11.21 Signatures

Find it: *System Configuration >> Signatures*

Leave Additional Information

You can configure REACH to capture signatures from your parents or hosts when students are being signed out and back into the boarding house to Leave events.

The Signatures Configuration settings allow you to determine when the signatures will be requested in REACH as part of the standard workflow.
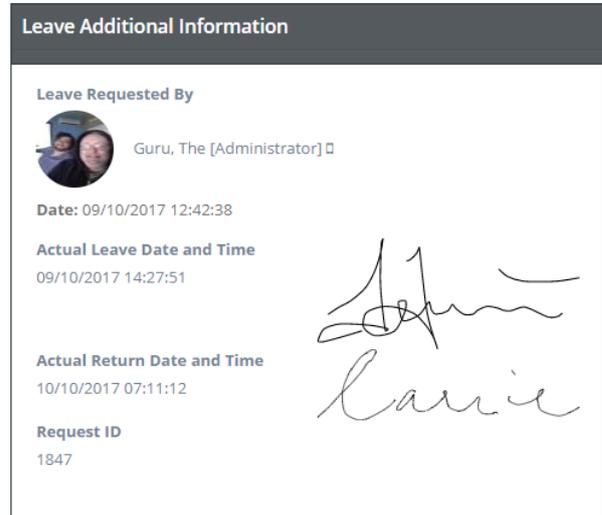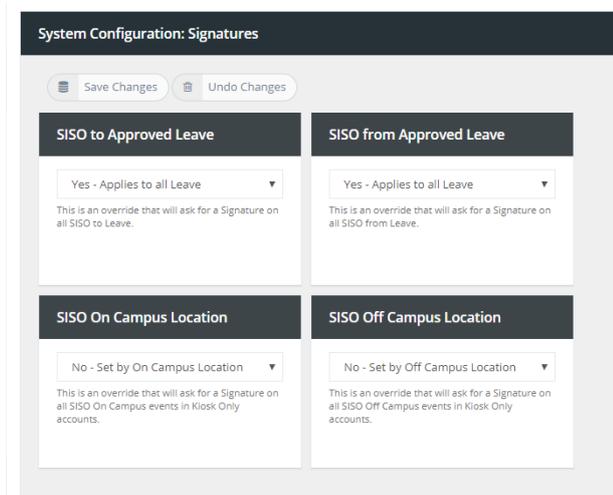
Step 1: System Configuration > Signatures

In your configuration settings you need to tell REACH how you want your Signature capture to function.

You can set Signatures to be captured for "all" leave departures and/or returns or you can set REACH to manage this on a per leave type basis. You can also determine which types of user accounts will collect the signatures (kiosk only account types or staff account types also).

SISO to Approved Leave

This is an override option that allows you to set REACH to capture signatures for Sign Out to all leave types. The default setting is for this is *NO - Set by Leave Type.* This allows you to determine in the

SISO from Approved Leave

This is an override option that allows you to set REACH to capture signatures on Sign In from all Leave Types. The default setting is for this is *NO - Set by Leave Type.* This allows you to determine in

Leave Type Settings whether an individual Leave Type requires a signature for SISO.

SISO on Campus Location

This is an override option that allows you to set REACH to capture signatures for SISO to all On Campus Locations. The default setting is for this is *NO - Set by Location.* This allows you to determine in the Location Settings whether an individual Location requires a student or staff signature for SISO.

SISO off Campus Location

This is an override option that allows you to set REACH to capture signatures for SISO to all Off Campus Locations. The default setting is for this is *NO - Set by Location.* This allows you to determine in the Location Settings whether an individual Location requires a student or staff signature for SISO.

Step 2: Setting Leave Types to capture Signatures

When you nominate in your System Configuration > Signatures setting for REACH to capture signatures based on leave type you then need to nominate with each individual leave type whether signatures are to be captured.

\This is done in the Leave Type configuration setting (System Config > Leave Types > General Settings) for each Leave Type.

Capturing and Recording Signatures

When the Signature feature is implemented for use a Signature panel will automatically appear during the SISO action from the Kiosk screen requiring a signature to proceed. Signatures are then captured and saved in the Leave Event records for reference when required for review at a later date.