

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 a web application interface for editing a print signer. The main heading is "SERIALS SIGNER (1. 1. 2020 - 17. 5. 2024)". Below this is a "Basic information" section with several fields:

- DOCUMENT TYPE:** A dropdown menu currently showing "Serials".
- SIGNER:** A text field containing "John Smith, john.smith@js.com".
- ACTIVE FROM:** A date field showing "01. 01. 2020".
- ACTIVE UNTIL:** A date field showing "17. 05. 2024".
- TEMPLATE:** A dropdown menu showing "default".
- RELATED TEMPLATE:** A dropdown menu showing "Related template".

A red arrow points from the "ACTIVE UNTIL" field to the "ACTIVE FROM" field, indicating a relationship or conflict. The "ACTIVE FROM" field has a red asterisk next to it, suggesting it is required or has a validation error. The "ACTIVE UNTIL" field also has a red asterisk. The "DOCUMENT TYPE" field is locked, as indicated by the text in the paragraph below. The left sidebar shows a list of "Print signers" with a filter for "DOCUMENT TYPE" and a search bar. The bottom right corner has a "Save" button.

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

Search...

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

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

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

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

+ Comments

+ Activity timeline

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