

eCMS Signatures – Company/Division Setup for eForms

Recent changes have been made to enforce company/division security when using signatures on eForms within eCMS. With these changes, eCMS requires authorization to the company/division for which a signature can be used. These changes are delivered in eCMS v.4.1 SP1 Fix Pack 1 and eCMS v.4.0 SP3 Fix pack 13 updates and will be effective from that point on.

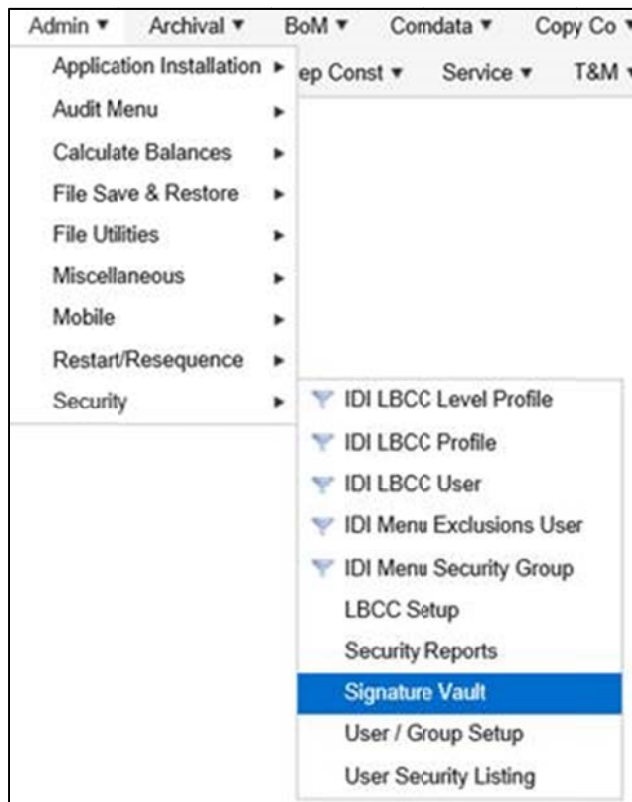
After installing one of these updates, signatures that were previously included on checks and other eForms documents may no longer be available until you perform the setup described in this document. Prior to these updates, company/ division rules were not fully enforced.

No need to wait. This setup can be done before or after the aforementioned updates have been installed.

Here is how to do it:

Access the Signature Vault in eCMS

While signed on to eCMS with sufficient authority to the menu option and the desired company/divisions, select *Admin | Security | Signature Vault*.



Enter the Security Company/Division Authorizations

Select the *Signature* tab.



System Maintenance | Signature Vault Maintenance

Permission | **Signature**

Signature Permission:

Description:

Select the signature to be maintained.



System Maintenance | Signature Vault Maintenance

Permission | Signature

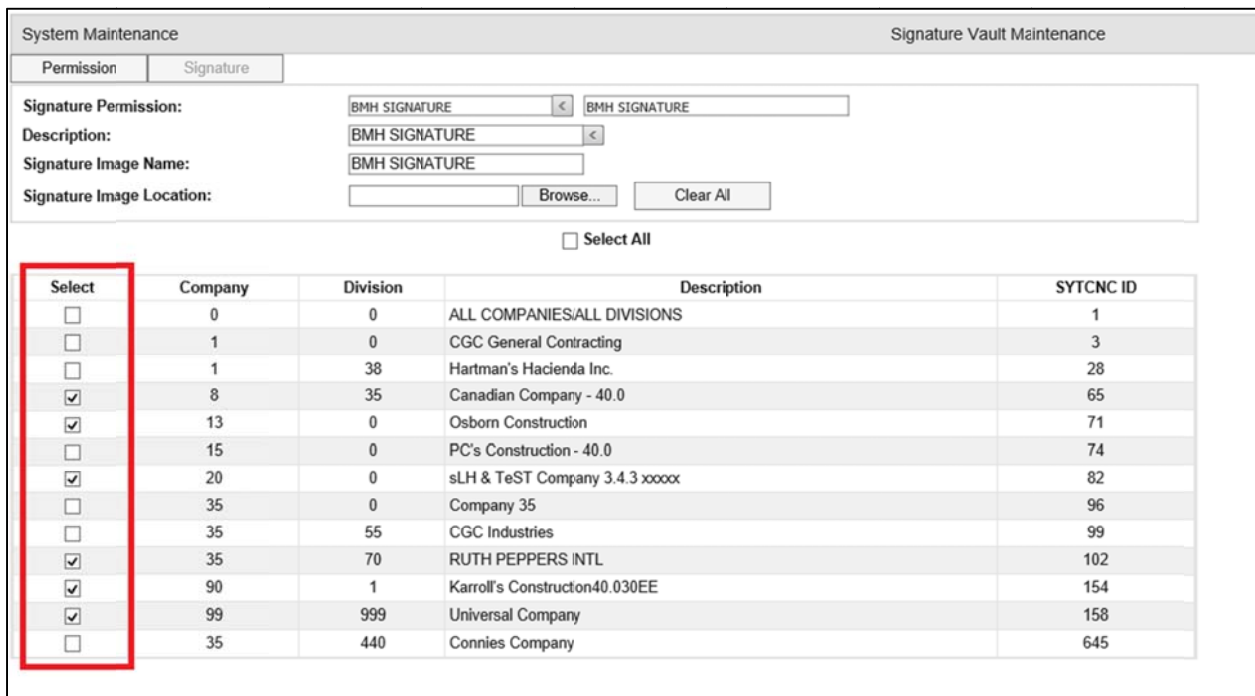
Signature Permission:

Description: **Prompt here to select from a list of signatures**

Signature Image Name:

Signature Image Location: Browse...

Click the *Select* checkbox to allow (checked) or disallow (unchecked) use of the signature for each company/division. Click **Ok** to save the changes.



System Maintenance | Signature Vault Maintenance

Permission | Signature

Signature Permission: BMH SIGNATURE

Description: BMH SIGNATURE

Signature Image Name: BMH SIGNATURE

Signature Image Location: Browse... Clear All

Select All

Select	Company	Division	Description	SYTCNC ID
<input type="checkbox"/>	0	0	ALL COMPANIES/ALL DIVISIONS	1
<input type="checkbox"/>	1	0	CGC General Contracting	3
<input type="checkbox"/>	1	38	Hartman's Hacienda Inc.	28
<input checked="" type="checkbox"/>	8	35	Canadian Company - 40.0	65
<input checked="" type="checkbox"/>	13	0	Osborn Construction	71
<input type="checkbox"/>	15	0	PC's Construction - 40.0	74
<input checked="" type="checkbox"/>	20	0	sLH & TeST Company 3.4.3 xxxxxx	82
<input type="checkbox"/>	35	0	Company 35	96
<input type="checkbox"/>	35	55	CGC Industries	99
<input checked="" type="checkbox"/>	35	70	RUTH PEPPERS INTL	102
<input checked="" type="checkbox"/>	90	1	Karroll's Constructon40.030EE	154
<input checked="" type="checkbox"/>	99	999	Universal Company	158
<input type="checkbox"/>	35	440	Connies Company	645