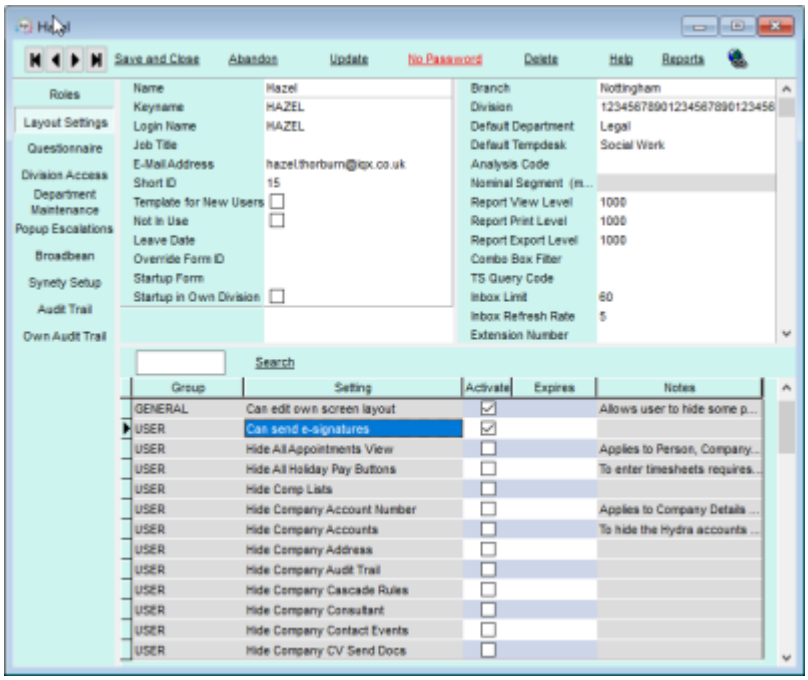
Rpost - Set Up

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.

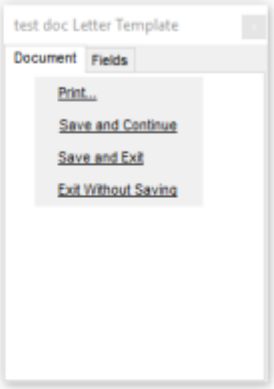
ADDITIONAL DOCUMENT

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

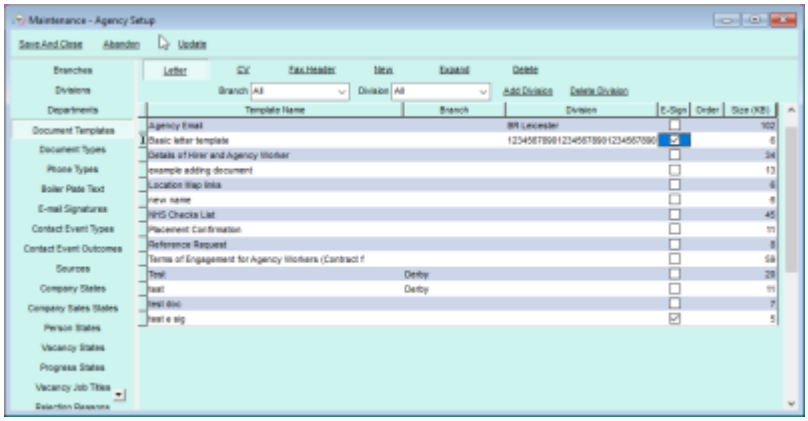
Name: <<Title1>> <<Name1>>

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

Date_____<<Date1>>_____



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



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