

APPLICABLE TO:

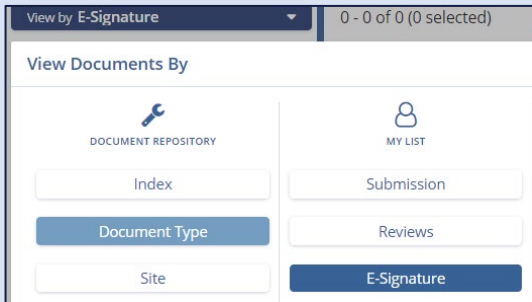
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- Content Management

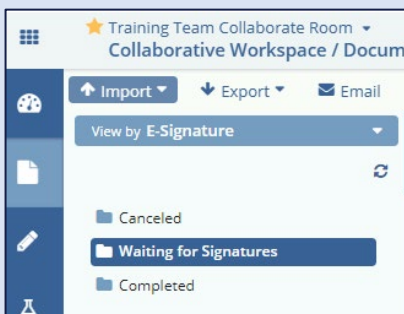
1. Login to the Collaborative Workspace and navigate to the **Documents Library**.



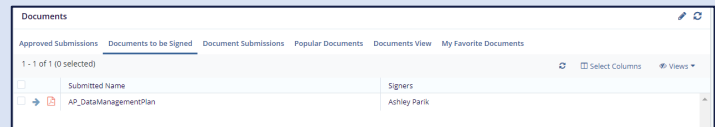
2. Select **e-Signature** from the **View by** menu above the document folders on the left.



3. Click the **Waiting for e-Signatures** folder to view documents that are awaiting signature.

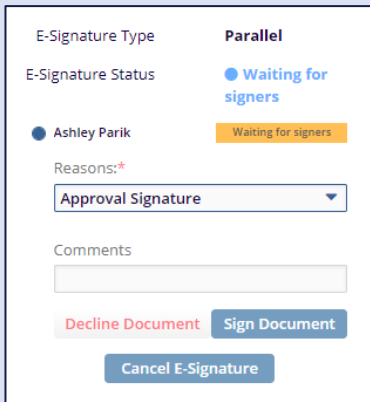
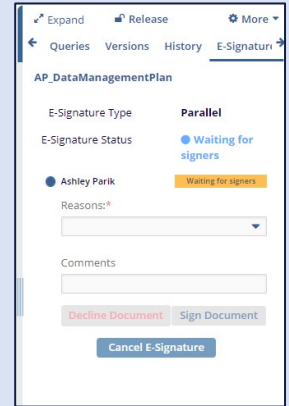


Note: Users can also find documents waiting for signature by viewing the **Documents to be Signed** dashlet from the Dashboard
OR
by clicking the **Waiting for e-Signature** folder from the **Document Life Cycle** view in the **documents module**



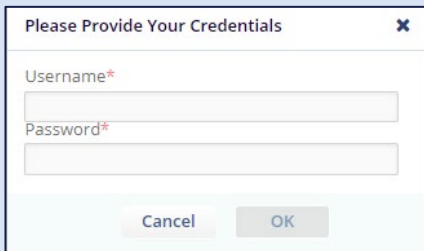
4. Select and open the document that you wish to sign from the **Waiting for e-Signature** folder.

5. Open the **Metadata Pane** on the right and click **E-Signature**.



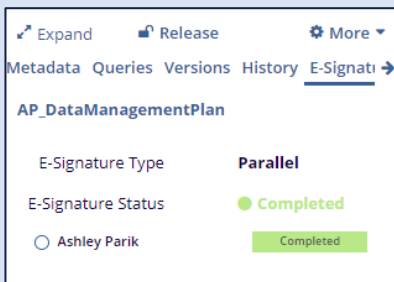
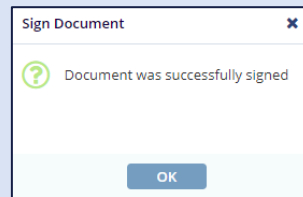
6. Select the appropriate **reason** for signature from the **Reasons** dropdown, and enter any comments, if desired.

7. Click **Sign Document**.



8. To sign the document, enter your login credentials, and click **OK**.

Note: Users will get a pop-up box confirming the successful signing of the document.



Tip: Users can view the **e-Signature Status** by clicking on the **E-Signature** tab in the metadata pane.