

GovLink January 4, 2023 Release Notes


Version 2.3

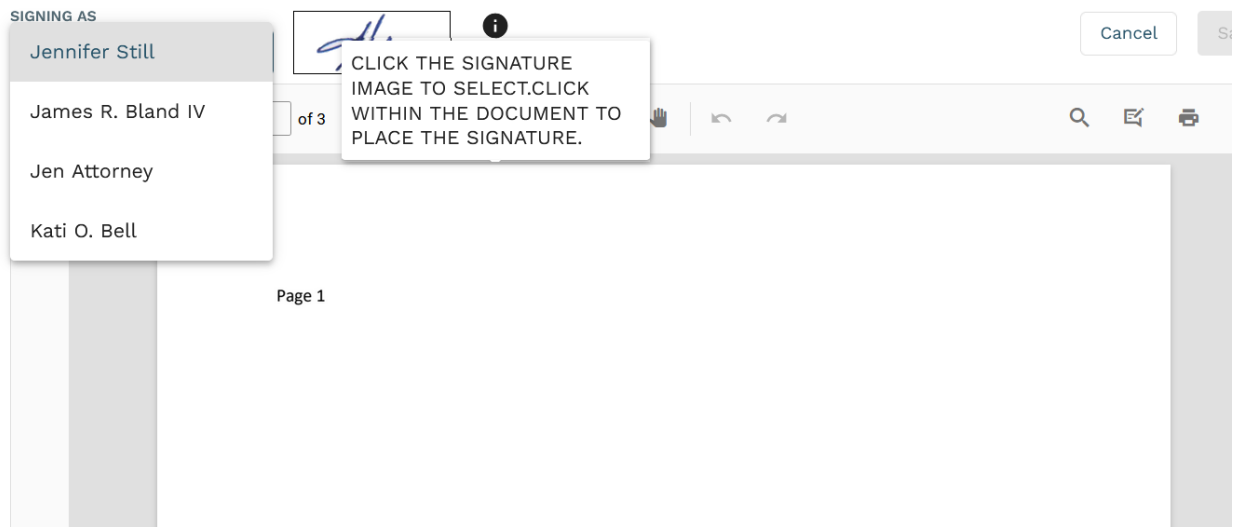
Contents

Multiple Signatures on Filing Attachments.....	2
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Multiple Signatures on Filing Attachments


Users with permission to insert signatures into Filing attachments may now select which signature to insert on each attachment. The user selected for 'Signing As' will be the user associated to the system event for logging purposes.

Clicking the Sign Document action  on Step 3 – Documents of the Filing Stepper opens the attachment and displays the signature choices available to the user at the top of the page. The number of signature choices available to each user will vary depending on if the user has her own signature file attached and whether or not other users have delegated their signing permission to the user. In the screenshot example below, the user has her own permission to sign and has been delegated signing permission by 3 other users as well, allowing the user to select from 4 signatures for insertion into the attachment.



Users click to select the signature they wish to insert, then click into the document to place that signature. Repeat this process of selecting the signature to insert then clicking into the document to place that signature as many times as may be necessary for the document, then Save changes to save your changes and return to the Filing Stepper. Once any signature has been saved into the attachment, no more edits can be made to the attachment but additional signatures may be inserted.

When an attachment has no signatures inserted, the Sign Document icon appears as unfilled. 

When an attachment has one or more signatures inserted, the Sign Document icon appears filled. 

Clicking Rework will remove all signatures and reenables the Edit action.