ISTITUTO ITALIANO DI TECNOLOGIA
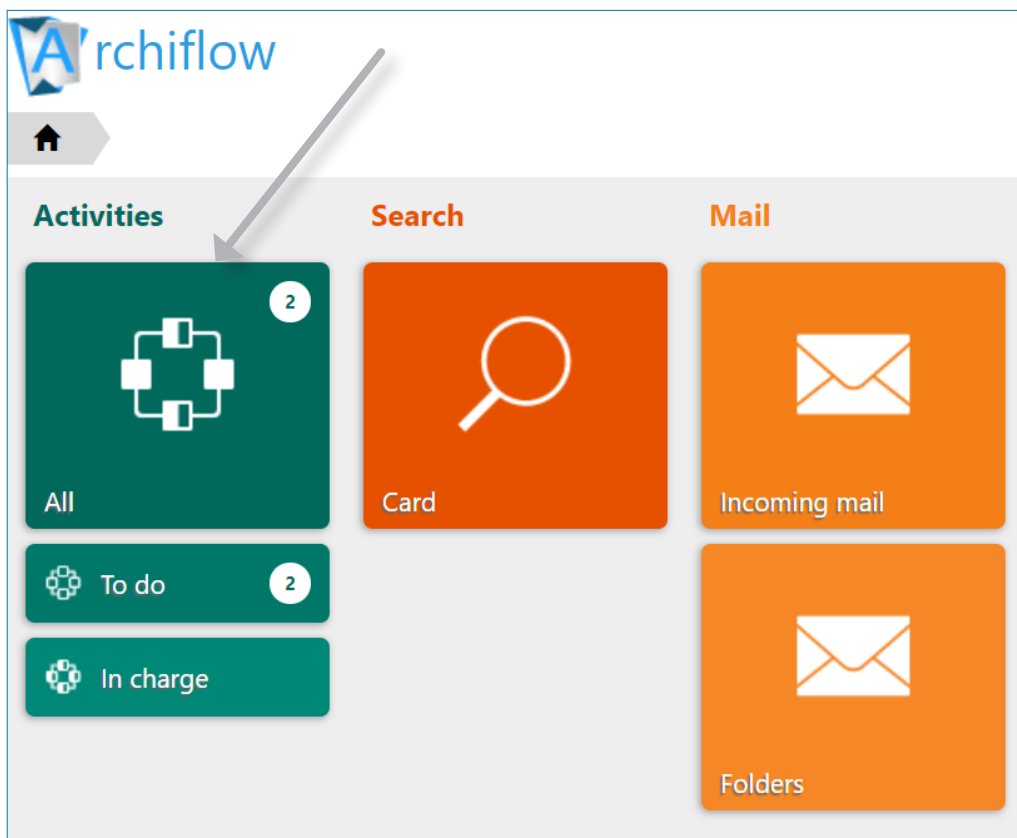
Archiflow - Digital Signature

Contents

ICT User Guide

Digital signature

1. Document signature

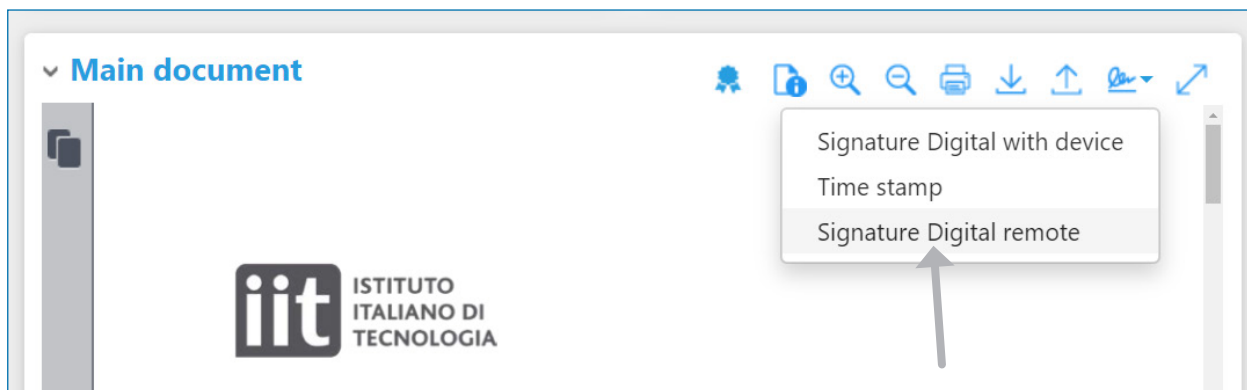Log in Archiflow using your IIT credentials and select the **Activities List**:

The signature can be put on **each document** or **massively on all the documents** (see the next section):
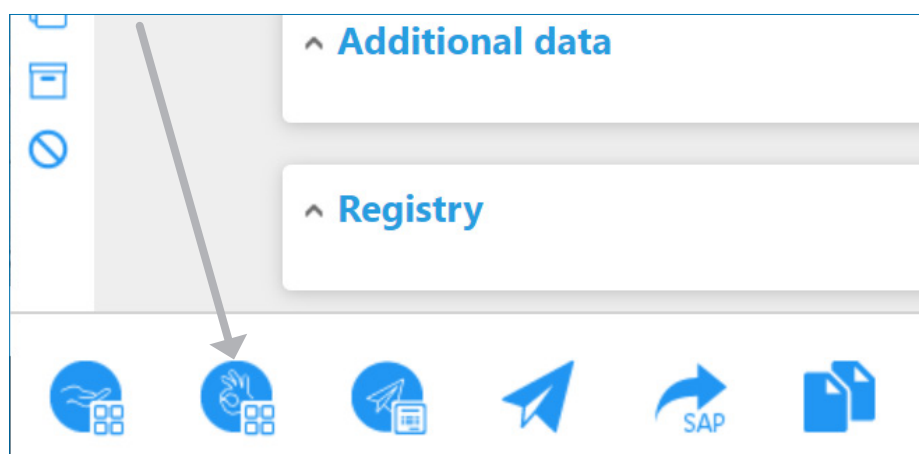
2. How to sign a single document

Enter the tab by clicking the corresponding line.
Select the signature icon from the **Main Document** section, and then the remote digital signature option.
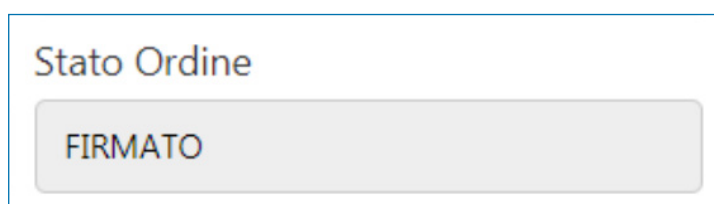

At the first access the system requires to insert the fiscal code in the username field, and the PIN received from ICT (these fields is memorized automatically for the next times if the option "Always use these access credentials" is selected) and the **OTP** which is generated by pushing the "**OTP SMS**" button.
Once the **OTP** has been inserted, push the button "**Signature**":

The last step consists in forwarding the activity by clicking on the "**Forward**" button.
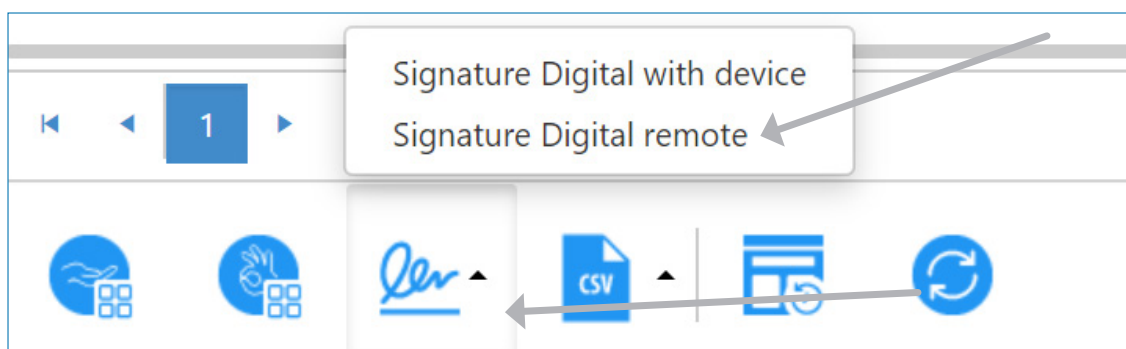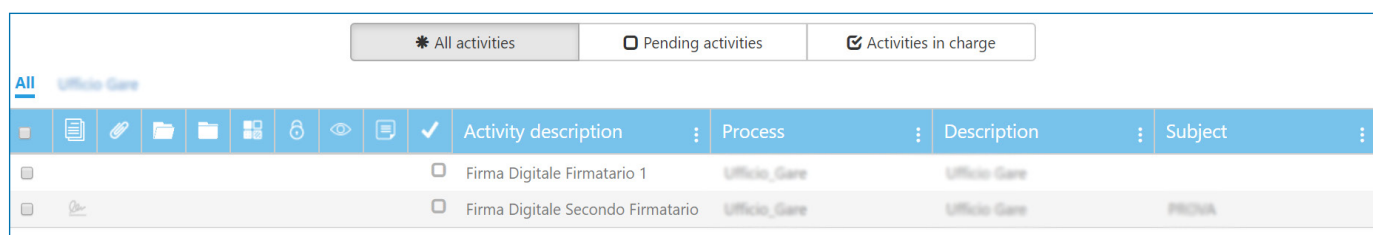
This way the activity disappears from the users' list and is transmitted to the next step of the flow.
The document state changes into - eg. **SIGNED (Firmato)**:
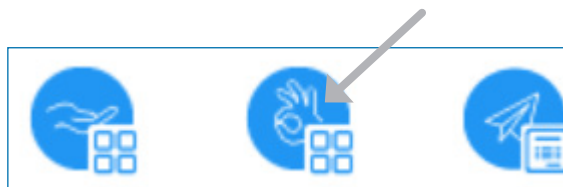
Stato Ordine

FIRMATO

3. Massive signature

Select all the lines and choose "**Signature**" at the bottom of the page:

At the first access the system requires to insert the fiscal code in the username field, and the PIN received from ICT (these fields is memorized automatically for the next times if the option "Always use these access credentials" is selected) and the **OTP** which is generated by pushing the "**OTP SMS**" button.
Once the **OTP** has been inserted, push the button "**Signature**":

The last step consists in forwarding the activity by clicking on the "**Forward**" button.

This way, the activity disappears from the users' list and is transmitted to the next step of the flow. The document state changes into - eg. **SIGNED** (**Firmato**):
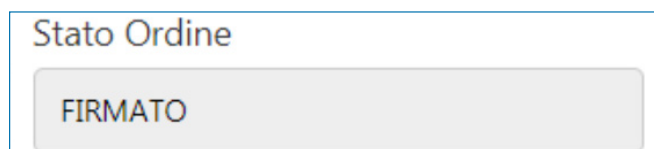
Note for the purchase order flow

Each day, in the early afternoon, the responsible for the funds receives an automatic e-mail as a reminder in case he/she has some activities to do; the e-mail contains an access link to the system.

System Activities are accessible from the beginning, before the e-mail is sent.

The digital signature does not replace the order release that must be done on SAP, for which the responsible for the funds receives the morning reminder.