



## Table of Contents

1. Application Overview .....	3
2. System Requirements .....	3
3. Installation.....	3
4. Splash Screen.....	4
5. Registration Screen .....	5
5.1 Registration .....	5
6. Login Screen .....	7
6.1 Login .....	7
7. Document Manager .....	8
7.1 Document Manager .....	8
8. Document Editor .....	12
8.1 Document Editor .....	12
9. Frequently Asked Questions .....	17

## **1. Application Overview**

'eSignDashboard' is an iPad based application to manage PDF documents and to add annotations (like text, time stamp and signature) to them. This application also allows you to update the PDF document by adding pages from other documents, delete pages from existing document, rotate single page or entire document, lock document for security purposes and send documents via email and fax.

## **2. System Requirements**

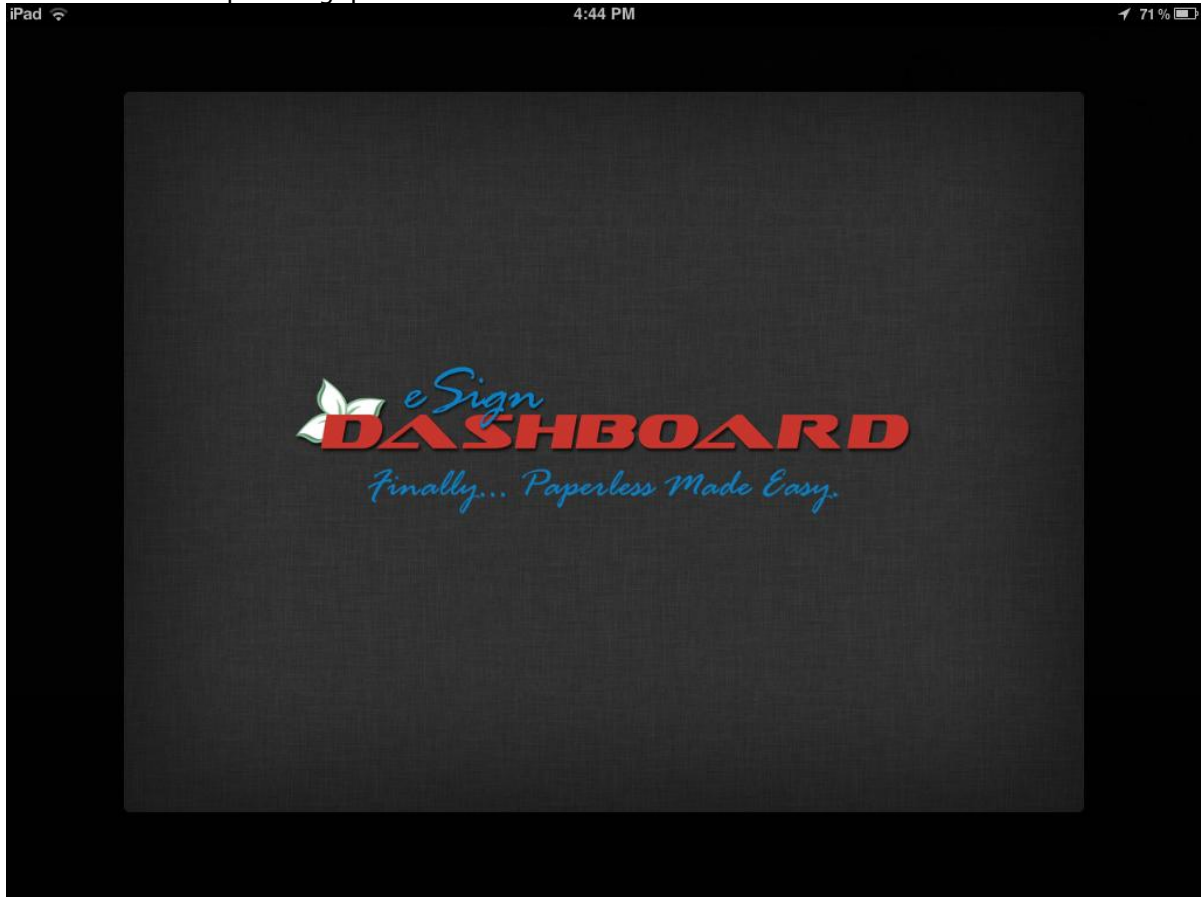
- eSignDashboard version 1.1.
- Connection to Internet.
- Compatible IOS version 4.3 and above on Apple's iPad device.

## **3. Installation**

You can download the application directly from the Apple 'App Store'. To download the application you need to have 'App Store ID'. It does not require any separate installation process.

## 4. Splash Screen

Splash screen displays list of already existing products from the GoPaperless Solutions Inc. and list of upcoming products.



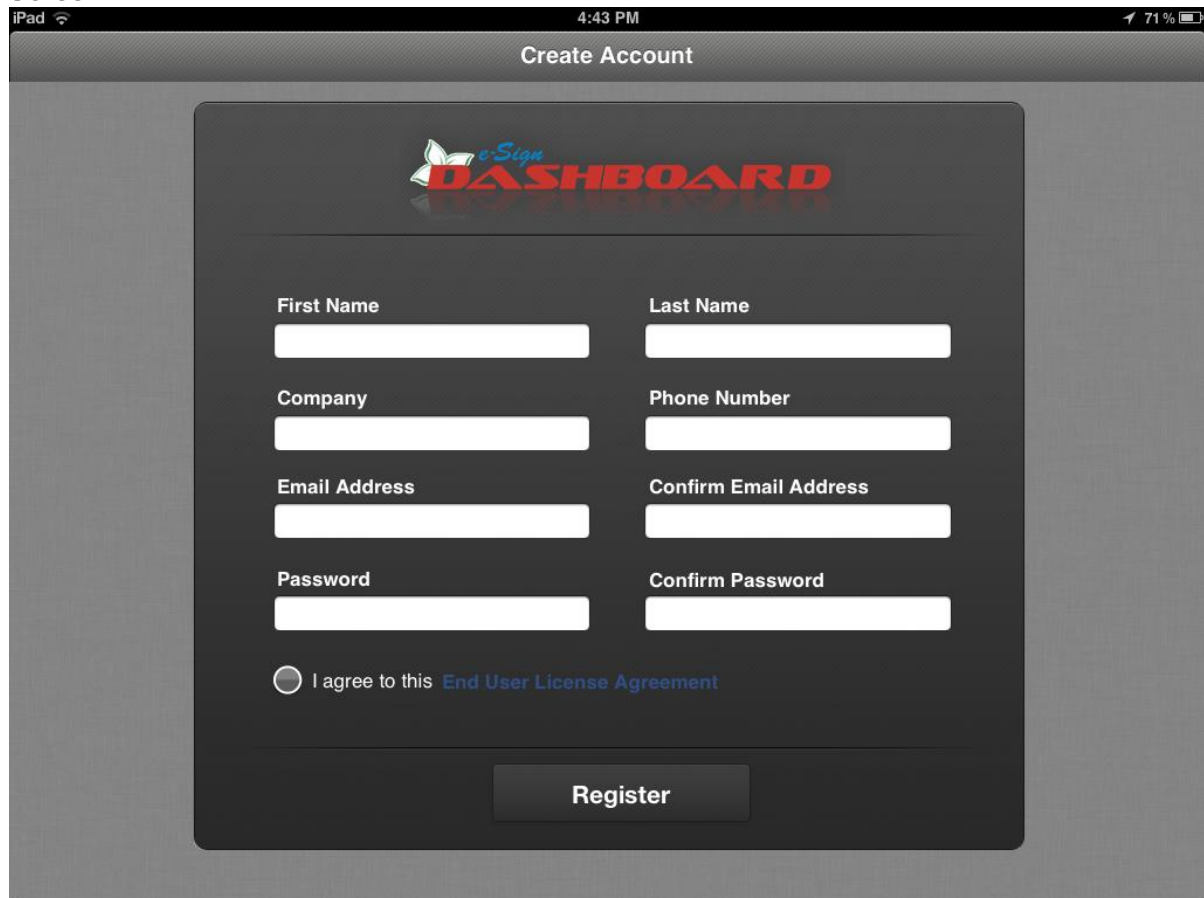
## 5. Registration Screen

When you start eSignDashboard application for the first time, you will be asked to register the application.

Registration requires an internet connection. You will not be able to use the application until it is registered.

Registering the application is simple and easy and the process takes only a few minutes as it only requires starting the application and entering your details which also includes login details. The application will be fully functional as soon as the registration is completed.

Once you register successfully in the application, system navigates you to the Login Screen.



The screenshot shows the 'Create Account' screen of the eSignDashboard application on an iPad. The screen has a dark background with a central white form. At the top of the form is the eSignDashboard logo. Below the logo are eight input fields arranged in two columns: First Name, Last Name, Company, Phone Number, Email Address, Confirm Email Address, Password, and Confirm Password. At the bottom of the form, there is a radio button next to the text 'I agree to this End User License Agreement'. A 'Register' button is located at the very bottom of the form.

### 5.1 Registration

1. First Name, Last Name, Company and Phone Number: Enter your 'First Name', 'Last Name', 'Company' and 'Phone Number' in order to register the application.
2. Email Address: All eSignDashboard accounts are protected by a username and a password. When both registering a new account and logging in with an already existing account, users will need to provide the username. The username must be a valid e-mail address to which all eSignDashboard related e-mails (including forgot password email) will be sent.

Confirm Email Address: 'Email Address' and 'Confirm Email Address' must be same in order to register the application. eSignDashboard provides this facility to eliminate any accidental errors.

3. Password: You are required to supply a password when both creating an account and simply logging in. eSignDashboard offers use of alpha numeric characters along with some special characters (only \*, !, \$, £, %, @) for creating password. Note that users will need to remember the password to be able to re-login if needed.

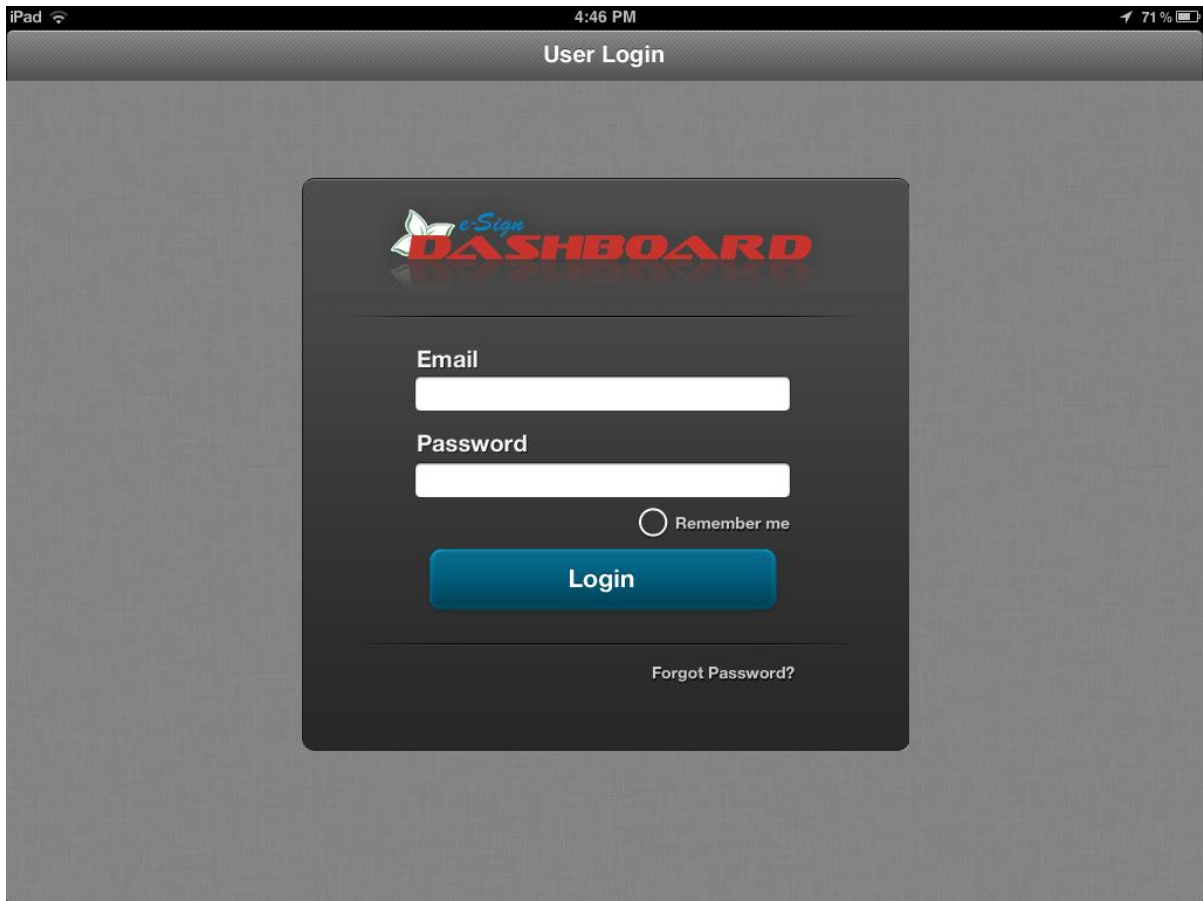
Confirm Password: 'Password' and 'Confirm Password' must be same in order to register the application.

4. End User License Agreement: Informs you about 'End User License Agreement'.
5. Register: All the personal data entered by you will be sent to eSignDashboard Server for record.

On successfully completion of the registration process, you will be redirected to the Login page.

## 6. Login Screen

As 'eSignDashboard' is a very much concerned about the privacy of the user, application asks you to login every time the application is run. Application asks you to login if you bring forth the application from the background process. This can be changed through 'Settings' menu.



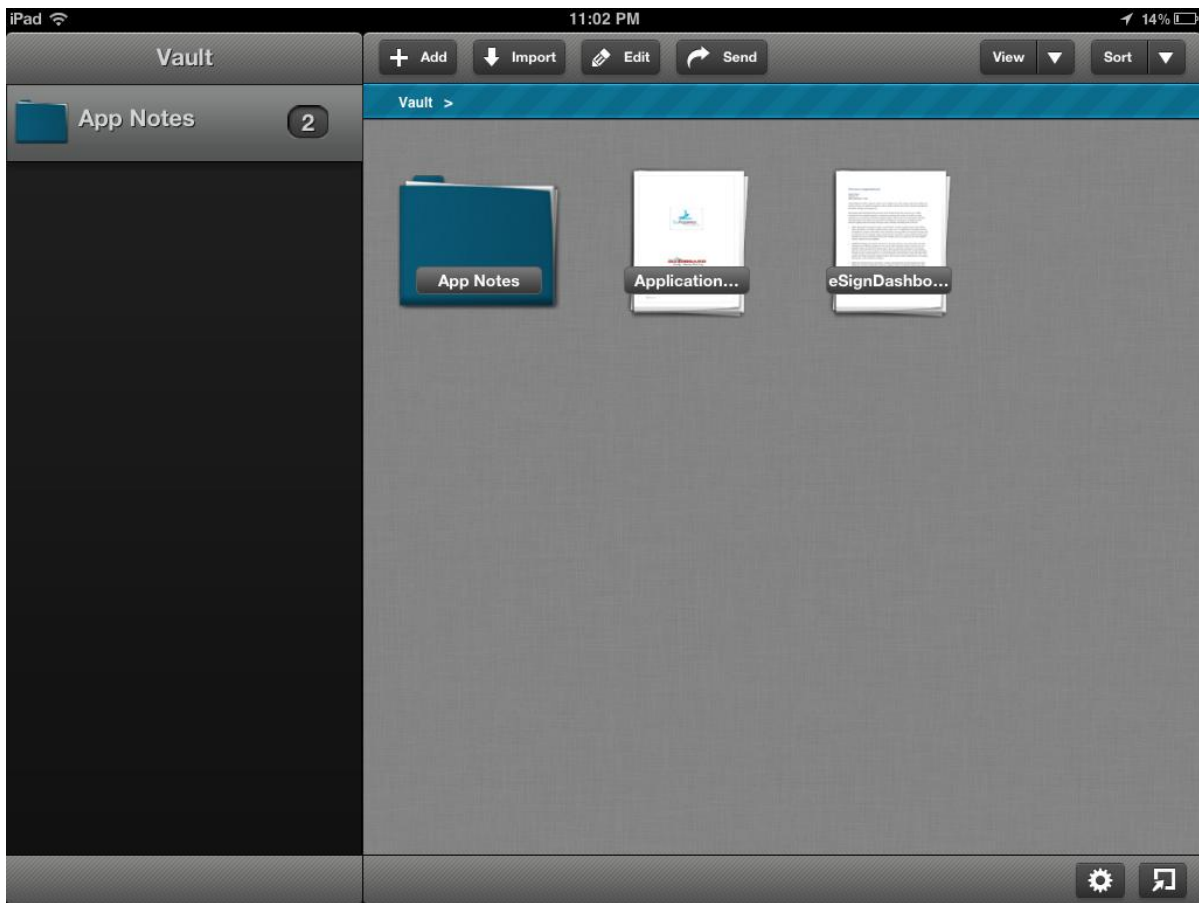
### 6.1 Login

1. Email Address: Enter your registered Email address to login into the application.
2. Password: Enter your registered password to login into the application.
3. Remember Me: 'Remember Me' will remember your email address only.  
Note: 'Remember Me' will function only when valid Email Address and Password is entered and 'Remember Me' check box is checked.
4. Login: Application will navigate you to document manager screen.
5. Forgot Password?: Sends Email to the registered email address with the password for the application.

Note: For Email to be sent to registered email address, device must have internet connectivity.

## 7. Document Manager

Application will navigate you to Document Manager's root folder (i.e 'Vault') screen after providing valid credentials. Document Manager provides easy access to your documents with the help of folder structure. Left panel of the document manager displays list of folders present in the parent folder. Count next to the folder name in the left panel indicates number of files and folder within the folder itself. In portrait view left panel is not visible. When you tap on the folder name button, it opens a popup which displays the left panel like structure. You can navigate to previous folders by tapping on 'Back' button or navigate to sub-folder by tapping on a folder. Right panel displays the files and folders present in the parent folder. You can tap on any folder to explore it or document to open it in Document Editor.



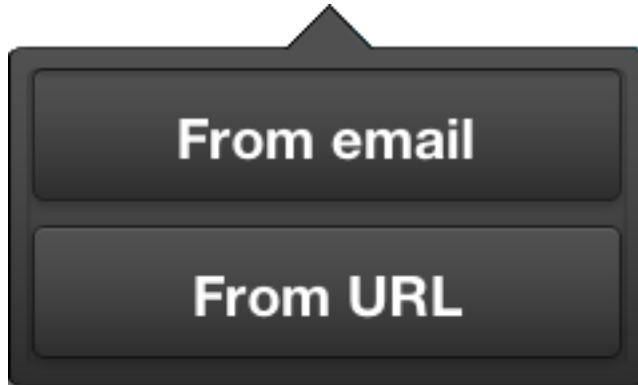
### 7.1 Document Manager

1. Folder: Tap on any folder icon to explore the contents of the folder. When you open a folder the breadcrumbs will also be updated accordingly.
2. Document: Tap on the Document icon to open the document in document editor.
3. Breadcrumb: You can tap on a folder name in breadcrumb to navigate to that particular folder. The breadcrumbs will also be updated accordingly.
4. Back: You can tap on Back button to navigate to previous folder.

5. Add: You can tap on the 'Folder' option displayed under 'Add' button to add new folder in current folder.



6. Import: You can tap on the 'From email' option to displays instructions for opening documents from Email client or 'From URL' option displays text box to enter PDF URL and download it from internet.



Note: Import functionality requires your iPad device to be connected to network connection.

7. Edit: When you tap on the Edit button check box appears below folders and



documents and following command buttons will be displayed at the bottom bar of the Document Manager.

**Move:** You can select multiple folders and documents to move from one folder to another.

**Copy:** You can select multiple folders and documents to copy to another folder.

**Rename:** You can select single folder or document to rename it.

**Delete:** You can select multiple folders and documents to delete from the document manager.

**Open:** You can select multiple documents to open in document editor. When you select multiple documents to open they will be opened in tabbed view.

**Cancel:** You can tap on cancel button to move out of the Edit mode.

**Edit:** You can again tap on Edit button to move out of the Edit mode.

8. Send: When you tap on the Send button check box appears below documents



only and following command buttons will be displayed at the bottom bar of the Document Manager.

Email: You can select multiple documents and tap on Email button to launch iPad's native Email application and the selected files will be attached to this mail.

Print: You can select multiple documents and tap on Print button to launch print functionality.

Fax: You can select multiple documents and tap on Fax button to launch iPad's native Email application and the selected files will be attached to this mail. You need to enter the fax number in the 'To' address field. Sending the email will send the fax to the number entered in the 'To' field.

Note: In order to send fax you must have Red fax account.

Cancel: You can tap on cancel button to move out of the Send mode.

Send: You can again tap on Send button to move out of the Send mode.

9. View: You can select Thumbnails or List options from the View drop down to display the folders and documents icon in respective view.

10. Sort: You can sort folders and documents according to Name / Type / Date / Size  
Note: While sorting, application will always display folders before documents.

11. Open Editor: You will be able to see the 'Open Editor' button only when there is at least one document open in the Document Editor.

12. Settings: You can tap on the Settings button at the bottom left corner to display settings menu.

BCC me on all Emails: If you select the control 'ON' from the switch key, your Email address would be added to the BCC field to all the mails sent by you from this application.

Prompt for Password: If you select the control 'ON' from the switch key, you would be prompted for password every time you start the application or bring forth the application from the background.

If you select the control 'OFF' from the switch, you would be prompted for password every time you start the application but not at the time you bring forth the application from the background.

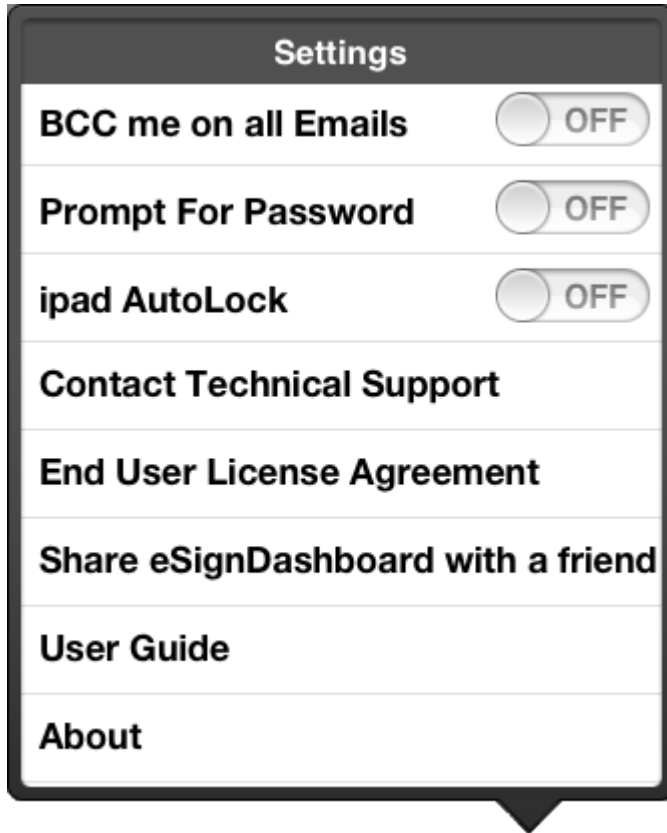
iPad AutoLock: If you select the control 'ON' from the switch key, the iPad locks if remains ideal for certain time and you can get back to the application as soon as you unlock the iPad.

Contact Technical Support: You can tap 'Contact Technical Support' link to open iPad email client with [ipadsupport@gopaperless.com](mailto:ipadsupport@gopaperless.com) as default recipient's address.

End User License Agreement: Tap on End User License Agreement link to display End User License Agreement.

Share eSignDashboard with a friend: Tap on Share eSignDashboard with a friend link to open iPad email client along with predefined Email body.

About: Tap on 'About' link to display more information about eSignDashboard.



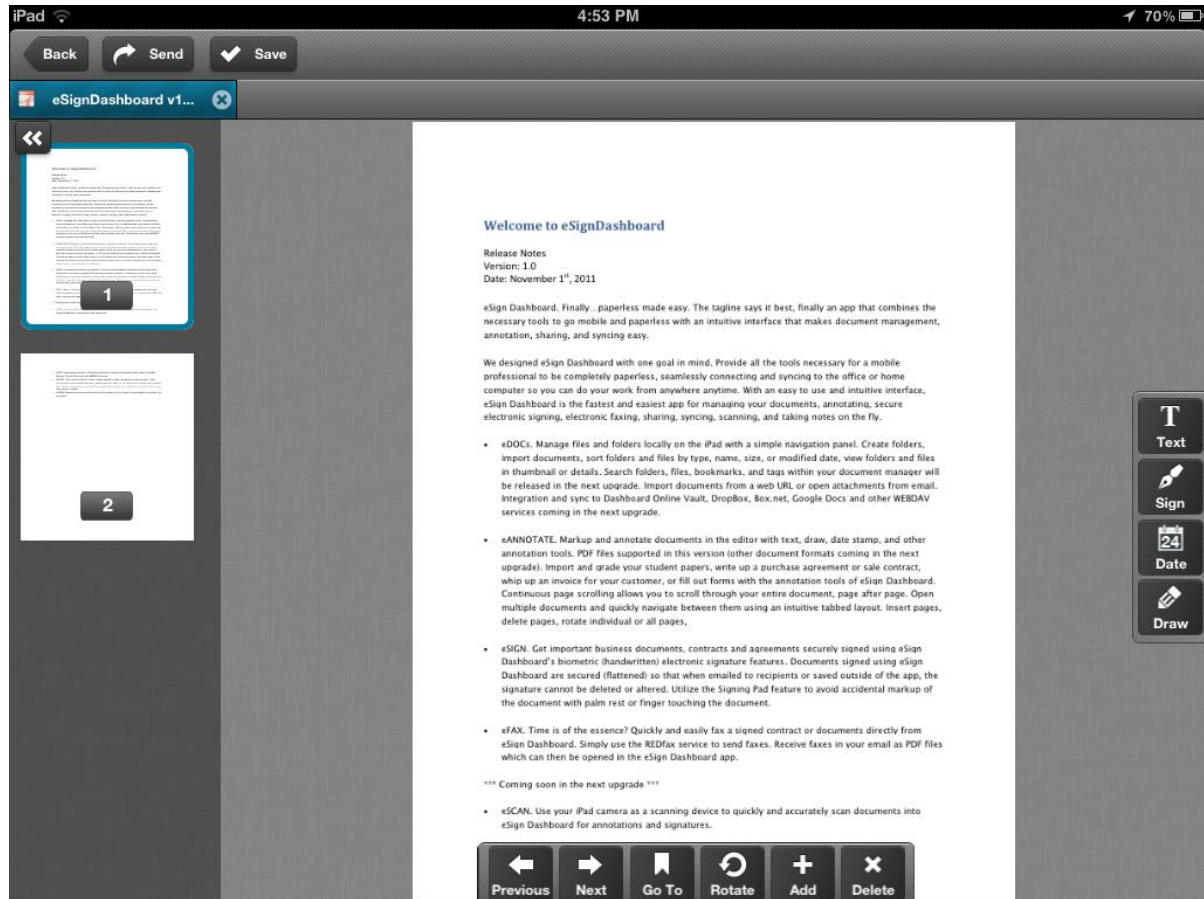
13. Logout: You can log out of the application by tapping on the logout button.

## 8. Document Editor

'Document Editor' screen appears when you tap on:

- Any document
- Select multiple documents under 'Edit' button and tap on 'Open' button.
- 'Open Editor' button

Document editor has tabbed view to view multiple documents simultaneously. By default the document will be opened in fit to screen mode. Like Document Manager, Document Editor is divided into two panels. Left panel is used to display the thumbnail of the pages of document and right panel displays the document itself.



### 8.1 Document Editor

1. Back: You can tap on the 'Back' button to navigate back to Document Manager.
2. Send: When you tap on the Send button application displays the following drop down menu.




**Email:** You can tap on Email button to launch iPad's native Email application and attach current document to this mail.


**Print:** You can tap on Print button to launch print functionality and send current document for printing.

**Fax:** You can tap on Fax button to launch iPad's native Email application and current file will be attached to this mail. You need to enter the fax number in the 'To' address field. Sending the email will send the fax to the number entered in the 'To' field.

3. **Save:** When you tap on save button or close icon on the tab of the document after you have made changes to the document Save As dialog box appears.
4. **Tab bar:** You can tap on the tab to activate that document tab. You can tap on the close on button to close the document.
5. **Left Panel:** Left panel is used to display the thumbnail of the pages of document.

**Thumbnail:** Tap on any thumbnail in the left panel view to display that page in right panel.

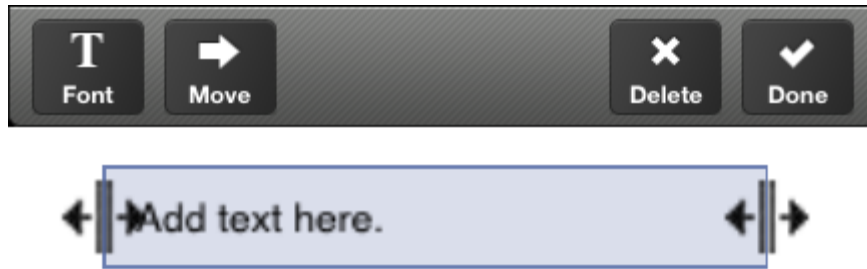
**Minimize button:** Tap on the  button to minimize the left panel and display the document in full screen view.

**Maximize button:** When the left panel is minimized, tap on the  button to display the left panel.

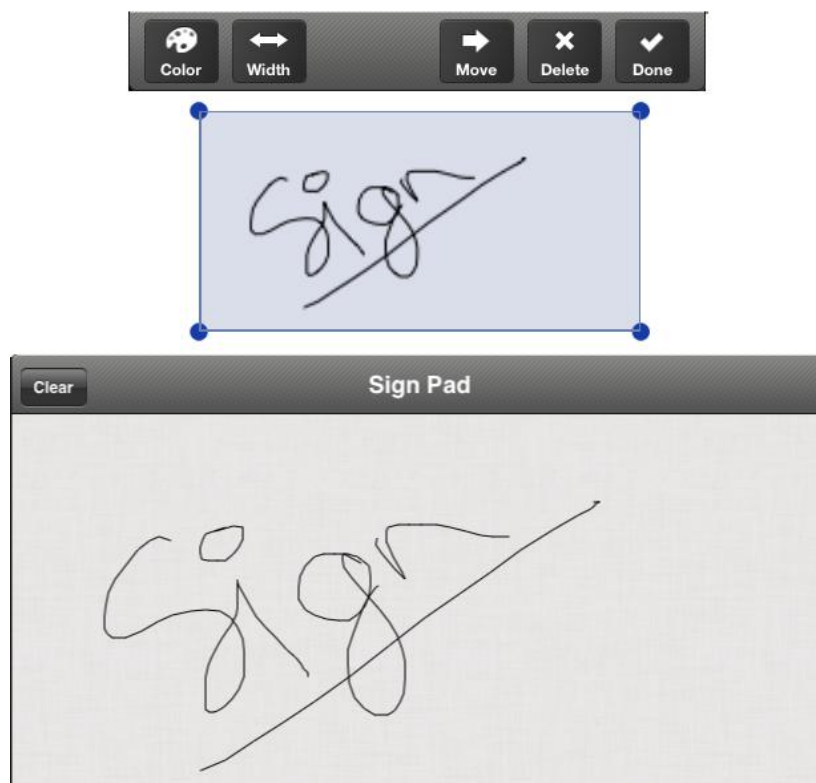
**Right Panel:** Tap on the document in the right panel to toggle document full screen mode.

6. **Add Annotation Toolbar:** You can use Add annotation toolbar at the right of the document to add annotations.

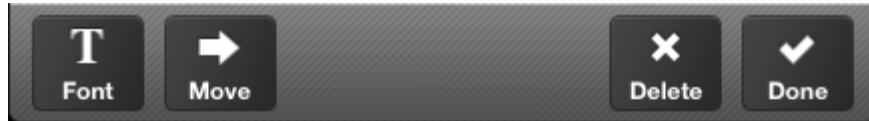
**Text:** You can add text annotation with the help of text annotation button displayed on Add annotation toolbar at the right hand of the application. Tap on the Text annotation then tap on the document where you want to add text annotation. Enter text in the provided text box and tap on Done button.



Sign: You can add Signature annotation with the help of Sign annotation button displayed on Add annotation toolbar at the right hand of the application. Tap on the Sign annotation then tap on the document where you want to add Signature annotation. Sign on the Signature pad and tap on Done button.



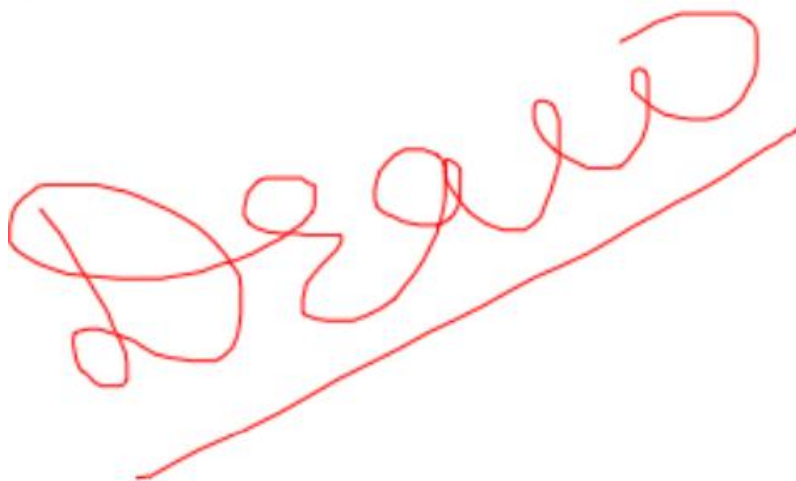
Date: You can add Date annotation with the help of Date annotation button displayed on Add annotation toolbar at the right hand of the application. Tap on the Date annotation then tap on the document where you want to add Date annotation. Use the date spinner to set Date and tap on Done button.



March 12, 2012



Draw: You can add Draw annotation with the help of Draw annotation button displayed on Add annotation toolbar at the right hand of the application. Tap on the Draw annotation then start drawing on the document. Tap on Done button when complete.



7. Bottom Tool bar: Toolbar at the bottom of the document editor is used for document navigation and rotations and adding and deleting pages to/from document.



Next: Tap on 'Next' button to display the next page in the document (if any).

Previous: Tap on 'Previous' button to display the previous page of the document (if any).

Go To: Tap on 'Go To' button to display the page number navigation spinner control. Use spinner to go to desired page number, application navigates you to the respective page.

Rotate: Tap on the 'Rotate' button to display the menu option to rotate 'Current page' and 'All pages'. Tap on the Current page / All pages, system rotates current page / entire document 90° clockwise.

Add: Tap on the 'Add' button to display explorer and select a document to add pages from. Selects the pages which you want to add and tap on Done button.

Delete: Tap on the 'Delete' button to delete pages from the document. You can select multiple pages to be deleted from the Delete pages popup and tap on Done button.

## 9. Frequently Asked Questions

### **Q. Do I have to register the program once it is setup and ready to use?**

**Answer:** Yes, you need to register eSignDashboard only first time after installation.

### **Q. How do I add annotations in PDF file?**

**Answer:** To add annotations in PDF document you need to:

1. Start the 'eSignDashboard'.
2. Open PDF in Document editor.
3. Tap on annotation button which you would like to add from the Add annotation toolbar at the right.
4. Add annotation.
5. Click Save to save the PDF document.

### **Q. How do I edit annotations in PDF file?**

**Answer:** You can only edit annotations before saving them in the PDF document. To edit annotations in PDF document you need to:

1. Tap on annotation which you would like to edit.
2. Tap on the Edit button on the toolbar appeared above that annotation.

### **Q. Can I edit the PDF document?**

**Answer:** No, you cannot edit the PDF Document. You can **Edit** the annotations you have added before saving the PDF document.

### **Q. What editing capabilities does eSignDashboard provide?**

**Answer:** You can add annotations for Text, Sign, Date and Draw. You can change fonts, font size and colors of the annotations you have added before saving the document. You can even move the annotations. You can also change the layout of the document with the help of 'Rotate' tool by rotating the single page or multiple pages.

### **Q. How do I flatten a PDF so that the annotations I've added in eSignDashboard are no longer editable?**

**Answer:** To burn the annotation into the document so that they are no longer editable simple save the document.

### **Q. Can I change the metadata such as Title, Author, Subject or Keywords of a PDF document?**

**Answer:** No, you cannot change the metadata such as Title, Author, Subject or Keywords of a PDF.

### **Q. Can I add pages from other PDF document?**

**Answer:** Yes. In Document Editor tap on **Add Page** button from the toolbar displayed at the bottom. You can select PDF document with the help of explorer window provided. You can even select the pages you want to add from the PDF document.

**Q. Can I delete pages from PDF document?**

**Answer:** Yes. In Document Editor tap on **Delete Page** button from the toolbar displayed at the bottom. Select pages you want to delete from the PDF document and tap on **Done** button.

**Q. I want to sign the document. How can I do that?**

**Answer:** You can sign your document by tapping on the 'Sign' button in the Add annotation toolbar located at the right of the application. Now tap on the document where you want to add the signature. Sign on the signature pad displayed at the bottom and tap on 'Done'.

**Q. How can I contact the 'Technical Support'?**

**Answer:** Tap on the 'Settings' icon displayed at the bottom right corner of the 'Document Manager'. Tap 'Contact Technical Support' link from the 'Settings' popup to open iPad's native Email client with ipadsupport@gopaperless.com as the recipient's address.

**Q. Where can I see 'End User License Agreement' after registration?**

**Answer:** Tap on the 'Settings' icon displayed at the bottom right corner of the 'Document Manager'. Tap 'End User License Agreement' link from the 'Settings' popup to display End User License Agreement.

**Q. How can share eSignDashboard with a friend?**

**Answer:** Tap on the 'Settings' icon displayed at the bottom right corner of the 'Document Manager'. Tap 'Share eSignDashboard with a friend' link from the 'Settings' popup to open iPad's native Email client with predefined Email body.

**Q. How can I change the view of the folders in the 'Document Manager' screen?**

**Answer:** Tap on the 'View' drop down displayed at the top right corner of the 'Document Manager' to display menu contains List and Thumbnail options. You can select either of one option by tapping on it to view the folders and files in the selected format in the 'Document Manager'.

**Q. Can I open a PDF file from Safari to eSignDashboard?**

**Answer:** Yes. Open PDF document in Safari and tap on share button at the top right corner. Again tap on the 'Open in eSignDashboard' button displayed in the popup menu to open the PDF document in eSignDashboard.

**Q. When I tap 'Back' button on the 'Document Editor', does that close my open documents?**

**Answer:** No, open documents will not be closed. System only navigates you back to the 'Document Manager', but the documents remain open in the 'Document Editor'.

**Q. How do I print files from eSignDashboard?**

**Answer:** eSignDashboard supports AirPrint capabilities of iOS for wireless printing (iOS 4.2 or later supported device and AirPrint-enabled printers). To print a file, tap on 'Print' option under the 'Send' button in both 'Document Manager' and 'Document Editor'.

**Q. Can I fax files from eSignDashboard?**

**Answer:** Yes, you can fax documents. To fax a document, use 'Fax' option under the send menu. But in order to send Fax through 'REDfax'. you need be registered with 'REDfax' and have enough credit to send fax.

**Q. Can I open a PDF file from my mail client?**

**Answer:** Yes. Open the mail client. Tap and hold on the PDF attachment. Tap on the 'Open in eSignDashboard' button displayed in the popup menu to open the PDF document in eSignDashboard. Alternately you can tap on the PDF attachment to open it. Tap on 'Share' button at the top right corner. Again tap on the 'Open in eSignDashboard' button displayed in the popup menu to open the PDF document in eSignDashboard.