



ANC+ Online Employee Requisition Form System (OERF)

Requestor's Manual

REVISION HISTORY FOR OERF REQUESTOR'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

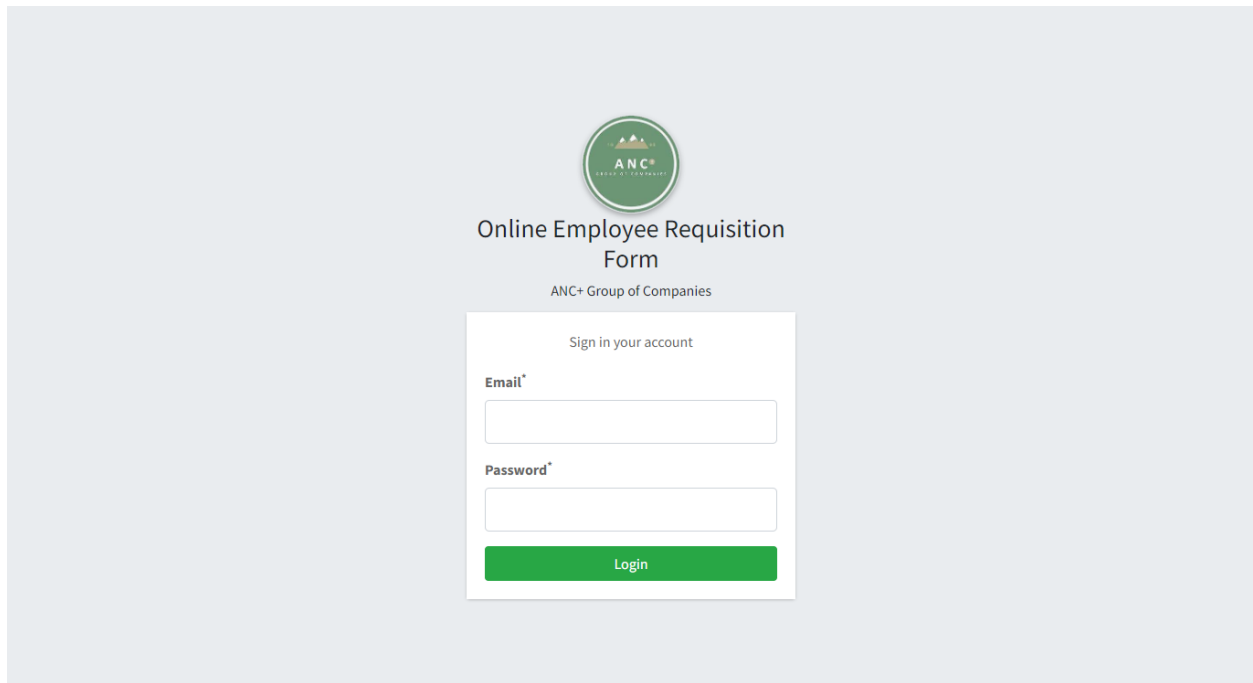
APPROVALS

Created by: Jolo Maui Iglesia	Verified by: Otake, Takeshi	Approved by: Michael De Leon
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Table of Contents

LOGIN PAGE.....	1
DASHBOARD.....	2
ERF	3
New Request.....	4
View Request	7
Declined Request	10
Deleted Request	16
Approved Requests.....	19
On Process Requests	21
Completed Requests	25
My Account	27

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 Requisition

Deleted Request/s Declined Request/s On Process Request/s Approved Request/s New Request

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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In the ERF Module, users will find five different sub-modules: New Request, Approved Requests, On Process Requests, Declined Requests, and Deleted Requests. The table displays requests that are awaiting approval from their respective approvers.

In the New Request module, requestors can create new requests. The Approved Requests module contains all the requests approved by the HR Head. On the On Process Requests module, you will find requests currently undergoing the HR Commencement process. The Declined Requests module lists requests that have been declined by their respective approvers. Finally, the Deleted Requests module displays requests that have been canceled or deleted.

New 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

Supporting Document

Recommendation Letter.pdf Browse

Note: Supporting document(s) must be in PDF format and have a file size of 2MB or less.

ENTRY LEVEL **SALARY**

Within the New Request sub-module, users are required to fill in the necessary credentials for the request. These include:

- No. Needed: The number of employees needed.
- Position: The desired position for the requested employee.
- Date needed: The specific date when the employee is required.
- Requesting department: The department making the request.
- Dealer: The preferred dealer or supplier for the request.
- Reason for request: A brief explanation of the rationale behind the request.
- Supporting document: Additionally, users have the option to attach a supporting document. Please ensure that any supporting document(s) are in PDF format and have a file size of 2MB or less.

OERF

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

ENTRY LEVEL

☐ CONTRACTUAL

☒ PROBATIONARY

SALARY

BASIC

25,000.00

TRANSP

0.00

COLA

0.00

QUALIFICATIONS

Qualification 1
Qualification 2
Qualification 1

REMARKS

Qualifications Remarks

JOB DESCRIPTION

Job Description 1
Job Description 2
Job Description 3

Furthermore, the user must provide the following information in the New Request sub-module:

- **Entry Level:** Indicate whether the position is contractual or probationary.
- If the position is contractual, the user must specify the contract length.
- **Salary Details:** Include the Basic salary and, if applicable, any additional allowances such as transportation and cost-of-living allowance (COLA).
- **Qualifications:** List the required qualifications for the requested position.
- **Remarks for Qualifications:** Provide any additional remarks or notes related to the qualifications.
- **Job Description:** Describe the job responsibilities and duties for the requested position.
- **Remarks for Job Description:** Add any additional remarks or notes related to the job description.
- **Recommended By:** Specify the person recommending or endorsing the request.

OERF

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

REMARKS

Qualifications Remarks

JOB DESCRIPTION

Job Description 1
Job Description 2
Job Description 3

REMARKS

Job Description Remarks

REQUESTED BY

Otake R Takeshi

RECOMMENDED BY

Jolo Maue Iglesia

Submit

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Once the form has been filled out, the user can proceed to press the "Submit" button to submit the request to the respective approvers for approval.

View Request

Employee Requisition

Deleted Request/s Declined Request/s On Process Request/s Approved Request/s New Request

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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After submitting the request, the user will be able to view it in the table. The table will present the relevant details of the submitted request, providing the user with the ability to track its progress and current status. By clicking the "View" button next to the pending request, the user can access the complete details of the request.

OERF

Home

Welcome REQUESTOR

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

EMPLOYEE REQUISITION FORM

Cancel 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

Upon clicking the "View" button, the user will be able to access the full details of the request. Additionally, the user will have the option to view the approval history of the selected request, allowing them to track the sequence of approvals. In case the need arises, the user can also choose to cancel the request. However, please note that once any of the approvers approves the request, it cannot be canceled.

Furthermore, if a supporting document was attached to the request, the user can view it by clicking the "View PDF" button, providing convenient access to the supporting documentation associated with the request.

OERF

Otake R. Takeshi

REQUESTOR

ERF

COMPLETED ERF

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

View PDF

ER-000001.recommendation_letter.pdf

ENTRY LEVEL

SALARY

CONTRACTUAL

BASIC

OERF

Otake R. Takeshi

REQUESTOR

ERF

COMPLETED ERF

Request: ER-000001

Cancel this Request?

Close

Cancel

DATE

06-05-2023

14

1

IT Specialist (System Development)

DATE NEEDED

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

Declined Request

OERF

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Employee Requisition

Deleted Request/s

Declined Request/s

On Process Request/s

Approved Request/s

New Request

Show 10 entries

Search:

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

Showing 0 to 0 of 0 entries

PreviousNext

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If a request is declined, the user can view all the declined requests by simply clicking the "Declined Requests" button. This will redirect the user to the Declined Requests module, where they can conveniently access and review all the requests that have been declined.

OERF

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Welcome REQUESTOR

Declined Request/s

Back

Show 10 entries

Search:

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

Showing 1 to 1 of 1 entries

Previous1Next

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Upon clicking the "Declined Requests" button, the user will be presented with a table displaying all the declined requests. If the user wishes to resubmit or view a specific request, they can simply click the "View" button located next to the respective request. This will allow the user to review the details of the declined request and take any necessary actions, such as resubmitting or further exploring the request.

OERF

Home

Welcome REQUESTOR

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Declined Request

Update Request Cancel 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 Current Supporting Document/s

View PDF ER-000001.recommendation_letter.pdf

Replace Supporting Document

Choose file Remove

Upon clicking the "View" button, the user can update all the credentials of the request. Once the necessary credentials have been updated, the user may click the "Update Request" button to resubmit the request to its respective approvers.

OERF Home Welcome REQUESTOR

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Declined Request

Update Request Cancel 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 Current Supporting Document/s

View PDF ER-000001.recommendation_letter.pdf

Replace Supporting Document

Choose file Remove

Additionally, if the user wishes to view the approval history of the request, they can simply click on the "Approval History" button. This will provide a detailed overview of the request's approval process.

APPROVAL HISTORY

Approver Level 1

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

Remarks: Declined

Approver Level 2

Approver Name	Date Approved	Status
Minnie A. Bustamante		Pending Approval

Remarks:

Close

Note: Supporting Document/s must be on pdf file and must be less than 2mb on file size.

The screenshot shows the 'Declined Request' page for a user named Otake R Takeshi. The page title is 'Declined Request'. At the top right, there are buttons: 'Update Request' (green), 'Cancel Request' (red, highlighted with a red box), 'Approval History' (blue), and 'Back' (grey). Below the title, the 'REQUEST ID: ER-000001' is displayed. The main form contains the following fields:

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

Below the table, there are two dropdown menus: 'REQUESTING DEPARTMENT' (set to 'Information and Technology') and 'DEALER' (set to 'SANF - Suzuki Auto Fairview'). Under 'REASON FOR REQUEST', there are four radio buttons: 'NEW POSITION', 'ADDITIONAL' (selected), 'REPLACEMENT', and 'TRANSFER'. At the bottom, there is a section 'View Current Supporting Document/s' with a 'View PDF' button and a link to 'ER-000001.recommendation_letter.pdf'. Below this is a 'Replace Supporting Document' section with a 'Choose file' button and a 'Remove' button.

In case the user decides to cancel the request, they can click the "Cancel Request" button. Upon doing so, a confirmation prompt will appear, and the user can proceed by clicking the "Cancel" button to confirm the cancellation of the request.

The screenshot shows the same 'Declined Request' page, but with a confirmation dialog box open in the center. The dialog box has a title bar 'Request: ER-000001' and a close button (X). The main text of the dialog is 'Cancel this Request?'. At the bottom of the dialog, there are two buttons: 'Close' (grey) and 'Cancel' (red, highlighted with a red box). The background of the page is dimmed.

Furthermore, if the user wishes to view the supporting document, they can click on the "View PDF" button. This will allow them to open and view the attached document.

If the user wants to change the supporting document, they can do so by clicking the "Browse" button. This will enable them to select another document from their device's file system. Once the new supporting document is chosen, it will replace the previous one, and the user can proceed with their request.

If the user chooses to resubmit the request, it will be automatically sent again to its respective approvers and will be tagged as "Pending for Approval" once more. The request will then be visible in the ERF module, where the requestors can review and further monitor it.

If the user cancels the request, it will be tagged as "Cancelled" and will not proceed to its respective approvers. However, the cancelled request will be retained for further reference. All cancelled requests will be displayed in the "Cancelled" submodule, allowing users to review and keep track of the cancelled requests separately.

Deleted Request

OERF

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Employee Requisition

Deleted Request/s

Declined Request/s

On Process Request/s

Approved Request/s

New Request

Show 10 entries

Search:

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

Showing 0 to 0 of 0 entries

PreviousNext

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Version 1.0.0

Users can view all the cancelled requests by clicking on the "Deleted Requests" sub-module. This will allow them to see a comprehensive list of all the requests that have been cancelled.

OERF

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Welcome REQUESTOR

Deleted Request/s

Back

Show 10 entries

Search:

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

Showing 1 to 1 of 1 entries

Previous1Next

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Version 1.0.0

To resubmit or view the request, the user may click the "View" button to access and edit the full details of the cancelled request. This will enable them to review the information and make any necessary changes before resubmitting it.

The screenshot shows the 'Cancelled Request' page in the OERF system. The left sidebar contains the OERF logo and user information for Otake R Takeshi, along with navigation links for REQUESTOR, ERF, and COMPLETED ERF. The main content area has a header with 'Cancelled Request' and buttons for 'Retrieve Request' (highlighted with a red box), 'Approval History', and 'Back'. Below the header, the 'REQUEST ID: ER-000001' is displayed. The form fields include:

- DATE:** 06-05-2023
- NO. NEEDED:** 1
- POSITION:** IT Specialist (System Development)
- DATE NEEDED:** 06-30-2023
- REQUESTING DEPARTMENT:** Information and Technology
- DEALER:** SANF - Suzuki Auto Fairview
- REASON FOR REQUEST:** Radio buttons for NEW POSITION, ADDITIONAL (selected), REPLACEMENT, and TRANSFER.
- View Current Supporting Document/s:** A section with a 'View PDF' button and the filename 'ER-000001.recommendation_letter.pdf'.
- Replace Supporting Document:** A section with a 'Choose file' button and a 'Remove' button.

After clicking the "View" button, the user can update the credentials of the cancelled request. Once the necessary updates are completed, they can click the "Retrieve Request" button. This action will resend the request for approval to its respective approvers.

Approved Requests

Employee Requisition

Deleted Request/s Declined Request/s On Process Request/s **Approved Request/s** New Request

Show 10 entries Search:

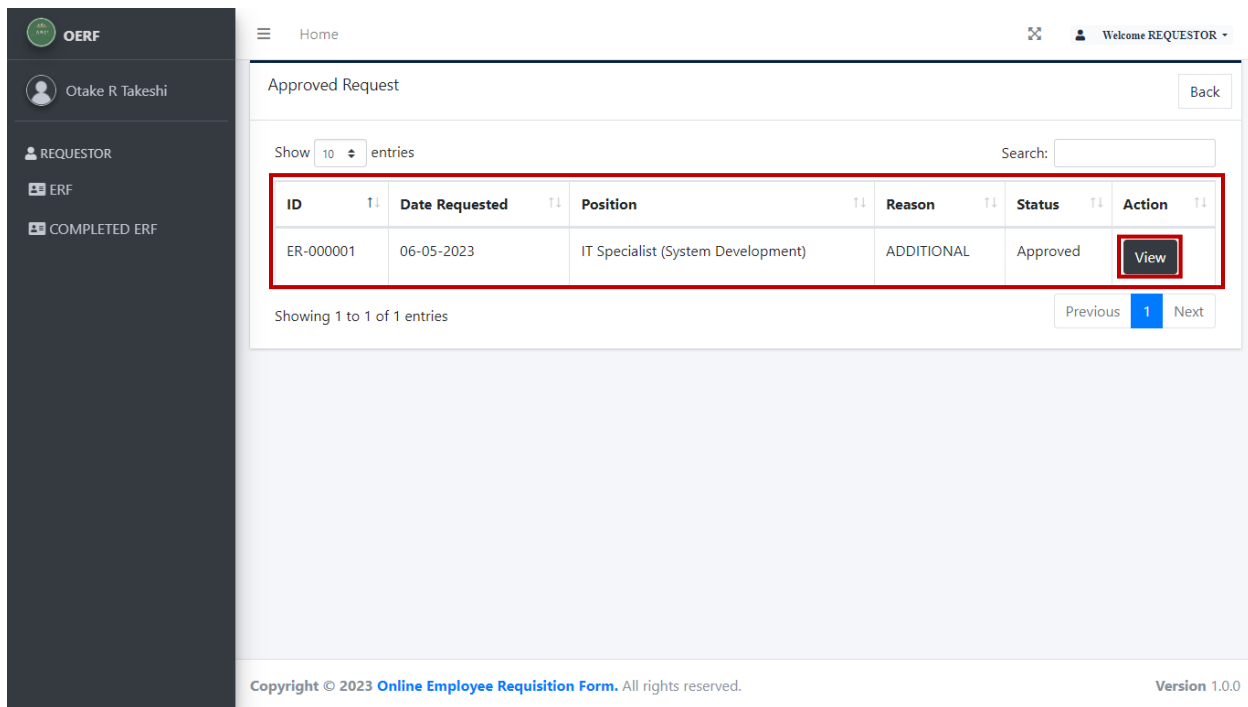
ID	Date Requested	Position	Reason	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

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Once a request has received full approval from its respective approvers and has also been approved by the HR Head, it will be moved to the "Approved Requests" submodule. In this submodule, the approved requests are queued for the HR Supervisor's review and subsequent assignment to the respective HR Staffs.

If the user wishes to view all the Approved Requests, they can simply click the "Approve Request" button. This action will display a list of all the approved requests in the system. By clicking the "Approve Request" button, the user can conveniently access and review the details of all the approved requests in one place, providing a comprehensive overview of the approved requests within the system.



Upon clicking the "Approved Request" button, the user will be redirected to a list of all the approved requests. From there, the user can choose a specific request and click the "View" button located beside it. This action will allow the user to access and view the full details of the selected approved request, providing them with comprehensive information about the request and its approval status.

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

On Process Requests

The screenshot displays the OERF system interface. On the left is a dark sidebar with the OERF logo, user profile 'Otake R Takeshi', and navigation links for REQUESTOR, ERF, and COMPLETED ERF. The main content area has a top navigation bar with 'Home' and a user welcome message. Below this is a sub-module selector with buttons for 'Deleted Request/s', 'Declined Request/s', 'On Process Request/s' (highlighted with a red border), 'Approved Request/s', and 'New Request'. The 'On Process Request/s' button is currently selected. Below the buttons, 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, displaying the message 'No data available in table'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons. The footer contains copyright information and the version number 'Version 1.0.0'.

Employee Requisition

Deleted Request/s Declined Request/s **On Process Request/s** Approved Request/s New Request

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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After the request has been received by the HR Supervisor or assigned to a specific HR Staff for processing, it will be moved to the "On Process Requests" sub-module. To view all the requests that are currently being processed, the user can click on the "On Process Requests" button.

The screenshot displays the OERF interface. On the left is a dark sidebar with the OERF logo and user profile 'Otake R Takeshi'. The main area is titled 'On Process Request' and contains a table of requests. A red box highlights the 'View' button in the 'Action' column of the first row. Below the table, it says 'Showing 1 to 1 of 1 entries'. The footer includes copyright information and the version number 'Version 1.0.0'.

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

This action will redirect the user to a page displaying a list of requests that are currently in progress. If the user wishes to view the details of a specific request, they can simply click on the "View" button located beside the desired request. This allows the user to access the full information and progress of the request in question.

OERF

Home

Welcome REQUESTOR

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

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: 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

Clicking on the "View" button will display all the credentials and information associated with the request. Additionally, the user can view the approval history of the request by clicking on the "Approval History" button. This provides a comprehensive record of all the approvers who have reviewed and approved the request. Furthermore, the user can access any supporting documents attached to the request by clicking on the "View PDF" button.

 **OERF**

 **Otake R Takeshi**

 REQUESTOR

 ERF

 COMPLETED ERF

REQUESTED BY		RECOMMENDED BY	
 Otake R Takeshi		 Jolo Maue Iglesia	
ASSIGNED TO		DATE ASSIGNED	
Received		Received	
RECEIVED BY		DATE RECEIVED	
Marissa S Bisonaya		06-07-2023	
APPROVED BY		DATE APPROVED	
Ma. Luisa S. Flores		06-07-2023	
STATUS			
Received			

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At the bottom of the request's credentials, the user can also find important details such as the current status of the request, the name of the HR Head who approved it, the date of approval, the HR Supervisor who received the request, the date of receipt, the assigned HR Staff, and the date of assignment. These details provide an overview of the request's progress and the individuals involved in its handling.

Completed Requests

OERF

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Employee Requisition

Deleted Request/s

Declined Request/s

On Process Request/s

Approved Request/s

New Request

Show 10 entries

Search:

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

Showing 0 to 0 of 0 entries

PreviousNext

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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 module. In this module, 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

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Completed Requisition

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

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Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Welcome REQUESTOR

Completed Requisition

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

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Version 1.0.0

To view all the credentials of a specific request in the Completed Requests module, 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.

Otake R Takeshi

REQUESTOR

ERF

COMPLETED ERF

Home

Welcome REQUESTOR

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

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

My Account

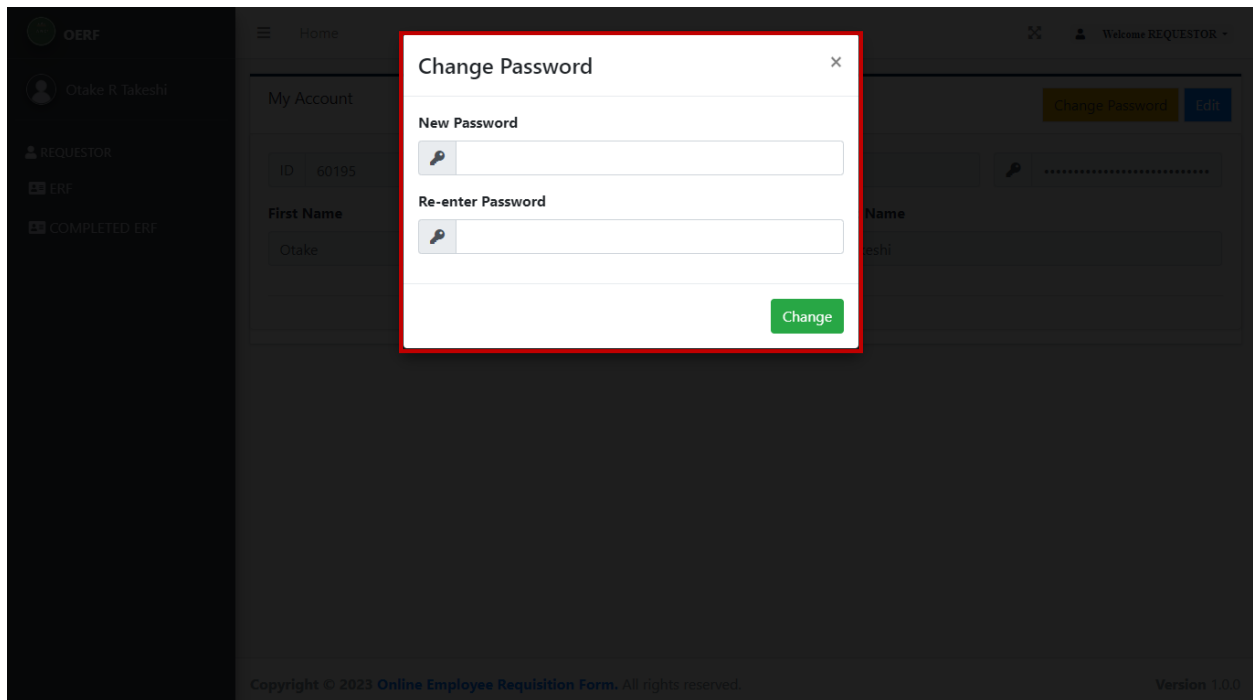
The screenshot displays the 'My Account' page of the Online Employee Requisition Form (OERF) system. On the left is a dark sidebar with the OERF logo and a user profile for 'Otake R Takeshi'. Below the profile are links for 'REQUESTOR', 'ERF', and 'COMPLETED ERF'. The main content area has a header with a 'Home' link and a 'Welcome REQUESTOR' message. The 'My Account' section contains a 'Change Password' button (highlighted with a red box) and an 'Edit' button. Below these are input fields for account details: ID (60195), USER TYPE (REQUESTOR), email (totake@ancgroup.co), and a masked password field. The name fields are split into First Name (Otake), Middle Initial (R), and Last Name (Takeshi). At the bottom, there is a copyright notice for 2023 and a version number of 1.0.0.

ID	USER TYPE	EMAIL	PASSWORD
60195	REQUESTOR	totake@ancgroup.co	

First Name	Middle Initial	Last Name
Otake	R	Takeshi

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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.

