

Digital Signature - manual

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1 Digital Signature

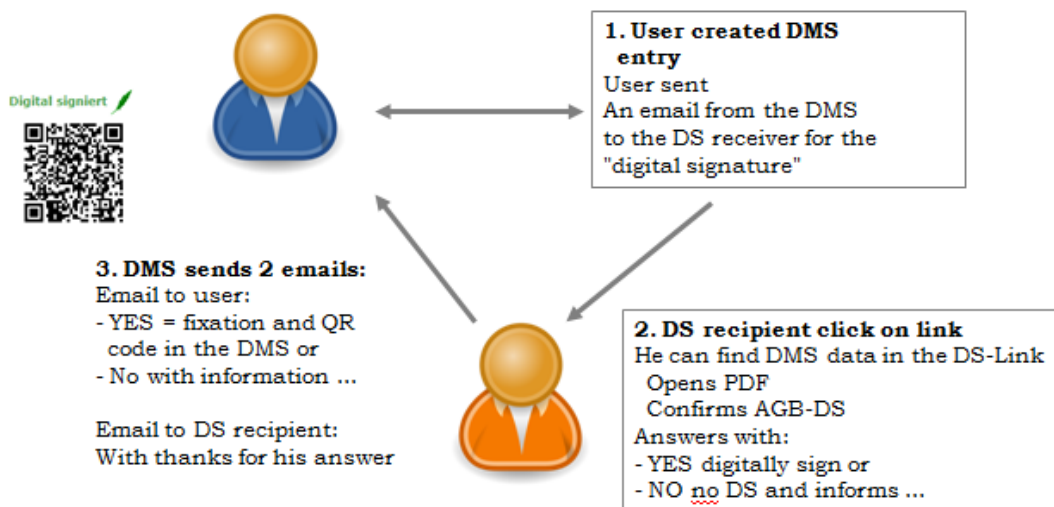
1.1 operation area Digital Signature

The digital signature is integrated in the DMS and can be used in all modules of the DMS by the registered users with the appropriate rights:

DMS-Module	Documents in the fields
Permanent files	<ul style="list-style-type: none"> ▪ Reporting ▪ contracts ▪ Corporate governance
Annual Files	<ul style="list-style-type: none"> ▪ Active ▪ Passives ▪ Income statement ▪ other documents ▪ Revision documents
Administration	<ul style="list-style-type: none"> ▪ Users ▪ contacts ▪ Branches

1.2 Process Digital Signature

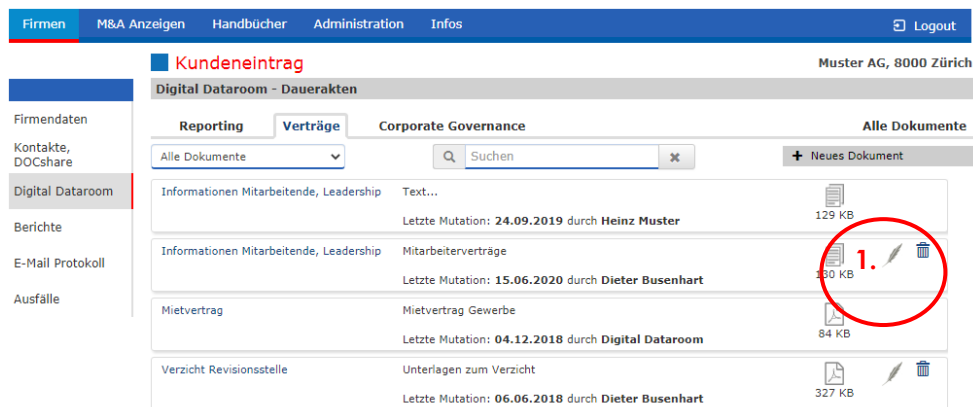
1. User creates DMS entry and activates digital signature
2. The recipient receives an email with a link; signed or declined
3. The decision is noted in the DMS and, if signed, the data is fixed and can no longer be changed. In addition, a **QR code** is generated and stored in the DMS entry



2 Process Digital Signature

2.1 activation Digital Signature

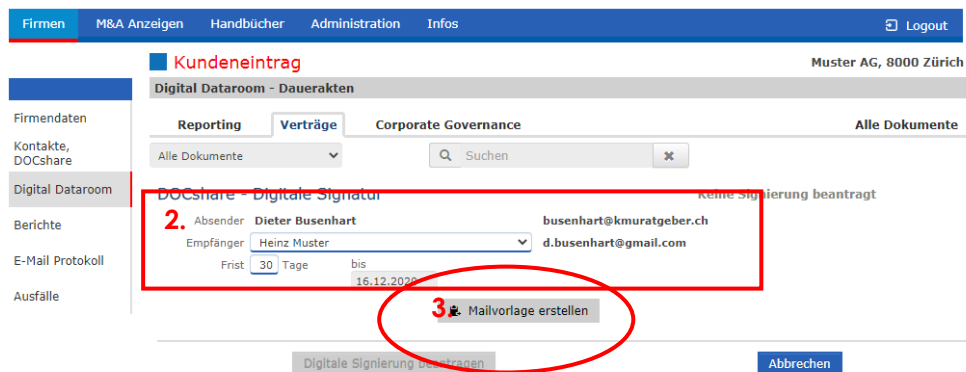
Where the **gray feather** is visible **1**, the **Digital Signature** process can be activated by clicking on the feather



You can then make settings **2** such as:

1. Select recipient
2. Set deadline 1-90 days (standard is 30 days)

You can then **3** create the mail template and adjust the text as required.



If everything is correct, click

Request digital signature

The system then sends an email to the recipient.

2.2 Email invitation for digital signature

The software creates an email to the recipient. Link 1 to the digital signature is stored in the email.



2.3 Login zur Digitalen Signatur

The link opens the browser and recipient 2 is sent an mTAN by email. The recipient inserts the mTAN 3 and clicks on Continue to digital signature 4.



2.4 Digital Signature

The digital signature takes place in three steps:

1. The documents must be opened (if a document is opened, the green tick appears **1**)
2. Once all documents have been opened, the general terms and conditions must also be opened and accepted **2**
3. Once all documents have been opened and the general terms and conditions have been accepted, comments can be entered and then the documents can be signed **3** or signature rejected **4**.

The decision of the digital signature is sent to the sender and recipient by email **5**.

KMU audit TESTVERSION

KMUaudit - Digitale Signatur

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Bitte prüfen Sie die folgenden Dokumente oder melden Sie sich beim Absender, falls Sie Fragen oder Anpassungen wünschen.

Dokumente

XK_1274_Christian_Brunner.pdf	1. geprüft ✓
XK_1275_Bernhard_Franz_Humbel.pdf	prüfen

Bemerkungen

2. Ich akzeptiere die **Allgemeinen Geschäftsbedingungen** der KMU Ratgeber AG

3. Dokumente signieren ✓

4. Signierung ablehnen

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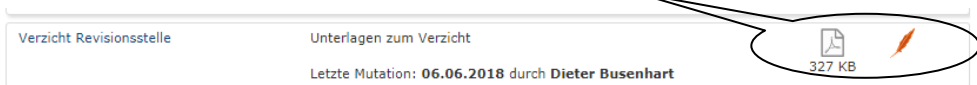
3 DMS-Note Digital Signature

3.1 Status indicators Digital Signature

1. Digital signature open; comes the **gray feather**



2. Digital signature pending come the **orange feather**



3. Digital signature rejected or expired **red feather**



4. Digital signature is done comes the **green feather**



3.2 QR-Code Digital Signature

If we click on the green feather, we see the **QR code** of the digital signature. We see the sender, the recipient, the application and the done date.

