

# Loading signatures into EDIS

## A TRAINING GUIDE

### After reading this document you should be able to:

- Load your signature into EDIS so that certificates can be automatically signed off using your signature.

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## 1. Introduction

This document provides instruction on how the EDIS signatures upload feature works

## 2. Your SECURITY

For your security the signature jpeg that you upload will not be saved. a watermark will be placed onto the signature jpeg and be stored. This will prevent the use the signature for any other purposes.



Figure 1 - Security Watermark

## 3. Accessing the system

Refer : Accessing EDIS for the first time

## 4. Creating your signature

The signature is uploaded in a jpeg format: the ize is 500pixels wide x50puxels high.

If you sign your signature in this box, scan it and save as a jpeg it should be the required size. You will need to use MS Paint or a Photo editor to trim the jpeg to the required 500x50 size.

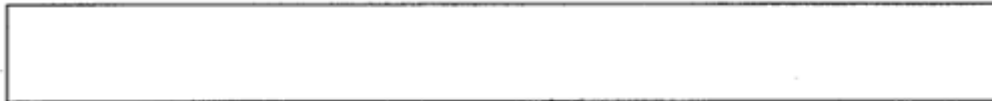


Figure 2-Signature box

## 5. Uploading the signature

To upload a signature, go to Personal, then select Edit Profile; you can then browse to the jpeg file select it. After uploading do not forget to tick the authority box which allow the system to use the signature.

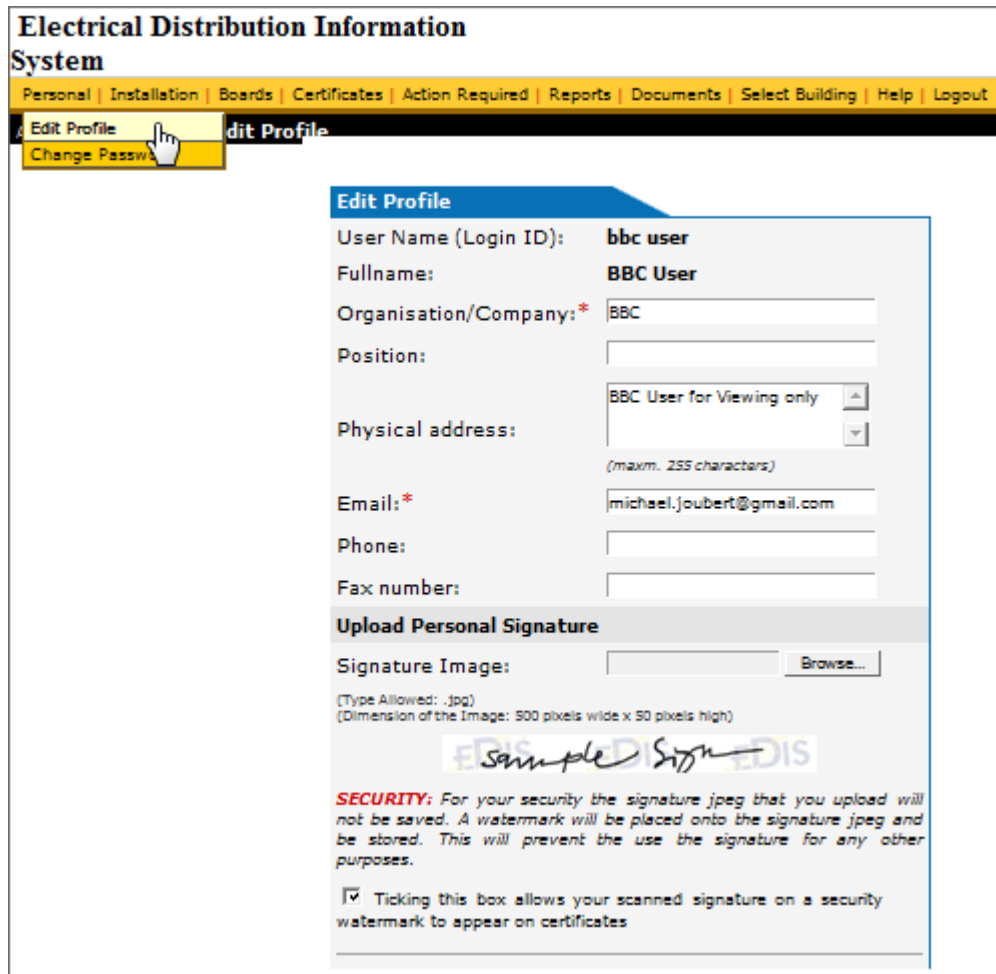


Figure 3 –Uploading your signature: select Personal, Edit Profile.

## 6. Signing Certificates

CERTIFICATE	REQUIREMENT/ACTION
Minor works certificates	The MW certificate only requires the contractors signature; if the contractor signature is authorised for use, EDIS will use the signature to sign the certificate off to Signed Original status once the MW is accepted by the Electrical Supervisor
Periodic certificates	The Periodic requires both the contractor and the qualifying supervisor to sign it off. If both signatures are uploaded into the system, the certificate will be signed off to Signed Original status after the electrical supervisor has accepted the certificate. If only one of the signatures is uploaded EDIS will place the cert in Original/Duplicate status and the certificate will need to be printed, signed, scanned and uploaded before the cert is changed to Signed Original status.
New Installation certificates	If the New Installation is done by a dingle party the same rules apply

	as for the Periodic certificate. If the New Installation certificate is done by separate parties - the certificate needs to be printed, signed, scanned and uploaded before the cert is changed to Signed Original status.
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END