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6.1 – Preferences Screen Display
1.0 – The pDoc Pro eSign Software System Overview

1.1 – System Description

The Topaz pDoc® Pro eSign Software System provides an electronic signature transaction solution for network environments where a system operator pushes a PDF document from their PC (called the server) to any of a number of client devices (Android tablets, iPads, Windows tablets, or tablet displays) for transaction review and signing. The document can be a PDF form, contract, or other document for the user to sign and optionally to fill in text boxes, check boxes, and radio buttons, and to select items from lists. When the transaction is complete, the client software sends the completed document back to the server where it is stored and available to the operator. The client can then go to sleep until it receives another document for signing.

This system is a scalable “one-to-many” system where one server system can control the concurrent signing of unique transactions on multiple tablet devices. A typical environment is shown below. The network connections can be wired or wireless, with the host server and clients on the same network. Android clients are typically connected to the network through WiFi.

In addition, the pDoc® Pro eSign Software System can work as a “many-to-many” esignature system where multiple servers can push documents to any of a number of clients. The pDoc Pro System manages potential communication conflicts, so that if a client tablet is busy presenting a document for signature to one user, then other servers will see that that client is busy and will not be able to push a document to that client tablet until the current user has completed their signing transaction.

pDoc Pro Client software is unique among signature apps in that every pDoc Pro signature is captured and saved in a unique distinguishable form, unlike other simple approaches which use only signature images or fonts. For valuable electronic transactions that must stand up to scrutiny, pDoc Pro Client’s biometric signatures are the de facto standard for professional applications in business, finance, health care, law, real estate, etc.

1.2 – System Components

The pDoc Pro eSign Software System comprises:

- One or more pDoc Pro Clients. The two components of a pDoc Pro Client are
  - A client computer, which can be an Android tablet, Apple iPad device, a Windows tablet, or a PC with a signature pad or tablet display. This document describes the Android pDoc Pro Client.
  - The pDoc Pro Client Software that runs on the client device as a dedicated application
• One or more pDoc Pro Servers. The components of a pDoc Pro Server are
  - A Windows PC
  - The pDoc Pro SDK Server software or the pDoc Pro App Server software. These software packages comprise separate administrator and originator modules.

1.3 – System Architecture

In the standard configuration shown below, the pDoc Pro Server runs on a desktop PC and pushes blank documents to the tablet clients and receives signed documents back from the clients. While this diagram shows only Android clients, a pDoc Pro system may contain Android, Windows, and iOS clients. The network connections can be wired or wireless; the host PC and the clients should be on the same LAN. However, it's common for tablet clients to be connected to the LAN through Wi-Fi and the PC to be connected to the LAN through a wired network interface.

pDoc Pro eSign Software System Standard Configuration

* pDoc® Pro Server comprises the Administrator and Originator functions
In the Citrix configuration shown below, the pDoc Pro Server software runs on a Citrix Xen App Server and pushes blank documents to the clients and receives signed documents back from the clients. The person using the server software uses a Citrix client Android/tablet running the Citrix Receiver software, and sees the server software as if it were running on the local PC. Again, the network connections can be wired or wireless; the server, the client PC, and the clients should be on the same LAN. However, it’s natural for tablet clients to be connected to the LAN through Wi-Fi and the PC and the server to be connected to the LAN through wired network interfaces.

*pDoc® Pro Server comprises the Administrator and Originator functions*
1.4 – System Operation

A typical transaction using the pDoc Pro eSign Software System consists of the following steps:

1. Pushing a Blank Document Form from the Server PC to the Client
   a. The system operator selects a document for the customer to fill in and sign and selects the client device the customer will use to fill in and sign the document
   b. The system operator clicks the Push Document to Client button, which sends the document to the client
   c. The server can also send documents to the Android tablet client automatically without operator intervention. See the server user manual for details.

2. Filling in and Signing the Document on the Client
   a. Customer uses the pDoc Pro Client Software to fill in form fields and sign the document on the client device
   b. Customer taps the Done button, which sends the signed document back to the pDoc Pro Server

3. Saving the Signed Document on the PC
   a. The pDoc Pro Server Software receives the signed document from the client, saves it automatically in a specified folder, and indicates on the GUI that the completed document has been received and saved
   b. The system operator uses the pDoc Pro Server Software to confirm completion of the transaction and receipt of the client from the customer
2.0 – pDoc Pro Client Software

The pDoc Pro Client Software is the client software running on both dedicated and non-dedicated pDoc Pro clients. Typically, an Android tablet that will be used by several people in turn operates in dedicated mode, i.e., it is only used for the pDoc Pro Client application. An Android device that is used by one person typically runs the pDoc Pro Client Software in non-dedicated mode, i.e., the user will use the Android device for other functions in addition to the document signing.

Depending on the client usage set when pushing the PDF, the pDoc Pro Client will act as either a Signing client or an Annotating client. Version 2.0 supports form field filling and signing; annotation support will be added in future versions.

In signing mode, clients can use an on-screen keyboard to fill in form fields and the stylus or their finger to sign digital signature fields in the PDF documents pushed to them. In signing mode, each signature is encrypted and embedded into the PDF document, and a checkpoint snapshot of the document is made, so that changes to the document made after the signature can be tracked. It is the most secure form of digital signing.

There are two major components in the pDoc Pro Client software:

- pDoc Client Screen
- Home Screen

2.1 – pDoc Client Screen

If the document received by the client is for signing operation, the pDoc Client Screen allows signing of PDF documents in a legally binding and secure manner. You can embed handwritten signatures into PDF documents using this application. The pDoc Client Screen also allows filling of form fields. The pDoc Client Screen captures handwritten signatures written with a finger or stylus. The pDoc Client Screen captures handwritten biometric signatures. The captured signature is shown in the corresponding signature field in the document and can be viewed and verified in pDoc Signer, or by other PDF document rendering applications like Adobe Acrobat and Reader.

2.2 – Home Screen

The Home Screen application runs when the pDoc Pro Client is not serving any signing requests. It displays a default information screen or a customized single page PDF.
3.0 – Installing pDoc Pro Client Software

3.1 – Before You Begin

- pDoc Pro Client Software runs on an Android Tablet
- Make sure you have the Android OS 5 or later version running on your device

3.2 – Downloading the pDoc Pro Android Client App

The pDoc Pro Client software is available from the Google Play Store. Access the store on the Android tablet, search for pDoc Pro, and install the app on your device directly from the store.

3.3 – Make a Dedicated pDoc Pro Client

The pDoc Pro Client application running on Android device is not developed as a Home Screen or Launcher app. For dedicated operation, users may want to employ 3rd party software, for example SureLock and KioWare.

3.4 – Permissions Required

The pDoc Pro Android Client application requires the following access permissions to run correctly.

- Location - To access the device’s location
- External Storage - To access photos, media, and files on the device
- Camera - To take pictures and record video

Whenever your device requests for the above permissions, you are requested to grant them for the pDoc Pro Android Client application to function correctly.
4.0 – pDoc Signing Screen

The following screenshot of the pDoc Signing Screen on the pDoc Pro Client shows the user interface and a sample document to be filled in and signed.

**Done button**

```
1. Patient Information
   Name
   Street Address
   City
   State, ZIP
```

2. New Patient
   - Yes
   - No

3. Family History
   Check for family members still living
   - Mother
   - Maternal Grandmother
   - Maternal Grandfather
   - Father
   - Paternal Grandmother
   - Paternal Grandfather

4. How did you hear about us?
   - Internet Search
   - Newspaper Ad

5. Approval Signatures
   We affirm that the information above is correct and approve using electronic signatures.
   - Sign Here
     Patient
   - Sign Here
     Patient Representative
4.1 – Basic Operations

4.1.1 – Opening PDF Documents

The pDoc Pro Client automatically opens a PDF document in the pDoc Signing Screen when it receives the document pushed from the pDoc Pro Server. When it opens the PDF document, the pDoc Signing Screen displays the first page of the document. If the PDF document that is being opened is a secured document, the following dialog is displayed prompting for “Open Password” to open the document. If the user provides the correct password, then the document is opened, otherwise an error message will be displayed.

"pDocSigner_QuickGuide (open)" is password protected

PDF password

CANCEL OK

4.1.2 – Navigating and Viewing PDF Documents

You can scroll through a document’s pages horizontally by swiping across the page left or right. To zoom in and out of a particular page, use the zoom gesture.

If a page is zoomed in you can scroll around the page by the touch, hold, and move gesture.
4.1.3 – Closing and Saving PDF Documents

After the user fills in the form fields and signs the appropriate signature spots, and then taps the Done button (the check mark in the circle icon), pDoc Pro Client presents the following window. If the user taps the “I AGREE” button, pDoc Pro Client closes the signed document, and sends it back to the pDoc Pro Server where it is saved for future reference. pDoc Pro Client then closes the signing screen, deletes the local copy of the PDF, and shows the Home Screen to await the next document pushed to it. If the user taps the “I DO NOT AGREE” button, pDoc Pro Client closes the message window so that the user can continue to read the document, fill in form fields, and sign it.

During the course of signing a document, if a user decides they do not want to complete the form and want to terminate the signing session, they can tap the Cancel button (the X in the circle icon), whereupon pDoc Pro Client presents the following window:

If the user taps the “YES” button, pDoc Pro Client deletes signatures and data that have been entered into the document, notifies the pDoc Pro Server that the signing session has been cancelled, deletes the local copy of the PDF, and shows the Home Screen to await the next document pushed to it. If the user taps the “NO” button, pDoc Pro Client closes the message window so that the user can continue to read the document, sign it, and fill in form fields.
4.1.4 – Signing Session Timeout

If a user does not complete a signing session within the specified timeout period (the default is 10 minutes), pDoc Pro Client will terminate the session and perform the actions above as if the user had cancelled the signing session.

4.2 – Electronic Signatures

4.2.1 – Signature Spots on the Signing Screen

A principal feature of the pDoc Pro Client is its ability to capture electronic signatures written on the client screen and securely embed the signatures into digital signature spots in a document. When the pDoc Pro Client receives a PDF document containing signature spots, it opens the document in the pDoc Signing Screen and displays the signature spots that are available for signing as black rectangles, as shown above.

4.2.2 – Signature Capture Process

Tap a black electronic signature box to initiate the act-of-signing. A signature capture window will open as shown in the screen shot below. Sign in the signature box using your finger or client stylus and tap the Save button (the floppy disk icon) to indicate that that you have completed your signature. pDoc Pro Client will close the signature capture window, embed the signature in the signature spot in the document, and display the updated document.

If you tap the Undo button (the looping arrow pointing back icon) on the signature capture window, it will clear the window so that you can start signing once again.

If you tap the Cancel button (the X icon), the signature capture window will close and discard any partial signature you have entered in the signature capture window.

Once the act-of-signing is complete, the form fields in the document that are designated to be made read-only when this field is signed become read-only.
Signing Existing Digital Signature Fields in PDF Documents

Step 1: Capture the signature

- Touch a signature field, which is indicated by a black rectangle.
- A “Sign Here” window will open.
- Write your signature in the “Sign Here” window using your finger or a stylus.
- Touch the “Done” button.
- The “Sign Here” window will close and the signature field will be signed.

Note: You do not have to be connected to the internet to capture your signature.

- Touch the “Save” button to save your signature.
- Touch the “Undo” button to undo the last action.
- Touch the “Cancel” button to cancel the operation.

Warning: Before sending, make sure that the operation has not been cancelled.

Note that a locked document cannot be unlocked before distributing.

- Touch the “Lock” button to lock the signed PDF document, or touch the “Cancel” button to cancel the operation.
4.2.3 – Adding a signer photo to the signature

Sometimes a signer photo may be required to be added to a signature. To add a photo to the signing window, touch on the Photo button to take a picture of the signer. The captured photo will be cropped to include only the section indicated by the preview portrait guidelines.
4.3 – Filling Form Fields

When the pDoc Pro Client receives a PDF document containing form fields, it opens the document in the pDoc Signing Screen and displays the form fields that are available for filling at appropriate locations. The form fields supported are Text Boxes, Radio Buttons, Check Boxes, List Boxes, and Combo Boxes.

4.3.1 – Text Box

When you tap inside a text box, the signing screen shows a blinking cursor. Enter text into the text box using your keyboard. Both single and multi-line text boxes are supported.

4.3.2 – Radio Button

Tapping a radio button will select it and deselect any other radio button in that group that had been selected.

4.3.3 – Check Box

Tapping a check box changes its status from unchecked to checked or vice-versa.

4.3.4 – List Box

Tapping an entry in a list box highlights it if it had not been selected; if it had already been selected, it unhighlights it. Note: With some documents with the list box scroll bar could be very narrow and difficult to manipulate. In such cases scrolling may be done using the stylus or by zooming the document and scrolling with touch.

4.3.5 – Dropdown Box

Tapping an entry in a dropdown box either highlights it or unhighlights it depending on the original state, and provides the capability to select an item from dropdown list.
5.0 – Home Screen

5.1 – Home Screen Display

The Home Screen runs on a pDoc Pro Client when it is in idle mode and not serving a document signing request from a pDoc Pro Server. See the screen shot below.
5.2 – Replacing the Home Screen Display

The Home Screen runs when the pDoc Pro client is idle and not serving any documents. The default home screen can be replaced with a different one following the steps below:

1. Create a PDF document with name Idle.pdf. A single page PDF is recommended.
3. The pDoc pro Client Android app replaces the default home screen with the new PDF and sends back form not changed status.

Note: Future versions of pDoc Pro Client for Android will support pushing images and videos from the server to play as the home screen.

6.0 – Preferences Screen

6.1 – Preferences Screen Display

The Preferences Screen can be launched by tapping on the pDoc pro Icon on the top toolbar. The Preferences screen captures and persists the signature information: First Name, Last Name, and Email. These details are embedded into PDF signatures along with the biometric signature information to identify the signer.

The Local IP field displays the IP address of the device.

The ClientID field is for specifying the pDoc Pro Client license key if required. The pDoc Pro Client paid application downloaded from the Google Play Store has a default license key coded in the software, and there is no requirement to enter information in the ClientID field. If a key is specified it will be verified instead of the default key coded within the software with the pDoc Pro server before a signing session is started.
DEFAULT SIGNATURE INFORMATION

EA

Smith

easmith@demo.com

Enter name and email address to associate with signatures. This information can be changed for each signature field when signed.

LOCAL IP

192.168.2.4

ClientID

Enter server details to register a license key.

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