

# secure2signXL Version 1: Product Overview



Avoco Secure Ltd

# Secure2signXL: Digital Signing for Microsoft Office Excel

## Building Greener Business Processes

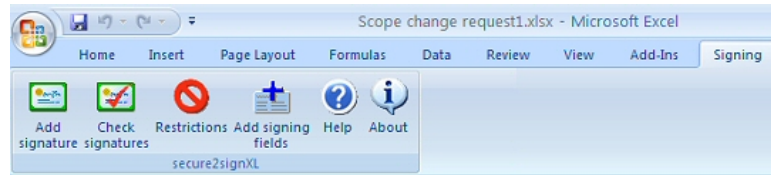
secure2signXL in combination with a digital certificate, allows you to add a digital signature and/or timestamp to a Microsoft Office Excel spreadsheet or form.

Signing Excel spreadsheets with secure2signXL, offers your organisation an easy way to create digital equivalents of your paper based processes, saving you time and reducing costs associated with printing, postage, *etc.*

Secure2signXL installs as a simple to use add-in into Microsoft Office Excel:



**Excel XP/2003**



**Excel 2007**

### Once installed secure2signXL can be used to:

1. Apply digital signatures to the spreadsheet or form, as part of a business process requiring signatures allowing you to digitise your paper based processes
2. Check the integrity of a spreadsheet using the signature status of signatures added to the spreadsheet – show the spreadsheet has not been altered
3. Proof it existed in this form at the time it was it was time-stamped, *i.e.* proof of existence







### With secure2signXL you can:

- ✘ Add a digital signature and / or time stamp to a:
  - Worksheet
  - Range of cells
  - Entire workbook
- ✘ Add multiple signatures
- ✘ Add a visible signature
  - Include an image of your photo/wet signature/company logo
- ✘ Add an invisible signature (not shown in the form/spreadsheet but details viewed using secure2signXL)
- ✘ Add signature fields to your spreadsheet or form to allow you to create a spreadsheet that others can sign
  - Tie a signature field to a specified user so only that user can sign that field
  - Tie a signature field to a:
    - Cell range
    - Specific worksheet
    - Entire workbook
- ✘ Restrict the type of certificate that can be used to sign the spreadsheet
- ✘ Allow only fully validated certificates to sign

## Overview of Some of the secure2signXL Features and Benefits

Feature	Benefit
<b>Sign a worksheet or cell range</b>	Individuals can be linked to signing a range of cells so the signatures process can be incorporated into a workflow, i.e. user A receives spreadsheet and signs worksheet A; user B receives worksheet and signs cell range B.
<b>Link signature fields to individuals</b>	Signature fields can be inserted into worksheets and set so that only a specified user can sign that field.
<b>Sign entire workbook</b>	Sign the entire workbook can be used as a method of finalising the workflow around the spreadsheet – the final signature can be set so it can only sign the entire document so that this person has agreed to the entire document content – useful in workflow situation where, for example, a financial controller needs to sign off a set of accounts.
<b>Countersign</b>	Allows a person to countersign other peoples signatures in a spreadsheet – useful in situations that demand a final sign off as part of the workflow process and helps compliance with regulations such as the FDA's 21 CFR Part 11, E-Sign, EU Directive, HIPAA, etc.
<b>Record a copy of the worksheet</b>	Record a copy of the worksheet that was signed. This is useful for comparison purposes at a later date to see where changes (if any) have been made. The copy is stored within the spreadsheet and so even after archive this copy can be obtained.

### Secure2sign version 4 other features include:

-  Can be used with high assurance digital certificates
-  Supports use of digital certificates on smart cards, key fobs, etc.
-  Signer may add their vCard to the signature
-  Time stamp as well as sign
-  Support for OSCP validated certificates
-  Supports Microsoft Word 2002 (XP), 2003, 2007

# Signing off a set of accounts using secure2signXL



Financial Statement template created which includes signature fields added using secure2signXL



Spreadsheet distributed: emailed, placed on online portal, document management system, etc



First recipient completes their section and signs in a signature field using secure2signXL



Final sign off by financial controller can be made signing the entire workbook to authorise the accounts



Second recipient completes their section and signs in a signature field using secure2signXL



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