

How to use Lexzur Internal Signature

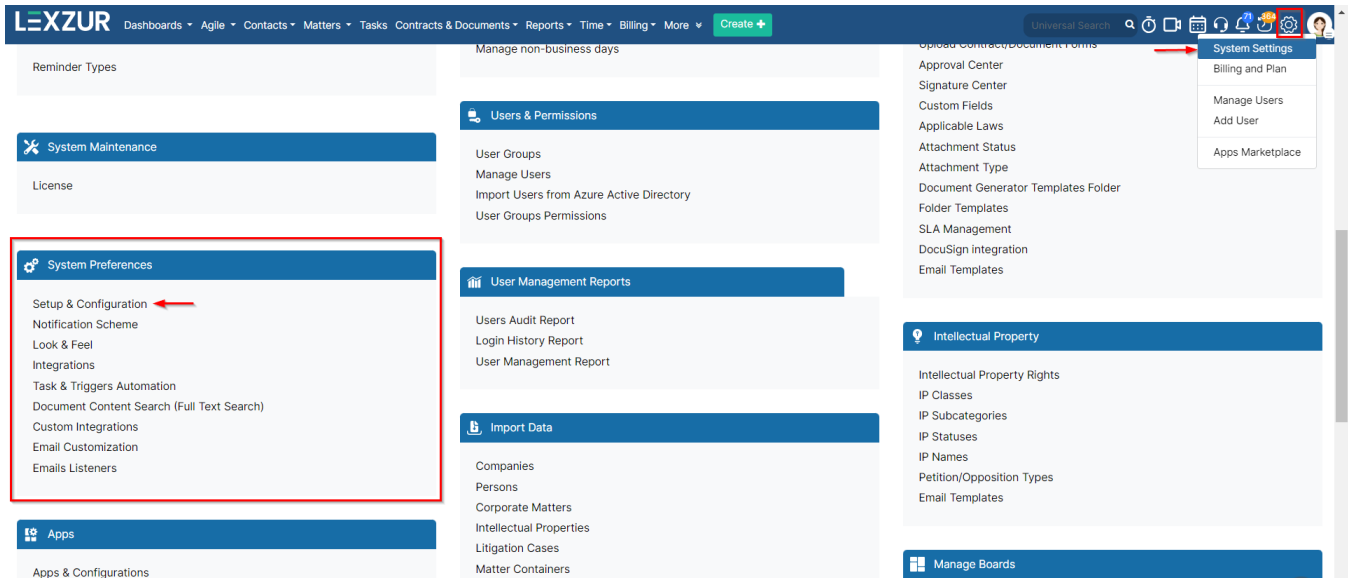
Objectives:

- Enable Internal Signature Workflow
- Sign with Lexzur Signature

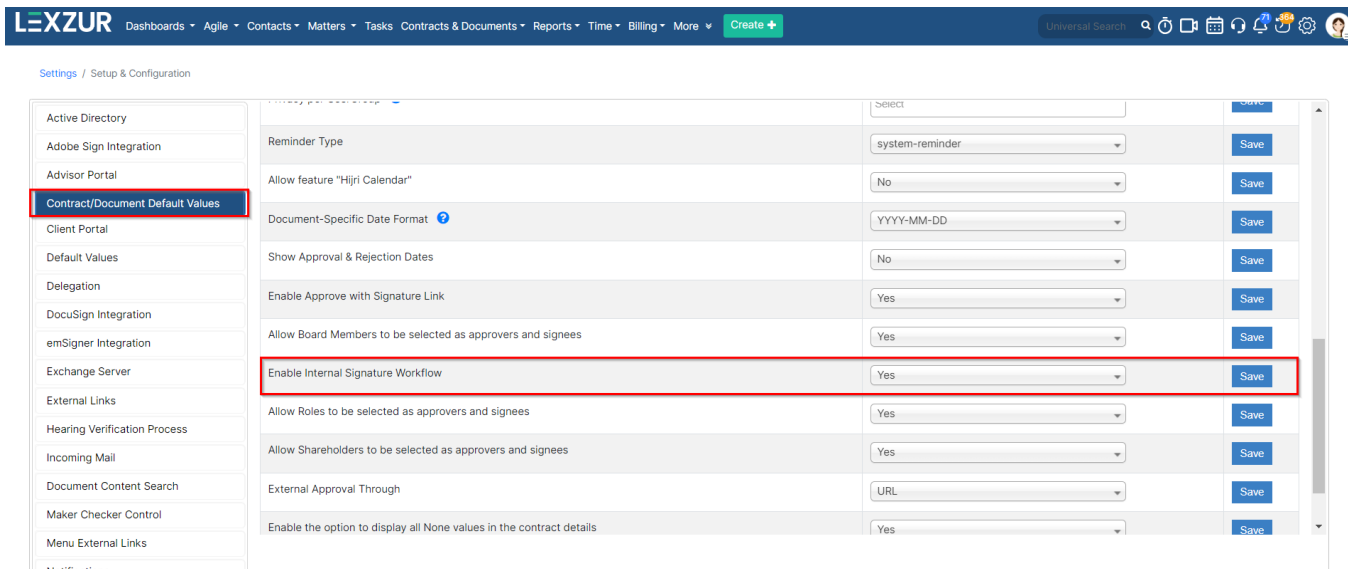
Steps:

Lexzur internal signatures now feature a dedicated workflow, empowering users with support for multiple signatures.

To activate this functionality, navigate to **System Settings -> System Preferences -> Setup & Configuration**



and under the **Contracts/Documents Default Values** tab, enable the **Internal Signature Workflow**.



Users can utilize this feature like any other digital signature, customizing coordinates with options such as signature names, stamps, designations, and dates, while also receiving emails.

Once enabled, Lexzur's sign becomes a distinct workflow within any contract.

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PUA-368 - Purchase Agreement between ABC and... 🔒

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- Settings

Please Specify the Signature Workflow

LEXZUR
Internal Lexzur Sign
Allows signing using Internal Lexzur or DocuSign
[Get Started](#)

Adobe Sign
Adobe Sign
Restricts all signatures to Adobe Sign
[Get Started](#)

LEXZUR
Lexzur Sign
Powered by Adobe Acrobat
Restricts all signatures to Lexzur Sign
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LEXZUR
Lexzur Sign
Restricts all signatures to Lexzur Sign
[Get Started](#)

Simply click on **Get Started**, then **Add Signees**, much like any other workflow in Lexzur.

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Start your Signature Workflow
(Lexzur Signature Workflow) [Change to Internal Lexzur Signature Workflow](#)

[Add Signees](#) ✎

You can specify the type, name, and signature order for each signee, labeling them accordingly. Signees may vary from users, and collaborators, to other persons.

Edit Signees

☒ Set Signature Order

1

User

Carolina Robinson

Label

Legal Executive

Summary

2

Collaborator

Albert Smith

Label

CEO

Save as Draft

Send

Upon completion, you may either save it as a draft if the approval process is pending, or send it directly to Lexzur Sign for configuring the signature coordinates.

LEXZUR

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Page thumbnails

This Agreement constitutes the entire understanding between the parties concerning the employment of the Employee and supersedes all prior agreements, whether written or oral.

IN WITNESS WHEREOF, the parties have executed this Employment Agreement as of the date first written above.

Attach ID Copy: **5(10)**

By:

Signature

I have read, understood, and agreed to the terms and conditions of this Employment Agreement.

Employee's Signature:

Signature

Employee's Full Name:

Date:

Carolina Robinson

Standard Fields

Signature

Single page

All pages

Stamp

Name

Designation

Date

Send

For each signee, standard fields such as signature, stamp, name, and date can be specified, with the option to apply them universally or selectively across pages.

Once all settings are in place, click **"Send"** to dispatch signature emails to the signees in sequential order if the order is enabled.

Lexzur - PUA-368-Purchase Agreement between ABC and Alfa Properties Awaiting Signature

PUA-368 "Purchase Agreement between ABC and Alfa Properties" is awaiting signature.

Id	PUA-368
Name	Purchase Agreement between ABC and Alfa Properties
Type	Purchase Agreement
Priority	Medium
Date	2023-09-20
Assignee	Carolina Robinson
Value	123,455.00

Action

Click this button to swiftly proceed and take action.

Sign

Each signee will receive an email notification containing contract details and can easily sign either from the received email or within Lexzur's contract signature center.

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PUA-368 - Purchase Agreement between ABC and. Approved Closed Executed More - Active

Details Attachments Approval Center **Signature Center** Milestones Tasks Emails Time Entries Expenses Reminders

Signature Criteria:
Signature Status: **Awaiting Signature**
(Lexzur Signature Workflow)

Edit Signees

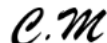
- 1 Carolina Robinson **Awaiting Signature**
Legal Executive Show Summary Open Contract/Document **Sign with LEXZUR**
- 2 Albert Smith **Pending**
CEO Show Summary Open Contract/Document

Select the signature and click sign to finalize the contract signature based on the configured settings.

Contract/Document To Sign

All Documents

Choose signature* 

default_signature_1250714806 default_initials_1987437259

Sign Cancel



If additional fields are configured for the signature, such as name, stamp, designation, or date, the signee will be prompted to fill in this information in the same window.

Contract/Document To Sign

All Documents

Name*

Caroline

Designation*

Choose signature*

Caroline Mrawed

default_signature_1250714806

C.M

default_initials_1987437259

Choose Stamp*

Legal Signature

Date*

2024-03-28

Sign

Cancel

The Signed will be then retrieved easily in PDF format through the attachments tab.

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Active

Details

Attachments

Approval Center

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Lexzur Documents Google Drive SharePoint OneDrive Dropbox

New

Upload

Search PUA-368

PUA-368

Name

Type

Status

Keywords

File Size

Added On

Added By

Modifi

Employment Agreement temp...

16.5 kB

2023-10-09 12:23:45

Caroline Robinson

Caroli

Employment Agreement template_signed.pdf

95.5 kB

2024-03-28 10:58:46

Caroline Robinson

Caroli

For more information on LEXZUR, reach out to us at help@lexzur.com

Thank you!