

DocuSign - View Completed Documents

Follow the steps below for instructions on how to view completed documents in DocuSign.

1. Select **Manage** from the top menu in DocuSign.
2. Select **Shared Envelopes**.
3. Find and click the email the document was sent from.
4. **SELECT**.

The screenshot displays the DocuSign eSignature interface. The top navigation bar includes 'Home', 'Manage', 'Templates', and 'Reports'. The 'Manage' menu item is circled with a red box and a '1' in a circle. Below the navigation bar, the 'Inbox' section is visible, with the 'Shared Envelopes' link circled with a red box and a '2' in a circle. A modal window titled 'Shared Envelopes' is open, showing a table with columns 'Name' and 'Email'. The table contains one entry: 'UTEP DocuSign' with email 'docusign@utep.edu'. This entry is circled with a red box and a '3' in a circle. Below the table, the 'SELECT' button is circled with a red box and a '4' in a circle. The 'CANCEL' button is also visible.

Name	Email
UTEP DocuSign	docusign@utep.edu

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The screenshot shows the DocuSign interface. On the left is a sidebar with a 'Shared Envelopes' button at the top. Below it are two sections: 'ENVELOPES' and 'QUICK VIEWS'. The 'ENVELOPES' section includes 'Inbox', 'Sent', and 'Deleted'. The 'QUICK VIEWS' section includes 'Action Required', 'Waiting for Others', 'Expiring Soon', 'Completed', and 'Authentication Failed'. The 'Completed' option is highlighted with a red box and a circled '5'. The main area is titled 'Completed' and shows a filter 'Filtered by: Date (Last 6 Months) | Edit' with a circled '6'. Below the filter is a table with columns 'Subject' and 'Status'. A single document is listed with a checkbox, a green checkmark, the subject 'Please DocuSign: Minor Participation ONLINE-Fillable Form.pdf', and the status 'Completed'. Below the table is a link 'Looking for more? | Edit your filters'.

Subject	Status
<input type="checkbox"/> ✓ Please DocuSign: Minor Participation ONLINE-Fillable Form.pdf To: stella test	Completed

5. Navigate to the **Completed** tab.
6. All completed documents will be displayed.