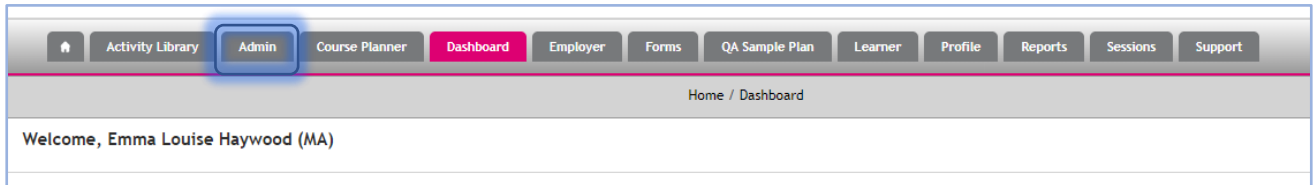




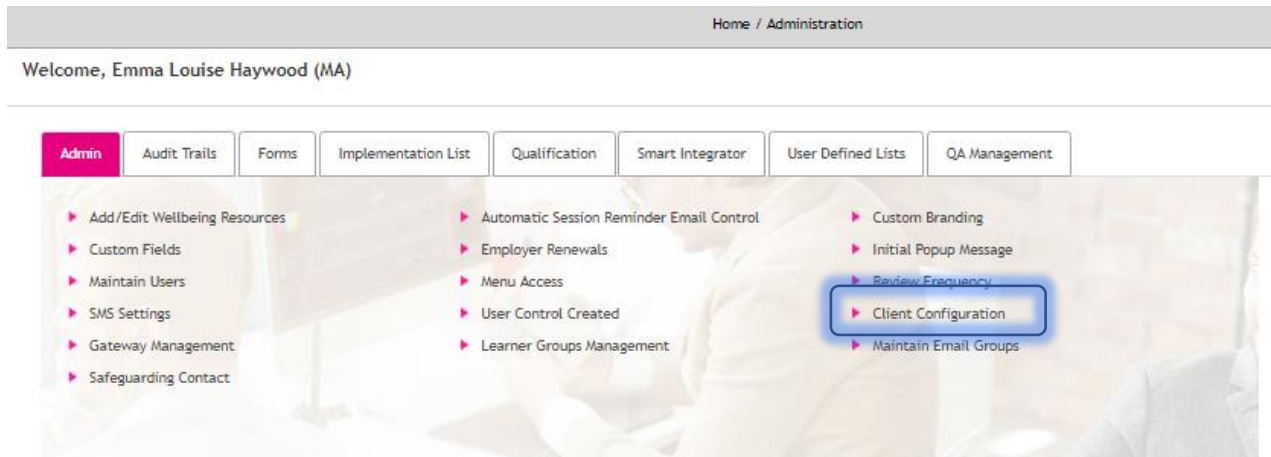
Auto Sign Evidence after Learner Declaration Signed

Master Administrators can now configure their Smart Assessor site to allow when a learner signs the evidence declaration their evidence is auto signed.

To achieve this first access the Admin Menu located on the top grey navigation menu.

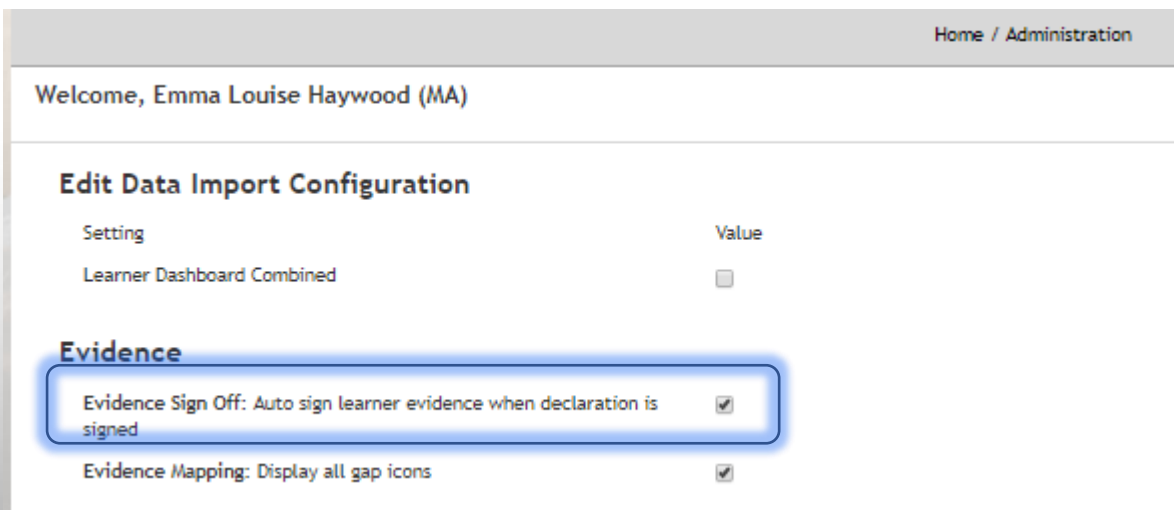


Once the admin page has loaded select Client Configuration.



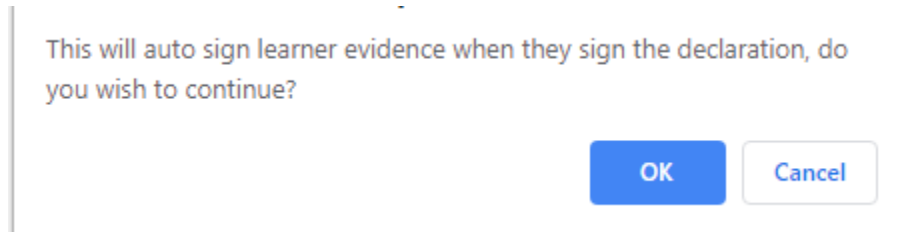
You will see a new menu option under the Evidence heading named: “Evidence Sign Off: Auto sign learner evidence when declaration is signed”.

Place a tick in the check box and scroll down and select save.

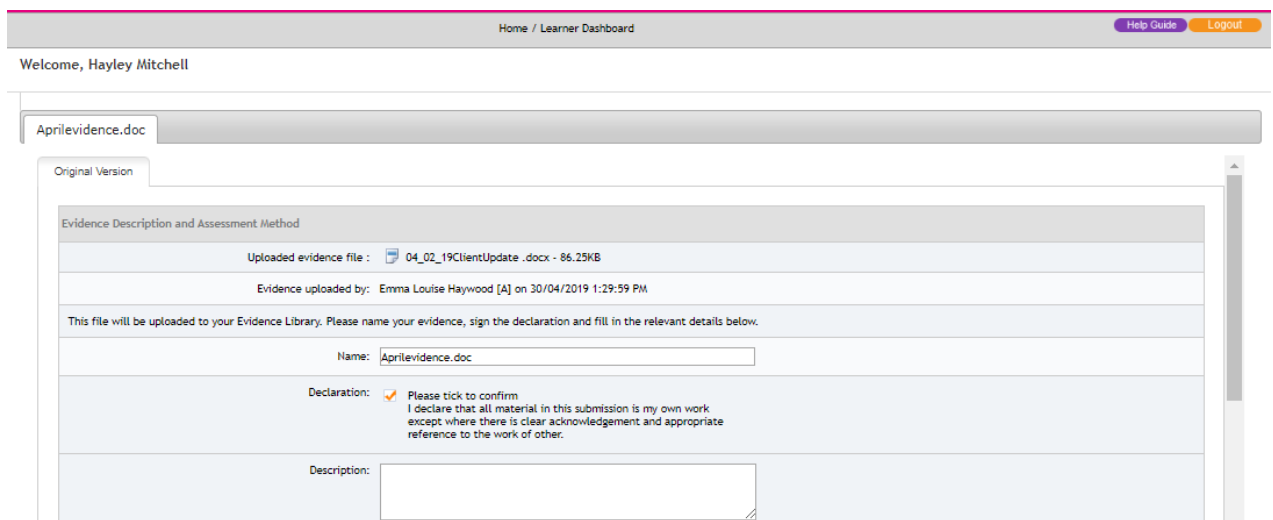




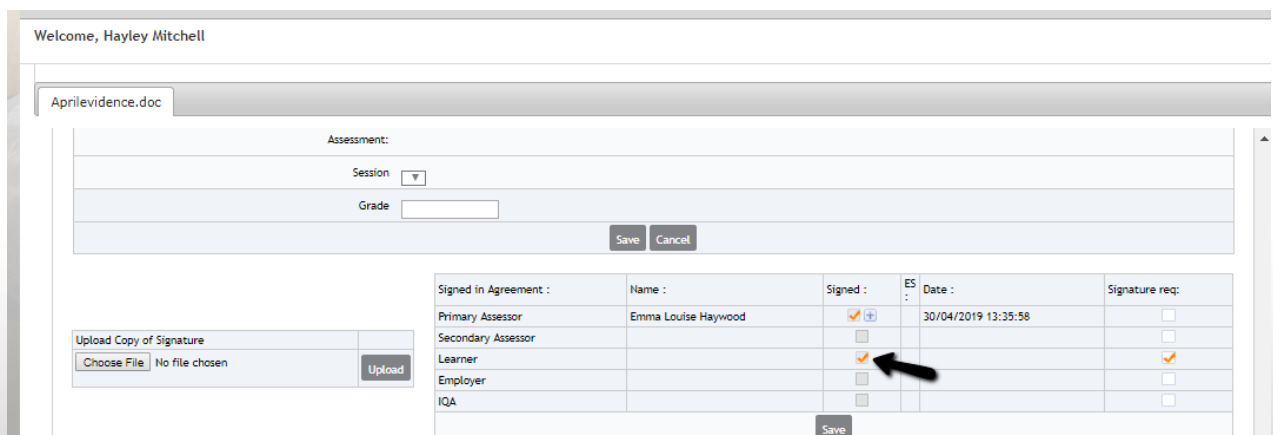
You will then see a notification message: asking you to confirm your selection, select OK to save the changes.



When a learner is on the evidence description page after uploading new evidence or selecting the pencil icon against an existing piece of evidence when they select the declaration....



A tick will be automatically placed into the learner signed checkbox, then when the learner selects Save, the evidence will be auto signed, and the learner will be returned to the Evidence Library.





If you reopen the evidence description page, in the Signed in Agreement grid, you will see in the Name column, the learner name and (auto signed) will be visible. Also, in the Date column date and time will be set.

Auto signed will only appear when the client configuration is switched on. If the Evidence sign off configuration setting is switched off, then the learner will have to sign the declaration and sign the bottom of the evidence as usual.

Welcome, Hayley Mitchell

Aprilevidence.doc

Assessment:

Session

Grade

Save Cancel

Signed in Agreement :	Name :	Signed :	ES :	Date :	Signature req:
Primary Assessor	Emma Louise Haywood	<input checked="" type="checkbox"/>		30/04/2019 13:35:58	<input type="checkbox"/>
Secondary Assessor		<input type="checkbox"/>			<input type="checkbox"/>
Learner	Hayley Mitchell (Auto Signed)	<input checked="" type="checkbox"/>		02/05/2019 09:26:53	<input checked="" type="checkbox"/>
Employer		<input type="checkbox"/>			<input type="checkbox"/>
IQA		<input type="checkbox"/>			<input type="checkbox"/>

Upload Copy of Signature

Choose File No file chosen

Upload

Save

We have also included hover text in the signed checkbox

Grade

Save Cancel

Signed in Agreement :	Name :	Signed :	ES :	Date :	Signature req:
Primary Assessor	Emma Louise Haywood	<input checked="" type="checkbox"/>		30/04/2019 13:35:58	<input type="checkbox"/>
Secondary Assessor		<input type="checkbox"/>			<input type="checkbox"/>
Learner	Hayley Mitchell (Auto Signed)	<input checked="" type="checkbox"/>		02/05/2019 09:26:53	<input checked="" type="checkbox"/>
Employer		<input type="checkbox"/>			<input type="checkbox"/>
IQA		<input type="checkbox"/>			<input type="checkbox"/>

Upload

Save

Auto Signed for Hayley Mitchell

End of guide.