

Print signers

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Overview

Print signers are users, who are responsible for signing certain documents.

The "**print signers**" table is used to define, which user is signing which document print and for how long (**from** and **until** dates).

Print signers							Search...	+	X	☰	🔔
ALL		ACTIVE SIGNERS			INACTIVE SIGNERS						
<input type="checkbox"/>	DOCUMENT TYPE	SIGNER	ACTIVE FROM	ACTIVE UNTIL ^	TEMPLATE	IS ACTIVE SIGNER	ACTIONS				
<input type="checkbox"/>	Serials	John Smith john.smith@js.com	Jan 1, 2020	May 17, 2024	default	✗					
<input type="checkbox"/>	Serials	John Doe john.doe@jd.com	May 18, 2024	Oct 15, 2032	default	✓					
<input type="checkbox"/>	DOCUMENT TYPE	SIGNER	ACTIVE FROM	ACTIVE UNTIL ^	TEMPLATE	IS ACTIVE SIGNER	ACTIONS				

Showing 1 to 50 of 2 entries | Show 5 10 25 50 100 per page

Create new print signer

This action requires the "**create print signer**" permission.

New print signers can be created through the [Create new print signer](#) form.

There can be only one print signer of a document type's template active at any given time.

The screenshot shows a web interface for adding a new print signer. At the top right, there is a search bar and navigation icons. The main heading is "Add new print signer". Below it is a section titled "Basic information" with a minus sign icon. The form contains several fields:

- DOCUMENT TYPE**: A dropdown menu with "Document type" selected.
- SIGNER**: A dropdown menu with "Signer" selected, marked with a red asterisk.
- ACTIVE FROM**: A date field with the format "dd. mm. yyyy" and a calendar icon, marked with a red asterisk.
- ACTIVE UNTIL**: A date field with the format "dd. mm. yyyy" and a calendar icon, marked with a red asterisk.
- TEMPLATE**: A dropdown menu with "Template" selected.
- RELATED TEMPLATE**: A dropdown menu with "Related template" selected.

Below the form fields, there is a red bar labeled "Invalid fields". At the bottom right, there is a checkbox labeled "After save, create another" and a "Save" button.

The selected "**Signer**" can be any existing user, but the user **must have a signature set on their profile**, otherwise the only thing, shown on the print will be their full name and department.

Duplicate print signer

Basic information

DOCUMENT TYPE Serials	SIGNER John Doe, john.doe@jd.com
ACTIVE FROM 01. 10 . 2025	ACTIVE UNTIL 31. 10 . 2024
TEMPLATE default	RELATED TEMPLATE Related template

The active to must be a date after active from. CLEAR CLEAR ALL

There was a problem creating record. CLEAR CLEAR ALL

After save, create another Save

Update existing print signer

This action requires the **"update print signer"** permission.

Past signers cannot be edited. Signers have the **"Active/Inactive"** state, determined by the **"Active from"** and **"Active to"** dates. If a signer is inactive, the entire edit form is disabled, to prevent changes that could cause problems.

Only currently active print signers can be updated, as changing past print signers could cause conflicts.

Print signers

SEARCH Search...

SERIALS SIGNER (1. 1. 2020 - 17. 5. 2024)

Basic information

DOCUMENT TYPE Serials	SIGNER John Smith, john.smith@js.com
ACTIVE FROM 01. 01. 2020	ACTIVE UNTIL 17. 05. 2024
TEMPLATE default	RELATED TEMPLATE Related template

Save

Once a print signer has been created, its "Document type" is locked and cannot be changed. This is to ensure no conflicts occur when updating active signers.

Print signers

SEARCH Search...

SERIALS SIGNER (18. 5. 2024 - 18. 5. 2099)

Basic information

DOCUMENT TYPE Serials	SIGNER John Doe, john.doe@jd.com
ACTIVE FROM 18. 05. 2024	ACTIVE UNTIL 18. 05. 2099
TEMPLATE default	RELATED TEMPLATE Related template

Save

When updating the **"Signer"** , keep in mind that changing the selected user will impact all document prints in the selected active range (active from - active until).

While active range dates can be edited, the **"Active from"** date should not be changed, as that could cause conflicts with past print signers.

If the dates are changed and would cause conflicts when saved, a message is displayed, informing the user, which print signer's dates overlap with the new ones.

The screenshot shows the 'Print signers' interface. A red warning banner at the top states: "John Smith is set as the print signer for this document type from 01. Jan. 2020 until 17. May. 2024" with "CLEAR" and "CLEAR ALL" buttons. Below it, another red banner says: "There was a problem updating data." with "CLEAR" and "CLEAR ALL" buttons. The main form is titled "Basic information" and contains the following fields:

- DOCUMENT TYPE: Serials
- SIGNER: John Doe, john.doe@jd.com
- ACTIVE FROM: 15. 05. 2020
- ACTIVE UNTIL: 18. 05. 2099
- TEMPLATE: default
- RELATED TEMPLATE: Related template

A "Save" button is located at the bottom right of the form.

If a print signer is, for whatever reason, no longer signing a document print, the **"Active to"** date should be set to the previous day and the form will disable itself automatically.

The screenshot shows the 'SERIALS SIGNER (18. 5. 2024 - 19. 5. 2098)' interface. The form is titled "Basic information" and contains the following fields:

- DOCUMENT TYPE: Serials
- SIGNER: John Doe, john.doe@jd.com
- ACTIVE FROM: 18. 05. 2024
- ACTIVE UNTIL: 19. 05. 2098
- TEMPLATE: default
- RELATED TEMPLATE: Related template

A "Save" button is located at the bottom right of the form. Below the form, there are three buttons: "+ File manager" (0), "+ Comments" (0), and "+ Activity timeline" (3).

After that, a new print signer has to be created to replace the now inactive print signer.

Delete print signer

This action requires the "**delete print signer**" permission.

Print signers, who are **no longer active**, should **never be deleted**, as they are still used when generating signed documents, created in the past (during the time when they were active signers).

Inactive print signers should **never** be deleted.

Only signers, whose "**active from**" date is set in the future, should be deleted, if necessary, since they have not been active yet.