Southern Connecticut State University

Adobe Sign: Managing Documents

Introduction

Adobe Sign is a cloud-based e-signature service that allows the user to send, sign, track, and manage signature processes using a browser or mobile device. It is part of the Adobe Document Cloud suite of services. SCSU faculty and staff have access to Adobe Sign via the MyApps portal.

Adobe Sign enables users to easily manage documents currently in progress of being signed. The following steps will walk you through how to access this management area, as well as helpful areas of interest within.

Managing Documents

1. Adobe Sign's main landing page will provide a quick snapshot of the number of docs in progress and those waiting for your action. Select the "Manage" tab from the top of the page to view more details.
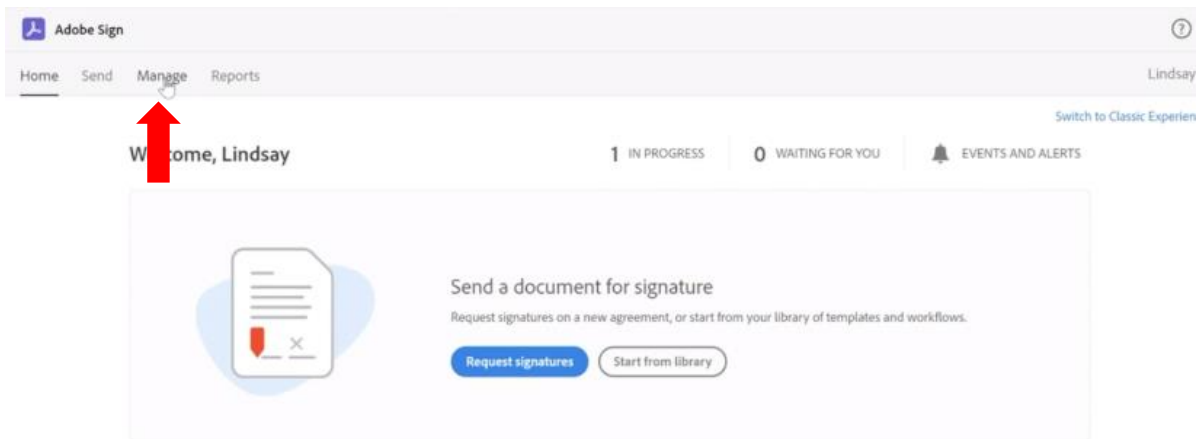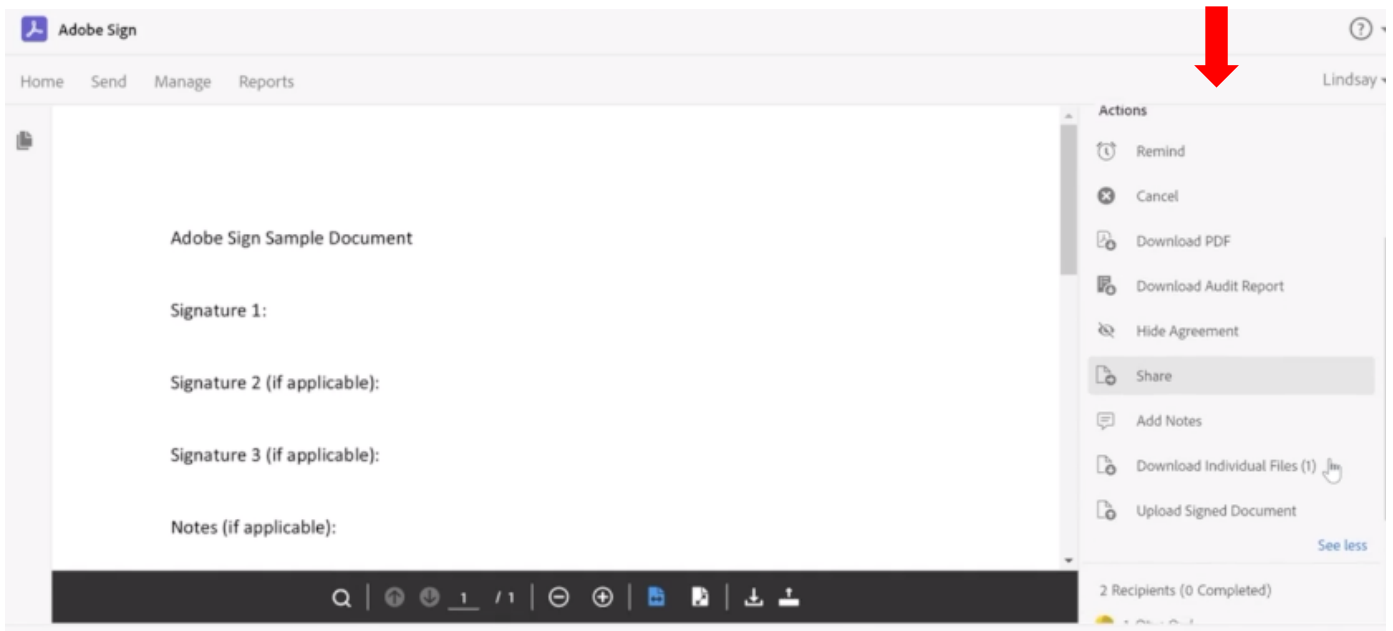

2. Select a status from the left-hand menu to view and manage documents currently in those states.
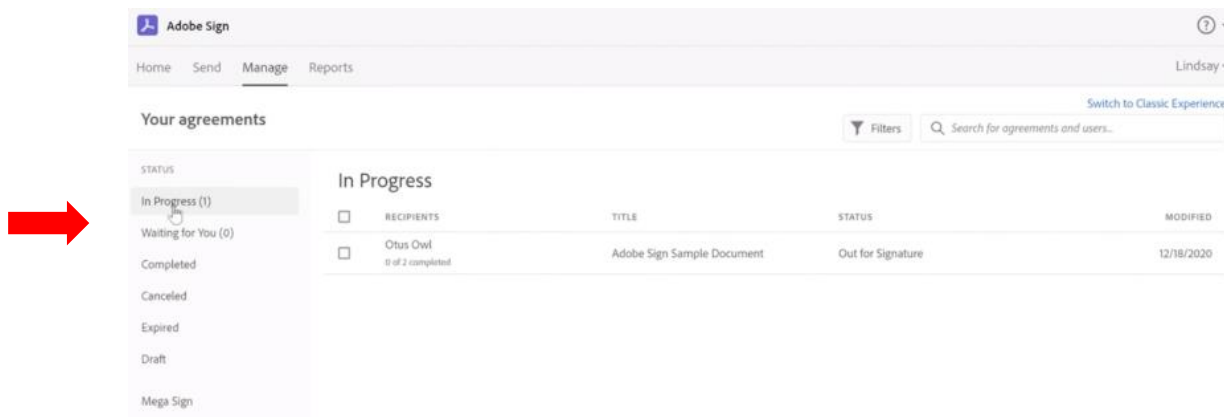
3. Documents can be open from here, as well as have a reminder sent, if waiting on completion. Click "Open" to explore more tools.
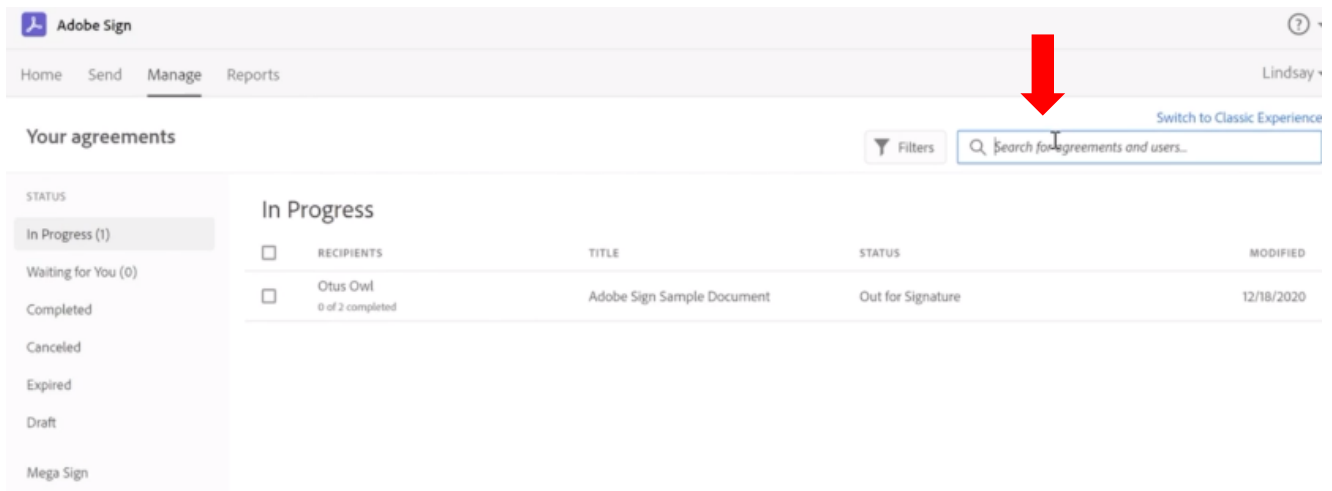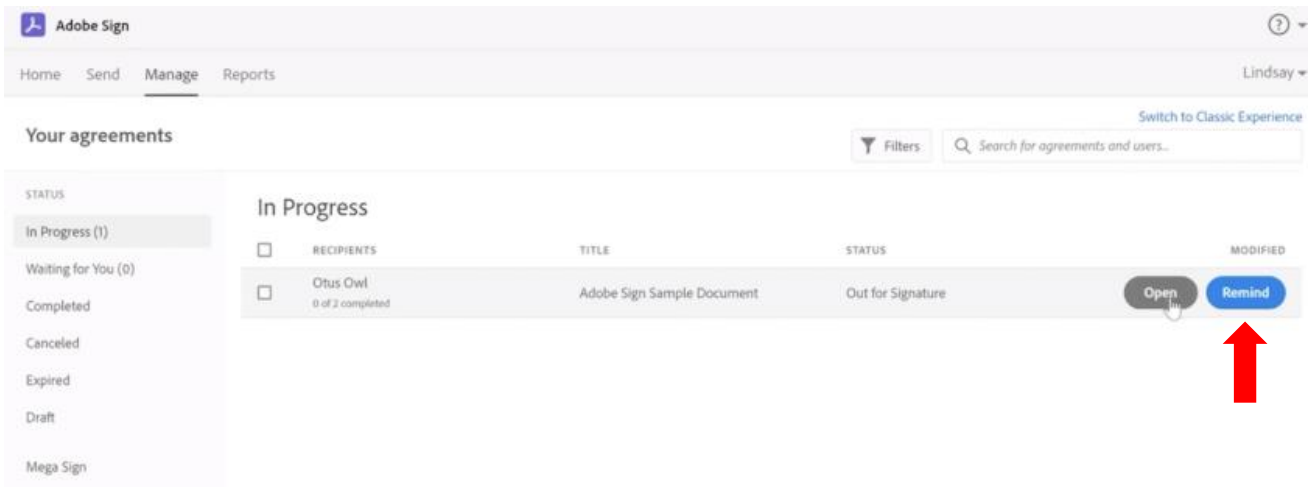

4. Once opened, available actions can be applied from the right-hand menu, such as sending reminders, cancelling, downloading, etc.

5. Select "Activity" from the right-hand menu to view the progress users have made on completing the document.
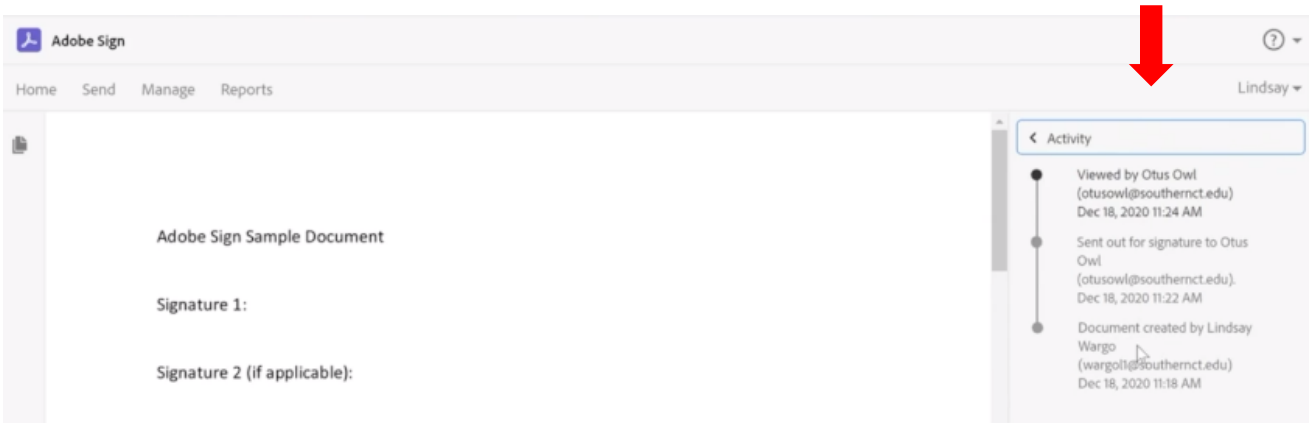
6. A search bar is also available on the "Manage" page to find specific files and/or users, if sorting through a large number of documents.