	Assistant Manager	Tool name 3
2	0408008	RENATO ARNOLD	LIMSON	PROD	Assistant Manager	Tool name 3
3	0111001	MARIA BELLA	LAYRIT	ENG	Assistant Manager	Tool name 3

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**⁴. 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**³ 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.

PERFORM SEARCH

Perform Search On: PROJECT 06

Filters

<input checked="" type="checkbox"/>	Project Name	DENON 01
<input type="checkbox"/>	Module Name	---
<input type="checkbox"/>	Role Assignment	---

02
03
Search
Export to CSV

Search Count: 1 match(es) 04

Search Result 05

Count	Associate ID	First Name	Last name	Position	Business Unit	Project Name	Module Name	Status	Role Assignment
1	0111002	Hitoshi	Kawabata	PROD	Senior Manager	DENON	Audio/Video	Regulars	Design Engineer

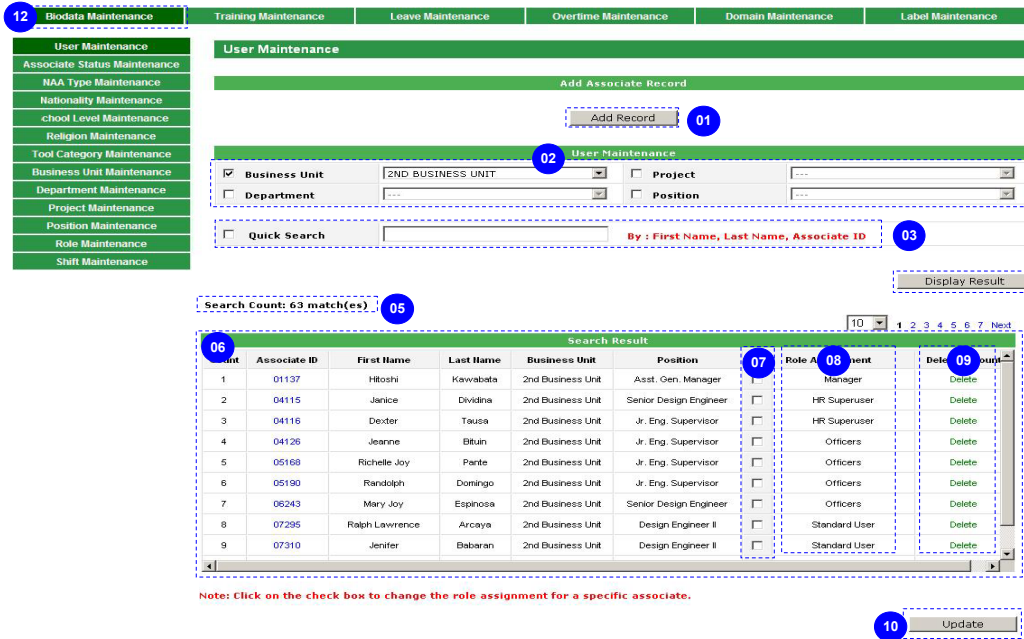
Figure ONLN-5.4 Perform Search (Projects)

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.



12 Biodata Maintenance Training Maintenance Leave Maintenance Overtime Maintenance Domain Maintenance Label 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 Position Maintenance Role Maintenance Shift Maintenance

01 Add Record

02 User Maintenance

Business Unit 2ND BUSINESS UNIT Project Department Position

Quick Search By : First Name, Last Name, Associate ID

03 Display Result

05 Search Count: 63 match(es)

06 Unit	Associate ID	First Name	Last Name	Business Unit	Position	07 Role A	08 Role B	09 Delete
1	01137	Hiroshi	Kawabata	2nd Business Unit	Asst. Gen. Manager	<input type="checkbox"/>	Manager	Delete
2	04115	Janice	Dividina	2nd Business Unit	Senior Design Engineer	<input type="checkbox"/>	HR Superuser	Delete
3	04116	Dexter	Tausa	2nd Business Unit	Jr. Eng. Supervisor	<input type="checkbox"/>	HR Superuser	Delete
4	04126	Jeanne	Bituin	2nd Business Unit	Jr. Eng. Supervisor	<input type="checkbox"/>	Officers	Delete
5	05168	Richelle Joy	Pante	2nd Business Unit	Jr. Eng. Supervisor	<input type="checkbox"/>	Officers	Delete
6	05190	Randolph	Domingo	2nd Business Unit	Jr. Eng. Supervisor	<input type="checkbox"/>	Officers	Delete
7	06243	Mary Joy	Espinosa	2nd Business Unit	Senior Design Engineer	<input type="checkbox"/>	Officers	Delete
8	07295	Ralph Lawrence	Arcaya	2nd Business Unit	Design Engineer II	<input type="checkbox"/>	Standard User	Delete
9	07310	Jenifer	Babaran	2nd Business Unit	Design Engineer II	<input type="checkbox"/>	Standard User	Delete

10 Update

Note: Click on the check box to change the role assignment for a specific associate.

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 ID¹** field.
- Enter Username and Domain in the **Assigned Username and Domain²** fields. The username will be used to login to the system while the domain is used for mailing purposes.
- Select a Department from the **Business Unit³** dropdown list. The options can be managed on the Department Maintenance screen.
- Select a Section in the **Department⁴** dropdown list. The options can be managed on the Department Maintenance screen.
- Select a Project from the **Project⁵** dropdown list. The options can be managed on the Project Maintenance screen.
- Select a Position from the **Position⁶** dropdown list.
- Set the Status of the associate from the **Status⁷** 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 Hired⁸** field.
- Assign shift schedule to the associate by selecting from the **Shift⁹** dropdown list. The options can be managed on the Shift Maintenance screen.
- Provide password in the **Password¹⁰** fields. This will be used for logging in to the system.
- Provide basic personal Information in the **Basic Information Details¹¹** section.
- The **Submit¹²** button saves a record from the details provided above.
 1. When the **Submit³** button is clicked with the **Associate ID¹** field left blank, the system will display an "Associate ID should not be blank" dialog box.
 2. When the **Submit³** button is clicked with the **Assigned Username and Domain²** field left blank, the system will display an "Associate ID should not be blank" dialog box.
 3. When the **Submit³** button is clicked with the **Business Unit³** field left blank, the system will display an "Department should not be blank" dialog box.
 4. When the **Submit³** button is clicked with the **Position⁶** field left blank, the system will display an "Position should not be blank" dialog.
 5. When the **Submit³** button is clicked with the **Status⁷** field left blank, the system will display an "Associate ID should not be blank" dialog box.
 6. When the **Submit³** button is clicked with the **Date Hired⁸** field left blank, the system will display an "Date Hired should not be blank" dialog box.
 7. When the **Submit³** button is clicked with the **Shift⁹** field left blank, the system will display an "Shift should not be blank" dialog box.
 8. When the **Submit³** button is clicked with the **Password¹⁰** field left blank, the system will display an "Password should not be blank" dialog box.
 9. When the **Submit³** button is clicked with the **Confirm Password¹⁰** field left blank, the system will display an "Confirm Password should not be blank" dialog box.
 10. When the **Submit³** button is clicked with the **First Name¹¹** 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 **Submit³** button is clicked with the **Last Name¹¹** field left blank, the system will display an "Last Name should not be blank" dialog box.
 13. When the **Submit³** button is clicked with the **Date of Birth¹¹** field left blank, the system will display an "Date of Birth should not be blank" dialog box.
 14. When the **Submit³** button is clicked with the **Gender¹¹** field left blank, the system will display an "Gender should not be blank" dialog box.
 15. When the **Submit³** button is clicked with the **Civil Status¹¹** field left blank, the system will display an "Civil Status should not be blank" dialog box.
- The **Cancel¹³** button ignores the previously provided data and will direct the screen to User Maintenance. Clicking the **Cancel¹³** button will display a "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" dialog box.
- Clicking the **Cancel¹³** button will display a "Canceling the present operation will discard all your changes. Are you sure you really want to cancel?" dialog box if 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.

14 Biodata Maintenance	Training Maintenance	Leave Maintenance	Overtime Maintenance	Domain Maintenance	Label Maintenance
-------------------------------	----------------------	-------------------	----------------------	--------------------	-------------------

15 User Maintenance	Add Associate Record
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Associate Status Maintenance	NAA Type Maintenance	Nationality Maintenance	School Level Maintenance	Religion Maintenance	Tool Category Maintenance	Business Unit Maintenance	Department Maintenance	Project Maintenance	Position Maintenance	Role Maintenance	Shift Maintenance
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Add Company Information

*Associate ID	<input type="text"/>	01
*Assigned Username and Domain	<input type="text" value="@PRIVATE.COM"/>	02
*Business Unit	---	03
Department	---	04
Project	---	05
*Position	---	06
*Status	REGULAR	07
*Date Hired	---	08
*Shift	---	09
*Password	<input type="password"/>	10
*Confirm Password	<input type="password"/>	

11 Basic Information Details

*First Name	<input type="text"/>
*Middle Name	<input type="text"/>
*Last name	<input type="text"/>
*Nickname	<input type="text"/>
*Date of Birth	<input type="text"/>
*Gender	---
*Civil Status	---

Note: Items with * need to be filled up.

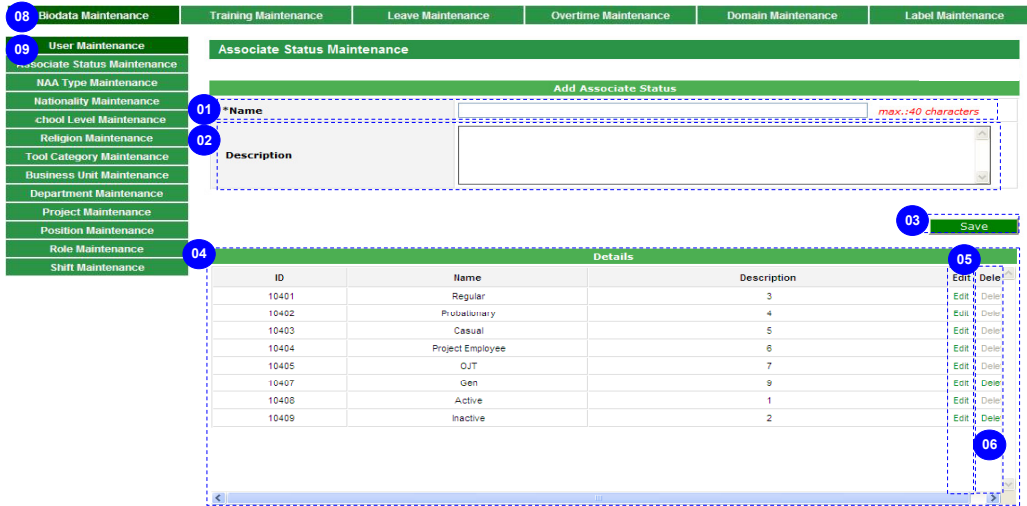
12 Submit	13 Cancel
------------------	------------------

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**.
- Click the **Associate Status Maintenance** from the **Sidebar Menu**.
- 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** field. This should not be empty.
- Enter description of the status in the **Description** field. This field is optional.
- The **Save** button will add the new associate status.
- Upon clicking the **Save** button with the **Name** left blank, the system will display "Blank Textfield: Name should not be blank." dialog box.
- The **Details** table displays the list of previously saved records.
- A specific associate status can be edited. Clicking the **Edit** link will show the Edit Associate Status screen.
- Associate Status can also be deleted. Clicking the **Delete** button will delete the record. When an associate status is in use, it cannot be deleted.
- Upon clicking the **Delete** 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**, **Sidebar Menu** 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 current screen.



ID	Name	Description
10401	Regular	3
10402	Probationary	4
10403	Casual	5
10404	Project Employee	6
10405	OJT	7
10407	Gen	9
10408	Active	1
10409	Inactive	2

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** field. This should not be empty.
- Change associate status description in the **Description** field.
- The **Update** button will save the changes made.
 1. Upon clicking the **Update** button, the system will display the message "Record has been successfully saved." on a dialog box.
 2. When the **Update** button is clicked with the **Name** 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**, **Sidebar Menu** 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 current screen.

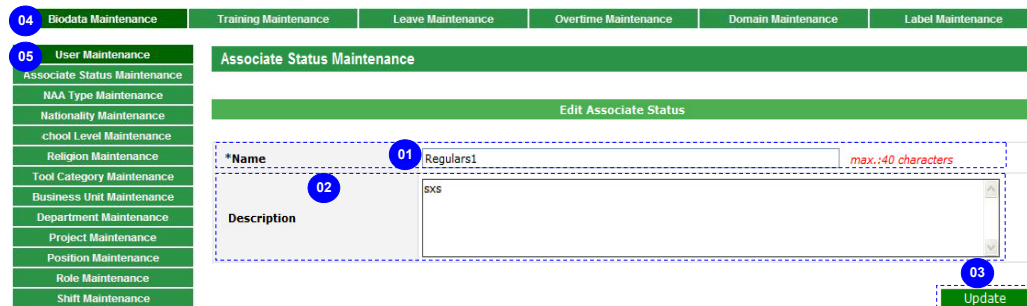
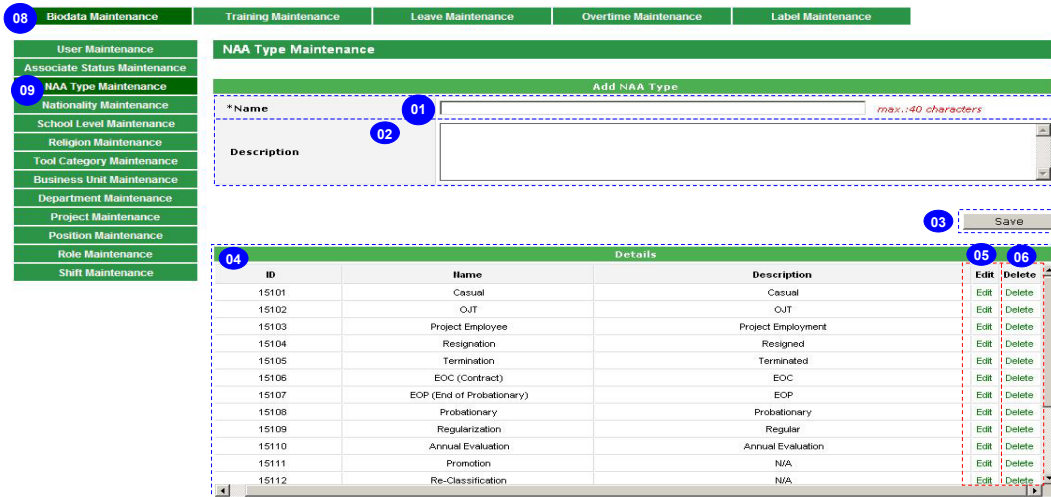


Figure ONLN- 6.1.2.2 Associate Status Maintenance (Edit Associate Status)

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**.
- Click the **NAA Type Maintenance** from the **Sidebar Menu**.
- 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** field. This should not be empty.
- Enter description of the status in the **Description** field. This field is optional.
- The **Save** button will add the new associate status.
- Upon clicking the **Save** button with the **Name** left blank, the system will display "Blank Textfield: Name should not be blank." dialog.
- The **Details** table displays the list of previously saved records.
- A specific NAA Type can be edited. Clicking the **Edit** link will show the Edit NAA Type Maintenance screen.
- NAA Type can also be deleted. Clicking the **Delete** link will delete the record.
- Upon clicking the **Delete** 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**, **Sidebar Menu** 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 current screen.



ID	Name	Description	Edit	Delete
15101	Casual	Casual	Edit	Delete
15102	OJT	OJT	Edit	Delete
15103	Project Employee	Project Employment	Edit	Delete
15104	Resignation	Resigned	Edit	Delete
15105	Termination	Terminated	Edit	Delete
15106	EOC (Contract)	EOC	Edit	Delete
15107	EOP (End of Probationary)	EOP	Edit	Delete
15108	Probationary	Probationary	Edit	Delete
15109	Regularization	Regular	Edit	Delete
15110	Annual Evaluation	Annual Evaluation	Edit	Delete
15111	Promotion	N/A	Edit	Delete
15112	Re-Classification	N/A	Edit	Delete

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** field. This should not be empty.
- Change associate status description in the **Description** field.
- The **Update** button will save the changes made.
- 1. Upon clicking the **Update** button, the system will display the "Record has been successfully saved." dialog.
- 2. When the **Update** button is clicked with the **Name** 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**, **Sidebar Menu** 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 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 Menu⁹.
 - 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 Delete⁶ 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.

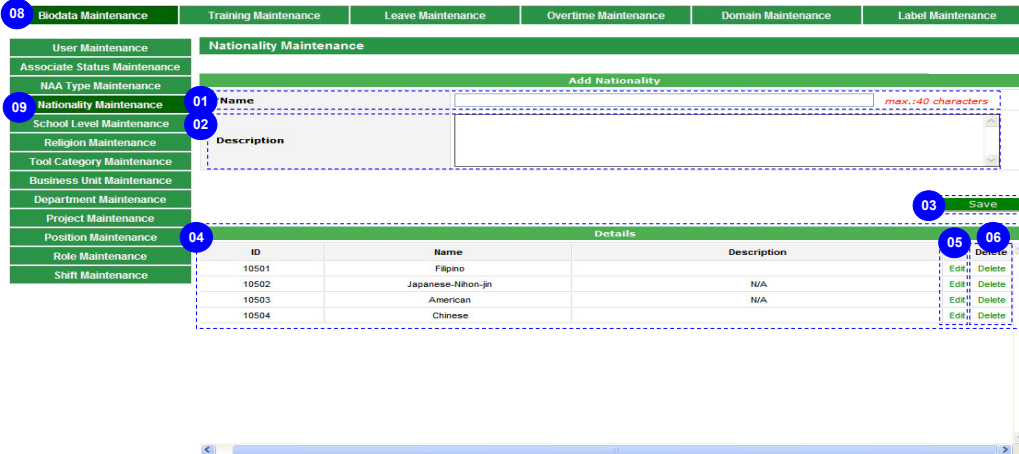


Figure ONLN- 6.1.4.1 Nationality Maintenance (Add Nationality)

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**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.

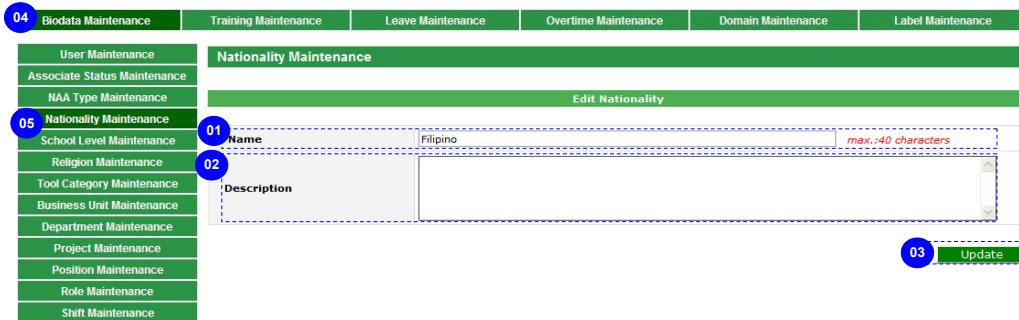


Figure ONLN- 6.1.4.2 Nationality Maintenance (Edit Nationality)

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 current screen.

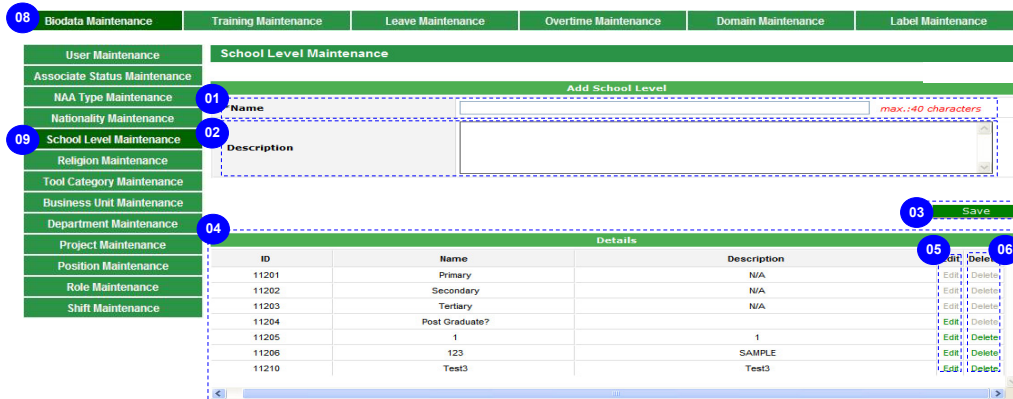


Figure ONLN- 6.1.5.1 School Level Maintenance (Add School Level)

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**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 current screen.

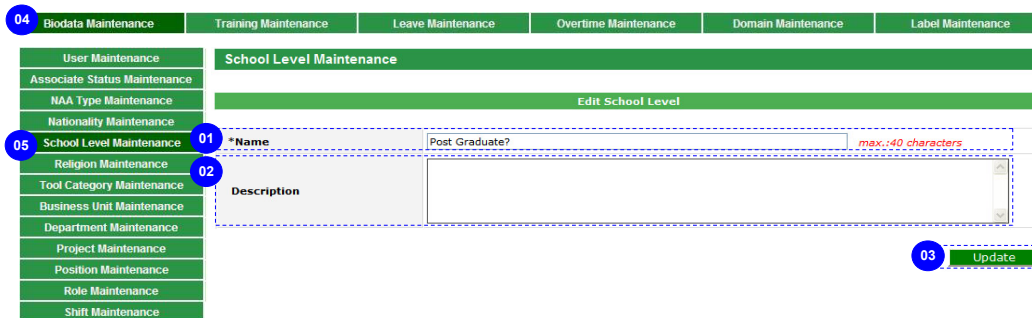


Figure ONLN- 6.1.5.2 School Level Maintenance (Edit School Level)

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**.
- Click the **Religion Maintenance** from the **Sidebar Menu**.
- 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** field. This should not be empty.
- Enter description of the religion in the **Description** field. This field is optional.
- The **Save** button will add the religion.
 - Upon clicking the **Save** button with the **Name** left blank, the system will display "Blank Textfield:Name should not be blank." dialog.
- The **Details** table displays the list of previously saved records.
- A specific religion can be edited. Clicking the **Edit** link will show the Edit Religion screen.
- Religion can also be deleted. Clicking the **Delete** link will delete the record.
 - Upon clicking the **Delete** 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**, **Sidebar Menu** 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 current screen.

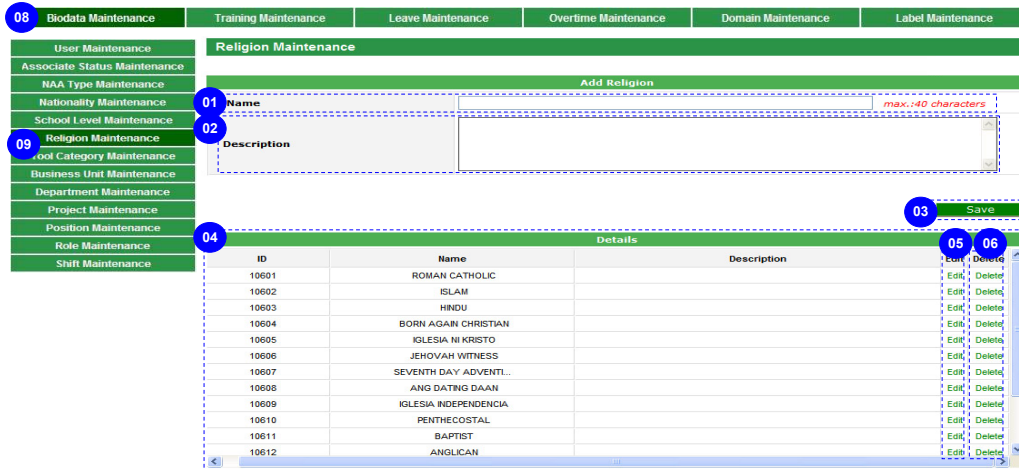


Figure ONLN- 6.1.6.1 Religion Maintenance (Add Religion)

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** field. This should not be empty.
- Change religion description in the **Description** field.
- The **Update** button will save the changes made.
 - Upon clicking the **Update** button, the system will display the "Record has been successfully saved." dialog.
 - When the **Update** button is clicked with the **Name** 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**, **Sidebar Menu** 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 current screen.

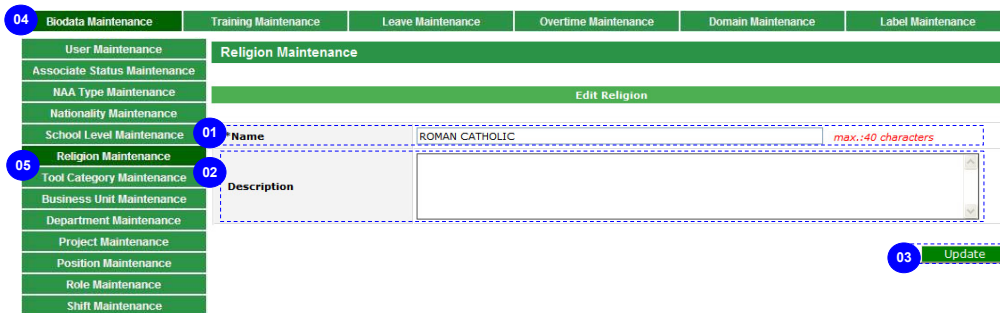
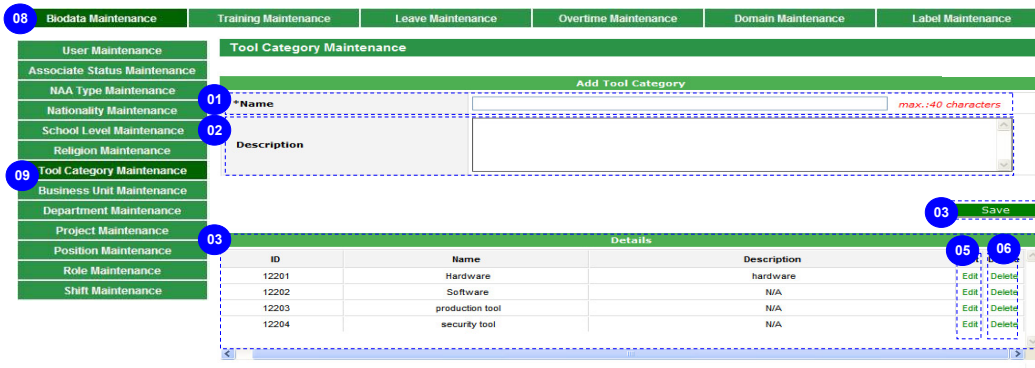


Figure ONLN- 6.1.6.2 Religion Maintenance (Edit Religion)

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 current screen.



ID	Name	Description	Edit	Delete
12201	Hardware	hardware	Edit	Delete
12202	Software	N/A	Edit	Delete
12203	production tool	N/A	Edit	Delete
12204	security tool	N/A	Edit	Delete

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.

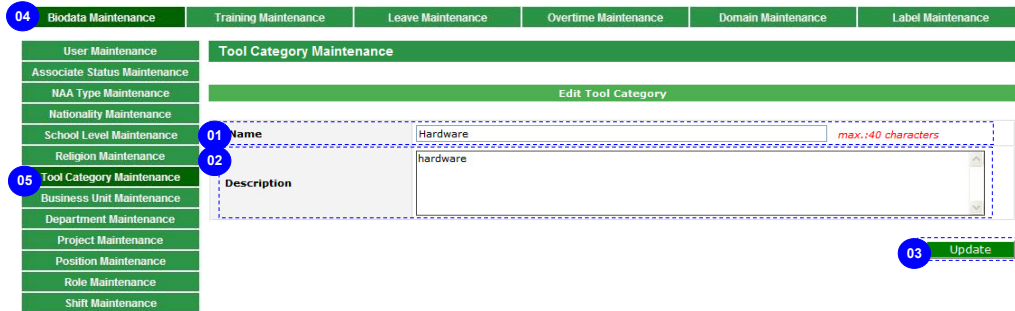


Figure ONLN- 6.1.7.2 Tool Category Maintenance (Edit Tool Category)

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** 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.

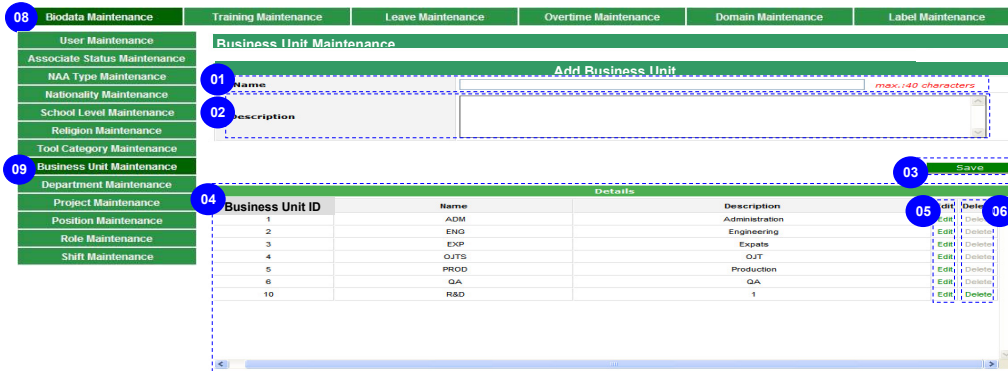


Figure ONLN- 6.1.8.1 Business Unit Maintenance (Add Business Unit)

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** 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**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.

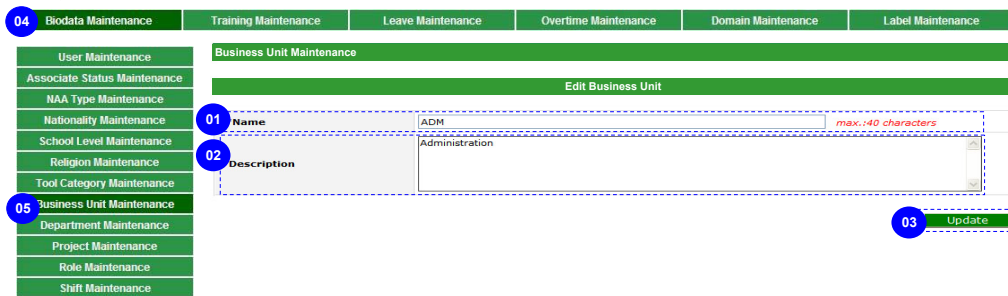


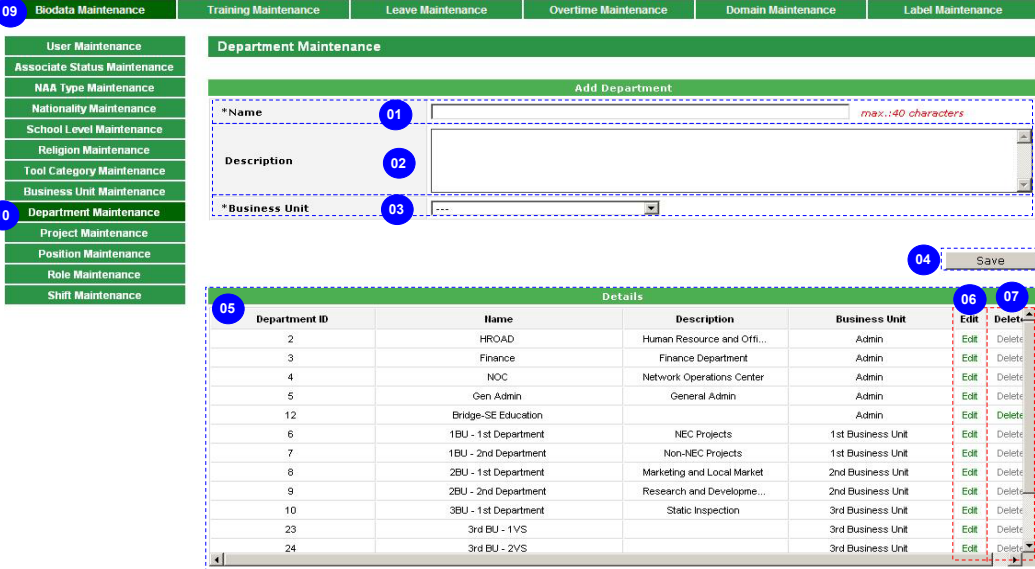
Figure ONLN- 6.1.8.2 Business Unit Maintenance (Edit Business Unit)

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 Menu¹⁰.
- In order to add a Department record, click the **Save** button. Upon clicking the **Save** 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**² combo box field holds the information in which Business Unit the Department 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**³ 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** 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** 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.

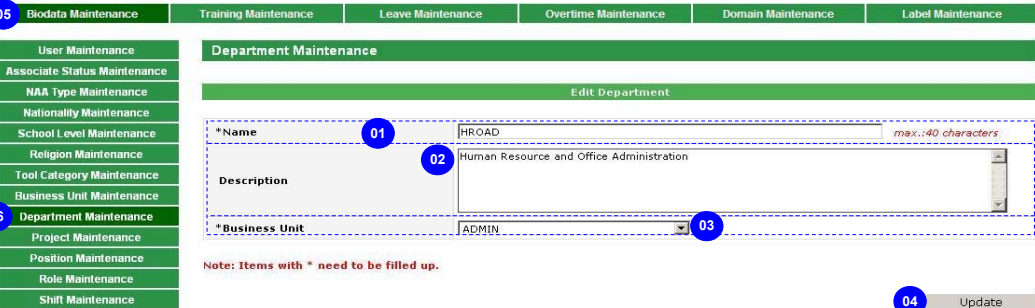


Department ID	Name	Description	Business Unit	Edit	Delete
2	HROAD	Human Resource and Offi...	Admin	Edit	Delete
3	Finance	Finance Department	Admin	Edit	Delete
4	NOC	Network Operations Center	Admin	Edit	Delete
5	Gen Admin	General Admin	Admin	Edit	Delete
12	Bridge-SE Education		Admin	Edit	Delete
6	1BU - 1st Department	NEC Projects	1st Business Unit	Edit	Delete
7	1BU - 2nd Department	Non-NEC Projects	1st Business Unit	Edit	Delete
8	2BU - 1st Department	Marketing and Local Market	2nd Business Unit	Edit	Delete
9	2BU - 2nd Department	Research and Developme...	2nd Business Unit	Edit	Delete
10	3BU - 1st Department	Static Inspection	3rd Business Unit	Edit	Delete
23	3rd BU - 1VS		3rd Business Unit	Edit	Delete
24	3rd BU - 2VS		3rd Business Unit	Edit	Delete

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** button. Upon clicking the **Update** button, the following fields with an (*) asterisk should be filled up
 - 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.
 - Business Unit**² 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**³ input box accepts input for additional information for the Section.
- 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.



Note: Items with * need to be filled up.

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 Menu¹¹.
- 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.

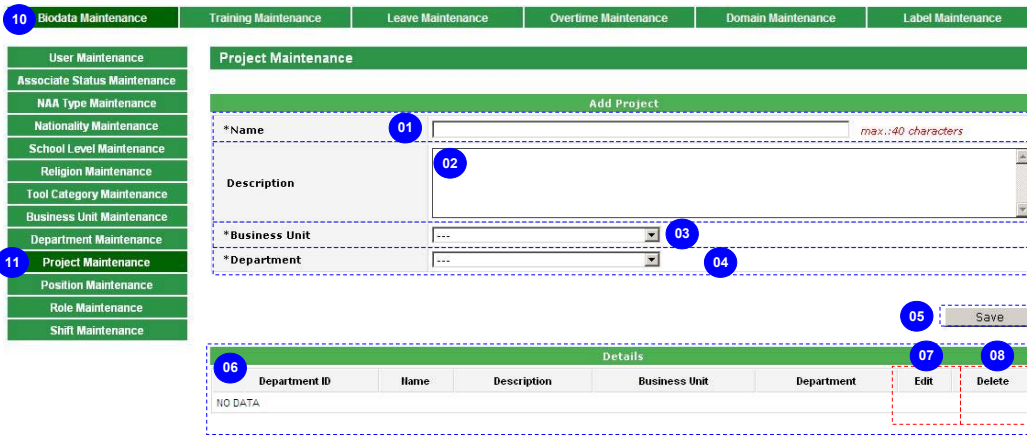


Figure ONLN- 6.1.10.1 Project Maintenance (Add Project)

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
 - 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 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**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.

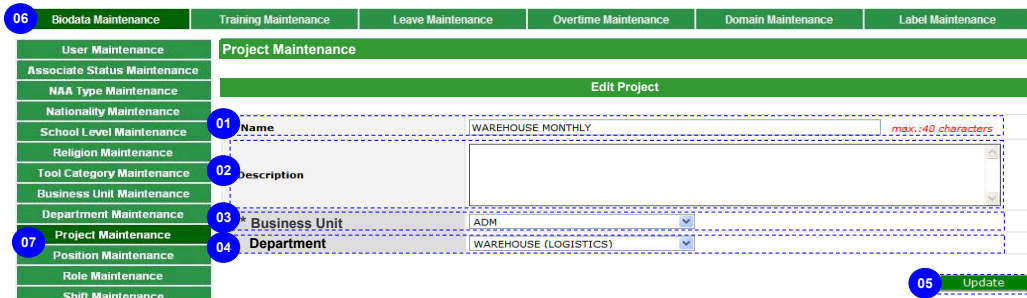


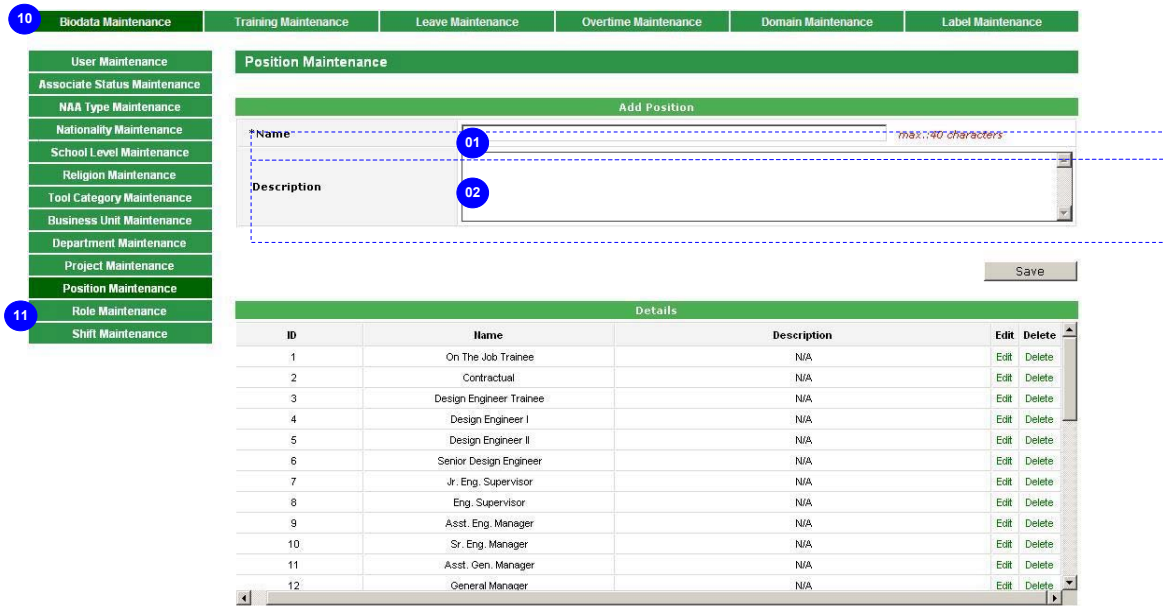
Figure ONLN- 6.1.10.2 Project Maintenance (Edit Project)

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

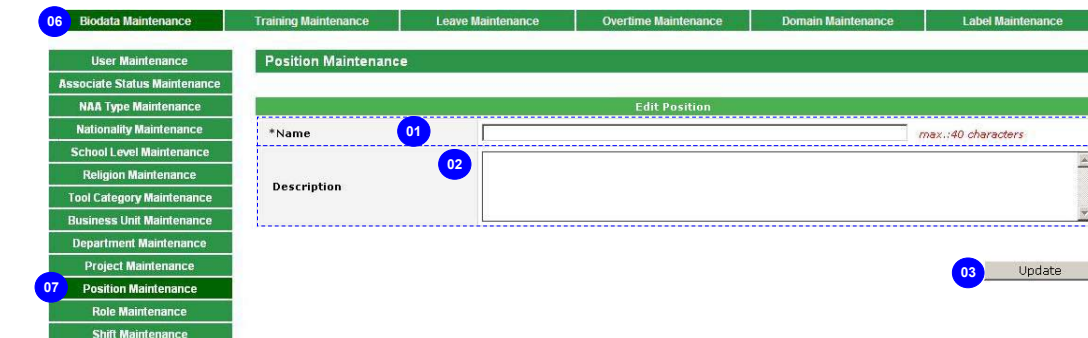
- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**¹⁰. Click the **Position Maintenance** from the Sidebar Menu¹¹.
- In order to add a Position record, click the **Save**⁵ button. Upon clicking the **Save**⁵ button, the following fields with an (*) asterisk should be filled up
 - Position 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 Position 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**³ displays the list of previously saved Project records.
- A specific Project record can be edited by clicking the **Edit**⁴ link. This will show the **Edit Position** screen.
 - Please refer to Figure ONLN- 6.1.10.2 Position Maintenance (Edit Project)
- Position record can also be deleted. Clicking the **Delete**³ 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.



ID	Name	Description	Edit	Delete
1	On The Job Trainee	N/A	Edit	Delete
2	Contractual	N/A	Edit	Delete
3	Design Engineer Trainee	N/A	Edit	Delete
4	Design Engineer I	N/A	Edit	Delete
5	Design Engineer II	N/A	Edit	Delete
6	Senior Design Engineer	N/A	Edit	Delete
7	Jr. Eng. Supervisor	N/A	Edit	Delete
8	Eng. Supervisor	N/A	Edit	Delete
9	Asst. Eng. Manager	N/A	Edit	Delete
10	Sr. Eng. Manager	N/A	Edit	Delete
11	Asst. Gen. Manager	N/A	Edit	Delete
12	General Manager	N/A	Edit	Delete

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
 - Position 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**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.



6.1.13 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 Menu¹³.
- 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.

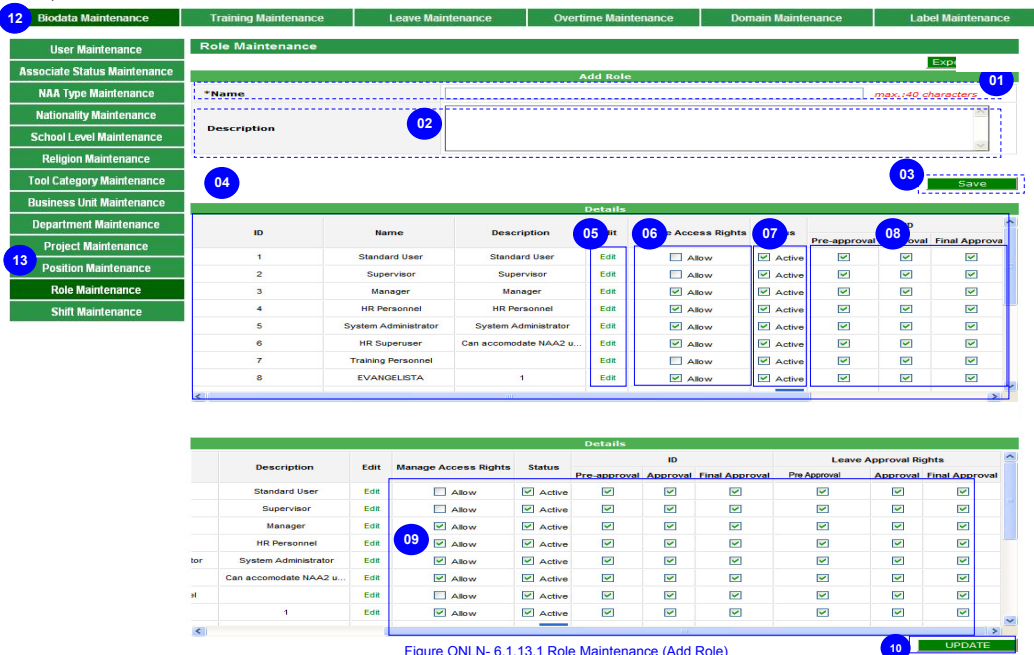


Figure ONLN- 6.1.13.1 Role Maintenance (Add Role)

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.

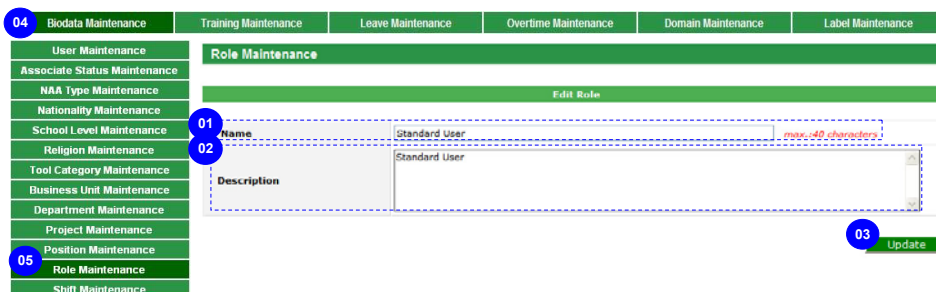


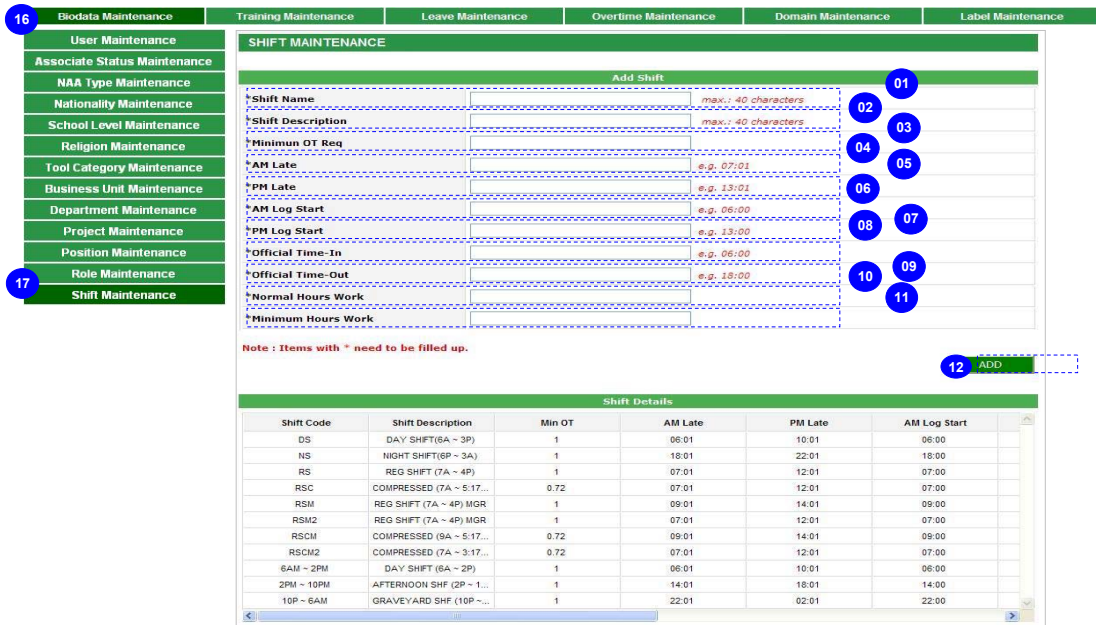
Figure ONLN- 6.1.11.2 Role Maintenance (Edit Role)

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.

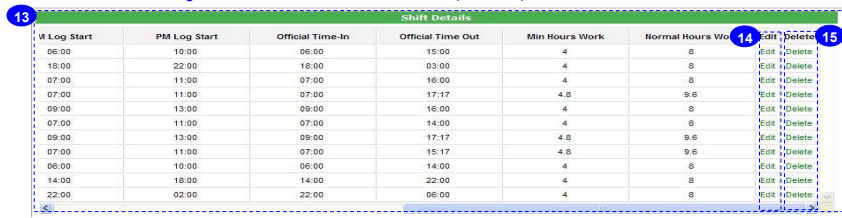
6.1.14.1 Add Shift

- This can be viewed by clicking the Biodata Maintenance from the **Control Panel Menu**¹⁶. Click the Shift Maintenance from the Sidebar Menu¹⁷.
- 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 with the error 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.



Shift Code	Shift Description	Min OT	AM Late	PM Late	AM Log Start
DS	DAY SHFT(8A ~ 3P)	1	06:01	10:01	06:00
NS	NIGHT SHFT(6P ~ 3A)	1	18:01	22:01	18:00
RS	REG SHFT (7A ~ 4P)	1	07:01	12:01	07:00
RSC	COMPRESSED (7A ~ 5:17...	0.72	07:01	12:01	07:00
RSM	REG SHFT (7A ~ 4P) MGR	1	09:01	14:01	09:00
RSM2	REG SHFT (7A ~ 4P) MGR	1	07:01	12:01	07:00
RSCM	COMPRESSED (8A ~ 5:17...	0.72	09:01	14:01	09:00
RSCM2	COMPRESSED (7A ~ 3:17...	0.72	07:01	12:01	07:00
6AM ~ 2PM	DAY SHFT (6A ~ 2P)	1	06:01	10:01	06:00
2PM ~ 10PM	AFTERNOON SHF (2P ~ 1...	1	14:01	18:01	14:00
10P ~ 6AM	GRAVEYARD SHF (10P ~...	1	22:01	02:01	22:00

Figure ONLN- 6.1.12.1 Shift Maintenance (Add Shift)



AM Log Start	PM Log Start	Official Time-In	Official Time Out	Min Hours Work	Normal Hours Work	Edit	Delete
06:00	10:00	06:00	15:00	4	8	Edit	Delete
18:00	22:00	18:00	03:00	4	8	Edit	Delete
07:00	11:00	07:00	16:00	4	8	Edit	Delete
07:00	11:00	07:00	17:17	4.8	9.6	Edit	Delete
09:00	13:00	09:00	16:00	4	8	Edit	Delete
07:00	11:00	07:00	14:00	4	8	Edit	Delete
09:00	13:00	09:00	17:17	4.8	9.6	Edit	Delete
07:00	11:00	07:00	15:17	4.8	9.6	Edit	Delete
06:00	10:00	06:00	14:00	4	8	Edit	Delete
14:00	18:00	14:00	22:00	4	8	Edit	Delete
22:00	02:00	22:00	06:00	4	8	Edit	Delete

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 with the error 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.

13	Biodata Maintenance	Training Maintenance	Leave Maintenance	Overtime Maintenance	Domain Maintenance	Label Maintenance
	User Maintenance	SHIFT MAINTENANCE				
	Associate Status Maintenance	Add Shift				
	NAA Type Maintenance	*Shift Name	DS			01
	Nationality Maintenance	*Shift Description	DAY SHIFT(6A ~ 3P)			03
	School Level Maintenance	*Minimum OT Req	1			
	Religion Maintenance	*AM Late	06:01		e.g. 07:01	05
	Tool Category Maintenance	*PM Late	10:01		e.g. 13:01	05
	Business Unit Maintenance	*AM Log Start	06:00		e.g. 06:00	07
	Department Maintenance	*PM Log Start	10:00		e.g. 13:00	07
	Project Maintenance	*Official Time-In	06:00		e.g. 06:00	09
	Position Maintenance	*Official Time-Out	15:00		e.g. 18:00	09
	Role Maintenance	*Normal Hours Work	8			11
	Shift Maintenance	*Minimum Hours Work	4			11
		Note : Items with * need to be filled up.				
					12 UPDATE	

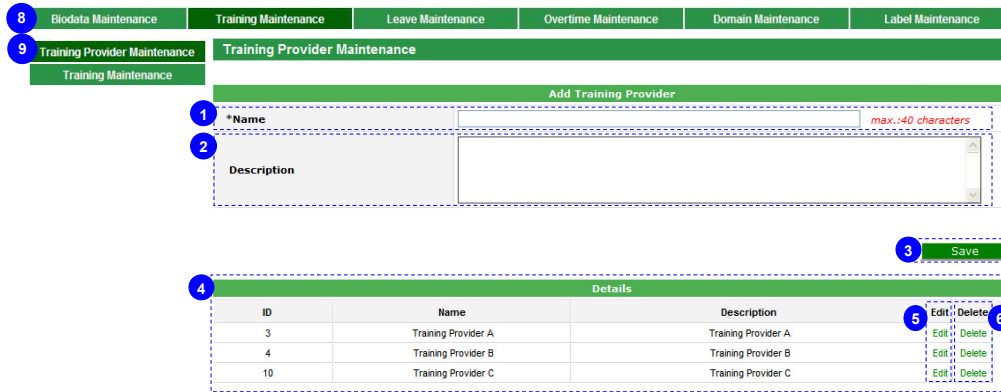
Figure ONLN- 6.1.12.2 Shift Maintenance (Edit Shift)

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**.
- Click the **Training Provider Maintenance** from the **Sidebar Menu**.
- 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** field. This should not be empty.
- Enter description of the training outfit in the **Description** field. This field is optional.
- The **Save** button will add the training outfit.
 - Upon clicking the **Save** button with the **Name** left blank, the system will display "Blank Textfield:Name should not be blank." dialog box.
- The **Details** table displays the list of previously saved records.
- A specific training provider can be edited. Clicking the **Edit** link will show the Edit Training Provider screen.
- Training Provider can also be deleted. Clicking the **Delete** button will delete the record.
 - Upon clicking the **Delete** 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** 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**, **Sidebar Menu** 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.



ID	Name	Description	Edit	Delete
3	Training Provider A	Training Provider A	Edit	Delete
4	Training Provider B	Training Provider B	Edit	Delete
10	Training Provider C	Training Provider C	Edit	Delete

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** field. This should not be empty.
- Change training outfit description in the **Description** field.
- The **Update** button will save the changes made.
 - Upon clicking the **Update** button, the system will display the "Record has been successfully saved." dialog box.
 - When the **Update** button is clicked with the **Name** 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**, **Sidebar Menu** 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.

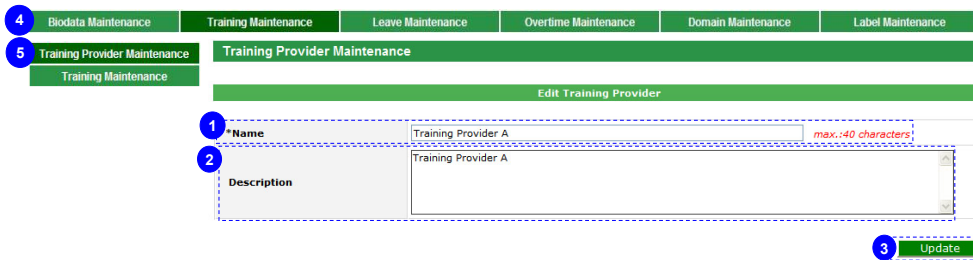


Figure ONLN- 6.2.1.2 Training Provider Maintenance (Edit Training Provider)

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 Menu¹⁵.
- New training events can be added from this screen. This will be reflected as options when conducting training.
- Enter the **Training Code**⁶. 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.
 - 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.
 - 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.
 - 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**⁹ 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.

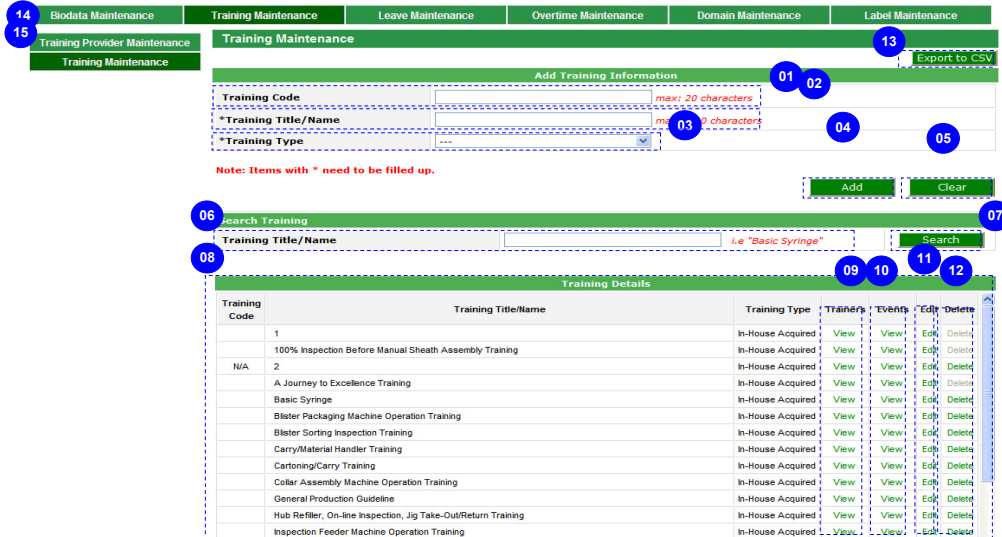


Figure ONLN- 6.2.2.1 Training Maintenance (Add New Training Information)

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.
 - 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.
 - When the user doesn't provide a **Training Type**³ and clicks on the **Update**⁴ button, the "*Training Type should not be blank*" dialog box will appear.
 - 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.

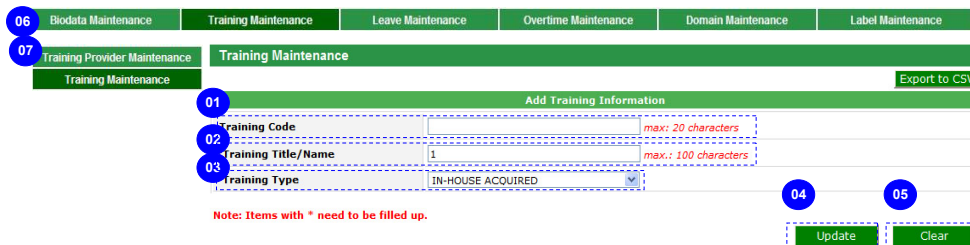


Figure ONLN- 6.2.2.2 Training Maintenance (Edit Training Information)

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.

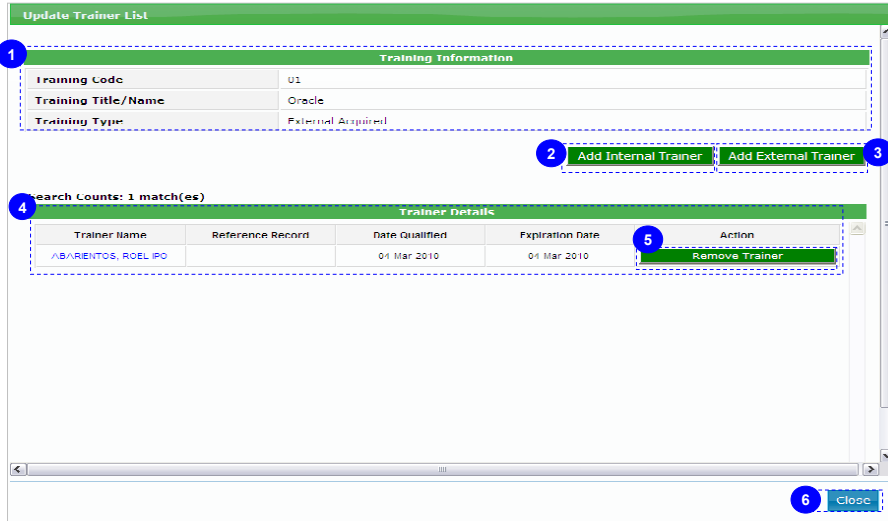


Figure ONLN- 6.2.2.3 Training Maintenance (View Trainer List)

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 information. 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.

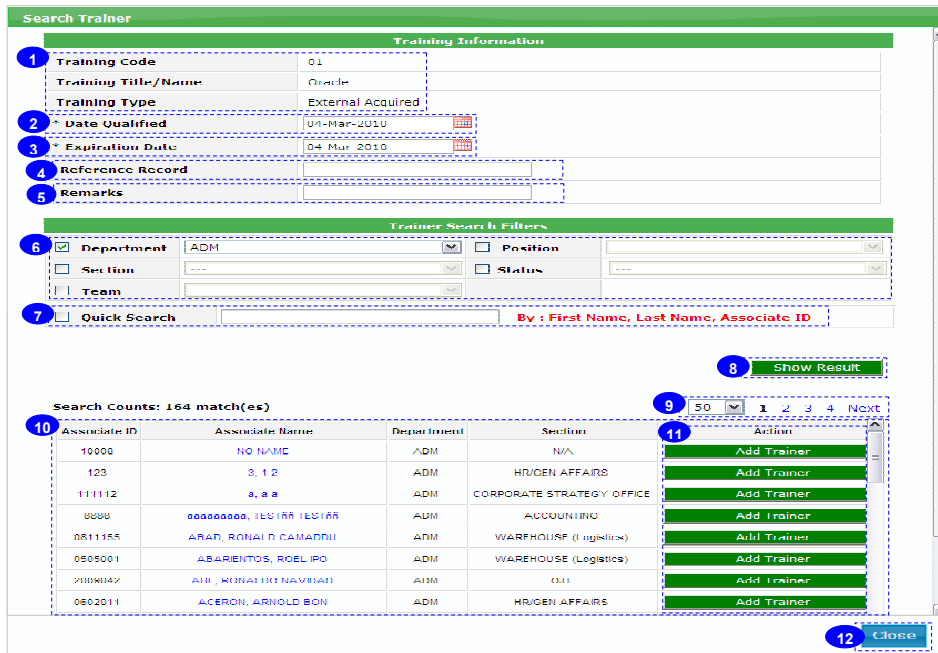


Figure ONLN- 6.2.2.4 Training Maintenance (Add Internal Trainer)

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**¹. 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.

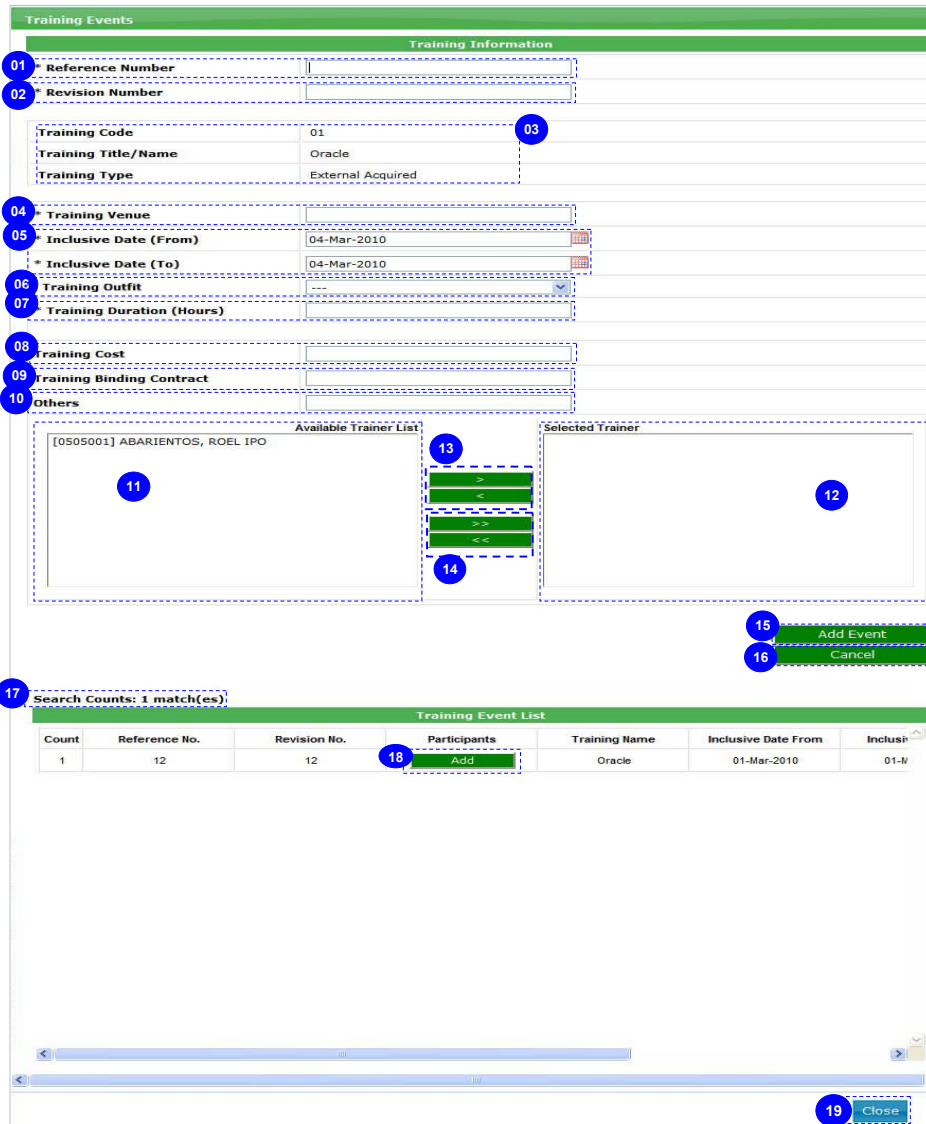
Figure ONLN- 6.2.2.5 Training Maintenance (Add External Trainer)

Count	Reference No.	Revision No.	Participants	Training Name	Inclusive Date From	Inclush
1	12	12	Add	Oracle	01-Mar-2010	01-M

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 Number¹** field. This should not be empty.
- Enter the revision number in the **Revision Number²** field. This should not be empty.
- The training Information such as The Training Code, Training Title/Name, and Training Type³ are automatically displayed.
- Enter the Training Venue in the **Training Venue⁴** field. This should not be empty.
- Enter the Training Inclusive Date From and To in the **Date⁵** fields. These should not be empty.
- Select a training outfit from the **Training Outfit⁶** dropdown list. This field is optional.
- Enter the Training Duration hours in the **Training Duration⁷** field. This should not be empty.
- Enter the Training Cost in the **Training Cost⁸** field. This field is optional.
- Enter the Training Binding Contract in the **Training Binding Contract⁹** field. This field is optional.
- Enter other notes in the **Other¹⁰** field. This field is optional. This serves as the remarks for the training event being added.
- Select/deselect trainer/s from the **Available Trainer¹¹/Selected Trainer¹²** list by clicking the >/<¹³ button.
- Select/deselect trainer/s from the **Available Trainer¹¹/Selected Trainer¹²** list by clicking the >>/<<¹⁴ button.
- Clicking the **Add Event¹⁵** 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 **Cancel¹⁶** button will ignore the details provided above.
 - The "*Are you sure you want to cancel?*" dialog will appear, click OK to proceed.
- **Training Event List¹⁷** are displayed on tabular form.
- **Participants¹⁸** can be added by clicking the Add button under the Participants column on the List of training events table
- Clicking the **Close¹⁹** button will close the popup page.



Training Events

Training Information

01 Reference Number

02 Revision Number

03 Training Code: 01
Training Title/Name: Oracle
Training Type: External Acquired

04 Training Venue

05 Inclusive Date (From): 04-Mar-2010

06 Inclusive Date (To): 04-Mar-2010

07 Training Outfit

08 Training Duration (Hours)

09 Training Cost

10 Training Binding Contract

10 Others

11 Available Trainer List: [0505001] ABARIANTOS, ROEL IPO

12 Selected Trainer

13 > / <

14 >> / <<

15 Add Event

16 Cancel

17 Search Counts: 1 match(es)

Training Event List

Count	Reference No.	Revision No.	Participants	Training Name	Inclusive Date From	Inclusi
1	12	12	18 Add	Oracle	01-Mar-2010	01-M

19 Close

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** button⁶ 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** button⁹ to search for possible participants according to filters.
- >** button¹⁰ is used to add particular employee as an attendee for a certain training
- <** button¹¹ is used to remove particular employee as an attendee from a certain training
- >>** button¹² is used to add all employee as attendees for a certain training
- <<** button¹³ is used to remove all employee as attendees from a certain training
- Save** button¹⁴ 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** button¹⁵ 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** button¹⁶ is used to close the window for Add Training Participants.

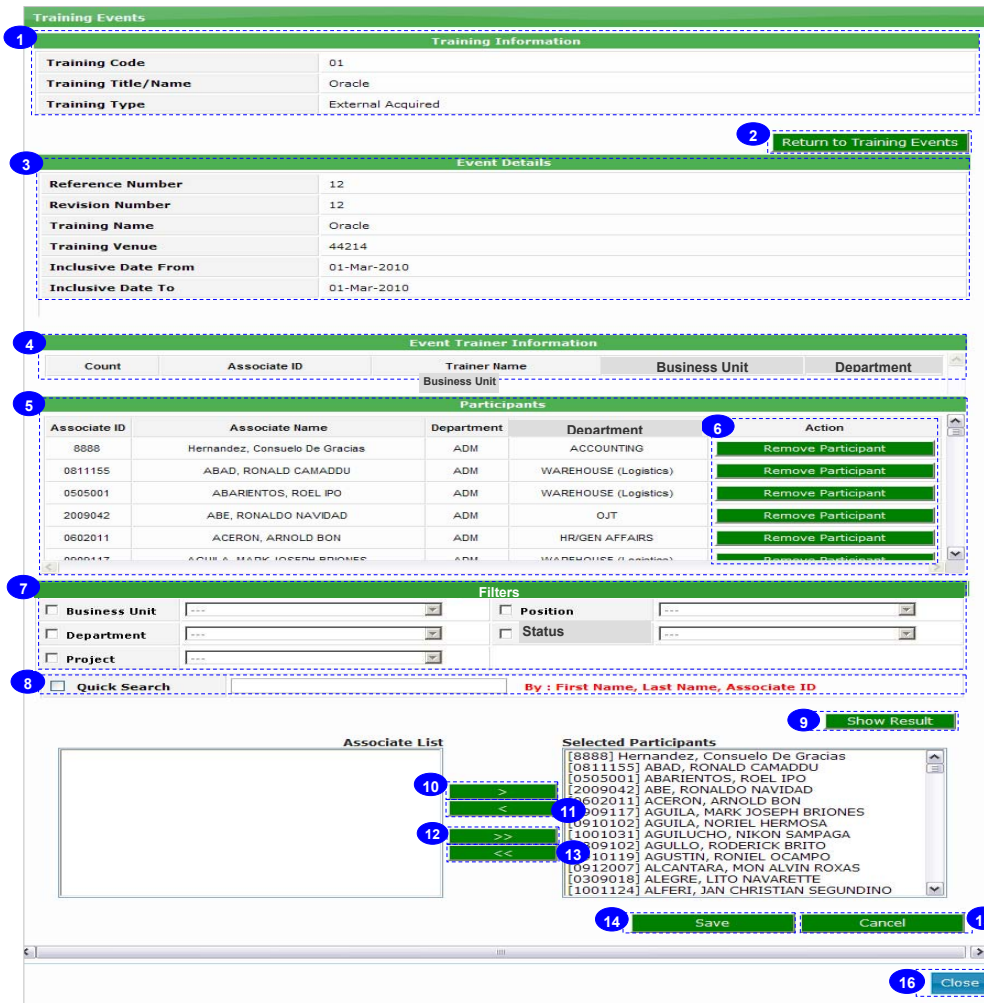


Figure ONLN- 6.2.2.8 Training Maintenance (Add Training Participants)

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 Name¹ 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 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.

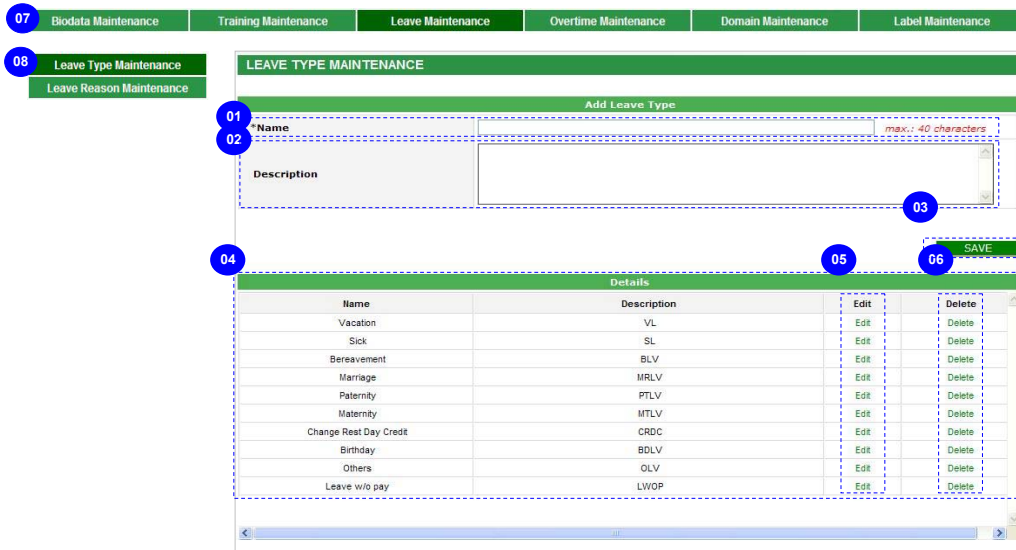


Figure ONLN-6.3.1.1 Leave Type Maintenance (Add Leave Type)

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 Name¹ 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.

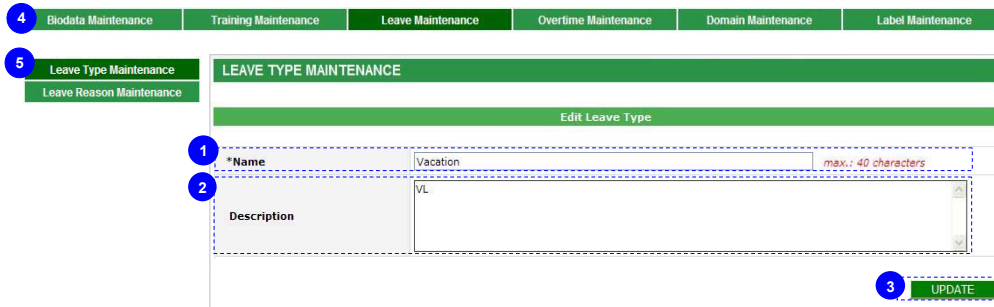


Figure ONLN- 6.3.1.2 Leave Type Maintenance (Edit Leave Type)

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 Name¹ 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.

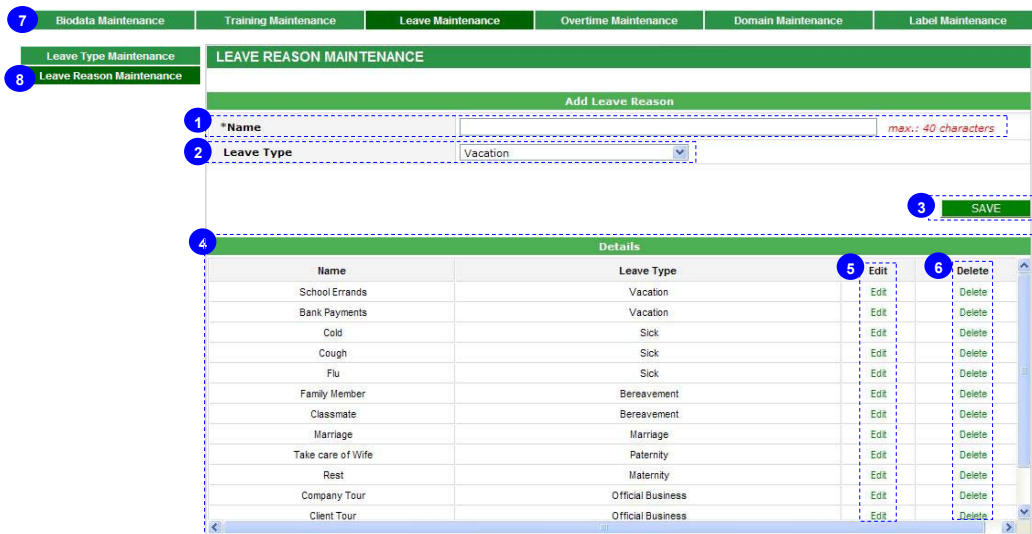


Figure ONLN-6.3.2.1 Leave Reason Maintenance (Add Leave Reason)

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 Name¹ 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**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.

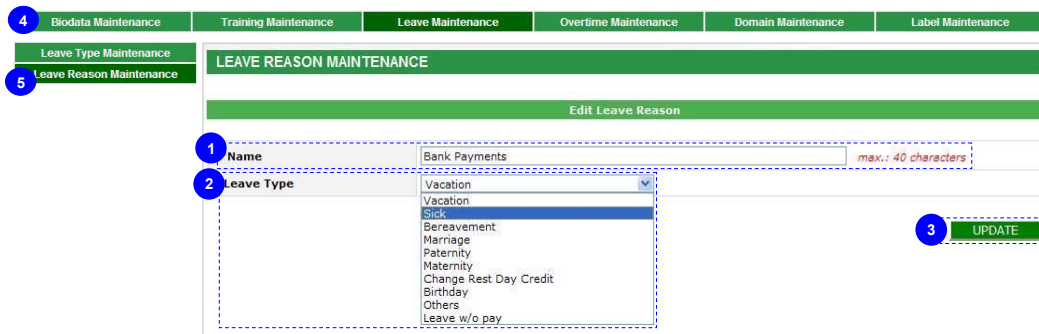


Figure ONLN-6.3.2.2 Leave Reason Maintenance (Edit Leave Reason)

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 Name¹ 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.

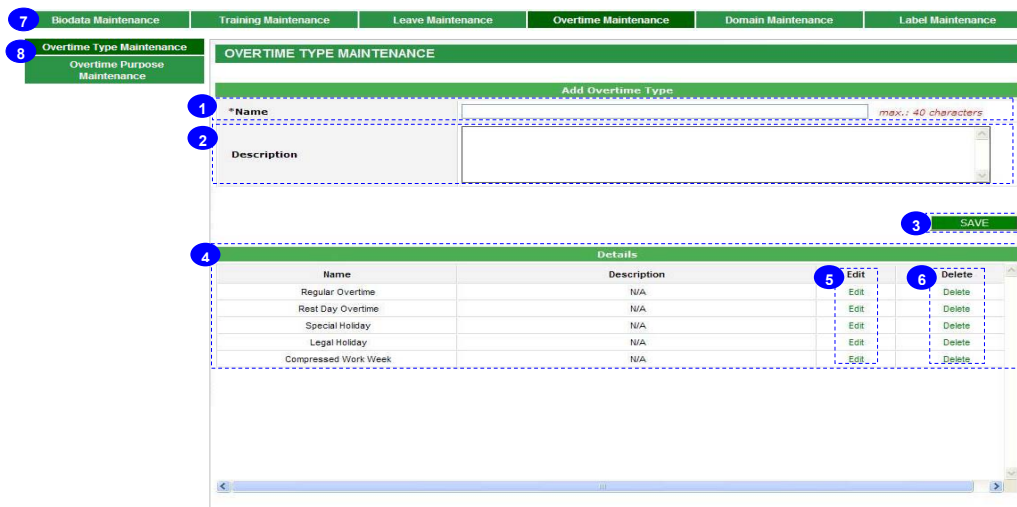


Figure ONLN-6.4.1.1 Overtime Type Maintenance (Add Overtime Type)

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 Name¹ 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.

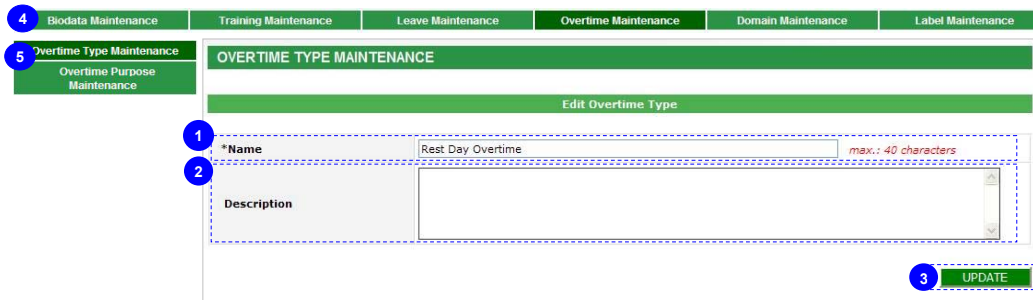


Figure ONLN-6.4.1.2 Overtime Type Maintenance (Edit Overtime Type)

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 Name¹ 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?" to 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.

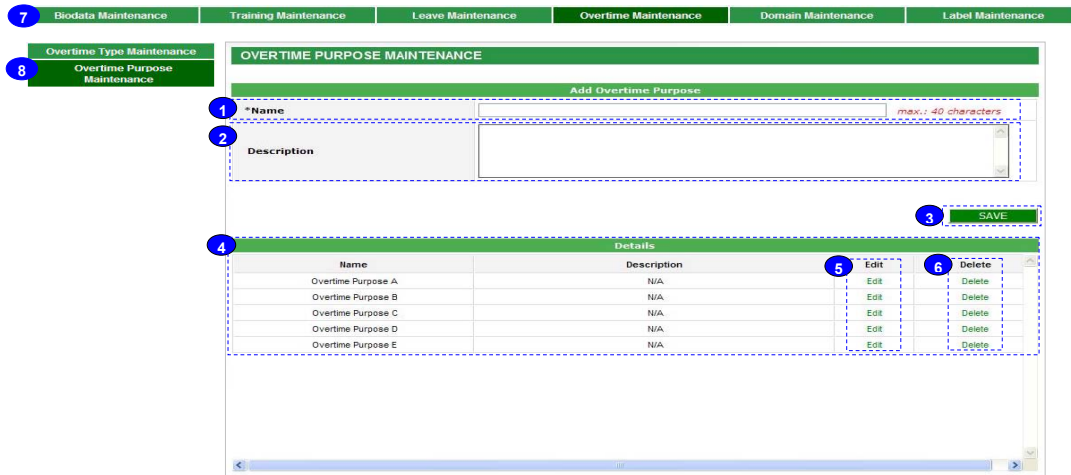


Figure ONLN-6.4.2.1 Overtime Purpose Maintenance (Add Overtime Purpose)

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.

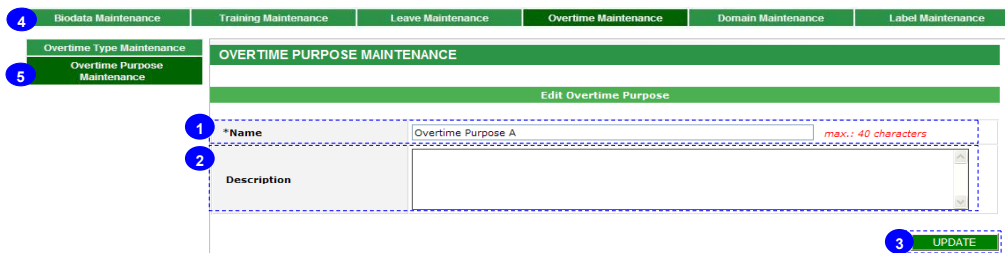


Figure ONLN-6.4.2.2 Overtime Purpose Maintenance (Edit Overtime Purpose)

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.

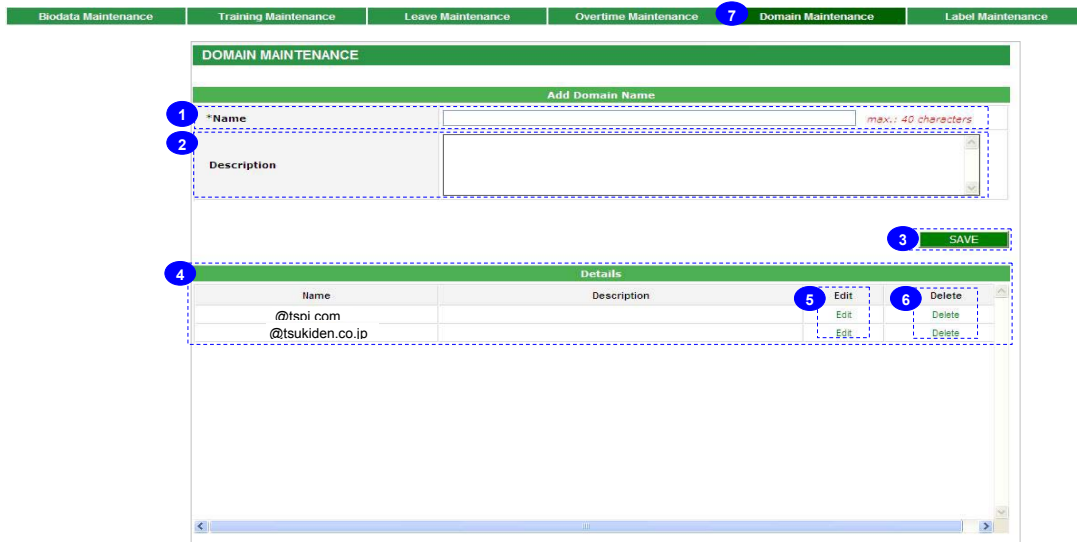


Figure ONLN-6.5.1 Domain Maintenance (Add Domain)

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.
 - Upon clicking the **Update**³ button, the system will display the "Record has been successfully saved." dialog.
 - 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**.
- This page allows the user to Edit Labels from Online 201 Module. The user can only edit labels belonging to Online 201 modules 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** are provided to search for a specific group of Labels for a particular module.
- To edit all common labels, check **Common** checkbox and click show result button to display on **Details** Table. Please refer to [Figure ONLN-6.6 Label Maintenance](#) for more information.
- Clicking the **Show Result** button will display selected search Labels (Common Labels/Not Common Labels) in the **Details** 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** button.
- To activate edit mode, Check the **Edit** checkbox and rename/edit Resource Value column to selected label.
- Clicking the **Apply** button will save all the edited labels.
- To restore system default labels, click the **Set Default** button.
- If the user clicks any other links/buttons on the **Control Panel Menu** 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.

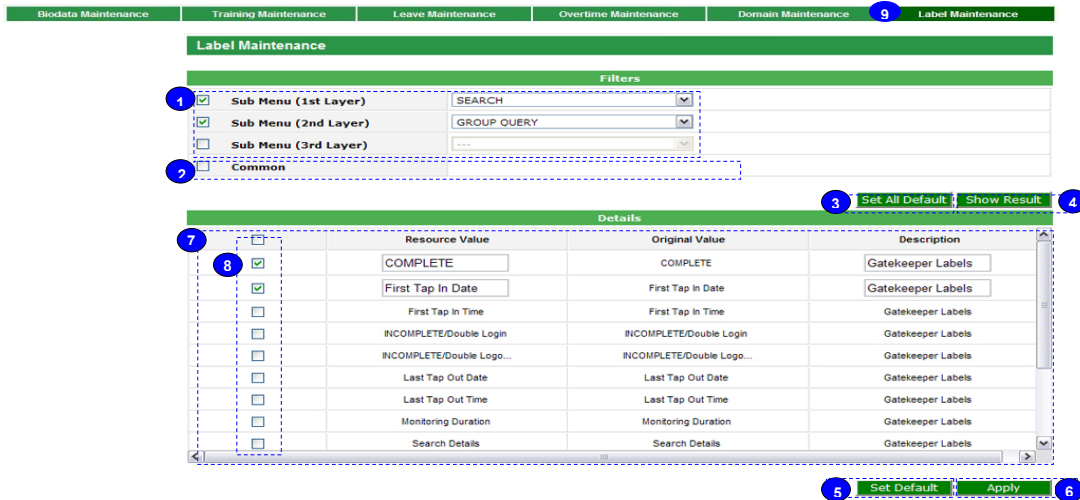


Figure ONLN-6.6 Label Maintenance

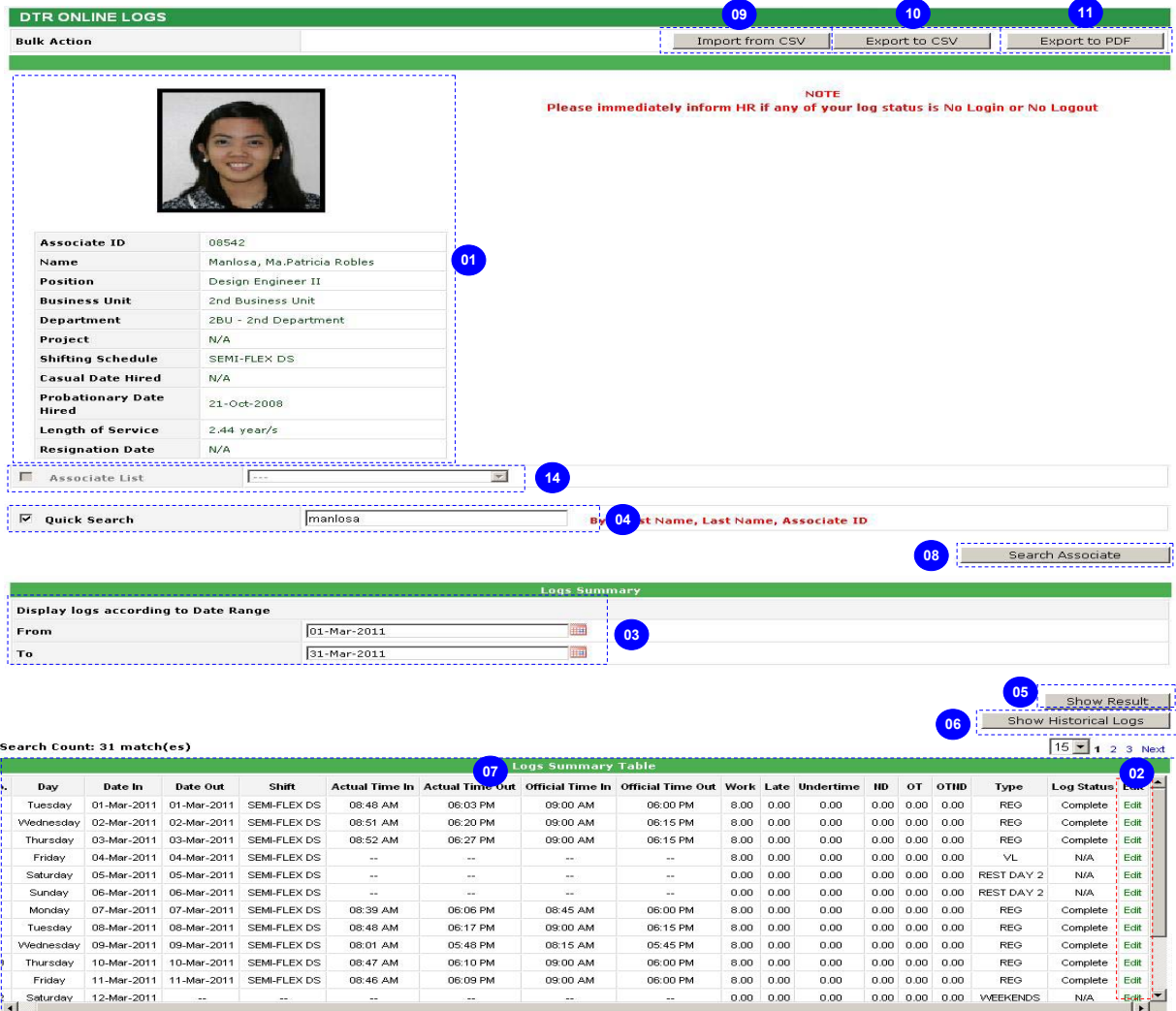
DTR - Daily Time Records

1. My DTR Logs - Home

- The Home page of DTR Online.
- This page can be viewed using the following link:
 1. **DTR** link in first layer menu;
 2. **Home** 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** 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** is displayed in order to identify the user being searched.
- **Date Filters** are provided for the users to set the desired dates to be searched. **Quick search** feature is also provided for keyword search on associate Ids and names. Clicking the **Search Associate** button will trigger the search process. **Associate List** combo box displays the names of associate under his team.
- Clicking **Show Result** button lets the user view an associate log records while clicking **Show Historical Logs** button lets the user see DTR log history
 - When date range is invalid, "Date Range From should not be greater than Date Range To" message will be displayed.
- **Log Summary Table** 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** 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** 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** button, like **Export to CSV** 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.



DTR ONLINE LOGS

Bulk Action Import from CSV Export to CSV Export to PDF

NOTE
Please immediately inform HR if any of your log status is No Login or No Logout

Associate Information:

Associate ID	08542
Name	Manlosa, Ma.Patricia Robles
Position	Design Engineer II
Business Unit	2nd Business Unit
Department	2BU - 2nd Department
Project	N/A
Shifting Schedule	SEMI-FLEX DS
Casual Date Hired	N/A
Probationary Date Hired	21-Oct-2008
Length of Service	2.44 year/s
Resignation Date	N/A

Associate List: [Dropdown]

Quick Search: [manlosa] By [Dropdown] Search Associate

Logs Summary

Display logs according to Date Range

From: [01-Mar-2011] To: [31-Mar-2011]

Search Count: 31 match(es)

Log Summary Table

Day	Date In	Date Out	Shift	Actual Time In	Actual Time Out	Official Time In	Official Time Out	Work	Late	Undertime	HD	OT	OTHD	Type	Log Status	Edit
Tuesday	01-Mar-2011	01-Mar-2011	SEMI-FLEX DS	08:48 AM	06:03 PM	08:00 AM	06:00 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Wednesday	02-Mar-2011	02-Mar-2011	SEMI-FLEX DS	08:51 AM	06:20 PM	09:00 AM	06:15 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Thursday	03-Mar-2011	03-Mar-2011	SEMI-FLEX DS	08:52 AM	06:27 PM	09:00 AM	06:15 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Friday	04-Mar-2011	04-Mar-2011	SEMI-FLEX DS	--	--	--	--	8:00	0:00	0:00	0:00	0:00	0:00	VL	N/A	Edit
Saturday	05-Mar-2011	05-Mar-2011	SEMI-FLEX DS	--	--	--	--	0:00	0:00	0:00	0:00	0:00	0:00	REST DAY 2	N/A	Edit
Sunday	06-Mar-2011	06-Mar-2011	SEMI-FLEX DS	--	--	--	--	0:00	0:00	0:00	0:00	0:00	0:00	REST DAY 2	N/A	Edit
Monday	07-Mar-2011	07-Mar-2011	SEMI-FLEX DS	08:39 AM	06:06 PM	08:45 AM	06:00 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Tuesday	08-Mar-2011	08-Mar-2011	SEMI-FLEX DS	08:48 AM	06:17 PM	09:00 AM	06:15 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Wednesday	09-Mar-2011	09-Mar-2011	SEMI-FLEX DS	08:01 AM	05:48 PM	08:15 AM	05:45 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Thursday	10-Mar-2011	10-Mar-2011	SEMI-FLEX DS	08:47 AM	06:10 PM	09:00 AM	06:00 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Friday	11-Mar-2011	11-Mar-2011	SEMI-FLEX DS	08:46 AM	06:09 PM	09:00 AM	06:00 PM	8:00	0:00	0:00	0:00	0:00	0:00	REG	Complete	Edit
Saturday	12-Mar-2011	--	--	--	--	--	--	0:00	0:00	0:00	0:00	0:00	0:00	WEEKENDS	N/A	Edit

Figure DTR-1.0 My DTR Logs



Figure DTR-1.0.1. DTR First Layer Menu

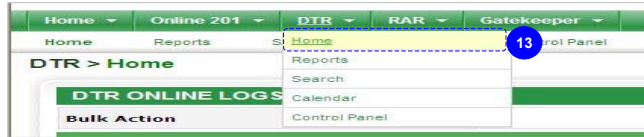


Figure DTR-1.0.2. DTR First Layer Dropdown Menu

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 Table¹** will display the details of an associate.
- The user can edit log details by checking **Shift²**, **Date/Time In³**, **Date Out⁴** check boxes and select its corresponding values. The user can also change or update associate record by Clicking **Update⁶** Button saves the changes while clicking **Cancel⁷** 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.
 - If both **Date/Time In³** and **Date Out⁴** filters are used while the date range value is invalid, "Date From should not be greater than Date To." message will be displayed.
 - If **Date/Time In³** or **Date Out⁴** 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.
 - After clicking **Update⁶** 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 RECORD⁸** 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 ABSENT⁹** 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 PRESENT¹⁰** 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.

DTR > Home

Edit Log Records

Associate Details

Associate ID	123213
Name	123, 123 123
Position	Technician
Business Unit	ADM
Department	HR/GEN AFFAIRS
Project	N/A
Shifting Schedule	SEMI-FLEX DS
Log Date	01-Nov-2010

Log Details

Day	Monday
<input type="checkbox"/> Shift	SEMI-FLEX DS
<input type="checkbox"/> Date Time In	01-Nov-2010 12:59 AM
<input type="checkbox"/> Date Time Out	01-Nov-2010 12:59 AM
Work	0.00
Late	0.00
Undertime	0.00
ND	0.00
OT	0.00
OTND	0.00

8 Delete Log Record

9 Mark as Absent

10 Mark as Present

6 Update

7 Cancel

Figure DTR-1.1 Edit Log Records

DTR - Reports

2. Reports

- DTR Search screens can be viewed by clicking **Reports** 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** on DTR Report Side Bar menu.
- This screen displays different log records and categorized according to **No Log In** Data, **No Log Out** Data and **No Log** Data.
- The **No Log-In** 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** 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 log out record for a particular month.
- The **No Log** 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** button to view the counts on log report.

LOG REPORT

Search Count: 2266 match(es)

25 Prev 1 2 3 4 5 6 ... 91 Next

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	RONDEL, 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

Search Count: 2266 match(es)

10 Prev 1 2 3 4 5 6 ... 227 Next

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, MAREL 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

Search Count: 2266 match(es)

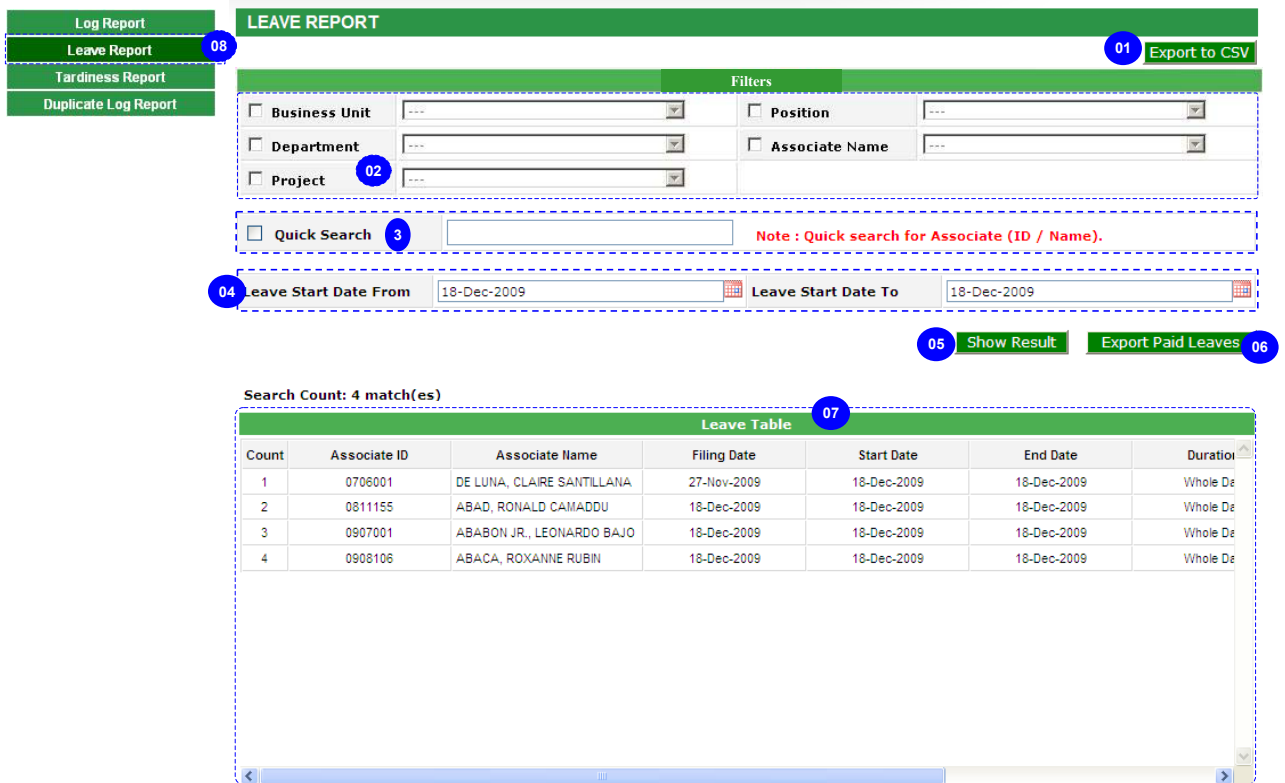
10 Prev 1 2 3 4 5 6 ... 227 Next

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, MAREL 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.
 - 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.
 - 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.



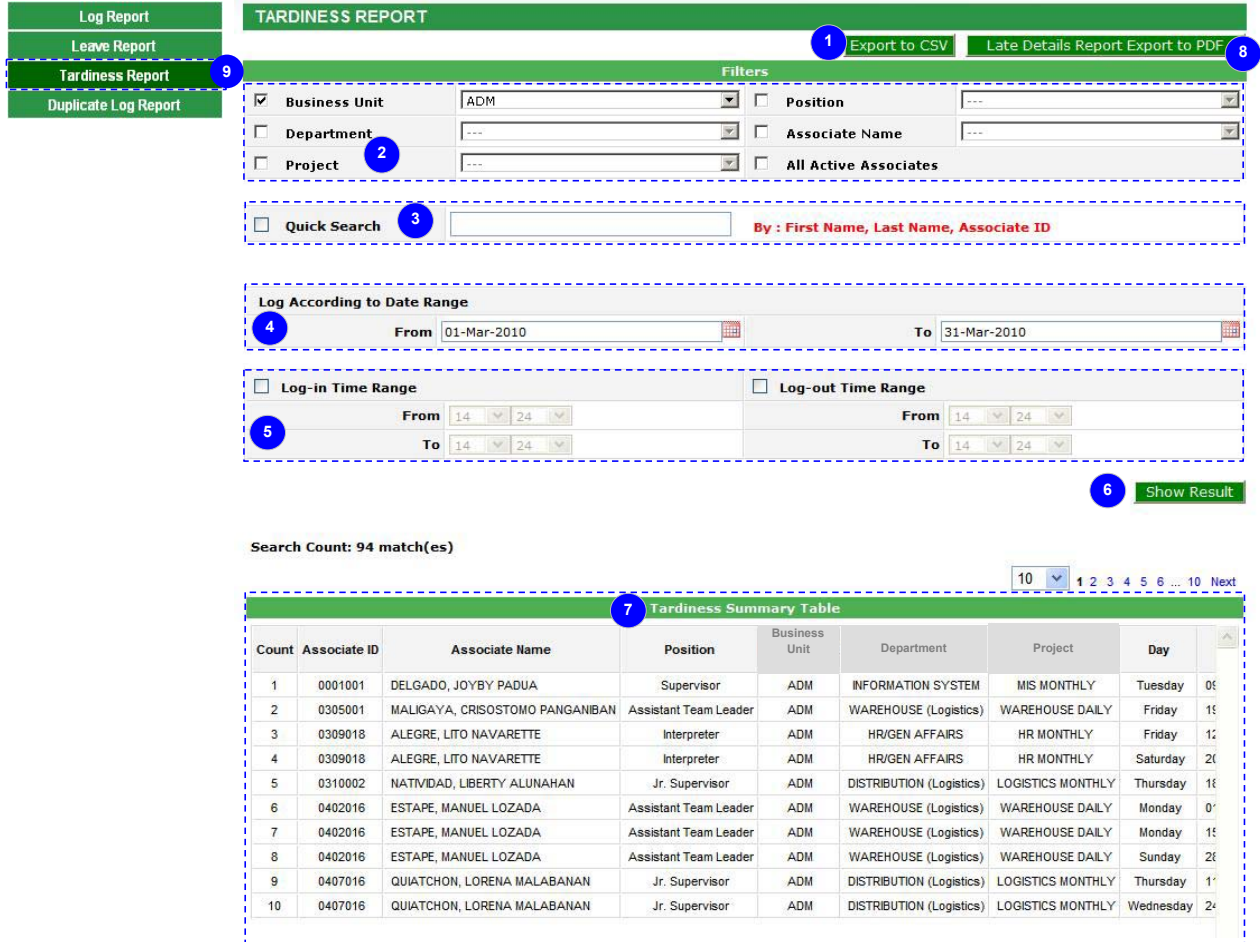
The screenshot shows the 'LEAVE REPORT' interface. On the left is a sidebar with 'Leave Report' highlighted (08). The main area has a 'Filters' section with dropdowns for Business Unit, Department, Project, Position, and Associate Name (02). A 'Quick Search' field is present (03) with a note: 'Note : Quick search for Associate (ID / Name)'. Below are date filters for 'Leave Start Date From' and 'Leave Start Date To', both set to '18-Dec-2009' (04). At the bottom right are 'Show Result' (05) and 'Export Paid Leaves' (06) buttons. The search results show a 'Search Count: 4 match(es)' and a 'Leave Table' (07) with the following data:

Count	Associate ID	Associate Name	Filing Date	Start Date	End Date	Duration
1	0706001	DE LUNA, CLAIRE SANTILLANA	27-Nov-2009	18-Dec-2009	18-Dec-2009	Whole De
2	0811155	ABAD, RONALD CAMADDU	18-Dec-2009	18-Dec-2009	18-Dec-2009	Whole De
3	0907001	ABABON JR., LEONARDO BAJO	18-Dec-2009	18-Dec-2009	18-Dec-2009	Whole De
4	0908106	ABACA, ROXANNE RUBIN	18-Dec-2009	18-Dec-2009	18-Dec-2009	Whole De

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** on DTR Reports on Side Bar Menu.
- Click **Show Result** button to search for tardiness records according to selected search filters.
- **Tardiness Summary Table** shows all associates who have were tardy.
- To export all the searched records, click the **Export to CSV** 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**, **Time Filters** and **Date filters** are used to get desired search data.
 1. If no **Associate filter** selected, a dialog box will be shown informing the user that there are no filter option selected.
 2. When input dates on **Date Filters** are invalid, "*Date Range From should not be greater than Date Range To*" message will be displayed.
 3. When input time on **Time Filters** are invalid, "*Time Range From should not be greater than or equal Time Range To*" message will be displayed.
- The **Quick search** 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 that the Quick search should not be blank.
- **Late Details Report Export to PDF** will be displayed if the user has the appropriate access rights to export the date into PDF format.



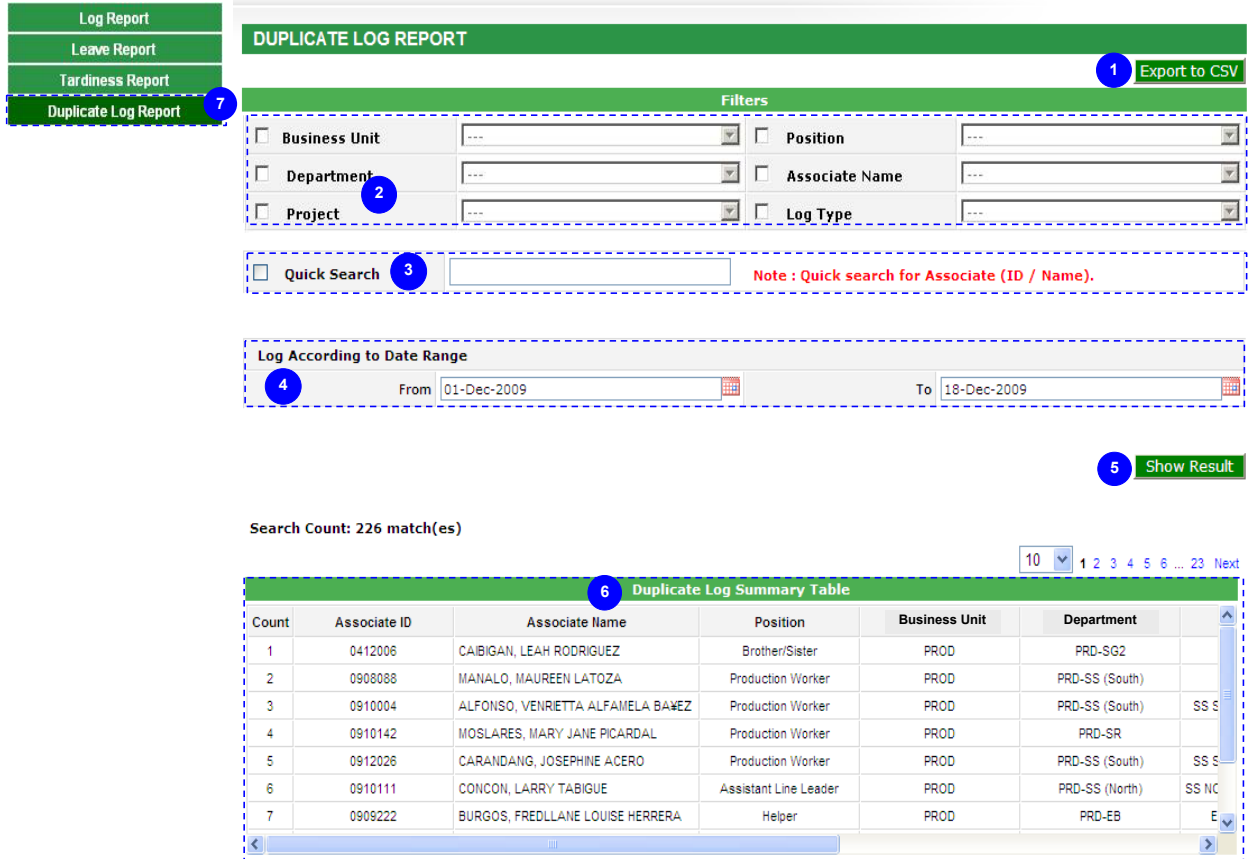
The screenshot shows the TARDINESS REPORT interface. On the left is a sidebar with 'Log Report', 'Leave Report', 'Tardiness Report' (highlighted with a blue circle 9), and 'Duplicate Log Report'. The main area has a green header 'TARDINESS REPORT' with buttons for 'Export to CSV' (1) and 'Late Details Report Export to PDF' (8). Below is a 'Filters' section with checkboxes for 'Business Unit' (checked, dropdown 'ADM'), 'Department', 'Project', 'Position', 'Associate Name', and 'All Active Associates'. A 'Quick Search' field (3) is present with a dropdown 'By: First Name, Last Name, Associate ID'. The 'Log According to Date Range' section (4) has 'From' and 'To' date pickers. The 'Log-in Time Range' (5) and 'Log-out Time Range' sections have 'From' and 'To' time pickers. A 'Show Result' button (6) is at the bottom right. Below the filters, it says 'Search Count: 94 match(es)'. A pagination bar shows '10' selected and 'Next' button. The 'Tardiness Summary Table' (7) is a table with columns: Count, Associate ID, Associate Name, Position, Business Unit, Department, Project, Day, and a small icon column.

Count	Associate ID	Associate Name	Position	Business Unit	Department	Project	Day	
1	0001001	DELGADO, JOYBY PADUA	Supervisor	ADM	INFORMATION SYSTEM	MIS MONTHLY	Tuesday	09
2	0305001	MALIGAYA, CRISOSTOMO PANGANBAN	Assistant Team Leader	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	Friday	19
3	0309018	ALEGRE, LITO NAVARETTE	Interpreter	ADM	HR/GEN AFFAIRS	HR MONTHLY	Friday	12
4	0309018	ALEGRE, LITO NAVARETTE	Interpreter	ADM	HR/GEN AFFAIRS	HR MONTHLY	Saturday	20
5	0310002	NATIVIDAD, LIBERTY ALUNAHAN	Jr. Supervisor	ADM	DISTRIBUTION (Logistics)	LOGISTICS MONTHLY	Thursday	19
6	0402016	ESTAPE, MANUEL LOZADA	Assistant Team Leader	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	Monday	07
7	0402016	ESTAPE, MANUEL LOZADA	Assistant Team Leader	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	Monday	19
8	0402016	ESTAPE, MANUEL LOZADA	Assistant Team Leader	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	Sunday	28
9	0407016	QUIATCHON, LORENA MALABANAN	Jr. Supervisor	ADM	DISTRIBUTION (Logistics)	LOGISTICS MONTHLY	Thursday	17
10	0407016	QUIATCHON, LORENA MALABANAN	Jr. Supervisor	ADM	DISTRIBUTION (Logistics)	LOGISTICS MONTHLY	Wednesday	28

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.



The screenshot shows the 'DUPLICATE LOG REPORT' interface. On the left is a sidebar menu with 'Duplicate Log Report' selected (7). The main area has a green header with 'Export to CSV' (1). Below is a 'Filters' section with dropdowns for Business Unit, Department (2), Project, Position, Associate Name, and Log Type. A 'Quick Search' (3) field is present with a note: 'Note : Quick search for Associate (ID / Name)'. Below that is a 'Log According to Date Range' section (4) with 'From' and 'To' date pickers. A 'Show Result' (5) button is at the bottom right. The search results show a 'Search Count: 226 match(es)' and a 'Duplicate Log Summary Table' (6) with columns for Count, Associate ID, Associate Name, Position, Business Unit, and Department. The table lists 7 records.

Count	Associate ID	Associate Name	Position	Business Unit	Department
1	0412006	CAIBIGAN, LEAH RODRIGUEZ	Brother/Sister	PROD	PRD-SG2
2	0908088	MANALO, MAUREEN LATOZA	Production Worker	PROD	PRD-SS (South)
3	0910004	ALFONSO, VENRIETTA ALFAMELA BAWEZ	Production Worker	PROD	PRD-SS (South)
4	0910142	MOSLARES, MARY JANE PICARDAL	Production Worker	PROD	PRD-SR
5	0912026	CARANDANG, JOSEPHINE ACERO	Production Worker	PROD	PRD-SS (South)
6	0910111	CONCON, LARRY TABIGUE	Assistant Line Leader	PROD	PRD-SS (North)
7	0909222	BURGOS, FREDLLANE LOUISE HERRERA	Helper	PROD	PRD-EB

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 **Search¹** link from the DTR First Layer Dropdown Menu.

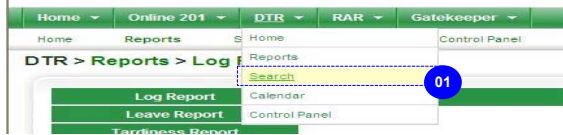



Figure DTR-3.0 DTR First Layer Dropdown Menu (Search)

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 Filters²**, **Status Filters³** and **Date filters⁴** are provided to define the search parameters.
 - When input dates on **Date Filters⁴** are invalid, "Date Range From should not be greater than Date Range To" message will be displayed.
- The **Quick Search⁵** 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 CSV¹** 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 Result⁶** 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 Count⁷** - the number of employees who have available log records for the specified date range and filtered according to the search parameters.
 - Not Late Count⁸** - the number of employees who were not late during the specified date range and filtered according to the search parameters.
 - Tardy Count⁹** - the number of employees who were late during the specified date range and filtered according to the search parameters.
 - Valid as of¹⁰** contains the time stamp wherein the statistics results were generated.
 - Half day count¹¹** - 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 count¹²** - 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 Bird¹³** - 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 Beater¹⁴** - 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 Table¹⁵** shows all associate records according to a selected search filters.

Query and Statistics	Query Records	Attendance Summary																																								
Query and Statistics 01 Export to CSV																																										
Filters																																										
Date Range From: 01-Jun-2010 Date Range To: 01-Jun-2010 Status: <input type="checkbox"/> Tardy <input type="checkbox"/> Undertime <input type="checkbox"/> Halfday <input type="checkbox"/> Absent	04 03																																									
<input type="checkbox"/> Business Unit <input type="checkbox"/> Department <input type="checkbox"/> Project	<input type="checkbox"/> Position <input type="checkbox"/> Shifting Schedule																																									
<input type="checkbox"/> Quick Search: By : First Name, Last Name, Associate ID																																										
06 Show Result																																										
Statistics Summary																																										
Attendance Count: 2 Not Late: 2 Tardy: 0	Valid as of: 18-Jun-2010 Half-day: 0 Half-day Late: 0																																									
Top Listing																																										
Early Bird: calacrito, calacrito calacrito	Buzzer Beater: mmata, mmata mmata																																									
Search Count: 2 match(es)																																										
Status Report Table																																										
<table border="1"> <thead> <tr> <th>Count</th> <th>Associate ID</th> <th>Associate Name</th> <th>Position</th> <th>Business Unit</th> <th>Department</th> <th>Project</th> <th>Day</th> <th>Ibl_s_date</th> <th>Shift</th> <th>Time In</th> <th>Time Out</th> <th>ND Ty</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>342645</td> <td>mmata, mmata mmata</td> <td>Cadet Engineer</td> <td>ADM</td> <td>CORPORATE STRATEGY OFFICE</td> <td>CSO MONTHLY</td> <td>Tuesday</td> <td>01-Jun-2010</td> <td>11:30AM ~ 8:30PM</td> <td>11:13 AM</td> <td>10:59 PM</td> <td>N/A</td> </tr> <tr> <td>2</td> <td>23453253245</td> <td>calacrito, calacrito calacrito</td> <td>Group Leader</td> <td>ADM</td> <td>ACCOUNTING</td> <td>ACCTNG MONTHLY</td> <td>Tuesday</td> <td>01-Jun-2010</td> <td>11AM ~ 8PM</td> <td>12:59 AM</td> <td>11:33 AM</td> <td>N/A</td> </tr> </tbody> </table>	Count	Associate ID	Associate Name	Position	Business Unit	Department	Project	Day	Ibl_s_date	Shift	Time In	Time Out	ND Ty	1	342645	mmata, mmata mmata	Cadet Engineer	ADM	CORPORATE STRATEGY OFFICE	CSO MONTHLY	Tuesday	01-Jun-2010	11:30AM ~ 8:30PM	11:13 AM	10:59 PM	N/A	2	23453253245	calacrito, calacrito calacrito	Group Leader	ADM	ACCOUNTING	ACCTNG MONTHLY	Tuesday	01-Jun-2010	11AM ~ 8PM	12:59 AM	11:33 AM	N/A	15		
Count	Associate ID	Associate Name	Position	Business Unit	Department	Project	Day	Ibl_s_date	Shift	Time In	Time Out	ND Ty																														
1	342645	mmata, mmata mmata	Cadet Engineer	ADM	CORPORATE STRATEGY OFFICE	CSO MONTHLY	Tuesday	01-Jun-2010	11:30AM ~ 8:30PM	11:13 AM	10:59 PM	N/A																														
2	23453253245	calacrito, calacrito calacrito	Group Leader	ADM	ACCOUNTING	ACCTNG MONTHLY	Tuesday	01-Jun-2010	11AM ~ 8PM	12:59 AM	11:33 AM	N/A																														

Figure DTR-3.1 Query and Statistics

 TSUKIDEN GLOBAL SOLUTIONS, INC.	MyHR Buddy System HRONLSYS User's Manual	Document No.	TGSI-2BU-1DPT-HRONLSYS-00000-2011-UGL-000-02	
		Rev. No.	000-02	
Tsukiden Global Solutions, Inc		Approved By:	Reviewed By:	Prepared By:
		TGSI -S. Baldovino	TGSI -R. Escolar	TGSI -J. Mocerro - Dividina
DTR-Search				

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 Records²⁴** on DTR Search Side Bar Menu located on the left side of the page
- **Export to CSV¹** 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 PDF²** 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 search³** 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 Filters⁵**, **Time Filters⁶**, **Date filters⁵**, **Log Record Filters⁷** and **Log Type Filters⁸** are provided to get the desired search result.
 1. If no **Associate filters⁵** selected, a dialog box will be shown informing the user that there are no filter option selected.
 2. When input dates on **Date Filters⁵** are invalid, "Date Range From should not be greater than Date Range To" message will be displayed.
 3. When input time on **Time Filters⁶** 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 Filters⁷** 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 Result¹⁰** button lets the user view an associate log records while clicking **Show Historical Logs¹¹** button lets the user see the log history of each record.
- **Group Summary Table²²** 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 Logs⁹** Button.
 - 4.3 Select on the details (**Shift¹²**, **Date/Time In¹³**, **Date/Time Out¹⁴** or **Rest Day¹⁵**) to modify the record.
 1. If **Date/Time In¹³** and **Date/Time Out¹⁴** 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 Logs¹⁹** Button was clicked, "No data to be saved or updated." will be displayed.
 - 4.4 Click **Update Logs¹⁹** button if the user wants to save the changes or **Cancel²⁰** button if the user wants to disregard the changes made.
 - 4.5 Click **Mark as Absent¹⁷** button if the user wants to mark all the selected associates as absent according to specified dates.
 - 4.6 Click **Mark as Present¹⁸** button if the user wants to mark all the selected associates as present according to specified dates.
 - 4.7 Click **Delete log record¹⁶** Button if the user wants to delete the existing log records of selected associates.
- **Valid Record(s) Count²¹** displays the number of records that were fetched excluding log history (in cases where original records were modified). **Search Count²¹** 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

DTR-Search

Query and Statistics | **Query Records** | Attendance Summary

QUERY RECORDS

Export to CSV | Export to PDF

Filters

Business Unit: --- | Position: ---
 Department: --- | Associate Name: ---
 Project: --- | Shift: ---

Quick Search: 0402007 By: First Name, Last Name, Associate ID

Log According to Date Range
 From: 04-Jun-2010 To: 30-Jun-2010

Log-in Time Range: From 13:36 To 13:36 | Logout Time Range: From 13:36 To 13:36

Checked Log Record Filters
 No. of Late Hours From: To: |
 No. of OT Hours From: To: |
 No. of Work Hours From: To: |

Log Type Filters
 No Login | No Logout | Absent | Incorrect Logs

Edit Multiple Logs | Show Result | Show Historical Logs

Shift: 10AM ~ 6PM
 Date/Time In: 04-Jun-2010 12:55 AM
 Date/Time Out: 04-Jun-2010 12:55 AM
 Rest Day: ---

DELETE LOG RECORD | MARK AS ABSENT | MARK AS PRESENT | Update Logs | Cancel

Valid Record(s) Count: 27 match(es)
 Search Count: 27 match(es)

Group Summary Table

Count	Associate ID	Associate Name	Day	Date	Shift	Time In	Time Out	Work	Late	Undertime	ND	ND Type	OT	OT Type	OTND	Type	Login Status	Position	Di
1	0402007	UMALI, GERLYN TORRES	Friday	04-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
2	0402007	UMALI, GERLYN TORRES	Saturday	05-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
3	0402007	UMALI, GERLYN TORRES	Sunday	06-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
4	0402007	UMALI, GERLYN TORRES	Monday	07-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
5	0402007	UMALI, GERLYN TORRES	Tuesday	08-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	VL	N/A	Jr. Supervisor	
6	0402007	UMALI, GERLYN TORRES	Wednesday	09-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
7	0402007	UMALI, GERLYN TORRES	Thursday	10-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
8	0402007	UMALI, GERLYN TORRES	Friday	11-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
9	0402007	UMALI, GERLYN TORRES	Saturday	12-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
10	0402007	UMALI, GERLYN TORRES	Sunday	13-Jun-2010	RS	--	--	0.00	0.00	0.00	0.00	N/A	0.00	N/A	0.00	ABSENT	N/A	Jr. Supervisor	
Sub Total.....								0	0	0	0	N/A	0	N/A	0				

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 check² 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.

NOTE: Please Select at most 5 employees only.

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 ERBAL	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, LODA 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 HOFILERA	QA	QA	N/A
20	0701014	PALOMO, MA. MELISSA ENERES	QA	QA	QA MONTHLY
21	0701021	MAGNAVE, 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**⁵ 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**⁶ 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	OT		
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	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	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	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	0.00	0.00	
5	0910110	0910110	CAMBEL, GLAZA-ASANTO	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	0.00	0.00	
6	1003117	1003117	CASTELLO, 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	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	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	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	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	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	0.00	0.00	0.00

Figure DTR-3.3 Attendance Summary

 TSUKIDEN GLOBAL SOLUTIONS, INC.	MyHR Buddy System HRONLSYS User's Manual	Document No.	TGSI-2BU-1DPT-HRONLSYS-00000-2011-UGL-000-02	
		Rev. No.	000-02	
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Tsukiden Global Solutions, Inc		DTR-Calendar		

DTR - Calendar

4. Calendar

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

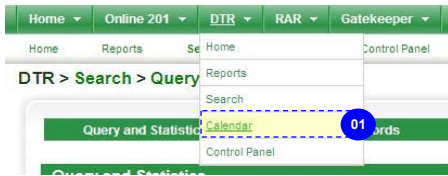


Figure DTR-4.0 DTR First Layer Dropdown Menu (Calendar)

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**² 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**⁷ 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 button.
 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: XXXXXXXX XXX XXXXX" will prompt the user if the target date has been lockec

REST DAY / SHIFT CALENDAR

Filters

Department: ADM Position: ---
 Section: --- Status: ---
 Team: ---

Quick Search: --- **Note : Quick search for Associate (ID / Name).**

Date From: 25-Feb-2010 Date To: 25-Feb-2010

Update Schedule

Rest Day 1: Date: 25-Feb-2010 Add
 Rest Day 2: Date: 25-Feb-2010 Add

Shift Day Option: 10AM ~ 6PM Date From: 25-Feb-2010 Date To: 25-Feb-2010 Add

Save Hide

Search Count: 182 match(es) 50 1 2 3 4 Next

Rest Day and Shift Calendar

Count	ID No.	NAME	February							SUMMARY WORKING DAY												
			THU	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	TOTA
1	0811155	ABAD, RONALD CAMADDU		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0505001	ABARIENTOS, ROEL IPO		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	2009042	ABE, RONALDO NAVIDAD	C	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
4	0602011	ACERON, ARNOLD BON	A	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
5	10010	ADMIN, HR		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0001216	Administrator, MIS System		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	1001123	AGAPAY JR., MANUELITO ALMES	C	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
8	0910102	AGUILA, NOREL HERMOSA		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0909117	AGUILA, MARK JOSEPH BRIONES		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Reset Rest Day 1 Reset Rest Day 2 Reset Shift Schedule

LEGEND

A DS--DAY SHIFT(6A ~ 3P)
B NS--NIGHT SHIFT(6P ~ 3A)
C RS--REG SHIFT (7A ~ 4P)
D RSC--COMPRESSED (7A ~ 5:17P)
E RSM--REG SHIFT (7A ~ 4P) MGR
F RSM2--REG SHIFT (7A ~ 4P) MGR
G RSCM COMPRESSED (6A ~ 6:17) MGR
H RSCM2--COMPRESSED (7A ~ 3:17) MGR
I 6AM ~ 2PM--DAY SHIFT (6A ~ 2P)
J 2PM ~ 10PM--AFTERNOON SHF (2P ~ 10PM)
K Z - 10P ~ 6AM --GRAVEYARD SHF (10P ~ 6AM)
L 8AM ~ 5PM--DAY SHIFT 8AM
M 10AM ~ 6PM--DAY SHIFT 10AM
N 8:30AM ~ 6:30PM--8:30AM DAY/REG SHIFT
O 9AM ~ 7PM--9AM DAY/REG SHIFT
P 9:30AM ~ 7:30PM--9:30 DAY / REG SHIFT
Q 11AM ~ 8PM--11AM DAY / REG SHIFT
R 11:30AM ~ 8:30PM--11:30 DAY / REG SHIFT

Rest Day 1 (Yellow)
Rest Day 2 (Pink)

For Month DATE

Special Holiday (Light Blue)
Legal Holiday (Red)
Declared Holiday (Light Green)
Company Holiday (Light Purple)
Fullday Shutdown (Light Blue)
Day Shift Shutdown (Light Blue)
Night Shift Shutdown (Light Blue)
Pest Control (Light Blue)
Compressed Week (Light Blue)
Others (Light Blue)

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 filter².

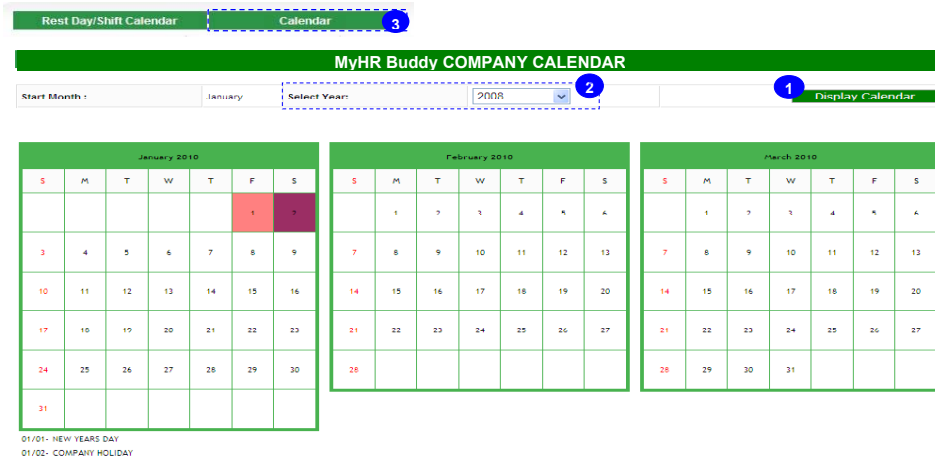


Figure DTR-4.2.1 Company Calendar (Normal Mode)

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.

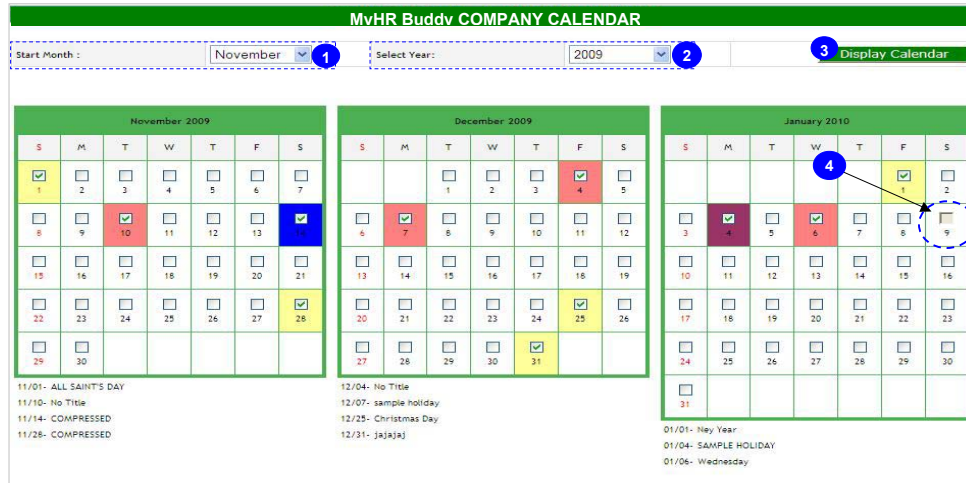


Figure DTR-4.2.2 Company Calendar (Edit Mode)

LEGEND	
●	Sundays 52
■	Special Holiday 7
■	Legal Holiday 4
■	Declared Holiday 0
■	Company Holiday 1
■	Fullday Shutdown 0
■	Day Shift Shutdown 0
■	Night Shift Shutdown 0
■	Pest Control 0
■	Compressed Week 1
■	Others 1

Add New Holiday	Edit Holiday
Date 05-Jan-2010	Date 04-Jan-2010
Title 	Title SAMPLE HOLIDAY
Remarks 	Remarks SAMPLE DATA
Type of Holiday Special Holiday	Type of Holiday Company Holiday
*Title and Remarks Max: 40 characters.	
Cancel Save Holiday	Cancel Delete Holiday Update Holiday

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

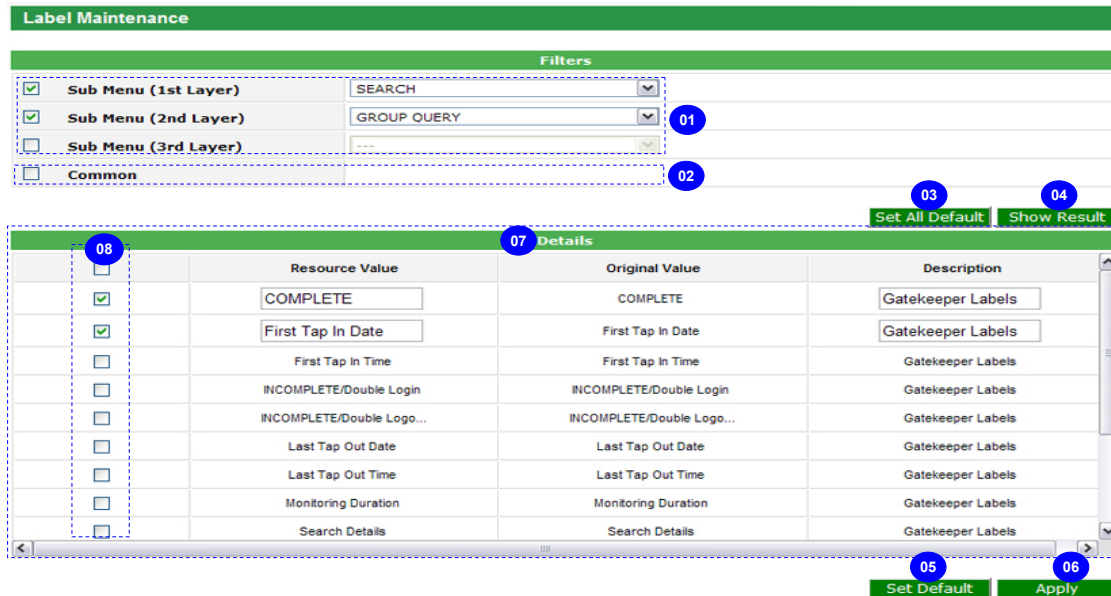
- DTR screen labels can be modified under the Label Maintenance page by clicking the Control Panel ¹ link under the DTR dropdown menu.



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.

RAR > RAR Home

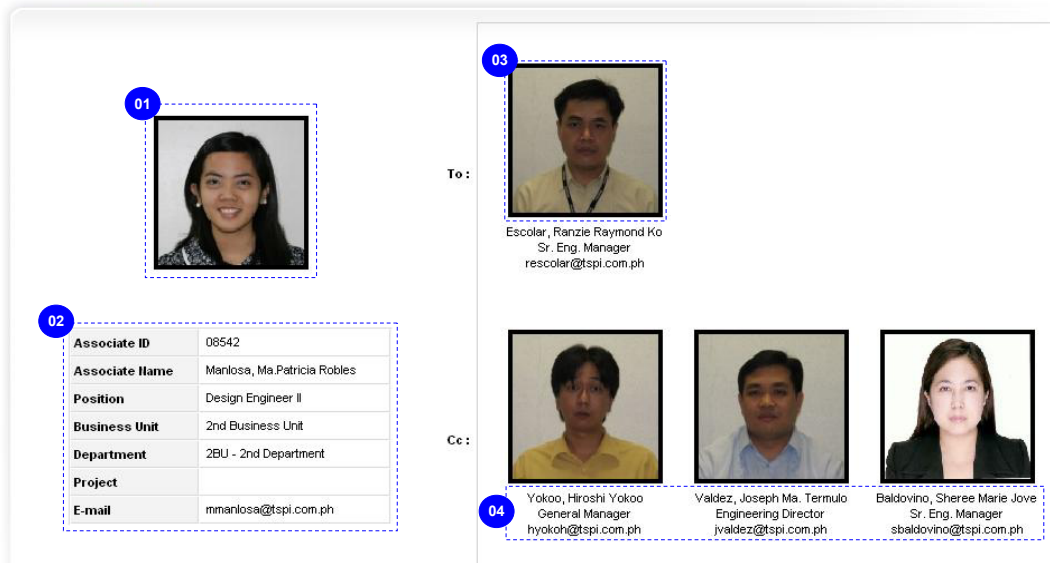


Figure 1.0 RAR Home



Figure 1.1 RAR First Layer Menu

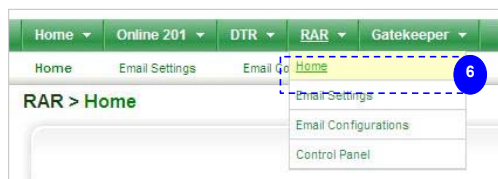


Figure 1.2 RAR First Layer Menu Dropdown



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 Settings¹⁵ link in RAR drop down menu;
Email Settings¹⁶ link in RAR second layer menu.

Figure 2.0 RAR Email Settings

Figure 2.1 RAR Email Settings

Figure 2.2 RAR Email Settings

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		Rev. No.	000-02		
Tsukiden Global Solutions, Inc		Approved By:	Reviewed By:	Prepared By:	
		TGSJ -S. Baldovino	TGSJ -R. Escolar	TGSJ -J. Mocerro - Dividina	
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 box 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 target 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 indirect 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.

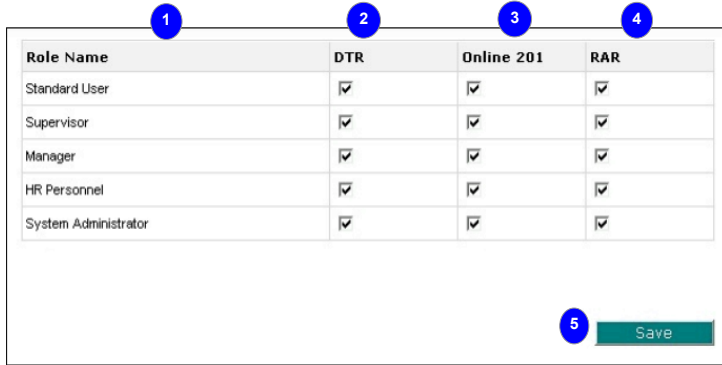
Edit Email Recipients by individual Associate

- 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 Configurations⁶** link in RAR drop down menu;
 - **Email Configurations⁷** link in RAR second layer menu.



1 Role Name	2 DTR	3 Online 201	4 RAR
Standard User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HR Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5

Figure 3.0 RAR Email Configuration

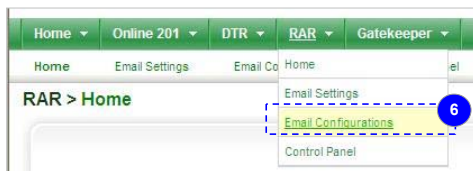


Figure 3.1 RAR Email Configuration

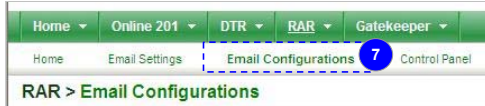


Figure 3.2 RAR Email Configuration

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

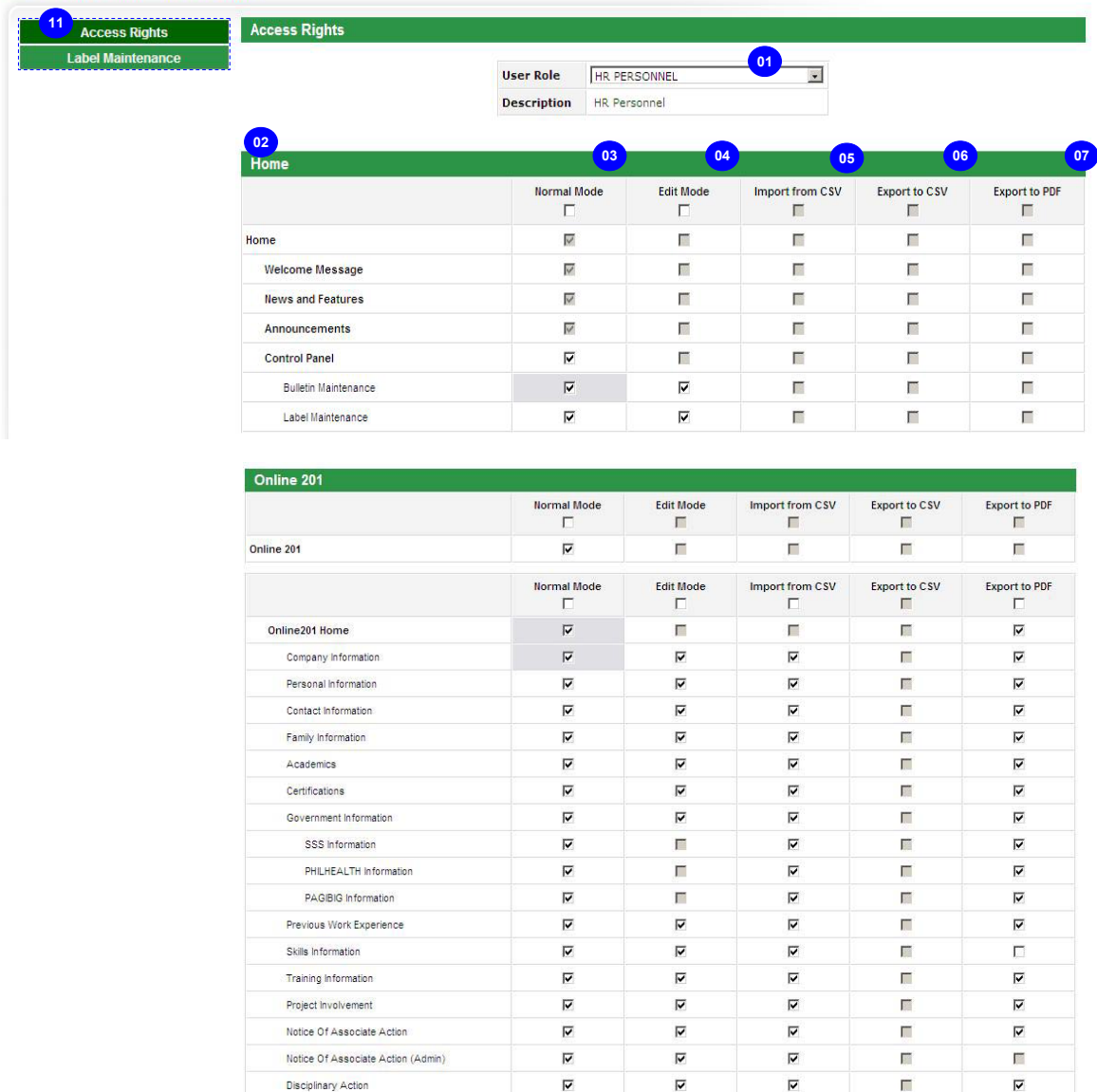
- This page can be viewed by clicking any of the following links:

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.

RAR > Control Panel > Access Rights



Access Rights					
User Role: HR PERSONNEL (01) Description: HR Personnel					
Home (02)					
	Normal Mode (03)	Edit Mode (04)	Import from CSV (05)	Export to CSV (06)	Export to PDF (07)
Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welcome Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
News and Features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online 201					
	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
Online 201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online201 Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Company Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Academics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Government Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SSS Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PHILHEALTH Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PAGBIG Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Work Experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Involvement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notice Of Associate Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notice Of Associate Action (Admin)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overtime Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Leave Credits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unused Leave Conversion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reset Leave Credits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary Action Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manpower Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Length of Service Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Age Range Associate Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resignation Rate Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resignation Rate Per Position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fiscal Year Resignation Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compare Fiscal Year Resignation Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newly Hired Associate Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separation Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associate Attendance Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Export NAA to CSV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biodata Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate Status Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAA Type Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nationality Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Level Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tool Category Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Unit Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Role Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Position Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Provider Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Type Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Reason Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Type Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Purpose Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domain Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DTR					
	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
DTR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quick Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tardiness Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Duplicate Log Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Query and Statistics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Query Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rest Day/Shift Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RAR					
	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
RAR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Configurations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gatekeeper					
	Normal Mode	Edit Mode	Import from CSV	Export to CSV	Export to PDF
Gatekeeper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log Violation Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excess Break Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Movement Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statistics Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home Office Tardiness Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DTR & Gatekeeper Match Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual Query	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Query	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break Time Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate Break Time Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

08 Save

Figure 4.0 RAR Access Rights

RAR-Control Panel

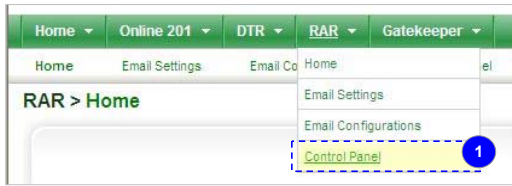


Figure 4.1 RAR Access Rights



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**² checkbox to assign viewing rights to a Role for a specific screen².
 - Uncheck the **Normal Mode**³ checkbox to remove viewing rights to a Role for a specific screen².
- Check the **Edit Mode**⁴ checkbox to assign editing rights to a Role for a specific screen².
 - Uncheck the **Edit Mode**⁴ checkbox to remove editing rights to a Role for a specific screen².
- Check the **Import from CSV**⁵ checkbox to assign importing from csv rights to a Role for a specific screen².
 - Uncheck the **Import from CSV**⁵ checkbox to remove importing from csv rights to a Role for a specific screen².
- Check the **Export to CSV**⁶ checkbox to assign exporting to CSV rights to a Role for a specific screen².
 - Uncheck the **Export to CSV**⁶ checkbox to remove exporting to CSV rights to a Role for a specific screen².
- Check the **Export to PDF**⁷ checkbox to assign exporting to PDF rights to a Role for a specific screen².
 - Uncheck the **Export to PDF**⁷ checkbox to remove exporting to PDF rights to a Role for a specific screen².
- 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.

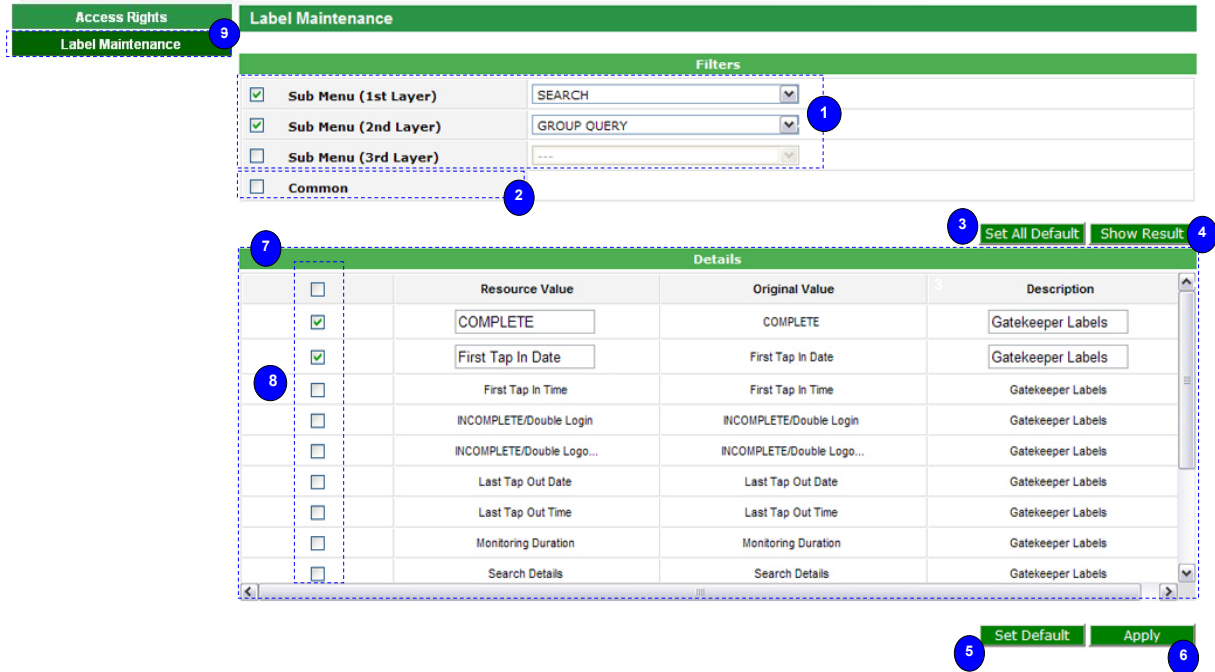


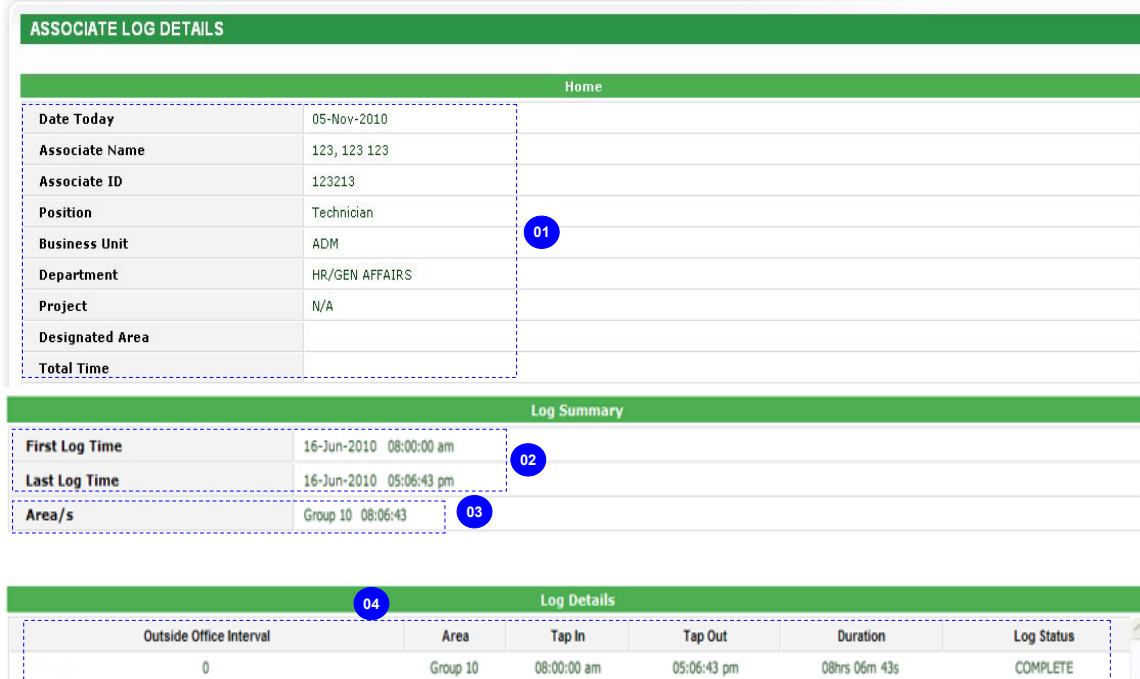
Figure 4.2 Label Maintenance

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.

Gatekeeper > Home



ASSOCIATE LOG DETAILS					
Home					
Date Today	05-Nov-2010				
Associate Name	123, 123 123				
Associate ID	123213				
Position	Technician				
Business Unit	ADM				
Department	HR/GEN AFFAIRS				
Project	N/A				
Designated Area					
Total Time					
Log Summary					
First Log Time	16-Jun-2010 08:00:00 am				
Last Log Time	16-Jun-2010 05:06:43 pm				
Area/s	Group 10 08:06:43				
Log Details					
Outside Office Interval	Area	Tap In	Tap Out	Duration	Log Status
0	Group 10	08:00:00 am	05:06:43 pm	08hrs 06m 43s	COMPLETE

Figure GTKR-1.0



Figure GTKR-1.1

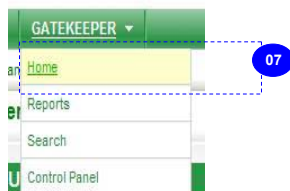


Figure GTKR-1.2



Gatekeeper > Home

Figure GTKR-1.3

E. GateKeeper

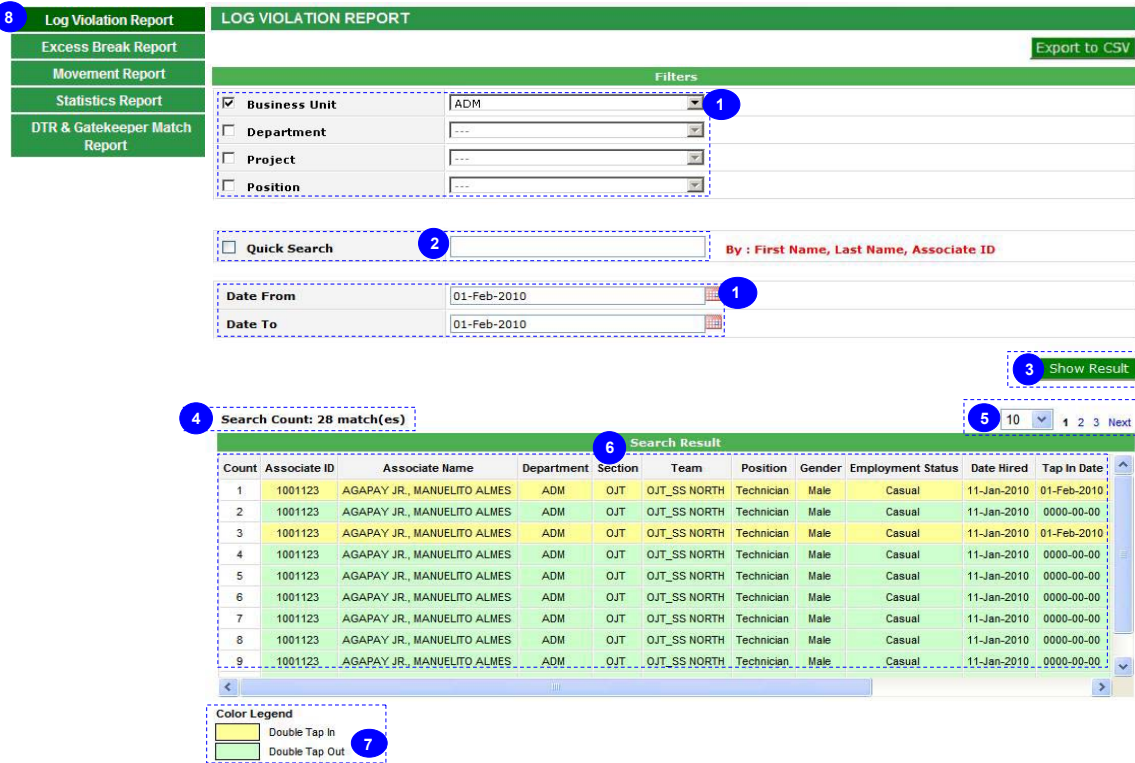
2. Reports

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.



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**³ 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 Result⁶ table.
- **Search Count**⁴ displays the number of records on the Search Result⁶ 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.



8 Log Violation Report

LOG VIOLATION REPORT

Excess Break Report

Movement Report

Statistics Report

DTR & Gatekeeper Match Report

Export to CSV

Filters

Business Unit ADM

Department ---

Project ---

Position ---

Quick Search

By : First Name, Last Name, Associate ID

Date From 01-Feb-2010

Date To 01-Feb-2010

Show Result

Search Count: 28 match(es)

Search Result

Count	Associate ID	Associate Name	Department	Section	Team	Position	Gender	Employment Status	Date Hired	Tap In Date
1	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	01-Feb-2010
2	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	0000-00-00
3	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	01-Feb-2010
4	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	0000-00-00
5	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	0000-00-00
6	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	0000-00-00
7	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	0000-00-00
8	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	0000-00-00
9	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual	11-Jan-2010	0000-00-00

Color Legend

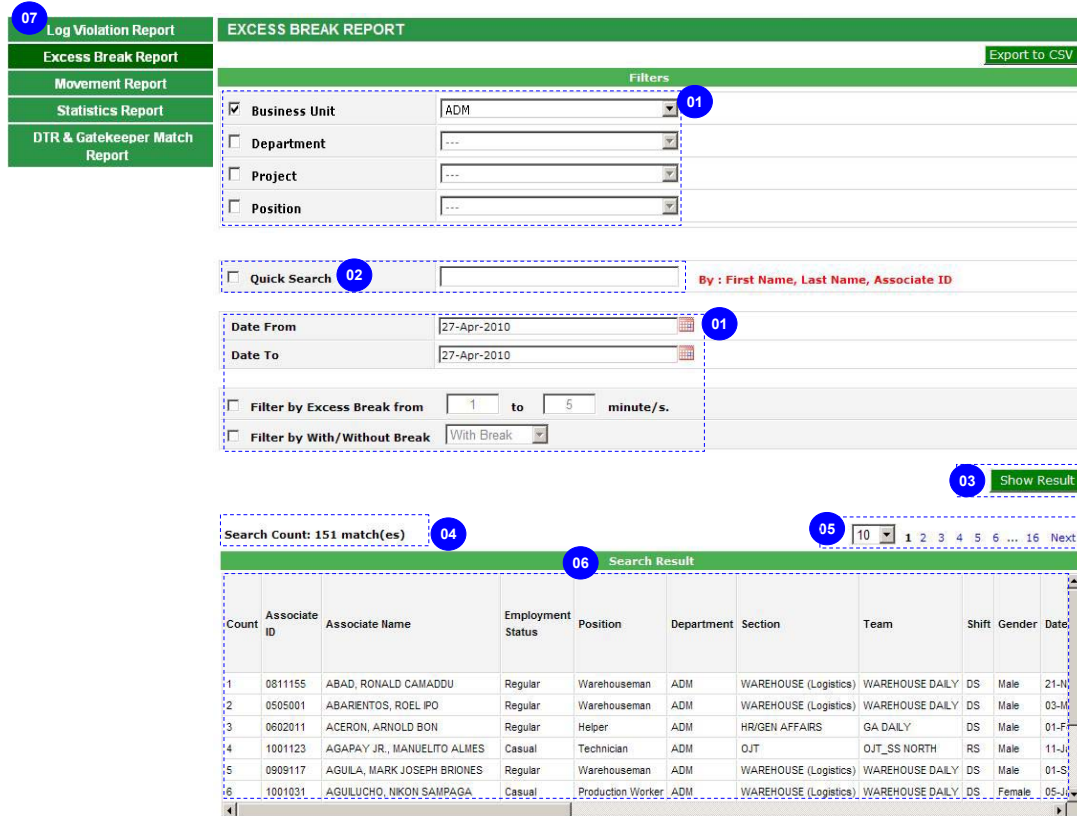
Double Tap In

Double Tap Out

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 Menu⁷ 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 Filters¹ and Quick Search² are provided to search for a specific group of data or individual results.
- Clicking the Show Result³ button would display the data in the Search Result table⁶.
- 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 Count⁴ displays the number of records displayed on the Search Result⁶ table as a result of the search performed.
- Pagination⁵ section appears when the records fetched is more than 10 records.
- The Search Result⁶ section displays the gatekeeper excess break of the employees.



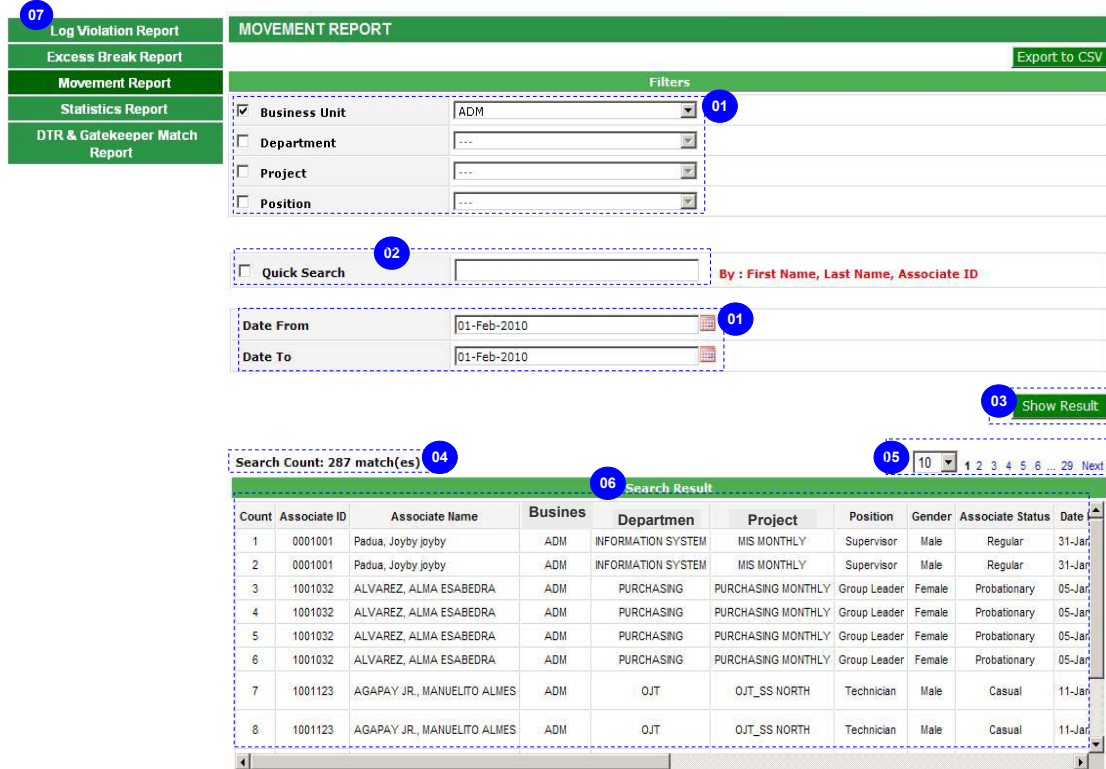
The screenshot shows the 'EXCESS BREAK REPORT' page. On the left is a sidebar with reports: Log Violation Report (07), Excess Break Report, Movement Report, Statistics Report, and DTR & Gatekeeper Match Report. The main area contains filters (01) for Business Unit (ADM), Department, Project, and Position. A Quick Search (02) field is present. Date filters (01) are set for 27-Apr-2010. A filter for excess break time (01) is set from 1 to 5 minutes. A 'Show Result' button (03) is at the bottom right. Below the filters, the search count (04) is 151 match(es). A pagination (05) bar shows 10 records per page. The search result table (06) has columns: Count, Associate ID, Associate Name, Employment Status, Position, Department, Section, Team, Shift, Gender, Date. The first six rows of data are shown.

Count	Associate ID	Associate Name	Employment Status	Position	Department	Section	Team	Shift	Gender	Date
1	0811155	ABAD, RONALD CAMADDU	Regular	Warehouseman	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	Male	21-N
2	0505001	ABARIENTOS, ROEL IPO	Regular	Warehouseman	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	Male	03-M
3	0602011	ACERON, ARNOLD BON	Regular	Helper	ADM	HR/GEN AFFAIRS	GA DAILY	DS	Male	01-F
4	1001123	AGAPAY JR, MANUELITO ALMES	Casual	Technician	ADM	OJT	OJT_SS NORTH	RS	Male	11-J
5	0909117	AGULA, MARK JOSEPH BRIONES	Regular	Warehouseman	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	Male	01-S
6	1001031	AGULUCHO, NIKON SAMPAGA	Casual	Production Worker	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	Female	05-J

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 Result⁶ 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.



The screenshot shows the 'MOVEMENT REPORT' interface. On the left is a sidebar menu with items like 'Log Violation Report', 'Excess Break Report', 'Movement Report', 'Statistics Report', and 'DTR & Gatekeeper Match Report'. The main area contains a 'Filters' section with dropdowns for Business Unit (ADM), Department, Project, and Position. Below this is a 'Quick Search' field and a 'Date From' to 'Date To' range (01-Feb-2010). A 'Show Result' button is present. The search results show a count of 287 matches and a table with columns: Count, Associate ID, Associate Name, Busines, Departmen, Project, Position, Gender, Associate Status, and Date. The table lists 8 records for employees like Padua, Joyby joyby and ALVAREZ, ALMA ESABEDRA.

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.

10 Log Violation Report	STATISTICS REPORT															
Excess Break Report	Export to CSV															
Movement Report	01 Details															
Statistics Report	LOG VIOLATION COUNT PER EMPLOYMENT STATUS															
DTR & Gatekeeper Match Report	02							PER GENDER								
	09	REGULAR	PROBATIONARY	CASUAL	PROJECT EMPLOYEE	OJT	INACTIVE	TOTAL PER EMPLOYMENT STATUS	03	M	F	ANALYST	ASSISTANT LINE LEADER	ASSISTANT MANAGER	ASSISTANT TEAM LEADER	BROTHER
	ADM Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	WAREHOUSE (Logistics)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HR/GEN AFFAIRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ACCOUNTING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	DISTRIBUTION (Logistics)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	INFORMATION SYSTEM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PPS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PURCHASING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CORPORATE STRATEGY OFFICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OJT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ENG Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	FACILITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure GTKR-2.4-1 Statistics Report

	GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Percentage	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

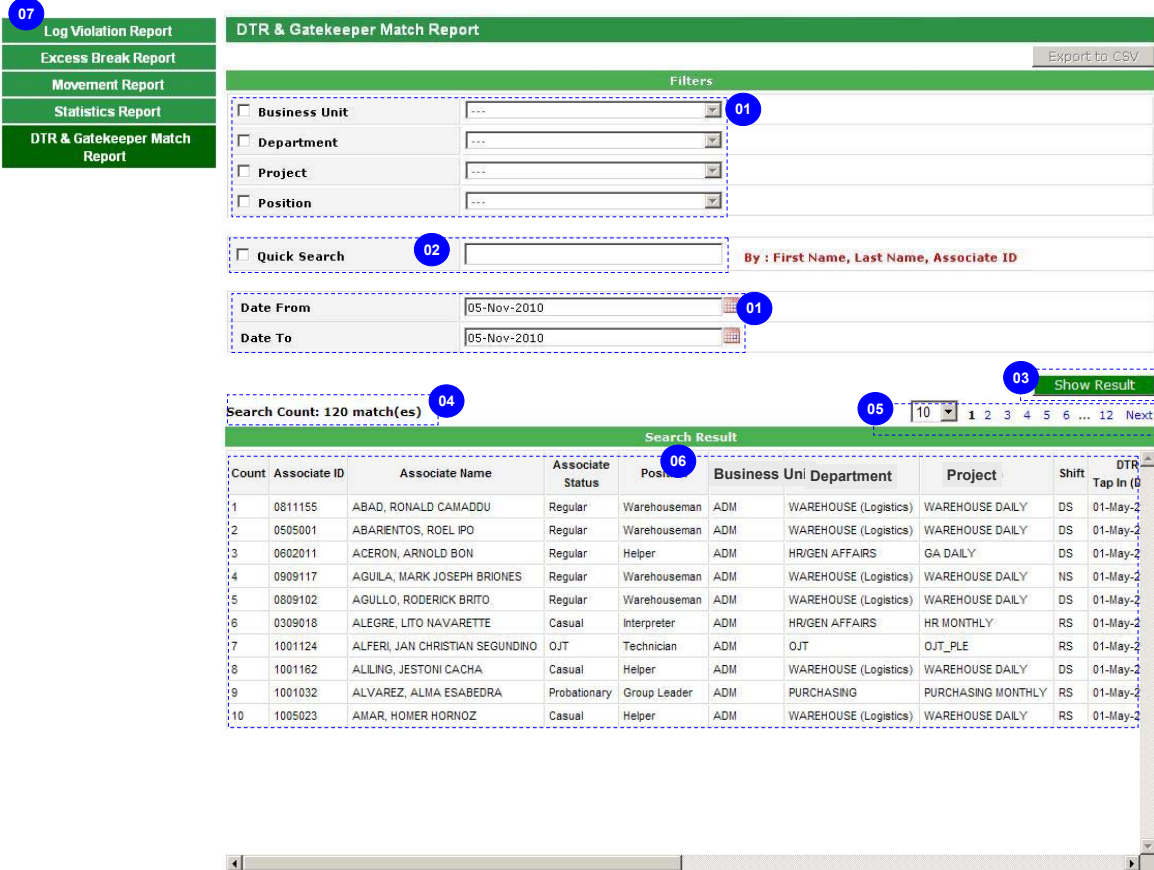
Figure GTKR-2.4-2 Statistics Report

HEADCOUNT AS PER POSITION																		
	HELPER	INTERPRETER	INSPECTOR	JR SUPERVISOR	MANAGER	LINE LEADER	PHARMACEUTIST	PRODUCTION WORKER	PRESIDENT	SR ENGINEER II	STAFF	SUPERVISOR	TEAM LEADER	TECHNICIAN	WAREHOUSEMAN	SENIOR MANAGER	INDUSTRIAL RELATION OFFICER	TOTAL PER POSITION
	33	2	0	4	2	0	0	4	0	0	23	4	3	41	16	0	0	08
	29	0	0	0	0	0	0	4	0	0	3	1	1	0	16	0	0	59
	4	2	0	1	0	0	0	0	0	0	6	0	1	0	0	0	0	22
	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	10
	0	0	0	2	1	0	0	0	0	0	3	0	0	0	0	0	0	7
	0	0	0	1	0	0	0	0	0	0	2	2	0	0	0	0	0	6
	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	3
	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	9
	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3
	0	0	0	0	0	0	0	0	0	0	0	0	0	41	0	0	0	41
	0	0	13	3	3	0	0	7	0	1	0	2	4	45	0	0	0	120
	0	0	0	1	1	0	0	0	0	0	0	0	0	11	0	0	0	19
	0	0	0	0	0	0	0	0	0	0	0	1	2	4	0	0	0	11

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** 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** and **Quick Search** are provided to search for a specific group of data or individual results.
- Clicking the **Show Result** button would display the result in the Search Result table.
- **Search Count** displays the number of records displayed on the Search Result table as a result of the search performed.
- **Pagination** section appears when the records fetched is more than 10 records.
- The **Search Result** section contains a table that displays the matching between the DTR logs and the Gatekeeper logs.



07 Log Violation Report
 Excess Break Report
 Movement Report
 Statistics Report
DTR & Gatekeeper Match Report

DTR & Gatekeeper Match Report Export to CSV

01 Filters

Business Unit
 Department
 Project
 Position

02 Quick Search By : First Name, Last Name, Associate ID

01 Date From: 05-Nov-2010
 Date To: 05-Nov-2010

03 Show Result

04 Search Count: 120 match(es)

05 10 1 2 3 4 5 6 ... 12 Next

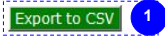
06 Search Result

Count	Associate ID	Associate Name	Associate Status	Position	Business Unit	Department	Project	Shift	DTR Tap In (0)
1	0811155	ABAD, RONALD CAMADDU	Regular	Warehouseman	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	01-May-2
2	0505001	ABARENTOS, ROEL IPO	Regular	Warehouseman	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	01-May-2
3	0602011	ACERON, ARNOLD BON	Regular	Helper	ADM	HR/GEN AFFAIRS	GA DAILY	DS	01-May-2
4	0909117	AGUILA, MARK JOSEPH BRIONES	Regular	Warehouseman	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	NS	01-May-2
5	0809102	AGULLO, RODERICK BRITO	Regular	Warehouseman	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	01-May-2
6	0309018	ALEGRE, LITO NAVARETTE	Casual	Interpreter	ADM	HR/GEN AFFAIRS	HR MONTHLY	RS	01-May-2
7	1001124	ALFERI, JAN CHRISTIAN SEGUNDINO	OJT	Technician	ADM	OJT	OJT_PLE	RS	01-May-2
8	1001162	ALLING, JESTONI CACHA	Casual	Helper	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	DS	01-May-2
9	1001032	ALVAREZ, ALMA ESABEDRA	Probationary	Group Leader	ADM	PURCHASING	PURCHASING MONTHLY	RS	01-May-2
10	1005023	AMAR, HOMER HORNOZ	Casual	Helper	ADM	WAREHOUSE (Logistics)	WAREHOUSE DAILY	RS	01-May-2

Figure GTKR-2.6 DTR & Gatekeeper Match Report

E. GateKeeper

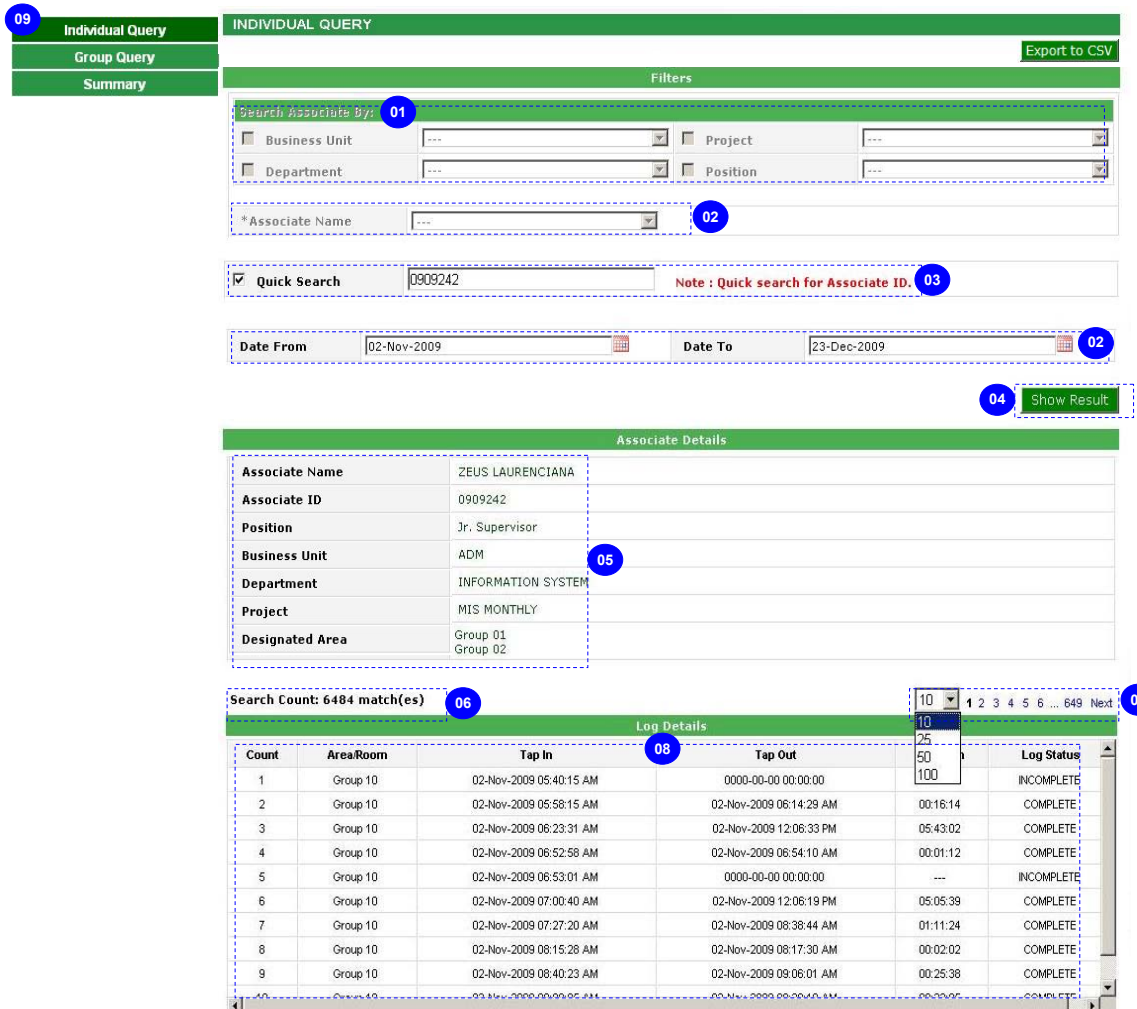
Every pages within the Gatekeeper Search module is equipped with an **Export to CSV**¹ button that can export the search results to a CSV (comma separated values) file.



3. Search

3.1 Individual Query

- The Individual Query is the default page of Gatekeeper Search, as shown in [Figure GTKR-3.1](#). This page can be viewed by clicking the "Search" link on Gatekeeper dropdown menu or by clicking the "**Individual Query**" link from the **Sidebar Menu**⁵ of Gatekeeper Search screen.
 - This page displays company-related information about the employee and corresponding logs captured by the Gatekeeper System.
 - The Search Associate By¹ 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 Details⁸ 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.



Individual Query

GROUP QUERY

SUMMARY

Export to CSV

Filters

Search Associate By: 01

Business Unit: --- Project: ---

Department: --- Position: ---

*Associate Name: --- 02

Quick Search 0909242 Note : Quick search for Associate ID. 03

Date From: 02-Nov-2009 Date To: 23-Dec-2009 02

Show Result 04

Associate Details

Associate Name	ZEUS LAURENCIANA
Associate ID	0909242
Position	Jr. Supervisor
Business Unit	ADM
Department	INFORMATION SYSTEM 05
Project	MIS MONTHLY
Designated Area	Group 01 Group 02

Search Count: 6484 match(es) 06

Log Details

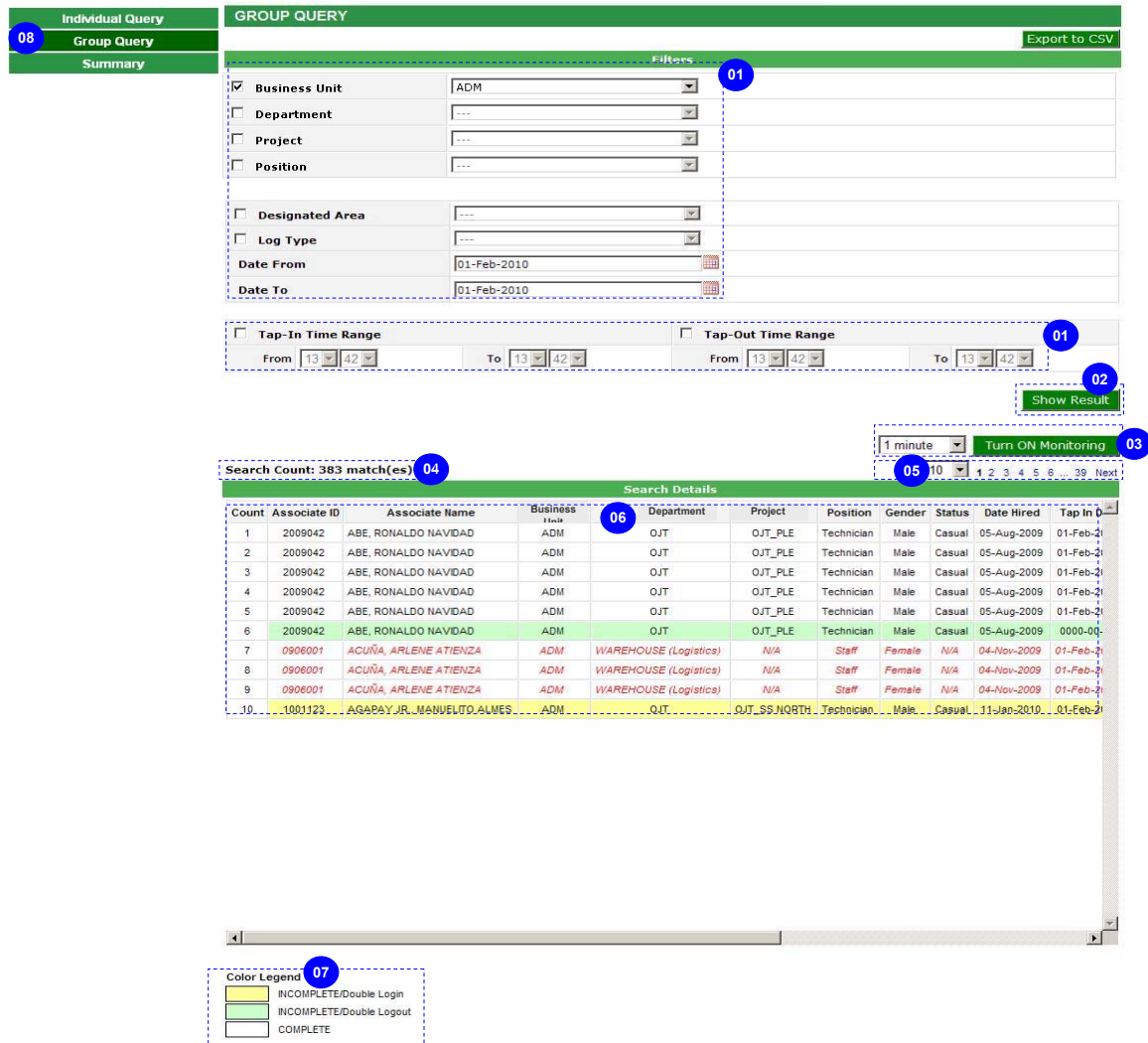
Count	Area/Room	Tap In	Tap Out	Log Status
1	Group 10	02-Nov-2009 05:40:15 AM	0000-00-00 00:00:00	INCOMPLETE
2	Group 10	02-Nov-2009 05:58:15 AM	02-Nov-2009 06:14:29 AM	COMPLETE
3	Group 10	02-Nov-2009 06:23:31 AM	02-Nov-2009 12:06:33 PM	COMPLETE
4	Group 10	02-Nov-2009 06:52:58 AM	02-Nov-2009 06:54:10 AM	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	COMPLETE
7	Group 10	02-Nov-2009 07:27:20 AM	02-Nov-2009 08:38:44 AM	COMPLETE
8	Group 10	02-Nov-2009 08:15:26 AM	02-Nov-2009 08:17:30 AM	COMPLETE
9	Group 10	02-Nov-2009 08:40:23 AM	02-Nov-2009 09:06:01 AM	COMPLETE

10 1 2 3 4 5 6 ... 649 Next 07

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 Details⁶ 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.

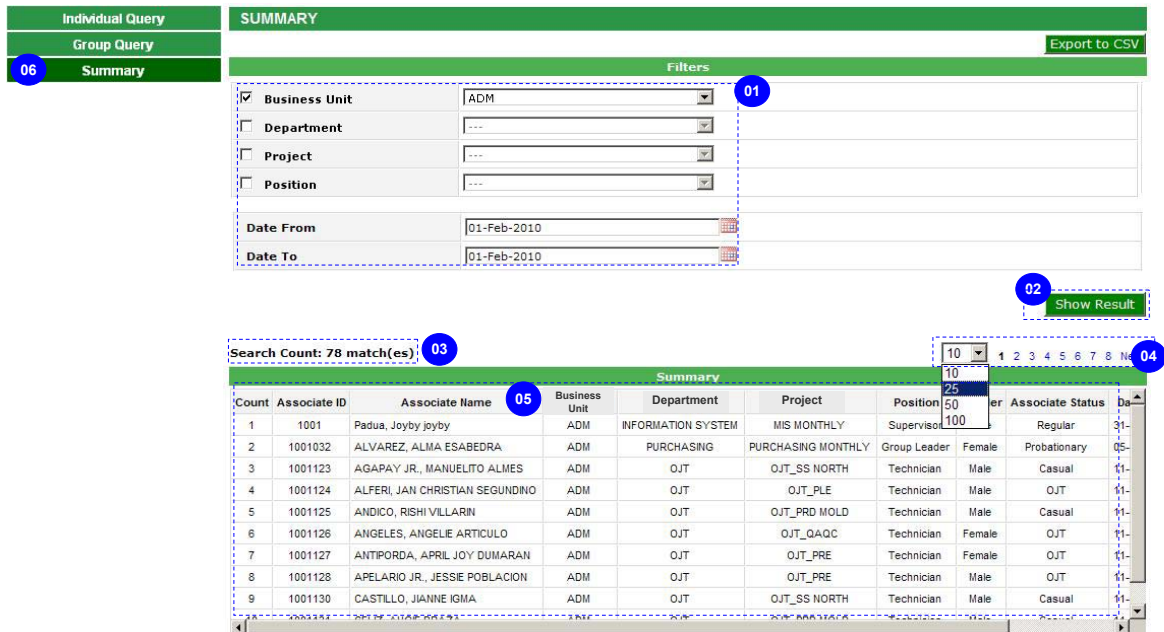


The screenshot shows the 'GROUP QUERY' interface. On the left is a sidebar with 'Individual Query', 'Group Query' (selected), and 'Summary'. The main area contains a 'Filters' section with dropdowns for Business Unit (ADM), Department, Project, Position, Designated Area, and Log Type. It also has 'Date From' and 'Date To' fields set to '01-Feb-2010'. Below the filters are 'Tap-In Time Range' and 'Tap-Out Time Range' sections with 'From' and 'To' dropdowns. A 'Show Result' button is present. Below the filters, the 'Search Count: 383 match(es)' is displayed. A 'Turn ON Monitoring' button is also visible. The 'Search Details' table shows a list of records with columns: Count, Associate ID, Associate Name, Business Unit, Department, Project, Position, Gender, Status, Date Hired, and Tap In D. A 'Color Legend' at the bottom indicates that yellow rows represent 'INCOMPLETE/Double Login', green rows represent 'INCOMPLETE/Double Logout', and white rows represent 'COMPLETE'.

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** 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** 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** button would display the results in the Search Details table.
- **Search Count** displays the number of records displayed on the Summary table as a result of the search performed.
- **Pagination** appears when the number of records fetched is more than 10 records.
- The **Summary** section displays the gatekeeper log information of the employees.



The screenshot shows the 'SUMMARY' search interface. On the left, a sidebar menu has 'Summary' selected (06). The main area contains a 'Filters' section (01) with dropdowns for Business Unit (ADM), Department, Project, and Position, and date pickers for Date From and Date To (both set to 01-Feb-2010). A 'Show Result' button (02) is at the bottom right of the filters. Below the filters, the search results are displayed in a table (03) with a 'Search Count: 78 match(es)' label. The table has columns for Count, Associate ID, Associate Name (05), Business Unit, Department, Project, Position, Gender, and Associate Status. A pagination control (04) shows '10' records per page and page numbers 1 through 8.

Count	Associate ID	Associate Name	Business Unit	Department	Project	Position	Gender	Associate Status
1	1001	Padua, Joyby joyby	ADM	INFORMATION SYSTEM	MIS MONTHLY	Supervisor		Regular
2	1001032	ALVAREZ, ALMA ESABEDRA	ADM	PURCHASING	PURCHASING MONTHLY	Group Leader	Female	Probationary
3	1001123	AGAPAY JR., MANUELITO ALMES	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual
4	1001124	ALFERI, JAN CHRISTIAN SEGUNDINO	ADM	OJT	OJT_PLE	Technician	Male	OJT
5	1001125	ANDICO, RISHI VILLARIN	ADM	OJT	OJT_PRD MOLD	Technician	Male	Casual
6	1001126	ANGELES, ANGELIE ARTICULO	ADM	OJT	OJT_QAQC	Technician	Female	OJT
7	1001127	ANTIPORDA, APRIL JOY DUMARAN	ADM	OJT	OJT_PRE	Technician	Female	OJT
8	1001128	APELARIO JR., JESSIE POBLACION	ADM	OJT	OJT_PRE	Technician	Male	OJT
9	1001130	CASTILLO, JIANNE IGMA	ADM	OJT	OJT_SS NORTH	Technician	Male	Casual

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 record.
- 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.

10 Add Location

Home Office

Break Time Maintenance

Associate Break Time Maintenance

Label Maintenance

ADD LOCATION

Location Information

*IP Address **1**

*Location Name **2**

Location Details **3**

4 ADD

Note : Items with * need to be filled up.

Location Details

IP Address 5	Location Name 6	Location Details 7	Delete 8
192.168.136.236	HR Area	Administration Office	Delete
192.168.1.154	Warehouse 1	Warehouse Location	Delete

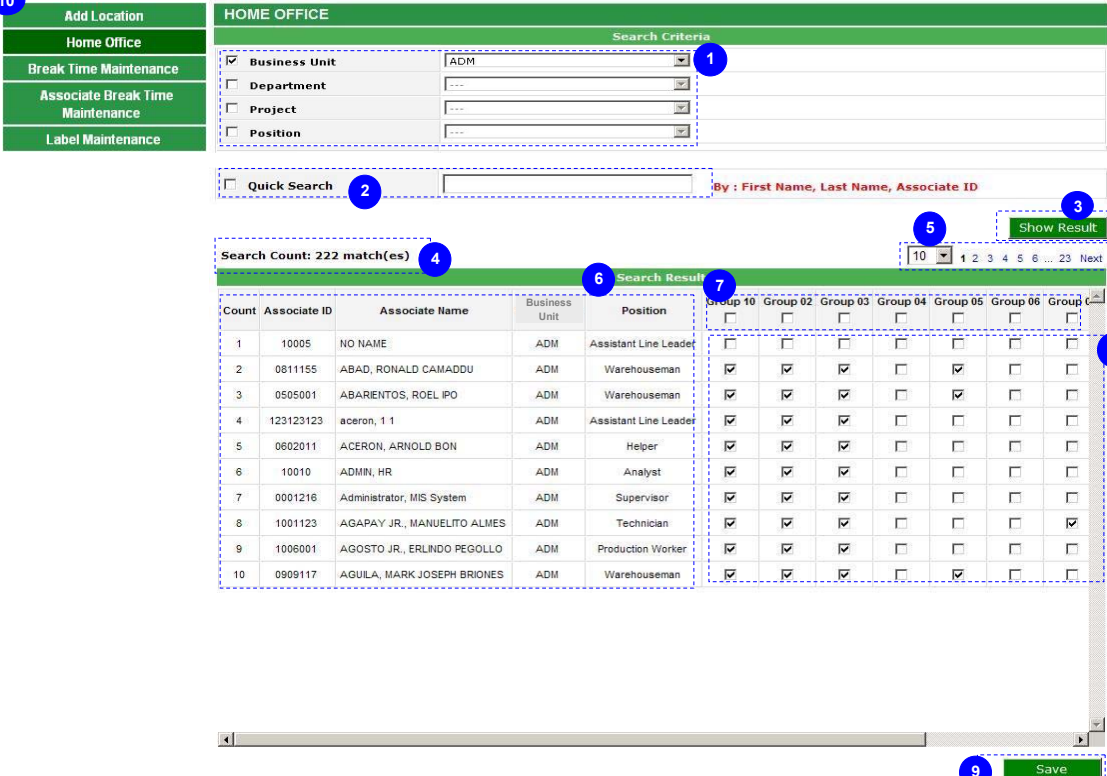
9 UPDATE

Figure GTKR-4.1 Add Location

Document No.	TGSJ-2BU-1DPT-HRONLSYS-00000-2011-UGL-000-02		
Rev. No	000-02		
Approved By:	Reviewed By:	Prepared By:	
TGSJ -S. Baldovino	TGSJ -R. Escobar	TGSJ -J. Mocerro - Dividina	

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 Menu¹⁰ of the Gatekeeper - Control Panel screen.
- The quick search² feature allows the user to search for employees by providing their ID number, first name 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 search² 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**⁵ 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**⁶ appears when the number of records fetched is more than 10 records.
- The **Search Result**⁷ section contains a table that displays the employee names, Business Unit, position and possible home office assignments.
- Checking the **Check All**⁸ 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 Table⁷. 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.



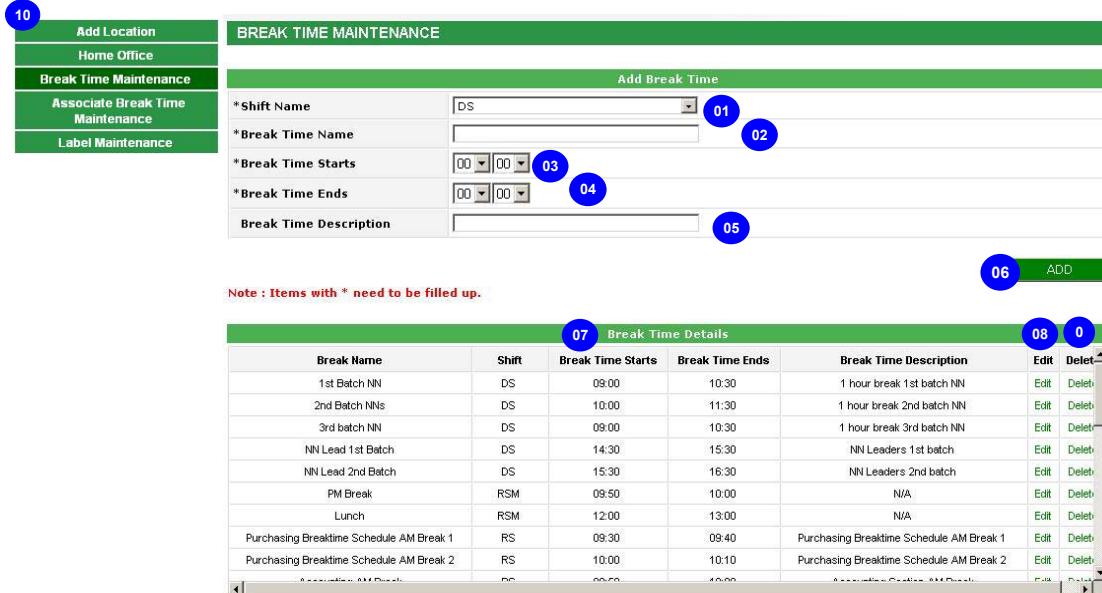
The screenshot shows the 'HOME OFFICE' interface. On the left is a sidebar menu with items like 'Add Location', 'Home Office', 'Break Time Maintenance', etc. The main area has a 'Search Criteria' section with dropdowns for Business Unit (ADM), Department, Project, and Position. Below this is a 'Quick Search' field and a 'By: First Name, Last Name, Associate ID' dropdown. A 'Show Result' button is on the right. The search results show a 'Search Count: 222 match(es)' and a table with columns for Count, Associate ID, Associate Name, Business Unit, Position, and various Group checkboxes (Group 01 to Group 06). A 'Save' button is at the bottom right.

Figure GTKR-4.2 Home Office

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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.



Note : Items with * need to be filled up.

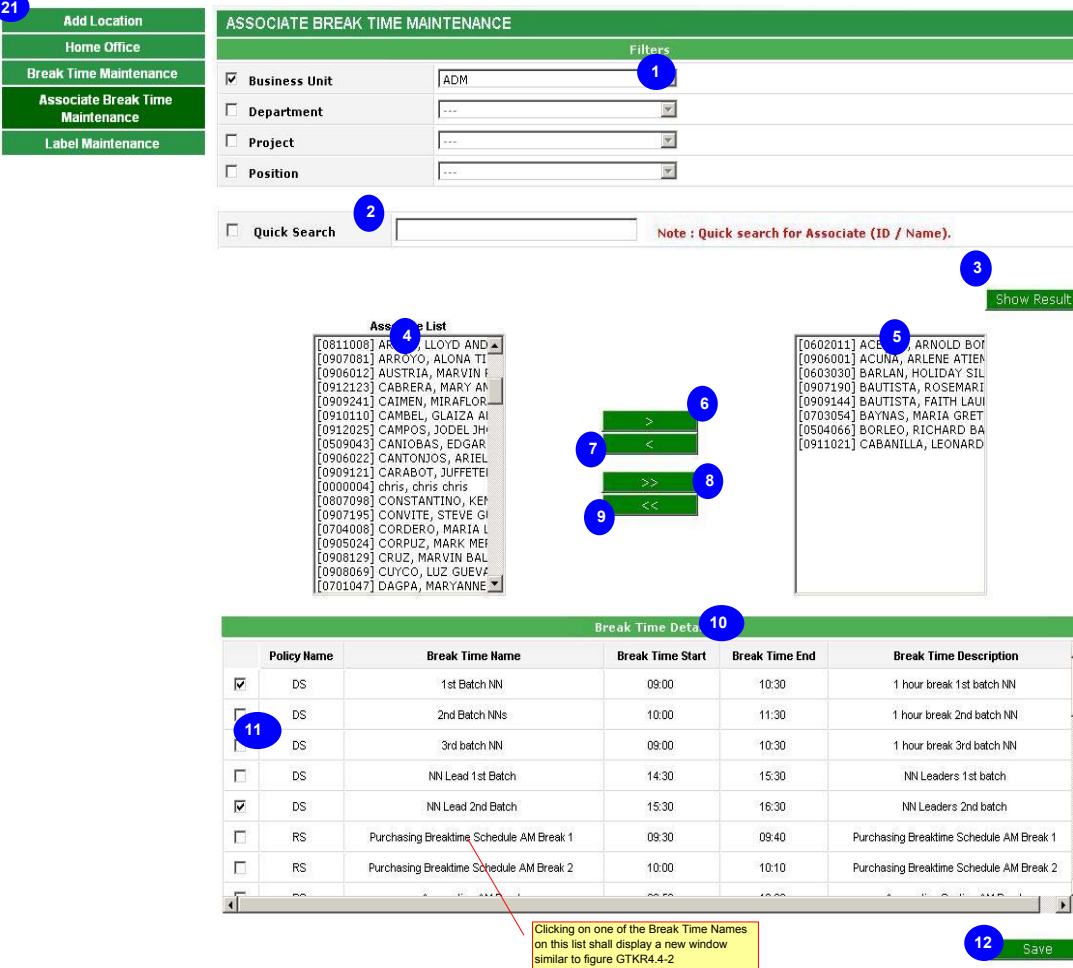
Break Name	Shift	Break Time Starts	Break Time Ends	Break Time Description	Edit	Delete
1st Batch NN	DS	09:00	10:30	1 hour break 1st batch NN	Edit	Delete
2nd Batch NNs	DS	10:00	11:30	1 hour break 2nd batch NN	Edit	Delete
3rd batch NN	DS	09:00	10:30	1 hour break 3rd batch NN	Edit	Delete
NN Lead 1st Batch	DS	14:30	15:30	NN Leaders 1st batch	Edit	Delete
NN Lead 2nd Batch	DS	15:30	16:30	NN Leaders 2nd batch	Edit	Delete
PM Break	RSM	09:50	10:00	N/A	Edit	Delete
Lunch	RSM	12:00	13:00	N/A	Edit	Delete
Purchasing Breaktime Schedule AM Break 1	RS	09:30	09:40	Purchasing Breaktime Schedule AM Break 1	Edit	Delete
Purchasing Breaktime Schedule AM Break 2	RS	10:00	10:10	Purchasing Breaktime Schedule AM Break 2	Edit	Delete

Figure GTKR-4.3 Break Time Maintenance

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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 List⁴.
 - 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 List⁴ and then click **Add Selected**⁶ ">" button. To remove names from the selected associate⁵ list, please click or highlight one or more names under the selected associate list⁵ and click **Remove Selected**⁷ "<".
 - To select all associates as target associates, click **Add All**⁹ ">>". To remove all associates from the selected associate list⁵ click **Remove All**⁸ "<<".
 - **Break Time Details**¹⁰ table-displays the list of Break Time schedules to be used on the selected associate⁵.
 - - To set the break time schedules for the target associate based from the list⁵, put a check on the desired **Break Time Schedule** checkbox¹¹ of each break time options displayed on the Break Time Details¹⁰ Table.
 - Click **Save**¹² button to assign or unassign the break time schedules to the selections made on the target associates list⁵.
- 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 Detail¹⁰ 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 Time²⁰ 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 OK²¹ button shall only close the screen and returns back the main screen of the Associate Break Time Maintenance page.



The screenshot shows the 'ASSOCIATE BREAK TIME MAINTENANCE' screen. On the left is a sidebar menu with 'Associate Break Time Maintenance' selected. The main area contains a 'Filters' section with checkboxes for Business Unit (checked, set to 'ADM'), Department, Project, and Position. Below this is a 'Quick Search' field and a 'Show Result' button. An 'Associate List' is displayed with a scrollable list of names and IDs. Between two list boxes are four buttons: '>', '<', '>>', and '<<'. A 'Break Time Details' table is shown below, with columns for Policy Name, Break Time Name, Break Time Start, Break Time End, and Break Time Description. A 'Save' button is at the bottom right.

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Clicking on one of the Break Time Names on this list shall display a new window similar to figure GTKR4.4-2

Figure GTKR-4.4-1 Associate Break Time Maintenance

List of Associates

Clicking on one of the names on this list shall display a new window similar to figure GTKR4.4-3

13 10 1 2 3 4 5 6 ... 15 Next

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

Ok

Figure E-4.4-2 Associate Break Time Maintenance

ASSOCIATE BREAK TIME MAINTENANCE

Associate's Break Time

17 Break Time of [0811155] - ABAD RONALD CAMADDU

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
				Add

Clicking Add button shall display a new window similar to figure GTKR4.4-4

Ok

Figure GTKR-4.4-3 Associate Break Time Maintenance

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Add New Break Time					
	Policy Name	Break Time Name	Break Time Start	Break Time End	Break Time Description
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 1 hour 1st Break	09:00	10:00	NN Breaktime Schedule 1 hour 1st Break
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 1 hour 3rd Break	11:00	12:00	NN Breaktime Schedule 1 hour 3rd Break
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 1 hour 4th Break	12:00	13:00	NN Breaktime Schedule 1 hour 4th Break
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 30 min 1st Break	14:00	14:30	NN Breaktime Schedule 30 min 1st Break
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 30 min 2nd Break	14:30	15:00	NN Breaktime Schedule 30 min 2nd Break
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 30 min 3rd Break	15:00	15:30	NN Breaktime Schedule 30 min 3rd Break
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 30 min 4th Break	15:30	16:00	NN Breaktime Schedule 30 min 4th Break
<input type="checkbox"/>	RS	Log Distribution 1 hour 1st Break	10:50	12:00	Log Distribution 1 hour 1st Break
<input type="checkbox"/>	RS	Log Distribution 1 hour 2nd Break	12:00	13:00	Log Distribution 1 hour 2nd Break
<input type="checkbox"/>	RS	Log Distribution 1 hour 3rd Break	12:00	13:00	Log Distribution 1 hour 3rd Break
<input checked="" type="checkbox"/>	DS	NN Breaktime Schedule 1 hour 2nd Break	10:00	11:00	NN Breaktime Schedule 1 hour 2nd Break
<input type="checkbox"/>	RS	Log Distribution 10 min AM 1st Break	10:30	10:40	Log Distribution 10 min AM 1st Break
<input type="checkbox"/>	RS	Log Distribution 10 min PM 1st Break	15:00	15:10	Log Distribution 10 min PM 1st Break
<input type="checkbox"/>	RS	Log Distribution 10 min PM 2nd Break	15:20	15:30	Log Distribution 10 min PM 2nd Break
<input type="checkbox"/>	RS	Log Distribution 10 min PM 3rd Break	15:30	15:40	Log Distribution 10 min PM 3rd Break
<input type="checkbox"/>	RS	Log PPT 1 hour 2nd Break	11:50	13:00	Log PPT 1 hour 2nd Break
<input type="checkbox"/>	RS	Log PPT 1 hour 1st Break	10:50	12:00	Log PPT 1 hour 1st Break
<input type="checkbox"/>	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.

9

Label Maintenance

Add Location

Home Office

Break Time Maintenance

Associate Break Time Maintenance

Label Maintenance

Filters

<input checked="" type="checkbox"/> Sub Menu (1st Layer)	SEARCH	1
<input checked="" type="checkbox"/> Sub Menu (2nd Layer)	GROUP QUERY	
<input type="checkbox"/> Sub Menu (3rd Layer)	----	
<input type="checkbox"/> Common		2

3 Set All Default

4 Show Result

7 Details

	Resource Value	Original Value	Description
8 <input checked="" type="checkbox"/>	COMPLETE	COMPLETE	Gatekeeper Labels
<input checked="" type="checkbox"/>	First Tap In Date	First Tap In Date	Gatekeeper Labels
<input type="checkbox"/>	First Tap In Time	First Tap In Time	Gatekeeper Labels
<input type="checkbox"/>	INCOMPLETE/Double Login	INCOMPLETE/Double Login	Gatekeeper Labels
<input type="checkbox"/>	INCOMPLETE/Double Logo...	INCOMPLETE/Double Logo...	Gatekeeper Labels
<input type="checkbox"/>	Last Tap Out Date	Last Tap Out Date	Gatekeeper Labels
<input type="checkbox"/>	Last Tap Out Time	Last Tap Out Time	Gatekeeper Labels
<input type="checkbox"/>	Monitoring Duration	Monitoring Duration	Gatekeeper Labels
<input type="checkbox"/>	Search-Details	Search-Details	Gatekeeper-Labels

5 Set Default

6 Apply

Figure GTKR-4.5 Label Maintenance