# DocStar® ECM Connector for DocuSign eSignature

**DocStar®**

## Product
▶ DocStar® ECM

## Benefits
▶ Sign documents from anywhere on any device
▶ Email documents for instant signature and return
▶ Ensure documents are secure with encryption and complete audit trail

## Sign. Send. Success.

DocStar Enterprise Content Management (ECM) offers an embedded electronic signature capability developed using the DocuSign® eSignature API. You can access DocuSign from within DocStar ECM workflow tasks and ad hoc actions for all DocStar ECM document content, forms, and packages. Complete approvals and agreements in minutes—not days—from virtually anywhere in the world. Quickly and securely access and sign documents. Easily upload and send documents for others to sign. Send reminders and check signing status any time.

The combination of DocStar ECM plus DocuSign eSignature constitutes a complete contract management system and facilitates end-to-end business workflows where content validation with eSignature is required for documents, forms, and packages. In DocStar ECM, DocuSign maintains a complete, automated history of every viewing, printing, sending, signing, or declining activity on a document. Once a document is signed, the certificate of completion is attached in DocStar ECM as proof of the signing process to all parties of the transaction. With DocuSign, you can be confident that your technology satisfies current regulations and statutes, such as the Uniform Electronic Transactions Act (UETA), the U.S. Federal ESIGN Act, and E.U. Directive 1999/93/EC, among others.

## How It Works
**Send**
Easily select and send DocStar ECM documents for electronic signature.

### Step 1—Select your document in DocStar ECM
Simply upload a Microsoft Word, PDF, or other common document format from DocStar ECM.

### Step 2—Indicate who needs to sign
Add the names and email addresses of your signers and other recipients, and even specify the order in which they should sign.

### Step 3—Place fields and sen
In DocStar ECM, drag and drop DocuSign fields to indicate where you need a signature, initial, or date. You can also add standard or custom fields for signers to fill in. Then, click Send. DocuSign emails a link to each recipient which they can then use to access the document. Once the document is complete, it's stored securely for easy retrieval.

## Sign
Quickly access and sign documents that require your signature.

### Step 1—Click the link in the email
With one click, you can access the document and start the document signing process on virtually any Internet-enabled device.

### Step 2—Follow the DocuSign tabs
Tabs and simple instructions guide you through the signing process. Your electronic signatures are secure, legally binding, and widely accepted for business transactions around the world.

### Step 3—Finish
Once you're done signing, click Finish to complete the process.

## Manage
Readily check a document's status, send reminders, view audit trails, and securely store online.

### Step 1—View your document's status
Just pull up your DocuSign dashboard to check status and schedule, run reports, and view audit trails. You can always see where your document is in the signing process and even set automatic reminders and receive notifications at every step of the process.

### Step 2—Save automatically and securely
Once completed, both senders and signers have anytime, anywhere access to the document. It is stored online and can be downloaded and printed as needed.

### Step 3—Administer with ease
You can manage internal users, adjust branding, and get visibility into documents across your organization. Advanced options help you adhere to and set compliance policies, as well as access advanced reporting.
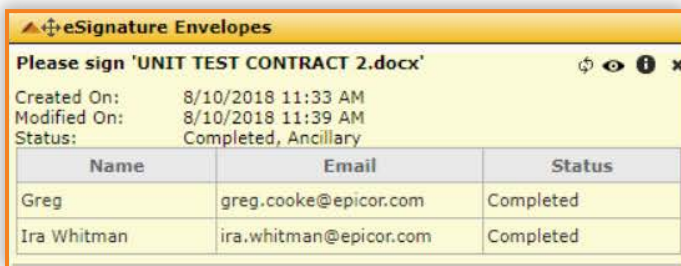
## Typical Use Cases
**Contract management**
Use when your contract requires signature and countersignature. Electronic signature capabilities have revolutionized how business gets done.
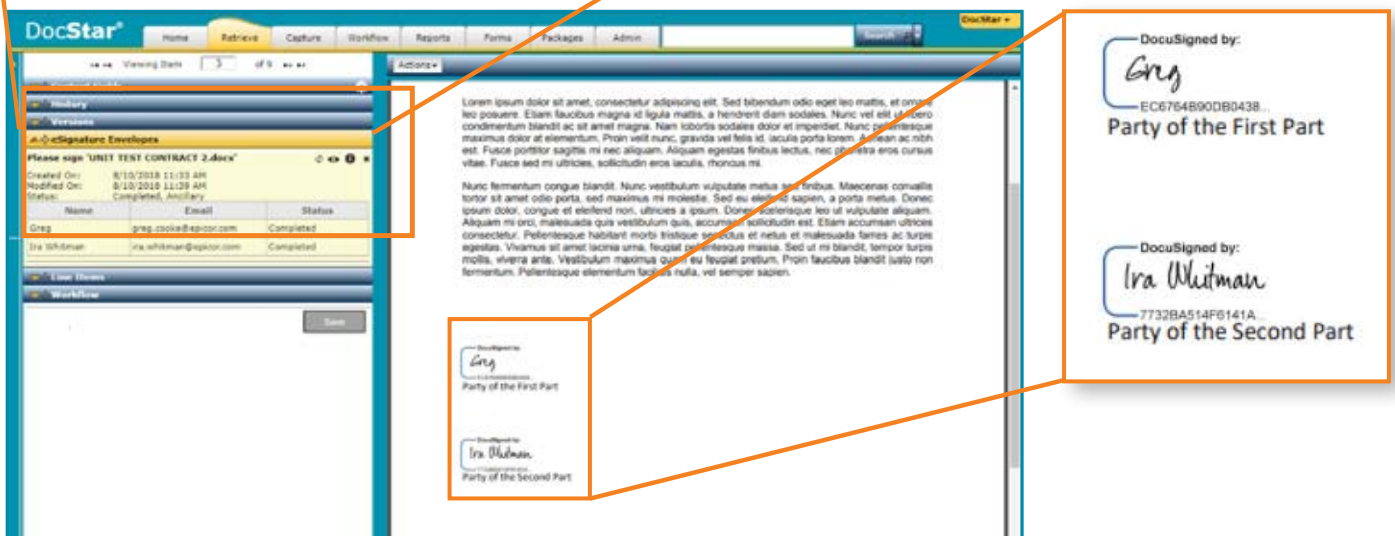
**Human resources**
Use when a new employee application form requires a signature on some or all documents within the package, or when you require a signature on the package to approve/validate the whole package.



*Initiate and track document signing status within DocStar ECM.*

### Engineering

Use when drawing changes require a review cycle and sign-off by stakeholders, including customers.

### Production testing and quality management

Use when production plans and production test results require sign-off by quality personnel.

### Field service

Use electronic signatures to sign off on work orders or acknowledge goods received at an offsite location. Also use when received orders require sign-off by quality personnel.

### Medical

Use for sign-off on medical forms, granting permission or proof of acceptance.

### Construction

Use for sign-off on permits, change orders, building code approvals, expenses, and more.

### Property Management

Use for sign-off on inspection approvals.

## Key Features

- ▶ DocuSign eSignature is accessible and tracked within DocStar ECM
- ▶ DocuSign eSignature is a web-based service
- ▶ Supported document types for eSignature include Microsoft® Word, PDF, HTML, and other common formats
- ▶ DocStar ECM envelopes track the signing status of one or more related documents

- ▶ Recipient types include signer, cc/ carbon copy, must read, editor, and more
- ▶ Signature blocks, initial blocks, and metadata blocks such as PO numbers can be placed anywhere on the document

## Requirements

DocuSign eSignature capability in DocStar ECM requires the purchase of a license or subscription for DocStar ECM DocuSign Connector. DocStar ECM Version 18.2 or higher is also required. You will be required to set up an account at www.docusign.com/products/electronic-signature. While DocuSign is always free to users signing documents, DocuSign charges users for premium features like requesting signatures from others, custom branding, signer authentication, and more.

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RheinBrücke focuses on offering consulting technology and outsourcing solutions and services that enable clients to stay competitive and achieve quick growth and profitability. With operational headquarters in Cologne, Germany, the company has a strong focus on the SME Market, with a deep understanding of what it takes for SMEs to succeed. RheinBrücke helps clients adapt to a changing marketplace by ensuring their IT ecosystems are relevant, efficient and perfectly tuned.

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