

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.

The screenshot shows the 'SERIALS SIGNER' edit form for the period '1. 1. 2020 - 17. 5. 2024'. The form is titled 'SERIALS SIGNER (1. 1. 2020 - 17. 5. 2024)' and includes a 'Basic information' section. The form fields are as follows:

Field	Value	Status
DOCUMENT TYPE	Serials	Locked (indicated by a red asterisk)
SIGNER	John Smith, john.smith@js.com	Editable
ACTIVE FROM	01. 01. 2020	Locked (indicated by a red asterisk)
ACTIVE UNTIL	17. 05. 2024	Locked (indicated by a red asterisk)
TEMPLATE	default	Editable
RELATED TEMPLATE	Related template	Editable

A red arrow points to the 'ACTIVE UNTIL' field, which is locked. The 'Save' button is located at the bottom right of the form.

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...

← 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.

Print signers

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John Smith is set as the print signer for this document type from 01. Jan. 2020 until 17. May. 2024 CLEAR CLEAR ALL

There was a problem updating data. CLEAR CLEAR ALL

← Basic information

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

Save

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.

Print signers

Search...

DOCUMENT TYPE

DOCUMENT TYPE

Showing 0 to 0 of 0 entries

NFZ

← SERIALS SIGNER (18. 5. 2024 - 19. 5. 2098)

Basic information

DOCUMENT TYPE
Serials

ACTIVE FROM
18. 05. 2024

TEMPLATE
default

SIGNER
John Doe, john.doe@jd.com

ACTIVE UNTIL
19. 05. 2098

RELATED TEMPLATE
Related template

Save

+ File manager 0

+ Comments 0

+ Activity timeline 3

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

Revision #7

Created 14 October 2024 13:07:53 by Admin

Updated 17 December 2024 13:58:44 by Admin