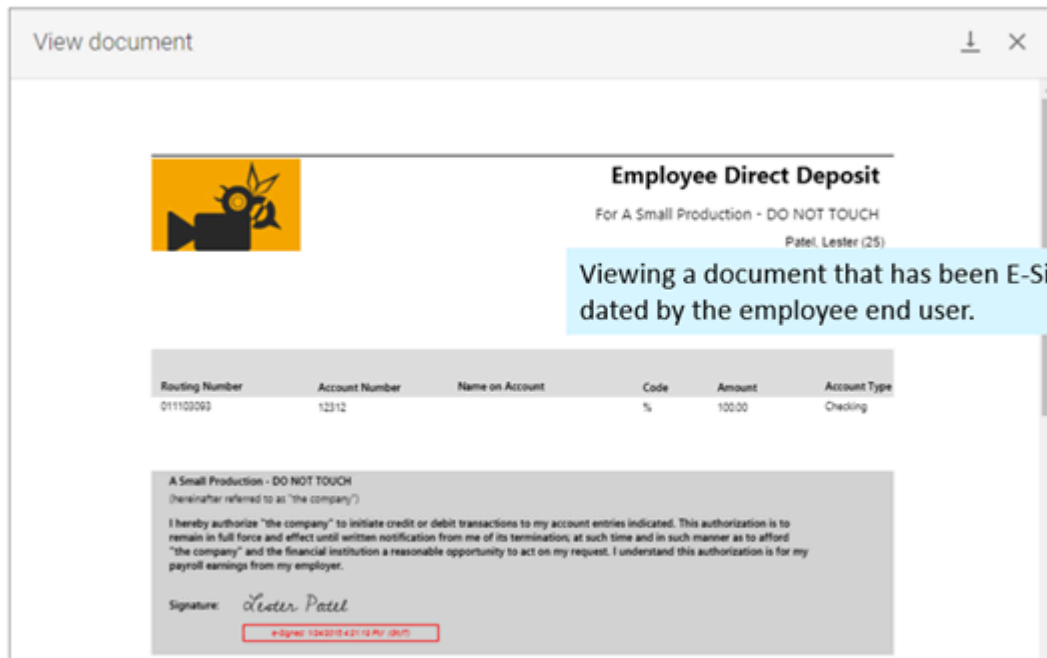


Accessing E-Signed Documents in Advanced HR 2.0

The employee who E-Signed the document and the Admin and the Manager will have access to the E-Signed documents.

- Employees can view all the documents that are associated with them (E-Signed or not)
- The Admin can access all documents which are associated to all the employees who they have access to
- Managers can access all documents of all the employees that report to them (E-Signed or not)



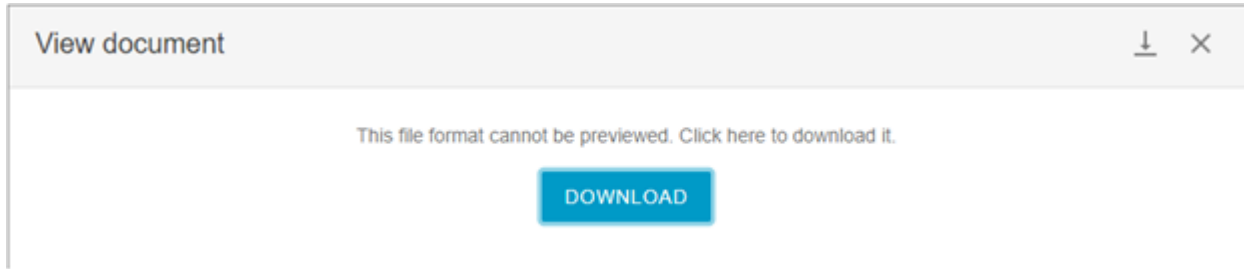
Important: All previously published documents which had been accessible from the **Documents (Company)** screen are now accessed as follows:

- For **Admins** - from the **Documents (Employee)** screen (**HR Admin – Employee Maintenance – Documents (Employee)**).
- For **Managers** – from the Documents (Employee) screen (**Manager Service – Employee Maintenance – Documents (Employee)**)
- For **Employees** - from the **My Documents** screen (**My HR – My Employment Summary – My Documents**).

It's important to note that while the integration with the HelloSign application enables the use of the E-Signature feature, Signature documents are stored in Azure servers (as well as in HelloSign) both for your long term protection (were something to occur to that application) and also to enable quicker response time. Note that Non-Signature documents, on the other hand, are stored in Azure servers only.

The **View document** screen can preview the following document types: **.docx** and **.xlsx**; you can also download these document types to your device. Although the system cannot preview the following document types: **.doc** and **.xls**, note that you can download these document types to your device.

If, on the **View Document** screen, you click on a document file type that cannot be previewed on the screen (not every type can be previewed), the system displays the following message:

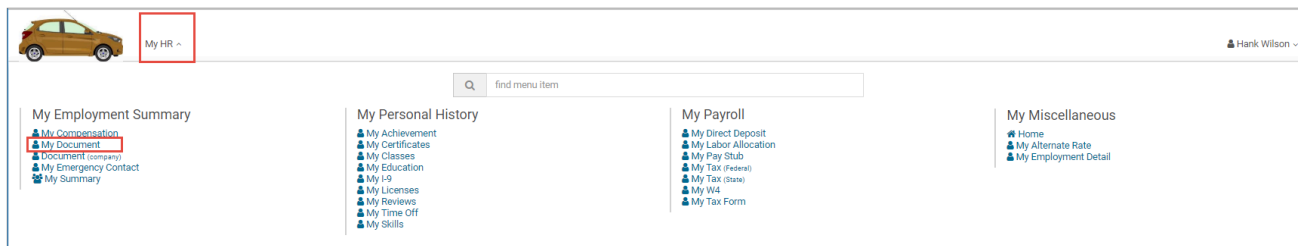


Click the **Download** button to download the document to your device.

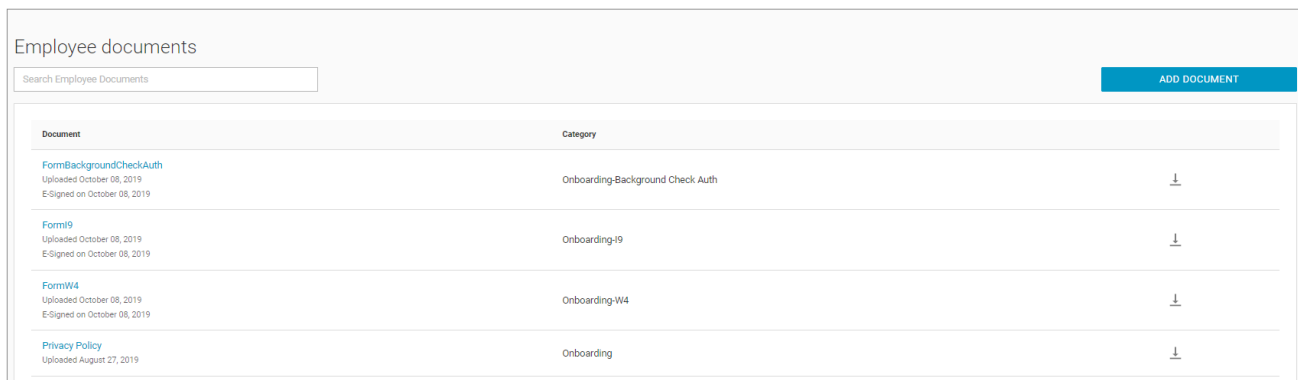
Employees

Employees can view and download all the documents that are associated with them (E-Signed or not) from their **My Documents** screen (**My HR – My Employment Summary - My Documents**):

1. From the **Dashboard**, the employee user clicks on the **My HR** tab.
2. On the **My HR** screen, the employee selects the **My Employment Summary – My Document** menu item.



3. The system displays the employee's **My Documents** screen listing all their documents including any that the user has E-Signed.

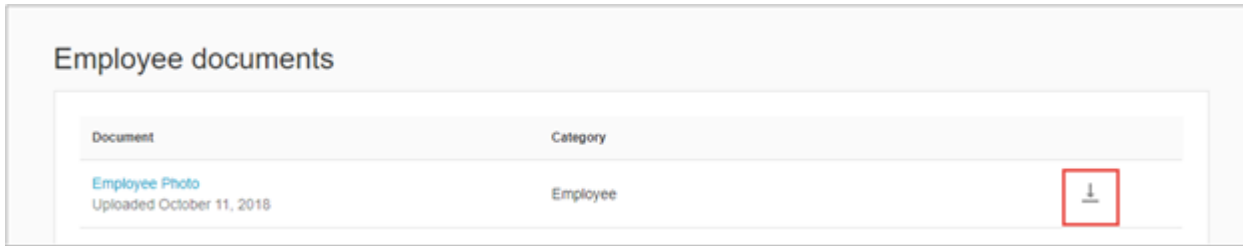


The user can quickly download a document from the **Employee Documents** screen by clicking on the **Download**

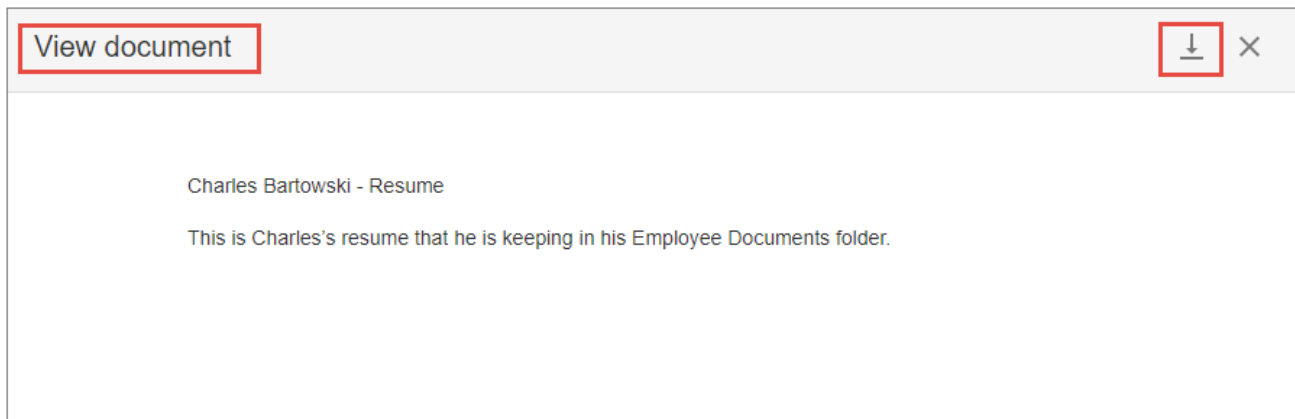
document icon



on the row for the document they want to view.



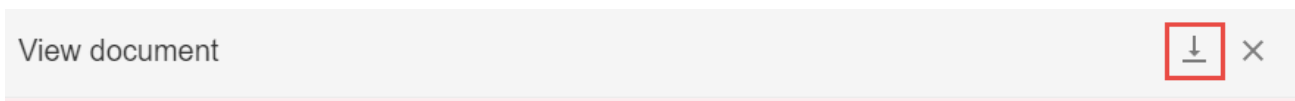
To view a document, users click on a document row on the **Employee Documents** screen. The system will then display the document in a drawer that appears from the right side of the screen. On the **View Document** screen, users can view the document and also download it.



To download the document while viewing it on the **View Document** screen on the drawer, the user clicks on the Download document icon



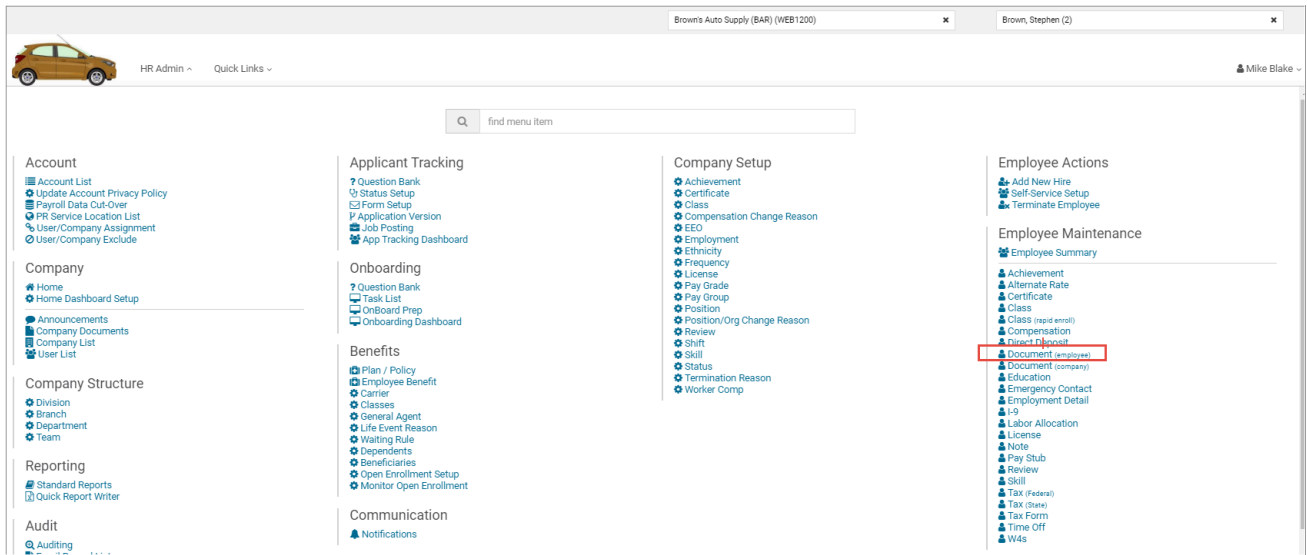
at the top right.



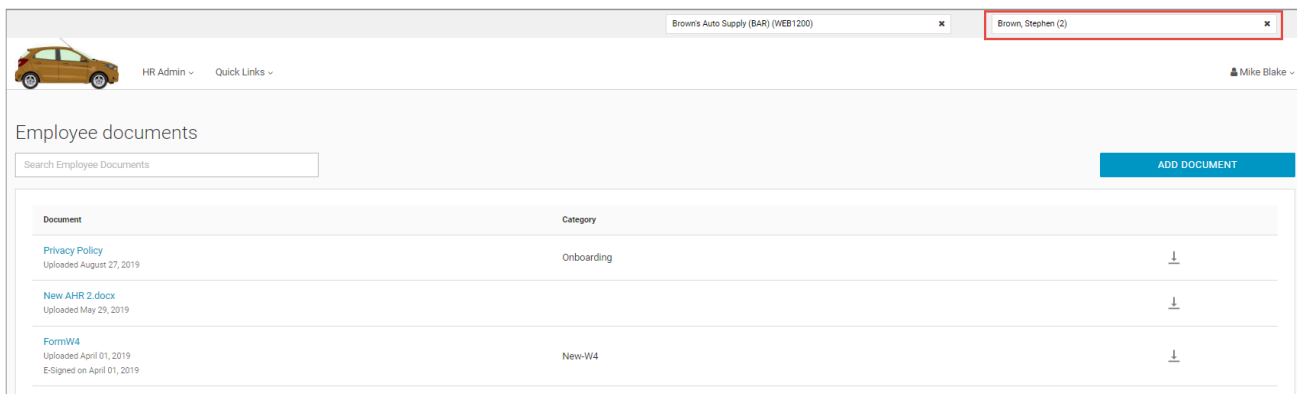
Admins

The Admin can access all documents which are associated to all the employees that they have access to from the **Employee Maintenance** menu:

1. The Admin goes to **HR Admin – Employee Maintenance – Document (employee)**.



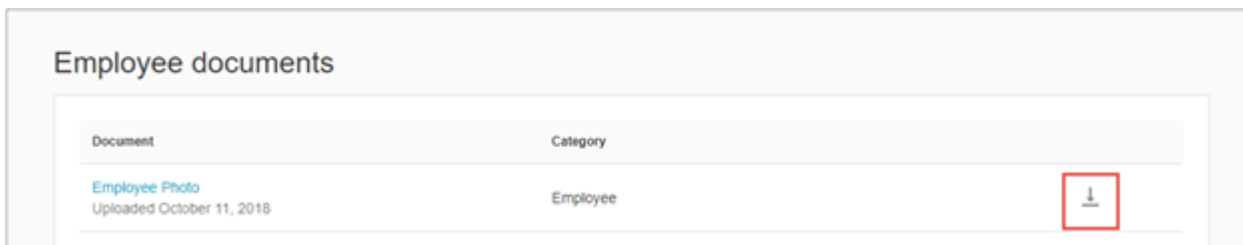
2. Select the company and employee, if not already selected.
3. The system displays the **Employee documents** screen for that employee listing all of their documents including any that the user has E-Signed.



The user can quickly download a document from the **Employee Documents** screen by clicking on the Download document icon

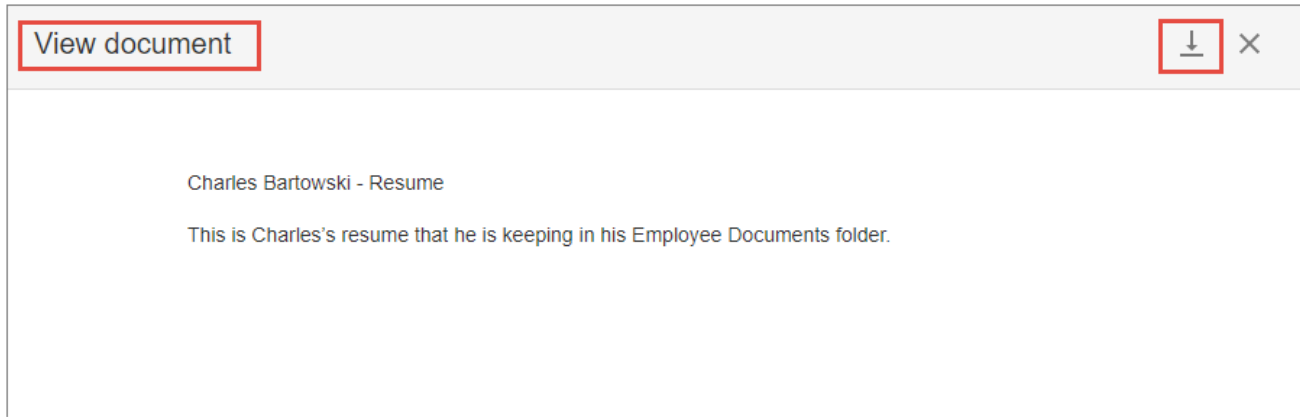


on the row for the document they want to view.



To view a document, users click on a document row on the **Employee Documents** screen. The system will then display the document in a drawer that appears from the right side of the screen. On the **View Document** screen, users can view

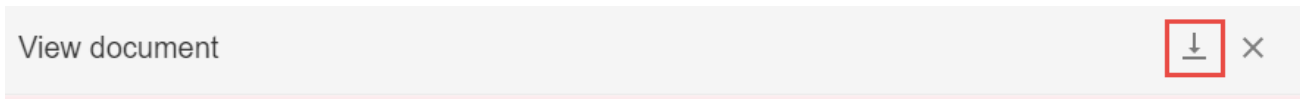
the document and also download it.



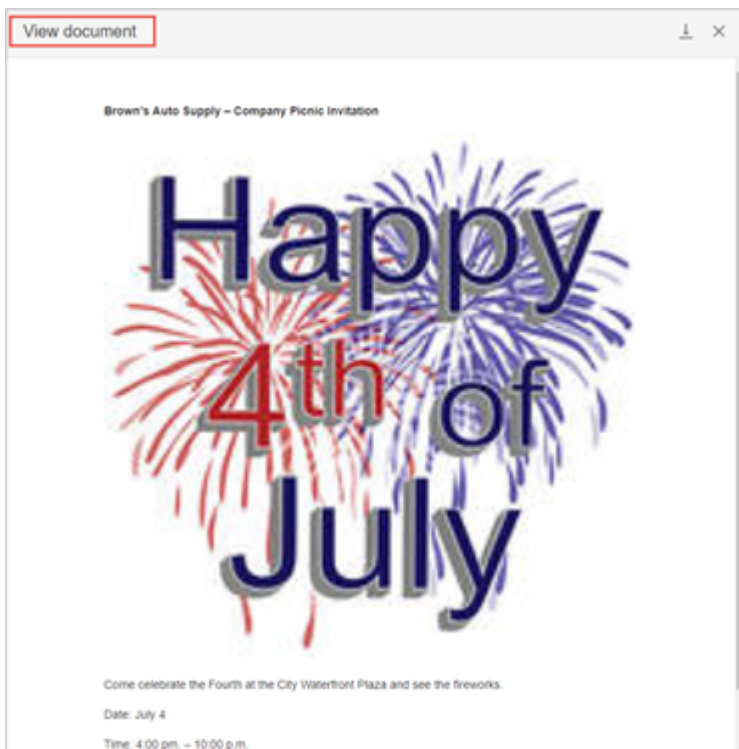
To download the document while viewing it on the **View Document** screen on the drawer, the user clicks on the Download document icon



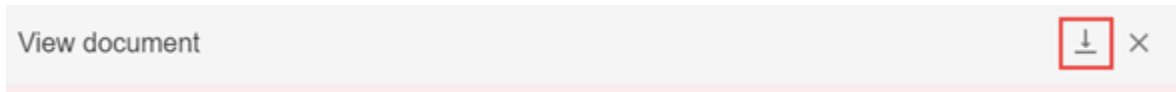
at the top right.



To view a document, users click on a document row on the **Employee Documents** screen. The system will then open the document in a drawer that appears from the right side of the screen. On the drawer, users can view the document and download it.



To download the document while viewing it on the drawer, the user clicks on the Download document icon at the top right



Managers

Managers can access all documents of all the employees that report to them (E-Signed or not). Managers access the **Documents (Employees)** screen from their **Manager Service** tab screen. Note that Managers cannot create E-Signature document templates.

1. The manager goes to **Manager Service – Employee Maintenance – Document (employee)**.
2. Select the company and employee, if not already selected. The employee must be one of the manager’s direct reports.
3. The system displays the **Employee Documents** screen for that employee listing all of their documents including any that the user has E-Signed.

Document	Category	
Privacy Policy Uploaded August 27, 2019	Onboarding	↓
FormI9 Uploaded July 26, 2019 E-Signed on August 07, 2018	I-9	↓
FormBackgroundCheckAuth Uploaded August 07, 2018 E-Signed on August 07, 2018	Onboarding-Background Check Auth	↓

The user can quickly download a document from the **Employee Documents** screen by clicking on the Download document icon





on the row for the document they want to view.

Employee documents

Document	Category	
Employee Photo Uploaded October 11, 2018	Employee	

To view a document, users click on a document row on the **Employee Documents** screen. The system will then display the document in a drawer that appears from the right side of the screen. On the **View Document** screen, users can view the document and also download it.

View document  

Charles Bartowski - Resume

This is Charles's resume that he is keeping in his Employee Documents folder.

To download the document while viewing it on the **View Document** screen on the drawer, the user clicks on the Download document icon



at the top right.

View document 