

MobileEndorse IOS App V1.01 User Guide

March, 2015

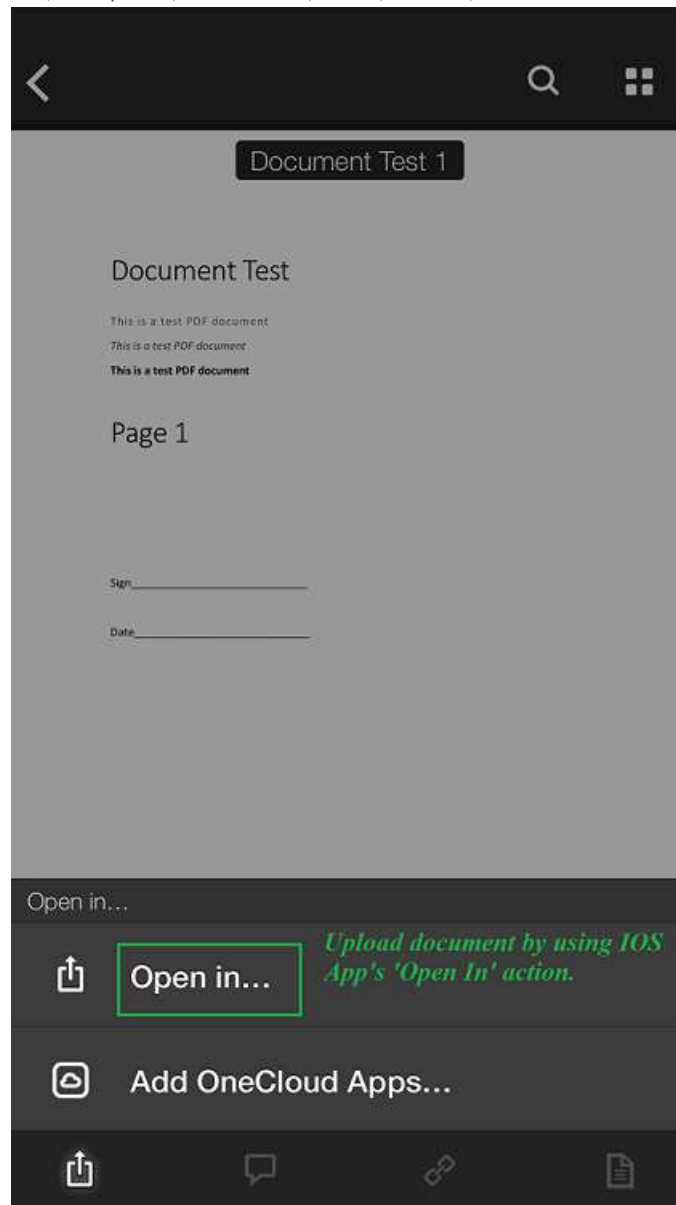
Version 1.01

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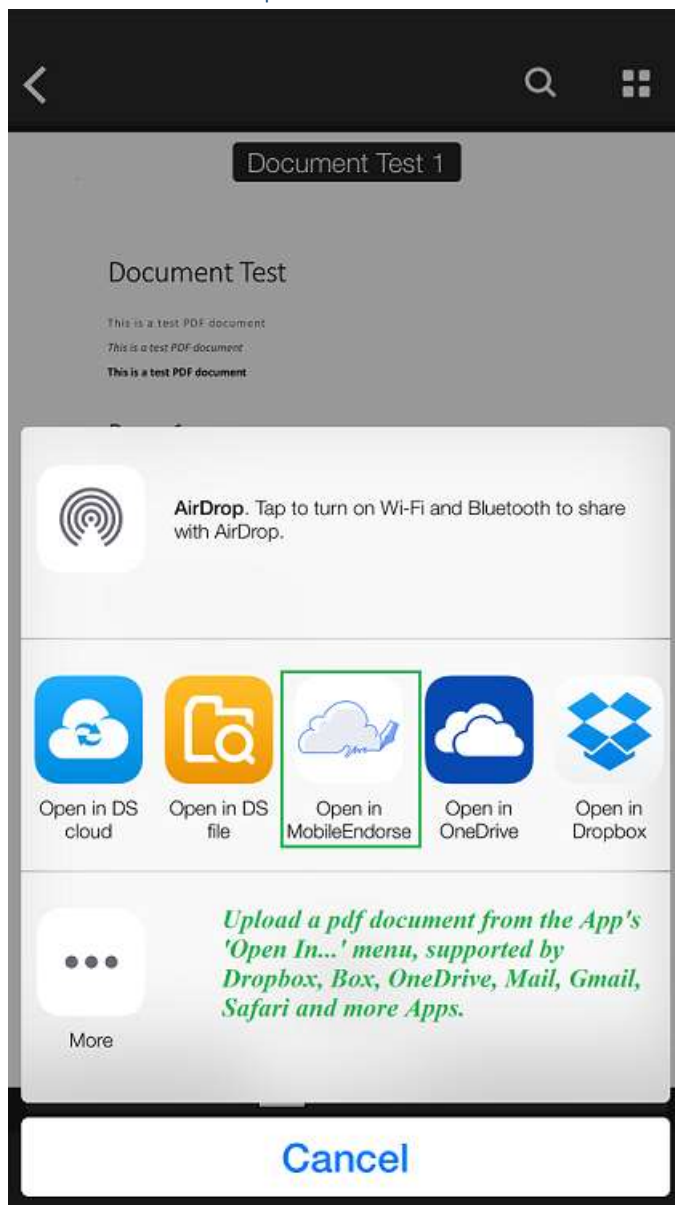
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I. To upload a file.

- 1) Open pdf file in any App, find the 'Open In' menu; it is supported by multiple Apps, like Box, Dropbox, OneDrive, Mail, Gmail, Baidu Cloud etc:




2) Select MobileEndorse in the 'Open In' menu:



- 3) Fill out the upload page with signer email and request name, and upload:

SIGNERS:

info@mobileendorse.com 

In order, separated by semicolon (;), up to 2.


SUBJECT OF THE REQUEST:

MobileEndorse Test 1.pdf

File Size (MB) 0.039

The file size limit is 5MB. Files larger than limit can't be submitted.

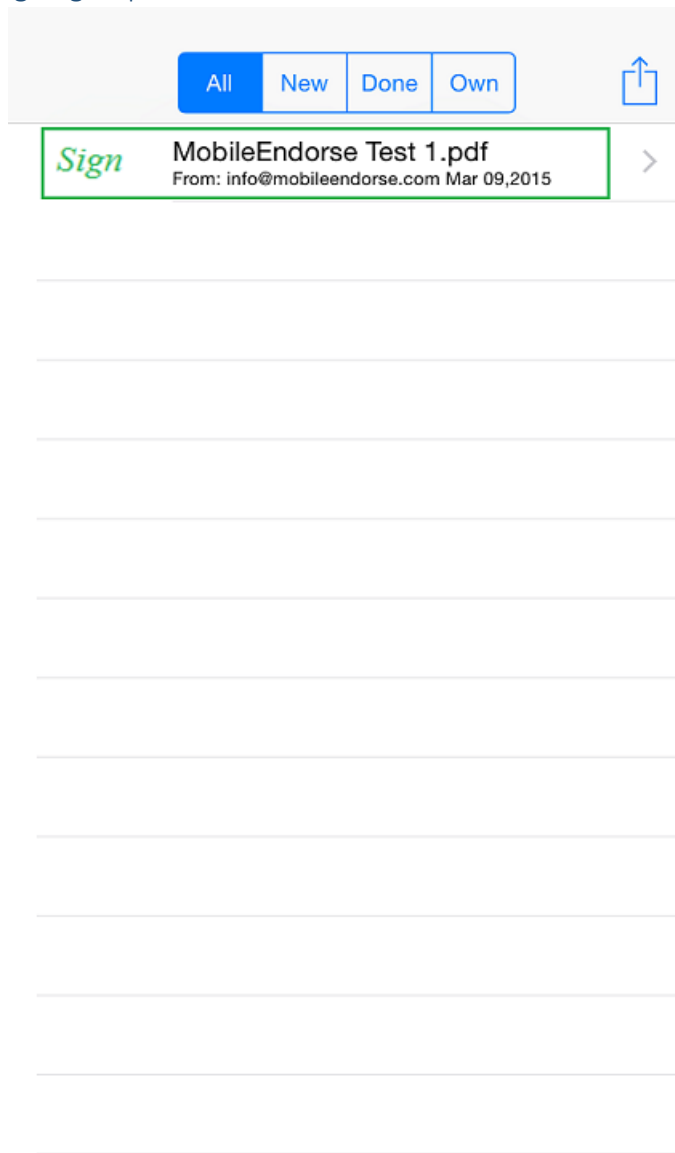
[Cancel](#) [Upload](#)



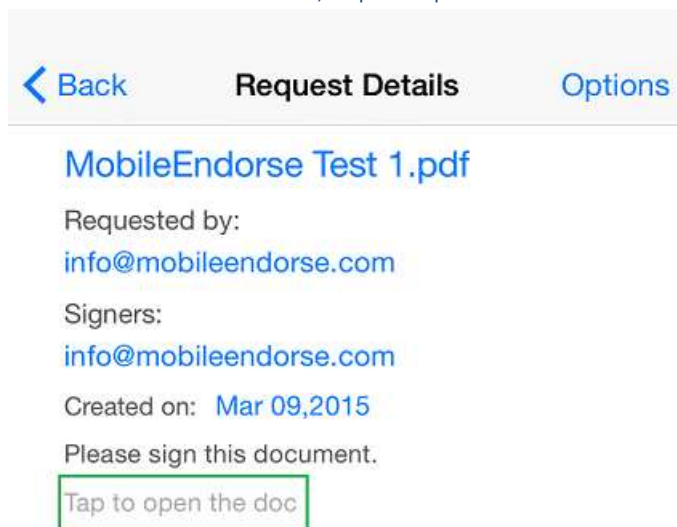
A standard mobile QWERTY keyboard is displayed below the form, with a blue 'Done' button on the right.

// To view the document.

4) Open the signing request:



5) Once the document is downloaded, tap to open it:



///. To Sign the document.

- 6) Navigate to desired signature zone on the page. Click on the Zone button to lock the page slider.
- 7) Touch and move with one finger tip to define the Signature Zone.
- 8) Click on the Sign button, which will bring up the Signature Panel.



Page 1

2. Touch and move with a finger tip to define the signature zone.

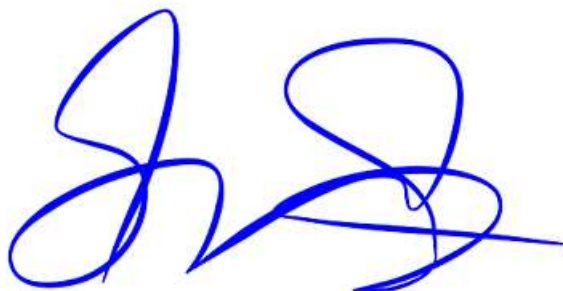
Sign _____

Date _____

9) Sign on the Signature Panel. Choose desired pen color.

[← Back](#)

Provide Signature

A blue handwritten signature consisting of stylized, cursive letters, possibly reading 'JRS'.

E-Signed 2015-03-09 11:54-0400

Pen

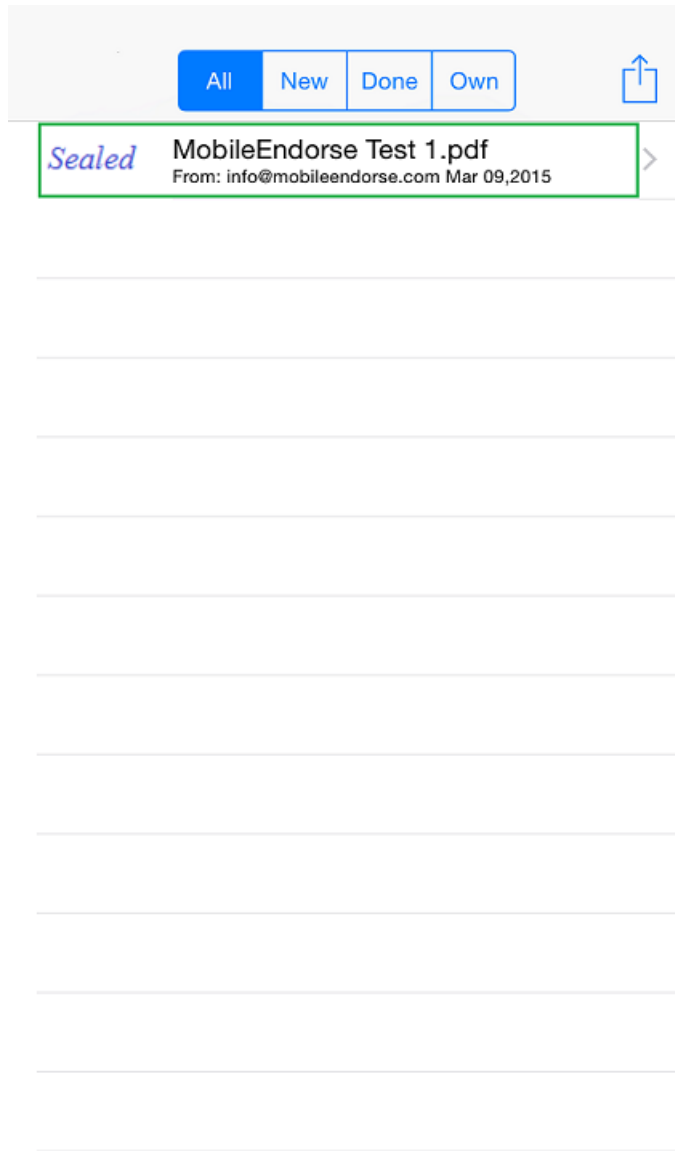
Reset

Confirm

10) Confirm to bring up the Signed Document Submit preview window.

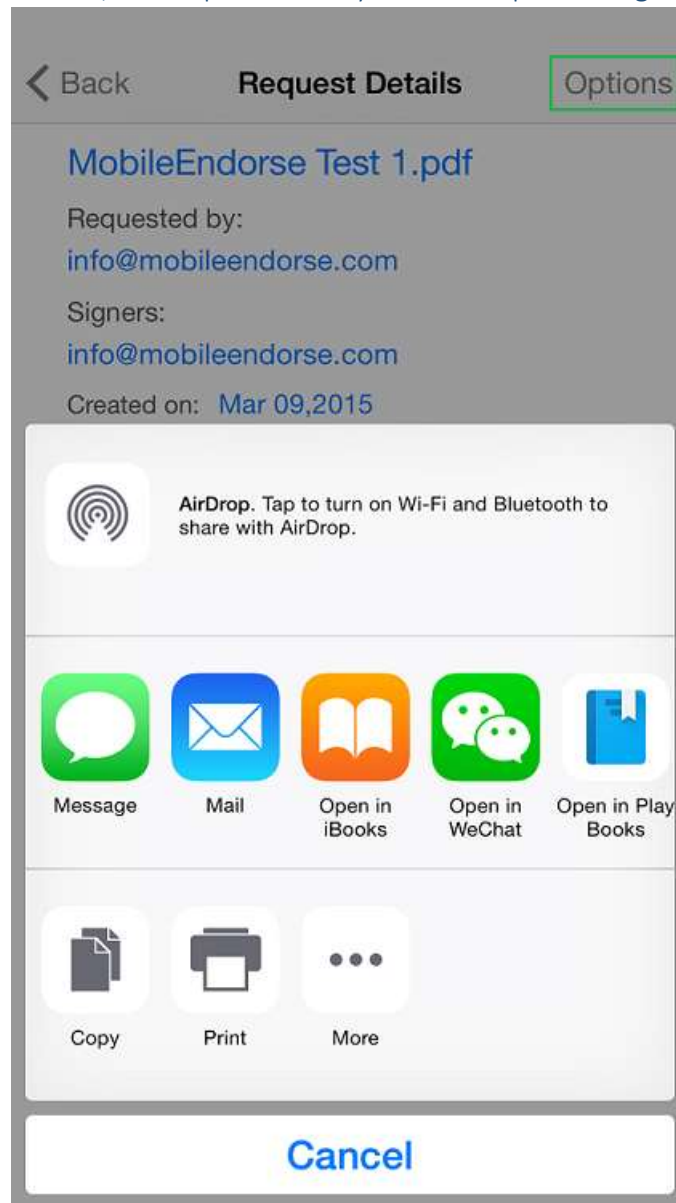
IV. To submit the document

- 11) Signed document can be submitted or discarded from the Document Submit preview window.
- 12) Once a document is signed, its status will change accordingly.



V. To download or transfer the document

- 13) Use the 'Options' button to download the document to cloud storage, or to attach to an email, or to open with any other PDF processing Apps.



VI. Deletion and clean up

Document owner can delete a document from the system, by swiping the request entry to the left and click 'delete':

- 1) If the document was not updated at all, it will be deleted instantly;
- 2) If the document was partially signed, it will be kept until a partial retention period since its latest update has expired;
- 3) If the document was signed and sealed, it will be kept for its full retention period since its latest update.

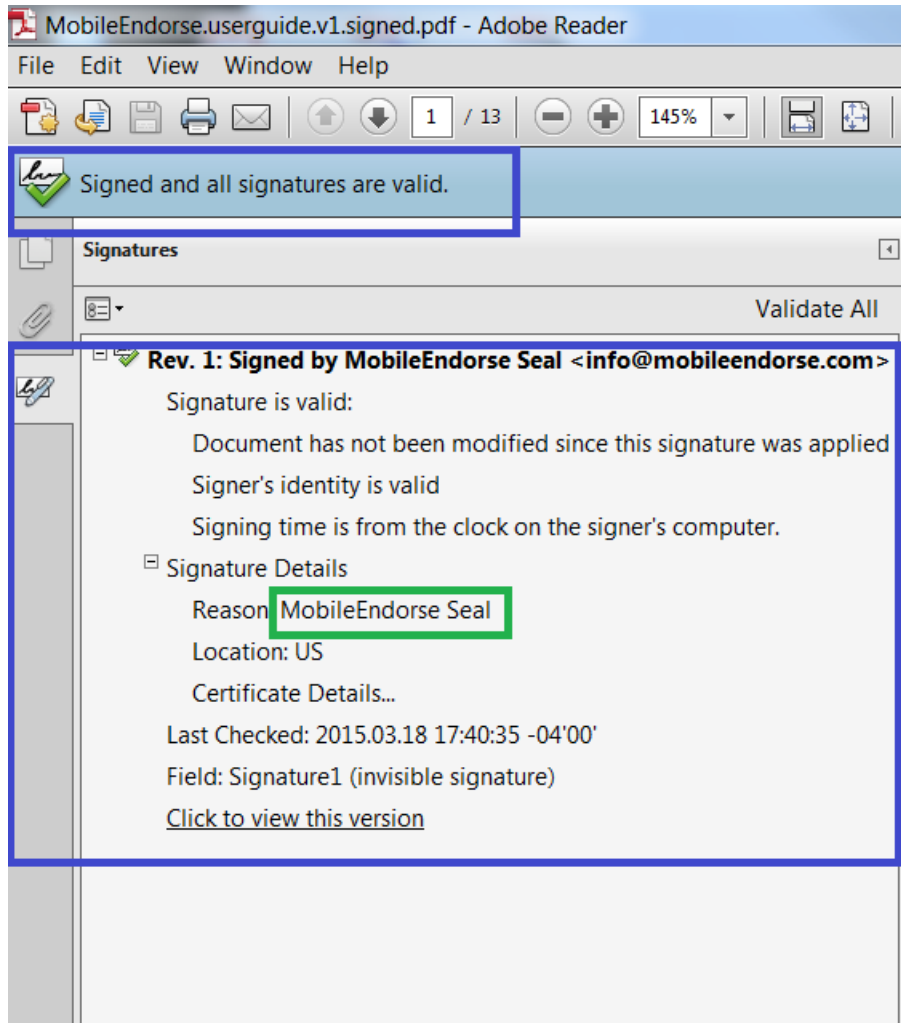
During system maintenance, if an account has been inactive for a certain period of time, the account will be put to sleep, and its documents will be purged accordingly, the user needs to re-active the account by going through the registration process.

VII. Feature list

	<i>MobileEndorse App (Free)</i>	<i>Enterprise Adapter for MobileEndorse</i>
Active Storage per user	<i>10/20/50</i>	<i>100/500/1000/2000</i>
Archive Retention for signed document	<i>7 days</i>	<i>30 days/ 90 days/ 1 year/5 years/Configurable</i>
Archive Retention for partially signed document	<i>2 days</i>	<i>2 days/30 days/Configurable</i>
Maximal Number of Signers	<i>2</i>	<i>6/Configurable</i>
Upload PDF Documents	<i>Supported</i>	<i>Supported</i>
Upload Office Documents	<i>NA</i>	<i>Supported</i>
Portal Instance	<i>Cloud Shared.</i>	<i>Cloud Shared/ Cloud dedicated/ Intranet dedicated</i>
Administrator Console	<i>NA</i>	<i>User management, policy management, settings.</i>
Integration with	<i>IOS Cloud storage, IOS Email Client</i>	<i>IOS Cloud storages, IOS Email Clients, SharePoint, SharePoint Online, Salesforce, internal storage and more.</i>
Sync with storage	<i>NA</i>	<i>SharePoint, SharePoint 365, Salesforce</i>
Email support	<i>NA</i>	<i>YES</i>
Phone support	<i>NA</i>	<i>YES</i>

VIII. Digital Seal and Adobe Reader

Documents signed in MobileEndorse are sealed with a Digital Seal, this Digital Seal can be displayed in and be verified by Adobe Reader.



Before you can verify the digital seal, the digital certificate needs to be trusted by Acrobat Reader:

1. Please download a sample document embedded with authentic MobileEndorse certificate, which can be found here:
<http://portal.mobileendorse.com/Publicfiles/MEcertimport.sample.pdf>
2. Open the document with Acrobat Reader;
3. Open certificate detail, add MobileEndorse to Trusted Identities;
4. Now the certificate has been imported and can be used to verify all signed documents created in MobileEndorse.

