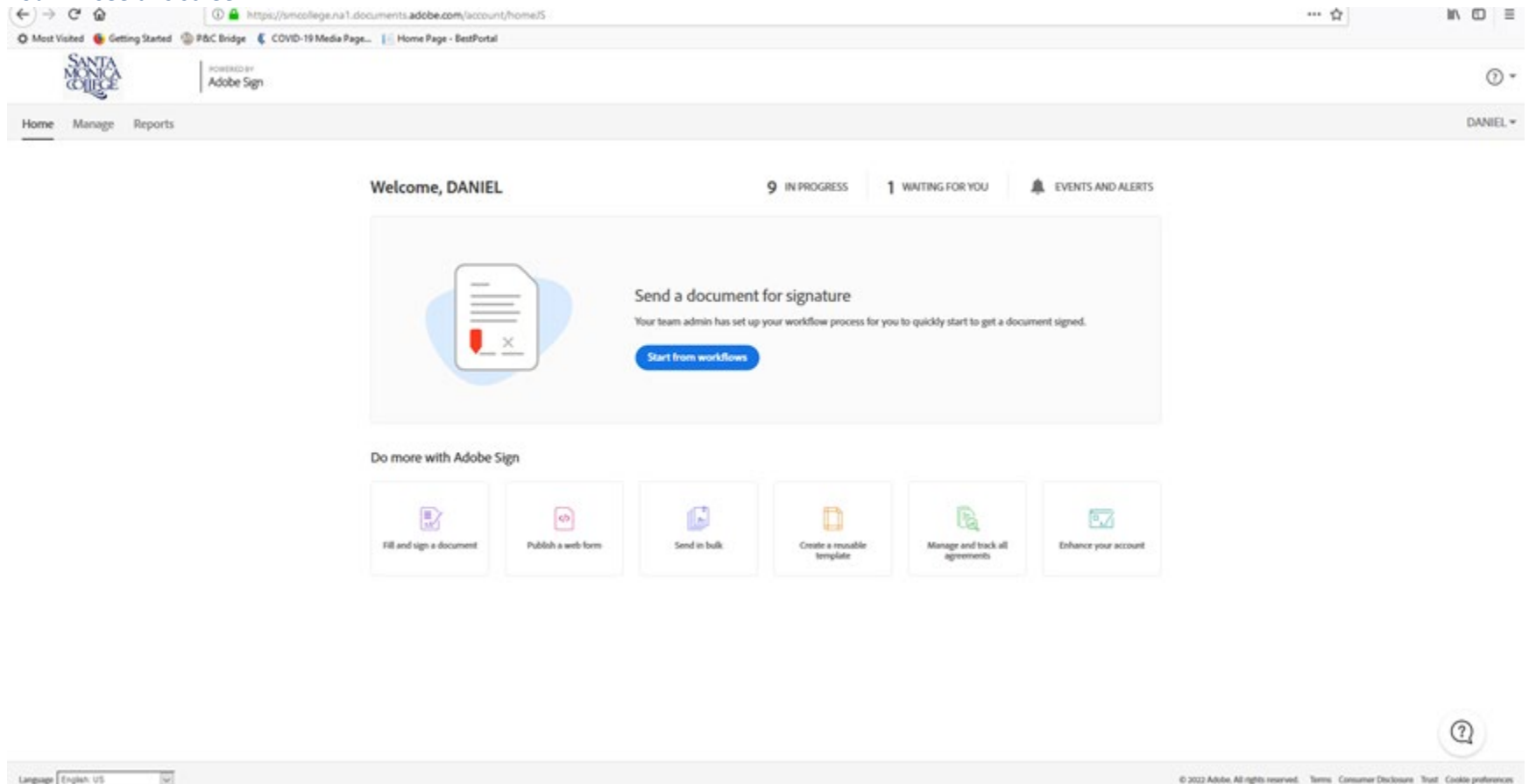


INSTRUCTIONS FOR ORDERING PPE & SANITIZER THROUGH ADOBE SIGN

1. Goto www.smc.edu/adobesign
2. Login to adobe sign with your SMC credentials
3. You will see this screen



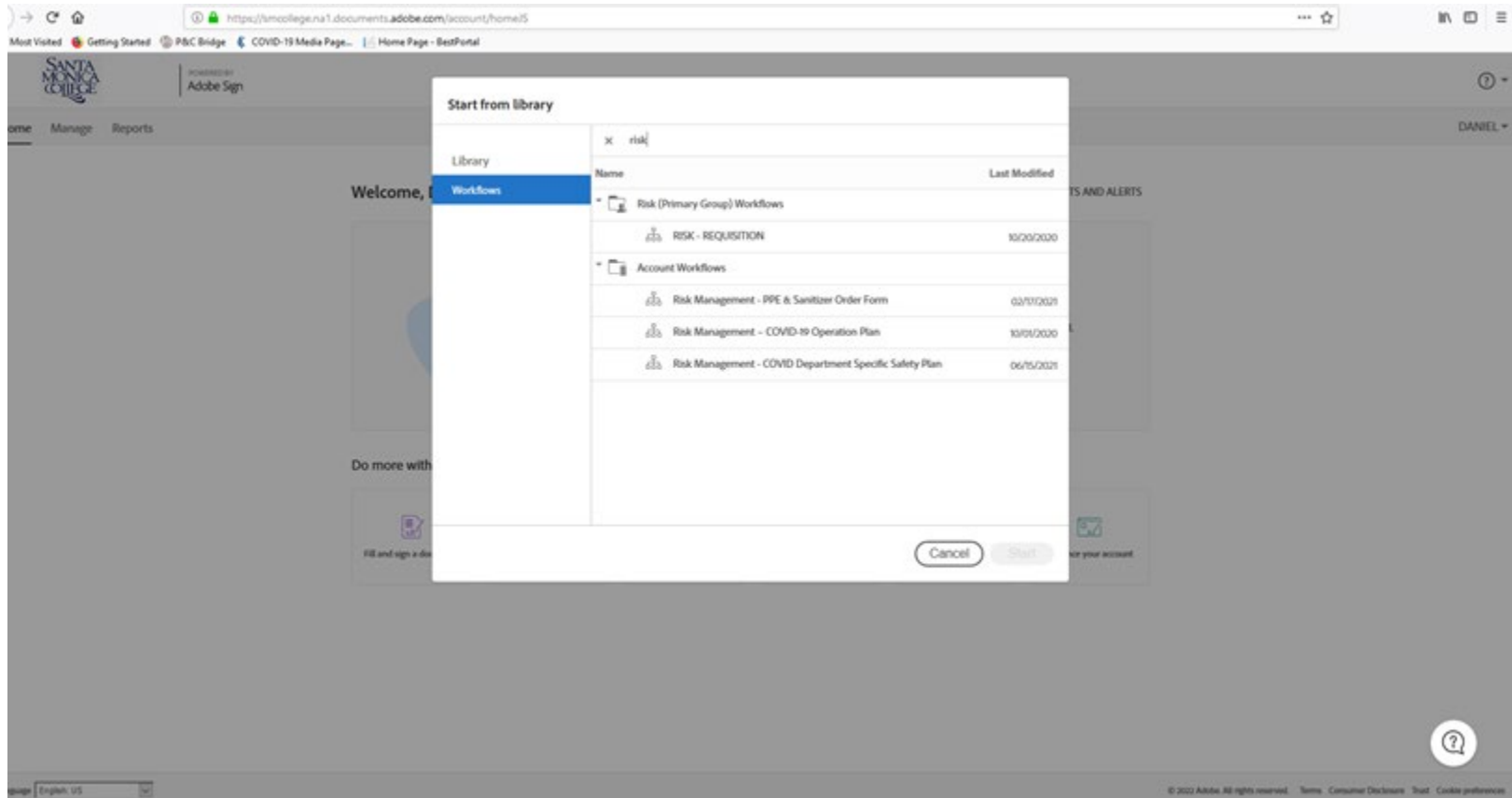
4. Click on start from workflows
5. You will see this pop-up window

The screenshot shows a web browser window with the URL <https://smcollege.us1.documents.adobe.com/account/home?S>. The page is titled "Start from library" and features a search bar and a table of workflow items. The "Workflows" library is selected, and the "Risk (Primary Group) Workflows" category is expanded. The table lists the following items:

Name	Last Modified
Risk (Primary Group) Workflows	
RISK - REQUISITION	10/02/2020
Account Workflows	
Payroll - myTime Daily Hours Worked Report Form	06/30/2020
HR - Performance Eval Acad Admin-Mgrs-Supervisors Long...	05/07/2021
Personnel Commission -- Authorization to Adjust End Date	04/06/2021
WN - Testing 01	10/06/2020
HR - Performance Self-Evaluation and Certification - Admini...	05/07/2021
Personnel Commission - Re-class Request Form	10/08/2021
Foundation - Check Requisition	10/05/2020
SAB - AMSH-CBA	

At the bottom of the dialog, there are "Cancel" and "Start" buttons. The background page shows a "Welcome" message and a "Do more with" section.

6. In the search box at the top type Risk. You will see this:



7. Click on Risk Management – PPE & Sanitizer Order Form, and then click START
8. Then you will see this window:

How this workflow works?
This form should be filled out by the area manager requesting personal protective equipment for their area.

Send from: Risk (Primary Group)

Recipients

Requestor/Manager*

Enter recipient email Email

Risk Management*

Myself Email

Receiving*

DAVIS_LISA@smc.edu Email

CC Hide

Cc

davis_lisa@smc.edu X

Agreement Name*

TYPE YOUR NAME HERE - PPE & Sanitizer Order Form


Options

Set Reminder

Message*

Please fill out the form and e-sign.

Files

PPE N Sanitizer Order Form *  Risk Management - PPE & Sanitizer Order Form

9. Under Requestor/Manager you can enter your email address; Under Agreement name, type your name where it says “TYPE YOUR NAME HERE”; then click **SEND**
10. The document will process and the request form will pop-up and you will see this:

Options ▾

TYPE YOUR NAME HERE - PPE & Sanitizer Order Form

Next required field

PPE SUPPLY REQUEST FORM

NAME: DATE OF REQUEST: Jan 7, 2022

DEPT: DATE NEEDED BY:

DESCRIPTION	QTY. REQUESTED	UNIT OF MEASURE	QTY ISSUED (RECEIVING USE ONLY)
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		
Select...	Select...		

Approved by: 01/07/2022

Signature (Required) Print Name Ext. Date

Risk Management:

Signature (Required) Print Name Date

FOR RECEIVING USE ONLY:

Language [English US] [US]

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11. Enter your name, department and date needed by; select the type of PPE or sanitizer you want and the quantity; if the quantity is more than 10, you can repeat the same request on the next line. Keep in mind that a quantity of 1 usually means one box of something, not one unit.
12. At the bottom provide your signature, print your name and extension.
13. Once everything is filled in correctly there will be a pop-up bar at the bottom that says “Click to approve”.
14. The document now automatically goes to Daniel Phillips for approval. If Daniel Phillips approves, the document automatically goes to Lisa Davis in receiving to process and deliver your order. If Daniel Phillips does not approve you will receive an email that he did not approve and a message from him stating what needs changing in the document. If changes are necessary, start again from step 1.