ONLINE DTR GENERATOR MANUAL

ADD USER
(BIOMETRIC DEVICE)

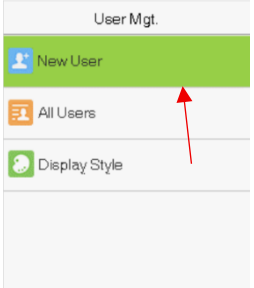
1. Select User Management on the main menu and select New User.

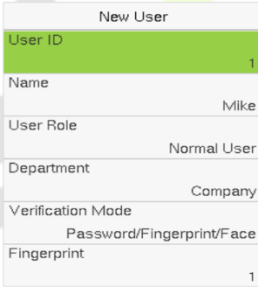
2. Enter the User ID and Name by selecting the respective options.

3. You can select department if you want to.

3. You can choose Fingerprint/Face recognition as verification.

4. Input other details if necessary.





Note:

1）A username can contain a maximum of 17 characters.

2）The user ID may contain 1-9 digits by default.

3）You can modify your ID only during the initial registration and can't be modified later.

4）The User ID cannot be duplicated. If there is a voice prompt for a duplicate User ID, then you need to choose another User ID that should be unique.

You can adjust other settings in the biometric device like sensitivity, time, shift, time format, date and others.

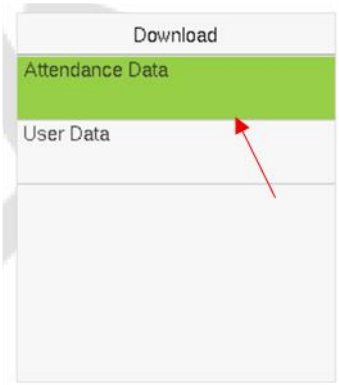
EXPORT DAT FILE
(BIOMETRIC DEVICE)

1. Insert **USB Device** in the USB port of the Biometric.

2. Access biometric device as Administrator.

3. Select **USB Manager** and select **Attendance Data** then download.

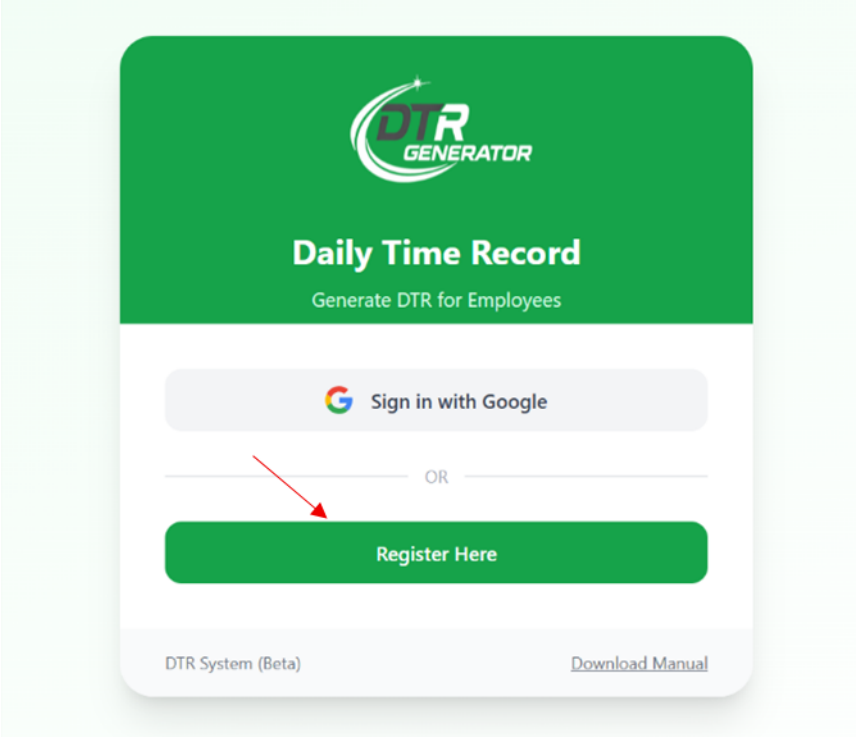
4. Wait for loading indicator for a successful download then remove USB device.

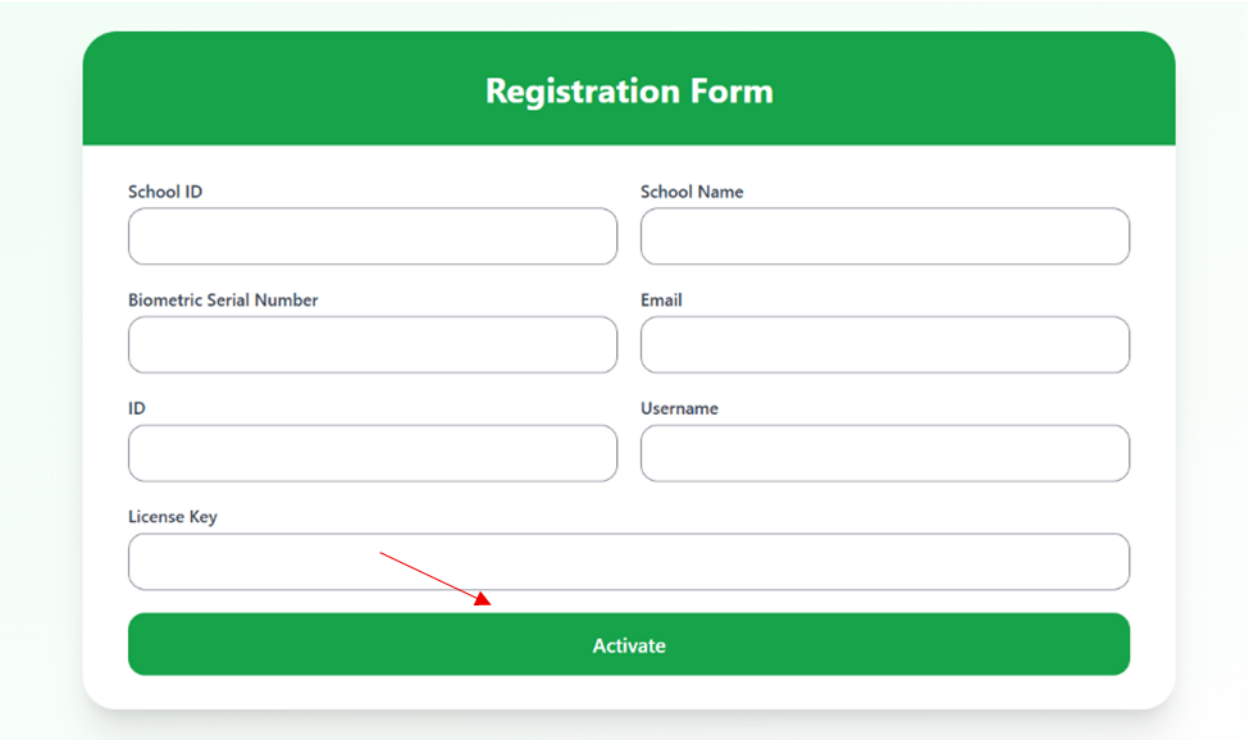


ADMINISTRATOR/ICT COORDINATOR
(ONLINE DTR GENERATOR)

1. REGISTER ACCOUNT

- On your browser open https://dtr.wltech.dev/ this will show you the login form. Click **register here** to redirect to registration form.

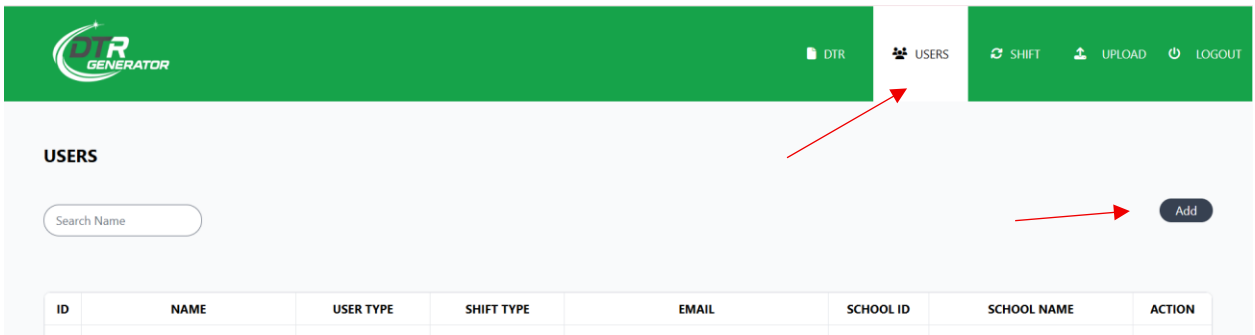




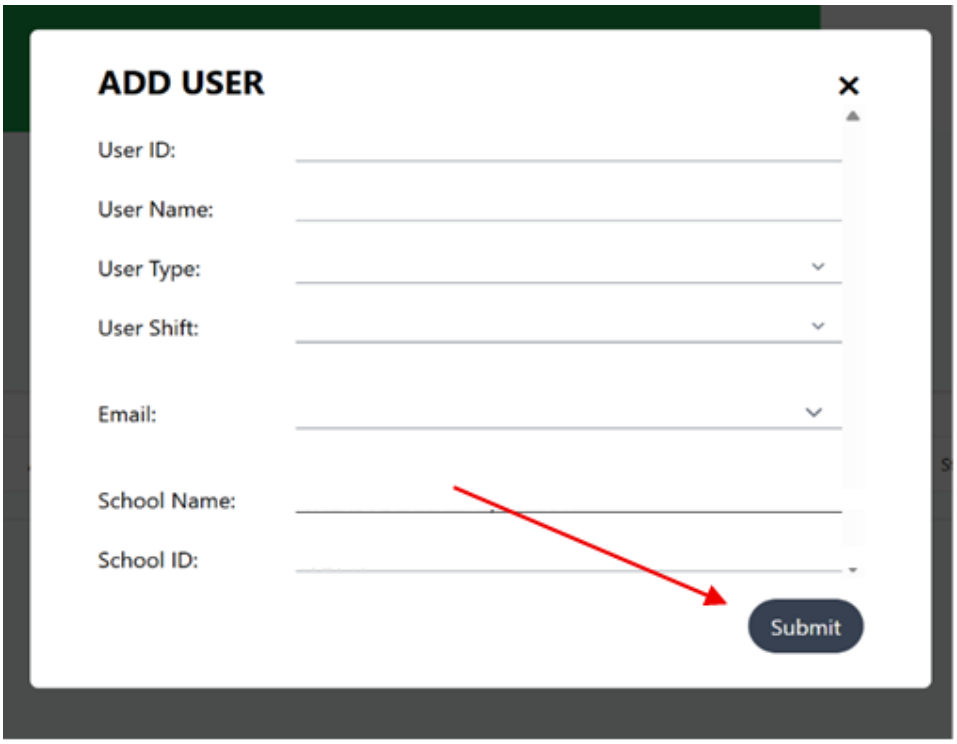
- Fill in the form then click activate. Once activated you will be redirected again to the log in form, sign in with google using the email used in the registration form.

2. REGISTER USERS/TEACHERS

- After logged in, the system will show navigation and the users page.
- Click the **users tab** and click **add button** at the right side of the users' page

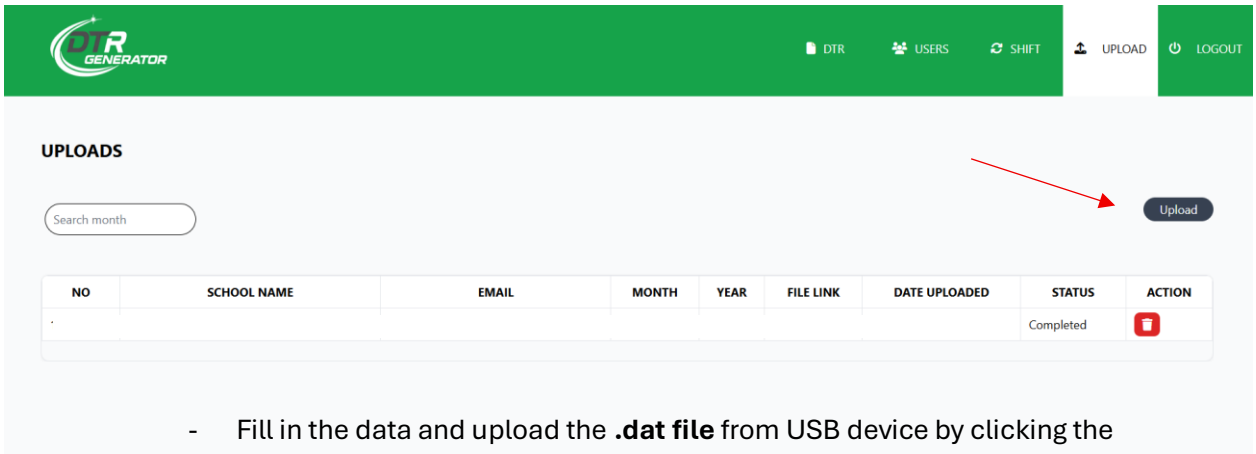


- Fill in users' data and click **submit button**

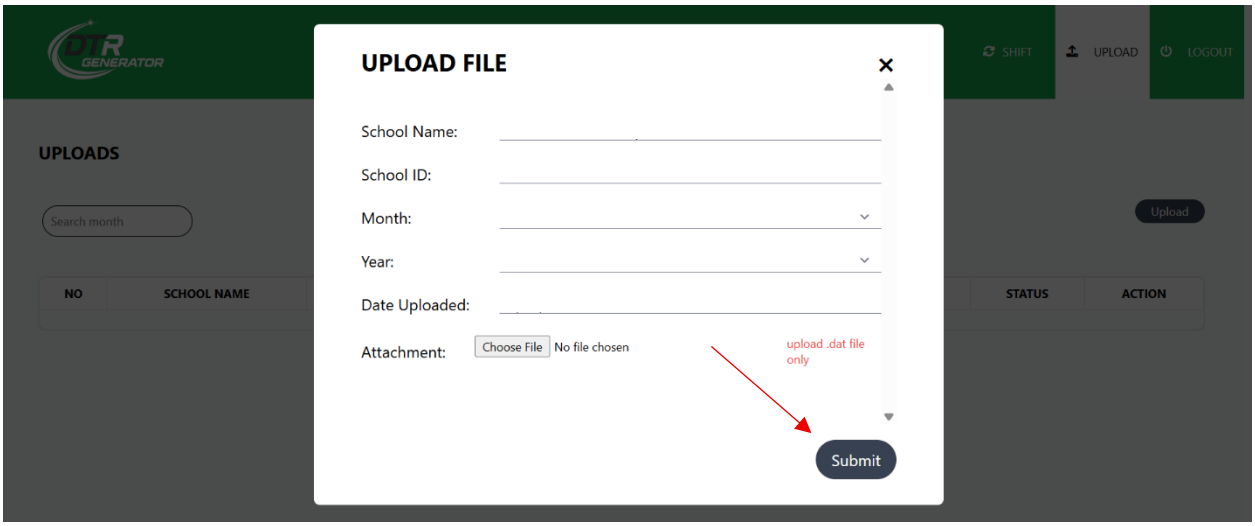


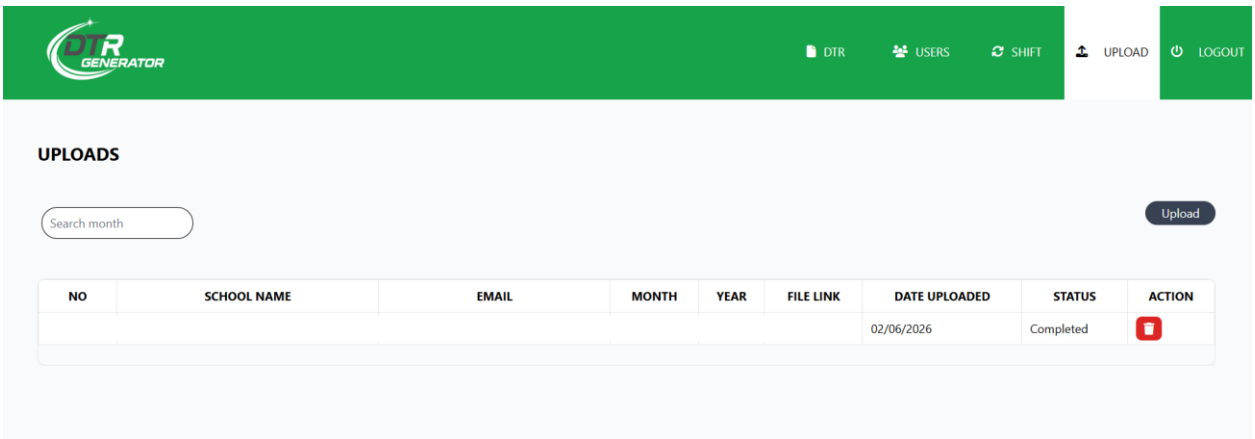
3. UPLOAD DAT FILE

- Click **upload tab** and click the **upload button** on the right side of the upload page



- Fill in the data and upload the **.dat file** from USB device by clicking the **choose file** and click **submit button**.

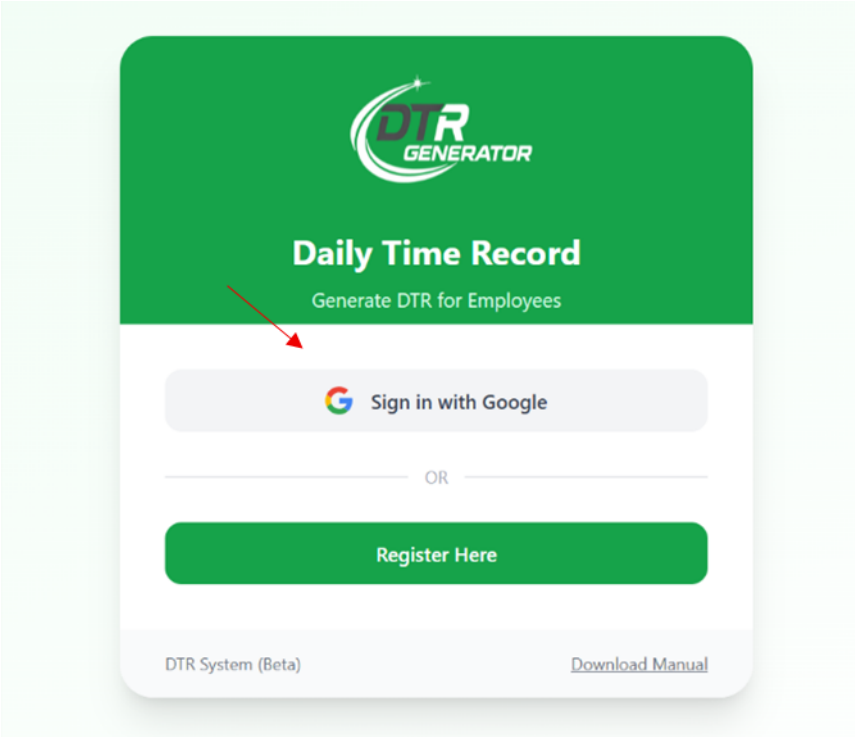




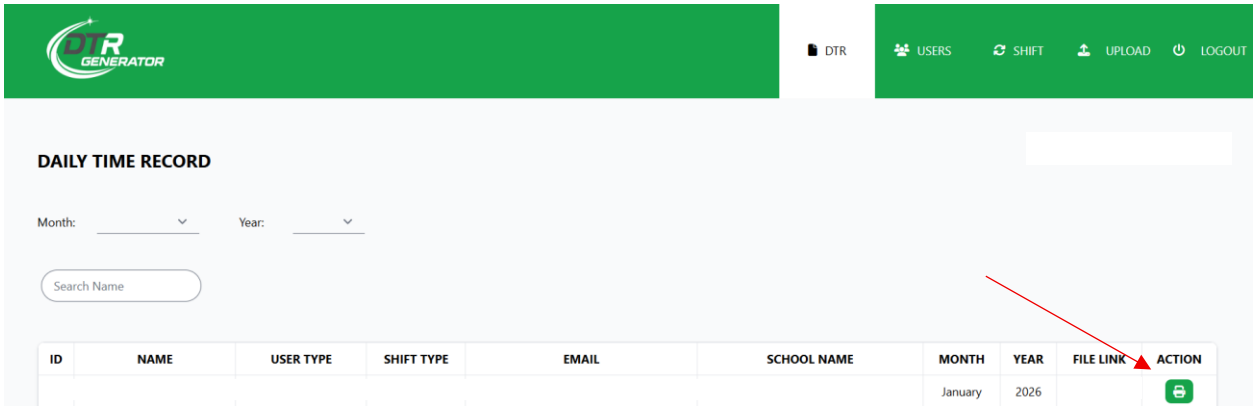
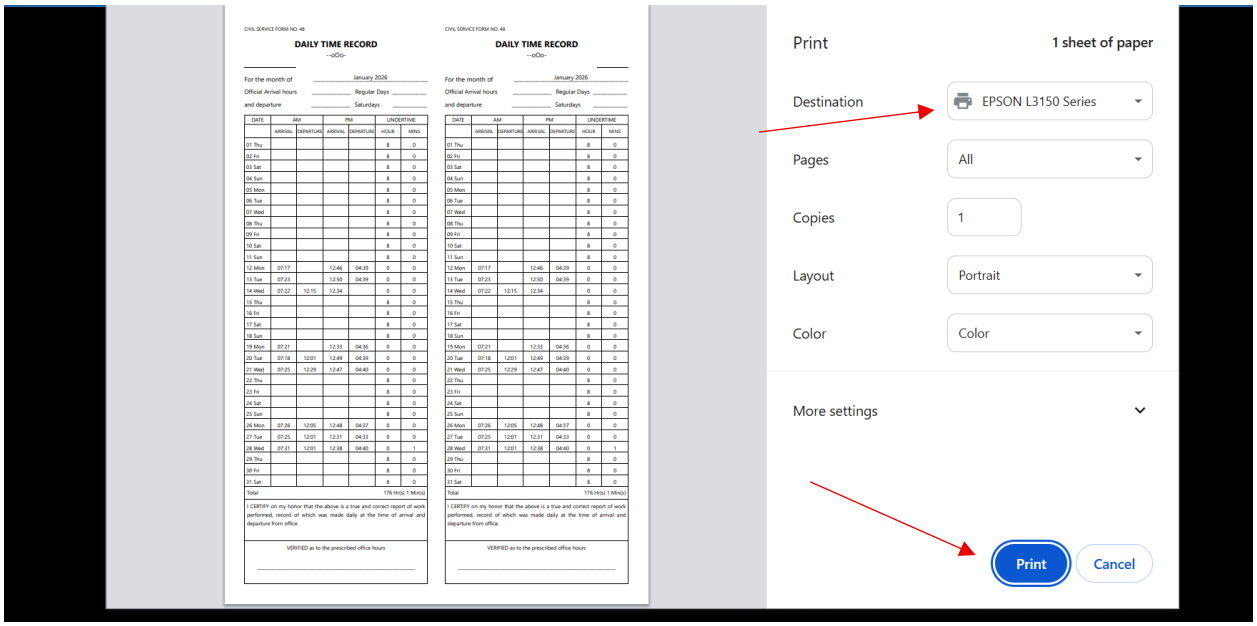
USER/TEACHER
(ONLINE DTR GENERATOR)

1. Login to Online DTR Generator

   - On your browser open https://dtr.wltech.dev/ use your email registered by the administrator/ict coordinator then click sign in with google.



2. PRINT DTR
   - Click the DTR tab and then click the print icon.



- Select printer name then click print button.