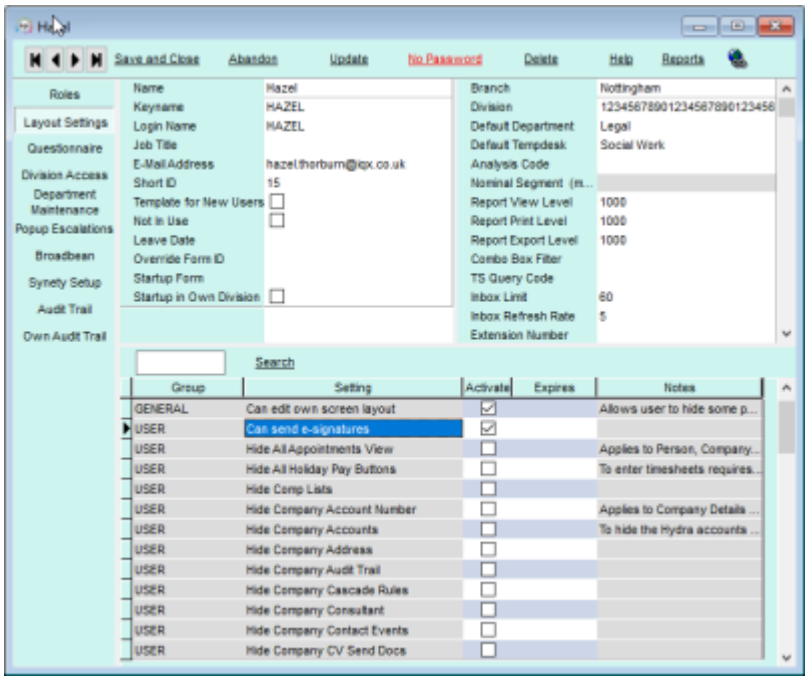
===Rpost - Set Up ===

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.

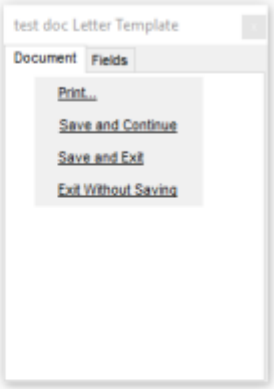
**ADDITIONAL DOCUMENT**

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

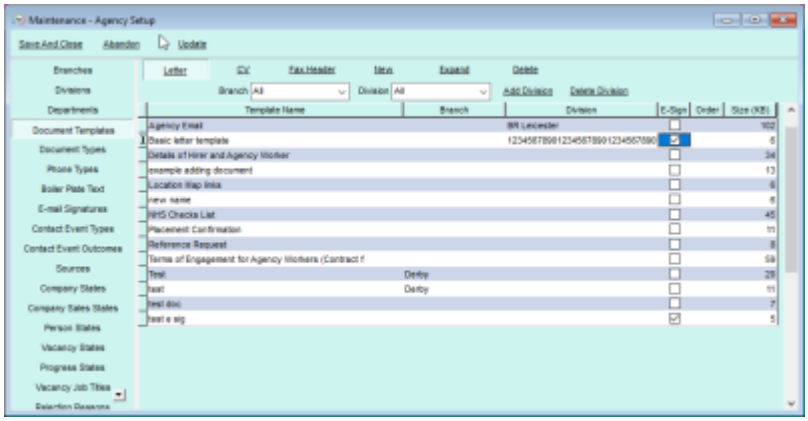
**Name:** <<Title1>> <<Name1>>

_____<<Signature1>>_____
***Signed by the Agency Worker***

**Date**_____<<Date1>>_____




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



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