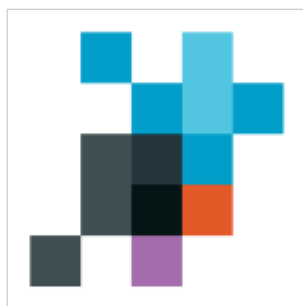




eParakstītājs 3.0

Version 1.9.2.

User manual

LVRTC

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1 Introduction

1.1 Document usability

Document is for application "eParakstītājs 3.0" version 1.9.2.

1.2 Document purpose

This is user manual for "eParakstītājs 3.0". The manual provides detailed instructions on the program installation process, getting started, and clearly describes the program's main functions and how to use them.

1.3 Application description

"eParakstītājs 3.0" is an application that provides electronic signing and sealing of documents, as well as validation of electronically signed documents.

This version supports the following document formats:

- EDOC 1.0 – with file extension *.edoc*;
- EDOC European (2.0) – with file extension *.edoc*;
- ASiC-E – with file extension *.asice*;
- PDF – with file extension *.pdf*.

Documents can be signed electronically free of charge by persons who have:

- mobile application "eParaksts mobile";
- mobile application "eID Scan"
- LVRTC issued eParaksts smart card;
- OCMA issued eID identity card with valid electronic signature and authentication certificates.

To sign documents, you need a computer with an internet connection and, depending on the type of signing, additionally:

- with "eParaksts mobile" – mobile device and signed "eParaksts mobile" contract;
- with "eID Scan" – mobile device, eID card and eID scan app;
- with eParaksts smart card – eParaksts smart card, card reader, appropriate smart card driver (see chapter "Installation") and PIN codes;
- with eID card – eID card, card reader, appropriate smart card driver (see chapter "Installation") and PIN codes.

Documents can be sealed electronically by companies that have:

- a signed agreement with LVRTC for the use of "eZīmogs+ cloud";
- LVRTC issued eZīmogs+ smart card.

To seal documents, you need a computer with an internet connection and, depending on the type of signing, additionally:

- with "eZīmogs+ cloud" – eID card, mobile application "eParaksts mobile" (mobile device and signed "eParaksts mobile" contract) or mobile application "eID Scan";
- with eZīmogs+ smart card – smart card, card reader, appropriate smart card driver (see chapter "Installation") and PIN codes.

More information about eParaksts products is available on the eParaksts website www.eparaksts.lv

1.4 Terms and Abbreviations

Abbreviation	Description
LVRTC	State Joint-Stock Company “Latvia State Radio and Television Center”
OCMA	The Office of Citizenship and Migration Affairs
eParaksts	Brand of LVRTC certification service provider
eID	OCMA issued identity card
Signature	Electronic data that are attached to a document or logically associated with the document. These data provide the authenticity of an electronic document and approves the identity of the signer.
EDOC	A standardized format for electronic document containing the signatures and data to be signed
PDF	“Adobe Systems” Portable Document Format, which is independent of software, hardware and operating systems.
Certificate	Electronic evidence which binds digital signature data with signer identity information. The certificate can be used to verify that digital signature belongs to an individual.
Smart card	Plastic card with a built-in microprocessor and memory used by the user identification or electronic document signing. Authentication and signing certificates are stored on a smart card.
Time stamp	Exact time is added during signing procedure. Time stamp is electronically signed confirmation that the document is marked on the certification service provider at specified date and time.
eParaksts mobile	Mobile application eParaksts mobile allows you to verify your e-Identity at portal www.eparaksts.lv and elsewhere.
eID Scan	Mobile application eID Scan allows you to verify your e-Identity and sign documents using eID card and smartphone
eZīmogs+ cloud	The eZīmogs or electronic seal is a signature attached to a company's or institution's document.

2 Installation and Updates

2.1 Prerequisites and requirements

Application "eParakstītājs 3.0" is designed to install on the following operating system platforms:

- Microsoft:
 - Windows 11;
 - Windows 10;
- Mac OS X version from 11.5 to 15.0;
- Ubuntu Linux 64-bit:
 - 24.04 LTS (noble)
 - 26.04 LTS (resolute)

2.2 Installation

To install the application "eParakstītājs 3.0":

- download installation package for the appropriate operating system from www.eparaksts.lv website;
- start installation using the downloaded installation package.

The installation includes "eParakstītājs 3.0" application and the following drivers for smart cards:

- Latvia eID Middleware, version 2.2.9 – required for OCMA eID card;
- AWP identity manager, version 5.3.5 – required for LVRTC eParaksts card.

Drivers can be installed separately.

Software installation procedure is different for different operating systems. Each supported operating system have different installation packages, as well as the procedure for installing applications.

Installation package name is constructed as follows:

```
eparakstitajs3-[version].[extension]
```

For example, "eParakstītājs 3.0" version 1.0.0 will have the following package name:

Operating system	File name
Windows	eparakstitajs3-win32-1.0.0.msi – application only, 32-bit version eparakstitajs3-win64-1.0.0.msi – application only, 64-bit version eparakstitajs3-bundle-1.0.0.exe – full installation
Ubuntu Linux	Installation provided using "Ubuntu Software Center" (see chapter "Ubuntu Linux platform")
macOS	eparakstitajs3-1.0.0_x86_64.dmg – application only eparakstitajs3-distribution-1.0.0_x86_64.pkg – full installation
macOS ARM	eparakstitajs3-1.0.0_aarch64.dmg – application only eparakstitajs3-distribution-1.0.0_aarch64.pkg – full installation

Other Linux distributions	eparakstitajs3-1.0.0.tar.gz
---------------------------	-----------------------------

2.2.1 Microsoft Windows platform

Standard Windows MSI package is used for installation on a Microsoft Windows platform. It supports installation using user interface wizard and quiet installation using command line.

Installation wizard contains following steps:

- start – shows short information about application and its purpose;
- license agreement;
- installation scope:
 - for current user only – application will be available for current user on computer;
 - for all users – application will be available for all users on computer. Administrator rights is required for this scope;
- installation folder – location for installation. This is available if installation for all users was applied;
- installation options – here you can select additional options for installation such as shortcuts and file type associations;
- ready for installation – this is last step before installation
- installation finished – Finished installation. If installation failed, error message with reason description will appear.

Command line for quiet installation is following:

eparakstitajs3-1.0.0.msi /quiet [optional parameters]

Following installation parameters are available for quiet installation:

Parameter name	Values	Default value	Description
CREATE_EDOC_ASSOCIATION	0 – don't create association 1 – create association	1	.edoc file type extension association
CREATE_SHORTCUT_DESKTOP	0 – don't create shortcut 1 – create shortcut	1	Create shortcut on Desktop
CREATE_SHORTCUT_STARTMENU	0 – don't create shortcut 1 – create shortcut	1	Create shortcut in “Start” menu
SET_UPDATE_TYPE_MANUAL	0 – automatically 1 – manual	0	Application setting “Check for updates”
SET_SHOW_ABOUT_VERSION_INFO	0 – disabled 1 – enabled	1	Application setting “Show version information when opening the program after an update”
SET_PROXY_AUTO_URL	“” (empty) – none “URL” – value	“” (empty)	Application setting “Automatic proxy configuration”. Use “\” to get “/”.
SET_TSL_PROXY_ENABLED	0 – disabled 1 – enabled	0	Application setting “Use TSL proxy server”

ALLUSERS	"" (empty) – for current user only 1 – for all users 2 – depends on parameter MSIINSTALLPERUSER	2	Installation scope parameter
MSIINSTALLPERUSER	"" (empty) – for all users 1 – for current user only	1	Installation scope parameter depends on Windows and Windows Installer version
FORCE_KILL	0 – don't terminate existing process 1 – terminate existing process	0	Terminate existing "eParakstītājs 3.0" process during the installation. Usable in centralized distribution applications.

For more information about using parameters, see MS documentation:

<http://msdn.microsoft.com/en-us/library/windows/desktop/aa370905%28v=vs.85%29.aspx>

Operating system supported tools have to be used to uninstall the application (using "Control Panel -> Programs and Features"). Drivers can be uninstalled separately.

2.2.2 Centralized distribution in Microsoft Windows platforms

In order to provide control over the installation of required components and versions, separate installation packages (MSI) should be used instead of the full installation (EXE).

When performing "eParakstītājs 3.0" MSI distribution, centralized updates must be performed only at system restart.

Additional software for working with smart cards and signing plug-in for internet browsers must be installed as needed using the appropriate installation packages available from the website of the software manufacturer or distributor.

2.2.3 Mac OS X platform

Use Mac OS X PKG installation package for full application and card driver installation. Administrator rights is required to for this installation.

Use Mac OS X DMG installation package for application only installation. This can be done by any user.

2.2.4 Ubuntu Linux platform

Application installation for Ubuntu Linux is provided by LVRTC software repository. To add LVRTC repository you need:

- download and import the GPG key for eparaksts.lv repository

```
wget -qO- https://www.eparaksts.lv/files/ep3updates/debian/eparaksts-apt-public.asc | sudo gpg --dearmor -o /usr/share/keyrings/eparaksts-apt-keyring.gpg
```

- add the eparaksts.lv repository to the system's package sources

```
sudo rm -f /etc/apt/sources.list.d/eparaksts.list

sudo bash -c 'cat > /etc/apt/sources.list.d/eparaksts.sources <<EOF
Types: deb
URIs: https://www.eparaksts.lv/files/ep3updates/debian
Suites: noble resolute
Components: eparaksts
Architectures: amd64
Signed-By: /usr/share/keyrings/eparaksts-apt-keyring.gpg
EOF'
```

- update software repository

```
sudo apt update && sudo apt install eparakstitajs3 latvia-eid-middleware
eparaksts-token-signing
```

NOTE: Administrator rights is required for this installation. Distributions *noble* and *resolute* are supported.

Example. Installation using Ubuntu Linux 24.04 and 24.06 command line

Attention! When copying examples, make sure that the command to be executed is in one line without line breaks. It is recommended to check the copied content in an external text editor before execution.

1) Single line installation, includes all following commands

```
sudo bash -c 'wget -qO-
https://www.eparaksts.lv/files/ep3updates/debian/eparaksts-apt-public.asc |
gpg --dearmor -o /usr/share/keyrings/eparaksts-apt-keyring.gpg &&
rm -f /etc/apt/sources.list.d/eparaksts.list &&
cat > /etc/apt/sources.list.d/eparaksts.sources <<EOF
Types: deb
URIs: https://www.eparaksts.lv/files/ep3updates/debian
Suites: noble resolute
Components: eparaksts
Architectures: amd64
Signed-By: /usr/share/keyrings/eparaksts-apt-keyring.gpg
EOF
apt update &&
```

```
apt install -y eparakstitajs3 latvia-eid-middleware eparaksts-token-signing'
```

Detailed example

1) download and import the GPG key for eparaksts.lv repository

```
wget -qO- https://www.eparaksts.lv/files/ep3updates/debian/eparaksts-apt-public.asc | sudo gpg --dearmor -o /usr/share/keyrings/eparaksts-apt-keyring.gpg
```

2) add the eparaksts.lv repository to the system's package sources.

```
sudo bash -c 'cat > /etc/apt/sources.list.d/eparaksts.sources <<EOF
Types: deb
URIs: https://www.eparaksts.lv/files/ep3updates/debian
Suites: noble resolute
Components: eparaksts
Architectures: amd64
Signed-By: /usr/share/keyrings/eparaksts-apt-keyring.gpg
EOF'
```

3) update available software index

```
sudo apt update
```

4) make sure, that "eParakstītājs 3.0 for Linux" is available

```
sudo apt-cache search eparakstitajs3
```

5) do installation

```
sudo apt install eparakstitajs3
```

6) install smart card driver, if you use LVRTC eParaksts card issued starting from year 2018

```
sudo apt install awp
```

7) install smart card driver, if you use OCMA eID smart card

```
sudo apt install latvia-eid-middleware
```

8) install signing plug-in for internet browsers

```
sudo apt install eparaksts-token-signing
```

2.2.5 Other Linux platforms

"eParakstītājs 3.0" setup is also available on other Linux platforms. Use package with the extension "tar.gz" for this purpose. To do this, extract the package in the desired folder.

2.3 Updates

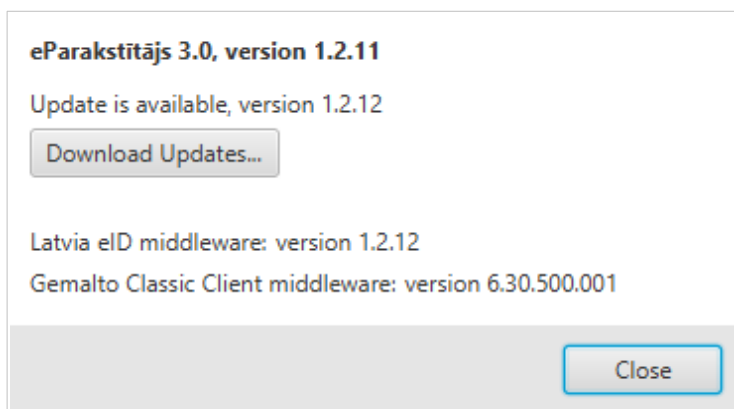
Application "eParakstītājs 3.0" provides an update procedure. Checking for updates can be done:

- automatically – updates are checked automatically at application start time
- manually – updates will be checked on user request;

It can be configured in application settings (see chapter "Settings"). Internet connection is required for update procedure.

If updates are available, it is displayed in the update dialog.

To manually check for updates, select "Check for updates" in "Help" menu. Update dialog shows the current version, as well as information about available updates. To re-check for updates, click on the button "Check for updates ..." (see 1.Picture).



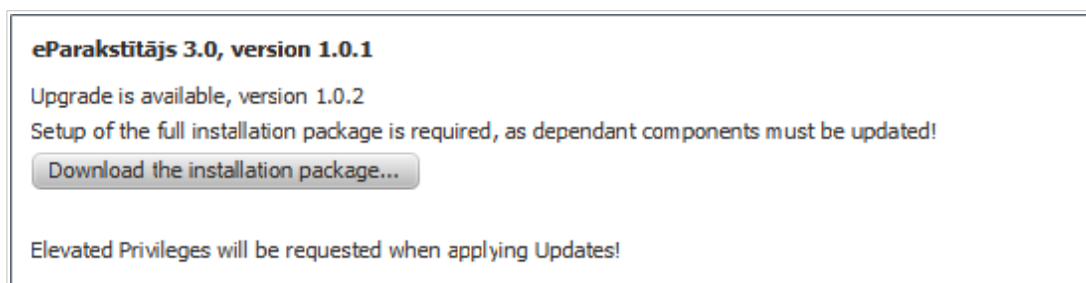
1. Picture. Check for updates

Available version is displayed if updates are available. By pressing button "Download updates ..." you can download and apply these updates.

Start update process by pressing button "Apply updates". After the update application will be automatically restarted. If any document where left open and unsaved, then you have to close application manually.

2.3.1 Application Upgrade

When the dependent components have changed, an application upgrade is required. By pressing button "Download the installation package" you can download and start the installation procedure (see 2.Picture).



2. Picture. Download the installation package

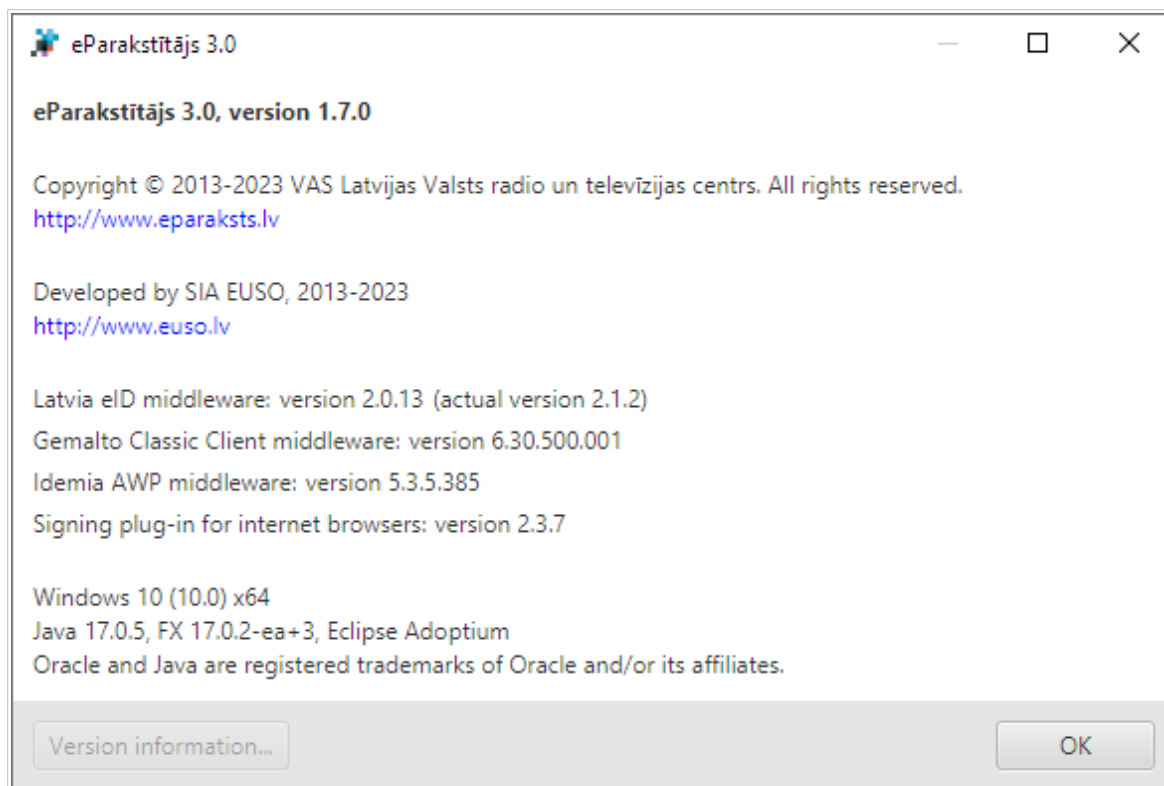
In **Ubuntu Linux** environment "Download the installation package" in this case will be inactive. Update must be performed from terminal with command:

```
#sudo apt-get install eparakstitajs3
```

3 Application functionality

3.1 Version information

After opening the application the actual version information dialog may be displayed. This information is to notify user about the critical updates or application related news. The version information is also available in the “About” section.



3. Picture. Version information

3.2 Settings

Application settings can be changed by selecting "Settings" of the “File” menu.

Available settings are:

- General (see 4.Picture):
 - Language – application user interface language. Application restart is required if you change the language;
 - Check for updates – option to specify whether updates will be checked automatically or manually;
 - Reminders of the certificate expiration – option to specify whether to show reminders about the user certificate expiration (see chapter “Certificate status notification”).
 - preview – option to switch off automatic preview;
 - sending documents by email – option enables send function.
- Proxy (see 5.Picture) – Proxy settings.

General Proxy

Language

Language: English

Check for Updates

Update type: Automatically

Reminders of the certificate expiration

☒ Show reminders

Attachment preview

☐ Enabled

Sending Documents by email

☒ Enabled

Signing preferences

☒ Remember the provided signature properties

☐ Replace existing files without creating new copies

Save Close

4. Picture. General settings

General Proxy

Proxy settings

☒ No proxy

☐ Use system settings

☐ Manual proxy configuration

Server: 127.0.0.1 Port: 8080

☐ Proxy server requires a password

Username:

Password:

☐ Automatic proxy configuration

URL: https://www.euso.lv/downloads/euso-proxy-28.pac

TSL proxy settings

☒ Use TSL proxy server

Save Close

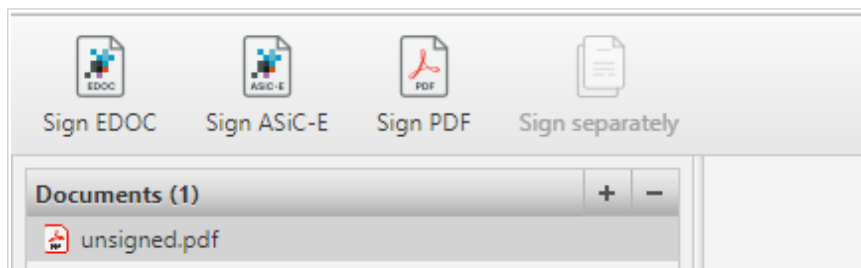
5. Picture. Proxy settings

3.3 User interface

Signing process is divided into 3 steps:

1. document and signing format selection;
2. EDOC, ASiC-E, PDF and Batch signing – document format dependent view;
3. save and send.

Starting window is always for document format selection (see 6. Picture).

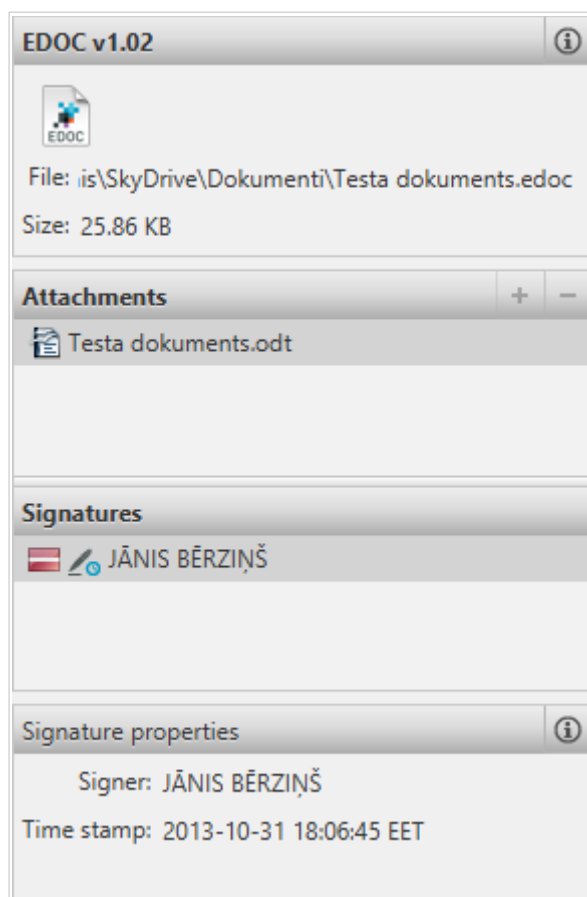


6. Picture. Format selection window

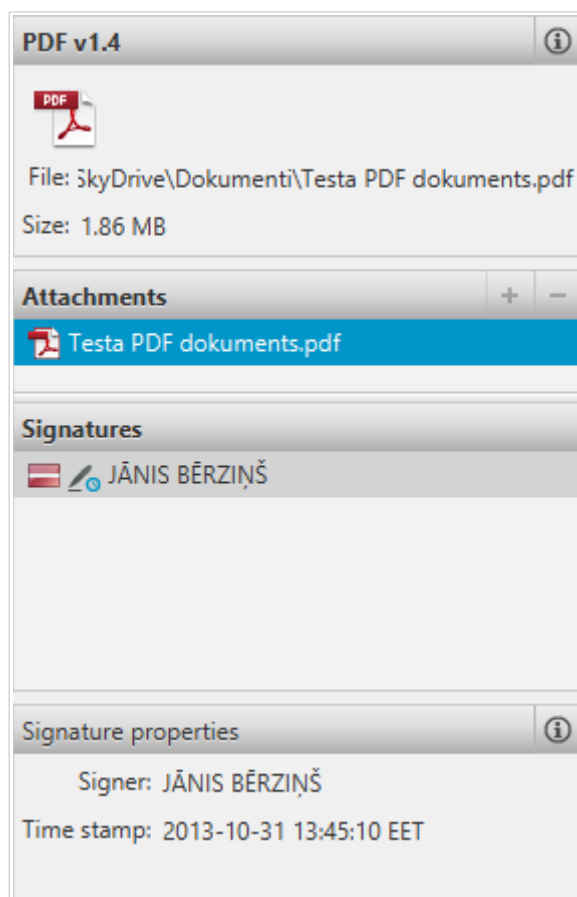
Use Document and attachment zone to manage documents to sign (see chapter “Attachment zone”). Buttons “Sign EDOC”, “Sign ASiC-E”, “Sign PDF” and “Sign separately” will advance you to next step of the signing process.

On the left side of the window is located document content panel. It contains (see 7. and 8. Picture):

- Document type and version – EDOC or PDF;
- Documents – list of attached documents. Available for EDOC only;
- Signatures – list of signatures;
- Signature properties – if document have attached signatures.

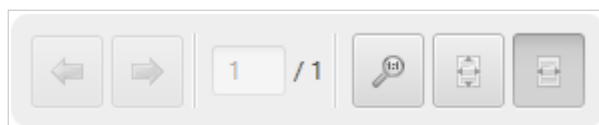


7. Picture. EDOC document view



8. Picture. PDF document view

Central part always contains simplified document preview area (see 9.Picture). For EDOC format document preview shows selected document from the list of attachments, but PDF format document will be displayed in the preview area itself. Preview area contains zoom and page switching options, that can be found at the bottom part of preview area. Move with the mouse cursor to this area and options will be showed.

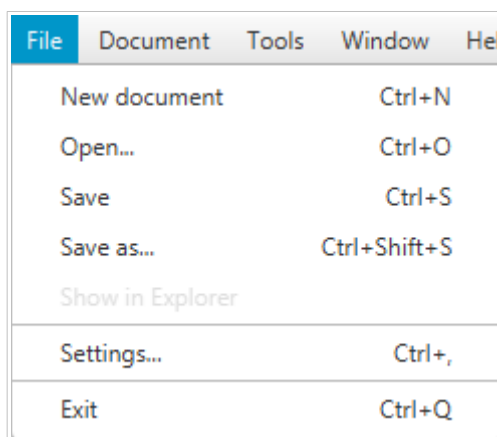


9. Picture. Preview controls

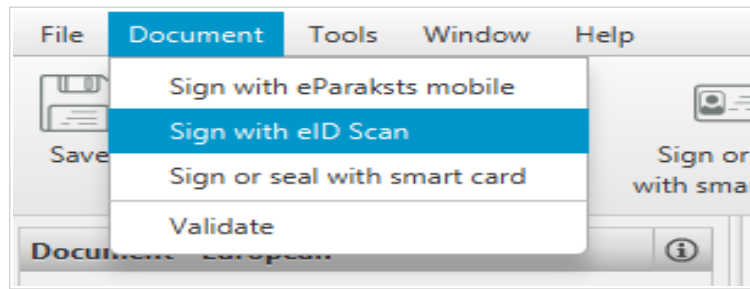
3.3.1 Main menu

The user interface designed to make it possible to open multiple documents simultaneously each in different window. On the top of the window is main menu bar:

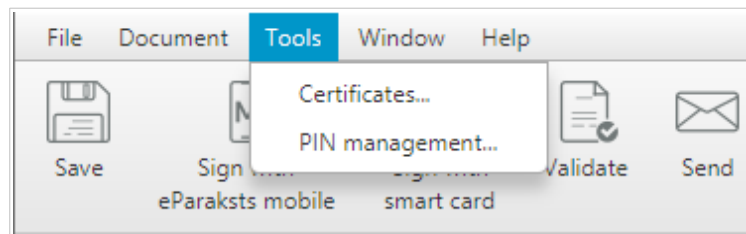
- File (see 10.Picture):
 - New document – opens document format selection window;
 - Open – opens always in new window;
 - Save – available for EDOC and PDF windows only;
 - Save as – available for EDOC and PDF windows only;
 - Show in explorer – opens file in file explorer of the operating system;
 - Settings;
 - Exit – closes all windows of the application;
- Document (see 11.Picture):
 - Sign with eParaksts mobile;
 - Sign with eID Scan;
 - Sign or seal with smart card;
 - Validate;
- Tools (see 12.Picture):
 - Certificates – information about the available certificates (see chapter “Certificate status verification window”);
 - PIN management;
- Window – list of opened document windows;
- Help (see 13.Picture):
 - User guide – opens this manual;
 - License agreement;
 - Check for updates;
 - About “eParakstītājs 3.0” – information about current version and operating platform (see chapter “Version information”).



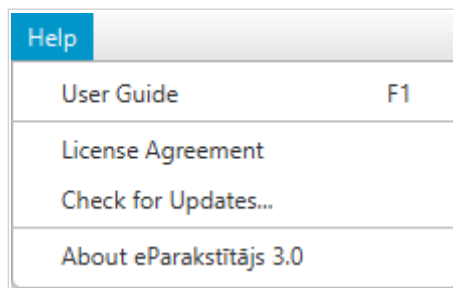
10.Picture. Menu “File”



11. Picture. Menu "Document"



12. Picture. Menu "Tools"



13. Picture. Menu "Help"

3.3.2 Toolbar

Format selection toolbar (see 14.Picture) is located under the main menu of the format selection window:

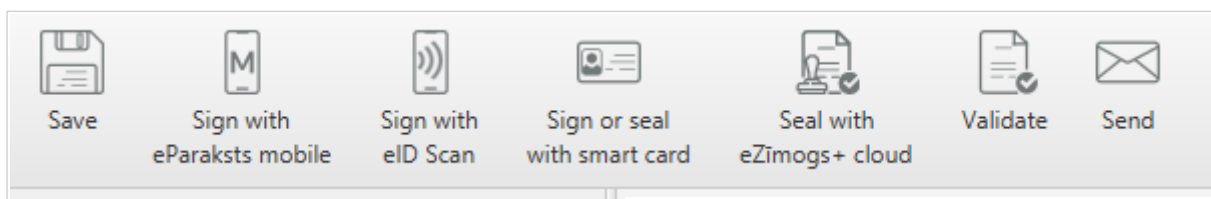
- Sign EDOC;
- Sign ASiC-E;
- Sign PDF – available if attached PDF documents only;
- Sign separately – Batch sign window.



14.Picture. Format selection toolbar

Document toolbar (see 15.Picture) with common used functions is located under the main menu :

- Save – save changes;
- Sign with eParaksts mobile – sign document with eParaksts mobile;
- Sign with eID scan – sign document with eID Scan;
- Sign or seal with smart card – sign document with smart card;
- Seal with eZimogs+ cloud
- Validate – validate document structure and signatures;
- Send – send document to e-mail.



15.Picture. Document toolbar

3.3.3 Status line

Status line can be found on the bottom of the window. It shows steps of the signing process.

Signing process is divided into 3 steps:

1. Select (1/3)
2. Sign (2/3)
3. Save (3/3)



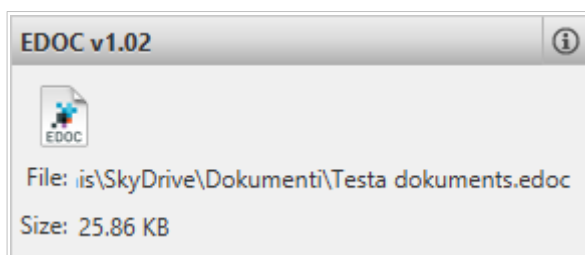
16.Picture. Status line

3.4 Supported document formats and properties

3.4.1 EDOC 1.0 (only opening and validation of existing documents)

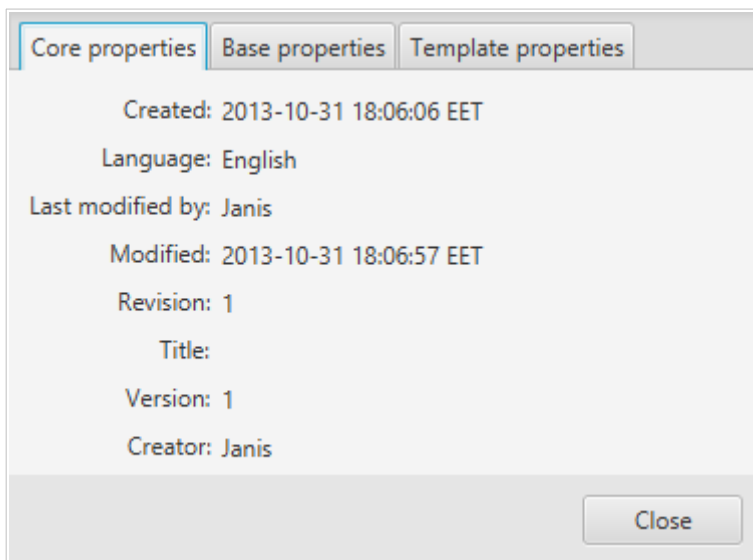
"eParakstītājs 3.0" supports almost all functionality for old EDOC 1.0 document format that is based on standard template with core and template properties. However it is not possible to create new EDOC 1.0 document.

Properties data can be viewed by pressing  (info) button which is in document type and version section (see 17.Picture).

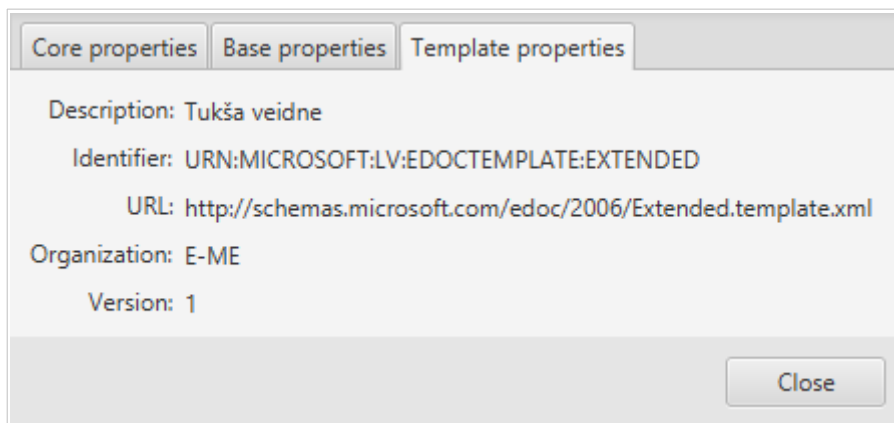


17.Picture. EDOC properties

Document properties are shown in the properties dialog of the document (see 18. and 19. Picture).



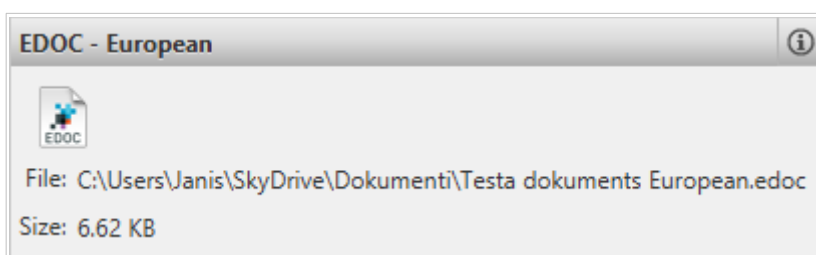
18.Picture. EDOC core properties



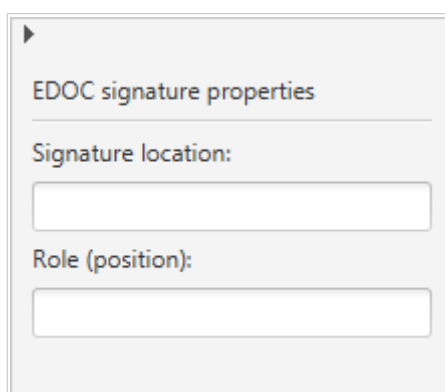
19.Picture. EDOC template properties

3.4.2 EDOC – European (2.0) / ASiC-E

"eParakstītājs 3.0" creates all new documents in EDOC European (2.0) format. Current version of the format is shown in left side of the window (see 20.Picture). See chapter "Work with EDOC" how to create new document.



20.Picture. EDOC European



21.Picture. EDOC European properties

3.4.3 PDF

PDF document format supports electronic signing.



22.Picture. PDF

The following signature properties are available (see 23.Picture):

- Signature visualization – show or don't show signature on document;
- Visible signature position – specifies location of visual signature;
- Signature reason – text that will be added to document;
- Signature location – text that describes place of signing, for example, city name.

It is possible to change location of visible signature image. Press button “Change position” to open full screen preview and locate rectangle into desired position.

A screenshot of a dialog box titled 'PDF signature properties'. It contains several sections: 'Signature location:' with a text input field; 'Signature reason:' with a text input field; a section with a checked checkbox 'Signature visualization'; 'Signature image:' with an 'Add...' button and the text 'Image is not added'; and 'Visible signature position' with a rectangular preview box containing '1/1' and a 'Change position...' button below it.

23.Picture. PDF properties

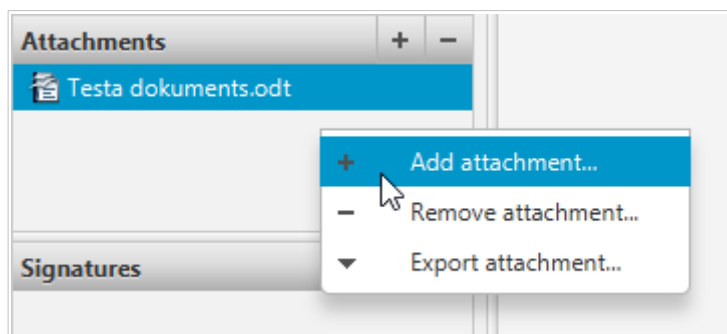
3.5 New document setup

3.5.1 Attachment zone

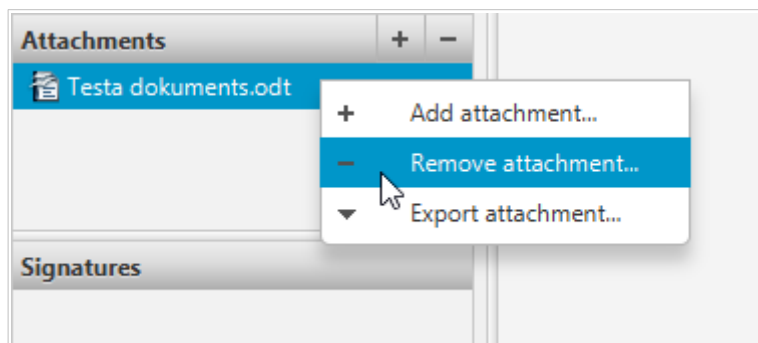
Attachment zone is located on the left side of the window. It allows to select documents for signing. Main functions are:

- add (see 24. Picture);
- remove (see 25. Picture);
- export (see 26. Picture);
- open with default editor of the operating system.

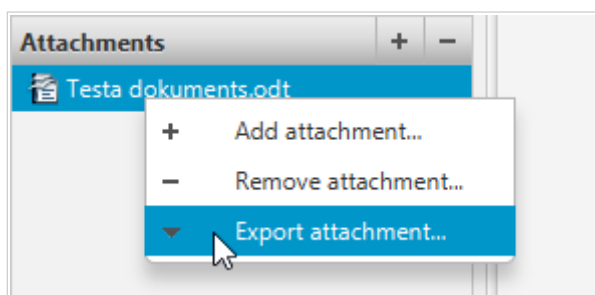
Functional buttons, context menu, keyboard shortcuts and drag&drop helps to manage attachments.



24.Picture. Add attachment



25.Picture. Remove attachment



26.Picture. Export attachment

3.6 Work with PDF

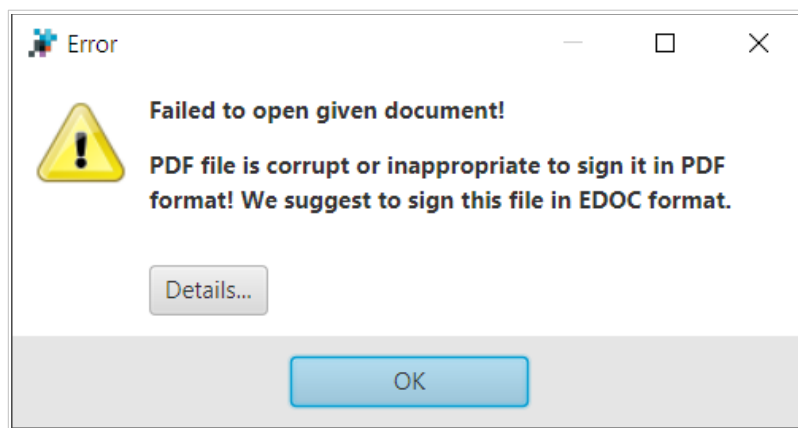
3.6.1 Open document

It is possible to open existing document in the following ways:

- select “Open...” from main menu “File”;
- press key combination “Ctrl+O”.

Select desired PDF document in the file dialog and press button to open a document. File dialog filters EDOC and PDF documents by default.

If you can not open the document, the message will be displayed with a description of error reason (see 27.Picture).



27.Picture. Error message example

3.7 Work with EDOC

3.7.1 Create new document

Select “Create EDOC” from toolbar of the format selection window to create new EDOC document. You can add files in attachment zone to EDOC document to be signed (see chapter “Attachment zone”)

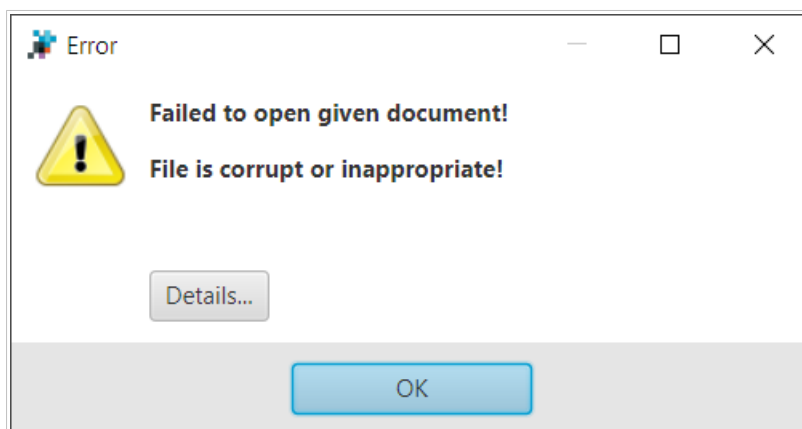
3.7.2 Open document

To open existing document:

- select “Open...” from main menu “File”;
- press key combination “Ctrl+O”.

Select desired EDOC document in the file dialog and press button to open a document. File dialog filters EDOC and PDF documents by default. All files are always opened in a new window.

In case you can not open the document, it displays the message with a description of error reason (see 28.Picture).



28.Picture. Error message example

3.7.3 Saving changes

To save changes that you made by adding or signing documents you can whether:

- select “Save” option on “File” menu;
- press “Save” button in main application toolbar;
- press key combination “Ctrl+S”.

If the document was opened from previously existing file, its contents will be overwritten. If you do not want to overwrite the contents of the document, then save it under a different name. To do this select "Save As ..." from “File” menu or press key combination "Ctrl+Shift+S".

If the document is new, then show folder and name in file save dialog.

3.8 Work with ASiC-E

3.8.1 Create new document

Select “Create ASiC-E” from toolbar of the format selection window to create new ASiC-E document. You can add files in attachment zone to ASiC-E document to be signed (see chapter “Attachment zone”)

3.8.2 Open document

To open existing document:

- select “Open...” from main menu “File”;
- press key combination “Ctrl+O”.

Select desired ASiC-E document in the file dialog and press button to open a document. File dialog filters EDOC, ASiC-E and PDF documents by default. All files are always opened in a new window.

In case you can not open the document, it displays the message with a description of error reason (see 27.Picture).

3.8.3 Saving changes

To save changes that you made by adding or signing documents you can whether:

- select “Save” option on “File” menu;
- press “Save” button in main application toolbar;
- press key combination “Ctrl+S”.

If the document was opened from previously existing file, its contents will be overwritten. If you do not want to overwrite the contents of the document, then save it under a different name. To do this select "Save As ..." from “File” menu or press key combination "Ctrl+Shift+S".

If the document is new, then show folder and name in file save dialog.

3.9 Document signing or sealing

3.9.1 PDF

Select “Sign with eParaksts mobile”, “Sign or seal with smart card” or “Sign with eID Scan” option to add signature.

Select “Sign or seal with smart card” or “Seal with eZīmogs+ cloud” option to seal the document.

When signing with eParaksts mobile provide the user number and eParaksts password.

When signing with smart card select signature and enter PIN code in PIN dialog (see chapter “Smart card signature selection and PIN code input”). If entered PIN code is correct, document will be signed and in the list of signatures is added new signature entry.

When sealing with eZīmogs+ cloud select the available sealing certificate (see chapter “Sealing with eZīmogs+ cloud”).

All signatures are shown in the list that are ordered by time of signature was added.

Signing procedure always adds signature with time stamp from service provider. Signature includes properties from properties area as well (see chapter “PDF”).

3.9.2 EDOC / ASiC-E

Select “Sign with eParaksts mobile”, “Sign or seal with smart card” or “Sign with eID Scan” option to add signature.

Select “Sign or seal with smart card” or “Seal with eZīmogs+ cloud” option to seal the document.

When signing with eParaksts mobile provide the user number and eParaksts password.

When signing with smart card select signature and enter PIN code in PIN dialog (see chapter “Smart card signature selection and PIN code input”). If entered PIN code is correct, document will be signed and in the list of signatures is added new signature entry.

When sealing with eZīmogs+ cloud select the available sealing certificate (see chapter “Sealing with eZīmogs+ cloud”).

All signatures are shown in the list that are ordered by time of signature was added.

Signing procedure always adds signature with time stamp from service provider.

3.9.3 Smart card signature selection and PIN code input

If you have available more than one signature at the same time, then the signature selection dialog is displayed (see 29.Picture), where desired signature should be selected. List will be empty if no cards are available. Press “Refresh list” to update the content of the list after you entered a card.

Card	Issued to	Issued by	Expiry date	Usage
eParaksts card	OJARS-SHA1 SIGN	SIA EUISO, TEST RCA	2018-11-14 12:18:14	Code Signing, Document Signing
LATVIA ID (PIN 2)	JĀNIS BĒRZIŅŠ	E-ME SI (CA1)	2015-02-06 10:51:45	Secure E-mail, Document Signing

Refresh list Continue Cancel

29.Picture. Signature selection

It is required to enter requested PIN codes (see 30.Picture) to sign a document.

 Please enter card PIN code:

PIN 1 code:

PIN 2 code:

Continue Cancel

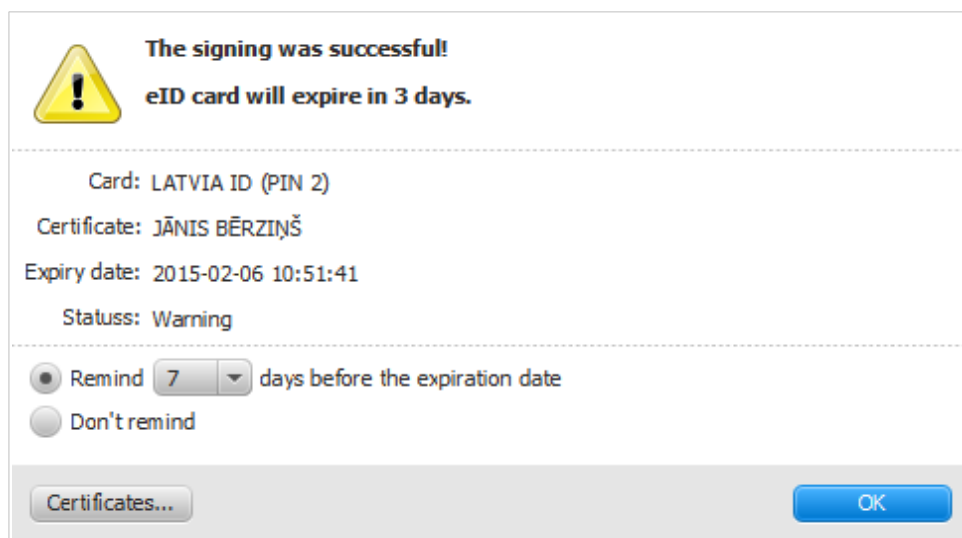
30.Picture. PIN input dialog

If card is not inserted or the PIN code entered is not correct, error message dialog will display the appropriate error message asking to insert a smart card or re-enter the correct PIN code.

NOTE: Each smart card has restriction to the maximum number of incorrectly entered PIN code. If the application reported that the PIN code is not correct, please, carefully make sure that you enter correct PIN code. Otherwise this may result in smart card lock!

3.9.4 Certificate status notification

The selected document signing certificate is always verified during the document signing process. If the selected certificate has a warning verification status, the certificate status notification dialog is displayed after the document signing process (see 31.Picture).



31.Picture. Certificate status notification dialog

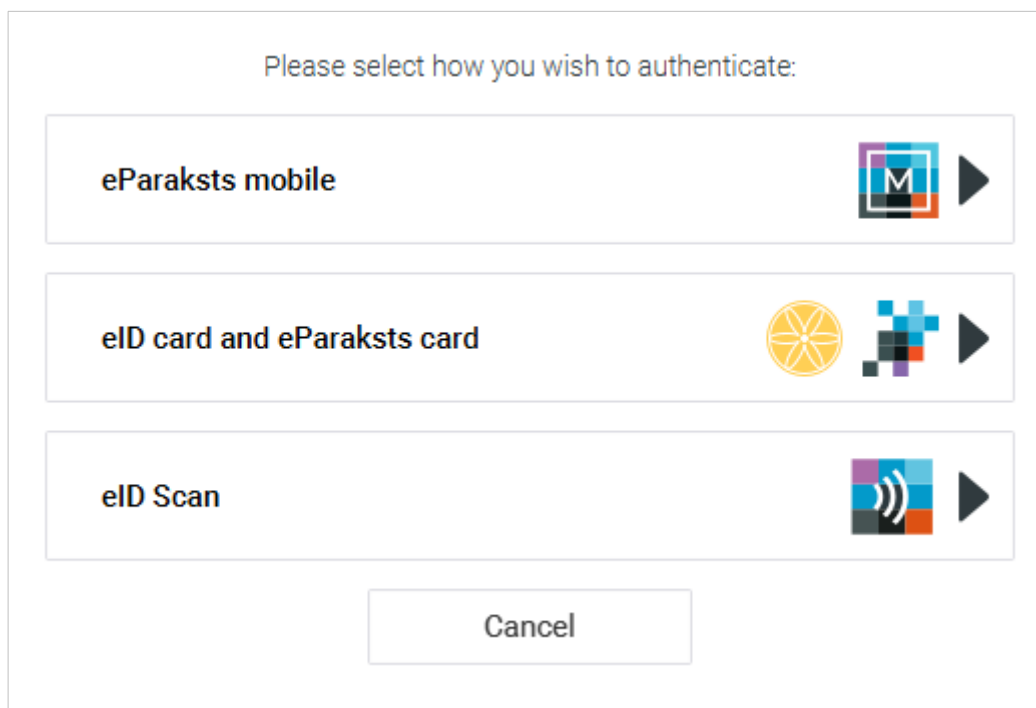
You can select an option to display the reminder N days before the certificate expiration date, or to disable the reminder. When selecting the "Don't remind" option, you can later change this option in the application settings (see chapter "Settings").

In order to open the certificate status verification window containing information about all of the available certificates, press "Certificates" button. Detailed information about the available verification situations is described in the section "Certificate status verification window".

3.9.5 Sealing with eZimogs+ cloud

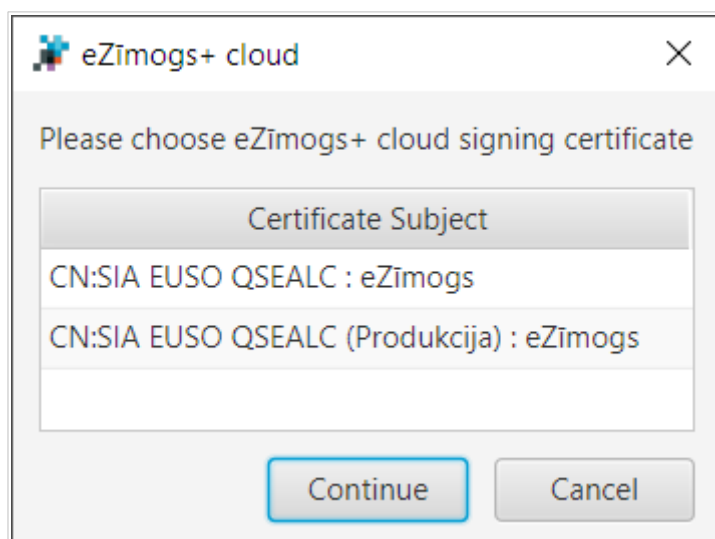
Use function “Seal with eZimogs+ cloud” to seal the document with available eZimogs+ cloud signing certificate.

When starting the sealing, a window with an authentication methods opens for the user (see 32.Picture), where it is possible to select authentication with "eParaksts mobile", a smart card or "eID Scan".



32.Picture. eZimogs+ cloud authentication methods

After successful authentication, a menu with available eZimogs+ cloud identities is shown (see 33.Picture). If only one identity is available, the menu window is not displayed.



33.Picture. eZimogs+ cloud signing certificate selection

eParaksts password must be provided to complete the sealing.

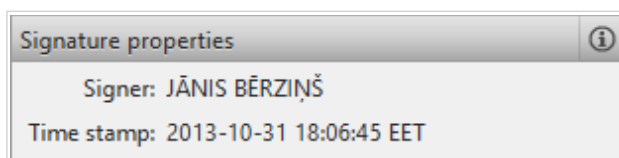
3.10 Signature details

All signatures are displayed as a list that are ordered by time of signature was added (see 34.Picture).



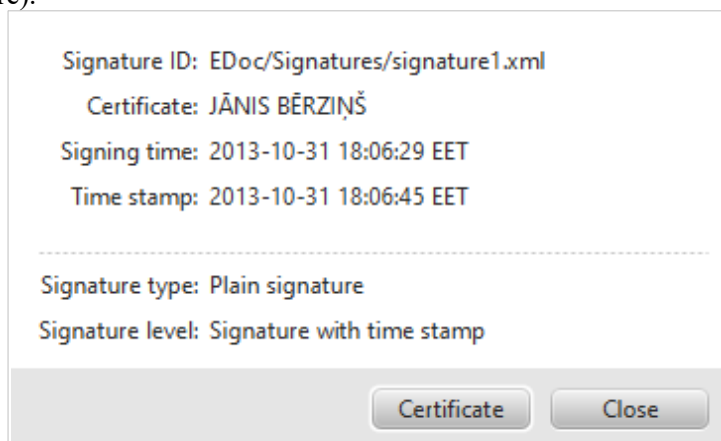
34.Picture. Signatures

Section "Signature properties" shows short information about signature (see 35.Picture), that is selected in the list of signatures above.



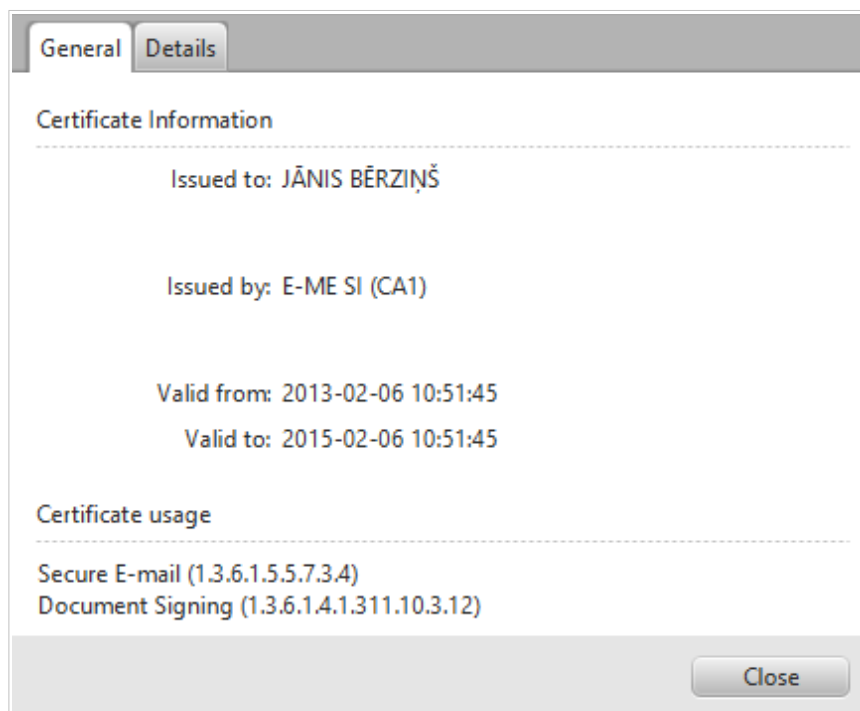
35.Picture. Signature properties

To view detailed information about signature, select desired signature in the list of signatures and press button ⓘ (see 36.Picture).



36.Picture. Details of the signature

Press button “Certificate” to view certificate details (see 37.Picture).



37.Picture. Certificate

3.11 Signing from context menu of operating system

"eParakstītājs 3.0" installation integrates document signing from context menu of operating system.

Following options are available if selected:

- one or more files:
 - new document – opens "eParakstītājs 3.0" with attached selected file(s);
 - sign separately – batch signing option available if selected more than one file;
 - sign as EDOC – creates an EDOC;
 - sign as PDF – available if PDF document is selected. Signed PDF will be saved with added suffix *signed*;
- folder:
 - new document – opens "eParakstītājs 3.0" with attached files from the first level;
 - sign separately – batch signing option with files from the first level.

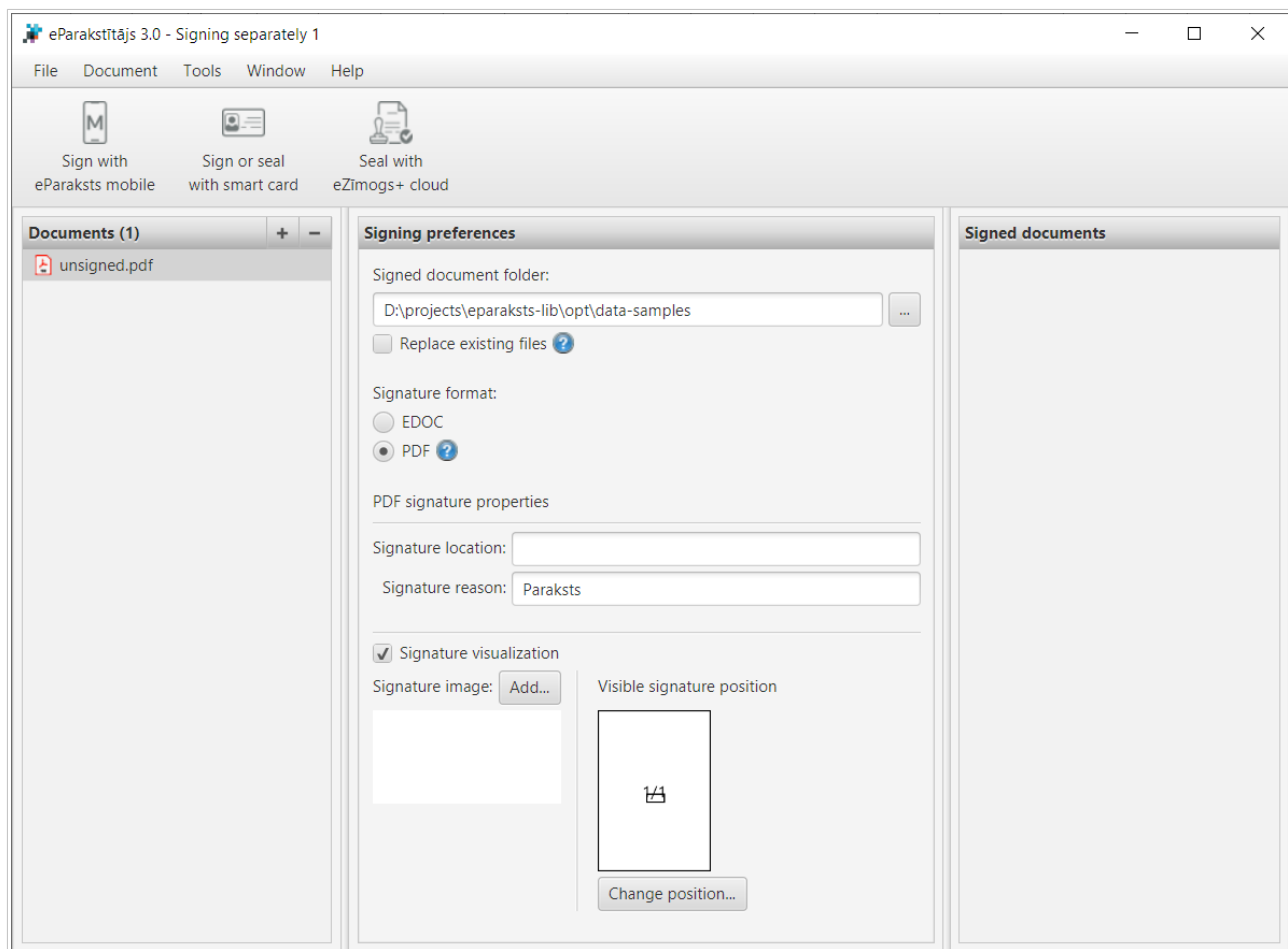
Signature will be added in existing EDOC when signing an EDOC file.

3.12 Batch signing

Batch signing helps to sign many documents in a row.

Batch signing window (see 38. Picture) contains:

- left side – documents to be signed;
- center – signing settings:
 - folder for signed documents;
 - destination document format with properties;
 - setting for EDOC/PDF document replacement
- right side – signed documents.



38. Picture. Batch signing

Select “Sign with eParaksts mobile” or “Sign or seal with smart card” option to add signature.

Select “Sign or seal with smart card” or “Seal with eZimogs+ cloud” option to seal the document.

When signing with eParaksts mobile provide the user number and eParaksts password.

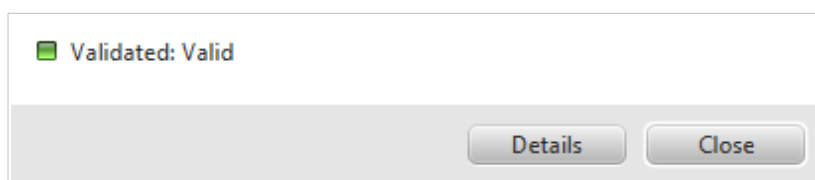
When signing with smart card select signature and enter PIN code in PIN dialog (see chapter “Smart card signature selection and PIN code input”). If entered PIN code is correct, document will be signed and in the list of signatures is added new signature entry.

When sealing with eZimogs+ cloud select the available sealing certificate (see chapter “Sealing with eZimogs+ cloud”).

3.13 Document validation

Application validates EDOC and PDF document structure and all document signatures. In addition, PDF document signed content validation must be done using “Adobe Systems” application “Adobe Reader” (for more information see www.adobe.com).

Open document and select “Validate” of “Document” menu or press button “Validate” in the main toolbar. Internet connection is required to make validation. Validation dialog with document status will be displayed as a result for validation (see 39.Picture).

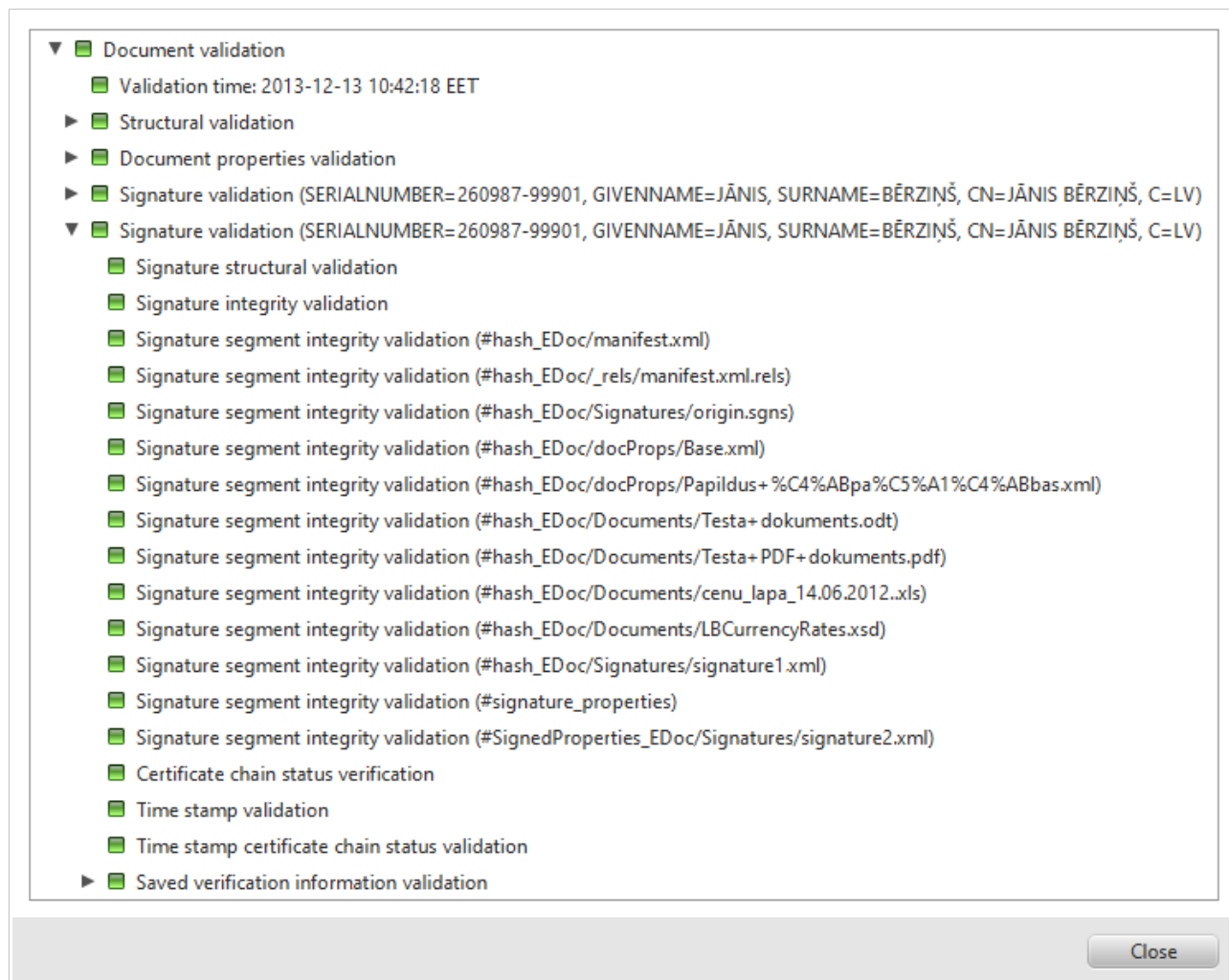


39.Picture. Validation status

EDOC document standard defines the following states:

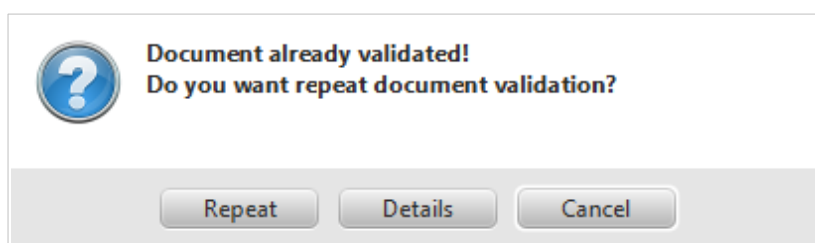
- valid – document structure and all signatures are valid;
- valid with warning – document structure and all signatures are valid, but result is not complete;
- not valid – document structure or any of signatures were not valid.

Press button “Details” on the validation dialog to view detailed result (see 40.Picture).



40.Picture. Document validation details

By pressing button “Validate” for already validated document, validation dialog with previous validation results will be displayed. Press button “Repeat” to make repeated validation of document (see 41.Picture).



41.Picture. Repeat validation

3.14 Send document to e-mail

Press toolbar button “Send” to call this function. It opens default mail application with current file as an attachment. If current document is not saved then it stays unsaved, but temporary file will be saved for e-mail attachment.

It is possible to switch off this feature in "eParakstītājs 3.0" settings.

3.15 Tools

3.15.1 Certificate status verification window

Certificate status verification window contains information about all of the available certificates (see 42.Picture). Certificate status verification window can be opened from the application's main menu “Tools” by selection “Certificates”.

Card	Issued to	Issued by	Expiry date	Usage	Status
LATVIA ID (PIN 1)	JĀNIS BĒRZIŅŠ	E-ME SI (CA1)	2015-02-06 10:51:44	Authentication	Warning
LATVIA ID (PIN 2)	JĀNIS BĒRZIŅŠ	E-ME SI (CA1)	2015-02-06 10:51:41	Signing	Warning

eID card will expire in 3 days.

Refresh list
Close

42.Picture. Certificate status verification window

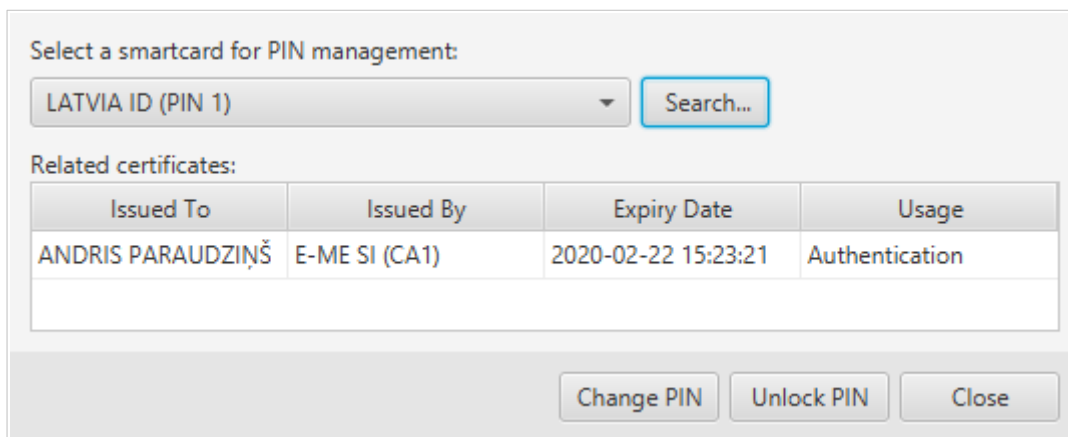
Certificate status verification is performed always when opening the certificate status verification window. Detailed status information about the selected certificate is displayed under the available certificate list.

Certificate verification possible situations:

- Warning:
 - The certificate will expire in N days;
- No certificates:
 - The certificate not found;
- Invalid:
 - The certificate is not yet valid;
 - The certificate has expired;
- Revoked:
 - The certificate is not activated or is revoked;
- Unknown:
 - The certificate status is unknown.

3.15.2 PIN management

"eParakstītājs 3.0" supports PIN change and unblock functions. Function is available from the "Tools" menu. Select desired smartcard and press "Change PIN" or "Unlock PIN". Enter PIN or PUK codes if requested.



Select a smartcard for PIN management:

LATVIA ID (PIN 1) Search...

Related certificates:

Issued To	Issued By	Expiry Date	Usage
ANDRIS PARAUDZIŅŠ	E-ME SI (CA1)	2020-02-22 15:23:21	Authentication

Change PIN Unlock PIN Close

43. Picture. PIN management

4 Problems and solutions

Please, go for assistance to www.eparaksts.lv, in case of any problem with application "eParakstītājs 3.0".

4.1 Installation

4.1.1 Can't install application "eParakstītājs 3.0"

Information about prerequisites and requirements see chapter "Prerequisites and requirements".

An appropriate message dialog will be displayed in the case of installation failure. There will be all information about reasons of failure.

4.1.2 Can't update application

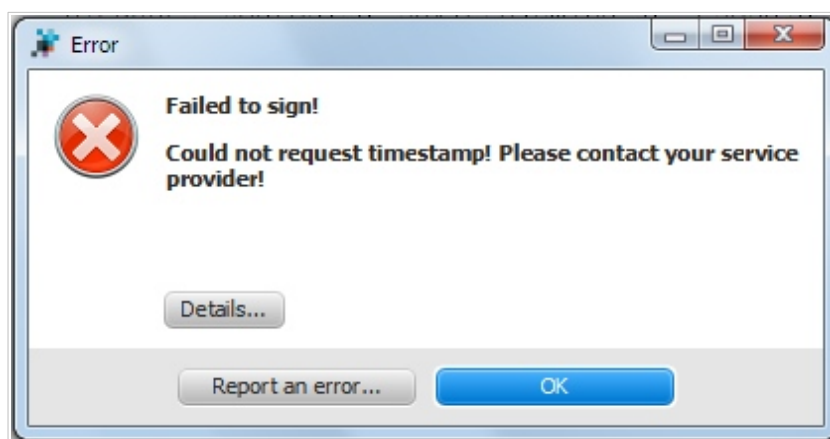
Internet connection is required to make application updates. Please, check it and follow the instruction in chapter "Updates".

If update fails anyway, please, uninstall application and repeat installation procedure (see chapter "Installation").

4.2 Application

4.2.1 Error messages

Error message dialog is displayed when an unexpected application error occurs (see 44.Picture).



44.Picture. Error message

In case when the error situation is unresolvable, it is possible to send error message to the developer by clicking "Report an error...".

4.3 Document functionality

4.3.1 Can't open document

Dialog with failure reasons is displayed if document can not be opened. It must show the reason of failure. Please, check for supported document formats in chapter "Application description".

4.3.2 *Can't make changes in document*

Signed EDOC document content can not be changed, but it is possible to add more signatures (see chapter “Document signing or sealing”).

4.3.3 *Can' save changes*

User must have privileges to save document in selected folder. Dialog with detailed failure message will be displayed in case of any save failures (see chapter “Saving changes”).

4.4 *Document signing*

4.4.1 *Signatures are not available*

The following is required to sign the document (see chapter “Installation“):

- smart card reader;
- appropriate smart card driver;
- valid smart card.

4.4.2 *Can't sign the document*

It is required to have internet connection and signature time stamp availability (see chapter “Prerequisites and requirements“).

For more information about time stamp service, please refer to the smart card issuer.

4.4.3 *Can't validate document*

Application supports EDOC and PDF document validation only. Internet connection is required to validate documents (see chapter “Prerequisites and requirements“).