



eSignature is a premium module that allows a customer (or a trucker, or anybody) to sign an electronic copy of the document with an external signature pad, a mouse, or even a finger. Instead of printing, signing, photocopying, filing, and then trying to find it when you need it; you'll preview it, add an eSignature or two, and save it. It will always be available to you in agrē, and optionally available to your customers in *Grower Central*.

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Note As what is displayed on each signature pad is different, the screenshots in this whitepaper were taken using Generic as the default device (as if you were signing on a laptop with a mouse or on a iPad with your finger)

Before you can start eSigning there are a few setup tasks that need to be completed – but they need to be done only once.

eSignature Client Installation

Each Windows computer running a **desktop** version of Citrix (including laptops and hybrid devices like the Surface Pro) requires a local installation of the eSignature client files.

These two client files need to be installed on each Windows computer that will be using eSignature:

- 1. FirmaCerta SDK Citrix Client[4-0-2].msi¹
- 2. FirmaCerta TS.msi²

As new signature pads are released, these files will need to be updated/reinstalled occasionally to install the drivers to run the newer hardware.

If your device is running a **mobile** version of Citrix (as would most tablets including the iPad, and most cell phones/phablets) you *won't* need to install it.

eSignature is not supported for OSx (MacPro, MacBook Air).

Caution Before installing the eSignature software please make sure both **agrē** and Citrix are closed completely.

Closing Citrix via the X button in the top right hand corner merely minimizes the application. You need to **right click on the receiver icon in the system tray and select "Exit"** to close it down completely. This is so that after the signature pad driver installation is complete Citrix can properly map the devices.

Open	
Sign Out	
Connection Center	
Advanced Preferences	
Help	
Exit	Right Click
	⊅ ≫ €

¹ You can navigate manually to: http://www.tronia.com/downloads/FirmaCerta_SDK_Citrix_Client[4-0-2].msi

² You can navigate manually to: http://www.tronia.com/downloads/FirmaCerta_TS.msi

Signature Pad Driver Installation

Recommended Wacom Signature Pads

Tronia supports only the following Wacom signature pads:

- Wacom STU-430
- Wacom STU-530 (discontinued but still supported)
- Wacom STU-540
- Wacom DTU1031X (discontinued but still supported)
- Wacom DTU-1141B

If you have chosen to use one of these external Wacom signature pads, the corresponding driver must be installed on *each* device that will be using it.

Caution Before installing a signature pad driver please make sure both **agrē and Citrix are closed completely**. If Citrix is running during the installation, the signature pad may not be recognized by agrē.

Please know that because Tronia has not tested other signature pads we cannot guarantee their compatibility with agrē or Citrix, and therefore we are unable to provide support for them.

agrē Configuration Options

Company Config Options

Once Tronia has enabled *eSignature* in your agrē database, you'll see a new sub-tab under Reports. Choose the options that best fit the way your company will use eSignature.

General Accounts Receivable Blending Accour Check to enable eSignature on reports Agronomy Gitain Reports Messages
activities incontraine
Report Options Email Defaults Default Criteria resumer mame romacung pienos on Reports eSignature
Image: Signature Enabled Documents Choose most common, or leave blank and set at User level what should agrē do after it's been signed?
AR Invoice Close Window AR Invoice Close Window Loadout Ticket Close Window Work Order Nuentory Location Transfer Payment Receipt Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Window Close Close Window Close Close
eSignature Enabled Grain Documents After Signature Purchase Contract

File > Config Options > Company

TipChoose Generic as the Default Device if a generic stylus or the customer's
finger (perhaps on an iPad) will be mainly used to eSign documents.

User Config Options (optional)

These configuration settings can be personalized at the User Level on the *Reports / eSignature* subtab.

Save 📄 Start Over 🔇 Exit		
Jser: agre User Miscellaneous AR/AP Blending Reports Ema Report Options Default Criteria eSignature	Retrieve Agronomy Advanced	
Default Device: eSignature After Signature: AR Invoice Loadout Ticket Work Order Location Transfer Payment Receipt	eSignature Grain After Signature: Purchase Contract ✓ ✓ ✓	•

File > Config Options > User

Tip	Choose Generic as the <i>Default Device</i> if a generic stylus or the customer's
	finger (perhaps on an iPad) will be mainly used to eSign documents.

Grower Central Config Options(optional)

If you are using *Grower Central*, all eSigned documents can display by default.

V Grower Central Options	
🔄 🖬 Save 📄 Start Over 🔇 Exit	
Activity Show- Customer Activity Documents By default show documents in Grower Central: Manually Uploaded CeDocuments/eSignature	Message Heading: Beld Scouting non- Soil/Tissue Tests IV Crop Plans V Soil/Tissue Submissions V Field Expenses V Custom Application V Requested Custom Application

File > Config Options > Grower Central

Adobe Acrobat Reader Preferences

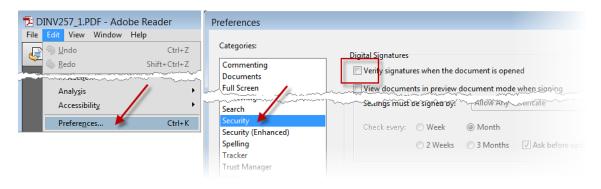
agrē eSignature documents are saved in PDF format and can be opened by any PDF reader. Everything required to view the eSignature is included in the file and you should not need to install any additional security features or font packs to see them. If you are a hosted customer eSignature documents will open in Adobe Acrobat Reader, which is the agrē server's default PDF viewer.

Adobe Acrobat Reader has very robust signature authentication with far more security functionality than agrē eSignature requires. When opening signed documents, you may see a message similar to one of the following:

Acroba	at Security Settings	×
*	In order to improve your experience with download a list of trusted certificates, allo validated automatically. Would you like t these settings?	wing certain signed documents to be
H	Help	OK Cancel
Annaha	-t Committe Contrinues	
Acroba	at Security Settings	
Acroba	at Security Settings A new security settings update, featuring Adobe Approved Trust List is available. T experience with signed documents. Wou	his update will improve your

Click Cancel. You don't need to install a list of trusted certificates to view agrē eSignature PDFs.

If you'd like to suppress these messages permanently (and you don't need to authenticate any eSignature PDFs from applications other than agrē) you can edit your Adobe Acrobat Reader Preferences and turn off **Verify signatures when the document is opened**.

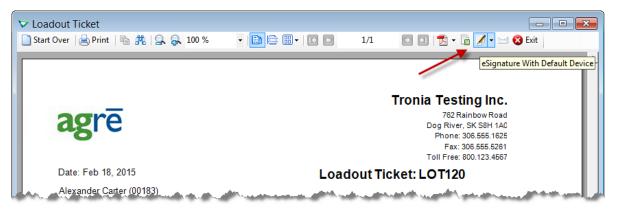


eSigning Documents/Reports

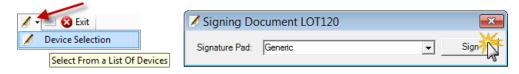
The process for single eSignatures is common to all reports. For reports that allow for multiple eSignatures, there's an extra step to add the second one.

Single eSignature Reports

For single-signature reports adding an eSignature with your default device is as simple as clicking a button.



If you need to eSign with a device different from your default, click the down-arrow next to the button. This will allow you to select a different device for just this eSignature. You'll also see this window if no default signing device has been selected at the Company or User level.



Use the signing device to add the signature and click OK.

Signature acquisition			
	eSignature must be fully contained within the borders of the red box		
Signature:	Date:	forget about	
Printed Feb 24, 2015 1:29 pm	Created By agre User	eSigning & go back to	erase my messy
		previewing the report	signature so I can try again

			Cancel Clear

After the report has been signed, agrē will listen to the *Company* or *User Config Options* and either close the report window, email the signed PDF, or bring up the Preview/Email window and let you decide.

Multiple eSignature Reports

For reports that require multiple signatures, like the Location Transfer where both the shipper and the receiver need to eSign, follow the process above to add the first eSignature.



When the product gets to where it's going, adding an additional eSignature is just as easy. Click *Add New Signature*.

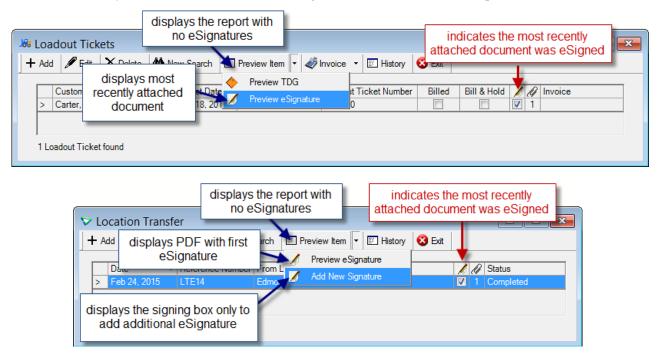
V Location Transfer	displays the report with no eSignatures	indicates the most recently attached document was eSigned
+ Add displays PDF eSignatu > Feb 24, 2015 LTE14 displays the signing bo	Ure Preview e Edmos Add New	Signature Signature 1 Completed
add additional eSig	nature	get eSignature #2

The signing box displays with the previous eSignature so a second one can be added alongside.

Signature acquisition				
			dd a second eSig	
Consignor: Tronia Testing Inc. (Edmonton)	Carrier:	Consigne	e: Tronia Testing Inc.	(Dog River)
Per:	Per:	Per:	•	
TDG Expires On:	Unit No.:			
No. of Placards: Type	of Placards:	or No Placards Requried	Tarped	Van
Printed Feb 24, 2015 2:17 PM				Page 1 of 1
			Ск	Cancel

Managing eSignature Documents

As shown above, you can view the most recent eSignature document from its respective home form.



You can manage customer eSignature documents from the Customer Accounts Documents tab ...

& Customer Account Information for	Carter, Alexander (00183)	
👬 New Search 🔹 Refresh 💈 Agronomy	😵 Exit	
Add New Item Advanced	Carter, Alexander (00183) Box 14 #7 Arden County Road Dog River, SK S0K 1T9	P: 306.552.1903 P2: 306.552.1921 M: 306.457.9963 F: 306.227.2246
Reports	Net Balance (including Prepayments): \$16,5	962.52 Accept Payment
Customer Details 🔹	Balance (excluding Prepayments): \$66,7	704.83 Return Funds
	Unapplied Credits: \$5,"	182.50 Apply Credits
	Prepayment Funds Available: \$49,7	⁷⁴ indicates eSignature
	Account History CRM Activity Documents Agronomy	
	Title Filename Date	🔻 GC 🖌 Linked To 🛛 Owner 🔺
	> LOT120_1.PDF LOT120_1.PDF Feb 24	
	DINV257_1.PDF DINV257_1.PD Feb 19	
	DW0131_1.PDF DW0131_1.PD Feb 10	
	LOT117_1.PDF LOT117_1.PDF Feb 10), 2015 🔲 Loadout Ticket: LOT117 agre User 👻
	+ Add Document	t 🖂 Email 🔚 Save As 🎤 Edit 🗙 Delete Document

Note

eSigned documents cannot be deleted until their source document (e.g. the loadout ticket they're attached to) has been deleted.

... and view them from the *Account History tab*.

	Date	Туре	Reference	Location	14	Amount	*
	Feb 18, 2015	Invoice	DINV257	Dog River	V	\$850.00	
	Feb 18, 2015	Invoice	DINV256	Dog River		\$17.50	
>	Feb 18, 2015	Loadout Ticket	LOT120	Dog River			
	Feb 18, 2015	Work Order	DWO136_Mike	Dog River			Ŧ
			View P	osting Details		ihow Last Year	•

If you want to manage all types of eSignature documents from one central location, head over to the *Document Manager*.

	ocument Ma Add 🖋 Edit	X Delete M New Search M Em	ail 📕 Save As	Grower Cent			
				indicates eSignature			
Г	Upload Date	Document Title	Linked To	Reterence No	Customer/Supplier	GC Owner	-
>	Feb 24, 2015	LOT120_1.PDF	Loadout Ticket	LOT120	Carter, Alexander	🚺 🚺 agre User	
	Feb 24, 2015	LTE14_1.PDF	Location Transfer	LTE14		🔽 🔽 agre User	
	Feb 19, 2015	DINV257_1.PDF	Invoice	DINV257	Carter, Alexander	🔲 🔽 agre User	
	Feb 17, 2015	SAINV78_5.PDF	Invoice	SAINV78	Wallace, Ted	🔽 📃 agre User	
	Feb 17, 2015	SAINV78_4.PDF	Invoice	SAINV78	Wallace, Ted	🔽 📃 agre User	-

File > Manage > Documents

Help For more detailed instructions on using the Document Manager, please refer to the relevant section in the whitepaper: *CRM - Customer Relationship Management*.