
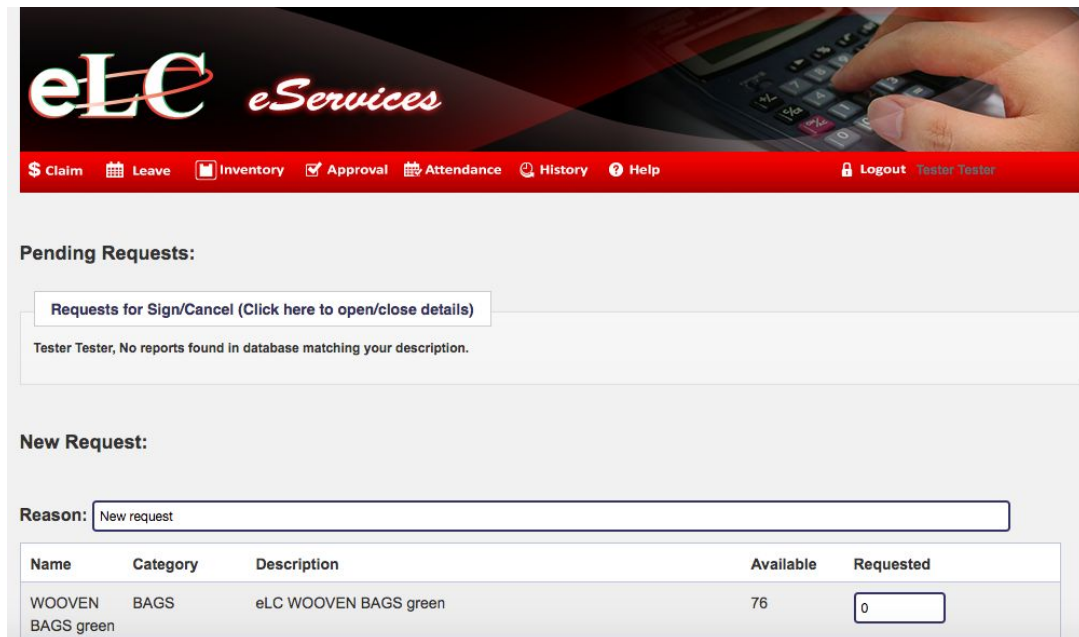


- Press  to enter inventory submission page after login



**eLC eServices**

Navigation: Claim, Leave, **Inventory**, Approval, Attendance, History, Help, Logout, Tester Tester

**Pending Requests:**

Requests for Sign/Cancel (Click here to open/close details)

Tester Tester, No reports found in database matching your description.

**New Request:**

Reason:


Name	Category	Description	Available	Requested
WOOVEN BAGS green	BAGS	eLC WOOVEN BAGS green	76	<input type="text" value="0"/>

- Key in the number for your requested items and press the button to submit:

eLC Empty File	STATIONARY	eLC Empty File	1	<input type="text" value="0"/>
eLC Note Books	STATIONARY	eLC Note Books (with POST-IT)	117	<input type="text" value="7"/>
PLAIN NOTEPAD black	STATIONARY	PLAIN NOTEPAD black	75	<input type="text" value="5"/>
Powerdrive Empty Fi	STATIONARY	Powerdrive Empty File	1	<input type="text" value="0"/>
White Empty File	STATIONARY	White Empty File	1	<input type="text" value="0"/>
EMPTY FILES	STATIONARY	EMPTY FILES	4	<input type="text" value="0"/>

**Confirm (to send request)**

- Confirmation page is shown after your request has been submitted successfully:




**Inventory Request :**

Name	Category	Description	Amount
eLC Note Books	STATIONARY	eLC Note Books (with POST-IT)	7
PLAIN NOTEPAD black	STATIONARY	PLAIN NOTEPAD black	5

- You may cancel your request in  -> "Pending Requests" -> "Requests for Sign/Cancel" -> "Submitted on [DATE OF SUBMISSION] [REASON OF REQUEST]"

**NOTE: it is not possible to cancel after your requested items have been prepared.**



**Pending Requests:**

Requests for Sign/Cancel (Click here to open/close details)

Submitted on 2019-02-07 - New request

[Cancel](#)

Name	Category	Description	Amount
PLAIN NOTEPAD black	STATIONARY	PLAIN NOTEPAD black	5
eLC Note Books	STATIONARY	eLC Note Books (with POST-IT)	7

- You will receive the email below once your requested items are ready for collection:



Your inventory request is prepared:

**Inventory Request Details:**

User Name: tester tester

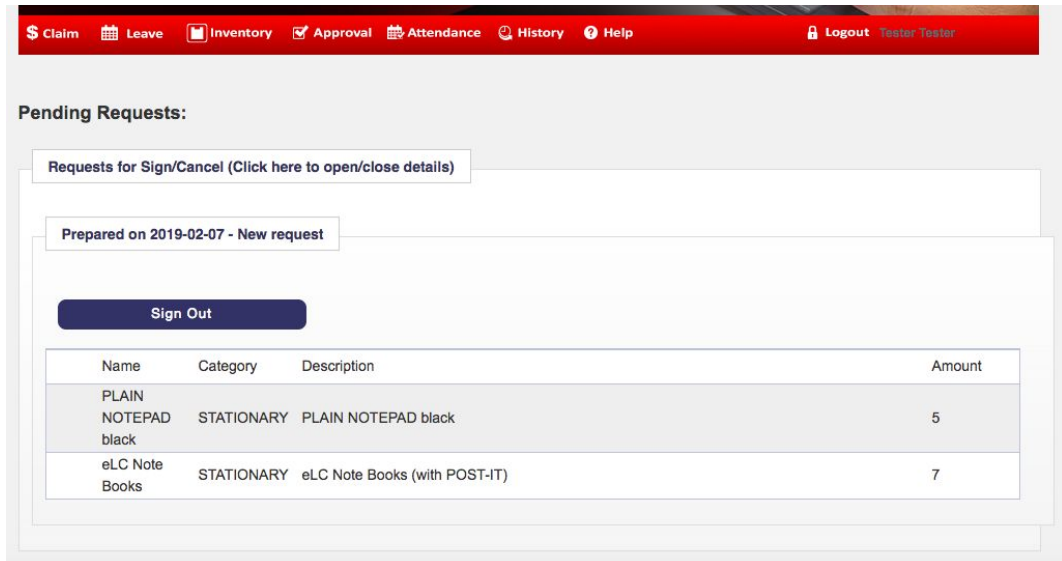
User ID: 900

Created on: 2019-02-07

Reason: New request

Type: Request


- You have to sign out the request at  -> “Pending Requests” -> “Requests for Sign/Cancel” -> “Submitted on [DATE OF SUBMISSION] [REASON OF REQUEST]” by pressing  before you are allowed to collect your items:



**Pending Requests:**

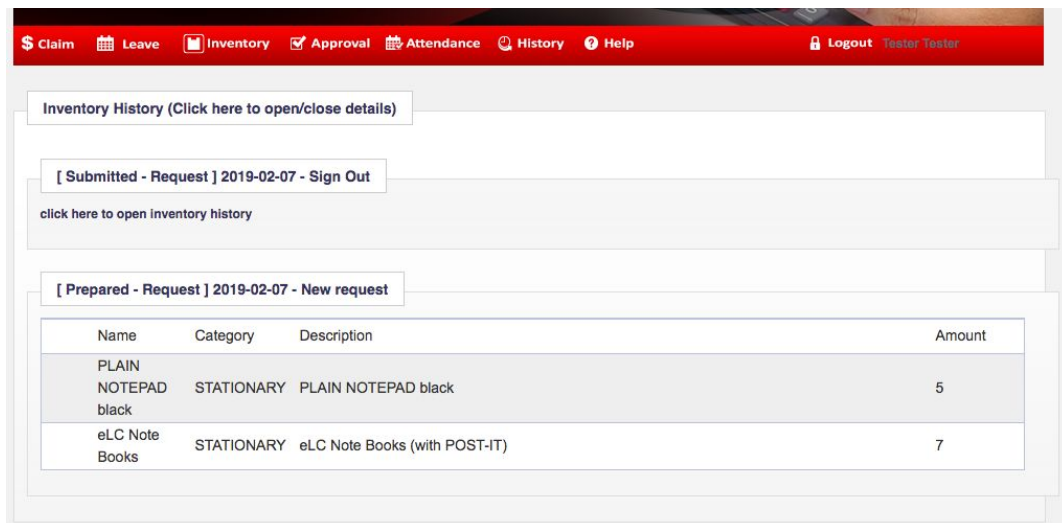
Requests for Sign/Cancel (Click here to open/close details)

Prepared on 2019-02-07 - New request



Name	Category	Description	Amount
PLAIN NOTEPAD black	STATIONARY	PLAIN NOTEPAD black	5
eLC Note Books	STATIONARY	eLC Note Books (with POST-IT)	7

- All your inventory requests can be found in “History” -> “Inventory History”



**Inventory History (Click here to open/close details)**

[ Submitted - Request ] 2019-02-07 - Sign Out

click here to open inventory history

[ Prepared - Request ] 2019-02-07 - New request

Name	Category	Description	Amount
PLAIN NOTEPAD black	STATIONARY	PLAIN NOTEPAD black	5
eLC Note Books	STATIONARY	eLC Note Books (with POST-IT)	7