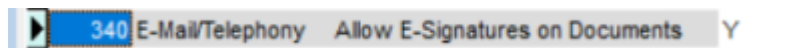


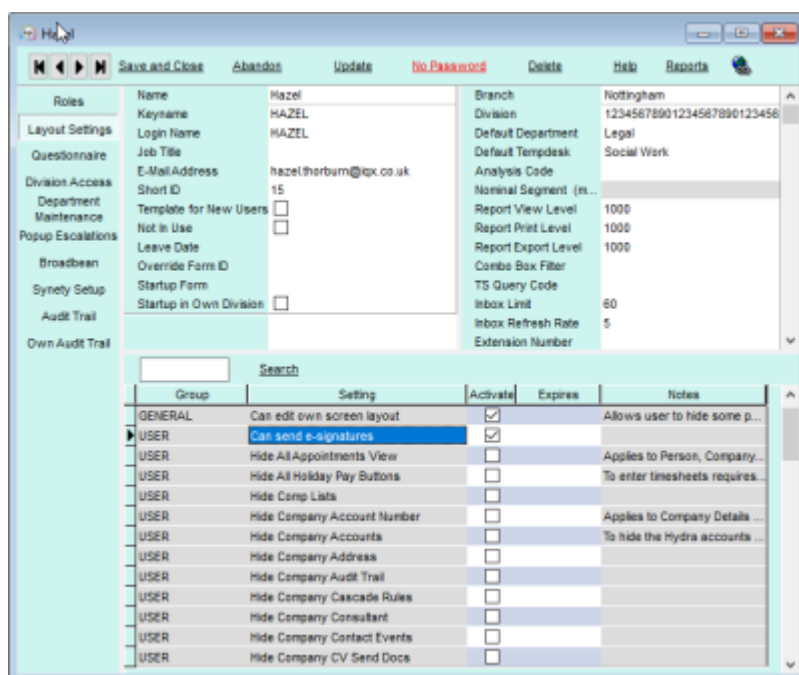


===Rpost - Set Up ===

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.

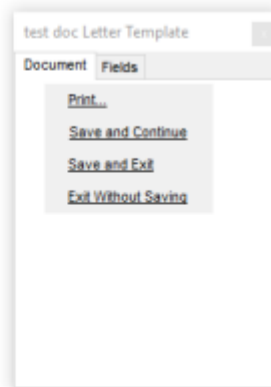
**ADDITIONAL DOCUMENT**

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	ICX	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		123456789123456789123456789	☒	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	WFS Check 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	Test	Derby		☐		28
Vacancy States	Test	Derby		☐		11
Progress States	Test doc			☐		7
Vacancy Job Titles	Test e sig			☒		5
Selection Questions						

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