

## USER GUIDE

### 5. My Profile, Settings, Subscription, Preferences

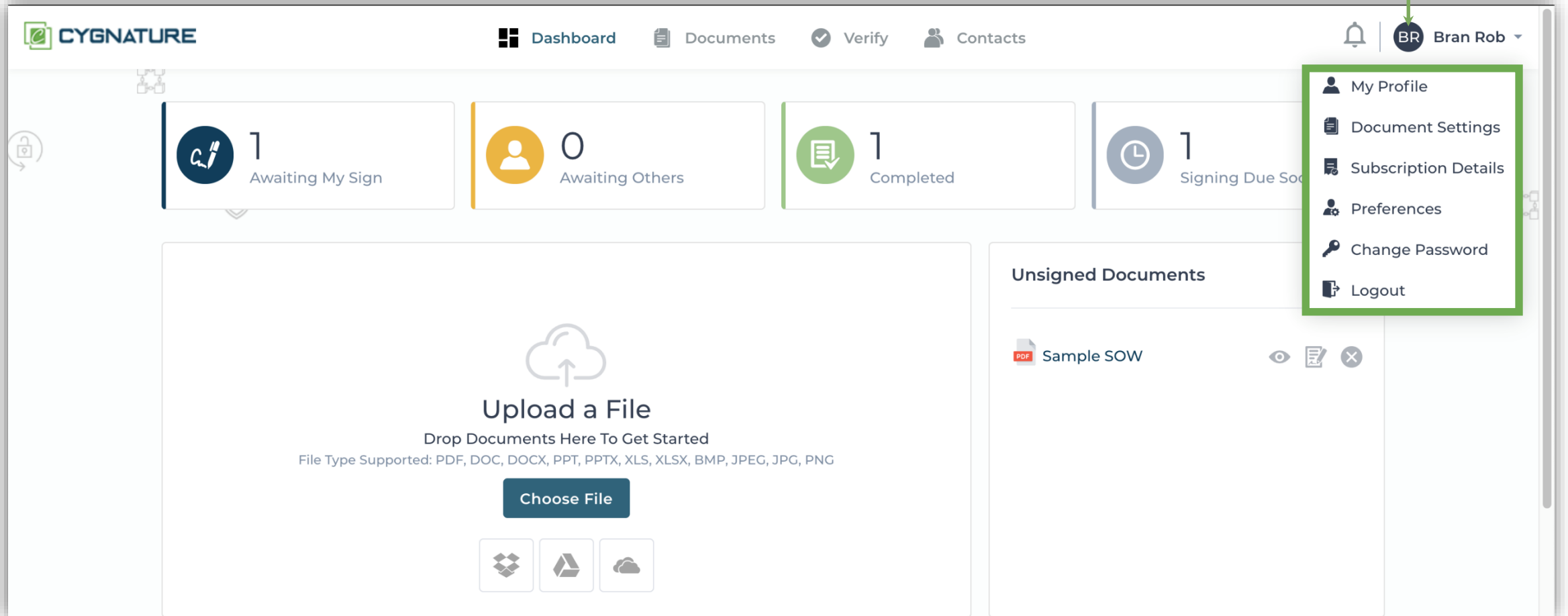
# Cygnature User Guide

5

My Profile , Document Settings, Subscription Details,  
Preferences & Password Change

# Dashboard : User Dropdown

- When you click on this icon of your Name Initials you will get a dropdown of Menu that has My Profile, Document Settings, Subscription Details, Preferences, Change Password and Log out.



# My Profile Dashboard

## My Profile

 Document Settings

 Subscription Details

 Preferences

 Change Password

 Logout



First Name \*

Shruti

Last Name \*

Vishnupurikar

Email Address

shruti.vishnupurikar1@cygnetinfotech.com

Date of Birth

10/01/1993



Select Country

India



Job Title

Marketing Consultant

Organization

Cygnat Infotech

Primary Number \*

 +91



Secondary Number

 +91



Default Number 

☒ Primary ☐ Secondary

### Profile Settings

☒ Send OTP on default mobile number for logging in. 

Select Timezone 

(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi



Address

C 401 Jardin Mahalunge Baner 411045

### My E-Signature

 Edit

*Shruti Vishnupurikar*

**CYGNATURE**  
SHRUTI VISHNUPURIKAR · 11-MAY-2020

### Other Signatures



Fingerprint

 Add



Iris

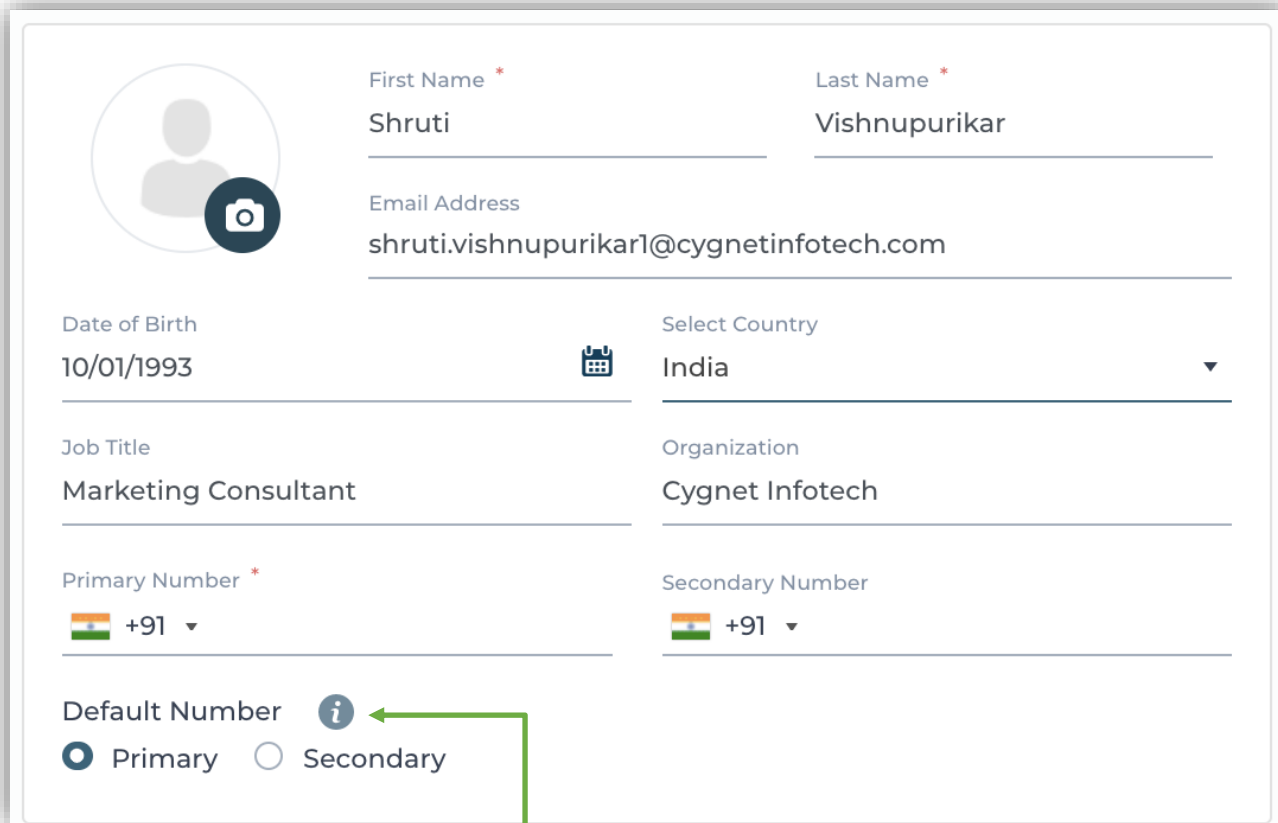
 Add



Face Recognition

 Add

# My Profile Section



The form displays the following information:

- Profile Picture:** A placeholder icon with a camera overlay.
- First Name:** Shruti
- Last Name:** Vishnupurkar
- Email Address:** shruti.vishnupurkar1@cygnetinfotech.com
- Date of Birth:** 10/01/1993
- Select Country:** India (dropdown menu)
- Job Title:** Marketing Consultant
- Organization:** Cygnet Infotech
- Primary Number:** +91 (country code dropdown)
- Secondary Number:** +91 (country code dropdown)
- Default Number:** Radio buttons for Primary (selected) and Secondary.

• You can Edit your First and Last Name here.

• You can View your Email Address from here , you will not be able to edit your email id anytime.

• You can Edit your Date of Birth from here & select country of yours from the Dropdown.

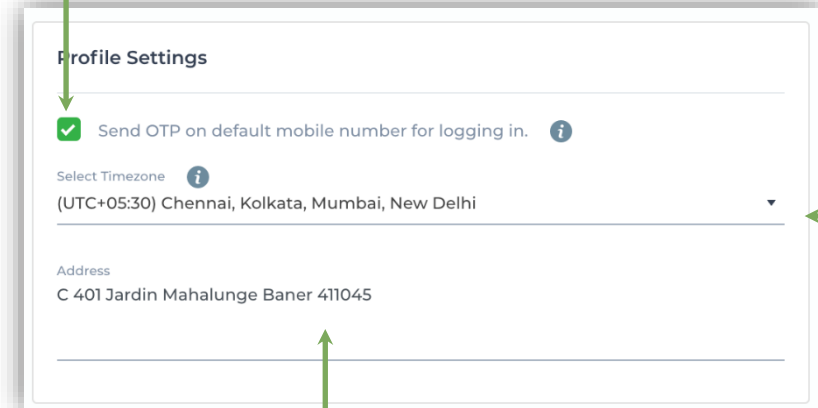
• You can Edit your Job Title and Organization from here.

• You can Edit your Primary and Secondary Phone Number from here. The Country code will be placed by default once you select Country from above dropdown.

• You can Select a default Mobile Number to receive an OTP for logging into the system as a Part of Authentication.

# My Profile Section

- You can Enable or Disable to get an OTP on your default mobile number for Logging in. If disabled, you will receive OTP only on registered Email which you will need to Login in to Cygnature Account.



Profile Settings

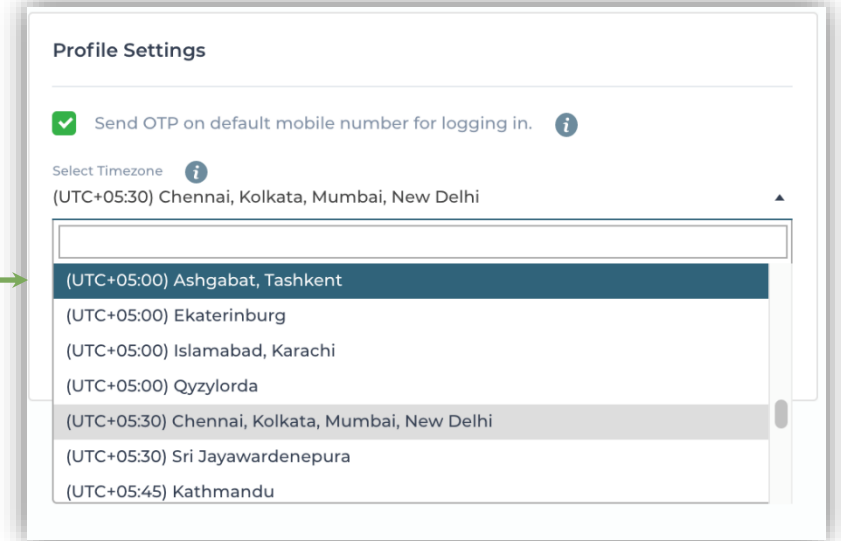
☒ Send OTP on default mobile number for logging in. ⓘ

Select Timezone ⓘ  
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi ▾

Address  
C 401 Jardin Mahalunge Baner 411045

Annotations: A green arrow points from the text 'You can Enable or Disable to get an OTP...' to the OTP checkbox. Another green arrow points from the text 'You can View/Edit your residential address here.' to the address field.

- You can View/edit your time zone by clicking the dropdown.



Profile Settings

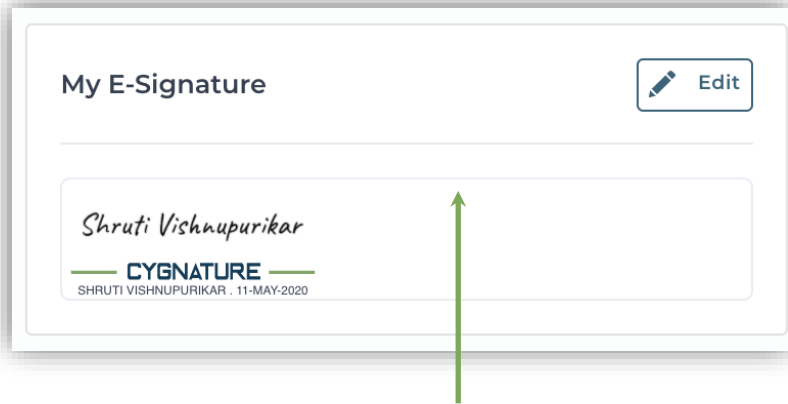
☒ Send OTP on default mobile number for logging in. ⓘ

Select Timezone ⓘ  
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi ▲

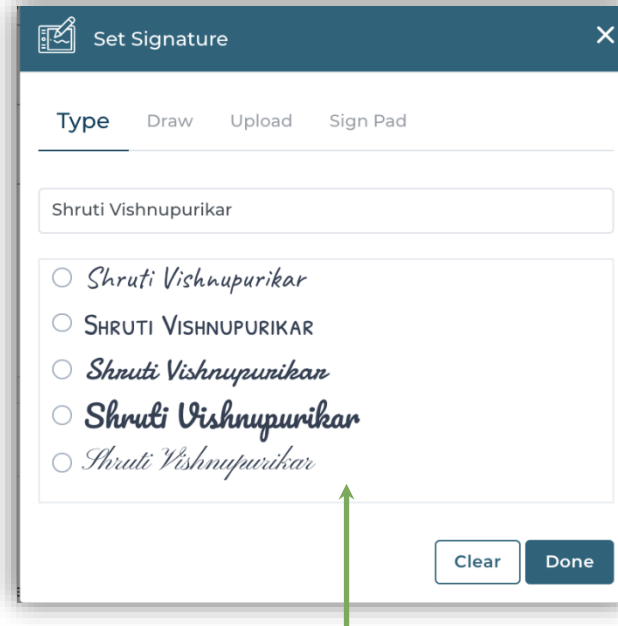
- (UTC+05:00) Ashgabat, Tashkent
- (UTC+05:00) Ekaterinburg
- (UTC+05:00) Islamabad, Karachi
- (UTC+05:00) Qyzylorda
- (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
- (UTC+05:30) Sri Jayawardenepura
- (UTC+05:45) Kathmandu

- You can View/Edit your residential address here.

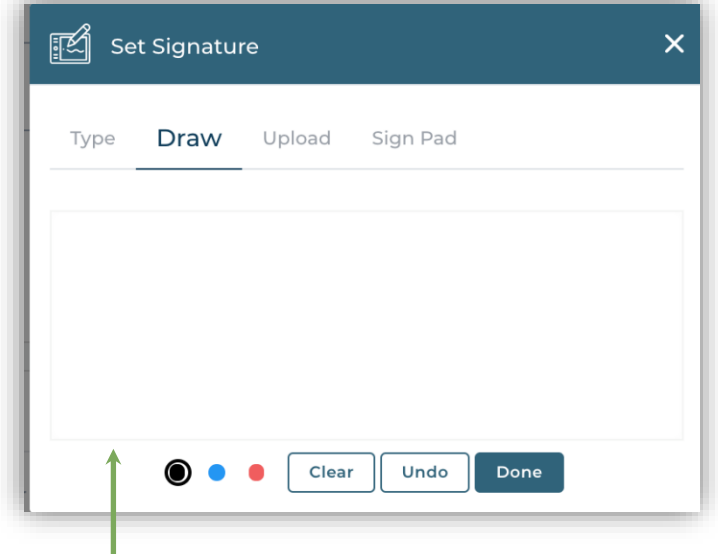
# My Profile Section



- You can Edit your Electronic Signature from here.
- Once you edit and Submit, the same Signature will be used by default on documents you intend to sign.
- You can still edit the signature on Documents.

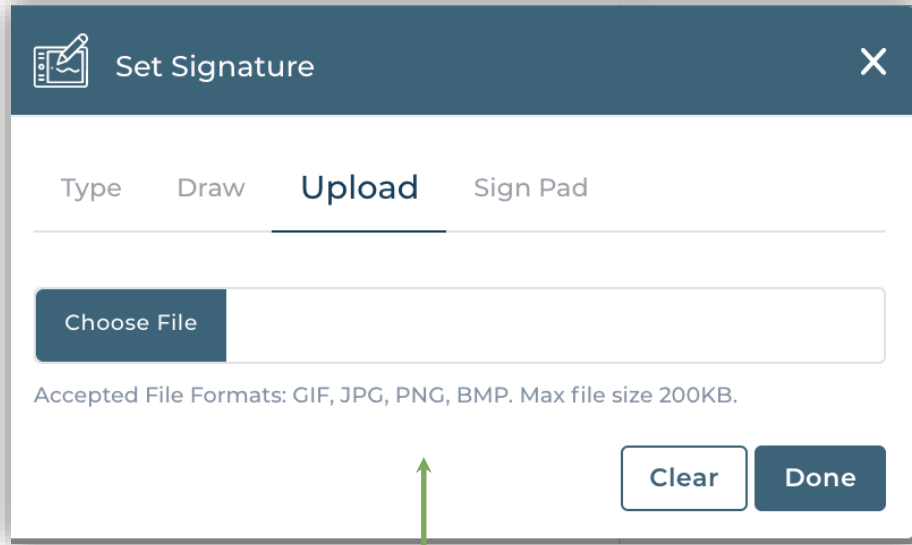


- This is the first signing types in simple electronic signatures “Type”.
- You can select from Multiple fonts as your signature and Click Done.



- This is the second signing types in simple electronic signatures “Draw”
- You can Draw your signature in the box using a mouse or cursor.
- You can select ink colour from Black, Blue or Red as per your choice.
- Now you can Click Done.

# My Profile Section



- This is the third signing types in simple electronic signature “Upload”.
- You can upload a image of your signature by choosing file form Local drive and accepted file formats are GIF, JPG, PNG, BMP.
- The file size should not exceed 200 KB.
- Once the file is uploaded you can click Done.

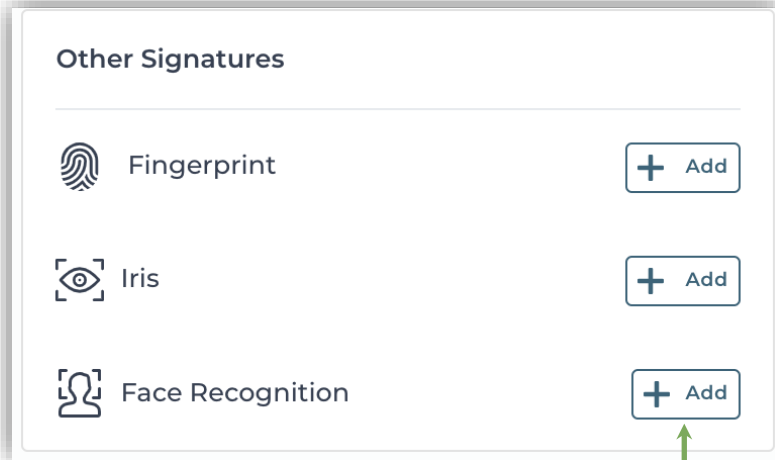


- This is the fourth signing types in simple electronic signature “Sign Pad”
- You can sign the document using Sign pad.
- You need to simply attach the hardware to your system and draw your signature in the sign pad.
- This Signature will appear in the box.
- Once you are done drawing your signature on sign pad you can click Done & the signature will be applied to the document.

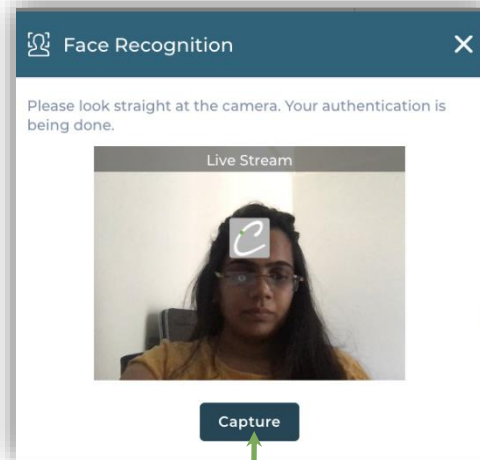


# My Profile Section

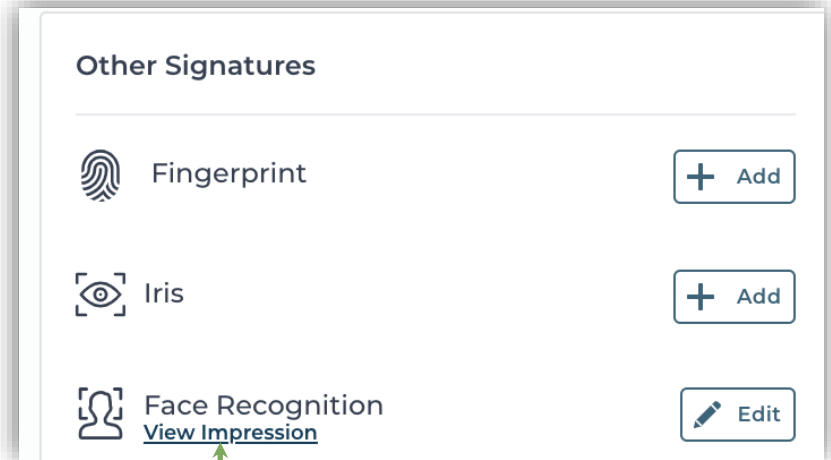
- You can add other signatures like Electronic Signatures into the account.
- So when you sign a document with any of these signatures, by default these signatures will be put on the document.



- To Add/ Edit IRIS Signature you can Click Add.
- Please check if your webcam is On.





- This box will Open and once you see your face looks fine you can click Capture.
- Cygnature will capture and store Facial Recognition.





- You can view your Facial Impression from here.


# Document Settings Dashboard


 My Profile

 Document Settings


 Subscription Details

 Preferences

 Change Password


 Logout

Document Settings

Document Archival Duration 



0



Days



Document Due Soon (Days) 


0

Send completed Document to


 Dropbox 

 Google Drive 

 One Drive 

☐ Send signing email to co-signers and observers 

☐ Set signing due date for all documents

☐ Attach signed document with Email on completion 

Enable Document Versioning ☐ Yes ☒ No

☐ Use Below Global Sign DSS (Document Signing Service) Credentials

# Document Settings Section

Document Archival Duration ⓘ 0 Days ▾

Document Due Soon (Days) ⓘ 0

- You can set duration for documents to fall under due soon.

- The Archival period is number of days , years or Months you want Cygnature to preserve the document on Platform. The default archival period is 8 years.
- This field is currently not operational

Document Archival Duration ⓘ 1 Days ▾

Document Due Soon (Days) ⓘ 2

## Document Settings Section

☐ Send signing email to co-signers and observers 

☐ Set signing due date for all documents

☐ Attach signed document with Email on completion 

Enable Document Versioning ☐ Yes ☒ No

- Enabling This option will let you send signing email to all Co-Signers and Observers by default.
- This option will set a due date for signing by default for all documents.
- This option will send a email to the signer with a link to download the document.
- This option will add a version number if a document with same name is uploaded again.


# Document Settings Section

## Send completed Document to


	Dropbox	<a href="#">Sign in</a>
	Google Drive	<a href="#">Sign in</a>
	One Drive	<a href="#">Sign in</a>

- When document Signing is completed the document will be sent by default to Dropbox.
- When document Signing is completed the document will be sent by default to Google Drive.
- When document Signing is completed the document will be sent by default to One Drive.

# Sign in to Dropbox



Sign in to Dropbox to link to Cygnature

 Sign in with Google

\_\_\_\_\_ or \_\_\_\_\_

Email

Password

This page is protected by reCAPTCHA and is subject to the Google [Privacy Policy](#) and [Terms of Service](#).

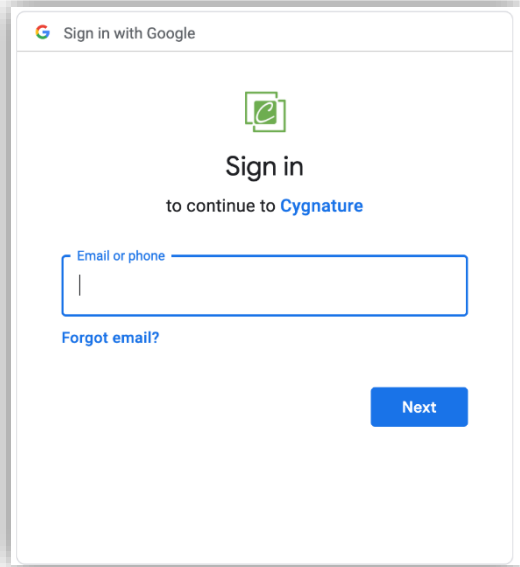
[Forgotten your password?](#)

\_\_\_\_\_

[New to Dropbox? Create an account](#)

- When you Click on Sign in button you will be directed to this screen and you can Login to Dropbox account using your credentials.
- You can also use Google Credentials to Sign in to Cygnature.

# Sign in to Google Drive



Sign in with Google

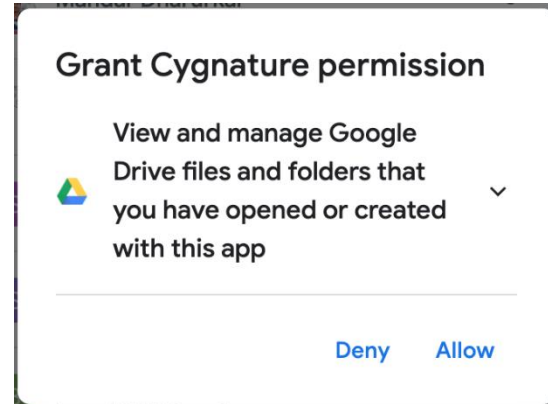
Sign in  
to continue to **Cygnature**

Email or phone

[Forgot email?](#)

Next

- When you Click on Sign in button you will be directed to this screen and you can Login to Gmail account using your credentials.

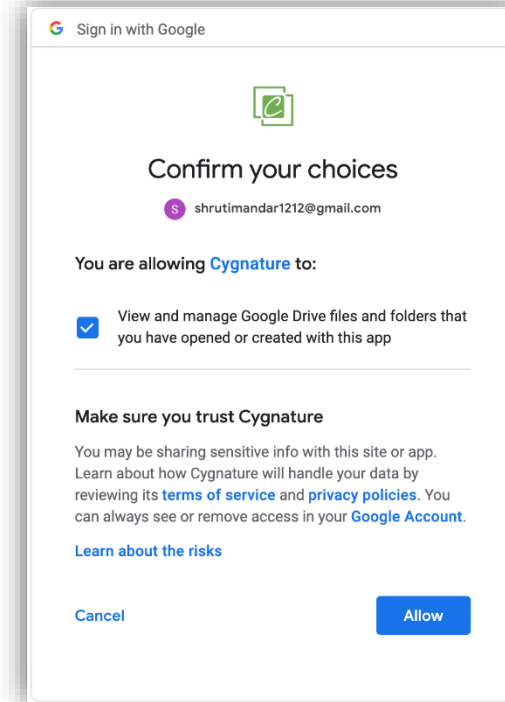


Grant Cygnature permission

View and manage Google Drive files and folders that you have opened or created with this app


Deny Allow

- Then you can click Allow.



Sign in with Google

Confirm your choices

 shrutimandar1212@gmail.com

You are allowing **Cygnature** to:

☒ View and manage Google Drive files and folders that you have opened or created with this app

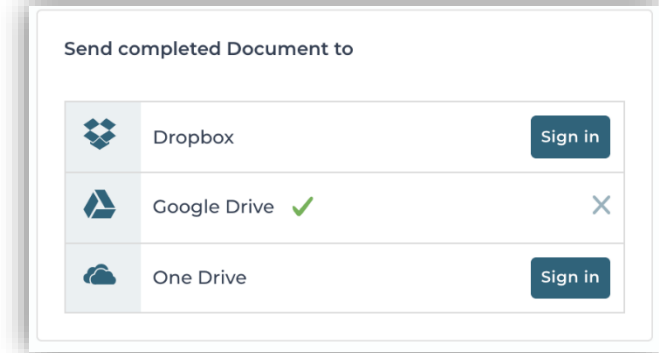
Make sure you trust Cygnature

You may be sharing sensitive info with this site or app. Learn about how Cygnature will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).




[Learn about the risks](#)

Cancel Allow

- On the Next Screen you can click tick the box.
- Now you can Click Allow.



Send completed Document to

	Dropbox	Sign in
	Google Drive ✓	×
	One Drive	Sign in

- Once you click Allow, You can see Green Tick beside Google Drive.

# Sign in to One Drive



shruti.vishnupurikar1@cygnetinfotech.com

## Permissions requested

**Cyg-msGraph-clientcred-app**  
[cygnetinfotech.com](https://cygnetinfotech.com)

**This application is not published by Microsoft.**

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Read your files
- ✓ Read all files that you have access to
- ✓ Have full access to your files
- ✓ Have full access to all files you have access to
- ✓ View your basic profile




Accepting these permissions means that you allow this app to use your data as specified in their Terms of Service and Privacy Statement. **The publisher has not provided links to their Terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Cancel

Accept

- When you Click on Sign in button you will be directed to this screen and you can Login to Gmail account using your credentials.
- Now you can Click Accept.







Send completed Document to

	Dropbox	Sign in
	Google Drive	Sign in
	One Drive ✓	X

- Once you click Allow, You can see Green Tick beside Google Drive.




# Subscription Details Dashboard


-  My Profile
-  Document Settings
-  Subscription Details
-  Preferences
-  Change Password
-  Logout


Subscription Details [View/Download Invoice](#)

**CYGNATURE - FreeTrial Edition** [Upgrade](#)

- Monthly
- \$10.00

 Days Remaining 113/119

 Documents Left 94 / 100

 Documents size 5 MB

### Subscription Information

Subscription End Date	09/01/2020	Signature Type Supported	E-Signature, Hardware Key
No. of Documents / month	100	Other Biometric Support	Finger Print, Iris, Face Recognition
File Type Supported	PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, BMP, JPEG, JPG, PNG	Aadhaar ESign	<u>25 ( 25 remaining)</u> <a href="#">+</a>
Bulk Signature	Yes	Live Cygnature	<u>25 ( 25 remaining)</u> <a href="#">+</a>
Certified Sign	<u>25 ( 25 remaining)</u> <a href="#">+</a>		

# Subscription Details Section

The screenshot shows a 'Subscription Details' section. At the top, it says 'Subscription Details' and has a 'View/Download Invoice' button. Below this, it displays 'CYGNATURE - FreeTrial Edition' with a blue header. Underneath, it shows 'Monthly' and '\$10.00'. To the right of this is an 'Upgrade' button. A horizontal line separates this from the bottom section, which contains three statistics: 'Days Remaining 113/119' with a clock icon and a progress bar, 'Documents Left 94 / 100' with a calendar icon, and 'Documents size 5 MB' with a document icon. Green arrows point from the explanatory text on the right to the 'View/Download Invoice' button, the 'Upgrade' button, and the bottom statistics section.

Subscription Details

View/Download Invoice

**CYGNATURE - FreeTrial Edition**

• Monthly • \$10.00

Upgrade

---

Days Remaining 113/119

Documents Left 94 / 100




Documents size 5 MB

- You can view and download invoices from here for the payments you made to purchase Plans.

- You can Upgrade to higher paid plans with this button.

- This section will show you the Edition statistics like Days Remaining for Account Expiry, Document Left you can sign & Document Size.

# Subscription Details Section

Subscription Information			
Subscription End Date	09/01/2020	Signature Type Supported	E-Signature, Hardware Key
No. of Documents / month	100	Other Biometric Support	Finger Print, Iris, Face Recognition
File Type Supported	PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, BMP, JPEG, JPG, PNG	Aadhaar ESign	<u>25 ( 25 remaining)</u> 
Bulk Signature	Yes	Live Cygnature	<u>25 ( 25 remaining)</u> 
Certified Sign	<u>25 ( 25 remaining)</u> 		

- This section will show you your subscription details like Subscription End date, No of documents you can sign, File Types supported, Bulk Signing availability, Certified Signs, Signature Types supported, Other Biometric signature you can use, Aadhaar Esign you can use and LIVE Cygnature sessions you can avail.
- With the Plus signs after Certified Sign, Aadhaar Esign and LIVE Cygnature, you can directly purchase these signature in Packs.

# Subscription Details Section

You won't find a better price elsewhere

Try free for 30 days

Monthly

Yearly

Select the Plan that best suits your needs.	Free Trial	Pro	Starter	Enterprise
	\$0	\$25	\$10	
Pay monthly, or save more with an annual subscription		Buy Now	Buy Now	Want A Customized Plan?
No. of Users	1	1	1	Write to us
Document size	5 MB	15 MB	10 MB	hello@cygnature.io
No. of Documents / month	10	100	50	Contact us
E-Signature (Draw & sign, Upload Image, Select Image)	✓	✓	✓	All of our Starter, Pro features API's Enterprise level support Admin/User management Customizable usage limits AD Authentication
Digital Signature (PKI token, S/W token)	✓	✓	✓	
Capture Face	✓	✓		
Other Biometric Signature (iKis, Fingerprint)	✓	✓		
LDAP integration				
Bulk Signing		✓		
Document Verification	✓	✓	✓	
Certificate of Completion	✓	✓	✓	
Mobile App	✓	✓	✓	

All Plans include

- ✓ Supports All File Types (.pdf, .xls, .pptx)
- ✓ Blockchain Timestamp, Device ID, IP Address of Device, Browser Used, Geo - Tags, Latitude and Longitude
- ✓ Multiple Signers
- ✓ Sequential / Parallel Signing type
- ✓ Document Upload (local drive, Dropbox, Google Drive)
- ✓ Document Verification using Document Details Like QR Code or Document ID etc
- ✓ Contact Management (Creating Groups and Contacts)
- ✓ Set Observers
- ✓ Attach supporting documents
- ✓ Advanced Signing options like Reminders, due dates etc

- ✓ Delegate Document
- ✓ Decline Document
- ✓ Document Drafting
- ✓ Cygnature Aesthetics
- ✓ Digital Signature Legality Verification
- ✓ Reusable Templates
- ✓ Send Private Messages
- ✓ Access Signer's Calendar
- ✓ Access Dashboard & Settings
- ✓ My profile section

Add on special Signature Types

Cygnature gives you exclusive signing types like Aadhaar esign in India where you can sign using Aadhaar Number. With Certified Sign you will be able to sign using Certified Signature form Global CA's. LIVE Cygnature is one of unique signature by Cygnature that gives you a feel of signing in person.

Aadhar Esign

\$0.50 / per sign

Certified Sign

\$0.35 / per sign

LIVE Cygnature

\$2.00 / per sign

Custom Plans

If the starter, Pro or Team plan does not match your requirements, we can design a custom plan for you. Please talk to us at [hello@cygnature.io](mailto:hello@cygnature.io)

• The Upgrade button will take you to this Page

# Subscription Details Section

<div>Monthly <span>←</span> <span>Yearly</span></div>				
Select the Plan that best suits your needs.  Pay monthly ,or save more with an annual subscription	Free Trial	Pro	Starter	Enterprise
	\$0	\$25	\$10	Want A Customized Plan?
		<a href="#">Buy Now</a>	<a href="#">Buy Now</a>	
No. of Users	1	1	1	<div>Write to us</div> <div>hello@cygnature.io</div> <div><a href="#">Contact us</a></div> <div>All of our Starter, Pro features</div> <div>API's Enterprise level support Admin/User management</div> <div>Customizable usage limits AD Authentication</div>
Document size	5 MB	15 MB	10 MB	
No. of Documents / month	10	100	50	
E-Signature (Draw a Sign, Upload Image, Select Image)	✓	✓	✓	
Digital Signature (H/W token, S/W token)	✓	✓	✓	
Capture Face	✓	✓		
Other Biometric Signature (IRIS, Fingerprint)	✓	✓		
LDAP integration				
Bulk Signing		✓		
Document Verification	✓	✓	✓	
Certificate of Completion	✓	✓	✓	
Mobile App	✓	✓	✓	

- The Monthly Tab will show you Monthly Plans for Plans like Pro and Starter
- You can click the Contact us button if you are looking for a customised Plan.
- The Buy Now button will take you the Payment Page where you can purchase plan by entering Payment details.

# Subscription Details Section





<div> Monthly Yearly </div>				
Select the Plan that best suits your needs.  Pay monthly ,or save more with an annual subscription	Free Trial	Pro	Starter	Enterprise  Want A Customized Plan?  Write to us  hello@cygnature.io  <a href="#">Contact us</a>  All of our Starter, Pro features  API's Enterprise level support Admin/User management Customizable usage limits AD Authentication
	\$0	\$249	\$110	
		Buy Now	Buy Now	
No. of Users	1	1	1	
Document size	5 MB	15 MB	10 MB	
No. of Documents / Year	10	1200	600	
<b>E-Signature</b> (Draw a Sign, Upload Image, Select Image)	✓	✓	✓	
<b>Digital Signature</b> (H/W token, S/W token)	✓	✓	✓	
<b>Capture Face</b>	✓	✓		
<b>Other Biometric Signature</b> (IRIS, Fingerprint)	✓	✓		
<b>LDAP integration</b>				
<b>Bulk Signing</b>	✓	✓		
<b>Document Verification</b>	✓	✓	✓	
<b>Certificate of Completion</b>	✓	✓	✓	
<b>Mobile App</b>	✓	✓	✓	

- The Yearly Tab will show you yearly Plans for Plans like Pro and Starter.
- You can click the Contact us button if you are looking for a customised Plan.


# Subscription Details Section : Purchasing Paid Plans

### Subscription Plan Summary


**CYGNATURE - Pro Edition**  
• Monthly • \$25

Subscription End Date	11-06-2020	Signature Type Supported	E-Signature, Hardware Key
No. of Documents / month	100	Other Biometric Support	Finger Print, Iris, Face Recognition
File Type Supported	   	Bulk Signature	Yes
Documents size	15 MB		


#### Add On Features

 **Certified Sign**  
\$ 0.35 per signature

QTY

 **Aadhaar ESign**  
\$ 0.50 per signature

QTY

 **Live Cygnature**  
\$ 2.00 per session

QTY

#### Pricing Calculator

Base Price	\$ 25
Certified Sign 0 QTY	\$ 0
Aadhaar ESign 0 QTY	\$ 0
Live Cygnature 0 QTY	\$ 0
<b>Total</b>	<b>\$25</b>

Proceed to Checkout

- This section will show you the Subscription cost, Edition Type, End date, No of documents, File Types supported, Document Size supported, Signature Types supported.
- After adding all packs and Cygnature Edition you can verify the cost and proceed to Checkout.
- This section will let you add the Add on features like Certified Sign, Aadhaar Esign, LIVE Cygnature in packs of 10.
- The price per Signature is also shown here.
- With the Plus and Minus buttons you can add and remove Signatures that you are looking for.


# Subscription Details Section : Purchasing Paid Plans

### Subscription Plan Summary

CYGNATURE - Starter Edition

• Monthly • \$10

#### Add On Features


 Certified Sign  
\$ 0.35 per signature

QTY

-

10

+


 Aadhaar ESign  
\$ 0.50 per signature

QTY

-

10

+

 Live Cygnature  
\$ 2.00 per session

QTY

-

10

+

#### Pricing Calculator

Base Price	\$ 10
Certified Sign 10 QTY	\$3.50
Aadhaar ESign 10 QTY	\$5.00
Live Cygnature 10 QTY	\$20.00
Total	\$38.5

Proceed to Checkout

- This is how the Subscription Plan Summary will appear after you add all necessary packs to your Pricing Calculator.



# Subscription Details Section : Purchasing Paid Plans

**CYGNATURE - Pro Edition (Monthly)**

First Name \*

Shruti

Last Name \*

Vishnupurikar

Email ID \*

shruti.vishnupurikar1@cygnetinfotech.com

Mobile Number \*

+91 - 8975395514

**Billing Address**

Address \*

Address Line 2

City \*

Country


India

Zip Code \*

State \*

☐ Save billing Address for future payments

**Billing Information**



OR

Card number

Expiration Date

Month

Year

CVV

Confirm Payment

By Clicking on "Confirm Payment" Button , You agree to the [Terms & Conditions](#) and [Privacy Policy](#)

**Order Summary**

Base Price

\$25.00

**Add On Features**

Aadhaar ESign

0 QTY

\$0.00

Certified Sign

0 QTY

\$0.00

Live Cygnature

0 QTY

\$0.00







**Total**

**\$25.00**

In case of concerns or queries please contact [support@cygnature.io](mailto:support@cygnature.io)

- In this section you can add your first name, last Name and Email ID, Phone Number for billing purpose.
- You can view your order summary here once before making payment.
- You can Add Billing Address here with Address City, Country, Zip Code and State.
- You can add billing information like Credit/ Debit Card number, Expiration Date year and CVV Number and Click confirm.

# Preferences Dashboard

-  My Profile
-  Document Settings
-  Subscription Details
-  Preferences
-  Change Password
-  Logout

## Preferences

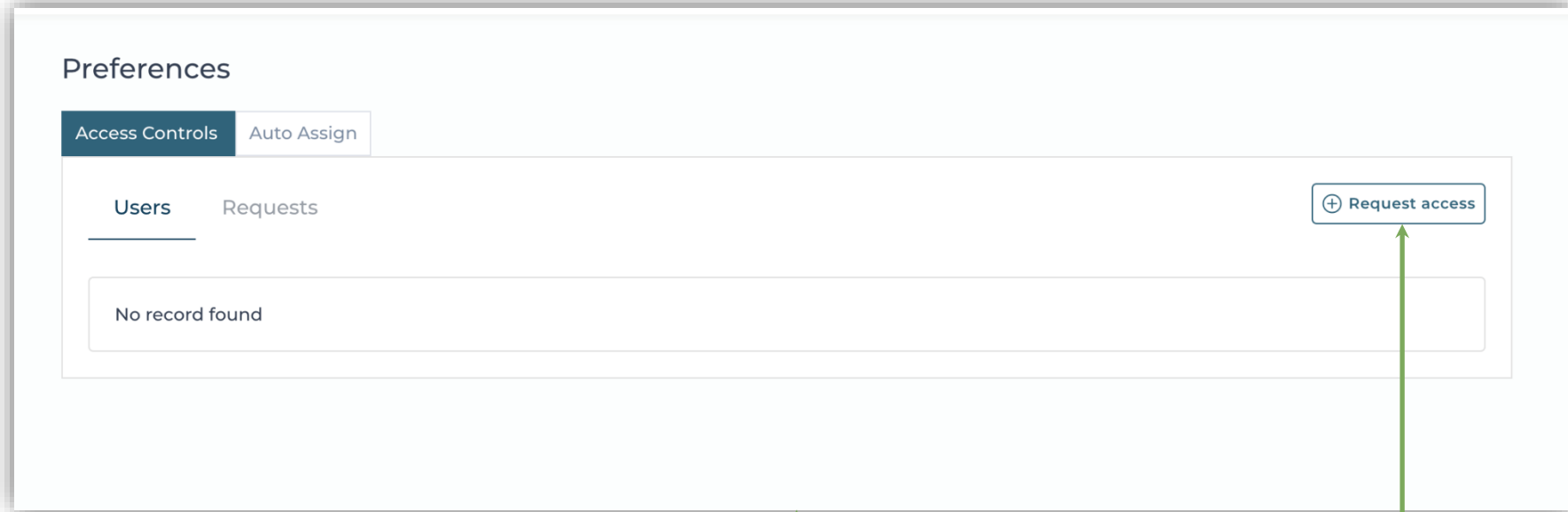
Access Controls Auto Assign

Users Requests

[+ Request access](#)

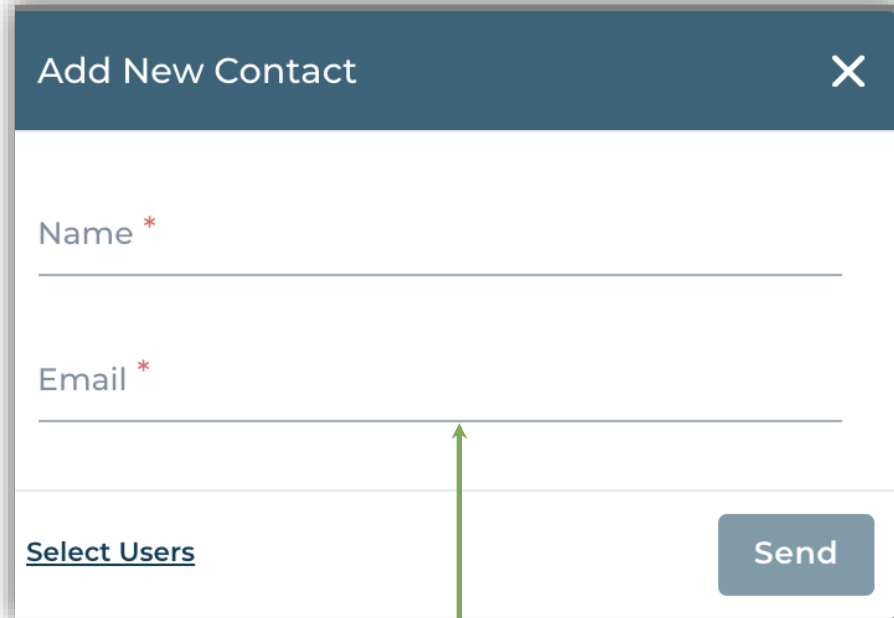
No record found

# Preferences Section : Access Controls



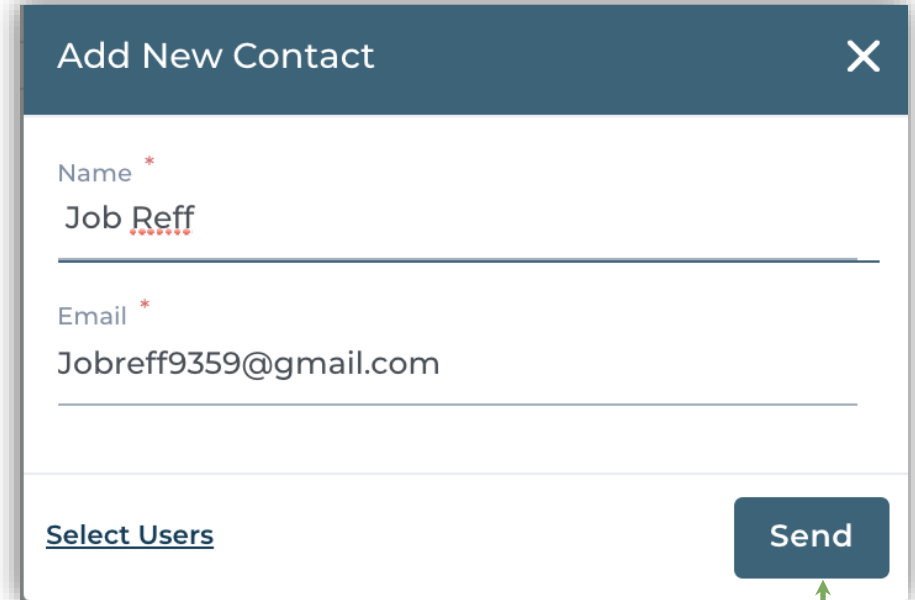
- With the Access Control option you can give or take access of documents from any user who is registered user of Cygnature.
- You need to simply send him/her Access request and they have to accept that.
- With Acceptance you can view their documents, access them and download them.
- With this button “Request Access” you can request and access to a users document.

## Preferences Section : Access Controls



The screenshot shows a modal window titled "Add New Contact" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Name \*" and "Email \*". Both fields are currently empty. At the bottom left of the modal, there is a link labeled "Select Users". At the bottom right, there is a blue button labeled "Send". A green arrow points from the "Send" button in this screenshot to the "Send" button in the next screenshot.

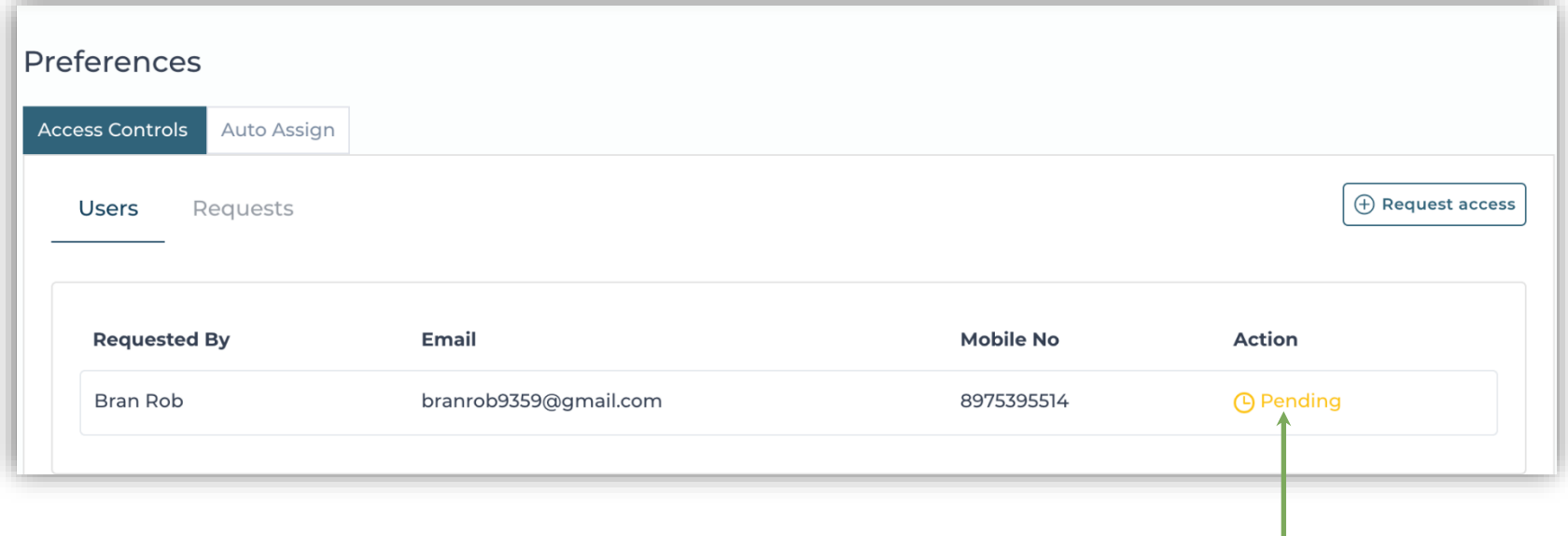
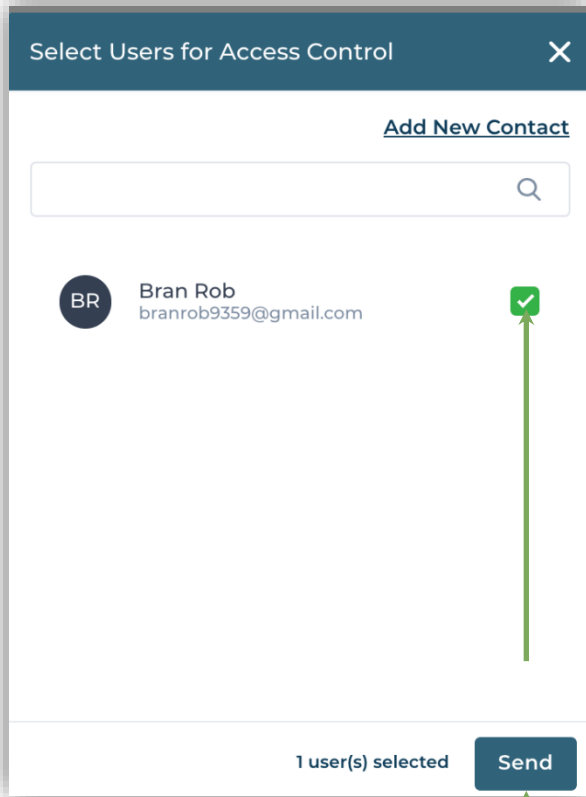
- When requesting access if the contact is not present in your contact list you can add his/her Name and Email and Send a Request.



The screenshot shows the same "Add New Contact" modal window, but now the input fields are filled. The "Name \*" field contains the text "Job Reff" and the "Email \*" field contains the text "Jobreff9359@gmail.com". The "Select Users" link and the "Send" button remain at the bottom. A green arrow points from the "Send" button in this screenshot to the text in the next list item.

- You can add his/her Name and Email and Click on the Send button.
- This will send them a request to access their documents by you.

# Preferences Section : Access Controls



- When requesting access if the contact is already present in your contact list you can just click the green tick beside their name.
- Now you click Send.

- Once you have sent the request the action will appear pending till the user doesn't accept the request.

# Preferences Section : Access Controls

Preferences

Access Controls Auto Assign

Users Requests

Filter By

Requested By	Email	Mobile No	Date	OTP verified	Action
Shruti Vishnupurikar	shruti.vishnupurikar1@cygnetinfotech.com	8975395514	05/11/2020 05:44 PM	N/A	<button>Accept</button> <button>Reject</button>


- The request send to users will appear in the Request section for the user with two options of Accept and Reject.

Preferences

Access Controls Auto Assign

Users Requests

Filter By

Requested By	Email	Mobile No	Date	OTP verified	Action
Shruti Vishnupurikar	shruti.vishnupurikar1@cygnetinfotech.com	8975395514	05/11/2020 05:44 PM	N/A	<span>✓ Accepted</span> 

- Once the user accepts the request it will appear as accepted in their account
- If the request is rejected it will appear rejected.

# Preferences Section : Access Controls

Preferences

Access Controls Auto Assign

Users Requests

+ Request access

Requested By	Email	Mobile No	Action
Bran Rob	branrob9359@gmail.com	8975395514	<a href="#">View Docs</a>

- Once the other user accepts the request, you will see a option of View Docs in your account for that particular user.

CYGNATURE

Dashboard Documents Verify Contacts

SV Shruti Vishnupu...

Export Report

All Documents BR

Documents To Observe

Documents

- All Documents 4
- Awaiting My sign 1
- Awaiting Others 0
- Completed 1
- Due soon 1
- Declined 0
- Expired 2
- Failed 0
- Cancelled 0

Document	Uploaded By	Due Date	Created On	Actions
<div>Shruti Vishnupurikar</div> <div>Bran Rob</div> <div>LIVE Sample SOW</div>	Shruti Vishnupurikar	05/08/2020	05/08/2020 02:22 PM	<a href="#">Details</a>
<div>LIVE Sample SOW</div>	Shruti Vishnupurikar	05/08/2020	05/08/2020 01:04 PM	<a href="#">Details</a>
<div>PDF Sample SOW Statement of W...</div>	Shruti Vishnupurikar	05/14/2020	05/07/2020 03:53 PM	<a href="#">Details</a>
<div>PDF Sample SOW Statement of W...</div>	Shruti Vishnupurikar	05/14/2020	05/07/2020 11:43 AM	<a href="#">Details</a>

- When you Click View docs you can see all documents of that user.
- With the Dropdown you can switch users to View documents.

# Preferences Section : Auto Assign

Preferences

Access Controls Auto Assign

Auto Assign

View History

Email Address \*  
yogesh.lokhande@cygnetinfotech.com

Name \*  
Yogesh Lokhande

Reason  
I am not available for this week. Please sign all documents on my behalf.

Type \*  
Created Between

Awaiting My Sign  
Created Between

Cancel Save

- With the Auto- Assign option you can assign documents to a particular person to sign in your absence for a specific period of time.
- All documents that are sent to you for signing will be automatically sent to that user.
- This is used in conditions when you are not available to sign documents due to some reason.



# Preferences Section : Auto Assign

Preferences

Access Controls Auto Assign

### Auto Assign

**Email Address \***  
yogesh.lokhande@cygnetinfotech.com

**Name \***  
Yogesh Lokhande

**Reason**  
I am not available for this week. Please sign all documents on my behalf.

**Type \***  
Created Between

**Start Date \***  
05/11/2020

**End Date \***  
05/16/2020

View History

Cancel Save

Start Date \*

05/11/2020

< MAY 2020 >

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

End Date \*

05/16/2020

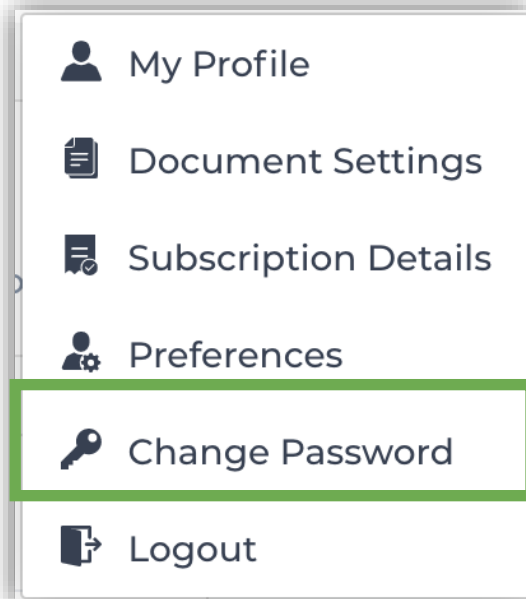
< MAY 2020 >

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- In this section you can add all details of the person whom you want to auto assign all documents to sign in your absence.
- The details required are Email Address, Name, Reason for Auto -Assign.
- You can either select Created between or Awaiting my sign.
- Created between will have certain dates in which you have to auto assign documents to that person.
- Awaiting My Sign will be all documents that are awaiting you sign will be assigned to that person for signing.

- If you have selected the option of Created between you will have to select a Start Date and End date for the auto assign period.
- So the person can sign documents which are sent to you only in this period.
- Once all details are put you can click on Save button and the auto assign will be done.

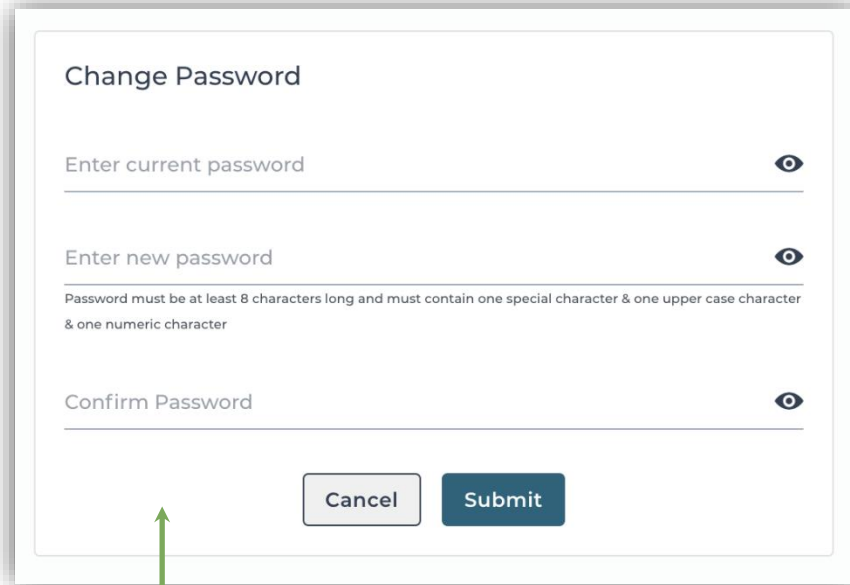
# Change Password Dashboard



The 'Change Password' form is displayed on the right. It has a title 'Change Password' at the top. Below the title are three input fields: 'Enter current password', 'Enter new password', and 'Confirm Password'. Each field has a toggle icon (an eye) to its right. Below the 'Enter new password' field, there is a text requirement: 'Password must be at least 8 characters long and must contain one special character & one upper case character & one numeric character'. At the bottom right of the form are two buttons: 'Cancel' (light gray) and 'Submit' (dark blue).

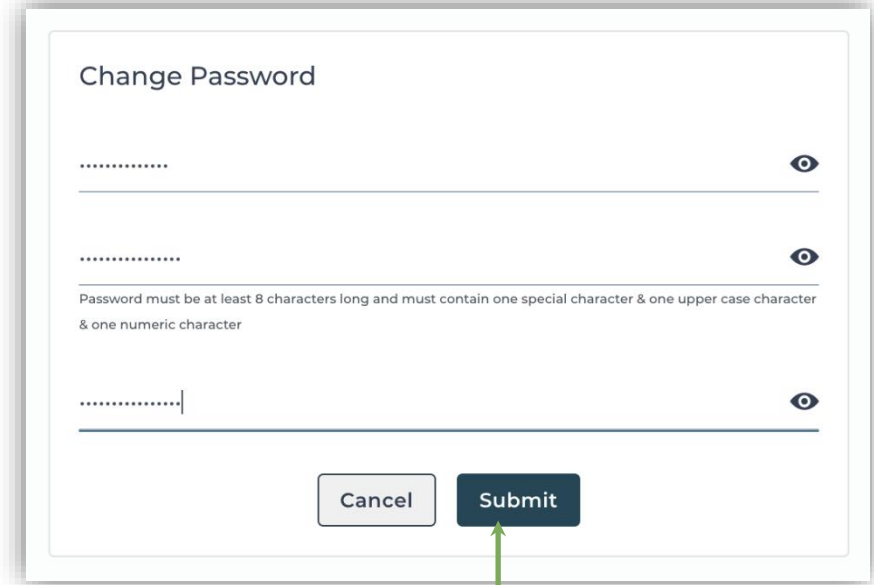
- The Change Password Option will let you change the password of Cygnature Account.

# Change Password Section



The form is titled "Change Password". It contains three input fields: "Enter current password", "Enter new password", and "Confirm Password". Each field has a toggle icon (an eye) to the right. Below the "Enter new password" field, there is a text requirement: "Password must be at least 8 characters long and must contain one special character & one upper case character & one numeric character". At the bottom, there are two buttons: "Cancel" and "Submit". A green arrow points from the "Enter current password" field down to the first bullet point in the list below.

- You need to enter your current password first to change password.
- Then you need to enter the New password.
- Then you have to Confirm the New password.
- The Pre-requisite for a password is it must be at least 8 characters, must contain 1 special character, one upper case letter and a number.



The form is titled "Change Password". It contains three input fields, all of which are filled with dots (password characters). Each field has a toggle icon (an eye) to the right. Below the "Enter new password" field, there is a text requirement: "Password must be at least 8 characters long and must contain one special character & one upper case character & one numeric character". At the bottom, there are two buttons: "Cancel" and "Submit". A green arrow points from the "Submit" button down to the second bullet point in the list below.

- Once all details are entered you can Click on Submit button and your password will be changed.



# CYGNATURE

authenticate • sign • protect

WATCH  
VIDEO



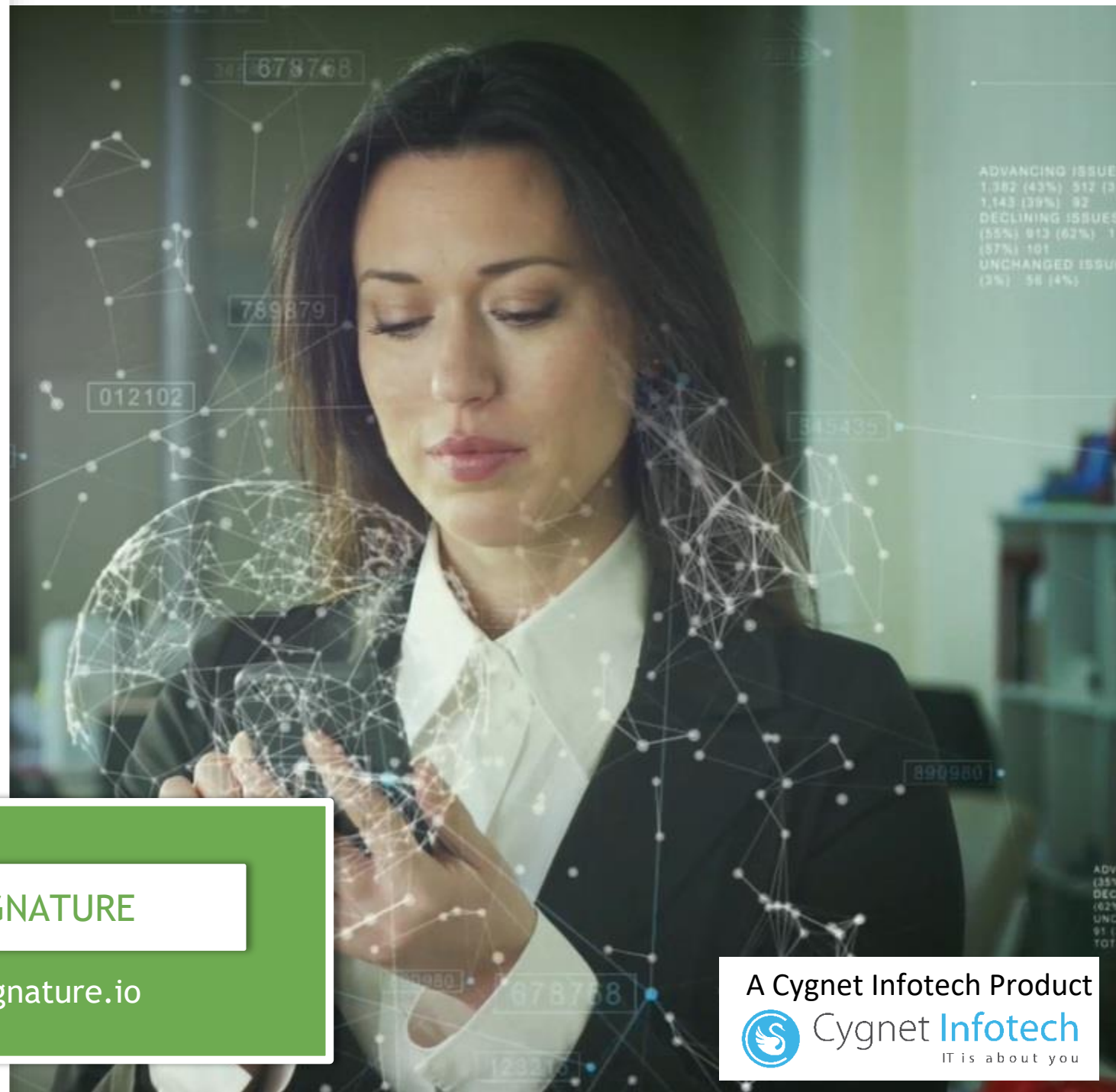
Sales: [hello@cygnature.io](mailto:hello@cygnature.io)  
Support: [support@cygnature.io](mailto:support@cygnature.io)

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