

General Services eTicketing System (GSeTS)

Guide to Users

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Registration and Login

To Login, input username and password, check the CAPTCHA form then click the [LOGIN] button.

The screenshot shows the 'Log-in' page of the 'General Services e-Ticketing System'. At the top, it says 'General Services e-Ticketing System'. Below that is a 'Log-in' form with two input fields: 'Username' and 'Password'. Underneath the password field is a reCAPTCHA checkbox labeled 'Hindi ako isang robot' with the reCAPTCHA logo and link. At the bottom of the form is a blue 'LOGIN' button. Below the form are three buttons: 'Register' (red), 'Forgot Password?' (red), and another red button partially visible. A large red box highlights the 'LOGIN' button and the reCAPTCHA area.

Click this button to register a new account.

Click this button to retrieve forgotten password.

Account Registration

- Important**
- 1 Invalid entries will be rejected by the system.
 - 2 Provide a valid email address that you regularly visit.

General Services e-Ticketing System

Full Name:

Email Address:

Office:

Username:

Password:

Confirm Password:

Hindi ako isang robot 
reCAPTCHA
Privacy - Mga Tuntunin

Register

Back to Log in

Provide data to all fields and click the [Register] button to proceed.

Account Registration

General Services e-Ticketing System

Registration succeeded. An email has been sent to your email address.!

Full Name:

Email Address:

Office:

Username:

Password:

Confirm Password:

Note:

You can only gain access to the website once your Username and Password has been validated and approved by the administrator.

Once the registration is successful, the login page appears with the Registration Successful notification.

Retrieving Forgot Password

General Services e-Ticketing System

Email Address:

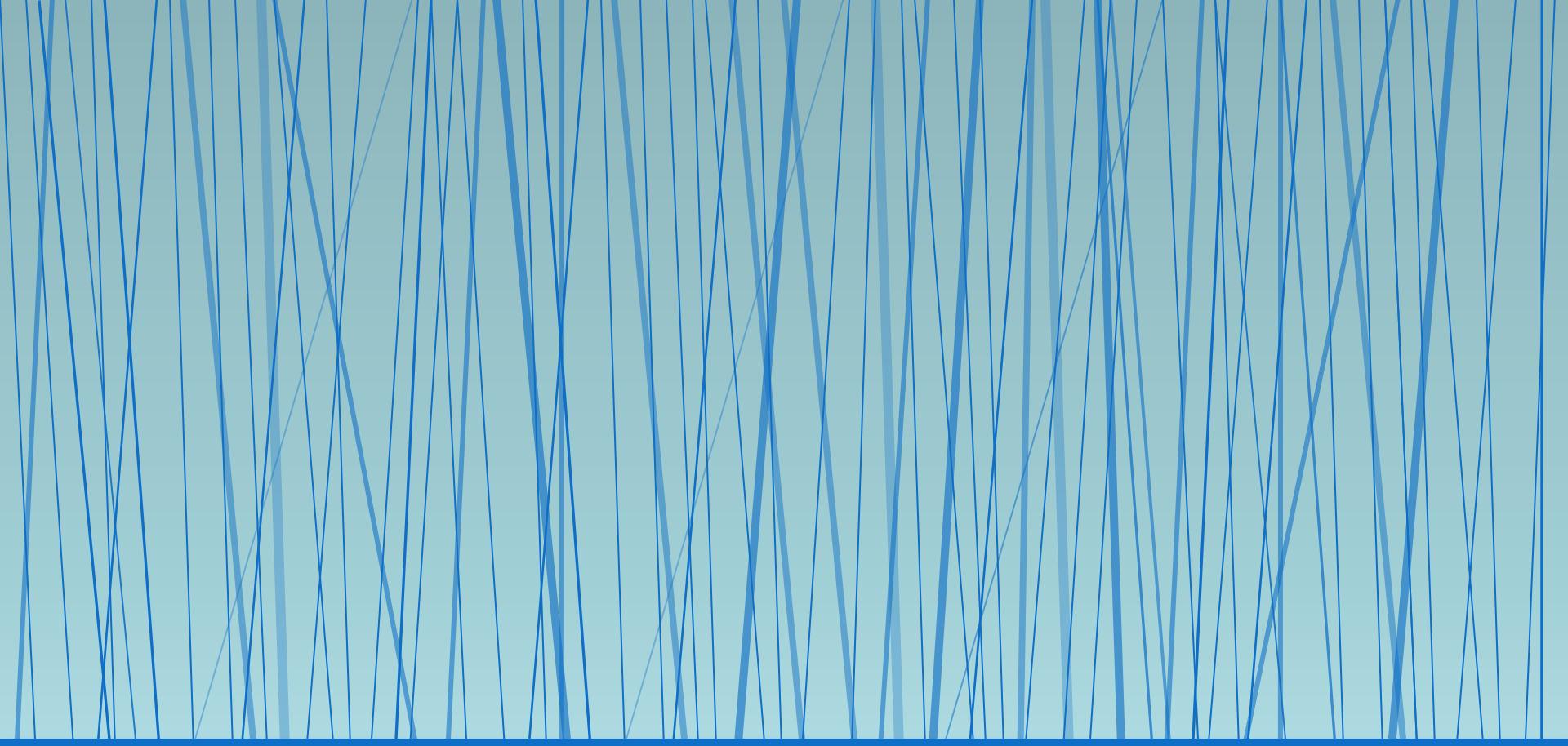
Email Address

Hindi ako isang robot 
reCAPTCHA
Privacy - Mga Tuntunin

Forgot Password

Back to Log in

Enter the email address provided during registration, mark the CAPTCHA form then click the [Forgot Password] button.



STAFF ACCOUNT

Home Page

Hover your cursor to this area then click it to go to Request for Vehicle Page.

 Request Vehicle

Hover your cursor to this area then click it to go to Request for Conference Room Page.

 Request Conference Room

Hover your cursor to this area then click it to go to Request for Janitorial Service Page.

 Request Janitorial Service

Request Maintenance Service

Hover your cursor to this area then click it to go to Request for Maintenance Service Page.

 Request C.O Dorm / SWADCAP Facility

Hover your cursor to this area then click it to go to Request for Dormitory Page.

 Request for Documents

Hover your cursor to this area then click it to go to Request for Documents Page.

Request for Vehicle

Click this button to go to Home Page.

Click this button to add a request for vehicle.

Click this button to edit the details of request.

Click this button to view the list of passengers.

This shows the status of the requests.

Ticket No.	Employee	Office	Purpose of the trip	Place of Travel	Status
20171-50004	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	Makati	Done
20171-50004	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	mandauie	Done
20171-50005	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	Makati	Done

Adding Request for Vehicle

1. Click this button to add a request for vehicle.

	Ticket No.
View Passengers	20171-50003
View Passengers	20171-50004
View Passengers	20171-50005

Showing 1 to 3 of 3 entries

2. Fill out the form completely with the necessary information.

3. Click this button to add another passenger.

4. Click this button to add another resource person.

5. Click this button to submit the request.

Add Vehicle Request

Requesting Person * JAMERO ALONA CHRISTINE R

Requesting Office * Please Select

Purpose of Trip * Purpose of Trip

Place of Travel * Place of Travel

Contact No. * Contact Number

Remarks * Remarks

Date From * yyyy-mm-dd

Time From * --:--

Date To * yyyy-mm-dd

Time To * --:--

ADD other passengers

Add Passenger/s: Name: INFORMATION & COMMUNICATION TECHNOLOGY MANA Name of Passenger: ALVAREZ CARLA M

ADD other resource person

Add Resource Person/s: Name: Name Contact Number: Contact Number

submit

Adding Request for Vehicle

A screenshot of a web-based application titled "Vehicle Service". The main content area is labeled "RequestList". At the top left, there is a green button with the text "Save Succeeded!". A white callout bubble with a black border points from the bottom right of this button towards the center of the screen. Inside the bubble, the text reads: "A message displays confirming that the request was successfully submitted." Below the message, the "RequestList" table is visible, showing four rows of data. Each row includes a "View Passengers" button in a blue box. The last row, which corresponds to the message, has a red "Pending" status indicator in its status column.

		Ticket No.	Employee	Office	Purpose of the trip	Place of Travel	Status
	<button>View Passengers</button>	20171-50003	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	Makati	Done
	<button>View Passengers</button>	20171-50004	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	mandau	Done
	<button>View Passengers</button>	20171-50005	JAMERO ALONA CHRISTINE R	ICTMS	evaluation workshop	Makati	Done
	<button>View Passengers</button>	20171-50013	JAMERO ALONA CHRISTINE R	ICTMS	orientation on IS		Pending

Editing Request for Vehicle

Vehicle Service

RequestList

Add

10 records per page

	Ticket No.
View Passengers	20171-50003
View Passengers	20171-50004
View Passengers	20171-50005
View Passengers	20171-50013

Showing 1 to 4 of 4 entries



Edit Request

Requesting Person * JAMERO ALONA CHRISTINE R

Requesting Office * INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)

Purpose of Trip * orientation on IS

Place of Travel * Place of Travel

Contact No. * 08228150827

Remarks * be on time

Date From * 2017-01-20

Time From * 08:00 AM

Date To * 2017-01-20

Time To * 05:00 AM

submit

1. Click this button to edit the request for vehicle.

2. Provide updated information in the form.

3. Click this button to save changes.

Editing Request for Vehicle

The screenshot shows a web-based application for managing vehicle requests. At the top left, there's a navigation bar with a home icon and the text 'Vehicle'. Below it, a sub-menu 'Vehicle Service' is visible. A red rectangular box highlights a success message 'Edit Succeeded!' in a light blue box. A green callout bubble points from this message to the text '4. A message displays confirming that the request was successfully updated.' In the center, there's a table titled 'RequestList' with columns: Ticket No., Employee, Office, Purpose of the trip, Place of Travel, and Status. The table contains four rows of data, each with a 'View Passengers' button. The first three rows have a status of 'Done' in a green box, while the fourth row has a status of 'Pending' in a red box. The bottom right corner of the slide has the number '15'.

	Ticket No.	Employee	Office	Purpose of the trip	Place of Travel	Status
View Passengers	20171-50003	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	Makati	Done
View Passengers	20171-50004	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	mandau	Done
View Passengers	20171-50005	JAMERO ALONA CHRISTINE R	ICTMS	evaluation workshop	Makati	Done
View Passengers	20171-50013	JAMERO ALONA CHRISTINE R	ICTMS	orientation on IS	San Juan	Pending

Adding Passenger in the Request for Vehicle

RequestList

		Ticket No.	Employee	Office	Purpose of the trip	Place of Travel	Status
	View Passengers	20171-50003	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	Makati	Done
	View Passengers	20171-50004	JAMERO ALONA CHRISTINE R	ICTMS	orientation on GSETS	mandauae	Done
	View Passengers	20171-50005	JAMERO ALONA CHRISTINE R	ICTMS	evaluation workshop	Makati	Done
	View Passengers	20171-50013	JAMERO ALONA CHRISTINE R	ICTMS	orientation on IS	San Juan	Pending

1. Click this button to view the list of passengers

2. Click this button to add a passenger



Vehicle Service

Passenger List

	Employee	Office
	ÍÑIGO GENEVIEVE RUCEL PERALTA	AS

Showing 1 to 1 of 1 entries

Adding Passenger in the Request for Vehicle

Vehicle Service

Add Passenger

Office* Please Select

Name of Passenger* Please Select

submit

3. Select the office and the name of the passenger.

4. Click this button to submit the request.



Vehicle Service

Save Succeeded!

Passengers List

Add

10 records per page

Search:

	Employee	Office
	IÑIGO GENEVIEVE RUCEL PERALTA	AS
	SACLAYAN LERRIE JOHN E	ICTMS

Request for Conference Room

Click this button to go to Home Page.

The screenshot shows a web-based application for managing conference room requests. At the top left is a navigation bar with a home icon and the word "Conference". Below it is a search bar with the placeholder "Search: []". On the left side, there's a sidebar with a "List" button and an "Add" button with a blue plus sign. The main area is a table showing two entries:

	Ticket No.	Employee	Office	Purpose	Date and Time From	Date and Time To	Status
	20171-20002	ALONA CHRISTINE R JAMERO	ICTMS	test	2017-01-10 11:11:00	2001-07-11 11:11:00	
	20171-20003	ALONA CHRISTINE R JAMERO	ICTMS	training	2017-01-12 08:00:00	2017-01-13 05:00:00	

Annotations with callouts point to various elements:

- A callout points to the "Home" icon in the top left with the text: "Click this button to go to Home Page."
- A callout points to the "Add" button with the text: "Click this button to add a request for Conference Room."
- A callout points to the edit icon in the first row with the text: "Click this button to edit the details of request."
- A callout points to the edit icon in the second row with the text: "Click this button to view the amenities of the request."
- A callout points to the "Status" column with the text: "This shows the status of the requests."

Adding Request for Conference Room

This screenshot shows a list of conference room requests. At the top left is a breadcrumb navigation: Home > Conference. Below it is a title bar with 'Conference' and a 'List' tab. A blue button labeled '+Add' is highlighted with a callout bubble containing the instruction: '1. Click this button to add request for conference room.' Below the button is a dropdown menu set to '10 records per page'. The main area displays two entries:

	Amenities	Ticket No.
	Amenities	20171-20002
	Amenities	20171-20003

At the bottom, a message says 'Showing 1 to 2 of 2 entries'.

This screenshot shows the 'Add' form for a conference room request. It consists of several input fields with validation requirements indicated by red asterisks (*):

- Requesting Person *: JAMERO ALONA CHRISTINE R
- Requesting Office *: Please Select
- Purpose *: Purpose
- Date From *: yyyy-mm-dd
- Date To *: yyyy-mm-dd
- Time From *: --:--
- Time To *: --:--
- Number of Pax *: (empty)
- Focal Person *: Please Select
- Conference Room *: Please Select
- Remarks *: Remarks

Below the form is a section titled 'Amenities' with a list of checkboxes:

- Audio Requirements
- Tables
- With Table Cloth
- Chairs
- With Chair

A blue arrow points from the '+Add' button on the previous screen to the 'submit' button on this screen. A callout bubble on the right side of the form contains the instruction: '2. Fill out the form completely with the necessary information.' A second callout bubble at the bottom right contains the instruction: '3. Click this button to submit the request.'

Adding Request for Conference Room

The screenshot shows a software application window titled "Conference". A red box highlights a green success message "Save Succeeded!" in the top-left corner. A callout bubble points from this message to a text box containing the instruction: "4. A message displays confirming that the request was successfully submitted." Below the message, there is a "List" section with a table. The table has columns: Ticket No., Employee, Office, Purpose, Date and Time From, Date and Time To, and Status. There are three rows of data:

	Ticket No.	Employee	Office	Purpose	Date and Time From	Date and Time To	Status
	20171-20002	ALONA CHRISTINE R JAMERO	ICTMS	test	2017-01-10 11:11:00	2001-07-11 11:11:00	Approved
	20171-20003	ALONA CHRISTINE R JAMERO	ICTMS	training	2017-01-12 08:00:00	2017-01-13 05:00:00	Approved
	20171-20009	ALONA CHRISTINE R JAMERO	ICTMS	workshop	2017-01-23 08:00:00	2017-01-23 17:00:00	Pending

Editing Request for Conference Room

The screenshot shows a list of conference requests. The first entry is highlighted with a red circle around its edit icon. A callout bubble points to this icon with the text: "1. Click this button to edit the request for conference room."

	Amenities	Request No.
	Amenities	20171-20002
	Amenities	20171-20003
	Amenities	20171-20009

Showing 1 to 3 of 3 entries

The screenshot shows the 'Edit Conference/Audio' form. It contains fields for Requesting Person, Requesting Office, Purpose, Date From, Date To, Time From, Time To, Number of Pax, Focal Person, Conference Room, and Remarks. Below this is a section for Amenities with checkboxes for Audio Requirements, Mic, Wireless Mic, Lapel, Projector, Tables, With Table Cloth, Chairs, and With Chair Cloth. A 'submit' button is at the bottom.

2. Provide updated information in the form.

3. Click this button to save changes.

Requesting Person * JAMERO ALONA CHRISTINE R

Requesting Office * INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)

Purpose * workshop

Date From * 2017-01-23

Date To * 2017-01-23

Time From * 08:00 AM

Time To * 05:00 AM

Number of Pax * 10

Focal Person * AGREGADO KIM RENZ IBANA

Conference Room * Kagalingan Room

Remarks * immediately

Amenities

Audio Requirements

Mic
2

Wireless Mic
0

Lapel
0

Projector
0

Tables

With Table Cloth

Chairs
QTY: 10

With Chair Cloth

submit

Editing Request for Conference Room

The screenshot shows a web-based application for managing conference room requests. At the top left, there's a navigation bar with a home icon and the word 'Conference'. Below it, a main title 'Conference' is displayed next to a red-bordered button labeled 'Edit Succeeded!'. A large green callout bubble points from this button to the text '4. A message displays confirming that the request was successfully submitted.' To the right of the message, there's a table titled 'List' with columns for Ticket No., Employee, Office, Purpose, Date and Time From, Date and Time To, and Status. The table contains three rows, each with a 'Pencil' edit icon and a 'Status' column. The first two rows have an 'Approved' status, while the third row has a 'Pending' status.

	Ticket No.	Employee	Office	Purpose	Date and Time From	Date and Time To	Status
	Amenities 20171-20002	ALONA CHRISTINE R JAMERO	ICTMS	test	2017-01-10 11:11:00	2001-07-11 11:11:00	
	Amenities 20171-20003	ALONA CHRISTINE R JAMERO	ICTMS	training	2017-01-12 08:00:00	2017-01-13 05:00:00	
	Amenities 20171-20009	ALONA CHRISTINE R JAMERO	ICTMS	training on IS	2017-01-23 08:00:00	2017-01-23 05:00:00	

Viewing Requested Amenities

The screenshot shows a software application for managing conference requests. On the left, there's a sidebar with a navigation menu including 'Conference' and 'List'. Below the menu is a button labeled '+ Add'. A dropdown menu shows '10 records per page'. The main area displays a table with three rows, each representing a request for 'Amenities'. The columns in the table are 'Ticket No.', 'Employee Name', and 'Status'. The first two rows have status 'Approved', while the third row has status 'Pending'. A callout bubble points to the 'Amenities' button in the first row, with the text: 'Click this button to view the requested amenities'.

Amenities

Audio: Yes
Microphone Quantity: 2
Wireless Microphone Quantity: 0
Lapel Quantity: 0
Projector Quantity: 0
Tables: Yes
Table Quantity: 2
Table Cloth: Yes
Chairs: Yes
Chair Quantity: 10
Chair Cloth: Yes

Close

Alona Christine Jamero ▾

Conference

List

+ Add

10 records per page

Ticket No.	Employee Name	Status
20171-20002	ALON	Approved
20171-20003	ALON	Approved
20171-20009	ALON	Pending

Showing 1 to 3 of 3 entries

Click this button to view the requested amenities

Request for Janitorial Service

Click this button to go to Home Page.

Click this button to add a request for Janitorial Service.

Click this button to edit the details of request.

This shows the status of the requests.

The screenshot shows a software application window titled "Janitorial Service". The main area displays a "Janitor List" with two entries:

	Ticket No	Employee	Office	Number of Janitor	Place of Assignment	Status
	20171-40002	JAMERO ALONA CHRISTINE R	ICTMS	2	ICTMS	Approved
	20171-40003	JAMERO ALONA CHRISTINE R	ICTMS	2		Pending

Below the table, a message says "Showing 1 to 2 of 2 entries". The application has a header with a house icon and the title "Janitorial Service". A blue "Add" button is located above the table. There are also buttons for navigating through the records.

Adding Request for Janitorial Service

The screenshot shows a web-based application for managing janitorial services. At the top, there's a navigation bar with a home icon and the text 'Janitorial Service'. Below it, a large red header says 'Janitorial'. Underneath, a blue header says 'Janitor List'. A table displays two entries: 'Ticket No' (20171-40002) and 'Ticket No' (20171-40003). There are edit icons next to each entry. At the bottom left, it says 'Showing 1 to 2 of 2 entries'. On the right side of the table, there's a blue button labeled '+ Add'.

1. Click this button to add request for Janitorial Service.

The screenshot shows a 'Add Janitor' form. It has several fields with required fields marked with an asterisk (*):

- Requesting Person *: JAMERO ALONA CHRISTINE R
- Requesting Office *: Please Select
- Purpose *: Purpose
- Scope of Work *: Scope of Work
- Sex *: Please Select
- Number of Janitors *: (empty input field)
- Date Needed *: yyyy-mm-dd (input field)
- Time Needed *: (dropdown menu)
- Place of Assignment *: Place of Assignment
- Fund to Charge Payment for: Fund to Charge Payment for Overtime

At the bottom left is a 'submit' button.

2. Fill out the form completely with the necessary information.

3. Click this button to submit the request.

Adding Request for Janitorial Service

The screenshot shows a web-based application interface for managing janitorial services. At the top left, there is a navigation bar with a home icon and the text "Janitorial Service". Below this, a header area features a "Janitorial" icon and a "Save Succeeded!" message box, which is highlighted with a red border. A callout bubble points from this message box to the text "4. A message displays confirming that the request was successfully submitted." To the right of the message box is a "Janitor List" table. The table has columns for Ticket No., Employee, Office, Number of Janitor, Place of Assignment, and Status. It contains three rows of data:

	Ticket No.	Employee	Office	Number of Janitor	Place of Assignment	Status
	20171-40002	JAMERO ALONA CHRISTINE R	ICTMS	2	ICTMS	Approved
	20171-40003	JAMERO ALONA CHRISTINE R	ICTMS	2	ICTMS	Pending
	20171-40009	JAMERO ALONA CHRISTINE R	ICTMS	2	IMB	Pending

At the bottom left of the table, there is a blue "Add" button. At the bottom right, there are buttons for "Search" and "Clear".

4. A message displays confirming that the request was successfully submitted.

	Ticket No.	Employee	Office	Number of Janitor	Place of Assignment	Status
	20171-40002	JAMERO ALONA CHRISTINE R	ICTMS	2	ICTMS	Approved
	20171-40003	JAMERO ALONA CHRISTINE R	ICTMS	2	ICTMS	Pending
	20171-40009	JAMERO ALONA CHRISTINE R	ICTMS	2	IMB	Pending

Editing Request for Janitorial Service

Janitor List

Request No.	Ticket No.
10	20171-40002
	20171-40003
	20171-40009

Showing 1 to 3 of 3 entries

1. Click this button to edit the request for Janitorial Service.

2. Provide updated information in the form.

3. Click this button to save changes.

Janitorial

Edit Janitor

Requesting Person *	JAMERO ALONA CHRISTINE R
Requesting Office *	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)
Purpose *	Clearing of Pantry
Scope of Work *	Cleaning
Sex *	Female
Number of Janitors *	2
Date Needed *	2017-01-20
Time Needed *	08:00 AM
Place of Assignment *	IMB
Fund to Charge Payment for Overtime	

submit

Editing Request for Janitorial Service

A screenshot of a web-based application interface for managing janitorial services. The top navigation bar includes a home icon and the text "Janitorial Service". Below this, a header area features a "Janitorial" logo and a red-bordered message box containing the text "Edit Succeeded!". The main content area is titled "Janitor List" and contains a table with three rows of data. The columns are labeled "Ticket No", "Employee", "Office", "Number of Janitor", "Place of Assignment", and "Status". The first row has a status of "Approved" (orange button). The second and third rows have a status of "Pending" (red button). A callout bubble with a green background and white text points from the right side of the "Edit Succeeded!" message towards the bottom right of the table.

Janitor List							
+ Add							
10 ▾ records per page		Search: <input type="text"/>					
▲	◆	Ticket No	Employee	Office	Number of Janitor	Place of Assignment	Status
		20171-40002	JAMERO ALONA CHRISTINE R	ICTMS	2	ICTMS	Approved
		20171-40003	JAMERO ALONA CHRISTINE R	ICTMS	2	ICTMS	Pending
		20171-40009	JAMERO ALONA CHRISTINE R	ICTMS	3	IMB	Pending

Request for Maintenance Service

Click this button to go to Home Page.

Click this button to add a request for Maintenance Service.

Click this button to edit the details of request.

Click this button view the requested nature of work

Nature of Work	Full Name	Office	Concern	Status
20171-60004	JAMERO ALONA CHRISTINE R	ICTMS	repair	Approved
	JAMERO ALONA CHRISTINE R		repair	Pending

This shows the status of the requests.

Adding Request for Maintenance Service

The screenshot shows a list of maintenance requests. Two entries are visible: one for Ticket No. 20171-60003 and another for 20171-60004. Each entry includes edit and search icons. At the top left, there's a 'List' link and a large blue 'Add' button with a white plus sign.

1. Click this button to add request for Maintenance Service.

The screenshot shows the 'Add Maintenance' form. It has fields for 'Requesting Person *' (set to JAMERO ALONA CHRISTINE R) and 'Requesting Office *' (set to Please Select). A list of 'Nature of Work' options is provided with checkboxes: Carpentry, Aircon, Plumbing, Design, Electrical, VPainting, Telecom, and Others. At the bottom, there's a 'Concern *' field, a 'Remarks' field, and a large blue 'submit' button.

2. Fill out the form completely with the necessary information.

3. Click this button to submit the request.

Adding Request for Maintenance Service

The screenshot shows a web-based application for managing maintenance requests. At the top left, there's a navigation bar with a home icon and the text "Maintenance Service". Below it, a title bar says "Maintenance Service" with a microphone icon. A red rectangular box highlights a green success message "Save Succeeded!" in the upper-left corner of the main content area. To the right of this message is a callout bubble containing the text: "4. A message displays confirming that the request was successfully submitted." The main content area is a table titled "List" with columns: "Nature of Work", "Ticket No.", "Full Name", "Office", "Concern", and "Status". There are three entries in the table:

Nature of Work	Ticket No.	Full Name	Office	Concern	Status
	Q 20171-60003	JAMERO ALONA CHRISTINE R	ICTMS	repair	Approved
	Q 20171-60004	JAMERO ALONA CHRISTINE R	CMO	repair	Pending
	Q 20171-60011	JAMERO ALONA CHRISTINE R	ICTMS	Malfunctioned Aircon	Pending

Below the table, it says "Showing 1 to 3 of 3 entries". At the bottom right, there are navigation icons for back, forward, and search.

Editing Request for Maintenance Service

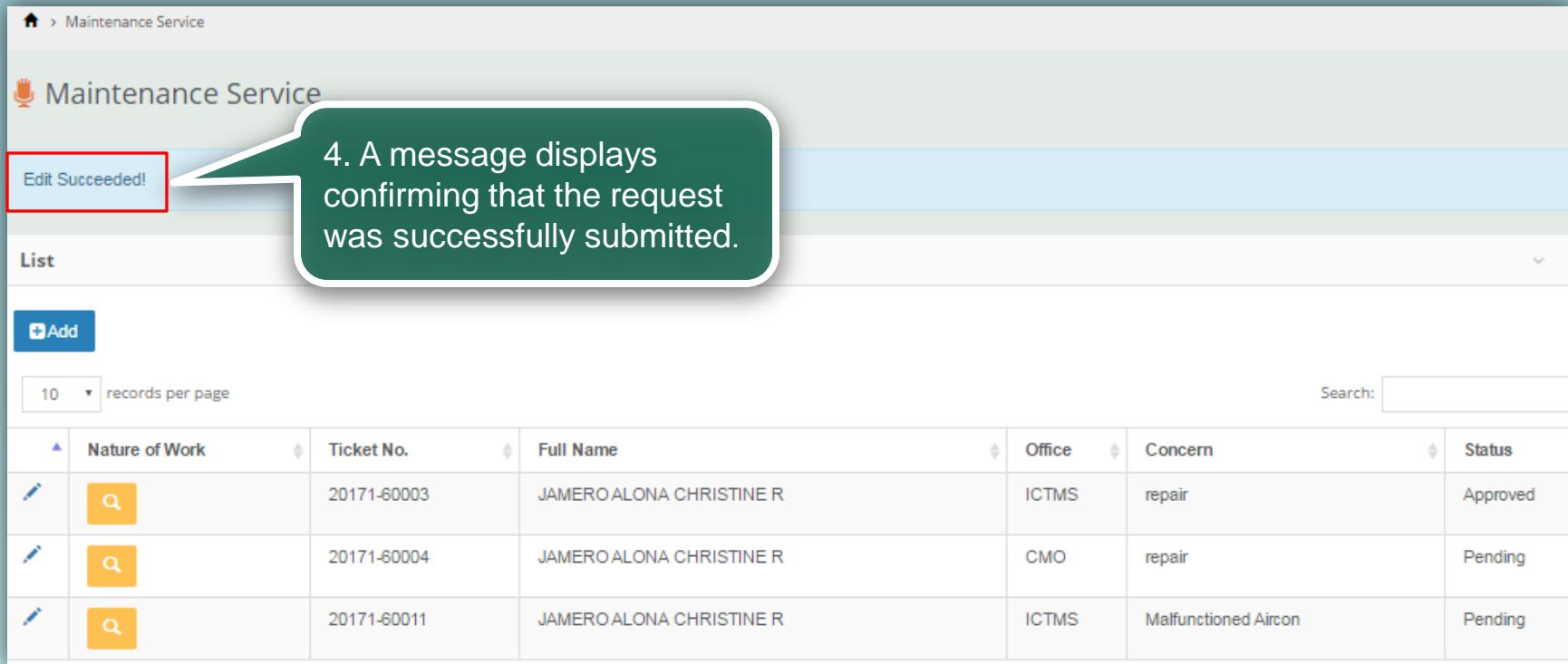
The diagram illustrates the process of editing a maintenance request. It starts with a screenshot of a list view for 'Maintenance Service' on the left, which shows three entries with edit and search icons. A red circle highlights the edit icon of the first entry. A callout bubble with a red border and white text says: '1. Click this button to edit the request for Maintenance Service.' A large blue arrow points from the list view to the right, leading to a screenshot of the 'Edit Maintenance' form on the right. The form has fields for 'Requesting Person *' (JAMERO ALONA CHRISTINE R) and 'Requesting Office *' (INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)). Below these, there is a section titled 'Nature of Work *' containing a list of checkboxes. Several checkboxes are checked: 'Carpentry' (with a red checkmark), 'Aircon', 'Plumbing', 'Design', 'Electrical', 'VPainting', 'Telecom', and 'Others'. A callout bubble with a red border and white text says: '2. Provide updated information in the form.' At the bottom of the form is a 'submit' button, which is highlighted with a red circle. A callout bubble with a red border and white text says: '3. Click this button to save changes.'

1. Click this button to edit the request for Maintenance Service.

2. Provide updated information in the form.

3. Click this button to save changes.

Editing Request for Maintenance Service



A screenshot of a web-based application interface titled "Maintenance Service". The main content area displays a table of requests with columns: Nature of Work, Ticket No., Full Name, Office, Concern, and Status. Three rows are visible, each with edit and search icons. Above the table, a success message "Edit Succeeded!" is displayed in a blue toast notification. A callout bubble points from the message to the text "4. A message displays confirming that the request was successfully submitted.".

Nature of Work	Ticket No.	Full Name	Office	Concern	Status
	20171-60003	JAMERO ALONA CHRISTINE R	ICTMS	repair	Approved
	20171-60004	JAMERO ALONA CHRISTINE R	CMO	repair	Pending
	20171-60011	JAMERO ALONA CHRISTINE R	ICTMS	Malfunctioned Aircon	Pending

Viewing Nature of Work in Request for Maintenance Service

The screenshot shows a software application for managing maintenance services. On the left, there's a sidebar with a navigation tree: Home > Maintenance Service > Maintenance Service. Below it is a 'List' section with a blue 'Add' button. The main area has a search bar ('Search: []') and a table with columns: Nature of Work, Ticket No., Full Name, Office, Concern, and Status. Three rows of data are visible, each with a yellow search icon in the first column. A green callout bubble points to the first search icon in the first row, containing the text: '1. Click this button to view the nature of work in the request for Maintenance Service.' A modal window titled 'Nature of Work' is open over the table, displaying the text 'Aircon'. A 'Close' button is at the bottom right of the modal.

Nature of Work	Ticket No.	Full Name	Office	Concern	Status
Q	20171-60011	JAMERO ALONA CHRISTINE R	ICTMS	repair	Approved
Q	20171-60012	JAMERO ALONA CHRISTINE R	CMO	repair	Pending
Q	20171-60013	JAMERO ALONA CHRISTINE R	ICTMS	Malfunctioned Aircon	Pending

Showing 1 to 3 of 3 entries

Request for C.O Dorm/SWADCAP Facility

Click this button to go to Home Page.

Click this button to add a request for C.O Dorm/SWADCAP Facility.

Click this button to edit the details of request.

Click this button view the requested facilities.

This shows the status of the requests.

Request No.	Employee	Purpose	Number of Pax	Date and Time In	Date and Time Out	Status
20171-30005	JAMERO ALONA CHRISTINE R	test	2	2017-01-11 11:11:00	2017-01-12 11:11:00	Approved
20171-30005	JAMERO ALONA CHRISTINE R	training	3	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending
20171-30006	JAMERO ALONA CHRISTINE R	workshop	2	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending

Adding Request for C.O Dorm/SWADCAP Facility

C.O Dorm / SWADCAP

List

Add

10 records per page

		Ticket No.
	Add/View Facilities Requested	20171-30004
	Add/View Facilities Requested	20171-30005
	Add/View Facilities Requested	20171-30006

Showing 1 to 3 of 3 entries

Dormitory > Add

Dormitory

Add Dorm Facility

Name of the Requesting Party * ALONA CHRISTINE R JAMERO

Purpose * Purpose

Number of Person/Occupants * Number of Person/Occupants

Date Check In * yyyy-mm-dd Time Check In *

Date Check Out * yyyy-mm-dd Time Check Out *

Facility Name * Please Select

submit

2. Fill out the form completely with the necessary information.

3. Click this button to submit the request.

Adding Request for C.O Dorm/SWADCAP Facility

The screenshot shows a web-based application interface for managing dormitory requests. At the top left, there's a navigation bar with a home icon and the text "Dormitory". Below it, a green header bar displays the title "C.O Dorm / SWADCAP". A red rectangular box highlights a green success message "Save Succeeded!" located above a table. A callout bubble points from this message to the text "4. A message displays confirming that the request was successfully submitted." The main area contains a table titled "List" with columns: Ticket No., Employee, Purpose, Number of Pax, Date and Time In, Date and Time Out, and Status. There are four entries in the table, each with a blue button labeled "Add/View Facilities Requested". The first entry has a status of "Approved", while the others are "Pending". At the bottom left, it says "Showing 1 to 4 of 4 entries". On the right side, there are navigation buttons for page 1.

4. A message displays confirming that the request was successfully submitted.

	Ticket No.	Employee	Purpose	Number of Pax	Date and Time In	Date and Time Out	Status
Edit	Add/View Facilities Requested 20171-30004	JAMERO ALONA CHRISTINE R	test	2	2017-01-11 11:11:00	2017-01-12 11:11:00	Approved
Edit	Add/View Facilities Requested 20171-30005	JAMERO ALONA CHRISTINE R	training	3	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending
Edit	Add/View Facilities Requested 20171-30006	JAMERO ALONA CHRISTINE R	workshop	2	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending
Edit	Add/View Facilities Requested 20171-30014	JAMERO ALONA CHRISTINE R	Attend Training	2	2017-01-23 08:00:00	2017-01-24 08:00:00	Pending

Showing 1 to 4 of 4 entries

Editing Request for C.O Dorm/SWADCAP Facility

The screenshot illustrates the workflow for editing a dormitory request. It consists of two main panels connected by a blue arrow pointing from left to right.

Left Panel (List View):

- Header:** C.O Dorm / SWADCAP
- Status Bar:** Save Succeeded!
- Buttons:** +Add, 10 records per page
- Data Table:** Shows three rows of dormitory requests with columns: Requested Date, Ticket No., and Action (Add/View Facilities Requested). The first row has a red circle around its edit icon.

Right Panel (Edit View):

- Header:** Dormitory > Edit
- Form Fields:**
 - Requesting Person *: ALONA CHRISTINE R JAMERO
 - Purpose *: Attend Training
 - Number of Person/Occupants *: 2
 - Date Check In *: 2017-01-23
 - Time Check In *: 08:00 AM
 - Date Check Out *: 2017-01-24
 - Time Check Out *: 08:00 AM
- Buttons:** submit

Annotations:

1. Click this button to edit the request for C.O Dorm/SWADCAP Facility. (A callout points to the edit icon in the list view.)
2. Provide updated information in the form. (A callout points to the 'submit' button in the edit view.)
3. Click this button to save changes. (A callout points to the 'submit' button in the edit view.)

Editing Request for C.O Dorm/SWADCAP Facility

A screenshot of a web-based application interface for managing dormitory requests. The top navigation bar shows 'Dormitory' and the title 'C.O Dorm / SWADCAP'. A red box highlights a blue message box containing the text 'Edit Succeeded!'. A green callout bubble points to this message with the text: '4. A message displays confirming that the request was successfully submitted.' Below the message, there is a table titled 'List' showing four entries. Each entry includes a pencil icon, a button labeled 'Add/View Facilities Requested', a ticket number, an employee name, purpose, number of pax, and dates/times. The first entry is approved, while the others are pending.

		Ticket No.	Employee	Purpose	Number of Pax	Date and Time In	Date and Time Out	Status
	<button>Add/View Facilities Requested</button>	20171-30004	JAMERO ALONA CHRISTINE R	test	2	2017-01-11 11:11:00	2017-01-12 11:11:00	Approved
	<button>Add/View Facilities Requested</button>	20171-30005	JAMERO ALONA CHRISTINE R	training	3	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending
	<button>Add/View Facilities Requested</button>	20171-30006	JAMERO ALONA CHRISTINE R	workshop	2	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending
	<button>Add/View Facilities Requested</button>	20171-30014	JAMERO ALONA CHRISTINE R	Attend Seminar	2	2017-01-23 08:00:00	2017-01-24 08:00:00	Pending

Showing 1 to 4 of 4 entries

Adding Facilities in the Request

Screenshot of the 'Dormitory' section in the application:

The page title is 'C.O Dorm / SWADCAP'. It shows a list of requests with columns: Ticket No., Employee, Purpose, Number of Pax, Date and Time In, Date and Time Out, and Status.

Each row contains a blue button labeled 'Add/View Facilities Requested'. A callout bubble with a blue arrow points to the first button, containing the text:

1. Click this button to view the facilities in the request for C.O Dorm/SWADCAP Facility.

	Ticket No.	Employee	Purpose	Number of Pax	Date and Time In	Date and Time Out	Status
	20171-	JAMERO ALONA CHRISTINE R	test	2	2017-01-11 11:11:00	2017-01-12 11:11:00	Approved
		JAMERO ALONA CHRISTINE R	training	3	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending
		JAMERO ALONA CHRISTINE R	workshop	2	2017-01-12 11:11:00	2017-01-13 11:11:00	Pending
		JAMERO ALONA CHRISTINE R	Attend Seminar	2	2017-01-23 08:00:00	2017-01-24 08:00:00	Pending

Screenshot of the 'Facilities Requested' section in the application:

The page title is 'Facilities Requested'. It shows a list of facilities requested with columns: Facilities Requested and Status.

A blue button labeled '+Add' is visible at the top left. A callout bubble with a blue arrow points to it, containing the text:

2. Click this button to add facilities in the request for C.O Dorm/SWADCAP Facility.

Facilities Requested	Status
swadcap	

Page navigation buttons are at the bottom right, showing page 1 of 1.

Adding Facilities in the Request

Facilities Requested > Add Facilities

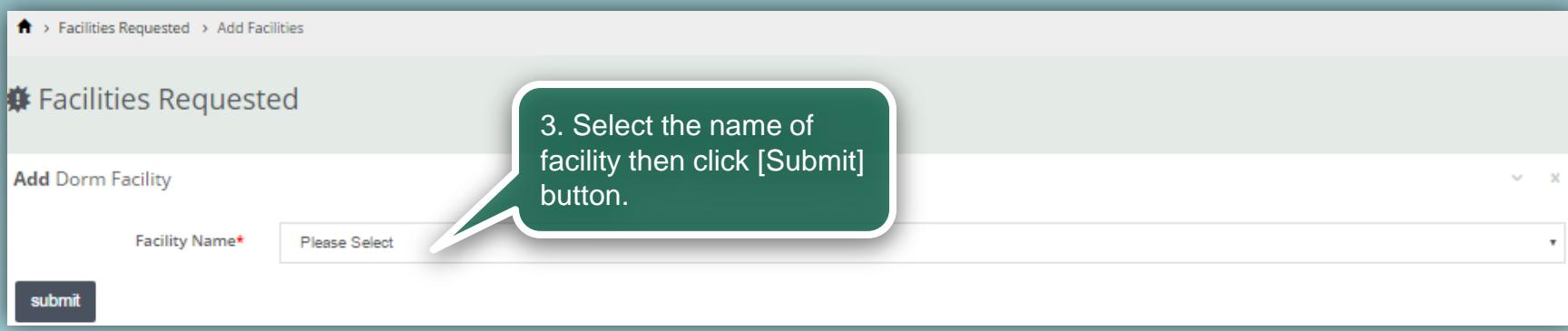
Facilities Requested

Add Dorm Facility

Facility Name* Please Select

submit

3. Select the name of facility then click [Submit] button.



Facilities Requested > List Facilities

Facilities Requested

Edit Succeeded!

List

Add

10 records per page

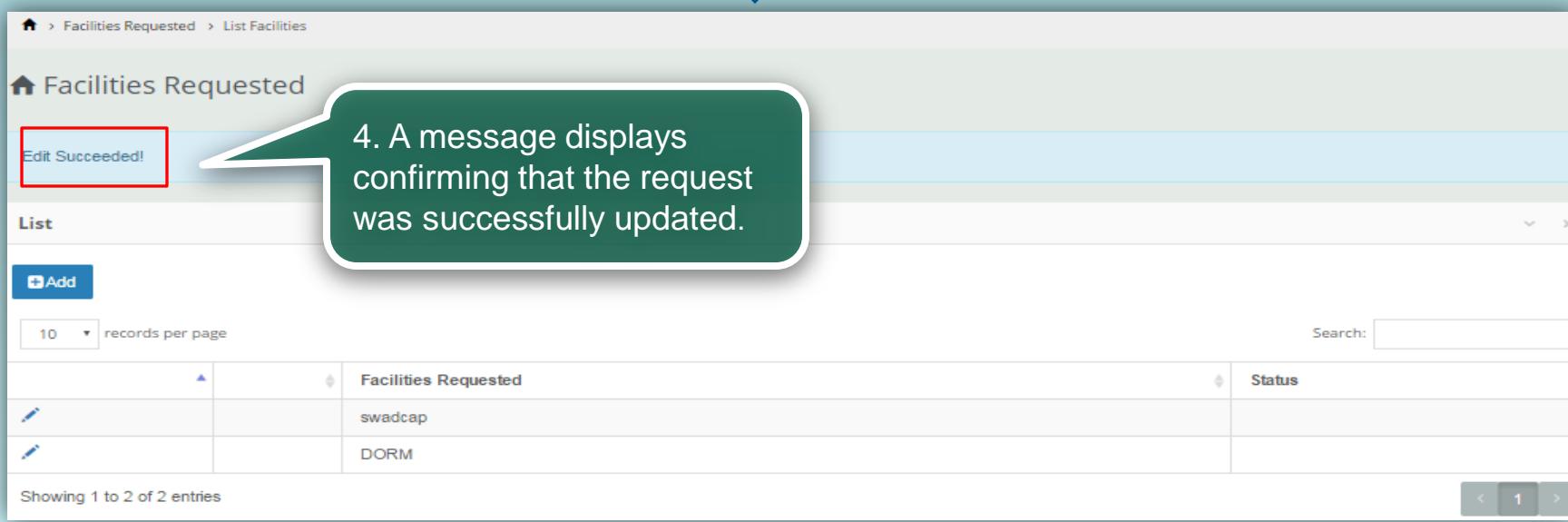
Facilities Requested Status

	Facilities Requested	Status
	swadcap	
	DORM	

Showing 1 to 2 of 2 entries

41

4. A message displays confirming that the request was successfully updated.



Request for Documents

Click this button to go to Home Page.

Click this button to add a request for Documents.

Click this button to edit the details of request.

This shows the status of the requests.

The screenshot shows a web-based application titled "Request for Record Management". The interface includes a header with a logo and navigation links, a search bar, and a table displaying three records. The table has columns for Action, Ticket No., Requesting Office, Type of Request, Requested By, Date, and Status. Each record in the table is highlighted with a green rounded rectangle. The "Status" column for all three records is labeled "Approved". A red box highlights the "Status" column header, and another red box highlights the "Approved" status in the first row. Callout bubbles provide instructions for interacting with the application: one points to the "Home Page" button, another to the "Add" button, and a third to the "Edit Details" icon. A note at the bottom indicates that the table shows 1 to 3 of 3 entries.

Action	Ticket No.	Requesting Office	Type of Request	Requested By	Date	Status
	20171-10002	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	ALONA CHRISTINE R JAMERO	2017-01-04 00:00:00	Approved
	20171-10003	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	MARIETA S. DE GUZMAN	2017-01-04 00:00:00	Approved
	20171-10004	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval		2017-01-12 00:00:00	Approved

Showing 1 to 3 of 3 entries

Adding Request for Documents

Action	Ticket No.	Requesting Office
	20171-10002	INFORMATION & COMMUNICATION (ICTMS)
	20171-10003	INFORMATION & COMMUNICATION (ICTMS)
	20171-10004	INFORMATION & COMMUNICATION (ICTMS)
Action	Ticket No.	Requesting Office

1. Click this button to add request for Document

Request on Record Management

Technical Assistance Request on Record Management

Requesting Office: Choose Office

Email Address:

Date: yyyy-mm-dd

Purpose:

Document Retrieval

Technical Assistance

Requested By: Head Office:

+ Submit

2. Fill out the form completely with the necessary information.

3. Click this button to submit the request.

Adding Request for Documents

The screenshot shows a web-based application titled "Request on Record Management". A green callout bubble points from the text "4. A message displays confirming that the request was successfully submitted." to a red-bordered message box that says "Save Succeeded!". Below this, there is a table titled "Technical Assistance" with columns for Action, Ticket No., Requesting Office, Type of Request, Requested By, Date, and Status. The table contains five rows of data, all of which are marked as "Approved" except for the last one which is "Pending".

Action	Ticket No.	Requesting Office	Type of Request	Requested By	Date	Status
	20171-10002	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	ALONA CHRISTINE R JAMERO	2017-01-04 00:00:00	Approved
	20171-10003	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	MARIETA S. DE GUZMAN	2017-01-06 00:00:00	Approved
	20171-10004	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	JOJOMAR S. ADAJAR	2017-01-12 00:00:00	Approved
	20171-10013	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	ALONA CHRISTINE R JAMERO	2017-01-20 00:00:00	Pending
Action	Ticket No.	Requesting Office	Type of Request	Requested By	Date	Status

Editing Request for Documents

Request on Record Management

Save Succeeded!

Technical Assistance

Action	Ticket No.	Requesting Office
	20171-10003	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)
	20171-10004	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)
	20171-10013	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)

Showing 1 to 4 of 4 entries

1. Click this button to edit the request for Documents

Technical Assistance Request on Record Management

REQUESTING OFFICE: INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)

Email Address: acrjamero@dswd.gov.ph

Date: 2017-01-20

Purpose: training

Document Retrieval
Please check what type of assistance:

Administrative Order
 Memorandum Circular
 Memorandum Unnumbered
 Special Order
 Travel Order
 Others, Specify
 Subject Matter
 Technical Assistance

Requested By: JAMERO ALONA CHRISTINE R

Head Office: EQUAIVE MARIAN LOFRANCO

+ Submit

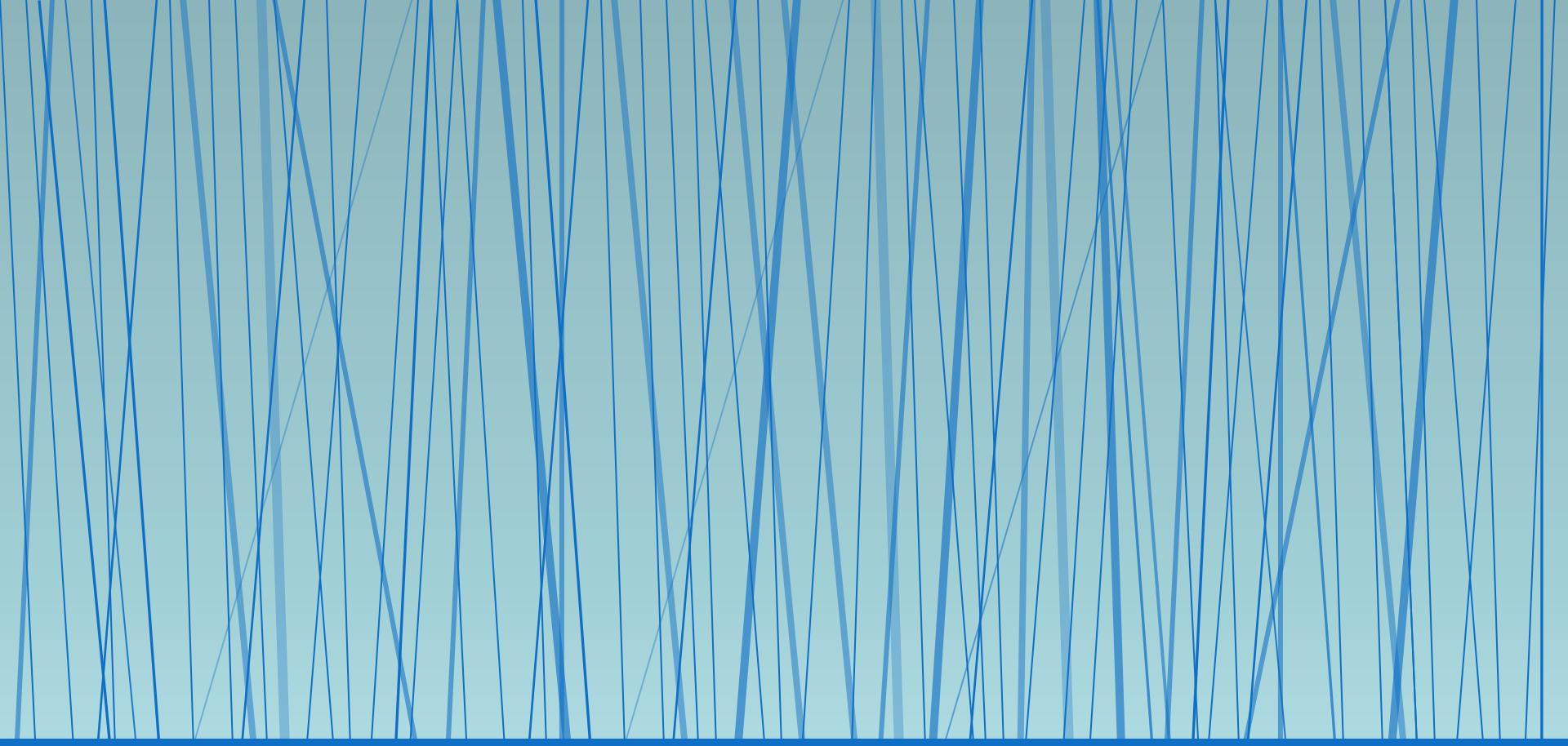
2. Provide updated information in the form.

3. Click this button to save changes.

Editing Request for Documents

4. A message displays confirming that the request was successfully updated.

Action	Ticket No.	Requesting Office	Type of Request	Requested By	Date	Status
	20171-10002	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	ALONA CHRISTINE R JAMERO	2017-01-04 00:00:00	Approved
	20171-10003	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	MARIETA S. DE GUZMAN	2017-01-06 00:00:00	Approved
	20171-10004	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	JOJOMAR S. ADAJAR	2017-01-12 00:00:00	Approved
	20171-10013	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	ALONA CHRISTINE R JAMERO	2017-01-20 00:00:00	Pending
Action	Ticket No.	Requesting Office	Type of Request	Requested By	Date	Status



ADMIN ACCOUNT

Dashboard

The screenshot shows the GSeTS dashboard interface. On the left, a sidebar menu includes 'Dashboard' and 'Request Forms'. A 'Logout' button is at the bottom. The main area is titled 'Status' and 'Dashboard'. It shows a table of requests with columns for Ticket No, Date Requested, and Office. A red box highlights the 'Pending' tab in the top navigation bar. Below it, a row of buttons is highlighted with a red border: 'Documents', 'Conference/Audio', 'Dormitory', 'Janitorial', 'Vehicle' (which is selected), and 'Maintenance'. Callout boxes provide instructions for interacting with the system:

- Click this button to view the list of pending request for vehicle
- Click this link to view the details of the request for vehicle
- Click this button to view the list of overdue request for vehicle
- Select any of this button to view the list of request in each category
- You will be directed to Dashboard Page showing the Pending and Overdue Requests once you login in the system

Ticket No	Date Requested	Office
201612-10001	2016-12-01	4Ps
201612-10002	2016-12-02	4Ps
201612-10003	2016-12-13	ICTMS

Approving of Request for Document

The screenshot shows the GSeTS RAMS application interface. On the left, a dark sidebar menu lists various request types. A red box highlights the "Request for Documents" option under the "Request Forms" section. A green callout bubble with white text provides instructions: "1. Click [Request for Documents] from [Request Forms] Menu." On the right, the main content area displays a table of requests. The table has columns for Ticket No., Requesting Office, Type of Request, Requested By, Date, and Status. Three rows of data are shown, each with a green folder icon in the first column. A second green callout bubble with white text points to one of these icons, stating "2. Click this button to view the details of the request".

Request for Document Management					
Clinical Assistance					
Selected Records					
		10 records per page	Search: <input type="text"/>		
	Ticket No.	Requesting Office	Type of Request	Requested By	Date
	10001	PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)	Document Retrieval	JANICE POL	2018-12-22 00:00:00
	201812-10002	PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)	Document Retrieval	THEA ANN RUTH NUÑEZ	2018-12-03 00:00:00
	201812-10003	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Document Retrieval	JOSEF FRIEDRICH SALIGUMBA BALDO	2018-12-13 00:00:00

Showing 1 to 3 of 3 entries

Approving of Request for Document

The screenshot shows the GSetS software interface. The left sidebar has a dark theme with white text and icons. It includes links for Dashboard, Request Forms, Libraries, Reports, Access Control, Change Password, and Logout. The main content area has a light gray background. At the top, it says 'Documents > Documents Approval'. Below that is a section titled 'Request for Documents' with a sub-section 'REQUEST DETAILS'. It displays information about an employee: Employee POL, JANICE, Email Address sadasda@gmail.com, Office 4Ps, Date Requested 2016-12-22 00:00:00, and Head of the Office CAMBAL, SARAH JANE. Below this is a 'Document Retrieval' section with fields for Special Order Number and Series of, and Travel order Number and Series of. At the bottom is an 'Approve Document Details' section with a 'Status*' dropdown set to 'Approved', a 'Remarks' text input field, and a 'Submit' button.

4. Click this button to submit the information.

3. Select the status of the request. Then provide necessary information on the field being displayed.

Approving of Request for Document

The screenshot shows the GSeTS application interface. The left sidebar has a dark background with white text and icons. It includes links for Dashboard, Request Forms (which is highlighted in blue), Libraries, Reports, Access Control, Change Password, and Logout. The main content area has a light gray header with the text "Documents > Documents Approval". Below this is a section titled "Request for Document" with a green header bar containing the text "Approved Successed!" which is highlighted with a red rectangular box. A callout bubble with a green border and white text points to this message with the instruction "5. A message displays confirming that the request was approved successfully." The main content area also contains "REQUEST DETAILS" with fields for Employee (POL, JANICE), Email Address (sadasda@gmail.com), Office (4Ps), Date Requested (2016-12-22 00:00:00), and Head of the Office (CAMBAL, SARAH JANE). At the bottom, there is a section titled "Document Retrieval" with fields for Special Order Number and Series of, and Travel order Number and Series of.

Approved Successed!

5. A message displays confirming that the request was approved successfully.

REQUEST DETAILS

Employee
POL, JANICE

Email Address
sadasda@gmail.com

Office
4Ps

Date Requested
2016-12-22 00:00:00

Head of the Office
CAMBAL, SARAH JANE

Document Retrieval

Special Order
Number Series of:

Travel order
Number Series of:

Approving of Request for Conference Room

The screenshot shows the GSeTS software interface. On the left is a dark sidebar menu with various options like Dashboard, Request Forms, and Request for Conference/Audio. A red box highlights the 'Request Conference/Audio' option. A green callout bubble points to it with the text: '1. Click [Request Conference/Audio] from the [Request Forms] Menu'. The main area is titled 'Conference' and contains a table of request records. The table has columns for Ticket No., Name of Requester, Office, Purpose, Date and Time From, Date and Time To, and Status. Three rows are shown, each with a green 'Amenities' button. The first two rows have an 'Approved' status, while the third row has a 'Pending' status. A green callout bubble points to the 'Amenities' button in the third row with the text: '2. Click this button to view the details of the request'. At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'.

			Ticket No.	Name of Requester	Office	Purpose	Date and Time From	Date and Time To	Status
<input type="checkbox"/>			201612-20001	LERRIE JOHN E SACLAYAN	ICTMS	meeting	2016-12-19 08:00:00	2016-12-19 17:00:00	Approved
<input type="checkbox"/>			201612-	LERRIE JOHN E	ICTMS	Workshop and seminar	2016-12-21 08:00:00	2016-12-22 17:00:00	Approved
<input type="checkbox"/>			201612-	LERRIE JOHN E	ICTMS	training	2017-01-26 08:00:00	2017-01-26 17:00:00	Pending

Approving of Request for Conference Room

The screenshot shows the GSeTS software interface. The left sidebar has a dark theme with the following navigation items:

- Dashboard
- Request Forms
- Libraries
- Reports
- Access Control
- Change Password
- Logout

The main content area is titled "Conference Service" and shows a "REQUEST DETAILS" section. It contains the following information:

Employee	SACLAYAN, LERRIE JOHN E	Date/Time From	2017-01-26 08:00:00
Office	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)	Date/Time To	2017-01-26 17:00:00
Purpose	training	Number of Pax	10

Below this is a section for "Requested Conference Room" which specifies "Kagalingan Room".

Under "Amenities", there is a table:

Audio	Yes	Table	2
Tables	Yes	Quantity	
Chairs	Yes	Chairs	2
		Quantity	

At the bottom, there is an "Approve Conference Details" section with the following fields:

- Status*: Approved
- Conference Room*: Please Select
- Remarks: (empty text area)

A green speech bubble on the left says: "4. Click this button to submit the information."

A green speech bubble on the right says: "3. Select the status of the request. Then provide necessary information on the fields being displayed."

Approving of Request for Conference Room

The screenshot shows the GSeTS software interface. On the left is a dark sidebar with a logo, 'Welcome' text, and a navigation menu including 'Dashboard', 'Request Forms', 'Libraries', 'Reports', 'Access Control', 'Change Password', and 'Logout'. The main area has a light blue header with the text 'Conference' and a sub-header 'Conference/Audio'. Below this is a green banner with the message 'Approved Successed!'. A callout bubble points to this message with the text: '5. A message displays confirming that the request was approved successfully.' The main content area is a table titled 'List' with columns: 'Ticket No.', 'Name of Requester', 'Office', 'Purpose', 'Date and Time From', 'Date and Time To', and 'Status'. There are three entries in the table:

Ticket No.	Name of Requester	Office	Purpose	Date and Time From	Date and Time To	Status
201612-20001	LERRIE JOHN E SACLAYAN	ICTMS	meeting	2016-12-19 08:00:00	2016-12-19 17:00:00	Approved
201612-20002	LERRIE JOHN E SACLAYAN	ICTMS	Workshop and seminar	2016-12-21 08:00:00	2016-12-22 17:00:00	Approved
20171-20001	LERRIE JOHN E SACLAYAN	ICTMS	training	2017-01-26 08:00:00	2017-01-26 17:00:00	Approved

At the bottom, there is a pagination bar showing 'Showing 1 to 3 of 3 entries' and a page number '1'.

Approving of Request for Dormitory

The screenshot shows the GSeTS application interface. On the left, there is a dark sidebar with various menu items. One item, "Request for Dormitory", is highlighted with a red box and has a white callout bubble pointing to it with the text: "1. Click [Request for Dormitory] from the [Request Forms] Menu". The main content area shows a grid of dormitory requests. At the top of the grid, there is a search bar and a dropdown for "records per page". Below the grid, a message says "Showing 1 to 2 of 2 entries". Two buttons are visible: "Approved Dormitory" and "Add/View Facilities Requested". A green callout bubble points to the "Approved Dormitory" button with the text: "2. Click this button to view the details of the request". The grid contains two rows of data:

		Ticket No.	Employee	Purpose	Number of Pax	Date and Time In	Date and Time Out	Status
	201610300001	SACIAYAN	Male: 1 Female: 0	2016-12-16 17:00:00	2016-12-17 11:00:00	Approved		
	201701260001	SACIAYAN	Male: 2 Female: 1	2017-01-26 08:00:00	2017-01-27 08:00:00	Pending		

Approving of Request for Dormitory

The screenshot shows the GSETS application interface. The left sidebar has a dark theme with white icons and text. It includes links for Dashboard, Request Forms, Libraries, Reports, Access Control, Change Password, and Logout. The main content area has a light gray header with the title 'Dormitory Service' and a back navigation link. Below this is a section titled 'REQUEST DETAILS' containing employee information, purpose, date/time in/out, and number of pax. Under 'Requested Dormitory', there is a dropdown menu currently set to 'C.O Dorm'. At the bottom, there is a form titled 'Approve Dormitory Details' with fields for Status (set to 'Approved'), Dormitory (set to 'Please Select'), and Remarks (an empty text input). A 'Submit' button is at the bottom left of this form. A green callout bubble points to the 'Submit' button with the instruction '4. Click this button to submit the information.' Another green callout bubble points to the 'Status' field with the instruction '3. Select the status of the request. Then provide necessary information on the field being displayed.'

4. Click this button to submit the information.

3. Select the status of the request. Then provide necessary information on the field being displayed.

REQUEST DETAILS

Employee
SACLAYAN, LERRIE JOHN E

Purpose
training

Date/Time In
2017-01-26 08:00:00

Date/Time Out
2017-01-27 08:00:00

Number of Pax
Male: 2
Female: 1

Requested Dormitory
C.O Dorm

Approve Dormitory Details

Status* Approved

Dormitory* Please Select

Remarks

Submit

Approving of Request for Dormitory

The screenshot shows the GSeTS application interface. On the left is a dark sidebar with a logo, the text "Welcome", and several menu items: Dashboard, Request Forms, Libraries, Reports, Access Control, Change Password, and Logout. The main content area has a header "Dormitory Service" and a breadcrumb "Dormitory > Dormitory Approval". Below this is a green banner with the text "Approved Successed!". A callout bubble points from this banner to the text "5. A message displays confirming that the request was approved successfully.". The main content area contains "REQUEST DETAILS" with fields for Employee (SACLAYAN, LERRIE JOHN E), Date/Time In (2017-01-26 08:00:00), Purpose (training), Date/Time Out (2017-01-27 08:00:00), Number of Pax (Male: 2, Female: 1), and Approved Dormitory (C.O Dorm).

5. A message displays confirming that the request was approved successfully.

REQUEST DETAILS	
Employee SACLAYAN, LERRIE JOHN E	Date/Time In 2017-01-26 08:00:00
Purpose training	Date/Time Out 2017-01-27 08:00:00
Number of Pax Male: 2 Female: 1	
Approved Dormitory C.O Dorm	

Approving of Request for Janitorial Service

The screenshot shows the GSeTS software interface. On the left is a dark sidebar menu with various options like Dashboard, Request Forms, and Request for Vehicle. The 'Request for Janitorial Service' option is highlighted with a red box and has a white arrow pointing from it to a callout bubble. The main window displays a table of request records. A green callout bubble with white text provides instructions: '1. Click [Request for Janitorial Service] from the [Request Forms] Menu' and '2. Click this button to view the details of the request'. The table has columns for Ticket No, Employee, Office, Number of Janitor, Place of Assignment, and Status. Three entries are listed, each with a green button icon next to the employee name.

	Ticket No	Employee	Office	Number of Janitor	Place of Assignment	Status
	20161-40001	SACLAYAN LERRIE JOHN E	ICTMS	Male: 0 Female: 1	ICTMS	
	20171-40001	SACLAYAN LERRIE JOHN E	ICTMS	Male: 0 Female: 1	ICTMS	
	20171-40001	SACLAYAN LERRIE JOHN E	ICTMS	Male: 1 Female: 1	MAHUSAY LOBBY	

Approving of Request for Janitorial Service

The screenshot shows the GSets software interface. The left sidebar has a dark theme with white text and icons. It includes links for Dashboard, Request Forms (selected), Libraries, Reports, Access Control, Change Password, and Logout. The main content area is titled "Janitorial Service". The "REQUEST DETAILS" section displays the following information:

Employee	Office
SACLAYAN, LERRIE JOHN E	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)

Purpose: cleaning
Scope of Work: cleaning

Date/Time Needed: 2016-12-22 13:00:00
No. of Janitor:
Male: 0
Female: 1

Place Assignment: ICTMS

At the bottom, there is a form titled "Approve Dormitory Details" with fields for Status* (set to Approved) and Remarks, followed by a "Submit" button.

4. Click this button to submit the information.

3. Select the status of the request. Then provide necessary information on the field being displayed.

4. Click this button to submit the information.

Approving of Request for Janitorial Service

The screenshot shows the GSetS application interface. On the left is a dark sidebar with a logo, the title 'Welcome', and several menu items: Dashboard, Request Forms, Libraries, Reports, Access Control, Change Password, and Logout. The main content area has a light gray header with the 'Janitorial Service' logo and the path 'Janitorial > Janitorial Approval'. Below this is a green header bar with the text 'Approved Successfully'. A callout bubble points to this text with the instruction: '5. A message displays confirming that the request was approved successfully.' The main body of the page is titled 'REQUEST DETAILS' and contains the following information:

Employee	Office
SACLAYAN, LERRIE JOHN E	INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)
Purpose	Scope of Work
cleaning	cleaning
Date/Time Needed	No. of Janitor
2016-12-22 13:00:00	Male: 0 Female: 1
Place Assignment	
	ICTMS

Approving of Request for Vehicle

The screenshot shows the GSeTS application interface. On the left is a dark sidebar menu with various options like Dashboard, Request Forms, and Request for Vehicle. A callout bubble points to the 'Request for Vehicle' option in the sidebar. The main area is titled 'RequestList' and shows a table of vehicle requests. The table has columns for Ticket No., Employee, Office, Purpose of the trip, Place of Travel, and Status. Three rows are listed, each with a 'View Passengers' button, a 'Done Request' button, and a small icon. A second callout bubble points to the small icon in the third row, which is highlighted with a red border.

1. Click [Request for Vehicle] from [Request Forms] Menu.

2. Click this button to view the details of the request

			Ticket No.	Employee	Office	Purpose of the trip	Place of Travel	Status
<input type="checkbox"/>	View Passengers	Done Request	201612-50001	SACLAYAN LERRIE JOHN E	ICTMS	TA	Subic, Olongapospdasdasdasd	Done
<input type="checkbox"/>	View Passengers	Done Request	201612-50002	SACLAYAN LERRIE	ICTMS	Clearing operations	Subic, Olongapo	Done
<input type="checkbox"/>	View Passengers	Done Request	50003	SACLAYAN LERRIE	ICTMS	Multiple WADCAP Purpose	Taguig City	Pending

Approving of Request for Vehicle

The screenshot shows the GSeTS software interface. The left sidebar has a dark theme with white text and icons. It includes links for Dashboard, Request Forms (which is currently selected), Libraries, Reports, Access Control, Change Password, and Logout. The main content area has a light gray background. At the top, it says 'Vehicle Service'. Below that is a section titled 'REQUEST DETAILS' containing employee information: SACLAYAN LERRIE JOHN E, Office: ICTMS, Contact Number, Date/Time From: 2016-12-16 08:00:00, and Date/Time To: 0000-00-00 00:00:00. There's also a 'PURPOSE OF TRAVEL' field with 'Sample SWADCAP Purpose' and a 'PLACE OF TRAVEL' field with 'Taguig City'. A 'PASSENGER LISTS' section shows an employee: BALDO JOSEF FRIEDRICH SALIGUMBA. Below this is an 'Assign Vehicle/Driver' section with fields for Status (set to Approved), Vehicle (Honda Jazz - ABC 123), Seating Capacity (1), Driver's Name (SACLAYAN LERRIE JOHN E), Driver's Contact Number (123), and Remarks (Remarks). A 'submit' button is at the bottom.

3. Select the status of the request. Then provide necessary information on the fields being displayed.

4. Click this button to submit the information.

Approving of Request for Vehicle

Assigned Vehicle!

5. A message displays confirming that the request was approved successfully.

				Ticket No.	Employee	Office	Purpose of the trip	Place of Travel	Status
<input type="checkbox"/>	View Passengers	Done Request		201612-50001	SACLAYAN LERRIE JOHN E	ICTMS	TA	Subic, Olongapospdasdasdasd	Done
<input type="checkbox"/>	View Passengers	Done Request		201612-50002	SACLAYAN LERRIE JOHN E	ICTMS	Clearing operations	Subic, Olongapo	Done
<input type="checkbox"/>	View Passengers	Done Request		201612-50003	SACLAYAN LERRIE JOHN E	ICTMS	Sample SWADCAP Purpose	Taguig City	Approved

Showing 1 to 3 of 3 entries

Approving of Request for Maintenance Service

The screenshot shows the GSeTS application interface. On the left is a dark sidebar menu with various service requests listed under 'Request Forms'. A red box highlights the 'Request for Maintenance Service' option. The main area is titled 'Maintenance Service' and shows a table of requests. Each row has columns for Ticket No., Full Name, Office, Concern, and Status. Two rows are visible: one for 'no freon' with status 'Approved' and another for 'malfunction aircon' with status 'Pending'. Each row has edit and delete buttons. A green callout bubble points to the 'Request for Maintenance Service' menu item with the instruction: '1. Click [Request for Maintenance Service] from the [Request Forms] Menu'. Another green callout bubble points to the edit button in the table with the instruction: '2. Click this button to view the details of the request'.

1. Click [Request for Maintenance Service] from the [Request Forms] Menu

2. Click this button to view the details of the request

Ticket No.	Full Name	Office	Concern	Status
20171-0001	SACIAYAN LERRIE JOIN E	ICTMS	no freon	Approved
20171-0002	SACIAYAN LERRIE JOIN E	ICTMS	malfunction aircon	Pending

Approving of Request for Maintenance Service

The screenshot shows the GSeTS software interface. The left sidebar has a 'Welcome' header and navigation links for Dashboard, Request Forms, Libraries, Reports, Access Control, Change Password, and Logout. The main content area is titled 'Maintenance Service' and shows 'REQUEST DETAILS'. It includes fields for Employee (SACLAYAN LERRIE JOHN E), Office (INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)), Concern (malfunction aircon), and Status (Pending). Below this is a section titled 'Approve Maintenance Details' with fields for Status (Pending), Assign Skilled Person (Please Select), Tentative Starting Date (yyyy-mm-dd), Tentative Completion Date (yyyy-mm-dd), Actual Starting Date (yyyy-mm-dd), Actual Completion Date (yyyy-mm-dd), and Remarks. A 'Submit' button is at the bottom. A green callout bubble points to the 'Submit' button with the text '4. Click this button to submit the information.' Another green callout bubble points to the 'Status' field in the 'Approve Maintenance Details' section with the text '3. Select the status of the request then provide necessary information in the form.'

3. Select the status of the request then provide necessary information in the form.

4. Click this button to submit the information.

Approving of Request for Maintenance Service

Approved Succeeded!

5. A message displays confirming that the request was approved successfully.

	Nature of Work	Ticket No.	Full Name	Office	Concern	Status
<input type="checkbox"/>	<input type="button" value="Nature of Work"/>	201612-60001	SACLAYAN LERRIE JOHN E	ICTMS	no freon	<input type="button" value="Approved"/>
<input type="checkbox"/>	<input type="button" value="Nature of Work"/>	20171-60001	SACLAYAN LERRIE JOHN E	ICTMS	malfunction aircon	<input type="button" value="Approved"/>

Reports

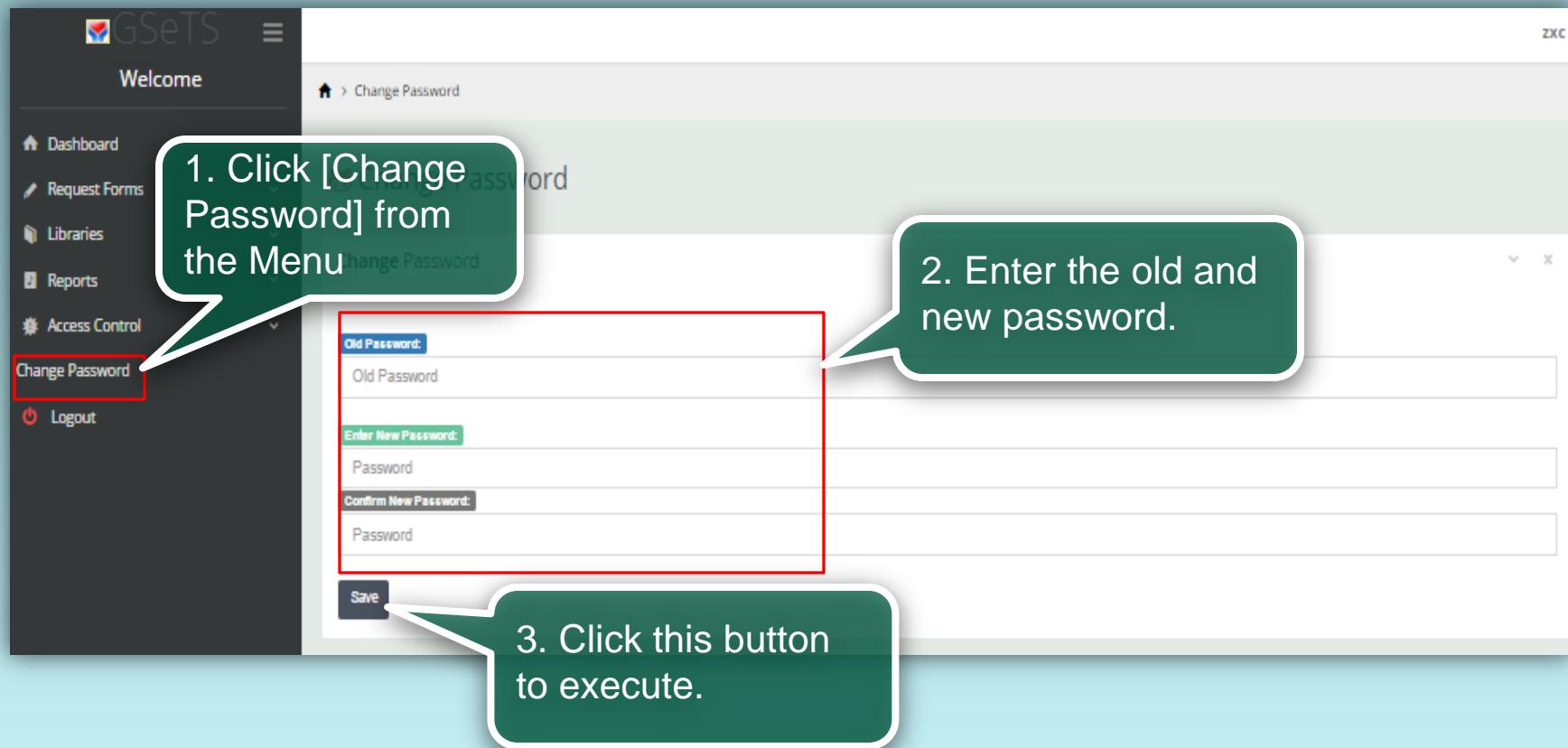
The screenshot shows the GSeTS software interface. On the left, a dark sidebar menu includes 'Dashboard', 'Request Forms', 'Libraries', 'Reports' (which is selected and highlighted in red), and 'Accomplished Request'. Below these are 'Access Control', 'Change Password', and 'Logout'. The main content area has a 'Status' header. A form titled 'Reports' contains fields for 'Type of Request*' (set to 'Please Select') and 'Type of Report*' (set to 'Please Select'). A large 'submit' button is located below these fields. At the bottom, a table titled 'Reports' displays one row of data:

Requested By	Office	Purpose	Date/Time From	Date/Time To
458	ICTMS	training	2017-01-26 08:00:00	2017-01-26 17:00:00

Four callout boxes with numbered instructions are overlaid on the interface:

1. Click [Accomplished Request] from the [Reports] Menu
2. Select the type of request (documents, conference, dormitory, janitor, vehicle, maintenance) and the type of report (daily, weekly, monthly, yearly).
3. Click this button to generate the report.
4. The accomplished requests displays containing it's details.

Change Password



Logout

The screenshot shows the GSeTS application interface. On the left, a dark sidebar contains a navigation menu with items: Dashboard, Request Forms, Libraries, Reports, Access Control, Change Password, and Logout. The Logout item is highlighted with a red rectangular border. A white callout bubble with a green background points from the bottom left towards the Logout button, containing the text: "Click this link to log off the system." The main content area is titled "Status" and "Dashboard". It features a "Requests" section with tabs for "Pending" and "Overdue". Below this are buttons for "Dormitory", "Janitorial", "Vehicle", and "Maintenance". A search bar labeled "Search:" is present. At the bottom, there is a table with columns "Ticket No", "Date Requested", and "Office", showing two entries: 201612-10002 (Date Requested: 2016-12-02, Office: 4Ps) and 201612-10003 (Date Requested: 2016-12-13, Office: ICTMS). The table includes pagination controls at the bottom right.

Ticket No	Date Requested	Office
201612-10002	2016-12-02	4Ps
201612-10003	2016-12-13	ICTMS

Showing 1 to 2 of 2 entries

Thank you!