

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 edit form for a print signer titled "SERIALS SIGNER (1. 1. 2020 - 17. 5. 2024)". The form is under the "Basic information" section and contains the following fields:

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

A red arrow points to the "ACTIVE UNTIL" field, which has a red asterisk next to it, indicating it is required. A "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.

The screenshot shows the edit form for a print signer titled "SERIALS SIGNER (18. 5. 2024 - 18. 5. 2099)". The form is under the "Basic information" section and contains the following fields:

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

The "ACTIVE UNTIL" field has a red asterisk next to it, indicating it is required. A "Save" button is located at the bottom right of the form.

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 notification bar 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 bar 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 disabled, and the 'Active until' date is set to 19. 05. 2098. The form 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 navigation options:

- + 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.

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