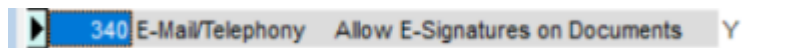


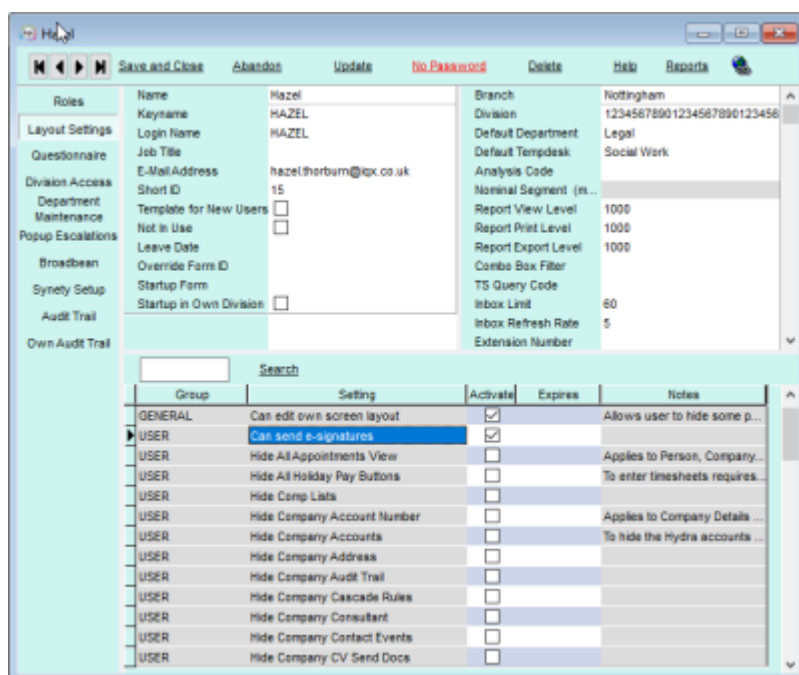


Rpost - Set Up

To turn e-signing on switch on in General Settings - Email/Telephony 340 - Allow E-signatures on Documents set to Y.



Anyone who is to be able to send documents for e-signature needs to have the Layout Setting 'Can send e-signatures'ticked in their user record.



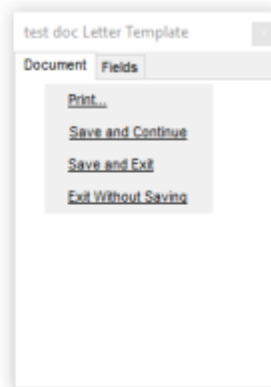
In Maintenance- Agency setup- Document templates- create the document template and include the relevant tags:

«Name1», «Title1», «Date1», «Signature1»

For multiple signatures, the 1 is replaced with 2.

**ADDITIONAL DOCUMENT**

Name:<Applicant Full Name>
Address:<Applicant Address>
Date:<Today's Date>
Placement:
Job title:
Payrate:
Company name:
Company address:



Name: <<Title1>> <<Name1>>|

____<<Signature1>>____
Signed by the Agency Worker

Date____<<Date1>>____

Identify the document for E-sign by ticking the box.

Document Templates	Template Name	Branch	Division	E-Sign	Order	Size (KB)
Agency Email			BR Leicester			102
Basic letter template			123456789123456789123456789	<input checked="" type="checkbox"/>	5	6
Details of Hire and Agency Worker						34
Example adding document						13
Location Map Info						6
Form name						6
WHS Checks List						45
Placement Confirmation						11
Reference Request						9
Terms of Engagement for Agency Workers (Contract f						58
Sources						28
Company States			Derby			11
Company States			Derby			7
Person States						5
Vacancy States						
Progress States						
Vacancy Job Titles						
Selection Questions						

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