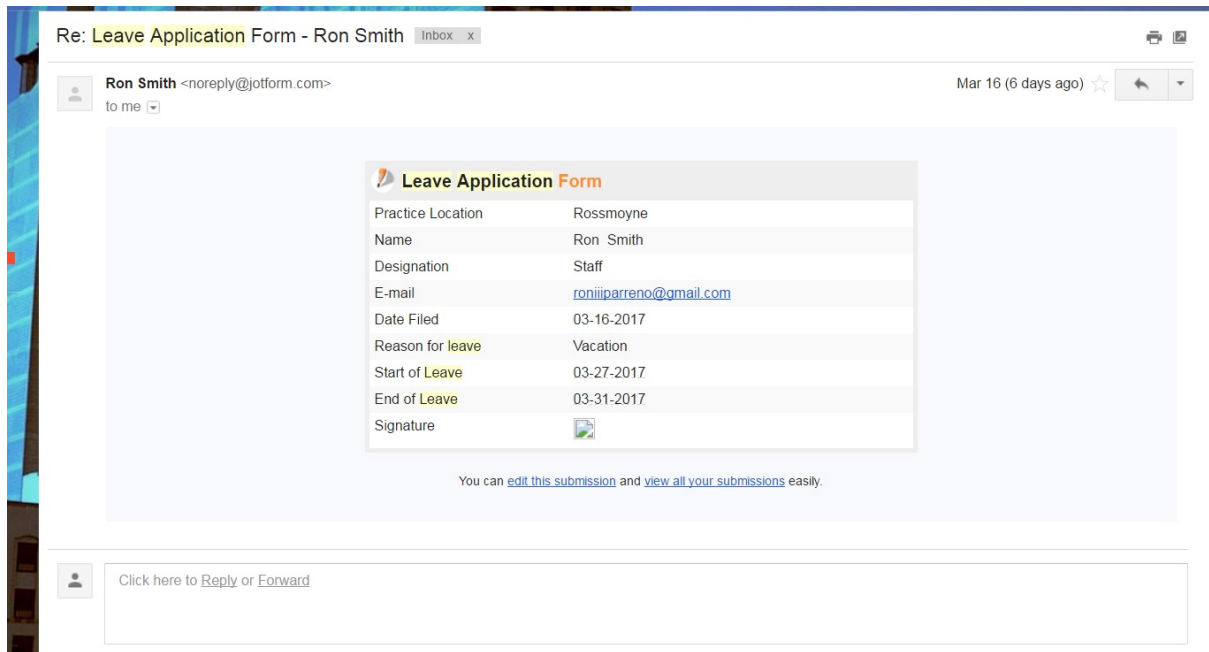


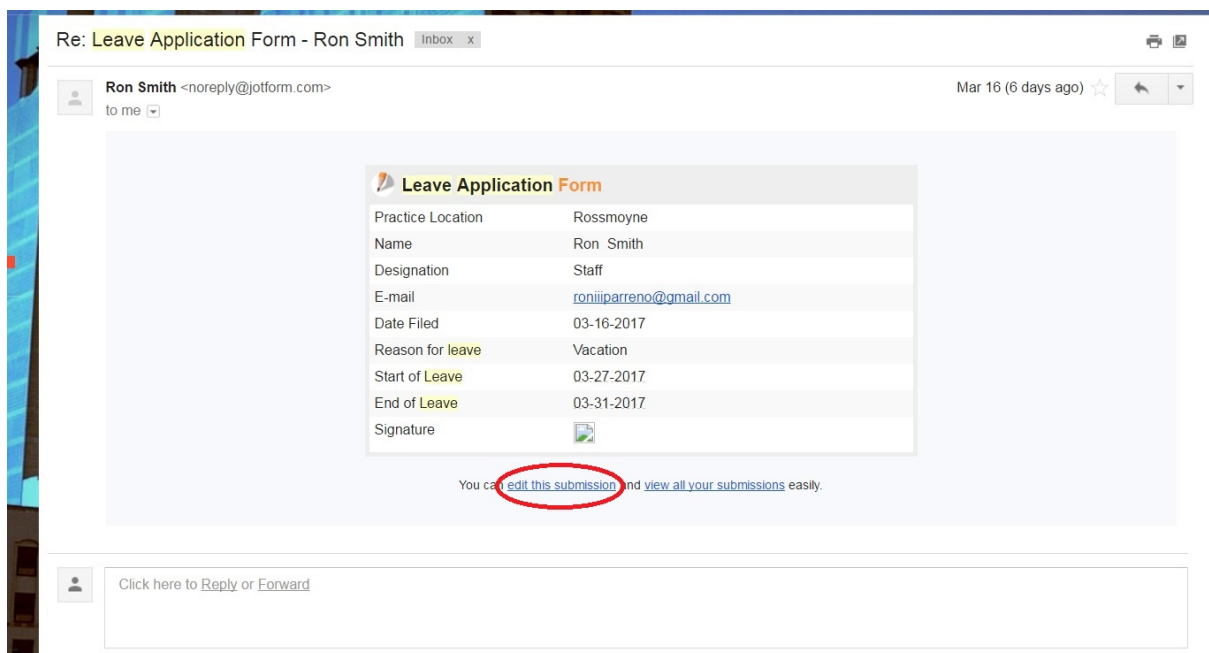
Step by Step Guide on how to Approve/Not Approve the Online Forms in the ADG Portal

Online Form #1 Leave Application Form

1. The Applicant will login and fill up the required fields in the Form.
2. After filling up the required fields, the applicant must Click **SUBMIT** button and leave the fields **FOR OFFICE USE ONLY** blank.
3. The Approver/Authorizer (usually the Practice Manager) will receive the Leave Application Form in his/her nominated email. It will look similar to this:



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



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

https://www.jotform.com/edit/365440119830645655?utm_source=emailfooter&utm_medium=email&utm_term=70670694392868&utm_content=edit_submissions&utm_campaign=notification_email_footer_submission_links

Submit

Powered by JotForm

For Office Use Only:

Staff Cover

First Name: Gelo

Last Name: Lagasca

Manager's Approval

Approved

Not Approved

Comments

Enjoy your vacation :-)

Authorized Signature

Authorize Person will sign here.

Clear

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

https://www.jotform.com/edit/365440119830645655?utm_source=emailfooter&utm_medium=email&utm_term=70670694392868&utm_content=edit_submissions&utm_campaign=notification_email_footer_submission_links

Submit

Powered by JotForm

For Office Use Only:

Staff Cover

First Name: Gelo

Last Name: Lagasca

Manager's Approval

Approved

Not Approved

Comments

Enjoy your vacation :-)

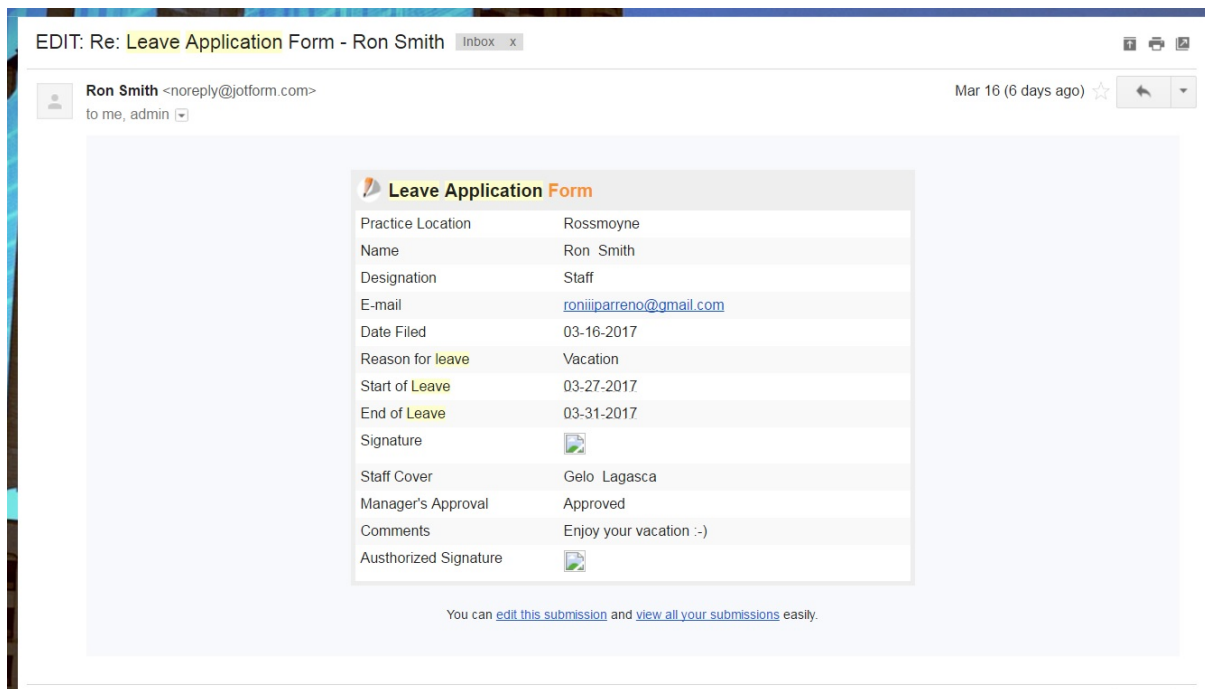
Authorized Signature

Authorize Person will sign here.

Clear

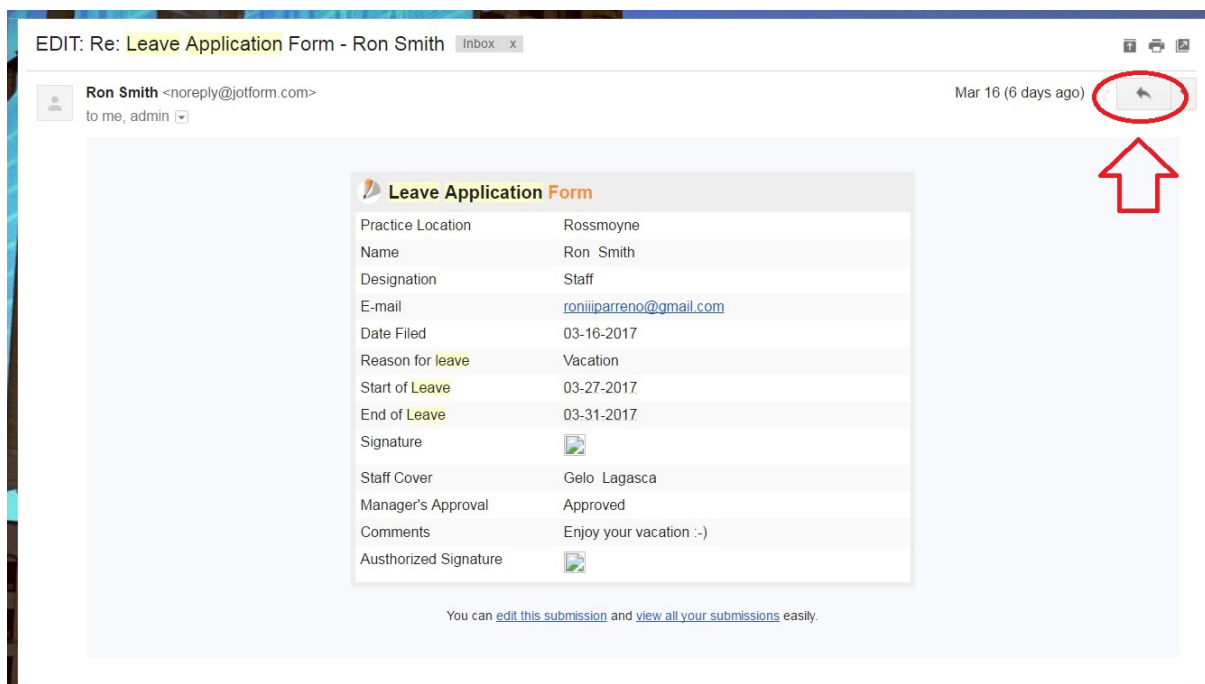
7. The Approver/Authorizer will receive a new email with a Subject Name:

EDIT: Re: Leave Application Form - Ron Smith

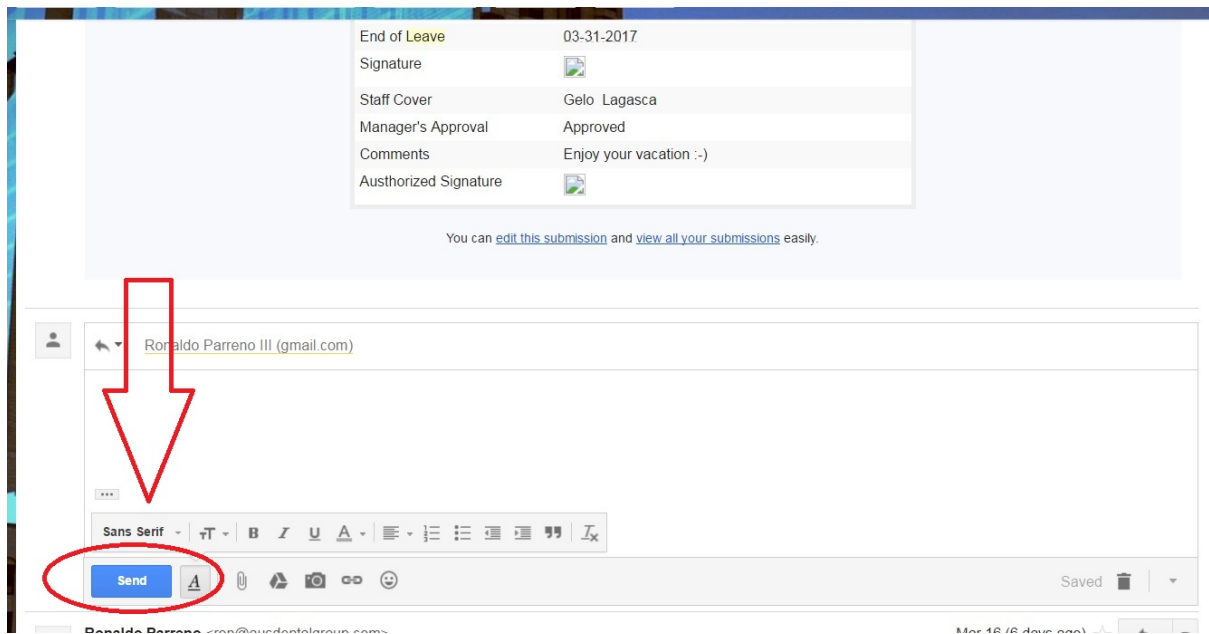


Note: If the Leave Form is Approved, Head office will automatically receive a copy of the Approved Application Form.

8. The Approver/Authorizer is to CLICK REPLY button to send/notify the Applicant whether his/her leave application is Approved or Not Approved.



9. Then simply CLICK SEND button below.



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

Thank You 😊