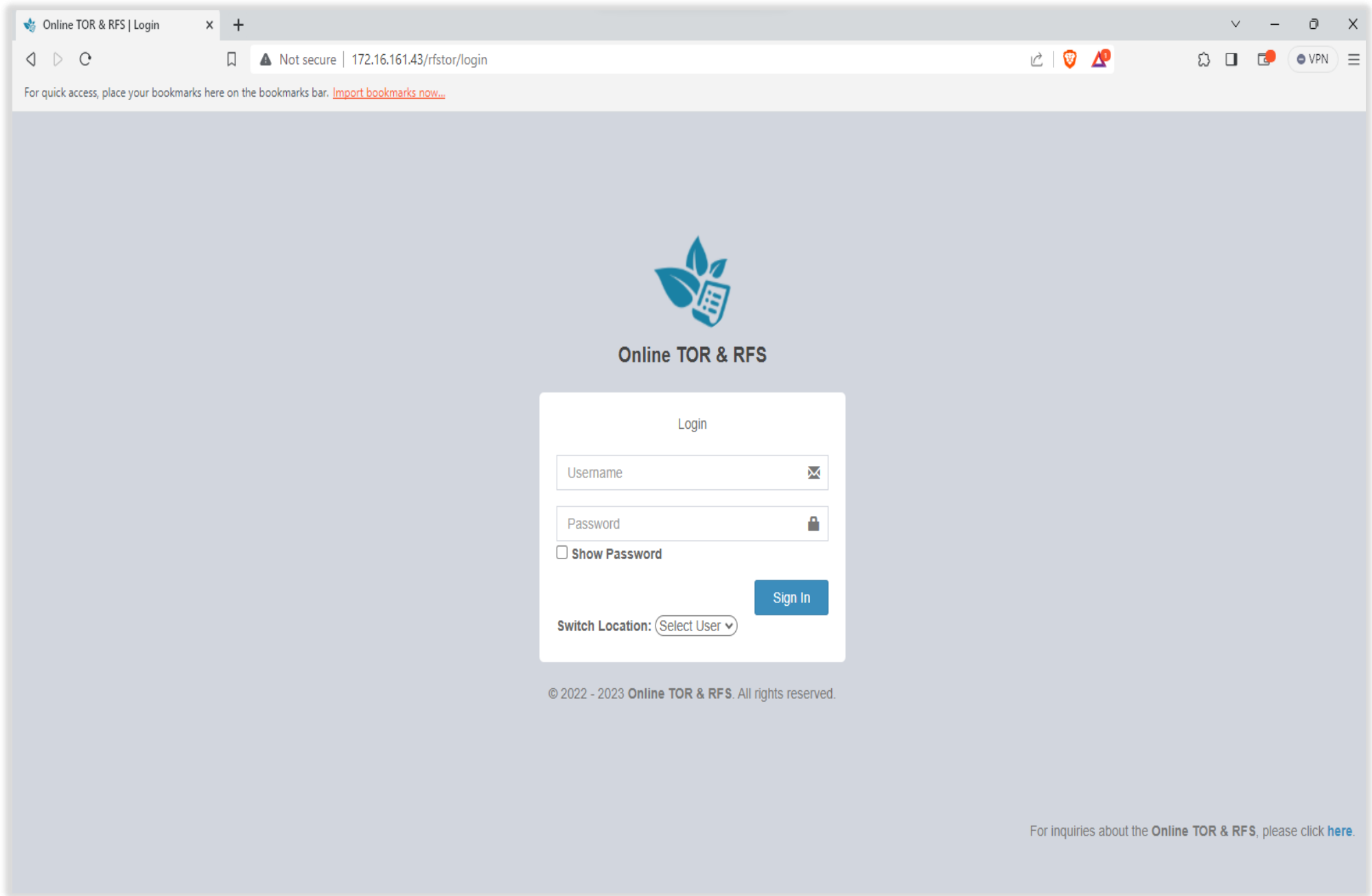


REQUEST FOR SET-UP (RFS) USER'S GUIDE







Log In View




Online TOR & RFS

Login

Username  ① 

Password  ② 

☐ Show Password

Switch Location:  ③

Select User ▼
Select User
Bohol
Cebu

Sign In

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- ① **Username:** Your default username is your **Employee No.** (you can refer to your HRMS profile).
- ② **Password:** Your default password is **Torrfs2022**.
- ③ **Location:** You can select which location you are located in.

Online TOR & RFS | Home

Not secure | 172.16.161.43/rfstor/profile

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

RFS | TOR

Dashboard Control panel

Frequently Asked Questions:

- What is REQUEST FOR SETUP (RFS)?
- What is TRANSACTION OVERRIDE (TOR)?
- What is INFORMATION SYSTEM REQUEST (ISR)?
- Why can't I access/locate the request?
- When to call or contact IT SysDev or MIS to execute the request?
- What is my default username and password?

Request

☒ RFS ☐ TOR ☐ ISR

Pending RFS 0

SUN MON TUE WED THU FRI SAT

11:05:26 AM

11-16-2023

172.16.161.43/rfstor/profile#

Requester's Dashboard

Online TOR & RFS | Request x +

Not secure | 172.16.161.43/rfstor/view-rfs

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

RFS | TOR

Manage Requests

Home / Requests / RFS

+ 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
No matching records found								

Showing 0 to 0 of 0 entries (filtered from 11,819 total entries)

Previous Next

MAIN NAVIGATION

- Dashboard
- Requests
- RFS
- TOR
- Concerns
- User's Manual
- Contact Us

Step 1: Click 'Requests', then

Step 2: Select 'RFS',

Step 3: Click the button '+Add RFS'



Add RFS Form



Note: If the request details are about to reach up to 1000 characters, it is recommended to just have it as an attachment.

Company Name

AGC

Business Unit (If you have multiple BU Access)

HEAD OFFICE

IP Phone No. (if necessary)

Date

11/16/2023

User Group

Select a user group your'e requesting to

Type of Request

Select a Request Type

Purpose

Details

Include I.P. if necessary

Attachments (optional)

Browse a file

Choose File

No file chosen

Submit

Reset

Close

RFS Form



Add RFS Form

Note: If the request details are about to reach up to 1000 characters, it is recommended to just have it as an attachment.

Company Name

ASC

Business Unit (If you have multiple BU Access)

ASC: MAIN

IP Phone No. (if necessary)

Date

11/17/2023

User Group

Select a user group your'e requesting to

FAD

FARMS

HRMS

EBM

RMS

GO

Timekeeping

Close

Add User Group: Select the user group for which you want to request an RFS.



Add RFS Form



User Group

Type of Request

Item/s

UOM

Other/s Please Specify

Authorized Approver

FAD Users

Location/Subsidiary

Department

Attachments (optional)

No file chosen

Type of Request: Select what type of request.



Add RFS Form

User Group

Select a user group your'e requesting to

Type of Request

Select a Request Type

Purpose

Details

Include I.P. if necessary

Attachments (optional)

Browse a file Choose File No file chosen

Submit

Reset

Close

- ❖ Write down the purpose and provide all the necessary details in your RFS.
- ❖ You can attach a file for additional information (can select multiple files).
- ❖ Once all fields are filled out, click 'Submit'.
- ❖ If you want to start over, simply click the 'Reset' button to clear all fields.

Manage Requests

[Home](#) / [Requests](#) / [RFS](#)[+ 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
048742	Thu • 05:37:51 PM • Nov. 23, 2023	FAD	ASC	ASC: MAIN	TEST ONLY	?	Pending	<div><div>1</div><div>2</div><div>3</div></div> <div> </div>

Showing 1 to 1 of 1 entries (filtered from 12,394 total entries)

[Previous](#) [1](#) [Next](#)

1. Edit(): You can only make changes to your request if your supervisor has not yet approved it.
2. Cancel(): If you realize you have made a mistake, you can cancel your request.
3. Request Status(): A yellow eye () indicates that your supervisor has not yet approved your request, while a blue eye () indicates that your supervisor has already approved it.




Request Status

Control No	Approved by <i>Business Unit Head/Accounting Manager</i>	Verified by <i>Supervisor/IAD</i>	Adjusted/Reprinted by <i>Programmer/MIS</i>
48742	Pending	Pending	Pending

Timestamps

Approved on: Wed • 11:35:26 AM • Nov. 15, 2023

Close

To know the current status of your request, simply click on the eye icon () located in the Action column within the RFS Records List. This will display the Request Status, where you can check whether your request has been approved, verified, or executed.