

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 is highlighted with a red box and a circled '1'. The left sidebar shows 'NEW', 'Shared Envelopes', and 'ENVELOPES'. The 'Shared Envelopes' option is highlighted with a red box and a circled '2'. The 'Inbox' section is visible, filtered by 'Date (Last 6 Mo)'. A 'Shared Envelopes' dialog box is open, showing a table with one entry: 'UTEP DocuSign' with email 'docusign@utep.edu'. This entry is highlighted with a blue background and a red box, with a circled '3' above it. The 'SELECT' button at the bottom of the dialog is highlighted with a red box and a circled '4'.

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 this is a table with columns 'Subject' and 'Status'. A single document is listed: 'Please DocuSign: Minor Participation ONLINE-Fillable Form.pdf' with status 'Completed' and 'To: stella test'. At the bottom right of the main area, it says 'Looking for more? | Edit your filters'.

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