

#### **User Guide**

How to Add an Electronic Signature

### Introduction

This guide will show you how to save an electronic signature to your DXS Point-of-Care account and add the signature to any document containing a signature field.

#### Instructions

1. Open DXS Point-of-Care and navigate to a document with a signature field.





2. Click on the 'Sign' button and select 'Setup Signature' from the drop-down menu.



- 3. The 'Preferences' window will open.
- 4. Click on 'Load' and navigate to the image you want to use as your signature.



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5. Select the image and click 'Open'.



- 6. The file will open in the image box.
- 7. Click 'Ok' to finish the setup process.





- 8. This will save the signature to your DXS Point-of-Care account.
- 9. Once your signature has been saved, it can be used on any document containing a signature field.
- 10. You can now add your signature to the form.
- 11. Click on the 'Sign' button and select 'Sign' from the drop-down menu.



12. This will populate the signature in the signature field.

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# Support

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## Training



0800 028 0004 (option 2)

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