



## **User Quick Case View**

New Approved Form Case3Submitted Form Creation Request Case1Pending Approval Form Case2Approved or Declined Case3



CREATE FORMS

REQUEST NEW

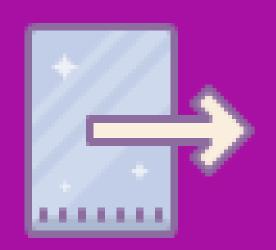
FORMS

REPORTS &

SIGN OUT







**NEW STAFF REGISTRATION FORM** 

**NEW STAFF CLEARANCE FORM** 

## **New Request Form Creation** Name of Form: **Form Description:** Example: Form fields: - Name - Department - App Service - Signature - Date **Requester's Name:** Submit