



# User's Guide

For

## e-APP e-Register Version 3.2

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# 1. Introduction

This User Guide contains instructions for operating the electronic Apostille Pilot Program's (e-APP) free electronic register (e-Register). The e-Register is a PHP web application that runs on a MySQL database server. This User's Guide is not a technical document and it assumes that a qualified IT technician has installed the e-Register on a web server.

## 2. User's Guide

### 2.1 General Features

- When entering information in any fields, a red asterisk (\*) indicates the entry is REQUIRED. Otherwise, the entry is optional.
- The e-Register is a web application created using freely available, open-source software, including PHP and a MySQL database. Experienced software developers and IT administrators may modify or extend the functions of the software.
- The e-Register software is royalty free.
- The e-Register is distributed free of charge to all Competent Authorities under the terms of the GNU General Public License.

### 2.2 User Accounts

There are two user accounts available in the free e-Register.

As an **Administrator**, one can perform the following activities:

- a) Create e-Register
- b) View Register Logbook
- c) Look Up Register Entry
- d) Edit Your Account
- e) Admin Center Activities
- f) Change Password
- g) Download Report Entries

As a **Normal** user, one can perform the following activities:

- a) Change Own User Password (but not other User's passwords)
- b) Look Up Register Entry to Check Apostille

## 2.3 Creating a New User Account and Logging In

By default, when a new user requests a login using the Sign Up function on the e-Register login page (Figure 1: Login Page with Sign Up feature highlighted), the User account is set to Normal. Only an Administrator can change the account type to an Administrator.

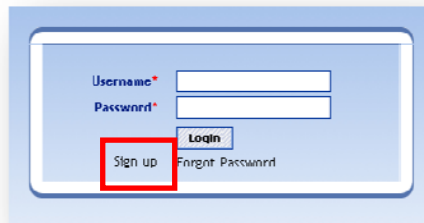


Figure 1: Login Page with Sign Up feature highlighted

- Required information is marked with a red asterisk.
- A new user must enter a user name, password and e-mail address.
  - User Name shall be a minimum of 5 characters
  - Password shall be a minimum of 4 characters
  - The e-mail address must be a valid type of the form 'sample@sample.com'
- After entering all required information, the new user must click the **Join** button to complete the new user registration process (Figure 2: New User sign up screen).
- After clicking the Join button, the new user may log in into the e-Register by clicking the Back to Login link (Figure 3: Successful registration of New User).
- After clicking the Back to Login link, the new user may log in into the e-Register by clicking entering the correct username and password and clicking the Login button (Figure 4: Login screen).

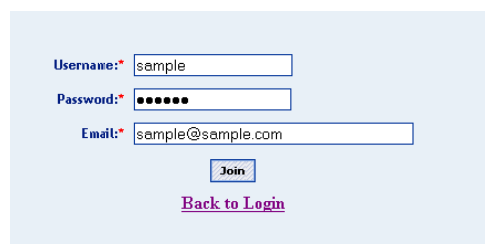


Figure 2: New User sign up screen

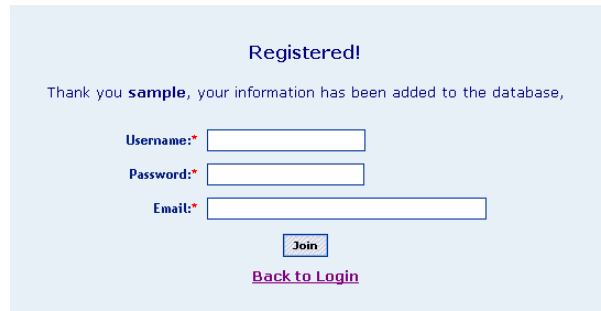


Figure 3: Successful registration of New User



Figure 4: Login screen

## 2.4 Normal Users

- A normal user only has the ability to use the Forgot Password function, the Look Up Register Entry function, and the Edit Your Account function.
- When a normal user logs in, they see the normal user welcome screen (Figure 6: Normal User welcome screen).

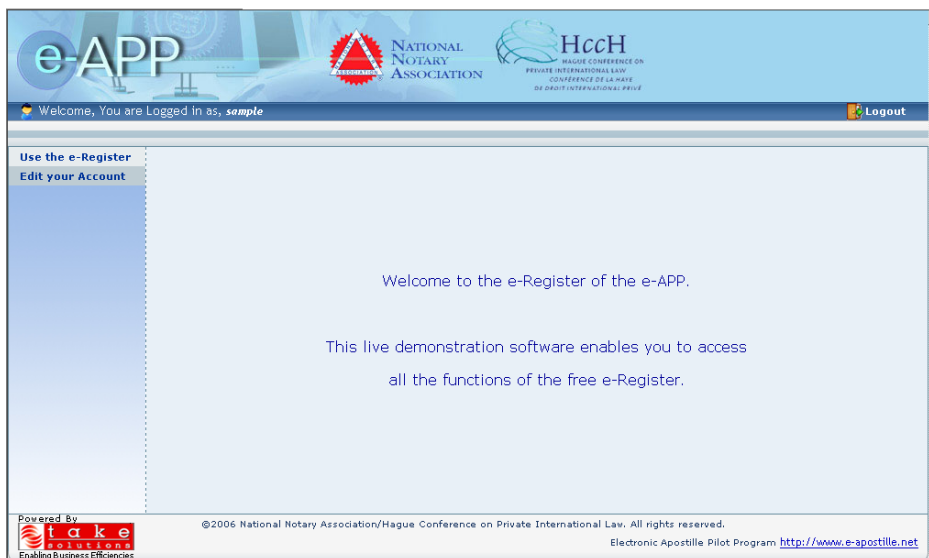


Figure 5: Normal User welcome screen

### 2.4.1 Forgot Password

- After creating a user account, a user may request a new password in the event the user forgets his/her password.
- To create a new password, click the Forgot Password link on the login page of the e-Register. Then, enter the username and click Get New Password.
- The e-Register system will generate a new password and email it to the registered email address of the user.

**Figure 6: Forgot Password screen**

## 2.4.2 Edit Your Account

- After logging in, a normal user may edit the password and email address associated with his/her account.
- To edit your account, click the Edit Your Account link on the navigation menu.

**Figure 7: Edit Your Account screen**

## 2.5 Admin Users

- Admin Users are special administrator accounts. An Admin User has access to ALL the functions of the e-Register and has the ability to control normal user

accounts. When an Admin User logs in, the user sees the Admin User welcome screen (Figure 8: Admin User welcome screen).

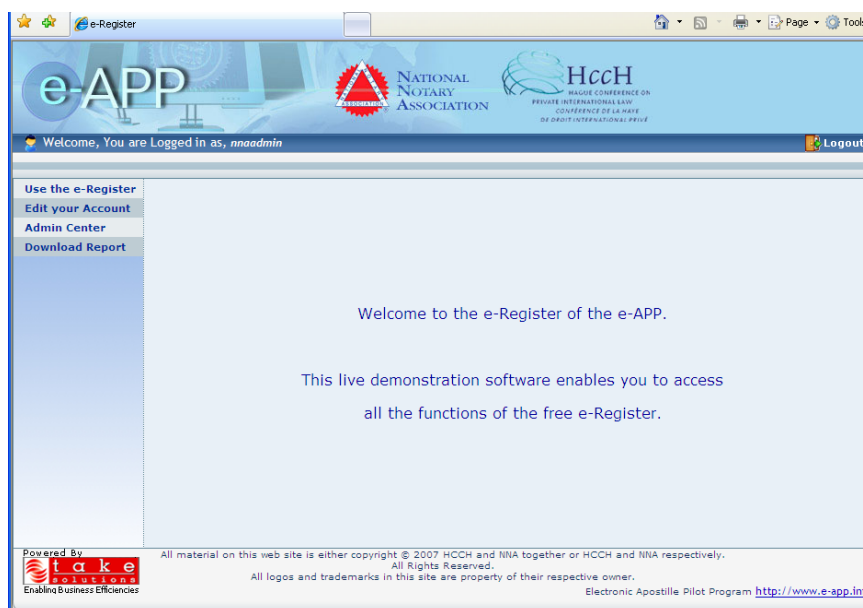


Figure 8: Admin User welcome screen

## 2.5.1 Admin Center Menu

- The Admin Center menu provides access to the following features:
  - User Table Content (list of all users in the e-Register database)
  - Update User Level (change normal user to admin user or vice-versa)
  - Delete User (removes a normal or admin user from the e-Register database)
  - Delete Inactive User (removes a normal or admin user who has not logged in for a long period of time from the e-Register database)
  - Ban User (prevents a normal or admin user from logging in to the e-Register but does not delete the user from the e-Register database)
  - Delete Banned User (removes a banned user from the e-Register database)
  - Banned User Table Content (displays the list of currently banned users)
  - Random No. Option (turns on or off the automatic Apostille number generation system)
  - Look Up Register Entry Option (turns on or off access to the Look Up Register Entry option for normal users)



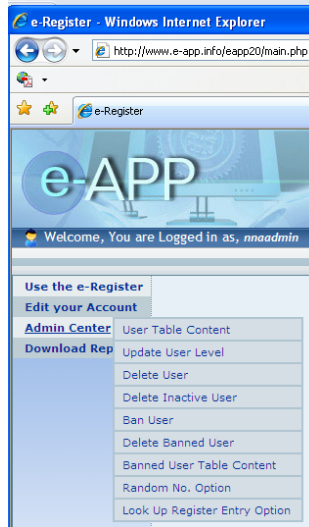


Figure 9: Admin Center menu

## 2.5.2 User Table Content Function

- The User Table Content function lists all active user accounts in the e-Register database, including both admin and normal users.
- Banned users are not displayed in this list.
- Deleted users are not displayed in this list.
- The user level column indicates whether a user is an admin user or normal user.
  - Admin user = “A”
  - Normal user = “Z”

## 2.5.3 Update User Level Function

- The Update User Level function allows an admin user to change a normal user to an admin user, or vice-versa.

## 2.5.4 Delete User Function

- The Delete User function permanently removes a normal or admin user from the e-Register database.
- **WARNING:** A deleted user cannot be restored. The deletion function removes the user’s information permanently from the database.

## 2.5.5 Delete Inactive User Function

- The e-Register software allows an admin user to automatically delete accounts that have been inactive for a certain number of days. If, for example, a user does not log in for 30 days, the admin can delete this account because it is “inactive.”
- Deleting inactive accounts is helpful to control the number of accounts who have access to the e-Register and to ensure the list of user accounts does not grow to an unmanageable size.
- A user who needs to look up a register entry only one time, for example, can be deleted after a certain period of time expires.
- To delete all inactive accounts, the admin user must enter the number of days the accounts have remained in active ()
- Then, the admin user must click the Delete All Inactive button to permanently remove these inactive users from the e-Register database.
- If there are no inactive users in the database, the e-Register will display a notice that there are no inactive users.
- **WARNING:** A deleted user cannot be restored. The deletion function removes the user’s information permanently from the database.

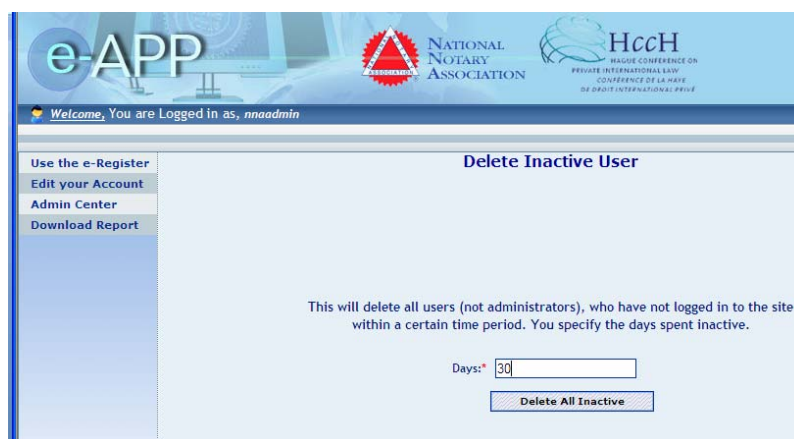


Figure 10: Delete all inactive users function with 30 days selected

## 2.5.6 Ban User Function

- The Ban User function allows an admin user to prevent a normal or admin user from logging in to the e-Register.

- The Ban User function does not delete the user from the e-Register database but only prevents login access.
- To ban a user, the admin user selects the username from the Username drop-down list and then clicks the Ban User button.

### **2.5.7 Delete Banned User Function**

- The Delete Banned User permanently removes a banned user from the e-Register database in the event the ban becomes permanent.
- If there are no banned users in the database, the e-Register will display a notice that there are no banned users.

### **2.5.8 Banner User Table Content Function**

- The Banned User Table Content function displays the list of currently banned users in the e-Register database.
- If there are no banned users in the database, the e-Register will display a notice that there are no banned users.

### **2.5.9 Random No. Option Function**

- The Random No. Option enables an admin user to turn on or off the automatic Apostille number generation system.
- Some admin users may want the e-Register software to generate a random number for each register entry created in the e-Register database.
  - To turn the random number option on, select Random Number from the Random No Option drop-down list, and then click the Set Option button.
  - To turn the random number option off, select Manual Number from the Random No Option drop-down list, and then click the Set Option button.
- The random/manual number options affect the Create Register Entry input screen (see Create Register Entry section).
- NOTE: The e-Register software will never create the same random number twice. Each time a random number is generated, the e-Register software check the e-

Register database to verify the number has not already been assigned to an e-Register entry.

### **2.5.10 Look Up Register Entry Option Function**

- The Look Up Register Entry Option enables an admin user to turn access to the Look Up Register Entry option on or off for all normal users.
- To turn the Look Up Register Entry function OFF for all normal users, select the Disable option from the Look Up Register Entry drop-down list and click the Set Option button.
- To turn the Look Up Register Entry function ON for all normal users, select the Visible option from the Look Up Register Entry drop-down list and click the Set Option button.

## **2.6 Use the e-Register**

### **2.6.1 Create Register Entry**

- To create a register entry, follow these instructions:
  - Click Create Register Entry on the Use the e-Register menu
  - Enter the number of the Apostille Certificate
    - NOTE: If the random no. option is ON, then the e-Register software will automatically insert a random number in the text box; otherwise, you must enter a manual number
  - Enter the date of the Apostille Certificate (click the calendar icon to open a calendar to select the date)
  - Enter the Name of the person signing the public document (such as John Doe)
  - Enter the capacity of the person signing the public document (such as Notary Public)
  - If the public document is unsigned:
    - Select the “Click here if public document is unsigned” checkbox

- Enter the seal/stamp information in the Bearing the Seal/Stamp of text box
- Click the Submit button to record the register entry in the e-Register database.
- OPTIONAL – Digital Fingerprints
  - NOTE: This feature can only be used when issuing e-Apostilles.
  - A digital fingerprint is a simple hash value of the completed e-Apostille electronic file (including both the electronic public document and the electronic Apostille attached to that electronic public document)
  - To create a digital fingerprint, click the Browse button to select the completed e-Apostille file
  - When the e-Register entry is submitted, the e-Register will create a digital fingerprint of the e-Apostille, which enables an interested party using the look up register entry function to verify that the e-Apostille has not been improperly modified since it was issued
  - NOTE: Click the Digital Fingerprint hyperlink to learn more about digital fingerprints

Figure 11: Create Register Entry screen

## 2.6.2 View Register Logbook

- The View Register Logbook lists all the e-Register entries in the e-Register database.
- The logbook includes the following information:

- Apostille Certificate No.
- Apostille Certificate Date (date the Apostille was issued)
- Name of Person Signing Public Document
- Capacity of Person Signing Public Document
- Bearing the Seal/Stamp of (if public document unsigned)

Apostille Certificate No.	Apostille Certificate Date	Name of Person Signing Public Document	Capacity of Person Signing Public Document	Bearing the Seal / Stamp of
58218	November 15, 2007	John Doe	Notary Public	
21384	November 15, 2007	John Doe	Notary Public	
32961	December 5, 2007	John Doe	Notary Public	

Figure 12: View Register Logbook screen

### 2.6.3 Look Up Register Entry

- The Look Up Register Entry function enables an interested party who has registered as a normal user (as well as admin users) to look up a specific register entry.
- To prevent “fishing expeditions” of all the register entries in the e-Register, the look up function requires an interested party to enter at least the following information:
  - Number of Apostille Certificate
  - Date of Apostille Certificate
- Requiring an interested party to enter this information is a minor security procedure that helps ensure the interested party actually has the Apostille Certificate.
- OPTIONAL – Digital Fingerprints
  - NOTE: This feature can only be used when issuing e-Apostilles.
  - A digital fingerprint is a simple hash value of the completed e-Apostille electronic file (including both the electronic public document and the electronic Apostille attached to that electronic public document)

- If an interested party has received an e-Apostille, the interested party may click the Browse button to select the e-Apostille file
- When the Submit button is clicked, the e-Register software will verify not only that the number and date of the Apostille Certificate exist in the e-Register database, but also that the digital fingerprint of the e-Apostille is the same as the fingerprint created by the Competent Authority
- This optional features enables an interested party using the look up register entry function to verify that the e-Apostille has not been improperly modified since it was issued
- NOTE: Click the Digital Fingerprint hyperlink to learn more about digital fingerprints

**Figure 13: Look Up Register Entry screen**

## 2.7 Download Report

If a Competent Authority installs the e-Register software, they may choose to redistribute the free e-Register software from the [www.e-app.info](http://www.e-app.info) web site.

If the download link is left active on the e-Register login screen, this download report lists the details of each user that downloaded the e-Register files from the Competent Authority's server.

To disable the download link, a software programmer may remove the link from the source code.