



SOLUTION DESCRIPTION

Legally binding, electronic approval processes

Implementation of paperless workflows with signatures & time stamps

The business process

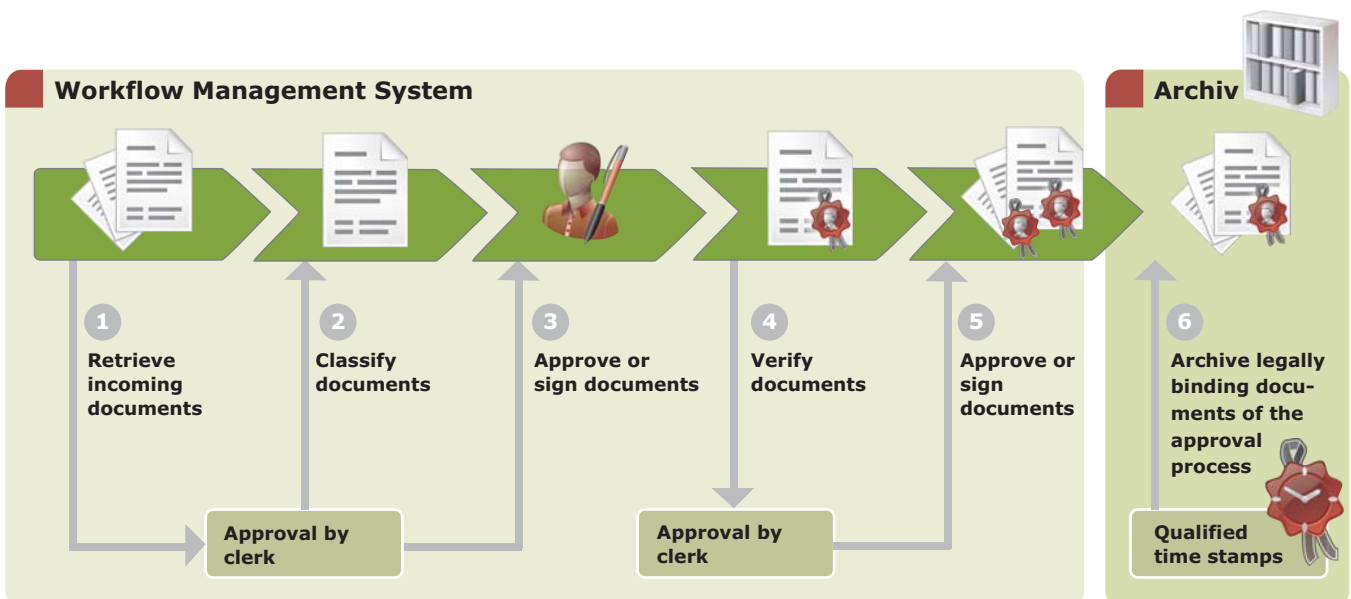
The legally binding approval by different employees is often essential for handling business processes. In many cases, these employees are at different locations. This entails high costs for copies and for sending files. Another factor to be taken into account are the lengthy processing times, which generate additional costs. As soon as all approvals have been granted, the documents have to be stored as long as possible in order to document and prove the process in compliance with the law.

The use of signatures and time stamps enables such workflow processes to be replicated in a manner that is paperless, legally binding and more cost-effective.

Hence, approval processes can also be accelerated over long distances and costs reduced for copying, printing, distributing and archiving, for example. An additional benefit lies in the fact that electronic processes can be monitored centrally. Consequently, it is possible to intervene at any time to make corrections in the event of increased processing times. The same also applies during the monitoring of errors and manipulations. This additional control and documentation feature is particularly helpful for persons responsible for processing who also have to monitor, document and finally approve several approval procedures at the same time.

The implementation

Personal signatures and time stamps – individually or in combination – can be integrated in the process depending on the requirement. Personal signatures are used if it is necessary to prove in detail which employee approved a specific document. Time stamps also document when this approval was given. In most cases, it is possible to finally "freeze" the entire process with a time stamp. In this way, all approvals, including the signatures, are protected electronically over a long period.





SOLUTION DESCRIPTION

Security with multiple signatures

Approvals are interconnected in many processes. In these cases, an approval can only be given when the previous process step has been completed or its approval has been given.

Even these processes can be replicated in the workflow in compliance with legal requirements by means of electronic signatures.

All signatures can already be verified automatically during the approval process with the aid of the Signature Check Server. The respective verification results are provided as additional information. In this way, subsequent approvals can be made contingent upon the decisions of the predecessors.

The Signature Check Webservice can be used for subsequent spot check verifications. This service has been specially designed for the simple verification of electronic signatures. It can be used by any user with an internet connection. The time-consuming and expensive installation of additional software on the client workstations is not necessary.



Products for this solution

can be used individually or in combination

- eSign Client Module
- eTimeStamp Module
- Signature Check Server
- Signature Check Webservice

Profile

► Cost reduction & process acceleration

- Reduction of distribution costs, copies and personnel costs for the forwarding of files
- Reduction of the paper archive
- Permanent access to all processes (also in parallel)
- Automatic, central monitoring
- Immediate correction possibility in the event of errors and delays

► Security & easy implementation

- Legally binding procedures by the use of qualified signatures and time stamps in compliance with the German Signature Act and EU Signature Directive
- Automatic generation of time stamps without interaction of employees
- Signature verification without additional software on every workstation with internet access is possible
- Signature and time stamp functions are already preinstalled as standard with many workflow and document management systems