

Instructions for approving/signing final thesis assignments

for: HEAD OF DEPARTMENT and DEAN/ACTING VICE-DEAN

Orientation in the document: Follow the captions of the screen previews and look for **red-framed fields.**



Send it to the SZZ referents in your workplaces so that they are prepared to take over the assignments from the thesis supervisors, immediately complete them by inserting of the formal requirements (e.g. submission deadlines, etc.) and send them under the names of the thesis supervisors for approval and signing into the signature book.



You will receive an email from noreply@cvut.cz with the subject "**A new document awaiting your signature in OBELISK Signing Portal**" in the following format:



Hello,

Michal Jorábek (michal.jorabek@cvut.cz) requests your signature on document (OBB_4214148).

JERABEM1 - Zadání závěrečné práce

Sign the document →

Overview of all documents

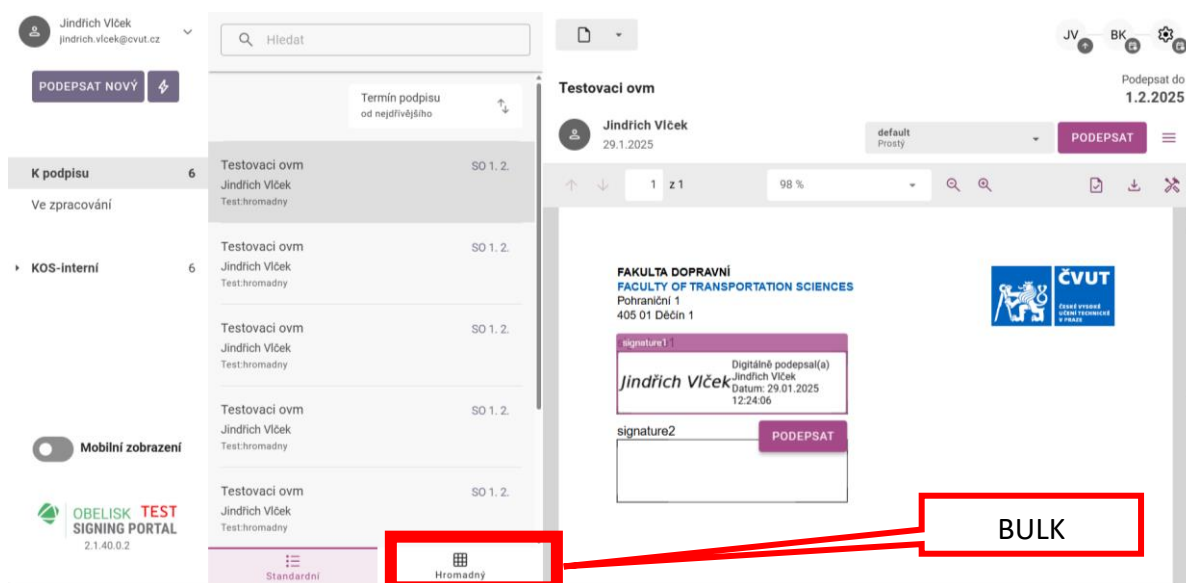
Sign the document by 31/1/2025 03:00:00.

Your OBELISK Signing Portal team

Have a nice day,
Your OBELISK Signing Portal team



In each notification email, there is an option to sign the entries one by one or in bulk.



The screenshot shows the OBELISK TEST SIGNING PORTAL interface. On the left, there is a sidebar with a search bar and a list of documents. The main area displays a document titled 'Testovací ovm' by Jindřich Vlček. At the bottom of the document list, there is a red box highlighting the 'Hromadný' (Bulk) button. On the right, the document details are shown, including a signature field and a 'PODEPSAT' button. A red box highlights the 'BULK' text on the right side of the document view.



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PODEPSAT

SIGN

Vybráno 7 z 7 načtených položek

Testovací ovm

Jindřich Vlček

default

PODEPSAT

Podpsat do 1.2.2025

signature1

Jindřich Vlček

signature2

Check for bulk selection of documents for signing.

Hromadný podpis

Připravené podpisy

7 podpisů můžete provést okamžitě bez dalšího zásahu.

default (Prostý el. podpis)

7 podpisů

ZAVŘÍT

PODEPSAT 7 / 7

SIGN



After clicking "sign", authorization may be required (if using a qualified personal certificate - dean/vice-dean).

Zpracování dávky bylo úspěšně dokončeno VÍCE X

Hledat

Vybráno 0 z 0 načtených položek

PODEPSAT NOVÝ

Dle podpisu

Dle agendy

Ve zpracování

Termin podpisu od nejdávějšího

Nebyly nalezeny žádné položky

Vyberte dokument

Mobilní zobrazení



DONE!

The assignment is signed and a call to assume it is sent to the student.



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