COUPLES FOR CHRIST

ATTENDANCE CAPTURE SOFTWARE END-USER MANUAL

Version 2.1



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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)

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- 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: <u>www.cfcglobaldata.com</u>
 - HOLD: <u>www.holdinfosystem.com</u>
 - SFC: <u>www.sfcinfosystem.com</u>

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

COUPLE	S FOR CHRIST ONE GLOBAL DATA	
Username	mist_encoder	STEP 2.1: Enter encoder username and
Password	······	password to log in.
	Login Forgot your password?	J

- 2.2. Once logged in, click the **Activities** tab.
- 2.3. On the upper-right side of the screen, click <u>Download Attendance Capture</u> <u>Software</u> download link.

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

COUPLES FOR CHRIST ONE COUPLES FOR CHRIST ONE COUPLES FOR CHRIST ONE COUPLES AND ADDRESS ON ADDRESS	Capital Region > M	etro Manila		•	mist_encoder (ENCODER)	Settings & Logout Today is Thursday, May 07, 2015
Dashboard Metro Manila Members Datawase Activities	Formations	STEP 2.2:	eports RFID	Help		
Activities		From the Dashboard,			3	
New Activity		click RFID .			Download Attendar	nce Capture Software
Activity Name	Туре	Area Start Da	te End Date	Team Leader	Venue	Attendance
						STEP 2.3:

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.



Click Download

Attendance Capture Software.



- 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.

← → C □ chi	rome://downloads	★ =
Downloads		Search downloads
Today May 14, 2015	cfcac_setup.zip http://cfcglobaldata.com/rfid/cfcac_setup.zip Show in folder Remove from list	Open downloads folder Clear all



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: <u>http://www.java.com/en/download/manual.jsp</u>
- Note that 64-bit operating systems require the 64bit JRE installer.

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

3.1. Click **Next** to see list of prerequisites.



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.





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



3.5. Save the file and locate the downloaded file.





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



- 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.



12

Close



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.

(b) CFC Attendance Capture Setup	對 CFC Attendance Capture Setup
Welcome to the CFC Attendance Capture Setup	Configure Shortcuts Create application shortcuts
Wizard	Create shortcuts for CPC Attendance Capture in the following locations:
The Setup Ward will instal O'C Attendance Capture on you computer. Click Text! to continue of "Cancel" to exit the Setup Wilard.	IZ Desktop IZ Start Menu Programs folder
1 Next> Cancel	Advanced Installer

- 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.
- Default installation folder is C:\Program Files\Couples for Christ\CFC Attendance 4.4. 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.



Browse...

Cancel



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. Ø
- 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.

START MENU

Warning	
?	Cannot find database file in "C:\Program Files\Couples For Christ\CFC Attendance Capture\data.db". Do you want to create a new database file?
	Yes No



6. ATTENDANCE CAPTURE SOFTWARE MODULES

🛃 CFC Attendance	
File Help	
1. Update Members Details (0 Members)	Get the latest members' list from the selected database.
2a. Create New Activity	Create new activity for attendance capture.
2b. View Activity List	View/edit previously saved activities.
3. Submit Attendance	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.





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.

Name: FEBRUARY 2014 MISSION CORE TEACHING Venue: CHRIST THE KING PARISH GREENMEADOWS Type: TEACHING Tuesday, February 18, 2014 End Date: Tuesday, February 18, 2014 Remove from List Save Activity Details Start Capture Monitor Attendance Cannot start activity. Activity hasn't started yet or has already ended. OK Service RFID	Activities:	[TEACHING] FEBRUARY 2014 MIS	SION CORE TEACHING (FI	EBRUARY 2014 MISSION CORE TE	EACHING)	Create New	Total Attendees: 0
Venue: CHRIST THE KING PARISH GREENMEADOWS Type: TEACHING Start Date: Tuesday, February 18, 2014 End Date: Tuesday, Februa	Name:	FEBRUARY 2014 MISSION CORE TH	EACHING				The character plate
Type: TEACHING Start Date: Tuesday, February 18, 2014 End Date: Tuesday, February 18,	Venue:	CHRIST THE KING PARISH GREENN	1EADOWS				Show Member Photo
Start Date: Tuesday, February 18, 2014 End Date: Tuesday, February 18, 2014 End Date: Tuesday, February 18, 2014 Remove from List Save Activity Details Save Activity Activity Details Save Activity Activity Details Save A	Type:	TEACHING				•]	Allow Multiple Attendance
End Date: Tuesday, February 18, 2014	Start Date:	Tuesday, February 18, 2014					Allow Hutupie Attendance
Remove from List Save Activity Details Start Capturing Attendance >> Attendance Cannot start activity. Image: Cannot start activity. [ALL] • Export Attendance Cannot start activity. Member ID Lastname Firstname	End Date:	Tuesday, February 18, 2014					
Error Cannot start activity. [Attendance Cannot start activity. [ALL] • Export Attendance OK Member ID Lastname Firstname OK		Remove from List		Save Activity Details	Start Capturing At	endance >>	
Attendance Cannot start activity. [ALL] • Export Attendance Cannot start activity. Member ID Lastname Firstname Firstname		Construction of the second sec	Error				
Activity hasn't started yet or has already ended. [ALL] Export Attendance Member ID Lastname Firstname	Attondanco	Provide Stationary 1	Car	nnot start activity.			
Member ID Lastname Firstname OK Service RFID	[ALL]	Export Attendance	Act	tivity hasn't started yet or has al	Iready ended.		Search Reset
Member ID Lastname Firstname Service RFID	[[]			ОК			
	Member ID	Lastname Fi	rstname			Service	RFID

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

🍰 Attendance Capture		
	W	ednesday, 12 February 2014
		11:45 AM
	Enter your ID number or scan your ID:	
Activity: 21st SFC II Venue: CAGAYAN DE ORO CITY Date: 2014-2-11 - 2014-2-16	NTERNATIONAL CONFERENCE	



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.

	Activities:	[ASSEMBLY] TEST (T	EST) [2015-7-2] to [2015-7-2]		Create New	Total Attendees: 0
	Name:	TEST				V Show Member Photo
	Venue:	TEST				V Allow Unidentified MemberID
	Type:	ASSEMBLY			•]	V Allow Multiple Attendance
	Start Date:	Thursday, July 2, 2015				
Click Remove from	End Date:	Thursday, July 2, 2015				
List Button. And click OK		Remove from List		Save Activity Details Start Capt	uring Attendance >>	
	Attendorse [ALL]	Capture Monitor	Confirm Removal		x	✓ Search Reset
	Member ID	Lastname	You cannot undo this action. Au	e you sure you want to remove this a	ctivity from the list?	RFID

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

list.		New Activity				Create Ivew		Attenuees.		
Nar	me:	[[•	Show Men	iber Photo		
Type: Start Date: End Date:	nue:	ACCEMENT					Allow Multiple Attendance			
	ASSEMBLY				-		ipie Attendance			
	Thursday, July 9, 2015									
	Thursday, July 9, 2015									
	Remove from List	Save	Activity Details	Start Capturing	Attendance >>					
Atte	endance	Capture Monitor								
[A	ALL]	👻 🗌 Export Attendar	ce			Name	👻 🛛 Search	Reset		
			226	0.000	04.04	1.5	523 33	Langua -		



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.





View Attendees

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

	ty List							×
Activities:	CONFERENCE] 21st SFC IN	ERNATIONAL CONFERENCE	(21st SFC INTERNATIC	NAL CONFERENCE) [201	4-2-11] to [2014-2-16] 0	▼ Create New	Total Attendees:	13
Name: 2	1st SFC INTERNATIONAL CO	NFERENCE						
Venue: C	AGAYAN DE ORO CITY						View total number	of
Type:	CONFERENCE					•	attendees.	0.
Charle Datas	uesday, Eebruary 11, 2014							
Start Date:								
End Date: Si	unday, February 16, 2014							
list to vi minis	iew by stry.			•				
Attendance	apture Monitor							
SFC only	- Export Attendance	Click to expo	ort					
and the second s	- Export / recendence	attendance (in	csv).				Search	
Member ID	Lastname	attendance (in Firstname	csv). Middlename	Nickname	Area	Service	RFID RESET	t
Member ID SMM-2009-00258	Lastname 84 LIM	Firstname MARLON	CSV). Middlename ABRIGO	Nickname	Area East A	Service	RFID 850651614	
Member ID SMM-2009-00258 SMM-2009-0069	Lastname 84 LIM 75 Catapang	attendance (in Firstname MARLON Cindy	CSV). Middlename ABRIGO Lacerna	Nickname MARLON Chen	Area East A East A	Service SH SH	RFID 850651614 1054135870	
Member ID SMM-2009-00258 SMM-2009-0069 SMM-2009-0021	Lastname 84 LIM 75 Catapang 46 Junio	Attendance (in Firstname MARLON Cindy John Mark	CSV). Middlename ABRIGO Lacerna Oredina	Nickname MARLON Chen JM	Area East A East A East A	Service SH SH CLH	RFID 850651614 1054135870 3568502066	
Member ID SMM-2009-00258 SMM-2009-0069 SMM-2009-00214 SMM-2009-00616	Lastname 84 LIM 75 Catapang 46 Junio 60 GARNICA	Attendance (in Firstname MARLON Cindy John Mark UNAIZA	CSV). Middlename ABRIGO Lacerna Oredina MARTINETE	Nickname MARLON Chen JM AIZA	Area East A East A East A4 East A4	Service SH SH CLH CLH	RFID 850651614 1054135870 3568502066 851470766	
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Member ID SMM-2009-0025i SMM-2009-0069 SMM-2009-0021 SMM-2009-0061i SMM-2009-0088 SMM-2009-0088	Lastname Lastname 84 LIM 75 Catapang 46 Junio 60 GARNICA 40 BALDONADI 56 ABELARDO	Attendance (in Firstname MARLON Cindy John Mark UNAIZA CESAR CATHLEEN	CSV). Middlename ABRIGO Lacerna Oredina MARTINETE CACHO DUTERTE	Nidkname MARLON Chen JM AIZA IAN CAT	Area East A East A East A4 East A4 East A4b	Service SH SH CLH CLH MEMBER HH	RFID 850651614 1054135870 3568502066 851470766 504486266 2014710784	
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Member ID SMM-2009-0025i SMM-2009-0069 SMM-2009-0021 SMM-2009-0088 SMM-2009-0088 SMM-2013-0632 SMM-2010-0249	Lastname Las	Attendance (in Firstname MARLON Cindy John Mark UNAIZA CESAR CATHLEEN Predous RICARDO JR.	CSV). Middlename ABRIGO Lacerna Oredina MARTINETE CACHO DUTERTE A CARDINO	Nidkname MARLON Chen JM AIZA IAN CAT Prei JUNIOR	Area East A East A East A4 East A4 East A4b East A4b East A4b East A4a East A4b	Service SH SH CLH CLH CLH MEMBER HH MEMBER MEMBER	Search Reset RFID 850651614 1054135870 3568502066 851470766 504486266 2014710784 3600819298 3088210387 3087	
Member ID SMM-2009-00255 SMM-2009-00619 SMM-2009-00611 SMM-2009-0088 SMM-2009-0088 SMM-2019-0088 SMM-2013-0632 SMM-2010-0249 SMM-2010-02265	Lastname Lastname 84 LIM 75 Catapang 46 Junio 60 GARNICA 40 BALDONADI 56 ABELARDO 18 Muyot 41 BORNILIA 54 AGAMATA	Attendance (in Firstname MARLON Cindy John Mark UNAIZA CESAR CATHLEEN Precious RICARDO JR. ABBEY	Middlename ABRIGO Lacerna Oredina MARTINETE CACHO DUTERTE A A CARDINO	Nidmame MARLON Chen JM AIZA IAN CAT Prei JUNIOR ABBEY	Area East A East A East A4 East A4 East A4b East A4b East A4b East A4b East A4b	Service SH SH CLH CLH MEMBER HH MEMBER MEMBER UH	Search Reset RFID 850651614 1054135870 3568502066 851470766 504486266 2014710784 3600819298 3088210387 3608210387	
Member ID SMM-2009-00256 SMM-2009-0069 SMM-2009-0061 SMM-2009-0088 SMM-2009-0088 SMM-2013-0632 SMM-2010-0249 SMM-2010-0249 SMM-2010-0109-0109	Lasthame Lasthame 84 LIM 75 Catapang 46 Junio 60 GARNICA 40 BALDONADI 56 APELARDO 18 Muyot 41 BORNILLA 54 AGAMATA 48 Fernandez	Attendance (in Firstname MARLON Cindy John Mark UNAIZA CESAR CATHLEEN Precious RICARDO JR. ABBEY Lawrence Andrew	CSV). Middlename ABRIGO Lacerna Oredina MARTINETE CACHO DUTERTE A CARDINO Laureta	Nickname MARLON Chen JM AIZA IAN CAT Prei JUNIOR ABBEY Lance	Area East A East A East A4 East A4 East A4b East A4b East A4b East A4b East A4b East A4c East A4c	Service SH CLH CLH CLH MEMBER HH MEMBER MEMBER UH CH	Search Reset RFID 850651614 1054135870 3568502066 851470766 504486266 2014710784 3600819298 3088210387 1402343374	
Member ID SMM-2009-0025 SMM-2009-0025 SMM-2009-0021 SMM-2009-0088 SMM-2009-0088 SMM-2010-0249 SMM-2010-0226 SMM-2010-0226 SMM-2010-0226 SMM-2010-0226 SMM-2010-026	Lasthame Lasthame Lasthame Lasthame Lasthame Lasthame Lasthame Catapang do Junio Catapang do Junio GARNICA do BALDONADI Sé ABELARDO 18 Muyot 41 BORNILLA 54 AGAMATA 48 Fernandez 74 Salavarria	Attendance (in Firstname MARLON Cindy John Mark UNAIZA CESAR CATHLEEN Precious RICARDO JR. ABBEY Lawrence Andrew Unica Kate	Csv). Middlename ABRIGO Lacerna Oredina MARTINETE CACHO DUTERTE A CARDINO Laureta Fernandez	Nidkname MARLON Chen JM AIZA IAN CAT Prei JUNIOR ABBEY Lance Unique	Area East A East A East A4 East A4 East A4b East A4b East A4a East A4a East A4a East A4a East A4a East A3a East A3a	Service SH SH CLH CLH CLH MEMBER HH MEMBER UH CH CH MEMBER	Search Reset RFID 850651614 1054135870 3568502066 851470766 504486266 2014710784 3600819298 3088210387 1402343374	
Member ID SMM-2009-00255 SMM-2009-0021 SMM-2009-0021 SMM-2009-0088 SMM-2009-0088 SMM-2010-0249 SMM-2010-0249 SMM-2010-0249 SMM-2010-02261 SMM-2010-029 SMM-2010-029 SMM-2010-029 SMM-2010-0451	Lastname Lastname 84 LIM 75 Catapang 46 Junio 50 GARNICA 40 BALDONADI 56 ABELARDO 18 Muyot 11 BORNILLA 54 AGAMATA 48 Fernandez 74 Salavarria 97 CACHO	Attendance (in Firstname MARLON Cindy John Mark UNAIZA CESAR CATHLEEN Predous RICARDO JR. ABBEY Lawrence Andrew Unica Kate ELATNE	Csv). Middlename ABRIGO Lacerna Oredina MARTINETE CACHO DUTERTE A CARDINO CARDINO CARDINO Laureta Fernandez RAPER	Nidkname MARLON Chen JM AIZA IAN CAT Prei JUNIOR ABBEY Lance Unique LENG-LENG	Area East A East A East A4 East A4 East A4b East A4b East A4b East A4b East A4a East A4a East A4a East A4a East A4a East A3a East A3a	Service SH SH CLH CLH CLH MEMBER HH MEMBER UH CH CH MEMBER HH	Search Reset RFID 850651614 1054135870 3568502066 851470766 504486266 2014710784 3600819298 3088210387 1402343374 1221737437 1221737437	
Member ID SMM-2009-0025I SMM-2009-0069 SMM-2009-0061 SMM-2009-0088 SMM-2009-0088 SMM-2013-0632 SMM-2010-0226I SMM-2010-0226I SMM-2010-0226I SMM-2010-0249I SMM-2010-0249I	Lasthame Lasthame 84 LIM 75 Catapang 46 Junio 60 GARNICA 40 BALDONADI 56 ABELARDO 18 Muyot 41 BORNILLA 54 AGAMATA 48 Fernandez 74 Salavarria 97 CACHO 70 NAVARRO	Attendance (in Firstname MARLON Cindy John Mark UNAIZA CESAR CATHLEEN Precious RICARDO JR. ABBEY Lawrence Andrew Unica Kate ELAINE AIZA	CSV). Middlename ABRIGO Lacerna Oredina MARTINETE CACHO DUTERTE A CACHO DUTERTE A CACDINO Laureta Fernandez RAPER PEDRASA	Nidmame MARLON Chen JM AIZA IAN CAT Prei JUNIOR ABBEY Lance Unique LENG-LENG ICE	Area East A East A East A4 East A4 East A4b East A4b East A4b East A4b East A4b East A4c East A4c East A3a East A3a East A4b East A4b	Service SH SH CLH CLH CLH MEMBER HH MEMBER UH CH CH CH CH CH	Search Reset RFID 850651614 1054135870 3568502066 851470766 504486266 2014710784 3600819298 3088210387 1402343374 1221737437 3361512411	

- 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.

1 Attendance		Submit Atter	ndance			
felp	2	tabase:	http://www.cfcglobaldata.com/	•		
	Use	ername:	nttp://www.cicglobaidata.com/ http://www.sfcinfosystem.com/			
1. Update Members Details (1.356 Members)	Pas	swora:	http://www.holaintosystem.com/	Logout		
	Sele	ect <mark>A</mark> rea:	*	· ·		
	Onl	ine Activity:	New Activity	*		
2a. Create New Activity	Lo	ogging in	Upload Act	vity Attendance		
	3	bmit Atter	ndance			
		abase:	http://www.cfcglobaldata.com/	*		
	Pas	sword:	••••••			
2b. View Activity List				Login Logout		
	4 Sel	ect Area:	•	•		
	Onl	Activity:	New Activity			
	5	Upload Activity Attendance				
3. Submit Attendance		ogging in ogin succ	h cessful.	ONLINE ACTIVITY: upload new activity attendance		
	<u></u>	Submit Atte	ndance	(auto-create new activity) or in the case of activities		
	Da	tabase:	http://www.cfcglobaldata.com/	which are already uploaded		
	Use	ername:	mm_easta	from the drop-down list to		
mit Attendance	Pa	sswora:		avoid multiple entries.		
Database: http://www.sfcinfosystem.com/ +	Sel	ect Area:	*			
Password:	On	line Activity:	New Activity	~		
Login Logout	My	Activity:		*]		
Select Area: MM ✓ Online Activity:	6		Upload Ac	tivity Attendance		
My Activity: 21st SFC INTERNATIONAL CONFERENCE at CAGAYAN DE ORO CITY (02/11/2014 - 02/1 Upload Activity Attendance	Ge	eneratin ploading	g attendance file attendance			
SUCCESS! CATAPANG, CINDY successfully imported. SUCCESS! JUNIO, JOHN MARK successfully imported. SUCCESS! GARNICA, UNAILA successfully imported. SUCCESS! BALDONADI, CESAR successfully imported.						
SUCCESS: MUYOT, FRECIOUS successfully imported. SUCCESS! BORNILLA, RICARDO JR. successfully imported. SUCCESS! AGAMATA, ABBEY successfully imported.						
SUCCESS! FERNANDEZ, LAWRENCE ANDREW successfully imported. SUCCESS! SALAVARRIA, UNICA KATE successfully imported.						



7. <u>VIEW ATTENDANCE IN THE DATABASE</u>

- 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.

	5	SECL	JRITY	LOG	IN		
	Username Password	2: mm : •••• <u>Clic</u>	Log-Ir	for Men	nbers portal		
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21ST SFC INTERNATIONAL CONFERENCE	CONFERENCE	East A	2/11/2014	2/16/2014	ACAGAYAN DE ORO CITY	13 members	Attendanc
CHAPTER FELLOWSHIP	FELLOWSHIP	East A4a	2/9/2014	2/9/2014	REGINA RIICA, TANAY	6 members	Attendanc
CHAPTER ASSEMBLY	ASSEMBLY	East Ala	2/9/2014	2/9/2014	KARANGALAN DRIVE	23 members	Attendanc
SECTOR SERVICE MEETING	SERVICE MEETING	East A	2/8/2014	2/8/2014	DUMLAO RESIDENCE	19 members	Attendance
S.E.R.V.E	WORK WITH THE	East	2/8/2014	2/8/2014	Bronco Street Village East	8 members	Attendanc
Parents Recollection	OTHERS	East	2/8/2014	2/8/2014	Lorenzo Ruiz de Manila School, Cainta, Rizal	10 members	Artendant,
Glores Band Practice	OTHERS	East	2/8/2014	2/8/2014	Gigmaker Band Studio, Cainta, Rizal	10 members	Accendance &
Chapter Assembly	ASSEMBLY	East	2/8/2014	2/8/2014	Holy Family Chapel	29 members	Accendance &
Despedida for MC Paz	FELLOWSHIP	East	2/8/2014	2/8/2014	Papa John's, Tomas Morato	11 members	Attendance &
		East					Attendanc



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@couplesforchristglobal.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**.

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

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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.

ES FOR CHRIST
OFFICE ONLINE
SMM-2009-006160
•••••
Login
Forgot your password?
No account yet? Sign-up here

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

	UPLES FOR CHRIST		
Welcome Click on the m	e to CFC Home Office Online! odule links below to start using the system.		Alza Garnica Edit Profile Log-Out CLIRRENT SERVER DATE/TIME: \$4(2015 3:50-13 PM
6	Tithes Remit your tithes online		Events Registration Register/join events, conferences, seminars
A CONTRACTOR	Donations Online donations, fundrasing	R	Downloads PFO Materials, User Manuals and Other Guidelines for Download
ø	CLP Registration Request CLP Kits and Budget		Item Ordering Order Items (by Area) from the Global Mission Center

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

HOME OFFICE ONLINE	Г	
Item Ordering	Aiza Curkent ser	Garnica Edit Profile Log-Out VER DATE/TIME: 5/4/2015 3:52:05 PM
List of available items for order	View O	rder History Return to Home
Item Name	Item Cost	Action
RFID READER	Php 1,000.00	ORDER



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

COUPLES FOR CHRIST	
Item Ordering	Ata Gamica Edit Profile Log-Out CURRENT SERVER DATE/TIME SH/2015 3:55-13 PM
1, SELECT ITEM 2, CHOOSE PAYMENT OPTIONS 3, CHECK	DUT 4. PROCESS PAYMENT 5. CONFIRMATION
ITEM NAME: RFID RE	ADER
DESCRIPTION: Device for A	ttendance Capture
ITEM COST: Php 1,000	00
QUANTITY: 2 pcs.	
Cancel Next	>

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.

Ø	COUPLES FOR CHRIST								
Þ	Item Ordering	Ata Gamica Edit Profile Log-Out CURRENT SERVER DATETTIME SM22015 40253 PM							
1. s	SELECT ITEM 2. CHOOS lect Payment Option PAYMENT OPTION	GUIDELINES							
۲	CASH	 Take note of the TRANSACTION ID and the AMOUNT. Co 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. The Cashier will issue an OFFICIAL RECEIPT and will confirm your transaction. 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. 							
0	CREDITCARD	 During checkout, additional charge (3.5% of the amout 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 & DOIATIONS.) Notes: 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. Read the TERMS & CONDITIONS (http://chomedfice.com/toc.aspx) and check the box if you agree. Then click Pay Now to continue with the payment. 							



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

	OFFICE ONLINE		Alza Garnica Edit Profile Log
<i>P</i>	y		CURRENT SERVER DATE/TIME: 5/4/2015 4:05:
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	TYPE CONTACT 1	INFORMATION (e.g. AREA HEAD)	
	AREA: Metro Ma	inila > East > East A > East A4	
	NAME: CHAPTER	HEAD CELL: 0917123456	57
	EMAIL: chapterhe	ad@gmail.com PHONE: 1234567	
Your Order	Transaction Summary		
QUANTITY		COST	AMOUNT
2	RFID READER	1,000.00	2,000.00
		TOTAL AMOUNT DUE	E PHP 2,000.00
	Cance	Back Next >	

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

HOME OFFICE ONLINE	
Ttem Ordering	Aiza Garnica Edit Profile Log-Out
1. SELECT ITEM 2. CHOOSE PAYMENT OPTIONS 3. CHECK	OUT 4. PROCESS PAYMENT 5. CONFIRMATION
Your Order Transaction is nov	v ready for payment.
TOTAL AMOUNT DUE:	PHP 2,000.00
PAYMENT OPTIO	N: CASH
Take note of the TRANSACTION ID and Go to the CPC Global Mission Center (# Quezon City), accomplish the PAYMENT SLIP CASHER along with your payment. Note: The CPC Global Mission Center is open	I the AMOUNT. IS6 20th Avenue, Cubao, and give to the trom 9am-Spm, Monday
By checking this box you agree to the above G	uidelines and the Terms and Conditions
Cancel < Back P	ay Now >



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





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 <<u>acs@couplesforchristglobal.org</u>> 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 XXXXXXX) 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.