

OneSpan Document Layouts

Layouts can save a sender time when adding fields to commonly used documents. A layout remembers and saves the placement and position of signer fields on the current document. This saved layout can then be applied to future versions of the same document to quickly add all of the signer fields. For example, if a form will always be signed by the same recipients (either named people or placeholders), layouts can be used to apply the signing fields automatically, instead of manually. Layouts can be used in combination with templates. The template can be used to save the list of recipients, and the layout can be used to save the location of the signer fields.

To create a layout, add all the necessary signature fields and other fields (text, date, etc.) to the document. Ensure that they are in the correct location, are sized appropriately, and any settings are configured. Only add those fields that will always be used when the layout is applied to future documents. If a field is unique to only one document, do not add it before saving the layout.

There are four buttons in the top right-hand corner of the window: Settings, Save Layout, Apply Layout and Document Visibility. Click on "Save Layout" to save the document layout.



Next, name the new layout. A recommended naming convention for layouts would include the document type plus the word "layout." For example, Statement of Work Layout. The share layout option will not be available. If you would like to share the layout with other MDOT users, contact the digital signature help desk at MDOT-eSign@Michigan.gov for assistance.

The saved layout can be used on any future transaction. In the Designer Window, click the "Apply Layout" button and the fields will be added to the document. Adjust them, if necessary.

