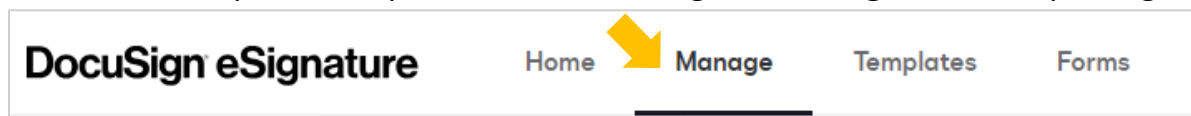


# MANAGE DOCUSIGN ENVELOPES

1. Login to DocuSign via my.AState (Digital Forms) or directly (<https://app.docusign.com/home>)
2. To view envelopes for a specific PowerForm, go to **Manage** on the top navigation bar



3. Select **“PowerForms”** on the left



4. Scroll to the PowerForm and select the **“Responses”** number OR **“View Envelopes”**

Name ▲	Responses	
<input type="checkbox"/> zzz Example Form Example Form	7	DOWNLOAD ▼ Edit View Envelopes

5. A list of envelopes for the PowerForm will display with basic status information

Subject	Status	
<input type="checkbox"/> Complete with DocuSign: Example Form for DocuSign.pdf To: Form Initiator, Department Chair <a href="#">+2 more</a>	Correcting	CONTINUE ▼
<input type="checkbox"/> Complete with DocuSign: Example Form for DocuSign.pdf To: Form Initiator, Department Chair <a href="#">+2 more</a>	1/4 done Waiting for Others	RESEND ▼
<input type="checkbox"/> Complete with DocuSign: Example Form for DocuSign.pdf To: x, X <a href="#">+2 more</a>	Voided	COPY ▼
<input type="checkbox"/> Complete with DocuSign: Example Form for DocuSign.pdf To: Form Initiator, Department Chair <a href="#">+2 more</a>	1/4 done Delivery Failure	CORRECT ▼
<input type="checkbox"/> Complete with DocuSign: Example Form for DocuSign.pdf To: Form Initiator, Department Chair <a href="#">+2 more</a>	1/4 done Need to Sign	SIGN ▼
<input type="checkbox"/> Complete with DocuSign: Example Form for DocuSign.pdf To: Form Initiator, Allyson Didier <a href="#">+2 more</a>	College Dean declined	COPY ▼
<input type="checkbox"/> Complete with DocuSign: Example Form for DocuSign.pdf To: Form Initiator, Allyson Didier <a href="#">+3 more</a>	Completed	DOWNLOAD ▼

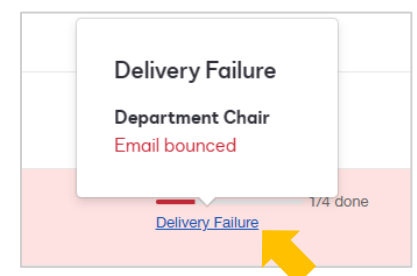
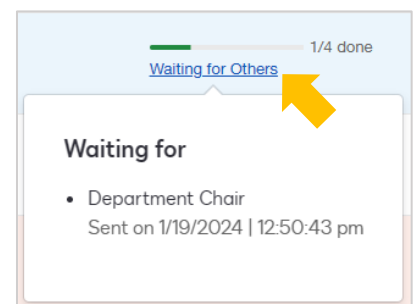
6. Select an envelope in the list to open the envelope details

<p><b>Complete with DocuSign: Example Form</b></p> <p>Envelope ID          From: Allyson Didier          Last change on 1/12/2024   10:56:51 am          Sent on 1/12/2024   10:41:26 am</p> <p>✓ <b>Completed</b></p> <p><b>MOVE</b> <b>MORE</b> ▾</p>	<p>📄 🖨️</p>
<p><b>Recipients</b></p> <p>1 ✓ <b>Form Initiator</b> @astate.edu</p> <p>2 ✓ <b>Department Chair</b> @astate.edu</p> <p>3 ✓ <b>College Dean</b> @astate.edu</p> <p>4 ✓ @astate.edu</p> <p>5 ✓ <b>Advisor</b> @astate.edu</p>	<p><b>SIGNING ORDER</b></p> <p>🖋️ <b>Signed</b> on 1/12/2024   10:46:49 am Signed in location</p> <p>🖋️ <b>Signed</b> on 1/12/2024   10:53:16 am Signed in location</p> <p>🖋️ <b>Signed</b> on 1/12/2024   10:54:34 am Signed in location</p> <p>🖋️ <b>Signed</b> on 1/12/2024   10:56:49 am Signed in location</p> <p><b>CC Copy Received</b> Sent on 1/12/2024   10:56:50 am</p>

**ENVELOPE STATUS**

The envelope **Status** indicates where the envelope is in the workflow.

- **Correcting:** a correction has been started and not saved
- **Waiting for Others:** at least one recipient still needs to complete/sign  
*Note: hover over "Waiting for Others" to view additional details on the status*
- **Voided:** the envelope was cancelled/deleted before it was completed
- **Delivery Failure:** the email did not reach a recipient  
*Note: hover over "Delivery Failure" to view additional details on the status*
- **Need to Sign:** you are a recipient and you need to sign
- **Declined:** a signer has declined to sign; the envelope is now voided
- **Completed:** all recipients have signed and the envelope is complete
- **Expired:** the envelope expired; the envelope is now voided



## ENVELOPE ACTIONS

Use the arrow button from the envelope list, or “**More**” on envelope details, to take action.

- **Resend:** sends another email to the recipient who the form is waiting on

To resend an envelope from the envelope list, select “**Resend**”

To resend an envelope from envelope details, select “**Resend**”

- **Sign:** takes you directly to the document to complete/sign  
*Note: this is only an option for envelopes with the “Needs to Sign” status*
- **Void:** stop the envelope from continuing through the workflow
- **History:** view a complete summary of all recipient activity for the envelope

Envelope History				
1/12/2024   10:52:31 am	Department Chair (English (us)) [web]	Opened	Department Chair opened the envelope [documents:(Example Form for DocuSign.pdf)]	Sent
1/12/2024   10:52:34 am	Department Chair (En) [web:	Viewed	Department Chair viewed the envelope [documents:(Example Form for DocuSign.pdf)]	Sent
1/12/2024   10:53:16 am	(En) [web:	Signed	signed the envelope	Sent
1/12/2024   10:53:18 am	(En) [web:	Sent Invitations	sent an invitation to College Dean [ @astate.edu College Dean]	Sent
1/12/2024   10:53:51 am	(En) [web:	Viewed	viewed the envelope [documents: (Example Form for DocuSign.pdf)]	Sent
1/12/2024   10:54:26 am	College Dean (English (us)) [web:	Opened	College Dean opened the envelope [documents:(Example Form for DocuSign.pdf)]	Sent
1/12/2024	College Dean (En)		College Dean viewed the envelope [documents:	

- **Download:** downloads the completed form and certificate of completion  
*Note: this is only an option for envelopes with the “Completed” status*
- **Continue:** opens the in-progress envelop correction page  
*Note: this is only an option for envelopes with the “Correcting” status*

- **Correct:** make changes to the recipient and document information

To correct an envelope from the envelope list, select **“Correct”** OR **“Continue”** (if available)

The screenshot shows a list of three envelopes. The first envelope is in a red state with a 'CORRECT' button. The second is in a blue state with a 'RESEND' button and a dropdown menu containing 'Move', 'Correct', and 'Copy'. The third is in a yellow state with a 'CONTINUE' button. Yellow arrows point to the 'CORRECT' and 'CONTINUE' buttons.

To correct an envelope from envelope details, select **“Correct”**

The screenshot shows the details of an envelope. At the top, it says 'Complete with DocuSign: Example Form for DocuSign.pdf'. Below that, it lists 'Envelope ID', 'From: Allyson Didier', and 'Last change on 1/19/2024 | 12:50:57 pm'. The status is 'Waiting for Others'. At the bottom, there are four buttons: 'CORRECT', 'MOVE', 'RESEND', and 'MORE'. A yellow arrow points to the 'CORRECT' button.

Edit the recipient information (if needed) then select **“Next”**

The screenshot shows the recipient information editing screen. It has a yellow header with 'Correcting'. The recipient is 'Department Chair' with a status of 'NEEDS TO SIGN'. The 'Name' field contains 'Department Chair' and the 'Email' field contains '@astate.ed'. A yellow arrow points to the email field. At the bottom right, there is a red 'NEXT' button with a yellow arrow pointing to it.

Edit the document information (if needed) then select **“Correct”**

The screenshot shows the document information editing screen. It has a yellow header with 'Correcting'. The document is 'Date Signed'. There are buttons for 'SAVE AS CUSTOM FIELD', 'DELETE', 'BACK', and 'CORRECT'. A yellow arrow points to the 'CORRECT' button.