



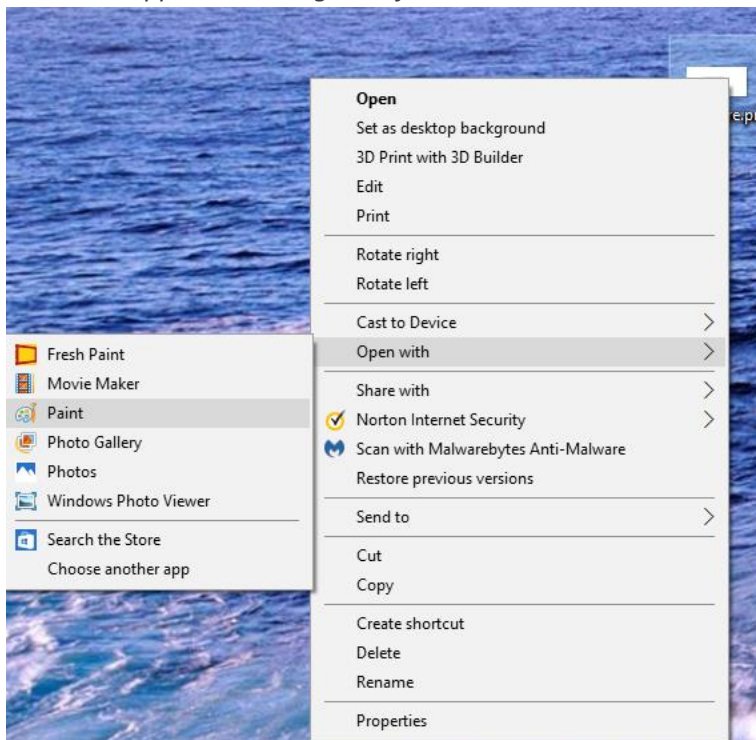
## Purchase Order Signatures *How to create & upload*

### How to create a Signature to upload:

1. Use a blank piece of white paper. *Example: Copy Paper*
2. Capture the signature in the center of the piece of paper for the best results.
3. Take a picture of the signature or you can scan the signature.  
If a picture is taken for the best results, we recommend the following.
  - a. *Try to avoid shadows or direct sunlight.*
  - b. *Take the picture from 2 – 3 feet away, it will be cropped later.*
4. If a photo was taken of the signature email and save the signature attachment.

### How to crop the Signature:

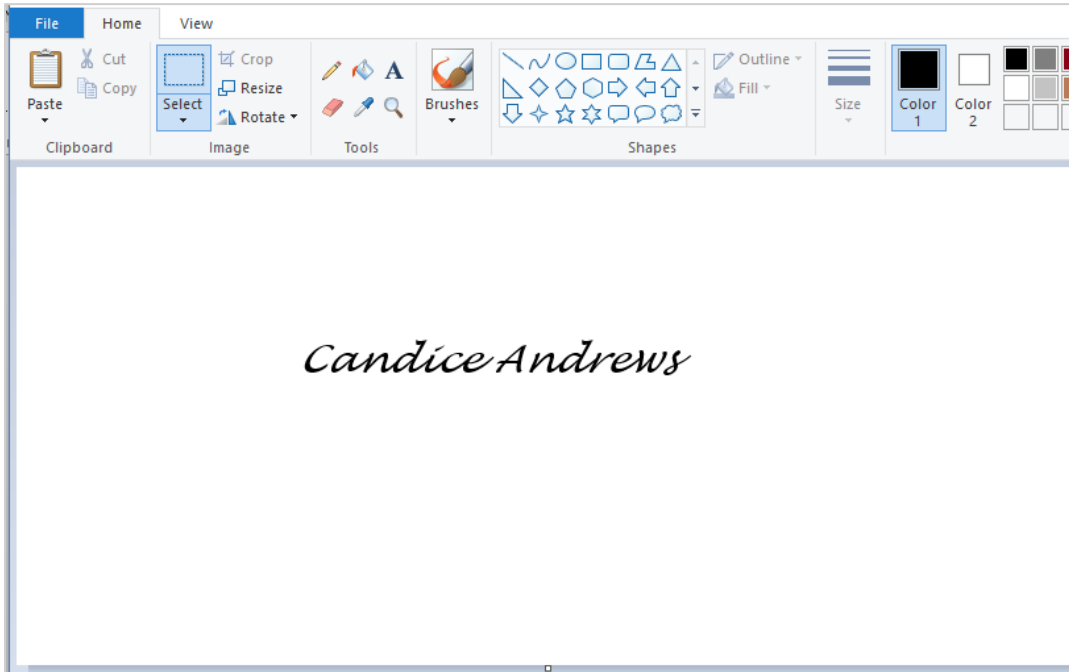
1. Right click on the file to open with the app of your choice.  
**Note:** *The app that is being used for this documentation is Paint.*



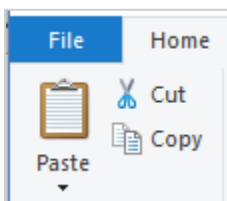
## Purchase Order Signatures

### How to create & upload

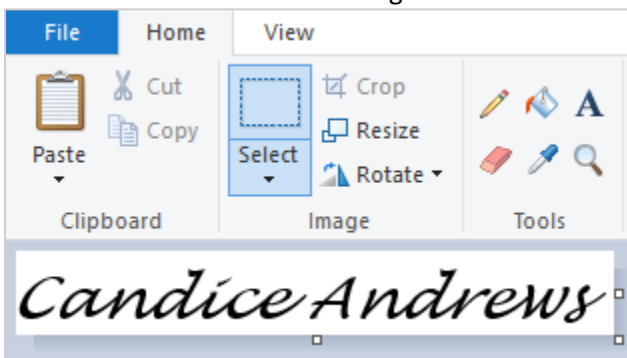
- Depending on where your signature appears within Paint. Use the Select Tool to crop and move the Signature to the top left of the page.



- Click Cut then Paste



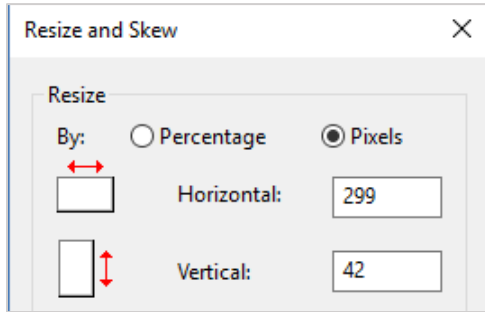
- Remove all the extra White background



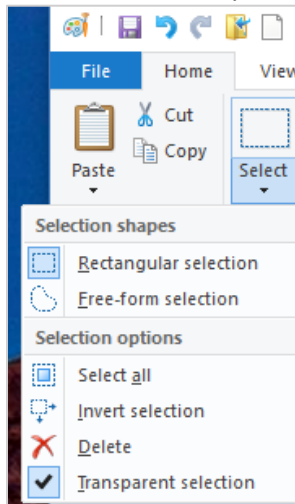


## Purchase Order Signatures *How to create & upload*

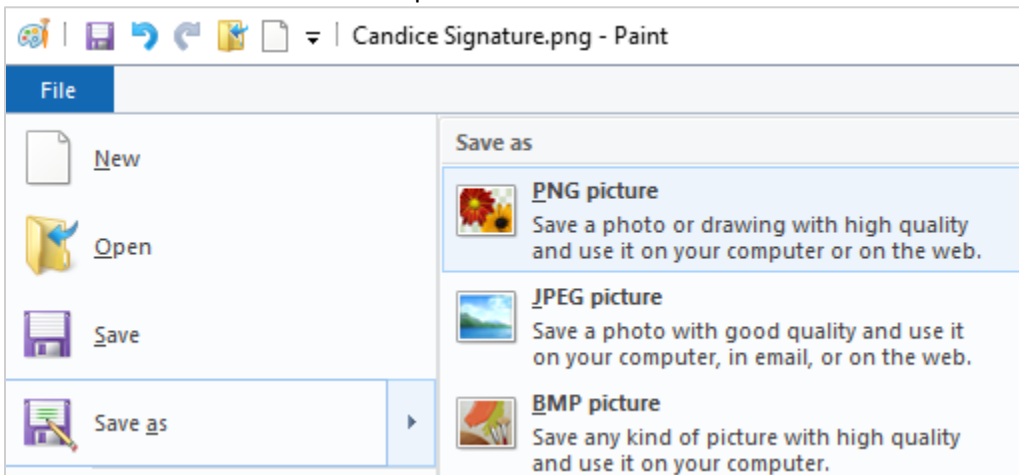
5. Click on resize and then select pixels to check the size of the Signature. The recommended signature size is 225 x 45 pixels or 5:1 ratio.



6. Click the Select drop down choose Select all, click Transparent selection.



7. Click File→ Save as→ PNG picture for the best results.



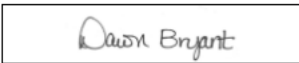


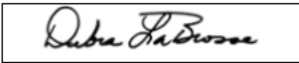


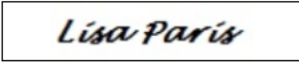


## Purchase Order Signatures

### *How to create & upload*

#### How to upload the Signature:

1. The signature upload can only be completed by the Administrator of the application.
2. If you have multiple Sites choose the site the signature will be uploaded to.
3. Go to Settings→ Office Setup→ Reporting→ Purchase Order Approval Settings.
4. Click on the Upload button, browse to where the signature is stored, select the signature, and click Open.

#### Purchase Order Approval Settings

	First Name - Last Name	Title	Email Address	Range Start	Range End	Signature (225 x 45 pixels or 5:1 ratio)
I:	<input type="text" value="Dawn"/>	<input type="text"/>	<input type="text" value="dbryant@verisk.com"/>	<input type="text" value="0.01"/>	<input type="text" value="1,000.00"/>	 <div style="text-align: right; font-size: 10pt;">    </div>
II:	<input type="text" value="Deb"/>	<input type="text"/>	<input type="text" value="dbryant@verisk.com"/>	<input type="text" value="1,001.00"/>	<input type="text" value="5,000.00"/>	 <div style="text-align: right; font-size: 10pt;">    </div>
III:	<input type="text" value="Lisa"/>	<input type="text"/>	<input type="text" value="dbryant@verisk.com"/>	<input type="text" value="5,001.00"/>	<input type="text" value="10,000.00"/>	 <div style="text-align: right; font-size: 10pt;">    </div>
Acct:	<input type="text" value="Accounting Rep"/>	<input type="text"/>	<input type="text" value="dbryant@verisk.com"/>			

5. When you're finished uploading the signature, Click the save located at the bottom left of the page.