

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.

Add new print signer

— Basic information

DOCUMENT TYPE
Document type

SIGNER ⓘ
Signer

ACTIVE FROM
dd. mm. yyyy

ACTIVE UNTIL
dd. mm. yyyy

TEMPLATE
Template

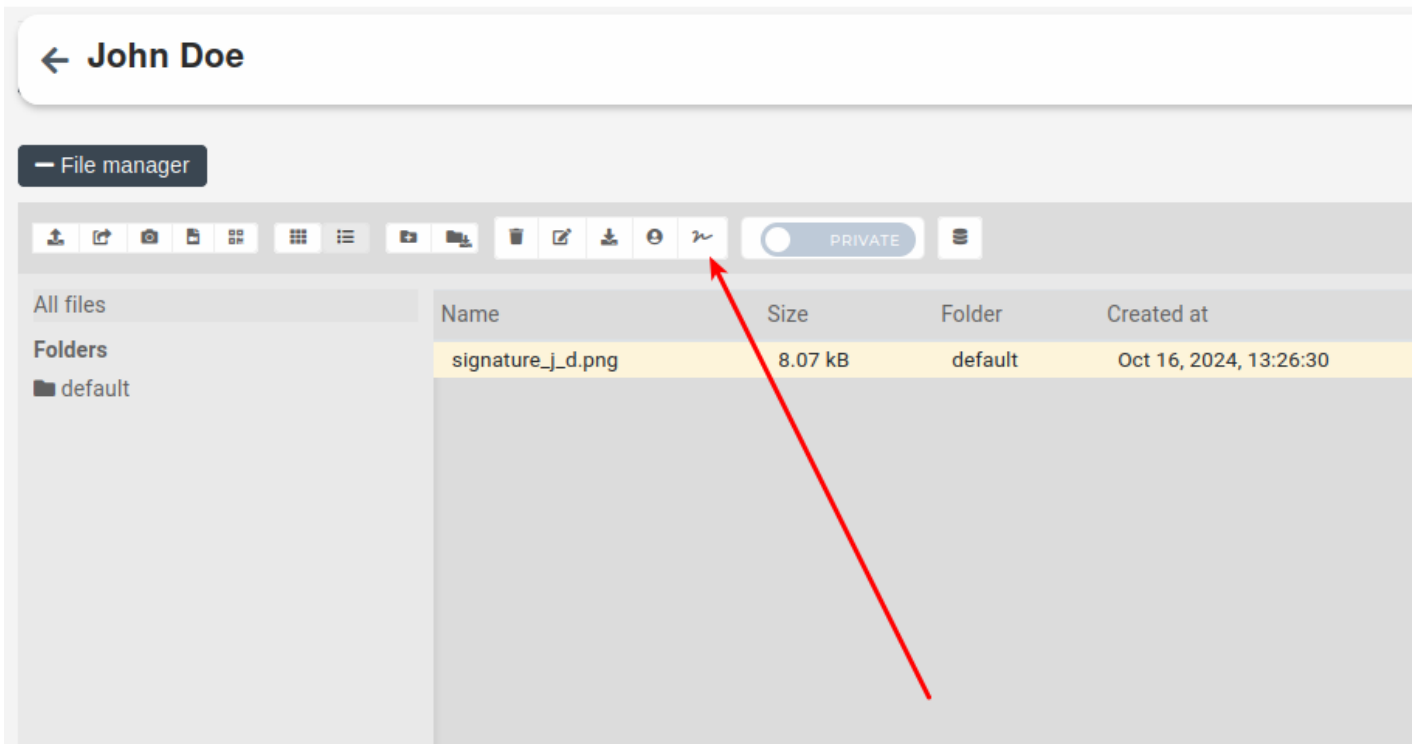
RELATED TEMPLATE
Related template

Invalid fields

☐ After save, create another

Save

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.



When creating a new print signer, mind the **"Active from"** and **"Active to"** date fields. If these dates would conflict with an existing print signer, an error message will appear when saving the form. This message will explain, which print signer (past or current) is in conflict with the print signer, that is being created.

Search...

John Doe is set as the print signer for this document type from 30. Sep. 2024 until 31. Oct. 2024 **CLEAR** **CLEAR ALL**

There was a problem creating record. **CLEAR** **CLEAR ALL**

DOCUMENT TYPE
Serials

SIGNER
John Smith, john.smith@js.com

ACTIVE FROM
30. 09. 2024

ACTIVE UNTIL
31. 10. 2024

TEMPLATE
default

RELATED TEMPLATE
Related template

☐ After save, create another **Save**

Another requirement regarding the **"Active from"** and **"Active to"** date fields is that the **"Active to"** field **must always be after** the **"Active from"** date.

Q Search...

+

Duplicate print signer

Basic information

DOCUMENT TYPE

Serials

ACTIVE FROM

01. 10 . 2025

TEMPLATE

default

SIGNER

John Doe, john.doe@jd.com

ACTIVE UNTIL

31. 10 . 2024

RELATED TEMPLATE

Related template

☐ After save, create another

Save

The active to must be a date after active from.

CLEAR

CLEAR ALL

There was a problem creating record.

CLEAR

CLEAR ALL

Revision #4

Created 14 October 2024 13:07:38 by Admin

Updated 17 December 2024 13:57:31 by Admin