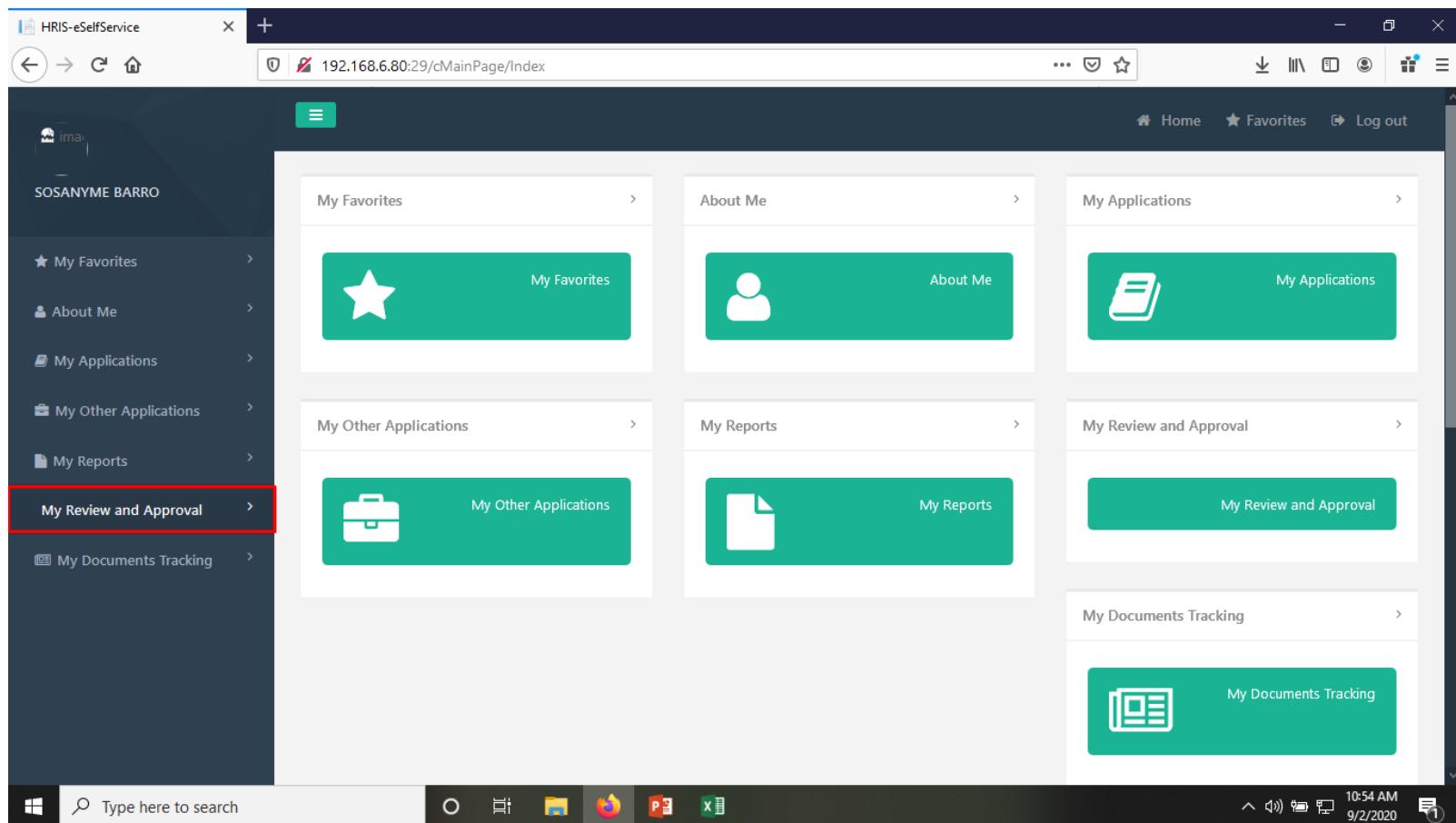


# TRAVEL ORDER

REVIEW & APPROVAL PROCESS  
- (RE, CE & JO)

# Navigate to My Review and Approval -> Travel Order



HRIS-eSelfService

192.168.6.80:29/c MainPage/Index

SOSANYME BARRO

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

192.168.6.80:29

Home Favorites Log out

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

My Documents Tracking

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

My Documents Tracking

Type here to search

10:55 AM  
9/2/2020

HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANAYME BARRO

Travel Order

Search ....

Show 10 entries T.O Year: 2020 T.O Month: September Emp. Type: --Select here--

Department: --Select here--

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

My Favorites >

About Me >

My Applications >

My Other Applications >

My Reports >

My Review and Approval >

Authorization Slip (AS)

Travel Order

OverTime Request

Leave Application

Force Leave Plan

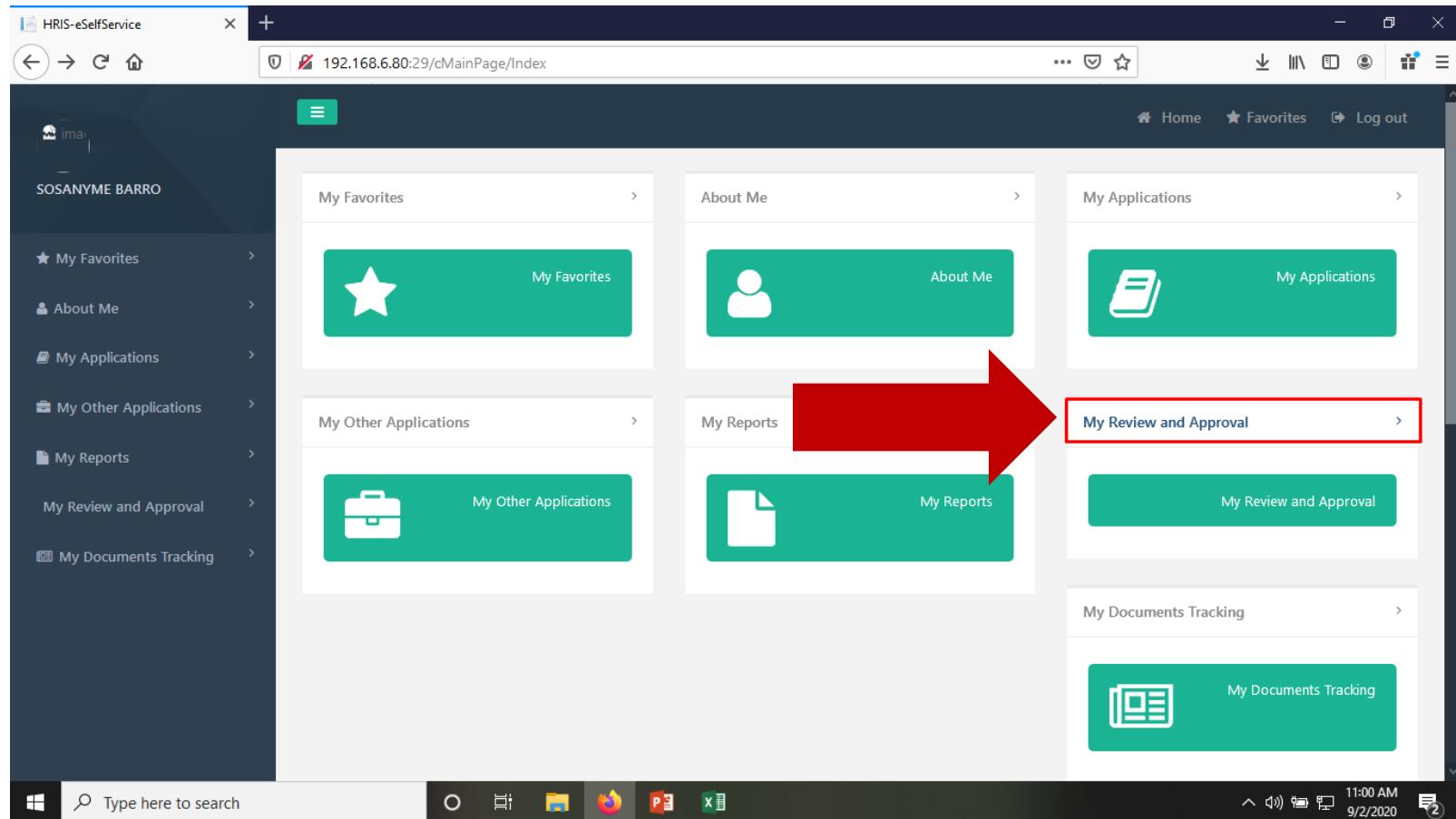
COC Application

Cancellation >

Type here to search

10:56 AM  
9/2/2020

**Note:** You can also navigate to main page **expandable menu buttons**. To navigate click the **my review and approval** dropdown list will be visible click **travel order** to continue.



HRIS-eSelfService

192.168.6.80:29/cMainPage/Index

SOSANYME BARRO

My Favorites >

About Me >

My Applications >

My Other Applications >

My Reports >

My Review and Approval >

My Documents Tracking >

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Travel Order

OverTime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

Home Favorites Log out

192.168.6.80:29

Type here to search

11:01 AM 9/2/2020

The screenshot shows the HRIS-eSelfService application running on a Windows 10 desktop. The main window displays a dashboard with several cards: 'My Favorites' (star icon), 'About Me' (person icon), 'My Applications' (document icon), 'My Other Applications' (briefcase icon), 'My Reports' (document icon), and 'My Review and Approval' (dropdown menu). Under 'My Review and Approval', the 'Travel Order' item is highlighted with a red rectangle. The bottom right corner of the screen shows the Windows taskbar with icons for File Explorer, Firefox, and Excel, along with system status indicators like battery level and signal strength.

HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

Travel Order

Search ....

Show 10 entries T.O Year: 2020 T.O Month: September Emp. Type: --Select here-- Department: --Select here--

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

My Favorites >

About Me >

My Applications >

My Other Applications >

My Reports >

My Review and Approval >

Authorization Slip (AS)

Travel Order

OverTime Request

Leave Application

Force Leave Plan

COC Application

Cancellation >

Type here to search

11:03 AM  
9/2/2020

How to review  
submitted  
T.O application?

## **Note:**

In reviewing the submitted travel order application identify first in **application reference** if it needs to be reviewed click drop down **YES** (1 reviewer only) meaning application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval. Second, **application approver** who is the reviewer of the said application that is allowed to access and review application.

## **Note:**

In order to review submitted travel order application please login using username and password. The given sample application has reviewer. If ever upon reviewing application no submitted application found open **Travel Order (Regular, Casual & Job Order) Manual** to submit application in order for you to be able to review application.

**Step 1:** Select specific TO year, TO month, employment type and department by clicking available drop list in order for you to review application. **For review button** main grid will be visible.

The screenshot shows a web-based application titled "Travel Order" from the "HRIS-eSelfService" platform. The URL in the browser is 192.168.6.80:29/cATSTOAppr. The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval". Under "My Review and Approval", there are links for "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation". The main content area is titled "Travel Order" and includes a search bar. Below it, there are dropdown menus for "T.O Year" (set to 2020), "T.O Month" (set to August), and "Emp. Type" (set to Job Order Employee). A red box highlights these three dropdowns. Another red box highlights the "Department" field, which is set to "PROVINCIAL ADMINISTRATOR'S OFFICE". The main grid displays three travel order entries:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
0000000003	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
0000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

At the bottom of the grid, it says "Showing 1 to 3 of 3 entries". The status column indicates all three entries are "Submitted". The "ACTION" column contains three blue buttons, each labeled "For Review". The bottom right corner of the grid shows navigation buttons for "Previous" (disabled), "1", and "Next". The bottom of the screen shows a taskbar with icons for File Explorer, Task View, Edge, Firefox, and Powerpoint, along with a system tray showing the date and time (1:35 PM, 8/13/2020).

**Step 2:** While on the main page of **travel order approval process** select specific record that you want to review submitted application.

The screenshot shows a web-based application interface for travel order approval. The title bar indicates the window is titled "HRIS - ePayTrack". The main content area is titled "Travel Order" and includes a search bar labeled "Search ...." Below the search bar are several filter options: "Show 10 entries", "T.O Year: 2020", "T.O Month: August", "Emp. Type: Job Order Employees", and a "Department: PROVINCIAL ADMINISTRATOR'S OFFICE" dropdown. The main data table lists three travel orders:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000003	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review

Below the table, a message says "Showing 1 to 3 of 3 entries". At the bottom right, there are navigation buttons for "Previous" (disabled), "1", and "Next". On the left side, there is a sidebar menu with the following items:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - OverTime Request
  - Leave Application
  - Force Leave Plan
  - COC Application
- Cancellation

The status bar at the bottom shows the IP address "192.168.6.80:29", the system time "1:40 PM", and the date "8/13/2020".

**Step 3:** Once you have selected specific record that you want to review. Click the **for review** button under **action** column to review the record.

The screenshot shows a web-based application interface for HRIS-ePayTrack. On the left, there is a sidebar with various menu items such as 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application'), and 'Cancellation'. The main content area is titled 'Travel Order' and displays a table of travel orders. The table has columns for 'TRAVEL ORDER NBR', 'ID NBR', 'EMPLOYEE NAME', 'STATUS', and 'ACTION'. There are three entries in the table:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	<a href="#">For Review</a>
0000000003	8447	PERSIGAS, SHIELA MAE T.	Submitted	<a href="#">For Review</a>
0000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	<a href="#">For Review</a>

A large red arrow points to the 'For Review' button in the third row. The status for all three entries is 'Submitted'. The application is running on a local IP address (192.168.6.80:29).

HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

★ Favorites Log out

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T.

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks:

Travel Justification:

Action Buttons: Cancel Pending, Disapprove, Review

Type: Job Order Employees

ACTION

For Review (x3)

Previous 1 Next

Type here to search

3:27 PM 8/13/2020 4

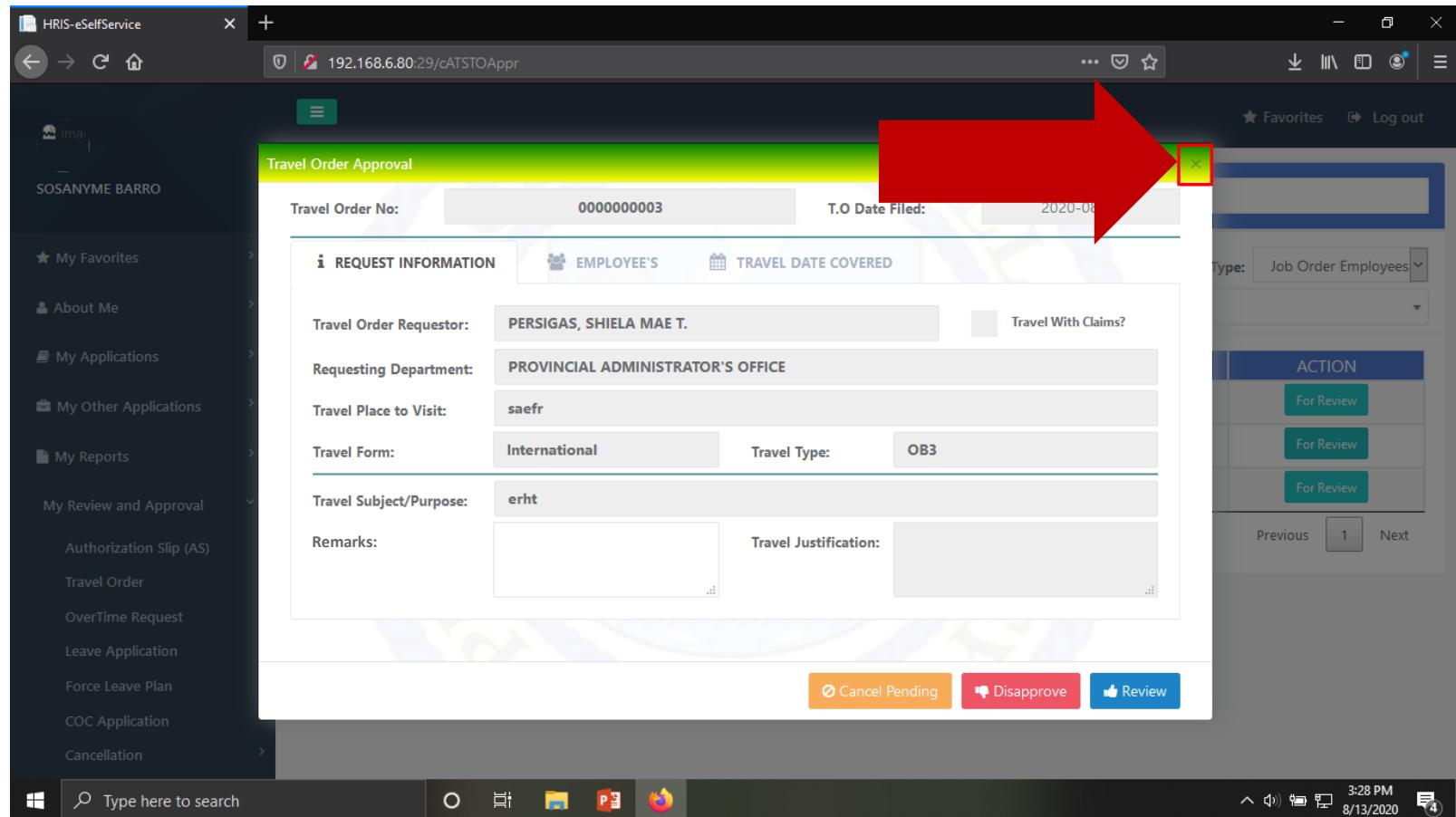
**Note:**

For review travel order approval main page will open **travel order no., effective date, T.O date filed, request information tab**: travel order requestor, requesting department, travel place to visit, travel form, travel type, travel subject/purposes already have values except **travel justification** since this field is not required and was not field with details before it is submitted. In addition in **employee's tab**: employee's name and position, **travel date covered tab**: period from, period to, start time, end time and AM/PM already have values and not editable.

Non-key field:

- Remarks

**Step 4:** If you don't want to review submitted application click **close icon** to go back on main page.



# Step 5: Repeat step 3 if you want to continue on reviewing the submitted application.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL [192.168.6.80:29/cATSTOAppr](http://192.168.6.80:29/cATSTOAppr). The main window displays a "Travel Order Approval" form. The form includes fields for "Travel Order No." (0000000003), "T.O Date Filed" (2020-08-13), "Travel Order Requestor" (PERSIGAS, SHIELA MAE T.), "Requesting Department" (PROVINCIAL ADMINISTRATOR'S OFFICE), "Travel Place to Visit" (saefr), "Travel Form" (International), "Travel Type" (OB3), "Travel Subject/Purpose" (erht), and "Remarks". Below the form are buttons for "Cancel Pending", "Disapprove", and "Review". To the right of the form, there is a sidebar titled "Job Order Employees" with three rows, each containing a "For Review" button. At the bottom right of the sidebar, there are "Previous", "1", and "Next" buttons. The bottom of the screen shows a Windows taskbar with icons for File Explorer, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, along with a system tray showing the date and time (3:27 PM, 8/13/2020) and a notification icon with the number 4.

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

Travel Order Requestor: PERSIGAS, SHIELA MAE T.

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks:

Action

For Review

For Review

For Review

Previous 1 Next

Cancel Pending Disapprove Review

Type here to search

3:27 PM 8/13/2020 4

## Step 6: Click employee's tab if you want to view before reviewing the submitted application.

The screenshot shows a web-based application titled "Travel Order Approval". The main content area displays a travel order with the following details:

- Travel Order No: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: (empty)
- Travel Justification: (empty)

At the bottom of the form, there are three buttons: "Cancel Pending", "Disapprove", and "Review".

The left sidebar contains a navigation menu with the following items:

- SOSANYME BARRO
- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - Overtime Request
  - Leave Application
  - Force Leave Plan
  - COC Application
  - Cancellation

A red box highlights the "EMPLOYEE'S" tab in the top navigation bar of the main content area.

HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

★ Favorites Log out

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Employee's Name: Select employee name... Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
8415	DIEZ, LYNETH LPT	Clerk I	X
8672	OLITA, MARVIN M.	Computer Programmer I	X

Previous 1 Next

Cancel Pending Disapprove Review

Type: Job Order Employees

ACTION

For Review For Review For Review

Previous 1 Next

This screenshot shows the HRIS-eSelfService Travel Order Approval interface. The main window displays a travel order with number 0000000003 filed on 2020-08-13. It includes tabs for Request Information, Employee's, and Travel Date Covered. Below these are fields for Employee's Name and Position, followed by a table listing employees with their ID numbers, names, positions, and action buttons (X). Navigation buttons for Previous, Next, and page 1 are present. At the bottom are buttons for Cancel Pending, Disapprove, and Review. A sidebar on the right shows a list of employees for a job order with three entries labeled 'For Review'. The taskbar at the bottom includes a search bar, system icons, and a date/time indicator (8/13/2020, 3:31 PM).

**Step 7:** To continue click **travel date covered tab** if you want to view date covered details before clicking **review button**.

The screenshot shows a web-based application titled "Travel Order Approval". The URL in the address bar is 192.168.6.80:29/cATSTOAppr. The left sidebar contains a navigation menu with items like "SOSANYME BARRO", "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation". The main content area displays a "Travel Order No: 0000000003" and a "T.O Date Filed: 2020-08-13". Below this, there are three tabs: "REQUEST INFORMATION", "EMPLOYEE'S", and "TRAVEL DATE COVERED". The "TRAVEL DATE COVERED" tab is highlighted with a red border. The "EMPLOYEE'S" tab has a small icon of a person. The "REQUEST INFORMATION" tab has a small icon of a document. The "TRAVEL DATE COVERED" tab also has a small icon of a calendar. Below the tabs, there are fields for "Employee's Name:" (with a dropdown placeholder "Select employee name...") and "Position:". A table lists two employees: "8415 DIEZ, LYNETH LPT Clerk I" and "8672 OLITA, MARVIN M. Computer Programmer I". Each row in the table has a red "X" button in the "ACTIONS" column. At the bottom of the table are buttons for "Previous", "1", and "Next". At the very bottom of the page, there are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Review" (blue). On the right side of the screen, there is a sidebar with a "Type: Job Order Employees" dropdown and a "ACTION" section containing three teal buttons labeled "For Review". The status bar at the bottom right shows the time as "3:31 PM" and the date as "8/13/2020".

HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Travel Date: Start Time: AM/PM:  
End Time: AM/PM:

DATE	START TIME	END TIME	ACTIONS
2020-08-10	08:00 AM	05:00 PM	

Previous 1 Next

Cancel Pending Disapprove Review

Type: Job Order Employees

ACTION

For Review  
For Review  
For Review

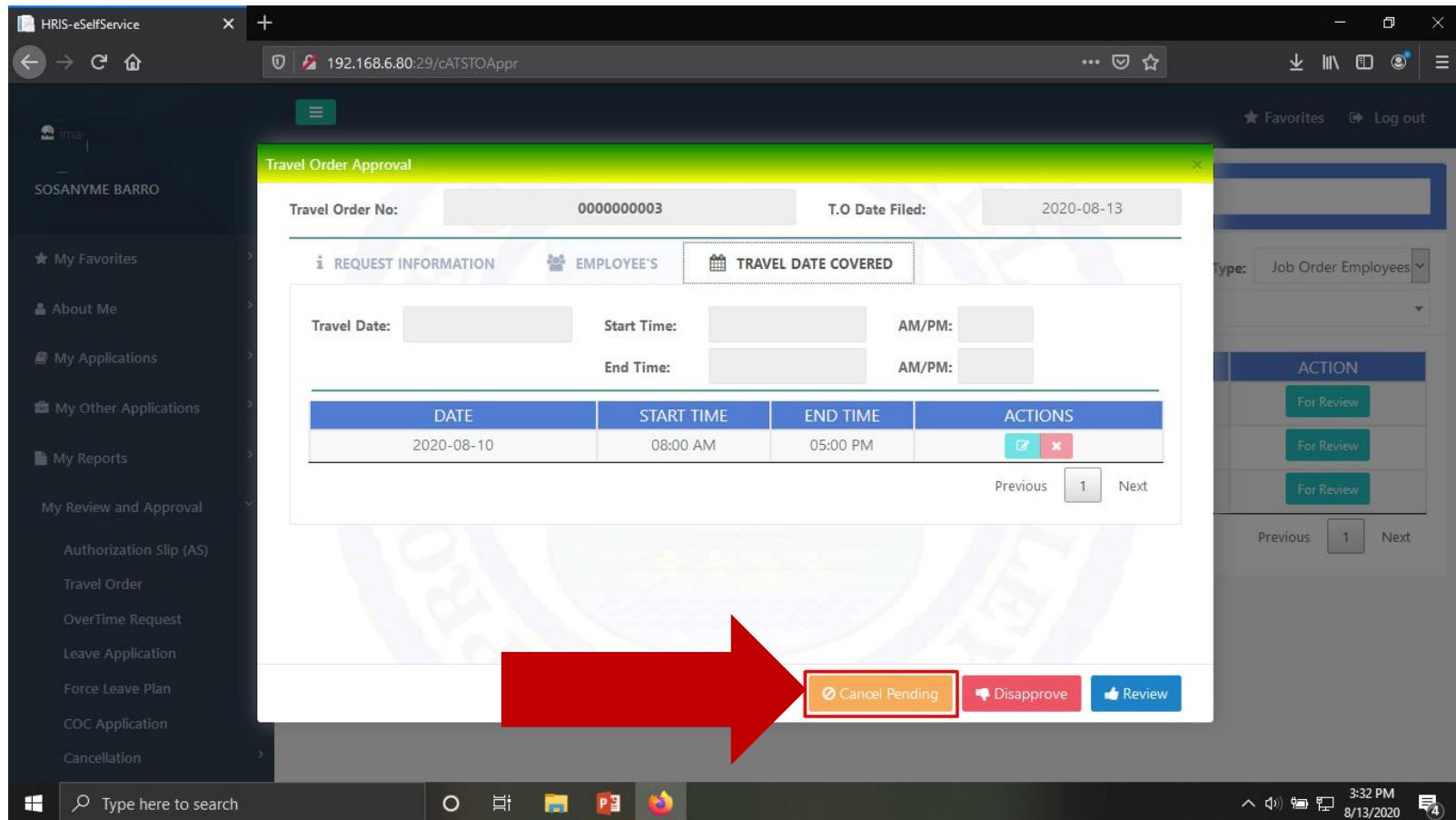
Previous 1 Next

192.168.6.80:29/#tab-3

Type here to search

3:31 PM 8/13/2020 4

**Step 8:** If you want to cancel try to click **cancel pending** button to cancel application from being reviewed.



HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T. Travel With Claims?

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Required Field!

Travel Justification:

Action Buttons: Cancel Pending, Disapprove, Review

Type: Job Order Employees

ACTION

For Review (3 rows)

Previous 1 Next

The screenshot shows a web-based application for travel order approval. The main form is titled 'Travel Order Approval' and contains fields for travel order number, date filed, requestor, department, place to visit, travel form, subject/purpose, and remarks. A red box highlights the 'Remarks' field, which has a validation message 'Required Field!' displayed below it. At the bottom of the form are three action buttons: 'Cancel Pending', 'Disapprove', and 'Review'. To the right of the main form, there is a sidebar with a list of actions: 'For Review' (repeated three times), 'Previous', '1', and 'Next'. On the far left, a sidebar menu lists various application categories like My Favorites, About Me, and My Applications. The status bar at the bottom shows system information including the date and time.

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **cancel pending button** without inputting values in remarks.

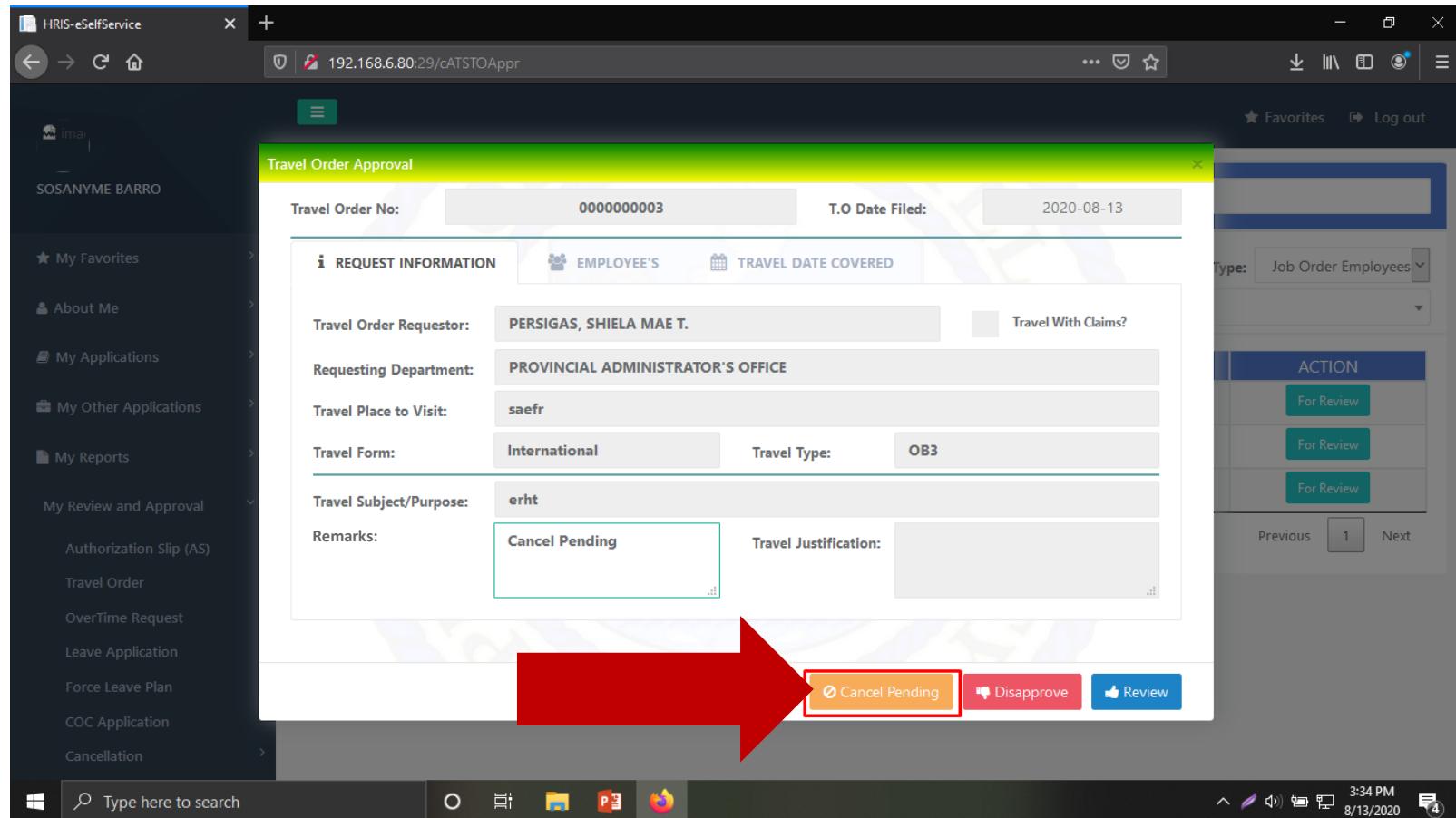
## Step 9: Input comment in **remarks** for suggestions and improvement if there is.

The screenshot shows the 'Travel Order Approval' page in the HRIS-eSelfService application. The URL in the browser is 192.168.6.80:29/cATSTOAppr. The left sidebar shows the user's name, SOSANYME BARRO, and a list of applications including My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Cancellation. The main content area displays a travel order with the following details:

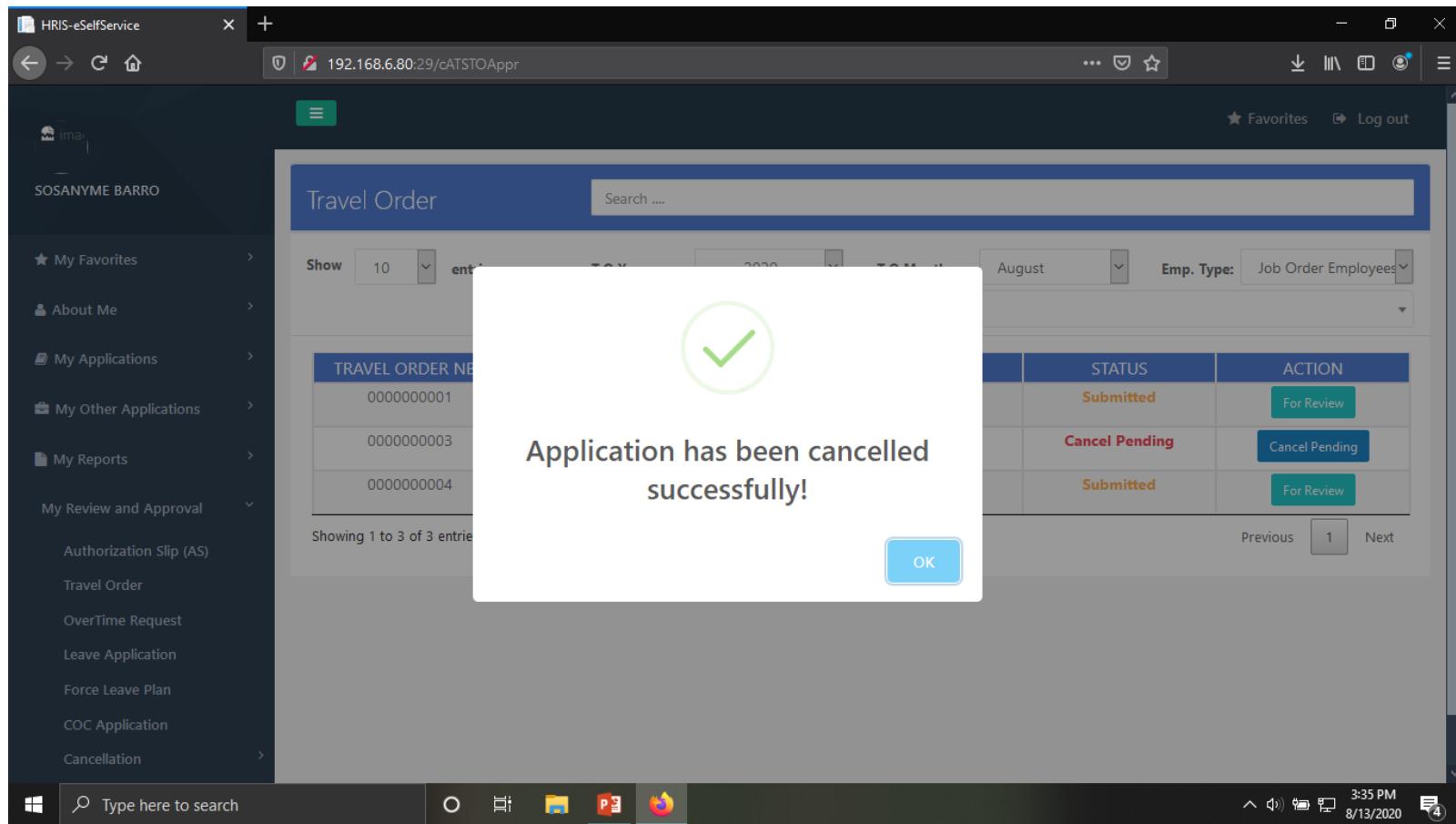
REQUEST INFORMATION		EMPLOYEE'S	TRAVEL DATE COVERED
Travel Order Requestor:	PERSIGAS, SHIELA MAE T.		
Requesting Department:	PROVINCIAL ADMINISTRATOR'S OFFICE		
Travel Place to Visit:	saefr		
Travel Form:	International	Travel Type:	OB3
Travel Subject/Purpose:	erht		
Remarks:	Cancel Pending		Travel Justification:

At the bottom, there are three buttons: 'Cancel Pending' (orange), 'Disapprove' (red), and 'Review' (blue). A sidebar on the right shows a list of actions for review, each with a 'For Review' button. The sidebar also includes a 'Type:' dropdown set to 'Job Order Employees' and navigation buttons for 'Previous', 'Next', and a page number '1'. The system status bar at the bottom shows the date and time as 8/13/2020 3:34 PM.

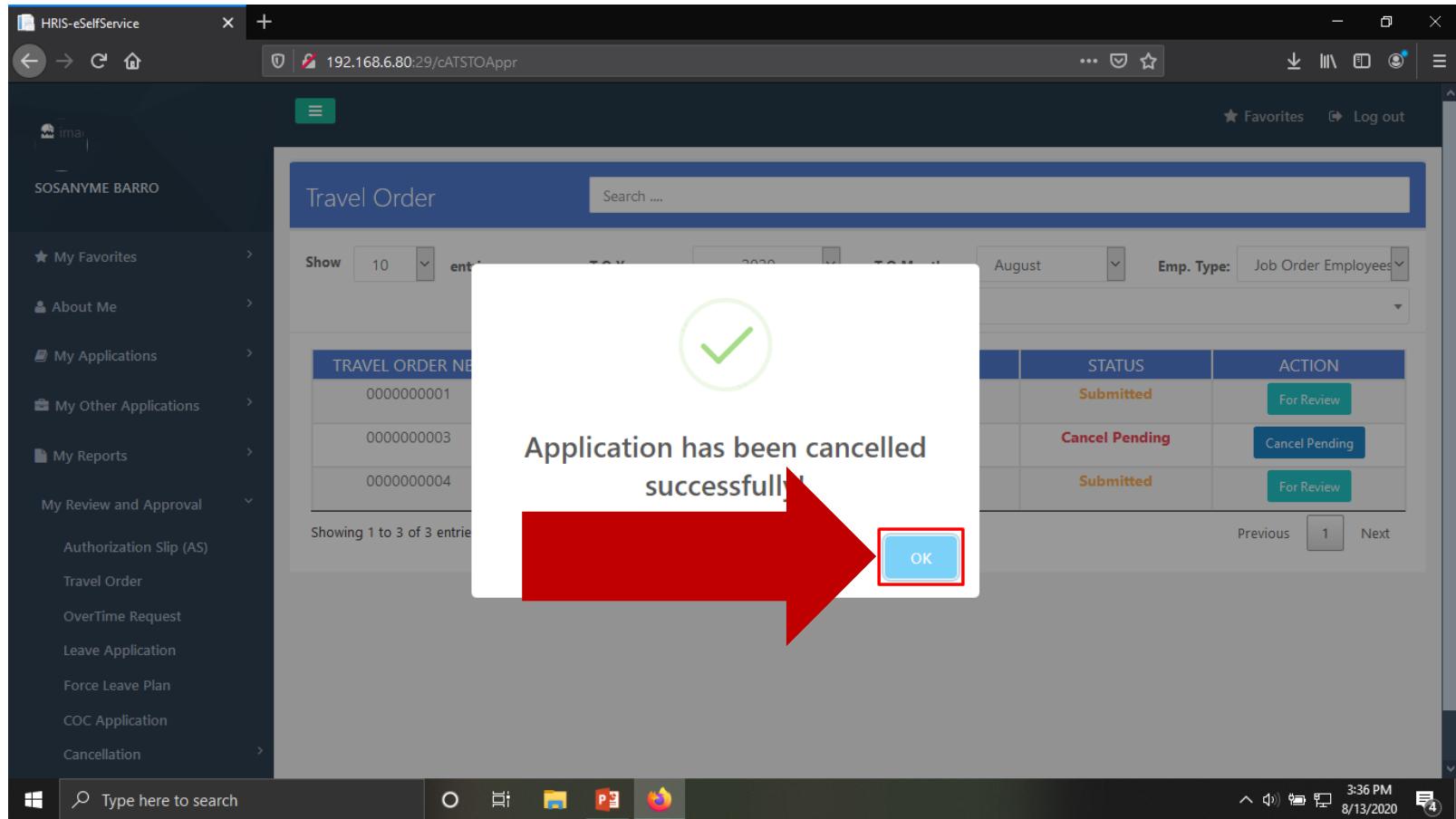
# Step 10: Click cancel pending button if you want to cancel application from being reviewed.



**Note:** A pop-up confirmation window will appear that application has been cancelled successfully! and **status** will be **cancel pending**.



## Step 11: Click ok button if you want to continue.



HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Cancellation

Travel Order

Search ...

Show 10 entries T.O Year: 2020 T.O Month: August Emp. Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000003	8447	PERSIGAS, SHIELA MAE T.	Cancel Pending	Cancel Pending
000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review

Showing 1 to 3 of 3 entries

Previous 1 Next

Type here to search

3:38 PM  
8/13/2020

**Note:**

If you want to view **cancelled pending** application **view all button** to view application. Only the reviewer who can view the information of the cancelled pending application once page is refresh automatic cancel pending application will not be visible in **travel order** approval main page.

**Step 12:** Click **cancel pending** if you want to view the cancel pending application in review main page.

The screenshot shows a web-based application titled "Travel Order" from "HRIS-eSelfService". The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"), and a search bar at the bottom. The main content area has a blue header "Travel Order" and a search bar "Search ...." Below this are filter options: "Show 10 entries", "T.O Year: 2020", "T.O Month: August", "Emp. Type: Job Order Employees", and a "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". The main table lists three travel orders:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
0000000003	8447	PERSIGAS, SHIELA MAE T.	<span style="background-color: red; border: 1px solid red; padding: 2px;">Cancel Pending</span>	<button>For Review</button>
0000000004	8447	PERSIGAS, SHIELA MAE T.		<button>For Review</button>

At the bottom of the table, it says "Showing 1 to 3 of 3 entries". A large red arrow points to the "Cancel Pending" button in the third row. The status column for the third row is highlighted with a red background and white text.

HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

★ Favorites Log out

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T.

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Cancel Pending

Travel Justification:

ACTION

For Review

Cancel Pending

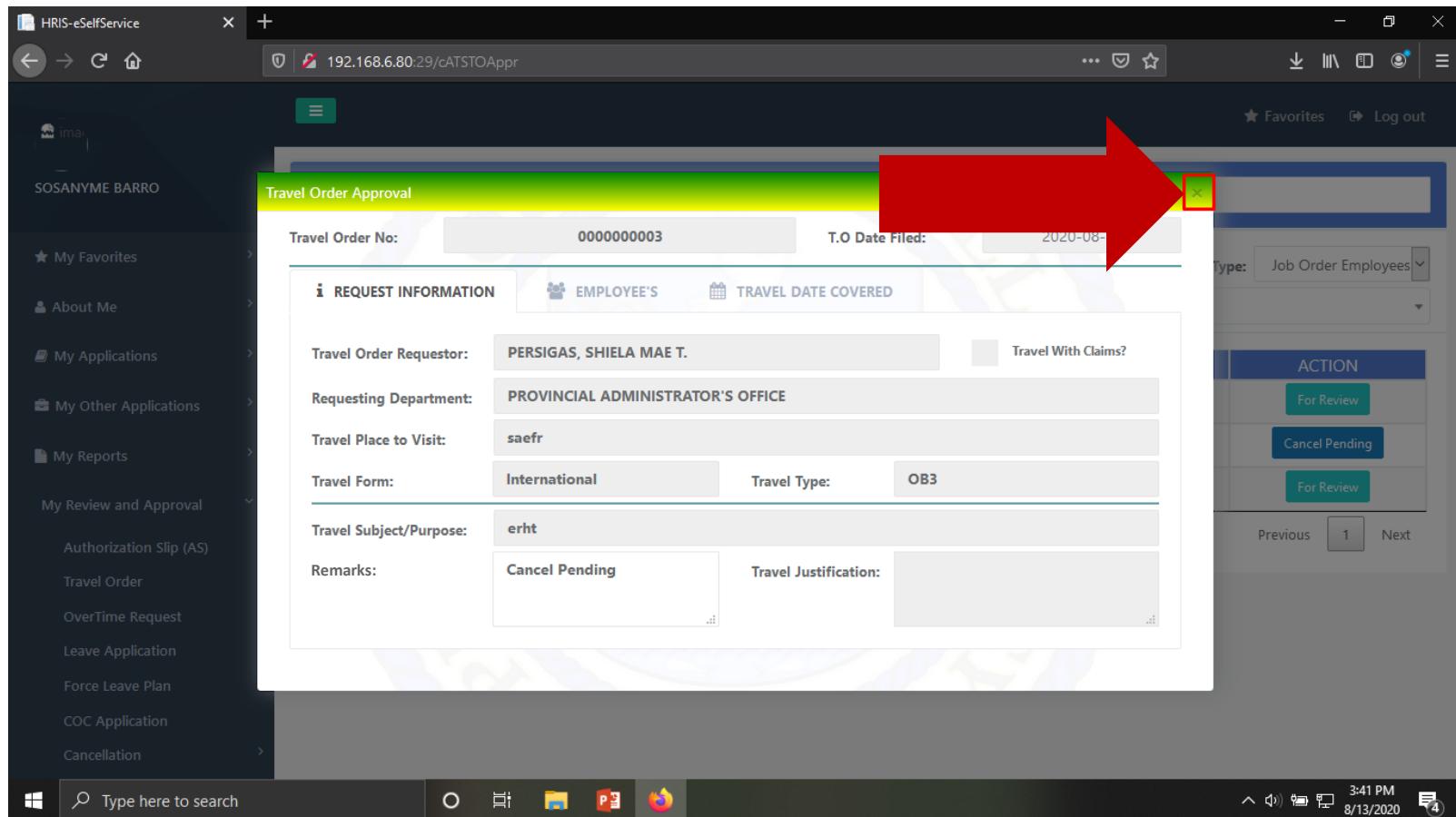
For Review

Previous 1 Next

Type here to search

3:41 PM 8/13/2020 4

**Step 13:** Click **close icon** if you want to close application and go back on main page.



**Step 14:** Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web browser window for the HRIS-eSelfService application. The URL is 192.168.6.80:29/cATSTOAppr. The left sidebar contains a navigation menu with items like My Favorites, About Me, My Applications, My Other Applications, My Reports, and several travel-related options under My Review and Approval. The main content area is titled "Travel Order" and displays a table of travel orders. The table has columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. There are two entries:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review

At the bottom of the table, it says "Showing 1 to 2 of 2 entries". The browser's address bar shows the URL 192.168.6.80:29/cATSTOAppr. The taskbar at the bottom includes icons for File, Print, and Microsoft Office applications (Word, Excel, PowerPoint), along with a Firefox icon. The system tray shows the date and time as 8/13/2020 3:42 PM.

## **Note:**

If you wish to continue and **disapproved** application let the level 1 approver cancel pending the application then let the requestor re-submit the **cancelled pending** application to do that open **Travel Order (Regular, Casual & Job Order) Manual** to re-submit application by clicking the **re-submit all button** in order to disapproved application. Only the requestor who can re-submit the cancelled pending application only if he is allowed to access travel order application. As well as only the **reviewer, level 1 approver, level 2 approver** and **final approver** are allowed to disapproved application.

# Step 15: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows a web-based application titled "Travel Order Approval" from the "HRIS-eSelfService" platform. The URL in the address bar is 192.168.6.80:29/cATSTOAppr. The main content area displays a travel order with the following details:

- Travel Order No: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: (empty)
- Travel Justification: (empty)

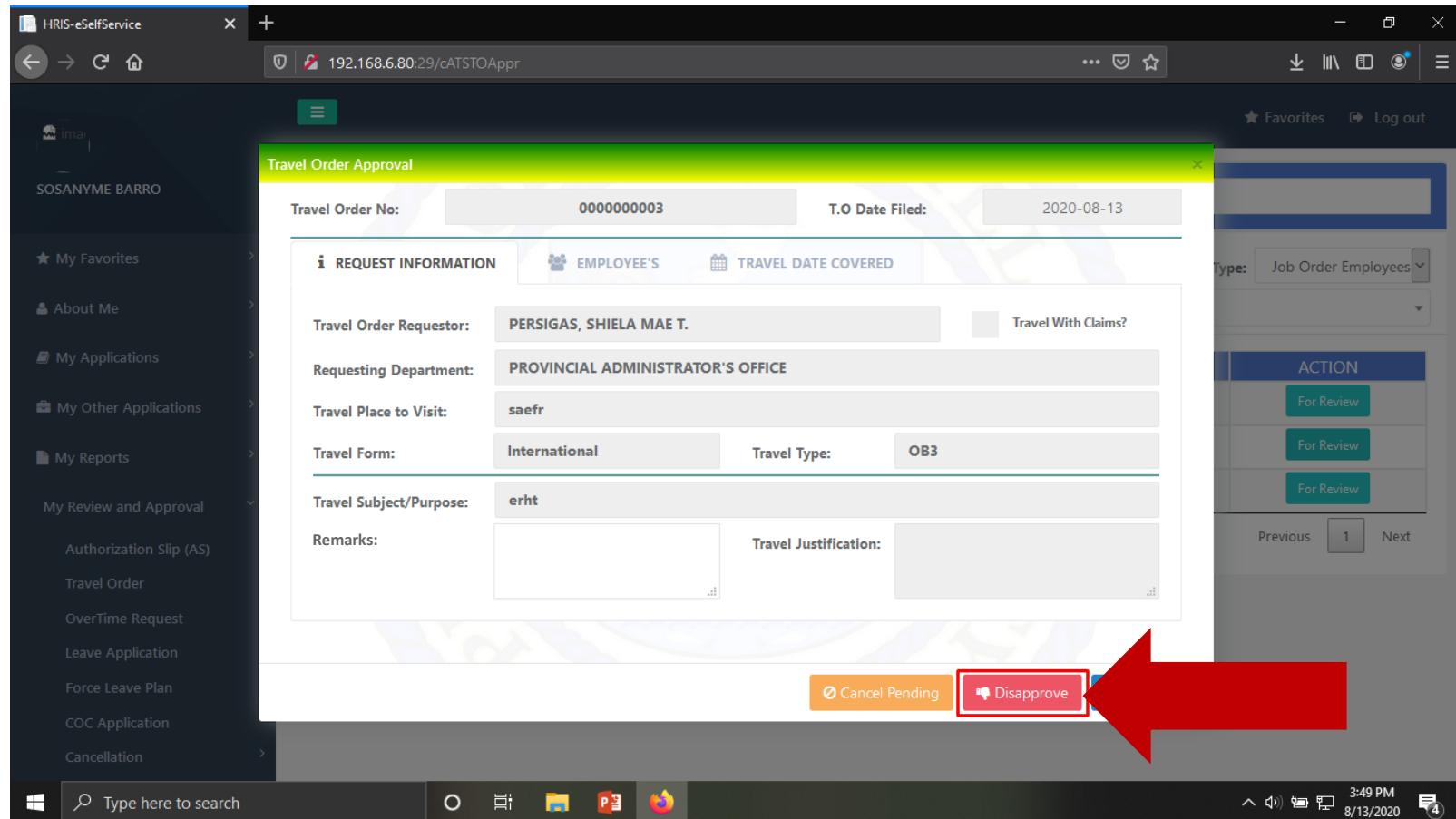
At the bottom of the form are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Review" (blue). To the right of the form, there is a sidebar titled "Job Order Employees" with a table showing three rows, each with an "ACTION" column containing "For Review". Below the table are buttons for "Previous", "1", and "Next".

The left sidebar lists various menu items under the user profile "SOSANYME BARRO".

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - Overtime Request
  - Leave Application
  - Force Leave Plan
  - COC Application
  - Cancellation

The taskbar at the bottom of the screen includes icons for File Explorer, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, along with a search bar and system status indicators.

## Step 16: Click **disapproved button** to successfully disapproved application.



HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T. Travel With Claims?

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Required Field!

Travel Justification:

Action Buttons: Cancel Pending, Disapprove, Review

Type: Job Order Employees

Action Buttons: For Review (x3)

Previous 1 Next

Type here to search

3:50 PM 8/13/2020

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **disapproved button** without inputting values in remarks.

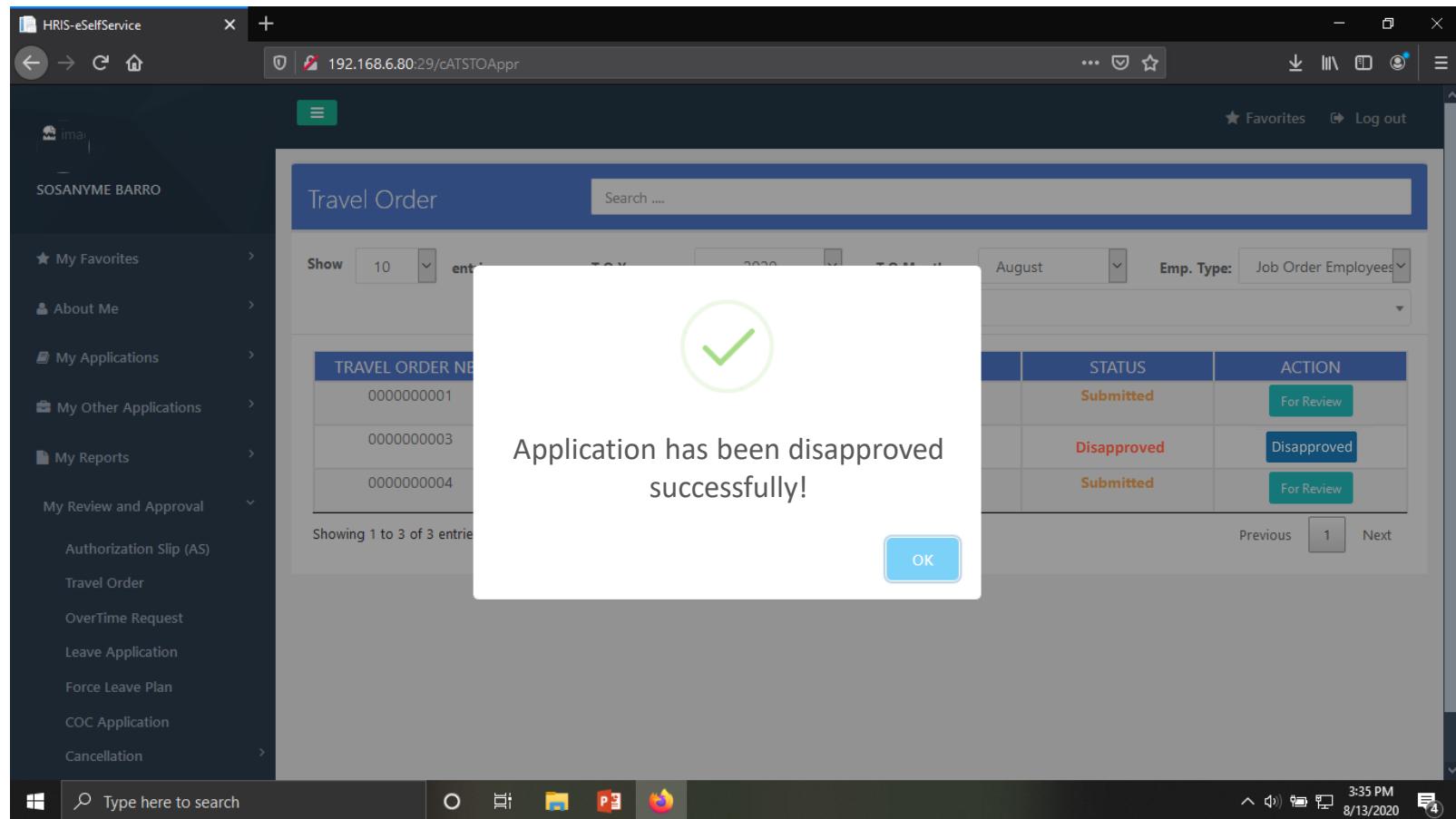
**Step 17:** Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.

The screenshot shows the HRIS-eSelfService Travel Order Approval interface. The main window displays a Travel Order Approval form with the following details:

- Travel Order No: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: Disapproved
- Travel Justification: (empty)

At the bottom right of the form, there are two buttons: "Cancel Pending" and "Disapprove". A large red arrow points to the "Disapprove" button, which is highlighted with a red border. To the right of the main form, there is a sidebar titled "ACTION" containing three buttons: "For Review", "For Review", and "For Review". The status bar at the bottom shows the date and time as 8/13/2020 3:49 PM.

**Note:** A pop-up confirmation window will appear that application has been disapproved successfully!



## Step 18: Repeat step 9 to exit or go back on main page.

The screenshot shows a web browser window with three tabs: 'HRIS-eSelfService', 'HRIS - ePayTrack', and 'Laravel'. The active tab is 'HRIS - ePayTrack' at the URL '192.168.6.80:29/cATSTOAppr'. The page title is 'Travel Order'. On the left, there is a sidebar with user information ('SOSANYME BARRO') and navigation links for 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval' (which includes 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation'). The main content area displays a table titled 'Travel Order' with columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. The table contains three rows:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
0000000003	8447	PERSIGAS, SHIELA MAE T.	Disapproved	<button>Disapproved</button>
0000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there are buttons for 'Previous' (with page number 1), 'Next', and a search bar at the bottom left.

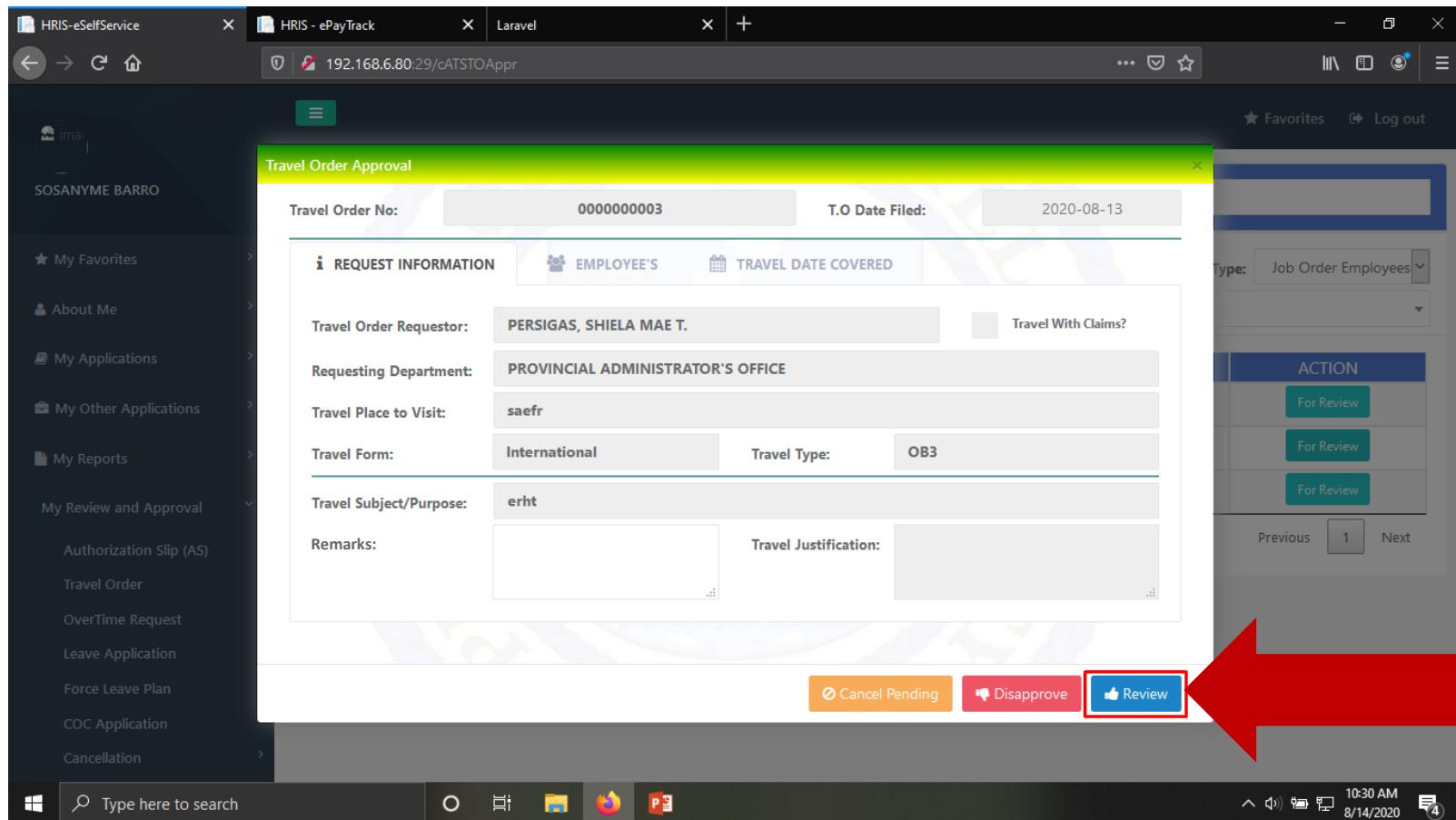
## **Note:**

If ever application is not yet disapproved and you want to review the submitted application repeat step 3 to continue. If application status is **cancel pending** let the requestor re-submit the **cancelled pending** application to do that open **Travel Order (Regular, Casual & Job Order) Manual** to re-submit application by clicking the **re-submit all button** in order to review application. Only the requestor who can re-submit the cancelled pending application only if he is allowed to access travel order application.

# Step 19: If ever you want to review application repeat step 3 to review submitted application.

The screenshot shows a web browser window with three tabs: 'HRIS-eSelfService', 'HRIS - ePayTrack' (which is active), and 'Laravel'. The main content area displays a 'Travel Order Approval' form. The form includes fields for 'Travel Order No.' (0000000003), 'T.O Date Filed' (2020-08-13), 'Travel Order Requestor' (PERSIGAS, SHIELA MAE T.), 'Requesting Department' (PROVINCIAL ADMINISTRATOR'S OFFICE), 'Travel Place to Visit' (saefr), 'Travel Form' (International), 'Travel Type' (OB3), 'Travel Subject/Purpose' (erht), and 'Remarks' (empty). Below the form are buttons for 'Cancel Pending', 'Disapprove', and 'Review'. To the right of the form is a sidebar titled 'ACTION' with three buttons: 'For Review' (highlighted in green), 'For Review', and 'For Review'. At the bottom of the sidebar are navigation buttons for 'Previous', 'Next', and a page number '1'. The left sidebar of the application lists various menu items: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options: Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Cancellation), and a search bar at the bottom. The status bar at the bottom right shows the time (10:30 AM) and date (8/14/2020).

## Step 20: Click review button to successfully review application.



**Note:** A pop-up confirmation window will appear that application has been reviewed successfully!

The screenshot shows a web browser window titled "HRIS - ePayTrack" with the URL "192.168.6.80:29/cATSTOAppr". The page displays a "Travel Order" search interface. On the left, a sidebar menu includes "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"). The main content area shows a table of travel orders with columns for "TRAVEL ORDER NO.", "STATUS", and "ACTION". The table contains three entries: one with status "Submitted" and action "For Review", one with status "Reviewed" and action "View Details", and one with status "Submitted" and action "For Review". A modal dialog box is centered over the table, featuring a green checkmark icon and the text "Reviewed successfully!". An "OK" button is at the bottom right of the dialog.

## Step 21: Repeat step 9 to exit or go back on main page.

The screenshot shows a web browser window with three tabs: 'HRIS-eSelfService', 'HRIS - ePayTrack', and 'Laravel'. The active tab is 'HRIS - ePayTrack' at the URL '192.168.6.80:29/cATSTOAppr'. The page title is 'Travel Order'. On the left, there is a sidebar with user information ('SOSANYME BARRO') and navigation links for 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation'). The main content area displays a table titled 'Travel Order' with the following data:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>
0000000003	8447	PERSIGAS, SHIELA MAE T.	Reviewed	<button>View Details</button>
0000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	<button>For Review</button>

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there are buttons for 'Previous' (with page number 1), 'Next', and a search bar at the bottom left.

**Note:** If ever you have refresh the page expected that the reviewed application record will not be visible in travel order approval process main page.

The screenshot shows a web-based application interface for HRIS-eSelfService. The left sidebar contains a navigation menu with items like My Favorites, About Me, My Applications, My Other Applications, My Reports, and several sections under My Review and Approval (Authorization Slip AS, Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Cancellation). The main content area is titled "Travel Order" and displays a table of travel orders. The table has columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. There are two entries shown:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000001	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review
0000000004	8447	PERSIGAS, SHIELA MAE T.	Submitted	For Review

Below the table, it says "Showing 1 to 2 of 2 entries". The top right of the main content area shows "Favorites" and "Log out". The top bar of the browser window shows tabs for "HRIS-eSelfService", "HRIS - ePayTrack", and "Laravel", along with the URL "192.168.6.80:29/cATSTOAppr". The bottom taskbar shows icons for File Explorer, Firefox, and PowerShell, and the system tray shows the date and time as "10:47 AM 8/14/2020".

How to approve  
reviewed T.O  
application?

## **Note:**

If you want to **approved** application make sure that you have a reviewed application by a reviewer. If no reviewed application let the reviewer review first the submitted application for you to have data to approve. In approval there are three (3) levels of approval process and only allowed approver is allowed to access and approve the reviewed application. In order to approve application please login using username and password.

The approval process depends on the levels of approval:

- **Level 1**
- **Level 2**
- **Level 3 or Final Approval**

## **Note 2:**

In approving submitted application identify first in **application reference** the level of approval and who is the **level 1, 2 and 3 approver** (final approver) in **application approvers**. If ever in application reference the level of approval is level 1 and no reviewer it means that submitted data when successfully approved in level 1 automatically application status is **finally approved**.

On the other hand, if approval level is 2 basically application will undergo level 1 and 2 process and **level 2** is now the **final approval stage**. If application is **finally approved** you cannot re-submit application any longer or even **disapproved** or **cancelled** application. However, if application is disapproved or cancelled, application cannot be deleted. So be careful in taking actions upon approving application.

### **Note 3:**

Also, if reviewer drop down **YES** (1 reviewer only) is clicked expected that application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval.

The given sample application has a **reviewer** and **level 1, 2 and 3 approval**. For instance different person is assign as level approver compared to reviewer. All you have to do is to repeat the **travel order application** navigation process in order to proceed in step 1.

# Level 1 Approval

**Step 1:** Select specific TO year, TO month, employment type and department by clicking available drop list in order for you to approve application. **For approve - level 1 button** main grid will be visible.

The screenshot shows a web-based application interface titled "Travel Order". The top navigation bar includes links for "HRIS-eSelfService", "HRIS - ePayTrack", and "Laravel". The URL in the address bar is "192.168.6.80:29/cATSTOAppr". On the left, there is a sidebar with a user profile picture and the name "JORGE RUSTOM VILLANUEVA". Below the profile are several menu items: "My Favorites" (with two entries), "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", and "COC Application"), and a search bar at the bottom labeled "Type here to search". The main content area is titled "Travel Order" and contains a search bar "Search ...." and a "Show 10 entries" dropdown. Below this are four filter dropdowns: "T.O Year: 2020", "T.O Month: August", "Emp. Type: Job Order Employee", and "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A table displays two travel order entries:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1
0000000006	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1

At the bottom of the table, it says "Showing 1 to 2 of 2 entries". There are navigation buttons for "Previous" (disabled), "1", and "Next". The status bar at the bottom right shows the time as "10:58 AM" and the date as "8/14/2020".

**Step 2:** While on the main page of **travel order approval process** select specific record that you want to approve reviewed application.

The screenshot shows a web-based application titled "Travel Order" on a Microsoft Edge browser window. The URL in the address bar is 192.168.6.80:29/cATSTOAppr. The browser tabs include "HRIS - eSelfService", "HRIS - ePayTrack", and "Laravel". The left sidebar contains a user profile for "JORGE RUSTOM VILLANUEVA" and a navigation menu with links like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", and "COC Application"). The main content area is titled "Travel Order" and features a search bar. It includes filters for "Show 10 entries", "T.O Year: 2020", "T.O Month: August", "Emp. Type: Job Order Employees", and "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". A table lists two travel order entries:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
000000003	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1
000000006	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1

The first row is highlighted with a red border, and the "For Approval - Level 1" button is also highlighted with a red border. At the bottom, it says "Showing 1 to 2 of 2 entries" and has "Previous" and "Next" buttons. The system status bar at the bottom right shows "10:59 AM" and the date "8/14/2020".

**Step 3:** Once you have selected specific record that you want to approve. Click the **for approval – level 1 button** under **action column** to approve the record.

The screenshot shows a web-based application interface for HRIS-eSelfService. On the left, there is a sidebar with various menu items such as My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval. Under My Review and Approval, there are sub-options like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, and COC Application. The main content area is titled "Travel Order" and displays a table of travel orders. The table has columns for TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. There are two entries in the table. The first entry is for employee PERSIGAS, SHIELA MAE T. with ID NBR 8447. The second entry is also for the same employee with the same ID NBR. In the ACTION column for the second entry, there are two buttons: "For Approval - Level 1" (highlighted with a red box and a red arrow pointing to it) and "For Approval - Level 2". The status of the second entry is shown as "PENDING APPROVAL". At the bottom of the table, it says "Showing 1 to 2 of 2 entries". The browser's address bar shows the URL as 192.168.6.80:29/cATSTOAppr. The system status bar at the bottom right indicates the time is 11:11 AM and the date is 8/14/2020.

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	PENDING APPROVAL	<a href="#">For Approval - Level 1</a>
0000000006	8447	PERSIGAS, SHIELA MAE T.	PENDING APPROVAL	<a href="#">For Approval - Level 1</a>

HRIS - eSelfService    HRIS - ePayTrack    Laravel

192.168.6.80:29/cATSTOAppr

JORGE RUSTOM VILLANUEVA

Travel Order Approval

Travel Order No: 0000000003    T.O Date Filed: 2020-08-13

REQUEST INFORMATION

Travel Order Requestor: PERSIGAS, SHIELA MAE T.

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International    Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Reviewed

Travel Justification:

Action Buttons: Cancel Pending, Disapprove, Level 1 Approve

Type: Job Order Employees

ACTION

For Approval - Level 1

For Approval - Level 1

Previous 1 Next

Type here to search

11:12 AM 8/14/2020 4

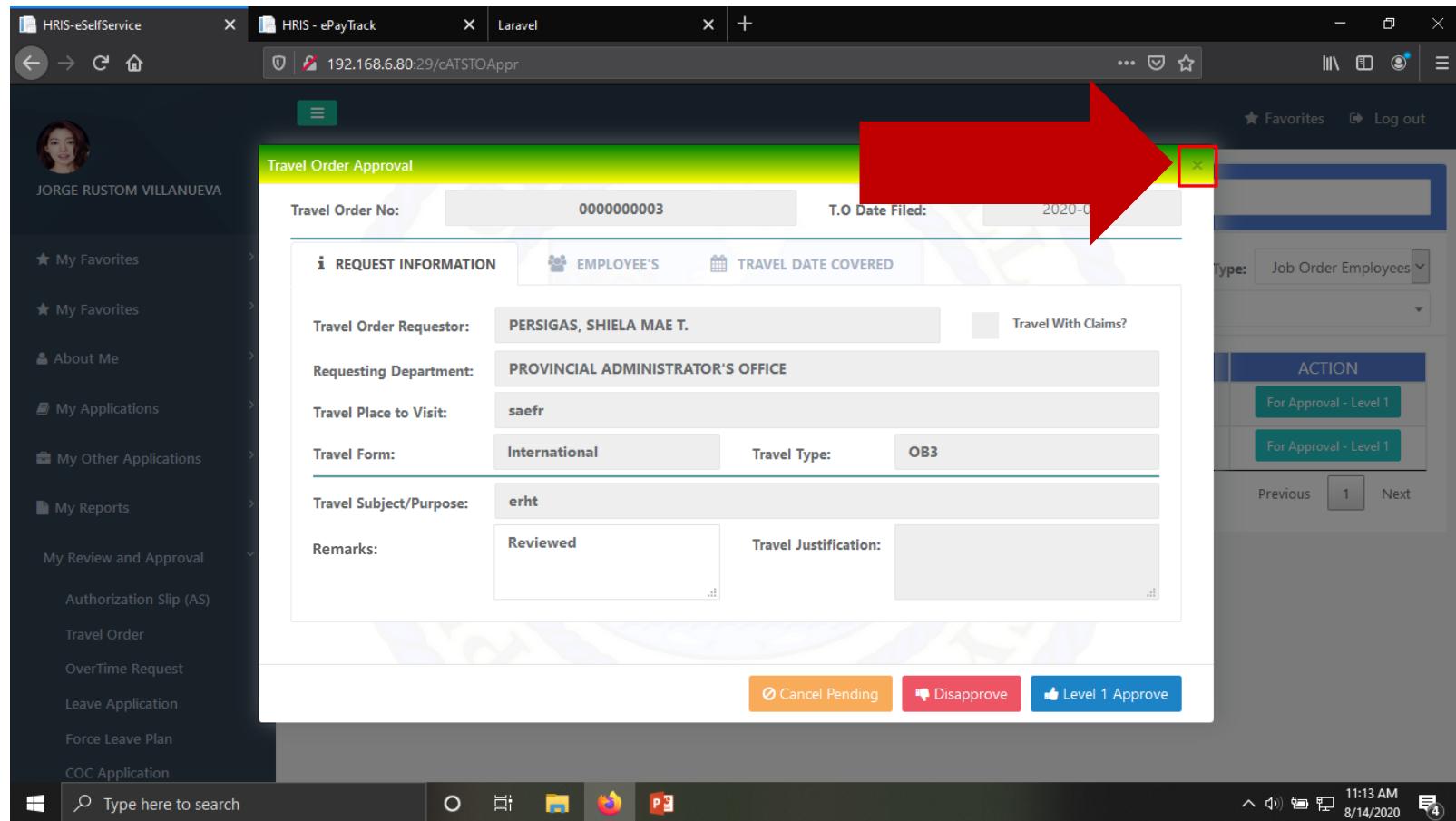
## **Note:**

In travel order **for level 1 approval** main page will open **travel order no., effective date, T.O date filed, request information tab**: travel order requestor, requesting department, travel place to visit, travel form, travel type, travel subject/purposes already have values except **travel justification** since this field is not required and was not field with details before it is submitted. In addition in **employee's tab**: employee's name and position, **travel date covered tab**: period from, period to, start time, end time and AM/PM already have values and not editable.

## Non-key field:

- Remarks

**Step 4:** If you don't want to approve submitted application click **close icon** to go back on main page.



# Step 5: Repeat step 3 if you want to continue on approve the submitted application.

The screenshot shows a web browser window titled "Travel Order Approval" from the "HRIS - ePayTrack" application. The URL in the address bar is 192.168.6.80:29/cATSTOAppr. The page displays a travel order form with the following details:

- Travel Order No: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: Reviewed
- Travel Justification: (empty)

At the bottom of the form, there are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Level 1 Approve" (blue). To the right of the main form, a sidebar shows a list of actions: "For Approval - Level 1" and "For Approval - Level 1". Below these are navigation buttons for "Previous" and "Next". The sidebar also includes a dropdown menu labeled "Type: Job Order Employees".

The browser has three tabs open: "HRIS - eSelfService", "HRIS - ePayTrack", and "Laravel". The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", and "COC Application". A search bar at the bottom left says "Type here to search". The bottom right corner shows the system status: 11:12 AM, 8/14/2020, and a notification icon with the number 4.

## Step 6: Click employee's tab if you want to view before approve the submitted application.

The screenshot shows a web-based application interface for travel order approval. The main window title is "Travel Order Approval". The "EMPLOYEE'S" tab is highlighted with a red box. The form fields include:

- Travel Order No: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: Reviewed
- Travel Justification: (empty)

At the bottom of the form are three buttons: "Cancel Pending", "Disapprove", and "Level 1 Approve".

The left sidebar shows a navigation menu with the following items:

- My Favorites
- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - Overtime Request
  - Leave Application
  - Force Leave Plan
  - COC Application

The top of the screen shows browser tabs for "HRIS - eSelfService", "HRIS - ePayTrack", and "Laravel". The status bar at the bottom right shows the date and time: 11:14 AM, 8/14/2020, and a notification icon with the number 4.

HRIS-eSelfService    HRIS - ePayTrack    Laravel

192.168.6.80:29/cATSTQAppr

JORGE RUSTOM VILLANUEVA

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION   EMPLOYEE'S   TRAVEL DATE COVERED

Employee's Name: Select employee name...  
Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTIONS
8415	DIEZ, LYNETH LPT	Clerk I	X
8672	OLITA, MARVIN M.	Computer Programmer I	X

Previous 1 Next

Cancel Pending Disapprove Level 1 Approve

Type: Job Order Employees

ACTION

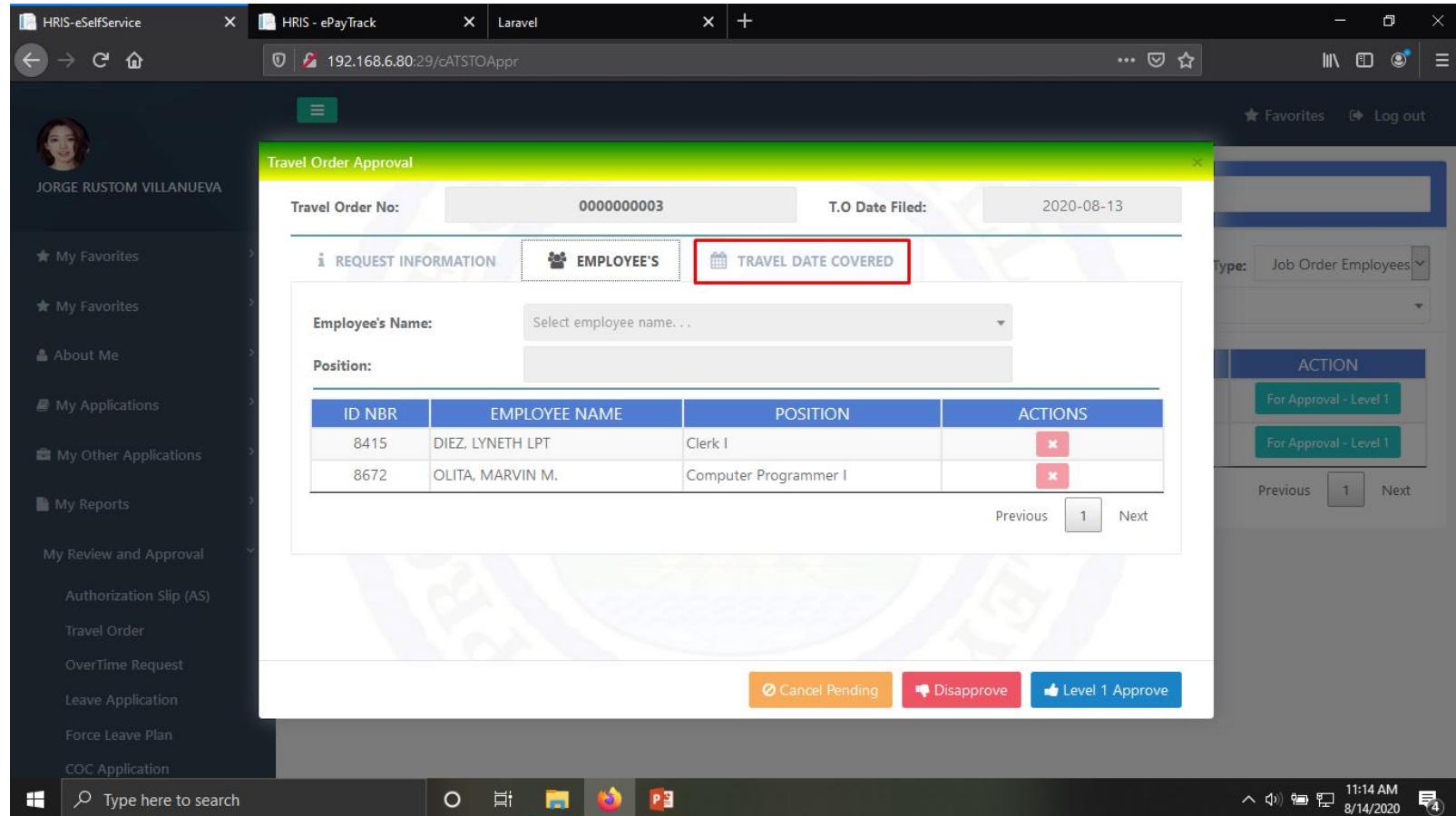
For Approval - Level 1  
For Approval - Level 1

Previous 1 Next

192.168.6.80:29/#tab-2

11:14 AM 8/14/2020 4

**Step 7: To continue click travel date covered tab if you want to view date covered details before clicking fro level 1 – approve button.**



HRIS-eSelfService    HRIS - ePayTrack    Laravel

192.168.6.80:29/cATSTQAppr

JORGE RUSTOM VILLANUEVA

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION    EMPLOYEE'S    TRAVEL DATE COVERED

Travel Date: Start Time: AM/PM:  
End Time: AM/PM:

DATE	START TIME	END TIME	ACTIONS
2020-08-10	08:00 AM	05:00 PM	

Previous 1 Next

Favorites Log out

Type: Job Order Employees

ACTION

For Approval - Level 1  
For Approval - Level 1

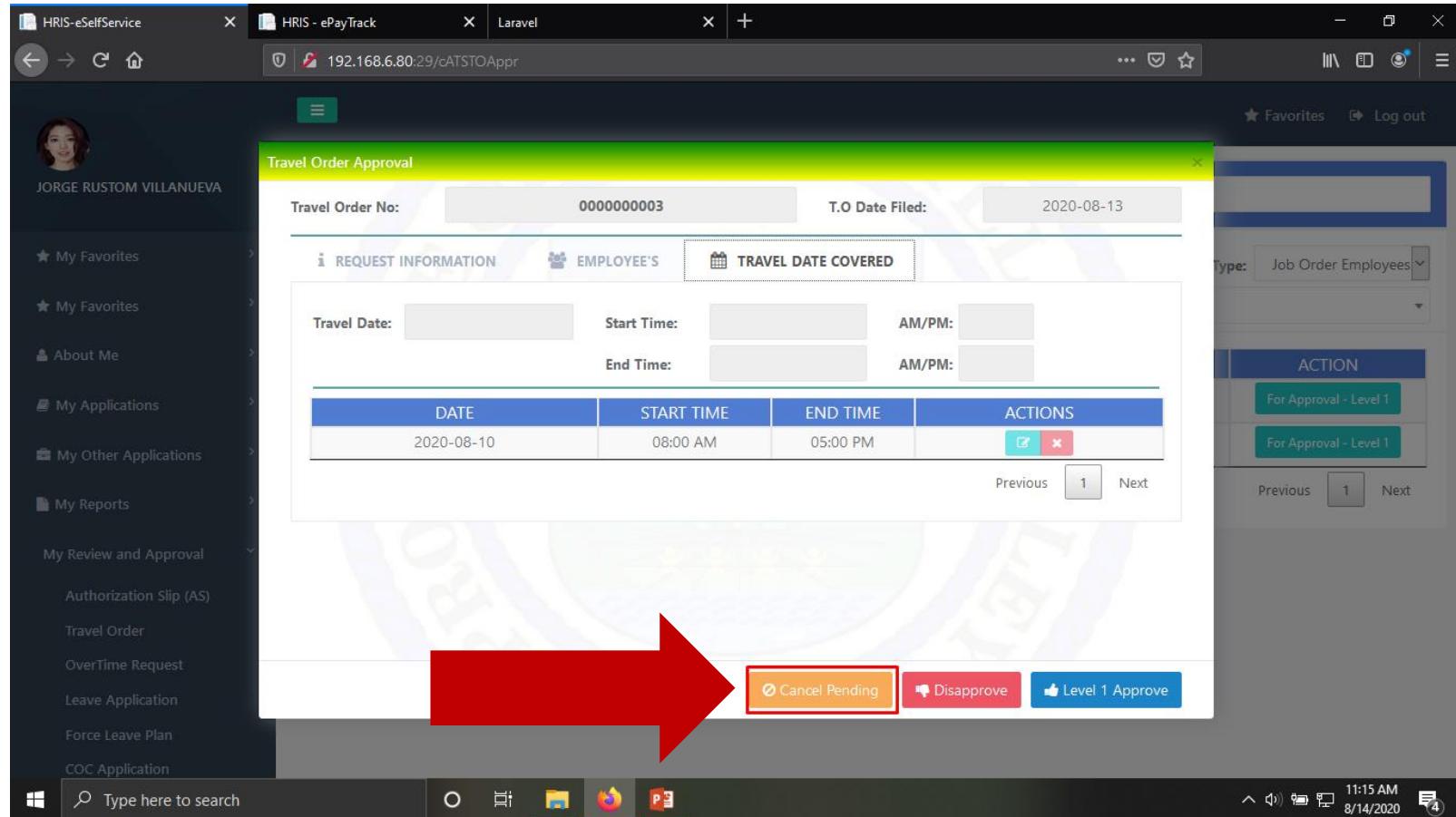
Previous 1 Next

11:15 AM 8/14/2020 4

Type here to search

Windows Start File Explorer Firefox Edge

**Step 8:** If you want to cancel try to click **cancel pending** button to cancel application from being approved.



HRIS-eSelfService    Laravel    HRIS - ePayTrack

192.168.6.80:29/cATSTOAppr

JORGE RUSTOM VILLANUEVA

Travel Order Approval

Travel Order No: 000000003    T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T.

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International    Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Required Field!

Travel Justification:

Action Buttons: Cancel Pending, Disapprove, Level 1 Approve

Type: Job Order Employees

ACTION

For Approval - Level 1  
For Approval - Level 1

Previous 1 Next

Windows Taskbar: Type here to search, File Explorer, Mozilla Firefox, PDF, 11:19 AM, 8/14/2020, 4 notifications

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **cancel pending button** without inputting values in remarks.

## Step 9: Input comment in **remarks** for suggestions and improvement if there is.

The screenshot shows a web-based application titled "HRIS-ePayTrack" with a sub-page "Travel Order Approval". The user is logged in as "JORGE RUSTOM VILLANUEVA". The main form displays the following details:

- Travel Order No: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: Cancel Pending
- Travel Justification: (empty)

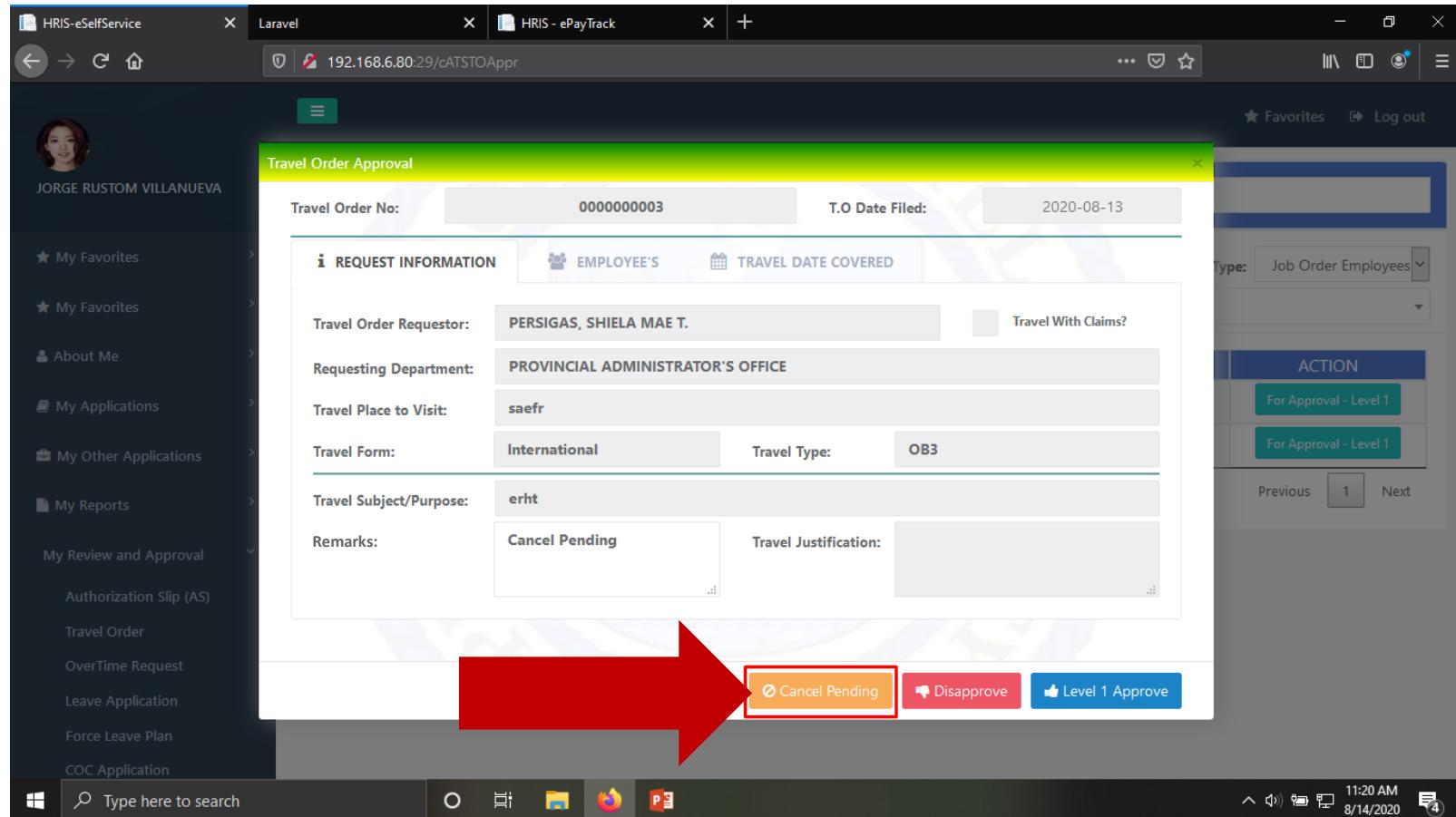
At the bottom of the form are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Level 1 Approve" (blue).

The left sidebar contains a navigation menu with the following items:

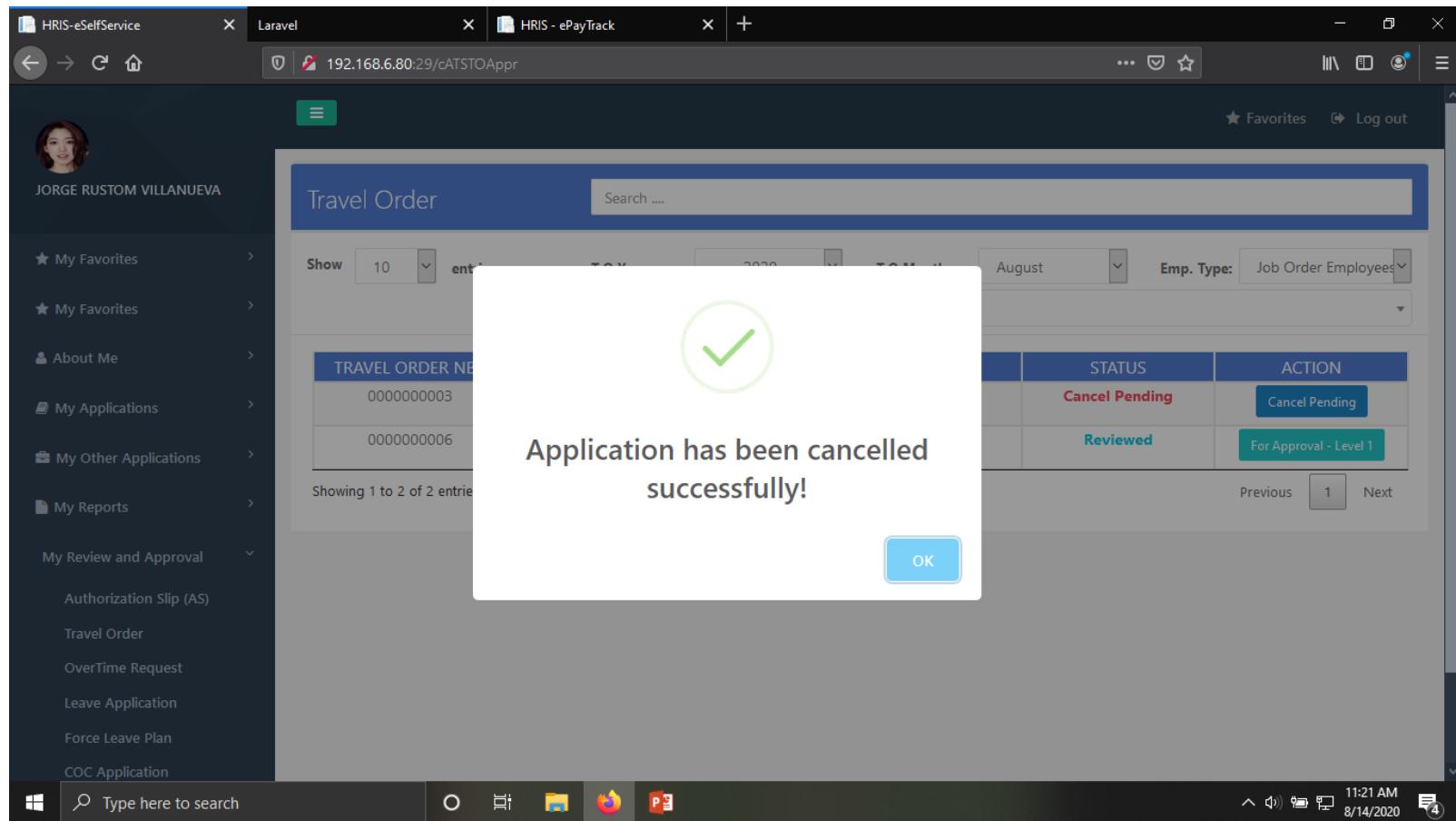
- My Favorites
- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - Overtime Request
  - Leave Application
  - Force Leave Plan
  - COC Application

The top of the screen shows browser tabs for "HRIS-eSelfService", "Laravel", and "HRIS - ePayTrack". The status bar at the bottom right shows the date and time: 11:20 AM, 8/14/2020, and a notification icon with the number 4.

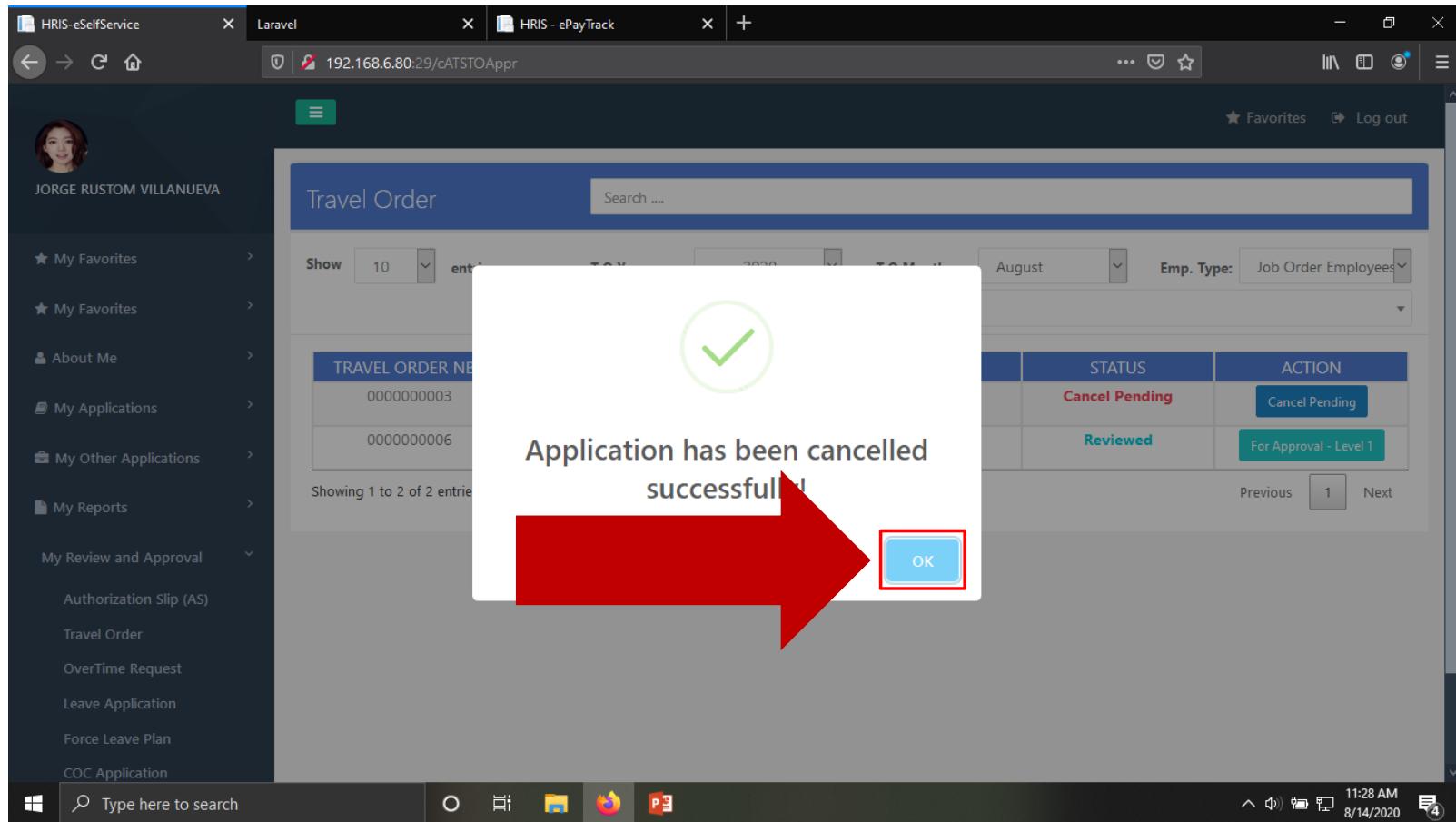
# Step 10: Click cancel pending button if you want to cancel application from being approved.



**Note:** A pop-up confirmation window will appear that application has been cancelled successfully! and status will be cancel pending.



# Step 11: Click ok button if you want to continue.



HRIS-eSelfService    Laravel    HRIS - ePayTrack

192.168.6.80:29/cATSTOAppr

Favorites Log out

JORGE RUSTOM VILLANUEVA

Travel Order Search ....

Show 10 entries T.O Year: 2020 T.O Month: August Emp. Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Cancel Pending	Cancel Pending
0000000006	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1

Showing 1 to 2 of 2 entries Previous 1 Next

My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application

Type here to search

11:28 AM 8/14/2020 4

## **Note:**

If you want to view **cancel pending** application click **view details button** to view application. Only the level 1 approver who can view the information of the cancel pending application once page is refresh automatic cancel pending application will not be visible in **travel order** approval main page.

**Step 12:** Click **cancel pending** button if you want to view the cancel pending application in approval main page.

The screenshot shows a web-based application interface for managing travel orders. On the left, there is a sidebar with various user navigation links. The main content area is titled "Travel Order" and displays a table of travel order entries. The table has columns for TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, and ACTION. Two rows of data are visible: one for TRAVEL ORDER NBR 000000003 and another for 000000006. In the ACTION column for the second row, there is a blue button labeled "Cancel Pending". A large red arrow points to this button, indicating it as the target for Step 12. At the bottom right of the table, there is a green button labeled "For Approval - Level 1". The browser's address bar shows the URL as 192.168.6.80:29/cATSTOAppr. The system interface includes standard Windows-style icons in the taskbar at the bottom.

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	ACTION
000000003	8447	PERSIGAS, SHIELA MAE T.	
000000006	8447	PERSIGAS, SHIELA MAE T.	<span style="background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 5px;">Cancel Pending</span>

HRIS-eSelfService    Laravel    HRIS - ePayTrack

192.168.6.80:29/cATSTOAppr

JORGE RUSTOM VILLANUEVA

★ Favorites    Log out

Travel Order Approval

Travel Order No: 0000000003    T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T.    Travel With Claims?

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International    Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Cancel Pending    Travel Justification:

Type: Job Order Employees

ACTION

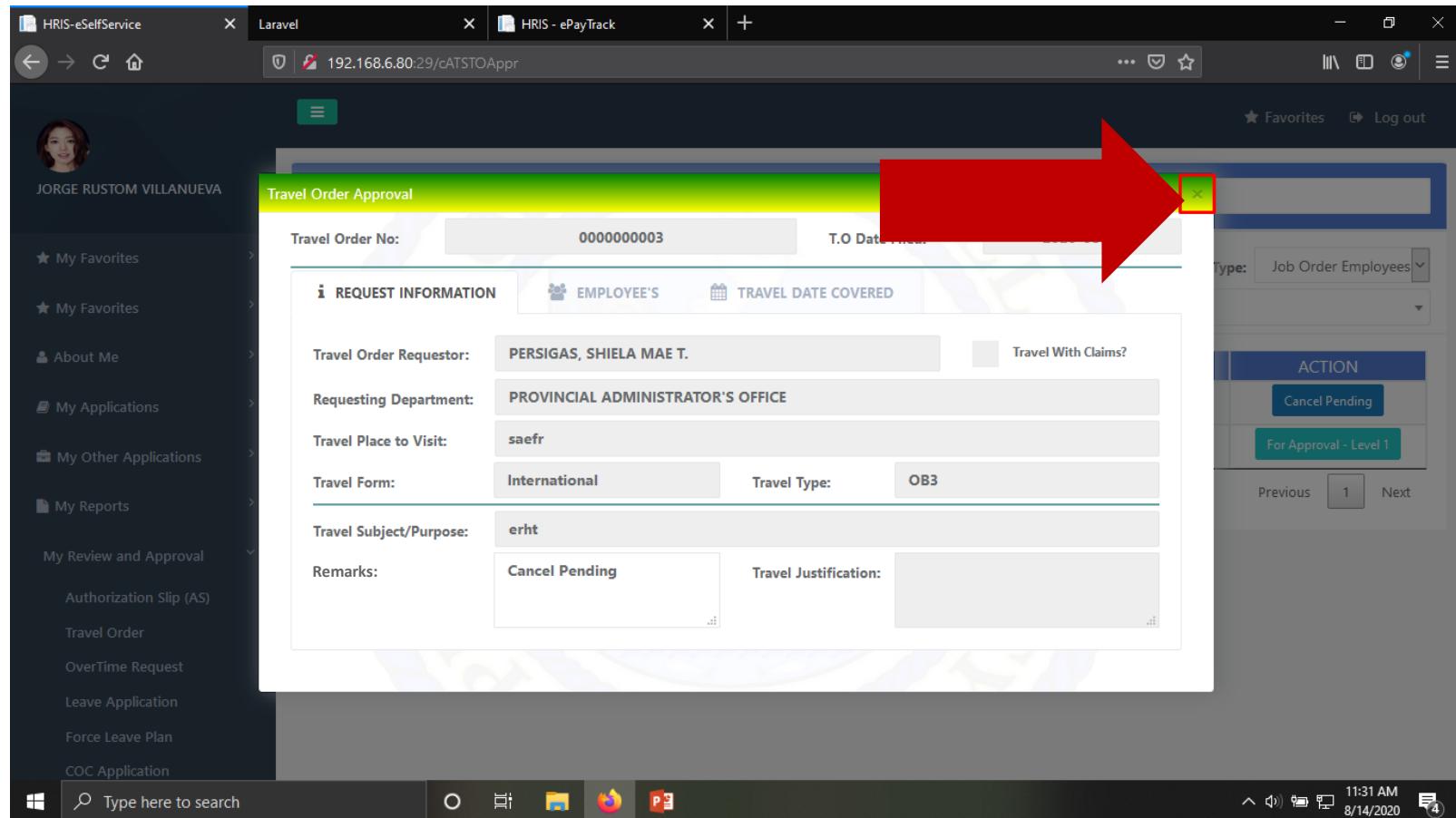
Cancel Pending    For Approval - Level 1

Previous 1 Next

Type here to search

11:30 AM 8/14/2020 4

**Step 13:** Click **close icon** if you want to close application and go back on main page.



**Step 14:** Press **CTRL +F5** on your keyboard if you want to refresh the page.

The screenshot shows a web browser window with two tabs open: "HRIS-eSelfService" and "Laravel". The main content area displays a "Travel Order" application page from "HRIS - ePayTrack".

The page title is "Travel Order". On the left, there is a sidebar menu with the following items:

- ★ My Favorites
- ★ My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - Overtime Request
  - Leave Application
  - Force Leave Plan
  - COC Application

The main content area has a search bar at the top with the placeholder "Search ....". Below it are several filter dropdowns: "Show 10 entries", "T.O Year: 2020", "T.O Month: August", "Emp. Type: Job Order Employees", and a "Department: PROVINCIAL ADMINISTRATOR'S OFFICE" dropdown.

A table lists one travel order entry:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
000000006	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are navigation buttons: "Previous", a page number "1", and "Next".

The browser's address bar shows the URL: `192.168.6.80:29/cATSTOAppr`. The status bar at the bottom right shows the time as 11:32 AM and the date as 8/14/2020.

## **Note:**

If you wish to continue and **disapproved** application let the level 1 approver cancel pending the application then let the requestor re-submit the **cancelled pending** application to do that open **Travel Order (Regular, Casual & Job Order) Manual** to re-submit application by clicking the **re-submit all button** in order to disapproved application. Only the requestor who can re-submit the cancelled pending application only if he is allowed to access travel order application. As well as only the **reviewer, level 1 approver, level 2 approver** and **final approver** are allowed to disapproved application.

## Step 15: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows a web-based application titled "Travel Order Approval". The main form displays the following information:

- Travel Order No.: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: (empty)
- Travel Justification: (empty)

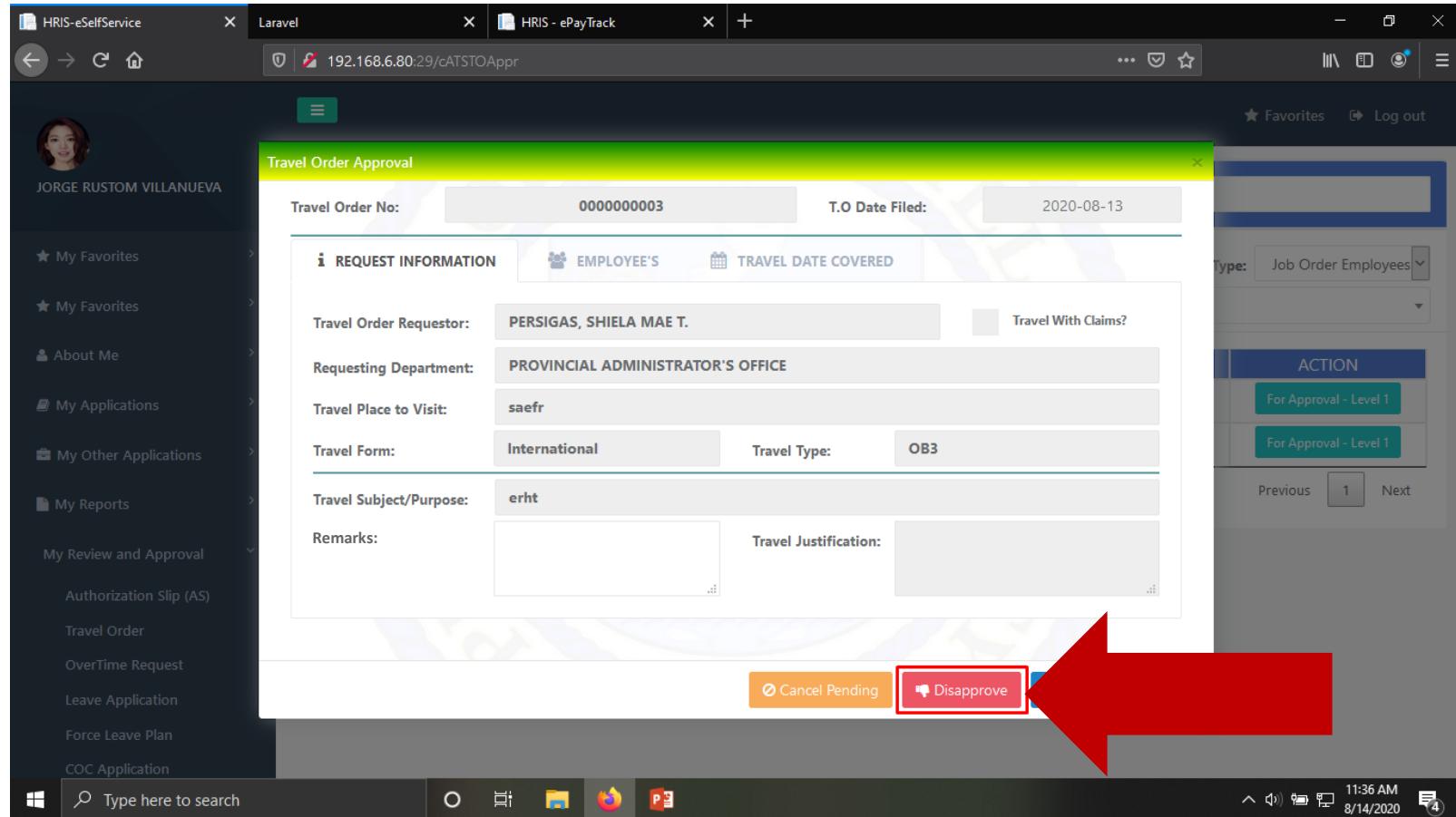
At the bottom of the form are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Level 1 Approve" (blue).

The left sidebar contains a navigation menu with the following items:

- My Favorites
- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - Overtime Request
  - Leave Application
  - Force Leave Plan
  - COC Application

The top of the screen shows browser tabs for "HRIS-eSelfService", "Laravel", and "HRIS - ePayTrack". The address bar shows the URL "192.168.6.80:29/cATSTOAppr". The system status bar at the bottom right indicates the time as 11:35 AM and the date as 8/14/2020, with a notification icon showing the number 4.

# Step 16: Click **disapproved button** to successfully disapproved application.



HRIS-eSelfService

192.168.6.80:29/cATSTOAppr

SOSANYME BARRO

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T. Travel With Claims?

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Required Field!

Travel Justification:

Action Buttons: Cancel Pending, Disapprove, Review

Type: Job Order Employees

Action Buttons: For Review (x3)

Previous 1 Next

Type here to search

3:50 PM 8/13/2020

The screenshot shows a web-based application for travel order approval. The main window is titled 'Travel Order Approval' and displays various fields for a travel request. One specific field, 'Remarks', is highlighted with a red border and contains the text 'Required Field!'. At the bottom of the window, there are three action buttons: 'Cancel Pending', 'Disapprove', and 'Review'. The 'Disapprove' button is highlighted with a red background. On the left side of the screen, there is a sidebar with a navigation menu. The 'Remarks' field is the primary focus of the note below.

**Note:** Field that needs to be fill will automatically generate a verification message of “**required field!**” if you click **disapproved button** without inputting values in remarks.

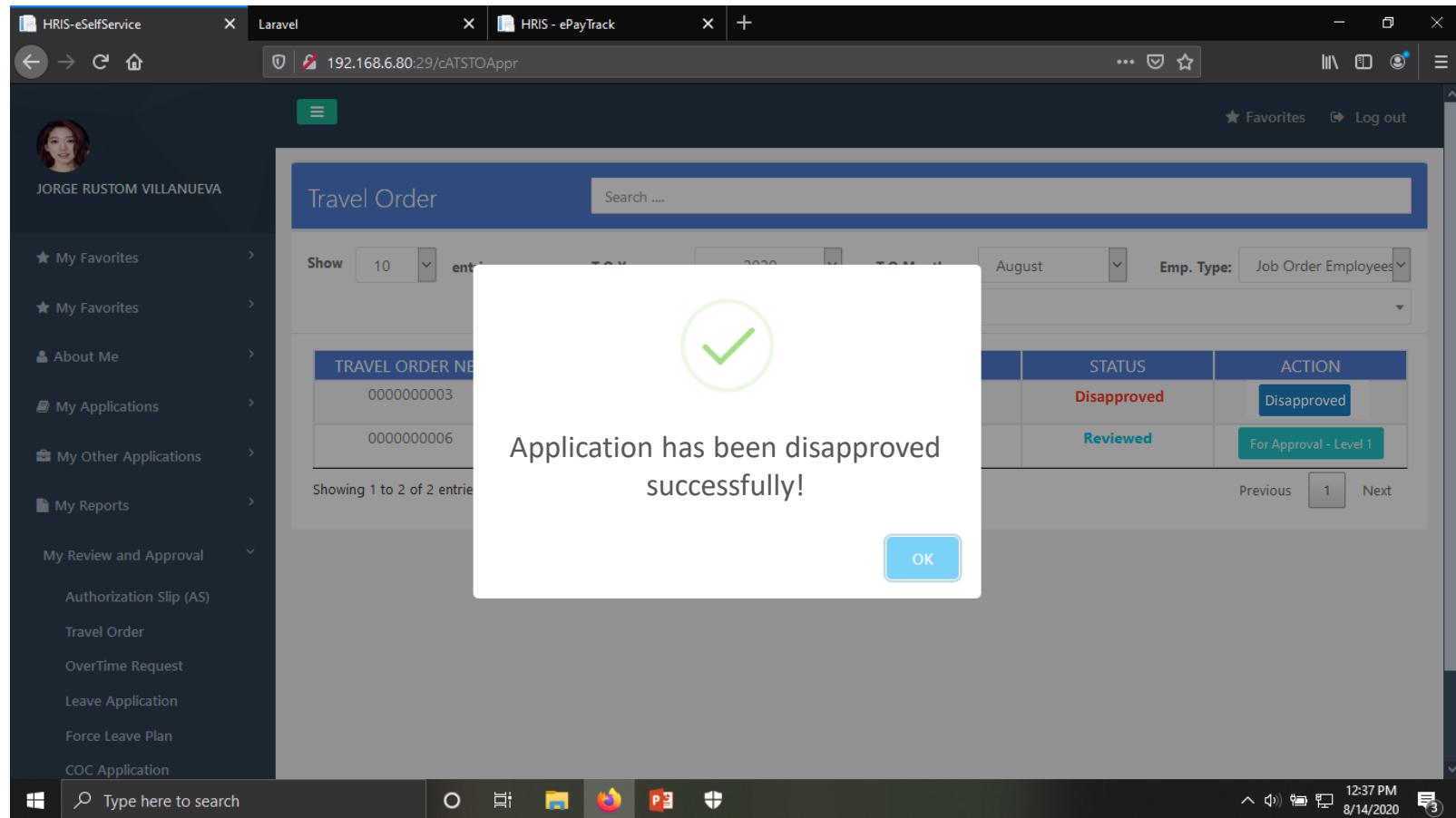
**Step 17:** Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.

The screenshot shows a web-based application interface for travel order approval. On the left, a sidebar menu lists various application types: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, and COC Application. The main content area is titled "Travel Order Approval" and displays the following information:

- Travel Order No: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: Disapproved
- Travel Justification: (empty)

At the bottom of the form, there are two buttons: "Cancel Pending" and "Disapprove". The "Disapprove" button is highlighted with a red box and a large red arrow points towards it from the right side of the screen.

**Note:** A pop-up confirmation window will appear that application has been disapproved successfully!



## Step 18: Repeat step 9 to exit or go back on main page.

The screenshot shows a web browser window with three tabs: 'HRIS-eSelfService', 'Laravel', and 'HRIS - ePayTrack'. The main content area displays a 'Travel Order' list. On the left, there is a sidebar with user profile information (Jorge Rustom Villanueva) and navigation links for 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval' (which is expanded, showing 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', and 'COC Application').

The 'Travel Order' list has the following columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. There are two entries:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Disapproved	Disapproved
0000000006	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1

Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom right of the page, there are links for 'Previous' (with page number 1), 'Next', and a search bar at the bottom with placeholder text 'Type here to search'.

## **Note:**

If ever application is not yet disapproved and you want to approve the reviewed application repeat step 3 to continue. If application status is **cancel pending** let the requestor re-submit the **cancelled pending** application to do that open **Travel Order (Regular, Casual & Job Order) Manual** to re-submit application by clicking the **re-submit all button** in order to approve application. Only the requestor who can re-submit the cancelled pending application only if he is allowed to access travel order application.

# Step 19: If ever you want to approve application repeat step 3 to approve reviewed application.

The screenshot shows a web-based application titled "Travel Order Approval". The main form displays the following information:

- Travel Order No.: 0000000003
- T.O Date Filed: 2020-08-13
- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: saefr
- Travel Form: International
- Travel Type: OB3
- Travel Subject/Purpose: erht
- Remarks: Reviewed
- Travel Justification: (empty)

At the bottom of the form are three buttons: "Cancel Pending", "Disapprove", and "Level 1 Approve".

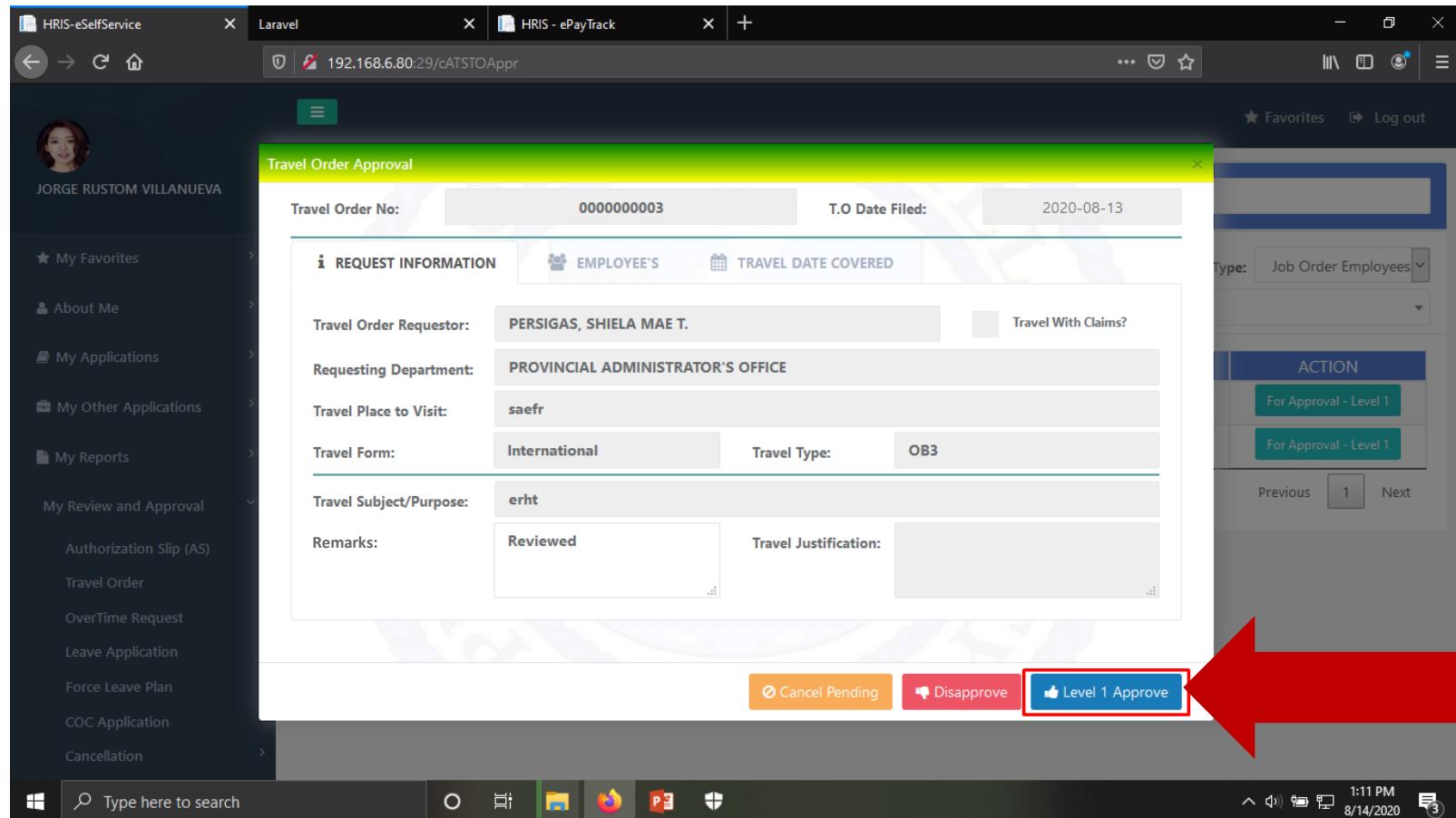
To the right of the main form, there is a sidebar titled "ACTION" with two buttons: "For Approval - Level 1" and "For Approval - Level 1". Below the sidebar, there are navigation links for "Previous", "1", and "Next".

The left sidebar contains a user profile for "JORGE RUSTOM VILLANUEVA" and a list of application categories:

- My Favorites
- About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval
  - Authorization Slip (AS)
  - Travel Order
  - Overtime Request
  - Leave Application
  - Force Leave Plan
  - COC Application
  - Cancellation

The bottom of the screen shows a taskbar with icons for File Explorer, Firefox, and Microsoft Word, along with a search bar and system status indicators.

## Step 20: Click for review level 1 button to successfully review application.



**Note:** A pop-up confirmation window will appear that level 1 approved successfully!

The screenshot shows a web application interface for managing travel orders. On the left, a sidebar menu includes options like 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation'), and 'Laravel'.

The main content area is titled 'Travel Order' and displays a list of travel orders. The table has columns for 'TRAVEL ORDER NO.', 'STATUS', and 'ACTION'. One entry shows '000000003' in the first column, 'Level 1 Approved' in the second, and a blue button labeled 'View Details' in the third. Another entry shows '000000006' in the first column, 'Reviewed' in the second, and a blue button labeled 'For Approval - Level 1' in the third.

A central modal window is displayed, featuring a large green checkmark icon and the message 'Level 1 Approved successfully!'. A blue 'OK' button is at the bottom right of the modal.

The browser's address bar shows the URL: 192.168.6.80:29/cATSTOAppr. The status bar at the bottom right indicates the time is 1:15 PM and the date is 8/14/2020.

## Step 21: Repeat step 9 to exit or go back on main page.

The screenshot shows a web-based application interface for HRIS-eSelfService. The left sidebar contains a user profile for 'JORGE RUSTOM VILLANUEVA' and a navigation menu with links like 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation'), and a search bar at the bottom labeled 'Type here to search'. The main content area is titled 'Travel Order' and displays a table of travel orders. The table has columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. Two rows are visible:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Level 1 Approved	<a href="#">View Details</a>
0000000006	8447	PERSIGAS, SHIELA MAE T.	Reviewed	<a href="#">For Approval - Level 1</a>

Below the table, it says 'Showing 1 to 2 of 2 entries'. The 'ACTION' column for the first row is highlighted with a red border, and the 'For Approval - Level 1' button for the second row is highlighted with a green border. The top of the browser window shows tabs for 'HRIS-eSelfService', 'Laravel', and 'HRIS - ePayTrack', and the address bar shows '192.168.6.80:29/cATSTOAppr'.

**Note:**

If you want to view **cancelled pending** application **view all button** to view application. Only the reviewer who can view the information of the cancelled pending application once page is refresh automatic cancel pending application will not be visible in **travel order** approval main page.

**Step 22:** Click **view details** button if you want to view the level 1 approved application in approval main page.

The screenshot shows a web browser window with three tabs: 'HRIS-eSelfService', 'Laravel', and 'HRIS - ePayTrack'. The main content area is titled 'Travel Order' and displays a table of travel orders. The table has columns for TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, and ACTION. Two rows are visible in the table:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	<a href="#">View Details</a>
0000000006	8447	PERSIGAS, SHIELA MAE T.	<a href="#">For Approval - Level 1</a>

A large red arrow points to the 'View Details' link in the first row's ACTION column. The browser's address bar shows the URL '192.168.6.80:29/cATSTOAppr'. The left sidebar contains a navigation menu with items like 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation').

HRIS-eSelfService    Laravel    HRIS - ePayTrack

192.168.6.80:29/cASTOAppr

JORGE RUSTOM VILLANUEVA

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application
- Cancellation

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T. Travel With Claims?

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Reviewed Travel Justification:

Type: Job Order Employees

ACTION

View Details

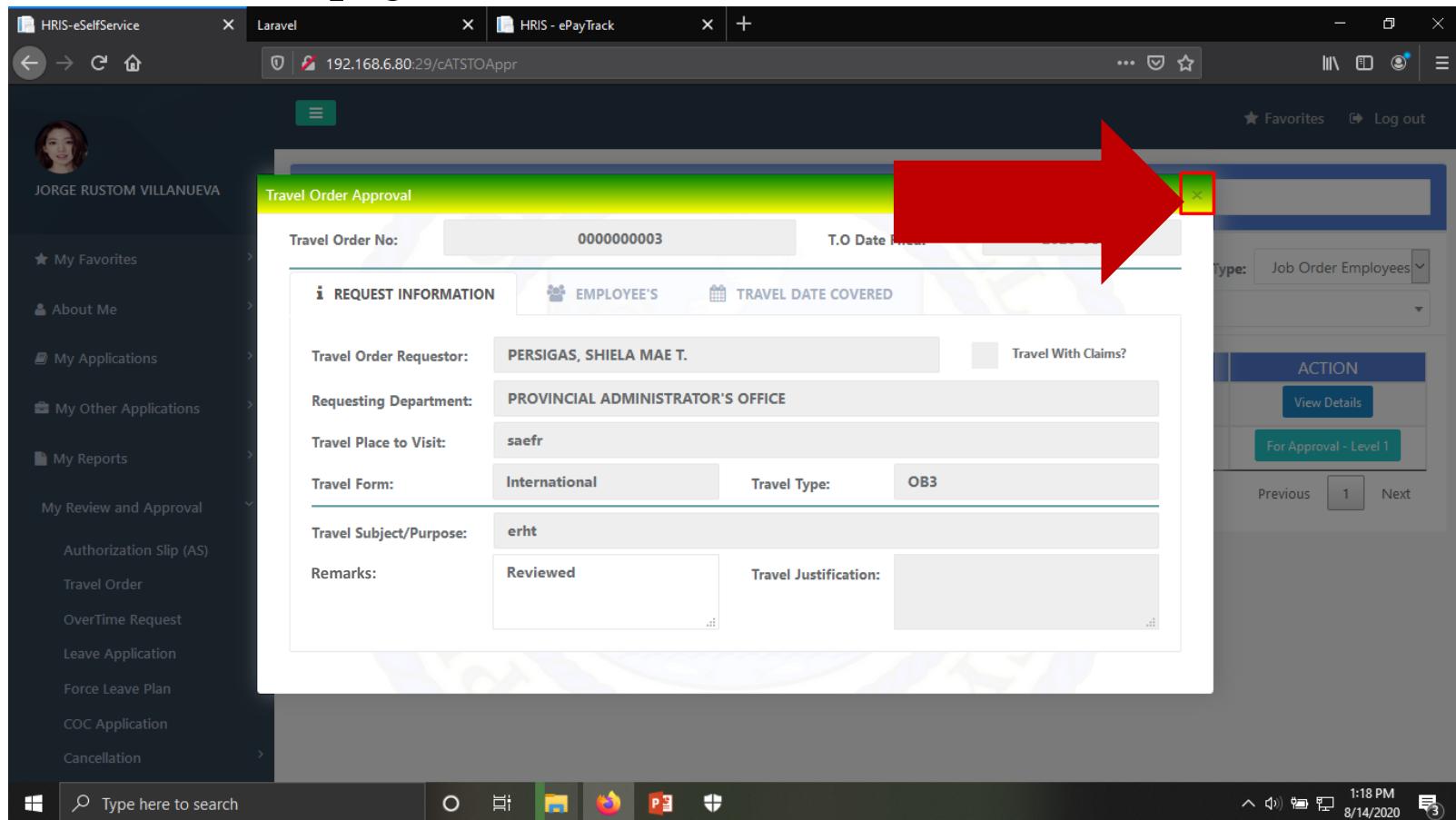
For Approval - Level 1

Previous 1 Next

Type here to search

1:18 PM 8/14/2020

**Step 23:** Click **close icon** if you want to close application and go back on main page.



**Note:** If ever you have refresh the page expected that the level 1 approved application record will not be visible in travel order approval process main page.

The screenshot shows a web-based application interface for HRIS-eSelfService. The top navigation bar includes tabs for 'HRIS-eSelfService', 'Laravel', and 'HRIS - ePayTrack'. The main content area is titled 'Travel Order' and features a search bar. On the left, there is a sidebar with a user profile picture and the name 'JORGE RUSTOM VILLANUEVA'. The sidebar also contains a list of menu items under 'My Favorites' and 'My Applications', including 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', and 'Cancellation'. The main content area displays a table with one row of data. The columns are labeled 'TRAVEL ORDER NBR', 'ID NBR', 'EMPLOYEE NAME', 'STATUS', and 'ACTION'. The data row shows '0000000006' in the TRAVEL ORDER NBR column, '8447' in the ID NBR column, 'PERSIGAS, SHIELA MAE T.' in the EMPLOYEE NAME column, 'Reviewed' in the STATUS column, and a button labeled 'For Approval - Level 1' in the ACTION column. The table has a total of 1 entry displayed. The bottom of the screen shows a taskbar with various icons and system status information.

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000006	8447	PERSIGAS, SHIELA MAE T.	Reviewed	For Approval - Level 1

Level 2 Approval  
and

Level 3 Approval  
(Final Approval)

## **Note:**

In level 2 and 3 approval process has the same process in approving the level 1 approved application that the only difference is the level of approval and name of the button itself but in terms of cancel pending and disapproving the application it shares the same behavior with the level 1 approval process. That if you want to approve in level 2 the level 1 approved application you may follow the level 1 approval process to successfully approved application.

In comparison with level 1 to 2 approval process and the final approval process only the final approval stage has the **cancelation** of application where once application is being **cancelled** the application status will become **cancelled** that the approver cannot **cancel pending** the application nor **disapproved** application once cancelled. Furthermore, the requestor cannot re-submit or edit application but if the requestor wants to submit application for approval he needs to apply new travel order and submit for approval.

How to cancelled  
final approve  
application?

**Step 1:** Select specific TO year, TO month, employment type and department by clicking available drop list in order for you to cancel final approved application. **Cancel application button** main grid will be visible.

The screenshot shows the HRIS-eSelfService application interface for Travel Order management. The left sidebar contains navigation links for Favorites, About Me, Applications, Reports, and Review and Approval. Under 'Review and Approval', 'Travel Order' is selected. The main content area is titled 'Travel Order' and includes a search bar and a table header with columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. A message at the top of the table states 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom of the page, there are links for 'Previous' and 'Next'. The top navigation bar shows the URL '192.168.6.80:29/cATSTOAppr' and the browser status bar shows '10:00 AM 8/18/2020'. The top right corner of the main content area has buttons for Home, Favorites, and Log out. The top left corner of the main content area has a 'Travel Order' icon. The top right corner of the main content area has a 'Cancel application' button.

HRIS-eSelfService    Laravel    HRIS - ePayTrack

192.168.6.80:29/cATSTOAppr

JOSEPH TOMBO

Travel Order

Search ....

Show 10 entries    T.O Year: 2020    T.O Month: August    Emp. Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Final Approved	<a href="#">Cancel Application</a>

Showing 1 to 1 of 1 entries

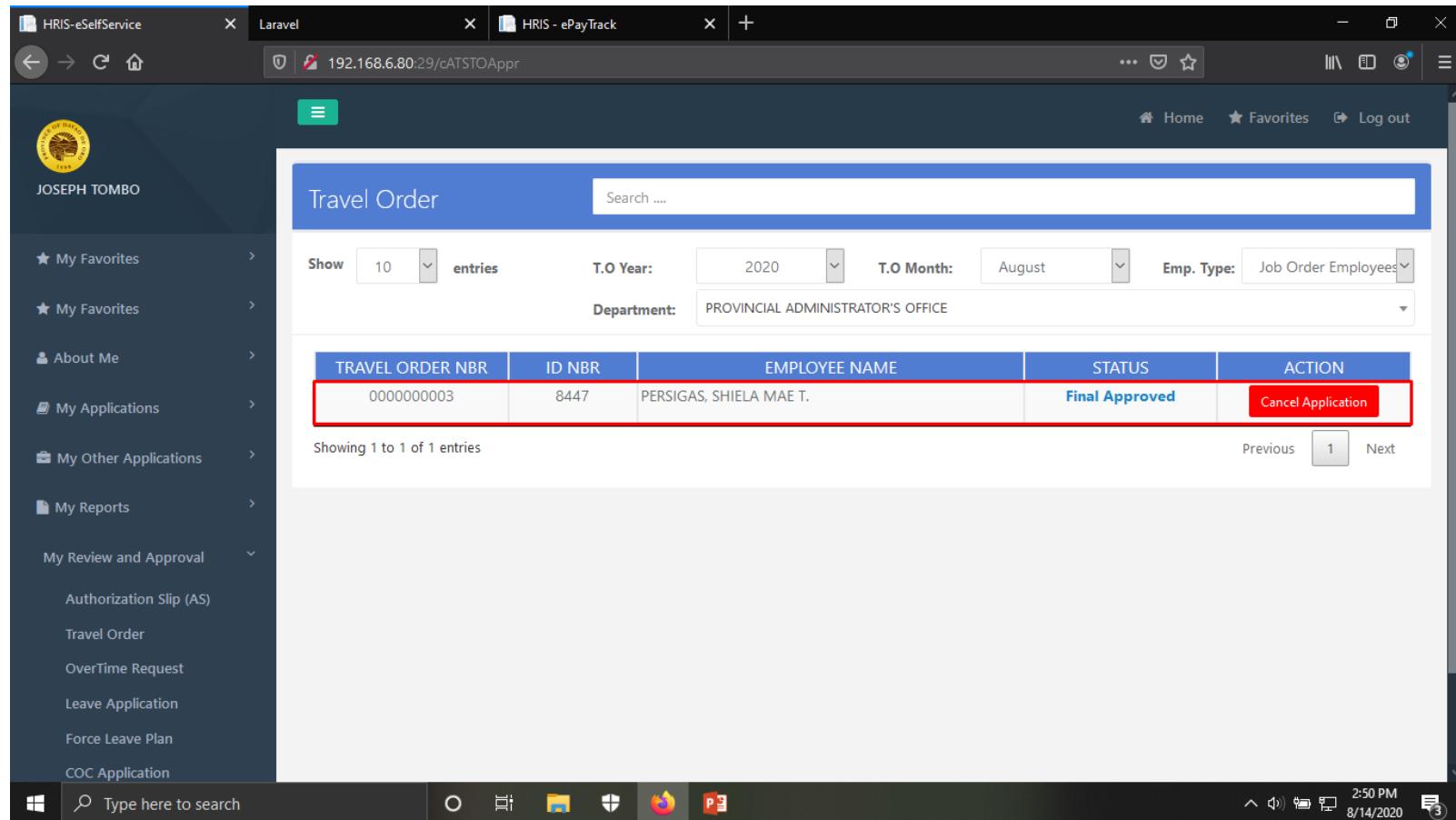
Previous 1 Next

My Favorites    My Favorites    About Me    My Applications    My Other Applications    My Reports    My Review and Approval    Authorization Slip (AS)    Travel Order    OverTime Request    Leave Application    Force Leave Plan    COC Application

Type here to search

2:53 PM  
8/14/2020

**Step 2:** While on the main page of **travel order approval process** select specific record that you want to cancelled.



The screenshot shows a web browser window with three tabs: "HRIS-eSelfService", "Laravel", and "HRIS - ePayTrack". The main content area is titled "Travel Order". On the left, there is a sidebar with various menu items like "My Favorites", "About Me", "My Applications", etc. The main table has columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. One row is selected and highlighted with a red border. The selected row contains the values: TRAVEL ORDER NBR: 0000000003, ID NBR: 8447, EMPLOYEE NAME: PERSIGAS, SHIELA MAE T., STATUS: Final Approved, and ACTION: Cancel Application. The bottom right corner of the table cell for "Cancel Application" contains a small red icon.

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Final Approved	<a href="#">Cancel Application</a>

**Step 3:** Once you have selected specific record that you want to cancelled. Click the **cancel application button** under **action** column to cancel the final approved application.

The screenshot shows a web browser window with three tabs: 'HRIS-eSelfService', 'Laravel', and 'HRIS - ePayTrack'. The main content area is titled 'Travel Order' and displays a table of travel orders. A red arrow points to the 'Cancel Application' button in the 'ACTION' column of the table. The table has columns: TRAVEL ORDER NBR, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. The data in the table is as follows:

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	(Status is not visible)	<a href="#">Cancel Application</a>

The left sidebar contains a navigation menu with items like 'My Favorites', 'About Me', 'My Applications', 'My Other Applications', 'My Reports', and 'My Review and Approval' (which is expanded to show 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', and 'COC Application'). The top right of the page includes links for 'Home', 'Favorites', and 'Log out'.

HRIS-eSelfService    Laravel    HRIS - ePayTrack

192.168.6.80:29/cATSTOAppr

JOSEPH TOMBO

Travel Order Approval

Travel Order No: 0000000003    T.O Date Filed: 2020-08-13

REQUEST INFORMATION

Travel Order Requestor: PERSIGAS, SHIELA MAE T.

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International    Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Reviewed

Travel Justification:

Cancel Application

Type: Job Order Employees

ACTION

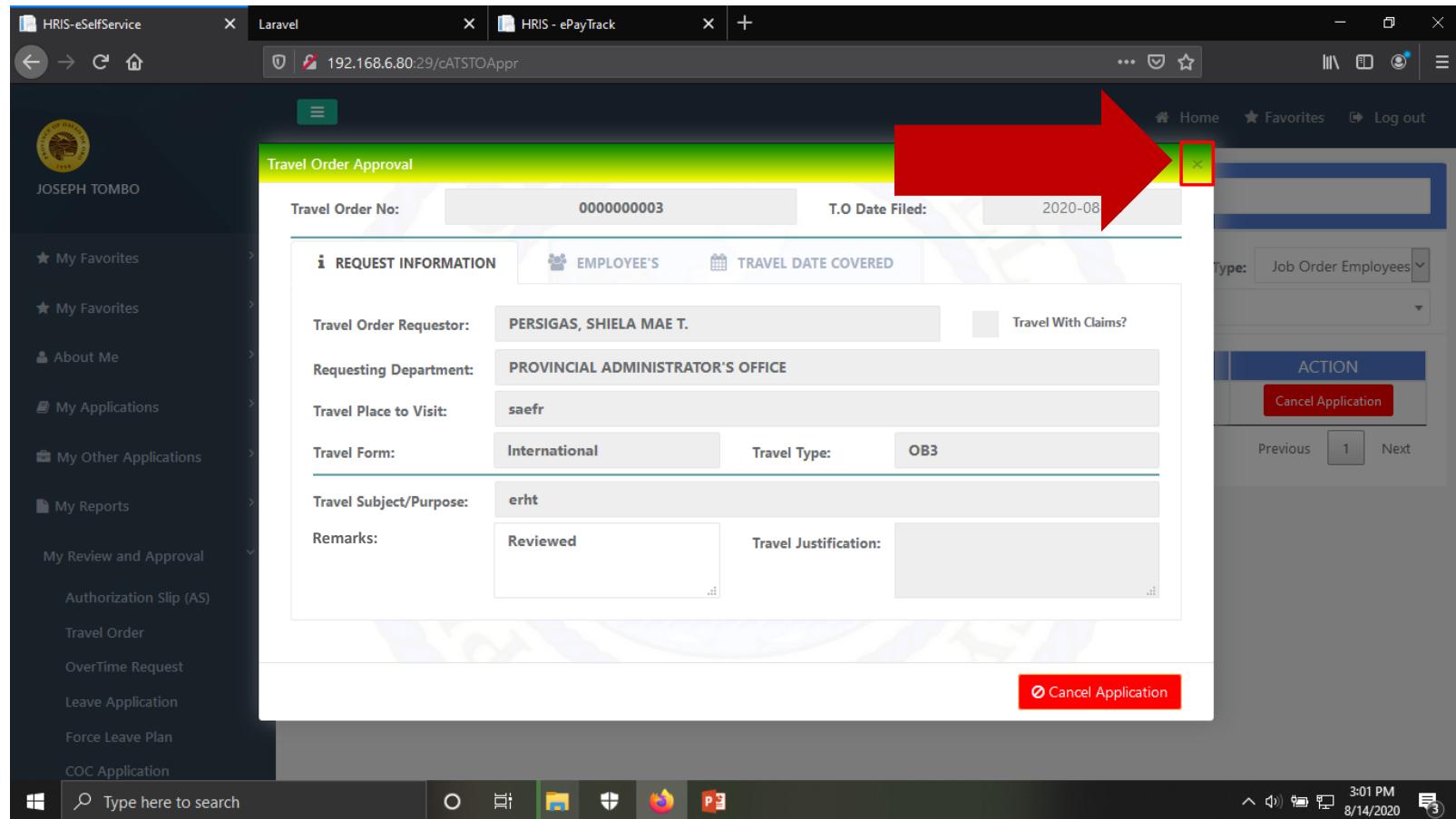
Cancel Application

Previous 1 Next

Type here to search

252 PM 8/14/2020

**Step 4:** If you don't want to cancel the final approve application click **close icon** to close information.



# Step 5: Repeat step 3 to continue and cancel final approve application.

The screenshot shows a web browser window with two tabs: "HRIS-eSelfService" and "Laravel". The main content is a "Travel Order Approval" form. The left sidebar shows a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval", "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", and "COC Application". The "Travel Order" item is currently selected. The main form has fields for "Travel Order No." (0000000003), "T.O Date Filed" (2020-08-13), "REQUEST INFORMATION" (Requestor: PERSIGAS, SHIELA MAE T., Department: PROVINCIAL ADMINISTRATOR'S OFFICE, Place: saefr, Form: International, Type: OB3), "Travel Subject/Purpose" (erht), "Remarks" (Reviewed), and "Travel Justification". A red "Cancel Application" button is visible at the bottom right. A modal dialog on the right side shows a list of applications with a "Cancel Application" button.

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

Travel Order Requestor: PERSIGAS, SHIELA MAE T. Travel With Claims?

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Reviewed Travel Justification:

Cancel Application

Type: Job Order Employees

ACTION

Cancel Application

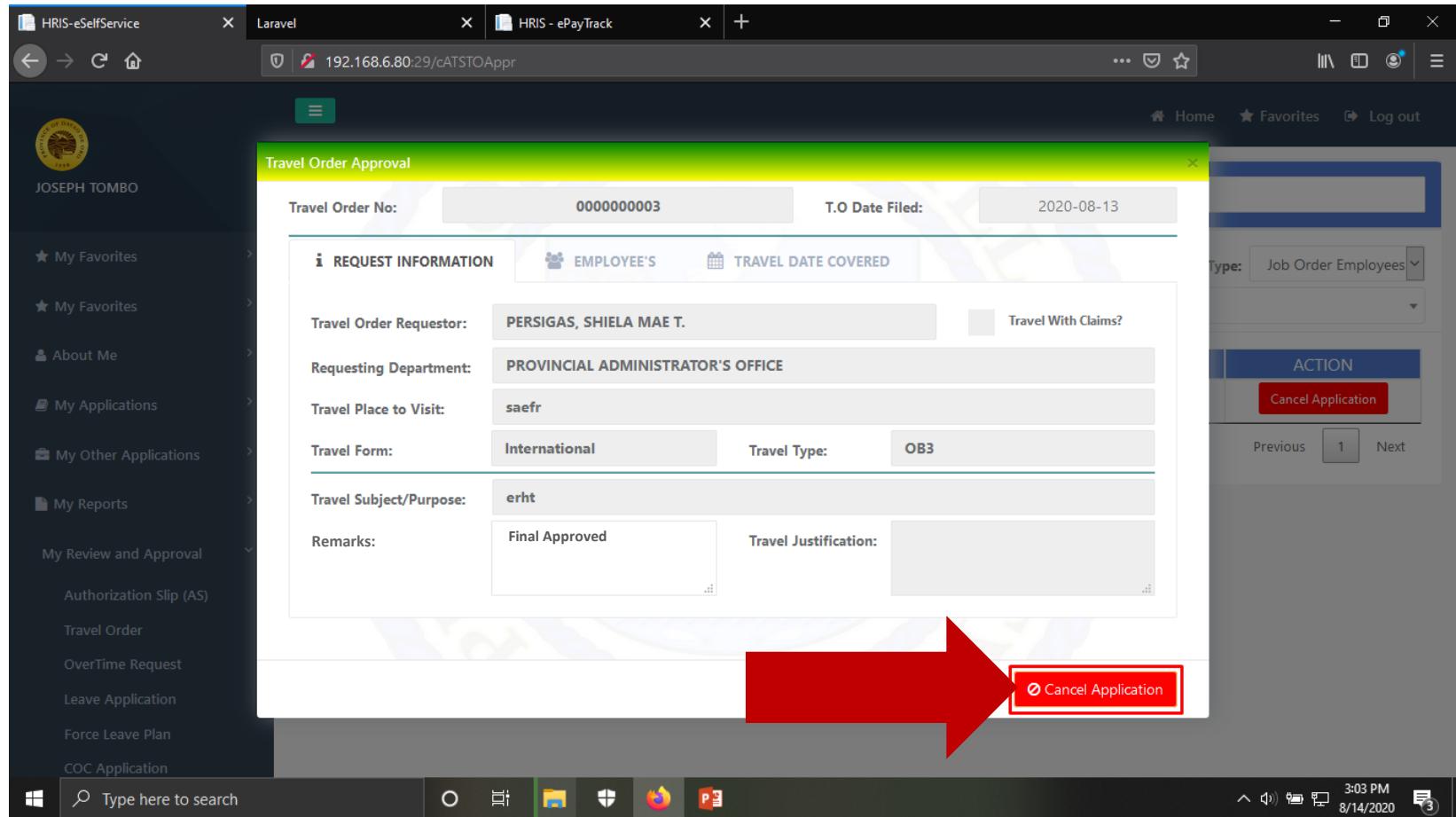
Previous 1 Next

Cancel Application

## **Note:**

If you want to view information in **employee's tab** and **travel date covered tab** you can repeat **level 1 approval step 6** and **7** process before cancelling the final approved application. If ever you still want to cancel the application to continue click the **cancel application button**.

## Step 6: Click cancel application button for you to enable cancel application.



## **Note:**

Input comment or not in **remarks comment box** only if necessary, then click **cancel application button** in order to successfully cancelled application. Once application is cancelled it means that application will not be cancel pending, editable, delete or re-submit. If you want to final approve application let the requestor create new entry of travel order application and submit in order for you to finally approved application.

HRIS-eSelfService    Laravel    HRIS - ePayTrack

192.168.6.80:29/cATSTOAppr

JOSEPH TOMBO

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Type: Job Order Employees

ACTION

Cancel Application

Home    Favorites    Log out

Travel Order Approval

Travel Order No: 0000000003    T.O Date Filed: 2020-08-13

REQUEST INFORMATION

Travel Order Requestor:

Requesting Department:

Travel Place to Visit:

Travel Form:

Travel Subject/Purpose:

Remarks:

Travel With Claims?

Are you sure to cancel this application and all of its components?

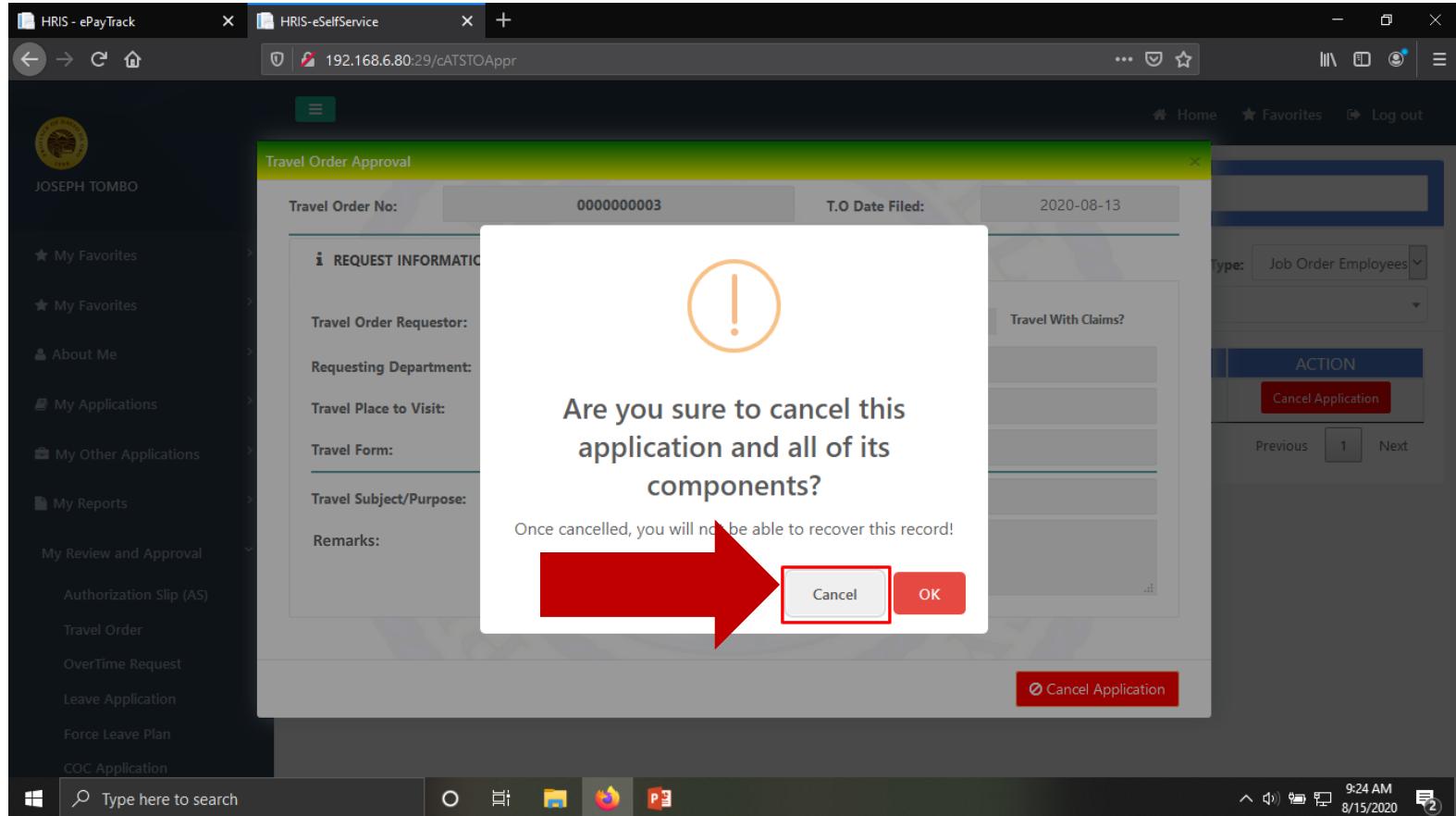
Once cancelled, you will not be able to recover this record!

Cancel    OK

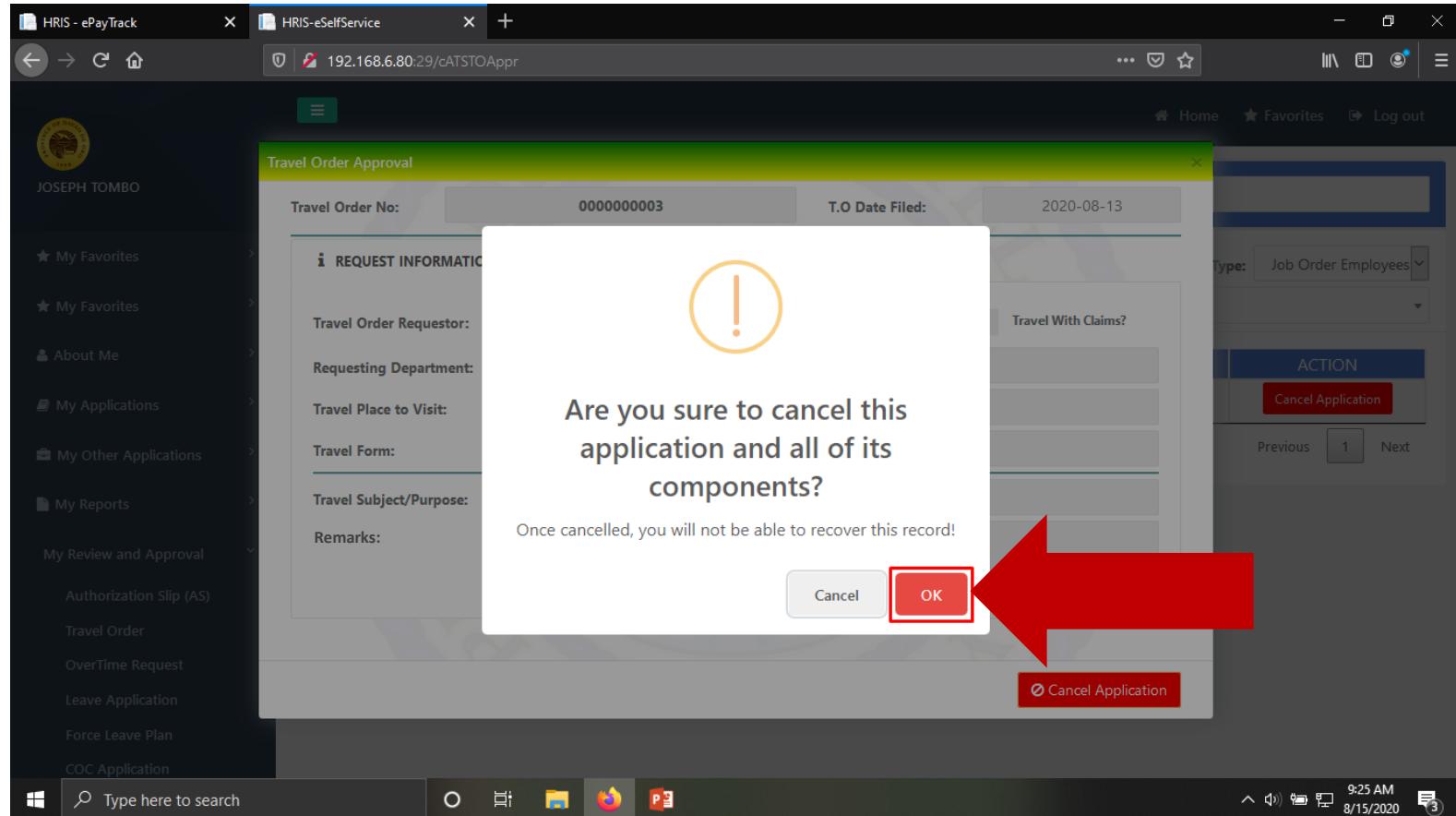
Cancel Application

3:06 PM  
8/14/2020

# Step 7: Click cancel button if you don't want to delete the selected record.



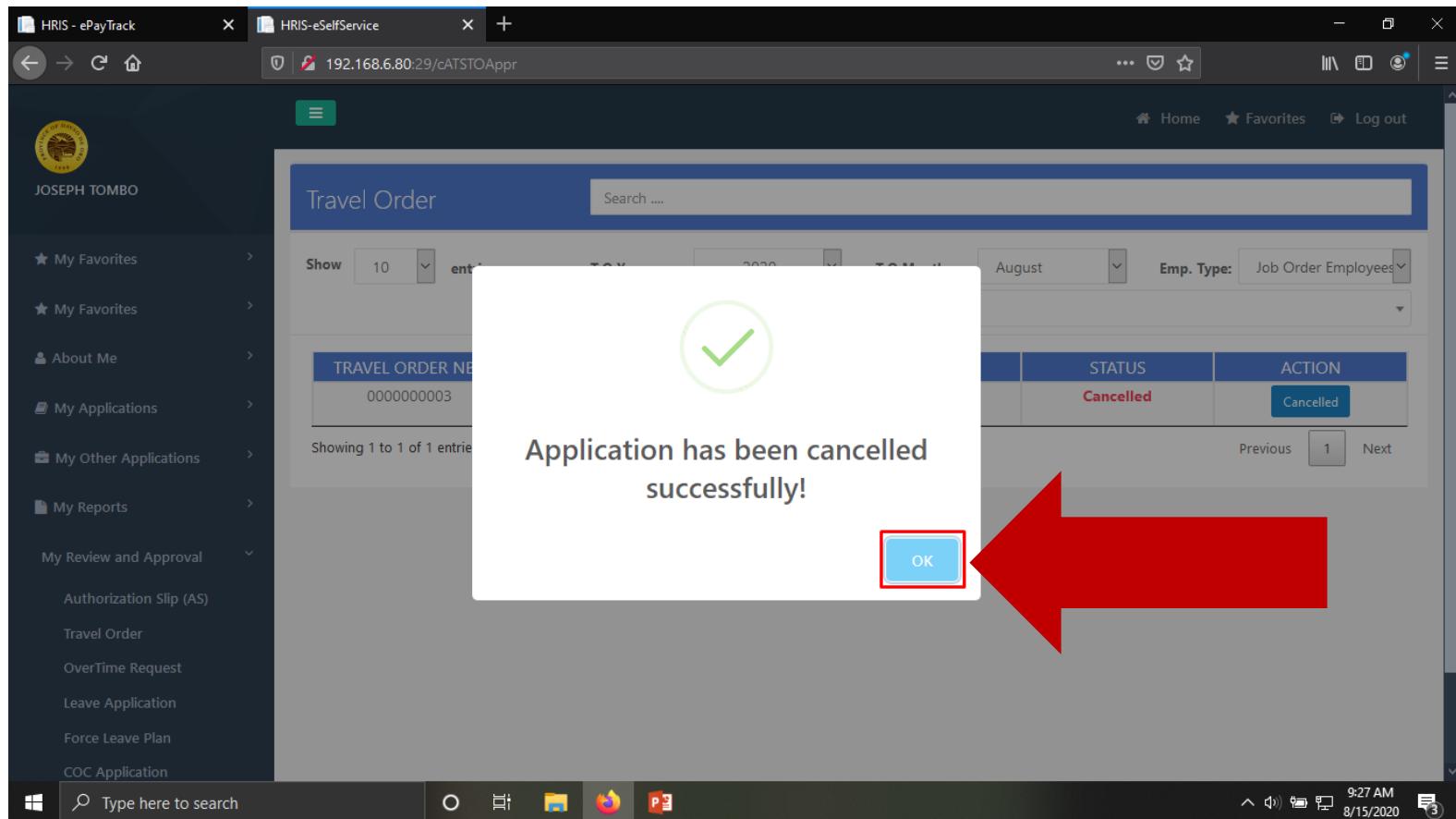
**Step 8:** Repeat step 6 then click **ok** button if you want to cancelled application.



**Note:** A pop-up confirmation window will appear that your record has been successfully deleted!

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL 192.168.6.80:29/cATSTOAppr. The user is logged in as JOSEPH TOMBO. On the left, there is a sidebar with various menu items under "My Favorites" and "My Applications". The main content area is titled "Travel Order" and displays a table of travel orders. One row in the table is highlighted with a green checkmark icon and the status "Cancelled". A modal dialog box is overlaid on the page, containing the message "Application has been cancelled successfully!" with an "OK" button. The system status bar at the bottom right shows the date and time as 8/15/2020 9:26 AM.

## Step 9: Click ok button to exit and go back on main page.



HRIS - ePayTrack X HRIS - eSelfService +

192.168.6.80:29/cATSTOAppr

JOSEPH TOMBO

My Favorites My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application

Travel Order Search ....

Show 10 entries T.O Year: 2020 T.O Month: August Emp. Type: Job Order Employees Department: PROVINCIAL ADMINISTRATOR'S OFFICE

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Cancelled	Cancelled

Showing 1 to 1 of 1 entries Previous 1 Next

Type here to search 9:28 AM 8/15/2020 3

## Step 10: Click **cancelled** button to view the details of the cancelled application.

The screenshot shows a web-based application titled "HRIS-eSelfService" running on a Windows 10 desktop. The left sidebar contains a navigation menu with items like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", and "COC Application"). The main content area is titled "Travel Order" and displays a table with one row of data. The table columns are "TRAVEL ORDER NBR", "ID NBR", "EMPLOYEE NAME", and "ACTION". The data row shows "000000003" in the first column, "8447" in the second, "PERSIGAS, SHIELA MAE T." in the third, and a blue button labeled "Cancelled" in the fourth column. A large red arrow points from the right towards the "Cancelled" button. The browser's address bar shows the URL "192.168.6.80:29/cATSTOApr". The taskbar at the bottom includes icons for File Explorer, Edge, Firefox, and FileZilla, along with a search bar and system status indicators.

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	ACTION
000000003	8447	PERSIGAS, SHIELA MAE T.	<b>Cancelled</b>

HRIS - ePayTrack X HRIS-eSelfService X +

192.168.6.80:29/cASTOAppr

JOSEPH TOMBO

My Favorites My Favorites About Me My Applications My Other Applications My Reports My Review and Approval Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application

Travel Order Approval

Travel Order No: 0000000003 T.O Date Filed: 2020-08-13

REQUEST INFORMATION

EMPLOYEE'S TRAVEL DATE COVERED

Travel Order Requestor: PERSIGAS, SHIELA MAE T. Travel With Claims?

Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE

Travel Place to Visit: saefr

Travel Form: International Travel Type: OB3

Travel Subject/Purpose: erht

Remarks: Reviewed Travel Justification:

Type: Job Order Employees

ACTION

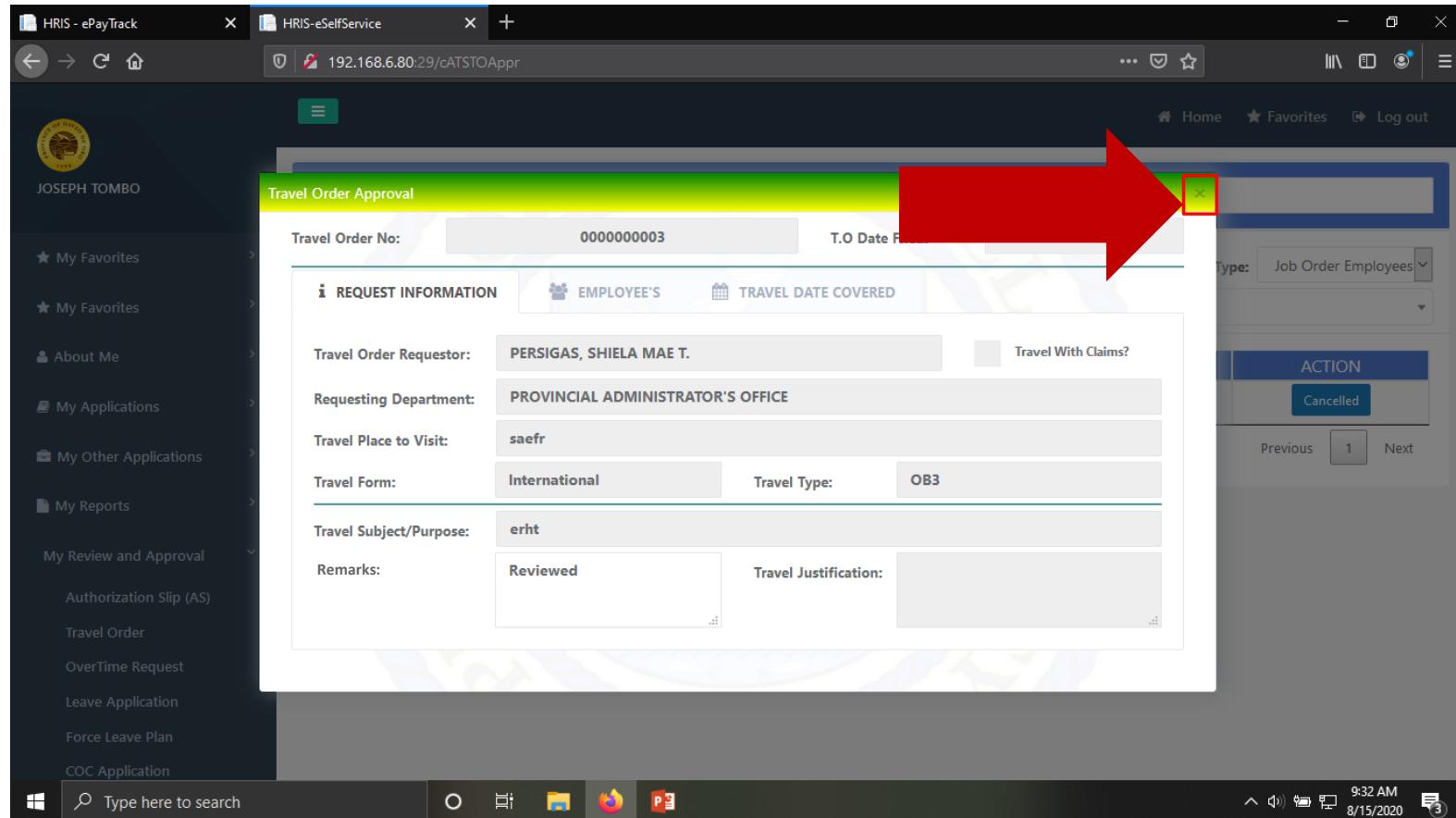
Cancelled

Previous 1 Next

Type here to search

9:29 AM 8/15/2020

**Step 11:** Click close icon to close the page application and go back on main page.



HRIS - ePayTrack X HRIS-eSelfService +

192.168.6.80:29/cATSTOAppr

JOSEPH TOMBO

Travel Order Search ....

Show 10 entries T.O Year: 2020 T.O Month: August Emp. Type: Job Order Employees

Department: PROVINCIAL ADMINISTRATOR'S OFFICE

TRAVEL ORDER NBR	ID NBR	EMPLOYEE NAME	STATUS	ACTION
0000000003	8447	PERSIGAS, SHIELA MAE T.	Cancelled	Cancelled

Showing 1 to 1 of 1 entries Previous 1 Next

My Favorites >

About Me >

My Applications >

My Other Applications >

My Reports >

My Review and Approval >

- Authorization Slip (AS)
- Travel Order
- Overtime Request
- Leave Application
- Force Leave Plan
- COC Application

Type here to search

9:32 AM 8/15/2020 3