



# Point-of-Care

## **User Guide**

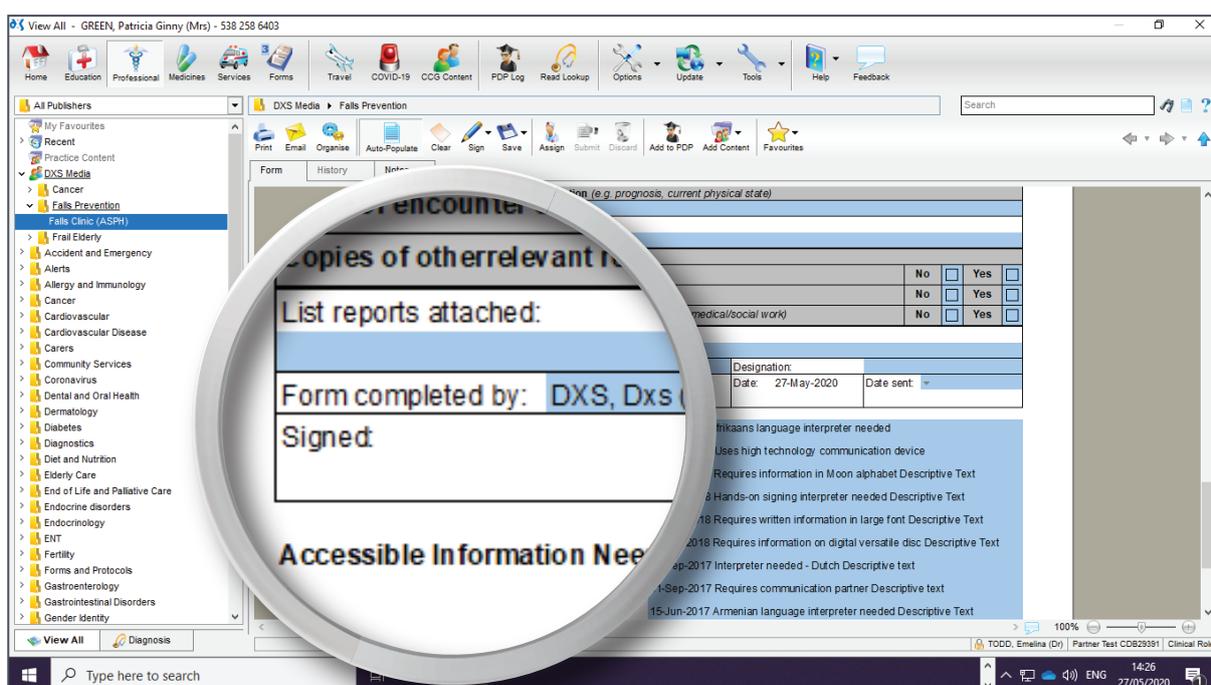
How to Add an Electronic Signature

# Introduction

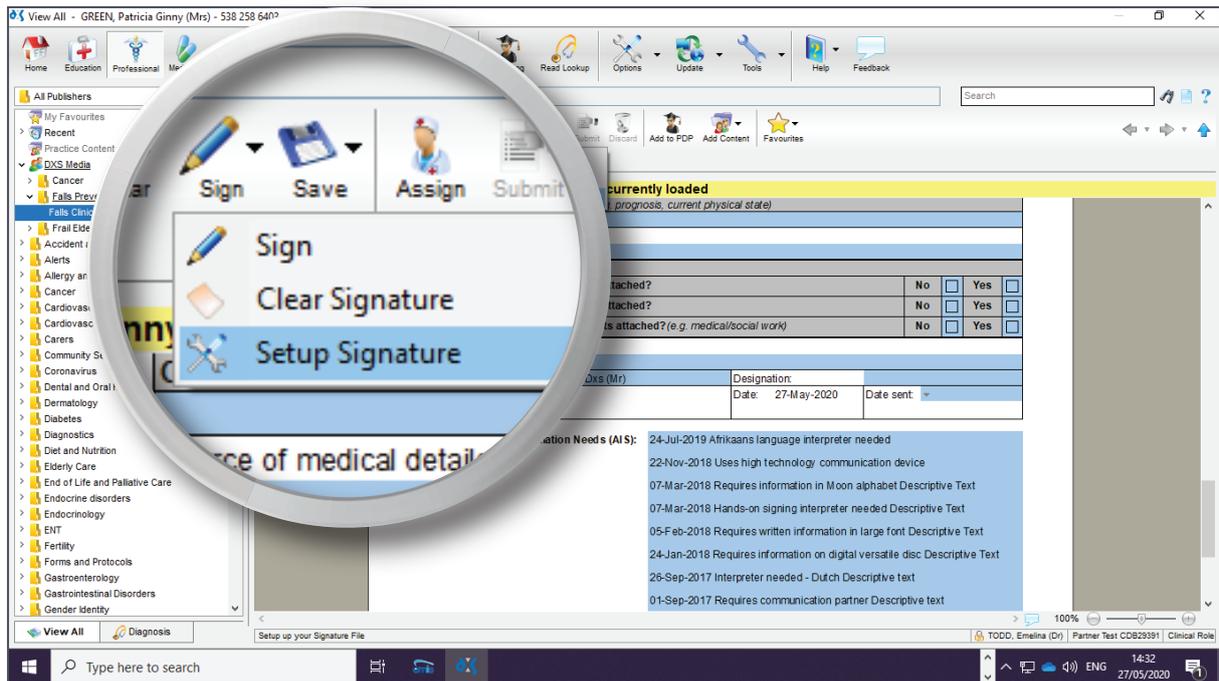
This guide will show you how to save an electronic signature to your DXS Point-of-Care account and add the signature to any document containing a signature field.

## Instructions

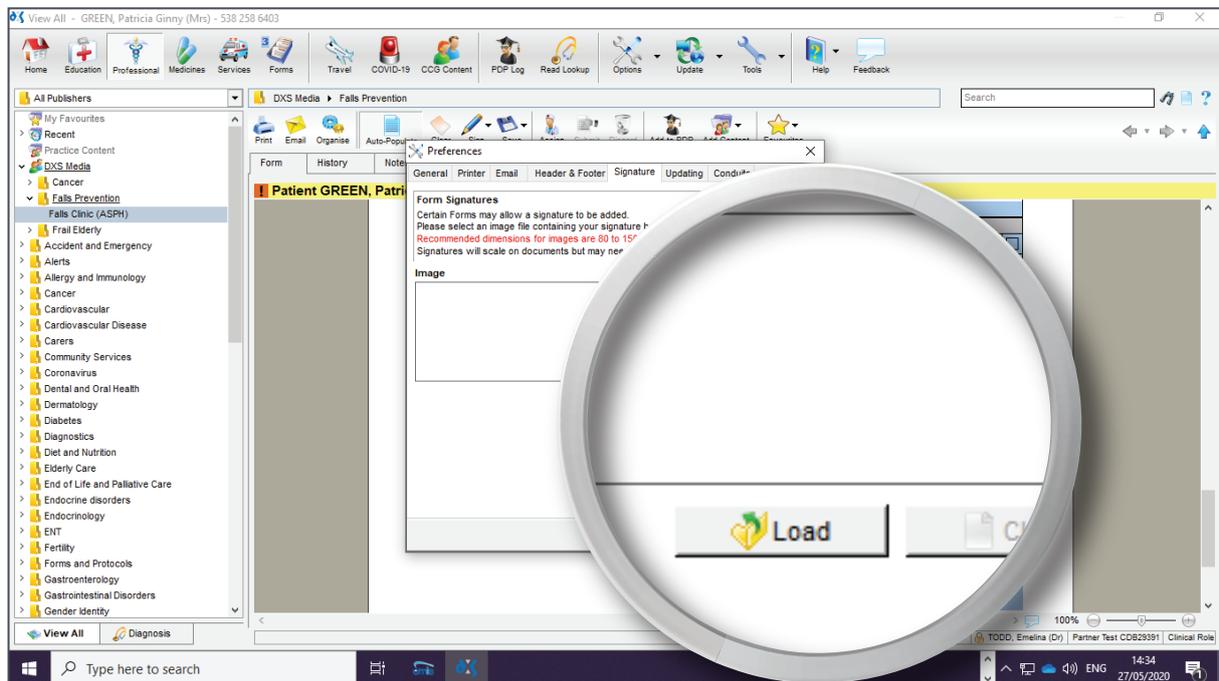
1. Open DXS Point-of-Care and navigate to a document with a signature field.



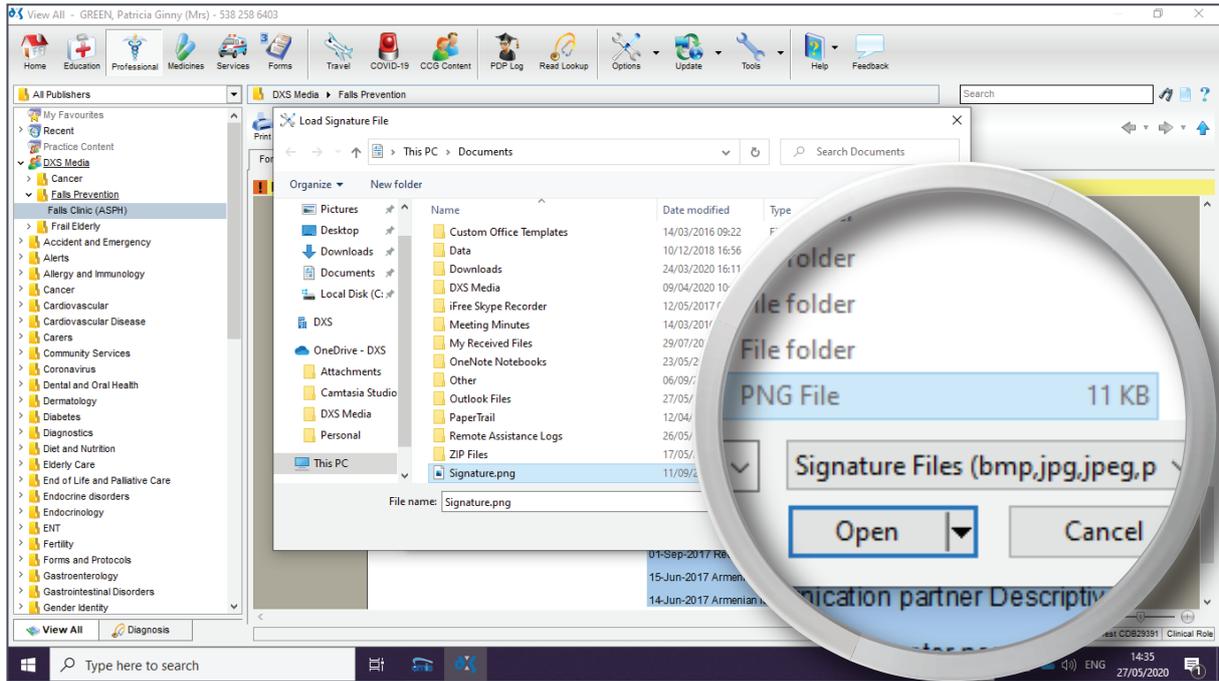
2. Click on the 'Sign' button and select 'Setup Signature' from the drop-down menu.



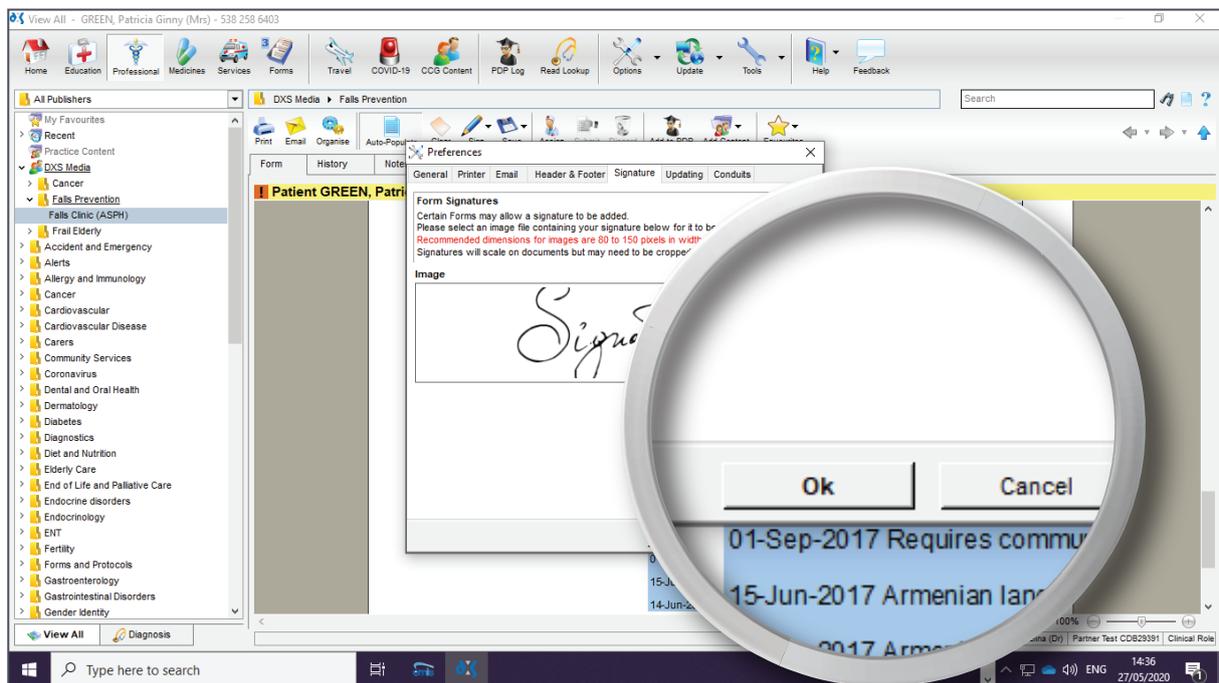
3. The 'Preferences' window will open.
4. Click on 'Load' and navigate to the image you want to use as your signature.



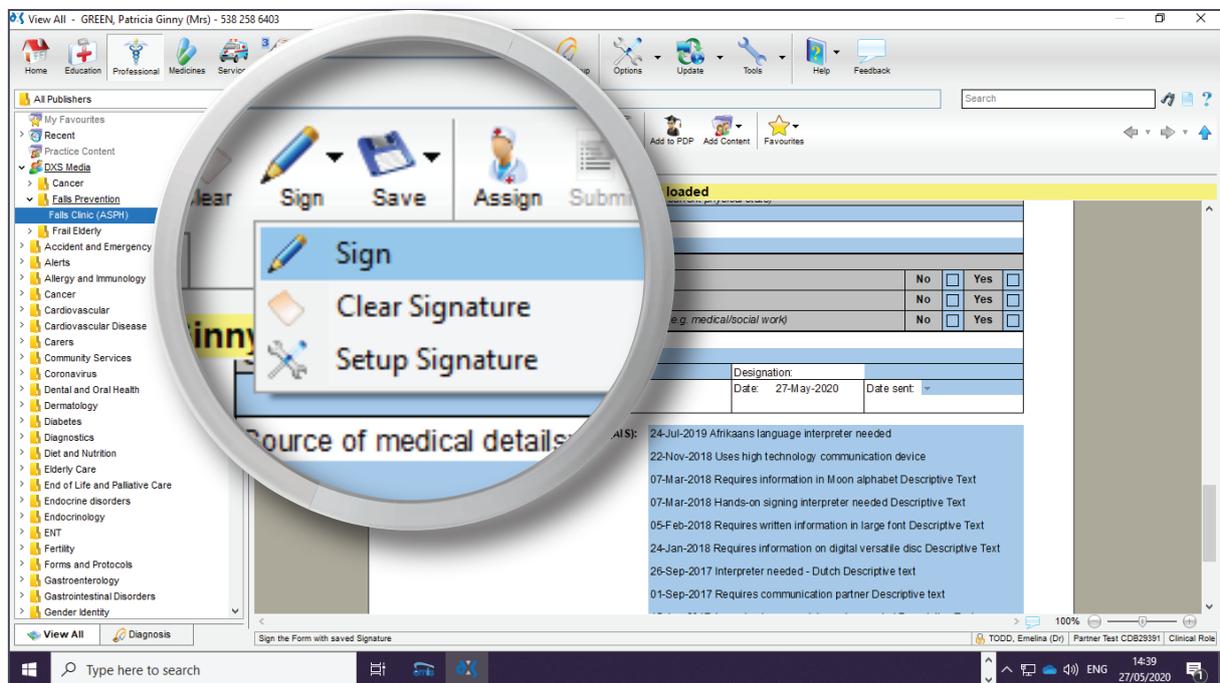
5. Select the image and click 'Open'.



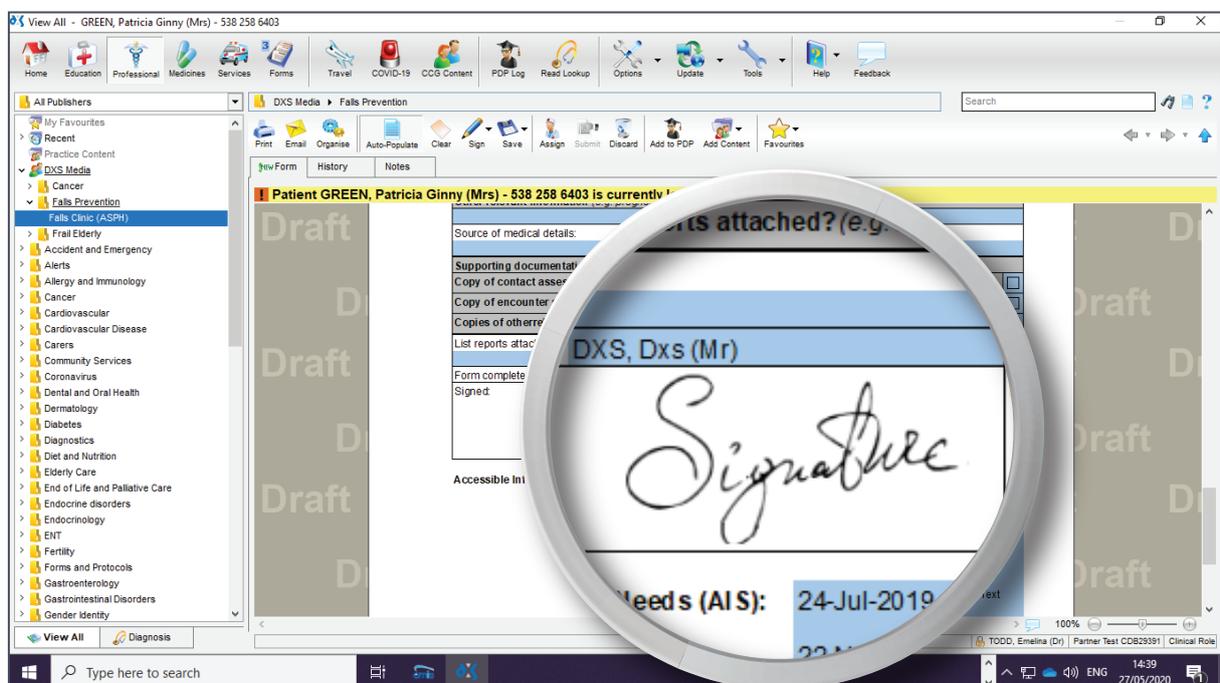
6. The file will open in the image box.
7. Click 'Ok' to finish the setup process.



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.



# Support

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0800 028 0004 (option 1)



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[dxs-systems.co.uk](https://dxs-systems.co.uk)

# Training

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