

EMPLOYEE DAILY TIME RECORD USER MANUAL

by L.D. Ramirez

(01) MAIN FEATURES

Employee Daily Time Record (EmpDTR V1) is a browser-based, platform-agnostic attendance tracker. Employees can log onto it from any company-authorized, web-linked smartphone, tablet, laptop, and/or desktop.

To begin using it, just type or paste this link into your browser's address bar:
<https://www.amciportal.com/emptr>

Aventus MCI Employees' | X +

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Type or paste the link **HERE**

AVENTUS
MEDICAL CARE INC.

DAILY TIME RECORD (CLINIC MANAGEMENT TEAM)

October 26, 2018, 10:00 AM

Good day to you. Please input your PRC Number and Pin Code.

PRC Number

Pin Code

Site Assignment

Regular Reliever

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Note: Although EmpDTR has been tested on multiple major browsers, for an optimal experience, we recommend that you use the most updated versions of **Google Chrome**, **Mozilla Firefox**, or **Opera**.

(01A) The Employee Login Page

October 26, 2018, 1:24 PM

Good day to you. Please input your PRC Number and Pin Code.

PRC Number	e.g. 1234567
Pin Code	e.g. 12345
Site Assignment	N/A

Regular Reliever

Log In Log Out

Clear Log Check

User Manual

Figure 01 – Employee Login Page (Phone Size)

Here, employees, administrators, or superadministrators can **log in**, **log out**, and/or **check their attendance logs** as needed – all that’s required is the **PRC Number** and the **Pin Code**.

Note: *Relievers can log in, log out, and log check without prior enrollment. However, they need to type in the Dummy Pin Code value **99999**, tick the Reliever radio button and input their current Site Assignment.*

THE DIFFERENT LOGIN SCENARIOS

Login Scenario 01: Successful Login Attempt (Regular Doctor / Nurse)

The screenshot displays a successful login interface. At the top, a blue banner shows the date and time: "October 26, 2018, 2:58 PM". Below this, a message states: "You've been logged in successfully, JUAN DELA CRUZ." The interface includes three input fields: "PRC Number" with seven black dots, "Pin Code" with three black dots, and "Site Assignment" with the text "N/A". Below the input fields are two radio buttons: "Regular" (selected) and "Reliever". At the bottom, there are five buttons: "Log In" (green), "Log Out" (red), "Clear" (blue), "Log Check" (yellow), and "User Manual" (purple).

Figure 02 – Employee Login Page, Successful Regular Login (Small Tablet View)

Note: As long as an employee has been enrolled correctly into the EmpDTR system, then this should be the normal outcome for a login attempt.

Login Scenario 02: Successful Logout Attempt (Regular Doctor / Nurse)

October 26, 2018, 2:12 PM

You've been logged out successfully, JUAN DELA CRUZ.

PRC Number ●●●●●●

Pin Code ●●●

Site Assignment N/A

Regular Reliever

Log In Log Out Clear Log Check

User Manual

Figure 03 – Employee Login Page, Successful Regular Logout (Small Tablet View)

Note: As long as an employee has been enrolled correctly into the EmpDTR system, then this should be the normal outcome for a logout attempt.

Login Scenario 03: Failed Login / Logout Attempt (Regular Doctor / Nurse)

October 26, 2018, 2:18 PM

Please make sure the information you have entered is accurate.

PRC Number ●●●●●●●●

Pin Code ●●

Site Assignment N/A

Regular Reliever

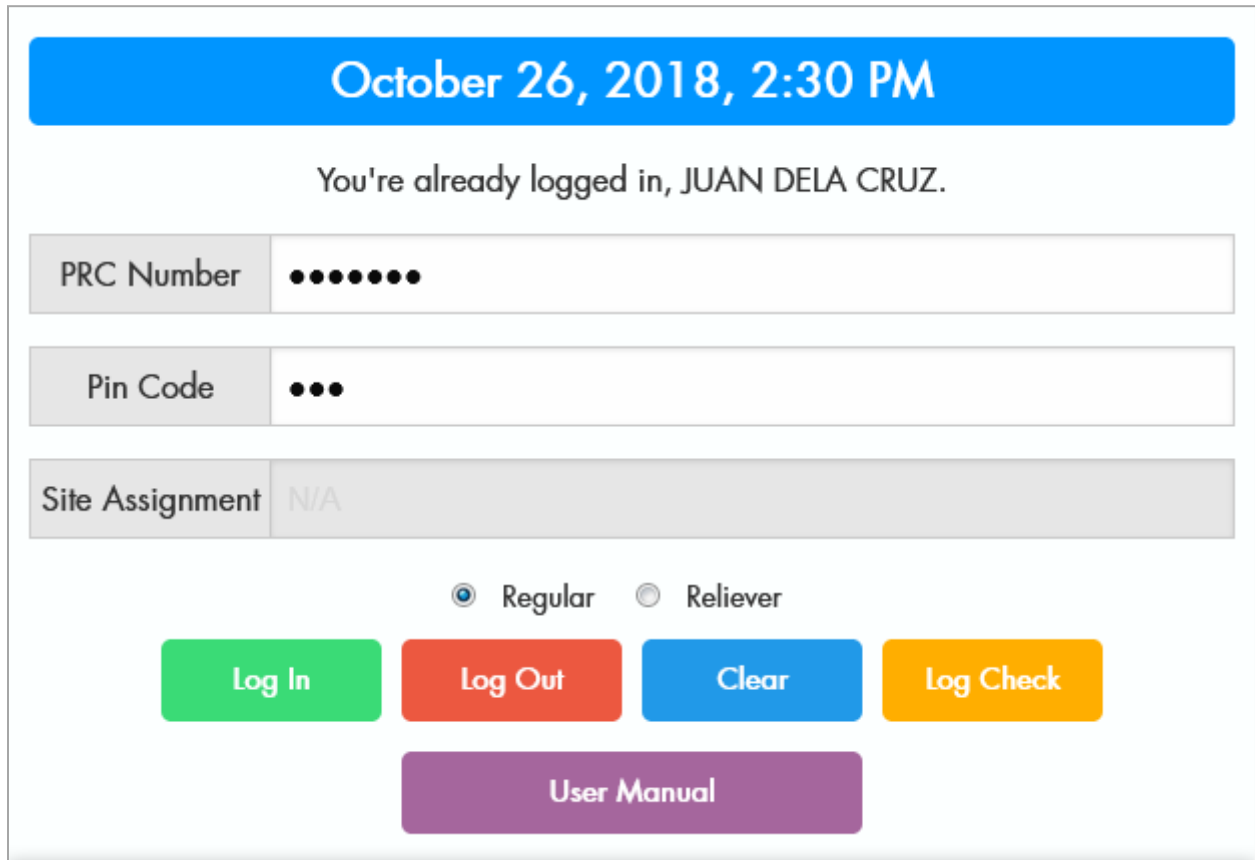
Log In Log Out Clear Log Check

User Manual

Figure 04 – Employee Login Page, Failed Regular Login / Logout (Small Tablet View)

Note: This could either mean that (a) the user has mistyped his / her information, (b) the user's Internet connection is too weak (c) the user's PRC Number has been incorrectly encoded into the database, or (d) the user's information needs to be cleared and retyped into the database.

Login Scenario 04: Double Login Attempt (Regular Doctor / Nurse)



October 26, 2018, 2:30 PM

You're already logged in, JUAN DELA CRUZ.

PRC Number ●●●●●●●

Pin Code ●●●

Site Assignment N/A

Regular Reliever

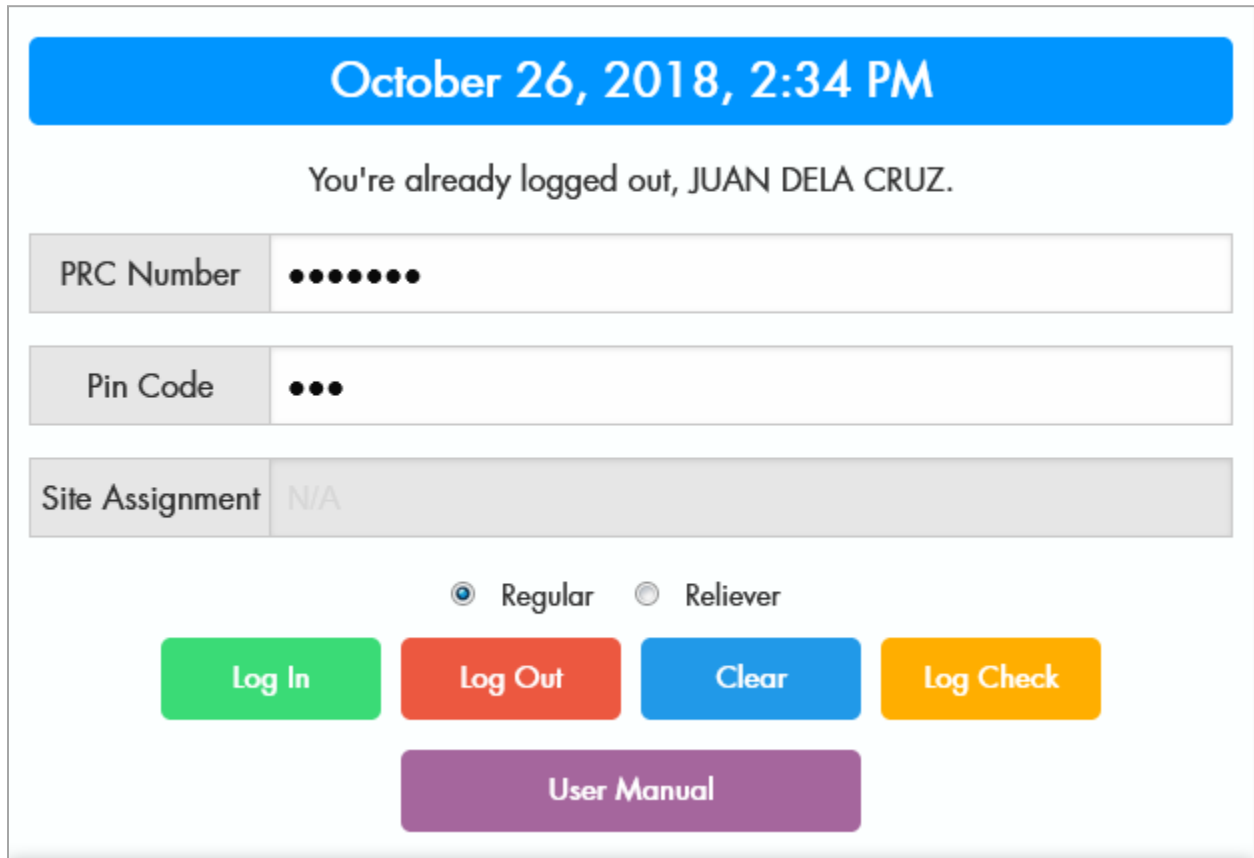
Log In Log Out Clear Log Check

User Manual

Figure 05 – Employee Login Page, Double Regular Login Attempt (Small Tablet View)

Note: This notification means that the user has already logged in for the current shift.

Login Scenario 05: Double Logout Attempt (Regular Doctor / Nurse)



October 26, 2018, 2:34 PM

You're already logged out, JUAN DELA CRUZ.

PRC Number ●●●●●●●

Pin Code ●●●

Site Assignment N/A

Regular Reliever

Log In Log Out Clear Log Check

User Manual

Figure 06 – Employee Login Page, Double Regular Logout Attempt (Small Tablet View)

Note: This notification means that the user has already logged out for the current shift.

Login Scenario 06: Machine Logout / Forced Logout (Regular Doctor / Nurse)

April 1, 2018, 5:27 PM

You didn't log out last shift, JUAN DELA CRUZ. You've been logged out automatically. Please log in again.

PRC Number ●●●●●●

Pin Code ●●●

Site Assignment N/A

Regular Reliever

Log In Log Out Clear Log Check

User Manual

Figure 07 – Employee Login Page, Regular Machine Logout Attempt (Small Tablet View)

Note: This notification means that the system has detected that the user's login duration has exceeded 12 hours. It assumes that the user has forgotten to log out and logs the user out on his / her most current login attempt.

This is meant to prevent the user from getting **Login Scenario 04** while attempting a login on the next shift, after forgetting to log out for his / her previous shift.

It seemed that the Login Scenario 04 notification tended to make some users think that they've already logged in for the day, as opposed to warning them that they forgot to log out the last time.

Login Scenario 07: Successful Login Attempt (Reliever Doctor / Nurse)

October 26, 2018, 8:00 PM

You've been logged in successfully, PRC # 0123456.

PRC Number	●●●●●●
Pin Code	●●●●●
Site Assignment	FATCAT

Regular Reliever

[Log In](#) [Log Out](#) [Clear](#) [Log Check](#)

[User Manual](#)

Figure 08 – Employee Login Page, Successful Reliever Login (Small Tablet View)

Note: As long as the reliever inputs the required information correctly, then this should be the normal outcome for a login attempt.

Login Scenario 08: Successful Logout Attempt (Reliever Doctor / Nurse)

October 26, 2018, 8:03 PM

You've been logged out successfully, PRC # 0123456.

PRC Number	●●●●●●●
Pin Code	●●●●●
Site Assignment	FATCAT

Regular Reliever

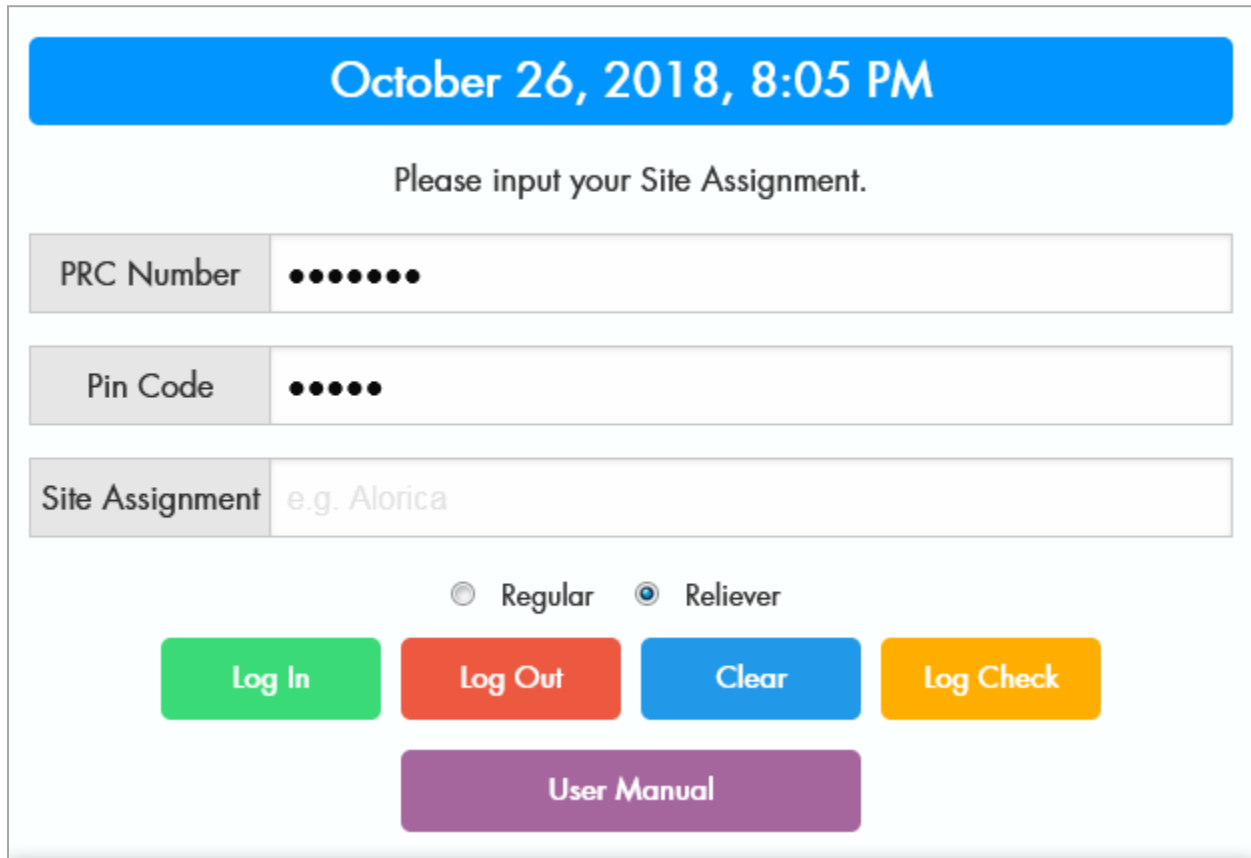
[Log In](#) [Log Out](#) [Clear](#) [Log Check](#)

[User Manual](#)

Figure 09 – Employee Login Page, Successful Reliever Logout (Small Tablet View)

Note: As long as the reliever inputs the required information correctly, then this should be the normal outcome for a logout attempt.

Login Scenario 09: Failed Login / Logout Attempt (Reliever Doctor / Nurse)



October 26, 2018, 8:05 PM

Please input your Site Assignment.

PRC Number ●●●●●●●

Pin Code ●●●●●

Site Assignment e.g. Alorica

Regular Reliever

Log In Log Out Clear Log Check

User Manual

Figure 10 – Employee Login Page, Failed Reliever Login / Logout (Small Tablet View)

Note: If the reliever doctor / nurse forgets to type in their current Site Assignment, or forgets to click on the Reliever radio button, this will be the outcome.

(01B) The Log Check Page

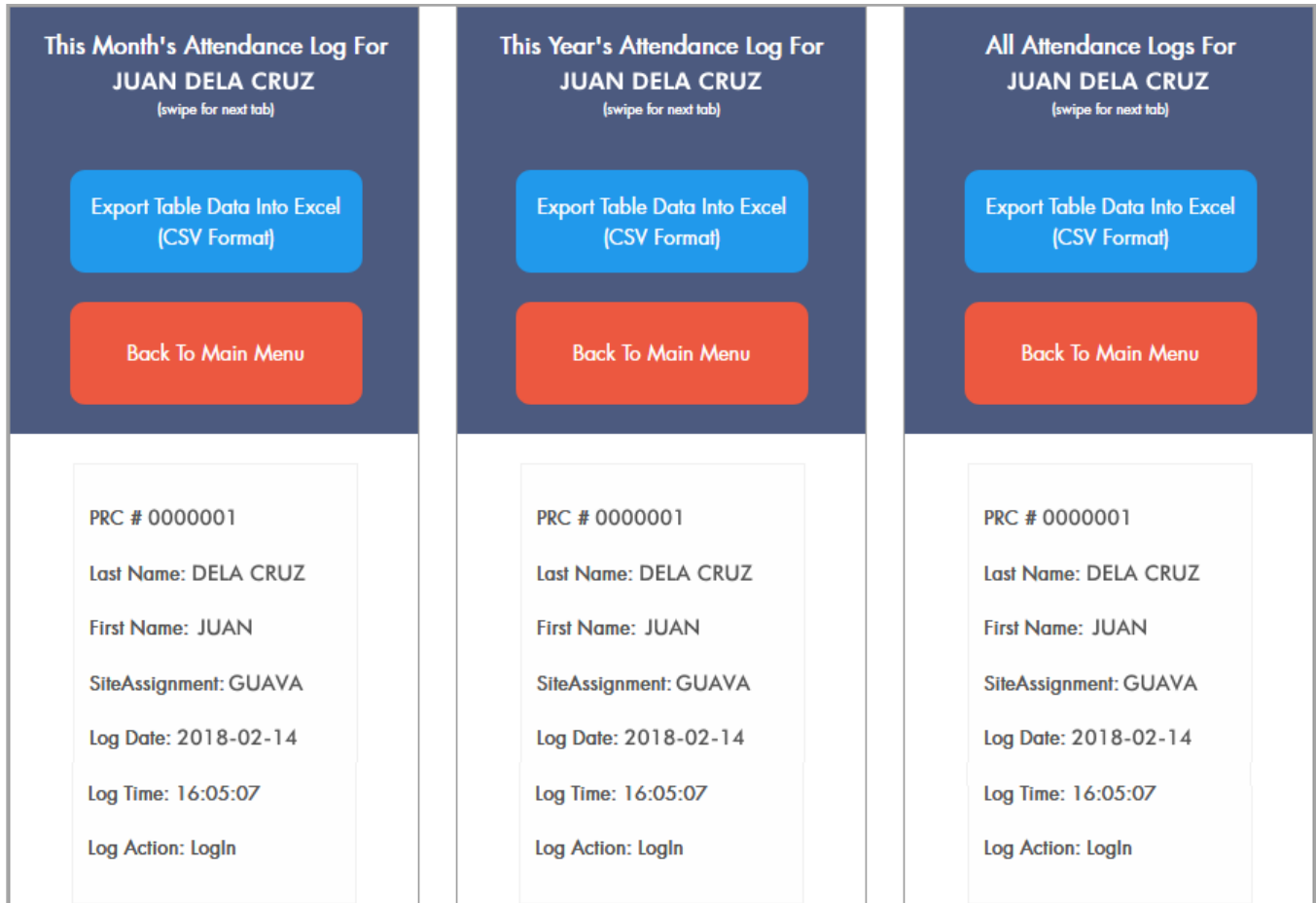


Figure 11 – Employee Log Check Page Tabs (Phone Size)

Here, the employee can check his/her attendance logs for the current month, the current year, or all of them at once. The **.CSV** (comma-separated values) data can also be extracted then read using a spreadsheet program (e.g. MS Office 2007's **Excel**, Open Office 4 or LibreOffice's **Calc** for desktops, **Office Suite** for Android devices).

Update (03-07-2018): The Log Check page now shows the most recent log on the very top, for the user's convenience (previously the logs were sorted from oldest to newest).

(02) PERFORMANCE FEATURES

(02A) Platform Agnosticism

- EmpDTR is fully responsive – program elements (e.g. font sizes, button dimensions, table formatting) will dynamically resize depending on which Web-capable device it is being viewed from (phone, phablet, tablet, netbook, laptop, or desktop).

(02B) Eyecandy GUI (Graphical User Interface)

- Lively slideshows and color-coded buttons help alleviate eyestrain and increase user engagement.

(03) SECURITY FEATURES

(03A) Anti-Browser URL Hacking

- Users can no longer use the address bar to bypass passcode entry via URL hacking (redirect is enforced).

(03B) Anti-Clue Digging

- php.ini settings have been modified to prevent hackers from digging for php build info.
- Release version will strip code of all Notes, to prevent hackers from deducing the program's logic and flow.

(03C) Anti-Passcode Snooping

- Users are prevented from copying whatever's been entered into the textbox fields (whether with Right-Click + Copy using the mouse, or Ctrl + C using the keyboard).

(03D) Anti-SQL Injection

- Textbox fields only take appropriate characters.
- Character limits imposed on all textboxes.
- Users are prevented from directly pasting characters into the textbox fields.
- Just in case SQL injection characters are somehow forced into the textboxes, code has been written that will strip the textbox contents of the aforementioned, before the values are put up for comparison.

(03E) Anti-Brute Force Entry

- Uppercase and lowercase letters for usernames and passwords enabled for Admin users, to discourage brute force penetration.
- Future update will include a 5-minute timeout after 3 failed login attempts.

(04) FREQUENTLY ASKED USER QUESTIONS:

(04A) “I can’t log in to EmpDTR!”

- First, make sure that you’re inputting the correct information (e.g. PRCs are 7 digits and are commonly preceded by one or more zeros).
- Next, check if you have a working Internet connection. If you’re using your smartphone, check that you have a strong signal (a 4G network-capable SIM is recommended).
- If you’re a relatively new employee, check with your Clinic Management Point-Of-Contact (CM POC) if you’re already enrolled into the EmpDTR database.
- Coordinate with your CM POC if you’re already enrolled into the EmpDTR database, but still can’t log in / log out onto EmpDTR.

(04B) “I logged myself out accidentally!”

- Just log yourself back in as quickly as possible. Your later - and last - logout for the day will automatically be considered your true logout.
- If necessary, you can provide your CM POC with a copy of your physical log sheet (signed by the guard on duty) for that specific date, so HR can make the necessary adjustments during salary computation.

(04C) “I accidentally logged myself in!”

- Just log yourself out as quickly as possible.
- If your accidental login time exceeds 20 minutes, you can provide your CM POC with a copy of your physical log sheet (signed by the guard on duty) for that specific date, so HR can make the necessary adjustments during salary computation.

(04D) “I accidentally logged myself in using the wrong BioID!”

- This is possible if you have multiple site assignments and, therefore, multiple BioIDs.
- Just log yourself out as quickly as possible, then log in using the correct BioID.
- If you came to this realization a little late, and as a result ended up more than 10 minutes late on your EmpDTR login, you can provide your CM POC with a copy of your physical log sheet (signed by the guard on duty) for that specific date, so HR can make the necessary adjustments during salary computation.

(04E) “I forgot to log out during my last shift!”

- This has now been addressed by programming in a ‘machine logout’ or ‘forced logout’ (as of **2018-04-01**). If an employee’s most recent login time exceeds 12 hours, he / she will be logged out automatically.

(04F) “I got a prompt saying I got logged in / out successfully, but I can’t see my login / logout record when I press the LogCheck button!”

- It takes a while for the login data to upload to the database, especially when using a phone. Just give it some time.
- You can try refreshing your browser.
- Coordinate with your Clinic Management POC if your login / logout still won’t show up after trying the above steps.

(05) FRIENDLY USER REMINDERS:

- Don't forget to log in at the start of the day, and log out before you leave.
- Don't forget to use the right BioID for the site where you'll be rendering a shift.
- If you're using your phone, don't forget to switch your Data to 'On' before logging in / logging out.
- Always sign in to your site's physical login sheet. It really comes in handy during contentions or correction requests.
- If you have any suggestions on improving the program's functionality, feel free to send me an email. Here's the address: lr Ramirez@aventusmedical.com.
- Enjoy using Employee Daily Time Record! (^_^)