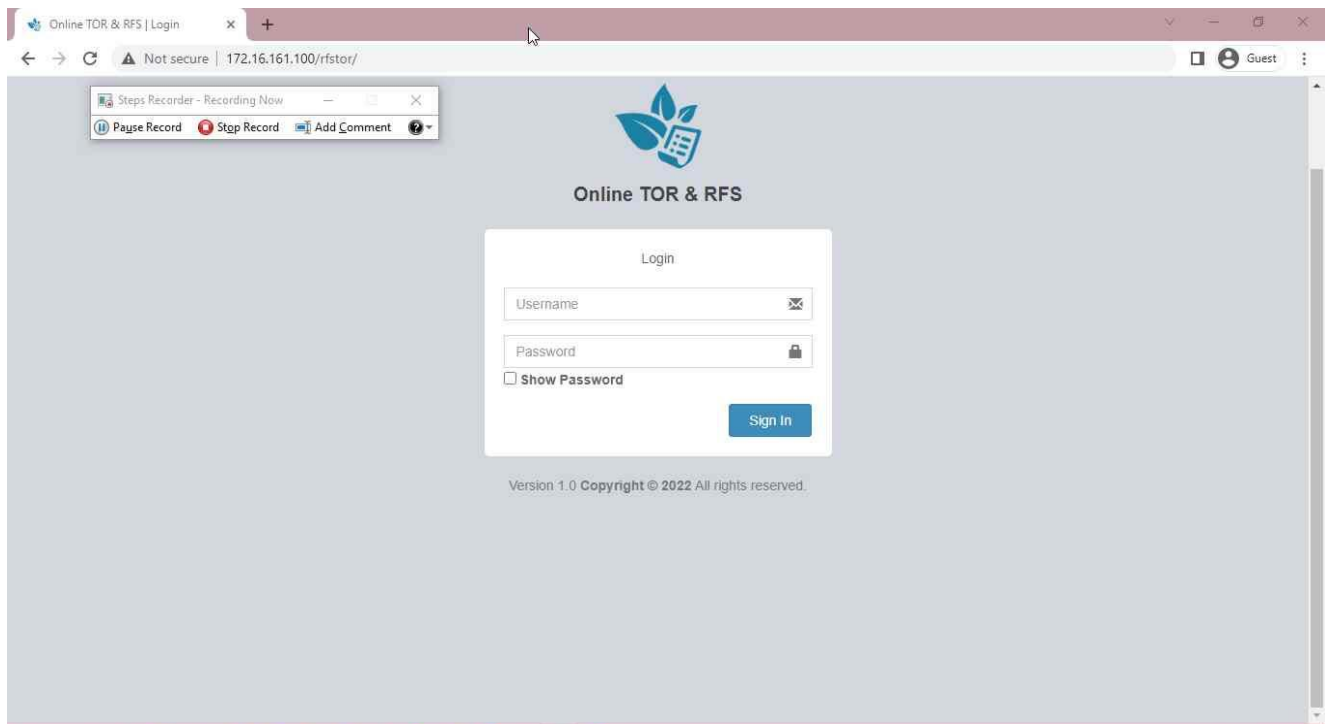
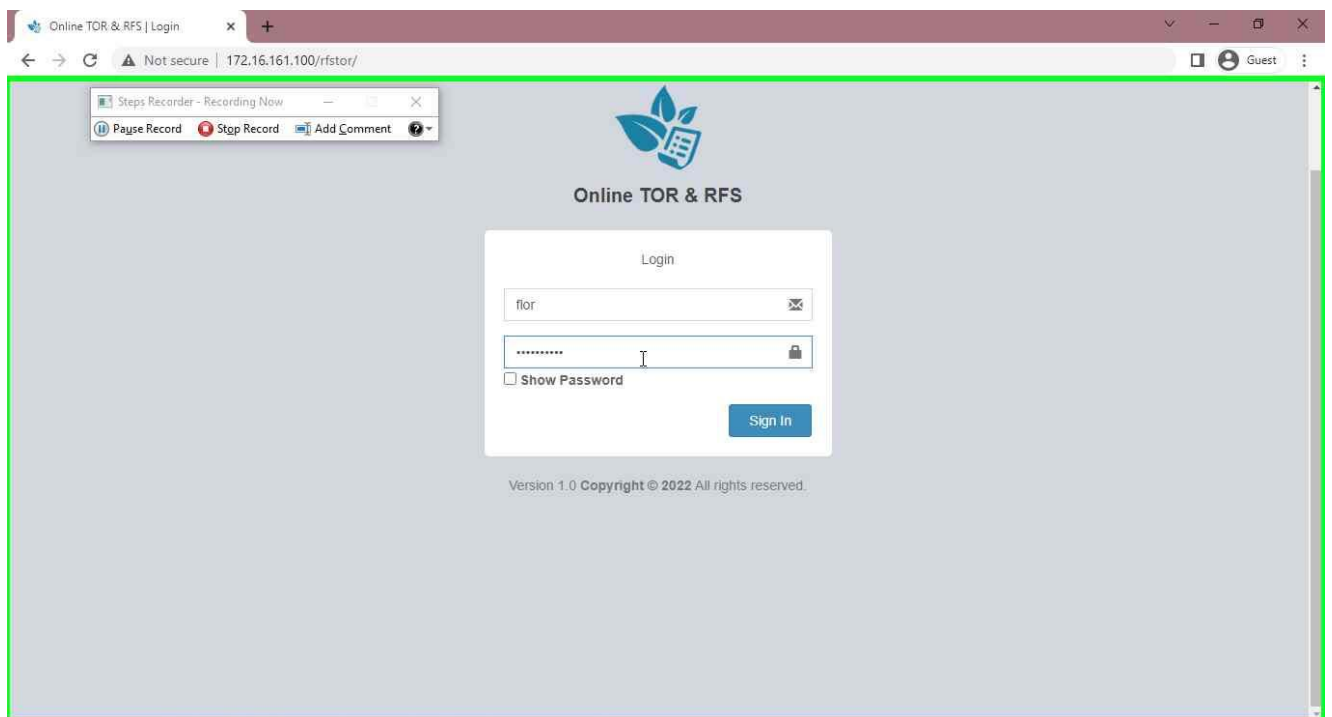


USER'S MANUAL GUIDE (RFS REQUESTS)



The screenshot shows a web browser window with the address bar displaying "172.16.161.100/rfstor/". The page title is "Online TOR & RFS | Login". A "Steps Recorder" window is open in the top left corner, showing "Recording Now" and buttons for "Pause Record", "Stop Record", and "Add Comment". The main content area features a logo of a leaf and a calculator, followed by the text "Online TOR & RFS". Below this is a "Login" form with fields for "Username" and "Password", a "Show Password" checkbox, and a "Sign In" button. At the bottom, it says "Version 1.0 Copyright © 2022 All rights reserved."

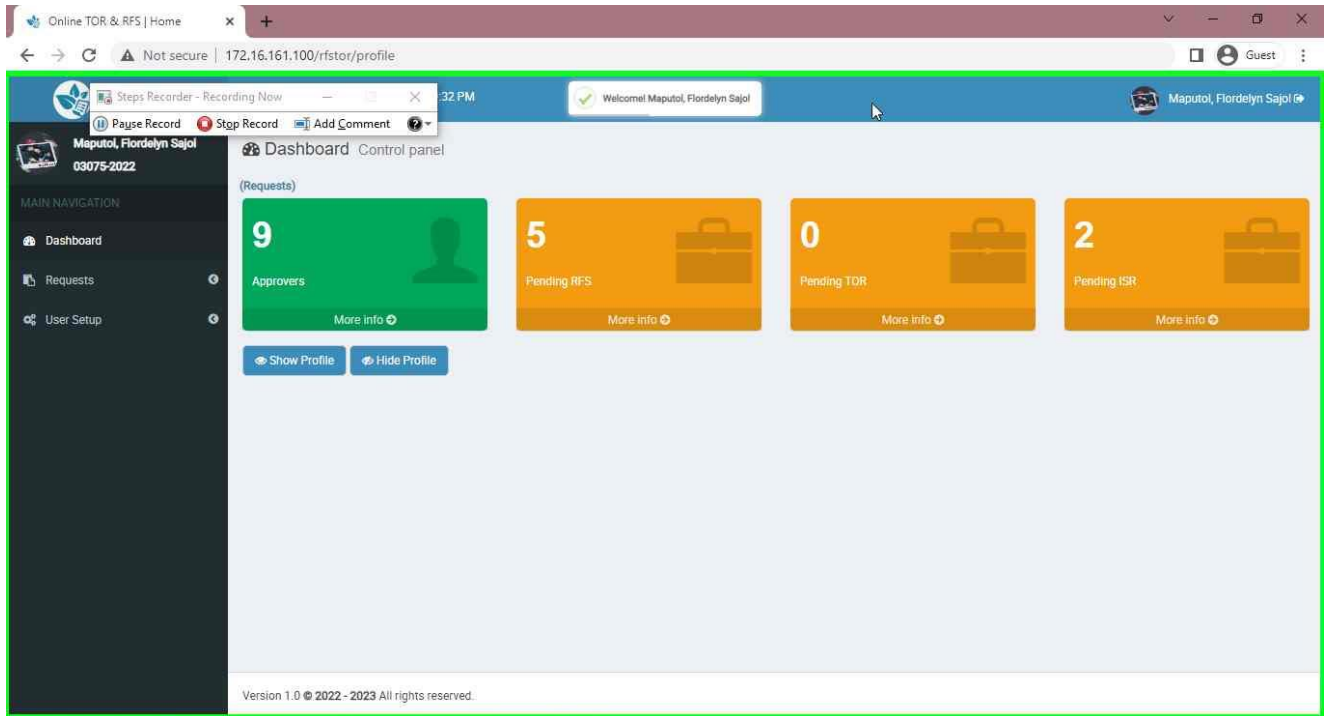
Log-in Form View



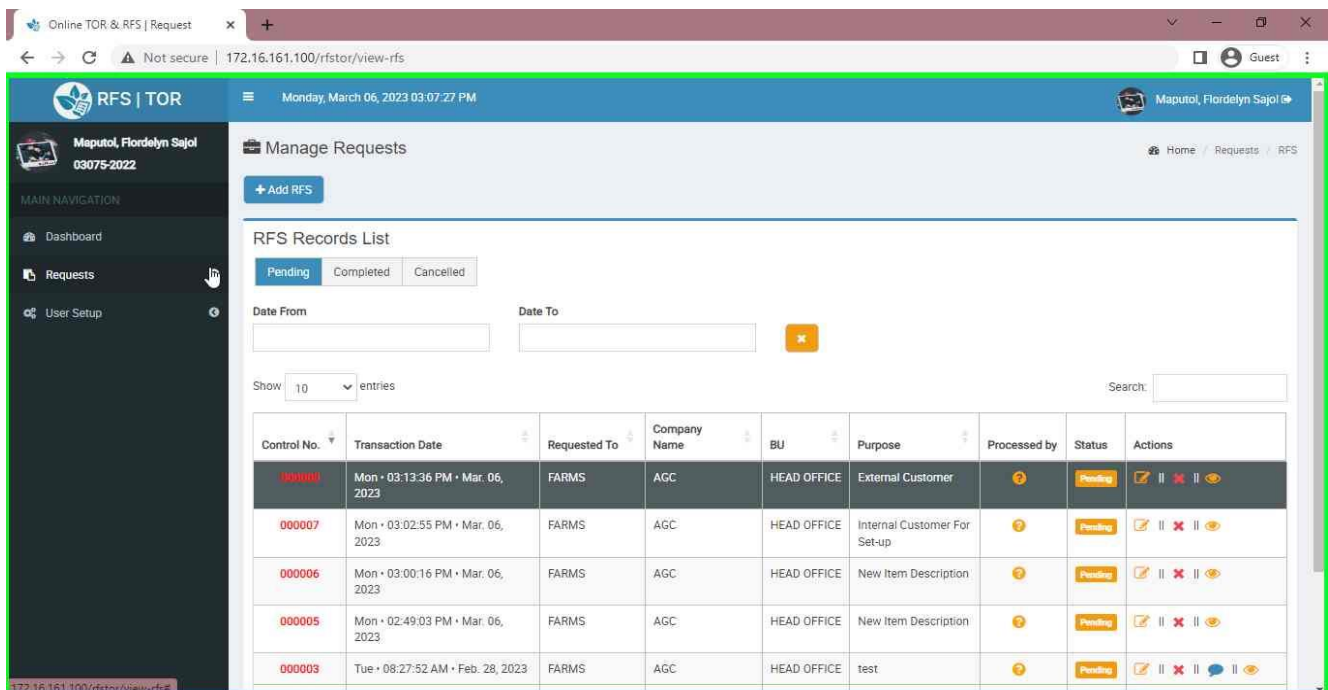
This screenshot shows the same "Online TOR & RFS | Login" page, but with the login form filled out. The "Username" field contains the text "flor" and the "Password" field contains a series of dots. The "Show Password" checkbox is unchecked. The "Sign In" button is visible. The entire page content is enclosed in a green rectangular border. The browser window and "Steps Recorder" window are also visible.

Input username and password.

USER'S MANUAL GUIDE (RFS REQUESTS)



Dashboard for Requester



Click Requests

USER'S MANUAL GUIDE (RFS REQUESTS)

The screenshot shows the 'Manage Requests' page in the RFS | TOR system. The left sidebar contains a 'MAIN NAVIGATION' menu with options: Dashboard, Requests, RFS, TOR, ISR, and User Setup. The 'RFS' option is highlighted. The main content area displays the 'Manage Requests' header with a '+ Add RFS' button. Below this is the 'RFS Records List' section, which includes tabs for 'Pending', 'Completed', and 'Cancelled'. There are input fields for 'Date From' and 'Date To', a 'Show 10 entries' dropdown, and a search bar. The table below lists several records with columns: Control No., Transaction Date, Requested To, Company Name, BU, Purpose, Processed by, Status, and Actions.

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000000	Mon • 03:13:36 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	External Customer		Pending	
000007	Mon • 03:02:55 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	Internal Customer For Set-up		Pending	
000006	Mon • 03:00:16 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	
000005	Mon • 02:49:03 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	
000003	Tue • 08:27:52 AM • Feb. 28, 2023	FARMS	AGC	HEAD OFFICE	test		Pending	

Click RFS

This screenshot is identical to the one above, showing the 'Manage Requests' page. In this view, a mouse cursor is pointing at the '+ Add RFS' button located below the 'Manage Requests' header.

Click Add RFS

A screenshot of a web browser showing the 'Add RFS Form' modal in the 'RFS | TOR' system. The browser address bar shows 'Online TOR & RFS | Request' and the URL '172.16.161.100/rfstor/view-rfs'. The modal is titled 'Add RFS Form' and contains the following fields: 'Company Name' (AGC), 'Business Unit (If you have multiple BU Access)' (HEAD OFFICE), 'IP Phone No. (if necessary)' (empty), 'Date' (03/06/2023), 'User Group' (Select a user group you're requesting to), 'Type of Request' (Select a Request Type), 'Request Mode' (Select a Request Mode), 'Purpose' (empty), and 'Details' (Include I.P. If necessary). A 'Close' button is at the bottom right of the modal. The background shows the 'RFS Records' table with columns for Control No., Date, and Status, and a 'Manage Requests' section with a '+ Add RFS' button.

The screenshot shows the 'Add RFS Form' modal in the RFS | TOR system. The modal contains the following fields:

- Company Name:** AGC
- Business Unit (If you have multiple BU Access):** HEAD OFFICE
- IP Phone No. (if necessary):** (Empty field)
- Date:** 03/06/2023
- User Group:** A dropdown menu is open, showing a list of user groups: FAD, HRMS, EBM, RMS, GO, and TK. The 'FARMS' option is highlighted in blue.

The background shows the 'RFS Records' table with columns for Control No., Tr, and a list of records. The table is filtered to show 10 entries.

Select User Group

USER'S MANUAL GUIDE (RFS REQUESTS)

Online TOR & RFS | Request x +

Not secure | 172.16.161.100/rfstor/view-rfs

Monday, March 06, 2023 03:04:38 PM

Maputol, Flordelwyn Sajol 03075-2022

Manage Request

+ Add RFS

RFS Records

Pending

Date From

Show 10

Control No. Date

000007 Ms 20

000006 Ms 20

000005 Ms 20

000003 Tu

000002 Wed

Showing 1 to 5 of 5 entries

Processed by Status Actions

For Pending

ion Pending

ion Pending

ion Pending

ion Pending

Previous 1 Next

Add RFS Form

Company Name: AGC

Business Unit (If you have multiple BU Access): HEAD OFFICE

IP Phone No. (if necessary):

Date: 03/06/2023

User Group: FARMS

Type of Request

Select a Request Type

Price/s

Customer/s

Item/s

UOM

Vendor/s

Other/s Please Specify Software/System

Select Type of Request

Online TOR & RFS | Request x +

Not secure | 172.16.161.100/rfstor/view-rfs

Monday, March 06, 2023 03:05:04 PM

Maputol, Flordelwyn Sajol 03075-2022

Manage Request

+ Add RFS

RFS Records

Pending

Date From

Show 10

Control No. Date

000007 Ms 20

000006 Ms 20

000005 Ms 20

000003 Tu

000002 Wed

Showing 1 to 5 of 5 entries (filtered from 10 total entries)

Processed by Status Actions

For Pending

ion Pending

ion Pending

ion Pending

ion Pending

Previous 1 Next

Add RFS Form

Company Name: AGC

Business Unit (If you have multiple BU Access): HEAD OFFICE

IP Phone No. (if necessary):

Date: 03/06/2023

User Group: FARMS

Type of Request: Customer/s

Request Mode

Select a Request Mode

Add

Delete

Edit

Close

Select Request Mode

The screenshot displays the 'Add RFS Form' modal in the RFS | TOR system. The modal is a white box with a blue header and a close button in the top right corner. It contains the following fields:

- FARMS:** A dropdown menu with 'FARMS' selected.
- Type of Request:** A dropdown menu with 'Customer/s' selected.
- Request Mode:** A dropdown menu with 'Add' selected.
- Purpose:** A text area containing 'External Customer'.
- Details:** A text area containing 'Include I.P. if necessary'.

The background shows the RFS | TOR interface with a sidebar on the left containing navigation links: Dashboard, Requests, RFS, TOR, ISP, and User Setup. The main content area displays a table of RFS records with columns for Control No., Date, and Status. The table shows 5 entries, with the first entry having a status of 'Pending'.

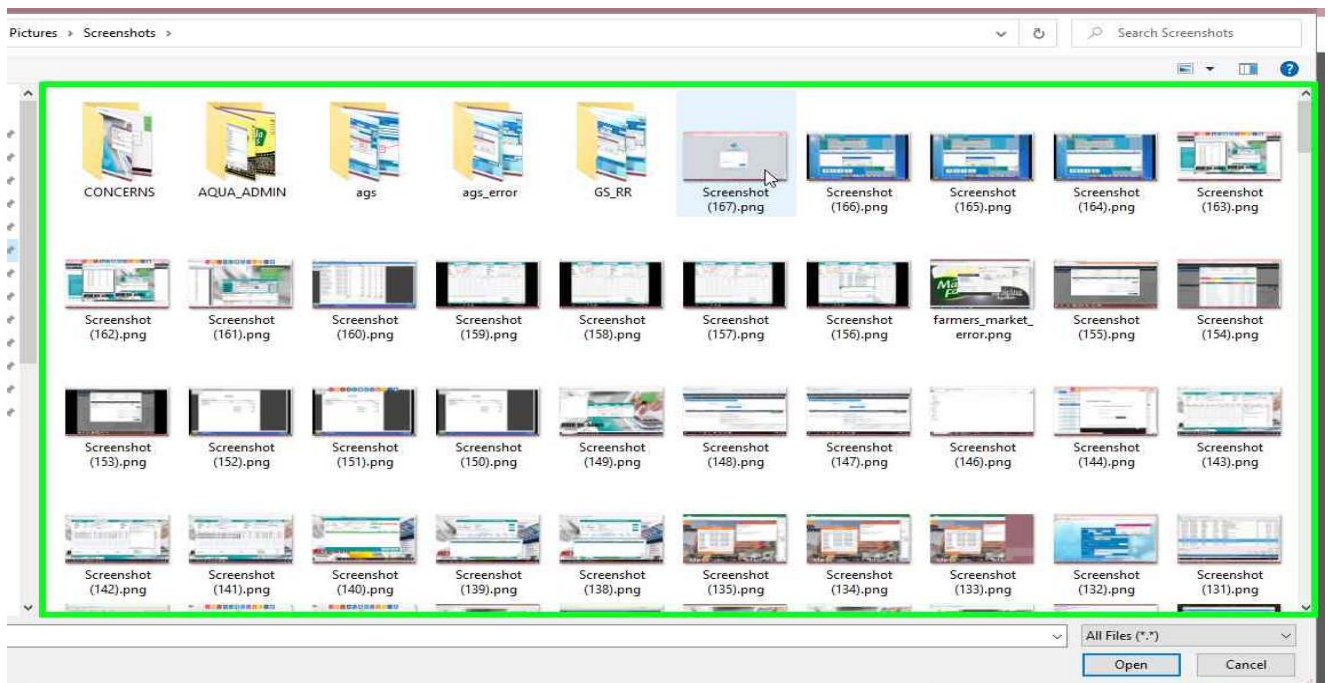
The screenshot displays the 'Add RFS Form' modal in the RFS | TOR application. The modal is a white box with a blue header containing the application logo and the title 'Add RFS Form'. It features several input fields: a dropdown for 'FARMS', a dropdown for 'Type of Request' (currently showing 'Customer/s'), a dropdown for 'Request Mode' (currently showing 'Add'), a text input for 'Purpose' (containing 'External Customer'), and a larger text area for 'Details' (containing the placeholder text 'Include I.P. if necessary'). A 'Close' button is located at the bottom right of the modal. The background shows the 'Manage Request' page with a table of RFS records, including columns for 'Control No.', 'Type', 'Status', and 'Actions'.

Input Details

USER'S MANUAL GUIDE (RFS REQUESTS)

The screenshot shows the 'Add RFS Form' dialog box in the RFS | TOR system. The dialog has two main sections: 'Purpose' and 'Details'. The 'Purpose' section contains a text box with 'External Customer'. The 'Details' section contains a text box with 'Magnolia inc.'. Below these sections is an 'Attachments' section with a 'Browse a file' button, a 'Choose File' button, and a 'No file chosen' button. There is also an 'Add more file' button. At the bottom of the dialog are 'Submit' and 'Reset' buttons, and a 'Close' button in the bottom right corner. The background shows the RFS | TOR interface with a sidebar menu and a table of RFS Records.

Add Attachments (If necessary)



Select an attachment

USER'S MANUAL GUIDE (RFS REQUESTS)

Add RFS Form

Purpose
External Customer

Details
Magnolia Inc.

Attachments
Browse a file Choose File Screenshot (167).png
+ Add more file

Submit **Reset**

Close

Click Submit

Manage Requests

RFS Records List

Pending Completed Cancelled

Date From: Date To: [X]

Show 10 entries Search:

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000008	Mon • 03:13:36 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	External Customer		Pending	[Eye] [X] [Check] [Cancel]
000007	Mon • 03:02:55 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	Internal Customer For Set-up		Pending	[Eye] [X] [Check] [Cancel]
000006	Mon • 03:00:16 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	[Eye] [X] [Check] [Cancel]
000005	Mon • 02:49:03 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	[Eye] [X] [Check] [Cancel]
000003	Tue • 08:27:52 AM • Feb. 28, 2023	FARMS	AGC	HEAD OFFICE	test		Pending	[Eye] [X] [Check] [Cancel]

Requests Table, on actions column click the eye icon to check request status

USER'S MANUAL GUIDE (RFS REQUESTS)

Request Status

Control No	Approved by <i>Business Unit Head/Accounting Manager</i>	Verified by <i>Supervisor/IAO</i>	Implemented by <i>Programmer/MIS</i>
000008	Pending	Pending	Pending

Close

RFS Records List

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000007	Mon • 03:13:36 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	External Customer		Pending	[Edit] [Cancel] [Delete] [Refresh]
000007	Mon • 03:02:55 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	Internal Customer For Set-up		Pending	[Edit] [Cancel] [Delete] [Refresh]
000006	Mon • 03:00:16 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	[Edit] [Cancel] [Delete] [Refresh]
000005	Mon • 02:49:03 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	[Edit] [Cancel] [Delete] [Refresh]
000003	Tue • 08:27:52 AM • Feb. 28, 2023	FARMS	AGC	HEAD OFFICE	test		Pending	[Edit] [Cancel] [Delete] [Refresh]

You can see here if the requests have been approved, verified or executed

Manage Requests

RFS Records List

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000007	Mon • 03:13:36 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	External Customer		Pending	[Edit] [Cancel] [Delete] [Refresh]
000007	Mon • 03:02:55 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	Internal Customer For Set-up		Pending	[Edit] [Cancel] [Delete] [Refresh]
000006	Mon • 03:00:16 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	[Edit] [Cancel] [Delete] [Refresh]
000005	Mon • 02:49:03 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	[Edit] [Cancel] [Delete] [Refresh]
000003	Tue • 08:27:52 AM • Feb. 28, 2023	FARMS	AGC	HEAD OFFICE	test		Pending	[Edit] [Cancel] [Delete] [Refresh]

To edit the request, just click on the edit icon

USER'S MANUAL GUIDE (RFS REQUESTS)

The screenshot shows the 'Edit RFS Form' modal window. The background is a blurred view of the RFS | TOR interface, including a sidebar with 'Dashboard', 'Requests', 'RFS', 'TOR', 'ISR', and 'User Setup'. The modal contains the following fields:

- Control No:** 000008
- Company Name:** AGC
- Business Unit (If you have multiple BU Access):** HEAD OFFICE
- IP Phone No. (if necessary):** (empty)
- Date:** 03-06-2023 | 03:13:36 PM
- User Group:** FARMS
- Type of Request:** Customer/s
- Request Mode:** Add

A 'Close' button is located at the bottom right of the modal.

Edit request form

This screenshot shows the 'Edit RFS Form' modal with the 'Attachments' section expanded. It includes the following elements:

- Attachments:** A section with a text area for 'Current File/s: (1 files)' and a 'Show Files' button.
- Choose a file to add more file/s:** A section with a 'Choose File' button, the text 'No file chosen', and an 'Add more file' button.
- Buttons:** 'Submit' (blue) and 'Reset' (red) buttons are at the bottom.
- Close:** A 'Close' button is at the bottom right of the modal.

After updating the necessary details just click submit

USER'S MANUAL GUIDE (RFS REQUESTS)

Online TOR & RFS | Request x +

Not secure | 172.16.161.100/rfstor/view-rfs

Guest

RFS | TOR

Monday, March 06, 2023 03:06:00 PM

Maputol, Flordelyn Sajol

Manage Requests





















+ Add RFS

RFS Records List

Pending Completed Cancelled

Date From Date To

Show 10 entries Search:

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000000	Mon • 03:13:36 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	External Customer		Pending	   
000007	Mon • 03:02:55 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	Internal Customer For Set-up		Pending	   
000006	Mon • 03:00:16 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	   
000005	Mon • 02:49:03 PM • Mar. 06, 2023	FARMS	AGC	HEAD OFFICE	New Item Description		Pending	   
000003	Tue • 08:27:52 AM • Feb. 28, 2023	FARMS	AGC	HEAD OFFICE	test		Pending	   

Then back to the request table