

PD Onboard Program Installation Guide

Link (access required): <https://www.github.com/PDSeniorDesign>

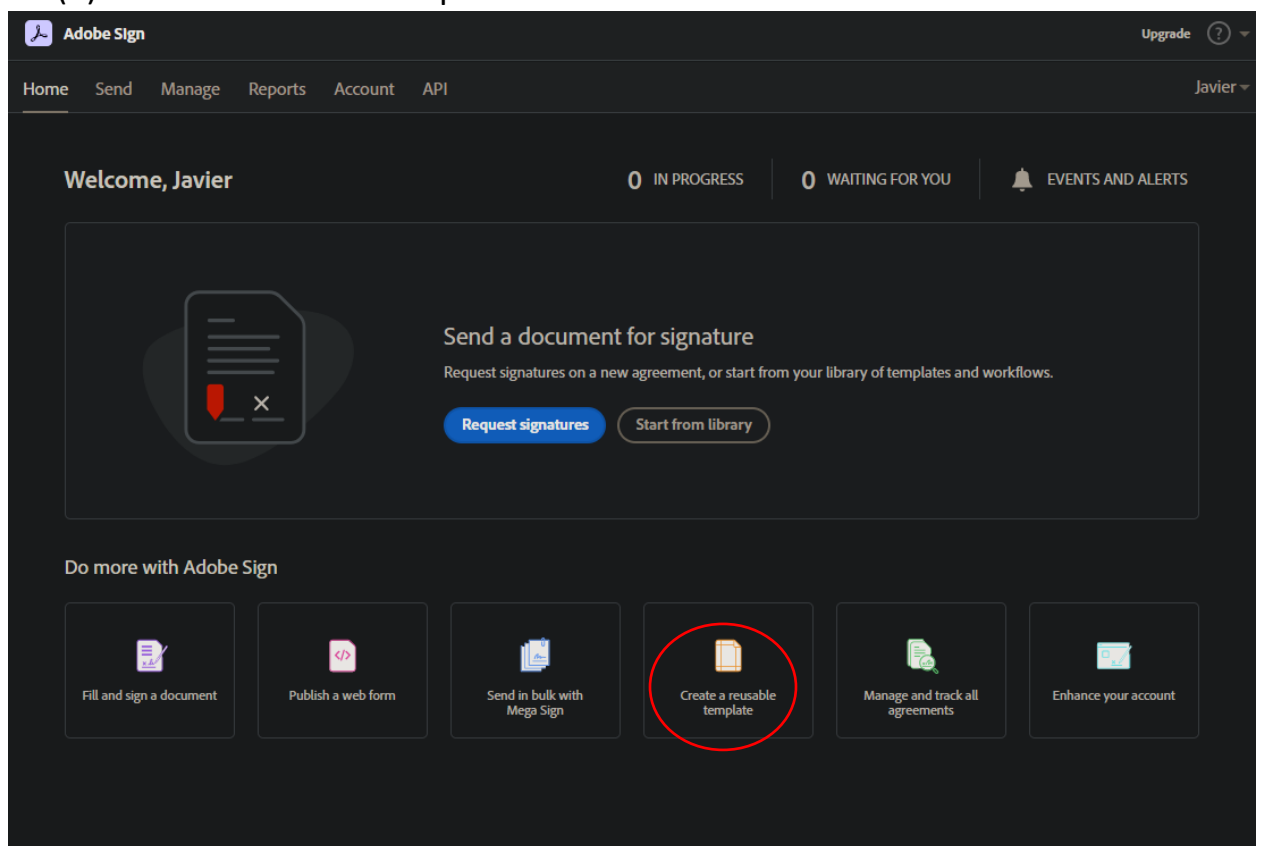
I. ADOBE SIGN SETUP

Note: You may refer to any material on our shared Adobe Sign account to duplicate on your own account.

(1) Login to your Adobe Sign Account:

<https://secure.na3.adobesign.com/account/homeJS>

(2) Create a reusable template:



(3) Upload the “PD Employee Forms.pdf” file from <https://github.com/PDSeniorDesign/resources>.

Adobe Sign

Home Send Manage Reports Account API Create Library Template

Upgrade ?

Javier

Create a Library Template

Upload any document you send often, add form fields and create your template. It will be saved to your document library. [Learn more](#) about creating library templates.

Template Name

PD Employee Forms

Files [Add Files](#)

PD Employee Forms.pdf

Drag More Files Here

Template Type

- ☒ Reusable document
- ☐ Reusable form field layer
- ☐ Both

Who can use this template

- ☒ Only me
- ☐ Any user in my group
- ☐ Any user in my organization

[Preview & Add Fields](#)

Adobe Sign

Home Send Manage Reports Account API

Relative to Page

Navigation to...

COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT
ACTIVE DIRECTORY/HOSTED
REGISTRATION FORM
For L.A. County Employees

Type of Registration:
☒ New
☐ Delete Prior
☐ Update Prior

CUSTOMER INFORMATION

Last Name: First Name: MI:
L.A. County Employee No: Hosted ID:
Department Email Address: Department Number:
Business Street Address: City: Zip: Phone #:

APPLICATION(S) REQUESTED

PLEASE MARK (x) YOUR SELECTION:

☒ Internet (Default Policy) ☐ Exchange Email ☐ Email Encryption ☐ LAcounty.gov Access
☐ Tokenless Authentication ☐ LACMobile WiFi Access ☐ Sherwell SMS ☐ Windows Rights Mgmt (WRM)
☐ PERSONAL WEIMAIL ACCESS (NO SIGNATURE REQUIRED)
☐ CMail ☐ Yahoo Mail ☐ Other: (List Domains)

*Business Justification (Required Field):

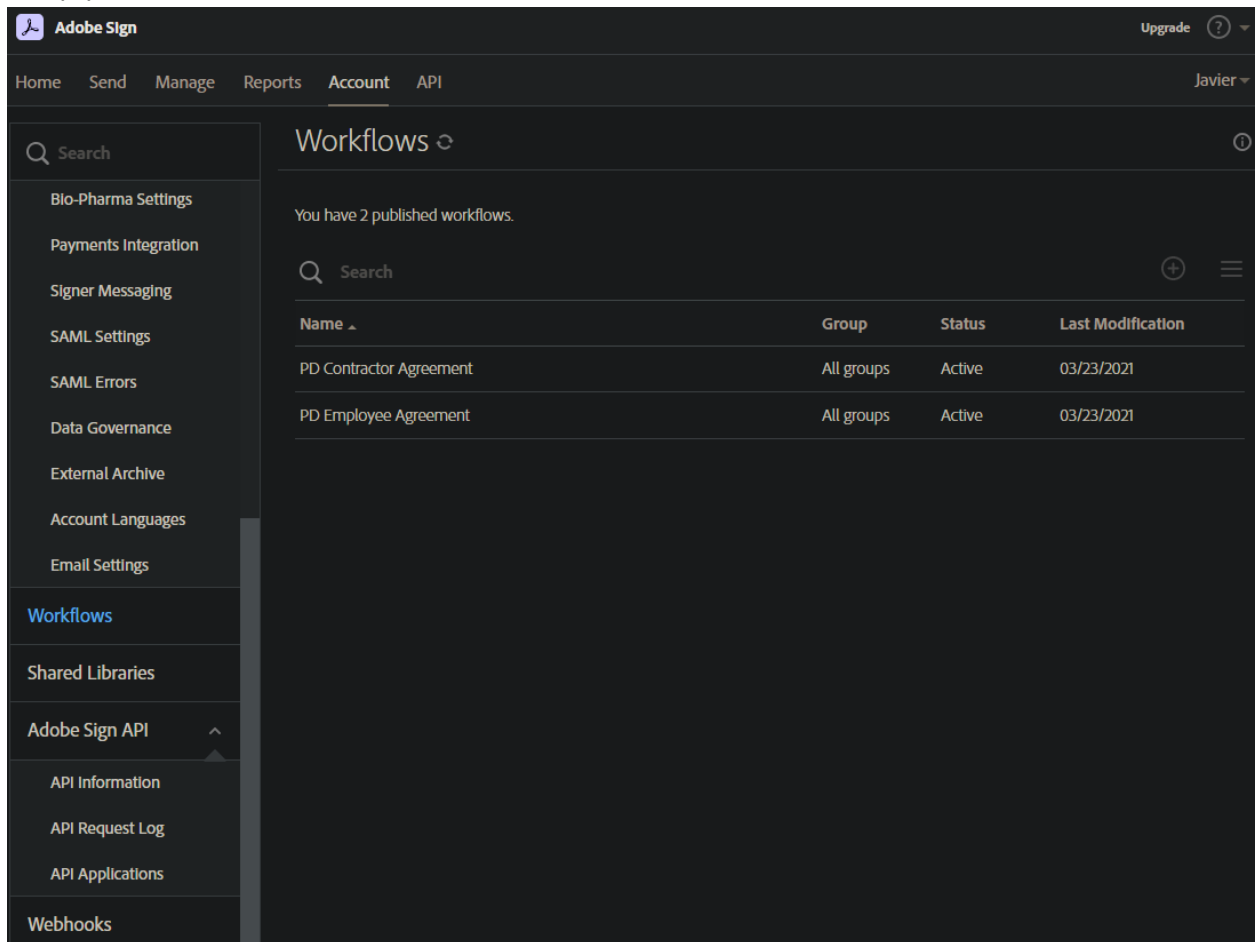
ACTIVE DIRECTORY/HOSTED APPROVALS

EMPLOYEE'S NAME (Please Print): SIGNATURE: PHONE: DATE:
DEPT. INFO. SECURITY OFFICER'S SIGNATURE: PHONE: DATE:

[Save](#)

(4) Repeat the process for the “PD Contractor Forms.pdf” files, also on <https://github.com/PDSeniorDesign/resources>.

(5) Get started on Workflows under “Account” → “Workflows” → “+”



The screenshot shows the Adobe Sign Account page. The top navigation bar includes Home, Send, Manage, Reports, Account (selected), and API. The left sidebar contains various settings categories: Blo-Pharma Settings, Payments Integration, Signer Messaging, SAML Settings, SAML Errors, Data Governance, External Archive, Account Languages, Email Settings, Workflows (selected), Shared Libraries, Adobe Sign API (expanded), and Webhooks. The main content area is titled 'Workflows' and shows a message: 'You have 2 published workflows.' Below this is a search bar and a table with the following data:

Name	Group	Status	Last Modification
PD Contractor Agreement	All groups	Active	03/23/2021
PD Employee Agreement	All groups	Active	03/23/2021

Create both the “PD Contractor Agreement” **and** “PD Employee Agreement” workflows following the format of the ones we have on our account. It’s important that everything be the same when creating these, down to case-sensitive letters and whitespaces. It would be useful to have our account’s workflow pages side-by-side with your own when doing this.

Adobe Sign

Workflow DesignerPD Contractor AgreementCloseUpdateDeactivate

Workflow Info

Agreement Info

Recipients

Emails

Documents

Sender Input Fields

Workflow Name*

PD Contractor Agreement

Activate for*

All groups

Default Group

Employee

Instruction for Sender

Adobe Sign

Workflow DesignerPD Contractor AgreementCloseUpdateDeactivate

Workflow Info

Agreement Info

Recipients

Emails

Documents

Sender Input Fields

Agreement Name*

PD Contractor Agreement

Recipient's Language

Do not show language selector

Message*

Send Options

Set password to open downloaded PDF

Required

Completion deadline

days to complete the agreement

Allow authoring of documents prior to sending

Enable authoring by default

Cc

Enter email address...

Minimum

Maximum

Editable

Adobe Sign

Workflow DesignerPD Contractor AgreementCloseUpdateDeactivate

Workflow Info

Agreement Info

Recipients

Emails

Documents

Sender Input Fields

Recipients Routing*

↓

Signer

↓

Manager

↓

Div Chief / Mana...

↓

Department Head

↓

Dept Info Secur...

↓

Application Coord...

↓

Adobe Sign

Workflow DesignerPD Contractor AgreementCloseUpdateDeactivate

Workflow Info

Agreement Info

Recipients

Emails

Documents

Sender Input Fields

Notification Receiver

Events	Sender	Recipients	CC	Delegate
Agreement Starts	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>	-
Agreement Moves to Next Signer	<input type="checkbox"/>	Always	<input type="checkbox"/>	-
Signer Views Invitation	<input type="checkbox"/>	-	-	-
Signer Signs	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Signer Delegates	<input type="checkbox"/>	-	-	Always
Agreement is Signed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agreement is Cancelled/Declined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Adobe Sign

Workflow DesignerPD Contractor AgreementCloseUpdateDeactivate

Workflow Info

Agreement Info

Recipients

Emails

Documents

Sender Input Fields

Document Title*	Files	Document Name	+ Add Document
PD Contractor Forms	PD Contractor Forms	PD Contractor Forms	<input checked="" type="checkbox"/> Required

Adobe Sign

Workflow DesignerPD Contractor AgreementCloseUpdateDeactivate

Workflow Info

Agreement Info

Recipients

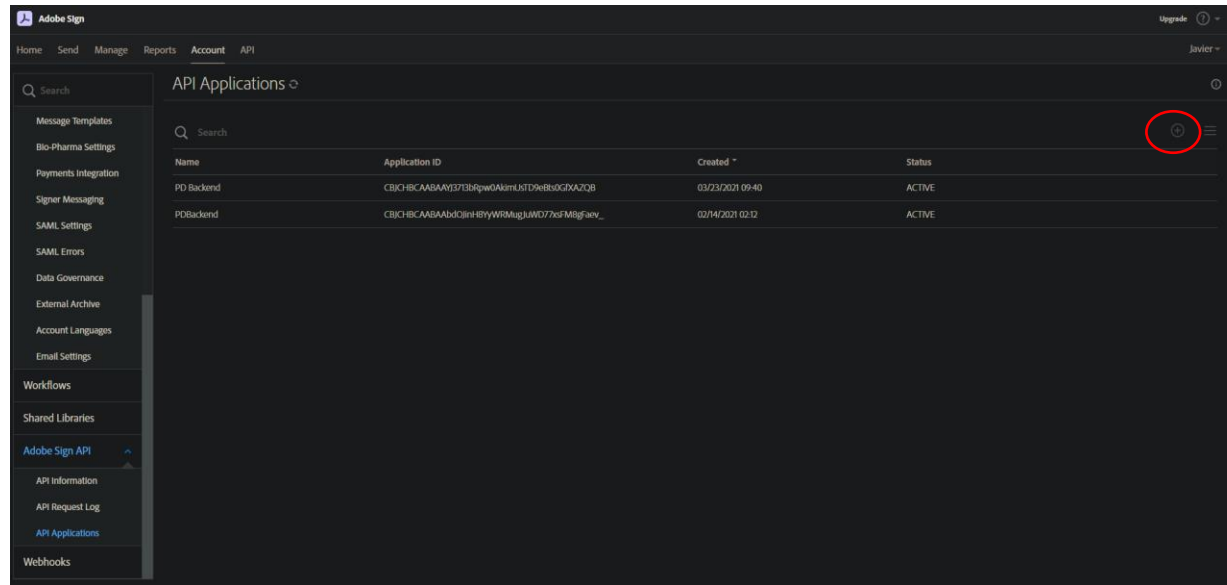
Emails

Documents

Sender Input Fields

Field Title*	Document Field Name*	Default Value	+ Add Field
You have no fields, add one.			

(6) Add your application to the Adobe Sign API under “Account” → “Adobe Sign API” → “API Applications”



(7) Configure OAuth for your application according to these steps:
https://www.adobe.io/apis/documentcloud/sign/docs.html#!adobe-docs/adobe-sign/master/gstarted/configure_oauth.md

Note: These scopes should be enabled when completing this step.

Enabled Scopes

You must enable the scopes that you intend to request through the OAuth protocol. Please limit the scopes that you enable to the minimum set necessary for your application, which is one of the requirements for Certification.

Please [contact support](#) if you need to change which scopes are enabled for your application. [?](#)

Note that only Group Admins can approve OAuth requests that use the ".group" scope modifier, and only Account Admins can approve OAuth requests that use the ".account" scope modifier.

Enabled?	Scope	Modifier	Description
<input type="checkbox"/>	user_read	account	View users In your account
<input type="checkbox"/>	user_write	account	Create or manage users within your account
<input checked="" type="checkbox"/>	user_login	self	Login access – providing full access to any user In your account overriding other requests
<input checked="" type="checkbox"/>	agreement_read	account	Access documents & data on behalf of any user In your account
<input checked="" type="checkbox"/>	agreement_write	account	Manage the status of documents on behalf of any user In your account
<input checked="" type="checkbox"/>	agreement_send	account	Send documents on behalf of any user In your account
<input type="checkbox"/>	widget_read	account	View web forms on behalf of any user In your account
<input type="checkbox"/>	widget_write	account	Create, edit or publish web forms on behalf of any user In your account
<input checked="" type="checkbox"/>	library_read	account	View templates and document library on behalf of any user In your account
<input checked="" type="checkbox"/>	library_write	account	Manage the templates and document library on behalf of any user In your account
<input checked="" type="checkbox"/>	workflow_read	account	View workflows on behalf of any user In your account
<input type="checkbox"/>	workflow_write	account	Create workflows on behalf of any user In your account
<input type="checkbox"/>	webhook_read	account	View webhooks on behalf of any user In your account
<input type="checkbox"/>	webhook_write	account	Create or edit webhooks on behalf of any user In your account
<input type="checkbox"/>	webhook_retention	account	Permanently delete webhooks on behalf of any user In your account
<input type="checkbox"/>	application_read	account	View applications.
<input type="checkbox"/>	application_write	account	Manage applications, includes: managing OAuth scopes, application name, display name.

(8) Get your access token and refresh token following these steps:

https://www.adobe.io/apis/documentcloud/sign/docs.html#!adobe-docs/adobe-sign/master/gstarted/get_access_token.md

Note: *Save your access token, refresh token, client id, client secret, code, and redirect uri. The last 4 may be found on the API applications page as well.*

(9) Once you have your access token, use it to retrieve important IDs from Adobe Sign. *Mark these down, you'll need them.*

a. Get Workflow IDs here (Access token required):

<https://secure.na3.adobesign.com/public/docs/restapi/v6#!/workflows/getWorkflows>

b. Get Template IDs here (Access token required):

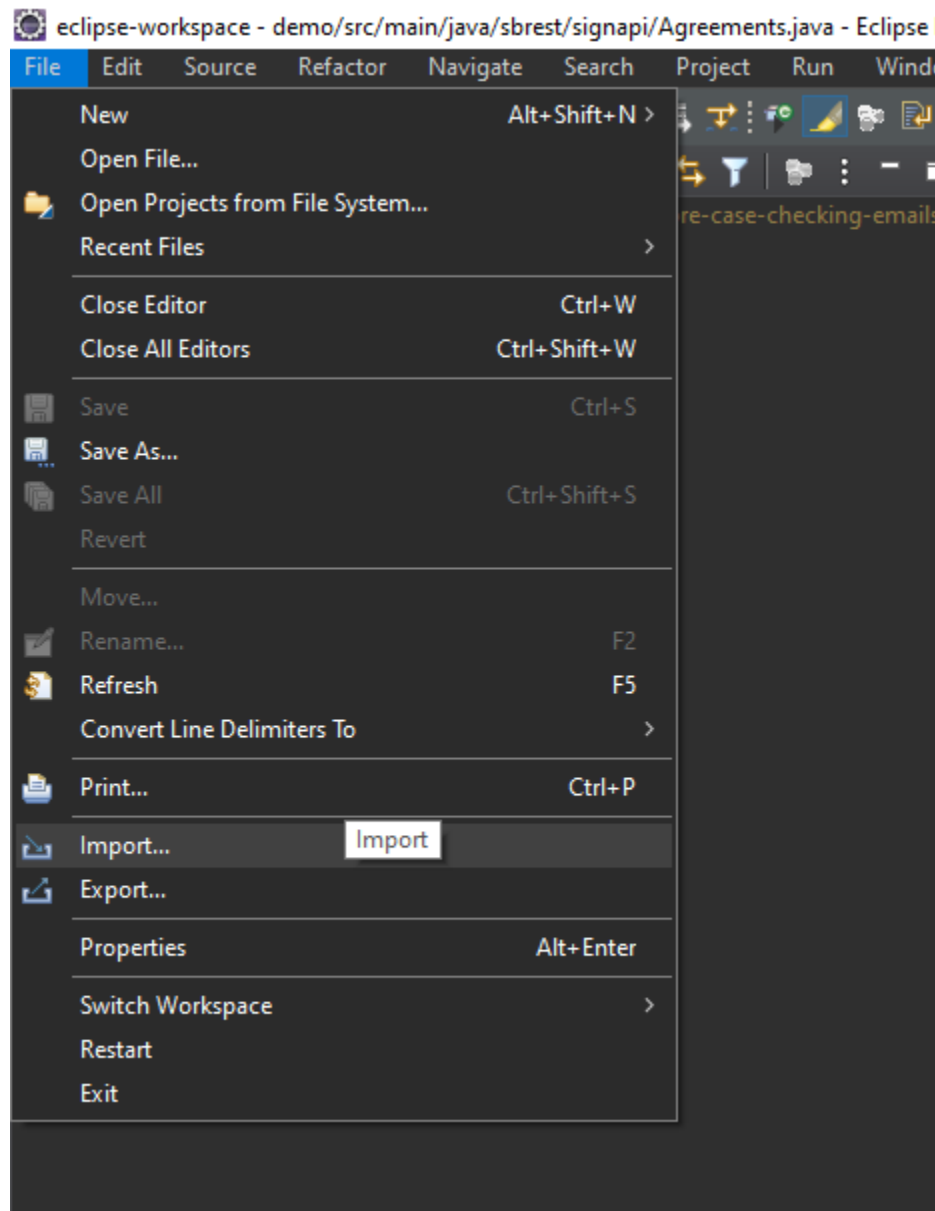
<https://secure.na3.adobesign.com/public/docs/restapi/v6#!/libraryDocuments/getLibraryDocuments>

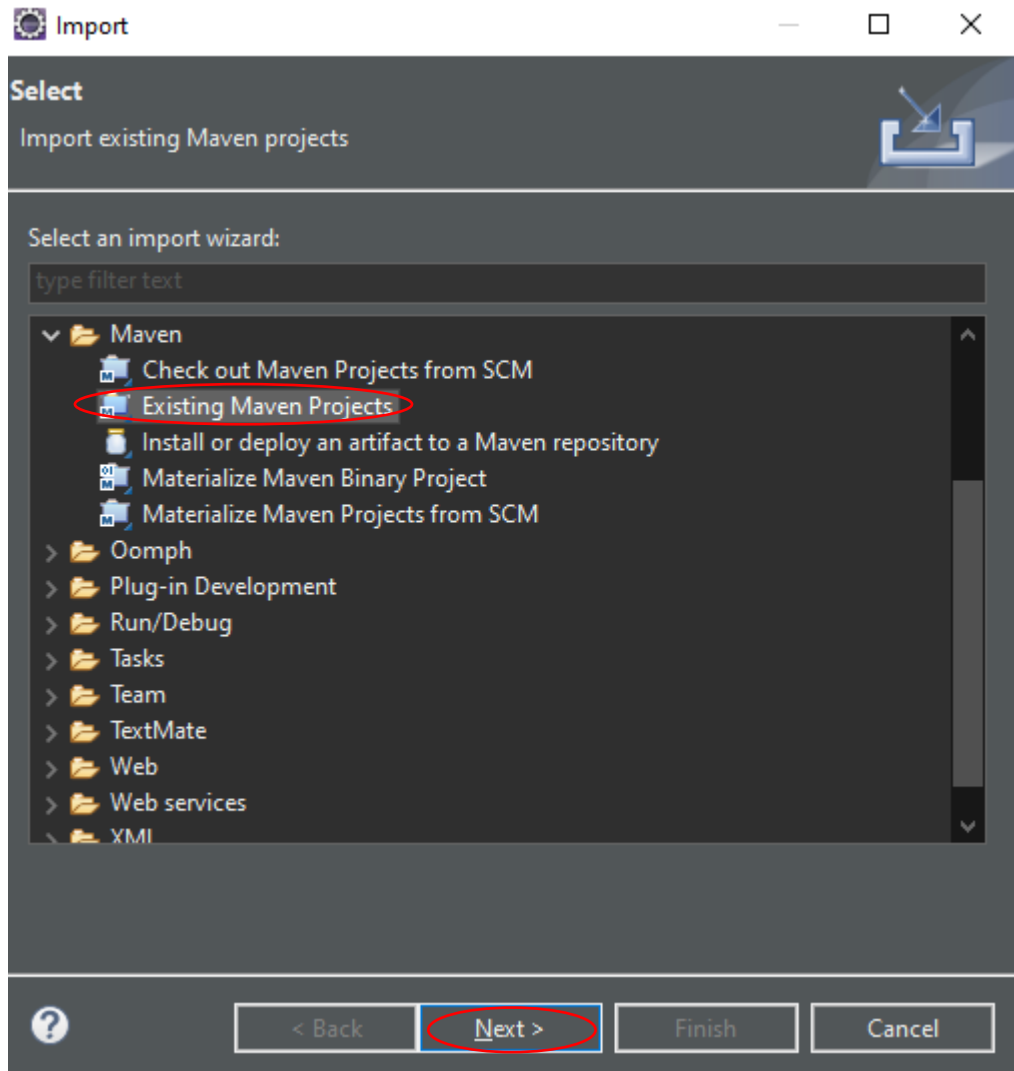
II. BACKEND PROGRAM SETUP

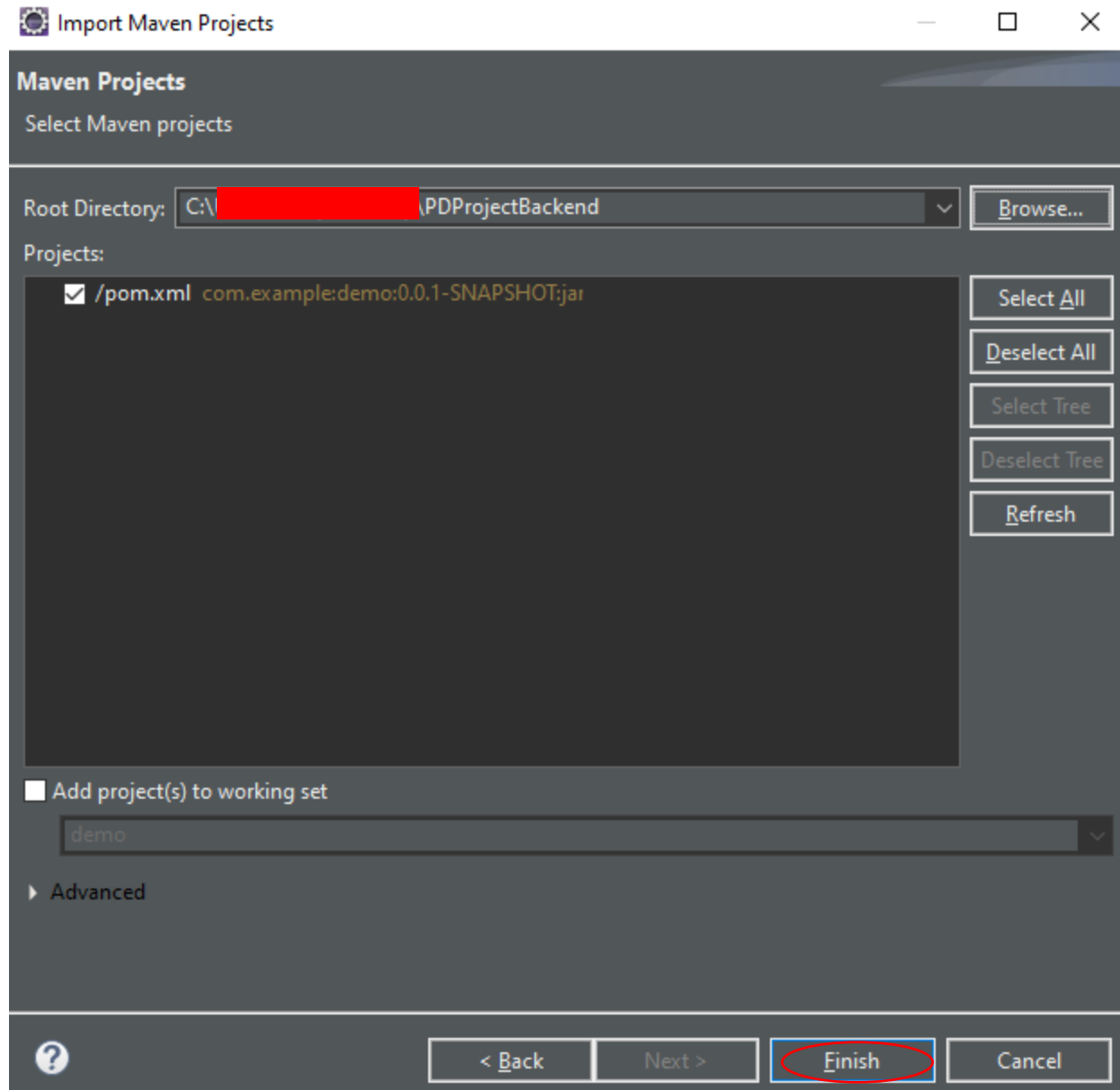
(1) Import the “backend.sql” file from <https://github.com/PDSeniorDesign/resources> to the SQL database you are using. This will handle table creation, add sample Approvers, and store Admin credentials.

(2) Clone the backend program from <https://github.com/PDSeniorDesign/PDProjectBackend>

(3) Import project into Eclipse as “Existing Maven Project”







(4) Various credentials should be manually configured at this point (see next page).

- a. In application-dev.properties and/or application-prod.properties, replace the following fields:

SQL DATABASE & TABLE →
SQL USERNAME →
SQL PASSWORD →
EMAIL ADDRESS (alert sender) →
EMAIL PASSWORD (configure app password on Gmail for more security) →

```
1 spring.datasource.url=jdbc:mysql://[redacted]:3306/[redacted]?serverTimezone=UTC
2 spring.datasource.username=[redacted]
3 spring.datasource.password=[redacted]
4 spring.datasource.driver-class-name=com.mysql.cj.jdbc.Driver
5 spring.jpa.properties.hibernate.dialect=org.hibernate.dialect.MySQL8Dialect
6 spring.jpa.generate-ddl=true
7
8 spring.mail.host=smtp.gmail.com
9 spring.mail.port=587
10 spring.mail.username=[redacted]@gmail.com
11 spring.mail.password=[redacted]
12 spring.mail.properties.mail.smtp.auth=true
13 spring.mail.properties.mail.smtp.starttls.enable=true
14
```

- b. In OAuthTokens.java, replace refresh token and other API credentials.

Line 39:

```
private final static String OAUTH_REFRESH_TOKEN = "[redacted]";
```

Lines 73-75 and 101-103:

```
String requestBody = "code=[redacted]" + "&client_id=[redacted]"
+ "&client_secret=[redacted]" + "&redirect_uri=[redacted]"
+ "&grant_type=authorization_code";
```

- c. In Agreements.java, replace workflow IDs and template IDs (referred to as documentId).

```
22     if (serviceRequest.isEmployee()) {
23         email = serviceRequest.getEmployeeEmailAddress();
24         agreementName = "PD Employee Agreement";
25         documentId = "[redacted]";
26         workflowId = "[redacted]";
27         fileLabel = "PD Employee Forms";
28     }
29     else {
30         email = serviceRequest.getCompanyEmailAddress();
31         agreementName = "PD Contractor Agreement";
32         documentId = "[redacted]";
33         workflowId = "[redacted]";
34         fileLabel = "PD Contractor Forms";
35     }
```

Deploy to a Server

The backend program is a Spring Boot application. Please see <https://www.baeldung.com/spring-boot-app-as-a-service> on how to deploy it as a service on a server.

III. FRONTEND PROGRAM SETUP

(1) Clone the frontend program from

<https://github.com/PDSeniorDesign/form-app>

(2) Access the frontend directory from command prompt

A screenshot of a Windows command prompt window with a black background and white text. The first line shows a redacted path followed by the command 'cd form-app'. The second line shows the same redacted path followed by the prompt 'form-app>'.

```
C:\[redacted]>cd form-app  
C:\[redacted]\form-app>
```

(3) Inside command prompt, enter “npm install”. Wait for all node modules to install.

Deploy to a Server

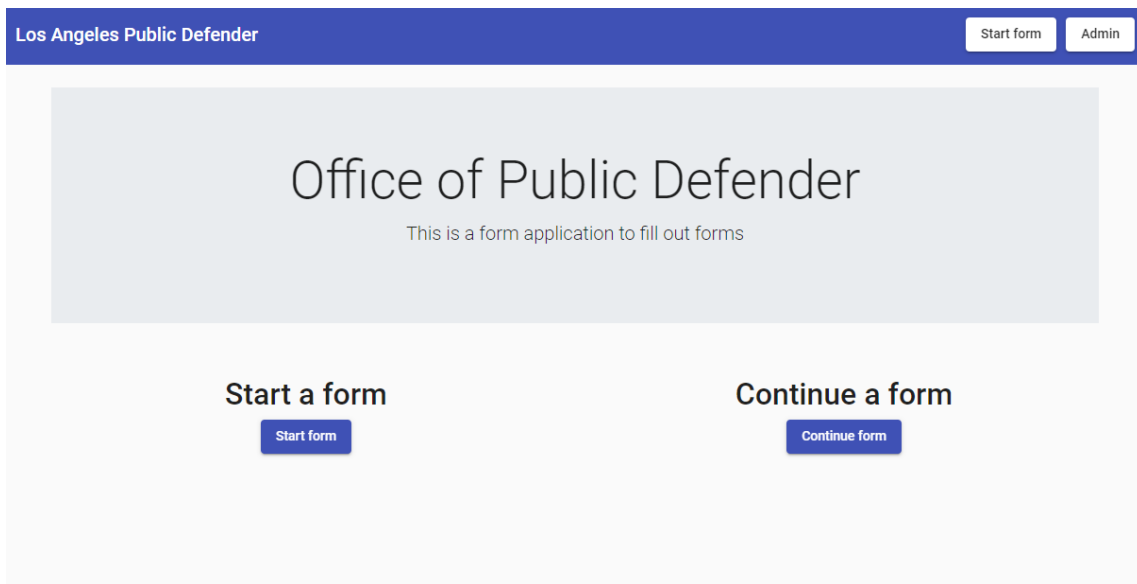
The frontend program is a standard Angular Single Page Application (SPA). Please see <https://angular.io/guide/deployment> on how to deploy it to a server.

IV. TESTING THE PROGRAMS

- Run backend program by running “DemoApplication.java” in Eclipse
- Run frontend program with “npm run start” from command prompt.

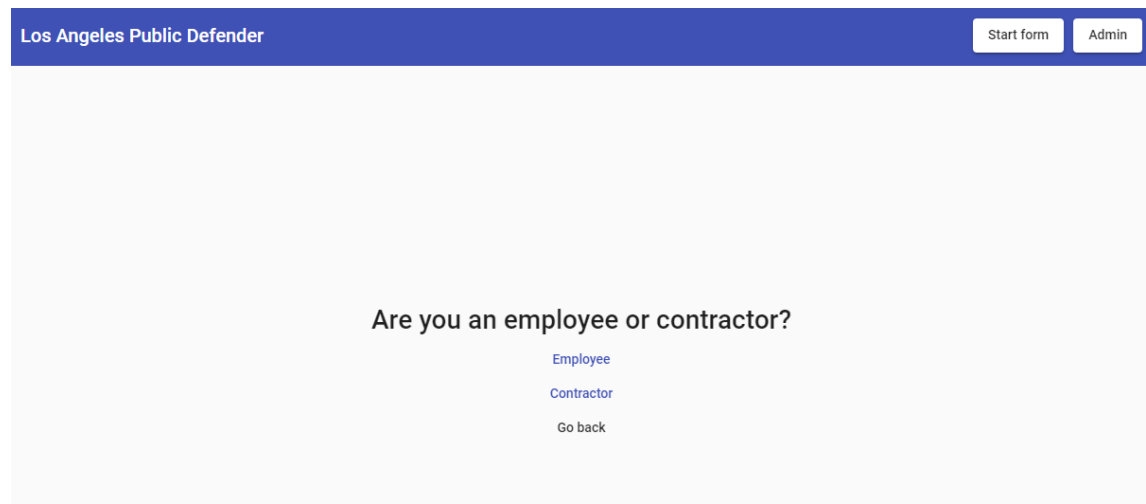
After running Backend & Frontend programs:

(1) Visit the web form at <http://localhost:4200>



The screenshot shows the home page of the "Los Angeles Public Defender" web form application. At the top, there is a blue header bar with the text "Los Angeles Public Defender" on the left and two buttons, "Start form" and "Admin", on the right. Below the header, the main content area has a light gray background. In the center, there is a white box containing the text "Office of Public Defender" and "This is a form application to fill out forms". Below this box, there are two columns. The left column has the text "Start a form" above a blue button labeled "Start form". The right column has the text "Continue a form" above a blue button labeled "Continue form".

(2) Employee/Contractor fills out & submits request form.



The screenshot shows the user selection page of the "Los Angeles Public Defender" web form application. At the top, there is a blue header bar with the text "Los Angeles Public Defender" on the left and two buttons, "Start form" and "Admin", on the right. Below the header, the main content area has a light gray background. In the center, there is a white box containing the text "Are you an employee or contractor?". Below this text, there are three links: "Employee", "Contractor", and "Go back".

1 Personal — 2 Address — 3 Employee — 4 Access — 5 Additional — 6 Manager — 7 Submit

Personal Information

First Name *

John

Required
Middle Initial

F

Last Name *

Doe

Required

Email *

lcpdformtester@gmail.com

Phone number *

0123456789

Next

Save

1 Personal — 2 Address — 3 Employee — 4 Access — 5 Additional — 6 Manager — 7 Submit

Address

Street Address *

101 Test St

Required

City *

Los Angeles

Required

State *

CA

Required

Zip Code *

90032

Required

Previous

Next

Save

Personal Address **3 Employee** 4 Access 5 Additional 6 Manager 7 Submit

Employee Information

Employee Number *

23525235

Required

Hosted ID *

235235325

Required

Previous

Next

Save

Personal Address Employee **4 Access** 5 Additional 6 Manager 7 Submit

Access Options

IBM Access Information

Logon ID

37483

2-Digit Major Group Code

41

2-Digit LSO Group Code

62

Security Authorization

Authorization

Unix Environment Access

Login ID

2235

Application

Application

Access Group

2345

Account Number

16313632

SecurID Remote Access

Billing Account Number

1251

Access Type

SecurID VPN

Previous

Next

Save

Personal — Address — Employee — Access — **5 Additional** — 6 Manager — 7 Submit

Applications Requested

Select the following options

Internet Access

Email Account

Email Encryption

LACounty.gov Access

Tokenless Authentication

LACMobile

Cherwell SMS

Window Rights Management

Previous

Next

Save

Personal — Address — Employee — Access — Additional — **6 Manager** — 7 Submit

Manager's Contact Information

Manager's First Name

Joe

Manager's Last Name

Mackie

Manager's Phone #

0123456789

Manager's Email

lacpdfmtester@gmail.c

Previous

Next

Personal

Address

Employee

Access

Additional

Manager

7 Submit

You're Almost Done!

Please confirm the information below. If there is any mistake, click on the heading to go back and make changes. Click Submit once done!

Personal

Address

Employee

Access

Additional

First Name

John

Middle Initial

F

Last Name

Doe

Email Address

lacpdformtester@gmail.com

Phone Number

0123456789

Street

101 Test St

City

Los Angeles

State

CA

Zip Code

90032

Employee Number

23525235

Hosted ID

235235325

Access Options:

Applications Requested

✓ Internet Access

✓ Email Account

✓ Email Encryption

✓ Tokenless Authentication

✓ LACMobile

Submit

Thanks! Submission Received

Please save the number provided below for future reference.

This number will be used to check on the form's status.

Here is your reference number: **248556**

Please save this for future reference.

(3) Both Admin and Requestor receive confirmation emails with request number.

New Request Submitted (#248556) Inbox x



lacpdfalerts@gmail.com

8:10 PM (5 minutes ago)



to me ▾

Hello John,

Thank you for submitting your request. Here is your request number: 248556
Please store this request number for your records.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

New Request Submitted (#248556) Inbox x



lacpdfalerts@gmail.com

8:10 PM (6 minutes ago)

to me ▾

A new service request was submitted by John Doe. The request number is 248556.
Log in to review the request at <http://localhost:4200/admin>

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

(4) Admin may login (<http://localhost:4200/admin>)
and add info for the following 4 approvers: Div Chief
/ Manager, Department Head, Dept Info Security Officer, Application
Coordinator

Los Angeles Public Defender

Start formAdmin

Login

Welcome to PD

password

pass123

Login

Los Angeles Public Defender

Reset PasswordView RequestsManage ApproversLogout

Service Request

Search

Request Number	Request Status	First Name	Last Name	Request-Review	Signing Process
	Submitted for Admin Review			Review	Signing Events

Los Angeles Public Defender

Reset Password

View Requests

Manage Approvers

Logout

Approvers

New Approvers

Existing Approvers

Create a new approver

Select an option

Division Chief Manager

Name *

Phone *

Email *

Add

Clear

- (5) Admin may login at <http://localhost:4200/admin> and review requests (make revisions, assign Approvers, check on Signing Process). They may then submit the request data to Adobe Sign.

Los Angeles Public Defender						Reset Password	View Requests	Manage Approvers	Logout
Service Request									
<div><div></div><div>Search</div></div>									
Request Number	Request Status	First Name	Last Name	Request-Review	Signing Process				
	Submitted for Admin Review			Review	Signing Events				

1 Personal Info... 2 Address... 3 Employee Info... 4 Access Info... 5 Additional Info... 6 Appro... 7 Start Adobe ...

Signatures

Select the following for signatures

Division Chief Manager
Div Chief / Manager

Department Head
Department Head

Application Coordinator
Application Coordinator

Dept. Info Sec. Officer
Dept Info Security Officer

[Previous](#)[Next](#)[Save](#)

1 Personal Info... 2 Address... 3 Employee Info... 4 Access Info... 5 Additional Info... 6 Appro... 7 Start Adobe ...

Submit to Adobe Sign

Start Adobe sign process

[Previous](#)[Next](#)[Submit](#)

Thanks! Submission Received

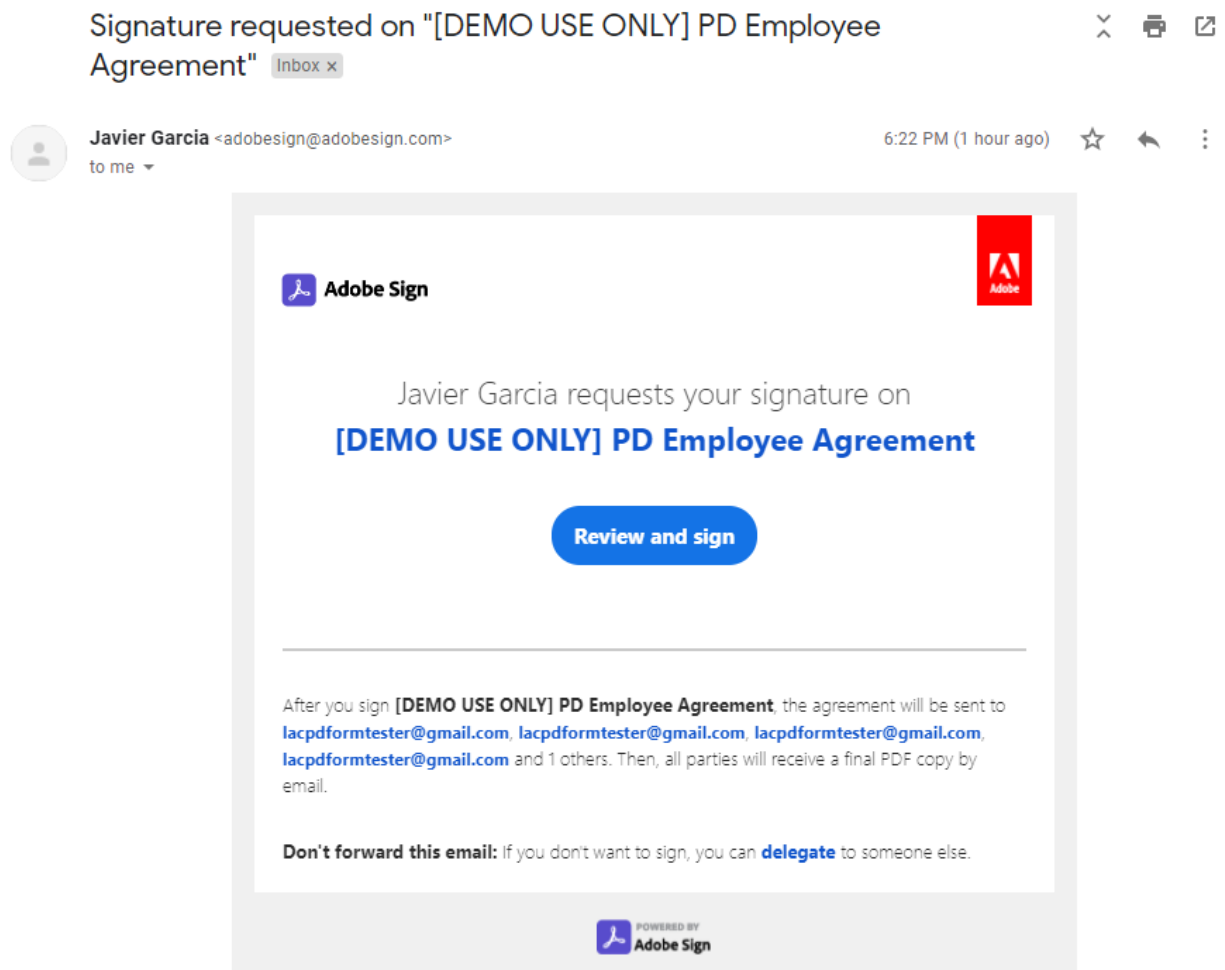
Service request has been submitted to Adobe Sign for signing for request number provided below.

Request number: **248556**

[Redirect to homepage](#)


(6) All attached participants (requestor + approvers) will receive emails to sign the forms in the following order:

Requestor (mandatory) --> Manager (mandatory) --> Div Chief / Manager (optional) --> Department Head (optional) --> Dept Info Security Officer (optional) --> Application Coordinator (optional)



Adobe Sign

Options ▾ [DEMO USE ONLY] PD Employee Agreement Next required field 5



**COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT
ACTIVE DIRECTORY/HOSTED
REGISTRATION FORM
For L.A. County Employees**

Type of Registration:

☐ New
☐ Delete Prior
☐ Update Prior

CUSTOMER INFORMATION

Last Name: Garcia First Name: Javier MI: P
 L.A. County Employee No: 5235235 Hosted ID: E5235235
 Department Email Address: lacpdformtester@gmail.com
 Department Name: Department Number:
 Business Street Address: 4635 E 57th St
 City: Maywood Zip: 90270 Phone #: 3234346116

APPLICATION(S) REQUESTED

PLEASE MARK (✓) YOUR SELECTION:

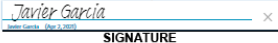
☐ Internal (Default Select) ☒ External Email ☐ Email Exception ☒ Account Request

☒ Token ☐ Other (WRM)

☐ GMail ☐ Other (List Domains)

*Business Justification (Required Field):

ACTIVE DIRECTOR Click to change

EMPLOYEE'S NAME (Please Print)	SIGNATURE	PHONE	DATE
Javier P Garcia		3234346116	04/02/2021
Dept Info Security Officer		0123456789	
DEPT. INFO. SECURITY OFFICER'S (If Required)			
Joe Mackie			

(7) After everyone has signed, completed document is saved in associated Adobe Sign account

Adobe Sign

Upgrade

Home

Send

Manage

Reports

Account

API

Javier

Your agreements

Filters

Search for agreements and users...

STATUS

In Progress (11)

Waiting for You (0)

Completed

Canceled

Expired

Draft

Templates

Web Forms

Mega Sign

Completed

<input type="checkbox"/>	RECIPIENTS	SENDER	TITLE	MODIFIED
<input type="checkbox"/>	dfgdfg 5 of 5 completed	Me	[DEMO USE O... actor Agreement	3/23/2021
<input type="checkbox"/>	geee 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
<input type="checkbox"/>	sdfdsf 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
<input type="checkbox"/>	dfgdfg 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
<input type="checkbox"/>	dfddsf 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
<input type="checkbox"/>	dfgdfg 6 of 6 completed	Me	[DEMO USE O... loyee Agreement	3/22/2021