

**AltaSigna duo** is a software that lets you handle digital signing of contracts and other documents in a simple and elegant manner.

## Digital Signatures

There are many occasions in everyday business where agreements are proposed and agreed to between two parties. In paper based world, the task is accomplished by using standard forms. Thus there are sale contracts, order forms, indents, invoices subject to acceptance, delivery challans, field reports and many more.

With whole business processes tending towards electronic formats, paper based forms and documents clog up and slow the pipeline.

Substituting simple web based forms for such needs does not fulfill the security and trust concerns. Most of these are legally enforceable contracts and it is difficult to approach a court of law without adequate and tangible evidence.

**Digital Signatures** are a simple way to reach legally enforceable agreements without breaking your stride.

Digital Signatures fulfill compliance requirements in several situations.

## How can AltaSigna help

**AltaSigna duo** enables you to digitally sign your PDF documents and send them to your business partners. When such signed statements are received from your partners AltaSigna receives and verifies them - and then let you again digitally sign your acceptance on the same document and send it back.

Thus both of you have **provable mutually signed** documents.

### System Requirements

- Microsoft Windows XP\* and above
- 1 GB RAM
- Internet Explorer 6.0\* and above
- Internet Connectivity
- Dedicated Mail Account



The application itself is simple to install and use and sports a **light foot-print**. It is a Microsoft Windows\* based executable and uses the browser in your system as the interface.

For all its power, there are only three pages of interaction - virtually no learning required.

## Configuration

The configuration screen lets you choose your preferences for :

- the private key and the certificate you will use for signing your documents
- the digital certificate(s) of your partner(s) with whom you will be exchanging signed documents

Configuration Screen

- the SMTP IP address and port number through which you will send your documents - it is the same configuration as you do on your outlook express or other mail client the first time
- the POP IP and port from which you will download the mails others are sending you
- the subject line you will like to add when you are sending the documents to partners
- any mail body text you will like to be included in your mails

Simple, isn't it?

S.No	File Name	Signed On	Sent Time	Received Time	Status	Response Status
1	NDA-service-Dec07.pdf	07/12/07 09:25:00	07/12/07 09:30:00	07/12/07 9:45:00	Response Received	Verified
2	Maintenance-agreement-Dec07.pdf	22/01/08 14:27:00	22/01/08 14:30:00	23/01/08 16:45:00	Response Received	Verification Failed
3	Maintenance-agreement-Dec08.pdf	12/02/08 11:20:00	12/02/08 11:25:20	-	Response awaited	-

Screen 1

The other two screens let you view the status of the various documents you have been exchanging with your partners.

Screen 1 shows all the documents you sent to the partners and their status. In one glance you can know how many of the documents have been signed and returned by the partners. You can also view each of the documents from here.

Screen 2 will show the list of documents you received from your partners. From here you can select one or more documents, digitally sign them and send them back in just a few clicks of the mouse.

A 'Resend' feature is also available to address the rare situation when your partner complains non-receipt of the documents.

S.No	File Name	Signed On	Received Time	Sender's Signature	Counter Signed On	Sent On	Action Status
1	ServiceAgreement.pdf	12/12/07 10:30:05	12/12/07 10:50:00	Verified OK	13/12/07 12:00:00	13/12/07 12:01:00	Sent
2	MSA v1.pdf	24/01/08 14:15:00	24/01/08 15:00:00	Verified OK	25/01/08 09:30:00	25/01/08 09:35:00	Sent
3	NDA.pdf	19/02/08 09:45:15	19/02/08 10:00:00	Verified OK	20/02/08 15:20:00	20/02/08 15:21:00	Sent
4	Indent-reb07.pdf	27/03/08 10:30:05	27/03/08 10:50:00	Verified OK	-	-	To Be Signed

Screen 2



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