



GCI POWERTOOLS ELECTRONIC SIGNATURES

GCI PowerTools for OpenText Electronic Signatures™ is the essential companion to OpenText Electronic Signatures™ (eSign) for Content Server. Its powerful workflow enhancements enable the development of electronic signing processes that allow the simultaneous signing of multiple documents and the creation of workflows that more closely align to existing business procedures.

OpenText Electronic Signatures for Content Server is the standard for OpenText users within regulated industries requiring electronic signatures that meet compliance standards such as the FDA's 21 CFR Part 11. For many organizations the capabilities offered by the standard offering may be suitable. However, organizations with more complex signing needs can quickly find its limitations cause substantial bottlenecks within their business processes.

GCI PowerTools for OpenText Electronic Signatures enhances the core Content Server offering, extending the capabilities of signing workflows, enhancing your end-user experience and providing a more natural process flow.

Simultaneous multi-document signing

When signing documents within traditional paper-based processes it is common that multiple documents are collected together and signed as part of a single dossier. Out-of-the-box, OpenText Electronic Signatures enforces a one-document per workflow relationship, meaning that this common practice cannot be readily mapped into the electronic world.

With PowerTools for Electronic Signatures these limitations are removed. Workflow designers have the ability to allow multiple attachments to any individual signing process, so that more than one document can be reviewed and signed simultaneously. In addition, any or all documents in a workflow can be converted, watermarked and signed. This enables your business process to be automated without having to be redesigned to meet the restrictions of the standard module.

Key Features

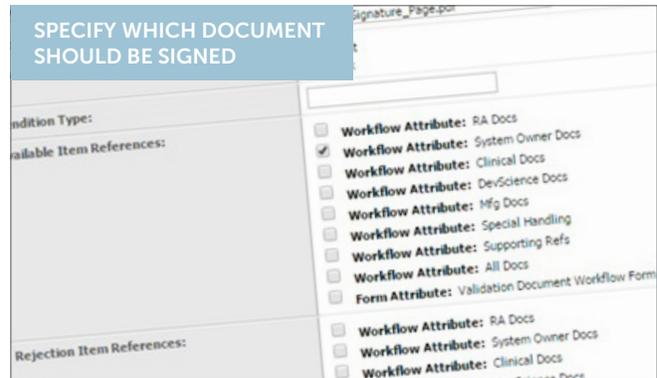
- ✓ Process and sign multiple documents within a single signing workflow
- ✓ Add additional custom metadata onto signing page
- ✓ Dynamically identify which documents within a workflow to convert / watermark / sign
- ✓ Merge multiple source documents into a single signed document
- ✓ Simplify the UI of signing steps for executives and other less frequent Content Server users

Better control over signed content

When preparing to sign multiple electronic documents, another common step in many processes is collating a series of discrete files into a single document ready for final approval and signing. Typically, merging the approved documents involves an additional manual step or the use of automated tools outside of the control of the workflow process itself.

Using PowerTools for Electronic Signatures, documents can be automatically assembled and merged into a final document which itself can then be approved and signed. Once signing is complete, the original documents can either be left in their initial location or moved off into an archive or other area.

In addition, PowerTools for Electronic Signatures allows dynamic identification of which documents to convert, watermark and/or sign. Document item references within the workflow can be used to determine the required target of the signing operation, and individual per-step configuration ensures that the right documents are presented at the appropriate steps within the overall workflow process.



Extended metadata stamps

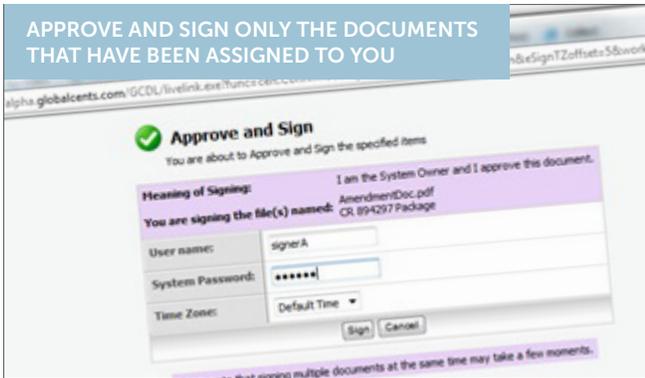
When signing documents with OpenText Electronic Signatures you can readily insert the minimum information required for compliant signing onto the signing page. However, many times organizations want additional metadata specific to their business process to appear on the page. PowerTools for Electronic Signatures allows the creation of customized signing pages that use a stylesheet and organization-specific meta-tags to enhance the content of the page and ensure it includes all the information you need in the format you want to see it.

A simplified signing experience

With many approvers being executives who are not familiar with Content Server, understanding the Content Server interface can be a problem. Users need to be trained and can often find it confusing or difficult to locate the information they need in order to correctly approve or reject a document.

Through the optional integration with GCI PowerTools for Workflow, the entire workflow interface can be fully tailored for each individual signing process. Without any requirements for programming, workflow designers can quickly set up "DisplayViews" for signing steps, presenting the pertinent documents and data and providing signers with an easy-to-comprehend view.

With PowerTools for Electronic Signature's optional integration with PowerTools for Workflow, signing processes can be further improved. Workflow steps can be auto-completed if an approver rejects a document, and simplified DisplayViews can be produced to more clearly illustrate what needs to be done at any specific step.



If your organization relies on OpenText Electronic Signatures for your electronic signing requirements then PowerTools for Electronic Signatures is a must. Contact Global Cents or your OpenText account manager for further details.

For further information and demonstrations of GCI PowerTools for Electronic Signatures, please visit our website at globalcents.com/ptes

