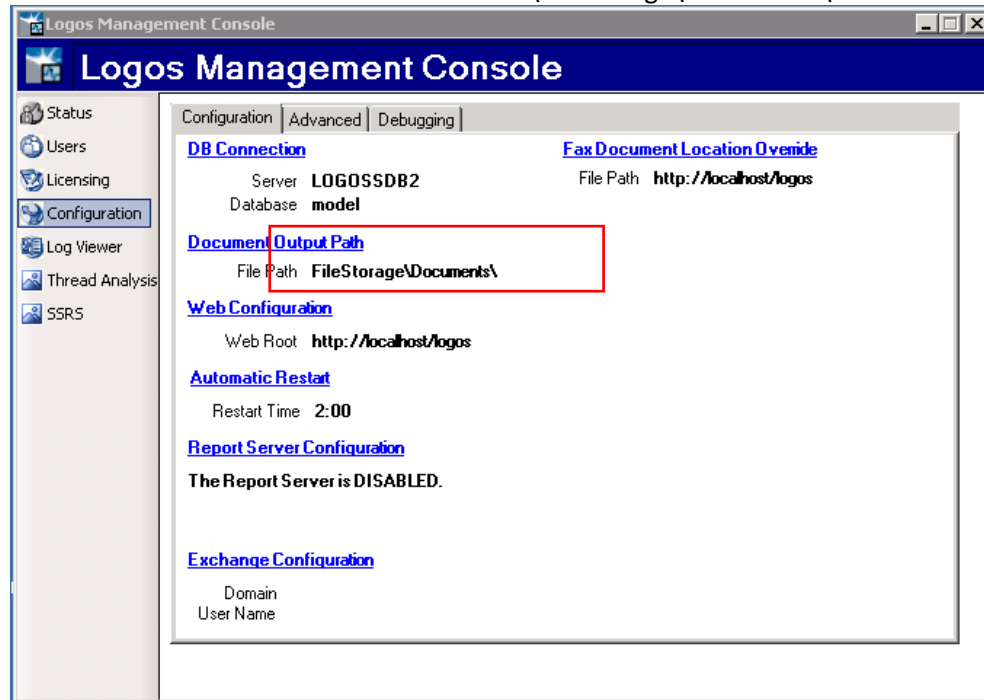


Changing Signature on Echo Form Checks and POs

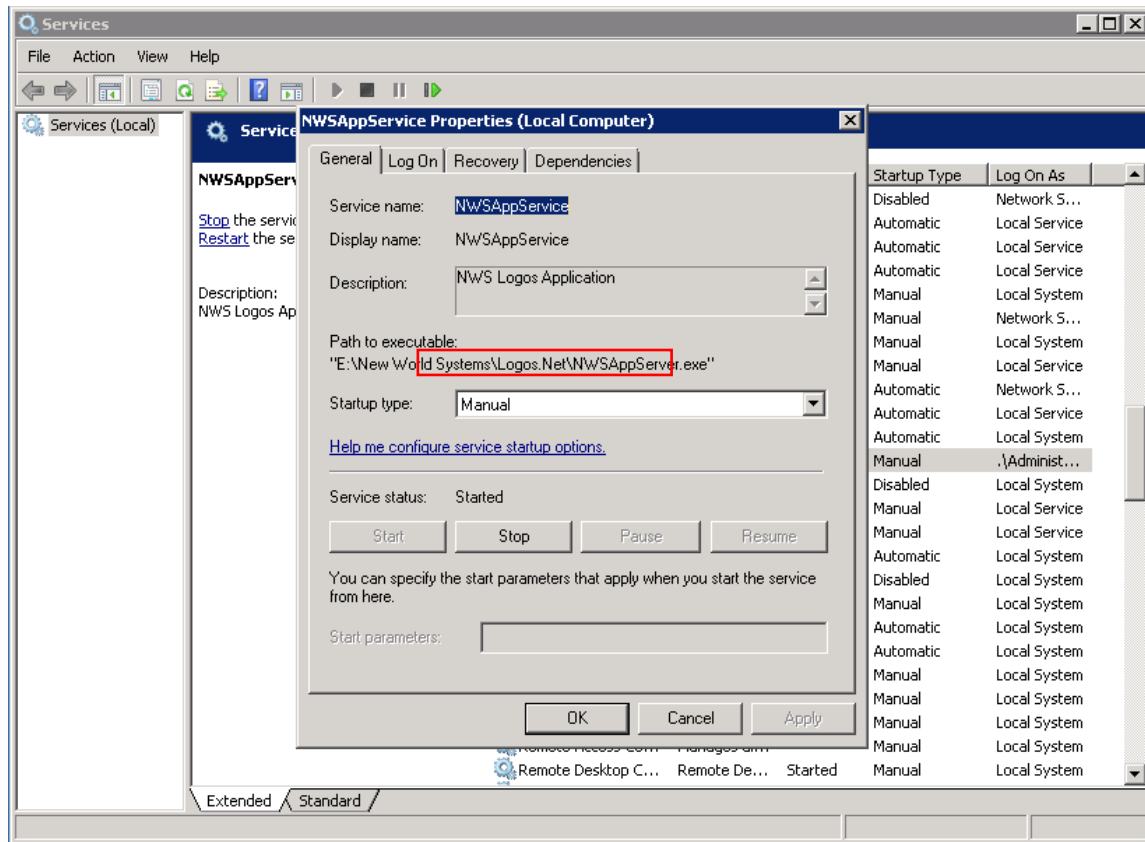
The signature image file will be located in the Document Output Path on the Application Server. This is usually:

<New World Install Location>\FileStorage\Documents\



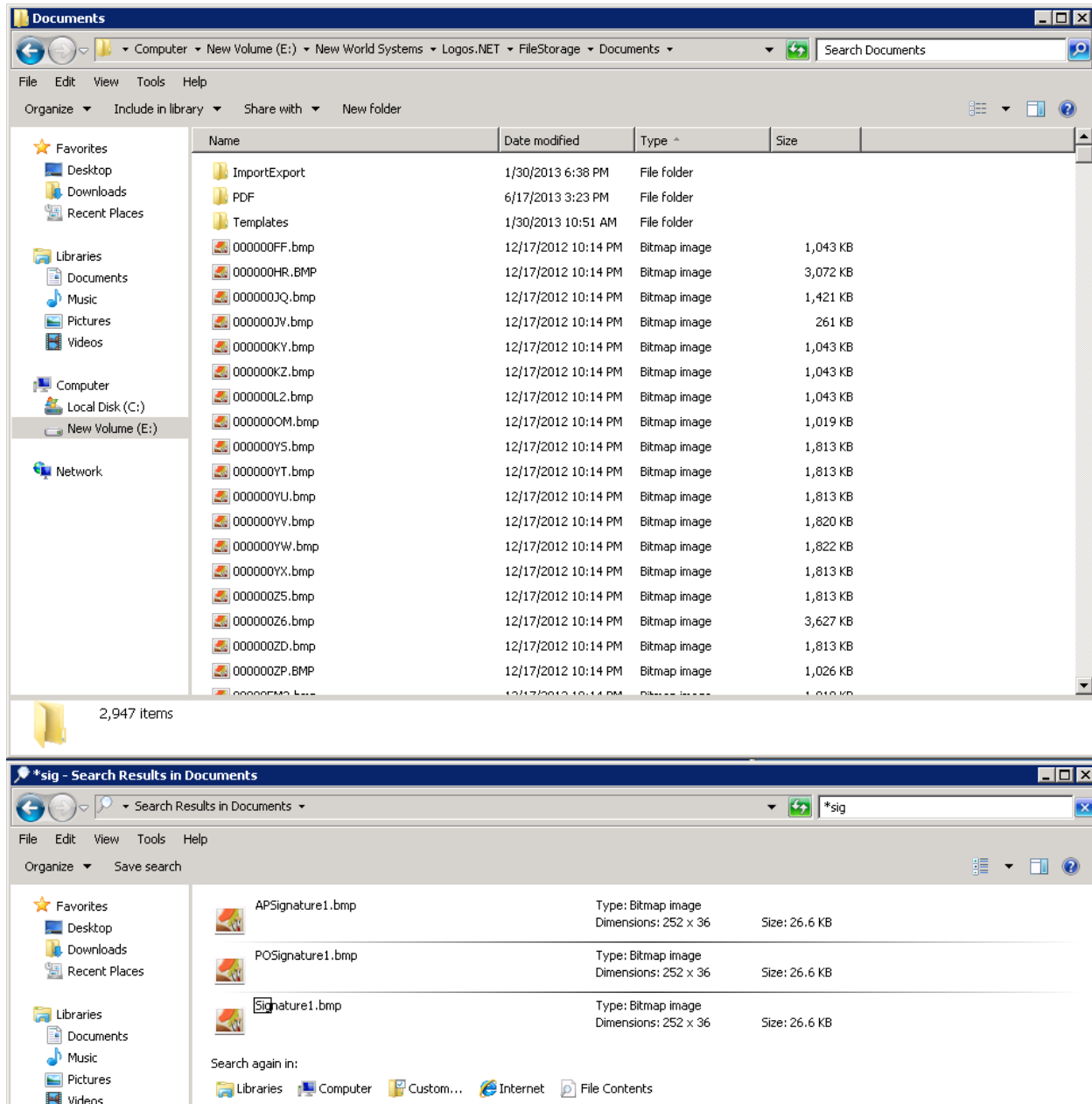
To determine the New World Install Location, open up the Services screen, find the NWSAppService, right click on it and select Properties. The Path to Executable will give you the New World Install Location. In this case it is 'E:\New World Systems\Logos.NET\'.

Changing Signature on Echo Form Checks and POs



Locate the signature file in the Document Output Path. Usually the file is called something like Signature1, Signature2, APSignature1, or POSignature1. The file extension is usually .bmp, but could also be any image file type, such as .png or .jpg. If you are using the Search bar in Windows Explorer, include an asterisk (*) before your search text to ensure that you are getting all possible results. Be sure to open up the image file to verify that it is the correct signature.

Changing Signature on Echo Form Checks and POs



The screenshot shows two windows from a Windows XP environment. The top window is titled 'Documents' and displays a list of files and folders. The bottom window is titled '*sig - Search Results in Documents' and shows the results of a search for files with the *.sig extension.

Documents Window:

Name	Date modified	Type	Size
ImportExport	1/30/2013 6:38 PM	File folder	
PDF	6/17/2013 3:23 PM	File folder	
Templates	1/30/2013 10:51 AM	File folder	
000000FF.bmp	12/17/2012 10:14 PM	Bitmap image	1,043 KB
000000HR.BMP	12/17/2012 10:14 PM	Bitmap image	3,072 KB
000000JQ.bmp	12/17/2012 10:14 PM	Bitmap image	1,421 KB
000000JV.bmp	12/17/2012 10:14 PM	Bitmap image	261 KB
000000KY.bmp	12/17/2012 10:14 PM	Bitmap image	1,043 KB
000000KZ.bmp	12/17/2012 10:14 PM	Bitmap image	1,043 KB
000000L2.bmp	12/17/2012 10:14 PM	Bitmap image	1,043 KB
000000OM.bmp	12/17/2012 10:14 PM	Bitmap image	1,019 KB
000000YS.bmp	12/17/2012 10:14 PM	Bitmap image	1,813 KB
000000YT.bmp	12/17/2012 10:14 PM	Bitmap image	1,813 KB
000000YU.bmp	12/17/2012 10:14 PM	Bitmap image	1,813 KB
000000YV.bmp	12/17/2012 10:14 PM	Bitmap image	1,820 KB
000000YW.bmp	12/17/2012 10:14 PM	Bitmap image	1,822 KB
000000YX.bmp	12/17/2012 10:14 PM	Bitmap image	1,813 KB
000000Z5.bmp	12/17/2012 10:14 PM	Bitmap image	1,813 KB
000000Z6.bmp	12/17/2012 10:14 PM	Bitmap image	3,627 KB
000000ZD.bmp	12/17/2012 10:14 PM	Bitmap image	1,813 KB
000000ZP.BMP	12/17/2012 10:14 PM	Bitmap image	1,026 KB
000000ZQ.bmp	12/17/2012 10:14 PM	Bitmap image	1,019 KB

2,947 items

***sig - Search Results in Documents Window:**

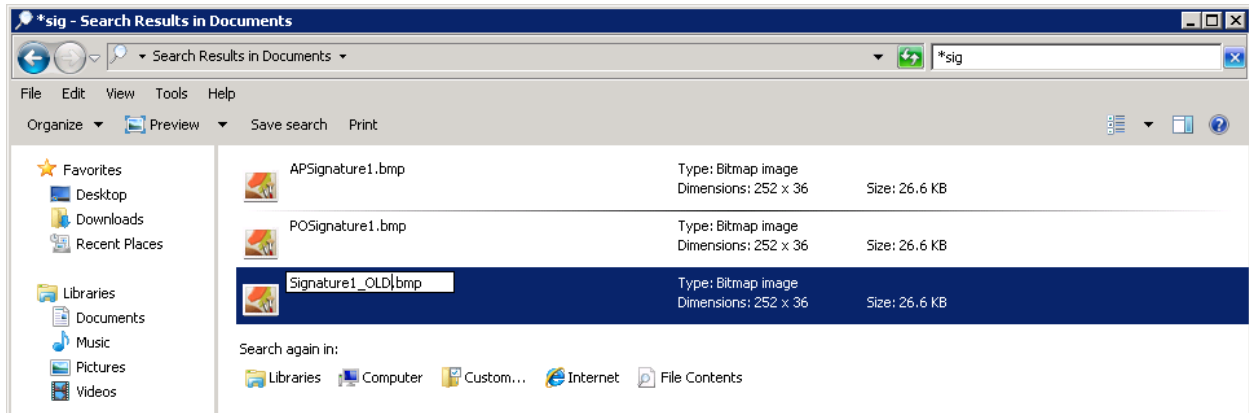
Name	Type	Dimensions	Size
APSignature1.bmp	Bitmap image	252 x 36	26.6 KB
POSignature1.bmp	Bitmap image	252 x 36	26.6 KB
Signature1.bmp	Bitmap image	252 x 36	26.6 KB

Search again in:

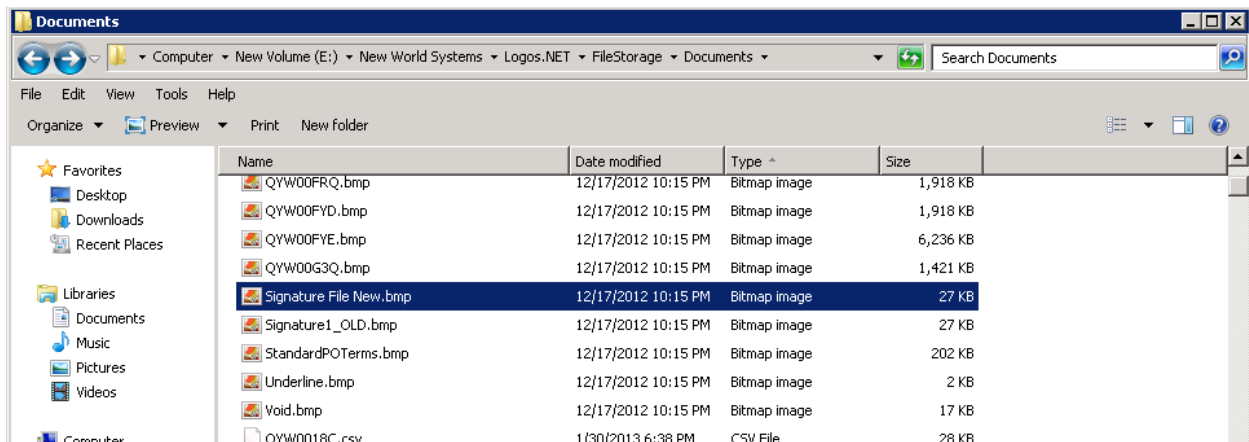
- Libraries
- Computer
- Custom...
- Internet
- File Contents

Changing Signature on Echo Form Checks and POs

You will need to either remove this file from the folder or rename it so that it will no longer be used by the Checks and PO Forms. After this step, the signature should not appear on the Check /PO.

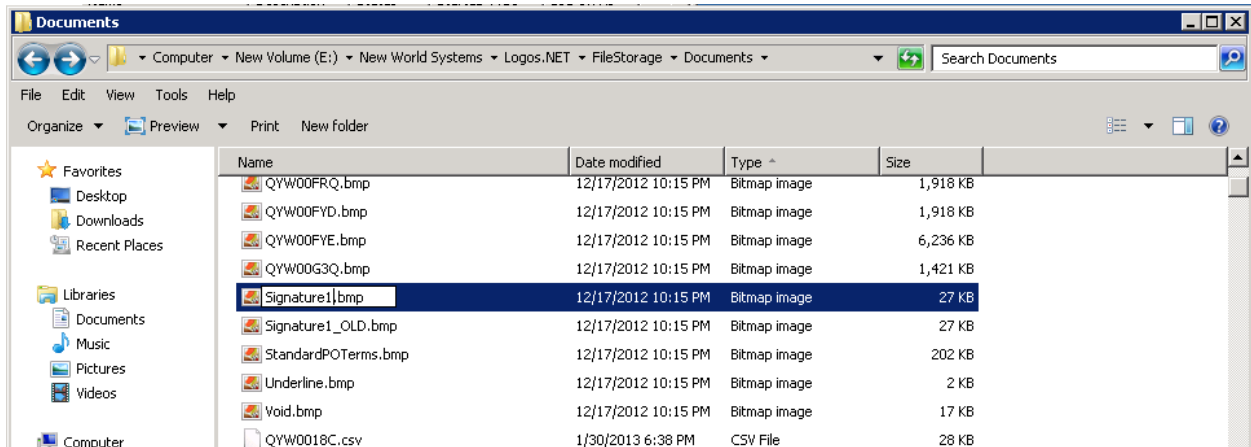


When you are ready to put a new signature on the Checks or POs, copy the new signature file into the folder to replace the old one.



Then rename the new signature image file to the same name that the old signature file had.

Changing Signature on Echo Form Checks and POs



This will need to be done in the Live and the Test environment. After the signature file has been changed, you can verify the change on Echo form Checks and POs by simply pulling up an old Check or PO in MyReports. The Echo forms are rendered each time that they are displayed, so the change should take effect without having to generate a new form.