

**USER'S**

**MANUAL**

# *Online Travel Request*



**LA FILIPINA UY GONGCO**  
GROUP OF COMPANIES

# USER'S MANUAL

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## **1.0 GENERAL INFORMATION**

General Information section explains in general terms the system and the purpose for which it is intended.

### **1.1 System Overview**

Online Travel Portal is web based application, which allows to Request Travel online. The web based application provides online version of form used in Requesting Travel. Online Travel Portal operates on operates in laptop and desktop with any type of browser.

### **1.2 Organization of the Manual**

The user's manual consists of five sections: General Information, System Summary, Getting Started, Using The System, and Reporting.

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

Getting Started section explains how to access in Online Travel Portal. The section presents briefly system menu.

## **2.0 SYSTEM SUMMARY**

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

### **2.1 System Configuration**

Travel Portal operates on operates in laptop and desktop with any type of browser. It is compatible with any type of desktop's/laptop's as long as it has web browser. The web based application requires connection to Internet if you were accessing it outside the company in order to save data to database. After knowing the link provided, Online Travel Portal can be access immediately without any further configuration.

### **2.2 User Access Levels**

Everyone can access the portal, but only registered users are able to save data to database.

## 3.0 GETTING STARTED

Getting Started section explains how to access in Online Travel Portal. The section presents briefly system menu.

### 3.1 Accessing and Logging In

You can access the Online Travel Portal from <http://travelportal.lafilgroup.com/> . Email and Password are given to user by Admin.

### 3.2 System Menu

Online Travel Portal is web application, which consist of 3 tabs (Figure 1). The first tab represents New Request of Travel and second tab represent the whole summary of Request, such as Pending Request, Approved Request, Cancelled Request and User Profile. And the third tab is for Manual of Web Application System.

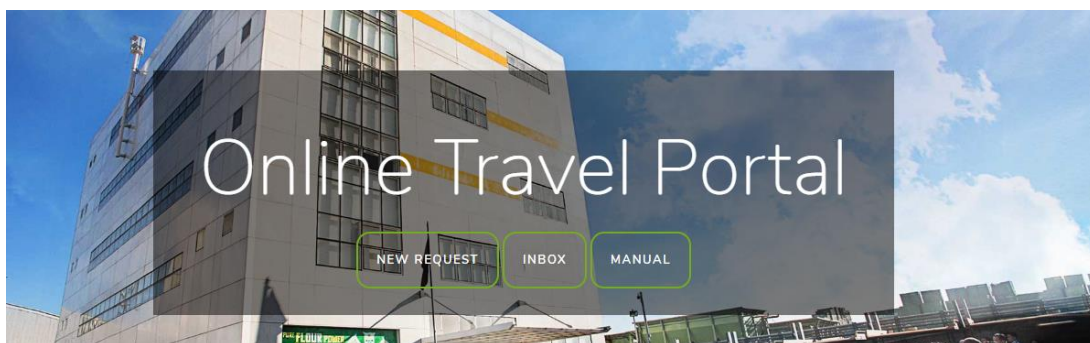


Figure 1. Tabs of Online Travel Portal

#### 3.2.1 New Request tab

The New Request tab (Figure 2) consist of 22+ input fields containing basic information of traveler, such as Traveler Name, Birth Date, Purpose of Travel, Contact Number, Destination, and etc. But before you can access the New Request form (Figure 2), You need to log in (Figure 3).

**TRAVEL REQUEST FORM**  
 LFHR-F-001 rev. 00 Effective date: 01 July 2013

Company Name: <input type="text" value="Choose Company"/>	Date Request: <input type="text" value="11/20/2018"/>	Requestor Name: <input type="text" value="Renz Christian Cabato"/>
Traveler Name: <input type="text"/>	Birthdate: <input type="text" value="mm/dd/yyyy"/>	
Purpose of Travel: <input type="text"/>	Contact Number: <input type="text"/>	
Destination: <input type="text" value="Choose Destination"/>	Covering Dates of Travel FROM: <input type="text" value="mm/dd/yyyy"/> TO: <input type="text" value="mm/dd/yyyy"/>	Baggage Allowance: <input type="text" value="0 Kg"/>

**TRAVEL PLAN REQUESTED**


Budget Line Code: <input type="text"/>	Budget Approved: <input type="text"/>	Budget Available: <input type="text"/>	GL Account: <input type="text"/>	Cost Center: <input type="text"/>
---	--	---	-------------------------------------	--------------------------------------

ORIGIN:	DESTINATION:	Date of Travel	Appointment Time *** at Destination
<input type="text" value="Choose Origin"/>	<input type="text" value="Choose Destination"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="--:-- --"/>
<input type="text" value="Choose Origin"/>	<input type="text" value="Choose Destination"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="--:-- --"/>

[+ add new origin](#)

\*\*HRD to file Approved Official Business Authorization (OBA) in Payroll Clerk File  
 \*\*\*ETD Origin minimum of two (2) hours from appointment time at destination  
 \*\*\*\*Miscellaneous Other Charges, if any like ASP, CCF

Figure 2(New Travel Request Form)



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Email

Password

Figure 3(Log In Page)

### 3.2.2 Inbox tab

The Inbox tab consist of 5 tabs (figure 4) for the staff user, 8 tabs (figure 5) for the approver user and 5 tabs (figure 6) for the admin user. But before you can access the inbox tab you need to login first (Figure 2).

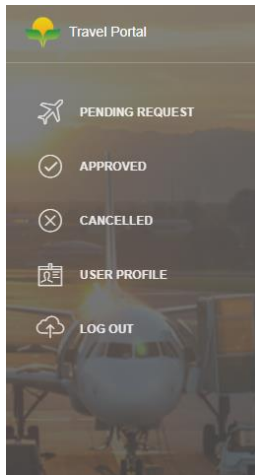


Figure 4(Staff User Tab)

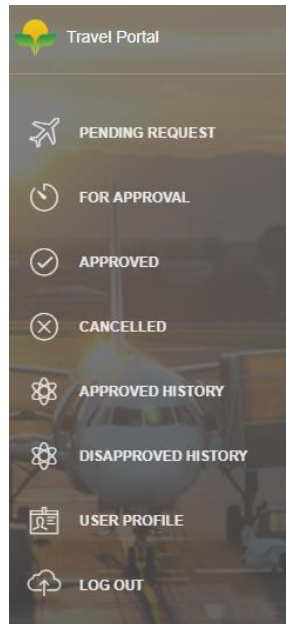


Figure 5(Approver Tab)

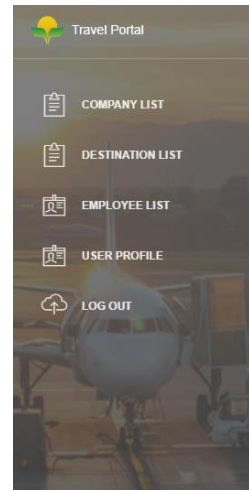


Figure 6(Admin Tab)

#### 3.2.2.1 Staff User tab

Pending Request Tab(Figure 7) is to view all user Request which not has not been approved by the approver and you may also edit or cancel you request. Approverd Tab(Figure 8) is to view all User Request which has been approved by the approver. Cancelled Tab(Figure 9) is to view all User Request which has been disapproved by approver or cancelled by user. User Profile Tab(Figure 10) is to view all information of User and also the user can change password.

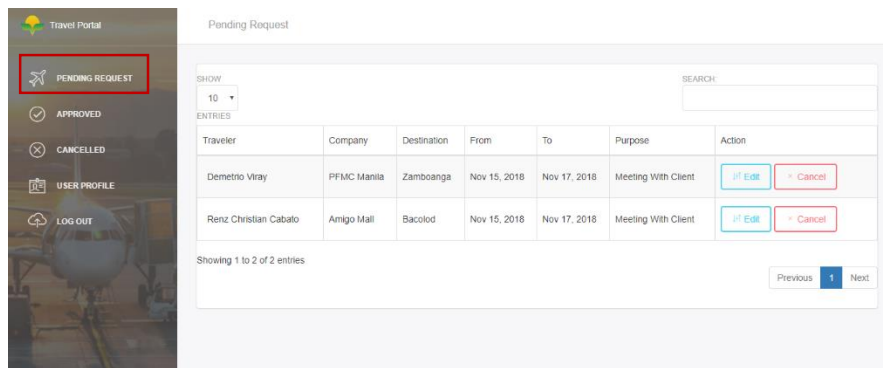


Figure 7(Pending Request)

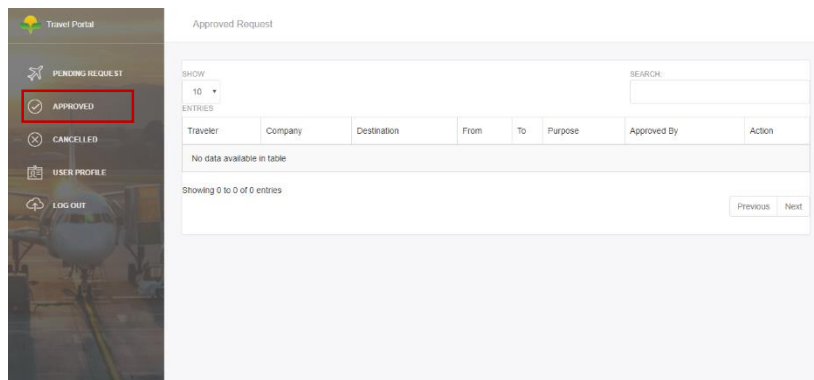


Figure 8(Approved Request)

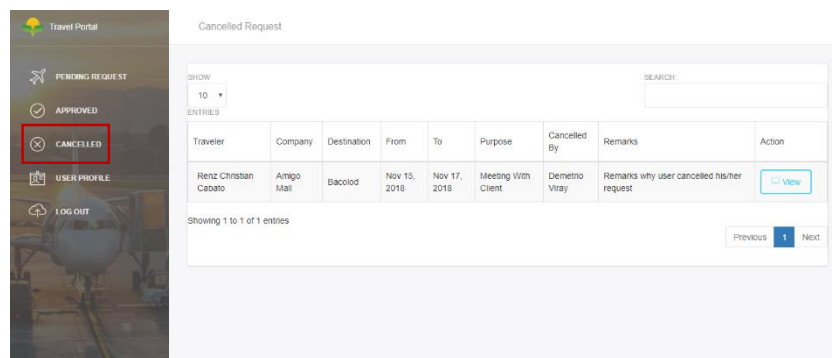


Figure 9(Cancelled Request)

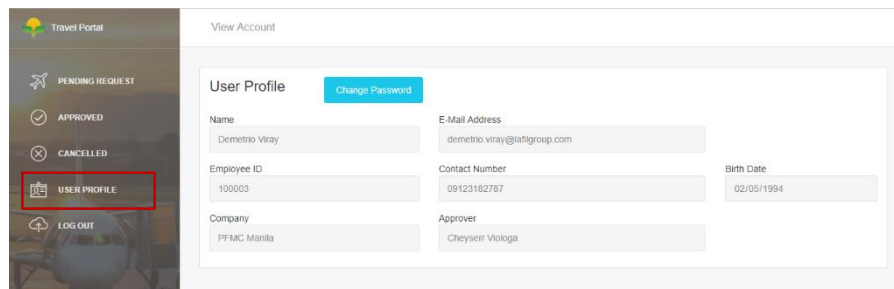
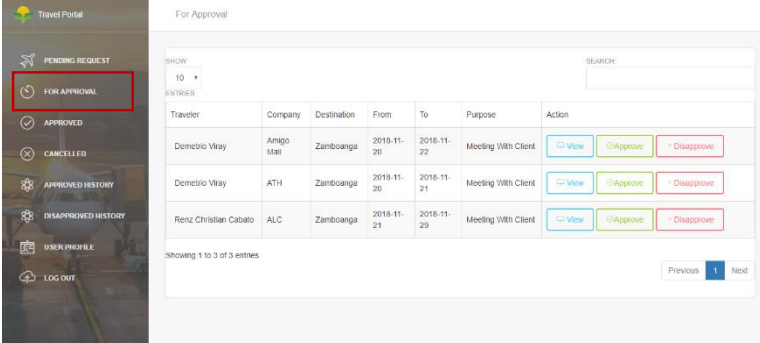


Figure 10(User Profile)



### 3.2.2.2 Approver User tab

Pending Request Tab(Figure 7) is to view all user Request which not has not been approved by the approver and you may also edit or cancel you request. Approver Tab(Figure 8) is to view all User Request which has been approved by the approver. Cancelled Tab(Figure 9) is to view all User Request which has been disapproved by approver or cancelled by user. User Profile Tab(Figure 10) is to view all information of User and also the user can change password. For Approval Tab( Figure 11) is all Request from Requestor. Approved History Tab (Figure 12) is all list of Approved by Approver User. Disapproved History (Figure 13) is all list of Disapproved by Approver User.



For Approval

SHOW: 10 SEARCH:

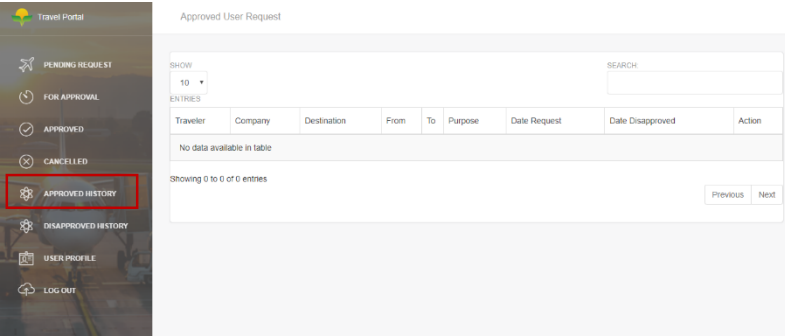
ENTRIES:

Traveler	Company	Destination	From	To	Purpose	Action
Domestico Vilay	Amigo Mail	Zamboanga	2018-11-20	2018-11-22	Meeting With Client	<a href="#">View</a> <a href="#">Approve</a> <a href="#">Disapprove</a>
Domestico Vilay	ATH	Zamboanga	2018-11-20	2018-11-21	Meeting With Client	<a href="#">View</a> <a href="#">Approve</a> <a href="#">Disapprove</a>
Renz Christian Cabato	ALC	Zamboanga	2018-11-21	2018-11-29	Meeting With Client	<a href="#">View</a> <a href="#">Approve</a> <a href="#">Disapprove</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 11(For Approval)



Approved User Request

SHOW: 10 SEARCH:

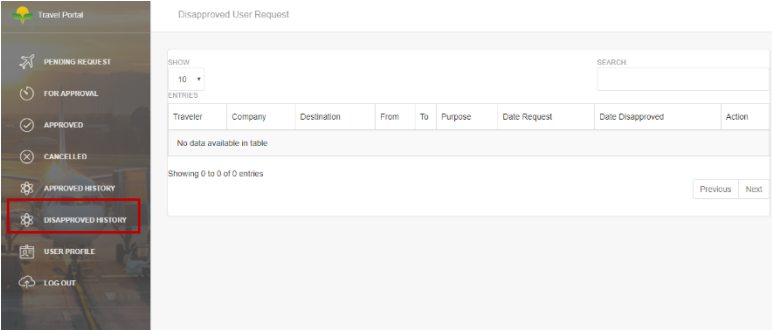
ENTRIES:

Traveler	Company	Destination	From	To	Purpose	Date Request	Date Disapproved	Action
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Figure 12(Approved History)



Disapproved User Request

SHOW: 10 SEARCH:

ENTRIES:

Traveler	Company	Destination	From	To	Purpose	Date Request	Date Disapproved	Action
No data available in table								

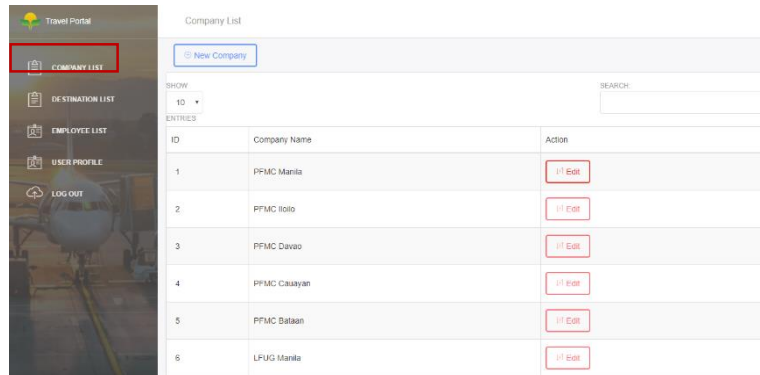
Showing 0 to 0 of 0 entries

Previous Next

Figure 13(Disapproved History)

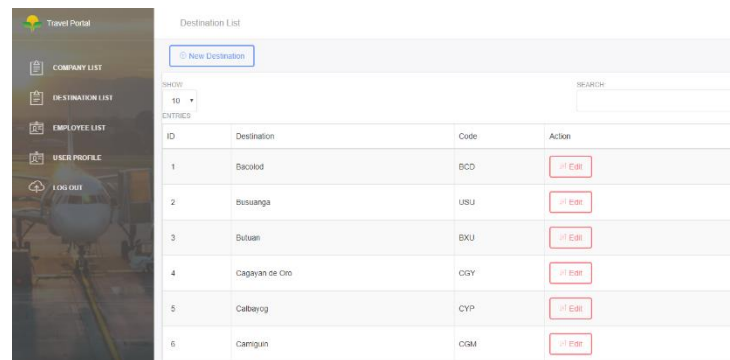
### 3.2.2.3 Admin User tab

Company List Tab(Figure 14) is to view all company listed when submitting New Travel Request. Admin can add and edit Company. Destination List Tab(Figure 15) is can edit and add Destination Listed in Travel Request Form. Employee List Tab(Figure 16) is module that can create new account to access the system. In this Module also can reset, edit and deactivate account.



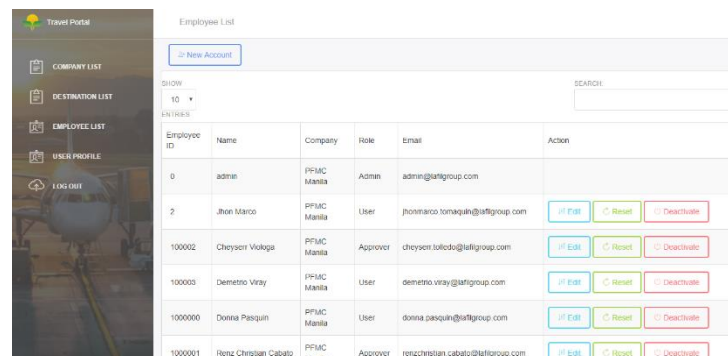
ID	Company Name	Action
1	PFMC Manila	[Edit]
2	PFMC Iloilo	[Edit]
3	PFMC Davao	[Edit]
4	PFMC Cagayan	[Edit]
5	PFMC Batangas	[Edit]
6	LFUG Manila	[Edit]

Figure 14(Company List)



ID	Destination	Code	Action
1	Bacolod	BCD	[Edit]
2	Bisaya	USU	[Edit]
3	Bulan	BKU	[Edit]
4	Cagayan de Oro	COY	[Edit]
5	Cebu	CYP	[Edit]
6	Campan	CGM	[Edit]

Figure 15(Destination List)



Employee ID	Name	Company	Role	Email	Action
0	admin	PFMC Manila	Admin	admin@latigroup.com	
2	Jhon Marco	PFMC Manila	User	jhonmarco.tomaquin@latigroup.com	[Edit] [Reset] [Deactivate]
100002	Cheryn Volaga	PFMC Manila	Approver	cheryn.volaga@latigroup.com	[Edit] [Reset] [Deactivate]
100003	Demetrio Viray	PFMC Manila	User	demetrio.viray@latigroup.com	[Edit] [Reset] [Deactivate]
1000000	Dona Pasquin	PFMC Manila	User	dona.pasquin@latigroup.com	[Edit] [Reset] [Deactivate]
1000001	Renz Christian Cabato	PFMC Manila	Approver	renzchristian.cabato@latigroup.com	[Edit] [Reset] [Deactivate]

Figure 16(Employee List)

### 3.2.2.3 Log Out Account

You can log out your account by clicking Log Out Tab (Figure 17) bellow the User Profile Tab or at Travel Portal (Figure 18).

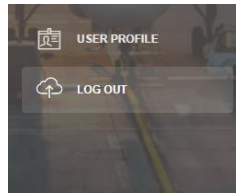


Figure 17(Log Out Tab at Inbox)

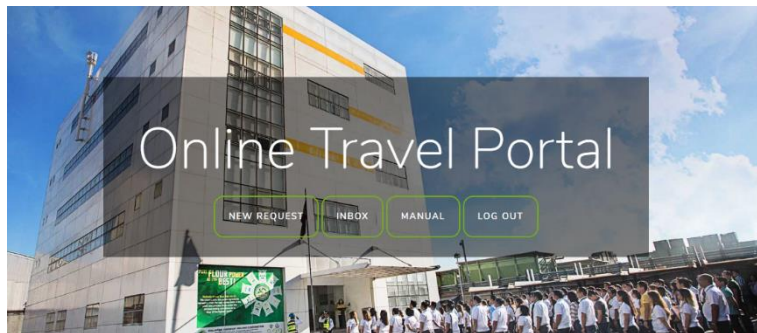


Figure 18(Log Out Tab at Portal)

