

Signeasy



Signeasy just got better!

Fast, powerful, and delightful experience

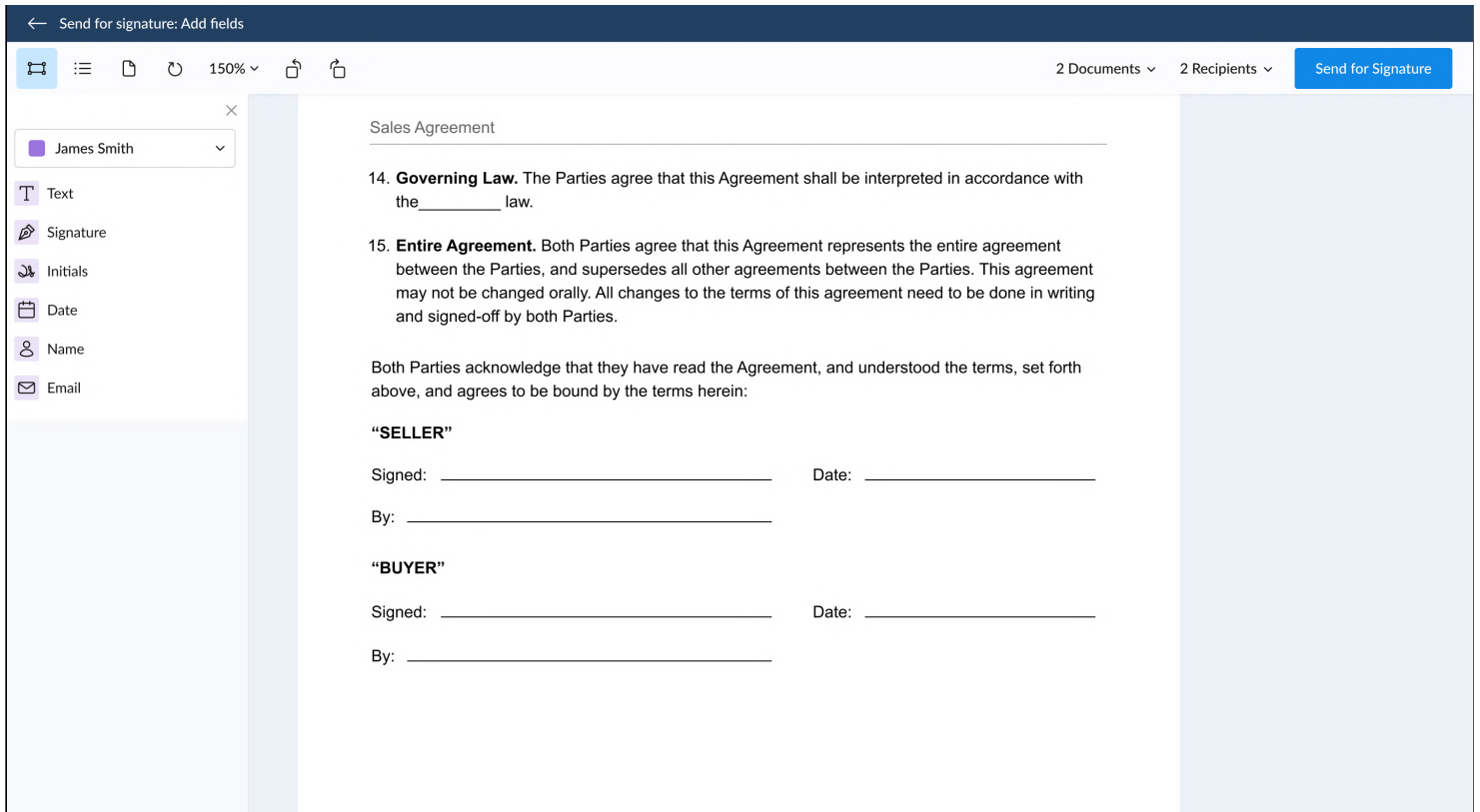


STEP-BY-STEP GUIDE

Document preparation and signing workflows



Preparing and sending a document for signature

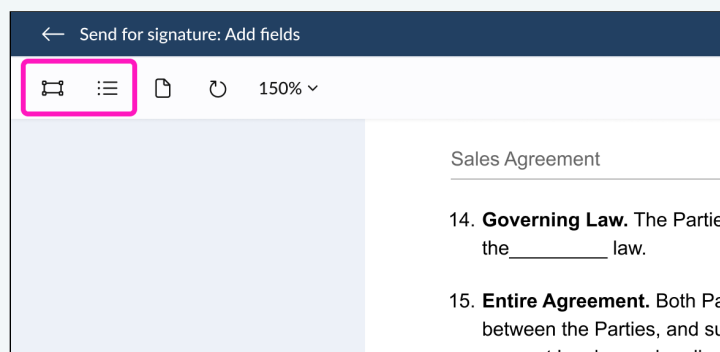
Experience the convenience of organized field grouping, flexibility in editing, and a faster overall performance.



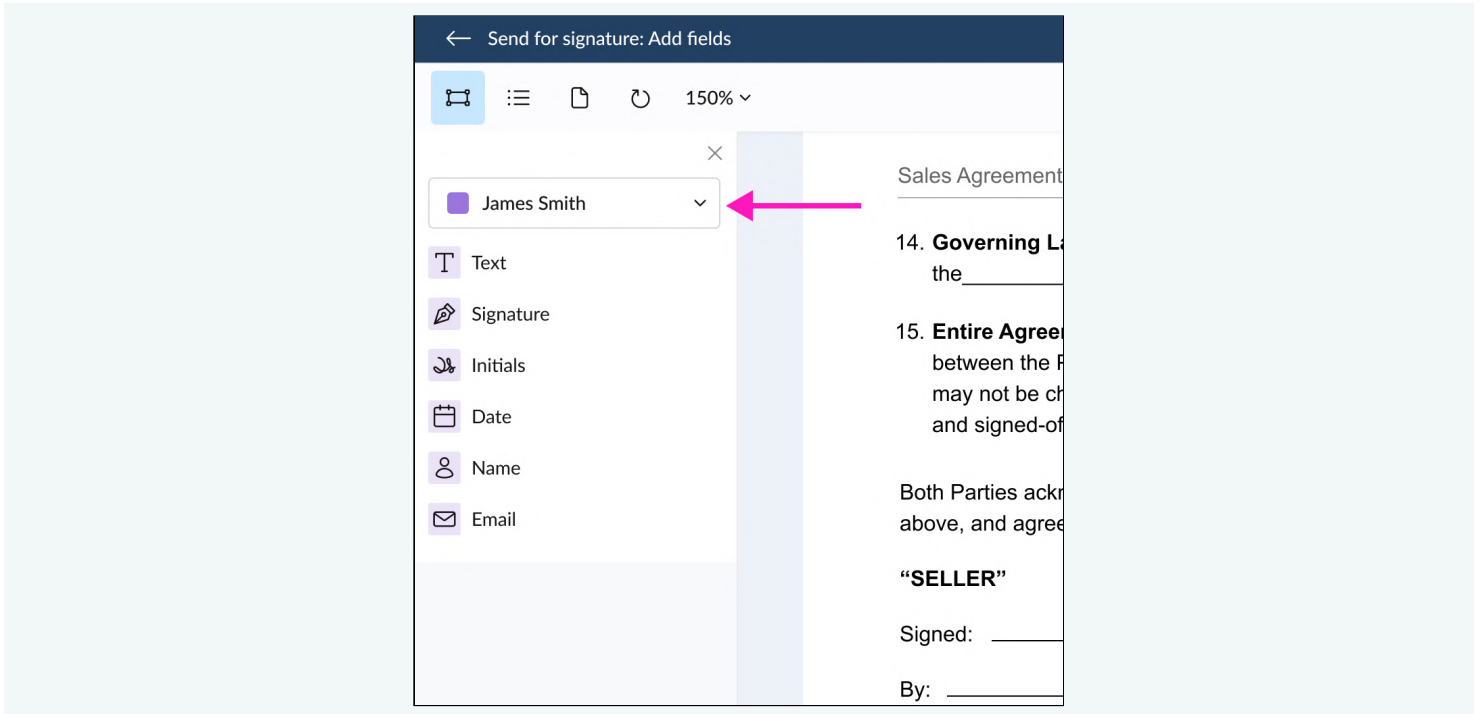
All primary actions are organized together for better accessibility

Field grouping

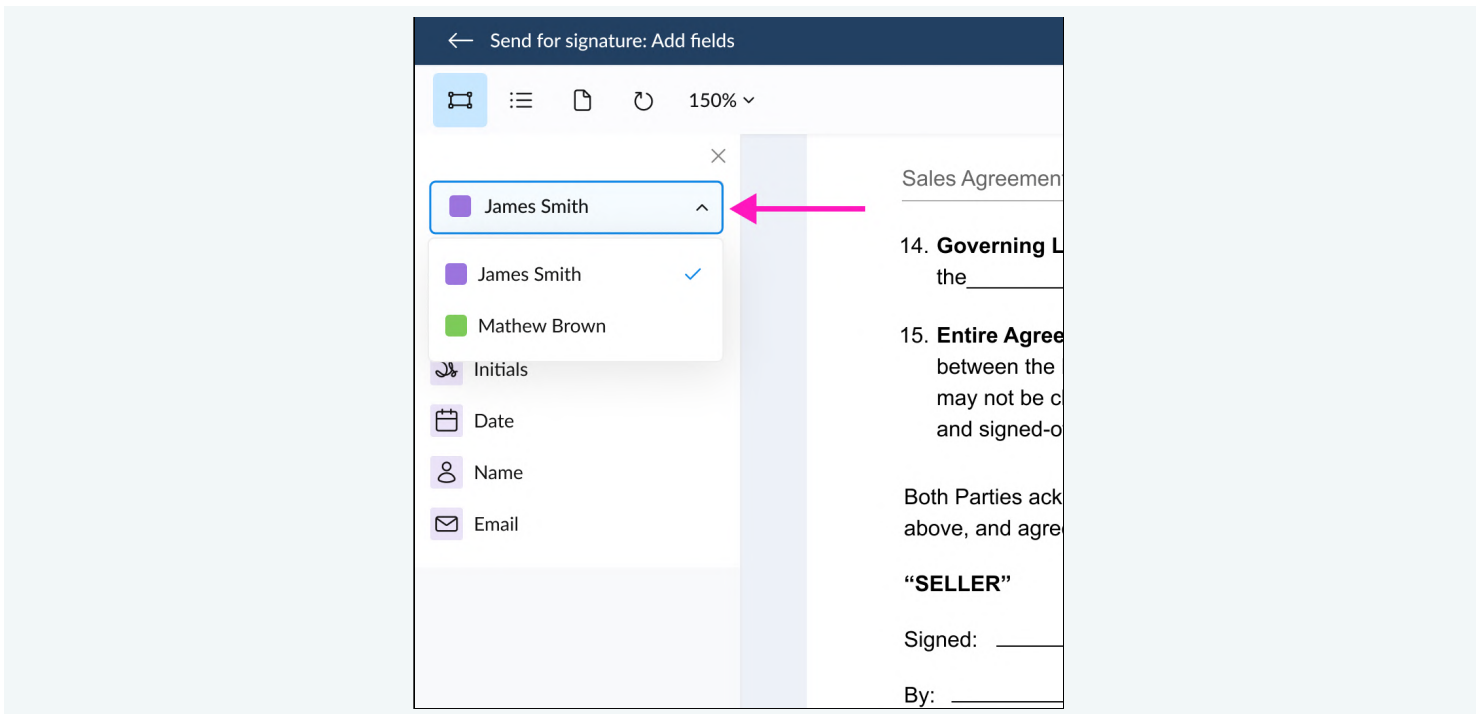
- Fields are categorized into two groups:  **Input fields** (Signature, Initials, Date, Text, Email, Name, and Image) and  **List** (Radio group, Checkbox).



2. To add a field, click on the field icon on the top menu, and select the appropriate field type from the options provided.
3. By default, the fields panel fills in the first signer.

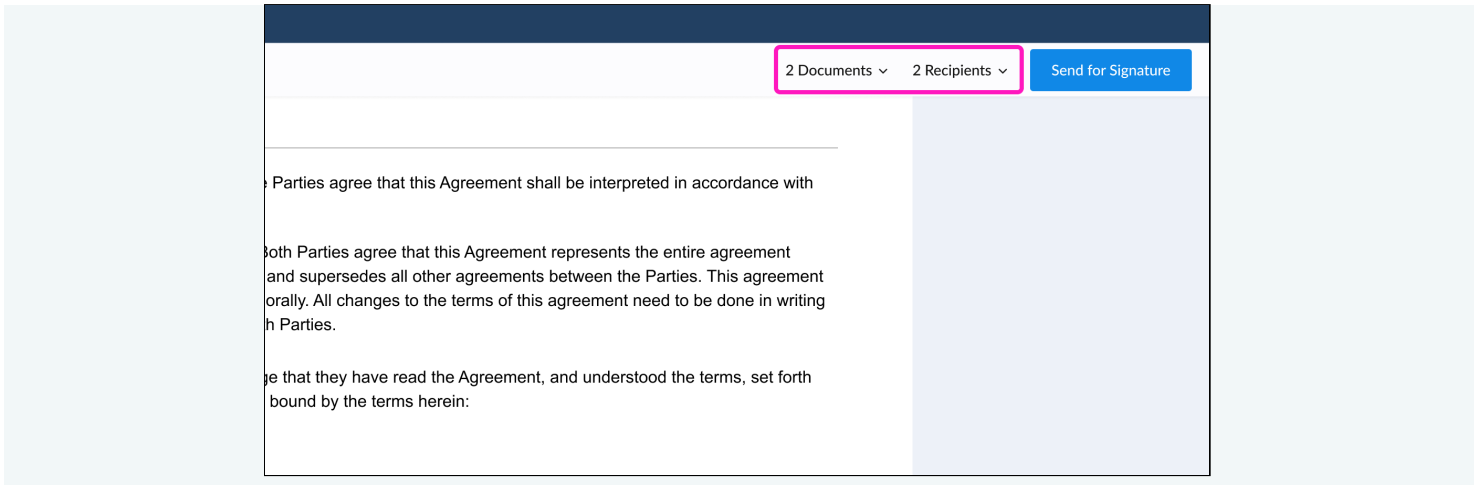


4. To switch signers, click on the signer's name and choose a different signer from the list.



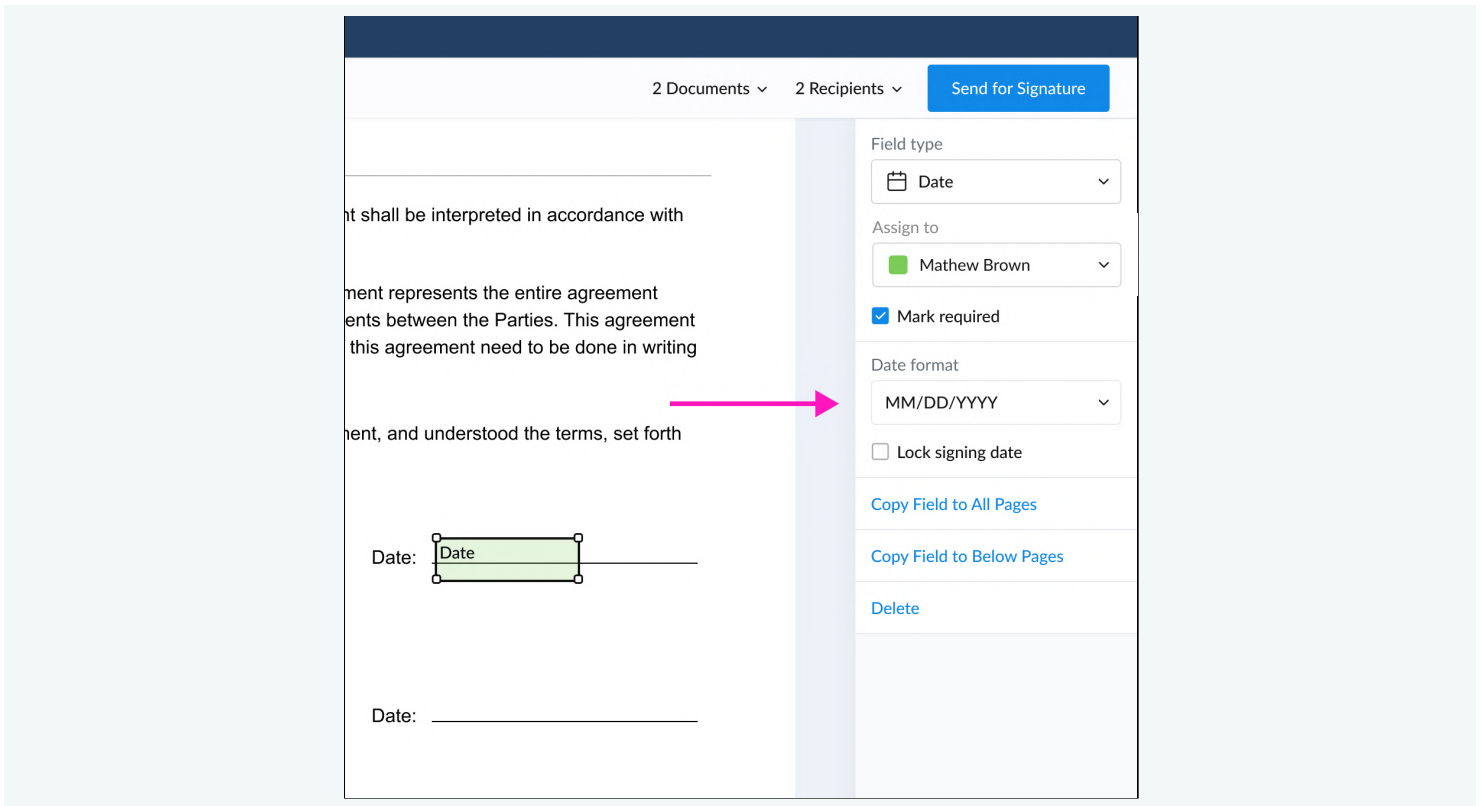
5. Dropping fields on the document automatically assign them to the selected signer.

- Documents and recipient details are on the top right corner of the screen. To see details, just click on them.

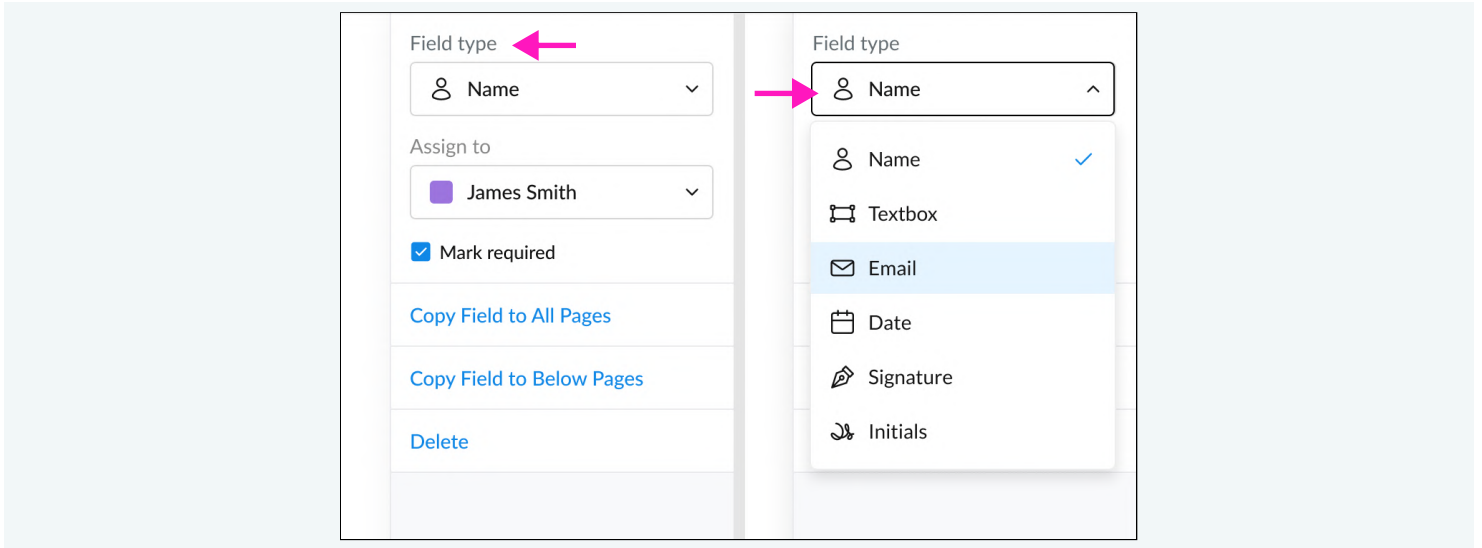


Properties menu

- Clicking on a field displays its **Properties** menu on the right panel.
- The **Properties** menu allows you to perform actions on individual fields on the document.

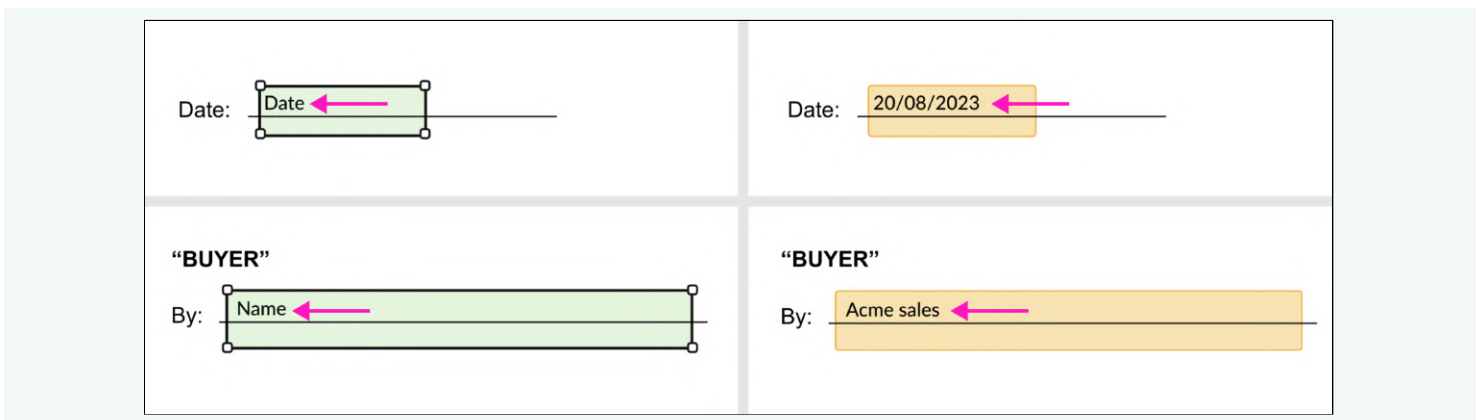


3. The **Properties** menu disappears automatically when the field is deselected.
4. You can change the field type from the **Properties** menu without deleting and re-dropping the field.
5. To change the field type, click the **Field type** dropdown from the Properties menu and select the desired field type.



Field dropping

1. The labels of all fields are positioned at the top-left of the field boxes. When dropping fields on the document, align them as per the text.
2. When the signer begins entering the value in the field, it will always be aligned at the top.



Signing a document

Experience an improved signing process with enhanced navigation, making it hassle-free and quick. No confusion or delays – easily view fields, fill, sign, and execute documents swiftly.

← Sign: Sales Agreement.pdf

150% ▾ 2 Documents ▾ 2 Recipients ▾ Finish Signing ⋮

Fields Attachments ×

Message from the sender

Hi, I'm sending the Sales Agreement. Please finish s... [More](#)

All fields (7)

▼ Sales Agreement

Page 1 of 3

▶ Name
Text

Page 2 of 3

Date
Email

Page 3 of 3

Signature
Date
Name

▶ Annexure-A.pdf

Sales Agreement

This sales contract (hereinafter referred to as the "Contact") is entered into between Name with registered address at Text (hereinafter the "Buyer"), and Acme.in with a registered address located at 1601, Elm st, Dallas (hereinafter the "Seller"). (collectively the "Parties" or "Party")

This Contract will be effective as of 25 Aug 2023

Recitals

Whereas, Seller is the manufacturer/provider of the following (hereinafter 'Goods/services'), and

Whereas, Buyer wishes to purchase from Seller, and Seller wishes to sell Goods/services to Buyer according to the provisions set forth in this agreement and on no other terms, unless mutually agreed.

Now, therefore, in consideration of the foregoing premises, and of the mutual promises and covenants herein contained, the Parties, intending to be legally bound, agree to the following:

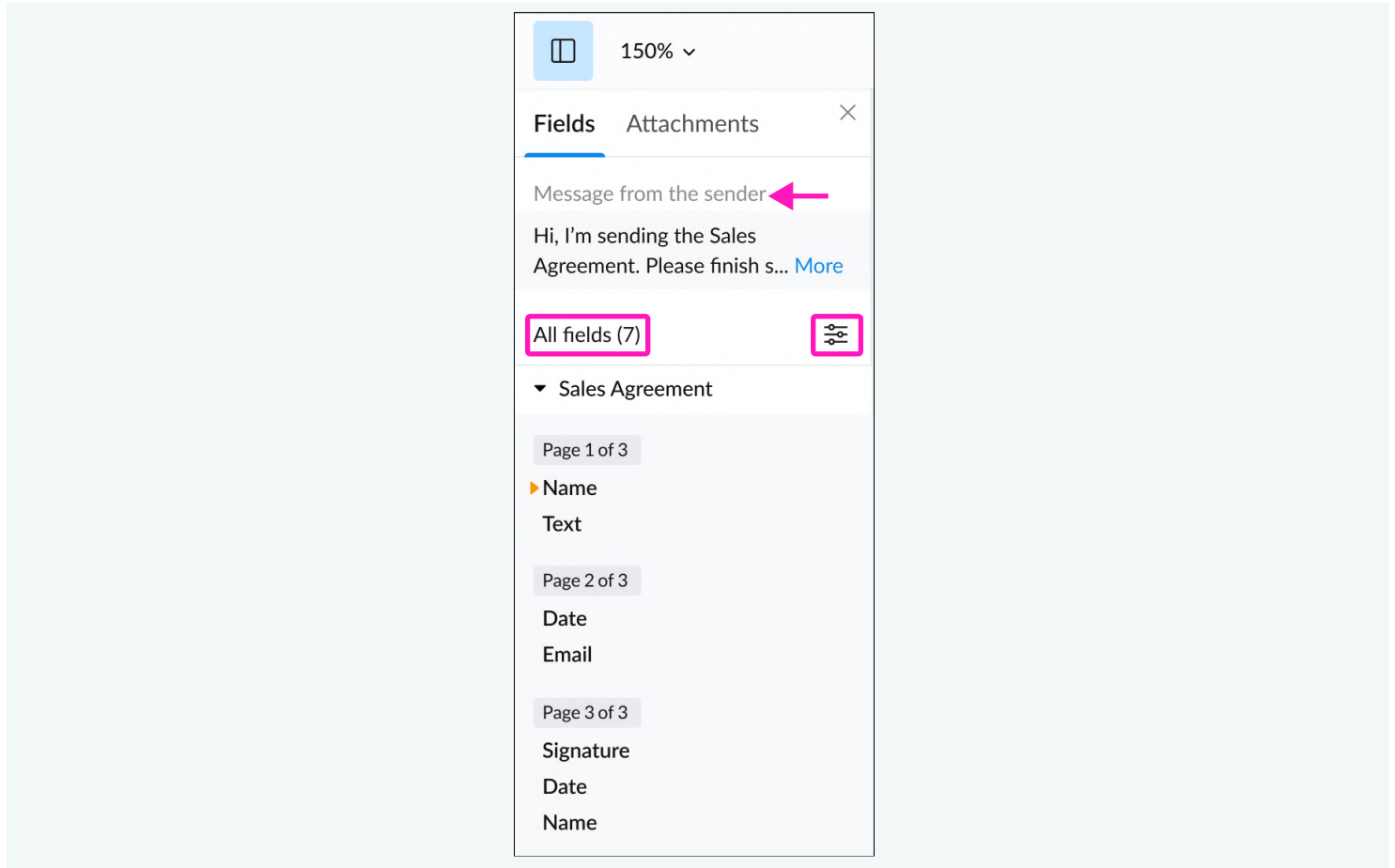
- Purchase Price and Terms.** Seller agrees to sell the Goods/services to the Buyer at \$XX.XX USD via Account transfer. It is the responsibility of the Seller to set the shipping method, bear the shipping fees up to XX % and third Party expenses. Seller shall also provide an invoice to Buyer at the time of delivery. The Buyer is bound to pay the total invoice amount within XX days. Any balances not paid within aforementioned days will be subject to XX percent penalty per month of delinquency in payment, along with storage or inventory carrying charges if any.
- Taxes:** The prices quoted in this agreement do not include taxes or third Party expenses. Any such additional expenses, re [Prev](#) All fields (10) [Next >](#) uyer.
- Shipment.** The Seller shall have delivered the Goods/services to the Buyer by 27/08/2023. The

Fill Fields and upload Attachments

Easily toggle between the Fields and Attachments (available only if requested) tabs in the left panel.

Fields tab

1. On the **Fields tab**, view the sender's message, the fields to fill, and set preferences.

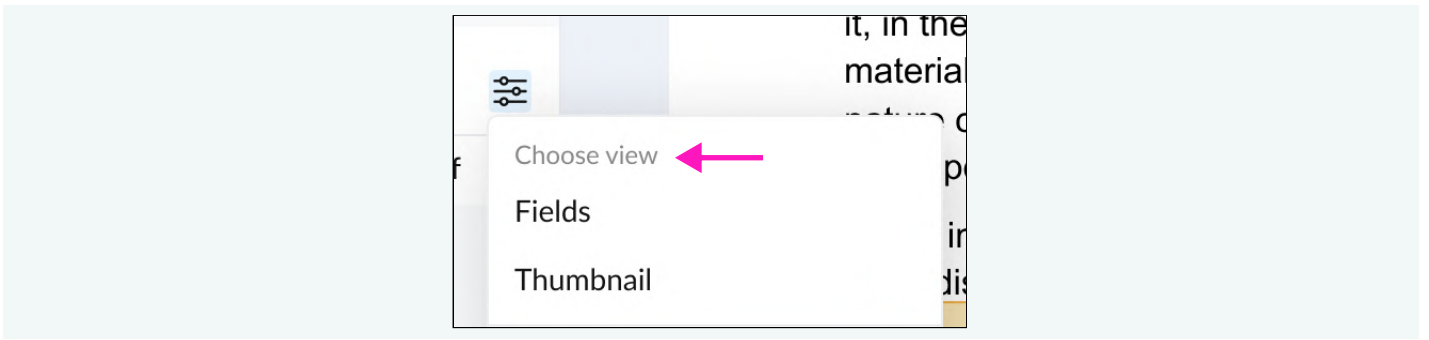


Preferences setting

1. Customize your field viewing preference and navigation mode on the document.

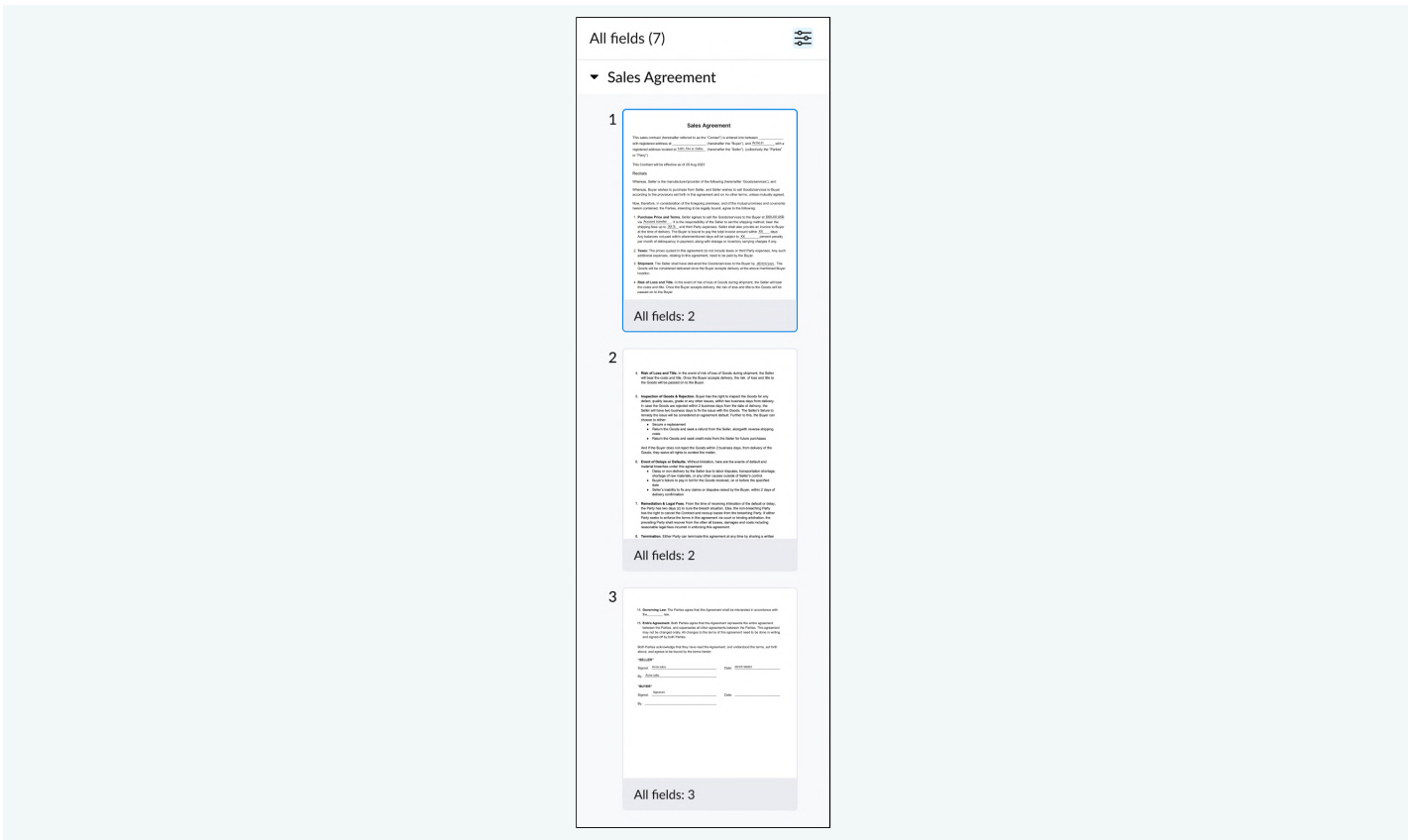


2. Select how to view fields: (i) as a list or (ii) as thumbnail.



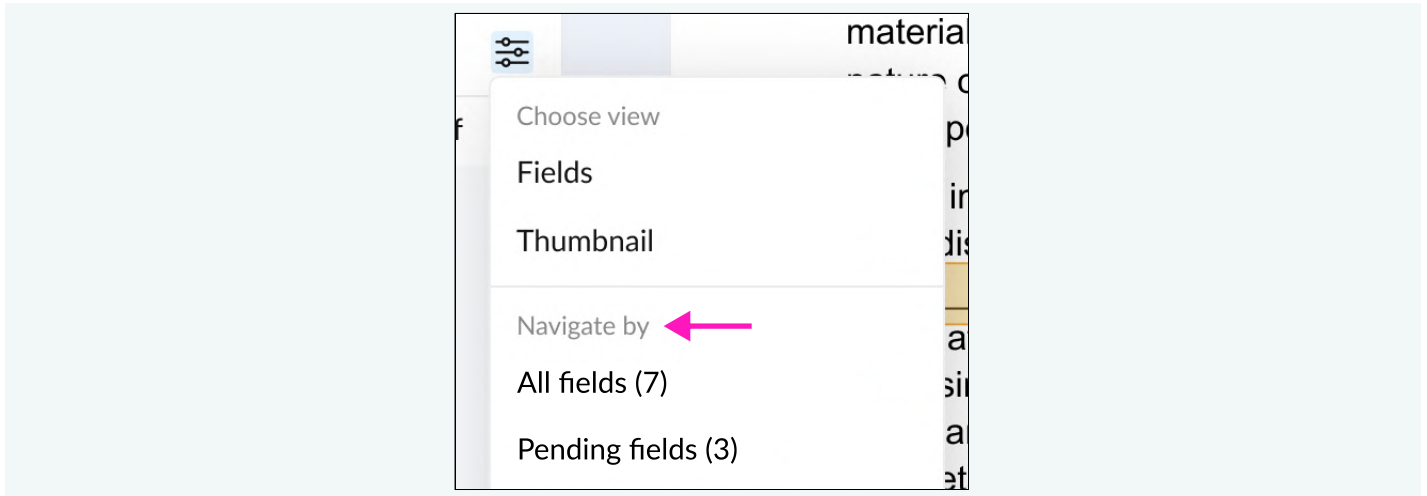
3. **Fields** shows you all fields in a list view.

4. The **Thumbnail** view shows all pages as thumbnails with the number of fields per page.

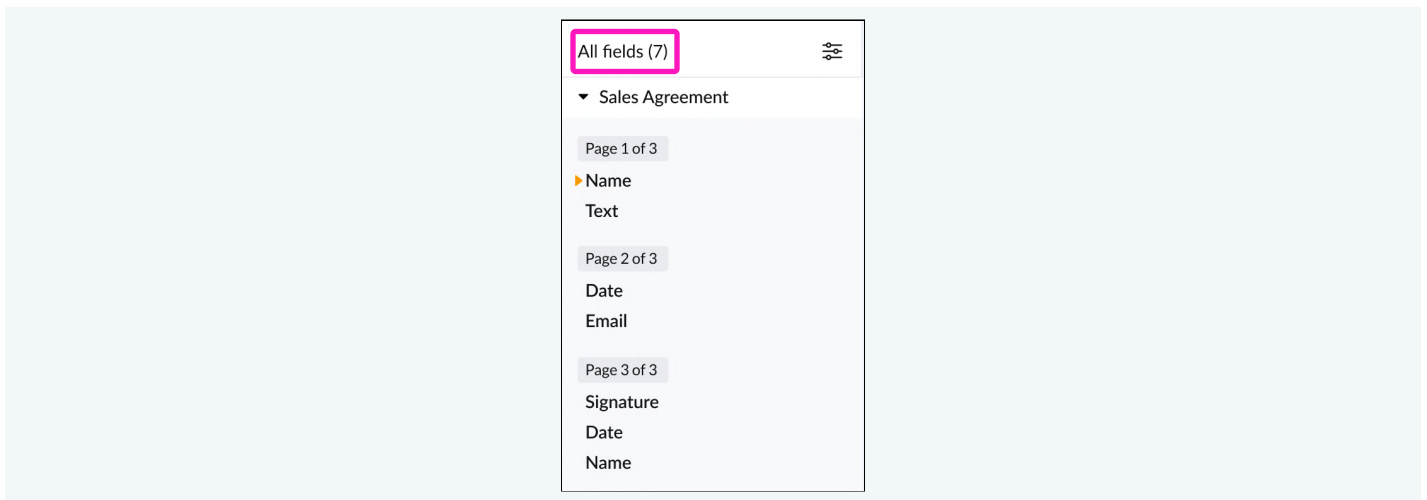


5. Click on any thumbnail to navigate directly to that page and field(s).

6. Customize how you move between fields by selecting **All fields** or **Pending fields** in preferences.



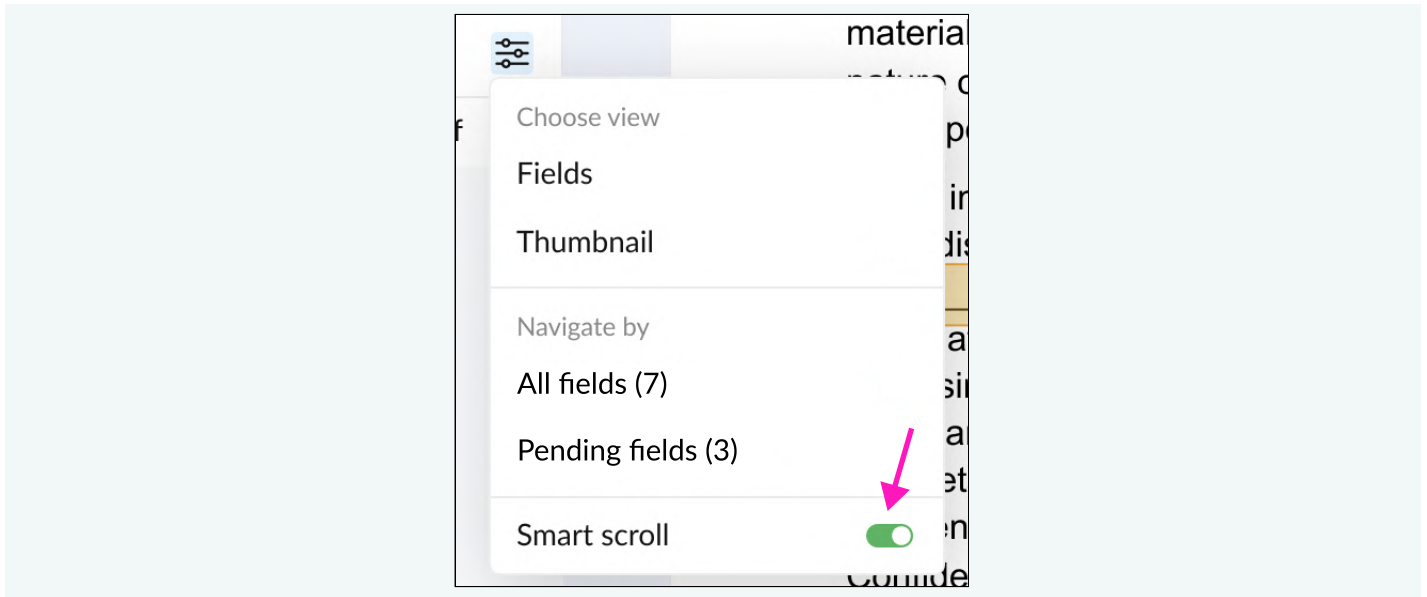
7. The **All fields** option displays all the fields present on the document.



8. The **Pending fields** option displays fields that are yet to be filled.

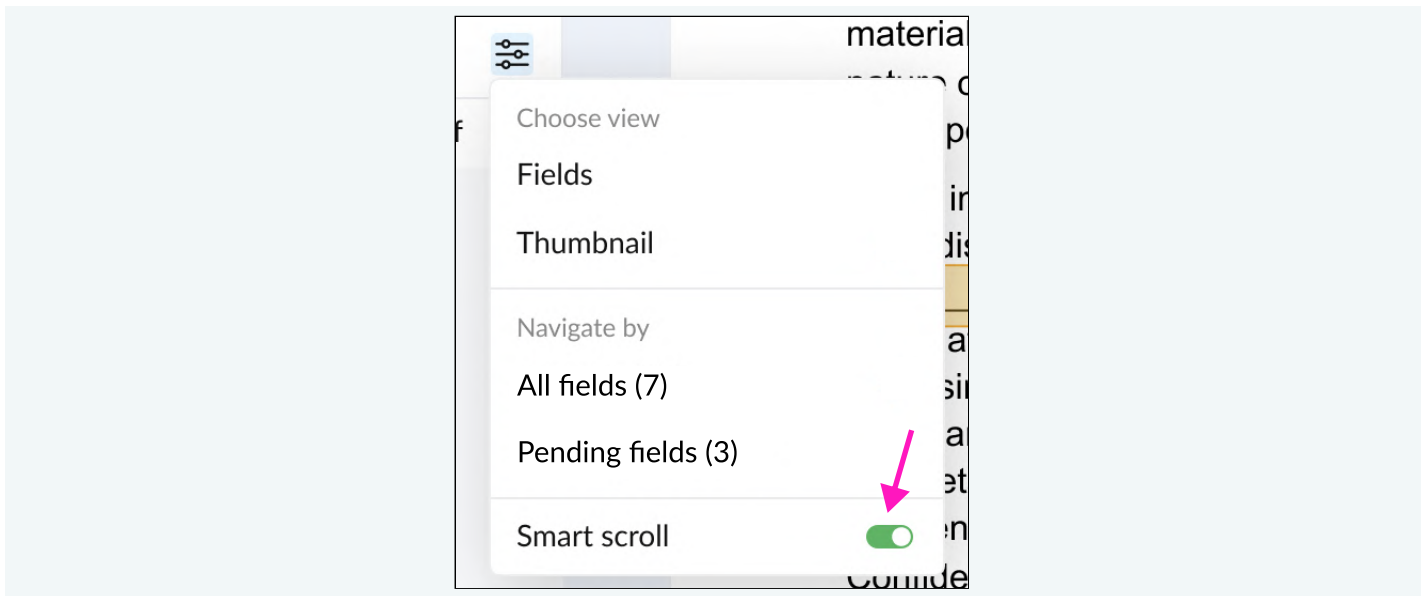


9. Enable **Smart Scroll** to navigate to the next field automatically



Navigate between fields with Smart Scroll

1. **Smart Scroll** automatically moves you to the next field.

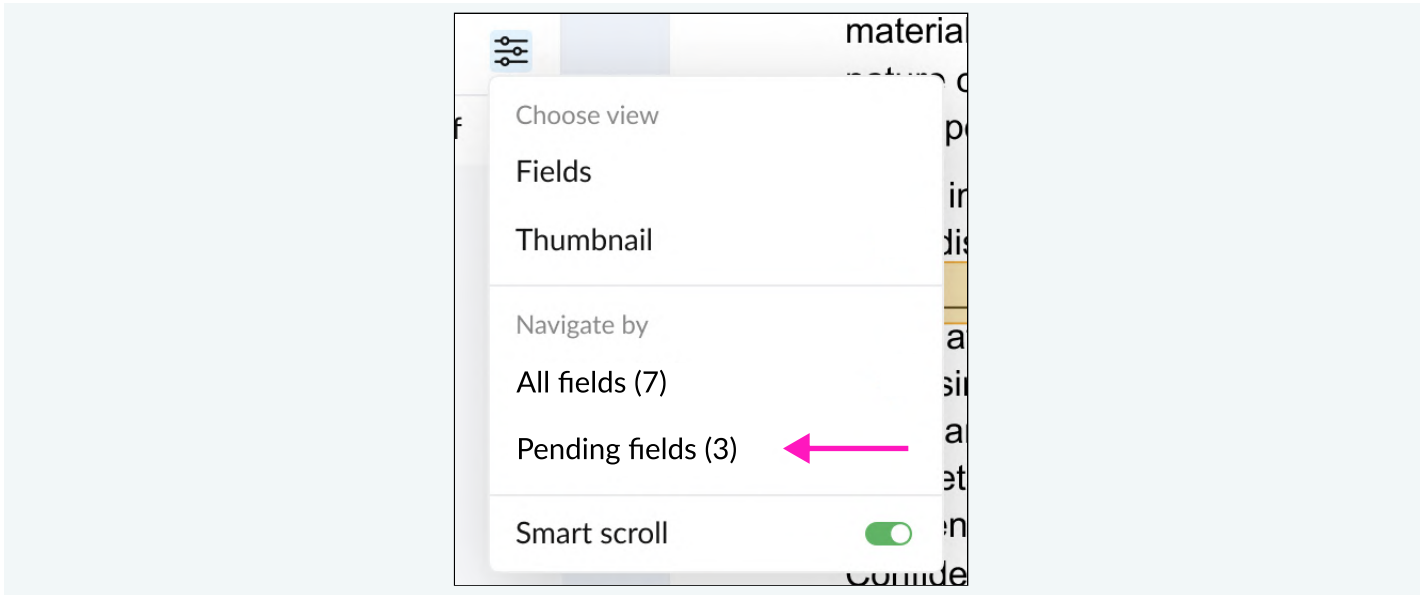


2. After filling in a field, click anywhere on the document to automatically move to the next field.

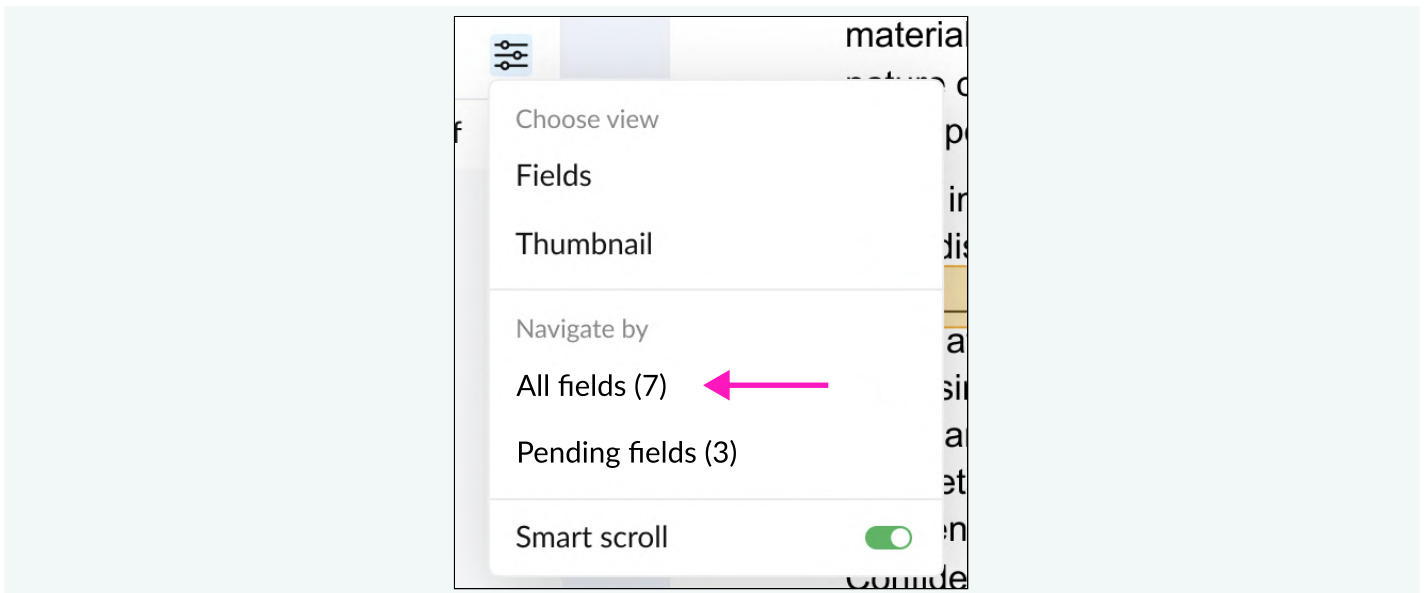
3. **Smart Scroll** is enabled by default.

4. To disable Smart Scroll, access the preference icon on the left panel and toggle it off.

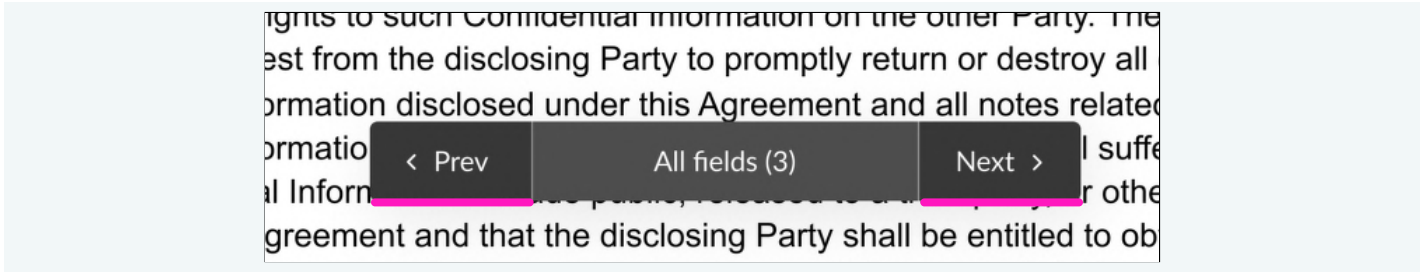
5. **Smart Scroll** allows you to move between Pending fields or All fields based on your **Navigate by** preference.
6. Choose **Pending fields** from the **Navigate by** preference to skip to fields yet to be filled automatically.



7. Choose **All fields** from the **Navigate by** preference to automatically jump to the immediate next field.

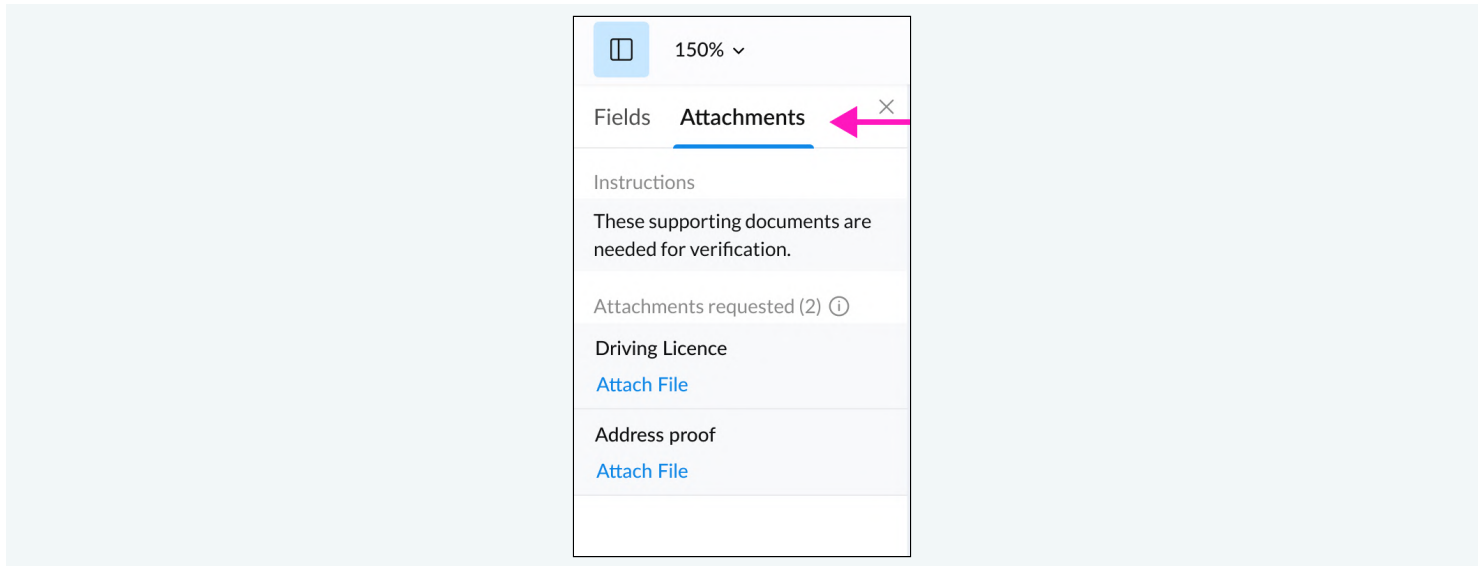


- To move manually between fields, click the **Next** and **Prev** buttons at the bottom of the document.

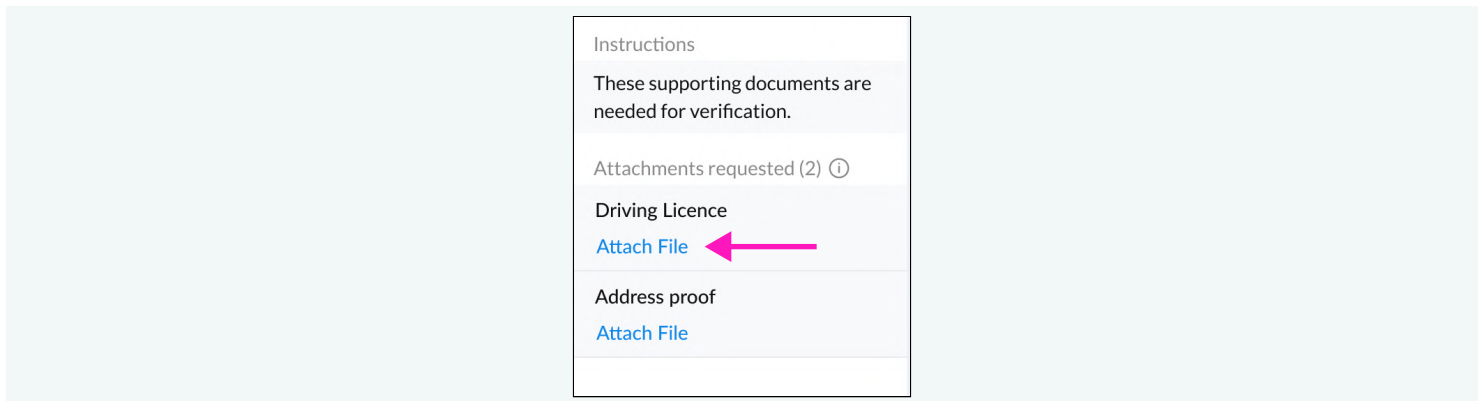


Attachments

This tab will be visible only if the sender requests any supporting documents.



- See the sender's instructions and the list of supporting documents you must upload.
- Click on **Attach Files** below the requested document to upload your document.



- Switch between **Fields** and **Attachments** view while attaching documents.

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Need help?

Shoot an email to support@signeasy.com

