



COUPLES FOR CHRIST

ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL



ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

TABLE OF CONTENTS

System Requirements	2
Installing Attendance Capture Software	3
Installing Java Runtime Environment	4
Attendance Capture Software Setup	7
Using Attendance Capture Software	8
Attendance Capture Software Modules	9
Update Members Details	10
Create New Activity	11
View Activity List	12
Attendance Capture	13
Two Ways To Record Attendance	15
View Attendees	16
Submit Attendance	17
Technical Support	19
Appendix	20
Attendance Capture Kit	20
Uninstall Software	21
How to Uncompress Files	22
RFID Reader Ordering Guidelines	23
RFID Reader Claiming Procedure	27
Warranty Claim Procedure	27

1. SYSTEM REQUIREMENTS

- In order to run and use the **Attendance Capture Software**, the following are required:
 - 1.1. Attendance Capture Software (ACS), and
 - 1.2. Java Runtime Environment (JRE version 1.7.0 or latest)
 - 1.3. Windows Operating System (XP to latest)
 - 1.4. Desktop or Laptop minimum and recommended requirements
 - Minimum System Requirements
 - CPU: 1GHz
 - Memory: 1GB
 - HDD: 100MB free
 - Recommended System Requirements
 - CPU: 2GHz
 - Memory: 2GB
 - HDD: 100MB free
 - 1.5. Internet Connection to:
 - Update Members Details
 - Submit Attendance
 - 1.6. RFID Reader (optional)
 - Plug-and-play
 - USB
 - Frequency: 13.56MHz
 - Reads the first 10 digits of RFID (not the last 8 digits)
 - Read only



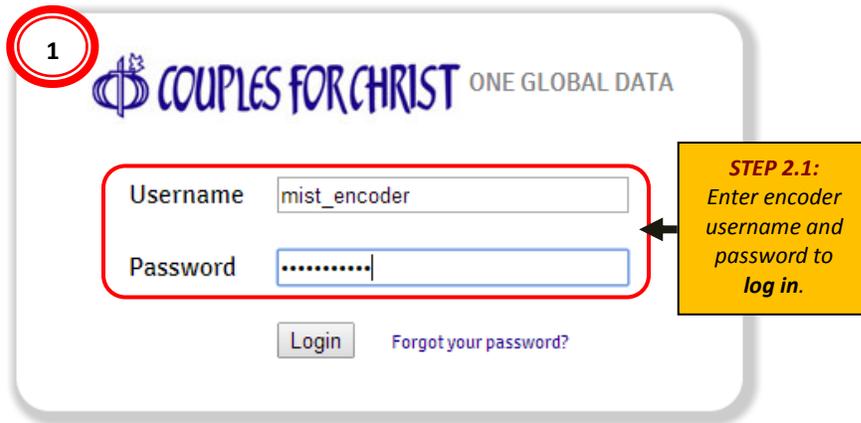
2. INSTALLING ATTENDANCE CAPTURE SOFTWARE

- In order to run the ACS properly, you need to download and install the software first.

2.1. Open your browser and log on to your ministry database.

- CFC: www.cfcglobaldata.com
- HOLD: www.holdinfosystem.com
- SFC: www.sfcinfosystem.com

Note: The software can only be downloaded using an ENCODER account.



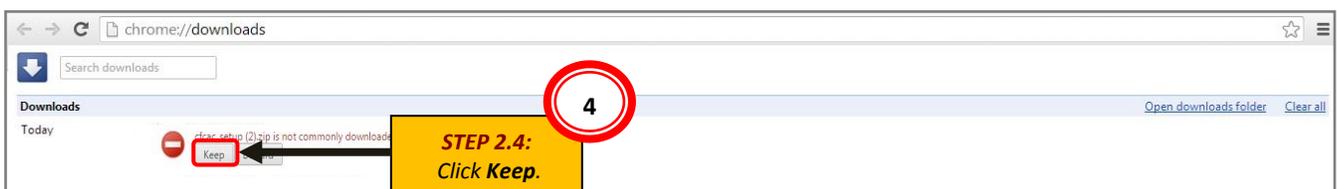
2.2. Once logged in, click the **Activities** tab.

2.3. On the upper-right side of the screen, click **Download Attendance Capture Software** download link.

Note: The software will only run properly on a Windows OS (XP to latest).

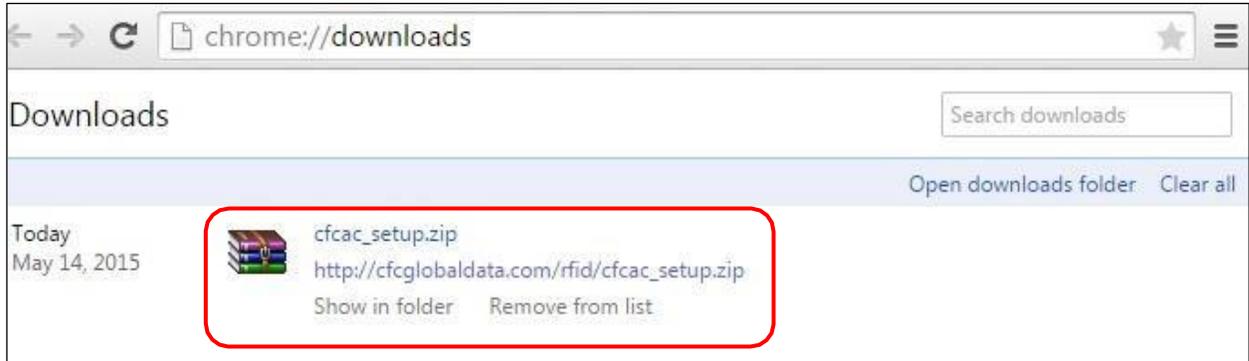


2.4. Some browsers may flash a warning message that “cfcac_setup.zip is not commonly downloaded and could be dangerous” or an equivalent message, please click **Keep** to continue saving the file.



ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

- 2.5 Locate and uncompress the downloaded file (cfcac_setup.zip).
If you don't know how to uncompress zipped file, please refer to **Appendix C**.
- If you are using Internet Explorer, Mozilla Firefox, or Google Chrome, you may press **CTRL + J** to view the list of downloaded files. Or you may use Windows Explorer to locate the file.

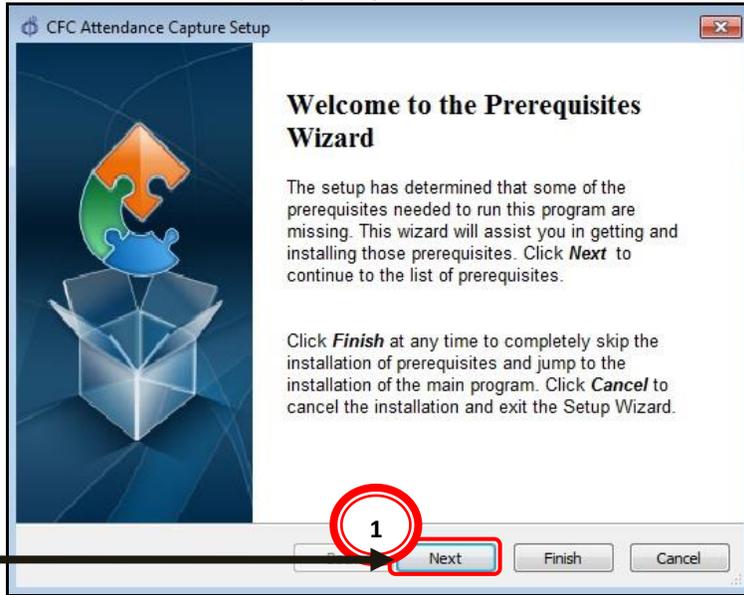


3. INSTALLING JAVA RUNTIME ENVIRONMENT (JRE)

- This step is only for those who don't have JRE installed in your computer. Upon installation of the **Attendance Capture Software**, you will be prompted by the Prerequisites Wizard to install JRE.
 - If you are having problems installing JRE, you may download JRE installer at the following link: <http://www.java.com/en/download/manual.jsp>
 - Note that 64-bit operating systems require the 64-bit JRE installer.
- 3.1. Click **Next** to see list of prerequisites.

Note: Java Runtime Environment (JRE) is required to run the Attendance Capture Software.

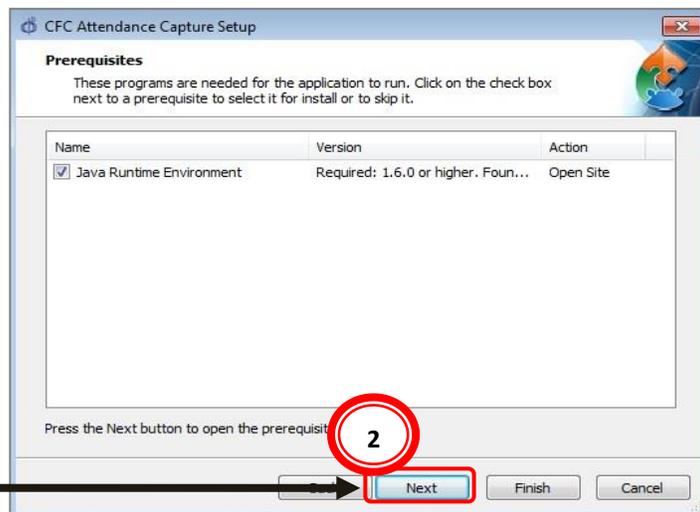
STEP 3.1:
Click **Next** to see list.



- 3.2. Click **Next** to access download page of the prerequisite.

Note: The system automatically checks the needed prerequisite (in this case, Java Runtime Environment). Please DO NOT uncheck it. THIS REQUIRES ACTIVE INTERNET CONNECTION.

STEP 3.2:
Click **Next** to access download page.

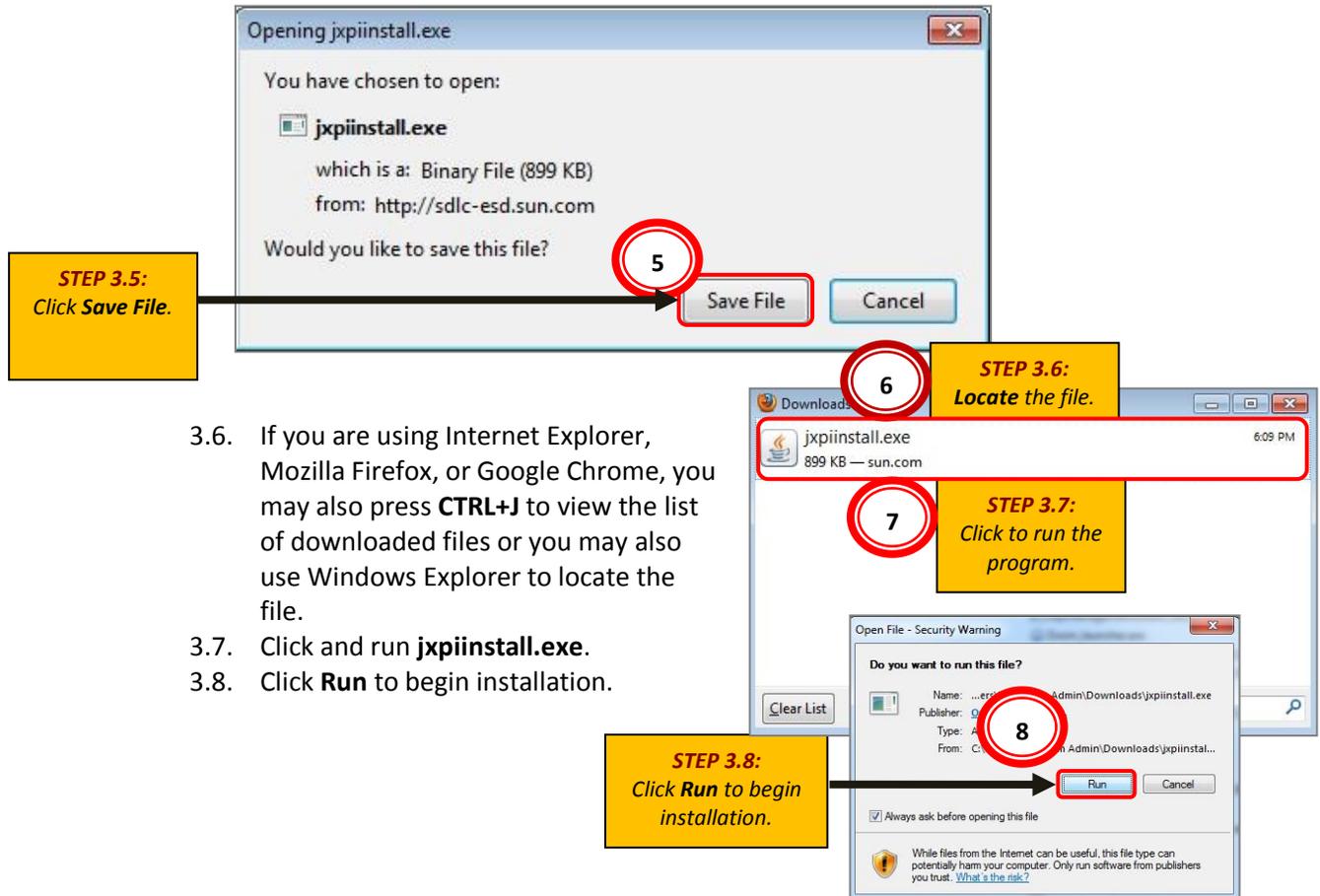


ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

- 3.3. Click **Free Java Download**.
- 3.4. Click **Agree and Start Free Download**.



- 3.5. Save the file and locate the downloaded file.



- 3.6. If you are using Internet Explorer, Mozilla Firefox, or Google Chrome, you may also press **CTRL+J** to view the list of downloaded files or you may also use Windows Explorer to locate the file.
- 3.7. Click and run **jxpiinstall.exe**.
- 3.8. Click **Run** to begin installation.

ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

3.9. Click **Install** to start downloading the process. It may take a while depending on the speed of your internet connection



The screenshot shows the 'Java Setup - Welcome' window. At the bottom right, the 'Install >' button is circled in red with the number '10' next to it. To the right of the window, a yellow callout box with an arrow pointing to a red circle containing the number '9' contains the text: 'STEP 3.10: This process will appear. Wait to finish progress bar'. Below the main window, another yellow callout box with an arrow pointing to the 'Install >' button contains the text: 'STEP 3.9: Click **Install** to begin installation.'

3.10. After successfully downloading the necessary files, Java Setup will automatically proceed with the installation proper.

3.11. After the installation, click Close to exit.



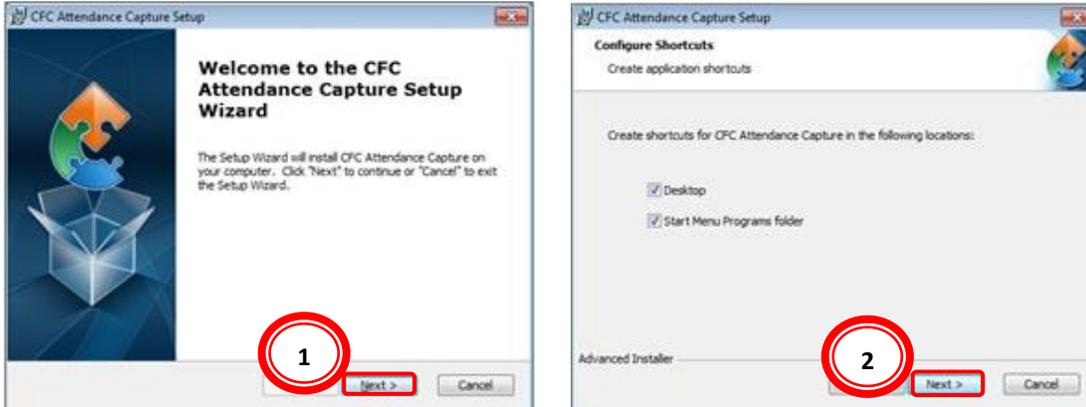
The screenshot shows the 'Java Setup - Progress' window. The status bar indicates 'Installing Java' with a progress bar. The main content area features the text '3 Billion Devices Run Java' and lists various devices like Computers, Printers, Routers, Cell Phones, BlackBerry, Kindle, Parking Meters, Public Transportation Passes, ATMs, Credit Cards, Home Security Systems, Cable Boxes, and TVs. The Oracle logo is at the bottom.



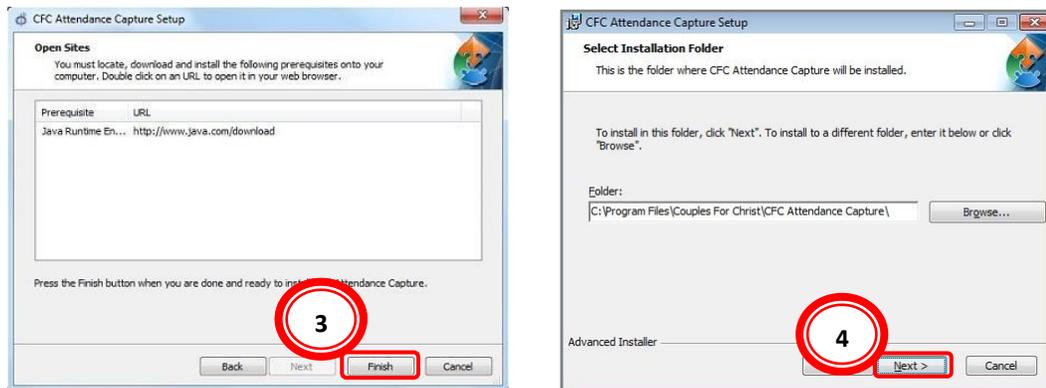
The screenshot shows the 'Java Setup - Complete' window. A green checkmark icon is followed by the text 'You have successfully installed Java'. Below this, there are instructions about updates and how to verify Java is working. At the bottom right, the 'Close' button is circled in red with the number '12' next to it. To the right of the window, a yellow callout box with an arrow pointing to the 'Close' button contains the text: 'STEP 3.12: Click **Close** to exit.'

4. ATTENDANCE CAPTURE SOFTWARE SETUP

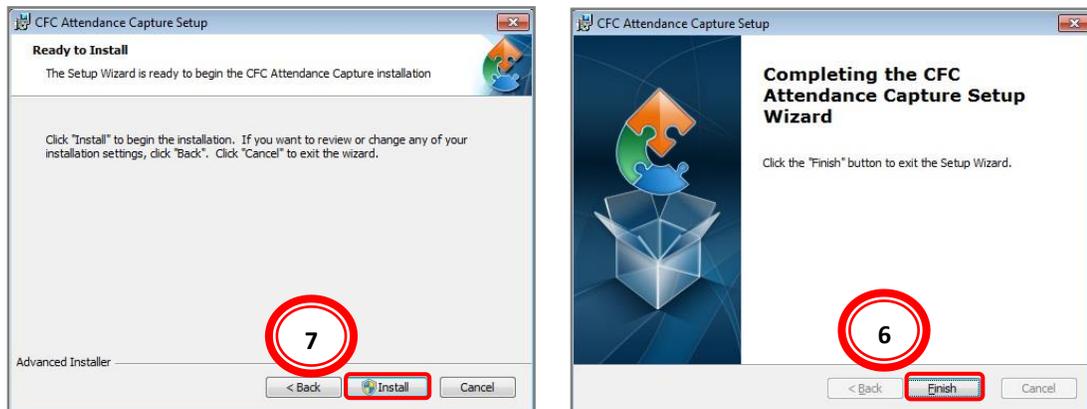
- 4.1. After successful installation of JRE, click **Finish** to proceed to the installation of the Attendance Capture Software. Skip this step if you have JRE pre-installed in your computer.
- 4.2. Click **Next**.



- 4.3. Choose the location where you want to create shortcuts for the ACS. By default, both **Desktop** and **Start Menu** are selected. Click **Next** to continue.
- 4.4. Default installation folder is C:\Program Files\Couples for Christ\CFC **Attendance Capture**\. If you want to install to a difference folder, enter it or click "Browse". Choose **Next**.

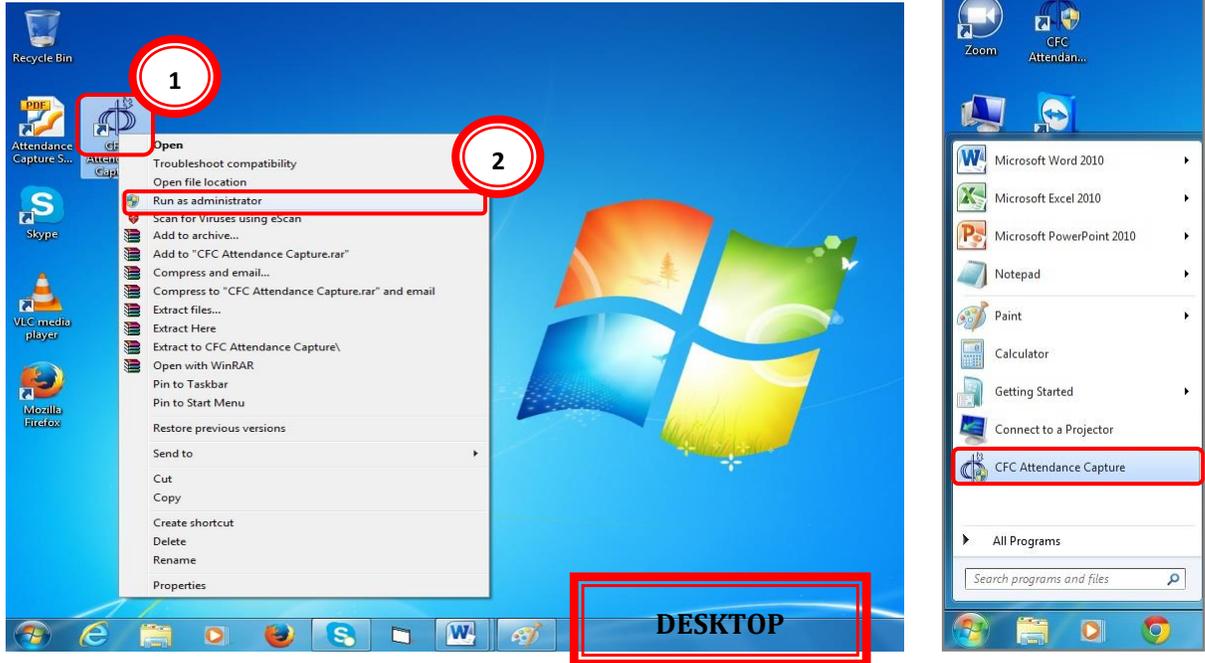


- 4.5. Click **Install** to begin software installation.
- 4.6. Once set up is complete, click **Finish** to exit.



5. USING THE ATTENDANCE CAPTURE SOFTWARE

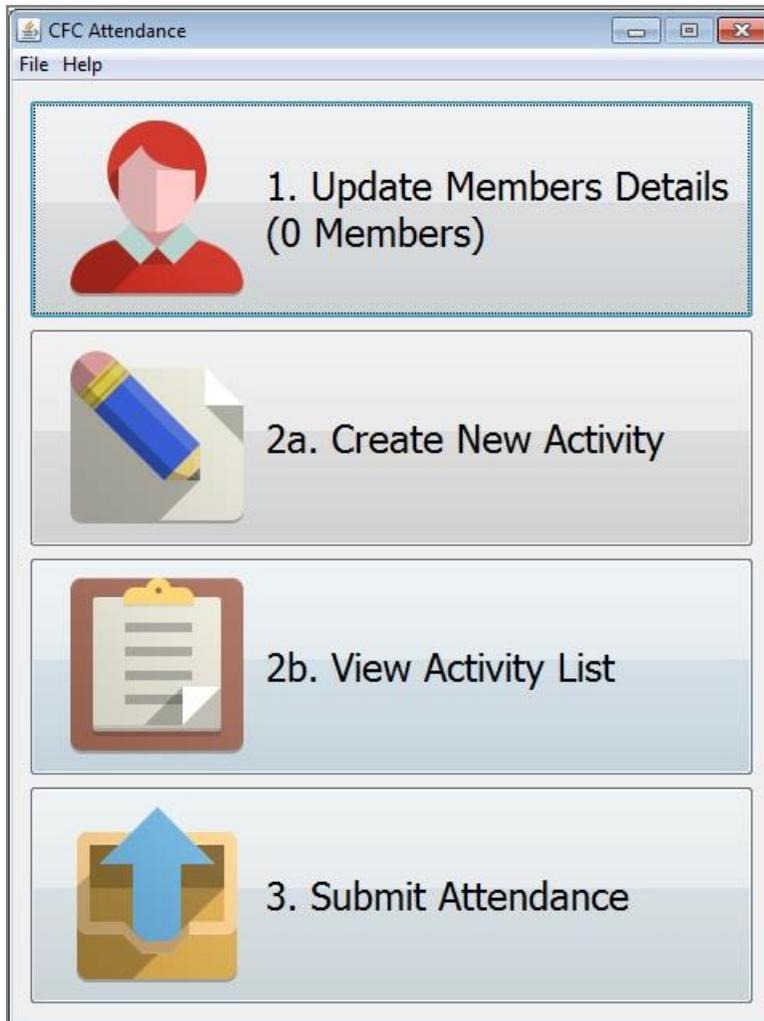
- 5.1. Go to your **Desktop** or click the **Start Menu** and look for the **CFC Attendance Capture** icon.
- 5.2. Right-click the icon click **Run as Administrator** to run the program.



Note: When running the system for the first time, the system will prompt a warning that a database file cannot be located. Click YES to create a new database file.



6. ATTENDANCE CAPTURE SOFTWARE MODULES



Get the latest members' list from the selected database.

Create new activity for attendance capture.

View/edit previously saved activities.

Upload attendance to the ministry database.

Important Notes:

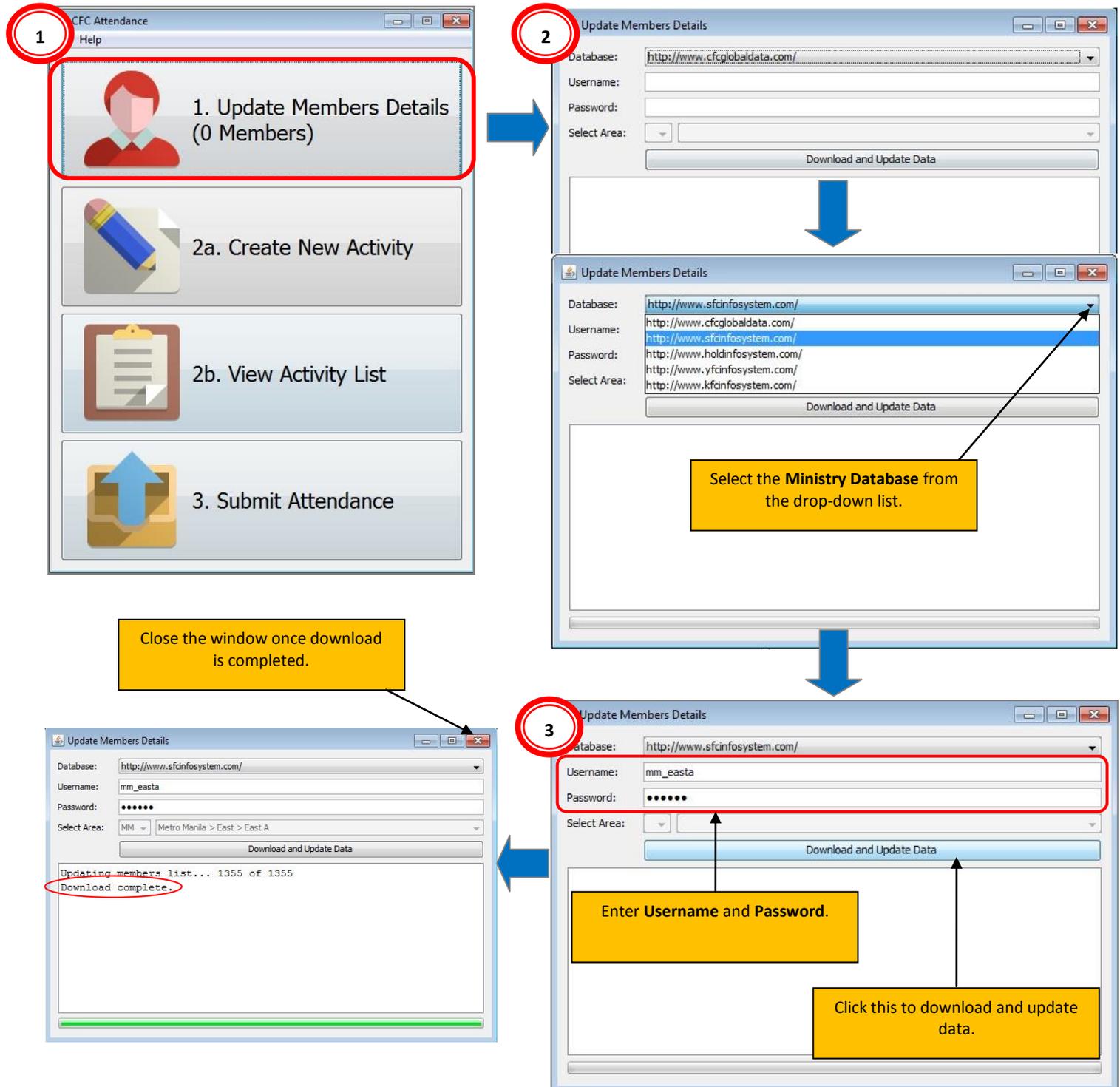
1. The modules are numbered in order. That means an activity cannot be created if there are no members yet. In the same manner, one cannot upload an attendance without first creating an activity.
2. Internet connection is needed for the following modules:
 - **Update Members Details**
 - **Submit Attendance**
3. Only an **encoder** account can download and update members' details and submit attendance.

6.1. UPDATE MEMBERS DETAILS

6.1.1. Click **Update Members Details** from the Main Menu.

6.1.2. Select the **Ministry Database** from the drop-down list.

6.1.3. Enter **Username** and **Password**, and then click **Download and Update Data**.



6.2. CREATE NEW ACTIVITY

6.2.1. Click **Create New Activity** from the Main Menu.

6.2.2. Enter **Activity Name** and **Venue**.

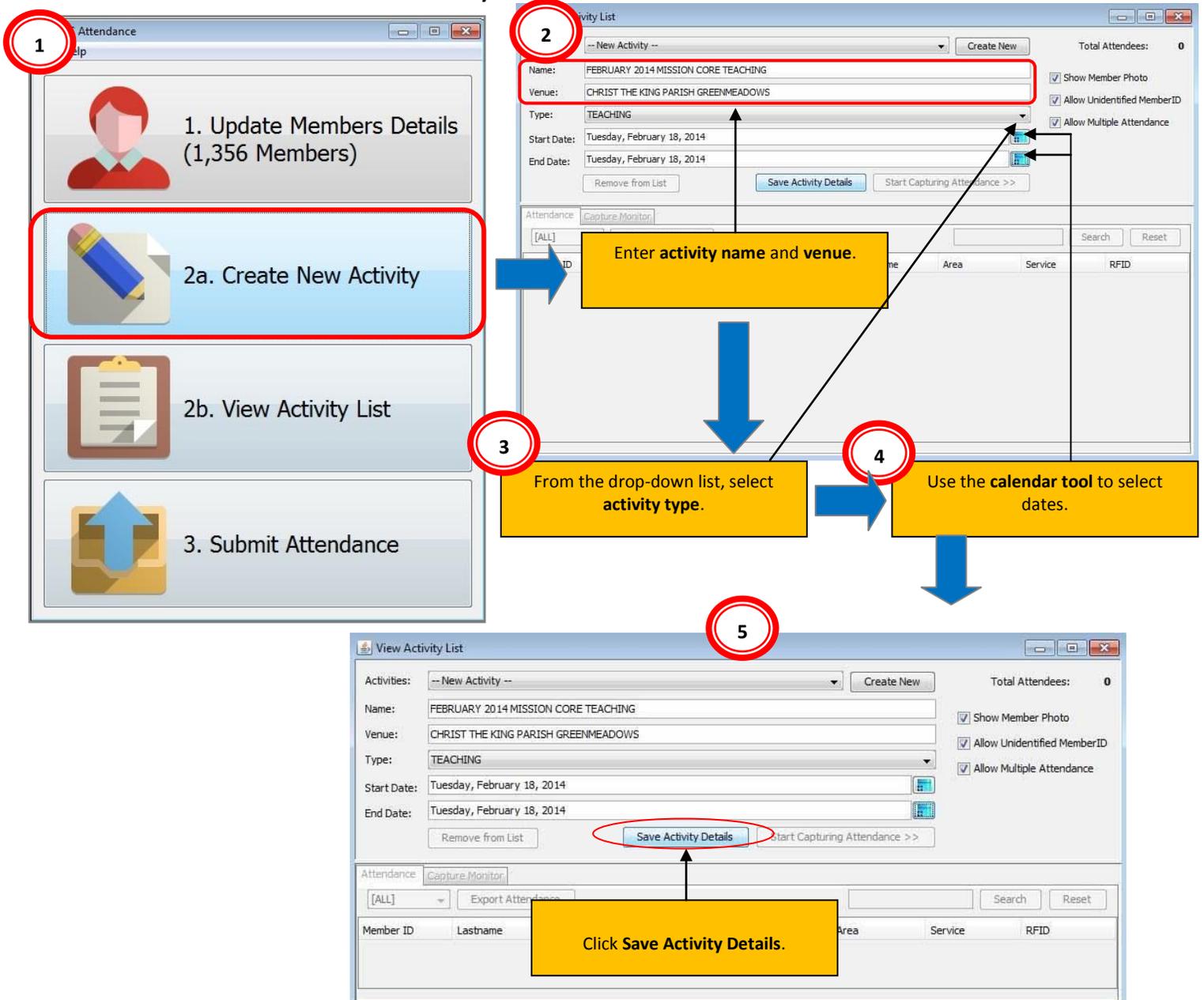
- *Note:* Make sure to enter At least 60 characters only per text box to avoid uploading error.

6.2.3. Select **Activity Type** from the drop-down list.

6.2.4. Use the **Calendar Tool** to select the **Start Date** and **End Date**.

- *Note:* When uploading activity attendance from different computers (multiple setup), entries in the following fields must be the same so that the Members Management Database (MMD) can merge the details into one activity: **Ministry Database, Activity Name, Venue, Type, Start Date, End Date.**

6.2.5. Click **Save Activity Details**.



1 Attendance
1. Update Members Details (1,356 Members)

2a. Create New Activity

2b. View Activity List

3. Submit Attendance

2 Enter activity name and venue.

3 From the drop-down list, select activity type.

4 Use the calendar tool to select dates.

5 Click Save Activity Details.

Activity List

Activities: -- New Activity -- Create New Total Attendees: 0

Name: FEBRUARY 2014 MISSION CORE TEACHING

Venue: CHRIST THE KING PARISH GREENMEADOWS

Type: TEACHING

Start Date: Tuesday, February 18, 2014

End Date: Tuesday, February 18, 2014

Remove from List Save Activity Details Start Capturing Attendance >>

Attendance: Capture Monitor

[ALL] Search Reset

Member ID Lastname Area Service RFID

View Activity List

Activities: -- New Activity -- Create New Total Attendees: 0

Name: FEBRUARY 2014 MISSION CORE TEACHING

Venue: CHRIST THE KING PARISH GREENMEADOWS

Type: TEACHING

Start Date: Tuesday, February 18, 2014

End Date: Tuesday, February 18, 2014

Remove from List Save Activity Details Start Capturing Attendance >>

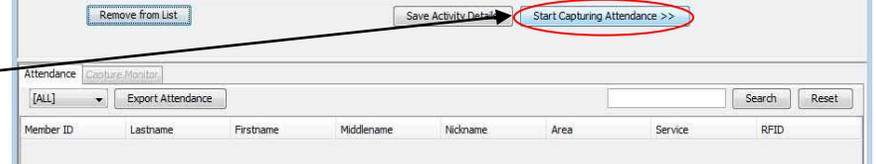
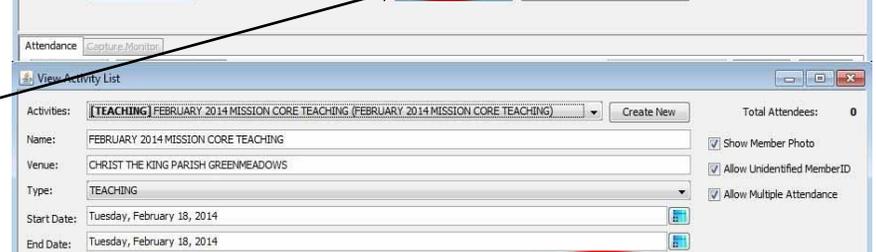
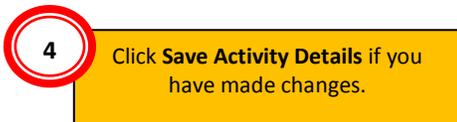
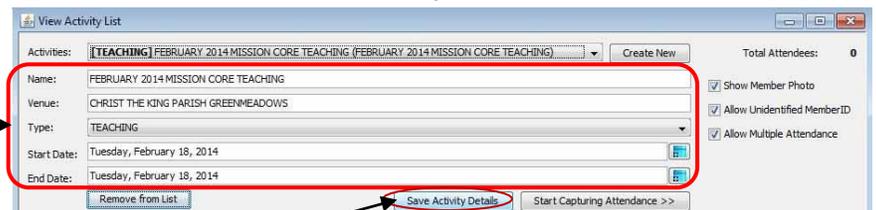
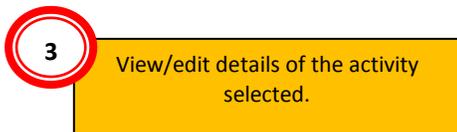
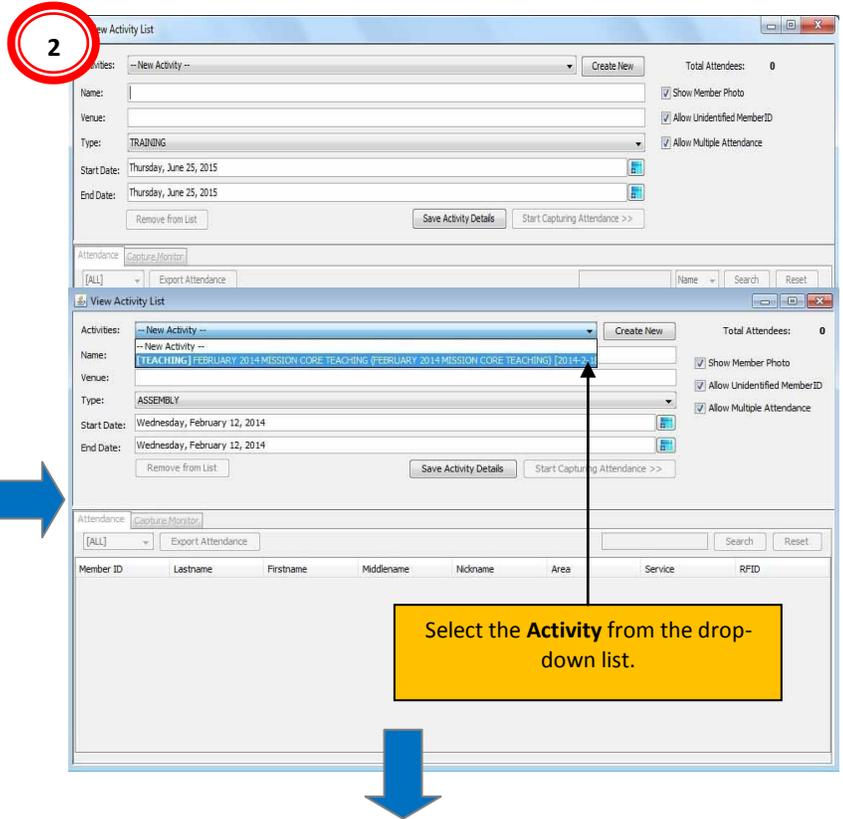
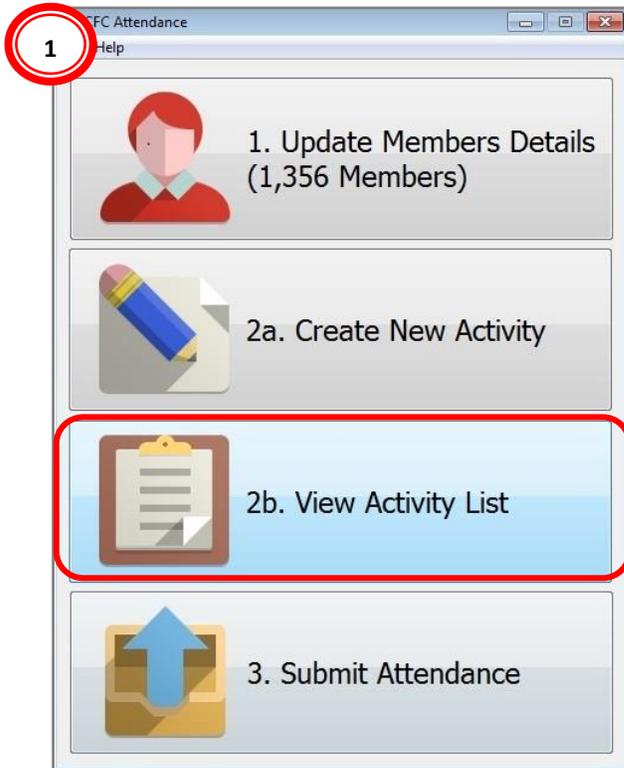
Attendance: Capture Monitor

[ALL] Export Attendance Search Reset

Member ID Lastname Area Service RFID

6.3. VIEW ACTIVITY LIST

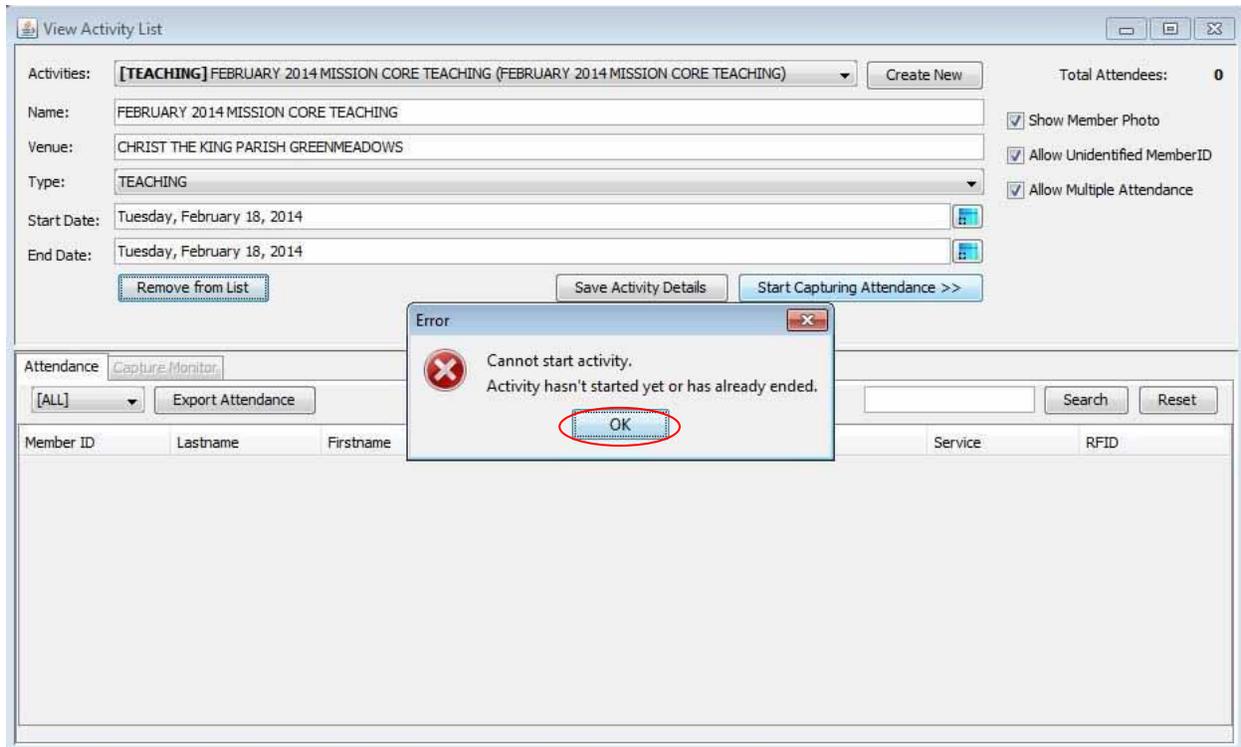
- 6.3.1. Click **View Activity List** from the Main Menu.
- 6.3.2. Select the **Activity** you would like to view/edit from the drop-down list.
- 6.3.3. The activity record will be displayed and the details can be edited.
- 6.3.4. Click **Save Activity Details** if you want to apply changes or exit windows to discard.
- 6.3.5. Click **Start Capturing Attendance** to begin attendance recording.



Attendance Capture

Important Note:

You cannot capture the attendance for an activity that has already ended or has yet to begin. Click **OK** to close the error message that appears.

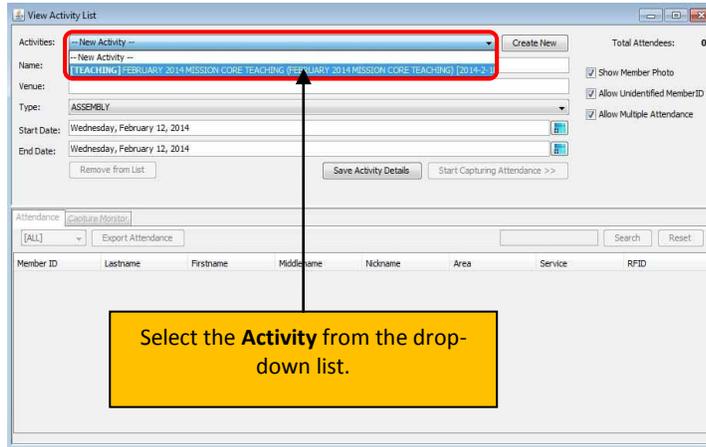


Once you click **Start Capturing Attendance**, this window will appear:

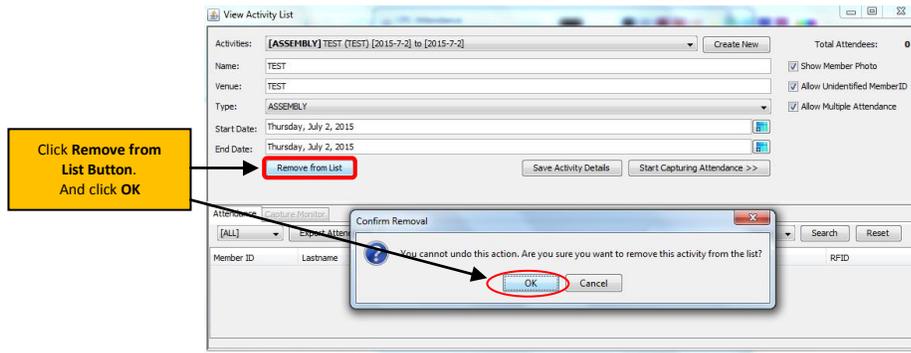


Remove Activity from List

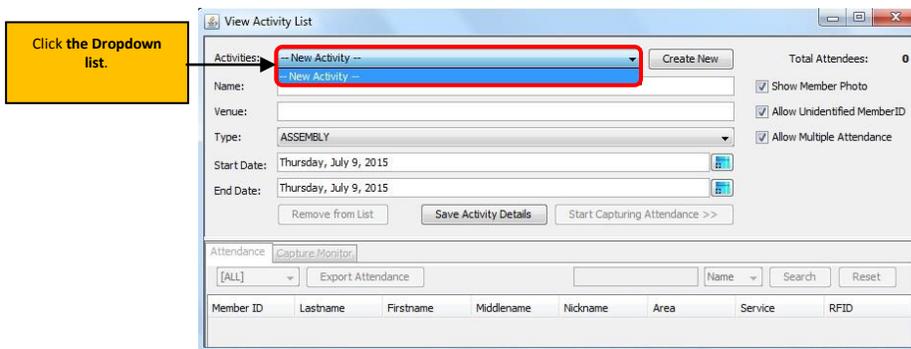
1. Select the name of activity that you wish to remove from the list.



2. Click **Remove from List** button.
3. Click OK to remove the selected activity from the List.



4. Click the dropdown list again to verify if the selected activity is removed.



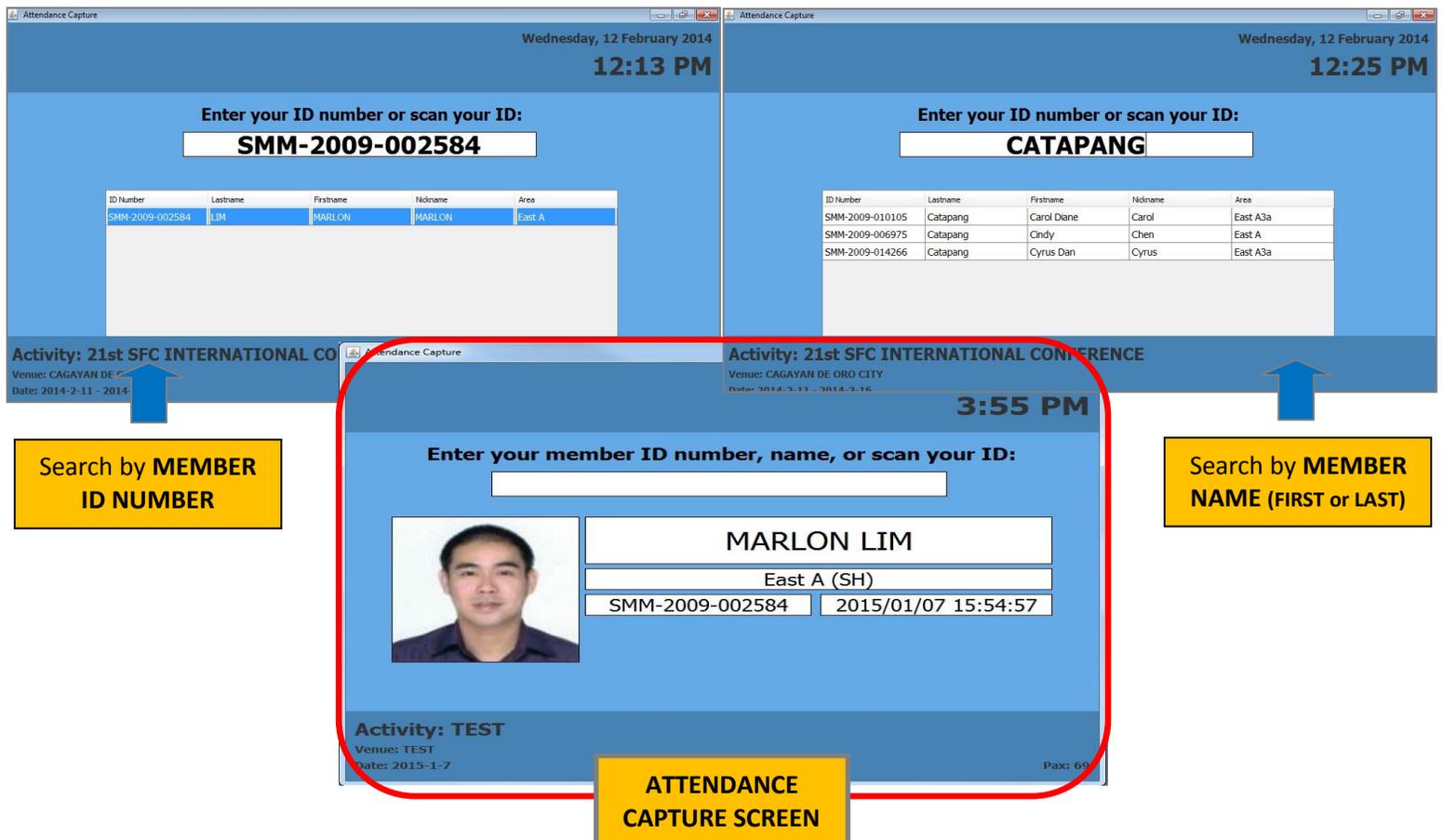
Two Ways to Record Attendance

1. Scan via RFID Reader

- Connect the RFID reader to your computer.
- Scan the RFID and the member attendance will automatically be saved.

2. Manual Search

- Enter any of the following:
 - Member ID Number
 - First Name
 - Last Name
- Double click the details of the member you would like to add in the list of attendees.



Wednesday, 12 February 2014
12:13 PM

Enter your ID number or scan your ID:
SMM-2009-002584

ID Number	Lastname	Firstname	Nickname	Area
SMM-2009-002584	LIM	MARLON	MARLON	East A

Activity: 21st SFC INTERNATIONAL CONFERENCE
Venue: CAGAYAN DE ORO CITY
Date: 2014-2-11 - 2014-2-16

Wednesday, 12 February 2014
12:25 PM

Enter your ID number or scan your ID:
CATAPANG

ID Number	Lastname	Firstname	Nickname	Area
SMM-2009-010105	Catapang	Carol Diane	Carol	East A3a
SMM-2009-006975	Catapang	Cindy	Chen	East A
SMM-2009-014266	Catapang	Cyrus Dan	Cyrus	East A3a

Activity: 21st SFC INTERNATIONAL CONFERENCE
Venue: CAGAYAN DE ORO CITY
Date: 2014-2-11 - 2014-2-16

3:55 PM

Enter your member ID number, name, or scan your ID:



MARLON LIM

East A (SH)

SMM-2009-002584 2015/01/07 15:54:57

Activity: TEST
Venue: TEST
Date: 2015-1-7

Pax: 69

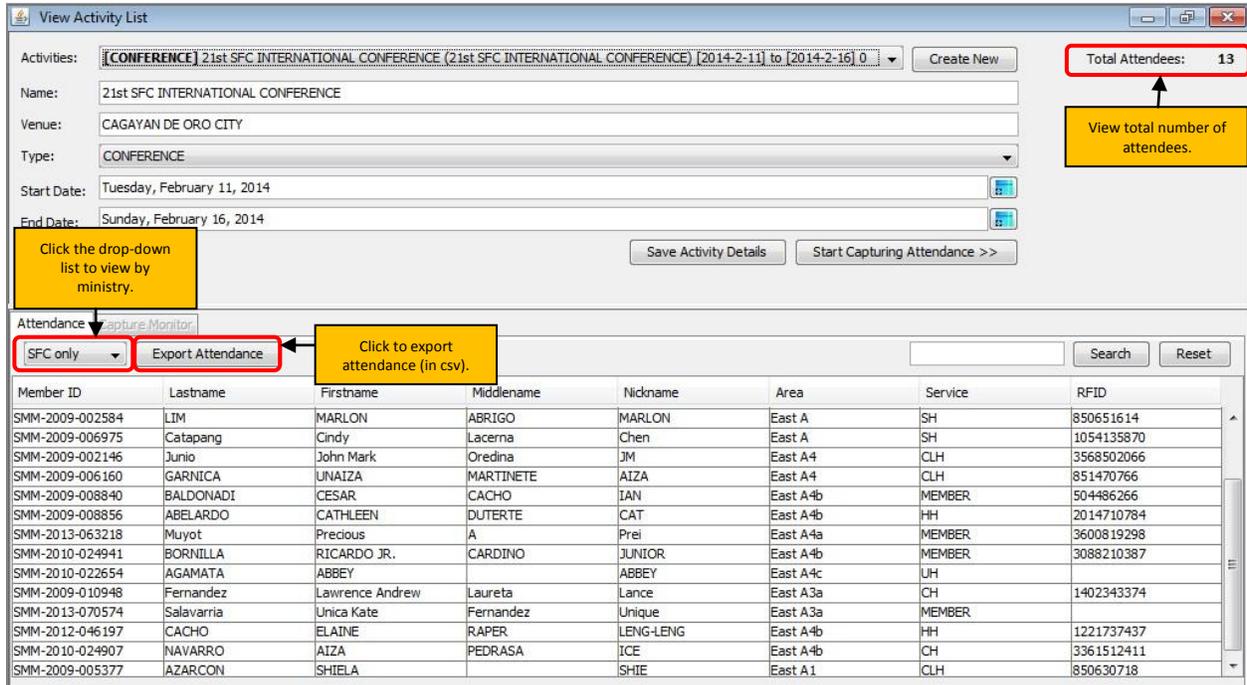
Search by MEMBER ID NUMBER

Search by MEMBER NAME (FIRST or LAST)

ATTENDANCE CAPTURE SCREEN

View Attendees

- Once the event has ended, click the  button to close the screen.
- The list of attendees can be viewed in the **View Activity List** window.



Click the drop-down list to view by ministry.

Click to export attendance (in csv).

Total Attendees: 13

View total number of attendees.

Member ID	Lastname	Firstname	Middlename	Nickname	Area	Service	RFID
SMM-2009-002584	LIM	MARLON	ABRIGO	MARLON	East A	SH	850651614
SMM-2009-006975	Catapang	Cindy	Lacerna	Chen	East A	SH	1054135870
SMM-2009-002146	Junio	John Mark	Oredina	JM	East A4	CLH	3568502066
SMM-2009-006160	GARNICA	UNAIZA	MARTINETE	AIZA	East A4	CLH	851470766
SMM-2009-008840	BALDONADI	CESAR	CACHO	IAN	East A4b	MEMBER	504486266
SMM-2009-008856	ABELARDO	CATHLEEN	DUTERTE	CAT	East A4b	HH	2014710784
SMM-2013-063218	Muyot	Precious	A	Prei	East A4a	MEMBER	3600819298
SMM-2010-024941	BORNILLA	RICARDO JR.	CARDINO	JUNIOR	East A4b	MEMBER	3088210387
SMM-2010-022654	AGAMATA	ABBEY	ABBEY	ABBEY	East A4c	UH	
SMM-2009-010948	Fernandez	Lawrence Andrew	Laureta	Lance	East A3a	CH	1402343374
SMM-2013-070574	Salavarrria	Unica Kate	Fernandez	Unique	East A3a	MEMBER	
SMM-2012-046197	CACHO	ELAINE	RAPER	LENG-LENG	East A4b	HH	1221737437
SMM-2010-024907	NAVARRO	AIZA	PEDRASA	ICE	East A4b	CH	3361512411
SMM-2009-005377	AZARCON	SHIELA		SHIE	East A1	CLH	850630718

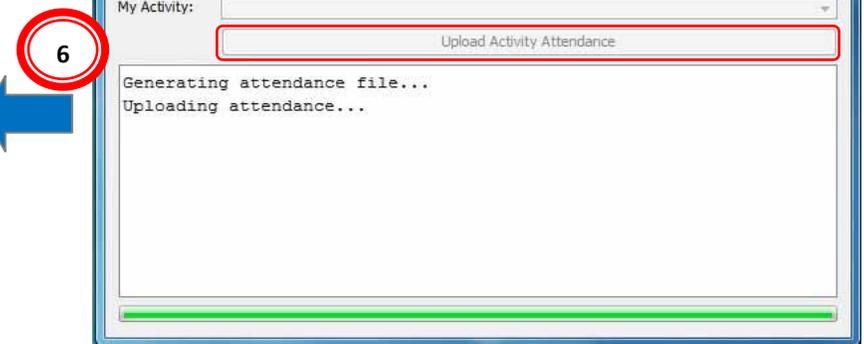
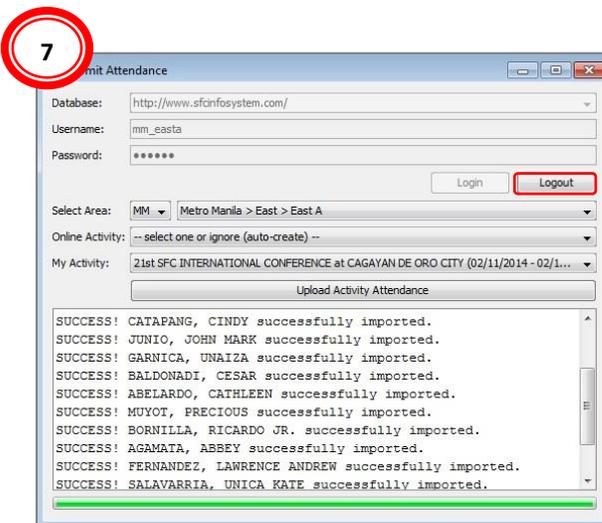
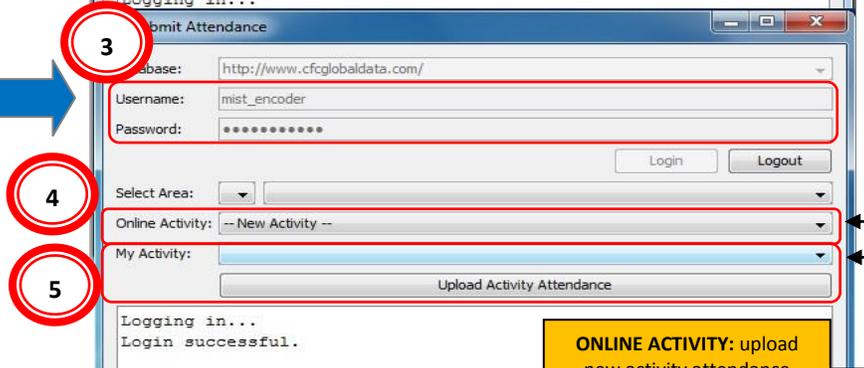
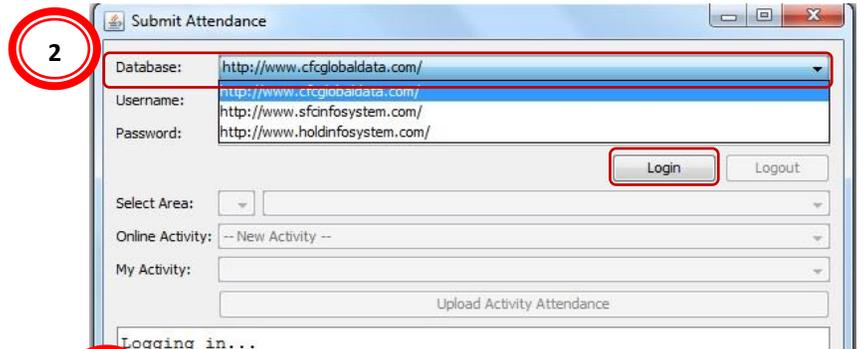
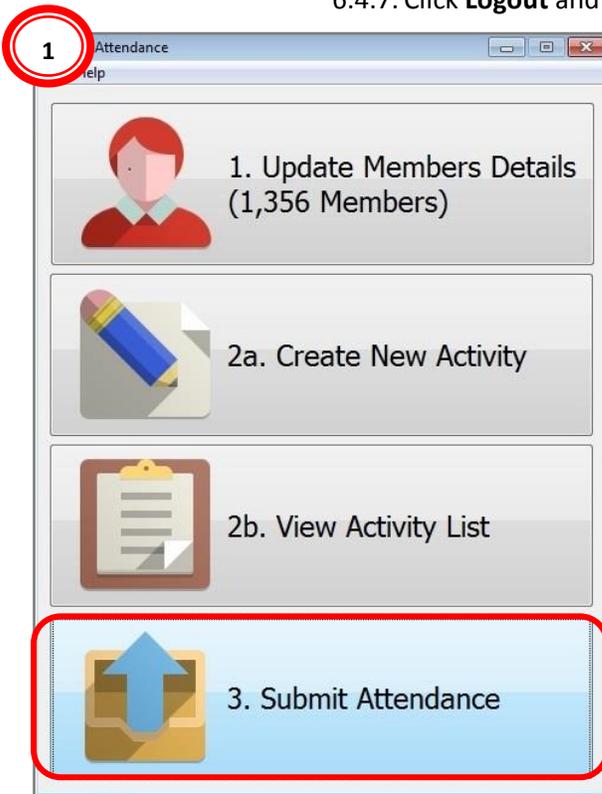
- Click the drop-down list to view attendance by ministry for events attended by multiple ministries.
- The list of attendees can also be exported using the **Export Attendance** (in CSV format).

6.4. SUBMIT ATTENDANCE

- 6.4.1. Click **Submit Attendance** from the Main Menu.
- 6.4.2. Select the **Ministry Database** from the drop-down list.
- 6.4.3. Enter the **Username** and **Password** to **log in**.
- 6.4.4. Select the **Area** to which you would like to upload the attendance.
- 6.4.5. Choose the **Activity** you would like to upload or update.

*Note: If an activity is already uploaded in the database (multiple setup as in MC Gatherings and Assemblies), please choose from the list in the **ONLINE ACTIVITY** field to avoid multiple entries.*

- 6.4.6. Click **Upload Activity Attendance**.
- 6.4.7. Click **Logout** and close the window once done.



7. VIEW ATTENDANCE IN THE DATABASE

- 7.1. Log on to the database using your encoder **username** and **password**.
- 7.2. Click **Activities** tab.
- 7.3. You will see the list of activities in your area.
- 7.4. Click an activity on the list to view the details or click Attendance link opposite an activity to view list of attendees.

SECURITY LOGIN

Username:

Password:

[Click here for Members portal](#)





CFC SINGLES FOR CHRIST INFORMATION SYSTEM
Metro Manila > East > East A

Current User: East A (mm_easta)
Access Type: ENCODER
[Update Profile](#) [Log-off](#)
Today is Wednesday, February 12, 2014

ACTIVITIES

Home
East A
Members Database
Activities
Formations
Evangelization
Tithes Monitoring
Reports
RFID Attendance
Help

DOWNLOAD ATTENDANCE CAPTURE SOFTWARE

NAME OF ACTIVITY	TYPE	AREA	DATE START	DATE END	VENUE	ATTENDED BY	OPERATIONS
Chapter GMT	ASSEMBLY	East A3b	2/22/2014	2/22/2014	Holy Trinity Parish	0 members	Attendance
21ST SFC INTERNATIONAL CONFERENCE	CONFERENCE	East A	2/11/2014	2/16/2014	CAGAYAN DE ORO CITY	13 members	Attendance
CHAPTER FELLOWSHIP	FELLOWSHIP	East A4a	2/9/2014	2/9/2014	REGINA RIICA, TANAY	6 members	Attendance
CHAPTER ASSEMBLY	ASSEMBLY	East A1a	2/9/2014	2/9/2014	KARANGALAN DRIVE	23 members	Attendance
SECTOR SERVICE MEETING	SERVICE MEETING	East A	2/8/2014	2/8/2014	DUNLAO RESIDENCE	19 members	Attendance
S.E.R.V.E	WORK WITH THE POOR	East A3b	2/8/2014	2/8/2014	Bronco Street Village East	8 members	Attendance
Parents Recollection	OTHERS	East A3a	2/8/2014	2/8/2014	Lorenzo Ruiz de Manila School, Cainta, Rizal	10 members	Attendance
Gloria Band Practice	OTHERS	East A3a	2/8/2014	2/8/2014	Gigmaker Band Studio, Cainta, Rizal	10 members	Attendance
Chapter Assembly	ASSEMBLY	East A1b	2/8/2014	2/8/2014	Holy Family Chapel	29 members	Attendance
Despedida for M.C. Paz	FELLOWSHIP	East A3a	2/8/2014	2/8/2014	Papa John's, Tomas Morato	11 members	Attendance
Music Ministry Practice	OTHERS	East A3a	2/7/2014	2/7/2014	Manalaysay Residence, Vista Verde	14 members	Attendance



TECHNICAL SUPPORT

For inquiries regarding the
Attendance Capture Software
and **RFID Reader**, contact:

**Mission Information Systems
and Technology (MIST)**

+63 2 709-4868 loc. 37

+63 2 709-4841

Or email:

acs@coupleforchristglobal.org

APPENDIX

A. ATTENDANCE CAPTURING KIT

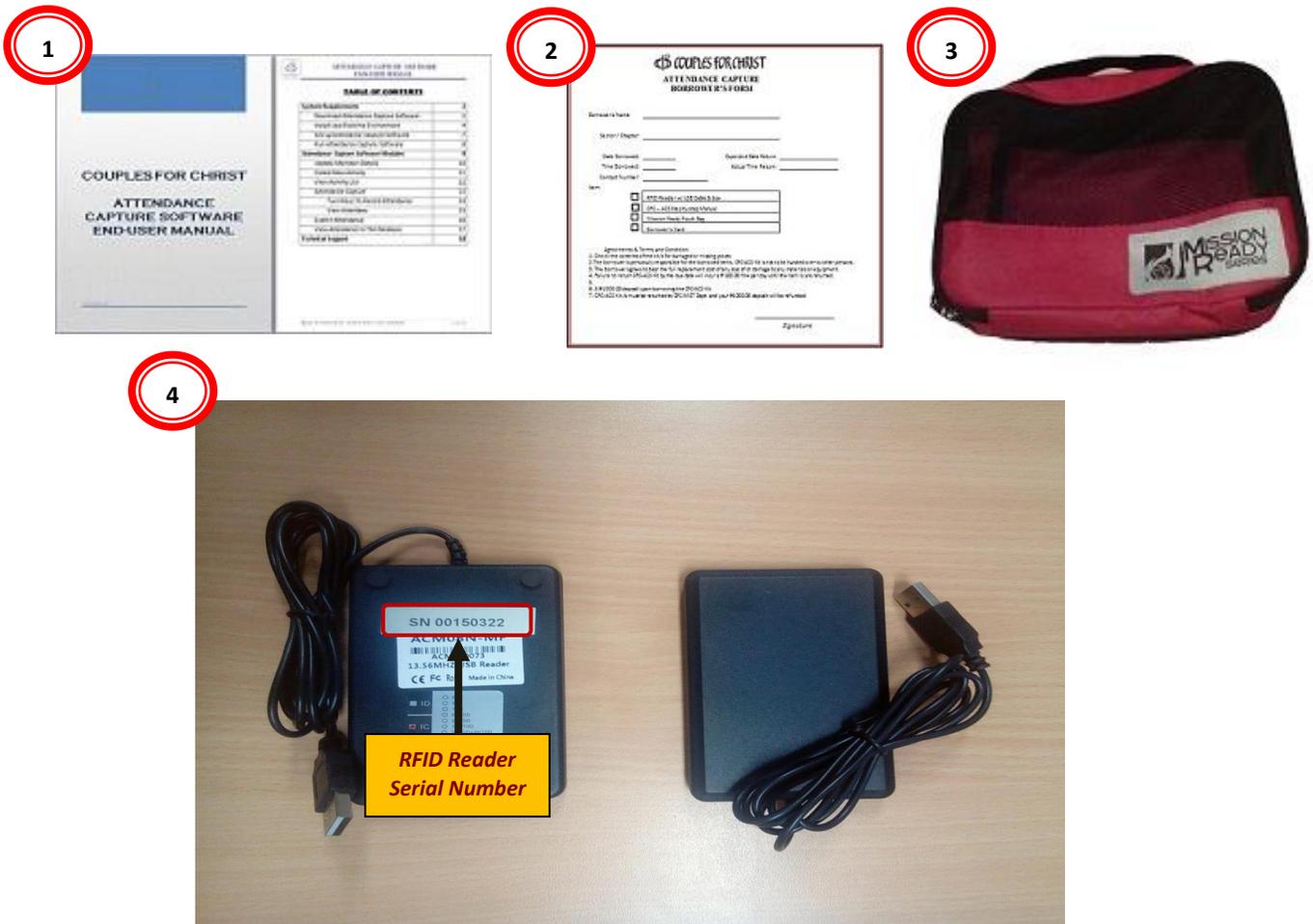
The **Attendance Capturing Kit (ACK)** is a set of materials to capture attendance of activities in the area. The kit is available for borrowing from the CFC Global Mission Center.

The kit consists of the following:

1. **ACS End-User Manual** – Step by Step Manual
2. **ACK Borrower’s Form** – details of the borrower and the borrowing agreement
3. **Pouch Bag** – container for the ACK
4. **RFID Card Reader** – used to scan RFID (radio frequency identification) cards

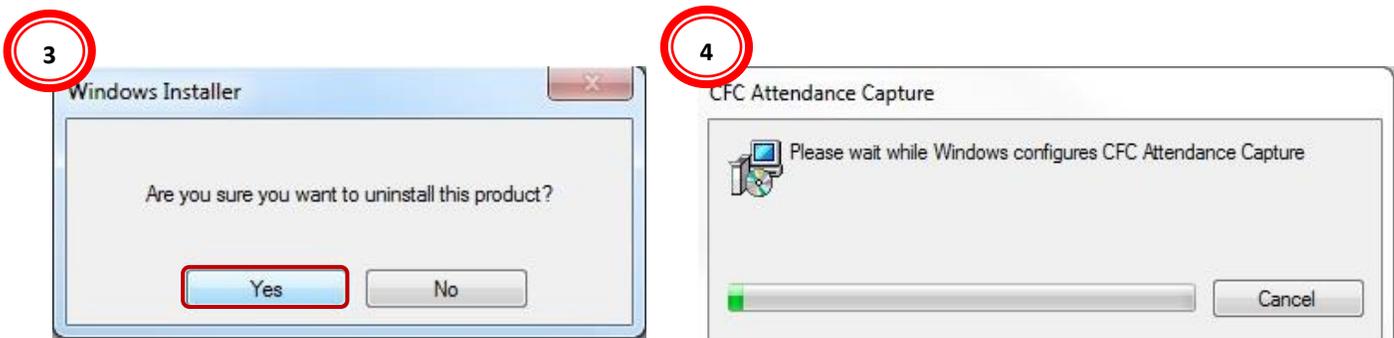
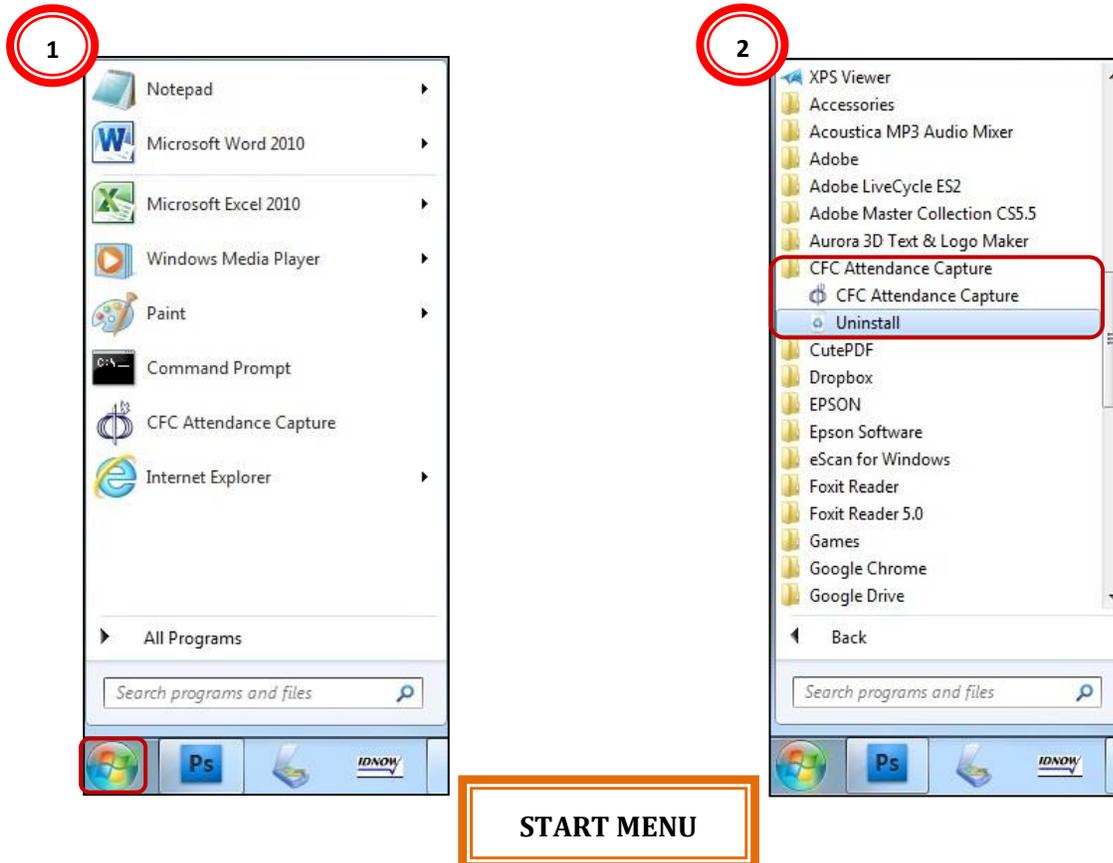
Note 1: A refundable deposit fee of ₱1,000 (one thousand pesos) is required.

Note 2: Due to the limited supply, kits can be borrowed on a first-come, first-served basis.



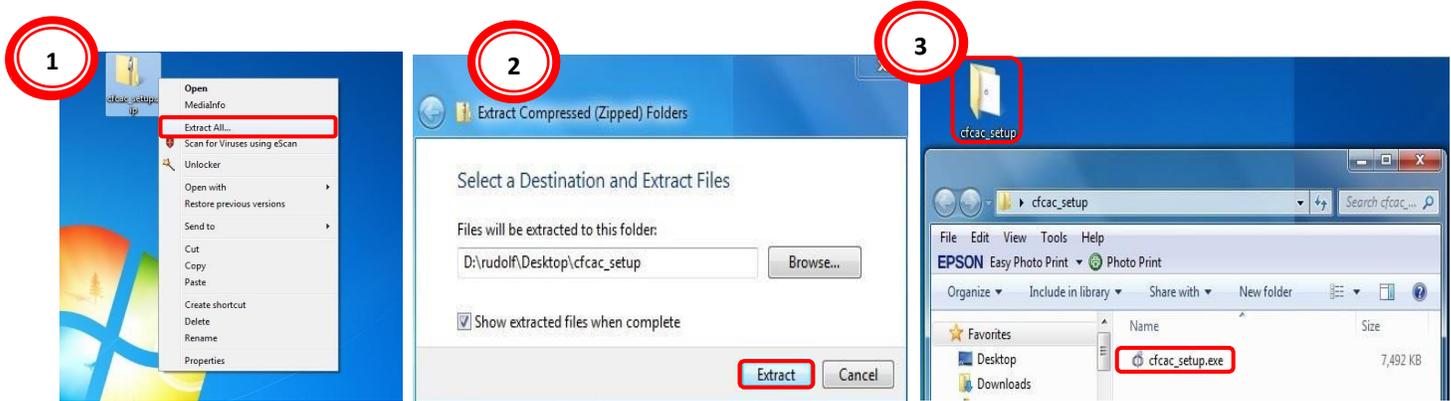
B. UNINSTALL SOFTWARE

1. Go to your **Desktop** or click the **Start Menu** and look for the **CFC Attendance Capture** folder.
2. Click **Uninstall** icon.
3. Click **Yes** to begin uninstalling the software.
4. Wait for the process to finish. Uninstallation windows will close automatically upon completion.

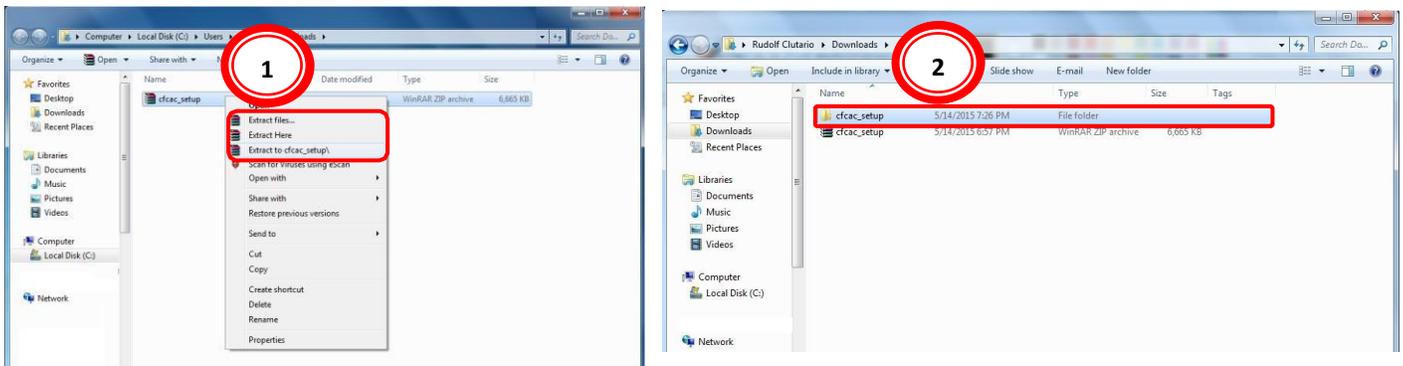


C. How to Uncompress Files Using WinZip or WinRAR

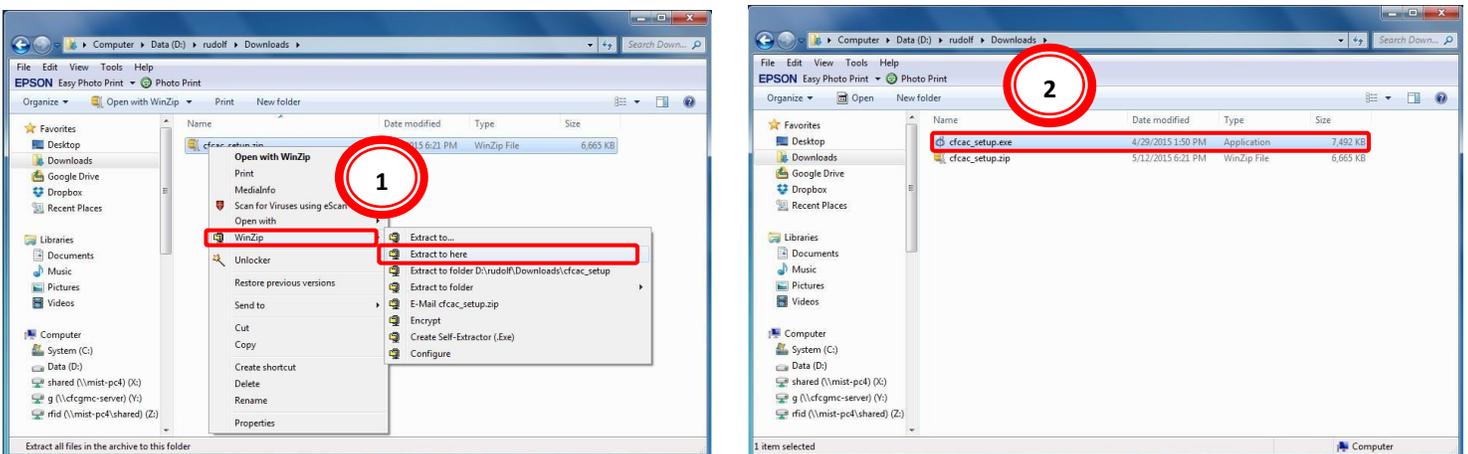
- For system without WinRAR Or WinZIP installed, right-click the ZIP file and select **Extract ALL...** Select a destination folder to extract the files. Click **Extract**.



- For systems using WinRAR, right-click the file and click **Extract Here**.



- For systems using WinZIP, right-click the file, select WinZIP and click **Extract to Here**.



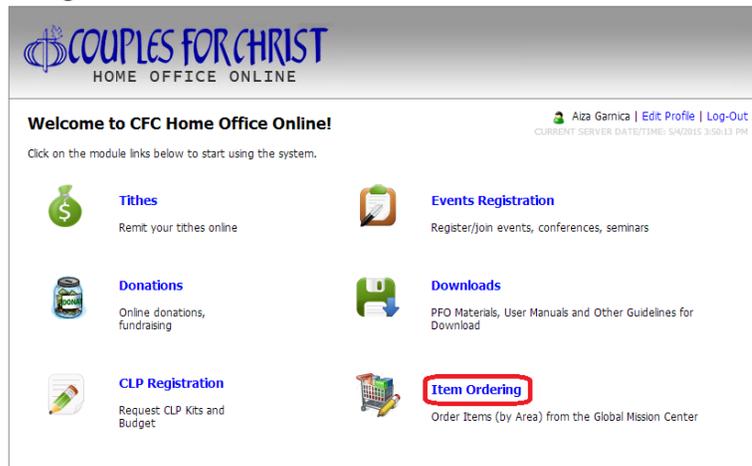
D. RFID Reader Ordering Guidelines

RFID Readers can be ordered online via www.cfchomeoffice.com.

1. Log on to **CFC Home Office Online** using your Member ID Number and password.



2. Click **Item Ordering** from the list of modules in the dashboard.



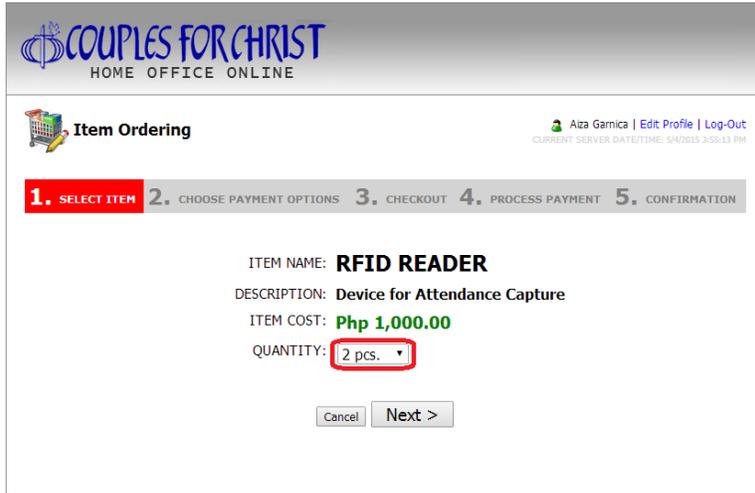
3. Click **Order** on the Action column for the item desired (RFID Reader).



Item Name	Item Cost	Action
RFID READER	Php 1,000.00	ORDER

ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

4. Choose from the drop-down list the desired **quantity**. Click **Next** to continue.



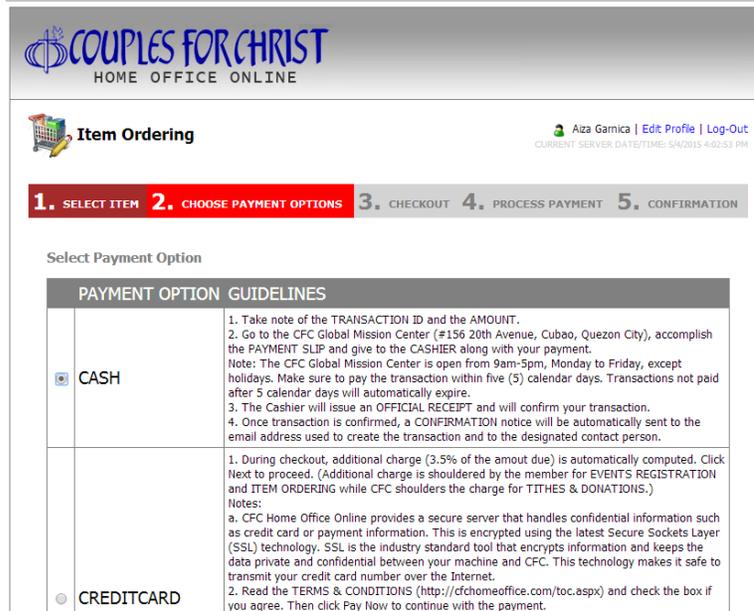
COUPLES FOR CHRIST
HOME OFFICE ONLINE

Item Ordering Aiza Garnica | [Edit Profile](#) | [Log-Out](#)
CURRENT SERVER DATE/TIME: 5/4/2015 3:55:13 PM

1. SELECT ITEM 2. CHOOSE PAYMENT OPTIONS 3. CHECKOUT 4. PROCESS PAYMENT 5. CONFIRMATION

ITEM NAME: **RFID READER**
 DESCRIPTION: **Device for Attendance Capture**
 ITEM COST: **Php 1,000.00**
 QUANTITY: 2 pcs.

5. Choose your desired mode of **payment**. You can either pay through **cash, credit card, bank, or bills payment (SM or BDO)**. Make sure to read the payment guidelines before you proceed. Click **Next** once you have chosen and have read the guidelines for your payment method.



COUPLES FOR CHRIST
HOME OFFICE ONLINE

Item Ordering Aiza Garnica | [Edit Profile](#) | [Log-Out](#)
CURRENT SERVER DATE/TIME: 5/4/2015 4:02:53 PM

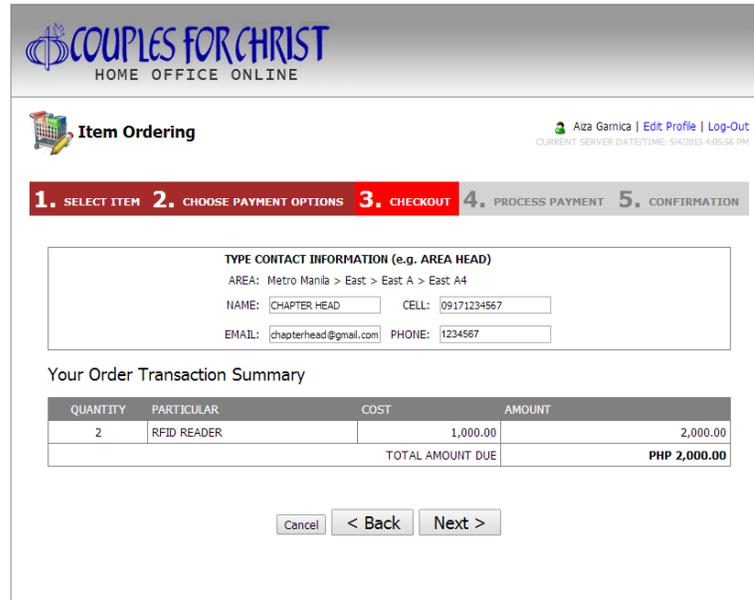
1. SELECT ITEM **2. CHOOSE PAYMENT OPTIONS** 3. CHECKOUT 4. PROCESS PAYMENT 5. CONFIRMATION

Select Payment Option

PAYMENT OPTION	GUIDELINES
<input checked="" type="radio"/> CASH	1. Take note of the TRANSACTION ID and the AMOUNT. 2. Go to the CFC Global Mission Center (#156 20th Avenue, Cubao, Quezon City), accomplish the PAYMENT SLIP and give to the CASHIER along with your payment. Note: The CFC Global Mission Center is open from 9am-5pm, Monday to Friday, except holidays. Make sure to pay the transaction within five (5) calendar days. Transactions not paid after 5 calendar days will automatically expire. 3. The Cashier will issue an OFFICIAL RECEIPT and will confirm your transaction. 4. Once transaction is confirmed, a CONFIRMATION notice will be automatically sent to the email address used to create the transaction and to the designated contact person.
<input type="radio"/> CREDITCARD	1. During checkout, additional charge (3.5% of the amount due) is automatically computed. Click Next to proceed. (Additional charge is shouldered by the member for EVENTS REGISTRATION and ITEM ORDERING while CFC shoulders the charge for TITHES & DONATIONS.) Notes: a. CFC Home Office Online provides a secure server that handles confidential information such as credit card or payment information. This is encrypted using the latest Secure Sockets Layer (SSL) technology. SSL is the industry standard tool that encrypts information and keeps the data private and confidential between your machine and CFC. This technology makes it safe to transmit your credit card number over the Internet. 2. Read the TERMS & CONDITIONS (http://cfchomeoffice.com/toc.aspx) and check the box if you agree. Then click Pay Now to continue with the payment.

ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

6. Enter the **contact details** of your area head (chapter/cluster/sector/province), review your order summary, and click **Next** to proceed.



COUPLES FOR CHRIST
HOME OFFICE ONLINE

Item Ordering Aiza Garnica | [Edit Profile](#) | [Log-Out](#)
CURRENT SERVER DATETIME: 5/4/2015 4:05:56 PM

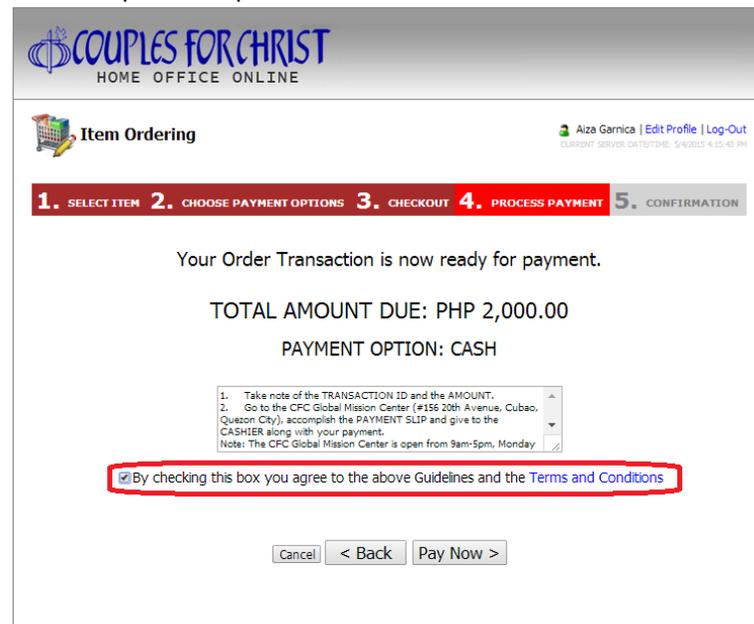
1. SELECT ITEM **2. CHOOSE PAYMENT OPTIONS** **3. CHECKOUT** 4. PROCESS PAYMENT 5. CONFIRMATION

TYPE CONTACT INFORMATION (e.g. AREA HEAD)
 AREA: Metro Manila > East > East A > East A4
 NAME: CHAPTER HEAD CELL: 09171234567
 EMAIL: chapterhead@gmail.com PHONE: 1234567

Your Order Transaction Summary

QUANTITY	PARTICULAR	COST	AMOUNT
2	RFID READER	1,000.00	2,000.00
TOTAL AMOUNT DUE			PHP 2,000.00

7. Review the payment guidelines and the **Terms and Conditions**, check the box if you agree, and click **Pay Now** to complete the process.



COUPLES FOR CHRIST
HOME OFFICE ONLINE

Item Ordering Aiza Garnica | [Edit Profile](#) | [Log-Out](#)
CURRENT SERVER DATETIME: 5/4/2015 4:15:43 PM

1. SELECT ITEM **2. CHOOSE PAYMENT OPTIONS** **3. CHECKOUT** **4. PROCESS PAYMENT** 5. CONFIRMATION

Your Order Transaction is now ready for payment.

TOTAL AMOUNT DUE: PHP 2,000.00
 PAYMENT OPTION: CASH

1. Take note of the TRANSACTION ID and the AMOUNT.
 2. Go to the CPC Global Mission Center (#156 20th Avenue, Cubao, Quezon City), accomplish the PAYMENT SLIP and give to the CASHIER along with your payment.
(Note: The CPC Global Mission Center is open from 9am-5pm, Monday)

By checking this box you agree to the above Guidelines and the [Terms and Conditions](#)



ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

8. Click **Close**, settle the payment (*if not paid via credit card*), and wait for the confirmation email.

The screenshot shows the 'Item Ordering' confirmation page on the 'COUPLES FOR CHRIST HOME OFFICE ONLINE' website. At the top, there is a navigation bar with the logo and 'HOME OFFICE ONLINE' text. Below this is a secondary navigation bar with 'Item Ordering' and user options like 'Aiza Garrica | Edit Profile | Log-Out'. A progress bar indicates the current step: '5. CONFIRMATION'. The main content area displays a success message: 'Success! Your transaction has been received. Your Item Ordering Transaction ID: 451D88B3A3'. Below the ID, there is a note: 'Keep this Transaction ID for your reference. A copy of this transaction has also been sent to your email address. For PENDING status, please settle the payment in 3-5 days.' A 'PAYMENT GUIDELINES' box contains four numbered steps: 1. Take note of the TRANSACTION ID and the AMOUNT. 2. Go to the CFC Global Mission Center (#156 20th Avenue, Cubao, Quezon City), accomplish the PAYMENT SLIP and give to the CASHIER along with your payment. Note: The CFC Global Mission Center is open from 9am-5pm, Monday to Friday, except holidays. Make sure to pay the transaction within five (5) calendar days. Transactions not paid after 5 calendar days will automatically expire. 3. The Cashier will issue an OFFICIAL RECEIPT and will confirm your transaction. 4. Once transaction is confirmed, a CONFIRMATION notice will be automatically sent to the email address used to create the transaction and to the designated contact person. Below the guidelines, the transaction details are listed: 'TOTAL AMOUNT DUE: PHP 2,000.00', 'PAYMENT OPTION: CASH', and 'STATUS: PENDING'. At the bottom, there are 'Close' and 'Print' buttons.



ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

E. How to pick up RFID Reader

STEP 1: CFC MIST will send an email notification to the member once the **RFID Reader(s)** is/are available for pick-up.

STEP 2: Member must present a copy of the **CONFIRMED TRANSACTION** upon claiming the RFID Reader(s).

*Note: If the Transaction is not under your name, an **Authorization Letter** is required.*

STEP 3: Go to MIST (3rd floor, CFC Global Mission Center) to claim the RFID Reader(s).

Note: Check the item(s) for damaged or missing piece/s.

F. WARRANTY CLAIM PROCEDURE

The one (1) year limited product warranty shall commence upon claiming the item. If the item is not claimed immediately, the warranty will start exactly 1 month after the requestor received the notification from MIST that the item is ready for pick-up.

Note that this warranty shall in no manner cover components that has been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering.

STEP 1: Kindly double check if the item really needs to be replaced. Upon confirmation, kindly send an email to Attendance Capture Software Helpdesk <acs@couplesforchristglobal.org> and don't forget to mention your name, area, and include any of the following details:

- Transaction ID Number (TID) of the online transaction.
- Serial Number of the RFID Reader (SN XXXXXXXX) and date of acquisition.

STEP 2: CFC MIST will respond to your email notification within 48 hours and the schedule on when you may visit CFC GMC to claim the replacement item.

*Note: If the RFID Reader is not under your name, an **Authorization Letter** is required.*

STEP 3: Go to MIST and don't forget to bring the defective item. MIST will double-check if the item really needs replacement and if the item is acceptable for warranty. If the item is acceptable for warranty, MIST will issue a replacement unit.

Note: Kindly check the item for damage or missing parts and it should be 100% working before you leave CFC GMC.