

## eBase v8 Manual signature module



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## 1. Introduction

The signature module offers organizations the possibility to place a signature directly in eBase. The place where the signature can be placed is set up by the organization itself and can be placed either as a process step (validation signature) or directly in a letter. The use of this module requires a touchscreen or a signature tablet (to be purchased separately).

## 2. Setting up signature module

The signature module can be set up from the admin menu. It can be accessed from the navigation menu (see below).

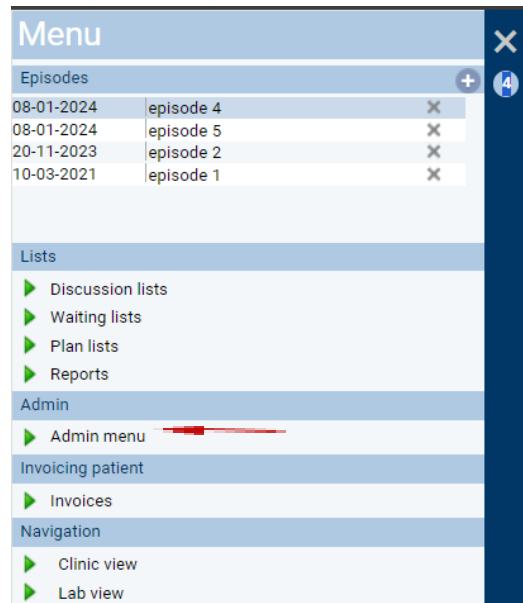


Figure 1: opening admin menu.

Next, open the "validate and lock" option.

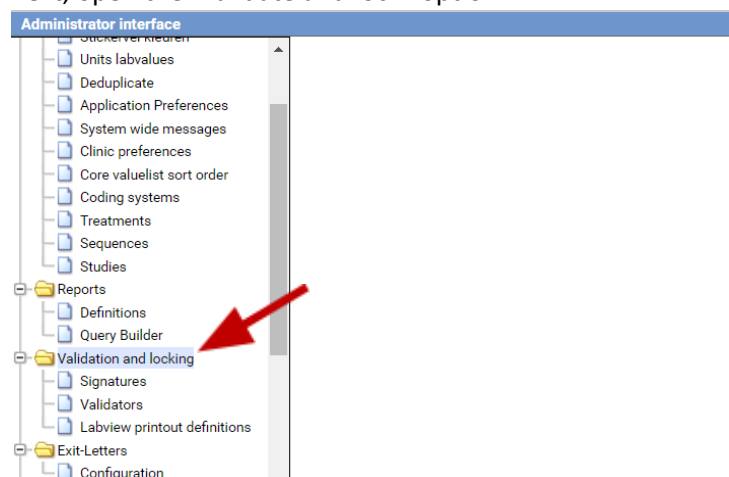


Figure 2: Opening validation and locking folder.

Select "Signatures". The set initials are then displayed in the left column.

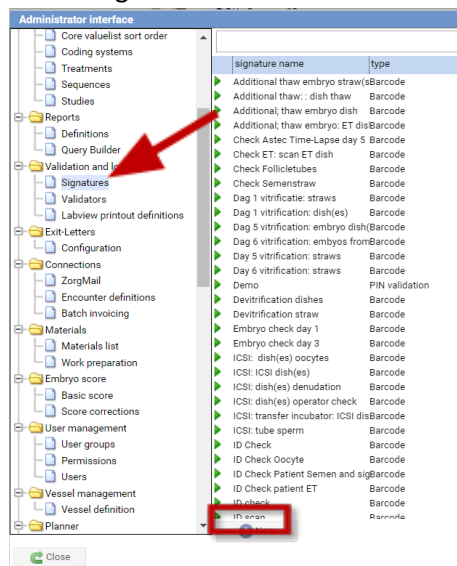


Figure 3: making a new signature.

### 3. Create new signature

To create a new signature, choose the 'new' option. The following screen will become visible.

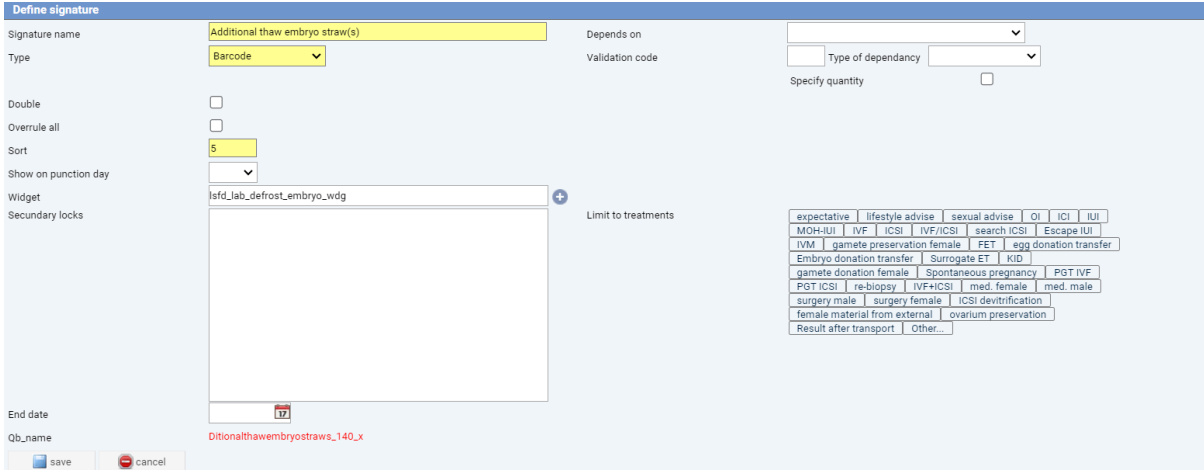


Figure 4: Create a new signature.

Complete all necessary fields and then save the changes.

Entry	Description
Signature name	Provide a unified name for the signature here.
<b>Type</b>	<b><u>Specify the "patient" option here.</u></b>
Double	No input required.
Override all	If checked, an eye is automatically placed for approval.
Table	No input required.
Widget	This specifies where in the system the signature should be placed.
Sort	Determines the order of display in the file.
Secondary locks	Tables can be blocked here.
Limit to treatments	Here you can select the type of treatment for which this signature is intended; when it's chosen, the signature will only appear for that specific type of treatment.
End date	The validity period of a signature is defined here.
Qb_name	This field is generated by the LSFD and is needed for data analysis.

Table 1: new signature entry fields.

#### 4. Signature functionality in the eBase

When logging into the eBase, hold down the Ctrl key. This combination activates the function, and the pen icon becomes visible. Through this widget the signature functionality can be set up. Some widgets have multiple pen icons. This means that subforms have been used. See the example below.

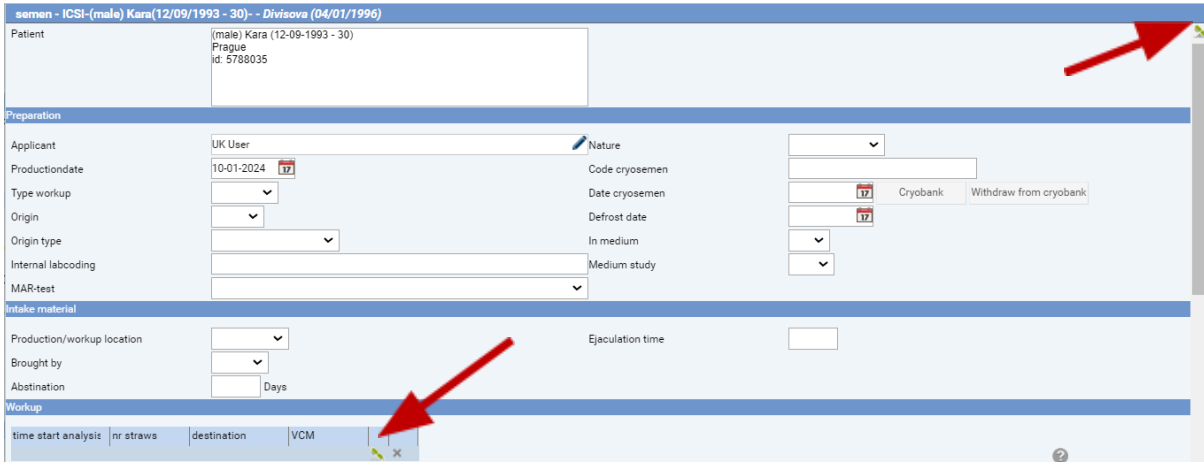


Figure 5: signatures display.

##### 4.1 Placing a signature.

Open the patient widget by clicking on the pen icon (top right of the widget). The initials and signatures available with this widget (and set up by the organization itself) are displayed.

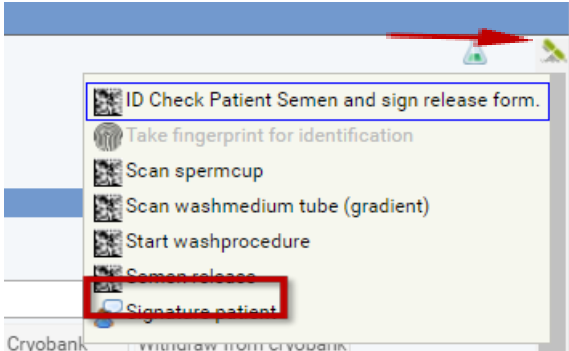


Figure 6: opening signature window.



Next, select the desired signature. The signature is placed on a "watermark". As the default watermark, the name of signature is used. The watermark can also be modified by clicking on the watermark and changing the text. The signature can be set by placing the cursor in the white area and then making a character movement.



Figure 7: Signing a signature.

The signature can be published by selecting "Save". When the signature is saved, it appears in miniature to the left below the input area.

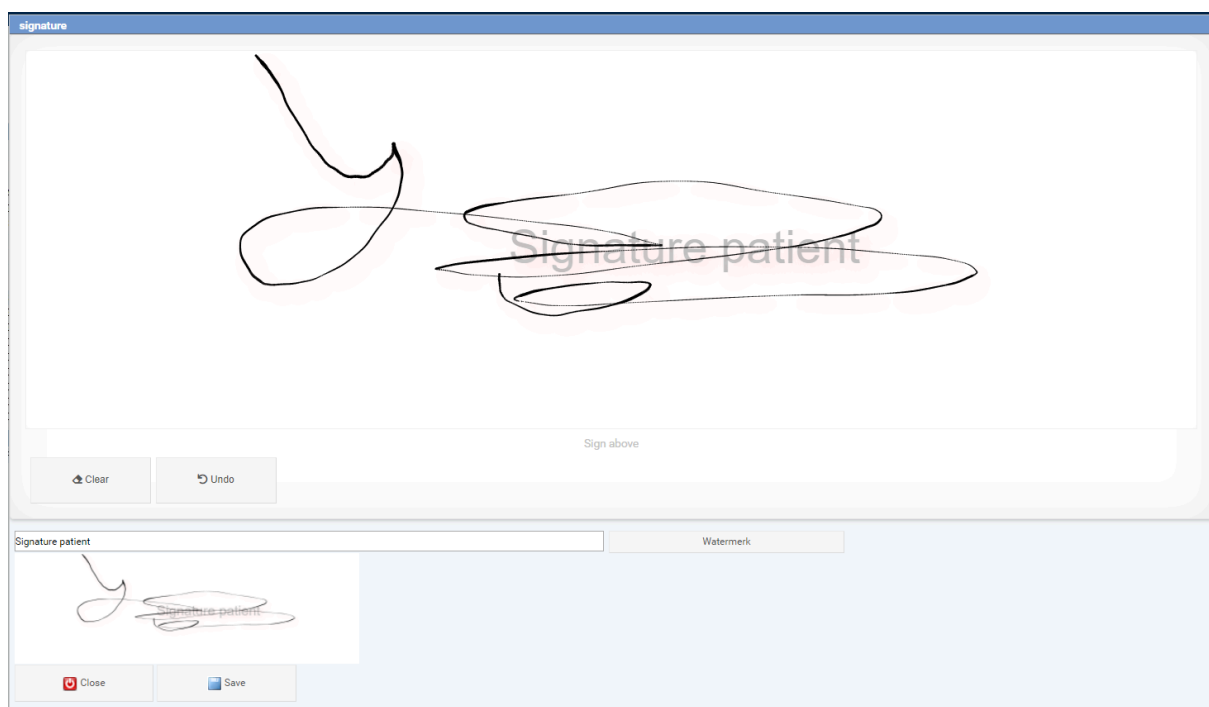


Figure 8: signature published.

## 4.2 Display placed signature

If the signature is successfully placed, it is indicated by a "blue check mark".

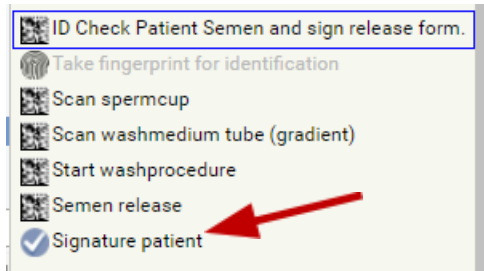


Figure 9: signature receipt.

When the green check mark is clicked, the signature is displayed as follows.



Figure 10: signature receipt view.



## 5. Process signature directly into a letter template

It is also possible to use a signature in a letter template. By indicating where and in what format the image should be placed, text and signature can be combined in one document.

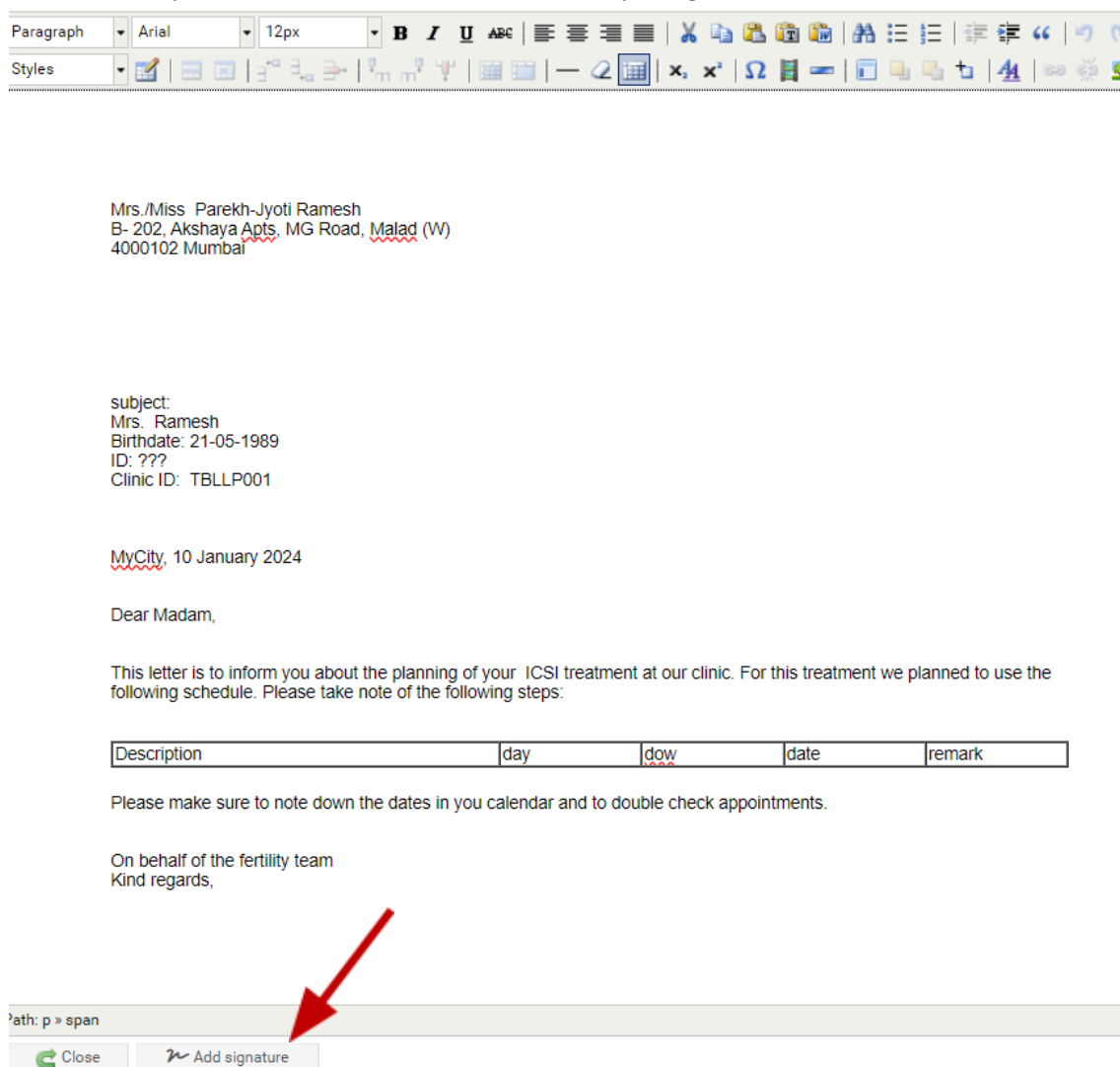
### 5.1 Signature 'marker' with desired format

To place a signature in a letter template, it must be clear to the system where the text the signature should appear. For this purpose, a "marker" can be placed in the text. A marker has the following format: \$\$[width in pixels].

The width in pixels is an optional field here. By placing only, a \$\$ the system assumes the default size.

### 5.2 Placing the signature.

In a letter template, next to the 'close' button is the 'put signature' button.



Paragraph Arial 12px B I U ABC | [List of icons]

Styles [List of icons]

Mrs./Miss Parekh-Jyoti Ramesh  
B- 202, Akshaya Apts, MG Road, Malad (W)  
4000102 Mumbai

subject:  
Mrs. Ramesh  
Birthdate: 21-05-1989  
ID: ???  
Clinic ID: TBLLP001

MyCity, 10 January 2024

Dear Madam,

This letter is to inform you about the planning of your ICSI treatment at our clinic. For this treatment we planned to use the following schedule. Please take note of the following steps:

Description	day	dow	date	remark
Please make sure to note down the dates in you calendar and to double check appointments.				

On behalf of the fertility team  
Kind regards,

path: p » span

Close Add signature

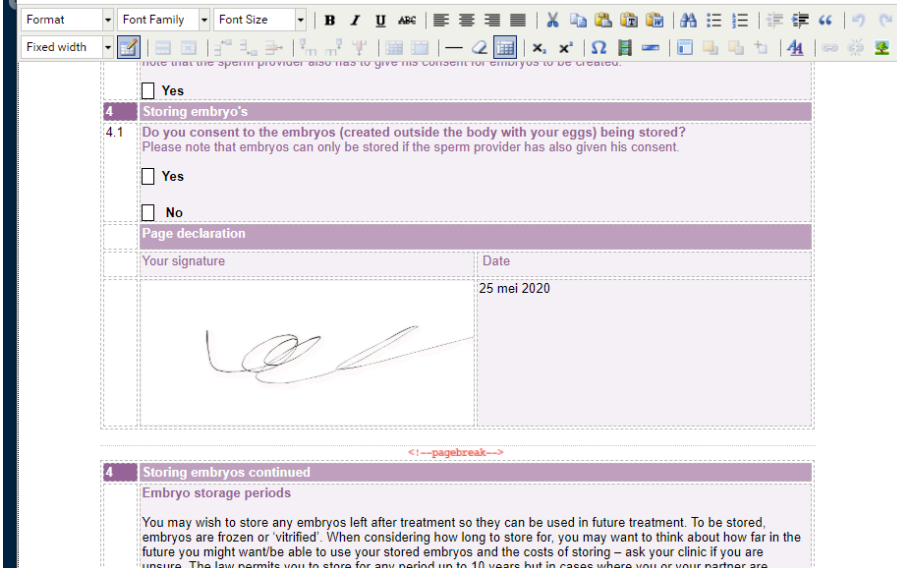
Figure 11: Add signature.

When the text \$\$ is entered somewhere in the letter template and then 'put signature' is selected, the signature is displayed immediately. When \$\$ has not been used in the text the system gives a warning.

Placing block brackets and a unit of measurement directly after \$\$ resizes it, for example, \$\$[350px].

## 5.3 Multiple signatures in a single document

It is also possible to add multiple signatures in one template. For example, when a letter consists of several pages and a signature is required on each page. The signatures (\$\$) are handled one by one by the system by using the command 'put signature' .



note that the sperm provider also has to give his consent for embryos to be created.

☐ Yes


**4 Storing embryo's**

4.1 Do you consent to the embryos (created outside the body with your eggs) being stored?  
Please note that embryos can only be stored if the sperm provider has also given his consent.

☐ Yes

☐ No

**Page declaration**

Your signature	Date
	25 mei 2020

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**4 Storing embryos continued**

**Embryo storage periods**

You may wish to store any embryos left after treatment so they can be used in future treatment. To be stored, embryos are frozen or 'vitrified'. When considering how long to store for, you may want to think about how far in the future you might want/be able to use your stored embryos and the costs of storing – ask your clinic if you are unsure. The law permits you to store for any period up to 10 years but in cases where you or your partner are

Figure 12: Signature in a document.