

DocuSign - Run Reports

Follow the steps below for instructions on how to review reports in DocuSign.

The screenshot shows the DocuSign eSignature interface. At the top, there are navigation tabs: Home, Manage, and Reports. The Reports tab is highlighted with a red box and a circled '1'. On the left side, there is a search bar and a list of report categories. The categories are: All (15), Envelope (7), Recipient (2), Usage (5), Custom (1), and Downloads. The Envelope, Recipient, and Usage categories are highlighted with a red box and a circled '2'. In the main content area, there is an 'Overview' section with a list of instructions: 1. Click the Reports tab in DocuSign; 2. On the left panel, 3 categories of reports appear: Envelope, Recipient, and Usage.

DocuSign eSignature Home Manage **Reports** 1

Overview

Search

Overview

TYPE

All	15
Envelope	7
Recipient	2
Usage	5
Custom	1
Downloads	

1. Click the **Reports** tab in DocuSign

2. On the left panel, 3 categories of reports appear: **Envelope**, **Recipient**, and **Usage**

DocuSign - Run Reports

DocuSign eSignature Home Manage Reports

7 Reports

Name	Schedule
Envelope Report Information on your sent envelopes.	
Envelope Recipient Report Sender and recipient information on sent envelopes.	
Envelope Status Report Totals based on envelope status.	
Envelope Velocity Report Totals based on envelope completion time.	
Envelope Volume Report Envelope status totals for a specific time period.	
Envelope Authentication Report Information on envelope authentication.	
Purged Envelope Report List of purged envelopes by envelope ID.	

3. Envelope reports present information on documents sent from your account

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TYPE

- All 15
- Envelope 7**
- Recipient 2
- Usage 5
- Custom 1

Downloads

Signing Insights

DocuSign - Run Reports

DocuSign eSignature Home Manage Reports

Search

Overview

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Signing Insights	

2 Reports

Name	Schedule
Recipient Activity Report Recipient activity on all sent envelopes.	
Recipient Authentication Report Identity verification data.	

4. Recipient reports present information on documents sent to your account

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DocuSign eSignature Home Manage Reports

Search

Overview

TYPE

All	15
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Downloads

Signing Insights

5 Reports

Name	Schedule
User Activity Report User activity for this account.	
Group Activity Report Activity broken down by group.	
Account Activity Report Summary of user, envelope, and template data.	
Account Authentication Report Summary authentication activity and results.	
Template Report Overview of templates created by you.	

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5. Usage reports reveal information on activity and usage based on your DocuSign account