How to Send a Document for Signature

TI version 10.6

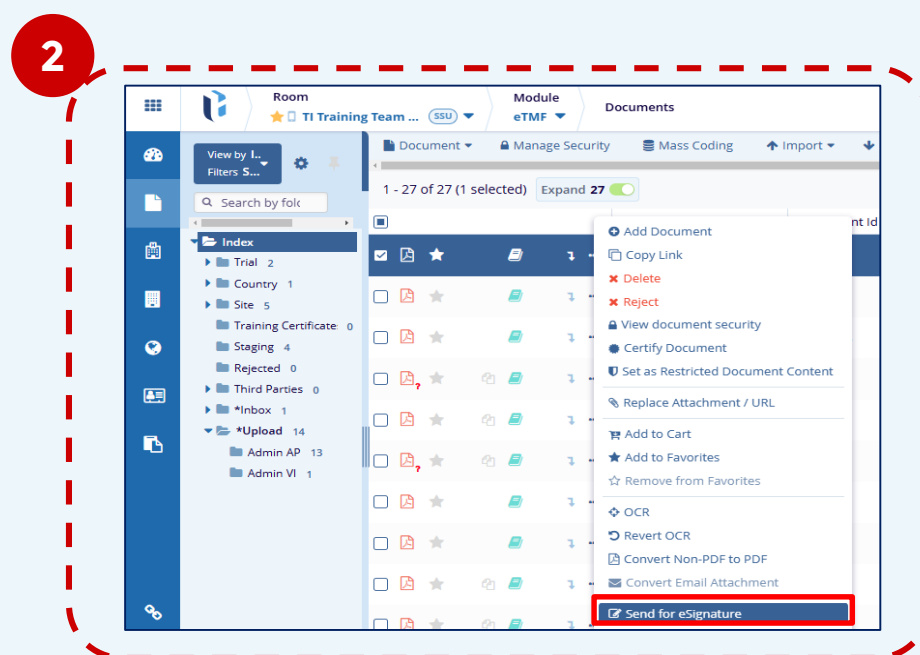**TRIAL INTERACTIVE**

APPLICABLE TO:

- ● Admin
- ● Manager
- ● Editor
- ○ Reader

- ● eTMF
- ● Collaborate

1 Access the **Documents Module** to locate the document you wish to send for eSignature
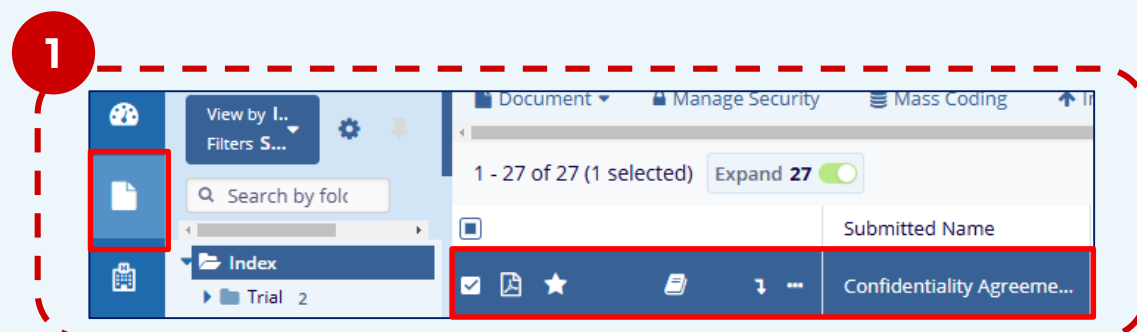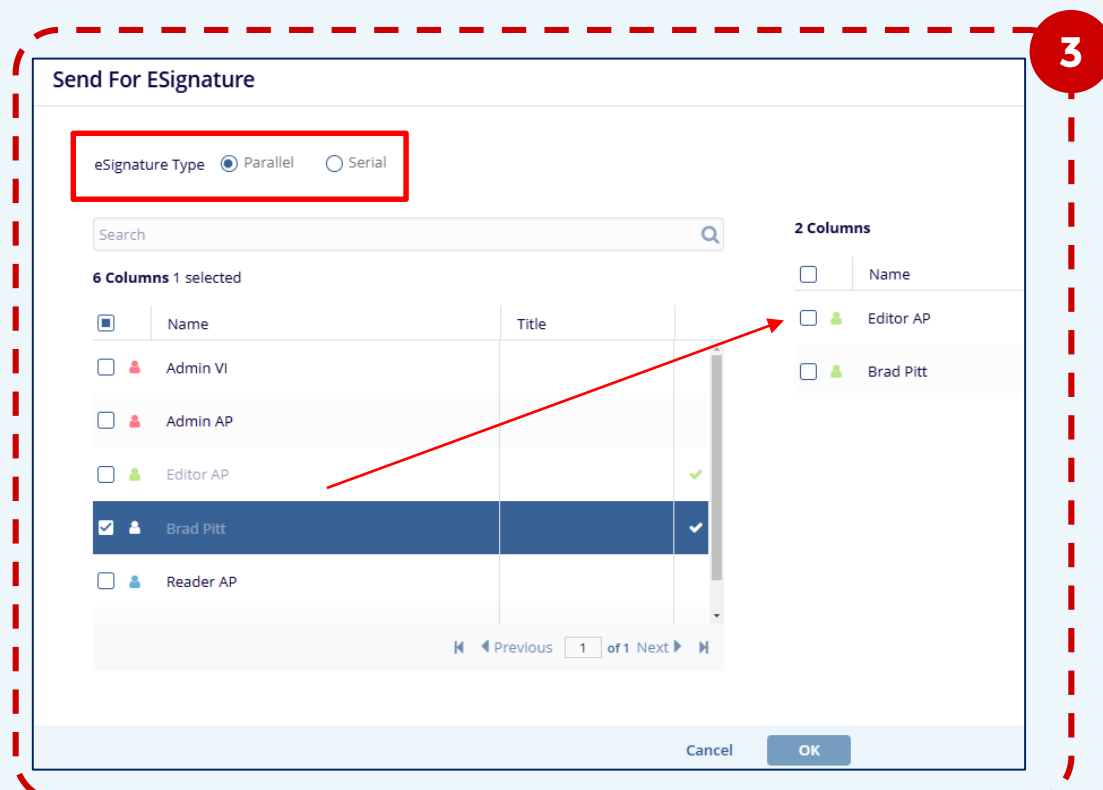

2 Open the **Document Action Menu (...)** and select **Send for eSignature**

3 In the eSignature settings popup, choose the user(s) who will need to sign the document by moving names from the left- to the right-side panel.

You can determine a specific order in which users will sign the document by selecting the Serial radio button. Parallel signatures can happen simultaneously.

4 Press OK to start the process for signature(s). How users sign will vary based on what signature vendor your study room is using.

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