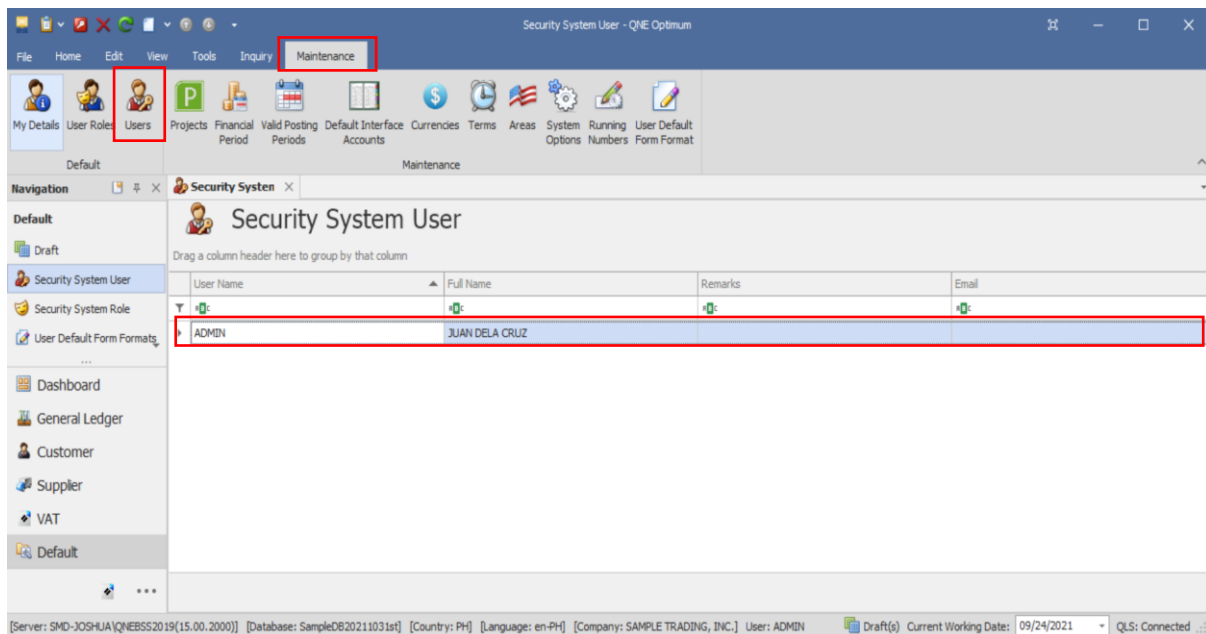


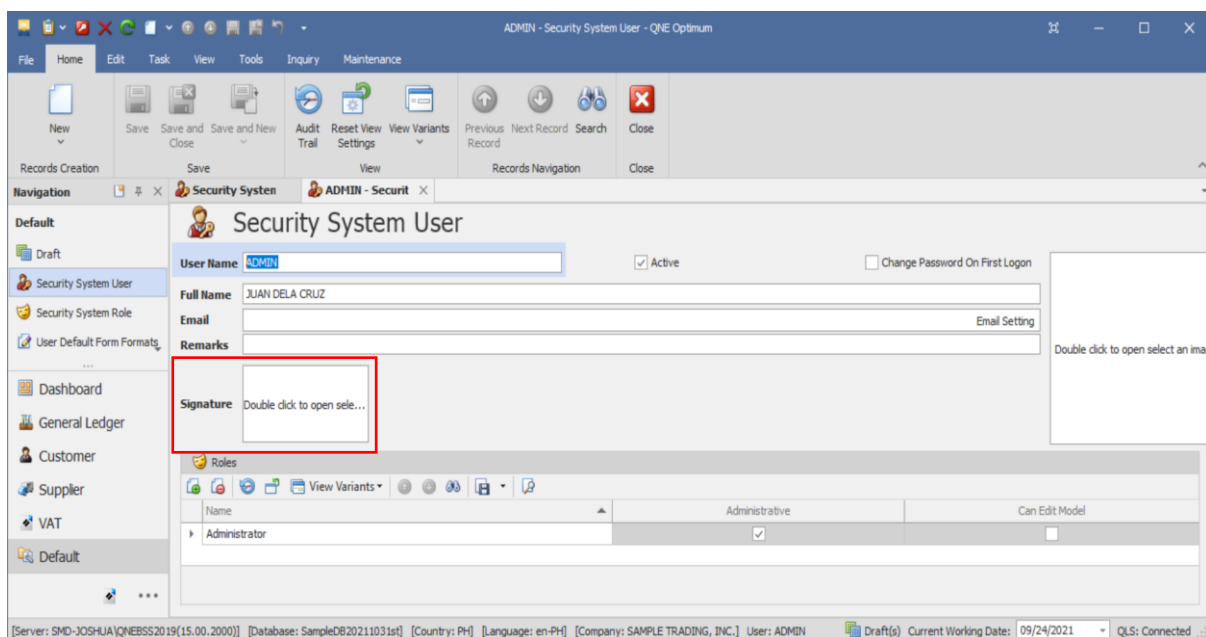


How to insert Digital Signature to Transaction Form Printout

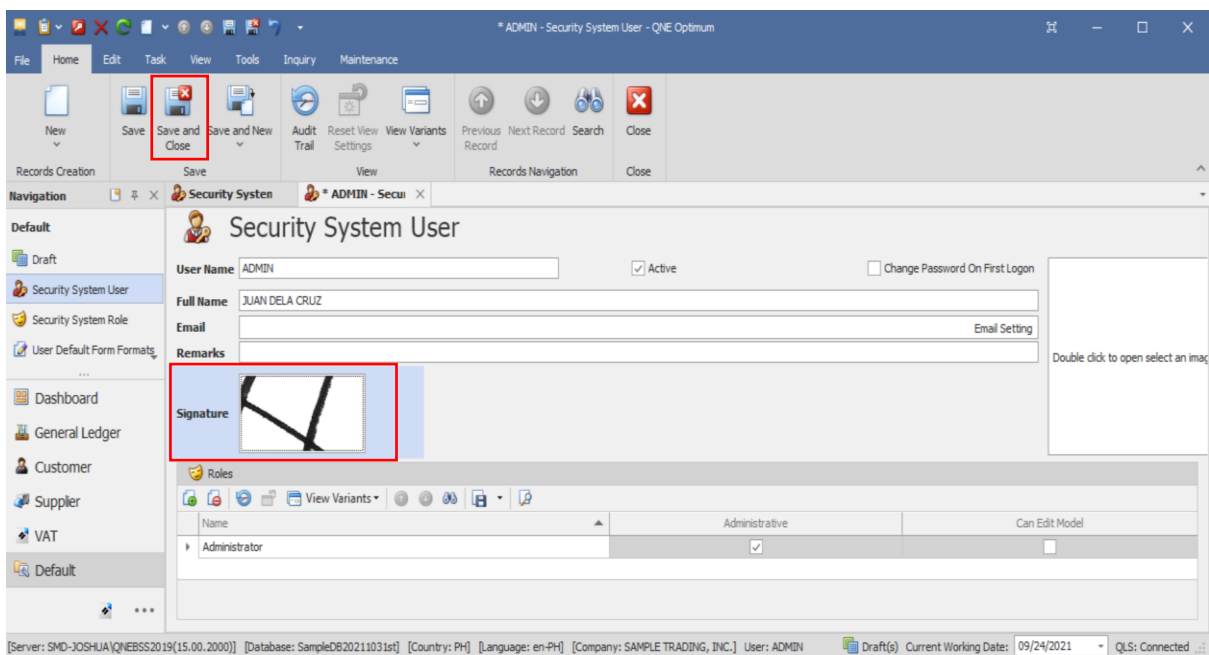
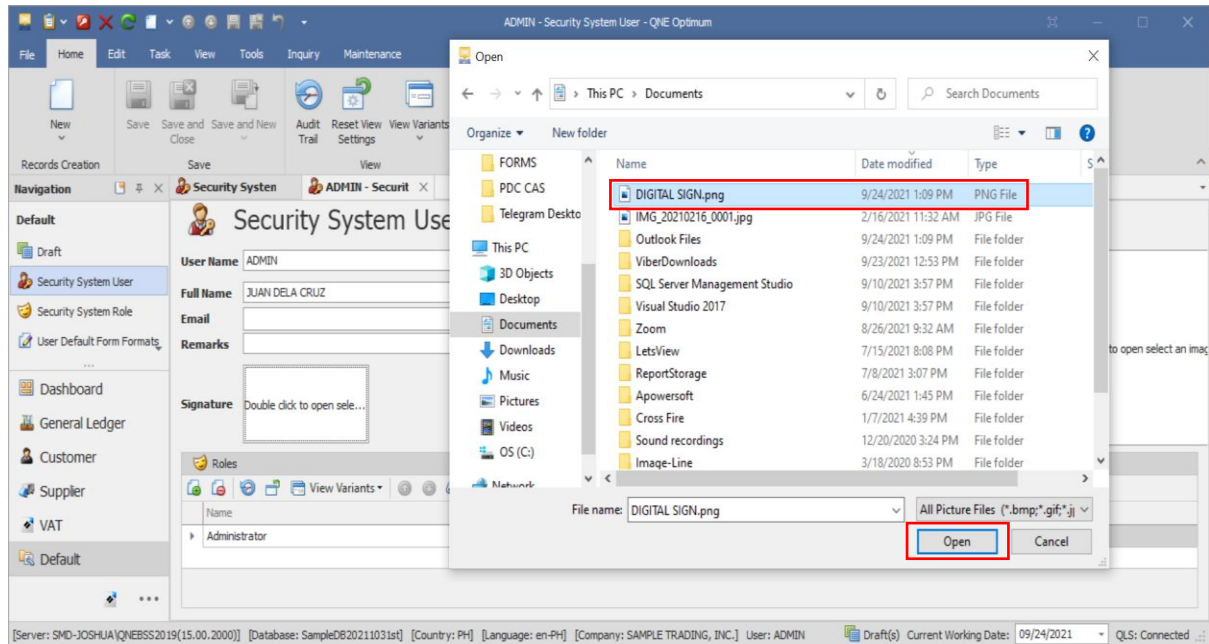
1. Go to **Maintenance > Users**. Select the user that requires a digital signature by double clicking on the user's name.



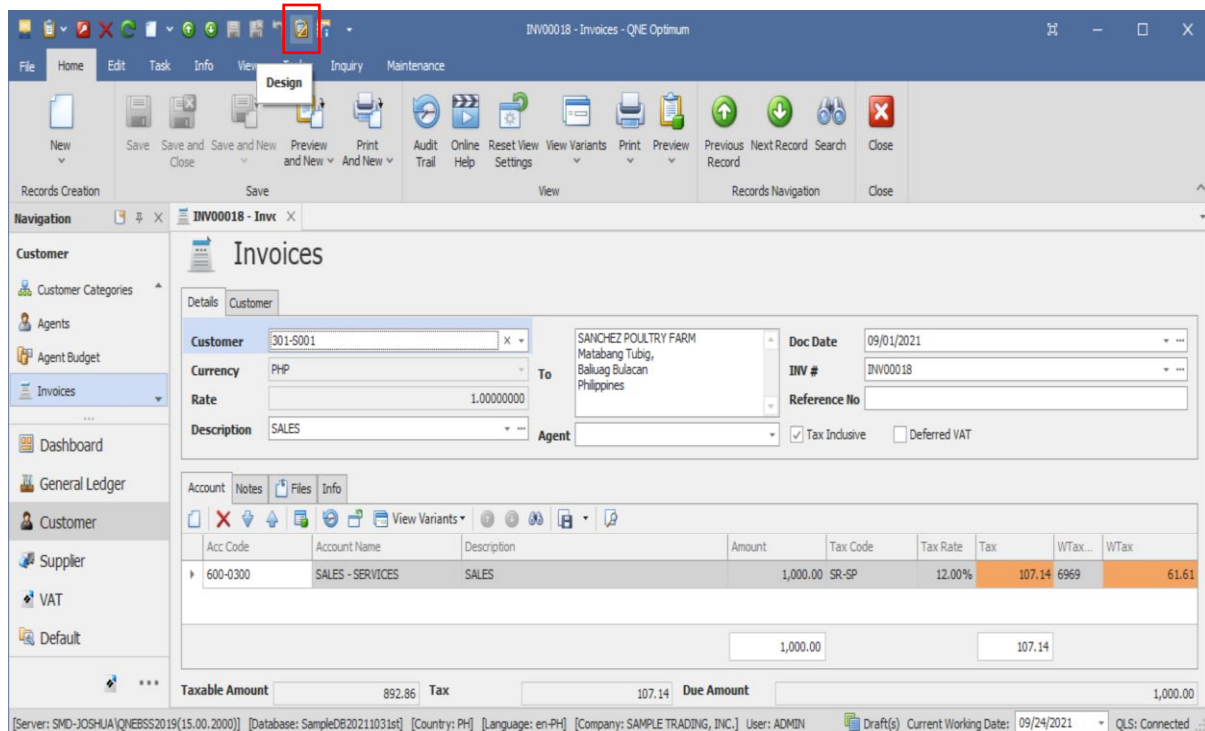
2. User Profile will be shown in the system. Double click on the **Signature** box to upload the user's digital signature.



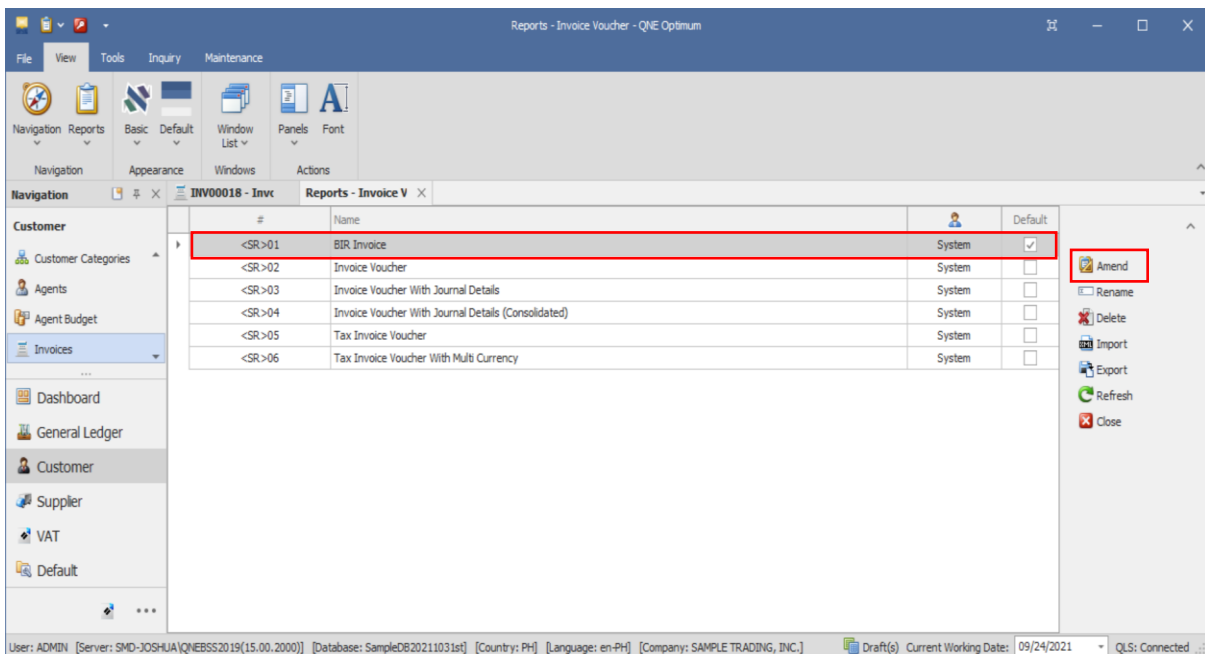
3. The 'Open Dialog Box' will show. Find and select the digital signature image file. Click Save and Close.



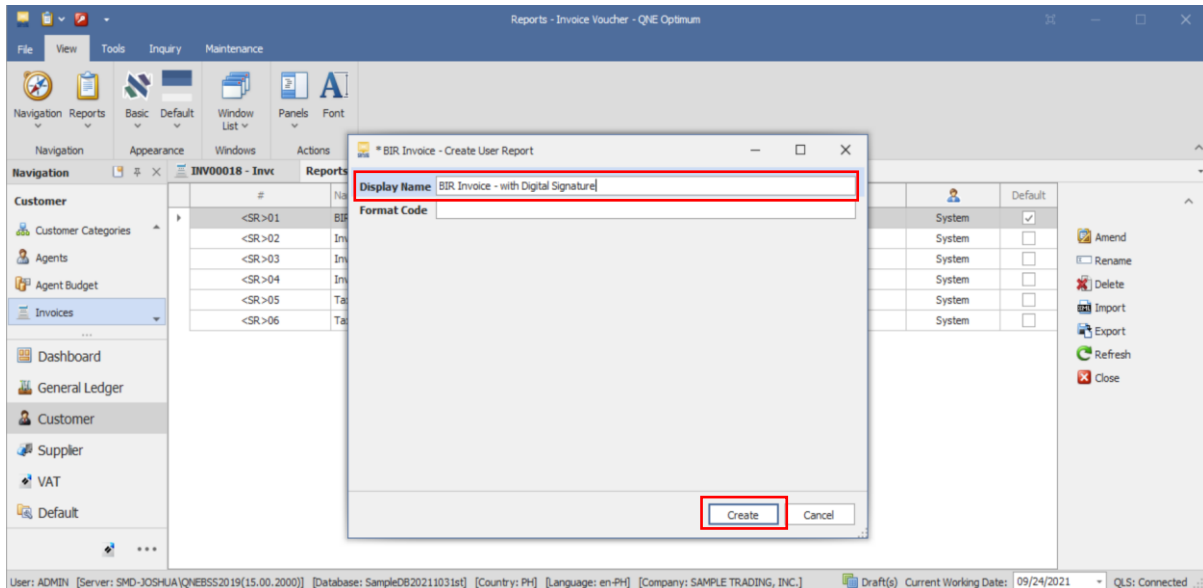
4. To insert the digital signature to any transaction form (e.g. Invoice), click the **Design** button from the Ribbon bar to customize the form printout.



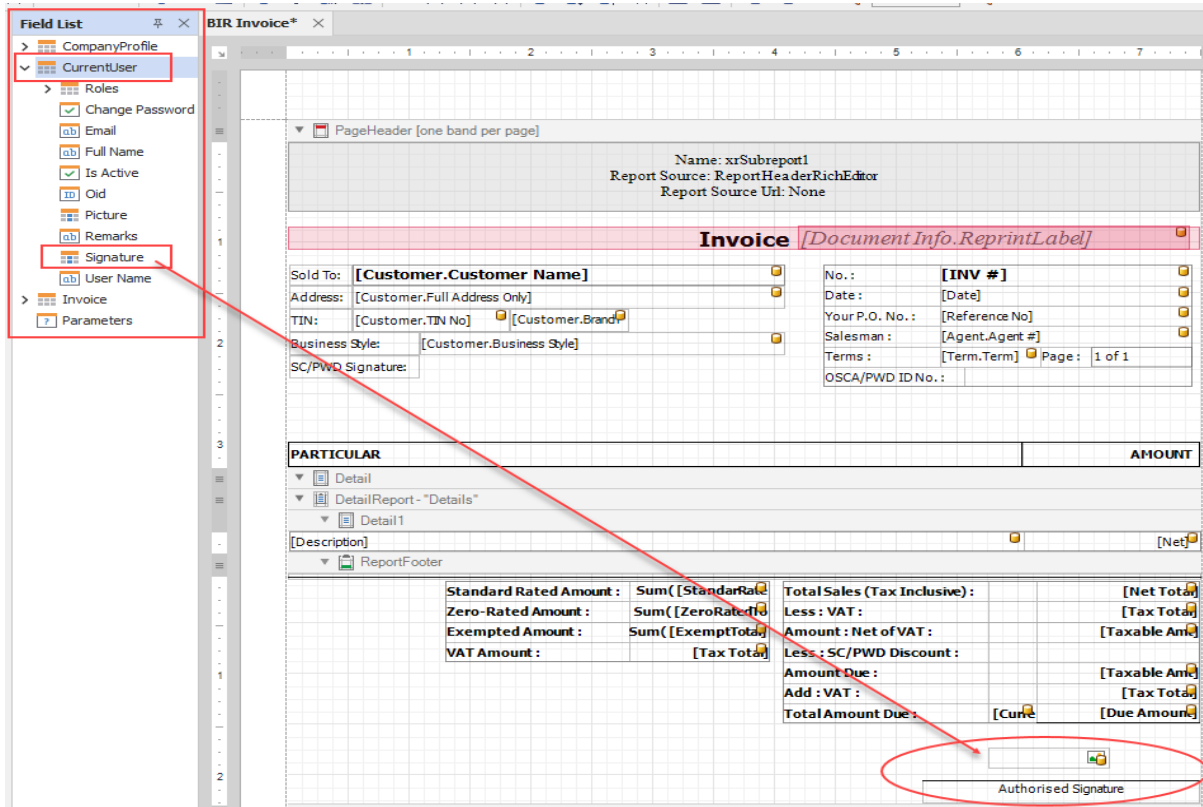
5. Select which format to add the digital signature to and click **Amend**.



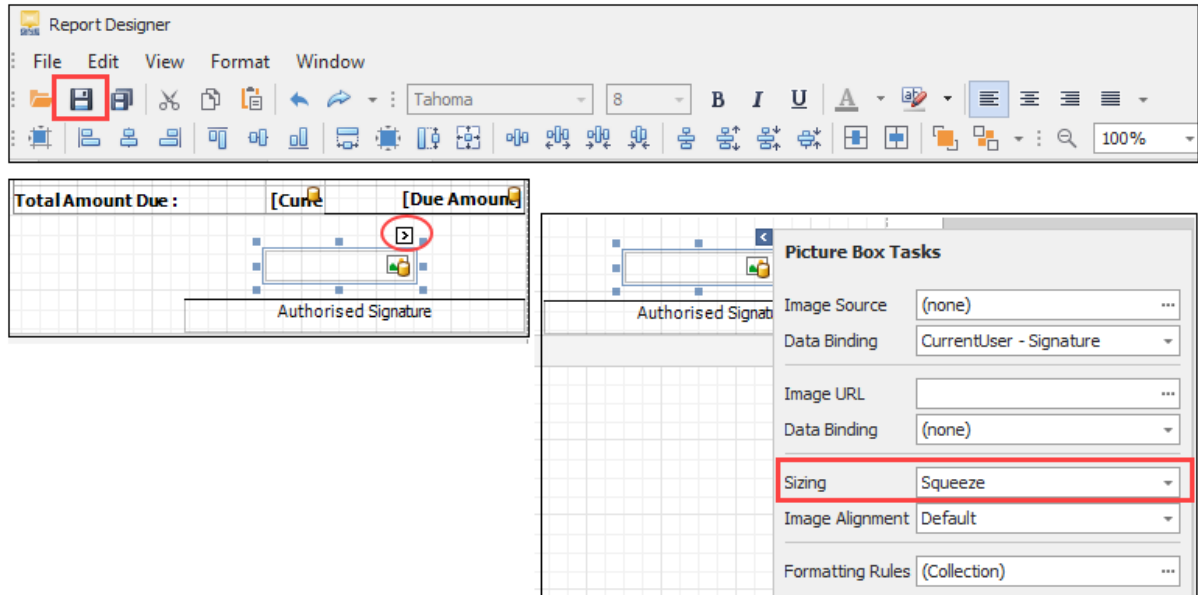
6. The system allows to maintain different formats without overwriting the system default format. Type a name for this custom format in the **Display Name** field and click the **Create** button. The Report Designer will open.



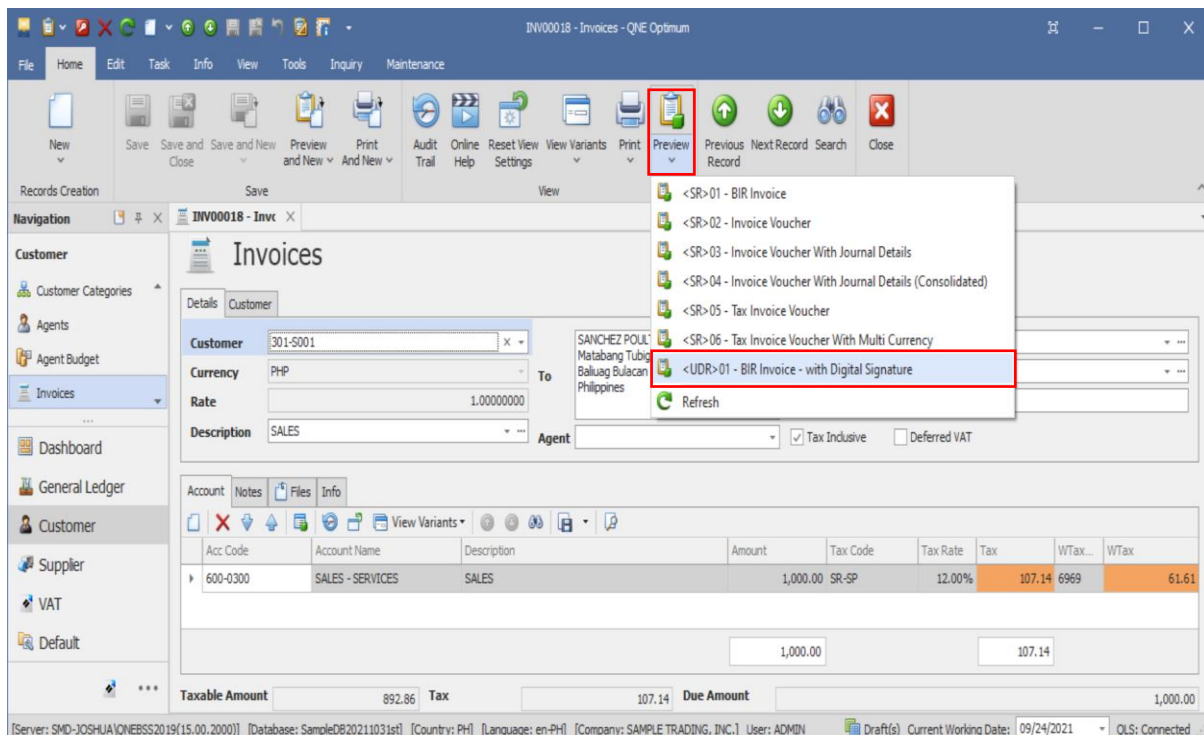
7. In the **Field List** pane, expand the **CurrentUser**. Drag the **Signature** field to its desired place on the form.



8. The **Signature** field can be resized according to preference. At the top right of the **Signature** field, click the  button, user can choose whether the sizing be Normal, Auto, Zoom, Squeeze, or Tile (preferred sizing is Squeeze). Click **Save** once done.



9. Back to the transaction screen, click on the **Preview** dropdown button and select the custom format with the digital signature you've created (click Refresh if it's not on the list).



10. Below is the sample preview of the custom format with digital signature.

Print Preview - BIR Invoice - with Digital Signature

Orientation Size Find Bookmarks First Page Next Page Previous Page Last Page Many Pages Zoom Zoom Out Zoom Page... Export E-Mail

Standard Rated Amount :	892.86	Total Sales (Tax Inclusive) :	1,000.00
Zero-Rated Amount :		Less : VAT :	107.14
Exempted Amount :		Amount : Net of VAT :	892.86
VAT Amount :	107.14	Less : SC/PWD Discount :	
		Amount Due :	892.86
		Add : VAT :	107.14
		Total Amount Due :	Php 1,000.00


 Authorised Signature



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>