

# Send for Signature and Sign Task

Documents that satisfy both of the following requirements have the 'Send for Signature' option available on the Tasks panel:

- Document is part of a site that has SiteZone enabled
- Document is indexed to a document type that allows a signature

Note: If the document has already received a Wet Ink Signature, choose the [Finalize](#) option instead of the Send for Signature option.

Once the document has been sent to the site for a signature, a 'Sign Task' will be available in the [Inbox](#).

## Sign Task

Sign Tasks stay in the Inbox until the document has been signed by the specified personnel at the site.

The tasks window on a Sign Task allow the user to Delete the task altogether, [Delegate](#) the task to another SiteZone user for signature, or return the task to the eTMF Group Inbox. Normally no intervention is needed in eTMF.