

# PLANT VISIT (CAL) MODULE

## User's Manual

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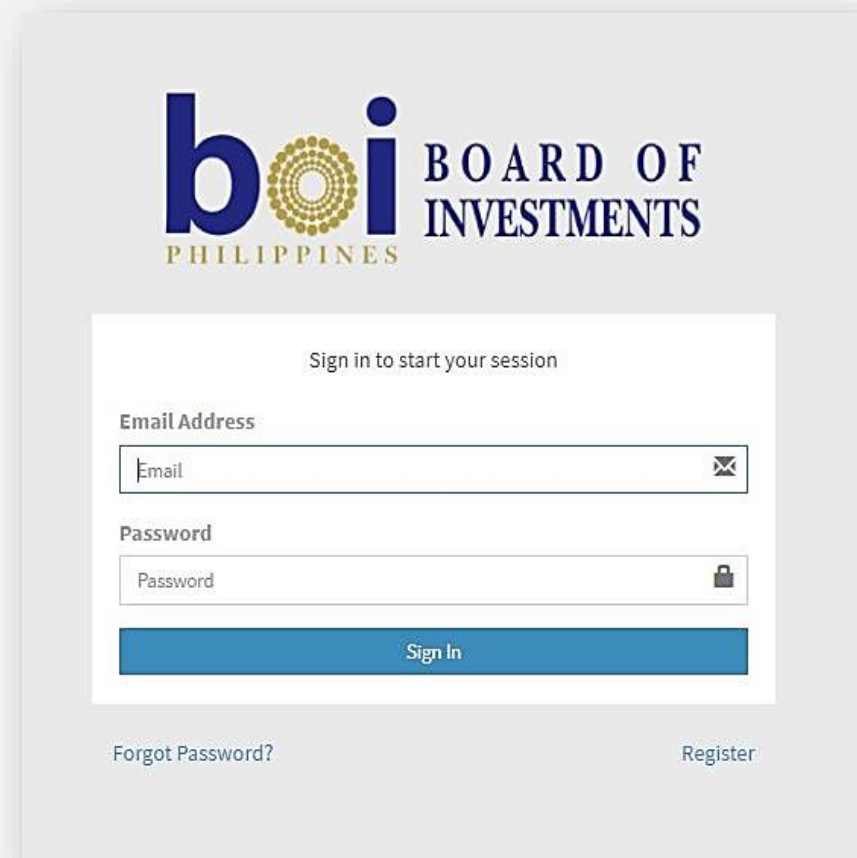
# Employee's Side

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# Step 1

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Log in using the email and password you have registered with.



The image shows a login form for the Board of Investments Philippines. At the top, the logo features the letters 'boi' in a stylized font, with a circular emblem between the 'o' and 'i'. To the right of the logo, the text 'BOARD OF INVESTMENTS' is written in a serif font, and 'PHILIPPINES' is written in a smaller, sans-serif font below it. Below the logo, the text 'Sign in to start your session' is centered. The form contains two input fields: 'Email Address' with a placeholder 'Email' and an envelope icon, and 'Password' with a placeholder 'Password' and a lock icon. A blue 'Sign In' button is positioned below the password field. At the bottom left, there is a link for 'Forgot Password?' and at the bottom right, a link for 'Register'.

**boi** BOARD OF INVESTMENTS  
PHILIPPINES

Sign in to start your session

Email Address  
Email

Password  
Password

Sign In

[Forgot Password?](#) [Register](#)

# Step 2

To schedule a Plant Visit, go to My Calendar.

The screenshot shows the BOI Online Employee Dashboard. The left sidebar contains a navigation menu with the following items: Dashboard (with a red notification badge '1'), Reports, My Worklist (with a dropdown arrow), Processed Applications, Processed Compliance, My Calendar (highlighted with a red rounded rectangle), Inquiries, and Investment Leads. The main content area displays the 'Employee Dash' header, a breadcrumb trail 'Home / Dashboard', and a section for 'Applications / Com' with a 'PERD-RBIS' notification badge '1'. Below this is a table with the following data:

Control No.	Received on
1	June 23, 2019, 8:19 a.m.

# Step 3

Manage Plant Visit Schedule

+ Add

Type	Title	Status	Start	End
There are no schedule on record.				

To schedule a Plant Visit, go to My Calendar.

BOI Online

View Calendar

Calendar

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	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	7	8	9	10

Manage Plant Visit Schedule

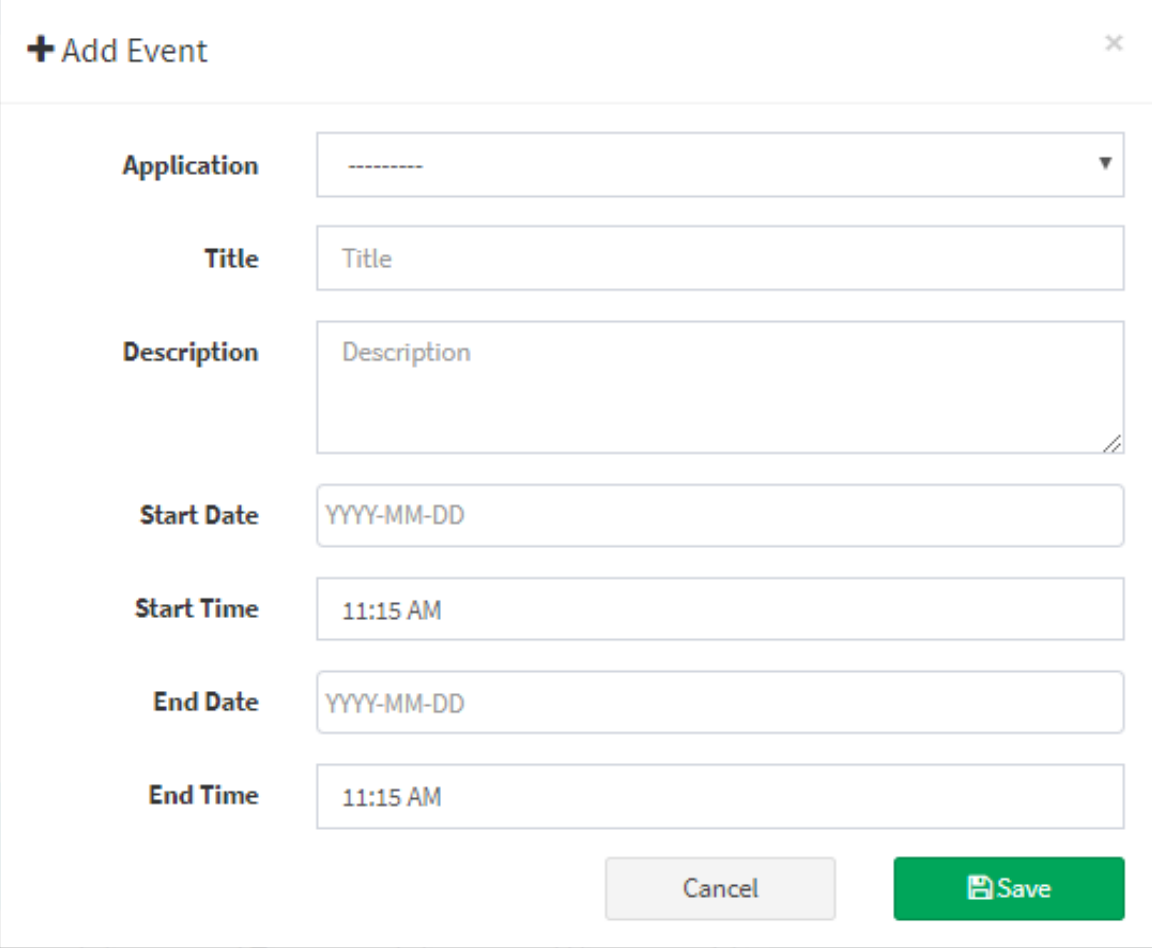
+ Add

Type	Title	Status	Start	End
There are no schedule on record.				

# Step 4

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Fill out the details then click **save**.



The image shows a screenshot of a web application's "Add Event" form. The form is titled "+ Add Event" and has a close button (X) in the top right corner. It contains several input fields and two buttons at the bottom.

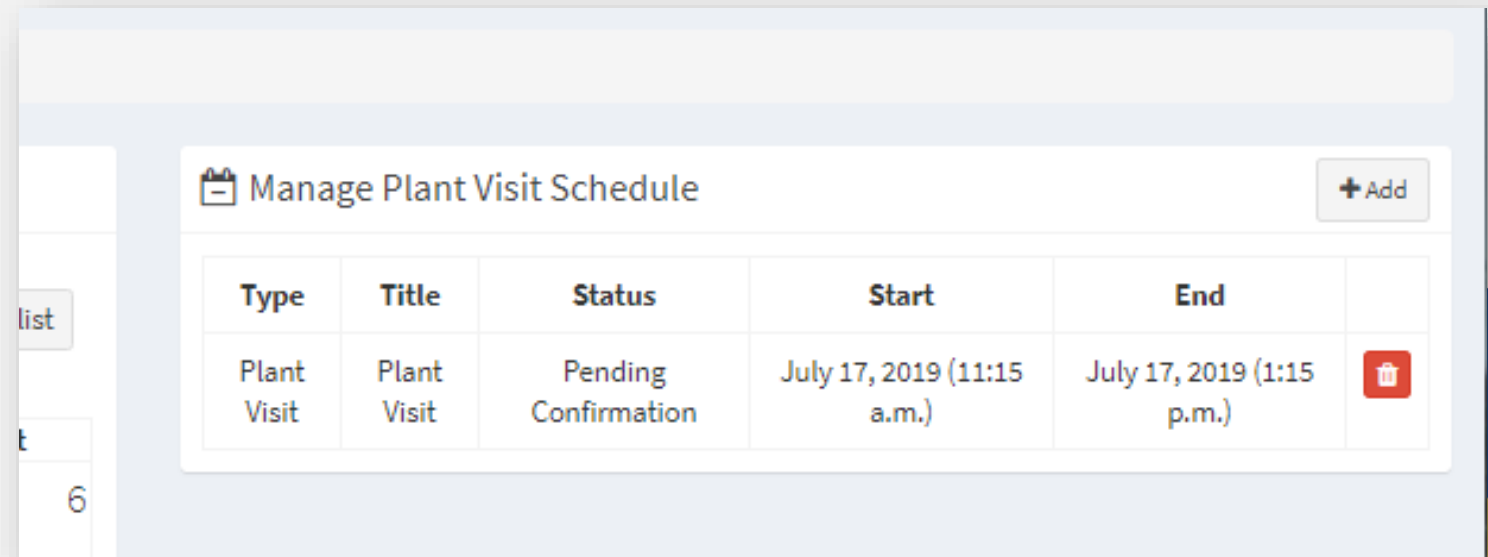
Field Label	Placeholder/Value
Application	-----
Title	Title
Description	Description
Start Date	YYYY-MM-DD
Start Time	11:15 AM
End Date	YYYY-MM-DD
End Time	11:15 AM

At the bottom right of the form, there are two buttons: a grey "Cancel" button and a green "Save" button with a floppy disk icon.


# Step 5

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The Applicant will be notified and must confirm the company's availability for Plant Visit.



The screenshot displays a web interface for managing a plant visit schedule. At the top, there is a header "Manage Plant Visit Schedule" with a calendar icon on the left and a "+ Add" button on the right. Below the header is a table with the following columns: Type, Title, Status, Start, End, and an action column. A single row is visible in the table, representing a pending confirmation for a plant visit on July 17, 2019.

Type	Title	Status	Start	End	
Plant Visit	Plant Visit	Pending Confirmation	July 17, 2019 (11:15 a.m.)	July 17, 2019 (1:15 p.m.)	

# Step 6

If the applicant opted to **reschedule** the Plant Visit, the new schedule will appear in your Dashboard. You can either reschedule it again or accept the new schedule until the applicant agrees with the suggested schedule.

### For Reschedule

Title	Date		
Plant Visit	July 17, 2019 (11:15 a.m. - 1:15 p.m.)	Accept	Reschedule

The screenshot shows the BOI Online Employee Dashboard. A notification titled 'For Reschedule' is highlighted with a yellow arrow. The notification contains a table with the following data:

Title	Date	Accept	Reschedule
Plant Visit	July 17, 2019 (11:15 a.m. - 1:15 p.m.)	Accept	Reschedule

The main dashboard content includes:

- Applications / Compliances:** A table with columns: Control No., Received on, App Type, Enterprise, Forwarded by, Action Taken, Remarks, Ageing, Preview, Action. One entry is visible for Control No. 1, received on July 16, 2019, at 11:21 a.m., from Agri Fishery, NorthPoint Food Inc, forwarded by Sample Applicant (Investor), with Action Taken 'Start Application' and Ageing 'Less than 1 hour'.
- Inquiries:** A table with columns: Control No., Received on, Type, Investor, Project, Forwarded by, Action Taken, Remarks, Ageing, Action. A message below states 'No inquiry requires your action'.
- Upcoming Events:** A section titled 'Upcoming Events' with columns 'Title' and 'Date', showing 'No events to display'.



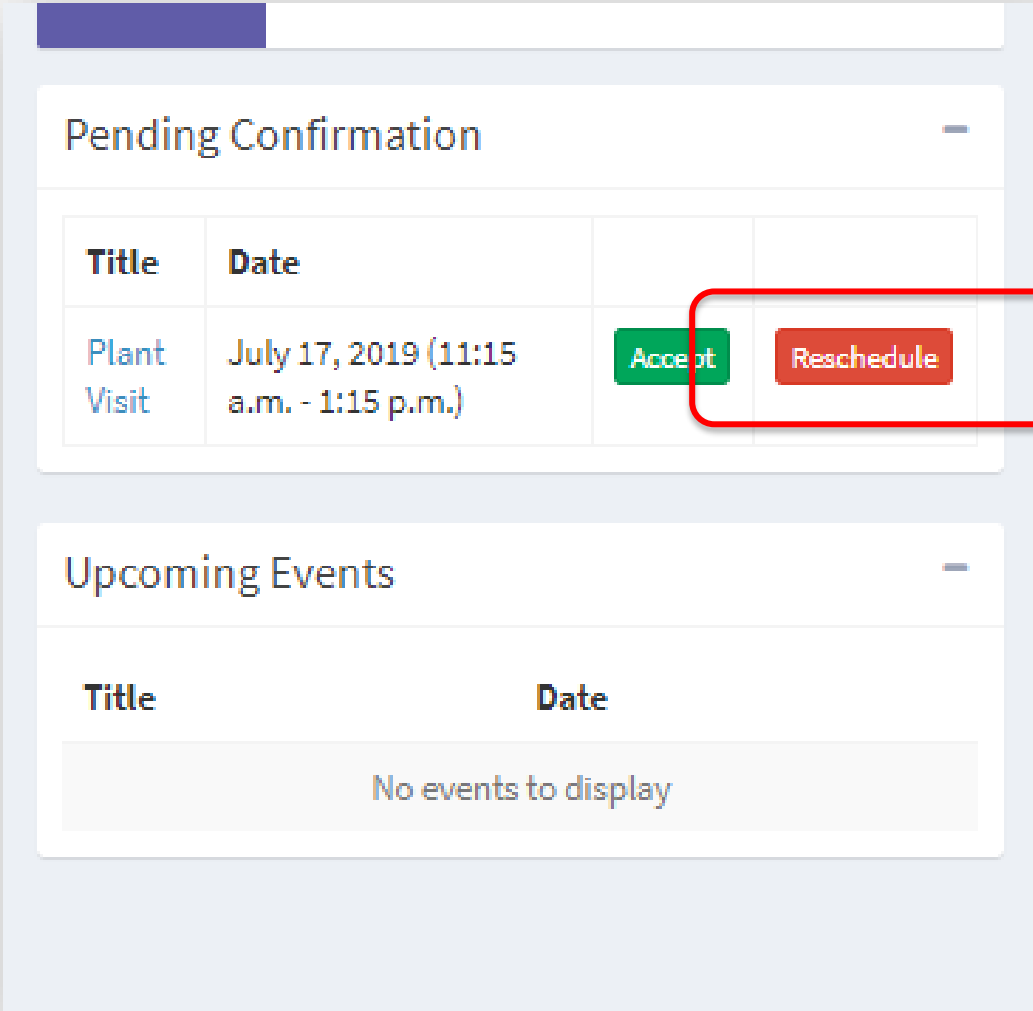
# Applicant's Side

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# Step 1

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To reschedule the Plant Visit, click on the **Reschedule** button.



The screenshot displays a web interface with two main sections: 'Pending Confirmation' and 'Upcoming Events'. The 'Pending Confirmation' section contains a table with one row of data. The 'Reschedule' button in this row is highlighted with a red rounded rectangle. The 'Upcoming Events' section below it is currently empty, showing 'No events to display'.

Title	Date		
Plant Visit	July 17, 2019 (11:15 a.m. - 1:15 p.m.)	Accept	Reschedule

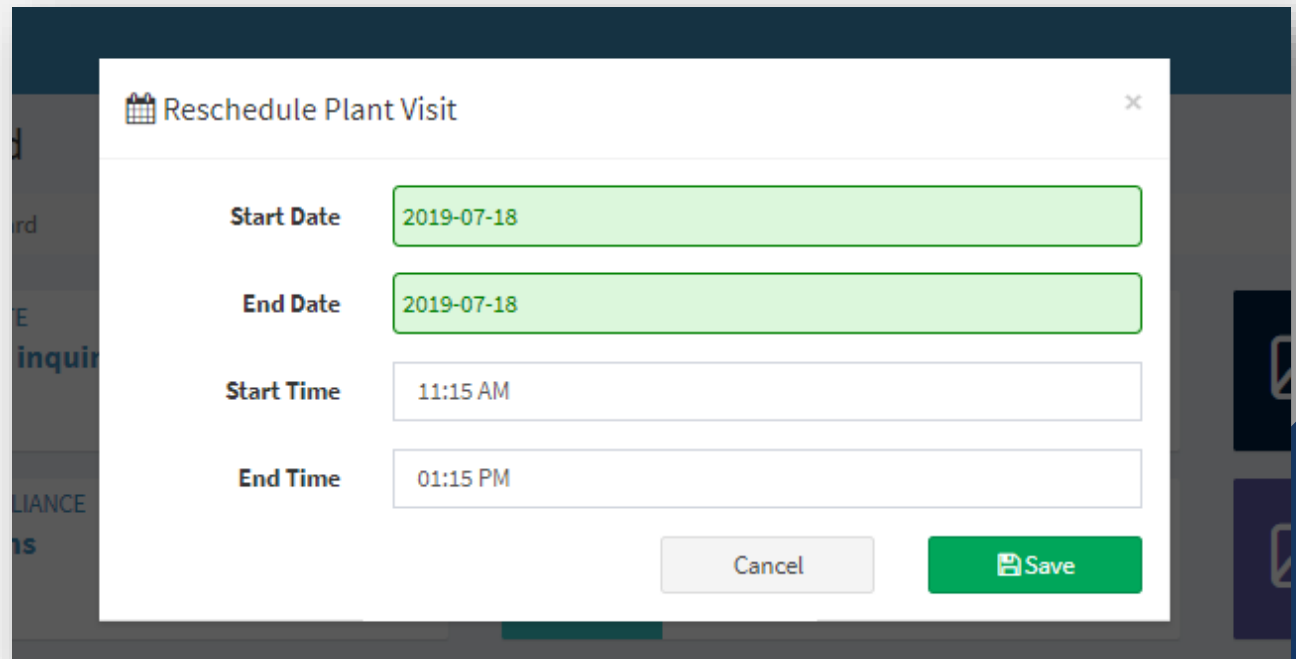
  

Title	Date
No events to display	

# Step 2

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Enter the new date or time and click **save**. This will notify the employee who scheduled the Plant Visit and then he/she will check if it fits his/her schedule. If yes, the schedule will appear in your upcoming events and calendar. If no, the BOI employee will send another Plant Visit confirmation until the two parties agree with the schedule.



The screenshot shows a dialog box titled "Reschedule Plant Visit" with a close button (X) in the top right corner. The dialog contains four input fields for scheduling details:

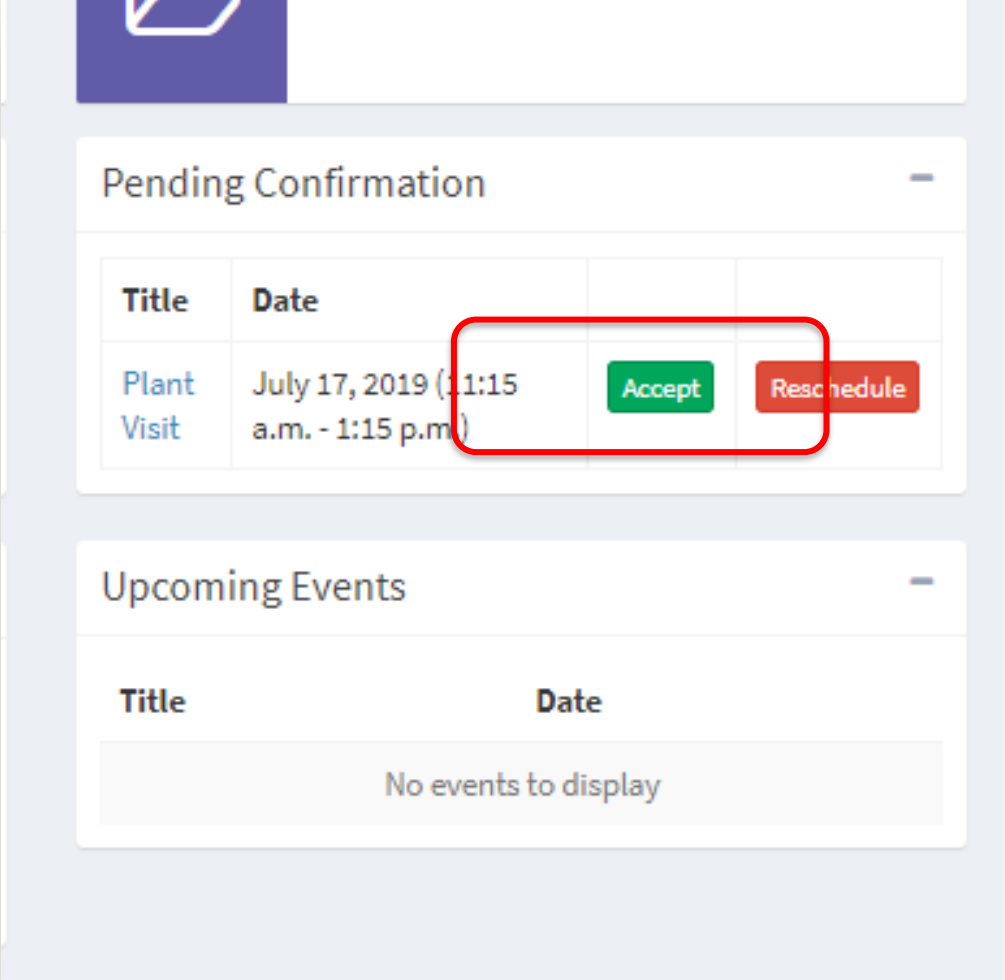
Start Date	2019-07-18
End Date	2019-07-18
Start Time	11:15 AM
End Time	01:15 PM

At the bottom of the dialog, there are two buttons: a grey "Cancel" button and a green "Save" button with a floppy disk icon.

# Step 3

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To Accept, click on the **accept** button.



The screenshot shows a user interface with two main sections: 'Pending Confirmation' and 'Upcoming Events'. The 'Pending Confirmation' section contains a table with one row of data. The 'Accept' button in this row is highlighted with a red rectangular box. The 'Upcoming Events' section below it is currently empty, displaying 'No events to display'.

Title	Date		
Plant Visit	July 17, 2019 (11:15 a.m. - 1:15 p.m.)	Accept	Reschedule

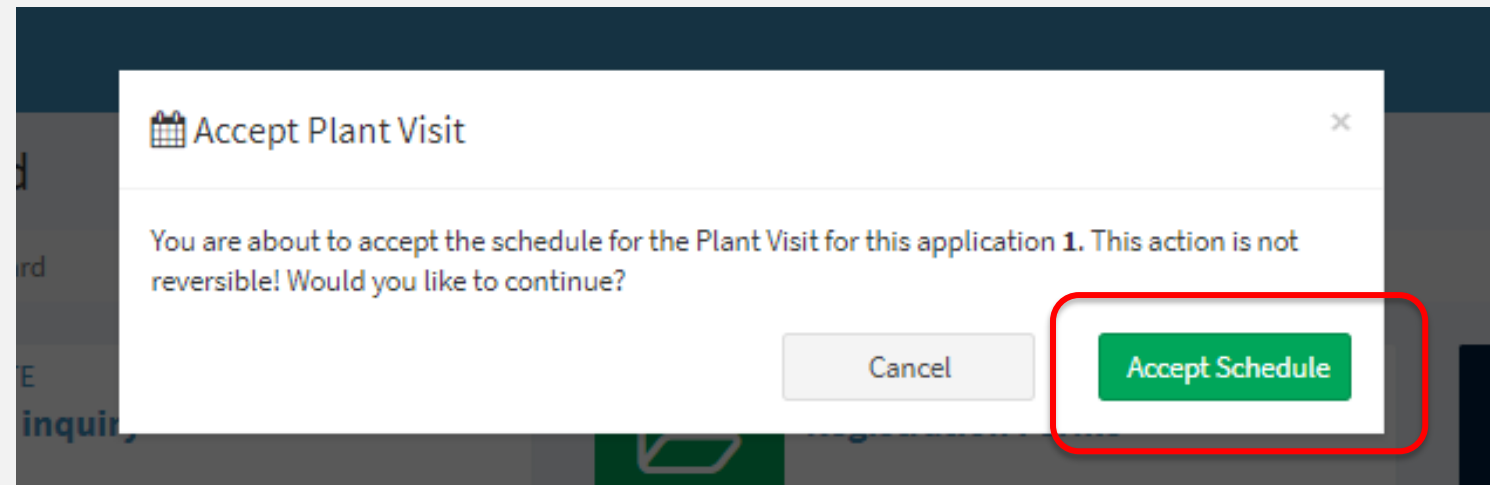
  

Title	Date
No events to display	

# Step 4

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Click Accept Schedule.



# Step 5

It will now appear in the Upcoming Events.

### Upcoming Events

Title	Date
Plant Visit	July 17, 2019 (11:15 a.m.) to July 17, 2019 (1:15 p.m.)

My Dashboard

Accepted Plant Visit Schedule.

Home / Dashboard

CREATE New inquiry

VIEW Registration Forms

VIEW Incentive Forms

COMPLIANCE Forms

VIEW Accreditation Forms

Applications / Compliances For Action

Control No.	Received	App Type	Enterprise	Forwarded by	Action Taken	Remarks	Preview	Action
Your worklist is empty.								

Inquiries

Control No.	Received On	Type	Project	Forwarded by	Action Taken	Remarks	Preview	Action
No inquiry requires your action								

Upcoming Events

Title	Date
Plant Visit	July 17, 2019 (11:15 a.m.) to July 17, 2019 (1:15 p.m.)

**Thank you**

