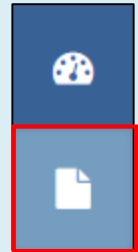**T R I A L INTERACTIVE**

APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
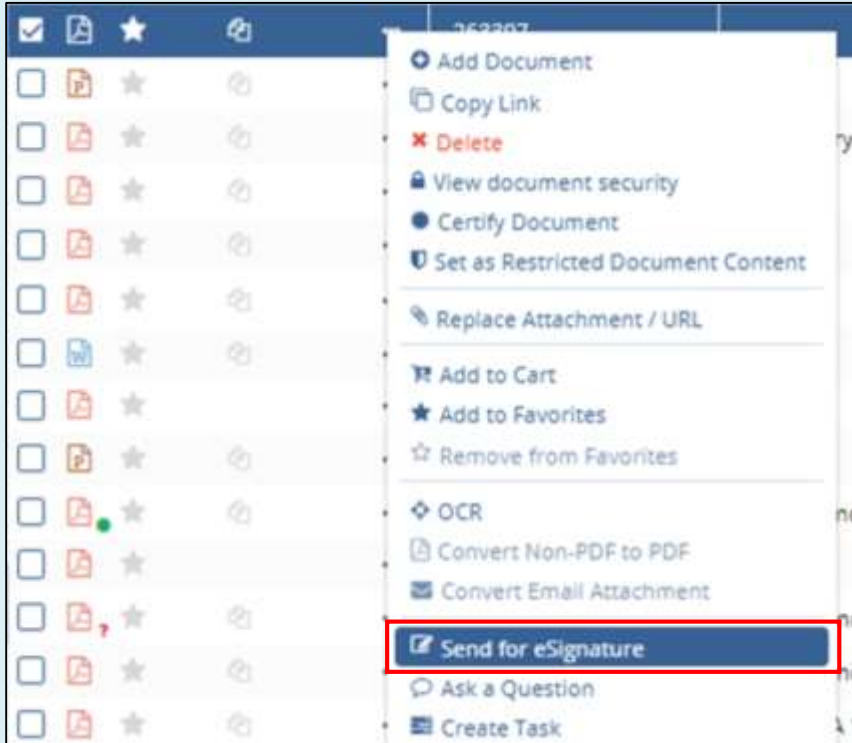- ○ Readers

- ● eISF

## 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.**

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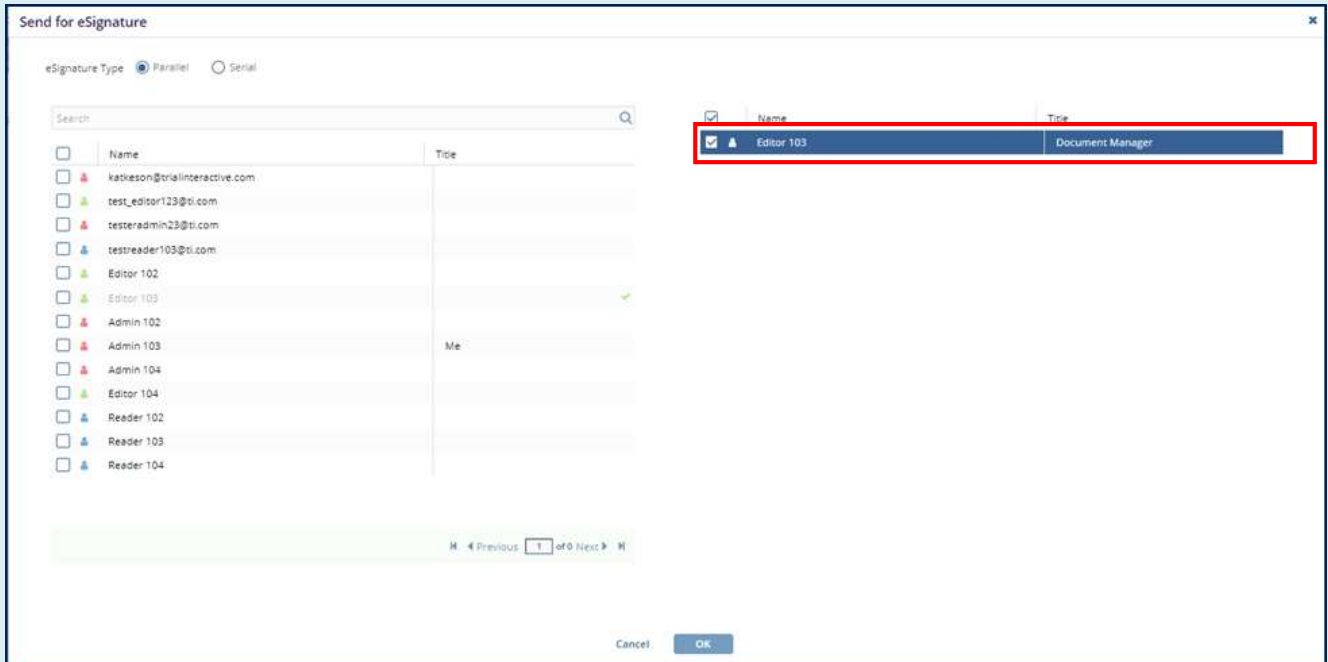
You can determine a specific order in which users will sign the document by selecting the **Serial** radio button. **Parallel** signatures can happen simultaneously.

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.