DocuSign - Run Reports

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

1. Click the Reports tab in DocuSign
2. On the left panel, 3 categories of reports appear: Envelope, Recipient, and Usage
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#### Envelope reports

3. Envelope reports present information on documents sent from your account.
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4. Recipient reports present information on documents sent to your account.
5. Usage reports reveal information on activity and usage based on your DocuSign account.