

BEYOND

PDFSignature

User Guide



BEYONDIT GmbH

Schauenburgerstr. 116
24118 Kiel
Germany
+ 49 431 3630 3700
hello@beyondit.gmbh

Table of Contents

About this Documentation

Preface

General Information

About this App

Features

Record Signature on Posted Sales Shipment

Record Signature on Posted Purchase Receipt

Record Signature for Attached File

Preface

This documentation contains information on how to install and operate **Beyond PDFSignature** in your Business Central environment.

This documentation is intended for experienced users of Business Central. Additional knowledge of third-party software products may be required to set up **Beyond PDFSignature**.

Read this documentation in full to set up **Beyond PDFSignature** and work with it professionally. Pay particular attention to the tips, information and safety instructions contained in the documentation. Inform your employees about the proper use of **Beyond PDFSignature** and keep the documentation in a place that is accessible to your employees.

DOWNLOAD
PDF

Manufacturer

Beyond PDFSignature is developed by:

BeyondIT GmbH
Schauenburgerstraße 116
24118 Kiel
Germany
info@beyondit.gmbh
[+49 431 3630 3700](tel:+4943136303700)

VISIT
APPSOURCE

Version history

Version	Date	Autor	Comment
1.0	09.09.2025	Jannic Weidel	Initial Version of the Documentation
Access		public	

General Information

This documentation contains important information that you must observe when following the descriptions. The information is highlighted as notes and arranged according to type and importance. The notes are listed below in ascending order of importance:

TIP

This represents **no risk**. In addition to the classic clicking on options, Business Central also offers the option of using so-called shortcuts. Shortcuts are key combinations with which you can also execute the desired action in the user interface. By using shortcuts, you can work faster and more effectively. Try the key combination and you will be surprised how much faster you can work.

NOTE

This represents **no risk**. This note contains important information on the correct use, configuration or operation of the software. Follow these instructions to avoid inefficiencies and unnecessary support tickets. For example, this note can show you that an option is hidden and tells you how to proceed if you want to show it again.

IMPORTANT

This represents a **low risk**. This notice refers to non-critical issues that may lead to undesired behavior or configuration problems. May affect user experience or functionality if not considered.

CAUTION

This represents a **medium risk**. This notice indicates a potential problem that could affect system stability or data integrity. Failure to comply may result in errors, loss of performance or partial service interruptions. The errors caused by non-compliance only affect the app itself and prevent you from working with data within the app.

WARNING

This represents a **high risk**. This notice indicates an immediate and serious risk to the productive system. Failure to observe this warning may affect the entire system. There is a risk of loss of critical data or total system failure, leading to prolonged downtime. It may not be possible to restore the data and a backup must be imported.

Beyond PDFSignature is an extension for Microsoft Dynamics 365 Business Central.

Beyond PDFSignature allows you to capture signatures for purchase receipt documents, sales shipments, and files in PDF format in the **Attachments** factbox area of Business Central. The signature is recorded digitally without leaving Business Central, including the name (in block letters) and timestamp. The outgoing document is not edited but saved as a separate copy (with the file extension “_Signed”).

The signature area can be placed anywhere in the PDF file. Any number of signatures can be captured per PDF file. Additional functions allow the signature to be scaled and moved afterwards.

The latest version of this documentation can be found at the following link: [Beyond PDFSignature Documentation](#).

The examples described in this documentation represent only a part of the possibilities offered by the **Beyond PDFSignature** solution. If you have a specific case you would like to address using the solution, feel free to contact us.

i NOTE

Dependencies from or to other apps

Additional, basic applications are required to use **Beyond PDFSignature**. The following applications are required to use **Beyond PDFSignature**:

- [Beyond License](#): Management of trial and full licenses for apps from BeyondIT.

Record Signature on Posted Sales Shipment

This chapter describes how you can enter a signature on a posted sales shipment.

To record a signature on a posted sales shipment, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Posted Sales Shipments** and click on the corresponding search result.
- 3. The **Posted Sales Shipments** list is displayed. On this page, you will find all posted sales shipments.
- 4. Select the relevant document from the list for which you want to capture a signature.

← Posted Sales Shipment

102254 · Brilliant Paints Ltd.

Home

Shipment

Certificate of Supply

Actions

Reports

Automate

Fewer options

Sign Document

Show Signed Document

Print...

Find entries...

Track Package

Rich Text

General

No.102254

Contact

CustomerBrilliant Paints Ltd.

Posting Date05.06.2025

Sell-to Customer Name 2

Requested Delivery Date

Lines

Manage

Functions

Line

New Line

Delete Line

HTML Editor

Rich Text

HTML Text exists	Rich Text	Type	No.	Item Reference No.	Description	Description 2	Location Code
→ -	: -	Item	1023		Beyond Paint – Blue	RAL 5005, metallic blue	BERLIN

- 5. Select the **Sign Document** menu option from the menu bar.
- 6. A dialog box will appear asking if you want to sign the document.
- 7. Select the **Yes** button.
- 8. The **PDF Signature** window is displayed.

DIGITAL
SIMPLICITY

BEYOND

BRILLIANT PAINTS LTD., KILNCHURCH LANE, F10, 2010 100

Brilliant Paints Ltd.
52 Cromwell Road
Unit 3, Industrial Estate
London, SE17 5SE
Geoff Hannan

Rezeptions

Verk. an CHG.-St.
Verkäufer
Telefon:
E-Mail

08.08.20

0801 30
Doris Hambrook
+49 40 56900750
Dh@contoso.com

Verkaufslieferung - 102254

Nr.	Beschreibung	Menge	Einheit	Lagerort	Lagerplatz	Lieferungszeit
		code	code	code		datum
1 1003	Beyond Paints - Blue RAL 5005, metallic blue Lot Info: CHARGE 2025-00055 Quantity: 25.00 Lot Info: CHARGE 2025-00057 Quantity: 25.00	50,00	Liter	BE7L24	H7 2-3	08.08.20

LST. an

Brilliant Paints Ltd.
52 Cromwell Road
Unit 3, Industrial Estate

Close

9. Move the mouse pointer into the document preview.
10. A signature area is displayed at the location of the mouse pointer.
11. Click the left mouse button to place the signature area.

PDF Signature



Manage | Actions ▾ Fewer options

< Page 1 of 1 >

100%

Save PDF

1	1023	Beyond Paint – Blue RAL 5005, metallic blue Lot info: CHARGE-2025-00255 Quantity:-35,00 Lot info: CHARGE-2025-00257 Quantity:-25,00	60,00	Liter BERLIN	HR-2-3	05.06.25
---	------	--	-------	--------------	--------	----------

Ship To
Brilliant Paints Ltd.
52 Cromwell Road
Unit 3, Industrial Estate
London, SW7 5BE
Great Britain

Signature

Your Name
8.9.2025, 09:59:15

Signature Customer / Confirming Receipt

Close

12. A new screen appears in the **PDF Signature** window.

PDF Signature



Manage | Actions ▾ Fewer options

Draw Your Signature

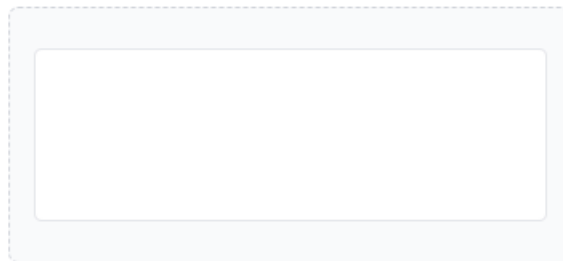
Page 1



Signer Name

Enter your full name (optional)

This name will appear with your signature and timestamp (optional)



Sign directly on the document preview above
The background shows exactly where your signature will appear

Clear

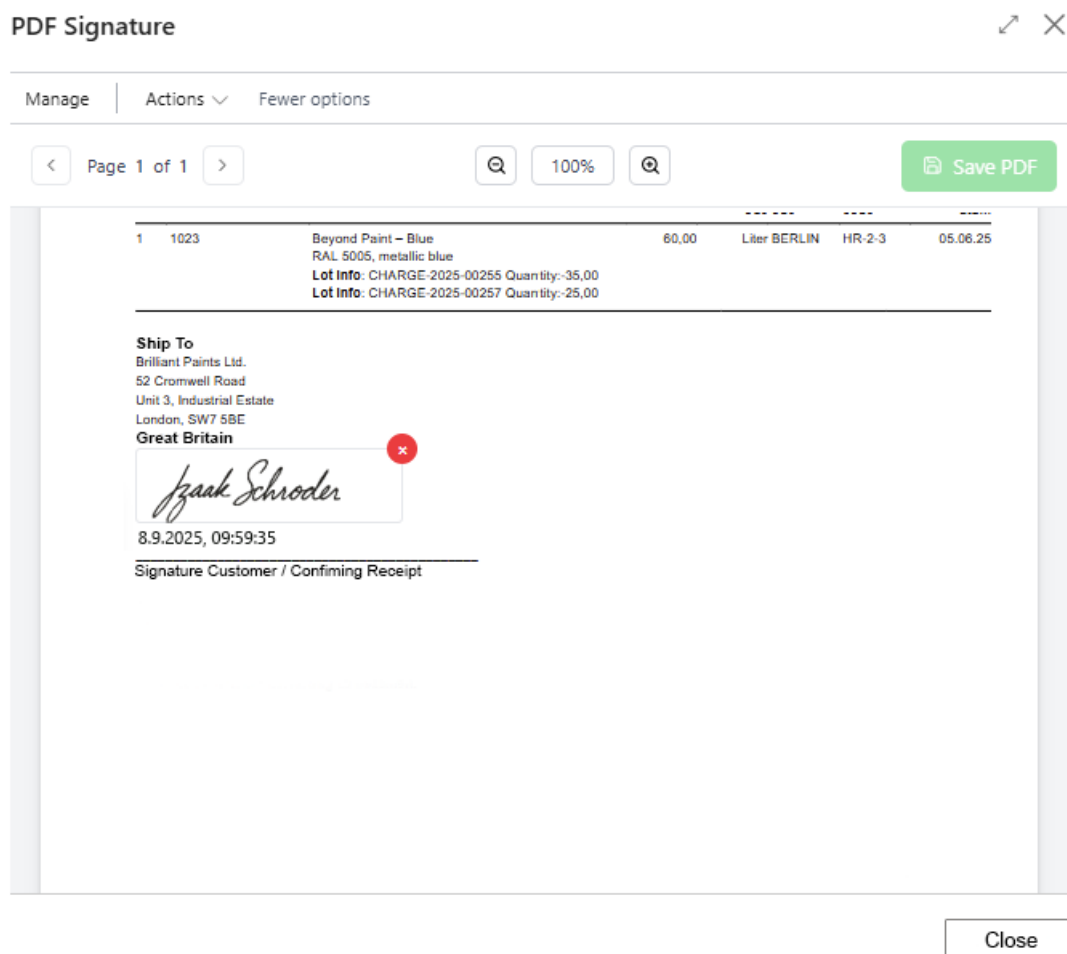
Cancel

OK

Close

13. In the **Signer Name** input field, enter the name of the person signing the document.

14. There is a drawing area in the middle of the window. The digital signature is captured in this drawing area.
15. To save the signed signature, click **OK**.
16. The signature is inserted into the document. You can scale the signature step by step by clicking on the plus or minus button. To delete the captured signature, click on the red cross in the signature area.



17. To capture additional signatures, repeat the previous steps.
18. To save the sales shipment with signature, click on the menu option **Save PDF**.

The sales shipment has been saved. You can find the signed version in the info box area (**ALT+F2**) under attachments. The file name for the signed version of the sales shipment is extended with “_Signed.”

NOTE

Signatures for other documents

The **Beyond PDF Signature** app also allows you to capture signatures for PDF files that are attached to other documents. Instructions on how to do this can be found in the chapter [Record Signature for Attached File](#).

Record Signature on Posted Purchase Receipt

This chapter describes how you can record a signature on a posted purchase receipt.

To record a signature on a posted purchase receipt, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Posted Purchase Receipts** and click on the corresponding search result.
3. The **Posted Purchase Receipts** list is displayed. On this page, you will find all posted purchase receipts.
4. Select the relevant document from the list for which you want to capture a signature.

←

Posted Purchase Receipt

107238 · First Up Consultants

Home

Receipt

Actions

Reports

Automate

Fewer options

Sign Document

Print

Find entries

Rich Text

Retail Print

General

No.107238

Buy-from Vendor No.20000

Buy-from Contact No.KT000013

Buy-from

NameFirst Up Consultants

AddressAllan Turing Road, 20

Address 2Surrey

CityDresden

Post Code01310

Country/RegionDE

ContactFalk Neuman

No. Printed0

Posting Date05.06.2025

5. Select the **Sign Document** menu option from the menu bar.
6. A dialog box is displayed asking if you want to sign the document.
7. Select the **Yes** button.
8. The **PDF Signature** window is displayed.

PDF Signature

Manage

Actions

Fewer options

<

Page 1 of 1

>

Q


100%

Q

Save PDF

DIGITAL
SIMPLICITY

BEYOND



WIRTSCHAFTS-UNIVERSITÄT WIEN
First Up Consultants
Felix Neumann
Alten Tullner Platz, 30
Bunny
10310 Wien
Deutschland

Handwritten signature: [Signature]

Bezugsdatum:

01.08.20

Bank: BIC: BAWA3333

30000

NR.	Beschreibung	Menge	Einheit	Lagerort	Lagerplatz	Zugangsdatum
1	1000	Beyond Look - Blau	500,00 Liter	STUTTEN	HPT 2-3	

LMT: 00

CRUCIBLE CO., HONOLULU 13, BAYVIEW, 300FT HAWAII

REMARKS:

Bank (overall)

Close

9. Move the mouse pointer into the document preview.
10. An area is displayed at the location of the mouse pointer.
11. Click the left mouse button to place the signature area.

PDF Signature ↗ ✕

Manage | Actions ▼ Fewer options

< Page 1 of 1 > 🔍 100% 🔍 💾 Save PDF

Purchase Receipt - 107238

No.	Description	Quantity	BoM	Location	Bin
1 1023	Beyond Paint - Blue	500,00 Liter		BERLIN	HR-2-3

Ship to: CRONUS DE, Hofstraße 12, Benrath, 20097 Hamburg
Payment Type: Bank transit

Signature

Your Name
8.9.2025, 09:59:15

Schließen

12. A new screen is displayed in the **PDF Signature** window.

PDF Signature ↗ ✕

Manage | Actions ▼ Fewer options

Draw Your Signature Page 1 ✕

Signer Name

Enter your full name (optional)

This name will appear with your signature and timestamp (optional)

Sign directly on the document preview above
The background shows exactly where your signature will appear

🔄 Clear Cancel ✓ OK

Close

13. In the **Signer Name** input field, enter the name of the person signing the document.
14. There is a drawing area in the middle of the window. The digital signature is recorded in this drawing area.
15. To save the signed signature, click **OK**.
16. The signature is inserted into the document. You can scale the signature step by step by clicking on the plus or minus button. To delete the recorded signature, click on the red cross in the signature area.

Purchase Receipt - 107238

No.	Description	Quantity	BoM	Location	Bin
1 1023	Beyond Paint - Blue	500,00 Liter		BERLIN	HR-2-3

Ship to CRONUS DE, Hofstraße 12, Benrather, 20097 Hamburg
Payment Type Bank transit



8.9.2025, 09:59:35

Schließen

17. To record additional signatures, repeat the previous steps.

18. To save the purchase receipt with a signature, click on the menu option **Save PDF**.

The purchase receipt has been saved. You can find the signed version in the info box area (**ALT+F2**). The file name for the signed version of the purchase receipt is extended with "**_Signed**".

NOTE**Signatures for other documents**

The **Beyond PDF Signature** app also allows you to record signatures for PDF files that are attached to other documents. Instructions on how to do this can be found in the chapter [Record Signature for Attached File](#).

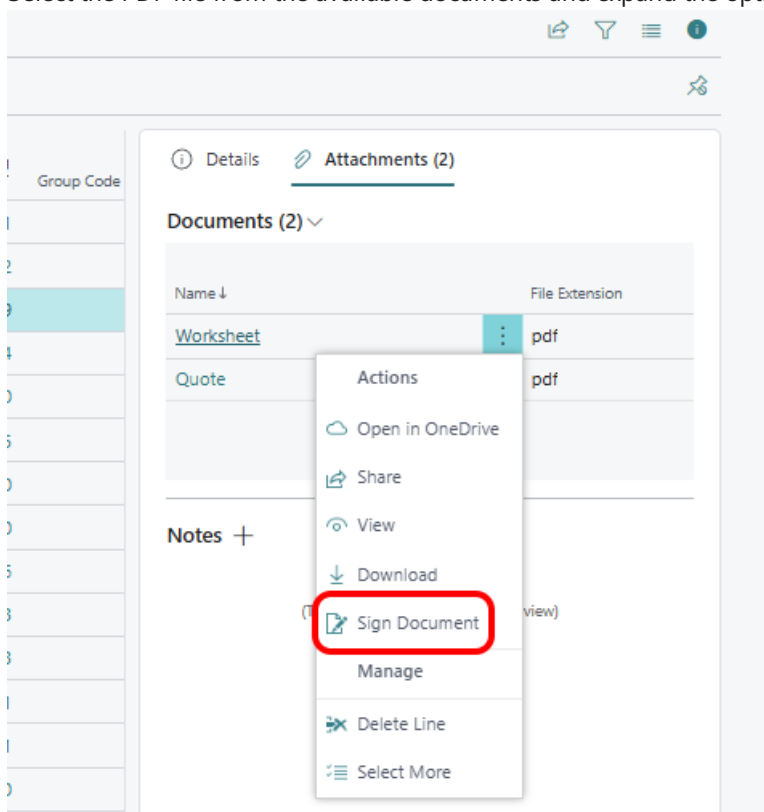
Record Signature for Attached File

This chapter describes how you can record a signature for an attached file. **Beyond PDF Signature** allows you to record a signature for PDF files in the **Attachments** factbox area.

The following description explains how this works using the example of sales orders. You can use the function described in any factbox area where the **Attachment** tab is used.

To record a signature for a PDF file in an attachment, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Sales Orders** and click on the corresponding search result.
3. The **Sales Orders** list is displayed. On this page, you will find all sales orders.
4. To save a PDF file with a timestamp and signature, display the factbox area (**ALT+F2**).
5. Click the **Attachments** tab in the factbox area.
6. Select the PDF file from the available documents and expand the options menu for the PDF file.



7. Select the **Sign Document** option.
8. The **PDF Signature** window is displayed.

48436 Düsseldorf
GermanyQuantity used at work (posted in sales order) (optional: not required)

Type	No.	Description	Quantity	BoM
Item	1896-S	Athens Desk	1	Piece
Item	1200	Cleanwave Dishwasher CW250	1	Piece
Item	1008	Beyond Car	1	Piece

Additional item/Resource used at work (posted in item or resource entity)

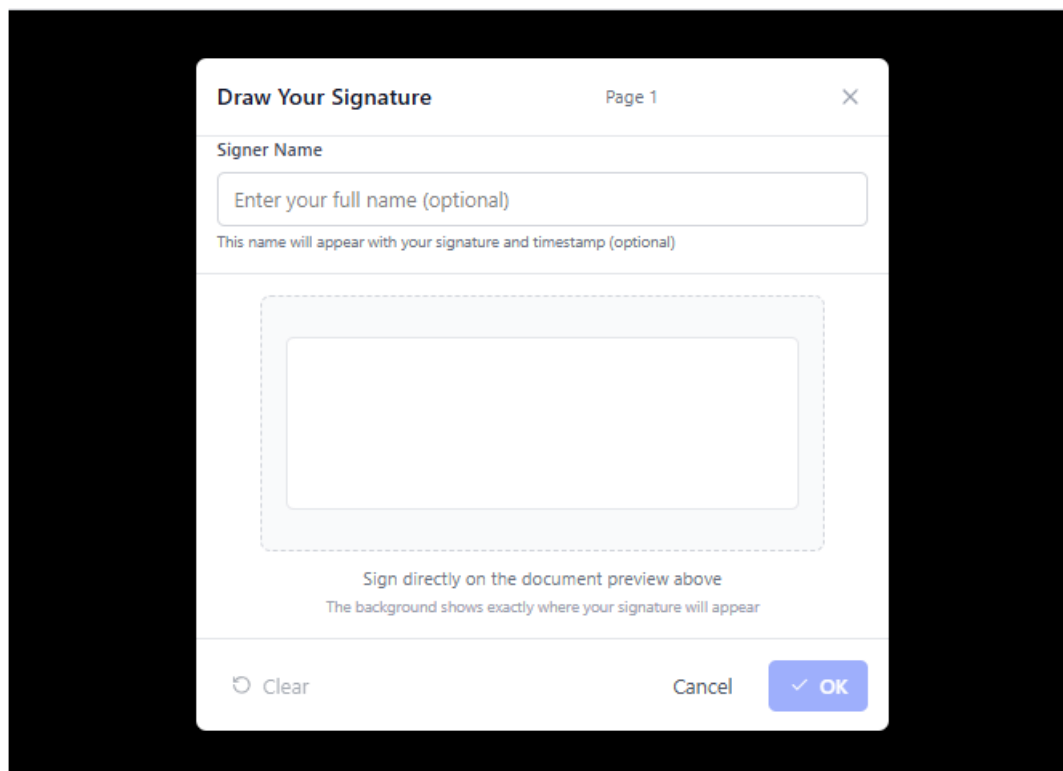
Type	No.	Description	Quantity	BoM	Date

Signature

Your Name
9.9.2025, 12:43:44

Close

- To place the signature area in the PDF file, move the mouse pointer to the desired location and then click the left mouse button.
- A new screen is displayed in the **PDF Signature** window.

[Close](#)

11. In the **Signer Name** input field, enter the name of the person signing the document.
12. There is a drawing area in the middle of the window. The digital signature is recorded in this drawing area.
13. To save the signed signature, click **OK**.
14. The signature is inserted into the PDF file. You can scale the signature step by step by clicking on the plus or minus button. To delete the recorded signature, click on the red cross in the signature area.

48436 Düsseldorf
GermanyQuantity used at work (posted in sales order) (optional: not required)

Type	No.	Description	Quantity	BoM
Item	1896-S	Athens Desk	1	Piece
Item	1200	Cleanwave Dishwasher CW250	1	Piece
Item	1008	Beyond Car	1	Piece

Additional item/Resource used at work (posted in item or resource entity)

Type	No.	Description	Quantity	BoM	Date





Izaak Schröder
8.9.2025, 14:42:13

Schließen

15. To record additional signatures, repeat the previous steps.

16. To save the PDF file with the signature, click the **Save PDF** menu option.

The PDF file has been saved. You can find the signed version in the factbox area (**ALT+F2**). The file name for the signed version of the PDF file is extended with “_Signed.”