

EMPLOYEE CLEARANCE SYSTEM

Transco Corporate IS/IT

- **ACCESSING THE SYSTEM / LOGGING ON AS EMPLOYEE**



1. Double-click on the Internet icon on your desktop.
2. On the Transco IntraWeb home page, select **Applications**, then click on **Clearance Certificate**.
3. On the **Clearance Certificate Log-On Screen**, key in your *DCE NUMBER* and *PIN NUMBER*.
4. Click the **LOGIN** button or press the **ENTER** key to submit the codes for validation. Invalid codes will trigger the appearance of an **Error Message**. Just follow the instructions provided therein to correct the error.

LOGIN FORM
HEAD OFFICE CLEARANCE CERTIFICATE


Transco IT Team Gives you the convenience of approving your Clearance certificate form. This process takes you to the highest level of online processing.

Please indicate your correct DCE Number and PIN number to access to online application.

DCE Number:

PIN Number:

LOGIN


HEAD OFFICE

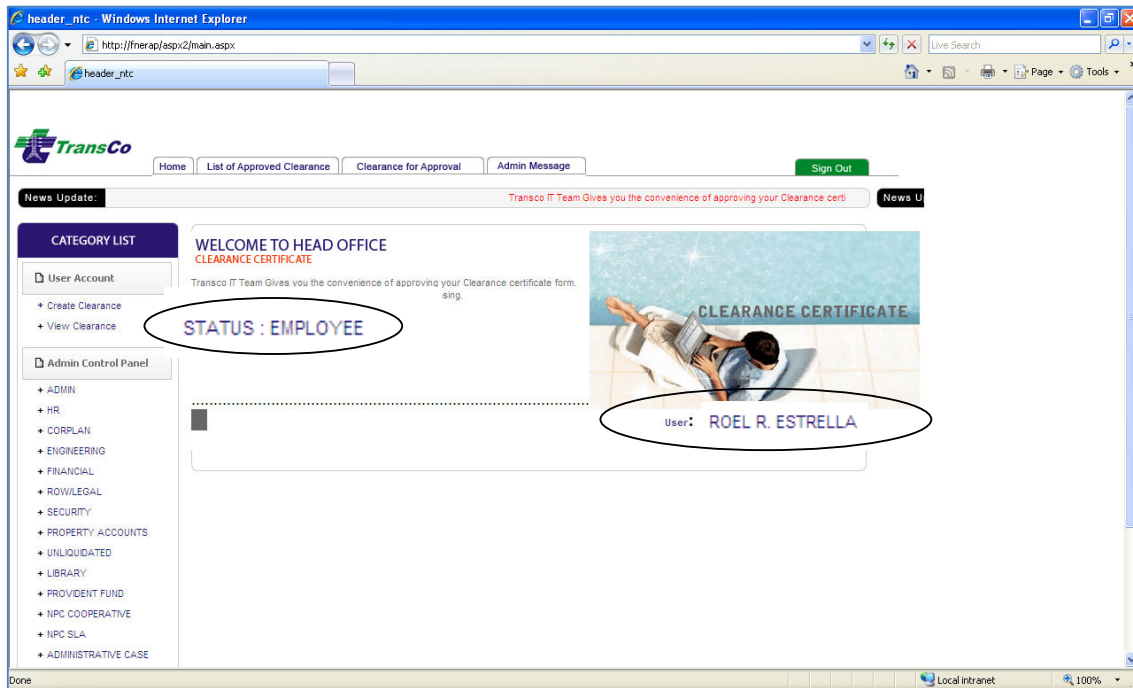
Login Again...

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- **EMPLOYEE CLEARANCE SYSTEM MAIN PAGE**

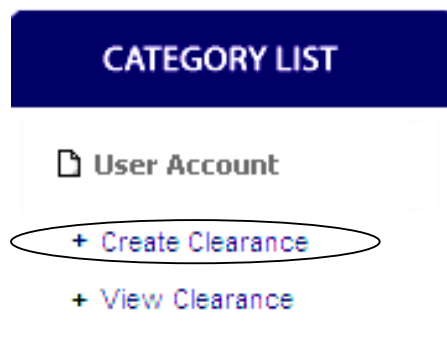
5. As you logged-in at the main page, status and full name will be displayed.



CREATING EMPLOYEE'S CLEARANCES

CREATE CLEARANCE PROCEDURE

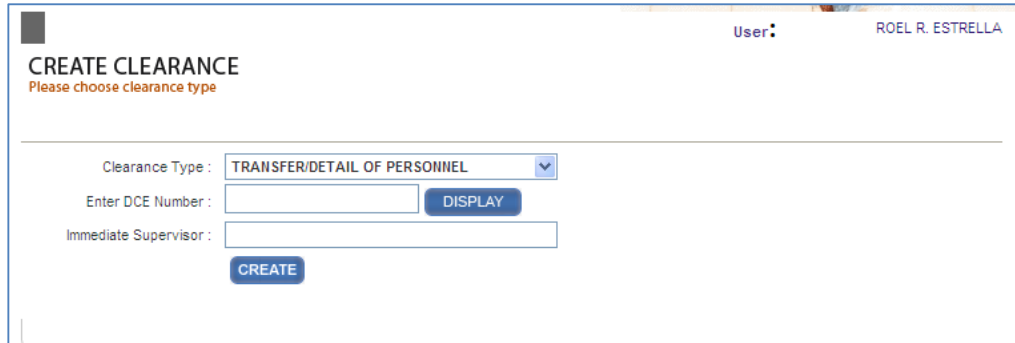
1. Click **CREATE CLEARANCE** link.



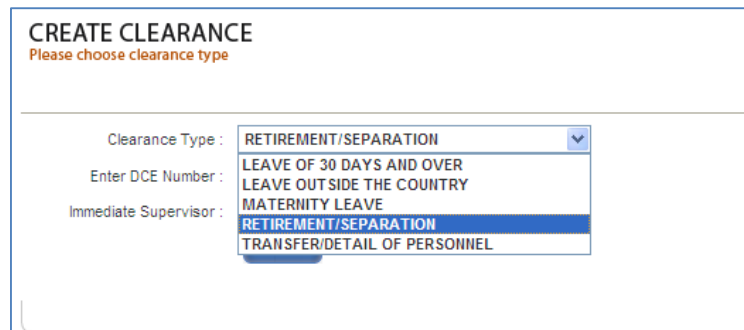
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2. Select Clearance type from the list of value using the drop down menu.

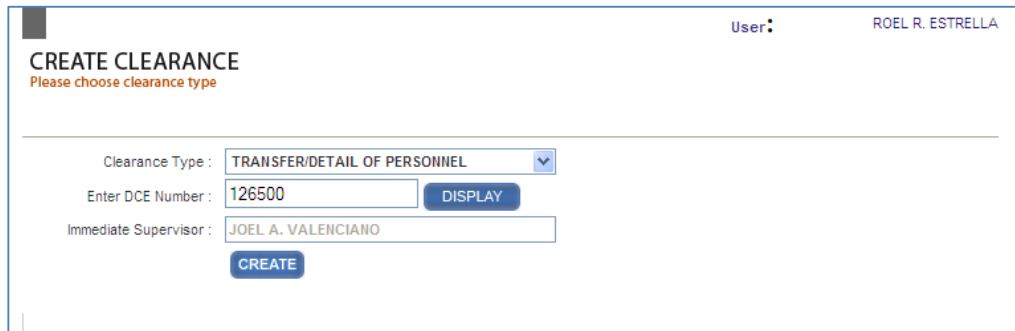


The screenshot shows the 'CREATE CLEARANCE' form. At the top right, it says 'User: ROEL R. ESTRELLA'. Below the title, there is a sub-header 'Please choose clearance type'. The 'Clearance Type' dropdown menu is open, showing 'TRANSFER/DETAIL OF PERSONNEL' as the selected option. Below this, there are input fields for 'Enter DCE Number' and 'Immediate Supervisor', each with a corresponding 'DISPLAY' button. A 'CREATE' button is located at the bottom.



This screenshot shows the 'CREATE CLEARANCE' form with the 'Clearance Type' dropdown menu open. The menu lists several options: 'RETIREMENT/SEPARATION', 'LEAVE OF 30 DAYS AND OVER', 'LEAVE OUTSIDE THE COUNTRY', 'MATERNITY LEAVE', 'RETIREMENT/SEPARATION' (highlighted), and 'TRANSFER/DETAIL OF PERSONNEL'. The input fields for 'Enter DCE Number' and 'Immediate Supervisor' are visible below the dropdown.

3. Type in the given field the DCE number of your immediate supervisor and click on the DISPLAY button the complete name.



The screenshot shows the 'CREATE CLEARANCE' form. The 'Clearance Type' dropdown menu is still set to 'TRANSFER/DETAIL OF PERSONNEL'. The 'Enter DCE Number' field now contains the value '126500'. The 'Immediate Supervisor' field now displays the name 'JOEL A. VALENCIANO'. The 'DISPLAY' button is highlighted, indicating it has been clicked. The 'CREATE' button remains at the bottom.

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4. Click on the create button. The clearance that was created will be displayed at the page as it shown below.

CREATE

User: ROEL R. ESTRELLA

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE		
003479	ROEL R. ESTRELLA	04/24/2009	TRANSFER/DETAIL OF PERSONNEL	DELETE	VIEW

ACCESSING THE SYSTEM / LOGGING ON AS ADMINISTRATOR

1. For Admin users, log-in with your DCE number and pin as well.

LOGIN FORM
HEAD OFFICE CLEARANCE CERTIFICATE


Transco IT Team Gives you the convenience of approving your Clearance certificate form. This process takes you to the highest level of online processing.

Please indicate your correct DCE Number and PIN number to access to online application.

DCE Number:

PIN Number:

LOGIN

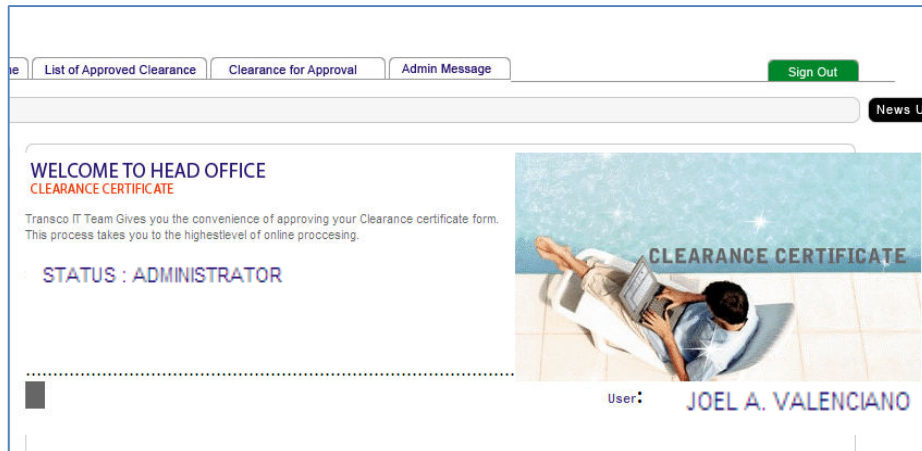

CLEARANCE CERTIFICATE

Please Input Username

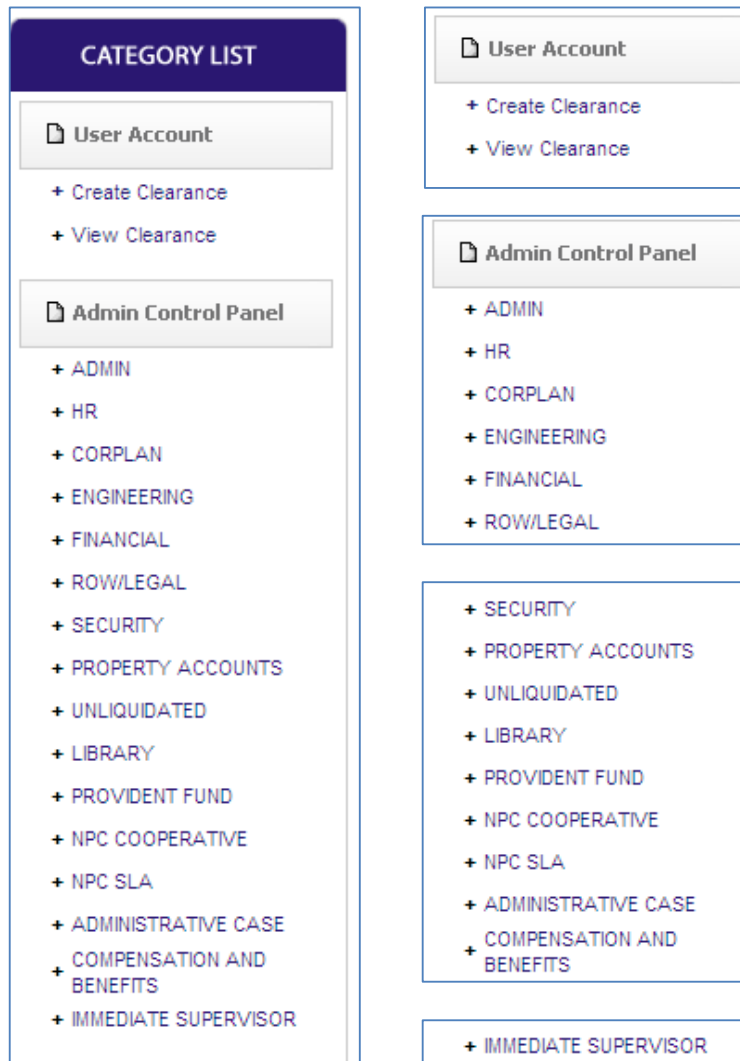
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- The status will show the user type as Administrator and your name as you logged-in at the main page.



ADMINISTRATOR FUNCTIONS AND PRIVILEGES




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CREATING ADMINISTRATOR'S CLEARANCES

1. Creating clearances as Administrator has the same procedure as employee.

 User Account

[+ Create Clearance](#)

[+ View Clearance](#)


 **CREATE CLEARANCE**
Please choose clearance type

User: JOEL A. VALENCIANO

Clearance Type :

Enter DCE Number :

Immediate Supervisor :

 **CREATE CLEARANCE**
Please choose clearance type

User: JOEL A. VALENCIANO

Clearance Type :

Enter DCE Number :

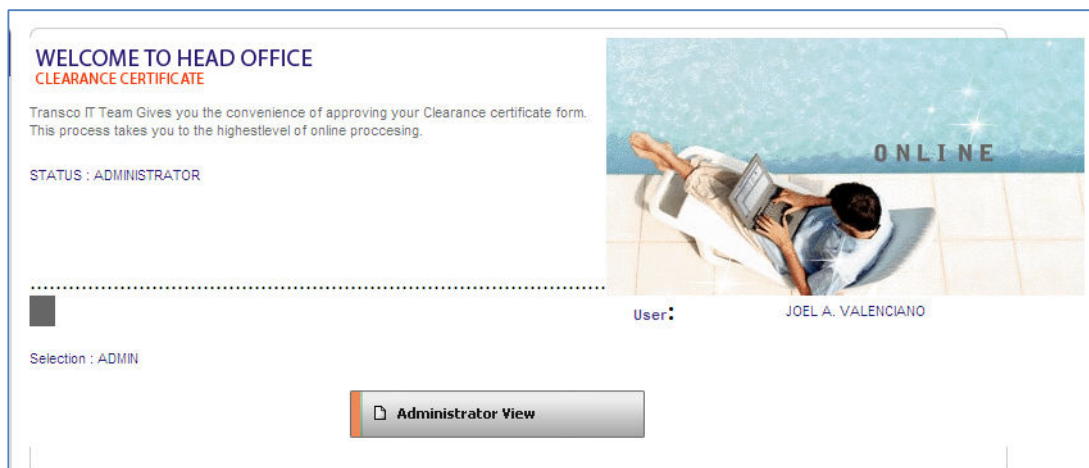
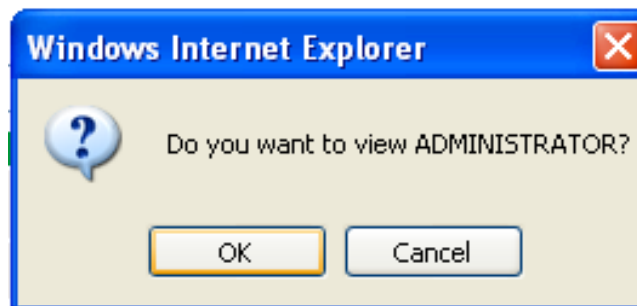
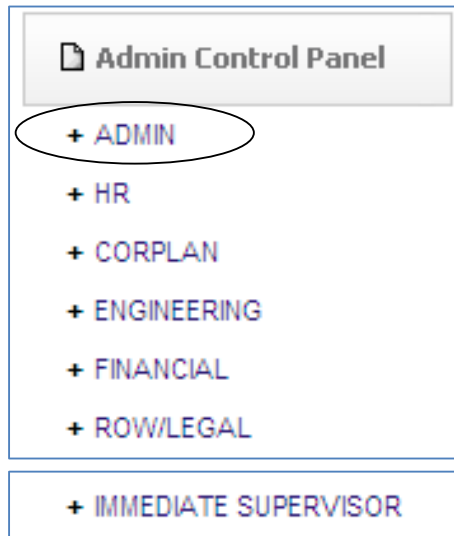
Immediate Supervisor :

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ADMINISTRATOR'S FUNCTIONS

1. In the Admin Control Panel, click on the Admin link to view ADMINISTRATOR view as it has the same page with the HR department down to ROW/LEGAL
(Note: You can only access Administrator View in your respective department.)



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ADMINISTRATOR VIEW

2. In the Administrator view, you will be able to see and manipulate data of clearances for approval and your approved clearances respectively.

The screenshot shows the 'Administrator View' interface. At the top, there is a button labeled 'Administrator View'. Below it, the window title is 'Clearance Approval - ADMIN'. On the left, there is a button labeled 'Clearance for Approval'. The main area contains a search bar with a 'GO' button and a 'Clearance Type' dropdown menu set to 'ALL'. Below this is a table with the following data:

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE		
003503	BENJAMIN L. COBILLA JR.	04/13/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED
003479	ROEL R. ESTRELLA	04/24/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED

At the bottom of the table, it says '8 Data Files Shown Per Page' and there is a dropdown menu set to '1'.

3. You can also filter clearances by type using the list of value through the drop down menu as shown below.

The screenshot shows the 'Clearance Type:' label next to a dropdown menu. The dropdown menu is open, showing the following options:

- ALL
- ALL
- LEAVE OF 30 DAYS AND OVER
- LEAVE OUTSIDE THE COUNTRY
- MATERNITY LEAVE
- RETIREMENT/SEPARATION
- TRANSFER/DETAIL OF PERSONNEL

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CLEARANCE FOR APPROVAL

1. In the Clearance for Approval page, all clearances assigned to the user who logged-in as administrator are subject for approval. Click on the link APPROVED for the approval of clearances viewed.

The screenshot shows the 'Clearance for Approval' page in a web browser. A modal dialog box titled 'APPROVED' is displayed, asking 'Do you want to approve this employee request?' with 'OK' and 'Cancel' buttons. The background page shows a sidebar with 'Clearance for Approval' selected, a search bar, and a table of clearance requests. The user is identified as 'JOEL A. VALENCIANO'.

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE	DETAILS	APPROVED
003503	BENJAMIN L. COBILLA JR.	04/13/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED
003479	ROEL R. ESTRELLA	04/24/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED

8 Data Files Shown Per Page 1

2. As you approved a clearance, it will be automatically omitted from the list as shown below.

The screenshot shows the 'Clearance for Approval' page after one record has been approved. The record for BENJAMIN L. COBILLA JR. is no longer visible in the table. The record for ROEL R. ESTRELLA remains. The user is still 'JOEL A. VALENCIANO'.

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE	DETAILS	APPROVED
003479	ROEL R. ESTRELLA	04/24/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED

8 Data Files Shown Per Page 1

EMPLOYEE CLEARANCE SYSTEM

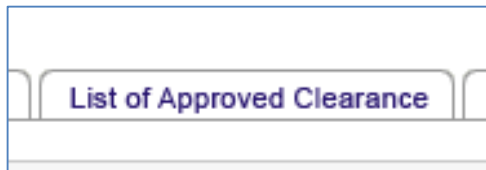
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TransCo

Home List of Approved Clearance Clearance for Approval Admin Message Sign Out

News Update: Transco IT Team Gives you the convenience of approving your Clearance certif News U

3. To view List of Approved Clearance, click on the link located at tab on the upper portion of the page.



User: JOEL A. VALENCIANO

Window : Clearance Approval - ADMIN

List of Approved Clearance

Search: GO Clearance Type: ALL

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE	
003503	BENJAMIN L. COBILLA JR.	04/13/2009	TRANSFER/DETAIL OF PERSONNEL	CANCEL APPROVAL

8 Data Files Shown Per Page 1

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CANCELLING APPROVAL

1. To cancel approved clearances, click on the link CANCEL APPROVAL.

User: JOEL A. VALENCIA


Window : Clearance Approval - ADMIN


 List of Approved Clearance

Search: Clearance Type: ALL

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE	
003503	BENJAMIN L. COBILLA JR.	04/13/2009	TRANSFER/DETAIL OF PERSONNEL	CANCEL APPROVAL
8 Data Files Shown Per Page				1 <input type="button" value="v"/>

CANCEL APPROVAL

Windows Internet Explorer 

 Do you want to cancel approval of this employee?

2. As you approved a clearance, it will be automatically omitted from the list as shown below.

Search: Clearance Type: ALL

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE	
8 Data Files Shown Per Page				<input type="button" value="v"/>

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3. All clearances that was cancelled will be automatically transferred to list of clearances for approval that you can again view through the given link located at the tabs as shown below.

The screenshot shows the top navigation bar of the system. On the left is the Transco logo. To its right are four tabs: 'Home', 'List of Approved Clearance', 'Clearance for Approval', and 'Admin Message'. Further right is a green 'Sign Out' button. Below the tabs is a 'News Update' section with a red text message: 'Transco IT Team Gives you the convenience of approving your Clearance certif'. To the right of the message is a 'News U' button.

The screenshot shows a single tab labeled 'Clearance for Approval' within a container.

The screenshot shows the 'Clearance Approval - ADMIN' window. At the top left is a button labeled 'Clearance for Approval'. Below it is a search bar with a 'GO' button and a 'Clearance Type' dropdown menu set to 'ALL'. Below the search bar is a table with the following data:

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE		
003503	BENJAMIN L. COBILLA JR.	04/13/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED
003479	ROEL R. ESTRELLA	04/24/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED

Below the table, it says '8 Data Files Shown Per Page' and a dropdown menu set to '1'.

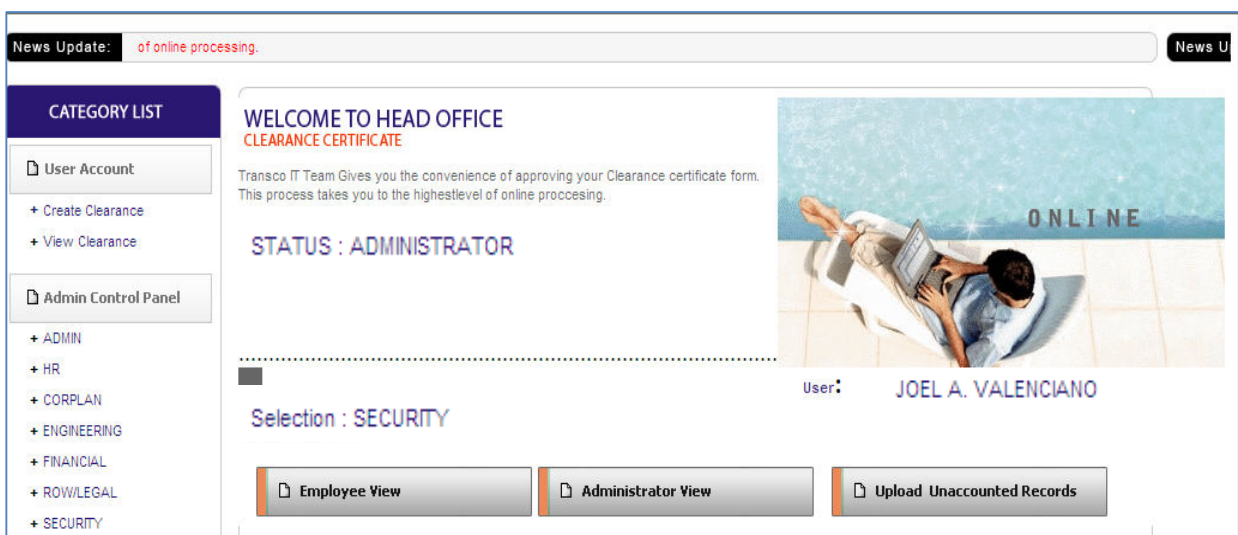
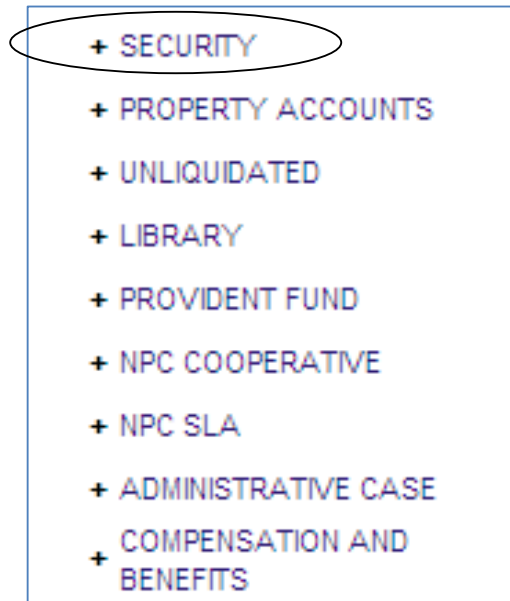
The screenshot shows the 'Admin Control Panel' with a list of links: '+ ADMIN', '+ HR', '+ CORPLAN', '+ ENGINEERING', '+ FINANCIAL', and '+ ROW/LEGAL'.

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OTHER VIEW

1. For Administration of Security department down to Compensation and Benefits, an option to administer Employees View and Uploading Unaccounted Records are accessible as shown below.



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2. Click on the Employee View image link to manage existing accountabilities of the administrator of respective department.

 **Employee View**

WELCOME TO HEAD OFFICE
CLEARANCE CERTIFICATE
Transco IT Team Gives you the convenience of approving your Clearance certificate form.
This process takes you to the highest level of online processing.

STATUS : ADMINISTRATOR


CERTIFICATE

User: JOEL A. VALENCIANO

VIEWING ACCOUNTABILITIES (SECURITY)


FULL NAME	ACCOUNTABILITIES	REMARKS/AMOUNT
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3. Click on the Administrator View image link to manage clearances approval and cancellation of approved clearances.

 **Administrator View**

WELCOME TO HEAD OFFICE
CLEARANCE CERTIFICATE
Transco IT Team Gives you the convenience of approving your Clearance certificate form.
This process takes you to the highest level of online processing.

STATUS : ADMINISTRATOR


HEAD OFFICE

User: JOEL A. VALENCIANO

SECURITY

Window : Clearance Approval - SECURITY

Clearance for Approval

Search: Clearance Type:

DCE. NO.	EMPLOYEE NAME	DATE APPLIED	CLEARANCE TYPE		
003503	BENJAMIN L. COBILLA JR.	04/13/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED
003479	ROEL R. ESTRELLA	04/24/2009	TRANSFER/DETAIL OF PERSONNEL	DETAILS	APPROVED

8 Data Files Shown Per Page


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4. Administors can also access the page where they can manually add, delete and edit each accountability record. Click on the text link DETAILS as shown below.

CLEARANCE CERTIFICATE
Transco IT Team Gives you the convenience of approving your Clearance certificate form. This process takes you to the highestlevel of online processing.
STATUS : ADMINISTRATOR

DETAILS



User: JOEL A. VALENCIANO

ADDING NEW ACCOUNTABILITIES - UNLIQUIDATED

ACCOUNTABILITIES: **SELECT HERE** ▼

REMARKS/AMOUNT :

GO

FULL NAME	ACCOUNTABILITIES	REMARKS		
BENJAMIN L. COBILLA JR.	200	200	EDIT	DELETE
BENJAMIN L. COBILLA JR.	125.20	125.20	EDIT	DELETE
BENJAMIN L. COBILLA JR.	89.25	89.25	EDIT	DELETE

Back

5. To add new accountability, select the type of accountability from the list of value through the drop down menu or select OTHERS if not listed in the list to manually type in accountability name.

ACCOUNTABILITIES:

SELECT HERE ▼
SELECT HERE
GL 135 (Cash in Bank)
GL 138 (Working Fund)
GL 149 (Recievables)
GL 173 (Prepaid Changes)
GL 175 (Cash Advances)
OTHERS

6. Manually type in the amount or remarks in the given field as shown below.

REMARKS/AMOUNT :

EMPLOYEE CLEARANCE SYSTEM

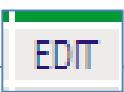
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7. Click on the image link 'GO' to add the accountability entered in data fields and the record will be automatically displayed as shown below.



FULL NAME	ACCOUNTABILITIES	REMARKS		
BENJAMIN L. COBILLA JR.	200	200	EDIT	DELETE
BENJAMIN L. COBILLA JR.	125.20	125.20	EDIT	DELETE
BENJAMIN L. COBILLA JR.	89.25	89.25	EDIT	DELETE
<div>Back</div>				

8. Click on the text link 'EDIT' for desired accountability that you want to edit as it is shown below then click on the image link 'GO' to save record.





User: JOEL A. VALENCIANO

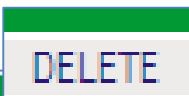
UPDATING ACCOUNTABILITIES - UNLIQUIDATED

ACCOUNTABILITIES: GL 135 (Cash in Bank) SELECT HERE

REMARKS:/AMOUNT 200

9. Click on the text link 'delete' to delete existing accountability shown in the and it will be automatically deleted as shown below..



FULL NAME	ACCOUNTABILITIES	REMARKS		
BENJAMIN L. COBILLA JR.	200	200	EDIT	DELETE
BENJAMIN L. COBILLA JR.	125.20	125.20	EDIT	DELETE
BENJAMIN L. COBILLA JR.	89.25	89.25	EDIT	DELETE
<div>Back</div>				

FULL NAME	ACCOUNTABILITIES	REMARKS		
BENJAMIN L. COBILLA JR.	125.20	125.20	EDIT	DELETE
BENJAMIN L. COBILLA JR.	89.25	89.25	EDIT	DELETE
<div>Back</div>				

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