DGIS APP

User Manual

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1. **Introduction**. The native windows appl was designed to meet the perpetual reqmt of pan IA users to **Digitally Sign** (DS) the pdf/ word docs, **Custom Watermarking** and for **Securing** (Encryption/ Decryption) of digital docus. The 'DGIS App' was launched on 14 Oct 2022 for PAN IA and in such a short span of time, it has more than two thousand active users.

2. **Steps to Install the Appl** The appl can be installed in fwg two modes:-

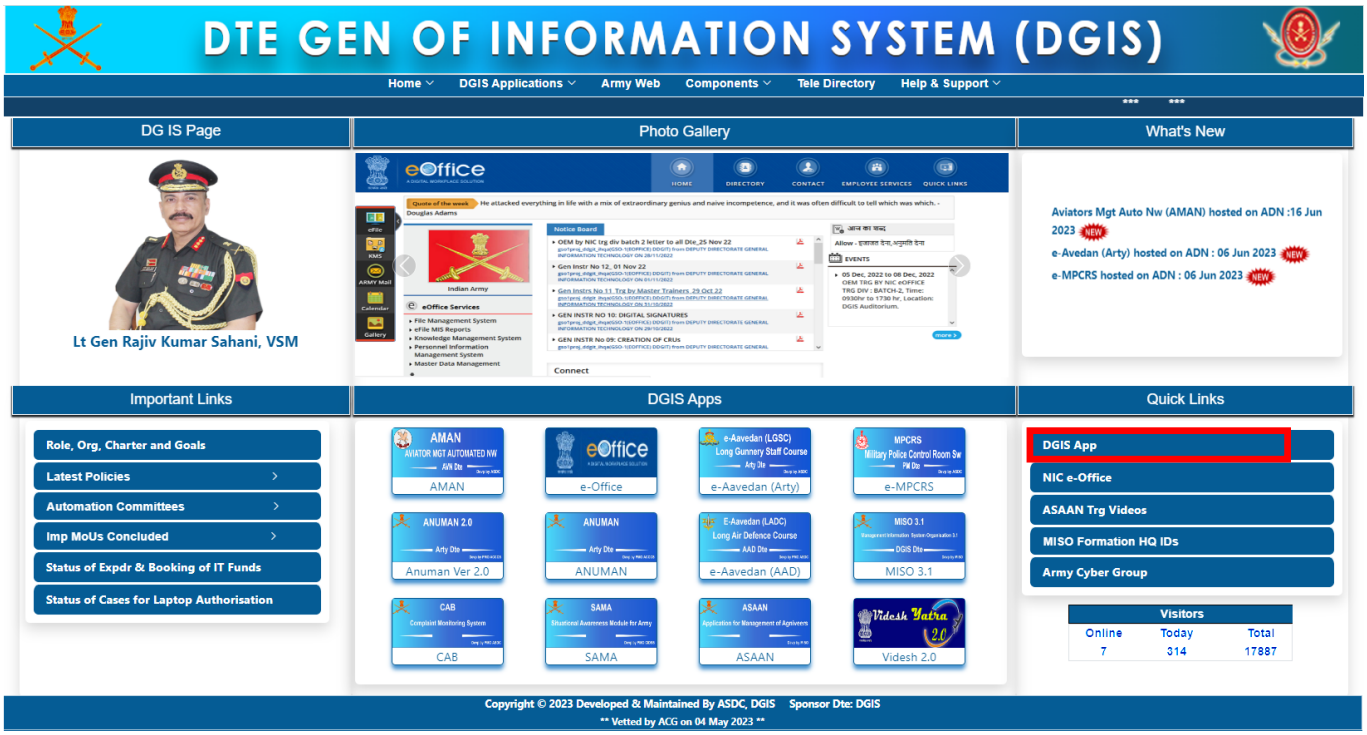
(a) Installation on ADN PC.

(b) Installation on Standalone PC mode.

3. **Installation on ADN PC**

(a) Open DGIS website https://dgis.army.mil or navigate from Army Portal i.e. https://portal.army.mil > Branches > DG IS > Quick Links > DGIS App or directly click https://dgis.army.mil/dgisapp.html

(b) Click on "**Online Setup of DGIS App (For ADN PC)**" & download ***DGISApp.zip*** file to the local PC.



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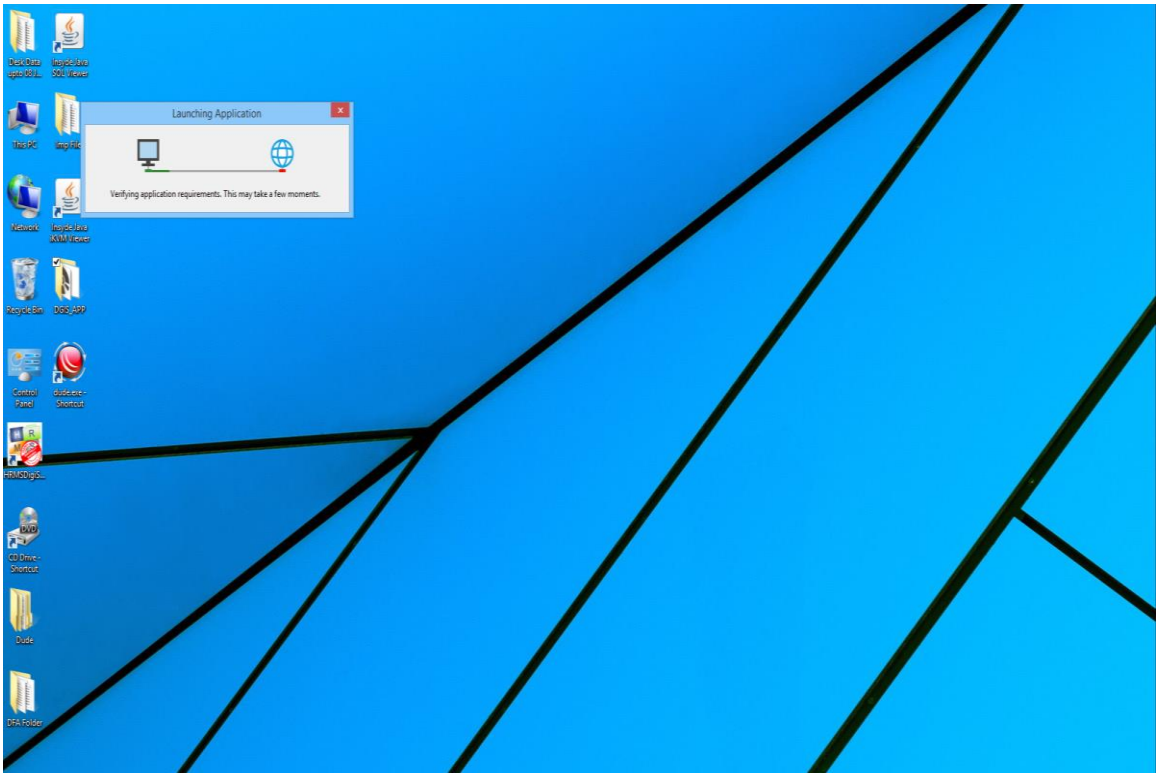
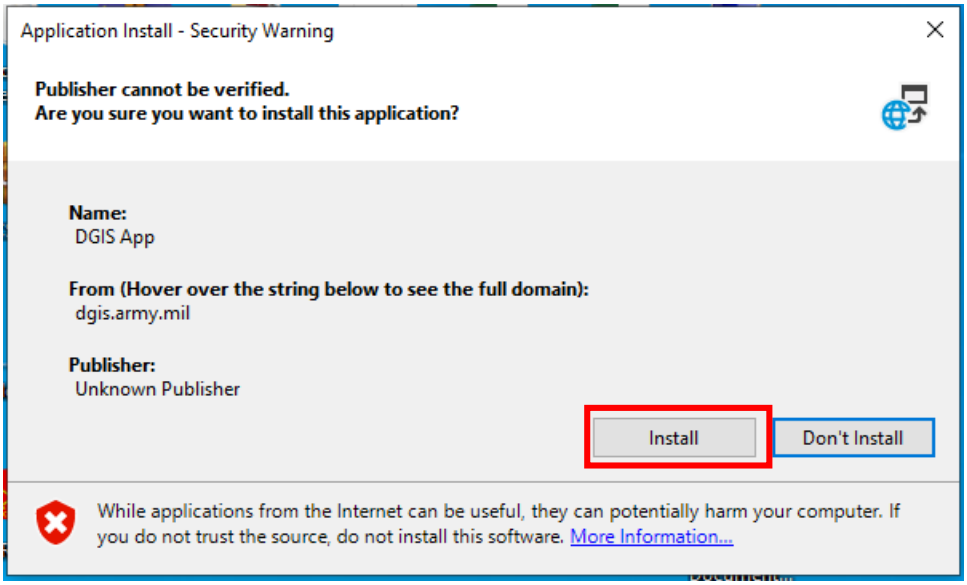
(c) Extract content & double click on DGISApp.Appliction. Fwg screen automatically closes & wait for few secs:-



(d) Click on Install & wait for instl to complete:-



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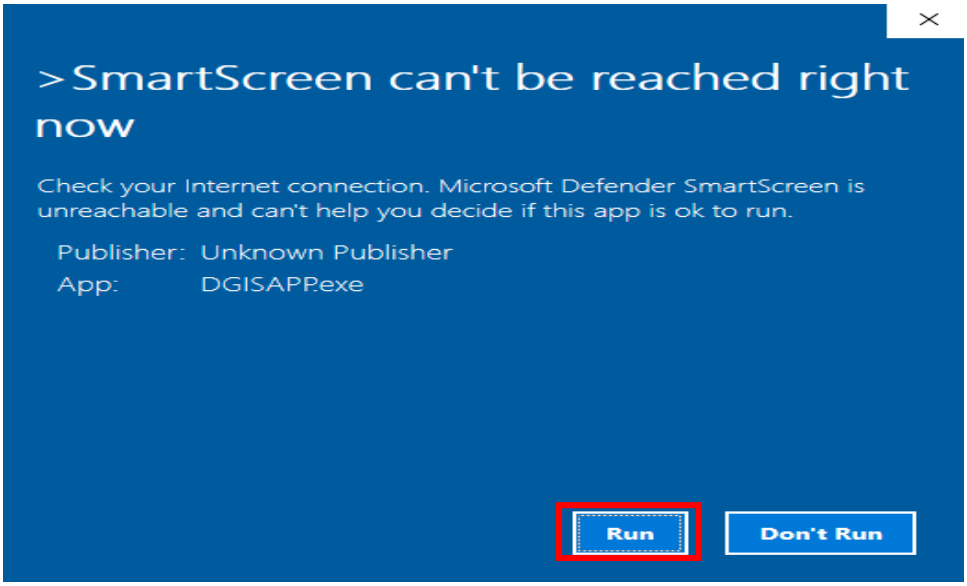
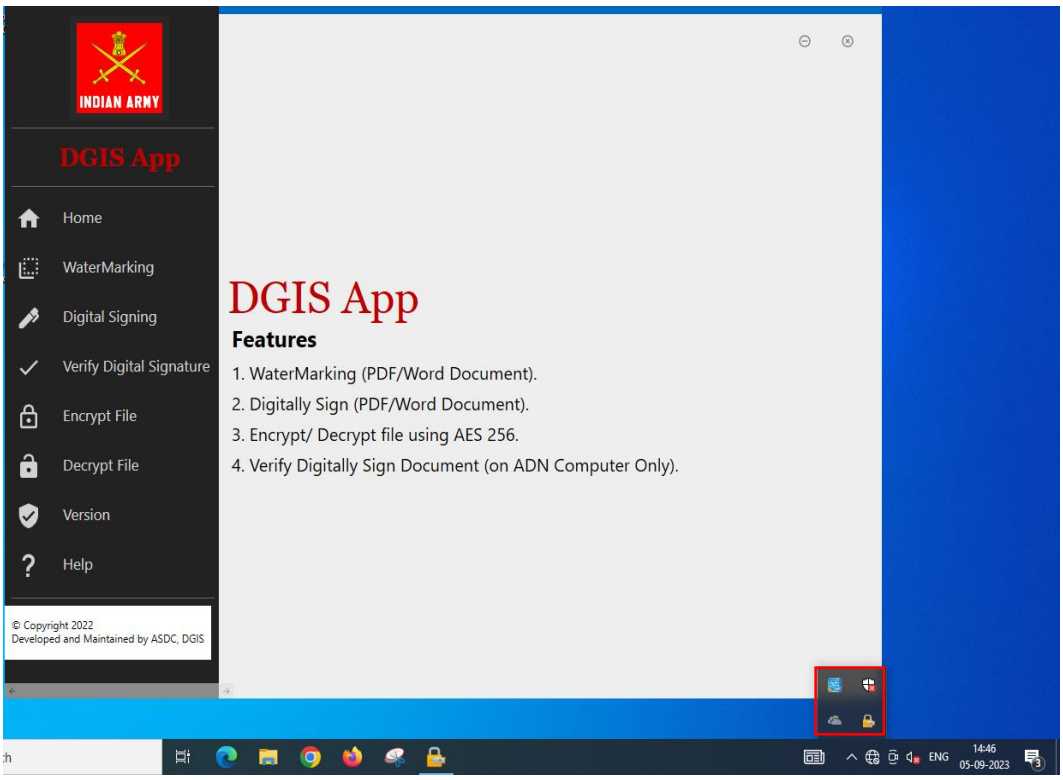
(e) Click on Run and wait for few secs.



(f) Appl will start automatically after few secs & small icon off the app will be available in notification area. And the application will start automatically on next startup.



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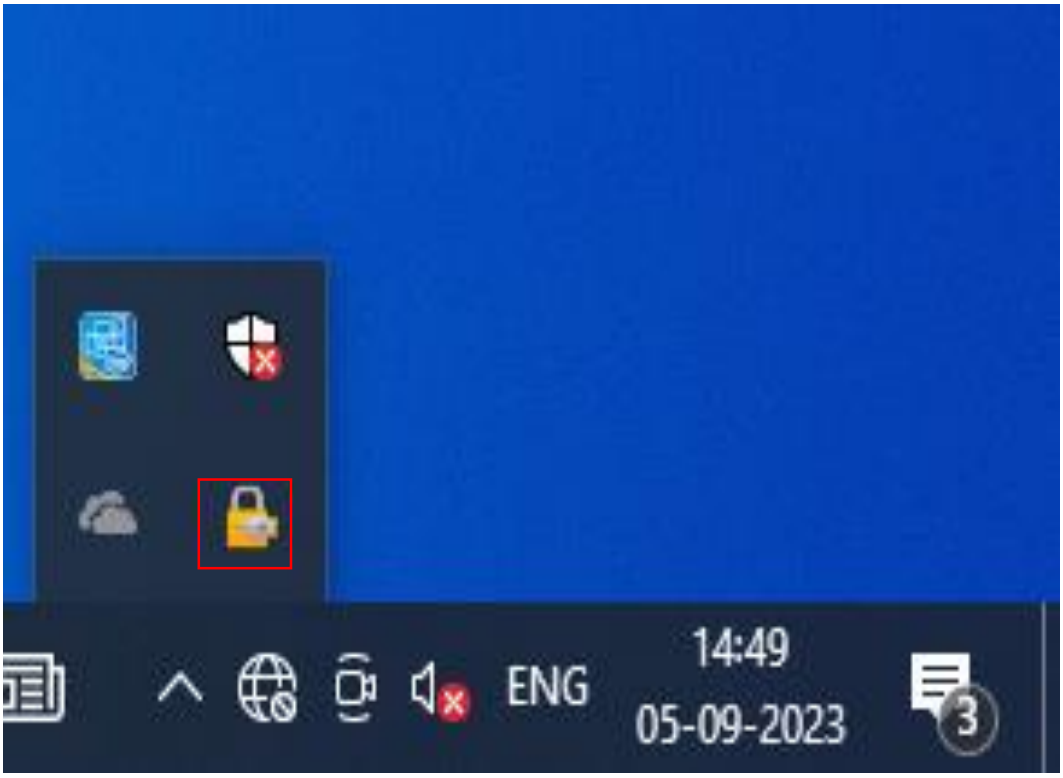
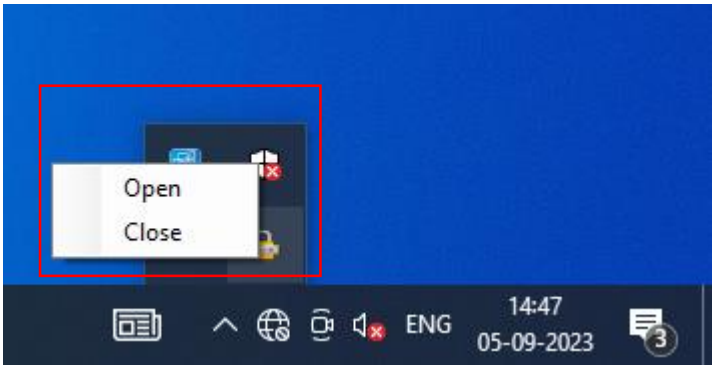
(g) If the appl is minimized or closed the appl it will remain available in the Notification A. You can restore/start the app by **double clicking** the icon.



(h) To close the Appl - Right clicking on the icon and **close**.



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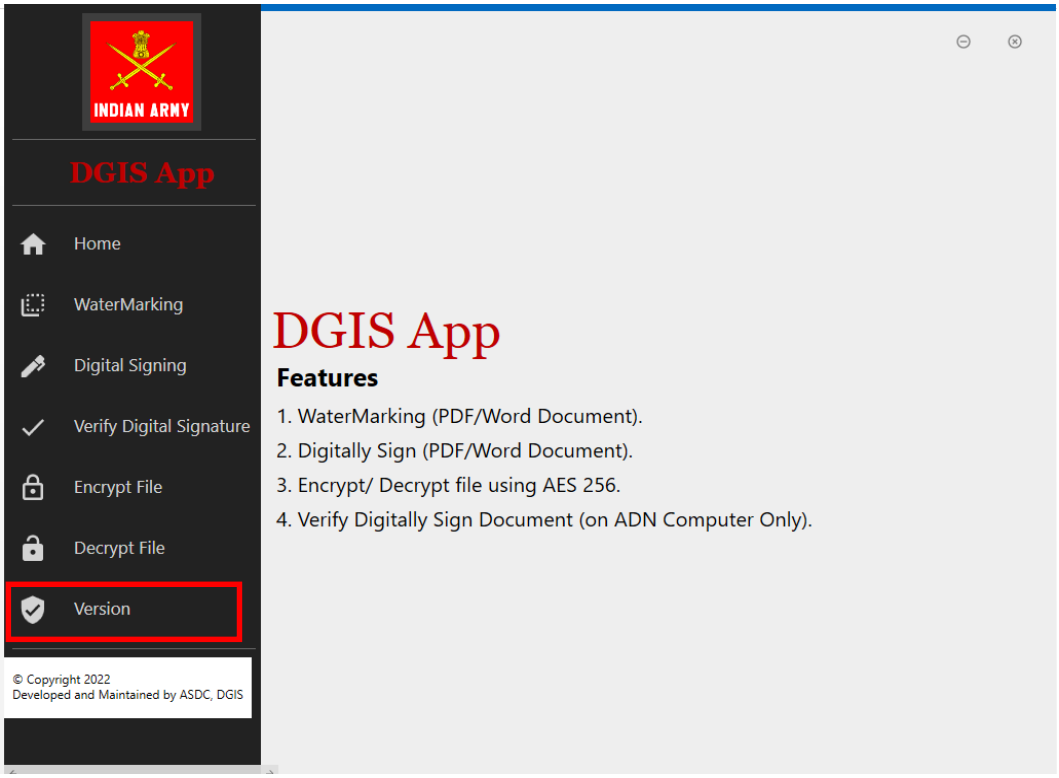
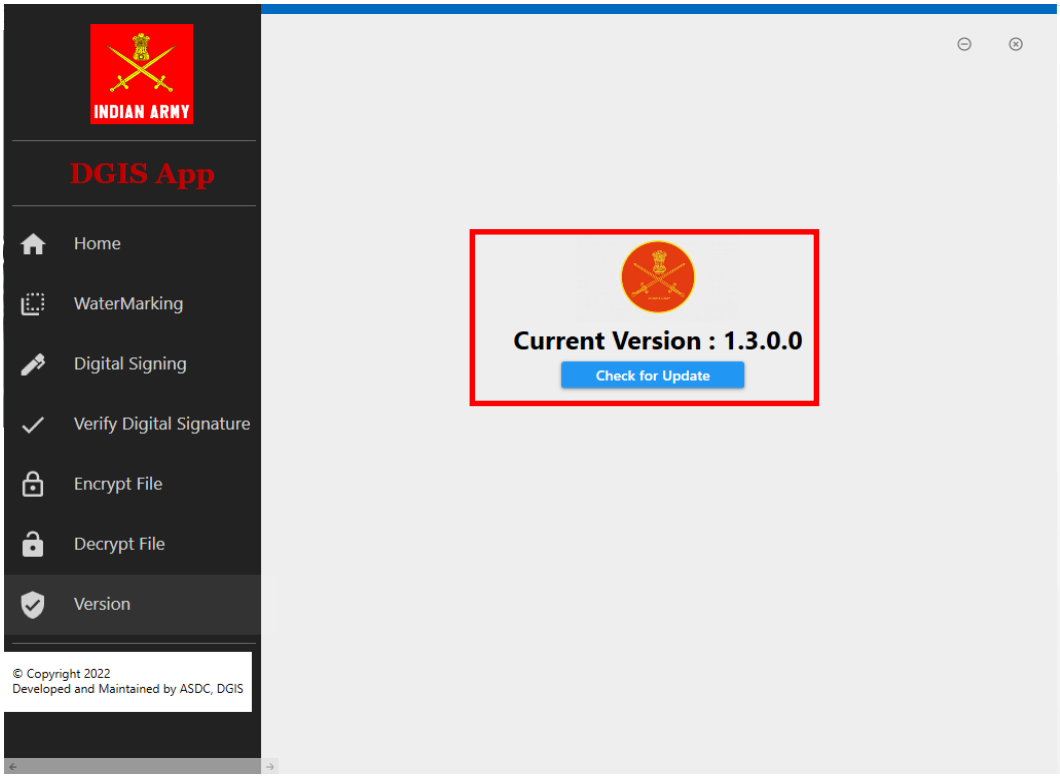
4. **Updating DGIS App on ADN PC**

(a) Launch Dgis App & click on Version.



(b) DGIS App will provide version info window. Click on Check for Update.



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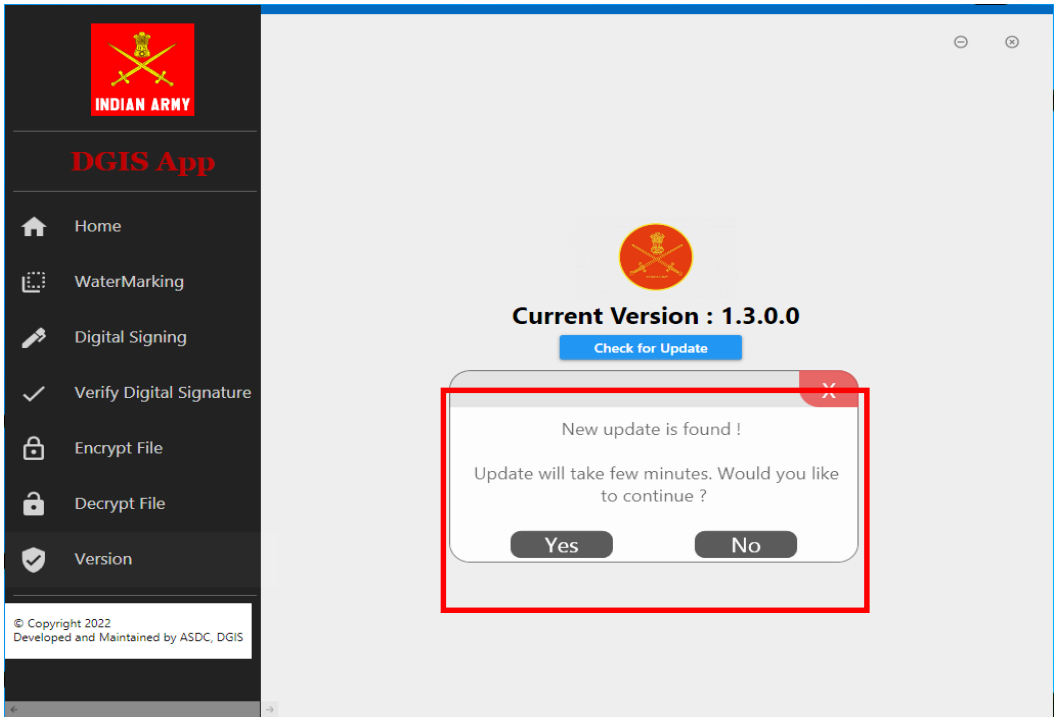
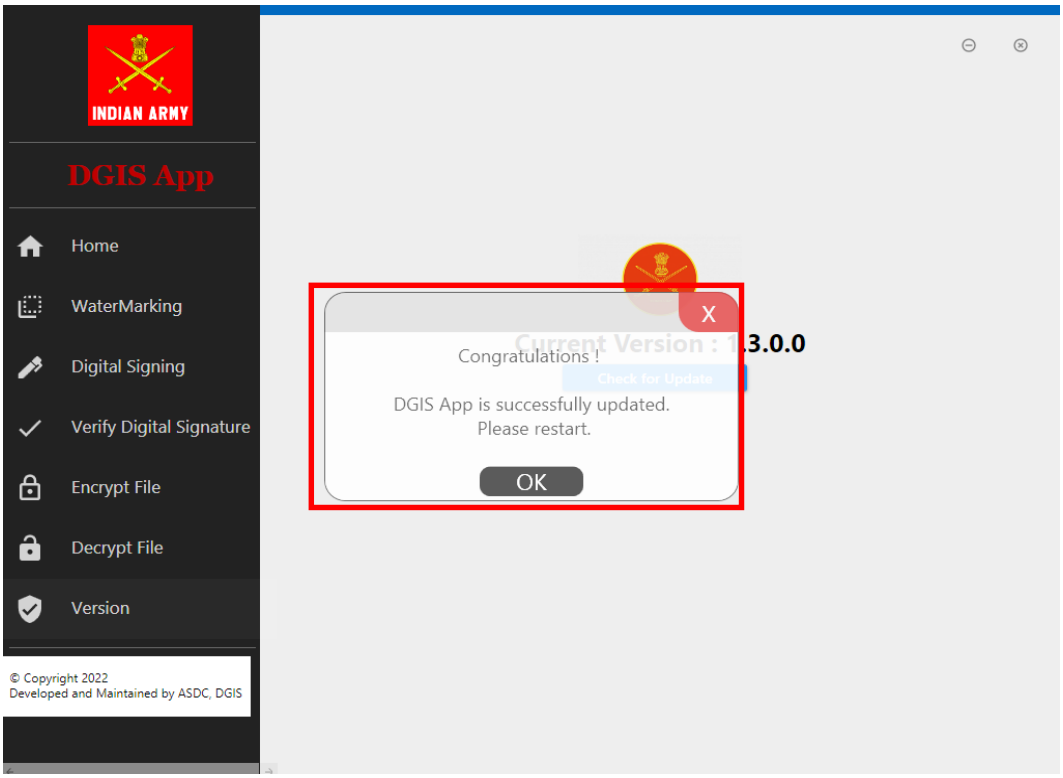
(c) App will check for update avlb on server and fwg screen will appear. Click Yes to update.



(d) Wait for few secs until fwg screen appears. Click on OK.



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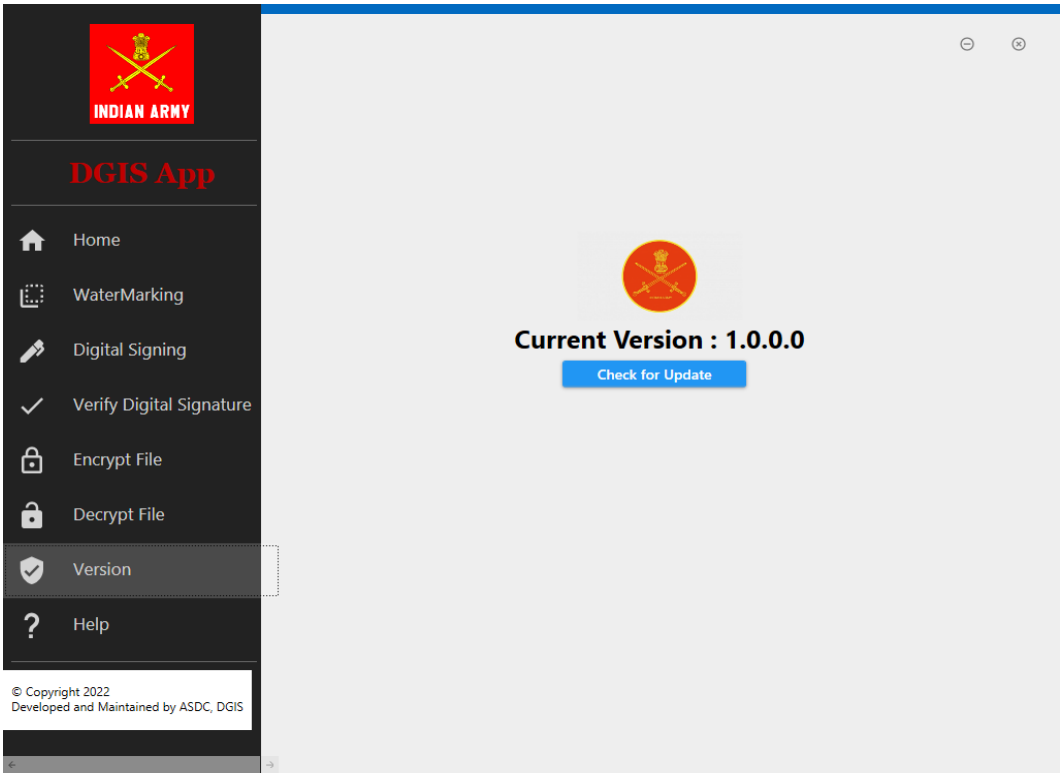
(e) Restart App and check version info.



Note- The latest ver of appl is 1.0.0.0

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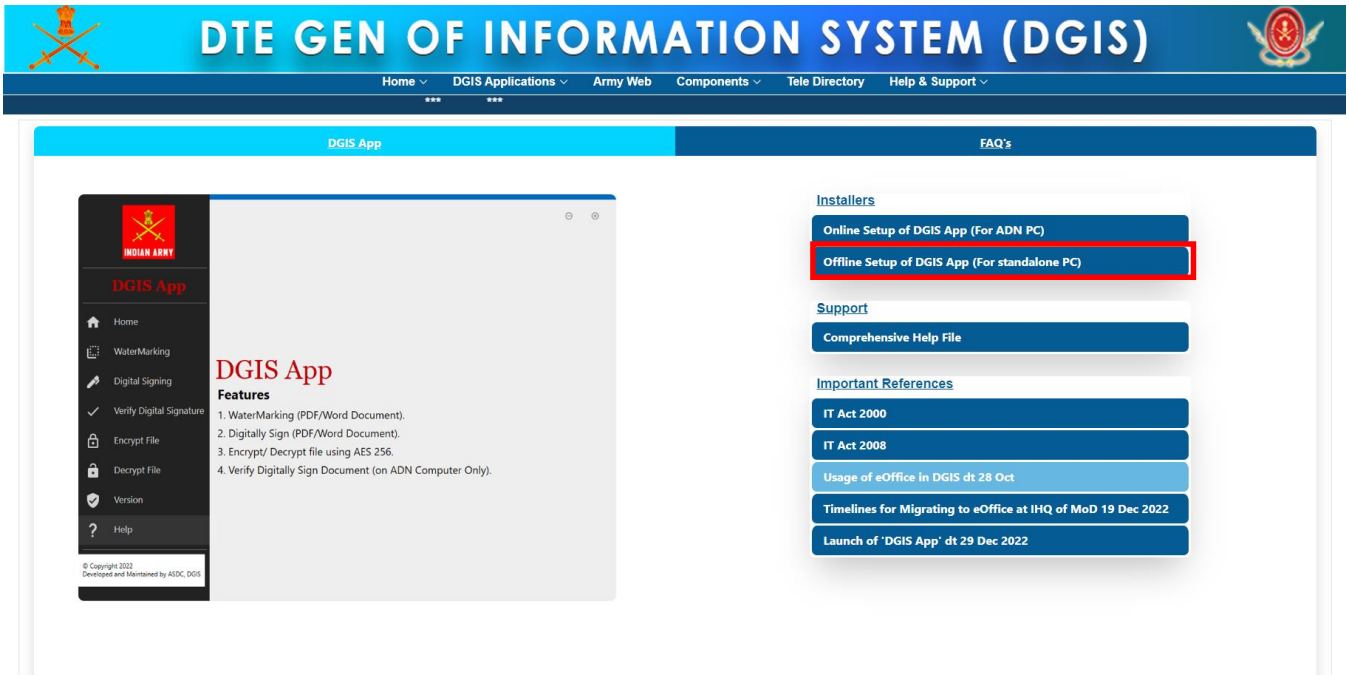
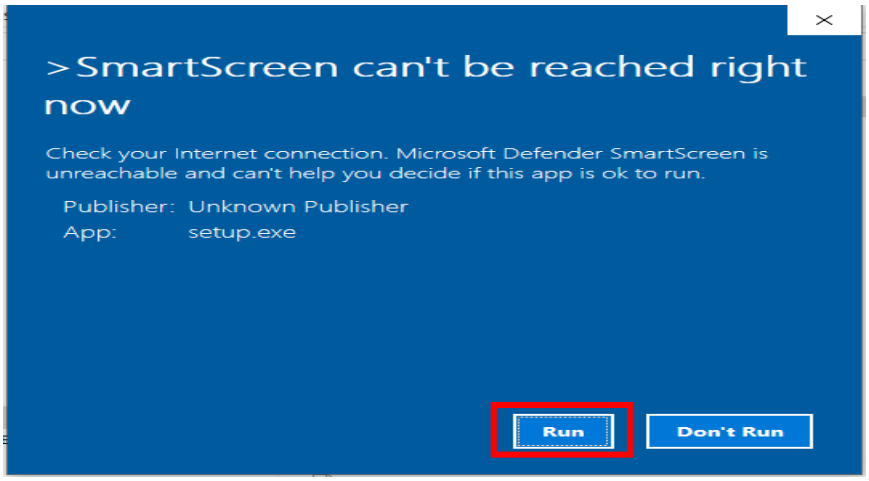
5. **Installation on Standalone PC**

(a) Open DGIS website https://dgis.army.mil or navigate from Army Portal i.e. https://portal.army.mil > Branches > DG IS > Quick Links > DGIS App or directly click https://dgis.army.mil/dgisapp.html

(b) Click "**Offline Setup of DGIS App (For standalone PC)**". "*Extract_Offline_DGISApp_Installer_folder_on_Desktop.zip*" file will be downloaded automatically to the local PC.



(c) Extract file "*Extract_Offline_DGISApp_Installer_folder_on_Desktop.zip*" on desktop and navigate to **Offline_DGISApp_Installer > Double click on setup.exe**. Wait for few secs till the fwg screen will appear:-



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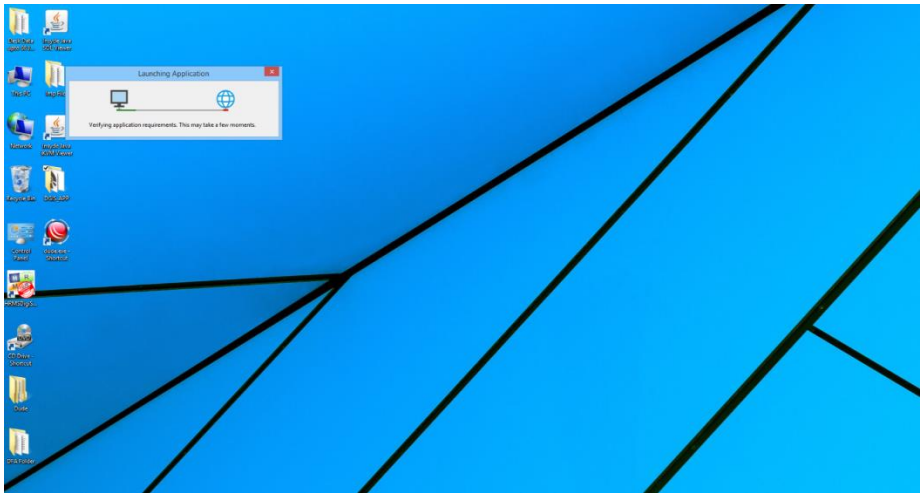
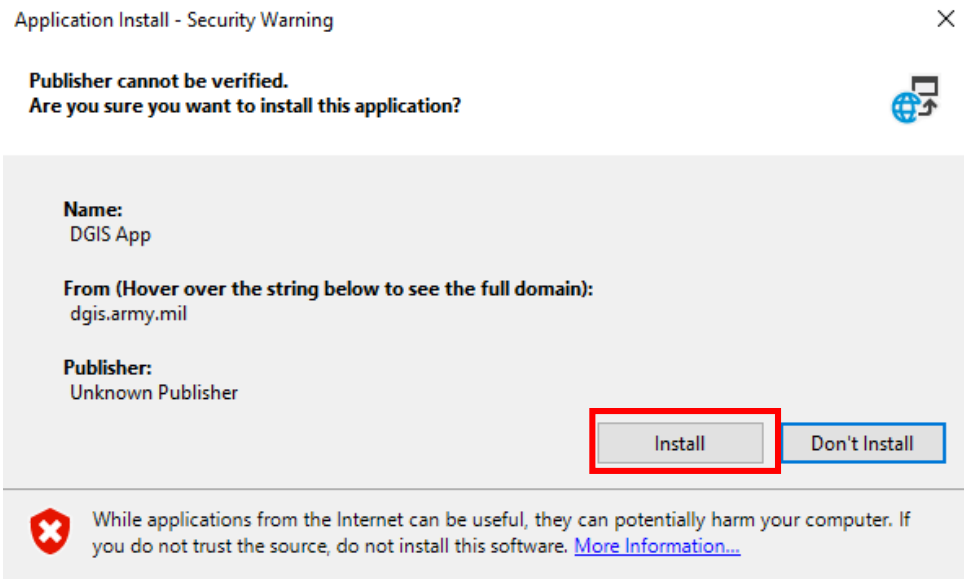
(d) Click on run and wait till the fwg screen automatically closes: -



(e) Click on Install & wait.



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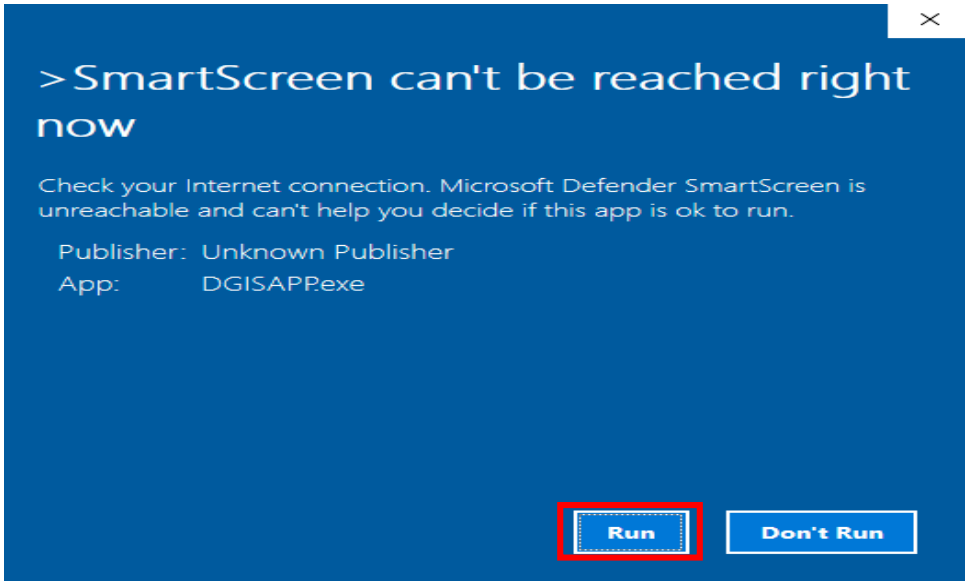
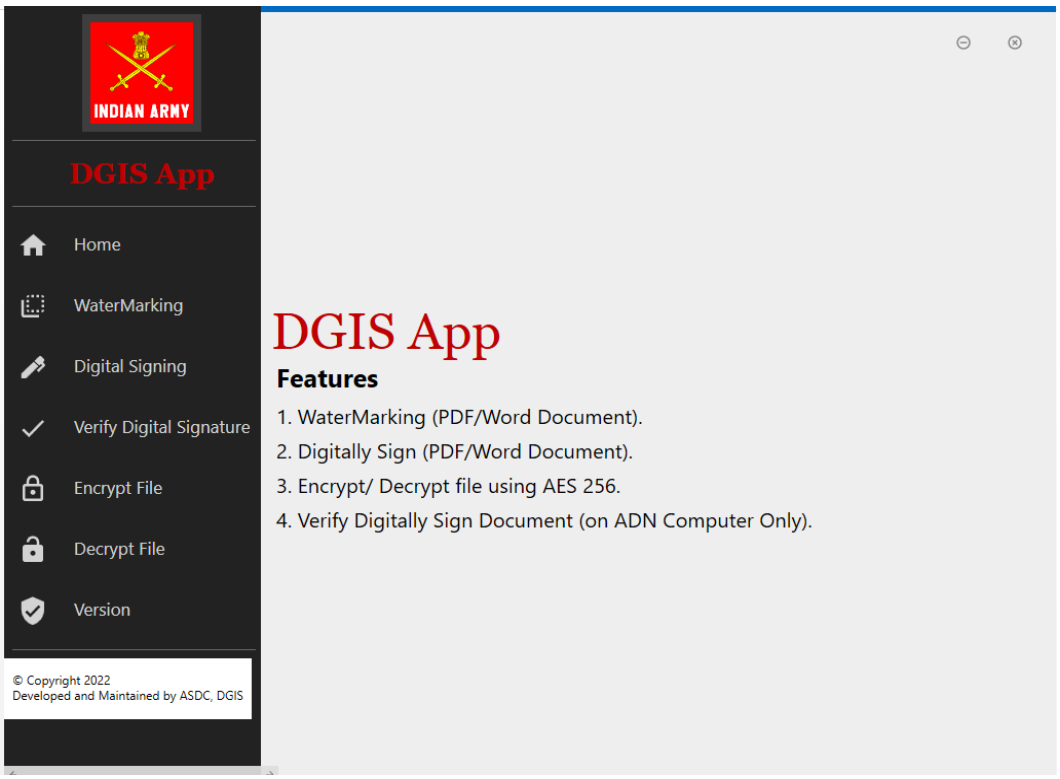
(f) Fwg screen will auto appear, click on Run and wait for few secs.



(g) Appl will start automatically.



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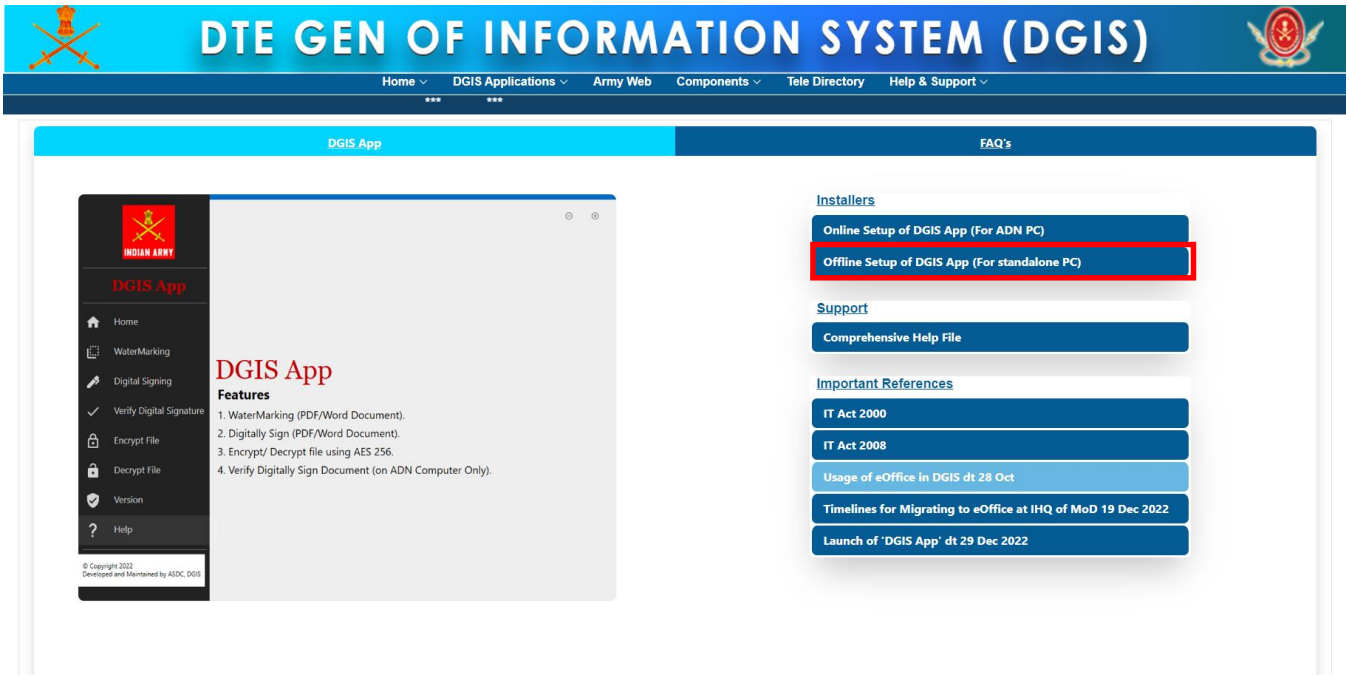
6. **Updating DGIS App on Standalone PC**

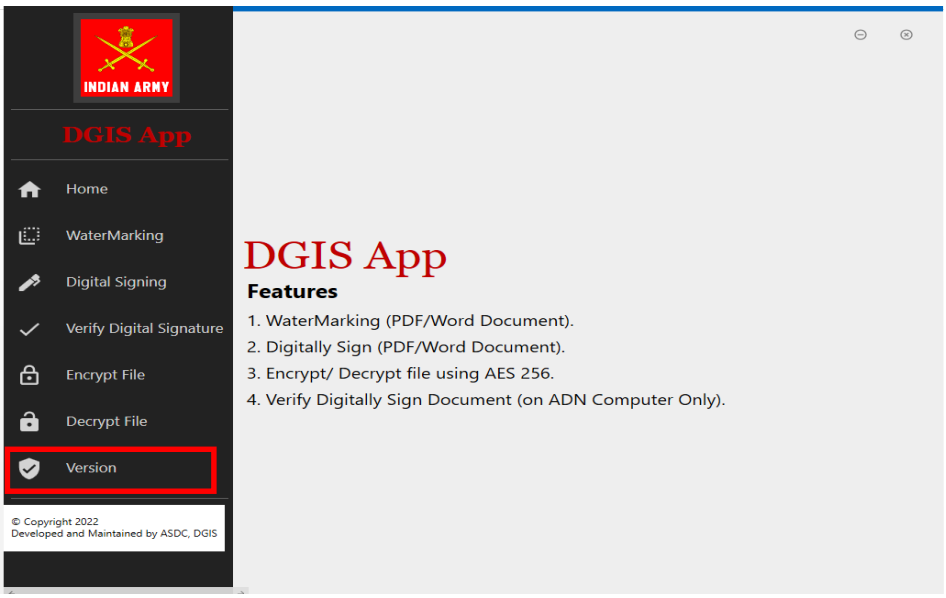
(a) Open DGIS website https://dgis.army.mil or navigate from Army Portal i.e. https://portal.army.mil > Branches > DG IS > Quick Links > DGIS App or directly click https://dgis.army.mil/dgisapp.html

(b) Click "**Offline Setup of DGIS App (For standalone PC)**". "*Extract_Offline_DGISApp_Installer_folder_on_Desktop.zip*" file will be downloaded automatically to the local PC.



(c) Extract file "*Extract_Offline_DGISApp_Installer_folder_on_Desktop.zip*" on desktop.

(d) Launch DGIS App & click on Version.



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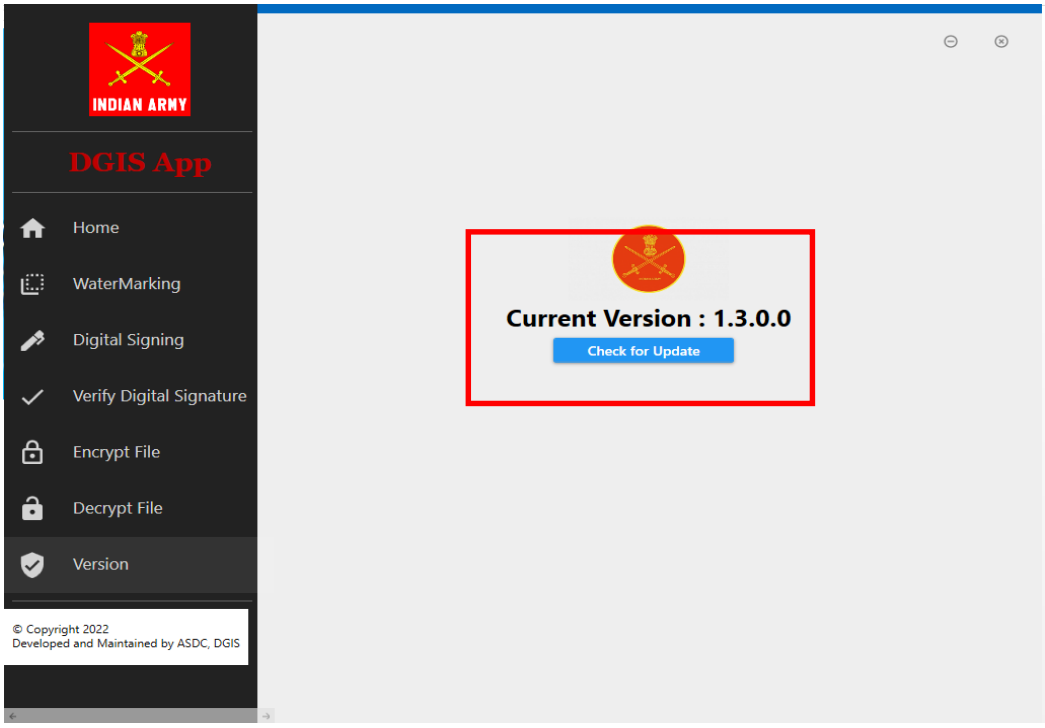
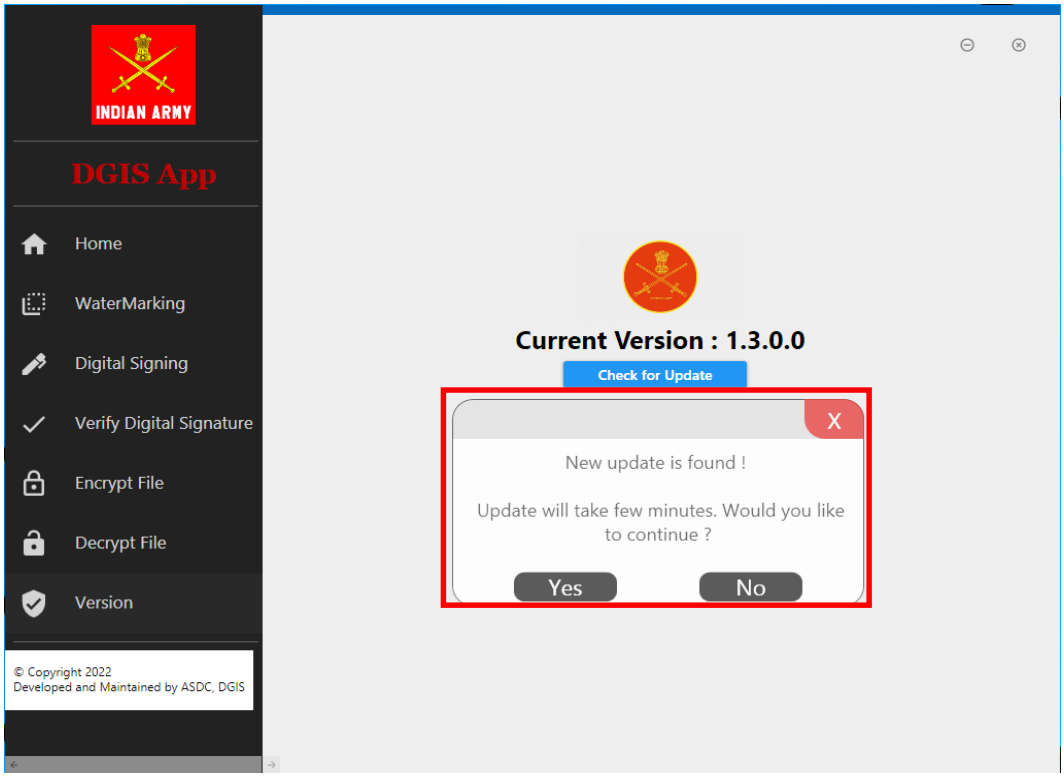
(e) DGIS App will provide version info window. Click on Check for Update.



(f) App will check for update available in the desktop folder and fwg screen will appears. Click on Yes to update.



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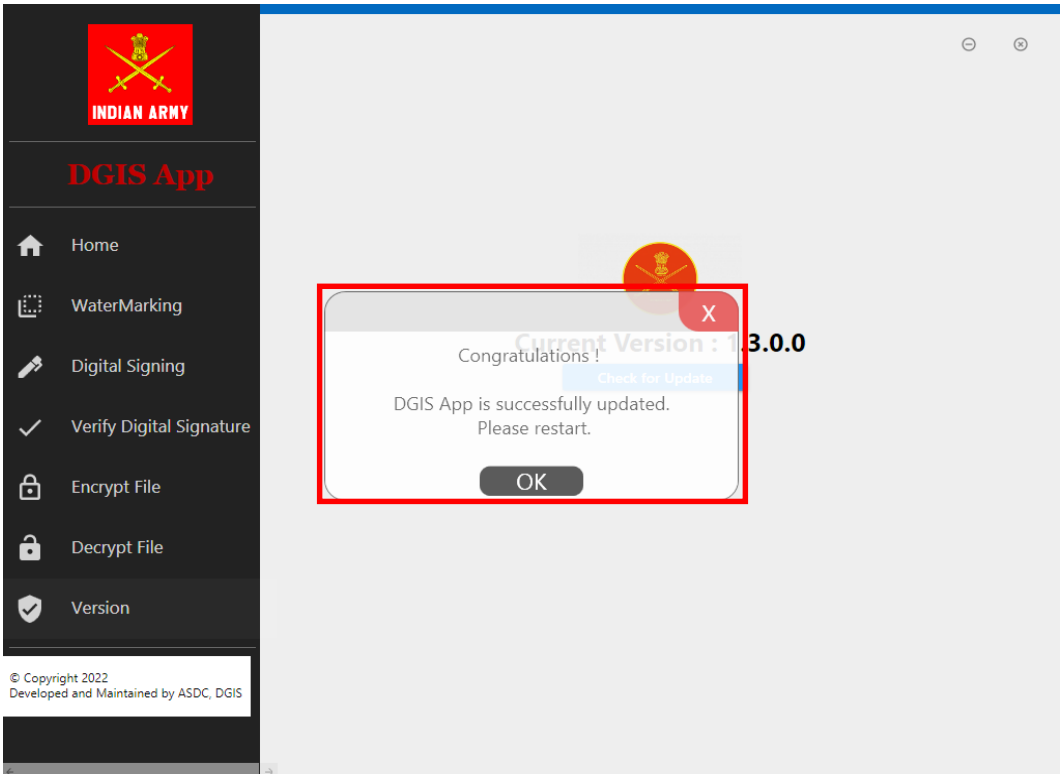
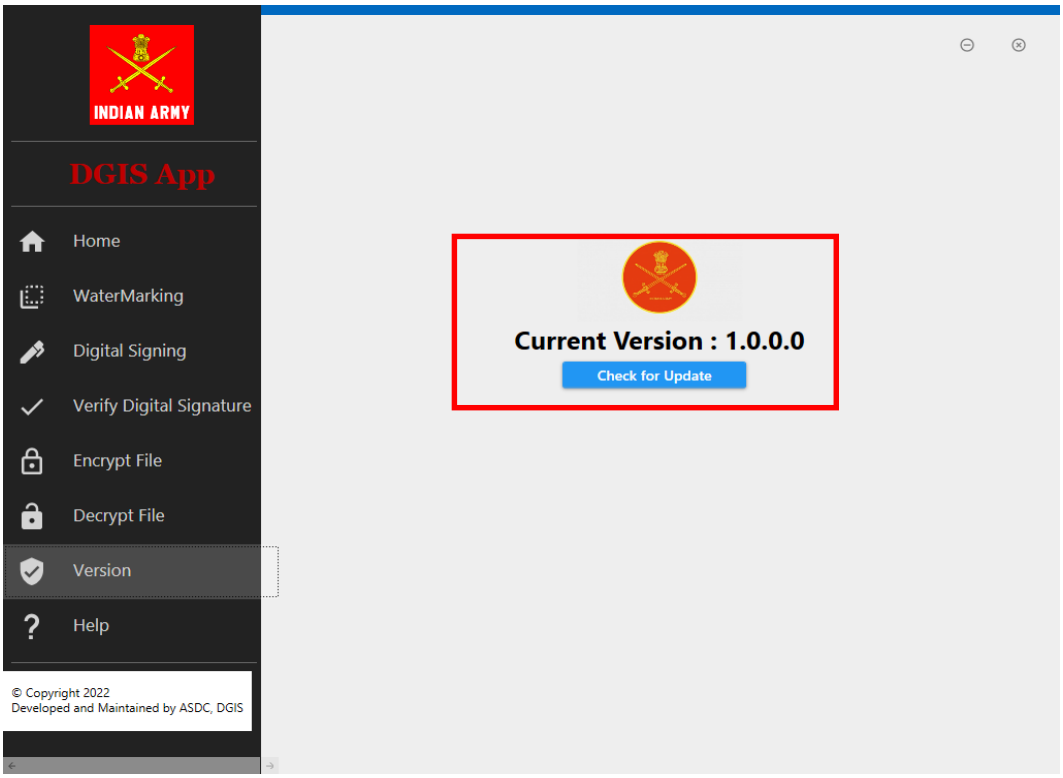
(g) Wait for few seconds until fwg screen appears. Click on OK.



(h) Restart App and check for the version updated version info will be available.



Note- The latest ver of appl is 1.0.0.0

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7. **Features** The main features of DGIS App are as under:-

(a) **Custom Watermarking**. The appl gives the flexibility to take user defined inputs before carrying out watermarking of any Word (.docx) or PDF file. The custom option avlb are as under:-

(i) Dt and Time

(ii) IP Address

(iii) Add Text

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(a) **Digital Sign**.

(i) Digital Sign (DS) at Default loc (Predefined by Appl itself i.e. Centre bottom of page with subsequent signs on top of first sign from left to right). Addn options avlb to the user are as under:-

(aa) DS on First Page.

(ab) DS on Last Page.

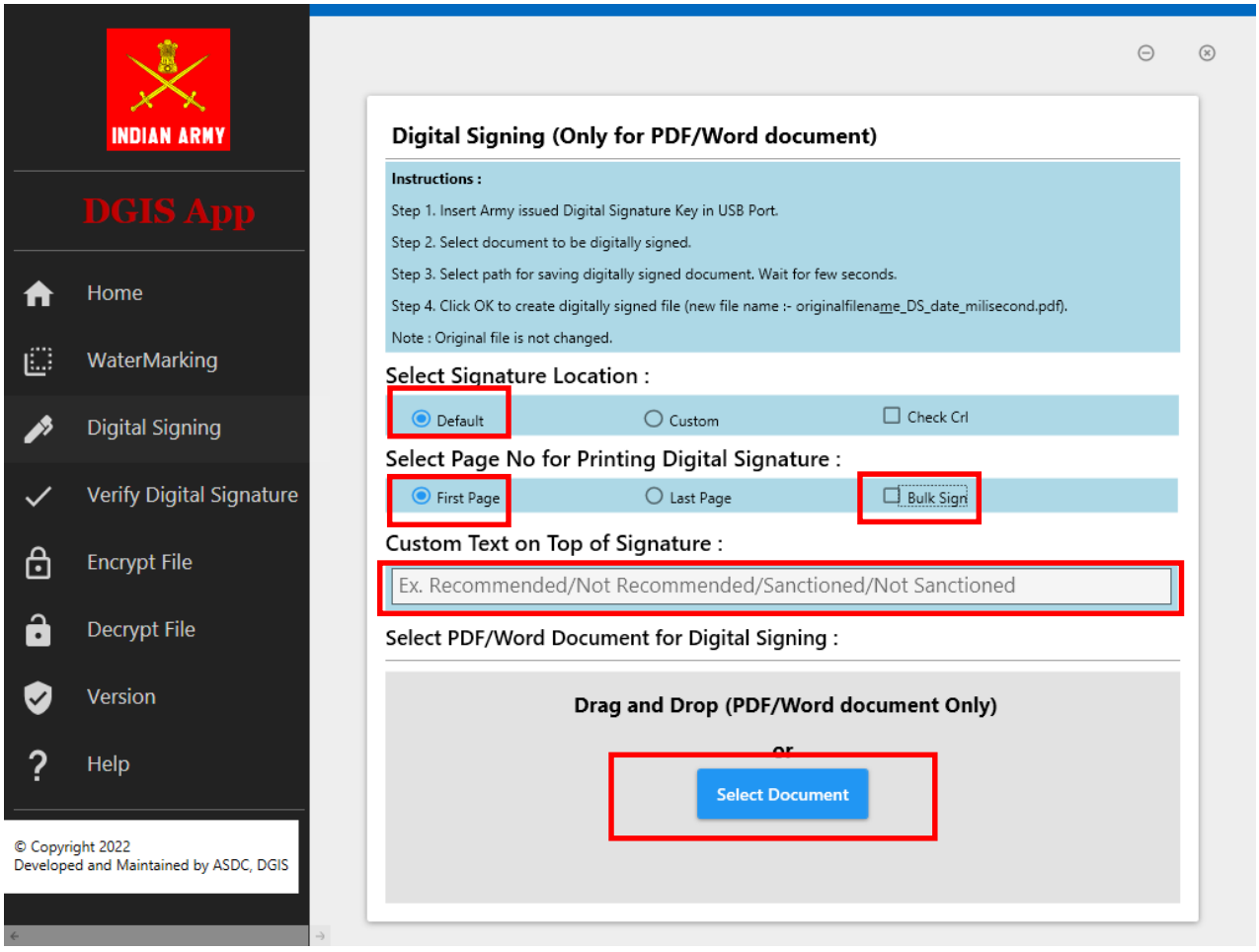
(abc) DS on Bulk Sign

(a) Bulk sign check box is use for DS on multiple files for First or custom page.

(b) Select only folder which contain all files for use DS.

(ii) DS on Custom loc defined/ selected by user.

(iii) Custom Text on Top of Sign- User defined text on top of Digital Sign.



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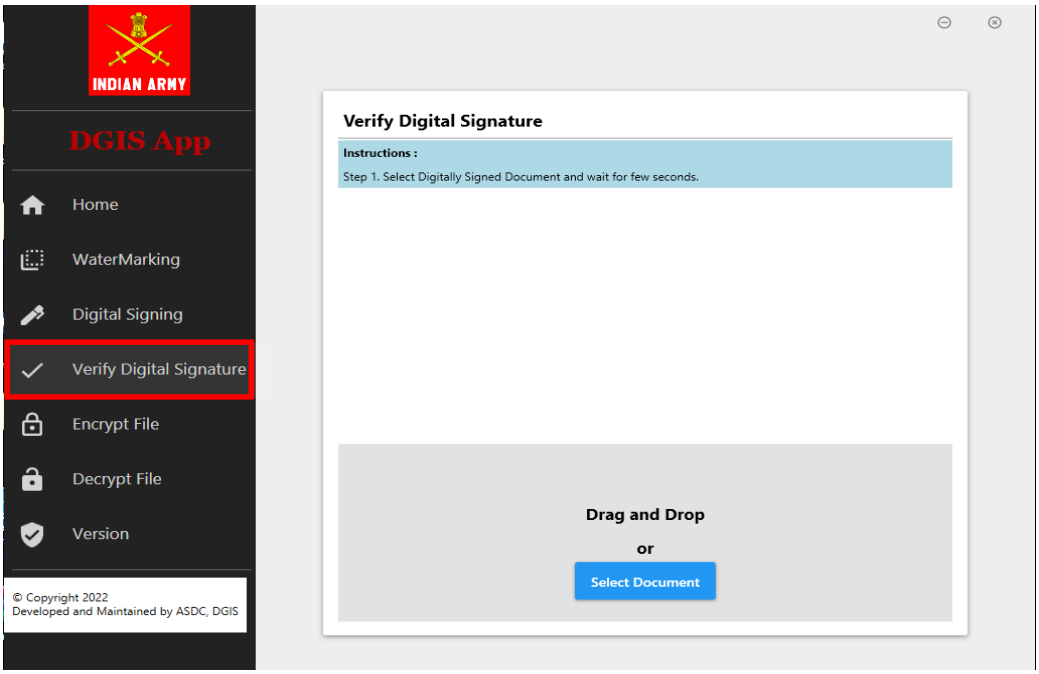
(b) **Verification of Digital Sign**.



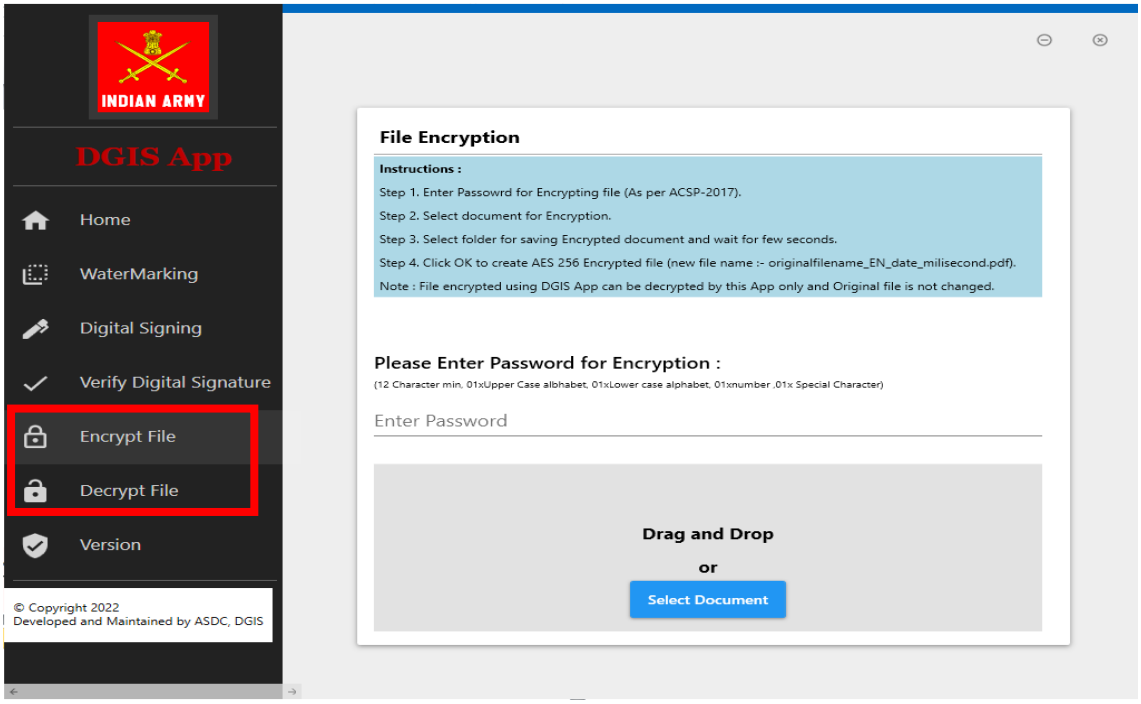
(c) **File Encryption & Decryption**.

(i) Enter password with at least 12 characters as per ACSP-2023.

(ii) File should encrypt with *.mil extn.

(iii) Original file is not changed.

(iv) File encrypted using DGIS App can be decrypted by this App only.



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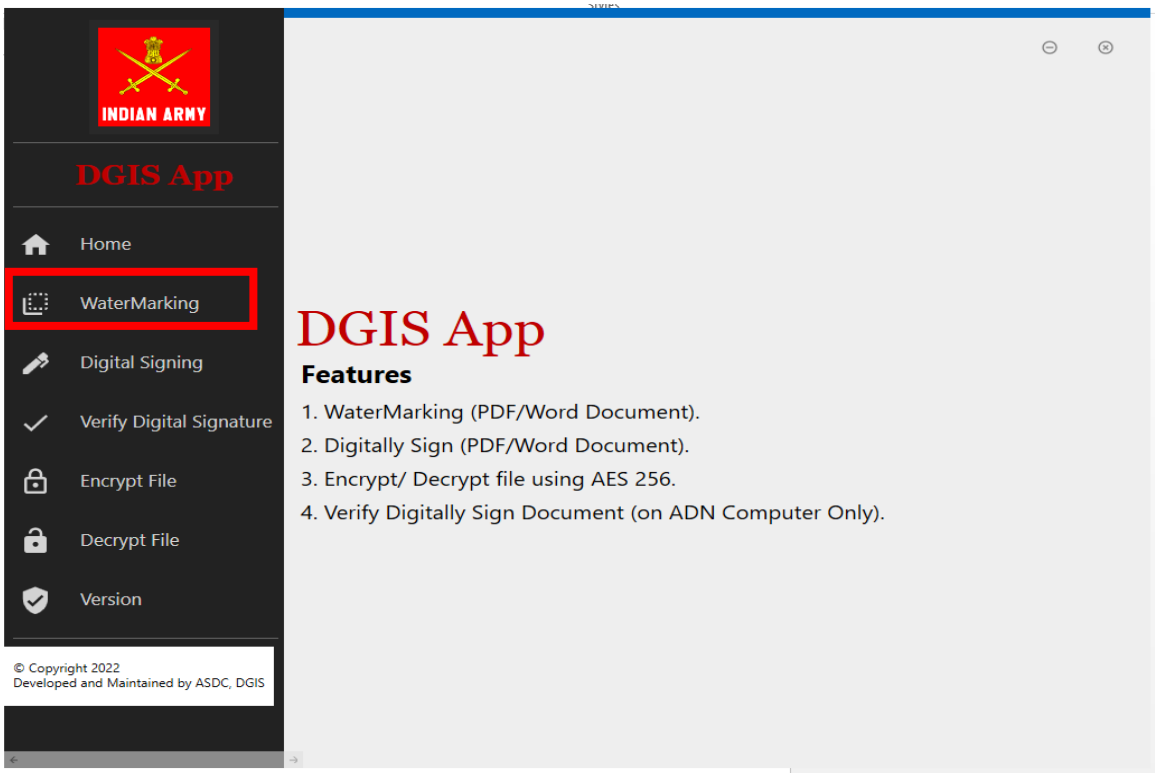
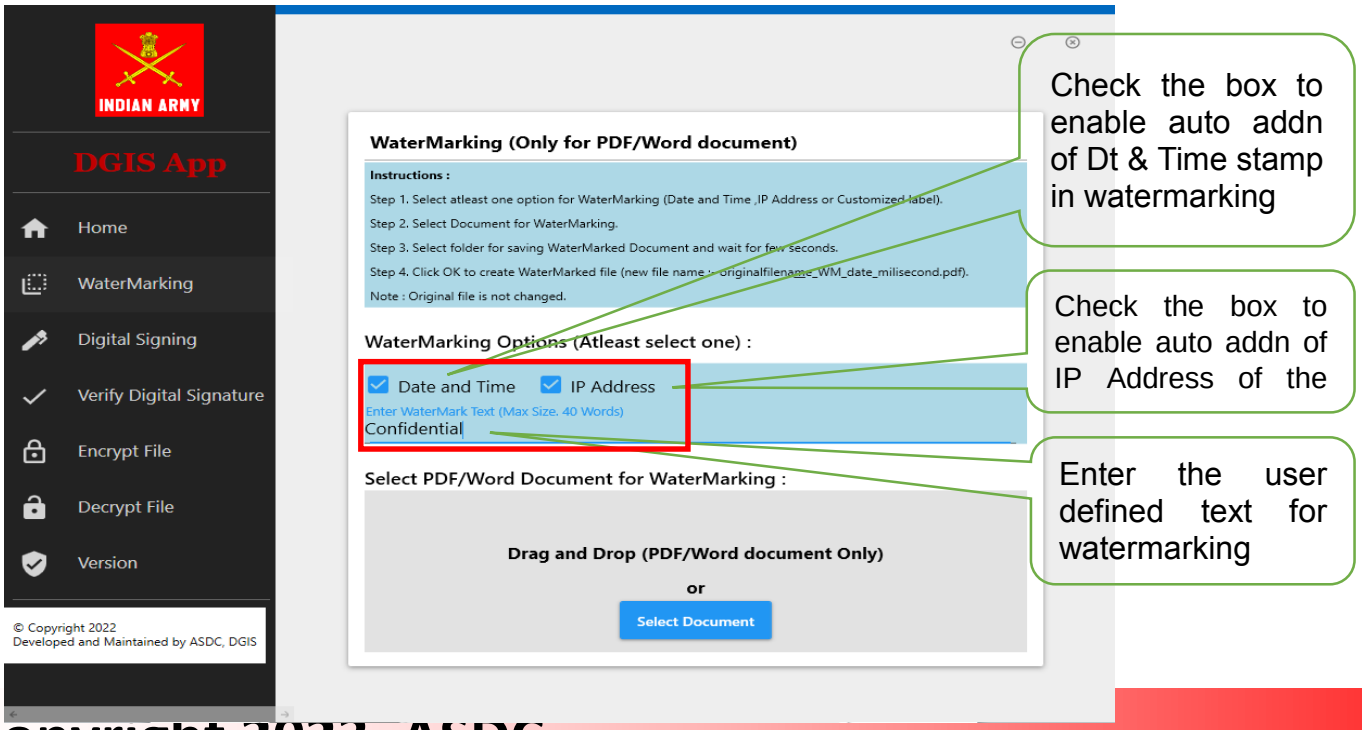
Watermarking

8. **Document Watermarking** The appl can watermark any MS Word or PDF docu. Procedure for watermarking is as follows:-

(a) Open the DGIS App from the shortcut on your desktop & click on Watermarking.



(b) DGIS App will provide watermarking window. Check the desired watermarking option or enter the text for water marking.



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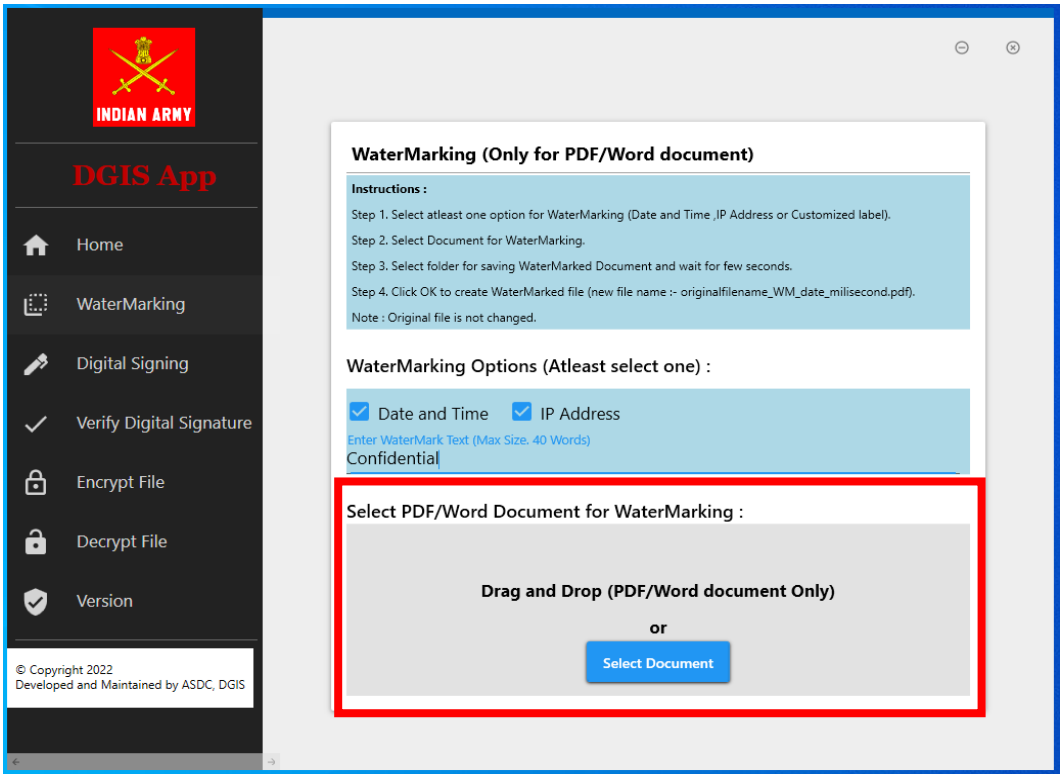
(c) Click on Select Document or drag-drop the docu (pdf/docs) inside selection window for watermarking and wait.



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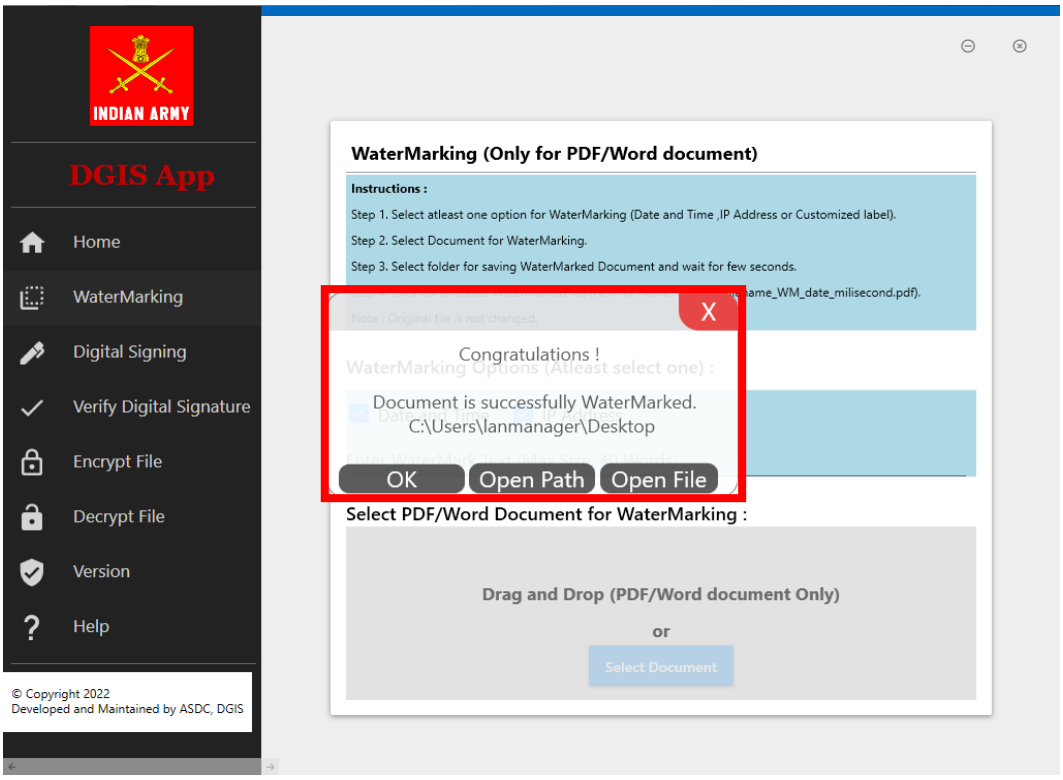
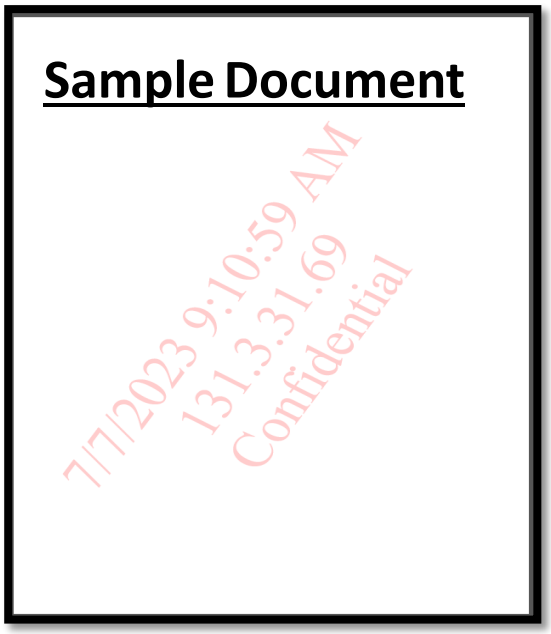
(d) Prompt will confirm the successful watermarking of docu.

*Note that the watermarked file will be automatically stored at the loc from where the file was selected with different naming convention(Original_name_of_file + **WM_dt)**



(e) Sample docu with watermarking:-



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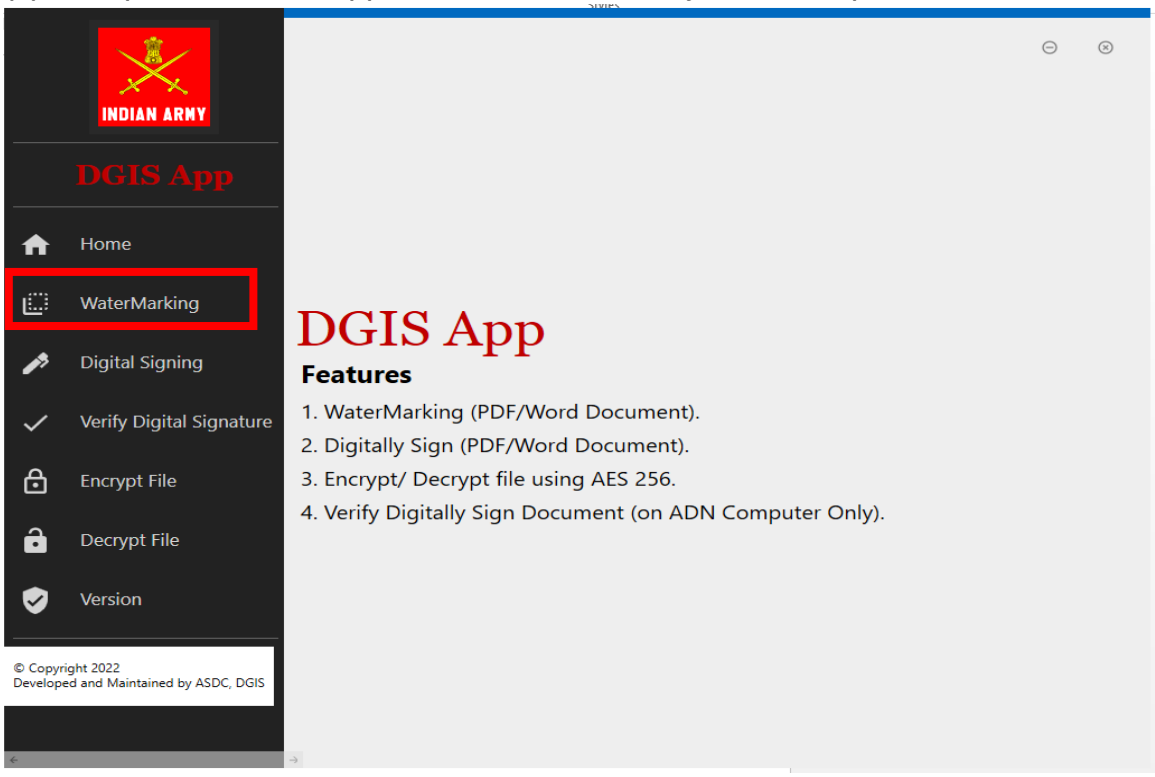
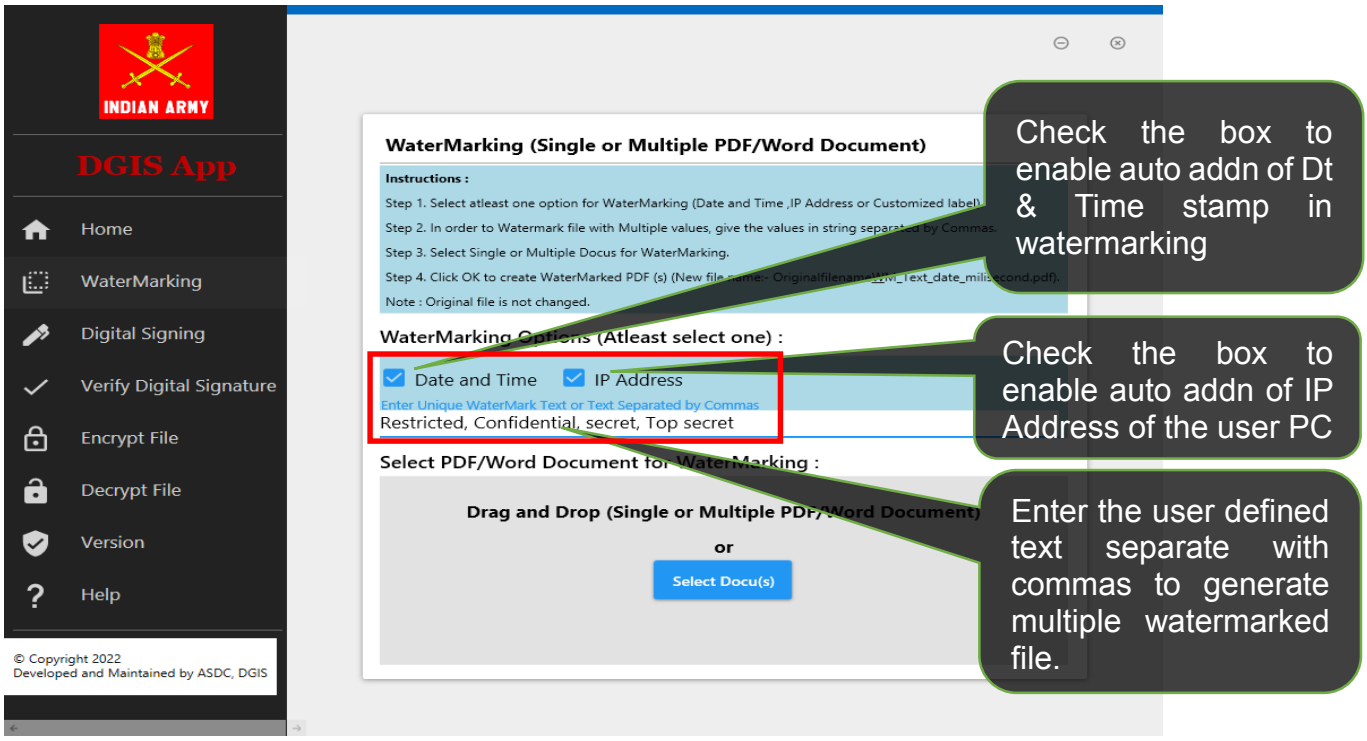
9. **Multiple Docu(s) Watermarking**. The appl can also watermark multiple MS Word or PDF docus. Procedure for watermarking is as follows:-

(a) Open the DGIS App from the shortcut on your desktop & click on Watermarking.



(b) DGIS App will provide watermarking window. Check the desired watermarking option or enter the text for watermarking.



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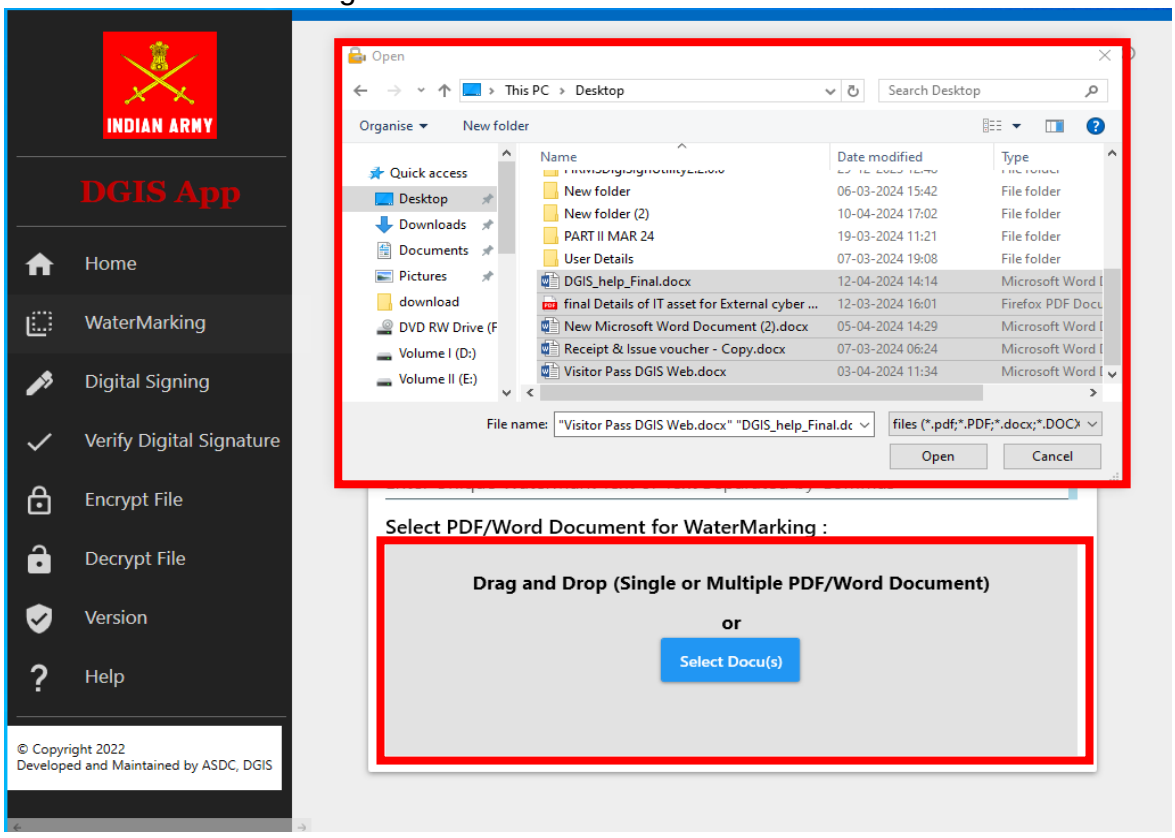
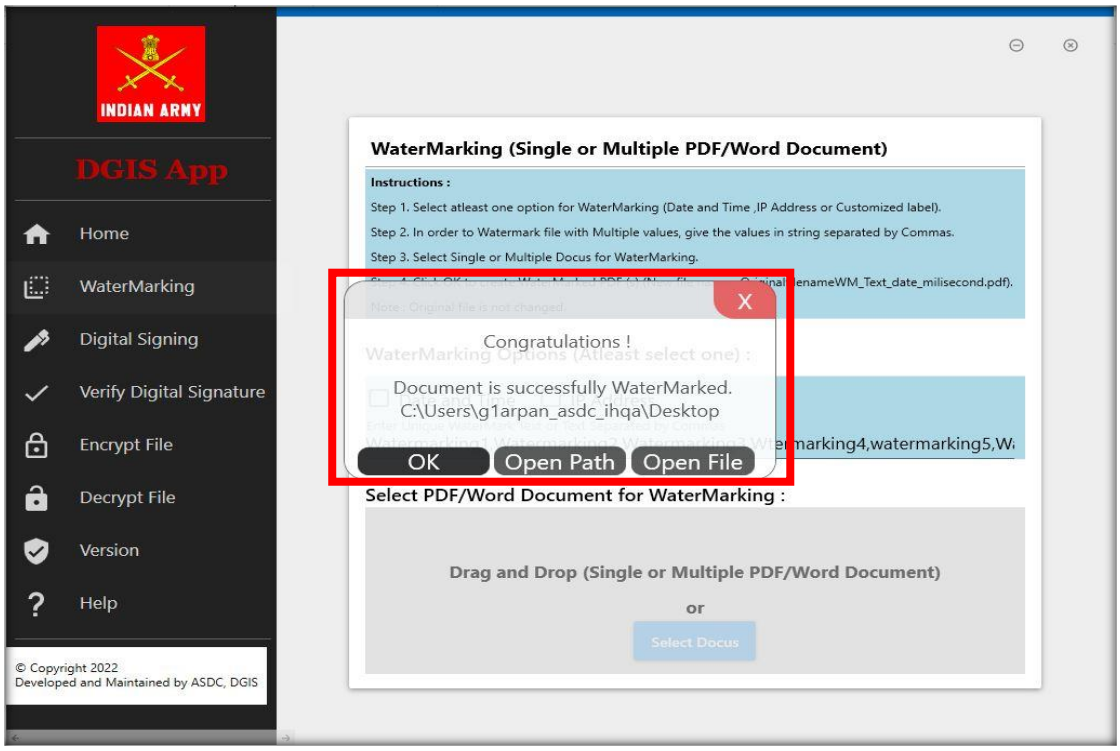
(c) Click on Select Multiple Document or drag-drop the docu (pdf/docs) inside selection window for watermarking and wait.



(d) Prompt will confirm the successful watermarking of docu.

*Note that the watermarked file will be automatically stored at the loc from where the file was selected with different naming convention (Original_name_of_file + **WM_dt)**



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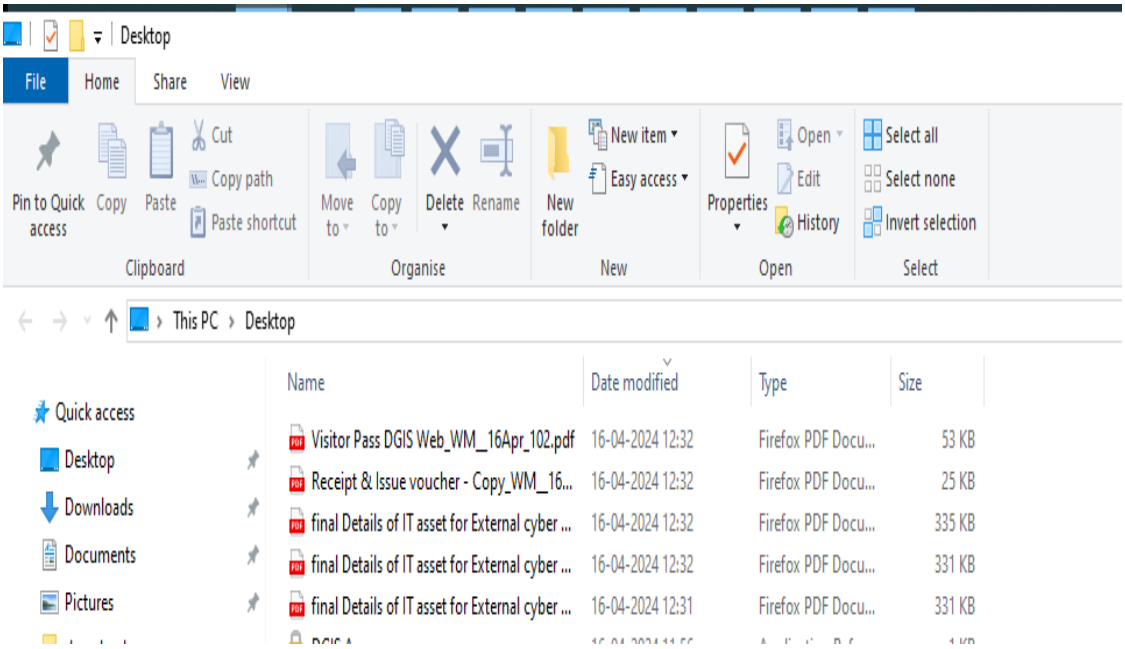
(e) Output folder view with watermarked Pdf Docus.



(f) Sample docu with watermarking:-

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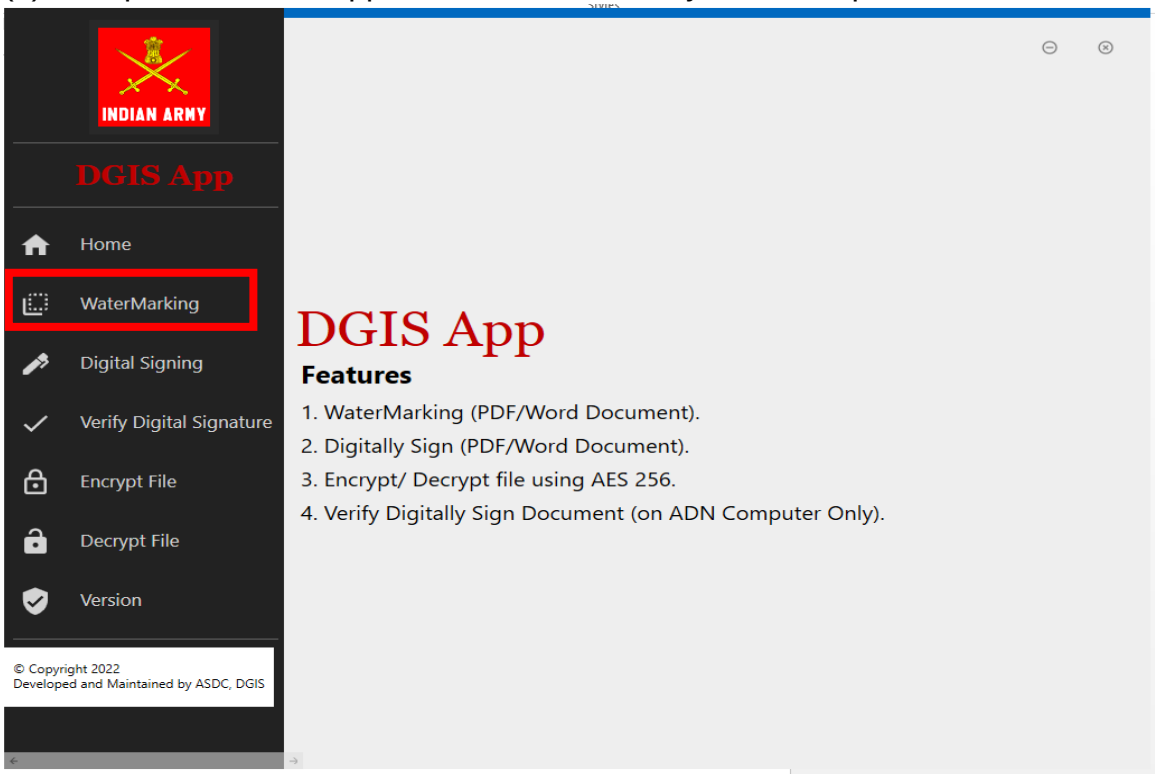
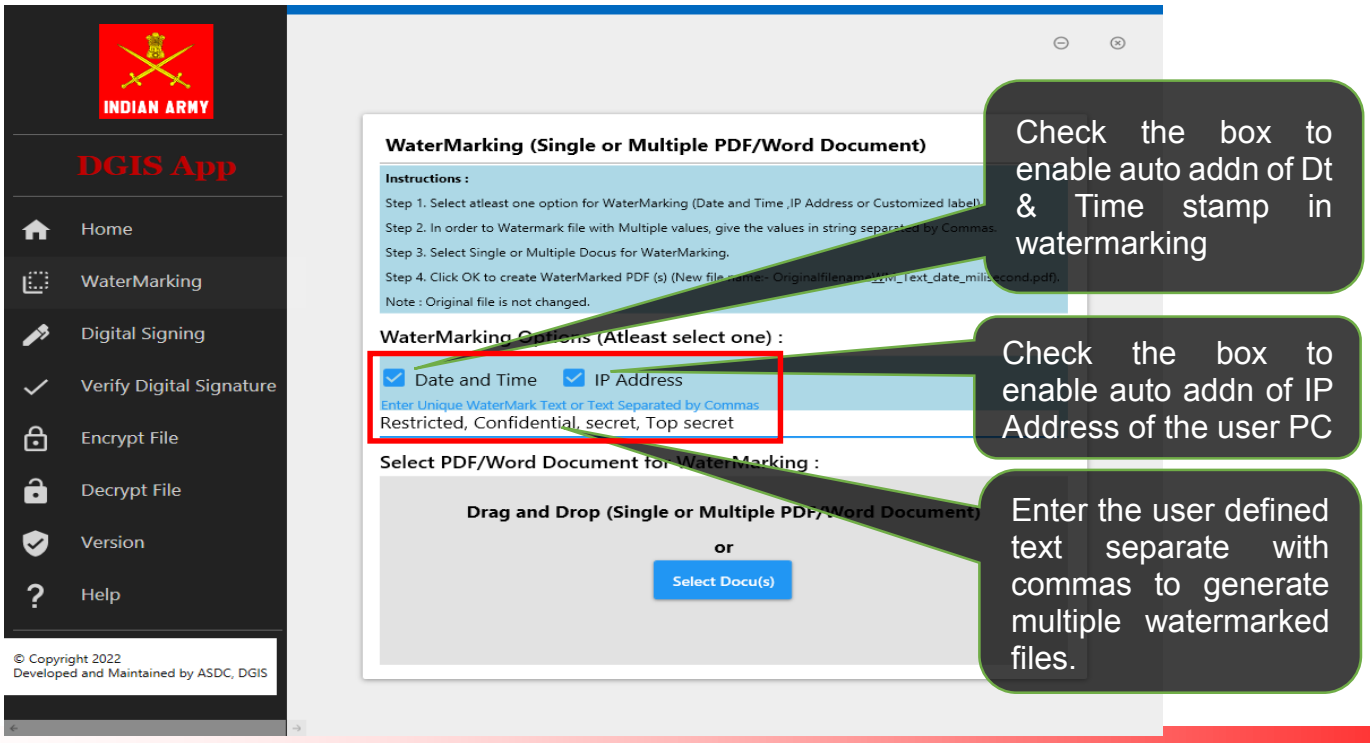
10. **<u>Single Docu with Different Watermarkings</u>**. The app can also watermark Single MS Word or PDF docu to multiple different watermarked files. Procedure for watermarking is as follows:-

(a) Open the DGIS App from the shortcut on your desktop & click on Watermarking.



(b) DGIS App will provide watermarking window. Check the desired watermarking option or enter the text for water marking.



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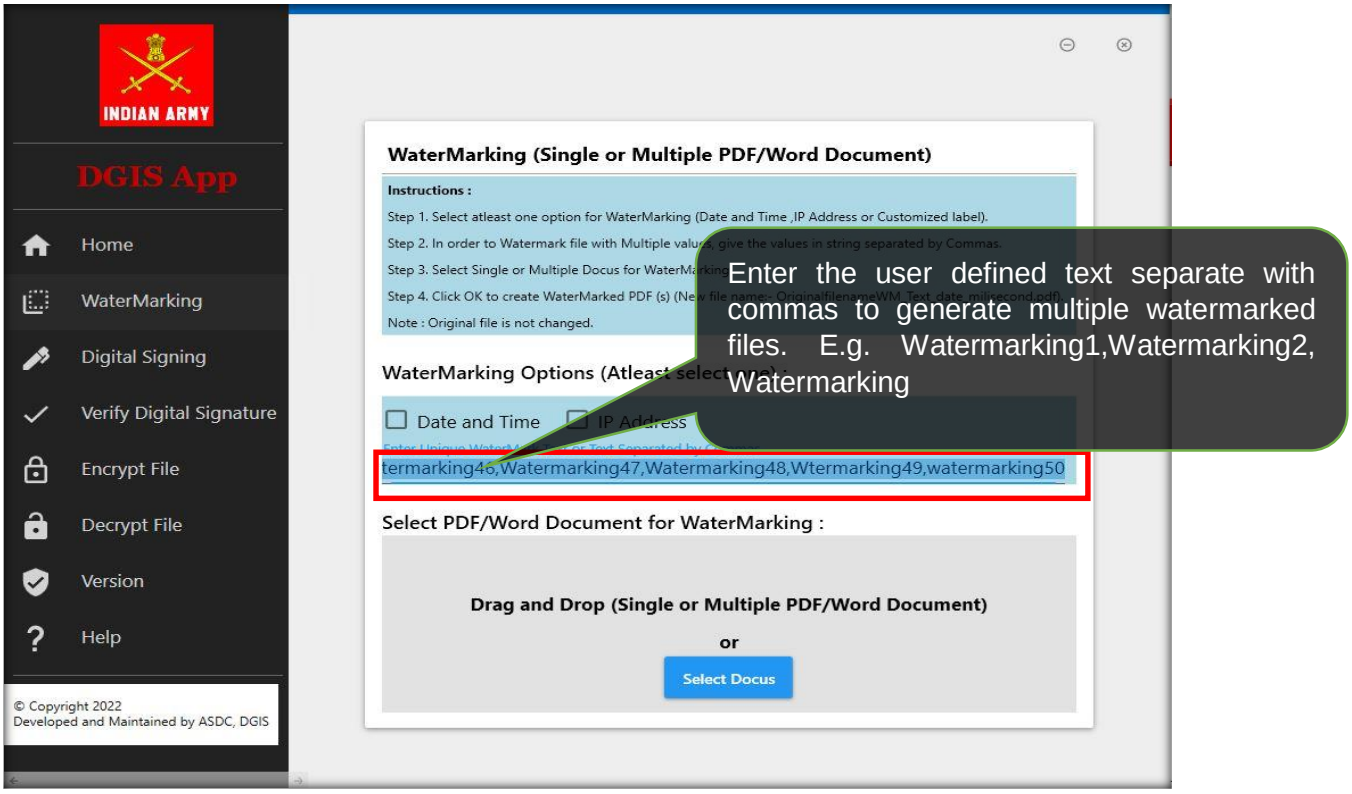
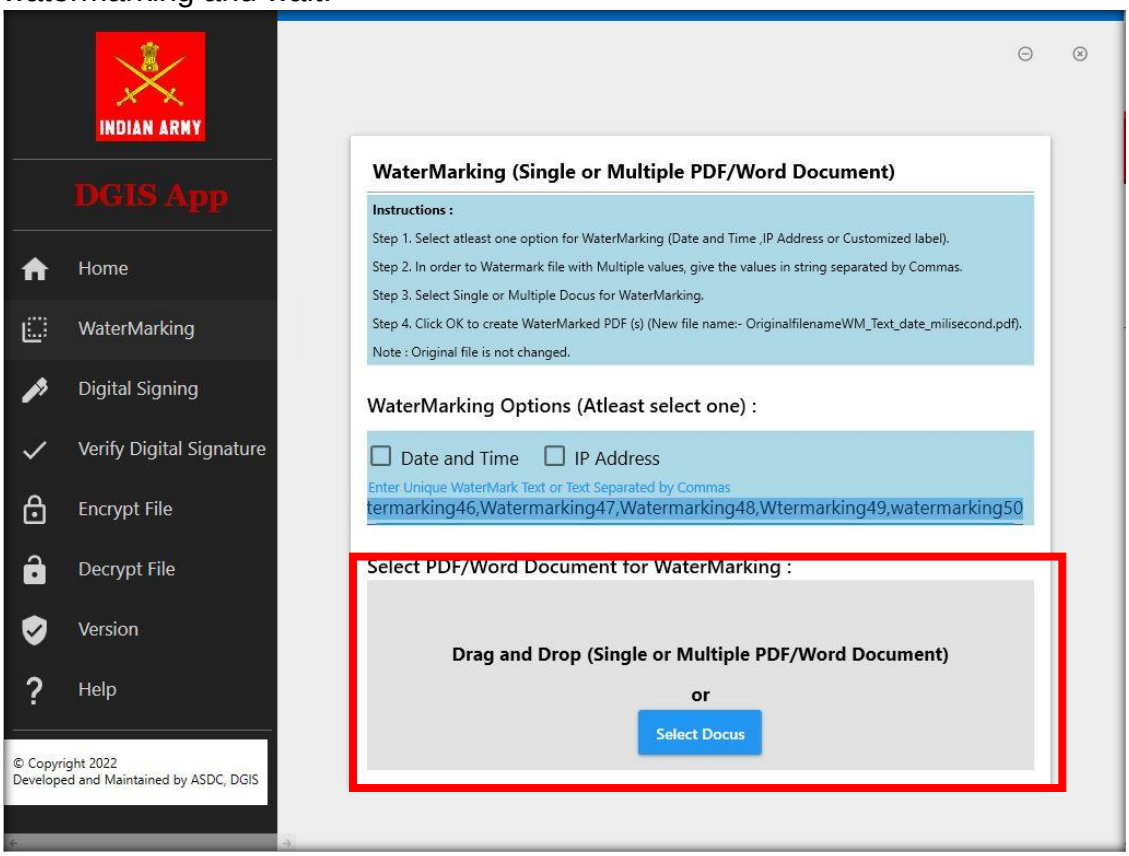
(c) Type watermarking text



(d) Click on Select Docu or drag-drop the docu (pdf/docs) inside selection window for watermarking and wait.



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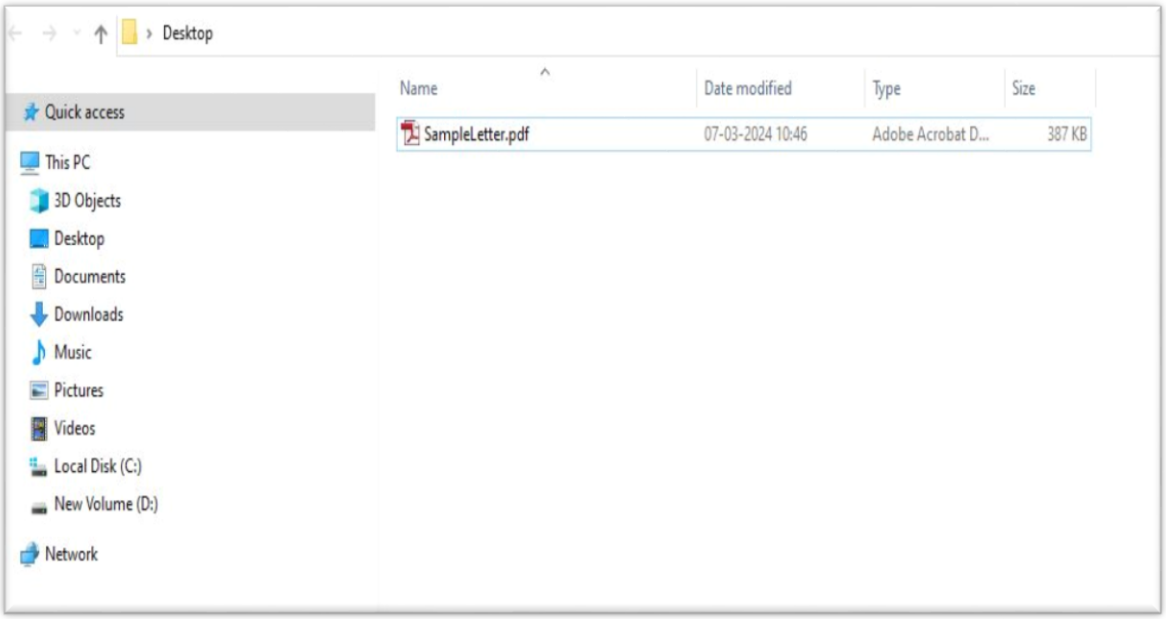
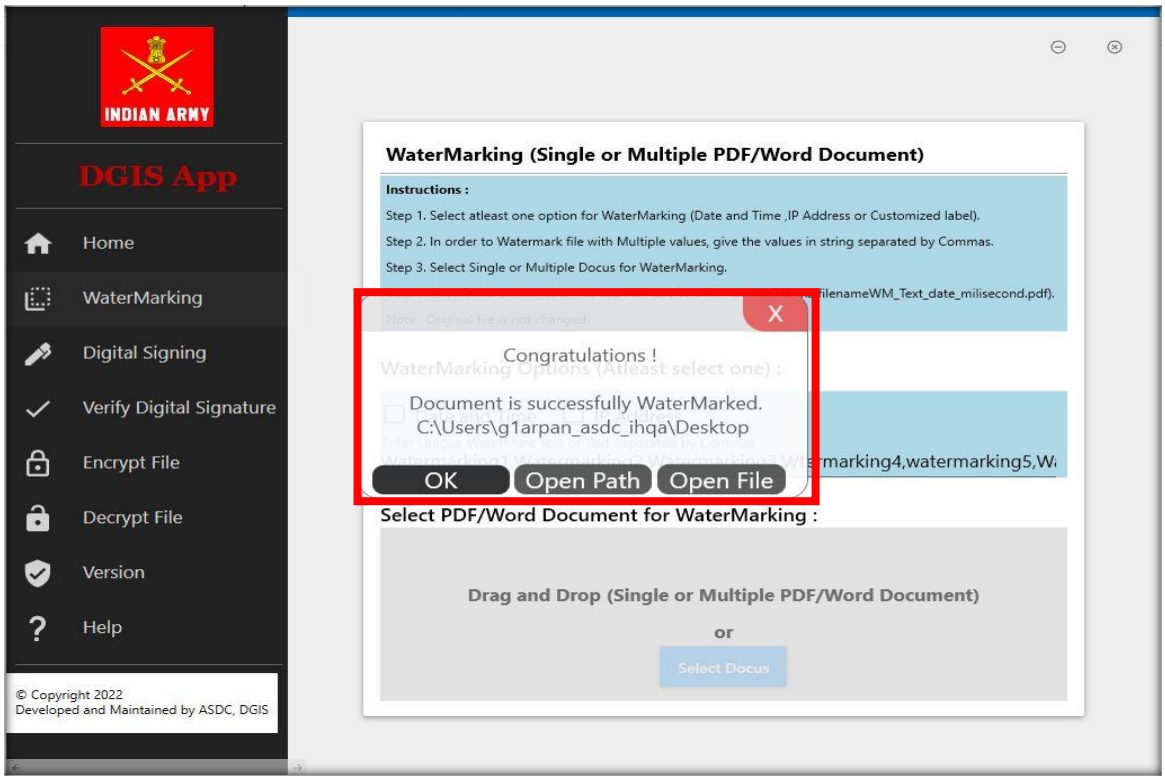
(e) Open folder with 1x Sample Pdf/Word Docu



(f) Prompt will confirm the successful watermarking of docu.

*Note that the watermarked file will be automatically stored at the loc from where the file was selected with different naming convention (Original_name_of_file + **WM_dt)**



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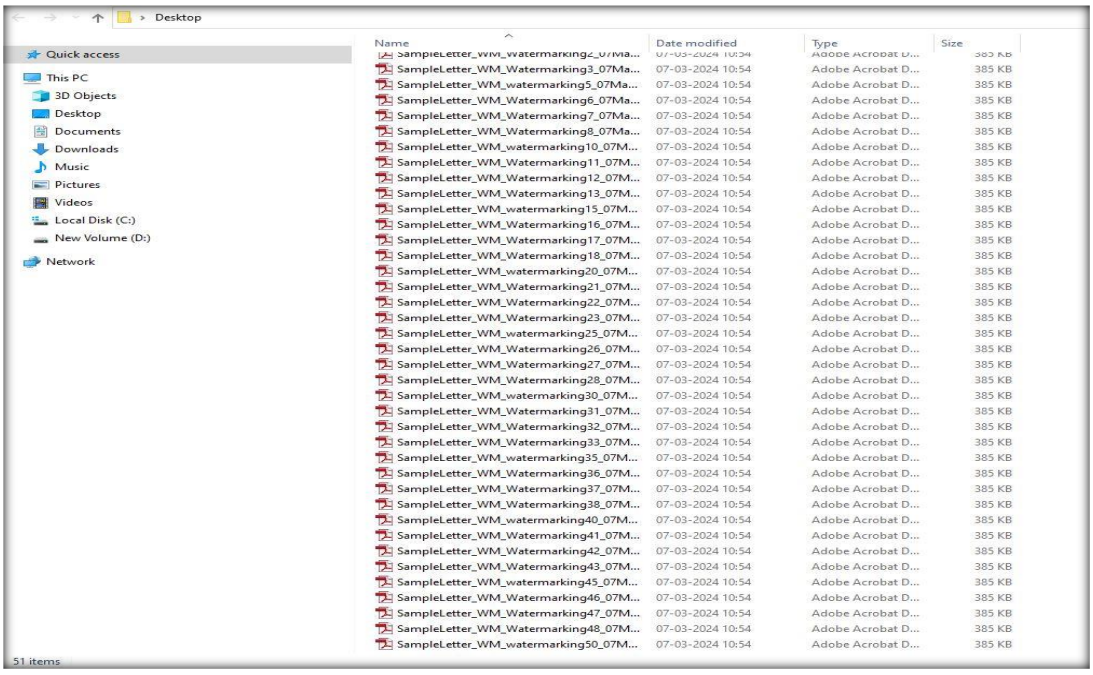
(g) Output folder with 51x Sample Pdf/Word Docu



(h) Sample docu with watermarking:-

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Digital Signing

11. **Introduction**.

(a) Digital Sign(DS) at Default loc (predefined by Appl itself i.e. Centre bottom of page with subsequent DS on top of first DS from left to right). Addl options avlb to the user are as under:-

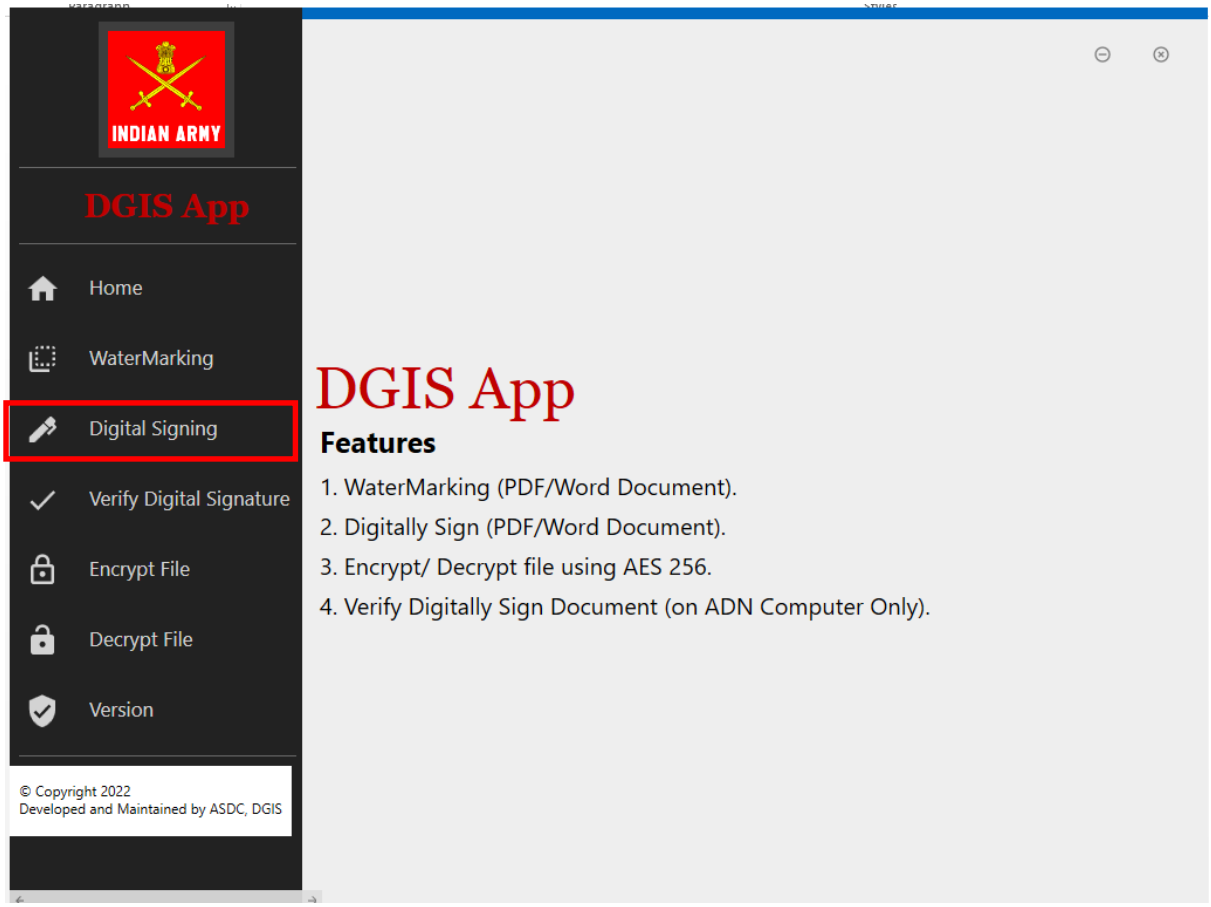
(i) DS on First Page.

(ii) DS on Last Page.

(b) DS on Custom loc selected by user.

(c) Custom Text on Top of Sign- User defined text on top of DS.

For DS > Open DGIS App & click on "Digital Signing" -



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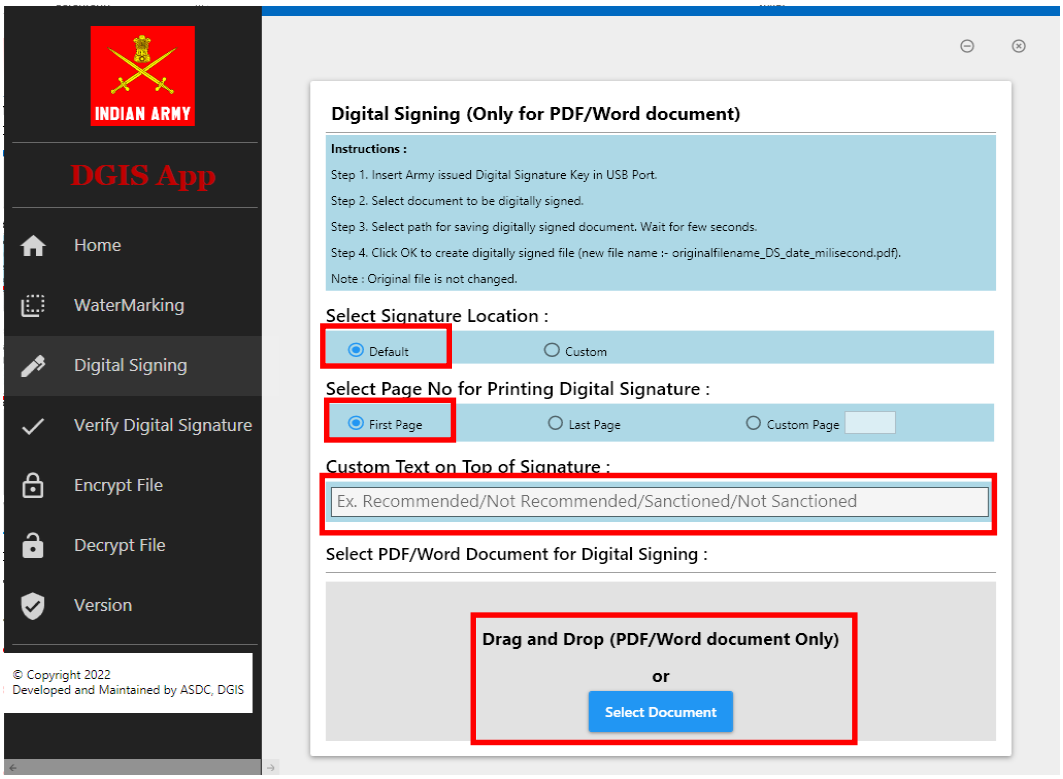
12. **Default Sign**

***Note-** Make sure the Digital Token is inserted (i.e. IACA Token for ADN or Valid Civ DS Token for Standalone mode).

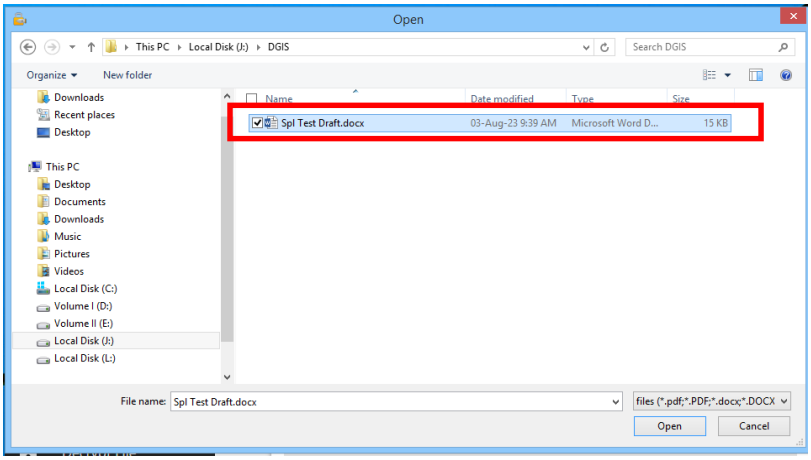
(a) Select the page on which the DS to be carried out i.e. “First Page or Last Page” .

(b) Write remarks (Custom Text) if reqd with Sign.

(c) Click on Select Docu or drag-drop the docu (pdf/docx) inside selection window.



(d) Browse the file you want to digitally Sign & select. Wait for next prompt.



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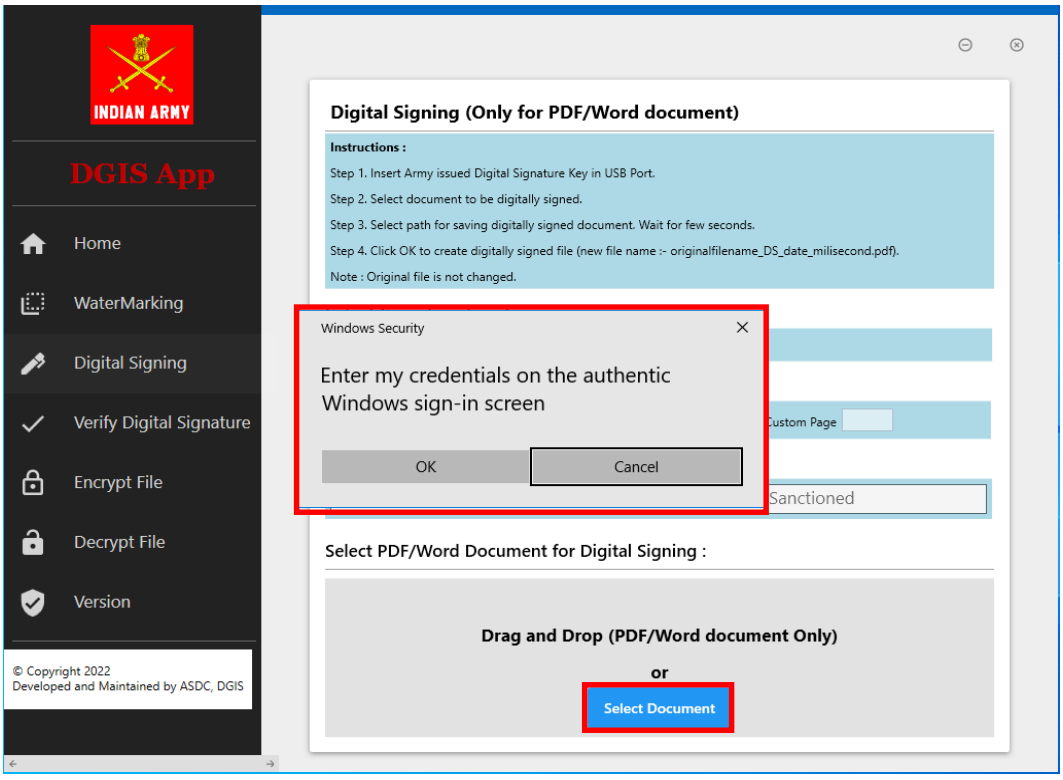
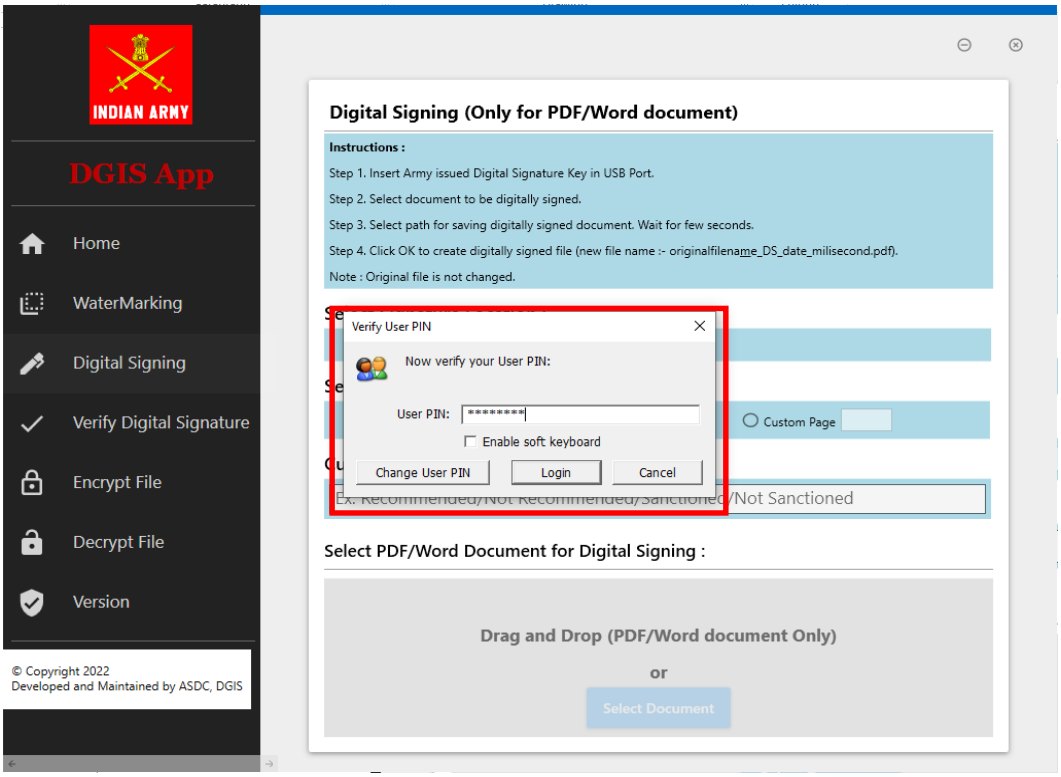
(e) In case the multiple tokens are att, fwg prompt will appear to select the desired token. Press ok > Ctrl+Alt+Del and select the valid DS token.



(f) Pl enter valid token PIN and click on login & wait for the next prompt.



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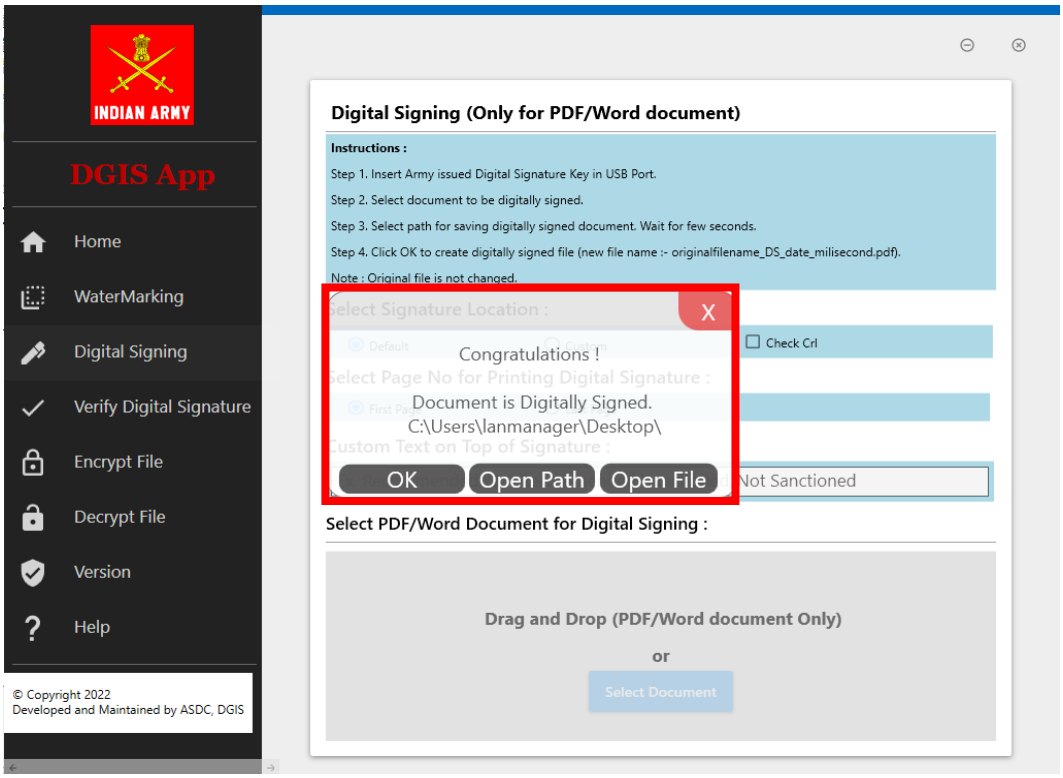
(g) Prompt confirms that the file has been Digitally Signed.



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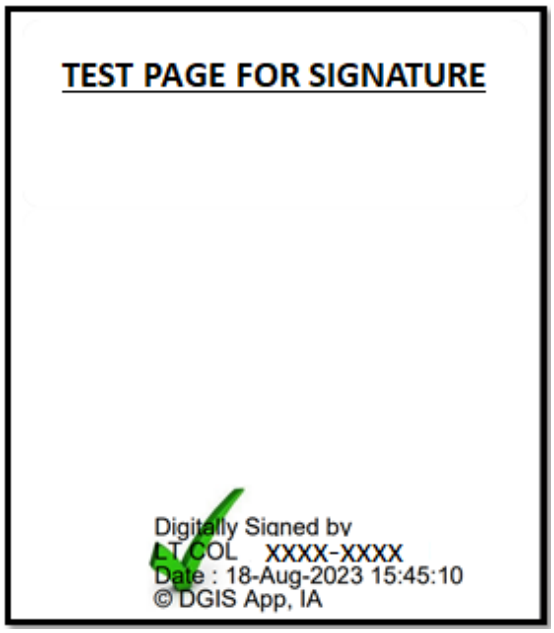
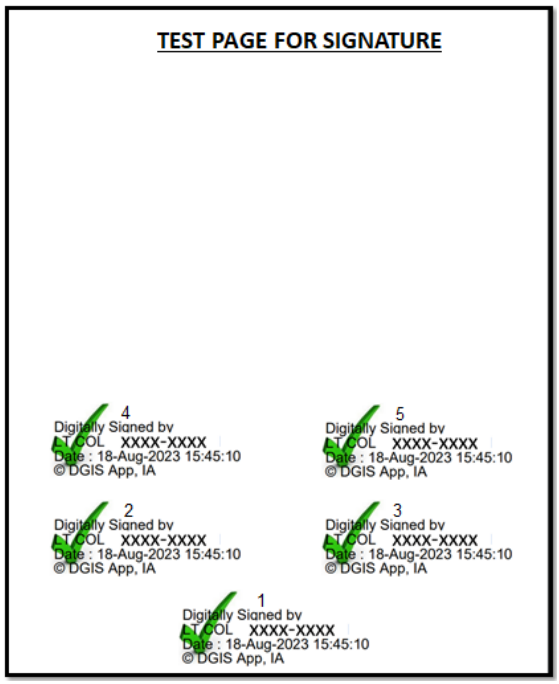
(k) Sample files with single and multiple DS (Default Loc).



.



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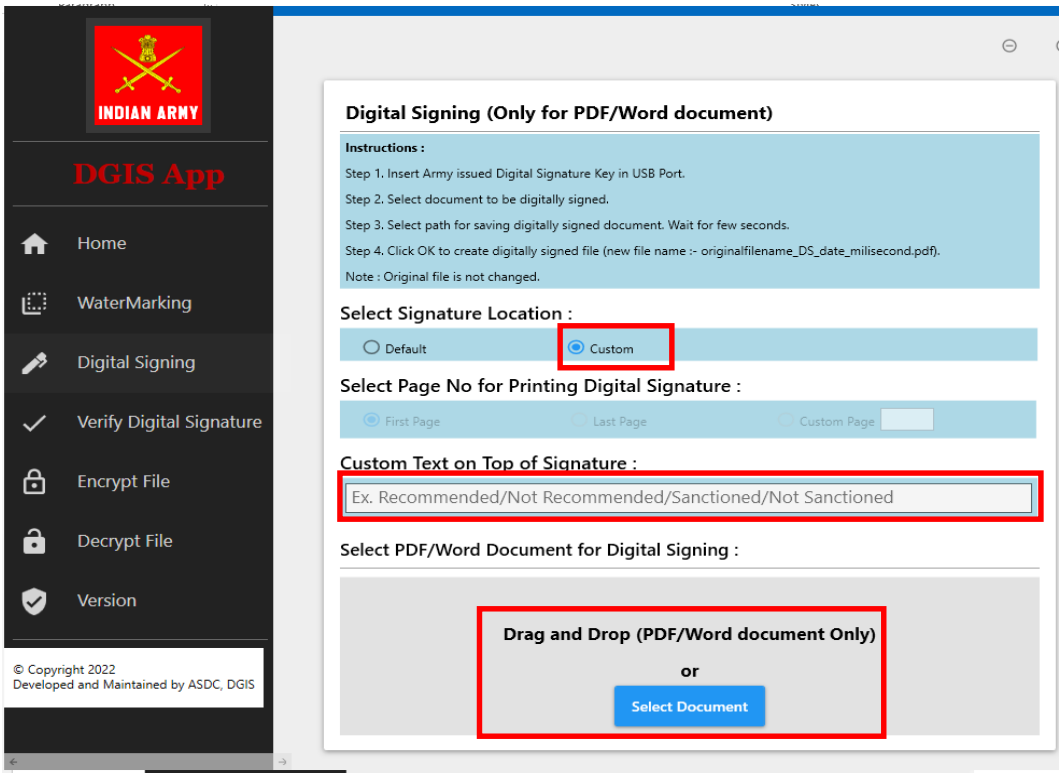
13. **Custom Sign**.

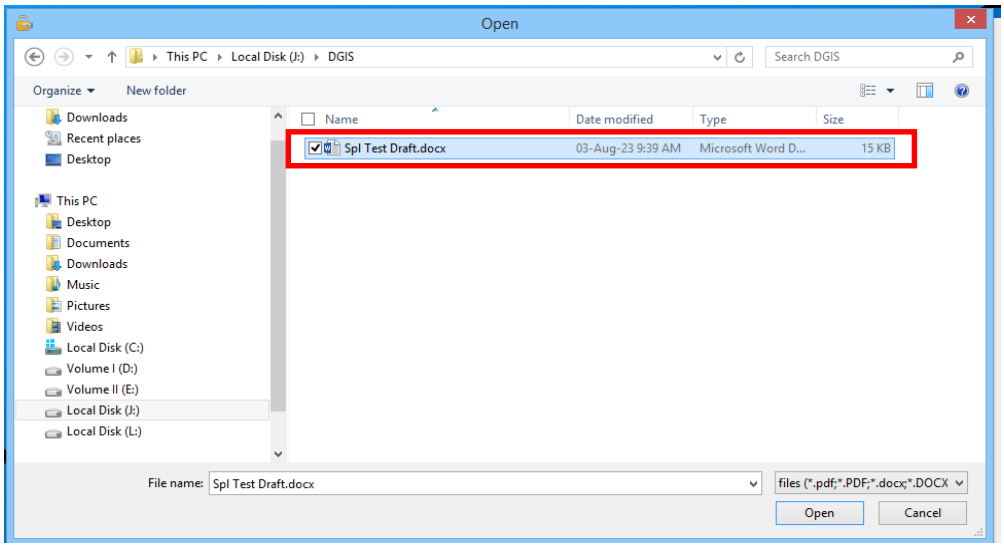
***Note-** Make sure the Digital Token is inserted (i.e. IACA Token for ADN or Valid Civ DS Token for Standalone mode).

(a) Custom – DS on user defined loc along with custom text (if reqd with Sign).

(b) Click on Select Docu or drag-drop the docu inside selection window.



(c) Browse to the file you want to DS & select. Wait until docu loads.



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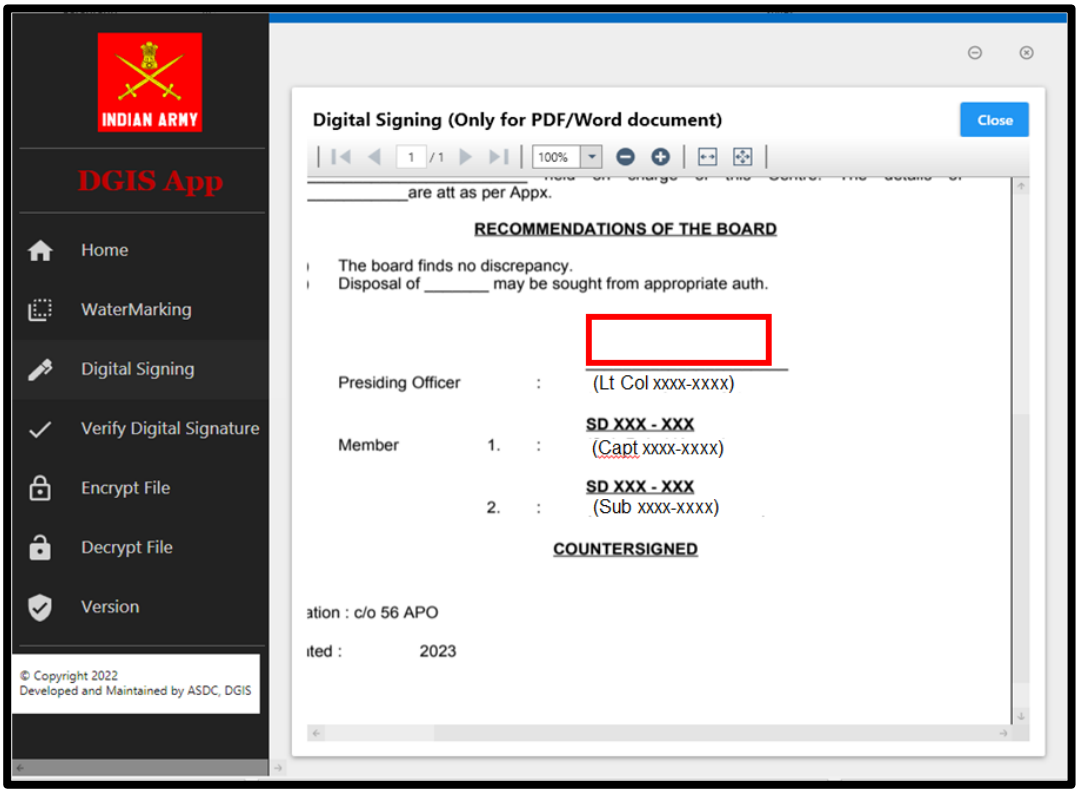
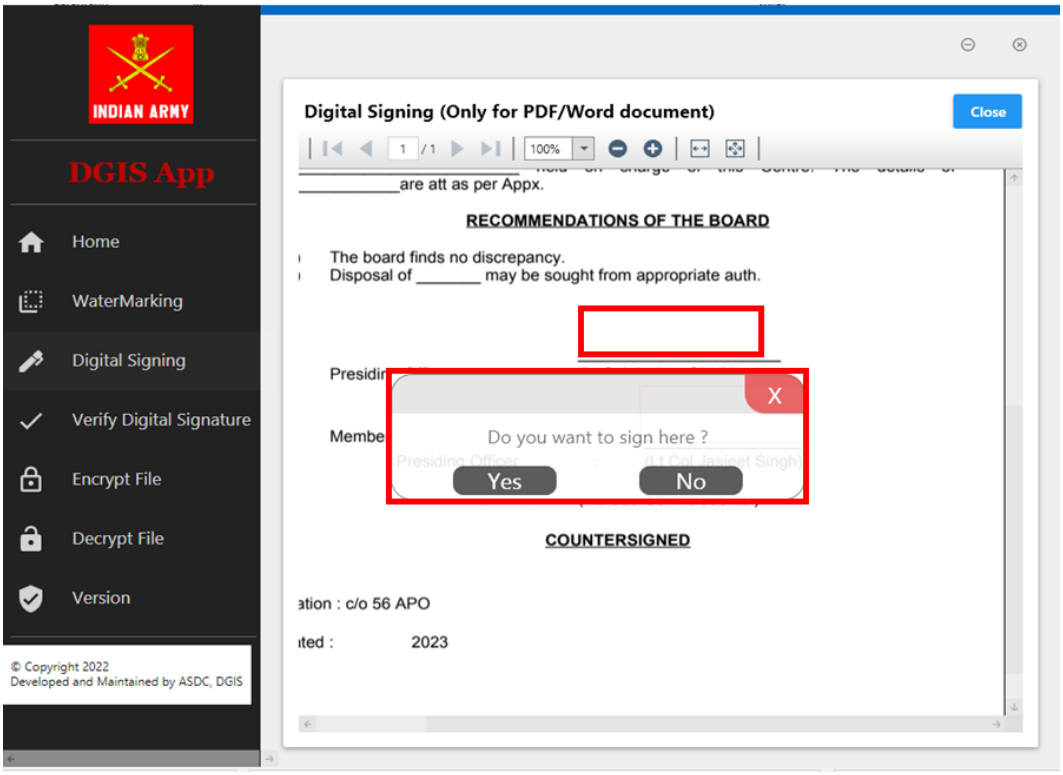
(d) Scroll to the loc and draw rectangle where you want to DS sign, wait till the popup appears.



(e) Click No to draw again or Yes to sign and wait.



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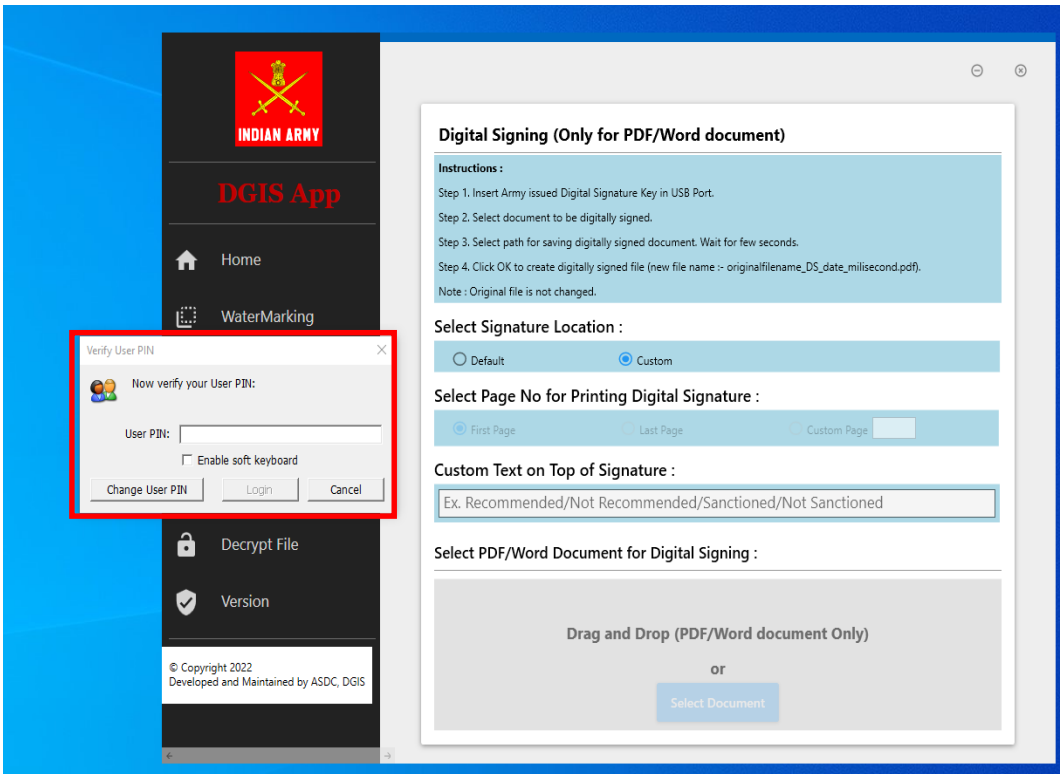
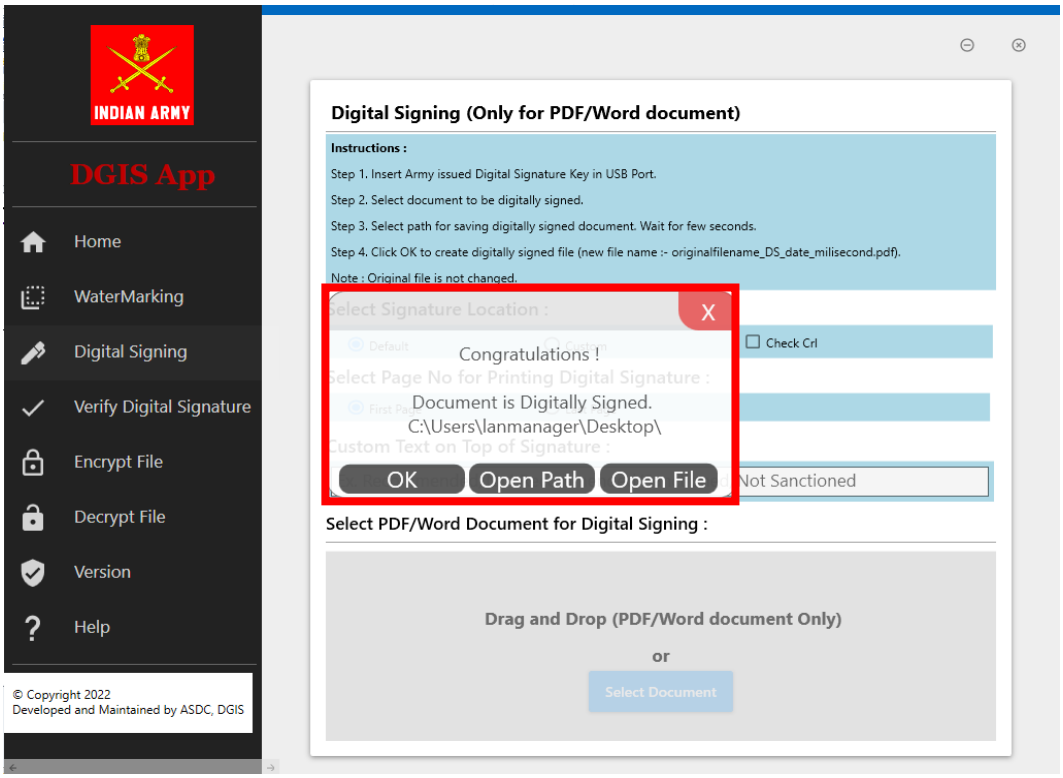
(f) On this prompt provide your token PIN and click on login & wait for next prompt.



(g) This prompt confirms the file been Digitally Signed with loc of the output file (i.e. same as selected loc).



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(i) Digitally Signed docu is shown below:-

In lieu of IAFD-931

Proceedings of	:	Board of officers
Assembled at	:	Army Software Development Centre DGIS Enclave, Rao Tula Ram Marg, New Delhi – 10
On the	:	2023
By order of	:	Comdt ASDC vide Part I Order No _____ dt _____ 2023
For the purpose of	:	To carry out annual stock taking of _____ held on charge of this Centre for the yr 2022-23.
Presiding Officer	:	Lt Col xxxx-xxxx
Members 1.	:	Capt xxxx-xxxx
2.	:	Sub xxxx-xxxx

The bd having assembled pursuant to order proceeds to carry out annual stock _____ held on charge of this Centre. The details of _____are att as per Appx.

RECOMMENDATIONS OF THE BOARD

(a) The board finds no discrepancy.
(b) Disposal of _____ may be sought from appropriate auth.

Digitally Signed by
LT COL XXXX-XXXX
Date : 18-Aug-2023 15:45:10
© DGIS App, IA

Presiding Officer : **(Lt Col xxxx-xxxx)**

SD XXX - XXX

Member 1. : **(Capt xxxx-xxxx)**

SD XXX - XXX

2. : **(Sub xxxx-xxxx)**

COUNTERSIGNED

Station : c/o 56 APO

Dated : 2023

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14. **Custom Multi Sign**

(a) Select the already digitally signed docu and repeat the same procedure as explained above.

(b) Sample of Multi Digital Sign docu is shown below:-

In lieu of IAFD-931

Proceedings of	:	Board of officers
Assembled at	:	Army Software Development Centre DGIS Enclave, Rao Tula Ram Marg, New Delhi – 10
On the	:	2023
By order of	:	Comdt ASDC vide Part I Order No _____ dt _____ 2023
For the purpose of	:	To carry out annual stock taking of _____ held on charge of this Centre for the yr 2022-23.
Presiding Officer	:	Lt Col xxxx-xxxx
Members 1.	:	Capt xxxx-xxxx
2.	:	Sub xxxx-xxxx

The bd having assembled pursuant to order proceeds to carry out annual stock _____ held on charge of this Centre. The details of _____are att as per Appx.

RECOMMENDATIONS OF THE BOARD

(a) The board finds no discrepancy.
(b) Disposal of _____ may be sought from appropriate auth.

Digitally Signed by
LT COL XXXX-XXXX
Date : 18-Aug-2023 15:45:10
© DGIS App, IA

Presiding Officer : **(Lt Col xxxx-**

SD XXX - XXX

Member 1. : **(Capt xxxx-**

SD XXX - XXX

2. : **(Sub xxxx-xxxx)**

COUNTERSIGNED

Station : c/o 56 APO

Dated : 2023

Digitally Signed by
LT COL XXXX-XXXX
Date : 18-Aug-2023 15:45:10
© DGIS App, IA

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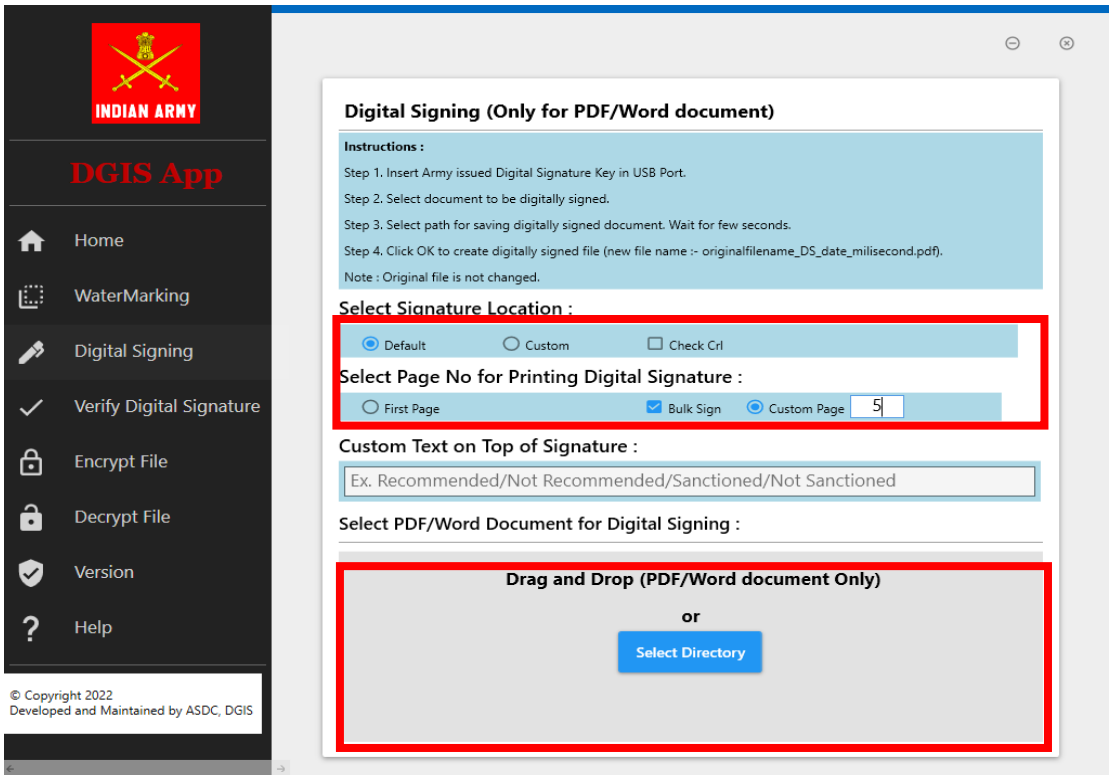
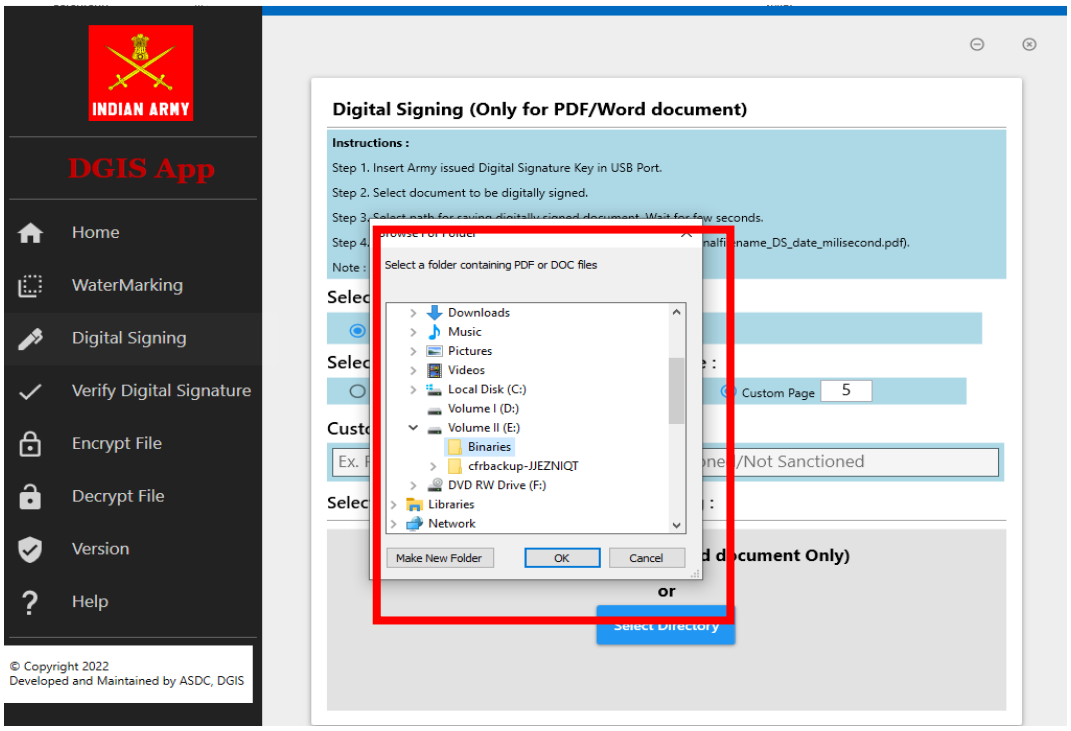
15. **<u>Bulk Sign</u>**. The App has provision to sign multiple word/ PDF docus at once.

(a) Click on “Bulk Sign” and “Select Directory” which contain multiple files in accepted format. Option has been given to sign on First or Custom Page depending on the value entered.

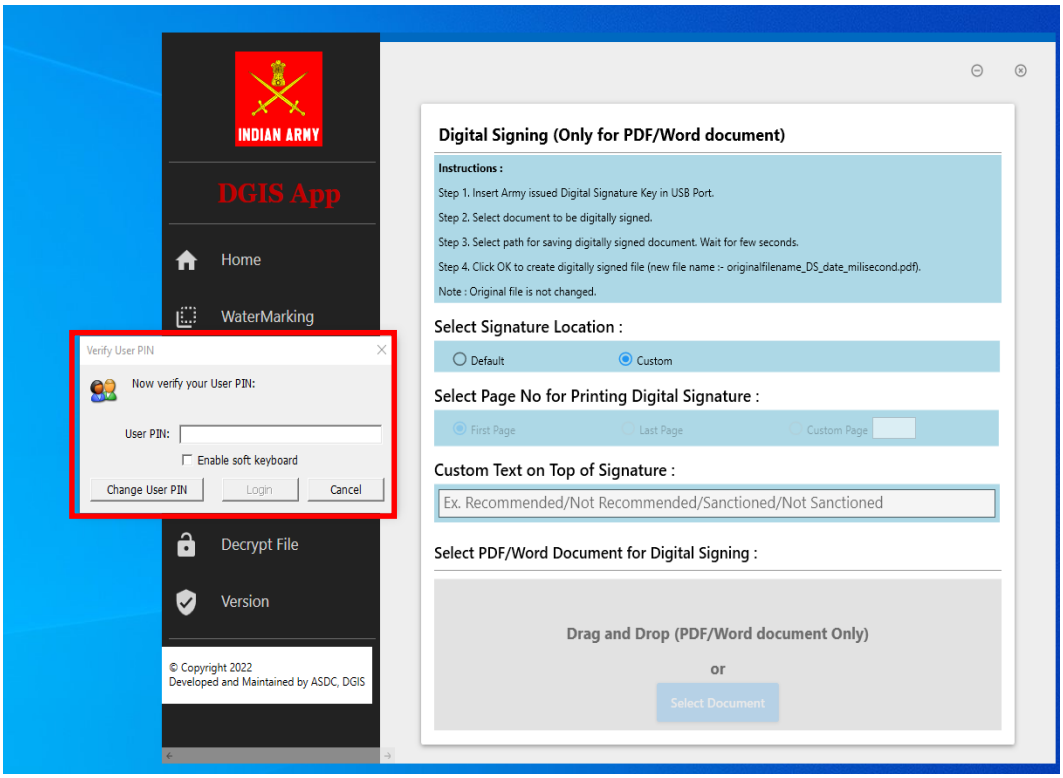


(b) Select/Drag folder containing Word/PDF Documents required Digital Signature.

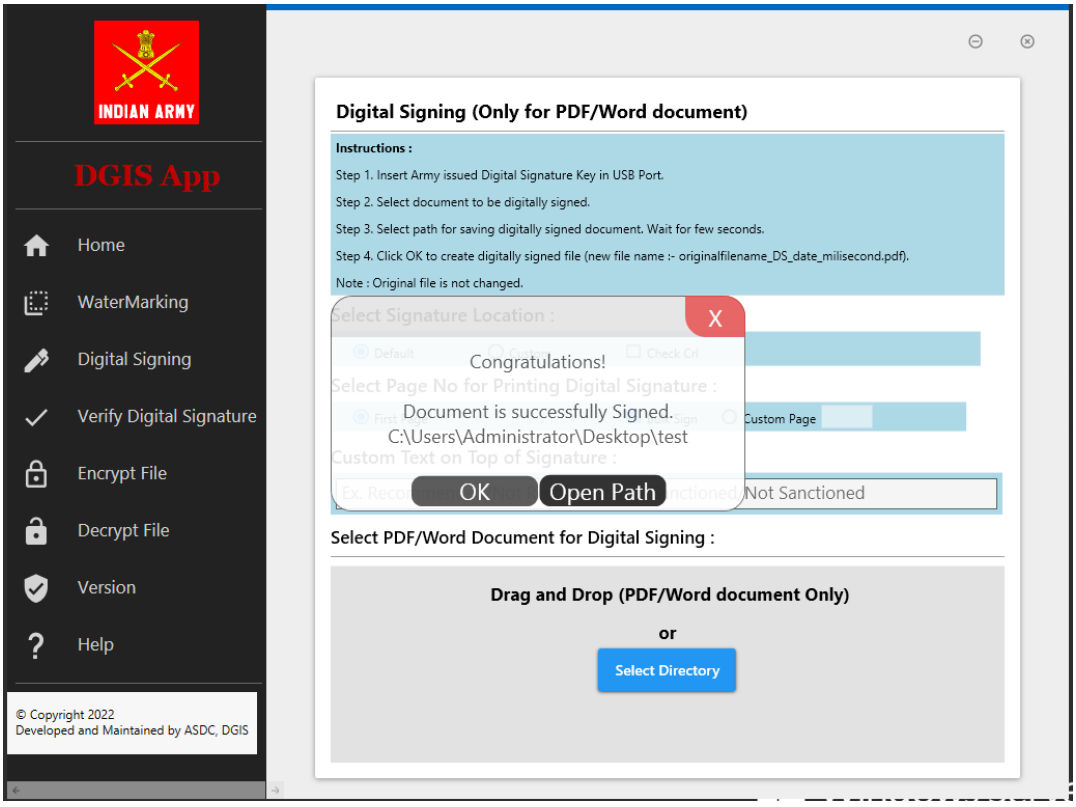


<u>© Copyright 2023, ASDC</u>

(c) On this prompt provide your token PIN and click on login & wait for next prompt.



(d) This prompt confirms the files been Digitally Signed with loc of the output file (i.e. same as selected loc).



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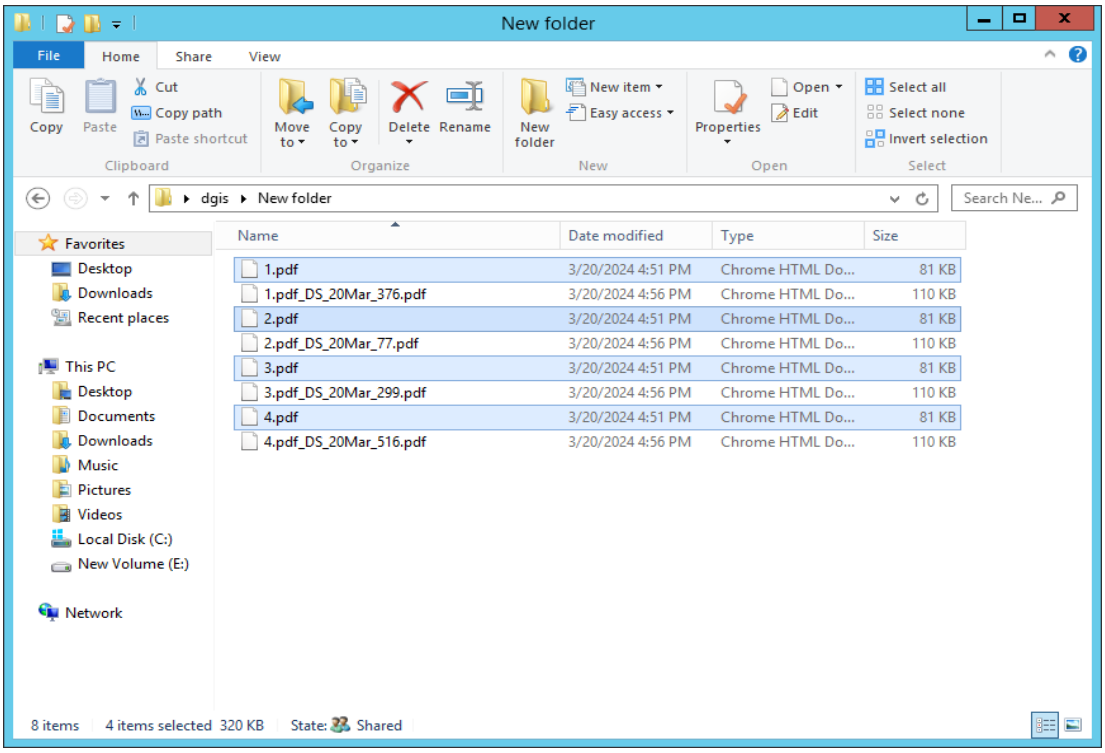
(e) Sample view of folder post Multi Digital Sign docu is shown below:-



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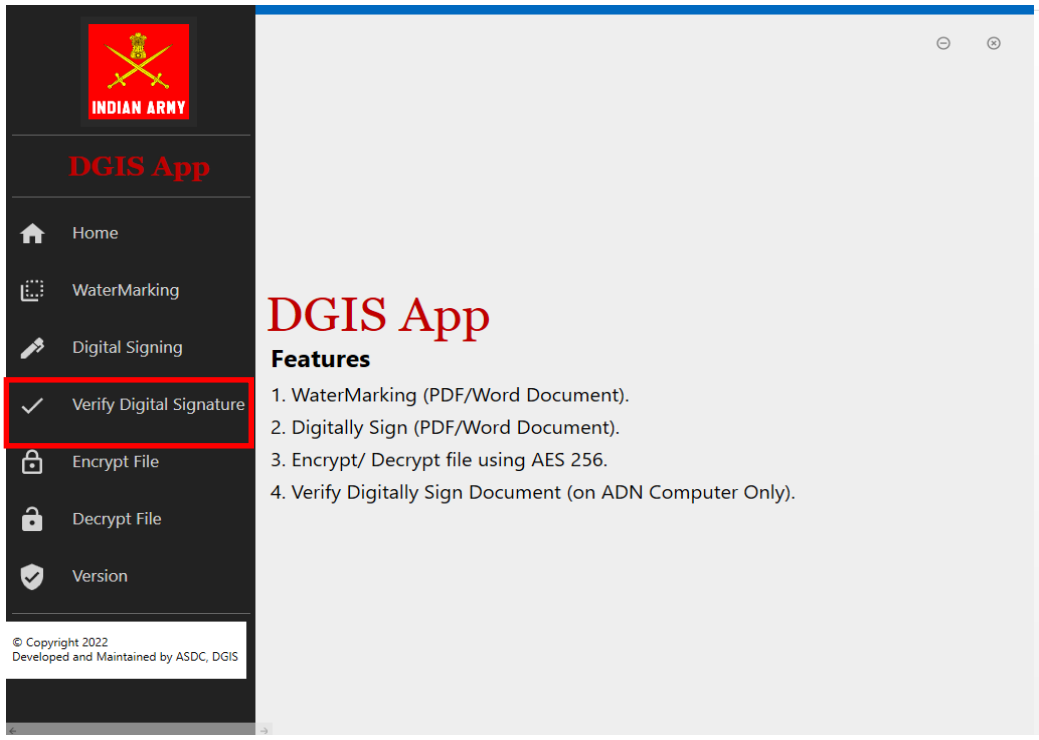
Verify Digital Sign

The Digital Signed docu can also be verified with the Appl as well as Adobe.

16. **Verify Digital Sign with DGIS App.**

(a) To Verify Digital Sign & click on "Verify Digital Sign".



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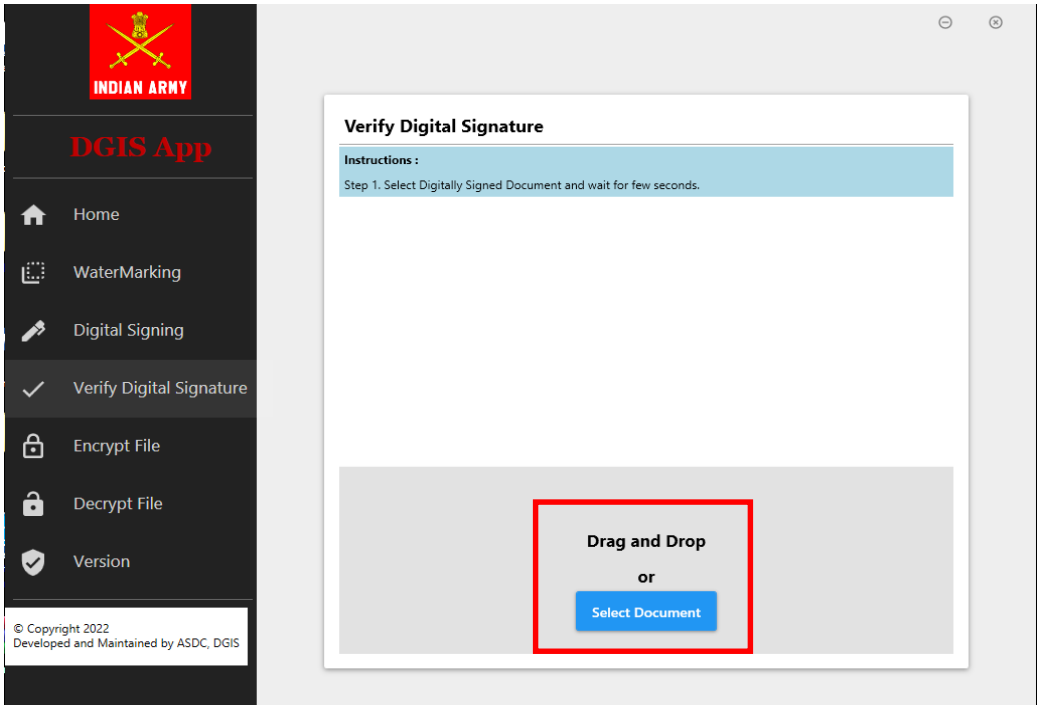
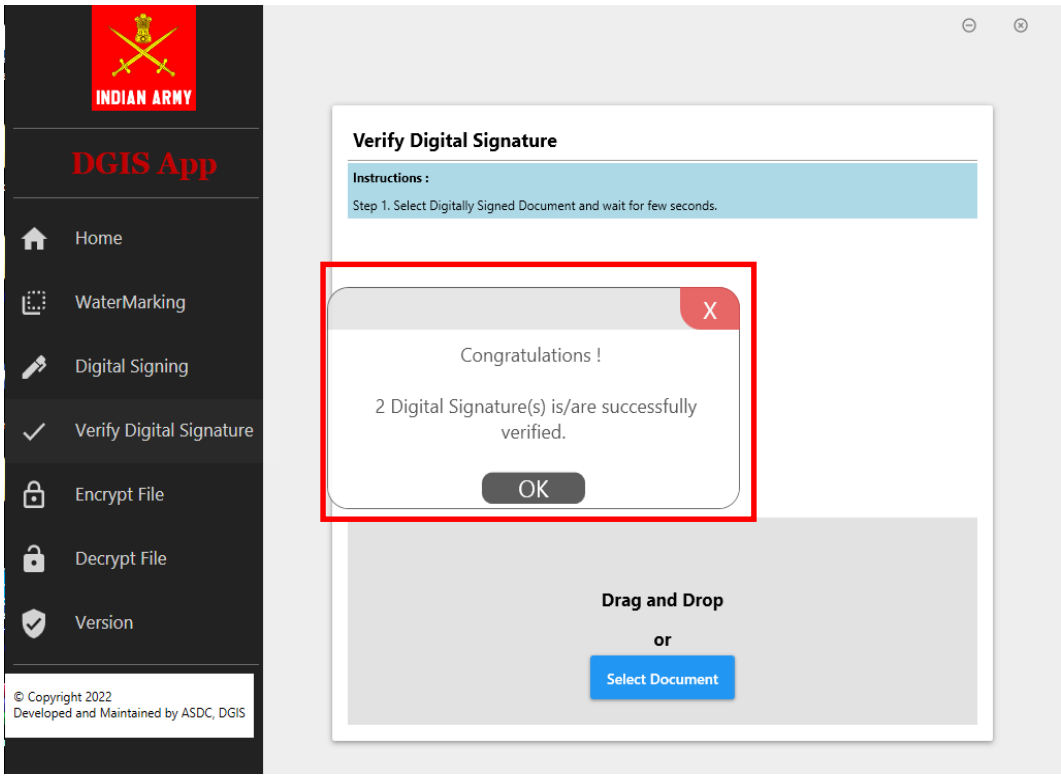
(b) Select Signed docu or drop the docu on selection window.



(c) Prompt will confirm the verification of DS.



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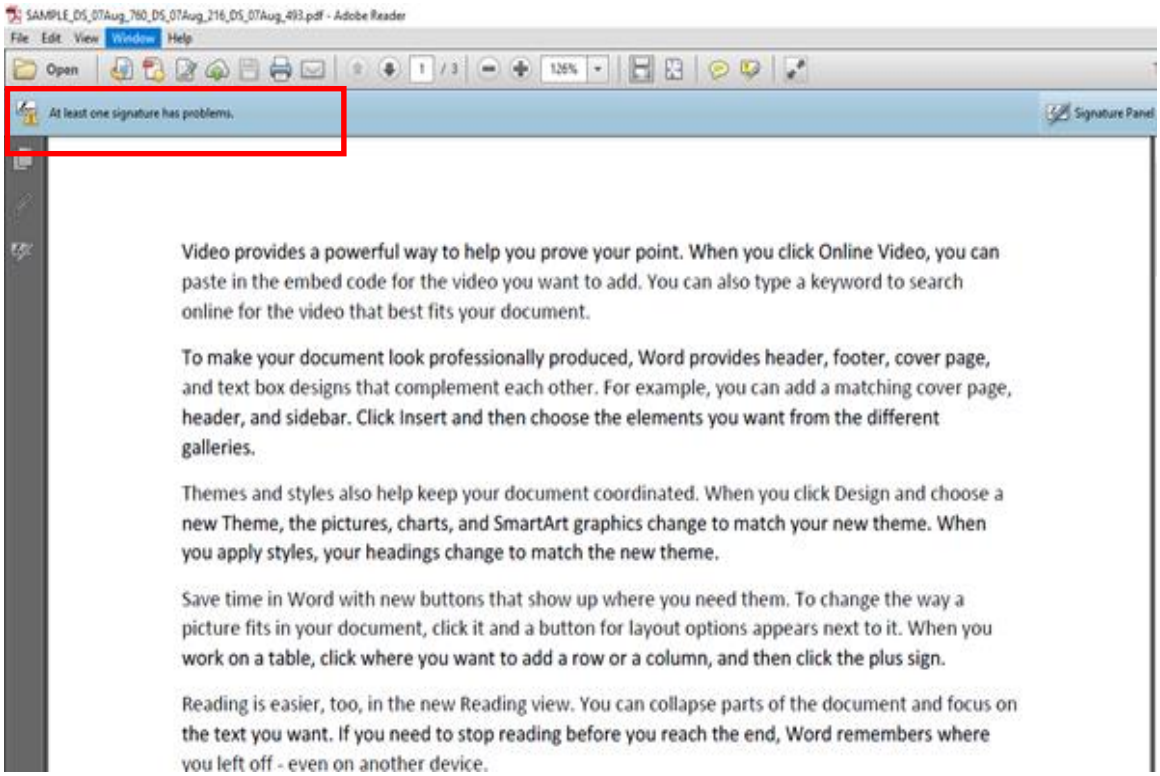
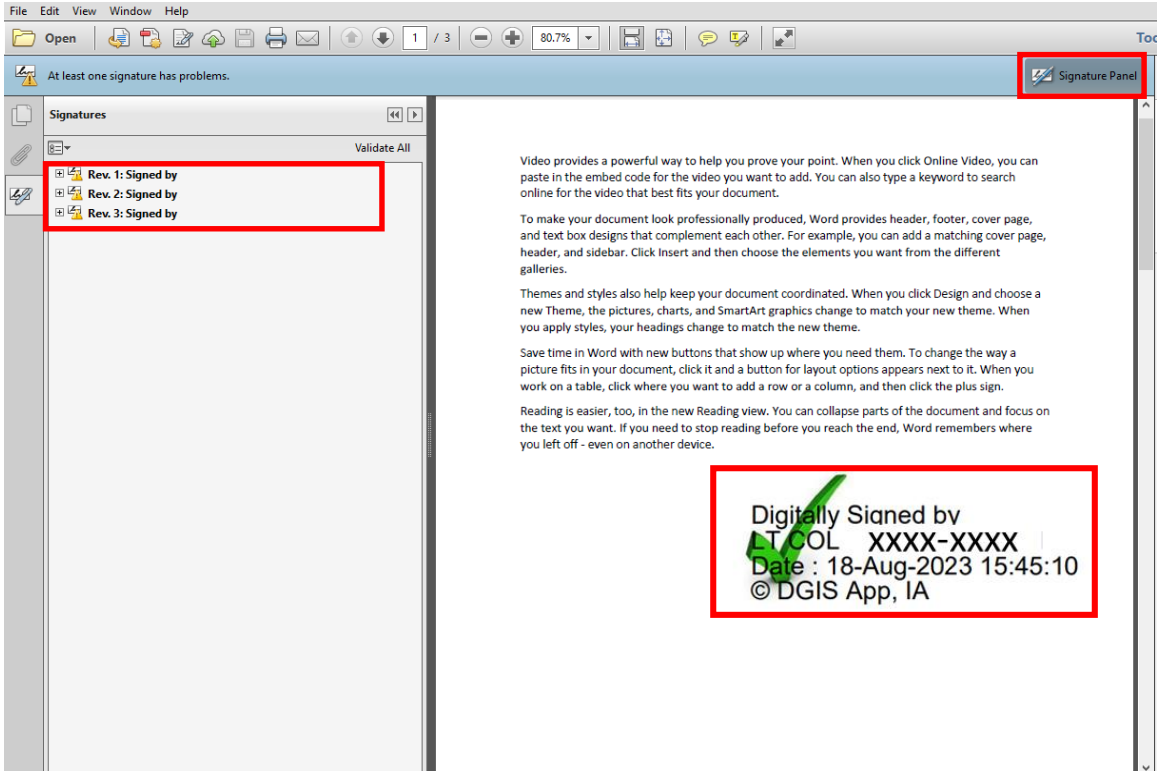
17. **Verify DS with Adobe**

(a) Open digitally sign docu with Adobe. Click on Sign Panel.



(b) Expand either of the sign.



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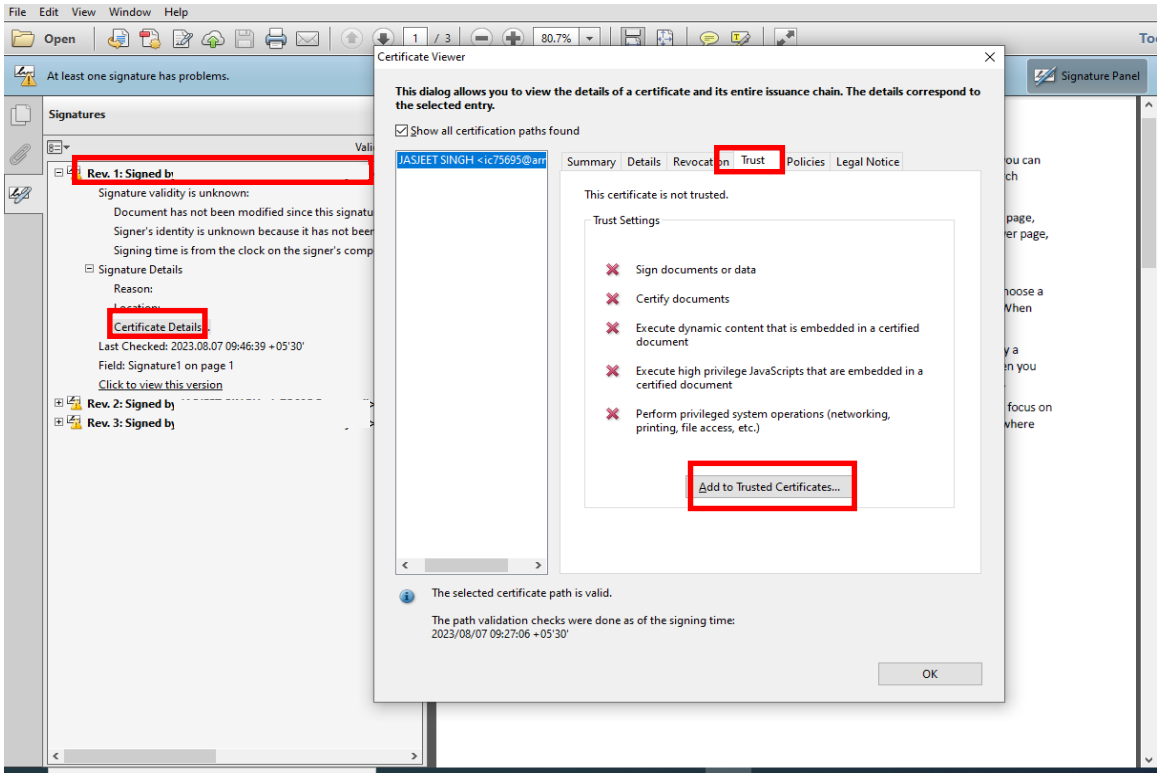
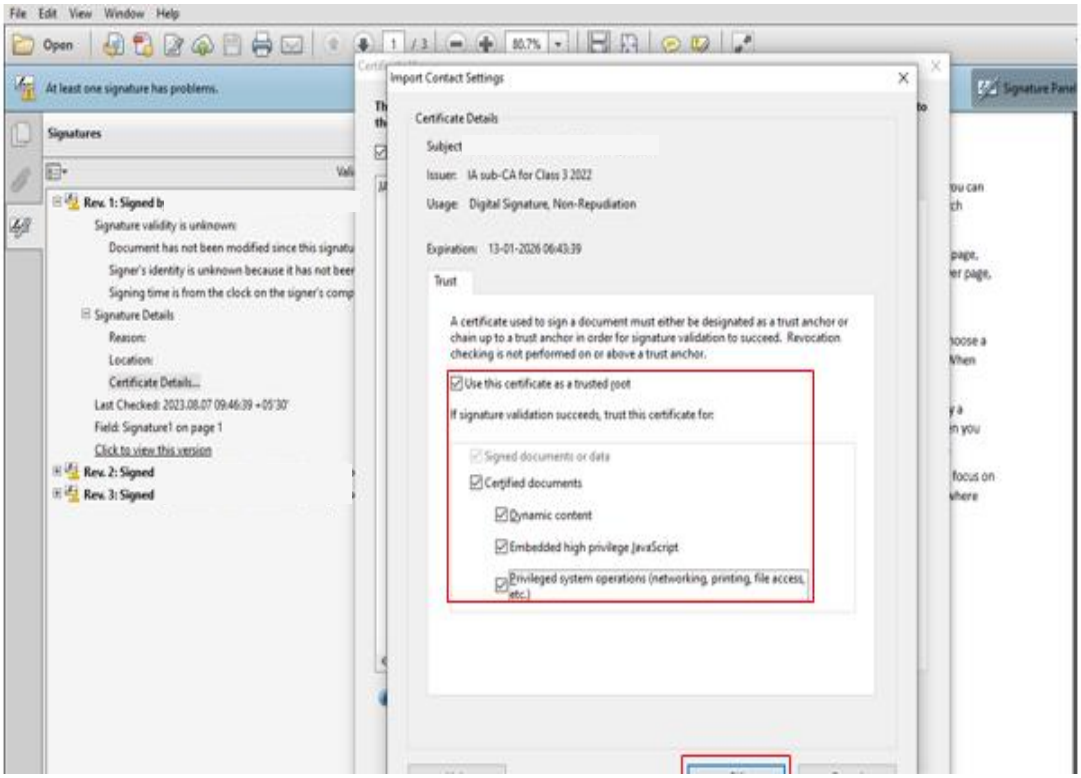
(c) Expand Sign detail & then click on Certificate details. On certificate viewer go to Trust tab & click on Add to Trust Certificate.



(d) On this prompt check all boxes & click OK



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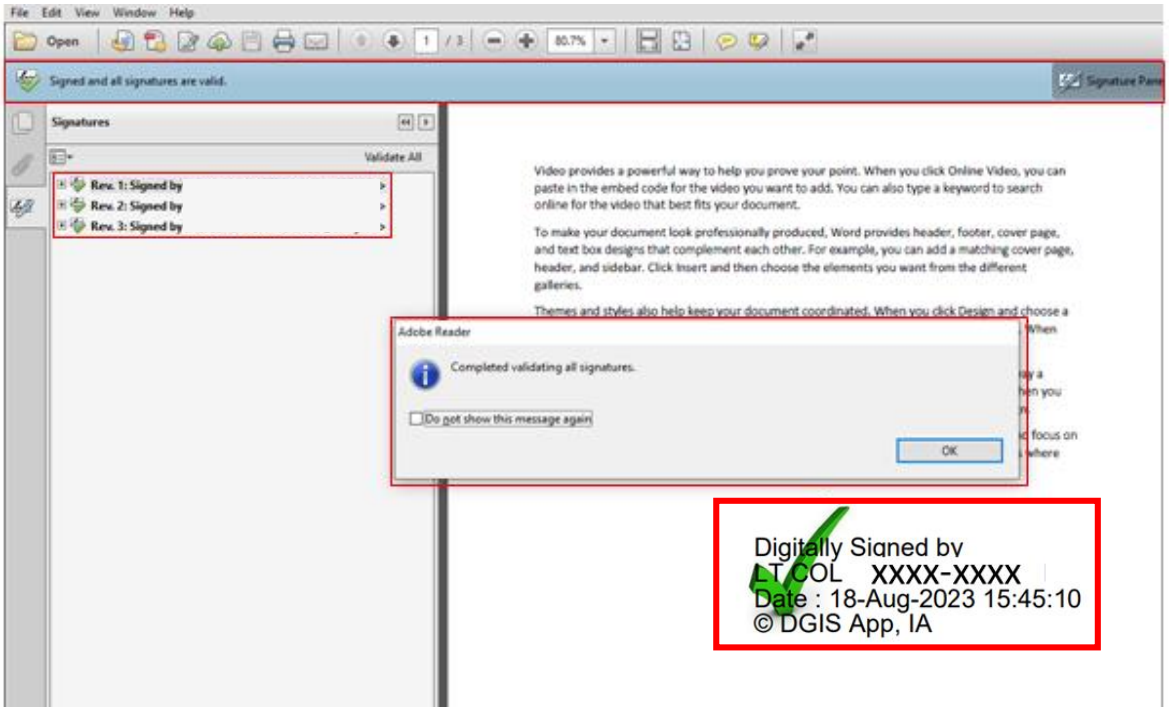
(d) Click on Validate All. Digital sign will be validated as shown below:-



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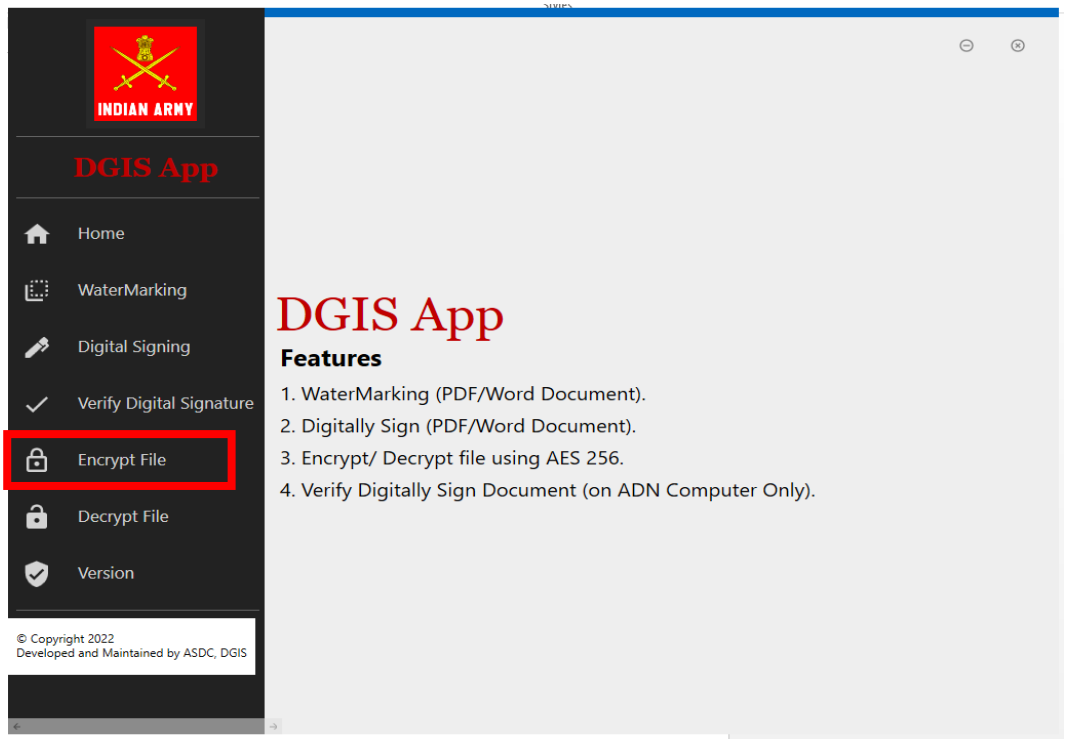
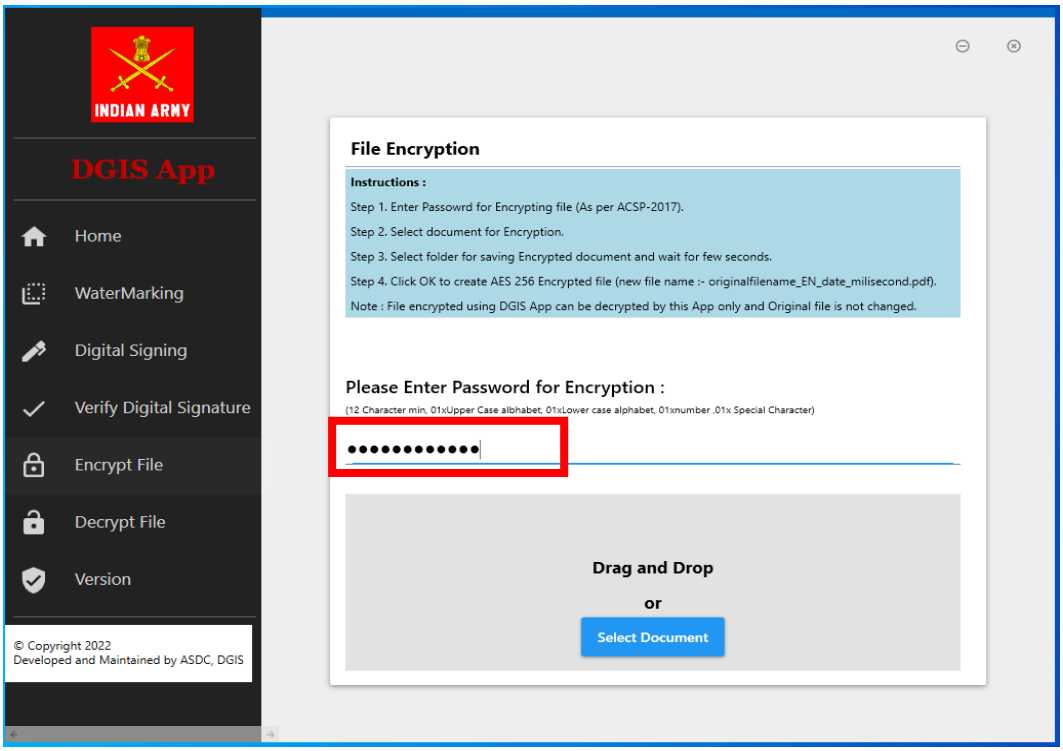
Encryption & Decryption

18. **File Encryption**. The appl can encrypt any docu with AES 256 bit encryption. Procedure for encryption is as follows:-

(a) Open the DGIS App & click on "Encrypt File".



(b) Enter at least 12-character alphanumeric password including spl characters.



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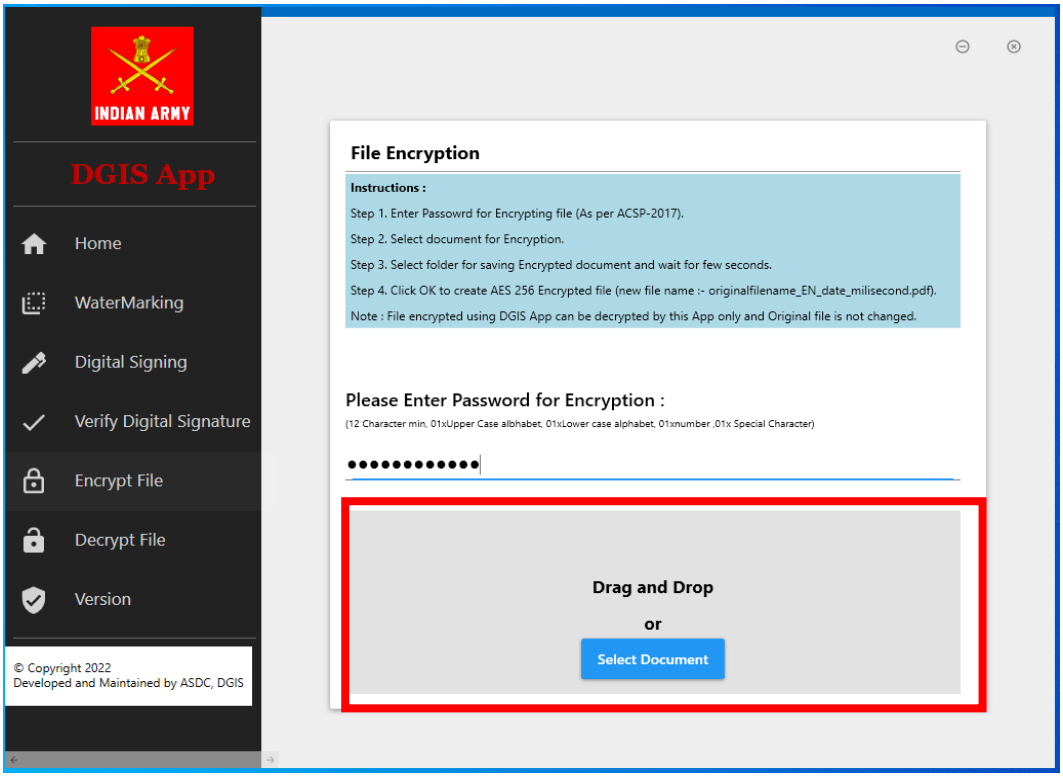
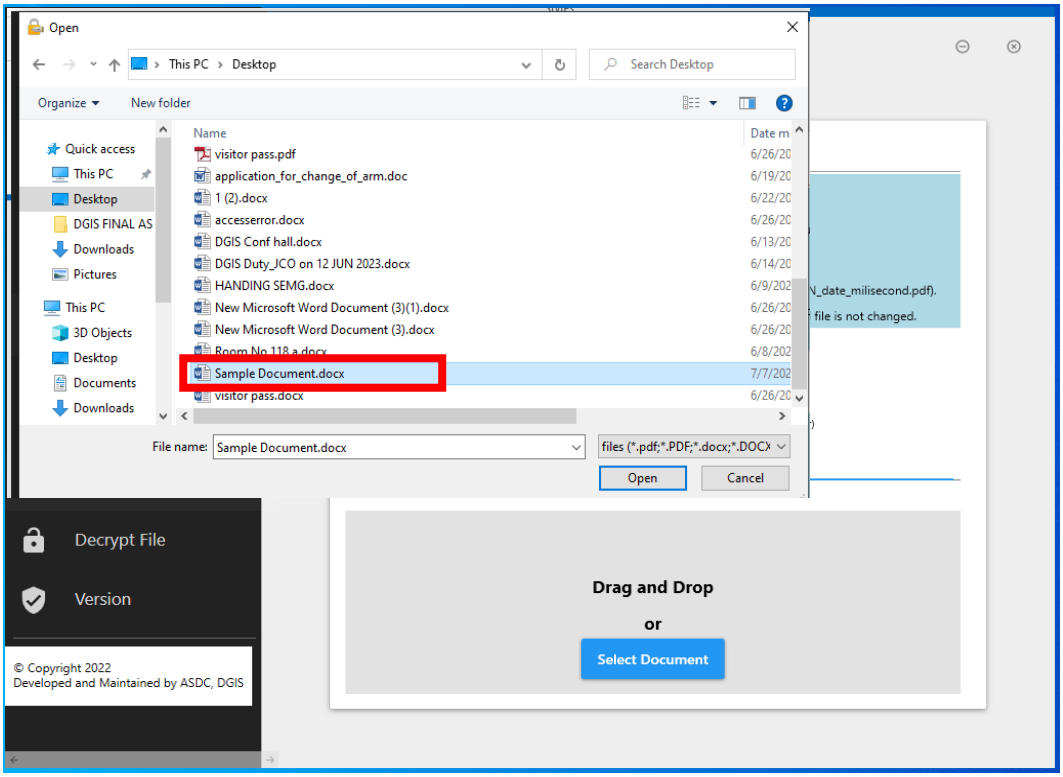
(c) Click on select docu or drag & drop the docu on selection window.



(d) Browse to the file you want to encrypt > select and wait for next prompt.



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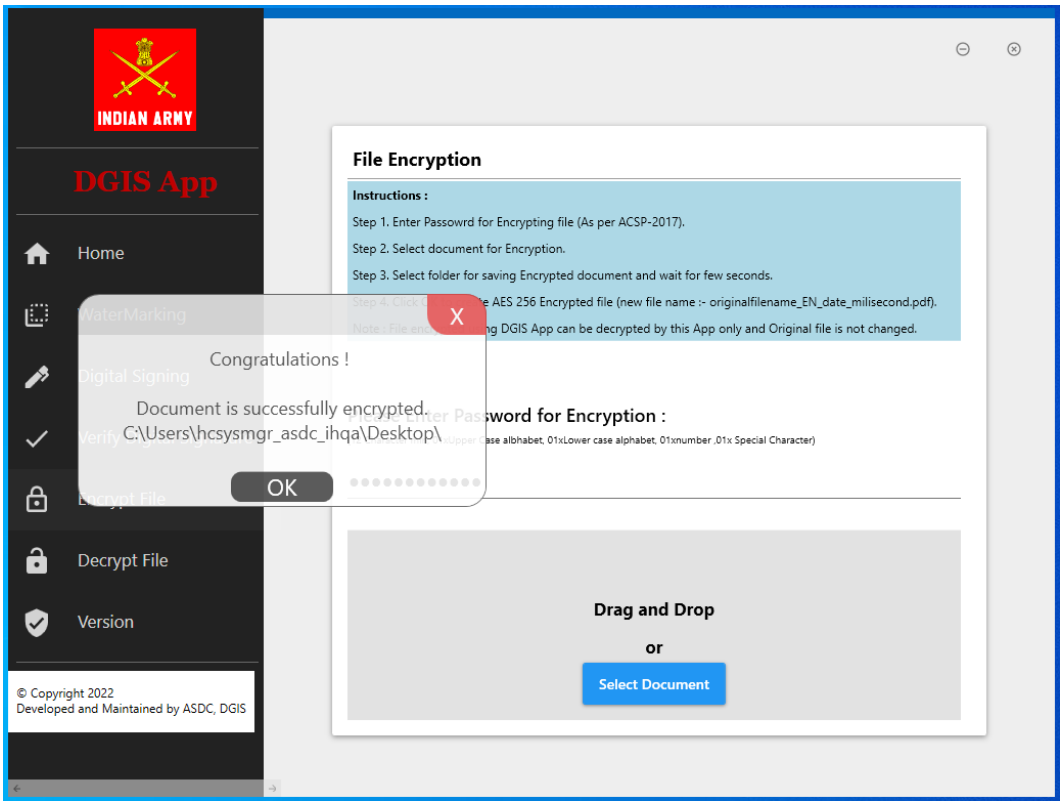
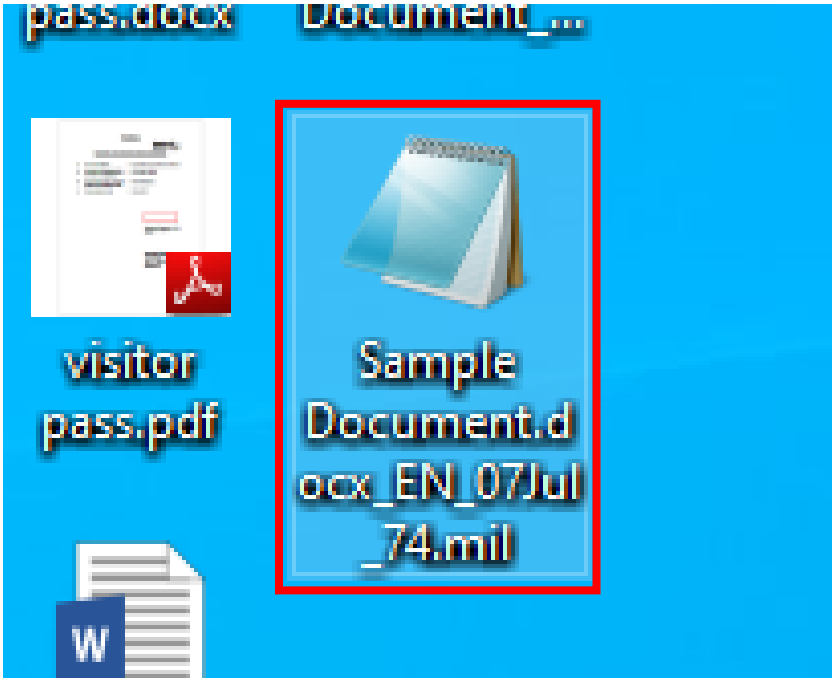
(e) Congratulation! prompt confirms the successful encrypt of document with the path of stored docu.

*__Note__ that the encrypted file will be automatically stored at the loc from where the file was selected with different naming convention(Original_name_of_file + **.mil extension)**



(f) Encrypted file.



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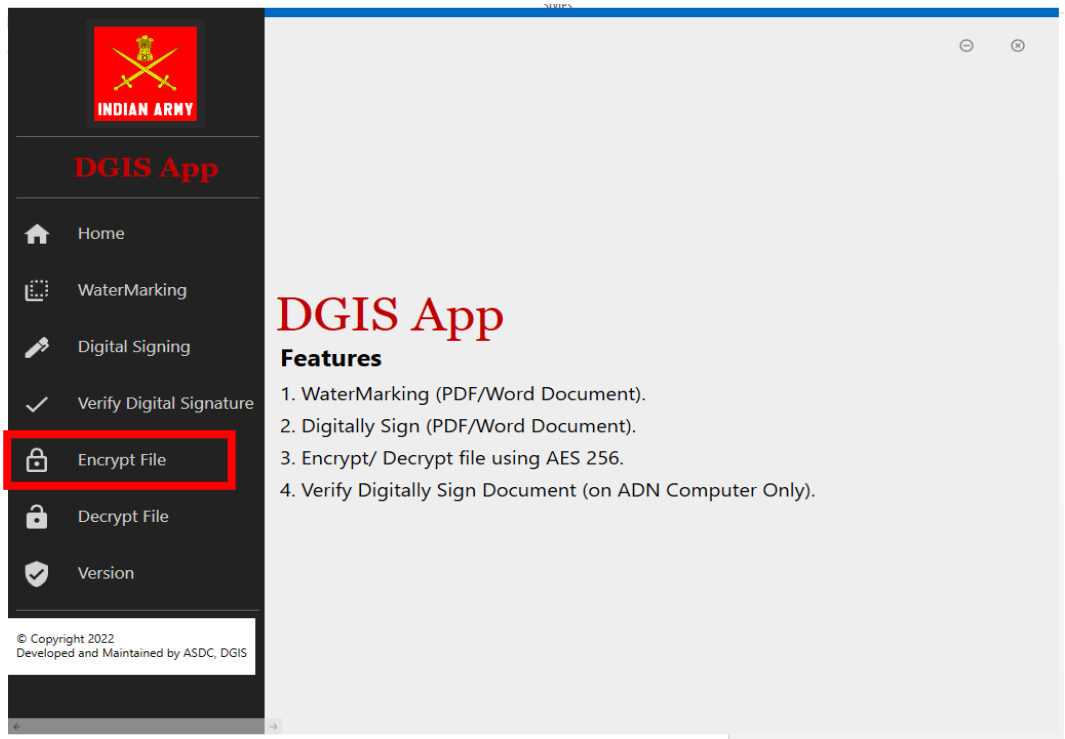
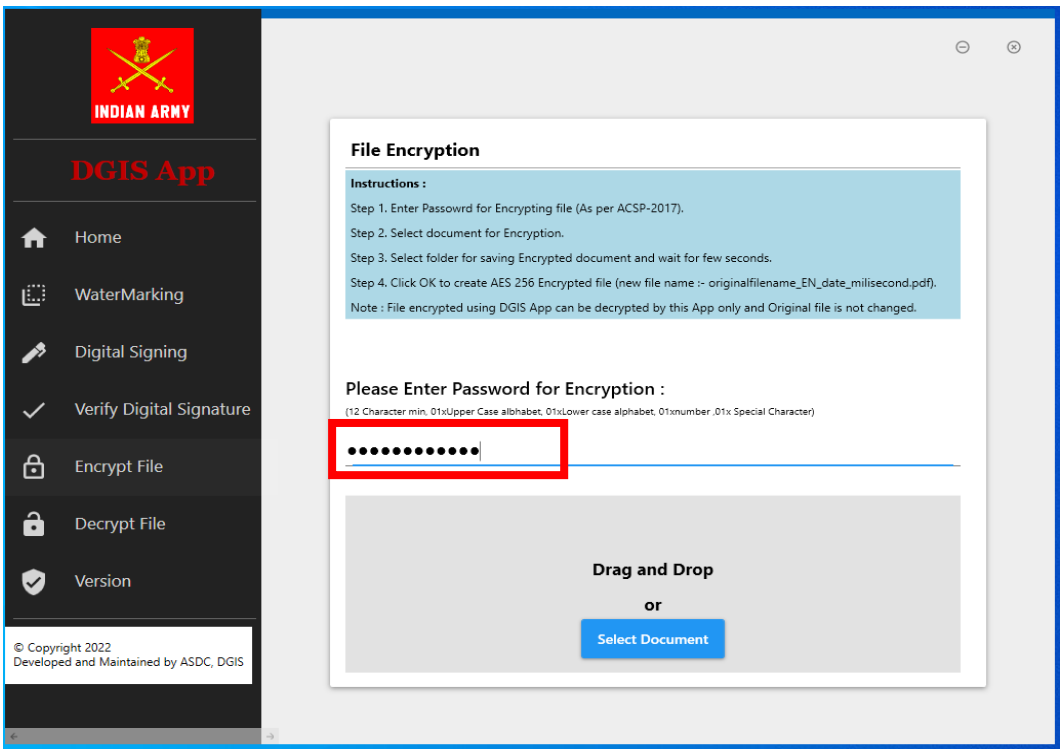
19. **Bulk File Encryption**. The appl can encrypt multiple docu with AES 256 bit encryption. Procedure for encryption is as follows:-

(g) Open the DGIS App & click on "Encrypt File".



(h) Enter at least 16-character alphanumeric password including spl characters.



(i) Click on multiple docu or drag & drop the docu on selection window.

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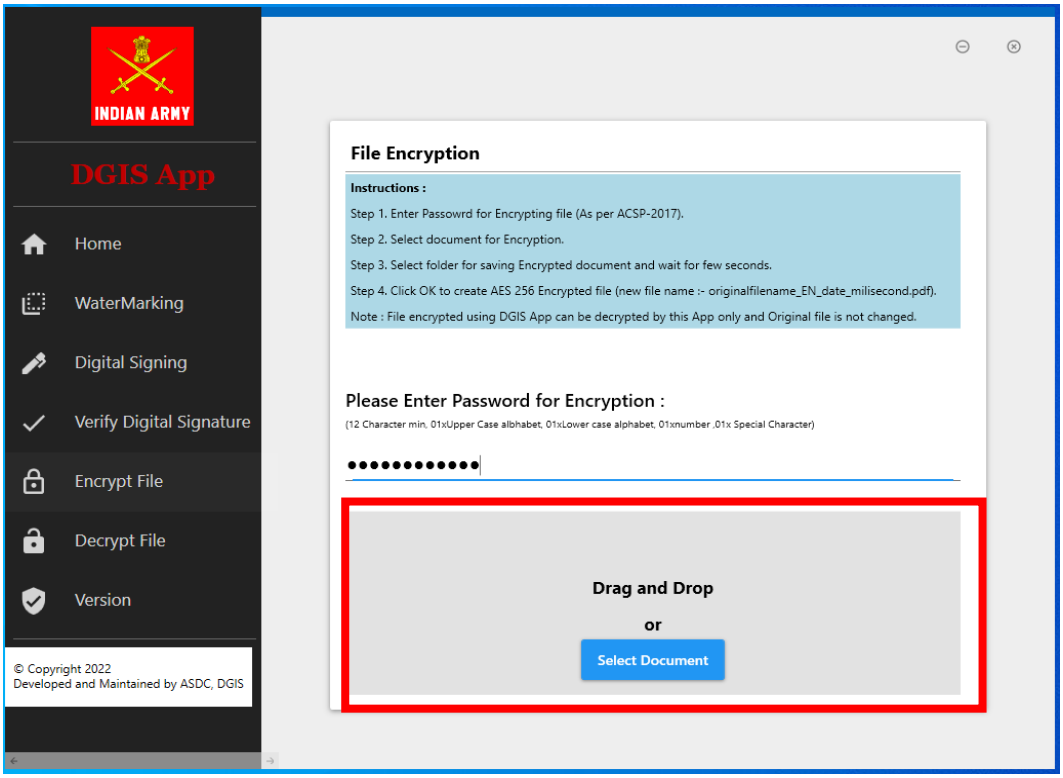
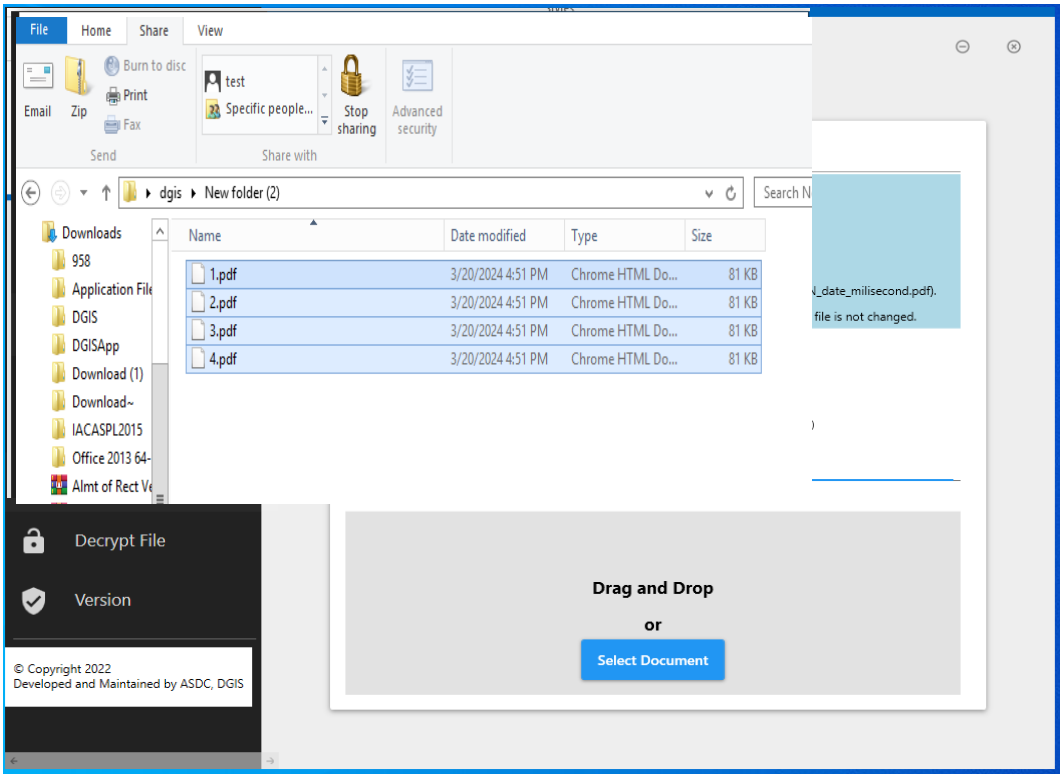


(j) Browse to the files you want to encrypt > select and wait for next prompt.



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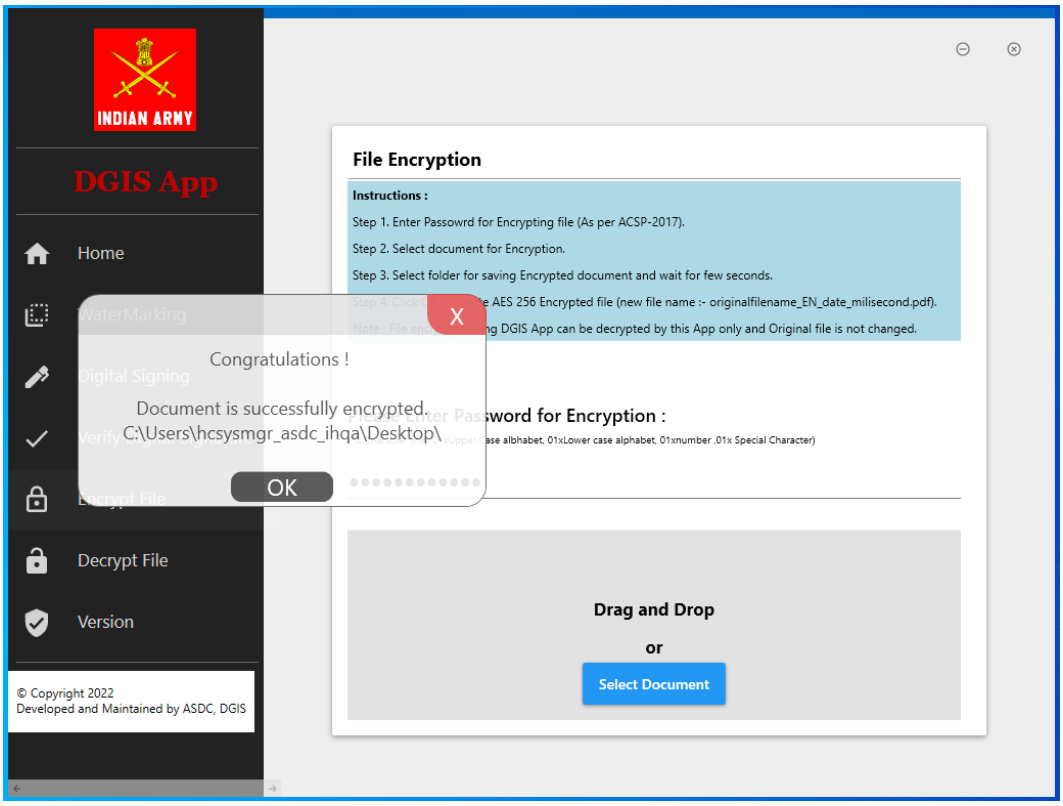
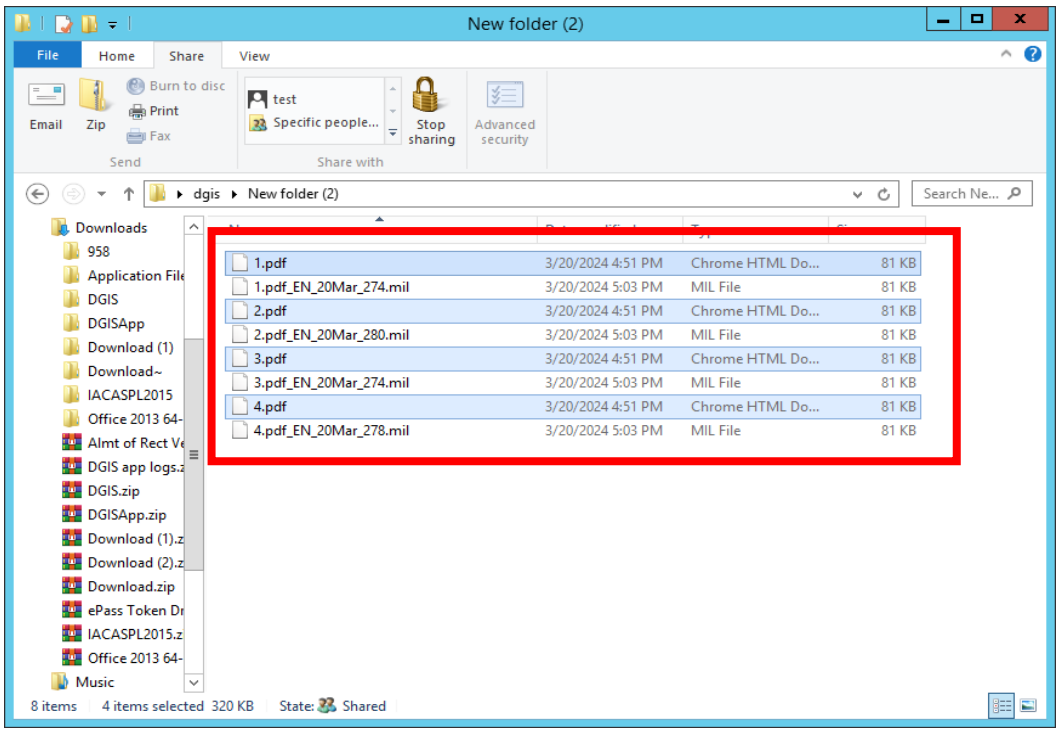
(k) Congratulation! prompt confirms the successful encrypt of document with the path of stored docu.

***Note** that the encrypted file/files will be automatically stored at the loc from where the file was selected with different naming convention (Original_name_of_file + **.mil extension)**



(l) Encrypted files.



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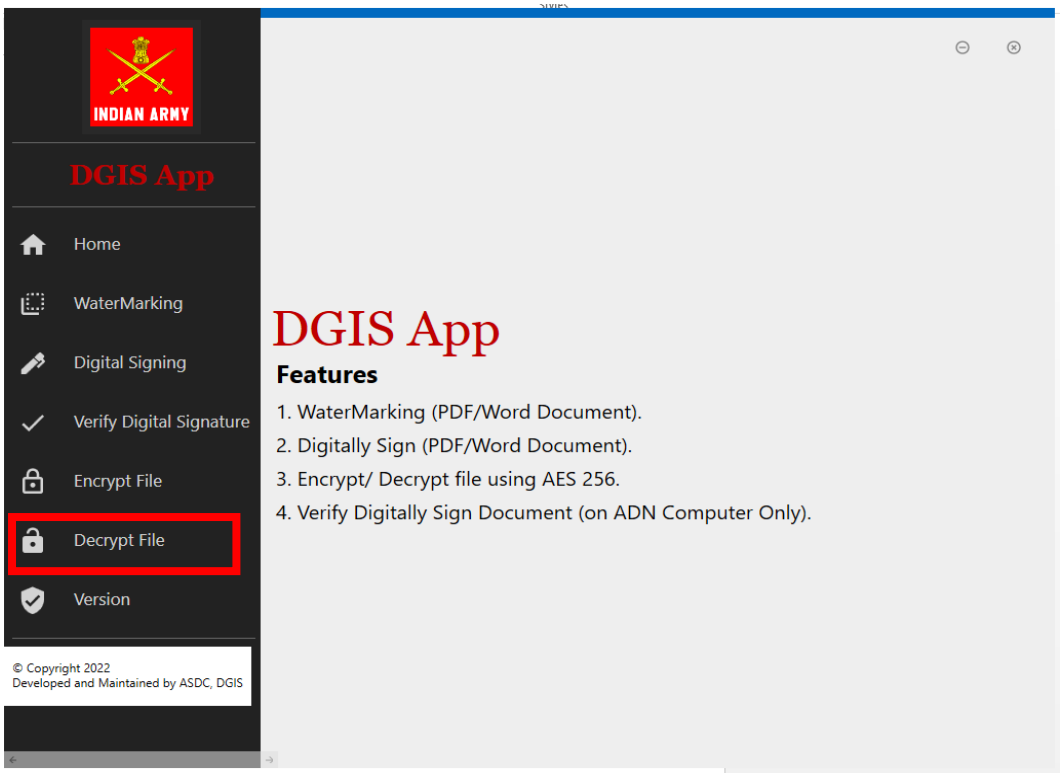
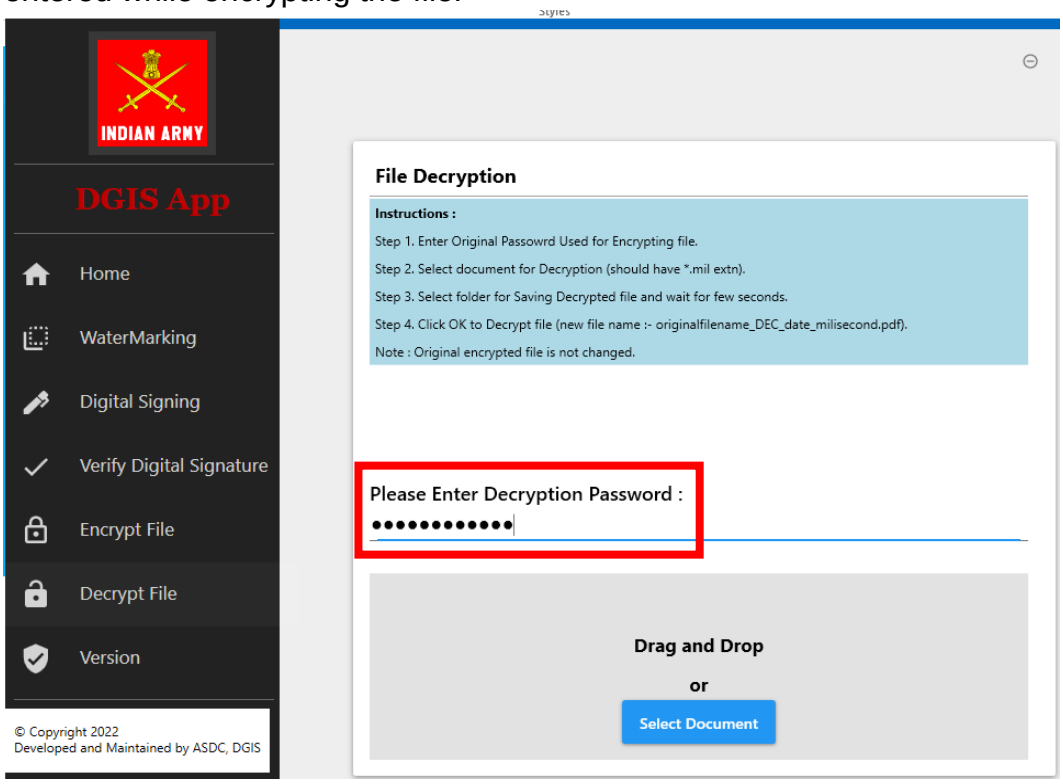
20. **File Decryption**

The appl can only decrypt docus, which are encrypted by DGIS App only. Procedure for decryption is as under:-

(a) Open the DGIS App & click on “Decrypt File”.



(b) Enter same12-character alphanumeric password including spl characters as entered while encrypting the file.



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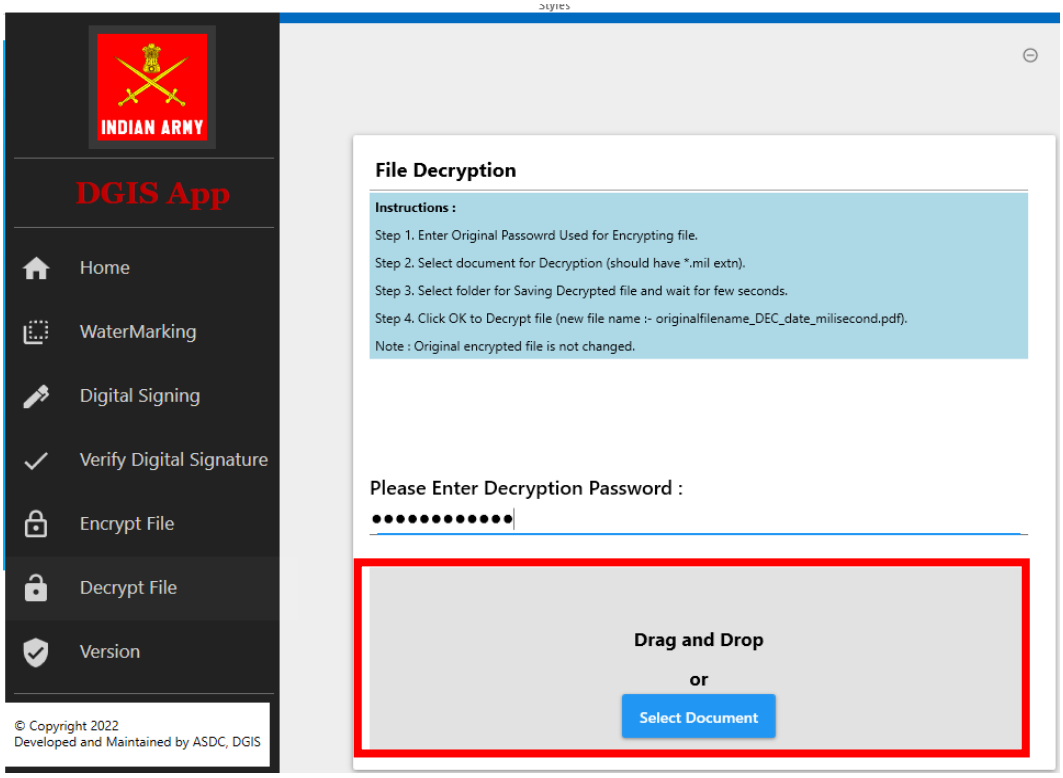
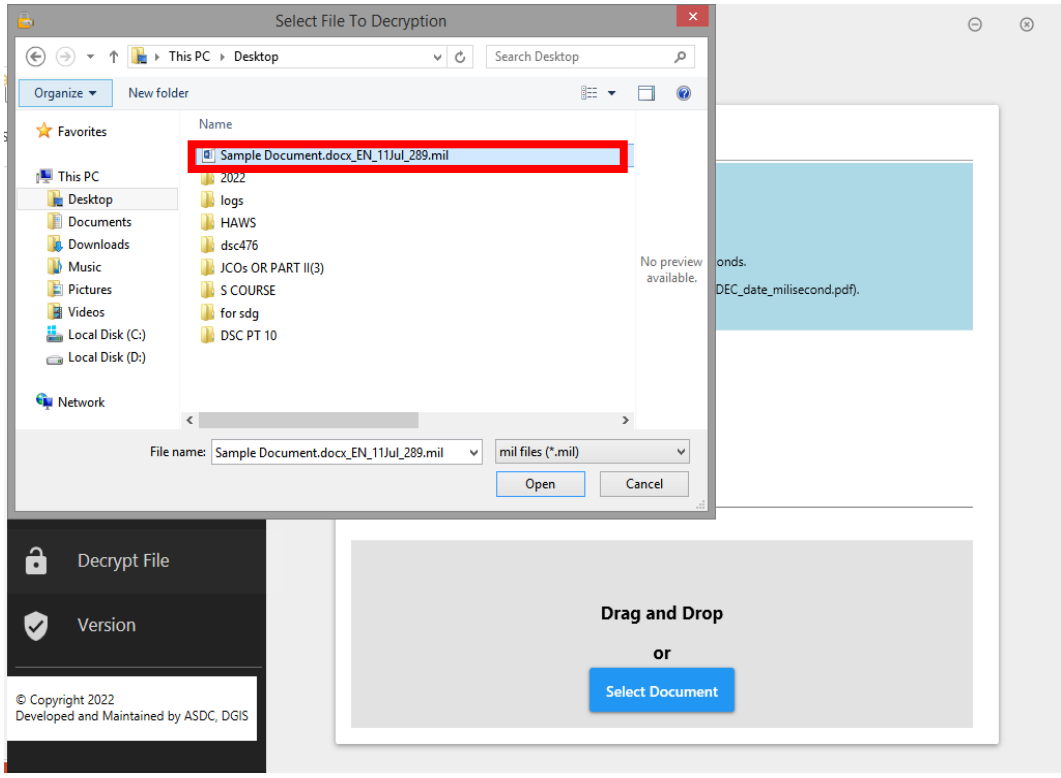
(c) Click on select docu or drop the docu on selection window.



(d) Browse to the file you want to decrypt and wait.



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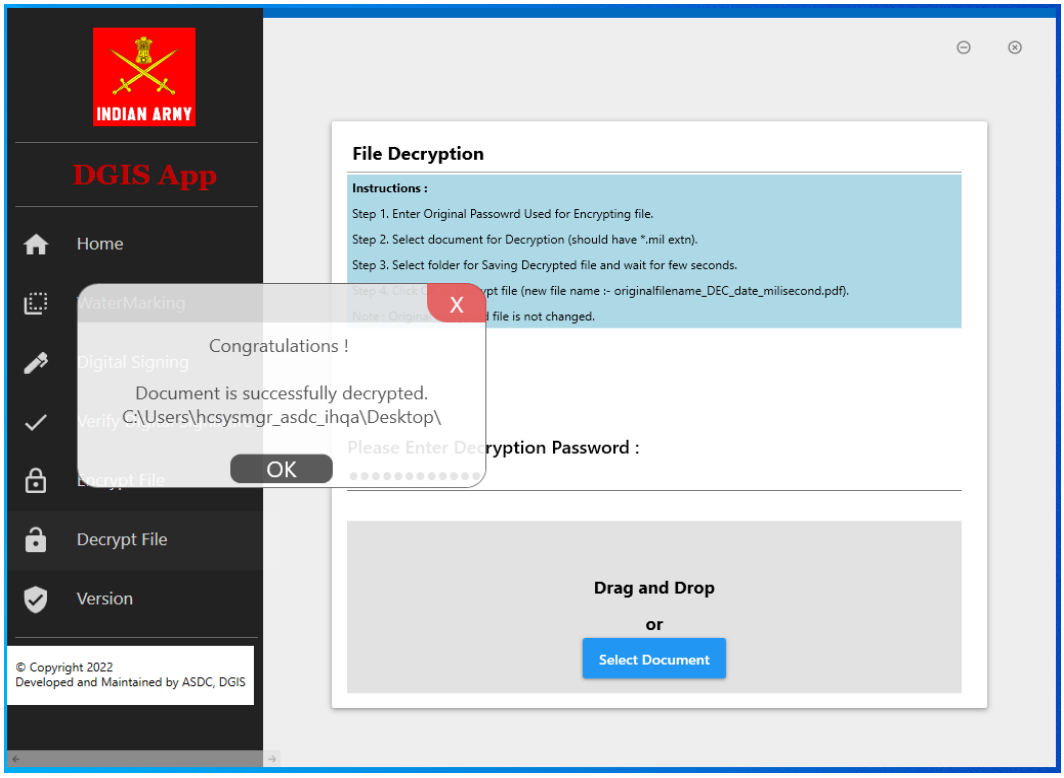
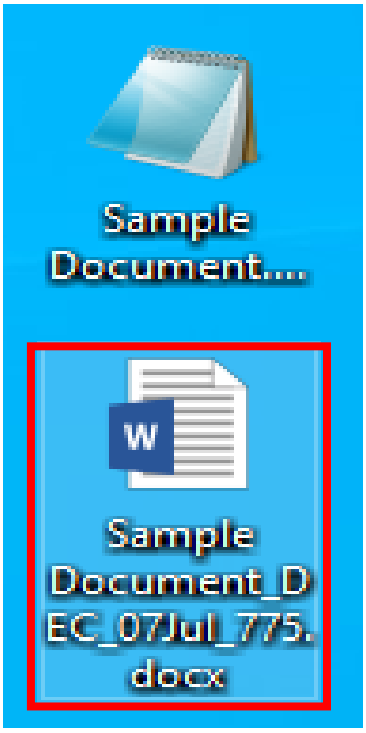
(e) Congratulation! prompt confirms the successful decrypt of document with the path of stored docu.

*__Note__ that the decrypted file will be automatically stored at the loc from where the file was selected.



(f) Decrypted File



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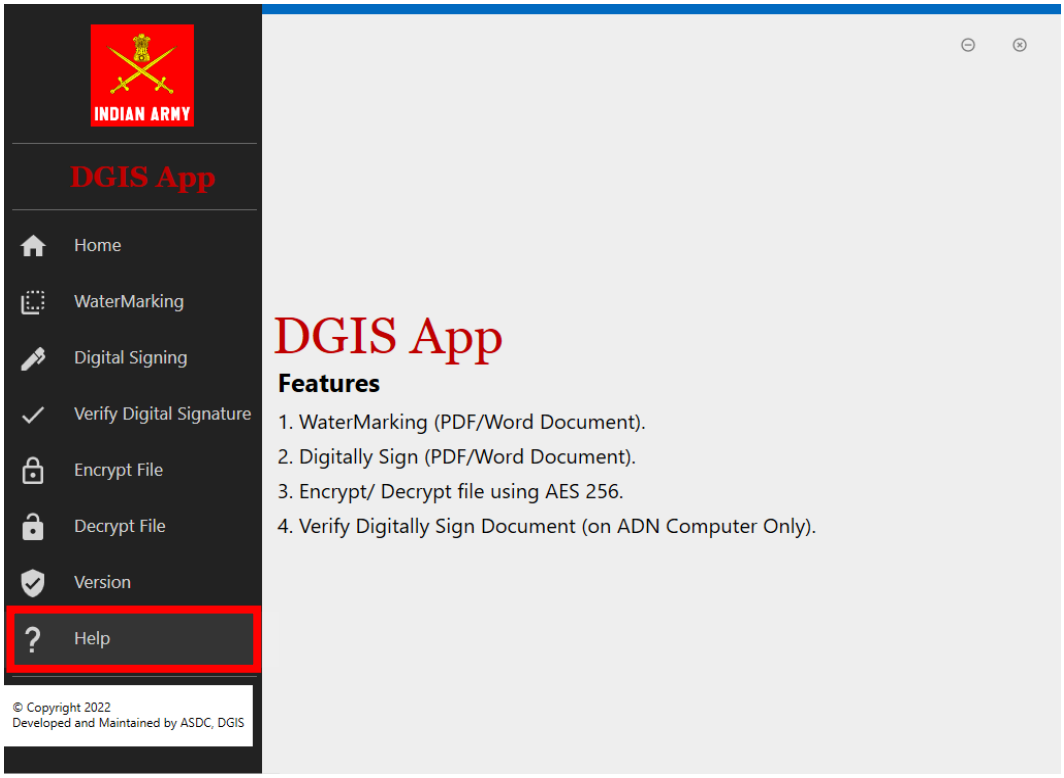
21. **Help** Click on the icon to download help file.



22. **Use Cases** The DGIS app can be effectively used in day-to-day office functioning of IA. Fwg are the few uses cases:-

(a) Digital Signature - The App can be used to sign any digital document for eg:-

(i) All kinds of BOO such as ASTB, MSTB & C of I etc.
(ii) Replies via ASIGMA or e-office(NIC).
(iii) AFPP Fund withdrawal Appl.
(iv) Routine office letters & inter/intra office notes.
(v) Financial Documents (based on acceptance).

(b) Watermarking – Before and after finalization of any docu.

(c) Digital Signature verification – To verify and Digitally Signed docu

23. **Contact for Tech Sp or Suggestions**.

Army Tele – 410000 - 39644

ASIGMA ID - g1coord1_asdc_ihqa

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