FORCE LEAVE PLAN FOR ADMINISTRATIVE OFFICER "AO"

(RE AND CE)

Note:

This manual is intended to **Administrator Officer** (**AO**) if ever the login account is defined as administrative officer expected he/she will be able to apply AS to specific personnel under the same department. If ever you may have **absent**, **discrepancy**, **delete time entries**, **overtime override**, **travel order override**, **personal transaction**, **official matters** or **attended meetings** that should reflect on your daily time record.

Navigate to My Applications -> Force Leave Plan

192.168.6.80:289/cMainPage/Index
80%
Home
Daily Time Entry
Favorites
Log out
DINAH LYNN BASCO
My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
HUMAN RESOURCE
INFORMATION SYSTEM

192.168.6.80:289/cSSFLPlan

80%

Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
- About Me
- My Applications
  - Authorization Slip (AS)
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  - OverTime Request
  - Leave Application
  - Force Leave Plan
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  - Employee Time Schedule
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- My Documents Tracking

Force Leave Plan

BASCO, DINAH LYNN I.

Select All Status

Status Info.

2021-01-19 | 00000010 5394
New

2021-01-12 | 00000010 5394
New

Today

January 2021

Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12 × 2021-01-12 New	13	14	15	16
17	18	19 × 2021-01-19 New	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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

192.168.6.80:289/cMainPage/Index
90%
Home
Daily Time Entry
Favorites
Log out
DINAH LYNN BASCO
My Favorites
About Me
My Applications
Authorization Slip (AS)
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OverTime Request
Leave Application
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COC Application
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About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
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Employee Time Schedule
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My Reports
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192.168.6.80:289/cSSFLPlan
90%
Home
Daily Time Entry
Favorites
Log out
DINAH LYNN BASCO
My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
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COC Application
Employee Time Schedule
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My Documents Tracking
Force Leave Plan
BASCO, DINAH LYNN I.
Select All Status
Status Info.
2021-01-19 | 00000010 5394
New
2021-01-12 | 00000010 5394
New
Today
January 2021
Apply
Sun
Mon
Tue
Wed
Thu
Fri
Sat
2021-01-12
New
2021-01-19
New
Apply Force Leave Plan

How to add or apply Force Leave Plan?

Note:

Take note Force Leave Plan application modal page have required fields that needs to be fill with values since you will not be able to save the data if fields aren't filled with information. On the other hand, there are two (2) ways to add or apply Force Leave Plan:

* Click **apply button** or;
* Select **date range** to **apply Force Leave** in main page before clicking the **apply Force Leave.**

Though different ways but still have the same **add new record** of **Force Leave Plan modal page** will appear. The only difference is in table grid within the modal page will already have a values depending on the selected date upon clicking **apply Force Leave** while if you click directly the **apply button** expected that **DTR date entry** grid will have no values.

- Click **apply button**

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

192.168.6.80:289/cSSFLPlan

Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

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

Force Leave Plan

BELVIS, CHARLOTTE Q.

Select All Status | Status Info.

2021-01-19 | 00000010 5394
New

2021-01-12 | 00000010 5394
New

Today | January 2021 | Apply

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

Lightshot
Your screenshot is copied to clipbo

- Select **date range** to **apply Force Leave** in main page before clicking the **apply Force Leave Plan.**

192.168.6.80:289/cSSFLPlan

Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
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- My Documents Tracking

Add New Record

Application Nbr.: 00000011

Date Applied: 2021-01-16

Employee Name: BELVIS, CHARLOTTE Q.

ID Nbr.: 9184

Remarks:

Plan Date:

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

Submit | Save

Apply

Fri	Sat
1	2
8	9
15	16
22	23
29	30
5	6

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

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Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
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  - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

Apply

Fri	Sat
1	2
8	9
15	16
22	23
29	30
5	6

Add New Record

Application Nbr.: 00000011

Date Applied: 2021-01-16

Employee Name: BELVIS, CHARLOTTE Q.

ID Nbr.: 9184

Remarks:

Plan Date:

FORCE LEAVE PLAN DATES	STATUS	ACTION
No data available in table		

Submit | Save

Note:

Add page will open **application nbr.** will auto-generate and all other non-key fields are blank. In **Force Leave Plan** key field is **application nbr.** only through this it will avoid error and redundancy.

Non-key fields are:

- Application Nbr.
- Employee name
- Date Applied
- Id no.
- Plan Date

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 add 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.

Step 3: Input values specifically in all required fields.

- **Step 4:** Click **close icon** if you don't want to save information.

- **Step 5:** If you click **close icon** data will not be save please repeat **step 1** and **3**.

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.

Step 6: Input values in all required fields for you to submit Force leave plan.

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My Other Applications
My Reports
My Documents Tracking
Force Leave Plan
BELVIS, CHARLOTTE Q.
Add New Record
Application Nbr.:
00000012
Date Applied:
2021-01-16
Employee Name:
BELVIS, CHARLOTTE Q.
ID Nbr.:
9184
Remarks:
Plan Date:
2021-01-01
January 2021
Su Mo Tu We Th Fr Sa
STATUS
ACTION
lable in table
Submit
Save
Apply
Fri
Sat

Step 7: Click **Add button** to add information on that table grid below.

192.168.6.80:289/cSSFLPlan

Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
- About Me
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  - Leave Application
  - Force Leave Plan
  - COC Application
  - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

Force Leave Plan

BELVIS, CHARLOTTE Q.

Apply

Add New Record

Application Nbr.: 00000012

Date Applied: 2021-01-16

Employee Name: BELVIS, CHARLOTTE Q.

ID Nbr.: 9184

Remarks:

Plan Date:

FORCE LEAVE PLAN DATES	STATUS	ACTION
2021-01-01	New	×

Submit | Save

Step 9: Select specific record if you want to remove information.

Step 10: Click **remove button** to remove information.

HRIS-eSelfService
HRIS
HRIS-eSelfService | Login
HRIS-eSelfService
192.168.6.80:289/cSSFLPlan
90%
Home
Daily Time Entry
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DINAH LYNN BASCO
My Favorites
About Me
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Authorization Slip (AS)
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Leave Application
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Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
Force Leave Plan
BELVIS, CHARLOTTE Q.
Edit Existing Record
Application Nbr.: 00000011
Date Applied: 2021-01-16
Employee Name: BELVIS, CHARLOTTE Q.
ID Nbr.: 9184
Remarks:
Plan Date:
FORCE LEAVE PLAN DATES
STATUS
ACTION
No data available in table
Submit
Save Edit
Apply
Fri
Sat
2021-01-01
Submitted
3:05 PM
1/16/2021

Step 9: Repeat **step 7** and **8,** click **submit button** to submit information on that table grid below.

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

Note:

If you have clicked the **remove button** expected that record on the table grid below will be automatically removed. Once record is remove you need to re-add information so you can submit or save the record. In order to add information repeat **step 7** and **8** for you to continue and update information.

Note: If ever you want to save information instead of submitting click **save button** to save information.

How to edit applied Force Leave Plan application?

Note:

In editing an applied Force leave plan, 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** and **disapproved** are not editable. However, if the submitted application is being **cancelled 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 cancelled the **final approved** application and Force leave status will be **cancelled**. Once application is cancelled automatic you cannot delete nor edit or resubmit application but to view only information.

Note:

Take note there are 2 ways to edit or update applied Force leave plan: click specific record then click **edit drop-down button** or; click the applied **Force leave label** though different ways but still have the same **edit existing record** of **force leave information modal page** will appear. The only difference is in table grid within the modal page will already have a values depending on the selected date upon clicking **apply force leave** while if you click directly the **apply button** expected that **DTR date entry** grid will have no values.

Step 1: While on the main page of Force leave select specific record to edit application. **Edit drop-down button** will be visible.

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90%
Home
Daily Time Entry
Favorites
Log out
DINAH LYNN BASCO
My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
Force Leave Plan
BELVIS, CHARLOTTE Q.
Select All Status
Status Info.
2021-01-19 | 00000010
Submitted
9184
2021-01-04 | 00000013
New
9184
Edit
Delete
9184
Today
January 2021
Apply
Sun
Mon
Tue
Wed
Thu
Fri
Sat
2021-01-01
Submitted
2021-01-04
New
2021-01-19
Submitted

- **Note:** If ever you have click a non-editable applied **Force leave** 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.

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

192.168.6.80:289/cSSFLPlan

Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
- About Me
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  - Leave Application
  - Force Leave Plan
  - COC Application
  - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

Force Leave Plan

BELVIS, CHARLOTTE Q.

Apply

Fri	Sat
31	1 (2021-01-01 Submitted)	2
7	8	9
14	15	16
21	22	23
28	29	30
4	5	6

Edit Existing Record

Application Nbr.: 00000013

Date Applied: 2021-01-16

Employee Name: BELVIS, CHARLOTTE Q.

ID Nbr.: 9184

Remarks:

Plan Date:

FORCE LEAVE PLAN DATES	STATUS	ACTION
2021-01-04	New	

Submit | Save Edit

Step 3: Select specific record if you want to remove information.

Step 4: Click **remove button** to remove information and select updated plan date.

Note:

Once you click the **remove button** expected no pop-up window will appear that data is deleted since it is automatic. That you can only identify if record is removed if no data found and the selected data is not displayed on the table grid below. Since, you are not allowed to save the application if no data added on table grid below and to fill-in needed information for you to save the data.

Step 5: Click **Add button** to add information on that table

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90%
Home
Daily Time Entry
Favorites
Log out
DINAH LYNN BASCO
My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
Force Leave Plan
BELVIS, CHARLOTTE Q.
Apply
Fri
Sat
2021-01-01
Submitted
Edit Existing Record
Application Nbr.:
00000013
Date Applied:
2021-01-16
Employee Name:
BELVIS, CHARLOTTE Q.
ID Nbr.:
9184
Remarks:
Plan Date:
FORCE LEAVE PLAN DATES
STATUS
ACTION
2021-01-13
New
Submit
Save Edit

Step 6: Click **save edit button** to save the updated information for you to save the record.

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

Step 7: Click **ok button** for you to continue.

192.168.6.80:289/cSSFLPlan

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Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

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

Force Leave Plan

BELVIS, CHARLOTTE Q.

Select All Status | Status Info.

2021-01-19 | 00000010 9184
Submitted

2021-01-04 | 00000013 9184
New

2021-01-01 | 00000012 9184
Submitted

Today | January 2021 | Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 2021-01-01 Submitted	2
3	4 2021-01-04 New	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 2021-01-19 Submitted	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Step 8: If ever record is not yet submitted repeat **step 1** and **2**, click **submit button** if you want to submit application.

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

Step 9: Repeat **step 7** to exit and go back on main page.

192.168.6.80:289/cSSFLPlan

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Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
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Force Leave Plan

BELVIS, CHARLOTTE Q.

Select All Status | Status Info.

2021-01-19 | 00000010 9184
Submitted

2021-01-04 | 00000013 9184
Submitted

2021-01-01 | 00000012 9184
Submitted

Today | January 2021 | Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 2021-01-01 Submitted	2
3	4 2021-01-04 Submitted	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 2021-01-19 Submitted	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Note:

In viewing applied Force Leave Plan 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 details 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 Force Leave 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 Force Leave Plan application?

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

192.168.6.80:289/cSSFLPlan
90%
Home
Daily Time Entry
Favorites
Log out
DINAH LYNN BASCO
My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
Force Leave Plan
BELVIS, CHARLOTTE Q.
Select All Status
Status Info.
2021-01-19 | 00000010 Submitted 9184
2021-01-04 | 00000013 Submitted 9184
2021-01-01 | 00000012 Submitted 9184
View Details
Today
January 2021
Apply
Sun
Mon
Tue
Wed
Thu
Fri
Sat
2021-01-01 Submitted
2021-01-04 Submitted
2021-01-19 Submitted

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

192.168.6.80:289/cSSFLPlan

Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
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  - Travel Order
  - OverTime Request
  - Leave Application
  - Force Leave Plan
  - COC Application
  - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

Force Leave Plan

BELVIS, CHARLOTTE Q.

Apply

Edit Existing Record

Application Nbr.: 00000012

Date Applied: 2021-01-16

Employee Name: BELVIS, CHARLOTTE Q.

ID Nbr.: 9184

Remarks:

Plan Date:

FORCE LEAVE PLAN DATES	STATUS	ACTION
2021-01-01	Submitted	×

Submit | Save Edit

Fri | Sat

2021-01-01 Submitted

Note:

Since Force Leave 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 this application are disabled meaning you are not allowed to **edit**, **update**, **save**, **delete** and even **submit** application.

- **Step 3:** If you want to close the page, click **close icon** for you to exit and go back on main page.

Note:

If ever you want to view your applied leave application 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 buttons will help you navigate to what precise month and year or to simply locate specific force leave record. In addition, only the one who created or have requested the Force leave or the account use to log-in the page and applied force leave will be able to add, edit, view, print and delete the applied force leave transaction depending on the application status.

Even if the requestor is an AO and applied other employee an force leave once the involve party login his account expected he will not be able to edit and delete application instead to view, print and apply another type of force leave plan.

- **Previous Month Button**

- **Next Month Button**

- **Today Button**

- **Calendar Month/Year**

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 **any other year** expected it will go back to **month picker**.

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Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
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  - Leave Application
  - Force Leave Plan
  - COC Application
  - Employee Time Schedule
- My Other Applications
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Force Leave Plan

BELVIS, CHARLOTTE Q.

Select All Status | Status Info.

2021-01-19 | 00000010 9184
Submitted

2021-01-04 | 00000013 9184
Submitted

2021-01-01 | 00000012 9184
Submitted

Today | January 2021 | Apply

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

2021-01-04
Submitted

2021-01-19
Submitted

« 2021 »

Jan Feb Mar Apr
May Jun Jul Aug
Sep Oct Nov Dec

Lightshot

192.168.6.80:289/cSSFLPlan
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Daily Time Entry
Favorites
Log out
DINAH LYNN BASCO
My Favorites
About Me
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Authorization Slip (AS)
Travel Order
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Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
Force Leave Plan
BELVIS, CHARLOTTE Q.
Select All Status
Status Info.
2020-10-08 | 00000005 5394
New
Today
January 2020
Apply
Sun
Mon
Tue
Wed
2020-2029
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
Lightshot

- **Calendar Icon**

How to delete applied Force Leave Plan application?

Note:

In deleting applied Force Leave Plan 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 details 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 force leave plan will be able to delete application.

- **Step 1:** While on the main page of Force Leave Plan select specific drop-down list of status to delete application, click the selected Force leave record for you to delete information.

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My Documents Tracking
Force Leave Plan
BELVIS, CHARLOTTE Q.
Select All Status
Status Info.
2021-01-19 | 00000010
Cancel Pending
9184
9184
Edit
Delete
Today
January 2021
Apply
Sun
Mon
Tue
Wed
Thu
Fri
Sat
2021-01-04
Submitted
2021-01-19
Cancel Pendi

- **Step 2:** Click **delete** if you want to delete applied application.

- **Delete Dropdown Button**

Note:

Even if you click the **delete** expected that record will be deleted if application status is **new** or **cancel pending**. But if record status is **submitted**, **disapproved**, **reviewed**, **cancelled**, **level 1 approved**, **level 2 approved** or **final approved** expected that no **delete** will be visible.

- **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.

192.168.6.80:289/cSSFLPlan

Home | Daily Time Entry | Favorites | Log out

DINAH LYNN BASCO

- My Favorites
- About Me
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  - OverTime Request
  - Leave Application
  - Force Leave Plan
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  - Employee Time Schedule
- My Other Applications
- My Reports
- My Documents Tracking

Force Leave Plan

BELVIS, CHARLOTTE Q.

Select All Status | Status Info.

2021-01-04 | 00000013 9184
Submitted

Today | January 2021 | Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4 2021-01-04 Submitted	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6