T R I A L INTERACTIVE

Applicable to: All users

How to e-Sign a Document Using TI Sign

Actions	Comparison Compariso
Documents	 Page Manipulations eSignature
Approved Submissions By Workflow Status Documents to be Signed 1 - 1 of 1 (0 selected)	There is a dashlet called Documents to be Signed . The user can either begin the process here by clicking on the arrow next to the document to be signed or by following the steps below.
1. Navigate to the Documents module.	View Documents By
2. Click the Waiting for Signatures folder the he document to sign, in the grid.	nen click on Metadata Queries Versions History E-Signati > CoreDocList_08May2020
 Import ▼ ◆ Export ▼ Semail Print Cancel E-Signature Compar View by E-Signature 1 - 1 of 1 (1 selected) 	E-Signature Type Parallel E-Signature Status • Waiting for signers • Editor 104 • Waiting for signers • Admin 103 • Waiting for signers • Reasons:
The signature fields the Metadata Pane.	will appear in Decline Document Sign Document Cancel E-Signature





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4. Select the reason as appropriate for the situation.		Metadata Queries Versions Hist CoreDocList,08May2020 E-Signature Type Para E-Signature Status • W sign	liel
5. When complete, click Sign document.	Admin 103 Waiting for signers Reasons: Approval Signature Comments Approval Signature Decline Document Sign Document Cancel E-Signature		Ing Bara Agenta
6. The user will be asked to confirm their identity by entering their credentials. When done, a confirmation window appears and the E-Signature status in the Metadata Pane is updated to reflect the completed signature.		Please Provide Your Credentials	
		Sign Document Cocument was succ	Document was successfully signed
		E-Signature Type E-Signature Status Editor 104 Admin 103	Parallel Completed Completed Completed
A signature page document showir	will be added to the original ng all signatures.		
	For any additional assistance, click	┛ Guide	TI v10, May 2020 Page 2 of 2