

## Adobe Sign: Managing Documents

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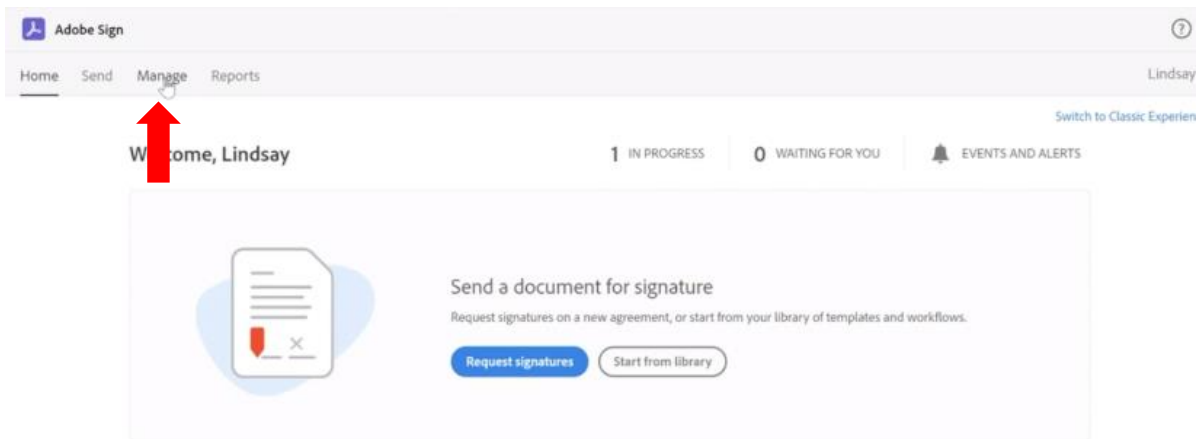
### Introduction

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.

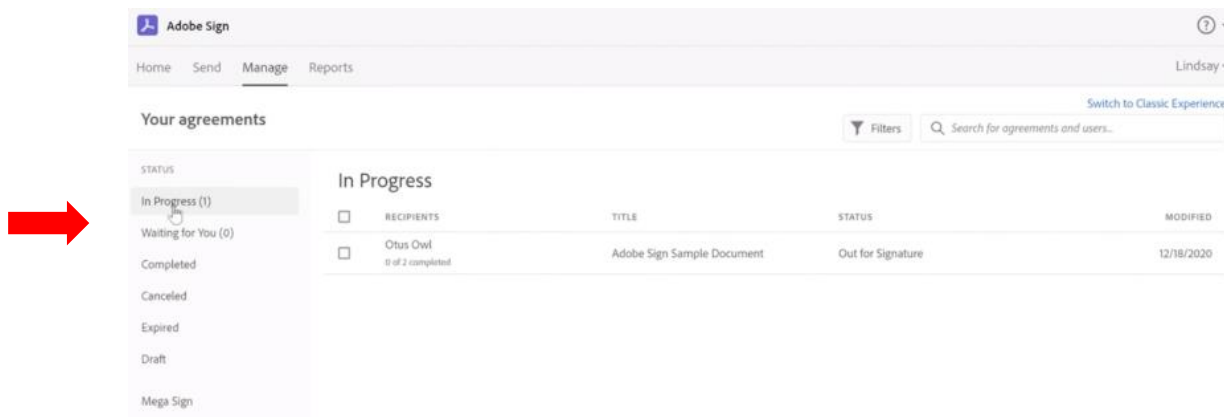
Adobe Sign enables users to easily manage documents currently in progress of being signed. The following steps will walk you through how to access this management area, as well as helpful areas of interest within.

### Managing Documents

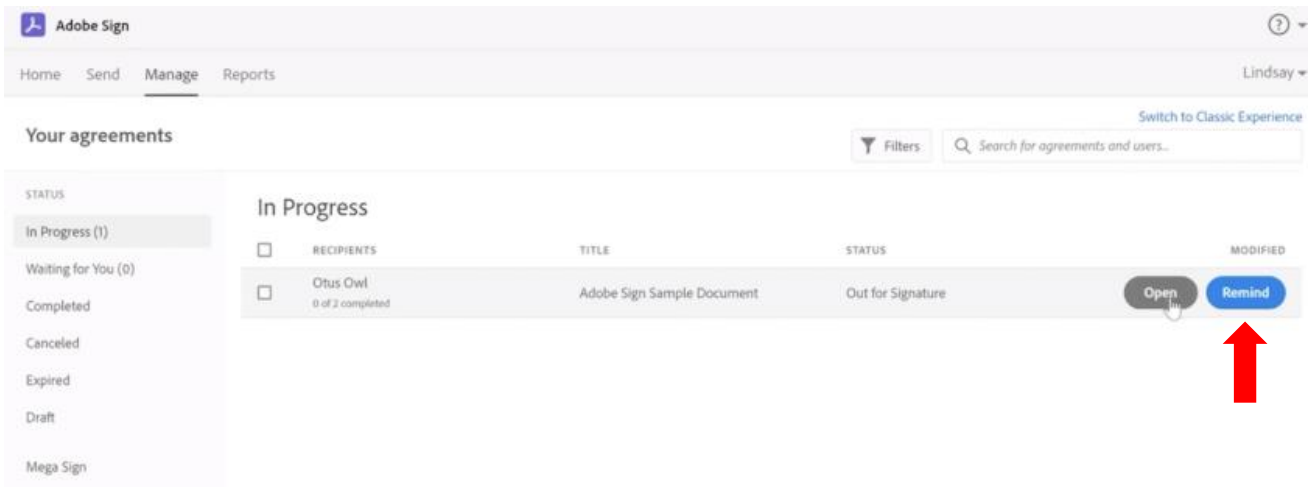
1. Adobe Sign’s main landing page will provide a quick snapshot of the number of docs in progress and those waiting for your action. Select the “Manage” tab from the top of the page to view more details.



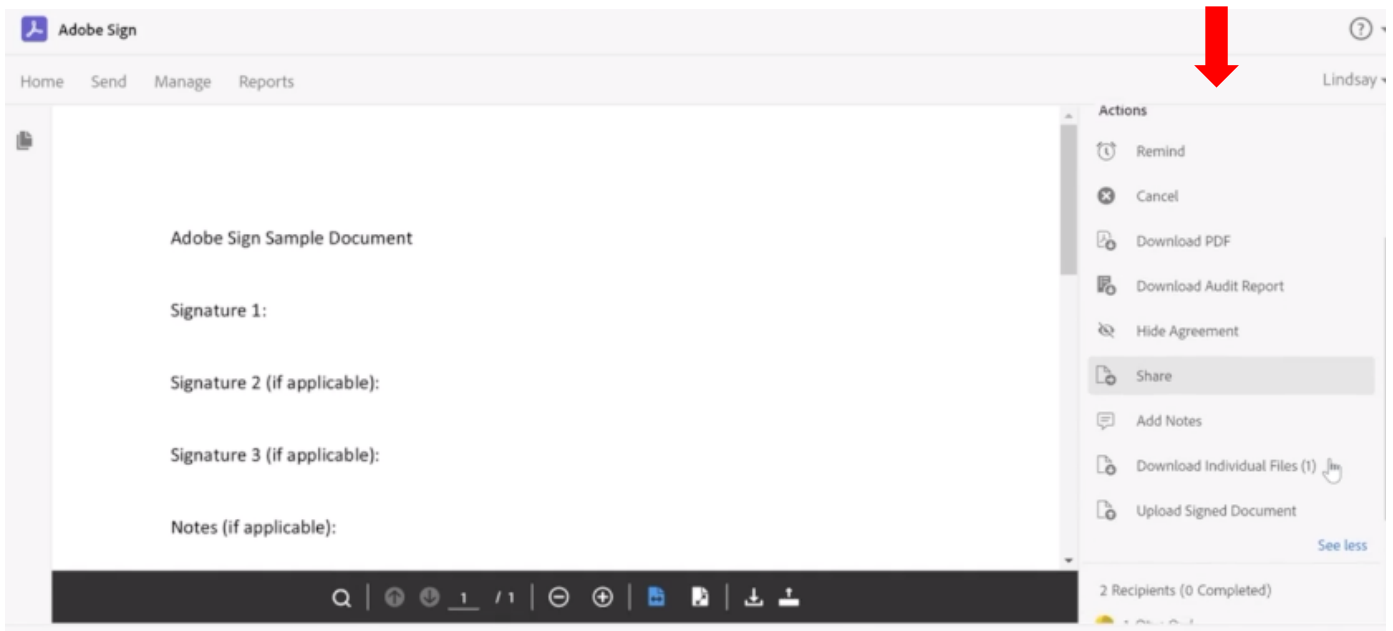
2. Select a status from the left-hand menu to view and manage documents currently in those states.



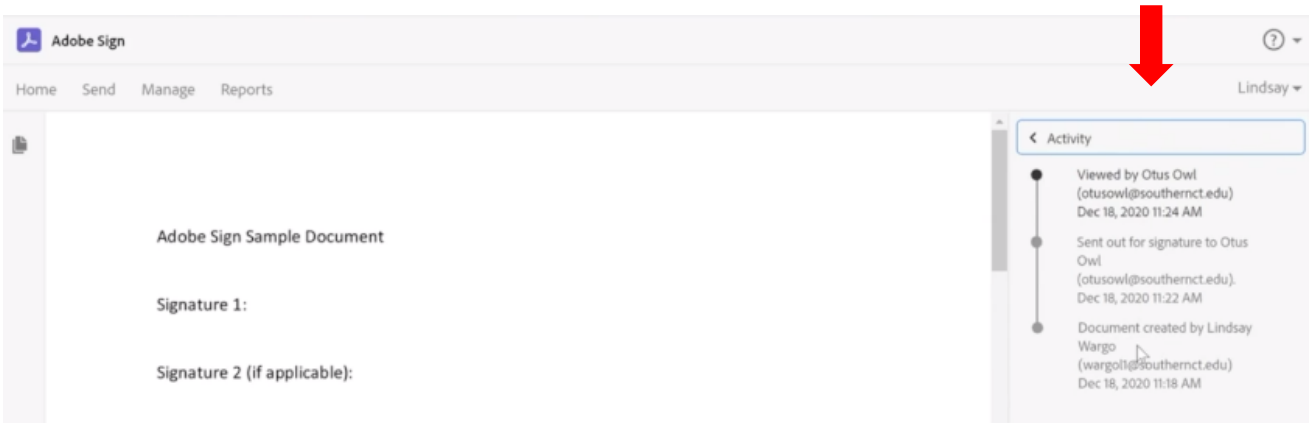
3. Documents can be open from here, as well as have a reminder sent, if waiting on completion. Click “Open” to explore more tools.



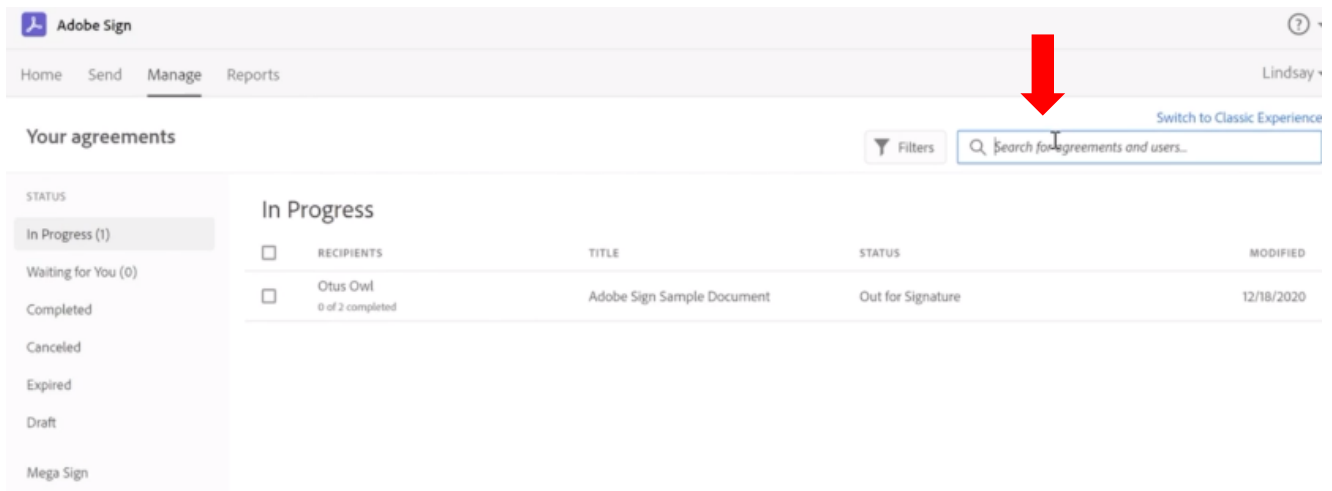
4. Once opened, available actions can be applied from the right-hand menu, such as sending reminders, cancelling, downloading, etc.



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.



The screenshot shows the Adobe Sign interface. At the top, there is a navigation bar with 'Home', 'Send', 'Manage', and 'Reports'. A red arrow points to a search bar in the top right corner with the placeholder text 'Search for agreements and users...'. Below the navigation bar, there is a 'Your agreements' section with a 'Filters' button and a 'Switch to Classic Experience' link. On the left, there is a 'STATUS' sidebar with options: 'In Progress (1)', 'Waiting for You (0)', 'Completed', 'Canceled', 'Expired', 'Draft', and 'Mega Sign'. The main content area is titled 'In Progress' and contains a table with the following data:

	RECIPIENTS	TITLE	STATUS	MODIFIED
<input type="checkbox"/>	Otus Owl 0 of 2 completed	Adobe Sign Sample Document	Out for Signature	12/18/2020