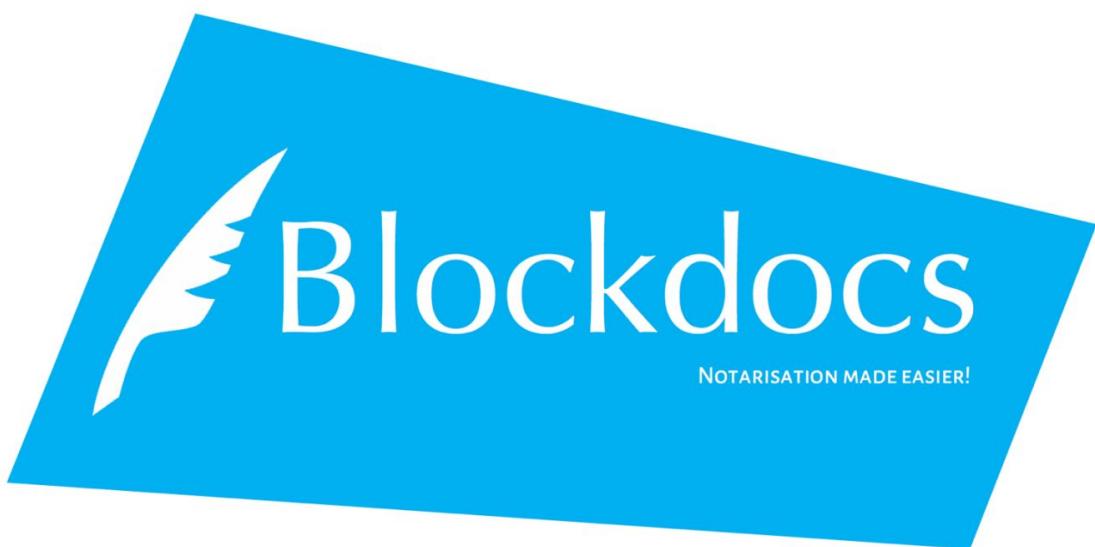




## BLOCKDOCS USER MANUAL



**Team 16:** Sadir Abdul Hadi, Kristelle Feghali, Alexandru Chiriac

Client



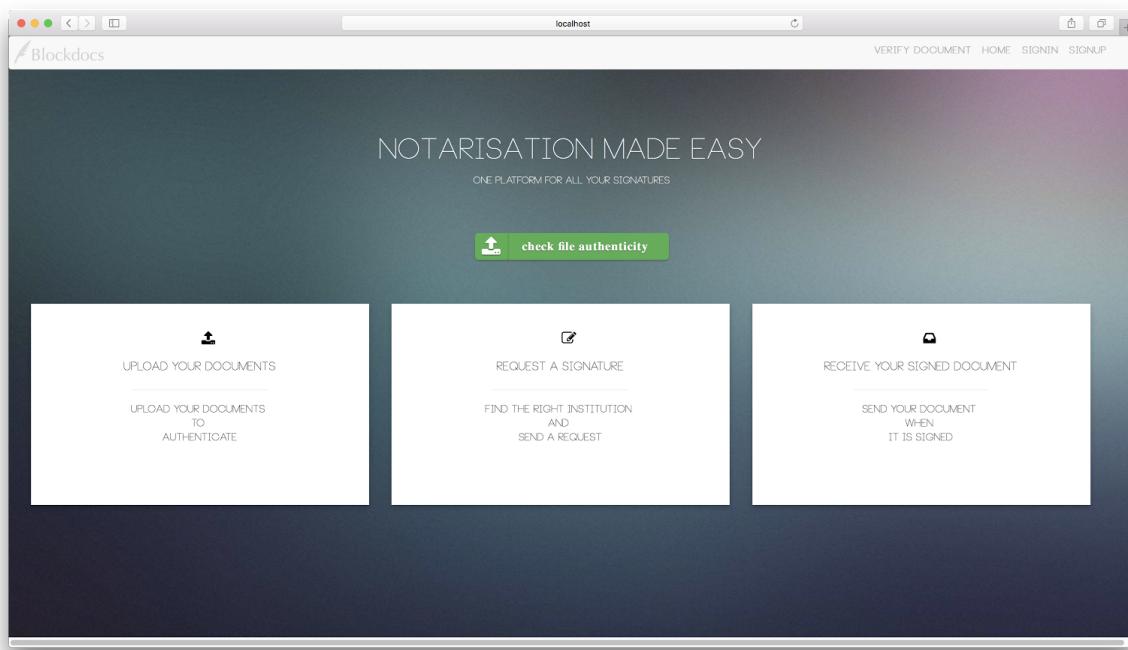
# Overview

Blockdocs allows users to upload pdf files and request them to be signed by authorised institutions in 3 easy steps. Alternatively, users can also check if a document has been already signed. This guide is going to teach users, institutions and non registered authorities how to access and use our app.

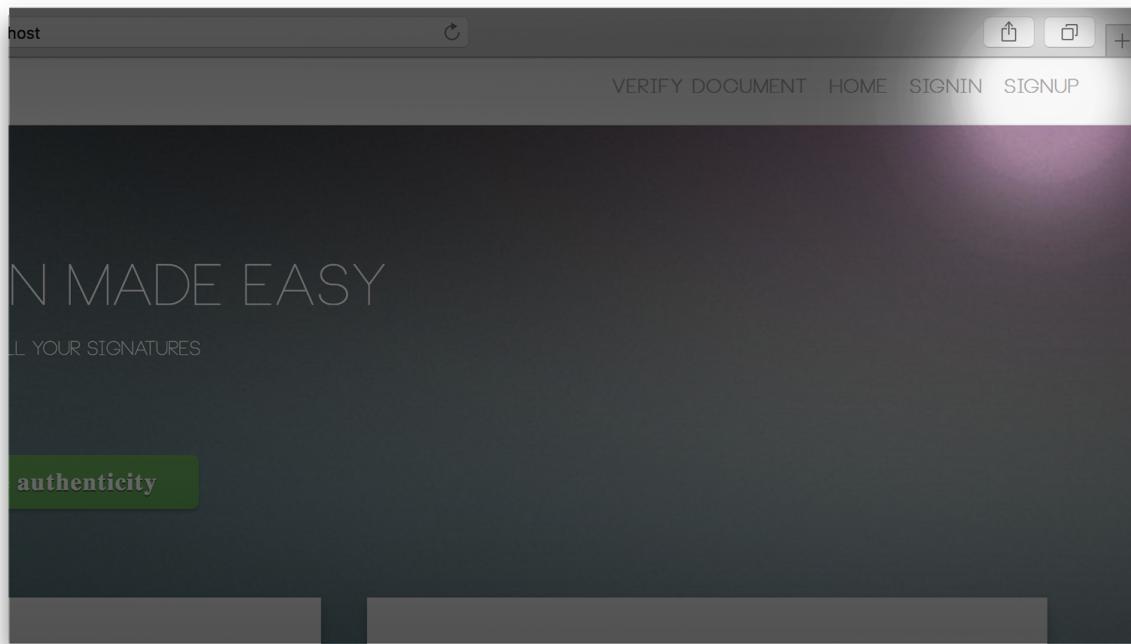
## A. The regular user's guide

### Step 1. Sign up / Sign in

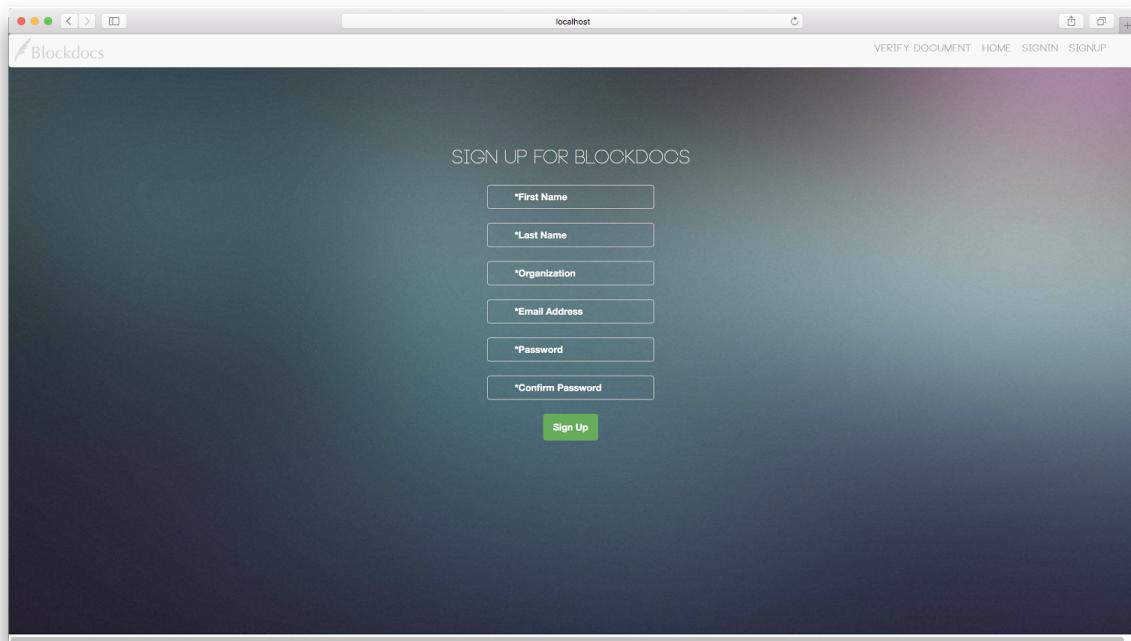
Upon first accessing our website, users are directed to our home page which explains the main functionalities of our app.



To start using it, users must first create an account by clicking on the signup button on the top right corner.

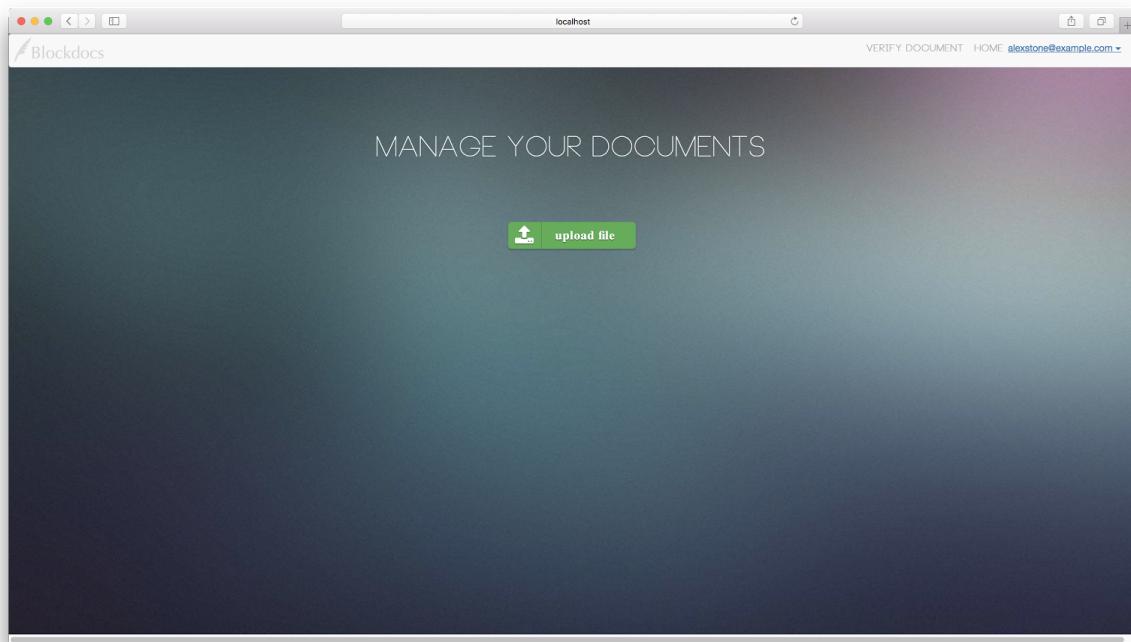


After clicking the signup button, users are redirected to the signup page, where they can enter their details to create an account.

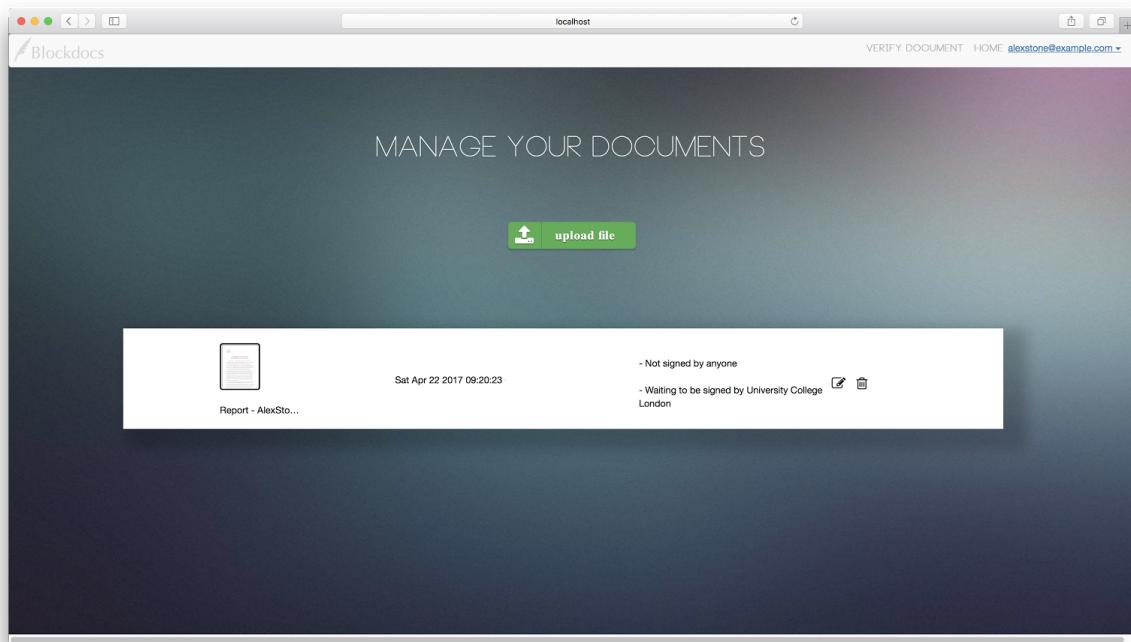


## Step 2. Upload a document

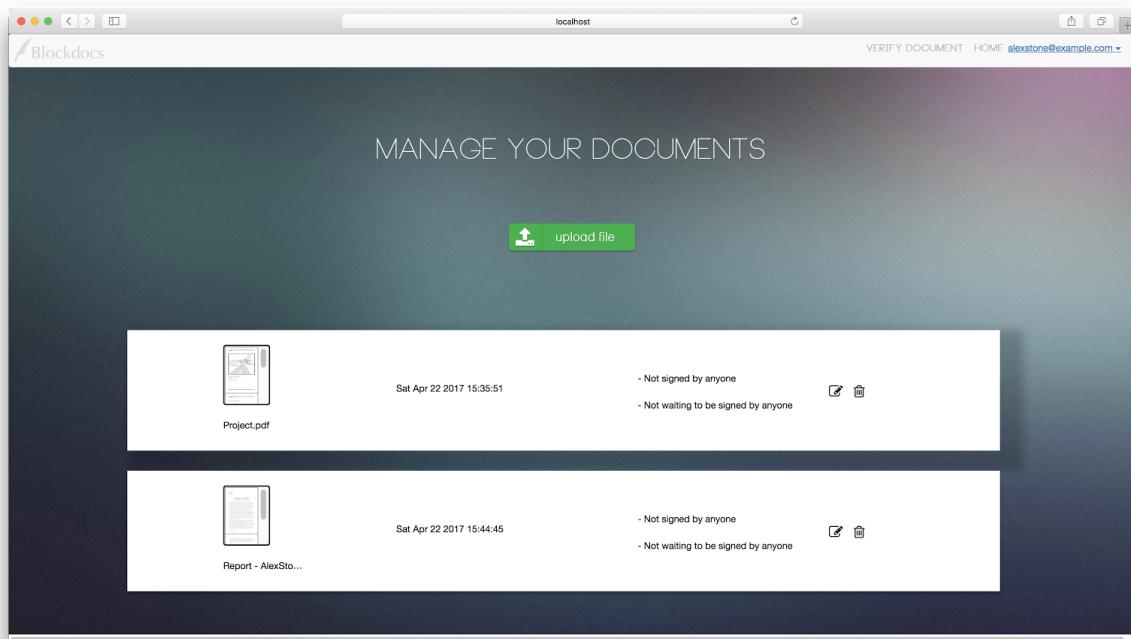
After creating an account, users get redirected to the main portal. Over here, they can now upload a pdf file by clicking on the 'upload file' button.



After the file has been selected, user can see their file uploaded on our website, where they can either send it to an institution and request it to be signed or completely delete it from our database.

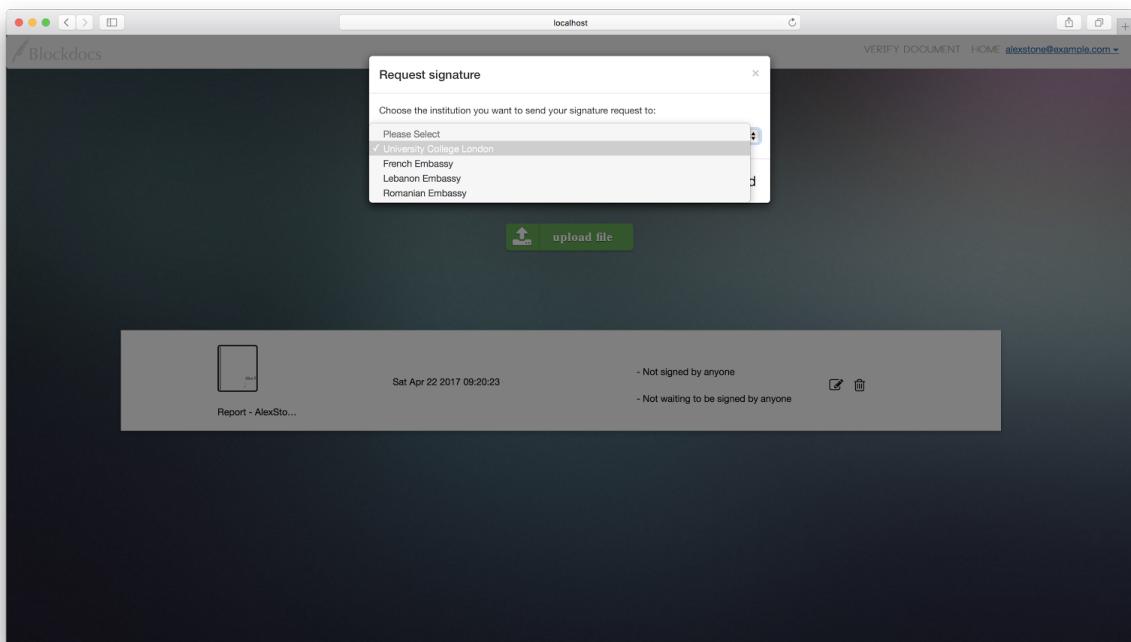


Alternatively, users can also choose to upload another document just as they uploaded the first one.

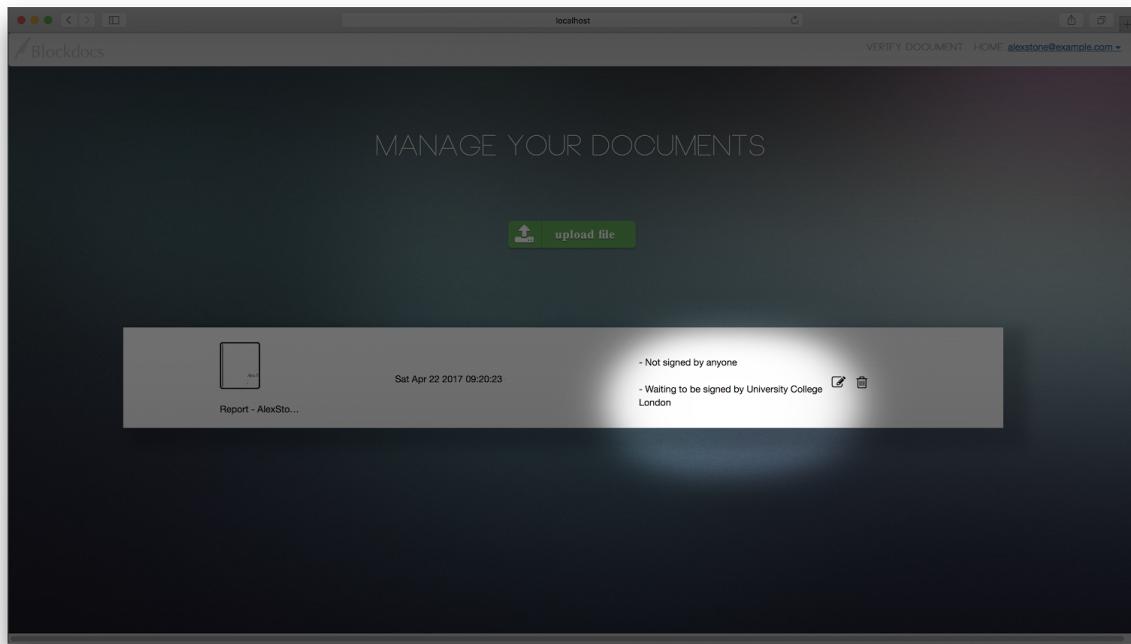


### Step 3. Sending the document to an institution

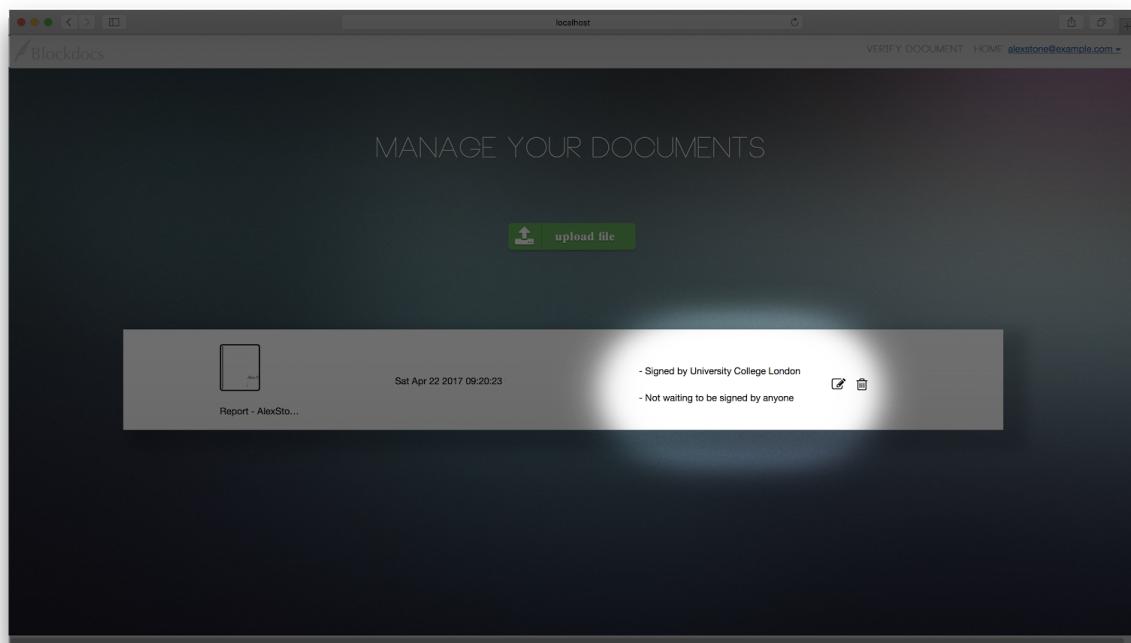
To send the file to an institution, users simply have to click on the little sign icon: A drop down menu appears, and users can select which institution to send the file to.



Once the file has been sent to an institution, users get notified that the file is waiting to be signed by the respective institution.



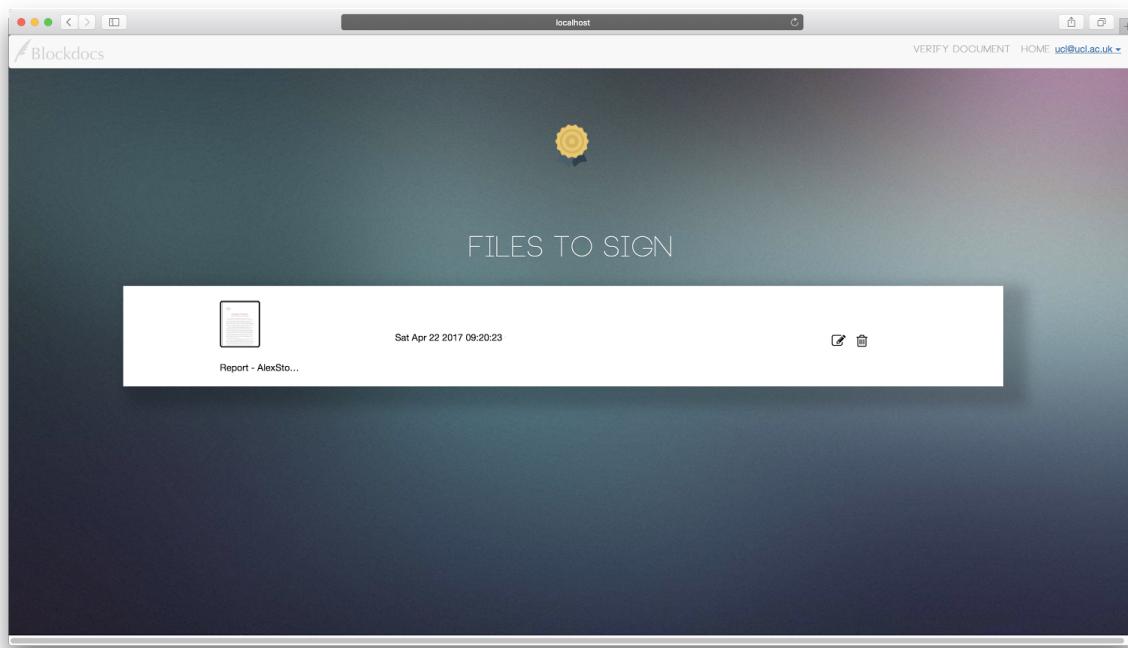
After the document has been signed by the authority, they will receive a notification saying that the document has now been signed by the respective authority.



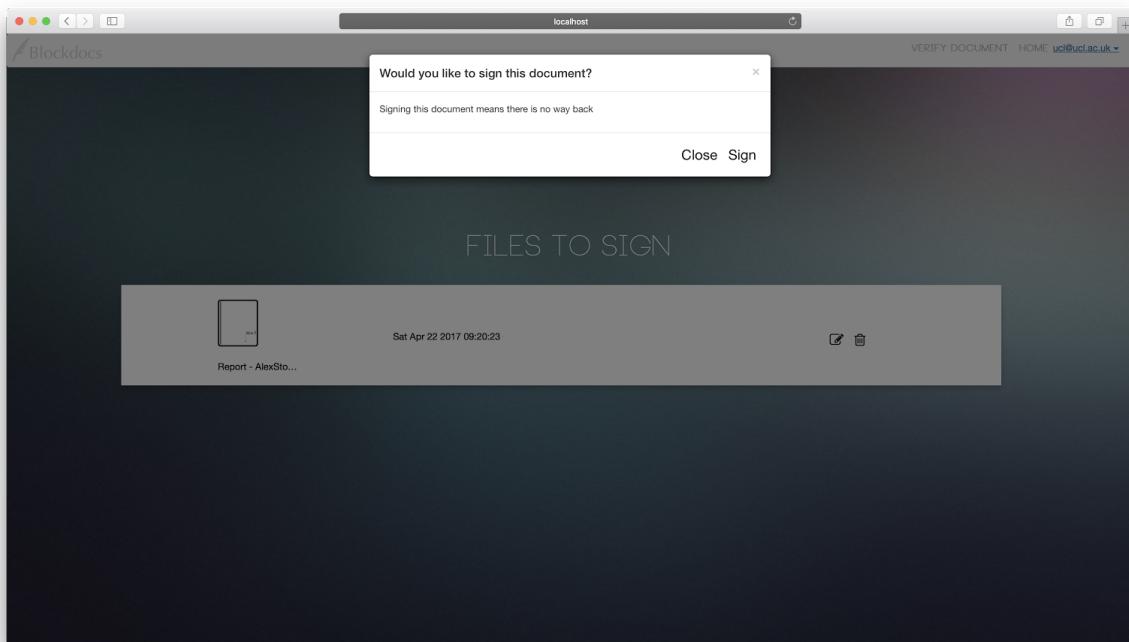
## B. Institution's guide

First of all, institutions need to sign up on our website by contacting an administrator. The reason why we disabled the sign up functionality for institutions is that it's difficult to verify that it's not a regular user trying to impersonate an institution.

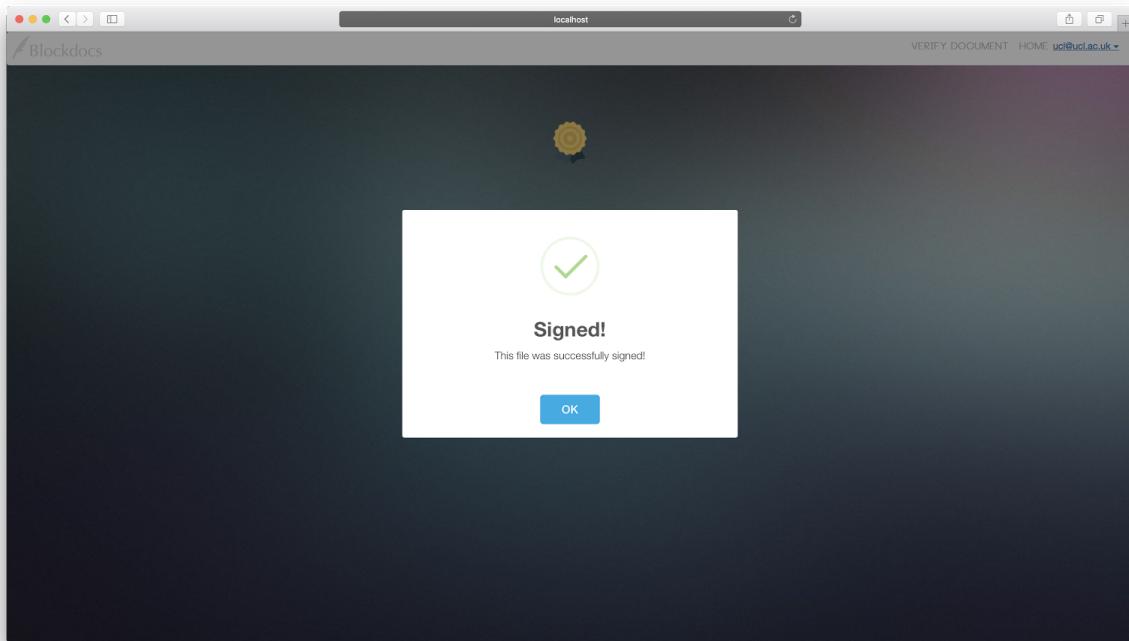
Once an institution account has been created and they successfully sign in, documents that regular users send to be signed appear in their 'files to sign' list, and they can choose to either sign the document by pressing the little sign button  , or reject and delete the document.



If they choose to sign it, the institution receives a warning telling them that once a document is signed, it cannot be unsigned.



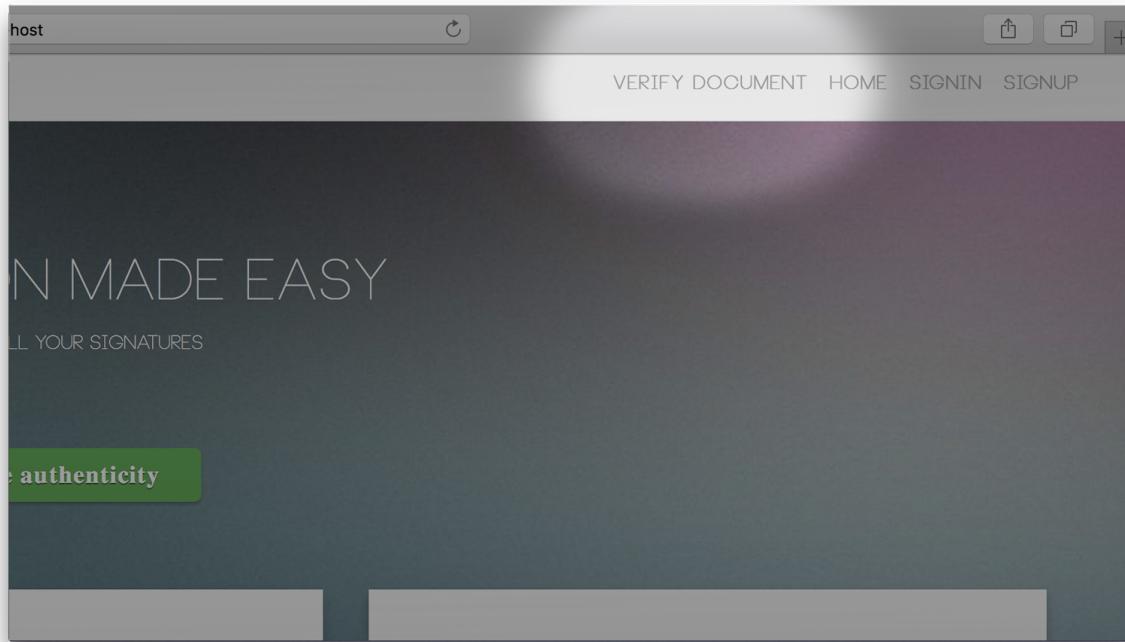
After they click 'sign', the document disappears from the 'files to sign' list and they receive a notification of the successful sign.



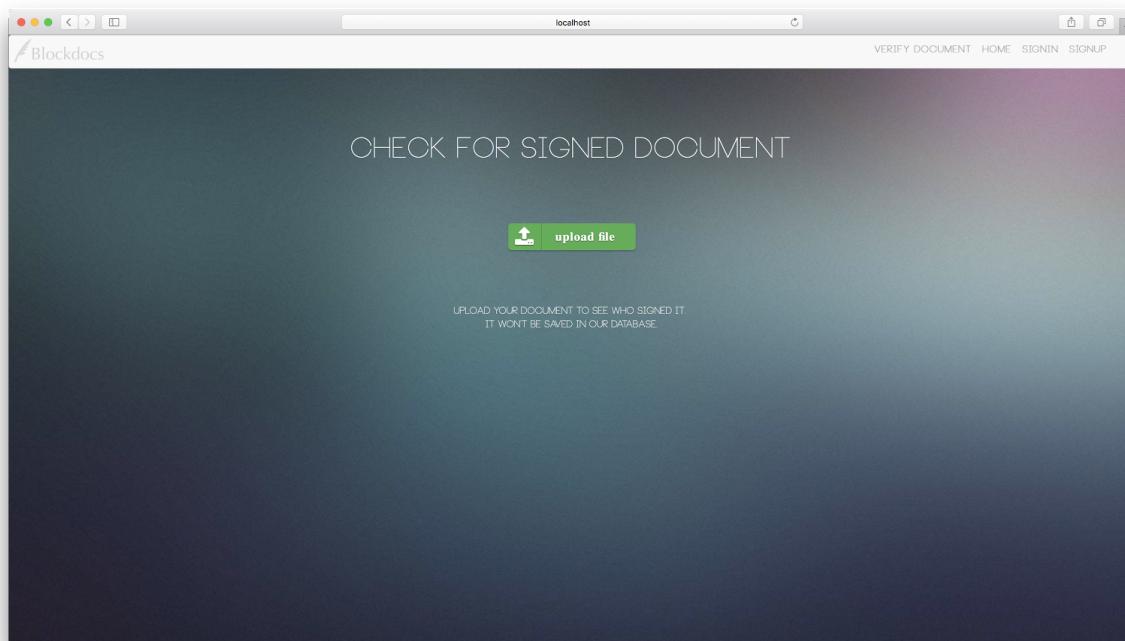
The owner of the respective document will also receive a notification informing him that the document has been signed.

## C. Non registered authority's guide

Non registered authorities can verify if a file has been already signed before by going to the verify document page.



Over here, they can upload a document to check if it has been already signed by a third party.



The difference on this page is that the file signature is checked directly on the blockchain rather than in our database, as it would on the regular user portal.

After uploading the file, the system replies whether or not the document has been signed and by whom.

