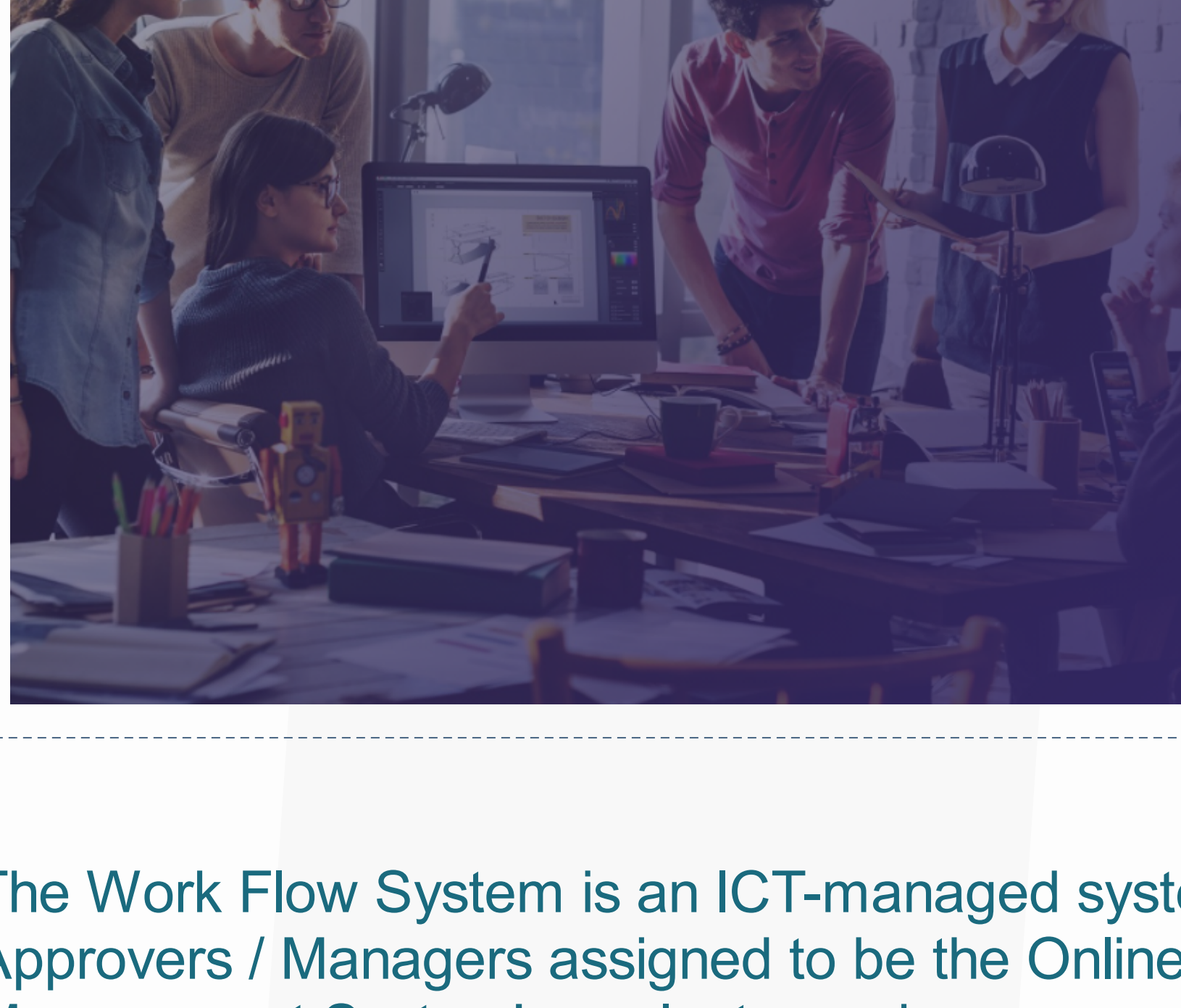




Work Flow System (WFS)

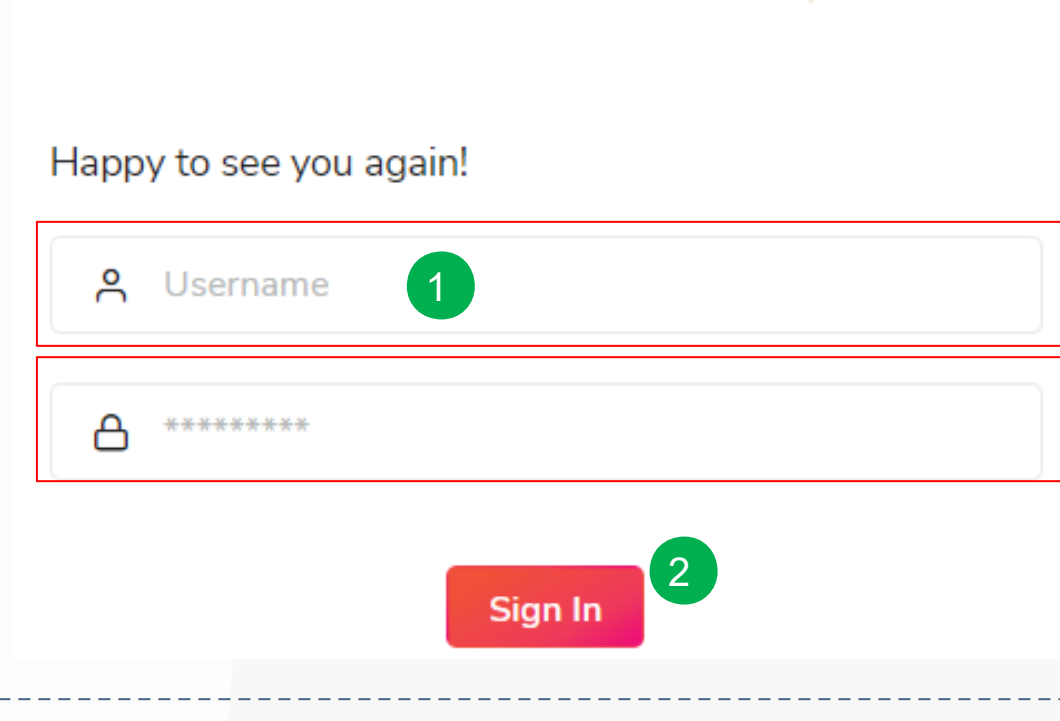


What is Work Flow System?



The Work Flow System is an ICT-managed system that is used by the Approvers / Managers assigned to be the Online Request Expense Management System's evaluator and approver.

Log-in to the System



Your username and password would be your Philsaga domain account provided by the ICT Department.

- Fill-in the required fields
- Click Sign In to access the System

Request Lists (For your Approval)

After logging in, you'll see a list of your pending requests for review and approval. References are provided below.

Transaction ID	Requestor	Date Requested	Details	Approval Summary	Overall Status	Action
RFP-000015	ICT IT Department	2021-09-18 11:51:36	OREM REQUEST FOR PAYMENT		PENDING	
CA-000003	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-17 16:38:32	OREM CASH ADVANCE		HOLD	
TO-000001	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-17 16:59:37	OREM TRAVEL ORDER		PENDING	
CA-000006	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 08:48:42	OREM CASH ADVANCE		PENDING	
TO-000004	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 10:36:00	OREM TRAVEL ORDER		PENDING	
TO-000004	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 11:07:11	OREM TRAVEL ORDER		PENDING	
RFP-000020	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 14:07:15	OREM REQUEST FOR PAYMENT		PENDING	
RFP-000019	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 14:11:11	OREM REQUEST FOR PAYMENT		PENDING	

NOTE: You, as the approver, can only see what is awaiting your approval.

WFS Icons and Utilization

Transaction ID	Requestor	Date Requested	Details	Approval Summary	Overall Status	Action
RFP-000015	ICT IT Department	2021-09-18 11:51:36	OREM REQUEST FOR PAYMENT		PENDING	
CA-000003	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-17 16:38:32	OREM CASH ADVANCE		HOLD	
TO-000001	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-17 16:59:37	OREM TRAVEL ORDER		PENDING	
CA-000006	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 08:48:42	OREM CASH ADVANCE		PENDING	
TO-000004	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 10:36:00	OREM TRAVEL ORDER		PENDING	
TO-000004	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 11:07:11	OREM TRAVEL ORDER		PENDING	
RFP-000020	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 14:07:15	OREM REQUEST FOR PAYMENT		PENDING	
RFP-000019	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 14:11:11	OREM REQUEST FOR PAYMENT		PENDING	

Clickable icons/ fields you can use below:

Transaction ID	Requestor	Date Requested	Details	Approval Summary	Overall Status	Action
RFP-000015	ICT IT Department	2021-09-18 11:51:36	OREM REQUEST FOR PAYMENT		PENDING	
CA-000003	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-17 16:38:32	OREM CASH ADVANCE		HOLD	
TO-000001	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-17 16:59:37	OREM TRAVEL ORDER		PENDING	
CA-000006	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 08:48:42	OREM CASH ADVANCE		PENDING	
TO-000004	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 10:36:00	OREM TRAVEL ORDER		PENDING	
TO-000004	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 11:07:11	OREM TRAVEL ORDER		PENDING	
RFP-000020	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 14:07:15	OREM REQUEST FOR PAYMENT		PENDING	
RFP-000019	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 14:11:11	OREM REQUEST FOR PAYMENT		PENDING	

In the bottom right-hand corner of your approving interface, you can select one of three (3) approval statuses for the specified transaction.

Approve

Approval button; click this button to confirm the request's approval.

Disapprove

Disapprove button; click this button to reject the request. Please keep in mind that clicking this button automatically cancels the requester's request. This indicates that He/She will submit a new request.

Hold

By clicking this button, You can pause/suspend the request by clicking this button. Additionally, whenever you wish to continue the procedure, you can use Approve and Disapprove.

Transaction ID	Requestor	Date Requested	Details	Approval Summary	Overall Status	Action
CA-000006	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 08:48:42	OREM CASH ADVANCE		PENDING	

If you desire to view the transaction in detail. You may use the "defunct" link. beneath the transaction #. A window will showing you the details of the transaction.

Transaction ID	Requestor	Date Requested	Details	Approval Summary	Overall Status	Action
CA-000006	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 08:48:42	OREM CASH ADVANCE		PENDING	

Print Preview

By click the Print Preview, The print window will appear displaying the form and printer configuration options ready to print.

Batch Approval / Hold / Cancel

Is the process/procedure that allows you to approve, hold, or cancel several requests concurrently.

Transaction ID	Requestor	Date Requested	Details	Approval Summary	Overall Status	Action
CA-000003	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-17 16:38:32	OREM CASH ADVANCE		HOLD	
CA-000006	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 08:48:42	OREM CASH ADVANCE		PENDING	
TO-000004	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 10:36:00	OREM TRAVEL ORDER		PENDING	

When you click the boxes you intend to deal in, the three (3) buttons will appear.

Transaction ID	Requestor	Date Requested	Details	Approval Summary	Overall Status	Action
CA-000006	ICT INFORMATION AND COMMUNICATIONS TECHNOLOGY	2021-09-18 08:48:42	OREM CASH ADVANCE		PENDING	

By clicking or ticking the box next to the transactions you wish to complete simultaneously, a button for proceeding will appear in the upper-right corner.

Batch Approval

Your button for approval

Batch Hold

Your button for hold

Batch Cancel

Your button for cancel