

# How to use Lexzur Internal Signature

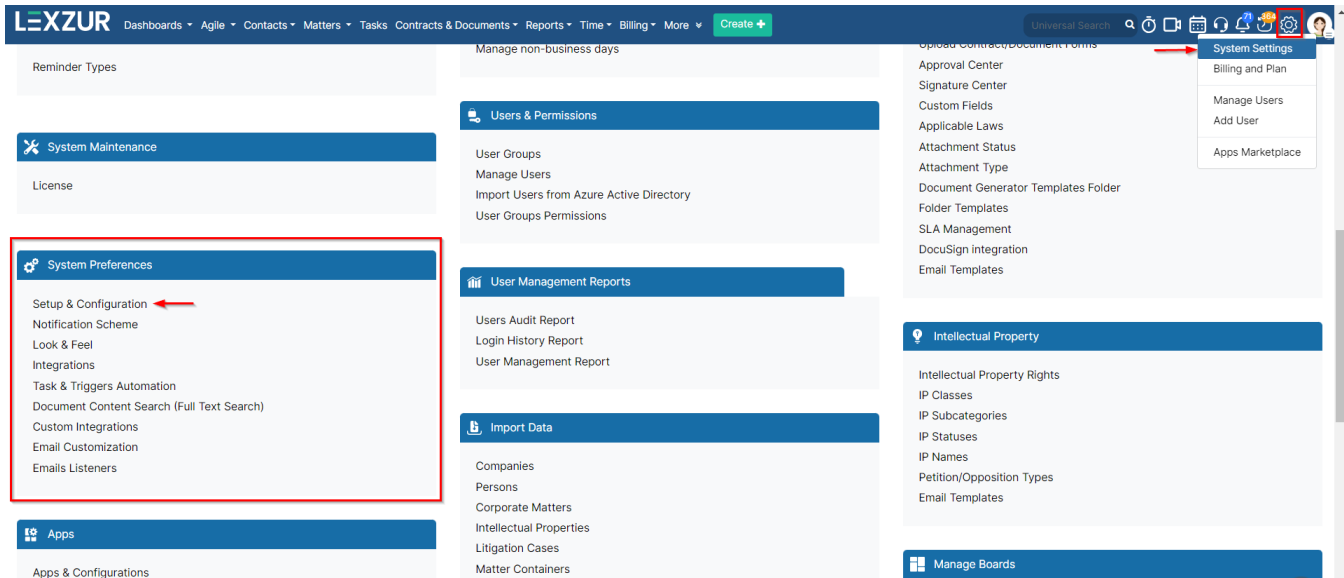
## Objectives:

- Enable Internal Signature Workflow
- Sign with Lexzur Signature

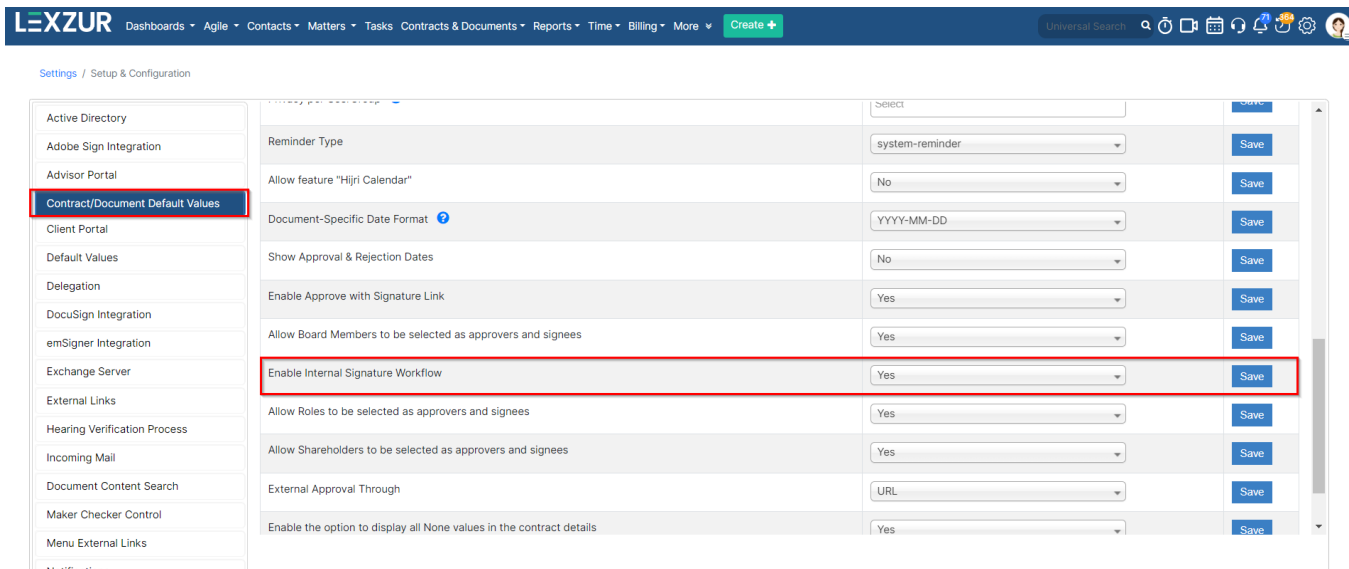
## Steps:

Lexzur internal signatures now feature a dedicated workflow, empowering users with support for multiple signatures.

To activate this functionality, navigate to **System Settings -> System Preferences -> Setup & Configuration**



and under the **Contracts/Documents Default Values** tab, enable the **Internal Signature Workflow**.



Users can utilize this feature like any other digital signature, customizing coordinates with options such as signature names, stamps, designations, and dates, while also receiving emails.

Once enabled, Lexzur's sign becomes a distinct workflow within any contract.

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Please Specify the Signature Workflow

**LEXZUR**  
Internal Lexzur Sign  
Allows signing using Internal Lexzur or DocuSign  
[Get Started](#)

 **Adobe Sign**  
Adobe Sign  
Restricts all signatures to Adobe Sign  
[Get Started](#)

**LEXZUR**  
Lexzur Sign  
Powered by Adobe Acrobat  
Restricts all signatures to Lexzur Sign  
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**LEXZUR**  
Lexzur Sign  
Restricts all signatures to Lexzur Sign  
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Simply click on **Get Started**, then **Add Signees**, much like any other workflow in Lexzur.

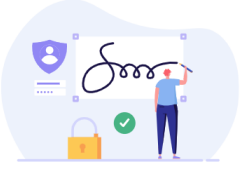
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**Start your Signature Workflow**  
*(Lexzur Signature Workflow)* [Change to Internal Lexzur Signature Workflow](#)

[Add Signees](#) ✎

You can specify the type, name, and signature order for each signee, labeling them accordingly. Signees may vary from users, and collaborators, to other persons.

Edit Signees

☒ Set Signature Order

1

User

Carolina Robinson

Label

Legal Executive

Summary

2

Collaborator

Albert Smith

Label

CEO

Save as Draft

Send

Upon completion, you may either save it as a draft if the approval process is pending, or send it directly to Lexzur Sign for configuring the signature coordinates.

LEXZUR

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Page thumbnails

This Agreement constitutes the entire understanding between the parties concerning the employment of the Employee and supersedes all prior agreements, whether written or oral.

IN WITNESS WHEREOF, the parties have executed this Employment Agreement as of the date first written above.

Attach ID Copy: **5(10)**

By:

Signature

I have read, understood, and agreed to the terms and conditions of this Employment Agreement.

Employee's Signature:

Signature

Employee's Full Name:

Date:

Carolina Robinson

Standard Fields

Signature

Single page

All pages

Stamp

Name

Designation

Date

Send

For each signee, standard fields such as signature, stamp, name, and date can be specified, with the option to apply them universally or selectively across pages.

Once all settings are in place, click **"Send"** to dispatch signature emails to the signees in sequential order if the order is enabled.





If additional fields are configured for the signature, such as name, stamp, designation, or date, the signee will be prompted to fill in this information in the same window.

### Contract/Document To Sign

All Documents

Name\*

Caroline

Designation\*

Choose signature\*

*Caroline Mrawed*

default\_signature\_1250714806

*C.M*

default\_initials\_1987437259

Choose Stamp\*

Legal Signature

Date\*

2024-03-28

Sign

Cancel

The Signed will be then retrieved easily in PDF format through the attachments tab.

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	Name	Type	Status	Keywords	File Size	Added On	Added By	Modifi
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	Employment Agreement template_signed.pdf				95.5 kB	2024-03-28 10:58:46	Caroline Robinson	Caroli

For more information on LEXZUR, reach out to us at [help@lexzur.com](mailto:help@lexzur.com)

Thank you!