

# Document Signer Utility

## Document Signer Utility

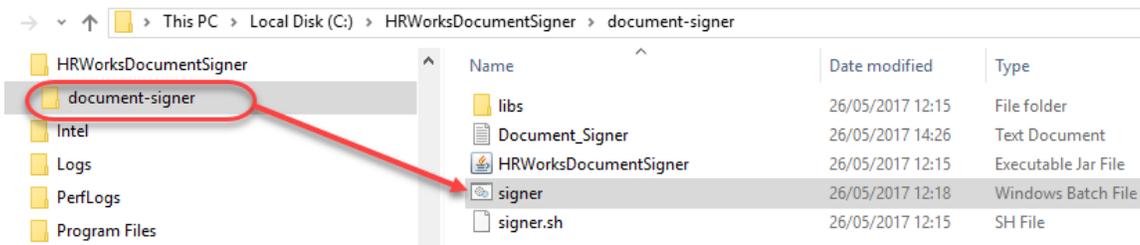
You can create a variety of documents such as Form 16, appointment letter, employee address proof letter, promotion letter etc. on HRWorks. The Document Signer Utility enables you to digitally sign the documents generated on HRWorks. The utility is a software which can be run on your computer and access your digital signature (inside a USB stick or a .pfx file) in order to sign the documents on HRWorks.

## System Requirements

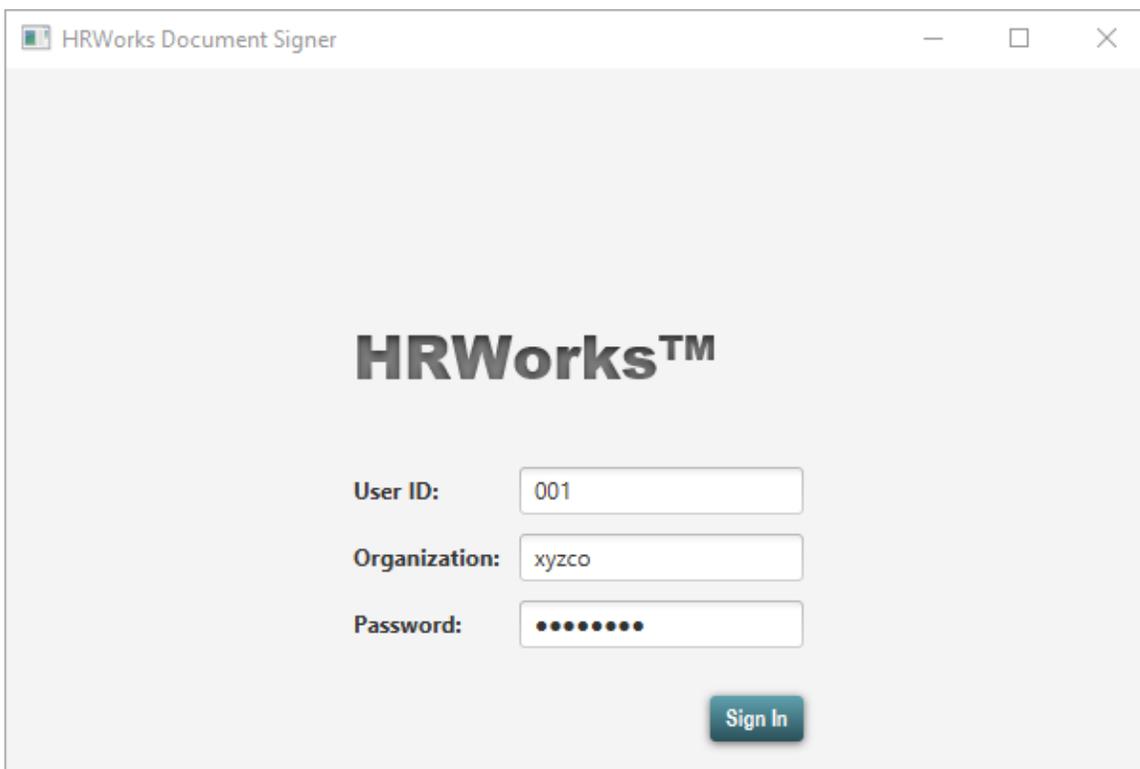
The utility requires installation of Java\*\* environment (Java Version 8) on the Windows operating system. You can download the Java environment on your computer from the [Java website](#).

## Installation

You can download the Document Signer Utility by [clicking here](#). The utility is contained in the file called HRWorksDocumentSigner.zip. Extract the contents of the zip file in a folder (say, C: drive) on your computer using a software such as WinZip or 7Zip. On extraction, a folder called "document-signer" gets created, as follows.

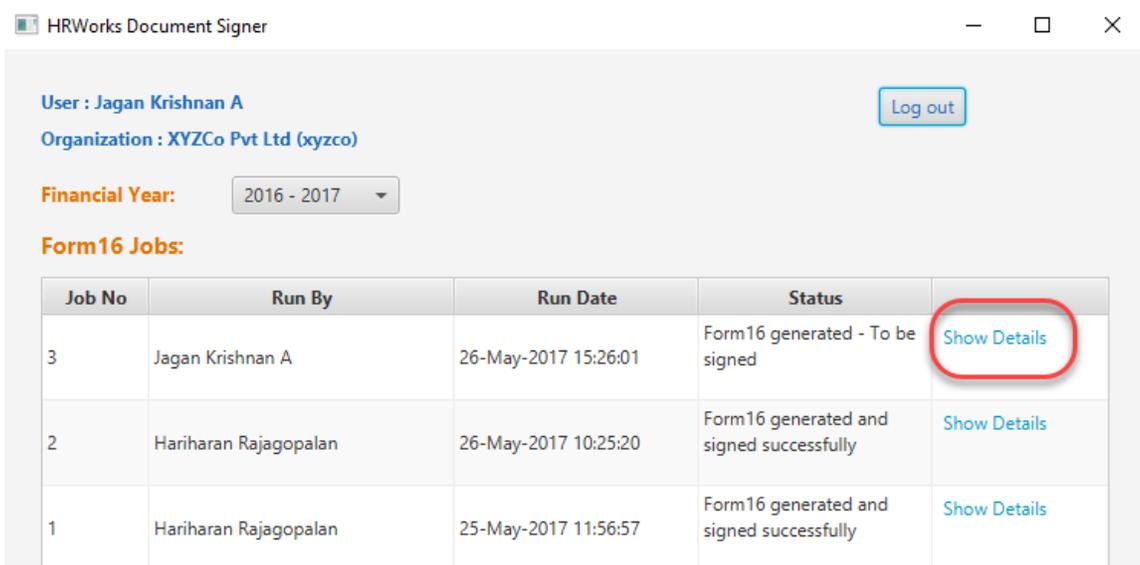


Click "Signer" (Windows Batch File) in the folder in order to launch the digital signer.



Enter your HRWorks login credentials on the above screen in order to use the signer utility. Prior to logging into the signer utility, please ensure that documents (Form 16 etc.) are generated on HRWorks by way of a batch process.

Once you log into the signer utility, you will be able to see all batch jobs created for document creation on HRWorks, displayed as follows.

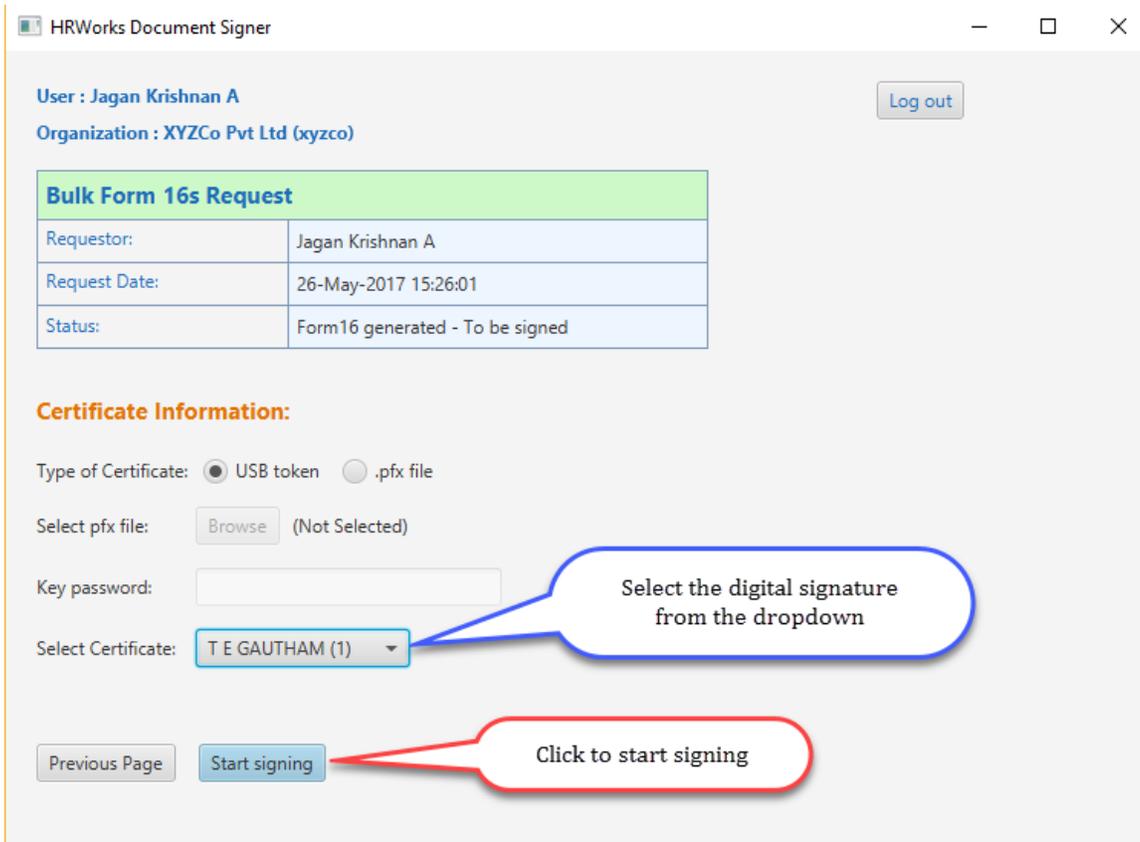


The screenshot shows the HRWorks Document Signer interface. At the top, it displays the user name 'Jagan Krishnan A' and organization 'XYZCo Pvt Ltd (xyzco)'. Below this, the financial year is set to '2016 - 2017'. The main section is titled 'Form 16 Jobs:' and contains a table with the following data:

Job No	Run By	Run Date	Status	Action
3	Jagan Krishnan A	26-May-2017 15:26:01	Form16 generated - To be signed	Show Details
2	Hariharan Rajagopalan	26-May-2017 10:25:20	Form16 generated and signed successfully	Show Details
1	Hariharan Rajagopalan	25-May-2017 11:56:57	Form16 generated and signed successfully	Show Details

On the above screenshot, there are 3 Form 16 batch jobs generated, which need to be digitally signed. Click "Show Details" against a particular job in order to proceed with signing the documents created on the job.

Please ensure that your digital signature is available on your computer for signing documents on HRWorks. You can use any valid digital signature (class 2 or class 3) issued by a licensed certifying authority regulated by the Controller of Certifying Authorities, Government of India. HRWorks supports crypto tokens in USB devices as well as pfx files.



The screenshot shows the HRWorks Document Signer interface for signing a document. It displays the user name 'Jagan Krishnan A' and organization 'XYZCo Pvt Ltd (xyzco)'. Below this, there is a section titled 'Bulk Form 16s Request' with the following details:

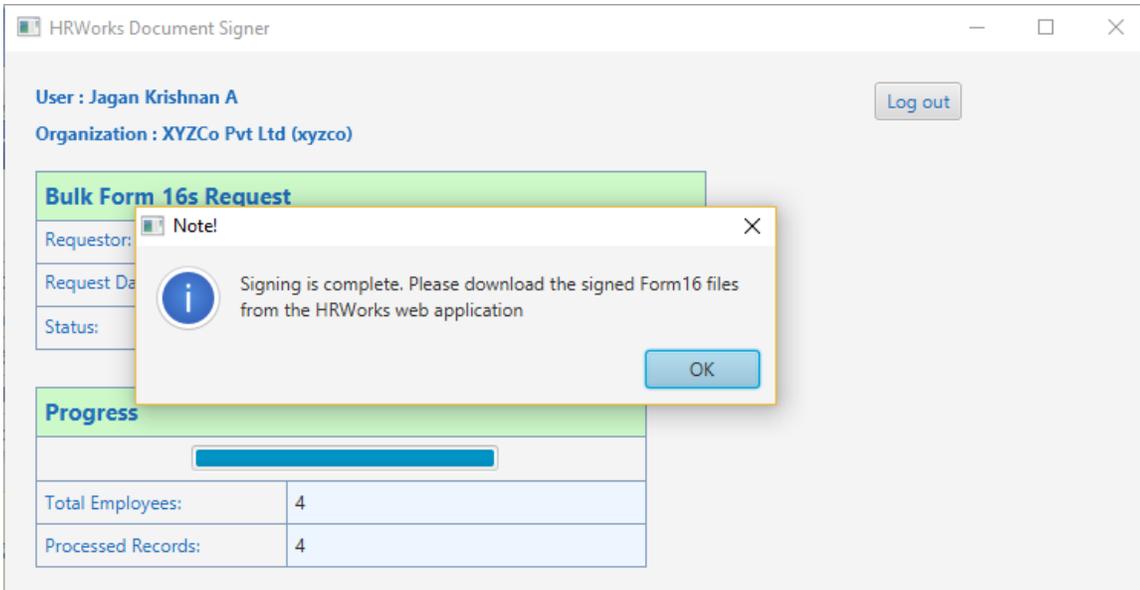
Requestor:	Jagan Krishnan A
Request Date:	26-May-2017 15:26:01
Status:	Form16 generated - To be signed

Below the request details, there is a section titled 'Certificate Information:'. It includes the following fields:

- Type of Certificate:  USB token  .pfx file
- Select pfx file:  (Not Selected)
- Key password:
- Select Certificate:  (dropdown menu)

At the bottom, there are two buttons: 'Previous Page' and 'Start signing'. A callout box points to the 'Start signing' button with the text 'Click to start signing'. Another callout box points to the 'Select Certificate' dropdown menu with the text 'Select the digital signature from the dropdown'.

Click the "Start signing" button to start the signature process. After all the documents are signed, you will see the success message on screen.



Once the process of signing the documents is complete, you can log into HRWorks and access the signed documents for download or emailing the documents to employees.

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