

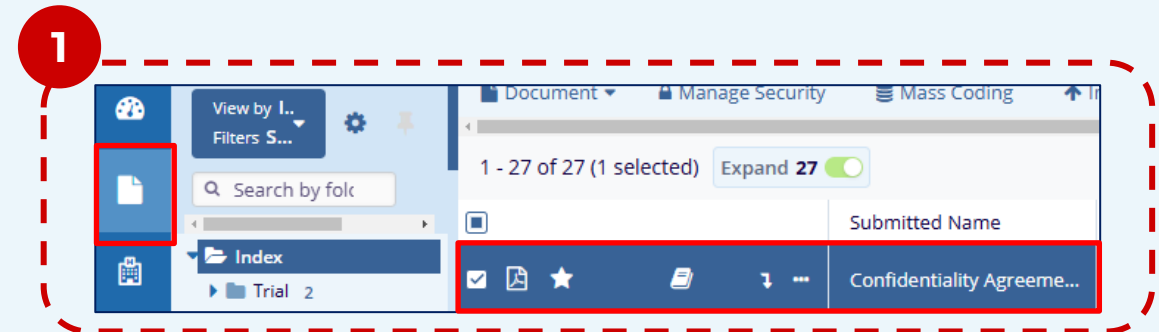
# How to Send a Document for Signature

TI version 10.8

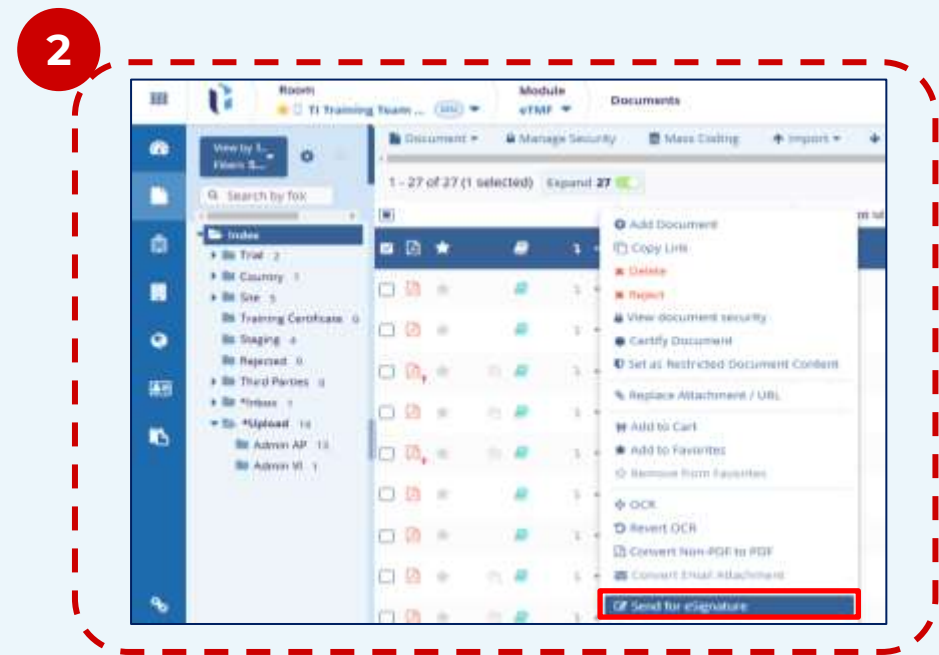
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate
- eISF


**1** Access the **Documents Module** to locate the document you wish to send for eSignature.

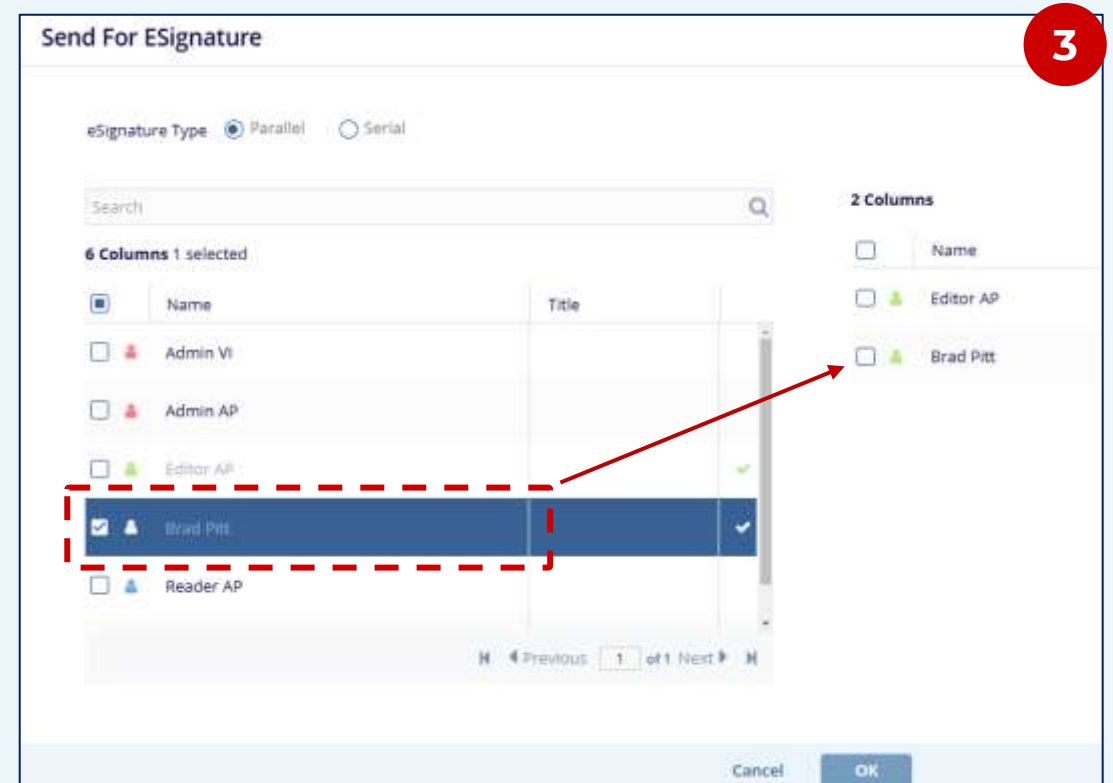


**2** Open the **Document Action Menu (...)** and select **Send for eSignature**



**3** In the eSignature settings popup, choose the user(s) who will need to sign the document by **moving** names from the left- to the right-side panel.

 You can determine a specific order in which users must sign the document by selecting the Serial radio button option. *Parallel* signatures can be completed in any order.



**4** Press **OK** to start the process for signature(s). How users sign will vary based on what signature vendor your study room is using.

