



ANC+ Online Employee Requisition Form System (OERF)

Approver's Manual

REVISION HISTORY FOR OERF APPROVER'S USER MANUAL

REV NO.	PAGE NOS.	REVISION DETAILS	AUTHORS	DATE REV.	IMPLEMENTATION DATE
1	ALL	Creation of the System	Jolo Maui Iglesia	6/8/23	

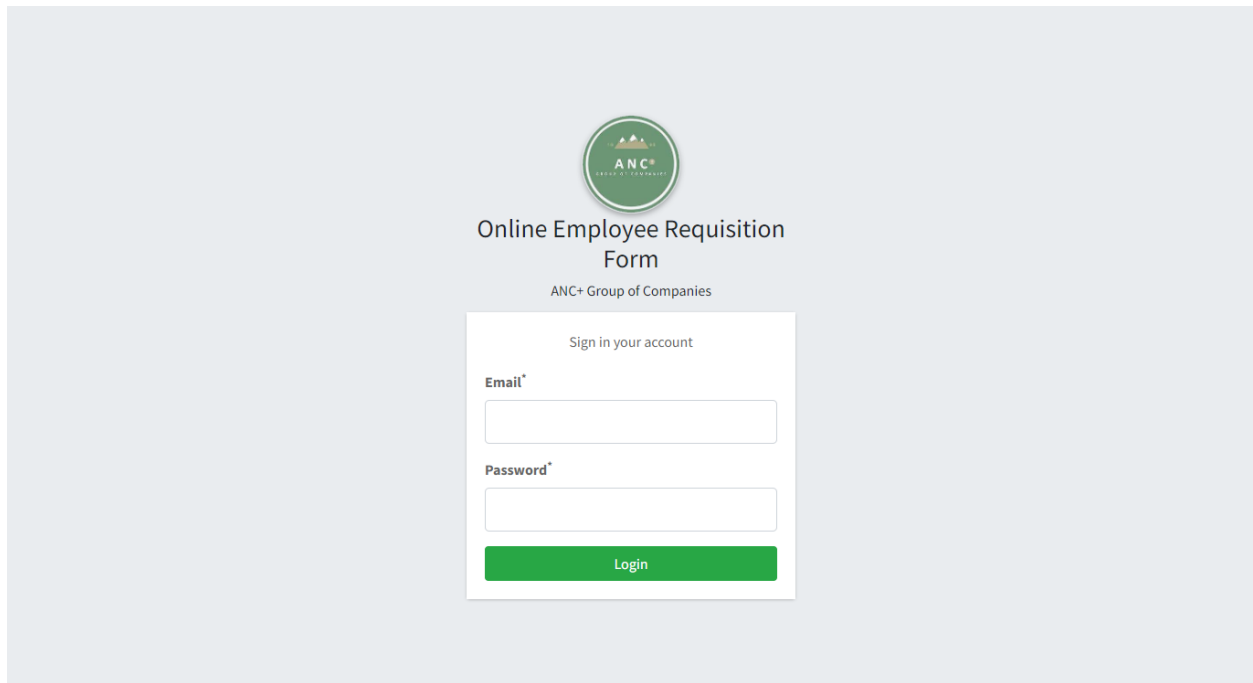
APPROVALS

Created by: Jolo Maui Iglesias	Verified by: Otake, Takeshi	Approved by: Michael De Leon
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LOGIN PAGE



Online Employee Requisition Form

ANC+ Group of Companies

Sign in your account

Email*

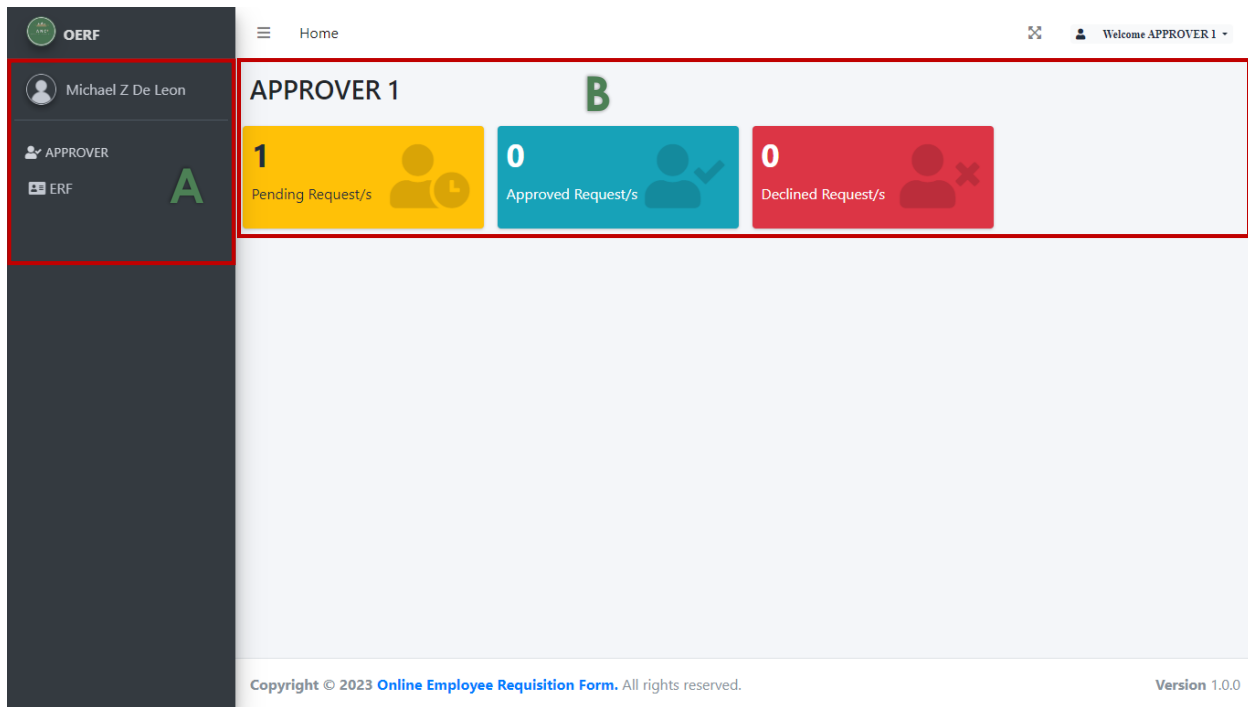
Password*

Login

This is the default login page when you visit the OERF System. To login, the User should provide their Username/Email and Password.

To access the Online Employee Requisition Form System, please visit <https://oerf.ancplus.com/> and log in using your account credentials.

DASHBOARD



- A. List of Modules the user is allowed to access.
- B. System Dashboard

Employee Requests

Declined Request/s Approved Request/s

Show 10 entries Search:

ID	Date Requested	Position	Reason	Status	Action
ER-000001	06-05-2023	IT Specialist (System Development)	ADDITIONAL	Pending Approval	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Within the ERF Module, users will discover two distinct sub-modules: Approved Requests and Declined Requests. The table presents requests that are awaiting the user's approval, which were submitted by the requestor.

In the Approved Requests module, approvers will find all the requests they have recently approved. Conversely, the Declined Requests module contains requests that they have declined. To review pending approval requests, users may simply click on "View" next to the respective request that requires approval or decline.

Pending Request

The screenshot shows the 'EMPLOYEE REQUISITION FORM' interface. On the left is a dark sidebar with the OERF logo, user profile 'Michael Z De Leon', and roles 'APPROVER' and 'ERF'. The top navigation bar includes a 'Home' link and a 'Welcome APPROVER 1' message. The form title 'EMPLOYEE REQUISITION FORM' is at the top left of the main content area. To its right, three buttons are highlighted with a red box: 'Approve' (green), 'Decline' (red), and 'Approval History' (blue), followed by a 'Back' button. The form content for 'REQUEST ID: ER-000001' includes a table with columns: DATE (06-05-2023), NO. NEEDED (1), POSITION (IT Specialist (System Development)), and DATE NEEDED (06-30-2023). Below this are fields for 'REQUESTING DEPARTMENT' (Information and Technology) and 'DEALER' (SANF - Suzuki Auto Fairview). A 'REASON FOR REQUEST' section has four radio buttons: 'NEW POSITION', 'ADDITIONAL' (selected), 'REPLACEMENT', and 'TRANSFER'. A 'View Supporting Document/s' section shows a 'View PDF' button and the filename 'ER-000001.recommendation_letter.pdf'. At the bottom, there are sections for 'ENTRY LEVEL' (with 'CONTRACTUAL' selected) and 'SALARY' (with 'BASIC' selected).

DATE	NO. NEEDED	POSITION	DATE NEEDED
06-05-2023	1	IT Specialist (System Development)	06-30-2023

REQUESTING DEPARTMENT
Information and Technology

DEALER
SANF - Suzuki Auto Fairview

REASON FOR REQUEST

☐ NEW POSITION ☒ ADDITIONAL ☐ REPLACEMENT ☐ TRANSFER

View Supporting Document/s

View PDF ER-000001.recommendation_letter.pdf

ENTRY LEVEL
☒ CONTRACTUAL

SALARY
BASIC

Within the Pending Requests section, users will have access to all the details of the request submitted by the requestor. Located at the upper right corner of the module, users will find three buttons: Approval History, Decline, and Approve.

APPROVAL HISTORY

Approver Level 1

Approver Name	Date Approved	Status
Michael Z De Leon		Pending Approval

Approver Level 2

Approver Name	Date Approved	Remarks
Minnie A Bustamante		Pending Approval

Close

To view the approval history of the request, simply click on the Approval History button to access the relevant details.

Decline this Request? ER-000001

REMARKS

Declined

Close Decline

EMPLOYEE REQUISITION

DATE: 06-05-2023

REQUESTING DEPARTMENT: Information and Technology

DEALER: SANF - Suzuki Auto Fairview

REASON FOR REQUEST: ☒ NEW POSITION ☒ ADDITIONAL ☐ REPLACEMENT ☐ TRANSFER

View Supporting Document/s: ER-000001.recommendation_letter.pdf

ENTRY LEVEL: CONTRACTUAL SALARY: BASIC

If the user wishes to decline the request, they can click the Decline button and input the necessary remarks then click the decline button to proceed.

Approve this Request? ER-000001

REMARKS

Approved

Close Approve

Similarly, if the user intends to approve the request, they can click the Approve button input the necessary remarks and subsequently confirm their approval.

EMPLOYEE REQUISITION FORM

Approve Decline Approval History Back

REQUEST ID: ER-000001

DATE	NO. NEEDED	POSITION	DATE NEEDED
06-05-2023	1	IT Specialist (System Development)	06-30-2023

REQUESTING DEPARTMENT Information and Technology **DEALER** SANF - Suzuki Auto Fairview

REASON FOR REQUEST

☐ NEW POSITION ☒ ADDITIONAL ☐ REPLACEMENT ☐ TRANSFER

View Supporting Document/s

View PDF ER-000001.recommendation_letter.pdf

ENTRY LEVEL ☐ CONTRACTUAL **SALARY** ☐ BASIC

To view the supporting document attached to the request, the user can simply click on the "View PDF" button. This will allow them to open and view the attached document directly within the system.

Approved Request

Employee Requests

Declined Request/s Approved Request/s

Show 10 entries Search:

ID	Date Requested	Position	Reason	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

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Upon approval, the request will be automatically marked as approved and redirected to the Approved Requests module. To view all the requests that the user has approved, simply click on the Approved Requests button. This will provide an overview of all the requests that have been successfully approved by the user.

Home

Welcome APPROVER 1

Approved Request

Back

Show 10 entries

Search:

ID	Date Requested	Position	Reason	Status	Action
ER-000001	06-05-2023	IT Specialist (System Development)	ADDITIONAL	Pending Approval	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Upon clicking the Approved Requests button, the user will be redirected to the Approved Requests module, where they will have access to view all the approved requests. In this module, the user can conveniently review the full details of each approved request by simply clicking the "View" button located next to each request. This will provide the user with a comprehensive view of the request and its associated information.

Home

Welcome APPROVER 1

EMPLOYEE REQUISITION FORM

Approval History Back

REQUEST ID: ER-000001

DATE REQUESTED	REQUESTING DEPARTMENT	NO. NEEDED	POSITION	DATE NEEDED
06-05-2023	Information and Communications	1	IT Specialist (System Development)	06-30-2023

REASON FOR REQUEST

☐ NEW POSITION ☒ ADDITIONAL ☐ REPLACEMENT ☐ TRANSFER

View Supporting Document/s

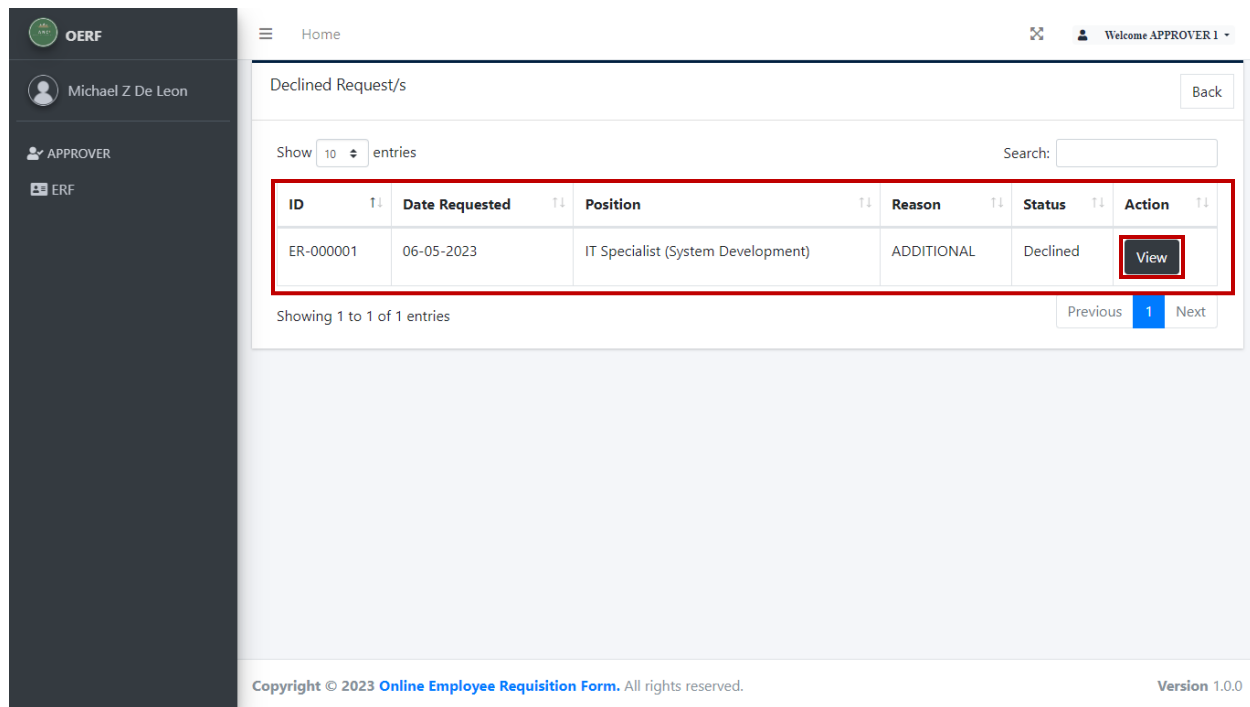
View PDF ER-000001.recommendation_letter.pdf

ENTRY LEVEL	SALARY
☐ CONTRACTUAL ☒ PROBATIONARY	BASIC 25,000.00
	TRANSPORATION

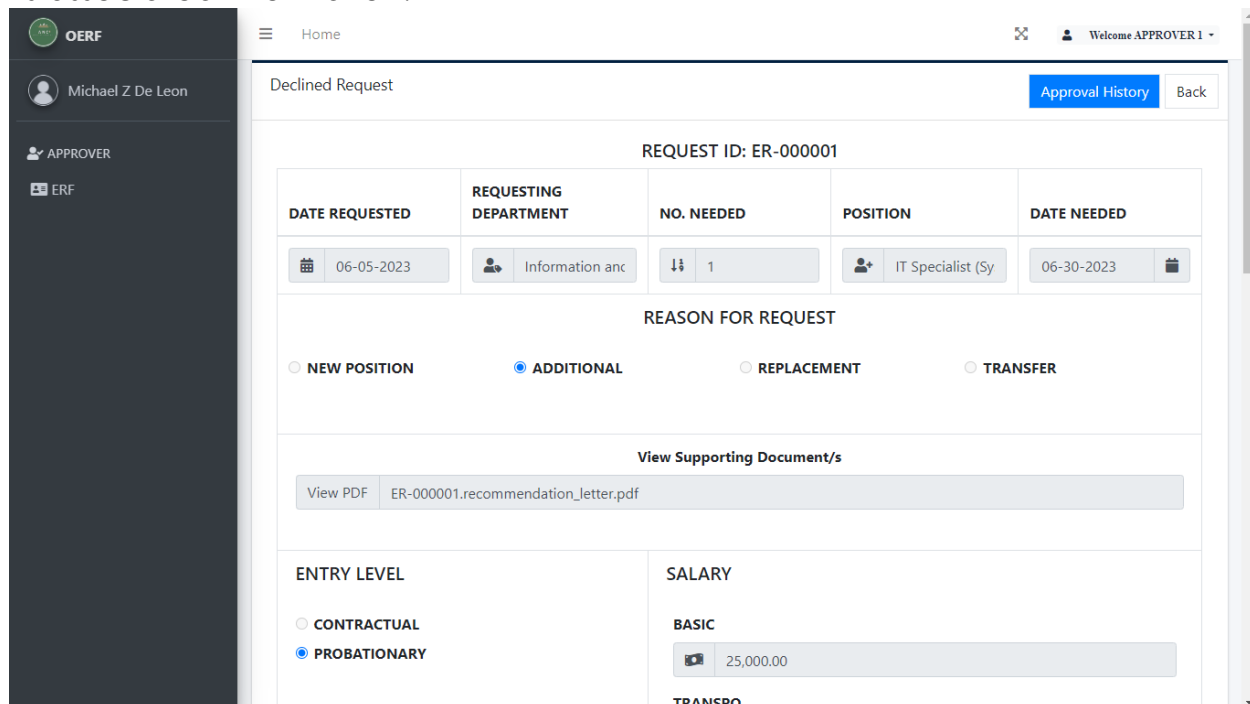
Declined Request

The screenshot displays the OERF (Online Employee Requisition Form) interface. On the left is a dark sidebar with the OERF logo, user profile for Michael Z De Leon, and roles APPROVER and ERF. The main content area is titled 'Employee Requests' and features two tabs: 'Declined Request/s' (highlighted in red) and 'Approved Request/s' (highlighted in blue). Below the tabs, there is a 'Show 10 entries' dropdown and a search bar. A table with columns ID, Date Requested, Position, Reason, Status, and Action is present, but it contains no data, displaying the message 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons. The footer includes the copyright notice 'Copyright © 2023 Online Employee Requisition Form. All rights reserved.' and the version 'Version 1.0.0'.

If a request is declined, it will be automatically marked as such and redirected to the Declined Requests module. To view all the requests that the user has declined, simply click on the Declined Requests button. This will enable the user to access an overview of all the requests that have been declined successfully.



Upon clicking the Declined Requests button, the user will be redirected to the Declined Requests module, where they will have access to view all the declined requests. In this module, the user can conveniently review the full details of each declined request by simply clicking the "View" button located next to each request. This will provide the user with a comprehensive view of the request and its associated information.



My Account

My Account

Change Password Edit

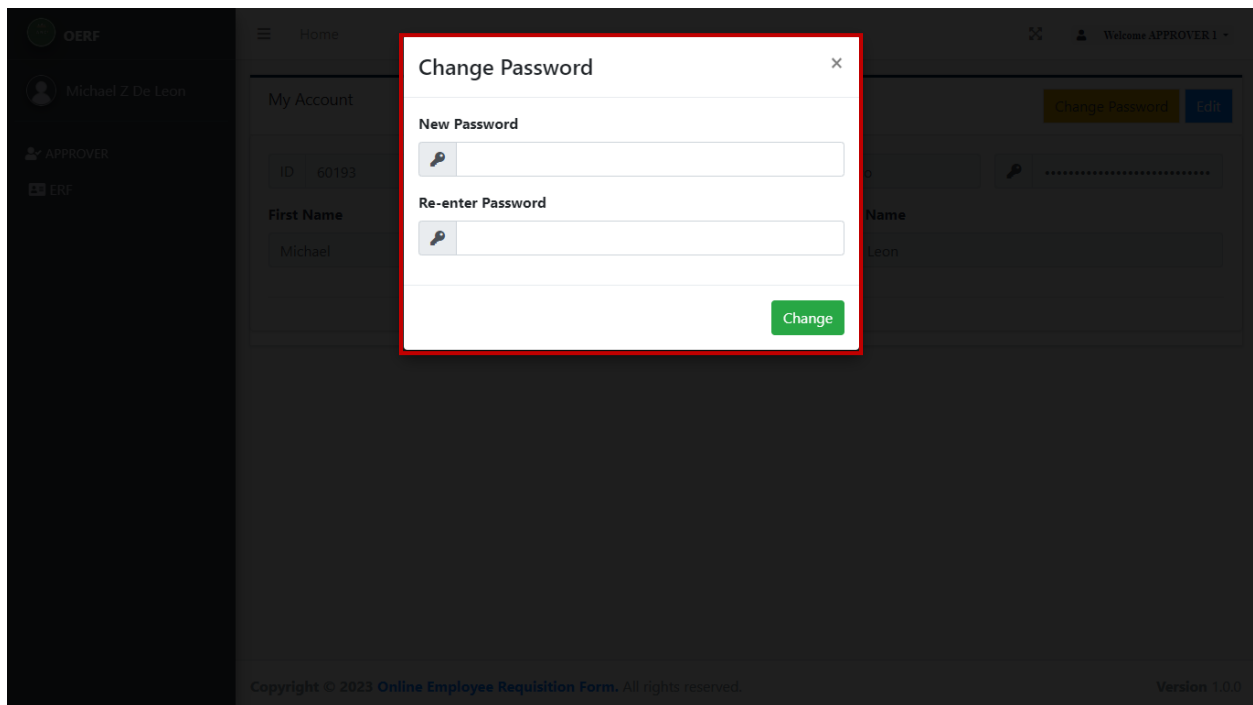
ID 60193 USER TYPE APPROVER 1 mdeleon@ancgroup.co

First Name Middle Initial Last Name

Michael Z De Leon

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In the My Account module, users can access their account credentials and make changes if needed. To change the password, the user can simply click on the "Change Password" button. This will allow them to input their desired new password and confirm it by re-entering it. Once the new password has been entered and confirmed, the user can click the "Change" button to finalize the password change.



If the user wishes to update their credentials, they can easily do so by clicking the "Edit" button. This will enable them to make necessary changes to their credentials. Once the editing of credentials is completed, the user can click the "Edit" button again to confirm the changes and update their credentials accordingly.

