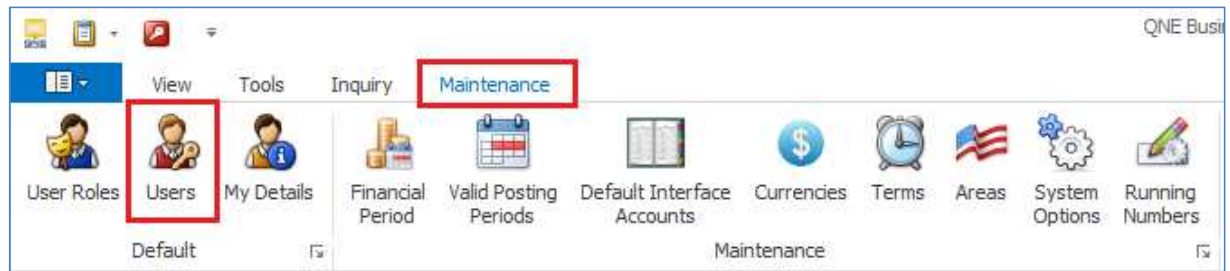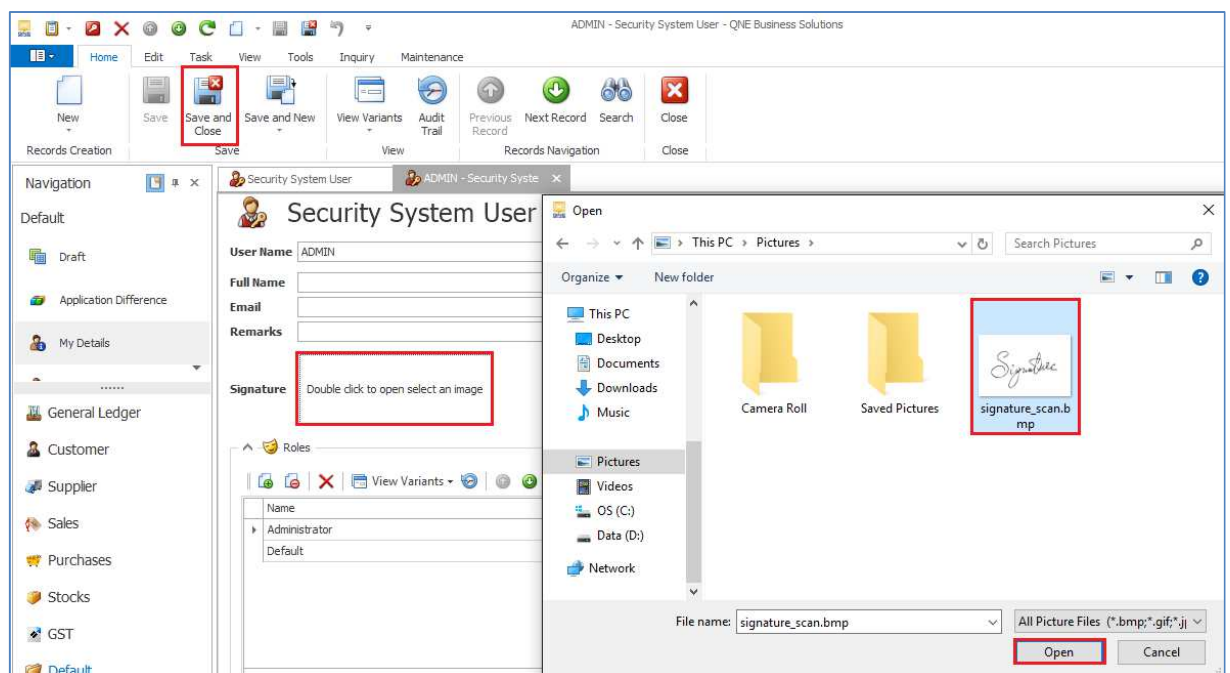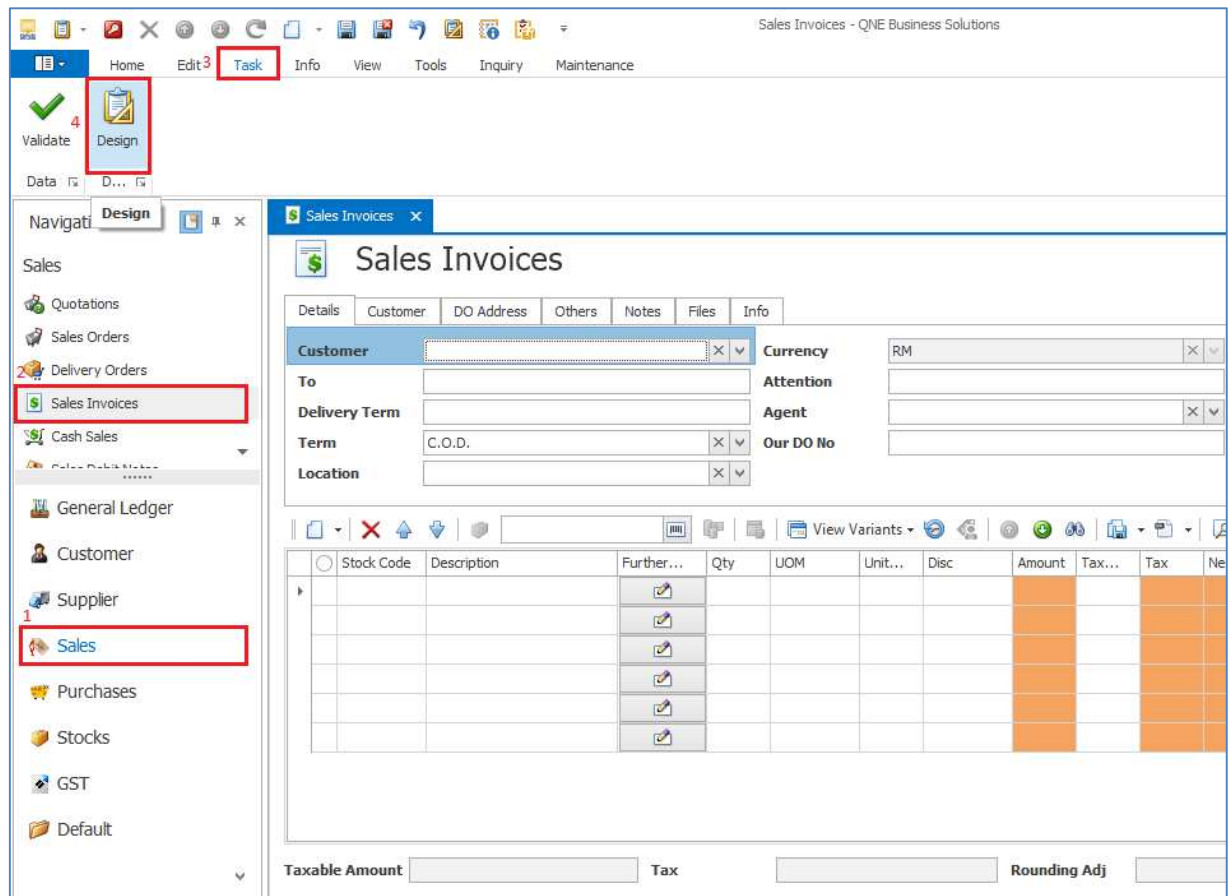QNE SOFTWARE SDN.BHD. (611852-V)

Insert digital signature into invoice preview format

1. Go to Maintenance → User

2. Double click on the Signature box and select your Digital Signature image file
3. Click Save and Close

4. Go to Sales → Sales Invoice → Task → Design

5. Highlight which format to add in Digital Signature and click Amend

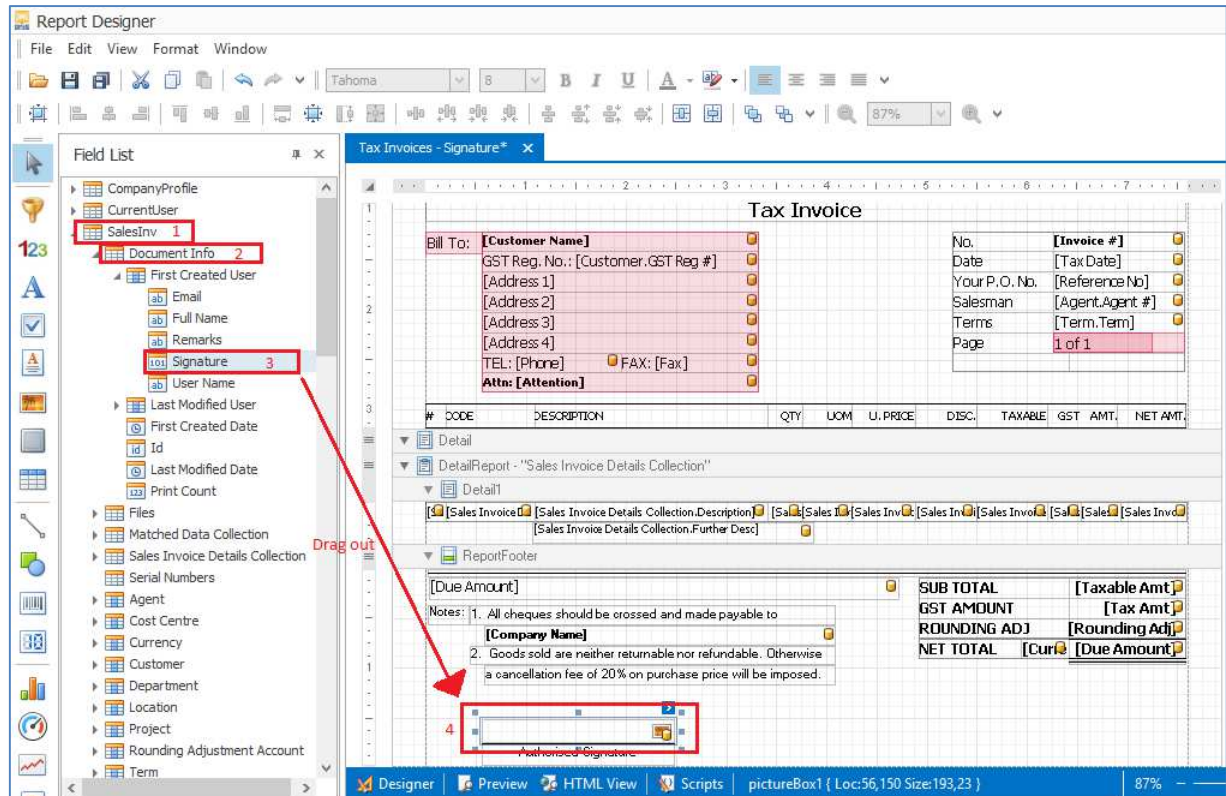| #	Name		Default	
<SR>01	Sales Invoices	System	✓	
<SR>02	Sales Invoices with Auto-Numbering	System	☐	
<SR>03	Sales Invoices with DO	System	☐	
<SR>04	Sales Invoices with Next Page	System	☐	
<SR>05	Sales Invoices with Serial Number	System	☐	
<SR>06	Sales Invoices without Stock Code	System	☐	
<SR>07	Tax Invoices	System	☐	
<SR>08	Tax Invoices (Legal Firm)	System	☐	
<SR>09	Tax Invoices (Relief)	System	☐	
<UDR>01	Tax Invoices - Signature	ADMIN	☐	
<SR>10	Tax Invoices in Margin Scheme	System	☐	
<SR>11	Tax Invoices in Mixed Supplies	System	☐	
<SR>12	Tax Invoices in Multi-Currency	System	☐	
<SR>13	Tax Invoices with DO	System	☐	
<SR>14	Tax Invoices with Tax Exclusive	System	☐	
<SR>15	Tax Invoices with Tax Exclusive & DO	System	☐	
<SR>16	Tax Invoices with Tax Exclusive (Simplified)	System	☐	
<SR>17	Tax Invoices with Tax Inclusive	System	☐	
<SR>18	Tax Invoices with Tax Inclusive & DO	System	☐	
<SR>19	Tax Invoices with Tax Inclusive (Simplified)	System	☐	
<SR>20	Tax Invoices with Wholly Standard Rate Exclusive	System	☐	
<SR>21	Tax Invoices with Wholly Standard Rate Exclusive with Discount Amount	System	☐	
<SR>22	Tax Invoices with Wholly Standard Rate Exclusive with DO	System	☐	
<SR>23	Tax Invoices with Wholly Standard Rate Inclusive	System	☐	

Amend 2
Rename
Delete
Import
Export
Refresh
Close

6. Expand 'SalesInv' → 'Document Info'
7. Drag out [Signature] field into the format

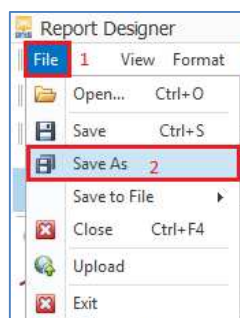8. Click on the tiny arrow on right top corner of the field
9. Click on 'Image URL' […] and select your digital signature image file
10. Click on 'Sizing' […] and select [Stretch Image]
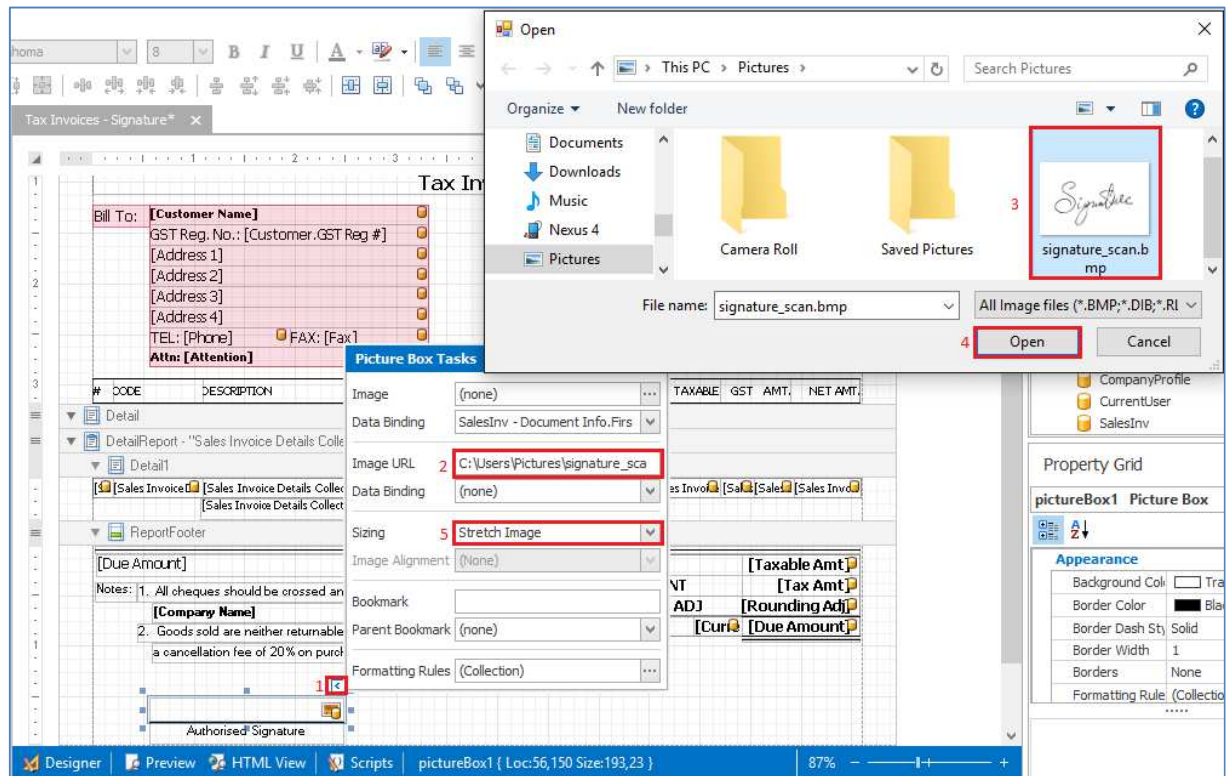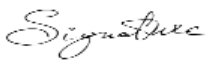

11. Click on File and click Save As

12. Key in your new Sales Invoice with Signature name and click [Save]

13. Now you can preview your Sales Invoice format with your own Digital Signature