



# CAERise eGrading

Session Signature

# Session Signature

To finalize a session, both the instructor and the client need to digitally sign off on it. This will certify that all parties acknowledge the everything that transpired throughout the session.

Refer to the following for more details.

The screenshots show the following steps:

- Step 1:** The 'Signatures' screen. The 'Instructor Number' field is highlighted with a red circle '1'. The instructor is Daniel Safulko and the client is Client Name A. The bottom status bar shows 0 Carried Over, 0/0 Add-Ons, 21/25 Tasks, 1 Not Completed, 1 Not Applicable, and 1/4 Comments.
- Step 2:** A confirmation screen with the text 'I have read and understood this training session assessment.' and a red circle '2'.
- Step 3:** A signature screen with the text 'You will not be able to make any changes after confirming your signature.' and a red circle '3'.
- Step 4:** The final 'Signatures' screen. The instructor number is 'kghg' and the instructor is Daniel Safulko. The bottom status bar shows 0 Carried Over, 0/0 Add-Ons, 25/25 Tasks, 1 Not Completed, 1 Not Applicable, and 2/2 Comments. A red circle '4' points to the signature lines.

## 1 Instructor Number & Signature

To finalize the training session, enter the instructor number and tap on the signature line.

## 3 Confirmation

Once you have signed the document, click OK. Take note that you will not be able to make changes after confirming your signature.

## 2 Signature & Acknowledgement

Signing the document certifies that you have read and understood the training session assessment.

## 4 Signed Document

Once the document is signed by the instructor and client, the session can be closed and the training record can be submitted.