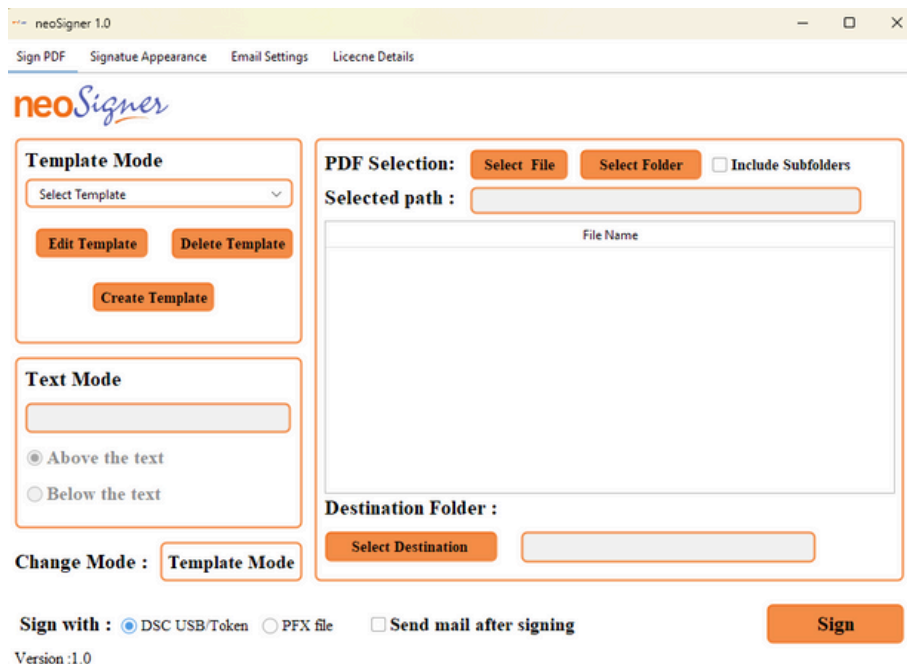


WINDOWS BASED SOP

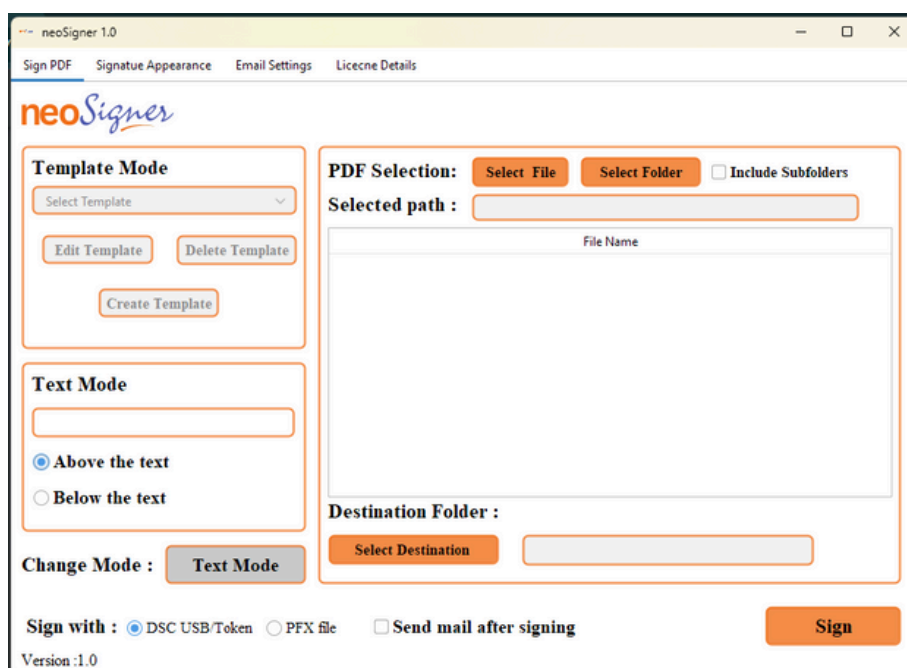
Overview of All functions :-

A) Signing Modes

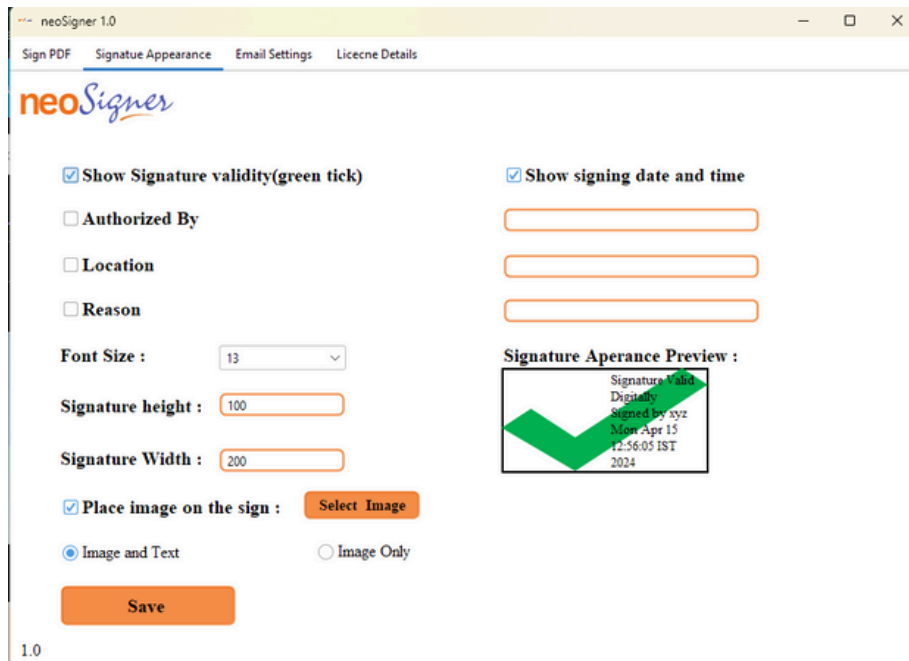
a) Template mode :- In Template Mode you can create a template to fix the Signature appearance position. You can sign with multiple DSC's/PFX with Template mode.



b) Text Mode :- In Text Mode we can command application to sign above or below any unique word.



B) Signature Appearance :- We can define signature appearance on PDF with this option.(We can add Images of Company Stamp, logo, manual signatures etc. Also we can add additional text like Signing location, reason, Authorized signatories designation etc.)

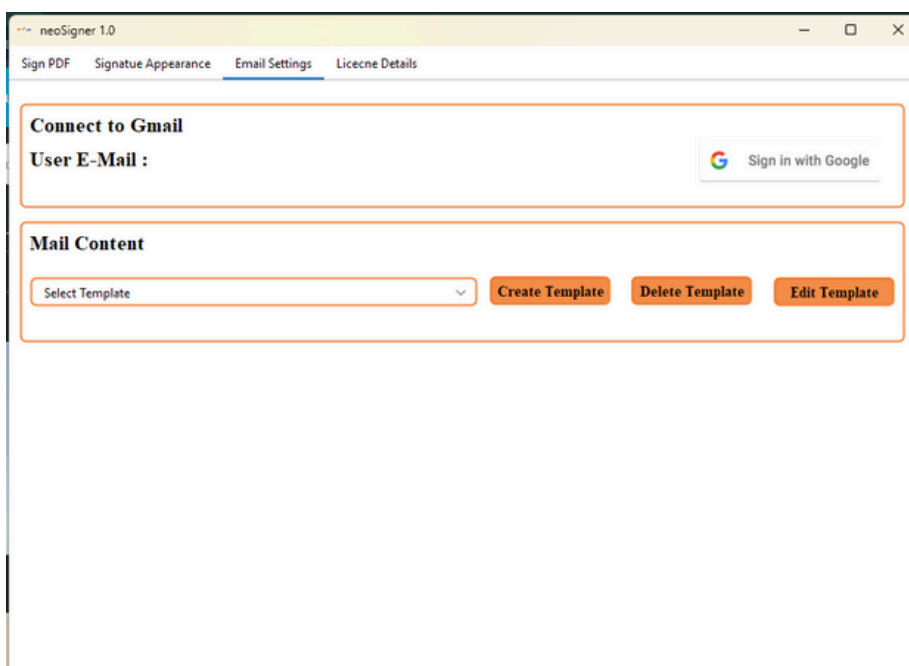


The screenshot shows the 'Signature Appearance' tab in the neoSigner 1.0 application. The interface includes the following elements:

- Checkboxes:**
 - ☒ Show Signature validity(green tick)
 - ☐ Authorized By
 - ☐ Location
 - ☐ Reason
 - ☒ Show signing date and time
- Text Fields:**
 - Three empty text input fields corresponding to the 'Authorized By', 'Location', and 'Reason' checkboxes.
- Font Size:** A dropdown menu currently set to '13'.
- Signature height:** A text input field with the value '100'.
- Signature Width:** A text input field with the value '200'.
- Place image on the sign:** A checkbox that is checked, with a 'Select Image' button next to it.
- Radio Buttons:**
 - ☒ Image and Text
 - ☐ Image Only
- Signature Appearance Preview:** A box showing a green checkmark and the following text:

```
Signature Valid
Digitally
Signed by xyz
Mon Apr 15
12:56:03 IST
2024
```
- Buttons:** A 'Save' button at the bottom left.

C) Email Settings :- If you want to mail signed documents after signing you can use this option. For mailing purpose we have integrated “GMAIL” with our application. You can login in you Gmail account through our application to allow our application to send mail in behalf of your Gmail account.



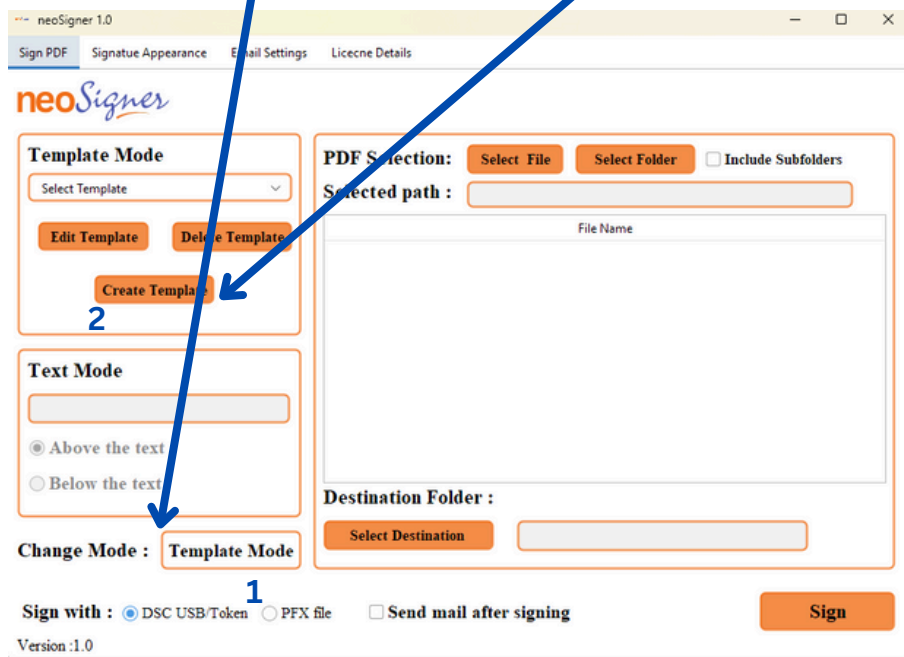
The screenshot shows the 'Email Settings' tab in the neoSigner 1.0 application. The interface includes the following elements:

- Connect to Gmail:** A section with the text 'User E-Mail :'. To the right is a 'Sign in with Google' button featuring the Google logo.
- Mail Content:** A section containing:
 - A 'Select Template' dropdown menu.
 - Three buttons: 'Create Template', 'Delete Template', and 'Edit Template'.

Signing With Template mode :-

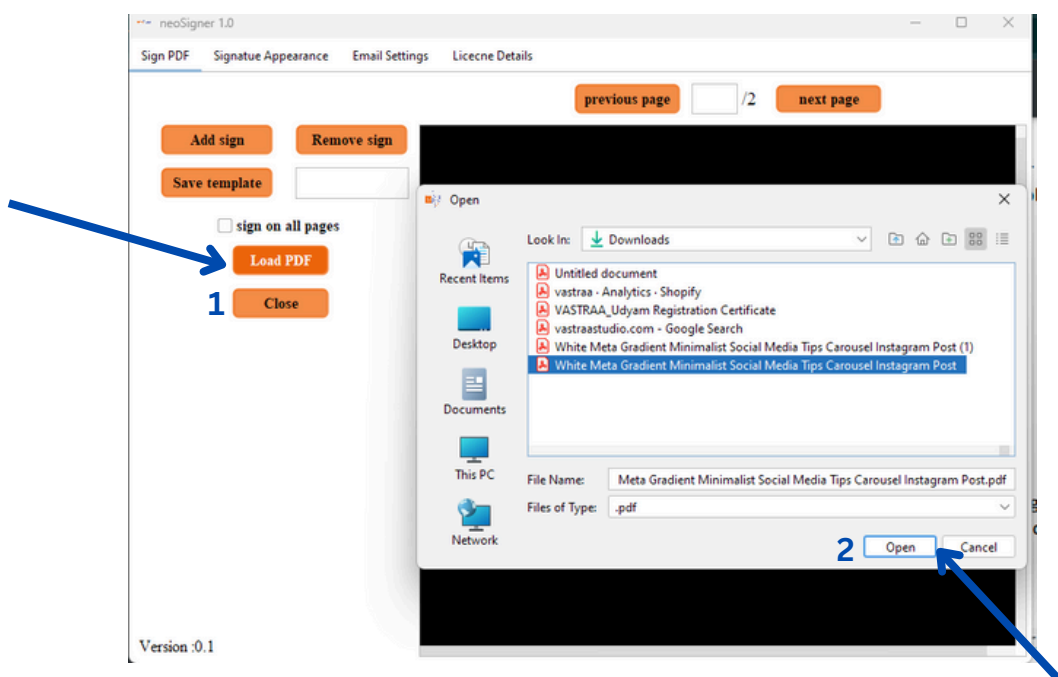
A) How to create a template :-

Step 1 : Click on “Template Mode” & then click on “Create Template” button.

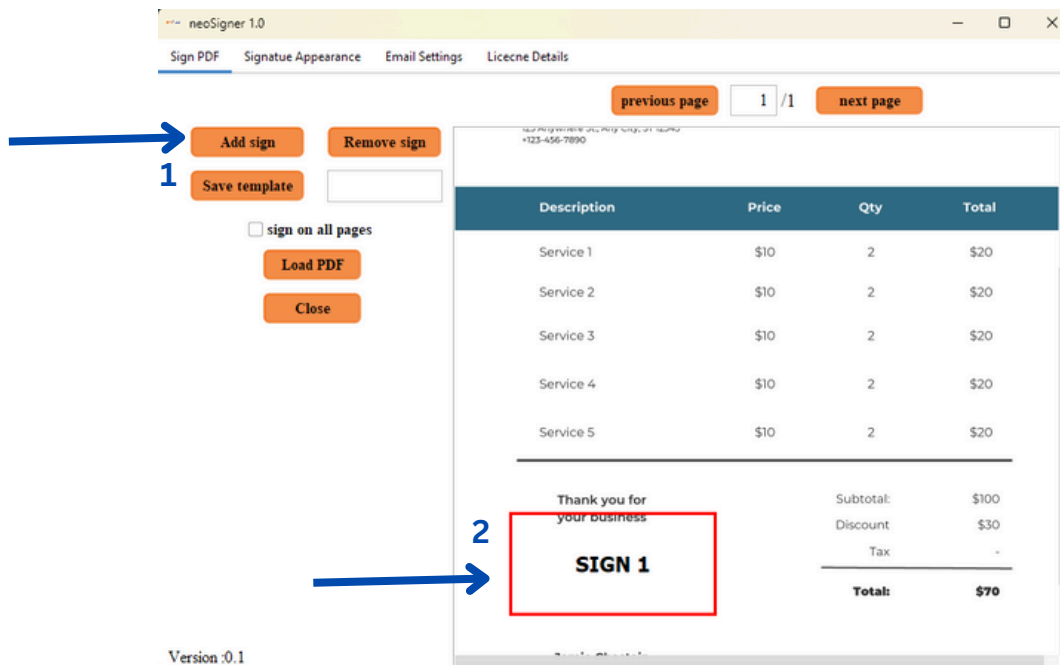


Step 2 : Click on “Choose PDF” button, then browse and open any PDF format to create Template.

For example – You have saved 100 number of Tax Invoices with same format in a folder and you want sign all digitally, then you can choose any one PDF file of Tax Invoice to create the Template.

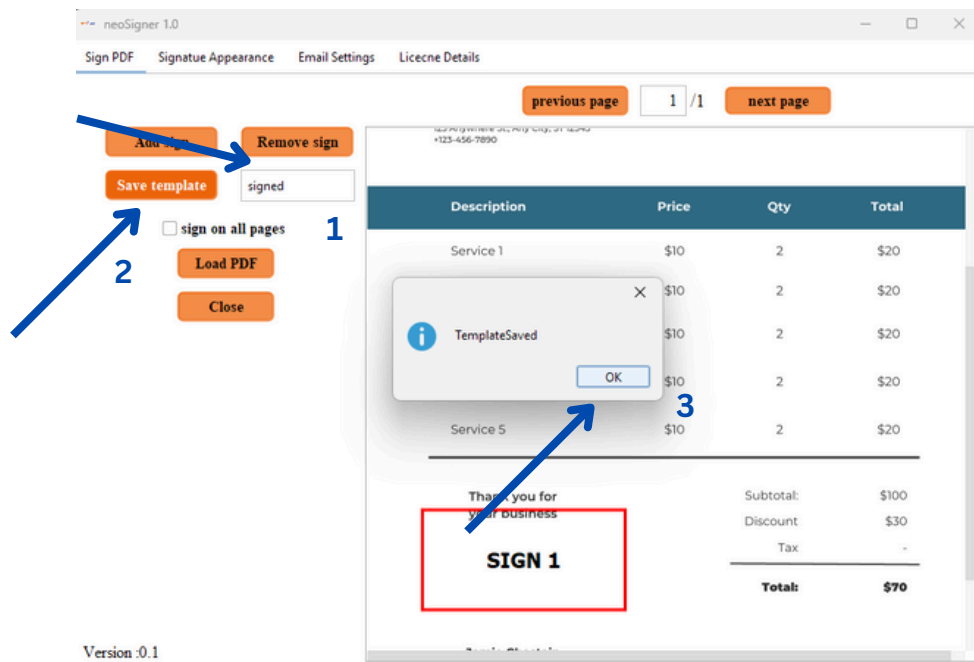


Step 3 : Now we can see selected PDF is appearing. Click on “Add Sign” button to add signature appearance in template. You can easily move Signature appearance(Sign 1) on any part of PDF where you want the Signature to be appeared.

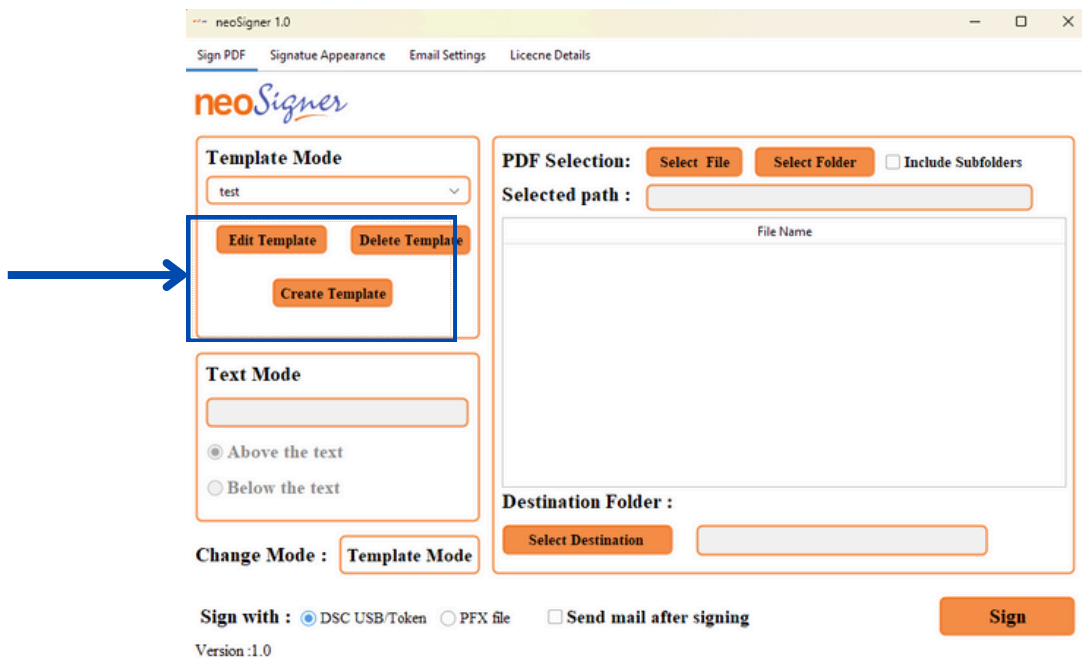


- You can also add any image by clicking on “Add Image” button.(Like Company Stamp, Manual Signature)
- You can add multiple signatures of multiple authorized signatories by clicking on “Add Sign” button.(Like SIGN 1, SIGN2, SIGN 3 etc)
- You can remove unwanted Sign or Image just by clicking on “Remove Sign” & “Remove Image” Button
- Suppose you have multiple pages in one PDF and you want to sign all pages on the same position then tick on “Sign on all pages”
- Suppose you have a PDF with multiple pages & you want to sign all pages but at different positions, then you can go on any page using “Previous Page” or “Next Page” buttons or you can just enter the page number on which you want to add signature.

Step 4 : Once all settings are done, name the template and click on “Save” button & your template will be saved.

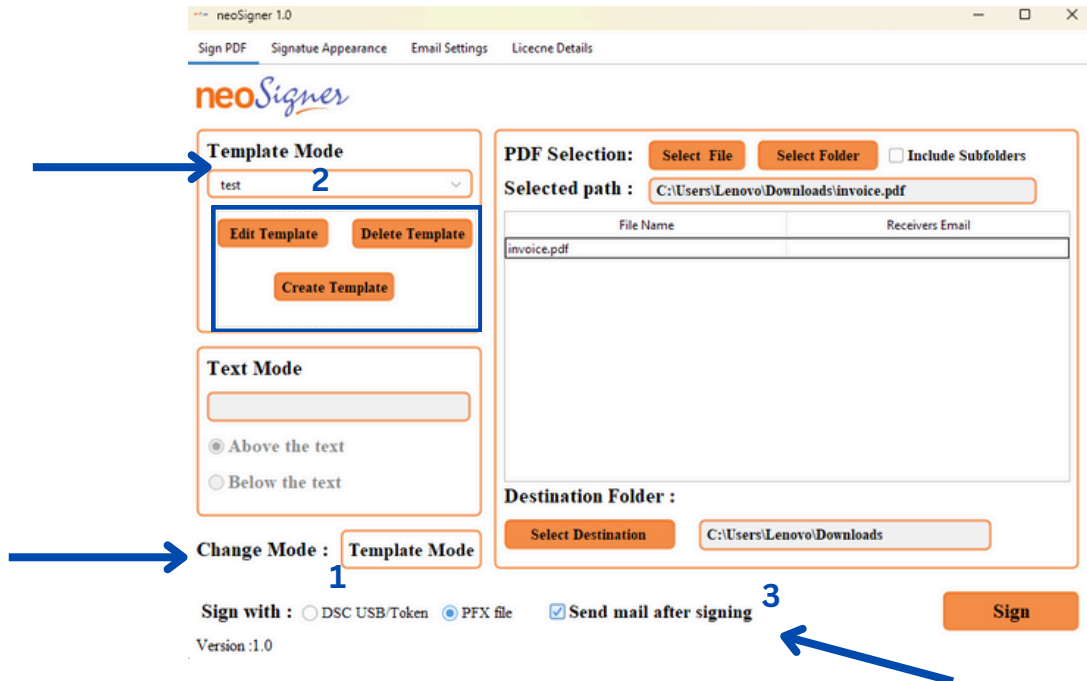


Step 5 : You can edit or delete any Template just by clicking on “Edit template” or “Delete template” button.

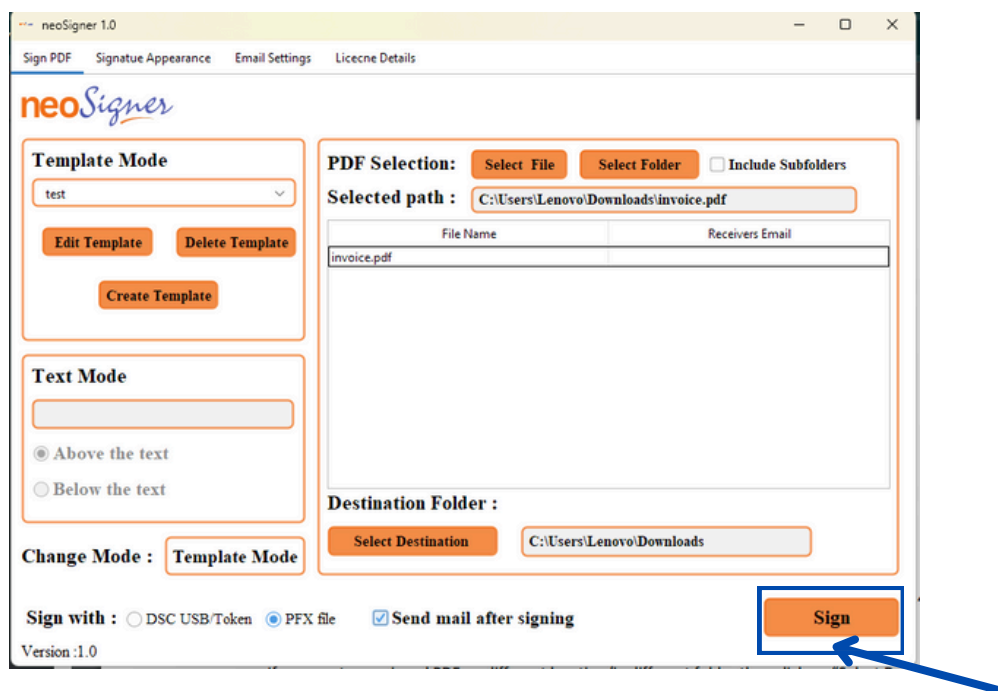


B) How to Sign with Template Mode :-

Step 1 : Click on “template Mode” then select the template. If you want to mail PDF after signing then tick on “Mail PDF’s After Sign”



Step 2 :- Click on “Start Signing” button



Step 3:

- You can select a Single PDF or a folder with multiple PDF to sign by clicking on “Select File” Or “Select Folder” button.
- If you want sign PDF saved in sub folder also, the just tick on “Include Subfolder”
- If you want save signed PDF on different location/in different folder then click on “Select Destination” button and select the folder.
- If you don’t choose Destination Folder our application will create a new folder in the name of “Signed PDF” in the same folder from which we are picking the PDF’s to get signed.

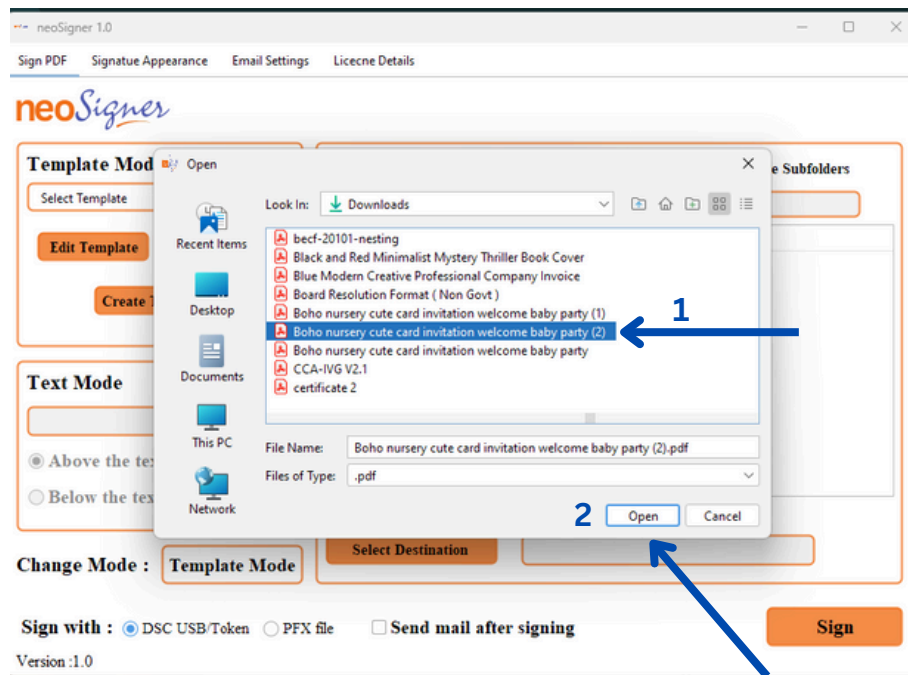
The screenshot shows the neoSigner 1.0 application window. The interface includes a top navigation bar with links for "Sign PDF", "Signature Appearance", "Email Settings", and "License Details". The main area is divided into several sections:

- Template Mode:** Contains a "Select Template" dropdown, "Edit Template", "Delete Template", and "Create Template" buttons.
- Text Mode:** Includes a text input field and radio buttons for "Above the text" (selected) and "Below the text".
- Change Mode:** A button labeled "Template Mode".
- PDF Selection:** Features "Select File" and "Select Folder" buttons, and an "Include Subfolders" checkbox.
- Selected path:** A text input field for the file path.
- Destination Folder:** Includes a "Select Destination" button and a text input field.
- Sign with:** Radio buttons for "DSC USB/Token" (selected), "PFX file", and a checkbox for "Send mail after signing".
- Sign:** A large orange button at the bottom right.

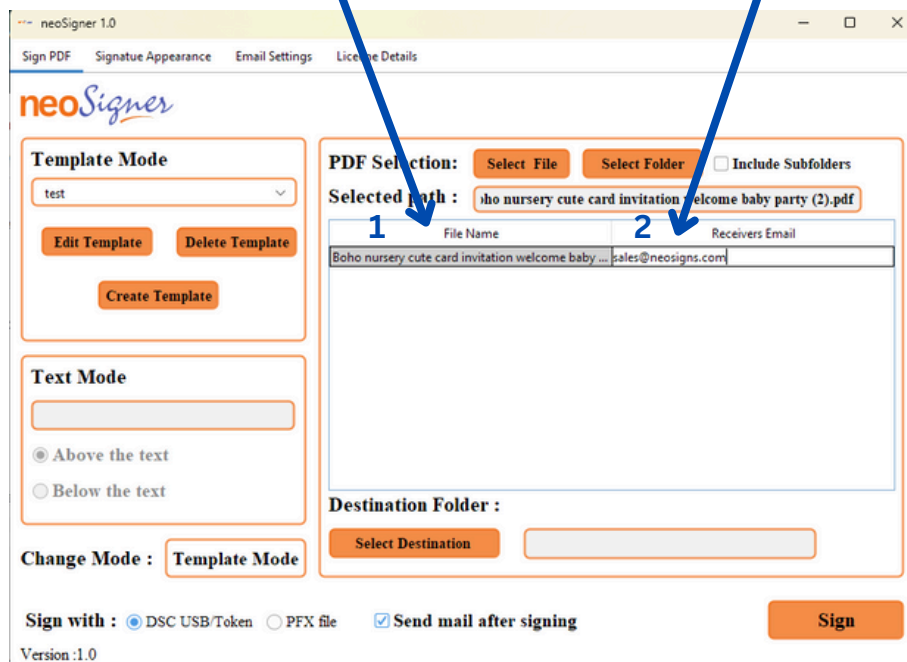
Version :1.0

Step 4 : Click on “Select Folder” button and choose the PDF in which you have saved PDF’s to be signed

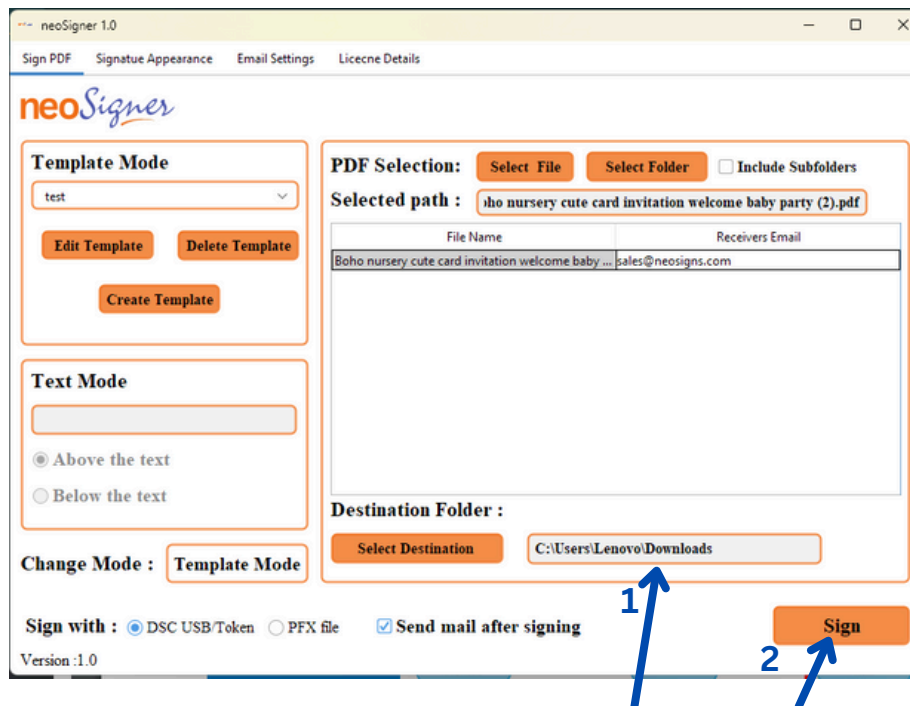
This screenshot is identical to the previous one, but with a blue arrow pointing to the "Select Folder" button in the "PDF Selection" section, indicating the next step in the process.



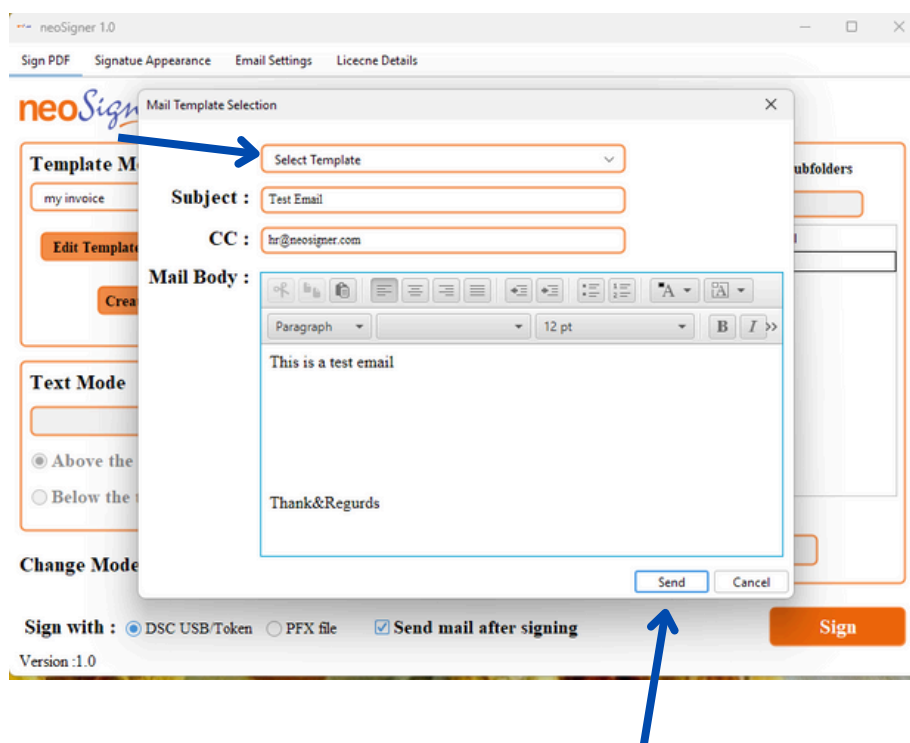
Step 5 : All PDF names will appear. Now just add receivers email ID and click on enter button



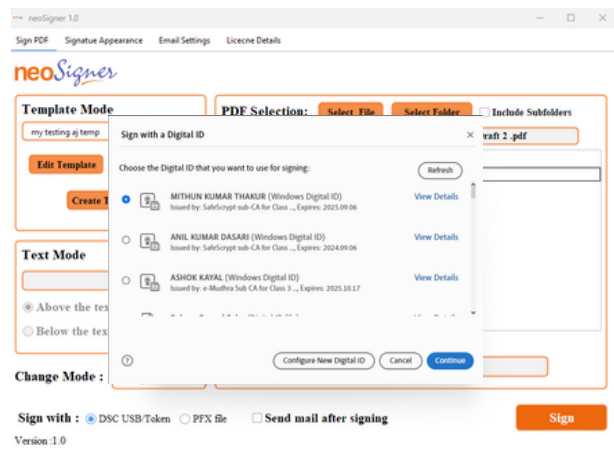
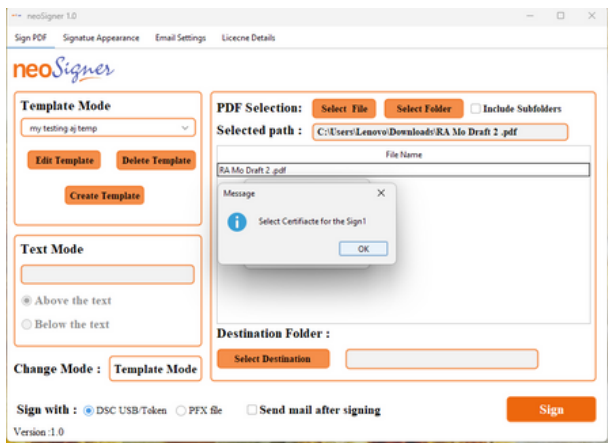
Step 6 : Click on “Select Destination” button if you want to save signed PDF in any other location.
Then click on “Next” button.



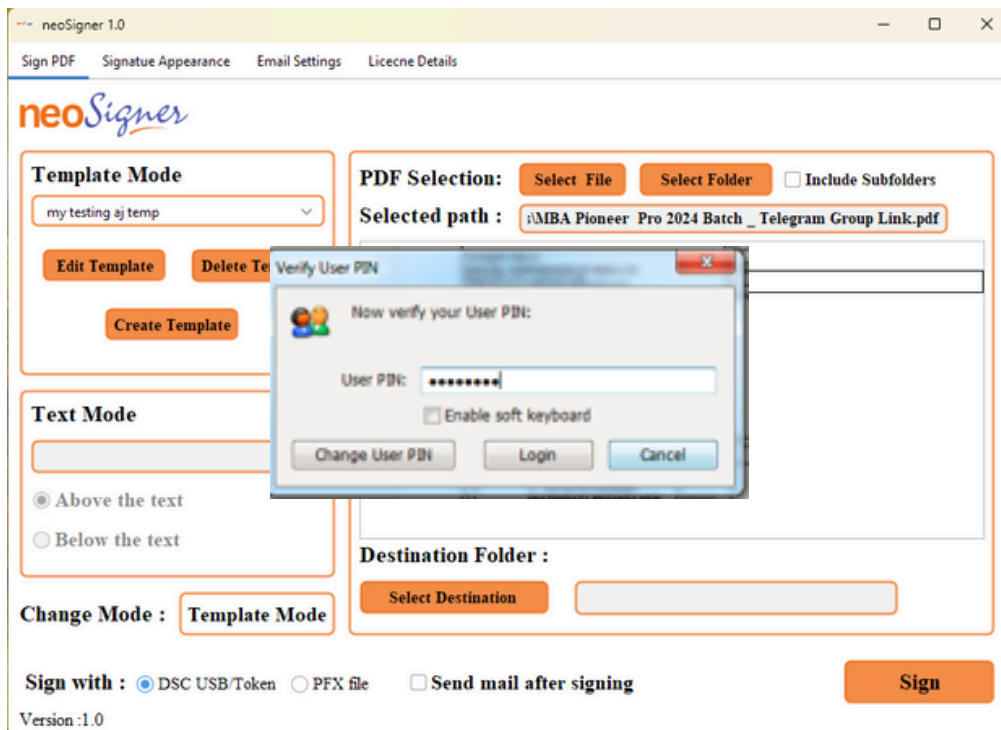
Step 7 : Now you can choose Email Template or you can draft email manually as you want. Once mail drafting is completed click on “Send” button.



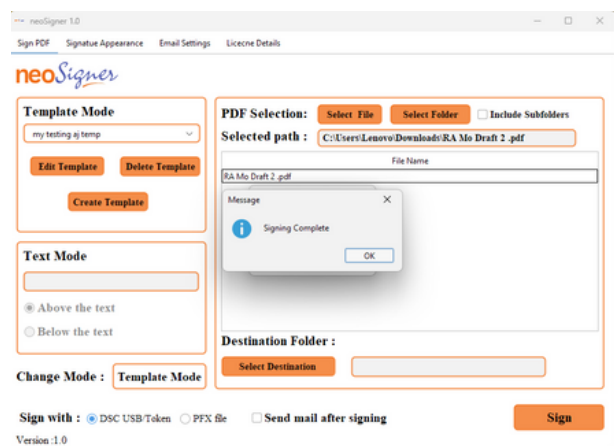
Step 8 : Now application will ask to choose a signature. Select the Signature and click on “Ok” button.



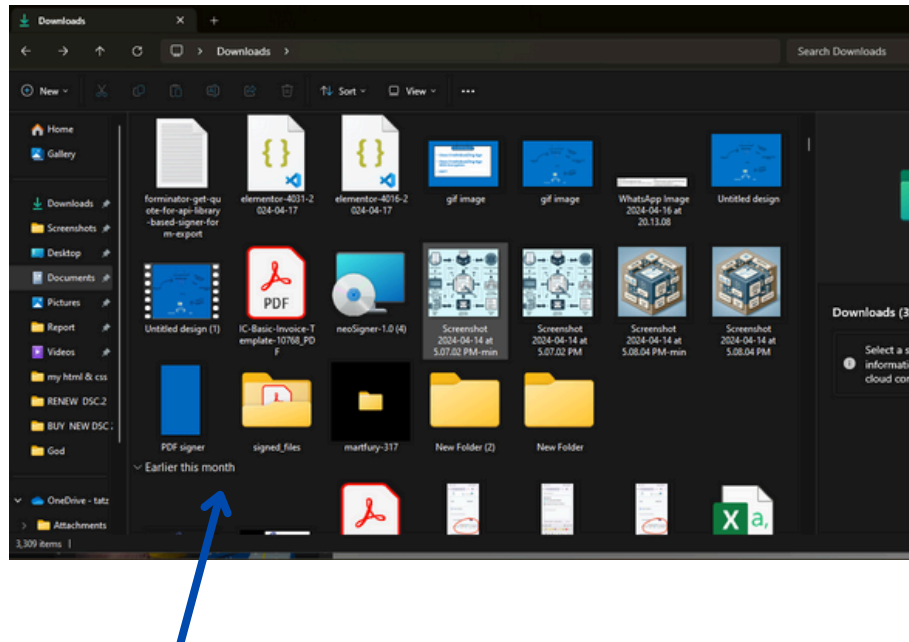
Step 9 : Enter USB token Password & click on “ok” button.



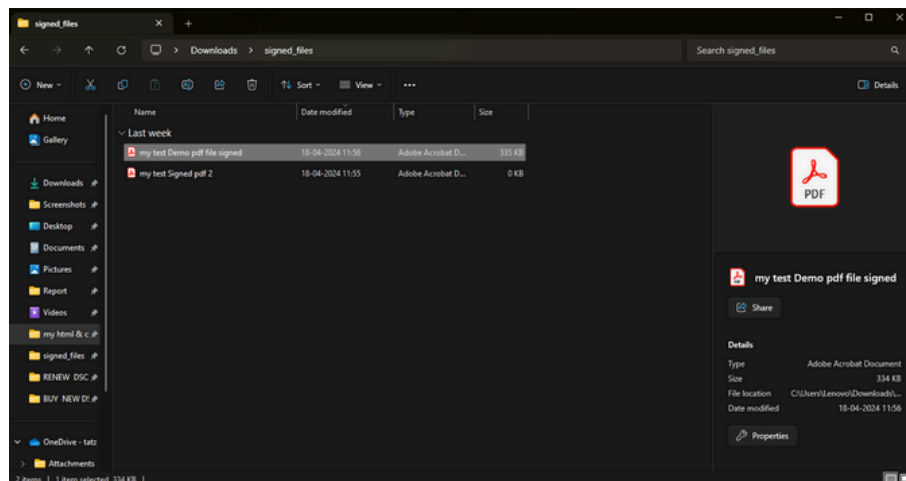
Step 10: Now all documents will get signed. Then same documents will be mailed on receiver’s email ID’s.



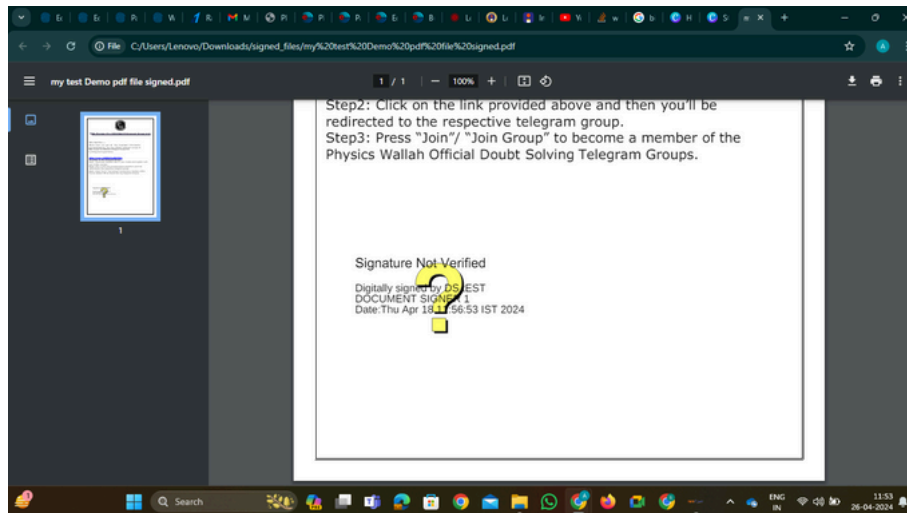
Step 11 : Now you can see our application has automatically created a subfolder in our existing folder and all signed PDF's are saved in the same. Open this subfolder



Step 11 : Now open any PDF.



Step 12 : Now you can see your PDF is signed and signature is appearing on the same position as you have set in Template.

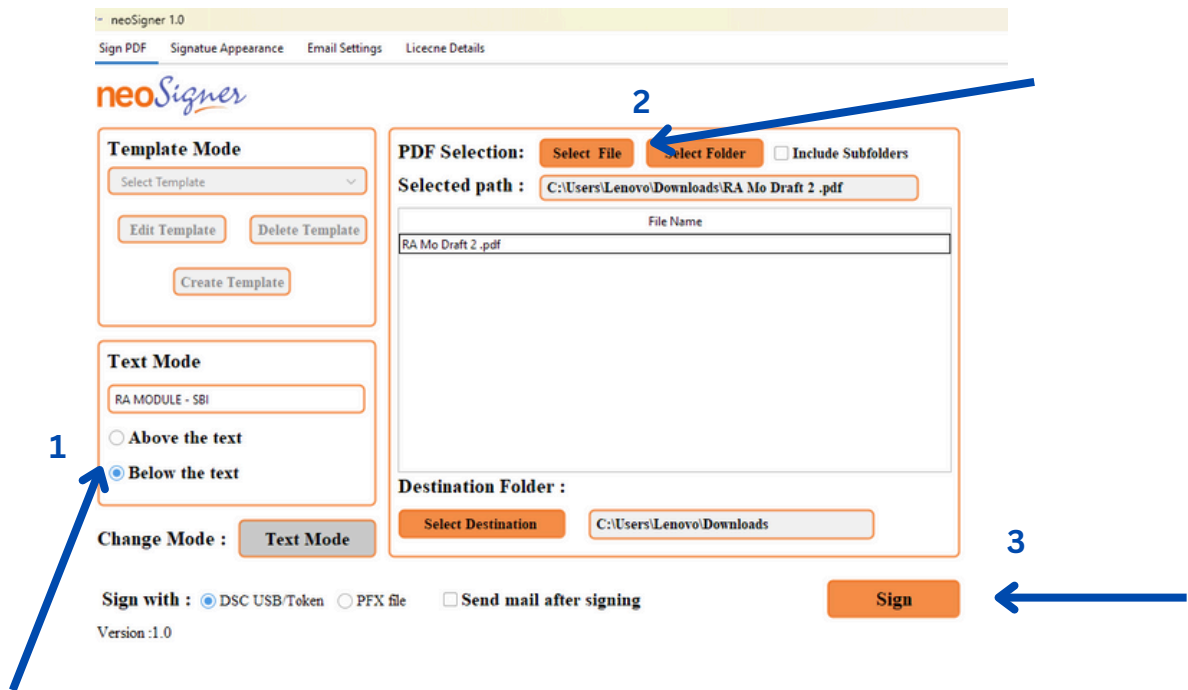


Signing With Text mode

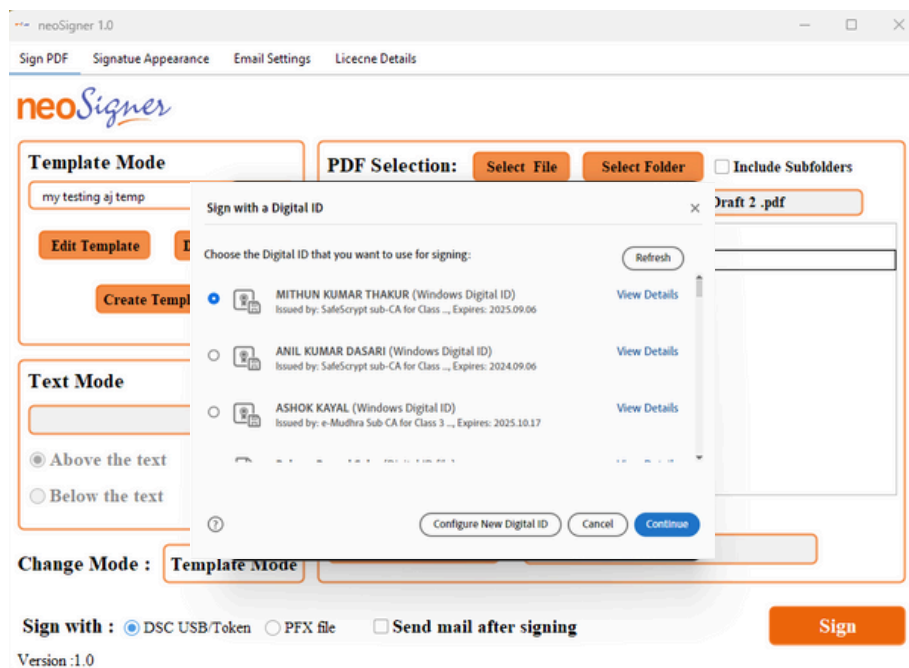
Step 1: Now you can see we have a unique Text (WWW.efilinginfotech.com) in our invoice & we want to sign above/below the same text. Hence we have copied this text and we are going to paste it in our application.



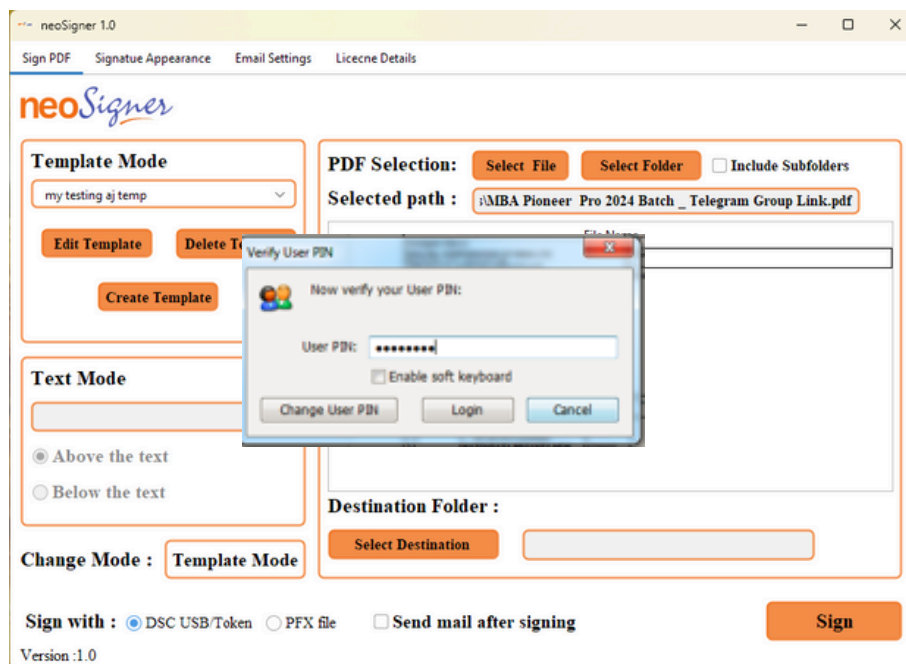
Step 2: Open the application. Click on “Text Mode” & paste copied text in “Search text” option. Set the gap between Searched Text and Signature appearance. Click on the button “Above The Text” or “Below The Text” as per your requirement & click on “Start Signing” button.



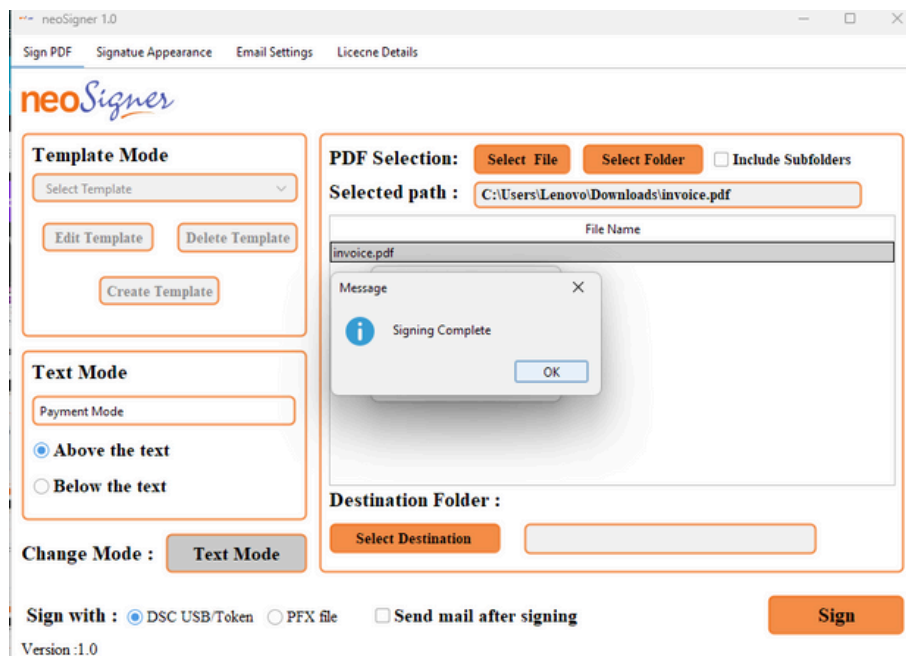
Step 3 : Select the Digital Signature with which you want to sign & click on “OK” button



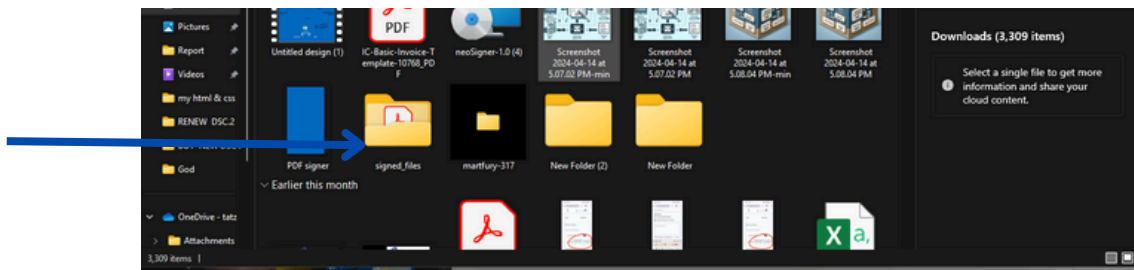
Step 4 : Enter USB Token password & click on “OK” button.



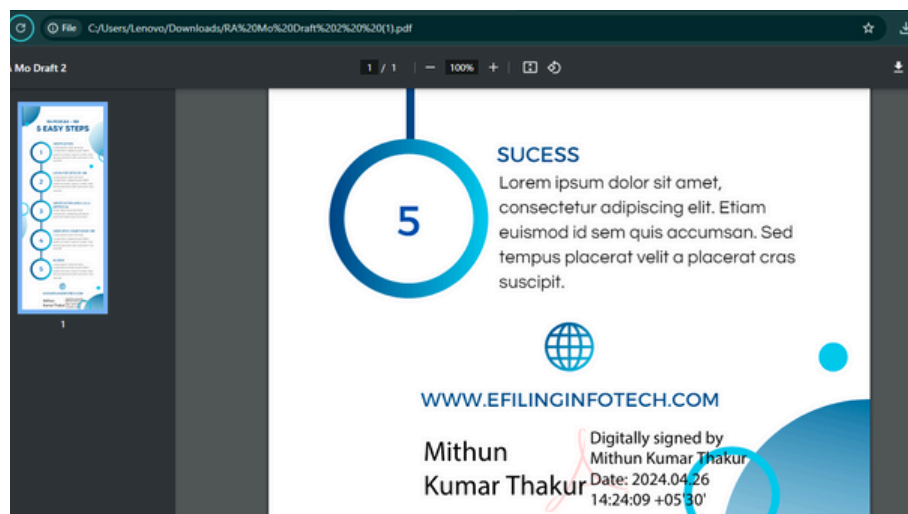
Step 4 : This message will appear once document will be signed



Step 4 : Now our PDF sign signed digitally and saved in subfolder in our existing folder.



Step 8: Open the subfolder “signed” and open a PDF saved in it. And now you can see documents is got signed digitally below the text “ Authorized Signatory” as we comanded.



THANK YOU

neoSigner