

How to Customize Signature Reasons

GlobalLearn version 2.6

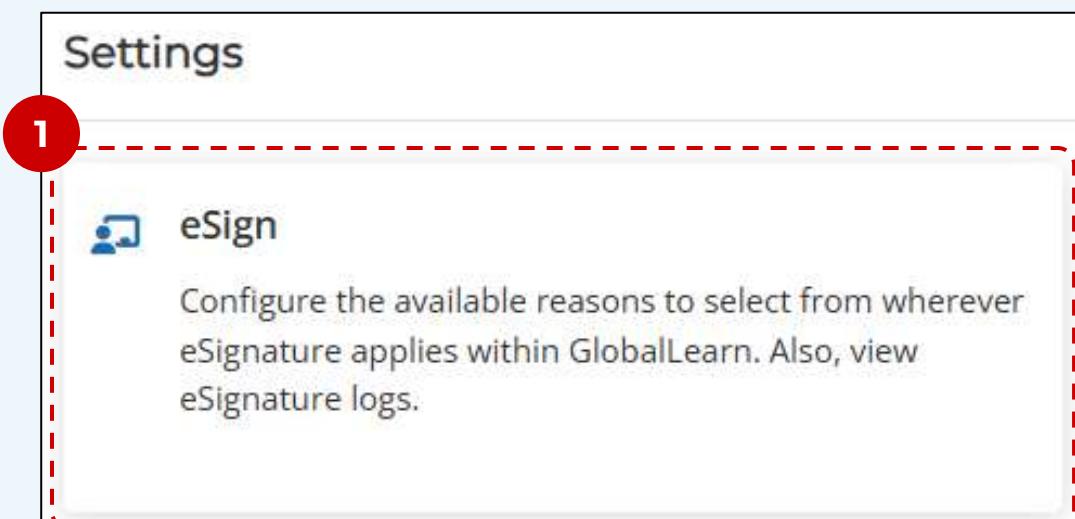
APPLICABLE TO:

- Company Admin
- Manager
- Instructor
- Learner

GlobalLearn

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

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



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



- 3 Under the list of existing reasons, click on **Create Reason**.

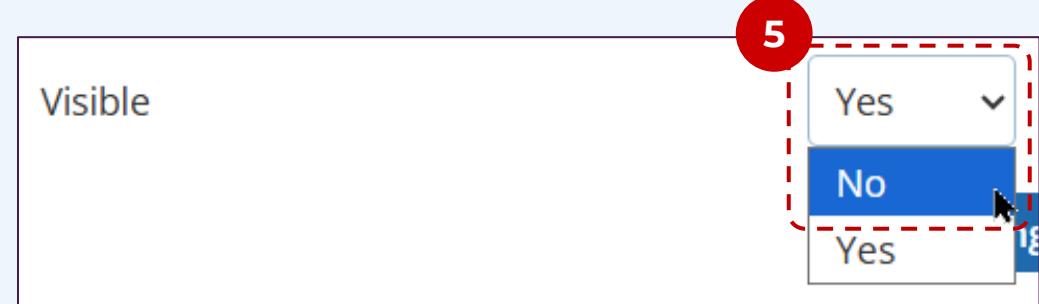


- 4 Write your text in the **eSign Reason** field.



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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.



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



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	 