Copy Tags Functionality

The Copy Tag functionality allows you to copy a specific tag and its size for repetitive use on that Order. This functionality can be found in the "Configuration" screen.



Note: This function will not copy other tag settings including who the signer is, pre-closing, closing, required, etc.

1. After placing and sizing a tag on a document, click on the "Copy tag" link in the "Details Box" of that tag.

| | | | Cu | ushion selected by | / servicer |
|--|----------------|------------|----|--|------------|
| | MONTHLY | | | payment for the co | ming yea |
| Your escrow acco Your first of which | ount. | befor prin | | copy tag | × vea |
| @ 1967-2008 Online D | ocumenta, Inc. | | Da | Signer: Pavaso Buye O Pre-closi O Closing | |

2. Name the tag copy and "Continue."

| Сору Тад | × |
|----------------------|---------------|
| Name of Copied Tag : | Mr. Signature |
| Cancel | |

3. The copied tag will appear at the bottom of the Tags Menu on the left. Select this button and click to place the tag copy on the document.

| + Tag for Signature |
|---------------------|
| + Tag for Initials |
| + Tag for Education |
| + Tag for Notary |
| + Tag for Text |
| Copied Tags: |
| + Mr. Signature × |
| |