

APPLICABLE TO:

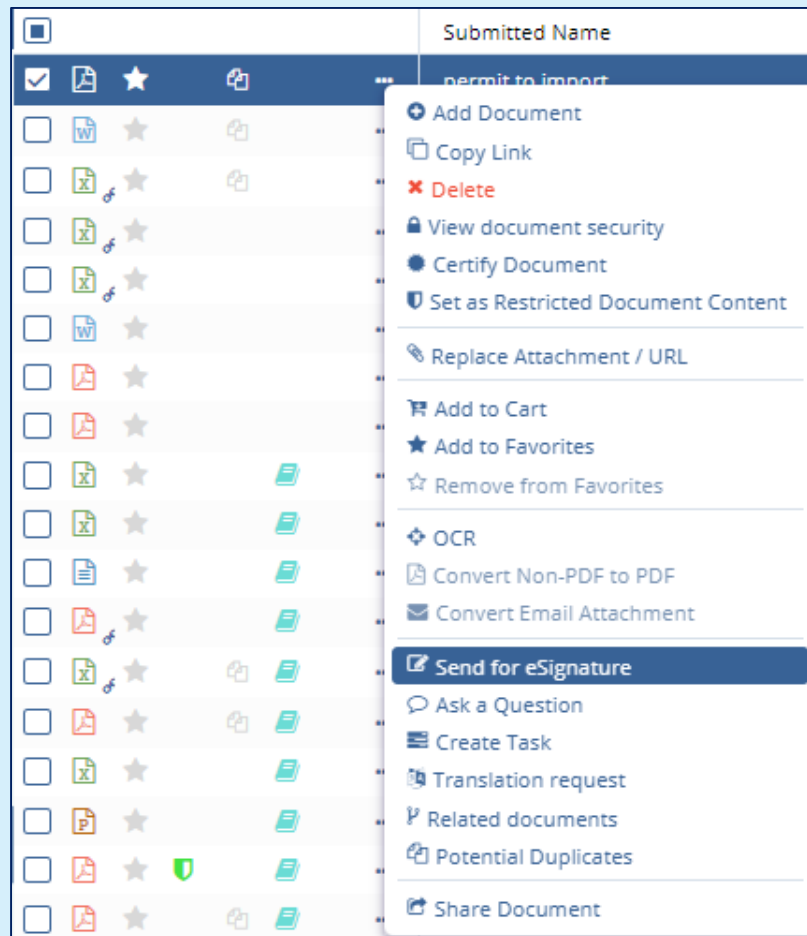
- Administrators
- Managers
- Editors
- Readers

- eTMF
- Collaborate
- myTI

1. Navigate to the document to be signed.

2. Open the Document Action menu via right-clicking on the document or clicking on the three-dot icon.

3. Select 'Send for eSignature' from the menu.



4. Select the users who should sign the document, by moving their entries onto the right-hand column. Click **OK.**

Send for eSignature

eSignature Type Parallel Serial

Search

<input type="checkbox"/>	Name	Title
<input type="checkbox"/>	Ashley Training	
<input type="checkbox"/>	Bruce Willis	
<input type="checkbox"/>	Chris Pratt	
<input type="checkbox"/>	Guy Some	
<input type="checkbox"/>	Dolly Parton	
<input type="checkbox"/>	Olive Parik	
<input type="checkbox"/>	Paige Turner	

Navigation: Previous 4 of 4 Next

<input type="checkbox"/>	Name	Title
<input type="checkbox"/>	Guy Some	

Buttons: Cancel, OK

5. Prepare the document for signature, adding fill-in fields or signature blocks (drag from list on the right).

Compose Send ePak

Recipients

SIGN (2) 1

- Contracts Only
- LV Lorenzo Vanzetto (lvanzetto@transperfect.com)
- E1 Editor 107 (teditor107@ti.com)

1234_MonitorPlan.pdf

Monitoring Plan and Standard Operating Procedure

PROTOCOL TITLE:

Approved By: Name: Role: Signer Name Date:

Reviewed By: Name: Role: Date:

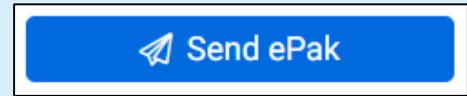
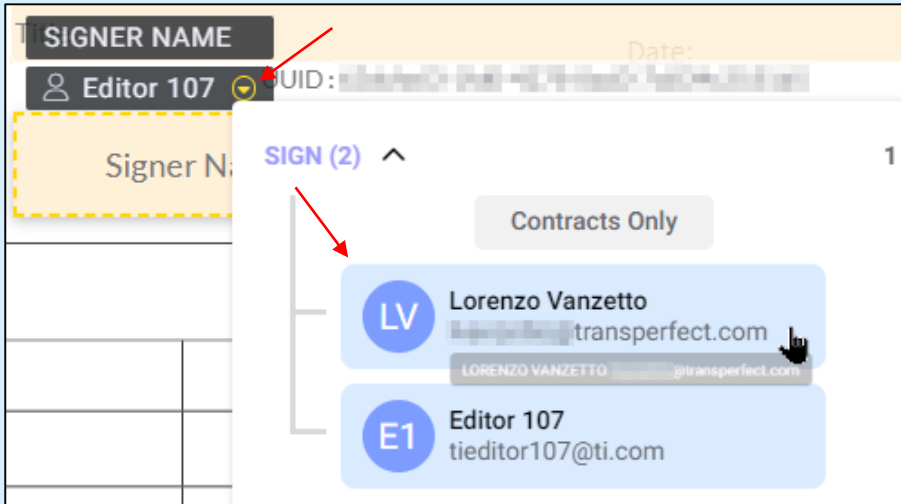
Prepared By: Name: Role: Date:

Fields:

- Signature
- Signer Name
- Date & Time
- Signer Initials
- Signer Title
- Signer Text

Note: A red dashed arrow points from the 'Date & Time' field in the Fields list to the 'Date' field in the 'Prepared By' section of the document.

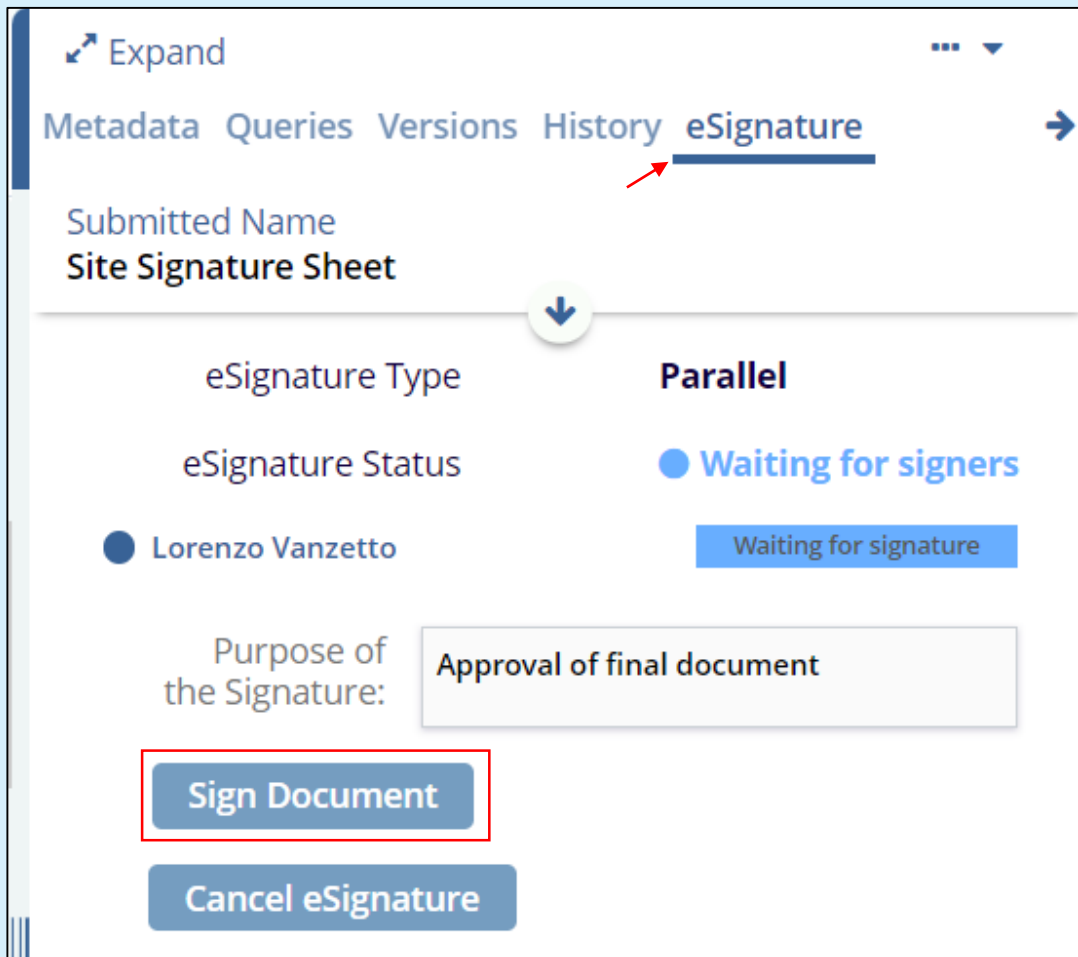
6. If multiple signers are involved, individual fields can be assigned to a specific user. Select the chosen field and expand the name selector, then choose an assignee. Click on **Send ePak** to conclude the preparation phase.



7. Users indicated as document signers will receive an email inviting them to sign the document.



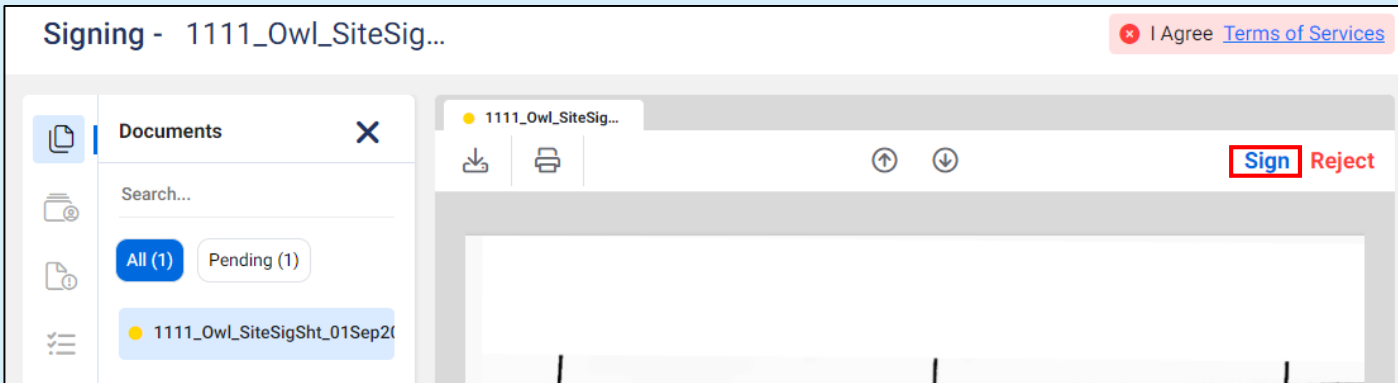
8. Locate a document to sign via the email link or navigate to it within TI and open the **eSignature** tab in the metadata panel.
Click on **Sign Document**.



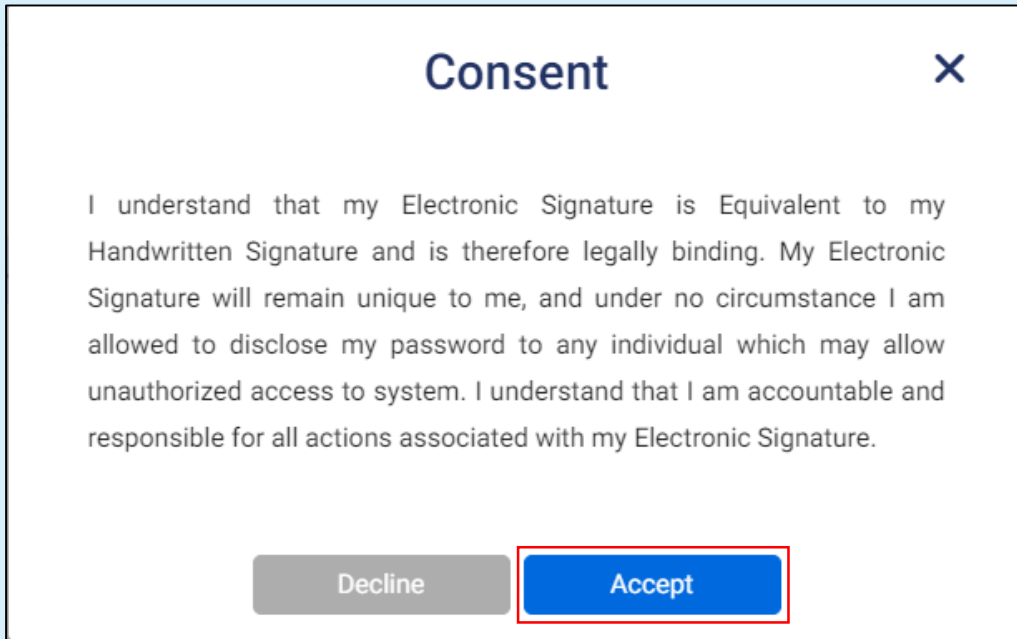
8. A pop-up window will open for the user to continue in the MSB interface.

 **Note:** Users must allow popups in their browser for this to function as expected.

9. Click on **Sign** near the top right..




..and **Accept** the legal consent disclaimer to proceed.



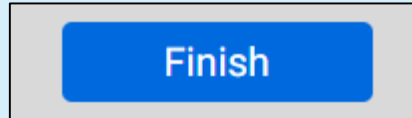
10. Click on the signature block, select a reason for signing, then click on **Sign Here**.

Sign Here	Lorenzo Vanzetto timeStampLbl
Select a reason	▼
Title	

<i>Lorenzo Vanzetto</i>	Lorenzo Vanzetto timeStampLbl
I attest to the accuracy and integrity of th...	▼
Title	

 **Note:** Some fields will be automatically filled after signing..

11. Press **Finish**.



12. At this point the signature is complete or moves to the next signer in the list.

Expand

Metadata Queries Versions History eSignature

Submitted Name
permit to import

eSignature Type: Parallel

eSignature Status: ● **Completed**

Steve Clark Signed

Date: 11/15/2023 10:36 PM GMT-6

Expand

Metadata Queries Versions History eSignature

Submitted Name
Concise-Monitore-Plan-Template2

eSignature Type: Parallel

eSignature Status: ● **Waiting for signers**

Lorenzo Vanzetto Signed

Editor 107 Waiting for signature