**Email that follows registration:**

From: WebPortal@mymada.net

Sent: <Date>

To: <email address>

Subject: Welcome to Mada Web Portal

Dear <First Name>,

Your registration at Mada Web Portal has been completed successfully. Your sign in details are as follows:

 Email: <email address>

 Password: <password>

Thank you for your confidence in our services.

Please note that this is an automated response from a virtual email address. Do not reply to this email.

Regard,

Web Portal Administrator

**Email that follows Password reset**

From: WebPortal@mymada.net
Sent: <Date>
To: <email address>
Subject: Forget Password

Dear <First Name>,

Our Web Portal has received a request to reset the login password of your account with email address: <email address>

To confirm that you want your password reser, please click on the following link <link>, or copy it to the address portion of your web browser; otherwise, ignore this e-mail and nothing will happen.

Please note that this is an automated response from a virtual email address. Do not reply to this email.

Best Regards,

Web Portal Administrator

**Travel request email (sent to the member who fill the form after filling the form)**

From: WebPortal@mymada.net
Sent: <Date>
To: <email address>
Subject: Travel Request Registration/<First Name> <Last name>/<Destination>

Dear <First Name>,

This is to confirm that your travel request to <Destination> has been completed successfully and has been sent to respective staff authorities for proper handling.

You will be informed by email once your request has been approved or disapproved. Until then, you are kindly requested not to process any travel arrangements.

On the other hand, and by logging to your account, clicking on My Travel Requests, and selecting the proper request, you can track where your request is pending to simplify the follow up process.

Please note that this is an automated response from a virtual email address. Do not reply to this email.

Best Regards,

Web Portal Administrator

**Travel request email (sent to the authorizing person)**

From: WebPortal@mymada.net
Sent: <Date>
To: <email address>
Subject: Travel Request Authorization/<First Name> <Last name>/<Destination>

Dear <First Name>,

A staff member has placed a travel request that is pending and requires your approval/rejection.

You can approve or reject it by clicking on the following link <link>.

On the other hand, and by logging to your account, clicking on My Travel Requests, and selecting the proper request, you can, at any time, track where this request is pending to simplify the follow up process.

Please note that this is an automated response from a virtual email address. Do not reply to this email.

Best Regards,

Web Portal Administrator

**Travel request Approval (sent to the member who filled the form)**

From: WebPortal@mymada.net
Sent: <Date>
To: <email address>
Subject: Travel Request Approval/<First Name> <Last name>/<Destination>

Dear <First Name>,

This is to inform you that your travel request to <Destination> has been approved.

Proper staff has been informed to process advance payment, travel document arrangements, hotel reservations as well as absence computations.

On the other hand, and by logging to your account, clicking on My Travel Requests, and selecting the proper request, you can track where your request is pending to simplify the follow up process.

Please note that this is an automated response from a virtual email address. Do not reply to this email.

Best Regards,

Web Portal Administrator

**Travel request Approval (sent to the processing staff)**

From: WebPortal@mymada.net
Sent: <Date>
To: <email address>
Subject: Travel Request Approval/<First Name> <Last name>/<Destination>

Dear <First Name>,

This is to inform you that a travel request submitted has been approved and pending your processing.

You can check the info by clicking on the following link <link>.

Please note that this is an automated response from a virtual email address. Do not reply to this email.

Best Regards,

Web Portal Administrator