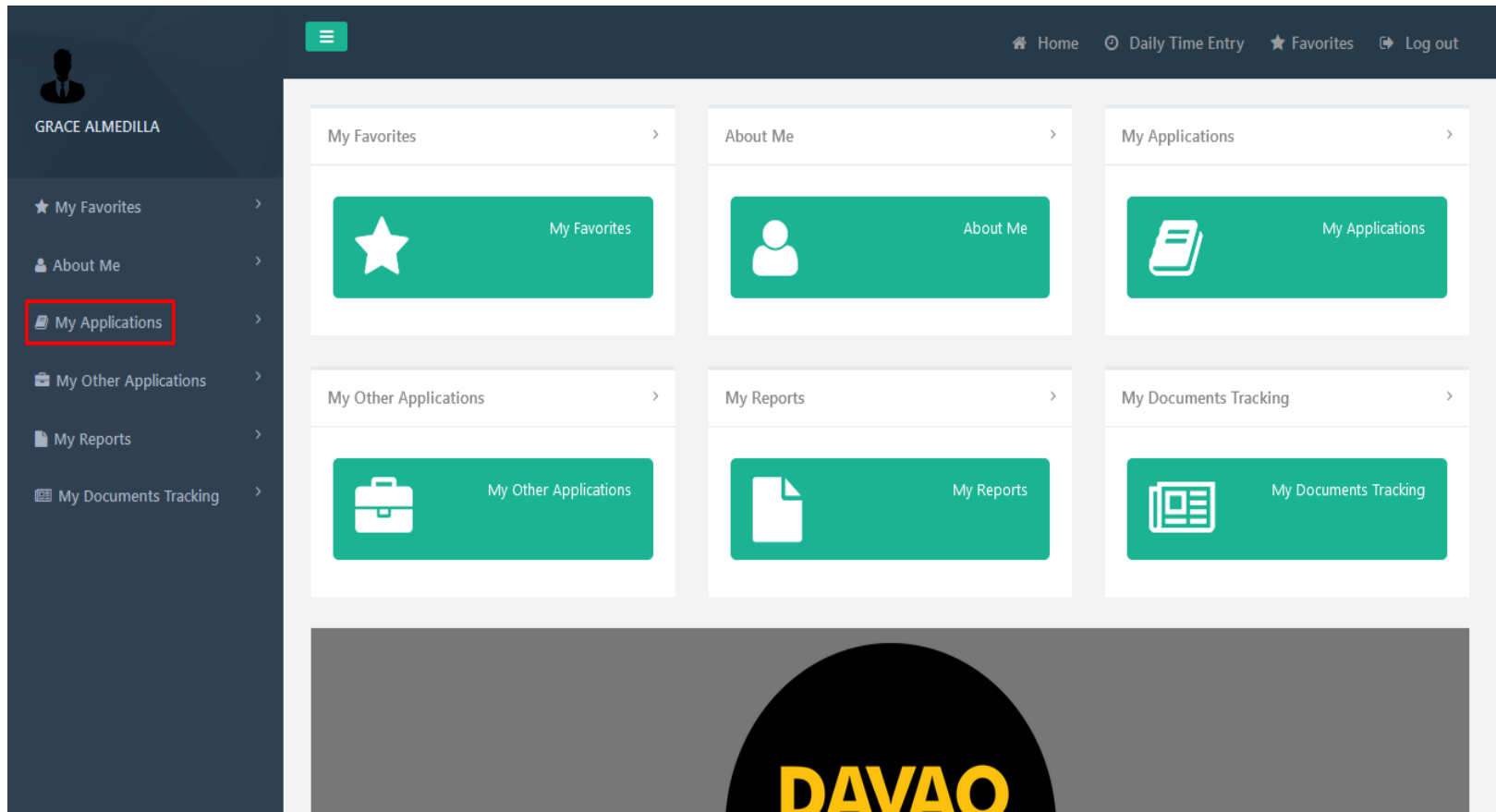
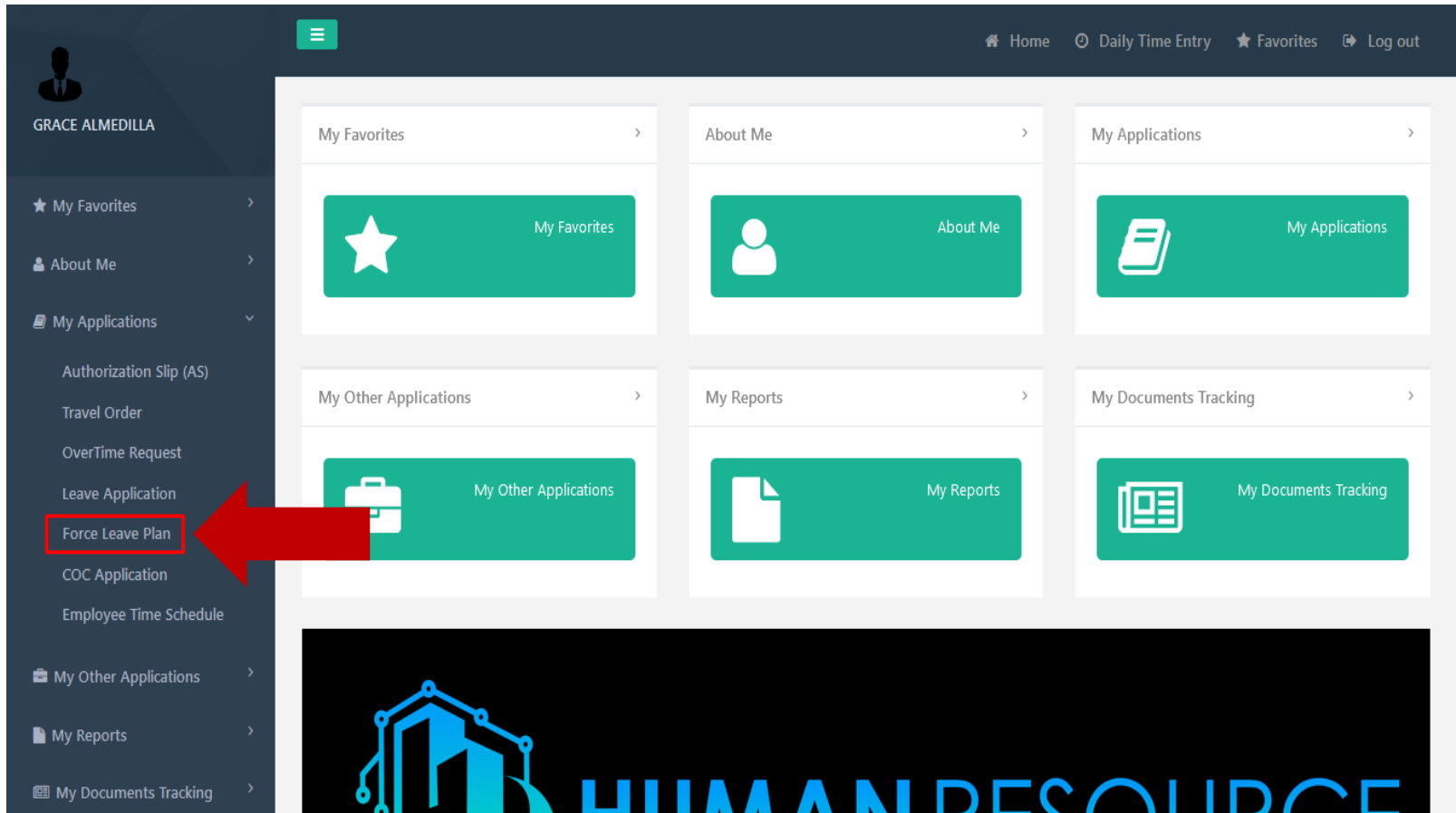


# FORCE LEAVE PLAN FOR INDIVIDUAL ENTRY

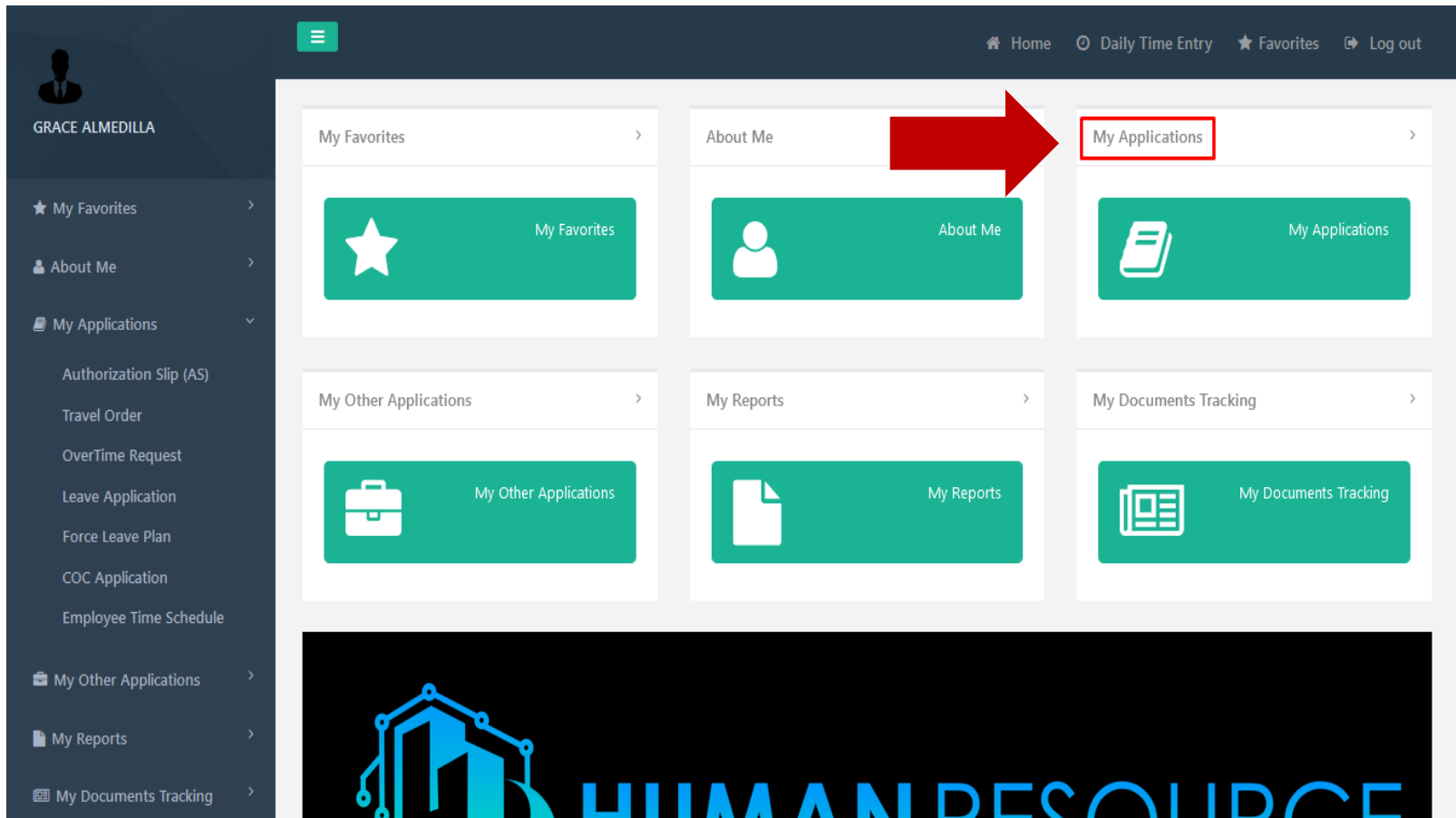
CASUAL AND REGULAR


## Navigate to My Applications -> Force Leave Plan






**Note:** You can also navigate to main page **expandable menu buttons**. To navigate click the **My Applications** dropdown list will be visible click **Force Leave Plan** to continue.





GRACE ALMEDILLA

- ★ My Favorites >
- 👤 About Me >
- 📁 My Applications >
  - Authorization Slip (AS)
  - Travel Order
  - OverTime Request
  - Leave Application
  - Force Leave Plan
  - COC Application
  - Employee Time Schedule
- 📁 My Other Applications >
- 📄 My Reports >
- 📁 My Documents Tracking >




Home

Daily Time Entry


★ Favorites

🚪 Log out


My Favorites >

My Favorites


My Other Applications >

My Other Applications

About Me >

About Me

My Reports >

My Reports

My Applications >

Authorization Slip (AS)

Travel Order

OverTime Request


Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

WELCOME TO UPRIS





GRACE ALMEDILLA

★ My Favorites >

👤 About Me >

📁 My Applications ▾

Authorization Slip (AS)

Travel Order

OverTime Request

Leave Application

**Force Leave Plan**

COC Application

Employee Time Schedule

📁 My Other Applications >

📁 My Reports >

📁 My Documents Tracking >



🏠 Home   🕒 Daily Time Entry   ★ Favorites   🚪 Log out

## Force Leave Plan

Select All Status



📘 Status Info.

No data available in table



Today

January 2021 📅

➕ Apply


Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

How to add or  
apply Force  
Leave  
Application?

## Note:


The **force leave application** modal page having required fields that needs to have values seems you will not be able to save the data if fields aren't filled with information. On the other hand, there are two (2) ways to add force leave application.

- Click **apply button** or;
- Select **Date of Force Leave** covered for force leave application in main page before clicking the **apply force leave application**.

Though different ways but still the same, select **plan date** then select  button to add force leave application date in the dropdown grid.



# Click apply button



GRACE ALMEDILLA

☰

Home | Daily Time Entry | Favorites | Log out

★ My Favorites >

👤 About Me >

📁 My Applications ▾

- Authorization Slip (AS)
- Travel Order
- OverTime Request
- Leave Application
- Force Leave Plan
- COC Application
- Employee Time Schedule

📁 My Other Applications >

📄 My Reports >

📁 My Documents Tracking >

Force Leave Plan

Select All Status ▾

Status Info.

No data available in table

< > Today

January 2021 📅

➦ Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Step 1:** Select specific **force leave plan**, **month**, **year** and **date**. You can choose to apply force leave by applying one at a time or You can also apply multiple force leave if the dates are consecutive.

The screenshot shows a web application interface for applying for a Force Leave Plan. The user is logged in as GRACE ALMEDILLA. The interface includes a sidebar with navigation options: My Favorites, About Me, My Applications (with sub-items: Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), My Other Applications, My Reports, and My Documents Tracking. The main content area is titled "Force Leave Plan" and features a "Select All Status" dropdown, a "Status Info." button, and a list of applications. One application is visible: "2021-01-01 | 00000008" with a "New" status. To the right is a calendar for January 2021. A red box highlights the dates 18, 19, and 20, with a tooltip that says "Apply Force Leave Plan". A red arrow points from this tooltip to the application list. Another application is visible on January 1st, marked with a red 'x' and labeled "2021-01-01 New".

GRACE ALMEDILLA

Home Daily Time Entry Favorites Log out

Force Leave Plan

Select All Status Status Info.

2021-01-01 | 00000008  
New

January 2021

Apply

Sun Mon Tue Wed Thu Fri Sat

27 28 29 30 31 1 2

3 4 5 6 7 8 9


10 11 12 13 14 15 16

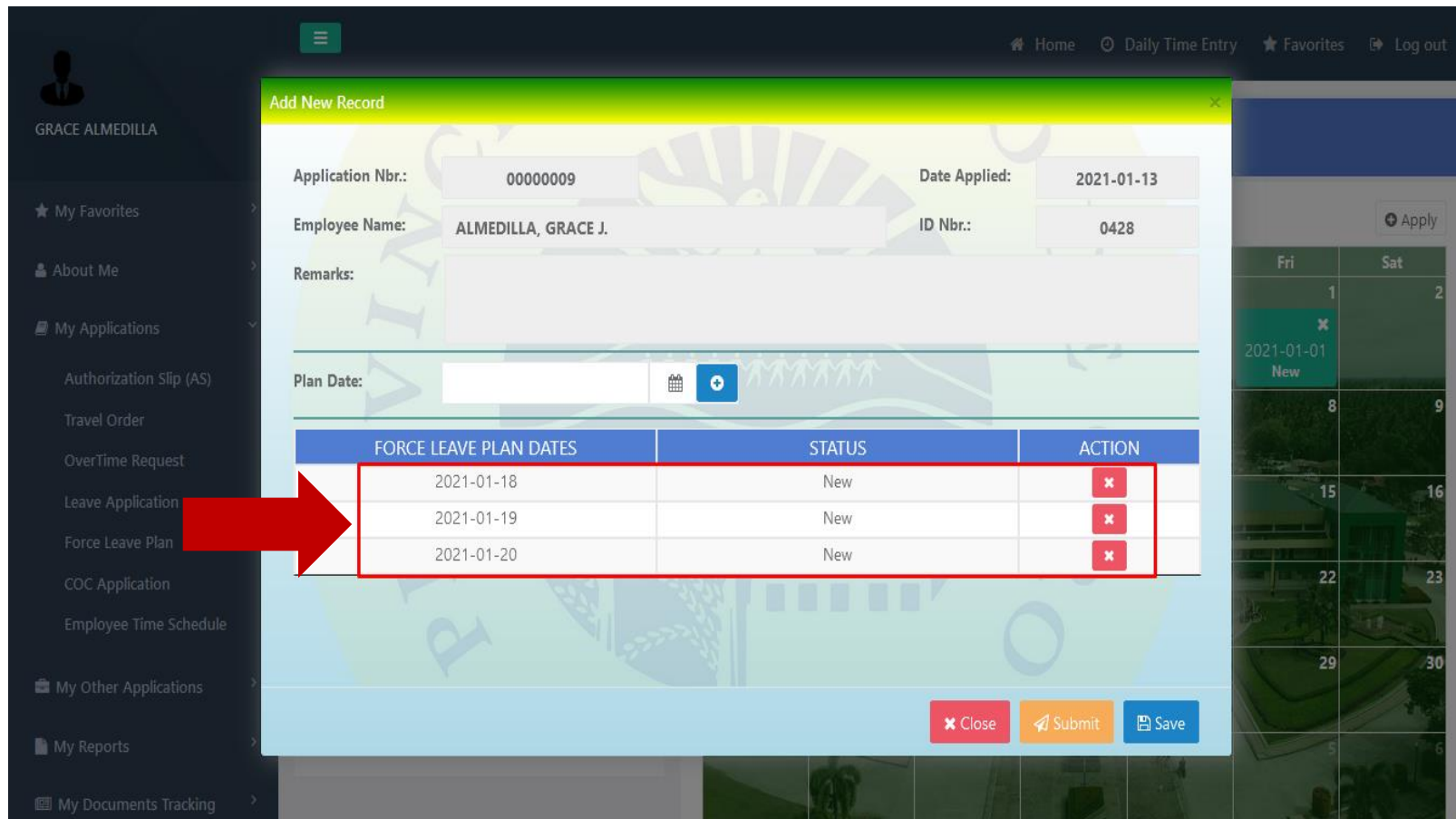
17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Apply Force Leave Plan

**Step 2:** After selecting **multiple force leave application** it will automatically view in the down grid below. But if there is an additional force leave application but not a consecutive date just select the **plan date** and click  add button and this will be added in the drop down grid below








**Add New Record**




Application Nbr.: 00000009 Date Applied: 2021-01-13


Employee Name: ALMEDILLA, GRACE J. ID Nbr.: 0428

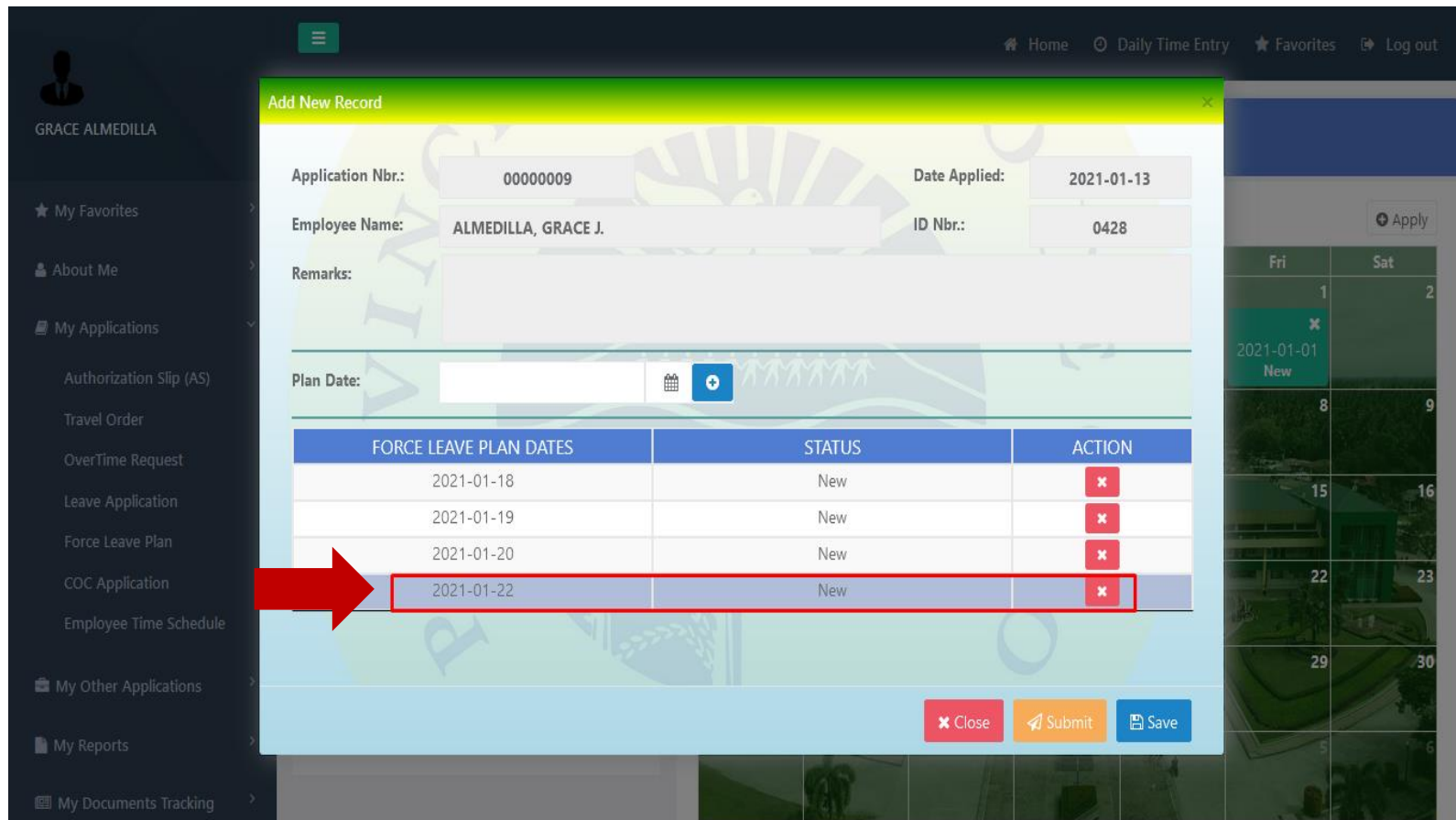
Remarks:

Plan Date:  

FORCE LEAVE PLAN DATES	STATUS	ACTION
2021-01-18	New	
2021-01-19	New	
2021-01-20	New	

**Step 3:** Once you have selected specific **plan date** record that you want to apply, the down grid shows the additional plan date that you applied. Then click  **Save** button.









**Add New Record**




Application Nbr.: 00000009 Date Applied: 2021-01-13

Employee Name: ALMEDILLA, GRACE J. ID Nbr.: 0428

Remarks:

Plan Date:  

FORCE LEAVE PLAN DATES	STATUS	ACTION
2021-01-18	New	
2021-01-19	New	
2021-01-20	New	
2021-01-22	New	

## Step 4: Status info is New

**Force Leave Plan**

Select All Status ▼ ℹ Status Info.

2021-01-22   00000009	New
2021-01-20   00000009	New
2021-01-19   00000009	New
2021-01-18   00000009	New
2021-01-01   00000008	New

**January 2021**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



## Step 5: Select application

GRACE ALMEDILLA

★ My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

OverTime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

My Other Applications

My Reports

My Documents Tracking

Home

Daily Time Entry

Favorites

Log out

Edit Existing Record

Application Nbr.: 00000009Date Applied: 2021-01-13

Employee Name: ALMEDILLA, GRACE J.ID Nbr.: 0428

Remarks:

Plan Date:

FORCE LEAVE PLAN DATES	STATUS	ACTION
2021-01-18	New	×
2021-01-19	New	×
2021-01-20	New	×
2021-01-22	New	×

CloseSubmitSave Edit

Apply

Fri

Sat

1

2

2021-01-01  
New

8

9

15

16



22

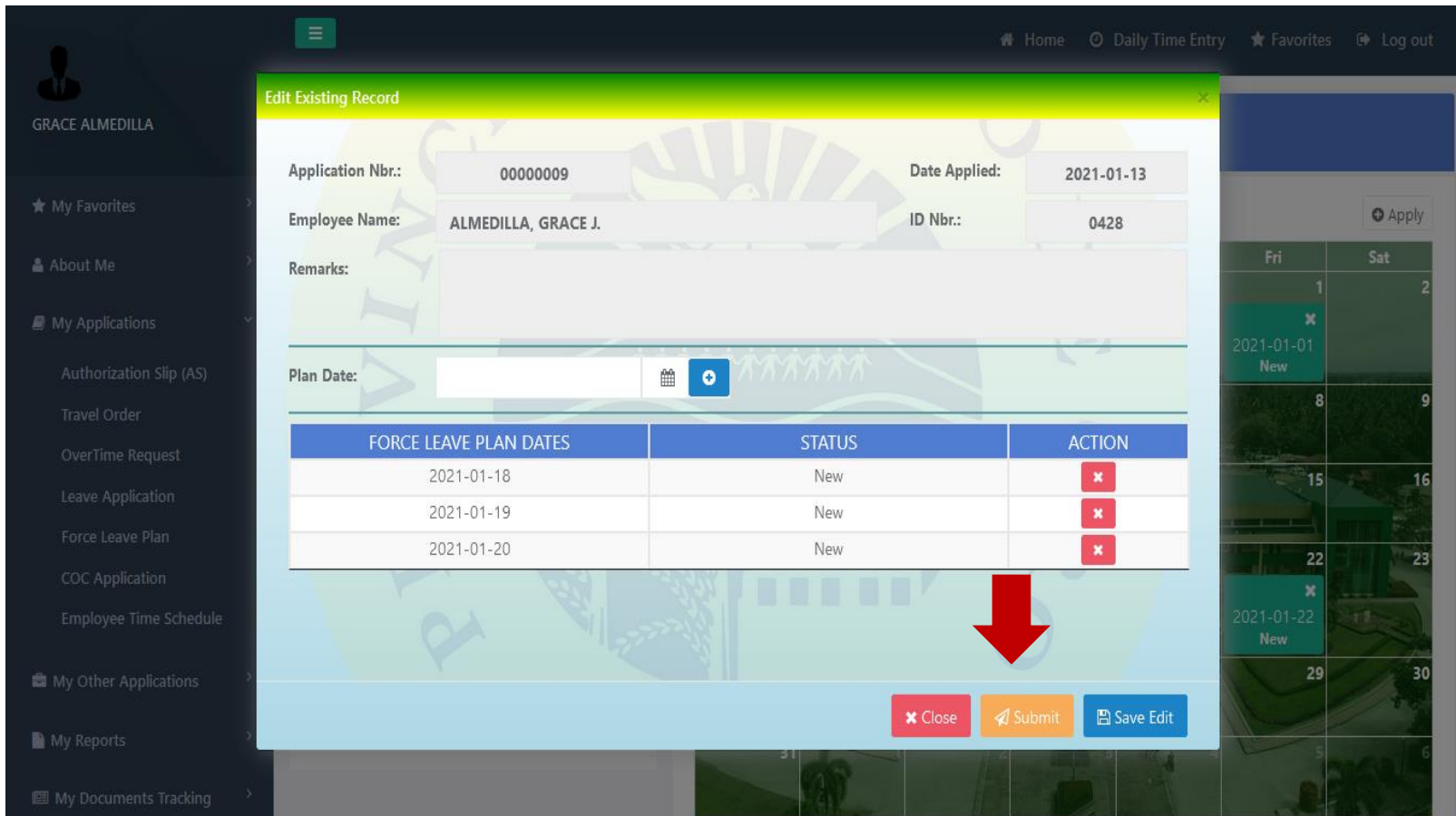
23

2021-01-22  
New

29

30

**Step 6:** The selected record in the down grid below are already remove, click  to save new changes. If you are sure that all the information in your force leave application is correct you can able to submit it Click  button.






**Edit Existing Record**




Application Nbr.: 00000009 Date Applied: 2021-01-13

Employee Name: ALMEDILLA, GRACE J. ID Nbr.: 0428

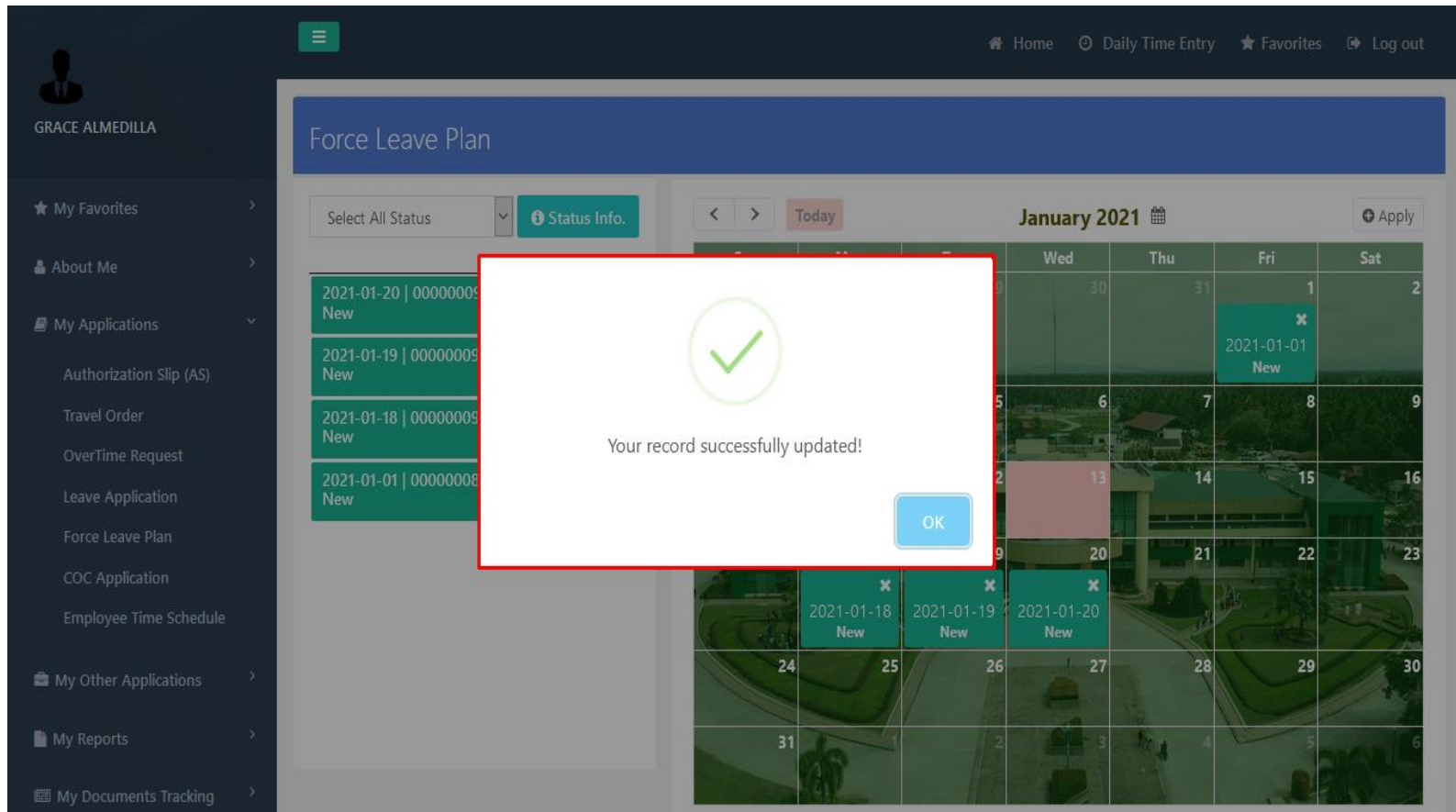
Remarks:

Plan Date:

FORCE LEAVE PLAN DATES	STATUS	ACTION
2021-01-18	New	
2021-01-19	New	
2021-01-20	New	

**Step 7:** Save new changes of record are successfully updated click  button.



The screenshot displays a web application interface for a 'Force Leave Plan'. On the left is a dark sidebar with a user profile for 'GRACE ALMEDILLA' and a list of navigation items: 'My Favorites', 'About Me', 'My Applications' (with sub-items like 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Employee Time Schedule'), 'My Other Applications', 'My Reports', and 'My Documents Tracking'. The main content area has a top navigation bar with 'Home', 'Daily Time Entry', 'Favorites', and 'Log out'. Below this is a 'Force Leave Plan' header. A table on the left lists applications with dates and status 'New'. A calendar for January 2021 is on the right, showing various dates with application markers. A white modal box with a green checkmark and the text 'Your record successfully updated!' is centered over the calendar, with an 'OK' button at the bottom right.

GRACE ALMEDILLA

Home Daily Time Entry Favorites Log out

Force Leave Plan

Select All Status Status Info. < > Today January 2021 Apply

2021-01-20 | 00000009 New

2021-01-19 | 00000009 New

2021-01-18 | 00000009 New

2021-01-01 | 00000008 New

2021-01-01 New

2021-01-18 New

2021-01-19 New

2021-01-20 New

2021-01-01 New

Your record successfully updated!

OK



**Step 8:** The existing record are already updated, status info is new.

The screenshot displays a web application interface for 'Force Leave Plan'. The left sidebar shows the user profile 'GRACE ALMEDILLA' and a navigation menu with options like 'My Favorites', 'About Me', 'My Applications', 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', 'Employee Time Schedule', 'My Other Applications', 'My Reports', and 'My Documents Tracking'.

The main content area is titled 'Force Leave Plan' and features a list of applications on the left and a calendar view on the right. The application list is highlighted with a red box and contains the following entries:

Date	Status
2021-01-20   00000009	New
2021-01-19   00000009	New
2021-01-18   00000009	New
2021-01-01   00000008	New

The calendar view shows the month of January 2021. The days of the week are Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The calendar cells contain dates and application status information. For example, on January 1st, there is a 'New' status for the application 2021-01-01. On January 18th, 19th, and 20th, there are 'New' statuses for applications 2021-01-18, 2021-01-19, and 2021-01-20 respectively. The calendar also includes navigation buttons for previous and next months, a 'Today' button, and an 'Apply' button.