USER DOCUMENTATION

DEPARTMENT ACCOUNT

OLONGAPO

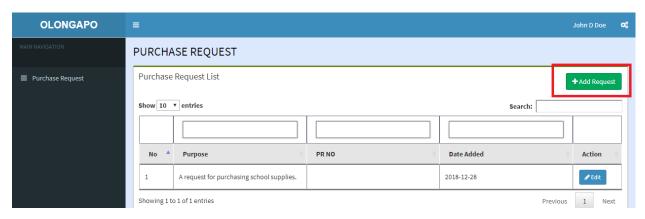Developed and Maintained by:

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PURCHASE REQUEST (PR)

Department accounts will be created and assigned by the GSO assistant user
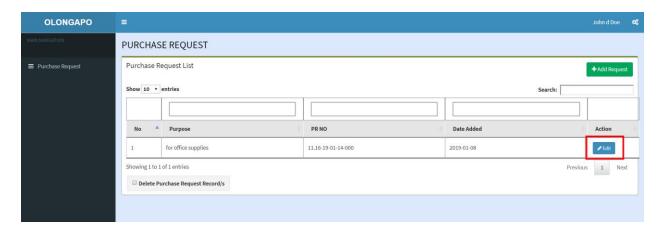
A. Adding PR

- Before adding PR, please check PPMP file first as basis for the PR items.
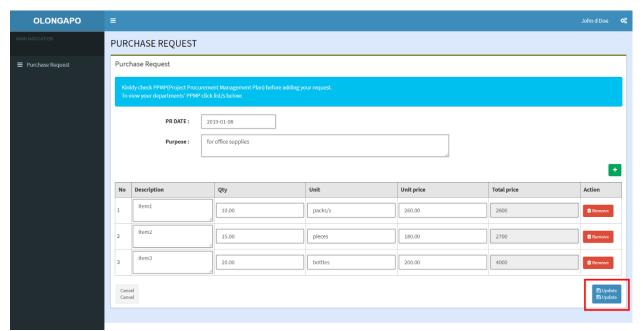- Open PPMP file by clicking link below the notice message.

- Fill up form.
- Click on the (+) button to add more items.
- Click on the remove button to remove an item.
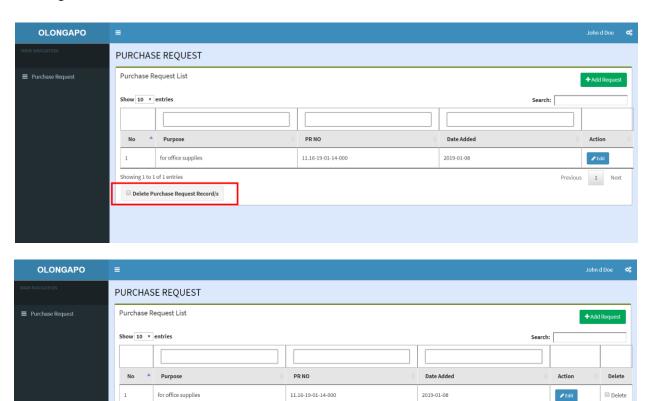- Then click submit button to save record

B. Updating PR

- Click Remove button to delete specific PR item.
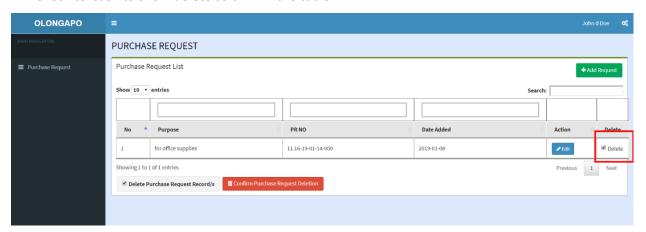- Click Update button to save changes.

C. Deleting PR

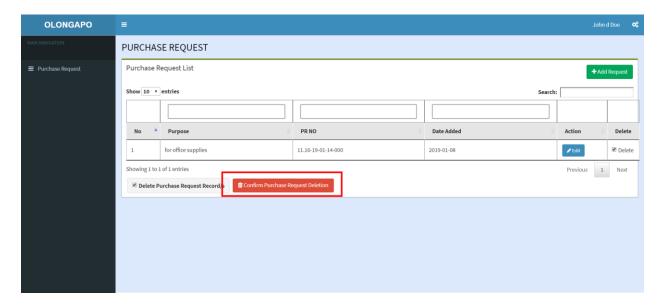- Check textbox to show delete column in the table.

- Check textbox of the PR to be delete

- Once a box is checked, the confirm deletion button will enable. Click the button to proceed deletion of PR.