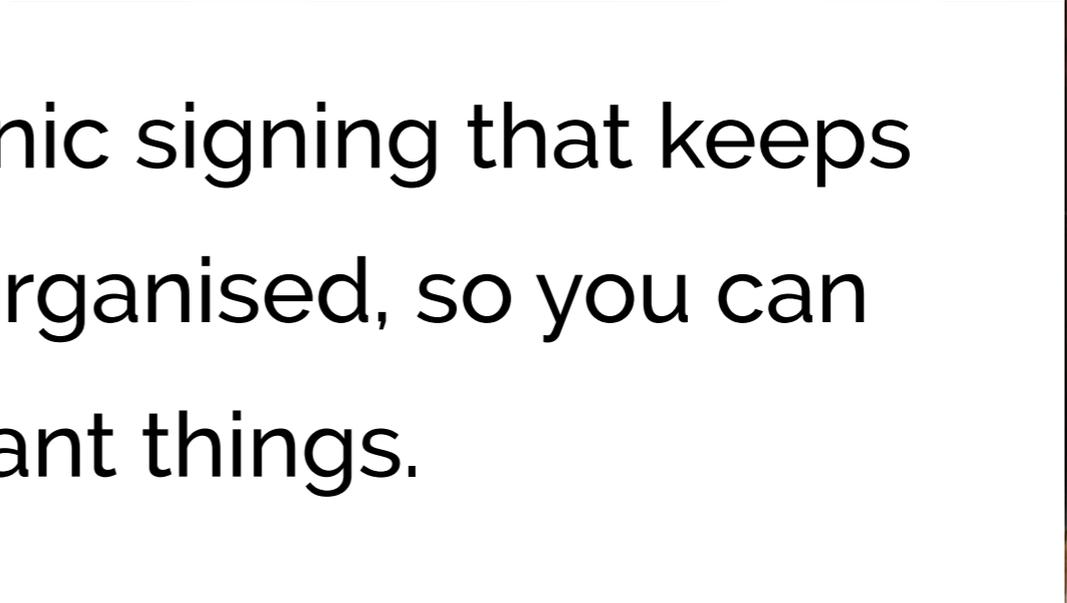




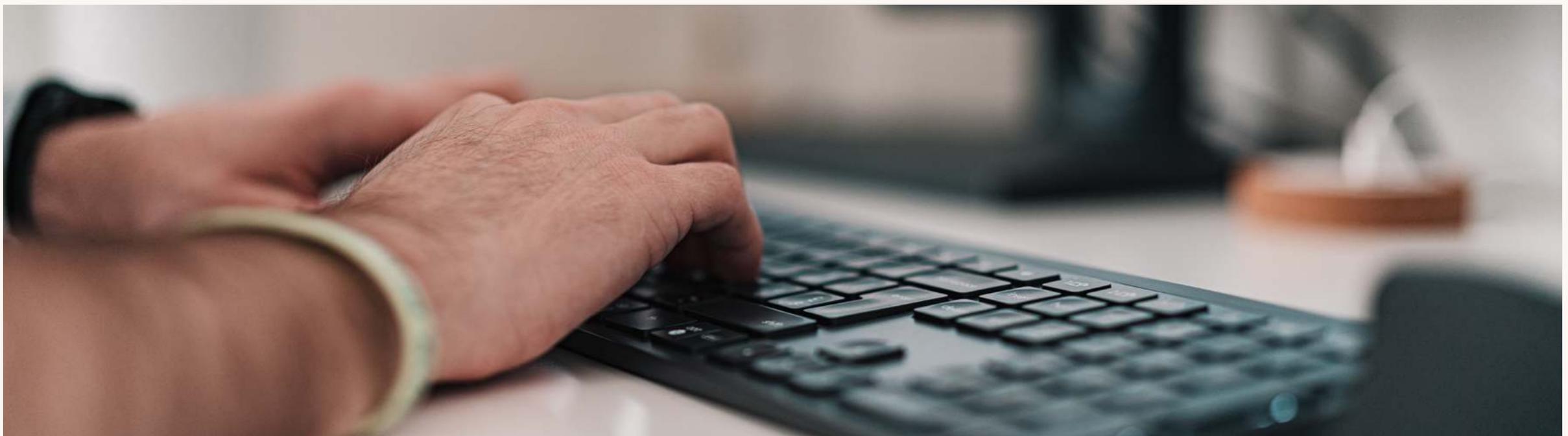
# A Guide To ESigning With Prosolution & Signable

Further Education electronic signing that keeps your learner information organised, so you can focus on the more important things.



## We'll cover...

- What is Prosolution & Prosuite?
- How do I electronically sign learner forms?
- What is Signable & eSigning?
- Further education benefits of eSigning



# What is Prosolution & Prosuite?

As part of the extensive software suite, One Advanced, Prosuite helps educators automate and digify slow, labour-intensive processes.

The suite includes a range of different solutions to aid further education professionals, including the Management Information System (MIS), Prosolution.

Prosolution allows Further Education colleges, training providers and councils access to intuitive, automated systems to manage:

Electronically manage:

- Enquiries & Applications
- Timetables & Registers
- Change Requests
- Exams
- Reporting
- Mobile registers application; available on Android, iOS and Windows Mobile.
- & More!

# How does it work?

How can you send out forms & agreements for electronic signature using Prosolution?

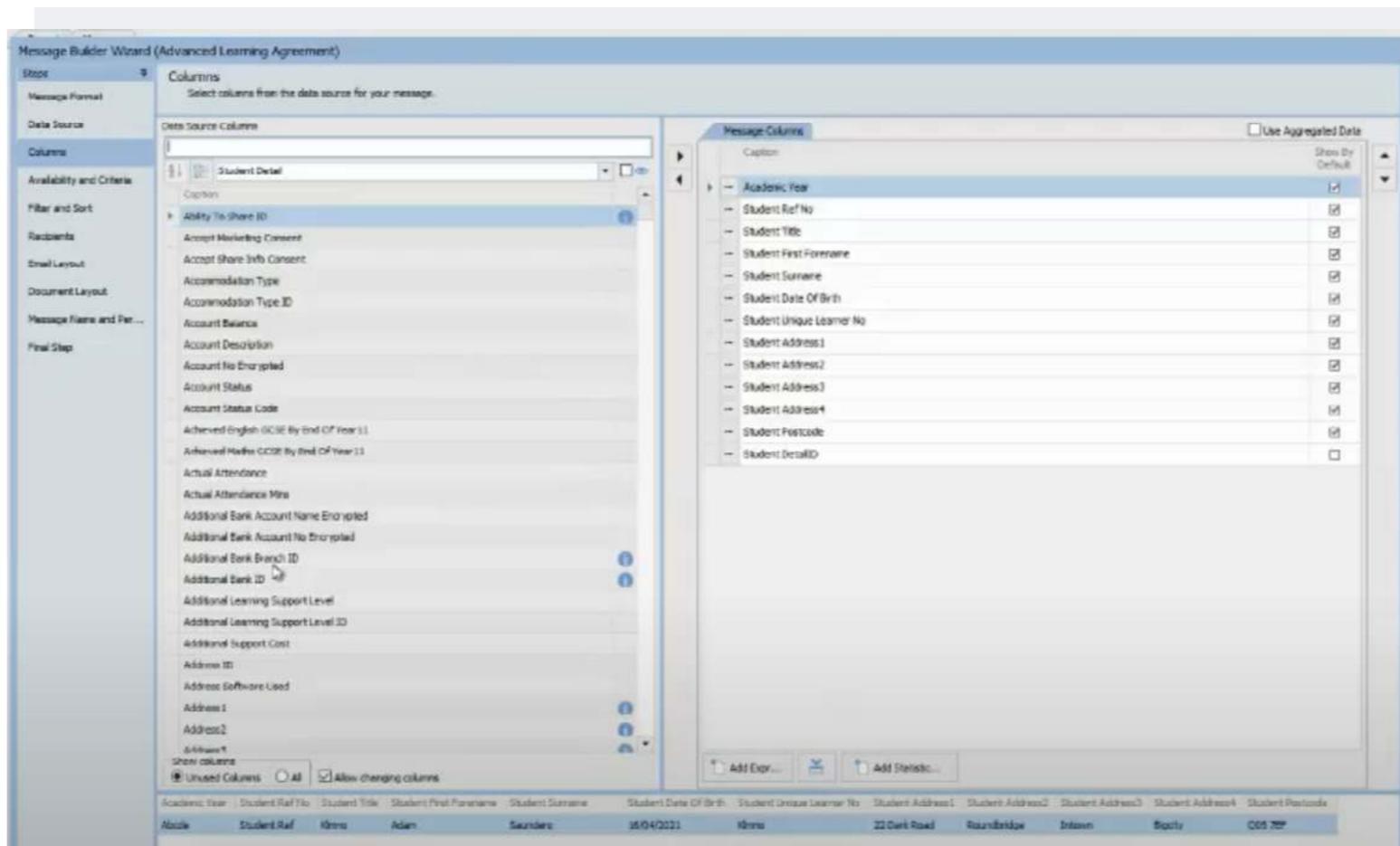


# Step-By-Step Guide

## Send A New Learner Form For eSignature

### Step 1:

Build your form using Prosolution's form builder. Choose your information you require the learner to fill out (e.g. Name, address etc).



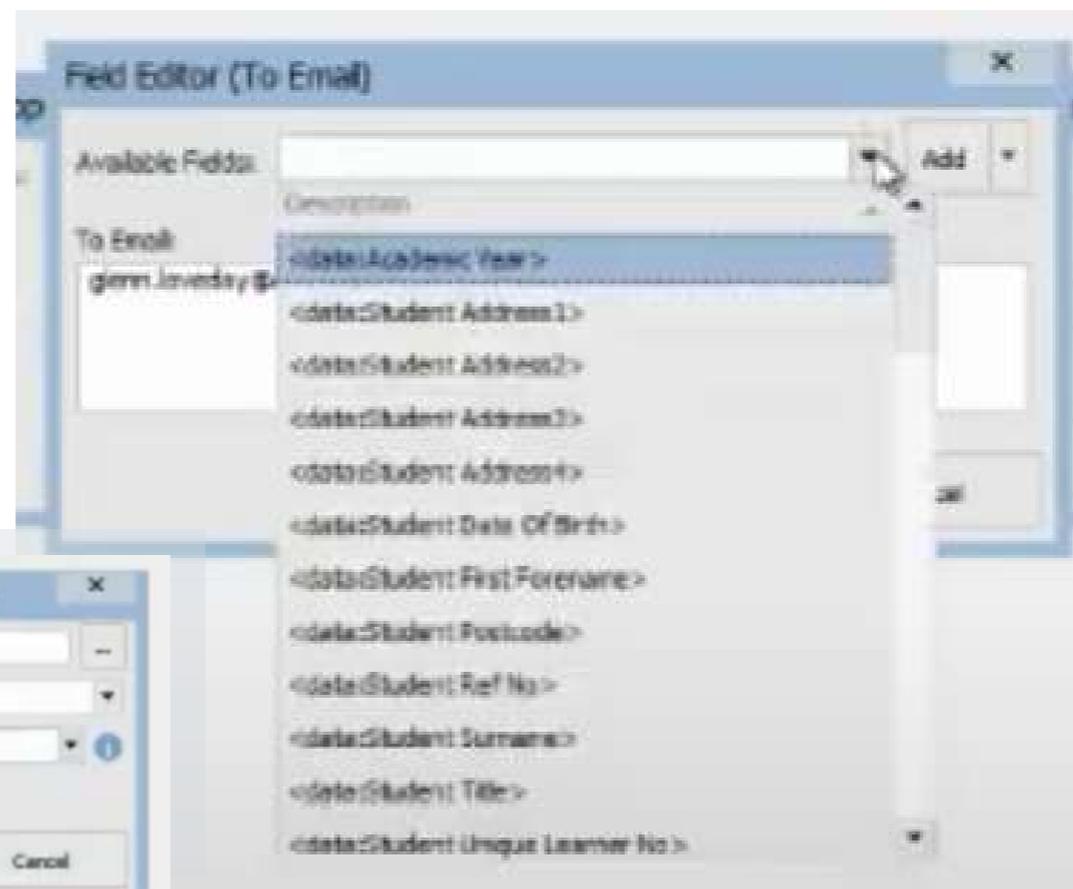
# Step-By-Step Guide

## Step 2:

Build the email message to your learner. This will be the email that contains the form for them to sign.

Select their email address from your database and select a personalisation token for the email (e.g. Learner First Name)

You can also determine whether they need to sign the document or if they just need to receive a copy.



# Step-By-Step Guide

Step 3:

Check the form looks ok & has pulled through the information you built in step 1.  
Click 'finish'.

And that's it!

Message Builder Wizard (Advanced Learning Agreement)

Document Layout

Specify the template and data fields for the Document that will be produced

Document Format:  Rich Text (HTML)  Plain Text (Text)  Word (MS Word)

Use External Filter:  Export Doc... Import Doc...

Estimated File Size: 111 KB

NOTE: Layout shown below may not be representative of actual document

**Student Learning Agreement**

This learning agreement confirms your programme of study for the academic year <data:Academic Year> and is current at the time of print.  
This form is only valid when signed by a College representative and the Learner.

Name:	<data:Student Title> <data:Student First Surname> <data:Student Surname>
Student Ref No.:	<data:Student Ref No>
Date of Birth:	<data:Student Date Of Birth, Format:dd/MM/yyyy>
Address:	<data:Student Address1> <cmd:removeLineFromData><data:Student Address2> <cmd:removeLineFromData><data:Student Address3> <cmd:removeLineFromData><data:Student Address4> <data:Student Postcode>
Unique Learner No.:	<data:Student Unique Learner No>

<SubReport:Student Learning Agreement - Enrolments>

I confirm that I have completed a pre-entry process with the College. I have also received appropriate advice, guidance and support regarding my chosen programme, including the consideration of entry requirements, fees, suitability and progression opportunities (where applicable). I confirm that I have received a copy of the College Code and I agree to abide by it.

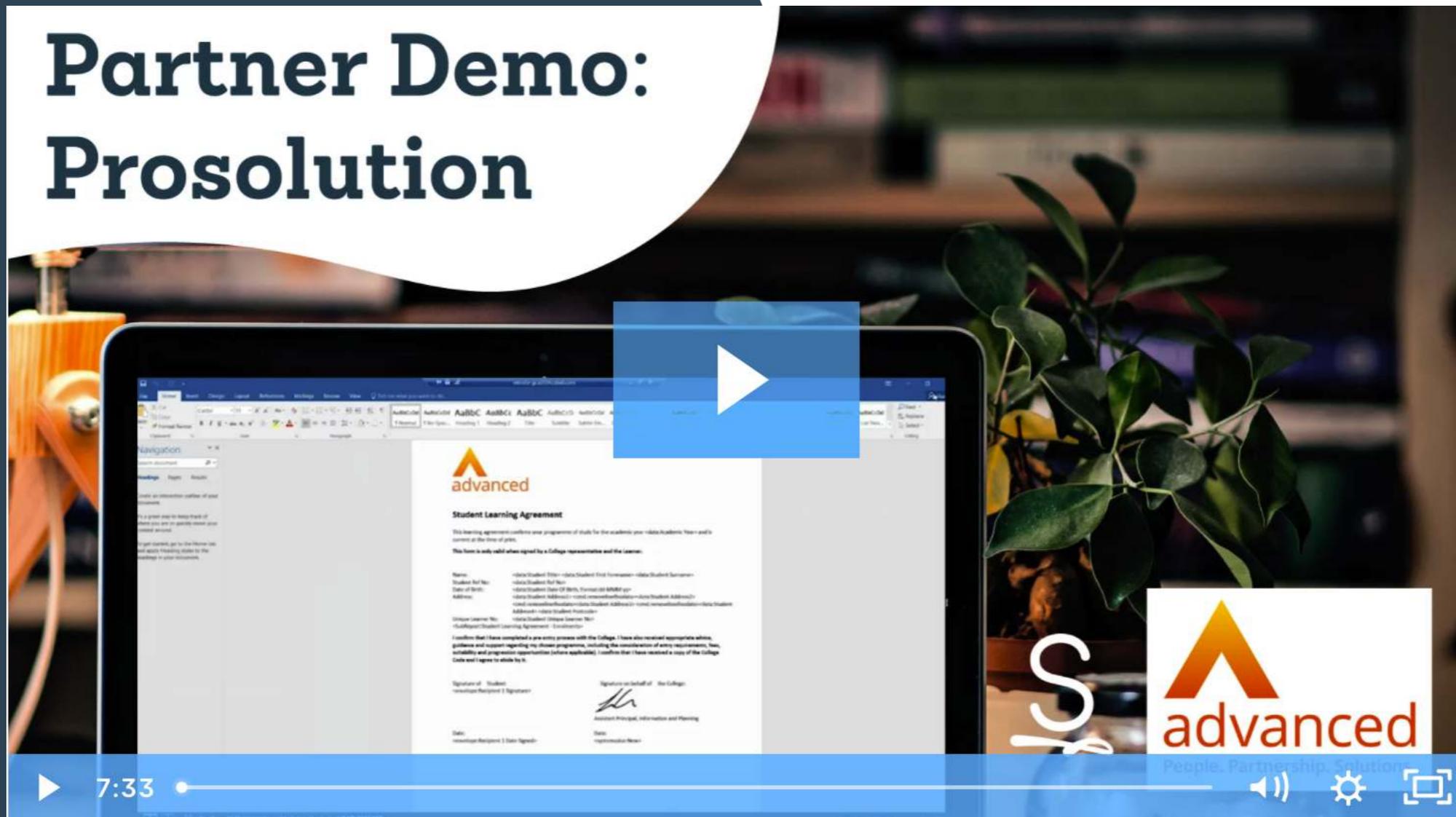
Signature of Student:	Signature on behalf of the College:
<envelope:Recipient 1 Signature>	Account Principal, Information and Planning
Date:	Date:
<envelope:Recipient 1 Date Signed>	<system:utcNow>

Next > Finish

Sign

# Watch Prosolution's eSign Demo

## Partner Demo: Prosolution



# What is Signable? How does it work?

How can you send out forms & agreements for electronic signature using Prosolution?



# How eSigning Works

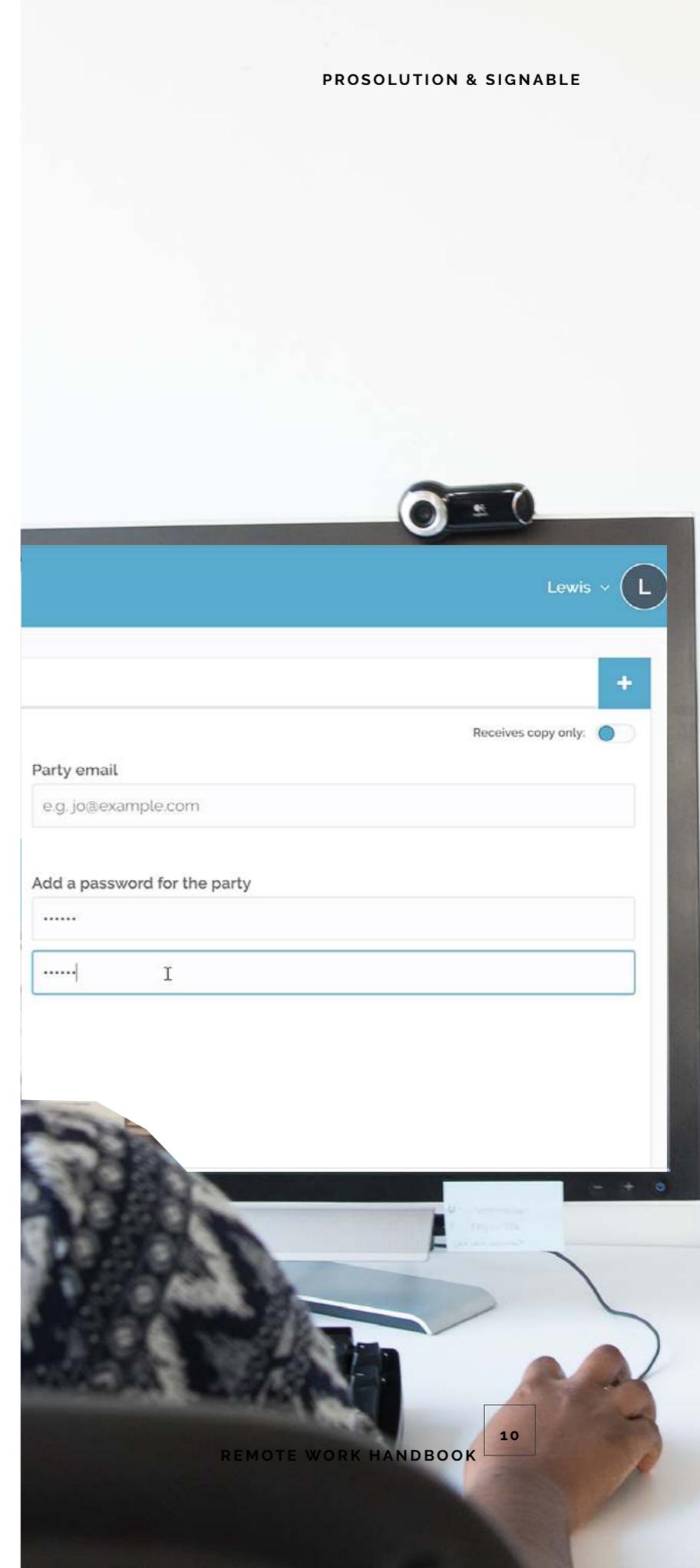
With the help of Signable, further education providers are able to bring their processes into the 21st century and save crucial time every day.

But, what is Signable and how can you use it for your other processes?

Signable is a UK based electronic signature provider that allows professionals to send and sign any document electronically.

By uploading your PDF or Word documents you can set out the information 'fields' you wish the signer to complete and they will receive the document via an encrypted email to sign there and then.

Once the document is signed by all parties you'll receive a certificate of authenticity and an 'audit trail' showing all actions that occurred on the document for full transparency and security. It's then stored in your Signable account for access only by you.



# eSigning Security

There's a lot of comfort and peace of mind in pen and paper. However, there's also a lot of false security.

Where eSigning's security comes into play for most businesses is that it tracks each signer's digital imprint. Not the cosmetic look of the signature. This is a lot more reliable, and easier to prove, than when a traditional signature is concerned.

eSignature's security is reinforced by ensuring these steps are logged at every point on your document's journey:

- All interactions are 100% encrypted via 256-bit AES/RSA encryption SSL standard from start to finish
- Any change to documents' unique digital signature is immediately flagged for inspection
- Every action is logged in full audit trail



# Benefits of going digital

## Speed

Put simply - eSignatures reduce turnaround time massively. Around 80% quicker on average. And when attention is taken away from chasing clients, it can be turned to more important areas of your work.

## Automation

Paperwork is a thing of the past when you can send and sign all your documents and contracts through Signable.

You're able to access your files remotely on any device and get signed documents back within the day.



# Signable's Features

## Simple user interface

With a range of features to make sending documents even easier and faster, our platform is one of the easiest to use on the market.



The screenshot displays the Signable user interface, divided into two main sections: the Dashboard and the Templates section.

**Dashboard:** The top navigation bar includes the Signable logo, the word "Dashboard", and the user's name "Sophie" with a notification count of "5". Below the navigation bar, there are filters for dates (19/05/2020 to 19/05/2020) and a "Send Envelope" button. A summary row shows: 38 In Progress, 10 Signed, 0 Cancelled, and 1 Expired. Below this, there are two "My envelope" cards, each showing the creator's name and a "Download" button. On the right, there is an "Envelope Usage" section with a circular progress indicator showing 35% and a "Your Plan: Free Trial" section with a "35" indicator.

**Templates:** The bottom section is titled "Templates" and includes a search bar and a "New Template" button. It shows a list of templates with columns for "Sample", "DuplicateFileNameTest - COPY", "Invoice test - COPY", and "1\_page\_test\_doc". Each template card includes a "Download" button and a "Reminders" button. The "Sample" card shows a preview of a "Services for hire Contract" document.

# Pricing Breakdown

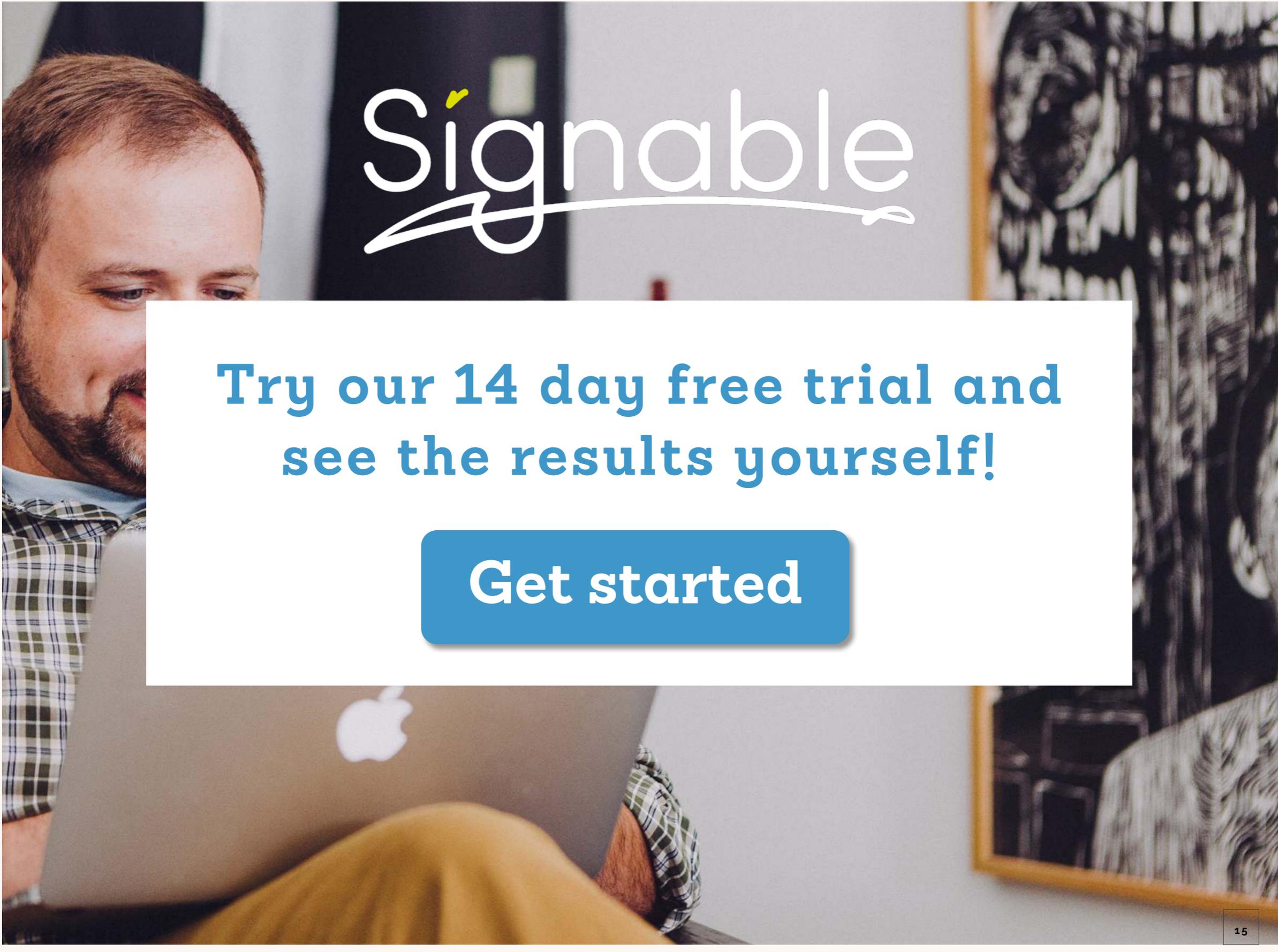


We pride ourselves on our customer experience and part of that is being flexible and grow with you.

That means you can switch plans at any time and you won't be changed for the switch.

We also offer a Pay As You Go plan so you have full control over your spend.

Pay As You Go	Small Business	Medium Business	Large Business	Corporate
£1 per envelope	50 envelopes per month	150 envelopes per month	400 envelopes per month	750 envelopes per month
Unlimited Templates ⓘ	Unlimited Templates ⓘ	Unlimited Templates ⓘ	Unlimited Templates ⓘ	Unlimited Templates ⓘ
Unlimited Users ⓘ	Unlimited Users ⓘ	Unlimited Users ⓘ	Unlimited Users ⓘ	Unlimited Users ⓘ
	Branded Emails & Signing ⓘ			
	API Access ⓘ	API Access ⓘ	API Access ⓘ	API Access ⓘ
		Teams & Permissions ⓘ	Teams & Permissions ⓘ	Teams & Permissions ⓘ
			IP Allowlisting ⓘ	IP Allowlisting ⓘ
	£21 plus VAT	£49 plus VAT	£119 plus VAT	£199 plus VAT



# Signable

**Try our 14 day free trial and  
see the results yourself!**

**Get started**