

## USER'S MANUAL GUIDE (TOR REQUESTS)

Online TOR & RFS | Login

Not secure | 172.16.161.100/rfstor/

Steps Recorder - Recording Now

Pause Record Stop Record Add Comment

Online TOR & RFS

Login

Username

Password

☐ Show Password

Sign In

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Log-in Form View

Online TOR & RFS | Login

Not secure | 172.16.161.100/rfstor/

Steps Recorder - Recording Now

Pause Record Stop Record Add Comment

Online TOR & RFS

Login

flor

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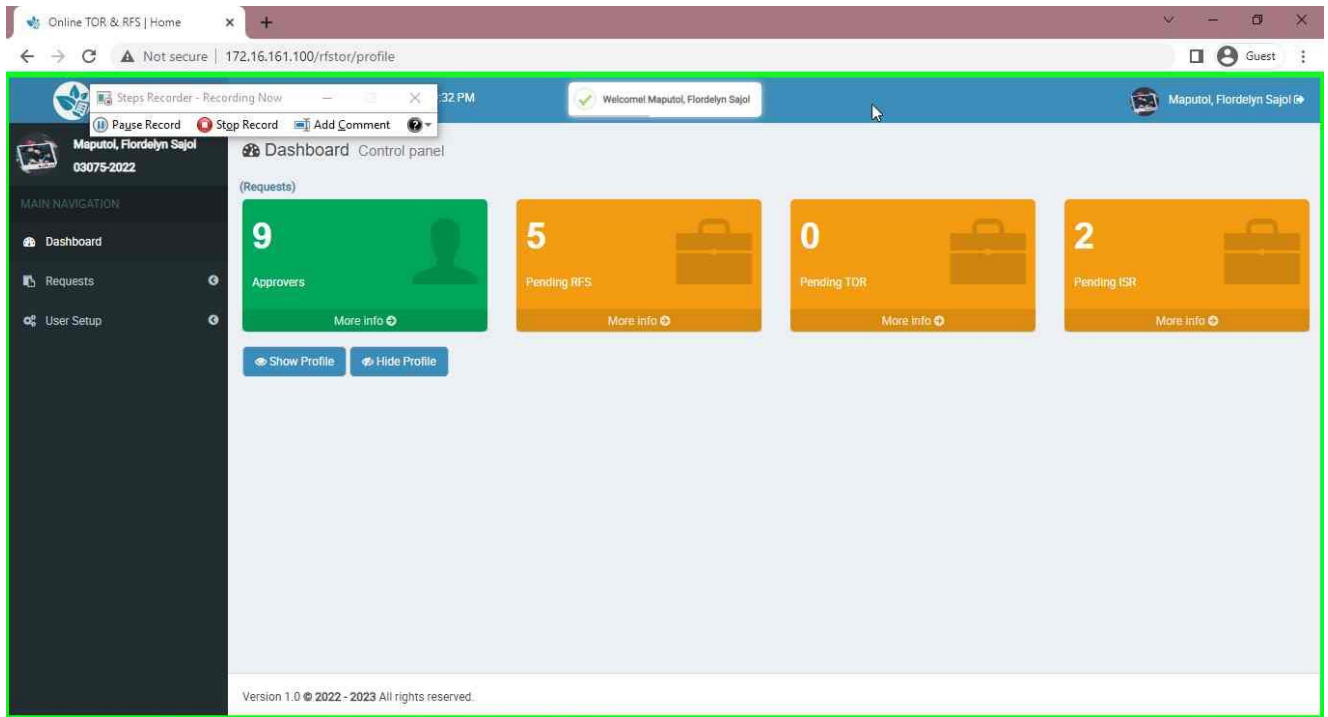
☐ Show Password

Sign In

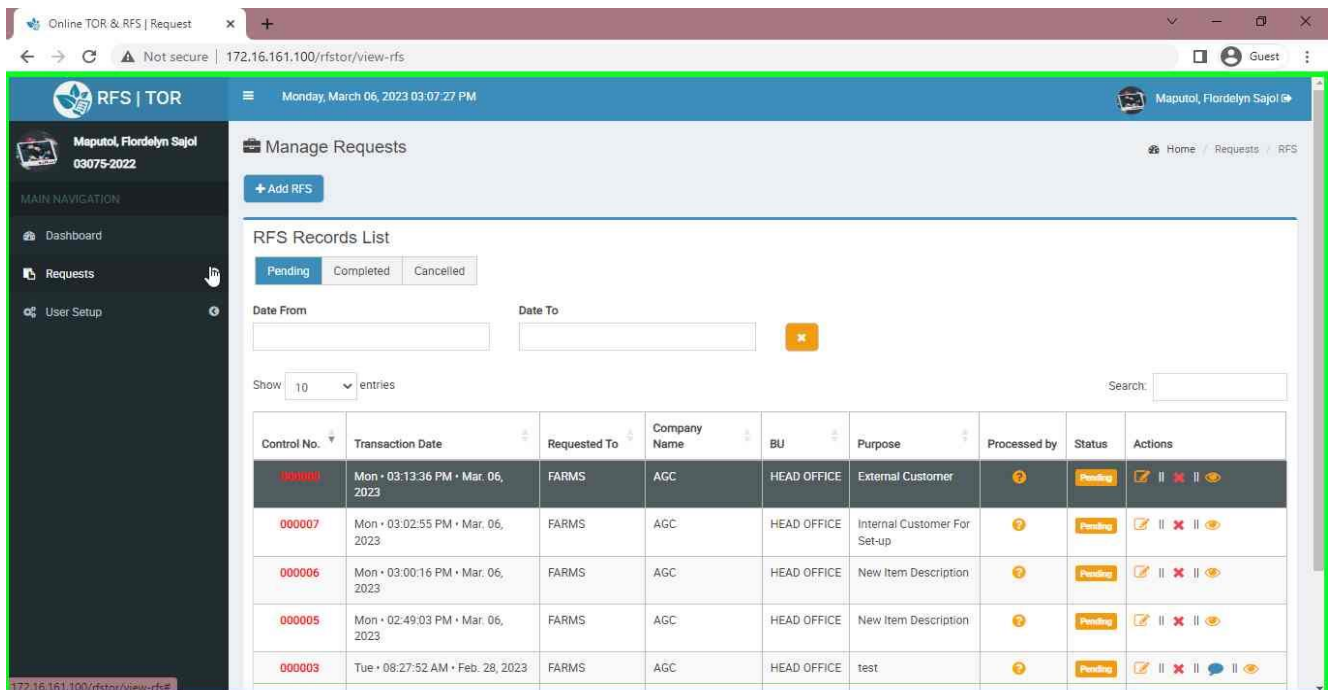
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Input username and password.

# USER'S MANUAL GUIDE (TOR REQUESTS)



Dashboard for Requester



Click Requests

# USER'S MANUAL GUIDE (TOR 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 (highlighted with a mouse cursor), and User Setup. The main content area is titled 'Manage Requests' and includes a '+ Add TOR' button. Below this is the 'TOR Records List' section, which has tabs for 'Pending', 'Completed', and 'Cancelled'. The 'Pending' tab is active. There are input fields for 'Date From' and 'Date To', a 'Show 10 entries' dropdown, and a search bar. A table displays the records:

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000004	Mon • 03:30:53 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	[User Icon]	Pending	[Edit] [Delete] [Cancel] [Refresh]
000003	Mon • 03:28:09 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	[User Icon]	Pending	[Edit] [Delete] [Cancel] [Refresh]
000002	Mon • 03:27:01 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	printer error	[User Icon]	Pending	[Edit] [Delete] [Cancel] [Refresh]

Showing 1 to 3 of 3 entries (filtered from 14 total entries)

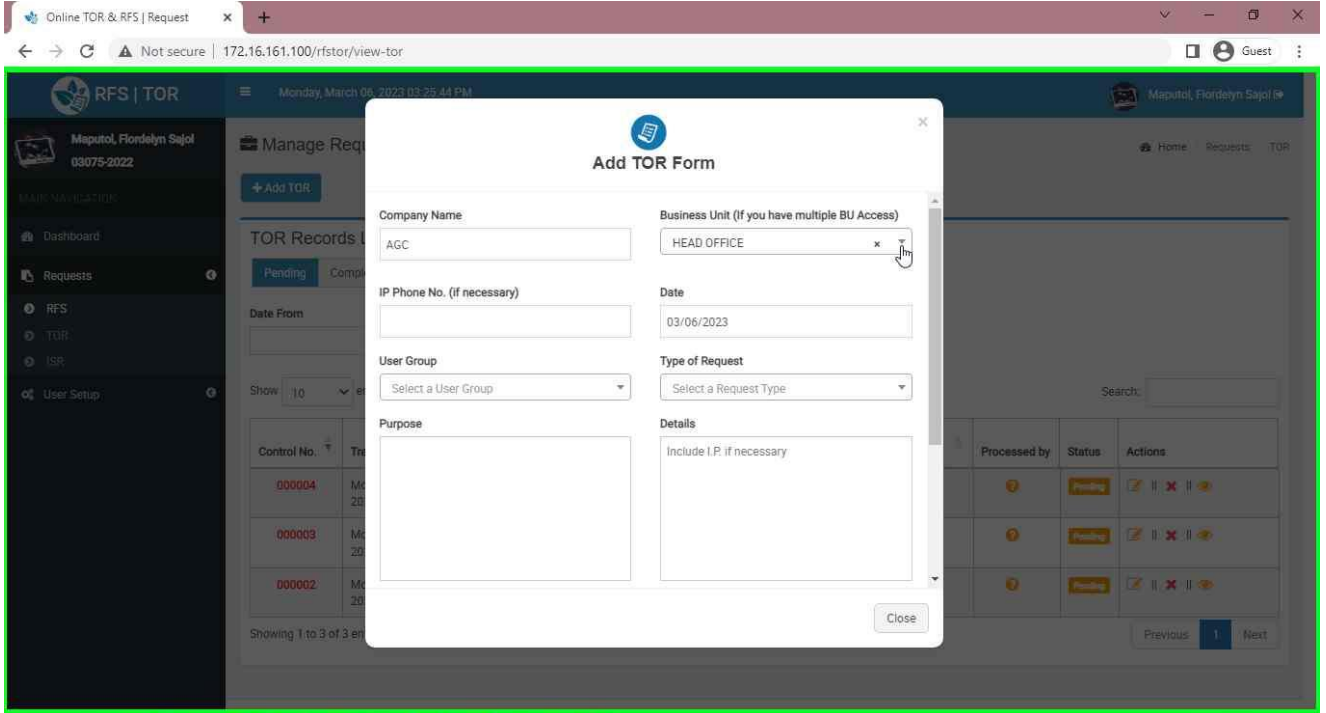
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Select TOR Menu.

This screenshot is identical to the previous one, but with a red circle highlighting the '+ Add TOR' button in the 'Manage Requests' section. The rest of the interface, including the sidebar and the TOR Records List table, remains the same.

Click Add TOR Button.

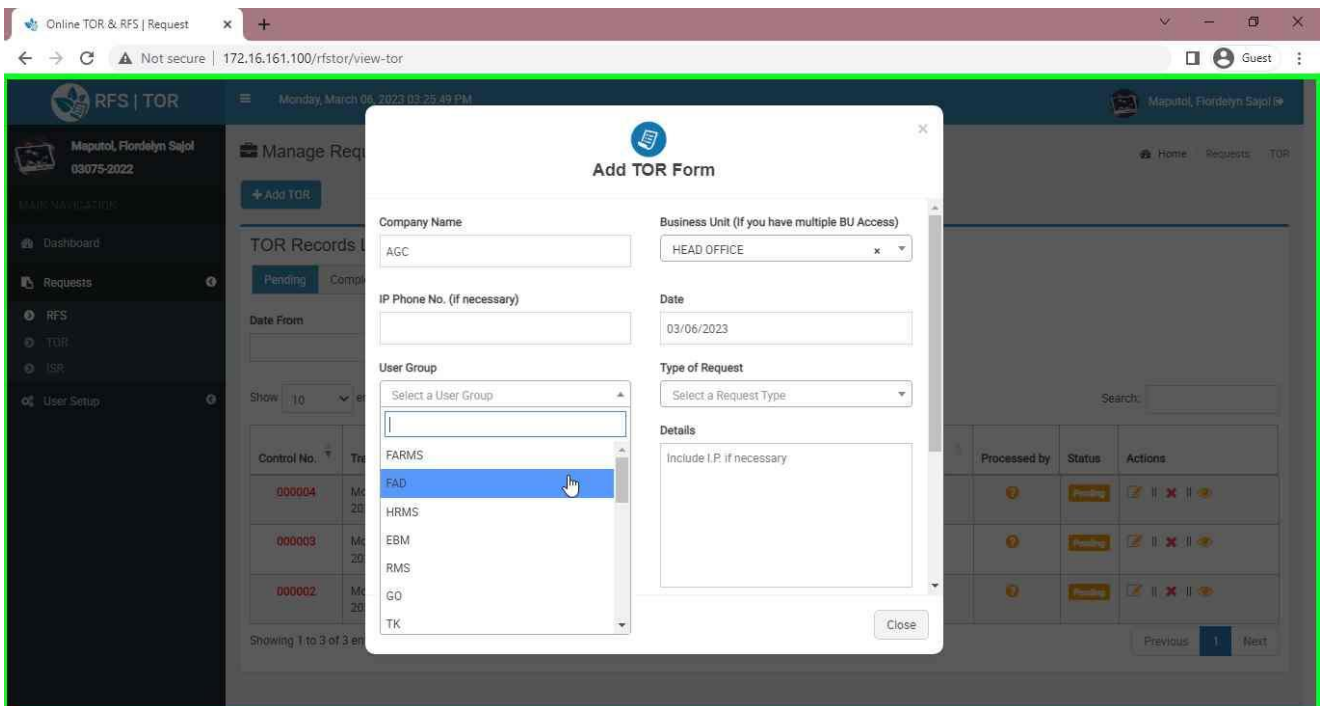
## USER'S MANUAL GUIDE (TOR REQUESTS)



The screenshot shows the 'Add TOR Form' dialog box in the RFS | TOR system. The 'Business Unit (If you have multiple BU Access)' dropdown menu is open, showing 'HEAD OFFICE' as the selected option. The 'Company Name' field contains 'AGC'. The 'Date' field shows '03/06/2023'. The 'User Group' dropdown is set to 'Select a User Group'. The 'Type of Request' dropdown is set to 'Select a Request Type'. The 'Details' section has a text area with the placeholder 'Include I.P. if necessary'. The background shows the 'TOR Records' table with columns for Control No., Tr, and Status.

Control No.	Tr	Status
000004	Md	20
000003	Md	20
000002	Md	20

Select on Business Unit Menu.



The screenshot shows the 'Add TOR Form' dialog box with the 'User Group' dropdown menu open. The 'Business Unit' dropdown is set to 'HEAD OFFICE'. The 'Company Name' field contains 'AGC'. The 'Date' field shows '03/06/2023'. The 'Type of Request' dropdown is set to 'Select a Request Type'. The 'Details' section has a text area with the placeholder 'Include I.P. if necessary'. The 'User Group' dropdown menu is open, showing a list of options: FARMS, FAD, HRMS, EBM, RMS, GO, and TK. The 'FAD' option is highlighted. The background shows the 'TOR Records' table with columns for Control No., Tr, and Status.

Control No.	Tr	Status
000004	Md	20
000003	Md	20
000002	Md	20

Select from User Group Menu.

## USER'S MANUAL GUIDE (TOR REQUESTS)

Online TOR & RFS | Request x +

Monday, March 06, 2023 03:26:05 PM

Maputol, Flordelyn Sajol 03075-2022

Manage Request

+ Add TOR

TOR Records

Pending Completed

Date From

Show 10

Control No. Tr

000004 M 20

000003 M 20

000002 M 20

Showing 1 to 3 of 3 entries

Close

**Add TOR 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 FAD

Type of Request

Select a Request Type

Adjustment

Authority to Re-Print

Authority to Cancel

Purpose

Processed by Status Actions

Previous 1 Next

Select from Type of Request Menu.

Online TOR & RFS | Request x +

Monday, March 06, 2023 03:26:29 PM

Maputol, Flordelyn Sajol 03075-2022

Manage Request

+ Add TOR

TOR Records

Pending Completed

Date From

Show 10

Control No. Tr

000004 M 20

000003 M 20

000002 M 20

Showing 1 to 3 of 3 entries

Close

**Add TOR 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 FAD

Type of Request Authority to Re-Print

Purpose PRINTER ERROR

Details Include I.P. if necessary

Processed by Status Actions

Previous 1 Next

Input on Purpose Text Field.

## USER'S MANUAL GUIDE (TOR REQUESTS)

Online TOR & RFS | Request x +

Monday, March 06, 2023 03:26:38 PM

Maputol, Flordelyn Sajol 03075-2022

Manage Request

+ Add TOR

TOR Records

Pending

Control No. Tr

000004 M 20

000003 M 20

000002 M 20

Showing 1 to 3 of 3 entries

Close

Company Name

AGC

Business Unit (If you have multiple BU Access)

HEAD OFFICE

IP Phone No. (if necessary)

Date

03/06/2023

User Group

FAD

Type of Request

Authority to Re-Print

Purpose

PRINTER ERROR

Details

SRR NO. 251

Processed by Status Actions

Previous 1 Next

Input on Details Text Field.

*Note: Include I.P. Address if necessary.*

Online TOR & RFS | Request x +

Monday, March 06, 2023 03:26:41 PM

Maputol, Flordelyn Sajol 03075-2022

Manage Request

+ Add TOR

TOR Records

Pending

Control No. Tr

000004 M 20

000003 M 20

000002 M 20

Showing 1 to 3 of 3 entries

Close

Purpose

PRINTER ERROR

Details

SRR NO. 251

Attachments

Browse a file Choose File No file chosen

+ Add more file

Submit Reset

Processed by Status Actions

Previous 1 Next

Click Submit Button, once finished filling out the form.

# USER'S MANUAL GUIDE (TOR REQUESTS)

The screenshot shows the 'Manage Requests' page in the RFS | TOR system. The left sidebar contains navigation links: Dashboard, Requests, RFS, TOR, ISR, and User Setup. The main content area displays the 'TOR Records List' with filters for 'Pending', 'Completed', and 'Cancelled'. Below the filters are input fields for 'Date From' and 'Date To', a 'Show' dropdown set to '10 entries', and a 'Search' field. The table below lists four records with columns: Control No., Transaction Date, Requested To, Company Name, BU, Purpose, Processed by, Status, and Actions. The first record (Control No. 000005) is highlighted, and a tooltip 'Request Status' points to the eye icon in the Actions column.

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000005	Mon • 03:34:40 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	?	Pending	[Eye] [X] [Check] [Print]
000004	Mon • 03:30:53 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	?	Pending	[Eye] [X] [Check] [Print]
000003	Mon • 03:28:09 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	?	Pending	[Eye] [X] [Check] [Print]
000002	Mon • 03:27:01 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	printer error	?	Pending	[Eye] [X] [Check] [Print]

Showing 1 to 4 of 4 entries (filtered from 15 total entries)

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

The screenshot shows the same 'Manage Requests' page, but with a 'Request Status' modal window open. The modal displays the status of the selected request (Control No. 000005). It includes fields for 'Approved by' (Business Unit Head/Accounting Manager) and 'Adjusted/Reprinted by' (Programmer/MIS), both with 'Pending' status. The modal also has a 'Close' button. The background table is dimmed.

Control No.	Approved by	Adjusted/Reprinted by
000005	Business Unit Head/Accounting Manager	Programmer/MIS

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



## USER'S MANUAL GUIDE (TOR REQUESTS)

The screenshot displays the 'Manage Requests' page in the RFS | TOR system. The interface includes a sidebar with navigation options: Dashboard, Requests, RFS, TOR, ISR, and User Setup. The main content area shows the 'TOR Records List' with filters for Pending, Completed, and Cancelled status. A table lists four entries with details such as Control No., Transaction Date, Requested To, Company Name, BU, Purpose, Processed by, Status, and Actions. The 'Actions' column for the first entry (Control No. 000003) shows a 'Modify TOR' icon.

Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000003	Mon • 03:34:40 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR		Pending	Modify TOR
000004	Mon • 03:30:53 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR		Pending	
000003	Mon • 03:28:09 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR		Pending	
000002	Mon • 03:27:01 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	printer error		Pending	

Showing 1 to 4 of 4 entries (filtered from 15 total entries)

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

The screenshot shows the 'Edit TOR Form' modal window. It contains fields for Control No. (000005), Company Name (AGC), Business Unit (HEAD OFFICE), IP Phone No. (if necessary), Date (03-06-2023 | 03:34:40 PM), User Group (FAD), Type of Request (Authority to Re-Print), Purpose (PRINTER ERROR), and Details (SRR NO. 251). A 'Close' button is located at the bottom right of the modal.

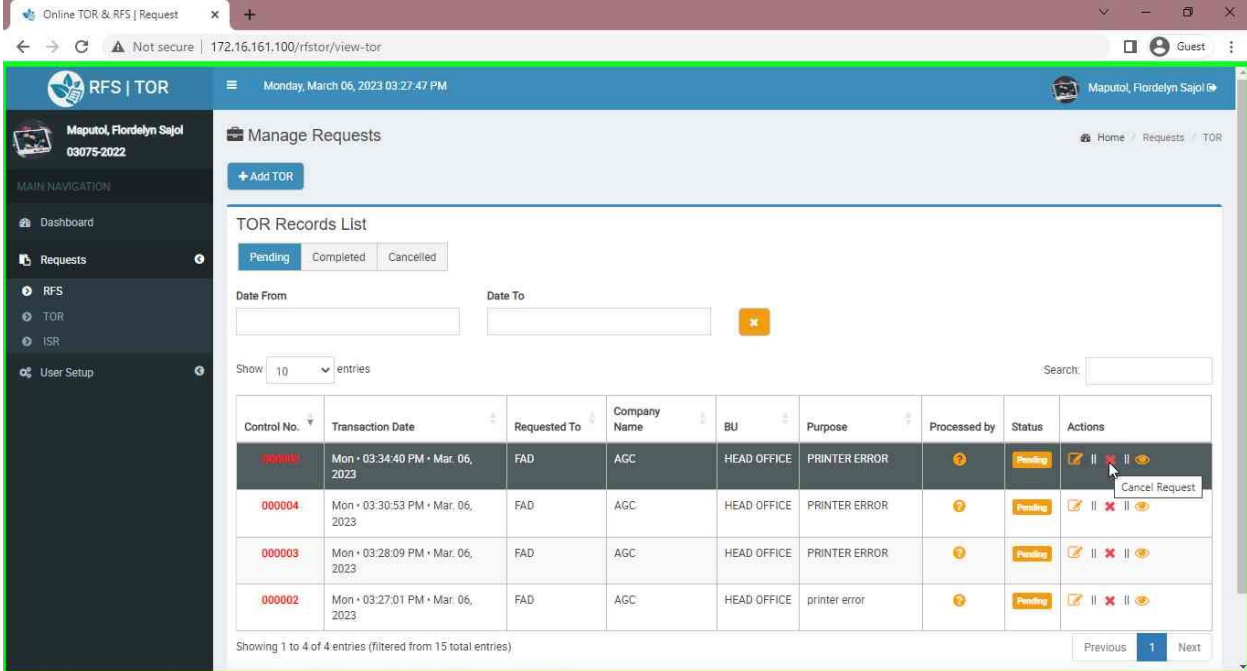
Control No.	Transaction Date	Requested To	Company Name	BU	Purpose	Processed by	Status	Actions
000003	Mon • 03:34:40 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR		Pending	Modify TOR
000004	Mon • 03:30:53 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR		Pending	
000003	Mon • 03:28:09 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR		Pending	
000002	Mon • 03:27:01 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	printer error		Pending	

Showing 1 to 4 of 4 entries (filtered from 15 total entries)

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



# USER'S MANUAL GUIDE (TOR REQUESTS)



The screenshot displays the 'Manage Requests' page in the RFS | TOR system. The interface includes a sidebar with navigation options (Dashboard, Requests, RFS, TOR, ISR, User Setup) and a main content area. The 'TOR Records List' is shown with filters for 'Pending', 'Completed', and 'Cancelled'. The table lists four pending requests, all for 'PRINTER ERROR' at 'HEAD OFFICE'. A tooltip 'Cancel Request' is visible over the cancel icon in the first row's actions column.

**Manage Requests**

**TOR Records List**

Filters: 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
000003	Mon • 03:34:40 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	[ ]	Pending	[ ] [ ] [ ] [ ] [ ]
000004	Mon • 03:30:53 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	[ ]	Pending	[ ] [ ] [ ] [ ] [ ]
000003	Mon • 03:28:09 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	PRINTER ERROR	[ ]	Pending	[ ] [ ] [ ] [ ] [ ]
000002	Mon • 03:27:01 PM • Mar. 06, 2023	FAD	AGC	HEAD OFFICE	printer error	[ ]	Pending	[ ] [ ] [ ] [ ] [ ]

Showing 1 to 4 of 4 entries (filtered from 15 total entries)

Previous 1 Next

To cancel the request, just click the cancel icon.