

Choose and configure workflows

Guilhem VERGON - 2024-03-15 - Validate and sign your documents

Choose and configure workflows

Workflows allow you to digitally validate or sign your documents and save valuable time, they can be activated by your administrator

Choose the adapted flows to your needs

There are 5 types of feeds available on your platform, each adapted to your needs for operation and legal value:

- Single document validation
- Multiple document validation
- The digital signature
- The certified signature by a trusted third party, authorized to sign official documents, with 2 levels of certification

Document validation

Validation can work with registered users as well as external correspondents. However, it is most often used for internal requests and does not generate a signature on documents. Its purpose is to facilitate authorization or validation requests that do not require a visible signature on the document.

Multiple Validation

Multiple validation allows you to select several documents to be validated in one go, for maximum efficiency.

The digital signature

The digital signature allows you to put a visible personalized signature stamp on your documents.

The signature certified by a trusted third party (eIDAS)

Like the digital signature but certified by a third party, there are 2 variants:

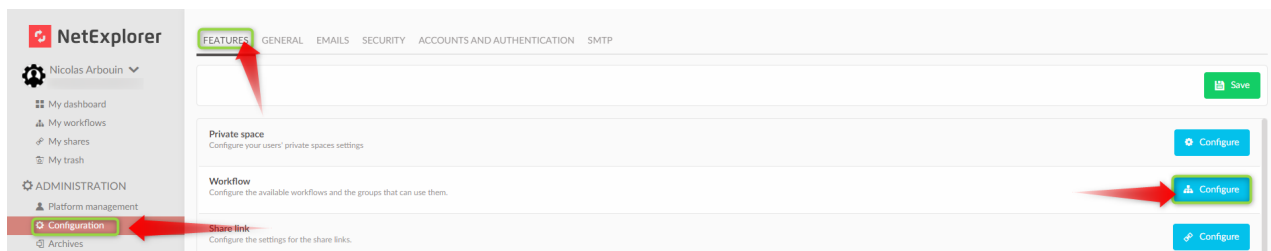
- The simple eIDAS signature


- The advanced eIDAS signature, which requires proof of identity from the signatories


This part is reserved for platform administrators

Configure workflows

As an administrator, go from the navigation pane to the configuration, FEATURES tab



Then clic "configure" button 

Choose the feed you want to configure, and define the groups having access to the feeds by clicking the  button

Configuration of workflow ✕

Document validation ⚙️
Status : **Active**
This workflow will allow you to submit a document for validation to internal or external users of the platform. They will receive a unique link by email in order to validate it.
Configured for : 3 Groups

Digitized handwritten signature ⚙️
Status : **Active**
Put your signature on documents.
Configured for : 2 Groups

Electronic signature via trusted third party (eIDAS simple) ⚙️
Status : **Active**
Signature with legal value in accordance with eIDAS regulations.
Configured for : 2 Groups

Electronic signature via trusted third party (eIDAS advanced) ⚙️
Status : **Active**
Advanced Signature Legally complies with eIDAS regulations. Includes checking the identification of the signatory.
Configured for : 2 Groups

To find out about the settings, you can [Acces the file](#)

eIDAS specificities

The overall sequence of the signature operation will be exactly the same as above, with a small nuance therefore:

1. For the simple eIDAS signature, each of the signatories must confirm their signature, by validating a code received by SMS
2. For the advanced eIDAS signature, each of the signatories must confirm their signature, by validating a code received by SMS and sending a copy of their identity document or other official document. (national or European identity card, passport or residence permit)

3. The maximum document size is limited to 10MB on digital signatures and eIDAS

Tags

document

documents

eidas

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signature

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signer

validation

valider