

Inserting a Signature on the Premium Report

Go to Manage Account – Company Details and click on an Evaluator Name
Then Choose a signature that has been saved as a jpg file and insert it into the Signature Paragraph.

Maintain evaluator

Update Help Exit

Workhab Licence Number

Surname |

Given Name Anne

Qualification

Individual User Name Anne

Password

Password Hint

Company Name (Default is Inetsolutions)

Location NSW

Address for Reports

Existing Signature

New jpg file containing your signature

Choose File No file chosen

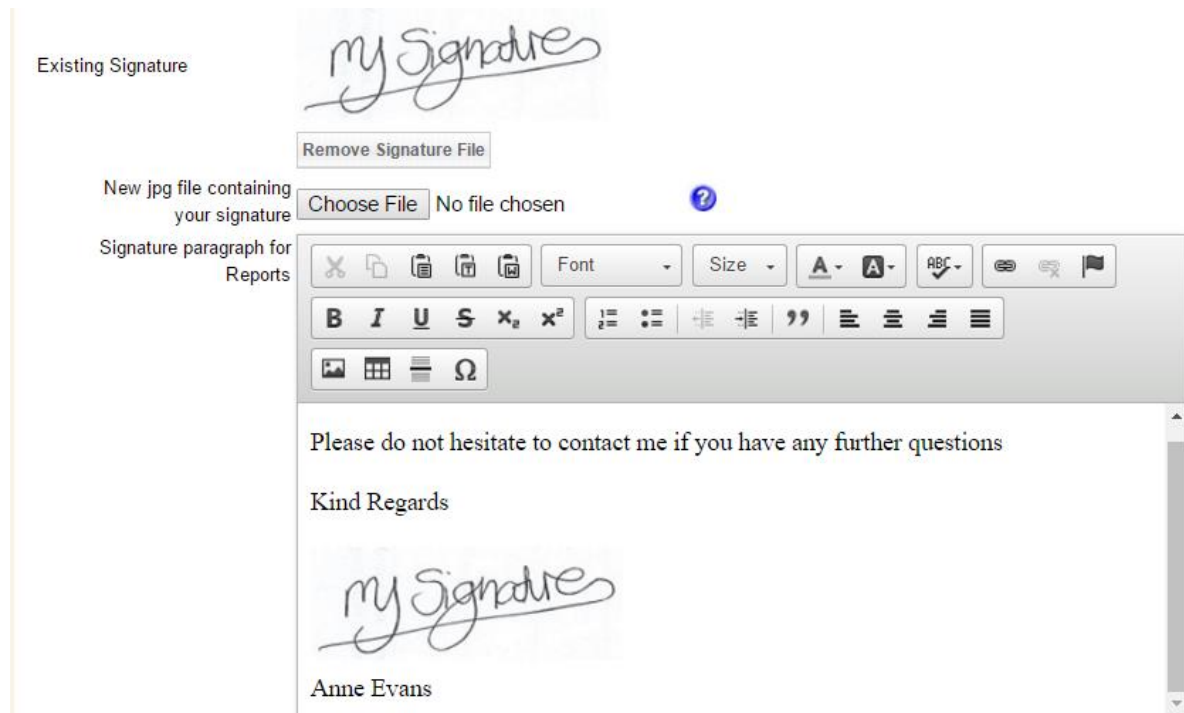
Signature paragraph for Reports

Please do not hesitate to contact me Anne Evans

To upload a signature you will need a jpg of your signature. You can obtain this by scanning in a signature and cropping the picture to be approx. 200 x 75 pixels.

Then click on Choose File and Update.

Then drag the picture file into the correct location in the text editor box.



This signature will now be available to use in the Premium Report and the SFT Report

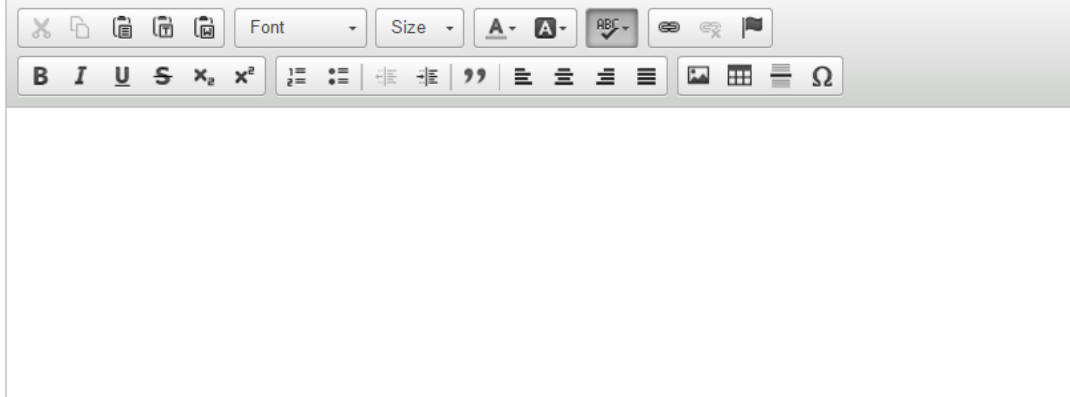
Provided that your premium report is already set up to have an Evaluator Name inserted this new signature will now be inserted for all new reports. Note that existing reports will not change unless you open them and select the signature

Report Component

Component Name Current

Text Options for Evaluator Signature Show Text options for

New Option. For use by



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, and other functions. Below the toolbar is a large, empty white text area for editing content.

Option 1.

Option 2.

← This box will replace the evaluator's name with the text box containing the signature and any other content you inserted. If there is no signature set up the evaluator name is used.