## T R I A L INTERACTIVE

Applicable to: All users

## How to e-Sign a Document Using TI Sign

| Actions  | Comparison      Compariso |
|--|---|
| Documents  | <ul> <li>Page Manipulations</li> <li>eSignature</li> </ul>  |
| Approved Submissions       By Workflow Status       Documents to be Signed         1 - 1 of 1 (0 selected)                                       | There is a dashlet called <b>Documents to be Signed</b> .<br>The user can either begin the process here by clicking<br>on the arrow next to the document to be signed or by<br>following the steps below.   |
| 1. Navigate to the Documents module.   | View Documents By   |
| 2. Click the <b>Waiting for Signatures</b> folder the he document to sign, in the grid.  | nen click on<br>Metadata Queries Versions History E-Signati ><br>CoreDocList_08May2020  |
| <ul> <li>Import ▼ ◆ Export ▼ Semail  Print  Cancel E-Signature  Compar</li> <li>View by E-Signature  1 - 1 of 1 (1 selected)</li> <li></li></ul> | E-Signature Type Parallel<br>E-Signature Status • Waiting for<br>signers<br>• Editor 104 • Waiting for signers<br>• Admin 103 • Waiting for signers<br>• 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<br>CoreDocList,08May2020<br>E-Signature Type Para<br>E-Signature Status • W<br>sign | liel                                   |
|---|---|--|--|
| 5. When complete,<br>click <b>Sign document.</b>  | 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.<br>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<br>E-Signature Status<br>Editor 104<br>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<br>Page 2 of 2        |