#### **Holiday Exception Form Routing Instructions**

These directions are for when you open the PDF and the Adobe Acrobat Application opens on your computer: Adobe Acrobat

If you are using the <u>web browser version of Adobe Acrobat sign</u> you will need to follow steps 1 - 6 and then skip to step 13.

(Clicking the blue number will take you to a visual example; clicking the blue Step(s) will take you back up to the steps)

### Step(s)

<u>1</u>. <u>Download and open the form</u> if you haven't already downloaded the form.

[If you open from the link from the above link click "ESign":

2. Fill out the first page of the form.

3. Go to the E Menu and click "Print"

[If you open from the form from the above link click download: Step 5] in the right corner and go to

All tools Edit Convert E-Sign

- 4. In the Printer drop-down menu select Adobe PDF
- 5. Save the form in your desired location and desired name
- 6. The new PDF will open from your desired location; your text fields will now be uneditable
- 7. Click on All tools

8. The All tools side menu will pop out

9. At the bottom of the menu select the "Request e-signatures" button

10. In the box that pops up input your Dean or VP's email address

1]. The box will then generate the message that will be sent with your signature request. Under "Add Cc" Change the subject and body of your email to your desired text (otherwise it will send

with the document name and "Please review and sign this document.")

12. Select More Options (not "Specify where to sign" even though that's the intuitive next step)

13. On the "Get documents signed screen" your Dean or VP will auto-populate as the#1 box. In the #2 box input the VP of Administrative Affairs or Official Designees' email. The toggle above the #1 box SHOULD be set to "Complete in Order". If it's not, then change it and hit "Next".

14. On the next screen, you will have a Recipients drop-down menu which should default to your #1 signer, if it's not select your #1 signer.

15. Underneath "RECIPIENTS" there is the "Signature Fields" drop-down. Click on the carrot 🗡 and it will expand.

16. In that drop-down you can hover over, grab (long click) Signature and drag it to the Division VP/Administrator. The box should expand to the line, and if it doesn't, you can drag the edges of the box to fit.

17. Underneath the "Signature Fields" drop-down there is the "Signer Info Fields" drop-down menu. Click the carrot  $\checkmark$  and Date and drop it onto the "Date" line.

You will also need to add "Data Fields" from the "Data Fields" drop down menu. Click the carrot and ( Text Input then drop a "Text Input box" into the 3 open spaces: Do Approve, DO NOT Approve and Comments

18. Back up in the "Recipients" drop-down menu select the VP of Administrative Affairs or Official Designees' email and repeat step 17.

Signature 19. In the "Signature Fields" drop-down hover over, grab (long click) and drag it to the Dean or VP Approval. The box should expand to the line, if it doesn't you can drag the edges of the box to fit..

20. Underneath the "Signature Fields" drop-down there is the "Signer Info Fields" drop-down menu. Click the carrot  $\checkmark$  and Date and drop it onto the "Date" line.

21. Add "Data Fields" from the "Data Fields" drop down, click the carrot 💙 and grab Text Input Drop a "Text Input box" into the 4 open spaces: DO Approve, DO NOT Approve, Years approved, Comments

22 If you plan on having to do this form in the future check the "Save as template" box above the blue "Send" button

<u>23</u>. Hit

Send

Once you have received all signatures please send the signed pdf to either <u>ces@humboldt.edu</u> (internal event) or <u>spacerentals@humboldt.edu</u> (external event) depending on who you are working with.

**Note**: When you hit send Adobe Sign will automatically send you an email telling you your document has been sent out for signature. When the form is signed you will receive updates. You don't need to CC yourself to receive updates.

# <u>Step(s)</u> 2

# <u>Step(s)</u> 3

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## Step(s) 4

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#### Step(s) 6

<u>Step(s)</u> 7

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### Step(s) 9





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Check Box	overtime or Holiday pay depending on th	neir classification/Union contract.	
Radio Button	Comments (Optional):		
More Fields	Division Administrator Signature:	racilities outside building open hours and/or	- 1
Transaction Fields	occurring on Holiday or Closure Days wh or Holiday pay depending on their classi Annual recurring event is approved for	ere staff may be required to be paid overtime fication/Union contract.	
	I DO NOT approve of this event being hel and/or occurring on Holiday or Closure D overtime or Holiday pay depending on th	Id in facilities outside building open hours Day where staff may be required to be paid heir classification/Union contract.	
	Comments (optional):		
Reset Fields			
Save as template	Final Approval - VP of Administrative Affairs:	Signature	
Send	···		×

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Save as template

