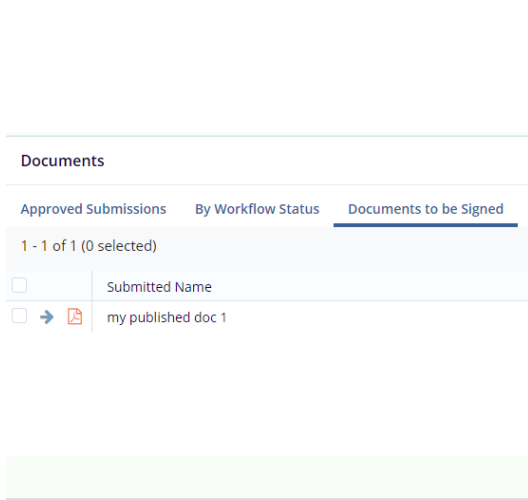


Applicable to: All users



Users must have access to the room and Admins must enable the e-Signature **Action** within the **User Profile** in order to perform these steps.



Actions

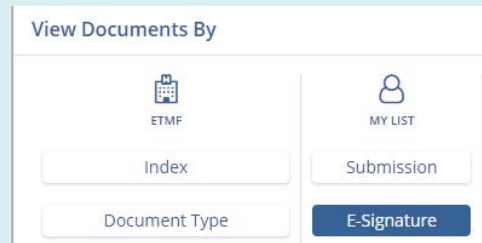


There is a dashlet called **Documents to be Signed**.

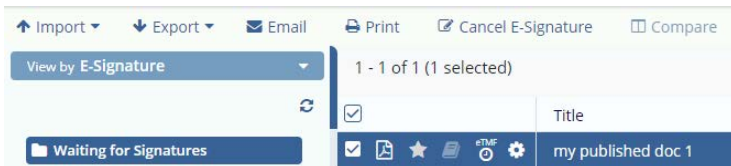
The user can either begin the process here by clicking on the arrow next to the document to be signed or by following the steps below.

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

Select the filter view **E-Signature Documents**.

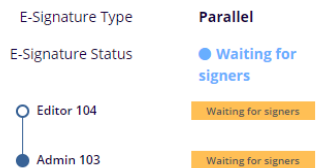


2. Click the **Waiting for Signatures** folder then click on the document to sign, in the grid.



Metadata Queries Versions History E-Signature

CoreDocList_08May2020



Reasons:

Comments:

[Decline Document](#) [Sign Document](#)

[Cancel E-Signature](#)

The signature fields will appear in the Metadata Pane.



If Serial type signatures were requested, users will be prevented from signing until previous e-signatures have been applied

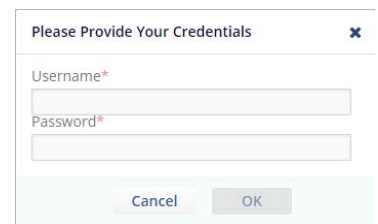
4. Select the reason as appropriate for the situation.



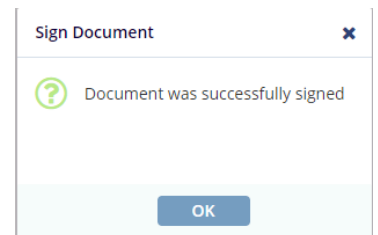
5. When complete, click **Sign document**.



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.



E-Signature Type	Parallel
E-Signature Status	Completed
Editor 104	Completed
Admin 103	Completed



A signature page will be added to the original document showing all signatures.

For any additional assistance, click ...

