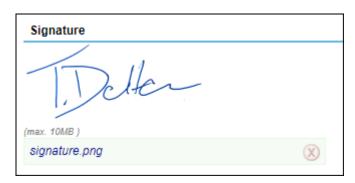
USER SIGNATURE

User signatures can be automatically added to the documents (in Documents Manager) and emails (Email Templates).

The first step is to upload a scan/photo of the signature to the User profile - Full User Edit > 'Basic Information' tab > 'Signature' subsection.

The signature scan/photo needs to be uploaded in .png format and named <u>signature</u>, i.e. signature.png





Signature tag used in 'Email templates'



Signature tab used in 'Documents Manager'

Once the signature is uploaded to the profile, it can be applied to the templates:

EMAIL TEMPLATES

The template needs to be switched to HTML version.

The following tag needs to be inserted in the place where the signature of a user is to appear:

{% signature %}

DOCUMENTS MANAGER

Either of the below tags can be used in the place where the signature of a user is to appear:

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- <signature />
- {% signature %}

Both examples are presented in the screens on the right-hand side.

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