

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 'E-approval' section shows a list of documents, with 'BUSINESS LETTER FROM AOS' selected. The document details on the right show the title 'BUSINESS LETTER FROM AOS' and department access 'CLOSE'. The document preview shows a business letter dated January 8, 2050, from Amelia Pagac at OmegaGen.

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 a different document selected: 'Receipt from AGACIRO'. The document details show the title 'Receipt From AGACIRO' and department access 'OPEN'. The document preview shows a receipt from AGACIRO. The 'Share' button is highlighted with a red box and the number 1, and the 'Invite to sign' option in the dropdown menu is highlighted with a red box and the number 2.

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

Cheney

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

Status:	Normal	☐	Urgent	☐
From: AGACIRO			To: AOS Ltd	
Purpose: 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

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

test1

RECEIPT FROM AGACIRO 3/02/2026 4:16 PM

AOS/ST/28364/2026

testing signatures 2/22/2020 11:04 AM

AOS/ST/28361/2026

Document

Head

Follow up

Title : Receipt From AGACIRO
Department Access : CLOSE

Page 1/2



AGACIRO
Development Fund
Rwanda Sovereign Wealth Fund

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	☐	Urgent	☐
From: AGACIRO			To: AOS Ltd	
Purpose: 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. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vehicula massa at lacus consequat semper. Suspendisse bibendum tortor at				