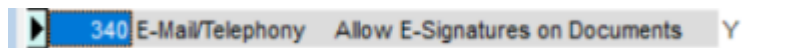


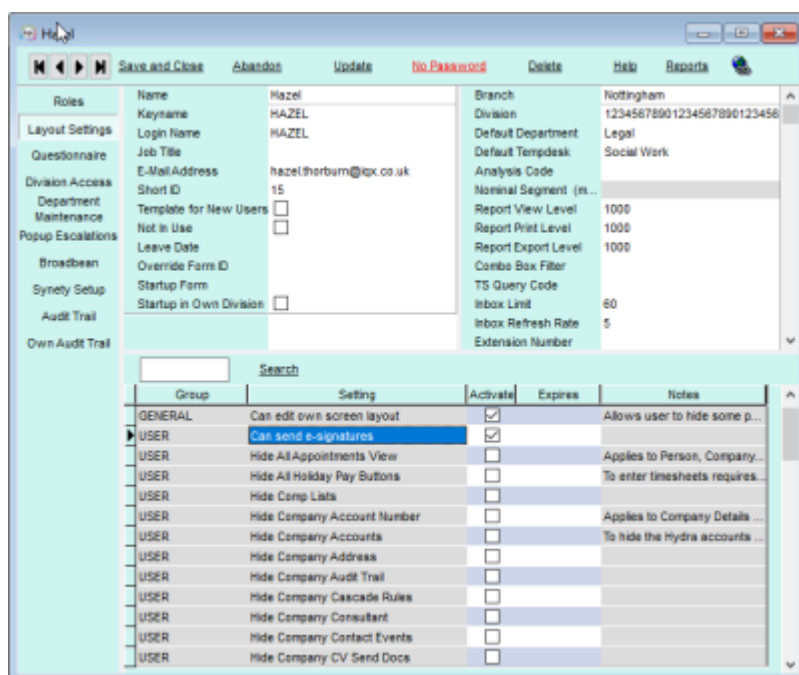


Rpost - Set Up

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.

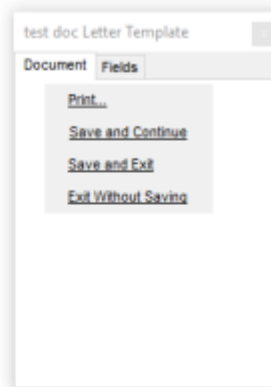
**ADDITIONAL DOCUMENT**

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.

Maintenance - Agency Setup						
Save And Close Abandon Update						
Branches	Letter	GC	Fax Header	Notes	Excluded	Delete
Divisions	Branch	All	Division	All	Add Division	Delete Division
Departments	Template Name	Branch	Division	E-Sign	Order	Size (KB)
Document Templates	Agency Email		BR Leicester			102
Document Types	Basic letter template		123456789012345678901234567890	<input checked="" type="checkbox"/>	5	6
Phone Types	Details of Hired and Agency Worker					34
Boiler Plate Text	example adding document					13
E-mail Signatures	Location Map Info					6
Contact Event Types	new name					6
Contact Event Outcomes	WHS Checks List					45
Sources	Placement Confirmation					11
Company States	Reference Request					9
Company States States	Terms of Engagement for Agency Workers (Contract f					58
Person States	Trial	Derby				28
Vacancy States	lost	Derby				11
Progress States	test doc					7
Vacancy Job Titles	test e sig			<input checked="" type="checkbox"/>		5
Selection Questions						

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