



RTO Tool User Manual

Fujitsu GDC

Document details

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1.0	Initial Release	01/25/2023

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1. ABOUT RTO TOOL

This tool is borne out of the initiative to automate, simplify, organize, and maintain the RTO filing process and data of Fujitsu Philippines using an interactive web application.

1.1 Initial Registration & Access

The RTO Application can be access thru the following link:

- <https://apps.powerapps.com/play/e/default-a19f121d-81e1-4858-a9d8-736e267fd4c7/a/31eedb28-0dcb-442e-b905-95531f712ce8?tenantId=a19f121d-81e1-4858-a9d8-736e267fd4c7>
- Upon initial access of the RTO application, users will be able to access the RTO application immediately, however there may be information missing in their user Profile.
- Users are highly encouraged to update their User Profile on initial access of the RTO app.



The screenshot shows a web form titled "ONSITE SEAT INFORMATION FORM". It contains several input fields and dropdown menus organized in three columns. The first column includes fields for * zinzai_id, mobile_number (with a +63 prefix), * location (dropdown), * department (dropdown), power_adapter_serial, extra_monitor (toggle switch set to Off), user_type (dropdown with EMPLOYEE selected), and a SUBMIT DATA button. The second column includes * fullname (filled with "Joko Dela Peña"), * managers_name, * building (dropdown), * laptop_model, * vaccination_status (dropdown), approver, and oic. The third column includes * email_address (filled with "delapena.joko@fujitsu.com"), managers_email, * RBU (dropdown), laptop_asset_tag, vaccination_date (filled with "12/31/2001" and a calendar icon), shift (dropdown with "Morning-Shift" selected), and an ADMIN HOME button.

1.2 RTO Tool Seat Application Process (Simple Overview)

The seat application process is simple and straight forward. Employee must first initiate seat application, followed by managers approval. Once approved, employees can now go to office and utilize their reserved workstation.



1.3 RTO Tool User and Roles

There are four **user types** within the RTO tool application with varying degrees of access according to the role. They are **Employee, Manager, Officer In-charge, and Admin.**

Employee users request for seat application.

Manager users approves the seat application.

OICs of Officer In-Charge are delegated on behalf of the Manager to approve seat application.

Admins are the Admins of the Facilities with the power to override seat assignments such as blocking/unblocking of seats and transferring of seats as needed.

User Access Rights for Seat Reservation Process:

User Type	Reserve a seat?	Approve a seat?	Delegate Approver?	Transfer seats?	Block seats?
Employee	<input type="radio"/>				
Manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Officer In-Charge	<input type="radio"/>	<input type="radio"/>			
Admin	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

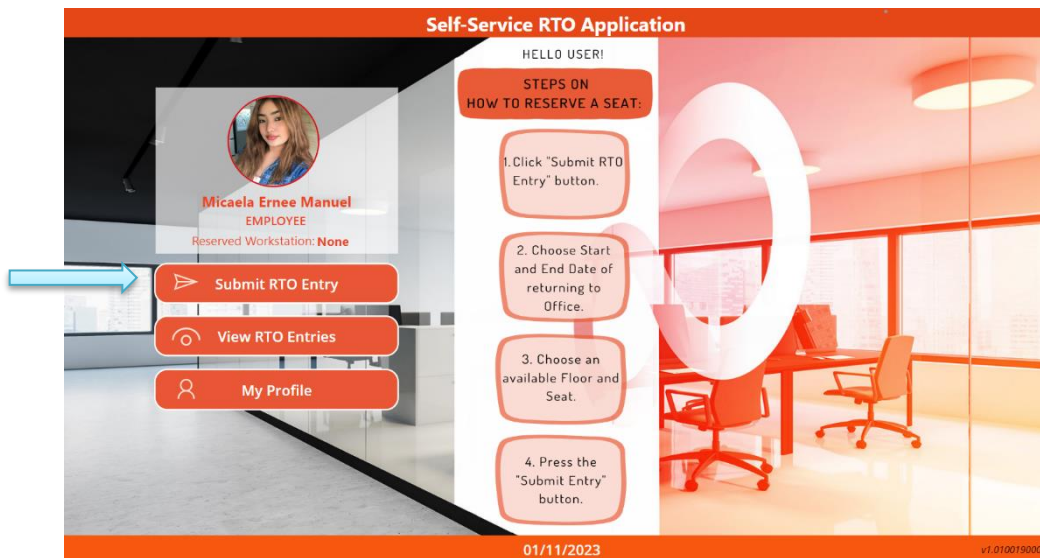
2. Employee Actions

2.1 How to reserve a seat?

These are the following steps to request or apply a seat reservation:

2.1.1 Step 1

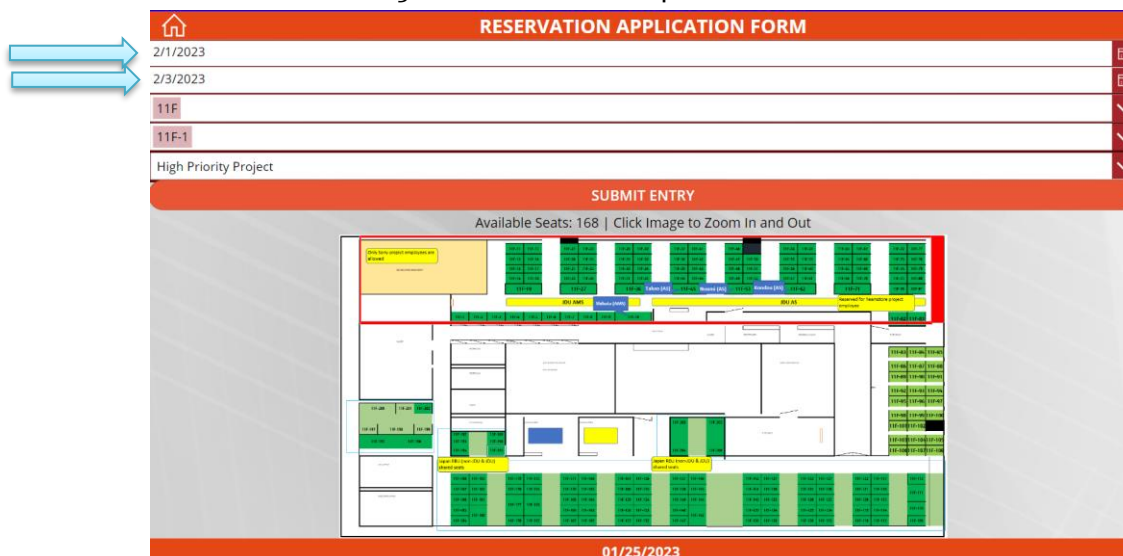
In the home page, click "Submit RTO Entry" button.



2.1.2 Step 2

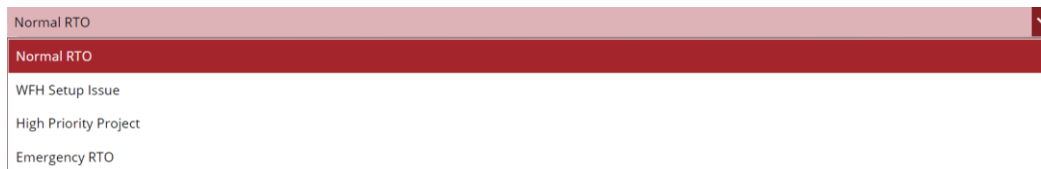
Choose your preferred Start and End Date on returning to office.

You can file for a single date and for multiple dates as well.



2.1.4 Step 4

Choose from the drop down list the reason for your RTO.




2.1.5 Step 5


Press the "Submit Entry" Button.

Note: Please make sure that all the details are correct and final before submitting your entry.




An auto generated email will be sent to the employee and manager that the request has been submitted.

 **RTO Entry Submission Success**



Manuel, Micaela Ernee
To: Conanin, Thessa Lou
Cc: Ballesteros, Nicolo; Manuel, Micaela Ernee



Wed 1/11/2023 1:53 PM

Good Day!

This is to inform you that your **Request of Onsite Seat has been Submitted for Approval**.
Open the RTO Tool App here: [RTO Tool](#)

Onsite Seat Details:

Building	Floor	Workstation #	Dates
Two/NEO	11F	11F-4	1/12/2023 - 1/13/2023

Additional Reminders:

- Make sure you do not have symptoms prior to going onsite.
- Follow the health protocols. For more information click the guidelines about ROSS details to learn more: [Workplace - Onsite Guidelines](#)
- Kindly reach out to gdcfacilities@fujitsu.com for inquiries onsite.

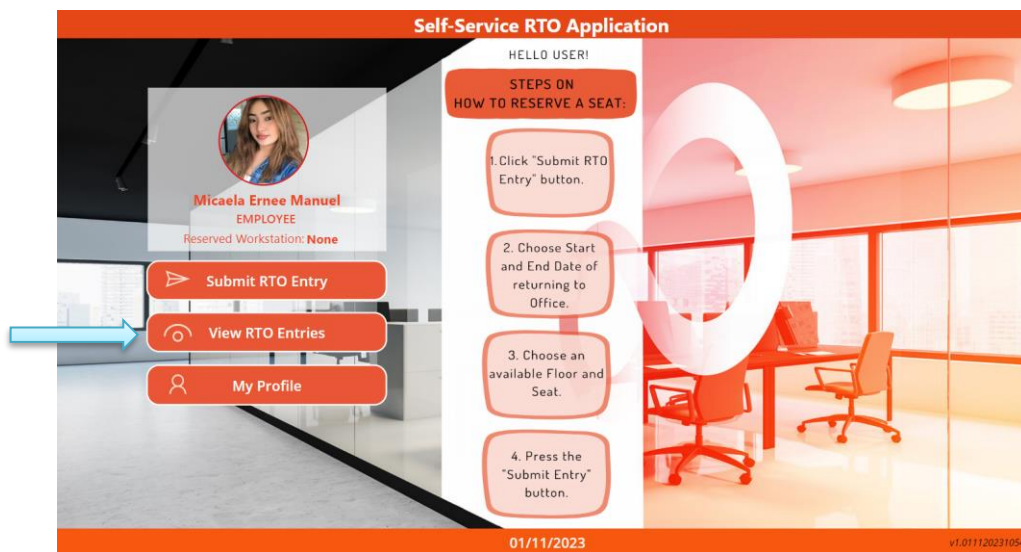
Thank you,
PHGDC Facilities Admin

2.2 How to cancel a seat reservation? (Single and Multiple Entries)

These are the following steps to cancel a pending seat reservation:

2.2.1 Step 1 – Cancel a Single Seat Reservation Entry

In the home page, click "View RTO Entries" button.



2.2.2 Step 2

This screen shows all the employee's submitted request.

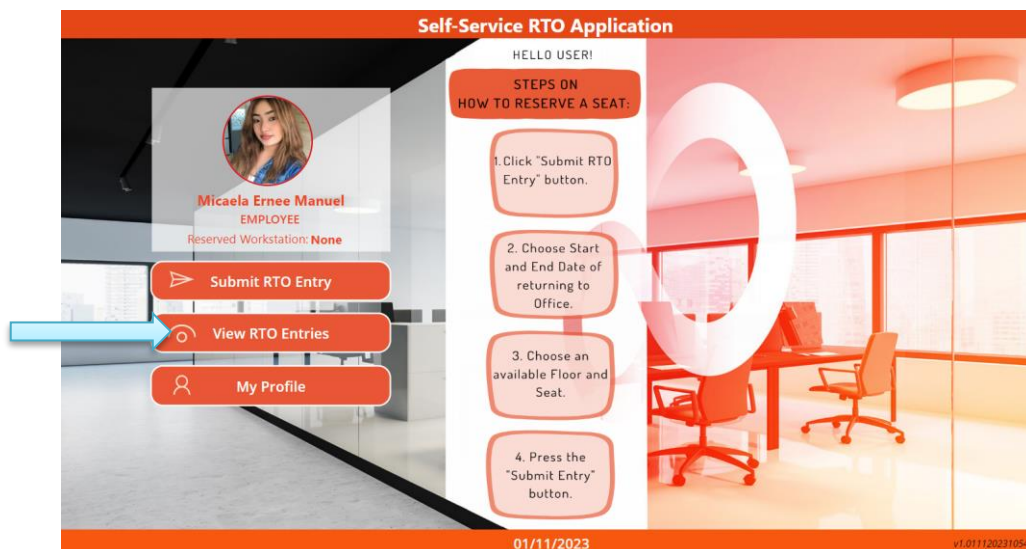
Click the "Cancel" button to cancel a seat reservation.

RTO ENTRIES					
Name	RTO Start Date	RTO End Date	Workstation	Approval Status	
Micaela Ernee Manuel	1/17/2023	1/18/2023	11F-10	PENDING	Cancel
Micaela Ernee Manuel	1/12/2023	1/13/2023	11F-4	PENDING	Cancel

2.2.3 Step 3 – Cancel Multiple Seat Reservation Entries

In the home page, click “View RTO Entries” button.

Note: The employee must manually cancel the duplicate entries, or the approver must decline the duplicate request.

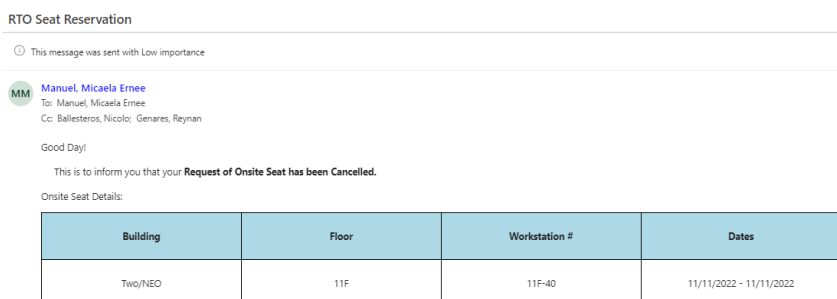


Click the “Cancel” button of the entries you want to drop.

RTO ENTRIES					
Name	RTO Start Date	RTO End Date	Workstation	Approval Status	
Micaela Ernee Manuel	11/11/2022	11/11/2022	11F-60	PENDING	Cancel
Micaela Ernee Manuel	11/11/2022	11/11/2022	11F-40	PENDING	Cancel
Micaela Ernee Manuel	11/11/2022	11/11/2022	11F-44	PENDING	Cancel

Example of multiple submission: The employee submitted 3 different seats in a single date.

An email will be sent to confirm your cancelled reservation.

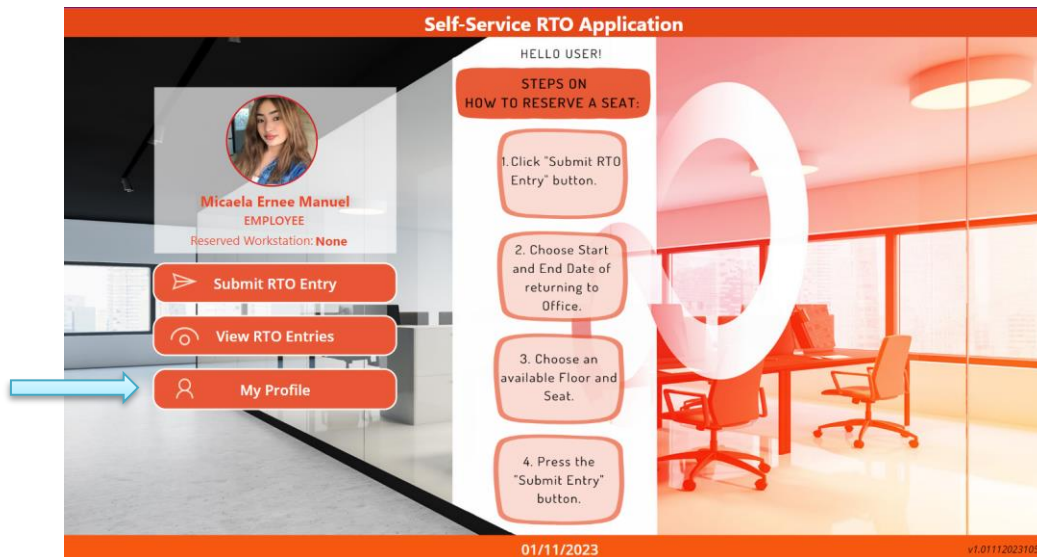


2.3 View and Edit My Profile

These are the following steps to view and edit your profile:

2.3.1 Step 1

In the home page, click "My Profile" button.



2.3.2 Step 2

This screen allows the employee to view and edit his/her information.

Zinzai ID	Fullname (Lastname, Firstname)	Email	Mobile Number (09123456789)
220071179	Manuel, Micaela Ernee	me.manuel@fujitsu.com	09950610940
Manager (Lastname, Firstname)	Manager's Email	Location	Building
Thessa Lou Conanan	conanan.thesalou@fujitsu.com	Manila	Two/NEO
Regional Business Unit (RBU)	Department	Laptop Model	Laptop Asset Tag
Japan_RBU	FJ_GD_GDC_PH_JDU_AMS	E5511	SPEFY23548
Power Adapter Serial	Vaccination Status	Vaccination Date	Shift
SPEFY212849-A	Fully Vaccinated	10/8/2021	Morning-Shift
User Type	Approver		
EMPLOYEE	conanan.thesalou@fujitsu.com		

2.3.3 Step 3

Click the toggle button to edit your profile.

The screenshot shows the 'ONSITE SEAT INFORMATION' form. At the bottom left, there is a toggle switch labeled 'Edit Profile' which is currently turned off. A blue arrow points to this toggle. The form contains the following fields:

Zinzai ID 220071179	Fullname (Lastname, Firstname) Manuel, Micaela Ernee	Email me.manuel@fujitsu.com	Mobile Number (09123456789) 09950610940
Manager (Lastname, Firstname) Thessa Lou Conanan	Manager's Email conanan.thessalou@fujitsu.com	Location Manila	Building Two/NEO
Regional Business Unit (RBU) Japan_RBU	Department FJ_GD_GDC_PH_IDU_AMS	Laptop Model E5511	Laptop Asset Tag SPEFY23548
Power Adapter Serial SPEFY212849-A	Vaccination Status Fully Vaccinated	Vaccination Date 10/8/2021	Shift Morning Shift
User Type EMPLOYEE	Approver conanan.thessalou@fujitsu.com		

At the bottom right, there is a red button labeled 'UPDATE FORM'.

2.3.4 Step 4

Click the "Update Form" button once done updating your profile.

This screenshot is identical to the one in Step 3, showing the 'ONSITE SEAT INFORMATION' form. In this step, a blue arrow points to the red 'UPDATE FORM' button at the bottom right of the form.

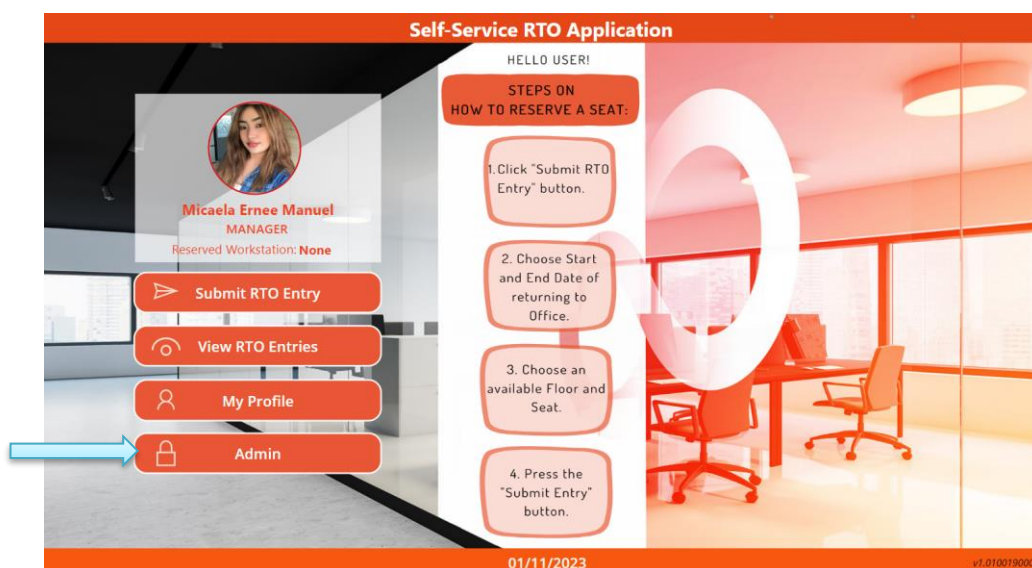
3. Manager Actions

3.1 How to approve/decline seat reservation request?

These are the following steps to approve/decline seat reservation:

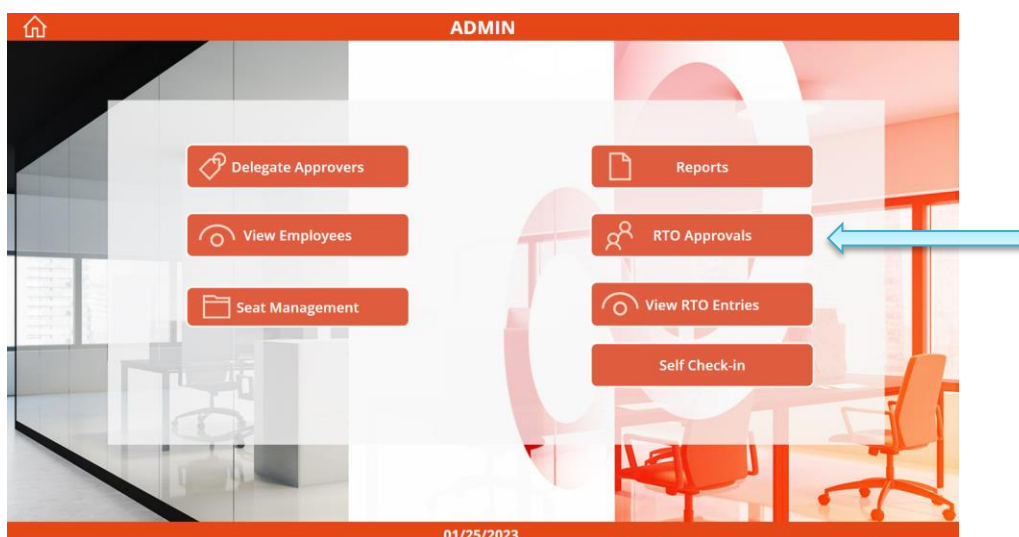
3.1.1 Step 1

In the home page, click "Admin" button.



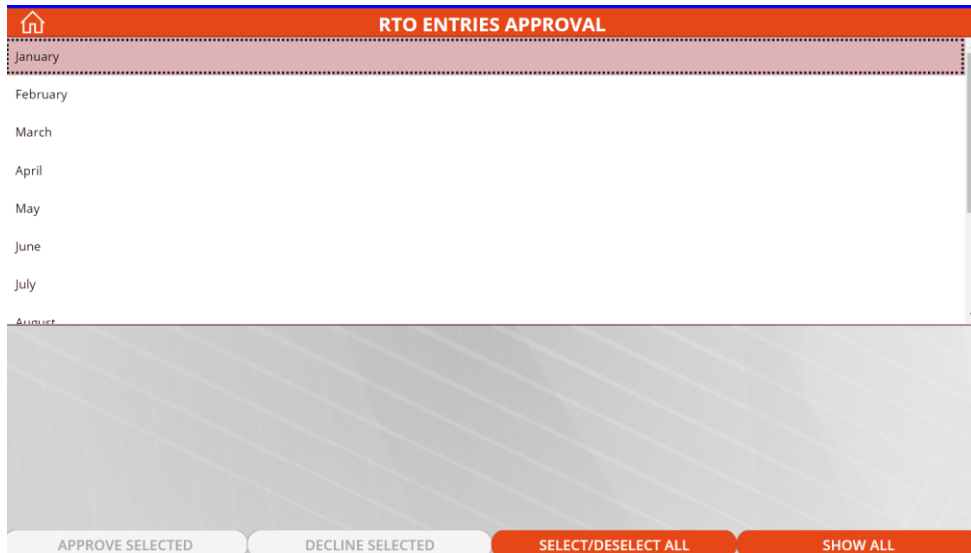
3.1.2 Step 2

Click "RTO Approvals" button. All RTO Entries are shown in this page.



3.1.3 Step 3

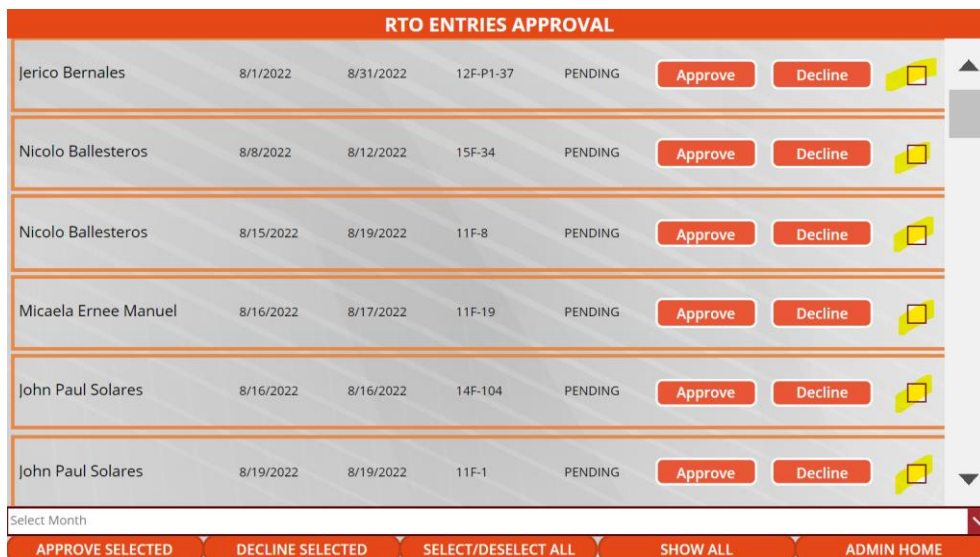
To display the RTO Entries in a specific month, select a month on the drop-down list.



The screenshot shows the 'RTO ENTRIES APPROVAL' interface. At the top, there is a home icon and the title 'RTO ENTRIES APPROVAL'. Below the title is a dropdown menu for selecting a month. The dropdown is currently open, showing a list of months: January, February, March, April, May, June, July, and August. Below the dropdown, there is a large greyed-out area representing the RTO entries. At the bottom of the interface, there are four buttons: 'APPROVE SELECTED', 'DECLINE SELECTED', 'SELECT/DESELECT ALL', and 'SHOW ALL'.

3.1.4 Step 4 – Approve/Decline Single Entry

To approve/decline a single RTO Entry, tick the checkbox on the right side then click Approve or Decline button.



The screenshot shows the 'RTO ENTRIES APPROVAL' interface with a list of RTO entries. Each entry is displayed in a row with the following columns: Name, Start Date, End Date, ID, Status, and Action buttons. The entries are as follows:

Name	Start Date	End Date	ID	Status	Action
Jerico Bernales	8/1/2022	8/31/2022	12F-P1-37	PENDING	Approve Decline <input type="checkbox"/>
Nicolo Ballesteros	8/8/2022	8/12/2022	15F-34	PENDING	Approve Decline <input type="checkbox"/>
Nicolo Ballesteros	8/15/2022	8/19/2022	11F-8	PENDING	Approve Decline <input type="checkbox"/>
Micaela Ernee Manuel	8/16/2022	8/17/2022	11F-19	PENDING	Approve Decline <input type="checkbox"/>
John Paul Solares	8/16/2022	8/16/2022	14F-104	PENDING	Approve Decline <input type="checkbox"/>
John Paul Solares	8/19/2022	8/19/2022	11F-1	PENDING	Approve Decline <input type="checkbox"/>

Below the list, there is a 'Select Month' dropdown menu. At the bottom of the interface, there are five buttons: 'APPROVE SELECTED', 'DECLINE SELECTED', 'SELECT/DESELECT ALL', 'SHOW ALL', and 'ADMIN HOME'.

3.1.5 Step 5 – Approve/Decline Multiple Entries

To approve/decline multiple entries, simply click the "Select/Deselect All" button then "Approve or Decline" selected entries.

RTO ENTRIES APPROVAL						
John Paul Solares	10/1/2022	10/31/2022	11F-1	PENDING	Approve	Decline <input type="checkbox"/>
Nicolo Ballesteros	10/6/2022	10/31/2022	11F-133	PENDING	Approve	Decline <input type="checkbox"/>
Micaela Ernee Manuel	10/21/2022	10/21/2022	14F-4	PENDING	Approve	Decline <input type="checkbox"/>
Micaela Ernee Manuel	10/25/2022	10/25/2022	11F-5	PENDING	Approve	Decline <input type="checkbox"/>
Kyle Aljun Yap	10/28/2022	10/30/2022	12F-P2-85	PENDING	Approve	Decline <input type="checkbox"/>

October

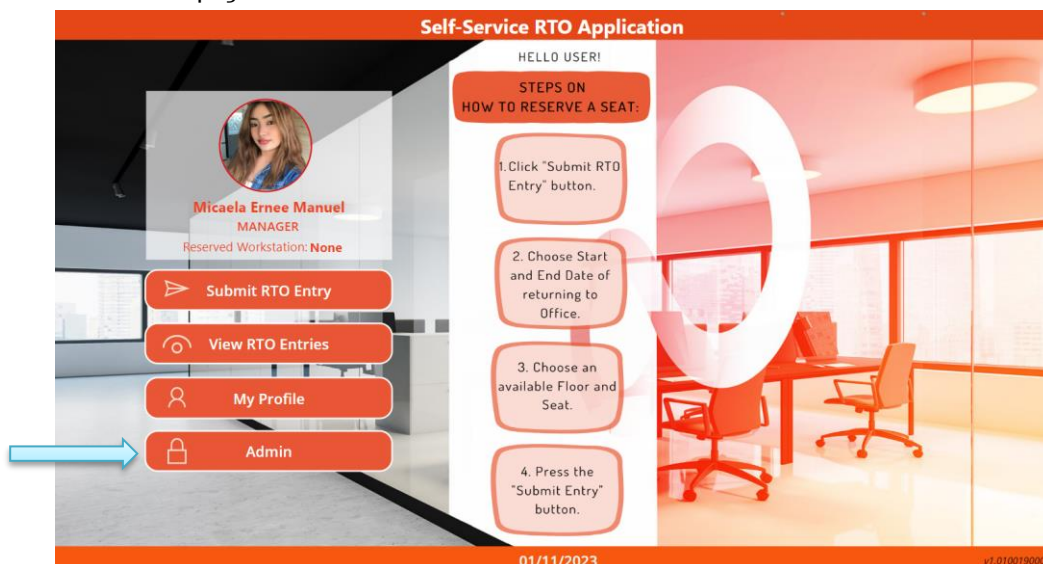
APPROVE SELECTED DECLINE SELECTED SELECT/DESELECT ALL SHOW ALL ADMIN HOME

3.2 How to change/modify OIC?

These are the following steps to change/modify OIC:

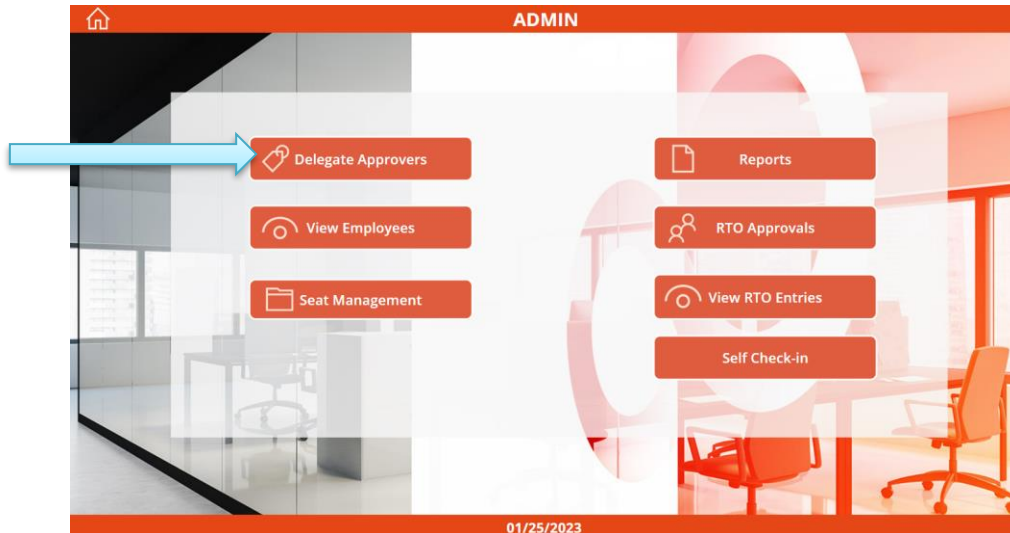
3.2.1 Step 1

In the home page, click "Admin" button.



3.2.2 Step 2

Click "Delegate Approvers" button.



All approvers are shown in this page.

Delegate Approvers				
Search Name				
220088076	Conanan, Thessa Lou	MANAGER	Update	Remove OIC
220079770	Cristobal, Nicole	MANAGER	Update	Remove OIC
220080992	Dela Peña, Joko	MANAGER	Update	Remove OIC
220073942	Lacson, Louie Lawrence	MANAGER	Update	Remove OIC
220071179	Manuel, Micaela Ernee	MANAGER	Update	Remove OIC
220080115	Solares, John Paul	OFFICER_INCHARGE	Update	Remove OIC
View My OIC			SHOW ALL ENTRIES	

3.2.3 Step 3

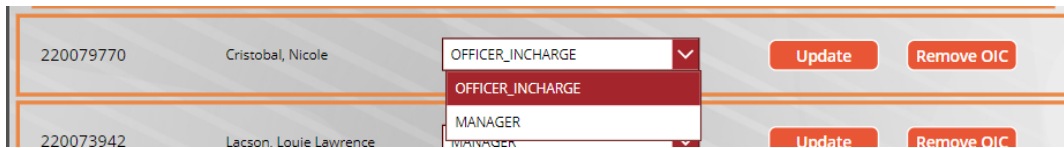
Select and choose a position from the drop-down list of the employee that you want to update.

220079770	Cristobal, Nicole	OFFICER_INCHARGE	Update	Remove OIC
220073942	Lacson, Louie Lawrence	MANAGER	Update	Remove OIC

3.2.4 Step 4

Click the "Update" button to reflect the changes.

To remove an existing OIC, click the "Remove OIC" button.

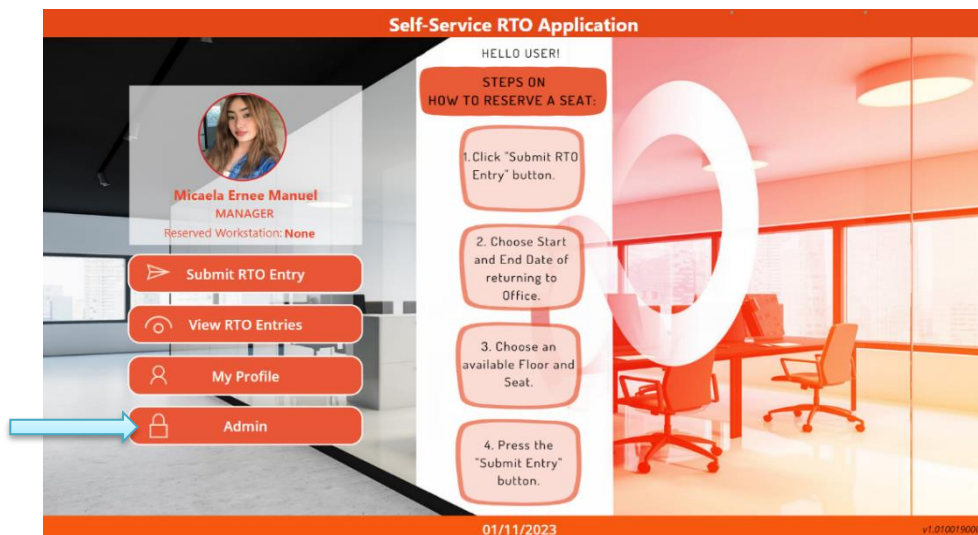


3.3 How to Extract Reports?

These are the following steps to extract reports in manager/admin view:

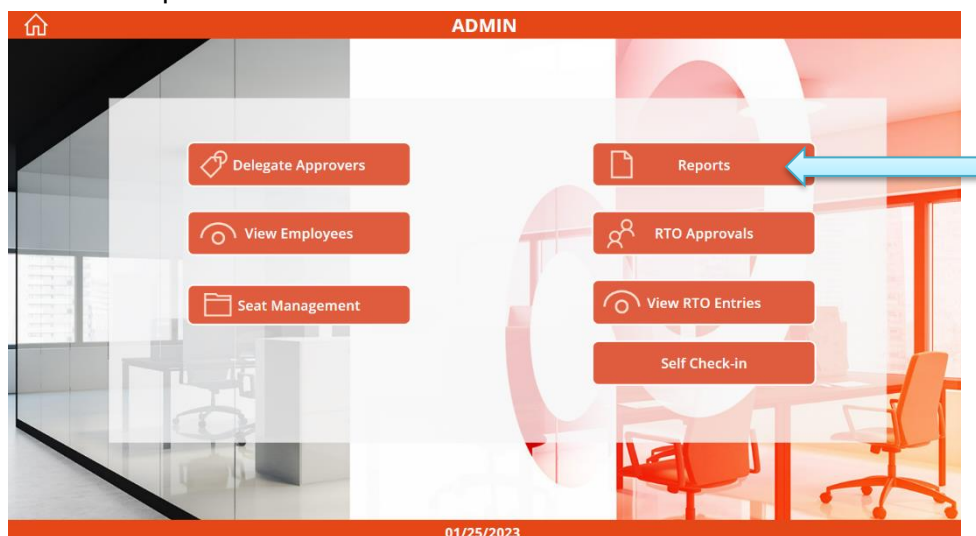
3.3.1 Step 1

In the home page, click "Admin" button.



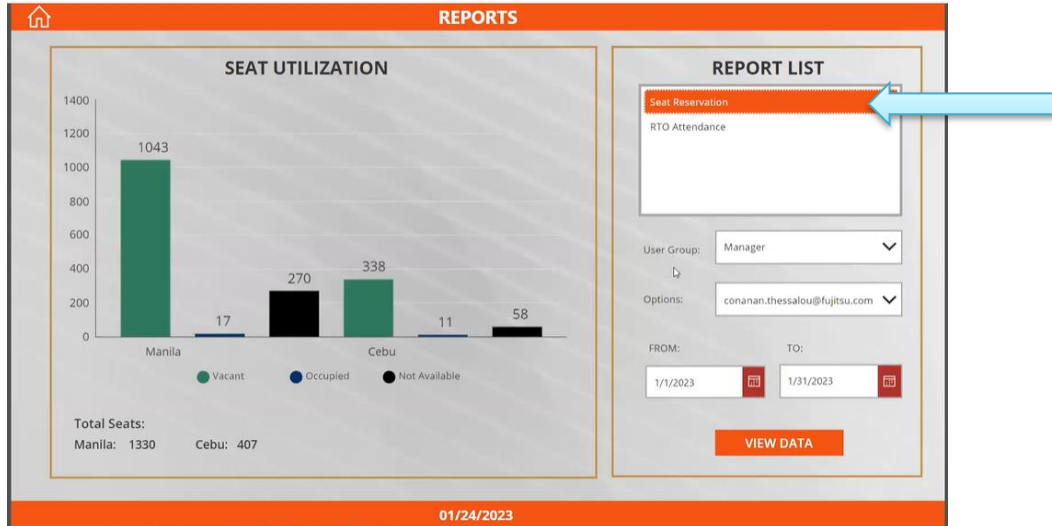
3.3.2 Step 2

Click the "Reports" button.



3.3.3 Step 3

Choose the report you want to extract from the list.



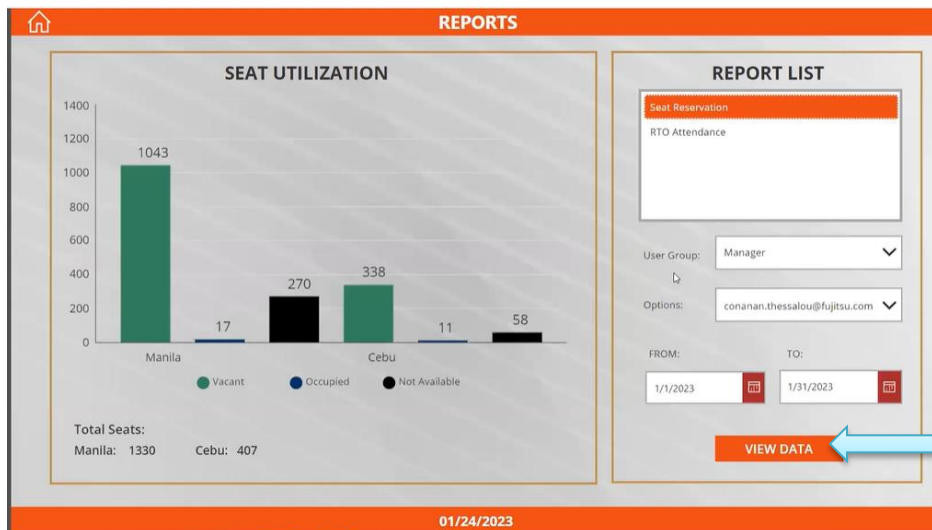
3.3.4 Step 4

Choose the start and end date of the report.



3.3.5 Step 5

Click "View Data" button to see the list using the tool.



3.3.6 Step 6

Click the "Extract" button to get the excel file via email.

The screenshot shows the 'SEAT RESERVATION REPORT' page. At the top, it displays 'Filter: Manager' and 'Target: conanan.thessalou@fujitsu.com'. Below this is a table with the following columns: Manager, Name, Start Date, End Date, WorkStation, Department, Location, Building, and Approval Status.

Manager	Name	Start Date	End Date	WorkStation	Department	Location	Building	Approval Status
Conanan, Thess...	Dela Peña, Joko	1/22/2023	1/22/2023	11F-1	FJ_GD_GDC_P...	Manila	Two/NEO	APPROVED
Conanan, Thess...	Ballesteros, Nic...	1/25/2023	1/25/2023	11F-11	FJ_GD_GDC_P...	Manila	Two/NEO	PENDING
Conanan, Thess...	Ballesteros, Nic...	1/27/2023	1/27/2023	11F-14	FJ_GD_GDC_P...	Manila	Two/NEO	PENDING
Thessa Lou Con...	Manuel, Micaela...	1/11/2023	1/12/2023	14F-3	FJ_GD_GDC_P...	Manila	Two/NEO	APPROVED
Conanan, Thess...	Dela Peña, Joko	1/25/2023	1/25/2023	14F-4	FJ_GD_GDC_P...	Manila	Two/NEO	PENDING
Conanan, Thess...	Ballesteros, Nic...	2/1/2023	2/28/2023	11F-11	FJ_GD_GDC_P...	Manila	Two/NEO	PENDING
Conanan, Thess...	Dela Peña, Joko	1/24/2023	1/25/2023	11F-2	FJ_GD_GDC_P...	Manila	Two/NEO	APPROVED
Conanan, Thess...	Solares, John Paul	1/25/2023	1/25/2023	14F-10	FJ_GD_GDC_P...	Manila	Two/NEO	APPROVED
Conanan, Thess...	Solares, John Paul	1/24/2023	1/24/2023	14F-4	FJ_GD_GDC_P...	Manila	Two/NEO	APPROVED
Conanan, Thess...	Solares, John Paul	1/26/2023	1/26/2023	14F-3	FJ_GD_GDC_P...	Manila	Two/NEO	PENDING
Conanan, Thess...	Solares, John Paul	1/27/2023	1/27/2023	14F-3	FJ_GD_GDC_P...	Manila	Two/NEO	PENDING
Thessa Lou Con...	Manuel, Micaela...	1/25/2023	1/26/2023	11F-5	FJ_GD_GDC_P...	Manila	Two/NEO	PENDING

At the bottom right, there are two buttons: 'Extract' and 'Return'.

An email will be sent containing the excel file of the report.

RTO Tool Report Extract Request



Good day!

Kindly see the attached generated report from Self-Service RTO Application.

4. Admin Actions

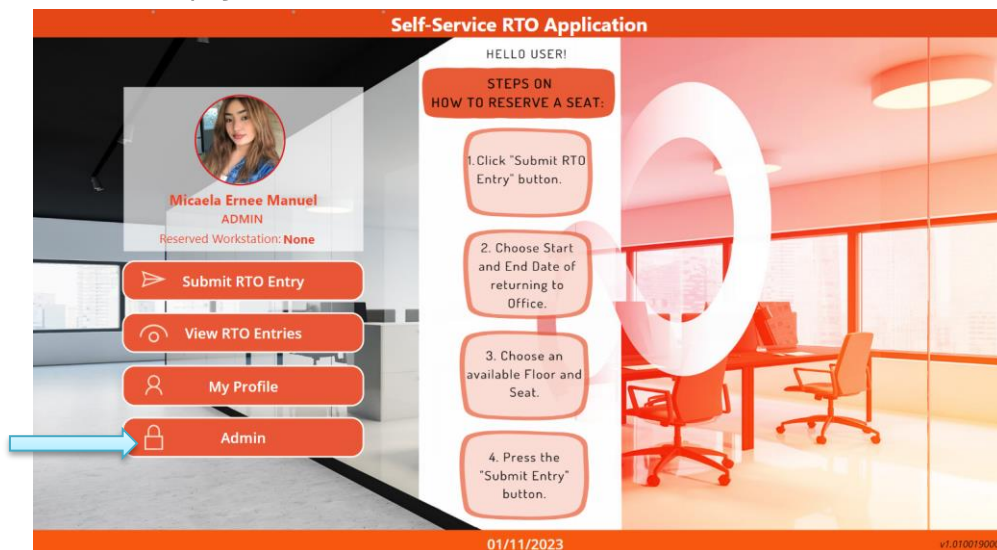
4.1 How to block seats?

These are the following steps to block a seat:

Note: Only available or unoccupied seats can be blocked.

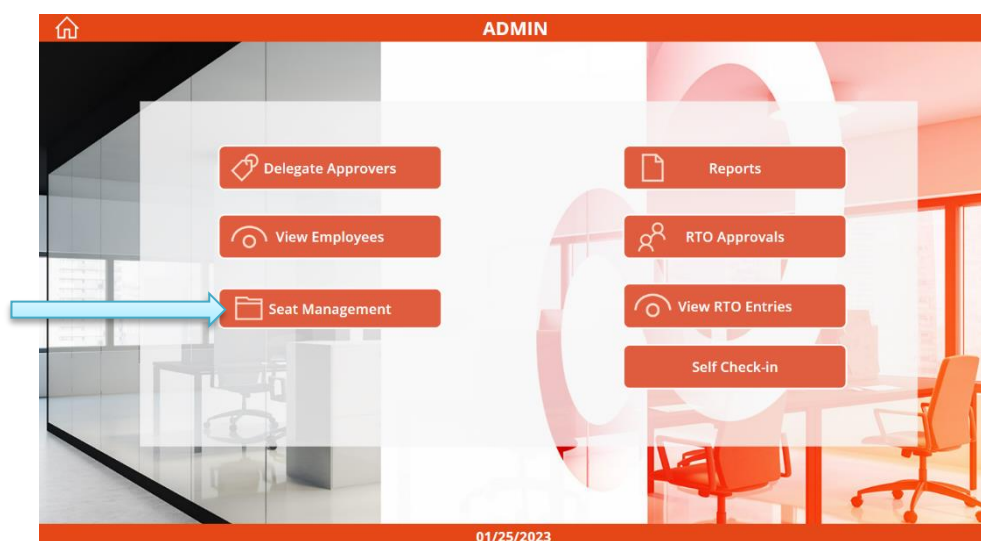
4.1.1 Step 1

In the home page, click "Admin" button.



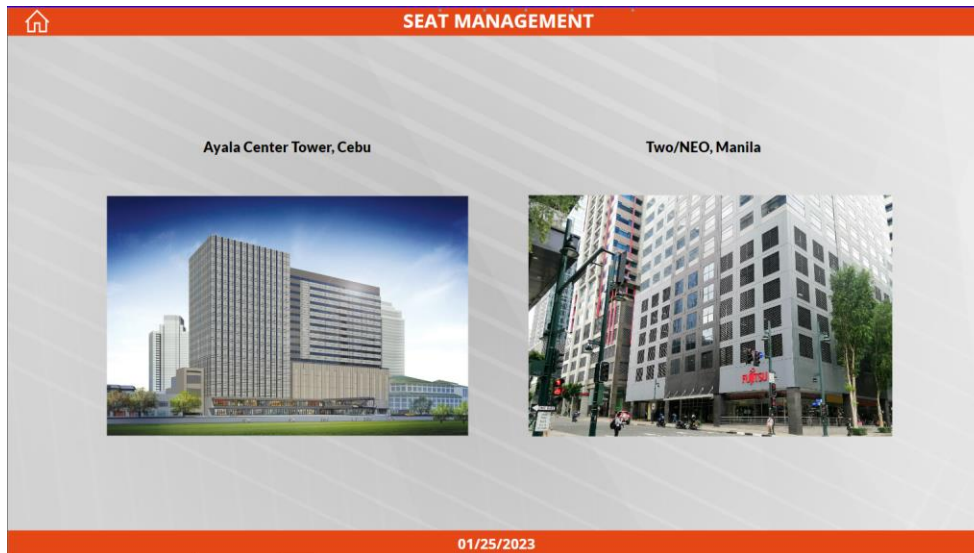
4.1.2 Step 2

Click "Seat Management" button.



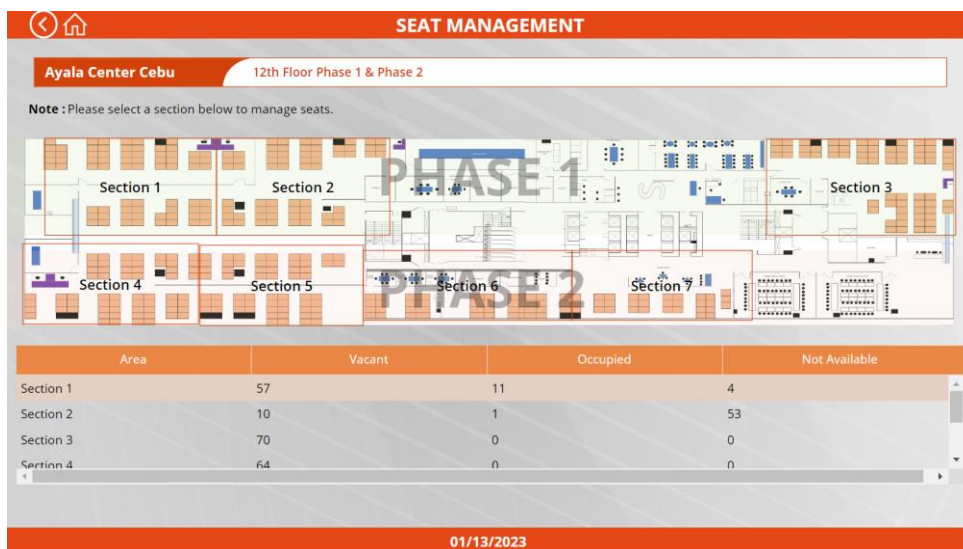
4.1.3 Step 3

Select the photo of the preferred office.



4.1.4 Step 4

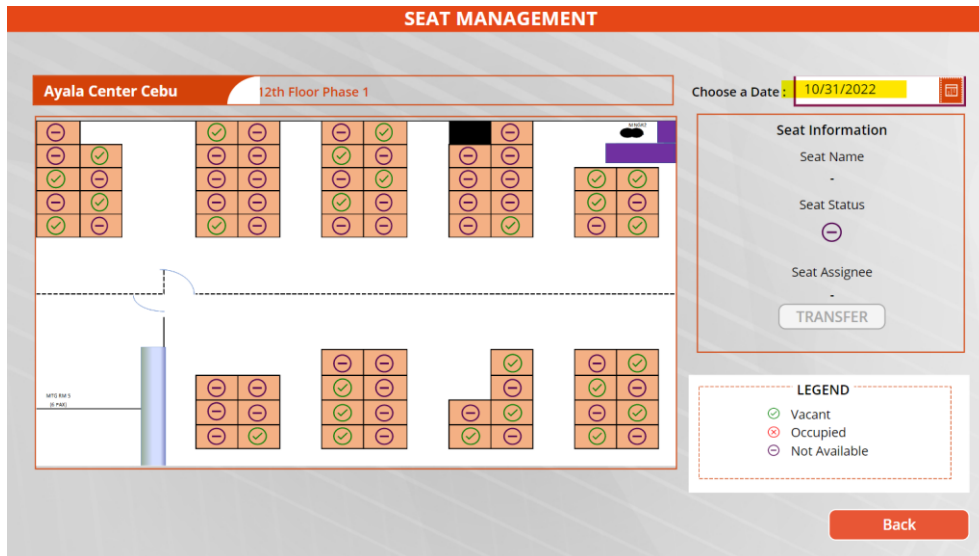
Select a section to view and manage the seats.
This screen features every section/phase of the office.



4.1.5 Step 5

Choose a date to show the status of each seat.

Note: The seat information/status can be seen at the right part of the screen.



SEAT MANAGEMENT

Ayala Center Cebu 12th Floor Phase 1

Choose a Date: 10/31/2022

Seat Information

Seat Name
-

Seat Status
-

Seat Assignee
-

TRANSFER

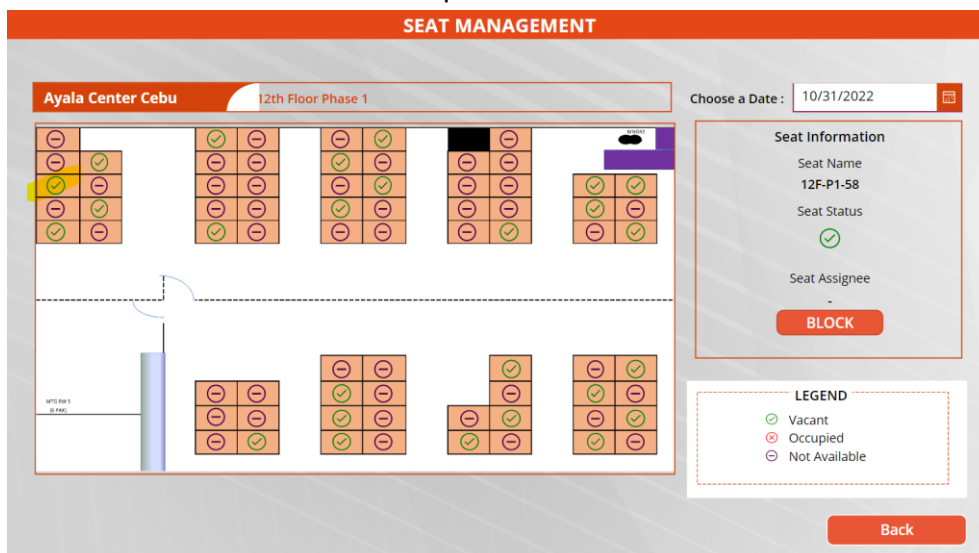
LEGEND

- ✓ Vacant
- ✗ Occupied
- ⊖ Not Available

Back

4.1.6 Step 6

To block a seat, click the box that represents the seat then click the "Block" button.



SEAT MANAGEMENT

Ayala Center Cebu 12th Floor Phase 1

Choose a Date: 10/31/2022

Seat Information

Seat Name
12F-P1-58

Seat Status
✓

Seat Assignee
-

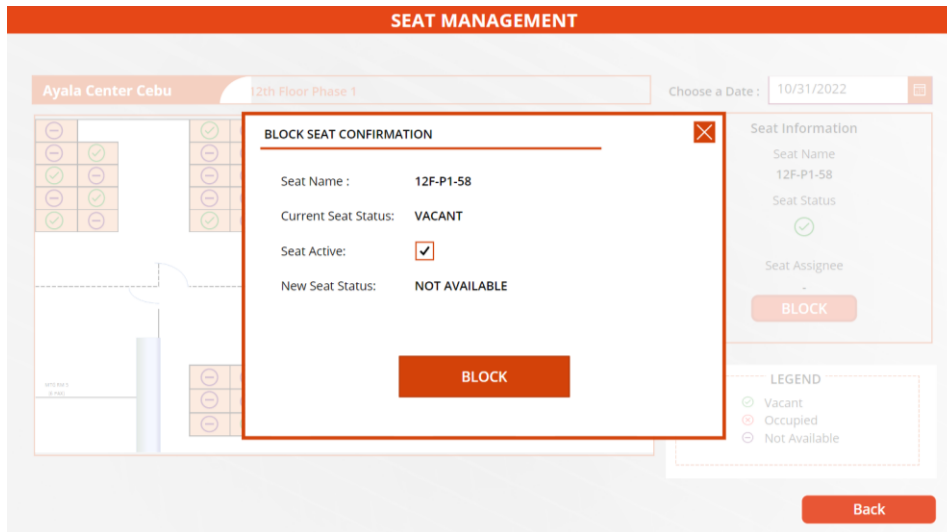
BLOCK

LEGEND

- ✓ Vacant
- ✗ Occupied
- ⊖ Not Available

Back

A prompt message will be displayed and the seat status will be reflected.

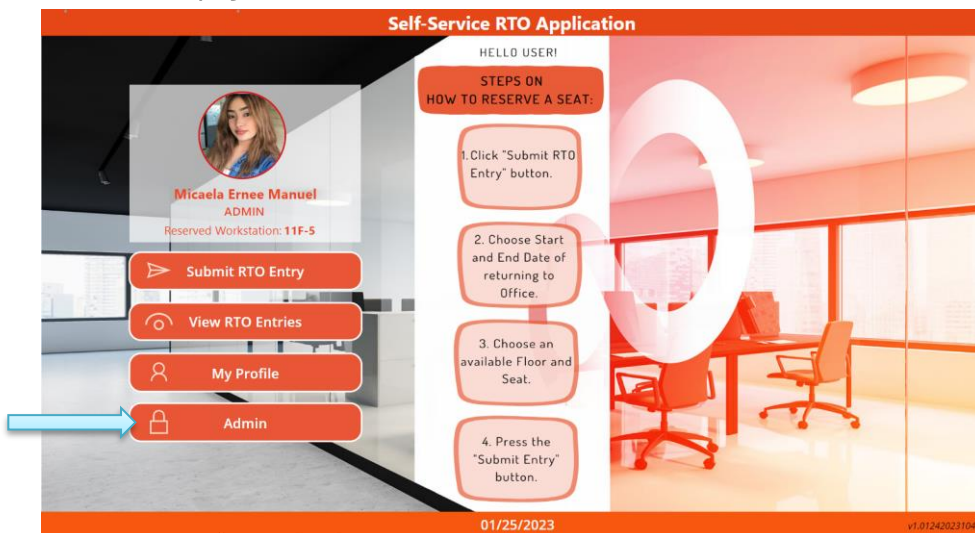


4.2 How to Check-in/out in the Office using the tool?

These are the following steps to check in/out in the office using the tool:

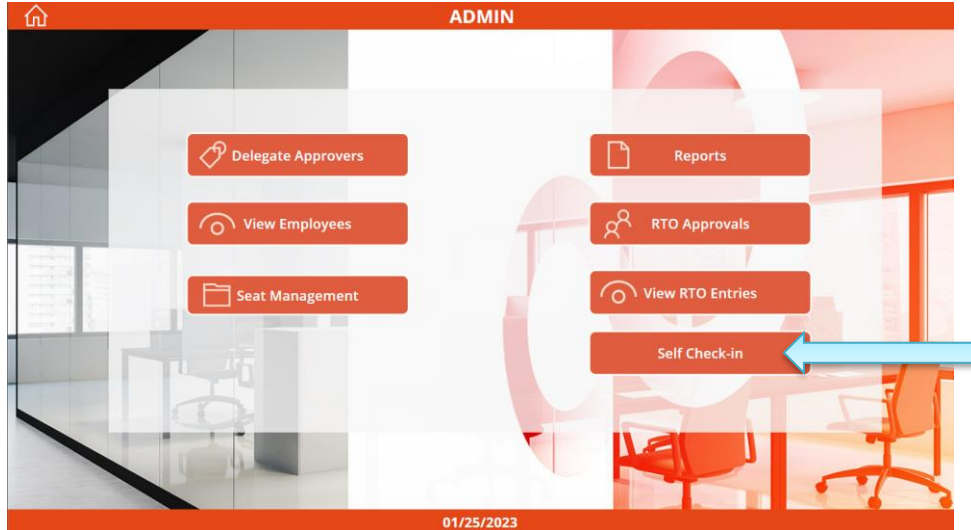
4.2.1 Step 1

In the home page, click "Admin" button.



4.2.2 Step 2

Click the "Self Check-in" button.




4.2.3 Step 3

Search for your name on the drop down list.



4.2.4 Step 4

Click the "Check-in" button upon entering the lobby. This will serve as your attendance in the office.


Self Check-in

220071179
Manuel, Micaela Ernee
FJ_GD_GDC_PH_JDU_AMS

Check-in
Check-out

Click the "Check-out" button once you complete your shift.


Self Check-in

220071179
Manuel, Micaela Ernee
FJ_GD_GDC_PH_JDU_AMS

Check-in
Check-out

To view your attendance details, click the "Show Attendance" button.

The duration will serve as the number of hours you stayed in the office.

Self Check-in						
Zinzai ID	Fullname	Email	Datestamp	Check-in	Check-out	Duration
220069458	Aquino, Ardone Estelle	ardoneestelle.aquino@fujitsu.com	1/17/2023	9:00 AM	5:34 PM	8
220087889	Ballesteros, Nicolo	nicolo.ballesteros@fujitsu.com	1/17/2023	9:00 AM	5:56 PM	8
220087889	Ballesteros, Nicolo	nicolo.ballesteros@fujitsu.com	1/18/2023	8:00 AM	5:00 PM	9
220088076	Conanan, Thessa Lou	conanan.thessalou@fujitsu.com	1/18/2023	9:00 AM	6:00 PM	9
220087889	Ballesteros, Nicolo	nicolo.ballesteros@fujitsu.com	1/19/2023	11:13 AM	5:14 PM	6
220087008	Bernales, Jerico	jerico.bernales@fujitsu.com	1/19/2023	9:00 AM	5:44 PM	8
220071179	Manuel, Micaela Ernee	me.manuel@fujitsu.com	1/23/2023	9:29 AM	5:00 PM	7
220087889	Ballesteros, Nicolo	nicolo.ballesteros@fujitsu.com	1/23/2023	8:00 AM	5:00 PM	9
220080992	Dela Peña, Joko	delapena.joko@fujitsu.com	1/23/2023	8:00 AM	5:00 PM	9
220088076	Conanan, Thessa Lou	conanan.thessalou@fujitsu.com	1/24/2023	10:24 AM	5:00 PM	6
220080115	Solares, John Paul	johnpaul.solares@fujitsu.com	1/24/2023	11:49 AM	9:00 PM	9
220071179	Manuel, Micaela Ernee	me.manuel@fujitsu.com	1/25/2023	2:50 PM	3:30 PM	0

5. OTHER IMPORTANT INFORMATION

5.1 KNOWN LIMITATIONS FOR INITIAL RELEASE

- Employee Limitations
 - I. TBA
- Manager Limitations
 - I. TBA
- Officer In-Charge Limitations
 - I. TBA
- Admin Limitations
 - I. TBA

5.2 CONTACT INFORMATION / OTHER SUPPORT INFORMATION

5.2.1 c/o Admin

6. DOCUMENT CONTROL

6.1 Document Owner

Fujitsu GDC, JDU-AMS-SS-4

6.2 Version Control

Version	Date	Author	Comment
1	01/25/2023	JDU-AMS-SS-4	Initial Release