



TELIC DIGITAL

ESIGNATURE

Improve and Simplify your Transactions



Telic Digital exists to help organisations simplify digital transformation projects using intelligent automation solutions

WHAT IS ESIGNATURE?

eSignature vs wet signature

An eSignature is a way to quickly authenticate an electronic document that does not require a pen and paper. With organisations increasingly looking at ways to migrate from physical and manual processes and migrate to digital channels, eSigning of documents is high on the digital transformation agenda.

An eSignature solution helps to allow your organisation to optimise its performance and discover new ways to engage with those who engage with your processes.

Removing the need for paper and wet ink signatures allows organisations to reduce operational costs and transform the experience of customers, suppliers and other parties that interact with your organisation.

eSignature is widely used and recognised as an acceptable business practice that conforms with legislative standards and can help organisations with internal and external compliance.





WHAT ARE THE BENEFITS OF ESIGNATURE

Eliminate Costly Manual Processes – Improve Experience

The standard process involves manual keying sales orders into a business system for fulfilment. Often, these orders are received by email, printed out and distributed to staff for processing.

Process Transactions Faster –

transacting digitally and allowing eSignatures ensures that processes are able to run faster, helping to streamline onboarding and other contractual processes.

Enhance end user and customer experience – by presenting electronic documents for eSignature in a digital way, and providing options for completing a transaction on various devices, the experience is dramatically improved and means its easier to work with your organisation.

Reduce Risk and Enhance Security – by using additional layers of trust, authentication, digital certificates and signature biometrics.

ESIGNATURE - HOW DOES IT WORK?

Simple and Intuitive Interface to Ensure a Quick Uptake

The screenshot shows the 'Add Recipient(s)' step in the eSignature workflow. At the top, there are four circular icons representing the workflow: 'Signing Package', 'Recipients', 'Documents', and 'Review & Send'. Below these, the 'Add Recipient(s)' section includes a dropdown for 'My recipients', a text input for 'Type name, email, or generic role', and an 'Add' button. A table lists the added recipients with columns for 'Order', 'Role', and 'Recipient'. One recipient is listed: '1', 'Signer', 'daniel.schmidt@kofax.com'. Below the table, there are tabs for 'Parallel' and 'Series', and a note: 'Recipients will be requested to sign in any order'. At the bottom, there are buttons for 'Discard', 'Save as Draft', 'Back', and 'Next'.

Step 1: Define Signing Package
Provide details for the documents you would like to have signed.

Step 2: Define Recipients
Define the recipients of the documents that will be signed during this process.

Step 3: Upload and Prepare Documents
Upload documents that you would like to have signed, and prepare them for each individual signer.

A simple interface allows users to create a signing package, set an approval workflow for recipients and import documents for eSignature. Documents can be added to the package by dragging and dropping word or PDF files into the application.

A signature zone can be dragged and dropped onto a document for the subsequent signing process. Additional fields can be added that allow the recipient to add text or select from various tick box options before sending an email link to the document.

The screenshot shows a document titled 'PC Disability.pdf' with a 'Declaration and Authorisation' section. A signature field is highlighted with a red box, and a blue arrow points to it from the 'Field' panel on the left. The 'Field' panel lists 'Signature Field', 'Text Field', and 'Checkbox'. The document text includes a declaration and a section for 'Signature of Claimant' and 'Signature of Witness'.

The screenshot shows the 'Manage Signing Packages' console. It has a search bar and a filter dropdown set to 'All'. Below, there are two rows of signing packages. The first row is 'Contract 2015/101 created by Dani...' with a status of 'Waiting for Recipient' and a progress bar. The second row is 'Contract 2015/101 created by Dani...' with a status of 'Complete' and a progress bar. Two blue callout boxes point to the rows: 'Active signing package, waiting for recipient(s) to sign or review.' points to the first row, and 'Already completed package.' points to the second row.

A management console is provided to see the status of all packages in process and the stage that they are at in the process. The system records all activities in an audit trail so at any point it is possible to see what has happened to a document, who has interacted with it when and where.

DISCOVER MORE

Evaluate How it will Work for Your Organisation

Book a Consultation - schedule a time with one of our consultants to talk through your specific processes and opportunities for automation.

Arrange a Demo - one of our experts can take you through an end to end demonstration of the platform and how it will work for your processes.

Other Solutions

Intelligent Automation for Finance - Improved efficiency for Accounts Payable and Accounts Receivable processes.

Intelligent Automation for Human Resources - Deliver streamlined on and off boarding processes, automate due diligence and manage HR records digitally.

Intelligent Automation for Digital Mailroom - Deliver Inbound Information to your Business Processes.

Our Details

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