

# Invite to sign on Received PDF documents

This feature allows you to invite internal users to sign a PDF document directly within GSAS.

## Step 1

### Open the document

Navigate to **E-Approval** → **Department Box** → **Registered Received** and open the document you want to send for signing.



HomeE-ApprovalE-FolderTasksReservationsContactsPMSEmail

Welcome, test1  
Wishing you a productive and great day!

February 3, 2026

|        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|
| Mon 02 | Tue 03 | Wed 04 | Thu 05 | Fri 06 | Sat 07 | Sun 08 |
|--------|--------|--------|--------|--------|--------|--------|

Initiate A New

ApprovalReservationTaskTask Project

Waiting for approvalView all →

Landscape\_1212058...

test #3

testttt self sign

test #2

Latest public documentsView all →

Understand how AI impac...

karangwa-eugene-certifi...

Karangwa AILiteracy\_Bad...

Introduction to Artificial In...

New tasks assigned to youView all →

Managment meeting minutes of 03/11/2025

Invite to sign TEST

TESTS

Task-Test1

Today bookings

There are no reservations for today

https://aos.smartadmin.gov.rw/e-approval/to-be-processed/waiting-for-approval

The screenshot shows the GSAS E-approval interface. On the left, the 'My Documents' sidebar has 'Registered received' highlighted with a red box and the number 3. The main area shows a list of documents under 'E-approval'. The first document, 'BUSINESS LETTER FROM AOS', is selected. On the right, the document preview shows a business letter template with fields for 'Title', 'Department Access', and a signature area. The 'Share' button is highlighted with a red box and the number 2.

## Step 2

### Share via Invite to Sign

Click **Share** and select **Invite to Sign** from the dropdown.

The screenshot shows the GSAS E-approval interface with the 'Share' dropdown menu open. The 'Invite to sign' option is highlighted with a red box and the number 2. The document list on the left shows 'Receipt from AGACIRO' selected. The document preview on the right shows the 'AGACIRO' logo and the 'Share' button highlighted with a red box and the number 1.

## Step 3

### Assign signers

Search for the user(s) who need to sign the document, then drag and drop the signature field to the desired location on the document. Adjust the signature fields as needed, then click **Send Invitation** to notify the selected users.



## Receipt From AGACIRO

 This action cannot be undone once completed

test2 You

*Chen*

test2

Feb 04, 2026

Custom Text

- ✓ 4 elements positioned  
Ready to sign the document

Complete

[^ Top](#)

Bottom



**Doc Number** : AOS/ST/28364/2026  
**Date** : 03/02/2026 04:16 PM

test2

Feb 04, 2026

**Receipt SLIP**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |                          |               |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|---------------|--------------------------|
| <b>Status:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Normal</b> | <input type="checkbox"/> | <b>Urgent</b> | <input type="checkbox"/> |
| From: AGACIRO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                          | To: AOS Ltd   |                          |
| <b>Purpose:</b><br>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at turpis tristique finibus. Ut vulputate enim at maximus malesuada Pellentesque tempor commodo blandit. Sed non lectus vitae odio facilisis interdum. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at turpis tristique finibus. Ut vulputate enim at maximus malesuada. Pellentesque tempor commodo blandit. Sed non lectus vitae odio facilisis interdum. |               |                          |               |                          |

## Access the completed document

Once all signatures have been collected, the document is marked as complete. It can now be downloaded, shared, or viewed by the drafter or any of the signers from their **Completed** folder.

### E-approval

Search by keyword, document title, initiator,.....

+ Initiate

Completed approval requests (10/463) files

Desc 

Completed

Shared with

Downloaded from <http://ajphaphysoc.org/> at University of California, San Diego on June 11, 2015

Forwarded

► Department Box

Receipt from AGACIRO 4/02/2026 10:20 AM  
AGACIRO/1232435/324567/2026



RECEIPT FROM AGACIRO 3/02/2026 4:16 PM  
AOS/ST/28364/2026



testing signatures 3/02/2026 11:24 AM  
AOS/ST/28361/2026



Document

---

Title : Receipt From AGACIRO  
Department Access : CLOSE



Well Received!

Share

 Share document

 Share as Task



**Doc Number :** AOS/ST/28364/2026  
**Date :** 03/02/2026 04:16 PM

Well Received!  
test  
Feb 04,  
2026

Receipt SLIP

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                          |             |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------|-------------|--------------------------|
| Status:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Normal | <input type="checkbox"/> | Urgent      | <input type="checkbox"/> |
| From: AGACIRO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                          | To: AOS Ltd |                          |
| <p><b>Purpose:</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at turpis tristique finibus. Ut vulputate enim at maximus malesuada. Pellentesque tempor commodo blandit. Sed non lectus vitae odio facilisis interdum. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at turpis tristique finibus. Ut vulputate enim at maximus malesuada. Pellentesque tempor commodo blandit. Sed non lectus vitae odio facilisis interdum.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at</p> |        |                          |             |                          |