

# Engineering Document Repository & Electronic Signature (E-Sign) Tutorial



# Tutorial Index

Topic	Slide Number(s)
Index	2
Introduction	3
Getting Started	4
Searching the Repository	5-10
Viewing and Exporting Documents	11-12
Requesting Large Format Prints	13
Electronic Signature (E-Sign)	14
Initiating an E-Sign	15-16
Adding Document Attributes	17
Adding Signers (Approvers)	18-20
Completing an E-Sign	21
Creating and Adding Favorites	22-23
Replacing a Document / Stopping the E-Sign Process	24
Administratively Rejecting a Document	25
Editing an E-Sign (Attributes)	26-28
Resubmitting a Rejected E-Sign	29-30
Adding A Document Revision	31-32
Approving an E-Sign	33
Rejecting an E-Sign	34

# Introduction

The Document Repository is a electronic database designed to:

- 1) Manage and retain all released Engineering drawings, Specifications and other Design documentation
- 2) Perform searches of retained documents
- 3) Provide viewing of retained documents
- 4) Acquire a copy (Export) of the document for storage in an alternate location (folder, desktop, etc.)
- 5) Request paper print service for large format and quantity needs
- 6) Initiate and manage the document signature process (E-Sign)

# Getting Started

- Click on either Document Control Group link

The screenshot shows the 'Repository Home' interface. On the left is a 'MENU:' sidebar with sections: 'Search', 'Starting Points' (listing Document Control Group, FM&L, Policies and Procedures, Science, CFO Policies and Procedures, Management Information Systems, ESH&Q, and SRF), 'My Repository' (listing My Documents), and 'Document Approvals' (listing My Outstanding Approvals, My Approvals, My Approval Favorites, and Approvals Search). The main content area, titled 'Repository Home', has a green header bar saying 'Welcome, bpaul!'. Below this is a list of folder icons with labels and descriptions: 'Document Control Group' (This is the root for all OCE documents), 'FM&L' (Facilities Management and Logistics Document Storage), 'Policies and Procedures', 'Science' (Starting point for science related documentation), 'CFO Policies and Procedures' (The base folder for the CFO Policies and Procedures), 'Management Information Systems', 'ESH&Q', and 'SRF' (Contact Johnny Leung about this folder). Two black arrows originate from the bullet point above: one points to the 'Document Control Group' link in the 'Starting Points' menu, and the other points to the 'Document Control Group' folder icon in the main content area.

# Searching the Repository

Find a document by  
selecting from the  
Document Category

**OR** for all document types  
(Drawings, Specification, etc.),  
use this Search

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**

- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

## View Collection

Location: [Home](#) > [Document Control Group](#)

### Document Control Group

This is the root for all OCE documents

[Properties](#) [Edit](#)  
[Search](#) [Permissions](#)

[Add Collection](#)
[Add Document](#)

Showing all 8 children

Type	Name	Owner	Modified	Size	Action(s)
Folder	Calculations and Analysis	Bridget Paul	3/14/2013	86	<a href="#">Search</a> <a href="#">Edit</a>
Folder	DCG Admin	Daniel Moore	3/14/2013	2	<a href="#">Search</a> <a href="#">Edit</a>
Folder	E-Sign FAQ's	Bridget Paul	3/14/2013	1	<a href="#">Search</a> <a href="#">Edit</a>
Folder	Engineering Change Orders (ECO's)	Bridget Paul	2/5/2014	3091	<a href="#">Search</a> <a href="#">Edit</a>
Folder	Engineering Procedures	Bridget Paul	2/5/2014	92	<a href="#">Search</a> <a href="#">Edit</a>
Folder	JLab Drawings	Bridget Paul	2/5/2014	71668	<a href="#">Search</a> <a href="#">Edit</a>
Folder	Specifications & SOW's	Bridget Paul	2/5/2014	607	<a href="#">Search</a> <a href="#">Edit</a>
Document	E-Sign Tutorial- NEW VERSION_NEW LOOK COMING SOON!!	Daniel Moore	6/30/2014	23 mb	<a href="#">Search</a> <a href="#">Edit</a>

# Searching the Repository

- Click the “Search” Link in the upper right side of the Category page

**M E N U:**

---

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**

- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

## View Collection

Location: Home > Document Control Group > JLab Drawings

### JLab Drawings

All Drawings for Jefferson Lab

[Properties](#) [Edit](#)  
[Search](#) [Permissions](#)

[Add Collection](#)
[Add Document](#)

Showing 1 - 20 of 71668 children

Type	Document Number	Owner	Modified	Size	Action(s)
	67165-00152-Rev-Sh1	Steve Furches	4/15/2013	150 kb	
	67165-00152-Rev-Sh2	Steve Furches	4/15/2013	43 kb	
	67165-00152-Rev-Sh3	Steve Furches	4/23/2014	24 kb	
	71200-2904	Sasa Radovic	10/2/2013	1 mb	
	00-C-8-2161, Revision: 1, Sheet No.: S1	Terrie Fuell	3/14/2013	490 kb	
	010601176, Revision: A, Sheet No.: 1	Terrie Fuell	3/14/2013	1 mb	
	010601251, Revision: A, Sheet No.: 1	Terrie Fuell	3/14/2013	351 kb	
	010601252, Revision: A, Sheet No.: 1	Terrie Fuell	3/14/2013	546 kb	
	01100-0004, Revision: -, Sheet No.: 1	Bridget Paul	3/14/2013	220 kb	

# Searching the Repository

- Click on the Document link to view document details

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**

- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

## Search

**Search for items in JLab Drawings**

Keywords




(Use whitespace to separate search terms. No wildcards.)

[Click Here for Advanced Search Options](#) »

Results per page:  ▼

Actions:

Showing 1 - 25 of 216 results

<input type="checkbox"/>	Name	Revision	Category	Document Number	Drawing Size	Drawing Title	Drawn Date	SheetNum
<input type="checkbox"/>	 67165-00152-Rev-Sh1	-	MEG	67165-00152	E	Hall C SHMS Dipole Window Assy Items	03/29/13	1
<input type="checkbox"/>	 67165-00152-Rev-Sh2	-	MEG	67165-00152	E	Hall C SHMS Dipole Window Assy Items	03/29/13	2
<input type="checkbox"/>	 67165-00152-Rev-Sh3	-	MEG	67165-00152	E	Hall C SHMS Dipole Window Assy Items	03/29/13	3

# Searching the Repository

The “View Document” page displays all attributes of a document and the Revisions of a document entered into the Repository.

**M E N U:**

- Search**
- Starting Points**
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ESH&Q
  - SRF
- My Repository**
  - My Documents
- Document Approvals**
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**View Document**

Location: Home > Document Control Group > JLab Drawings

**ACC0222201-0000** Properties Edit Permissions

**Document Number** ACC0222201-0000

**Approval Status** Document is approved

**Description**

**Current Revision** B

**Document Type** File Upload

**File** ACC-022-2201-0000 REV-B.pdf

**Owner** Gary E. Hays

**Parent** JLab Drawings

**Category** MEG

**Document Number** ACC0222201-0000

**Drawing Size** E

**Drawing Title** WEST SPREADER REGION 1 (22)

**Drawn Date** 05APR10

**SheetNum** 7

**Expiration Date**

**Contributors**

[Edit](#)

[Done](#)

Currently showing only significant versions of this document.  
[Show all versions](#)

Id	Version No.	Revision	Content	Approval Status	Comments
81940	5	B	ACC-022-2201-0000 REV-B.pdf	APPROVED	
73863	4	A	ACC-022-2201-0000 REV A.pdf	APPROVED	



# Searching the Repository

You can see assigned Approvers by clicking the Magnifying glass icon in the Approval Status box

**MENU:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**


- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

## View Document

Location: Home > Document Control Group > JLab Drawings



**67165-00152-Rev-Sh3**  
Dipole Window Assy Items

**Document Number** 67165-00152-Rev-Sh3

**Approval Status** ✓ Document is approved

**Description** Dipole Window Assy Items

**Current Revision** -

**Document Type** File Upload

**File** 67165-00152-Rev-Sh3.pdf

**Owner** Steve Furches

**Parent** JLab Drawings

**Category** MEG

**Document Number** 67165-00152

**Drawing Size** E

**Drawing Title** Hall C SHMS Dipole Window Assy Items

**Drawn Date** 03/29/13

**SheetNum** 3

**Expiration Date**

**Contributors**

[Properties](#) [Edit](#)  
[Permissions](#)

This document was submitted for approval on 4/15/2013 08:57 AM by Furches, "Steve" Stephen [291211], and APPROVED on 4/30/2013 08:37 AM. Approval ID: 232057

Signature Label	Signer Type	Signer/Authorized Signer(s)	Status	Date Submitted	Date Signed
Approver 2	Single Signer	Paul Brindza	APPROVED	4/15/2013 8:57 AM	4/30/2013 8:37 AM
Approver 1	Multiple Signer	Mike Fowler	APPROVED	4/15/2013 8:57 AM	4/15/2013 8:59 AM
Checker	Multiple Signer	Mike Fowler	APPROVED	4/15/2013 8:57 AM	4/15/2013 8:59 AM
DCG	Multiple Signer	Bridget Paul	APPROVED	4/15/2013 8:57 AM	4/15/2013 11:29 AM

75788 1 - 67165-00152-Rev-Sh3.pdf

Approval Status ✓ APPROVED

Comments

# Viewing Documents

- Click on the document link under “Name”

*A Status symbol beside the name indicates:*



Released



In Progress



or Rejected

**MENU:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ESH&Q
  - SRF
- My Repository
  - My Documents
- Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**Search**

Search for items in **JLab Drawings**

Keywords

(Use whitespace to separate search terms. No wildcards.)

[Click Here for Advanced Search Options](#) »

Search Reset

Results per page: 25

Actions: Download DCG Print Request

Showing 1 - 25 of 71668 results

	Name	Revision	Category	Document Number	Drawing Size	Drawing Title	Drawn Date	SheetNum
	67165-00152-Rev-Sh1	-	MEG	67165-00152	E	Hall C SHMS Dipole Window Assy Items	03/29/13	1
	67165-00152-Rev-Sh2	-	MEG	67165-00152	E	Hall C SHMS Dipole Window Assy Items	03/29/13	2
	67165-00152-Rev-Sh3	-	MEG	67165-00152	E	Hall C SHMS Dipole Window Assy Items	03/29/13	3
						CHL2 SYSTEM		

# Exporting Documents

- Export a document by checking the box(es) to the left of the document link and clicking the “Download” button
- Multiple files will load into a “zip file” for saving to your PC

The screenshot shows the Jefferson Lab JLab Drawings search interface. On the left is a 'MENU' sidebar with sections: Search, Starting Points, My Repository, and Document Approvals. The main area has a 'Search' section with a text input for 'Keywords' containing '67165'. Below the search bar are buttons for 'Search' and 'Reset', and a link for 'Click Here for Advanced Search Options'. An 'Actions' bar contains 'Download' and 'DCG Print Request' buttons. Below this is a table of search results. A dialog box titled 'Opening jlabDocDownload.zip' is overlaid on the right, showing the file name 'jlabDocDownload.zip' and options to 'Open with' (7-Zip File Manager) or 'Save File'.

**Search**

Search for items in **JLab Drawings**

Keywords

(Use whitespace to separate search terms. No wildcards.)

[Click Here for Advanced Search Options](#)

Actions:

Showing 1 - 25 of 216 results

<input type="checkbox"/>	Name	Revision	Category	Document Number	Drawing Size	Drawn By	Created	Updated
<input checked="" type="checkbox"/>	67165-00152-Rev-Sh1	-	MEG	67165-00152	E	Hall C Dipole Assembly		
<input checked="" type="checkbox"/>	67165-00152-Rev-Sh2	-	MEG	67165-00152	E	Hall C Dipole Assembly		
<input checked="" type="checkbox"/>	67165-00152-Rev-Sh3	-	MEG	67165-00152	E	Hall C SHMS Dipole Window Assy Items	03/29/13	3
<input checked="" type="checkbox"/>	67165-00002 revB	B	HALL C	67165-00002 revB	E	Calorimeter Installation	03/26/13	ALL

Opening jlabDocDownload.zip

You have chosen to open:

**jlabDocDownload.zip**  
which is: ZIP file  
from: https://misportaldev.jlab.org

What should Firefox do with this file?

☒ Open with 7-Zip File Manager (default)

☐ Save File

☐ Do this automatically for files like this from now on.

# Requesting Large Format Prints

For large quantity and/or large format paper prints,  
check the box to the left of the item line and  
•Click the “DCG Print Request” button

**MENU:**

- Search**
- Starting Points**
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ESH&Q
  - SRF
- My Repository**
  - My Documents
- Document Approvals**
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**Search**

**Search for items in JLab Drawings**

Keywords



(Use whitespace to separate search terms. No wildcards.)

[Click Here for Advanced Search Options](#) »

Results per page:  ▼

Actions:

Showing all 2 results

	Name	Revision	Category	Document Number	Drawing Size	Drawing Title	Drawn Date	SheetNum
<input type="checkbox"/>	 ACC0222201-0000	B	MEG	ACC0222201-0000	E	WEST SPREADER REGION 1 (22)	05APR10	7
<input type="checkbox"/>	 ACC0222201-0000-REV-	-	MEG	ACC0222201-0000-REV-	E	WEST SPREADER REGION 1 (22)	05APR10	7

# Electronic Signature (E-Sign)

Many steps make up the Engineering Design Process before a Controlled Document (drawing, spec., etc) is approved for release. These include having your documents reviewed in advance for accuracy and completeness.

**The E-Sign procedure is not a review process but a signature process to release a document for fabrication and storage.**

# Initiating an E-Sign (Document Turn in)

*To start the signing process,*

- Click on the Document Category for the type of document requiring signatures

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**


- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

**View Collection**

Location: [Home](#) > [Document Control Group](#)











**Document Control Group**  
This is the root for all OCE documents

[Add Collection](#) [Add Document](#)

[Properties](#) [Edit](#)  
[Search](#) [Permissions](#)

Showing all 8 children

Type	Name	Owner	Modified	Size	Action(s)
	<a href="#">Calculations and Analysis</a>	Bridget Paul	3/14/2013	86	<a href="#">View</a> <a href="#">Edit</a>
	<a href="#">DCG Admin</a>	Daniel Moore	3/14/2013	2	<a href="#">View</a> <a href="#">Edit</a>
	<a href="#">E-Sign FAQ's</a>	Bridget Paul	3/14/2013	1	<a href="#">View</a> <a href="#">Edit</a>
	<a href="#">Engineering Change Orders (ECO's)</a>	Bridget Paul	2/5/2014	3091	<a href="#">View</a> <a href="#">Edit</a>
	<a href="#">Engineering Procedures</a>	Bridget Paul	2/5/2014	92	<a href="#">View</a> <a href="#">Edit</a>
	<a href="#">JLab Drawings</a>	Bridget Paul	2/5/2014	71668	<a href="#">View</a> <a href="#">Edit</a>
	<a href="#">Specifications &amp; SOW's</a>	Bridget Paul	2/5/2014	607	<a href="#">View</a> <a href="#">Edit</a>
	<a href="#">E-Sign Tutorial- NEW VERSION_NEW LOOK COMING SOON!!</a>	Daniel Moore	6/30/2014	23 mb	<a href="#">View</a> <a href="#">Edit</a>

# Initiating an E-Sign (Document Turn in)

**Note:** pdf must be downloaded in original size (D size drawing is downloaded as Ansi D or 22x34)

- Click on “Add Document” button

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**

- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites

## View Collection

Location: [Home](#) > [Document Control Group](#) > [JLab Drawings](#)

**JLab Drawings**

All Drawings for Jefferson Lab

[Properties](#) [Edit](#)  
[Search](#) [Permissions](#)

Add Collection
Add Document

Showing 1 - 20 of 71668 children

Type	Document Number	Owner	Modified	Size	Action(s)
	67165-00152-Rev-Sh1	Steve Furches	4/15/2013	150 kb	
	67165-00152-Rev-Sh2	Steve Furches	4/15/2013	43 kb	
	67165-00152-Rev-Sh3	Steve Furches	4/23/2014	24 kb	
	71200-2904	Sasa Radovic	10/2/2013	1 mb	
	00-C-8-2161, Revision: 1, Sheet No.: S1	Terrie Fuell	3/14/2013	490 kb	
	010601176, Revision: A, Sheet No.: 1	Terrie Fuell	3/14/2013	1 mb	
	010601251, Revision: A, Sheet No.: 1	Terrie Fuell	3/14/2013	351 kb	

# Adding Document Attributes

- Enter required information (\* required)
- Click “Browse” to add pdf to be signed
- Click on the “Save and Add Approvals” button

**ADD DOCUMENT**

Location: Home > Document Control Group > JLab Drawings

**Add a Document**

Document Number\* D000001003-5000

Description

Owner Budget Paul

Document Type\* File Upload

Approval Status

File Upload\* Browse... E-Sign Tutorial Rev C Draft.ps

Requires Approval ☒

Document Revision

Category\* HALL D

Document Number\* D00000-10-03-5000

Drawing Size\* E

Drawing Title\* TUTORIAL

Drawn Date\* 7/22/2014

Sheetnum\* 1-32

\* required fields

**Optional Attributes (click to expand)**

Save and Add Approvals Show Approval Favorite(s)

Save Cancel

Currently showing all versions of this document

**File Upload**

Desktop

Organize New folder

Name

OH Site Banners 2,006

W&M

Big Dog Test

CZom\_20140H\_DRAFT\_48Wx36H

eng

DCG Website Upgrade

Poster Vanadium Thin Films

JlabFinal\_ToPrint

D00000-10-02-5000\_REV A

D00000-10-02-5000\_REV A

Adobe Acrobat Document

Date modified: 4/18/2014 2:13 PM

Size: 977 KB

File name: D00000-10-02-5000\_REV A

All Files

Open Cancel

Once “Favorites” are created, this button will open a favorites listing



# Adding Signers (Approvers)

- Add one or more Signers by typing their Name or User Name and selecting from the drop down list  
(Adding multiple signers allows one OR the other to sign but NOT BOTH)

**M E N U:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ESH&Q
  - SRF
- My Repository
  - My Documents
- Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**Manage Signatures for 'D000001002-5000'**

**D000001002-5000** [Properties](#) [Edit](#) [Permissions](#)

Location: [Home](#) > [Document Control Group](#) > [JLab Drawings](#)

This document has a required set of signatures that may be edited and/or added to prior to being completely signed.

**Required Signatures**

Required Signatures are defined by the document's parent folder. These signatures must be submitted for approval either before or at the same time 'User-Defined' signatures are submitted.

DCG (Multiple Signer)	Signer
Fuell, Terrie (fuell)	[281426]
Paul, Bridget (bpaul)	[295131]

**Checker**  
(Multiple Signer)

**Approver 1**  
(Multiple Signer)

**User-Defined Sign**

There are no user-defined signatures.

Add a signature:

Label:

Fields below and click 'Add Signature' to add a signature.

**Add Signature**

**Cancel** **Proceed**

*Note: An arrow points from the text "(Adding multiple signers allows one OR the other to sign but NOT BOTH)" to the "Approver 1" section of the form.*

# Adding Additional Signers

For Documents requiring more than one Signature: Enter the type of Signer (Approver 2, Weldment Approver, etc) in the Signature Label Box, find the signer in the Search for Signer Box and then:

- Click the Add Signature Button

**MENU:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Operations
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - ESH&Q
  - SRF
- My Repository
  - My Documents
- Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**Manage Signatures for 'D000001002-5000'**

**D000001002-5000** Properties Edit Permissions

Location: Home > Document Control Group > JLab Drawings

This document has a required set of signatures that may be edited and/or added to prior to being completely signed.

**Required Signatures**

Required Signatures are defined by the document's parent folder. These signatures must be submitted for approval either before or at the same time 'User-Defined' signatures are submitted.

Role	Signer
DCG (Multiple Signer)	Fuell, Terrie (fuell) [281426]
	Paul, Bridget (bpaul) [295131]
Checker (Multiple Signer)	Fuell, Terrie (fuell) [281426]
Approver 1 (Multiple Signer)	Paul, Bridget (bpaul) [295131]

**User-Defined Signatures**

There are no user-defined signatures pending submission for 'D000001002-5000'. Fill in the fields below and click 'Add Signature' to add a signature.

**Add a signature:**

Label:  Search for a Signer:  **Add Signature**

# Adding Additional Signers

Upon clicking the “Add Signature” button; the label and signer name appears under the “User Defined Signature” area.

Once All Signers are added: **Click Proceed**

**MENU:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Operations
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - ESH&Q
  - SRF
- My Repository
  - My Documents
- Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**Manage Signatures for 'D000001002-5000'**

**D000001002-5000** Properties Edit Permissions

Location: Home > Document Control Group > JLab Drawings

This document has a required set of signatures that may be edited and/or added to prior to being completely signed.

**Required Signatures**

Required Signatures are defined by the document's parent folder. These signatures must be submitted for approval either before or at the same time 'User-Defined' signatures are submitted.

Role	Signer
DCG (Multiple Signer)	Fuell, Terrie (fuell) [281426]
	Paul, Bridget (bpaul) [295131]
Checker (Multiple Signer)	Fuell, Terrie (fuell) [281426]
Approver 1 (Multiple Signer)	Paul, Bridget (bpaul) [295131]

**User-Defined Signatures**

Role	Signer	Action
Approver 2 (Multiple Signer)	Dillon-Townes "Butch" Lawrence (ladt) [11396]	Delete

**Add a signature:**

Label:  Search for a Signer:

# Completing an E-Sign

The “Confirm Signatures” panel will show all approvers assigned to this document.

•Click “Submit Signatures”

**MENU:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ESH&Q
  - SRF
- My Repository
  - My Documents
- Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**Confirm Signature(s)**

**D000001002-5000**

[Properties](#) [Edit](#) [Permissions](#)

Location: [Home](#) > [Document Control Group](#) > [JLab Drawings](#)

**Confirm Signature(s) for D000001002-5000**

The following signatures will be submitted for approval. The signer(s) will receive an email instructing them to digitally approve 'D000001002-5000'

Signature Name	Signature Type	Signer(s)
DCG	Multiple Signer	Bridget Paul Terrie Fuell
Approver 1	Multiple Signer	Bridget Paul
Checker	Multiple Signer	Terrie Fuell

[Click Here to Save to My Approval Favorites](#)

[Cancel](#) [Submit Signature\(s\)](#)

The document gets sent by e-mail to the approvers/signers. You will get a response e-mail once the E-sign has been Approved or Rejected.


# Creating Favorites

In the “Confirm Signatures” panel you can create and save the latest grouping of Signers:

- Click to open this link

**M E N U:**  
**Search**  
**Starting Points**  
Document Control Group  
FM&L  
Operations  
Policies and Procedures  
Science  
CFO Policies and Procedures  
ESH&Q  
SRF  
**My Repository**  
My Documents  
**Document Approvals**  
My Outstanding Approvals  
My Approvals  
My Approval Favorites  
Approvals Search

### Confirm Signature(s)

 **D000001002-5000**

Properties Edit  
Permissions

Location: [Home](#) > [Document Control Group](#) > [JLab Drawings](#)

#### Confirm Signature(s) for D000001002-5000

The following signatures will be submitted for approval. The signer(s) will receive an email instructing them to digitally approve 'D000001002-5000'

Signature Name	Signature Type	Signer(s)
DCG	Multiple Signer	Bridget Paul Terrie Fuell
Approver 1	Multiple Signer	Bridget Paul
Checker	Multiple Signer	Terrie Fuell
Approver 2	Multiple Signer	Butch Dillon-Townes

**Click Here to Save to My Approval Favorites** »

Cancel Submit Signature(s)

# Adding Favorites

Name your new favorite grouping of signers- a description is optional.

- Click “Submit Signature(s) and Save as Favorite” button

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Operations
- Policies and Procedures
- Science
- CFO Policies and Procedures
- ESH&Q
- SRF

**My Repository**


- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

## Confirm Signature(s)

[Properties](#)
[Edit](#)
[Permissions](#)

 **D000001002-5000**

Location: [Home](#) > [Document Control Group](#) > [JLab Drawings](#)

### Confirm Signature(s) for D000001002-5000

The following signatures will be submitted for approval. The signer(s) will receive an email instructing them to digitally approve 'D000001002-5000'

Signature Name	Signature Type	Signer(s)
DCG	Multiple Signer	Bridget Paul Terrie Fuell
Approver 1	Multiple Signer	Bridget Paul
Checker	Multiple Signer	Terrie Fuell
Approver 2	Multiple Signer	Butch Dillon-Townes

«

**Click Here to Save to My Approval Favorites**

**Signature Favorite Name**

**Signature Favorite Description**

These are the document signers for Project X.

**Satisfies Template** Document Control Group

**Submit Signature(s) and Save As Favorite**

# Replacing a Document in E-Sign OR Stopping the E-Sign Process

While you may Add approvers or Edit an e-sign in progress, you CANNOT remove, replace or change a document or assigned approvers. If a correction is needed , the e-sign in progress must be first be rejected. This can be done by the initiator as an “Administrative Rejection”.

# Administratively Rejecting an E-Sign

Search and Open file to the “View Document” page.

- Click the ID Number to view version details

- Click the “Administratively Reject” button to stop the E-Sign process

**View Document**

Location: Home > Document Control Group > JLab Drawings

**D000001002-5000**

Document Number D000001002-5000

Approval Status Document approval is in progress.

Description

Current Revision A

Document Type File Upload

File D00000-10-02-5000\_REV A.pdf

Owner Bridget Paul

Parent JLab Drawings

Category MEG

Document Number D00000-10-02-5000

Drawing Size D

Drawing Title Another Test

Drawn Date 7/11/2014

Sheet/Num 1-3

Expiration Date

Contributors

[Edit](#) [Add Approvals](#)

[Done](#)

Currently showing all versions of this document.

Id	Version No.	Revision	Content	Approval Status	Comments
<a href="#">05407</a>	1	A	D00000-10-02-5000_REV A.pdf	INITIATED	

**View Document Version**

Location: Home > Document Control Group > JLab Drawings

**D000001002-5000**

**Details for version 1**

Document D000001002-5000

Content D00000-10-02-5000\_REV A.pdf

Approval Status INITIATED

Approval ID 27411

[Delete](#) [Done](#)

[Approval](#) [Comments for version 1](#)

This document was submitted for approval on 7/11/2014 10:27 AM:

Signature Label	Signer Type	Signer/Authorized Signer(s)	Status	Date Submitted	Date Signed	Action(s)
Approver 2	Multiple Signer	• Fuell, Terrie	UNSIGNED	7/11/2014 10:27 AM	N/A	
Checker	Multiple Signer	• Fuell, Terrie	UNSIGNED	7/11/2014 10:27 AM	N/A	
DCG	Multiple Signer	• Fuell, Terrie • Paul, Bridget	UNSIGNED	7/11/2014 10:27 AM	N/A	<a href="#">Approve</a> <a href="#">Reject</a>
Approver 1	Multiple Signer	• Paul, Bridget	UNSIGNED	7/11/2014 10:27 AM	N/A	<a href="#">Approve</a> <a href="#">Reject</a>

[Administratively Reject](#)



# Editing an E-Sign's Attributes

Changing Attribute information does NOT require adding a new document

- Search and click on link to open the “View Document” page
- Click the Edit button
- Make changes to the information
- Click Save *(Do not reload document)*

**MENU:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ESH&Q
  - SRF
- My Repository
  - My Documents
- Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**View Document**

Location: Home > Document Control Group > JLab Drawings

**D000001002-5000**

Document Number D000001002-5000

Approval Status Document approval is in progress.

Description

Current Revision A

Document Type File Upload

File D00000-10-02-5000\_REV A.pdf

Owner Bridget Paul

Parent JLab Drawings

Category MEG

Document Number D00000-10-02-5000

Drawing Size D

Drawing Title Another Test

Drawn Date 7/11/2014

SheetNum 1-3

Expiration Date

Contributors

[Properties](#) [Edit](#) [Permissions](#)

[Edit](#) [Add Approvals](#)

[Done](#)

Currently showing all versions of this document.

Id	Version No.	Revision	Content	Approval Status	Comments
85467	1	A	D00000-10-02-5000_REV A.pdf	INITIATED	

**MENU:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ESH&Q
  - SRF
- My Repository
  - My Documents
- Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**Edit Document**

Location: Home > Document Control Group > JLab Drawings

**D000001002-5000**

[Properties](#) [Edit](#) [Permissions](#)

**Edit a Document**

Document Number\* D000001002-5000

Description Edited by adding description info to an active E-sign

Owner Bridget Paul

Document Type\* File Upload

Approval Status Document approval is in progress.

File Upload You cannot upload a new document until the current document is either rejected or approved.

Requires Approval ☒

Document Revision\* A

Category\* MEG

Document Number D00000-10-02-5000

Drawing Size\* D

Drawing Title\* Another Test

Drawn Date\* 7/11/2014

SheetNum\* 1-3

\* required fields

**Optional Attributes (click to expand)**

[Add Approvals](#)

[Save](#) [Delete](#) [Cancel](#)

Currently showing all versions of this document.

Id	Version No.	Revision	Content	Approval Status	Comments
85467	1	A	D00000-10-02-5000_REV A.pdf	INITIATED	

# Resubmitting a Rejected E-Sign

Find Rejection Notifications through email and Click on the link

OR

Under “My Approvals” in the Document Repository (Left side Index)

- Click the Document link to open the View Document

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**


- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

## View Document Version

Location: [Home](#) > [Document Control Group](#) > [JLab Drawings](#)



**D000000106-1008**  
DARKROOM BOLTED FRAME ASSEMBLY

[Properties](#) [Edit](#)  
[Permissions](#)

---

**Details for version 2**

**Document** [D000000106-1008](#)

**Content** [D000000106-1008.pdf](#)

**Approval Status** REJECTED

**Approval ID** 269005

Delete
Done

[Approval](#) [Comments for version 2](#)

This document was submitted for approval on 3/07/2014 07:59 AM and REJECTED on 3/07/2014 08:38 AM :

Signature Label	Signer Type	Signer/Authorized Signer(s)	Status	Date Submitted	Date Signed	Action(s)
APPROVER 2	Single Signer	• Hutton, Chuck	UNSIGNED	3/07/2014 7:59 AM	N/A	
Approver 1	Multiple Signer	• Whittatch, Timothy	UNSIGNED	3/07/2014 7:59 AM	N/A	
Checker	Multiple Signer	• Hutton, Chuck	UNSIGNED	3/07/2014 7:59 AM	N/A	
DCG	Multiple Signer	Bridget Paul	REJECTED "Wrong size drawing"	3/07/2014 7:59 AM	3/07/2014 8:38 AM	

# Resubmitting a Rejected E-Sign

NOTE: Changes made to a “rejected” Document are resubmitted into the same E-Sign as a new version

- Click the “Edit” Button

**View Document**

Location: Home > Document Control Group > JLab Drawings

**D000001002-5000**

Document Number: D000001002-5000

Approval Status: X Document is rejected

Description:

Current Revision: A

Document Type: File Upload

File: D00000-10-02-5000\_REV A.pdf

Owner: Bridget Paul

Parent: JLab Drawings

Category: MEG

Document Number: D00000-10-02-5000

Drawing Size: D

Drawing Title: Another Test

Drawn Date: 7/11/2014

SheetNum: 1-3

Expiration Date:

Contributors:

[Edit](#)

[Done](#)

Currently showing all versions of this document.

Id	Version No.	Revision	Content	Approval Status	Comments
85467	1	A	D00000-10-02-5000_REV A.pdf	<span style="color: red;">X</span> REJECTED	

- Browse and Add the Revised document
- Click “Save”

**Edit Document**

Location: Home > Document Control Group > JLab Drawings

**D00000106-1008**

Document Number: D00000106-1008

Description: DARKROOM BOLTED FRAME ASSEMBLY

Owner: Chuck Hutton

Document Type: File Upload

Approval Status: ✓ Document is approved

File Upload: [Browse](#) D00000-10-05-P001...m Pro

Requires Approval: ☒

Document Revision:

Category: HALL D

Document Number: D00000-01-06-1008

Drawing Size: C

Drawing Title: DARKROOM BOLTED FRAME ASSY

Drawn Date: 9/27/13

SheetNum: 3

**Optional Attributes (click to expand)**

[Save](#) [Delete](#) [Cancel](#)

# Resubmitting a Rejected E-Sign

- Click on Add Approvals and re-enter the signer's names.  
(When adding a corrected document, you must also re-add approvers)

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**


- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search


**View Document**

Location: [Home](#) > [Document Control Group](#) > [JLab Drawings](#)

 **test 6 7/15** [Properties](#) [Edit](#) [Permissions](#)

**Add Approval Signatures**

Document Number test 6 7/15

Approval Status  No approval in progress.

Description

Current Revision A

Document Type File Upload

File D00000-10-05-P001 Beamline Vacuum Procedures.pdf

Owner Bridget Paul

Parent JLab Drawings

Category HALL D

Document Number test 6 7/15

Drawing Size E

Drawing Title TUTORIAL

Drawn Date 7/15

SheetNum 1



Expiration Date

Contributors

[Edit](#) [Add Approvals](#) [Submit w/ Approval Favorite](#)

[Done](#)

Currently showing only significant versions of this document.  
[Show all versions](#)

Id	Version No.	Revision	Content	Approval Status	Comments
85538	 2	A	D00000-10-05-P001 Beamline Vacuum Procedures.pdf	 NOT_INITIATED	

# Adding A Document Revision

To Add a Revision to an existing (released) document, first find and open the latest revision of a document in the Repository

• Click the “Edit” Button

**View Document**

Location: Home > Document Control Group > JLab Drawings

**D000000106-1008**  
DARKROOM BOLTED FRAME ASSEMBLY

Document Number: D000000106-1008  
Approval Status: Document is approved  
Description: DARKROOM BOLTED FRAME ASSEMBLY  
Current Revision: **C**  
Document Type: File Upload  
File: D000000106-1008.pdf  
Owner: Chuck Hutton  
Parent: JLab Drawings  
Category: HALL D  
Document Number: D00000-01-06-1008  
Drawing Size: C  
Drawing Title: DARKROOM BOLTED FRAME ASSY  
Drawn Date: 3/27/13  
SheetNum: 3  
Expiration Date:  
Contributors:

[Properties](#) [Edit](#) [Permissions](#)

**Edit** **Done**

Currently showing only significant versions of this document.  
[Show all versions](#)

Id	Version No.	Revision	Content	Approval Status	Comments
82589	2	-	D000000106-1008.pdf	APPROVED	

• Browse and Add the Revised document

• Change Revision level

• Click “Save”

**Edit Document**

Location: Home > Document Control Group > JLab Drawings

**D000000106-1008**  
DARKROOM BOLTED FRAME ASSEMBLY

**Edit Document**

Document Number: D000000106-1008  
Description: DARKROOM BOLTED FRAME ASSEMBLY

Owner: Chuck Hutton  
Document Type: File Upload  
Approval Status: Document is approved  
File Upload: No file selected  
Requires Approval: ☒  
Document Revision: **C**  
Category: HALL D  
Document Number: D00000-01-06-1008  
Drawing Size: C  
Drawing Title: DARKROOM BOLTED FRAME ASSY  
Drawn Date: 3/27/13  
SheetNum: 3

\* required fields

**Optional attributes (click to expand)**

**Save** **Delete** **Cancel**

Currently showing only significant versions of this document.  
[Show all versions](#)

Id	Version No.	Revision	Content	Approval Status	Comments
82589	2	-	D000000106-1008.pdf	APPROVED	

# Adding A Document Revision

- Click on “Add Approvals” and enter the signer’s names.

**MENU:**

- Search
- Starting Points
  - Document Control Group
  - FM&L
  - Policies and Procedures
  - Science
  - CFO Policies and Procedures
  - Management Information Systems
  - ENR&Q
  - SPO
- My Repository
  - My Documents
  - Document Approvals
  - My Outstanding Approvals
  - My Approvals
  - My Approval Favorites
  - Approvals Search

**View Document**

Location: Home > Document Control Group > JLab Drawings

**D000000106-1008**  
DARKROOM BOLTED FRAME ASSEMBLY

Properties Edit  
Permissions

**Add Approval Signatures**

Document Number: D000000106-1008  
Approval Status: No approval in progress.  
Description: DARKROOM BOLTED FRAME ASSEMBLY  
Current Revision: -  
Document Type: File Upload  
File: JLAB factsheet.pdf  
Owner: Chuck Hutton  
Parent: JLab Drawings  
Category: HALL D  
Document Number: D00000-01-05-1008  
Drawing Size: C  
Drawing Title: DARKROOM BOLTED FRAME ASSY  
Drawn Date: 3/27/13  
Sheet: 3 of 3  
Expiration Date:  
Contributors:

Edit Add Approvals Submit w/ Approval Favorite  
Done

Currently showing only significant versions of this document.  
Show all versions

ID	Version No.	Revision	Content	Approval Status	Comments
85539	3	-	JLAB factsheet.pdf	NOT INITIATED	
82589	2	-	D000000106-1008.pdf	APPROVED	

The document gets sent by e-mail to the approvers/signers. You will get a response e-mail once the E-sign has been Approved or Rejected.

# Approving an E-Sign

Find approval requests through email and Click on the link OR

- Click “My Outstanding Approvals” in the Menu to the left of page
  - Click the Document number/name link to see Document details
    - Open the pdf for review under “download”

**M E N U:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Policies and Procedures
- Science
- CFO Policies and Procedures
- Management Information Systems
- ESH&Q
- SRF

**My Repository**

- My Documents
- Document Approvals**
- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

### My Outstanding Approvals

#### Outstanding Approvals

Showing all 24 signatures awaiting my approval.

Document	Date Submitted	Signature Label	Signer Type	Authorized Signer(s)	Date Signed	Action(s)
D000000105-0000 version : 7 revision Label : A <a href="#">download</a>	7/14/2014 04:16 PM	Approver 1	Multiple Signer	• Whitlatch, Timothy	Pending ...	
		Checker	Multiple Signer	Richard Getz	7/14/2014 04:27 PM	
		DCG	Multiple Signer	• Fuell, Terrie • Paul, Bridget	Pending ...	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
D000001902-2020 version : 3 revision Label : - <a href="#">download</a>	7/14/2014 04:24 PM	APPROVER 2	Multiple Signer	• Whitlatch, Timothy	Pending ...	
		Approver 1	Multiple Signer	Bill Crahen	7/14/2014 05:53 PM	
		Checker	Multiple Signer	• Rath, Damon	Pending ...	
		DCG	Multiple Signer	• Fuell, Terrie • Paul, Bridget	Pending ...	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

# Approving an E-Sign

- Click the ID number on the View Document page to see Approval details
- Then Click the “Approve” or “Reject” button here OR on the “Outstanding Approvals” page

**MENU:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Operations
- Policies and Procedures
- Science
- CFO Policies and Procedures
- ESH&Q
- SRF

**My Repository**

- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

**View Document**

Location: Home > Document Control Group > JLab Drawings

**79110-0006** Properties Edit Permissions

Document Number 79110-0006

Approval Status Document approval is in progress.

Description

Current Revision -

Document Type File Upload

File 79110-0006\_Rev\_.pdf

Owner Corey Butler

Parent JLab Drawings

Document Number 79110-0006

Drawing Size D

Drawing Title MSU FRB HP STAGE COMPRESSOR P & I DIAGRAM

Drawn Date 26MAR14

SheetNum 1

Category WBS 7 / CROG

Expiration Date

Contributors

Edit Add Approvals

Done

Currently showing all versions of this document.

Id	Version No.	Revision	Content	Approval Status	Comments
85672	1	-	79110-0006_Rev_.pdf	INITIATED	

**MENU:**

**Search**

**Starting Points**

- Document Control Group
- FM&L
- Operations
- Policies and Procedures
- Science
- CFO Policies and Procedures
- ESH&Q
- SRF

**My Repository**

- My Documents

**Document Approvals**

- My Outstanding Approvals
- My Approvals
- My Approval Favorites
- Approvals Search

**View Document Version**

Location: Home > Document Control Group > JLab Drawings

**79110-0006** Properties Edit Permissions

**Details for version 1**

Document 79110-0006

Content 79110-0006\_Rev\_.pdf

Approval Status INITIATED

Approval ID 278980

Delete Done

Approval Comments for version 1

This document was submitted for approval on 7/18/2014 06:07 PM

Signature Label	Signer Type	Signer/Authorized Signer(s)	Status	Date Submitted	Date Signed	Action(s)
Approver 2	Single Signer	Gann, Venkatarao	UNSIGNED	7/18/2014 6:07 PM	N/A	
Approver 1	Multiple Signer	Dixon, Kelly	UNSIGNED	7/18/2014 6:07 PM	N/A	
Checker	Multiple Signer	Laverdure, Nate	UNSIGNED	7/18/2014 6:07 PM	N/A	
DCG	Multiple Signer	Foell, Terrie Paul, Bridget	UNSIGNED	7/18/2014 6:07 PM	N/A	Approve Reject

Administratively Reject



# Rejecting an E-Sign

When Rejecting a Document you are required to provide a Reason

- Click Save to continue

**View Document Version**

Location: Home > Document Control Group > JLab Drawing

**79110-0006**

**Details for version 1**

Document 79110-0006  
Content 79110-0006\_Rev-.pdf  
Approval Status INITIATED  
Approval ID 278980

Delete Done

Approval Comments for version 1

This document was submitted for approval on 7/18/2014 06:07 PM :

Signature Label	Signer Type	Signer/Authorized Signer(s)	Signature	Date	Time	Initials
Approver 2	Single Signer	Ganni, Venkatarao				
Approver 1	Multiple Signer	Dixon, Kelly				
Checker	Multiple Signer	Laverdure, Nate	UNSIGN	7/18/2014 6:07 PM	N/A	
DCG	Multiple Signer	Terrie Fuel	APPROVED	7/18/2014 6:07 PM	7/21/2014 8:13 AM	
Approver 3	Multiple Signer	Paul, Bridget	UNSIGN	7/18/2014 6:07 PM	N/A	

Administratively Reject

**Reject Document**

**Reject Reason**

Reason\* Wrong part # in Item 4

\* required fields

Save Cancel