

Force Leave Plan

REVIEW & APPROVAL PROCESS
- (RE & CE)

- Navigate to My Review and Approval ->Force Leave Plan

The screenshot shows a web application interface with a dark blue header bar. The header includes a back arrow, forward arrow, refresh button, a search bar containing the URL '192.168.6.80:289/cMainPage/Index', and various icons for user profile, notifications, and settings.

The main content area has a dark grey background. On the left, there is a sidebar with a user profile picture and the name 'LARA ZAPHIRE KRISTY BERMEJO'. Below the profile are several menu items:

- ★ My Favorites
- >About Me
- My Applications
- My Other Applications
- My Reports
- My Review and Approval** (This item is highlighted with a red border)
- My Documents Tracking

The main content area is organized into a grid of cards:

- My Favorites**: Contains a star icon and a 'My Favorites' button.
- About Me**: Contains a person icon and a 'About Me' button.
- My Applications**: Contains a document icon and a 'My Applications' button.
- My Other Applications**: Contains a briefcase icon and a 'My Other Applications' button.
- My Reports**: Contains a document icon and a 'My Reports' button.
- My Review and Approval**: Contains a document icon and a 'My Review and Approval' button.
- My Documents Tracking**: Contains a document icon and a 'My Documents Tracking' button.

LARA ZAPHIRE KRISTY BERMEJO

- ★ My Favorites >
- 👤 About Me >
- 📝 My Applications >
- 💼 My Other Applications >
- 📄 My Reports >
- My Review and Approval >
 - Authorization Slip (AS)
 - Travel Order
 - Overtime Request
 - Leave Application
 - Force Leave Plan
- COC Application
- Employee Time Schedule
- My Documents Tracking >

My Favorites >



My Favorites

About Me >



About Me

My Applications >



My Applications

My Other Applications >



My Other Applications

My Reports >



My Reports

My Review and Approval >



My Review and Approval

My Documents Tracking >



My Documents Tracking



LARA ZAPHIRE KRISTY BERMEJO



Home

Daily Time Entry

Favorites

Log out

Force Leave Plan

Search ...

Show

10 entries

Department:

--Select Here--

Employment Type:

--Select Here--

Year:

2021

Status:

--Select All Status--

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

★ My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

OverTime Request

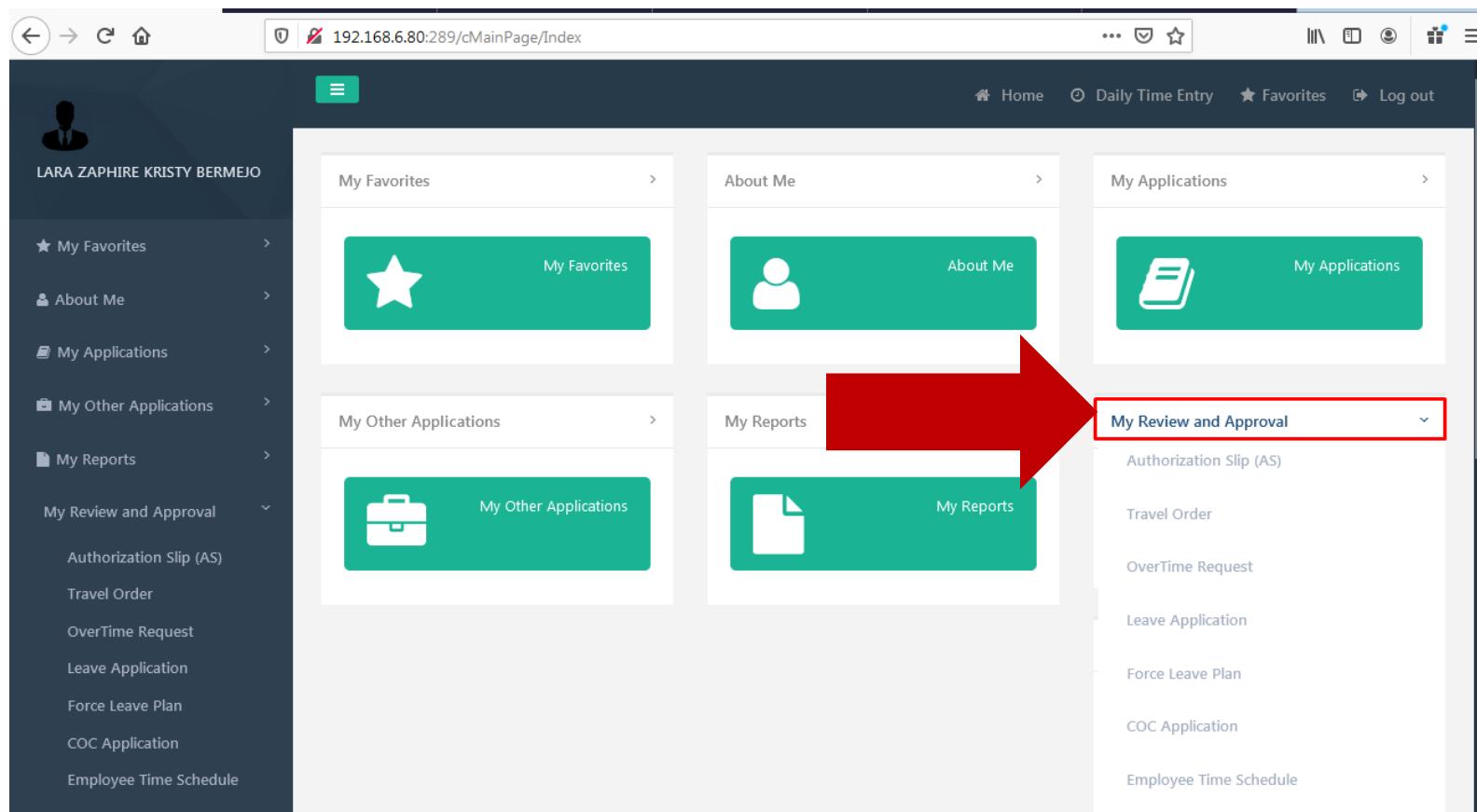
Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

- 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/c MainPage/Index

LARA ZAPHIRE KRISTY BERMEJO

My Favorites About Me My Applications

My Other Applications My Reports My Review and Approval

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

Employee Time Schedule

192.168.6.80:289/cATSFLPlanAppr

LARA ZAPHIRE KRISTY BERMEJO

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

Force Leave Plan

Search

Show 10 entries Department: --Select Here-- Employment Type: --Select Here-- Year: 2021 Status: --Select All Status--

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

How to review
submitted
Force Leave Plan
application?

Note:

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

Note:

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

- Step 1: Select specific **Force leave plan year, month, employment type** and **department** by clicking available drop list in order for you to review application.

The screenshot shows a web-based application titled "Force Leave Plan" at the URL 192.168.6.80:289/cATSLPlanAppr. The interface has a dark blue header with a user profile icon and the name LARA ZAPHIRE KRISTY BERMEJO. On the left, there's a sidebar with navigation links: My Favorites, About Me, My Applications, My Other Applications, My Reports, and a expanded section for My Review and Approval which includes Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The main content area is titled "Force Leave Plan" and contains a search bar. Below it, there are filter options: "Show 10 entries", "Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE", "Employment Type: Casual Employees", "Year: 2021", and "Status: Submitted". A table below lists one application entry: APPLICATION NBR 00000013, DATE APPLIED 2021-01-16, ID NBR 9184, EMPLOYEE NAME BELVIS, CHARLOTTE Q., STATUS Submitted, and ACTION with a checkbox. At the bottom, it says "Showing 1 to 1 of 1 entries" and has buttons for Previous, Next, and a page number 1.

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000013	2021-01-16	9184	BELVIS, CHARLOTTE Q.	Submitted	<input checked="" type="checkbox"/>

- Step 2: While on the main page of **Force Leave Plan** select specific record that you want to review submitted application.

The screenshot shows a web-based application interface for managing leave requests. The URL in the browser is 192.168.6.80:289/oATSLPlanAppr. The top navigation bar includes links for Home, Daily Time Entry, Favorites, and Log out. On the left, a sidebar menu lists various application types: My Favorites, About Me, My Applications, My Other Applications, My Reports, and sections for Review and Approval (Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule). The main content area is titled "Force Leave Plan" and features a search bar. It displays a table of leave applications with the following columns: APPLICATION NBR, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. A single row is shown, highlighted with a red border, representing an application for employee BELVIS, CHARLOTTE Q. with ID NBR 9184, applied on 2021-01-16, and status "Submitted". The ACTION column contains a small green checkmark icon. Below the table, a message indicates "Showing 1 to 1 of 1 entries". Navigation buttons for Previous, Next, and a page number (1) are also present.

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000013	2021-01-16	9184	BELVIS, CHARLOTTE Q.	Submitted	

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

The screenshot shows a web-based application interface for managing leave plans. On the left, a sidebar menu lists various user options like 'My Favorites', 'About Me', and several application types. The main content area is titled 'Force Leave Plan' and displays a table of leave applications. The table has columns for Application Number, Date Applied, ID Number, Employee Name, Status, and Action. The first row in the table is highlighted with a red box around its 'Action' column, which contains an edit icon. The status of the application is listed as 'Submitted'.

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000013	2021-01-16	9184	BELVIS, CHARLOTTE Q.	Submitted	<input checked="" type="button"/>

LARA ZAPHIRE KRISTY BERMEJO

Force Leave Plan

Force Leave Plan Approval

Application Nbr.:	00000013	Date Applied:	2021-01-16
Employment Type:	Casual Employees	Status:	Submitted
Department:	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT		
Employee Name:	BELVIS, CHARLOTTE Q.		
FORCE LEAVE PLAN DATES	STATUS		
2021-01-04	Submitted		

Comment:

Cancel Pending Disapprove Review

Home Daily Time Entry Favorites Log out

DEVELOPMENT OFFICE

Status: Submitted

STATUS	ACTION
Submitted	

Previous 1 Next

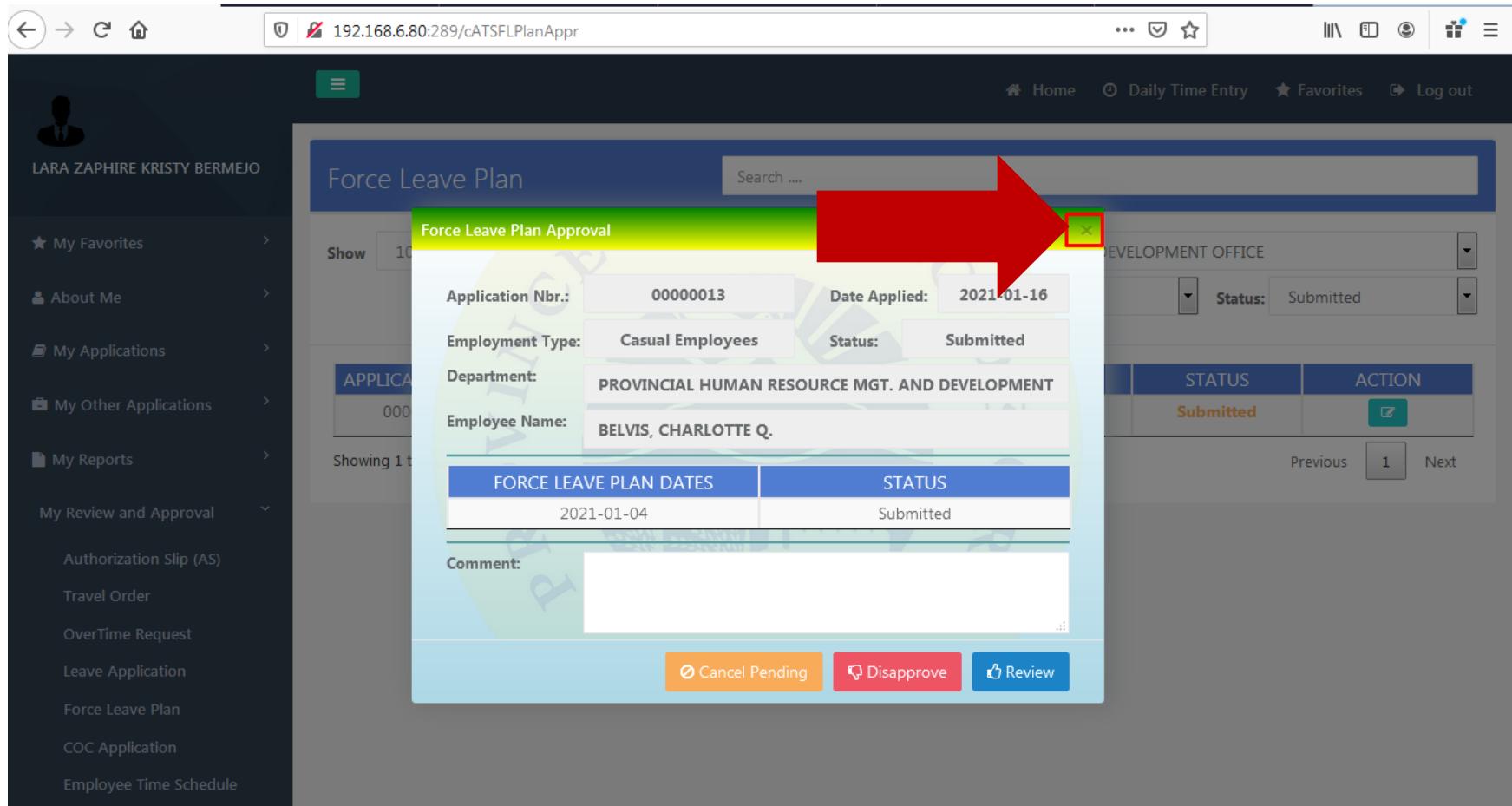
Note:

For review force leave plan review main page will open **application nbr.**, **date applied**, **employment type**, **status**, **Department** and **employee name** already have values except **remarks** since this field is disabled, not required and was not field with details before it is submitted.

Non-key field:

- Comment

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



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

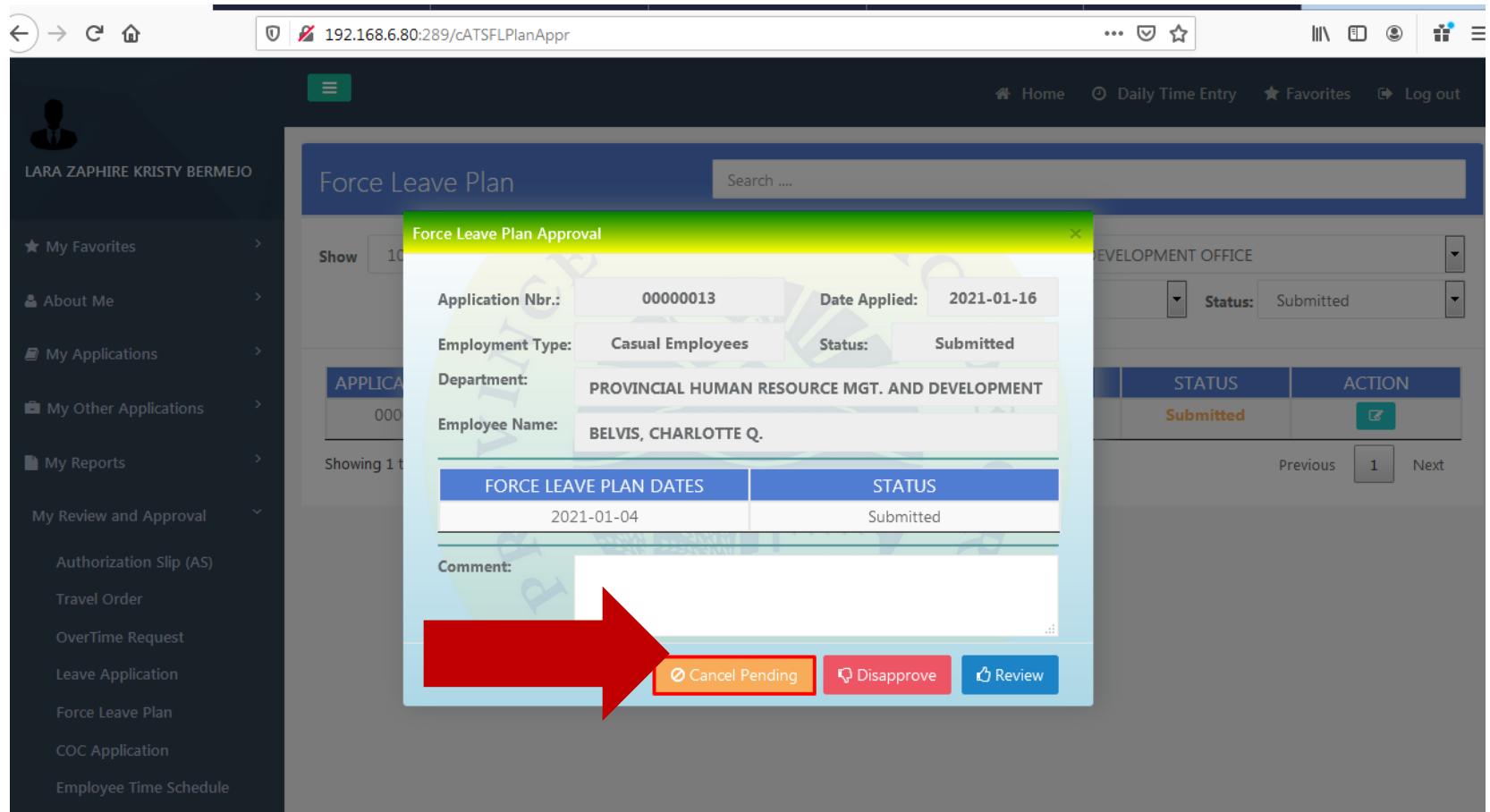
The screenshot shows a web-based application interface for managing leave plans. A modal dialog box titled "Force Leave Plan Approval" is displayed over a background page. The dialog contains the following information:

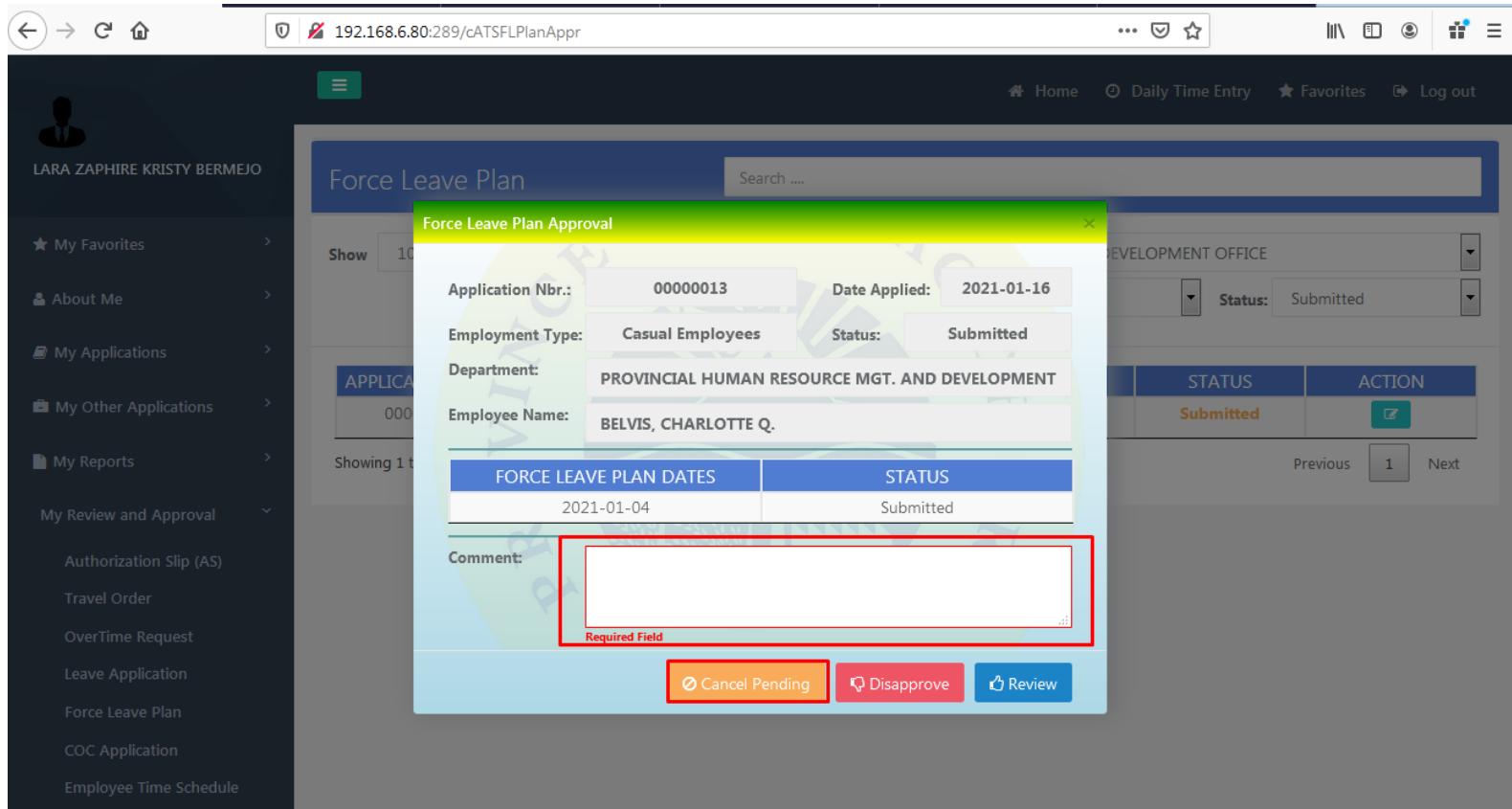
Application Nbr.:	00000013	Date Applied:	2021-01-16
Employment Type:	Casual Employees	Status:	Submitted
Department:	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT		
Employee Name:	BELVIS, CHARLOTTE Q.		

Below this, there is a table for "FORCE LEAVE PLAN DATES" with one row showing "2021-01-04" and "Submitted". A "Comment:" field is present but empty. At the bottom of the dialog are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Review" (blue).

The background page has a sidebar with user navigation links like "My Favorites", "About Me", "My Applications", etc. The main content area shows a table for "DEVELOPMENT OFFICE" applications, with one entry visible: "Status: Submitted". A navigation bar at the bottom includes "Previous", "1", and "Next".

- **Step 6:** If you want to cancel try to click **cancel pending** button to cancel application from being reviewed.





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

- Step 7: Input remarks in **comment** for suggestions and improvement if there is.

The screenshot shows a web-based application interface for managing leave plans. On the left, a sidebar menu lists various options like 'My Favorites', 'About Me', 'My Applications', etc. The main area displays a 'Force Leave Plan' page with a modal window titled 'Force Leave Plan Approval'. The modal contains the following information:

Application Nbr.:	00000014	Date Applied:	2021-01-18
Employment Type:	Casual Employees	Status:	Submitted
Department:	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT		
Employee Name:	BELVIS, CHARLOTTE Q.		

Below this, a table shows 'FORCE LEAVE PLAN DATES' and 'STATUS' (2021-01-06, Submitted). At the bottom, there is a 'Comment:' field containing 'plss', which is highlighted with a red border and has a red 'Required Field' validation message below it. Below the comment field are three buttons: 'Cancel Pending', 'Disapprove', and 'Review'.

- Step 8: Click **cancel pending** button if you want to cancel application from being reviewed.

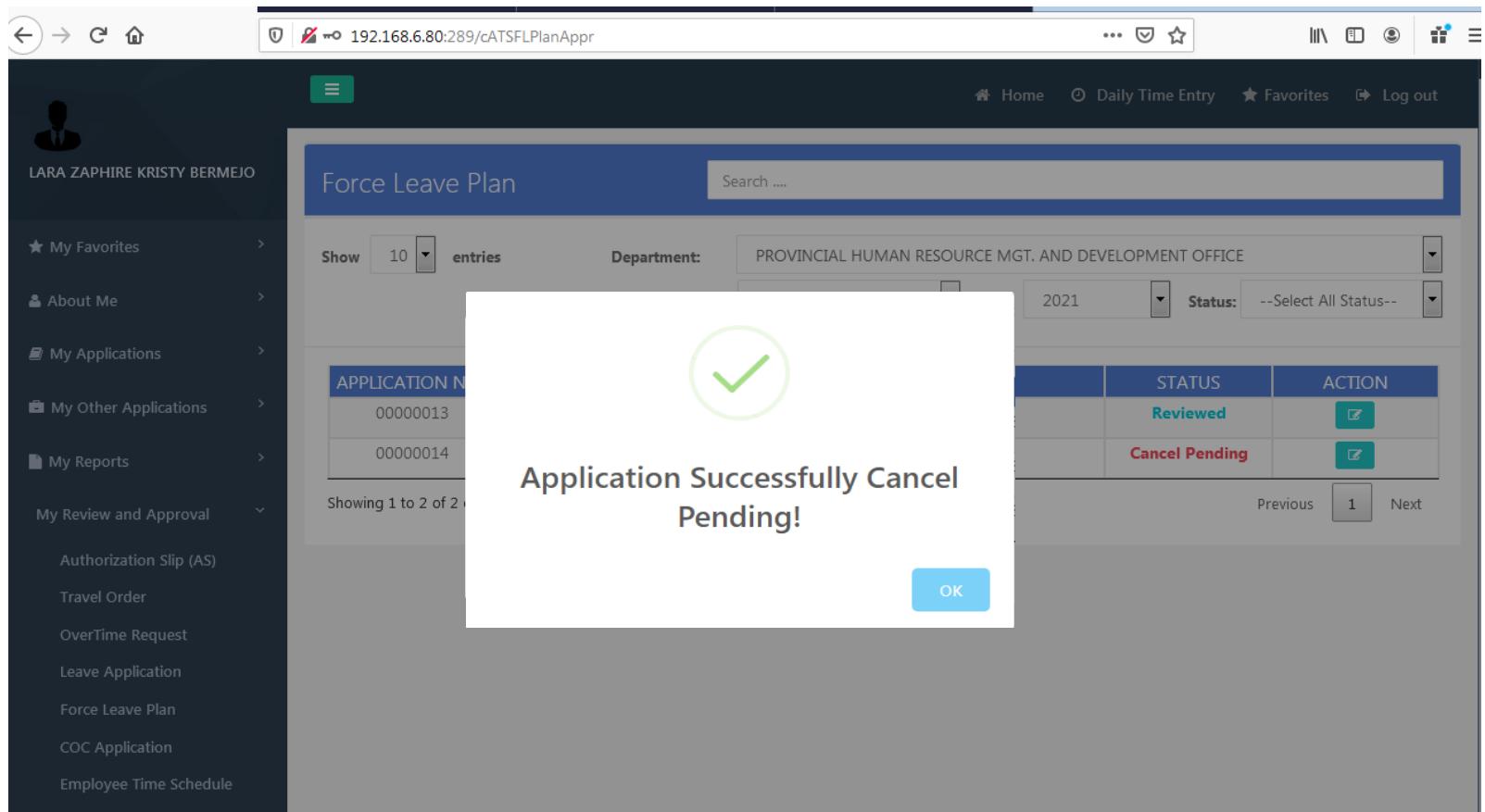
The screenshot shows a web-based application interface for managing leave plans. On the left, a sidebar menu lists various employee benefits and applications. The main area displays a "Force Leave Plan Approval" modal window. The modal contains the following information:

- Application Nbr.:** 00000014
- Date Applied:** 2021-01-18
- Employment Type:** Casual Employees
- Status:** Submitted
- Department:** PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT
- Employee Name:** BELVIS, CHARLOTTE Q.
- FORCE LEAVE PLAN DATES:** 2021-01-06
- STATUS:** Submitted
- Comment:** plss (highlighted with a red box)

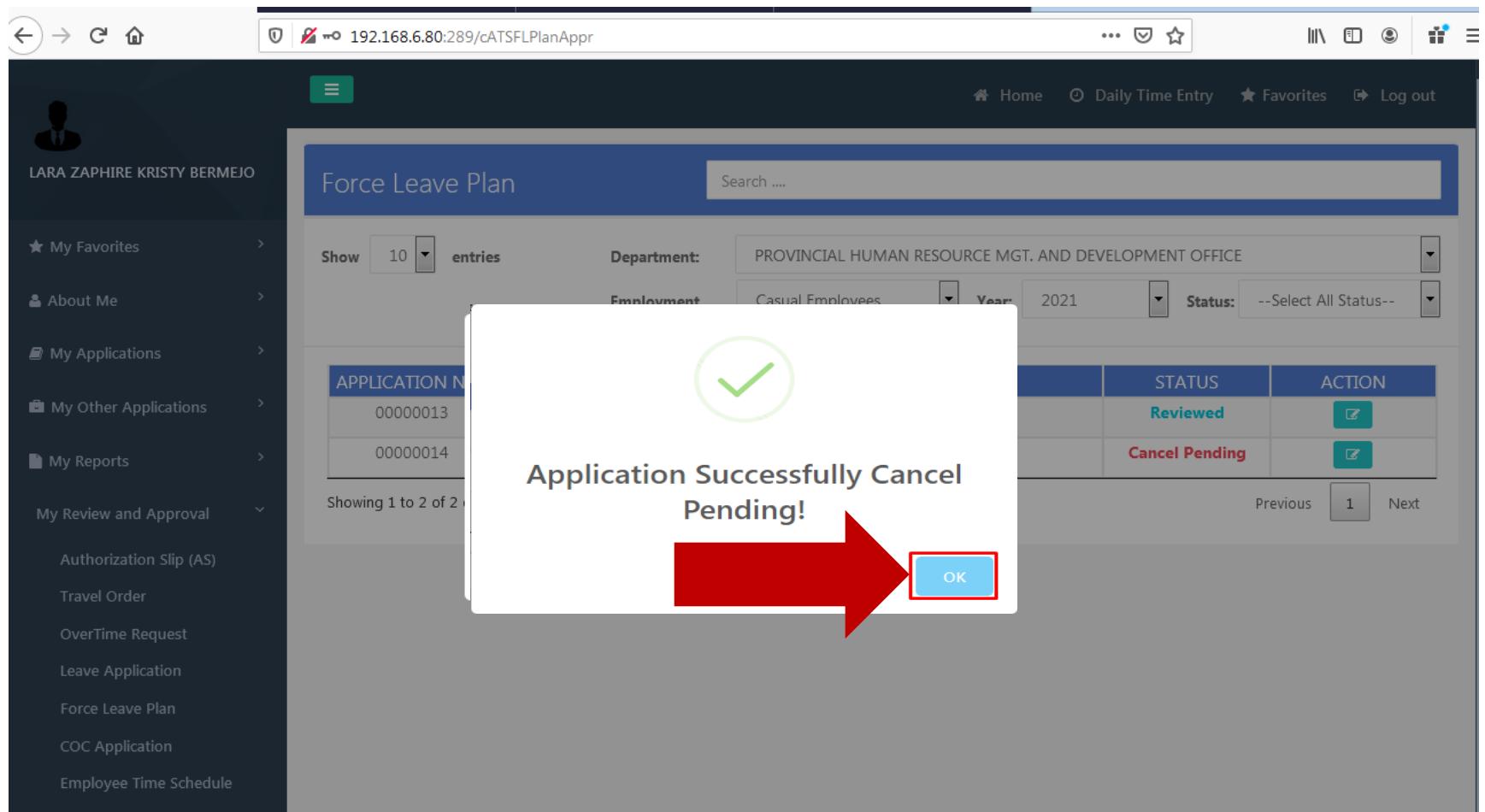
At the bottom of the modal, there are three buttons: **Cancel Pending** (highlighted with a red box), **Disapprove**, and **Review**.

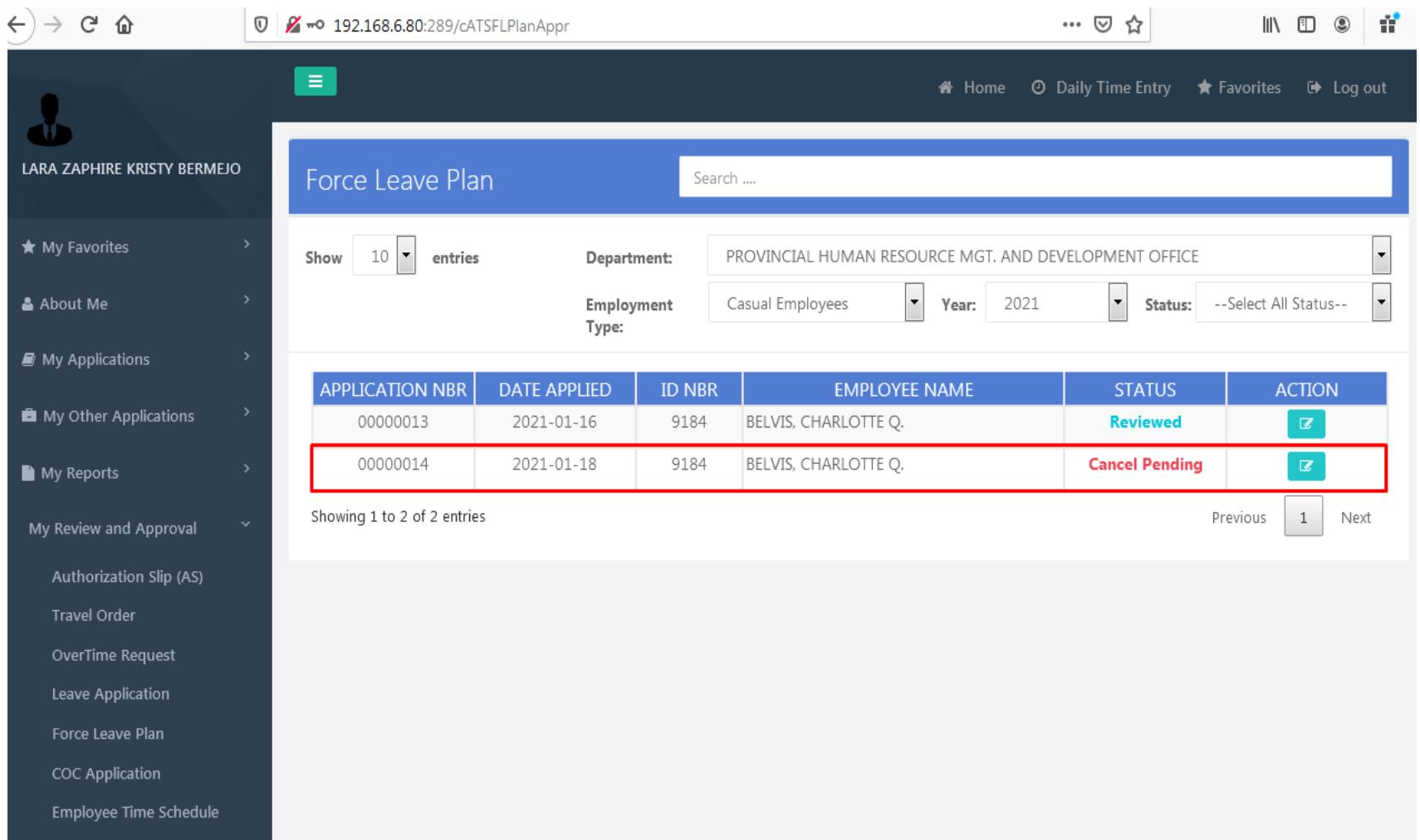
The background of the application shows a search bar at the top with the URL 192.168.6.80:289/cATSLPlanAppr. The right side of the screen displays a list of applications with columns for STATUS (Reviewed, Submitted) and ACTION (checkboxes).

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



Step 9: Click ok button if you want to continue.





Note:

If you want to view **cancelled pending** application **view details button** to view application. Only the reviewer who can view the information of the cancelled pending application.

- Step 10: Click edit button if you want to view the cancel pending application in review main page.

The screenshot shows a web-based application titled "Force Leave Plan". On the left is a sidebar with a user profile for "LARA ZAPHIRE KRISTY BERMEJO" and links for "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"). The main content area has a blue header "Force Leave Plan" and a search bar. It includes filters for "Show 10 entries", "Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE", "Employment Type: Casual Employees", "Year: 2021", and "Status: --Select All Status--". Below these are two rows of data in a table:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000013	2021-01-16	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input type="button" value="Edit"/>
00000014	2021-01-18	9184	BELVIS, CHARLOTTE Q.	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

At the bottom, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for "Previous", "1", and "Next". A large red arrow points to the edit icon in the second row.

LARA ZAPHIRE KRISTY BERMEJO

Force Leave Plan Approval

Application Nbr.: 00000014 Date Applied: 2021-01-18

Employment Type: Casual Employees Status: Cancel Pending

Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT

Employee Name: BELVIS, CHARLOTTE Q.

FORCE LEAVE PLAN DATES STATUS
2021-01-06 Cancel Pending

Comment:

Cancel Pending Disapprove Approve

Home Daily Time Entry Favorites Log out

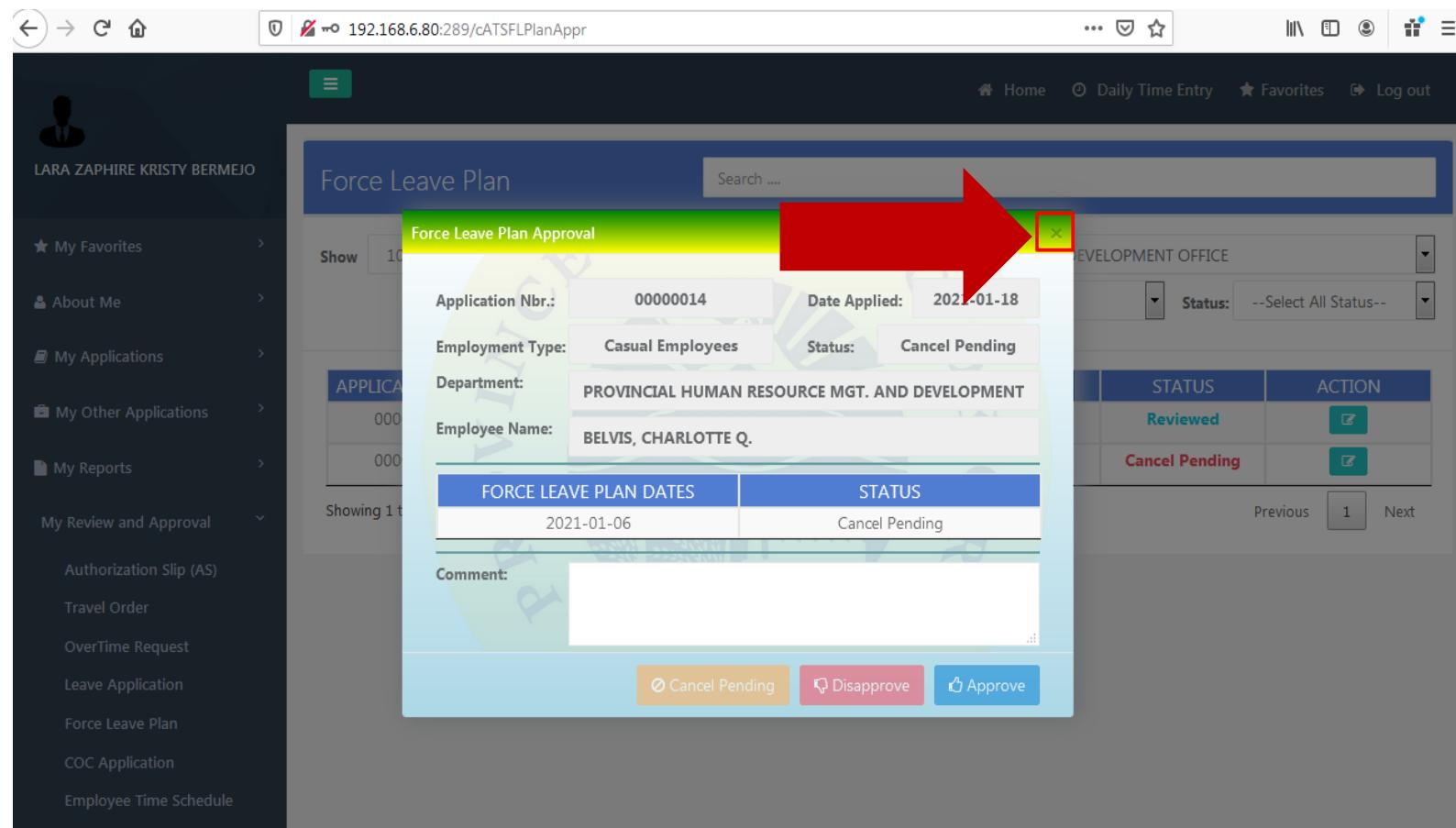
DEVELOPMENT OFFICE

Status: --Select All Status--

STATUS	ACTION
Reviewed	<input checked="" type="checkbox"/>
Cancel Pending	<input checked="" type="checkbox"/>

Previous 1 Next

- Step 11: Click **close icon** if you want to close application and go back on main page.



Note:

If you wish to continue and **disapproved** application let the requestor resubmit the **cancelled pending** application to do that open **Force Leave Plan (Regular and Casual) Manual** to resubmit application by clicking the **resubmit button** in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he/she is allowed to access force leave plan application. As well as only the **reviewer** and **final approver** are allowed to disapproved application.

Step 12: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows a web-based application interface for managing leave plans. On the left, there is a sidebar with various user navigation links. The main area displays a "Force Leave Plan" page with a search bar and a table of applications. A modal window titled "Force Leave Plan Approval" is open over the table, showing details for a specific application. The modal contains fields for Application Nbr., Employment Type, Department, and Employee Name. It also shows a section for "FORCE LEAVE PLAN DATES" and "STATUS". At the bottom of the modal, there are three buttons: "Cancel Pending", "Disapprove", and "Review".

LARA ZAPHIRE KRISTY BERMEJO

My Favorites

About Me

My Applications

My Other Applications

My Reports

My Review and Approval

Authorization Slip (AS)

Travel Order

Overtime Request

Leave Application

Force Leave Plan

COC Application

Employee Time Schedule

192.168.6.80:289/cATSFLPlanAppr

Home Daily Time Entry Favorites Log out

Force Leave Plan Approval

Search ...

Application Nbr.: 00000015 Date Applied: 2021-01-18

Employment Type: Casual Employees Status: Submitted

Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT

Employee Name: BELVIS, CHARLOTTE Q.

FORCE LEAVE PLAN DATES STATUS

2021-01-19 Submitted

Comment:

Cancel Pending Disapprove Review

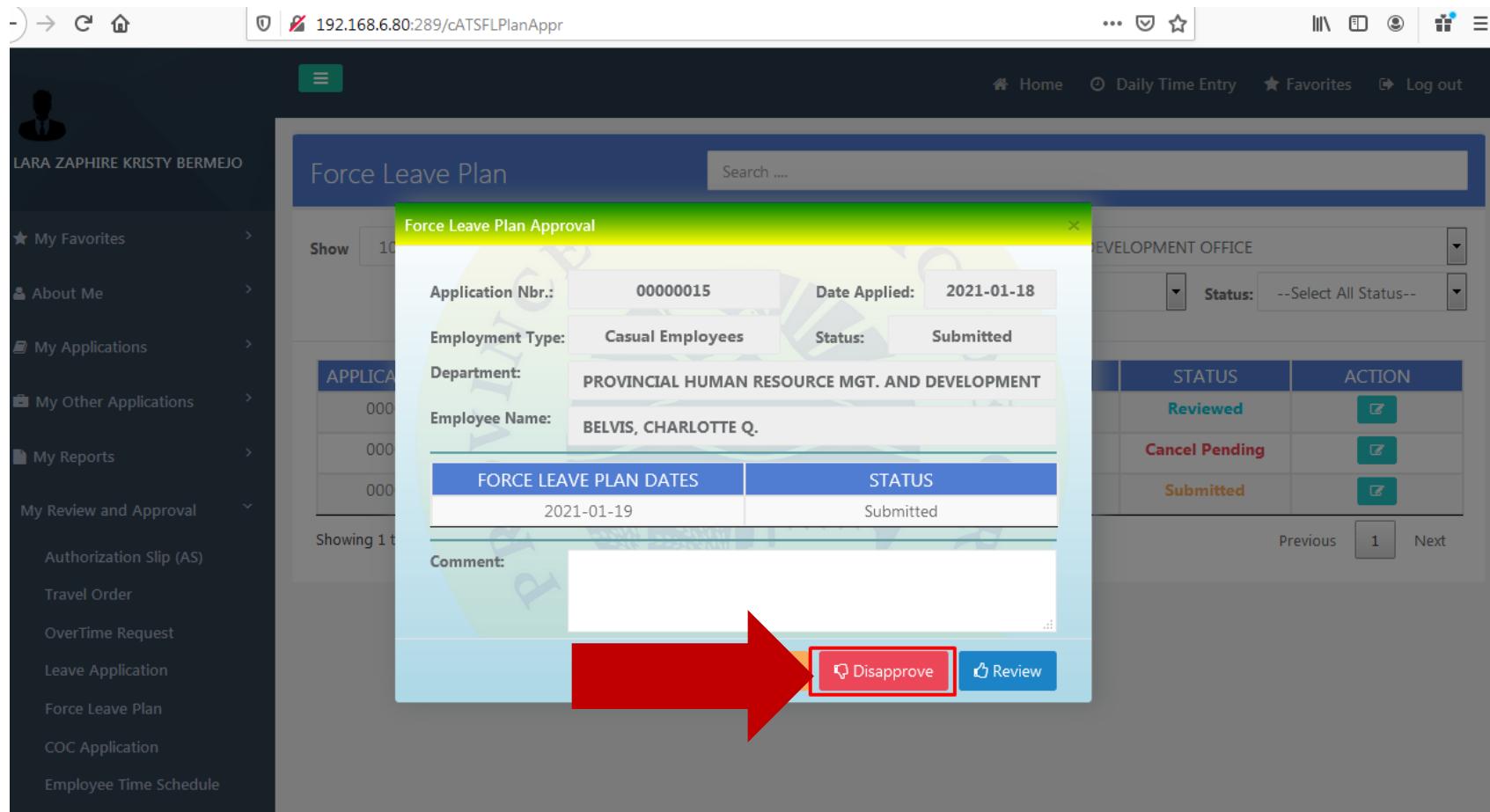
DEVELOPMENT OFFICE

Status: --Select All Status--

STATUS	ACTION
Reviewed	
Cancel Pending	
Submitted	

Previous 1 Next

Step 13: Click disapproved button to successfully disapproved application.



LARA ZAPHIRE KRISTY BERMEJO

Force Leave Plan Approval

APPLICATION NBR.	EMPLOYMENT TYPE	DEPARTMENT	EMPLOYEE NAME
00000015	Casual Employees	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT	BELVIS, CHARLOTTE Q.

FORCE LEAVE PLAN DATES	STATUS
2021-01-19	Submitted

Comment: Required Field

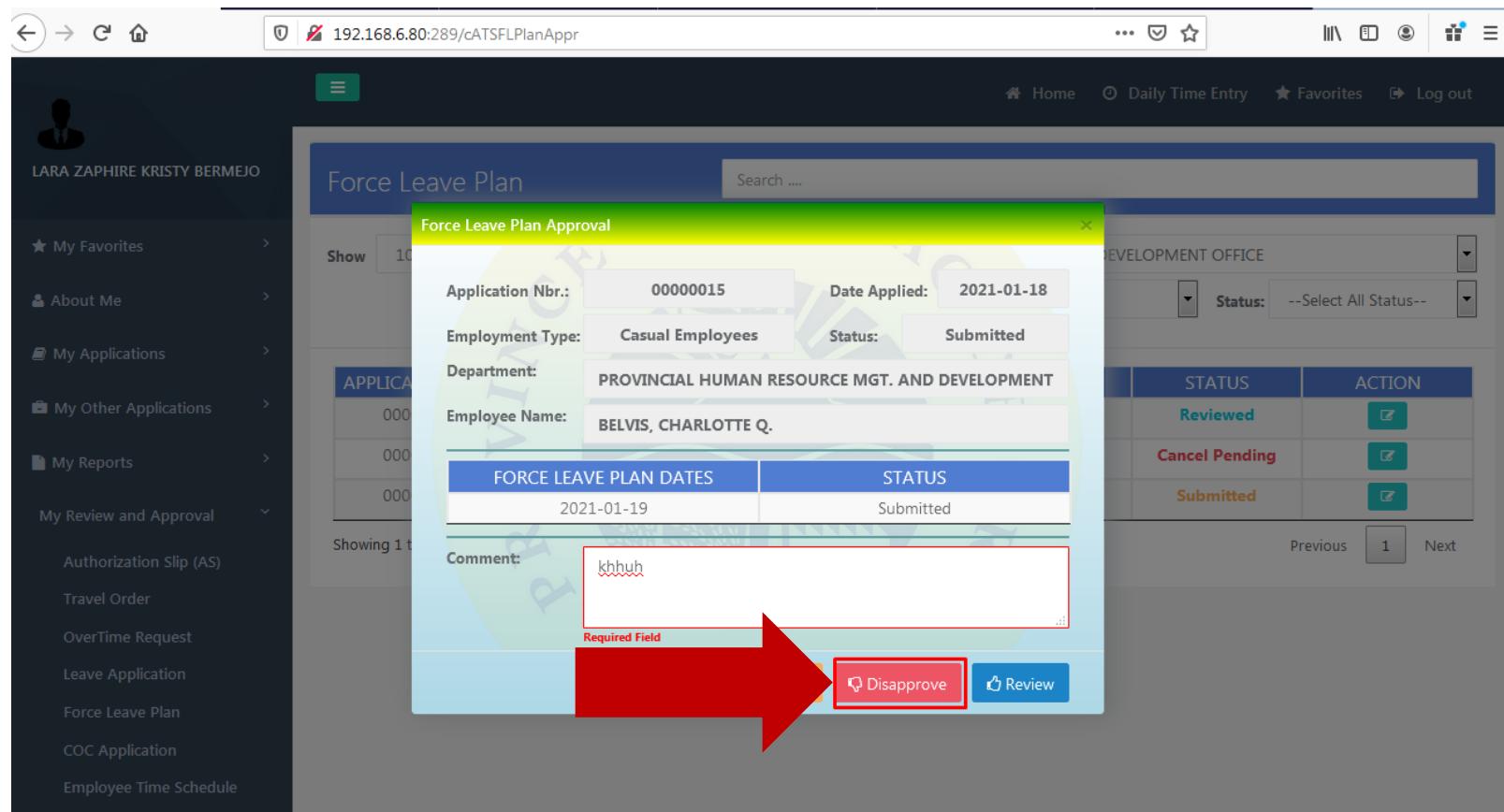
Cancel Pending Disapprove Review

DEVELOPMENT OFFICE

STATUS	ACTION
Reviewed	<input checked="" type="checkbox"/>
Cancel Pending	<input checked="" type="checkbox"/>
Submitted	<input checked="" type="checkbox"/>

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

- **Step 14:** Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.



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

The screenshot shows a web application interface for managing leave applications. On the left is a sidebar with user profile information (LARA ZAPHIRE KRISTY BERMEJO) and various menu items. The main content area is titled "Force Leave Plan". It displays a table of applications with columns for Application Number, Status, and Action. A modal dialog box is overlaid on the page, indicating that an application has been successfully disapproved.

APPLICATION N

APPLICATION N	STATUS	ACTION
00000013	Reviewed	
00000014	Cancel Pending	
00000015	Disapproved	

Showing 1 to 3 of 3

OK

Force Leave Plan

Search

Show 10 entries

Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE

Employment: Casual Employees

Year: 2021

Status: --Select All Status--

LARA ZAPHIRE KRISTY BERMEJO

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

Home Daily Time Entry Favorites Log out

Application Successfully Disapproved!

- Step 15: Repeat step 11 to exit or go back on main page.

The screenshot shows a web-based application interface for managing leave plans. The top navigation bar includes links for Home, Daily Time Entry, Favorites, and Log out. On the left, a sidebar lists various user options such as My Favorites, About Me, My Applications, My Other Applications, My Reports, and several review/approval items like Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The main content area is titled "Force Leave Plan" and features a search bar. It displays a table of leave applications with columns for APPLICATION NBR, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. The table shows three entries for employee BELVIS, CHARLOTTE Q., with statuses Reviewed, Cancel Pending, and Disapproved. The "Disapproved" row is highlighted with a red border. Navigation buttons at the bottom allow for previous and next page viewing.

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000013	2021-01-16	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input type="button" value="Edit"/>
00000014	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Cancel Pending	<input type="button" value="Edit"/>
00000015	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Disapproved	<input type="button" value="Edit"/>

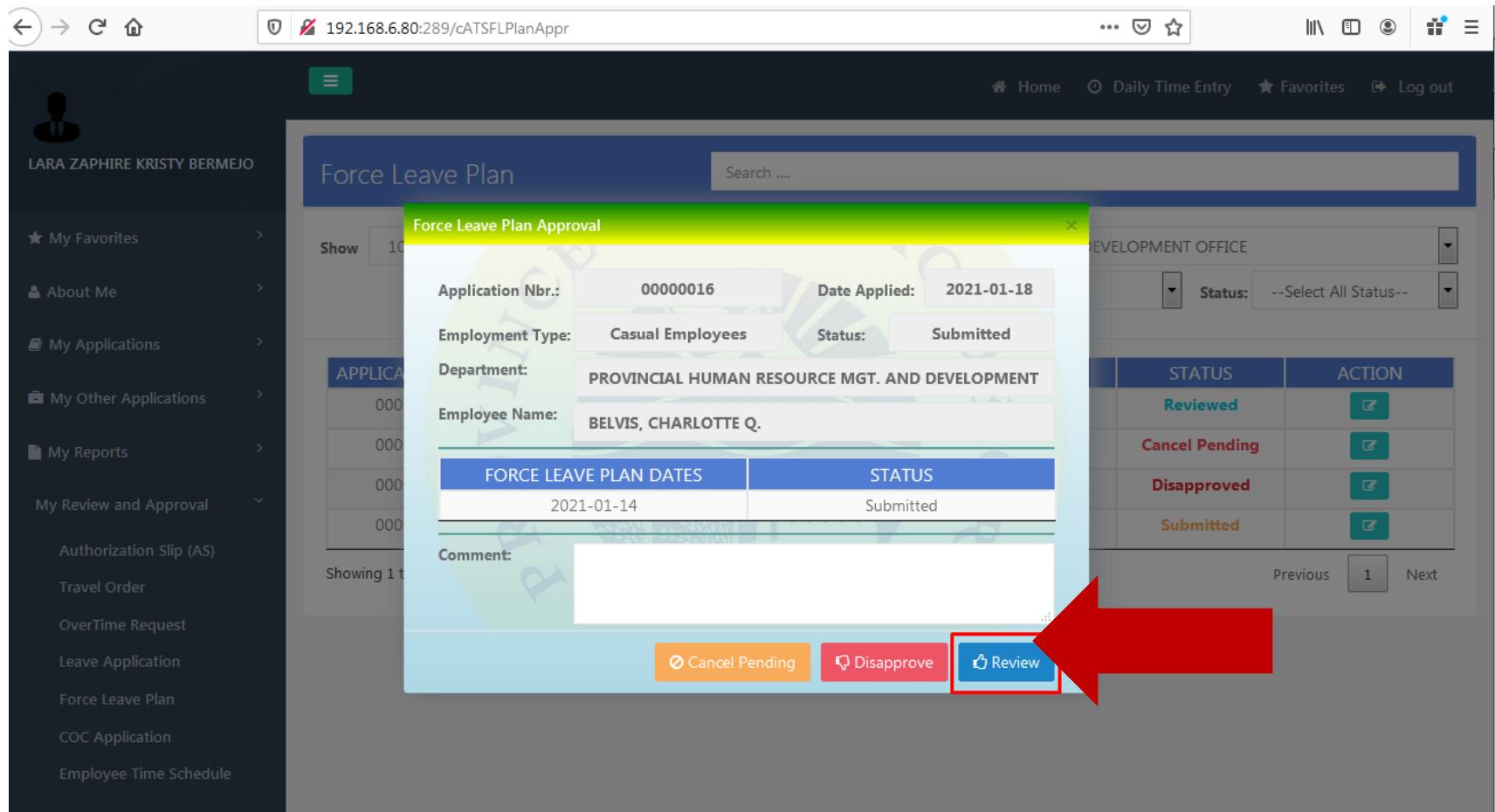
Note:

If ever application is not yet disapproved and you want to review the submitted application repeat **step 3** to continue. If application status is **cancel pending** let the requestor resubmit the **cancelled pending** application to do that open **force leave plan (Regular and Casual) Manual** to resubmit application by clicking the **resubmit button** in order to review application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access force leave plan application.

- **Step 16:** If ever you want to review application repeat step 3 to review submitted application.

The screenshot shows a web-based HR application interface. At the top, the URL is 192.168.6.80:289/cATSLPlanAppr. The main menu on the left includes options like My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The user's profile is shown as LARA ZAPHIRE KRISTY BERMEJO. The current page is titled "Force Leave Plan". A modal dialog box is open, titled "Force Leave Plan Approval". Inside the dialog, the application number is 00000016, the date applied is 2021-01-18, the employment type is Casual Employees, the department is PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT, and the employee name is BELVIS, CHARLOTTE Q. Below this, there's a table for "FORCE LEAVE PLAN DATES" with one row showing 2021-01-14 and "STATUS" as Submitted. There's also a "Comment:" field which is currently empty. At the bottom of the dialog are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Review" (blue). To the right of the dialog, there's a sidebar with a dropdown for DEVELOPMENT OFFICE, a status dropdown set to "--Select All Status--", and a table showing four rows of actions: Reviewed (green), Cancel Pending (red), Disapproved (red), and Submitted (green). The table has columns for STATUS and ACTION. At the bottom of the sidebar are navigation buttons for Previous, Next, and a page number indicator (1).

Step 17: Click review button to successfully review application.



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

LARA ZAPHIRE KRISTY BERMEJO

Force Leave Plan

Search

Show 10 entries Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE

Employment Casual Employees Year: 2021 Status: --Select All Status--

APPLICATION	STATUS	ACTION
0000001	Reviewed	<input type="checkbox"/>
0000001	Cancel Pending	<input type="checkbox"/>
0000001	Disapproved	<input type="checkbox"/>
0000001	Reviewed	<input type="checkbox"/>

Showing 1 to 4 of 4

OK

Application Successfully Reviewed!

OK

Previous 1 Next

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

The screenshot shows a web-based application titled "Force Leave Plan". The left sidebar contains a user profile icon and a list of menu items: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (with sub-options: Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, Employee Time Schedule), and a search bar at the top right.

The main content area displays a table of leave applications. The columns are: APPLICATION NBR, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. There are four entries:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000013	2021-01-16	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input checked="" type="checkbox"/>
00000014	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Cancel Pending	<input checked="" type="checkbox"/>
00000015	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Disapproved	<input checked="" type="checkbox"/>
00000016	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input checked="" type="checkbox"/>

Below the table, a message says "Showing 1 to 4 of 4 entries". Navigation buttons for "Previous", "1", and "Next" are also present.

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

The screenshot shows a web-based application titled "HRIS-eSelfService" running on a Windows operating system. The browser address bar displays the URL `192.168.6.80:29/cATSASAppr`. The application interface includes a left sidebar with user navigation links such as "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", and "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Cancellation"). The main content area is titled "Authorization Slip (AS)" and features a search bar and filtering options for "Show 10 entries", "AS Year: 2020", "AS Month: August", "Employment Type: Job Order Employees", and a "Department: PROVINCIAL ADMINISTRATOR'S OFFICE". Below these filters is a table listing two application entries:

APPLICATION NBR	ID NBR	DATE APPLIED	EMPLOYEE NAME	STATUS	WORKLIST ACTION
000000000002	8447	2020-08-15	PERSIGAS, SHIELA MAE T.	Submitted	For Review
000000000005	8447	2020-08-22	PERSIGAS, SHIELA MAE T.	Submitted	For Review

At the bottom of the table, it says "Showing 1 to 2 of 2 entries". Navigation buttons for "Previous", "1", and "Next" are also present. The status bar at the bottom right shows the time as "10:04 AM" and the date as "8/24/2020".

Step 19: Click **edit button** if you want to view the reviewed application in review main page.

The screenshot shows a web-based application interface for managing leave plans. On the left, a sidebar menu lists various options like 'My Favorites', 'About Me', 'My Applications', etc. The main content area is titled 'Force Leave Plan' and displays a table of leave applications. The table has columns for Application NBR, Date Applied, ID NBR, Employee Name, Status, and Action. There are four entries in the table:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000013	2021-01-16	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input type="button" value="Edit"/>
00000014	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Cancel Pending	<input type="button" value="Edit"/>
00000015	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Disapproved	<input type="button" value="Edit"/>
00000016	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Disapproved	<input checked="" type="button" value="Edit"/>

A large red arrow points to the 'Edit' button for the fourth application, which is marked as 'Disapproved'. The status column for this row also contains the word 'Disapproved' in red text. The bottom of the screen shows navigation links for 'Previous', '1', and 'Next'.

LARA ZAPHIRE KRISTY BERMEJO

My Favorites >

About Me >

My Applications >

My Other Applications >

My Reports >

My Review and Approval >

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

Force Leave Plan Approval

Application Nbr.:	00000016	Date Applied:	2021-01-18
Employment Type:	Casual Employees	Status:	Reviewed
Department:	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT		
Employee Name:	BELVIS, CHARLOTTE Q.		
FORCE LEAVE PLAN DATES		STATUS	
2021-01-14		Reviewed	
Comment: 			

Cancel Pending Disapprove Approve

Home Daily Time Entry Favorites Log out

Status: --Select All Status--

STATUS	ACTION
Reviewed	<input checked="" type="checkbox"/>
Cancel Pending	<input checked="" type="checkbox"/>
Disapproved	<input checked="" type="checkbox"/>
Reviewed	<input checked="" type="checkbox"/>

Previous 1 Next

How to approve
reviewed Force
leave plan
application?

Note:

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

The approval process depends on the levels of approval:

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

Note 2:

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

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

Note 3:

Also, if reviewer drop down **YES** (1 reviewer only) is clicked expected that application must be reviewed and if **NO** there's no need to review and can go directly to the next level of approval. The given sample application has a **reviewer** and **level 1, 2 and 3 approval**. For instance different person is assign as level approver compared to reviewer. All you have to do is to repeat the **force leave plan application** navigation process in order to proceed in step 1.

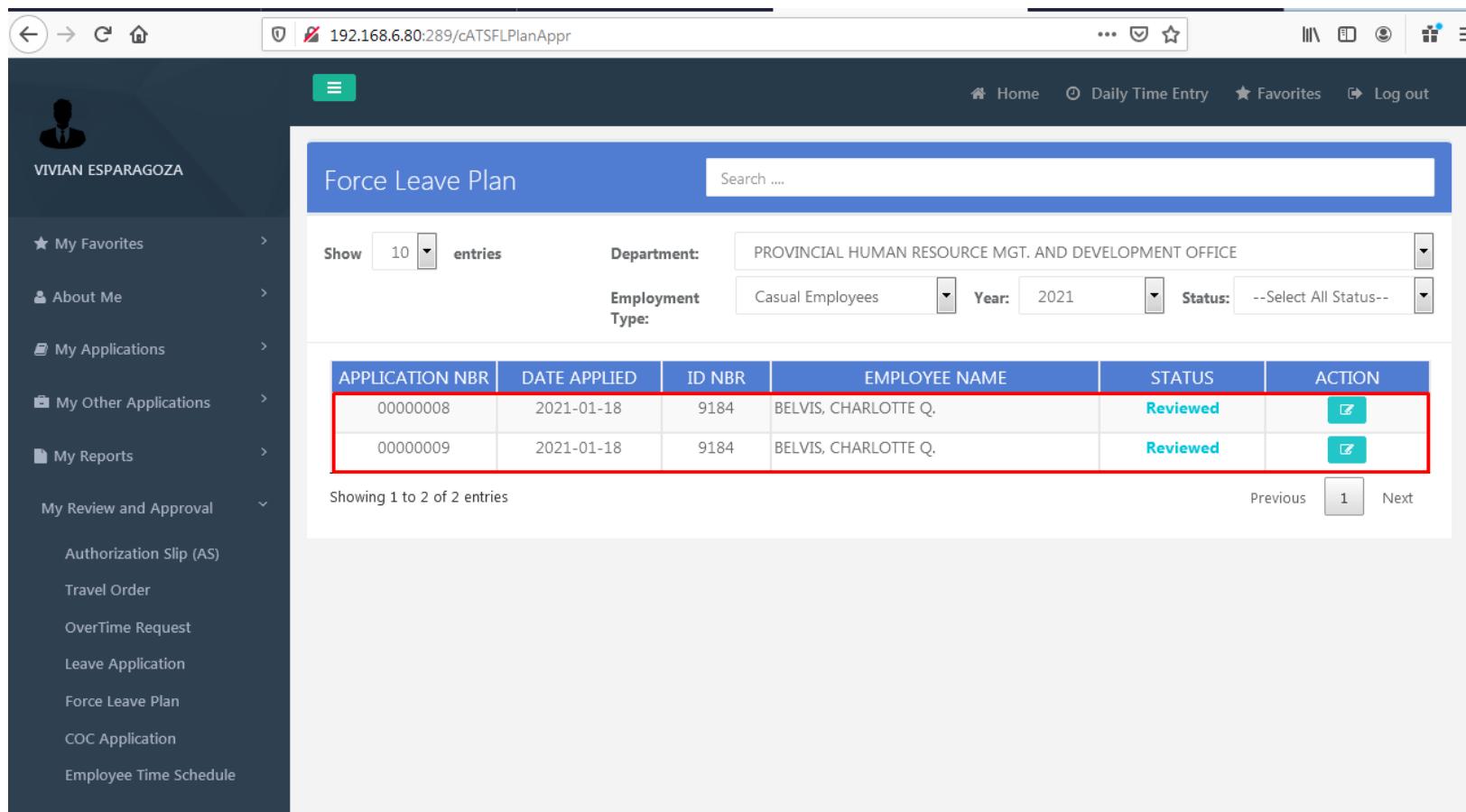
How to approve
Force leave
plan
application?

- Step 1: Select specific Force leave plan year, month, employment type and department by clicking available drop list in order for you to approve application.

The screenshot shows a web-based application interface for managing leave plans. On the left, a sidebar menu lists various employee-related functions: My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval. Under 'My Review and Approval', there are links for Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The main content area is titled 'Force Leave Plan' and includes a search bar. It features filters for 'Show 10 entries', 'Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE', 'Employment Type: Casual Employees', 'Year: 2021', and 'Status: --Select All Status--'. Below these filters is a table with columns: APPLICATION NBR, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. Two rows are listed: one for application number 00000008 and another for 00000009, both applied on 2021-01-18 by employee 9184, BELVIS, CHARLOTTE Q., with a status of 'Reviewed' and an action button. Navigation buttons at the bottom include 'Previous', a page number '1', and 'Next'.

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input checked="" type="checkbox"/>
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input checked="" type="checkbox"/>

Step 2: While on the main page of **force leave plan final approval process** select specific record that you want to approve reviewed application.



The screenshot shows a web-based application for managing leave plans. The left sidebar contains a user profile for "VIVIAN ESPARAGOZA" and a menu with links like "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), and a search bar at the top.

The main content area is titled "Force Leave Plan" and includes a search bar. It features filters for "Show 10 entries", "Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE", "Employment Type: Casual Employees", "Year: 2021", and "Status: --Select All Status--".

A table lists two applications:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input checked="" type="checkbox"/>
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input checked="" type="checkbox"/>

Below the table, it says "Showing 1 to 2 of 2 entries".

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

The screenshot shows a web browser interface for a Human Resource Management system. The URL is 192.168.6.80:289/cATSLPlanAppr. The left sidebar contains a user profile for VIVIAN ESPARAGOZA and links to various applications: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule). The main content area is titled "Force Leave Plan". It includes search and filter options: Show 10 entries, Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE, Employment Type: Casual Employees, Year: 2021, Status: --Select All Status--. Below these are two rows of data in a table:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Reviewed	
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.		

At the bottom, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for Previous (1) and Next.

192.168.6.80:289/cATSFLPlanAppr

Home Daily Time Entry Favorites Log out

VIVIAN ESPARAGOZA

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

Force Leave Plan

Force Leave Plan Approval

Show 10

APPLICATION NBR.	EMPLOYMENT TYPE	DEPARTMENT	EMPLOYEE NAME
00000008	Casual Employees	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT	BELVIS, CHARLOTTE Q.

Showing 1 to 10 of 10

FORCE LEAVE PLAN DATES

DATE APPLIED	STATUS
2021-01-12	Reviewed

Comment:

ACTION

STATUS	ACTION
Reviewed	
Reviewed	

Cancel Pending Disapprove Approve

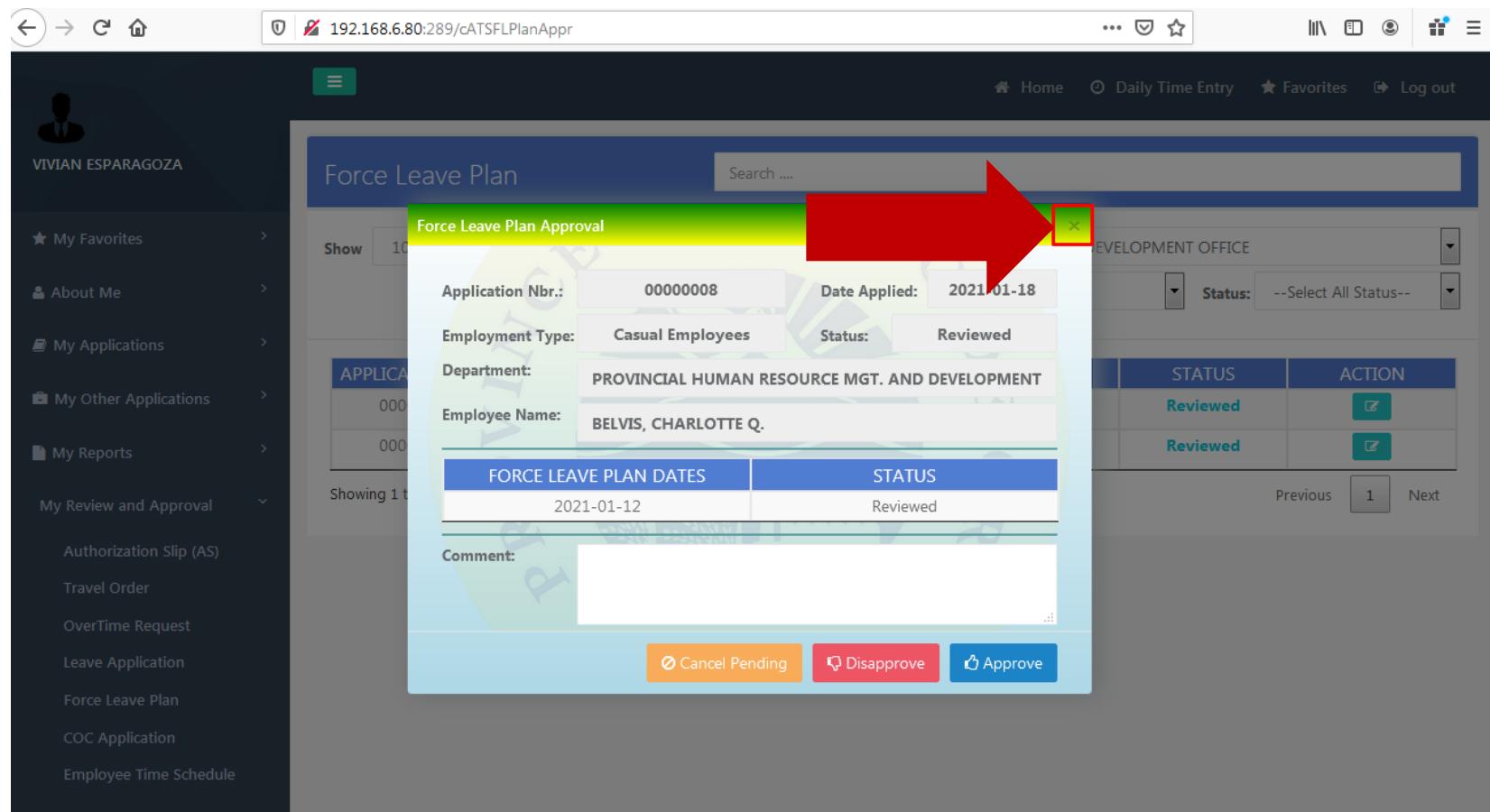
Note:

For approval authorization slip approval main page will open **application nbr.**, **date applied**, **employment type**, **status**, **department** and **employee name** already have values except **comment** since this field is disabled, not required and was not field with details before it is submitted.

Non-key field:

- Comment

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



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

The screenshot shows a web-based HR application interface. At the top, the URL is 192.168.6.80:289/cATSFLPlanAppr. The main menu on the left includes options like My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The user is logged in as VIVIAN ESPARAGOZA. The current page is titled "Force Leave Plan" and displays a "Force Leave Plan Approval" dialog. The dialog contains the following information:

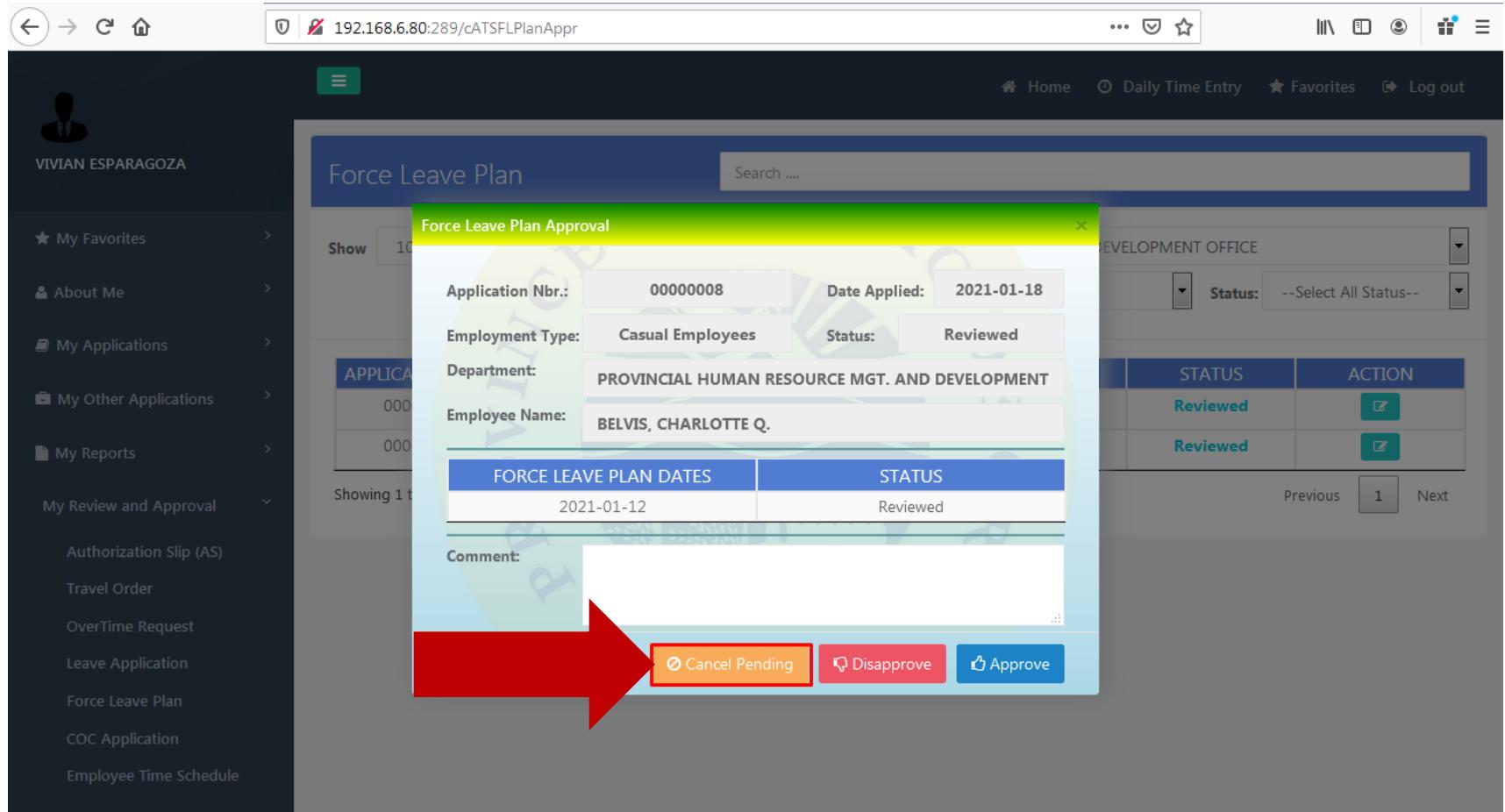
Application Nbr.:	00000008	Date Applied:	2021-01-18
Employment Type:	Casual Employees	Status:	Reviewed
Department:	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT		
Employee Name:	BELVIS, CHARLOTTE Q.		
FORCE LEAVE PLAN DATES		STATUS	
2021-01-12		Reviewed	
Comment: (A large text input field is present here.)			

At the bottom of the dialog are three buttons: "Cancel Pending" (orange), "Disapprove" (pink), and "Approve" (blue). To the right of the dialog, there is a table titled "DEVELOPMENT OFFICE" showing two rows of data:

STATUS	ACTION
Reviewed	(Edit icon)
Reviewed	(Edit icon)

Below the table are navigation links: Previous, 1, and Next.

Step 6: If you want to cancel try to click **cancel pending** button to cancel application from being approved.



The screenshot shows a web-based HR application interface. On the left, a sidebar menu lists various options like My Favorites, About Me, My Applications, etc. The main area displays a "Force Leave Plan" page with a search bar and a table showing leave applications. A modal window titled "Force Leave Plan Approval" is open, showing details for application number 00000008, applied by Casual Employees from the Provincial Human Resource Mgt. and Development department, for employee Belvis, Charlotte Q. The modal includes a "FORCE LEAVE PLAN DATES" section with the date 2021-01-12 and a "STATUS" section showing "Reviewed". Below this, a "Comment:" field is highlighted with a red border and the text "Required Field". At the bottom of the modal are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Approve" (blue).

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

Step 7: Input comment in **remarks** for suggestions and improvement if there is.

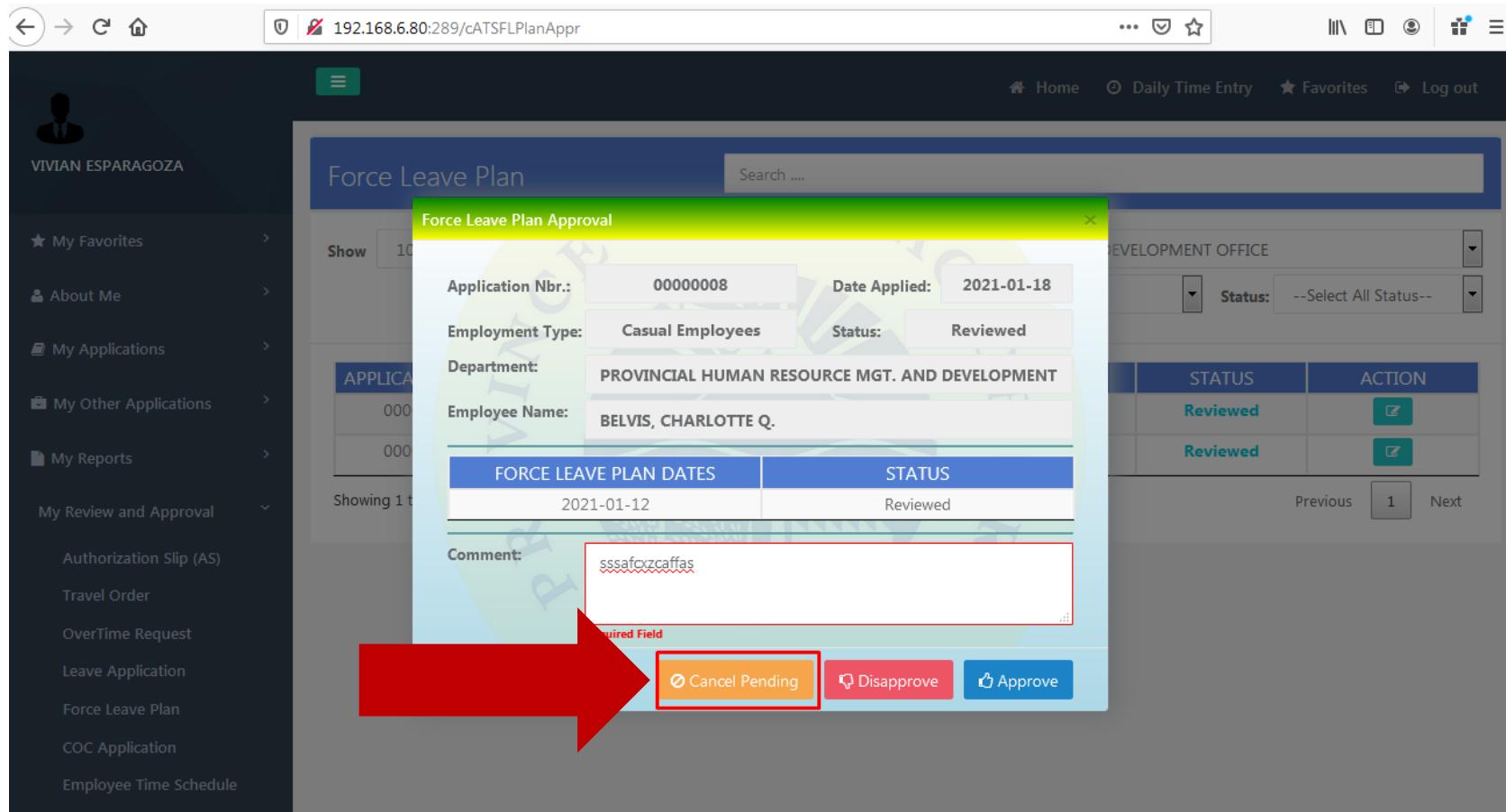
The screenshot shows a web-based application for managing leave plans. On the left, a sidebar menu lists various employee management options. The main area displays a "Force Leave Plan Approval" dialog box. This dialog contains the following information:

- Application Nbr.: 00000008
- Date Applied: 2021-01-18
- Employment Type: Casual Employees
- Status: Reviewed
- Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT
- Employee Name: BELVIS, CHARLOTTE Q.

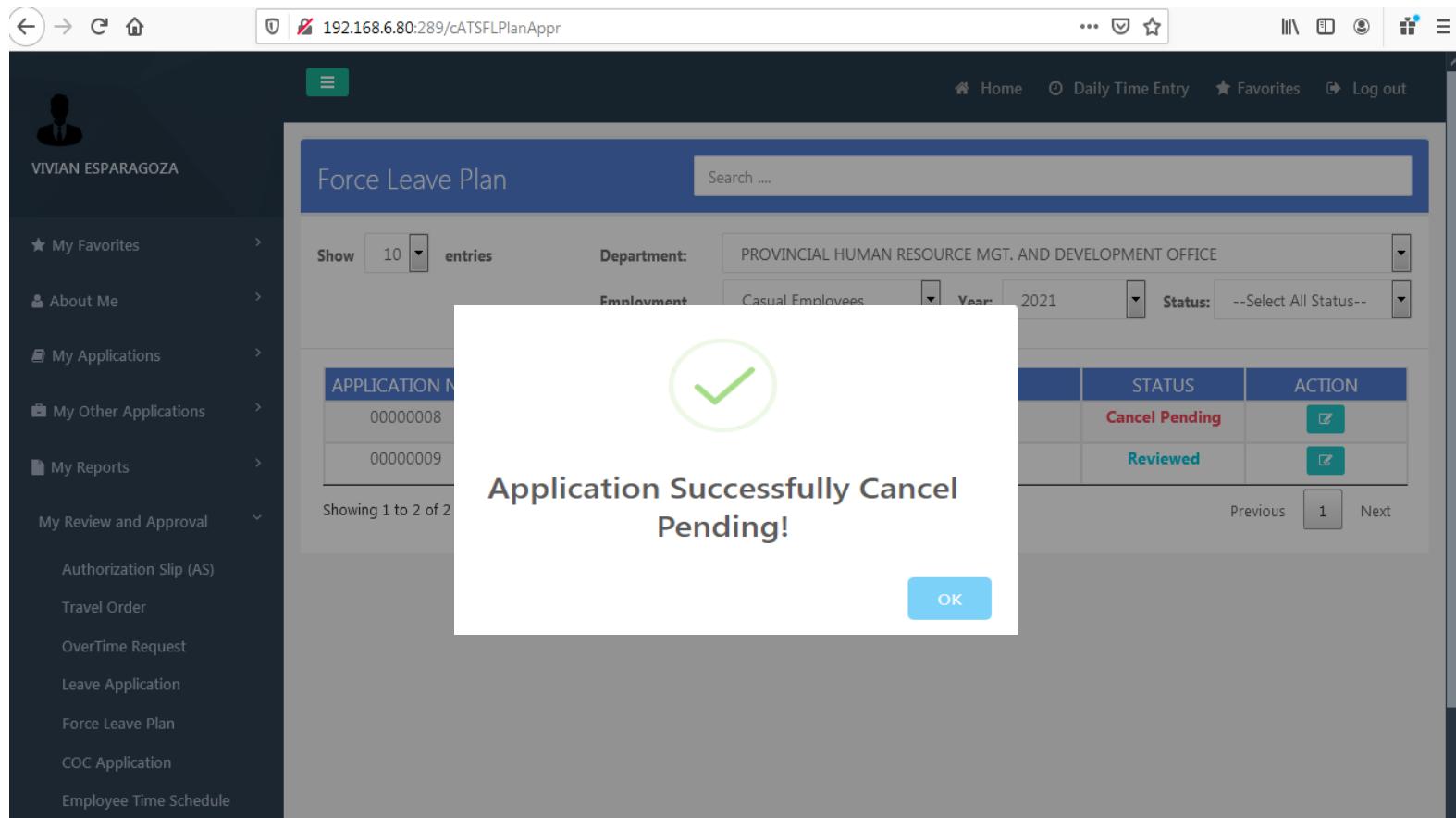
Below this, a table shows "FORCE LEAVE PLAN DATES" (2021-01-12) and "STATUS" (Reviewed). A large text input field labeled "Comment:" contains the text "sssaafcxyzcaffas". This input field is highlighted with a red border and has a red "Required Field" validation message below it. At the bottom of the dialog are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Approve" (blue).

The background of the application shows a list of applications for review, with one item visible: "DEVELOPMENT OFFICE" with a status dropdown set to "--Select All Status--". Navigation buttons for "Previous", "Next", and page number "1" are also present.

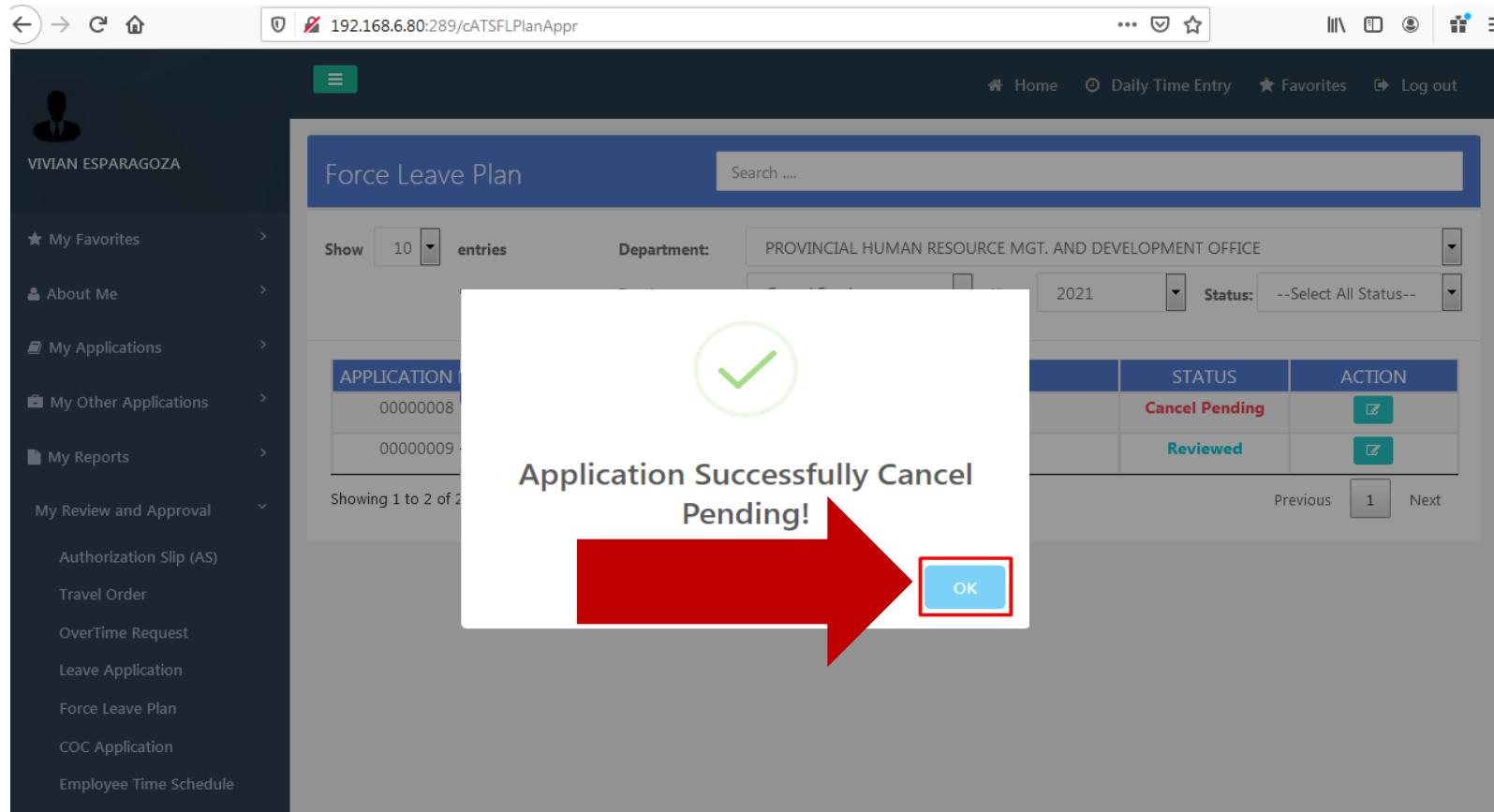
Step 8: Click cancel pending button if you want to cancel application from being approved.



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



- Step 9: Click **ok** button if you want to continue.



VIVIAN ESPARAGOZA

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

192.168.6.80:289/cATSLPlanAppr

Home Daily Time Entry Favorites Log out

Force Leave Plan

Search ...

Show 10 entries Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE

Employment Type: Casual Employees Year: 2021 Status: --Select All Status--

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Cancel Pending	<input checked="" type="button"/>
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Reviewed	<input checked="" type="button"/>

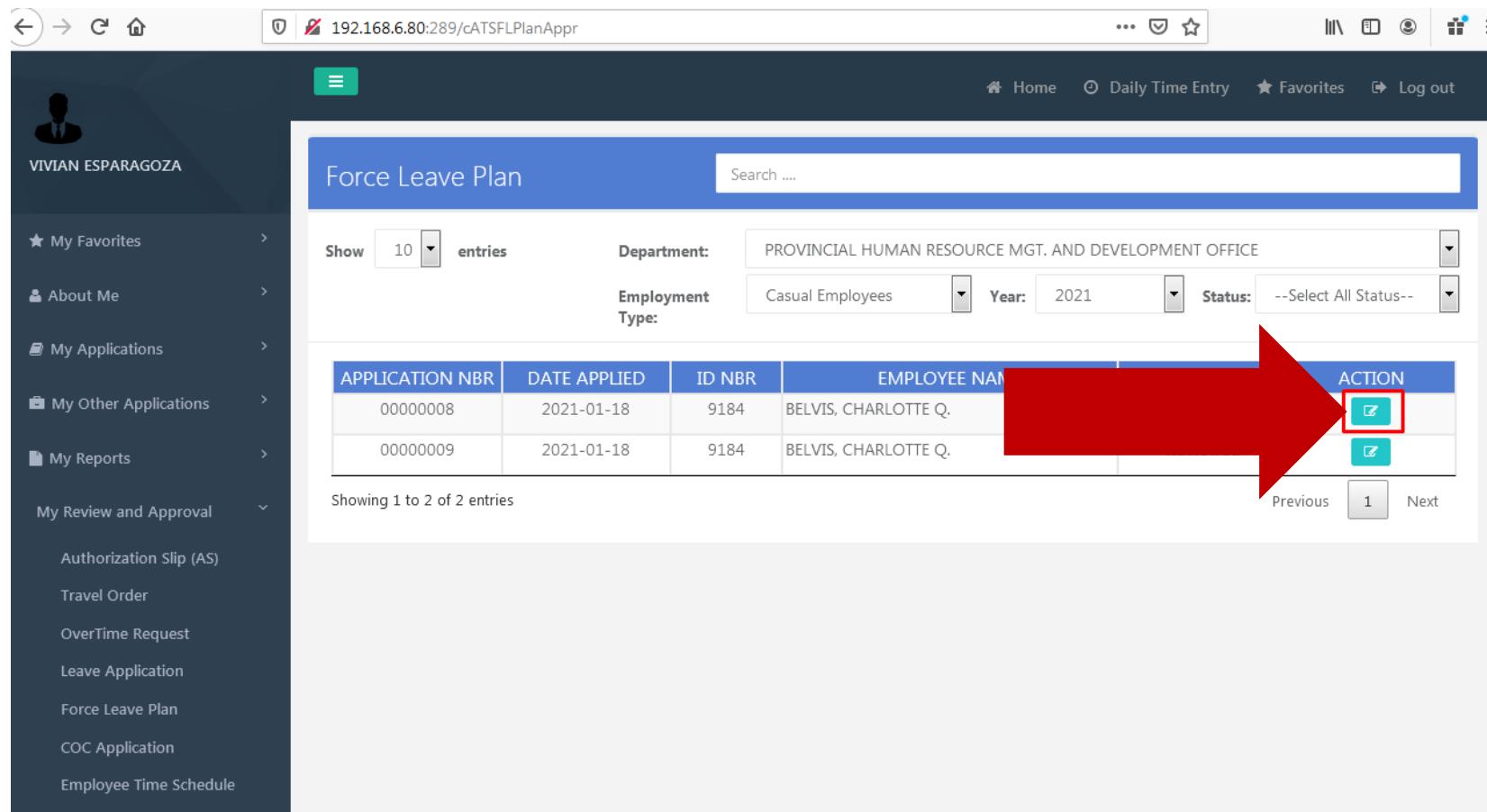
Showing 1 to 2 of 2 entries

Previous 1 Next

- **Note:**

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

- **Step 10:** Click **edit button** if you want to view the cancel pending application in approval main page.



The screenshot shows a web-based application interface for managing leave plans. On the left, a sidebar menu lists various options: My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, Overtime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule). The main content area is titled "Force Leave Plan" and includes a search bar. It displays two entries in a table:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	<input type="button" value="Edit"/>
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.	<input type="button" value="Edit"/>

A large red arrow points to the "Edit" button in the first row's "ACTION" column, which is highlighted with a red box. The table footer indicates "Showing 1 to 2 of 2 entries". The top right of the screen shows navigation icons and links for Home, Daily Time Entry, Favorites, and Log out.

192.168.6.80:289/cATSLPlanAppr

VIVIAN ESPARAGOZA

Force Leave Plan Approval

Application Nbr.: 00000008 Date Applied: 2021-01-18

Employment Type: Casual Employees Status: Cancel Pending

Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT

Employee Name: BELVIS, CHARLOTTE Q.

FORCE LEAVE PLAN DATES STATUS

2021-01-12	Cancel Pending
------------	----------------

Comment:

Cancel Pending Disapprove Approve

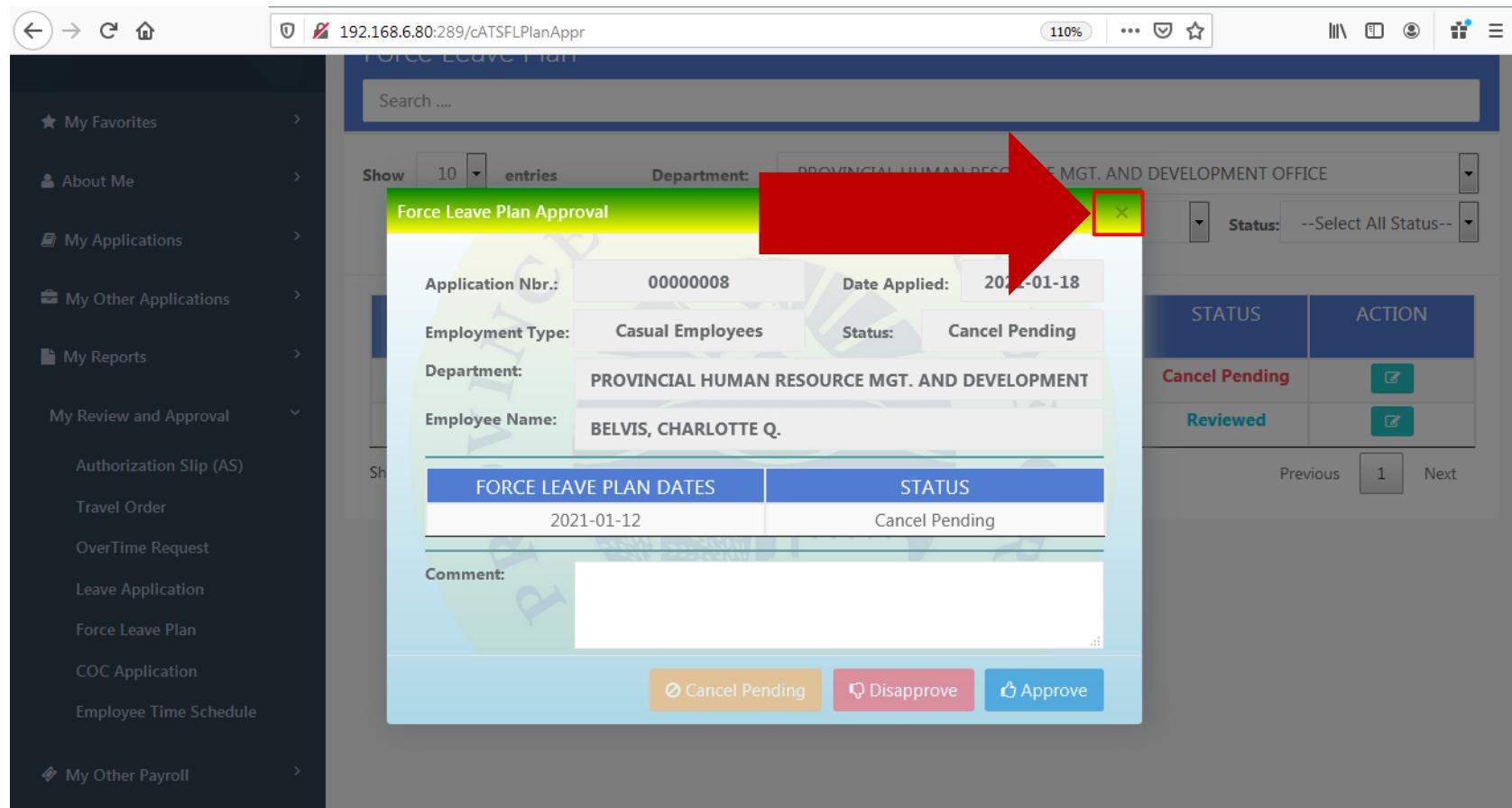
DEVELOPMENT OFFICE

Status: --Select All Status--

STATUS	ACTION
Cancel Pending	<input checked="" type="checkbox"/>
Reviewed	<input checked="" type="checkbox"/>

Previous 1 Next

- Step 11: Click close icon if you want to close application and go back on main page.



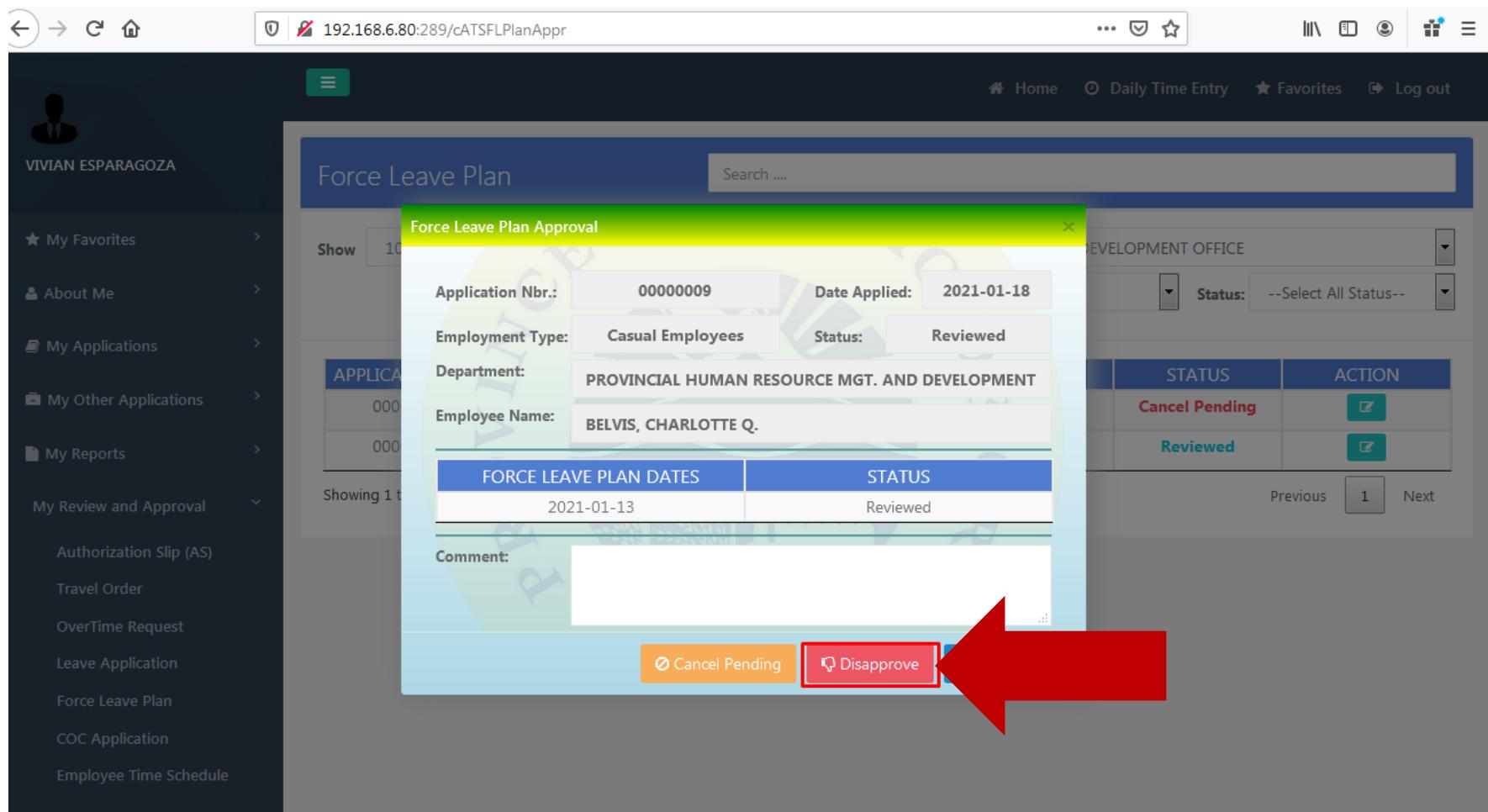
Note:

If you wish to continue and **disapproved** application let the reviewer execute cancelled pending the application then let the requestor resubmit the **cancelled pending** application to do that open **Force leave plan (Regular and Casual) Manual** to resubmit application by clicking the **resubmit all button** in order to disapproved application. Only the requestor who can resubmit the cancelled pending application only if he is allowed to access Force Leave Plan . As well as only the **reviewer** and **final approver** are allowed to disapproved application.

Step 12: Repeat step 3 if you want to continue and disapproved application.

The screenshot shows a web-based HR application interface. On the left, a sidebar menu lists various options: My Favorites, About Me, My Applications, My Other Applications, My Reports, My Review and Approval, Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule. The user is currently viewing the Force Leave Plan section, which displays a list of applications. A modal dialog box titled "Force Leave Plan Approval" is open over the list, showing details for a specific application. The dialog includes fields for Application Nbr. (00000009), Date Applied (2021-01-18), Employment Type (Casual Employees), Department (PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT), and Employee Name (BELVIS, CHARLOTTE Q.). Below this, a table shows Force Leave Plan Dates (2021-01-13) and Status (Reviewed). At the bottom of the dialog, there are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Approve" (blue). The background shows a list of applications with columns for Status and Action, and navigation buttons for Previous, Next, and page number 1.

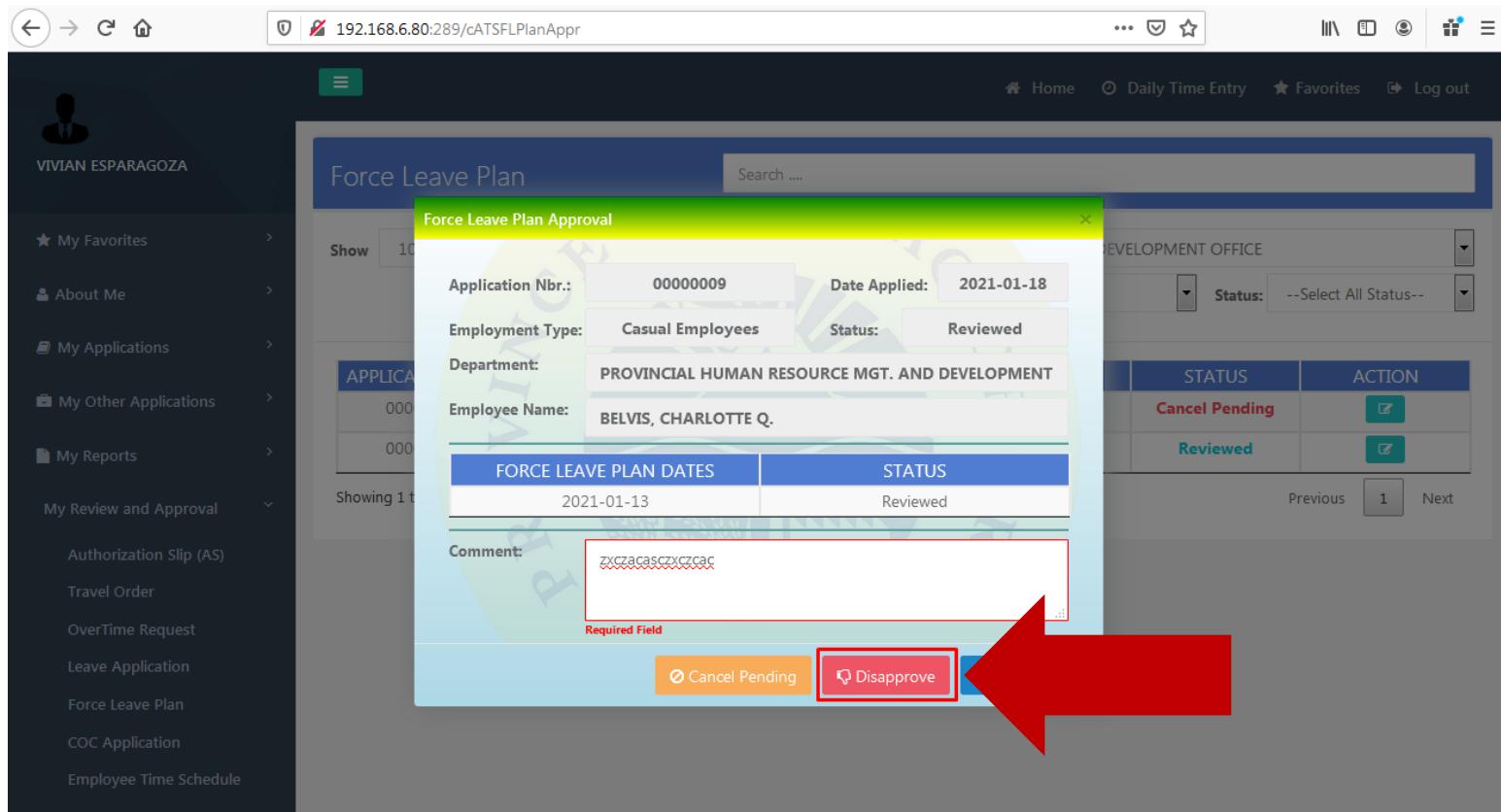
Step 13: Click disapproved button to successfully disapproved application.



The screenshot shows a web-based HR application interface. On the left, a sidebar menu lists various options like 'My Favorites', 'About Me', 'My Applications', etc. The main area displays a 'Force Leave Plan' page with a search bar and a table showing leave applications. A modal window titled 'Force Leave Plan Approval' is open, showing details for application number 00000009, applied on 2021-01-18 by a casual employee named Belvis, Charlotte Q. from the Provincial Human Resource Mgt. and Development department. The modal includes a table for force leave plan dates and a comment section. At the bottom, there are three buttons: 'Cancel Pending', 'Disapprove' (highlighted in red), and 'Approve'. The background shows a list of applications and a status table.

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

- **Step 14:** Input comment in **remarks** for suggestions and improvement if there is, click **disapproved button** for you to disapproved application.



- **Note:** A pop-up confirmation window will appear that application successfully Disapproved!

The screenshot shows a web-based application interface for managing leave plans. On the left, a sidebar menu lists various employee applications and reports. The main content area displays a "Force Leave Plan" search interface with filters for Department, Employment, Year, and Status. A modal dialog box is overlaid on the page, indicating that an application has been successfully disapproved.

Force Leave Plan

Search

Show 10 entries

Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE

Employment: Casual Employees

Year: 2021

Status: --Select All Status--

	STATUS	ACTION
	Cancel Pending	<input checked="" type="checkbox"/>
	Disapproved	<input checked="" type="checkbox"/>

APPLICATION N
00000008
00000009

Showing 1 to 2 of 2

Application Successfully Disapproved!

OK

Step 15: Repeat step 9 to exit or go back on main page.

The screenshot shows a web-based application interface for managing leave plans. The top navigation bar includes standard browser controls (back, forward, search, etc.) and a URL bar showing `192.168.6.80:289/cATSFLPlanAppr`. The header features a user profile icon and the name **VIVIAN ESPARAGOZA**. To the right are links for **Home**, **Daily Time Entry**, **Favorites**, and **Log out**.

The main content area is titled **Force Leave Plan** and contains a search bar labeled **Search**. Below the title are filters for **Show 10 entries**, **Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE**, **Employment Type: Casual Employees**, **Year: 2021**, and **Status: --Select All Status--**.

A table displays two entries:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Cancel Pending	
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Disapproved	

Below the table, a message indicates **Showing 1 to 2 of 2 entries**. Navigation buttons for **Previous**, **1**, and **Next** are visible.

The left sidebar lists several menu items under the heading **My Review and Approval**:

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

Note:

If ever application is not yet disapproved and you want to approve the reviewed application repeat step 3 to continue. If application status is **cancel pending** let the requestor resubmit the **cancelled pending** application to do that open **Force leave Plan (Regular and Casual) Manual** to resubmit application by clicking the **resubmit all button** in order to approve application. Only the requestor who can resubmit the cancelled pending application only if he/she is allowed to access force leave plan application.

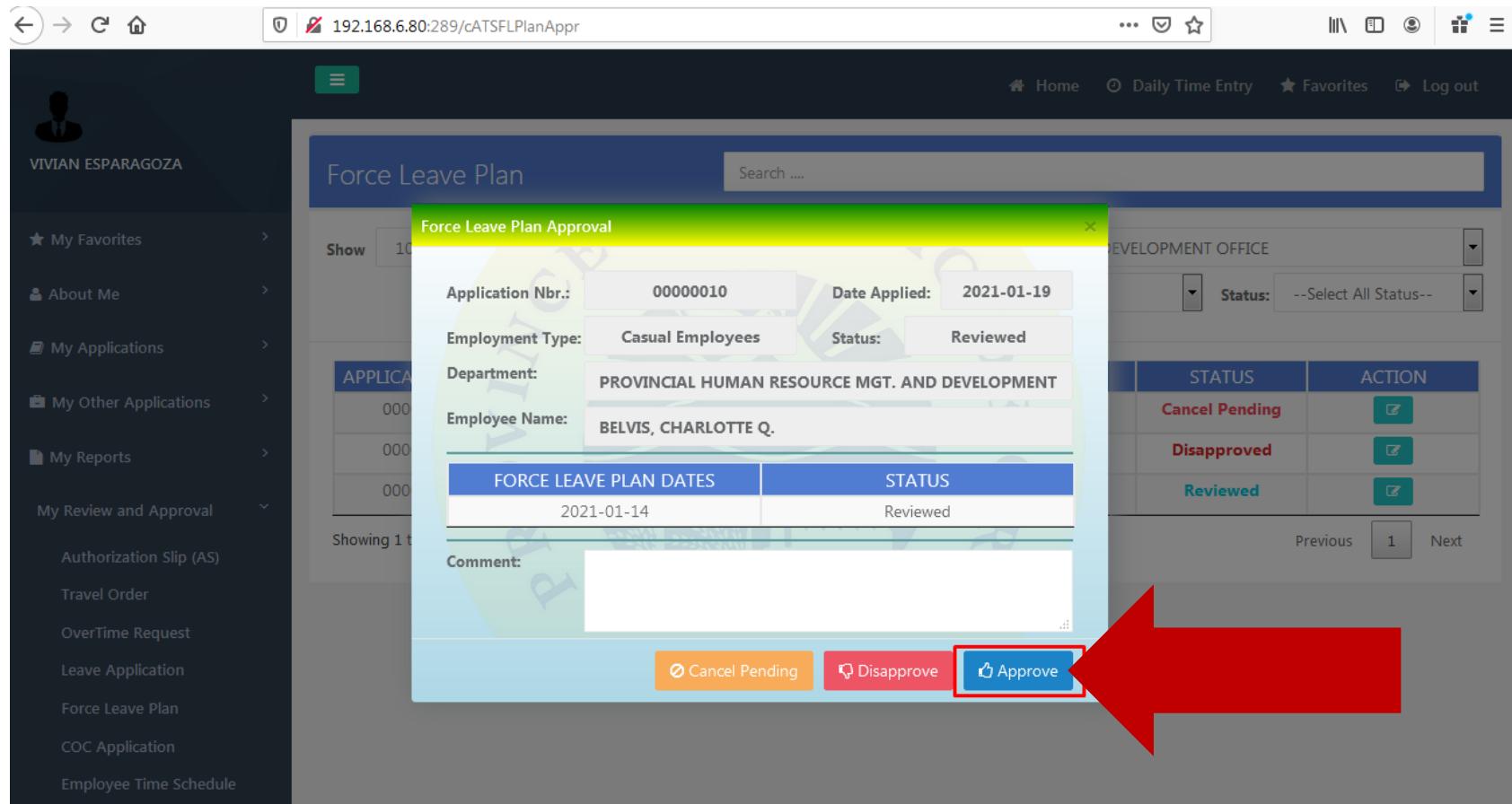
- **Step 16:** If ever you want to approve application repeat step 3 to approve reviewed application.

The screenshot shows a web-based HR application interface. On the left, there is a sidebar with the user's profile picture and name, "VIVIAN ESPARAGOZA". Below the profile are several menu items: "My Favorites", "About Me", "My Applications", "My Other Applications", "My Reports", "My Review and Approval" (which is expanded to show "Authorization Slip (AS)", "Travel Order", "OverTime Request", "Leave Application", "Force Leave Plan", "COC Application", and "Employee Time Schedule"), and a "Show" dropdown set to 10. In the center, a modal window titled "Force Leave Plan Approval" is displayed. The modal contains the following information:

Application Nbr.:	00000010	Date Applied:	2021-01-19
Employment Type:	Casual Employees	Status:	Reviewed
Department:	PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT		
Employee Name:	BELVIS, CHARLOTTE Q.		
FORCE LEAVE PLAN DATES		STATUS	
2021-01-14		Reviewed	
Comment:			

At the bottom of the modal, there are three buttons: "Cancel Pending" (orange), "Disapprove" (red), and "Approve" (blue). To the right of the modal, there is a table titled "DEVELOPMENT OFFICE" with columns "STATUS" and "ACTION". The table shows three rows: "Cancel Pending" (Status: Disapproved, Action: button), "Disapproved" (Status: Disapproved, Action: button), and "Reviewed" (Status: Reviewed, Action: button). Below the table are navigation buttons: "Previous", "1", and "Next".

- Step 17: Click **Approve button** to successfully review application.



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

192.168.6.80:289/cATSFLPlanAppr

VIVIAN ESPARAGOZA

Force Leave Plan

Search ...

Show 10 entries Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT OFFICE

Employment: Casual Employees Year: 2021 Status: --Select All Status--

APPLICATION N

APPLICATION N	STATUS	ACTION
00000008	Cancel Pending	<input type="button" value="Edit"/>
00000009	Disapproved	<input type="button" value="Edit"/>
00000010		<input type="button" value="Edit"/>

OK

Application Successfully approved!

Previous 1 Next

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

The screenshot shows a web-based application interface for managing leave plans. The top navigation bar includes links for Home, Daily Time Entry, Favorites, and Log out. On the left, a sidebar menu lists various user options: My Favorites, About Me, My Applications, My Other Applications, My Reports, and My Review and Approval (which is expanded to show Authorization Slip (AS), Travel Order, OverTime Request, Leave Application, Force Leave Plan, COC Application, and Employee Time Schedule). The main content area is titled "Force Leave Plan" and features a search bar. It displays a table of leave applications with columns for APPLICATION NBR, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. Three entries are listed:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Cancel Pending	<input checked="" type="button"/>
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Disapproved	<input checked="" type="button"/>
00000010	2021-01-19	9184	BELVIS, CHARLOTTE Q.	Final Approved	<input checked="" type="button"/>

At the bottom, it says "Showing 1 to 3 of 3 entries" and includes navigation buttons for Previous (1) and Next.

Note:

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

Step 19: Click **view details button** if you want to view the approved application in approval main page.

The screenshot shows a web-based application interface for managing leave plans. On the left is a sidebar with user information (VIVIAN ESPARAGOZA) and various menu items under 'My Applications' and 'My Review and Approval'. The main content area is titled 'Force Leave Plan' and displays a table of leave applications. The table columns are: APPLICATION NBR, DATE APPLIED, ID NBR, EMPLOYEE NAME, STATUS, and ACTION. There are three entries in the table:

APPLICATION NBR	DATE APPLIED	ID NBR	EMPLOYEE NAME	STATUS	ACTION
00000008	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Cancel Pending	
00000009	2021-01-18	9184	BELVIS, CHARLOTTE Q.	Disapproved	
00000010	2021-01-19	9184	BELVIS, CHARLOTTE Q.	Approved	

A large red arrow points to the third row, specifically highlighting the 'View Details' button in the ACTION column. The application URL in the browser bar is 192.168.6.80:289/cATSLPlanAppr.

192.168.6.80:289/cATSLPlanAppr

VIVIAN ESPARAGOZA

Force Leave Plan Approval

Application Nbr.: 00000010 Date Applied: 2021-01-19

Employment Type: Casual Employees Status: Final Approved

Department: PROVINCIAL HUMAN RESOURCE MGT. AND DEVELOPMENT

Employee Name: BELVIS, CHARLOTTE Q.

FORCE LEAVE PLAN DATES STATUS
2021-01-14 Final Approved

Comment:

Cancel Pending Disapprove Approve

STATUS	ACTION
Cancel Pending	<input type="checkbox"/>
Disapproved	<input type="checkbox"/>
Final Approved	<input type="checkbox"/>

DEVELOPMENT OFFICE

Status: --Select All Status--

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

