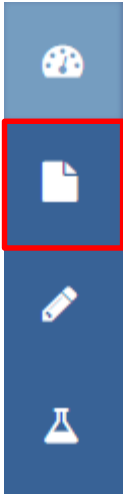


Applicable to: All users



Users must have access to the room and must have been granted the e-Signature action within their **User Profile** in order to perform these steps.



Actions

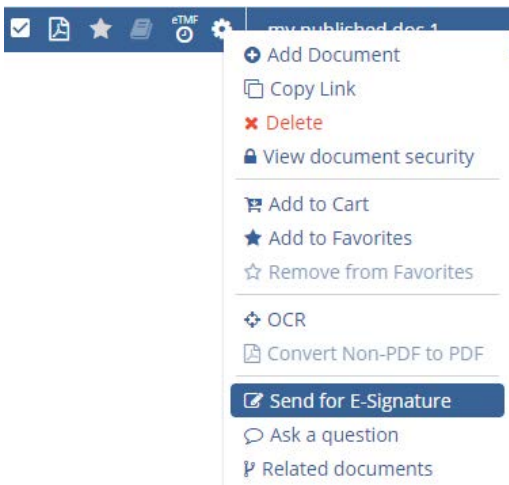
eSignature x

- Redaction
- Page Manipulations
- eSignature

1. Navigate to the **Documents** module.

2. Find and select the document that requires the electronic signature, i.e. e-signature.

<input checked="" type="checkbox"/>	Title	Document Id
<input checked="" type="checkbox"/>	my published doc 1	977166



3. Right-click on the document or click on the gearwheel icon to open the document menu.

Select **Send for E-Signature** in the dropdown.

Send for E-Signature

E-Signature Type Parallel Serial

Search:

Name	Title
<input type="checkbox"/> Steve Clark	
<input type="checkbox"/> Editor 102	
<input type="checkbox"/> Editor 103	
<input type="checkbox"/> Admin 102	
<input type="checkbox"/> Admin 103	
<input type="checkbox"/> Editor 104	
<input type="checkbox"/> Reader 102	
<input type="checkbox"/> Reader 103	
<input type="checkbox"/> Reader 104	

Editor 104

Cancel **OK**

4. Add the user(s) required to e-sign the selected document.

Click **OK**



Be sure to select the correct E-Signature Type:

Parallel allows a random order of signatures

Serial requires a consecutive order of signatures

5. The document will appear in the **Waiting for Signatures** folder within **E-Signature** view of the Documents Module.

View Documents By

ETMF MY LIST

Index Submission

Document Type **E-Signature**

View by E-Signature 1 - 1 of 1 (0 selected)

Waiting for Signatures

	Title
<input type="checkbox"/>	my published doc 1


Documents

Approved Submissions By Workflow Status Documents to be Signed

1 - 1 of 1 (0 selected)

Submitted Name
<input type="checkbox"/> my published doc 1

The document will also be visible in the **Documents to be Signed** dashlet.

 Each room can only be integrated to use one e-Signature program. To use a different e-Signature program, please contact your Trial Interactive representative.

For any additional assistance, click ...

