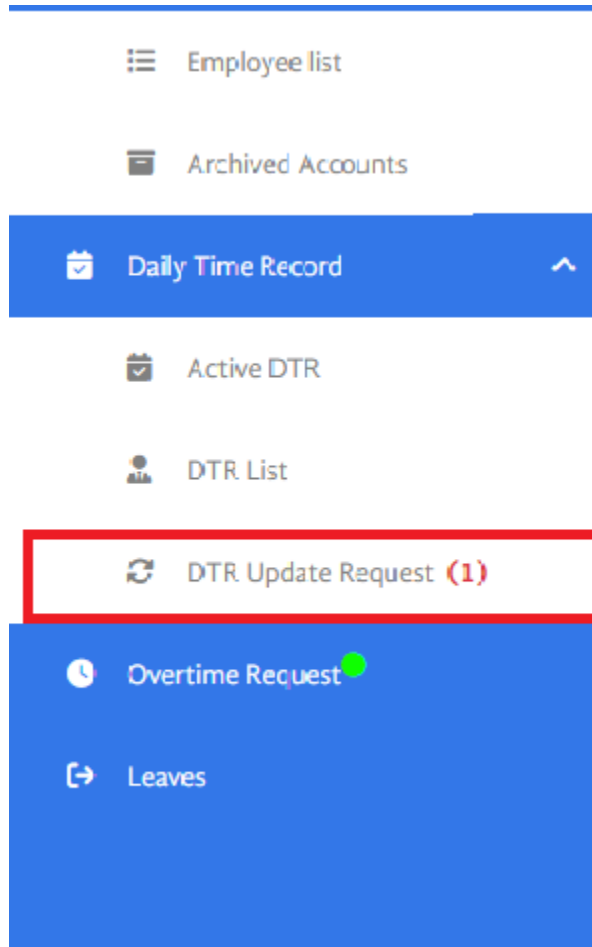


## New DTR Request Update

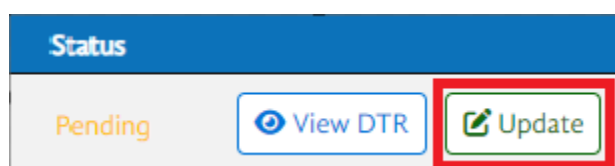
**Step 1: Number of DTR Requests for QC branch will be displayed beside “DTR Update Request” in the sidebar.**

The previous version displayed all DTR requests, but the new update will only display DTR requests from the QC branch.

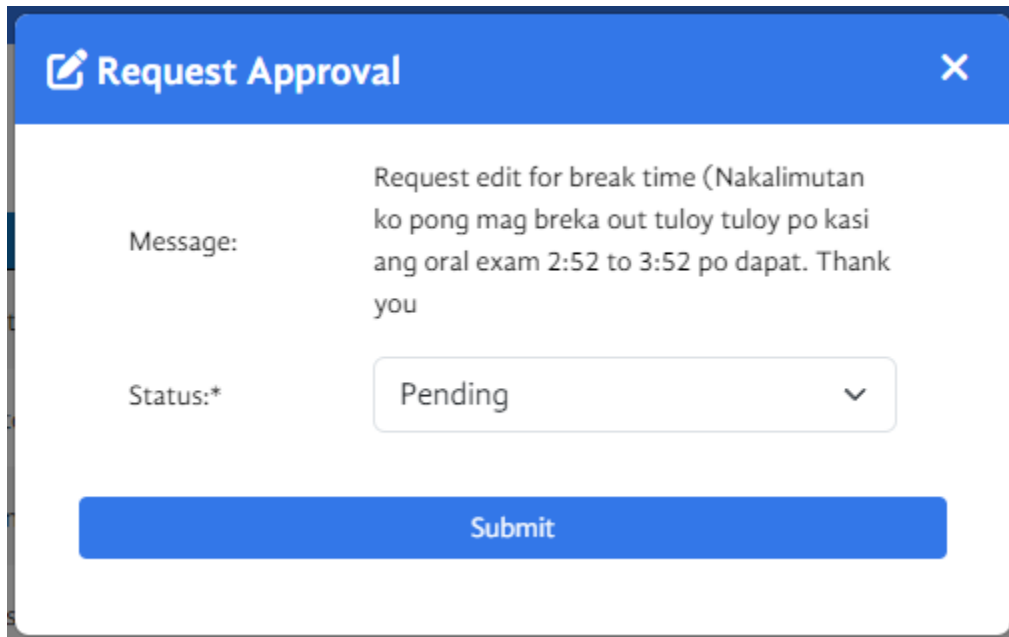


## Step 2: Approving/Denying DTR Request

Step 2.1: On the DTR Update Request page, pending requests will have an 'Update' button, as shown below. This button triggers a popup where the admin can edit the request.



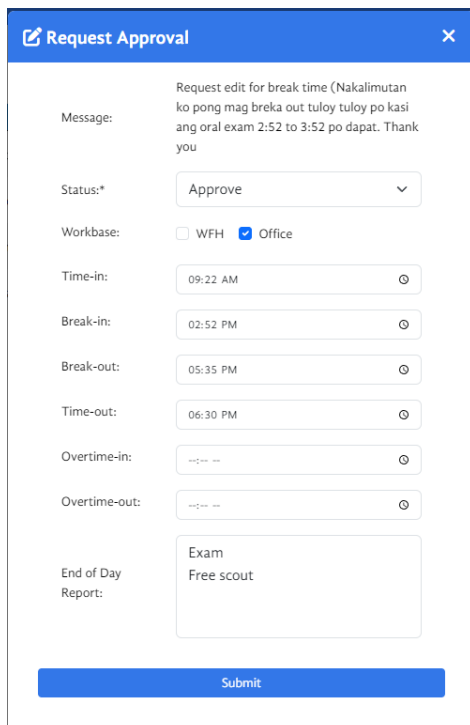
Step 2.2: The popup contains the message of the request and a dropdown menu, giving the admin the option to either approve or deny the request.



A screenshot of a 'Request Approval' popup window. The title bar is blue with a pencil icon and the text 'Request Approval', and a close button (X) on the right. The main content area is white. It contains a 'Message:' label followed by the text: 'Request edit for break time (Nakalimutan ko pong mag breka out tuloy tuloy po kasi ang oral exam 2:52 to 3:52 po dapat. Thank you)'. Below this is a 'Status:\*' label followed by a dropdown menu showing 'Pending' with a downward arrow. At the bottom is a large blue button labeled 'Submit'.

#### Step 2.2.1: Approve DTR Request

Selecting 'Approve' from the dropdown will display the details of the request, allowing the admin to edit the information.

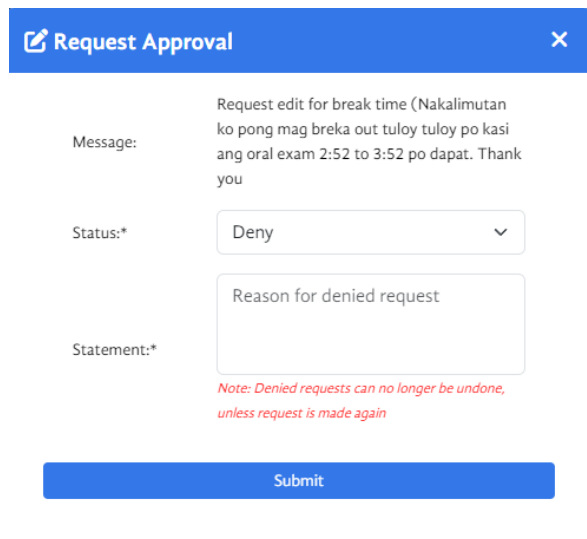


A screenshot of the 'Request Approval' popup window after selecting 'Approve'. The title bar remains the same. The main content area now displays detailed information. It includes the same 'Message:' and 'Status:\*' (now 'Approve') fields. Below these are 'Workbase:' options with checkboxes for 'WFH' and 'Office' (selected). A series of time input fields follow: 'Time-in:' (09:22 AM), 'Break-in:' (02:52 PM), 'Break-out:' (05:35 PM), 'Time-out:' (06:30 PM), 'Overtime-in:' (empty), and 'Overtime-out:' (empty). Each time field has a clock icon for selection. At the bottom, there is an 'End of Day Report:' label followed by a text area containing 'Exam' and 'Free scout'. A blue 'Submit' button is at the very bottom.

After editing the details of the request, clicking the 'Submit' button completes the process. The DTR request will be marked as 'Update Complete' from the admin's view. Meanwhile, the employee will also see a green exclamation mark beside the DTR. Hovering over and clicking on it will display a message confirming that their request has been approved.

#### Step 2.2.2: Deny DTR request

Selecting 'Deny' from the dropdown prompts a message box to appear, allowing the admin to provide the reason for denying the request.



The image shows a 'Request Approval' modal window. It has a blue header with a pencil icon and a close button. The form contains the following fields:

- Message:** A text area containing the text: "Request edit for break time (Nakalimutan ko pong mag breka out tuloy tuloy po kasi ang oral exam 2:52 to 3:52 po dapat. Thank you".
- Status:\*** A dropdown menu with 'Deny' selected.
- Statement:\*** A text area with the placeholder text 'Reason for denied request'.
- Note:** A red italicized note below the statement field: "Note: Denied requests can no longer be undone, unless request is made again".
- Submit:** A blue button at the bottom.

Please note that it is mandatory for the admin to provide a reason for denying the request before clicking the 'Submit' button. Clicking 'Submit' completes the process of denying the DTR update request.

As a result, the employee will see a red exclamation mark next to their DTR request. Hovering over it will display a message indicating that the request has been denied. Clicking on the exclamation mark opens a popup where the reason for the denial is displayed.