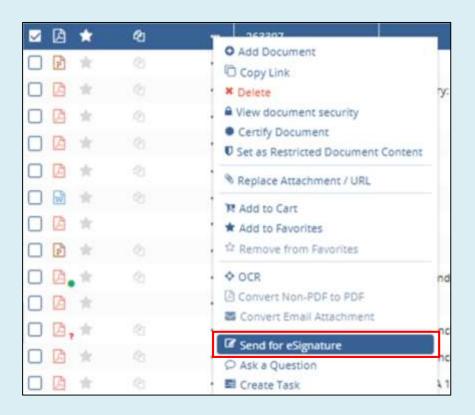


1. Locate a document you want to get signed in the Documents Library.

Note: PDF docs can be sent for signing. Other document types can be supported, based on the signature tool of choice.

A document still in review or with an open query will not be eligible for eSignature.

2. Open the Document Action Menu and select Send for eSignature.





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T R I A L INTERACTIVE

3. In the eSignature settings popup, choose the user(s) who will need to sign the document by moving names from the left- to the right-side panel.

Search			Q	Neme	Title
	Name	Title		🗹 💧 Editor 103	Document Manager
4	katkeson@trialinteractive.com				
1	test_editor123@ti.com				
4	testeradmin23@ti.com				
4	testreader103@ti.com				
-	Editor 102				
-	Editor 105		-		
-	Admin 102				
4	Admin 103	Me			
-	Admin 104				
- 0	Editor 104				
-	Reader 102				
4	Reader 103				
4	Reader 104				
		H 4 Previous 1 of 0 Next #	H		

You can determine a specific order in which users will sign the document by selecting the **Serial** radio button. **Parallel** signatures can happen simultaneously.

4. Press **OK** to start the process for signature(s). How users sign will vary based on what signature vendor your study room is using.

