

KRONOLOGIC

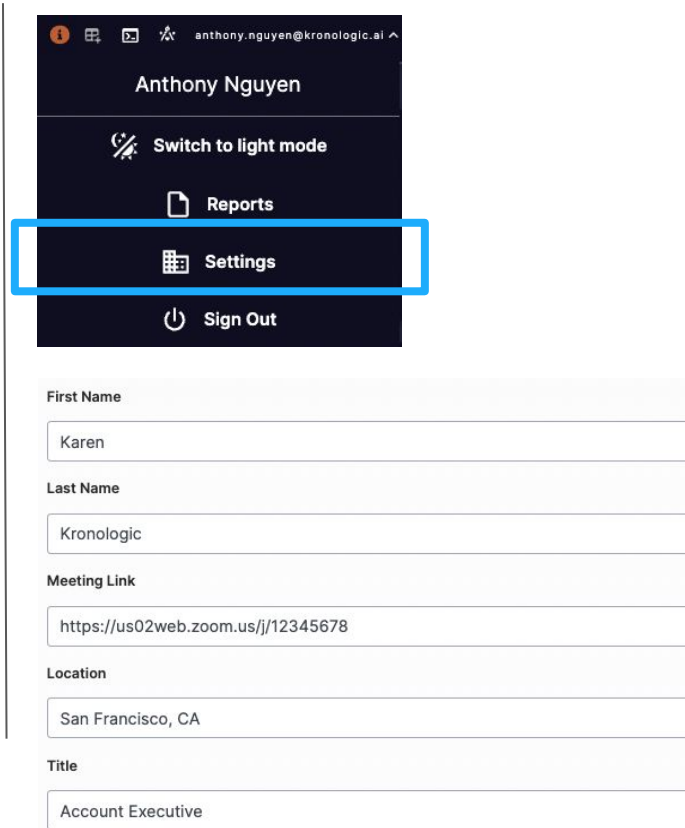
HOW TO GUIDE

Default and Custom Signatures

Navigate to the Profile Settings

Open up the Account menu by clicking on your email in the upper right corner and select **Settings**

Validate the **First Name**, **Last Name** and **Title** section is filled out and accurate



The image shows a mobile application interface. The top part is a dark-themed account menu with the following items: 'Anthony Nguyen', 'Switch to light mode', 'Reports', 'Settings' (highlighted with a blue box), and 'Sign Out'. Below this is a light-themed profile settings page with the following fields:

- First Name**:
- Last Name**:
- Meeting Link**:
- Location**:
- Title**:



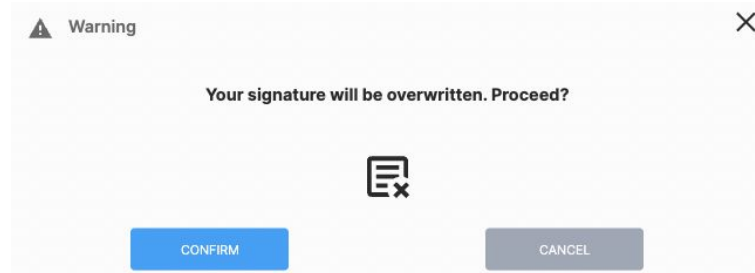
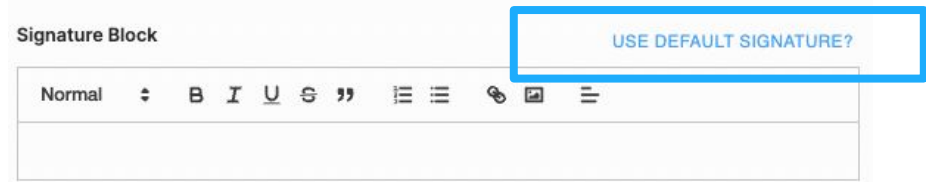
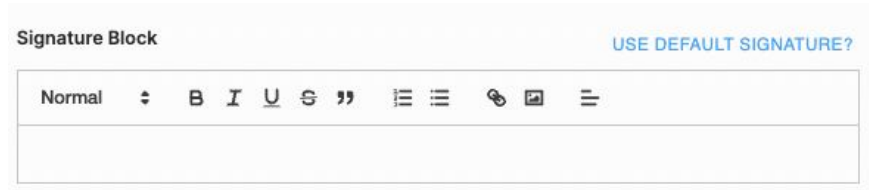
Default Signature Setup

Navigate to the **Signature Block** section

Click on **USE DEFAULT SIGNATURE?** to set your signature to the default setup:

[First Name] [Last Name]
[Title]
[Company Name]

Click on **CONFIRM** to use the default signature. Please note this will **OVERRIDE** your Custom signature if you had previously set up one



Default Signature Validation and Update

After confirmation, the default signature will be used on all Meetings that are sent from Kronologic.

Please validate the signature and if everything is correct then click on **Update** in the upper right hand corner to save the settings

The default signature is now set up and completed

The screenshot displays the 'App settings' interface for Kronologic. At the top, there is a 'Signature Block' section with a 'USE DEFAULT SIGNATURE?' link. Below this is a rich text editor with a toolbar containing options for Normal, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Quote (”), Bulleted List, Numbered List, Link, Image, and Unlink. The signature text is: Karen Kronologic, Account Executive, Kronologic. A blue box highlights this signature text. Below the signature block is the 'App settings' section, starting with 'General' settings. These include fields for 'First Name' (Karen), 'Last Name' (Kronologic), 'Meeting Link' (https://us02web.zoom.us/j/12345678), 'Location' (San Francisco, CA), and 'Title' (Account Executive). At the bottom of the 'App settings' section, there is another 'Signature Block' section, identical to the one above, with the same signature text and toolbar. A blue box highlights the 'Update' button in the top right corner of the 'App settings' section.



Formatting Custom Signature

Use the Formatting toolbar to adjust the formats of your signature

The image illustrates the process of formatting a signature block. It is divided into two parts by a vertical line, with a blue arrow pointing from the top part to the bottom part.

Top Part: A signature block titled "Signature Block" with a link "USE DEFAULT SIGNATURE?". Below the title is a formatting toolbar with icons for "Normal", "B" (bold), "I" (italic), "U" (underline), "S" (strikethrough), "“”" (quotes), "≡" (list), "≡" (list), "🔗" (link), "🖼️" (image), and "≡" (list). The signature text below the toolbar is: "Karen Kimberly Kronologic", "Account Executive | NA and EMEA", and "Kronologic | www.kronologic.com".

Bottom Part: The same signature block, but the name "Karen Kimberly Kronologic" is now bolded. The rest of the text and the toolbar remain the same.

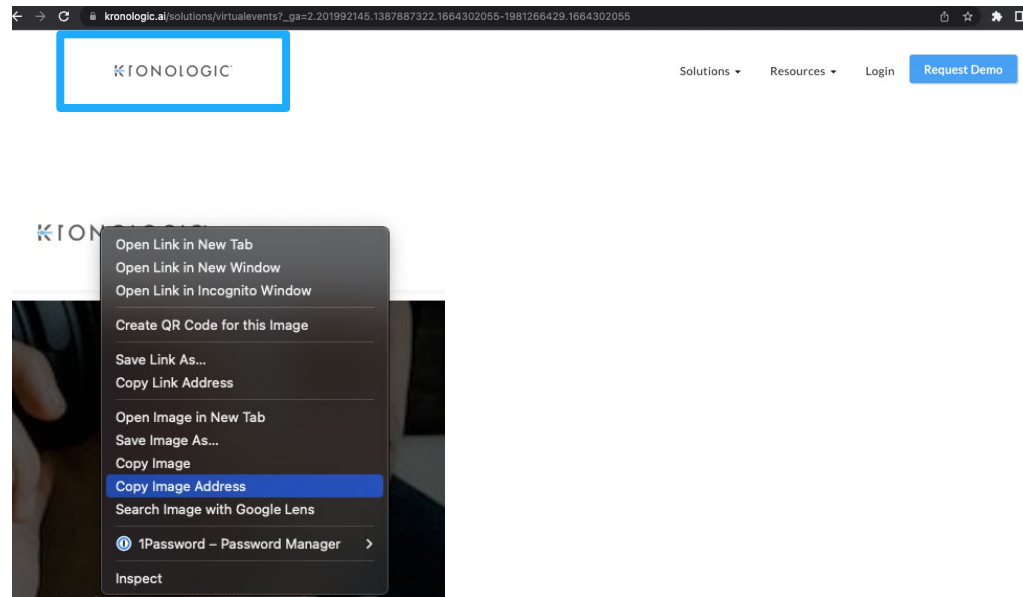
Image URL Address for Custom Signature

Kronologic currently only support images with a URL address

Navigate to any website and locate the image you would like to use

Right click on the image and select **Copy Image Address**

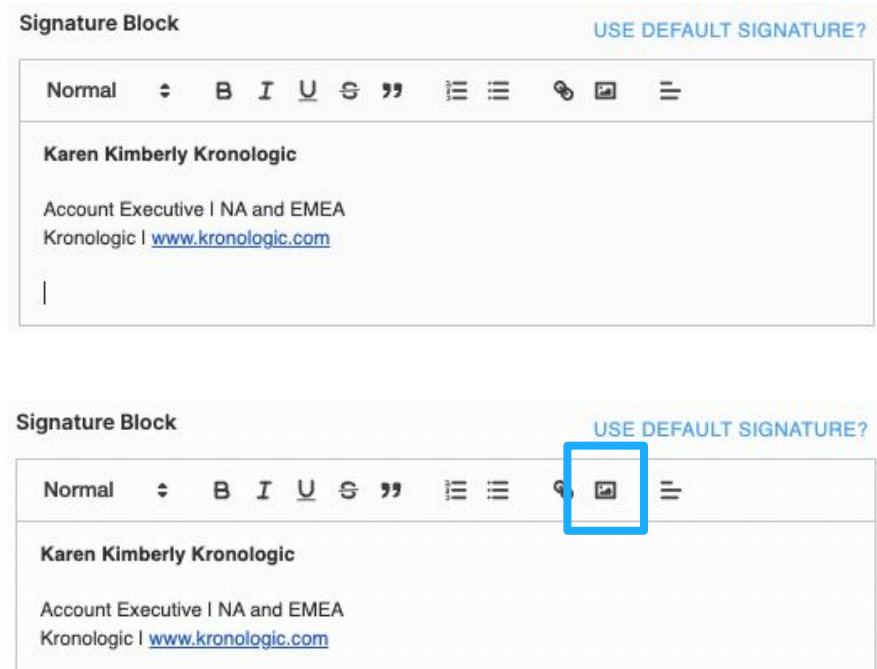
Please note that if Copy Image Address is not available, the website may have copyright policies and does not allow the image to be used without consent



Adding Images to Custom Signature

Navigate back to Kronologic Signature Block settings and click on where you would like to place the image

Click on the **Image** icon



Signature Block USE DEFAULT SIGNATURE?

Normal ↕ **B** *I* U ~~S~~ ” ” ☰ ☰ 🔗 🖼️ ☰

Karen Kimberly Kronologic

Account Executive | NA and EMEA
Kronologic | www.kronologic.com

|

Signature Block USE DEFAULT SIGNATURE?

Normal ↕ **B** *I* U ~~S~~ ” ” ☰ ☰ 🔗 🖼️ ☰

Karen Kimberly Kronologic

Account Executive | NA and EMEA
Kronologic | www.kronologic.com

Setting up the Images

Paste the URL address of the Image in the prompt and click on **Save**

Resize the image as necessary by clicking on the image then drag the corners to the desired size

Visit URL: Save

Signature Block

[USE DEFAULT SIGNATURE?](#)

Normal  **B** *I* U       

Karen Kimberly Kronologic

Account Executive | NA and EMEA
Kronologic | www.kronologic.com



Adjusting the Image and Update

Review and validate everything is correct then click on **Update** in the upper right hand corner to save your settings

The custom signature is now set up and completed

App settings

General

Change general parts of the application.

First Name

Last Name

Meeting Link

Location

Title

Signature Block

[USE DEFAULT SIGNATURE?](#)

Normal **B** **I** U **S** **”** **≡** **≡** **🔗** **📧** **≡**

Karen Kimberly Kronologic

Account Executive | NA and EMEA
Kronologic | www.kronologic.com

 KRONOLOGIC™

Update

