

# eSign Profile

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[Relates to version](#)

Tags: 9.0

In Eyelit MES, the eSign Profile defines a collection of signature requirements. A profile can have more than one signature. For example, this record to be signed, requires two signatures.

For each signature requirement, it specifies the meaning of the signature, what permission you require to be allowed to sign the record, whether you sign at the point of the data collection, or can be signed later, or either.



## Note

You can use these e-sign profiles on check results sets and eCHR records. This will be expanded to more features over time.

## Set up a New Profile and Requirements

1. Navigate to the **eSign Profile** page.
2. Click the New button in the **Profile** section to open the **New Profile** pop-up and provide a name for the profile.
3. Select a profile and click the **New** button in the **Requirement** section.
4. Complete the **New Requirement** input screen.

## New/Edit Requirement

*Blue fields in the form are required and are flagged with an asterisk (\*) in this document.*

- **Profile**: The selected profile will be displayed and this is what the profile that the requirement will apply to.
- **Meaning\***: Provide a clear meaning for the signature. This is a regulatory requirement.
- **Permission Search\***: Permission a signatory must have to be able to sign.
- **eSign Mode\***: Specify when a signature can be provided:
  - **Live**: At the point of data recording. Currently, this only applies to check results sets and eCHR.
  - **Retrospective**: At some time after the data was recorded. This applies to all features where eSignature is enabled.
  - **Either**: Either *Live* or *Retrospective* can apply.
- **Notification Text**: Used as a reminder text like "please approve label abc123".

## Where Used

Click the **Where Used** button to see where the selected eSign profile is used.

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