

E-Signatures

- [Global configuration of credentials required for a reviewer](#)
- [Editing an approval to require credentials for a reviewer](#)

Related Pages

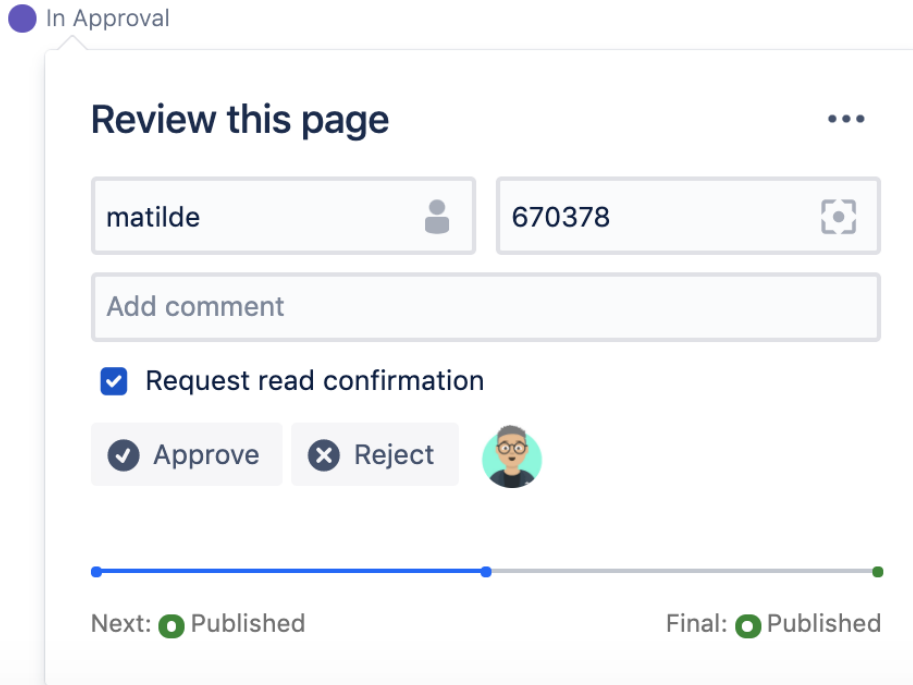
- [Set up a reviewer signing token](#)

Overview

The e-signature feature allows workflow authors to require that users authenticate their identity to activate and undertake an approval.

- the approval must be configured to require user authentication.

The workflow popup will contain a [credentials prompt](#) for the user.



Global administrators can set the authentication process to be based on either the Confluence username and password or a signing token generated by a third party authentication app.

Workflow authors can configure each approval to require user credentials.

Global configuration of credentials required for a reviewer

E-signature credentials required for approvals in the workflow can be configured globally to use either:

- the user's Confluence username and password.
- the user's Confluence username and a signing token generated by a third-party app.

This is configured in the global [Comala Document Management E-Signatures Configuration](#) screen.

E-Signatures Configuration

Comala Document Management allows you to choose the user authentication method for e-signatures on approval. For more information see [documentation](#).

Choose the e-signature method you want to use

- Confluence Username & Password**
Use the Confluence User Directory
- Signing Token**
Use a time based token generated by an authentication app


Save

User authentication will only be requested for an approval configured to require reviewer credentials.

If **Signing Token** is selected:

- each user must set up their own account for the instance with an authentication app.
- users with active signing token accounts will be listed in the [Comala Document Management E-Signature Configuration screen](#).

Users with signing tokens

User	Expires	Created	Last Attempt	Failed Attempts	Change Expi Remove
 Matilde Sipes	on April 15, 2021	4 hours ago	42 minutes ago		

Editing an approval to require credentials for a reviewer

Each approval can be edited using [workflow builder](#) to set the requirement for the submission of credentials by a reviewer to activate and undertake the approval.



Edit approval

Edit content-focused review from the state *Review*



Name *

Review this page

Description

Approval description

Only Workflow editors can see this description

Reviewers

- Anyone can approve (no restrictions)
- Limit who can approve and/or assign
- Set all reviewers that have to approve

Minimum reviewers

1

Set minimum number of reviewers required for the content review to be approved

ADVANCED

Credentials

- Non required
- Requires password
- Requires username + password

Apply

Delete

Cancel

The approval can be configured to require the credentials submitted in the workflow popup as one of the following:

- no user authentication
- password authentication
- username and password authentication

If global configuration for e-signature is set for the use of the user's Confluence username and password the credentials prompt in the workflow popup will be either:

- the user's Confluence username **and** the user's Confluence password
- the user's Confluence password

If global configuration for e-signature is set for the use of a signing token the credentials prompt in the workflow popup will be either:

- the user's Confluence username and the signing token
- the signing token

If a signing token is required [the first time user will need to set up an authentication app.](#)

The [authentication app](#) can then be used to generate a time-based signing token required for each approval.

Related Links

User Guide

- [E-Signature](#)
- [Workflow popup credentials prompt](#)
- [Reviewer authentication](#)
- [Authentication apps](#)
- [Using an approval signing token to undertake a review](#)

Authoring Guide

- [Set up a reviewer signing token](#)

Confluence Administration

- [E-Signatures configuration - global](#)