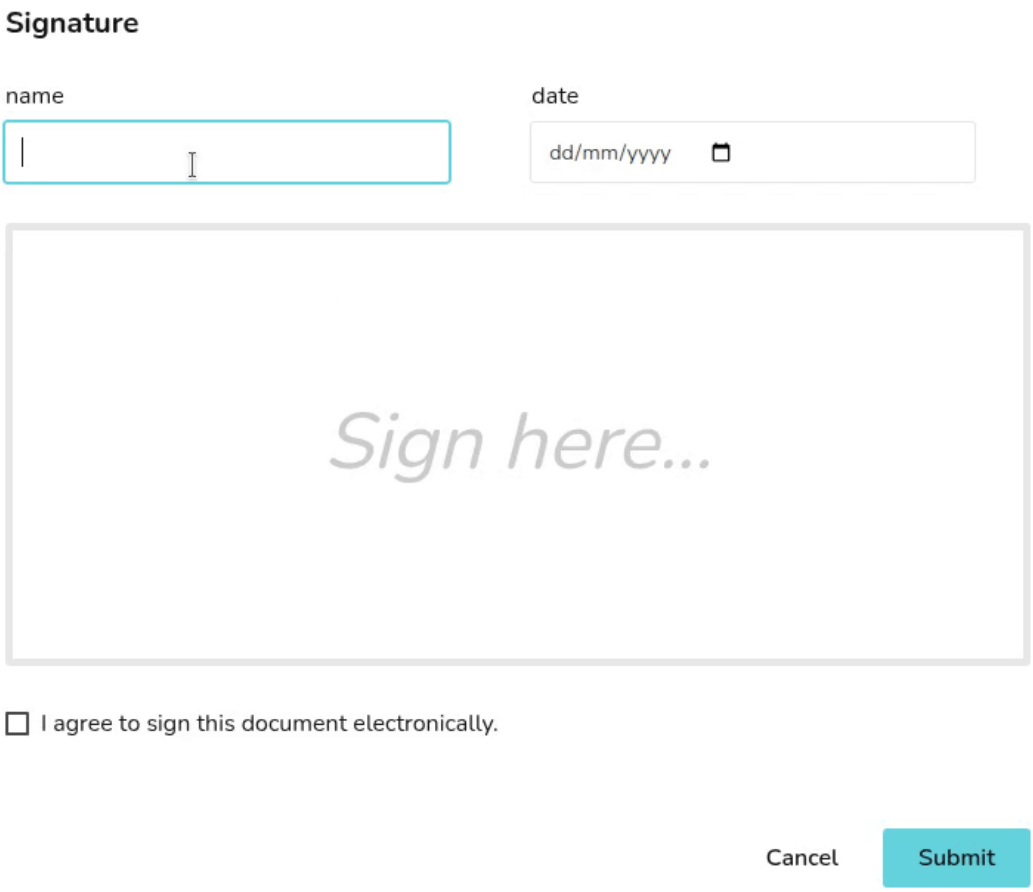
Pro: E-signing

> 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.

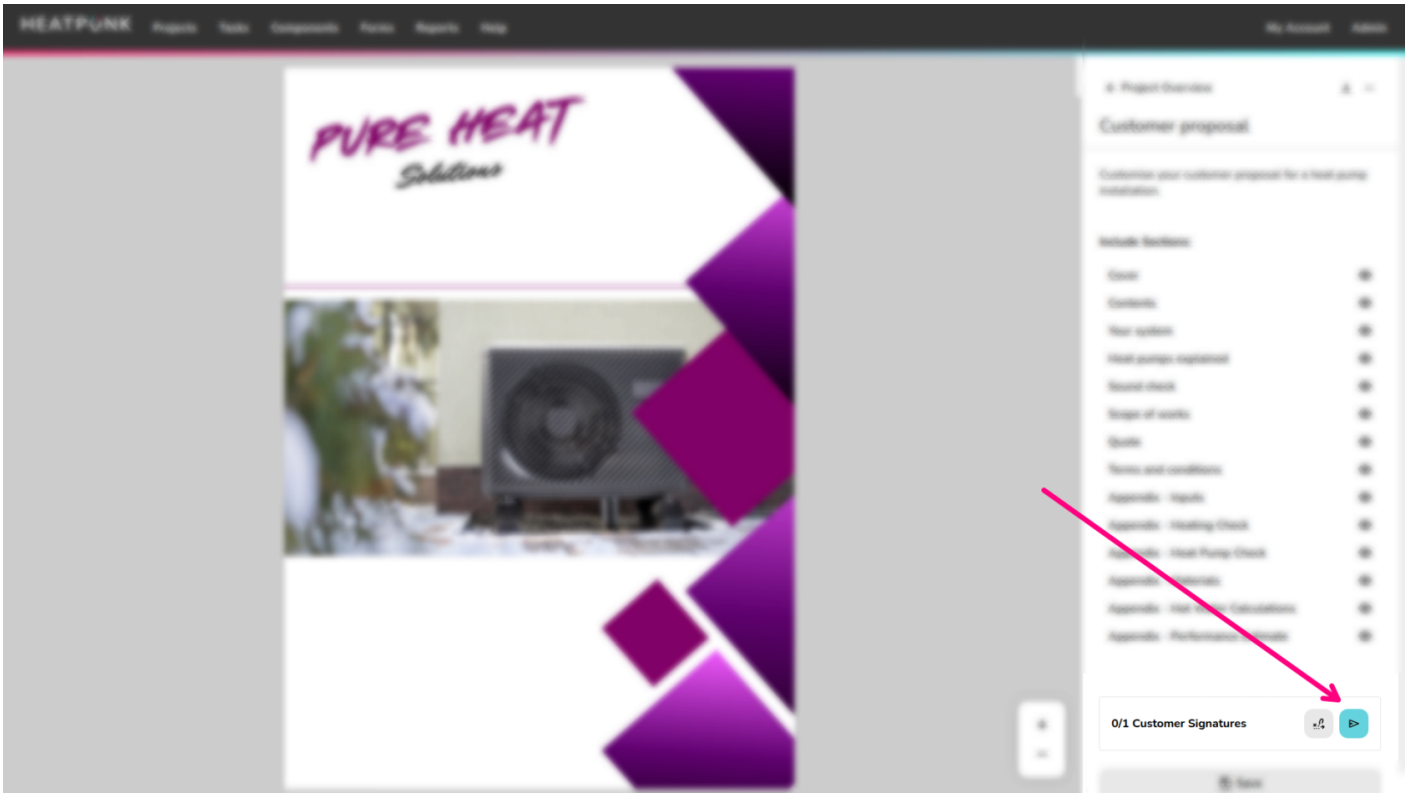
E-signing a document

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



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** in the bottom right corner outlined below.

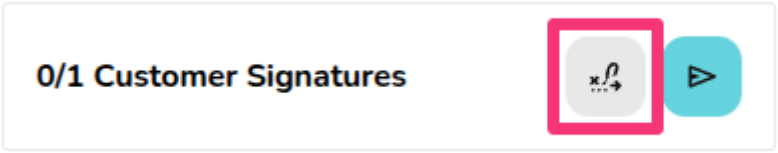


This will open an email menu that contains a link for signing the document. You can edit the email as required, adding any additional attachments, and then click **Send**.

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 drop-down** 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.

image.png
Image not found or type unknown

Still Need Help? / Want to know more?

- **Related FAQs:** Check out our Pro and Enterprise FAQs for answers to common questions
- **Further guides**: Take a look at our Pro help guides and Reports, document storage and emails help guides
- **Live training:** Book onto a live demo session to see this feature in action

Contact Support: If you've got further questions, get in touch with our support team at **help@heatpunk.co.uk** (UK) or **help@heatpunk.ie** (IE). *If you are experiencing a bug, to help us look into your issue faster, please include the email address of your account, the name of the project and screenshots of any unexpected behaviour.*

Revision #6
Created 13 November 2024 12:56:06
Updated 2 October 2026 09:03:56 by Emma