

Upload eSignature

Login into APMS – Select Role

← → ↻ apms.ashghal.gov.qa/my.policy ☆ 🗨 🔍 🌐 ⋮

📱 Apps 📧 Gmail 📺 YouTube 📍 Maps 📁 Mannai 📁 Personal 📁 Studies 📁 Others

Qatar Deserves The Best

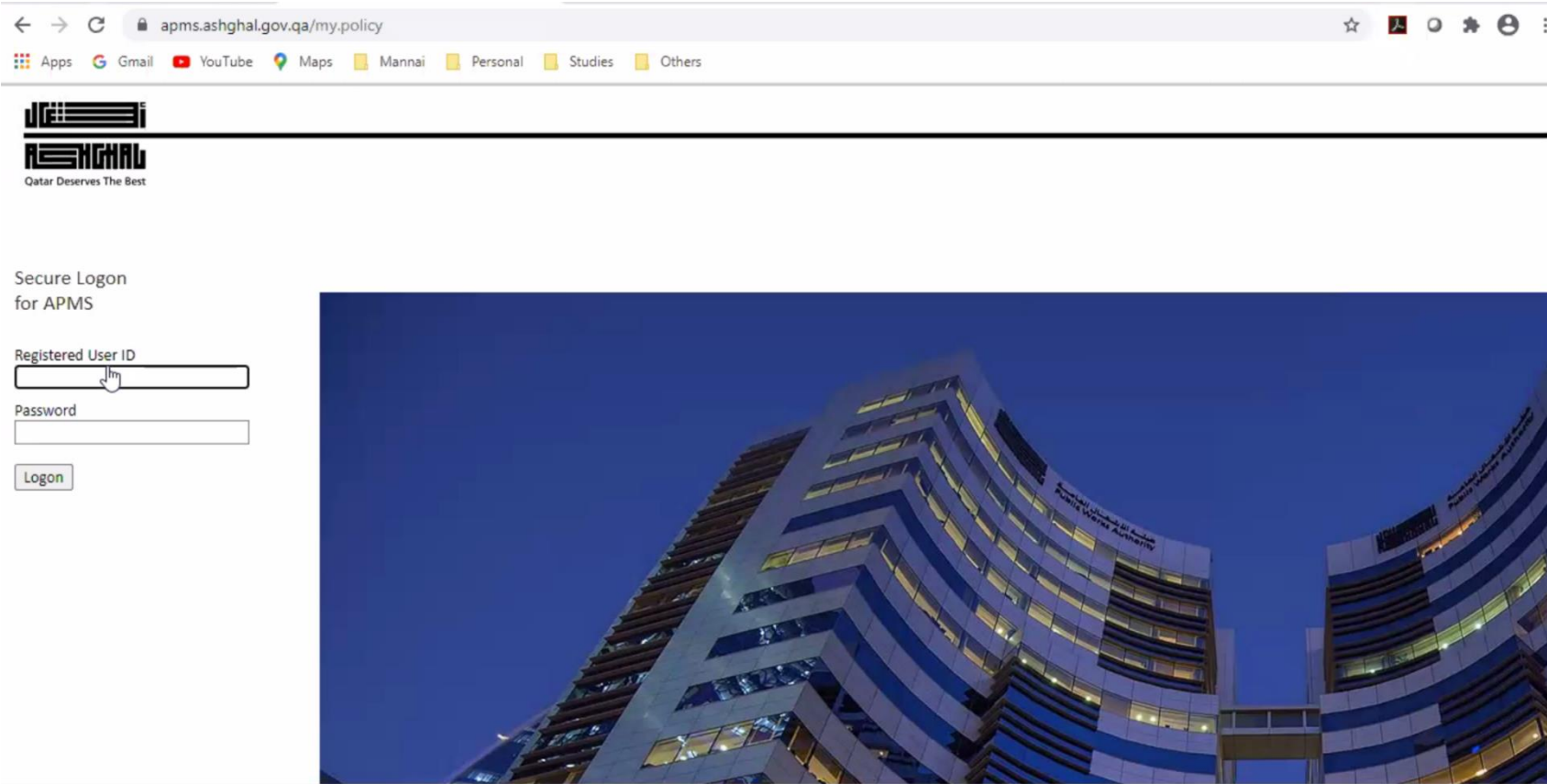
Please select your role:

- ↔ [Ashghal Employee](#)
- ↔ [Partner](#)

- Click on Partner

Login into APMS – User ID and Password

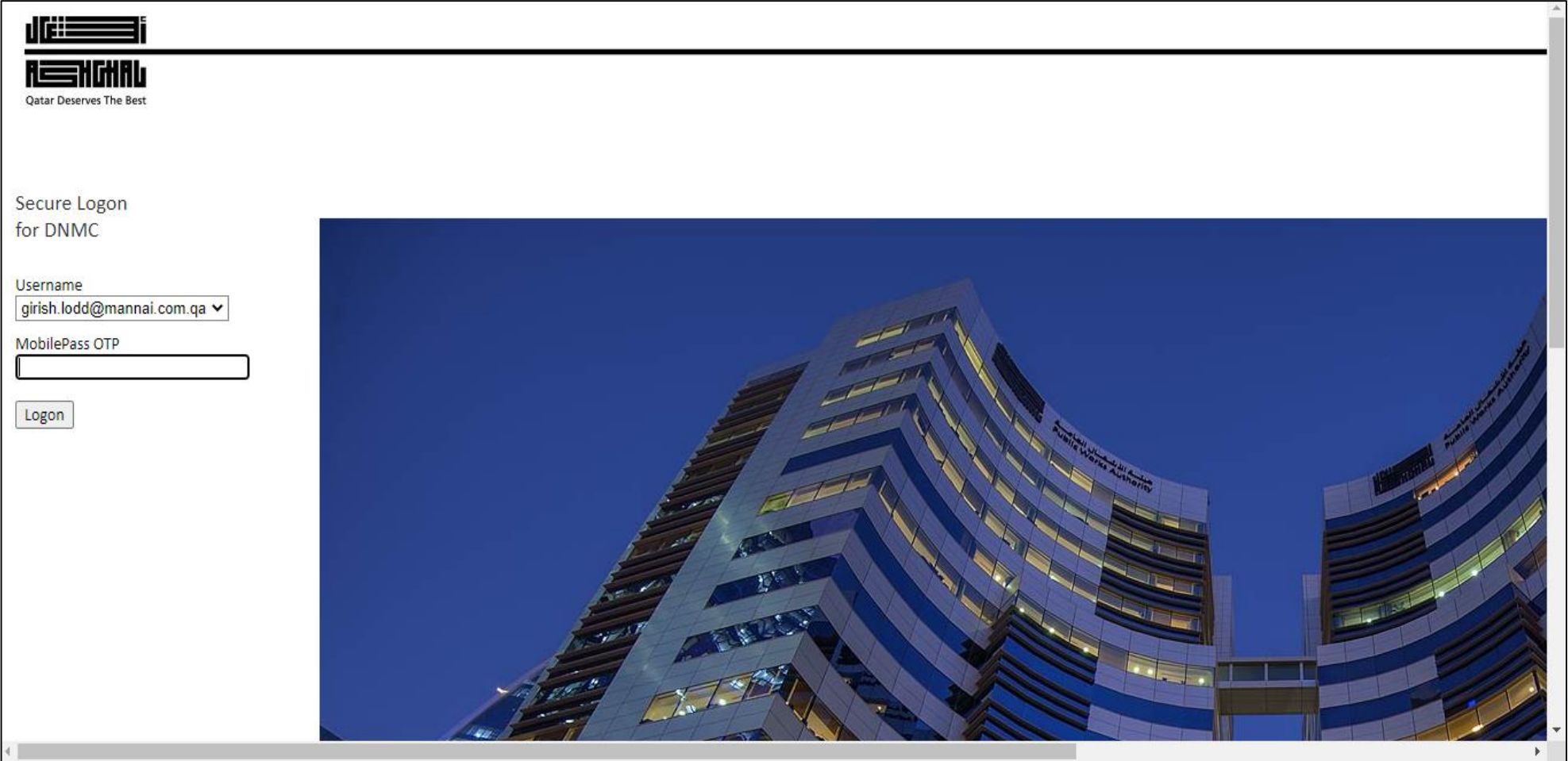
- Login with the Username (your email ID as Username) & Password (as sent out in the email)



Login into APMS – Enter One Time Password (OTP)



- Enter Onetime password (OTP) as received on your MobilePass



Updating User eSignature

Click on Company Workspace

The screenshot shows the Oracle Primavera Signifier user interface. At the top left, the text "ORACLE Primavera Signifier" is visible. A red circle with the number "1" is positioned over the "Company Work..." menu item, which is also enclosed in a red rectangular box. Below the menu, there are three main dashboard sections: "Tasks" (0 Active), "Notifications" (0 Total), and "Mail" (0 Total). The "Tasks" section contains an information icon and the text "Information" and "You do not currently have any tasks." The "Notifications" section is titled "Workflow Business Processes" and includes a legend for "Business Process" with categories: "Late" (red dot), "Not Started" (yellow dot), and "In Progress" (green dot). At the bottom, there is a section for "Non - Workflow Business Processes".

Updating User eSignature

Follow the steps to upload eSignature as given below;

The screenshot shows the 'User Administration' page in a web application. The interface includes a left sidebar with navigation options, a main content area for user details, and an 'Attachments' section on the right. Four red boxes and numbers indicate the steps for uploading an eSignature:

- 1**: A red box highlights the 'Company Work...' button in the top navigation bar.
- 2**: A red box highlights the 'User Administration' menu item in the left sidebar.
- 3**: A red box highlights the '+ Create' button in the top left of the main content area.
- 4**: A red box highlights the 'Browse...' button in the 'Attachments' section, which has opened a file selection dialog.

The 'User Administration' form contains the following fields:

- Employee ID: 001
- First Name: Company
- Last Name: Administrator
- E-Mail: ashghaldemo@gmail.com
- Department: Program Manager
- Role: Program Manager
- Company Name: Gaea

The 'Attachments' section shows a 'Browse...' button and a file selection dialog with 'Document Manager...' as an option. Below the attachments, there is an information icon and the text 'Information No Attachments.'

Updating User eSignature

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Upload Files - Google Chrome

Not secure | slwebcmund01.ashghal.gov.qa:7005/bp/sys/dm/file/upload?file_type=bp&from_object_type=&from_object_id=&_uref=uuu231...

Drag and drop or select files to upload

Browse...

File Name	File Size	Document Title	Rev. No.
singature.png	3 KB		

1 item ready to be uploaded (3 KB)

Advanced Options

File Upload Options

Include reference files

Upload from My Computer

Revise automatically if file with same name exists

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Cancel Upload

Updating User eSignature

- Ensure to upload the file in .JPG format and should be of 1050 x 350 Pixels

The screenshot shows a web browser window titled "Create New User Administration - Google Chrome". The URL is "slwebcmund01.ashghal.gov.qa:7005/bp/mod/bp/record/new/uxua/-1000/13334?_uref=uuu231536826t1". The page title is "Create New User Administration".

The main content area is divided into two sections:

- User Administration**: A sidebar on the left contains "User Details" with the following information:
 - Employee ID: 001
 - First Name: Company
 - Last Name: Administrator
 - E-Mail: ashghaldemo@gmail.com
 - Department: Program Manager
 - Role: Program Manager
 - Company Name: Gaea
- Attachments**: The main area shows a list of "Unpublished Attachments" with one entry: "singature.png". A red circle with the number "8" is placed over this entry.

A "Workflow Action Details" dialog box is open in the foreground, showing the configuration for the "singature.png" attachment. It has a red circle with the number "9" in the bottom right corner. The dialog contains:

- Action Details**: A dropdown menu for "Workflow Actions" is set to "Submit".
- Send For**: A field with the value "End".
- Buttons**: "Cancel" and "Send" buttons. The "Send" button is highlighted with a red box.

At the top right of the main application window, there are buttons for "Send" and "Save". The "Send" button is highlighted with a red box and has a red circle with the number "7" next to it.

Updating User eSignature

Create New User Administration - Google Chrome

Not secure | slwebcmund01.ashghal.gov.qa:7005/bp/mod/bp/record/new/uxua/-1000/13334?_uref=uuu231536826t1

Create New User Administration

Send Save

User Administration

User Details

Employee ID
001

First Name
Company

Last Name
Administrator

E-Mail
ashghaldemo@gmail.com

Department
Program Manager

Role
Program Manager


Company Name
Gaea

Attachments

Comments

Linked Records

Notification

 UAD-000004 has been created successfully.

OK

Total: 1

Thank You!

