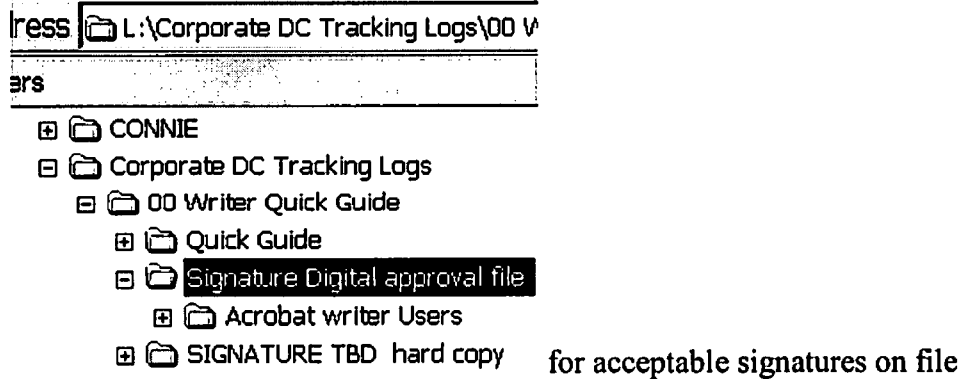


**Medline's Corporate Document Control
Quick Guide to the pdf. Setup Process
Section Six**

Validating an Electronic signature:



A pdf. digitally signed document has been sent to your computer.

Why does the signature appear with a blue question mark.

- Your computer does not trust this signature.
 - Indicates that you have not added this signature to your Trust- trusted validated signature.
 - Similar to setting up an address book

Adding a signature to your Trust See attachment Samples of Trusted signatures can be found Corporate DC Tracking Logs Digital Signature

Once added to the trust – verification can occur by:

- Double clicking on the signature
- Closing and reopening the document
- A green check mark will validate the signature

Understanding the Validating symbols on a signed document

Frequently asked questions:

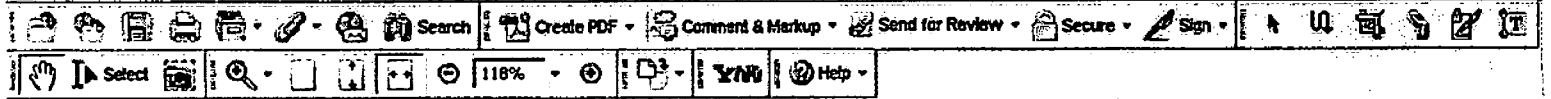
- Validated signatures appear with a green check mark

Validated signature appearing with “!” within a yield sign. Represents some type of change has occurred to this document.

- If the document has not been secured this indicates that the information fields have changed
- If the document has been secured, the symbol indicates that a signature has been added since the original signer.

W. O'Connor	CDC	4920	03/16/06
DOCUMENT NUMBER	DOCUMENT TITLE	Revision Date:	
Experiment with signatures		LABELING REQUIREMENT: Not Applicable	
CHECK ALL THAT APPLY:			
<input type="checkbox"/> CHANGE DOC/FORM	<input type="checkbox"/> OBSOLETE DOCUMENT	<input type="checkbox"/> TECH. FILE REV. REQ'D	
<input type="checkbox"/> ADD DOCUMENT/FORM	<input type="checkbox"/> REGULATORY or LABEL REV.	<input type="checkbox"/> DESIGN CONTROL REVIEW REQ.	
<input type="checkbox"/> PERIODIC REVIEW			
<input type="checkbox"/> CONTROLLED PROCEDURE PER CW004			
<input type="checkbox"/> MAJOR CHANGES YES TRAINING REQUIRED		<input type="checkbox"/> NO TRAINING REQUIRED - REASON WHY	
<input type="checkbox"/> Group Trainer <input type="checkbox"/> Self Training for		<input type="checkbox"/> MINOR CHANGES OR OTHER	
ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO - REASON			
VALIDATION REQUIRED NO IF NO - REASON NEW PRODUCT Other			
ROUTE FOR REVIEW AND APPROVAL SIGNATURES WITH DATES:			
<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> MANUFACTURING/DIVISION	<input type="checkbox"/> STERILIZATION W. O'Connor	
<input type="checkbox"/> QA/QC	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PURCHASING	
<input type="checkbox"/> MATL MGMT	<input type="checkbox"/> LABELING	<input type="checkbox"/> OTHER (Describe)	
CHANG	CHANGE TO:		
DETAILED REASON FOR CHANGE:			
DOCUMENT CONTROL USE ONLY:			

see. 6(1)



This document contains interactive form fields. Highlight fields

ADD DOC/FORM REGULATORY or LABEL REV. DESIGN CONTROL REVIEW REQ'D
 PERIODIC REVIEW TRANSLATED VERSION AFFECTED: Yes No

CONTROLLED PROCEDURE PER SOP303: No (No further information required for this section)
 Yes (Complete training requirements below)

MAJOR CHANGES YES TRAINING REQUIRED NO TRAINING REQUIRED - REASON WHY
 Group Trainer Self Training for MINOR CHANGES OR OTHER

ORIGINAL DEPARTMENT: **Signature Validation Status**

VALIDATION REQUIRED Signature is VALID, signed by Wendy O'Connor.
SOURCING SHEET REQUIREMENT: The Document has not been modified since this signature was applied.
 The document is signed by the current user.

ENGINEERING

QA/QC

ACCT/COMP MGNT

MATL MGMT

(Describe)

Legal Notice... Signature Properties... Close

CHANGE FROM:

CHANGE TO:

DETAILED REASON FOR CHANGE:

DOCUMENT CONTROL USE ONLY:

EFFECTIVE DATE: _____

Adobe Acrobat Standard | Signature experiment .pdf

File Edit View Document Comments Tools Advanced Window Help

Signature Properties

This document contains interactive form

Signature validity is UNKNOWN.

Summary | Document | Signer | Date/Time | Legal

When validating digital signatures, you should evaluate the version of the document that was signed and the Signer Identity. Click Signer Legal Notice to review important information relating to Signer Identity, including legal terms and conditions that apply should you rely upon any signature created using the Signer Identity.

You should always view the original signed document to see what was signed (you can do this by clicking View Signed Version in the Document tab). Other tools available in the Document tab can help you analyze what has changed since the document was signed; however, these tools are not a substitute for viewing the original signed document.

Some documents may contain content that can affect the document's on-screen and printed presentation. You can get a description of such content by clicking View Document Integrity Properties. In most cases the content is harmless (for example, a JavaScript used for form calculations). You should verify that a document with such content comes from a trusted source and that only permitted changes have been made to it before trusting it.

Signer Legal Notice... View Document Integrity Properties...

Verify Signature Close

DOCUMENT CONTROL USE ONLY:

W. O'Connor

DOCUMENT NUMBER

Experiment with signature

CHECK ALL THAT APPLY

CHANGE DOC/F

ADD DOCUMENT

PERIODIC REVIEW

CONTROLLED

MAJOR CHANGE

Group Training

ORIGINAL DEPARTMENT

V.

ENGINEERING

QA/QC

MAT'L MGMT

06

REQ.

ON WHY

scribe)

1 of 1

Start Document... Signature ... Inbox - Mic... Signature e... Adobe Ac... 10:17 AM

Sec. 6 (3)

Adobe Acrobat Standard - [Signature experiment .pdf]

File Edit View Document Comments Tools Advanced Window Help

Signature Properties

This document contains interactive form

W. O'Connor

DOCUMENT NUMBER

Experiment with signature

CHECK ALL THAT

CHANGE DOC/FACILITY

ADD DOCUMENT

PERIODIC REVIEW

CONTROLLED

MAJOR CHANGE

Group Training

ORIGINAL DEPARTMENT

V.

ENGINEERING

QA/QC

MATL MGMT

DETAILS

06

REQ.

ON WHY

scribe)

Certificate Viewer

This dialog allows you to view the details of a Certificate and its entire issuance chain. The details shown correspond to the selected entry. Multiple issuance chains are being displayed because none of the chains were issued by a trust anchor.

Show all certification paths found

Simmons

General | Details | Revocation | Trust | Policies | Legal Notice

This certificate is not trusted.

Trust Settings

- Sign documents or data
- Certify documents
- Execute dynamic content that is embedded in a Certified document
- Execute high privilege JavaScripts that are embedded in a Certified document

Add to Trusted Identities...

This is a Self-Signed Certificate. The selected certificate path is valid.

The path validation and revocation checks were done at 2006/07/20 10:16:52 -05'00'

OK

1 of 1

Start Document... Signature ... Inbox - Mic... Signature e... Adobe Ac... 10:17 AM

Sec 6 (4)



Adobe Acrobat Standard | Signature experiment |

File Edit View Document Comments Tools Advanced Window Help

Signature Properties

Highlight fields

This document contains interactive form

MAJOR CHAN
 Group Trainee
 ORIGINAL DEPART. _____ V.
 ENGINEERING
 QA/QC  
 MATL MGMT

DETAILED REAS...
 EFFECTIVE DATE...
 DOCUMENT CONT...
 MASTER DATA CO...
 FORM FCW004-2
 Electronic version

Bookmarks
 Signatures
 Pages
 Attachments
 Comments

Certificate Viewer

This dialog allows you to view the details of a Certificate and its entire Issuance chain. The details shown correspond to the selected entry. Multiple issuance chains are being displayed because none of the chains were issued by a trust anchor.


Show all certification paths found

Isimmons General | Details | Revocation | Trust | Policies | Legal Notice |

This certificate is not trusted.

Trust Settings

Acrobat Security

 If you change the trust settings, you will need to revalidate any signatures to see the change.

Trusting Certificates directly from a document is usually unwise. Are you sure you want to do this?

OK Cancel

This is a Self-Signed Certificate. The selected certificate path is valid.
 The path validation and revocation checks were done at 2006/07/20 10:19:25 -0500

OK

1 of 1

Start | Document1... | Signature e... | Inbox - Mic... | Signature e... | Adobe Acr... | 10:19 AM

see 6 (5)

Adobe Acrobat Standard [Sample EGN.pdf.pdf]

File Edit View Document Comments Tools Advanced Window Help

Signature Properties

Select

This document contains interactive form


ADD DOC/FORM
PERIODIC REVIE

CONTROLLED PR

MAJOR CHAN
Group Traine
ORIGINAL DEPART.

VALIDATION REQUIRE
SOURCING SHEET RE

ENGINEERING

QA/QC 

ACCT/COMP MG

DETAILIED REASO.

EFFECTIVE DATE:

Certificate Viewer

This dialog allows you to view the details of a Certificate and its entire issuance chain. The

Import Contact Settings

Certificate Details

Subject: Wendy O'Connor <wocnorr@medline.com>
 Issuer: Wendy O'Connor <wocnorr@medline.com>
 Usage: Sign transaction, Encrypt document
 Expiration: 2011.05.04 21:26:05 Z

Trust Settings

Trust this certificate for:

- Signatures and as a trusted root
- Certified documents
- Dynamic content
- Embedded high privilege JavaScript

Help OK Cancel

REQ'D

- REASON WHY
HER

TL MGMT

cribe)

1 of 1

Start GPI060A In... OO Writer Q... Betty Crocke... Adobe Acr... ScanSnap O... 12:00 PM

Sec. 6 (G)

Adobe Acrobat Standard [Sample.ECN.pdf.pdf]

File Edit View Document Comments Tools Advanced Window Help

Signature Properties

Signature is VALID, signed by Wendy O'Connor <woconnor@medins.com>.

Summary | Document | Signer | Date/Time | Legal

When validating digital signatures, you should evaluate the version of the document that was signed and the Signer Identity. Click Signer Legal Notice to review important information relating to Signer Identity, including legal terms and conditions that apply should you rely upon any signature created using the Signer Identity.


You should always view the original signed document to see what was signed (you can do this by clicking View Signed Version in the Document tab). Other tools available in the Document tab can help you analyze what has changed since the document was signed; however, these tools are not a substitute for viewing the original signed document.

Some documents may contain content that can affect the document's on-screen and printed presentation. You can get a description of such content by clicking View Document Integrity Properties. In most cases this content is harmless (for example, a JavaScript used for form calculations). You should verify that a document with such content comes from a trusted source and that only permitted changes have been made to it before trusting it.

Signer Legal Notice... View Document Integrity Properties...

Verify Signature Close

Signature Properties Panel:

- This document contains interactive form
- ADD DOC/FORM
- PERIODIC REVIEW
- CONTROLLED PROCEDURE**
- MAJOR CHANGE
- Group Training
- ORIGINAL DEPARTMENT
- VALIDATION REQUIREMENTS
- SOURCING SHEET REVIEW
- ENGINEERING
- QA/QC 
- ACCOUNTING/COMP MGMT
- DETAILED REASON
- EFFECTIVE DATE: _____

Right Panel:

- Highlight fields
- REQ'D
- REASON WHY
- TL MGMT
- scribe)

Taskbar: Start | GPIO60A In... | OO Writer Q... | Betty Crocke... | Adobe Acr... | ScanSnap O... | 12:01 PM

sec. 6 (7)

Adobe Acrobat Standard | Signature experiment | pdf

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign

Select 118% Signature Properties

This document contains interactive form fields.

MAJOR CHANGES YES TRAINING
 Group Trainer Self Training

ORIGINAL DEPARTMENT APPROVAL REQUIRED

VALIDATION REQUIRED
ROUTE FOR REVIEW

ENGINEERING

QA/QC Simmons
Signature of Simmons
Date: 2006/07/20 10:12:30 -05'00'
Location: Not available

MATL MGMT

CHANGE FROM:

DETAILED REASON FOR CHANGE:

EFFECTIVE DATE: _____

DOCUMENT CONTROL RELEASED BY: _____

MASTER DATA CONTROL RELEASED BY: _____

FORM FCW004-2
Electronic version

Signature is VALID, signed by Simmons.

Summary | Document | Signer | Date/Time | Legal

Signed by: Simmons [Show Certificate...](#)

Reason: I am approving this document

Date: 2006/07/20 10:12:30 -05'00' Location: Not available

Validity Summary

- The Document has not been modified since this signature was applied.
- The Signer's Identity is valid.
- Signature date/time are from the clock on the Signer's computer.

Signature was created using Adobe Acrobat 7.0.

[Verify Signature](#) [Close](#)

Start | Document1... | Signature e... | Inbox - Mic... | Signature e... | Adobe Acr... | 10:20 AM

NOTE now ✓ marked

Sec. 6 (8)