

STBIZ-INS-102	Revision A	7/28/2006
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Enterprise Instruction	StandardTech.Biz
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How to Electronically Approve a Document

Document Approvals

Role	Position	Name	Approval Signature	Date Approved
Document Author	Procedure Analyst	Bill Young	Signature on File	7/26/2006
Document Owner	Organization Officer	Samuel Spade	Signature on File	7/28/2006

Change History

(Shown in Reverse Chronological Order)

In the text, changes and additions are highlighted by *italics*, deleted text is indicated by an ellipsis (...), and all such modifications are also indicated by a vertical bar in the left margin, as shown for this paragraph.

(The **Table of Contents** begins on page 2.)

Revision (*)	Date	Author(s) / Document Owner	Description
A	7/28/2006	Bill Young / Samuel Spade	<ol style="list-style-type: none"> 1. Updated for MS Word 2002-2003; 2. Moved "electronic signature" definition to section 7.0; 3. Improved step flow by adding more screen captures.
--	2/12/2001	Bill Young / Samuel Spade	ORIGINAL Publication

(*) Does not include individual "drafts" (e.g. "Revision C, Draft #2"), only approved and published final Revisions (e.g. "Revision C").

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1.0 Purpose

- To describe the different routes on which documents may be submitted for electronic signature, and to provide instructions on how to open, edit, save, and “pass on” documents per each route.
- To provide step by step instructions on how to insert an electronic signature (7.0) into a document in order to “approve” it for publication.

2.0 Scope

This instruction applies to ALL StandardTech.Biz (STBIZ) staff, specifically when electronically signing documents to “approve” them for publication.

Note: *This instruction applies to versions of MS Word on or after Word 2002. If you still have a version of MS Word prior to Word 2002, then you should contact IT to have your MS Word brought up to date as soon as possible. In the interim, use the [Original Publication](#) of this instruction.*

- Attention: All Quality Teams and Projects, All Qualifications Division (5) Staff
- Inclusion: All Document Control Administrator (DCA) Job Descriptions
- Inclusion: All STBIZ Document Control Administrator (DCA) Training Materials
- Document Series: Quality Standards for Document Control

3.0 Responsibility

- All STBIZ staff to follow this instruction when electronically signing documents for approval.
- All Document Control Administrators to implement the use of this instruction.
- All Executives, Managers, Supervisors, and Project Leads to support this instruction.
- The Qualifications Vice President and Executive Council to enforce this instruction.

4.0 Definitions

4.1 Document Control Administration

Actions by StandardTech.Biz (STBIZ) to accomplish standard Document Control, as recommended by the [International Organization for Standardization](#) (ISO) and industry best practices.

4.2 Document Control Administrator (DCA)

A person assigned, full time or as a “double duty”, to handle all **Document Control Administration** for a specific area of StandardTech.Biz (STBIZ), as described in procedure STBIZ-PRO-100 (4.5).

4.3 document “author”

Any person who writes a document, whether stated in the document or not.

4.4 document “owner”

The person responsible for the document, including corrections or updates to the document.

4.5 User Information

In Microsoft® (MS) Word, that portion of the information and settings adjustable via the “Options” window under the “Tools” menu, which contains information that identifies the user of the program. An example is shown below.



The image shows a screenshot of the Microsoft Word Options dialog box, specifically the User Information tab. The dialog box has a title bar with the word "Options" and standard window controls. Below the title bar are several tabs: View, General, Edit, Print, Save, Security, Spelling & Grammar, Track Changes, User Information (selected), Compatibility, and File Locations. The User Information section contains three text input fields: "Name:" with the text "Dirk Aventurasta", "Initials:" with the text "D07DIRKAV", and "Mailing address:" which is currently empty. At the bottom of the dialog box are "OK" and "Cancel" buttons.

5.0 Reference Documents

- [STBIZ-POL-005](#) – “Corporate Information Management and Protection”
- [STBIZ-PRO-100](#) – “Document Control Resources and Processes”
- [STBIZ-INS-101](#) – “How to Set Up your User Information in Microsoft Word for Electronic Signing”

6.0 Flow/Swim-Lane Chart

None.

7.0 INSTRUCTION

In general, an **electronic signature** is any special mark or set of data inserted or attached to an electronic document that represents the signature of an individual person.

At StandardTech.Biz (STBIZ), this is represented in Microsoft® (MS) Word documents by the use of the “Insert / Comment” command to insert both an identifying electronic mark and some comment text entered by the person “signing” the document, *as shown below*:

Document Approvals				
Role	Position	Name	Approval Signature	Date Approved
Document Author	Lead A/V Support Technician	Dirk Aventurastas	DA	7/7/2006
Document Owner	A/V Support Manager	Srilatsalayla Indira	SI	7/11/2006

Comment [007DIRKAV1]: Okayed
Dirk Aventurasta

Comment [SRMINDIRA2]: Approved by Srilatsalayla Indira

The actual “signature” for each person is the unique electronic “mark” surrounded by brackets when inserted by MS Word’s “Insert / Comment” function. In the above sample document, the marks labeled [007DIRKAV1] and [SRMINDIRA2] represent the signatures for the two people listed.

The comment text each person types, such as “Okayed. Dirk Aventurasta”, is entered only to further clarify what the signature indicates. The signature itself is really the “mark” in brackets.

The text between the brackets is automatically obtained by MS Word from the User Information (4.5) stored in each person’s copy of the program on his/her desktop workstation.

Per STBIZ standard document control (4.1), any document signed per this instruction for publication approval, is never published with the signatures present. Instead, the area’s DCA (4.2) files away the actual signed copy in highly a secure area, after making a copy for publication.

In the “publication copy”, the DCA replaces each signature with “Signature on File” or some similar phrase per standard procedure, as shown below using the same example given *above*:

Document Approvals				
Role	Position	Name	Approval Signature	Date Approved
Document Author	Lead A/V Support Technician	Dirk Aventurastas	Signature on File	7/7/2006
Document Owner	A/V Support Manager	Srilatsalayla Indira	Signature on File	7/11/2006

This ensures that no one but yourself, your area’s DCA, and possibly your managers, will ever see your actual electronic signature, thus protecting your signature from potential forgery.

See [STBIZ-INS-101](#), “[How to Set Up your User Information in Microsoft Word for Electronic Signing](#)” for detailed instructions on how to set up your User Information in the most unique way possible. ...

7.1 How you will be sent Documents to “Electronically Sign”

When documents need to be signed by you, they will be “sent” to you by your local area’s DCA (4.2), who will pass them to you in one of two ways:

- Via an **email** as attachments to the message, or
- In a **network folder** that allows you edit privileges.

(In the latter case you will probably also be sent an email from the DCA, indicating that you have documents to sign and where, but this email will not include attachments.)

7.1.1 Processing Documents sent as Email Attachments

Apply the below steps to **each attachment** that represents a document to sign:

7.1.1.1 Open the document by double clicking on the attachment icon or link;

7.1.1.2 Follow the steps in section **7.2** to insert your electronic signature;

7.1.1.3 Close the document and indicate “Yes” to saving changes when queried by Word;

Your changes will be updated in the attachment itself, so there is **no** need for you to use Save-As or in any other way separate the attachment from the message and re-attach it.

Once you have processed all the attachments representing documents to sign, use **Forward** (not Reply) to pass the email message to the next recipient per the instructions given in the email, or back to the DCA if there is any doubt.

7.1.2 Processing Documents placed in a Network Folders

The DCA (4.2) should have provided you with the following information:

- The **network folder** in which documents have been placed for you to sign, and
- The **filename of each document** that you need to sign.

If you are missing any of the above information, contact the DCA before proceeding.

7.1.2.1 Using Windows Explorer, My Computer, or whatever method is most familiar to you, open the **network folder** where documents have been placed for you to sign;

7.1.2.2 For **each file** that represents a document to sign:

- Open the document by double clicking on the document’s filename,
- follow the steps in section **7.2** to insert your electronic signature, then
- close the document and indicate “Yes” to saving changes when queried by Word;

If you encounter any problems at all, stop immediately and report them to the DCA.

7.1.2.3 Once you have processed all files representing documents to sign, close the network folder. Do not leave the folder or any of its files open - always close everything!

When you have completed signing all documents, **always** notify the DCA.

7.2 How to Insert your “Electronic Signature” into a Document

Once you have opened the document you have to sign in MS Word, perform the following steps:

- 7.2.1 Find the table in the document where the publication approvals are indicated. Usually this is labeled with a heading like “Document Approvals” or something similar, as shown below:

Document Approvals

Role	Position	Name	Approval Signature	Date Approved
Document Author	Lead A/V Support Technician	Dirk Aventurastas		m/d/20yy
Document Owner	A/V Support Manager	Srilatsalayla Indira		m/d/20yy

Most documents will have this table at the beginning of the document, but we do have certain cases where it will be found at or near the end of the document.

- 7.2.2 Find your name in the table, then check that what is shown in the “**Position**” (or similarly labeled) column for your name is correct, and edit it if not;
Do not edit what appears in the “**Role**” column for your name; only the DCA decides that;
Contact the DCA if your name does not appear in the table at all; do not add it yourself!!
- 7.2.3 Within the table row for your name, position your cursor in the column labeled “**Approval Signature**”, and type your initials in all capital letters, as shown in the example below.

Document Approvals¶

Role¶	Position¶	Name¶	Approval Signature¶	Date Approved¶
Document Author¶	Lead A/V Support Technician¶	Dirk Aventurastas¶	DA¶	m/d/20yy¶
Document Owner¶	A/V Support Manager¶	Srilatsalayla Indira¶	¶	m/d/20yy¶

Do not move your text positioning cursor after typing your initials.

7.2.4 From the command list at the upper left of the MS Word window, select “Inser^t”, then when a menu choices list pops up, select “Com^ment”.

A colored “bubble” will appear on your screen, in the right margin, with a dotted connecting line leading to your cursor, as shown below.

Document Approvals

Role	Position	Name	Approval Signature	Date Approved
Document Author	Lead A/V Support Technician	Dirk Aventurastas	DA	m/d/20yy
Document Owner	A/V Support Manager	Srilatsalaya Indira		m/d/20yy

Comment [007DIRKAV1]: Okayed - Dirk Aventurasta

Notice that in the above example, the electronic signature mark [007DIRKAV1] appears *inside the colored “bubble”, followed by a colon and just before where comment text would be entered.* Your text cursor should now appear just after the electronic mark *within the colored “bubble”.*

7.2.5 Without moving the cursor, type in comment text, in the form of a word, phrase, or sentence that clearly indicates you approve the document for publication, then type in your full name

Below is shown an example with two inserted signatures, each with a different comment text.

Document Approvals

Role	Position	Name	Approval Signature	Date Approved
Document Author	Lead A/V Support Technician	Dirk Aventurastas	DA	7/7/2006
Document Owner	A/V Support Manager	Srilatsalaya Indira	SI	m/d/20yy

Comment [007DIRKAV1]: Okayed - Dirk Aventurasta

Comment [SRMINDIRA2]: Approved by Srilatsalaya Indira

You are now done inserting the comment text. There is no need to close the comment window. However, it is recommended that you Save the Word document before continuing on.

7.2.6 Click your cursor back into the “**Document Approvals**” table, specifically within the box (cell) under the “**Date Approved**” column that is on the row in which your name appears.

Type in the date you are signing the document, using the format m/d/yyyy, as shown below.

(In the process, delete any existing text in that box like “m/d/20yy”, etc.)

Document Approvals

Role	Position	Name	Approval Signature	Date Approved
Document Author	Lead A/V Support Technician	Dirk Aventurastas	DA	7/7/2006
Document Owner	A/V Support Manager	Srilatsalaya Indira	SI	m/d/20yy

Comment [007DIRKAV1]: Okayed - Dirk Aventurasta

Below is an example of two dates entered correctly under the “Date Approved” column.

Document Approvals

Role	Position	Name	Approval Signature	Date Approved
Document Author	Lead AV Support Technician	Dirk Aventurast	DA	7/7/2006
Document Owner	AV Support Manager	Srilatsalaya Indira	SI	7/11/2006

Comment [007DIRKAV1]: Okayed by Dirk Aventurast

Comment [SRMINDIRA2]: Approved by Srilatsalaya Indira

7.2.7 Save and Close the Word document.

You have now completed electronically “signing” one MS Word document for approval.

8.0 Records

- MS Word documents electronically signed for approval per this instruction.
- Where applicable, “document signature” network folders set up to support this instruction.