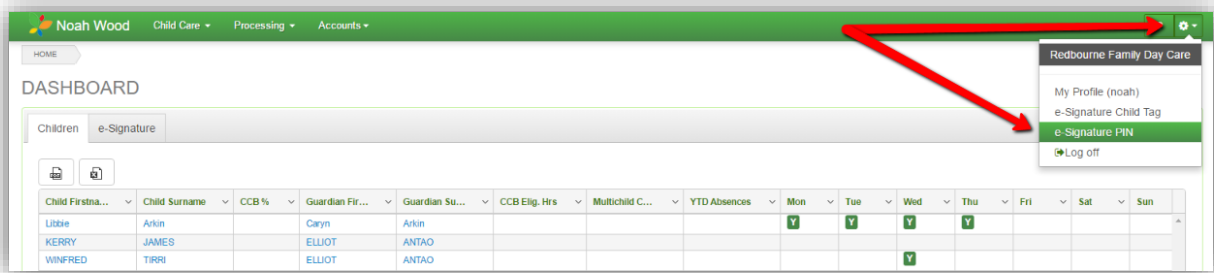


e-Signatures

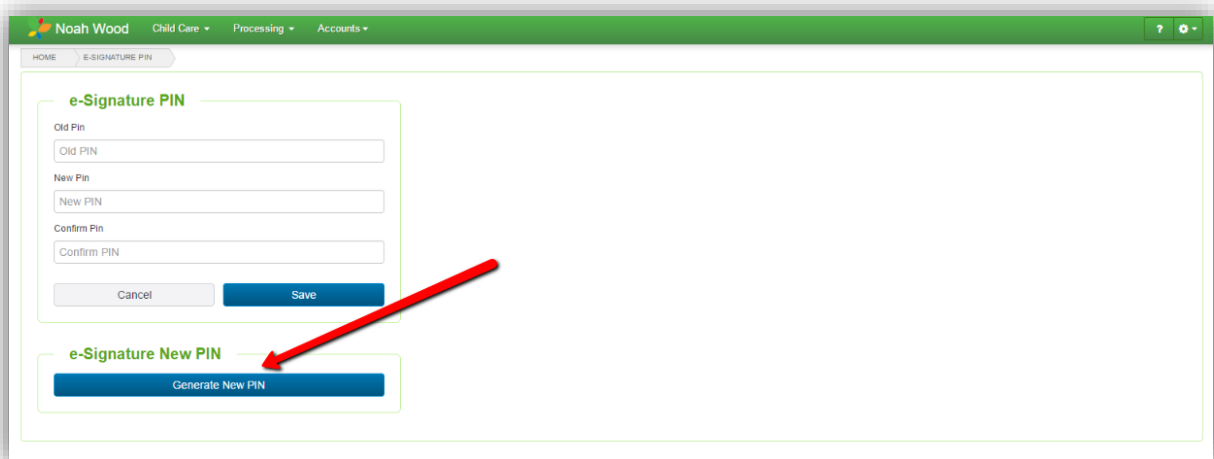
Generating A PIN

Your PIN may be generated by your service, or directly through your Harmony for Educators login.

Click the **'Settings'** cog and select **'e-Signature PIN'**.



Click **'Generate New Pin'**:



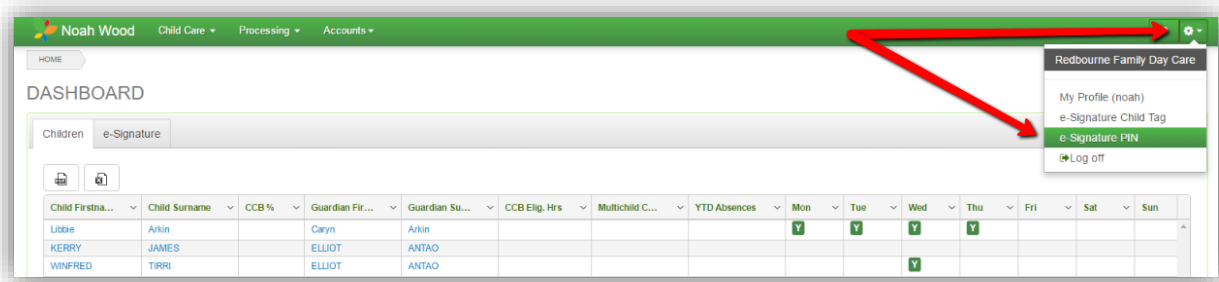
An email will be sent to you containing a new PIN.

NOTE: If you forget your PIN, a new PIN may be generated following this process.

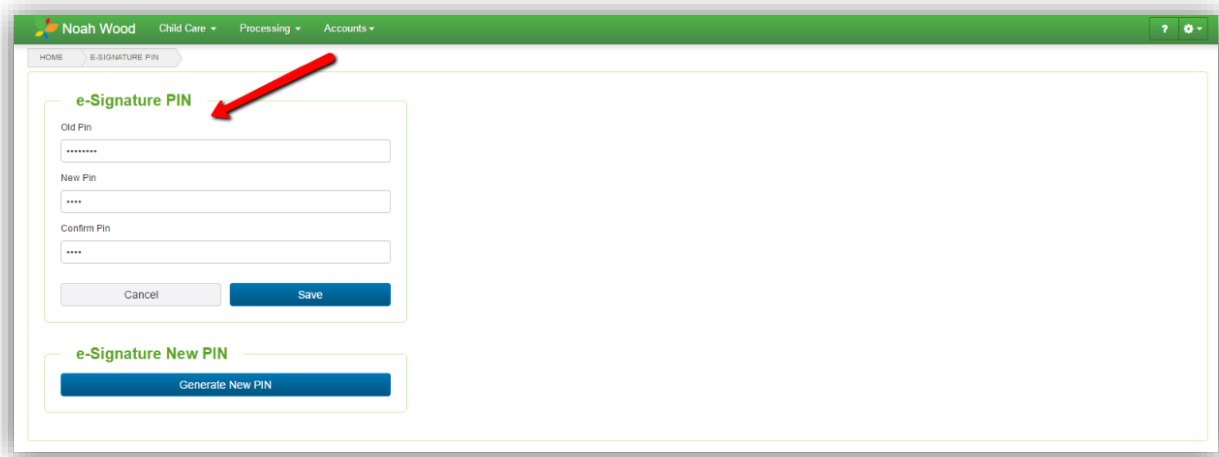
All Parent/Guardian and Family Contact PINs will be generated by your service.

Changing a PIN

Click the **'Settings'** cog and select **'e-Signature PIN'**.



Enter the existing PIN. Enter the new PIN and confirm it:

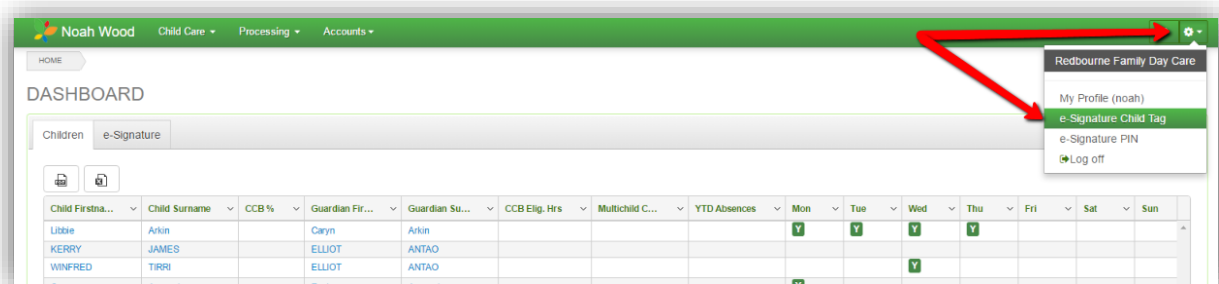


Click 'Save'.

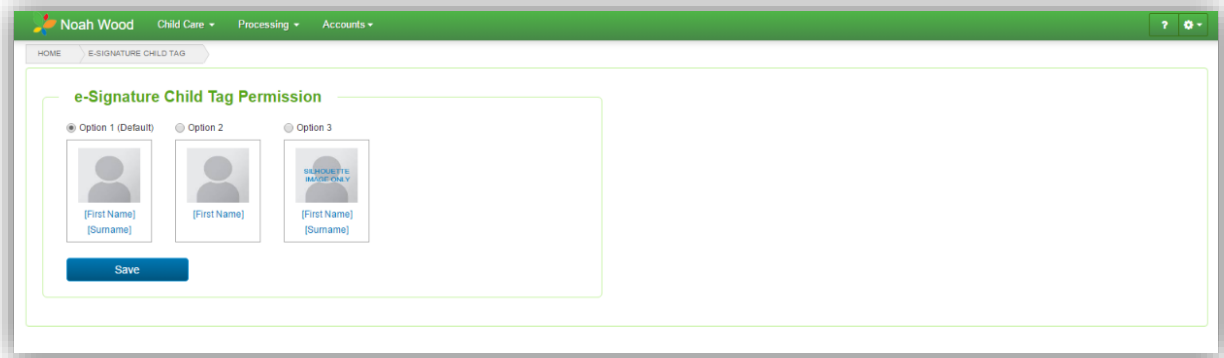
e-Signature Settings

You may adjust the default view of the e-Signatures sign in/out page via 'e-Signature Child Tag'.

Click the 'Settings' cog and select 'e-Signature Child Tag':



The following page will appear:



Option 1: The sign in/out page will allow parents to see the Children’s first names, surnames and photo (if uploaded). This is the default view.

Option 2: The sign in/out page will allow parents to see the Children’s first names only and photo (if uploaded).

Option 3: The sign in/out page will allow parents to see the Children’s first names and surnames. No photos will be displayed.

Select an option and click ‘**Save**’.

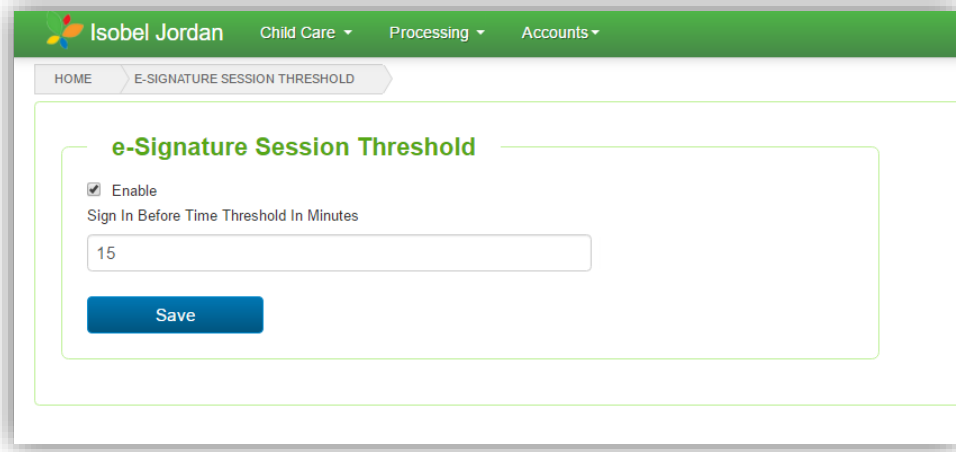
e-Signature Session Threshold

This function is optional and will allow you to prevent a parent from signing in for a specified period prior to the starting time of their booked session.

Click the ‘**Settings**’ cog and select ‘**e-Signature Session Threshold**’:



You may enable it by ticking ‘Enable’ and entering the number of minutes prior to their session start time that you do not wish them to sign in:



The screenshot shows a web application interface for configuring the 'e-Signature Session Threshold'. The top navigation bar is green and contains the user name 'Isobel Jordan' and three menu items: 'Child Care', 'Processing', and 'Accounts'. Below the navigation bar, there are two breadcrumb links: 'HOME' and 'E-SIGNATURE SESSION THRESHOLD'. The main content area is titled 'e-Signature Session Threshold' and contains a form with the following elements:

- A checked checkbox labeled 'Enable'.
- A label 'Sign In Before Time Threshold In Minutes'.
- A text input field containing the value '15'.
- A blue 'Save' button.

In the above example, if a booked session start time is 7am, the child could not be signed in until at least 6:45am.