Companies

~ SIGNATORIES ~

The tab determines which employee of the company signs each document. On the printout of that document, the signature block shows the signatory's name and, above it, the image of their signature and stamp when one has been set up. The list of documents for which a signatory can be set is extended as individual printouts gain this option.

List

- **Document** — the name of the document in the user's language.
- **Signatory** — the name of the employee who signs the document.

Clicking a row in the list opens the entry for editing the signatory.

Fields

- ***{Document}***
  Drop-down list of documents for which a signatory can be set.
- ***{Signatory}***
  Drop-down list of the company's active employees from the ***[Employees]*** form. Inactive employees are not offered.

Buttons

-  — Adds a signatory, in the upper right corner of the list.

Entry buttons:

- **SAVE** — Saves the signatory for the selected document.
- **DELETE** — Deletes the signatory for the document. Shown only when an existing row is being edited.
- **CANCEL** — Closes the entry without saving.

Signature and stamp image

The signature and stamp image is not set up in this tab. Support sets it up at the company's request, as described in the Employees form. When the signatory has no image set up, only their name is printed, with blank space left above it for a handwritten signature.

Limitations

- A company can have only one signatory for the same document. To change the signatory, edit the existing row.
- The signatory is set at company level; a different signatory cannot be set for an individual department.
- Signatories are entered and edited only by the company administrator.

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