11.21 Signatures

Find it: System Configuration >> Signatures

You can configure REACH to capture signatures from your parents or hosts when students are being signed out and back into the boarding house to Leave events.

The Signatures Configuration settings allow you to determine when the signatures will be requested in REACH as part of the standard workflow.

Save Changes 🔒 Undo Changes	
SISO to Approved Leave	SISO from Approved Leave
Yes - Applies to all Leave	Yes - Applies to all Leave
This is an override that will ask for a Signature on all SISO to Leave.	This is an override that will ask for a Signature on all SISO from Leave.
SISO On Campus Location	SISO Off Campus Location
No - Set by On Campus Location	No - Set by Off Campus Location
This is an override that will ask for a Signature on	This is an override that will ask for a Signature on all SISO Off Campus events in Klosk Only



Step 1: System Configuration > Signatures

In your configuration settings you need to tell REACH how you want your Signature capture to function.

You can set Signatures to be captured for "all" leave departures and/or returns or you can set REACH to manage this on a per leave type basis. You can also determine which types of user accounts will collect the signatures (kiosk only account types or staff account types also).

SISO to Approved Leave

This is an override option that allows you to set REACH to capture signatures for Sign Out to all leave types. The default setting is for this is **NO - Set by Leave Type.** This allows you to determine in the

SISO from Approved Leave

This is an override option that allows you to set REACH to capture signatures on Sign In from all Leave Types. The default setting is for this is **NO** -**Set by Leave Type.** This allows you to determine in



Leave Type Settings whether an individual Leave Type requires a signature for SISO.

SISO on Campus Location

This is an override option that allows you to set REACH to capture signatures for SISO to all On Campus Locations. The default setting is for this is **NO - Set by Location**. This allows you to determine in the Location Settings whether an individual Location requires a student or staff signature for SISO. the Leave Type Settings whether an individual Leave Type requires a signature for SISO.

SISO off Campus Location

This is an override option that allows you to set REACH to capture signatures for SISO to all Off Campus Locations. The default setting is for this is **NO - Set by Location**. This allows you to determine in the Location Settings whether an individual Location requires a student or staff signature for SISO.

Step 2: Setting Leave Types to capture Signatures

When you nominate in your System Configuration > Signatures setting for REACH to capture signatures based on leave type you then need to nominate with each individual leave type whether signatures are to be captured.

\This is done in the Leave Type configuration setting (System Config > Leave Types > General Settings) for each Leave Type.

Save Cancel General Actors Cut Offs Transport Types Quotas Overnight This is the name of the Leave Type that everyone will see No No No No Require a Signature when SISO'ing to a Leave of this Type? Yes Require a Signature when SISO'ing to a Leave of this Type? Yes Require a Signature when SISO'ing to a Leave of this Type? Yes Requires System Config -> Signatures -> SiSO to Approved Leave -> Yes in order to use this value. Requires System Config -> Signatures -> SiSO from Approved Leave -> Yes in order to use this value.	
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Capturing and Recording Signatures

When the Signature feature is implemented for use a Signature panel will automatically appear during the SISO action from the Kiosk screen requiring a signature to proceed. Signatures are then captured and saved in the Leave Event records for reference when required for review at a later date.

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