

How to install Docuten Desktop Windows.



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Docuten Desktop Manual: Windows

Operating System	Date	Version
Windows	01/06/2020	1.0

1. INTRODUCTION

Docuten Desktop is a program that is locally installed on your PC and allows you to securely sign documents using the certificates you already have connected or installed on your PC.

2. INSTALLATION

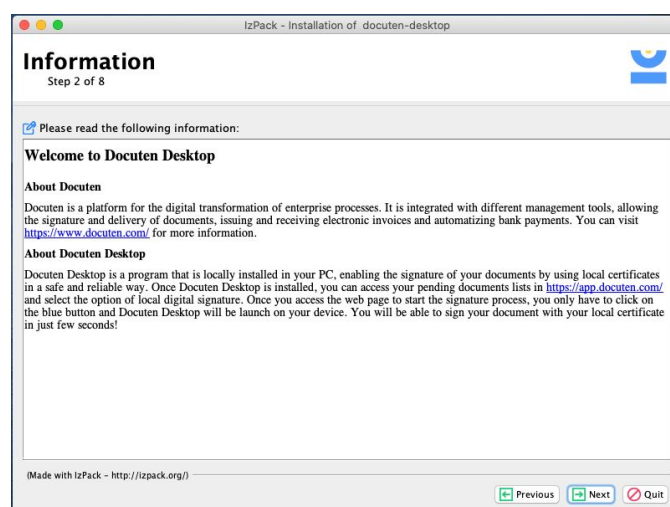
To install Docuten Desktop on Windows, the first thing you need to have is Java installed on your computer: <https://www.java.com/ES/download/>

Once you have Java installed, you have to download the corresponding .jar file from the signature page with Docuten's certificate. Please note that if you do not have Java installed, the corresponding .jar installer will not run.

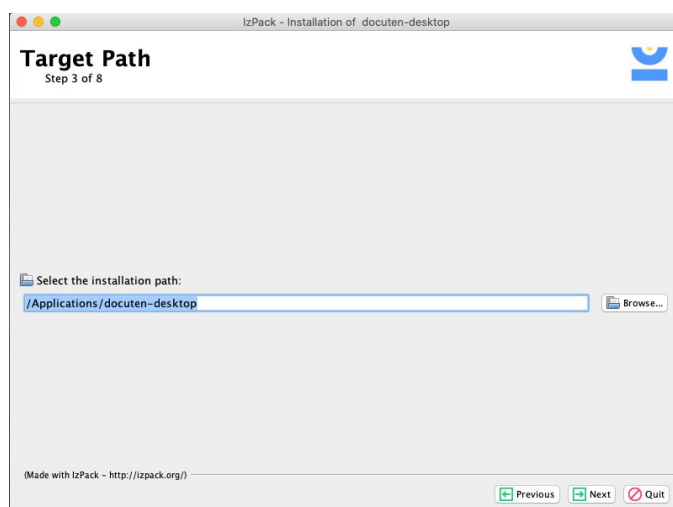
As with any graphic installer for Windows, once you double-click on the downloaded file, a window will appear that will allow you to proceed with the installation of the application.



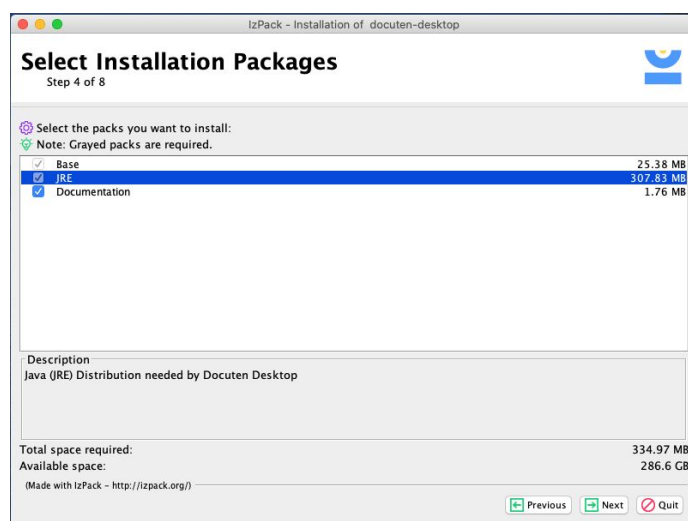
Follow the steps by clicking next, just as you would with any other application. In each of the steps, follow the prompts from the installer as the information necessary to proceed will be provided.



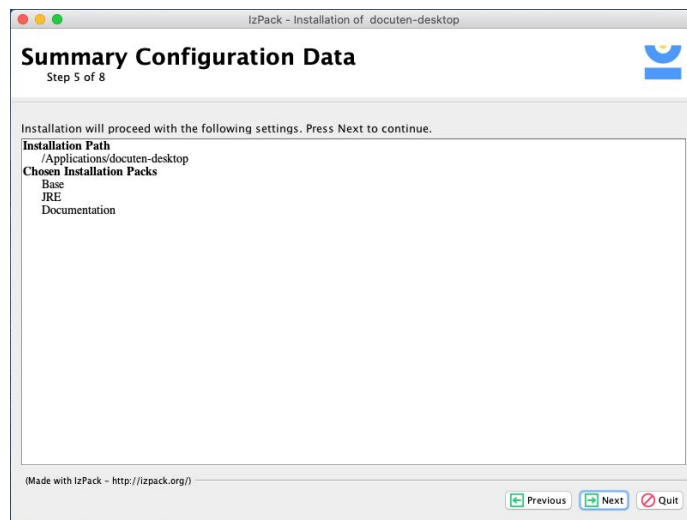
In step 3 you can choose the directory in which you want Docuten Desktop to be installed:



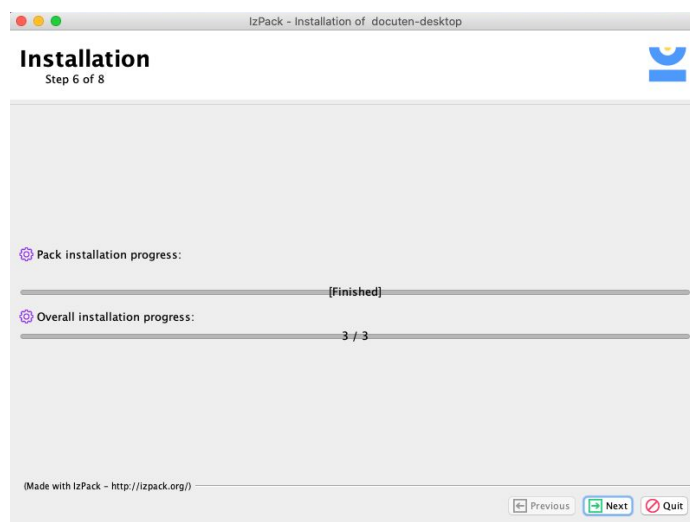
In step 4 you can choose the packages to be installed in the process. Remember that the current version of Docuten Desktop requires mandatory installation of certain packages. Only documentation is optional.



Step 5 will show you an informative summary for confirmation:



In step 6 the installation process will proceed until completion. If you do not get any errors in this step, the application was installed correctly.



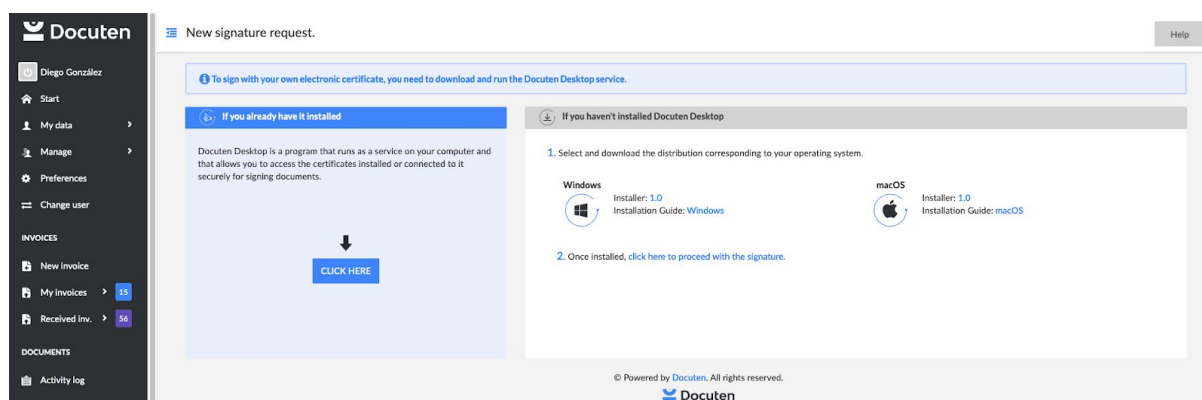
Complete the steps to finish the process and return to the Docuten website.

3. USE

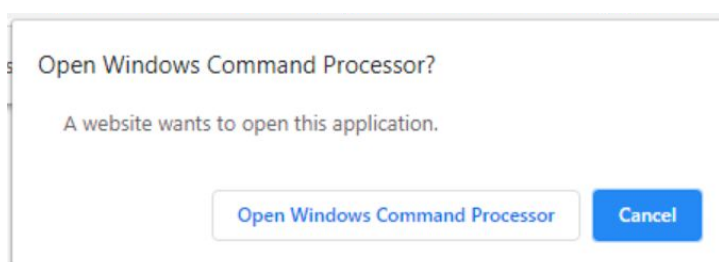
Once the application is installed, you can use Docuten Desktop whenever you want.

To sign a document with your certificate, just log in with your username and password at <https://app.docuten.com/>, access the list of documents pending signature, and click on the document you want to sign to see its details page. If you have received an email inviting you to participate in a signing process, you can click on the link and you will be able access the document details page.

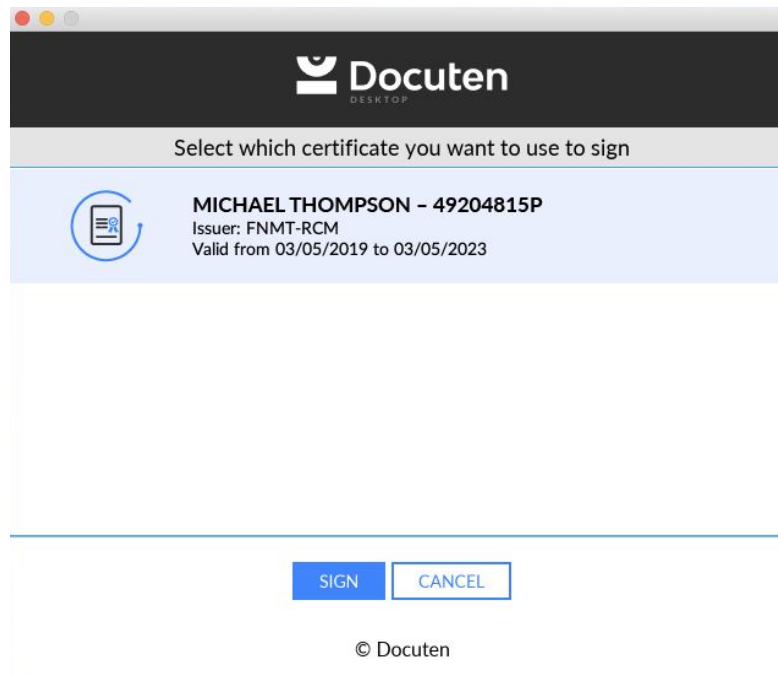
Once on the details page, if you click on the sign button and select the option to sign with a local certificate, Docuten communicates with the Docuten Desktop application without you having to do anything. Just click on the blue button in the block on the left (see image) and your browser will communicate directly with Docuten.



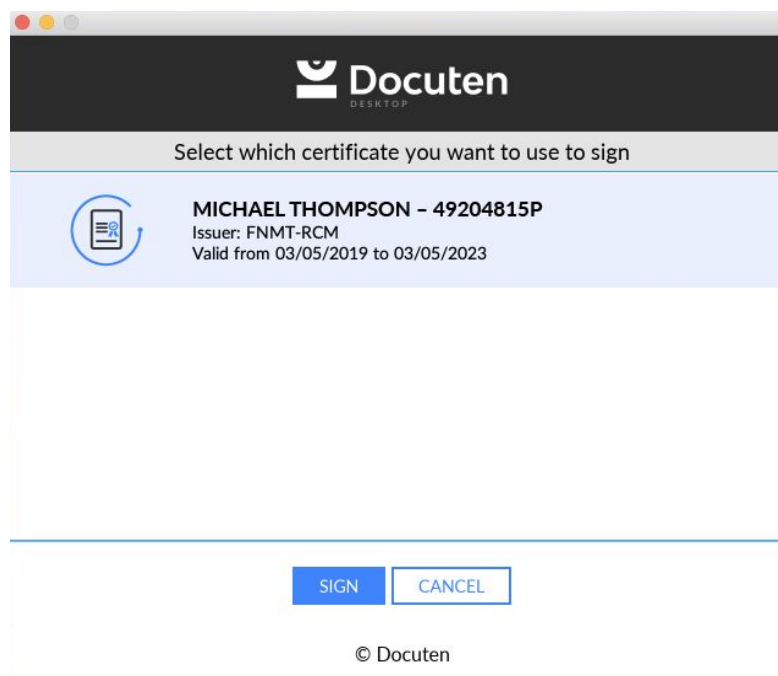
Keep in mind that the browsers that we recommend for correct communication with the application are Mozilla Firefox and Google Chrome. Depending on the security settings of your operating system, a window may appear asking you to confirm that you want to open the application. If so, confirm that you want to open it to proceed.



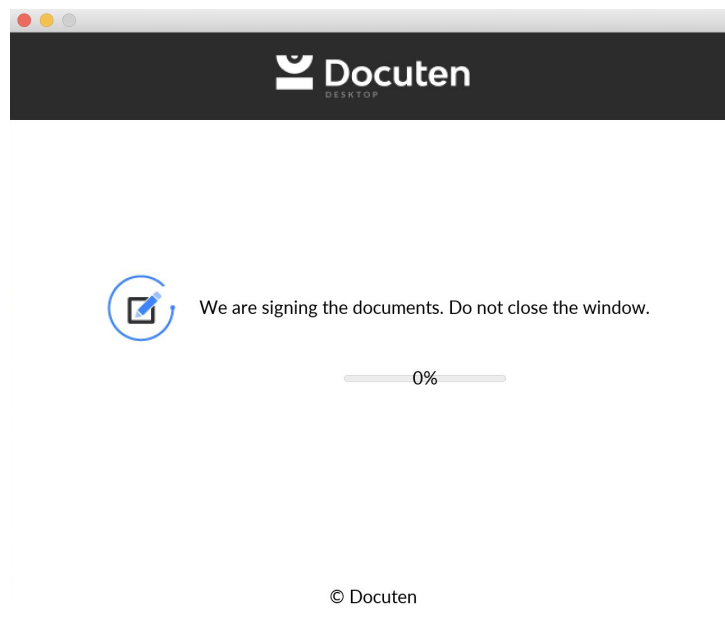
The first thing Docuten Desktop will do is locate the stored certificates installed on your operating system, filtering only for those that correspond to the signer's tax ID.



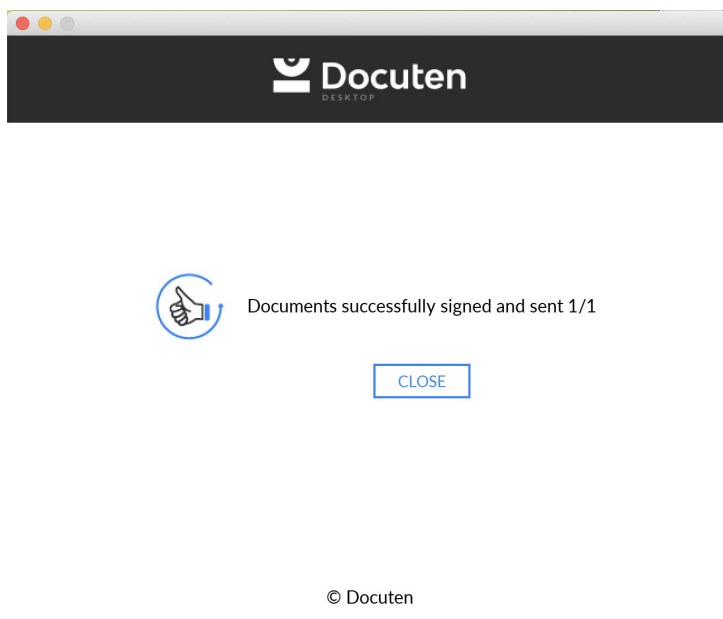
Select the certificate you would like to use and click the "Sign" button.



Docuten Desktop will then start the signing process. This process can take a few minutes.



Once the process is complete, the application will display the following message (see image). Close the window and return to the Docuten website.



If everything went well you will see the following message on the Docuten website:

Operation successfully executed.

The signature of the document has been successfully completed

In case of errors, contact atencionalcliente@docuten.com.