



Archiflow - Generic Document Signature

Contents

1. Creating a document.....	1
2. Forwarding to the Signatories	2
3. Closing the Workflow	4



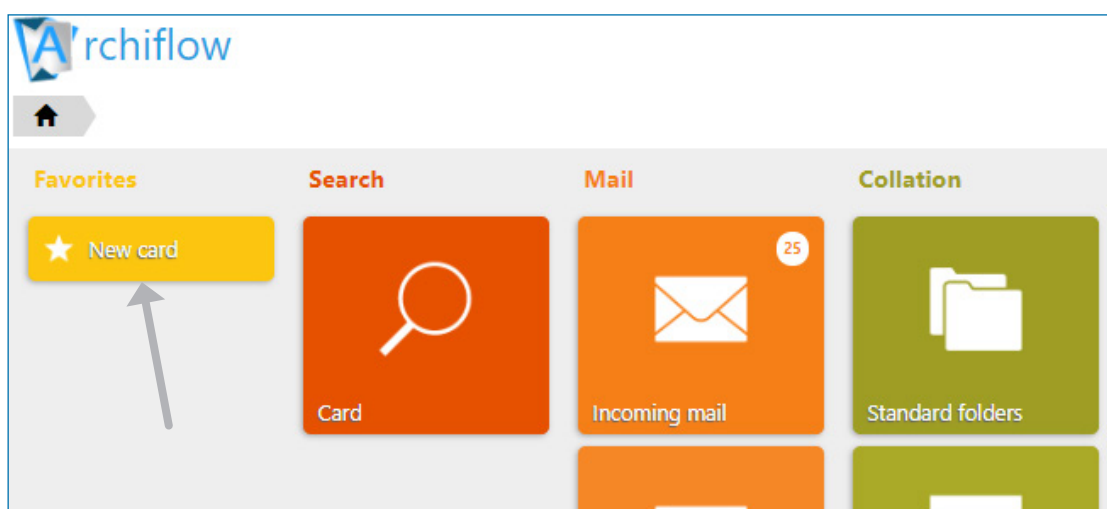
Digital signature - Generic Documents

How does it work?

This workflow allows you to update on Archiflow a generic document and send to up to 3 qualified signatories.

1. Creating a document

Log in Archiflow using your IIT credentials and select **New Card**:



The following fields are mandatory to fill:

- **Archive:** select "02 AMMINISTRATIVO" from the scroll-down menu;
- **Document Type:** select "Firma Documenti" from the scroll-down menu;
- **Prima Firma** : select the first signatory of the document;
- **Note:** fill this field with information regarding the nature of the document.



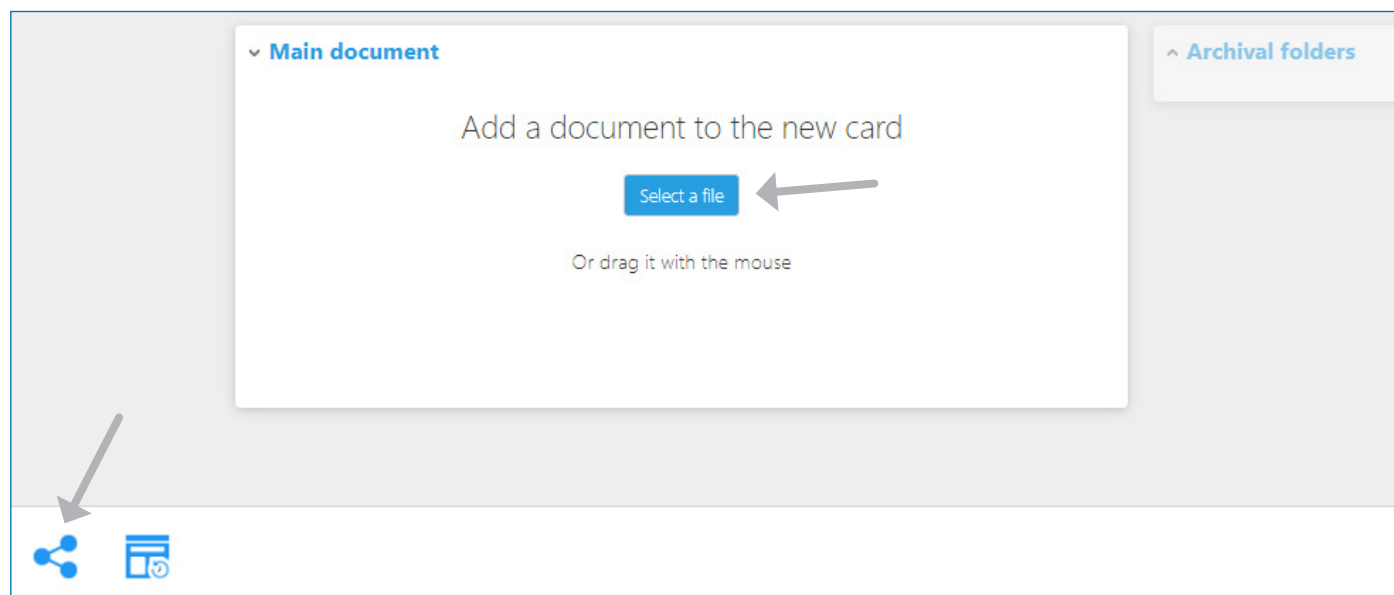
The **Seconda Firma** and **Terza Firma** fields are optional; should you fill them, the 2nd and the 3rd signatory will receive the document following its forwarding by the 1st signatory.

 The screenshot shows the 'Indexes' section of the Archiflow form. It contains several fields and checkboxes. Arrows point to the following elements:

- An arrow points to the 'Archive' dropdown menu, which is set to '02 AMMINISTRATIVO'.
- An arrow points to the 'Document type' dropdown menu, which is set to 'Firma Documenti'.
- An arrow points to the 'Area Amministrativa' dropdown menu, which is set to 'UFFICIO ICT'.
- An arrow points to the 'Prima Firma' dropdown menu, which is set to 'MARTELLI TIJUANA'.
- An arrow points to the 'Note' text area, which contains the text 'GENERIC APPROVAL'.

 Other visible fields include 'Progressivo', 'Data Inserimento', 'Natura', 'Destinatario', 'Seconda Firma', 'Terza Firma', 'Rif. Progetto', 'Stato Approvazione', and 'Utente'. Checkmarks are visible next to 'Area Amministrativa', 'Prima Firma', and 'Stato Approvazione'.

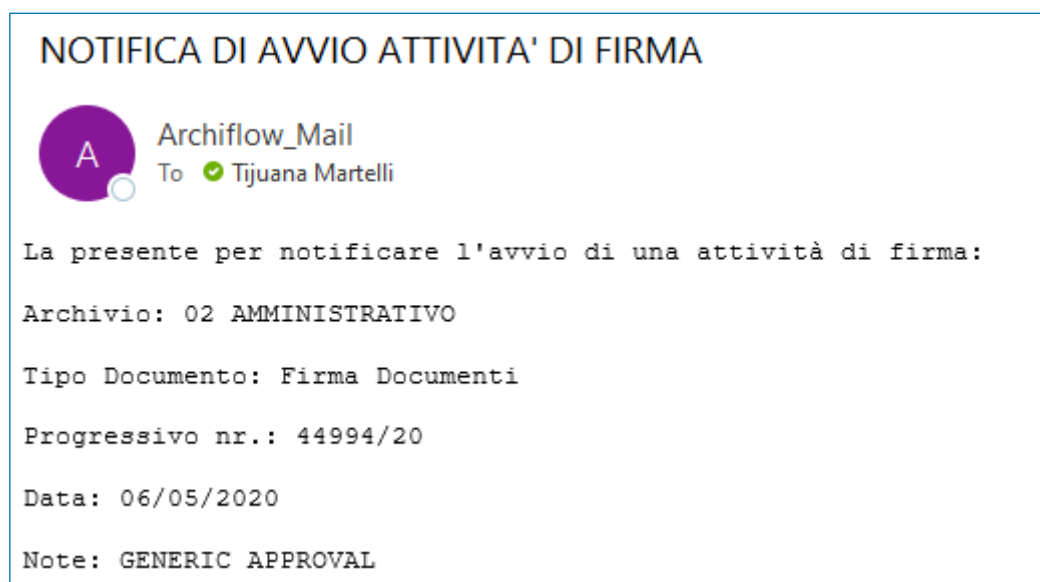
Upload the document you need to be signed choosing from your PC, by clicking on **Select a File** or by dragging it on the **Main Document** box:



Once all the mandatory fields are filled, select **Share** in order to create the document.

2. Forwarding to the Signatories

Once the document has been created, it gets automatically assigned to the person in the field **Prima Firma**; he or she will receive an e-mail notification:



The signatory will be required to access **Archiflow** and to choose the Activities in charge:

All

Firma Documenti

All activities

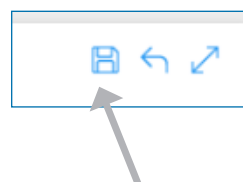
Pending activities

Activities in charge

								Activity description	Process	Description	Subject	Date started	
								Attività manuale	Firma_Documento_Generico	Firma Documenti	GENERIC APPROVAL	06/05/2020	

Then the signatory can choose whether to sign the document as usual (refer to the **Digital Signature** guide), changing its state to **Approvato**.

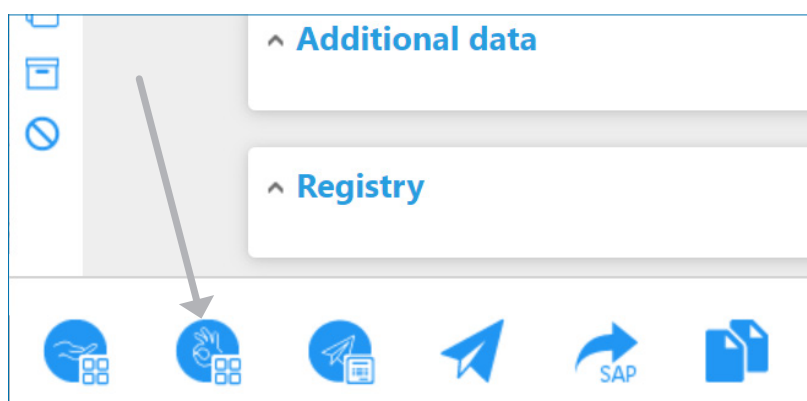
Should the signatory not want to sign the document, he or she can choose to change the document's state to **Non Approvato**, by entering into the **Modifica** mode.



APPROVED (I.E. SIGNED) DOCUMENT: once the document gets forwarded, if it's the case, it will be automatically assigned to the signatory in the **Firma 2** field and then, once forwarded, to the signatory in Firma 3.

If there is no other signatory, then the workflow will be assigned to its creator to be processed.

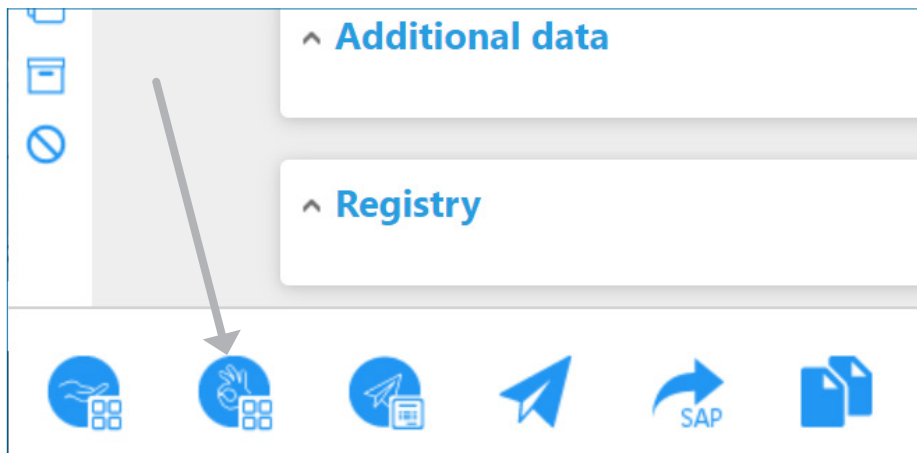
NOT APPROVED DOCUMENT: once the document gets **forwarded** the workflow will return in charge of the creator for the due modifications.



3. Closing the Workflow

After forwarding it the card is reassigned to its creator, who will see it among his or her activities, as **Approvato** or **Non approvato**, depending on the choice of the signatories

Once the attached document is handled (e.g. downloading, forwarding through e-mail, etc.), its creator will be able to **forward** it one last time to **close the workflow**.



As soon as the card gets forwarded, the workflow **gets closed**.