

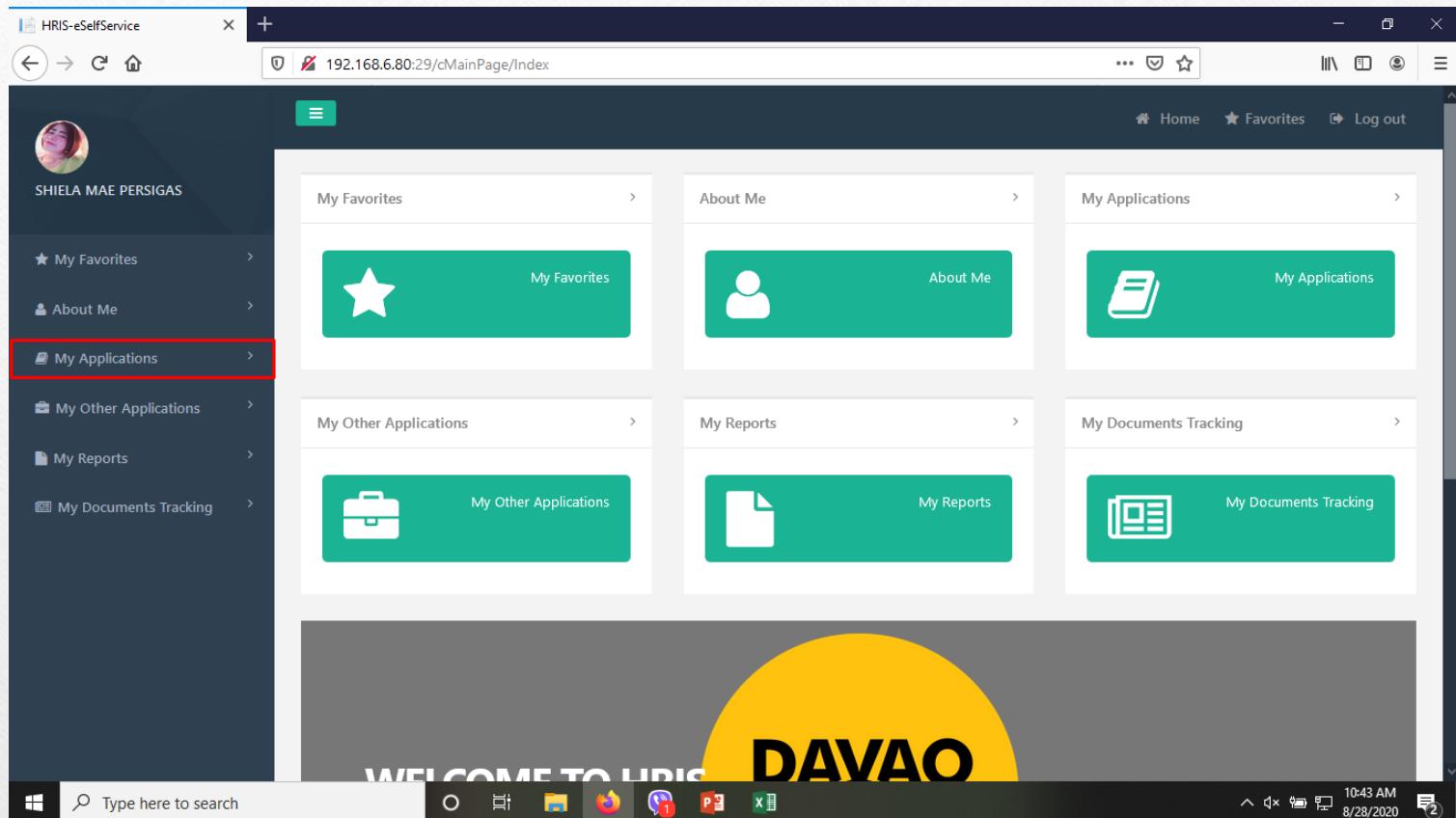
Travel Order

(Regular, Casual and
Job Order)

Note:

This manual is intended to **administrative officer (AO)** and **non-AO** employees expected he will be able to apply TO to specific personnel under the same department. If ever you may have **travel order** that should reflect on your daily time record.

Navigate to My Applications -> Travel Order



HRIS-eSelfService

192.168.6.80:29/cMainPage/Index

Home Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications

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

My Other Applications My Reports My Documents Tracking

WELCOME TO HRIS DAVAO

192.168.6.80:29 10:45 AM 8/28/2020

The screenshot shows the HRIS-eSelfService application running on a Windows desktop. The left sidebar contains a navigation menu with items like 'My Favorites', 'About Me', 'My Applications', 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', 'Cancellation', 'My Other Applications', 'My Reports', and 'My Documents Tracking'. The 'Travel Order' item is highlighted with a red box and has a large red arrow pointing to the 'My Other Applications' section in the main content area. The main content area features several cards: 'My Favorites' (star icon), 'About Me' (person icon), 'My Applications' (document icon), 'My Reports' (document icon), and 'My Documents Tracking' (document icon). At the bottom, there's a banner with the text 'WELCOME TO HRIS DAVAO'. The taskbar at the bottom shows various open applications and the system clock.

HRIS-eSelfService

192.168.6.80:29/c\$STravelOrderApp

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

My Other Applications

My Reports

My Other Payroll

192.168.6.80:29 cuments Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

No data available in table

August 2020

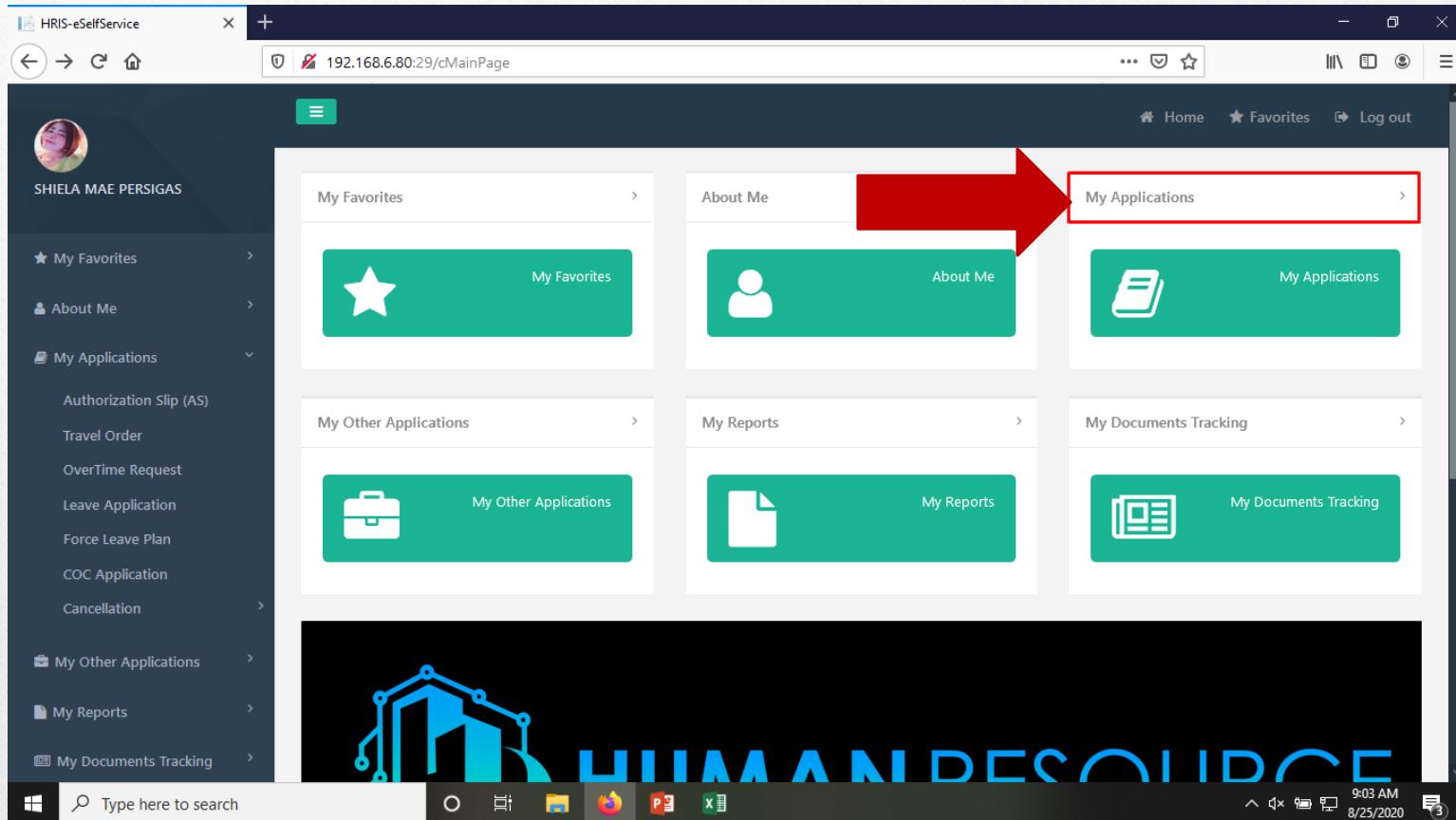
Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	National He...	1	2	3	4	5

4:35 PM 8/6/2020

Type here to search

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



HRIS-eSelfService

192.168.6.80:29/c MainPage

Home Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications

My Favorites About Me My Applications

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

My Other Applications My Reports

My Other Applications My Reports

Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation

192.168.6.80:29 Type here to search

10:51 AM 8/28/2020

The screenshot shows the HRIS-eSelfService application running on a Windows desktop. The window title is "HRIS-eSelfService" and the address bar shows the URL "192.168.6.80:29/c MainPage". The interface has a dark blue header with navigation links for "Home", "Favorites", and "Log out". On the left, there's a sidebar with a user profile picture and name "SHIELA MAE PERSIGAS". Below the profile are several menu items: "My Favorites", "About Me", "My Applications" (with sub-options like "Authorization Slip (AS)", "Travel Order", etc.), "My Other Applications", "My Reports", and "Documents Tracking". The main content area is divided into four sections: "My Favorites" (with a star icon), "About Me" (with a person icon), "My Other Applications" (with a briefcase icon), and "My Reports" (with a document icon). To the right, there's a vertical list of applications: "Authorization Slip (AS)", "Travel Order" (which is highlighted with a red border), "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation". At the bottom of the screen, the Windows taskbar is visible with icons for File Explorer, Edge, Firefox, and Excel. The system tray shows the date and time as "10:51 AM 8/28/2020".

HRIS-eSelfService

192.168.6.80:29/c\$STravelOrderApp

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

My Other Applications

My Reports

My Other Payroll

192.168.6.80:29 cument Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

No data available in table

August 2020

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	National He...	1	2	3	4	5

4:35 PM 8/6/2020

Type here to search

How to add T.O
application?

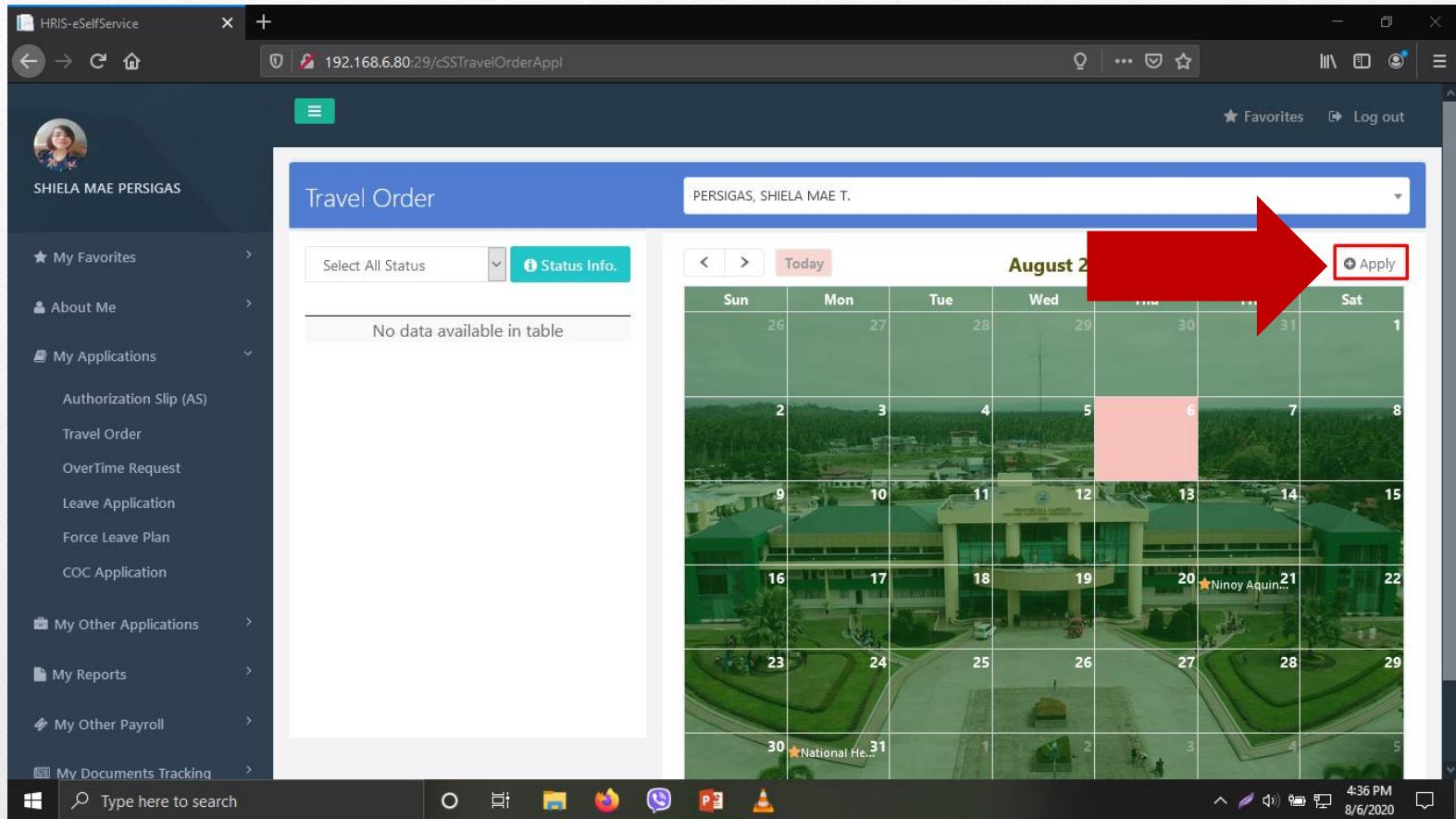
Note:

Take note travel order application modal page has **3 tabs** where each tab having required fields that needs to have values since you will not be able to save the data if fields aren't filled with information. On the other hand, there are 2 ways to add travel order application:

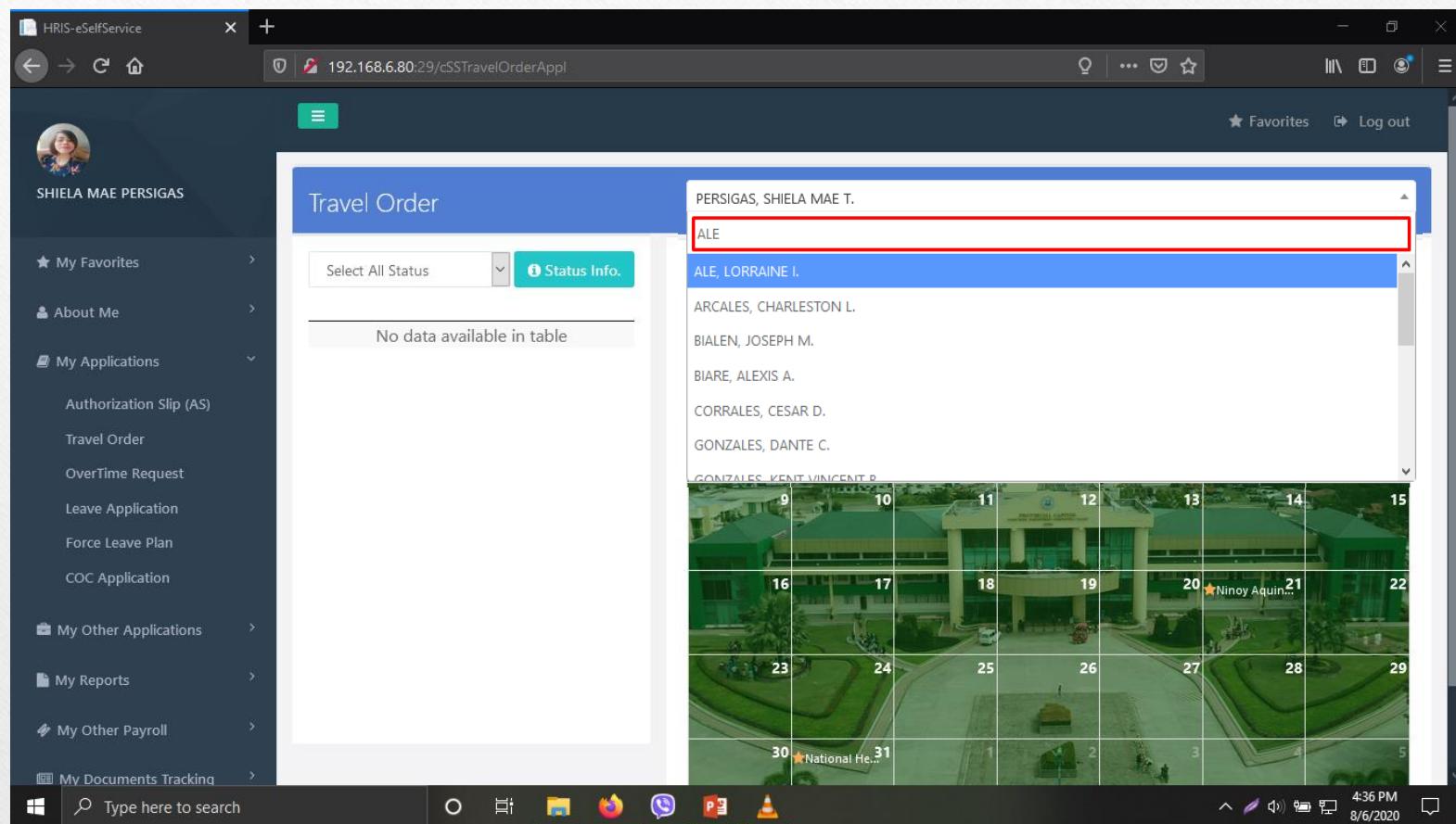
- * Click **apply button** or;
- * Select **date of travel** covered for travel order in main page before clicking the **apply for travel order**

Though different ways but still the same **add new record modal page** will appear. The only difference is in **travel date covered tab** where grid will already have a values depending on the selected date upon clicking **apply for travel order** while if you click directly **apply button** the **travel date covered tab** grid will have no values.

Click apply button



Note: If ever the login account is defined as **Administrative Officer (AO)** expected he will be able to apply T.O to specific personnel under the same department. To apply select specific **employee name dropdown list** to apply T.O before clicking the **apply button**.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Travel Order

ALE, LORRAINE I.

Select All Status

Status Info.

No data available in table

August 2020

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	Ninoy Aquino, 21	22
23	24	25	26	27	28	29
30	National He...	31	1	2	3	4

Apply

Type here to search

Windows Start button

4:36 PM

8/6/2020

Red arrow pointing to the 'Apply' button in the calendar interface.

HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderApp

SHIELA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM
Period To: End Time: AM/PM: PM

+ Add

DATE	START TIME	END TIME	ACTIONS
No data available in table			

Previous Next

Close Submit Save

30 National Hero 31

Fri Sat

31 1

7 8

14 15

21 22

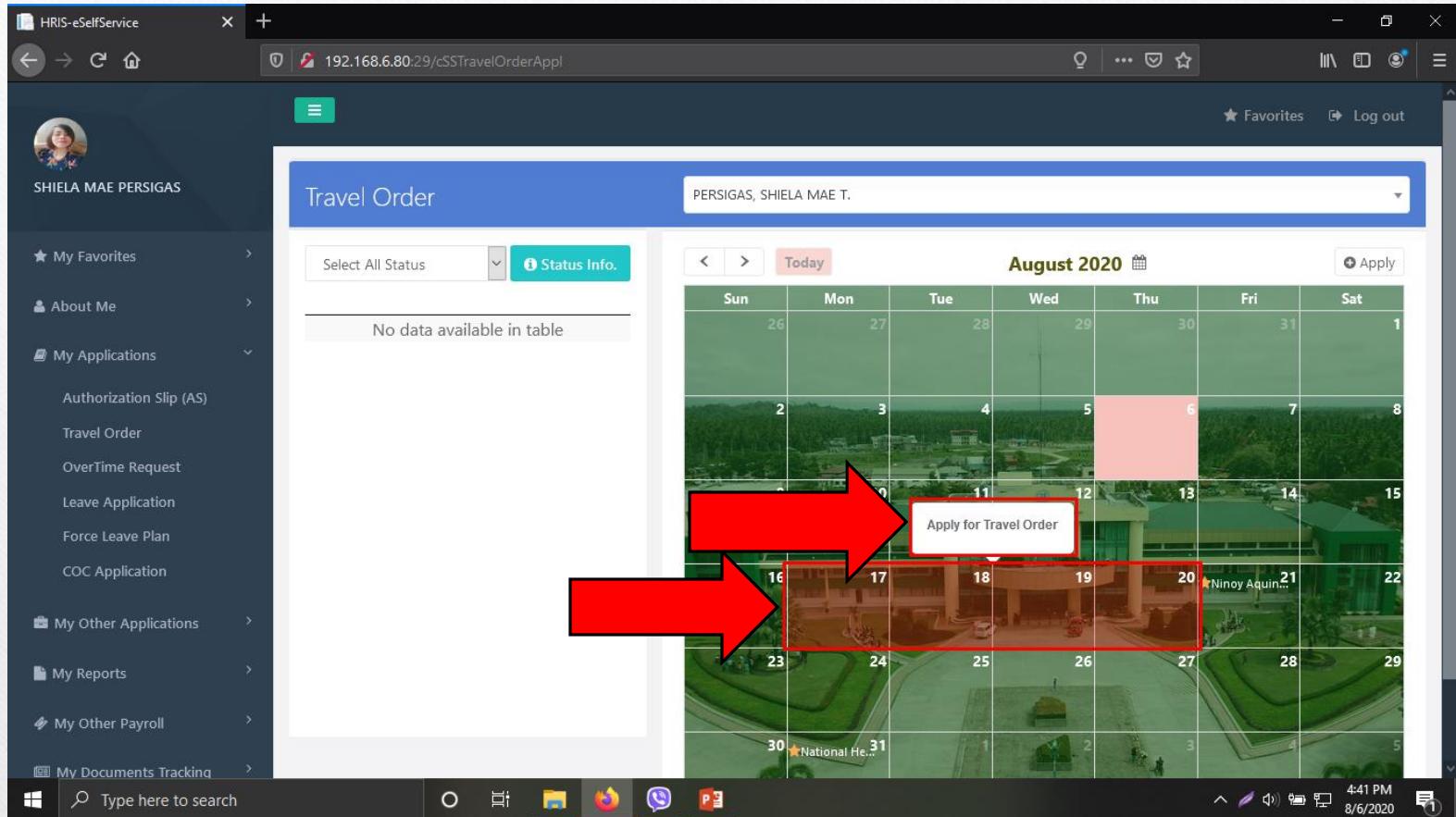
28 29

Type here to search

Windows Taskbar icons: File Explorer, Firefox, Microsoft Edge, OneDrive, Power BI, VLC Media Player

4:38 PM 8/6/2020

Select **travel date covered** for travel order in main page before clicking **apply for travel order**



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHEILA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM
Period To: End Time: AM/PM: PM

DATE START TIME END TIME ACTIONS

08/17 - 08/20/2020	08:00 AM	05:00 PM	
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Previous 1 Next

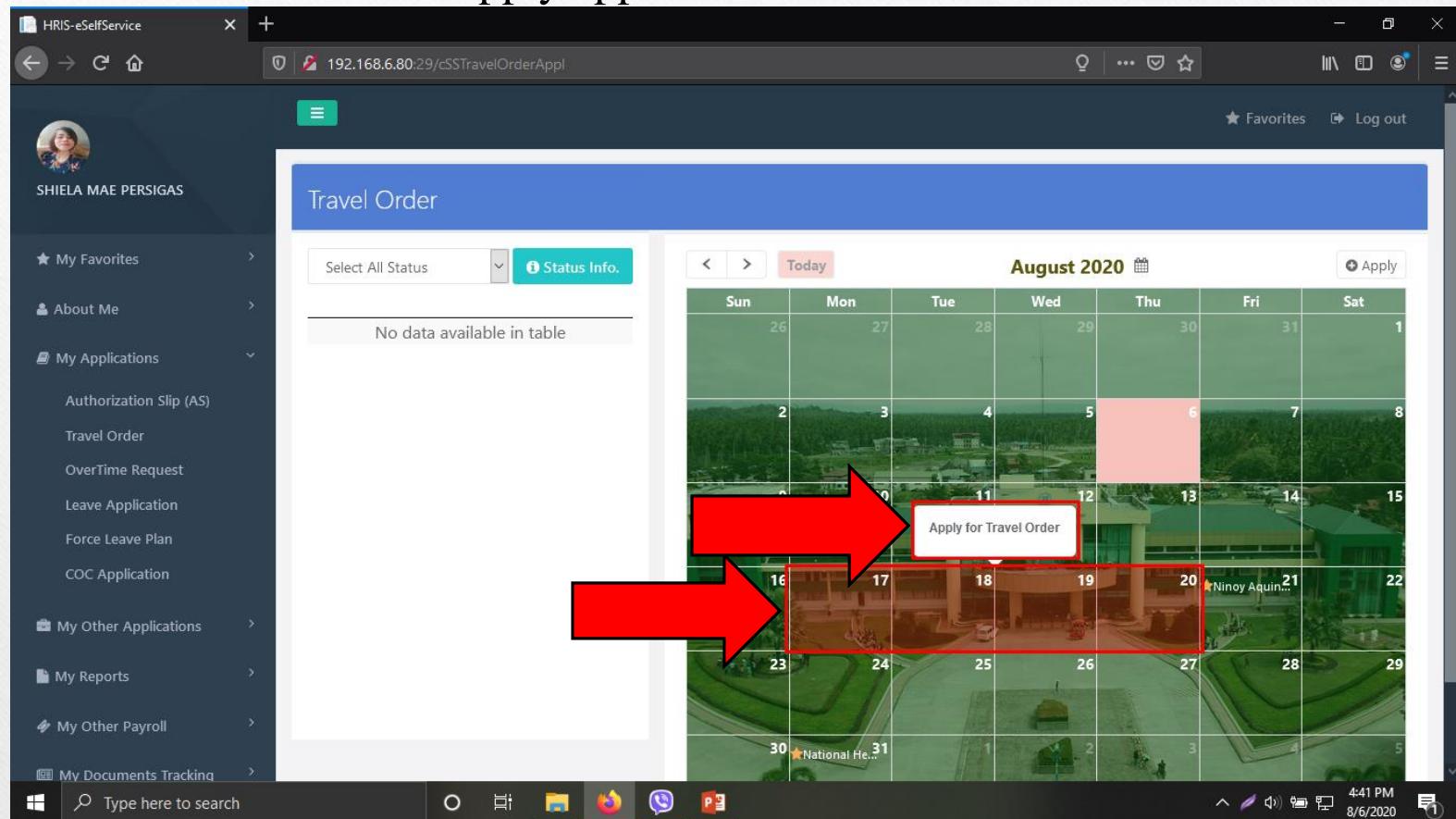
4:42 PM 8/6/2020

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application My Other Applications My Reports My Other Payroll My Documents Tracking

Type here to search

Windows Taskbar icons: File Explorer, Firefox, Microsoft Edge, OneDrive, Powerpoint, Word.

Note: If the login account is not an **Administrative Officer (AO)** no need to select specific **employee name dropdown** list since field will only be visible in AO account. To continue select **calendar date** then click **apply for travel order button** to apply application.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp/

Add New Record

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

My Other Applications

My Reports

My Other Payroll

My Documents Tracking

Type here to search

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM
Period To: End Time: AM/PM: PM

DATE START TIME END TIME ACTIONS

08/17 - 08/20/2020	08:00 AM	05:00 PM	<input checked="" type="checkbox"/> <input type="button" value="X"/>
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Previous 1 Next

Fri Sat

31 1

7 8

14 15

21 22

28 29

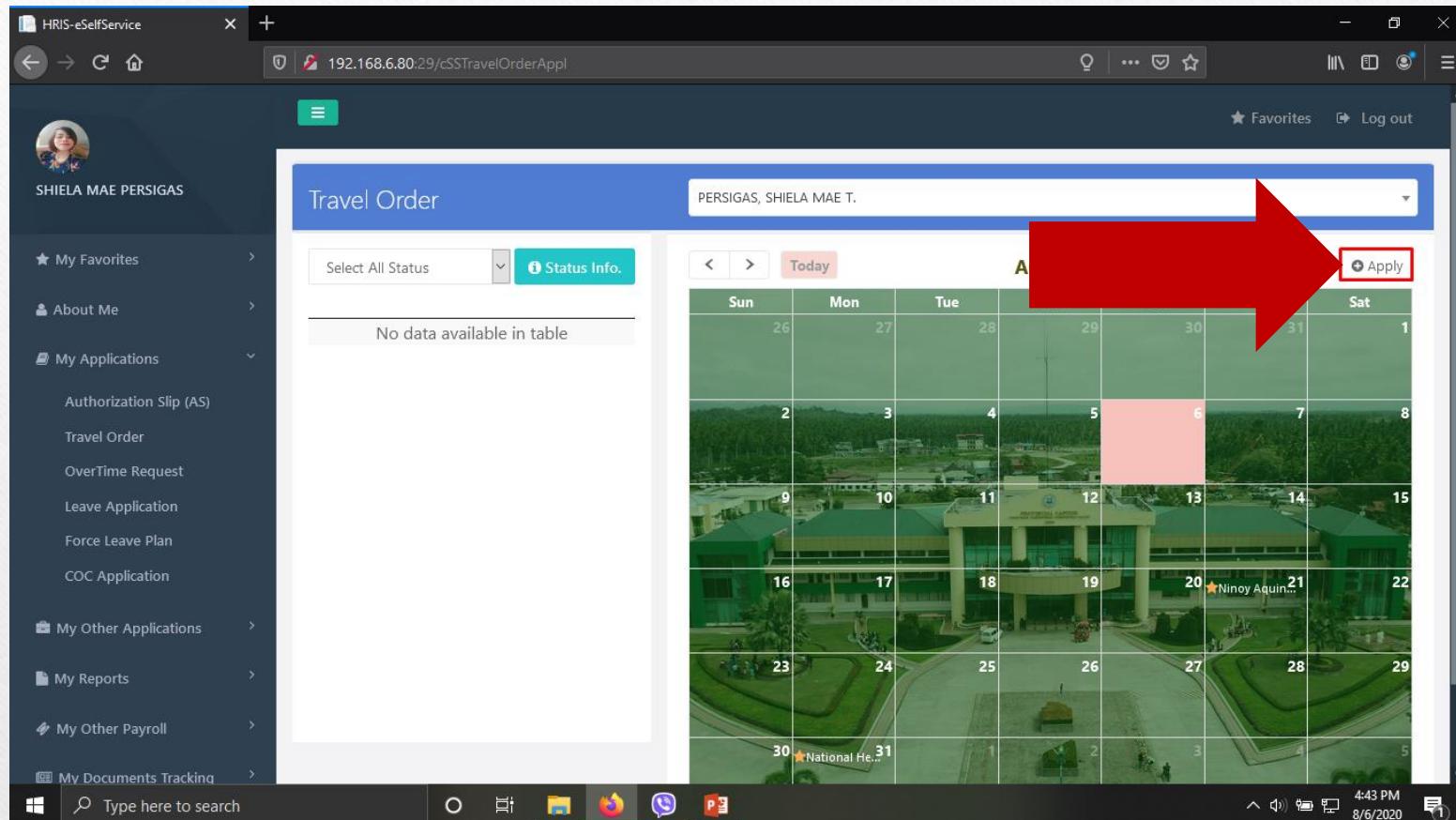
30 National Hero... 31

442 PM 8/6/2020

The screenshot shows a web-based application for managing travel orders. The main form is titled "Add New Record" and contains fields for the Travel Order Number (0000000001), the date it was filed (2020-08-06), and the travel dates covered (from 08/17 to 08/20/2020). The travel period is set from 08:00 AM to 05:00 PM. The application includes a sidebar with links for "My Favorites", "About Me", and various application types like Authorization Slip (AS), Travel Order, Overtime Request, etc. A calendar view is also visible on the right side of the screen.

Note: If you want to continue the 1st way follow **step 1** for you to add or apply **travel order** if ever the login account is not defined as an **administrative officer** of specific department.

Step 1: While on the main page of travel order click **apply button** pop-up window will appear where you can add application for travel order.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM
Period To: End Time: AM/PM: PM

+ Add

DATE	START TIME	END TIME	ACTIONS
No data available in table			

Previous Next

Close Submit Save

30 National Hero 31

Fri Sat

31 1

7 8

14 15

21 22

28 29

Type here to search

4:43 PM 8/6/2020

Note:

Add page will open **travel order no.** will auto-generate and all other non-key fields are blank. In **travel order** key field are **travel order no.** and **period from** only through this it will avoid error and redundancy.

Non-key fields are:

- Travel Order No.
- T.O Date Filed
- **Request Information Tab:**
 - Travel Order Requestor
 - Requesting Department
 - Travel Place to Visit
 - Travel Form
 - Travel with Claims
 - Travel Type
 - Travel Subject/Purpose
- **Employee's Tab:**
 - Employee's Name
 - Position
- **Travel Date Covered Tab:**
 - Period From
 - Period To
 - Start Time
 - End Time
 - AM/PM

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

Step 2: Try to save information click **save button** in order to save.

Note: All fields that needs to be fill will automatically generate a verification of “**required field!**” if you click **save button** without inputting values in any field.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application My Other Applications My Reports My Other Payroll My Documents Tracking

Type here to search

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

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:

Travel Form: --Select Here-- Required Field! Travel Type: --Select Here-- Required Field!

Travel Subject/Purpose:

Travel Justification:

Close Submit Save

Fri Sat

31 1

7 8

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21 22

28 29

30 National Hero 31

1 2 3 4 5

4:47 PM 8/6/2020

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-eSelfService application. The main content is a 'Add New Record' form for a Travel Order. Key fields include 'Travel Order No.' (0000000001), 'T.O Date Filed' (2020-08-06), 'Employee's' (SHIELA MAE PERSIGAS), 'Requesting Department' (PROVINCIAL ADMINISTRATOR'S OFFICE), and 'Travel Place to Visit'. The 'Travel Form' and 'Travel Type' dropdowns are required fields, indicated by red borders around the input boxes. The 'Travel Subject/Purpose' field is also a required field. Below the form is a travel justification area. At the bottom right are 'Close', 'Submit', and 'Save' buttons. To the right of the form is a calendar view for August 2020, showing dates from 30 to 31. The taskbar at the bottom features icons for File Explorer, Firefox, Microsoft Edge, and others, along with a search bar and system status indicators.

Step 3: Input values specifically in all required fields.

HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderAppl

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

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: test data

Travel Form: Regional Travel Type: OB

Travel Subject/Purpose: test data

Travel Justification:

Close Submit Save

Fri Sat

31 1

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14 15

Ninoy Aquin... 21 22

28 29

30 National Her... 31

1 2 3 4 5

Type here to search

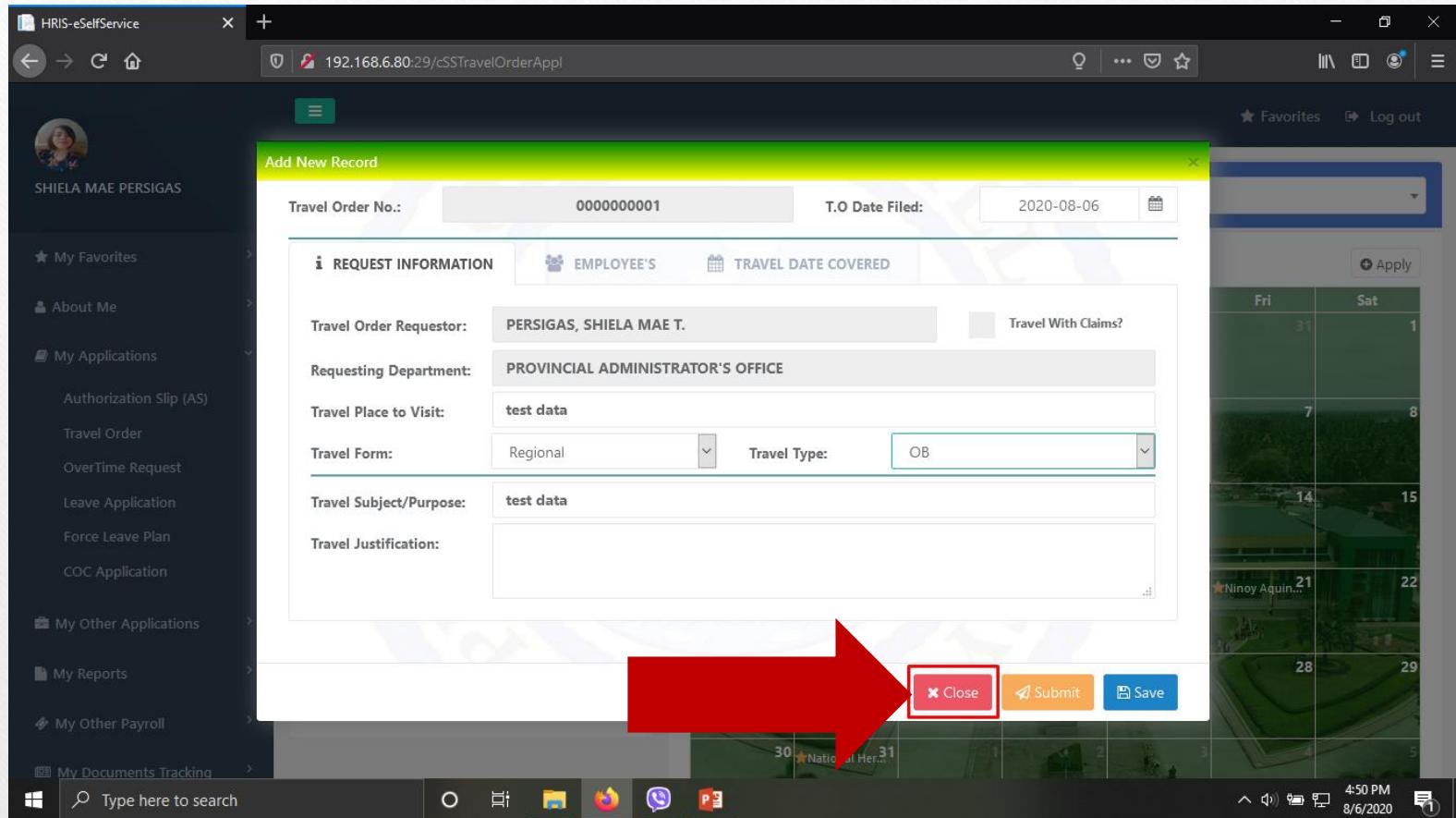
4:49 PM 8/6/2020

The screenshot shows a Windows desktop environment with a web browser window open to the 'HRIS-eSelfService' application at '192.168.6.80:29/cSSTravelOrderAppl'. The main content is a 'Add New Record' form for a travel order. The 'Travel Order No.' field contains '0000000001'. The 'T.O Date Filed:' field is set to '2020-08-06'. Below the form, tabs for 'REQUEST INFORMATION' and 'EMPLOYEE'S TRAVEL DATE COVERED' are visible. The 'Travel Order Requestor' field shows 'PERSIGAS, SHIELA MAE T.' and has a checked 'Travel With Claims?' option. The 'Requesting Department' field is 'PROVINCIAL ADMINISTRATOR'S OFFICE'. The 'Travel Place to Visit' field contains 'test data'. Under 'Travel Form', 'Regional' is selected. Under 'Travel Type', 'OB' is selected. The 'Travel Subject/Purpose' field also contains 'test data'. A large text area for 'Travel Justification' is present. At the bottom of the form are buttons for 'Close', 'Submit', and 'Save'. To the right of the form, a calendar for August 2020 is displayed, showing days from 31 to 1. The desktop taskbar at the bottom includes icons for File Explorer, Firefox, and other applications. A system tray icon for a file with a red dot is visible. The status bar at the bottom right shows the time as '4:49 PM' and the date as '8/6/2020'.

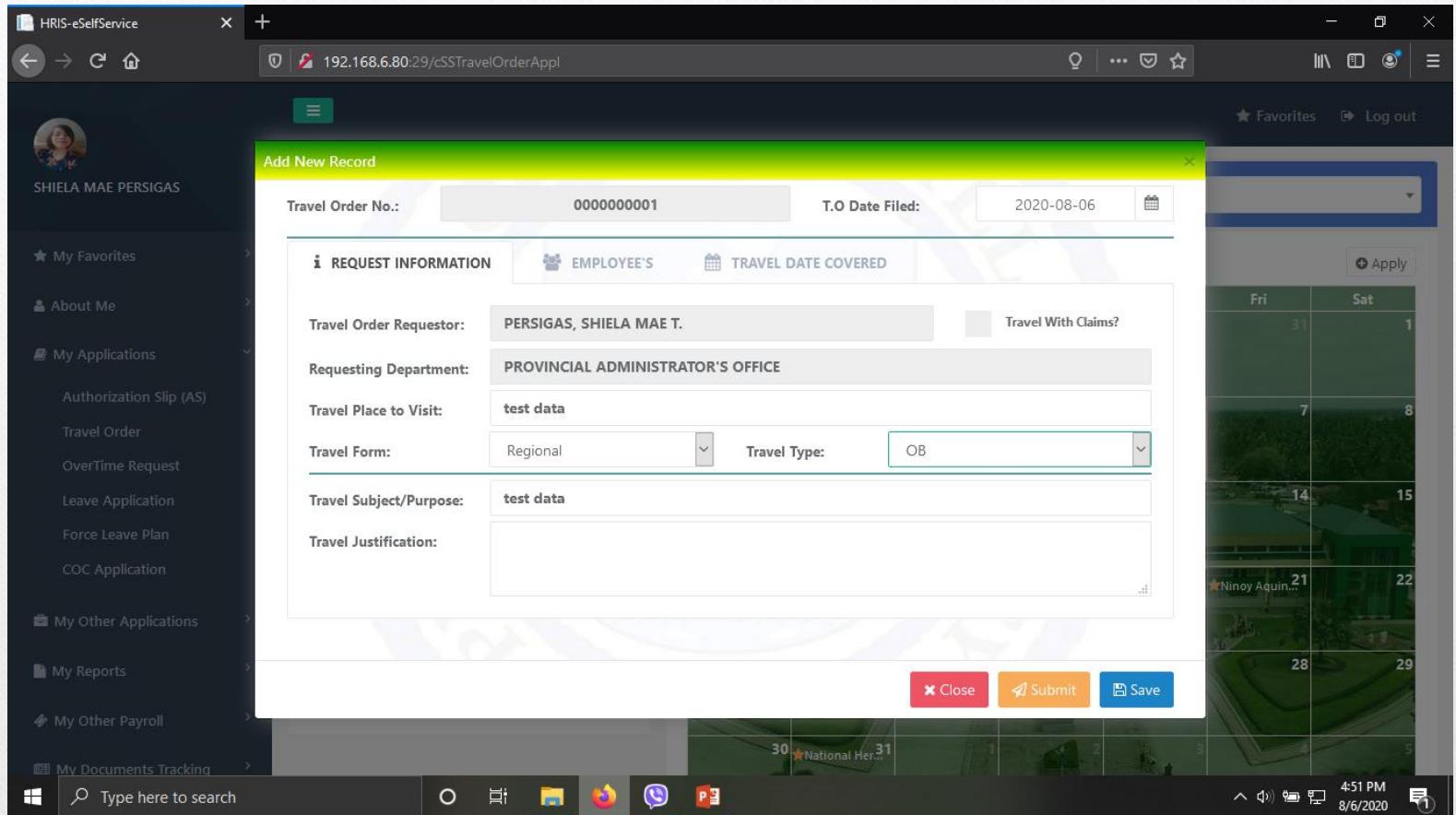
Note:

Primary key and travel control number is a system generated number of list application count. And the very latest record added will be found in the top list of its travel order application since display of records is sort by travel date filed.

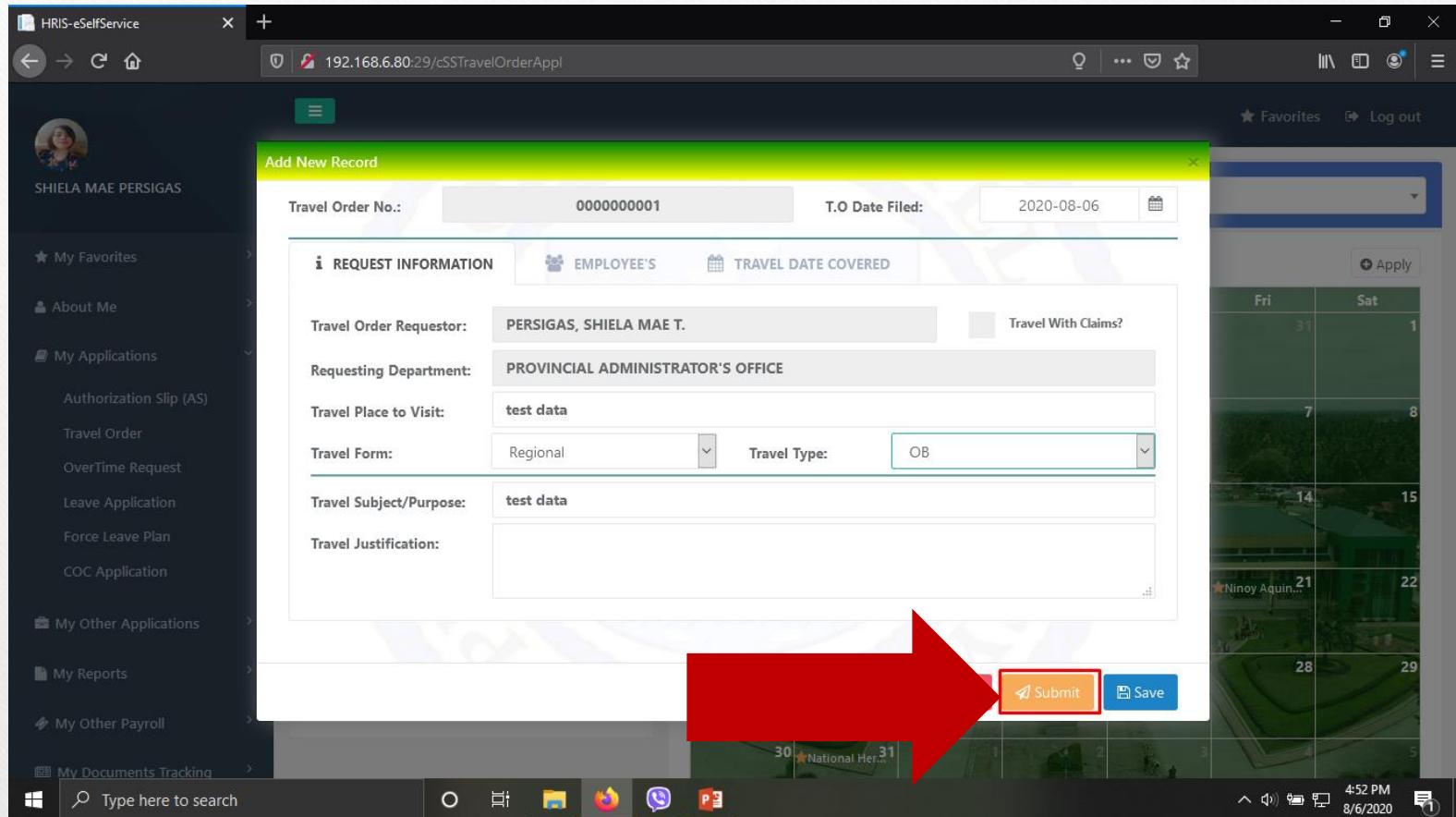
Step 4: Click close button if you don't want to save information.



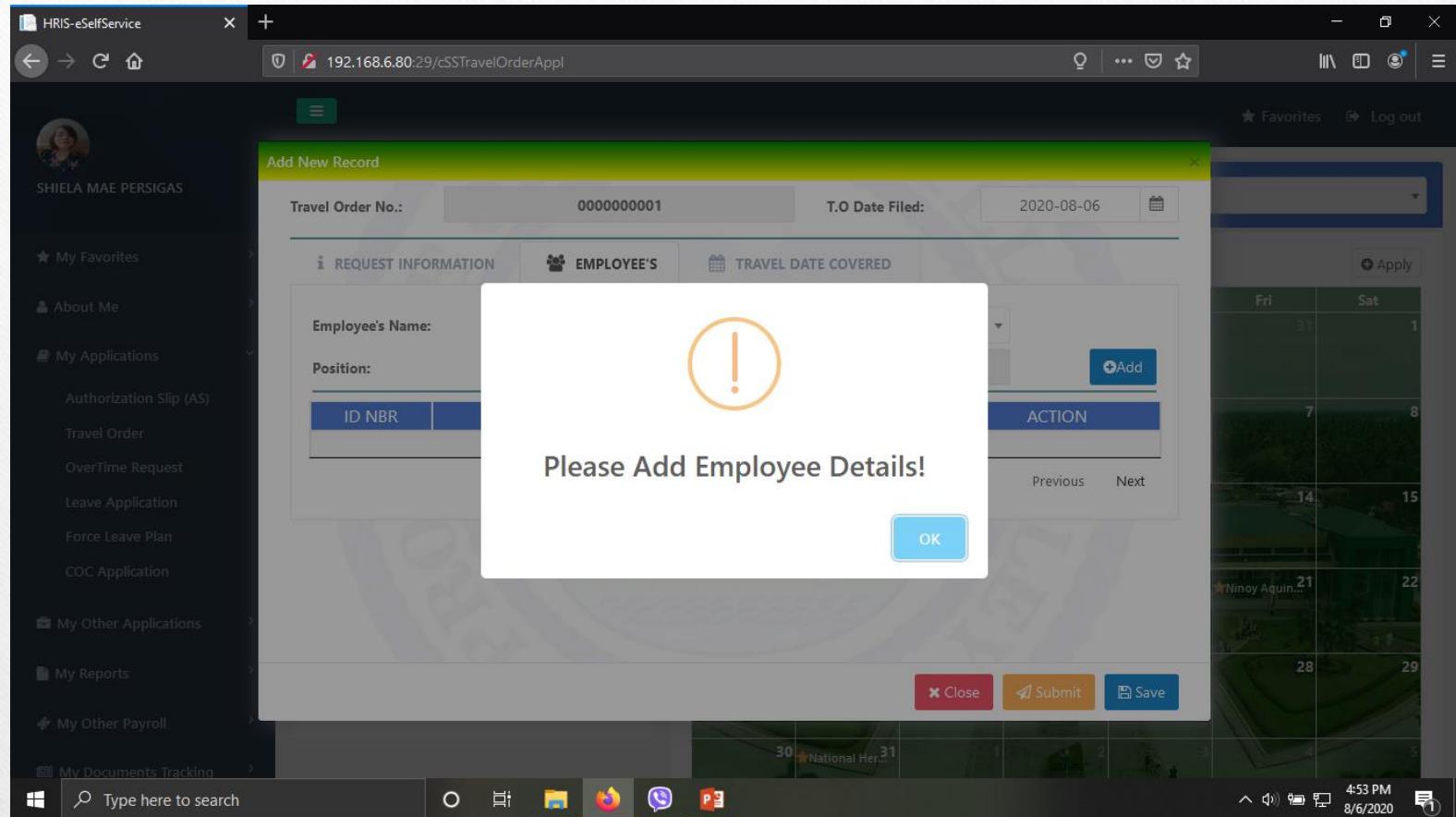
Step 5: If you click **close button** data will not be save please repeat step 3.



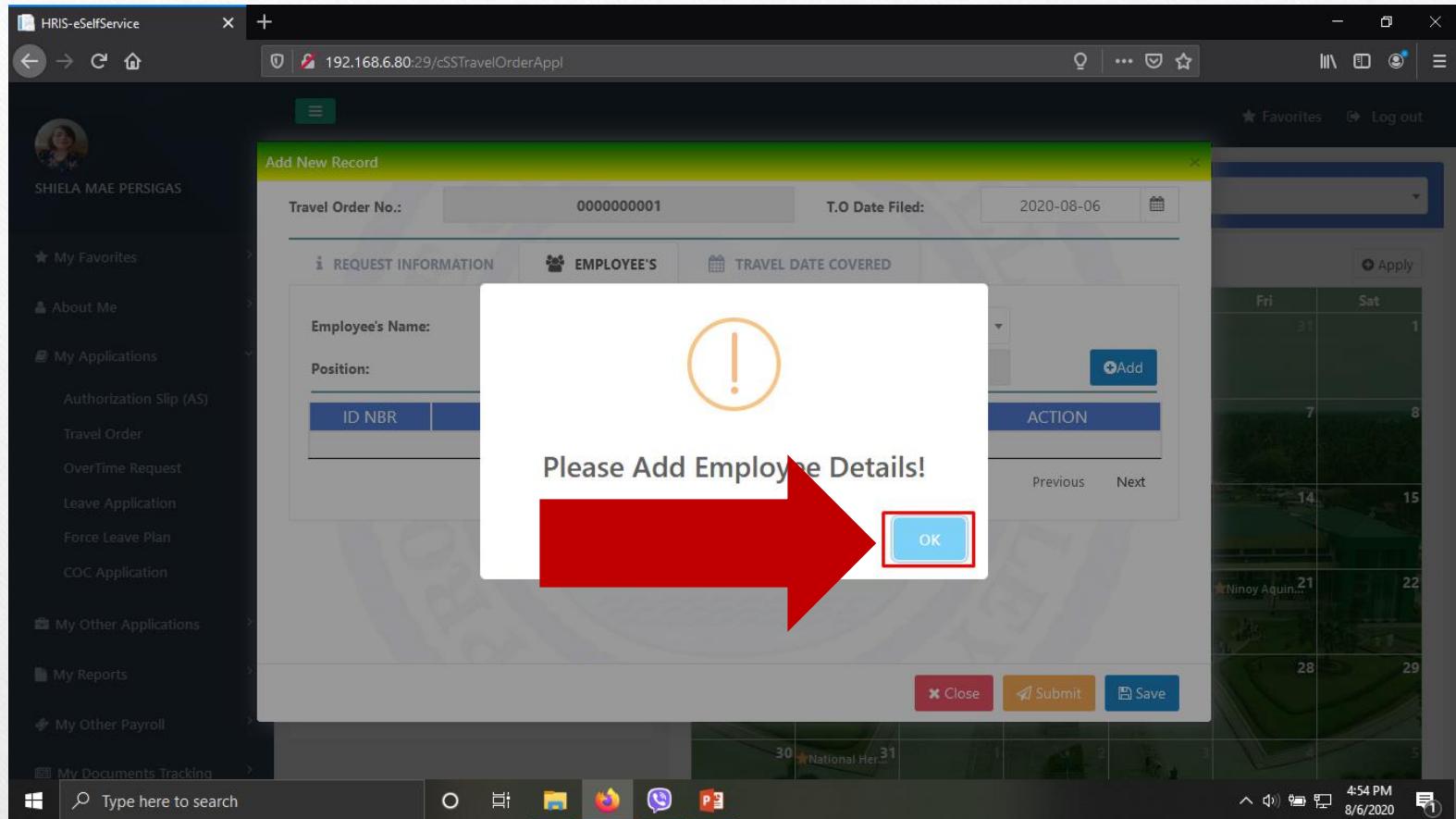
Step 6: If you want to submit application click **submit button** to submit information.



Note: A pop-up confirmation window will appear to please add employee details!



Step 7: Click ok button to continue for you to add employee details.



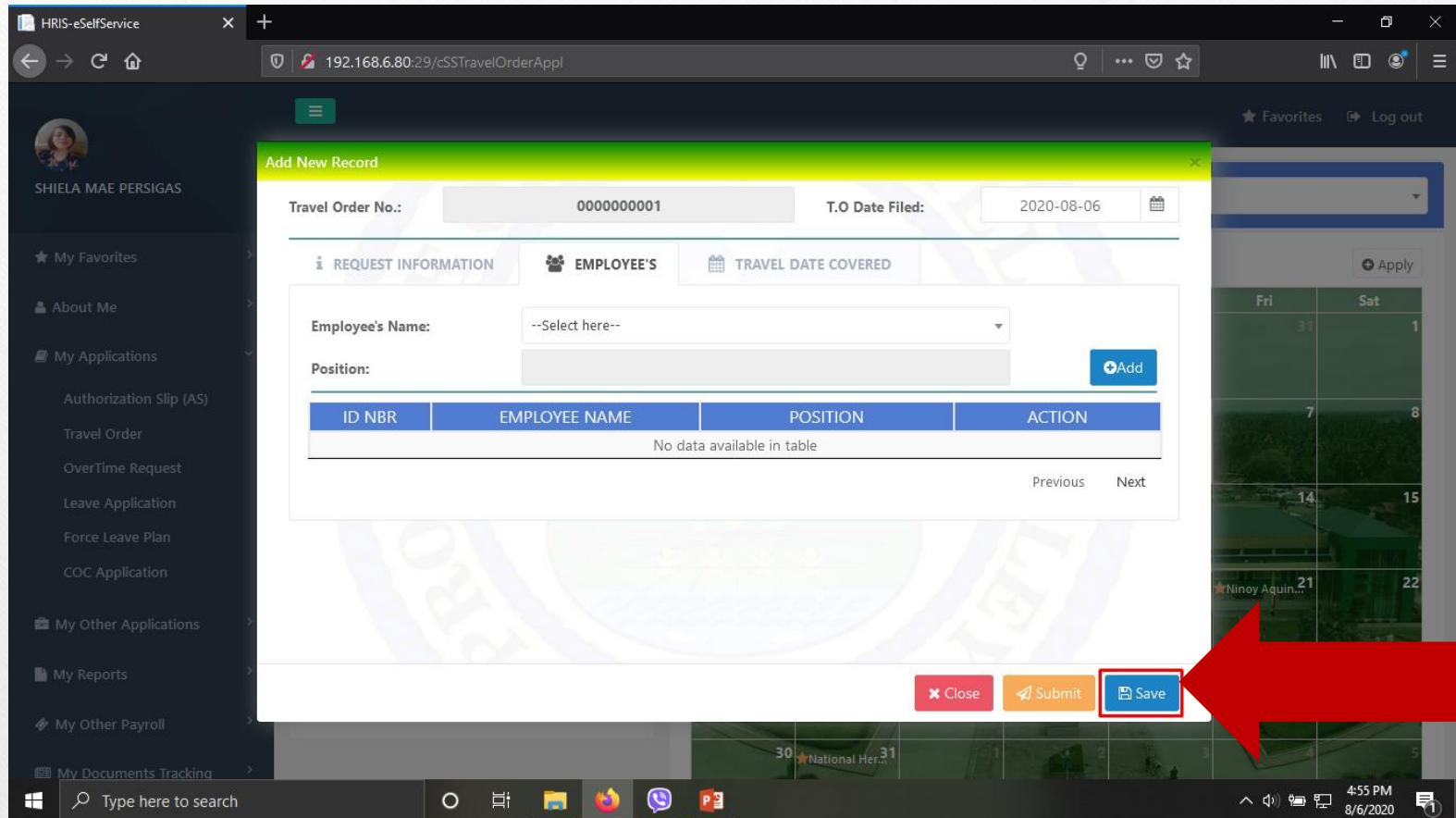
Note: If you click **ok** button expected you will be directed to **employee's tab** in order to add employee. To add select drop-down list of employee's name in **employee's name** field to add information.

The screenshot shows a web-based application titled "HRIS-eSelfService" at the URL "192.168.6.80:29/cSTravelOrderAppl". The user profile "SHIELA MAE PERSIGAS" is visible on the left sidebar. The main content area displays the "Add New Record" form for a Travel Order. The form includes fields for "Travel Order No.:" (000000001), "T.O Date Filed:" (2020-08-06), and tabs for "REQUEST INFORMATION", "EMPLOYEE'S", and "TRAVEL DATE COVERED". The "EMPLOYEE'S" tab is active, showing a dropdown menu for "Employee's Name" with the placeholder "--Select here--" and a table below it. The table has columns: ID NBR, EMPLOYEE NAME, POSITION, and ACTION. A message "No data available in table" is displayed. At the bottom of the form are buttons for "Close", "Submit", and "Save". The status bar at the bottom right shows the date and time: "4:54 PM 8/6/2020".

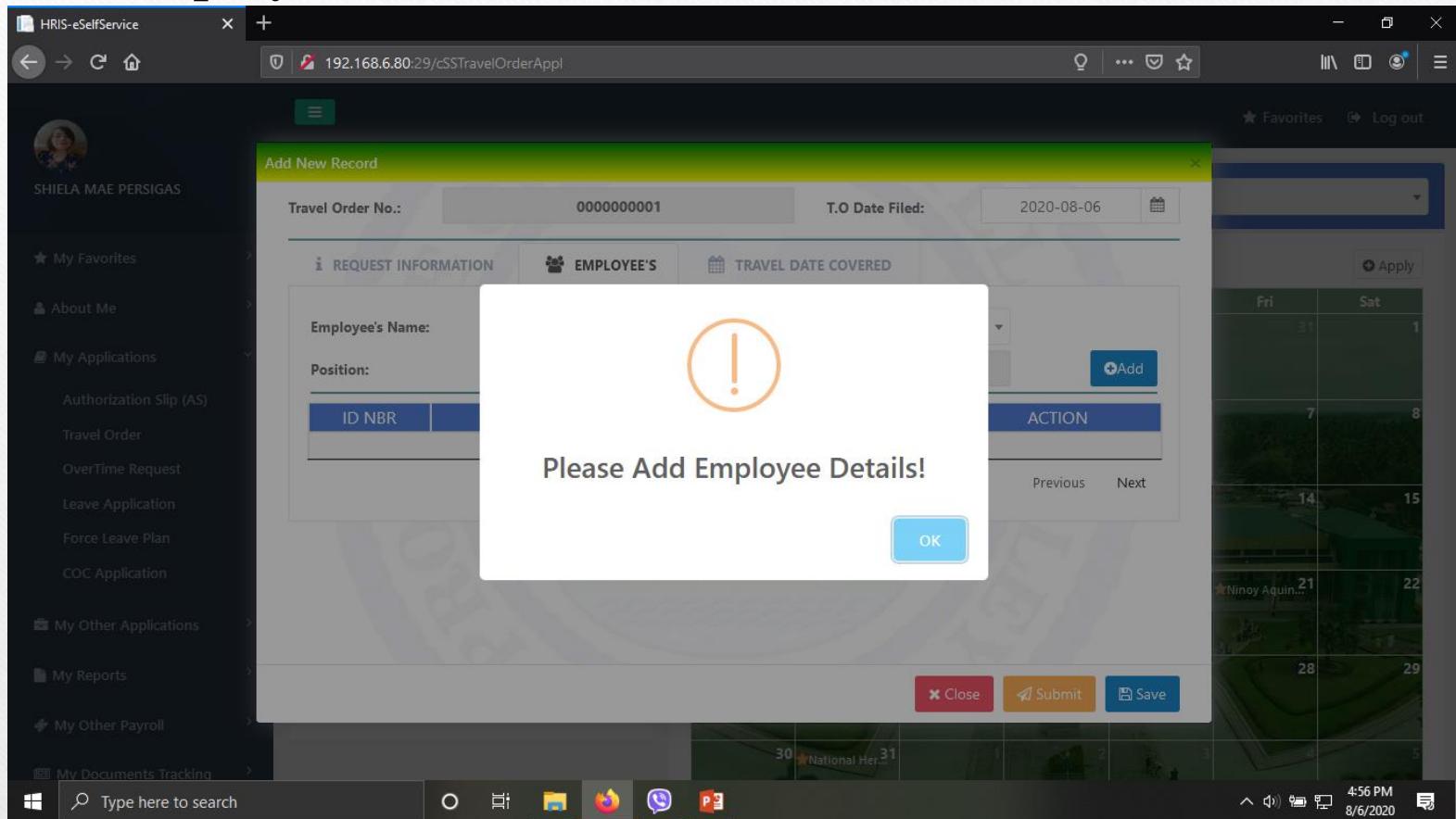
Note:

Even if you have selected values in **employee's tab** and click **add button** to add information in its grid, then click **submit button** expected you will not be able to submit application if either of the required fields in **request information tab** and **travel date covered tab** has no values.

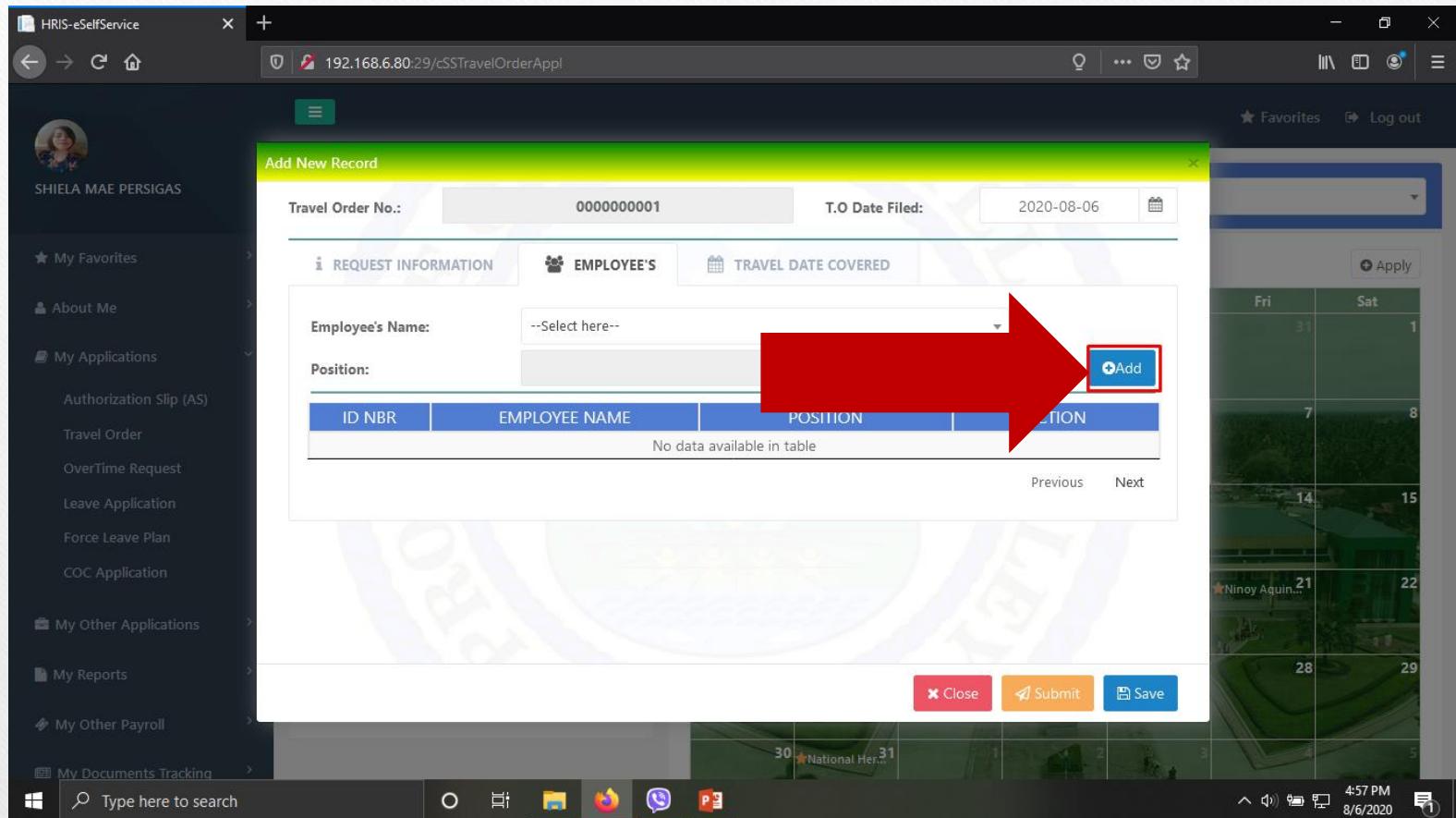
Step 8: If you want to continue to save inputted data in step 3 click **save button** to save information.

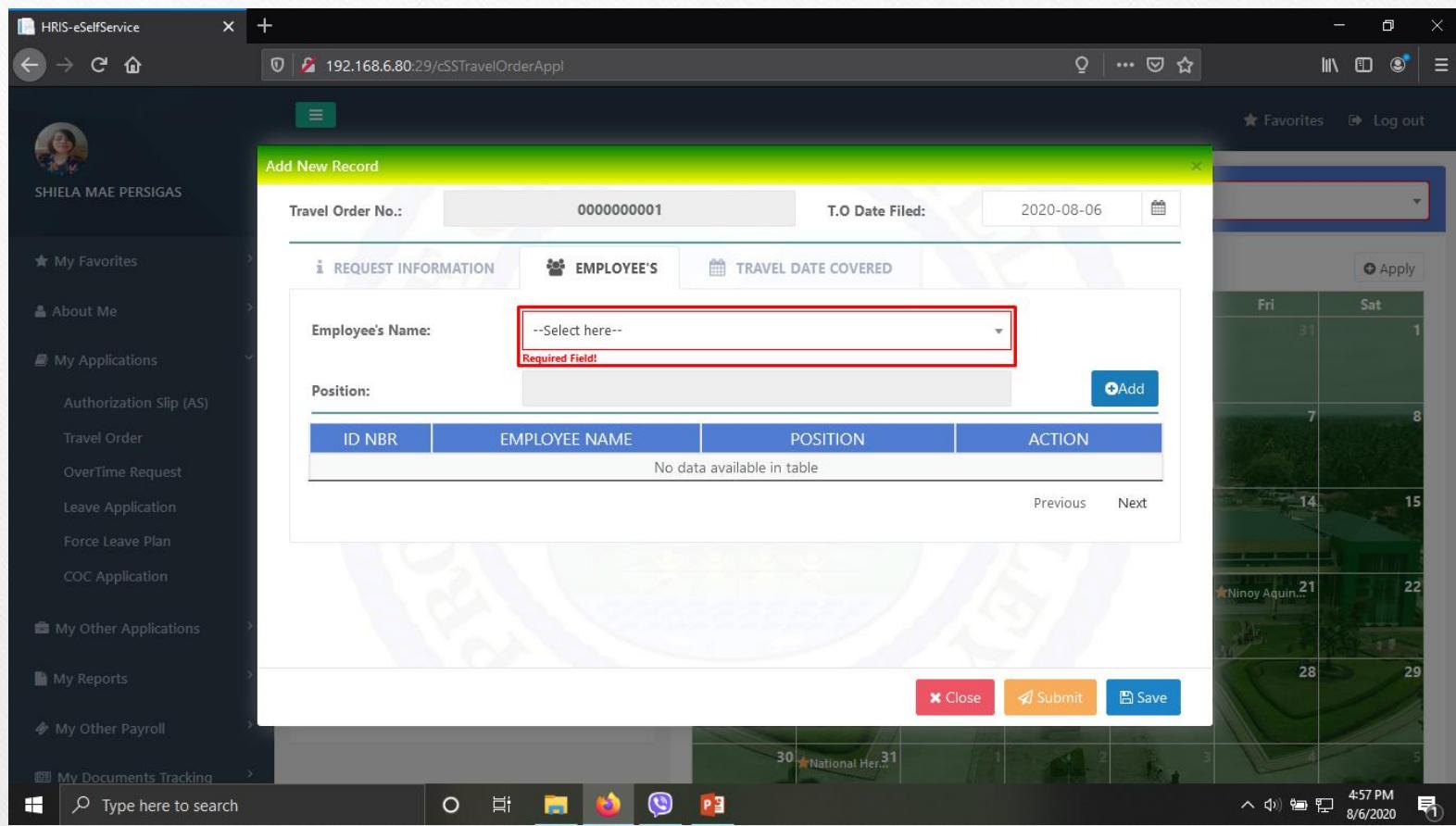


Note: A pop-up confirmation window will appear to please add employee details!



Step 9: Repeat step 7 click **add button** for you to add and save information.





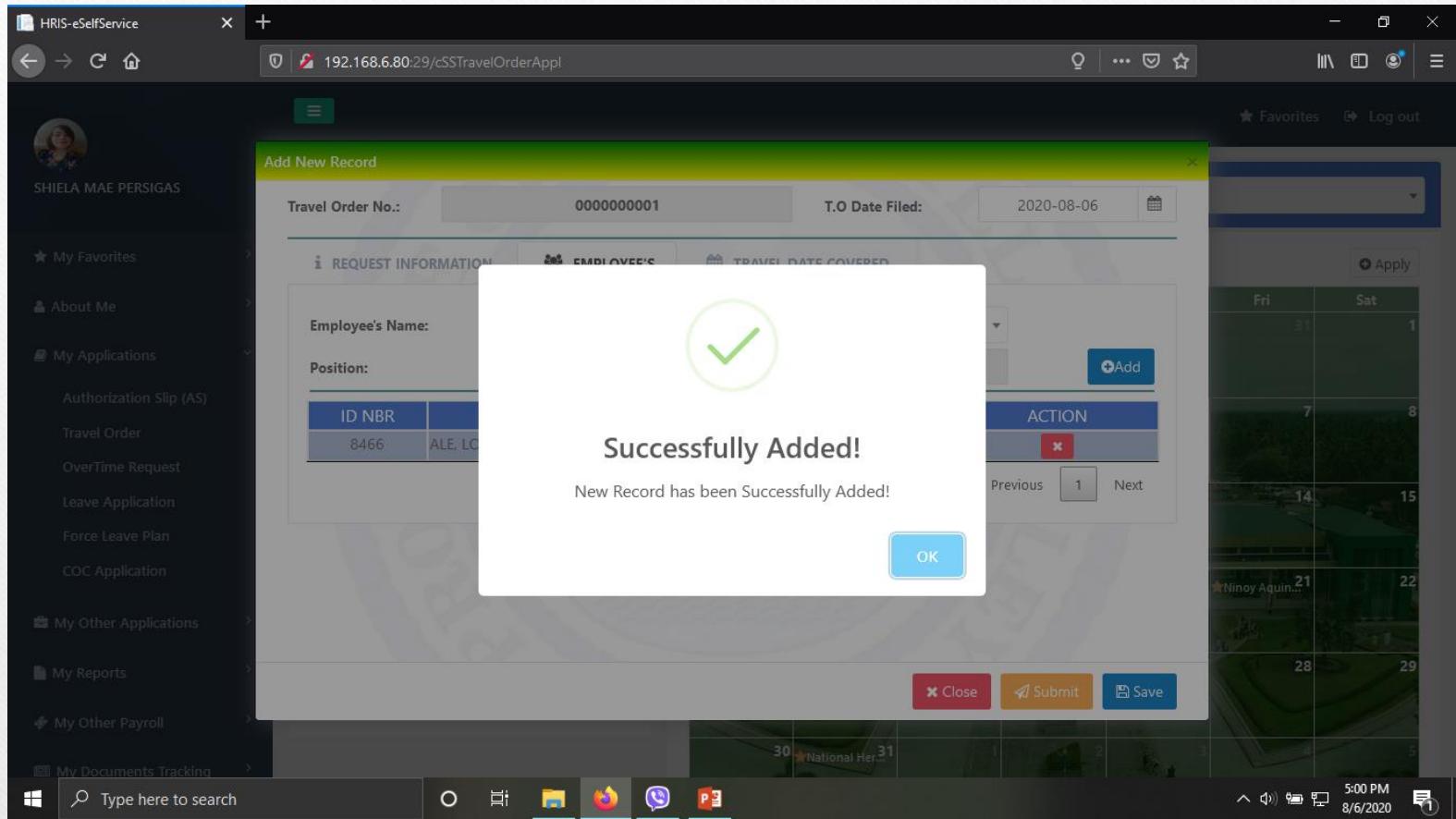
Note:

All fields that needs to be fill will automatically generate a verification of “**required field!**” if you click **add button** without inputting values in any field. That application will not be save if in **employees tab** field **employee’s name** has no selected values since if you have selected an **employee’s name** field drop-down list automatic **position** will have a values.

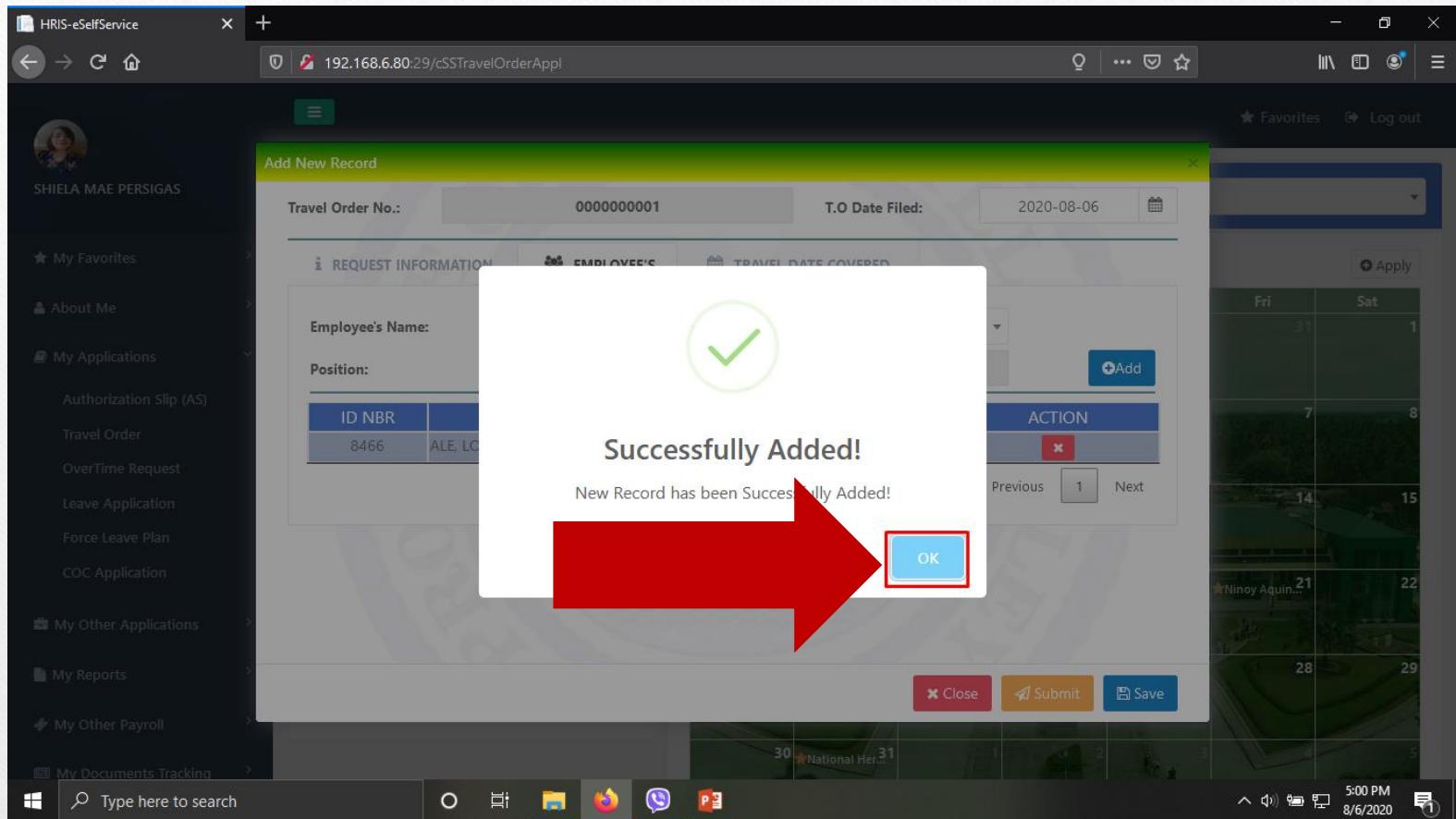
Step 10: Select values in employee's name drop-down list to add information in grid below repeat step 9 to continue.

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' (which is currently selected), 'Authorization Slip (AS)', 'Travel Order', 'OverTime Request', 'Leave Application', 'Force Leave Plan', 'COC Application', 'My Other Applications', 'My Reports', 'My Other Payroll', and 'My Documents Tracking'. The main area displays an 'Add New Record' dialog for a 'Travel Order'. The dialog has fields for 'Travel Order No.' (000000001) and 'T.O Date Filed' (2020-08-06). Below these, there are tabs for 'REQUEST INFORMATION', 'EMPLOYEE'S' (which is selected), and 'TRAVEL DATE COVERED'. Under the 'EMPLOYEE'S' tab, the 'Employee's Name' field contains 'ALE, LORRAINE I.' and the 'Position' field contains 'Computer Programmer I'. To the right of these fields is a blue button with a '+' icon labeled '+Add', which is highlighted with a large red arrow. Below this, there is a table with columns 'ID NBR', 'EMPLOYEE NAME', 'POSITION', and 'ACTION'. The table displays the message 'No data available in table'. At the bottom of the dialog are buttons for 'Close', 'Submit', and 'Save'. The status bar at the bottom of the screen shows the date and time as 4:58 PM 8/6/2020.

Note: A pop-up confirmation window will appear that new record has been successfully added!



Step 11: Repeat step 7 to continue and go back on main page.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHEILA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Employee's Name: --Select here--

Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTION
8466	ALE, LORRAINE I.	Computer Programmer I	X

Previous 1 Next

Close **Submit** **Save**

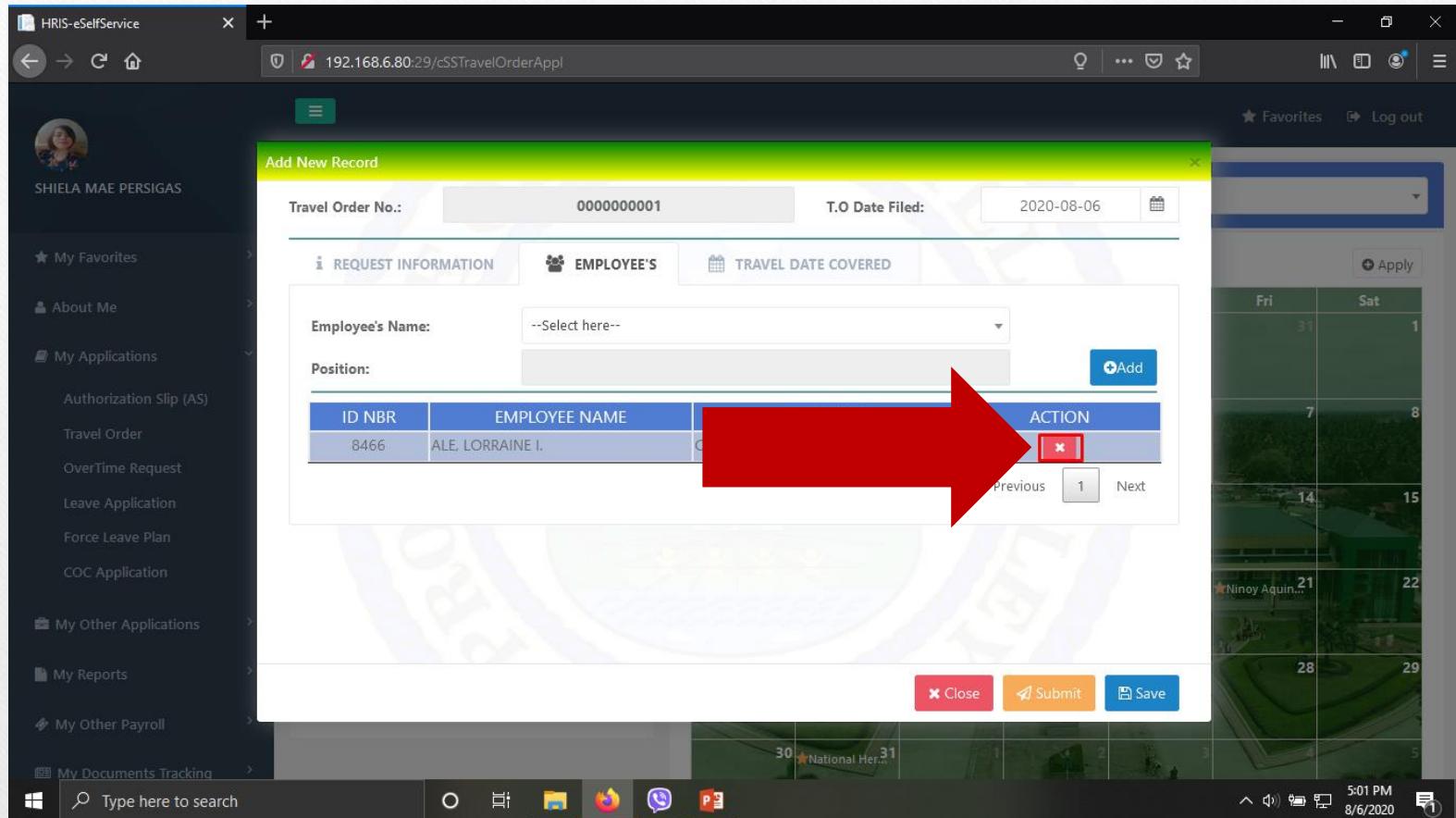
Fri Sat
31 1
7 8
14 15
21 22
28 29

Ninoy Aquino...

Type here to search

5:01 PM 8/6/2020 1

Step 12: If you want to delete the record click remove button to continue.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

★ My Favorites

>About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

My Other Applications

My Reports

My Other Payroll

My Documents Tracking

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION

EMPLOYEE'S

TRAVEL DATE COVERED

Employee's Name:

Position:

ID NBR	ALE, LO
8466	

Are you sure to delete this record?

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

Cancel OK

Close Submit Save

30 National Holi 31

Fri Sat

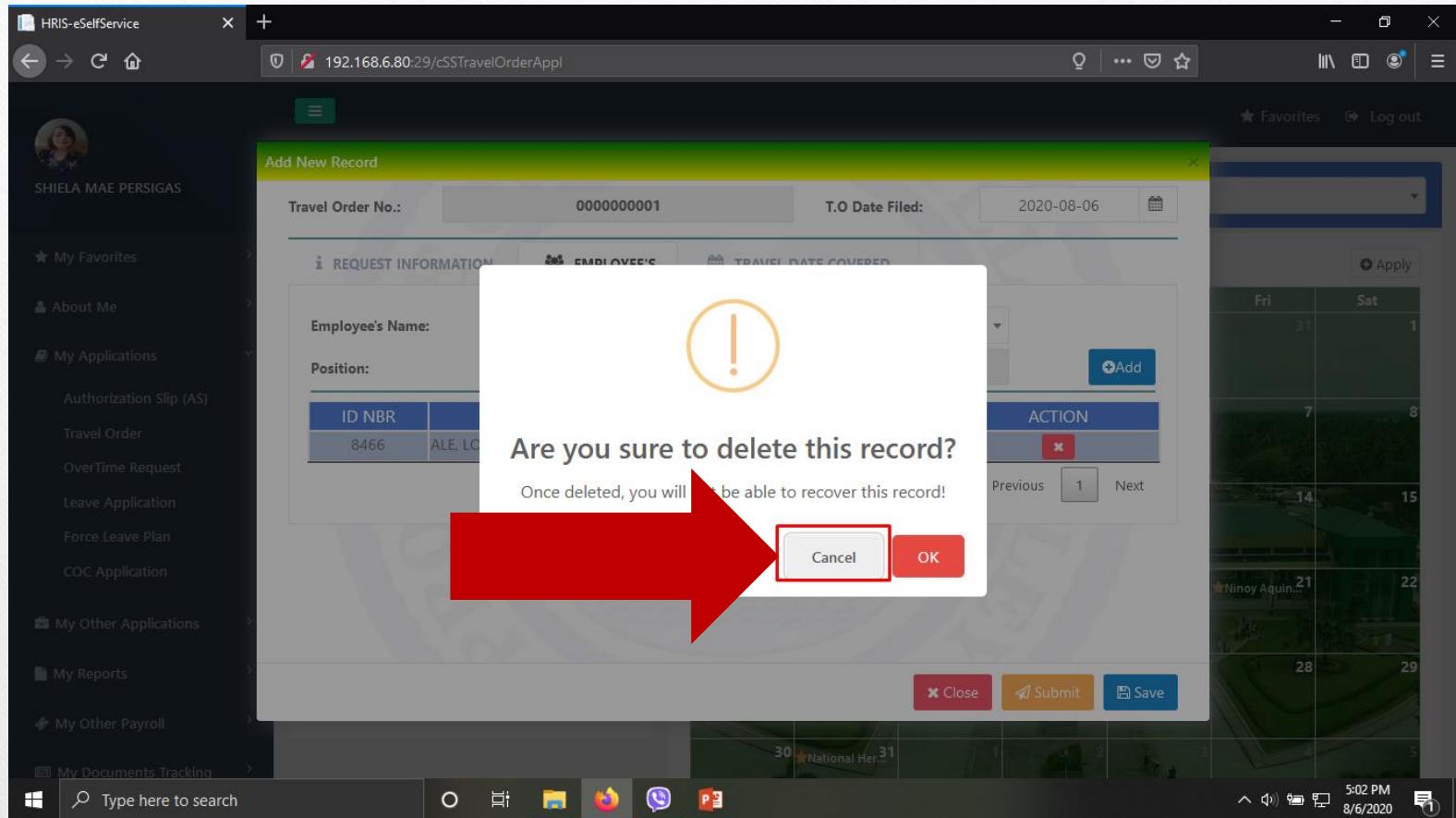
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Ninoy Aquino...

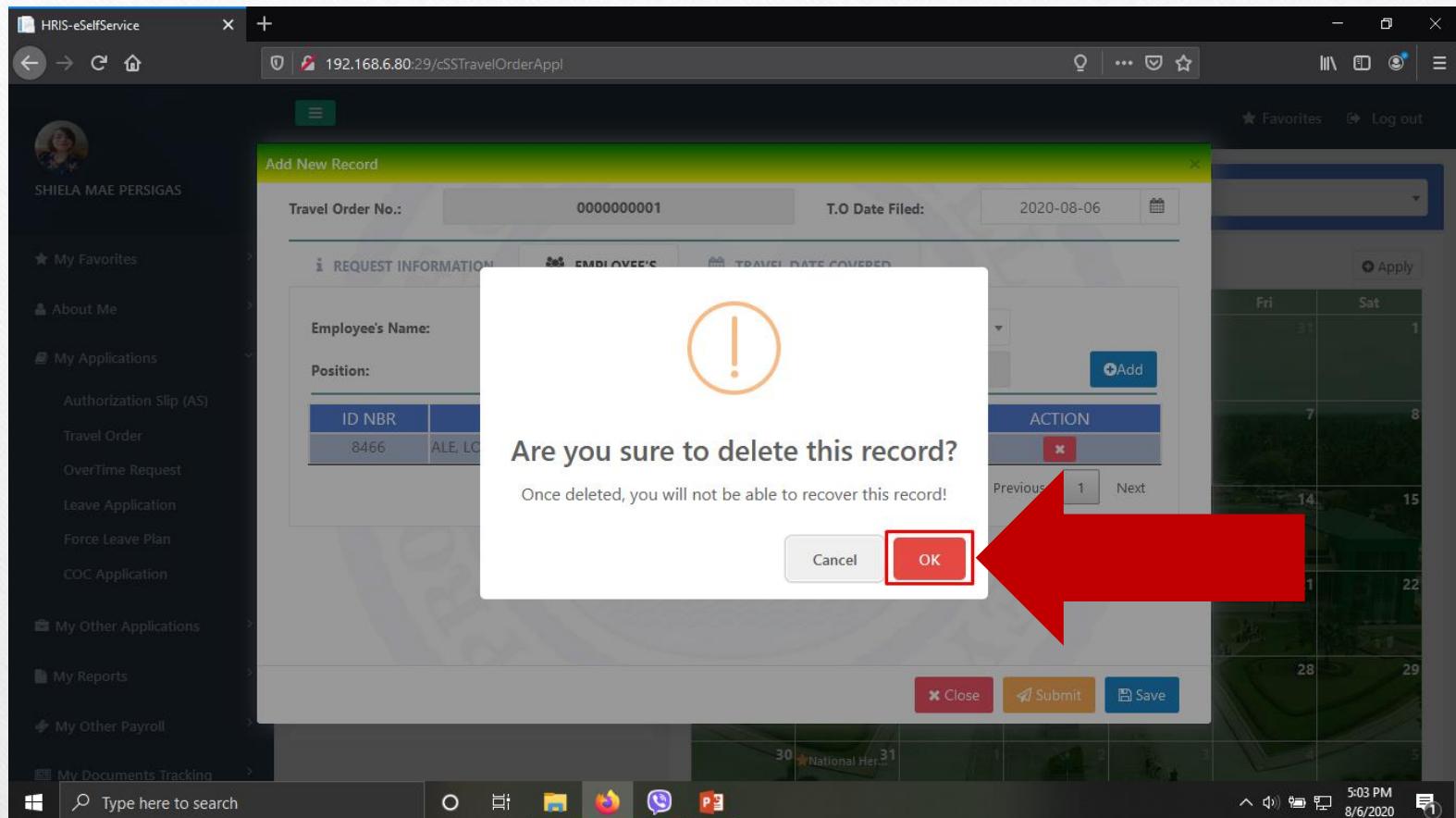
Type here to search

5:02 PM 8/6/2020

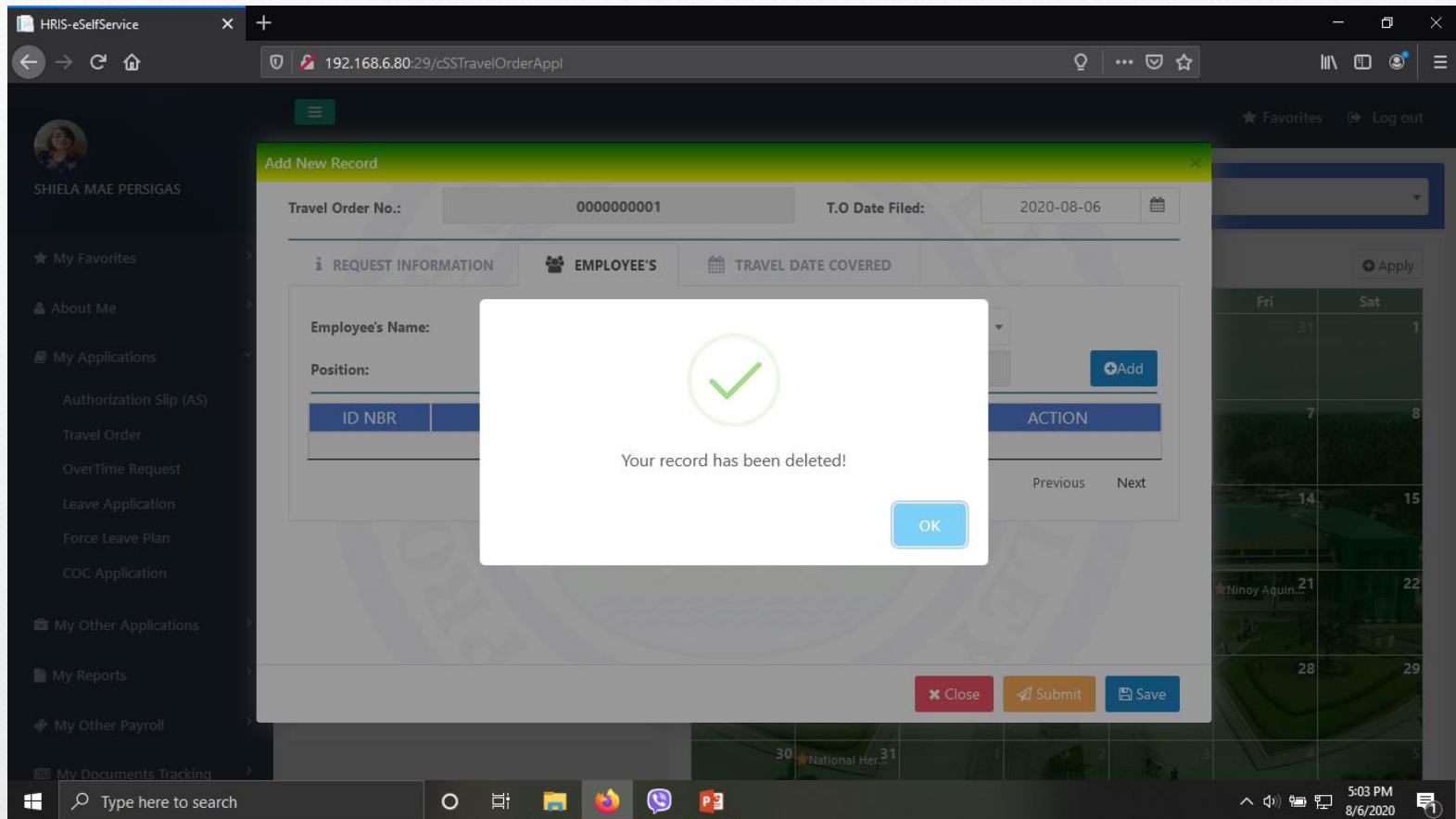
Step 13: If you don't want to remove the record click **cancel** button to continue.



Step 14: Repeat step 12 if you want to remove the record click ok button to remove.



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



Note:

If in **employee's tab** various of employee's are visible on table grid you can either click the column name **ID NBR**, **EMPLOYEE NAME**, and **POSITION** to sort information automatically. Thus, only 5 set of employees are being displayed on the table grid since the other next information will be shown on the 2nd page or in the other next pages. But if you want to go back on previous list of employee simply click **previous button** then click **next button** to move and go to next page.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHEILA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Employee's Name: --Select here--

Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTION
8466	ALE, LORRAINE I.	Computer Programmer I	x

Previous 1 Next

Close Submit Save

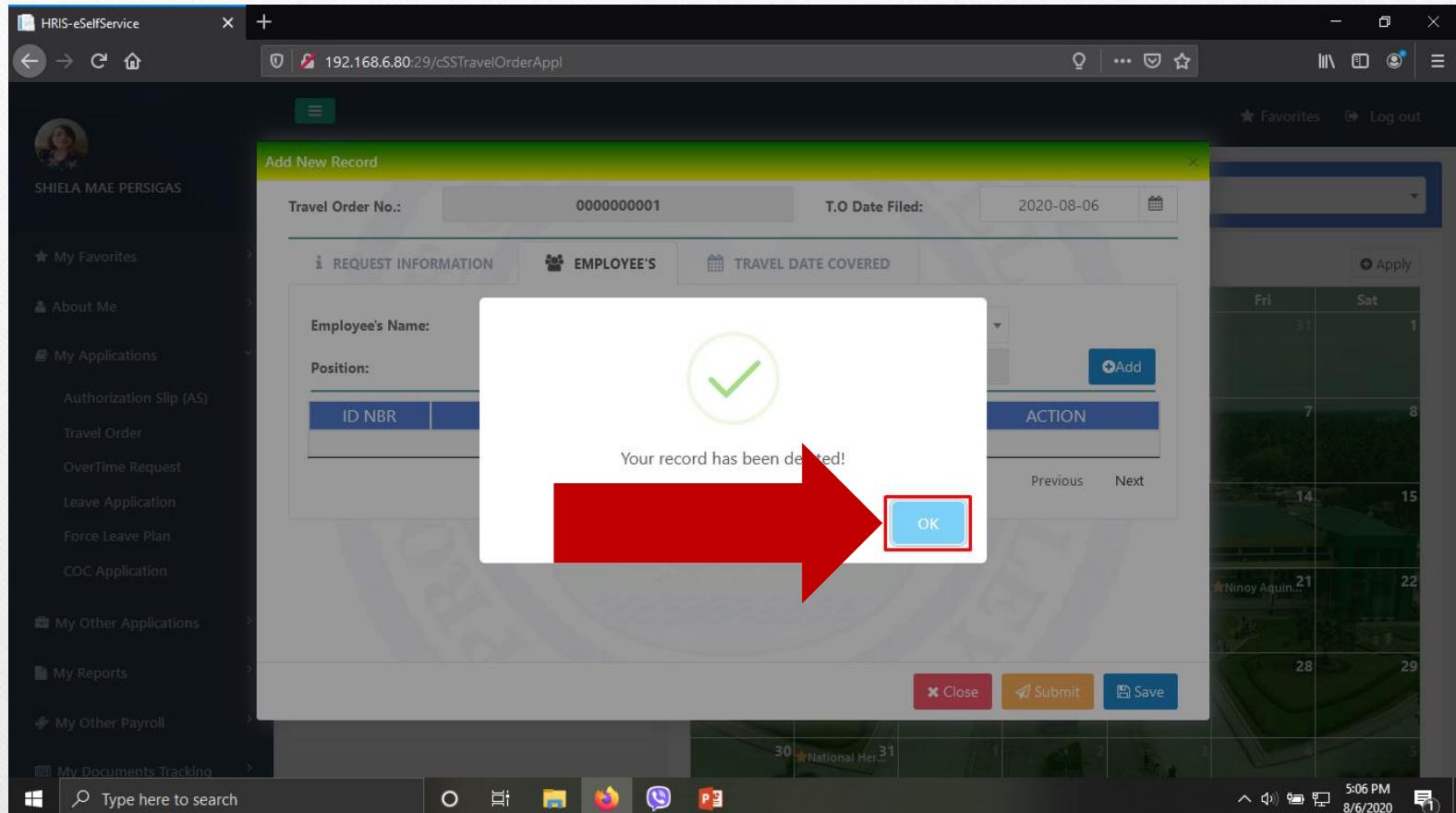
Fri Sat 31 1
7 8
14 15
21 22
28 29

Ninoy Aquino...

Type here to search

5:05 PM 8/6/2020 1

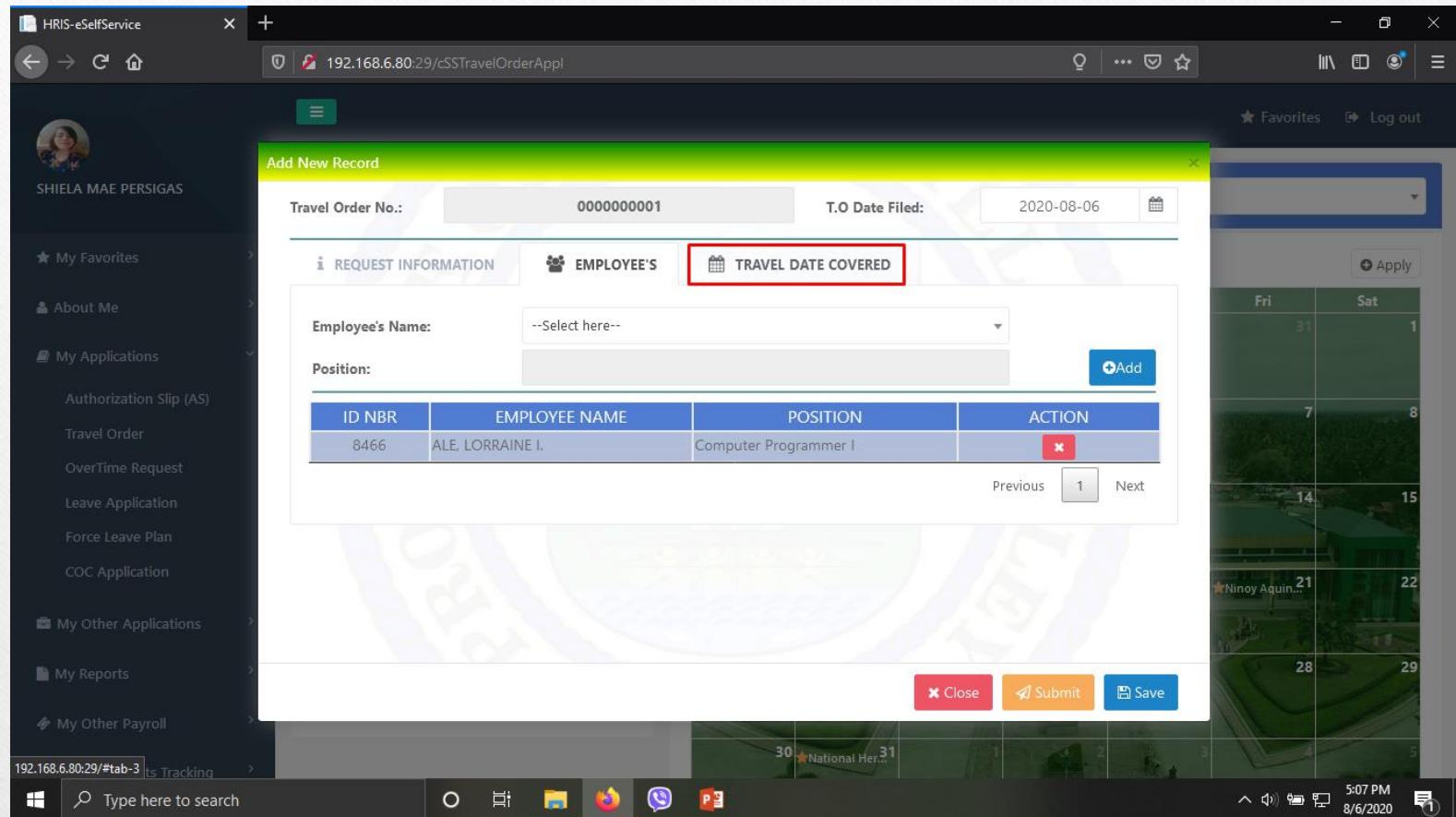
Step 15: Repeat step 7 for you to continue and go back on main page.



Note:

If no date added in **travel date covered tab** grid expected that you will not be able to save application. In order to save application you need to click **travel date covered tab** to add **period from, period to, start time and end time.**

Step 16: To continue click **travel date covered** tab for you to save information.



HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM Add

Period To: End Time: AM/PM: PM

DATE	START TIME	END TIME	ACTIONS
No data available in table			

Previous Next

Close Submit Save

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application My Other Applications My Reports My Other Payroll My Documents Tracking

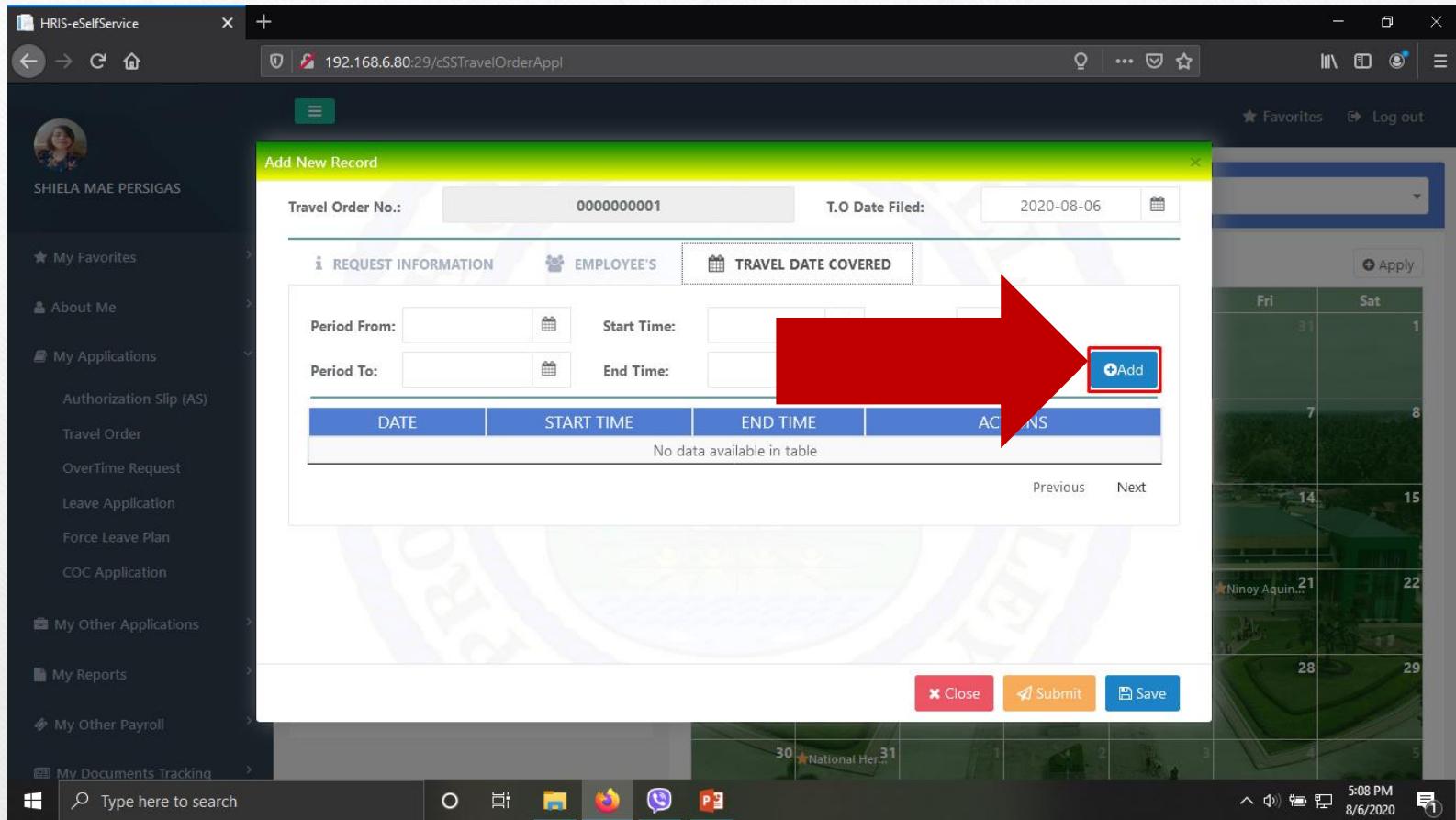
Type here to search

30 National Hero 31 1 2 3 4 5

5:07 PM 8/6/2020

The screenshot shows a Windows desktop environment with a web browser window open to the 'HRIS-eSelfService' application at '192.168.6.80:29/cSSTravelOrderApp'. The user profile 'SHIELA MAE PERSIGAS' is displayed on the left. The main content area is titled 'Add New Record' and contains a form for a 'Travel Order'. The 'Travel Order No.' field is populated with '0000000001'. The 'T.O Date Filed:' field shows '2020-08-06'. Below the form are tabs for 'REQUEST INFORMATION', 'EMPLOYEE'S', and 'TRAVEL DATE COVERED'. Under 'TRAVEL DATE COVERED', there are fields for 'Period From' and 'Period To' with date pickers, start times, end times, and AM/PM dropdowns. An 'Add' button is present. Below these are tables for 'DATE', 'START TIME', 'END TIME', and 'ACTIONS'. A message 'No data available in table' is shown. At the bottom are 'Previous' and 'Next' buttons. On the far right, a calendar for August 2020 is displayed, showing dates from 30 to 8. Specific dates like 'National Hero' on August 31st and 'Ninoy Aquino Day' on August 21st are highlighted. The taskbar at the bottom includes icons for File Explorer, Firefox, Microsoft Edge, and others. The system tray shows the date and time as '5:07 PM 8/6/2020'.

Step 17: Click add button for you to save information.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: (Required Field!) Start Time: (Required Field!) AM/PM: AM

Period To: (Required Field!) End Time: (Required Field!) AM/PM: PM

+ Add

DATE	START TIME	END TIME	ACTIONS
No data available in table			

Previous Next

Close Submit Save

My Favorites My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application My Other Applications My Reports My Other Payroll My Documents Tracking

Type here to search

5:08 PM 8/6/2020

Note:

All fields that needs to be fill will automatically generate a verification message of “**required field!**” if you click **add button** without inputting values in any field. If ever you have inputted incorrect type of values in **travel date covered tab** expected that it will automatically generate a verification message of **invalid date format!** if you key-in letters instead of the date format needed and **invalid time format!** if you key-in letters instead of the time format needed by the system.

In addition if you have selected invalid date from and to expected that **invalid period covered!** verification message will appear. So, make sure to input correct values format for you to save application.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHEILA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: qwe Start Time: qwe AM/PM: AM Invalid Date Format! Invalid Time Format!

Period To: qwe End Time: qwe AM/PM: PM Invalid Date Format! Invalid Time Format!

DATE START TIME END TIME ACTIONS

No data available in table

Previous Next

Close Submit Save

Fri Sat

31 1

7 8

14 15

21 22

28 29

30 National H... 31

Ninoy Aquin...

Type here to search

Windows Taskbar: File Explorer, Firefox, Microsoft Edge, WhatsApp, Powerpoint

System Tray: 5:10 PM, 8/6/2020, 1 message

HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderAppl

Add New Record

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

My Other Applications

My Reports

My Other Payroll

My Documents Tracking

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: 2020-08-04 Start Time: 08:00 AM/PM: AM Add

Period To: 2020-07-29 End Time: 05:00 AM/PM: PM

Invalid Period Covered!

DATE	START TIME	END TIME	ACTIONS
No data available in table			

Previous Next

Close Submit Save

30 ★ National Her... 31

Fri Sat

31 1

7 8

14 15

21 22

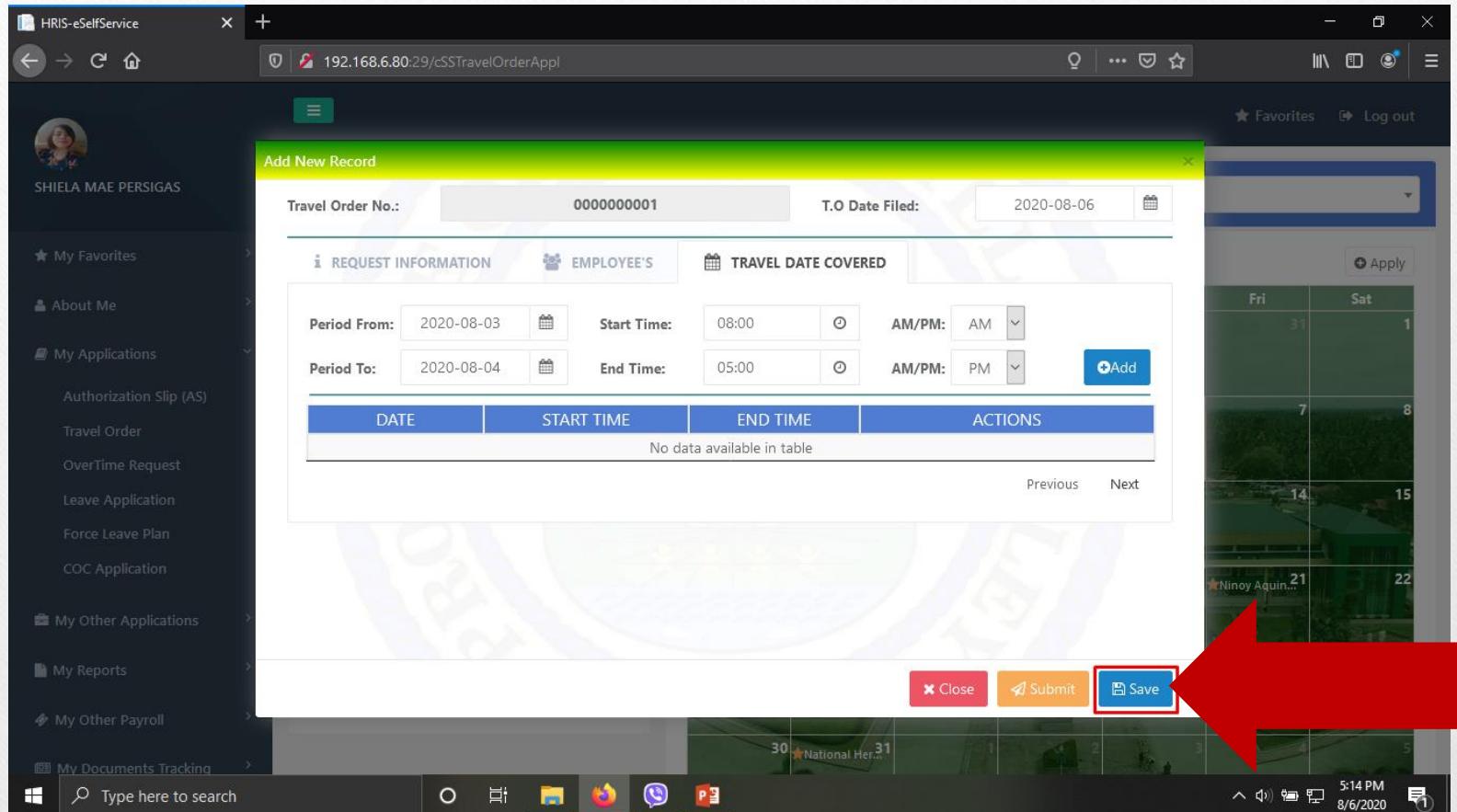
28 29

5:12 PM 8/6/2020

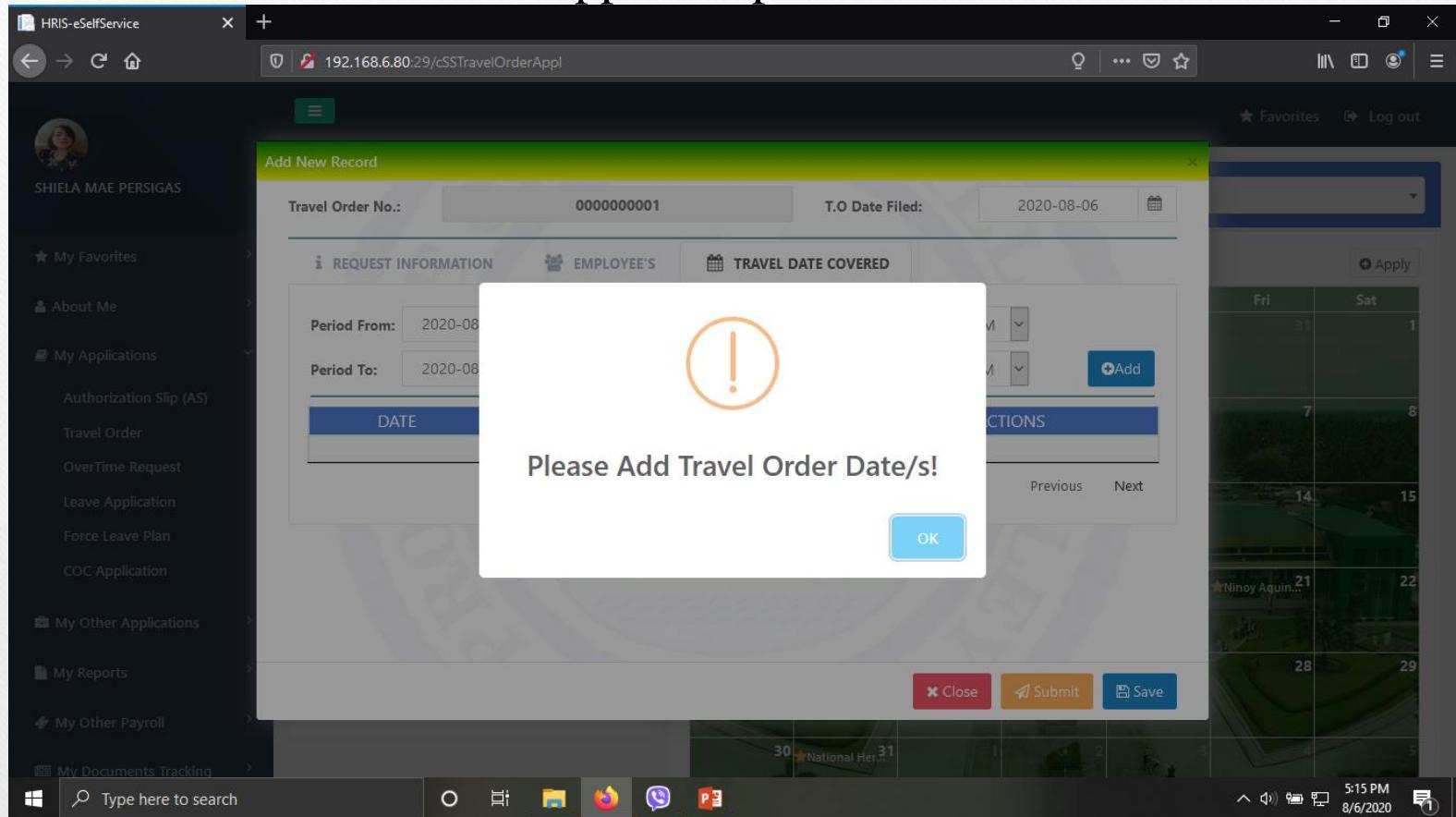
Type here to search

Windows Taskbar icons: File Explorer, Firefox, Microsoft Edge, WhatsApp, FileZilla, and others.

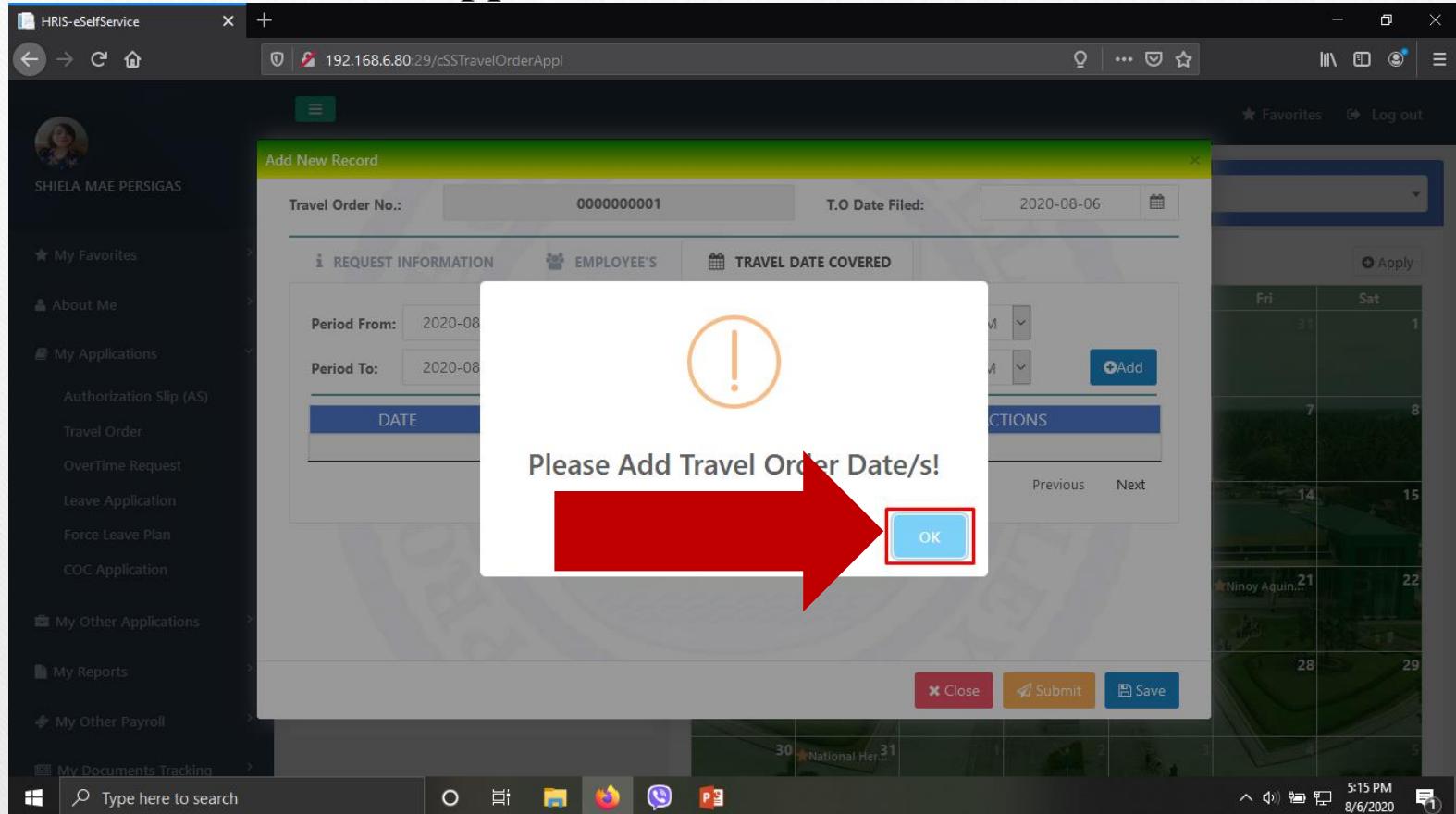
Step 18: Input values in all required fields click save button for you to save information.



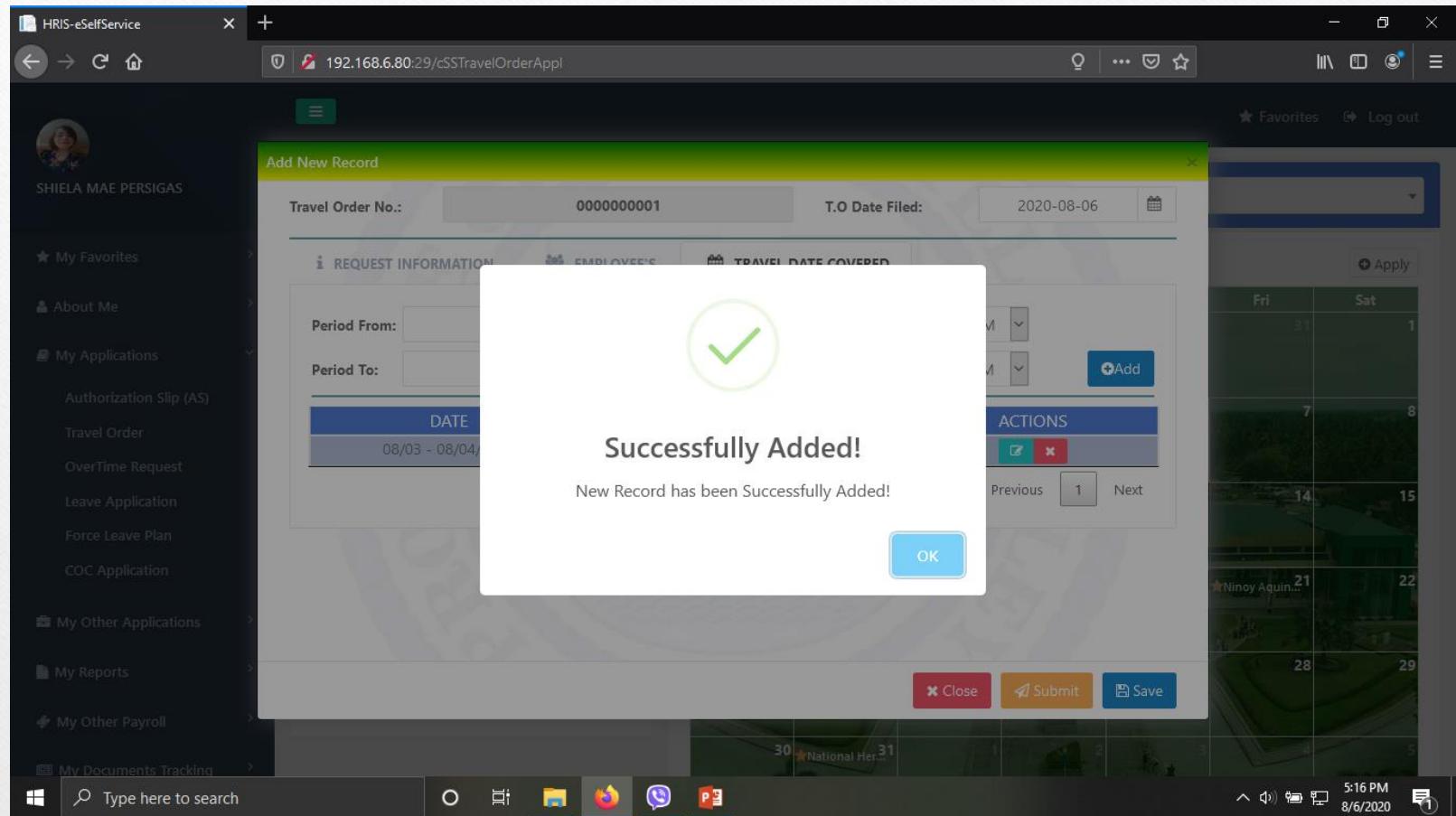
Note: Expected if you have directly click **save button** without clicking first the **add button** to add travel order date first automatic a pop-up confirmation window will appear to please add travel order dates!



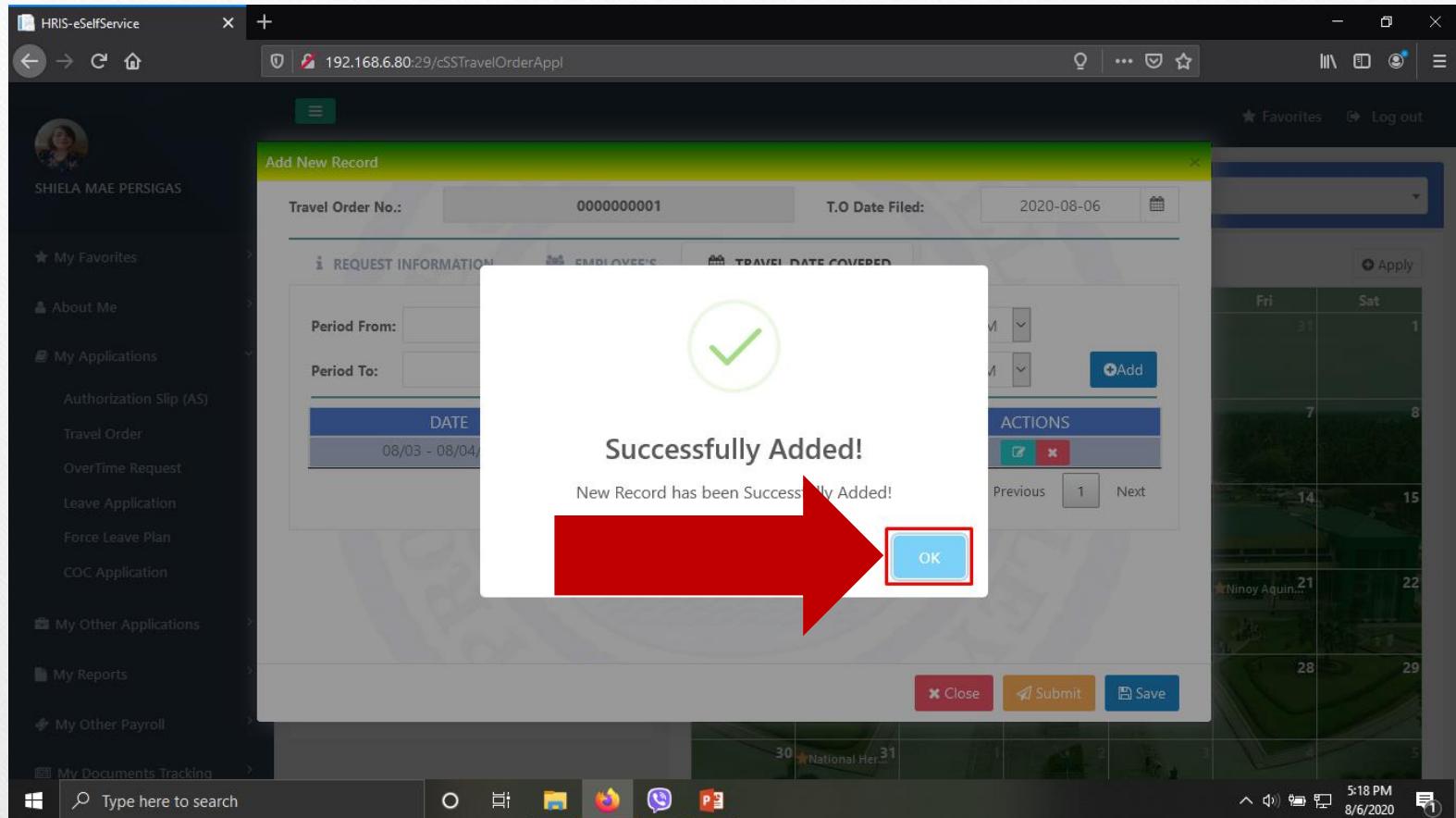
Step 19: To continue repeat step 7 after you have inputted correct values in **travel date covered** tab fields click **add button** to add information to save application.



Note: A pop-up confirmation window will appear that new record has been successfully added!



Step 20: Repeat step 7 for you to continue and save information.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

Add New Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM Add
Period To: End Time: AM/PM: PM

DATE	START TIME	END TIME	ACTIONS
08/03 - 08/04/2020	08:00 AM	05:00 PM	

Previous 1 Next

Date Picker: Fri Sat 31 1 7 8 14 15 21 22 28 29

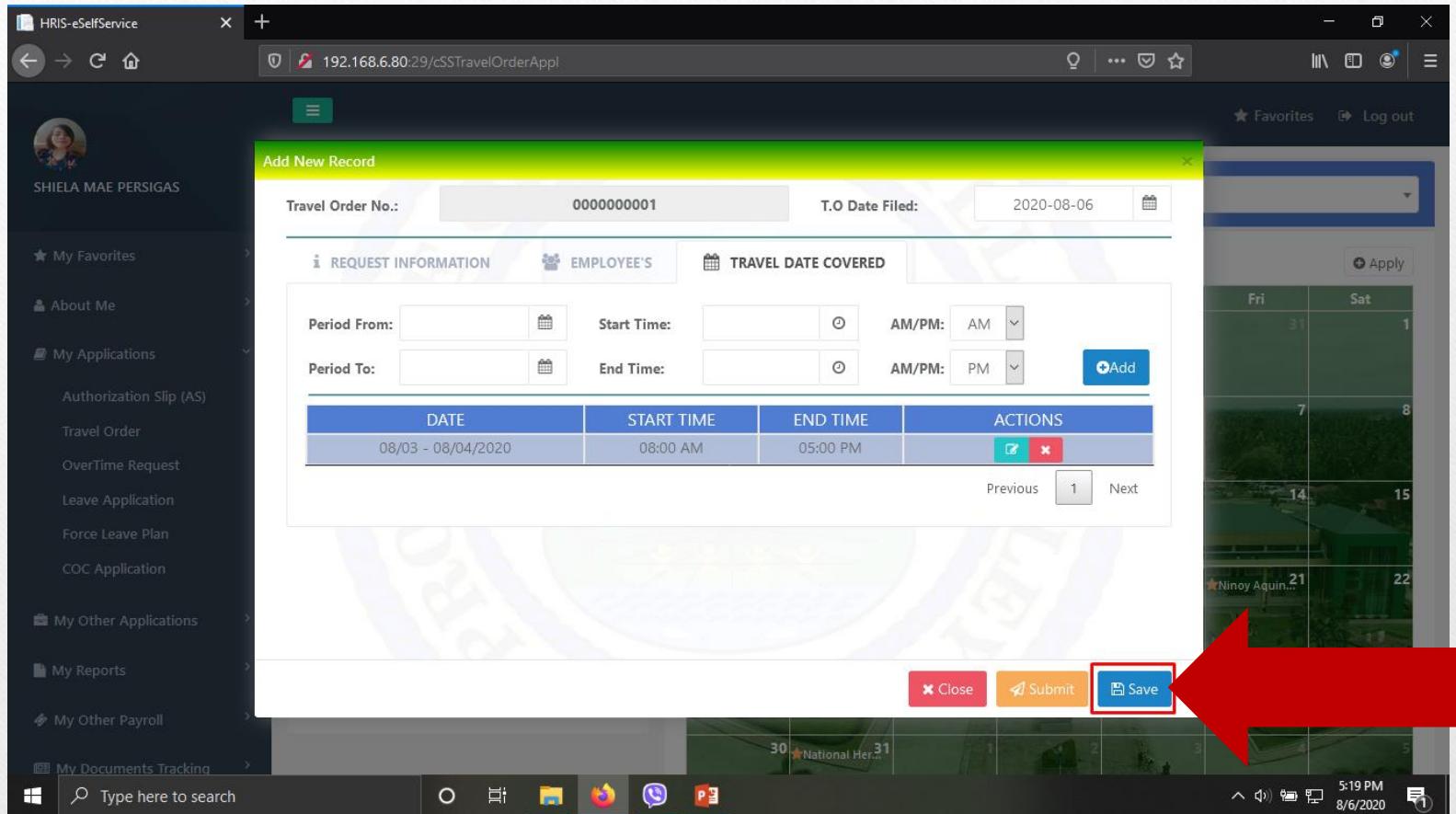
National Hero 31

Close Submit Save

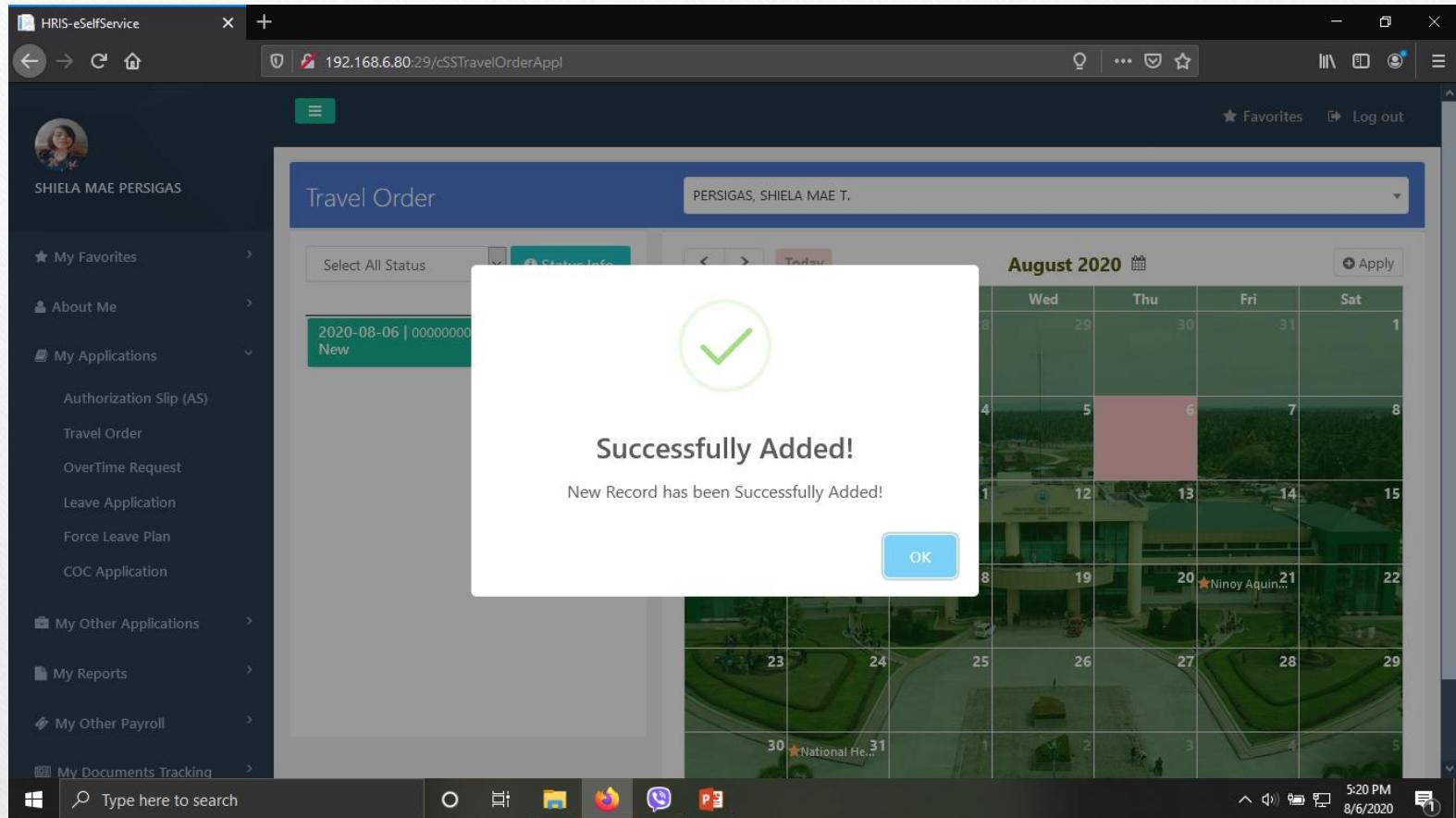
Type here to search

5:19 PM 8/6/2020

Step 21: Click save button if you want to save information.



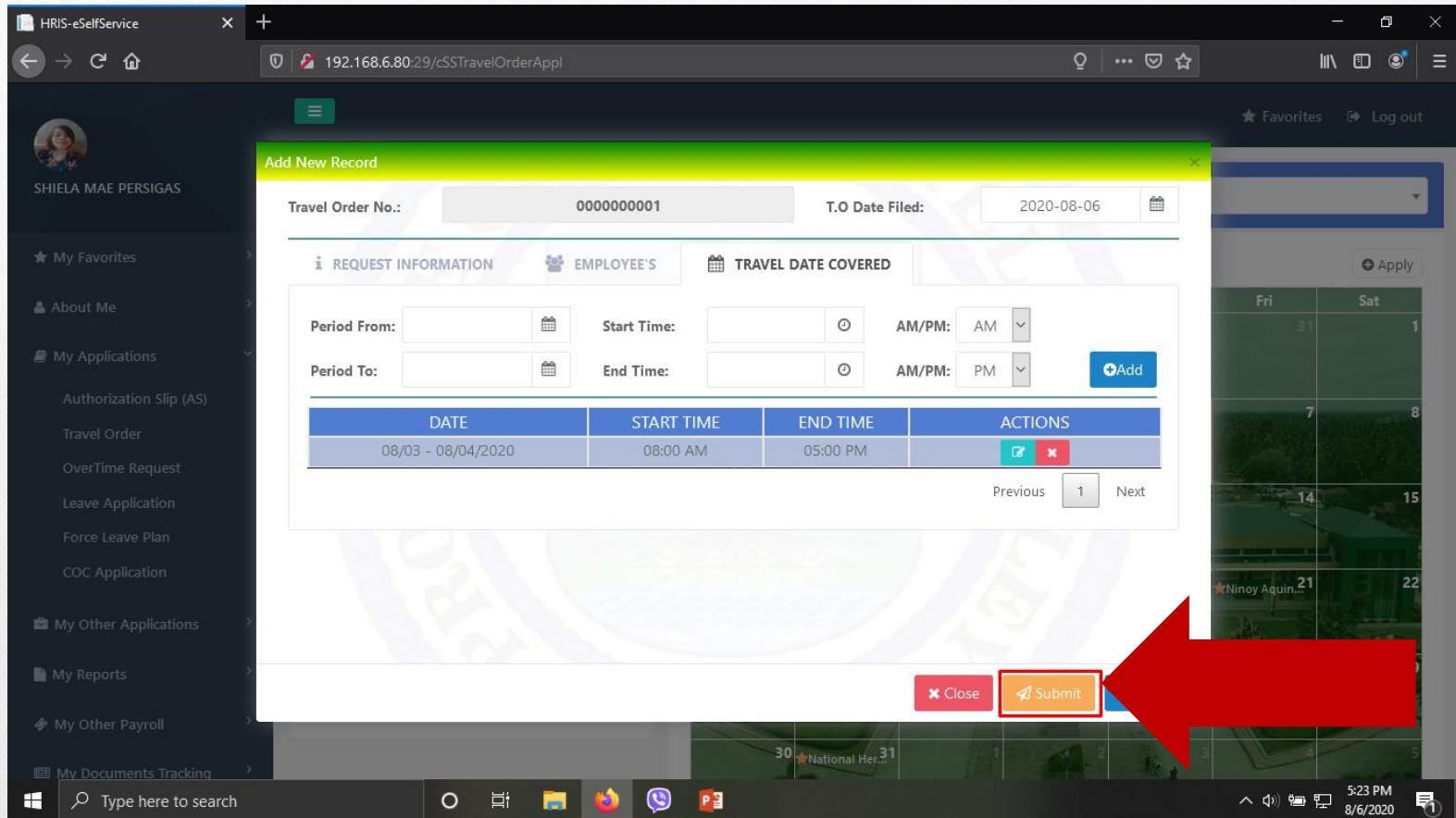
Note: A pop-up confirmation window will appear that new record has been successfully added!



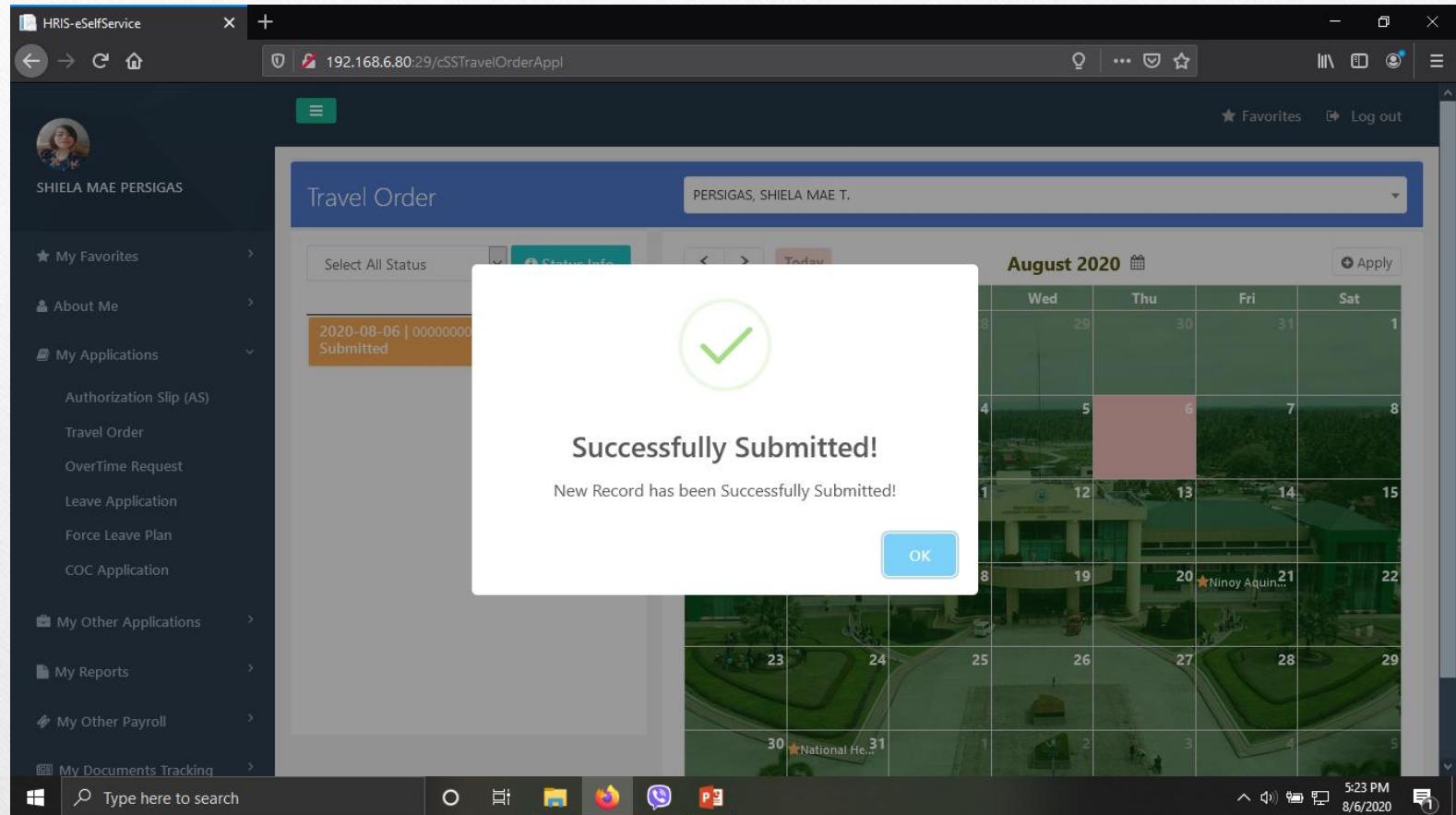
Note:

If ever you have not click **save button** and want to submit application you need to click **submit button** to submit information. If you click **submit button** expected that application will be now not editable and for viewing purposes only. Unless the reviewer or the approver of the submitted application **cancelled** the application. If ever you want to delete application even if you click the submitted application you will not be able to see **delete drop-down button** instead **view drop-down button** since record is for viewing purposes only. So, either way you can submit the application first or save it if not too sure and edit record if there is something you need to edit.

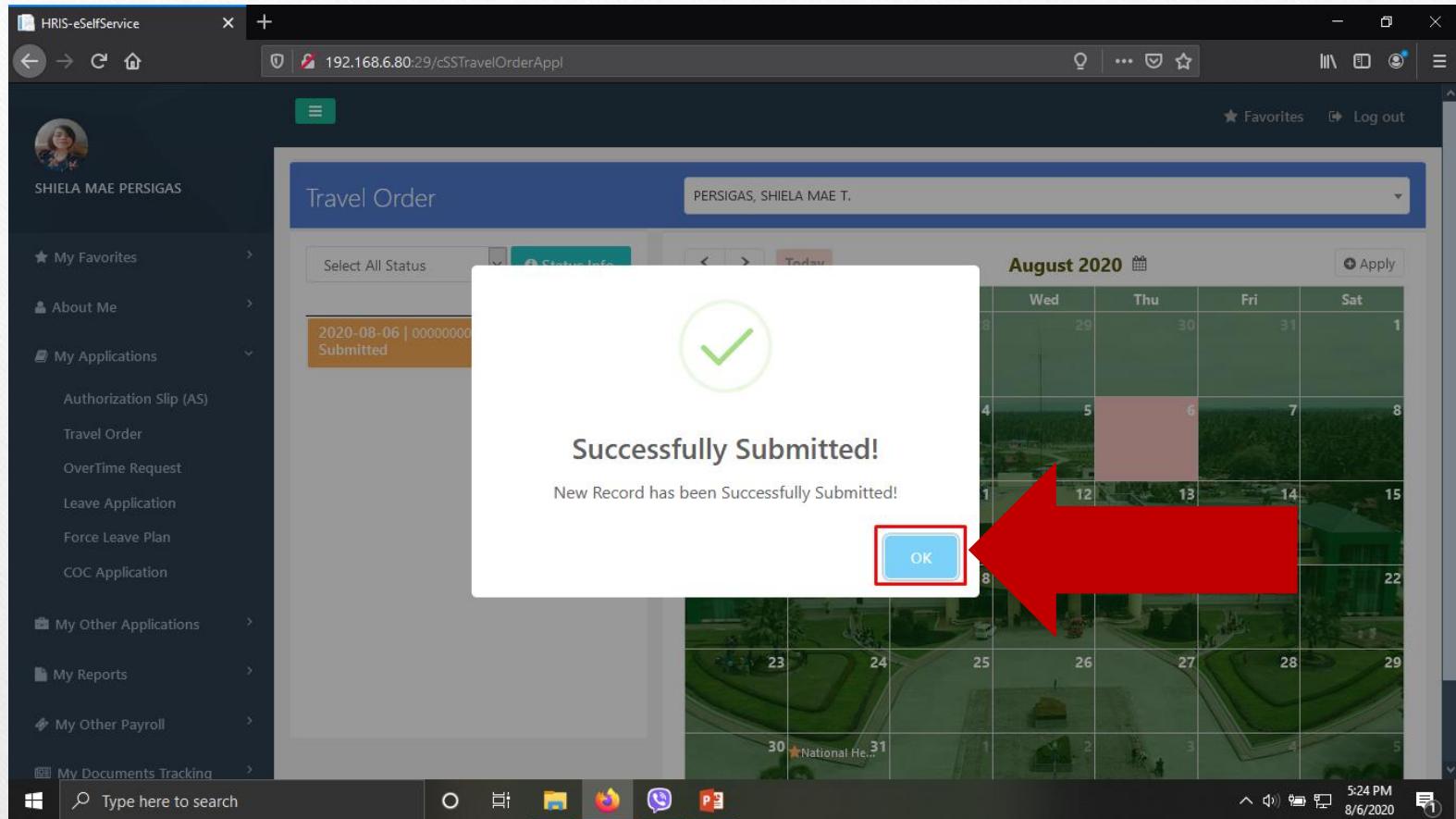
Step 22: If you want to submit information click **submit button** to submit application.



Note: A pop-up confirmation window will appear that new record has been successfully submitted!



Step 23: Click step 7 to continue and go back on main page.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

2020-08-06 | 000000001
Submitted By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

Type here to search

5:25 PM
8/6/2020

Note:

If you want to know **travel order application status** click **status info.** to see **T.O status color legend.** The color represents the applied travel order if application current status is either **reviewed, approved, new, submitted, cancel pending, disapproved or cancelled** in fact, **holiday** and **today's date** also has its color status.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Other Payroll

My Documents Tracking

2020-08-06 | 00.000001 Submitted By: #8447

Status Info.

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	Ninoy Aquino, 21	22
23	24	25	26	27	28	29
30	National He...	31	1	2	3	4

5:25 PM 8/6/2020

Type here to search

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Status Color Legend

Holiday

Today's Date

Reviewed

Approved

New

Submitted

Cancel Pending

Disapproved

Cancelled

August 2020

Apply

Tue Wed Thu Fri Sat

28 29 30 31 1

4 5 6 7 8

11 12 13 14 15

18 19 20 21 22

23 24 25 26 27

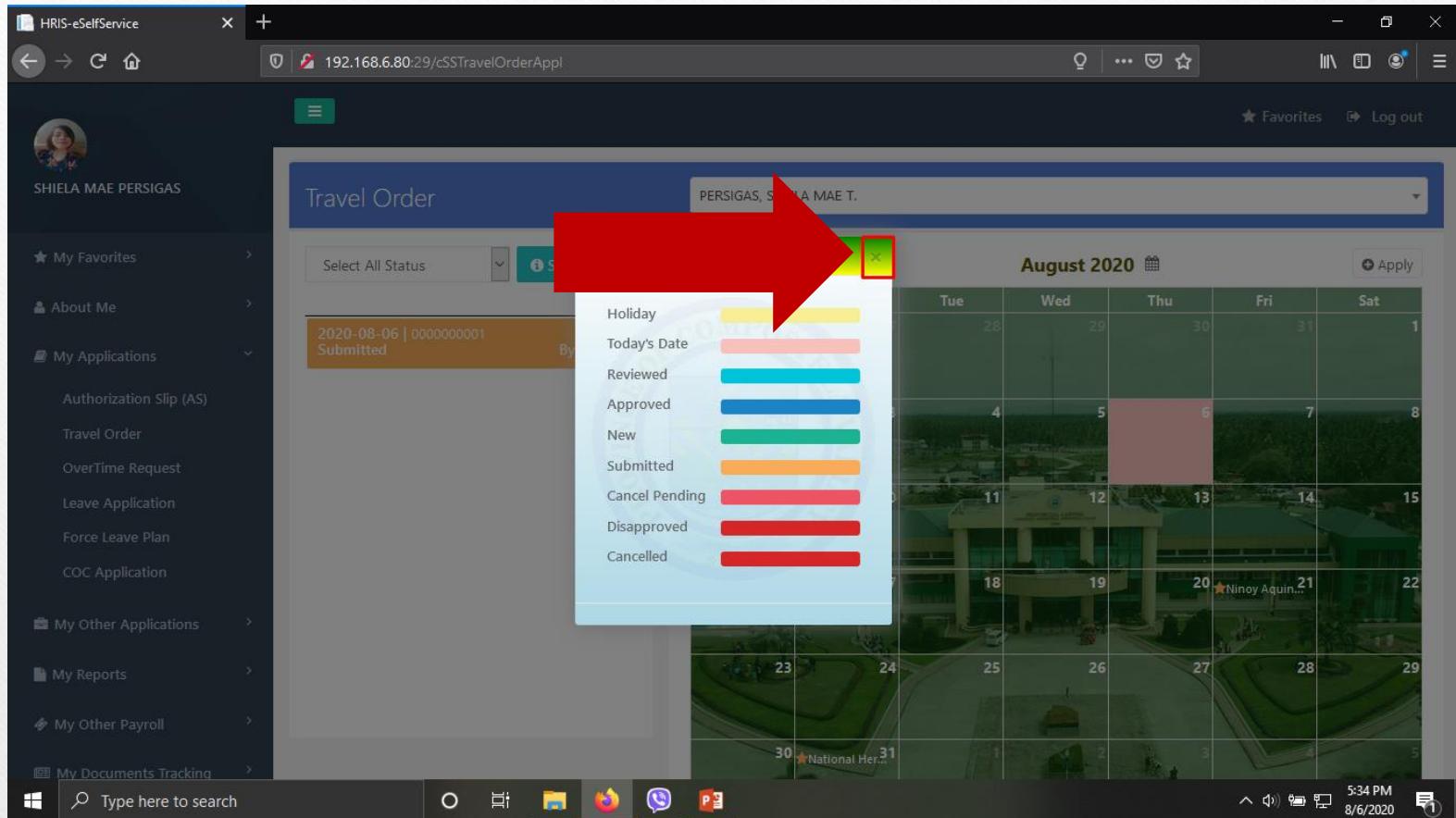
28 29 30 31

National H... Ninoy Aquin...

Type here to search

5:34 PM 8/6/2020

Note: Click cancel icon to exit and go back on main page.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application My Other Applications My Reports My Other Payroll My Documents Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-06 | 000000001 Submitted By: #8447

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	31	1	2	3	4

Type here to search

5:36 PM 8/6/2020

Note: You can also select a drop-down list of T.O status if you only want to display and filter specific status either **reviewed**, **level 1 approved**, **level 2 approved**, **final approved**, **new**, **submitted**, **cancel pending**, **disapproved** or **cancelled** application will display automatically.

The screenshot shows a Windows desktop environment with a web browser window open to the 'HRIS-eSelfService' application at the URL 192.168.6.80:29/cSTravelOrderApp/. The user profile 'SHIELA MAE PERSIGAS' is visible in the top left. A large red arrow points from the left towards the 'Select All Status' dropdown menu in the center of the page. The main content area displays a 'Travel Order' card for '2020-08-06 | 000000001'. The card shows the status 'Submitted' and is 'By: #8447'. To the right of the card is a calendar for August 2020, which features a background image of a building complex. Specific dates are highlighted: August 6th and 20th are marked with pink boxes, and August 30th has a yellow star indicating 'National He.'. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock showing '5:37 PM' on '8/6/2020'.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Level 1 Approved
By: #8447

Cancel Pending
Disapproved
Final Approved
Cancelled
New
Reviewed
Submitted

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	31	1	2	3	4

5:47 PM 8/6/2020

Type here to search

This screenshot shows the HRIS-eSelfService Travel Order application interface. On the left, a sidebar menu includes 'My Favorites', 'About Me', 'My Applications' (with sub-options like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application), 'My Other Applications', 'My Reports', 'My Other Payroll', and 'My Documents Tracking'. The main content area displays a 'Travel Order' card for user 'PERSIGAS, SHIELA MAE T.'. A dropdown menu titled 'Select All Status' is open, listing various travel statuses with their respective approvers and IDs. To the right is a calendar for August 2020, showing dates from 26 to 31. Specific dates like August 20 (Ninoy Aquino Day) and August 30 (National Heroes Day) are marked with yellow stars. The desktop taskbar at the bottom shows icons for File Explorer, Firefox, WhatsApp, and Powerpoint, along with system status indicators.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderAppl

Favorites Log out

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Submitted

Status Info.

2020-08-06 | 000000001
Submitted By: #8447

2020-08-06 | 000000002
Submitted By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	31	1	2	3	4

Type here to search

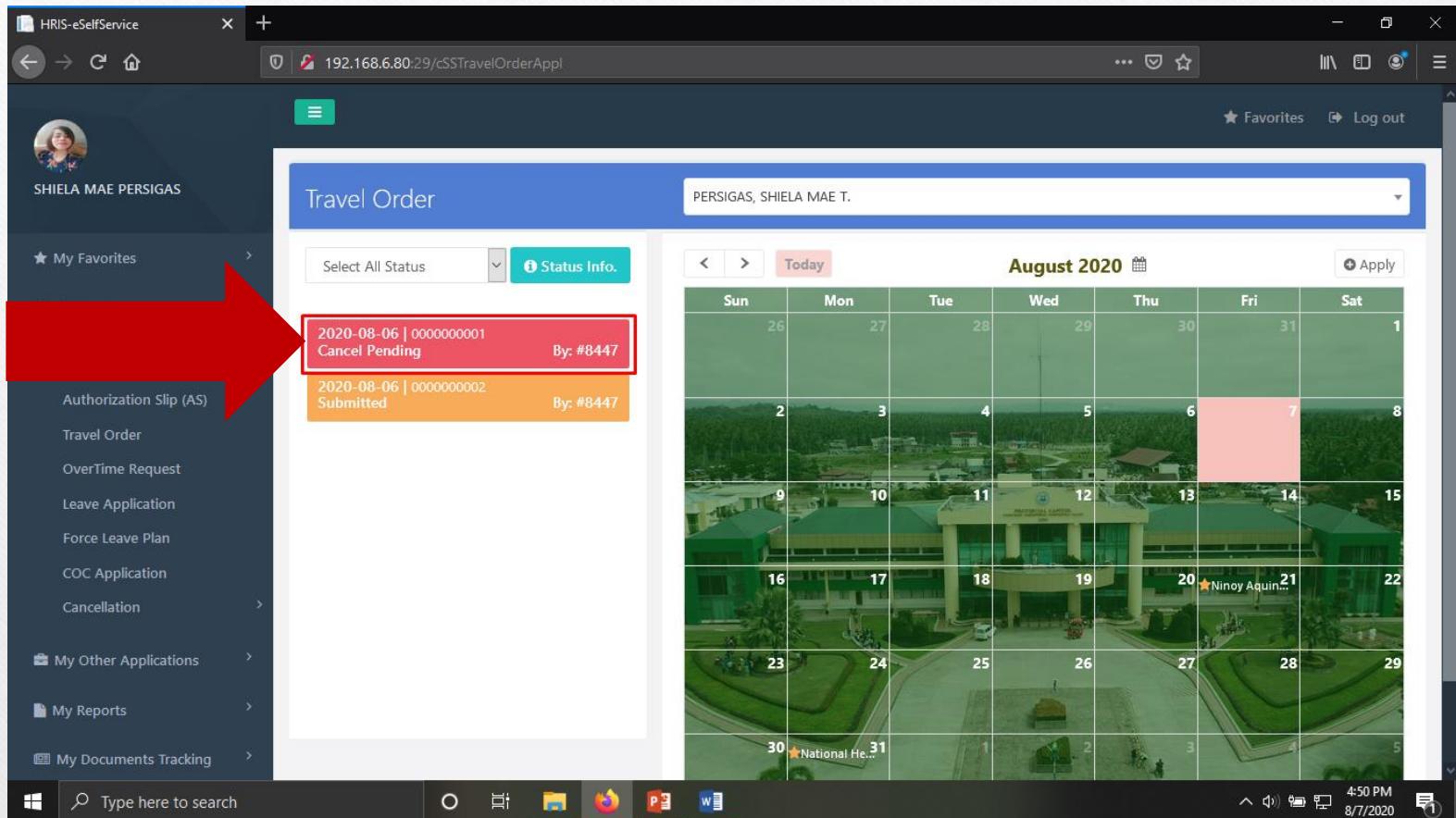
5:47 PM
8/6/2020

How to edit applied
T.O application?

Note:

In editing an applied travel order application only status like **new** and **cancel pending** application are editable unlike other statuses like **level 1 approved**, **level 2 approved**, **final approved**, **submitted**, **reviewed**, **cancelled**, **disapproved** are not editable. However, if the submitted application is being **cancel pending** by the **reviewer**, **level 1 approver** or by **level 2 approver** that will be the time where you will be able to edit the application. In addition only **final approver** can cancel the **final approved** application and T.O status will be **cancelled**. Once application is cancelled automatic you cannot delete nor edit or resubmit application but to view only information.

Step 1: While on the main page of travel order select specific drop-down list of status to edit application, click the selected T.O record for you to edit information, **edit drop-down button** will be visible.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-06 | 000000001 Cancel Pending By: #8447

Edit Delete

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aqui...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

Type here to search

O Firefox Edge P W

4:52 PM 8/7/2020

Note: If ever you have click a non-editable applied T.O expected that record is for viewing purposes only like **level 1 approved**, **level 2 approved**, **final approved**, **submitted**, **reviewed**, **cancelled** and **disapproved** are not editable.

The screenshot shows a web-based application interface for HRIS-eSelfService. On the left is a sidebar with a user profile picture and the name "SHIELA MAE PERSIGAS". The sidebar contains several menu items: "My Favorites", "About Me", "My Applications" (with "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation" listed), "My Other Applications", "My Reports", and "My Documents Tracking". Below the sidebar is a search bar with placeholder text "Type here to search". The main content area has a title "Travel Order" and a status filter "Select All Status" with a dropdown arrow and a "Status Info." button. Two travel orders are listed: one from "2020-08-06" with status "Cancel Pending" and another from "2020-08-06" with status "Submitted". Both entries include a "View" button, with the "Submitted" entry's "View" button highlighted by a red rectangle. To the right of the travel order list is a large calendar for August 2020. The calendar grid shows dates from 26 to 31. Specific dates are highlighted: "7" (pink) and "20" (orange). An annotation "Ninoy Aquino" is placed over the date "20". Another annotation "National He..." is placed over the date "30". The bottom right corner of the calendar shows the time "4:53 PM" and the date "8/7/2020".

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Documents Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 | 000000003
Level 1 Approved By: #8447
[View](#) By: #8447

2020-08-06 | 000000002
Submitted By: #8447

August 2020

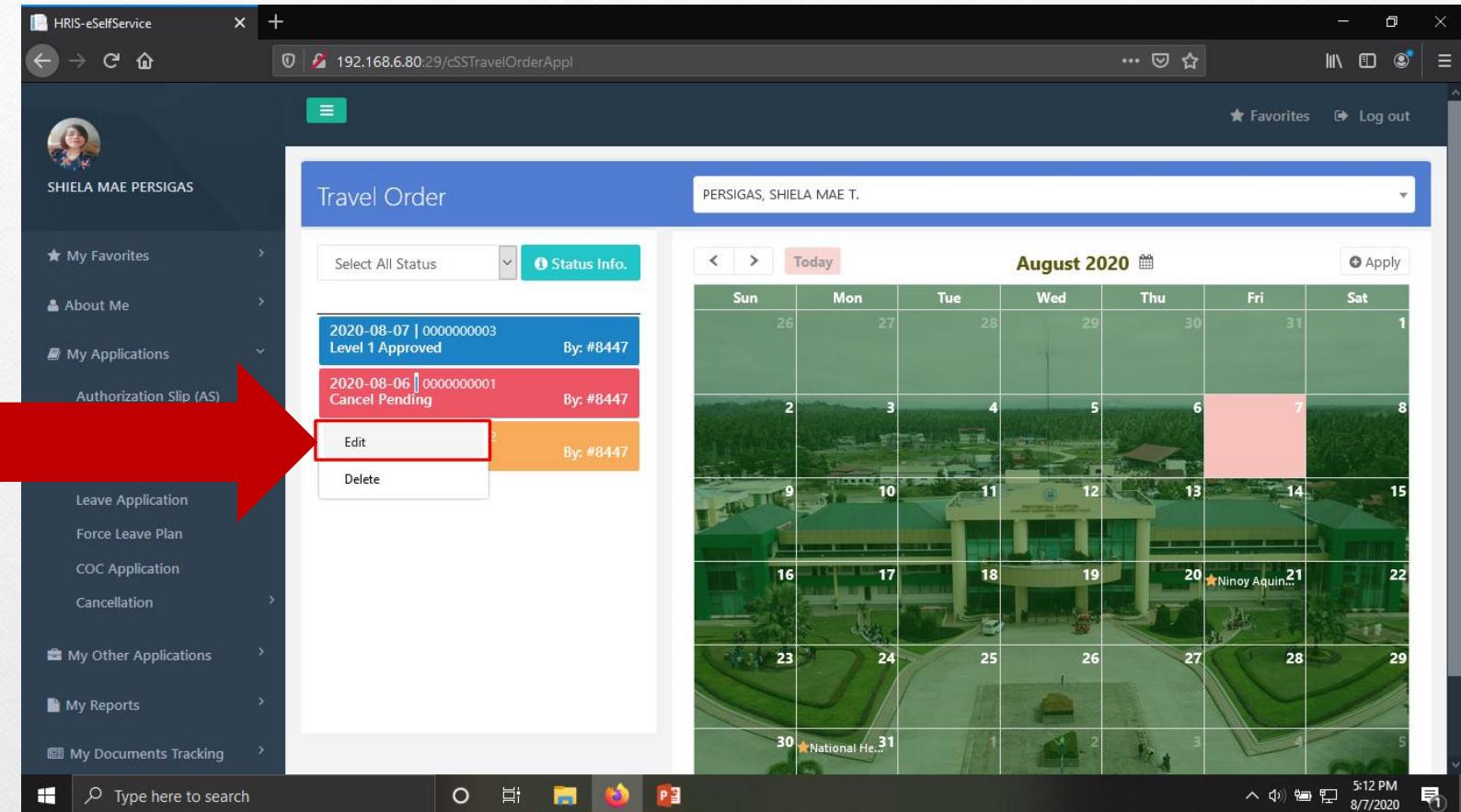
Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

Type here to search

5:08 PM 8/7/2020

Step 2: Click edit button for you to edit information.



HRIS-eSelfService

192.168.6.80:29/csstTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Type here to search

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

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: test data

Travel Form: Regional Travel Type: OB

Travel Subject/Purpose: test data

Travel Justification:

Close Re-Submit All Save

31 1
7 8
14 15
21 22
28 29

Ninoy Aquino

5:13 PM 8/7/2020

Step 3: Update needed information in all required fields or replace values.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderAppl

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

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: sample

Travel Form: National Travel Type: OB3

Travel Subject/Purpose: sample

Travel Justification:

Close Re-Submit All Save

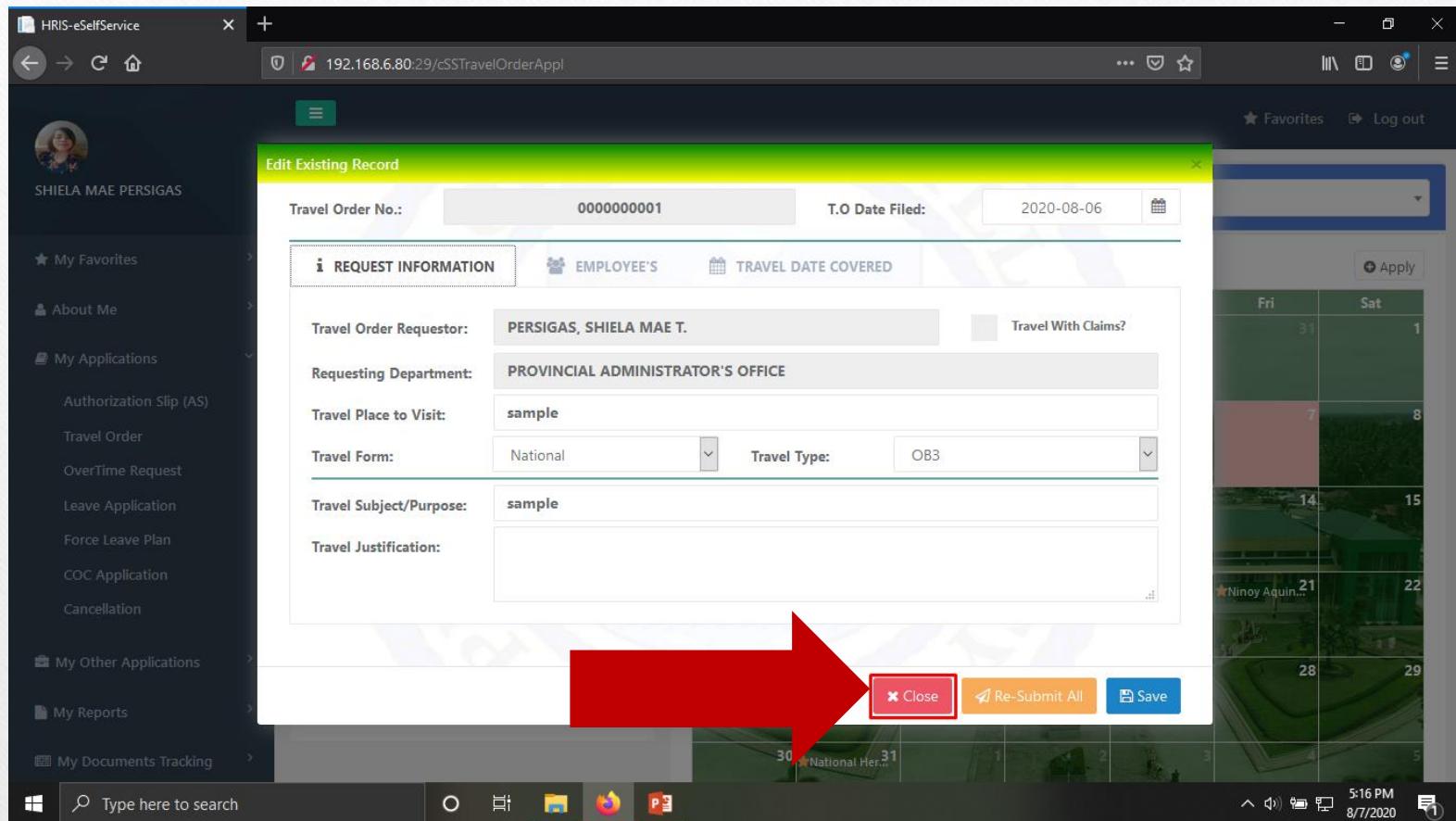
31 1
7 8
14 15
Ninoy Aquino. 21 22
28 29

Type here to search

5:15 PM 8/7/2020

The screenshot shows a Windows desktop environment with a taskbar at the bottom. The taskbar includes icons for File Explorer, Edge browser, and other applications. The system tray shows the date and time as 5:15 PM on 8/7/2020, along with battery and network status indicators.

Step 4: Click close button if you don't want to save edited information.



Step 5: Repeat step 1 and 2 to continue if you want save edited information.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderAppl

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Type here to search

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

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: sample

Travel Form: National Travel Type: OB3

Travel Subject/Purpose: sample

Travel Justification:

Close Re-Submit All Save

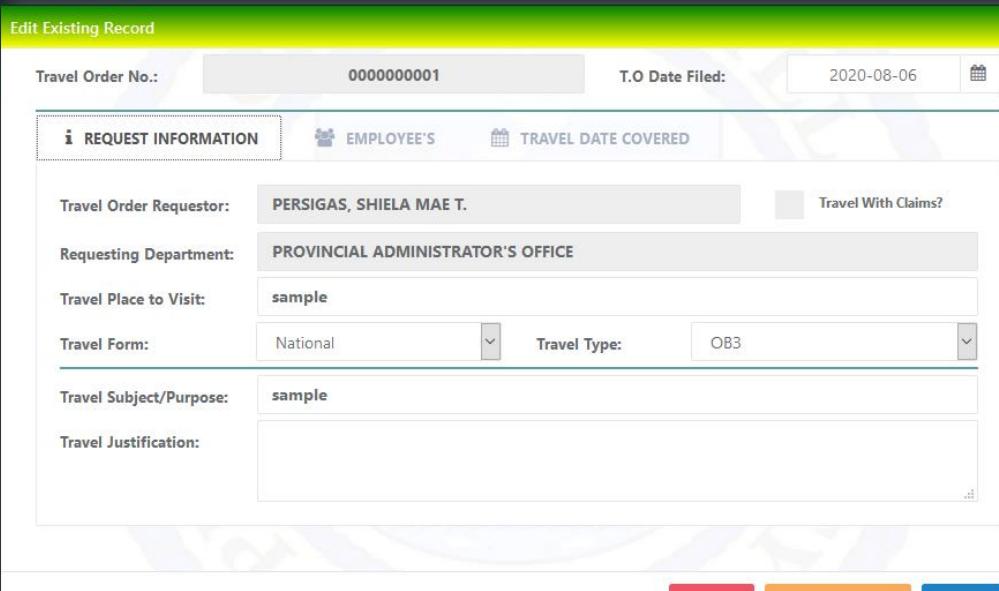
Fri Sat

31	1
7	8
14	15
21	22
28	29

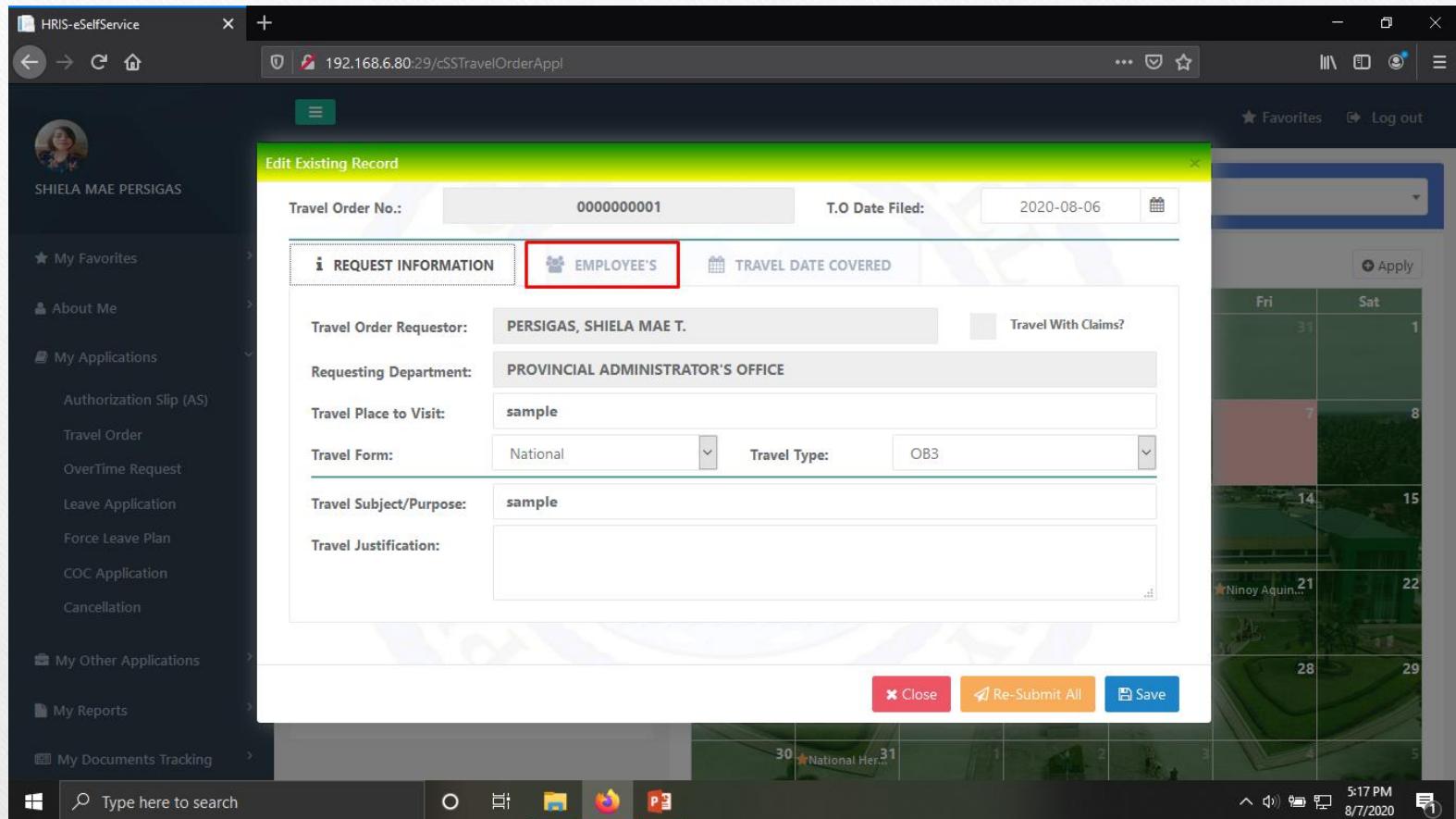
Ninoy Aquin...

30 National Her... 31 1 2 3 4 5

5:17 PM 8/7/2020



Step 6: If you want to continue click **employee's tab** to update and save information.



HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Employee's Name: --Select here-- Add

Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTION
8466	ALE, LORRAINE I.	Computer Programmer I	X

Previous 1 Next

Close Re-Submit All Save

30 National Hero 31 1 2 3 4 5

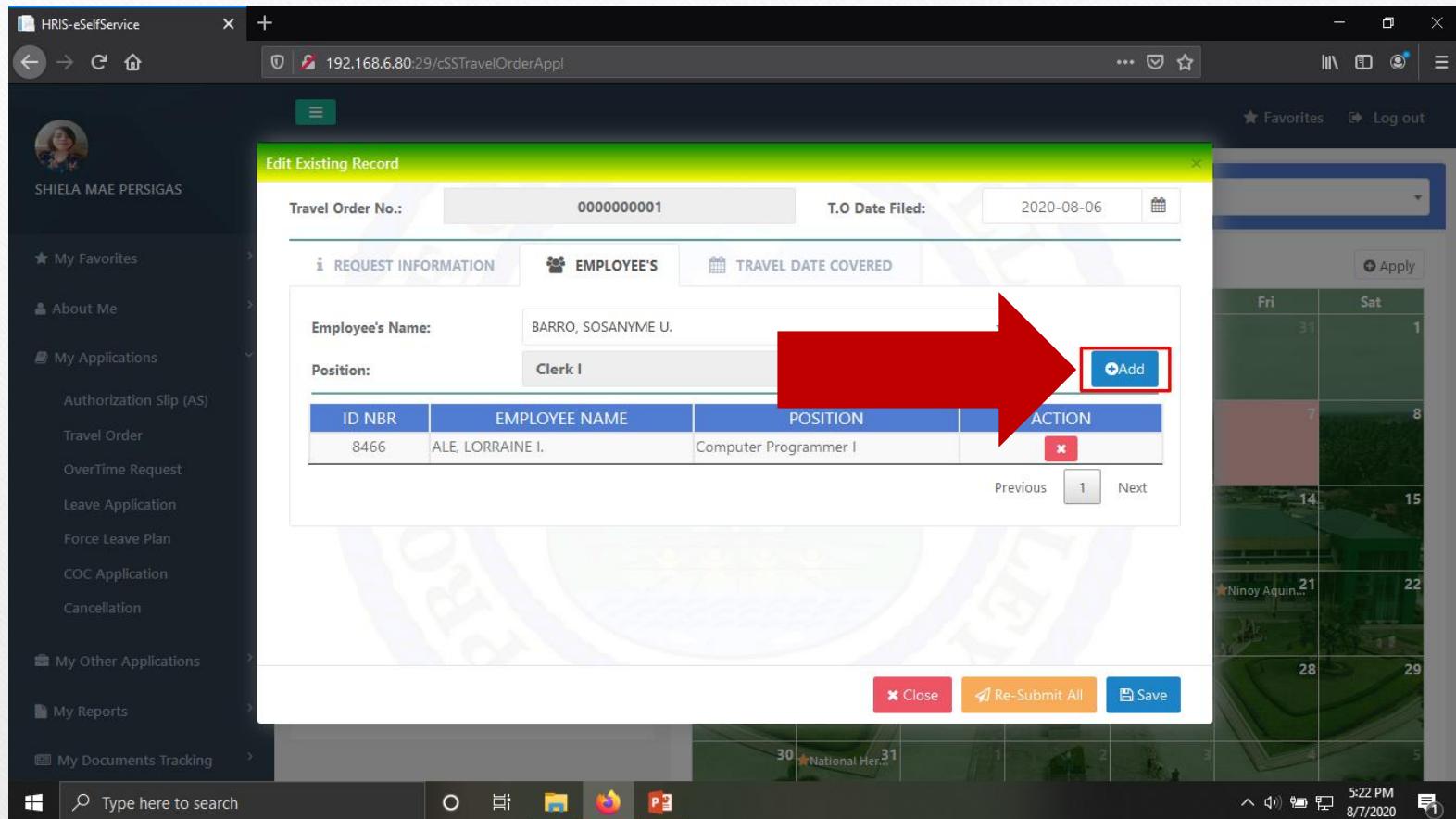
5:18 PM 8/7/2020

Type here to search

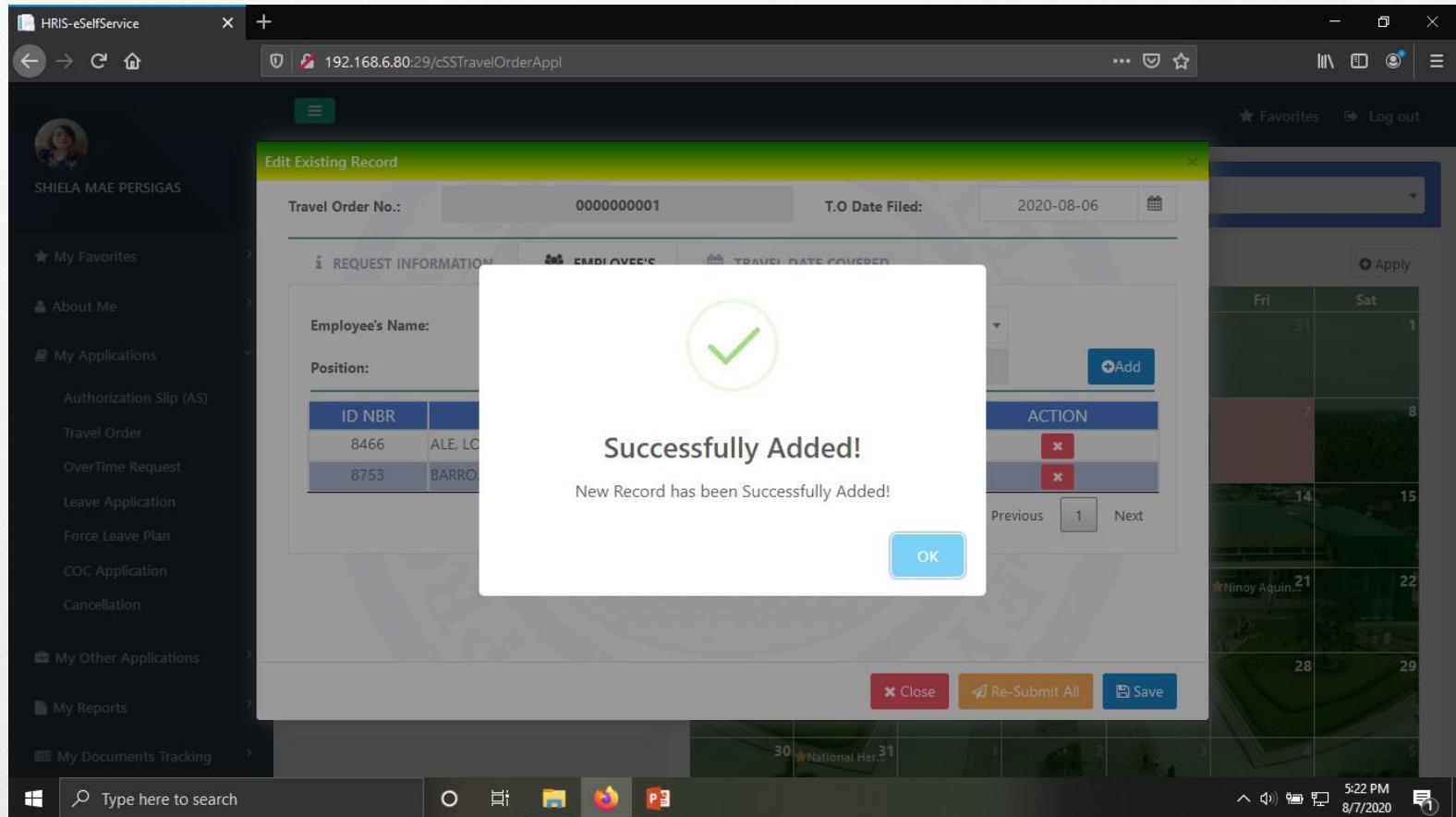
O Firefox Edge

Step 7: Select values in **employee name** field or input values to search names, click **add button** to update or add information.

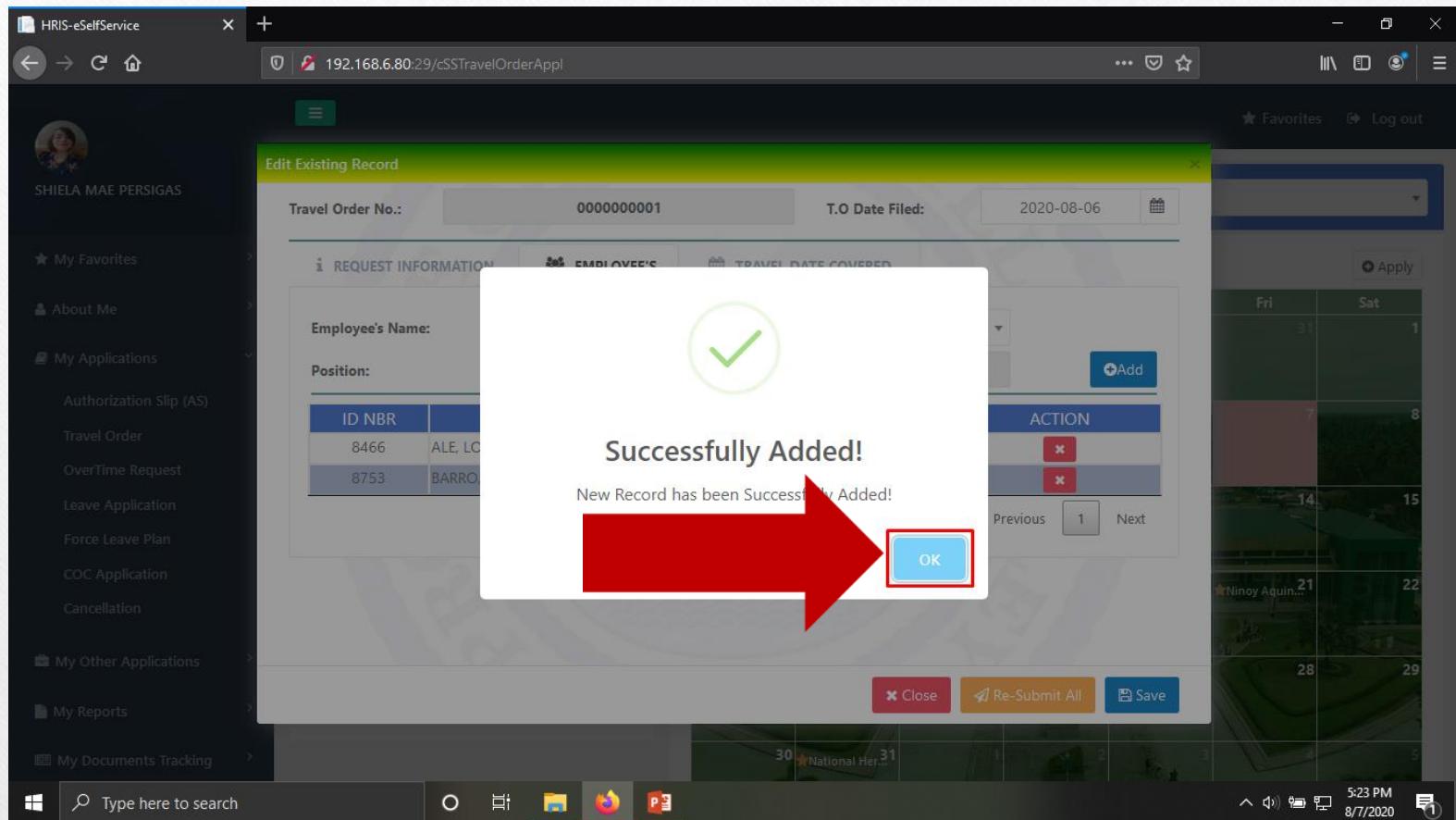
The screenshot shows a web-based application interface for HRIS-eSelfService. The main window title is "Edit Existing Record" for a Travel Order. The travel order number is listed as 0000000001, and the date filed is 2020-08-06. The interface includes tabs for REQUEST INFORMATION, EMPLOYEE'S, and TRAVEL DATE COVERED. The EMPLOYEE'S tab is active, showing fields for Employee's Name (dropdown menu with placeholder "--Select here--") and Position (text input field containing "BARRO"). A red box highlights the "BARRO" entry. Below these fields is a table with columns ID NBR, EMPLOYEE NAME, POSITION, and ACTION. One row in the table is highlighted in blue, showing ID NBR 8466, Employee Name BARRO, POSITION Computer Programmer I, and ACTION with a delete icon. Navigation buttons Previous, Next, and page number 1 are visible below the table. At the bottom of the dialog are buttons for Close, Re-Submit All, and Save. The background of the application shows a calendar view for August 2020, with specific dates like the 21st (Ninoy Aquino Day) and the 31st (National Heroes Day) highlighted. The system status bar at the bottom right shows the time as 5:21 PM and the date as 8/7/2020.



Note: A pop-up confirmation window will appear that new record has been successfully added!



Step 8: Click ok button for you to continue.



Step 9: Click remove button if you want to remove or delete certain employee.

The screenshot shows the HRIS-eSelfService application interface. On the left, a sidebar menu lists various application categories like My Favorites, About Me, My Applications, Authorization Slip (AS), and others. The main window displays an 'Edit Existing Record' form for a Travel Order. The travel order number is 0000000001, and the date filed is 2020-08-06. The form includes tabs for REQUEST INFORMATION, EMPLOYEE'S, and TRAVEL DATE COVERED. Under the EMPLOYEE'S tab, there is a list of employees with columns for ID NBR, EMPLOYEE NAME, POSITION, and ACTION. A large red arrow points to the ACTION column for the fourth employee, highlighting the remove button (a red square with a white 'X'). The employee details shown are: ID NBR 8753, EMPLOYEE NAME BARRO, SOSANYME U., POSITION Computer Programmer II, and ACTION (with a red box around the remove button).

ID NBR	EMPLOYEE NAME	POSITION	ACTION
2161	VILLANUEVA, JORGE RUSTOM G.	Computer Programmer II	X
8466	ALE, LORRAINE I.	C	X
8672	OLITA, MARVIN M.	C	X
8753	BARRO, SOSANYME U.	C	X

Note: A pop-up confirmation window will appear Are you sure to delete this record? Once deleted, you will not be able to recover this record!

The screenshot shows a web-based application titled "HRIS-eSelfService" with a URL of "192.168.6.80:29/cSSTravelOrderAppl". The user profile is "SHEILA MAE PERSIGAS".

The main content area is titled "Edit Existing Record" for Travel Order No. 0000000001, filed on 2020-08-06.

The interface includes tabs for "REQUEST INFORMATION", "EMPLOYEE'S", and "TRAVEL DATE COVERED". The "EMPLOYEE'S" tab is active, showing:

- Employee's Name: --Select here--
- Position: (empty input field)
- A table listing employees with their ID numbers, names, positions, and a red "X" icon in the "ACTION" column for each row:

ID NBR	EMPLOYEE NAME	POSITION	ACTION
2161	VILLANUEVA, JORGE RUSTOM G.	Computer Programmer II	X
8466	ALE, LORRAINE I.	Computer Programmer I	X
8672	OLITA, MARVIN M.	Computer Programmer I	X
8753	BARRO, SOSANYME U.	Clerk I	X

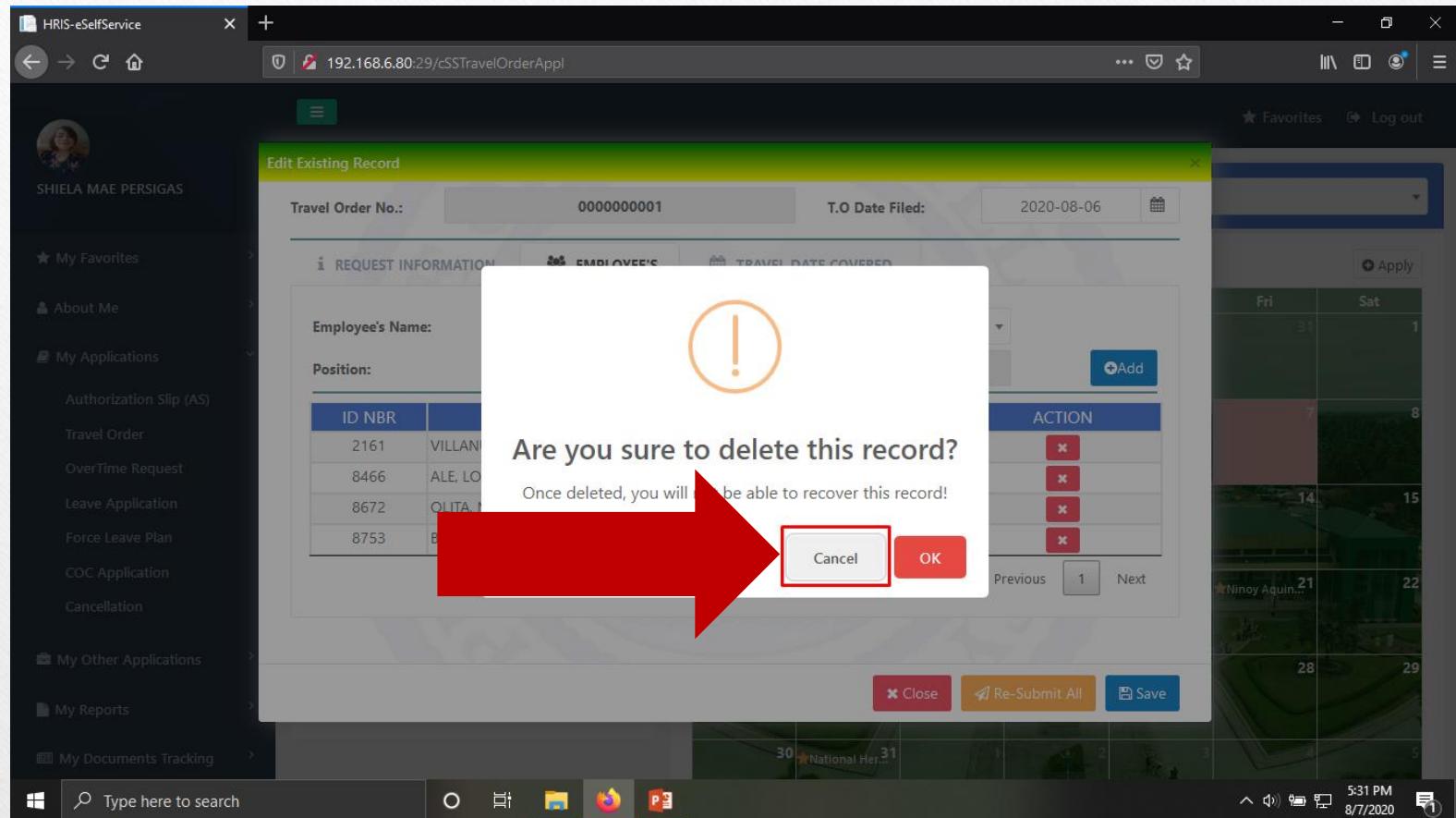
Below the table are buttons for "Previous", "1", and "Next".

At the bottom are buttons for "Close", "Re-Submit All", and "Save".

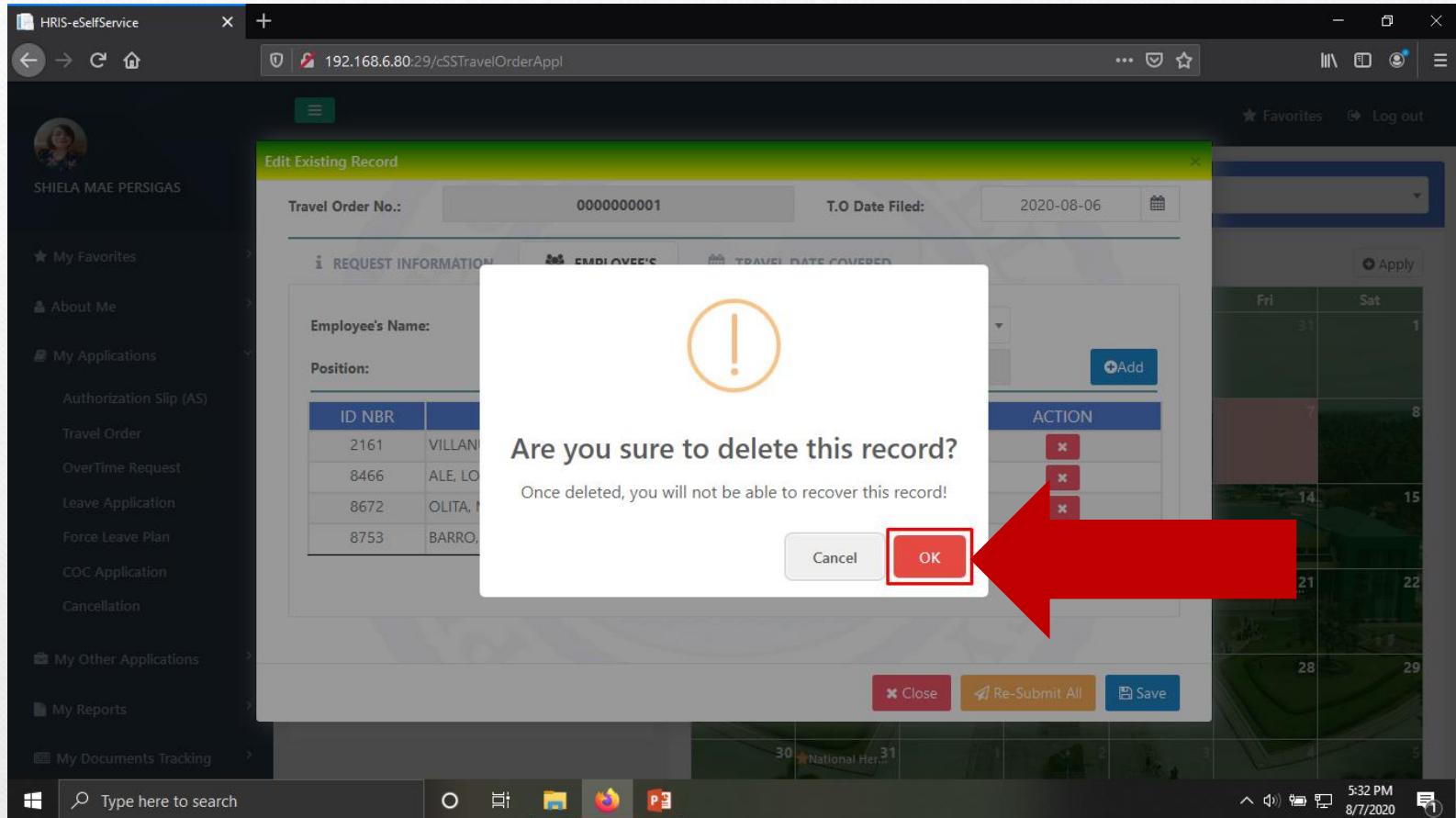
To the right of the main content is a calendar for August 2020, showing days from Friday, August 31, to Saturday, September 5. Specific dates like "Ninoy Aquino Day" are highlighted.

The bottom of the screen shows the Windows taskbar with icons for File Explorer, Task View, Edge, and File Explorer, along with a search bar and system status indicators.

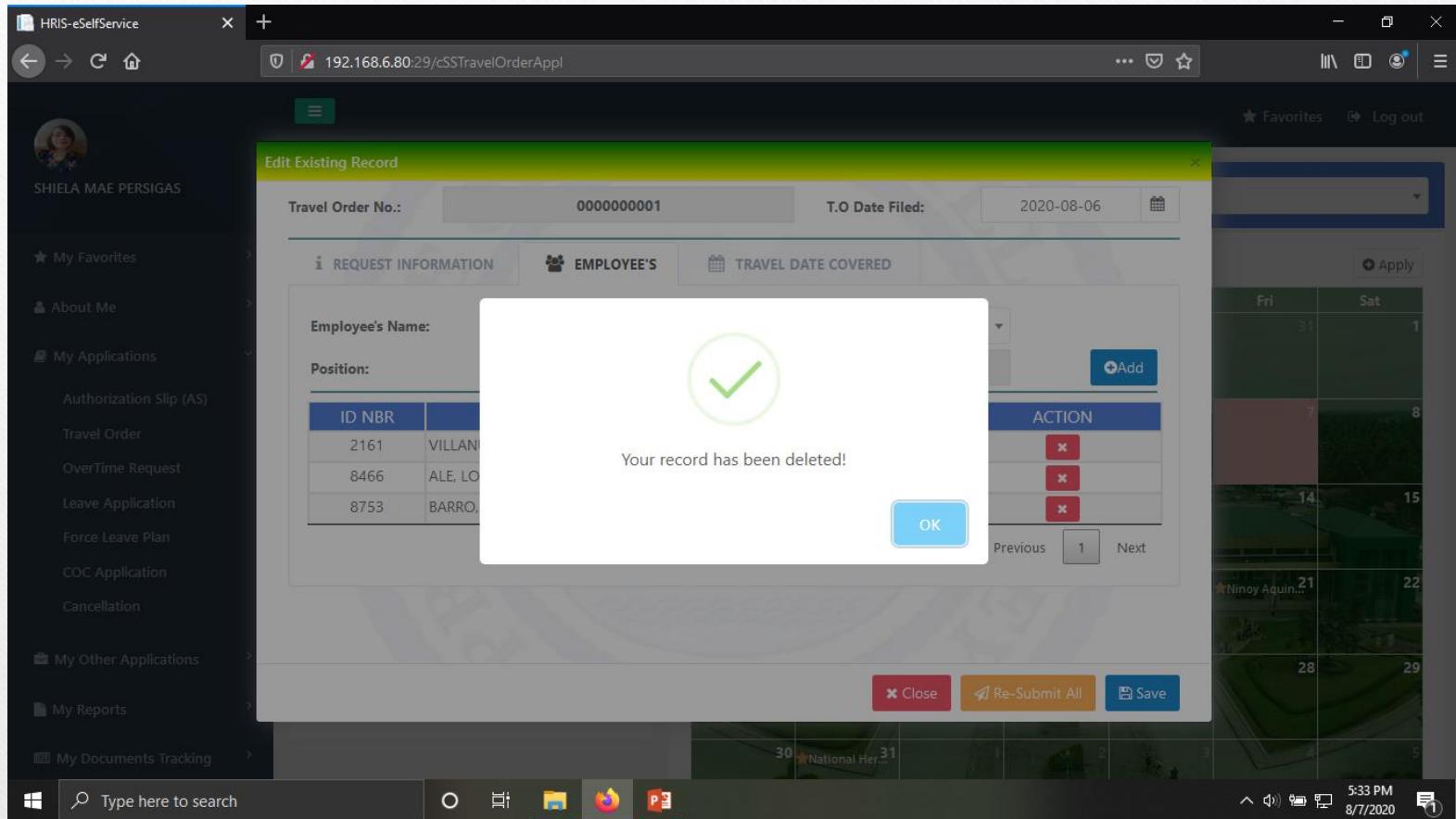
Step 10: If you don't want to remove the employee click cancel button to continue.



Step 11: Repeat step 9 if you want to remove the record click ok button to remove.

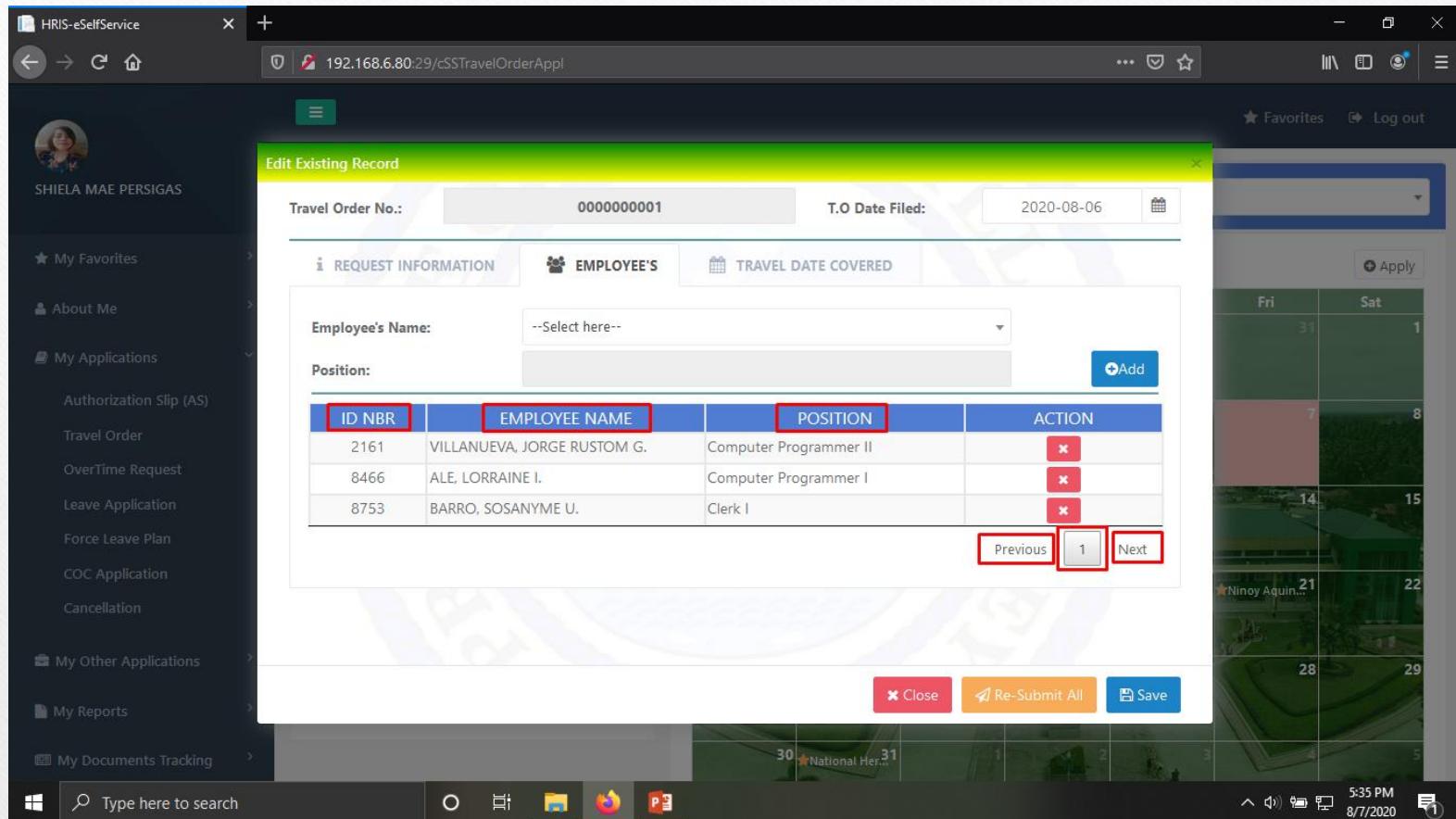


Note: A pop-up confirmation window will appear that your record has been deleted!

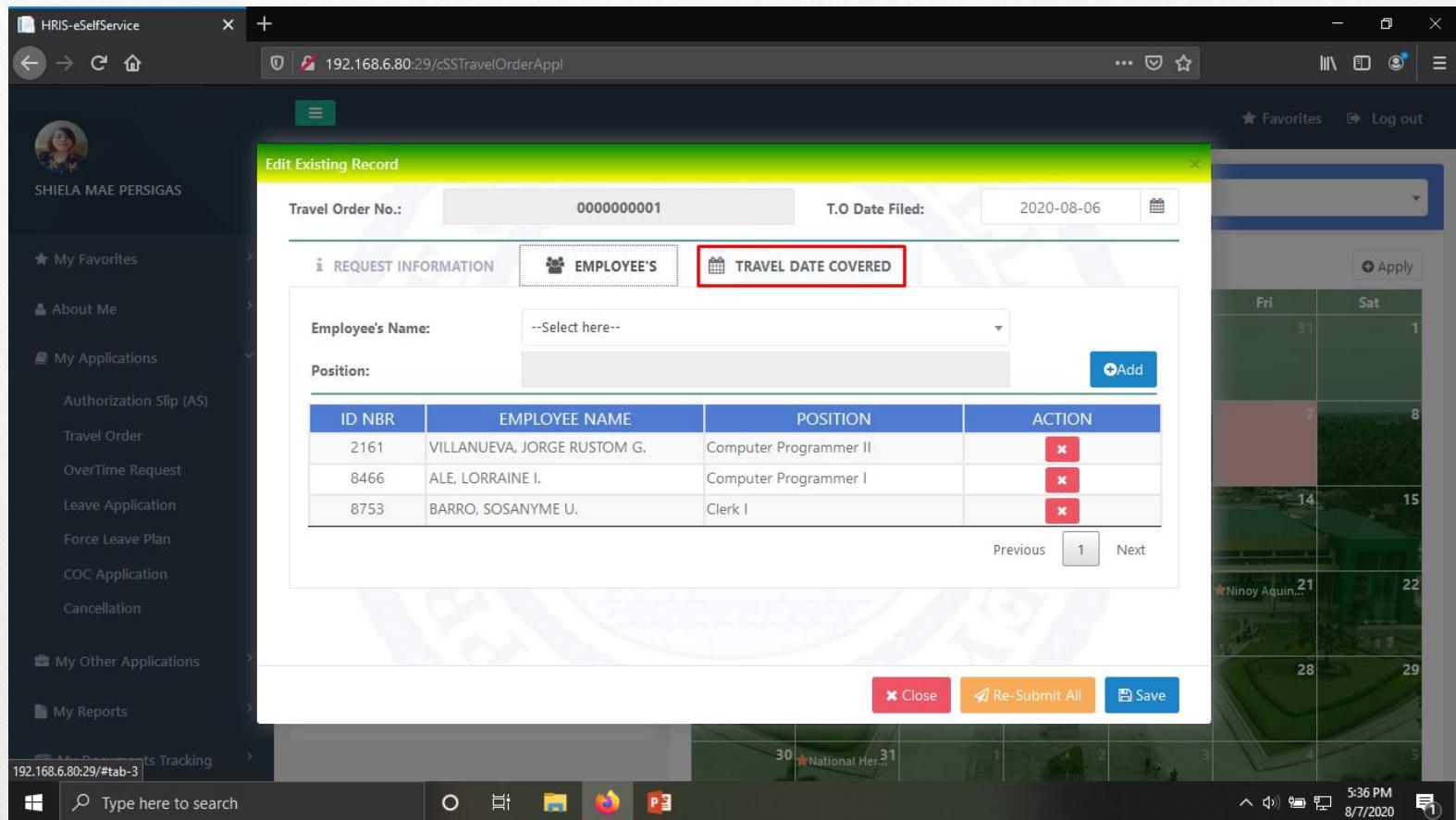


Note:

If in **employee's tab** various of employee's are visible on table grid you can either click the column name **ID NBR**, **EMPLOYEE NAME**, and **POSITION** to sort information automatically. Thus, only 5 set of employees are being displayed on the grid table since the other next information will be shown on the 2nd page or in the other next pages. But if you want to go back on previous list of employee simply click **previous button** then click **next button** to move and go to next page.



Step 12: Repeat step 8 to continue, click **travel date covered tab** if you want to update the date of travel and time before saving information.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Favorites Log out

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: [] Start Time: [] AM/PM: AM
Period To: [] End Time: [] AM/PM: PM

Add

DATE	START TIME	END TIME	ACTIONS
08/03 - 08/04/2020	08:00 AM	05:00 PM	<input type="checkbox"/> <input type="button" value="x"/>

Previous 1 Next

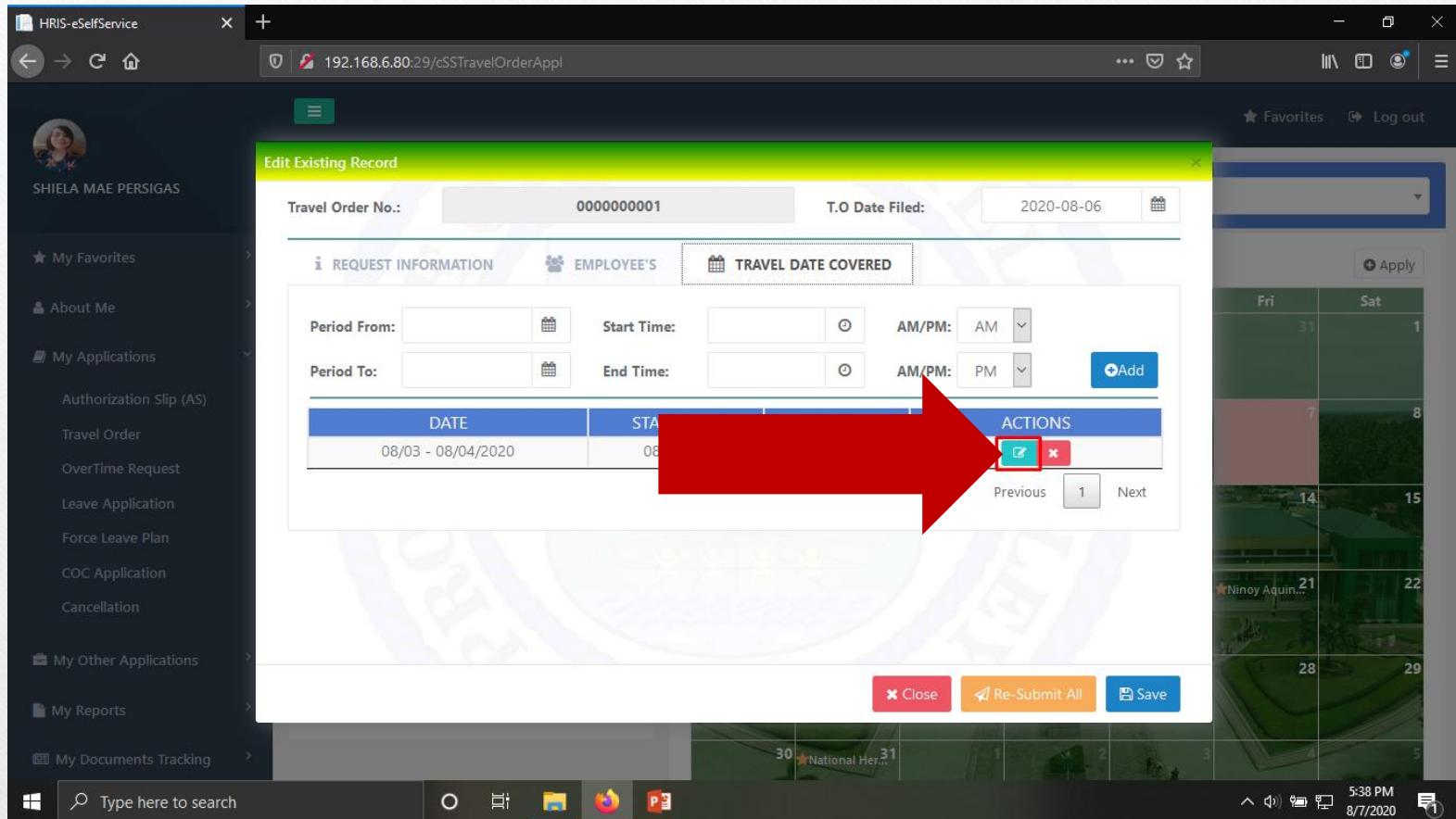
Close

Type here to search

5:37 PM 8/7/2020

31 1
7 8
14 15
21 22
28 29

Step 13: Click edit button if you want to update needed information.



HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderApp

SHIELA MAE PERSIGAS

Favorites Log out

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: 2020-08-03 Start Time: 08:00 AM/PM: AM Update

Period To: 2020-08-04 End Time: 05:00 PM AM/PM: PM

DATE	START TIME	END TIME	ACTIONS
08/03 - 08/04/2020	08:00 AM	05:00 PM	<input type="button"/> <input type="button"/>

Previous 1 Next

Close Re-Submit All Save

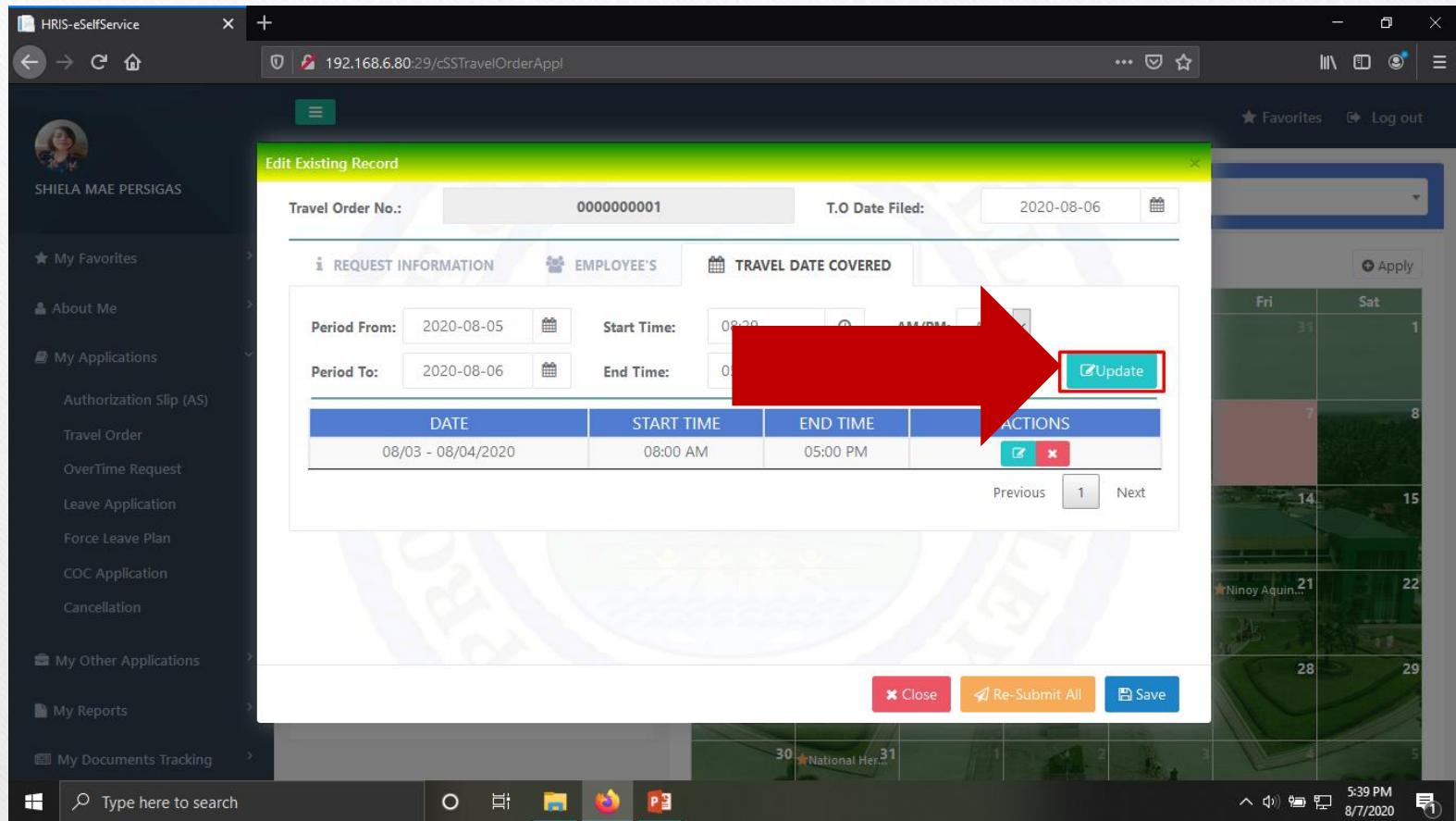
30 National Hero 31 1 2 3 4 5

5:38 PM 8/7/2020

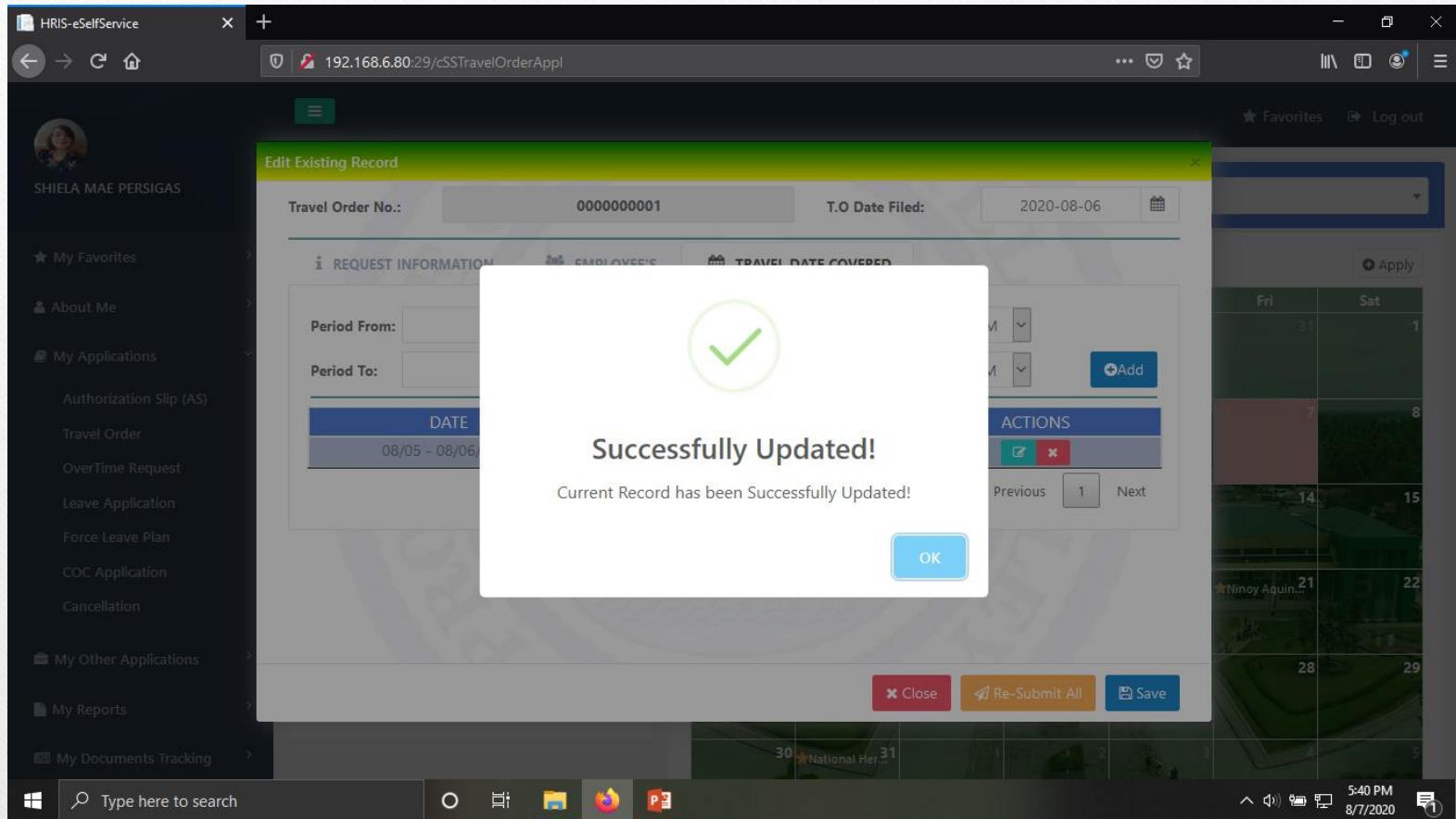
Type here to search

Windows Taskbar icons: File Explorer, Firefox, Edge, Power User

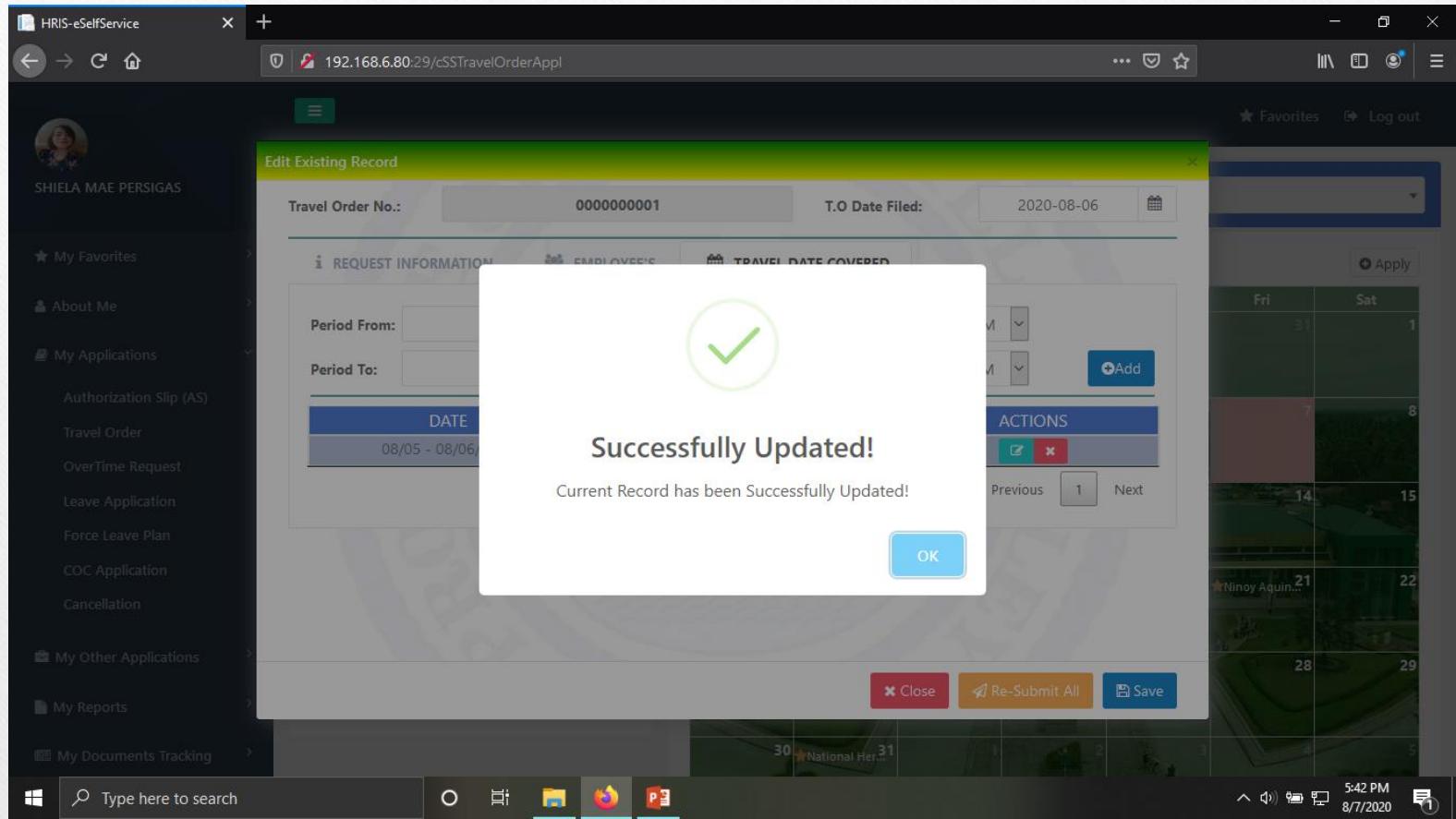
Step 14: Edit or update values whether in **period from**, **period to**, **start time** and **end time**, click **update button** if you want to update and save needed information.



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



Step 15: Repeat **step 8** if you want to continue to save, if you want to add new information click **add button** for you to add new travel date if necessary.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Favorites Log out

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: [] Start Time: [] AM/PM: AM Add

Period To: [] End Time: []

DATE	START TIME	END TIME	ACTIONS
08/05 - 08/06/2020	08:29 AM	05:10 PM	

Previous 1 Next

Close Re-Submit All Save

Type here to search

5:42 PM 8/7/2020

Fri	Sat
31	1
7	8
14	15
21	22
28	29
30 ★National Her.	31
1	2
3	4
5	6

HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderApp

SHIELA MAE PERSIGAS

Favorites Log out

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM Required Field!

Period To: End Time: AM/PM: PM +Add Required Field!

DATE	START TIME	END TIME	ACTIONS
08/05 - 08/06/2020	08:29 AM	05:10 PM	<input type="button"/> <input type="button"/>

Previous 1 Next

Close Re-Submit All Save

31 1
7 8
14 15
21 22
28 29
30 National Hero 31
1 2 3 4 5

5:43 PM 8/7/2020

Type here to search

O Firefox Edge PDF

Note:

All fields that needs to be fill will automatically generate a verification of “**required field!**” if you click **add button** without inputting values in any field.

If ever you have inputted incorrect type of values in **travel date covered tab** expected that it will automatically generate a verification message of **invalid date format!** if you key-in letters instead of the date format needed and **invalid time format!** if you key-in letters instead of the time format needed by the system. So, make sure to input correct values format for you to save application.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHEILA MAE PERSIGAS

Favorites Log out

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: qwerty Start Time: qwert AM/PM: AM Invalid Date Format! Invalid Time Format!

Period To: qwerty End Time: qwert AM/PM: PM Invalid Date Format! Invalid Time Format!

Add

DATE	START TIME	END TIME	ACTIONS
08/05 - 08/06/2020	08:29 AM	05:10 PM	

Previous 1 Next

Close Re-Submit All Save

30 National H... 31 1 2 3 4 5

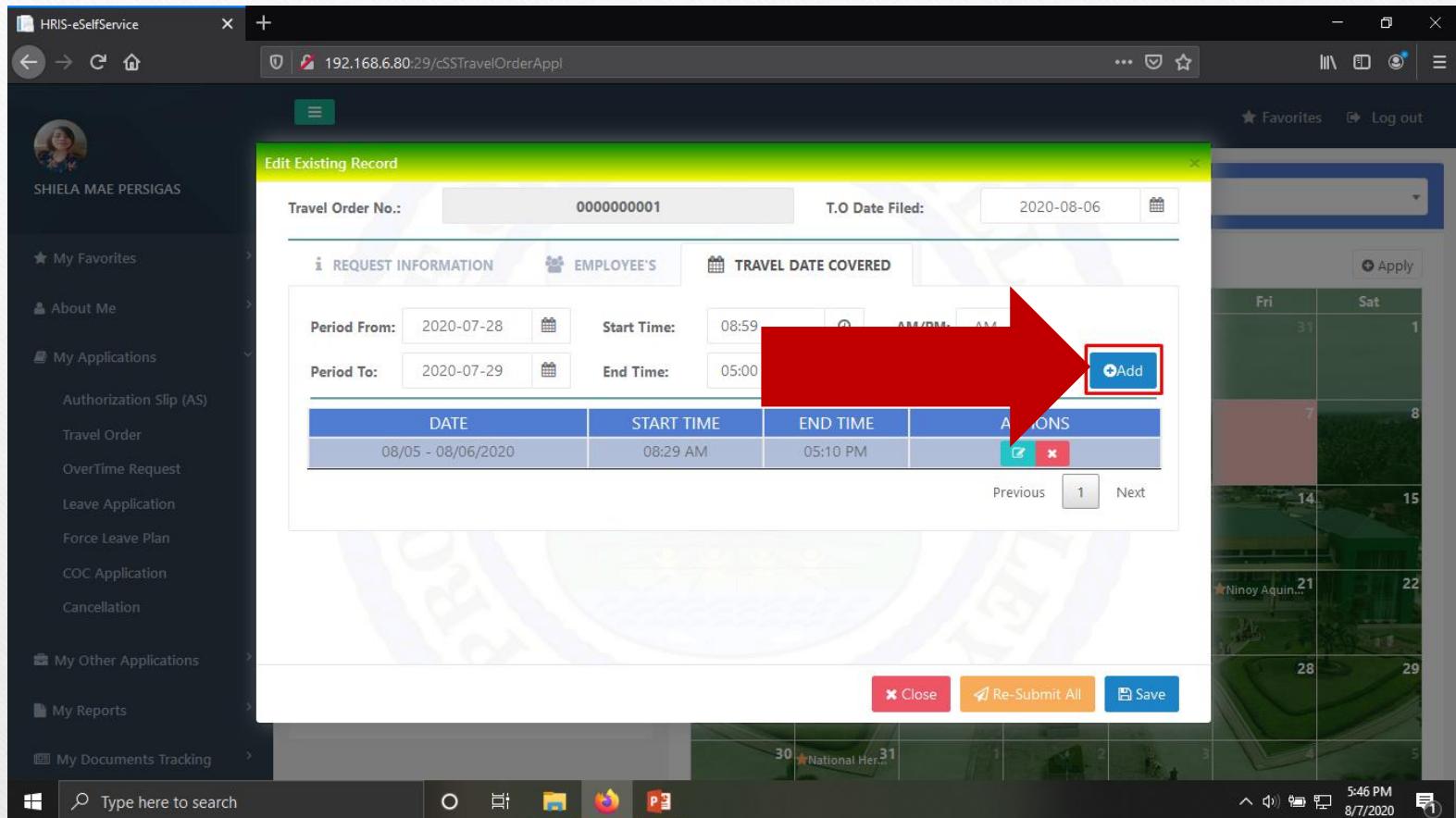
5:44 PM 8/7/2020 1

Type here to search

Windows

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Step 16: Input values in all required fields click **add button** for you to save additional date of travel.



Note: A pop-up confirmation window will appear that your record has been added! repeat **step 8** for you to continue.

The screenshot shows a web-based application titled "HRIS-eSelfService" with a URL of "192.168.6.80:29/cSTravelOrderAppl". The user profile "SHIELA MAE PERSIGAS" is visible on the left. The main content is an "Edit Existing Record" form for a Travel Order. The "Travel Order No." is listed as "0000000001" and the "T.O Date Filed" is "2020-08-06". The "TRAVEL DATE COVERED" section shows two entries: "07/28 - 07/29/2020" and "08/05 - 08/06/2020". Each entry includes a "Start Time" (08:59 AM), an "End Time" (05:00 PM or 05:10 PM), and "AM/PM" settings. Below the table are "Previous" and "Next" buttons. At the bottom are "Close", "Re-Submit All", and "Save" buttons. A sidebar on the right shows a calendar for August 2020, with specific dates like "Ninoy Aquino" highlighted.

DATE	START TIME	END TIME	ACTIONS
07/28 - 07/29/2020	08:59 AM	05:00 PM	
08/05 - 08/06/2020	08:29 AM	05:10 PM	

Step 17: To continue if you want to remove unnecessary date of travel select specific travel date to remove, click **remove button** for you to remove information.

The screenshot shows the 'Edit Existing Record' page for a Travel Order. The travel order number is 000000001, and the T.O Date Filed is 2020-08-06. The 'Travel Date Covered' section displays three travel periods:

DATE	START TIME	END TIME	ACTIONS
07/15 - 07/17/2020	08:00 AM	03:00 PM	
07/28 - 07/29/2020	08:59 AM	05:00 PM	
08/05 - 08/06/2020	08:29 AM	05:10 PM	

A calendar sidebar on the right shows the month of August. Specific dates are highlighted in brown: 31 (July 31), 1 (August 1), 7 (August 7), 8 (August 8), 14 (August 14), 15 (August 15), 21 (August 21), 22 (August 22), 28 (August 28), and 29 (August 29). The date 21 is also marked with a star and labeled 'Ninoy Aquino'.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHEILA MAE PERSIGAS

Favorites Log out

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM
Period To: End Time: AM/PM: PM

Add

DATE	START TIME	END TIME	ACTIONS
07/15 - 07/17/2020	08:00 AM	03:00 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>
07/28 - 07/29/2020	08:59 AM	05:00 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>
08/05 - 08/06/2020	08:29 AM	05:10 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>

Previous 1 Next

Ninoy Aquino...

5:49 PM 8/7/2020

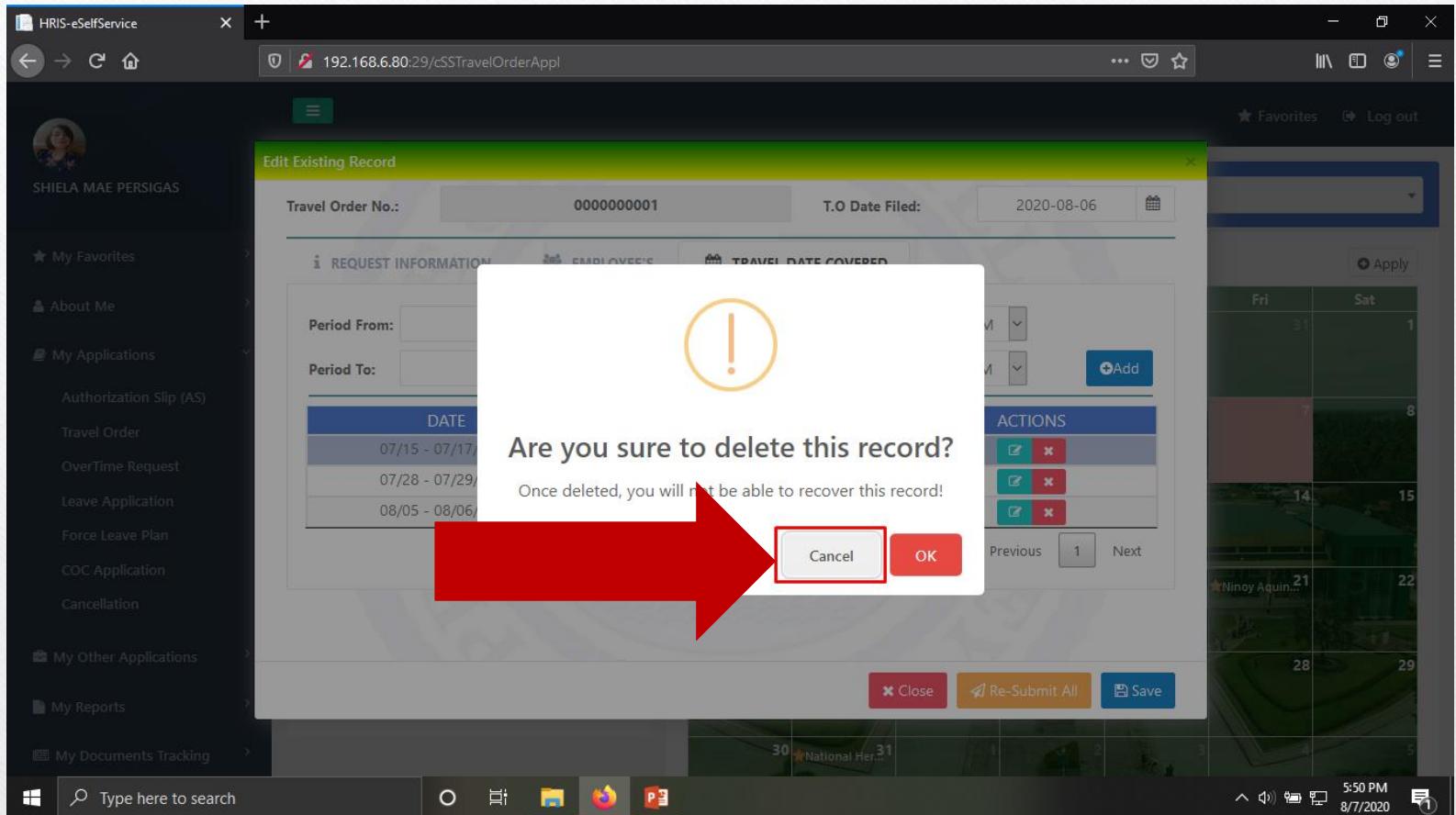
Type here to search

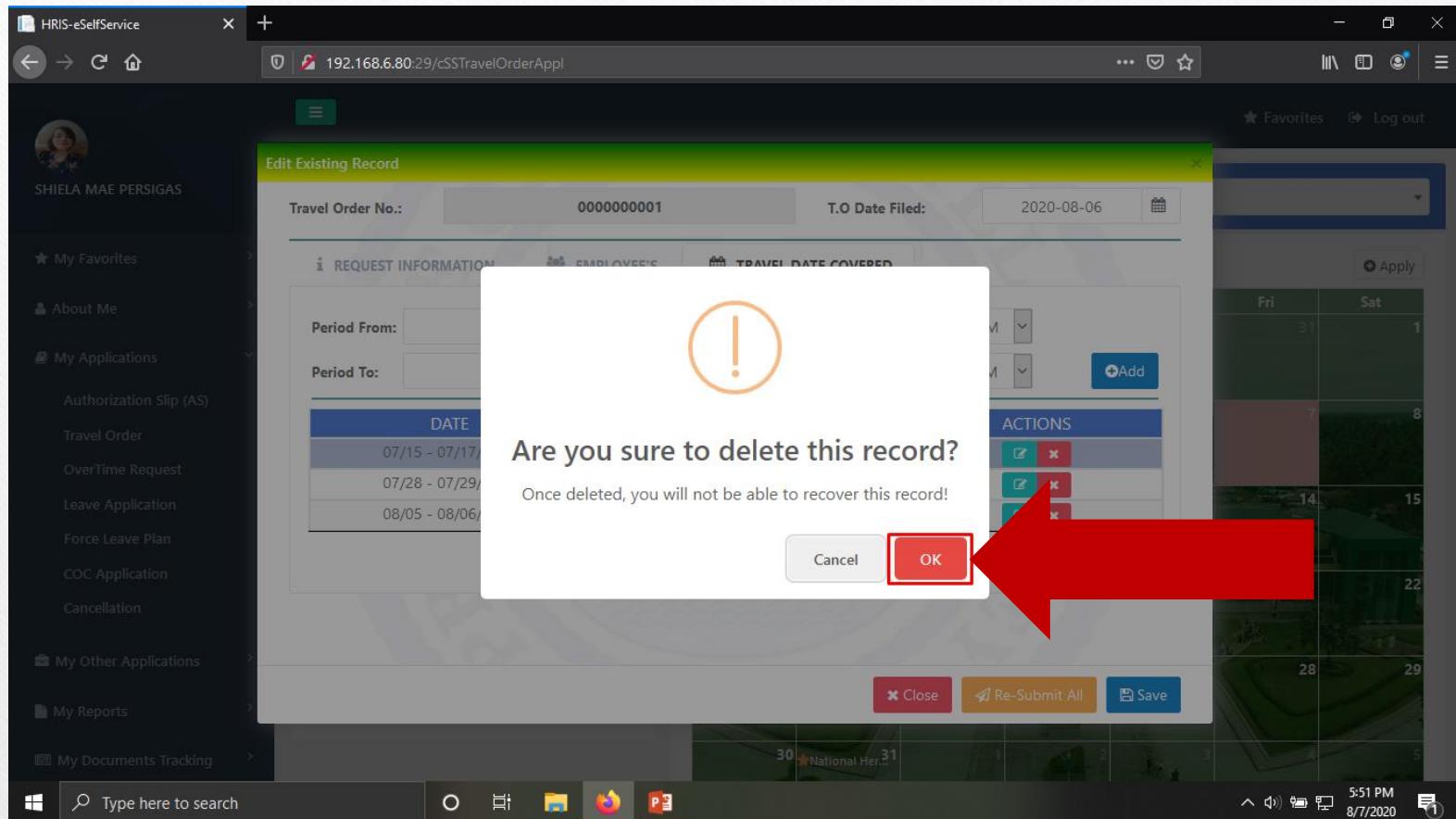
Windows icon

Red arrow pointing to the delete icon () in the Actions column of the third travel date entry.

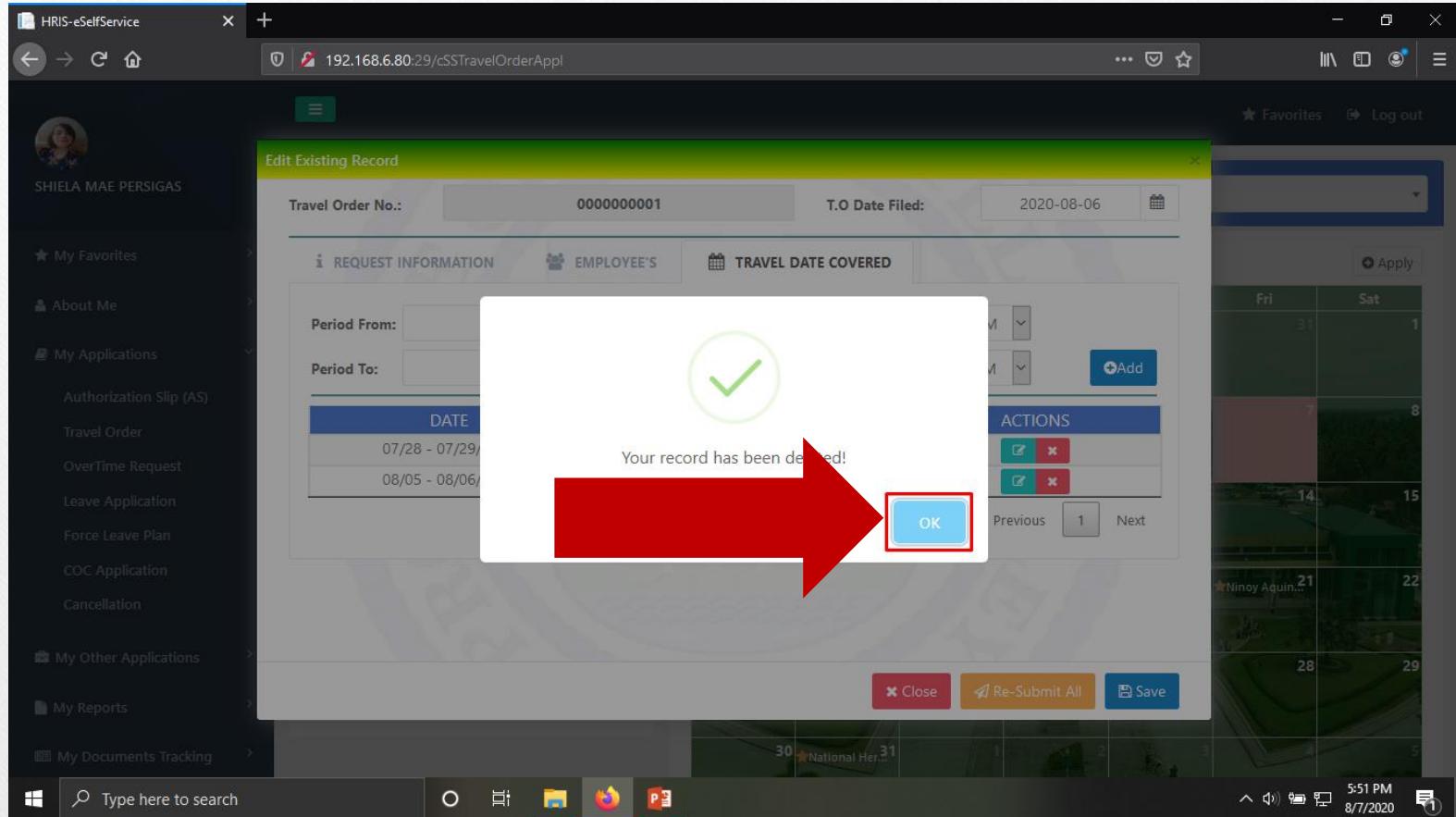
DATE	START TIME	END TIME	ACTIONS
07/15 - 07/17/2020	08:00 AM	03:00 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>
07/28 - 07/29/2020	08:59 AM	05:00 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>
08/05 - 08/06/2020	08:29 AM	05:10 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>

Note: A pop-up confirmation window will appear **Are you sure to delete this record? Once deleted, you will not be able to recover this record!** repeat step **10** and **17** if you don't want to delete or remove information.





Step 18: If you want to continue click **ok** button to exit.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Favorites Log out

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Type here to search

Edit Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM
Period To: End Time: AM/PM: PM

Add

DATE	START TIME	END TIME	ACTIONS
07/28 - 07/29/2020	08:59 AM	05:00 PM	
08/05 - 08/06/2020	08:29 AM	05:10 PM	

Previous 1 Next

Close Re-Submit All Save

30 National Hero 31 1 2 3 4 5

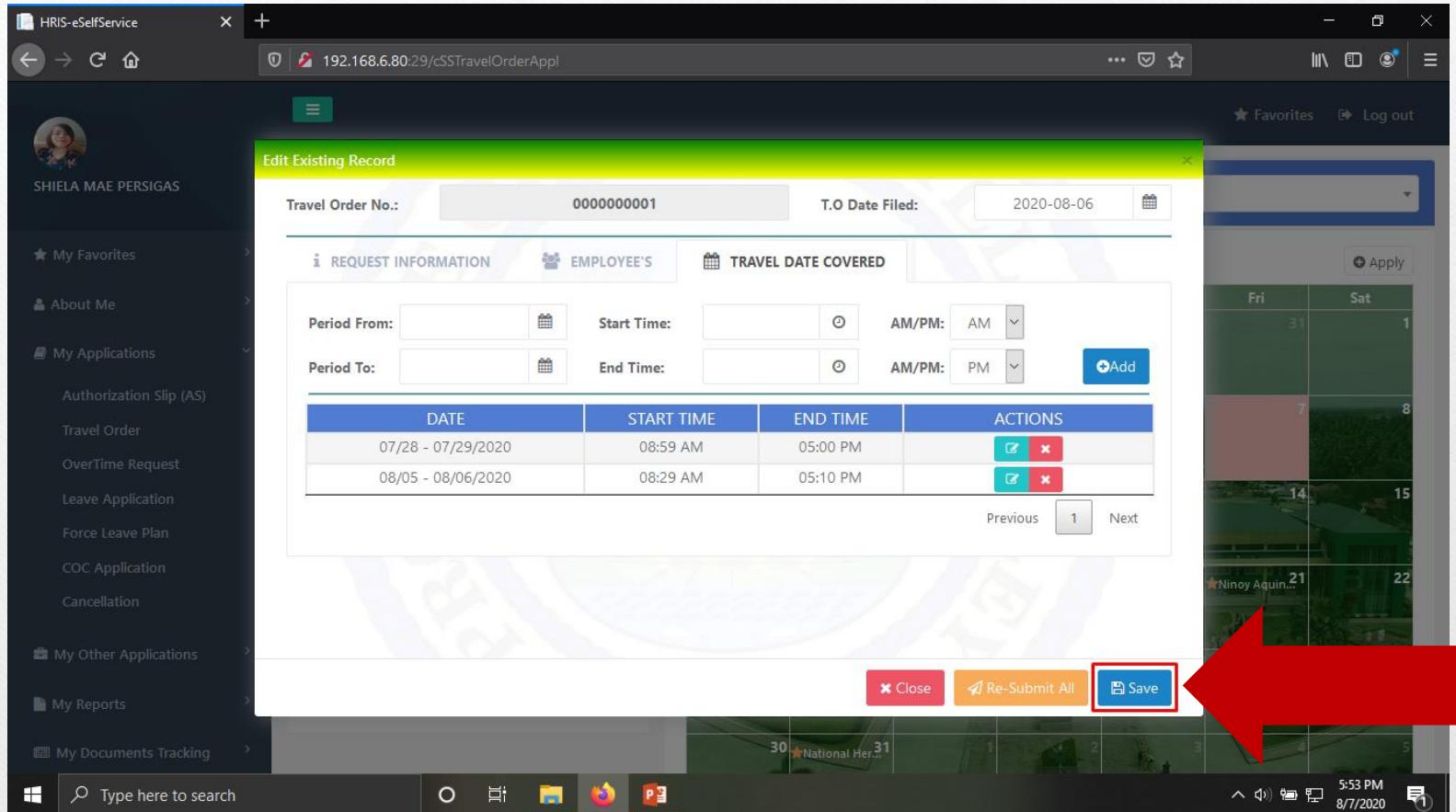
5:52 PM 8/7/2020

Friday Saturday

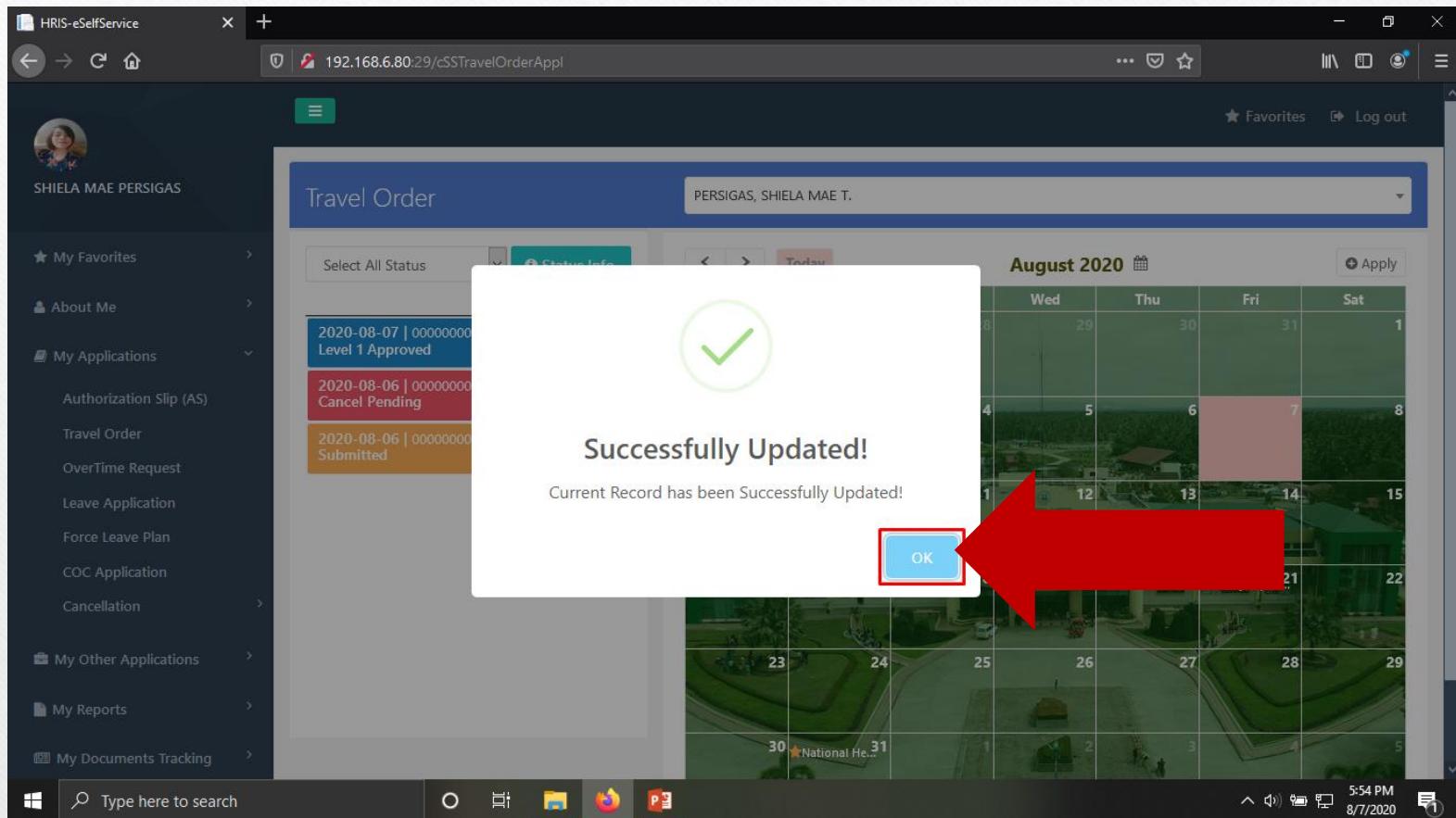
31 1 7 8 14 15 21 22 28 29

Ninoy Aquino

Step 19: Click save button if you want to save information.



Note: A pop-up confirmation window will appear that **Current Record has been Successfully Updated!** Click **ok** button to exit and go back on main page.



HRIS-eSelfService

192.168.6.80:29/csstTravelOrderApp

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

2020-08-07 | 0000000003
Level 1 Approved By: #8447

2020-08-06 | 0000000001
Cancel Pending By: #8447

2020-08-06 | 0000000002
Submitted By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	Ninoy Aquin	21
22	23	24	25	26	27	28
29	30	National He	31	1	2	3
4	5	6	7	8	9	10

Type here to search

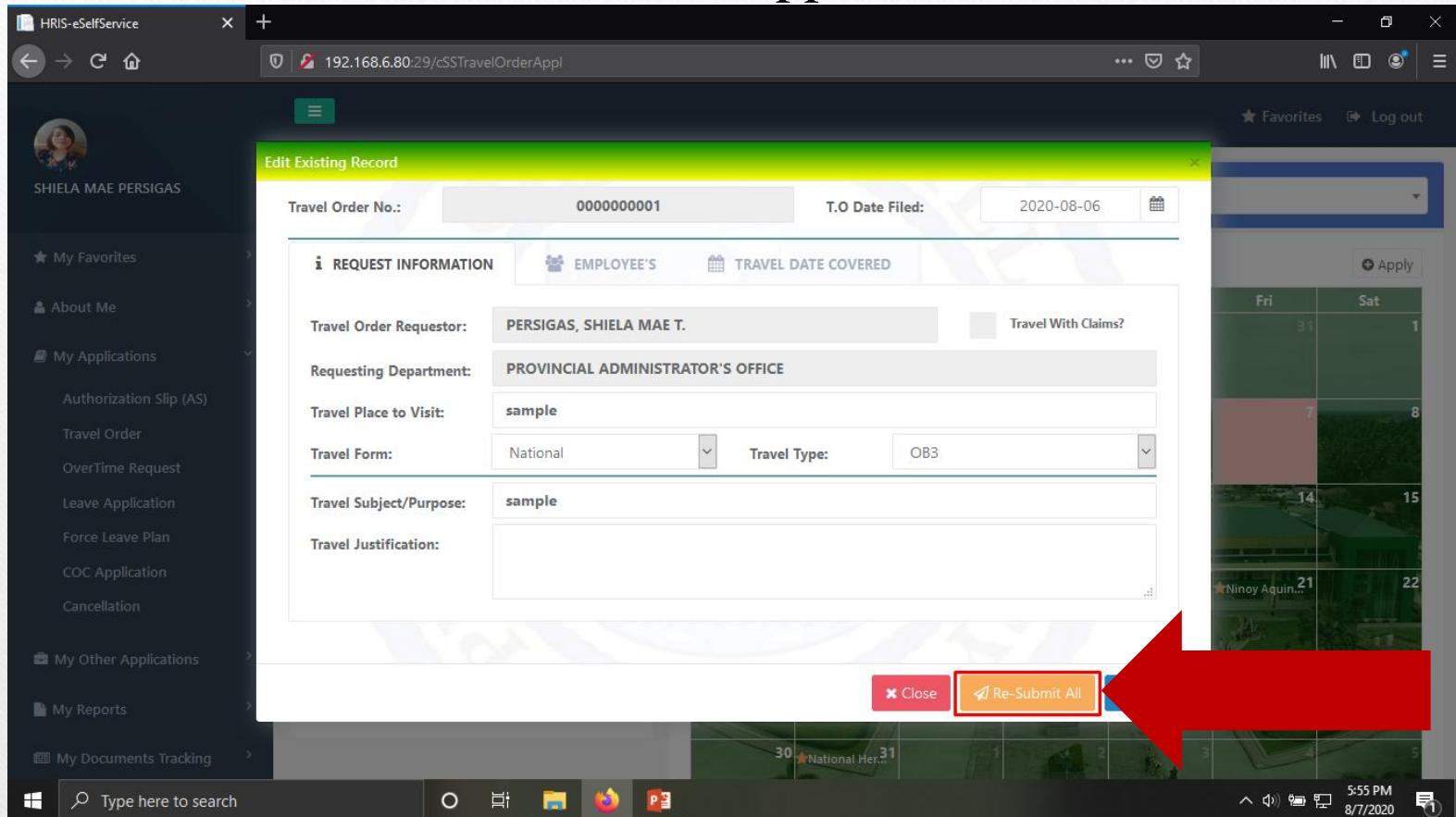
5:54 PM 8/7/2020

Note:

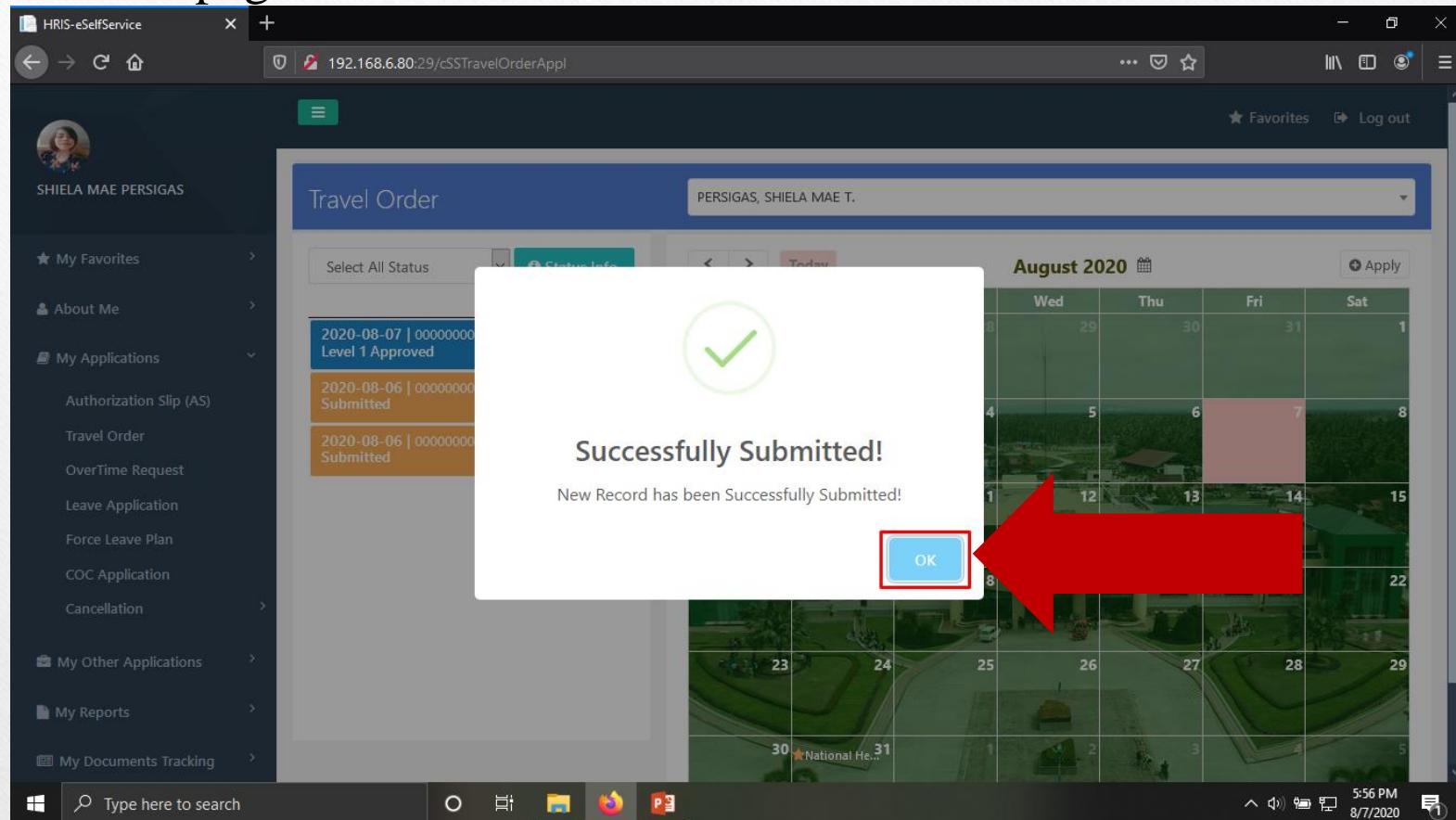
If ever you have not click **save button** and want to submit application to do that you need to click **submit button** to submit information. If you click **submit button** expected that application will be not editable and for viewing purposes only. Unless the reviewer or the approver of the submitted application **cancel pending** the application.

If ever you want to delete application even if you click the submitted application you will not be able to delete record since record is for viewing purposes only. So, either way you can submit the application first or save it if not too sure and edit record if there is something you need to edit.

Step 20: If you want to submit information click **submit** or **re-submit all button** to submit application.



Note: A pop-up confirmation window will appear that new record has been successfully submitted! click **ok button** to exit and go back on main page.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Documents Tracking

Type here to search

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 000000003	Level 1 Approved	By: #8447
2020-08-06 000000001	Submitted	By: #8447
2020-08-06 000000002	Submitted	By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

5:57 PM 8/7/2020

Note:

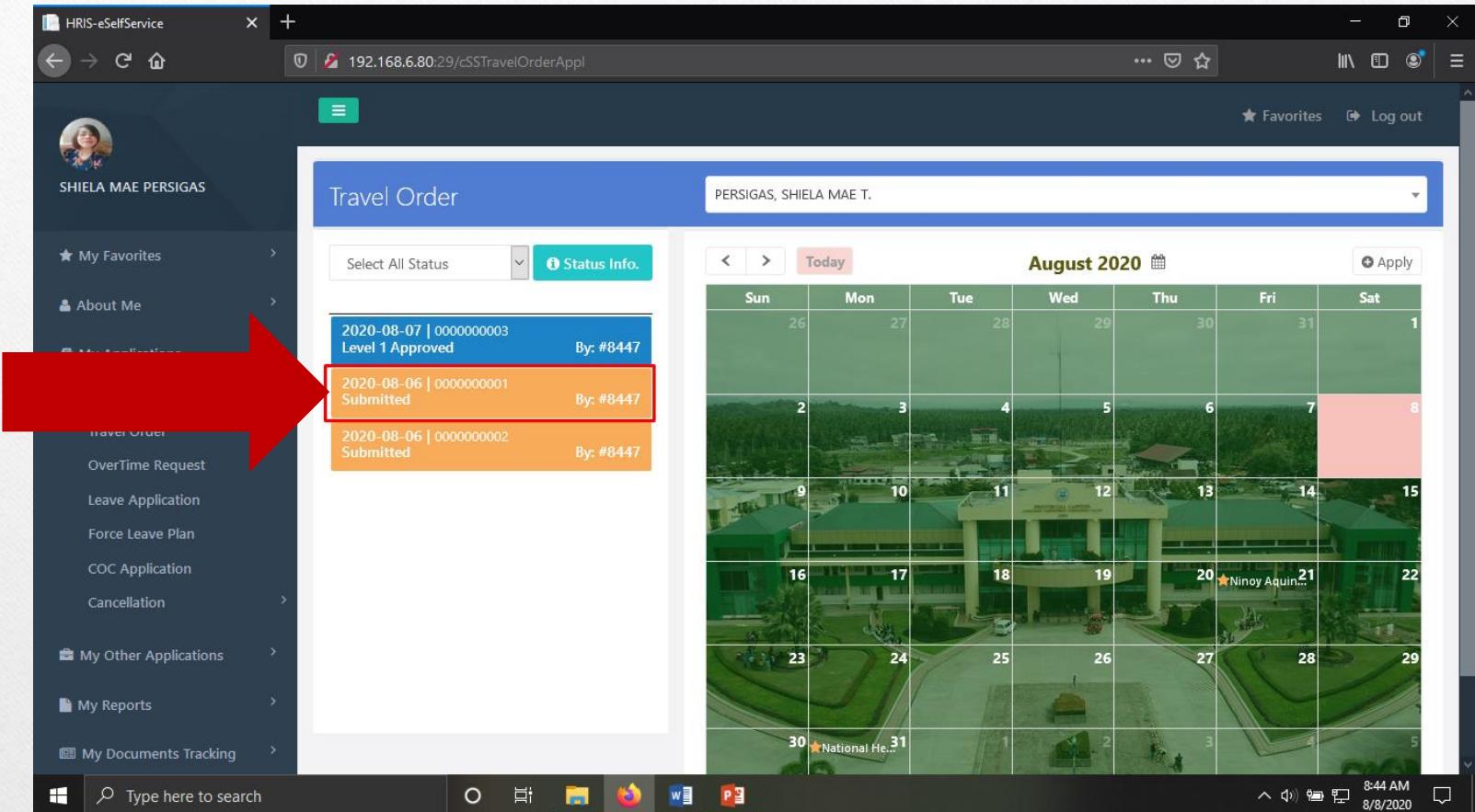
In viewing applied T.O once application is **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** or **final approved** expected you will be able to view application since **view drop-down button** will be shown and application is exclusive for viewing purposes only. In contrast application status like **new** and **cancel pending** where the creator or the one who applied the T.O will not be able to view application but to edit and delete application in fact only visible drop-down buttons are **edit** and **delete**.

How to view

applied T.O

application?

Step 1: While on the main page of travel order select specific drop-down list of status to view application, click the selected T.O record for you to view information. **View drop-down button** will be visible.



HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderAppl

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

2020-08-07 | 000000003
Level 1 Approved By: #8447

2020-08-06 | 000000001
Submitted By: #8447

View By: #8447

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Documents Tracking

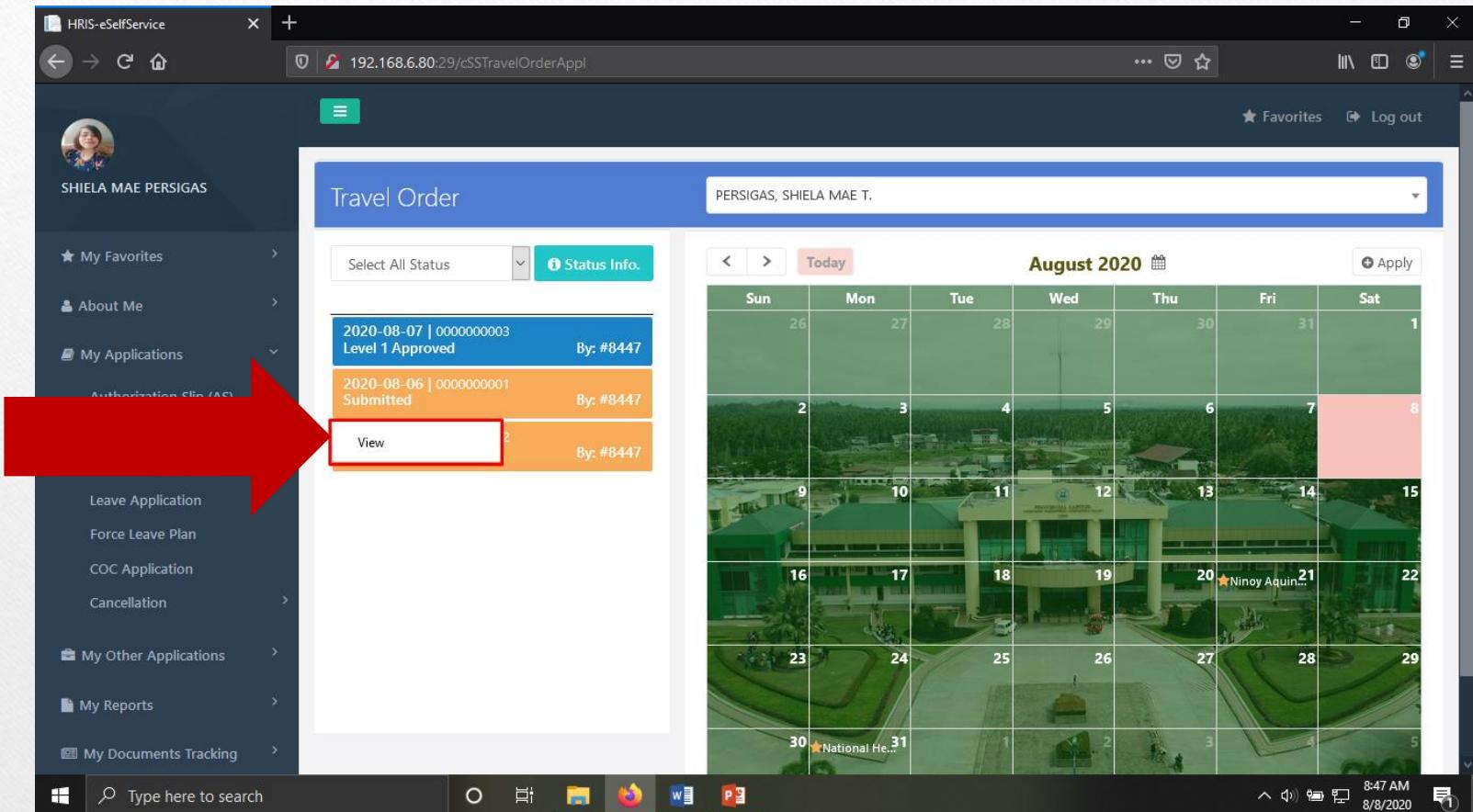
August 2020

Sun Mon Tue Wed Thu Fri Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	National He...	31	1	2	3	4

8:46 AM 8/8/2020

Step 2: Click view drop-down button for to view application information.



HRIS-eSelfService

View Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

★ Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation

My Other Applications My Reports My Documents Tracking

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: sample

Travel Form: National Travel Type: OB3

Travel Subject/Purpose: sample

Travel Justification:

Close

30 ★National Her... 31 1 2 3 4 5

Fri Sat 31 1 7 8 14 15 21 22 28 29

Ninoy Aquin...

Type here to search

8:48 AM 8/8/2020

Step 3: If you want to view employee's tab information, click the tab to continue.

The screenshot shows a web-based application titled "HRIS-eSelfService" running in a Microsoft Edge browser. The URL is 192.168.6.80:29/cSSTravelOrderAppl. The main content area displays a "View Existing Record" dialog for a travel order. The "Travel Order No." is 000000001 and the "T.O Date Filed" is 2020-08-06. The dialog has three tabs: "REQUEST INFORMATION" (disabled), "EMPLOYEE'S" (selected, highlighted with a red border), and "TRAVEL DATE COVERED". The "EMPLOYEE'S" tab contains the following data:

- Travel Order Requestor: PERSIGAS, SHIELA MAE T.
- Requesting Department: PROVINCIAL ADMINISTRATOR'S OFFICE
- Travel Place to Visit: sample
- Travel Form: National
- Travel Type: OB3
- Travel Subject/Purpose: sample
- Travel Justification: (empty text area)

A "Close" button is located at the bottom right of the dialog. To the right of the dialog, there is a calendar view showing dates from Friday, August 28, to Saturday, September 5, with specific days like "Ninoy Aquin..." highlighted. The left sidebar lists various menu items under "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Documents Tracking". The bottom taskbar includes icons for File, Home, Back, Forward, Stop, Refresh, and Search, along with system status indicators for battery, signal, and volume.

HRIS-eSelfService

192.168.6.80:29/cSSTravelOrderAppl

SHIELA MAE PERSIGAS

★ Favorites Log out

My Favorites

About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

My Other Applications

My Reports

Type here to search

View Existing Record

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Employee's Name: --Select here--

Position:

ID NBR	EMPLOYEE NAME	POSITION	ACTION
2161	VILLANUEVA, JORGE RUSTOM G.	Computer Programmer II	X
8466	ALE, LORRAINE I.	Computer Programmer I	X
8753	BARRO, SOSANYME U.	Clerk I	X

Previous 1 Next

Close

192.168.6.80:29/#tab-2

National Hero

8:49 AM 8/8/2020

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-eSelfService application at 192.168.6.80:29/cSSTravelOrderAppl. The user profile is SHIELA MAE PERSIGAS. The main content is a "View Existing Record" page for a Travel Order. The travel order number is 0000000001, and it was filed on 2020-08-06. There are three tabs at the top: REQUEST INFORMATION, EMPLOYEE'S (which is selected), and TRAVEL DATE COVERED. Under EMPLOYEE'S, there are fields for Employee's Name (dropdown menu) and Position (dropdown menu). Below these is a table listing employees with their ID numbers, names, positions, and action buttons (marked with an X). The table has four columns: ID NBR, EMPLOYEE NAME, POSITION, and ACTION. The employees listed are VILLANUEVA, JORGE RUSTOM G. (Computer Programmer II), ALE, LORRAINE I. (Computer Programmer I), and BARRO, SOSANYME U. (Clerk I). At the bottom of the table are navigation buttons for Previous, Next, and a page number indicator (1). To the right of the table is a calendar for August 2020, showing dates from 31 to 1. The calendar highlights Saturday, August 1, and Sunday, August 2. A green banner at the bottom of the calendar area features the text "National Hero". The browser's address bar shows the full URL 192.168.6.80:29/#tab-2. The taskbar at the bottom includes icons for File Explorer, Firefox, Word, and PowerPoint. The system tray shows the date and time as 8:49 AM on 8/8/2020.

Step 4: If ever you want to continue and view **travel date covered tab** information, click the tab to continue.

The screenshot shows a web-based application interface for HRIS-eSelfService. The main title bar reads "HRIS-eSelfService" and the URL "192.168.6.80:29/cSTravelOrderAppl". The user profile "SHIELA MAE PERSIGAS" is at the top left. On the left, a sidebar lists "My Favorites", "About Me", "My Applications" (with "Authorization Slip (AS)" expanded), "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", "Cancellation", "My Other Applications", "My Reports", and "My Documents Tracking". The main content area displays a "View Existing Record" dialog for a Travel Order No. 000000001 filed on 2020-08-06. The dialog has tabs for "REQUEST INFORMATION", "EMPLOYEE'S", and "TRAVEL DATE COVERED", with the latter being the active tab and highlighted with a red border. It shows an employee dropdown ("--Select here--") and a position dropdown. Below is a table listing employees with their ID numbers, names, positions, and action buttons:

ID NBR	EMPLOYEE NAME	POSITION	ACTION
2161	VILLANUEVA, JORGE RUSTOM G.	Computer Programmer II	X
8466	ALE, LORRAINE I.	Computer Programmer I	X
8753	BARRO, SOSANYME U.	Clerk I	X

At the bottom of the dialog are "Previous" and "Next" buttons, with "1" selected. A "Close" button is located in the bottom right corner. To the right of the dialog is a calendar sidebar showing the month of August 2020, with specific dates like "Ninoy Aquino Day" on August 21 highlighted.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

View Existing Record

SHIELA MAE PERSIGAS

★ My Favorites

>About Me

My Applications

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Cancellation

My Other Applications

My Reports

My Documents Tracking

Type here to search

Travel Order No.: 0000000001 T.O Date Filed: 2020-08-06

REQUEST INFORMATION EMPLOYEE'S TRAVEL DATE COVERED

Period From: Start Time: AM/PM: AM
Period To: End Time: AM/PM: PM

DATE	START TIME	END TIME	ACTIONS
07/28 - 07/29/2020	08:59 AM	05:00 PM	x
08/05 - 08/06/2020	08:29 AM	05:10 PM	x

Previous 1 Next

Close

Fri Sat

31 1

7 8

14 15

21 22

28 29

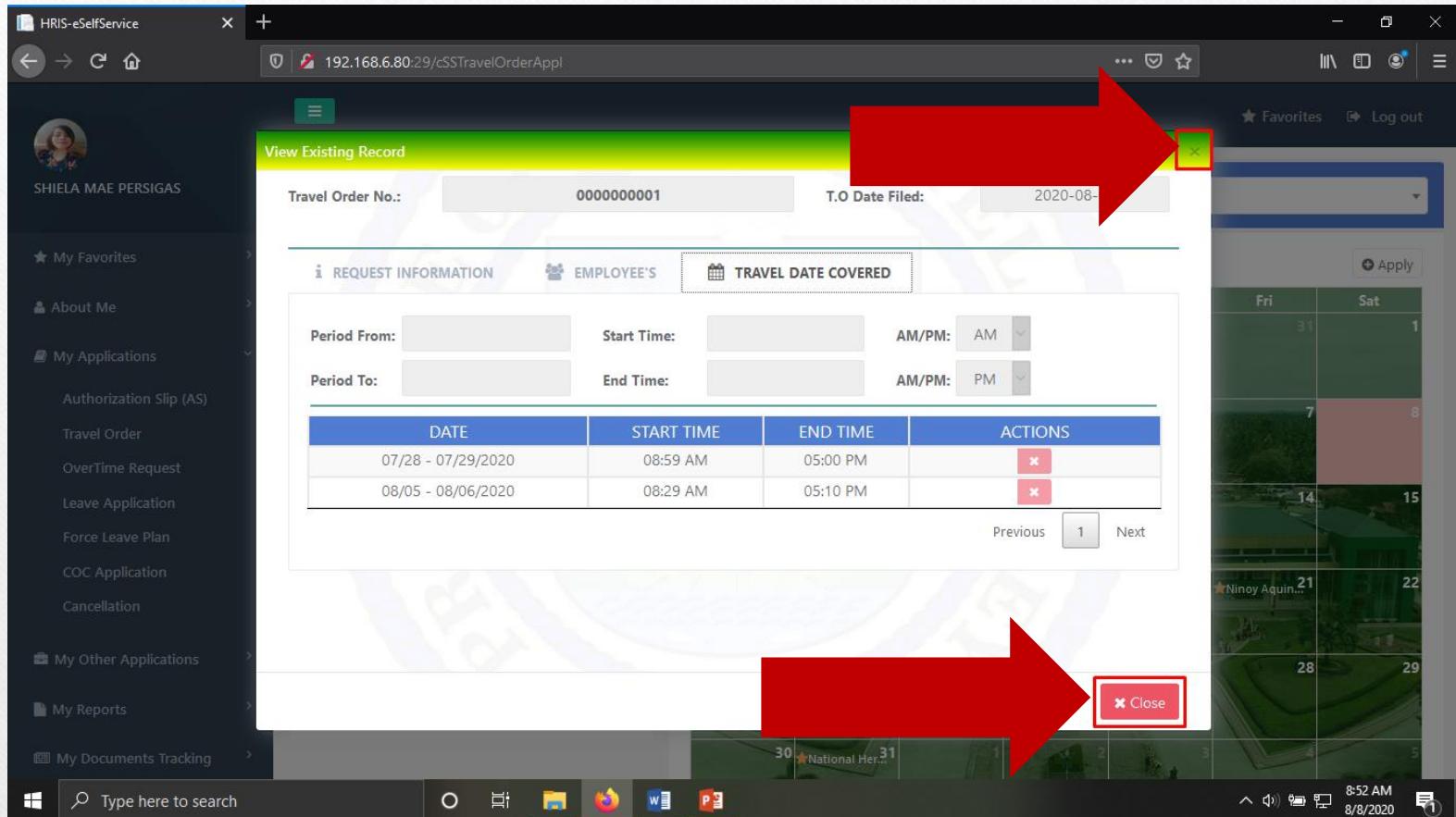
30 National Her... 31

8:50 AM 8/8/2020 1

Note:

Since T.O application status of **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** and **final approved** is for viewing only expected that all fields in every tab of these application are disabled meaning you are not allowed to **edit**, **update**, **save**, **delete** and even **submit** application.

Step 5: If you wish to continue and want to close the page, click **close button** or **close icon** for you to exit and go back on main page.



HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Documents Tracking

Type here to search

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 000000003	Level 1 Approved	By: #8447
2020-08-06 000000001	Submitted	By: #8447
2020-08-06 000000002	Submitted	By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

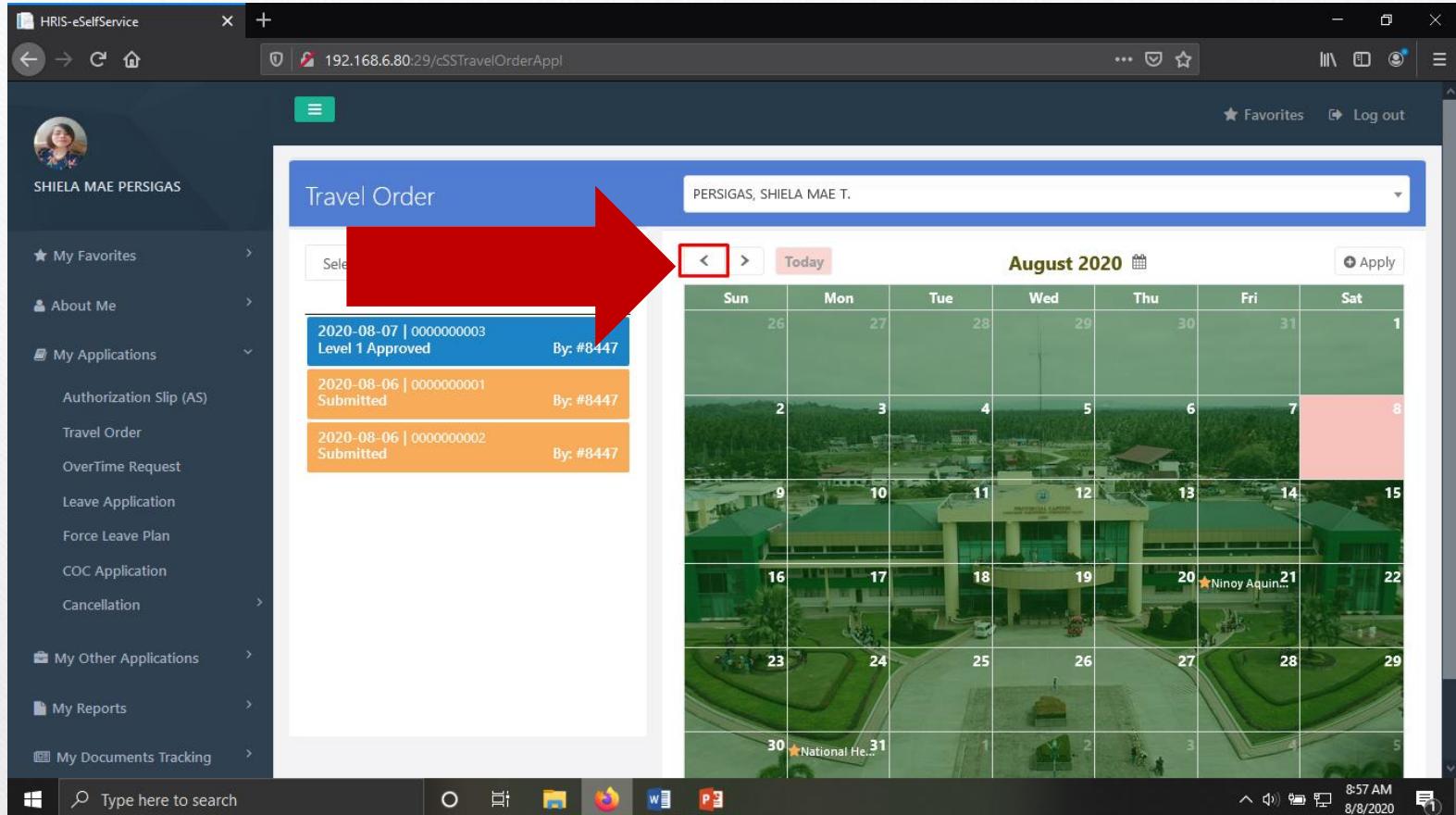
8:57 AM 8/8/2020



Note:

If you want to view other applied travel order application on main page you can also click the following buttons/icon: **previous month button**, **next month button**, **today button**, **calendar month/year** and **calendar icon**. Take note **calendar month/year** and **calendar icon** share the same functionalities. These button will help you navigate to what precise month and year or to simply locate specific travel order record.

Previous Month Button



Next Month Button

Screenshot of the HRIS-eSelfService application interface showing a travel order calendar.

The calendar displays the month of August 2020. A large red arrow points to the "Next >" button in the top navigation bar of the calendar component.

Travel Order section:

- Select All Status dropdown
- Status Info. button
- Recent travel orders:
 - 2020-08-07 | 0000000003 Level 1 Approved By: #8447
 - 2020-08-06 | 0000000001 Submitted By: #8447
 - 2020-08-06 | 0000000002 Submitted By: #8447

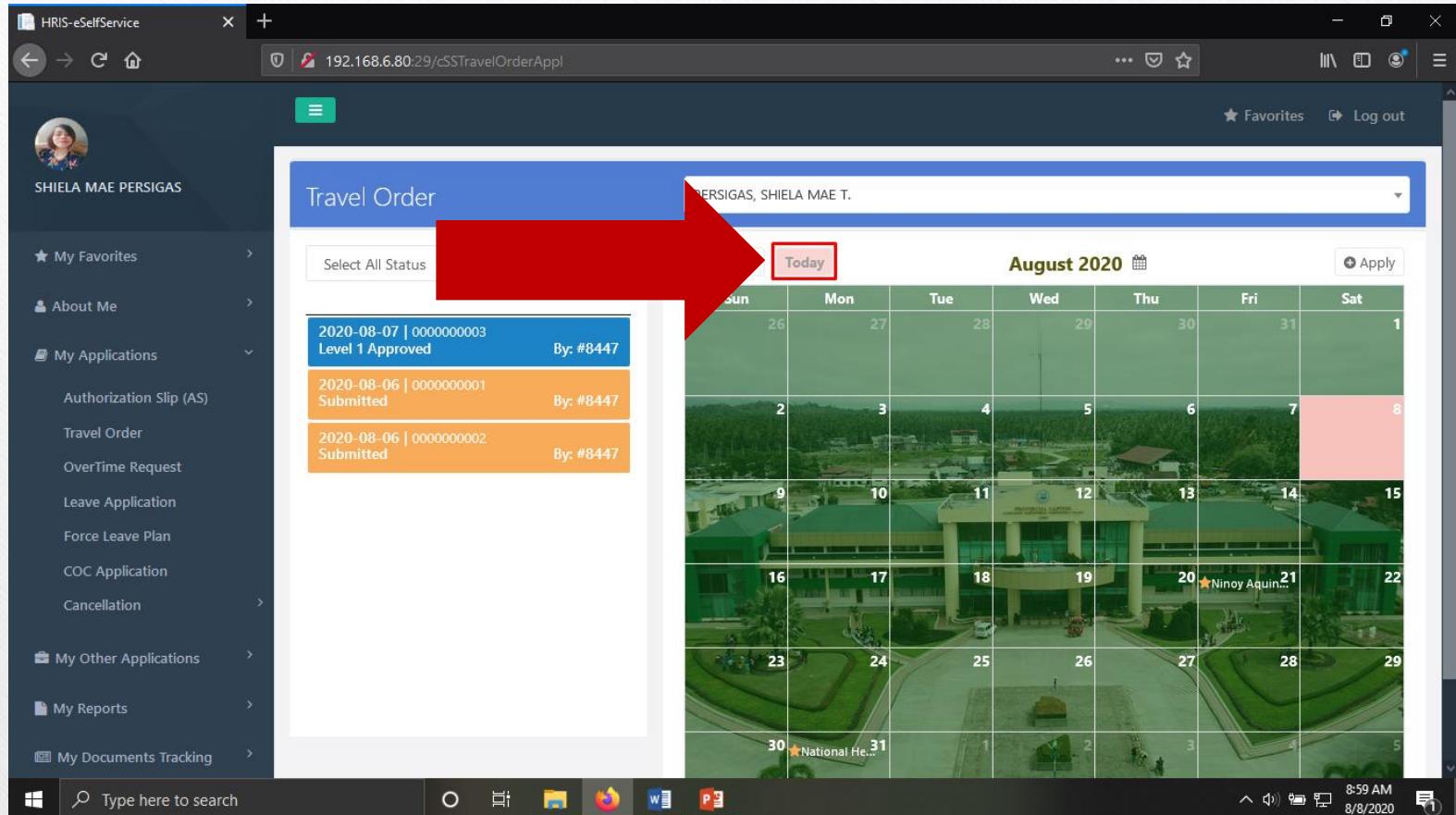
PERSIGAS, SHIELA MAE dropdown menu

Calendar Navigation: < > (highlighted by a red arrow)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	National H.	31	1	2	3	4

Bottom status bar: Type here to search, taskbar icons, 8:58 AM, 8/8/2020

Today Button



Calendar Month/Year

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderAppl

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Documents Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

Status Info.

2020-08-07 | 0000000003
Level 1 Approved By: #8447

2020-08-06 | 0000000001
Submitted By: #8447

2020-08-06 | 0000000002
Submitted By: #8447

August 2020

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

Ninoy Aquin...

21

22

23

24

25

26

27

28

29

30

National He...

31

1

2

3

4

5

Windows Type here to search

9:00 AM 8/8/2020

Note:

If you have clicked **calendar month/year** expected that **month picker** will appear and you will be able to pick specific month and year. In addition, the greater than symbol >> is **next icon** and less than symbol << is **previous icon** that if you click **next icon** you will be directed to next year and **previous icon** to previous year.

You can also click the current year expected **year picker** will appear and you will be able to click **previous icon** and **next icon** to go back to previous year and move to the following year. If ever you want to go back to the **month picker** click **1999** year to go back in **month picker**.

HRIS-eSelfService

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order OverTime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 | 000000003 Level 1 Approved By: #8447

2020-08-06 | 000000001 Submitted By: #8447

2020-08-06 | 000000002 Submitted By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26 27 28 29

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 Ninoy Aquin... 21 22

23 24 25 26 27 28 29

30 National He... 31 1 2 3 4

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Type here to search

9:03 AM 8/8/2020

HRIS-eSelfService HRIS - ePayTrack

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 | 000000003
Level 1 Approved By: #8447

2020-08-06 | 000000001
Submitted By: #8447

2020-08-06 | 000000002
Submitted By: #8447

August 2020

26 27 28 29

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

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Ninoy Aquin...

National He...

Type here to search

9:17 AM
8/8/2020

HRIS - eSelfService HRIS - ePayTrack

192.168.6.80:29/cSSTravelOrderApp

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 | 0000000003
Level 1 Approved By: #8447

2020-08-06 | 0000000001
Submitted By: #8447

2020-08-06 | 0000000002
Submitted By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26 27 28 29

1 2 3 4 5

9 10 11 12

16 17 18 19

23 24 25 26 27 28 29

30 31

Today Apply

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Ninoy Aquino, 21

National He., 31

9:18 AM
8/8/2020

Type here to search

Calendar Icon

Screenshot of a web-based HRIS application showing travel orders and a calendar.

The application window title is "HRIS - eSelfService" and the active tab is "HRIS - ePayTrack". The URL is "192.168.6.80:29/cSSTravelOrderApp".

The left sidebar menu includes:

- SHIELA MAE PERSIGAS (Profile picture)
- My Favorites
- About Me
- My Applications
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
 - Leave Application
 - Force Leave Plan
 - COC Application
 - Cancellation
- My Other Applications
- My Reports
- My Documents Tracking

The main content area displays "Travel Order" details:

Date	Order ID	Status	Submitted By
2020-08-07 0000000003	Level 1 Approved	By: #8447	
2020-08-06 0000000001	Submitted	By: #8447	
2020-08-06 0000000002	Submitted	By: #8447	

The right side features a calendar for August 2020. A red arrow points to the calendar icon in the top right corner of the calendar header.

Calendar details:

- Header: Today, August 2020
- Days of the week: Sun, Mon, Tue, Wed, Thu, Fri, Sat
- Dates: 26 to 31, 1 to 15, 16 to 29, 30, 31
- Notes:
 - August 20: ★Ninoy Aquin...
 - August 30: ★National He...

At the bottom of the screen, the taskbar shows the Windows Start button, a search bar, and pinned icons for File Explorer, Mozilla Firefox, Microsoft Word, and Microsoft PowerPoint. The system tray shows the date and time as 9:19 AM on 8/8/2020.

Note:

If ever you want to view other employee date of travel that you have applied a travel order you can select a drop-down list of employee name to view travel application before clicking the following buttons/icon: **previous month button**, **next month button**, **today button**, **calendar month/year** and **calendar icon**. Either way you can type employee name or last name or select a drop-down list of employee name.

Take note the one who created or have requested the travel order or the account use to log-in the page and applied a T.O will be able to add, edit, delete and even view travel order transaction of an employee under the same department. Since, the one who will apply a travel order can only add employee within the same department and will not be able to add employee from the other department under the same travel order application.

HRIS-eSelfService x HRIS - ePayTrack x +

192.168.6.80:29/cSTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info

2020-08-07 | 000000003 Level 1 Approved By: #8447

2020-08-06 | 000000001 Submitted By: #8447

2020-08-06 | 000000002 Submitted By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

Type here to search

9:20 AM 8/8/2020

Travel Order

PERSIGAS, SHIELA MAE T.

2020-08-07 | 000000003 Level 1 Approved By: #8447

2020-08-06 | 000000001 Submitted By: #8447

2020-08-06 | 000000002 Submitted By: #8447

August 2020

Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

Type here to search

9:20 AM 8/8/2020

HRIS-eSelfService HRIS - ePayTrack

192.168.6.80:29/cSTravelOrderApp

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Documents Tracking

Type here to search

Travel Order

Select All Status Status Info.

2020-08-07 | 000000003
Level 1 Approved By: #8447

2020-08-06 | 000000001
Submitted By: #8447

2020-08-06 | 000000002
Submitted By: #8447

PERSIGAS, SHIELA MAE T.

ALE

ALE, LORRAINE I.

ARCALES, CHARLESTON L.

BIALEN, JOSEPH M.

BIARE, ALEXIS A.

CORRALES, CESAR D.

GONZALES, DANTE C.

GONZALES, KENIT VINCENT R.

Ninoy Aquino...

National He...

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

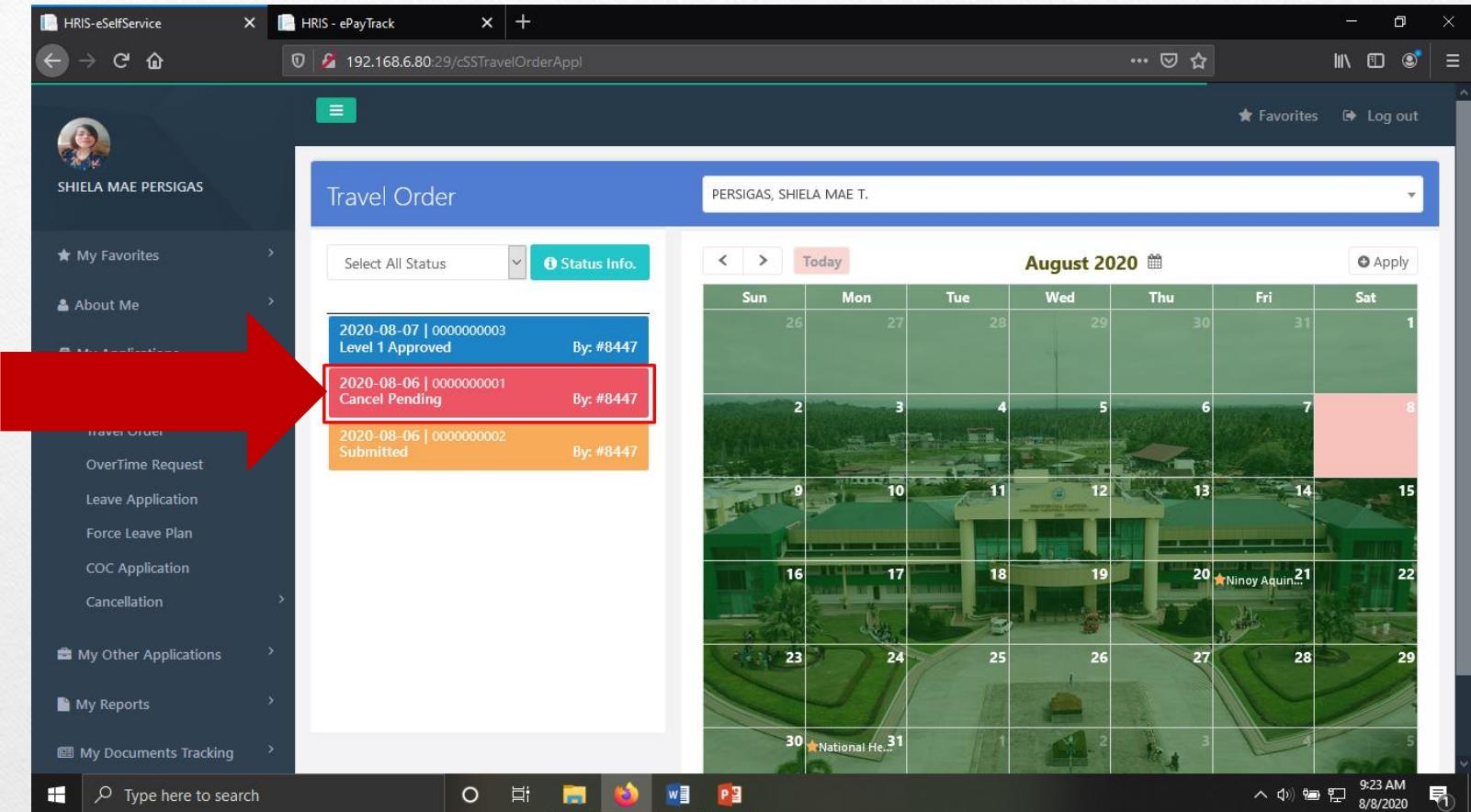
9:21 AM
8/8/2020

Note:

In deleting applied T.O once application is **submitted, disapproved, reviewed, cancelled, level 1 approved, level 2 approved** or **final approved** expected you will not be able to delete application. Since no **delete drop-down button** will be shown instead **view drop-down button** only that application is exclusive for viewing purposes only. In contrast application status like **new** and **cancel pending** where the creator or the one who applied the T.O will be able to delete application.

How to delete
applied T.O
application?

Step 1: While on the main page of travel order select specific drop-down list of status to delete application, click the selected T.O record for you to delete information.



HRIS-eSelfService HRIS - ePayTrack

192.168.6.80:29/csstTravelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites About Me My Applications Authorization Slip (AS) Travel Order Overtime Request Leave Application Force Leave Plan COC Application Cancellation My Other Applications My Reports My Documents Tracking

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 | 000000003 Level 1 Approved By: #8447

2020-08-06 | 000000001 Cancel Pending By: #8447

Edit Delete

August 2020

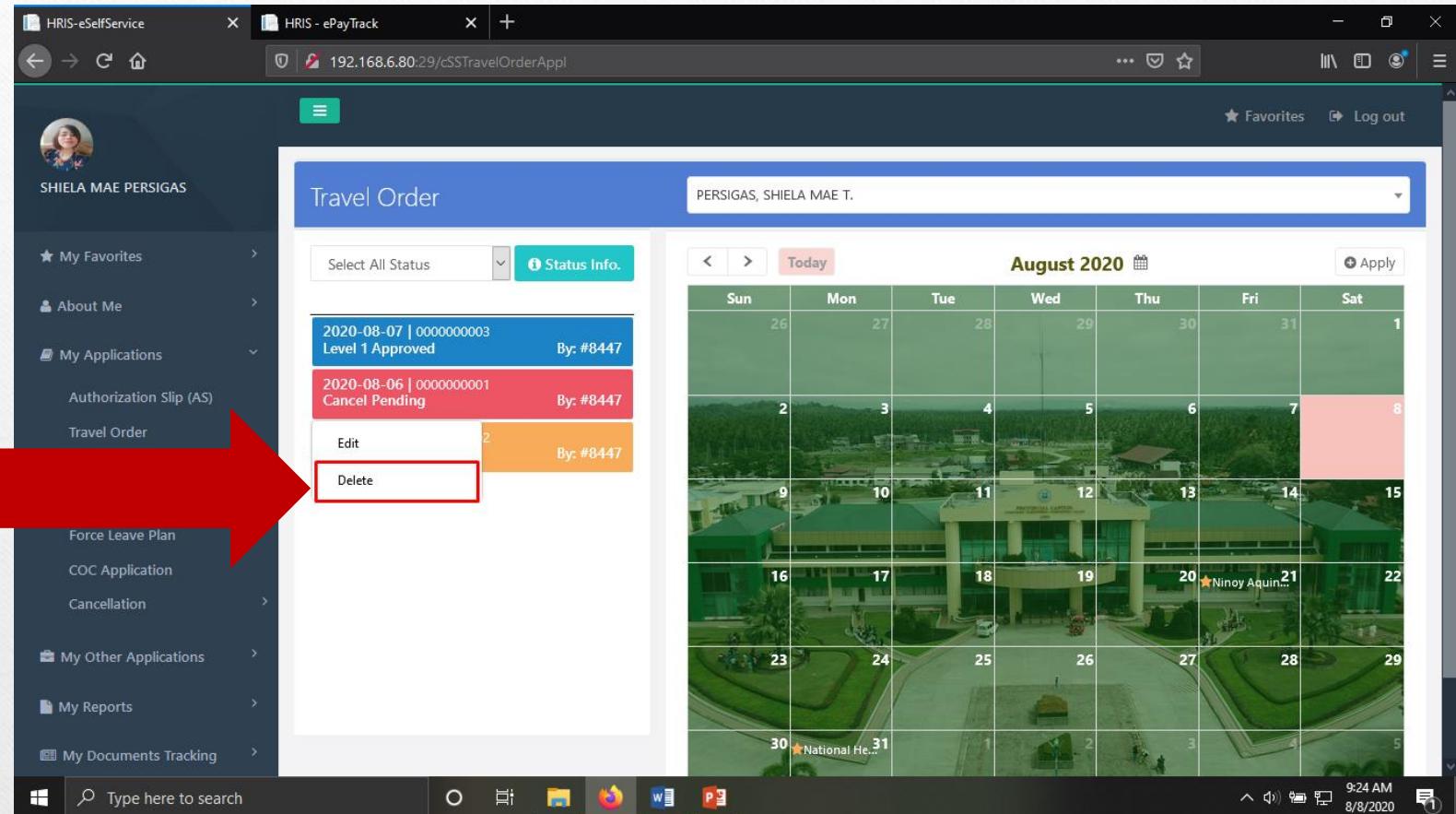
Sun Mon Tue Wed Thu Fri Sat

26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

Type here to search

9:24 AM 8/8/2020

Step 2: Click delete drop-down button if you want to delete applied application.



HRIS-eSelfService HRIS - ePayTrack Laravel

192.168.6.80:29/csstavelOrderApp

SHIELA MAE PERSIGAS

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status

2020-08-07 | 00000000
Level 1 Approved

2020-08-06 | 00000000
Cancel Pending

2020-08-06 | 00000000
Submitted

! Are you sure to delete this application and all of its components?
Once deleted, you will not be able to recover this record!

Cancel OK

August 2020

Wed Thu Fri Sat

1 2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 **Ninoy Aquin...** 21 22

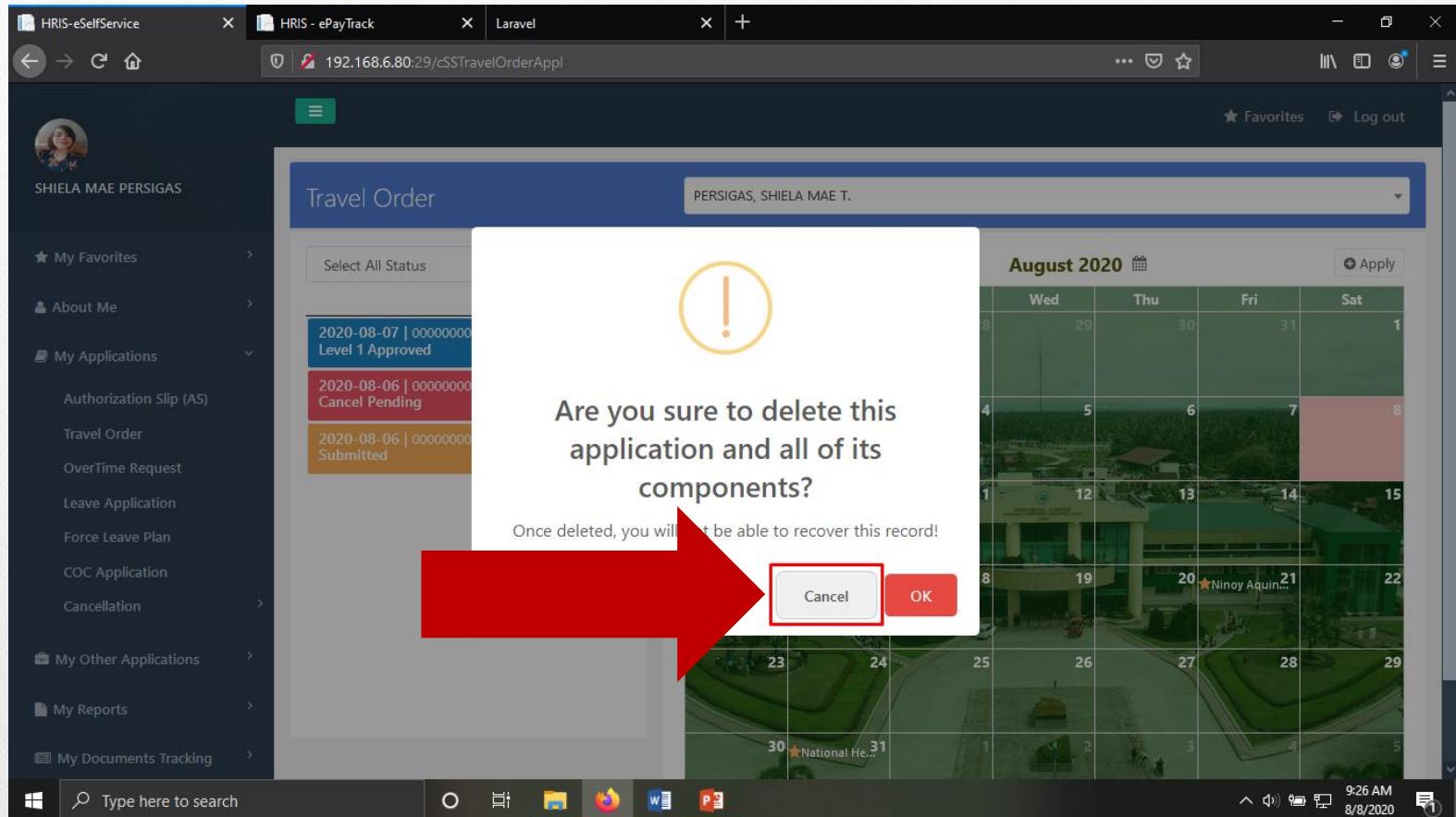
23 24 25 26 27 28 29

30 **National He...** 31

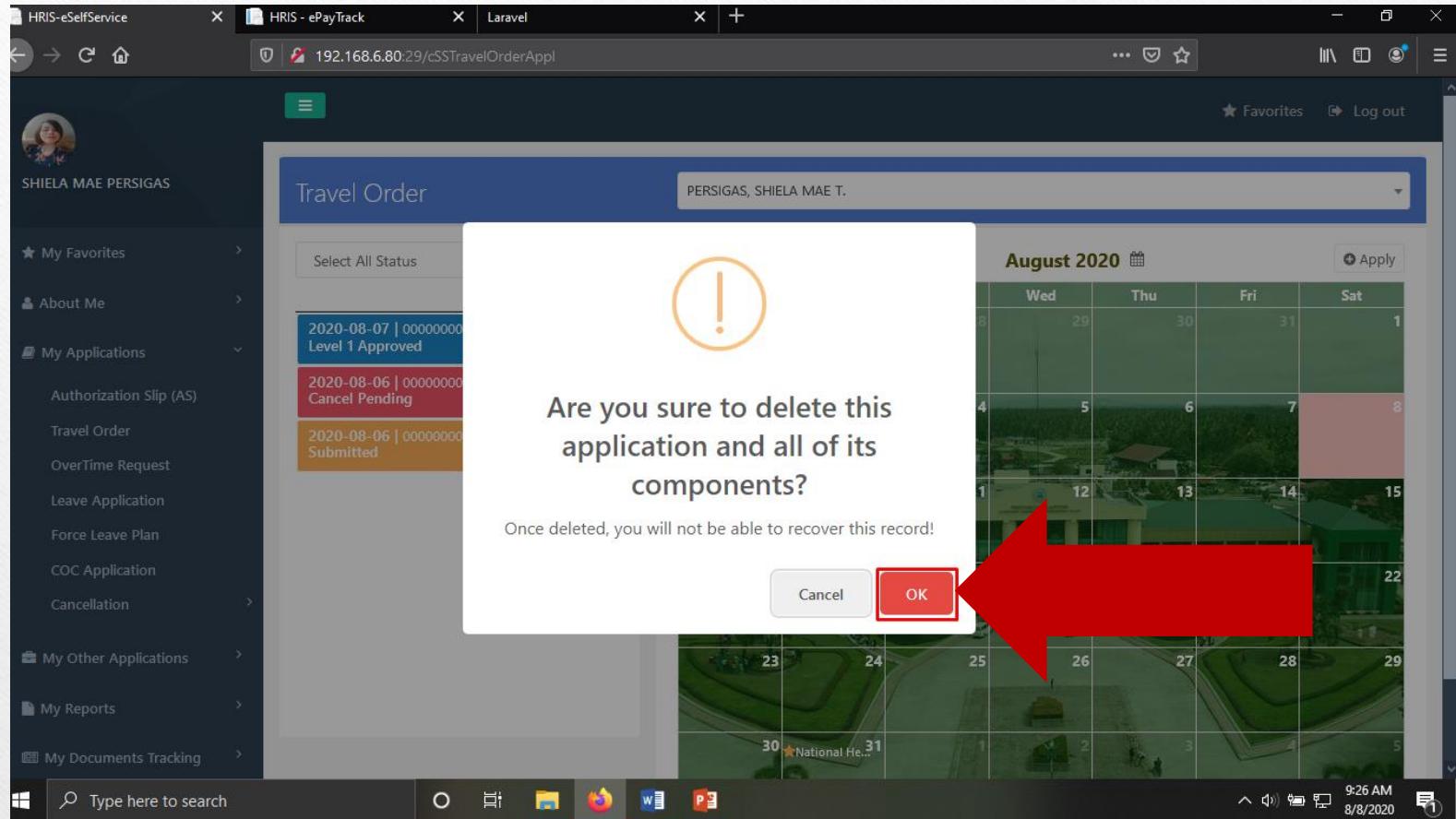
Type here to search

9:25 AM 8/8/2020

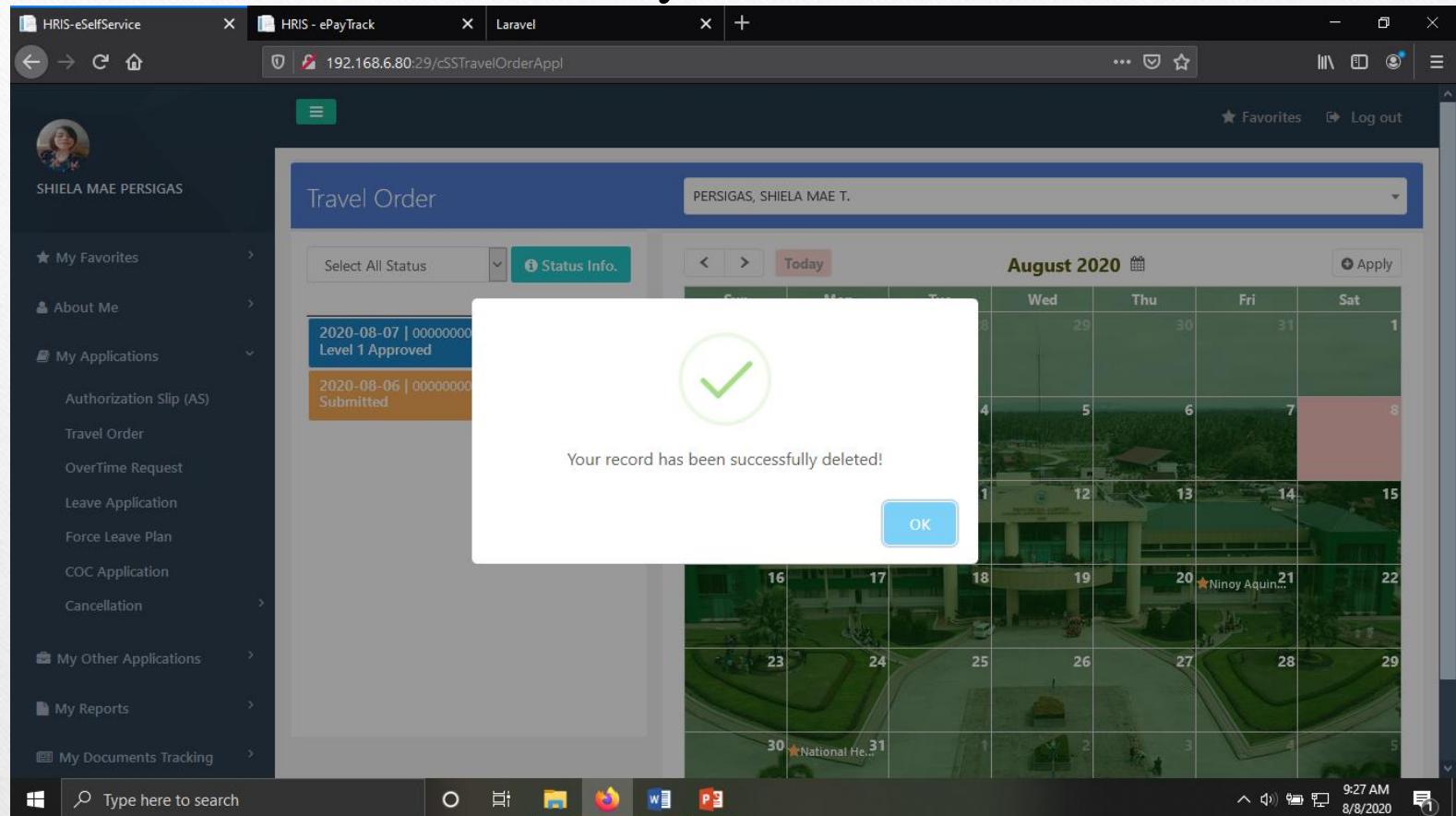
Step 3: Click **cancel button** if you don't want to delete the selected record.



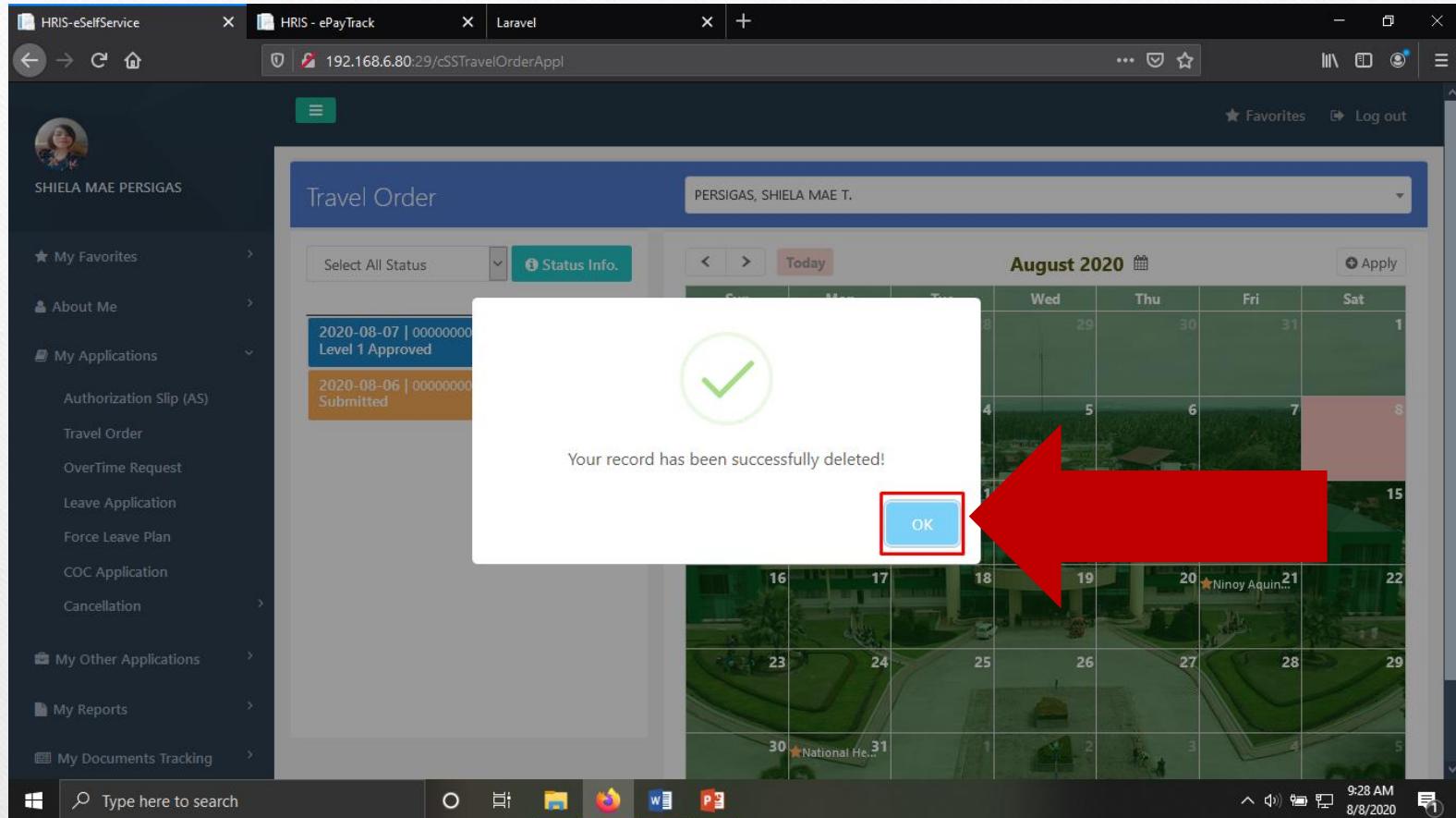
Step 4: Repeat step 2 then click **ok button** if you want to delete the record.



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



Step 5: Click ok button to exit and go back on main page.



HRIS-eSelfService HRIS - ePayTrack Laravel

192.168.6.80:29/csstavelOrderApp

Favorites Log out

SHIELA MAE PERSIGAS

My Favorites

About Me

My Applications

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

My Other Applications

My Reports

My Documents Tracking

Type here to search

Travel Order

PERSIGAS, SHIELA MAE T.

Select All Status Status Info.

2020-08-07 | 000000003
Level 1 Approved By: #8447

2020-08-06 | 000000002
Submitted By: #8447

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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	Ninoy Aquin...	22
23	24	25	26	27	28	29
30	National He...	1	2	3	4	5

9:29 AM 8/8/2020