# How to update a F202 form submission status on the FRM App

F202 App Instructions for Dept. Heads / Establishment

1 When a F202 submission is added on the FRM App, an email notification will be sent to first the Head of Department and then onwards to Establishment for Approval. The below steps illustrates how to update a form's status from your emails.

2 Open the email notification then Click "TAKE ACTION"
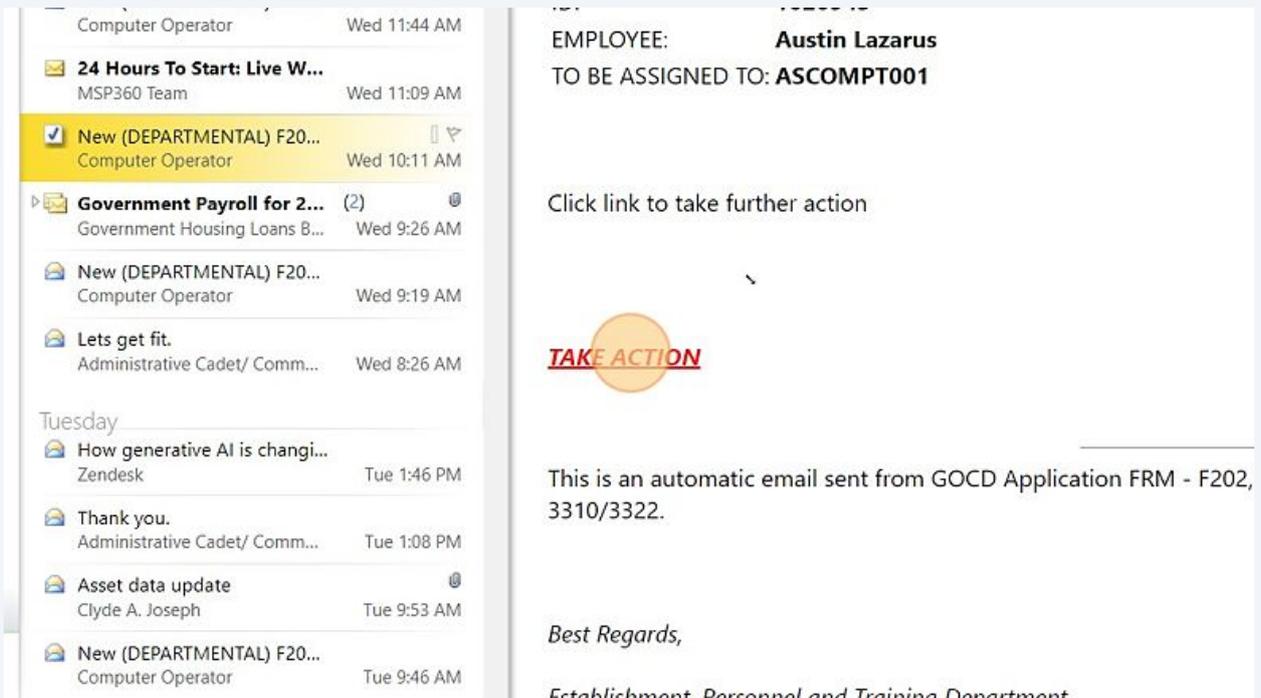
3 The URL address will navigate you to the corresponding web page were an action can be taken to either "Approve" or "Reject" with a significant comment.

Application is good to go

P   POWERED BY TINY

Approver :1   Status 1:

LAZARUSA   Pre-Approval

Approve   Reject

"H" To Hire a New Employee   U
"U" To Update Details of an Existing Employee

Employee Details

Employee ID: Name:

4 After "Taking Action" you will be redirected to the home page where you can confirm status update.

JRCLK005	EC $1623.15		
ADMCD002T	EC $3254.82		
ASSEC009	EC $4655.64		
ASCOMPT001	EC $4826.70	LAZARUSA	**APPROVED**