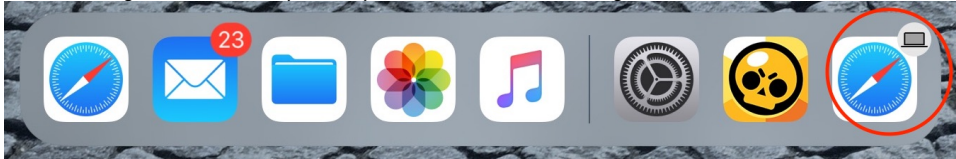


eSign - Front Desk Signatures

Using eSign to capture guest signatures while at the front desk

There are easy ways for a Guest to use a shared iPad or tablet while maintaining 'social distance' from your front desk, and use eSign without a [Kiosk or mobile Self Checkin](#).

1. **Dual monitors** - From the letter tab of the booking choose your default eSign letter. Click on the "Generate Print Document" button. When the eSign document opens on the screen drag the browser window to a secondary, touch-screen monitor that is mounted on a swivel base. Swivel the touch-screen to face the guest so they can sign the documents and save with their finger. *NOTE: Both the 15-inch touch screen monitor and swivel-base should cost about \$200.*
2. **Single monitor** - From the letter tab of the booking choose your default eSign letter. Click on the "Generate Print Document" button. When the eSign document opens on the screen turn your monitor towards the guest so they can see the document. *NOTE: This would require that your front desk monitor is a touch screen monitor and possibly mounted to a swivel base.*
3. **iPad** - Using Safari on your Apple computer go to the letter tab of the booking choose your default eSign letter. Click on the "Generate Print Document" button. Then drag the safari screen from your desktop to open on the iPad that is connected to a linked monitor via Airplay. When the Guest 'signs' and clicks "submit" this eSign is now saved to the booking you began with. Apple has instructions for setting this up [here](#). *NOTE: Using the 'secondary screen' handoff (sometimes called 'handshake') requires a laptop or desktop apple product running macOS 10.15.2 (Catalina) or later and an iPad running iOS 13.1.3 or later*



4. **Tablet** - To have the guest sign on a tablet you need to open the booking and the default eSign letter on the tablet and hand it to the guest to sign and save.
5. **SMS** - From the letter tab of the booking choose the eSign Request SMS message and send it to the guest cell phone number. The cell phone number must be present in the cell phone field on the booking data tab of the booking. *NOTE: There could be a slight delay before the guest receives the SMS message. Your property must be signed up for SMS messaging with BookingCenter.*
6. **Email** - From the letter tab of the booking choose your eSign Request letter and email it to the guest's email address. The email address should be present in the email field on the booking data tab of the booking. If the email is not present it can be entered prior to sending. Have the guest open the email on their phone and sign the document.

# Guests:1/0/0	Booking for:14-DEC-2019-15-DEC-2019	Room Type:king 1	Room:01	Status:Unconfirmed
Projected Inc:\$115.50	Projected Inc + Charges:\$115.50	Projected Bal:\$115.50	Folio Bal:\$0.00	

Booking Data

Folio

Edit

Room Assignment

Guest History

Letters

My Guest

Log

Select Letter:

ESIGN-Default eSign letter

Send EMail

Generate Print Document

Select SMS:

ESIG-sms eSign request

Send SMS

Outgoing SMS

Date	Phone	Sent	Status	Segment	Notes
------	-------	------	--------	---------	-------

Esign - Digital Signing