ComSignTrust eSignature Solution
Stands for your values

Manual for
ComSignTrust Desktop Professional

System version: 1.5.5
About ComSignTrust

ComSignTrust is part of the Comda group, which is a leader in information security services and communication since 1985.

The group includes Comsign company - leading the electronic signature revolution in Israel, the company has been approved by the Ministry of Justice to serve as a certificate authority for issuing electronic signatures that are confirmed by law. Comda, a leading IT company in the field of information security, which applies and develops a wide range of communication and information security solutions and ComSignTrust, a company that develops advanced digital signing software systems.

While this booklet refers to masculine gender, it is intended for men and women alike.
Masculine gender has been used for reasons of convenience only.
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1. Introduction

1.1. General and goal

The ComSignTrust Desktop system is a system that allows for:

- Signing of files of different types
- Electronic sending of files signed with an approved electronic signature
- Storage of files in a secure electronic archive

1.2. Advantages of the system

Use of the ComSignTrust Desktop system provides the following advantages:

- Saving of paper, mailing and storage costs
- Absolute safeguarding of the details of the document (cannot be modified after signing)
- Absolute identification of the signer without falsification ability
- Document dissemination speed
- Sending of signed documents easily and conveniently
- Easy and convenient finding of documents (search of a computer rather than an archive)

1.3. System requirements

The system requirements are:

<table>
<thead>
<tr>
<th>Operating system</th>
<th>Requirements</th>
<th>File to download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Win Xp</td>
<td>Service Pack 3</td>
<td>Click here</td>
</tr>
<tr>
<td></td>
<td>Microsoft .Net Framework 3.5 SP1</td>
<td>Click here</td>
</tr>
</tbody>
</table>
### 1.4. License types

The **ComSignTrust Desktop (CTD)** system has a number of licenses as follows:

<table>
<thead>
<tr>
<th>Feature</th>
<th>CTDB (Basic)</th>
<th>CTDP (Professional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signing of a single document or multiple documents (manually)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Addition of a graphic signature to a document and/or comments</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Time stamping</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Stamping of a document with a number of stamps</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>System reports</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Signing of a document directory (automatically)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Signing of all files types (Pdf Envelope)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Sending of signed messages by email</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
## Basic terms

Explanations on basic terms follow:

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electronic signature</strong></td>
<td>A signature that is electronic information or an electronic mark that has been attached and bound to an electronic message</td>
</tr>
<tr>
<td><strong>Authorizing party</strong></td>
<td>An entity issuing electronic signatures that are equivalent to a manual signature with the approval of the Ministry of Justice</td>
</tr>
</tbody>
</table>
| **Secure electronic signature** | An electronic signature that fulfills the following conditions:  
  - Is unique to the signing device owner  
  - Allows for apparent identification of a signing device owner  
  - Was produced as a signing device that is under the exclusive control of the signing device owner  
  - Allows for identification of a change that has been made to the electronic message after the signing date  
  A secure electronic signature that consists of the original document and an encrypted file, the electronic signature is based on the use of a unique algorithm |
| **Confirmed signature**     | A secure electronic signature for which the identity of the signer has been verified by a confirming party and that is admissible as evidence in court|
| **Smart card**              | A sophisticated device for identification and execution of an electronic signature                                                             |
| **Card reader**             | A device that is used for reading information that is on cards                                                                                |
3. Initial settings

3.1. Installation

In order to install the system, perform the following stages:

1. Click the following link: http://www.comsigntrust.com/resources/downloads/. Save the file and unzip it. Run the application:

2. Select **Open** or **save** → **Yes** → The following screen will appear:
3 Click **Next**, the following screen will appear:

![License Agreement](image1)

4 Read the terms of use and click **I Agree**, the following screen will appear:

![Choose Components](image2)

5 Click **Next**, the following screen will appear:
6 Click **Install**

7 The installation process will run. At its end, click **Close**

---

The program supports a range of languages: **Hebrew, English** and **French**

---

3.2. License setting
A system that is installed without a license may be used as **Demo** software for 30 days, for experiencing and familiarization with the system. To download the **Demo** software, click the link:

http://www.comsigntrust.com/resources/downloads/

Pay attention! The signature of files using the **Demo** version is an **unapproved** signature.

The use of the system requires setup of a license, which is performed in two stages:

Stage A – creating a license request file and sending it to technical support

Stage B – issuing the license in technical support and loading it into the system

**For performing stage A – creating the license file**, perform the following stages:

1. Click the system icon, the **main menu** will appear:

   ![Main Menu](image)
2. Click the following screen will appear:

3. Click **Export to file**, the following screen will appear:
At technical support, a license will be issued (license.txt) and will be sent by email back to the sender.

To perform **stage B – loading of the license into the system**, perform the following stages:

6. Save the file (it is advisable to save the file to the desktop).
7. Run the system and click the following screen will appear:

![License Management Screen]

8. Click **Import from file**, and load the license file (license.txt) into the system
9. Click **Apply new license**
10. Verify that the status of the license has changed to **Activated**

### 3.3. Profile settings

To set the properties of the signature that will appear on the signed document, set up the profile once when beginning to use the system for each file type.

To set up a profile, perform the following stages:
1. Insert the smart component into the computer (signature device)
2. In the main menu → Profile Manager, a screen will appear:

![Profile Manager Screen](image)

Act according to the following fields:

<table>
<thead>
<tr>
<th>Part</th>
<th>Name</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Profiles</td>
<td>The list of profiles that can be set</td>
</tr>
<tr>
<td>B</td>
<td>Signature Profiles</td>
<td>Setup of the signature properties for the selected profile</td>
</tr>
</tbody>
</table>

3.3.1 Selection of the certificate that will be used for signing

To select the certificate that will be used for signing, perform the following stages:

1. In part A: select Profiles → PDF → Default
2. In part B: in the select certificate field, select the appropriate certificate by name and the identity number of the smart card holder
To change the graphic location in the document, perform the following stages:

**In part B:**
1. Click Preview, a screen will appear with the graphic signature, you can move the graphic signature to any place in the document
2. Click OK to end
3. Repeat Sections 1-2 for Word

To load a document into the system and locate the graphic signature on the document, perform the following stages:

1. In part B: click Preview, a screen with the graphic signature will appear
2. Click Load file → Select the desired file → Open
3. The document will appear → Move the graphic signature to the suitable place in the document
4. Click OK to end
5. Repeat Sections 1-4 for Word

---

**Loading the document** allows it to be seen in the background, so that the positioning of the graphic signature in the document is performed easily and conveniently.

---

3.3.3 Changing of graphic signature image

To change the graphic signature image, perform the following stages:
1. Click **Image**

![Image](image.png)

A screen will appear:

![Image](image.png)

2. Select the desired graphic signature image
3. Click **OK** to end
4. Repeat Sections 1-3 for Word

### 3.3.4 Addition of a personal signature

You can add a logo or personal signature that will appear in the signed document under the graphic stamp of **Comsign**

To do this, perform the following stages:
1. Save the logo and/or signature as an image file (JPEG /GIF extension)

2. Click the following screen will appear:

3. Select the location of the image file that you wish to add

4. Click Save

3.3.5 Saving of password

The system allows for the saving of the password of the smart component (the signature device) at the system level or at the element level.

<table>
<thead>
<tr>
<th>Password saving</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By the system</strong></td>
<td>Allows for signing of files without a need to enter the password for each signature, as long as the smart component is connected to the computer. When the smart component is disconnected from the computer, no signing will be allowed, but when it is returned, the user may sign without typing in the password (the system remembers the password)</td>
</tr>
</tbody>
</table>
By the smart component

If the smart component is connected to the computer, you can sign the files without the system asking for you to type in the password (is performed automatically; this option is defined by default in the smart component)

In order to save a password using the system, run the following stages:

Main menu → Profiles Manager → Profiles, the following screen will appear:

1. Check ✓ the option Allow managing session passwords
2. To delete the password from the system memory, click Clear

3.3.6 Additional settings

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page:</td>
<td>you can select on which pages the graphic signature will appear:</td>
</tr>
<tr>
<td>Page number</td>
<td>A specific page, indicate the page number</td>
</tr>
</tbody>
</table>
### Time stamping:

Comsign provides a time stamping service!!!

When signing, the server is accessed, which updates the real time of signing, and you can verify that the electronic signing action was performed at a given time (that does not depend on the local server level).

### 3.4. Setting of PDF Envelope profile

Stamping of files with a PDF envelope allows for stamping of all file types using document folder signing. This option creates a PDF envelope for the signed file.
To define a PDF envelope profile, perform the following stages:

1. **Main menu** → **Profiles Manager** → **New** → **PDF Envelope**, the following screen will appear:

![Pdf Envelope Profile](image)

Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile name</td>
<td>Select the profile name</td>
</tr>
<tr>
<td>Base Pdf profile</td>
<td>Select the profile that was set in PDF → Default</td>
</tr>
<tr>
<td>Pdf Text</td>
<td>You can add constant text to the signed files</td>
</tr>
<tr>
<td>Attachment Description</td>
<td>Description of the signed file</td>
</tr>
</tbody>
</table>

2. To end, click **Save**
4. Document signing

You can perform document signing in the following manners:
1. Signing by the system interface
2. Signing by selecting the document for signing
3. Signing of a document folder

To sign PDF documents, make sure that:

Adobe Acrobat Reader – version 9.0 is installed

To sign Word and Excel document, make sure that

OFFICE 2007 or higher is installed
4.1. Signing of documents using the system interface

To sign documents using the software interface, perform the following stages:

1. Insert the smart component into the computer (the signature device)

2. **In the main menu → Sign on PDF / Sign on Word/ Sign on Excel /Open Office**

   **Sign on**

   The following screen appears: (in this example, we select: **Sign on PDF**)

   ![Sign on PDF interface](image)

   Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Select the appropriate profile (see profile settings on page 5 )</td>
</tr>
<tr>
<td>Enable preview</td>
<td>Checking ✓ allows you to position the signature in the desired place in the document (otherwise the signature will be located as defined in the profile manager).</td>
</tr>
<tr>
<td>Select files</td>
<td>Select or drag the file to be signed (a number of files may be dragged for signing)</td>
</tr>
<tr>
<td>Save files to</td>
<td>Select the folder in which the signed files are to be saved</td>
</tr>
</tbody>
</table>

4. Click **sign → OK**, a password prompt screen will appear

5. Enter a password and click **verify**

6. The file will be signed and transferred to the defined folder
4.2. Signing by selecting a document to be signed

To sign documents by selecting the document to be signed, perform the following stages:

3. Select the file to be signed
4. Right click the mouse and select the **Sign** option. The following screen will appear:

5. Select the appropriate profile and click **Verify**, the **Enter your User PIN** screen will appear.
6. Enter a password
7. The file will be signed and saved with a **signed** suffix (the folder containing the original file)
4.3. Signing of a document folder

Signing of a document folder allows for automatic signing of files that are in a set folder. Signing of a folder document requires a number of settings:

1. Setting of Input folder (a folder from which the files will be taken for signing)
2. Setting of Output folder (a folder in which the signed files will be saved)
3. Setting of a rule

Signing may be performed by selecting the document to be signed (Right click → Sign) only for WORD and EXCEL files of Office 2007 or later (files with the doc, cls extension and/or Open Office files are not supported)

After signing the files in the Input folder, you cannot edit information or change content, and it is therefore recommended that you save a copy of the files in an additional folder.

To perform signing of a document log, perform the following stages:

1. Set the Input folder and the Output folder in the computer
2. To set the rule, click **Folder signing**, the following screen will appear:
3. Click **Manage Rules**, the following screen will appear:

![Manage folder rules window](image)

Deal with the following fields:
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule Name</td>
<td>You must name the rule</td>
</tr>
<tr>
<td>Input Folder</td>
<td>Select the location of the input folder (files to be signed)</td>
</tr>
<tr>
<td>Output Folder</td>
<td>Select the location of the output folder (signed files)</td>
</tr>
<tr>
<td>Type</td>
<td>Select the file type for signing</td>
</tr>
<tr>
<td></td>
<td>(PDF envelope/PDF/Excel/Word)</td>
</tr>
<tr>
<td>Profile</td>
<td>Select the profile that will be used for signing</td>
</tr>
</tbody>
</table>

4. Click **Save/Add New Rule** to add the rule

5. Click **OK**, the following screen will appear:

![Folder Signing](image)

6. To start the signing process, select the rule and click **Activate** or double click the rule.

7. On the screen that opens: **enter a password** and click **OK**
For each type of files (EXCEL/ WORD, etc.) a rule must be created (Sections 2-7) For each rule, the Input and the Output folders must be different.

When signing, the files that fulfill the rule definition are transferred from the Input folder to the Output folder.

4.3.1 Stopping of the document folder signing process

To stop the bolder signing process:
Check the rule and click Deactivate or double click the rule

5. Addition of a graphic signature and/or comments

You may add a graphic signature and/or comments to a PDF document. For this purpose, perform the following stages:

1. In the system menu, select the Scribble On PDF option. The following screen will appear:

2. Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick</td>
<td>Optional</td>
<td>Select the pen color for adding the signature and/or comments</td>
</tr>
</tbody>
</table>
**Save Files To** | Mandatory | Select the folder to which the files will be saved
--- | --- | ---
**Select Files** | Mandatory | Select a file or files for adding a sign and/or comment to

3. Select the desired file and click **Sign**. A preview of the selected document will appear:

![Preview of selected document](image)

4. The scribble pane will appear on the document:

![Scribble pane](image)

You can enlarge / shrink the pane by dragging the grab squares (green squares). You can position the pane anywhere in the document using the mouse.

5. Click **OK** to add the graphic signature and/or comments. The following screen (**InkForm**) will be received:
You can create the signature and/or write the comments into the document using the mouse. Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean</td>
<td>Deletion of the graphic scribble</td>
</tr>
<tr>
<td>OK</td>
<td>Confirmation of the graphic scribble and adding it to the document</td>
</tr>
<tr>
<td>Cancel</td>
<td>Closure of the screen and cancellation of the action</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signing pad available</td>
<td>- The signing pad hardware was not identified (external pad)</td>
</tr>
<tr>
<td></td>
<td>- The signing pad hardware was identified (external pad)</td>
</tr>
</tbody>
</table>
6. Click OK to add the scribble on the document. The following screen appears:

Click Close to end

Attention!
The option of adding a scribble to a document does not sign it, to add a confirmed signature, perform the Sign On Pdf action on page 22

6. Sending of signed documents by email

You can send the signed documents to the various addressees by email, all at once and automatically. For this purpose you must:

1. Confirm the initial, one time settings of the email by:
   - Email properties
   - Use of MS Outlook settings

2. Set a rule (regular expression) and list of email addresses of recipients

6.1. Initial configuration of email properties
To perform the initial configuration of email, perform the following stages:

1. In the main menu → Email Accounts, a screen will appear:

   ![Email Accounts Screen](image)

   The email settings require technical knowledge,
   It is advisable to have the system administrator in the organization or helpdesk perform these settings.

   Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Mandatory</td>
<td>Type in the mail address</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A display name that will appear in the profile setting</td>
</tr>
<tr>
<td>SMTP server</td>
<td>Mandatory</td>
<td>Type in the name of the outgoing mail server</td>
</tr>
<tr>
<td><strong>Port</strong></td>
<td>Mandatory</td>
<td>Type in the port number of the outgoing mail server</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td><strong>eMail</strong></td>
<td>Mandatory</td>
<td>Type in the email address from which the documents will be sent</td>
</tr>
<tr>
<td><strong>Username</strong></td>
<td>Mandatory</td>
<td>Type in the username of the email address (in certain accounts such as Gmail, Hotmail, you must type the full email address)</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>Mandatory</td>
<td>Enter the email password</td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td>Optional</td>
<td>Type in the email subject (the subject row that the recipients will see)</td>
</tr>
<tr>
<td><strong>e-Mail Body</strong></td>
<td>Optional</td>
<td>Type in a message that the recipients will receive with the signed file</td>
</tr>
<tr>
<td><strong>Use SSL</strong></td>
<td></td>
<td>Check ✓ if the server requires the use of SSL For example: a Gmail account</td>
</tr>
<tr>
<td><strong>Select</strong></td>
<td></td>
<td>See rule creation (regular expression) and list of recipient addresses, page 23</td>
</tr>
</tbody>
</table>

2. Click **Add/Save e-Mail Account**
3. Click **OK** to end

6.2. Email configuration using MS Outlook properties

To configure email using MS Outlook properties, perform the following stages:
1. In the main menu → **Email Accounts**, a screen will appear:
Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Mandatory</td>
<td>Enter the mail account name&lt;br&gt;A display name that will appear in the profile setting</td>
</tr>
<tr>
<td>Use Outlook</td>
<td>Mandatory</td>
<td>Check ✓&lt;br&gt;(SMTP Server, Port, Username, From Password settings will be automatically taken from Outlook)</td>
</tr>
<tr>
<td>Subject</td>
<td>Optional</td>
<td>Enter the subject of the mail (the subject row that recipients will see)</td>
</tr>
<tr>
<td>e-Mail Body</td>
<td>Optional</td>
<td>Type in a message that the recipients will receive with the signed file</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td>See rule creation (regular expression) and list of recipient addresses on page 34</td>
</tr>
</tbody>
</table>

6.3. Creation of rule (regular expression) and list of recipient addresses
The creation of a rule (regular expression) allows the specific document that is matched to the specific addressee to be found and sent.

To create a rule (Regular Expression) perform the following steps:

1. Main menu → Email Accounts → Select, the following screen will appear:

![Mail Rules Screen](image)

Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule Definition</td>
<td></td>
</tr>
<tr>
<td>Rule Name</td>
<td>Type in the name of the rule</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Regular Expression</td>
<td>Click Choose → OK</td>
</tr>
<tr>
<td></td>
<td>The default regular expression will appear: .pdf(.*?)</td>
</tr>
<tr>
<td></td>
<td>See further details on page 34</td>
</tr>
<tr>
<td>Value</td>
<td>Type in the exact name of the file that you wish to send to the recipient</td>
</tr>
<tr>
<td>e-Mail address</td>
<td>Type in the exact email address of the recipient</td>
</tr>
</tbody>
</table>

2. Click Add/Save Rule

3. To end, click OK in the current screen (Mail Rules) and in the previous screen (Email Account)

![Attention!]

You must go back and define the Rule Definition fields for each recipient

6.4. Rule creation (regular expression) – further information

Creation of a rule (regular expression) allows for the finding and sending of a specific document that is matched to the specific recipient.

The regular expression that appears by default is: (.*?)\.pdf

This expression allows you to find a file with a pdf extension by letter or number, such as:

223445.pdf

The file 223445-25.pdf cannot be found because this file contains additional properties (a minus sign followed by numbers)

In order for us to be able to find the file 223445-25.pdf, an appropriate rule (regular expression) must be created.

This file has the following properties: pdf extension, number, a minus sign followed by numbers.

The regular expression matching the filename is: (.*?)-[0-9]+\.pdf

6.5. Updating a recipient list
To update a recipient list and regular expression, perform the following stages:

1. Main menu → **Email Accounts** → the following screen will appear:

![Email Accounts Screen](image)

2. Indicate the relevant mail account row → Click **Select**, the following screen will appear:
3. **Rule Definition** → Perform the required changes

4. To save, click **Add/Save Rule**

### 6.6. Rule filtering

To filter rules by name or mail address, perform the following stages:

1. In the **Mail Rules** screen, act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules Filter</td>
<td></td>
</tr>
<tr>
<td>Rule name filter</td>
<td>Enter the name of the rule you wish to filter by</td>
</tr>
<tr>
<td>Email Filter</td>
<td>Enter the email address that you want to filter by</td>
</tr>
</tbody>
</table>

Sending of signed documents to recipients
In order for the system to send the signed documents in accordance with the list of recipients, perform the following stages:

1. In the main menu → Profiles Manager → Pdf Default the following screen will appear:

![PDF Signature Profile](image)

Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send By eMail</td>
<td>Check ✓ and select the appropriate mail account</td>
</tr>
<tr>
<td>Save</td>
<td>Click Save</td>
</tr>
</tbody>
</table>

If signatures are performed on Word and Excel documents too, perform the stages again for each document type

**Attention!**

After signing the documents, the system will automatically send the files to the recipients
7. Signing of files separately - Sign Detached

Sign Detached allows for signing of all document types, while the signature may be in a file that is separate from the original document or as part of the original document.

Sign Detached:
- Allows for signing of XML files and CODE files.

To sign files by Sign Detached, you must perform the initial one time setting of the profile.

7.1. Setting of Sign Detached profile

Perform the following stages to define the profile:

1. Main menu → Profiles manager the following screen will appear:

   ![Profile Manager Screen]

2. Select the appropriate profile (Sign/Extract) and perform the following settings:
Profile settings

<table>
<thead>
<tr>
<th>Choose a certificate</th>
<th>Select the appropriate certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign or verify</td>
<td>Check ☑️ for <strong>Sign Files</strong></td>
</tr>
</tbody>
</table>
| File & Signature properties | Select the file and signature property:  
Attached: The signature as part of the original file  
Detached: The signature in a file that is separate from the original document  
XML: Signing of XML documents  
Code: Signing of code files, such as: CAB, EXE, DLL, MSI |

3. At the end of the profile setting, click **Save**

7.2. Signing of files by Sign Detached

To sign the files, perform the following stages:

1. Input the smart component into the computer (the signature device)
2. In the main menu → **Sign Detached**, the following screen will appear:

![Sign Any File With External Signature (Detached)](image)

Act according to the following fields:
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Select the appropriate profile</td>
</tr>
<tr>
<td></td>
<td>To extract the sign file, <strong>Detached → Extract</strong>, select the profile <strong>Extract</strong></td>
</tr>
<tr>
<td>Select files</td>
<td>Select or drag the file to be signed (you can drag multiple files for signing)</td>
</tr>
<tr>
<td>Save files to</td>
<td>Select the folder in which the saved files will be signed</td>
</tr>
</tbody>
</table>

3. Click **sign**, a password request screen will appear; type in a password.

4. The original file will stay in the source folder. Only the signature file will be transferred to the folder defined

### 7.3. Signing of Code files

The signing of Code files allows for signing of the following file types: **CAB, EXE, DLL, MSI**
To sign code files, perform the following stages:

1. In the main menu → **Profiles Manager** → **Detached** → **Sign** The following screen
Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Profile settings</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Profile Name</strong></td>
<td>Type in the profile name</td>
</tr>
<tr>
<td><strong>Choose a certificate</strong></td>
<td>Select the appropriate certificate</td>
</tr>
<tr>
<td><strong>Sign or verify</strong></td>
<td>Check ✔ in <strong>Sign Files</strong></td>
</tr>
<tr>
<td><strong>Signature position</strong></td>
<td>Select the signature position:</td>
</tr>
<tr>
<td><strong>Code</strong></td>
<td>signing of code files such as: CAB, EXE, DLL, MSI</td>
</tr>
</tbody>
</table>

2. Click **Save** to end
3. See page 22 for signing documents using the system interface

## 8. Signing of files from remote computer

The system supports signing of files from a remote computer

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main computer</td>
<td>The computer on which ComSignTrust Desktop is installed</td>
</tr>
<tr>
<td>Remote computer</td>
<td>The computer on which a Desktop Client folder is installed</td>
</tr>
</tbody>
</table>

Files may be signed from a remote computer after performing the following actions:

1. Running of the system as an administrator (if the operating system is not XP)
2. Installing a license
3. Copying the Desktop Client folder to the remote computer on which the signing will be performed
4. Update of system settings
5. Remote signing of documents

Files may be signed from a remote computer only on the same enterprise network

### 8.1. Running the system as an administrator

In an operating system that is not XP, log into the system by:

1. Right clicking the system icon
2. Selecting the option
8.2. Installation of license

To load a license into the system, perform the following stages:

1. Run the system and click The following screen will appear:

   ![License screen]

2. Click Import from file, and load the license file (license.txt) into the system
3. Click Apply new license
4. Verify that the license status has changed to Activated

8.3. Installation of Desktop Client folder

Top copy the Desktop Client folder into a remote computer, perform the following stage:

1. Enter the Desktop Client folder that is at the path: C:\Program Files\ComsignTrustDesktop The following screen will appear:
2. Copy the Desktop Client folder into the computer in which the signing will be performed

8.4. Updating of system settings

In the main computer on which the software is installed, perform the following settings:

1. Main menu → Profiles Manager → Web Services, the following screen will appear:

Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable web service</td>
<td>Check ✓ this option</td>
</tr>
</tbody>
</table>
2. To end, click **Apply**
3. Leave the software running and enter the remote computer
4. On the remote computer: install and run the **Desktop Client** software, the following screen will open:

![Remote client software](image-url)

Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic tab</strong></td>
<td></td>
</tr>
<tr>
<td><strong>IP Address or host name</strong></td>
<td>Type in the IP address of the computer on which the system is installed</td>
</tr>
<tr>
<td><strong>Port</strong></td>
<td>Indicate the port number as shown on the computer on which the system is installed</td>
</tr>
</tbody>
</table>

8.5. Remote signing of documents
On the remote computer:

1. Run the software **Desktop Client**, the following screen will appear: **Remote client**
   
   Switch to the **Profiles View** tab, the following screen will appear:

2. Click **Refresh** and select the file type to sign

3. The relevant profile names will appear

4. Switch to the **Basic** tab; the following screen will appear:
5. Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic tab</strong></td>
<td></td>
</tr>
<tr>
<td>Choose a file</td>
<td>Select the file to be signed</td>
</tr>
<tr>
<td>Select target folder</td>
<td>Select the location in which the signed file will be saved</td>
</tr>
<tr>
<td>Password</td>
<td>Enter the password of the signature element</td>
</tr>
<tr>
<td>Profile</td>
<td>Click <strong>Refresh</strong> and select the appropriate profile</td>
</tr>
</tbody>
</table>

6. Click **Sign** to sign the document

7. A message will appear: **Signed successfully**
9. **Signature verification**

A signed screen contains an indication of a signature and the details of the signature. In order to verify the identity of the signer, perform the following stages:

9.1. **Verification of signature in PDF file**

1. Open the signed document

2. Click **Signature Panel** or

9.2. **Signature verification in a Word file**

1. Open signed document

2. Click at the bottom of the screen or

9.3. **Verification of signature using Excel file**

1. Open signed screen

2. Click at the bottom of the screen or the **Signature** tab

9.4. **Verification of signature in Open Office**

1. Open signed document

---

1. Open the signed document
2. Click Attachments, the original file that does not contain a signature will be displayed
2. Click at the bottom of the screen

9.5. Verification of signature in PDF Envelope file

3. Click Signature Panel or to verify the identity of the signer

9.6. Verification of signature in XML file

1. Copy the string in the row <x509Certificate>
2. Paste the String into a text file
3. Save the text file with the .cer extension

9.7. Verification of signature in an attached file

1. Double click the signed document
2. The following screen will appear:

To view the original file, perform the following actions:

1. Profile settings, Detached → Extract (see page 39)
2. Main menu → Sign Detached, the following screen will appear:
Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Select the profile <strong>Extract</strong></td>
</tr>
<tr>
<td>Select files</td>
<td>Select the signed file (with a <strong>p7b</strong> extension.)</td>
</tr>
<tr>
<td>Save files to</td>
<td>Select the folder in which the file will be saved</td>
</tr>
</tbody>
</table>

3. Click **Extract**

4. The original file only without the signature will be saved in the set folder.

9.8. Verification of signature in Attached, Detached, Xml and PDF

This signature verification is more convenient and easier to use than signature verification for each file separately

The signature check will be performed by the file: **ComsignTrustValidator.exe** that is at the following link:

```
C:\Program Files \ComsignTrustDesktop\Validators
```

To verify the signature, perform the following stages:
1. Click the file **ComsignTrustValidator.exe**, the following screen will appear:

![Validator Screen](image)

Act according to the following tabs:

<table>
<thead>
<tr>
<th>Detached Signature tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>File</td>
</tr>
<tr>
<td>Show Certificate</td>
</tr>
</tbody>
</table>

**Note:** It is desirable to locate the original file and the signature in the same folder.

<table>
<thead>
<tr>
<th>Attached Signature tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Save Content</td>
</tr>
<tr>
<td>Show Certificate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Xml tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
</tr>
<tr>
<td>Signed XML</td>
</tr>
</tbody>
</table>
4. Click **Validate**

5. A screen opens and a message appears indicating that the signature is valid

9.9. Verification of signature in a Code file

1. Right click the **Code** file → **Properties**

2. Select the **Digital Signatures** tab,

   A window will appear with the verification details:
10. System reports (log)

The log allows for viewing of the following report:

1. **Sign Log**: viewing of the signed file details (which files have been signed, date of signing, etc.)

2. **Audit log**: viewing of all signing stages

3. **Emails log**: status of sending of signed files to recipients

All of the following actions may be performed in all of the reports:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>Deletion of all of the report fields, After deletion, the reports cannot be restored.</td>
</tr>
<tr>
<td>Export to file</td>
<td>Exporting of the report to an Excel file</td>
</tr>
<tr>
<td>Save and Close</td>
<td>Saves the setting of the number of rows that will appear in the report, closes the Log screen and displays the main menu</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refreshes data</td>
</tr>
<tr>
<td>Max rows</td>
<td>Determining the number of rows that will appear in the report</td>
</tr>
</tbody>
</table>

10.1. Signature log

The main uses of this report are:
1. Tracking of signed files
2. Viewing of errors that prevented the signing of the file

Main menu → Log, the following screen will appear:
Act according to the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sign Log tab</strong></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date and time of signing the file</td>
</tr>
<tr>
<td>File name</td>
<td>The name of the file</td>
</tr>
<tr>
<td>CertSubject</td>
<td>Name of the certificate owner</td>
</tr>
<tr>
<td>Profile</td>
<td>Name of the profile</td>
</tr>
<tr>
<td>Error</td>
<td>If an error occurs during the signing, an indication will appear (1)</td>
</tr>
<tr>
<td>Process Time</td>
<td>The time during which the signing process was performed</td>
</tr>
</tbody>
</table>

10.2. Audit log

An audit log is used for tracking the signing process

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audit Log tab</strong></td>
<td></td>
</tr>
</tbody>
</table>
Date | The date and time of signing the file
--- | ---
Operation | Signature categories
Description | Description of the signing stages in accordance with the signing categories

### 10.3. Email log

The main uses of this report are:

1. Tracking of the sending of signed documents by email
2. Viewing of errors owing to which documents have not been sent

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emails Log tab</strong></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>File name</td>
<td>The name of the file that was sent</td>
</tr>
<tr>
<td>Recipient</td>
<td>The email address to which the file was sent</td>
</tr>
<tr>
<td>Sender</td>
<td>The email address of the sender</td>
</tr>
<tr>
<td>Time of operation</td>
<td>Date and time of performing the sending operation</td>
</tr>
<tr>
<td>Result</td>
<td>The sending result (1 – okay 0 – error)</td>
</tr>
<tr>
<td>Error</td>
<td>Description of the reason for the error</td>
</tr>
</tbody>
</table>
11. Exiting the system

Lone can log out of the system in two ways, from the main menu and from the task bar

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| **System on standby** (system is working but is not visible on the screen) | Main menu → Click  
Task bar → The system is waiting in the task bar, to run it, double click the system icon |
| **System shutdown**   | Main menu → click  
The task bar → The system waits in the taskbar, to close, right click the system icon → Exit |

12. Installation of the system in another station and/or for a new user

To install the system in another station, perform the following stages:
1. Make sure that the additional station complies with the system requirements (page 5) In the existing station: in the main menu: make sure that the system version is 1.3.25 or higher,
If necessary, perform an update on the following link:
http://www.comsigntrust.com/resources/downloads/
2. Take a screenshot (Print Screen) and send this screen by email to: support@comsigntrust.com

3. Call the helpdesk by dialing 972-3-6485255 #636

4. When the file reaches the helpdesk, update the operator on the required operation:
   • Installation of the system in another station
   Or
   • Installation of the system in the same station for another user

12.1. Installation of the system in another station

To install the system in another station, perform Sections 1-3 on page 58 and continue in the following stages:
1. Click **Deactivation**, a number will appear, which is to be given to the operator

5. The number will be verified following which the following may be performed:
   - Installation of the system in another chamber
   - Saving of the existing settings in the system (for this purpose act according to the directions on page 62)

   **Attention!**

   If you are interested in saving the existing settings in the system:
   - Do not remove the system
   - Act according to the section on saving existing savings in the system on page 62

After installing the system in another station:

6. Perform the license setup process (page 11)

7. To redefine (without saving the existing settings in the system), perform the initial settings process (page 8)
12.2. Installation of the system on the same station for a new users

To install the system in the same station for a new station, perform the following actions:

1. In the main menu, click , the following screen will appear:

2. Click **Import from file** and import the license that you have

3. Proceed according to the

4. 

5. License setting directions on page 11 (Section 8 onward)

If the license file is not in your possession, contact technical support
12.3. Saving of the existing settings in the system

1. On the main menu: make sure that the system version is 1.3.25 or higher

   Execution of the operation in other version from version 1.3.25 may cause damage to the system and the saved settings

2. Make sure that the system is not run in an existing station or on the new station

In the existing station

3. Make sure that hidden files and folders are visible on the computer (it is advisable to use IT people for this)

4. Enter the following path: Windows 7
   
   \Users\Current user\AppData\Roaming\ComsignTrustDesktop

   Windows Xp
   
   C:\Documents and settings\Current User\AppData

5. Select the folder ComsingTrustDesktop → config.xml

In the new station

6. Run and close the software at least once

7. Copy the file config.xml to: Windows 7
   
   \Users\Current user\AppData\Roaming\ComsignTrustDesktop

   Windows Xp
   
   C:\Documents and settings\Current User\AppData

8. Open the signing software and perform Sections 3-9 (for installing the system in another station) page 59

9. Make sure that the settings have been transferred and saved in the new station
13. Removal of the system

To remove from the system, act according to the following fields:

<table>
<thead>
<tr>
<th>Operating system</th>
<th>Removal path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP</td>
<td>Add /Remove Programs → ComsingTrustDesktop → Uninstall</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Programs and Features → ComsingTrustDesktop → Uninstall/change</td>
</tr>
</tbody>
</table>