# Infor Electronic Signature User Guide

3.0

## Publication Information

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# Contents

# About this guide

This guide provides information about installing and using Electronic Signature for Infor LX.

## Intended audience

This guide is intended for the system administrators or IT professionals who are responsible for installing and configuring products on the IBM i.

## Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 5.

- *Infor LX Electronic Signature 3.0 Installation Guide*
- *Infor WebTop Quick Reference*

## Contacting Infor

If you have questions about Infor products, go to Infor Concierge at https://concierge.infor.com/ and create a support incident.

The latest documentation is available from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

# Chapter 1 Overview

## What is Electronic Signature?

An electronic signature is the replacement of a handwritten signature or initials to indicate that the person who is authorized has reviewed and approved a specific process with an electronic signature record of the transaction. A process is defined as being eligible for electronic signature replacement. For example, electronic signature tracking is used when specifying QA test results, bill of material maintenance, and lot inventory transactions.

With the growth of electronic commerce, several regulatory bodies have introduced legislation that governs the use of electronic signatures. These include Title 21 Code of Federal Regulations (21 CFR Part 11), introduced by the Food and Drug Administration (FDA) in the United States, the Personal Information Protection and Electronic Documents Act (Bill C-54) in Canada, and the Directive on a Framework for Electronic Signatures (99/93/EC), introduced by the European Union.

Compliance with the regulations depends on business strategies, infrastructures (including software applications), and various best practices and procedures. It is the responsibility of the corporate entity (owner) installing Infor Electronic Signature to ensure that the implementation of the Infor Electronic Signature product satisfies the requirements of the appropriate regulatory body.

## Using Electronic Signature

You can use Infor Electronic Signature with your primary business system (PBS).

Infor Electronic Signature is installed at a system-wide level. For each PBS, specific programs are identified as eligible for use with an electronic signature. You can choose to activate or deactivate electronic signature for any of the specified programs. At the program level, certain key fields are predefined; you can define trigger fields that invoke the use of an electronic signature.

The setup required for using Infor Electronic Signature varies by PBS. See the *Infor LX Electronic Signature 3.0 Installation Guide*.

The screens that are displayed depend on the user interface. See the documentation for your user interface for a description of the function keys, actions, and icons. If you use Infor WebTop, click the documentation icon on the toolbar for the *Infor Webtop Quick Reference* document.

# Security

You can establish electronic signature authorization for a specific user profile. You can also establish authorization for a user group, which allows specific authority to be inherited by members of the group.

Regulations that govern the use of electronic signatures do not allow a user covering for the absence of the primary user to use that person's electronic signature. The user group enables secondary users to inherit the authority of the primary user, thus acting on behalf of an absent user.

When a transaction in the PBS invokes an electronic signature, the transaction is not processed until the system determines that the signer has the proper electronic signature authority. The signer must verify identity by specifying the iSeries password. You can further enhance security by requiring the entry of the user ID.

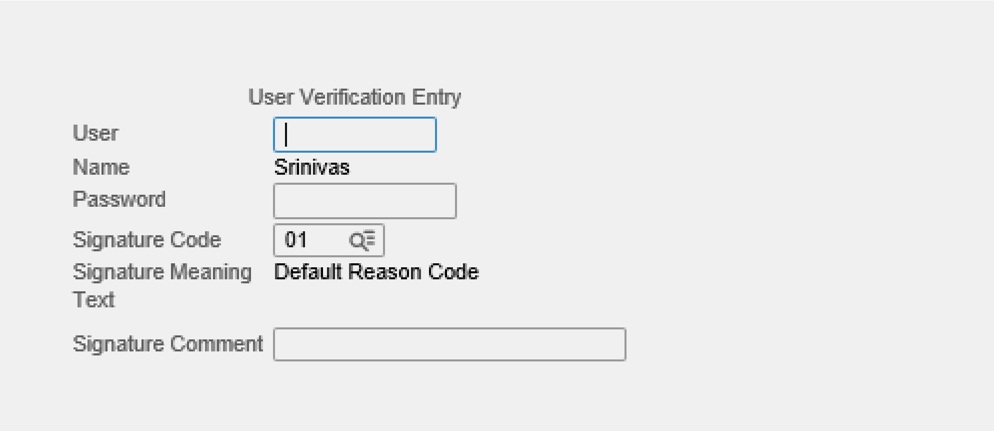
The system writes the electronic records in the format required for the transaction performed.

The system records all security violations (for example, failure to provide the correct password). You can review or print a report of the security violations. You can also choose to notify administrators by e-mail when any security violation occurs.

Infor Electronic Signature includes a program to purge security violation records.

### User Verification Entry Window

When electronic tracking is enabled for a transaction, the transaction triggers a pop-up window that enables you to specify a user ID, password, and comments.



User Verification Entry

| | |
|---|---|
| User | |
| Name | Srinivas |
| Password | |
| Signature Code | 01 |
| Signature Meaning Text | Default Reason Code |
| Signature Comment | |

Figure 1-1:  User Verification Entry

If a transaction in your PBS triggers the **User Verification Entry** window, specify entries in these fields:

**User**

Specify the IBM i user ID. If the value in the **Default User ID** field on the Security Master Selection (ESG600D3-01) screen is 1, the system displays the user ID in this field.

**Password**

Specify the IBM i password for the user ID.

**Signature Code**

Specify a signature code for the transaction. This is a prompt field.

**Signature Comment**

Specify a comment to record with your signature.

# Electronic Signature Records

The system creates an audit trail for each transaction that requires an electronic signature. The audit always includes predefined key fields and user-defined trigger fields. You specify whether to track additional fields. You can review the audit data immediately after the system processes the transaction.

The electronic signature records contain the name and role of the signer, the transaction, the date and time the signature was created, and the reason for the signature (for example, approver's signature). In addition, the system generates a unique sequence number for each signature. The sequence number is on the electronic signature record.

For batch transactions, you can specify parameters for multiple transactions. At the end of the session, the system requires a single password entry.

The system uses reports and inquiries to track the functions performed that require an electronic signature, along with related data. You can use the report programs to print a listing of the electronic signature transactions, the security violations, or the user authorizations. You can use the inquiry programs to view the details of a transaction that require an electronic signature and to view security violations.

# Chapter 2 Maintenance Options

## Introduction

This chapter describes these maintenance programs:

- Program Table Definition Maintenance (ESG800)

  Select programs, files, and fields for use with Infor Electronic Signature.

  You must select the programs to use with Infor Electronic Signature and define their parameters in Program Table Definition Maintenance (ESG800) before you can set up users and user groups in Security Master Maintenance (ESG600).

- Security Master Maintenance (ESG600)

  Set up and maintain individual users and user groups for electronic signature authority.

  You must set up a user in Security Master Maintenance (ESG600) before you can authorize the user as a secondary user in Secondary User Maintenance (ESG610).

- Secondary User Maintenance (ESG610)

  Set up a secondary user to inherit electronic signature authority from another user for a specified period.

## Program Table Definition (ESG800)

Use Program Table Definition (ESG800) to select the programs to use with Infor Electronic Signature and to define their parameters. Use this program to create all program/key value records before you assign individual user authorizations in Security Master Maintenance (ESG600). Before you use Program Table Definition, set up the processing parameters for Infor Electronic Signature in your PBS. See the *Infor LX Electronic Signature 3.0 Installation Guide*.

### Predetermined Programs/Values

Infor Electronic Signature is delivered with predefined programs, key types, and key values for your PBS. See the *Infor LX Electronic Signature 3.0 Installation Guide*. Additional programming effort is required to set up PBS programs that have not been preselected for use with Infor Electronic Signature.

The predefined key types include key fields and trigger fields. You cannot change the status of key fields. Key fields are always selected, always invoke an electronic signature, and always generate an audit record.

Trigger fields also invoke an electronic signature and are included in the audit record. You can change the status of trigger fields to Tracked or Not Selected. Tracked fields do not require an electronic signature but are recorded in the audit record if another field requires an electronic signature. Infor Electronic Signature does not use fields with a Not Selected status and those fields are not in the audit record.

The PBS programs are supplied with predetermined key 2 and key 3 values. Not all programs use both values.

A wild card value (*******) for an active record means that all values for this key require an electronic signature.

You can define the parameters for the product/item master key field. You can choose product class, item type, or quality control (QC) product. You define these parameters during the setup for your PBS. See the *Infor LX Electronic Signature 3.0 Installation Guide*.

## Example

Select Item Type for the product/item master key field and deactivate the wild card version for a specific program. Define two new records, one with a value of key 2 = A-A, and the other with a value of key 2 = B-C.

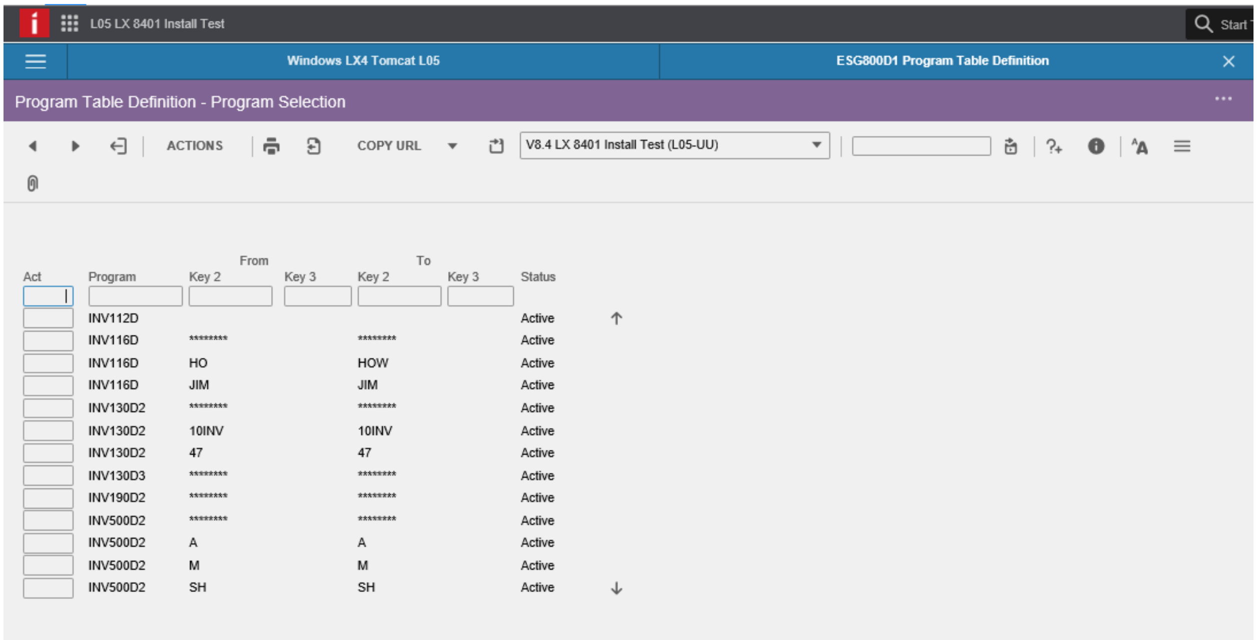
When a user is authorized to the record with key 2 = A-A, these statements are true.

- The user can sign for updates for all items that have an item type A.
- The user cannot sign or update items for item type B or C.
- The user can update items that have item type D because these items do not require an electronic signature.

# Setting Up Programs and Parameters

Proceed as follows to select the programs in your PBS for which you want to require an electronic signature.

1 Access Program Table Definition (ESG800). The system shows a list of all the programs and parameters that are predefined for your PBS.

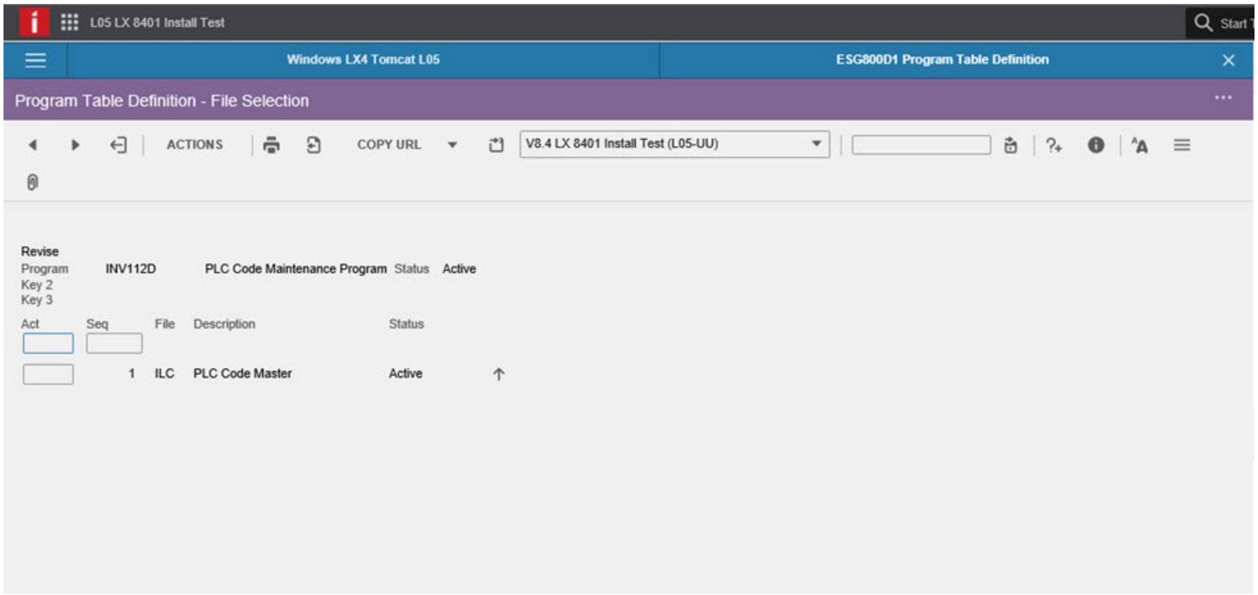

L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG800D1 Program Table Definition
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Program Table Definition - Program Selection

|  |  | From |  | To |  |  |
|---|---|---|---|---|---|---|
| Act | Program | Key 2 | Key 3 | Key 2 | Key 3 | Status |
|  | INV112D |  |  |  |  | Active |
|  | INV116D | ******** |  | ******** |  | Active |
|  | INV116D | HO |  | HOW |  | Active |
|  | INV116D | JIM |  | JIM |  | Active |
|  | INV130D2 | ******** |  | ******** |  | Active |
|  | INV130D2 | 10INV |  | 10INV |  | Active |
|  | INV130D2 | 47 |  | 47 |  | Active |
|  | INV130D3 | ******** |  | ******** |  | Active |
|  | INV190D2 | ******** |  | ******** |  | Active |
|  | INV500D2 | ******** |  | ******** |  | Active |
|  | INV500D2 | A |  | A |  | Active |
|  | INV500D2 | M |  | M |  | Active |
|  | INV500D2 | SH |  | SH |  | Active |

2 You must work with the program records one at a time. Specify **2** (Revise) next to the record you want to revise and then press Enter.

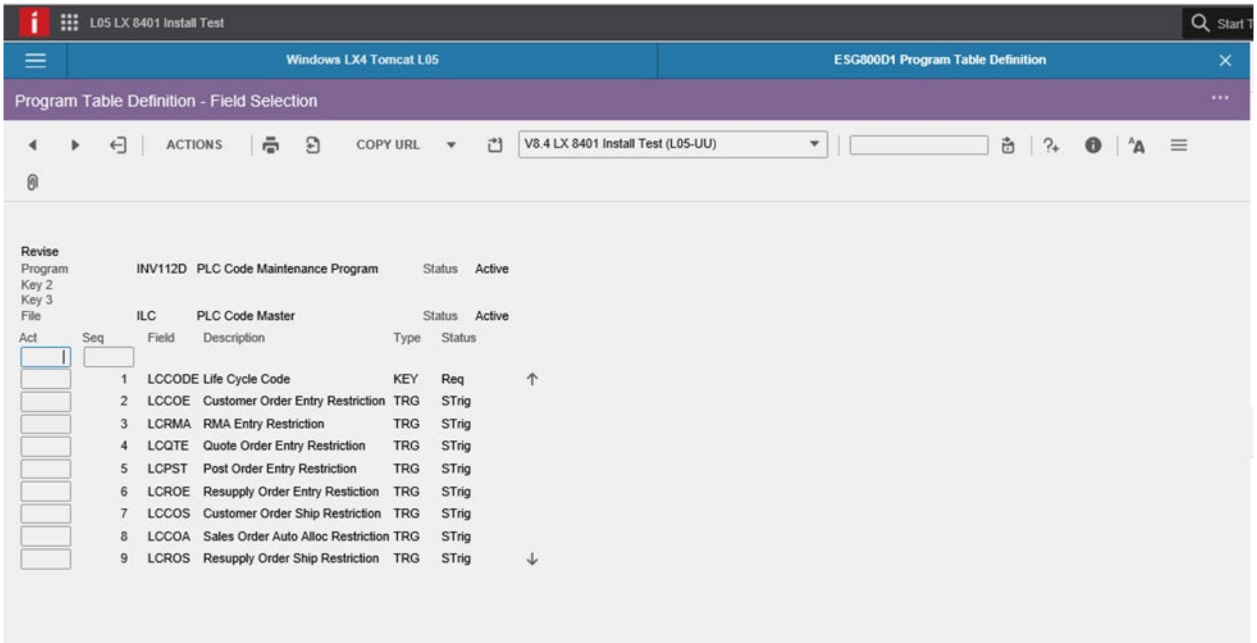
3 The Program Table Definition – File Selection (ESG800D2-01) screen shows all the files for this program record. You can select the files that contain the audit of the data for which the user is signing.


L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG800D1 Program Table Definition
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Program Table Definition - File Selection

Revise
Program INV112D PLC Code Maintenance Program Status Active
Key 2
Key 3

| Act | Seq | File | Description | Status |
|---|---|---|---|---|
|  | 1 | ILC | PLC Code Master | Active |



Program Table Definition - Field Selection

Revise

Program INV112D PLC Code Maintenance Program Status Active

Key 2

Key 3

File ILC PLC Code Master Status Active

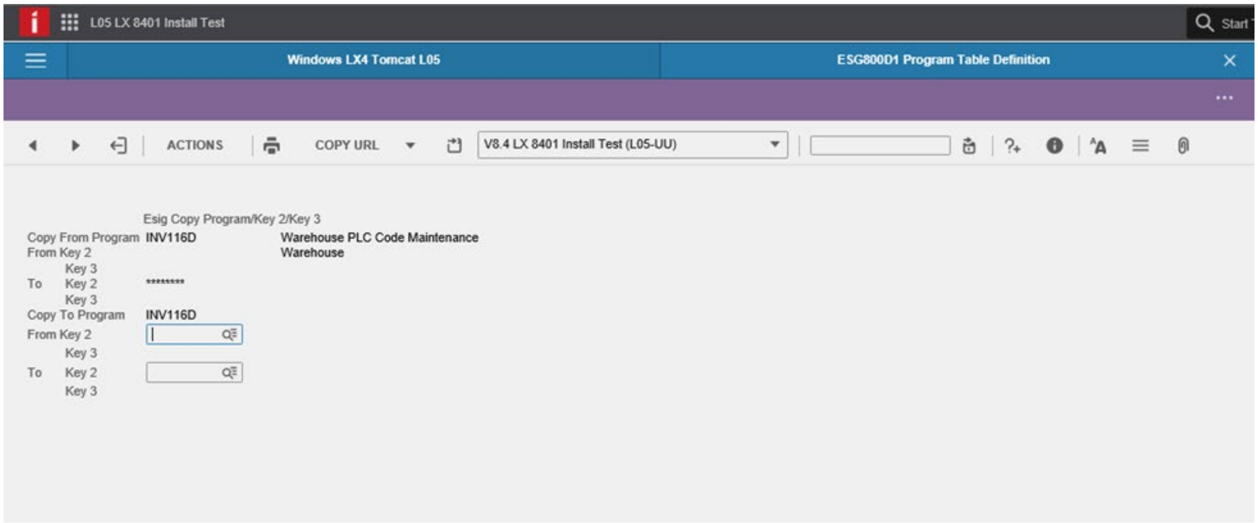
| Act | Seq | Field | Description | Type | Status |
|---|---|---|---|---|---|
| | 1 | LCCODE | Life Cycle Code | KEY | Req |
| | 2 | LCCOE | Customer Order Entry Restriction | TRG | STrig |
| | 3 | LCRMA | RMA Entry Restriction | TRG | STrig |
| | 4 | LCQTE | Quote Order Entry Restriction | TRG | STrig |
| | 5 | LCPST | Post Order Entry Restriction | TRG | STrig |
| | 6 | LCROE | Resupply Order Entry Restiction | TRG | STrig |
| | 7 | LCCOS | Customer Order Ship Restriction | TRG | STrig |
| | 8 | LCCOA | Sales Order Auto Alloc Restriction | TRG | STrig |
| | 9 | LCROS | Resupply Order Ship Restriction | TRG | STrig |

You can display, revise, deactivate, or reactivate records for a selected file.

4 Make an entry as appropriate in the **Action (Act)** field and then press **Enter**. Select from the following action codes:

| | |
|---|---|
| **2 (Revise)** | Revise the file record. |
| **4 (Deactivate)** | Change the status to inactive. |
| **5 (Display)** | Display the fields for a file. |
| **8 (Position To)** | Position to |
| **15 (Reactivate)** | Change the status to active. |

If you specify **2** (Revise) in the **Action** field, the system shows a list of all the fields that have been selected for the file.


L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG800D1 Program Table Definition
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Esig Copy Program/Key 2/Key 3

Copy From Program INV116D Warehouse PLC Code Maintenance
From Key 2 Warehouse
Key 3
To Key 2 ********
Key 3
Copy To Program INV116D
From Key 2
Key 3
To Key 2
Key 3

5 Specify the appropriate action code and then press **Enter** to change the status for a field.

You can work with only one record at a time. You cannot change the status of key fields. Select from the following action codes:

`11 (Select Trigger)` Requires an electronic signature for the transaction and generates an audit report.

`12 (Select Tracking)` Does not require an electronic signature but is included in the audit record if an electronic signature record is generated.

`14 (De-Select)` Does not require an electronic signature and does not record the field in the audit record.

# Creating a Program Table Definition by Copying from Another Record

You can create a new program/key definition for a program by copying key values from another record within the same program. The system validates the new key values based on the program to which they are attached.

Proceed as follows to copy a program table definition from an existing record.

1 Access Program Table Definition (ESG800). The system shows the Program Table Definition – Program Selection (ESG800D1-01) screen displayed earlier.

2 Specify **3** (Copy) in the **Action** field next to the record you want to copy and then press **Enter**. The system shows the Esig Copy Program/Key 2/Key 3 window.

3 The following fields represent a range of values for the key fields. Make entries in the following **Copy To** fields:

**From Key 2**

Specify the lowest key 2 value for the selected program.

**From Key 3**

Specify the lowest key 3 value for the selected program.

**To Key 2**

Specify the highest key 2 value for the selected program.

**To Key 3**

Specify the highest key 3 value for the selected program.

4 Press **Enter**.

## Adding or Maintaining Program Text

You can create or maintain the text in the **Text** fields on the **User Verification Entry** window. This text reminds the user of the purpose of the electronic signature. You can overwrite this text at the user/program level in Security Master Maintenance (ESG600).

Proceed as follows to add or maintain the text on the User Verification Entry window:

1 Access Program Table Definition (ESG800). The system shows the Program Table Definition – Program Selection (ESG800D1-01) screen shown earlier.

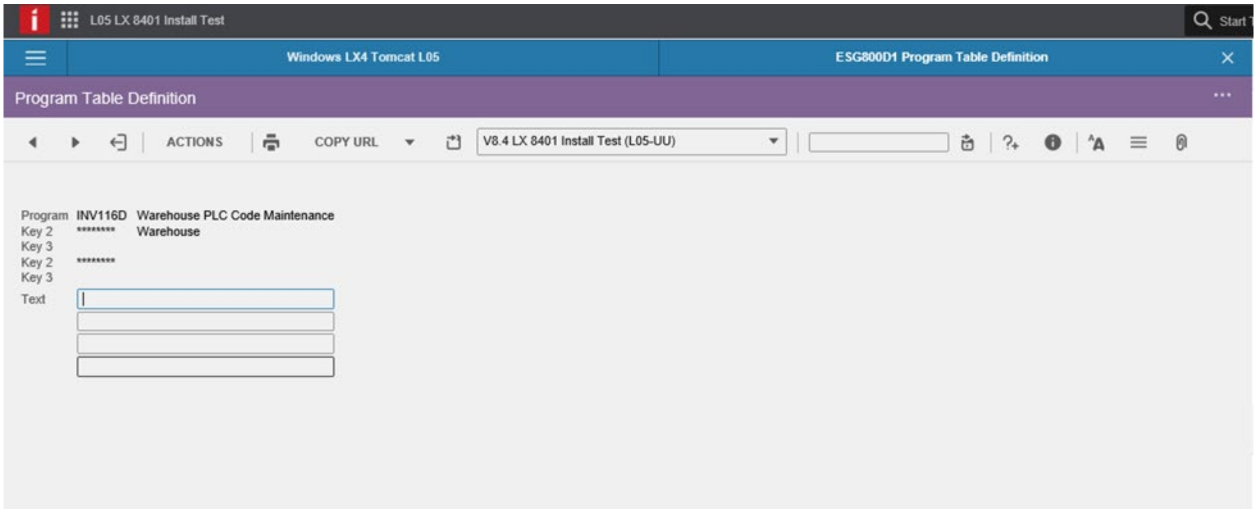
2 In the **Action** field, specify **17** (Text) for the record for which you want to enter or maintain text and then press **Enter**. The system shows the Program Table Definition (ESG800D5-01) screen.

3 Specify text in any or all of the four **Text** fields and then press **Enter**.

# Security Master Maintenance (ESG600)

Use Security Master Maintenance (ESG600) to set up individual users and user groups and to establish authority to use and update records that the electronic signature system uses. You can create a new electronic signature record, revise existing records, or delete records. You can also display records for an individual user or a user group. For an individual user, you can select a display option that includes data for all user groups to which this user belongs.

You can create a new record by copying an existing record.



Program INV116D Warehouse PLC Code Maintenance
Key 2 ******** Warehouse
Key 3
Key 2 ********
Key 3
Text

You can also specify and maintain the specific configuration options for a program and key value combination for which a user has authority.

The user profiles and user groups for which you are creating an electronic signature authorization record must be set up as users for the iSeries and for your PBS. The programs and key fields that you authorize for a user or user group must already have been defined in Program Table Definition (ESG800).

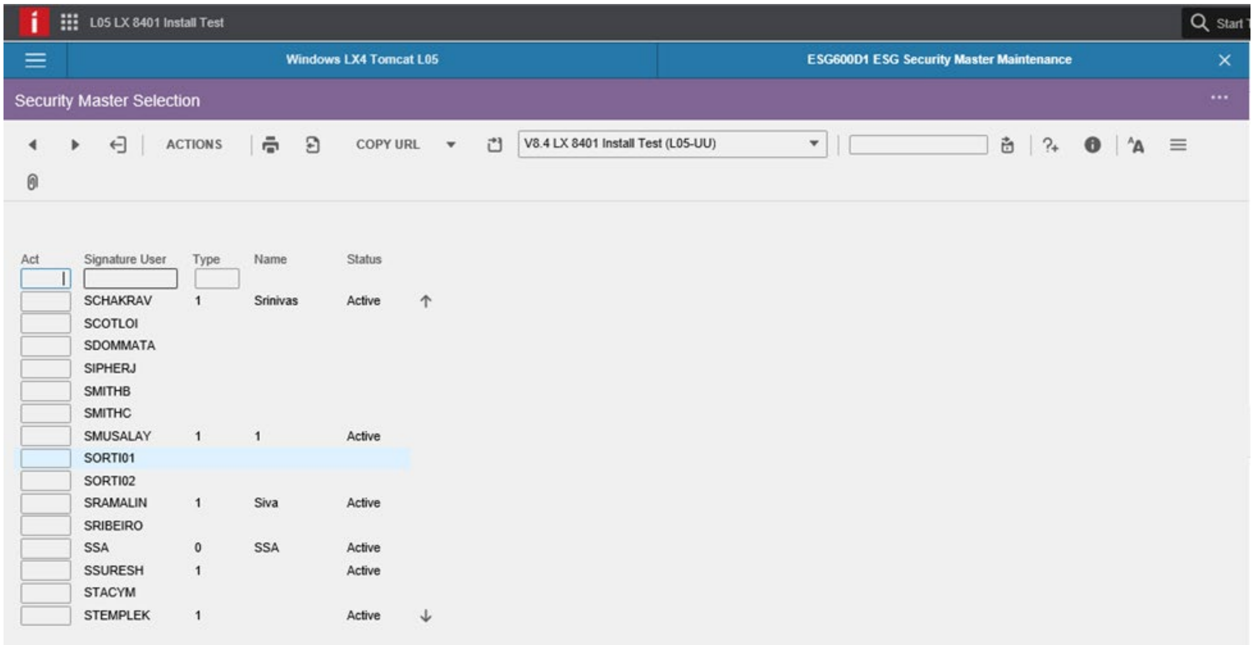
Access to Security Master Maintenance varies with the PBS. See to the appendix for your PBS for instructions on accessing Infor Electronic Signature programs.

Prior to setting up users in Security Master Maintenance, use Program Table Definition to select the programs to use with Infor Electronic Signature and to define the program parameters.

## Adding an Authorization Record

Proceed as follows to add an authorization record for a user profile or a user group in Security Master Maintenance.

1 Access Security Master Maintenance (ESG600). The system shows the Security Master Selection (ESG600D1-01) screen.


L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG600D1 ESG Security Master Maintenance
Security Master Selection
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

| Act | Signature User | Type | Name | Status |
|---|---|---|---|---|
| | SCHAKRAV | 1 | Srinivas | Active |
| | SCOTLOI | | | |
| | SDOMMATA | | | |
| | SIPHERJ | | | |
| | SMITHB | | | |
| | SMITHC | | | |
| | SMUSALAY | 1 | 1 | Active |
| | SORTI01 | | | |
| | SORTI02 | | | |
| | SRAMALIN | 1 | Siva | Active |
| | SRIBEIRO | | | |
| | SSA | 0 | SSA | Active |
| | SSURESH | 1 | | Active |
| | STACYM | | | |
| | STEMPLEK | 1 | | Active |

2 On the first line, make entries in these fields and then press **Enter**:

**Action (Act)**

Specify **1** (Create).

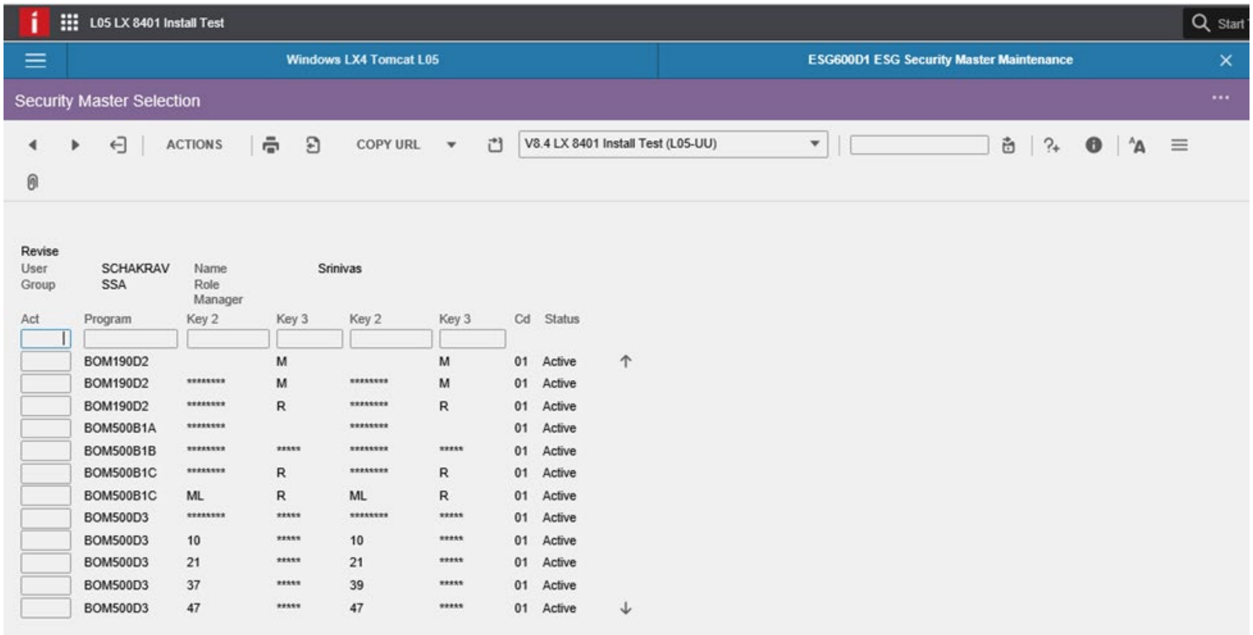
**Signature User**

Specify the user ID.

**Type**

Specify the type. Specify **1** for **User** or **0** for **User Group**.

The system shows the list of all active programs and key value combinations for which this user is authorized. You can work with only one record at a time.

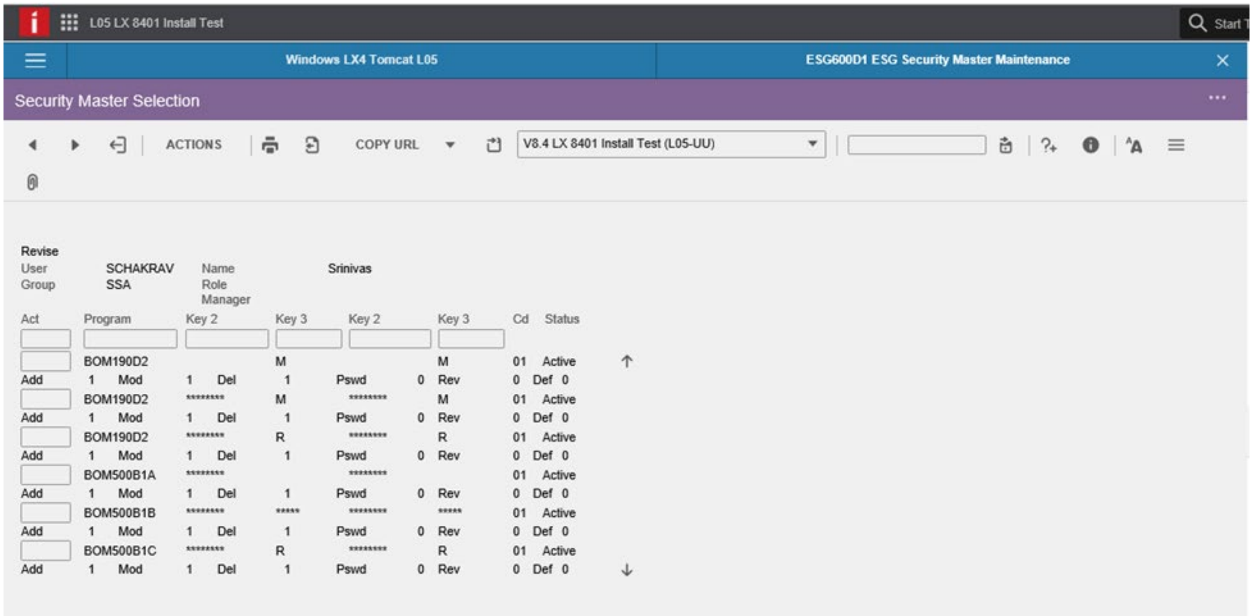

L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG600D1 ESG Security Master Maintenance
Security Master Selection
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Revise

User SCHAKRAV Name Srinivas

Group SSA Role Manager

| Act | Program | Key 2 | Key 3 | Key 2 | Key 3 | Cd | Status |
|---|---|---|---|---|---|---|---|
| | BOM190D2 | | M | | M | 01 | Active |
| | BOM190D2 | ******** | M | ******** | M | 01 | Active |
| | BOM190D2 | ******** | R | ******** | R | 01 | Active |
| | BOM500B1A | ******** | | ******** | | 01 | Active |
| | BOM500B1B | ******** | ***** | ******** | ***** | 01 | Active |
| | BOM500B1C | ******** | R | ******** | R | 01 | Active |
| | BOM500B1C | ML | R | ML | R | 01 | Active |
| | BOM500D3 | ******** | ***** | ******** | ***** | 01 | Active |
| | BOM500D3 | 10 | ***** | 10 | ***** | 01 | Active |
| | BOM500D3 | 21 | ***** | 21 | ***** | 01 | Active |
| | BOM500D3 | 37 | ***** | 39 | ***** | 01 | Active |
| | BOM500D3 | 47 | ***** | 47 | ***** | 01 | Active |


L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG600D1 ESG Security Master Maintenance
Security Master Selection
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Revise

User SCHAKRAV Name Srinivas

Group SSA Role Manager

| Act | Program | Key 2 | Key 3 | Key 2 | Key 3 | Cd | Status |
|---|---|---|---|---|---|---|---|
| | BOM190D2 | | M | | M | 01 | Active |
| Add | 1 Mod | 1 Del | 1 | Pswd 0 | Rev | 0 | Def 0 |
| | BOM190D2 | ******** | M | ******** | M | 01 | Active |
| Add | 1 Mod | 1 Del | 1 | Pswd 0 | Rev | 0 | Def 0 |
| | BOM190D2 | ******** | R | ******** | R | 01 | Active |
| Add | 1 Mod | 1 Del | 1 | Pswd 0 | Rev | 0 | Def 0 |
| | BOM500B1A | ******** | | ******** | | 01 | Active |
| Add | 1 Mod | 1 Del | 1 | Pswd 0 | Rev | 0 | Def 0 |
| | BOM500B1B | ******** | ***** | ******** | ***** | 01 | Active |
| Add | 1 Mod | 1 Del | 1 | Pswd 0 | Rev | 0 | Def 0 |
| | BOM500B1C | ******** | R | ******** | R | 01 | Active |
| Add | 1 Mod | 1 Del | 1 | Pswd 0 | Rev | 0 | Def 0 |

3 For more information, press **F11** (Fold).

4 In the **Action** field, specify **2** (Revise) next to the record you want to revise and then press **Enter**.

The system shows the parameters for the selected record. In **Create** mode, the default values are **0**.

5 Make entries in the following fields:

### Authorization Flag 1 (Add)

Specify **1** to give this user the authority to add or copy records for this program. Otherwise, specify **0**.

### Authorization Flag 2 (Modify)

Specify **1** to give this user the authority to modify records for this program. Otherwise, specify **0**.

### Authorization Flag 3 (Delete)

Specify **1** to give this user the authority to delete records for this program. Otherwise, specify **0**.

### Default User ID

Specify **1** to display the user ID on the **User Verification** window. Otherwise, specify **0**.

### Password Required

Specify **1** if you want the user to enter the password for the user ID on the User Verification window. Otherwise, specify **0**.

### Review Required

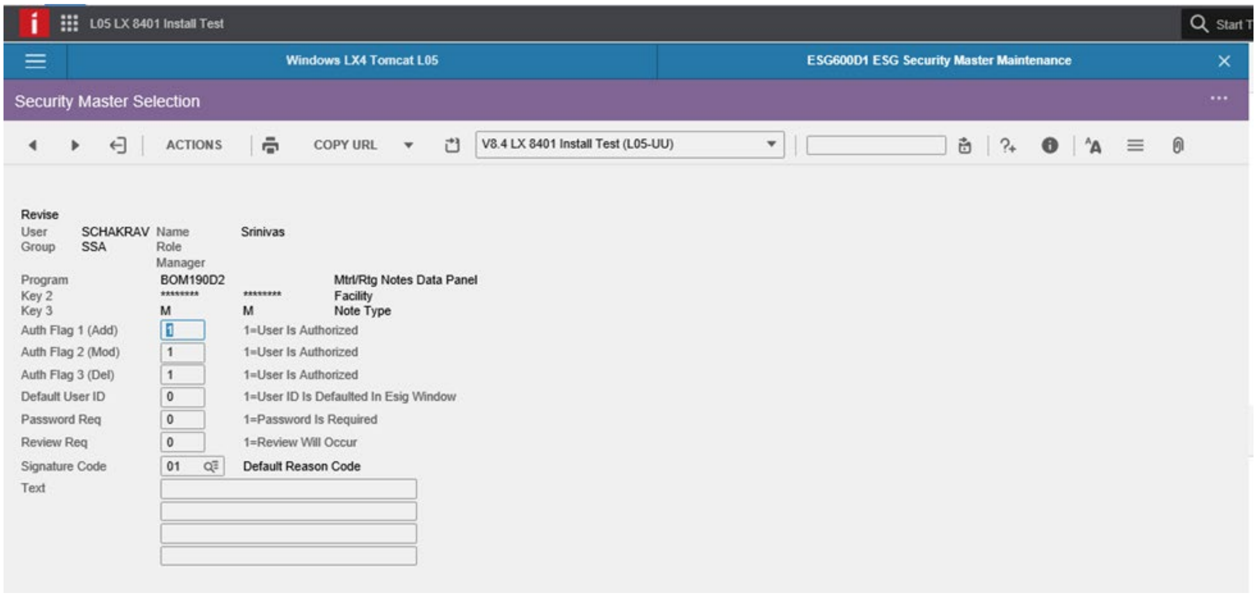
Specify **1** to require a review of the electronic signature record after the signature is authorized and the data is updated. Otherwise, specify **0**.

### Signature Code

Specify the default signature code for this record. This is a prompt field.

### Text 1/2/3/4

The system shows the text in Program Table Definition for the program/key combination. You can accept or change this text or enter new text.


L05 LX 8401 Install Test
Start T
Windows LX4 Tomcat L05
ESG600D1 ESG Security Master Maintenance
Security Master Selection
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Revise

| | | | | |
|---|---|---|---|---|
| User | SCHAKRAV | Name | Srinivas | |
| Group | SSA | Role<br>Manager | | |
| Program | | BOM190D2 | | Mtrl/Rtg Notes Data Panel |
| Key 2 | | ******** | ******** | Facility |
| Key 3 | | M | M | Note Type |
| Auth Flag 1 (Add) | | 1 | 1=User Is Authorized | |
| Auth Flag 2 (Mod) | | 1 | 1=User Is Authorized | |
| Auth Flag 3 (Del) | | 1 | 1=User Is Authorized | |
| Default User ID | | 0 | 1=User ID Is Defaulted In Esig Window | |
| Password Req | | 0 | 1=Password Is Required | |
| Review Req | | 0 | 1=Review Will Occur | |
| Signature Code | | 01 | Default Reason Code | |
| Text | | | | |

6 Press **Enter** to accept your entries.

7 Repeat steps 3 through 6 for each record you want to revise for this user. Press **F5** (Refresh) to view the new records.

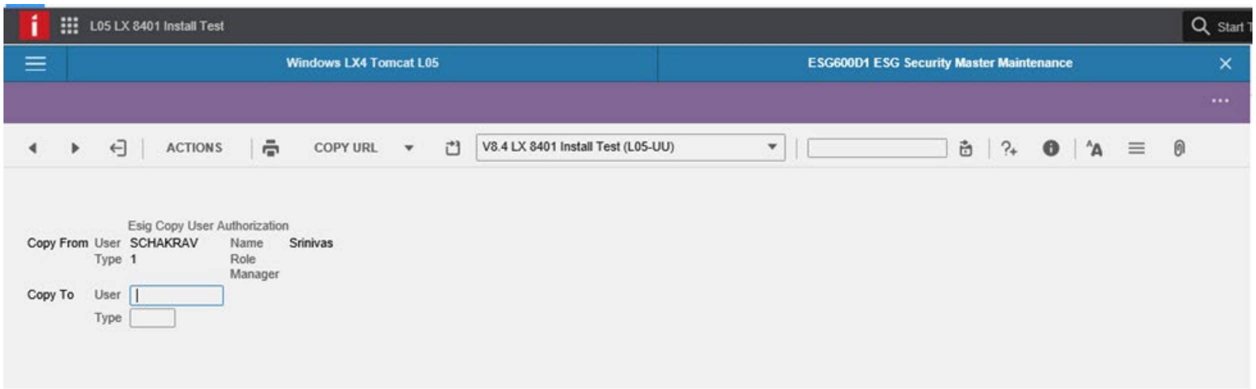
## Adding an Authorization Record by Copying from an Existing Record

To add a user profile or user group in Security Master Maintenance by copying an existing electronic signature record:

1 Access Security Master Maintenance (ESG600). The system shows the Security Master Selection (ESG600D1-01) screen.

2 Specify **3** (Copy) in the **Action** field next to the record you want to copy and then press **Enter**.

The system shows the **Esig Copy User Authorization** window.


L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG600D1 ESG Security Master Maintenance
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Esig Copy User Authorization

Copy From User SCHAKRAV Name Srinivas
Type 1 Role Manager

Copy To User
Type

3 Make entries in the following **Copy To** fields:

**User**

Specify the user ID for the person you want to authorize.

**Type**

Specify the user type to which you want to copy the selected record. Specify **1** for an individual user profile. Specify **0** for a user group.

4 Choose **Accept** (F6).

5 The system shows the Security Master Selection (ESG600D2-01) screen displayed earlier in Revise mode. The screen shows the list of all defined programs and key value combinations for the record you copied. You can add, revise, or deactivate a record. You can also add a new authorization by copying from an existing record.

Specify the appropriate action code and press **Enter**.

You can add a new program for the user profile or user group. On the first line, make entries in the following fields:

**Act**

Specify **1** (Create).

The following parameters must have been defined in Program Table Definition (ESG800). The **From/To** fields represent a range of values for the key fields.

**Program**

Specify the program for which you want to authorize this user.

**From Key 2**

Specify the lowest key 2 value for the program.

**From Key 3**

Specify the lowest key 3 value for the program.

**To Key 2**

Specify the highest key 2 value for the program.

**To Key 3**

Specify the highest key 3 value for the program.

In **Revise** mode on the Security Master Selection screen (ESG600D3-01), you can revise the parameters for the selected record. In Create mode, you can define the parameters for the record you are adding. See the Adding an Authorization Record for field descriptions on page 17

# Revising an Authorization Record

To revise an authorization record for a user profile or a user group:

1. Access Security Master Maintenance (ESG600). The system shows the Security Master Selection (ESG600D1-01) screen.
2. In the **Act** field, specify **2** (Revise) next to the record to revise and press **Enter**.
3. The Security Master Selection (ESG600D2-01) screen shows the list of program and key value combinations for which the user has authority.

   Specify the appropriate action code. You can add an additional program record, change an existing program record, or deactivate a record. See the Adding an Authorization Record or Adding an Authorization Record by Copying from an Existing Record for field descriptions on page 17 or 21.

# Displaying an Authorization Record

Proceed as follows to display the details of an authorization record for a user profile or a user group:

1 Access Security Master Maintenance (ESG600). The system shows the Security Master Selection (ESG600D1-01) screen. In the **Act** field, specify an action code next to the record you want to view. Select from the following action codes:

**`5 (Display)`** Display the authorization record for an individual user or a user group.

**`12 (Access Display)`** Display the authorization record for an individual user. If the groups to which this user belongs are authorized for a particular electronic signature function no override for the user ID exists. The system displays the group authorization information for the user and all specific authorization for the user ID.

2 Press **Enter**. The system displays the Security Master Selection (ESG600D2-01) screen with the programs and keys for which the user is authorized. You can specify **8** (Position To) to begin the list with a specific record.

## Deleting an Authorization Record

Proceed as follows to delete an authorization record for a user profile or a user group.

1 Access Security Master Maintenance (ESG600). The system shows the Security Master Selection (ESG600D1-01) screen.

2 Specify **4** (Delete) next to the record you want to delete and press Enter.

3 Press **F6** (Accept) to delete the record or **F12** (Cancel) to cancel the deletion.

# Secondary User Maintenance (ESG610)

Regulations that govern electronic signatures do not allow a user covering for the absence of the primary user to use that person’s electronic signature.

Secondary User Maintenance (ESG610) enables users to inherit electronic signature authority from other authorized users for a specific date range. The secondary user can then cover for the absence of the primary electronic signature user due to holidays or illness.

You can add a secondary user or you can show the secondary user information for a user.

You can delete records only if they are not active, that is, if the start date is later than the system date, thus ensuring retention of a record of all instances of transfer of authority.

A secondary user must have already been defined as an electronic signature user in Security Master Maintenance (ESG600).

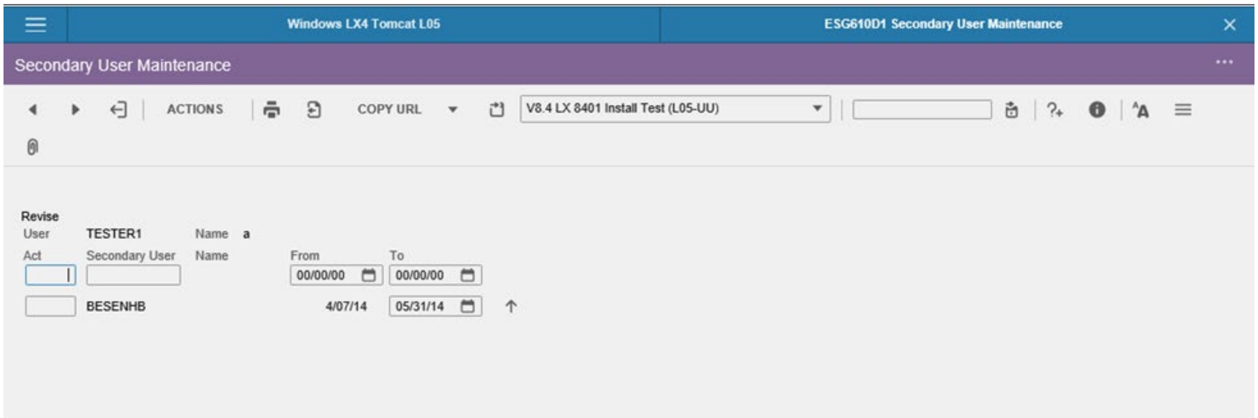
# Adding or Maintaining a Secondary User

To set up or maintain electronic signature authority for a secondary user.

1 Access Secondary User Maintenance (ESG610). The system shows the Secondary User Maintenance (ESG610D1-01) screen.

2 In the **Act** field, specify **2** (Revise) for the user for whom you want to set up a secondary user, and then press **Enter**.

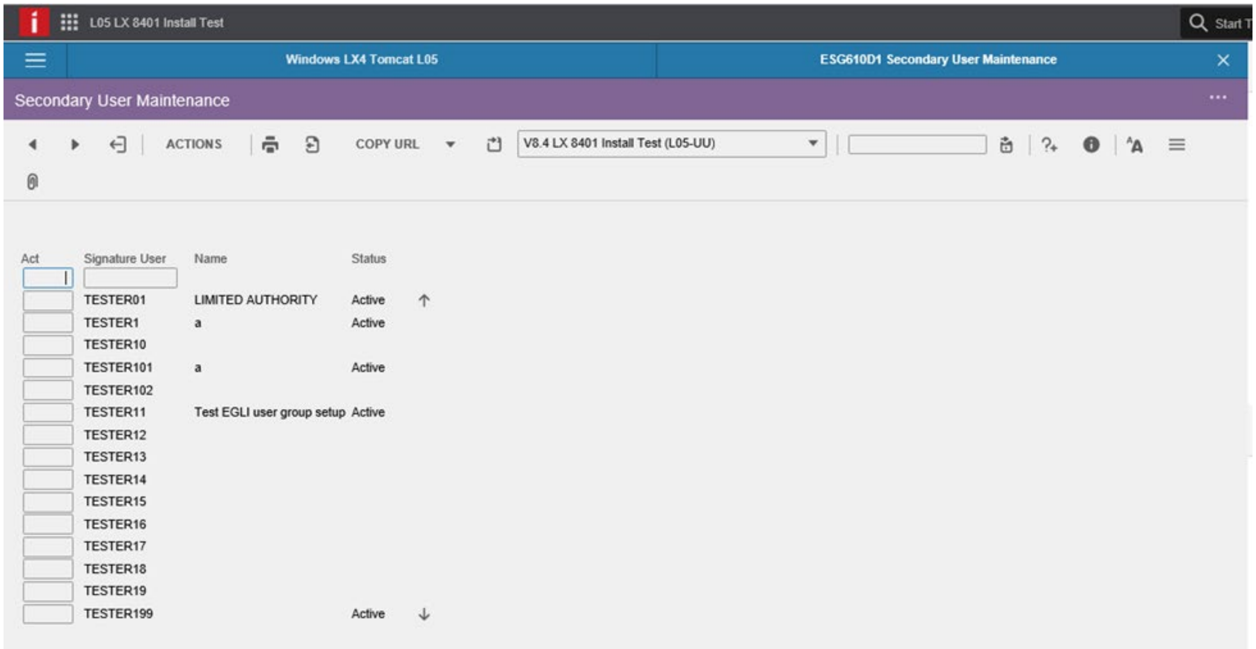
The system shows a list of all secondary users set up for this user. You can add, revise, or delete secondary user records.


Windows LX4 Tomcat L05
ESG610D1 Secondary User Maintenance
Secondary User Maintenance
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Revise

User TESTER1 Name a

| Act | Secondary User | Name | From | To |
|---|---|---|---|---|
| | | | 00/00/00 | 00/00/00 |
| | BESENHB | | 4/07/14 | 05/31/14 |


L05 LX 8401 Install Test
Start T
Windows LX4 Tomcat L05
ESG610D1 Secondary User Maintenance
Secondary User Maintenance
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

| Act | Signature User | Name | Status |
|---|---|---|---|
| | | | |
| | TESTER01 | LIMITED AUTHORITY | Active |
| | TESTER1 | a | Active |
| | TESTER10 | | |
| | TESTER101 | a | Active |
| | TESTER102 | | |
| | TESTER11 | Test EGLI user group setup | Active |
| | TESTER12 | | |
| | TESTER13 | | |
| | TESTER14 | | |
| | TESTER15 | | |
| | TESTER16 | | |
| | TESTER17 | | |
| | TESTER18 | | |
| | TESTER19 | | |
| | TESTER199 | | Active |

3 Make entries in the following fields as appropriate. To add a new user, make your entries on the first line.

**Act**

Specify **1** (Create) to add a new user. Specify **2** (Revise) to maintain the record for an existing user. Specify **4** (Delete) to delete a secondary user record.

**Secondary User**

Specify the user ID for the secondary user.

**From**

Specify the start date from which you want this user to inherit electronic authority.

**To**

Specify the end date for which you want this user to inherit electronic signature authority.

4 Press **Enter**.

## Displaying Secondary User Information

To view secondary user information for a user profile or user group:

1 Access Secondary User Maintenance (ESG610). The system shows the Secondary User Maintenance (ESG610D1-01) screen shown earlier.

2 Specify **5** (Display) for the user for whom you want to view the secondary user record, and then press Enter. The system shows the Secondary User Maintenance (ESG610D2-01) screen with a list of secondary users for the selected user profile.

# Chapter 3 Report Options

## Introduction

This chapter describes the following report programs:

- Document Signature Report (ESG210)

  Report on the electronic signature records for a range of sequence numbers, dates, and users. You can process a detail or a summary report.

- Document Signature by Program Report (ESG212D)

  Report on electronic signature records by key number or program range.

- Audit Data by Program/Field Data, Report ESG213D

  Report on electronic signature audit data by program and primary field range.

- User Validation Error Report (ESG220)

  Report on the electronic signature security violations for a range of users, programs, and dates. You can specify whether to list violations that are reviewed, not reviewed, or both.

- User/Group Authorization List (ESG225)

  Report on electronic signature authorization for a range of user profiles and programs. You can specify whether to list authorization for users, user groups, or both.

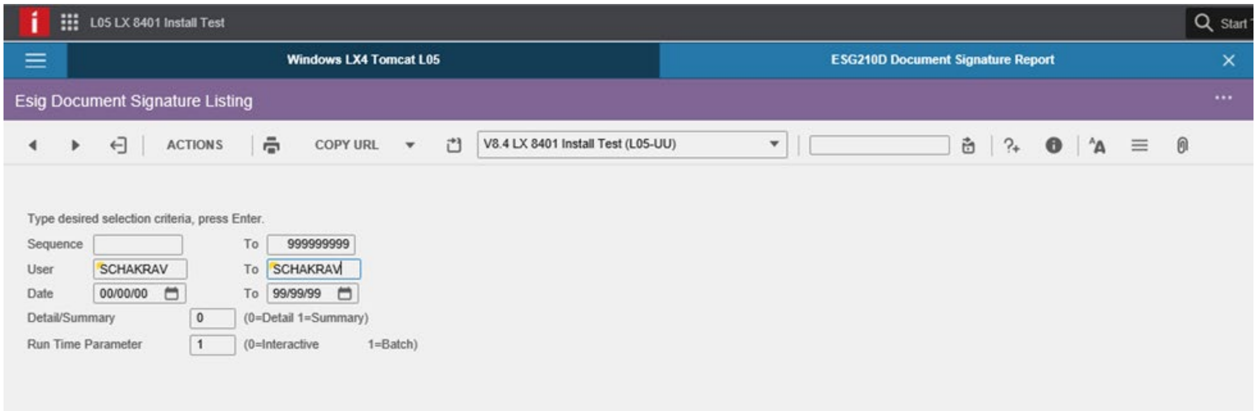
## Document Signature Report (ESG210)

Each electronic signature transaction generates an incremental, unique sequence number that is attached to the electronic signature record. Use Document Signature Report to produce a listing of electronic signature records for a range of sequence numbers, dates, and users.

You can print a detail or summary report. A summary report lists the program, key combination, date, time, and user details of each electronic signature record in the sequence number range. The detail report lists the same data as the summary report and also includes individual file and field information for each electronic signature.

To run a Document Signature Report:

1 Access Document Signature Report (ESG210). The system shows the Esig Document Signature Listing (ESG210D-01) screen.


L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG210D Document Signature Report
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Esig Document Signature Listing

Type desired selection criteria, press Enter.

|  |  |  |  |
|---|---|---|---|
| Sequence |  | To | 999999999 |
| User | SCHAKRAV | To | SCHAKRAV |
| Date | 00/00/00 | To | 99/99/99 |
| Detail/Summary | 0 | (0=Detail 1=Summary) |  |
| Run Time Parameter | 1 | (0=Interactive 1=Batch) |  |

2 Make entries in the following fields as appropriate:

**Sequence/To**

Specify the range of sequence numbers for which you want to run the report. Accept the default value to include all sequence numbers within the specified parameters.

**User/To**

Specify the range of users for which you want to run the report. Accept the default value to include all users within the specified parameters.

**Date/To**

Specify the range of dates for which you want to run the report. Accept the default value to include all dates within the specified parameters.

**Report Type**

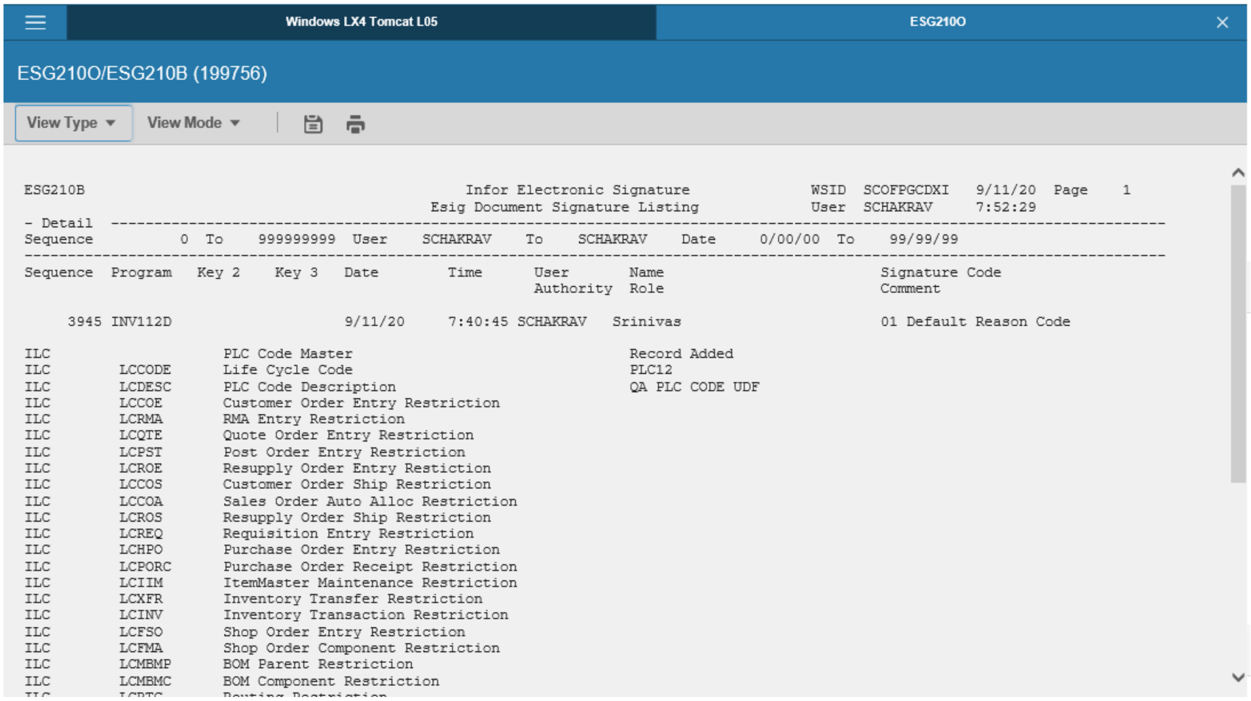
Specify the type of report to run. Specify **0** (Detail) or **1** (Summary).

**Run Time Parameter**

Specify **0** (Interactive) to execute this program interactively (real time) or **1** (Batch) to execute this program in batch mode (job queue). If you select interactive processing, your workstation is unavailable for other tasks until the job finishes.

3 Press **Enter** to run the report.

## Document Signature Listing Report



```
ESG210B                                            Infor Electronic Signature           WSID  SCOFPGCDXI   9/11/20  Page    1
                                               Esig Document Signature Listing          User  SCHAKRAV     7:52:29
- Detail -----------------------------------------------------------------------------------------------------------------------------
Sequence          0  To    999999999  User    SCHAKRAV    To    SCHAKRAV    Date     0/00/00  To    99/99/99
-------------------------------------------------------------------------------------------------------------------------------------
Sequence  Program   Key 2    Key 3   Date         Time      User       Name                         Signature Code
                                                            Authority  Role                         Comment

     3945 INV112D                    9/11/20     7:40:45 SCHAKRAV   Srinivas                        01 Default Reason Code

ILC                    PLC Code Master                             Record Added
ILC        LCCODE      Life Cycle Code                             PLC12
ILC        LCDESC      PLC Code Description                        QA PLC CODE UDF
ILC        LCCOE       Customer Order Entry Restriction
ILC        LCRMA       RMA Entry Restriction
ILC        LCQTE       Quote Order Entry Restriction
ILC        LCPST       Post Order Entry Restriction
ILC        LCROE       Resupply Order Entry Restiction
ILC        LCCOS       Customer Order Ship Restriction
ILC        LCCOA       Sales Order Auto Alloc Restriction
ILC        LCROS       Resupply Order Ship Restriction
ILC        LCREQ       Requisition Entry Restriction
ILC        LCHPO       Purchase Order Entry Restriction
ILC        LCPORC      Purchase Order Receipt Restriction
ILC        LCIIM       ItemMaster Maintenance Restriction
ILC        LCXFR       Inventory Transfer Restriction
ILC        LCINV       Inventory Transaction Restriction
ILC        LCFSO       Shop Order Entry Restriction
ILC        LCFMA       Shop Order Component Restriction
ILC        LCMBMP      BOM Parent Restriction
ILC        LCMBMC      BOM Component Restriction
ILC        LCRTG       Routing Restriction
```

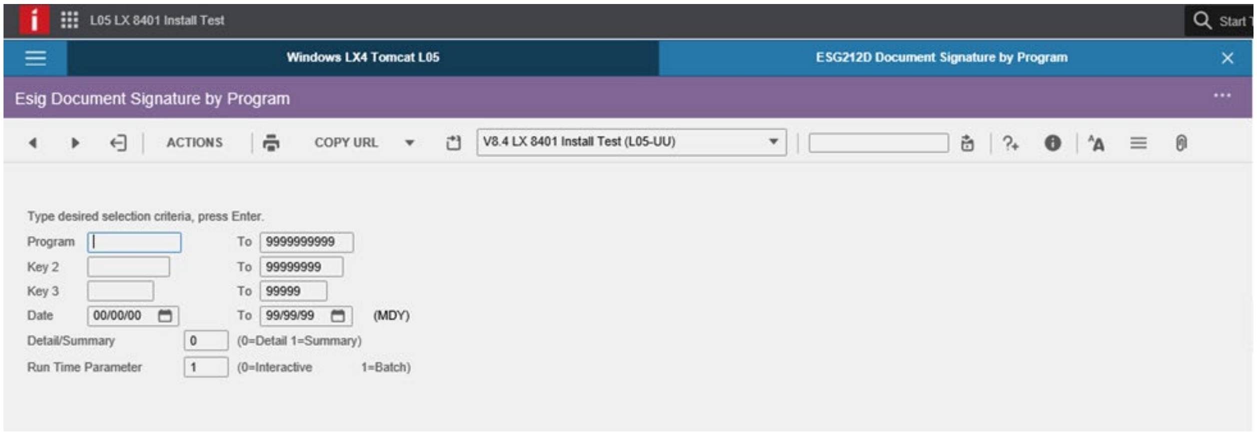
## Document Signature by Program Report (ESG212D)

The Document Signature Report program, ESG212D, produces a listing of electronic signatures for the range of key numbers or the range of programs you specify in From and To fields. Key ranges are disabled if you specify a range that includes more than one program. The program produces a detail or summary report, depending on the option you specify. A summary report shows the program, key combination, date, time, and user details of each electronic signature record that meets the selection criteria. In addition to the data printed in the summary report, the detail report includes individual file- and field-level information for each electronic signature record.

Use the Esig Document Signature by Program screen (ESG212D-01) to set selection criteria for data to include in the report. Select a detail or summary report.

To run a Document Signature by Program Report.

1 Access Document Signature by Program Report (ESG212). The system shows the Esig Document Signature by Program screen (ESG212D-01) screen.


L05 LX 8401 Install Test
Start
Windows LX4 Tomcat L05
ESG212D Document Signature by Program
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Esig Document Signature by Program

Type desired selection criteria, press Enter.

| | | | | |
|---|---|---|---|---|
| Program | | To | 9999999999 | |
| Key 2 | | To | 99999999 | |
| Key 3 | | To | 99999 | |
| Date | 00/00/00 | To | 99/99/99 | (MDY) |
| Detail/Summary | 0 | (0=Detail 1=Summary) | | |
| Run Time Parameter | 1 | (0=Interactive 1=Batch) | | |

2 Make entries in the following fields as appropriate:

### Program range

Specify a range of values to limit the programs to include in the report. If you specify a multiple-program range, you cannot specify Key range values.

### Key 2 range

Specify a range of values to limit the Key 2 values to include in the report. This field does not apply if you specified a multiple-program range.

### Key 3 range

Specify a range of values to limit the Key 3 values to include in the report. This field does not apply if you specified a multiple-program range.

### Date Range

Specify a range of values to limit the dates to include in the report.

### Detail / Summary

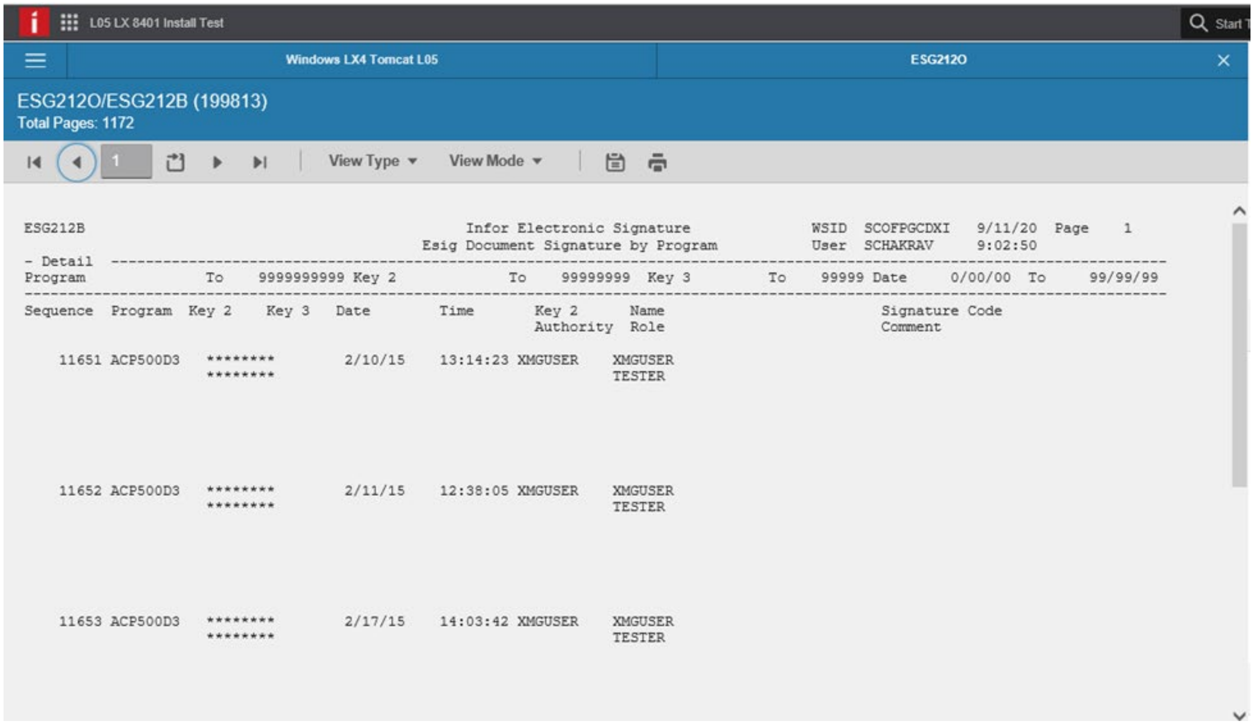
Specify **0** to generate a detail report or **1** to generate a summary report.

### Run Time Parameter

Specify **0=Interactive** to process the data in real time or **1=Batch** to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

3 Press **Enter** to run the report.

## Document Signature by Program Report



```
ESG212B                                   Infor Electronic Signature           WSID  SCOFPGCDXI   9/11/20  Page    1
                                       Esig Document Signature by Program      User  SCHAKRAV     9:02:50
- Detail  ------------------------------------------------------------------------------------------------------------
Program              To    9999999999 Key 2            To    99999999  Key 3         To    99999 Date     0/00/00  To     99/99/99
----------------------------------------------------------------------------------------------------------------------
Sequence  Program  Key 2    Key 3   Date        Time       Key 2      Name                              Signature Code
                                                           Authority  Role                              Comment

    11651 ACP500D3   ********        2/10/15    13:14:23 XMGUSER    XMGUSER
                     ********                                       TESTER



    11652 ACP500D3   ********        2/11/15    12:38:05 XMGUSER    XMGUSER
                     ********                                       TESTER



    11653 ACP500D3   ********        2/17/15    14:03:42 XMGUSER    XMGUSER
                     ********                                       TESTER
```

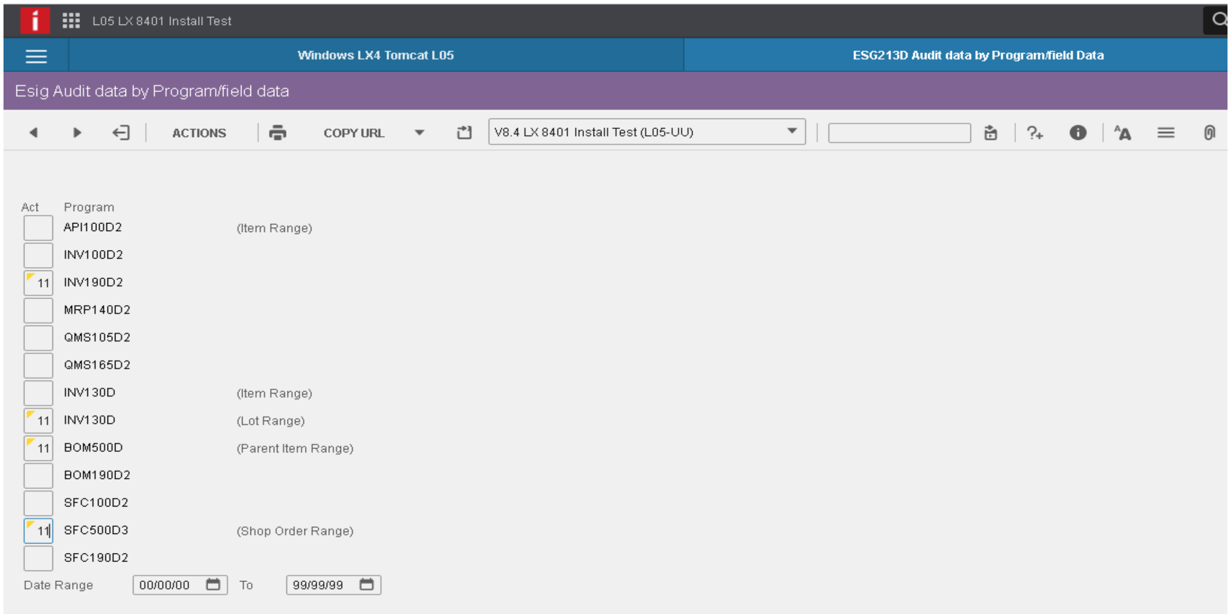
# Audit Data by Program/Field Data (ESG213D)

The Audit Data by Program/Field Data program (ESG213D) produces a listing of electronic signature data that meets the selection criteria on the first and second screens. You first select audit data to print by program, then by range of primary field values. The primary field values that appear on the second selection screen depend upon your program selections in the first screen. This program produces a separate report for each primary field range, sorted by sequence number.

Use the first screen, Esig audit data by Program/field data (ESG213D-01), to select one or more programs to include in the report. You can also limit the selection by date range of the events that triggered the electronic signature.

To run a Document Signature by Program Report.

1 Access Audit Data by Program/Field Data (ESG213D) from the ESG menu. The system displays the Esig Audit data by Program/field data screen (ESG213D-01) screen.


L05 LX 8401 Install Test
Windows LX4 Tomcat L05
ESG213D Audit data by Program/field Data
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Esig Audit data by Program/field data

| Act | Program | |
|---|---|---|
| | API100D2 | (Item Range) |
| | INV100D2 | |
| 11 | INV190D2 | |
| | MRP140D2 | |
| | QMS105D2 | |
| | QMS165D2 | |
| | INV130D | (Item Range) |
| 11 | INV130D | (Lot Range) |
| 11 | BOM500D | (Parent Item Range) |
| | BOM190D2 | |
| | SFC100D2 | |
| 11 | SFC500D3 | (Shop Order Range) |
| | SFC190D2 | |

Date Range 00/00/00 To 99/99/99

2 Specify values in the following fields:

### Act

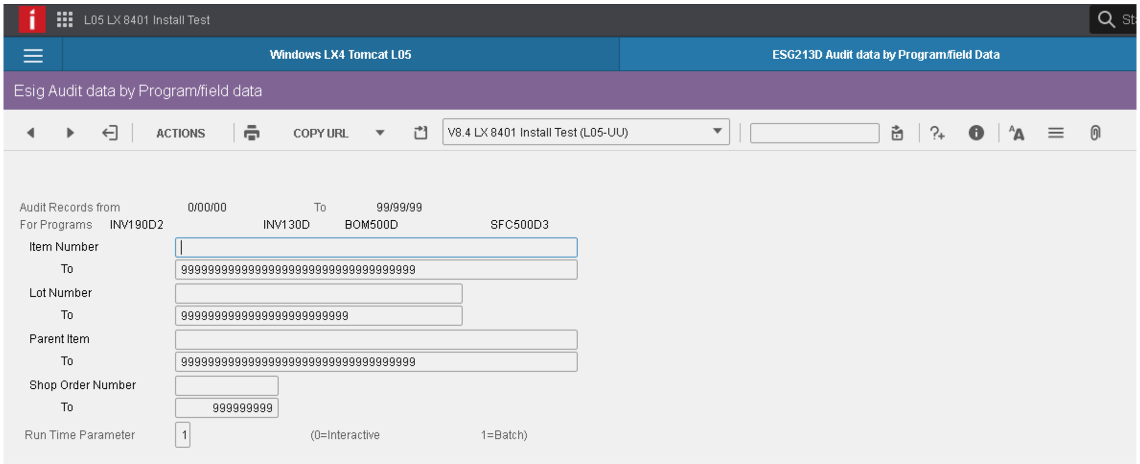
Put line action **11=Select** in the Act field in front of a program to include it in the report. You can select multiple programs.

### Date Range

Specify a range of values to limit the dates of electronic signature-triggering events to include in the report.

3 Press **Enter** to access the Esig Audit data by Program/field data screen (ESG213D-02).

Use this screen to specify ranges for the primary fields displayed. Note that the primary fields displayed depend on your selection in the first screen. The initial screen for program selection indicates which primary field the report uses for each group of programs. Field ranges can include Item, Lot, Parent Item, and Shop Order, in any combination.


L05 LX 8401 Install Test
St
Windows LX4 Tomcat L05
ESG213D Audit data by Program/field Data
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Esig Audit data by Program/field data

Audit Records from 0/00/00 To 99/99/99

For Programs INV190D2 INV130D BOM500D SFC500D3

| | |
|---|---|
| Item Number | |
| To | 99999999999999999999999999999999999 |
| Lot Number | |
| To | 9999999999999999999999999 |
| Parent Item | |
| To | 99999999999999999999999999999999999 |
| Shop Order Number | |
| To | 999999999 |

Run Time Parameter 1 (0=Interactive 1=Batch)

4 Specify values in the range fields as needed.

**Item Number range**

Specify a range of values to limit the items to include in the report.

**Lot Number range**

Specify a range of values to limit the lots to include in the report.

**Parent Item range**

Specify a range of values to limit the parent items to include in the report.

**Shop Order Number range**

Specify a range of values to limit the shop orders to include in the report.

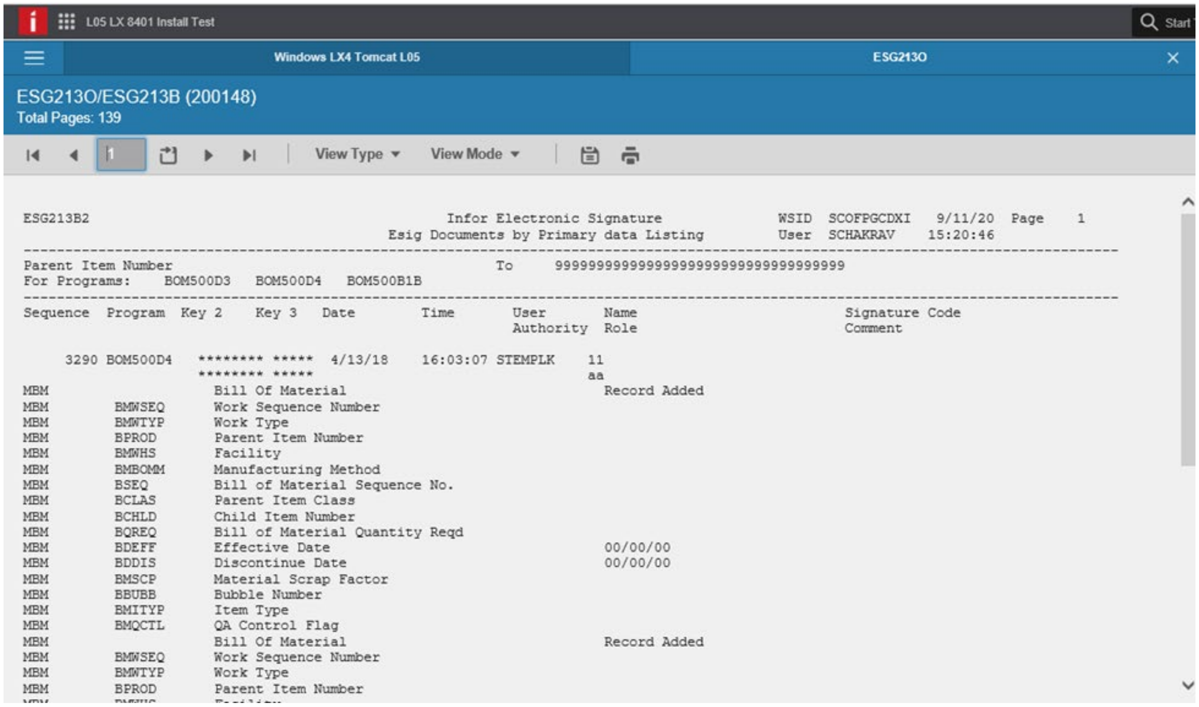
**Run Time Parameter**

Specify **0=Interactive** to process the data in real time or **1=Batch** to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

5 Press **F6** (Accept) to accept the parameters and run the report.

The process creates a report for each set of programs (primary field) you included. These samples show excerpts of reports for primary fields Item Number and Lot Number.

# Esig Documents by Primary data Listing Examples



```
ESG213B2                                           Infor Electronic Signature               WSID  SCOFPGCDXI   9/11/20  Page    1
                                            Esig Documents by Primary data Listing          User  SCHAKRAV    15:20:46
-------------------------------------------------------------------------------------------------------------------------------------
Parent Item Number                                       To      99999999999999999999999999999999999
For Programs:    BOM500D3   BOM500D4   BOM500B1B
-------------------------------------------------------------------------------------------------------------------------------------
Sequence  Program  Key 2    Key 3   Date        Time       User        Name                         Signature Code
                                                           Authority   Role                         Comment

     3290 BOM500D4   ******** *****  4/13/18    16:03:07 STEMPLK     11
                     ******** *****                                  aa
MBM                    Bill Of Material                                Record Added
MBM        BMWSEQ      Work Sequence Number
MBM        BMWTYP      Work Type
MBM        BPROD       Parent Item Number
MBM        BMWHS       Facility
MBM        BMBOMM      Manufacturing Method
MBM        BSEQ        Bill of Material Sequence No.
MBM        BCLAS       Parent Item Class
MBM        BCHLD       Child Item Number
MBM        BQREQ       Bill of Material Quantity Reqd
MBM        BDEFF       Effective Date                                  00/00/00
MBM        BDDIS       Discontinue Date                                00/00/00
MBM        BMSCP       Material Scrap Factor
MBM        BBUBB       Bubble Number
MBM        BMITYP      Item Type
MBM        BMQCTL      QA Control Flag
MBM                    Bill Of Material                                Record Added
MBM        BMWSEQ      Work Sequence Number
MBM        BMWTYP      Work Type
MBM        BPROD       Parent Item Number
```

# Validation Error Report (ESG220)

Validation Error Report (ESG220) produces a listing of electronic signature security violations.

You can choose whether the report contains violations that have been reviewed, not reviewed, or both. The option to record the review of violations is controlled from the electronic signature system parameters.

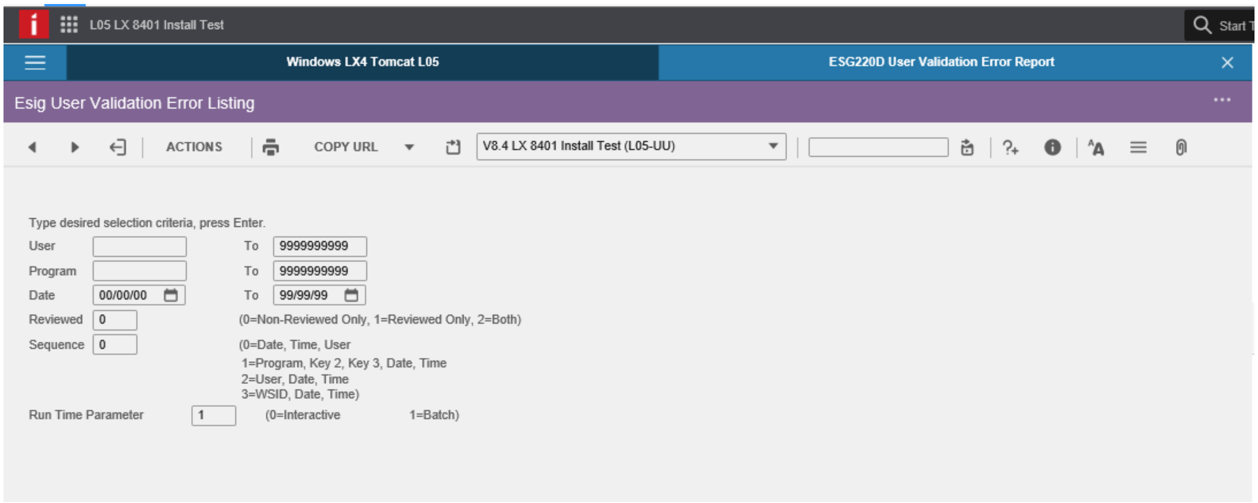
You can select the order for the listing.

These are possible violation codes:

| Violation Code | Description |
|---|---|
| ** | AS/400 System Parm set to NOMAX for number of password retries |
| 01-25 | Password Attempt Number |
| %% | Number Of Password Attempts Exceeded |
| 99 | User not authorized to do transaction |

To run a User Validation Error Report:

1 Access Validation Error Report (ESG220). The system shows the Esig User Validation Error Listing (ESG220D-01) screen.


L05 LX 8401 Install Test
Start T
Windows LX4 Tomcat L05
ESG220D User Validation Error Report
Esig User Validation Error Listing
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Type desired selection criteria, press Enter.

| | | | |
|---|---|---|---|
| User | | To | 9999999999 |
| Program | | To | 9999999999 |
| Date | 00/00/00 | To | 99/99/99 |
| Reviewed | 0 | (0=Non-Reviewed Only, 1=Reviewed Only, 2=Both) | |
| Sequence | 0 | (0=Date, Time, User<br>1=Program, Key 2, Key 3, Date, Time<br>2=User, Date, Time<br>3=WSID, Date, Time) | |
| Run Time Parameter | 1 | (0=Interactive 1=Batch) | |

2 Make entries in these fields as appropriate:

**User/To**

Specify the range of users for which to run the report. Accept the default value to include all users within the specified parameters.

### Program/To

Specify the range of programs for which to run the report. Accept the default value to include all programs within the specified parameters.

### Date/To

Specify the range of dates for which to run the report. Accept the default value to include all dates within the specified parameters.

### Reviewed

Select one of these values to specify the violations to report:

| | |
|---|---|
| 0 | Non-Reviewed Only |
| 1 | Reviewed Only |
| 2 | Both |

### Sequence

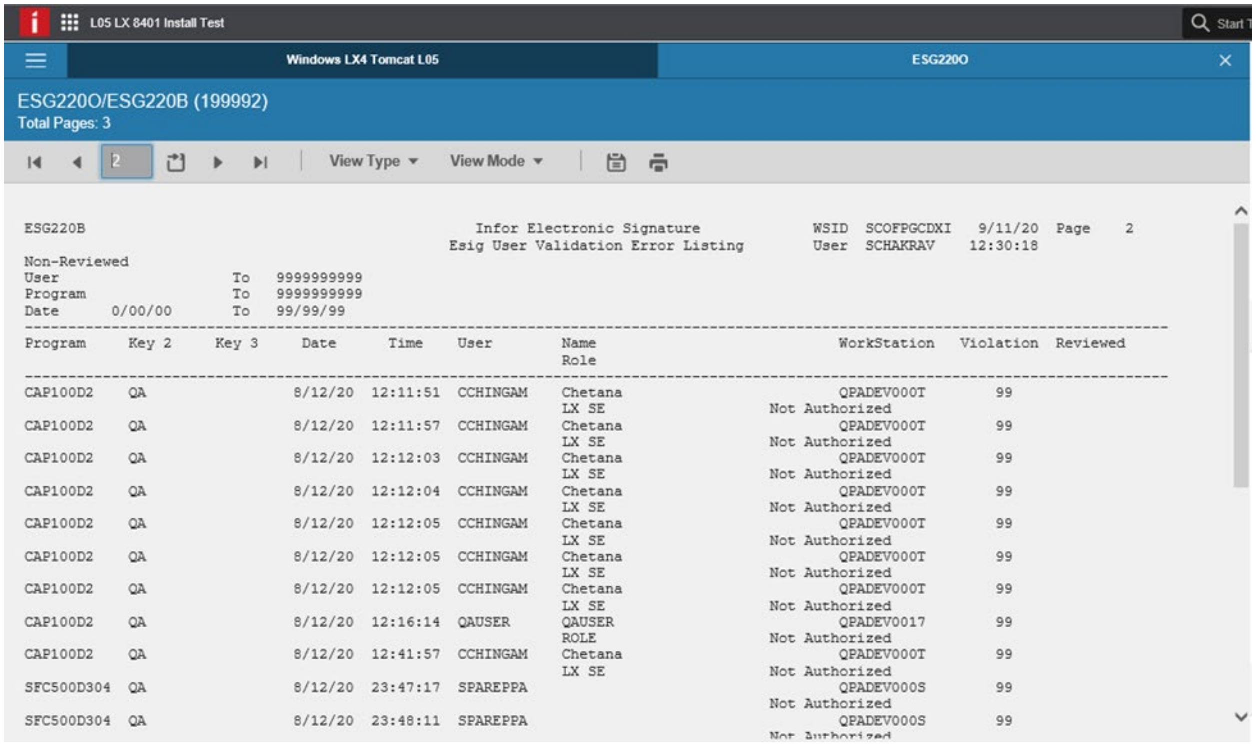
Select one of these values to specify the order for the listing:

| | |
|---|---|
| 0 | Date, Time, User |
| 1 | Program, Key 2, Key 3, Date, Time |
| 2 | User, Date, Time |
| 3 | Workstation ID, Date, Time |

### Run Time Parameter

Specify **0 (Interactive)** to execute this program interactively (real time) or **1 (Batch)** to execute this program in batch mode (job queue). If you select interactive processing, your workstation is unavailable for other tasks until the job finishes.

# Validation Error Listing Report



ESG220O/ESG220B (199992)
Total Pages: 3

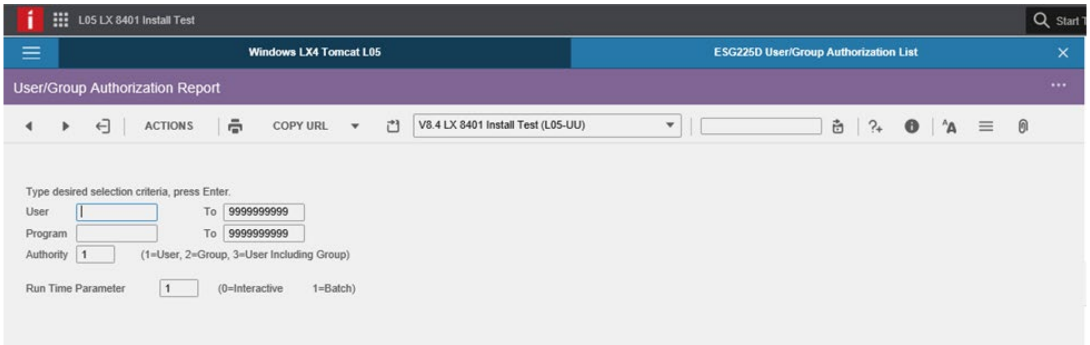
```
ESG220B                                         Infor Electronic Signature         WSID  SCOFPGCDXI   9/11/20  Page    2
                                              Esig User Validation Error Listing   User  SCHAKRAV     12:30:18
Non-Reviewed
User                     To   9999999999
Program                  To   9999999999
Date        0/00/00      To   99/99/99
-----------------------------------------------------------------------------------------------------------------------------------
Program      Key 2      Key 3      Date       Time     User        Name                            WorkStation   Violation  Reviewed
                                                                    Role
-----------------------------------------------------------------------------------------------------------------------------------
CAP100D2     QA                  8/12/20  12:11:51  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
CAP100D2     QA                  8/12/20  12:11:57  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
CAP100D2     QA                  8/12/20  12:12:03  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
CAP100D2     QA                  8/12/20  12:12:04  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
CAP100D2     QA                  8/12/20  12:12:05  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
CAP100D2     QA                  8/12/20  12:12:05  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
CAP100D2     QA                  8/12/20  12:12:05  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
CAP100D2     QA                  8/12/20  12:16:14  QAUSER      QAUSER                            QPADEV0017        99
                                                                    ROLE                     Not Authorized
CAP100D2     QA                  8/12/20  12:41:57  CCHINGAM    Chetana                           QPADEV000T        99
                                                                    LX SE                    Not Authorized
SFC500D304   QA                  8/12/20  23:47:17  SPAREPPA                                      QPADEV000S        99
                                                                                             Not Authorized
SFC500D304   QA                  8/12/20  23:48:11  SPAREPPA                                      QPADEV000S        99
                                                                                             Not Authorized
```

# User Authorization Report (ESG225)

Use User Authorization Report (ESG225) to report on electronic signature authorization for a range of user profiles and programs. You can specify whether to list authorization for users, user groups, or both.

Proceed as follows to run a User Authorization Report:

3 Access User/Group Authorization List (ESG225). The system shows the User/Group Authorization Report (ESG225D-01) screen.


L05 LX 8401 Install Test
Start T
Windows LX4 Tomcat L05
ESG225D User/Group Authorization List
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

User/Group Authorization Report

Type desired selection criteria, press Enter.

User [ ] To 9999999999

Program [ ] To 9999999999

Authority 1 (1=User, 2=Group, 3=User Including Group)

Run Time Parameter 1 (0=Interactive 1=Batch)

4 Make entries in these fields:

**User/To**

Specify the range of user profiles or user groups for which to run the report. Accept the default value to include all user profiles or user groups within the specified parameters.

**Program/To**

Specify the range of programs for which to run the report. Accept the default value to include all programs within the specified parameters.

**Authority**

Specify the level of authority for which to run the report. Select from the following:

1 Print the information for the user profiles within the selected range.

2 Print the information for the user groups within the selected range.

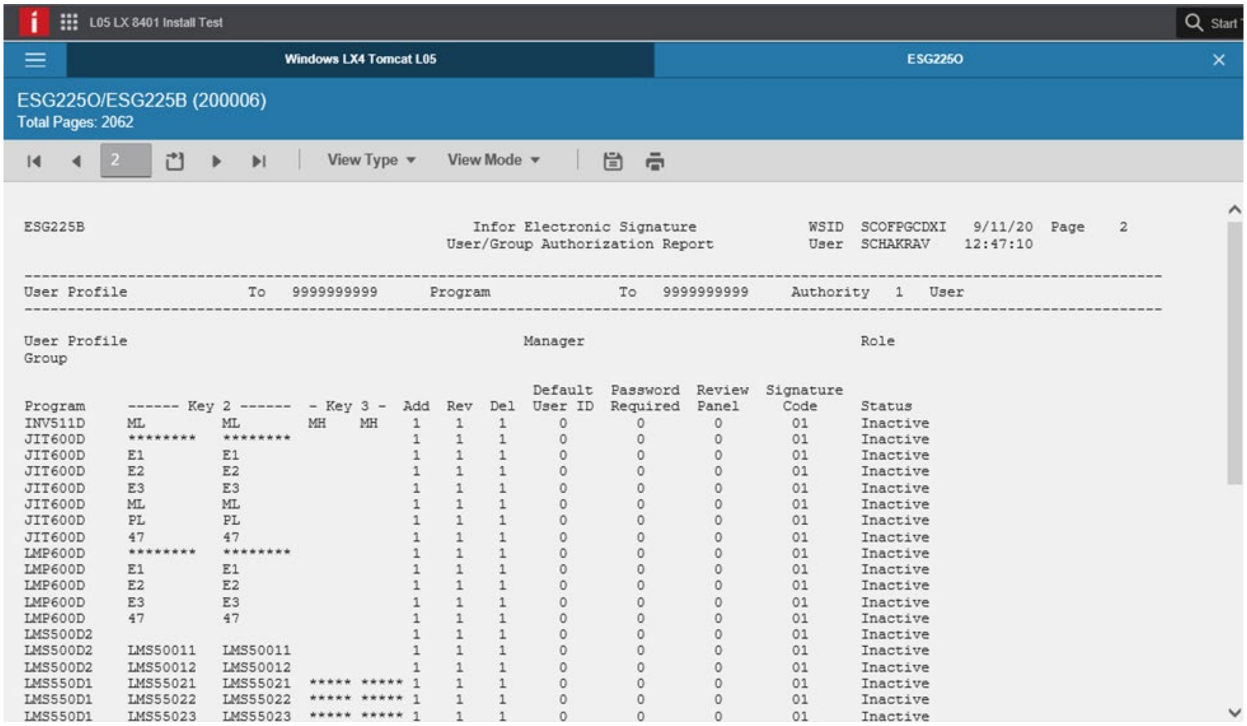
3 Print the information for the user profiles within the selected range along with the user group information.

**Run Time Parameter**

Specify **0** (Interactive) to execute this program interactively (real time) or **1** (Batch) to execute this program in batch mode (job queue). If you select interactive processing, your workstation is unavailable for other tasks until the job finishes.

5 Press **Enter** to run the report.

# User Authorization Report



```
ESG225B                                             Infor Electronic Signature             WSID  SCOFPGCDXI   9/11/20  Page    2
                                                 User/Group Authorization Report           User  SCHAKRAV    12:47:10

------------------------------------------------------------------------------------------------------------------------------------
User Profile              To   9999999999      Program               To   9999999999     Authority   1   User
------------------------------------------------------------------------------------------------------------------------------------

User Profile                                              Manager                                Role
Group

                                                           Default  Password  Review  Signature
Program     ------ Key 2 ------  - Key 3 - Add   Rev  Del  User ID  Required  Panel     Code     Status
INV511D     ML         ML        MH    MH    1    1    1      0        0        0        01      Inactive
JIT600D     ********   ********              1    1    1      0        0        0        01      Inactive
JIT600D     E1         E1                    1    1    1      0        0        0        01      Inactive
JIT600D     E2         E2                    1    1    1      0        0        0        01      Inactive
JIT600D     E3         E3                    1    1    1      0        0        0        01      Inactive
JIT600D     ML         ML                    1    1    1      0        0        0        01      Inactive
JIT600D     PL         PL                    1    1    1      0        0        0        01      Inactive
JIT600D     47         47                    1    1    1      0        0        0        01      Inactive
LMP600D     ********   ********              1    1    1      0        0        0        01      Inactive
LMP600D     E1         E1                    1    1    1      0        0        0        01      Inactive
LMP600D     E2         E2                    1    1    1      0        0        0        01      Inactive
LMP600D     E3         E3                    1    1    1      0        0        0        01      Inactive
LMP600D     47         47                    1    1    1      0        0        0        01      Inactive
LMS500D2                                     1    1    1      0        0        0        01      Inactive
LMS500D2    LMS50011   LMS50011              1    1    1      0        0        0        01      Inactive
LMS500D2    LMS50012   LMS50012              1    1    1      0        0        0        01      Inactive
LMS550D1    LMS55021   LMS55021  ***** ***** 1    1    1      0        0        0        01      Inactive
LMS550D1    LMS55022   LMS55022  ***** ***** 1    1    1      0        0        0        01      Inactive
LMS550D1    LMS55023   LMS55023  ***** ***** 1    1    1      0        0        0        01      Inactive
```

# Chapter 4 Operations

## Introduction

This chapter describes the operations programs in the Infor Electronic Signature application.

- Post Sign (ESG110)

  Sign for multiple electronic records.

- Security Violation Purge (ESG900)

  Delete records from the Security Violations file up to a specified date.

- Esig Archive/Restore Signature Record (ESG912D)

  Copy ESG signature records from live files to history files, and from history to storage media. Restore the records from storage media to history files, and from history files back to live files as needed.

## Post Sign (ESG110)

Use Post Sign (ESG110) to sign a batch of electronic signature records. Users can sign multiple transactions at the same time without having to interrupt processing to sign electronically.

The system shows the Post Sign program after you exit to a menu from certain programs. These programs are specific to your PBS. See the *Infor LX Electronic Signature 3.0 Installation Guide.*

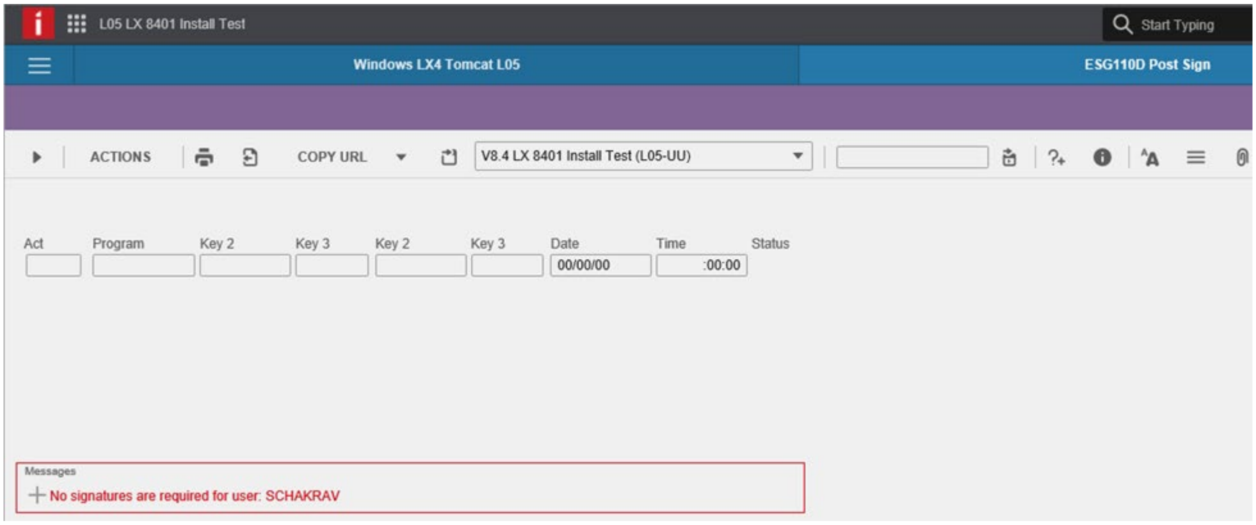
The system shows the Post Sign screen if the time elapsed since program entry exceeds the time you specified for the electronic signature system parameters. See the *Infor LX Electronic Signature 3.0 Installation Guide*.

If your system ends abnormally and unsigned records exist, you must access Post Sign (ESG110D1) from the ESG menu and sign unsigned records for your user ID. If you do not use the Post Sign program, the system requires you to sign for these records the next time you access any program that requires electronic signature records to be post signed.

The system shows only the records for the user who created the unsigned electronic signature records.

To post sign for a transaction that requires an electronic signature.

1 Access Post Sign (ESG110) from a calling program or the ESG menu. The system shows the Post Sign (ESG110D-01) screen, which lists the unsigned records requiring an electronic signature.



No signatures are required for user: SCHAKRAV

2 Make entries in these fields as appropriate:

Action (Act)

| | |
|---|---|
| `5 (Display)` | Display the details for this record. |
| `8 (Position To)` | Reposition the list to begin with a specific record. |
| `11 (Select/Deselect)` | Select or clear specific records. Press F15 (Select All) to select all records. |

Use the following fields to position to a specific record:

**Program**

Specify the program.

**From Key 2**

Specify the lower key 2 value.

**From Key 3**

Specify the lower key 3 value.

**To Key 2**

Specify the upper key 2 value.

**To Key 3**

Specify the upper key 3 value.

**Date**

Specify the date.

**Time**

Specify the time.

3 Press **F6** (Accept) to process all selected records. The system shows the User Verification window.

4 Make entries as appropriate to sign for the selected records. See the Overview on page **Error! Bookmark not defined.** for a description of the fields.

# Security Violations Log Purge (ESG900)

Use Security Violations Log Purge (ESG900) to delete records from the Security Violations file (ESGSV), up to a specified date.

To purge records from the Security Violations file:

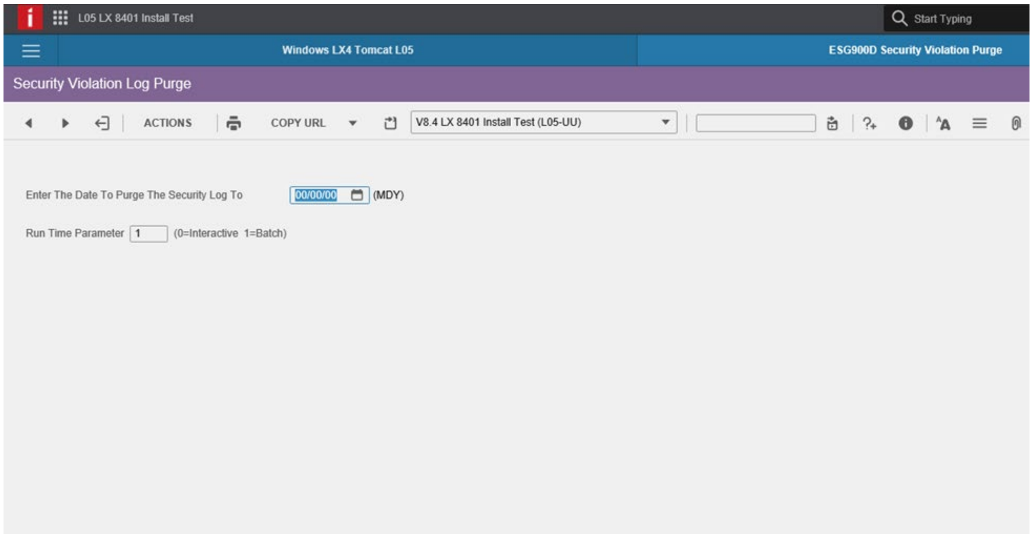
1 Access Security Violations Log Purge (ESG900). The system shows the Security Violation Log Purge (ESG900D-01) screen.

2 Make entries in the fields:

**Enter the Date To Purge The Security Log To**

Specify the date up to which to purge the files.

**Run Time Parameter**


L05 LX 8401 Install Test
Start Typing
Windows LX4 Tomcat L05
ESG900D Security Violation Purge
Security Violation Log Purge
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Enter The Date To Purge The Security Log To 00/00/00 (MDY)

Run Time Parameter 1 (0=Interactive 1=Batch)

Specify **0** (Interactive) to execute this program interactively (real time) or **1** (Batch) to execute this program in batch mode (job queue). If you select interactive processing, your workstation is unavailable for other tasks until the job finishes.

3 Press **F6** (Accept) to delete the records.

# ESG Archive/Restore Signature record (ESG912D)

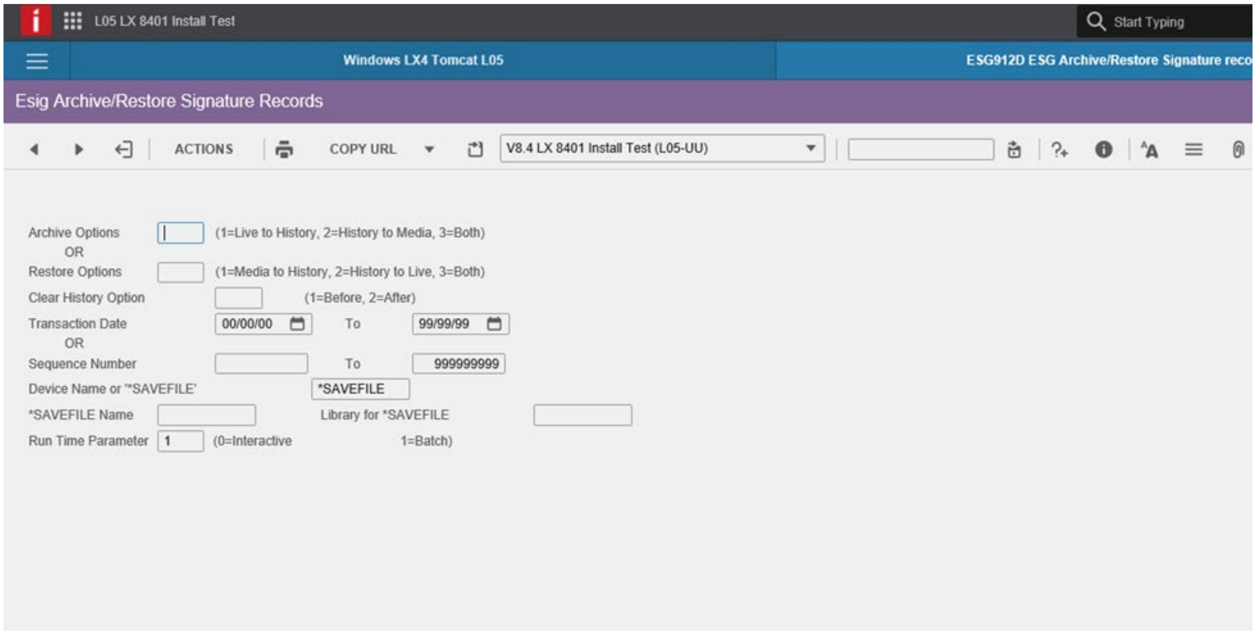
The ESG Archive/Restore Signature record program (ESG912D) provides you with the ability to move ESG signature records from the live files to history files, and from the history files to storage media. You can also use this program to copy ESG signature records from storage media back to the history files, from which you can then restore them to the live files if needed. This capacity allows you to safeguard and recover ESG signature data in the event of machine failure or other disaster recovery situations.

Use the Esig Archive/Restore Signature Record screen (ESG912D-01) to initiate an archive or restore process for ESG signature records. Other parameters on this screen allow you to choose whether and when to clear the history files and where to copy the history data if you choose to save it to another location or to external media.

See the descriptions for individual fields for information about restrictions to the use of each field.

To archive and restore ESG signature records.

1 Access ESG Archive/Restore Signature record  (ESG912D) from the ESG menu. The system displays the Esig Archive/Restore Signature Record (ESG912D-01) screen.


L05 LX 8401 Install Test
Start Typing
Windows LX4 Tomcat L05
ESG912D ESG Archive/Restore Signature reco
ACTIONS
COPY URL
V8.4 LX 8401 Install Test (L05-UU)

Esig Archive/Restore Signature Records

Archive Options (1=Live to History, 2=History to Media, 3=Both)
OR
Restore Options (1=Media to History, 2=History to Live, 3=Both)
Clear History Option (1=Before, 2=After)
Transaction Date 00/00/00 To 99/99/99
OR
Sequence Number To 999999999
Device Name or '*SAVEFILE' *SAVEFILE
*SAVEFILE Name Library for *SAVEFILE
Run Time Parameter 1 (0=Interactive 1=Batch)

2 Make entries in the fields (ESG912D-01) screen:

**Archive Options**

If you want to archive signature records, specify the number of the archive option to use. Leave this field blank if you are performing a restore operation. Specify a value in either this field or the Restore Options field.

These options are available:

- 1=Live to History
- 2=History to Media

- 3=Both

If you choose option 1 or 3, specify a transaction date range or a sequence number range of the records to copy. If you choose options 2 or 3, specify a device name or *SAVEFILE, and, for a *SAVEFILE, the name of the file and the library in which to create it.

**Restore Options**

If you want to restore signature records, specify the number of the restore option to use. Leave this field blank if you are performing an archive operation. Specify a value in either this field or in the Archive Options field.

These options are available:

- 1=Media to History
- 2=History to Live
- 3=Both

If you choose option 2 or 3, specify a transaction date range or a sequence number range of the records to restore to the live files.

If you choose option 1 or 3, the program first copies the contents of your history file to a work file and compares it to the data that is restored to history. If any of the records that are restored have transaction dates or sequence numbers that match the ones already in the history file, the restore does not proceed.

**Clear History Option**

Specify the number of the Clear History Option to use. Leave the field blank if you do not want to clear the history file.

These options are available:

- **Blank**. Do not clear the history file.
- **1=Before**. Clear the history file before you copy records to it from live files. This option is only valid for Archive Options, and only if you specify **1=Live to History or 3=Both** in that field.
- **2=After**. Clear the history file after you copy records from it to the *SAVEFILE or external media. This option is only valid for Archive Options, and only if you specify **2=History to Media** or **3=Both** in that field.

**Transaction Date Range**

These range fields apply only to copying records between live files and history files. Specify a range of values to limit the records to archive or restore by transaction date. If you chose an archive or restore option that includes copying records between live files and archive files, you must specify a valid range for either the Transaction Date or the Sequence Number, but not both.

**Sequence Number Range**

These range fields apply only to copying records between live files and history files. Specify a range of values to limit the records to archive or restore by sequence number. If you chose an archive or restore option that includes copying records between live files and archive files, you must specify a valid range for either the Transaction Date or the Sequence Number, but not both.

**Device Name or *SAVEFILE**

Specify a device name or *SAVEFILE if you are copying records between the history file and external storage media or a save file. If you specify *SAVEFILE you must also specify the name of the *SAVEFILE and the library in which this file resides.

**NOTE:** If you are copying from the history file to a *SAVEFILE, the program creates a save file with the name you specify in the *SAVEFILE Name field in the library you specify in the Library for *SAVEFILE field. If there is already a save file with the specified name in that library, and that file contains records, you will receive a message that allows you to confirm or abort the save.

***SAVEFILE Name**

Specify the name of the *SAVEFILE into which to save the history records.

**Library for *SAVEFILE**

Specify the library in which the *SAVEFILE resides.

**Run Time Parameter**

Specify **0=Interactive** to process the data in real time or **1=Batch** to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

3 Press **F6** (Accept) to accept your entries and process the screen.