



ANC+ Employee Requisition Form System (OERF)

HR Supervisor's Manual

REVISION HISTORY FOR OERF HR SUPERVISOR'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	19	Added Functionality for HR Supervisor to extract reports	Jolo Maui Iglesia	7/19/23	8/1/23
3		DCRC Head and Parts Head	Jolo Maui Iglesia	8/2/23	8/3/23

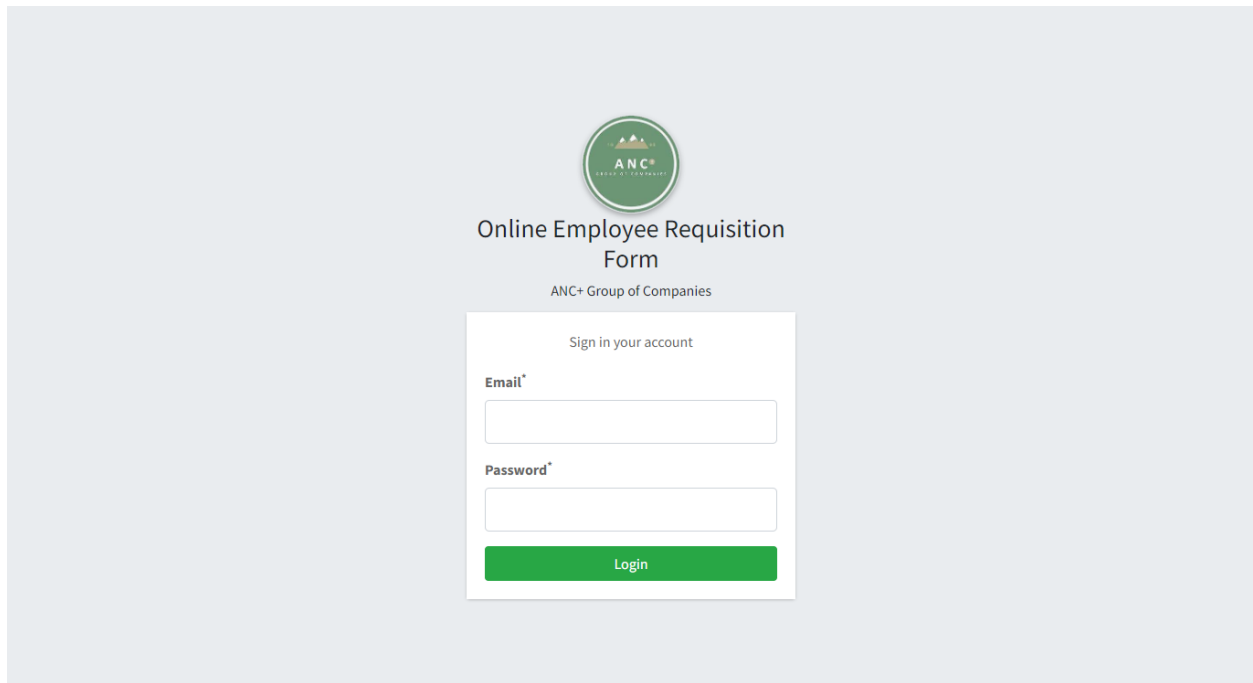
APPROVALS

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

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LOGIN PAGE



Online Employee Requisition Form

ANC+ Group of Companies

Sign in your account

Email*

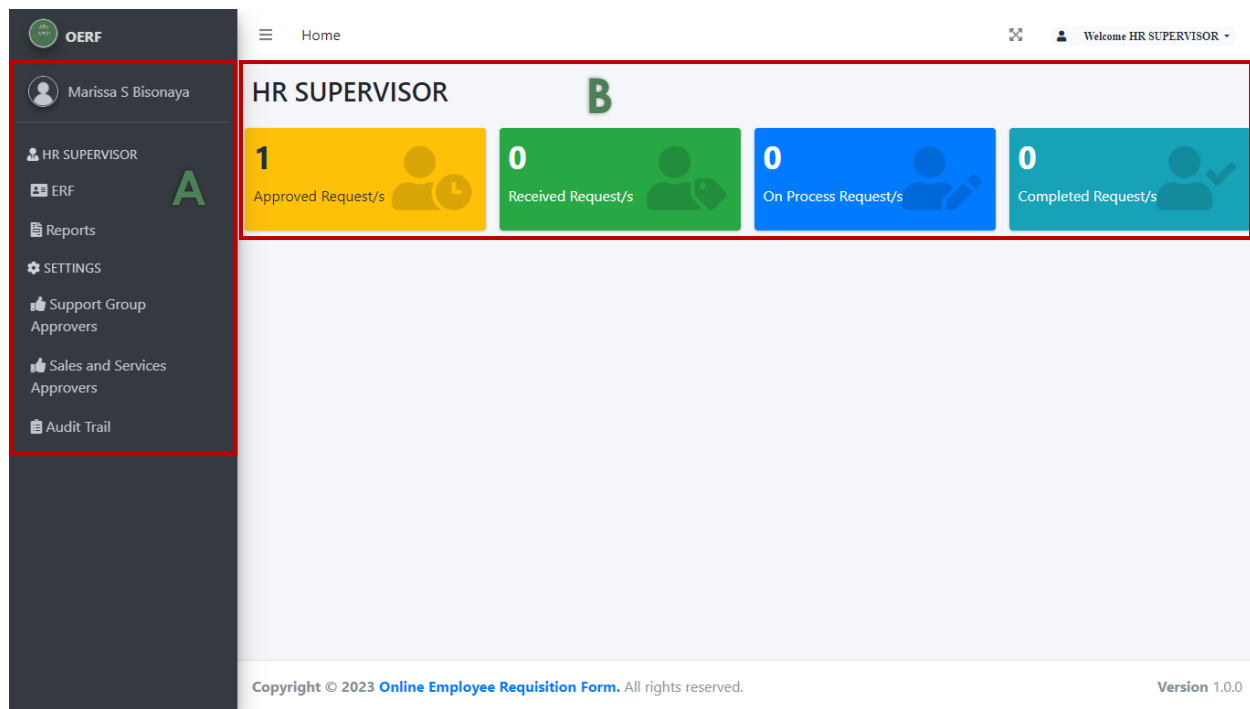
Password*

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

ERF

Home

Welcome HR SUPERVISOR

Approved Requests

Completed Request/s On Process Request/s Assigned Request/s Received Request/s

Show 10 entries Search:

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

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Within the ERF Module, the HR Supervisor has access to four different submodules: Received Requests, Assigned Requests, On Process Requests, and Completed Requests. Here is a breakdown of each submodule:

1. Received Requests: In this submodule, the HR Supervisor can view all the requests that have been received by them and is waiting to be assigned to its respective HR Staff.
2. Assigned Requests: The Assigned Requests submodule contains all the requests that have been assigned to their respective HR Staff members. These requests are waiting to be processed and handled by the designated HR Staff.
3. On Process Requests: The On Process Requests submodule consists of all the requests that are currently being processed by the assigned HR Staff. These requests are actively being worked on and are in progress within the recruiting process.
4. Completed Requests: The Completed Requests submodule includes the requests that have been successfully completed in the recruiting process. These requests represent the candidates who have been hired or the recruitment process that has been finalized.

Approved Requests

Approved Requests

Completed Request/s On Process Request/s Assigned Request/s Received Request/s

Show 10 entries Search:

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

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The separate table displays a list of requests that have been approved by the HR Head and are awaiting the HR Supervisor's review and action.

If the user wishes to receive an approved request from the HR Head, they can simply click the "View" button for the desired request.

EMPLOYEE REQUISITION FORM

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

This action will redirect the user to the full details of the request, where they can view all the credentials and information associated with the request. Additionally, the user will have the option to receive the selected request for acknowledgment. In addition, the user has the ability to view the approval history of the request. This allows them to see a comprehensive record of all the approvers who have approved the request.

APPROVAL HISTORY

Approver Level 1

Approver Name	Date Approved	Status
Michael Z De Leon	06-06-2023	Approved

Approver Level 2

Approver Name	Date Approved	Remarks
Minnie A Bustamante	06-06-2023	Approved

Close

OERF

Home

Welcome HR SUPERVISOR

EMPLOYEE REQUISITION FORM

Receive 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

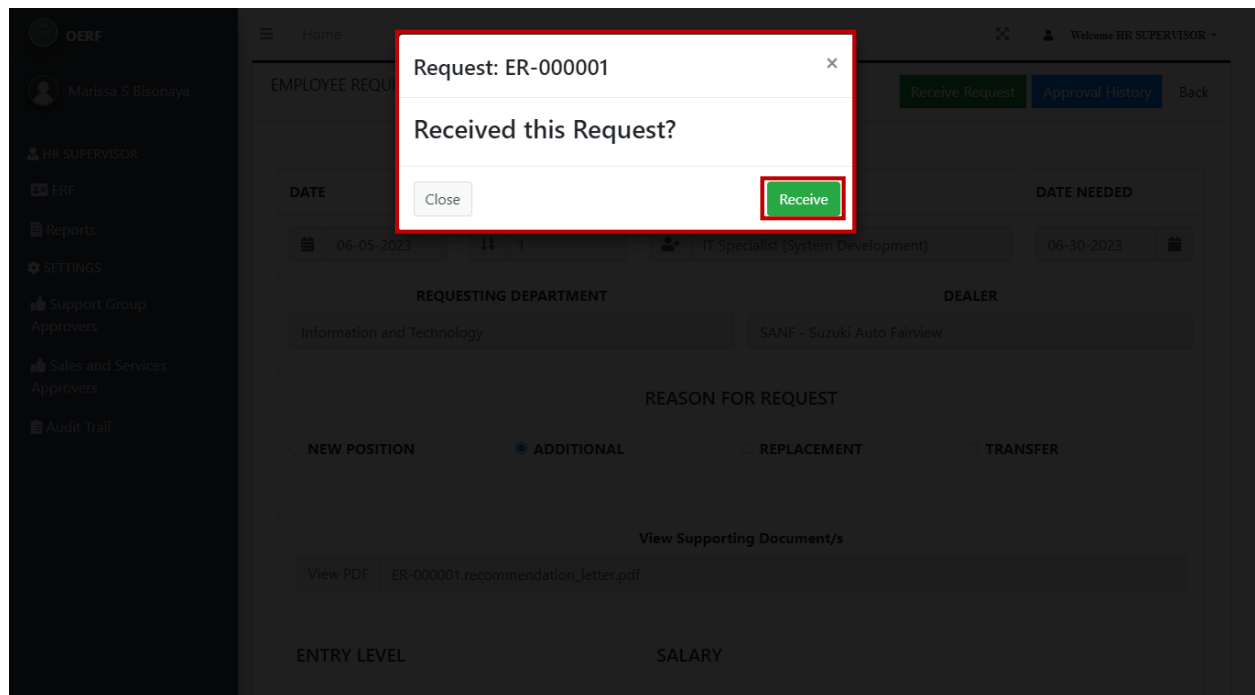
View Supporting Document/s

View PDF ER-000001.recommendation_letter.pdf

ENTRY LEVEL ☒ CONTRACTUAL

SALARY BASIC

Furthermore, the user can view any supporting documents attached to the request by simply clicking on the "View PDF" button. This enables them to access and review any relevant documents or attachments associated with the request, facilitating a thorough understanding of the request's context and requirements.



To receive a request, the user can simply click the "Receive Request" button, followed by the "Receive" button. This action confirms their acceptance of the request and acknowledges its receipt.

After clicking the "Receive Request" button, the request will be marked as received by the user. The transaction will then be moved to the "Received Request/s" sub-module, where the HR Supervisor can assign the request to its respective HR Staff for further processing. This ensures that the request is properly directed and assigned to the appropriate personnel within the HR team.

Received Requests

OERF

Home

Welcome HR SUPERVISOR

Approved Requests

Completed Request/s

On Process Request/s

Assigned Request/s

Received Request/s

Show 10 entries

Search:

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

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If the user wants to view all the received requests, they can click on the "Received Requests" button. This action will display a list of all the requests that have been received by the HR Supervisor.

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Received Request

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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

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To view the full details of a specific request, the user can choose the desired request from the list and click the "View" button located beside it. This action will redirect the user to a page displaying all the relevant information and credentials associated with the request.

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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

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REASON FOR REQUEST

☐ NEW POSITION
 ☒ ADDITIONAL
 ☐ REPLACEMENT
 ☐ TRANSFER

View Supporting Document/s

View PDF

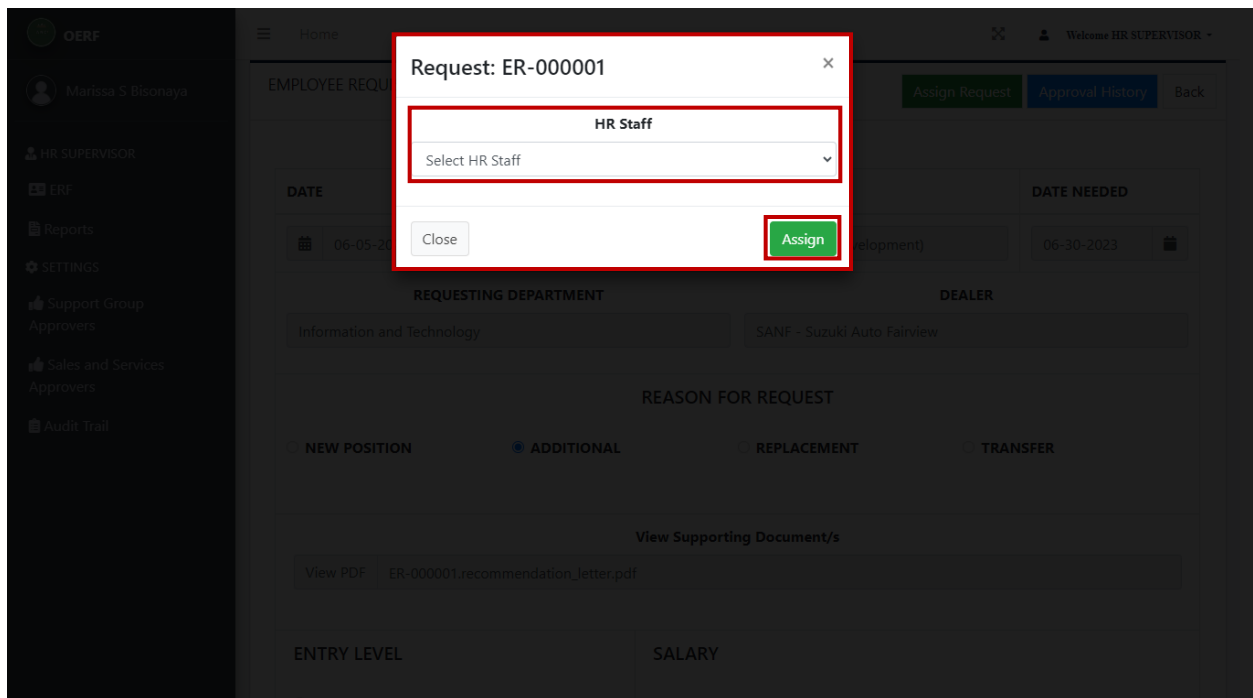
ER-000001.recommendation_letter.pdf

ENTRY LEVEL

SALARY

☐ CONTRACTUAL

BASIC



By clicking on the "View" button, the user can access the full details of the request. From there, the user has the option to assign the request to its respective HR Staff. Clicking on the "Assign Request" button will open a modal with a dropdown box. The user can select the desired HR Staff from the dropdown menu. After selecting the HR Staff, clicking on the "Assign" button will assign the request to the chosen HR Staff.

Assigned Requests

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Show 10 entries

Search:

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

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Once the request has been assigned to its respective HR Staff, it will be moved to the Assigned Request/s submodule. To view all the requests that have been assigned, the user can simply click on the "Assigned Request/s" button. This action will redirect the user to a page displaying all the requests that have been assigned to their respective HR Staff.

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Show 10 entries

Search:

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

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Show 10 entries

Search:

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

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To view a specific request within the Assigned Request/s submodule, the user can simply select the desired request from the list and click on the "View" button located beside it. This action will redirect the user to a page displaying the full details and credentials of the selected request. Here, the user can review the request in detail and access any relevant information associated with it.

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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


OERF


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REQUESTED BY

 Otake R Takeshi

RECOMMENDED BY

 Jolo Maue Iglesia

ASSIGNED TO Mary Irene Doctor	DATE ASSIGNED 06-07-2023
RECEIVED BY Marissa S Bisonaya	DATE RECEIVED 06-07-2023
APPROVED BY Ma. Luisa S. Flores	DATE APPROVED 06-07-2023
STATUS Assigned	

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Below the credentials of the request in the Assigned Request/s submodule, the user will indeed see the current status of the request. Additionally, they will find information about the approval process, including the name of the approver who approved the request and the date it was approved. Furthermore, the user will see details about the HR Supervisor who received the request and the date it was received. Lastly, the assigned HR staff member and the date of assignment will also be displayed, providing transparency and accountability throughout the request handling process.

On Process Requests

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After being 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.

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Show 10 entries

Search:

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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.

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

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REQUESTED BY

 Otake R Takeshi

RECOMMENDED BY

 Jolo Maue Iglesia

ASSIGNED TO Mary Irene Doctor	DATE ASSIGNED 06-07-2023
RECEIVED BY Marissa S Bisonaya	DATE RECEIVED 06-07-2023
APPROVED BY Ma. Luisa S. Flores	DATE APPROVED 06-07-2023
STATUS Assigned	

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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

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Assigned Request/s

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Show 10 entries

Search:

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

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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.

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Show 10 entries

Search:

ID	Date Requested	Position	Reason	Status	Action
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Show 10 entries

Search:

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

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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.

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

REQUESTING DEPARTMENT

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Information and Technology

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ENTRY LEVEL

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Reports

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In the Reports module, the HR Supervisor can access comprehensive statistics related to the system's reports. They can view the following information per dealer and per department:

1. Total ERF Received: The total number of Employee Request Forms (ERFs) received by the HR Supervisor.
2. Total Personnel Request: The total number of requests for personnel.
3. Total ERF (ON-HOLD): The total number of ERFs that are waiting for HR Head's Approval or waiting for HR Supervisor's acknowledgement.
4. Total On Process: The total number of requests currently being processed by the HR Staffs.
5. Total Pending: The total number of requests pending approval or further action.
6. Total Hired: The total number of candidates hired.

The user may also filter the table based on the reason for the request, such as Transfer, Replacement, Additional, New Position, or ALL. To apply the filter, the user can click the dropdown button located on the top right of the module and choose the desired reason from the available options. The user may also extract the reports via CSV, Excel, PDF and may also print or copy the table.

Support Group Approvers

The screenshot displays the 'Support Group Approvers' module. On the left sidebar, the 'SETTINGS' menu is highlighted, with 'Support Group Approvers' selected. The main header shows the user 'Marissa S Bisonaya' as an 'HR SUPERVISOR'. The central content area features a summary of 'Approvers' for the 'Support Group', listing 'Approver 1' with 3 entries and 'Approver 2' with 1 entry. Below this is a table titled 'Department Head' with the role 'Executive Officer'. The table lists departments and their assigned approvers, with a 'View' button for each entry.

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 Supervisor 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 Supervisor 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.

Support Group Approvers

Department Head | Executive Officer

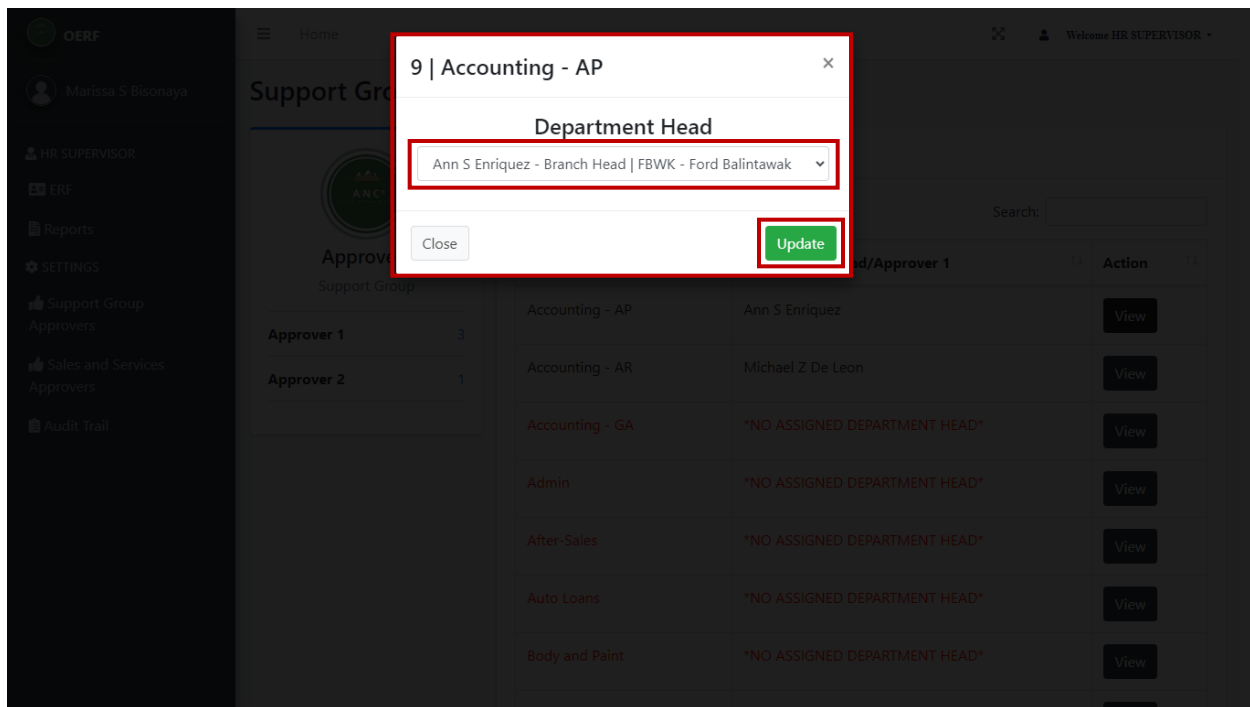
Show 10 entries Search:

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. On the left sidebar, the 'Sales and Services Approvers' option is highlighted with a red box. The main content area features a summary card for 'Approvers' under 'Sales and Services', showing three approvers: Approver 1 (3), Approver 2 (1), and Approver 3 (1). Below this is a table with columns for Dealer, Service Head/Approver 1, and Action. The table lists several dealers, including FBAL, FBAY, FBWK, FCMA, FCMB, FMAL, and FMAR, with their respective service heads or 'NO ASSIGNED SERVICE HEAD' status.

Dealer	Service Head/Approver 1	Action
FBAL - Ford Baliuag	Kenneth S Razo	View
FBAY - Ford Manila Bay	*NO ASSIGNED SERVICE HEAD*	View
FBWK - Ford Balintawak	Kenneth S Razo	View
FCMA - Ford Commonwealth (Sales)	*NO ASSIGNED SERVICE HEAD*	View
FCMB - Ford Commonwealth (Service)	*NO ASSIGNED SERVICE HEAD*	View
FMAL - Ford Malolos	*NO ASSIGNED SERVICE HEAD*	View
FMAR - Ford Marilao	*NO ASSIGNED SERVICE HEAD*	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.

The screenshot displays the 'Sales and Services Approvers' page in the OERF system. The interface includes a sidebar with navigation links and a main content area with tabs for different approval roles. A table lists various dealers and their assigned Service Head/Approver 1. Dealers without an assigned approver are highlighted in red.

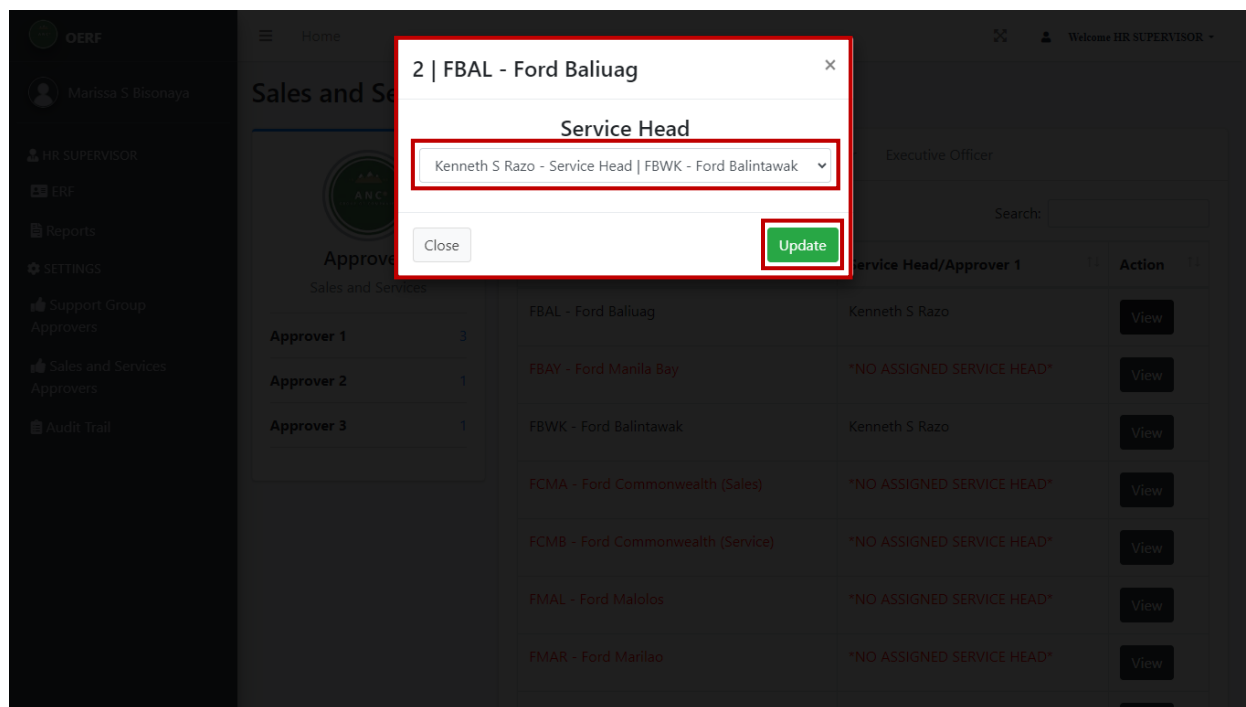
Dealer	Service Head/Approver 1	Action
FBAL - Ford Baliuag	Kenneth S Razo	View
FBAY - Ford Manila Bay	*NO ASSIGNED SERVICE HEAD*	View
FBWK - Ford Balintawak	Kenneth S Razo	View
FCMA - Ford Commonwealth (Sales)	*NO ASSIGNED SERVICE HEAD*	View
FCMB - Ford Commonwealth (Service)	*NO ASSIGNED SERVICE HEAD*	View
FMAL - Ford Malolos	*NO ASSIGNED SERVICE HEAD*	View
FMAR - Ford Marilao	*NO ASSIGNED SERVICE HEAD*	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 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's 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

OERF

Marissa S Bisonaya

HR SUPERVISOR

ERF

Reports

SETTINGS

Support Group Approvers

Sales and Services Approvers

Audit Trail

Home

Welcome HR SUPERVISOR

Audit Trail

Show 10 entries

Search:

Time	Employee ID	Name	Log
07-06-2023 05:36:59am	60194	Marissa Bisonaya	Logged-in
07-06-2023 05:36:44am	60195	Otake Takeshi	Logged-out
07-06-2023 05:18:44am	60195	Otake Takeshi	Logged-in
07-06-2023 04:47:00am	60195	Otake Takeshi	Logged-in
07-06-2023 04:46:53am	00002	Ma. Luisa Flores	Logged-out
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

Showing 1 to 10 of 38 entries

Previous1234Next

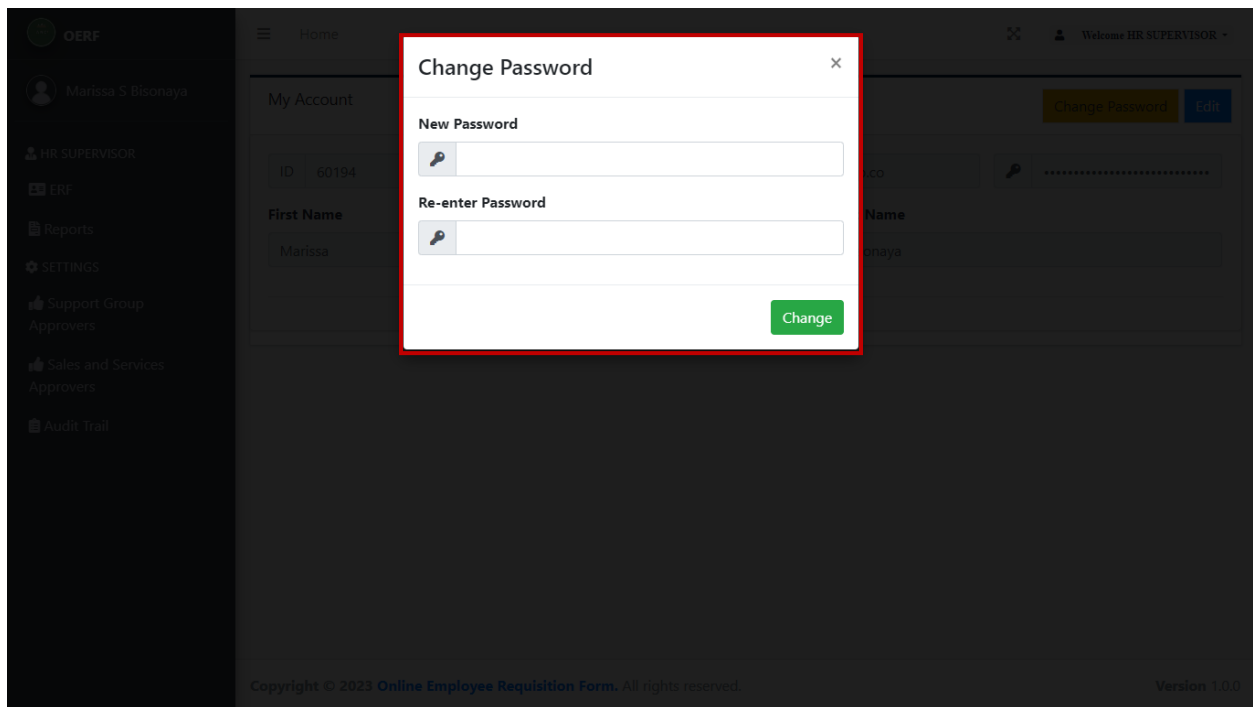
The next module is the "Audit Trail." In this module, users can access a comprehensive log of all actions taken within the system. It provides a means to view and monitor the activities performed by users within the system. The audit trail serves as a record of all actions, providing transparency and 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

The screenshot displays the 'My Account' page of the Online Employee Requisition Form System. On the left is a dark sidebar with the OERF logo and a list of navigation items: HR SUPERVISOR, ERF, Reports, SETTINGS, Support Group Approvers, Sales and Services Approvers, and Audit Trail. The main content area has a header with a 'Home' link and a user welcome message 'Welcome HR SUPERVISOR'. Below this, the 'My Account' section contains a form with the following fields: ID (60194), USER TYPE (HR SUPERVISOR), Email (mbisonaya@ancgroup.co), and a password field. The name fields are split into First Name (Marissa), Middle Initial (S), and Last Name (Bisonaya). A red box highlights the 'Change Password' and 'Edit' buttons in the top right corner of the account form. At the bottom of the page, there is a copyright notice and the version number 1.0.0.

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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.

