



Signature Management v2 Guide

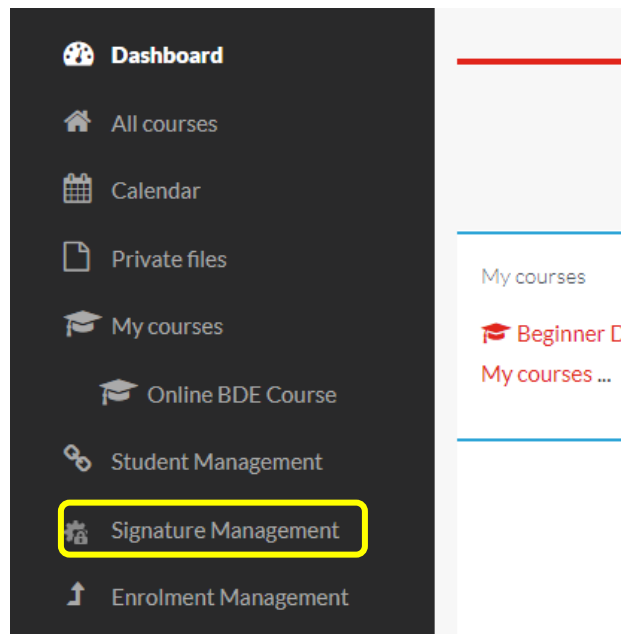
We are thrilled to introduce our latest platform update, a sophisticated signing tool. This tool is a crucial resource for meeting the MTO requirement regarding student and DDI signatures on the record sheets. It ensures compliance and efficiency in our operations and guarantees that you confidently meet the MTO requirements. We are excited about this tool's possibilities for you and the efficiency it will bring to your work.

Our improved version of the Signature Management Tool is structured to automatically send the Record Sheet to the student and DDI (digital driving instructor) upon completing the online course.

You can still send it manually whenever you want by following the instructions below, but you don't need to. You will only send reminders to the student and DDI when necessary.

Login to your GoGo portal: <https://elearning.gogodriving.com/login/index.php>

1. Go to your dashboard and click **Signature Management** on the left sidebar menu.



2. You will see the filters, a list of the students who completed the online course on or after September 1st, 2024, and an action button to start the signing process.

Signature Management

Course Completion Date From:

Course Completion Date To:

DDI Signed
 Any Yes No

Student Signed
 Any Yes No

Signing Status
 Any N/A Pending (Ready to send) In progress Completed

Filter by Name:

Filter by Email:

Show entries

No.	Last, First Name	Email	Course Completion Date	PDF Created	Sent to Student	Sent to DDI	Student Signed	DDI Signed	Status	Action
1	Signer.Demo	artner.com	2024-09-01	No	N/A	N/A	No	No	N/A	<input type="button" value="Start Signing"/>

3. See the description of the Columns:
- No.: Shows the number of the students
 - Last, First Name: Shows the last and first name of the students
 - Email: Shows the email addresses of the students
 - Course Completion Date: Shows the completion date of the online course
 - PDF Created: Shows the date of the Record Sheet Creation. **The system will create it automatically.**
 - Sent to Student: If it is N/A, the PDF hasn't been created. It will show the date when it is sent, and the **system will send it automatically.**
 - Sent to DDI: If it is N/A, the PDF hasn't been created. It will show the date when it is sent, and the **system will send it automatically.**
 - Student Signed: If it is No, the student hasn't signed the PDF. If so, it will show the date it was signed.
 - DDI Signed: If it is No, the DDI hasn't signed the PDF. If so, it will show the date it was signed.
 - Status: If it is N/A, the PDF hasn't been created. If so, it will be Pending. The file will show "In progress" when sent to any party. When all parties sign the file, it will be changed to "Completed".

4. You can manually create the record sheet from the “Action” column to start the signing process, but you don’t need to. Please wait for the system to create and send it automatically.

Show 10 entries

No	Last, First Name	Email	Course Completion Date	PDF Created	Sent to Student	Sent to DDI	Student Signed	DDI Signed	Status	Action
1	Signer, Demo		2024-09-01	No	N/A	N/A	No	No	N/A	

Showing 1 to 1 of 1 entries

[Create Record Sheet](#)

When you make the file, the “PDF Created” column will be updated from “No” to “Date of creation.” Also, the “Status” column will be changed to “Pending” from “N/A.”

See a sample PDF file when you view it. DO NOT DOWNLOAD the file before the signatures are completed. You will download the file when the “Status” column changes to “Completed”.

BE ADVISED THAT you will see the student’s details, such as final grade and driver’s licence number, on the Signature Certificate when the signing process is completed. A sample is on the last page of this guide.

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Online BDE Course Record Sheet

Demo Driving School

For Demo Signer (er.com)

Date/Time	Event	Description	IP
02 Aug 2024, 09:23 am	Login	User logged in successfully.	99.250.166.139
02 Aug 2024, 09:23 am	Dashboard	User viewed his dashboard.	99.250.166.139

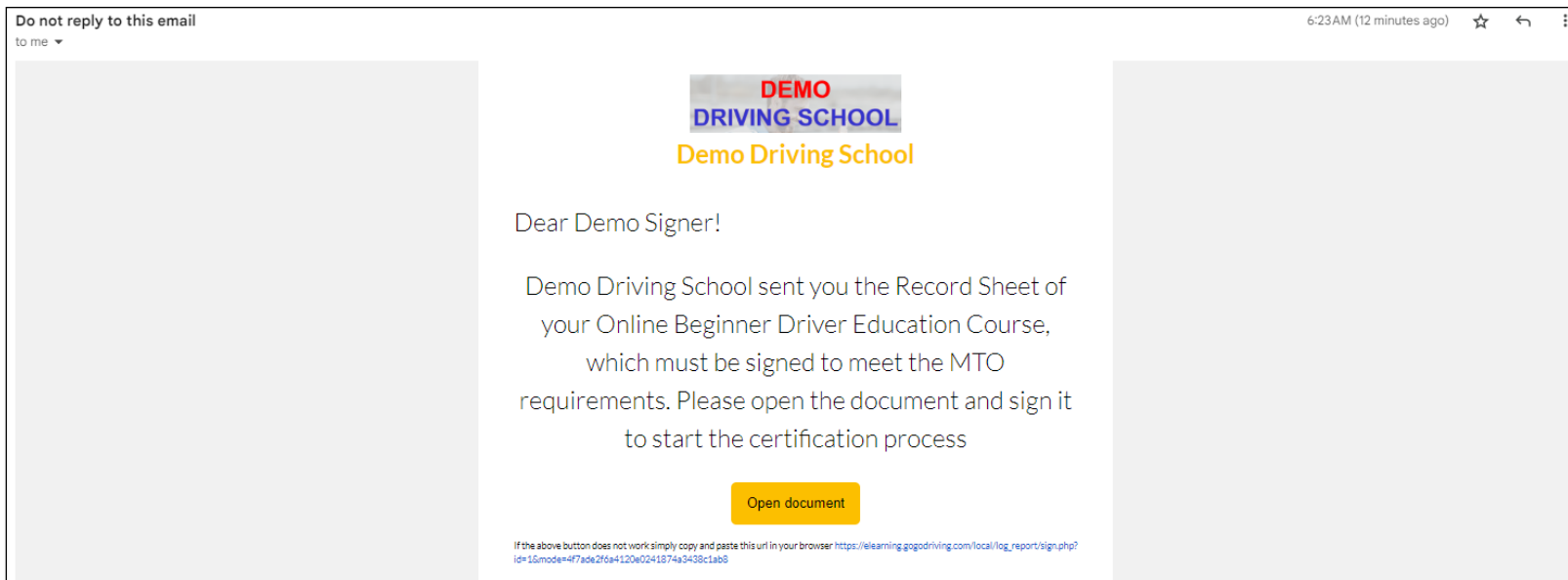
You can send a reminder email to the student and DDI when necessary.

Show 10 entries

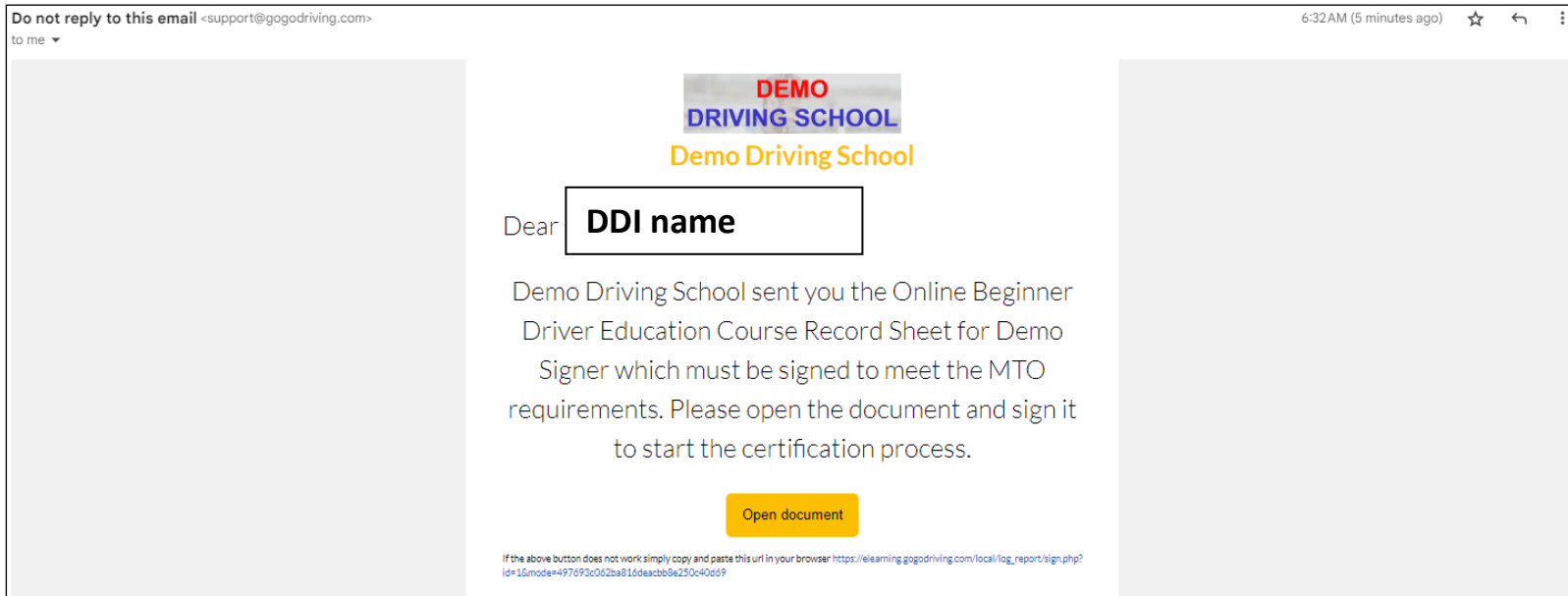
No	Last, First Name	Email	Course Completion Date	PDF Created	Sent to Student	Sent to DDI	Student Signed	DDI Signed	Status	Action
1	Signer, Demo		2024-09-01	2024-09-17 06:12 am	2024-09-17 06:23 am	2024-09-17 06:31 am	No			View file Send Reminder to Student Send Reminder to DDI

Showing 1 to 1 of 1 entries

The students will receive an email below with your school name and logo.



The DDI receive an email below that includes your school name and logo.



Sometimes, the students can ask for the link on WhatsApp or Text if they have email issues. You can copy the Student Link and send it to them through any means you can.

PDF Created	Sent to Student	Sent to DDI	Student Signed	DDI Signed	Status	Action
2024-09-19 10:53 am	2024-09-19 10:54 am	No	No	No	In progress	⚙️
2024-09-19 09:32 am	2024-09-19 09:34 am	No	No	No		<ul style="list-style-type: none"> View file Send to DDI Copy Student Link Send Reminder to Student Delete file
2024-09-19 09:33 am	2024-09-19 09:36 am	No	2024-09-19 10:12 am	No		

When they open the document, they will be asked to verify their ID with a verification code sent to their email addresses.

Signing process for the Digital Record Sheet.

To start signing the file, verify that you own the email address [redacted]ner.com. Please click to receive the verification code and start the signing process.

Start now

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An email has sent to ir [redacted]ner.com email address.

Enter the verification code here

Verify Now

[GoGo Online BDE Curriculum | Ontario](#)

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When the verification is completed successfully, they will see the document and a signing pad on which they can draw, choose, or upload their signature.

Digital Record Sheet

Date/Time	Event	Description	IP
02 Aug 2024, 09:23 am	Login	User logged in successfully.	99.250.166.139
02 Aug 2024, 09:23 am	Dashboard	User viewed his dashboard.	99.250.166.139
02 Aug 2024, 09:24 am	/core/levanticourse_category_view	core => viewed => course_category	99.250.166.139
02 Aug 2024, 09:25 am	Course	User viewed the course contents.	99.250.166.139
02 Aug 2024, 09:25 am	/tool_usertours/levant/step_shown	tool_usertours => shown => step	99.250.166.139
02 Aug 2024, 09:25 am	/tool_usertours/levant/tour_started	tool_usertours => started => tour	99.250.166.139
05 Aug 2024, 12:32 pm	Login	User logged in successfully.	99.250.166.139
05 Aug 2024, 12:32 pm	Dashboard	User viewed his dashboard.	99.250.166.139
05 Aug 2024, 12:34 pm	Login	User logged in successfully.	99.250.166.139
05 Aug 2024, 12:34 pm	Dashboard	User viewed his dashboard.	99.250.166.139
05 Aug 2024, 12:34 pm	/core/levanticourse_category_view	core => viewed => course_category	99.250.166.139

Previous 1 Next

Zoom in Zoom out

Signature Pad

Choose one of the signing methods below and save.

Draw Type Upload

Draw signature

Clear Signature

Save

When the student saves the signature, the signing process will be completed for the student.



When both parties complete the signing process, the status will be changed to "Completed." Then, you can view and download the file with a signature certificate. The student and DDI will also receive an email to see the signed copy of the file.

No	Last, First Name	Course Completion Date	PDF Created	Sent to Student	Sent to DDI	Student Signed	DDI Signed	Status	Action
1	Signer, Demo	2024-09-01	2024-09-17 06:12 am	2024-09-17 06:23 am	2024-09-17 06:31 am	2024-09-17 06:45 am	2024-09-17 06:48 am	Completed	View file

Briefly,

1. Upon completing the online course, the record sheet will automatically be sent to your students and DDI.
2. You may also send it manually from your dashboard, but you don't need to do that. You will only need to send reminders to the students if they don't sign the document within a reasonable period.
3. You may copy the signing link and send it via WhatsApp or text to the student.
4. Upon completion of the record sheet, a signature certificate will be added to the last page, including all the information the MTO requires.
5. You are not required to print out the signed copy of the record sheet. You will keep it digitally, so you don't need to worry about the total number of pages. It must cover all the logs of the student's actions during the course.

If you are not a current partner, you can schedule a meeting [here](#) to learn more about us and start using our curriculum at \$10 per enrolment.

Please see a sample of the signature certificate below. It included the student's name, course completion date, final grade, signature, timestamps, and IP. No worries about the total number of pages of the record sheet because you don't have to print it out. You will keep it digitally. It will cover all the students' logs because the MTO wants to see what they did during the course.

Signature Certificate	
Reference number: GoGoSign-1	
Signer (Student)	Signature
Demo Signer	<i>Demo Signer</i>
Email: inf [redacted] m	
Driver Licence No.: P4234-51130-75417	
Course Completion Date: 01 Sep 2024	
Final Grade: 87.00	
<u>Timestamp:</u>	
Sent on: 17 Sep 2024 06:23:41 am EDT	
Signed on: 17 Sep 2024 06:45:44 am EDT	
IP address: 176 [redacted]	
Shared and verified by email	
Signer (Digital Driving Instructor)	Signature
M [redacted] ra	<i>Demo DDG</i>
Email: ddi@gogodriving.com	
Driver Licence No.: A5632-53737-70401	
<u>Timestamp:</u>	
Sent on: 17 Sep 2024 06:31:59 am EDT	
Signed on: 17 Sep 2024 06:48:44 am EDT	
IP address: 176 [redacted]	
Shared and verified by email	
Document completed by all parties	
17 Sep 2024 06:48:44 am EDT	