


# Electronic Signatures - DA1220

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***District Administration > Tables > Electronic Signatures***

This page is used to upload, edit, and delete electronic signature files. The signature files can be used for various purposes (e.g., checks, purchase orders) in the Accounts Receivable, Finance, Payroll, Personnel, Purchasing, and Warehouse applications. Signature files can be password encrypted. There is no limit to the number of signatures that can be uploaded.

Check Signature Template

## Upload an electronic signature:

| Field | Description |
|---|---|
| **Signature Name** | Type the name of the signature to be displayed across the applications.<br><br>• Click **Browse** to open the Import window.<br><br>• Select the desired file and click **Open** to select the signature file. You can import a .bmp, .jpeg, .jpg, .gif, or .png file.<br><br>• The signature image is displayed and the **File Name** field is automatically populated with the file name.<br><br>• Click **Cancel** to close the window without selecting a signature file. |
| **Password** | Type a password to encrypt the signature file. This password is required for decryption each time you select and use the signature in an application.<br>If you upload a signature file that was previously password encrypted, a pop-up window is displayed prompting you for that password.<br><br>• In the **Password** field, type the password to decrypt the signature file.<br><br>• Click **OK** to upload the signature file.<br><br>• Click **Cancel** to return to the Electronic Signatures page. |

❑ Select the applications in which the signature can be accessed. You can select multiple applications.

- **AR - Accounts Receivable**
- **FIN - Finance**
- **HR - Human Resources** - When selected, the signature may be used in the Payroll and Personnel applications.
- **PUR - Purchasing**
- **WHSE - Warehouse**

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**.<br><br>Click **Cancel** to not delete the row. |


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