

Adding an Electronic Signature to Quick Report

The following instructions can be used to insert an electronic signature into the Sierra Wave or Sierra Summit Quick Reports.

1. Obtain a picture file of the doctor's signature bmp or jpeg work well. Open signature file in paint.



2. Create a text box with underline and physician information.

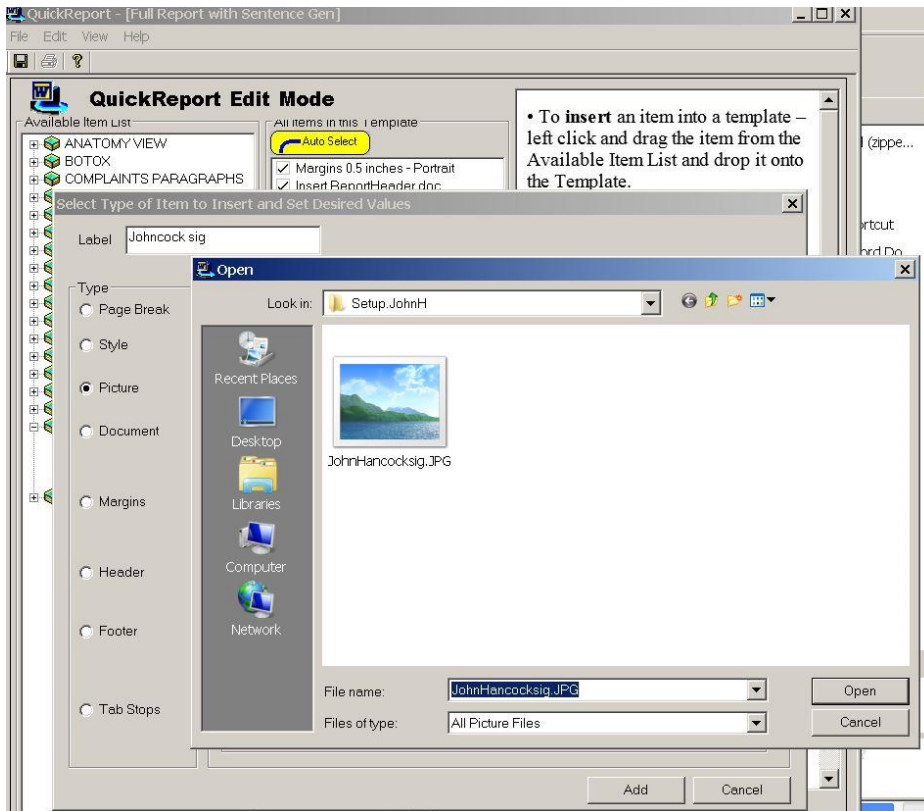


3. Move text box under signature .



4. Resize, save file, and put in setup folder for the Sierra user example C:\Cadwell\Sierra Summit\Setup.JohnH.
5. Open Sierra Summit and minimize then open Quick Report as Sierra User with no password.
6. Right click and edit the report template you want to add the signature to, example; Full Report with sentence generator.
7. Click on Signatures to expand.
8. Right click on Signatures and Create New Item.
9. Select Insert click OK.
10. Label the insert the name of the doctor.

11. Select Picture and browse to the file.

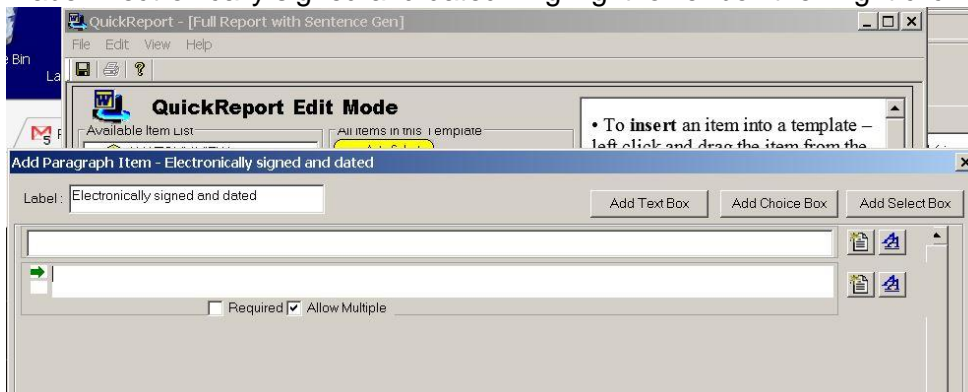


12. Click Open Then Add.

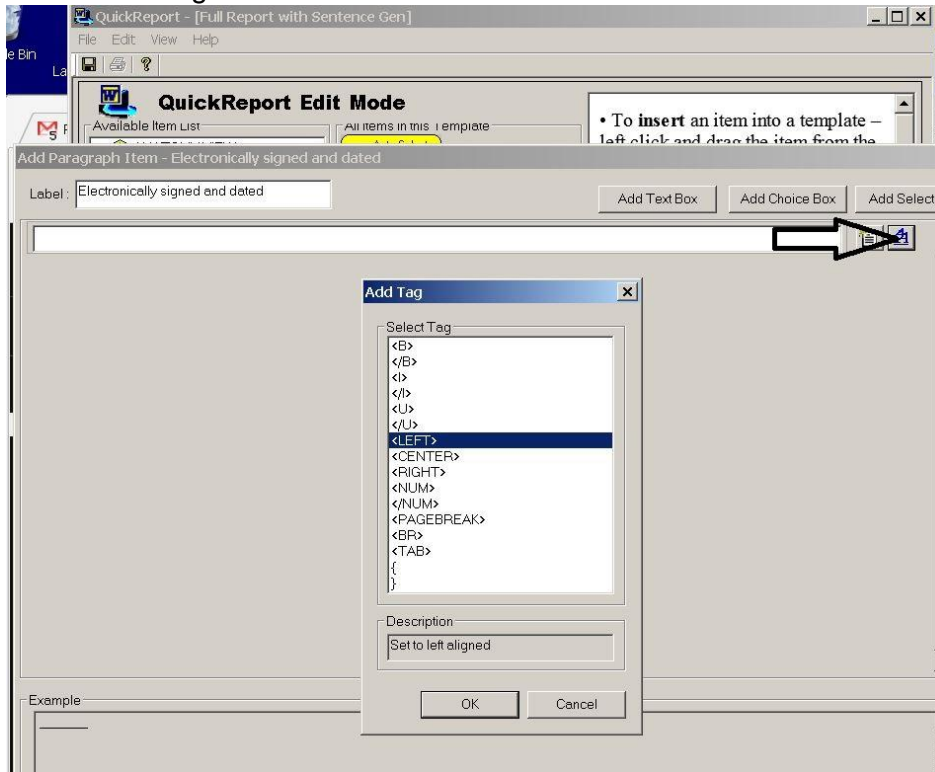
13. Right Click on Signatures again create new item.

14. Select paragraph click ok.

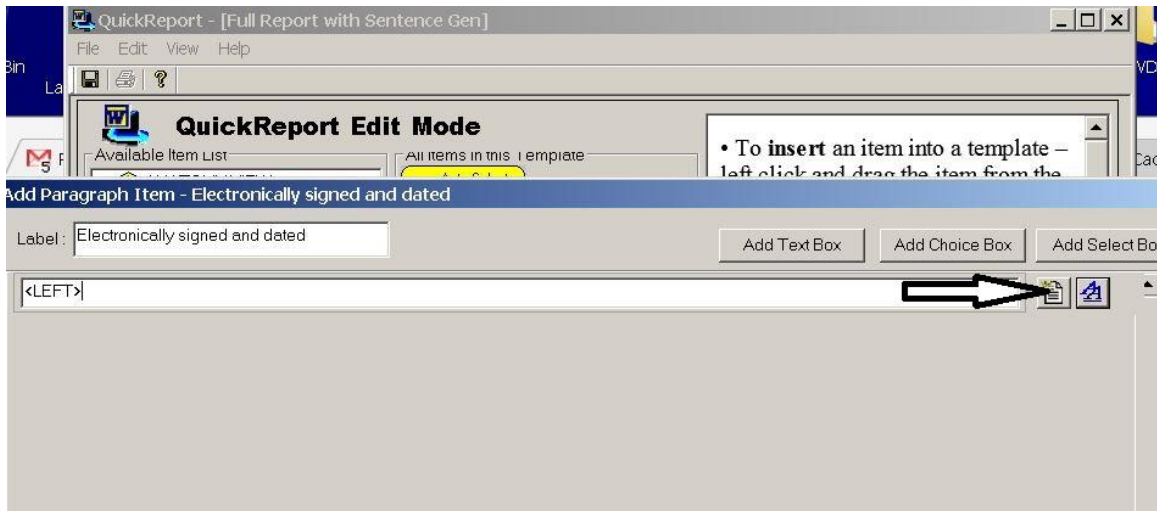
15. Label Electronically signed and dated. Highlight lower box then right click and cut.



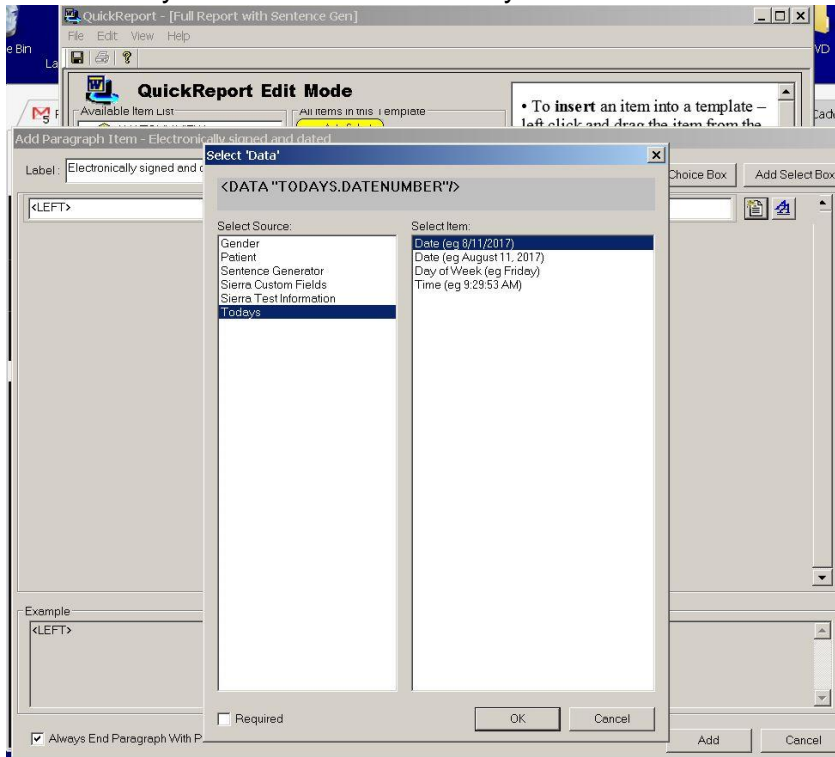
16. Click to add tag select left and click ok.



17. Click on token box.

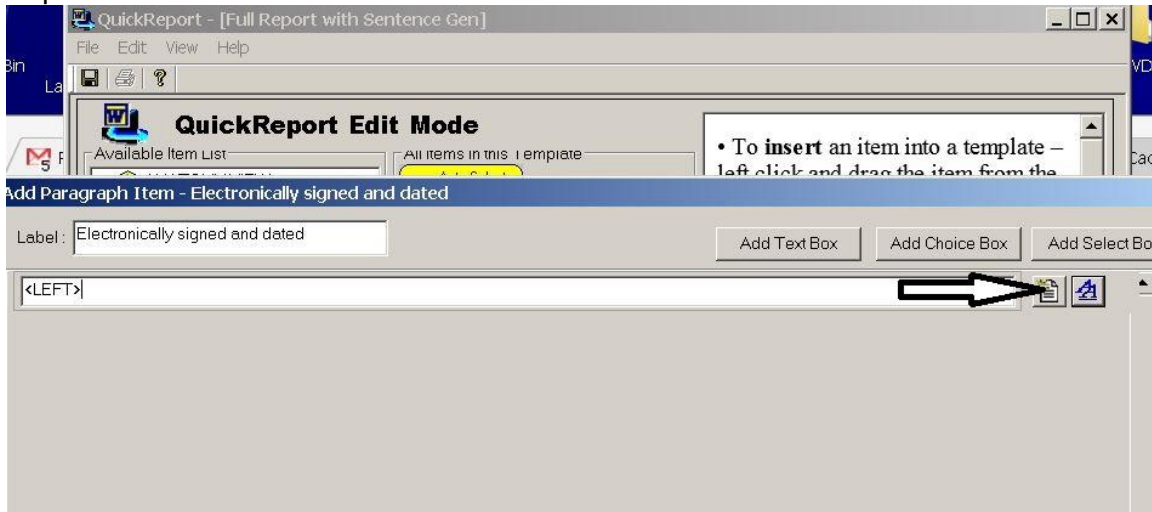


18. Select Todays then the date format of your choice then click ok.

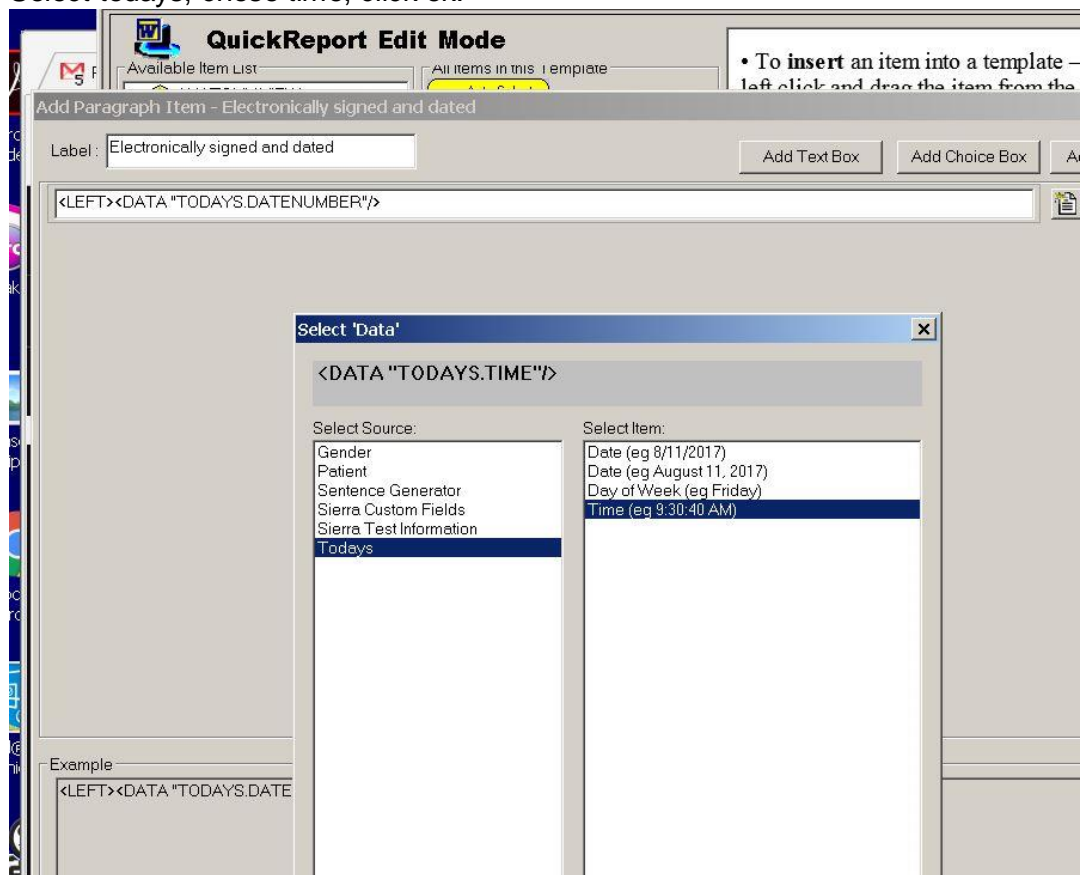


19. Add a comma and a space.

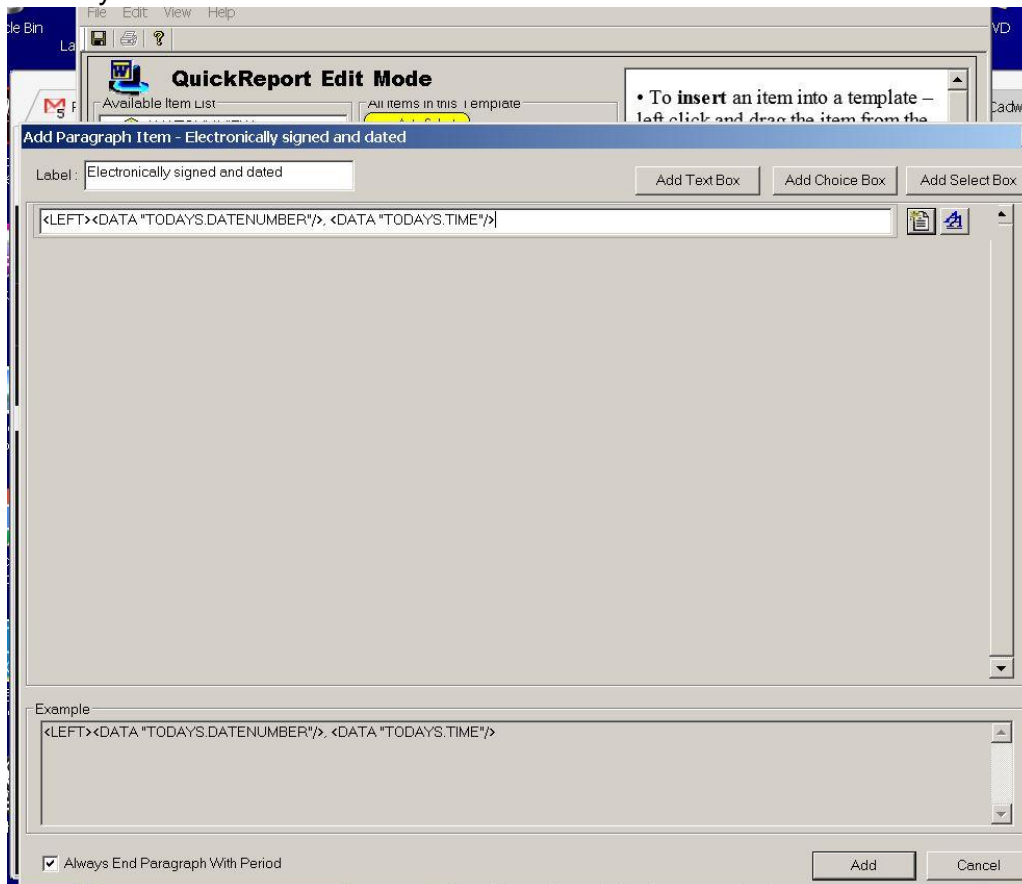
20. Repeat select token box.



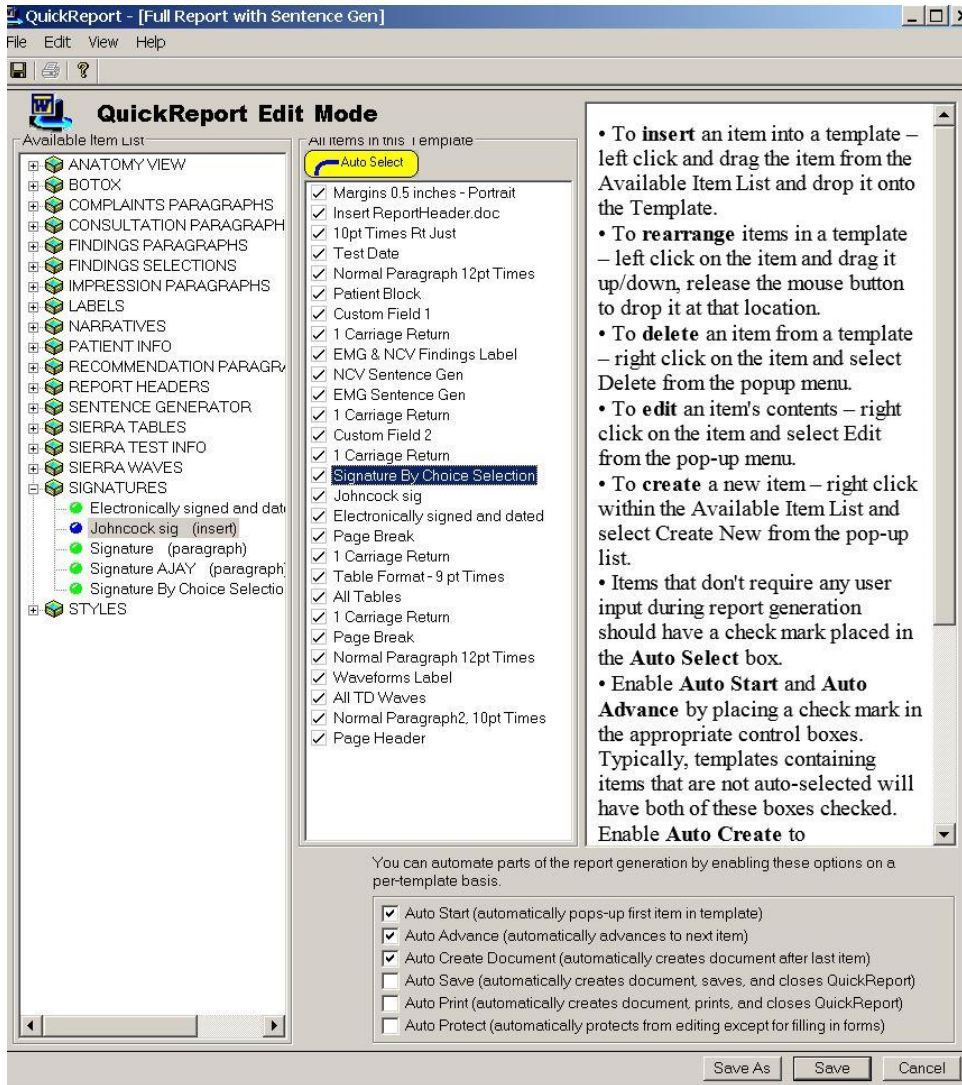
21. Select todays, chose time, click ok.



22. Check your work then click add at the bottom.



23. Drag the new items you created into the desired report. If there is a current signature item in report drag the new items under the current report and then right click and cut to remove the old signature item then click save.



24. Generate a report and make sure the signature is of the appropriate size within paint program and regenerate as needed to get desired result.

