USER MANUAL

DLTMS 5.5

TABLE OF CONTENTS

Description **Page**

DAVID-LINK LEGAL ISSUES

- All software modules come with a software protection device. This device is free and comes with a full replacement warranty if found defective. When lost, the replacement cost for this device will be equivalent to the value of the software purchased. The CLIENT shall assume full responsibility in safeguarding.
- The CLIENT may not take unauthorized copies, reverse engineer, or decompile the SOFTWARE.

INTRODUCTION

David-Link Time Management System “**DLTMS”** will help the user to organize the company’s records in order, it is effortlessly, hassle free and can speed up the process of computing the timesheet in just a matter of seconds.

DLTMS is design to accumulate company and employee’s profile then it stores and can make a synopsis print out copy of the spent working hours by each employee. With especial features which concede to post all the Leave availed, with OT Authorization settings and a lot more as we start to scan the content of this manual.

HOW TO INSTALL THE DLTMS?

The suggested software and system configuration needed to run the DLTMS (David-Link Time Management System) can be seen below:

To install it in the Main Server

- The OS used must be Microsoft Windows XP Service Pack 2,Windows Vista, and Windows 7
- Intel (R) Celeron (R) CPU 2.13 GHz (the higher the better)
- The Memory (RAM) must be 1 GB (minimum, the higher the better)
- Hard Drive must be 80GB (minimum, the higher the better)

To install it in the Client

- The OS used must be Microsoft Windows XP Service Pack 2, Windows Vista, and Windows 7
- Intel (R) Celeron (R) CPU 2.13 GHz (the higher the better)
- The Memory (RAM) must be 256 MB (minimum, the higher the better)
- Hard Drive must be 40GB (minimum, the higher the better)

It’s time to install and setup the DLTMS in your PC. Just follow the simple guidelines for a quick and easy way in putting up the software.

- Place the DLTMS Installer CD in your computer’s CD-ROM.
- Double click on the setup.exe file. (If ever autoplay doesn’t functioning)
- Click the Run button to start the installation.
- Click Next to continue
- Click Finish to start on the DLTMS program

SYSTEM'S MAIN FLOW

The first thing to do is to arrange, create, and provide information of

- Company Profile
    - Edit Info
    - Set Up
        - Department
        - Position
        - Work Status
        - Leave Type
        - Holiday

    - Users

- Info Set-up
- Employee & Posting
    - Time Card
    - Leave Application
    - Over Application
    - Change Day Off
    - Change Shift
- Device Connection
- DTR Process
- Reports

The Second thing is to set the device

- Enroll Employees and administrator

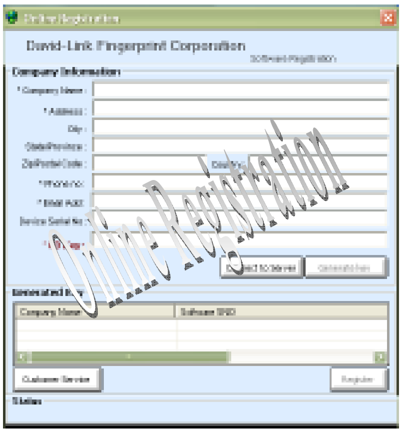
Next in line will be generating, processing a timesheet

- Download
- Auto Download Setting
- Posting
- Export
    - Employees Info
    - Transaction
    - Payroll
- Import Data
    - Employees Info
    - Transaction
- Report
- Database Utility

STARTING UP WITH THE DLTMS

To open the DLTMS, click the Start Menu then in the All Programs select the David-Link Corporation and click DLTMS 5. 5 or double click DLTMS 5.5 shortcut icon in the desktop.

Splash Screen is a form that loads and verifies the files and database of the system.



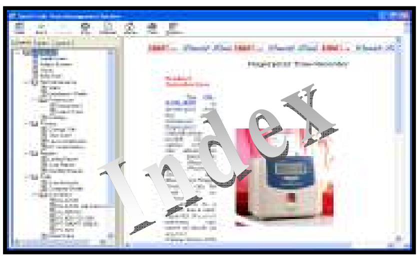
Two Choices on How to input a Registration Key

1. **First Choice;**
1. Fill Up all the field provided
2. Input the CD KEY that was given
3. Click the Connect to Server and on the Status bar a message will appear either it is connected or not connected. If the message is connected it means you're successfully connected to the server.
4. Click the Generated key button
5. After that click the Registration button to access the software.

2. **Second Choice:**
1. Click the Customer Service button, if you Choice this, contact your Service Provider for your Registration key or Click the DEMO key for 15 days trial.
2. After inputting the registration key, click OK button to legally activate the software.

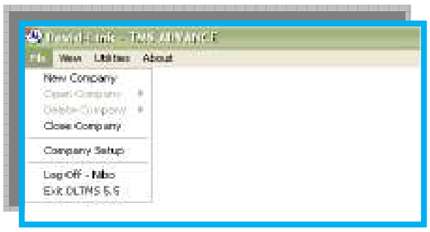
Log In is a security form which can only be unlocked by the authorized individual in able to access the system.

It's the main interface of the system in which all the vital functions are establish sequentially.



Index gives the user with a list of topics that may be used in operating the system as easy as it is.

MENU **Some** menus and submenus can only be accessed depends on the user type and privileges of the authorized end-user. Hot keys - It gives you the chance to link through the DLTMS database in just using your keyboard. This uses a combination of keys from your keyboard.
These menus and hot keys are as follows

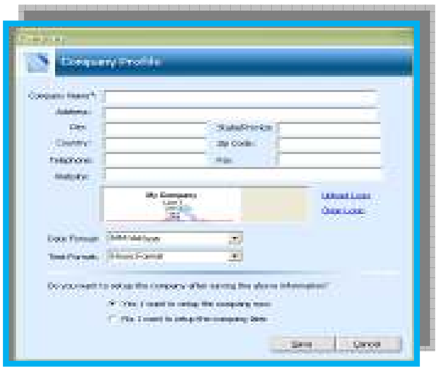


Instructions:
1. Press the Alt key, then you'll see the underline as shown in the above image.
2. Key combination will be: Alt + F which opens the File Maintenance.
3. If ever the submenus have hot keys, the press key will be: Alt + F + F which opens the Shift Setting.

Getting Started

FILE MAINTENANCE

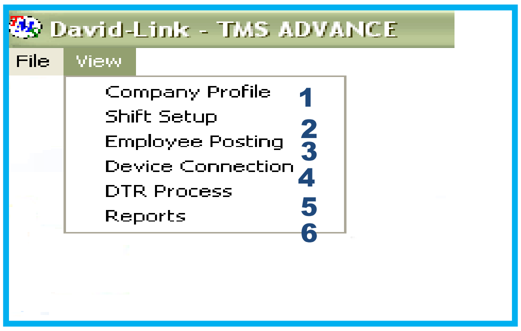
NEW COMPANY allows you to add another company



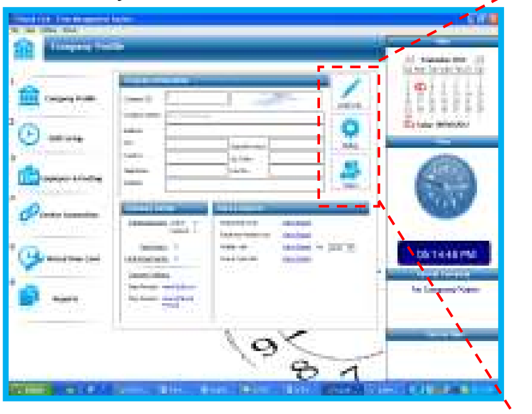
Instructions
1. In the ***File menu***, select ***Company***
2. Click ***New Company*** to add record
   Fill up All the Filed
   - Enter the name of the company. Only fifty (50) characters are allowed. Then Provide the necessary information needed
3. Key in the Company details in the provided field
4. To activate a company's records, select Open Company then select the desire profile.
5. To delete a company, go to file menu then click ***Delete Company*** then choose company name w/c would you like to delete.
6. If you want to close, then select ***Close Company.***

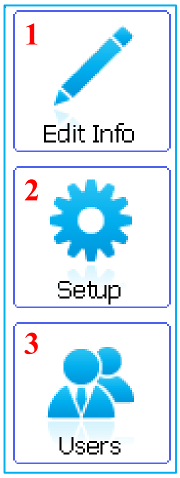
INFO SET-UP

In the View Menu Select the Info set-up sub Menu



1. Company Profile





Click View, Select Company profile. In the main menu click the **EDIT INFO**. See **Figure 1**

Click View, Select Company Profile. In the main menu click the **SETUP**. See **Figure 2.1-2.5**.

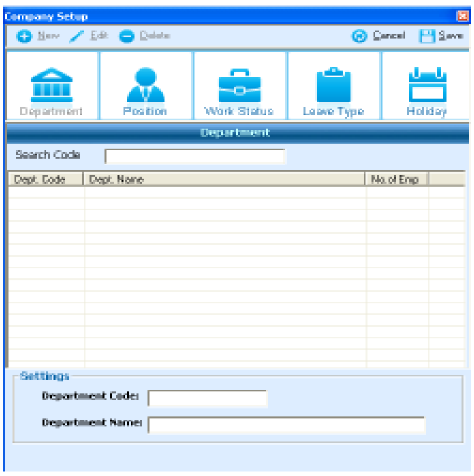
Click View, Select Company profile. In the main menu click the **USERS.** See **Figure 3**

Fig.1 COMPANY collates all the list of company profile that is closely affiliated with another.

Instructions

1. In the ***View Menu***, place the pointer in the Edit Info if you want to edit some of the information.
2. Then Click Save.
3. To set the company profile, click the Set Up.

Fig 2.1 DEPARTMENT is used to create a department name within the company's premises where an employee may belong. The grid shows the name and description of existing departments.



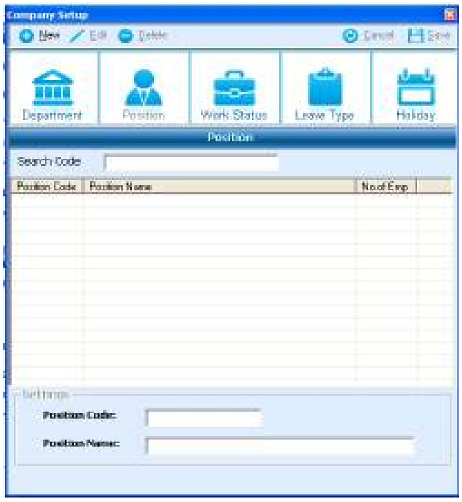
Instructions:

1. A form appears as shown at the middle, click ***New*** to add record
2. To modify the profile, highlight the selected record then click the ***Edit button***
3. To **Search Department**, just type the department code in the search code box
4. To delete a record, select a file then Click ***Delete button***
5. To ignore the changes made click the ***Cancel button***

Create new Department

1. Provide the Department Code and brief description of the department you want to add in the field provided.
2. Click ***Save*** to save the created department and to add another.
3. Click ***Close button*** to close the window
4. Click ***Cancel button*** to ignore the department created and close the window.

Fig 2.2 POSITION collects all the list of the respective work designation of each employee.



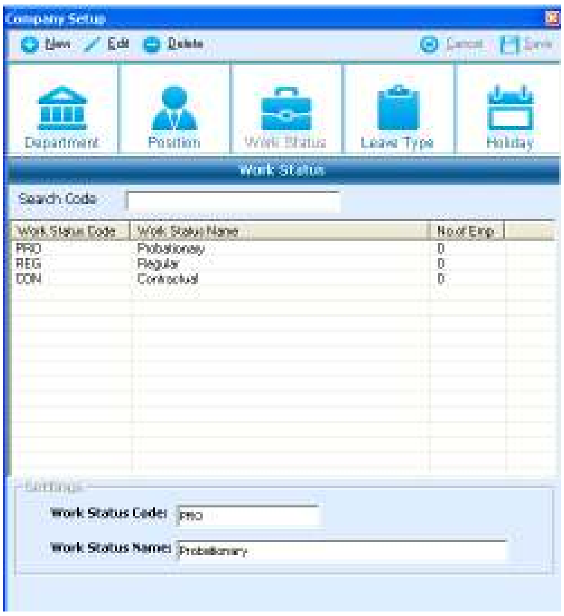
Instructions:

1. A form appears as shown at the middle, click ***New*** to add record
2. To modify the profile, highlight the selected record then click the ***Edit button***
3. To Search **Position**, just type the position code in the search code box
4. To delete a record, select a file then Click ***Delete button***
5. To ignore the changes made click the ***Cancel button***

Create new Position

1. Provide the Position Code and brief description of the position you want to add in the field provided.
2. Click ***Save*** to save the created department and to add another.
3. Click ***Close button*** to close the window
4. Click ***Cancel button*** to ignore the department created and to close the window.

Fig 2.3 WORK STATUS is composed of different kinds of employee's rank, this may either sometimes Full Time/Regular, Probationary, Part Time, or Contractual



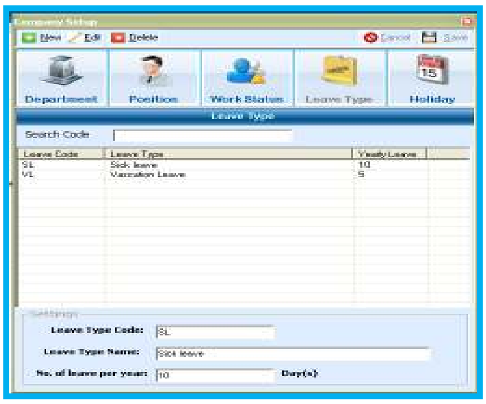
Instructions:

1. A form appears as shown at the middle, click ***New*** to add record
2. To modify the profile, highlight the selected record then click the ***Edit button***
3. To Search **Work Status**, just type the work code in the search code box
4. To delete a record, select a file then Click ***Delete button***
5. To ignore the changes made click the ***Cancel button***

Create new Work Status

1. Provide the Work Status Code and brief description of the Work Status you want to add in the field provided.
2. Click ***Save*** to save the created department and to add another click New.
3. Click ***Close button*** to close the window
4. Click ***Cancel button*** to ignore the department created and to close the window

Fig. 2.4 LEAVE OF TYPE is the standard set of leaves that is used by the company. It allows the user to assign leave code with description and it indicates a number of leave within the year. The grid shows the leave code, description and number of leave per year of existing leaves



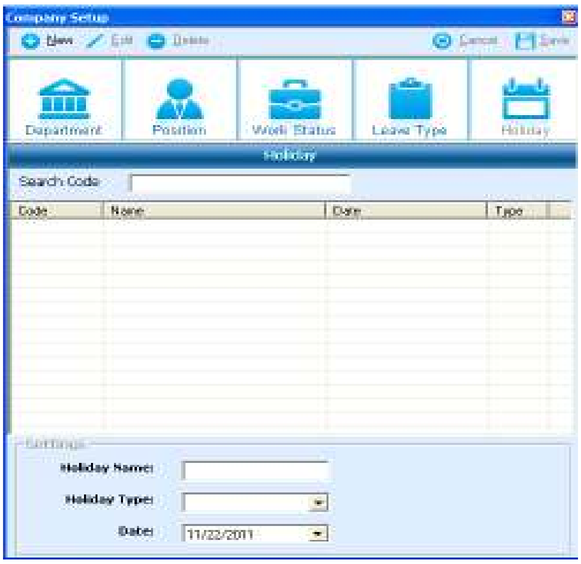
Instructions

1 A form appears as shown at the middle, click ***New*** to add record
2. To modify the profile, highlight the selected record then click the ***Edit button***
3. To Search **Leave**, just type the leave code in the search code box
4. To delete a record, Select a file then click ***Delete button***
5. To ignore the changes made click ***cancel button***

Create New Holiday

1. On the Leave Type Entry Form, Enter the leave type code, leave type name, and how many leave per year or per days.
2. Click the ***Save button*** to save the new record and to exit the form.
3. Click the ***Save and New button*** to save the new record and to add another record.
4. Ignore the changes made, click ***cancel button***

Fig 2.5 HOLIDAYS are made to place the remarkable dates that was declared by the company or by the government, which may be fall to Special Type or Legal Type. The grid shows the Holidays From, Holidays To, Holiday Description and Holiday Type.



Instructions:

1. To add new holiday record click ***New Button***.
2. To edit Holiday records highlight the holiday name and click ***Edit button***.
3. To Search **Holiday**, just type the leave code in the search code box
4. To delete holiday record highlight the holiday name and click the ***Delete button.***
4. Click ***Cancel button*** to execute the program.

Create New Holiday

1. On the Holiday Entry Form, Enter the holiday name, holiday type and date
2. Click the ***Save*** to save the new record
3. Ignore the changes made, click ***cancel button***.

Fig.3 USER ACCOUNT is use to view the available users in the system. There are two types of users in the system: Supervisor and User. The **Supervisor** can access all of the features of the system. The **User** has limited access of the system and sometimes needs permission of the Supervisor to access it. In Opening User account go to company profile on the right side select Users.

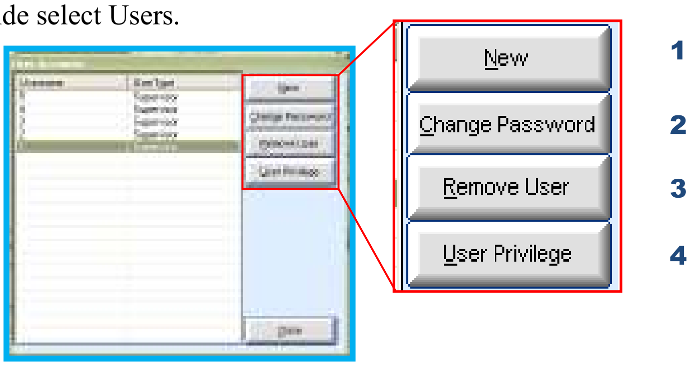
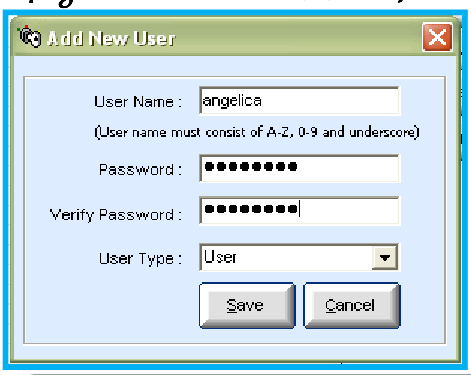


Fig 3.1. NEW or ADDING NEW ACCOUNT



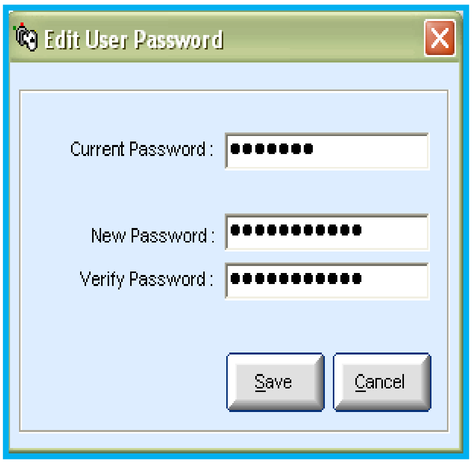
Instruction:

1. By clicking the ***new button***, the above window will appear. User will be unable to login not unless he secures authorization from a Supervisor. Supervisor username and password should be key in to continue the chosen operation.
2. Enter the user name that you want to create. Maximum of (10) characters are allowed for the user name.

3. Enter the desired password for the user name. Maximum of (10) characters are allowed.
4. Re-enter the password for verification. The re-entered password should match the desired password.
5. Choose the User Type whether User or Supervisor.
   - Supervisor – has a privilege to add, delete, edit and change the software
   - User – for viewing only

6. Click ***save button*** to save the user account made.
7. Click ***Cancel button*** to ignore changes made and to close the window.

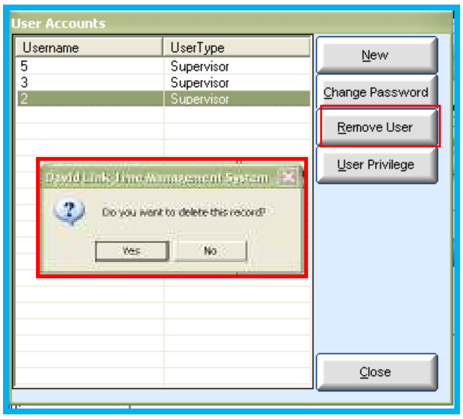
Fig3.2. CHANGING PASSWORD



Instructions:

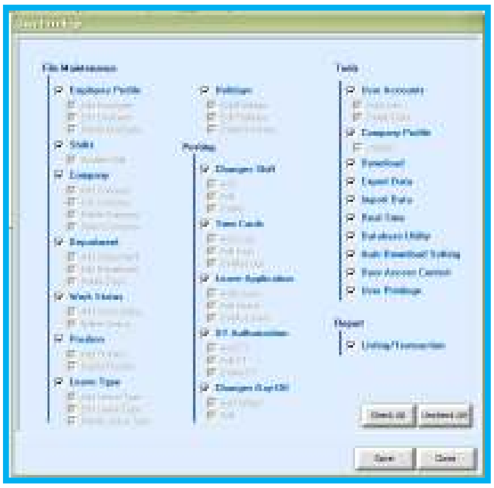
1. By clicking ***Change Password button***, as on the above window will appear. User will be unable to login not unless he secures authorization from a Supervisor. Supervisor username and password should be key in to continue the chosen operation.
2. Enter valid password. Maximum of 10 characters.
3. Re-enter current password for verification.
4. Enter New Password. Maximum of (10) characters are allowed.
5. Click ***Save button*** to save the changes made on the password. If password change is successful confirmation message will be prompted otherwise password change failure or password does not exist message will be prompted.
6. Click ***Cancel button*** to ignore the user account and to close the window.

Fig . 3.3. REMOVING USER ACCOUNT



1. Choose the row of the user you want to delete then click on ***Remove User button***.
2. A message will be prompted. Click YES to delete the chosen user account or NO to ignore delete.

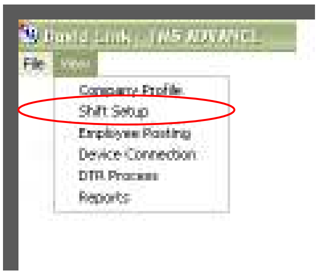
Fig . 3.4. USER PRIVILEGE



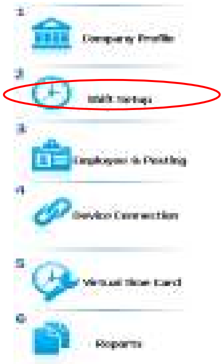
Instructions:

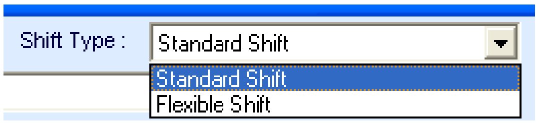
1. Click the ***privilege*** button to check and uncheck the privilege of the supervisor or the user
2. Click ***save button*** to save the changes made
3. Click ***close button*** to ignore the changes made

2. *SHIFTS* It is an order list of daily time scheduled. Shift has two choices in making a schedule, the first one is **Standard Shift** which allows the user to set the **Shift Time Setting -** determines the start and end of the shift per day and the **Lunch Time Setting** is to set the start and end of lunch break. Secondly, the user can set schedule by using a **Flexible Shift** – the start time is set in the system and the end time is at the discretion of the individual employee. In the File Maintenance Menu Select the Shifts sub Menu and the other one is under the Employees shortcut icon



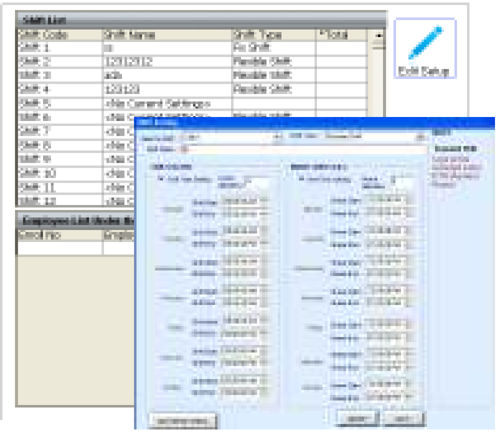
OR





Under the shift type, choose what shift you would like to set in your employee.

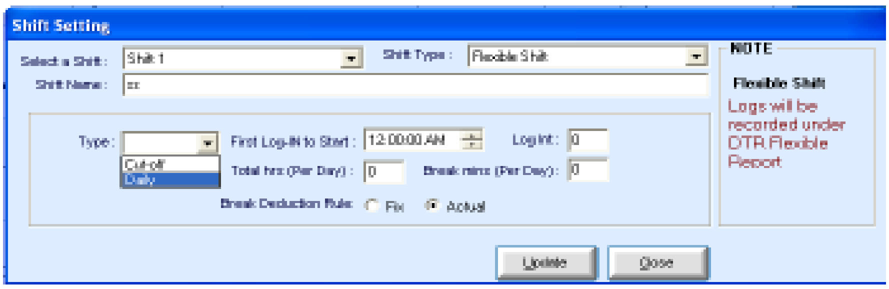
1. *STANDARD SHIFT*



Instructions:

1. Click ***View*** or from the interface under Company Profile select the Shift Set Up.
2. To set the new *standard shift*, Highlight the ***Shift 1 or any desirable number*** and Click **Edit Set Up** to set the time
3. Set the ***Grace period*** on the provided field. (e. g. if the schedule time in is 8:00 then the set Grace min is 5 and the captured log was 8:03. The excess 3 min will not be considered as late unless the captured log was 8:06; the total late will be 6 min.)
4. Click the ***short break setting button*** then set the Short Break
5. Click the ***Update button*** to save the changes made
6. Click the ***Close button*** to ignore the changes made.

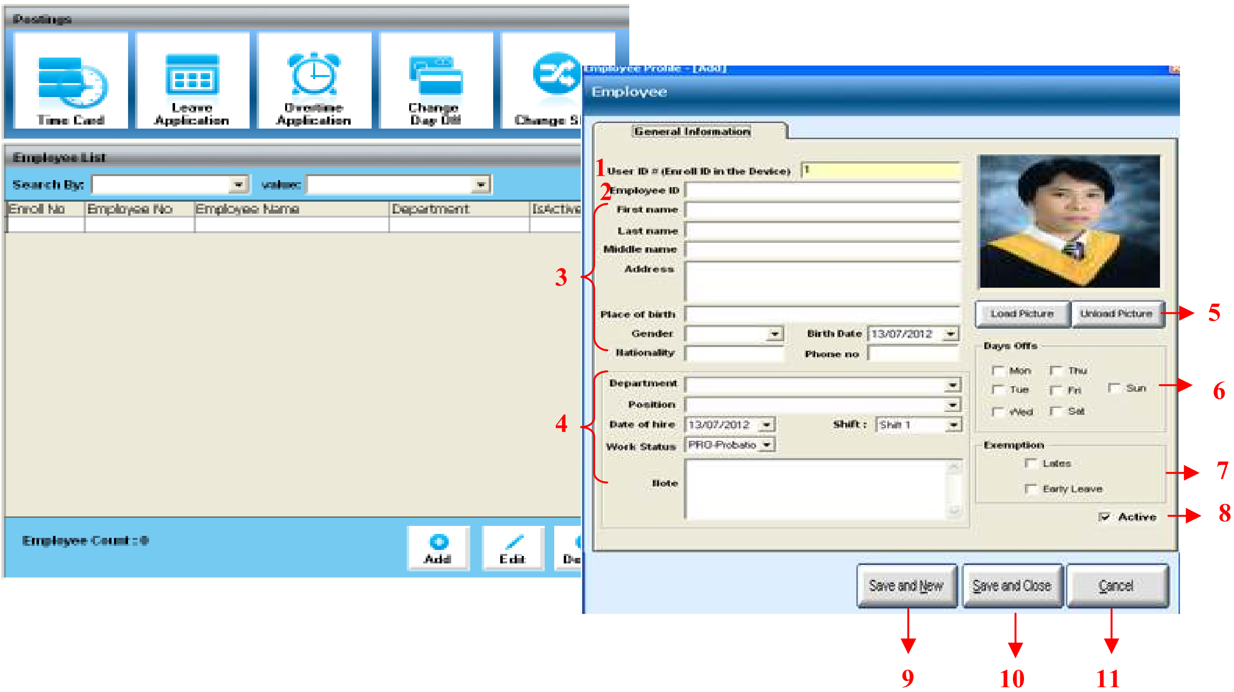
2. *FLEXIBLE SHIFT*



Instructions:

1. Choose the ***Flexible Shift***
2. Select shift type this may either ***Daily*** which covers only a day to day schedule (time frame from 12:00 AM to 11:59 PM) or ***Cut-off*** that covers a certain pay period for an individual employee (time frame can capture anytime up to the next day)
3. Set the starting Log-IN time of the employee into the field provided
4. Key in the Log int (interval) - it is the specified time (minutes) that will let the system get the next log. (e.g. 5 minutes was the set interval. Time In: 8:00 the next time that can be captured will be 8:05)
5. Input the vital Total hrs (Per Day) that the employee will render (i.e. Daily - 8, Cut-off - Weekly: 48, Bi-Weekly: 96, Semi-Monthly:104, Monthly:208)

EMPLOYEE PROFILE Is use to keep employee information on the system. It can be sorted as to Department, Gender or All. The grid shows the list of employees enrolled in the system. In the File Maintenance Menu Select the Employees Profile sub Menu and the other one is under the Employees shortcut icon



Instructions

1. Click the ***Employee & Posting***

3. A form appears as shown on the right, click [***Add]*** *to* add record and provide the entire field that necessary.

4. To modify the profile, highlight the selected record from the grid then click the [***Edit].***

5. To start working with Search field Select Enroll No., Last Name, Department and the Active. After you select your desire field, you have select who/what you will search.

6. To delete a record, highlight the selected record from the grid then Click the [***Delete***].

7. Click ***close button*** to close the window

Showroom: 2nd Flr. CSJ Bldg. 105 Aguirre St., Legazpi Village Makati City **Trunkline:** 632 815-1046 **Facsimile:** 632 818-5785 **Website:** www.edavid-link.com

Fields in the Employees Profile:

1. Enroll Number	Shall be the same as what was registered enroll ID in the device.
2. Employee Number	Is a unique identification of each employee which is assigned by the company. If none, same as the enroll number may do.
3. Employee Profile	Provide the necessary information on each field
4. Work Info	Specified the each field with its corresponding information
5. Load/Unload Picture	This is to add and remove employee's picture
6. Days offs	Check the days in which an employee has no work
7. Exemption	For lates and/or early leave
8. Active	To identify if the employees is still connected to the company otherwise uncheck if its no longer connected to the company
9. Save and New	Stores the employee's record and add another profile
10. Save and Close	Saves the employee's record and close the window
11. Cancel	Ignore all the changes made without saving the data.

PROCEDURE ON HOW TO ENROLL EMPLOYEE'S TO DEVICE

1. Press the menu
2. Choose Data Proc / Enroll, then Press OK to continue
3. Choose User / User Reg., then Press OK to continue
   - Fingerprint
   - Fingerprint/Password
   - Password
4. **NOTE:** Enrolling Admin / Manager is same procedure with the user

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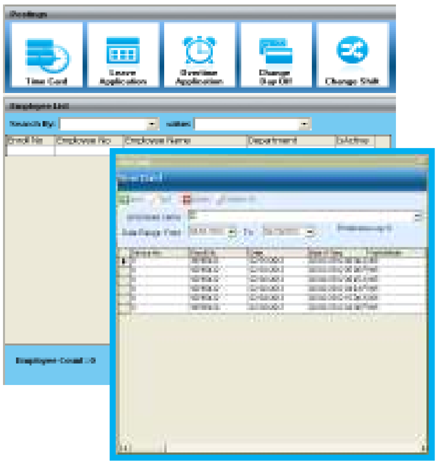
Fingerprint	Password	Fingerprint / Password
Procedure on how to Enroll Employee's using Fingerprint 1. Select ***Fingerprint*** then Press **OK** to continue 2. ***New Enroll*** the following message will appear on the display then Press OK to continue 3**. *ID number*** the following message will appear on the display, input the desired ID or Enroll number (Range 1-65534) then **OK** to continue 4. ***Press Finger*** the following message will appear on the display, Place the finger 3 consecutive times then press **OK** to continue. To cancel the enrollment press **ESC** 5. ***Continue*** the following message will Appear on the display, Please press **[OK** to save] or [**ESC** to cancel the enrollment] **Enroll Back-up fingerprint** 6. ***New Enroll*** press **ESC** then press OK to continue. Maximum of 3 back-up is allowed. 7. Repeat Step 3 to 5 8. Click **OK** if you want to create another backup fingerprint. Press **ESC** to if you want to go back to the main menu	Procedure on how to Enroll Employee's using Password 1. Select ***Password*** then Press **OK** to continue 2. ***New Enroll*** the following message will appear on the display then Press **OK** to continue 3**. *ID number*** the following message will appear on the display, input the desired ID or Enroll number [Range 1-65534] then press **OK** to continue 4. ***PWDIn*** the following message will appear on the display – input the desired password then press **OK** to continue 5. ***CONfm*** the following message will appear on the display – Retype password then press **OK** to continue to save. To cancel the enrollment press **ESC** **Note:** The password range is from1 to 5 digits only. 6. ***Continue*** the following message will appear on the display then Press [**OK** to save] or [**ESC** to cancel the enrollment] 7. Click **OK** if you want to create another enrollment. Press **ESC** to if you want to go back to the main menu	Procedure on how to enroll Employee's using Fingerprint / Password 1. Select **Fingerprint / Password** then Press OK to Continue 2. Repeat the procedure of **Fingerprint and password** from the left beside

EMPLOYEE POSTING

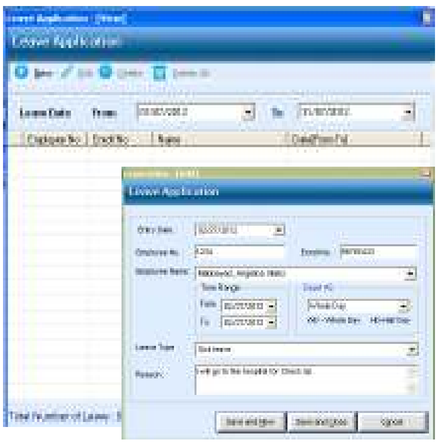
1. *TIME CARD* shows the logs of every employee for a particular date range. The grid shows the logs entered in the system for the chosen date range together with other information like the device number and the enroll number of the device; username of the employee are also included. One log is equal to one transaction.

Instructions:



1. User will be unable to login not unless he secures authorization from a Supervisor. Supervisor Username and password should be key in to continue the chosen operation.
2. Set first the Date range, to show you the accurate transaction you only want to view.
3. Select an Employee's name or ALL to get the specific time he made
4. Creating latest transaction click ***new button***, then a popup menu shows. The chosen employee name will be automatically being displayed in the Name field; this can't be deleted or edited unless you want to change the name just click Cancel button to ignore the activity. So after you type in the details in the transaction entry you can now see the result in the grid directed by the arrow.
5. Specify the applicable date to be added within the logs
6. Specify the accurate time
7. Under Flexible Shift, **Rule** In/Out Mode, identify if the log is under CI (Check In), CO (Check Out), OFL (Out for Lunch), IFL (In from Lunch), OTI (OT In), or OTO (OT Out).
8. Indicate the remarks for the log.
9. Click ***Save and New button*** to save the log made and to create another one.
10. Click ***Save and Close button*** to save the log made and to close the window.
11. Click ***Cancel button*** to ignore all the changes made.
12. To delete a log, select an employee to be able to view his/her logs. From the list of logs, highlight the specific logs you want to delete. If you want to delete all the logs just click ***DELETE ALL button***.

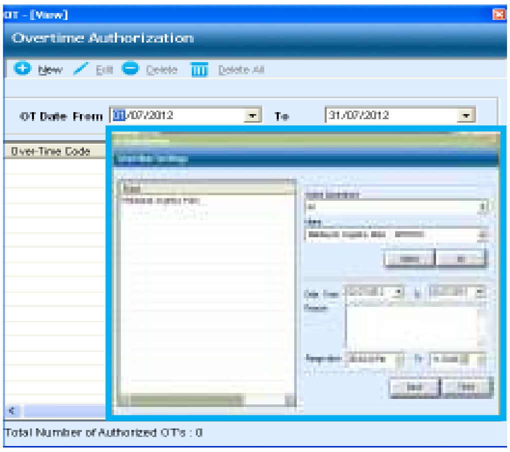
2. *LEAVE APPLICATION* Can only be access by the supervisor. It is use to grant permission for leave by a requesting employee. The grid shows the employee who requested for a leave and the date range of the request. Be sure that you have input your company's leave type in the Leave Form; this can be found in File Maintenance Menu, info set-up then select Leave type.



Instructions

1. User will be unable to login not unless he secures authorization from a Supervisor. Supervisor Username and password should be key in to continue.
2. On the Entry Date field, enter the date the request was approved.
3. Proceed to Employee Name section, search for the employee's name who request for leave. After retrieving employee's name, the Employee No and Enroll No are automatically retrieved as well.
4. On the Time Range field, enter the date range of the application in the FROM as the starting date and TO as the end date of the leave.
5. On the Count As field, specify if the leave in the Time Range is WD for whole day or HD for half day.
6. On the Leave Type field, select the type of leave

7. The reason why the leave was applied for should also be indicated.
8. Click ***Save and New button*** to save the leave application and to create another one.
9. Click ***Save and Close button*** to save the leave application and to close the window.
10. *Click* ***Cancel button*** to ignore all changes made and to close the window.



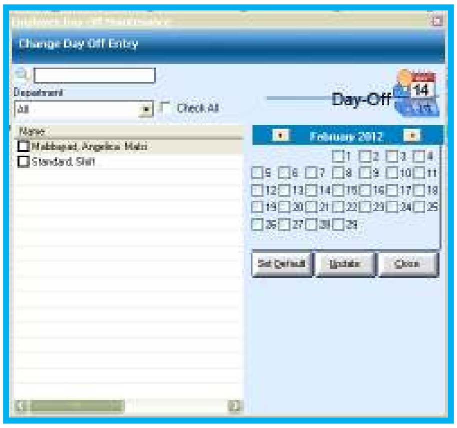
3. Overtime Application can only be access by the supervisor. It is use in authorizing an employee who is requested to work over time. The grid shows the type of Over Time Code, which is computer generated that shows the employee who is requested to work over time. The range of date and the reason for over time for that range of date is also shown.

Instructions:

1. User will be unable to login not unless he secures authorization from a Supervisor. Supervisor username and password should be key in to continue the chosen operation.
2. On the Select Department field, specify the department of the employee who is requested to work overtime.
3. On the Name field, search for the name of the employee with the use of the following information, last name, first name, middle name and enroll number.
4. When the name was retrieved, click on the ***Select button*** to add the First Name, Last Name, Middle Name and Enroll Number of the employee to the grid.

5. Click ***all buttons*** to add all employees to the grid.
6. In Deleting All the record listed, right click on the grid then this image with condition to Delete All the listed Names, to ignore it just press ESC.
7. Choose date range for the over time. Click on FROM to set the starting date and TO for the end date.
8. Reason for overtime work should also be indicated. \
9. Specify the start and end time of the overtime on the specified date range.
10. Click on the ***Save button*** to save over time authorization.
11. Click on the ***Close button*** to ignore changes made and to close the window.

4. CHANGE DAY-OFF this Form lets the user to make an adjustment with their rest day schedule.

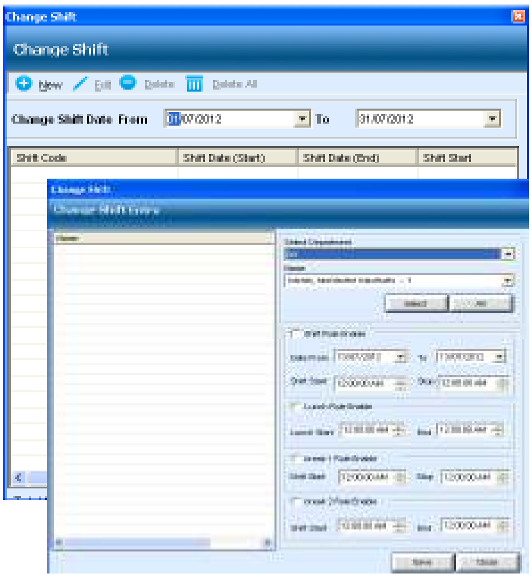


Instructions

1. In the File Maintenance menu, place the pointer in the Employee Posting then click Change Day off
2. Key in the employee's name in the search field to be able to find it easily
3. Select All or a certain department desired then check the box to check all the name of the employee.
4. Select a list of employee whom to apply the new set of day/s off
5. Click the chosen day/s from the calendar to set the latest
6. Click the chosen day/s when does the employee/s will be having an off.
7. Click the ***Set default button*** to apply the standard day off set per employee.
8. Click ***Update button*** to save the transaction
9. To ignore the changes made without saving click the ***close button***

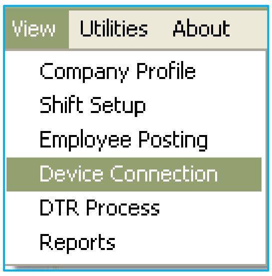
5. CHANGES SHIFT Is use to adjust the existing shift of an employee for a certain range date and time. Changed shifts can be sorted out by choosing *from* and *to* date. After choosing the date range, changed shift information grid will let you view the restored shift under the chosen date range.

Instructions



1. By clicking the ***new button*** from Changes Shift form, pop up window will appear. User will be unable to login not unless he secures authorization from a Supervisor. Supervisor username and password should be key in to continue the chosen operation.
2. Changing the employee's shift, select the Department and the Name of the employee.
3. Click ***Select button*** to add the name of the employee to the grid or click ALL to add all employees to the grid.
4. In Deleting all the record listed, right click on the grid then this imge will pop up with condition to Delete All the listed Names. To ignore, just press ESC.
5. Check the Shift Rule Enable to change the shift date and time.
6. Select the date and time of the start and end of the shift-change.
7. Check the Lunch Rule Enable to change the lunch time for the changed shift date.
8. Key in the Start and End time for lunch break
9. Click ***Save button*** to save the shift change made or click 10
10.Close button to ignore shift change made and to close the window.

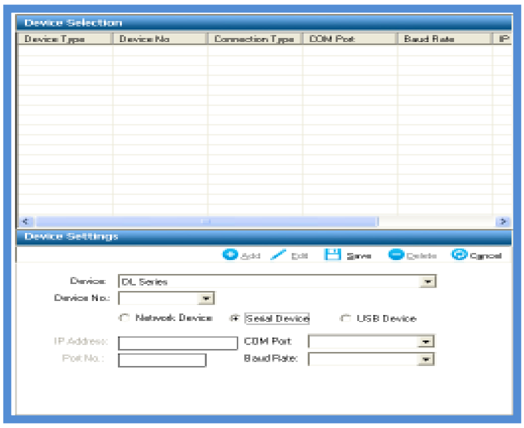
Download DL-Series



OR

Instructions:
1. There are two ways in opening the Device Connection form. In the View Menu Select the Device Connection sub Menu and the other one is under the Main shortcut icon.
2. Click the arrow down to select the device model
3. Click OK.

SETTING THE DEVICE



Instructions:
1. Click the ***Setting button*** and the window above will appear.
2. Select or Type in the proper ***Machine Number*** of the device
3 Tick ***Serial Device*** for connecting the device directly to the user's PC, select the ComPort and Baud Rate of the device. (For DL-Series)Select the ***Comport number*** among one (1) to eight (8).

Select ***Baud rate***, Select whether it's 115200, 38400 or 9600 **NOTE:** Make sure the Baudrate of your computer, software and your device are they the same.

- **Procedure to set the baudrate to the Computer:**

  - Go to ***Start Menu***
  - Click ***my computer*** then right click the mouse
  - Select the ***Manage***
  - From the ***Computer Management (Local),*** Select the ***Device Manager*** then double click
  - From the right side double Click the ***Ports (COM & LPT)***
  - Select the ***Port Setting*** from the Bits per second then Choose the Baudrate that they same with the device and to the Software.
  - Click ***OK button***

4. Select the ***Machine number***. The device number it depends on the device selected.
5. Tick ***Network Device (Local Area Network Connection)*** in using a shared connection with the device within the vicinity, key in the IP Address & Port Number. (For DL-Series)
   - Input the desired IP address of your device
   - Input the Port Number [Default number **5005**]
6. Select the appropriate unit model
7. Click the ***Save button*** to save all changes made.
8. Click the ***Close button*** to ignore all changes made and closes the window.
9. Thick the **USB device**, if your using USB cable, then click save.

CONNECTING TO THE PC SERVER

PC Server provides a full access of the device even at a certain distance. This is an easy way in monitoring every transactions made by an individual on a day to day basis in just a click on your own work station. It's standard to have a WAN or Internet connection on the PC for a fast link. Here are ways on how to connect on the device:

Server:
1. Install the Remote Server on the Computer where the device is connected.

Client:
1. Install the DLTMS
2. Click the Start Menu then point on the All Programs. Look for David-Link Corporation and open the DLTMS
3. In the Tools Menu Select the Download sub Menu and the other one is under the Utilities shortcut icon
4. Click Settings button then tick the PC Server. Key in the appropriate IP address of the Server where the device is connected and key in the assigned Server Port number.

CONNECT TO THE DEVICE

Instructions:

1. Click the ***Connect button***
2. If connected, "Connected" this message will appear
3. If not connected, "Not Connected" this message will appear
4. If the device not found, its better check the connectivity if it's properly in place or it was not loosen its connection or If you hear any sounds on the device try to check the baudrate of your device, software and to your computer.

LOGS IN THE DEVICE

Instructions:

1. Click the ***Read Logs button*** to view all logs that are stored in the device
2. Click the ***Update Logs button*** to transfer logs from the device to the system
3. Click the ***Clear Logs button*** to delete all logs in the device. This function is useful especially when the logs stored in the device is almost full.

SETTINGS THE DEVICE TIME

Instruction: Click the ***Time Sync Button*** to make the Device Time and Device Date synchronized to the computer

DEVICE TOOLS

1. The ***Device Info button*** shows total number of administrator, users, and logs stored on the device.
2. The ***View Device setting button*** views the settings made in the device.
3. The ***System setting button*** controls the setting of the device.
4. The ***Message Setting*** is made to send information to a certain employee. The message can be seen once the user log in the device and this can be viewed one time.
5. ***All Back-up/Restore Fingerprint*** to back-up and restore all the data from the device
6. ***Individual user Fingerprint*** button to make a back-up fingerprint.

   a. ***DEVICE TO SYSTEM***
      - Select the ***Device***
      - Click ***load form button*** to access the entire fingerprint on the device
      - To save the fingerprint highlight all record from the grid then click ***Save to button*** to save on the system.

   b. ***SYSTEM TO DEVICE***
      - Select the ***USB format***
      - Click the ***load form button***
      - Locate the file then select the ***Device***
      - To save the files to device click the ***Save to button.***

   c. To delete the fingerprint, Click **Load Form** then highlights all the record from the grid then clicks the ***Delete button***.

   d. To close the window click the X

7. Click ***Update User Data*** button to change the Privilege of the user or manager.

- ➢ process of saving the changes made within the user's data such as Privileges, Name, then it can also set a message and lastly it allows to change the user status into Enable or not.
  - Click Read Enroll Data to collect all the user and manager.
  - To Change the Privilege of the user or manager highlight the selected record from the grid then check the check box

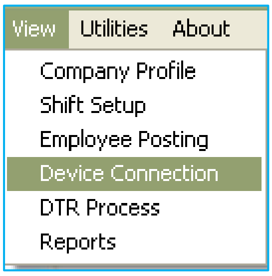
- Select ***Privilege*** to change the user or manager and then click ***Update button***.
- To close the window Click ***Close.***

8. The ***Read Manage Device Log button*** monitors all transactions made by the manager
9. The ***Delete Device Log button*** deletes all the transactions made by the manager
10. ***Device Status button*** ensures the status of the device. Checks the Enable checkbox if the device is still active, otherwise uncheck it.
11. Click the ***Close button*** to close the Device Tools window

DISCONNECTING THE DEVICE

Instructions: Click the ***Disconnect button*** to disconnect the device from the system.

DOWNLOAD W-SERIES



OR

_Instructions:

1. There are two ways in opening the Device Connection form. In the View Menu Select the Device Connection sub Menu and the other one is under the Main shortcut icon.
2. Click the arrow down to select the device model

. Click OK

SETTINGS THE DEVICE

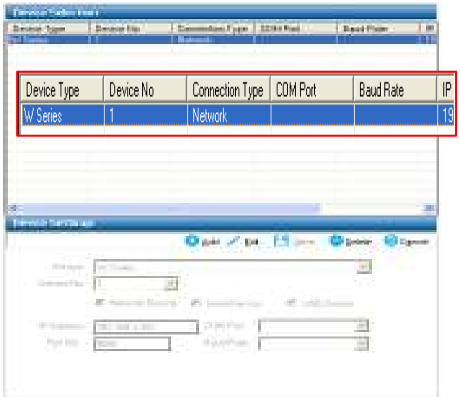
Instructions:

1. Click the ***Setting Button*** and the Window beside will appear.
2. Choose The Connection Type, Serial device, Network device or USB device.
   - Serial Device is directly used to connect the device to the computer.
   - Tick Network Device (local Area Network Connection) in using a shared connection with the device within the vicinity, key in the IP addresses & port number.

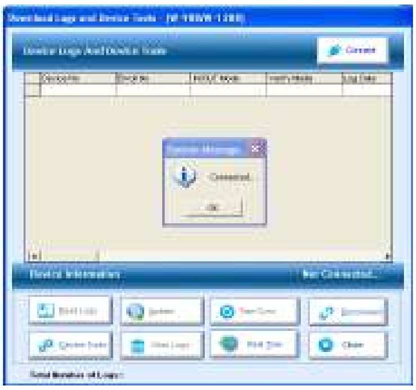
3. Tick USB connection to connect to the device directly to the system
4. Select the ***Comport number*** among one (1) to eight (8).
5. Select the ***Machine number***. The device number it depends on the device selected.
3. Select ***Baud rate***. Select whether it's 115200, 38400 or 9600.
4. Click the ***Save button*** to save all changes made.
5. Click the ***Close button*** to ignore settings made or to close the window.

NETWORK DEVICE

1. Under the Device , Select W-Series (W988 ,W988PB,W1288,W1288PB)
2. Select the ***Device No.*** Among one (1) to eight (8).
3. Thick the ***Network Device***
4. Input the ***IP Address*** that you enter in the device \
5. Input the Port no. of the device
   Click Save
6. System Message will appear , Click OK



1. Double Click the W-series ,Device No. etc



CONNECTING TO THE DEVICE

Instructions:

1. Click the ***Connect button***.
2. If connected, “Connected” message will appear.
3. If not connected, “Device not found” message will appear.
4. If the device not found, its better check the IP Address of software and your computer.

LOGS IN THE DEVICE

Instructions:

1. Click the ***Read Logs*** button to view all logs that stored in the device.
2. Click the ***Update*** button to transfer the logs from the device to the system
3. Click the ***Clear Logs*** button to delete all logs in the device. This function is useful especially when the logs stored in the device is almost full.

TIME SYNC

Instructions:

1. Click the ***Time Sync*** if you want your pc time is the same in your device
2. Click OK

DEVICE TOOLS

Instructions:

1. Click ***Device Info*** button show total number of administration, user, logs stored on the device.
2. Click ***View Device setting button*** to view the settings made in the device.
3. Click ***System Setting*** button this is made to send information to a certain employee. The message can be seen once the user log in the device and this can be viewed one time.
4. The ***Message Setting*** is made to send information to a certain employee. The message can be seen once the user log in the device and this can be viewed one time.
5. Click ***User Data*** button to make a back-up fingerprint.

   a. ***DEVICE TO SYSTEM***
      - Select the ***Device***
      - Click ***load form button*** to access the entire fingerprint on the device

- To save the fingerprint highlight all record from the grid then click ***Save to button*** to save on the system.

b. ***SYSTEM TO DEVICE***
- Select the ***USB format***
- Click the ***load form button***
- Locate the file then select the ***Device***
- To save the files to device click the ***Save to button.***

c. To delete the fingerprint, Click **Load Form** then highlights all the record from the grid then clicks the ***Delete button***.

d. To close the window click the X

6. Click ***Update User Data*** button to change the Privilege of the user or manager.

➢ process of saving the changes made within the user's data such as Privileges, Name, then it can also set a message and lastly it allows to change the user status into Enable or not.

- Click Read Enroll Data to collect all the user and manager.
- To Change the Privilege of the user or manager highlight the selected record from the grid then check the check box
- Select ***Privilege*** to change the USER to MANAGER **or** MANAGER to USER and then click ***Update button***.
- To close the window Click ***Close.***

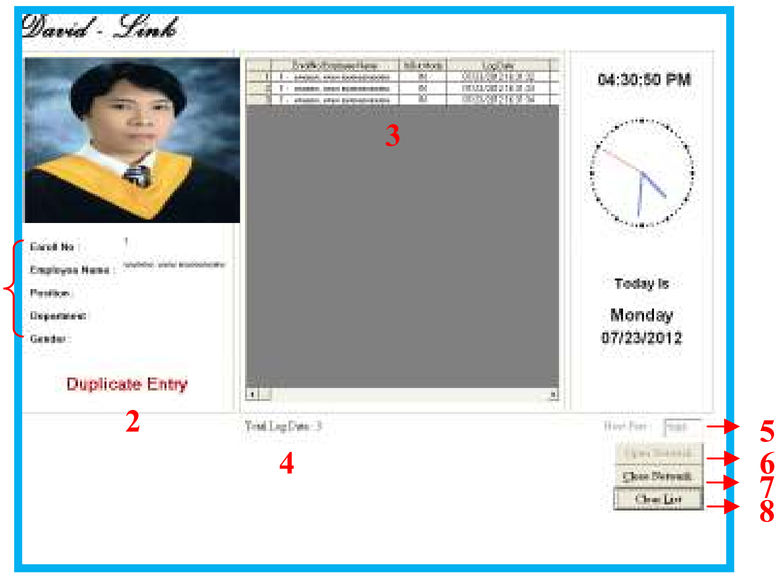
7. The ***Read Manage Device Log button*** monitors all transaction made by the manager
8. The ***Delete Device Log button*** deletes all the transaction made by the manager.
9. ***Device status button*** ensures the status of the device. Checks the Enable checkbox if the device is still active. Otherwise uncheck it.
10. Click ***Close button*** to close the Device Tools Window

REAL TIME - *directly shows the logs in the software upon log in and out.*

Settings in the Device

1. Under The device you need to set first the ***SERVER IP*** or the IP address of your PC
2. Select Menu, Select Set Comm., Select Ethernet, Arrow Down (▼)
3. Select Server IP, Select **[OK]** Input your IP address (192.168.1.012) and check the Serport No.

Settings in the Software



Instructions:
1. Input the Host Port
2. Click Open network ,Then log in in the device
3. In the Time card it will display your actual logs
4. If you finished log in the device
5. Click Close Network
6. If you want to clear all logs in the timecard , Click Clear List
7. Then Close the form

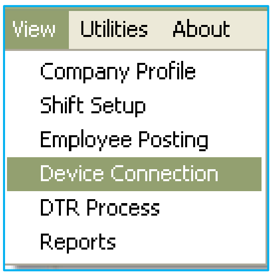
Fields in the Employee Profile

1. Display the basic information of the Employee and show the picture also.
2. It shows duplication of entry
3. Shows the logs of the employee who log in and log out in the device
4. Total logs of the device
5. Host Port of the Device
6. Open your IP Address in the PC
7. Close Network
8. Clear logs in the software

DISCONNECTING THE DEVICE

Instruction: Click the ***Disconnect Button*** to disconnect the device from the system. If Disconnected "Disconnected message will appear

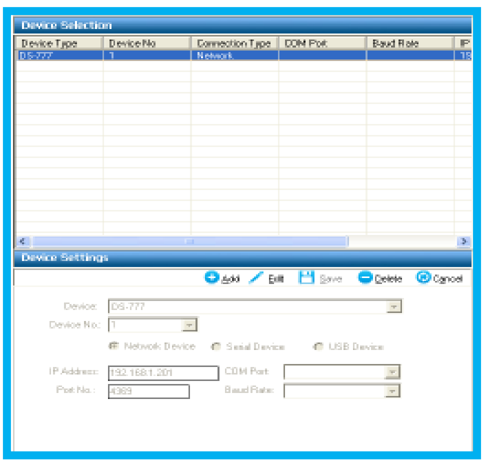
DOWNLOAD DS-777 (Face scanner)



OR

Instructions:
1. There are two ways in opening the Device Connection form. In the View Menu Select the Device Connection sub Menu and the other one is under the Main shortcut icon.
2. Click the arrow down to select the device model
. Click OK

SETTINGS THE SOFTWARE



Instructions:

1. Select Device Connection
2. Under the Device ,Click Arrow Down (▼) Select DS777, Device No. 1)
3. Input the IP address (the same in the IP address of the face scanner)
4. Input the Port No (the same in the IP address of the face scanner)
5. Click Save
6. Under the time card double click the DS777.

1. Click Connect Button on the right side
2. Click OK

LOGS IN THE DEVICE

Instructions:

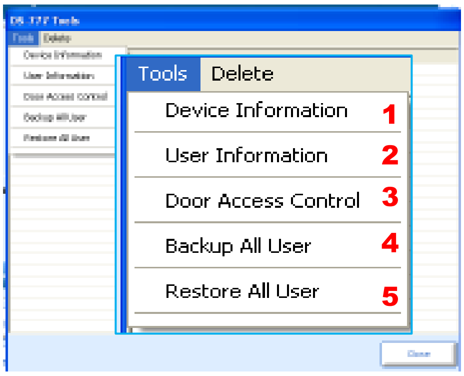
4. Click the ***Read Logs*** button to view all logs that stored in the device.
5. Click the ***Update*** button to transfer the logs from the device to the system
6. Click the ***Clear Logs*** button to delete all logs in the device. This function is useful especially when the logs stored in the device is almost full.
7. Click ***Read Image*** button to view all images that stored in the device.

TIME SYNC

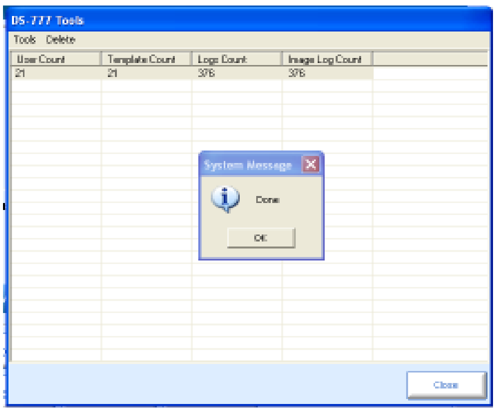
Instructions:

3. Click the ***Time Sync*** if you want your pc time is the same in your device
4. Click OK

DEVICE TOOLS



1. Device Information

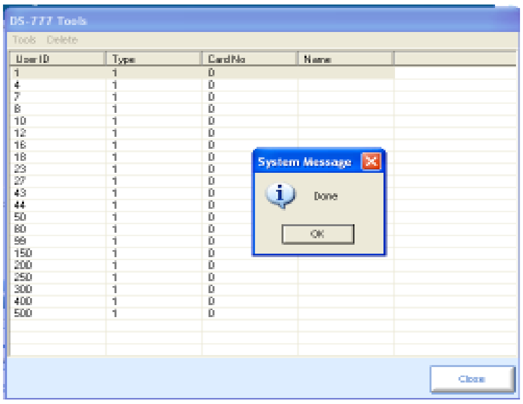


The ***Device Info button*** shows total number of User Count, Template Count, and logs and Image stored on the device.

Instructions:

1. Click Tools , Select Device Information
2. Click Ok
3. Click close

2. User Information

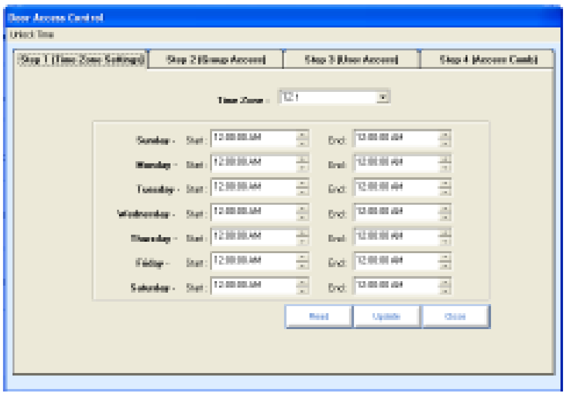


The ***User Information*** shows Enroll no. enrolled in the device, Type, Card No and Name.

Instructions:

1. Click Tools , Select User Information
2. Click OK
3. Click Close

3. Door Access control



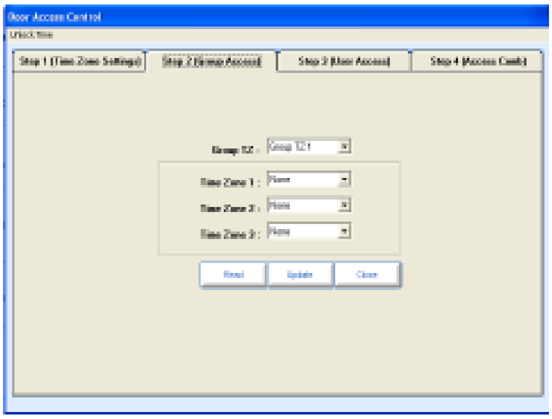
Time Zone – To set Shift Setting of the Employee.
To edit the Time ZONE
Just set the shift setting of the device
Input the desired no. you want to set up. Press [OK]

- **Time Zone > 01→ Shift**

Note: Range Shift 1- Shift 50

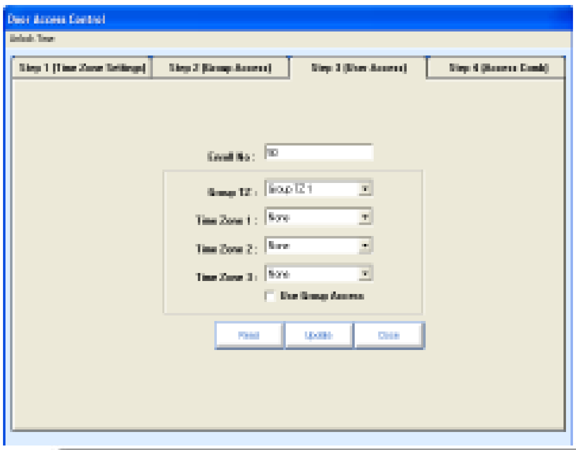
To edit the time everyday , just select the desired day of the employee you want to set . Click arrow down (▼) and arrow up (▲) to change the time.
Click Read , then Update if you finished .

Group Access



Ex. In one group you can set 3 time zone [TZ 1, TZ 2, TZ 3]
Group 1 set in TZ 1, TZ 2 and TZ 3
User/Employee that assigned in Group 1, can only Access in the door base in the TZ1, TZ2 and TZ3

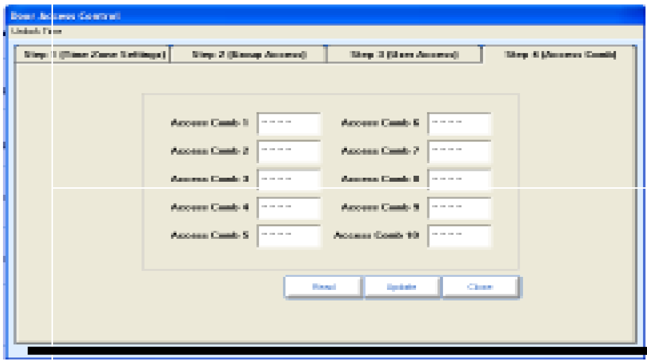
User Account



- Assigning of Employee/User in a group

It looks like defined Group TZ but this one is for individual user, once you assigned the user/employee in a group. There's a specific time for the User to access the door

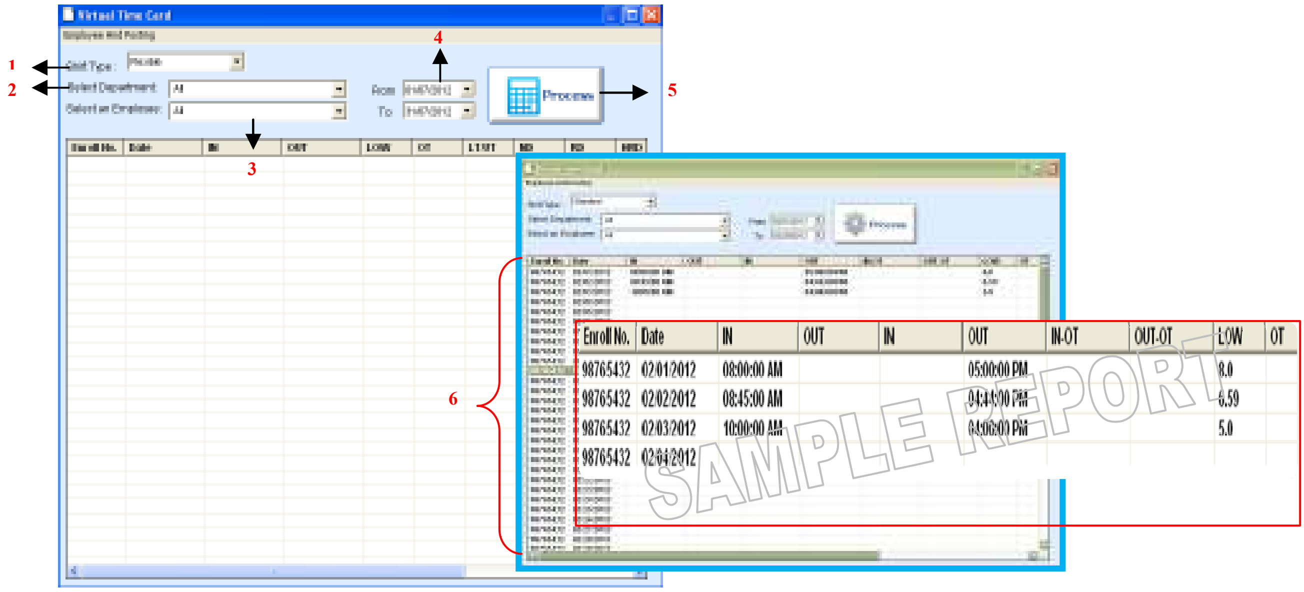
Access Comb



Input the desired enrolled no.
Displays who are the Users can access only the door lock to open
Individual user can access or combination of Users
Enter the desired enroll no. combination you want.
(Maximum of 5 digits)

DTR PROCESS

Virtual Time Card show the list of process every transaction made like list of logs with calculated hours worked rendered by each employee on a certain period of time.



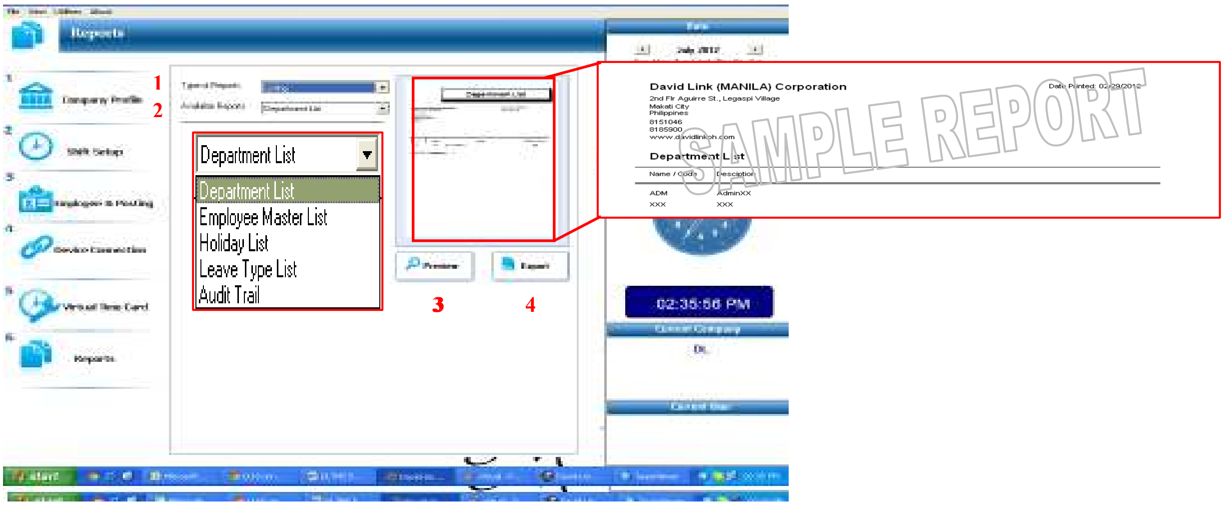
Functionalities:
1. Under Virtual Time card, select **Shift Type** is a category that will let you select the standard shift or the flexible shift.
2. **Select Department** is a category that will let you select one or all the department available.
3. **Select Employee** is a category that will let you select one or all the employee available.
4. Shows only a specific transaction covered only by the monthly or semi-monthly
5. **Process** is an action made to prepare to load the required data
6. These are the transaction that we process

REPORT

REPORTS show the list of every transaction made like timesheets, attendance, and list of logs with calculated hours worked rendered by each employee on a certain period of time.

1. *LISTING REPORT* is the master list of all employees that are enrolled in the system

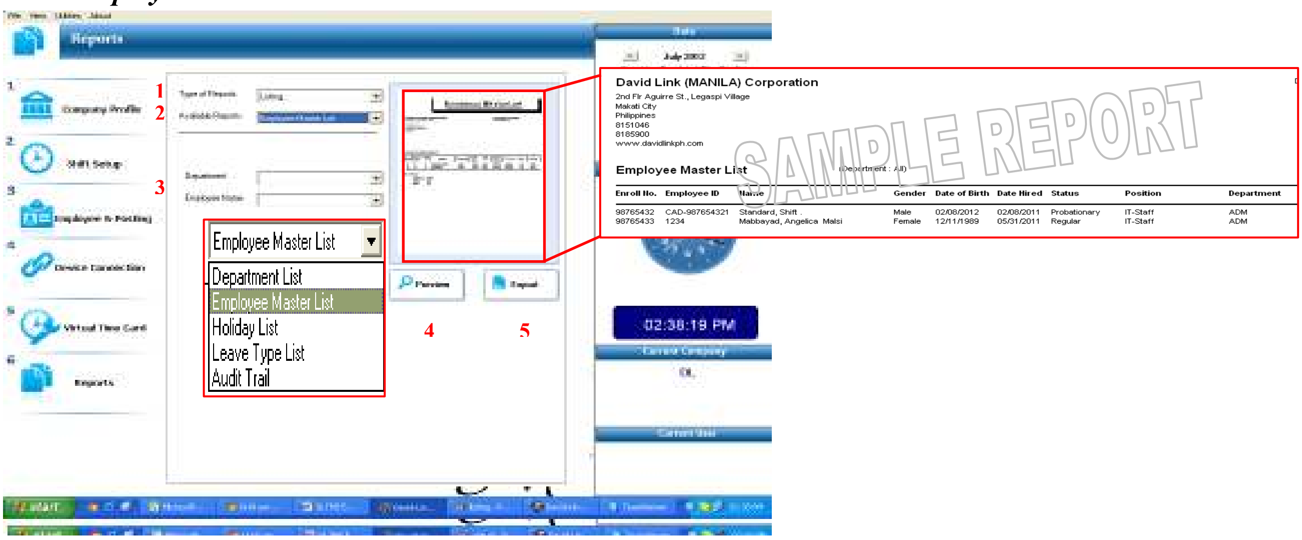
➢ ***Department List***



Functionalities:

1. Under Select a type of report **Select Listing Report Department** it compiles all the department's record
2. Under Available report **Department List, Select Department** is a category that will let you select one or all the department available.
3. **Preview** allows you to see the actual report before printing it out
4. **Export** allows you to see the reports in excel format
5. **Close** the window and can proceed to the other features

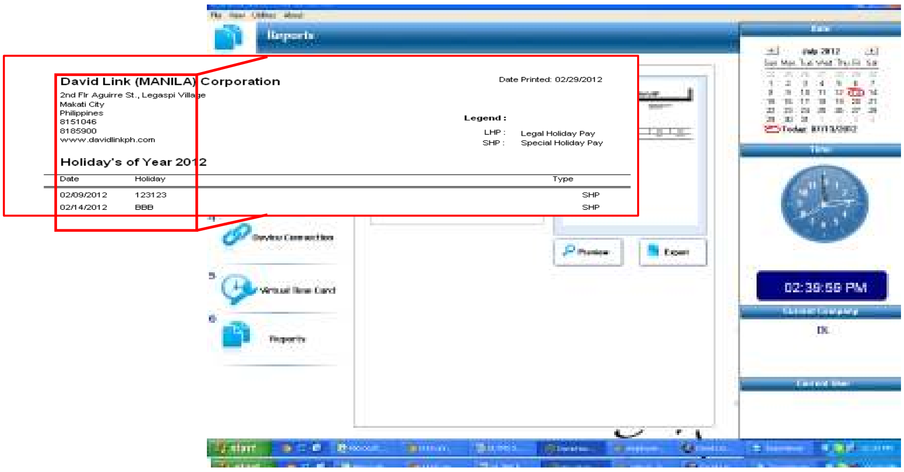
➢ ***Employee Master List***



Functionalities:

1. Under select a type of report **Select Listing Report Department** it compiles the entire department's record
2. Under Available report **Department List Select Employee master List** is a category that will let you view all the employee.
3. Under the **Department**, select what department does the employee belong, and also what **employee name** you want to view
4. **Preview** allows you to see the **actual** report before printing it out
5. **Export** allows you to see the reports in excel format
6**. Close** the window and can proceed to the other features

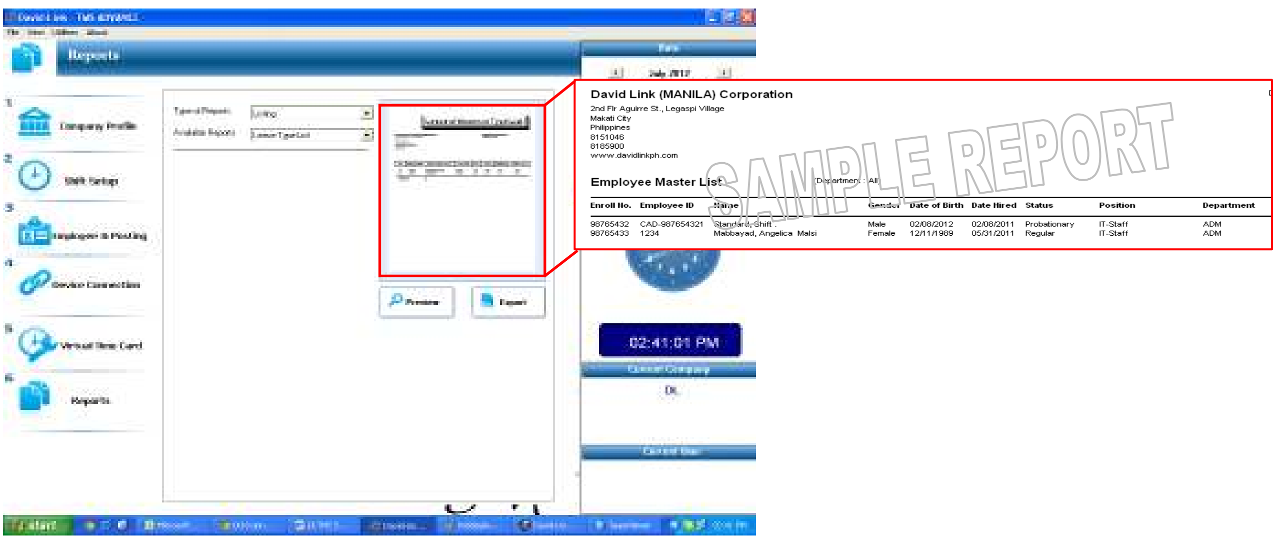
➢ **Holiday List**



Functionalities:

1. Under select a type of report **Select Listing**
2. Under Available report **Department List Select Holiday List** is a category that will let you view all the holiday.
3. Preview allows you to see the **actual** report before printing it out
4. Input what **year** you want to view
5. Close the window and can proceed to the other features

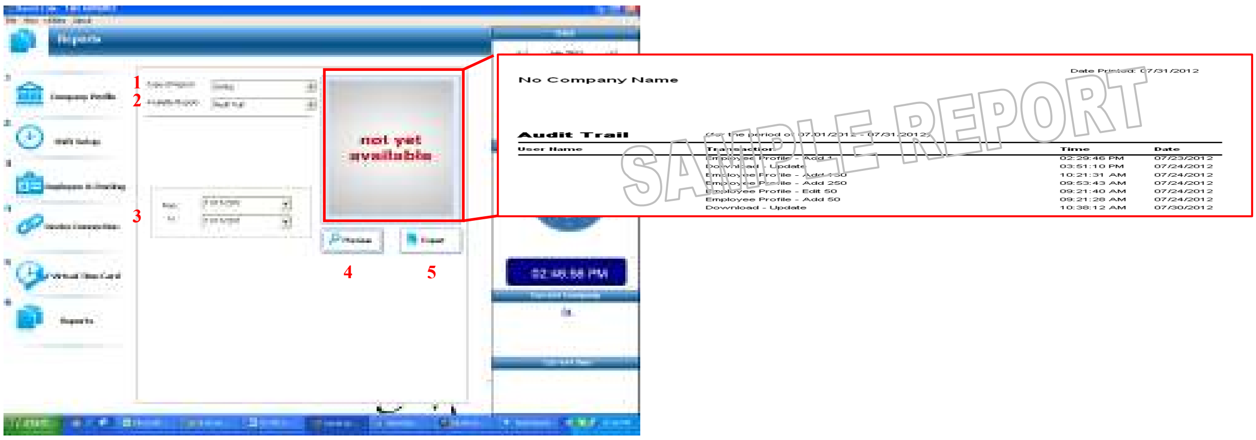
➢ **Leave Type List**



Functionalities:

1. Under Select a type of report **Select Listing Report** Under Available report **Leave Type List**
2. Select Leave type list is a category that will let you view how many leaves did you used or available.
3. Preview allows you to see the **actual** report before printing it out
4. Print it will let you print out the result.
5. Close the window and can proceed to the other features

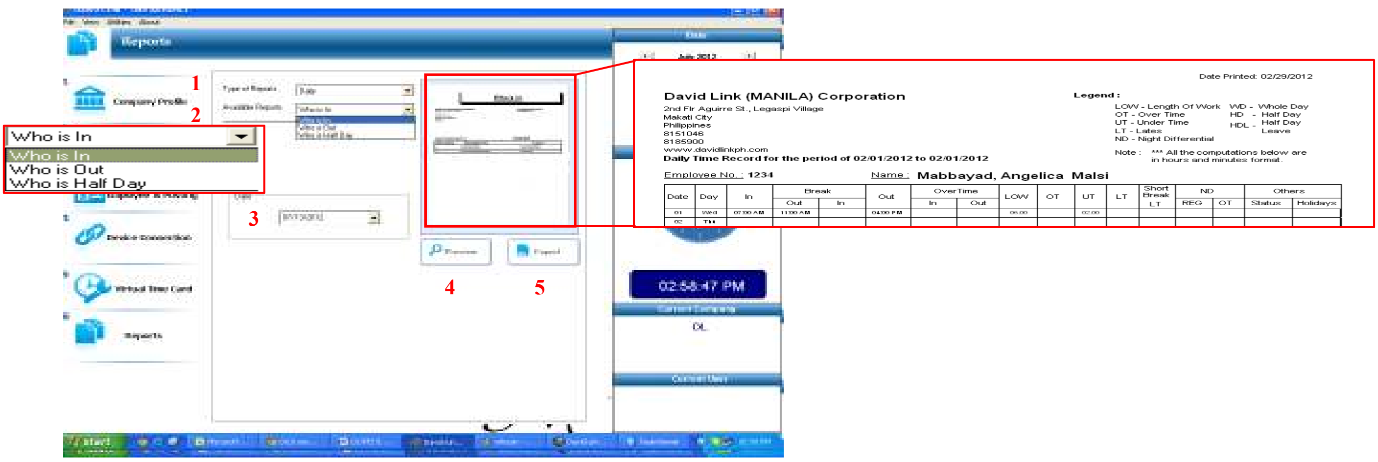
➢ **AUDIT TRAIL**



Functionalities:

1. Under Select a type of report **Select Listing Report** Under Available report **Audit trail**
2. **Select Audit trail** is a category that will let you view who made all the transaction.
3. Enter the date you want to view who made the transaction
4. **Preview** allows you to see the **actual** report before printing it out
5. Print it will let you print out the result.
6. **Close** the window and can proceed to the other features

2. *DAILY REPORT* is use to view the time record and employee attendance for a specific date.

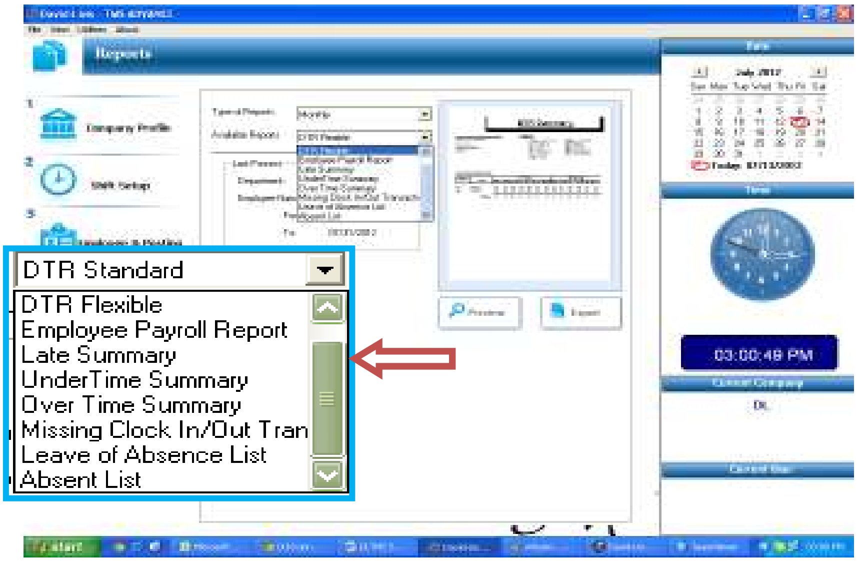


Functionalities:

1**. Daily Report** refers for a day to day basis, can show transaction for only one employee in specific day.
2. **In Available reports, Select who's in, who's out**, and **whose half day**. Allows the user to show all the employees time in that particular day
3**. Date** shows only a specific transaction covered only by the set day

4. **Preview** allows you to see the actual report before printing it out
5. In Available reports you can select who s in,
6. **Print** it will let you print out the result.
7. **Close** the window and can proceed to the other features

3. MONTHLY REPORT is use to view all transactions that occur in a month. The report shows necessary information of the company such as a DTR (Detailed) Standard, DTR (Detailed) Flexible, Employee Payroll Report, Late Summary, Under Time Summary, Over Time Summary, Missing Clock in/Out Transactions, Leave of Absence List and Absent List.



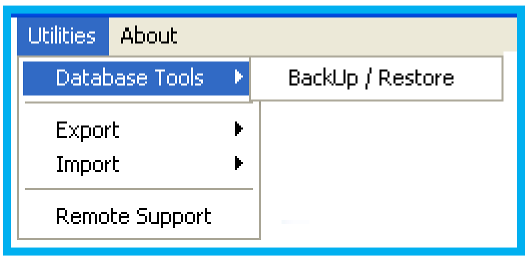
Functionalities:

1. **Monthly** refers for monthly basis, can show transaction for on.
2. **Available Report**

DTR (Detailed) Standard has a special feature that follows your company's requirement. It collates and monitors the logs of each employee, and aside from this it has characteristic that shows an automatic computation of all the activities done for a certain time.

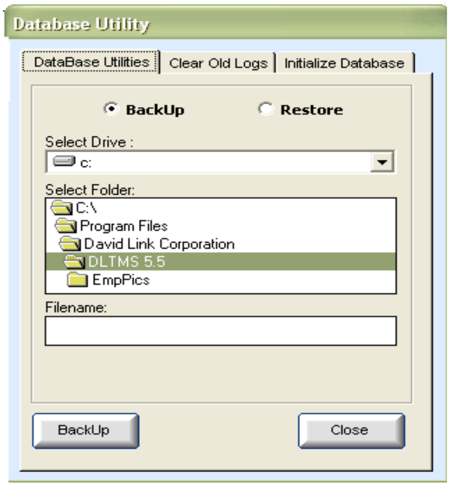
DTR (Detailed) Flexible shows the real time transaction made by the employees with an automatic computation of all the activities done on a certain time.
Late Summary displays how many times an employee have been late
Under Time Summary reflects how many hours of under time the employee has
Over Time Summary reflects how many hours of over time the employee has
Missing clock In/Out Transactions shows the transaction with missing punch
Leave of Absent List shows the list of employee that on leave
Absent List will show the List of employees that are absences on the specific date chosen

Utilities



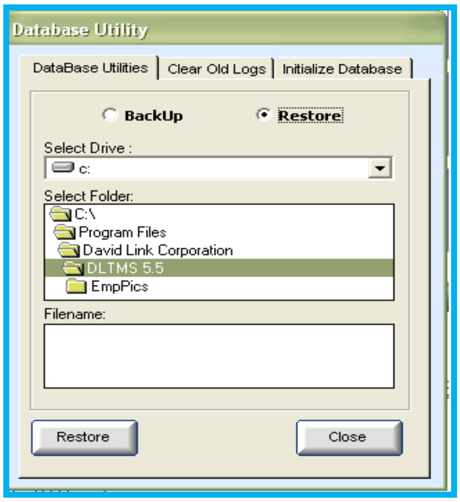
DATABASE TOOLS is used to import old record, backup, restore, purge and initialize the database of the system. It is done so that the transferring of data is easier and no data will be lost. In the Tools Menu Select the Database Utility sub Menu and the other one is under the Utilities shortcut icon

1. BACKUP DATABASE is used to create a copy of the current database to be stored in a specified folder to be restored to a different computer station or for record keeping.



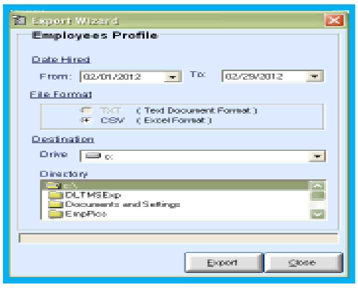
Instructions:
1. Choose the **Backup option**.
2. Select the drive and the folder where you want to backup the database.
3. Enter a Filename for
4. Click ***BackUp button*** to start the backup process. User will be unable to login not unless he secures authorization from a Supervisor. Supervisor username and password should be key in to continue.
5. Click ***Close button*** to close the Database Utility window.

2. RESTORE DATABASE is used to retrieve the backup database that came from another working station. It is useful especially in times of data lost.



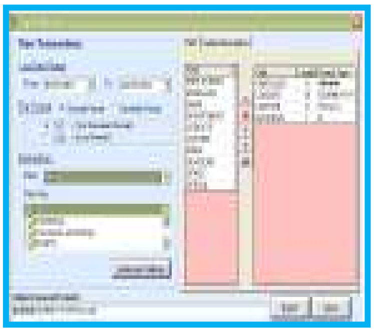
Instructions:
1. Choose the Restore option.
2. Select the drive and the folder where the backup of the database is located.
3. Choose from the list the name of the database to be restored.
4. Click ***Restore button*** to start the restoration process. The Log In screen will appear unless you are a Supervisor. Provide the Supervisor User Name and Password to continue.
5. Click ***Close button*** to close the Database Utility window.

EXPORT DATA transfers data from the system database to text document format (TXT) or excel format (CSV). Once the data are exported, it can be imported to another system that uses the same data. Data that can be exported are employee information, transactions, and payroll. Exporting data can only be accessed by the Supervisor.



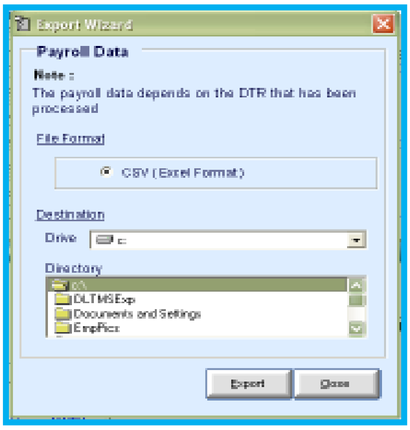
Employee's Profile

Instructions:
1. Select the ***date hired*** of data to be exported. FROM as the starting Date and TO as the end date.
2. Select the ***File format*** then click Excel Format (CSV)
3. Select the ***drive and directory*** where you want to save the file.
4. Click the ***Export button*** to start the transfer of data in the file created.
5. Click ***Close button*** to close the window and ignore exporting of data.



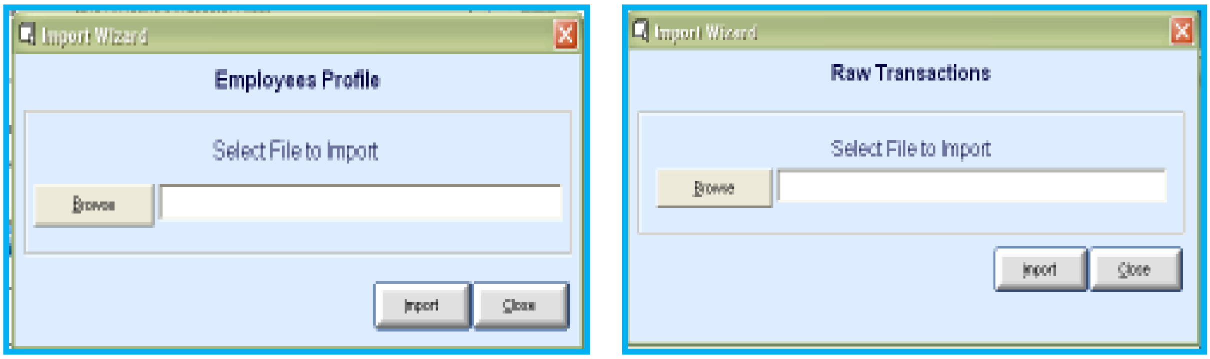
Transaction

Instructions:
1. User Sort by to arrange data alphabetically or in numerical order Select the date range of data to be exported. FROM as the starting date and TO as the end date.
2. Select the ***File Format*** whether Text Document Format (TXT) or Excel Format (CSV).
3. Select the ***drive and directory*** where you want to save the file. 4. 4. Click the ***Export button*** to start the transfer of data in the created.
4. Click ***Close button*** to close the window and ignore exporting of data



Instructions:
1. Select the ***File Format*** Excel Format (CSV).
2. Select the ***drive and directory*** where you want to save the file. 4. 3. Click the ***Export button*** to start the transfer of data in the created.
4. Click ***Close button*** to close the window and ignore exporting of data

IMPORT DATA is used to restore the exported data to be used by the system. Data imported will be added in the system and the present data will not be lost. Data that can be imported are employee information and USB transactions as well. Importing data can only be accessed by the Supervisor.



Employees Info and USB Transaction [DL-SERIES / W-SERIES / DL-777]

Instructions:

1. Click ***Browse button*** to locate the exported data in its specified location.
2. Click ***Import button*** to start the importing of data in the system database.
3. Click ***Close button*** to ignore the importing of data and close the window.