

Nothing is required just to print the forms

Seen below is just printing Notice the boxes below are both **UN-CHECKED**

Employee Electronic Signature and Capture Inmate Signature

YOUR AGENCY

Booking Record: List Reports

Report Style
Intake Medical Form

☐ Employee Electronic Signature

☐ Capture Inmate Signature

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW DOWNLOAD EMAIL ATTACH TO CURRENT RECORD

In this example it's the Inmate Medical Form and below is what the bottom of that form would look like where the inmate and officer can sign/date (if you did not capture the Signature)

Legend: Answers {Y-Yes, N-No, R-Refused To Answer, Blank not answered}

Inmate Signature / Date

Officer Signature / Date

Notes:

System is expecting the employee signature to be on file already. This can be added in Employee records under topics

To capture the Inmate and/or Logged in Employee signature click the boxes

Notice beside the Employee a new field (Employee Password) is now visible.

This is where the logged in employee will type in their password to authenticate. If the password fails it will not print you will remain on this page. It will only continue if you authenticate the logged in user.



You will be prompted to have the **Inmate** sign the pad

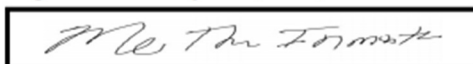


Click Freeze Button to hold that version of signature

Click Save to accept the signature and continue

Click Clear button to resign the pad.

Legend: Answers {Y-Yes, N-No, R-Refused To Answer, Blank not answered}



Inmate Signature / Date
SCALF, CHRISTOPHER EUGENE IV
07/18/2020 09:29



Officer Signature / Date
(esign) Elder, M - 603
07/18/2020 09:29