

- APPLICABLE TO:
- Admin

Manager

Editor

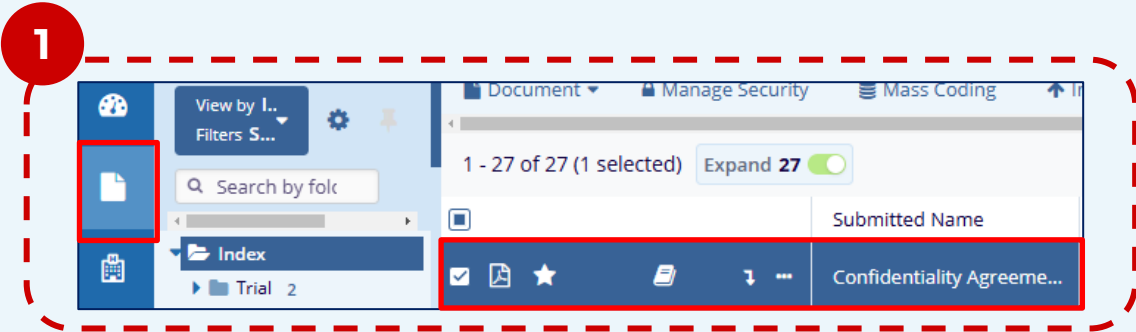
Reader

eTMF

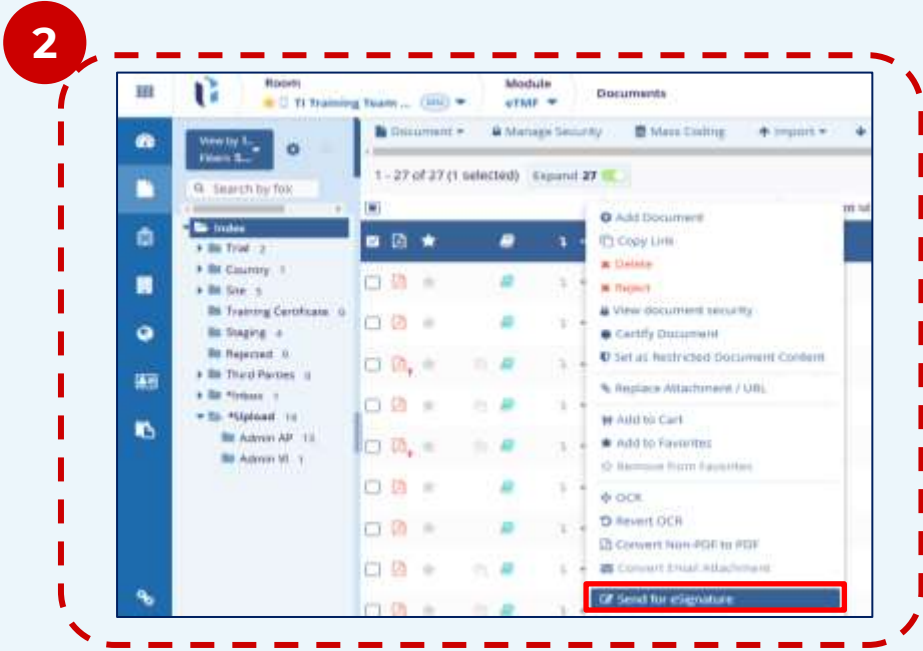
Collaborate

eISF


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

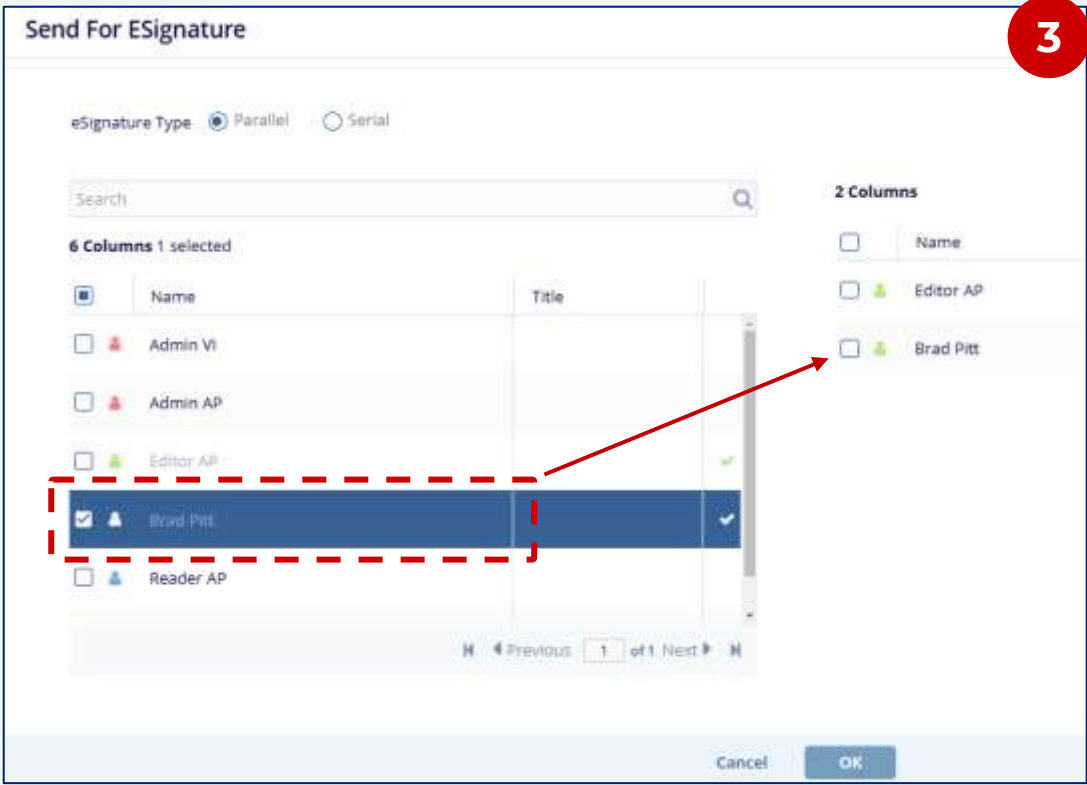


2 Open the **Document Action Menu** (...) and select **Send for eSignature**



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.

