

## Using digital signatures in enterprises

### What are digital signatures?

Digital signatures are based on asymmetric cryptographic processes and digital certificates issued by a trust center. With this it is possible to prove integrity and validity of digital documents without a doubt and retrace who signed a document.

### What is its use?

Basically, digital signatures can be used for any application and document. The use of digital signatures is especially reasonable, where non-repudiation and traceability of processes is crucial. This particularly applies to procedures where it is necessary to give a handwritten signature and which therefore couldn't be processed electronically until now. The introduction of digital signatures requires an investment in new technologies and procedures. The long term advantages justify the investment and often lead to considerable savings.



- Time saving
- Cost reduction
- Higher security
- Fulfillment of regulations

### Who is affected?

Already, authorities regulate the application of such processes, like the FDA does in 21 CFR Part 11 for the areas of pharmacy / medical technology or the fiscal authorities do for issuing an invoice. The use of digital signatures can be use reasonable in many processes:

<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• Vacation Request</li> <li>• Application for overtime</li> <li>• Accounting of business trips</li> </ul>	<p><b>IT-Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Application for system access</li> <li>• Change of e-mail or telephone</li> <li>• Ordering of HW, SW, Services</li> </ul>
<p><b>Development and production</b></p> <ul style="list-style-type: none"> <li>• Clearance of blueprints</li> <li>• Inspection record</li> <li>• Quality assurance</li> </ul>	<p><b>Purchase</b></p> <ul style="list-style-type: none"> <li>• Orders</li> <li>• Service contracts</li> <li>• Obtaining binding offers</li> </ul>
<p><b>Sales</b></p> <ul style="list-style-type: none"> <li>• Giving binding offers</li> <li>• Sealing contracts</li> </ul>	<p><b>Finances</b></p> <ul style="list-style-type: none"> <li>• issuing an invoice</li> <li>• Sales taxes</li> </ul>
<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Business letters</li> <li>• Circular letters</li> <li>• Non-disclosure agreements</li> </ul>	<p><b>Public authorities</b></p> <ul style="list-style-type: none"> <li>• Applications</li> <li>• Administration</li> <li>• Electronic proposals</li> </ul>

## What does a digital signature look like?

Here is an example of how such a process might look like with digital signatures when requesting a vacation:

The employee opens an electronic PDF form which already contains the required personnel data or updates it dynamically from a directory. He then manually enters the relevant information about his vacation or imports them from an electronic date book. By clicking the signature field a dialog for the digital signature is opened and applied by using his smartcard with the correct PIN. The form is e-mailed to his superior for approval and, after signing it on a second signature field, is forwarded to the human resources department. Here the authenticity and validity of the given signatures can be verified electronically and then the data can be automatically transferred into the human resources administration system. The whole process, which can take days in a company with many rooms if done with paper forms, now only takes minutes and is still secure and traceable.

## How can we support you?

The implementation of digital signatures is done in several stages of a project. This includes the solving of technical, organizational and sometimes also legal issues. SECARDEO helps you by:

- Information transfer by means of in-house seminars and workshops,
- Analysis of framework and requirements,
- Creation of technical and organizational solution concepts,
- Product and service selection,
- Development of prototypes and modification of standard SW,
- Integration into existing applications and systems,
- Piloting and supporting you during rollout.

## Do you need further information?

If you need further information, please contact

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