

webSignatureOffice audit trail feature

The feature allows to capture and provide important information for each uploaded and signed document (via Tyrservice). The audit trail report contains the following information for each document (if available):

- **Audit Trail ID**
For a unique reference/link to the corresponding document
- **Upload time document**
Indicates when and by which user the document was uploaded
- **Sent**
Indicates to which e-mail addresses or (in the future) mobile numbers the signature request has been sent (link sending function to non-registered signers/users).
- **Opened**
Indicates when which user has opened the document (each opening time is noted)
- **Condition (envelope feature)**
 - o **Download**
Indicates when which user downloaded the document (Each download time is noted).
 - o **Upload**
Indicates when which user uploaded a file, e.g. as part of an envelope (each upload is noted).
- **Document protection**
If multi-factor authentication was stored for accessing the document (document password or SMS token entry), this is also logged.
- **Signatory type/group and its verification levels**
Indicates the type of signer or signature group:
Own user, contact, guest signer (incl. group if defined during upload) as well as which verification levels this signer has (e-mail address verified, letter identification, SMS identification).
- **Signature type**
Indicates how a signature field was signed: Signature pad, QR code scan, Direct on screen, Click signature with user certificate.
- **Form fields evaluation**
Indicates which user has filled which form fields and how (e.g. User XY has selected the checkbox "Additional option1").

- **Signature time (UTC) / place (GPS coordinates)**
- **Tenant-ID / Server name**
Indicates from which webSignatureOffice server the corresponding document originates
- **Capture the IP address of the signers**
However, this option must be made deactivatable due to privacy policies

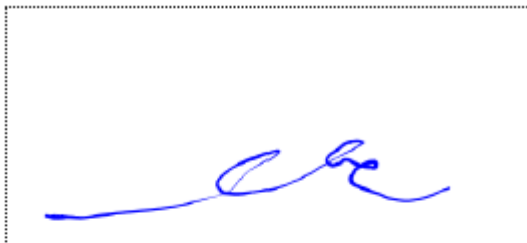
Not yet implemented in webSignatureOffice 6.0

Activate the audit trail feature

To activate the audit trail feature, the webSignatureOffice database must be extended and a new frigg and braga module must be installed (at least version 6.0 from January 2022)


Connection between signed document and audit trail report

The ID of the audit trail is stored in the signature metadata (reason) of the document. This can be read with a PDF reader:



Unterschrift

Unterschriftseigenschaften

 Unterschrift ist GÜLTIG (unterschrieben von StepOver GmbH <support@websignatureoffice.com>).

Signaturzeitpunkt: 2022/02/21 13:13:26 +01'00'

Grund: I agree (Audit Trail ID 1425)

Ort: 48.7686144/9.1881472

Gültigkeitszusammenfassung

Das Dokument wurde nach dem Anbringen der Zertifizierung nicht verändert oder beschädigt.