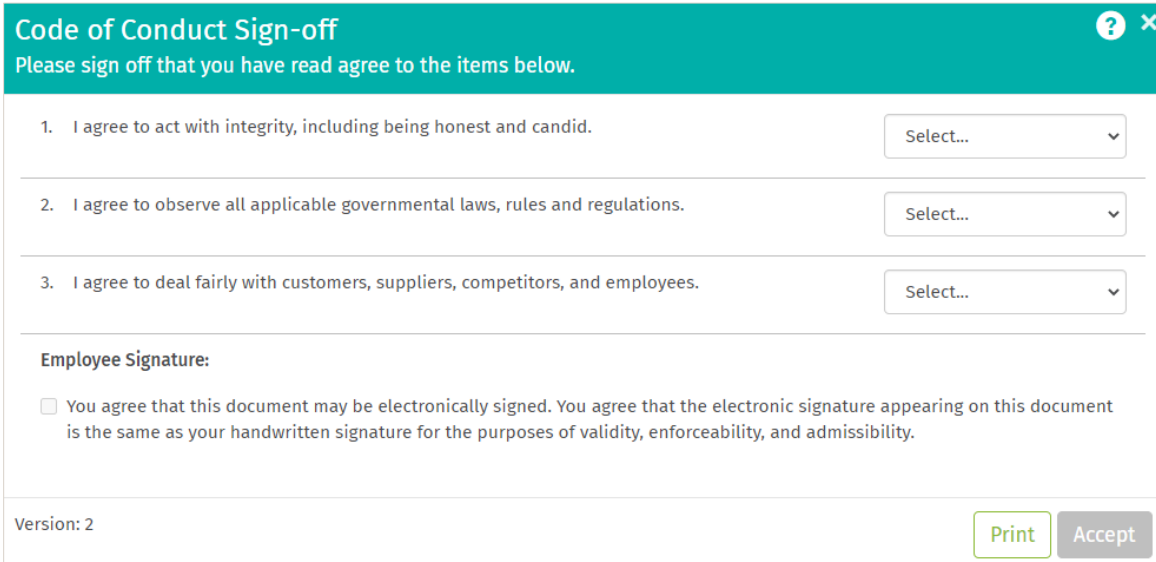


# DiscoverLink Talent Sign-off Forms & Biometric Authentication

## New Content Type Enables E-signature Sign-off

Sign-off Forms are a new content item that can be incorporated into Learning Programs to confirm compliance or agreement with:

- Employee handbook review
- Harassment prevention policies
- Diversity and inclusion policies
- Code of conduct policies
- Uniform and/or equipment receipt
- Skill position certification
- Any other sign-offs you require



The screenshot shows a form titled "Code of Conduct Sign-off" with a teal header. Below the header, it says "Please sign off that you have read agree to the items below." There are three numbered items, each with a "Select..." dropdown menu:

1. I agree to act with integrity, including being honest and candid. Select...
2. I agree to observe all applicable governmental laws, rules and regulations. Select...
3. I agree to deal fairly with customers, suppliers, competitors, and employees. Select...

Below the items is a section for "Employee Signature:" with a checkbox and text: "You agree that this document may be electronically signed. You agree that the electronic signature appearing on this document is the same as your handwritten signature for the purposes of validity, enforceability, and admissibility."

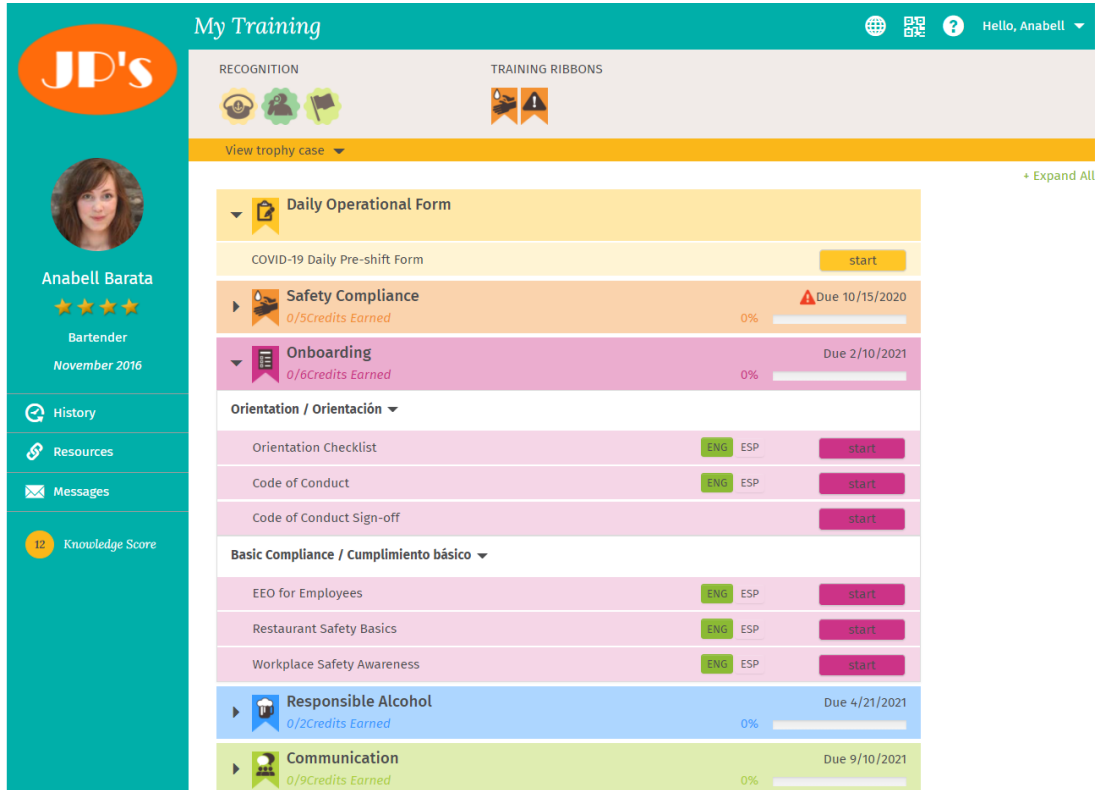
At the bottom left, it says "Version: 2". At the bottom right, there are two buttons: "Print" (green) and "Accept" (grey).

### Fully Customizable

Sign-off Forms can be incorporated into any Learning Program, and are treated just as any other content item, with options for prerequisites, sequencing, conditions, bookshelves, etc. Customization options include:

- Creating forms in multiple languages
- Providing instructions that appear at the top of the form
- Defining up to five response options for the form
- Including optional comment fields for each item

- Identifying red flag responses
- Specifying e-signatures required by employees and/or managers, including the option for remote sign-off
- Copying an existing Sign-off Form to use as a starting point when creating a new one



## E-signature Verified

- Sign-off Forms are e-signature compliant so you can easily verify the data entered by the user's name, unique identifier, date and time, and IP address.
- Sign-off Forms can optionally require manager sign-off .
- Remote sign-off can be enabled for managers.
- Sign-off Forms can be printed if required.

**Employee Signature:**

You agree that this document may be electronically signed. You agree that the electronic signature appearing on this document is the same as your handwritten signature for the purposes of validity, enforceability, and admissibility.

Document e-signed by Robert Backlund - Unique Identifier: 188638  
 Signature date: 10/7/2020 8:18:33 AM -04:00 - Time Source: server-IP: 174.109.163.201

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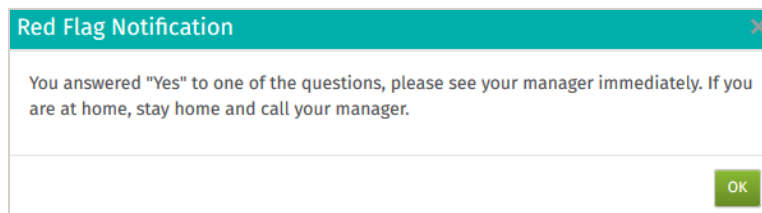
**Manager Signature:**

You agree that this document may be electronically signed. You agree that the electronic signature appearing on this document is the same as your handwritten signature for the purposes of validity, enforceability, and admissibility.

## Red Flag Notifications

When creating a Sign-off Form, each question can optionally have a designated red flag response. If a user answers with a red flag response:

- A customizable message up will appear to the user upon submission.
- System messages and emails will be sent to all managers in that location, informing them that a red flag response has been submitted.
- A red flag icon will appear on the Manager's Dashboard under the learning program in which the Sign-off Form is included.
- The Sign-off Form will not be completed, and instead will require manager sign-off to fully submit.



## Versioning

Sign-off Forms use versions to maintain the integrity of user responses, even if the form is changed. When an active form is edited, a new version is created, and the previous version is archived. Any users who are assigned the Sign-off Form, but have not yet completed it, will receive the new version. Users who completed the form before the change was made will see the old version, and their answers to it, in their history.

## Reporting

Sign-Off forms in Learning Programs can be reported on like any other content item, using the Learning Program and Content reports.

## Biometric Authentication in Mobile App

The DiscoverLink Talent Mobile App now allows login via Face ID or Touch ID (iOS) and fingerprint authentication (Android) for users whose mobile devices support it.

### My Training Login

The new Biometric Authentication only works when the Mobile App is set up by scanning the My Training QR code. If the Mobile App is set up by scanning the QR code from the Manager's Dashboard, the user will not be prompted to enable biometric authentication, since it may be a shared device used by multiple employees in that location.



After scanning the Mobile App QR code on My Training, if the device supports biometric authentication, the user will receive a prompt to enable it. If the user doesn't choose to enable biometric authentication, they will have the opportunity to enable it later via the My Training page in the Mobile App.

*If you have any questions or would like to schedule one-on-one training on any of the new features, please contact your [Client Services Manager](#) at [discoverlink@zohosupport.com](mailto:discoverlink@zohosupport.com).*