

# What we can learn from Teenagers about Document Security?

MAY 15 & 16, 2019

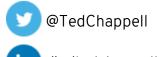
#### **CLEVELAND PUBLIC AUDITORIUM, CLEVELAND, OHIO**

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Oracle Analytics, BI and Big Data Special Interest Group





## Agenda

Introduction

**Defining Digital Signatures** What they are & What they are not

**Digital Signatures & the Law** How Digital Signatures can support highly-regulated industries

How to implement & the limitations of Digital Signatures

Additional tips for securing your email documents

# Digital Transformation

A buzzword, sure. Important nonetheless.

## Communication

#### **Digital Transformation**

From Snail Mail to Fax to **Email** to Text



## **Project Planning**

#### **Digital Transformation**

From Note Pads to Whiteboards to **Email** to SaaS



## Collaboration

#### **Digital Transformation**

From Face-To-Face to Phone Calls to **Emails** to Chat Software



# Email Still Reigns Supreme

Email is still the primary communication method used by businesses to communicate & deliver important business documents

#### Email by the numbers

business email statistics



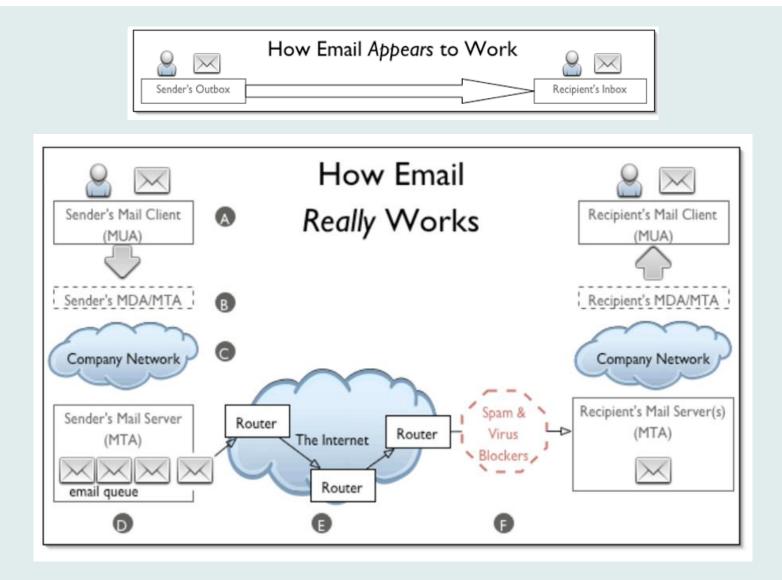
# Email is Not Secure

At least not as secure as you'd hope.



### How Email Appears to Work vs. How Email Really Works

https://www.oasis-open.org



#### Realist Constant of the second

# So, what does this have to do with teenagers?

And what does it have to do with email?

# According to a survey\*

#1 Reason to Give a Child a Cell Phone

...Safety & Security

\*Survey may or may not have been in informal polling of STR Software parents, like me, who have children approaching the appropriate age.



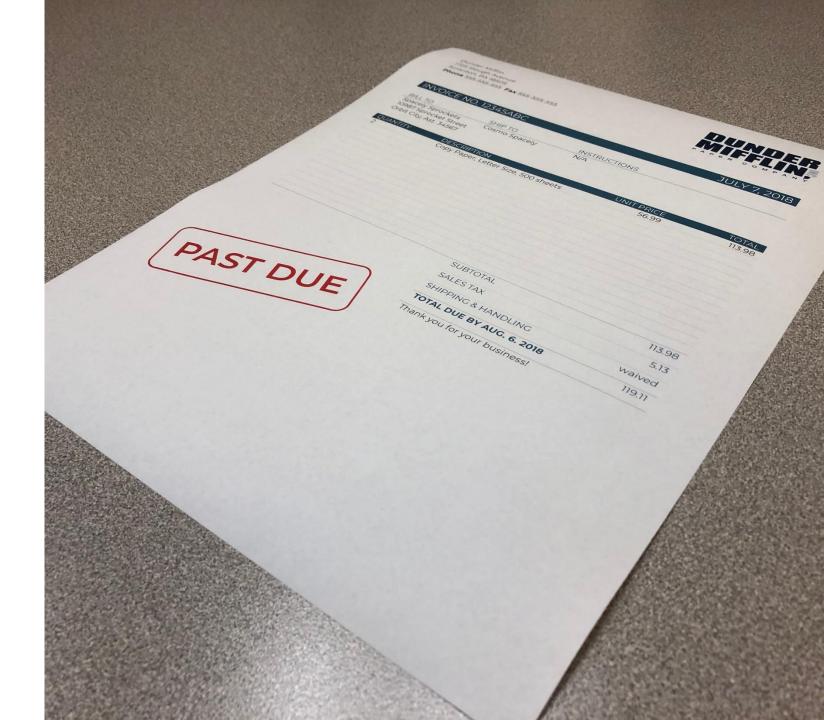
## **Do I need Document Security?**

Regulatory environment. Risk profile. Business requirements.

## How do I secure my critical docs?

#### Securing docs with Digital Signatures

If email is not secure and you need to attach important files, as many of us often do, the best solution is Digital Signatures.



## Ron Burgundy *LET ME OFF AT THE COPPUTE* MY CLASSY LIFE & OTHER MUSINGS

## LET ME OFF at the TOP!

# Digital Signatures Other Musings

What are they?

**RON BURGUNDY** 

Kon Bugud

#### What they aren't

#### **Electronic Signatures**

Electronic Signatures (eSignatures) refer to any electronic process that indicates acceptance of an agreement or a record.

- Common authentication methods include
  - Email, Social ID, Passwords, PINs
- Proof of signing using a secure process and audit trail
- Electronic signatures mark a party's intent to sign a document or contract

#### **Digi**Signer corporation having its principal place of business at This Agreement is made by and between \_\_\_\_ . a ("Company") and corporation whose principal mailing address is ("Recipient"). Definition of Confidentiality. As used in this Agreement, "Confidential Information" refers to any information 1.

which has commercial value and is either (i) technical information, including patent, copyright, trade secret, and other proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and services of Company, or (ii) non-technical information relating to Company's products, including without limitation pricing, margins, merchandising plans and strategies, finances, financial and accounting data and information, suppliers, customers, customer lists, purchasing data, sales and marketing plans, future business plans and any other information which is proprietary and confidential to Company.

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			CLEAR
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continuing damage to Company for which there will be no adequate remedy at law, and Company shall be entitled to injunctive relief and/or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).

6. Entire Agreement. This Agreement constitutes the entire agreement with respect to the Confidential Information disclosed herein and supersedes all prior or contemporaneous oral or written agreements concerning such Confidential Information. This Agreement may only be changed by mutual agreement of authorized representatives of the parties in writing.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written below.

COMPANY:

ADD CONTENT to document

TEXT

DATE

INITIALS

CHECK

By:

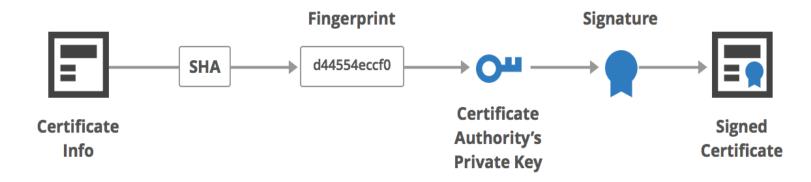
Name:

Title:

Name: Peter Rogers

Title: Sales Manager

#### **Creating an SSL Certificate**



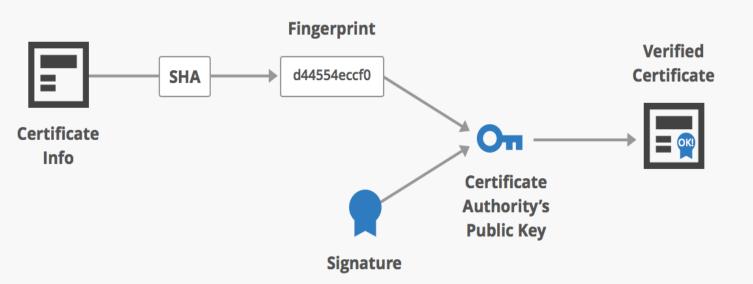
### What they are

#### **Digital Signatures**

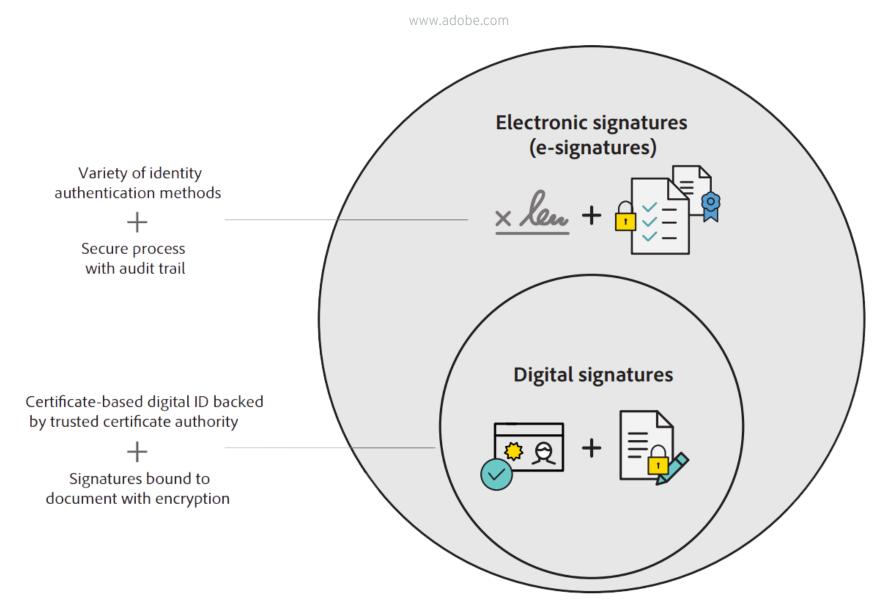
Digital Signatures use a specific method to sign documents electronically by authenticating data through cryptographic protocols.

- Signer authentication uses a certificate-based digital ID
- Signatures are bound to the document with encryption and validated by Certificate Authorities (CAs) or Trust Service Providers (TSPs)

#### Verifying an SSL Certificate



#### Electronic Signatures vs. Digital Signatures



## eSignatures & the Law

A non-comprehensive guide

## Legally Binding

#### In almost every industrialized nation

At least 47 countries have some type of law covering Electronic & Digital Signatures.

#### Two Types of Laws

- Minimalist Laws
  - Provide <u>eSignatures</u> the same legal status as handwritten signatures.
     Broadly enforceable with few restrictions.
    - United States Electronic Signatures in Global and National Commerce Act [ESIGN] (2000)
    - Australia Electronic Transactions Act (1999)
    - Canada Personal Information Protection and Electronic Documents Act
      [PIPEDA] (2000)
- Multi-Tier Laws
  - Permit <u>eSignatures</u>, but provide great evidentiary weight to <u>Digital</u> <u>Signatures</u> (certificate-based Digital IDs) to authenticate signers
    - European Union Electronic Identification and Trust Services regulation [eIDAS] (2016)
    - China Electronic Signature Law of the People's Republic of China (2004)
    - India The Information Technology Act [ITA-2000] (2000)

# Understanding Digital Signatures

Stricter Requirements. Robust Authentication.

## Robust Authentication

#### Signer's certificate bound to document

Digital IDs are issued and accredited by Certificate Authorities (CAs) and Trust Service Providers (TSPs) to meet defined requirements.

#### Validation Process applying a digital signature

- User applies a unique or corporate provided Digital Signature
- Document is delivered by electronic means (email) to recipient
- Recipient opens file and is presented with Digital Signature
  - Using Public Key Infrastructure, the sender's unique private key is validated against reciprocal public key. This process does multiple things:
    - 1. Authenticates signer's identity
    - Provides proof that the document has not changed since it was signed
    - 3. Provides audit trail with information like Signer's IP address or geolocation

# Digital Signatures & Oracle

Securing your Documents with Oracle BIP

## Document Security

#### The #1 Benefit

Like providing a Cell Phone to a Teenager, applying Digital Signatures to Outbound Documents provide both the sender and recipient with guaranteed security measures



## Implementing A Digital Signature with BI Publisher

#### **Significant Limitations**

BI Publisher supports digital signatures on PDF output documents. BI Publisher can access your digital ID file from a central, secure location and at runtime sign the PDF output with the digital ID.

#### **Prerequisites and Limitations**

Use of digital signatures with Oracle BI Publisher output documents has the following limitations:

- <u>Only a single digital ID</u> can be registered with BI Publisher.
- Only reports submitted through BI Publisher's <u>Schedule</u> <u>Report Job</u> interface can include the digital signature.
- The digital signature (singular) is defined globally for the instance, so every <u>report has to share the same digital</u> <u>signature properties</u>.

## Implementing A Digital Signature with BI Publisher

How To

Path to single digital signature file.

ORACLE BI Publisher Enterprise	Search 📶 🔤		Administration   H	lelp 🗸 🍐 Sign Out
Administration	Home Catalog	🤷 New 🗸   😕 Oper	$1 \vee  $ Signed In As ad	lministrator 🗸
Administration > Digital Signature				^
Security Center				
Security Configuration Users Roles and Perm	issions Digital Signat	ure		
			Apply	Cancel
Digital ID				
* Digital ID File /home/secur	e/digitalID/MyDigitalID.pf>	(		
* Password				
Security				
Available Roles	Allowed Roles			
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Re	nove All			
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## Implementing A Digital Signature with BI Publisher

How To

Digital signature placement for a single report.

If the Report Value is not set then the Server Va	lue will be used.		
Properties	Report Value	Server Value	
Allowed printing level Use only one shared resources object for all pages		true	_
PDF Digital Signature			-
Enable Digital Signature	True 💟	false	
Existing signature field name		null	
Signature field location	×	null	
Signature field X coordinate	306	0	
Signature field Y coordinate	700	0	
Signature field width	72	0	
Signature field height	36	0	
RTF Output			
Enable change tracking	×	false	
Protect document for tracked changes	~	false	

### Implementing A Digital Signature with BI Publisher

https://docs.oracle.com/cd/E28280\_01/bi.1111/e22255/digital\_sig.htm#BIPAD225

#### 6.6 Running and Signing Reports with a Digital Signature

Users assigned a role with the digital signature privilege can attach the digital signature to their generated reports configured to include the digital signature. The digital signature can be inserted only on scheduled reports.

To sign reports with a digital signature:

1. Log in to BI Publisher as a user with a role granted digital signature privileges.

2. In the catalog, navigate to the report that has been enabled for digital signature and click Schedule.

3. Complete the fields in the Schedule Report Job page, selecting PDF output, and then submit the job.

The completed PDF displays the digital signature.

#### Implementing A Digital Signature with BI Publisher

https://docs.oracle.com/cd/E28280\_01/bi.1111/e22255/digital\_sig.htm#BIPAD225

#### 6.2 Prerequisites and Limitations

Before you can implement digital signatures with Oracle BI Publisher output documents, you need the following:

A digital ID obtained from a public certificate authority or from a private/internal certificate authority (if for internal use only). You must copy the digital ID file to a secure location of the file system on the server that is accessible by the BI Publisher server.

Use of digital signatures with Oracle BI Publisher output documents has the following limitations:

- · Only a single digital ID can be registered with BI Publisher.
- · Only reports submitted through BI Publisher's Schedule Report Job interface can include the digital signature.
- The digital signature is enabled at the report level; therefore, multiple templates assigned to the same report share the digital signature properties.

# Automating without BIP

2T BHONG

Greater Flexibility & Control

## Implementing Dynamic Digital Signature

Dynamic Digital Signatures with AventX

Dynamically insert your global and/or individual Digital Signatures using flexible logic. Dynamic Digital Signatures provide organizations a secure mechanism to address complex regulatory and legal requirements associated with emailing documents.

AventX's flexible logic queries to accurately apply the correct digital signature to every file:

- Multiple Global or Individuals can be registered.
- Scheduled and One-off jobs can include the digital signature.
- The digital signature is applied using flexible queries after the report is generated.

### Setting Up Digital Signatures with AventX

Forms-Based UI

Navigator - AventX Administrator		
Functions Documents		
AventX Configuration	Ton Ten List	
		Help
Tools General Config A	ttachment Printing Config Printers	Translation Servers Web Attachment Types License Keys
Configure an Organization		
	Find/Add	AventX(tm) Document Configuration
Resources		Document Name
	Get Logs	Find/Add Delete
Ч   [	Apply Configuration C	Licens Documents
	Export Config Impo	STR So Find%
	Manage AventX Qu	Document Name Document Type
Licensed For		Invoice Excel inve 29:
STR Software Gold R12.2.6		Packing Slip         pack         16           Pre-Delinquency Dunning Letter         ppdl         11 <sup>-</sup>
		Purchase Order         po         -1           Purchase Order Approval         poa         -7         -7
		RFQ. rfq -2
		STR Invoice invs 401
L		Sales Order soa -5 Separate Remittance Advice srap 35
		Statement -6 V
		(Eind) QK Cancel

### Setting Up Digital Signatures with AventX

**Doc Options Query** 

Coptions Queries Query Name Query Description Valid PLATE Secure Template IV_DIG_SIG STR Invoice Digital Signature	ment Options Queries ing Queries		Doc Option Query	Destination Query		
Query Name Query Description Valid   PLATE Secure Template   IV_DIG_SIG STR Invoice Digital Signature	ing Queries					
Query Name     Query Description     Valid       PLATE     Secure Template     Image: Constraint of the secure Digital Signature     Image: Constraint of the secure Digital Signature	_					
PLATE Secure Template IV_DIG_SIG STR Invoice Digital Signature		Ouenu	Description		Valid	
IV_DIG_SIG STR Invoice Digital Signature	EMPLATE		Description			
	TRINV_DIG_SIG		ignature			
w SQL Test Query Delete Query Copy Query Edit Query New Query	Show SQL Test Query	Delete Query	opy Query Edit	Query New C	uery	
				(		

## Setting Up Digital Signatures with AventX

**Doc Options Query Canvas** 

AventX(Im) Document Com	riguration - STR Invoice - New Query	
Document Options Query	/	
Query Name		
Query Description		
SELECT DISTINCT		
Template Name		
Form Name		
Hold Y/N		
T&C Y/N		
T&C Name		
Remarks		
Ranking		
Watermark Name		
Cignoture Mana		
Signature Name		
Signature Type		
Signature Dimensions		
Signature Image/Text		
Signature Image		
FROM	<b>A</b>	
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WHERE		
ORDER BY		
UNDERDI		
Cancel	Show SQL Validate Query OK	
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## Setting Up Digital Signatures with AventX

**Query Definition** 

AventX(tm) Document Conf	iguration - STR Invoice - STRINV_DIG_SIG
Document Options Query	
Query Name	STRINV_DIG_SIG
Query Description	STR Invoice Digital Signature
SELECT DISTINCT	
Template Name	'INV ETRACKER'
Form Name	-
Hold Y/N	-
T&C Y/N	•
T&C Name	•
Remarks	
Ranking	
Watermark Name	'landscape watermark.pdf
Signature Name	'JohnDoe.pfx'
Signature Type	'visual'
Signature Dimensions	'400,85,110,85'
Signature Image/Text	'text'
Signature Image	•
FROM	dual
WHERE	
ORDER BY	
UNDER DT	L
Cancel	Show SQL Validate Query QK
Gancer	

Advanced SQL for Dynamic Insertion

	iguration - STR Invoice - New Query
Document Options Query	/
Query Name	AR Clerk Sig
Query Description	Dynamic AR Clerk Digital Signature
SELECT DISTINCT	
Template Name	a.template
Form Name	e.employee name
Hold Y/N	'N'
T&C Y/N	
T&C Name	a.tc_yn
	a.tc_filename
Remarks	
Ranking	a.ranking
Watermark Name	'orginal_copy.pdf
Signature Name	e.signature_name
Signature Type	
e.g.acaro rypo	c.signature_type
Signature Dimensions	'400,85,110,85'
Signature Dimensions	'400,85,110,85'
Signature Dimensions Signature Image/Text Signature Image	'400,85,110,85' 'image' e.signature_image
Signature Dimensions Signature Image/Text	'400,85,110,85'       'image'       e.signature_image       fcoa_customers_country_v c,
Signature Dimensions Signature Image/Text Signature Image	'400,85,110,85' 'image' e.signature_image
Signature Dimensions Signature Image/Text Signature Image	'400,85,110,85'       'image'       e.signature_image       fcoa_customers_country_v c,       fcoa_employees_v e,
Signature Dimensions Signature Image/Text Signature Image	'400,85,110,85'       'image'       e.signature_image       fcoa_customers_country_v c,       fcoa_employees_v e,       ra_customer_trx_all ra,       hz_cust_site_uses_all hz
Signature Dimensions Signature Image/Text Signature Image FROM	'400,85,110,85'         'image'         e.signature_image         fcoa_customers_country_v c,         fcoa_employees_v e,         ra_customer_trx_all ra,         hz_cust_site_uses_all hz         AND c.contact_id = ra.bill_to_contact_id         AND c.contact_id = e.contact_id(+)
Signature Dimensions Signature Image/Text Signature Image FROM	'400,85,110,85'   'image'   e.signature_image   fcoa_customers_country_v c,   fcoa_employees_v e,   ra_customer_trx_all ra,   hz_cust_site_uses_all hz   AND c.contact_id = ra.bill_to_contact_id
Signature Dimensions Signature Image/Text Signature Image FROM	'400,85,110,85'         'image'         e.signature_image         fcoa_customers_country_v c,         fcoa_employees_v e,         ra_customer_trx_all ra,         hz_cust_site_uses_all hz         AND c.contact_id = ra.bill_to_contact_id         AND c.contact_id = e.contact_id(+)         AND c.contact_id = f.contact_id(+)
Signature Dimensions Signature Image/Text Signature Image FROM	'400,85,110,85'         'image'         e.signature_image         fcoa_customers_country_v c,         fcoa_employees_v e,         ra_customer_trx_all ra,         hz_cust_site_uses_all hz         AND c.contact_id = ra.bill_to_contact_id         AND c.contact_id = e.contact_id(+)         AND c.contact id = f.contact_id(+)
Signature Dimensions Signature Image/Text Signature Image FROM	'400,85,110,85'         'image'         e.signature_image         fcoa_customers_country_v c,         fcoa_employees_v e,         ra_customer_trx_all ra,         hz_cust_site_uses_all hz         AND c.contact_id = ra.bill_to_contact_id         AND c.contact_id = e.contact_id(+)         AND c.contact_id = f.contact_id(+)

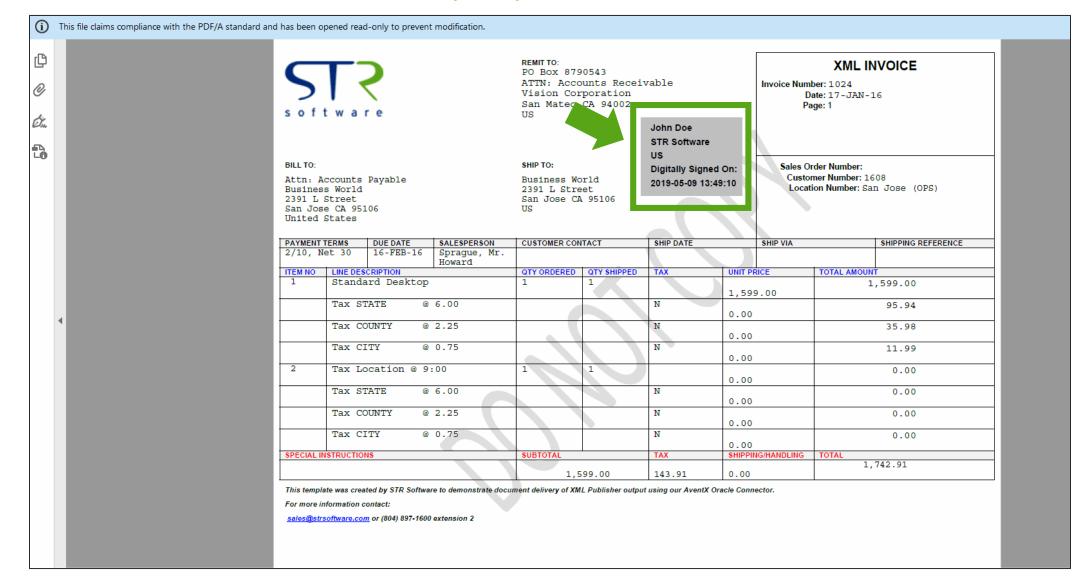
**Dynamic Application** 

Navigator - AventX Administrator Functions Documents	AventX(tm) Configuration - Setup Business Group - 0 (STR Invoice)	
AventX Configuration System Configuration AventX Delivery Status Direct Printers	Document Information	
Document Configuration Test API AventX Delivery Status Web	○ None     ○ Buyer     ● Query       ○ User     ○ Requestor	<ul> <li>Options</li> <li>Destinations</li> <li>Acknowledgements</li> <li>Attachment Types</li> <li>Oracle Attachments</li> <li>Additional Commands</li> </ul>

**Dynamic Application** 

	AventX(tm) Configuration - Setup Business Group - 0 (STR Invoice)  Document Information									
-Document Inform	nation								Help	
Ackno	wledgements	Attachment Types	Oracle Atta	chments	External A	ttachments	Additional Com	mands	Misc	
Sender				Archivin	a					
Sender	Employee Na	me/User Email		0 <u>N</u> e	-		○FT <u>P</u>			
Other Name				⊙ <u>D</u> i	irectory Dro	ор	○ <u>S</u> FTP			
Other Email					Combine in	to PDF				
				Optio	ns					
Apply Waterma	rk To				Filename	Invoice_#_[[	DOCID]_[DATE]	. pdf		
Fax/Email					Directory	\$FCHOME/	archive/INV/[TOO	OMPA	NY]/[	
Print via Av	ventX Attachm	ent Xpress		Failover	Directory	\$FCHOME/	/archive/failover/in	IV		
Archive					Host					
Apply Signature	еТо			ι	Jsername					
I Fax/Email				F	Password					

#### **Digital Signature In Action**



**Digital Signature Validation** 

Invoice Number

Date

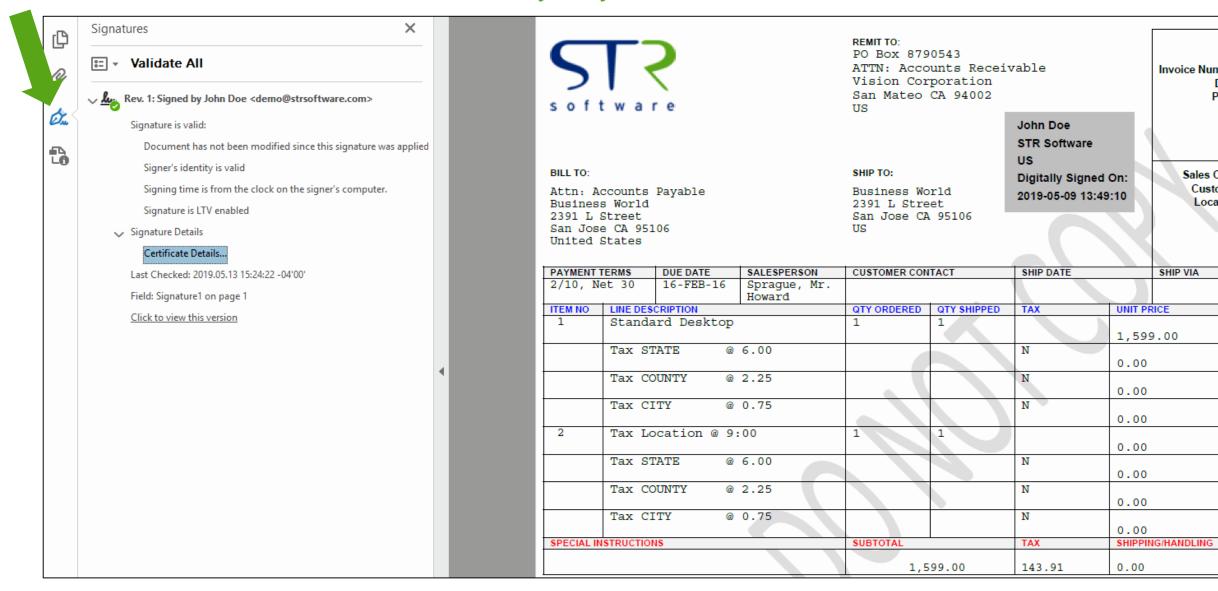
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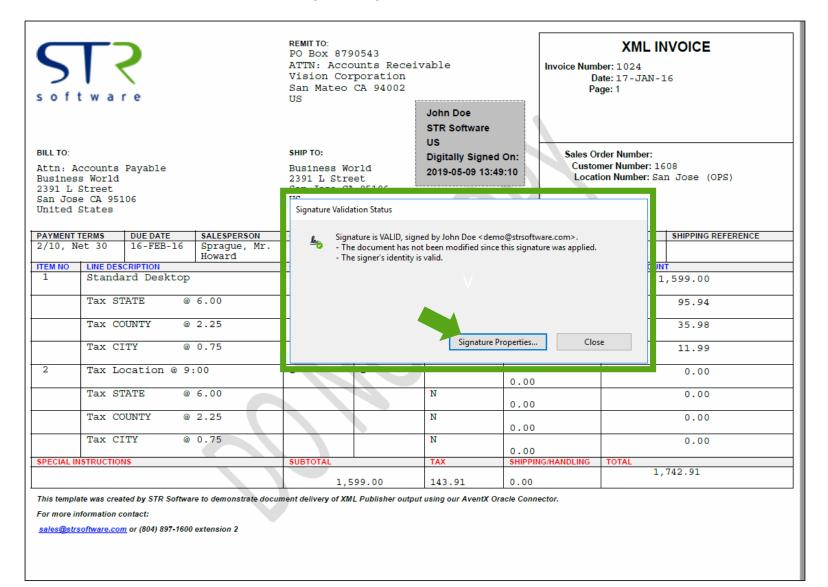
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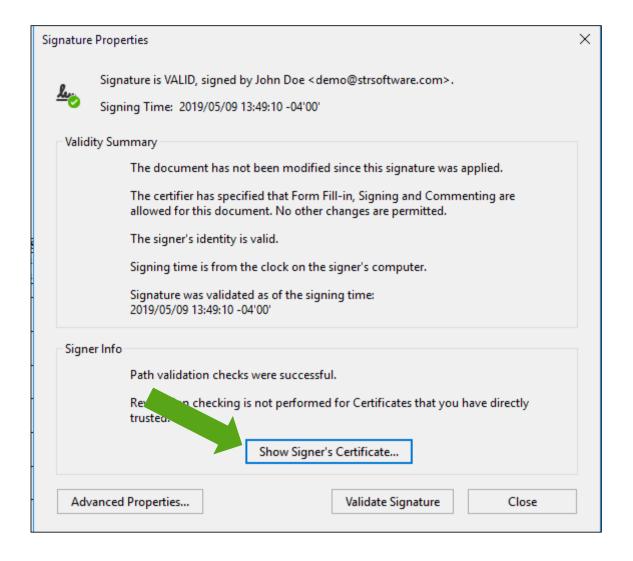
Custome

Location

SHIP VIA







Certificate Viewer		;
This dialog allows you to view the selected entry.	the details of a certifi	cate and its entire issuance chain. The details correspond to
Show all certification paths for	ound	
John Doe < demo@strsoftwar	Sunwnary Details	Revocation Trust Policies Legal Notice
	-	John Doe <demo@strsoftware.com> STR Software</demo@strsoftware.com>
	Issued by:	John Doe <demo@strsoftware.com> STR Software</demo@strsoftware.com>
	Valid from:	2018/12/10 11:45:29 -04'00'
	Valid to:	2023/12/10 11:45:29 -04'00'
This is a self-signed certi	Intended usage:	Export
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	Signature algorit       SHA256 RSA         Subject       c=US, email=demo@strsoftware.com,         Issuer       c=US, email=demo@strsoftware.com,         Serial number       21 AD 88 B7 44 1C 7E 8D 55 30         Validity starts       2018/12/10 11:45:29 -04'00'         Validity ends       2023/12/10 11:45:29 -04'00'	~

# Comparison

**BIP vs AventX** 

Comparing the application of Digital Signatures using BI Publisher and AventX

	Oracle BIP	AventX
Number of Unique Digital Signatures	1	$\infty$
Schedule Jobs	$\checkmark$	$\checkmark$
One-Off Jobs	-	$\checkmark$
Signature Embedded to Report	$\checkmark$	$\checkmark$
Signature Embedded to Template	_	-
Signature Embedded Dynamically	_	$\checkmark$
Applied based on Document Type	—	$\checkmark$
Applied based on User	—	$\checkmark$
Applied based on Custom Query	_	$\checkmark$

# Additional Security Features

Deliver documents with even more security.



# **Additional Security**

#### PDF/A Format

Widely becoming the standard across all industries for archiving digital files. In simple terms, PDF/A is a PDF format which prohibits the use of features that could hinder long-term archiving and future reproduction. The ISO (International Organization for Standardization) recognizes PDF/A as the *standard format for long-term preservation*. Further, it can be *leveraged as a security tool*, *for delivery of legally binding documents, storing files in different languages*, full-text searching, and more.

#### Apply Document Restrictions & Watermarks

The standard PDF format allows file creators to implement advanced security features in documents. Ideal for outbound delivery of files, such as DRAFT Contracts, AventX provides the ability to apply these document watermarks automatically using flexible logic.

### Setting Up PDF/A properties with AventX

Document Security using PDF/A

ocument Info General Configuration	on Standalone Delivery	Doc Option Query	Destination Query		
Configuration Values					
Name	Category		Value		
uid2.row	PROCESSING	0		<b>^</b>	-
uid3.col	PROCESSING	0			
uid3.len	PROCESSING	0			
uid3.row	PROCESSING	0			
use.pdfa.standard	PROCESSING	Yes			1
Description					
Whether or not to apply PDF/A-3 o <blank>. A blank value will default</blank>					

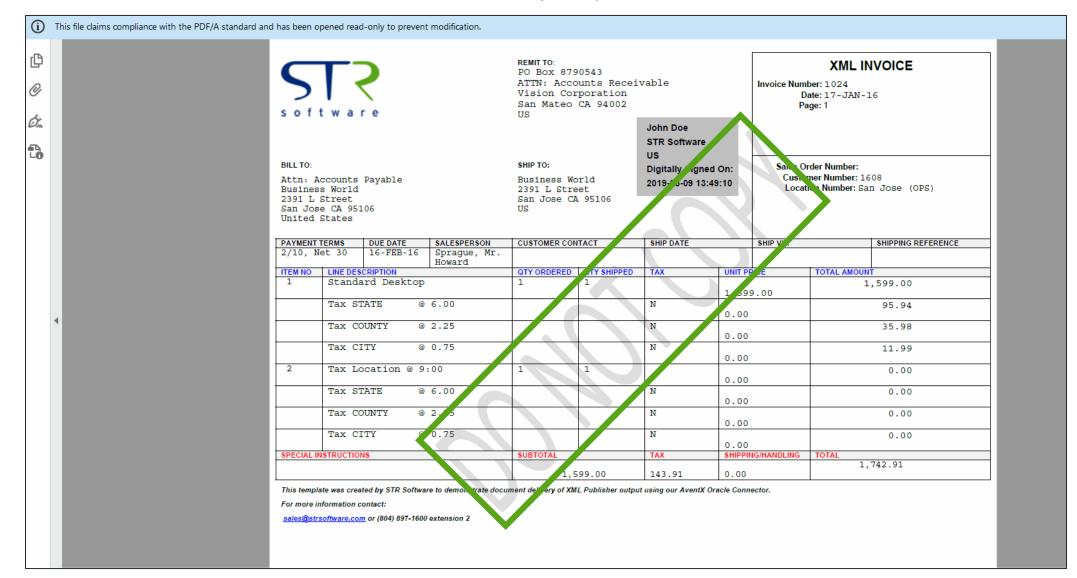
# Setting Up PDF/A properties with AventX

Document Security using PDF/A

(i) T	his file claims d	compliance with the PDF/A standard and	I has been opened read	l-only to prevent	modification.				-
ß		Acrobat Reader			×	REMIT TO: PO Box 879	20543		
O		Editing a PDF will cause the PDF to wish to continue?	no longer comply with PD	F/A. Are you sure y	rou	ATTN: Acco Vision Con San Mateo	ounts Recei	vable	
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			Tax SI	CATE @	6.00			N	0.00
•			Tax CC	OUNTY @	2.25			N	0.00

### Using Watermarks with AventX

#### **Document Security using Watermarks**



# Review



### Review

#### **Email: Preferred Business Communication**

Despite not always being a secure option, Email is still the most preferred (and direct) method for email communications, including the delivery of important documents.

#### Digital Signatures > Electronic Signatures

Deploying robust authentication using certificates and Public Key Infrastructure, Digital Signatures provide advanced security and are therefore given higher evidentiary weight.

#### BI Publisher Supports Digital Signatures...kind of

Oracle offers very basic support for deploying PDF security via BI Publisher, Dynamic Digital Signatures provide unlimited customization

#### Additional Security Features

Easily deploy additional security features to delivery documents via PDF/A (perfect for Multilanguage support and archiving) and add watermarks



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Richmond, Virginia since 1986

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11 \$Loop % \$columns == # 11

1 = 1 ] \$ \$columns = 0

and a sp. get\_attachmet.until

Data Transfer Mobile Email Print Fax for ERPs

OAUG

Quest

Oracle

1,500+ Licenses

22 Countries

1,344

donuts per year (approximately)



## **Ted Chappell**

#### Director of Product Management STR Software • Richmond, VA

p: 804.897.1600 e: ted.chappell@strsoftware.com



Oracle Analytics, BI and Big Data Special Interest Group

