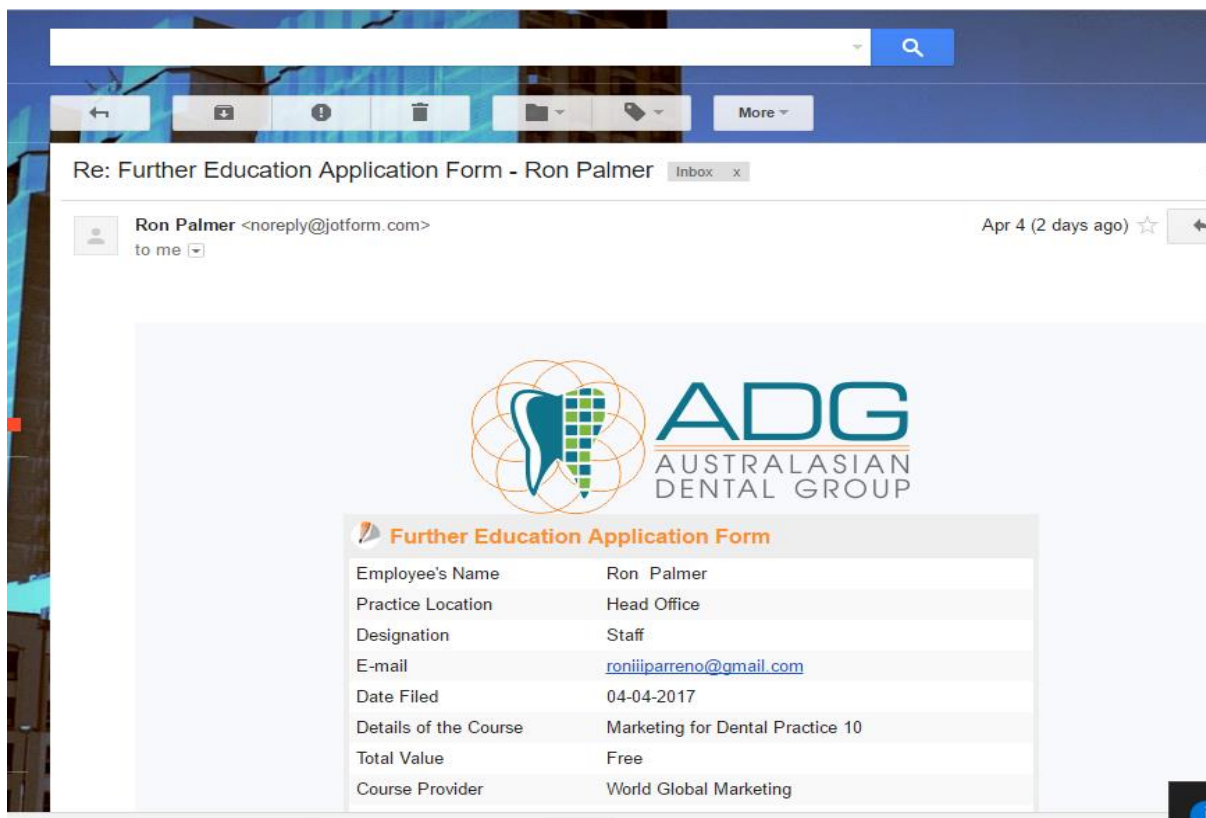


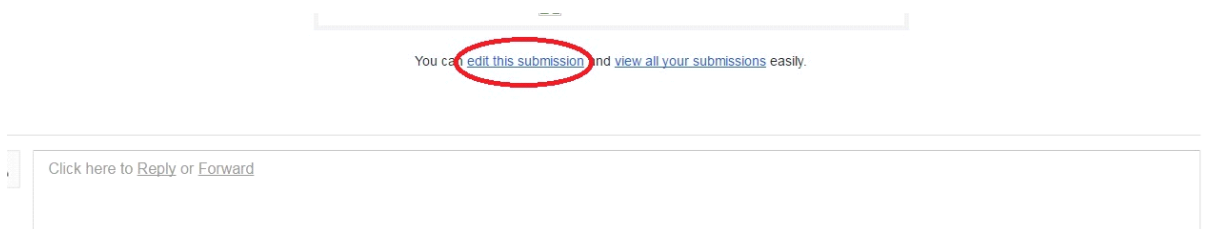
Step by Step Guide on how to Approve/Not Approve the Online Forms in the ADG Portal

Online Form #2 Further Education Application Form

1. The Applicant will login and fill out the required fields in the Form.
2. After filling out the required fields, the applicant must Click **SUBMIT** button and leave the fields **FOR OFFICE USE ONLY** blank.
3. The Approvers/Authorizers (usually the Practice Manager and the Authorized Person from the Head Office) will receive the Leave Application Form in their nominated email. It will look similar to this:



4. The First Level Approver/Authorizer (usually the Practice Manager) then will CLICK [edit this submission](#) which is just below the email.



5. The First Level Approver/Authorizer will be directed to a new page similar to the one below and must fill out the required fields: Staff Cover, Approval, Comments, and Signature.

WELCOME RESOURCES FORMS NEWS MEMBERS CHAT

Clear

Submit

Powered by JotForm

For Office Use Only:

Staff Cover

Gelo Lagasca

First Name Last Name

Practice Manager's Approval

Approved
 Not Approved

Comments

All good :-)

Practice Manger's Signature

Practice Manager will sign here.

6. After filling out the required fields, the First Level Approver/Authorizer must CLICK the **SUBMIT** button above:

655?utm_source=emailfooter&utm_medium=email&utm_term=70670694392868&utm_content=edit_submissions&utm_campaign=notification

Submit

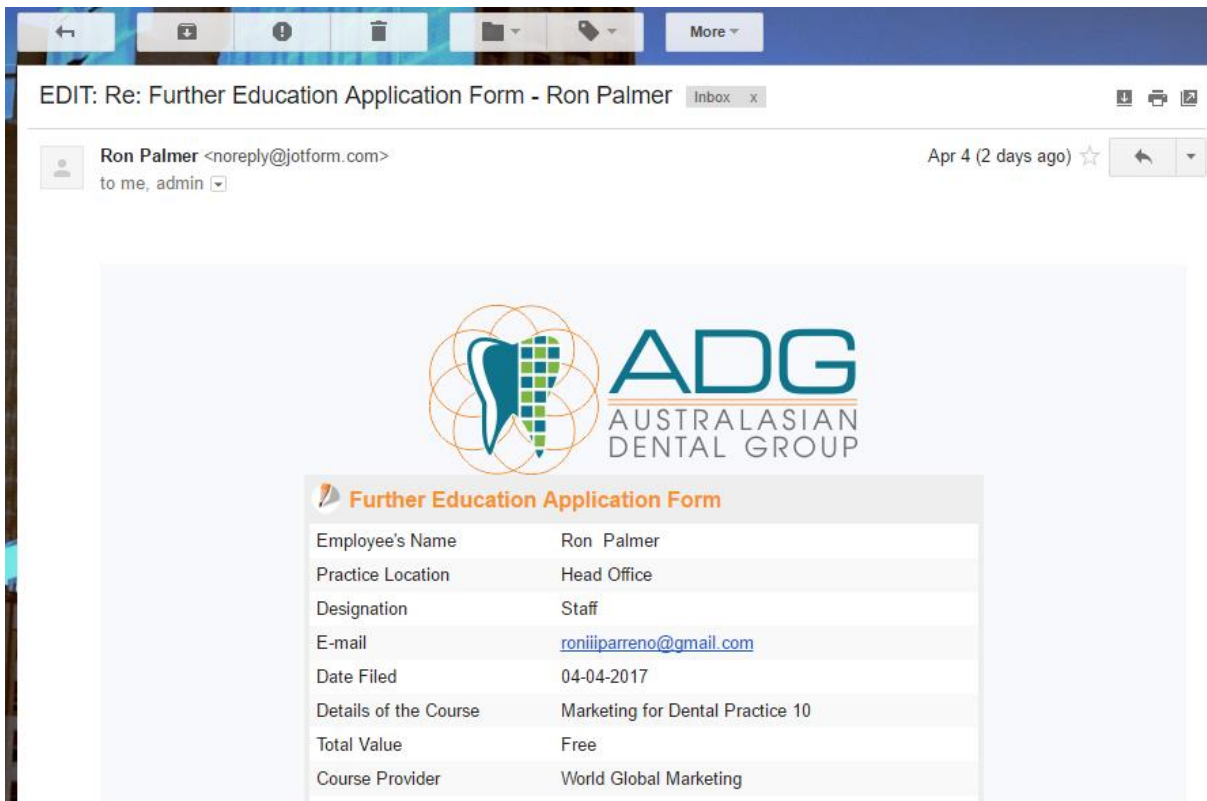
Powered by JotForm

For Office Use Only:



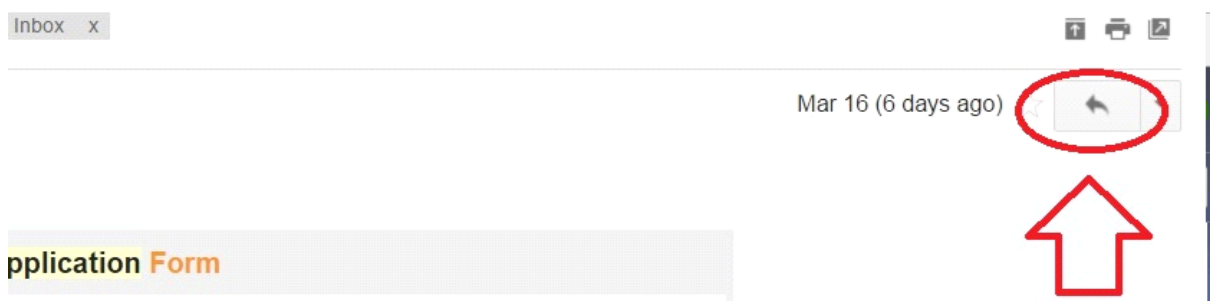
7. The First Level Approver/Authorizer will receive a new email with a Subject Name:

EDIT: Re: Further Education Application Form – Ron Palmer



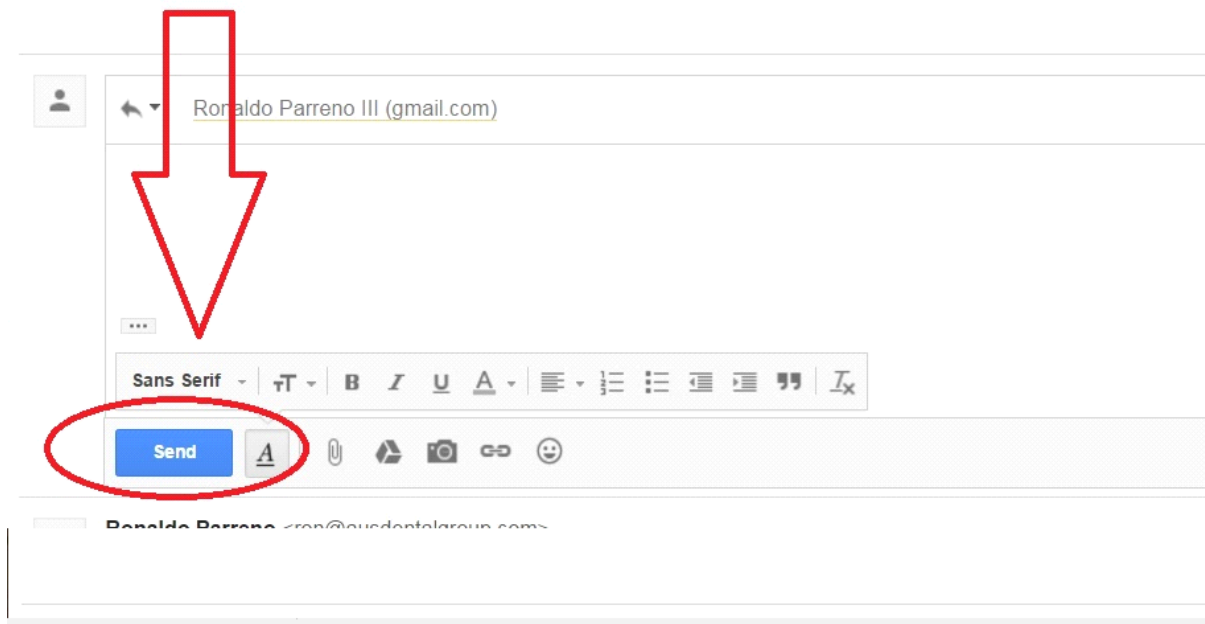
Note: If the Further Education Application Form is Approved, Head office will automatically receive a copy of the Approved Application Form and the Second Level Approver/Authorizer from the Head Office will do the necessary steps including sending the approved form to the applicant. If the Application Form is NOT APPROVED, the First Level Approver/Authorizer will follow Steps 8 and 9.

8. The First Level Approver/Authorizer is to CLICK REPLY button to send/notify the Applicant that his/her Further Education application is Not Approved.



9. Then simply CLICK SEND button below.

You can [edit this submission](#) and [view all your submissions](#) easily.



If you have any question, please do call Head Office and ask for Ron.

Thank You