



Electronic Signature

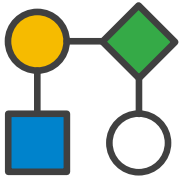
Elevate Read Verify and Testing Compliance With an Electronic Signature

Our eSignature is a compliant and secure signature solution that is fully integrated within Zavanta. Easily set an electronic signature for all documents in a Read Verify or Testing campaign or specify a single Read Verify or Testing document.

Challenges	Benefits
Traditional eSignatures are labor-intensive, require manual management, and occur outside of Zavanta.	Zavanta eSignature is fully integrated with the documents and the automated processes you need to track.
Managers lack visibility of read status, signature, and compliance in third-party signature tools.	Managers can access Read Verify and Testing reports in Zavanta to view the signature status and download the document and receipt that shows the legally accepted document.
Auditors and inspectors are dissatisfied with the complex process of searching through folders of documents from third-party tools to find appropriate signatures.	Auditors and inspectors can easily access Read Verify or Testing reports in Zavanta to view compliant signatures.
Traditional third-party signature tools are only available in English. This increases the risk that bilingual signers do not fully comprehend the documents they are signing.	With Zavanta, if GTS (Global Translation System) is implemented, all documents and prompts will be translated, ensuring everyone understands the content they are verifying.

Zavanta eSignature Key Benefits

Zavanta's eSignature is simple, convenient, and reliable. Your team is already using Zavanta for policies and procedures, so there is no need to learn a new tool or to leave the system to sign an important document. When you compare Zavanta eSignature to traditional, third-party signature solutions, you can expect these benefits:



Easy-to-Use Approval Workflow: If you are already using Read Verify or Testing, you can easily add the eSignature to the workflow. Easily assign to one or multiple users. No need to learn a new tool or waste time tracking documents and signatures via email or in a separate system.



Automated Alerts: Since the eSignature request is integrated into workflows, the Zavanta system automatically “nudges” a user to finish the eSignature process.

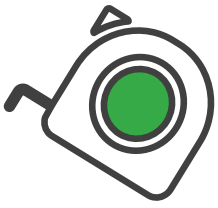


Automatic Archive With Audit History: Zavanta automatically handles the archiving, tracking, and audit history. This streamlines the process for audits, inspections, and management review. It is easy to download a ZIP file with both the document and signature file.



Report Ready: The eSignature is simply one more built-in feature in Zavanta that comes with the integrated organization. The naming convention for the file is predefined, so this eliminates manual errors during the “File > Save As” process with traditional signature tools. Signature administrators no longer worry about where to save the documents.

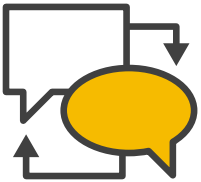
Zavanta automatically stores the related files with pre-set views, so managers, auditors, and inspectors can easily view by campaign, by user, or by document.



Scalability: It's a simple process to initiate large-scale eSignature requests with groups. Create a group of users with the same eSignature requirements, and the Zavanta system handles the communication process. This eliminates the labor-intensive and error-prone manual process associated with traditional eSignature solutions.



Mobile Access: Everything in the Zavanta employee portal is mobile ready, so the entire process for your employees can also be completed on a mobile device.



Translations: If our Global Translation System (GTS) is implemented, all prompts and documents will be in designated languages. This ensures your employees can fully comprehend the content in the documents they are signing, as well as the full eSignature process.



Manager Tool: Managers can view Read Verify and Testing reports by user or by document. They can easily download the actual document and signature receipt to see that it is a legally accepted document. Managers can easily share this with auditors.



Cost Reduction: Clients using Zavanta's eSignature solution can potentially eliminate the cost of third-party eSignature tools. There is no additional charge for this feature in Zavanta. For comparison, some traditional eSignature tools charge per document. This extra expense could potentially be eliminated while expanding the use of eSignatures.

Legally Accepted Document and Receipt


The Zavanta system will capture all of the data required to be legally accepted. The certificate of completion includes:


- Name
- Email
- Date and Time Stamp
- Time Zone
- IP Address
- Signature Creation with Signature Image


Customizable Prompt

Zavanta gives your administrators the ability to change the wording in the prompts for the signature. This gives you the ability to include your own language or relate the signature to a corporate initiative, culture, or strategy.

- I certify that I have read this document and understand its contents.
- I understand that this electronic signature is the legally binding equivalent of my handwritten signature.

 Select Type Signature

 Erase

 Sign



Take five minutes and try it out!

Talk to your CSM for more information.