

USER'S

MANUAL

Online Travel Request

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 in laptop and desktop that have 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.

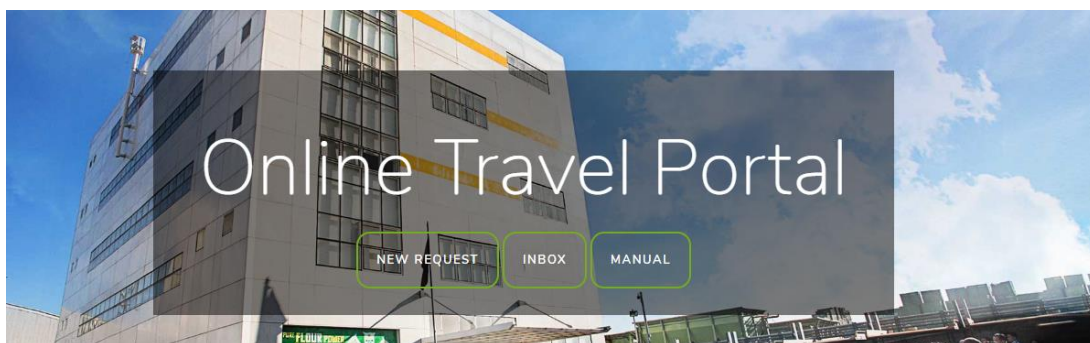


Figure 1. Tabs of Online Travel Portal

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)



LA FILIPINA UY GONGCO
GROUP OF COMPANIES

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).

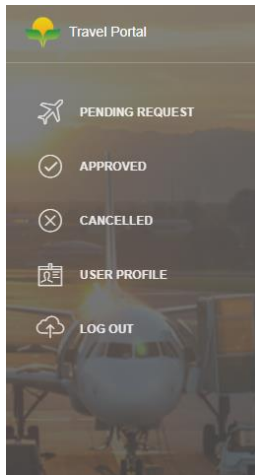


Figure 4(Staff User Tab)

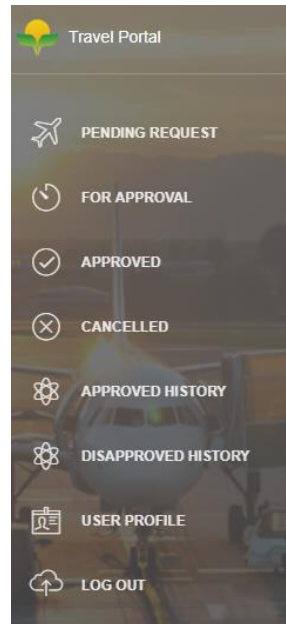


Figure 5(Approver Tab)

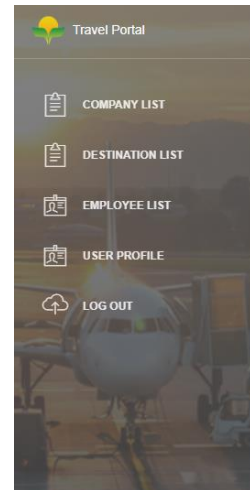


Figure 6(Admin Tab)

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.

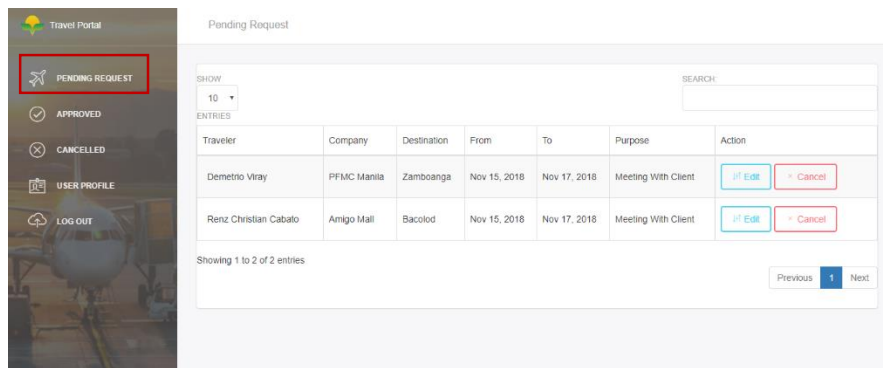


Figure 7(Pending Request)

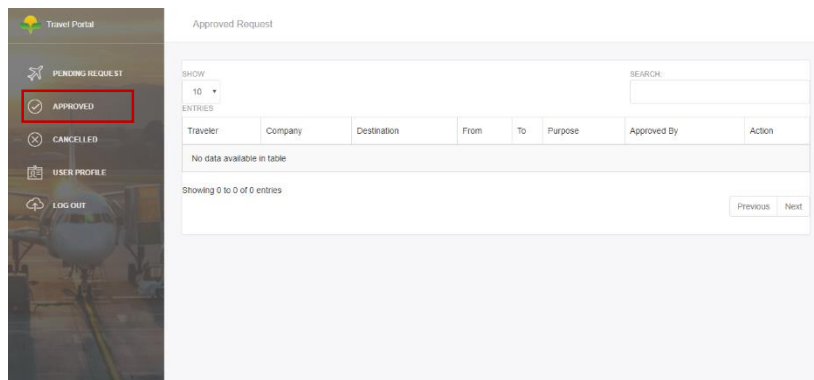


Figure 8(Approved Request)

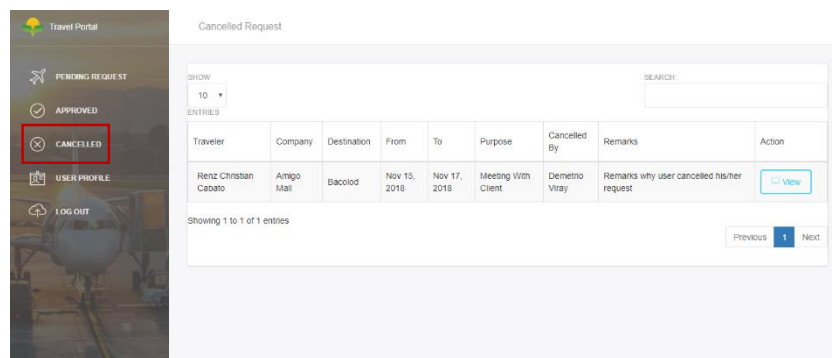


Figure 9(Cancelled Request)

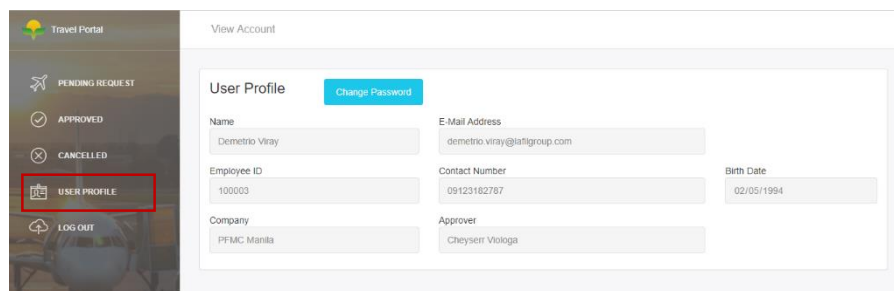
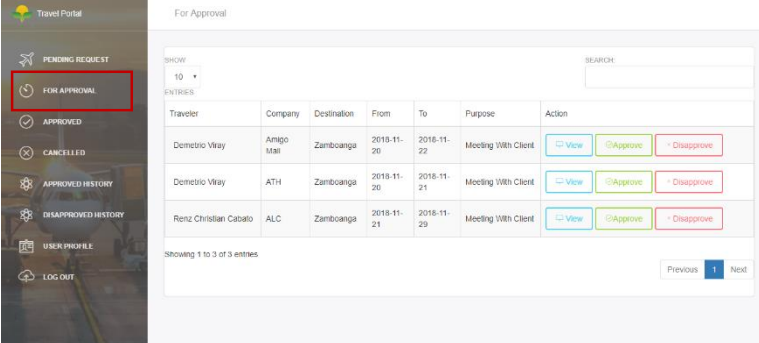


Figure 10(User Profile)

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. 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. 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.



Travel Portal

For Approval

SHOW: 10 SEARCH:

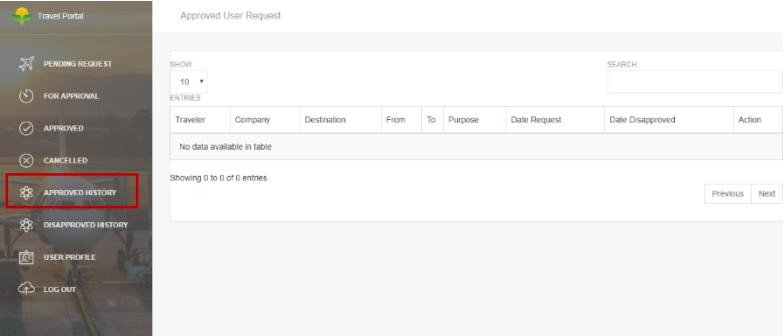
ENTRIES:

Traveler	Company	Destination	From	To	Purpose	Action
Domicio Vilay	Amigo Mail	Zamboanga	2015-11-20	2016-11-22	Meeting With Client	View Approve Disapprove
Domicio Vilay	ATH	Zamboanga	2015-11-20	2016-11-21	Meeting With Client	View Approve Disapprove
Renz Christian Cabato	ALC	Zamboanga	2016-11-21	2016-11-29	Meeting With Client	View Approve Disapprove

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 11(For Approval)



Travel Portal

Approved User Request

SHOW: 10 SEARCH:

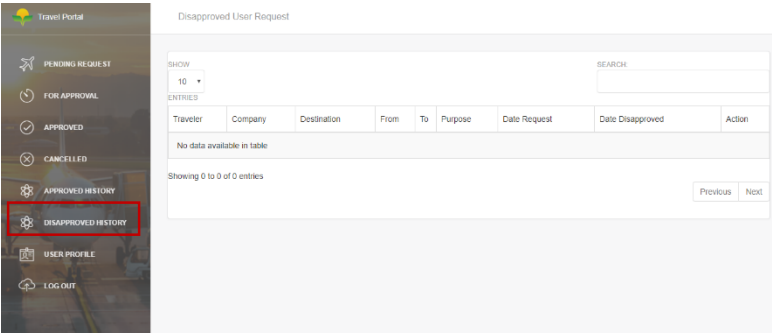
ENTRIES:

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)



Travel Portal

Disapproved User Request

SHOW: 10 SEARCH:

ENTRIES:

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

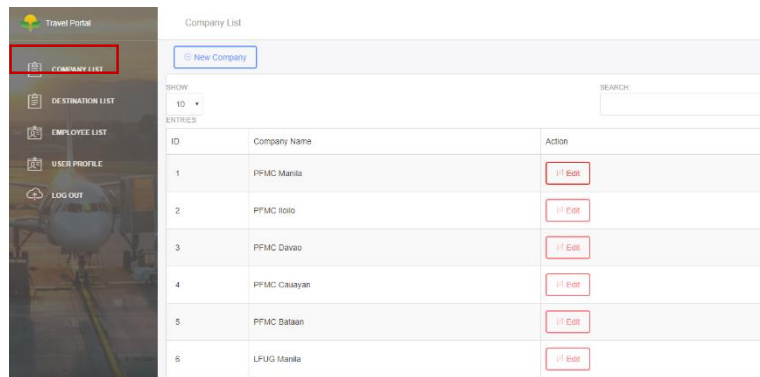
Showing 0 to 0 of 0 entries

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.



Company List

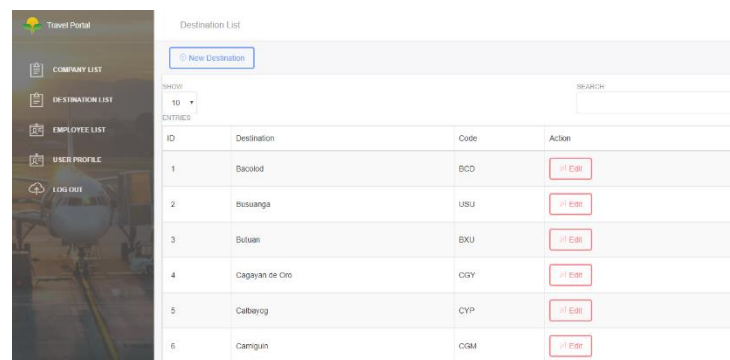
[New Company](#)

SHOW: 10 SEARCH:

ENTRIES

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

Figure 14(Company List)



Destination List

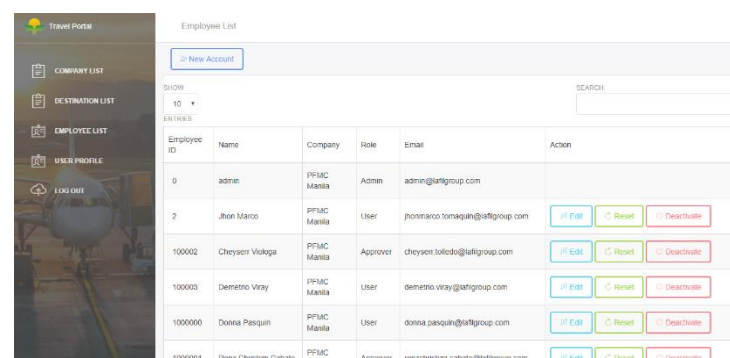
[New Destination](#)

SHOW: 10 SEARCH:

ENTRIES

ID	Destination	Code	Action
1	Bacolod	BCD	Edit
2	Bisaya	USU	Edit
3	Bulan	BXU	Edit
4	Cagayan de Oro	OGY	Edit
5	Calbayog	CYP	Edit
6	Camigan	CGM	Edit

Figure 15(Destination List)



Employee List

[New Account](#)

SHOW: 10 SEARCH:

ENTRIES

Employee ID	Name	Company	Role	Email	Action
0	admin	PFMC Manila	Admin	admin@latigroup.com	
2	Jheri Marso	PFMC Manila	User	jherimarso.tomagah@latigroup.com	Edit Reset Deactivate
100002	Cheyson Viokaga	PFMC Manila	Approver	cheyson.lofodo@latigroup.com	Edit Reset Deactivate
100003	Demetrio Viray	PFMC Manila	User	demetrio.viray@latigroup.com	Edit Reset Deactivate
1000000	Donna Pasquin	PFMC Manila	User	donna.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).

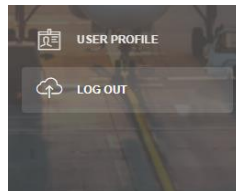


Figure 17(Log Out Tab at Inbox)

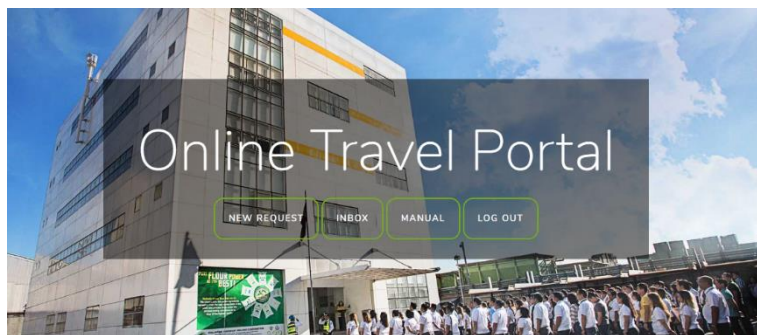


Figure 18(Log Out Tab at Portal)

