



**DE LA SALLE-COLLEGE OF SAINT BENILDE**

**User's Manual**  
**Human Resources Database Web (HRDB Web)**  
**Online Bundy Clock Module**  
**Version 1.0**

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## Preface and Acknowledgment

The Human Resources Database Web (HRDB Web) is a project of People and Organization Development Office (PODO) in partnership with the Digital Technology Office (DTO).

The following contributed to the development of the Human Resources Database Web (HRDB Web):

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### Document Version History

Date	Version	Description	Author
03/08/2021	1.0	This contains instructions on how to use the Online Bundy Clock Module of HRDB Web	MERRYNOL "APPLE" ILUZADA

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## **1 Introduction**

### **1.1 Purpose**

The Human Resources Database Web (HRDB Web) is created to automate the current manual process of People and Organizational Development Office (PODO). This serves as a tool for PODO to administer the records of every associate and generate real time reports needed for its operation. It includes Benefits, Grievance, Org Chart, Job Vacancies and Application, Resignation, Clearance, Training, etc. This system also aims to address the concern in a work from home environment as this is deployed in a Web environment.

### **1.2 Information System**

The Human Resources Database Web (HRDB Web) is a Web-based application that runs in any up-to-date web and mobile browsers. The HRDB Web is connected to the HRDB.

### **1.3 Programing Language**

The Human Resources Database was programmed using C#. The database is MSSQL.

### **1.4 Project Owner**

The Human Resources Database Web (HRDB Web) is owned by the People and Organization Development Office (PODO).

### **1.5 Admin and Users**

The Admin of this system are selected associates from PODO.

The users are all associates who are in HRDB.



## 2 How to use the Human Resources Database Web (HRDB Web)

### 2.1 Login

Open any browser and type <https://apps1.benilde.edu.ph/hrdbweb> . The HRDB Web site appears and prompts the input of username and password (see Fig. 1.0).

apps1.benilde.edu.ph/hrdbweb

De La Salle-College of Saint Benilde  
HRDB Web

Please enter your Benilde Infonet account.

username

password

Login

Downloadable Files  
[User's Manual](#)

**Figure 1.0 Login Page**

An associate must be in HRDB in order for the system to accept the Login. If not, a message appears: “Username not found in the HR database.” (see Fig. 1.1).

De La Salle-College of Saint Benilde  
HRDB Web

Please enter your Benilde Infonet account.

Username not found in the HR database.

ijuzadam

password

Login

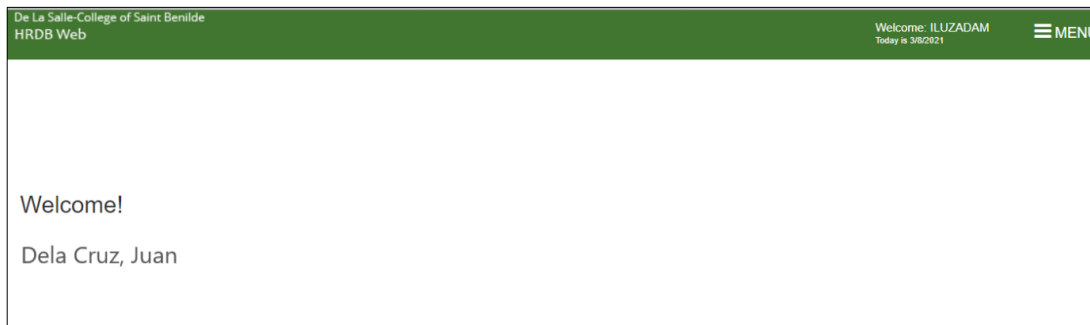
**Figure 1.1 Login Page – the user is not in HRDB**



## 2.2 Main Page

This Main Page welcomes the user. It also serves as confirmation that the account being accessed is correct (see Fig. 2.0). Please note that the system is automatically signed out after 30 minutes of inactivity.

The upper right of the Main Page shows the current date and list of Menu which can be accessed based on the granted User Permission.



**Figure 2.0 Main Page**

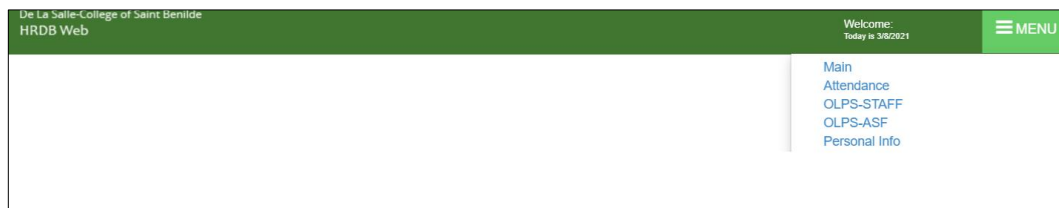
## 2.3 Online Bundy Clock Page

The Online Bundy Clock Page allows the associates to Time In/Time Out while on a Work from Home environment.

Please take note:

- **The system only allows one Time In and one Time Out in a day**
- **The Date and Time displayed is based from the Server. All associates have the same Date and Time displayed**

To access the Online Bundy Clock, click the Attendance link under Menu (see Fig. 3.0).

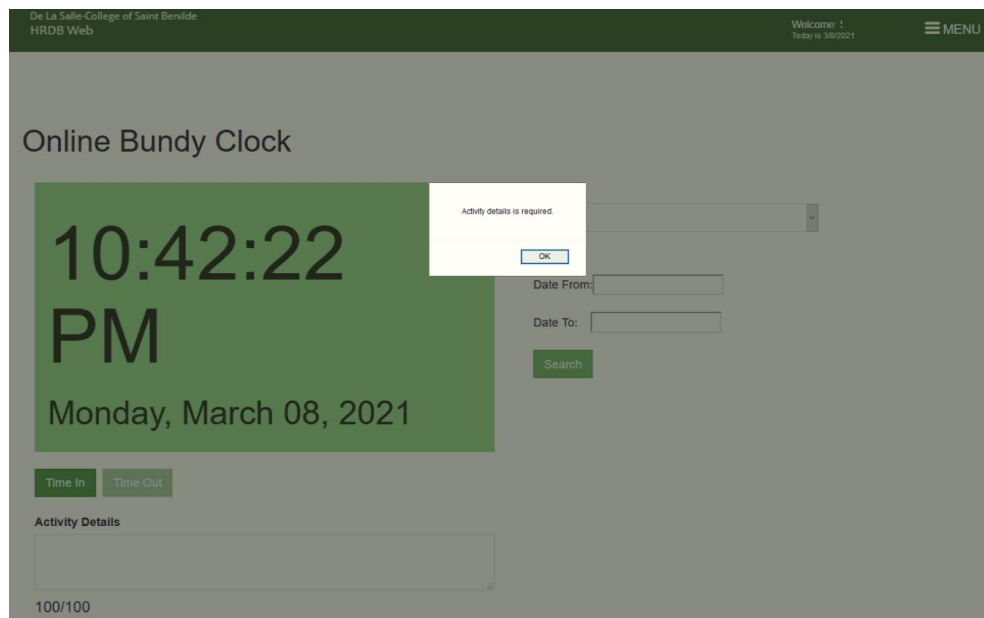


**Figure 3.0 Attendance Link**

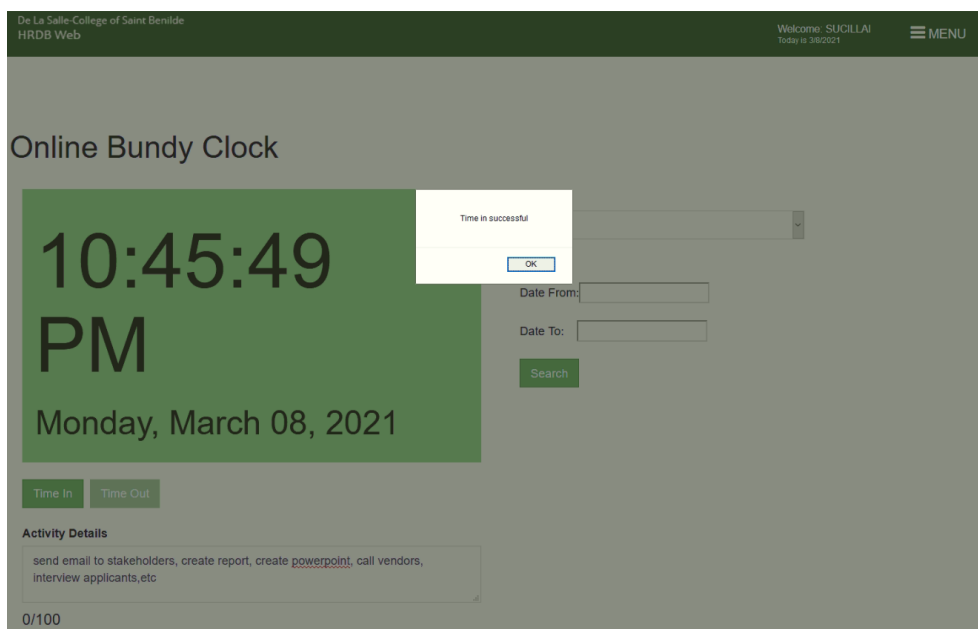


### 2.3.1 Time In

1. Enter a short description of your Activity Details for the day. This textbox only accepts 100 characters. Please take note that the system does not allow the Time In button to be clicked if an activity details is not indicated (see Fig. 3.1).
2. Click the Time In Button. A dialog box appears indicating that the Time In is successful (see Fig. 3.2).



**Figure 3.1 Activity Details is a required field**



**Figure 3.2 Successful Time In dialog box**





### 2.3.2 Time Out

Click the Time Out Button. A summary of the rendered working time for the day is displayed. The user has an option to proceed with the Time Out or cancel and wait for a later time (See Fig 3.3)

**Note:**

1. If a user forgets to Time Out by 6:30pm, a reminder is automatically sent to the Benilde email reminding the user to Time Out. Please Time Out to ensure attendance for the day.

Email Content:

*Dear Associate,*

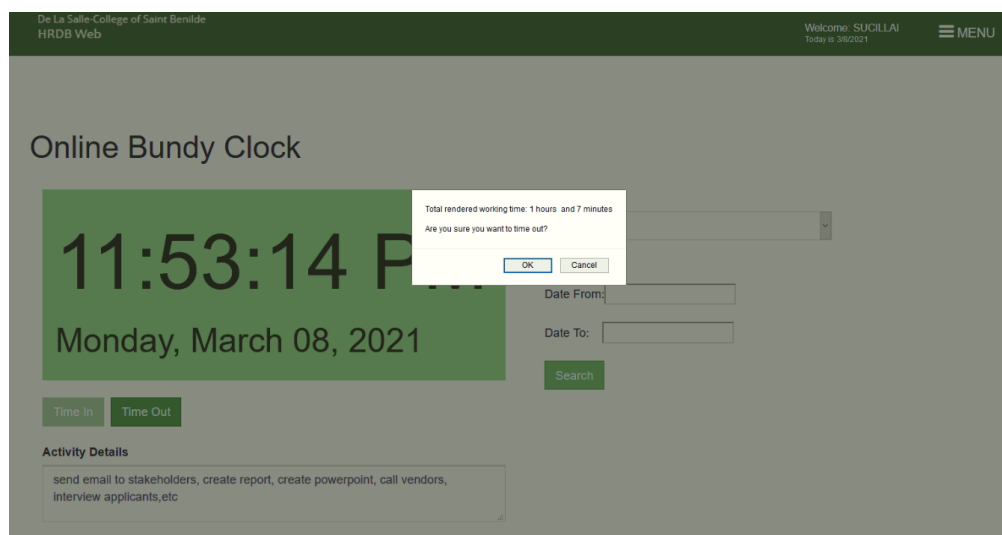
*Your record still shows incomplete attendance as of 9:00 pm today. This may have been an oversight on your end, so we are reminding you to log out via the Online Bundy Clock. Failure to do so shall be dealt with accordingly.*

*For your convenience, link is <https://apps1.benilde.edu.ph/hrdbweb>*

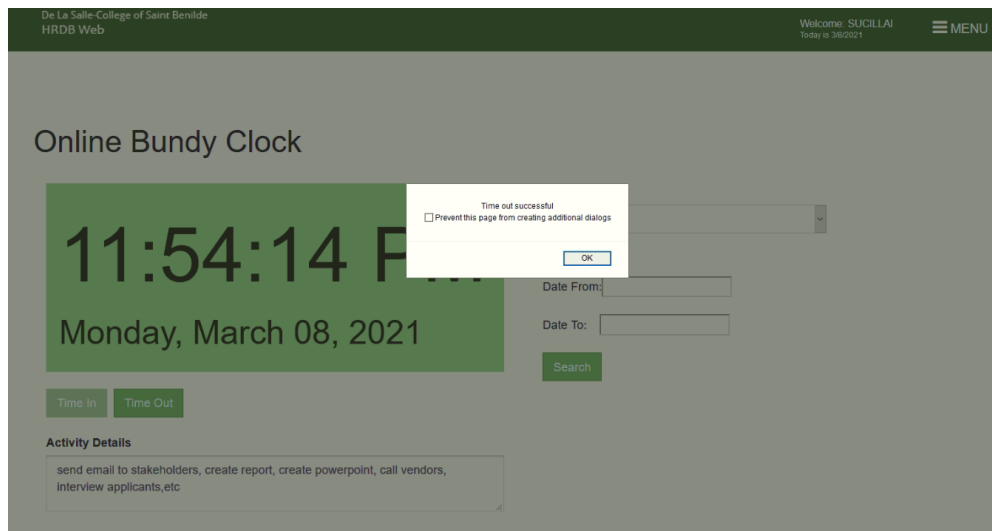
*Kindly disregard this email, should you are able to log out after 9:00pm.*

*Thank you.*

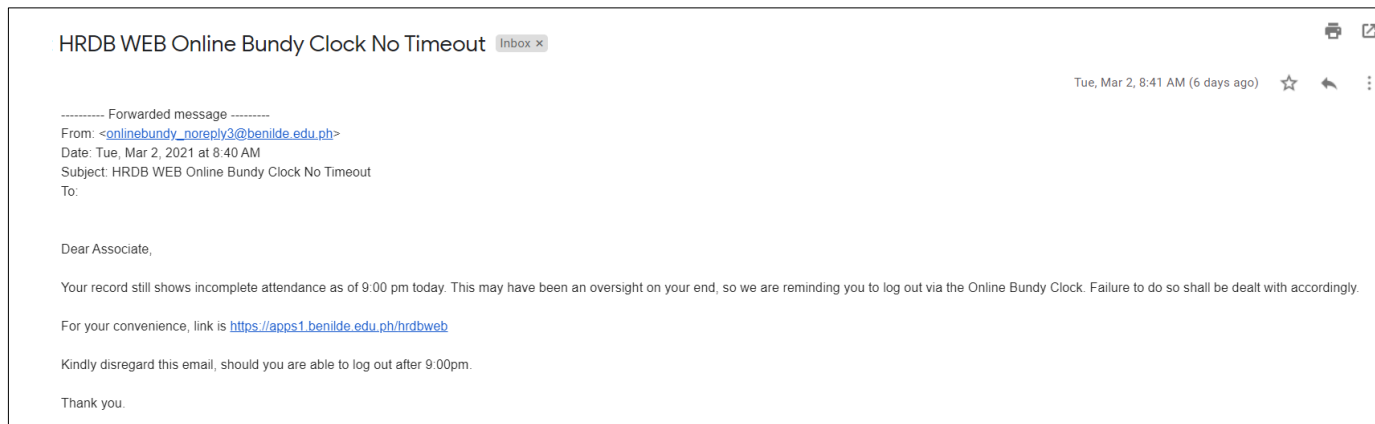
2. If no Time Out is made within the day, the system leaves the Time Out blank. Upon accessing the Online Bundy Clock the following day, the Time Out Button is no longer available. The option is to Time In for that day.



**Figure 3.2 Rendered Working Time dialog box**



**Figure 3.3 Successful Time Out dialog box**



**Figure 3.4 No Time Out Email Reminder**



### 2.3.3 Attendance View

A user can now view an attendance in two ways: “**On Campus**” and “**Online Bundy Clock (OBC)**.” For a user with subordinates, an additional option is provided called “**View Associate Attendance (OBC)**”

**2.3.3.1 On Campus** - Allows an associate to view the TIME IN and TIME OUT when the ID is tapped On Campus

**[1] Choose On Campus**

**[2] Select Date From and Date To**

- This is a required field (see Fig 3.5)
- Selecting an Invalid Date Range displays an error (see Fig 3.6)
- If the Date range selected does not have any Time In/Time Out, the system informs the user that no record is found (see Fig 3.7)

**[3] Click the Search Button.** The attendance from the selected date range is displayed (see Fig 3.8)

The screenshot shows the 'Online Bundy Clock' interface. On the left, a large green box displays the time '11:20:58 PM' and the date 'Monday, March 08, 2021'. Below this are 'Time In' and 'Time Out' buttons. On the right, there is an 'Attendance' dropdown menu set to 'On Campus'. Below that are 'Date From' and 'Date To' input fields, both of which are empty and have red error messages: 'The Date from field is required.' and 'The Date to field is required.' respectively. A green 'Search' button is located below the date fields. At the bottom, there is an 'Activity Details' section with a list of activities: 'send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc.'

**Figure 3.5 Selecting a Date From and Date To is required**



De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/8/2021

MENU

### Online Bundy Clock

# 11:30:12 PM

## Monday, March 08, 2021

**Attendance**

ERROR: Invalid Date Range

Date From:

Date To:

**Activity Details**

**Figure 3.6 Selecting an Invalid Date Range**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/8/2021

MENU

### Online Bundy Clock

# 11:23:07 PM

## Monday, March 08, 2021

**Attendance**

No records found.

Date From:

Date To:

**Activity Details**

send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Figure 3.7 No record found on the selected Date Range**



DELAWARE COLLEGE OF SAINT JOSEPH  
HRDB Web

Welcome: [User Name]  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:25:55 PM

Monday, March 08, 2021

**Activity Details**

send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Attendance**

On Campus

Date From: 01/01/2021

Date To: 03/08/2021

**ID#: 201**  
**Name: S**

Date	Gate	Time In	Time Out	Activity Details
2021-01-29	TAFT-BACKDOOR		15:01:02	
2021-01-29	TAFT-BACKDOOR		15:01:02	

**Figure 3.8 On Campus Attendance is displayed**

### 2.3.3.2 Online Bundy Clock (OBC) - Allows an associate to view the TIME IN and TIME OUT logged while working from home

**[1] Choose Online Bundy Clock (OBC)**

**[2] Select Date From and Date To**

- This is a required field (see Fig 3.9)
- Selecting an Invalid Date Range displays an error (see Fig 3.10)
- If the Date range selected does not have any Time In/Time Out, the system informs the user that no record is found (see Fig 3.11)

**[3] Click the Search Button.** The attendance from the selected date range is displayed (see Fig 3.12)



De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:33:40 PM

## Monday, March 08, 2021

**Attendance**

Online Bundy Clock (OBC)

Date From:   
*The Date from field is required.*

Date To:   
*The Date to field is required.*

**Activity Details**

send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Figure 3.9 Selecting a Date From and Date To is required**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:34:17 PM

## Monday, March 08, 2021

**Attendance**

Online Bundy Clock (OBC)

**ERROR: Invalid Date Range**

Date From:

Date To:

**Figure 3.10 Selecting an Invalid Date Range**



De La Salle-College of Saint Benilde  
HRDB Web

Welcome :  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:35:19 PM

## Monday, March 08, 2021

Time In Time Out

**Attendance**

Online Bundy Clock (OBC)

Date From: 12/01/2020

Date To: 12/31/2020

Search

ID#: 21  
Name: S

Date	Gate	Time In	Time Out	Activity Details
No records found.				

**Activity Details**

send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Figure 3.11 No record found on the selected Date Range**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome : S  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:37:22 PM

## Monday, March 08, 2021

Time In Time Out

**Attendance**

Online Bundy Clock (OBC)

Date From: 02/01/2021

Date To: 02/28/2021

Search

ID#: 21  
Name: S

Date	Gate	Time In	Time Out	Activity Details
2021-02-23	ONLINE BUNDY CLOCK	05:04 PM		Testing details
2021-02-23	ONLINE BUNDY CLOCK		05:04 PM	
2021-02-25	ONLINE BUNDY CLOCK	10:20 AM		asdf
2021-02-25	ONLINE BUNDY CLOCK		06:29 PM	

**Activity Details**

send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Figure 3.12 Online Bundy Clock (OBC) Attendance is displayed**

If no Time Out is made within the day, the system leaves the Time Out blank. Upon accessing the Online Bundy Clock the following day, the Time Out Button is no longer available. The option is to Time In for that day (see Fig 3.13).



De La Salle-College of Saint Benilde  
HRDB Web

Welcome:  
Today is 3/9/2021

MENU

## Online Bundy Clock

# 7:30:44 AM

Tuesday, March 09, 2021

Attendance  
Online Bundy Clock (OBC)

Date From: 03/08/2021  
Date To: 03/09/2021

Search

ID#: 20  
Name: B

Date	Gate	Time In	Time Out	Activity Details
2021-03-08	ONLINE BUNDY CLOCK	11:17 PM		create reports, meeting, discuss revision of proposal, call stakeholder, send email on HRDBWeb, etc.

Activity Details  
100/100

**Figure 3.13** Time Out column is blank signifying that no Time Out was done the previous day

### 2.3.3.3 View Associate Attendance (OBC) - Allows an Immediate Head to see the attendance of their subordinates who Time In/Time Out using the Online Bundy Clock

**[1] Choose View Associate Attendance (OBC)**

**[2] Select an Associate Name** – this is the name of the subordinate whose Online Bundy Clock Attendance is to be viewed

**[3] Select Date From and Date To**

- This is a required field (see Fig 3.14)
- Selecting an Invalid Date Range displays an error (see Fig 3.15)
- If the Date range selected does not have any Time In/Time Out, the system informs the user that no record is found (see Fig 3.16)

**[4] Click the Search Button.** The attendance from the selected date range is displayed (see Fig 3.17)





De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILAI  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:43:42 PM

## Monday, March 08, 2021

**Attendance**  
View Associate Attendance (OBC)

**Associate Name**  
S

Date From:   
**The Date from field is required.**

Date To:   
**The Date to field is required.**

**Activity Details**  
send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Figure 3.14 Selecting a Date From and Date To is required**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome: :  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:45:38 PM

## Monday, March 08, 2021

**Attendance**  
View Associate Attendance (OBC)

**Associate Name**  
SUCILLA, IVAN PAUL ABDON

**ERROR: Invalid Date Range**

Date From:

Date To:

ID#: 20  
Name: SI

Date	Gate	Time In	Time Out	Activity Details
------	------	---------	----------	------------------

**Figure 3.15 Selecting an Invalid Date Range**



De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:48:17 PM

## Monday, March 08, 2021

**Activity Details**  
send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Attendance**  
View Associate Attendance (OBC)

**Associate Name**  
SI

Date From: 12/01/2020  
Date To: 12/31/2020

ID#: 20  
Name: SI

Date	Gate	Time In	Time Out	Activity Details
No records found.				

**Figure 3.16 No record found on the selected Date Range**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/8/2021

MENU

## Online Bundy Clock

# 11:49:42 PM

## Monday, March 08, 2021

**Activity Details**  
send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc

**Attendance**  
View Associate Attendance (OBC)

**Associate Name**  
S

Date From: 03/01/2021  
Date To: 03/08/2021

ID#: 21  
Name: SI

Date	Gate	Time In	Time Out	Activity Details
2021-03-01	ONLINE BUNDY CLOCK	09:37 AM		asdf
2021-03-01	ONLINE BUNDY CLOCK		03:24 PM	
2021-03-02	ONLINE BUNDY CLOCK	08:40 AM		<a href="http://10.5.2.122/hrdbweb/EmailNoOut">http://10.5.2.122/hrdbweb/EmailNoOut</a>
2021-03-02	ONLINE BUNDY CLOCK		05:48 PM	

**Figure 3.17 View Associate Attendance (OBC) Attendance is displayed**



### 3. Report

This Report can only be accessed by the Admin. The report only covers all attendance made through the Online Bundy Clock based on the selected Date Range. For the On Campus Reports generation, please use the MyCampus ID System.

Please ensure that a Date From and Date To is selected to avoid any error (see Fig 3.18).

The screenshot shows the HRDB Web interface. At the top, there is a green header with "De La Salle-College of Saint Benilde HRDB Web" on the left and "Welcome: SUCILLAI Today is 3/15/2021" and a "MENU" icon on the right. A modal dialog box is displayed in the center, containing the text "Date from and Date to are required fields." and an "OK" button. Below the modal, the "Administration - Reports Generation" form is visible. It includes dropdown menus for "Module" (set to "Attendance"), "Reports" (set to "Online Bundy Clock"), and "Classification". There is a "Search Lastname" input field under "Associate Name", and "Date From:" and "Date To:" input fields. At the bottom, there is an "Include Inactive Associates" checkbox which is currently unchecked, and two buttons: "Generate Report" and "Clear".

**Figure 3.18 View Associate Attendance (OBC) Attendance is displayed**

All reports generated is downloaded in a .csv format. By default, the system only generates all Active Associates in HRDB. If the report includes Inactive Associates in HRDB, click the "Include Inactive Associates" check box (see Fig 3.19).

This screenshot is similar to Figure 3.18, showing the HRDB Web interface. The modal dialog box is no longer present. In the "Include Inactive Associates" section, the checkbox is now checked, and a large black arrow points to it from the right. The "Generate Report" and "Clear" buttons remain at the bottom of the form.

**Figure 3.19 Include Inactive Associates check box**



The following are different reports that can be generated:

**[1] All attendance made through the Online Bundy Clock**

**Steps:**

- a. **Module** – select Attendance
- b. **Reports** – select Online Bundy Clock
- c. **Classification** – blank
- d. **Associate Name** – blank
- e. **Date from** – select a date
- f. **Date to** – select a date
- g. **Include Inactive Associate** – check only if the inactive associates in HRDB is included on the report
- h. **Click Generate Report**
- i. **.csv file is generated**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/9/2021

Administration - Reports Generation

**Module**  
Attendance

**Reports**  
Online Bundy Clock

**Classification**

**Associate Name**  
Search Lastname

**Date From:**  
03/01/2021

**Date To:**  
03/09/2021

**Include Inactive Associates**

Generate Report Clear

**Figure 3.20 All attendance made through the Online Bundy Clock**

ID Number	Fullname	Time In	Time Out	Activity Details
		3/1/2021 9:37:54 AM		asdf
		3/2/2021 8:40:42 AM	3/1/2021 3:24:55 PM	http://10.5.2.122/hrdbweb/EmailNoOut
		3/2/2021 8:09:51 AM	3/2/2021 5:48:19 PM	sdf
		3/3/2021 10:18:49 AM	3/3/2021 9:16:17 AM	Testing
		3/8/2021 10:45:50 PM		send email to stakeholders, create report, create powerpoint, call vendors, interview applicants,etc
			3/8/2021 11:54:13 PM	
		3/1/2021 3:47:13 PM		Inquiries and complaints can be directed to the Data Protection Officer at Tel. No. (632) 2305100 lo
		3/1/2021 7:58:31 AM		ang pasko ay sumapit. tayo ay magsi-awit.
		3/2/2021 8:41:13 AM		http://10.5.2.122/hrdbweb/EmailNoOut
		3/3/2021 10:31:33 AM		test
			3/3/2021 10:32:05 AM	
		3/5/2021 10:15:56 AM		Twinkle Twinkle little star!
			3/5/2021 10:25:18 AM	
		3/8/2021 11:17:09 PM		create reports, meeting, discuss revision of proposal, call stakeholder, send email on HRDBWeb, etc.
		3/9/2021 9:09:58 AM		asdfgdasghjkhjfgds

**Figure 3.21 Report - All attendance made through the Online Bundy Clock**



**[2] Attendance by Classification** – only associates with the selected classification is generated in the report

**Steps:**

- a. **Module** – select Attendance
- b. **Reports** – select Online Bundy Clock
- c. **Classification** – AS-REG (example only)
- d. **Associate Name** – blank
- e. **Date from** – select a date
- f. **Date to** – select a date
- g. **Include Inactive Associate** – check only if the inactive associates in HRDB is included on the report
- h. **Click Generate Report**
- i. **.csv file is generated**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILAI  
Today is 3/9/2021

Administration - Reports Generation

**Module**  
Attendance

**Reports**  
Online Bundy Clock

**Classification**  
AS-REG

**Associate Name**  
Search Lastname

**Date From:**  
03/01/2021

**Date To:**  
03/09/2021

**Include Inactive Associates**

Generate Report Clear

**Figure 3.22 Attendance by Classification**

ID Number	Fullname	Time In	Time Out	Activity Details
		3/1/2021 9:37:54 AM		asdf
			3/1/2021 3:24:55 PM	
		3/2/2021 8:40:42 AM		http://10.5.2.122/hrdbweb/EmailNoOut
			3/2/2021 5:48:19 PM	
		3/3/2021 8:09:51 AM		sdf
			3/3/2021 9:16:17 AM	
		3/5/2021 10:18:49 AM		Testing
		3/8/2021 10:45:50 PM		send email to stakeholders, create report, create powerpoint, call vendors, interview applicants,etc
			3/8/2021 11:54:13 PM	
		3/1/2021 3:47:13 PM		Inquiries and complaints can be directed to the Data Protection Officer at Tel. No. (632) 2305100 lo
		3/1/2021 7:58:31 AM		ang pasko ay sumapit. tayo ay magsi-awit.
		3/2/2021 8:41:13 AM		http://10.5.2.122/hrdbweb/EmailNoOut
		3/3/2021 10:31:33 AM		test
			3/3/2021 10:32:05 AM	
		3/5/2021 10:15:56 AM		Twinkle Twinkle little star!
			3/5/2021 10:25:18 AM	
		3/8/2021 11:17:09 PM		create reports, meeting, discuss revision of proposal, call stakeholder, send email on HRDBWeb, etc.
		3/9/2021 9:09:58 AM		asdfgdasghjkhfgds

**Figure 3.23 Report - Attendance By Classification**



### [3] Attendance of a Specific Person – can be done in two ways

#### Steps (See Fig 3.24):

- Module** – select Attendance
- Reports** – select Online Bundy Clock
- Classification** – blank
- Include Inactive Associate** – this must be checked first in order for an inactive associate to be found in Associate name
- Associate Name** – sucillai (example only)
- Date from** – select a date
- Date to** – select a date
- Click Generate Report**
- .csv file is generated**

De La Salle-College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/10/2021

Administration - Reports Generation

**Module**  
Attendance

**Reports**  
Online Bundy Clock

**Classification**  
[Blank]

**Associate Name**  
SUCILLAI

**Date From:**  
03/01/2021

**Date To:**  
03/09/2021

**Include Inactive Associates**

Generate Report Clear

**Figure 3.24 Specific Person without choosing a classification**

OR

#### Steps (See Fig 3.25):

- Module** – select Attendance
- Reports** – select Online Bundy Clock
- Classification** – AS-REG (example only)
- Include Inactive Associate** – this must be checked first in order for an inactive associate to be found in Associate name
- Associate Name** – sucillai (example only. *This name is displayed since the selected classification is AS-REG. If a different classification is searched, sucillai cannot be found*)
- Date from** – select a date
- Date to** – select a date
- Click Generate Report**
- .csv file is generated**



De La Salle College of Saint Benilde  
HRDB Web

Welcome: SUCILLAI  
Today is 3/10/2021

Administration - Reports Generation

Module  
Attendance

Reports  
Online Bundy Clock

Classification  
AS-REG

Associate Name  
SUCILLAI

Date From:  
03/01/2021

Date To:  
03/09/2021

Include Inactive Associates

Generate Report Clear

**Figure 3.25 Specific Person under a Classification**

ID Number	Fullname	Time In	Time Out	Activity Details
		3/1/2021 9:37:54 AM	3/1/2021 3:24:55 PM	asdf
		3/2/2021 8:40:42 AM	3/2/2021 5:48:19 PM	http://10.5.2.122/hrdbweb/EmailNoOut
		3/3/2021 8:09:51 AM	3/3/2021 9:16:17 AM	sdf
		3/5/2021 10:18:49 AM		Testing
		3/8/2021 10:45:50 PM		send email to stakeholders, create report, create powerpoint, call vendors, interview applicants, etc
			3/8/2021 11:54:13 PM	Inquiries and complaints can be directed to the Data Protection Officer at Tel. No. (632) 2305100 lo
		3/1/2021 3:47:13 PM		ang pasko ay sumapit. tayo ay magsi-awit.
		3/1/2021 7:58:31 AM		http://10.5.2.122/hrdbweb/EmailNoOut
		3/2/2021 8:41:13 AM		test
		3/3/2021 10:31:33 AM	3/3/2021 10:32:05 AM	
		3/5/2021 10:15:56 AM	3/5/2021 10:25:18 AM	Twinkle Twinkle little star!
		3/8/2021 11:17:09 PM		create reports, meeting, discuss revision of proposal, call stakeholder, send email on HRDBWeb, etc.
		3/9/2021 9:09:58 AM		asfdgashghkhfgds

**Figure 3.26 Report - Specific Person**

Prepared by: Sgd. Merrynol "Apple" V. Iluzada	Approved by: Sgd. John Cedrick Bugarin	Noted by: Sgd. Randy Tandoc
Name: Merrynol "Apple" V. Iluzada Position: Business Analyst, DTO	Name: John Cedrick Bugarin Position: Project Officer, DTO	Name: Randy Tandoc Position: Director, DTO
Date: March 9, 2021	Date: March 9, 2021	Date: March 9, 2021