OpenText
THE CONTENT EXPERTS

OpenText Electronic Signatures

Electronic signatures for the enterprise

OpenText Electronic Signatures is an option for systems-based on OpenText Content Server, such as OpenText Document Management and OpenText Content Lifecycle Management. It is also part of the OpenText Extended Workflow package. By adding electronic signature capabilities to Content Server-based systems, Electronic Signatures provides a robust enterprise solution for managing a wide range of approval and change control processes.

Traditionally, a signature is provided on a document to indicate approval. With the introduction of digital processes, it has become increasingly difficult to effectively provide the same degree of authentication inherent in an ink signature. Electronic Signatures gives managers and other reviewers a regulatory-compliant means of signing-off on electronic documents, while matching the authenticity of a physical signature.

Enhanced audit trails capture the details of each signing event, including each signatory's full name, corporate position, the meaning associated with their signing (for example, Approval), and the time and date. The same signing information can be applied to a rendition of the original document that is more widely distributed and is visible when the document is printed.

Enable paperless office

Electronic Signatures provides a robust enterprise environment to manage electronic records and their associated signatures, effectively replacing traditional paper records and ink signatures.

Provide full audit trail

Electronic Signatures supports full document lifecycle control with associated history of creation, revision, approval, distribution, and archiving.

Streamline business processes

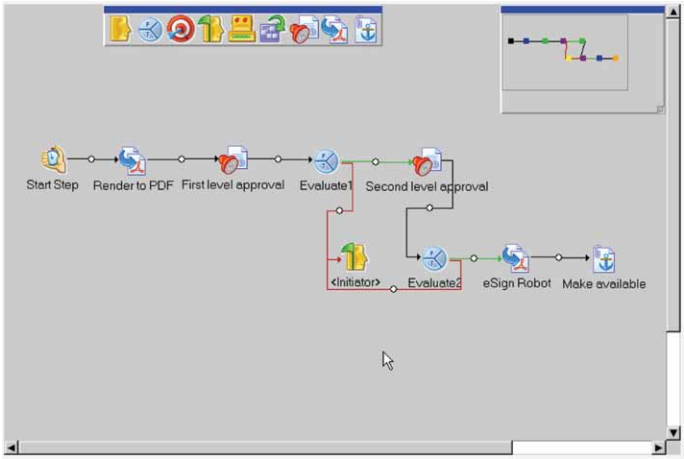
Accelerate the document approval process and facilitate tracking while reducing paper work and manual practices.

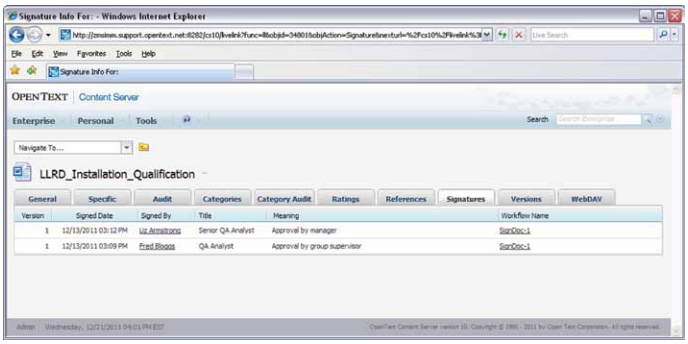
Minimize risk, enhance accountability

Minimize exposure to risk associated with audit, regulatory, and litigation issues, and ensure and enhance corporate accountability.

Support regulatory requirements

Comply with the United States Food and Drug Administration's 21 CFR Part 11 regulatory requirements for electronic records and signatures.





Features

- Adds a signature page selected from available templates to a PDF rendition of the document being signed. At each signing event, the relevant information is added to the signature page.
- Provides the ability to sign PDF forms by adding signing information into predefined forms fields.
- Provides the ability to add watermarks to the document at any point in the workflow. Also provides the option to apply PDF security controls to prevent printing, modifying, and/or selection of text and graphics.
- Maintains associations between source documents, signed copies, and renditions.
- Optionally creates a generation of each signed rendition to enhance document security and enable separate management of controlled source documents and more widely distributed renditions.
- Adds three new steps to system workflow functions to enable signing events, automate PDF manipulation, and create pre-signature document generations.
- Provides comprehensive signing event information including the meaning associated with the signature, the full name of each signatory, their current position at the time of signing, and the time and date of signing.
- Supports assignment of signature requests to individual users as well as groups.
- Provides for a two-part authentication (username and password) at each signing for each signatory.
- Adds new Signing Administration features that can be assigned to specific, authorized users who can assign and revoke the signing rights of other users.
- Extends the Content Server security model:
- Lock-out users that exceed a specified numbers of failed login attempts.
- Specify session expiry based on inactivity according to groups.
- Prevent users from simultaneously logging in from different IP addresses.
- Provides a new method of initiating workflows from document drop-down function menus.
- Optionally displays username and time on every Content Server page.
- Works with Content Server user domains.

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