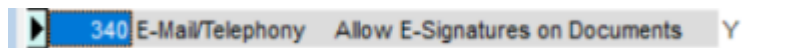


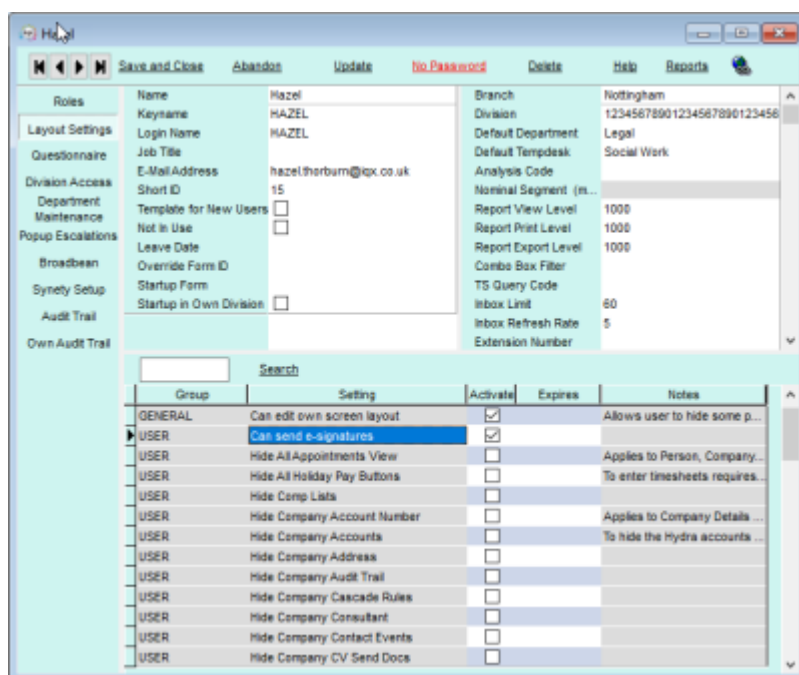


===Rpost - Set Up ===

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.



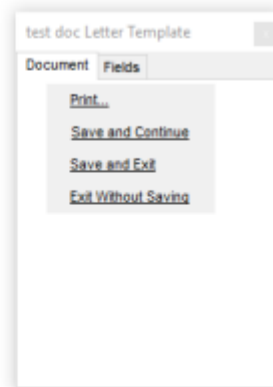
In Maintenance- Agency setup- Document templates- create the document template and include the relevant tags:

«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	Add Division	Delete Division	E-Sign	Order	Size (KB)
Agency Email								102
Basic letter template						☒	5	6
Details of Hire and Agency Worker								34
Example adding document								13
Location Map Info								6
Form name								6
WHS Check List								45
Placement Confirmation								11
Reference Request								9
Terms of Engagement for Agency Workers (Contract f								58
Sources								28
Company States								11
Company States States								7
Person States								5
Vacancy States								
Progress States								
Vacancy Job Titles								
Selection Questions								

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