

Note: This process may vary depending upon which electronic signature vendor is being used for your specific environment. However, the steps for sending the document for signature are broadly applicable across vendors.

If you are signing a document that someone else has sent to you, skip to step 4.

1 Open the visit report. Image: Complete Complet

2 Press Send document for eSignature.

3 Ensure that all required signatories are added to the process by moving them to the right side of the window and press **OK.**

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Signature Type 💿 Parallel 🛛 Serial						
Search		0	2 columns			
		ч.	Name Signer Role Title		Title	
Name	Title		CSM3@ti.com	Reviewer 🔻	Reviewer	
CRA3@ti.com	Author		CRA3@ti.com	Author 🔻	Author	





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How to Sign a Report

CTMS version 2.0



4 Once the screen loads, press Sign Document.



5 Provide a reason for signing and press **Sign Document**

Sign Document
Reasons*
I have reviewed this document 🔹
Comments
5
Cancel Sign Document

6 Enter your system access credentials and press **OK** to complete the signature process.

Please Pro	ovide Your Credentials	×
Username	*	
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	Cancel OK)



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