



Advanced signature

Sign your work contracts and
documents

File for the administrator

Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain you how “**Advanced signature**” works and how you can install it in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

Content

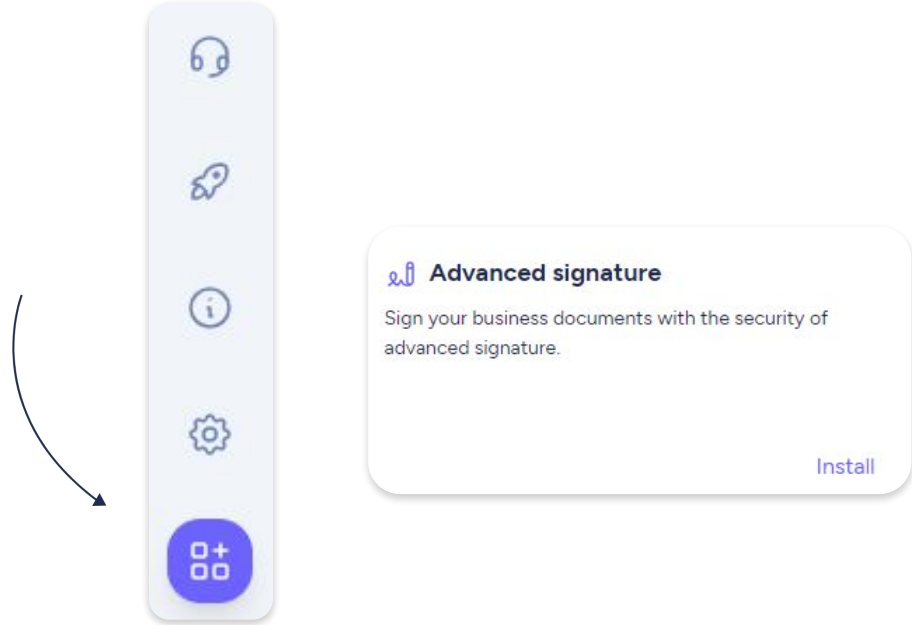
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1. Installation

You first need to go to the left menu of your dashboard and select “**Apps**” to install Advanced Signature.

Once there, search the “**Advanced Signature**” card and click on install. It’ll will appear in your side menu after a few seconds.

It’s worth mentioning that to install Advanced Signature you first need to have Document Manager installed. If haven’t downloaded this tool, Sesame will automatically install it in your dashboard.



2. Configuration

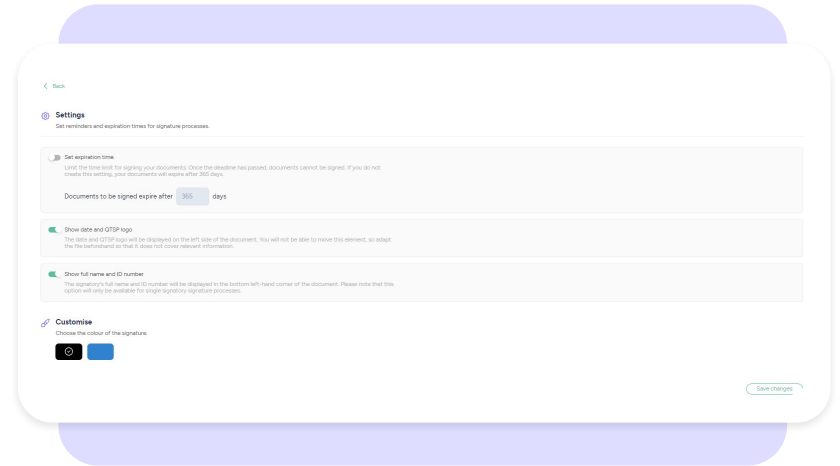
1. You can **limit the time** during which employees can sign documents. Once this time has elapsed, the signature process will expire.

Even if you do not activate this setting, the document will expire after 365 days.

2. **Show QTSP logo with date and time of signature on the left side of the document.** Remember that it is not possible to move the location of this element in the file, so you will have to adapt it in order not to hide relevant information.

3. **Show the full name and ID number at the bottom left of the document.** It is important to consider that this option will only be available in the signature processes of a single signatory.

4. Select a **signature colour**.

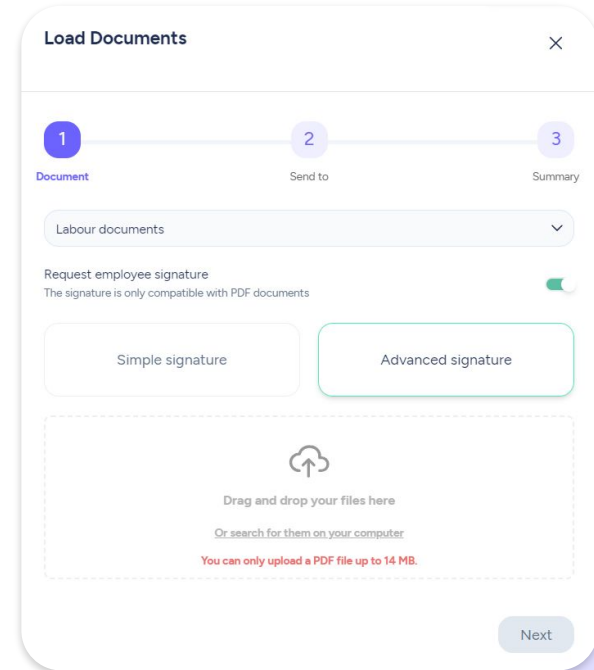


3. How does advanced signature work?

To request your employees' signature click on “**Start signature process**” and select “Advanced Signature”.

Next, drag and drop the documents you need to be signed. Keep in mind that you may only upload PDF files up to 14 MB.

Click on “**Next**”.

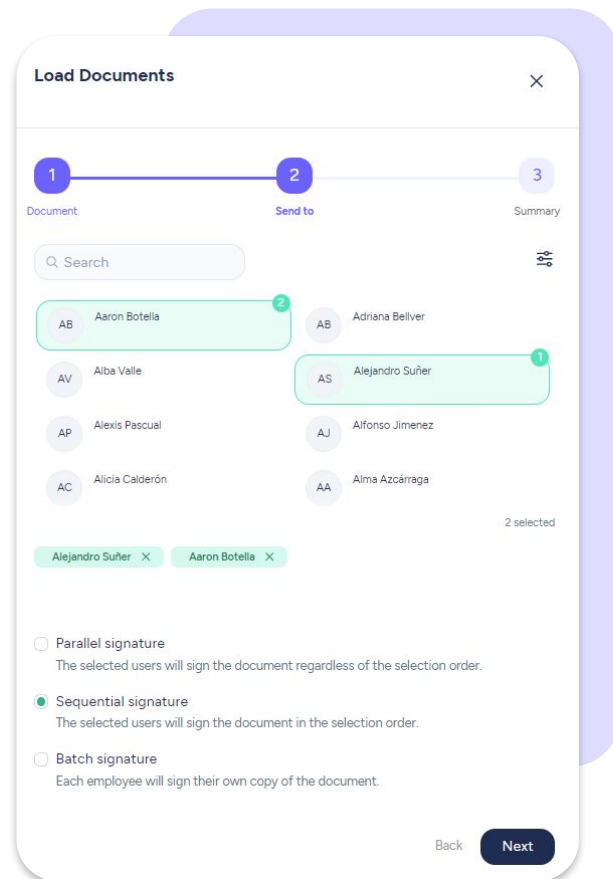


The screenshot shows a mobile application interface titled "Load Documents" with a close button (X) in the top right corner. A progress bar at the top indicates three steps: 1. Document, 2. Send to, and 3. Summary. Below the progress bar, there is a dropdown menu currently set to "Labour documents". Underneath, the option "Request employee signature" is checked, with a note stating "The signature is only compatible with PDF documents". Two buttons are visible: "Simple signature" and "Advanced signature", with the latter being highlighted with a green border. A large dashed box contains a cloud upload icon and the text "Drag and drop your files here", followed by "Or search for them on your computer" and a red warning: "You can only upload a PDF file up to 14 MB.". A "Next" button is located at the bottom right of the interface.

Then select the employee who is to sign the document. If there is more than one, you can choose between **Parallel signature** or **Sequential signature**:

- **Parallel signature:** The selected users will sign the document regardless of the selection order.
- **Sequential signature:** The selected users will sign the document in the selection order. How can you set the order? It's really easy! Click on their names in order of preference.
- **Batch signature:** Employees will sign their own copy of the document.

Important: All users must have a valid email in their employee profile. If they don't, it won't be possible to send them documents to be signed.



In this section you can see a summary of the process.

Once you've checked that everything is correct, click on **"Confirm and send"**. Signatories will receive a signature request in their emails.

The screenshot shows a mobile application interface titled "Load Documents" with a close button (X) in the top right corner. A progress bar at the top indicates three steps: 1. Document, 2. Send to, and 3. Summary. The "Document" step is currently active. Below the progress bar, the text "Document to sign:" is followed by a dropdown arrow. A document icon and the text "Test 1.pdf" are displayed in a light green box. Underneath, the "Signature type:" section has two radio button options: "Advanced signature" (selected) and "Sequential". The "Send to" section lists two recipients: "Alejandro Suñer" with email "a.suner@mail.com" and "Aaron Botella" with email "a.botella@mail.com". At the bottom right, there are two buttons: "Back" and "Confirm and send".

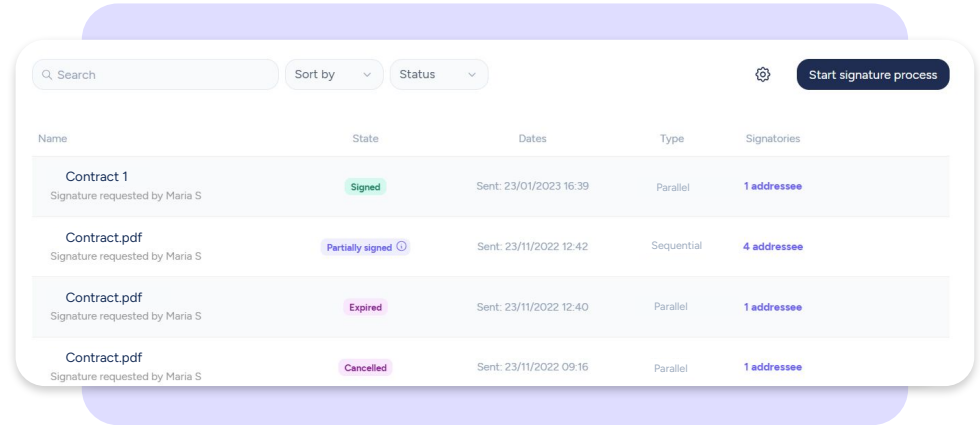
4. Signature status

Check the signature status in the “**Sendings**” section of Advanced Signature:

- **Pending:** Send a reminder to the employees that haven't signed their documents yet.
- **Signed:** Documents have been signed successfully.
- **Partially signed:** Some of the assigned employees haven't signed yet. You'll receive the document fully signed once everyone has completed the signature process.
- **Cancelled:** You've cancelled the signature request.
- **Expired:** The deadline for signature has elapsed.
- **Error:** Check the employee's email to avoid incidents.

Once documents have been signed, you'll receive a notification.

Keep in mind that you'll only be able to download the document once all signatures have been added.



Name	State	Dates	Type	Signatories
Contract 1 Signature requested by Maria S	Signed	Sent: 23/01/2023 16:39	Parallel	1 addressee
Contract.pdf Signature requested by Maria S	Partially signed ⓘ	Sent: 23/11/2022 12:42	Sequential	4 addressee
Contract.pdf Signature requested by Maria S	Expired	Sent: 23/11/2022 12:40	Parallel	1 addressee
Contract.pdf Signature requested by Maria S	Cancelled	Sent: 23/11/2022 09:16	Parallel	1 addressee

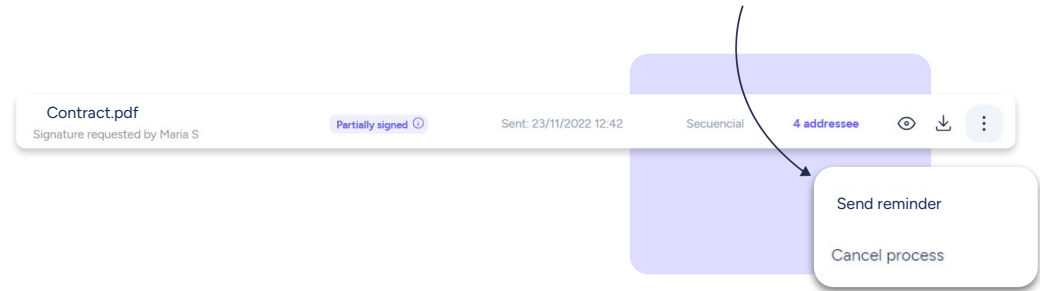
5. Supporting document

Supporting documents track all **electronic evidence** generated during signature processes.

Once employees have signed their documents, you can export a **copy of the signed file and a supporting document** to certify its validity.

Would you like to know what we mean by electronic evidence?
It's really simple:

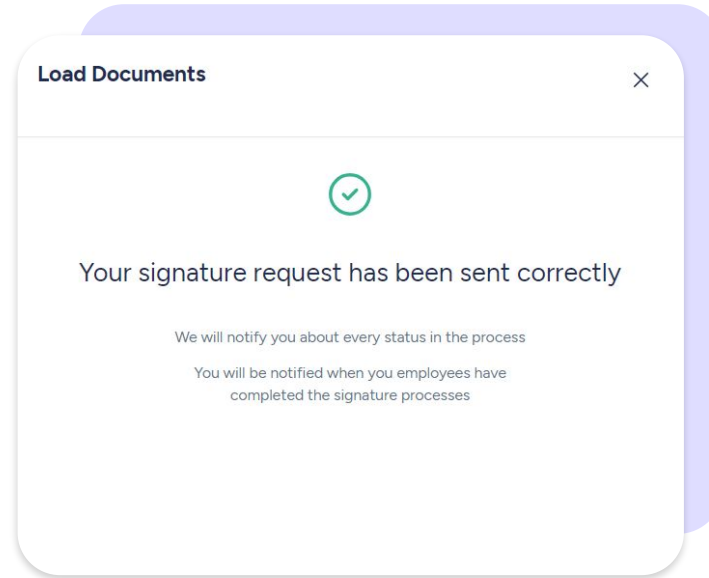
- Signature IP address.
- Geolocation.
- Authentication history.
- Biometric information: position, speed, pressure and device where the document is signed.
- Real-time stamping.
- Etc.



6. Signature request

Once you've sent a signature request, your employees will receive a **notification** in their dashboards and emails.

To proceed, they'll need to follow instructions and click anywhere on the document. Next, **they'll see a space** where they can sign using their fingers, mouse or pointer, depending on the platform they use.



Grow your company. Empower your team!

Do you still have questions? In our help center you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: soporte@sesametime.com