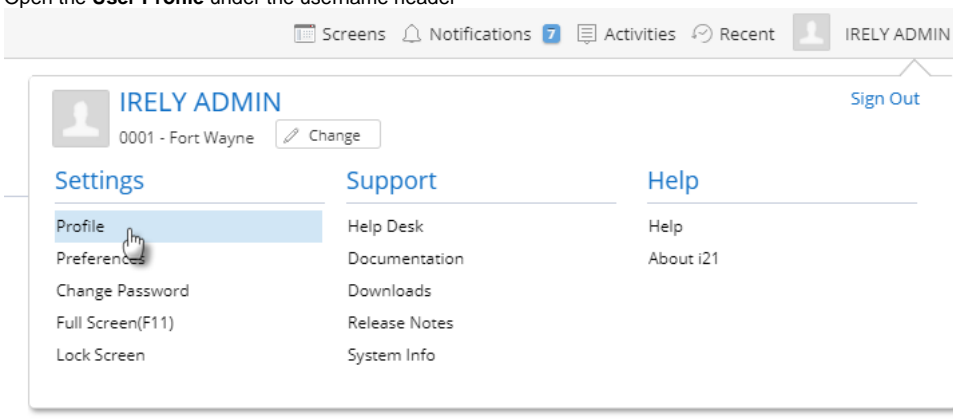


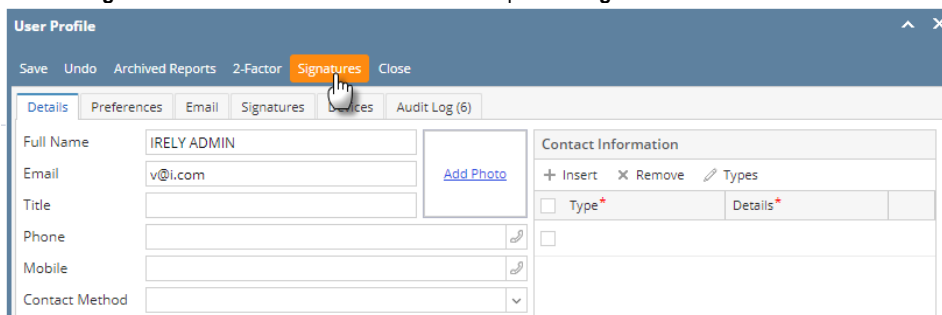
# How to Add Signatures

## How to Create Signatures:

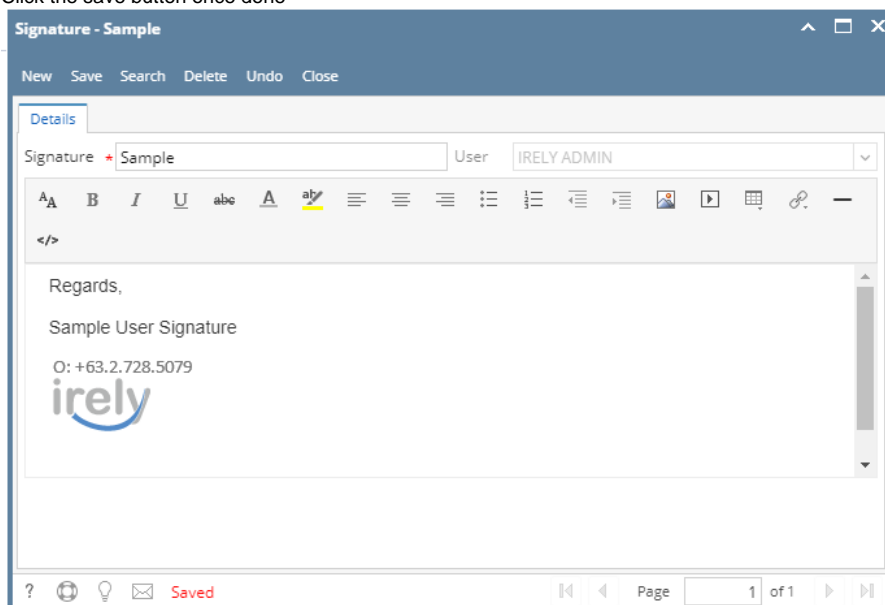
1. Open the **User Profile** under the username header



2. Click the **Signatures** button from User Profile screen to open the **Signatures List** search screen



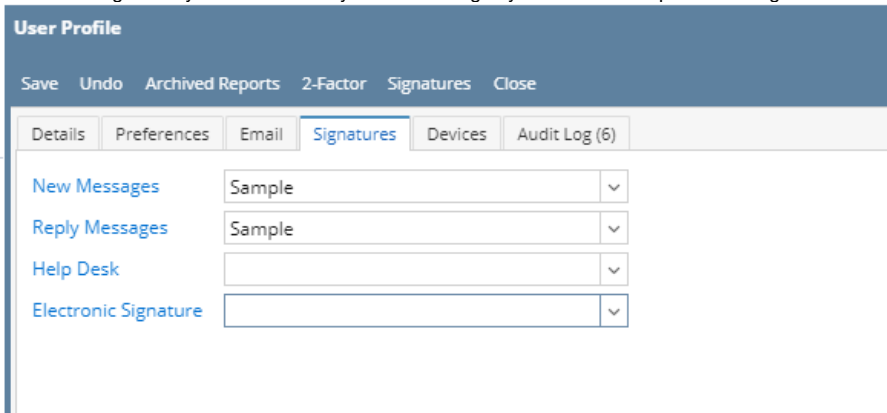
3. From the search screen, click the **New** button to open a new blank screen
4. Enter a name for the signature, then enter the message/signature
5. Click the save button once done



## How to incorporate Signature to User Profile:

1. Open the **User Profile** under the username header
2. Click the **Signatures** tab

3. Select the Signature you created to any of the messages you want to incorporate the signature

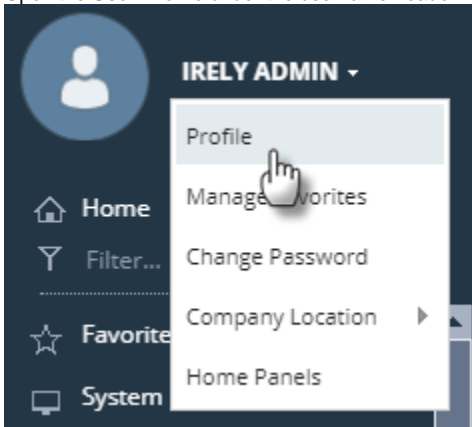


The screenshot shows the 'User Profile' window with the 'Signatures' tab selected. The window has a top bar with 'Save', 'Undo', 'Archived Reports', '2-Factor', 'Signatures', and 'Close'. Below this is a tabbed interface with 'Details', 'Preferences', 'Email', 'Signatures', 'Devices', and 'Audit Log (6)'. The 'Signatures' tab contains four rows: 'New Messages' with a dropdown menu showing 'Sample', 'Reply Messages' with a dropdown menu showing 'Sample', 'Help Desk' with an empty dropdown, and 'Electronic Signature' with an empty dropdown.

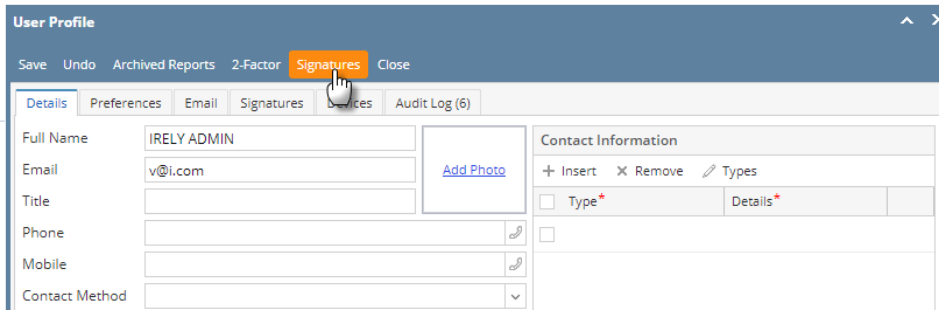
4. Click the save button once done

#### How to Create Signatures:

1. Open the **User Profile** under the username header



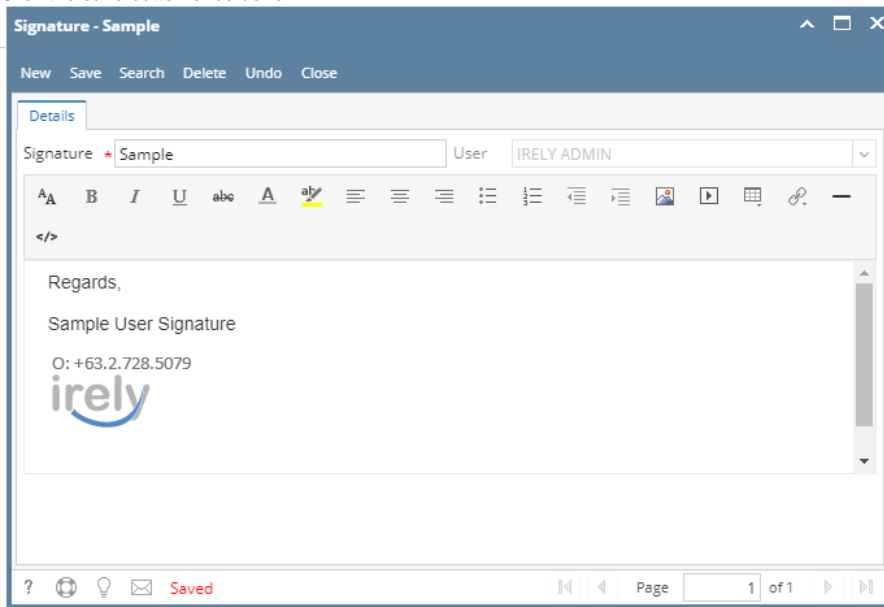
2. Click the **Signatures** button from User Profile screen to open the **Signatures List** search screen



The screenshot shows the 'User Profile' window with the 'Signatures' tab selected. The window has a top bar with 'Save', 'Undo', 'Archived Reports', '2-Factor', 'Signatures', and 'Close'. Below this is a tabbed interface with 'Details', 'Preferences', 'Email', 'Signatures', 'Devices', and 'Audit Log (6)'. The 'Signatures' tab contains a form with fields for 'Full Name' (filled with 'IRELY ADMIN'), 'Email' (filled with 'v@i.com'), 'Title', 'Phone', 'Mobile', and 'Contact Method'. There is an 'Add Photo' button next to the 'Email' field. To the right of the form is a 'Contact Information' section with a table containing columns for 'Type' and 'Details'.

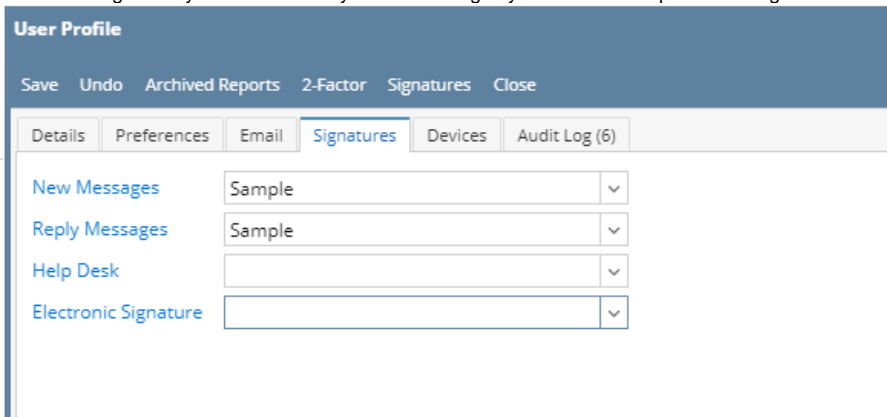
3. From the search screen, click the **New** button to open a new blank screen
4. Enter a name for the signature, then enter the message/signature

5. Click the save button once done



#### How to incorporate Signature to User Profile:

1. Open the **User Profile** under the username header
2. Click the **Signatures** tab
3. Select the Signature you created to any of the messages you want to incorporate the signature



4. Click the save button once done