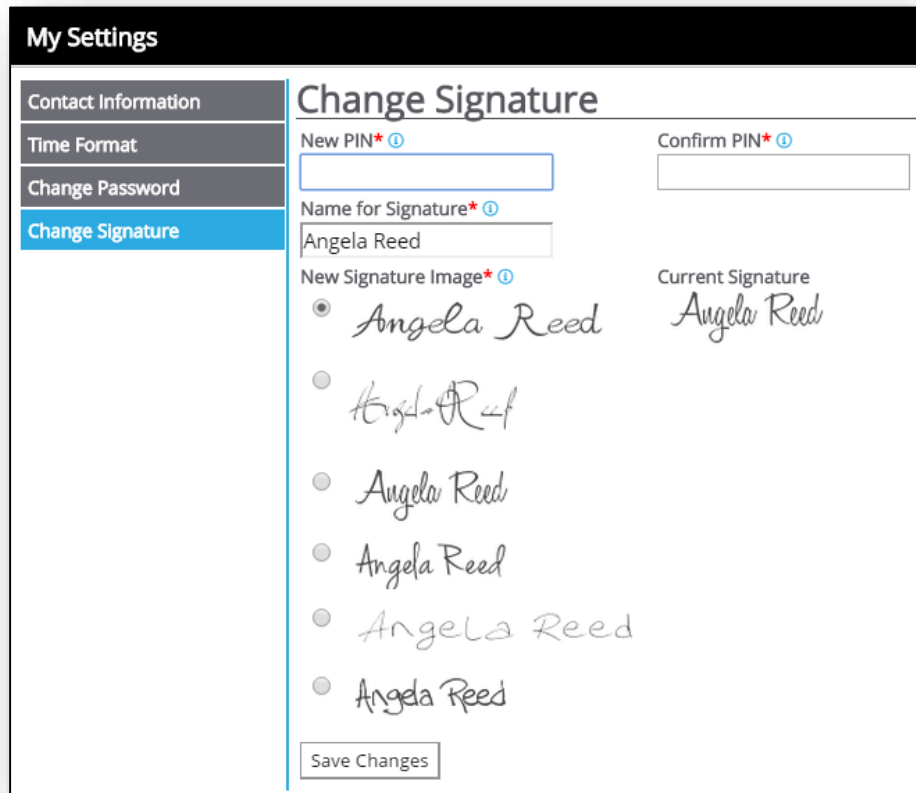


Welcome View – My Settings Menu

Change Electronic Signature

This reference guide provides an overview of the Settings Menu within StaffReady. The following process steps and instructional information are provided within this document:

- **Change Electronic Signature**



The screenshot displays the 'My Settings' interface. On the left is a sidebar menu with the following items: 'Contact Information', 'Time Format', 'Change Password', and 'Change Signature' (which is highlighted in blue). The main content area is titled 'Change Signature' and contains the following fields and options:

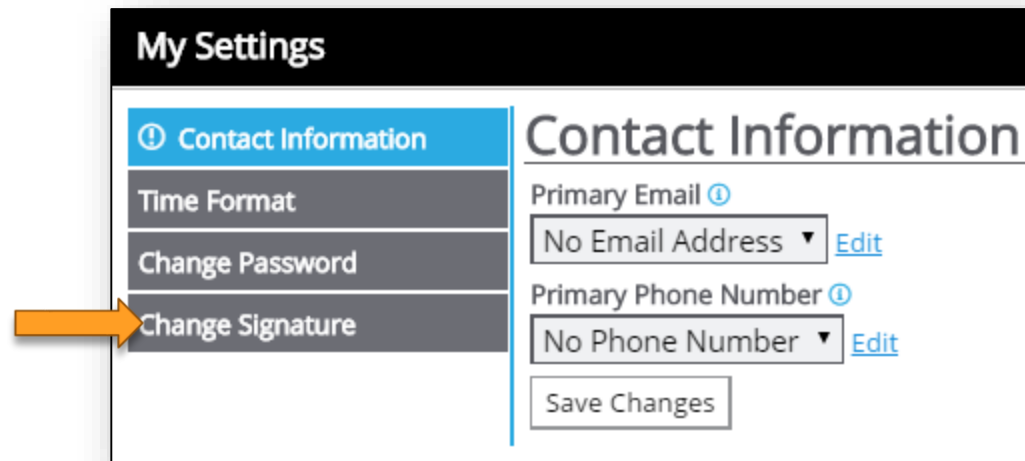
- New PIN*** (with a help icon) and **Confirm PIN*** (with a help icon): Each has an empty text input box.
- Name for Signature*** (with a help icon): A text input box containing 'Angela Reed'.
- New Signature Image*** (with a help icon): A list of six radio button options, each with a handwritten signature image. The first option is selected and shows a signature that reads 'Angela Reed'.
- Current Signature**: A label above a single handwritten signature image that reads 'Angela Reed'.
- Save Changes**: A button at the bottom of the form.

1 | Change Electronic Signature

Note: Electronic signature is only utilized within the **Competency** and **Document Control** modules.

Change Electronic Signature

1. Select **Change Signature** side menu.



2. Enter **New PIN** (minimum 5 digits in length).
3. Enter **Confirm PIN** (minimum 5 digits in length).
4. Select **New Signature Image**.
5. Click **Save Changes**.

My Settings

- Contact Information
- Time Format
- Change Password
- Change Signature**


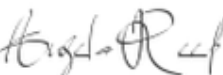




Change Signature

New PIN* ⓘ

Confirm PIN* ⓘ

Name for Signature* ⓘ

New Signature Image* ⓘ

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Current Signature 