



ANC+ Online Employee Requisition Form System (OERF)

HR Head's Manual

REVISION HISTORY FOR OERF HR HEAD'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	8/1/23
2	17-19	DCRC Head and Parts Head	Jolo Maui Iglesia	8/2/23	8/3/23

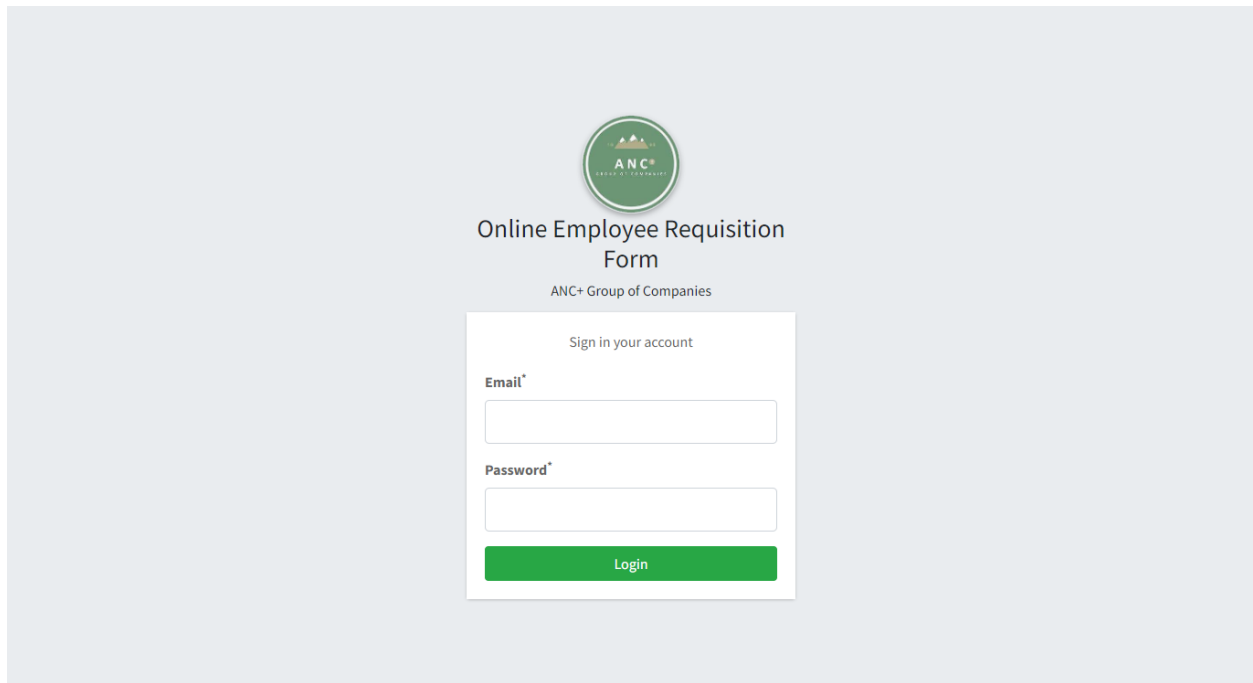
APPROVALS

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

Table of Contents

LOGIN PAGE.....	1
DASHBOARD.....	2
ERF	3
Pending Request.....	4
Approved Request	7
On Process Requests	9
Completed Requests	12
Support Group Approvers.....	14
Sales and Services Approvers	17
Audit Trail.....	20
My Account	21

LOGIN PAGE



ANC+

Online Employee Requisition
Form

ANC+ Group of Companies

Sign in your account

Email*

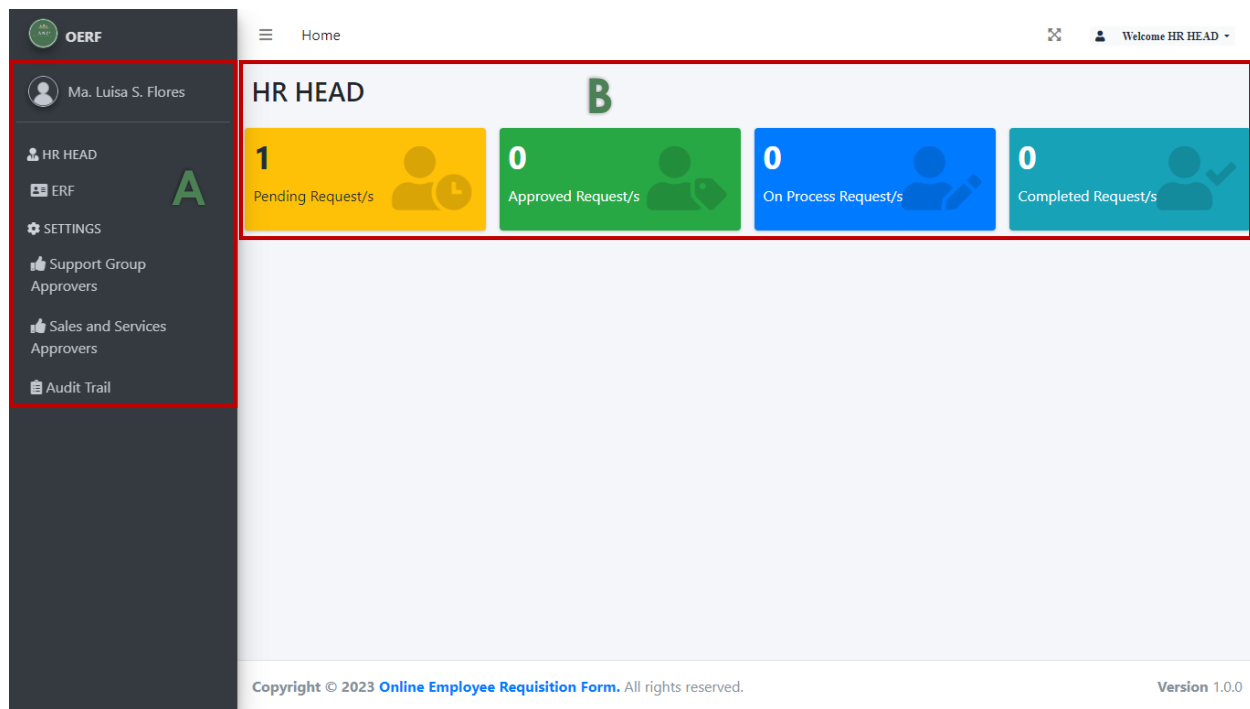
Password*

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

Home

Welcome HR HEAD

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Pending Approval Requests

Completed Request/s On Process 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	Final Approver Approved	View

Showing 1 to 1 of 1 entries

Previous 1 Next

Copyright © 2023 Online Employee Requisition Form. All rights reserved. Version 1.0.0

Within the ERF Module, the HR Head will have access to three different submodules: Approved Request/s, On Process Request/s, and Completed Request/s. The separate table presented displays requests that have been fully approved by their respective approvers, but still require approval from the HR Head.

In the Approved Requests module, the HR Head will find all the requests that he/she recently approved. This module serves as a record of requests that have received the HR Head's endorsement.

Conversely, the On Process Requests module contains requests that have been received by the HR Supervisor or requests that have been assigned to HR Staff. These requests are currently undergoing the HR process and are being actively worked on.

On the other hand, the Completed Requests module includes requests that have completed the HR commencement process and have been approved. This module serves as a repository for requests that have successfully gone through all necessary steps and have been finalized.

To approve a request, the HR Head may click the "View" button of the selected request. This action will allow them to access and review the full details of the request. By viewing the complete information, the HR Head can make an informed decision regarding the approval of the request.

Pending Request

The screenshot displays the 'EMPLOYEE REQUISITION FORM' interface. On the left is a dark sidebar with the OERF logo and user profile 'Ma. Luisa S. Flores'. The main content area has a top bar with 'Home', a user greeting 'Welcome HR HEAD', and buttons for 'Approve Request', 'Approval History', and 'Back'. The form details include: REQUEST ID: ER-000001; a table with DATE (06-05-2023), NO. NEEDED (1), POSITION (IT Specialist (System Development)), and DATE NEEDED (06-30-2023); REQUESTING DEPARTMENT (Information and Technology) and DEALER (SANF - Suzuki Auto Fairview); REASON FOR REQUEST with radio buttons for NEW POSITION, ADDITIONAL (selected), REPLACEMENT, and TRANSFER; a 'View Supporting Document/s' section with a PDF link; and ENTRY LEVEL (CONTRACTUAL) and SALARY (BASIC) options.

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

Upon clicking the selected request, the HR Head can review the full details of the request.

This screenshot is identical to the previous one, but the 'Approval History' button in the top right corner is highlighted with a red rectangle, indicating the next step in the process.

Additionally, the user can view the approval history of the request by clicking the "Approval History" button.

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Home

Welcome HR HEAD

EMPLOYEE REQUISITION FORM

Approve Request

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	SALARY
☐ CONTRACTUAL	☐ BASIC

To access the supporting document attached to the request, the user can click "View PDF".

Home

Welcome HR HEAD

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

EMPLOYEE REQUISITION FORM

Approve Request 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	SALARY
☐ CONTRACTUAL	☐ BASIC

Once the HR Head has reviewed the request and confirmed the details, they can click the "Approve Request" button to approve the request and initiate the commencement process.

Approved requests will be displayed in the "Approved Request" submodule, where they will be awaiting reception by the HR Supervisor. Once the HR Head approves a request, it will be moved to this submodule, indicating that it has received the necessary approval and is ready for further processing by the HR Supervisor.

Approved Request

The screenshot displays the 'Approved Request/s' tab in the OERF system. The interface includes a dark sidebar with navigation options: HR HEAD, ERF, SETTINGS, Support Group Approvers, Sales and Services Approvers, and Audit Trail. The main content area shows a table titled 'Pending Approval Requests' with three tabs: 'Completed Request/s', 'On Process Request/s', and 'Approved Request/s' (which is highlighted with a red border). The table has columns for ID, Date Requested, Position, Reason, Status, and Action. It currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer contains copyright information for 2023 and version 1.0.0.

OERF

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Home

Pending Approval Requests

Completed Request/s

On Process 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

Copyright © 2023 Online Employee Requisition Form. All rights reserved.

Version 1.0.0

The HR Head can view all the approved requests that are awaiting reception by the HR Supervisor by clicking the "Approved Requests" button. This action will provide the HR Head with a comprehensive list of requests that have been approved and are now in the queue for the HR Supervisor's review and handling.

The screenshot shows the 'Approved Request' page in the OERF system. The left sidebar contains navigation links: HR HEAD, ERF, SETTINGS, Support Group Approvers, Sales and Services Approvers, and Audit Trail. The main content area displays a table of approved requests. The first row is highlighted with a red box, showing request ID ER-000001, dated 06-05-2023, for an IT Specialist (System Development) position, with an 'Additional' reason and an 'Approved' status. A 'View' button is located in the 'Action' column for this request. The page also includes a search bar, a 'Back' button, and pagination controls showing 'Showing 1 to 1 of 1 entries'.

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

Showing 1 to 1 of 1 entries

Copyright © 2023 Online Employee Requisition Form. All rights reserved. Version 1.0.0

Upon clicking the "Approve Request" button, the user can see all the approved requests. To view a specific request, the user can click the "View" button located beside the request. This action will allow them to access and review the details of the selected approved request in further detail.

The screenshot shows the 'EMPLOYEE REQUISITION FORM' page in the OERF system. The left sidebar is the same as the previous screenshot. The main content area displays the details for request ID ER-000001. The form includes fields for Date (06-05-2023), No. Needed (1), Position (IT Specialist (System Development)), and Date Needed (06-30-2023). It also includes fields for Requesting Department (Information and Technology) and Dealer (SANF - Suzuki Auto Fairview). The Reason for Request section shows four radio buttons: NEW POSITION, ADDITIONAL (selected), REPLACEMENT, and TRANSFER. The View Supporting Document/s section shows a link to View PDF (ER-000001.recommendation_letter.pdf). The Entry Level section shows two radio buttons: CONTRACTUAL and BASIC.

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 ☐ BASIC

SALARY: BASIC

On Process Requests

The screenshot shows the 'Pending Approval Requests' page. The left sidebar contains the OERF logo, user profile (Ma. Luisa S. Flores), and navigation links: HR HEAD, ERF, SETTINGS, Support Group Approvers, Sales and Services Approvers, and Audit Trail. The top header includes a Home link, a user icon, and 'Welcome HR HEAD'. The main content area has three tabs: 'Completed Request/s', 'On Process Request/s' (highlighted with a red box), and 'Approved Request/s'. 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 shown, but it contains no data. The footer includes the copyright notice 'Copyright © 2023 Online Employee Requisition Form. All rights reserved.' and the version 'Version 1.0.0'.

After being received by the HR Supervisor or assigned to the respective HR Staff for processing, the request will be moved to the "On Process Requests" submodule. By clicking on the "On Process Requests" button, the user will be redirected to the On Process Request/s submodule. Here, they can view a list of all requests that are currently being processed.

The screenshot shows the 'On Process Request' page. The left sidebar is identical to the previous screenshot. The top header is also identical. The main content area has a 'Back' button in the top right corner. Below the header, there is a 'Show 10 entries' dropdown and a search bar. A table with columns ID, Date Requested, Position, Reason, Status, and Action is shown. The table contains one entry with ID 'ER-000001', Date Requested '06-05-2023', Position 'IT Specialist (System Development)', Reason 'ADDITIONAL', and Status 'Received'. The 'Action' column for this entry has a 'View' button. The footer includes the copyright notice 'Copyright © 2023 Online Employee Requisition Form. All rights reserved.' and the version 'Version 1.0.0'.

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Home

Welcome HR HEAD

On Process Request

Back

Show 10 entries

Search:

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

Showing 1 to 1 of 1 entries

Previous

1

Next

Copyright © 2023 Online Employee Requisition Form. All rights reserved.

Version 1.0.0

To view a specific request in the "On Process Requests" submodule, the user can simply click on the "View" button next to the desired request. This action will display all the credentials and details associated with the request. The user will be able to review the information and monitor the progress of the request in real time.

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Home

Welcome HR HEAD

EMPLOYEE REQUISITION FORM

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

DEALER

Information and Technology

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

SALARY

CONTRACTUAL

BASIC


OERF


 Ma. Luisa S. Flores

HR HEAD
 ERF
 SETTINGS
 Support Group Approvers
 Sales and Services Approvers
 Audit Trail

REQUESTED BY
 Otake R Takeshi

RECOMMENDED BY
 Jolo Maue Iglesia

ASSIGNED TO Received	DATE ASSIGNED Received
RECEIVED BY Marissa S Bisonaya	DATE RECEIVED 06-07-2023
APPROVED BY Ma. Luisa S. Flores	DATE APPROVED 06-07-2023
STATUS Received	

Copyright © 2023 [Online Employee Requisition Form](#). All rights reserved.
 Version 1.0.0

At the bottom of the request details, the user will find the current status of the request, indicating its progress in the process. Additionally, the user will see information regarding the approval of the request, including the name of the approver, the date when it was approved. The user will also find details about the receiver of the request, including the name of the person who received it and the date of receipt. Furthermore, the user will see the assigned HR staff who is responsible for processing the request, along with the date of assignment. These details provide transparency and accountability throughout the request workflow.

Completed Requests

OERF

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Home

Welcome HR HEAD

Pending Approval Requests

Completed Request/s

On Process 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

PreviousNext

Copyright © 2023 Online Employee Requisition Form. All rights reserved. Version 1.0.0

Once a request has completed its processing and has resulted in a successful hire, it will be moved to the Completed Requests submodule. In this submodule, the user can view and manage all the requests that have been successfully fulfilled and closed. It provides a comprehensive overview of the completed requests, allowing the user to track and review the hiring outcomes.

OERF

Ma. Luisa S. Flores

HR HEAD

ERF

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Home

Welcome HR HEAD

Completed Requisition

Back

Show 10 entries

Search:

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

Showing 1 to 1 of 1 entries

Previous1Next

Copyright © 2023 Online Employee Requisition Form. All rights reserved. Version 1.0.0

Ma. Luisa S. Flores

- HR HEAD
- ERF
- SETTINGS
- Support Group Approvers
- Sales and Services Approvers
- Audit Trail

Home

Welcome HR HEAD

Completed Requisition

Back

Show 10 entries Search:

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Copyright © 2023 Online Employee Requisition Form. All rights reserved.

Version 1.0.0

To view all the credentials of a specific request in the Completed Requests submodule, simply choose the desired request and click the "View" button next to it. This action will redirect the user to a page where they can access and review all the credentials associated with that request.

Ma. Luisa S. Flores

- HR HEAD
- ERF
- SETTINGS
- Support Group Approvers
- Sales and Services Approvers
- Audit Trail

Home

Welcome HR HEAD

EMPLOYEE REQUISITION FORM

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

DEALER

Information and Technology

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

SALARY

☐ CONTRACTUAL

BASIC

Support Group Approvers

The screenshot shows the 'Support Group Approvers' module in the OERF system. The sidebar on the left has a red box around the 'SETTINGS' menu, which includes 'Support Group Approvers', 'Sales and Services Approvers', and 'Audit Trail'. The main content area displays the 'Support Group Approvers' module, showing a list of departments and their assigned approvers. The 'Department Head' is set to 'Executive Officer'. The table lists departments like Accounting - AP, Accounting - AR, Accounting - GA, Admin, After-Sales, Auto Loans, and Body and Paint, with their respective approvers and a 'View' button for each.

Department	Department Head/Approver 1	Action
Accounting - AP	Ann S Enriquez	View
Accounting - AR	Michael Z De Leon	View
Accounting - GA	*NO ASSIGNED DEPARTMENT HEAD*	View
Admin	*NO ASSIGNED DEPARTMENT HEAD*	View
After-Sales	*NO ASSIGNED DEPARTMENT HEAD*	View
Auto Loans	*NO ASSIGNED DEPARTMENT HEAD*	View
Body and Paint	*NO ASSIGNED DEPARTMENT HEAD*	View

The next module under the settings category is the "Support Group Approvers" module. In this module, the HR Head can view all the Approvers assigned to the Support Group Departments. The Department Heads serve as Approver 1, while the Executive Officers are designated as Approver 2.

Within this module, the user also has the option to edit the respective Approvers for each department within the support group. This enables the HR Head to manage and update the approval hierarchy as needed, ensuring that the appropriate individuals are assigned as Approvers for their respective departments.

Note that departments that lack Approvers will be unable to send requests for approval. Without assigned Approvers, the requests will have no designated individuals to review and approve them. It is highly advised that every department has its respective Approvers assigned to avoid any delays or issues in the approval process. Ensuring that each department has Approvers assigned will facilitate a smooth workflow and timely processing of requests.

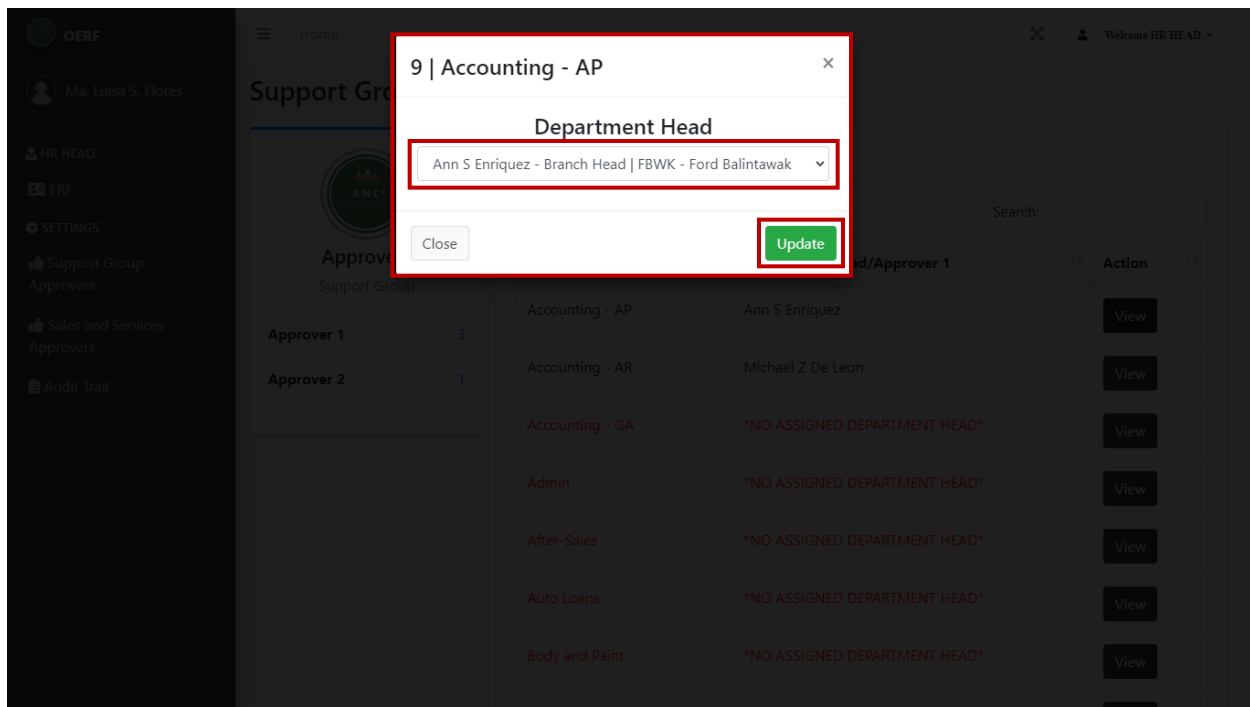
The screenshot displays the 'Support Group Approvers' module. The sidebar on the left contains navigation links: HR HEAD, ERF, SETTINGS, Support Group Approvers, Sales and Services Approvers, and Audit Trail. The main content area has a header 'Support Group Approvers' and two tabs: 'Department Head' (active) and 'Executive Officer'. Below the tabs is a table with the following data:

Department	Department Head/Approver 1	Action
Accounting - AP	Ann S Enriquez	View
Accounting - AR	Michael Z De Leon	View
Accounting - GA	*NO ASSIGNED DEPARTMENT HEAD*	View
Admin	*NO ASSIGNED DEPARTMENT HEAD*	View
After-Sales	*NO ASSIGNED DEPARTMENT HEAD*	View
Auto Loans	*NO ASSIGNED DEPARTMENT HEAD*	View
Body and Paint	*NO ASSIGNED DEPARTMENT HEAD*	View

In the "Support Group Approvers" module, the user has the ability to edit the Approvers for each department. If the user wishes to modify Approver 1 for each department, they can navigate to the "Department Head" tab. In this tab, the user can make changes to the assigned Approvers in order to update the approval hierarchy for each department.

Similarly, if the user intends to change Approver 2 for each department, they can access the "Executive Officer" tab. Within this tab, the user can edit the designated Approvers, allowing for adjustments to the second level of the approval process.

If a department does not have an assigned approver, the department name will be displayed in red font color, indicating that it lacks an assigned Department Head or Executive Officer. Additionally, a tag such as "*NO ASSIGNED DEPARTMENT HEAD*" or "*NO ASSIGNED EXECUTIVE OFFICER*" will be shown next to the department name, highlighting the absence of an approver for that specific role. This visual cue helps to draw attention to departments that require an assigned approver, prompting the user to take necessary actions to designate an appropriate individual.



To add or change an approver, the user can follow these steps:

1. Select the desired department by choosing it from the table.
2. Click the "View" button located beside the department.
3. A modal will appear, displaying the department name and the currently assigned approver. If there is no assigned approver, it will show nothing.
4. To change the approver, simply click on the dropdown box and select the desired individual as the new approver for the department.
5. Once the new approver has been selected, click the "Update" button to save the changes and update the approver for the selected department.

By following these steps, the user can easily add or change the approver for a specific department, ensuring the approval hierarchy is accurately configured within the system.

Sales and Services Approvers

The screenshot displays the 'Sales and Services Approvers' module. The sidebar on the left includes navigation links: HR HEAD, ERF, SETTINGS, Support Group Approvers, Sales and Services Approvers (highlighted with a red box), and Audit Trail. The main header shows the user 'Ma. Luisa Flores' and a 'Home' link. The central content area features a tabbed interface with 'Service Head' selected. Below the tabs, a summary card for 'Approvers' under 'Sales and Services' shows counts for Approver 1 (63), Approver 2 (9), and Approver 3 (2). To the right, a table lists dealers and their assigned approvers.

Dealer	Service Head/Approver 1	Action
FBAL - Ford Baliuag	Kenneth Razo	View
FBAY - Ford Manila Bay	Kenneth Razo	View
FBWK - Ford Balintawak	Kenneth Razo	View
FCMA - Ford Commonwealth (Sales)	Kenneth Razo	View
FCMB - Ford Commonwealth (Service)	Kenneth Razo	View
FMAL - Ford Malolos	Kenneth Razo	View
FMAR - Ford Marilao	Kenneth Razo	View

The next module also under the settings category is the "Sales and Services Approvers" module. In this module, the HR Head can view all the Approvers assigned to the Sales, Services, Parts and DCRC Department. Here is the breakdown of the Approvers for each role:

1. Services Department:
 - Approver 1: Service Head
2. Sales Department:
 - Approver 1: Branch Head
3. Parts Department:
 - Approver 1: Parts Head
2. DCRC Department:
 - Approver 1: DCRC Head
3. All Departments:
 - Approver 2: General Manager
 - Approver 3: Executive Officer

Indeed, it is crucial to assign Approvers to every dealer to ensure a smooth workflow and timely processing of requests. Dealers that lack Approvers will encounter difficulties in sending requests for approval, as there will be no designated individuals to review and approve them. To avoid delays or issues in the approval process, it is highly advised to assign Approvers to each dealer. By doing so, requests can flow seamlessly through the approval hierarchy, promoting efficient operations within the system.

Sales and Services Approvers

Service Head | Branch Head | DCRC Head | Parts Head | General Manager | Executive Officer

Show 10 entries Search:

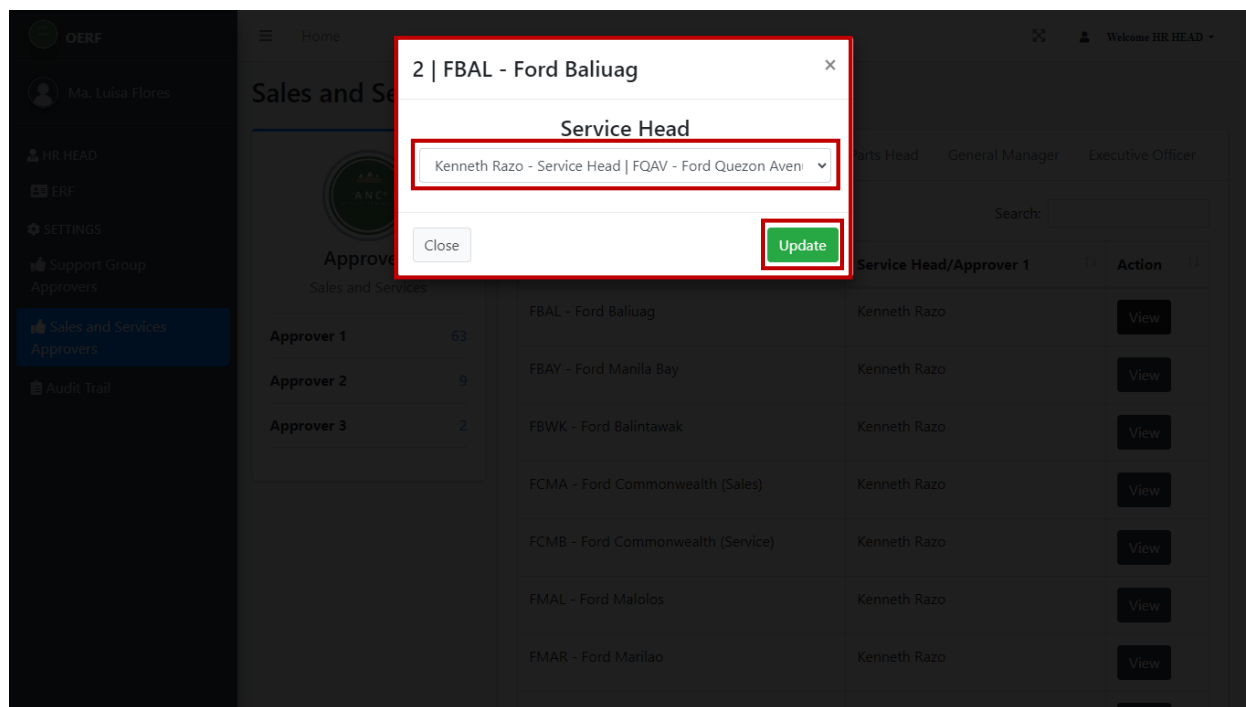
Dealer	Service Head/Approver 1	Action
FBAL - Ford Baliuag	Kenneth Razo	View
FBAY - Ford Manila Bay	Kenneth Razo	View
FBWK - Ford Balintawak	Kenneth Razo	View
FCMA - Ford Commonwealth (Sales)	Kenneth Razo	View
FCMB - Ford Commonwealth (Service)	Kenneth Razo	View
FMAL - Ford Malolos	Kenneth Razo	View
FMAR - Ford Marilao	Kenneth Razo	View

To modify the Approvers for each department, the user can navigate to the respective tabs:

- For changing the Approver 1 of the Services Department, go to the "Service Head" tab.
- To update the Approver 1 of the Sales Department, navigate to the "Branch Head" tab.
- To update the Approver 1 of the Parts Department, navigate to the "Parts Head" tab.
- To update the Approver 1 of the DCRC Department, navigate to the "DCRC Head" tab.
- To modify the Approver 2 of all departments, access the "General Manager" tab.
- Lastly, to change the Approver 3 of the departments, go to the "Executive Officer" tab.

If a dealer does not have an assigned Approver, the dealer's name will be displayed in red font color, indicating the absence of an assigned Service Head, Branch Head,

General Manager, or Executive Officer. Additionally, a tag such as "**NO ASSIGNED SERVICE HEAD**", "**NO ASSIGNED BRANCH HEAD**", "**NO ASSIGNED GENERAL MANAGER**", or "**NO ASSIGNED EXECUTIVE OFFICER**" will be shown next to the dealer name, emphasizing the lack of an Approver for that specific role. These visual cues help in identifying dealers that require assigned Approvers and prompt the user to take appropriate actions to designate individuals accordingly.



To add or change an approver, the user can follow these steps:

1. Select the desired dealer by choosing it from the table.
2. Click the "View" button located beside the dealer.
3. A modal will appear, displaying the dealer name and the currently assigned approver. If there is no assigned approver, it will show nothing.
4. To change the approver, simply click on the dropdown box and select the desired individual as the new approver for the dealer.
5. Once the new approver has been selected, click the "Update" button to save the changes and update the approver for the selected dealer.

By following these steps, the user can easily add or change the approver for a specific dealer, ensuring the approval hierarchy is accurately configured within the system.

Audit Trail

The screenshot displays the 'Audit Trail' module within the OERF system. The sidebar on the left contains the following navigation items: OERF, Ma. Luisa S. Flores, HR HEAD, ERF, SETTINGS, Support Group Approvers, Sales and Services Approvers, and Audit Trail (highlighted with a red box). The main content area is titled 'Audit Trail' and includes a search bar and a 'Show 10 entries' dropdown. Below this is a table with four columns: Time, Employee ID, Name, and Log. The table lists 10 entries, showing activities such as 'Logged-in', 'Approved request', and 'Logged-out' for various employees. At the bottom, it indicates 'Showing 1 to 10 of 33 entries' and provides pagination controls (Previous, 1, 2, 3, 4, Next).

Time	Employee ID	Name	Log
07-06-2023 02:26:05am	00002	Ma. Luisa Flores	Logged-in
06-06-2023 03:48:38pm	00002	Ma. Luisa Flores	Approved request ER-000001
06-06-2023 09:20:23am	00002	Ma. Luisa Flores	Logged-in
06-06-2023 09:20:19am	60195	Otake Takeshi	Logged-out
06-06-2023 09:20:01am	60195	Otake Takeshi	Logged-in
06-06-2023 09:19:56am	00002	Ma. Luisa Flores	Logged-out
06-06-2023 09:19:43am	00002	Ma. Luisa Flores	Logged-in
06-06-2023 09:19:36am	00001	Minnie Bustamante	Logged-out
06-06-2023 03:19:28pm	00001	Minnie Bustamante	Approved request ER-000001
06-06-2023 09:19:20am	00001	Minnie Bustamante	Logged-in

The next module is the "Audit Trail." In this module, users can access a comprehensive log of all actions taken within the system. It provides a means to view and monitor the activities performed by users within the system. The audit trail serves as a record of all actions, providing transparency and accountability in the system's usage. Users can review the log to track and investigate specific actions, ensuring compliance, security, and effective system administration.

My Account

My Account

Change Password Edit

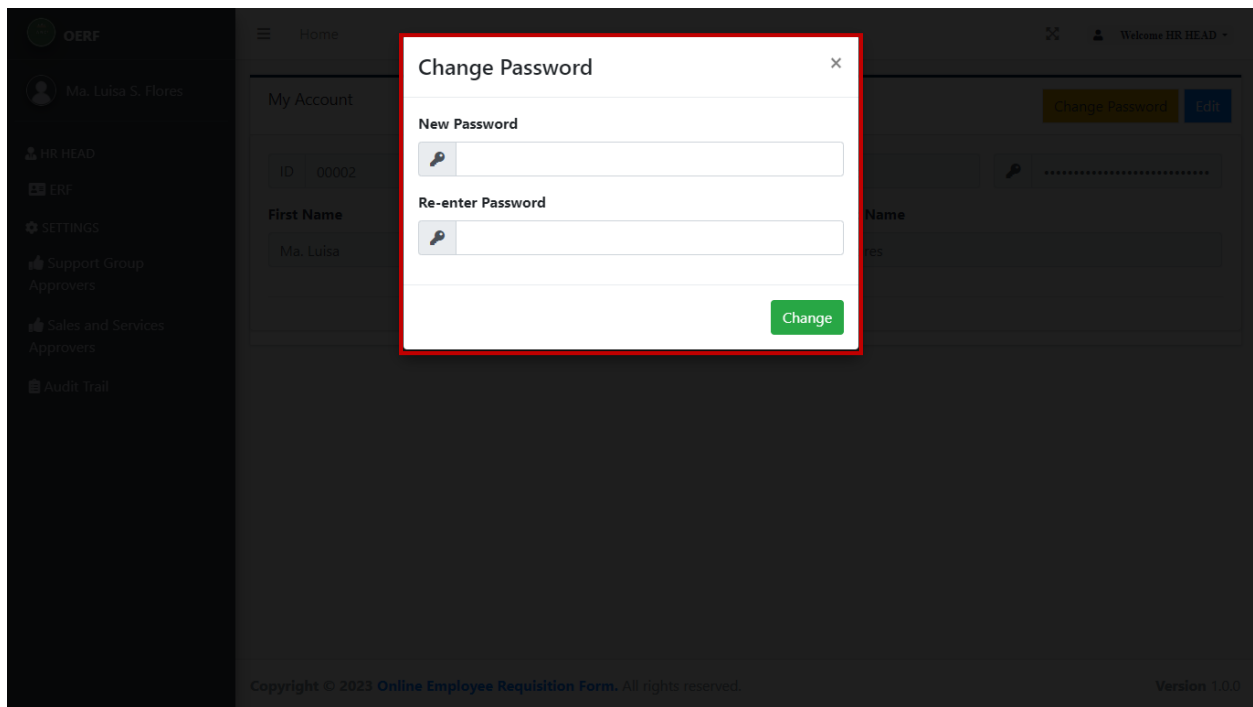
ID 00002 USER TYPE HR HEAD email mflores@ancgroup.co password

First Name Middle Initial Last Name

Ma. Luisa S. Flores

Copyright © 2023 Online Employee Requisition Form. All rights reserved. Version 1.0.0

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.

