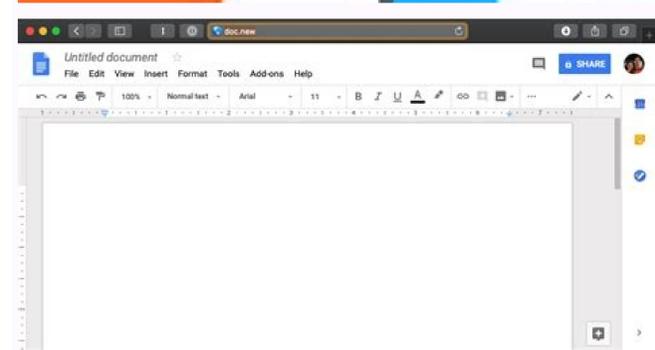


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Application for Business Trip		Date: / /	
Applicant	Department		
Deputy			
Reason			
Types	<input type="checkbox"/> Domestic <input type="checkbox"/> Oversea <input type="checkbox"/> Others: _____		
Place	Days		
Start Date	Finish Date		
Transportation	<input type="checkbox"/> Train <input type="checkbox"/> LRT <input type="checkbox"/> Flight <input type="checkbox"/> Others : _____		
Transportation Booking			
Accommodation	<input type="checkbox"/> No need <input type="checkbox"/> Need <input type="checkbox"/> Other : _____		
Accommodation Booking			
Currency	<input type="checkbox"/> USD <input type="checkbox"/> SGD <input type="checkbox"/> MYR <input type="checkbox"/> NTD <input type="checkbox"/> Others : _____	Expected expenses	
Remarks			

[Attention]

- Domestic business trip has to request one week prior, whereas overseas business trip has to request two weeks prior
- Business trip within two days can be approved by the supervisor while business trip more than three days is approved by the CEO
- Please refer to the personnel regulations for accommodation costs
- Please confirm receipt of advance payment or related ticket and sign on this application form

CEO	Human Resource	Finance	Supervisor	Applicant

Sign for advance payment/ticket:

We're making it easy to collaborate on an email draft in Docs with the new email draft template. You can mention people in the recipient fields using the @ menu without having to remember their email addresses, and collaborate on the message body using comments and suggestions. When ready to send, simply click the button that is shown alongside an email draft. A Gmail compose window will pop up, with email fields (subject, to, cc, bcc, and body) automatically populated based on the email draft in the document. Creating an email draft template Getting started Admins: There is no admin control for this feature. End users: There is no end user setting for this feature. To insert an email template, go to Insert > Building Blocks > Email draft Rollout pace Availability Available to all Google Workspace customers, as well as legacy G Suite Basic and Business customers Google Workspace Learning Center Creating the same types of files over and over can be time-consuming and inconsistent across team members. Save time with templates in Google Docs, Sheets, Slides, Forms, or Sites. You can choose an existing template or create your own. Examples Create eye-catching resumes, brochures, or newsletters instantly using Docs. Get an instant format for invoices, budgets, expense reports, or schedules in Sheets. Make your sales pitch, case study, proposal, or status report stand out with a Slides presentation. Promote your organization by creating branded templates for external-facing documents, such as proposals and reports, using any of the Docs editors. Add signatures to an agreement, flowcharts to a process document, import metrics into a spreadsheet, and more with add-ons. Choose an option: From the Docs, Sheets, Slides, Forms, or Sites home screen, at the top, select one of the featured templates. Click Template gallery to see additional templates. Note: If you can't find Template gallery, go to Display or hide Template gallery. If you already have a file open in one of the Docs editors, click FileNewFrom template and select the template you want. From Drive, click New and next to Google Docs, Sheets, Slides, Forms, or Sites point to the Right arrow and click From a template. You can use this feature only if your organization supports it. For help, contact your administrator. Choose an option: Create a new document, spreadsheet, presentation, form, or site. Open an existing document, spreadsheet, presentation, form, or site and make the changes you want for your template. Note: If your template file is in a shared drive, check the sharing settings on the shared drive. Sharing restrictions can prevent people from accessing the template. See Share and collaborate in shared drives. From the Docs, Sheets, Slides, Forms, or Sites home screen, at the top, click Template galleryyour organization name. Note: If you can't find Template gallery, go to Display or hide Template gallery. Click Submit template. Important: You won't be able to submit a template if you do not have permission to modify the sharing settings of your template, or if the template sharing settings have been set to restrict viewers and commenters from downloading the file. Click Select a document and choose the template file you created. Click Open. (Optional) To submit a copy of the file instead of the original, check the box. Select a category for your file. Click Submit. To find your new template, go to Template galleryselect your template. Open Docs, Sheets, Slides, Forms or Sites. At the top, click Menu Settings. Check the Display recent templates on home screens box and click OK. If you hide Template gallery, you can still get to the templates, if needed. At the bottom of Docs, Sheets, Slides, Forms, or Sites, point to New and click Choose template to open the gallery. SearchClear searchClose searchGoogle appsMain menu Browse a large gallery of professionally designed templates, including calendars, schedules, invoices, time sheets, budgeting tools, letters, resumes, financial calculators, and more. When you find a template you want to use, click on the Copy to Google Drive button and the add-on will save a copy of the template into the root folder of your Google Drive. Features: - Get access to templates not available in the public gallery - Get templates for both Docs and Sheets - Search by keyword Visit the feedback/support page on vertex42.com to request other templates. Clarification on permissions required by this add-on: This add-on requires the use of the Google Drive API to copy a spreadsheet or document template to your Google Drive. It does not access, update, or delete other documents, spreadsheets, or folders on your Google Drive.Template Gallery for Docs will ask for the permissions shown below. 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You can also create a custom template gallery using both standard templates and templates you and your users create if you enable custom templates. In the Google Admin console, you can manage the categories for your organization's custom template gallery or turn it off altogether. Regardless of settings, you can add and remove templates you or your users created. You can't, however, remove templates in the Google template gallery. For more information, go to Create document templates. Enable custom templates Allow users in your organization to find and use organization-specific templates from the Docs, Sheets, Slides, Forms, and Sites home screens. Update the template categories so users can quickly find relevant templates. For example, you might want separate categories for your marketing, sales, and human resources teams. Check the Enable custom templates for your organization box. If this box isn't checked, users can't submit or use custom templates, but they can still use the standard template gallery. (Optional) To help users quickly find relevant templates, update the template categories. To add a category—Enter a category name and click Add. To remove a category—Uncheck the category's box. When you remove a category, you see an option to move its existing templates. If you don't select a new category, existing templates appear in the gallery as Uncategorized. Select who can submit templates: Open—Anyone in your organization can add or remove templates without approval. Moderated—Admins with the Docs Templates privilege get an email request to approve each new template. The request is closed once any admin responds. Approved templates are added to the custom gallery. Rejected templates can be resubmitted. Restricted—Only admins with the Docs Templates privilege can submit templates. Click Save. Turn on templates with add-ons You can pair Docs, Sheets, Slides, Forms, and Sites templates with recommended add-ons. Add-ons are third-party tools that work with Docs editors. For example: A legal template might include an add-on for electronic signatures. A project plan template might include an add-on to create flow charts and other complex diagrams. When users create a new document from a template, a sidebar shows any paired add-ons. This sidebar makes it easy to find and install the right tools for a task. Learn more about using and submitting templates. Allow templates with add-ons in your organization: G Suite Tips is provided by the team at Overdrive. We're passionate about Google Workspace and everything Google, so we're delighted to share the latest insights, tips and tricks with you. Google Docs add-ons operate similarly to Chrome extensions. They are a third-party apps that you can install to add new features to Google Docs. Here's how to set them up, and uninstall them when they're no longer needed. It's hard to find a better word processor than Google Docs. You can use it to write work papers, articles, create a resume, and so on. However, if you're a power user, the built-in capabilities of Google Docs may not be sufficient. To fix that, you can use Google Docs add-ons to add functionality that fills in the gaps. Some add-ons boost productivity, while others expand capabilities (like allowing teachers to integrate grades into students' papers). How to install Google Docs Add-Ons Open any Google document on the web. From the top menu, select Extensions > Add-ons > Get add-ons. A Google Workspace Marketplace pop-up window will open with apps that work with Google Docs. Choose the one you want to add and click Install. A message will appear to inform you about the specific data the add-on needs to access to work properly. Read the message, then click Allow. After the installation, you may need to refresh the Google Docs page to start using the add-on. How to uninstall Google Docs Add-Ons Open any Google document on the web. From the top menu, select Extensions > Add-ons > Manage add-ons. A Google Workspace Marketplace pop-up window will open with the list of add-ons currently installed. Click on the one you want to remove, and then click Uninstall. A pop-up message will appear to confirm the action. 6. Refresh the page to make sure the changes take effect. Check out some of our recommended Google Workspace add-ons to improve productivity and boost security within your company. Share your favorite Google Docs add-ons on our Google Workspace forum . Google Drive can be used to upload files that are meant to be private or confidential. If you are looking for a way to hide files within a shared folder or shared drive, this

tip is for you. No one can view the files created or uploaded to My Drive until you share them. But what if you want to conceal files that are part of a shared folder or drive in Google Drive? Keep in mind that the following trick works only with files that are uploaded to Google Drive (e.g. PDFs, Microsoft Office files, images etc) and not the ones created in Google Drive such as Docs, Sheets etc. Use File Versions to Hide PDFs and other files in Google Drive If you have editor rights on a shared file, you can use Google Drive's version management feature to hide the original file. This will render the original file hidden in plain sight. Here's how to change the file version and hide the original file in Google Drive: Open Google Drive on the web. Right-click on the file you want to hide and select Manage versions (you can only do this if you have Editor permissions on the file). Click Upload new version. Upload any file you want to put in front of the original. To make it less noticeable, you should use the same file format as the original file. If it's a PDF document, make sure you're uploading a PDF file; if it's a JPEG or PNG image, use an image; and so on. Remember, this only works with files uploaded to Google Drive, not those generated in Google Docs, Sheets, and Slides. Here's an important step: click on the 3-dots menu next to the original file and make sure the Keep forever box is checked. The original file will be deleted after 30 days if you miss this step. Once the file is uploaded click the Close button. In case you want to unhide the file and bring the original back to Google Drive in plain sight, right-click on the file > Manage versions > Delete the uploaded file that you used to mask the original one. The downside of this trick is that the Owner of the file, as well as the Editors, can still see the original file if they check the file's version history. If you have discovered a better way to hide files in Google Drive, share your tip with others on the Google Workspace forum . Did you know that you can search Google Drive for files that are owned by you, or others? You can use this feature to separate your files from the ones owned by your colleagues or external users. Take advantage of this search feature to save time. Google Drive is an online storage service that allows Google Workspace to store and share files. The service syncs documents, images, and other files across all of the user's devices, including mobile phones, tablets, and computers. Google Drive allows you to organize files inside standard folder hierarchies, as well as locate folders and files using traditional navigation techniques (e.g. clicking down through a folder hierarchy). However, it is usually faster to use Google Drive's fantastic search capabilities. To find all the files owned by you within your company's Google Drive, click on the search box and enter creator: followed by your email address. For example, creator: . You can use this trick with any email address from within your company's domain (e.g. creator: ) You can also use the advanced search filters such as Location, File Type, Last Modified, and Labels to narrow your search. You can now find files in Google Drive more precisely and faster with this advanced search tip. For more Google Drive search shortcuts check out this tip . Ask for help or share your Google Drive tips with the community on our dedicated Google Workspace forum .

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