
Netrust Pte Ltd



**Netrust Digital Signer
User Guide
CORENET
Version 3.1**



Netrust Digital Signer

User Guide

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Revision History

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15 th April 2013	3.1	Final Document	Alexander Kong
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1.0 Introduction

This document will guide you on how to use Netrust Digital Signer. This document consists of 2 parts:

1.1 Introduction to Netrust Digital Signer Key Features

The Netrust Digital Signer key features explain the graphical user interface and the functionality of each individual component.

1.2 Step By Step User Manual Guide

The Step by Step User Manual Guide provides information/steps to allow you to fully understand how to use Netrust Digital Signer

2.0 Installation

Please refer to the Installation Guide found in the Netrust Digital Signer Installation CD or you can download from <https://www.netrust.net/downloads/public/NDS%20Installation%20Guide%20Corenet%20Ver3.3.pdf>

2.1 IPs and Ports Required

Please ensure the following IPs and Ports are not block by a firewall when using Netrust Digital Signer with internet connection.

V7 Certificate	67.205.119.196:80	203.116.162.138:829	203.116.162.138:709	203.116.162.168:389
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3.0 Notations

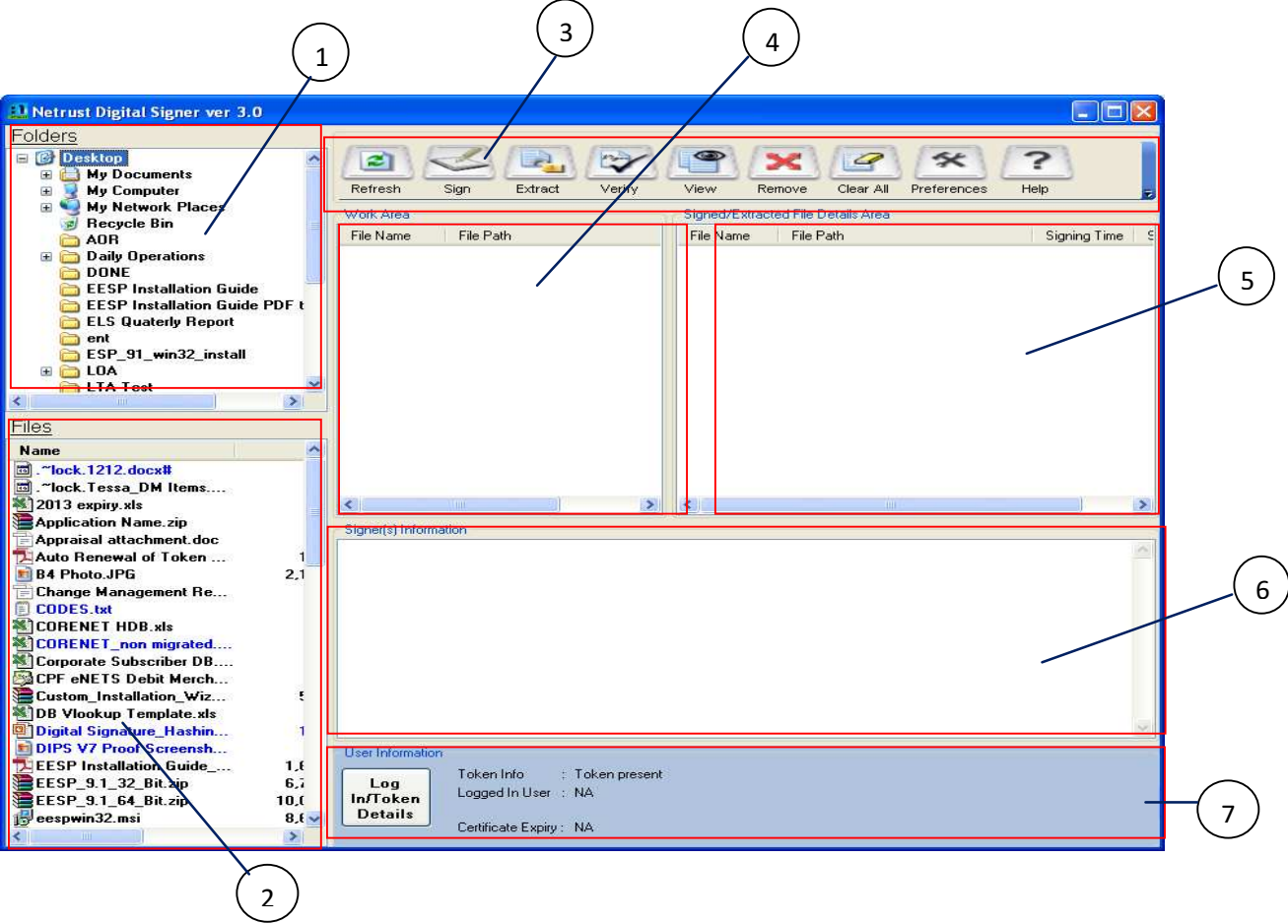
[Button Name] : Name of Button

{Area Name} : Name of Area

<Form Name> : Name of Form

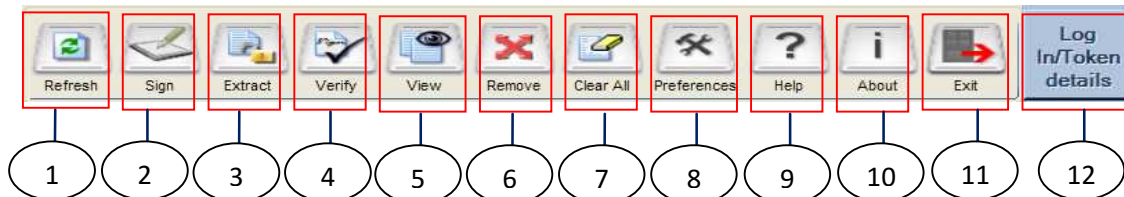
4.0 Introduction to Netrust Digital Signer key features

4.1 Netrust Digital Signer Lay-out



1	{Folders Area}	:	This area allows you to navigate through different folder of the computer system.
2	{Files Area}	:	This area lists all the files in the selected folder.
3	{Action Bar Area}	:	This area displays all the action buttons to perform all the required action. Action buttons functions will be describe in Section 3.4
4	{Work Area}	:	This area lists all the selected files ready to be executed by the required action. (e.g. Signing, Verify)
5	{Signed/Extracted File Details Area}	:	This area displays the information of the files that have been signed/extracted in the Work Area.
6	{Signer(s) Infomation Area}	:	This area displays the signer's information, date and time of the digitally signed file(s)
7	{User Infomation Area}	:	This area displays the signer's token information and expiry.

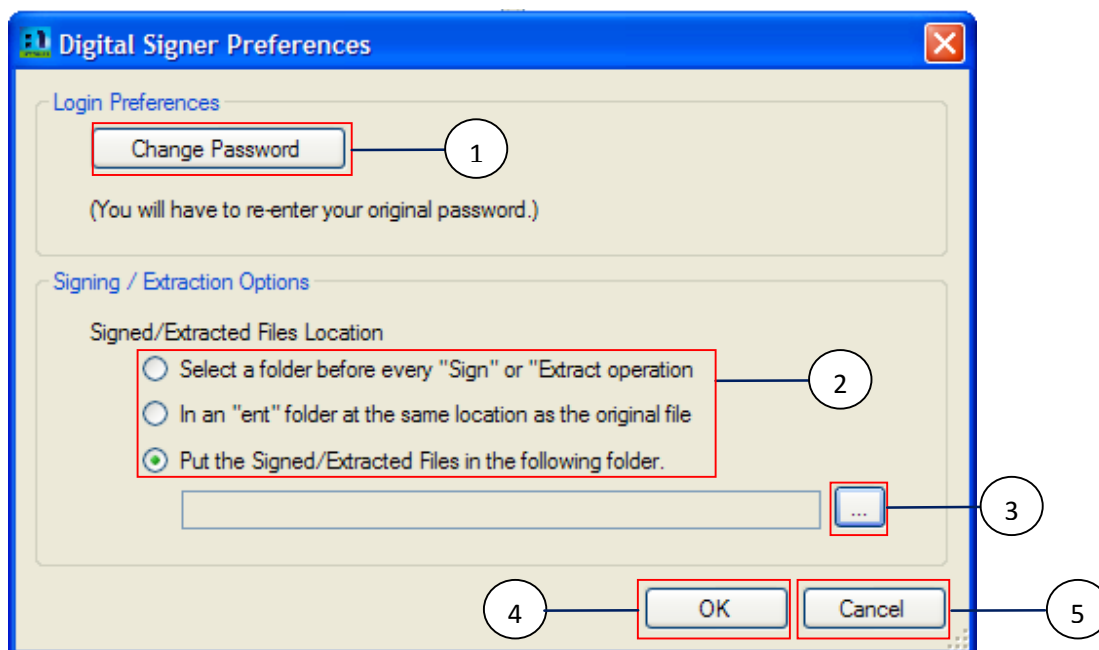
4.2 Netrust Digital Signer Action Bar



1	[Refresh]	:	This button allows you to refresh the view of the Folders and Files Area.
2	[Sign]	:	This button allows you to digitally sign all the file(s) listed in the {Work Area} An error will occur when <ol style="list-style-type: none"> 1. No files is in {Work Area} 2. No Token inserted
3	[Extract]	:	This button allows you to extract the signed file(s) listed in the {Work Area}. An error will occur when: <ol style="list-style-type: none"> 1. No files is listed in {Work Area} 2. A non-ENT file is listed in {Work Area} 3. The ENT file is corrupted
4	[Verify]	:	This button allows you to verify the signature(s) of the selected signed file(s) listed in the {Work Area} The button will be disabled when: <ol style="list-style-type: none"> 1. No file from {Work Area} is selected 2. A non-ENT file is selected An error will occur when <ol style="list-style-type: none"> 1. The ENT file is corrupted

5	[View]	:	This button allows you to view the file(s) listed in the {Work Area}. The button will be disabled when: 1. No file from {Work Area} is selected An error will occur when 1. The ENT file is corrupted
6	[Remove]	:	This button allows you to delete the selected file(s) listed in the {Work Area}
7	[Clear All]	:	This button removes all file(s) and contents listed in the {Work Area}, {Signed/Extracted File Details Area} and {Signer(s) Information Area}
8	[Preference]	:	This button allows you to set your Netrust Digital Signer Preferences. <Digital Signer Preference> form will be describe in Section 3.3.2
9	[Help]	:	This button allows you to view the help required. <Help> form will be describe in Section 3.3.4
10	[About]	:	This button allows you to view Netrust Digital Signer information. <About> form will be describe in Section 3.3.5
11	[Exit]	:	This button will close the application.
12	[View Token Details]	:	This button allows you to read your token information.(e.g. token expiry date)

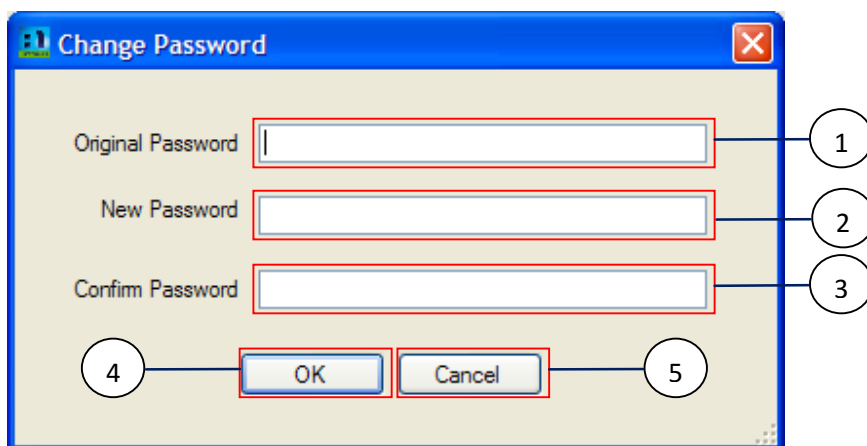
4.3 <Preferences> Form



1	[Change Password]	:	This button allows you to change your token password. <Password> form will be describe in Section 3.3.3
2	{Signing/Extraction Options }	:	This option provides 3 ways of storing the output files.

			<p>Storage Option:</p> <ol style="list-style-type: none"> 1. A file dialog will be prompted for user to select storage location every time [Sign] or [Extract] is pressed in <Main> form 2. The file will store in the same folder as the original file. 3. User to specify the default location he wants to store the files
3	[...]	:	This button allows you to select your preferred folder to store the output files if you have chosen the option ' <i>Put the Signed/Extracted Files in the following folder.</i> '
4	[OK]	:	<p>This button will save the preferences specific in the Signing/Extraction Options.</p> <p>An error occur when:</p> <ol style="list-style-type: none"> 1. The textbox is blank
5	[Cancel]	:	This button will close the <Preference> form

4.4 <Password> Form

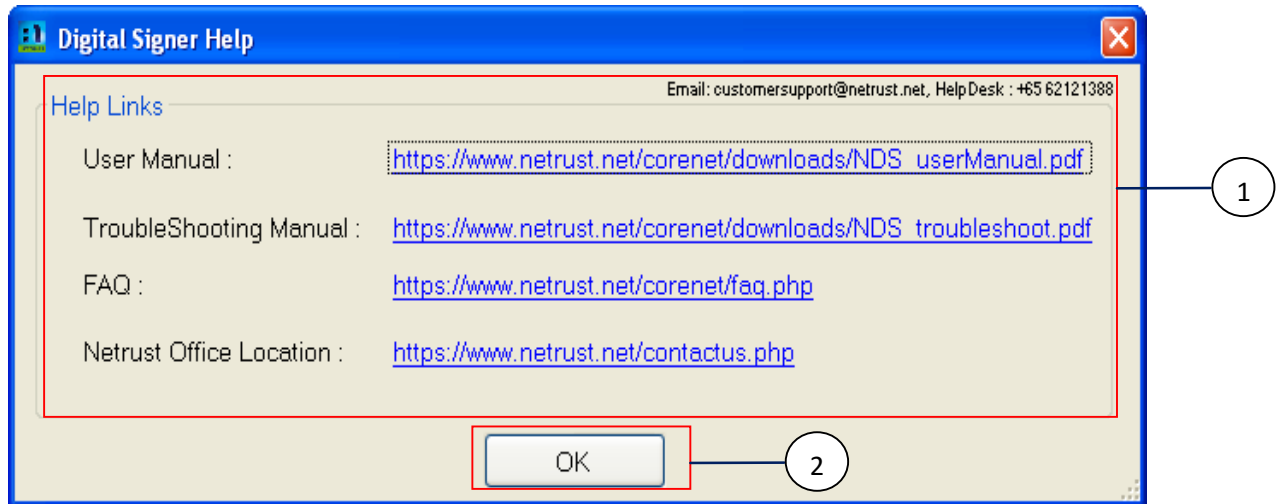


1	Original Password	:	This textbox allows you to enter the original password of your token.
2	New Password	:	This textbox allows you to enter your preferred password for your token.
3	Confirm Password	:	This textbox allows you to re-enter your preferred password for your token.
4	[OK]	:	This button will save the new password for your token.



			An error occur when: <ol style="list-style-type: none">1. The original password differ from the one in the token2. The desired password and the confirmation password differs
5	[Cancel]	:	This button will close the <Password> form.

4.5 <Help> Form



1	{Digital Signer Help}	:	This form displays all the helpful links required.
2	[Exit]	:	This button will close the <Help> form.

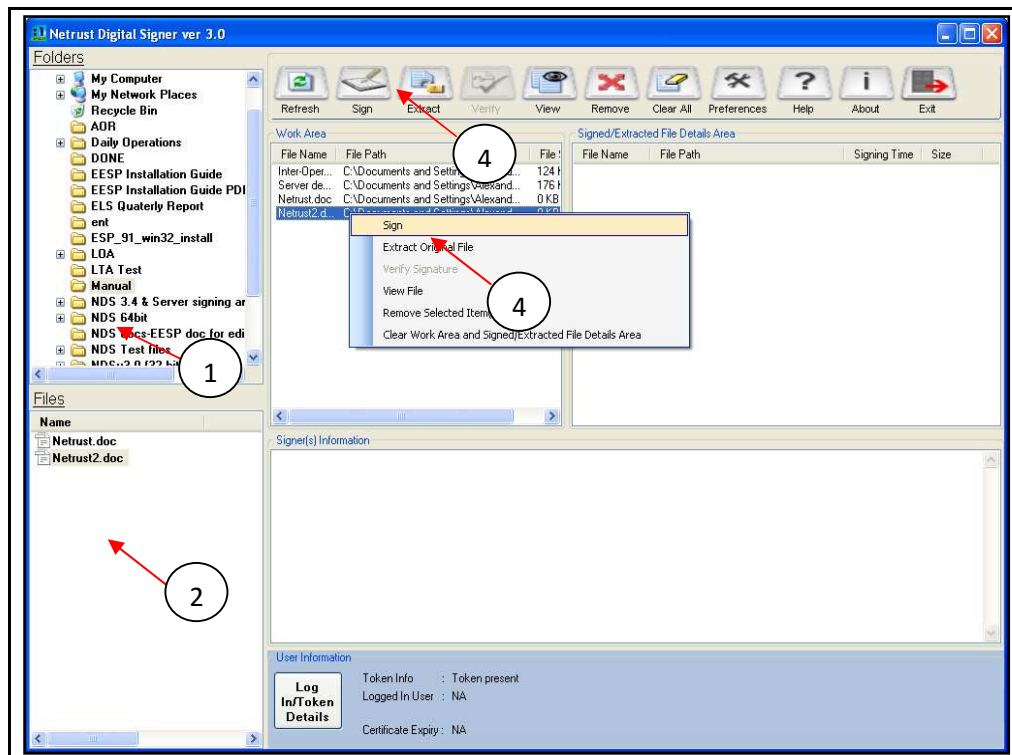
4.6 <About> Form



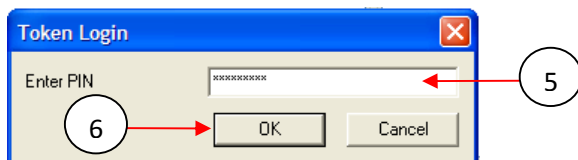
1	{About Netrust Digital Signer}	:	This form displays the Netrust Digital Signer information.
2	[OK]	:	This button will close the <About> form

5.0 Step by Step User Manual Guide

5.1 Sign File(s)

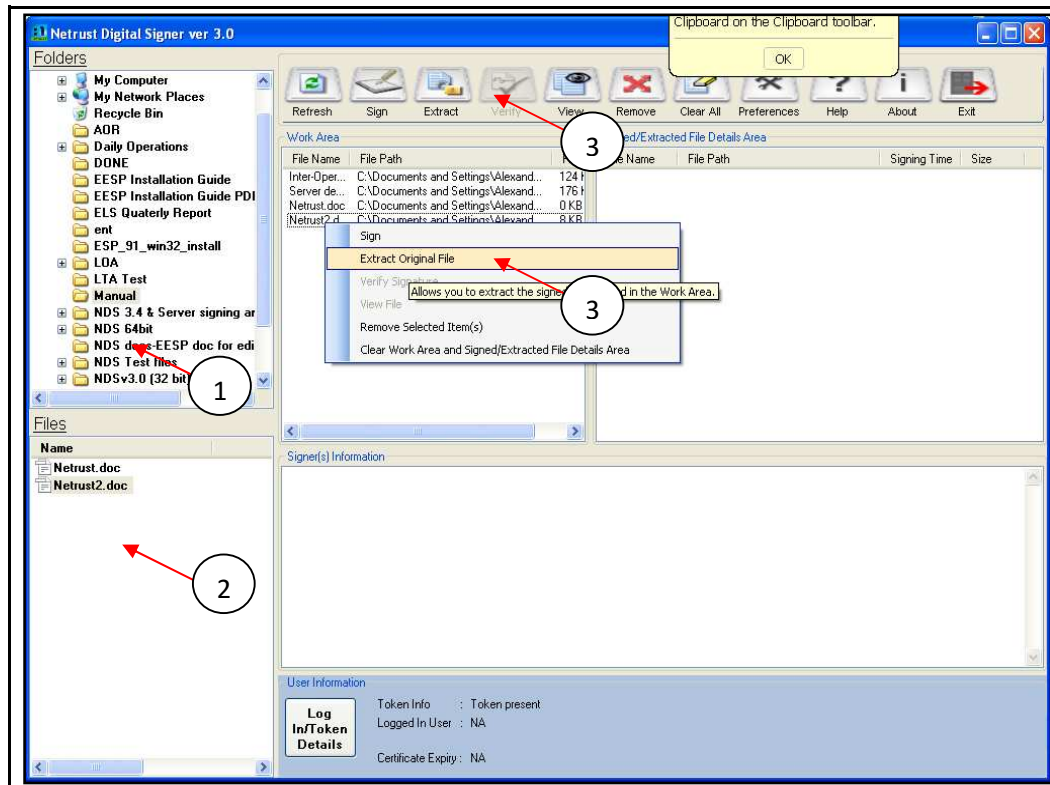


Step 1	:	Select target folder from {Folders Area}
Step 2	:	Select target file(s) from {Files Area}
(Optional)	:	Repeat Step 1-2 for files in different folders
Step 3	:	Insert Token into the USB port
Step 4	:	Click on the [Sign] button located on the { Action Bar Area} OR alternatively you may right-click on the {Work Area} and select the <i>Sign</i> function



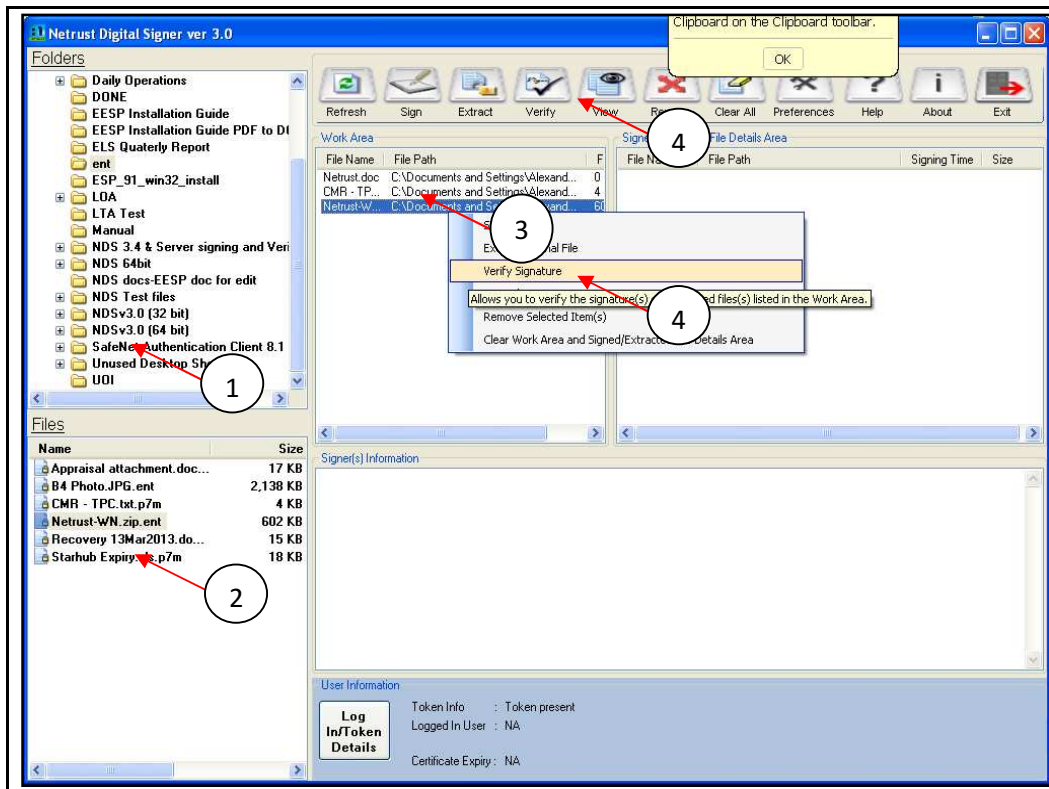
Step 5	:	Enter your Token Password Note: The Password is Case-Sensitive and valid for only 10 consecutive tries
Step 6	:	Click on the [OK] button(if your token expiry is near , a notification will be shown to you and steps to renew the certificate will be available too.

5.2 Extract Signed File(s)



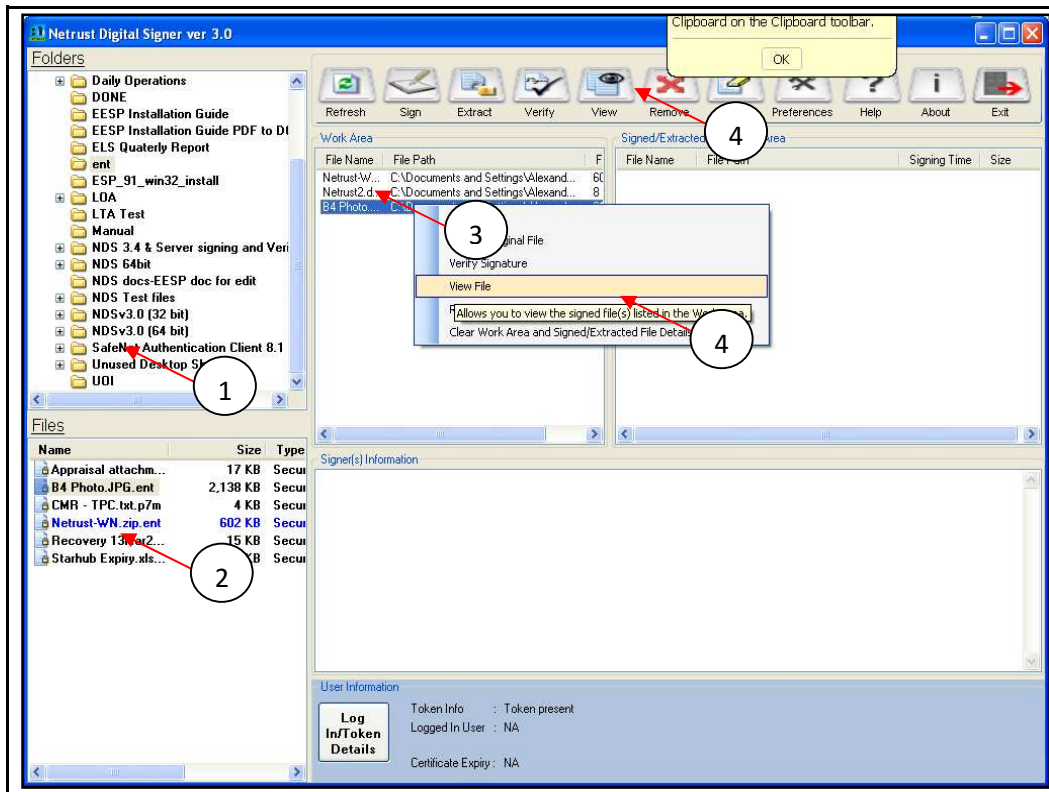
Step 1	:	Select target folder from {Folders Area}
Step 2	:	Select target ENT file(s) from {Files Area}
(Optional)	:	Repeat Step 1-2 for files in different folders
Step 3	:	Click on the [Extract] button located on the {Action Bar Area} OR alternatively you may right-click on the {Work Area} and select the <i>Extract Original File</i> function

5.3 Verify Signed File



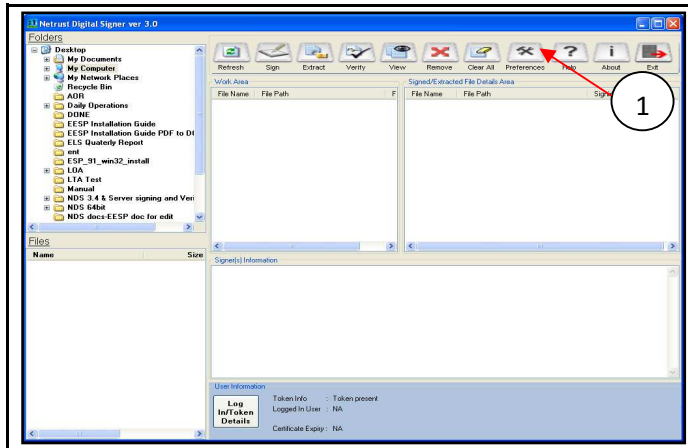
Step 1	:	Select target folder from {Folders Area}
Step 2	:	Select target ENT file(s) from {Files Area}
Step 3	:	Select a file to be verified from the {Work Area}
Step 4	:	Click on the [Verify] button located on the {Action Bar Area} OR alternatively you may right-click on the selected file and select the <i>Verify Signature</i> function

5.4 View Signed File

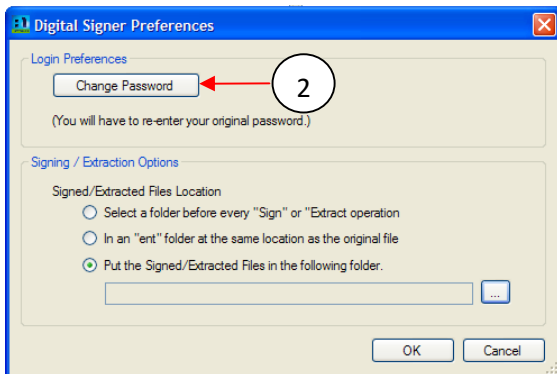


Step 1	:	Select target folder from {Folders Area}
Step 2	:	Select target ENT file(s) from {Files Area}
Step 3	:	Select a file to be viewed from the {Work Area}
Step 4	:	Click on the [View] button located on the {Action Bar Area} OR alternatively you may right-click on the selected file and select the <i>View File</i> function

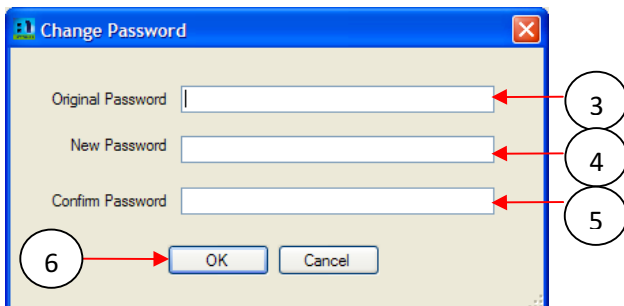
5.5 Change Token Password



Step 1 : Click on the [Preferences] button located on the { Action Bar Area }



Step 2 : Click on the [Change Password] button



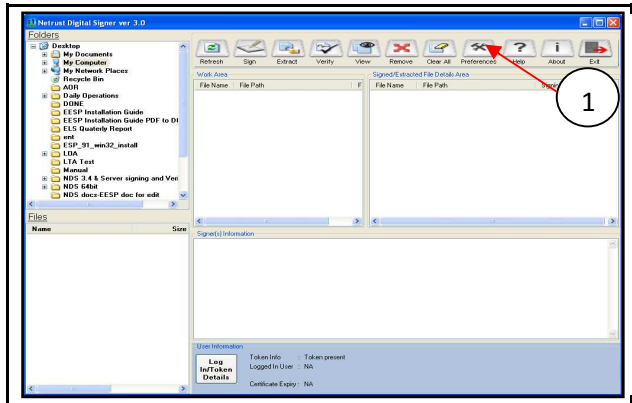
Step 3 : Enter your **current** Token Password

Step 4 : Enter your **New** Password

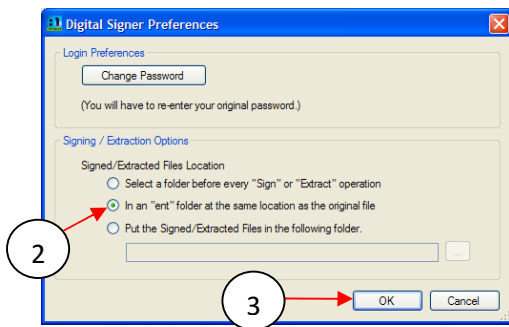
Step 5 : Re-enter your **New** Password

Step 6 : Click on the [OK] button

5.6 Preferences Setting for Signing/Extraction Option

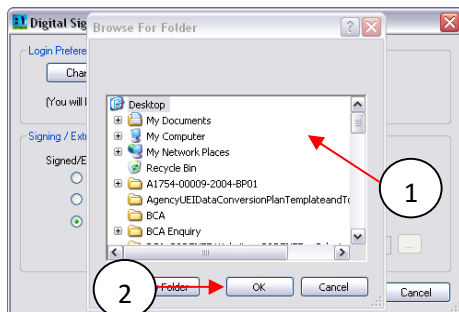


Step 1 : Click on the [Preferences] button located on the {Action Bar Area}



Step 2 : Choose your preferred option for storing your output files after signing/extracting
 Note: If the third option is selected, a Dialog box will appear automatically for you to select the preferred folder to store your output files after signing/extracting (Refer to Optional)

Step 3 : Click on the [OK] button



(Optional) Step 1 : Choose your preferred folder for storing your output files after signing/extracting

Step 2 : Click on the [OK] button