



IT HARDWARE REQUISITION SYSTEM

SELFSERVICE: EMPLOYEES GUIDE

1. Go to <http://webs2.amaes.edu.ph/mojaco/ITHardwareReq/mainpage/index.asp> or click the link [IT Equipment Request\(ITROSYS\)](#) at myhronline log in page under the group of ERF-Financials. Input Employee Number (ESSA Account) and Password in to these fields (Refer to the image below) then click Login.

2. Choose role as ITRQ-ROLE-REQUESTOR then click "proceed" button.

Note: If there is no ITRQ – ROLE-REQUESTOR, leave the role blank click "proceed" button. By default, all employees are requestor.



3. This is the IT REQUEST FORM page.

3.1 Select Level of Request.

For Department – if you are requesting equipment for department’s use.

For Branch – if you are requesting equipment for branch use.

For Employee – if you are requesting equipment for you or another employee’s use.

The screenshot shows the top section of the IT Request Form page. On the left is the AMA logo with 'EST. 1980' and 'AMA Education System' text. On the right, it says 'INFORMATION TECHNOLOGY DEPARTMENT' and 'AMA BLDG. II, # 59 PANAY AVENUE, QUEZON CITY 1100, PHILIPPINES'. Below this is a navigation bar with buttons for 'HOME', 'REQUEST-LIST', and 'SIGN-OUT', along with the user's name '01042374-DOCUMENTATION SPECIALIST'. The main form area contains the title 'IT REQUEST FORM', a 'Level of Request' dropdown menu currently set to '-Select-', and a 'Proceed' button.

3.2 Select Branch and Department then click “Proceed” button.

This screenshot shows the form after the 'Level of Request' dropdown has been changed to 'For Department'. Below this dropdown, there are two more dropdown menus: 'Branch:' and 'Department:'. The 'Department' dropdown is currently set to '-Select-'. A 'Proceed' button is located at the bottom left of the form area.

4. Click Add Item to add item request then fill out all the fields given.

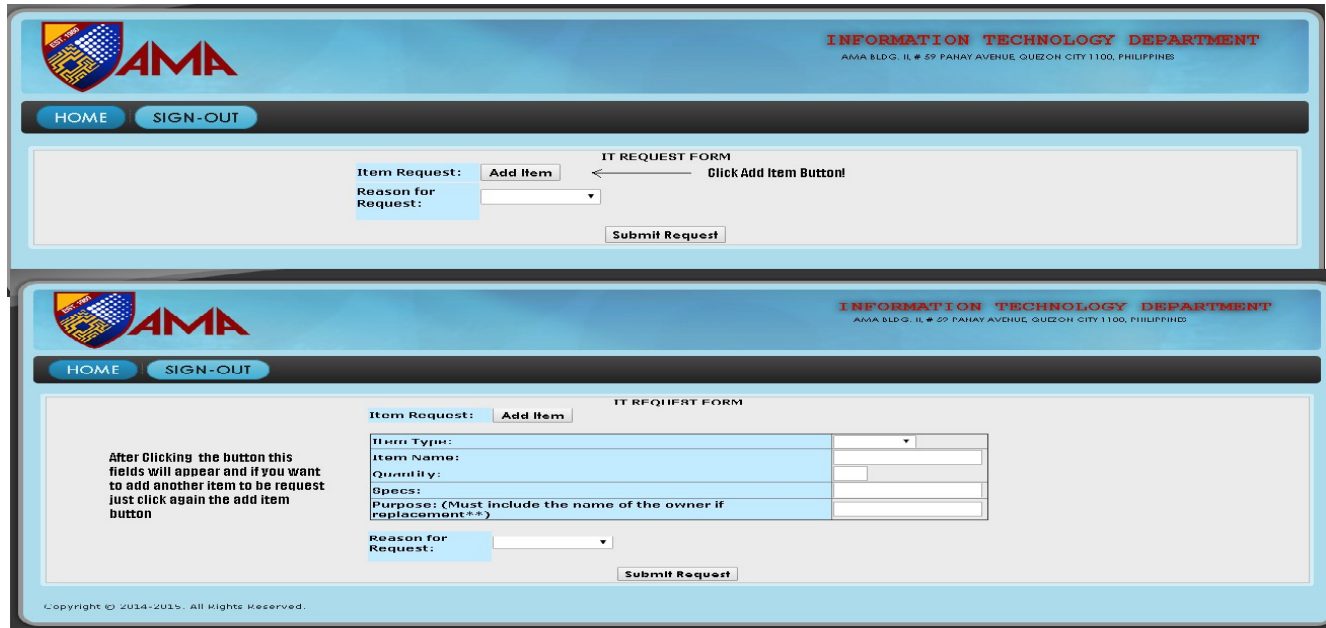


Figure 4.0

4.2 Select "Reason for Request".

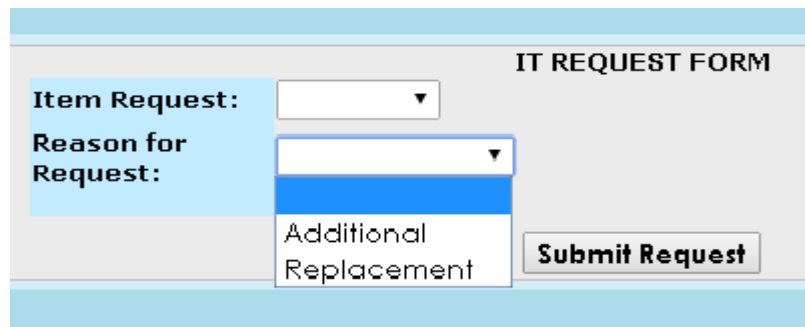
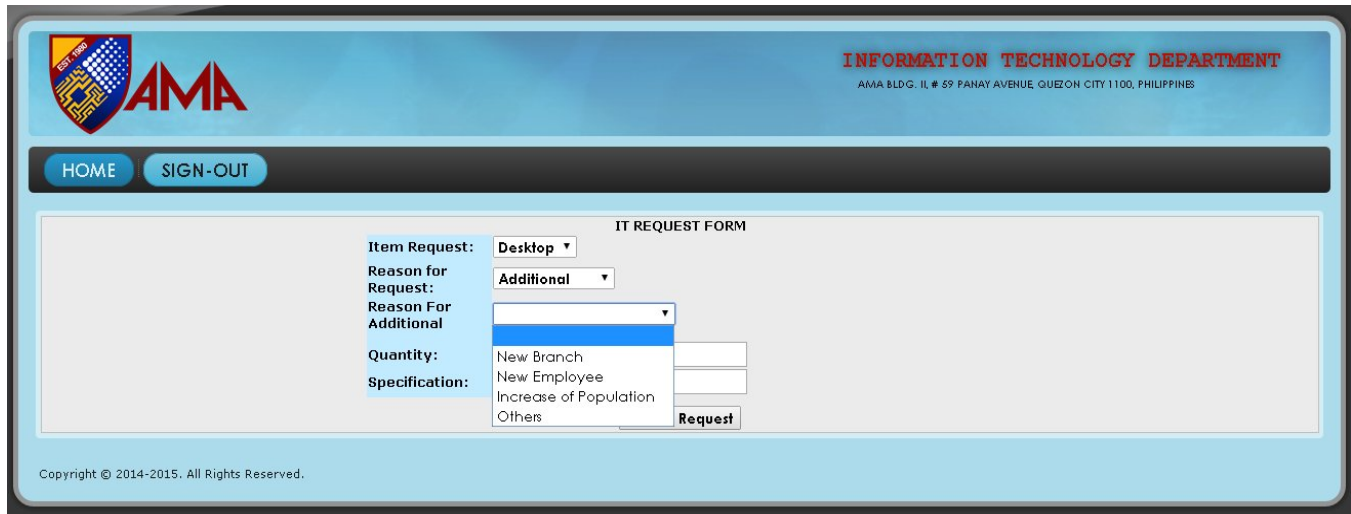


Figure 5.2

4.2.1 Additional means there is no previously issued equipment and that the item requested is for additional use.

4.2.2 Replacement means to replace defective, obsolete, or currently issued equipment.

4.2.1 If you choose "Additional", the "Reason for Additional" dropdown menu will appear. See Fig. 5.3.



AMA INFORMATION TECHNOLOGY DEPARTMENT
AMA BLDG. II, # 59 PANAY AVENUE, QUEZON CITY 1100, PHILIPPINES

HOME SIGN-OUT

IT REQUEST FORM

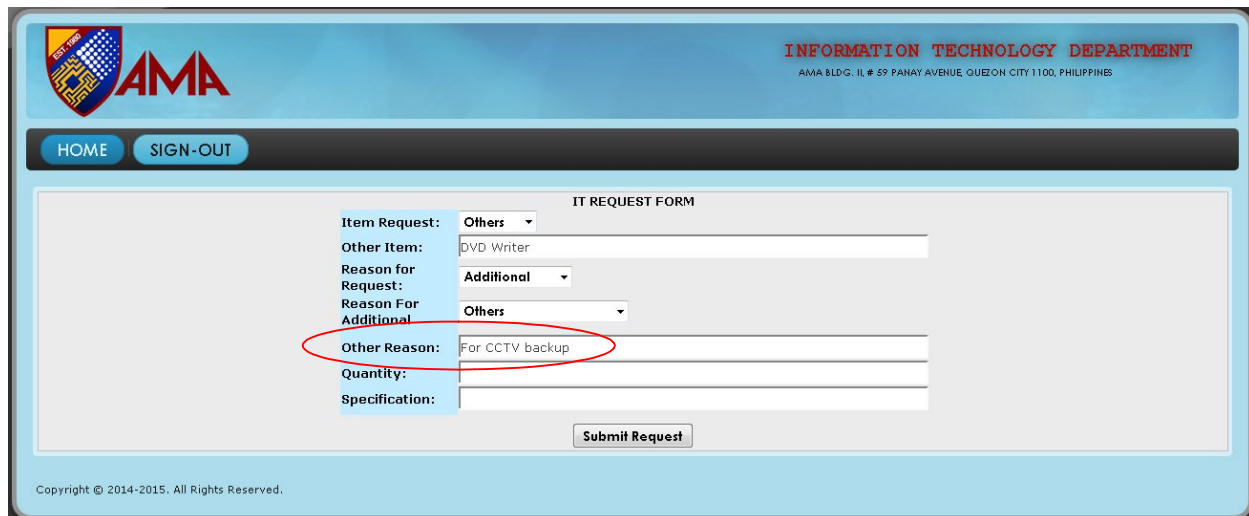
Item Request: Desktop
Reason for Request: Additional
Reason For Additional: [Dropdown]
Quantity: [Input]
Specification: New Branch, New Employee, Increase of Population, Others [Input] **Request**

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Fig. 5.3

Reasons For Additional

- New Branch – means that the equipment is for a New Branch. A textbox will appear and you must input the name of the new branch.
- New Employee - means that the equipment is for Newly Hired or Additional Employee. A textbox will appear and you must input the name of the new employee.
- Increase of Population – means that additional equipment is needed due to an increase of population in the branch or department. A textbox will appear and you must input the present and past number of employees (ex. 20(new)/17(past))
- Others - refers to other reasons aside from the reasons above. A textbox will appear and you must input the reason for requesting additional items. See Fig 5.4.



AMA INFORMATION TECHNOLOGY DEPARTMENT
AMA BLDG. II, # 59 PANAY AVENUE, QUEZON CITY 1100, PHILIPPINES

HOME SIGN-OUT


IT REQUEST FORM

Item Request: Others
Other Item: DVD Writer
Reason for Request: Additional
Reason For Additional: Others
Other Reason: For CCTV backup
Quantity: [Input]
Specification: [Input] **Submit Request**

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Figure 5.4

4.2.2 If you choose "Replacement", a dropdown menu will appear. See Fig. 5.5



The screenshot shows the 'IT REQUEST FORM' interface. At the top left is the AMA logo. At the top right, it says 'INFORMATION TECHNOLOGY DEPARTMENT' and 'AMA BLDG. II, # 59 PANAY AVENUE, QUEZON CITY 1100, PHILIPPINES'. Below the header are 'HOME' and 'SIGN-OUT' buttons. The main form area contains the following fields:

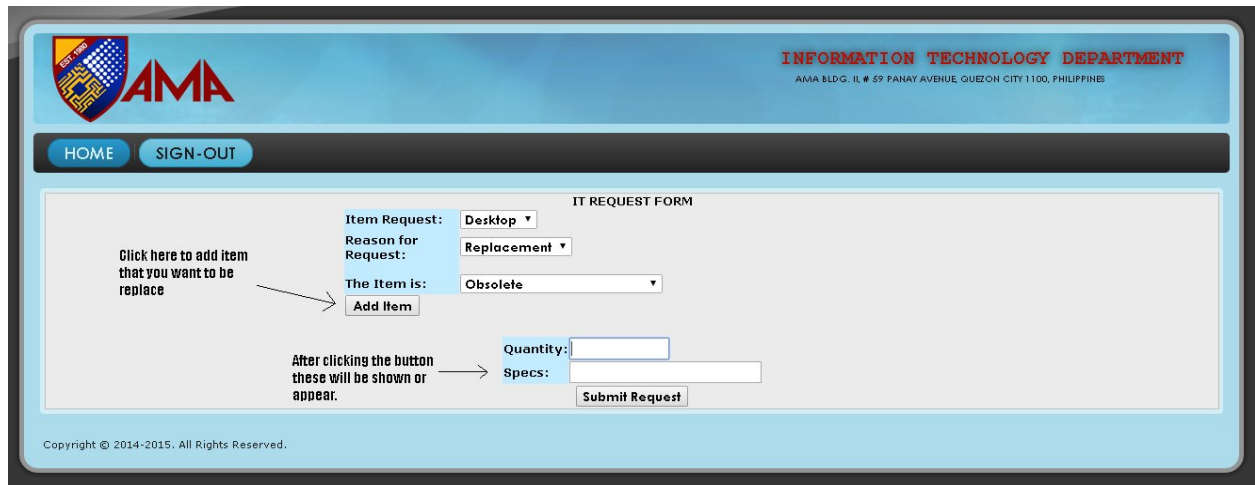
- Item Request: Desktop
- Reason for Request: Replacement
- The Item is: A dropdown menu is open, showing options: 'Obsolete', 'Defective', and 'Reissued to other employee'.

At the bottom left, there is a copyright notice: 'Copyright © 2014-2015. All Rights Reserved.'

Figure 5.5

Reasons For Replacement

- Obsolete – means the item is no longer available in the market or out of date.



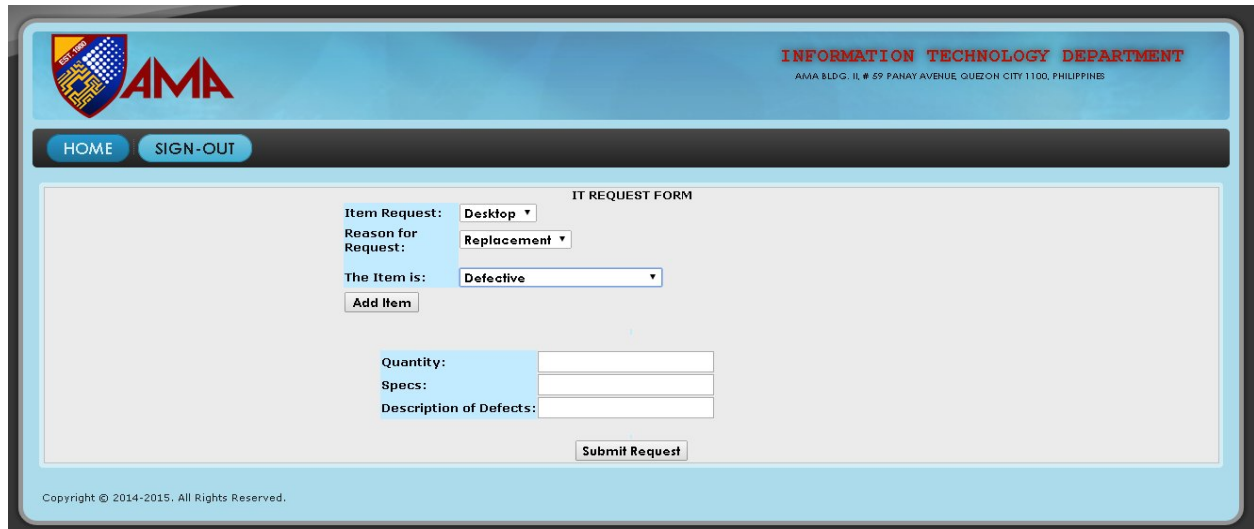
This screenshot shows the same 'IT REQUEST FORM' as Figure 5.5, but with the 'The Item is' dropdown set to 'Obsolete'. Annotations include:

- An arrow pointing to the 'Add Item' button with the text: 'Click here to add item that you want to be replace'.
- Another arrow pointing to the 'Quantity' and 'Specs' input fields with the text: 'After clicking the button these will be shown or appear.'

The 'Submit Request' button is also visible at the bottom right of the form area. The copyright notice 'Copyright © 2014-2015. All Rights Reserved.' is at the bottom left.

Click "Add Item" button then input the Quantity and Specs of the equipment you need to replace. Click "Submit Request".

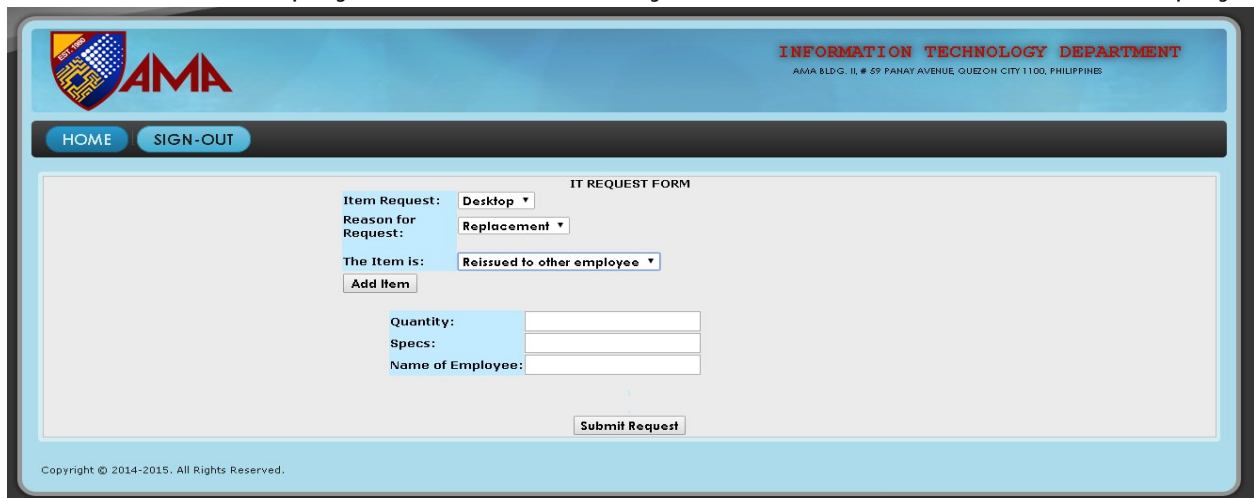
b. Defective – means the item is defective and beyond repair.



The screenshot shows the IT Request Form interface. At the top left is the AMA logo. At the top right, it says "INFORMATION TECHNOLOGY DEPARTMENT" and "AMA BLDG. II, # 69 PANAY AVENUE, QUEZON CITY 1100, PHILIPPINES". Below the logo are "HOME" and "SIGN-OUT" buttons. The main content area is titled "IT REQUEST FORM". It contains three dropdown menus: "Item Request:" set to "Desktop", "Reason for Request:" set to "Replacement", and "The Item is:" set to "Defective". Below these is an "Add Item" button. Further down are three input fields: "Quantity:", "Specs:", and "Description of Defects:". At the bottom right is a "Submit Request" button. A copyright notice "Copyright © 2014-2015. All Rights Reserved." is at the bottom left.

Click "Add Item" button then input the Quantity, Specs and brief Description of Defects of the equipment you need to replace. Click "Submit Request".

c. Reissued to other employee – means the item you owned is transferred to other employee.



The screenshot shows the IT Request Form interface. At the top left is the AMA logo. At the top right, it says "INFORMATION TECHNOLOGY DEPARTMENT" and "AMA BLDG. II, # 69 PANAY AVENUE, QUEZON CITY 1100, PHILIPPINES". Below the logo are "HOME" and "SIGN-OUT" buttons. The main content area is titled "IT REQUEST FORM". It contains three dropdown menus: "Item Request:" set to "Desktop", "Reason for Request:" set to "Replacement", and "The Item is:" set to "Reissued to other employee". Below these is an "Add Item" button. Further down are three input fields: "Quantity:", "Specs:", and "Name of Employee:". At the bottom right is a "Submit Request" button. A copyright notice "Copyright © 2014-2015. All Rights Reserved." is at the bottom left.

Click "Add Item" button then input the Quantity, Specs and brief Description of Defects of the equipment you need to replace. Click "Submit Request".

Figure (7.3)



- 8. Fill up all the facilities then click “Submit Request”. Then Click the Requestlist button at the upper part of the page to view the application. (The image below shows the example of requestlist. View link shows the application or to display if your request is approved and certified. To cancel your request, select “cancel” and it will not appear to the itbranch, property branch to certify. (See Figure 8.0)

Filter by: All Approve All Reject All Cancelled All Pending

Search:

ACTION	Request Number	Employee ID	Level Of Request	Branch	Description	Date Requested	Status
View Cancel	26	01042374	For Branch	ABE-BACOLOD	2	2/8/2015	P
View Cancel	23	01042374	For Employee	ABE-BACOLOD	intel core i3 acer desktop	2/6/2015	P
View Cancel	21	01042374	For Branch	ABE-BACOLOD	dual core HP	2/5/2015	P

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Figure 8.0



9. Image below shows the page when you click “View”. Click “Print” to print (See figure 9.0)

INFORMATION TECHNOLOGY DIVISION AMA BLDG. II #59 Panay Avenue, Quezon City 1100, Philippines				EMPLOYEES HARDWARE REQUISITION BRANCH: ABE-BACOLOD	
Technical Support Group				QR-ITD-EHR	
I. REQUESTOR INFORMATION					
Employee No: 01042374	Name: MOJARES MICO JOHN KAVEN LACDAO	Department/Position: IT-HO-INFORMATION TECH PANAY - DOCUMENTATION SPECIALIST		Hiring Date:	
II. ITEM REQUISITION			IIA. JUSTIFICATION		
Item Requesting:	Desktop		Reason for Request	Additional - New Employee	
Quantity	Item Description/ Specification		Name of New Branch:		
1	core2duo		Number of Population:		
			Name of New Employee:	tao	
III. PROPERTY CERTIFICATION					
Equipment Issuance:	None				
Quantity	Item Specs	PTN or Serial No.	Acquisition Date	Issued Equipment Status	
Certified by:	MICO JOHN KAVEN LACDAO MOJARES		Date:	2/10/2015	
PROPERTY HEAD OFFICE					
Item Requested:	Available(for Issuance)				
IIIA. IT CERTIFICATION OF DEFECTIVE EQUIPMENT					
Quantity:	Item Name - Specifications	PTN/SN	Description of Defects	Recommendation	
Certified by:				Date:	
IIIA. FINAL IT RECOMMENDATION					
Quantity:	Recommendation:				
1	dual core				
Evaluated by:	MOJARESMICO JOHN KAVENLACDAO		Date:	2/10/2015	
Approved by:	MICO JOHN KAVEN LACDAO MOJARES		Date:	2/10/2015	
Issues:	no issues! GL				
Print	This will Appear if all the certification and approval of each departments representative so that you can print in on hard copy if this button doesn't shown it means some certification and approval doesn't done yet				

Figure (9.0)