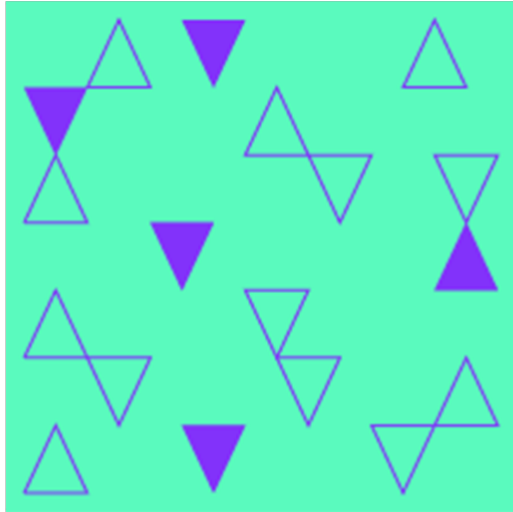
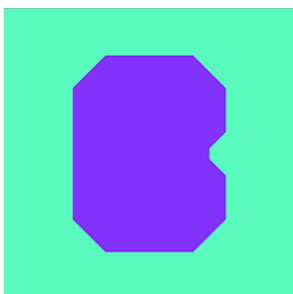




BEYOND

Signature



BEYONDIT GmbH

Schauenburgerstr. 116
24118 Kiel
Deutschland

+49 431 3630 3700
info@beyondit.gmbh

Table of Contents

About this Documentation

- Preface

- General Information

- About this App

Licence Management

- Licence Management

Features

- Capture Signature for Sales Quote

- Capture Signature for Sales Order

- Capture Signature for Sales Invoice

- Capture Signature for Sales Credit Memo

- Capture Signature for Posted Sales Invoice

- Capture Signature for Posted Sales Credit Memo

- Capture Signature for Posted Sales Shipment

- Capture Signature for Service Quote

- Capture Signature for Service Order

- Capture Signature for Service Invoice

- Capture Signature for Service Credit Memo

- Capture Signature for Posted Service Invoice

- Capture Signature for Posted Service Credit Memo

- Capture Signature for Posted Service Shipment

- Capture Signature for Service Item Worksheet

- Capture Signature for Purchase Quote

- Capture Signature for Purchase Order

- Capture Signature for Posted Purchase Receipt

- Capture Signature for Posted Return Receipt

- Capture Signature for Posted Return Shipment

Preface

This documentation contains information on how to install and operate **Beyond Signature** 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 Signature**.

Read this documentation in full to set up **Beyond Signature** 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 Signature** and keep the documentation in a place that is accessible to your employees.

DOWNLOAD
PDF

Manufacturer

Beyond Signature is developed by:

BeyondIT GmbH
Schauenburgerstraße 116
24118 Kiel
Germany
info@beyondit.gmbh
+49 431 3630 3700

VISIT
APPSOURCE

Version history

Version	Date	Autor	Comment
1.0	06.01.2025	Jannic Weidel	Initial version of the documentation
1.1	13.06.2025	Jannic Weidel	Added Preface Chapter
1.2	15.07.2025	Jannic Weidel	Added new documentation for capturing signatures in several documents
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 Signature is an extension for Microsoft Dynamics 365 Business Central.

Beyond Signature is an app that integrates basic editor functions for electronic signatures in your Business Central. Please note that the app must be used in conjunction with another app so that you can print signatures in reports.

For example, you can use **Beyond Document Designer** to print captured signatures in reports or **Beyond Mobile Service** to capture signatures via mobile devices such as tablets or smartphones.

The following documents are enhanced by **Beyond Signature** with a function for capturing signatures:

Unposted Documents

Sales	Service	Purchase
Sales Quote	Service Quote	Purchase Quote
Sales Order	Service Order	Purchase Order
Sales Invoice	Service Invoice	-
Sales Credit Memo	Service Credit Memo	-
-	Service Item Worksheet	-

Posted Documents

Sales	Service	Purchase
Posted Sales Shipment	Posted Service Shipment	Posted Purchase Receipt
Posted Sales Invoice	Posted Service Invoice	Posted Return Shipment
Posted Sales Credit Memo	Posted Service Credit Memo	-
Posted Return Receipt	-	-

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

The examples described in this documentation represent only a part of the possibilities that the **Beyond Signature** solution offers you.

If you have a specific case that you would like to map via the solution, please feel free to contact us.

NOTE

Dependencies from or to other apps

Additional, basic applications are required to use **Beyond Signature**. The following applications are required to use **Beyond Signature** and are automatically installed:

- **Beyond License**: Management of trial and full licenses for apps/add-ins from BeyondIT.

License Management

This chapter describes how you can view the license management of **Beyond Signature**.

To view the status of the product license for **Beyond Signature**, proceed as follows:

1. Open the search field (ALT+Q) and search for the page **Beyond License Management**.
2. The **Beyond License Management** page is displayed.

←

✎ ⌕ + ⌵

⌵ ⌕ ✎

Beyond License Management

Tenant ID

Tenant Domain Name

Licenses

Sync License

Company Name	Application Name	Status	Start Date	Expiry Date	Trial	Licensed Metric	Current Metric
→	BeyondCalculation	Valid	23.08.2024 08:50	22.09.2030 08:50	☐	1	0
	BeyondServiceRequestion	Valid	02.04.2024 09:13	02.05.2030 09:13	☐	1	0
	BeyondCalculation	Valid	14.06.2024 09:33	13.06.2030 09:33	☐	1	0
	BeyondReportReview	Valid	15.07.2024 21:26	14.06.2030 21:26	☐	1	0
	BeyondService	Valid	30.01.2024 07:41	28.02.2030 07:41	☐	7	0
	BeyondCues	Valid	29.11.2023 19:15	28.02.2030 07:41	☐	7	0
	BeyondInventoryDetails	Valid	29.01.2024 23:28	28.02.2030 07:41	☐	7	0
	BeyondDataImporter	Valid	17.06.2024 22:55	17.07.2030 22:55	☐	1	0
	BeyondCloudConnector	Valid	04.07.2024 06:42	03.08.2030 06:42	☐	1	0
	BeyondAttributionCore	Valid	14.06.2024 07:51	14.07.2030 07:51	☐	1	0
	BeyondReports	Valid	05.07.2024 06:39	04.06.2030 06:39	☐	1	0
	BeyondDocumentLineTransfer	Valid	19.06.2024 20:40	31.12.2099 00:00	☐	4	0

3. Under the **Licenses** section, you will find all product licenses for BeyondIT applications that have been installed for this company. You can read all the necessary information from the values in the columns:

Column	Description
Company Name	This column indicates the name of the company.
Application Name	This column indicates the name of the application. If you use several BeyondIT products, a separate line is displayed for each product in the overview,
Status	This is the status of the product license. Several values are possible: Valid: The product license is valid and the application can be used without restrictions. Expired: The product license has expired. The application can no longer be used. Trial: The product license is valid and the functionalities of the application can be used for a short period of time (note the value in the expiry date column) with restrictions or without restrictions. Exceeded: The product license has expired. The application can no longer be used.
Start Date	This is the date on which the product license was registered.
Expiry Date	This is the date on which the product license becomes or became invalid. The application can no longer be used.
Trial	This checkbox indicates whether the product license is a trial license. Trial licenses are very limited licenses. You can purchase a full product license after the trial license expires (note the value in the Expiry date column).
Licensed Metric	This column shows how the application was licensed. For example, this can be a tenant license, a license per company or a license per user.

Current Metric This column shows how many licenses are used in the environment. The difference between the values in the **Licensed metric** and **Current metric** columns indicates whether you need to purchase an additional license.

Capture Signature for Sales Quote

This chapter describes how you can capture a signature for a sales quote.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a sales quote, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Sales Quotes** and click on the corresponding search result.
- 3. The **Sales Quotes** list is displayed.
- 4. Select the sales quote from the list for which you would like to capture a signature.
- 5. The card of the sales quote is displayed.
- 6. From the main menu, select the option **Print/Send > Signature**.

← Sales Quote

1001 · Trey Research

Home

Prepare

Print/Send

Request Approval

Quote

Actions ▾

Related ▾

Automate ▾

Send by Email

Signature

Print...

Attach as PDF

General

Customer Name

Trey Research

- 7. The **Signature Pad** window is displayed.

Signature Pad

↗ ✕

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.

9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.

11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Sales Order

This chapter describes how you can capture a signature for a sales order.

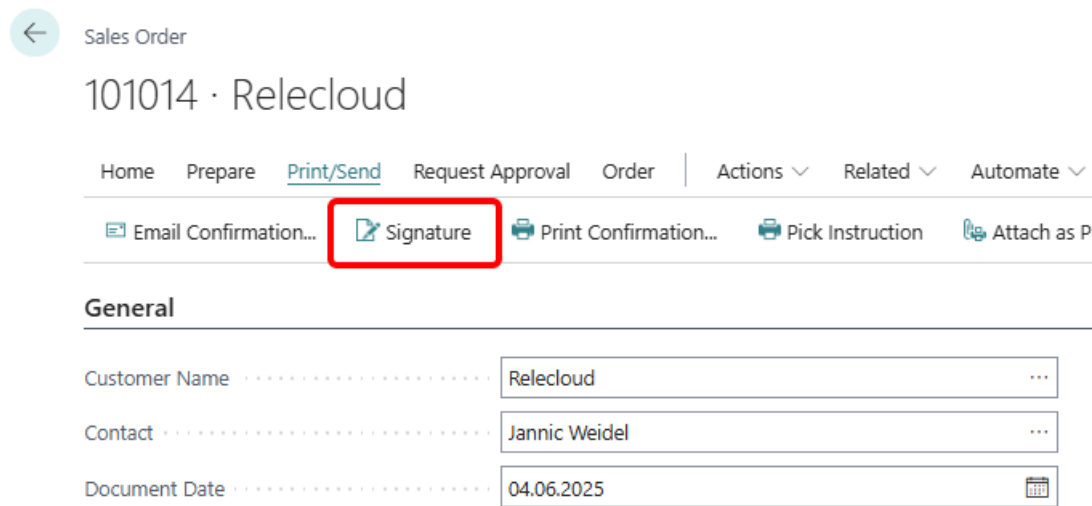
NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a sales order, 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.
- 4. Select the sales order from the list for which you would like to capture a signature.
- 5. The card of the sales order is displayed.
- 6. From the main menu, select the option **Print/Send > Signature**.



- 7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Sales Invoice

This chapter describes how you can capture a signature for a sales invoice.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a sales invoice, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Sales Invoices** and click on the corresponding search result.
3. The **Sales Invoices** list is displayed.
4. Select the sales invoice from the list for which you would like to capture a signature.
5. The card of the sales invoice is displayed.
6. From the main menu, select the option **Prepare > Signature**.

Sales Invoice

102199 · Adatum Corporation

Home

Prepare

Print/Send

Request Approval

Invoice

More options

Signature

Copy Document...

Get Recurring Sales Lines...

Incoming Document

General

Customer Name

Adatum Corporation

Contact

Jannic Weidel

7. The **Signature Pad** window is displayed.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information

from the document card.

9. Have the business partner sign it.

Signature Pad



Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.

11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Sales Credit Memo

This chapter describes how you can capture a signature for a sales credit memo.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter *Beyond Document Designer: Define Print Settings* under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter *Preface*.

To capture a signature for a sales credit memo, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Sales Credit Memos** and click on the corresponding search result.
- 3. The **Sales Credit Memos** list is displayed.
- 4. Select the sales credit memo from the list for which you would like to capture a signature.
- 5. The card of the sales credit memo is displayed.
- 6. From the main menu, select the option **Prepare > Signature**.

←

Sales Credit Memo

1002 · Adatum Corporation

Home

Prepare

Request Approval

Credit Memo

More options

Signature

Copy Document...

Get Posted Document Lines to Reverse...

Incoming Document

General

Customer Name

Adatum Corporation

Contact

Jannic Weidel

- 7. The **Signature Pad** window is displayed.

Signature Pad

↗

✕

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
- 9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

- 10. After entering the signature, you can save it by clicking the **Save** button.
- 11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Posted Sales Invoice

This chapter describes how you can capture a signature for a Posted Sales Invoice.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a Posted Sales Invoice, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Posted Sales Invoices** and click on the corresponding search result.
- 3. The **Posted Sales Invoices** list is displayed.
- 4. Select the posted sales invoice from the list for which you would like to capture a signature.
- 5. The card of the Posted Sales Invoice is displayed.
- 6. From the main menu, select the option **Print/Send > Signature**.

←

Posted Sales Invoice

103218 · Relecloud

Home

Print/Send

Invoice

Incoming Document

More options

Signature

Print...

Email

Attach as PDF

Send...

General

No.

103218

Customer

Relecloud

- 7. The **Signature Pad** window is displayed.

Signature Pad

↗ ✕

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information

from the document card.

9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

A large, stylized handwritten signature in black ink that reads "Jannic Weidel". The signature is written on a light gray background with a horizontal line.

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.

11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for a Posted Sales Credit Memo

This chapter describes how you can capture a signature for a posted sales credit memo.

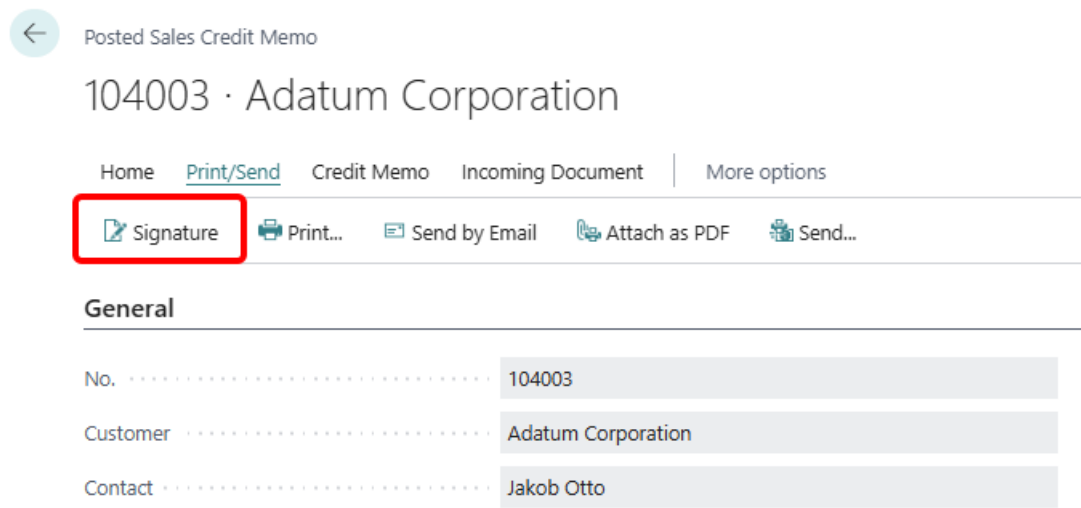
NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter *Beyond Document Designer: Define Print Settings* under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter *Preface*.

To capture a signature for a posted sales credit memo, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Posted Sales Credit Memos** and click on the corresponding search result.
- 3. The **Posted Sales Credit Memos** list is displayed.
- 4. Select the posted sales credit memo from the list for which you would like to capture a signature.
- 5. The card of the Posted Sales Credit Memo is displayed.
- 6. From the main menu, select the option **Print/Send > Signature**.



- 7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Posted Sales Shipment

This chapter describes how you can capture a signature for a posted sales shipment.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for 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.
- 4. Select the posted sales shipment from the list for which you would like to capture a signature.
- 5. The card of the Posted Sales Shipment is displayed.
- 6. From the main menu, select the option **Home > Signature**.

←

Posted Sales Shipment

102218 · Relecloud

Home

Shipment

Certificate of Supply

More options

Update Document

Signature

Print...

Find entries...

General

No.

102218

Customer

Relecloud

- 7. The **Signature Pad** window is displayed.

Signature Pad

↗ ✕

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information

from the document card.

9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Jannic Weidel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.

11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Service Quote

This chapter describes how you can capture a signature for a service quote.

 NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter [Beyond Document Designer: Define Print Settings](#) under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter [Preface](#).

To capture a signature for a service quote, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Service Quotes** and click on the corresponding search result.
3. The **Service Quotes** list is displayed.
4. Select the service quote from the list for which you would like to capture a signature.
5. The card of the service quote is displayed.
6. From the main menu, select the option **Home > Signature**.

 Service Quote

ANG-2025-0000000154 · Trey Research · Angebot Reparatur

Home | Print/Send | Quote | More options

HTML Editor | Text Designer | Copy Document... | Make Order | Signature | Create

Signature

Print...

Attach as PDF...

General

Description ······Angebot Reparatur

Customer No. ······20000

Contact No. ······CT000016

7. The **Signature Pad** window is displayed.

Signature Pad

Page

Name ······Jannic Weidel

City ······Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
- 9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

- 10. After entering the signature, you can save it by clicking the **Save** button.
- 11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Service Order

This chapter describes how you can capture a signature for a service order.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a service order, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Service Orders** and click on the corresponding search result.
3. The **Service Orders** list is displayed.
4. Select the service order from the list for which you would like to capture a signature.
5. The card of the service order is displayed.
6. From the main menu, select the option **Home > Signature**.

← Service Order

SVO000002 · Trey Research · CleanWave dishwasher

Home

Print/Send

Order

Service Grouping

More options

HTML Editor

Text Designer

Copy Document...

Post...

Archive Document

Release to Ship

Signature

Create

General

DescriptionCleanWave dishwasher

Customer No.20000

Contact No.CT000016

Sell-To

Name

Address

Signature

Print...

Attach as PDF...

7. The **Signature Pad** window is displayed.

Signature Pad

Page

NameJannic Weidel

CityKiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.

9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.

11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Service Invoice

This chapter describes how you can capture a signature for a service invoice.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter [Beyond Document Designer: Define Print Settings](#) under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter [Preface](#).

To capture a signature for a service invoice, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Service Invoices** and click on the corresponding search result.
3. The **Service Invoices** list is displayed.
4. Select the service invoice from the list for which you would like to capture a signature.
5. The card of the service invoice is displayed.
6. From the main menu, select the option **Prepare > Signature**.

← Service Invoice

SVI000002 · Adatum Corporation

Home Prepare Invoice

Actions ▾ Related ▾ Automate ▾ Fewer options

Signature

Get Std. Service Codes...

Calculate Invoice Discount

General

No. SVI000002

Customer No. 10000

Contact No. CT000014

7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Service Credit Memo

This chapter describes how you can capture a signature for a service credit memo.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a service credit memo, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Service Credit Memos** and click on the corresponding search result.
3. The **Service Credit Memos** list is displayed.
4. Select the service credit memo from the list for which you would like to capture a signature.
5. The card of the service credit memo is displayed.
6. From the main menu, select the option **Prepare > Signature**.

←

Service Credit Memo

SVI1002 · Adatum Corporation

Home

Credit Memo

Prepare

More options

Get Prepaid Contract Entries

Signature

Get Std. Service Codes...

Calculate Invoice Dis

General

No.

SVI1002

...

Customer No.

10000

▼

Contact No.

CT000014

...

7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Posted Service Invoice

This chapter describes how you can capture a signature for a posted service invoice.

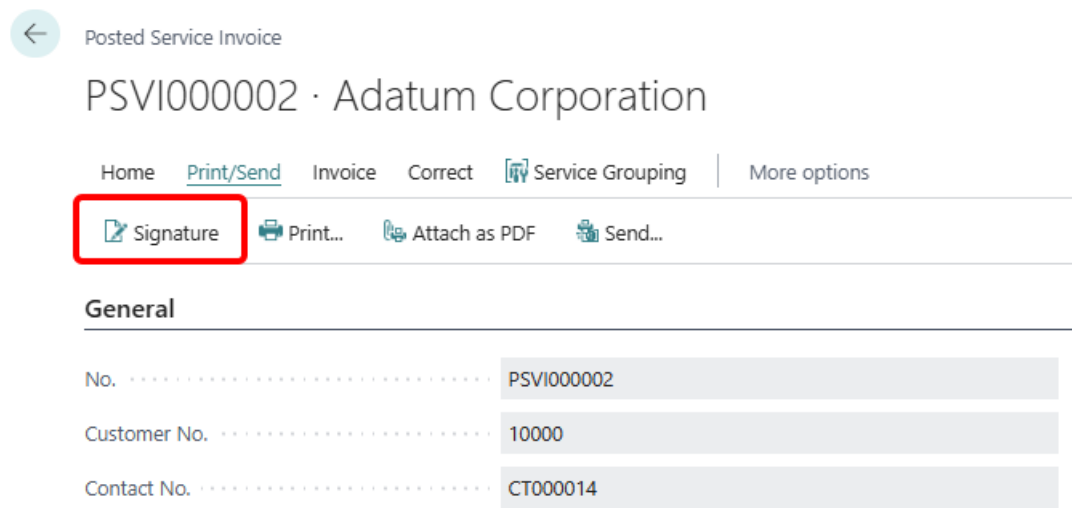
NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a posted service invoice, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Posted Service Invoices** and click on the corresponding search result.
- 3. The **Posted Service Invoices** list is displayed.
- 4. Select the posted service invoice from the list for which you would like to capture a signature.
- 5. The card of the posted service invoice is displayed.
- 6. From the main menu, select the option **Print/Send > Signature**.



- 7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for posted service credit memo

This chapter describes how you can capture a signature for a posted service credit memo.

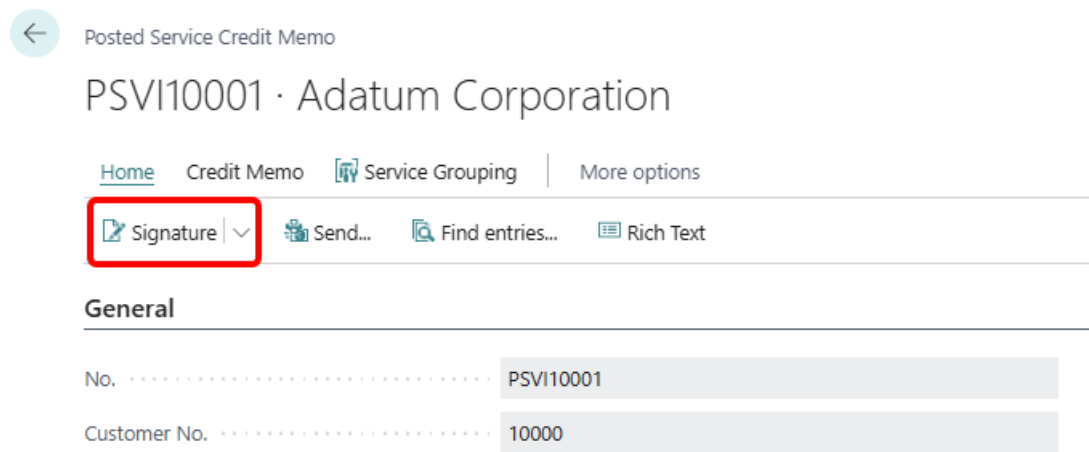
 NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter [Beyond Document Designer: Define Print Settings](#) under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter [Preface](#).

To capture a signature for a posted service credit memo, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Posted Service Credit Memos** and click on the corresponding search result.
3. The **Posted Service Credit Memos** list is displayed.
4. Select the posted service credit memo from the list for which you would like to capture a signature.
5. The card of the posted service credit memo is displayed.
6. From the main menu, select the option **Home > Signature**.



7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture a Signature for Posted Service Shipment

This chapter describes how you can capture a signature for a posted service shipment.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a posted service shipment, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Posted Service Shipments** and click on the corresponding search result.
3. The **Posted Service Shipments** list is displayed.
4. Select the posted service shipment from the list for which you would like to capture a signature.
5. The card of the Posted Service Shipment is displayed.
6. From the main menu, select the option **Home > Signature**.

←

Posted Service Shipment

PSVS000001 · Adatum Corporation

Home

Shipment

Certificate of Supply

More options

Signature

Print...

Find entries...

Rich Text

General

No. PSVS000001

7. The **Signature Pad** window is displayed.

Signature Pad

↗

✕

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.

9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.

11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Service Item Worksheet

This chapter describes how you can capture a signature for a service item worksheet.

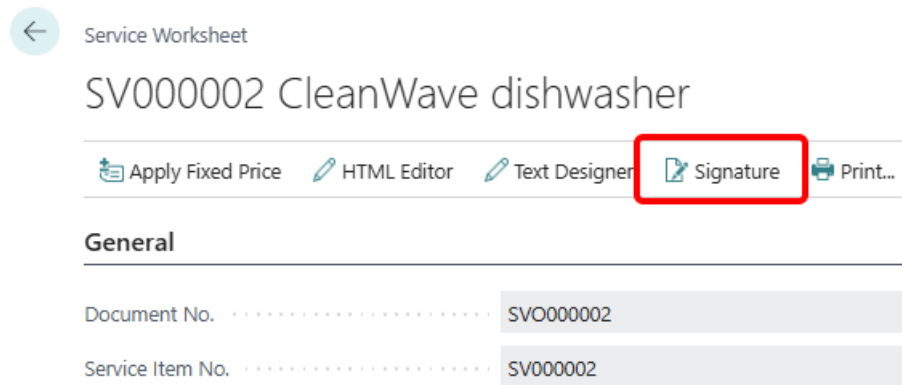
NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a service item worksheet, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Service Orders** and click on the corresponding search result.
3. The **Service Orders** list is displayed.
4. From the **Service Orders** list, select the service order, in which you want to add a signature in a service item worksheet.
5. The service order card is displayed.
6. Click on the service item under the **Lines** tab.
7. From the main menu, select the option **Line > Service Worksheet**.
8. The Service Worksheet for the service item is displayed.
9. From the main menu, select the option **Signature** aus.



10. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

11. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
12. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

13. After entering the signature, you can save it by clicking the **Save** button.
14. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Purchase Quote

This chapter describes how you can capture a signature for a purchase quote.

 NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter [Beyond Document Designer: Define Print Settings](#) under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter [Preface](#).

To capture a signature for a purchase quote, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Purchase Quotes** and click on the corresponding search result.
3. The **Purchase Quotes** list is displayed.
4. Select the purchase quote from the list for which you would like to capture a signature.
5. The card of the purchase quote is displayed.
6. From the main menu, select the option **Print/Send > Signature**.

 Purchase Quote

1003 · Otto GmbH & Co. KGaA

Home Prepare Print/Send Request Approval Quote

Actions ▾ Automate ▾ Fewer opt

 Signature

 Print...

 Send...

 Attach as PDF

General

Vendor Name Otto GmbH & Co. KGaA ...

Contact Jannic Weidel ...

7. The **Signature Pad** window is displayed.

Signature Pad

Page

Name Jannic Weidel

City Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
- 9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

- 10. After entering the signature, you can save it by clicking the **Save** button.
- 11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature for Purchase Order

This chapter describes how you can capture a signature for a purchase order.

 NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter [Beyond Document Designer: Define Print Settings](#) under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter [Preface](#).

To capture a signature for a purchase order, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Purchase Orders** and click on the corresponding search result.
- 3. The **Purchase Orders** list is displayed.
- 4. Select the purchase order from the list for which you would like to capture a signature.
- 5. The card of the purchase order is displayed.
- 6. From the main menu, select the option **Print/Send > Signature**.

 Purchase Order

106001 · Fabrikam, Inc.

Home Prepare Print/Send Request Approval Order

Actions ▾ Related ▾ Automate ▾

 Signature

 Print...

 Proforma Receipt

 Send...

 Attach as PDF

General

Vendor No.

10000 ▾

Vendor Name

Fabrikam, Inc. ...

- 7. The **Signature Pad** window is displayed.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
- 9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

- 10. After entering the signature, you can save it by clicking the **Save** button.
- 11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature For Posted Purchase Receipt

This chapter describes how you can capture a signature for a posted purchase receipt.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter *Beyond Document Designer: Define Print Settings* under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter *Preface*.

To capture a signature for 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.
4. Select the posted purchase receipt from the list for which you would like to capture a signature.
5. The card of the Posted Purchase Receipt is displayed.
6. From the main menu, select the option **Home > Signature**.

←

Posted Purchase Receipt

107216 · Otto GmbH & Co. KGaA

Home

Receipt

More options

Signature

Print...

Find entries...

Rich Text

General

No.

107216

Buy-from Vendor No.

V00070

Buy-from Contact No.

CT000030

7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature For Posted Return Receipt

This chapter describes how you can capture a signature for a posted return receipt.

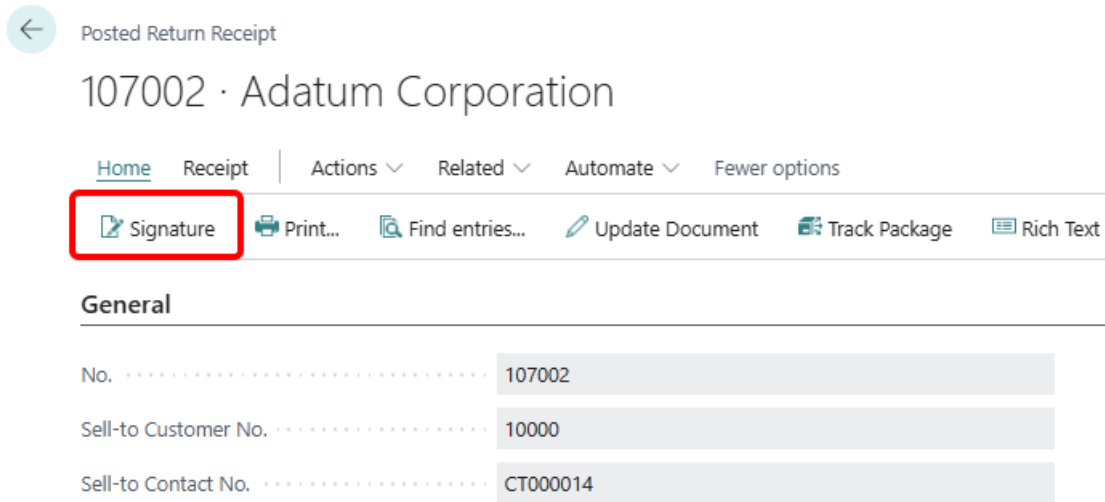
NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a posted return receipt, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Posted Return Receipts** and click on the corresponding search result.
3. The **Posted Return Receipts** list is displayed.
4. Select the posted return receipt from the list for which you would like to capture a signature.
5. The card of the posted return receipt is displayed.
6. From the main menu, select the option **Home > Signature**.



7. The **Signature Pad** window is displayed.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Close

8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
9. Have the business partner sign it.

Signature Pad



Page

Name Jannic Weidel

City Kiel

Clear

Save

Close

10. After entering the signature, you can save it by clicking the **Save** button.
11. Close the **Signature Pad** window.

You have captured a signature.

Capture Signature For Posted Return Shipment

This chapter describes how you can capture a signature for a posted return shipment.

NOTE

Print signature area in Reports

Our report design app (**Beyond Document Designer**) allows you to print digitally captured signatures in reports. The corresponding setting can be found in the chapter **Beyond Document Designer: Define Print Settings** under **Signature Area**. This option must be activated if the captured signatures are to be printed in the report. If you have any questions on this topic, please contact us, our contact details can be found in the chapter **Preface**.

To capture a signature for a posted return shipment, proceed as follows:

- 1. Open the search function from the role center (**ALT+Q**).
- 2. Search for **Posted Purchase Return Shipments** and click on the corresponding search result.
- 3. The **Posted Purchase Return Shipments** list is displayed.
- 4. Select the posted return shipment from the list for which you would like to capture a signature.
- 5. The card of the posted return shipment is displayed.
- 6. From the main menu, select the option **Home > Signature**.

←

Posted Return Shipment

105001 · Otto GmbH & Co. KGaA

Home

Shipment

Certificate of Supply

More options

Signature

Print...

Find entries...

Update Document

Rich Text

General

No.

105001

Buy-from Vendor No.

V00070

Buy-from Contact No.

CT000030

- 7. The **Signature Pad** window is displayed.

Signature Pad

↗

✕

Page

Name

Jannic Weidel

City

Kiel

Clear

Close

- 8. If required, you can edit the field values in the **Name** and **City** fields. By default, these are filled with information from the document card.
- 9. Have the business partner sign it.

Signature Pad

Page

Name

Jannic Weidel

City

Kiel

Jannic Weidel

Clear

Save

Close

- 10. After entering the signature, you can save it by clicking the **Save** button.
- 11. Close the **Signature Pad** window.

You have captured a signature.