DocuSign

Integration

	Status	-		
DocuSign				
About				
Configuration				

DocuSign integration panel

This integration is currently free of charge however it will change in the future. Leon will charge Clients for this integration and it is due to DocuSign charging policy for using their API. We will notify the Clients using this integration in advance.

DocuSign helps companies and individuals go fully digital. DocuSign is an easy-to-use digital transaction platform that lets users s**end, sign and manage** legally binding documents securely in the cloud.

Integration with Leon allows sending and signing contracts generated using Sales Module via DocuSign.

How to integrate

It is mandatory to have an **active account with Docusign**.

First step is to contact support@leonsoftware.com and we will activate the integration for the operator in the configuration tab.

Once the operator is connected, each User connects ones account to the account in DocuSign via Requests/Quotes Panel.

More information about connecting a user as well as usage of the integration is explained in Requests/Quotes Panel

Connecting Leon account to DocuSign

Intel document. Charter Spreenend	×
Ball I and I and I and	
BARL SICLION	
DocuSign	
STRACT STREET	
Resulting Langer over Sections and Provide Langer	
Beck to Requests /bucker	SKP-SDIOHO/DAVE

Connecting to DocuSign

The connection between user Leon account and DocuSign account takes place when the first Contract after activating integration is sent.

In order to **connect** own account in Leon to DocuSign account, you need to:

- 1. Click on 'CONTRACT' option in the quote edit section
- 2. In 'Send document' pop-up window switch the tab to DOCUSIGN
- 3. Click on the blue 'CONNECT DOCUSIGN' button
- 4. In the pop-up window, log in to your DocuSign account

Once you signed in, you should see the following message: **SUCCESS. Your Leon account has been connected to DocuSign. Please wait for connection in Leon view.**

Leon remembers the DocuSign details and this is when you can start using the integration.

Usage

and document, charter represent	
NA R MAN C HAN C	ARCH
(MAL DECEMA	
Doursethergate Dark Agrammin	eva 4
unaposition c	
	DocuSign
	(s-cercea/18) (scoles)
	GPEAR SHAFT IN BECOMEN
	Contract is leady to be used
Back to Requests /Quotes	DOP IERZING ENLLS

Preview and update option

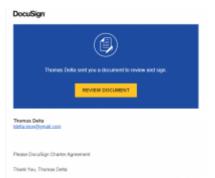
DocuSign integration works only with 'Charter Agreement' document and allows reviewing and signing the document in a fast and secure way.

After connecting to DocuSign, each new 'Charter Agreement' will require **creating a draft in DocuSign**.

Once the draft is created, you will be able to **send** the document to DocuSign.

In 'Send document' window you will be able to **select the 'Charter Agreement' version** (based on the number of versions created in the Documents Manager). **'To' email** is the default email of the Requester or Representative. The 'To' email can also be inserted manually.

Before sending the 'Charter Agreement' to the Client, you can also select one of the available options:



Link to DocuSign in mailbox

- SHOW DRAFT IN DOCUSIGN which will allow you to preview it in DocuSign
- UPDATE DRAFT IN DOCUSIGN which will allow you to update the document if there are any changes within the request

Once the **'Charter Agreement' is sent**, the Client will receive it to his mailbox titled 'Agreement from [Airline name]'.

The email will also contain the link to DocuSign which will allow **reviewing the document** for the Client.

Also, the selections in "Send document' window will change to **SHOW DOCUMENT IN DOCUSIGN** and **UPDATE DOCUMENT IN DOCUSIGN**

dopt Your Signature	
elier ysz cares, icitais, anicipature	
lagent	niner.
unu .	*
SET STILL SHARE UPLANS	
er rout street und	
TIDOLO	
nden bis field at en like. I specified be played en en inter el list de rechteren sone specifier der er inneren Antoleis light bereits orden in der en en an	eristice of experience and trials for all concentration rand appendix content.
ARRY ARE ARE	
dopting Client's	cianatura
Jopung Chent's	Signature
	A DATE THE THE C
ineri ineri	No. 1 Pada
ineri ineri	Patrice
11120 Real (PA) 108 Table (PA) 118	
(21120) Rear (PR) 100 State (PR) 110	II
11120 Real (PA) 100 Table (PA) 110	
10.71200 Rome (FFR) 10.01 Notice (FFR) 10.01 10.71200 Rome (FFR) 10.01 Notice (FFR) 10.01 PR-DEC Techners of 10.71 (Ferphanks) Notice (FFR) 10.01	
101.100 Status (FM) Status (FM) FM 101.100 Status (FM) Status (FM) FM 101.100 Status (FM) Status (FM) Status (FM) PBCZ Enclose of Int' (Explosite Status (FM) VEND 4_COM/CTOMY Status (FM) Status (FM)	IN 1 IN 1 Here and the second secon
10.71200 Rome (FFR) 10.01 Notice (FFR) 10.01 10.71200 Rome (FFR) 10.01 Notice (FFR) 10.01 PR-DEC Techners of 10.71 (Ferphanks) Notice (FFR) 10.01	
111.000 Name (PM) 140 Name (PM) 140 111.000 Name (PM) 140 140	In a construction of the second secon
111.000 Name (PM) 140 Name (PM) 140 111.000 Name (PM) 140 140	
11.101 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102 11.102 102 102 102 102	
Image: Name (PM) Image: Name (PM)<	
Image: Section 1999	
11.100 Marca 1990 100 Marca 1990 100 11.100 Marca 1990 Marca 1990 Marca 1990 Marca 1990 100 11.100 Marca 1990 Marca 1990 Marca 1990 Marca 1990 100 11.100 Marca 1990 Marca 1990 Marca 1990 Marca 1990 100 11.100 Marca 1990 Marca 1990 Marca 1990 Marca 1990 100 11.100 Marca 1990 Marca 1990 Marca 1990 Marca 1990 100	
Image:	
Image:	Image:
Image:	Image:
Image: Section 1.000 Image: Section 1.0000 Image: Section 1.0000 Image: Section 1.00000 Image: Section 1.0000 Imag	Image:

Preview of signed document in DocuSign

The client will be able to sign, date and stamp the document without having to print it.

It is possible to include the **signature tabs** in the document so to indicate, where the document should be signed.

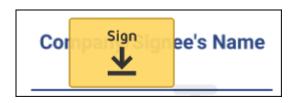
The tab icon can be included in HTML in the Documents Manager - 'Charter Agreement' by using the below:

- {% _SellerSignature_ %} to indicate where the seller should sign
- {% _BuyerSignature_ %} to indicate where the buyer should sign

For example, inserting below code HTML

```
{% _BuyerSignature_ %}
```

will insert the following tab in 'Charter Agreement' in DocuSign:



The client can click on the 'Sign' tab and insert the signature.

Once Client reviewed it and signed it, Client can press finish which will send a notification to an email that the agreement has been signed and in DocuSign it will be marked as 'Completed'.

	harter Agreement
	ages: 1
	Charter Agreement Charter and Street and Street Str
Last change on 1/20/2020 12:35:00 pm	March 1997
	Nor of 1 among the force of periods that the control of the second
✓ Completed	Malari Melalari da
MOVE MORE T	
	Next Control of the C
	1 🖸
Recipients	
V Delta 🥖 Signed	
on 11/20/2020 12:33:08 pm Signed in location	
Signed in location	

