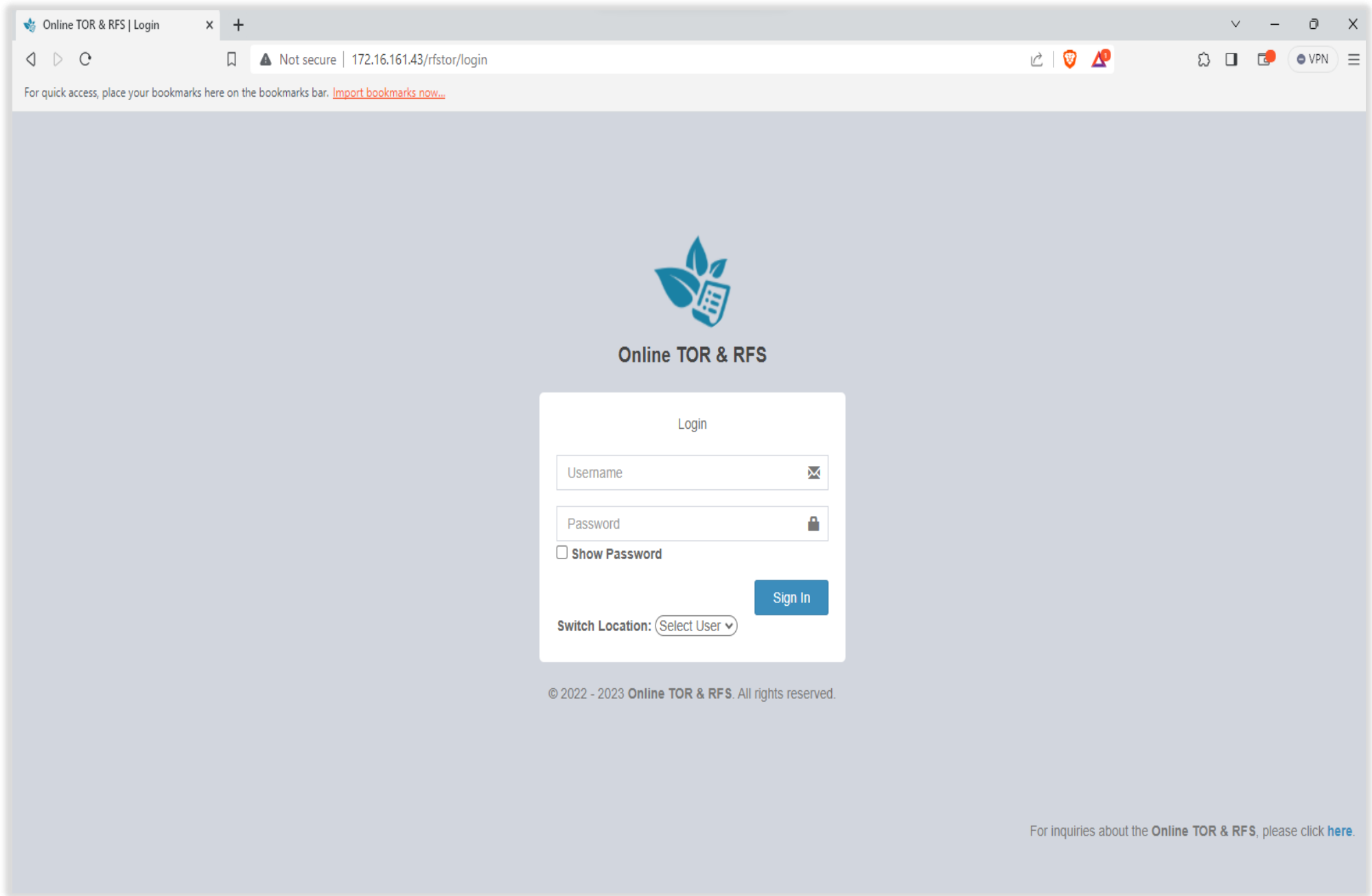


**TRANSACTION  
OVERRIDE  
REQUEST  
(TOR)  
USER'S GUIDE**







**Log In View**




## Online TOR & RFS

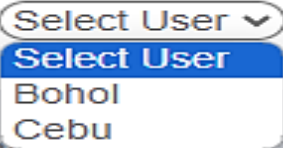
Login

Username  ① 

Password  ② 

☐ Show Password

Switch Location:  ③

Select User 

Sign In

© 2022 - 2023 Online TOR & RFS. All rights reserved.

- 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-tor

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

RFS | TOR

Manage Requests

+ Add TOR

TOR 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 12,525 total entries)

Previous Next

1

2

3

**Step 1:** Click 'Requests', then

**Step 2:** Select 'TOR',

**Step 3:** Click the button '+Add TOR'



## Add TOR 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

11/27/2023

User Group

Select a User Group

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

# TOR Form



## Add TOR 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)

1847

Date

11/27/2023

User Group

Select a User Group

FAD

FARMS

HRMS

EBM

RMS

GO

Timekeeping

Type of Request

Select a Request Type

Details

Include I.P. if necessary

**Add User Group:** Select the user group for which you want to request a TOR.



## Add TOR 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)

1847

Date

11/27/2023

User Group

Select a User Group

Type of Request

Select a Request Type

Adjustment

Authority to Re-Print

Authority to Cancel

Purpose

**Type of Request:** Select what type of request.





## Add TOR Form

ASC	ASC. MAIN
IP Phone No. (if necessary) 1847	Date 11/27/2023
User Group Select a User Group	Type of Request Select a Request Type
Purpose	Details Include I.P. if necessary
Attachments (optional) Browse a file Choose File No file chosen	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Close

- ❖ Write down the purpose and provide all the necessary details in your TOR.  
*Note: Include I.P. Address if necessary.*
- ❖ You can attach a file for additional information (can select multiple files).
- ❖ Once all fields are filled out, click 'Submit'.
- ❖ To clear all fields and start over, just click the 'Reset' button.

## Manage Requests

Home / Requests / TOR

+ Add TOR

## TOR 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
030799	Mon • 02:00:43 PM • Nov. 27, 2023	FARMS	ASC	ASC: MAIN	TEST ONLY	?	Pending	<span>1</span> <span>2</span> <span>3</span>

Showing 1 to 1 of 1 entries (filtered from 12,528 total entries)

Previous 1 Next


1. Edit() 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>
030799	Pending	Pending	Pending

Close

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