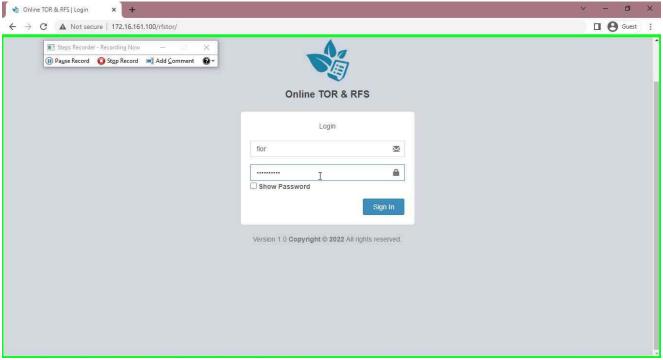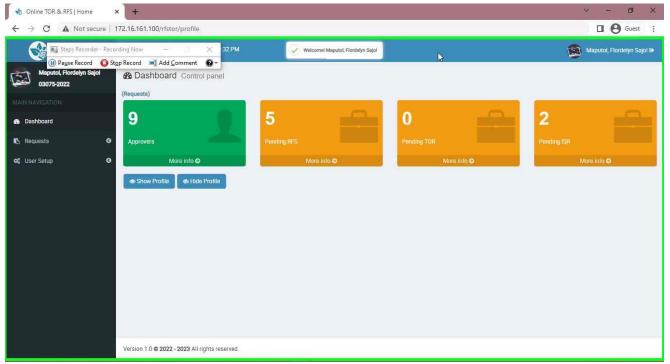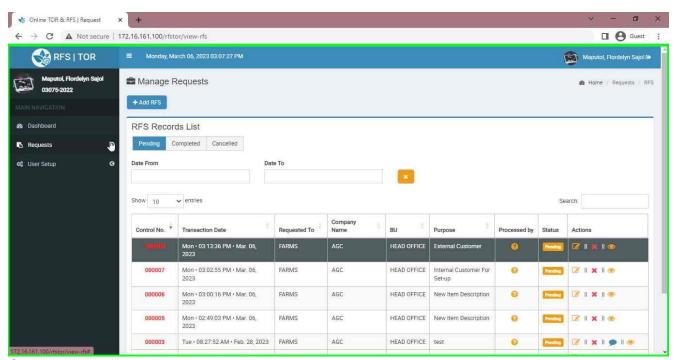# USER'S MANUAL GUIDE
(TOR REQUESTS)

Log-in Form View

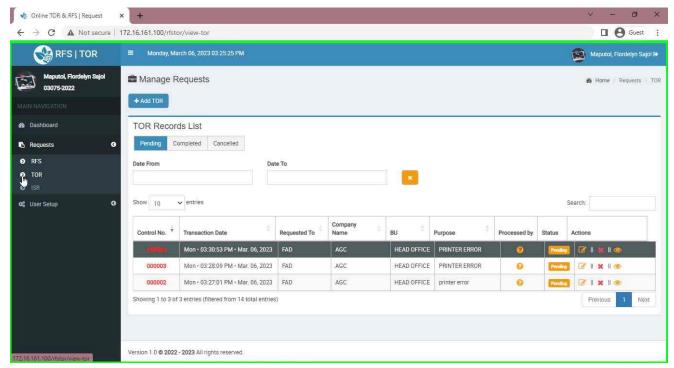
Input username and password.

Dashboard for Requester

Click Requests

USER'S MANUAL GUIDE
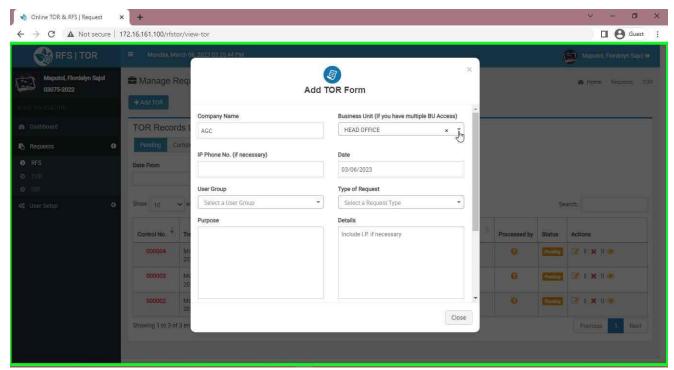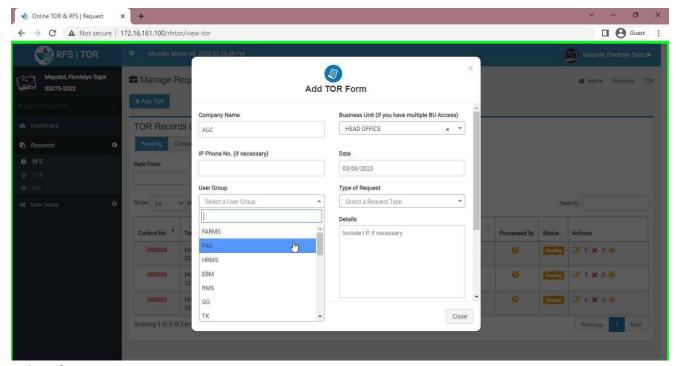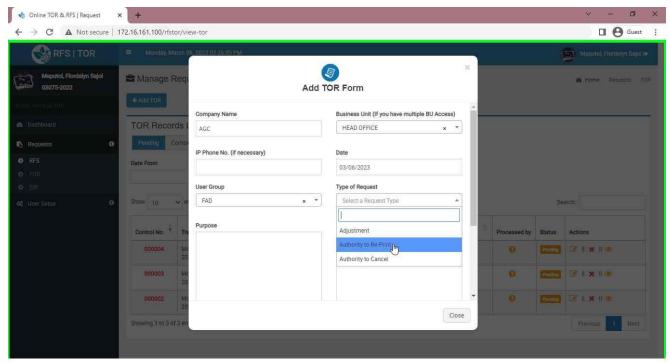# (TOR REQUESTS)

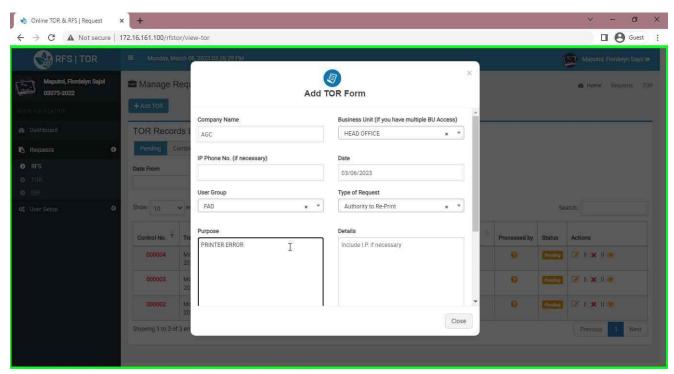Select TOR Menu.

Click Add TOR Button.
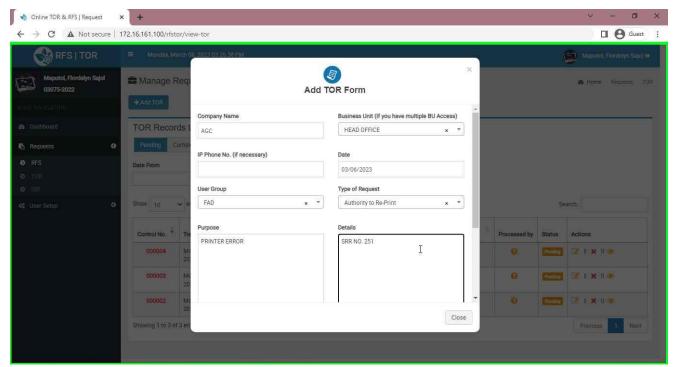
Select on Business Unit Menu.

Select from User Group Menu.
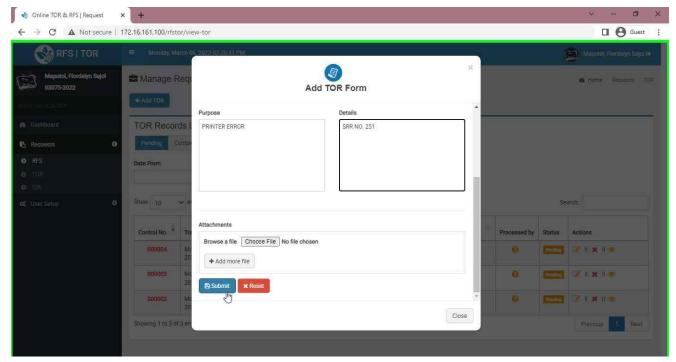
Select from Type of Request Menu.
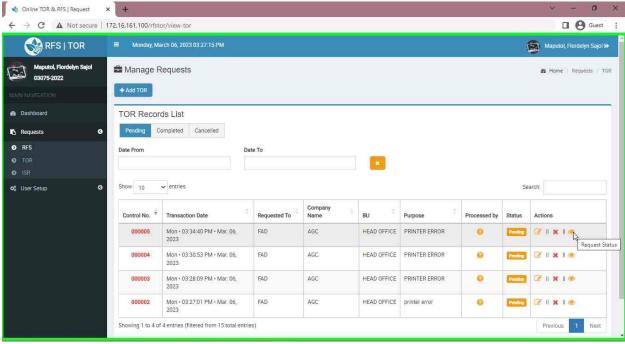

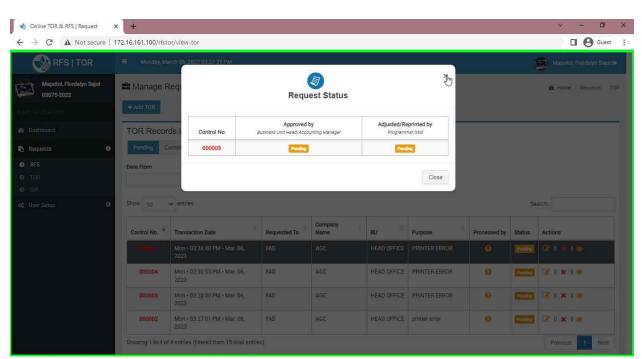Input on Purpose Text Field.

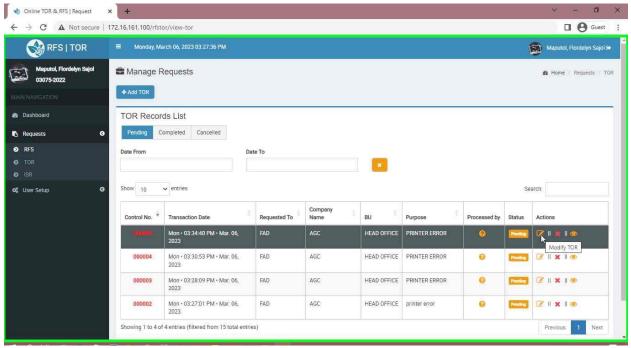Input on Details Text Field.
Note: Include I.P. Address if necessary.

Click Submit Button, once finished filling out the form.

USER'S MANUAL GUIDE
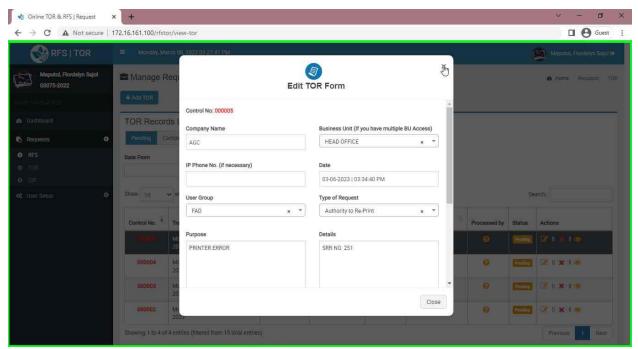## (TOR REQUESTS)

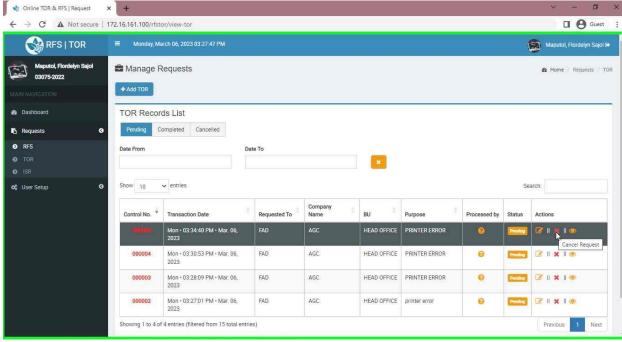Requests Table, on actions column click the eye icon to check request status.

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

To edit the request, just click on the edit icon.

Edit request form, after updating the necessary details just click submit.

To cancel the request, just click the cancel icon.