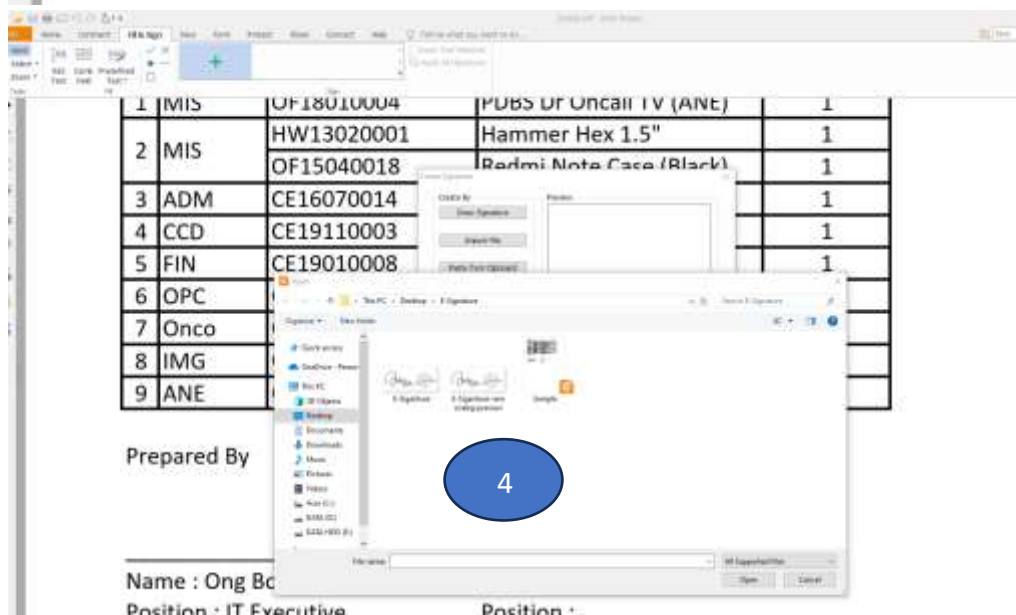
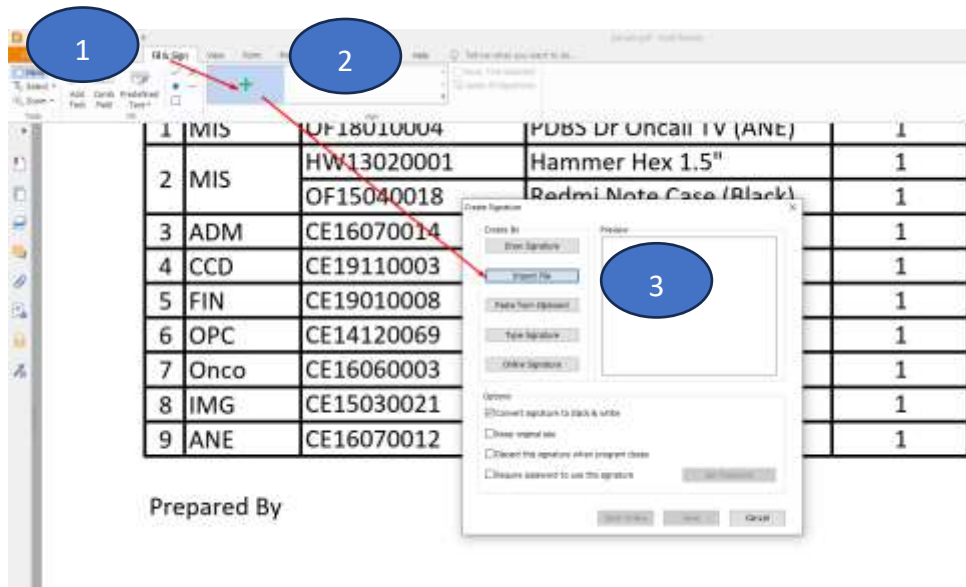


## e-Signature Creation - Foxit

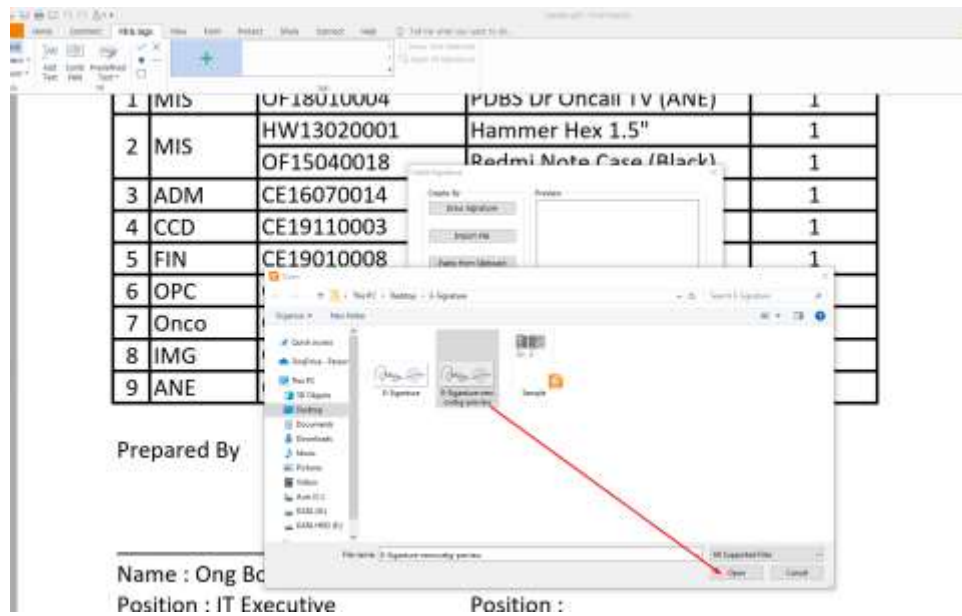
1. Scan the Sign from Scanner Machine and save to PC



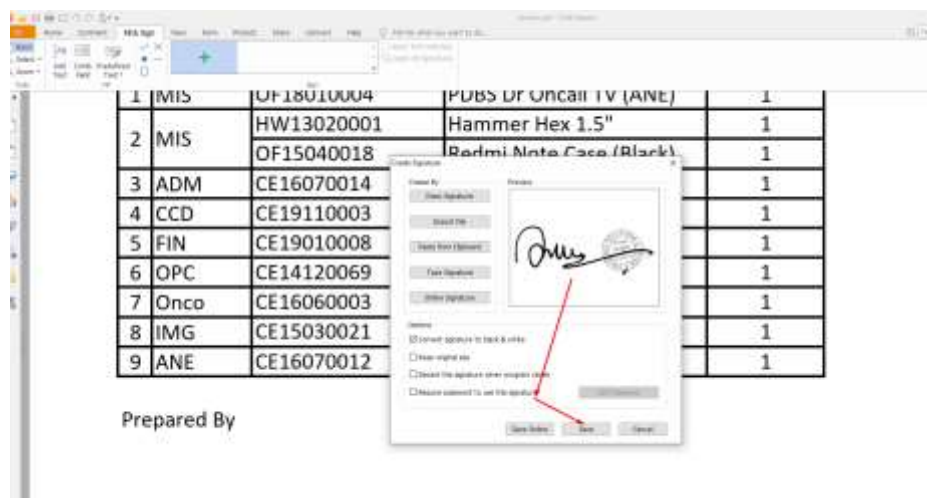
2. Open Foxit reader and need confirm the Foxit version 10 only can use for E-Sign  
 \*\* Go to **Fill & Sign** → Press **+** icon → click button **Import File** → search the signature from scan folder



- Press **Open** button the selected Signature



- After press **Open** button, the box will show the signature picture, then press **Save** button to upload



- After press **Save** button, the signature will capture into the **Fill & sign** Column.



6. We can drag the **E-signature** to the bottom and sign.

The screenshot shows a Foxit E-Signature application window. At the top, there is a menu bar with options like 'File', 'Edit', 'Format', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the window contains a table with 5 columns. The first column contains numbers 2 through 9. The second column contains abbreviations: MIS, ADM, CCD, FIN, OPC, Onco, IMG, and ANE. The third column contains alphanumeric codes: OF15040018, CE16070014, CE19110003, CE19010008, CE14120069, CE16060003, CE15030021, and CE16070012. The fourth column contains item descriptions: Redmi Note Case (Black), Acer Veriton X2640G, Acer Laptop P214-51, Acer TMP249, Acer S6630G, Acer X2630G, Workstation (CPU&LCD), and Acer Veriton X2640G. The fifth column contains the number 1 for each row. Below the table, there are two signature fields. The left field is labeled 'Prepared By' and contains a handwritten signature and a circular stamp. Below this field are labels for 'Name : Ong Boon Sin', 'Position : IT Executive', and 'Date :'. The right field is labeled 'Received By' and is currently empty. Below this field are labels for 'Name :', 'Position :', and 'Date :'. A red arrow points from the 'Prepared By' signature field to the 'Received By' field.

2	MIS	OF15040018	Redmi Note Case (Black)	1
3	ADM	CE16070014	Acer Veriton X2640G	1
4	CCD	CE19110003	Acer Laptop P214-51	1
5	FIN	CE19010008	Acer TMP249	1
6	OPC	CE14120069	Acer S6630G	1
7	Onco	CE16060003	Acer X2630G	1
8	IMG	CE15030021	Workstation (CPU&LCD)	1
9	ANE	CE16070012	Acer Veriton X2640G	1

Prepared By

Received By

Name : Ong Boon Sin  
Position : IT Executive  
Date :

Name :  
Position :  
Date :

\*\* This is the step Foxit E-Signature and for All Reference only, if you all have any better than this can using your own also. Thanks.