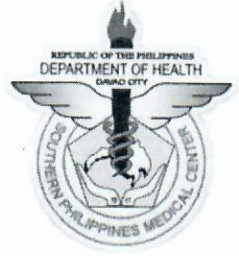




Southern Philippines Medical Center

MANUAL

Title: Daily Time Record Generation System User Guide



Document Number: SPMC-MAN-IHOM-03

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# DAILY TIME RECORD (DTR) GENERATION SYSTEM USER GUIDE

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GETTING THERE

Currently, the entire system is hosted in our local and reverse proxy servers and can be accessed by all computers who are in the network and who are outside in the network. It is web-based. Thus, there is no need for any software installation in the computers. Kindly open your Google Chrome browser or Mozilla Firefox, type **https://dtr.spmcdvo.net/** in the address bar of the browser opened and press enter. If you can see the following image below, then you are on the right track. If not, try again.

Username:

Password:

LOG IN

HOW TO LOG IN

1. Once you are already in the website, please type in the assigned username and password. Username should be typed in the *Login field* while password should be typed in the *Password field*. Then click the **‘Log In’** button.

Username:

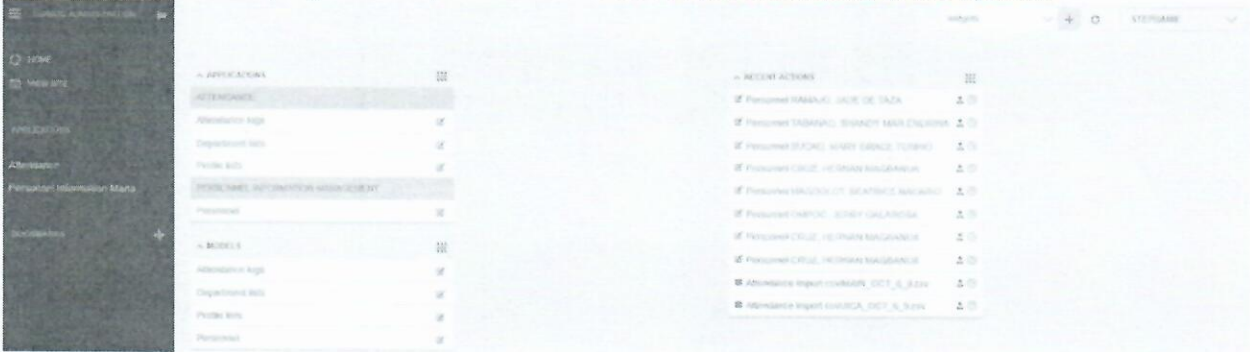
user1

Password:

\*\*\*\*\*

LOG IN

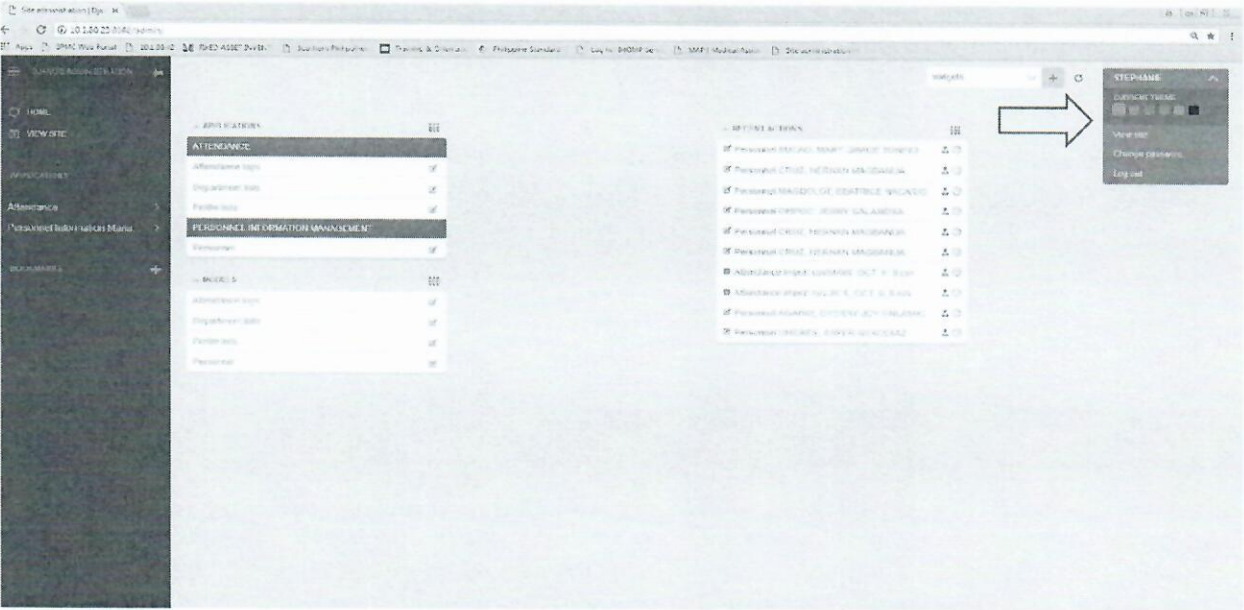
You will be successfully log-in once you will be directed to the Dashboard of the system.



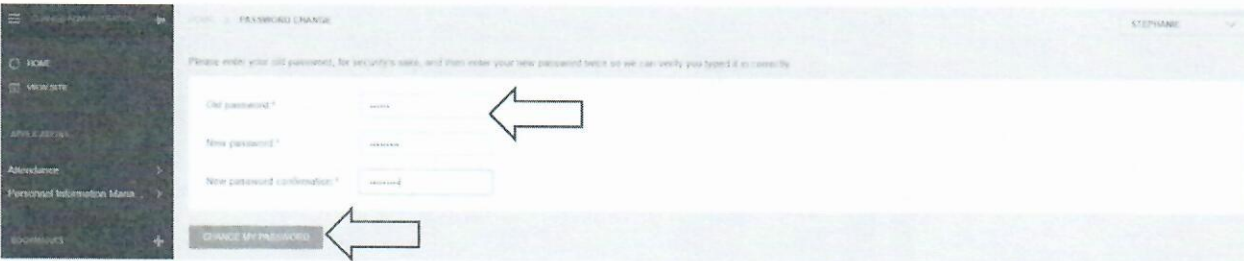


HOW TO CHANGE YOUR PASSWORD

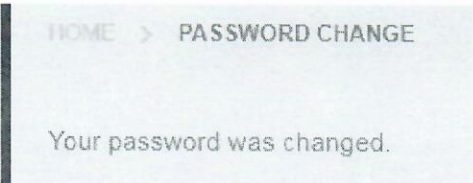
1. Point your mouse on the upper right side of your dashboard, click ‘Change password’ button.



2. Enter your old password and new password of your choice. Afterwards, click ‘Change My Password’ button.

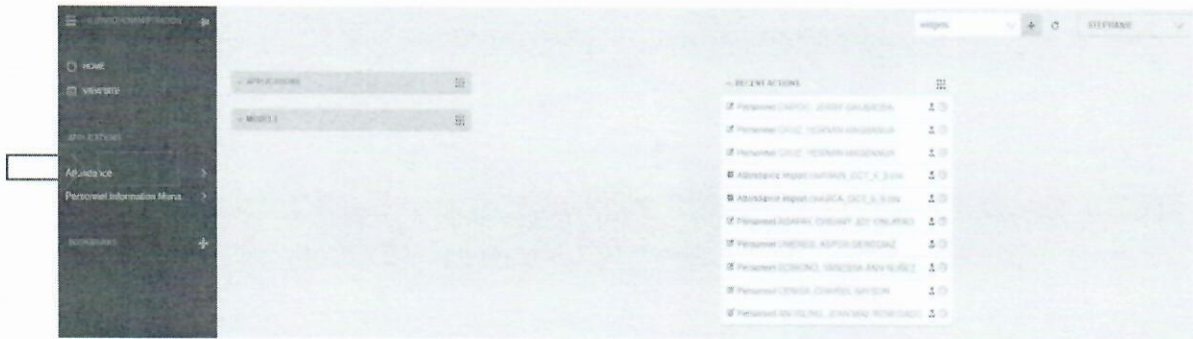


3. A confirmation message will display indicating ‘Your password was changed’ successfully.

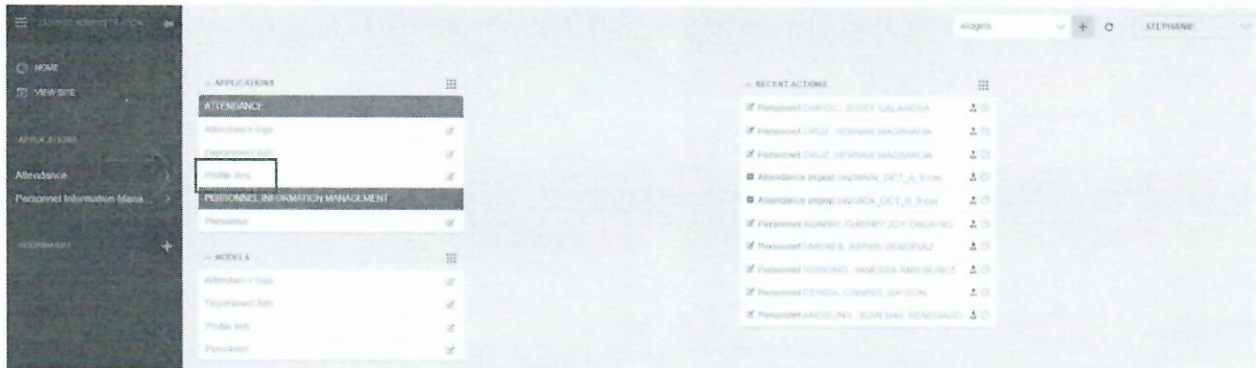


HOW TO GENERATE AND PRINT EMPLOYEE’S LOGS

1. Click on the ‘Attendance’ menu under the Applications tab on the left side of your dashboard.



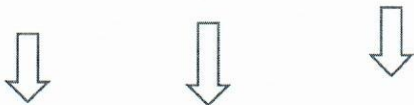
2. Select **'Profile Lists'** tab to check the employee's DTR.



3. Afterwards, the employee's list will be displayed indicating the following employee's data:  
(Profile Photo, Name, Biometrics ID no., Current Department, Current Position, Current Status).



4. Type in the keywords in the search box:
- a. Type the last name or first name of the employee
  - b. Select the Date Range from the DTR print out by using the calendar picker
  - c. Click the **SEARCH** button.





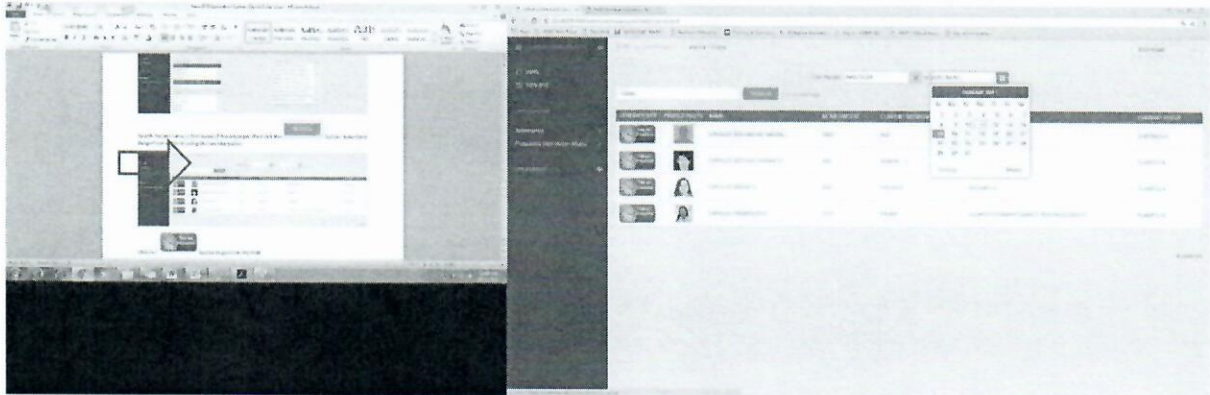



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5. Click the  button to generate the DTR. A new tabular will open generating the DTR of the employee. It will be generated in an HTML format.

Save profile for later

10:18:20 AM

Go to page 2/3

Print

Print PDF

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Print PDF

Print PDF

Print PDF

Print PDF

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Print PDF

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Print PDF

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Print PDF

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Print PDF

Print PDF

Print PDF

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Print PDF

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Print PDF

Print

Sample DTR

6. These are the following reminders in the printing of the DTR Printout:
- Do not click on *Fit to Page*.
  - Set paper size to **8.5 in. x 13 in.** or **Legal size**.
  - Make sure paper layout is set as **Portrait** and **Margins** will be set as **Default**



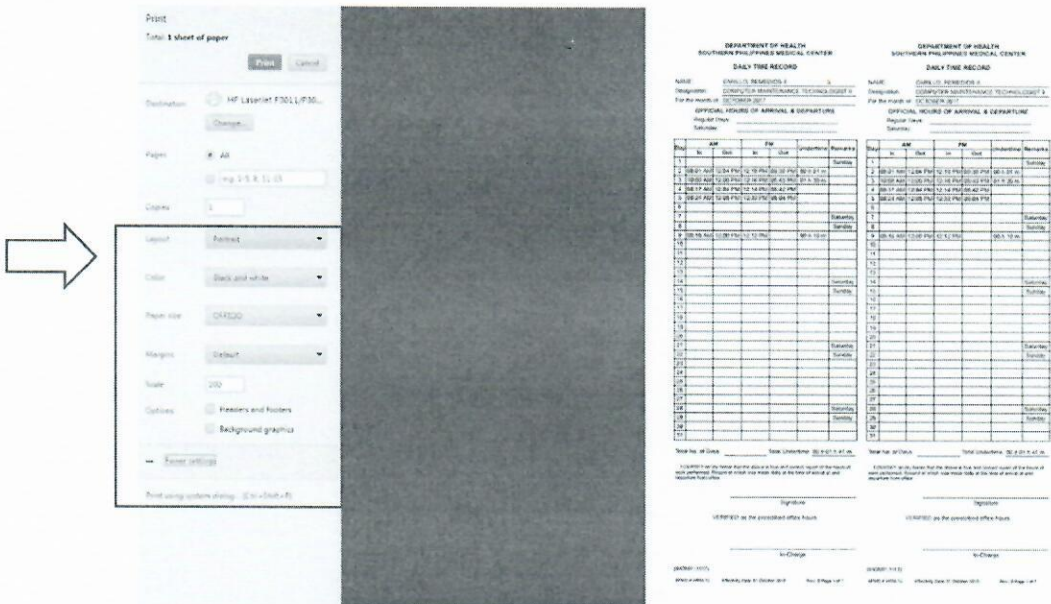
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MANUAL

Title: Daily Time Record Generation System User Guide



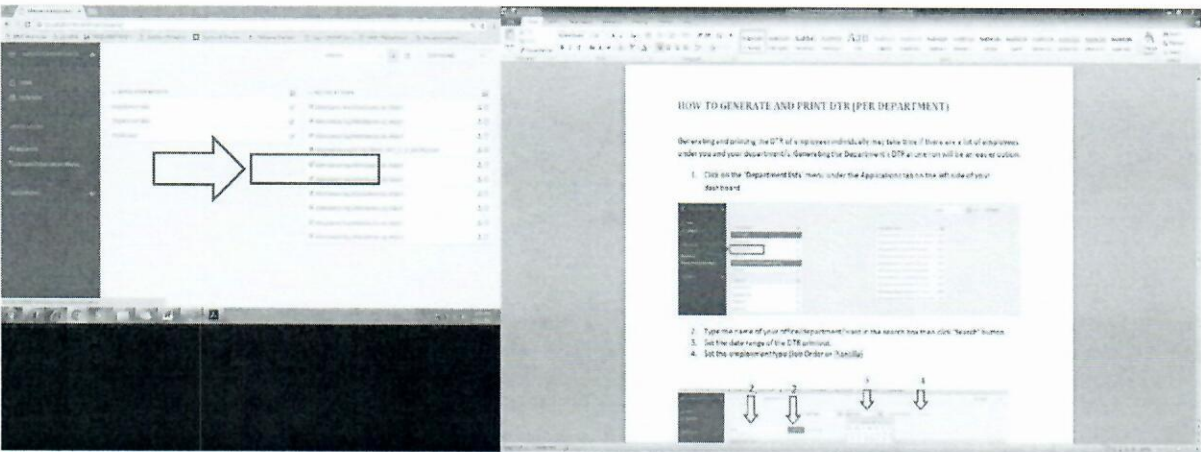
Document Number: SPMC-MAN-IHOM-03



HOW TO GENERATE AND PRINT DTR (PER DEPARTMENT)

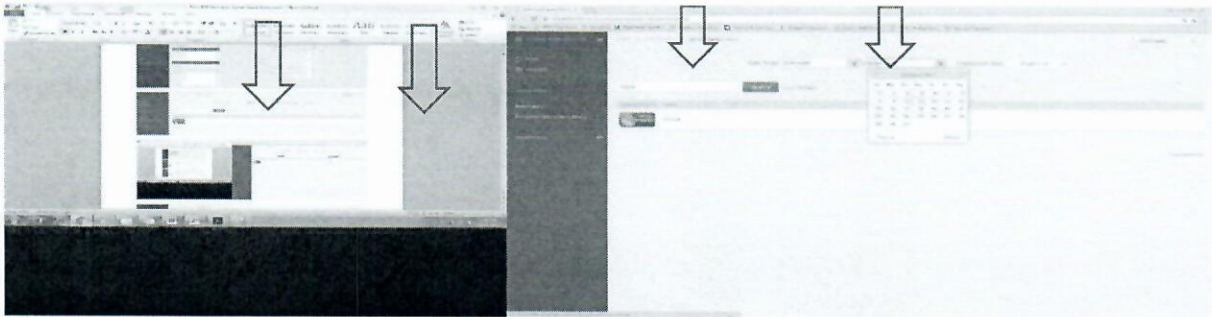
Generating and printing the DTR of employees individually may take time if there are a lot of employees under you and your department/s. Generating the Department's DTR at one run will be an easier option.


1. Click on the **'Department lists'** menu under the Applications tab on the left side of your dashboard.

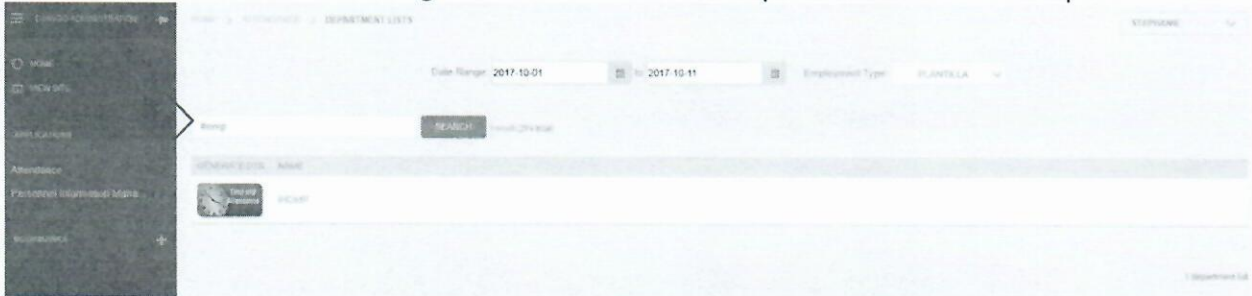


2. Type the name of your office/department/ward in the search box
3. Click **'Search'** button to show results.
4. Set the date range of the DTR printout.
5. Set the employment type (Job Order or Plantilla)

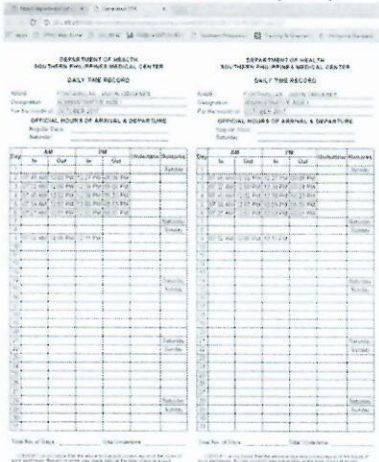




5. Click the  button to generate the DTR and a separate tabular will be open.



6. The department’s DTR will be generated and will be ready to print.



Sample DTR

HOW TO VIEW AND EDIT ATTENDANCE LOGS

The employee’s real-time attendance logs are being use by the system. This means that when somebody logs in or logs out, it can automatically be seen by the system.

1. Click on the ‘Attendance Logs’ menu under the Attendance tab on the left side of your dashboard.

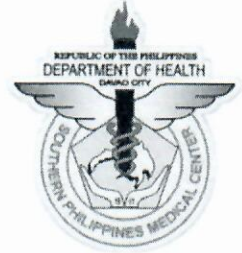




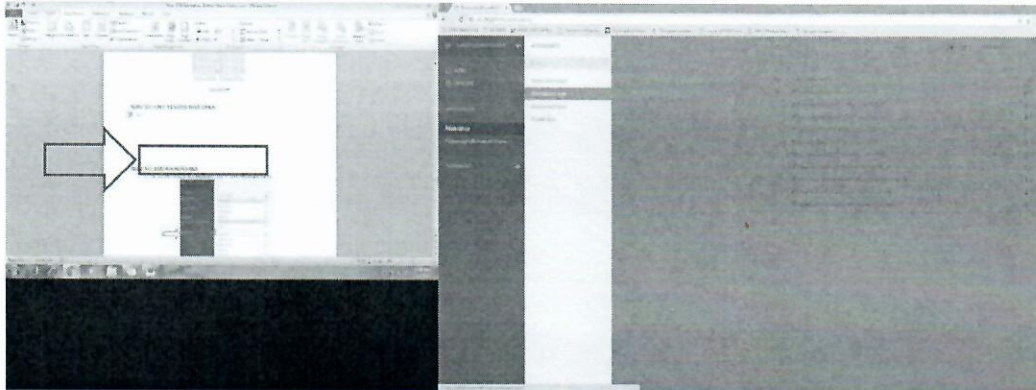
**Southern Philippines Medical Center**

**MANUAL**

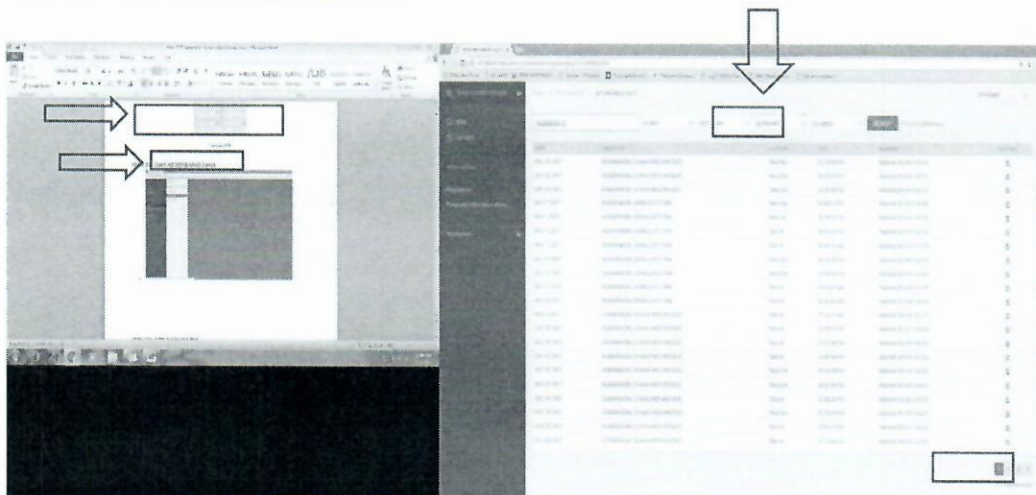
**Title: Daily Time Record Generation System User Guide**



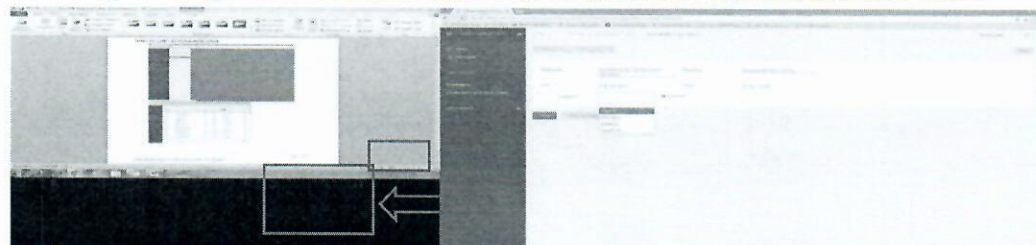
**Document Number: SPMC-MAN-IHOM-03**



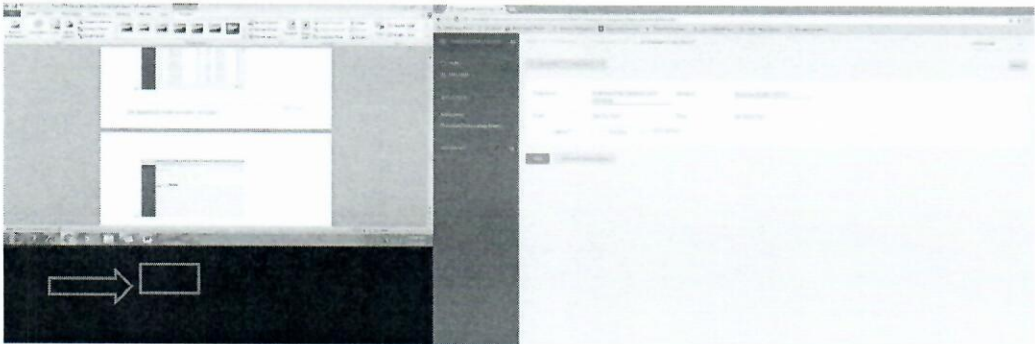
2. To search for an employee log, type in the keyword (last name or first name of the employee) on the search box, and select the date you want to view.
3. Click Search button to show the results.
4. Click on the specific date you wish to edit a time log. Select on the page number below to select the number of entries you desire.



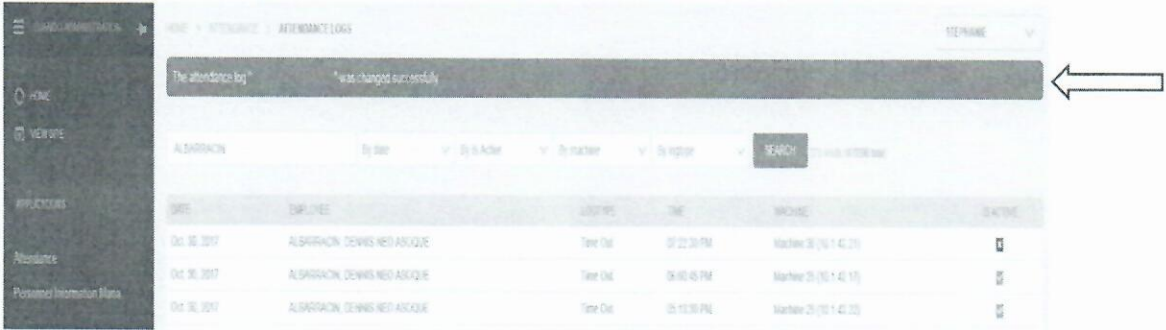
5. By the term editing, you are allowed to only do the following:
  - a. Disable the log so that it may not show in the employee's DTR print out. Tick the checkbox 'Is Active' to hide the logs.
  - b. Change the log from Time In to Time Out, Break in to Break Out and vice versa.



6. Make the necessary changes to the log then click on 'Save' Button.

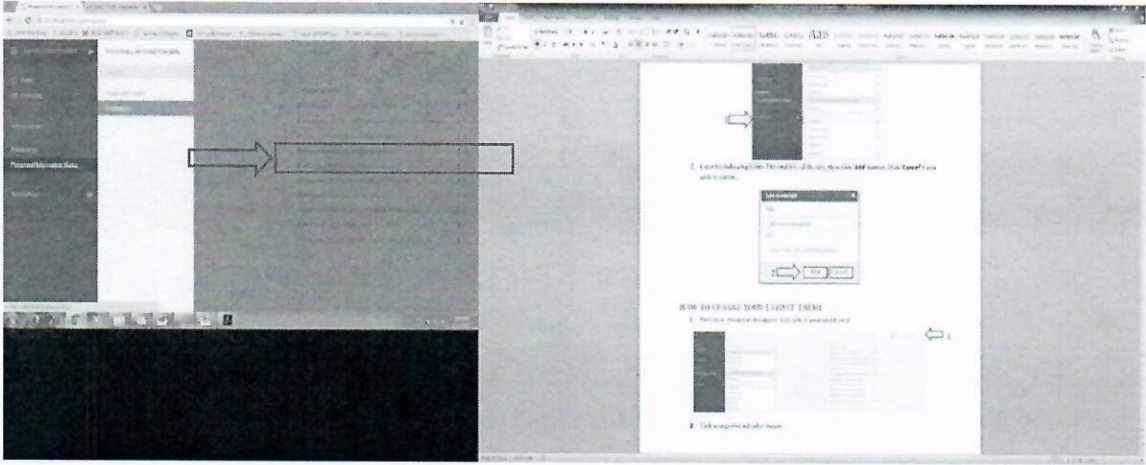


7. A confirmation message ‘The attendance log’ was changed successfully.



HOW TO VIEW LIST OF EMPLOYEE

1. Click on the ‘Personnel’ menu under the Personnel Information Management tab on the left side of your dashboard.



2. Type the keywords (last name or first name of the employee) on the search box
3. Click ‘Search’ button.





PERSONNEL

ALBARRACIN

SEARCH

PROFILE PHOTO	FIRST NAME	MIDDLE NAME	LAST NAME	BIOMETRICS ID	CURRENT DEPARTMENT	CURRENT POSITION	CURRENT STATUS	IS ACTIVE
	JOHN ANNE	ALBARRACIN	RODRIGUA	3333	HR/HRP	COMPUTER PROGRAMMER I	JOB ORDER	<input checked="" type="checkbox"/>
	JOHN LLOYD	TAN	ALBARRACIN	3440	LABORATORY	MEDICAL TECHNOLOGIST II	PLANTILLA	<input checked="" type="checkbox"/>
	DENNIS NEO	ASOQUE	ALBARRACIN	179	HR/HRP	NURSING ATTENDANT I	PLANTILLA	<input checked="" type="checkbox"/>

4. You can view the following employee’s information:
- a. Personal Information

PERSONAL INFORMATION

COMPANY INFORMATION

JOB TITLES

EMPLOYMENT STATUS

DEPARTMENTS

AREAS

WORK SHIFTS

First name

DENNIS NEO

Mobile name

ASOQUE

Last name

ALBARRACIN

Gender

Male

Birthdate

-

Nationality

-

Marital status

-

Street address 1

-

Street address 2

-

City

-

Province

-

Zipcode

-

SSS Number

-

GSIS Number

-

PHIC Number

-

Profile photo

profile/normdenn.png

- b. Company Information

PERSONAL INFORMATION

COMPANY INFORMATION

JOB TITLES

EMPLOYMENT STATUS

DEPARTMENTS

AREAS

WORK SHIFTS

Date Joined

-

Date Resigned

-

Employee id

-

Biometrics id

179

Is active

☒

- c. Job Titles

PERSONAL INFORMATION

COMPANY INFORMATION

JOB TITLES

EMPLOYMENT STATUS

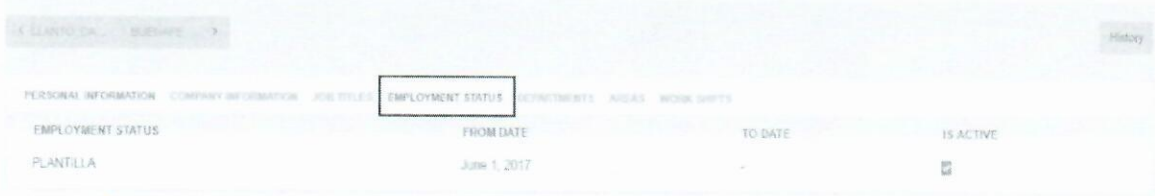
DEPARTMENTS

AREAS

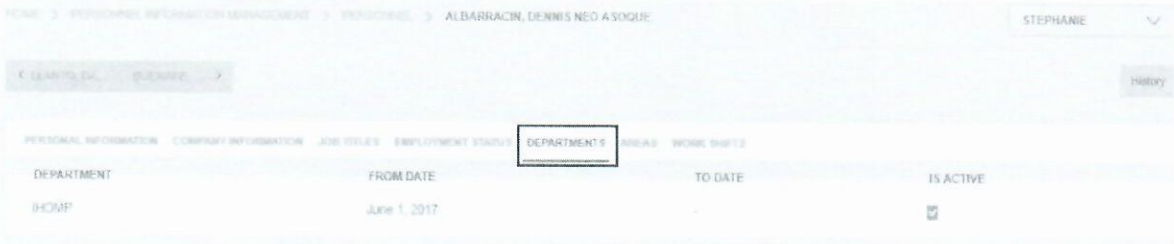
WORK SHIFTS

POSITION	FROM DATE	TO DATE	IS ACTIVE
NURSING ATTENDANT I	June 1, 2017	-	<input checked="" type="checkbox"/>

- d. Employment Status



e. Departments



HOW TO ADD BOOKMARKS

1. On the left side menu of your dashboard, click ‘+’ on the Bookmarks Menu.



2. Enter the following fields: Title and URL of the site, then click ‘Add’ button. Click ‘Cancel’ if you wish to cancel.

Add bookmark

Title:

Site administration

URL:

http://10.180.23:8088/admin/

Add

Cancel

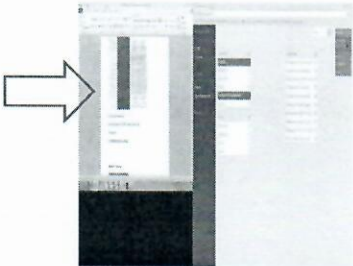
HOW TO CHANGE YOUR LAYOUT THEME

1. Point your mouse on the upper right side of your dashboard.



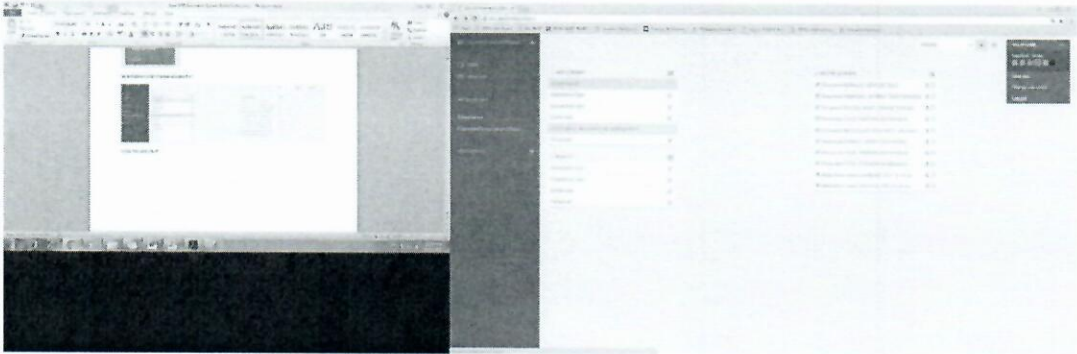


2. Click your preferred color theme.

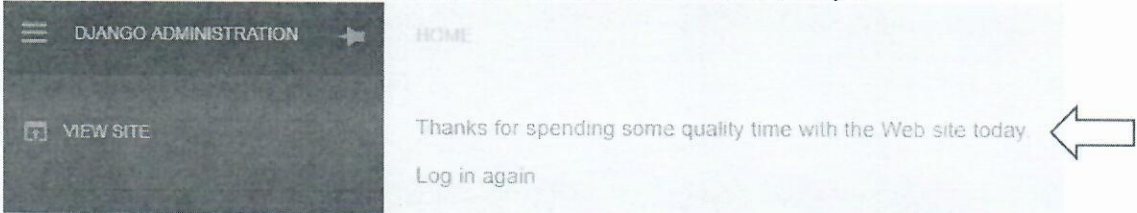


HOW TO LOG-OUT

1. Point your mouse on the upper right side of your dashboard. Click 'Log out' button.



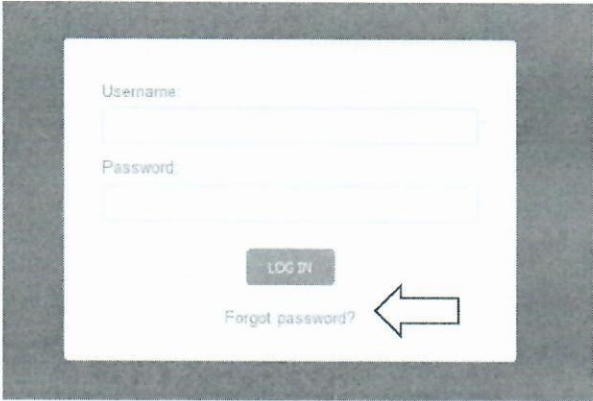
2. A confirmation message will display if you successfully log-out in the system indicating 'Thanks for spending quality time with the Web site today'.



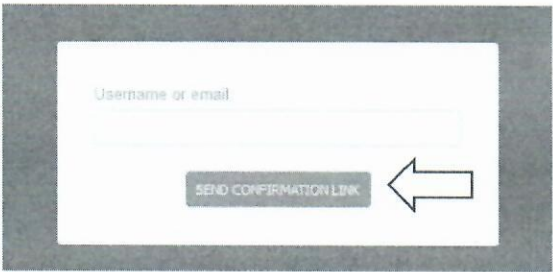
ADDENDUM

HOW TO RESET YOUR PASSWORD?

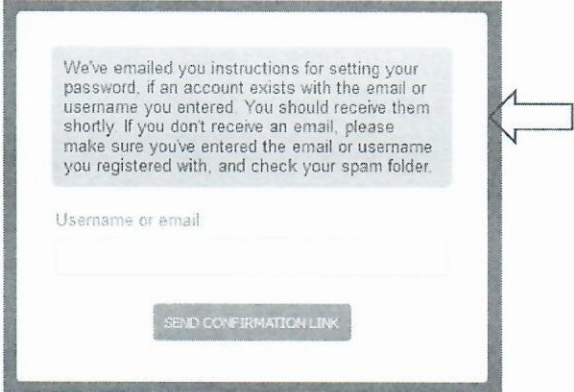
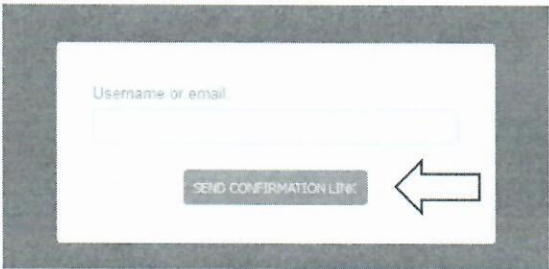
1. Click 'Forgot Username or Password?' Link is added on the login page



2. You will be directed to reset password request form



3. Fill out the username or email field, then click 'send confirmation link'.





Note: prompts message 'We've emailed you instructions for setting your password, if an account exists with the email or username you entered. You should receive them shortly. If you don't receive an email, please make sure you've entered the email or username you registered with, and check your spam folder.

Username or email

shelacacayan@gmail.com

SEND CONFIRMATION LINK

We've emailed you instructions for setting your password, if an account exists with the email or username you entered. You should receive them shortly. If you don't receive an email, please make sure you've entered the email or username you registered with, and check your spam folder.


Username or email:

SEND CONFIRMATION LINK

4. Check and read your Email from Inbox / Spam. Instruction on how to reset password is stated in the message. Click the link to reset.

Password Reset - DTR

Inbox x



noreply.imiss@gmail.com

to me

Hello Shela May Cacayan,

You're receiving this email because you requested a password reset for your user account at Daily Time Record system.

Your username is: sdianco

Please go to the following page and choose a new password:

<http://10.1.80.22:8080/accounts/reset/142g4f66x-963e80ed679d45a7d00/>

If you did not make this request, you can simply ignore this email.

For queries, please contact IHOMS office.

Sincerely,

IHOMS Administrator

Reply

Forward

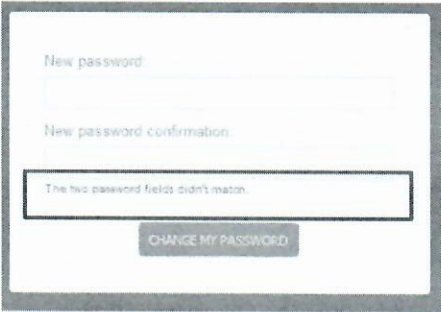
5. You will be directed reset password form. Enter your new password and click change my password button.

New password

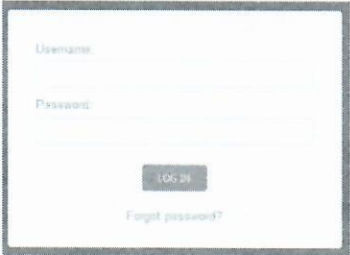
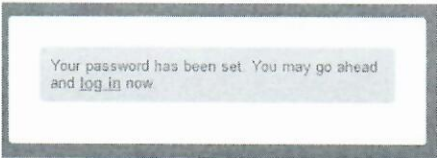
New password confirmation

CHANGE MY PASSWORD

6. New and confirmed new passwords do not match – Prompts error message. Transaction failed.



New and confirmed new passwords match and meet password requirements – password successfully reset. Directs to login page.

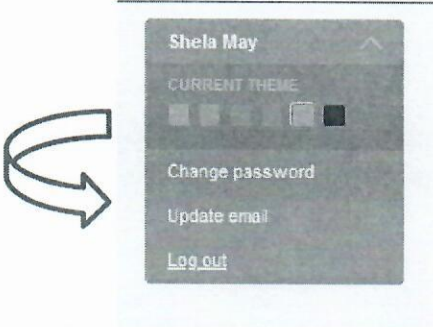


HOW TO UPDATE EMAIL?

1. Click Your name on the profile found on the upper right most part of the dashboard.



2. Then click Update Email button.





3. Enter email address then click change my email.

EMAIL CHANGE

Save My

You may update your email below:




Email

medicacyan@gmail.com

CHANGE MY EMAIL

HELP AND SUPPORT

Should there be any problems or requests, kindly contact us through our local number **5043** or visit us at IHOMS Office.

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