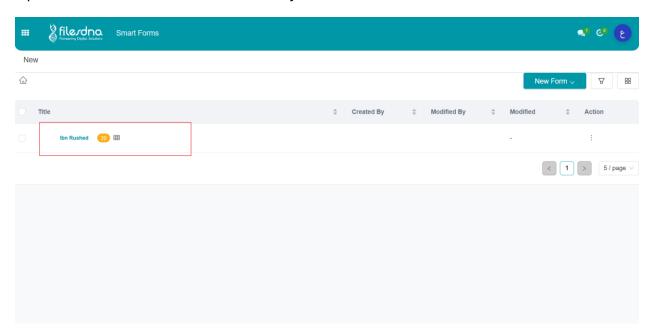
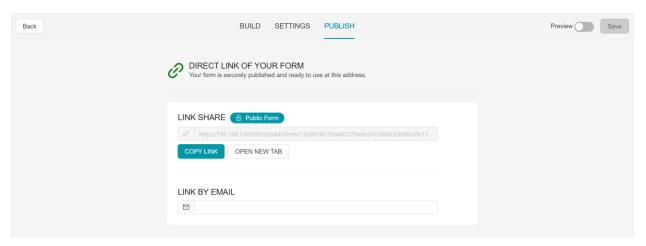


1. Open the smartform module and select your form:



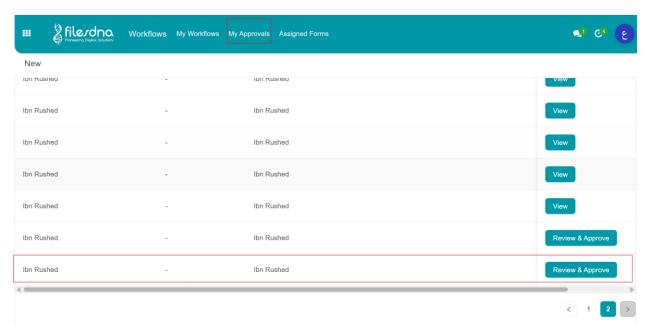
2. Go to publish tab and then click on open new tab:



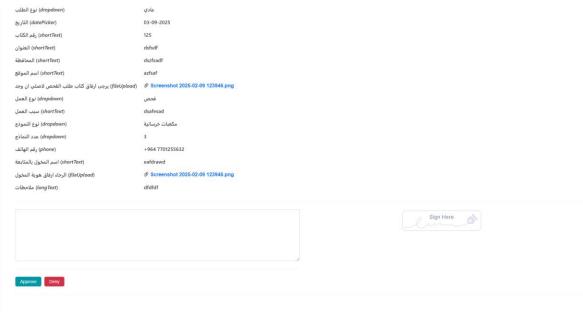
3. After that you can see your form and start submitting forms:



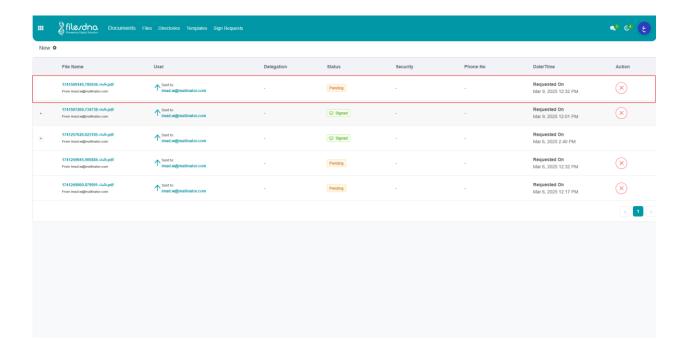
4. After Submitting a form, a request will be sent to the assigned person in workflows module in my approvals and then the assigned user can see the requested order:



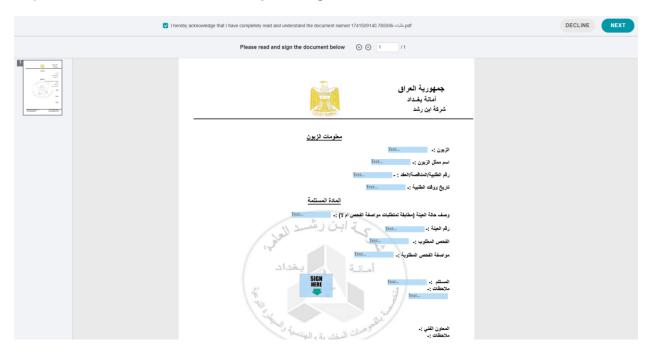
5. Then the user can approve or deny the order:



6. If order is approved, then a sign request will be sent to the users that should sign the document. You can view the sign request by going to Document module and click on Sign Request tab then open the requested sign request by clicking on the file name:



7. Then a pdf editor will appear, the user should accept the terms first then can fill the requested fields for the document by clicking on the next button:



8. After filling the requested fields click the finish button, then the document will be signed by the user and it will be passed to the next person:

