How to Customize Signature Reasons

TRIAL INTERACTIVE

GlobalLearn version 2.5

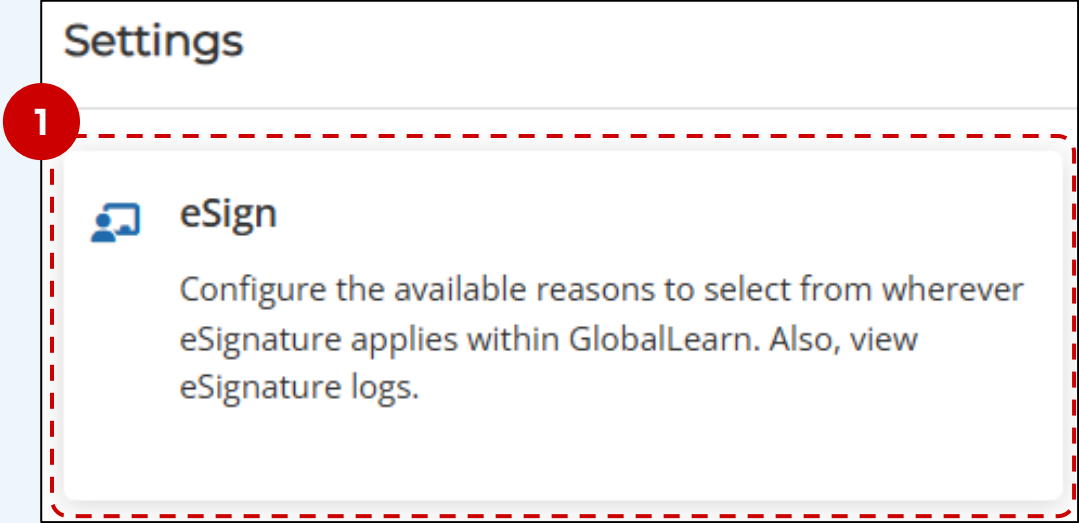**APPLICABLE TO:**

- ● Company Admin
- ○ Manager
- ○ Instructor
- ○ Learner

- ● GlobalLearn

When required to eSign for a Course or External Training, learners will choose from available signature reasons. These can be managed in the Company Dashboard.

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1 Log in to Global Learn and navigate to the **Company Dashboard**. Scroll to the bottom and select **eSign**.

> **Settings**
>
> **1**
>
> 🖥 eSign
>
> Configure the available reasons to select from wherever eSignature applies within GlobalLearn. Also, view eSignature logs.

2 Choose from the ribbon: Select Reason or Select External Training Evidence Reason. The process is the same from this point on.

> Select Reason | Logs | Select External Training Evidence Reason
>
> **2**
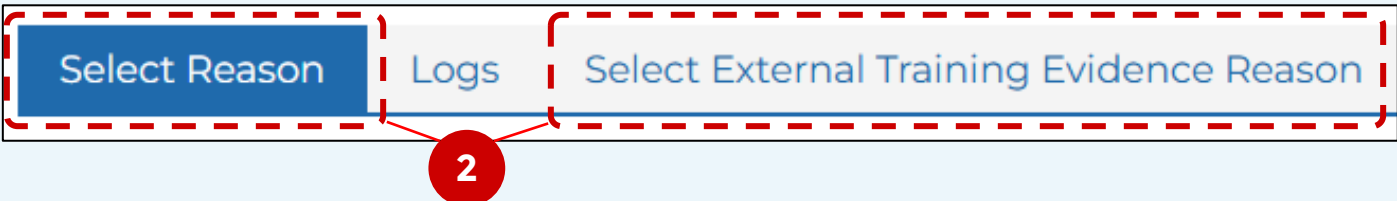
3 Under the list of existing reasons, click on **Create Reason**.

> **Create Reason**
>
> **3**
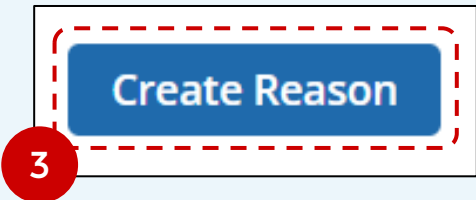
4 Write your text in the **eSign Reason** field.

> eSign Reason   I confirm that I have completed this Course
>
> **4**
>
> Visible   Yes ⌄

5 [Optionally] change the **Visible** dropdown to No if you want the reason to be unselectable for users – this is helpful when discontinuing a reason.

Visible

Yes

No

Yes

6 Click on **Save Changes** to store the reason for use.

Save Changes   Cancel

7 Use the **Cog wheel** (far right on screen) to Edit a reason.

Use the **'x'** to delete a reason – you'll be prompted to confirm.

Date	Visible	Action
11 Jun 2025	Yes	⚙ ×
4 Jun 2025	Yes	⚙ ×