



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:

Operating system	Requirements	File to download
Win Xp	Service Pack 3	Click here
	Microsoft .Net Framework 3.5 SP1	Click here

Server 2003	Service Pack 2	
	Microsoft .Net Framework 3.5 SP1	
Server2008R2	Microsoft .Net Framework 3.5 SP1	

1.4. License types

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

	CTDB (Basic)	CTDP (Professional)
Signing of a single document or multiple documents (manually)	✓	✓
Addition of a graphic signature to a document and/or comments	✓	✓
Time stamping	✓	✓
Stamping of a document with a number of stamps	✓	✓
System reports	✓	✓
Signing of a document directory (automatically)		✓
Signing of all files types (Pdf Envelope)		✓
Sending of signed messages by email		✓

Basic terms

Explanations on basic terms follow:

Term	Explanation
Electronic signature	A signature that is electronic information or an electronic mark that has been attached and bound to an electronic message
Authorizing party	An entity issuing electronic signatures that are equivalent to a manual signature with the approval of the Ministry of Justice
Secure electronic signature	An electronic signature that fulfills the following conditions: <ul style="list-style-type: none">• 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

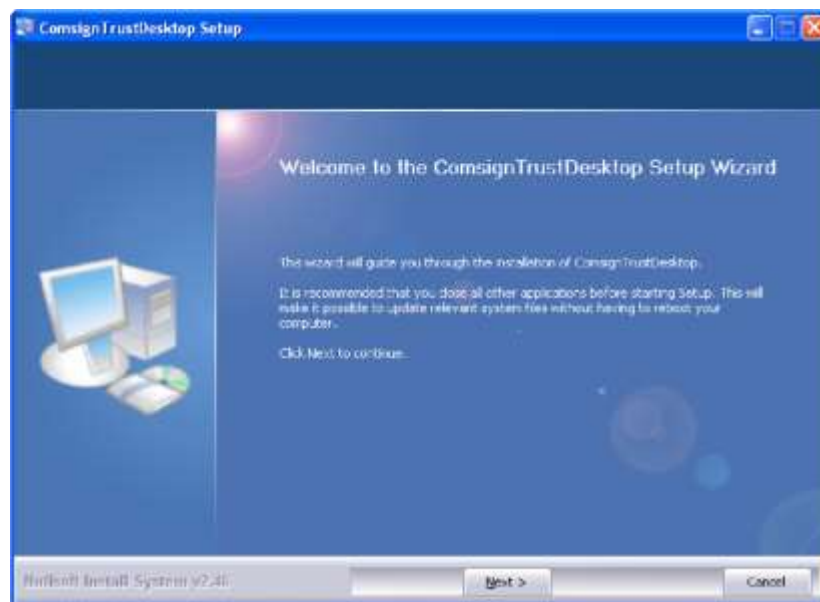
3.1. Installation

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

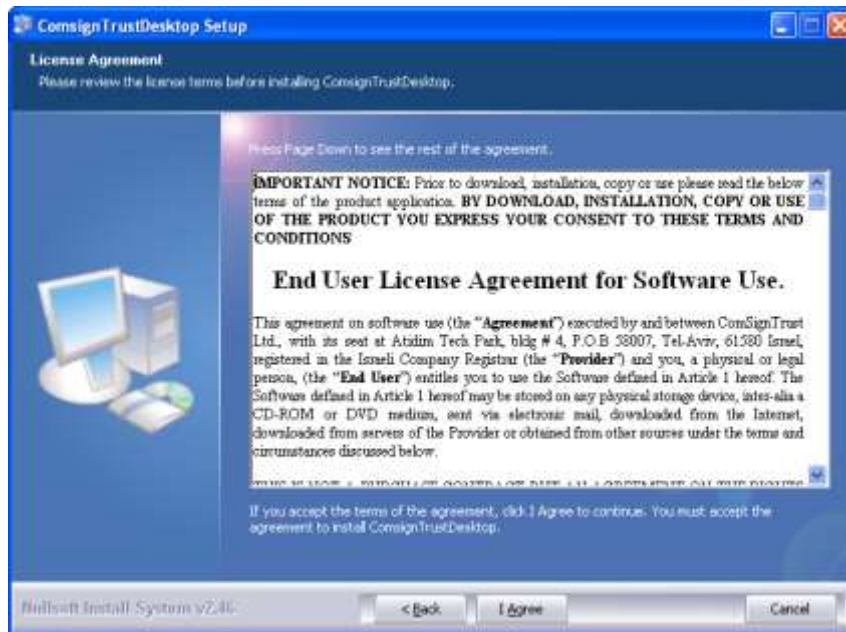
1. Click the following link: <http://www.comsigntrust.com/resources/downloads/>. Save the file and unzip it. Run the application :



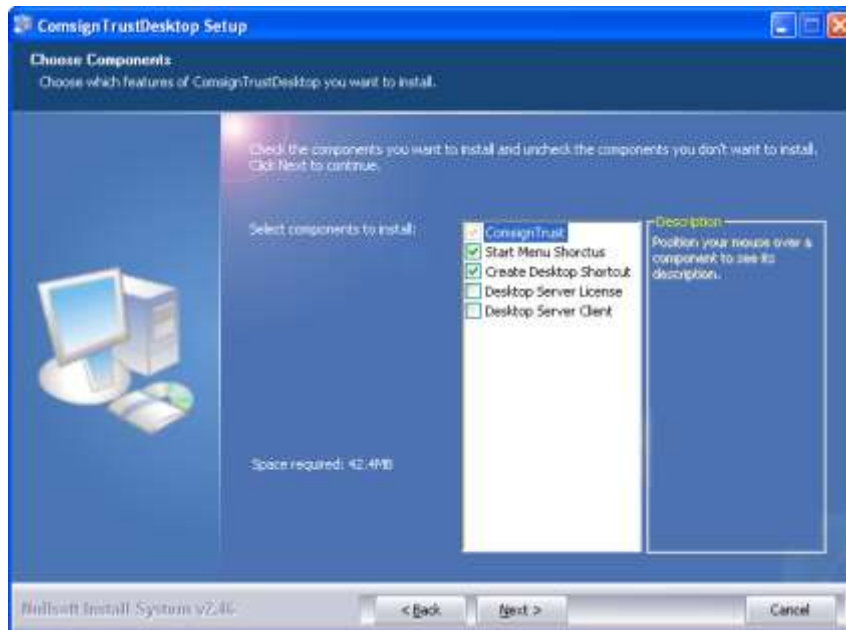
2. Select **Open** or **save** → **Yes** → The following screen will appear:



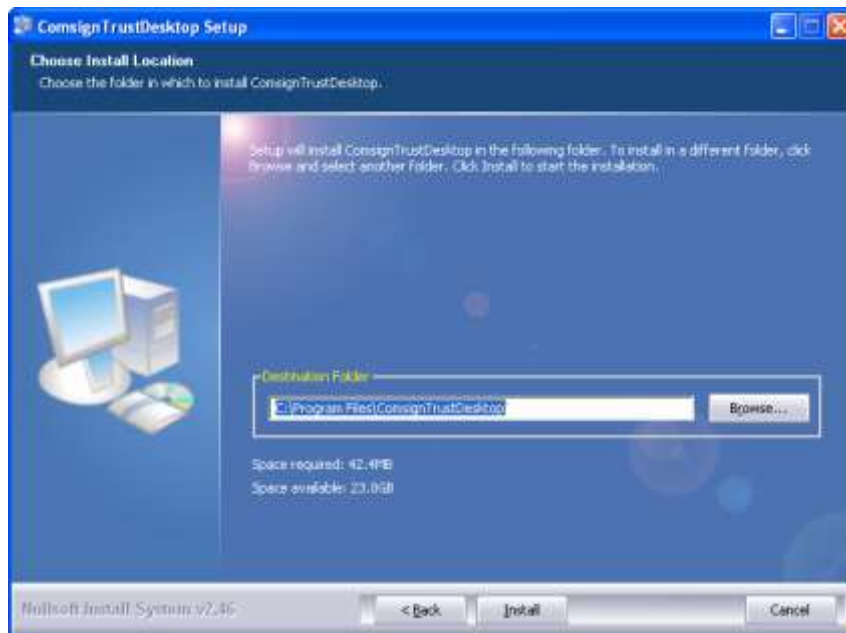
- 3 Click **Next** , the following screen will appear:



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



- 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:

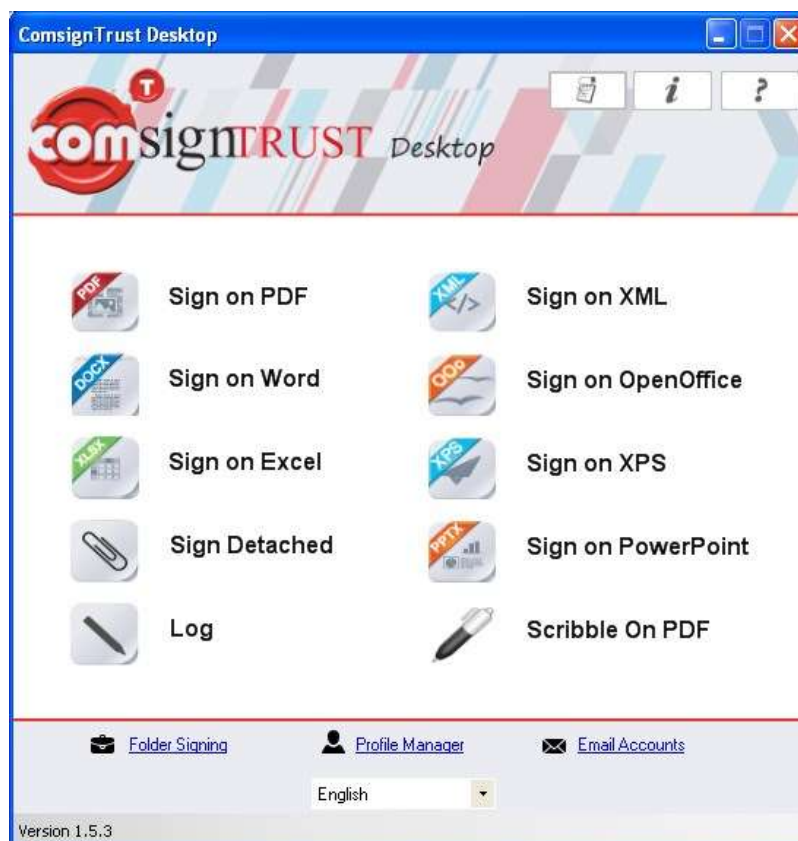
Stage A – creating a license request file and sending it to technical support Stage

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

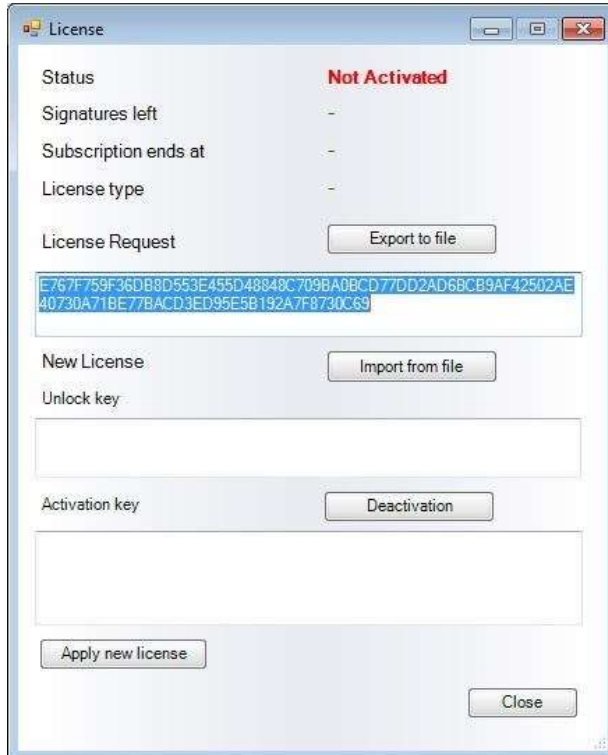
For performing stage A – creating the license file, perform the following stages:



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



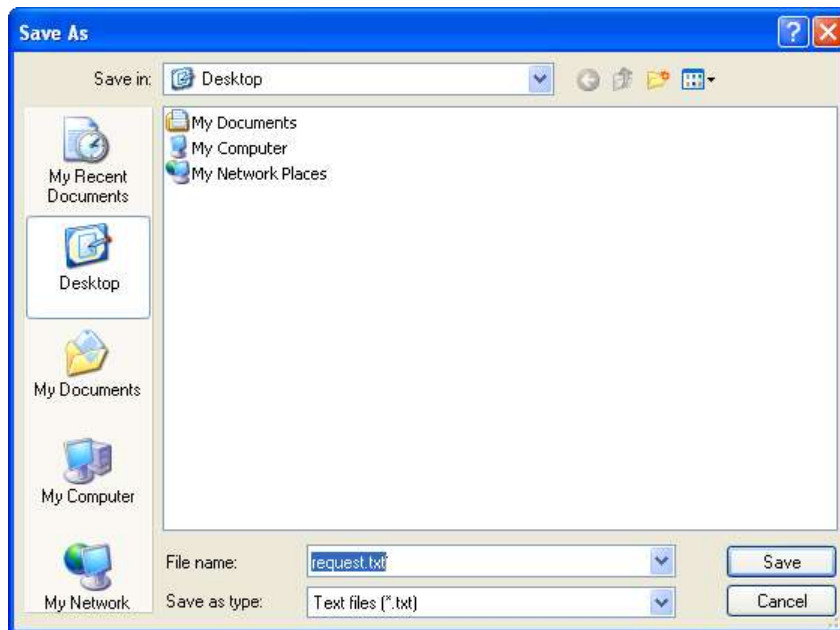
2. Click  the following screen will appear:



The screenshot shows a 'License' window with the following fields and buttons:

- Status: **Not Activated**
- Signatures left: -
- Subscription ends at: -
- License type: -
- License Request:
- Text box containing a long alphanumeric string: `E767F759F36DB8D553E455D48848C709BA0BCD77DD2AD68CB9AF42502AE40730A71BE77BACD3ED95E5B192A7F8730C69`
- New License:
- Unlock key:
- Activation key:
-
-

- 3 Click **Export to file** , the following screen will appear:



- 4 Select the location for saving the file and click **Save**



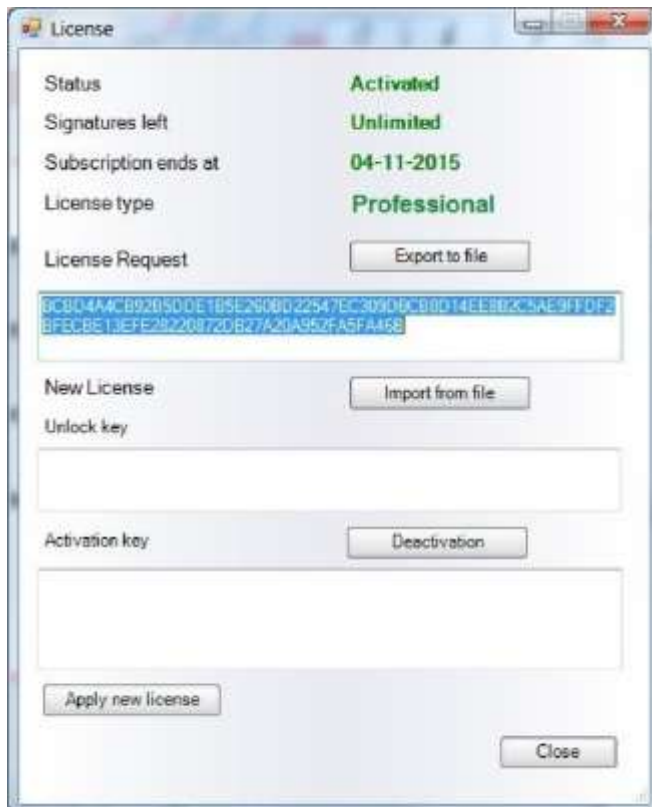
- 5 Send the saved file to the email address: support@comsigntrust.com

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:



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.

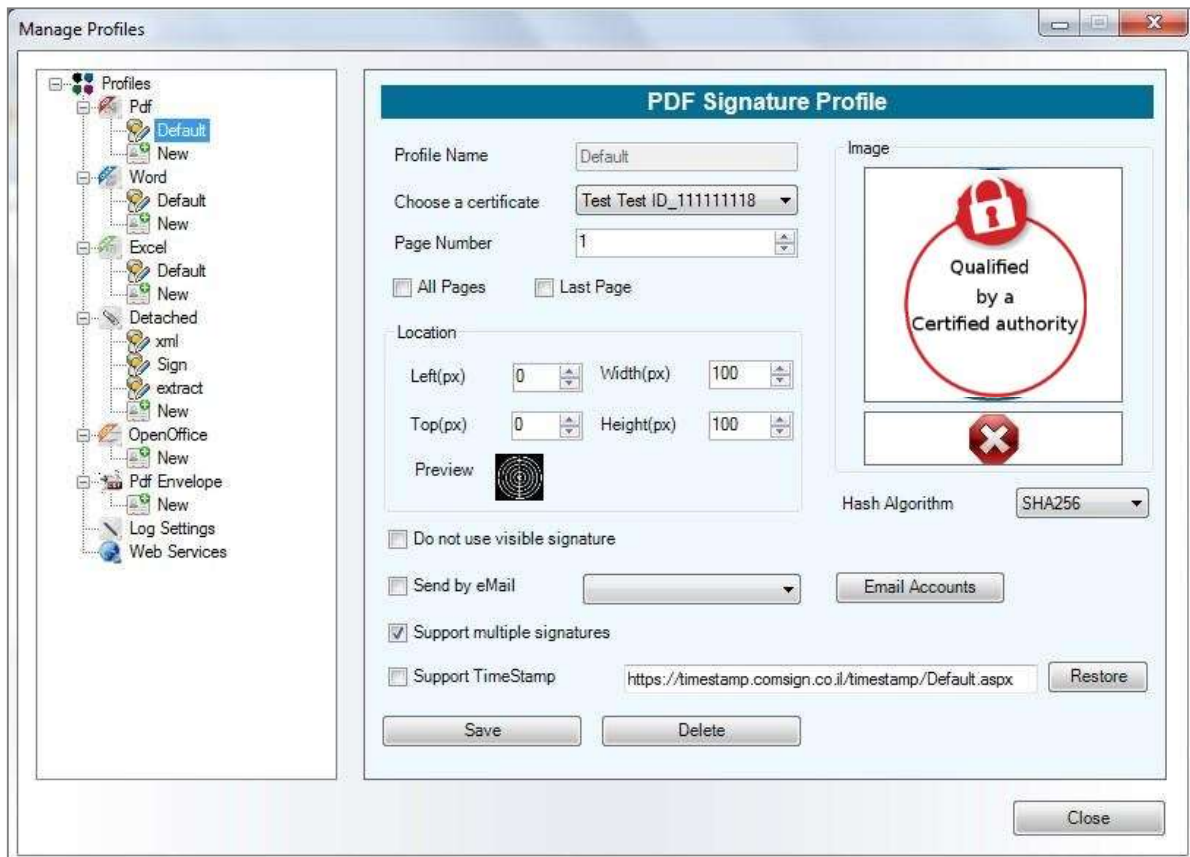


Perform profile settings and location of signature for each separate file type

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:



Act according to the following fields:

Part	Name	Explanation
A	Profiles	The list of profiles that can be set
Part	Name	Explanation
B	Signature Profiles	Setup of the signature properties for the selected profile

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

3. Click **Save**
4. Repeat Sections 1-3 for **Word, Excel, Open Office , XPS and Power Point**

3.3.2 Location of the graphic signature in the document

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**



A screen will appear:



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

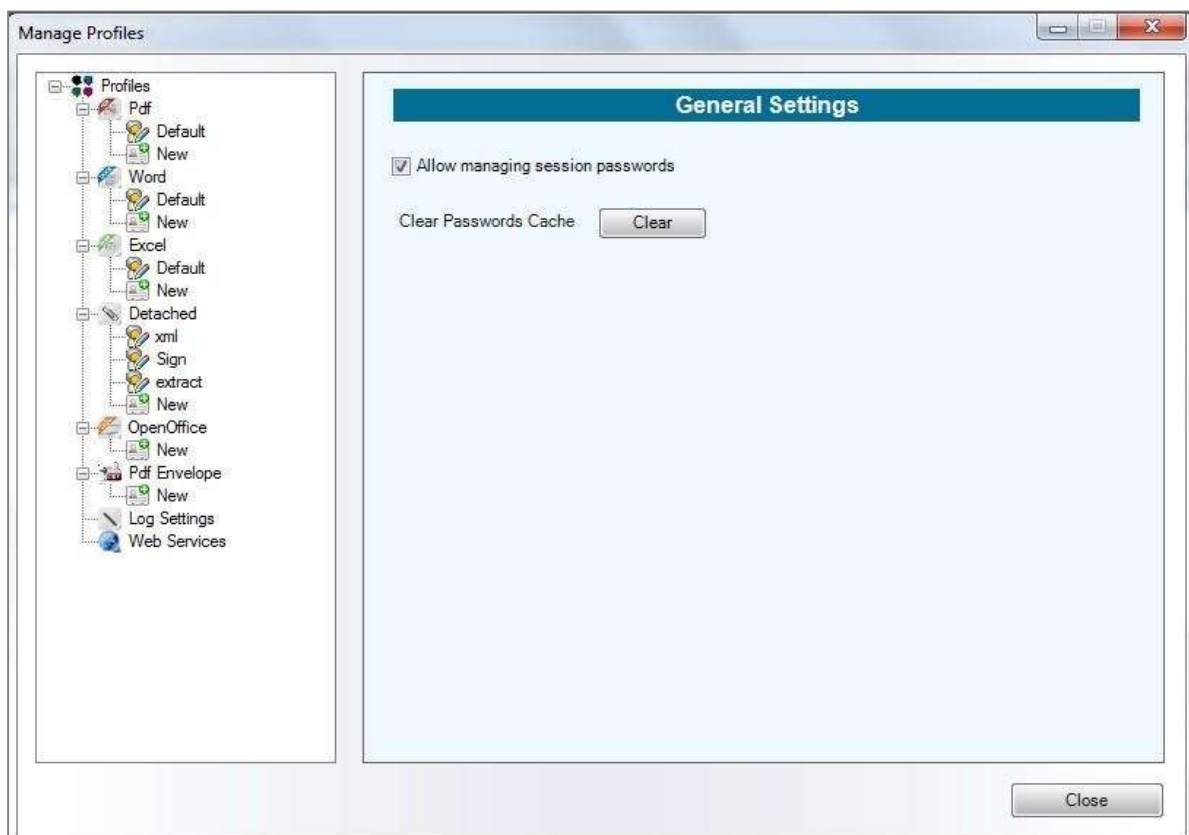
The system allows for the saving of the password of the smart component (the signature device) at the system level or at the element level..

Password saving	Explanation
By the system	<p>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.</p> <p>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)</p>
Password saving	Explanation

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 → , the following screen will appear:

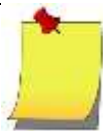


1. Check ✓ the option **Allow managing session passwords**
2. To delete the password from the system memory, click **Clear**

3.3.6 Additional settings

Field	Explanation
Page:	you can select on which pages the graphic signature will appear:
Page number	A specific page, indicate the page number

All pages	Check ✓ in order for the signature to appear on all pages
Last page	Check ✓ in order for the signature to appear on the last page
Do not use visible signature	Check ✓ in order for no graphic signature to appear in the document
Mail account: you can set a mail account for sending of the signed documents	
Send by eMail	Check ✓ the relevant email account in order for the signed document to be sent by email (first set up the email account, see page 27 for directions)
Signatures	
Support for multiple signatures	Check ✓ in order for it to be possible to sign a PDF document with more than one signature
Support TimeStamp	Check ✓ in order to add the timestamp (day, date and time)
End of profile settings	
Close button	Click close at the end of the profile settings process



Time stamping:

Comsign provides a time stamping service!!!

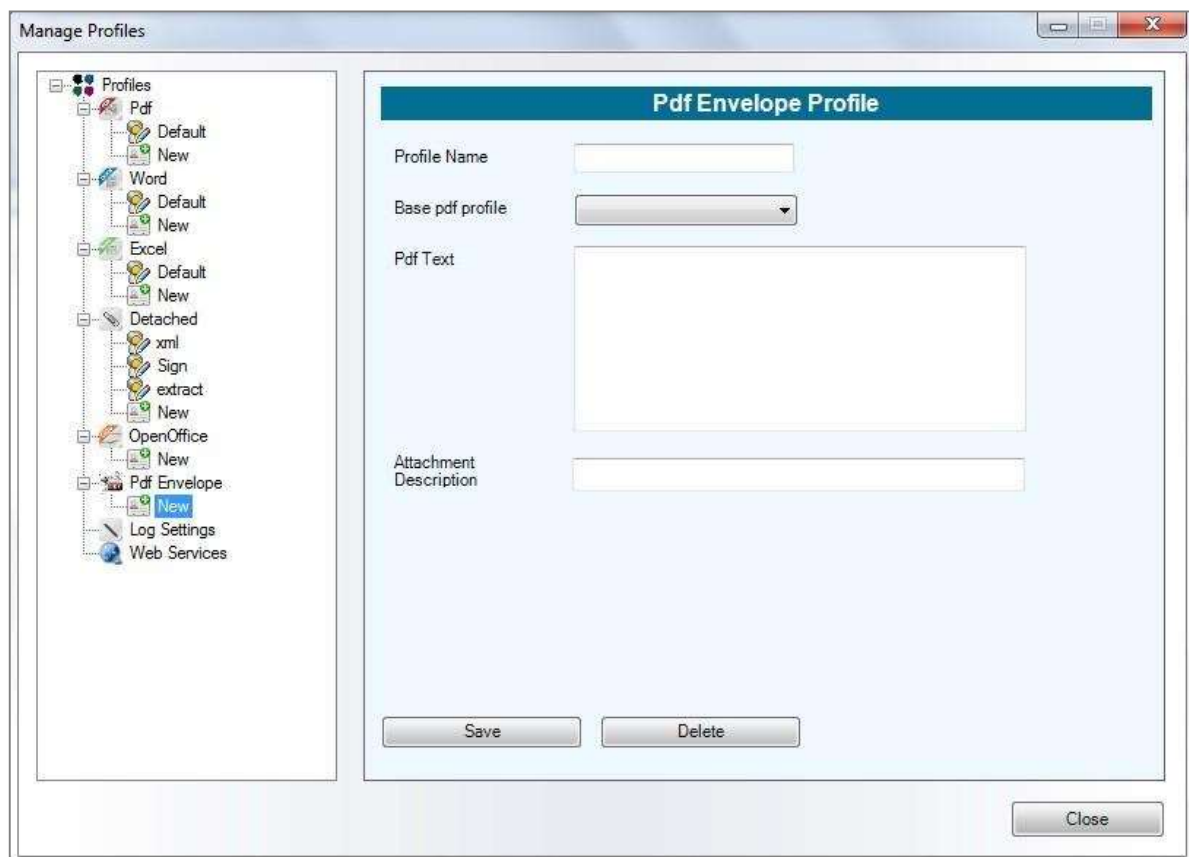
When signing, the server is accessed, which updates the real time of signing, and you can verify that the electronic signing action was performed at a given time (that does not depend on the local server level)

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:



Act according to the following fields:

Field	Explanation
Profile name	Select the profile name
Base Pdf profile	Select the profile that was set in PDF → Default
Pdf Text	You can add constant text to the signed files
Attachment Description	Description of the signed file

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**)



Act according to the following fields:

Field	Explanation
Profile	Select the appropriate profile (see profile settings on page 5)
Enable preview	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).
Select files	Select or drag the file to be signed (a number of files may be dragged for signing)
Save files to	Select the folder in which the signed files are to be saved

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



Running of the **ComSignTrust** system as an Administrator in the operating system **Windows 7** or **VISTA** allows you to select files using **Select files** only.

Dragging of files is not possible due to security settings

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)



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, xls extension and/or Open Office files are not supported)

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



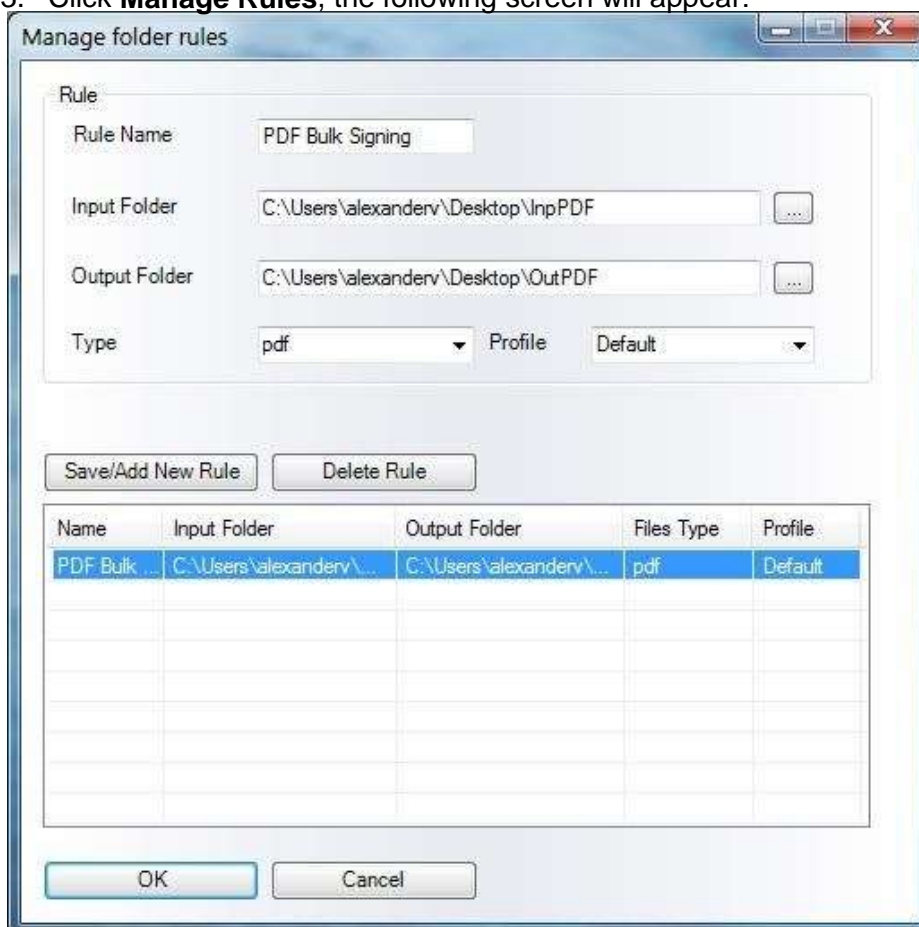
After signing the files in the Input folder, you cannot edit information or change content, and it is therefore recommended that you save a copy of the files in an additional folder

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:



Deal with the following fields:

Field	Explanation
Rule Name	You must name the rule
Input Folder	Select the location of the input folder (files to be signed)
Output Folder	Select the location of the output folder (signed files)
Type	Select the file type for signing (PDF envelope/PDF/Excel/Word)
Profile	Select the profile that will be used for signing

4. Click **Save/Add New Rule** to add the rule
5. Click **OK**, the following screen will appear:



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:

Field	Status	Explanation
Pick	Optional	Select the pen color for adding the signature and/or comments

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:



4. The scribble pane will appear on the document





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

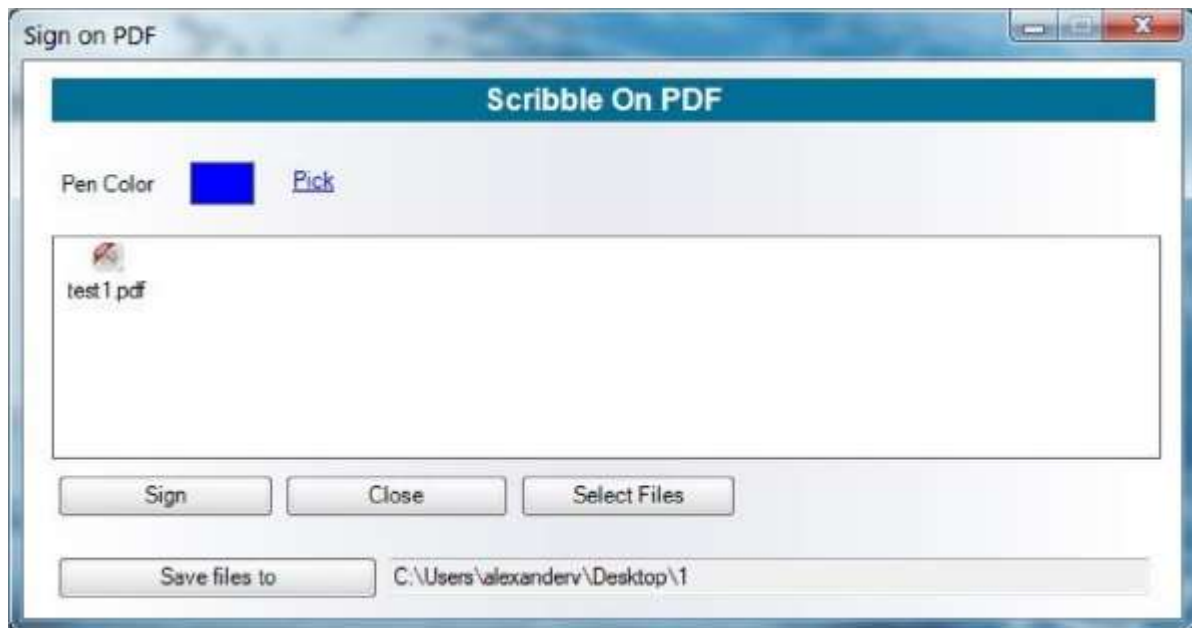
5. Click **OK** to add the graphic signature and/or comments. The following screen (**InkForm**) will be received:



You can create the signature and/or write the comments into the document using the mouse.
Act according to the following fields:

Field	Explanation
Clean	Deletion of the graphic scribble
OK	Confirmation of the graphic scribble and adding it to the document
Cancel	Closure of the screen and cancellation of the action
Field	Explanation
Signing pad available	<div>  - The signing pad hardware was not identified (external pad) </div> <div>  - The signing pad hardware was identified (external pad) </div>

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

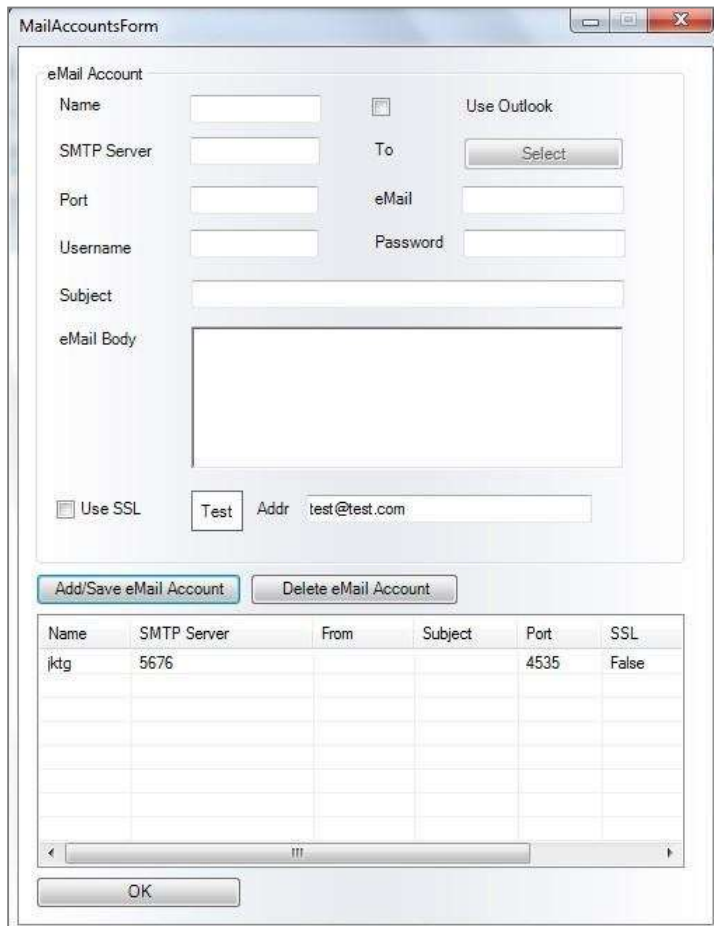
You can send the signed documents to the various addressees by email, all at once and automatically. For this purpose you must:

1. Confirm the initial, one time settings of the email by:
 - ☐ [Email properties](#) or
 - ☐ [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:



Name	SMTP Server	From	Subject	Port	SSL
jktg	5676			4535	False



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:

Field	Status	Explanation
Name	Mandatory	Type in the mail address A display name that will appear in the profile setting
SMTP server	Mandatory	Type in the name of the outgoing mail server

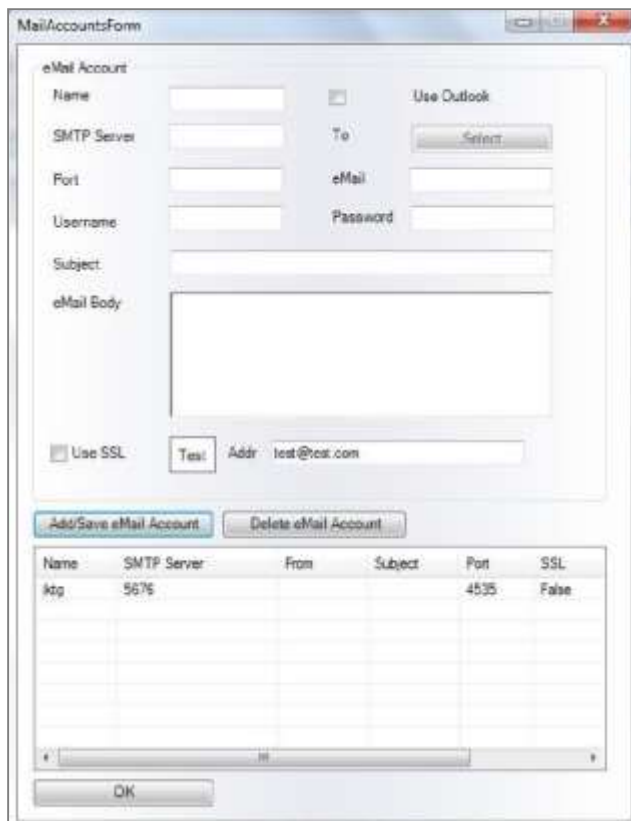
Port	Mandatory	Type in the port number of the outgoing mail server
eMail	Mandatory	Type in the email address from which the documents will be sent
Username	Mandatory	Type in the username of the email address (in certain accounts such as Gmail, Hotmail, you must type the full email address)
Password	Mandatory	Enter the email password
Subject	Optional	Type in the email subject (the subject row that the recipients will see)
e-Mail Body	Optional	Type in a message that the recipients will receive with the signed file
Use SSL		Check ✓ if the server requires the use of SSL For example: a Gmail account
Select		See rule creation (regular expression) and list of recipient addresses, page 23

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:



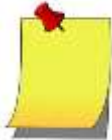
The screenshot shows a 'MailAccountsForm' window. It contains several input fields: 'Name', 'SMTP Server', 'Port', 'Username', 'Subject', 'eMail Body', 'eMail', and 'Password'. There is a 'Use Outlook' checkbox and a 'Select' button next to the 'eMail' field. A 'Test' button is located below the 'eMail Body' field, with an 'Addr' field containing 'test@test.com'. At the bottom, there are 'Add/Save eMail Account' and 'Delete eMail Account' buttons. Below these buttons is a table with columns: Name, SMTP Server, From, Subject, Port, and SSL. The table contains one row with the following data: Name: ktp, SMTP Server: 5678, From: (empty), Subject: (empty), Port: 4535, SSL: False. An 'OK' button is at the very bottom.

Act according to the following fields:

Field	Status	Explanation
Name	Mandatory	Enter the mail account name A display name that will appear in the profile setting
Use Outlook	Mandatory	Check ✓ (SMTP Server, Port, Username, From Password settings will be automatically taken from Outlook)
Subject	Optional	Enter the subject of the mail (the subject row that recipients will see)
e-Mail Body	Optional	Type in a message that the recipients will receive with the signed file
Field	Status	Explanation
Select		See rule creation (regular expression) and list of recipient addresses on page 34

6.3. Creation of rule (regular expression) and list of recipient addresses

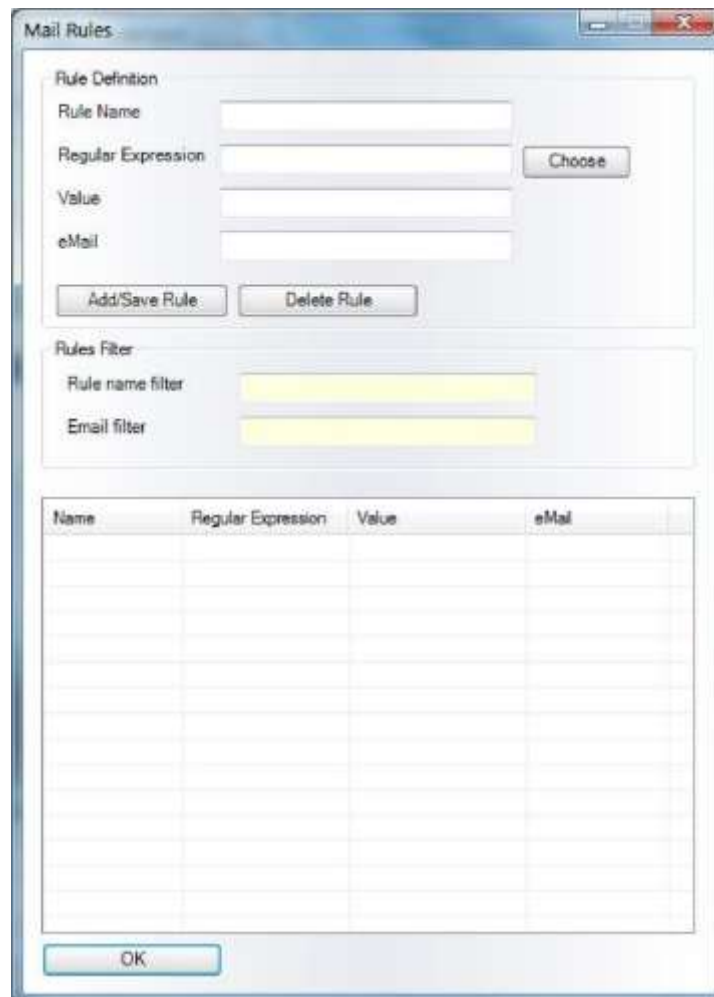
The creation of a rule (regular expression) allows the specific document that is matched to the specific addressee to found and sent



The creation of a rule (regular expression) requires knowledge on the subject. It is advisable to use professional assistance.

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

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



The 'Mail Rules' dialog box contains the following sections:

- Rule Definition:** Includes fields for 'Rule Name', 'Regular Expression' (with a 'Choose' button), 'Value', and 'eMail'. Below these are 'Add/Save Rule' and 'Delete Rule' buttons.
- Rules Filter:** Includes 'Rule name filter' and 'Email filter' text boxes.
- Table:** A table with columns 'Name', 'Regular Expression', 'Value', and 'eMail'. It is currently empty.
- Buttons:** An 'OK' button at the bottom left.

Act according to the following fields:

Field	Explanation
Rule Definition	

Rule Name	Type in the name of the rule
Regular Expression	Click Choose → OK The default regular expression will appear: \.pdf(.*?) See further details on page 34
Value	Type in the exact name of the file that you wish to send to the recipient
e-Mail address	Type in the exact email address of the recipient

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.

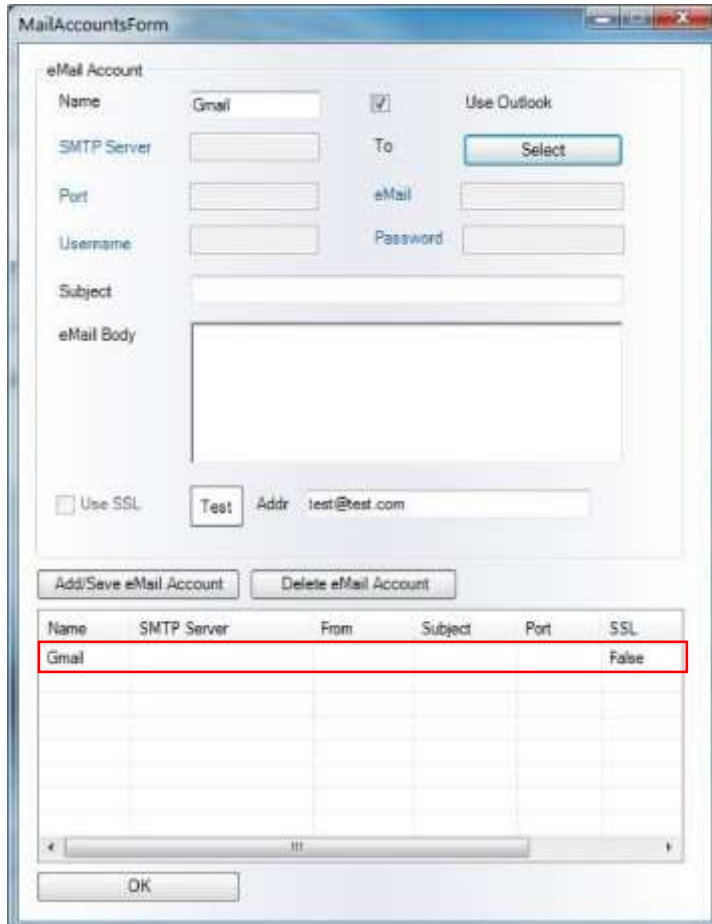
This file has the following properties: pdf extension, number, a minus sign followed by numbers.

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:

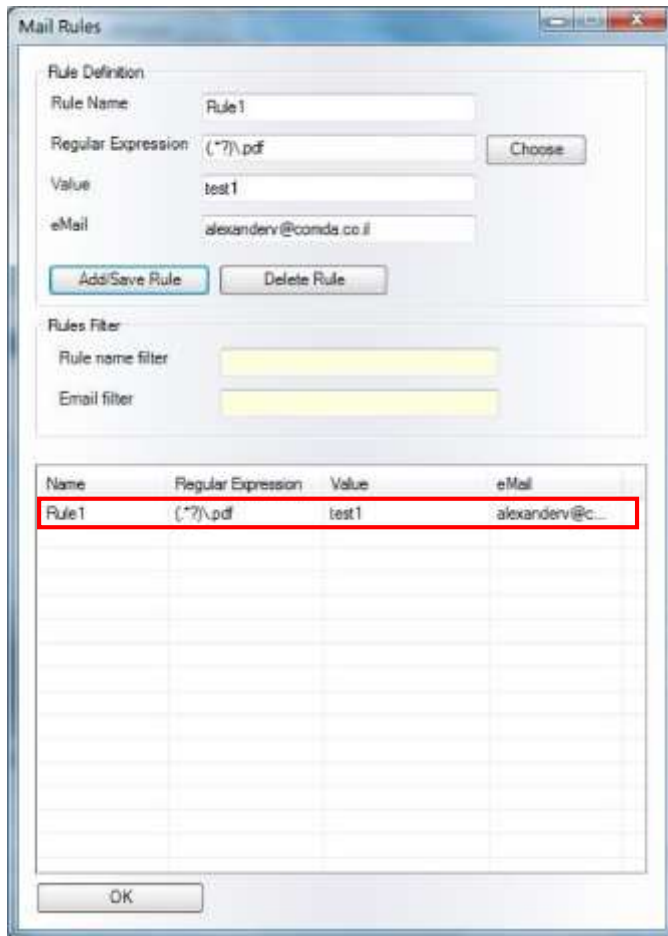
1. Main menu → **Email Accounts** → the following screen will appear:



The screenshot shows the 'MailAccountsForm' window. It contains fields for 'eMail Account' configuration, including Name, SMTP Server, Port, Username, Password, Subject, and eMail Body. There are also checkboxes for 'Use Outlook' and 'Use SSL', and a 'Test' button. Below these fields are buttons for 'Add/Save eMail Account' and 'Delete eMail Account'. At the bottom, there is a table with columns: Name, SMTP Server, From, Subject, Port, and SSL. The first row of the table is highlighted with a red border and contains the text 'Gmail' under the 'Name' column and 'False' under the 'SSL' column. An 'OK' button is located at the bottom left of the window.

Name	SMTP Server	From	Subject	Port	SSL
Gmail					False

2. Indicate the relevant mail account row → Click **Select**, the following screen will appear:



The image shows a 'Mail Rules' dialog box with the following fields and buttons:

- Rule Definition:**
 - Rule Name: Rule1
 - Regular Expression: (*?)\.pdf (with a 'Choose' button next to it)
 - Value: test1
 - eMail: alexanderv@comds.co.il
 - Buttons: Add/Save Rule, Delete Rule
- Rules Filter:**
 - Rule name filter: (empty text box)
 - Email filter: (empty text box)
- Table:**

Name	Regular Expression	Value	eMail
Rule1	(*?)\.pdf	test1	alexanderv@c...
- Buttons: OK

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:

Field	Explanation
Rules Filter	
Rule name filter	Enter the name of the rule you wish to filter by
Email Filter	Enter the email address that you want to filter by

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:

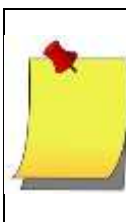
1. In the main menu → **Profiles Manager** → **Pdf Default** the following screen will appear:



Act according to the following fields:

Field	Explanation
Send By eMail	Check ✓ and select the appropriate mail account
Save	Click Save

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:

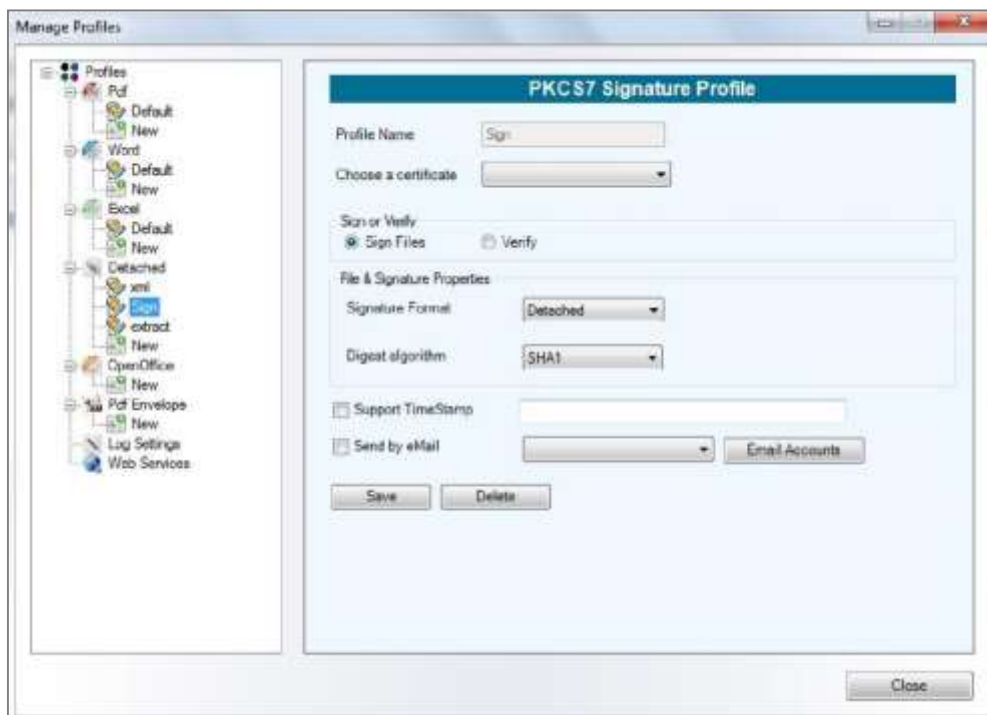
Allows for signing of **XML** files and **CODE** files

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:



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

Profile settings	
Choose a certificate	Select the appropriate certificate
Sign or verify	Check <input checked="" type="radio"/> for Sign Files
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:



Act according to the following fields:

Field	Explanation
Profile	Select the appropriate profile To extract the sign file, Detached → Extract , select the profile Extract
Select files	Select or drag the file to be signed (you can drag multiple files for signing)
Save files to	Select the folder in which the saved files will be signed

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

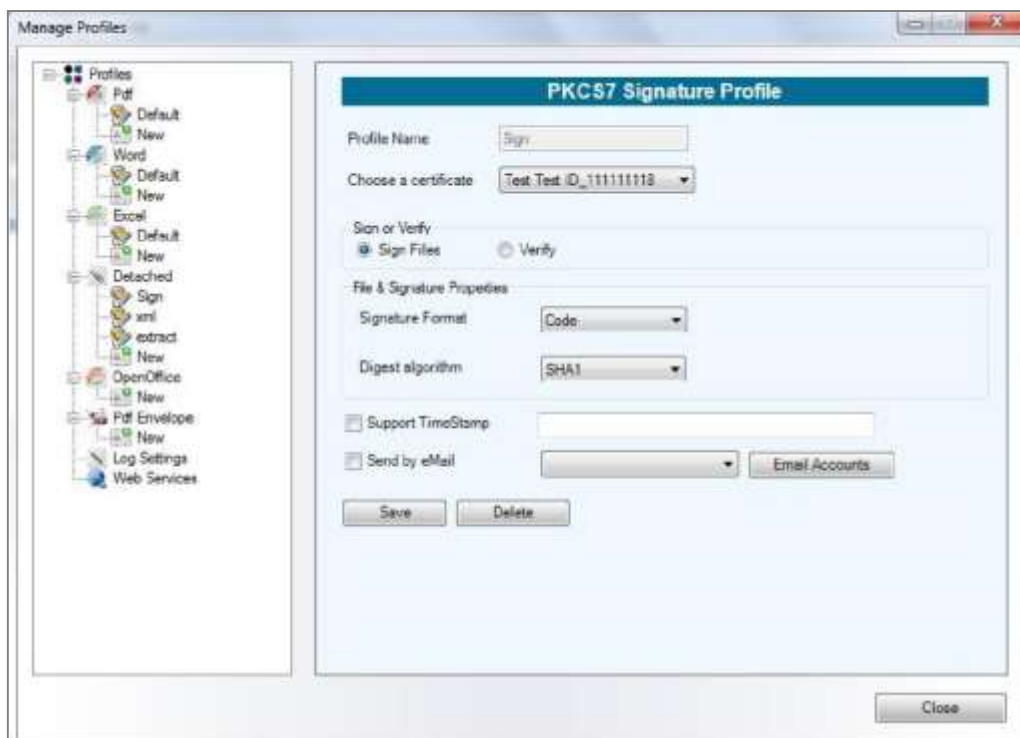
7.3. Signing of Code files

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

will appear:



Act according to the following fields:

Field	Explanation
Profile settings	
Profile Name	Type in the profile name
Choose a certificate	Select the appropriate certificate
Sign or verify	Check <input checked="" type="radio"/> in Sign Files
Signature position	Select the signature position: Code: signing of code files such as: CAB, EXE, DLL ,MSI



A unique certificate is needed to sign CODE files

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

Term	Explanation
Main computer	The computer on which ComSignTrust Desktop is installed
Remote computer	The computer on which a Desktop Client folder is installed

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


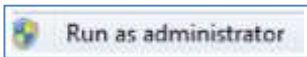
1. Running of the system as an administrator (if the operating system is not XP)
2. Installing a license
3. Copying the Desktop Client folder to the remote computer on which the signing will be performed
4. Update of system settings
5. Remote signing of documents



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:



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:

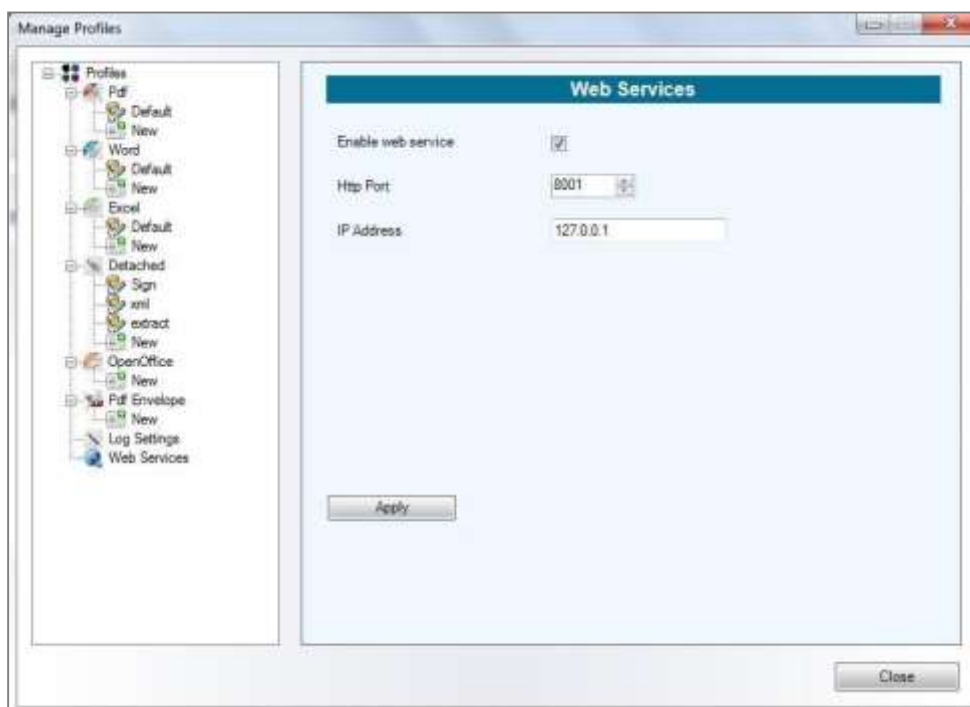


2. Copy the **Desktop Client** folder into the computer in which the signing will be performed

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:

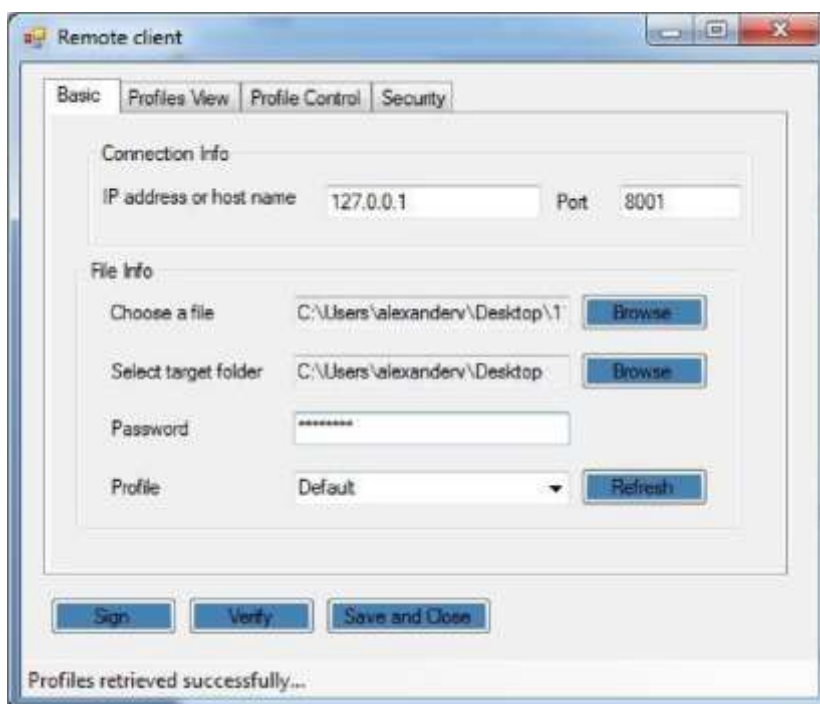


Act according to the following fields:

Field	Explanation
Enable web service	Check ✓ this option

Http Port	Indicate a port whose number starts with 8001 or higher
IP Address	Type in the IP address of the computer

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:



Act according to the following fields:

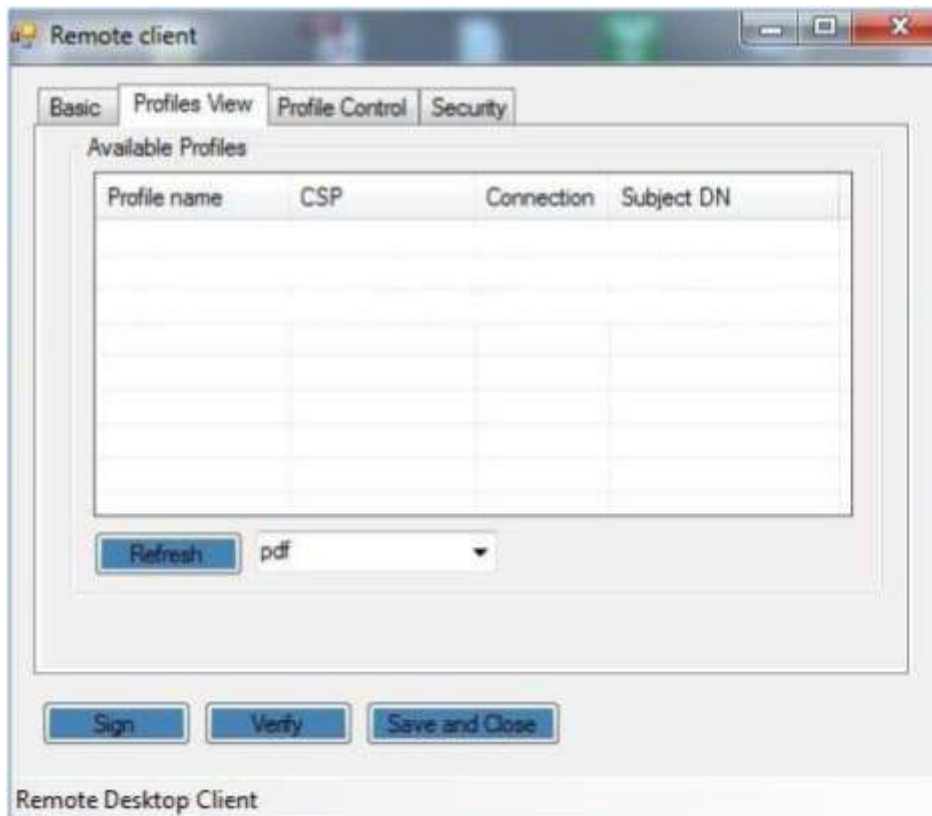
Field	Explanation
Basic tab	
IP Address or host name	Type in the IP address of the computer on which the system is installed
Port	Indicate the port number as shown on the computer on which the system is installed

8.5. Remote signing of documents

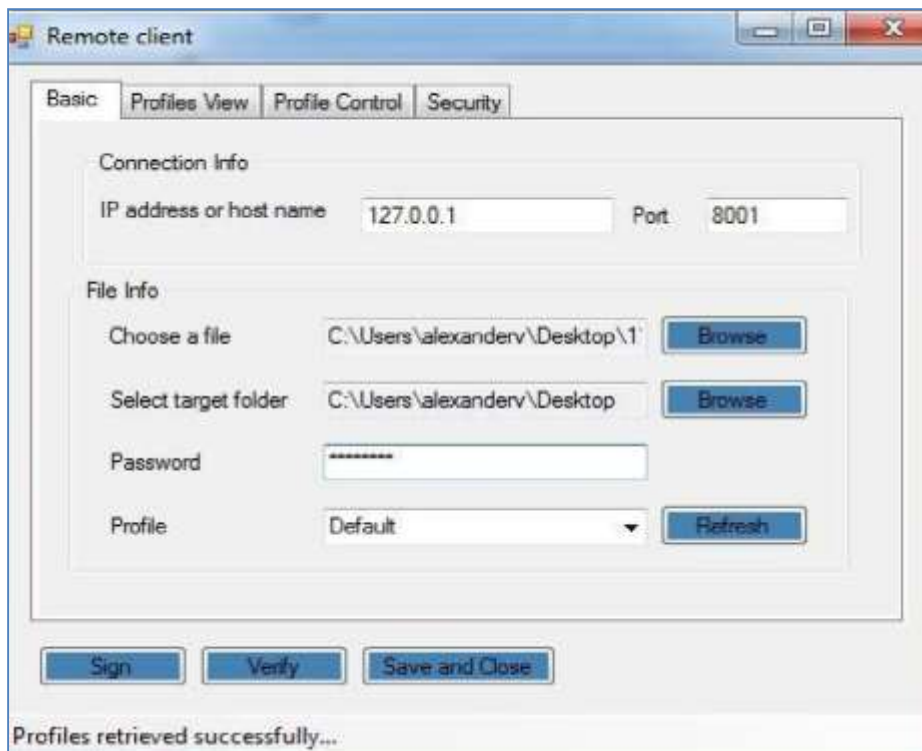
On the remote computer:

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:

Field	Explanation
Basic tab	
Choose a file	Select the file to be signed
Select target folder	Select the location in which the signed file will be saved
Password	Enter the password of the signature element
Profile	Click Refresh and select the appropriate profile

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

- Click  at the bottom of the screen

9.5. Verification of signature in **PDF Envelope** file

- Click **Signature Panel** or  to verify the identity of the signer



DLL,EXE files and other code files

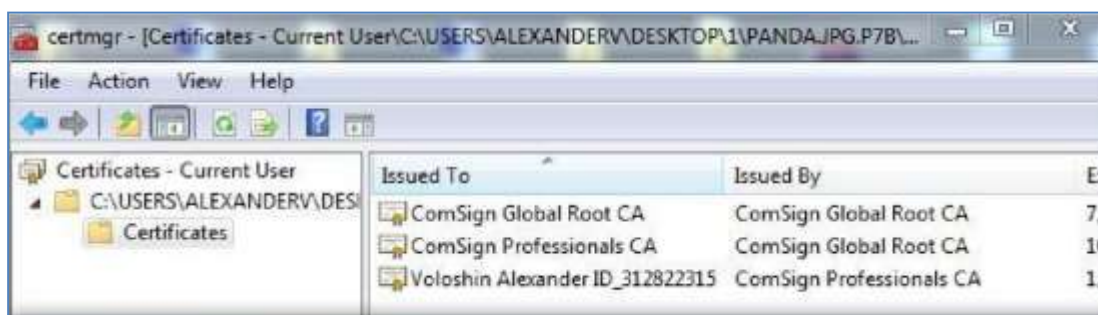
One cannot open from a PDF document due to information security settings

9.6. Verification of signature in XML file

- Copy the string in the row <x509Certificate>
- Paste the String into a text file
- Save the text file with the **.cer** extension

9.7. Verification of signature in an attached file

- Double click the signed document
- The following screen will appear:



To view the original file, perform the following actions:

- Profile settings, Detached → Extract (see page 39)
- Main menu → **Sign Detached**, the following screen will appear:




Act according to the following fields:

Field	Explanation
Profile	Select the profile Extract
Select files	Select the signed file (with a p7b extension.)
Save files to	Select the folder in which the file will be saved

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



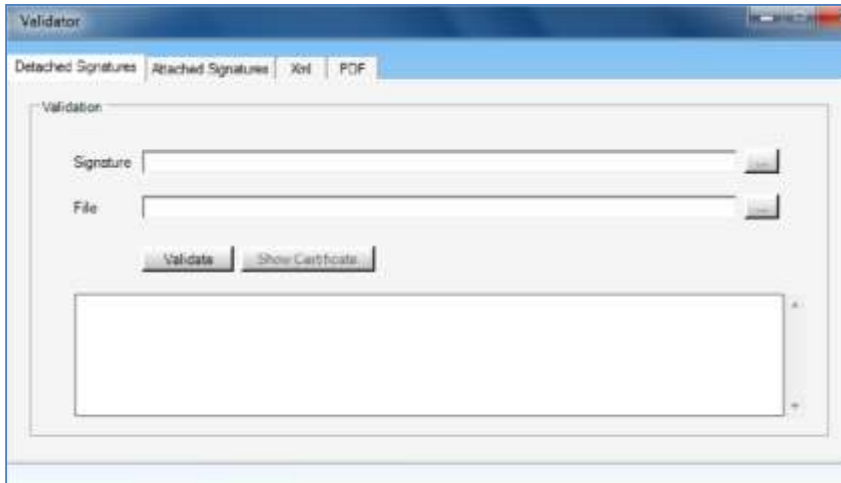
This signature verification is more convenient and easier to use than signature verification for each file separately

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:



Act according to the following tabs:

Detached Signature tab	
Field	Explanation
Signature	- Click  and select the signature file
File	- Click  and select the original file
Show Certificate	Allows for viewing the certificate details
Note: It is desirable to locate the original file and the signature in the same folder	
Attached Signatures tab	
Signature	- Click  and select the signature file
Save Content	Click to view the original file
Show Certificate	Click to see the details of the certificate
Xml tab	
Signed XML	Click  and select the original file

PDF tab	
PDF	Click  and select the original file

4. Click **Validate**

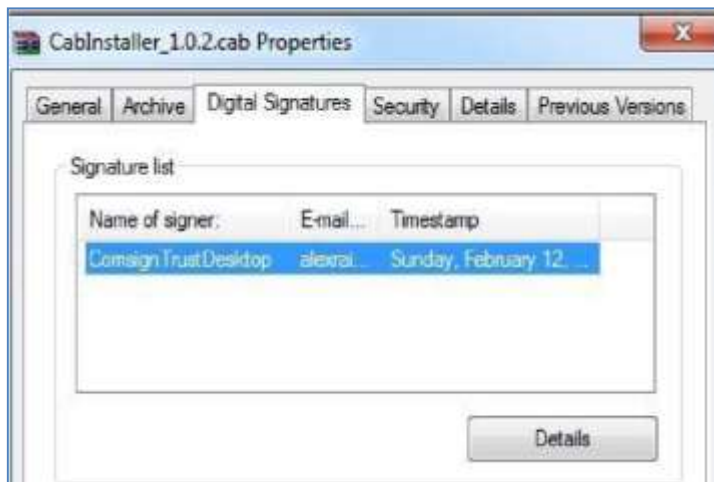
5. A screen opens and a message appears indicating that the signature is valid

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

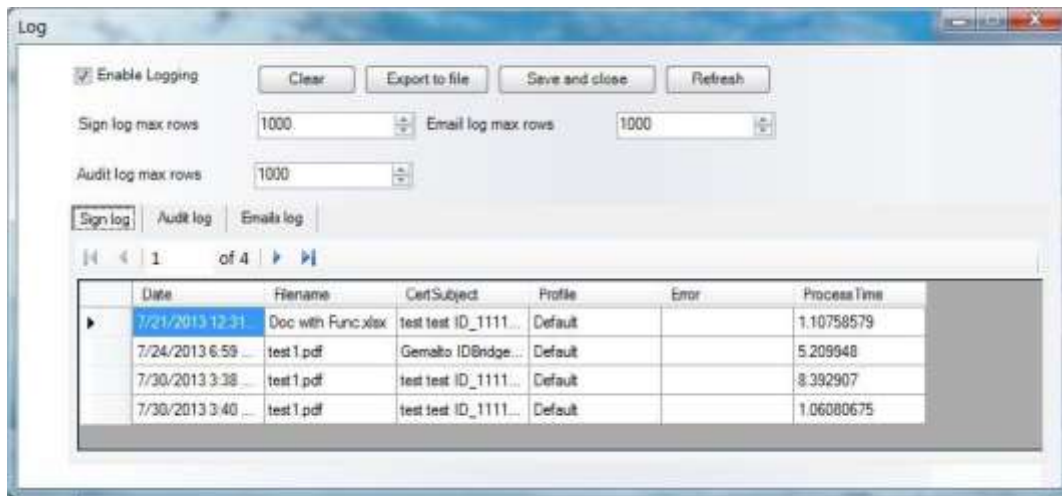
All of the following actions may be performed in all of the reports:

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

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:

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

10.2. Audit log

An audit log is used for tracking the signing process

Field	Explanation
Audit Log tab	

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

Field	Explanation
Emails Log tab	
Field	Explanation
File name	The name of the file that was sent
Recipient	The email address to which the file was sent
Sender	The email address of the sender
Time of operation	Date and time of performing the sending operation
Result	The sending result (1 – okay 0 – error)
Error	Description of the reason for the error

11. Exiting the system

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

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


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

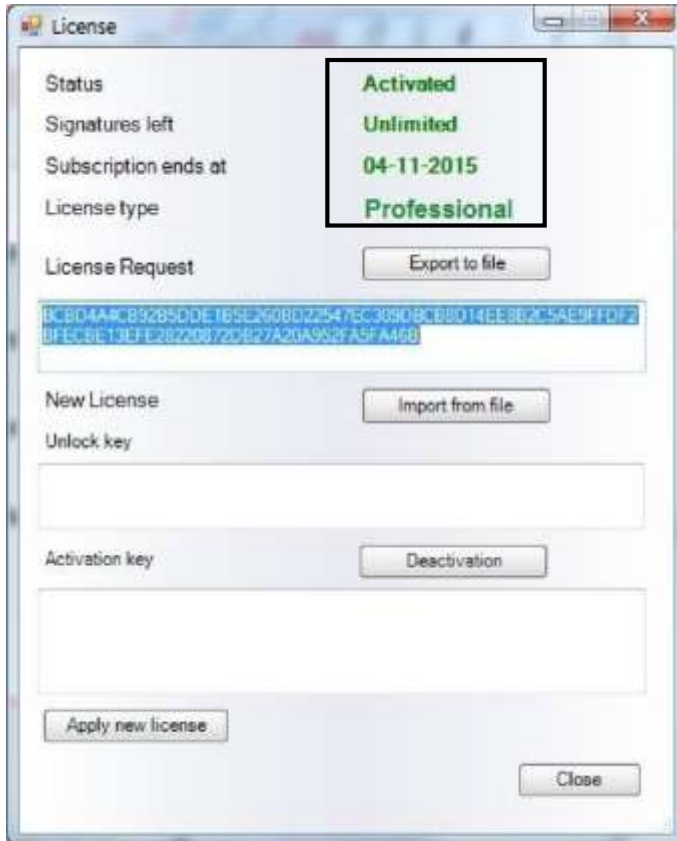
To install the system in another station, perform the following stages:

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/>

Click  to receive the following screen:



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**
<c:\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**
<c:\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:

Operating system	Removal path
Windows XP	Add /Remove Programs → ComsingTrustDesktop → Uninstall
Windows 7	Programs and Features → ComsingTrustDesktop → Uninstall/change