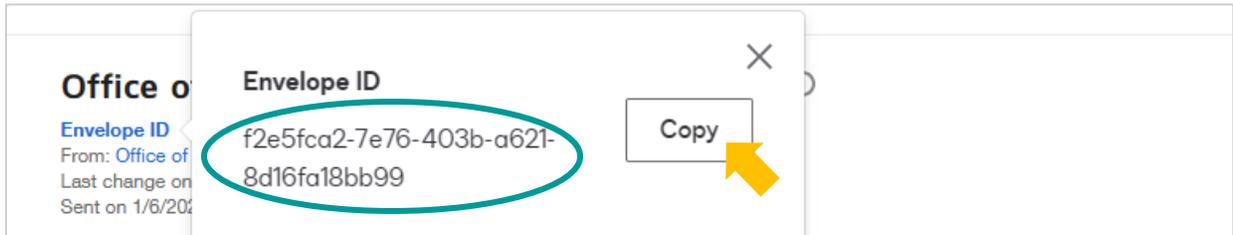


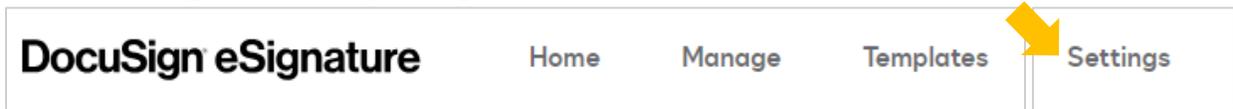
TRANSFER DOCUSIGN ENVELOPE OWNERSHIP

If you need to correct or resend an envelope owned by someone else (ex. Office of the Registrar):

1. Open the envelope and copy the **Envelope ID**



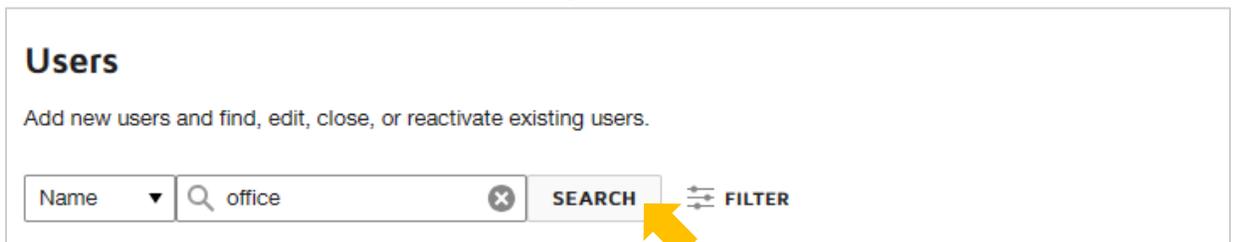
2. Go to **Settings** on the top navigation bar



3. Select **“Users”** on the left



4. Enter the name of the current envelope owner and select **“Search”**



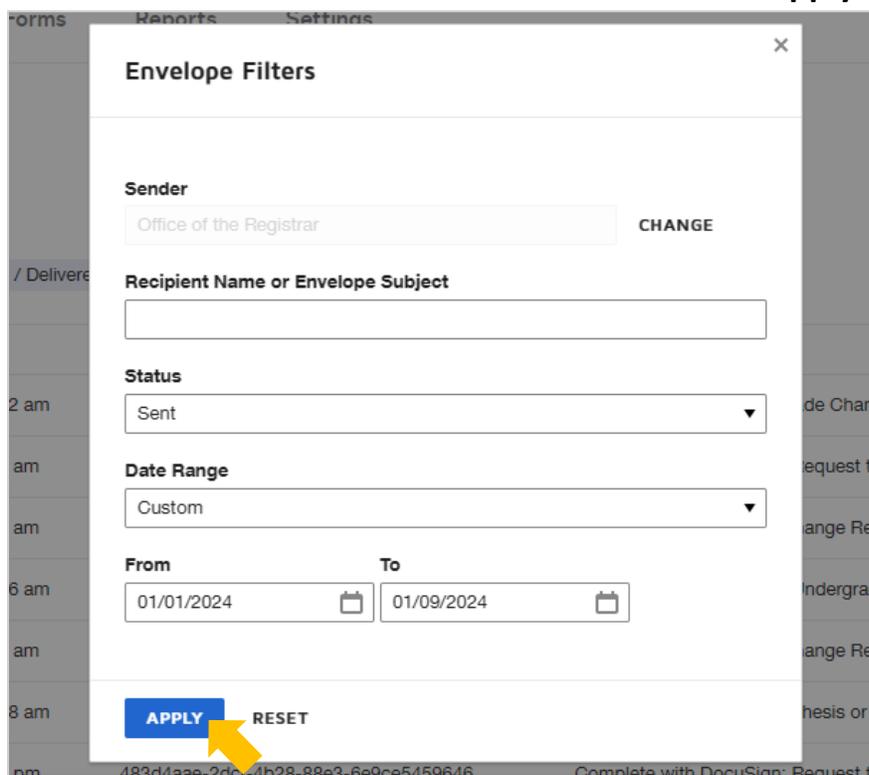
5. Scroll to the user and select **“Actions”** then **“Transfer Envelopes”**



6. A listing of the user’s envelopes will display, select **“Filter”**



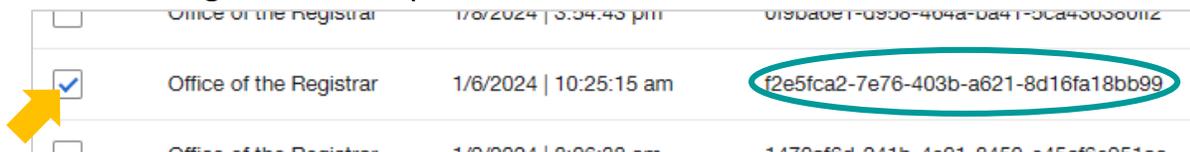
7. Add filters to narrow down the results and select “Apply”



The 'Envelope Filters' dialog box is shown with the following fields:

- Sender:** Office of the Registrar (with a CHANGE button)
- Recipient Name or Envelope Subject:** (empty text field)
- Status:** Sent (dropdown menu)
- Date Range:** Custom (dropdown menu)
- From:** 01/01/2024 (calendar icon)
- To:** 01/09/2024 (calendar icon)
- Buttons:** APPLY (highlighted with a yellow arrow) and RESET

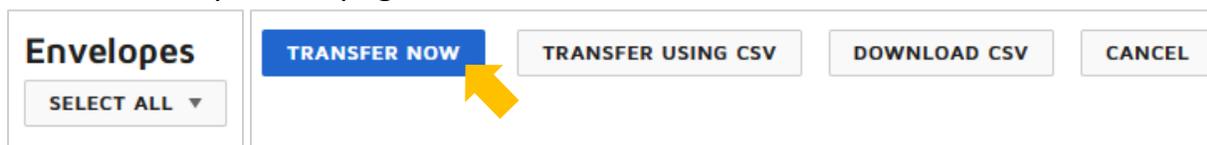
8. Scroll through the envelopes and check the box next to the correct one



<input type="checkbox"/>	Office of the Registrar	1/6/2024 3:34:43 pm	0190a0e1-0936-404a-ba41-3ca430360112
<input checked="" type="checkbox"/>	Office of the Registrar	1/6/2024 10:25:15 am	f2e5fca2-7e76-403b-a621-8d16fa18bb99
<input type="checkbox"/>	Office of the Registrar	1/9/2024 8:06:28 am	1170ef6d-241b-4e01-8450-e45ef6e051ee

A yellow arrow points to the checked checkbox in the second row. The ID 'f2e5fca2-7e76-403b-a621-8d16fa18bb99' in the same row is circled in red.

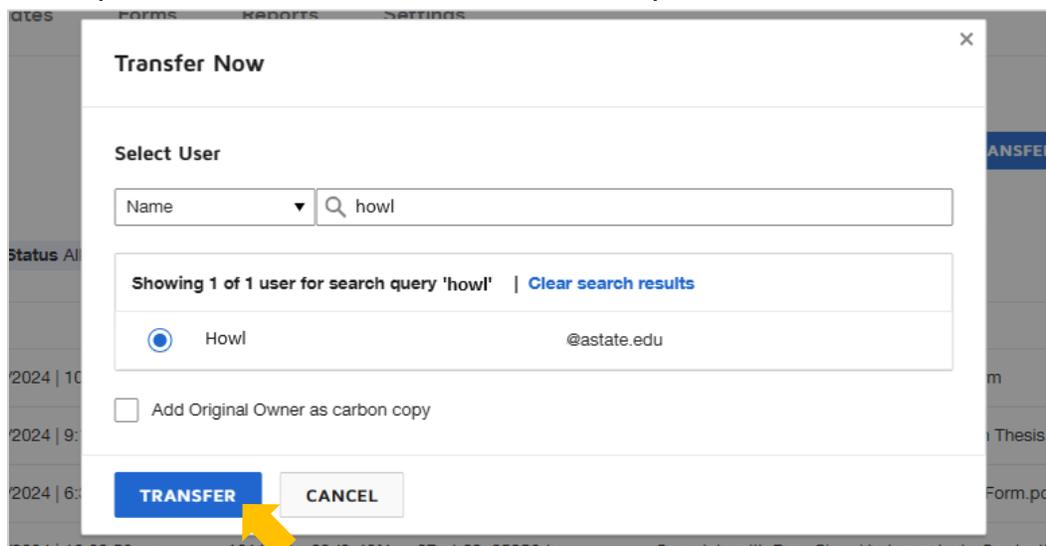
9. Back at the top of the page, select “Transfer Now”



The 'Envelopes' action bar contains the following elements:

- Envelopes** (header)
- SELECT ALL** (button with a dropdown arrow)
- TRANSFER NOW** (button, highlighted with a yellow arrow)
- TRANSFER USING CSV** (button)
- DOWNLOAD CSV** (button)
- CANCEL** (button)

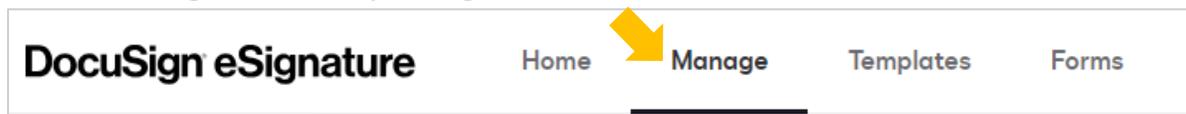
10. Enter your name in the search field, select yourself from the list, and select “Transfer”



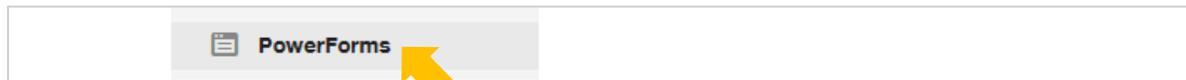
The 'Transfer Now' dialog box is shown with the following fields:

- Select User:** Name dropdown menu with a search icon and the text 'howl' entered.
- Showing 1 of 1 user for search query 'howl' | Clear search results** (text)
- User List:** A list with one entry: Howl @astate.edu (selected with a radio button).
- Checkbox:** Add Original Owner as carbon copy (unchecked).
- Buttons:** TRANSFER (highlighted with a yellow arrow) and CANCEL

11. Go to **Manage** on the top navigation bar



12. Select **PowerForms** on the left



13. Scroll to the PowerForm and select the number under **Responses**

Name ▲	Responses
<input type="checkbox"/> Office of the Registrar - Grade Change Form Office of the Registrar - Grade Change Form	1271

14. Enter the Envelope ID in the search field and select **Apply**

Office of the Registrar - Grade Change Form

Filtered by: Date (Last 6 Months) | Edit

Subject

- ✓ Office of the Registrar - Grade Change Form
From: Office of the Registrar
- ✓ Office of the Registrar - Grade Change Form
From: Office of the Registrar
- ✓ Office of the Registrar - Grade Change Form
From: Office of the Registrar

Search: f2e5fca2-7e76-403b-a621-8d16fa18b... x

INCLUDE FILTERS

Include envelope custom fields

Status: All

Date: Last 6 Months

APPLY RESET

15. Open the envelope, then select **Correct** or **Resend**

Office of the Registrar - Grade Change Form ⓘ

Envelope ID

From:

Last change on 1/9/2024 | 10:24:40 am

Sent on 1/6/2024 | 12:25:16 pm

⚠ Delivery Failure

CORRECT MOVE RESEND MORE ▾

After correcting or resending the envelope, transfer ownership back to the original owner.

You can view the ownership transfers and correction or resend in the **Envelope History**:

Templates Forms Reports Settings

Envelope History ✕

12:30:46 pm		Delivered	envelope	
1/6/2024 12:32:38 pm		Printable Copy Delivered	received a printable copy of the envelope	Sent
1/9/2024 10:16:38 am		Opened	opened the envelope [documents: (Grade-Change022423.pdf)]	Sent
1/9/2024 10:16:40 am		Viewed In-Session	viewed the envelope in a session hosted by Arkansas State University [documents: (Grade-Change022423.pdf)]	Sent
1/9/2024 10:16:46 am		Signed	signed the envelope	Sent
1/9/2024 10:16:48 am		Sent Invitations	Office of the Registrar sent an invitation to [la @astate.edu DEAN OR ASSOCIATE DEAN]	Sent
1/29/2024 09:00:07 am		Transfer envelope ownership	Transfer of envelope ownership to Jonesboro complete at	Sent
1/29/2024 09:00:18 am		Correction Initiated	initiated correction	Correct
1/29/2024 09:00:57 am		Corrected	changed the e-mail address [la @astate.edu to lg @astate.edu	Sent
1/29/2024 09:00:57 am		Corrected	Recipient tabs modified for (lg @astate.edu)	Sent
1/29/2024 09:00:57 am		Correction Completed	completed correction	Sent
1/29/2024 09:00:58 am		Sent Invitations	sent an invitation to [lg @astate.edu DEAN OR ASSOCIATE DEAN]	Sent
1/29/2024 09:02:02 am		Transfer envelope ownership	Transfer of envelope ownership to Office of the Registrar at Jonesboro complete	Sent

DOWNLOAD CERTIFICATE
PRINT

of the Registrar. If there are multiple courses, you MUST