GEOPAK/Microstation - Cell Creation
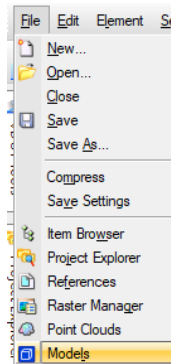
Copy the tcseal – Copy.cel located at \\coapp52\proj\seals - you can save the cell to your Downloads folder on your pc.
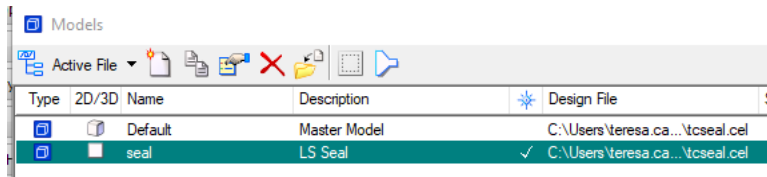
Rename the cell to the user's name that you are creating the cell for – for example Teresa Cantrell would be tcseal.cel.
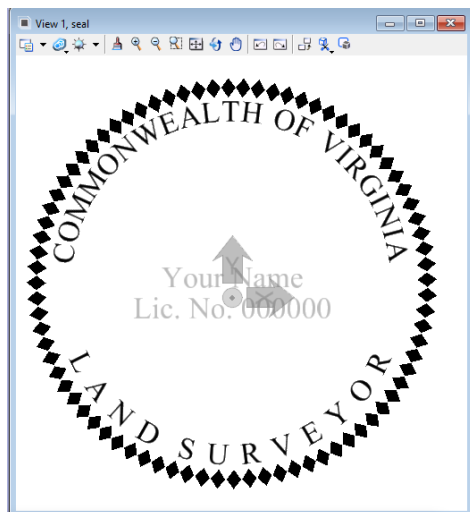
Open the file that you just renamed.

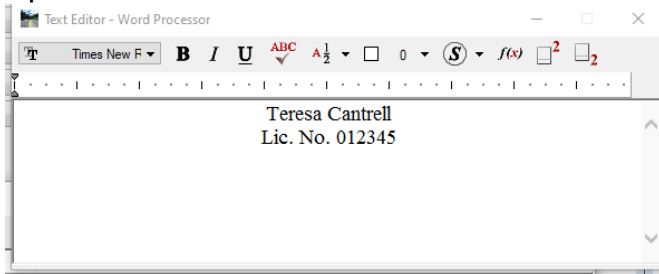- Click on File – Models

- In the Model box – click on seal

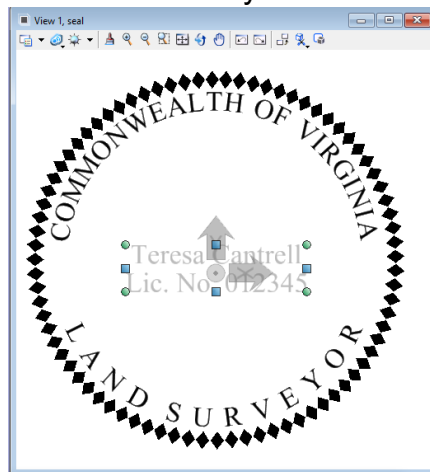- Double click in the seal where the users information should be

- Update the information to the users information

- Click back inside the seal – the information should update
  - If it doesn't then you will need to repeat the steps

- Once you have updated the cell information you will want to save the file to the user's computer
  - The file location should be in a folder where the user's PDF seal is located and where the backup of their certificate is.
- You will also want to add the cell to ProjectWise in the folder Central Office\cadd support\Sign & Seal Info\Microstation Cells
 - Update the description on the file to the user's name
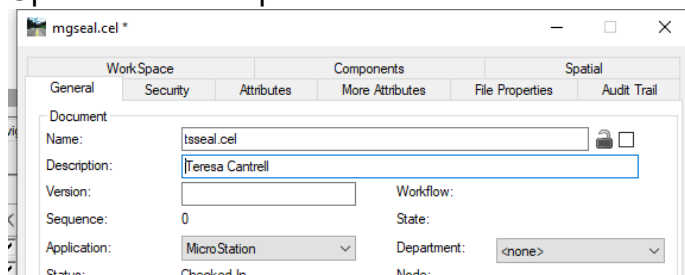
GEOPAK/Microstation - Cell Creation

Now that you have created the cell you will need to contact the user and remotely take over the user's computer. Open the user's cell with GEOPAK.
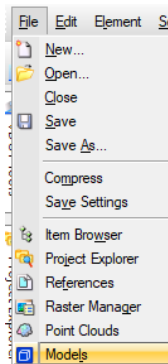
You can either

- Double click the file
- Open GEOPAK and locate the cell
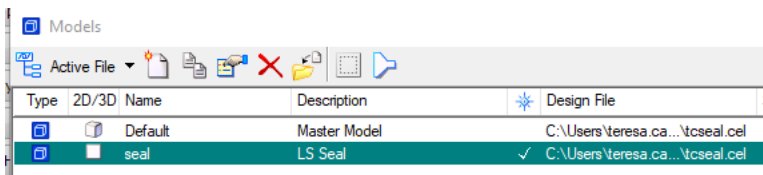 - Ensure the Files of type is set to either All Files or MicroStation Cell Libraries
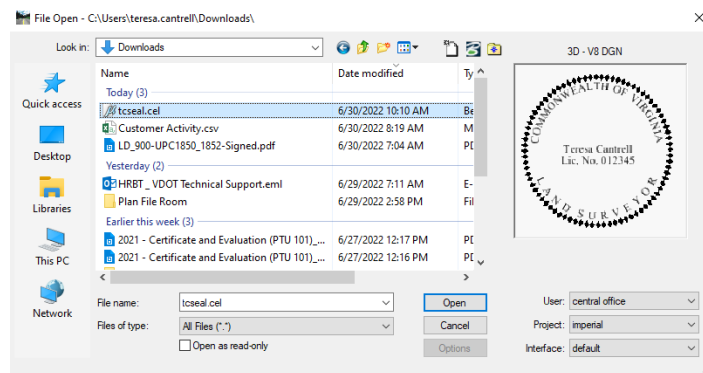
Once the file is opened you will want to do follow the below instructions.
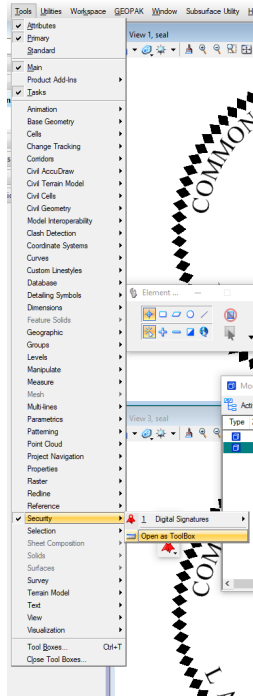
- Click on File – Models

- In the Model box – click on seal
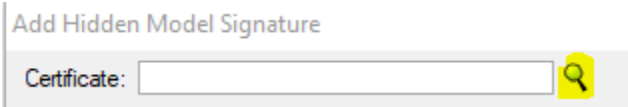
- Go to Tools – Security – Open as Toolbox

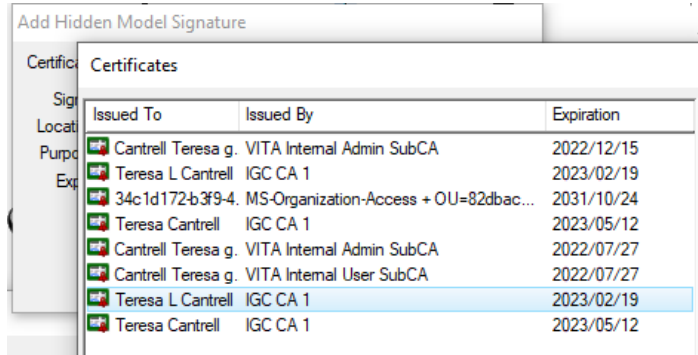 - You will want to dock this toolbar in your window – you can drag the icon to the toolbar

- Click on the 'Add Hidden Model Signature' in the Digital Signatures dialog box

- Click the Magnifying glass next to 'Certificate'

  Add Hidden Model Signature

  Certificate: _____

- Choose the user's current certificate

  Add Hidden Model Signature

  Certificates

Issued To	Issued By	Expiration
Cantrell Teresa g.	VITA Internal Admin SubCA	2022/12/15
Teresa L Cantrell	IGC CA 1	2023/02/19
34c1d172-b3f9-4.	MS-Organization-Access + OU=82dbac...	2031/10/24
Teresa Cantrell	IGC CA 1	2023/05/12
Cantrell Teresa g.	VITA Internal Admin SubCA	2022/07/27
Cantrell Teresa g.	VITA Internal User SubCA	2022/07/27
Teresa L Cantrell	IGC CA 1	2023/02/19
Teresa Cantrell	IGC CA 1	2023/05/12

o Click OK

- Click OK on the Add Hidden Model Signature
- User will need to enter in their certificate password
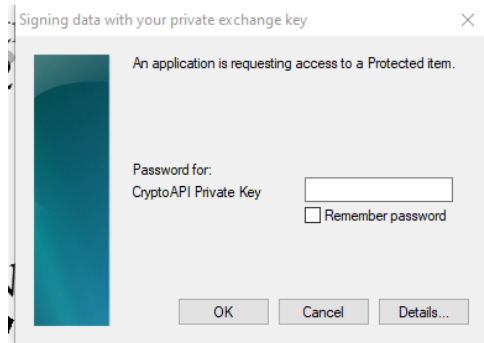
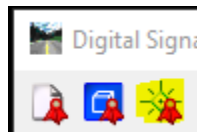- You will now see the Hidden Model certificate in the Digital Signature box

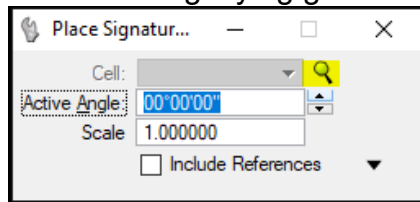Your GEOPAK/Microstation digital Signature has been created.

Placing your Signature Cell

To place your signature cell open your GEOPAK/Microstation file.
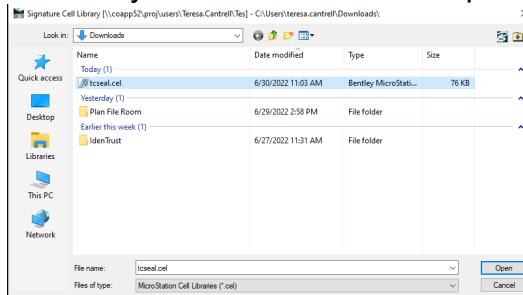
- Click on the Place Signature Cell
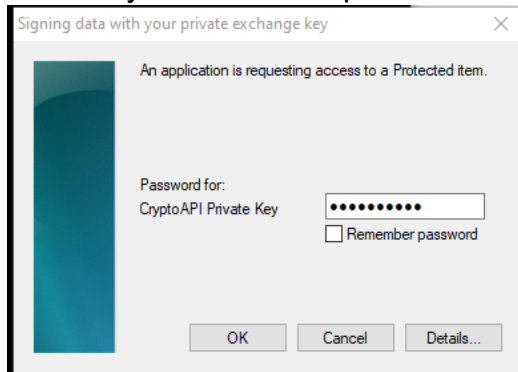

- Click the magnifying glass

GEOPAK/Microstation - Cell Creation

- Click on your cell then choose Open

- Your seal will automatically attach to your mouse

- Click on your file where you need to place the seal

- Enter in your certificate password and click OK

- Your file has now been GEOPAK/Microstation certified