**Project – Doc Signature**

The **Sign Document** platform is a role-based digital signing system designed for secure and structured document processing. Admins set up **courts** and manage **Officers and Readers** within each court. **Readers** initiate signing workflows by uploading templates and document data, then forwarding requests to **Officers**. **Officers** receive these requests and can **sign**, **reject**, or **delegate** them. Additionally, **Officers can create their own signing requests** and assign them to other Officers for signing, enabling collaborative workflows at the Officer level. Both Readers and Officers manage their **digital signatures**, and all actions are tracked for transparency and accountability. The system ensures organized collaboration and seamless digital signing across a defined hierarchy. **1. Admin Functionality**

* The Admin has full control over court and user management within the system.
* Can **create, edit, and delete courts**, each defined by:
  + **Court Name**
  + **Unique Abbreviation**
  + **Court Type(s)**
  + **Address**
* Manages **users (Officers and Readers)** under each court.
* User listings are structured **court-wise**, providing clear visibility and control over user assignments.

**Admin Dashboard Overview**

**Layout:**

* **Sidebar:**
  + Lists all created courts.
  + Includes a **Logout** option.
* **Navbar:**
  + Displays the title.
  + Includes an **"Add Court"** button.

**Body Content:**

* Displays a **list of all courts** in tabular format with the following columns:
  + **S.No**, **Court Name**, **Court Abbreviation**, **Court Type**, **Address**, **Actions** (Edit/Delete)

**Court Creation Flow**

* Clicking the **"Add Court"** button opens a form with input fields:
  + **Court Name**
  + **Court Unique Abbreviation**
  + **Court Type** (multi-select or text input)
  + **Address**
* Upon submission, the court is added to the list with corresponding metadata and available actions.

**User Management Within a Court**

* Clicking on a **Court Name** opens the **Manage Users** page specific to that court.

**Manage Users Page Layout:**

* **Sidebar:**
  + Lists all courts (for easy navigation)
* **Navbar:**
  + Title: Manage Users for Court: [Court\_Name]
  + **"Add User"** button
* **User Listing Table:**
  + **S.No**, **Name**, **Email**, **Phone**, **User Type**, **Actions** (Edit/Delete)

**User Creation Flow:**

* Clicking **"Add User"** opens a form with the following fields:
  + **Name**
  + **Email**
  + **Phone Number** (prefixed with +91)
  + **User Type** (Dropdown: Reader, Officer)
* Upon submission, the user is added to the selected court's listing.

**Reader Storyline**

The Reader serves as the starting point for document workflows within the system.

* Upon login, the Reader is presented with a dashboard displaying all existing **signature requests** and **saved signatures**.
* Readers can:
  + **Create new signature requests** using predefined template files.
  + **Upload document data in bulk** (via Excel or CSV).
  + **Send requests to Officers** for signing.
  + **Sign delegated requests** from Officers using available digital signatures.

**Reader Dashboard Overview**

**Sidebar:**

* **Request**
* **Signature**
* **Logout**

**Navbar:**

* Contains a **search bar** and a **“New Request for Signature”** button.

**Request Listing (Main Dashboard Body)**

Each request is listed with the following columns:

* **Title** – Clicking allows preview of the uploaded template.
* **Number of Documents** – Displays document count; click to manage documents.
* **Rejected Documents** – Shows count; clicking displays rejected entries with reasons.
* **Created At** – Timestamp of request creation.
* **Request Status** – Indicates the state: Unsigned, Delegated, or Ready for Dispatch(request is completed and come back after sign).
* **Action** – Contextual options based on status:

| **Status** | **Available Actions** |
| --- | --- |
| Unsigned | Clone, Send for Signature, Delete |
| Delegated | Clone, Sign |
| Ready for Dispatch | Clone, Print, Download All (ZIP), Dispatch |
| Waited for Signature | Clone |

**Document Management Flow**

Clicking on **“Number of Documents”** opens a detailed document page for the request.

**Navbar:**

* Displays **Request Name**
* Options for:
  + **Bulk Upload** (xls, csv)
  + **Download Format Template**

**Document Table (Body):**

* Lists each uploaded document row with:
  + All fields from the Excel
  + Additional columns: **Sign Date**, **Request Status**, **Preview**, **Delete**

| **Request Status** | **Available Options in Table** |
| --- | --- |
| Signed | Download |
| Delegated | Preview Only |
| Unsigned | Preview, Delete |

**Signature Management**

**Signature Section Access:**

* Accessible via the sidebar.

**Signature Upload Flow:**

1. Click **“Add New Signature”**
2. Upload file in supported formats: **jpg, jpeg, png, bmp**
3. System performs validation (format, size).
4. On success, the signature is saved to the **Signature Library**.

**Signature Library:**

* Displays all previously uploaded signatures.
* Any saved signature can be selected when signing a document.

When the Reader clicks on the **"Send for Signature"** option in action in request listing, a dialog box appears with a dropdown to select an Officer for assignment, along with **Cancel** and **Send** buttons. Once the request is sent, its status updates to **"Waiting for Signature."** After the Officer successfully signs the documents, the request status automatically changes to **"Ready for Dispatch."**

**3. Officer Functionality**

The Officer plays a dual role—managing incoming signing requests from Readers and initiating personal signing workflows directed to fellow Officers.

* Officers **review and act on requests** received from Readers.
* They can also **initiate their own signing requests**, manage personal **digital signatures**, and **track request statuses** from both sender and receiver perspectives.

**Officer Dashboard Overview**

The layout and structure of the Officer dashboard mirrors that of the Reader, ensuring a consistent user experience, with added functionality for request processing.

**Sidebar:**

* **Requests**
* **Signatures**
* **Logout**

**Navbar:**

* Includes a **search bar** and a **"New Request for Signature"** button.

**Incoming Requests (Assigned by Readers)**

Displays all requests received from Readers along with metadata and status.

For each request, the Officer can:

* **Sign** the document using an available signature.
* **Reject** the request with an optional comment or reason.
* **Delegate** the request to another Officer (if allowed by court-level hierarchy).

Request entries show:

* **Title**, **Number of Documents**, **Rejected Documents**, **Created At**, **Status**, and **Actions**

Actions vary based on current request status.

When the Officer clicks the **"Sign"** option from the Action menu, a dialog box appears prompting them to **choose a signature**, with **Cancel** and **Send OTP** buttons. Upon clicking **Send OTP**, a one-time password is sent to the Officer’s registered email, and a new dialog appears for OTP entry. This dialog includes options to **Resend OTP**, **Back**, and **Sign**.

After entering the correct OTP and clicking **Sign**, the document signing process begins. Once completed, the request status is updated to **"Signed."**

For requests marked as **Signed**, the following actions become available:

* Clone
* Submit
* Print All
* Download All (.zip)
* Dispatch