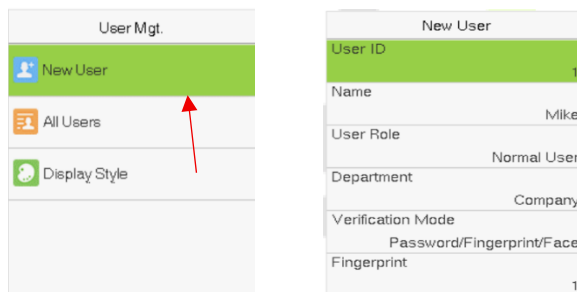


ONLINE DTR GENERATOR MANUAL

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.



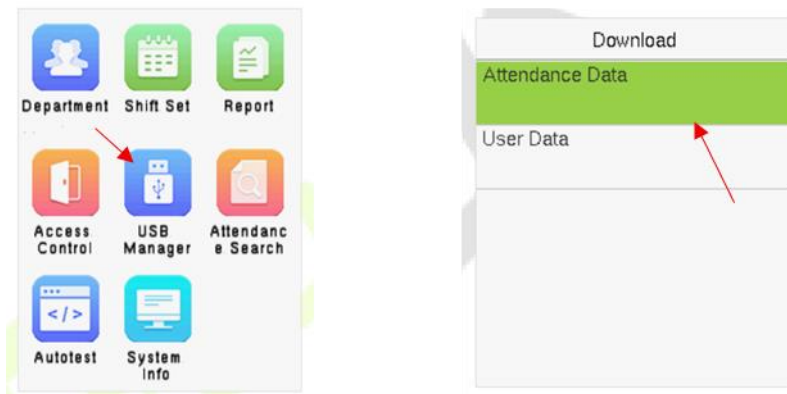
Note:

- 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)

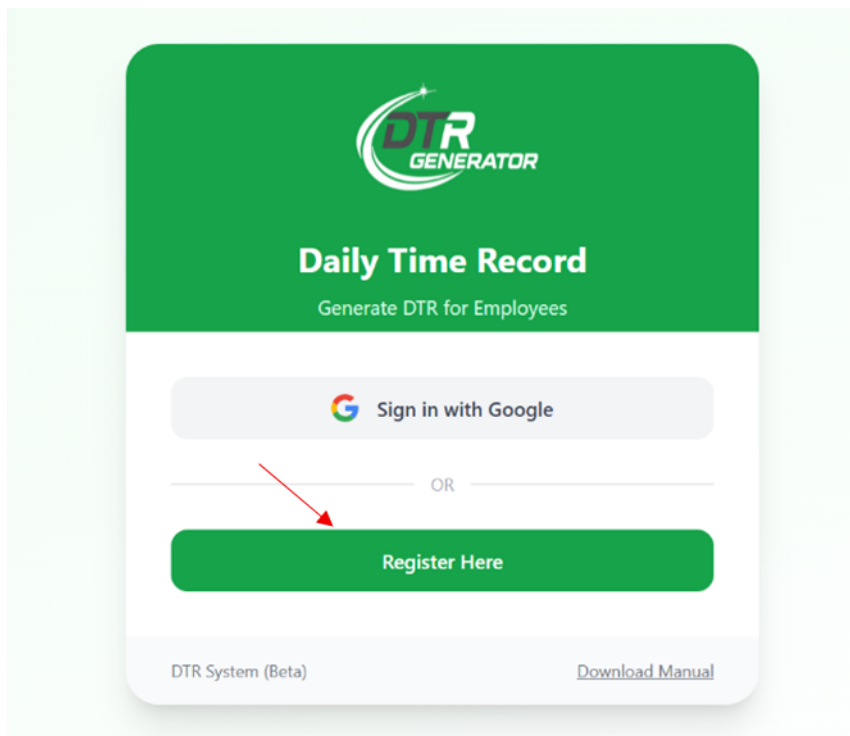
1. Insert **USB Device** in the USB port of the Biometric.
2. Access biometric device as Administrator.
3. Select **USB Manager** and select **Attendance Data** then download.
4. Wait for loading indicator for a successful download then remove USB device.



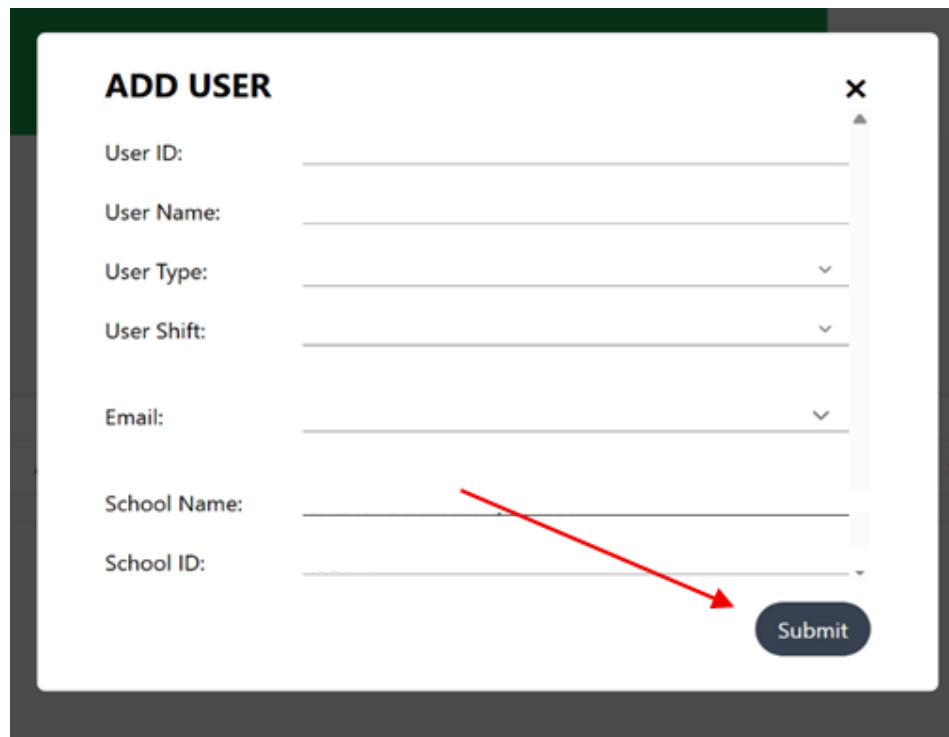
ADMINISTRATOR/ICT COORDINATOR (ONLINE DTR GENERATOR)

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 users' data and click **submit button**



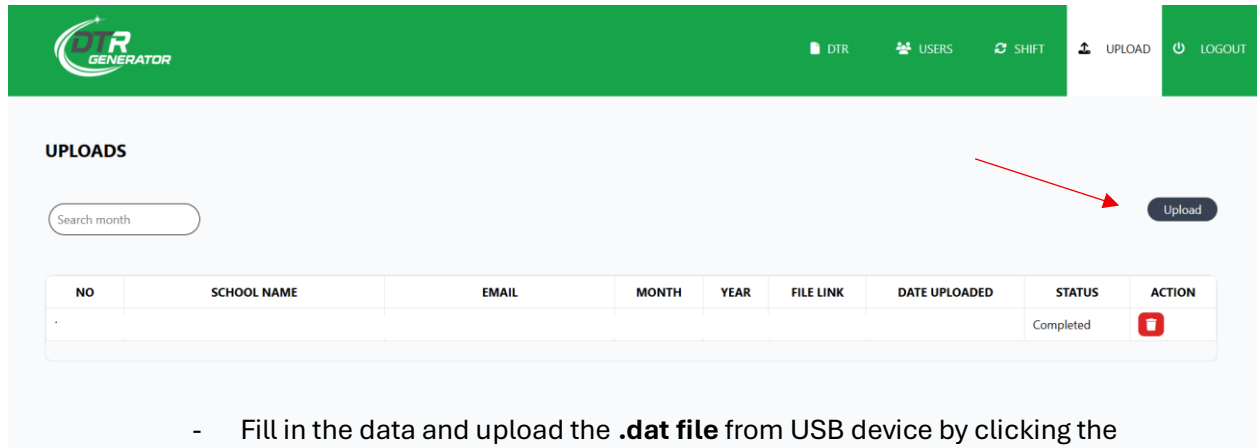
The image shows a modal window titled "ADD USER" with a close button (X) in the top right corner. The form contains the following fields:

- User ID:
- User Name:
- User Type:
- User Shift:
- Email:
- School Name:
- School ID:

A red arrow points from the "School Name" field to the "Submit" button, which is a dark blue rounded rectangle located at the bottom right of the form.

3. UPLOAD DAT FILE

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



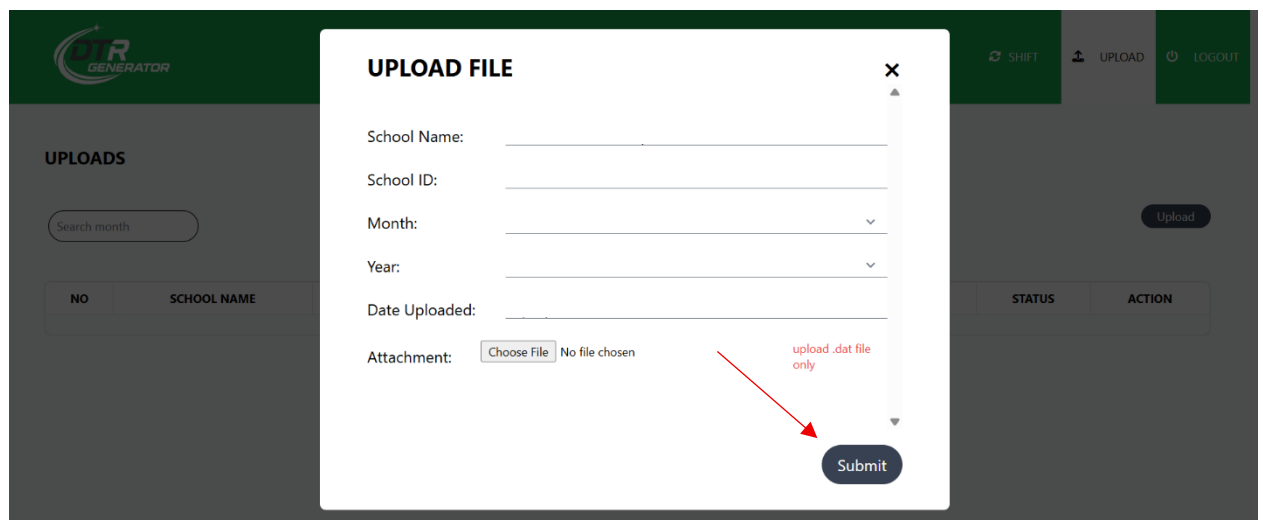
UPLOADS

Search month

Upload

NO	SCHOOL NAME	EMAIL	MONTH	YEAR	FILE LINK	DATE UPLOADED	STATUS	ACTION
							Completed	

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



UPLOAD FILE

School Name:

School ID:

Month:

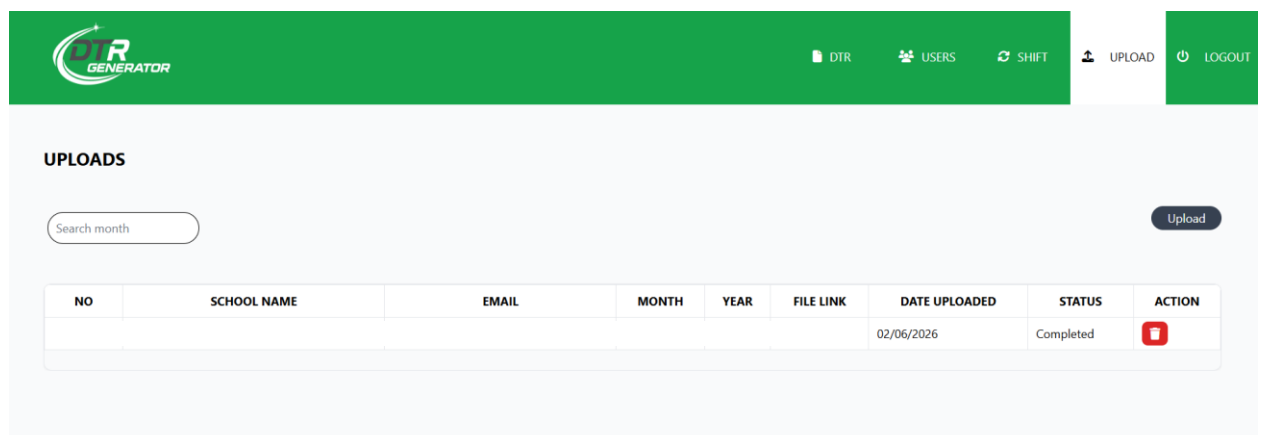
Year:

Date Uploaded:

Attachment: No file chosen

upload .dat file only

Submit



UPLOADS

Search month

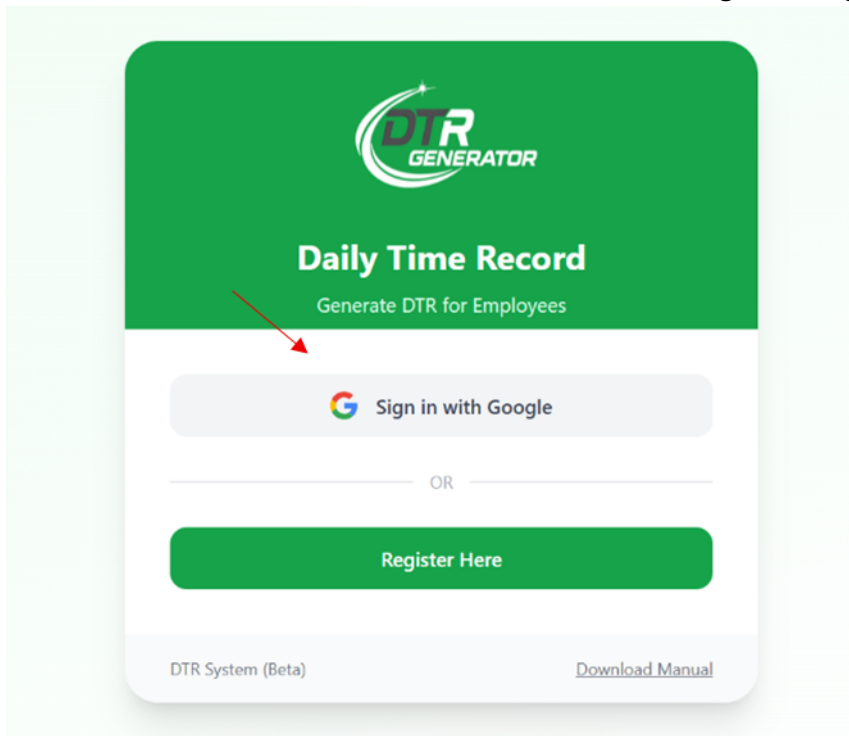
Upload

NO	SCHOOL NAME	EMAIL	MONTH	YEAR	FILE LINK	DATE UPLOADED	STATUS	ACTION
						02/06/2026	Completed	

USER/TEACHER (ONLINE DTR GENERATOR)

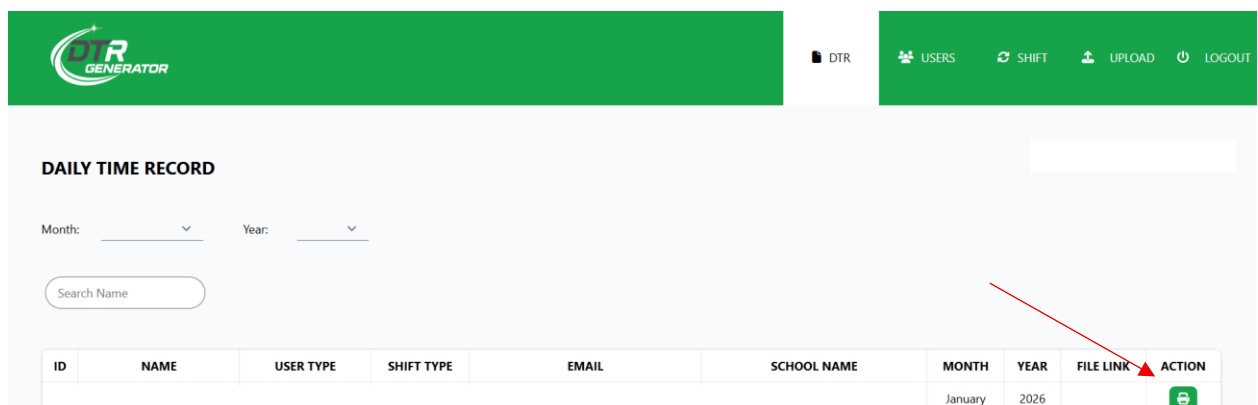
1. Login to Online DTR Generator

- 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.

CIVIL SERVICE FORM NO. 45

DAILY TIME RECORD

-<O>-

For the month of January 2025

Official Arrival hours Regular Days

and departure Saturdays

DATE	ARRIVAL	DEPARTURE	REGULAR	OVERTIME
01 Thu			8	0
02 Fri			8	0
03 Sat			8	0
04 Sun			8	0
05 Mon			8	0
06 Tue			8	0
07 Wed			8	0
08 Thu			8	0
09 Fri			8	0
10 Sat			8	0
11 Sun			8	0
12 Mon	07:17	12:46	04:30	0
13 Tue	07:23	12:58	04:35	0
14 Wed	07:22	12:54	0	0
15 Thu			8	0
16 Fri			8	0
17 Sat			8	0
18 Sun			8	0
19 Mon	07:21	12:53	04:30	0
20 Tue	07:18	12:51	04:35	0
21 Wed	07:25	12:59	04:40	0
22 Thu			8	0
23 Fri			8	0
24 Sat			8	0
25 Sun			8	0
26 Mon	07:08	12:08	04:00	0
27 Tue	07:23	12:31	04:08	0
28 Wed	07:21	12:35	04:15	0
29 Thu			8	0
30 Fri			8	0
31 Sat			8	0
Total			176 Hrs 1 Min	

CIVIL SERVICE FORM NO. 45

DAILY TIME RECORD

-<O>-

For the month of January 2025

Official Arrival hours Regular Days

and departure Saturdays

DATE	ARRIVAL	DEPARTURE	REGULAR	OVERTIME
01 Thu			8	0
02 Fri			8	0
03 Sat			8	0
04 Sun			8	0
05 Mon			8	0
06 Tue			8	0
07 Wed			8	0
08 Thu			8	0
09 Fri			8	0
10 Sat			8	0
11 Sun			8	0
12 Mon	07:17	12:46	04:30	0
13 Tue	07:23	12:58	04:35	0
14 Wed	07:22	12:54	0	0
15 Thu			8	0
16 Fri			8	0
17 Sat			8	0
18 Sun			8	0
19 Mon	07:21	12:53	04:30	0
20 Tue	07:18	12:51	04:35	0
21 Wed	07:25	12:59	04:40	0
22 Thu			8	0
23 Fri			8	0
24 Sat			8	0
25 Sun			8	0
26 Mon	07:08	12:08	04:00	0
27 Tue	07:23	12:31	04:08	0
28 Wed	07:21	12:35	04:15	0
29 Thu			8	0
30 Fri			8	0
31 Sat			8	0
Total			176 Hrs 1 Min	

Print

1 sheet of paper

Destination

EPSON L3150 Series

Pages

All

Copies

1

Layout

Portrait

Color

Color

More settings

Print

Cancel