



**LAW
MASTER[®]**

Law Practice Technology

Digital Signature in LawMaster

Version: V1.1

Last Updated on: 05/06/2020

Upgrade.

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Document Revisions

The following table lists all the updates made in the document from its previous version.

Version Number	Owner	Updates
V0.1	AXP	First Draft
V0.2	PHB	Reviewed
V1.0	AXP	Incorporated Reviews. First Release of the Document.
V1.1	BF	Edited information around adding the <<signature>> tag and added the Disabling Digital Signatures when Finalising a Document section.

Contents

DOCUMENT REVISIONS	2
DIGITAL SIGNATURES.....	4
Overview	4
Viewing Downloaded Digital Signature	4
In Chrome.....	4
In Internet Explorer	4
Adding Digital Signature in LawMaster	4
Disabling Digital Signatures When Finalising a Document	7

Digital Signatures

Overview

The use of electronic documents and signatures has become common and popular practice with the use of emails, digital word-processing, document digitisation and electronic signature tools.

A digital signature is an advanced type of electronic signature intended to deliver reliability, authenticity and integrity through a coded message unique to the signer and the document. Once signed, the document cannot be altered without invalidating the digital signature – enabling the original author of the document to track any changes made.

In LawMaster, you can attach a digital and electronic signature or electronic signature to a document.

Viewing Downloaded Digital Signature

Obtain a Digital Signature from an external party (e.g. Comodo).

In Chrome

1. Click the three vertical dots to open the menu options of your Chrome browser.
2. Click [Settings](#) → [Advanced](#).
3. Scroll to the [Manage Certificates](#) option. This will open a [Certificate](#) window where you can view and import the digital certificates to a desired location on your system.

In Internet Explorer

1. Click the Tools icon  and select [Internet Options](#).
2. The [Internet Options](#) window opens.
3. Click on the [Content](#) tab and select [Certificates](#) to view and import the digital certificates to a desired location on your system.

Adding Digital Signature in LawMaster

To add a digital signature in LawMaster, please refer to the steps below:

1. If this is the first time you have used Digital Signatures, have an image file ready for your electronic signature (.jpg .gif or .bmp file formats). If you have used Digital Signatures before, your image file (electronic signature) will be saved at the following location on your system:
AppData\LawMaster\PracticeManagement\

2. Drag and drop a Word document to the [Matter Folios](#) or merge up a document template from LawMaster that results in a Word document.
3. Edit the Word document and add the following to the document where you would like your electronic signature image to appear: <<signature>>. We recommend adding the <<signature>> tag in a clear or white font colour so that if you choose to not digitally sign the document, which replaces the tag with your signature image, the tag will not appear on any published or client-facing documents.
4. Save and close the document
5. Finalise the document.
 - a. [Enquiries](#) → [Folios](#) → right-click → context menu → [Finalise](#).
 - b. The system displays the following confirmation message.

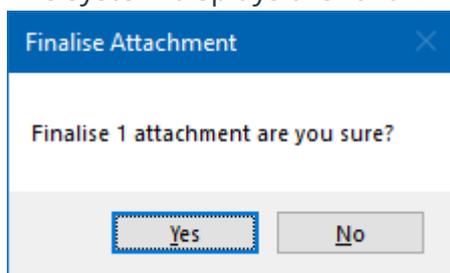


Figure 1: Finalise Attachment Confirmation Message

- c. Click [Yes](#). The system displays a message if you would like to sign the attachment.

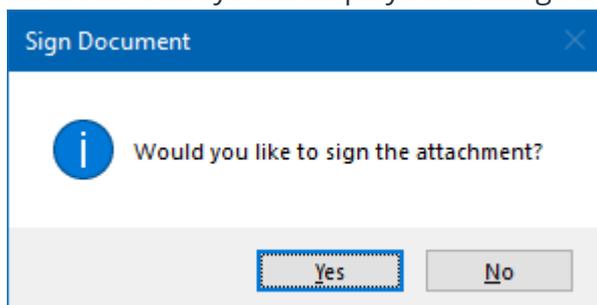


Figure 2: Sign the Document Confirmation Message

- d. Click [Yes](#).
 - e. If this is the first time, locate your image file for your electronic signature (see Step 2 above).
 - f. The [Sign](#) dialogue box opens automatically in Word for you to enter signature details (see the screenshots below).

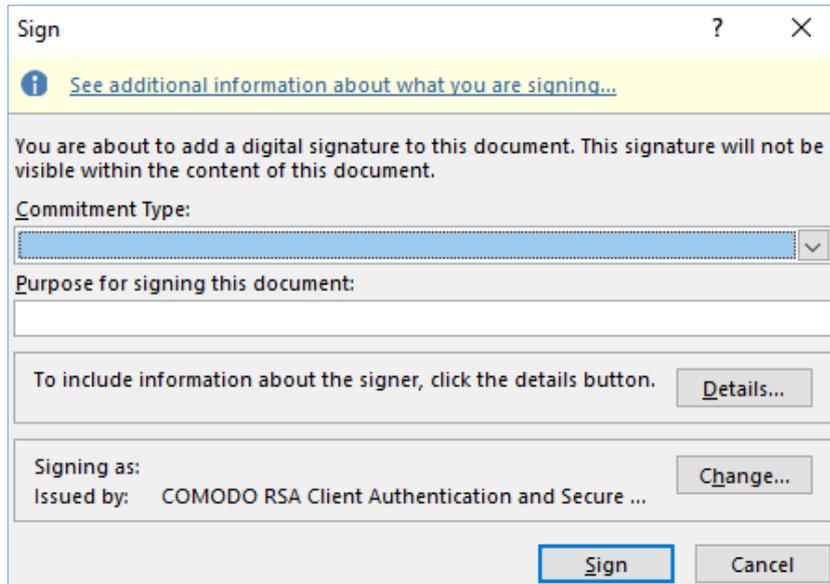


Figure 3: Inserting Signature into the Word Document

- g. Upon clicking the **Sign** button, the following confirmation message is displayed by the system.

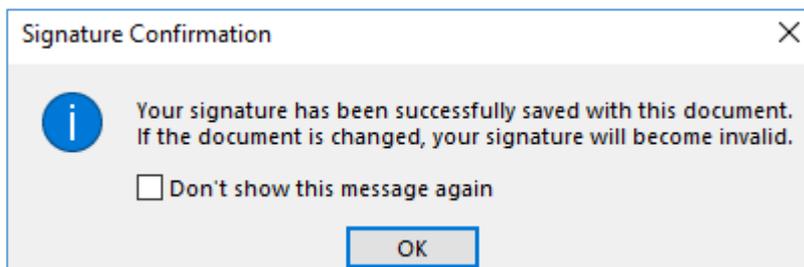


Figure 4: Confirmation Message displayed upon Successfully Attaching the Digital Signature in a Document

- h. Click **OK**. Your document is now finalised and digitally signed.
- i. If you click **Cancel** on the **Sign** dialogue box, the process is cancelled. The document is closed and checked back in (without saving the electronic signature image). The system prompts the following message:



Figure 5: Message displayed upon Cancelling the Signing of the Document

- j. Clicking **Yes** will finalise the document without the digital or image signature.

The finalised document will appear with  indicator in the **Finalise** column on the **Matter Folios** grid.

Notes: It is possible to add the electronic signature image to a:

- ❖ **Document Template** under **Workflow Development** in LawMaster, so that when the template is merged, the user will be able to select the type of sign-off including their electronic signature image. If you would like this to be set up, please contact the [HelpDesk](#) and they will be able to action this under a support request.

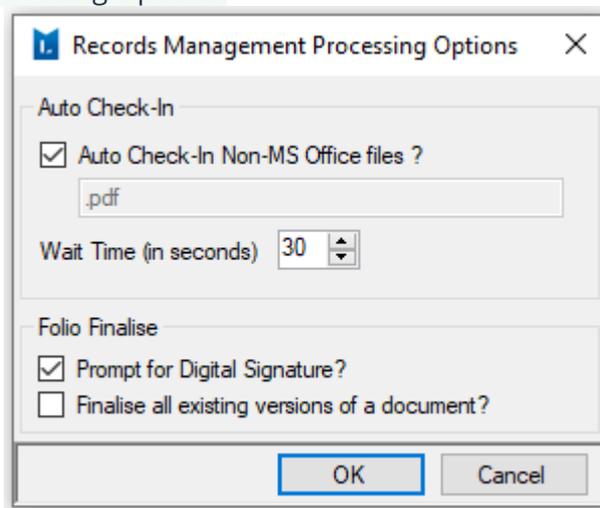
OR

- ❖ an existing Word document using the Quick Picks functionality in Microsoft Word. Please refer to the Microsoft Office Support link <https://support.office.com/en-us/article/use-quick-parts-and-autotext-in-word-7a527697-058f-4967-b8f1-aae0774e4813> for help with inserting the Quick Parts in your Word Document.

Disabling Digital Signatures When Finalising a Document

As of the LawMaster Canada R2 release, you can disable the digital signature prompt and functionality when finalising a document.

To do so, untick the **Prompt for Digital Signature?** checkbox in **Parameters > Set Parameters > Records Management > Processing Options**:



Note that while this disables the prompt that asks you for a signature from appearing, it also will not replace the <<signature>> tag with a signature image. Therefore, ensure that when you add the <<signature>> tag to a document, that it is added in a clear or white font colour, so that the tag will not appear in a final or published document.