

Pro: E-signing

This guide applies to **pro** versions of Heatpunk


The e-signing functionality makes it quick and easy to get important documents signed by your team or customer.

E-signing a document

In Heatpunk you have the option to send documents for e-signing via email or to e-sign within the document.

Signature

name

date 

Sign here...

I agree to sign this document electronically.

[Cancel](#)

Send a document for e-signing by email

Navigate to the report you want to send for signing via the Reports drop-down in the main site navigation. **Click the send for signing button** outlined below.

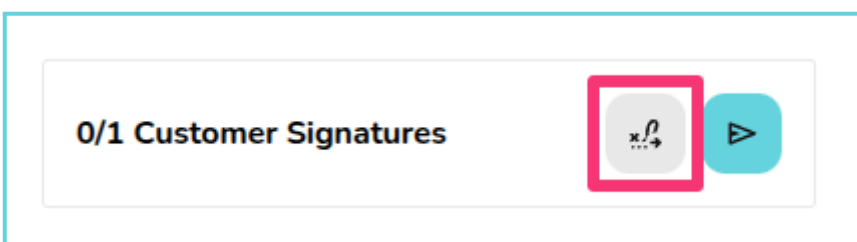


This will open an email menu that contains a link for signing the document. You can [edit the email as required](#), adding any additional attachments, and then click **Send**.

The recipient will receive the email which will include a link for them to review and sign the document. Once they have signed the document, you will receive an email notifying you that the document has been signed.

E-signing within a document

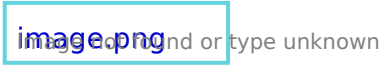
You also have the option to e-sign from within the documents. Select the icon outlined below to navigate directly to the next e-signing location:



Then click where it says sign and e-sign the document.

View a signed document

To view the signed version of the document, **navigate to the document via the reports dropdown** in the main navigation. On the right side bar it will then say **Multiple versions available** with a date below it, the signed version of the document can be loaded by selecting the date version you want to view:



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