

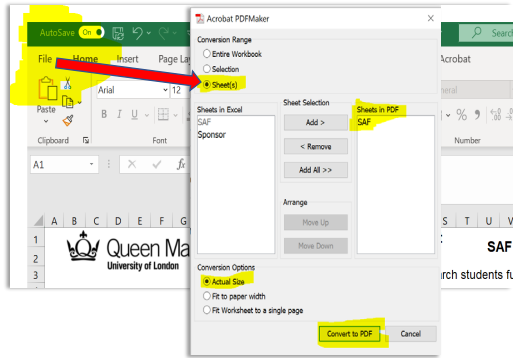
The three steps below show how to add a PDF Stamp to approve the form.

Form version: 22/Mar/2023

1. To save the SAF tab as PDF, go to...

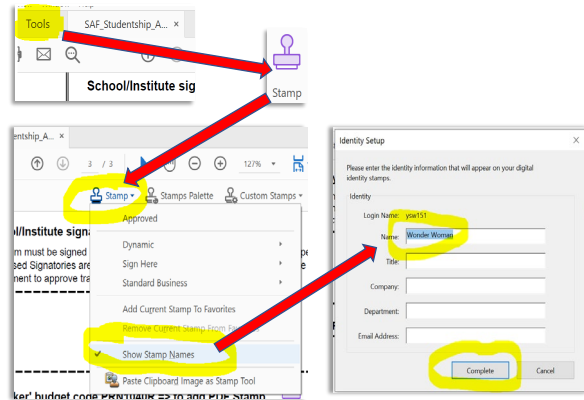
- a. File [on top-left corner of Excel]
- b. Save as PDF

Make sure you select the specific 'SAF' sheet, other than the 'Entire Workbook'.



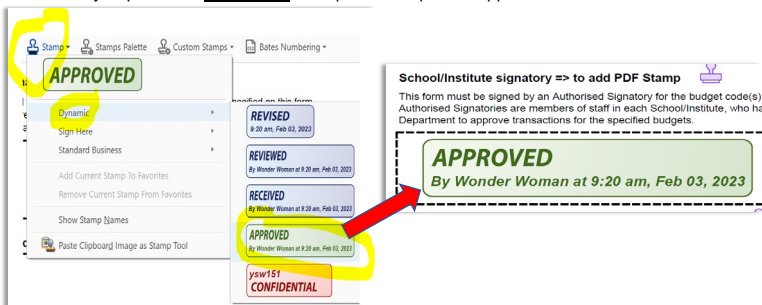
2. To add a PDF Stamp, open the newly created PDF...

- a. Go to the 'Tools' tab [on the top, to the left of the 'file name' tab]
- b. Scroll down to the 'Share & Review' section
- c. Click on the 'Stamp' option
- d. If it is your first time using the 'Stamp', add your name by selecting 'Show Stamp Names'



3 Then, to add the actual 'Stamp'...

- a. Click on the 'Stamp' icon [which now shows on the document screen]
- b. Select 'Dynamic' and click on the 'APPROVED' stamp
- c. You can just place the 'APPROVED' stamp in the respective approver's box on the form.



Some computers might have a different view/layout.

In the screenshot below, you will find the stamp icon on the top-right corner of the screen => under 'Comment'

