

# GME Leave Request

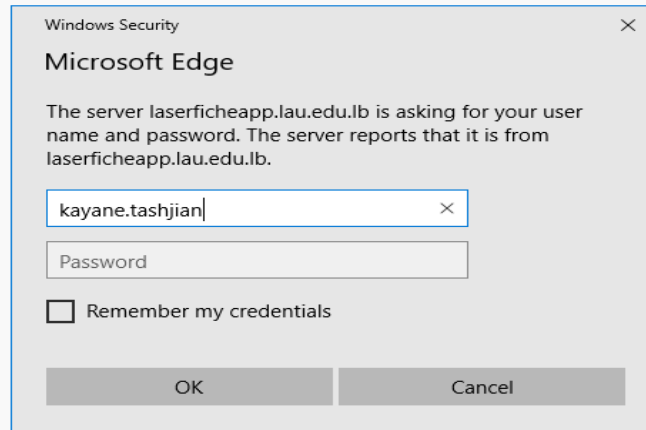
## TUTORIAL

## Graduate Medical Education

### Login

- Click on the following link: <https://edms.lau.edu.lb/Forms>
- Popup will appear to login using your own LAU credentials without @lau.edu.lb as shown below.
- Click ok after filling in your credentials.

**Laserfiche®**



Windows Security

Microsoft Edge

The server laserficheapp.lau.edu.lb is asking for your user name and password. The server reports that it is from laserficheapp.lau.edu.lb.

kayane.tashjian

Password

Remember my credentials

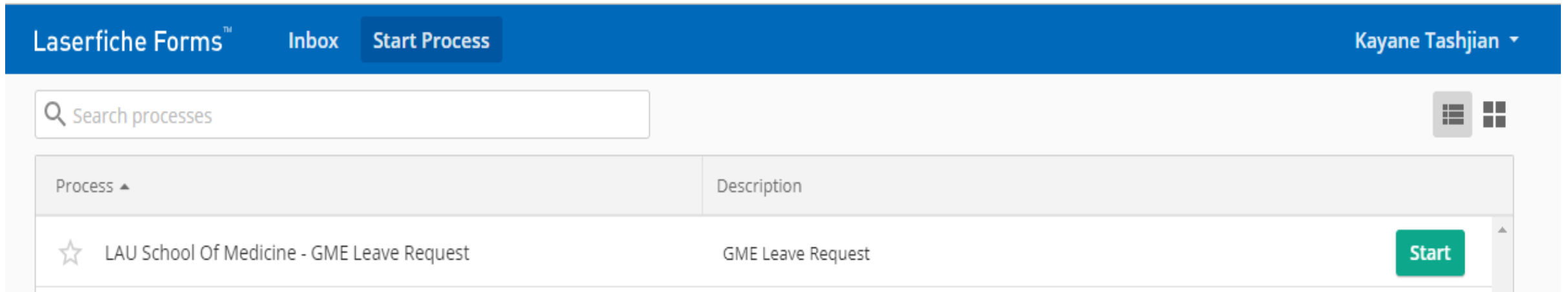
OK Cancel

## Graduate Medical Education

- A pop up will show including Inbox & Start Process:

### Start Process:

- To submit a leave request form, click on the Start Process.
- Click start box in green to launch the leave request for GME




The screenshot shows the Laserfiche Forms interface. At the top, there is a blue navigation bar with the text "Laserfiche Forms™" on the left, "Inbox" and "Start Process" in the center, and "Kayane Tashjian" with a dropdown arrow on the right. Below the navigation bar is a search bar with the placeholder text "Search processes". To the right of the search bar are two icons: a list view icon and a grid view icon. Below the search bar is a table with two columns: "Process" and "Description". The table contains one row with the following data:

Process ▲	Description
☆ LAU School Of Medicine - GME Leave Request	GME Leave Request

At the end of the row in the table, there is a green button labeled "Start".

## Fill Leave Request Form

- Fill the form and submit. You are able to fill two types of leave requests
- In the leave type if you select the option Others it is obligatory to specify the reason in the Notes, or else the submission doesn't go through.



### Leave Request Form For Residents



**Submission Date**

**Full Name**

**Residency Program \***

---

**Leave Types**

Leave Type	Day/Hours	Date From	Date To
<input type="text"/>	<input type="text"/>	<input type="text"/> 	<input type="text"/> 
<input type="text"/>	<input type="text"/>	<input type="text"/> 	<input type="text"/> 

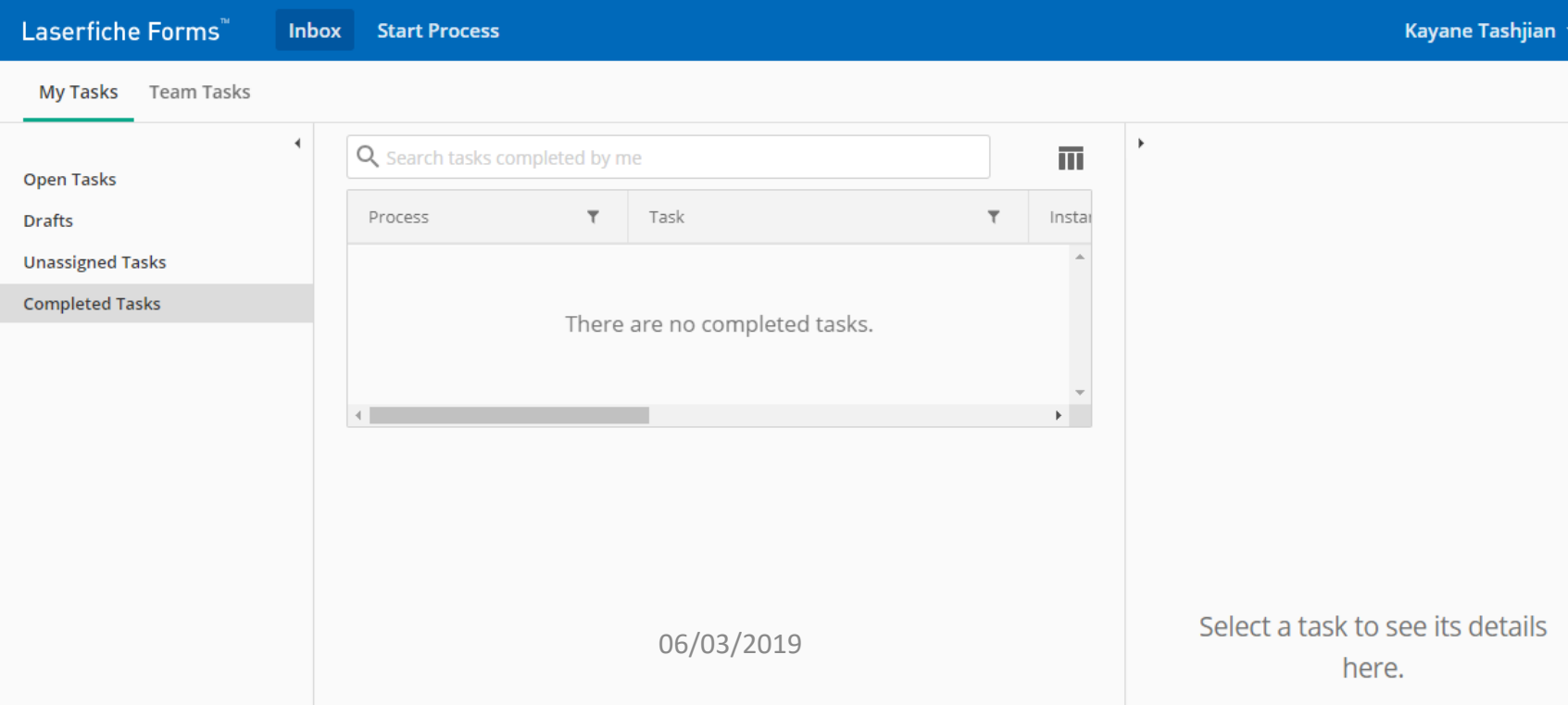
**Attachments**   
size less than 250 MB

**Notes**

06/03/2019

## Inbox

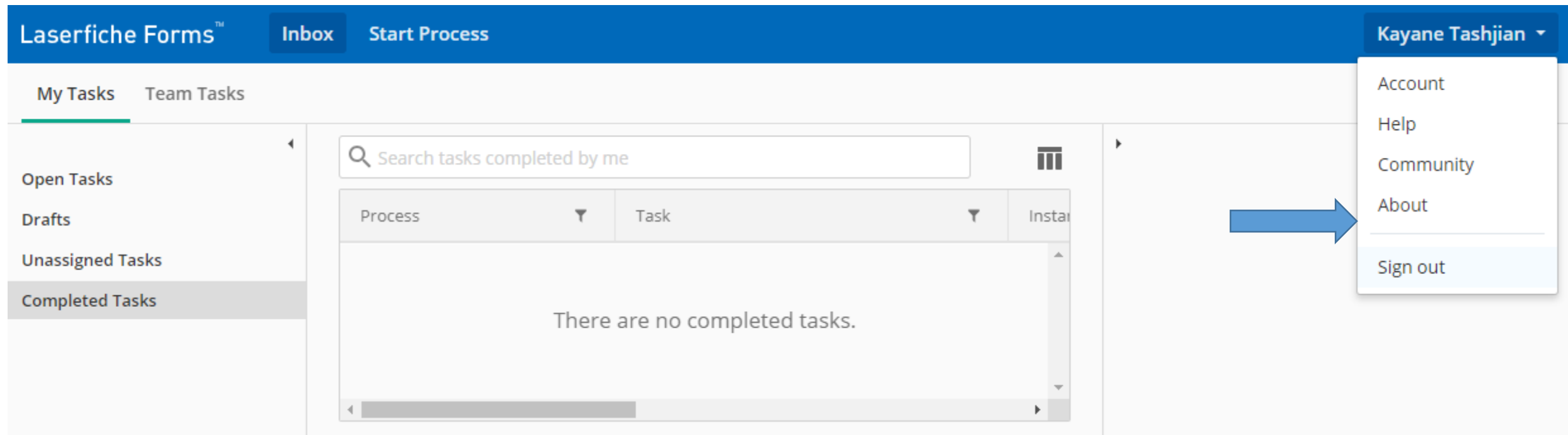
- In the inbox, specifically My Tasks, you may find the tasks submitted and need action by Program Directors or Assistant Dean who are eligible for the action.
- Under My Tasks you can find the following options:
  - Open Tasks: contains all opened tasks that require action, e.g. Program Directors or Associate Dean (Not applicable for residents)
  - Drafts: Not applicable for residents
  - Unassigned Tasks: Not applicable for residents
  - Completed Tasks: Review all tasks completed, whether their status are in progress, approved, rejected or terminated.



The screenshot shows the 'Inbox' view in the Laserfiche Forms application. The top navigation bar includes 'Laserfiche Forms', 'Inbox', and 'Start Process' buttons, along with the user name 'Kayane Tashjian'. Below the navigation bar, there are two tabs: 'My Tasks' (selected) and 'Team Tasks'. On the left side, there is a sidebar menu with options: 'Open Tasks', 'Drafts', 'Unassigned Tasks', and 'Completed Tasks'. The main content area features a search bar with the text 'Search tasks completed by me' and a table with columns for 'Process', 'Task', and 'Insta'. The table is currently empty, displaying the message 'There are no completed tasks.' At the bottom of the page, the date '06/03/2019' is visible, and a prompt says 'Select a task to see its details here.'

## Sign Out

- Clicking on the small arrow under the name displayed at the upper right of the application shows the sign out feature.



The screenshot shows the Laserfiche Forms application interface. At the top, there is a blue navigation bar with the text "Laserfiche Forms™", "Inbox", and "Start Process". On the right side of this bar, the user's name "Kayane Tashjian" is displayed with a small downward arrow. A dropdown menu is open below the name, containing the following options: "Account", "Help", "Community", "About", and "Sign out". A blue arrow points from the right side of the main content area towards the "Sign out" option in the dropdown menu. The main content area shows a search bar with the text "Search tasks completed by me" and a table with columns "Process", "Task", and "Insta". The table is currently empty, displaying the message "There are no completed tasks."

**Thank you**