



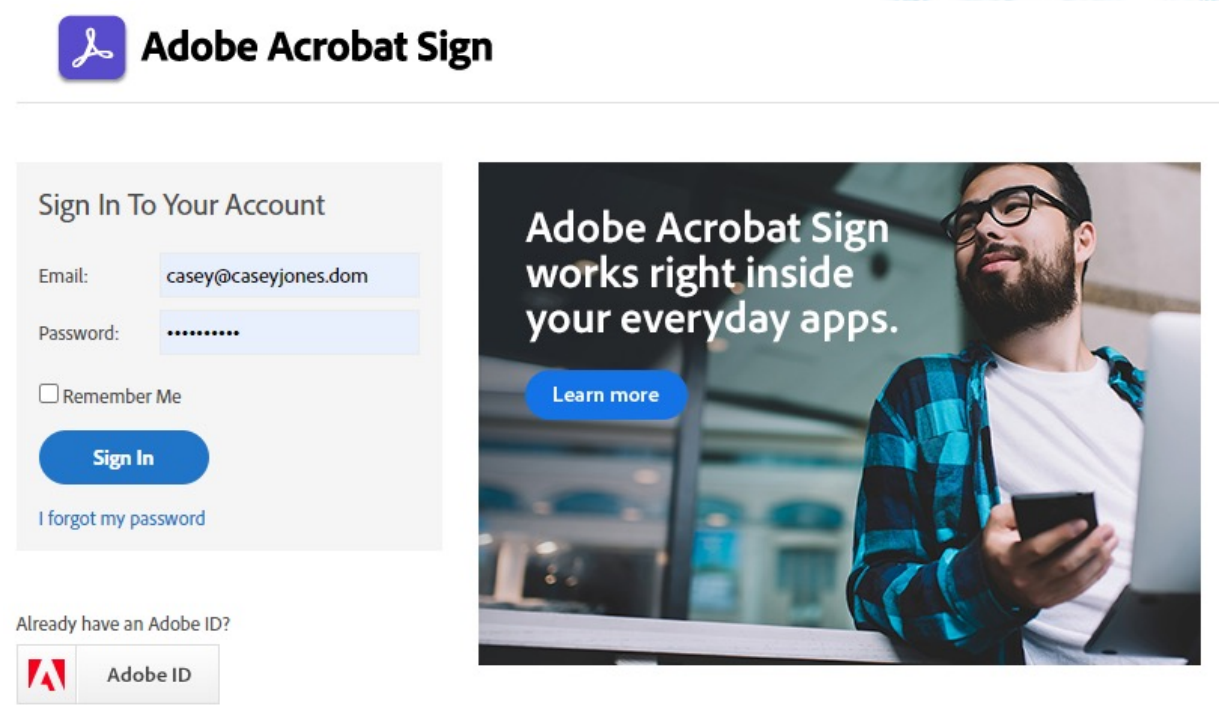
Sam Houston
State University

Recent Improvements in Adobe Sign for University Document Signing and Approvals



Adobe Sign is Being Rebranded to Adobe Acrobat Sign

- This rebranding does not impact any features or functionality of the service (e.g., not the domain URL nor the email address for the service)
- Integration packages will update the branding with their next package update
- The signing certificate will be updated to the new Acrobat Sign branding in the June release



Mega Sign Rebranded to Send in Bulk

- The name for the Mega Sign feature is changing to “Send in Bulk”
- This is a name change only and does not include any changes in feature behavior

The New Home and Manage Pages Are Now Standard

- The ability to switch between the classic and new Home and Manage pages has been removed
- The new pages are required in order to use certain new functionality

The screenshot displays the Adobe Acrobat Sign user interface. The top navigation bar includes links for Home, Send, Manage, Reports, and Account. The user is logged in as Chester. The main content area is divided into two sections: 'Your agreements' and 'Templates'.

Your agreements

STATUS

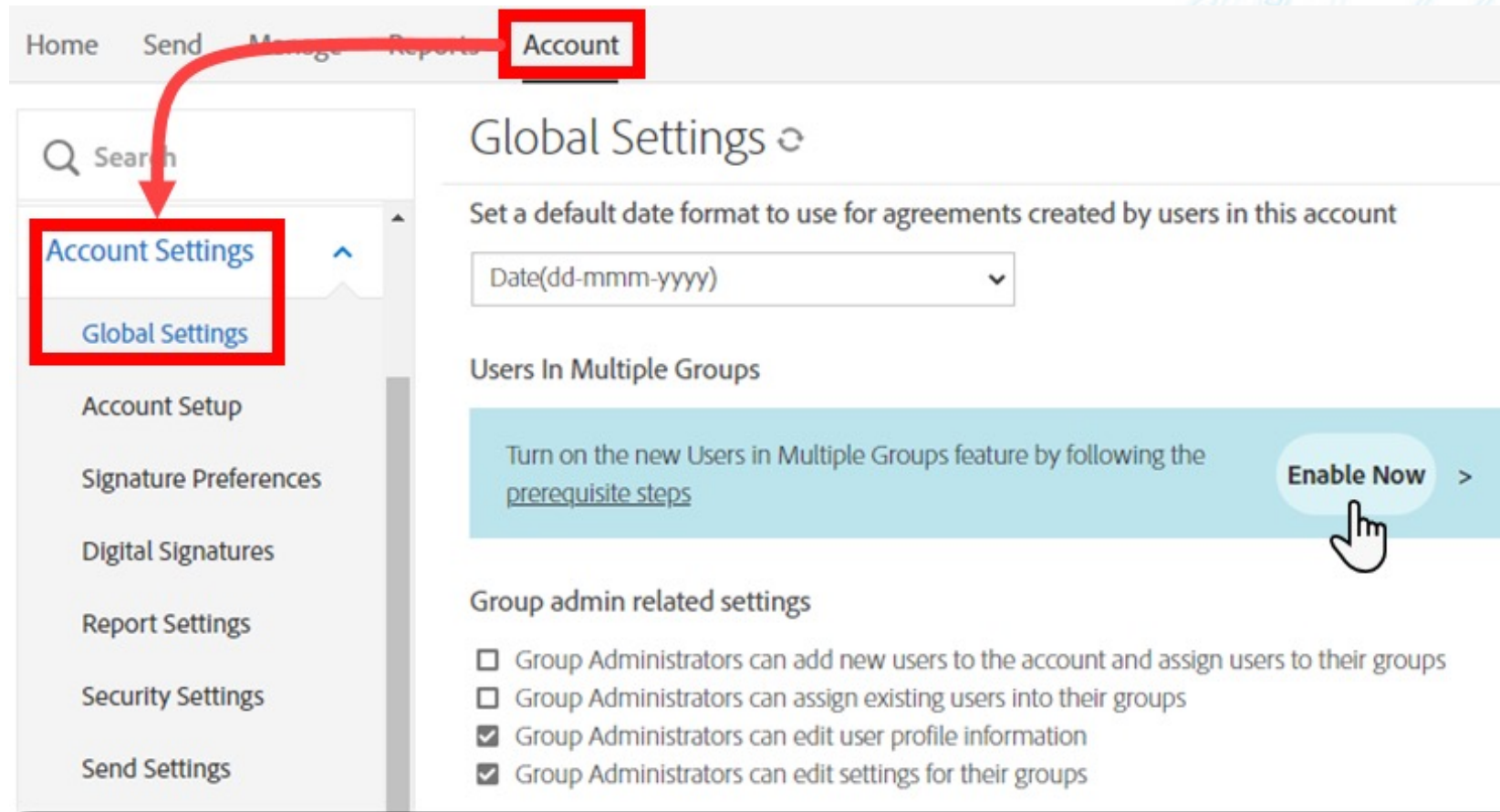
- In progress (2)
- Waiting for you (1)
- Completed
- Canceled
- Expired
- Draft

Templates

TITLE	STATUS	GROUP	MODIFIED
Ice Cream	Active	Enterprise Services	5/18/2022
Telecommuting+Proposal+Form Shared by Jenna Hutchison	Active	—	5/12/2022
Candidate Information for Student Position rev04 Shared by Employment SHSU	Active	Finance & Operations	5/6/2022
Employee Notification of Legislation rev04 Shared by Employment SHSU	Active	Finance & Operations	5/6/2022
Prior Retirement Benefits Questionnaire rev04 Shared by Employment SHSU	Active	Finance & Operations	5/6/2022
Voluntary Self-Identification of Disability rev04 Shared by Employment SHSU	Active	Finance & Operations	5/6/2022
Post-Offer Veterans Self Identification rev04 Shared by Employment SHSU	Active	Finance & Operations	5/6/2022
Employee Statistical Data Sheet rev04 Shared by Employment SHSU	Active	Finance & Operations	5/6/2022

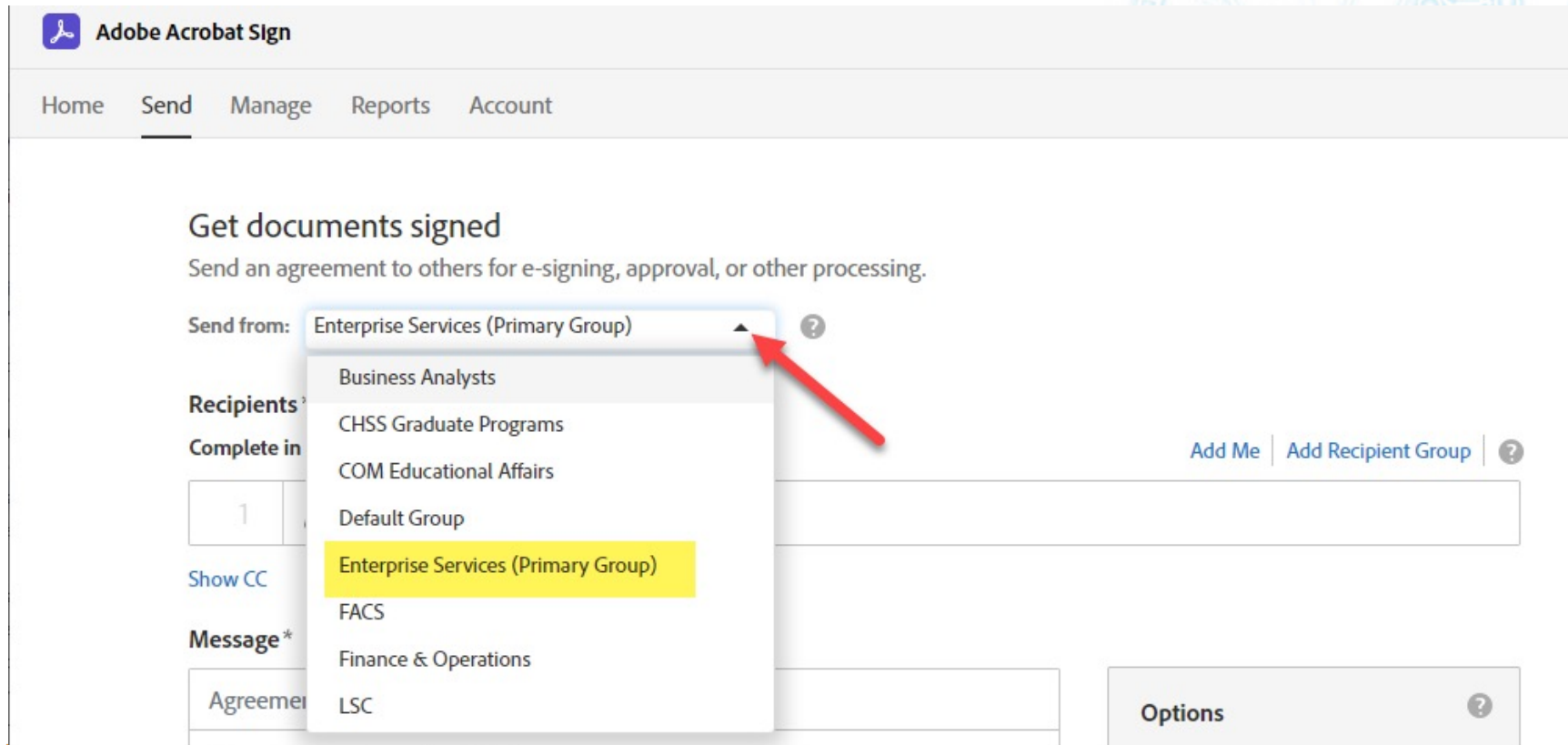
Users in Multiple Groups

- Users can now be in multiple groups



Users in Multiple Groups

- Users will be assigned a “Primary Group”, but can be assigned to multiple other groups



Transfer the Ownership of Library Templates and Web Forms to a Different User

- Ownership of a document can now be transferred to a new owner
- If the document is shared, any administrator that has access to the document can also change the ownership
- If the document is not shared, it can only be transferred by the original owner

Transfer the Ownership of Library Templates and Web Forms to a Different User

Enterprise Services x Filters Search

Templates

TITLE	STATUS	GROUP	MODIFIED ↓
Ice Cream	Active	—	5/18/2022
CHSS Report of Comprehensive Examination Beta 01	Active	—	5/6/2022
MarCom Model Release	Active	—	4/1/2022
Marcom Model Release	Draft	—	4/1/2022
Ice Cream	Draft	—	3/1/2022
CHSS Thesis Defense Draft_01	Active	—	2/18/2022
Test for UPD	Active	—	1/12/2022

Ice Cream
Created May 06, 2022 4:07 PM
Owner Chester Bammel (clb089@shsu.edu)

Template type
Reusable document & form field layer

Who can use this template
Any user in my organization

Actions

- Open Template
- Use Template
- Edit Template
- Delete
- Download PDF

[See 4 more](#)

Transfer the Ownership of Library Templates and Web Forms to a Different User

Ice Cream
Created May 06, 2022 4:07 PM
Owner Chester Bammel (clb089@shsu.edu)

Template type
Reusable document & form field layer

Who can use this template
Any user in my organization

Actions

- Open Template
- Use Template
- Edit Template
- Delete
- Download PDF
- Download Individual Files (1)
- Download Form Field Data
- Add Notes
- New Owner**

[See less](#)

Change the owner of the template

Enter the email address of the new owner of this template

Close Save

Ice Cream
Created May 06, 2022 4:07 PM
Owner Teresa (tcs003@shsu.edu)
Ownership changed May 18, 2022 10:22 AM

Template type
Reusable document & form field layer

Who can use this template
Any user in Enterprise Services

Multi-Signer Web Forms

- Those that use web forms now have the ability for multiple external recipients in the signature process
- Additional recipients are defined by the initial signer

Create a web form ?

You can create reusable web forms that you share or embed on your website for visitors to easily fill and sign.

Send from: Enterprise Services (Primary Group) ?

Web Form Name

Ice Cream

Participant Role

✍️ Signer

Authentication

✉️ None

Participant Role

✍️ Signer

Authentication Method

✉️ Email

Required

☒

Instructions

📖

Add Participant

Counter-Signers (optional)

Add Me

1

✍️

Enter recipient email

Show CC


Multi-Signer Web Forms

Add instructions

Provide additional instructions to help the participant provider assign the next participant.

This form requires a Parent signature. Please enter the email address of your parent. When you sign the form, it will then be forwarded to them for their signature.

CancelAdd

 ▼ Email ☒

Assign the next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

* Participant 2

This form requires a Parent signature. Please enter the email address of your parent. When you sign the form, it will then be forwarded to them for their signature.

First name

Jane

Last name

Smith

Email address

momma@outlook.com

Add a private message to this participant

Mom, please sign this form that is required for the student loan.

[- Delete Message](#)

Cancel

Next




Sam Houston
State University



Sam
Communicate + Collaborate





Access to Knowledge-Based Authentication for Participant Defined Recipients on Web Forms







- Users that build web forms that allow for multiple signers can now use the knowledge-based authentication method for the additional participants


Create a web form 

You can create reusable web forms that you share or embed on your website for visitors to easily fill and sign.








Send from: Legal  


Web Form Name	Participant Role	Authentication
<input type="text" value="Rental Agreement"/>	  Signer	  KBA

Participant Role	Authentication Method	Required	Instructions
  Signer	  KBA	<input type="checkbox"/>	 


Add Participant 

Counter-Signers (optional)

1	  Rentals@caseyjones.com	  Email	
2	  Enter recipient email		

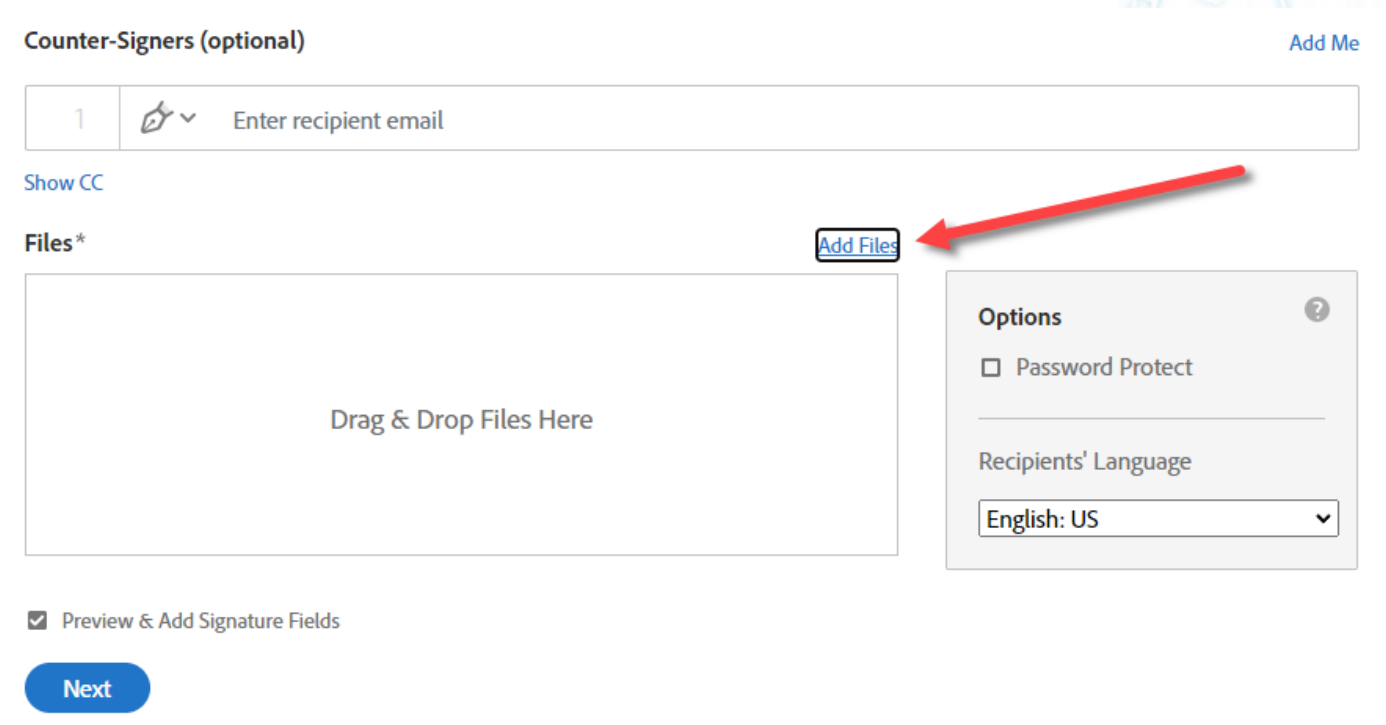
Authentication 

Email

☒ KBA 

Use Library Templates to Create Web Forms

- Authors can now use existing Library Templates to create new Web Forms
- The file is imported with all fields intact



The screenshot shows a web form creation interface. At the top, there is a section titled "Counter-Signers (optional)" with a blue "Add Me" link. Below this is a table with one row containing the number "1", a dropdown arrow, and the text "Enter recipient email". Under the table is a blue "Show CC" link. Below that is a section titled "Files*" with a large rectangular area containing the text "Drag & Drop Files Here". To the right of this area is a blue "Add Files" button, which is highlighted by a red arrow. To the right of the "Files*" section is a sidebar with the title "Options" and a question mark icon. It contains a checkbox for "Password Protect", a section for "Recipients' Language" with a dropdown menu currently set to "English: US", and a "Next" button at the bottom. At the bottom of the main form area, there is a checked checkbox for "Preview & Add Signature Fields".

Use Library Templates to Create Web Forms

Select Files

My Computer

Library

Recent Templates

Templates

Cloud Storage

Document Cloud

Box

Dropbox

Google Drive

OneDrive

Search

<input type="checkbox"/>	Name	Last
<input type="checkbox"/>	My Templates	
<input type="checkbox"/>	01-A Pre-Fill ABC Non-Disclosure	
<input type="checkbox"/>	02 Approvers Authorization to Add FAUX Service	
<input checked="" type="checkbox"/>	ABC Non-Disclosure	
<input type="checkbox"/>	ABCDEFG	
<input type="checkbox"/>	ABR Beta 02	
<input type="checkbox"/>	Bogus	
<input type="checkbox"/>	Campus Directory Changes POC 000	
<input type="checkbox"/>	Campus Directory Changes POC 01	
<input type="checkbox"/>	CHSS Report of Comprehensive Examination Beta 01	05/06/2022
<input type="checkbox"/>	CHSS Thesis Defense Draft_01	03/10/2022

Cancel

Attach

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Name

Signature

Date

Replace a Web Form With a New Version Without the Need to Change Website URL

- Create the new web form and copy the URL for use later

Your web form "New Ice Cream" is ready to use.

Copy Web Form URL ?

`https://na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA`

Copy Web Form Embed Code ?

HTML ☒ Script

`<iframe src="https://na2.documents.adobe.com/public/esignWidget?w`

Replace a Web Form With a New Version Without the Need to Change Website URL

- Select the old web form and “Disable”

am
ated May 18, 2022 10:40 AM
Owner Chester Bammel (clb089@shsu.edu)

Status: Active [Disable](#)

Actions

Open Web Form

Get Code

TITLE	STATUS	GROUP
Ice Cream WEB FORM	Active	Enterprise Services
New Ice Cream WEB FORM	Active	Enterprise Services

Replace a Web Form With a New Version Without the Need to Change Website URL

- Choose the redirect option and paste in the new URL

Disable Web Form

When you disable a web form, it will no longer be accessible but will still be visible in your account and can be enabled at any time.

- ☒ Redirect signers to another web page. Please use the format: `https://your-url`

»lqZhAl4bMLcKik3L1eW7VBVSgNvJu44qyCrO6NqSQy32ErZuPPknYsXnk-LaEA-Igki6k* ✓

- ☐ Signers will see a custom message when trying to access the disabled web form ?

◀ ▶

Close

Disable

Replace a Web Form With a New Version Without the Need to Change Website URL

- Or, if you do not want to redirect, enter a message for the users to see when they open the old form

Disable Web Form

When you disable a web form, it will no longer be accessible but will still be visible in your account and can be enabled at any time.

☐ Redirect signers to another web page. Please use the format: `https://your-url`

☒ Signers will see a custom message when trying to access the disabled web form ?

We are sorry, but this web form is no longer in use. We apologize for the inconvenience.

Close

Disable

Adobe Acrobat Sign

Home Send Manage Reports Account

We are sorry, but this web form is no longer in use. We apologize for the inconvenience.

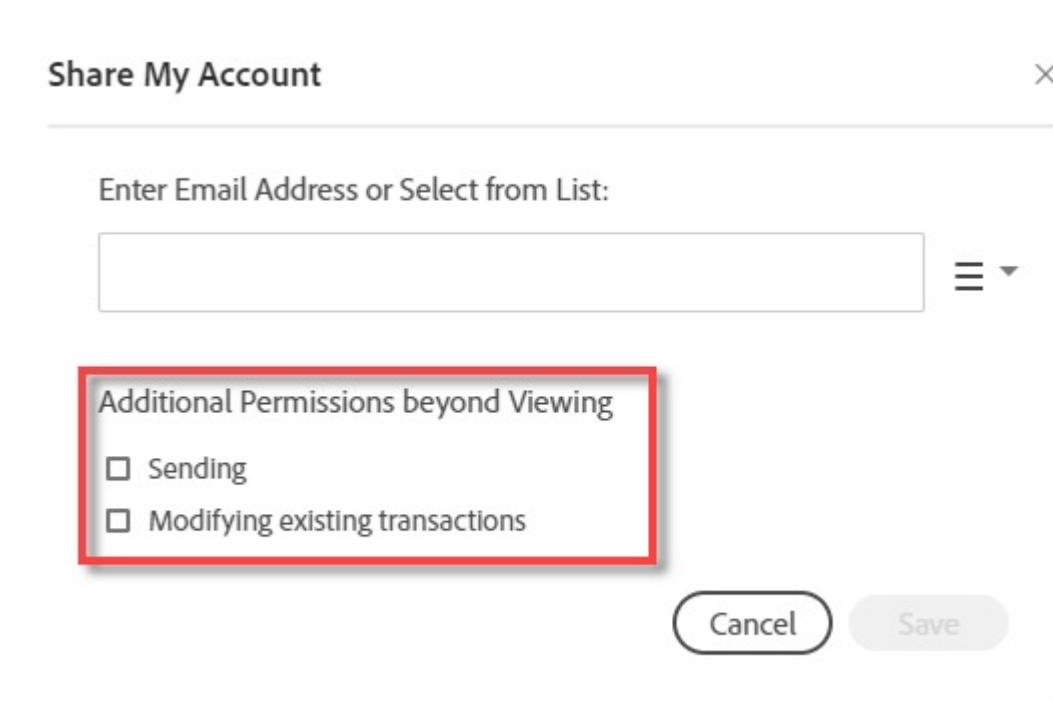
Sign Out

Advanced Account Sharing

- Advanced sharing makes it possible for administrators and users to delegate their send, modify, and view permissions to an alternate user or users.
- Adobe Sign Support must enable the Advanced Account Sharing feature for your account.
- Is **NOT** reversable!
- Is very useful in offices where an entire team has to manage incoming documents
- Works well with Shared Mailbox accounts in Outlook

Advanced Account Sharing

- The sharing user can specify the extent that the user is able to interact with your documents



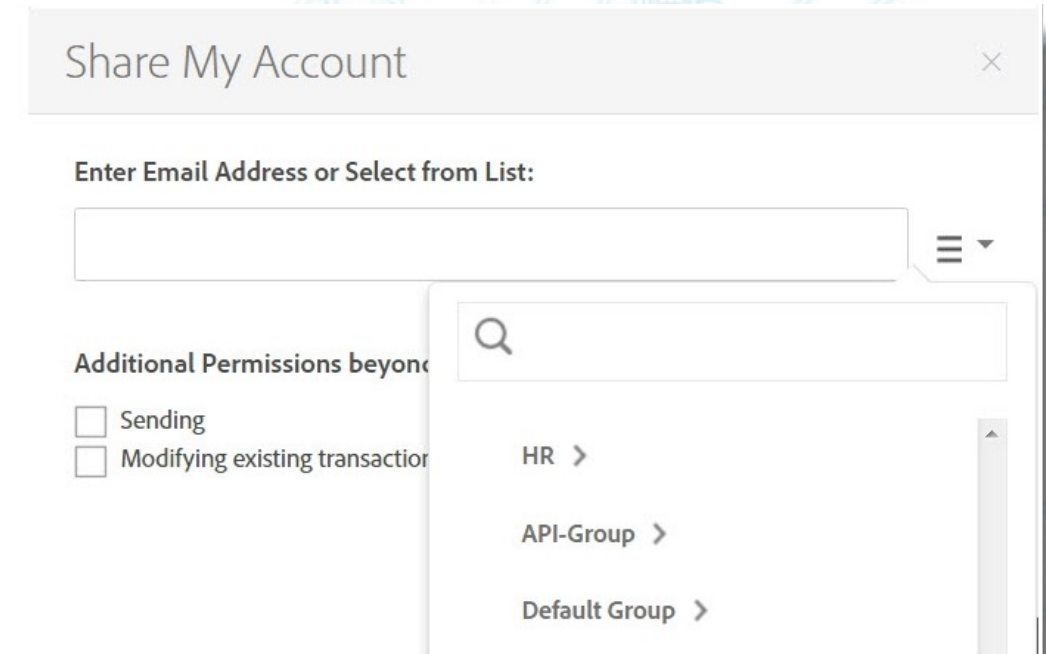
Share My Account

Enter Email Address or Select from List:

Additional Permissions beyond Viewing

- ☐ Sending
- ☐ Modifying existing transactions

Cancel Save



Share My Account

Enter Email Address or Select from List:

Additional Permissions beyond Viewing

- ☐ Sending
- ☐ Modifying existing transactions

Search

- HR >
- API-Group >
- Default Group >

Improved Search Functionality

- You can search by accounts that have shared with you

The screenshot displays a web application interface for account management. A red circle highlights the 'Manage' tab and the 'My Account of Teresa Crouch' section. A dropdown menu is open under the 'Chester' header, showing options: 'My Profile', 'Quick Start Guide', 'Go to Admin Console', 'Switch Account' (highlighted), and 'Sign Out'. A 'Switch Account' modal is open, featuring a search bar, a filter section, and a list of accounts. The account 'Teresa Crouch (tcs003@shsu.edu)' is selected. A red arrow points to the 'Show my account' link in the top right corner. The bottom of the screen shows a table with columns for STATUS, GROUP, and MODIFIED, with a row for 'Active' and 'Enterprise Services'.

Manage

My Account of Teresa Crouch

our agreements

Switch Account

Search

Filter accounts by:

Teresa Crouch (tcs003@shsu.edu)

OK

[Show my account](#)

STATUS	GROUP	MODIFIED
Active	Enterprise Services	5/18/2022

SH State University

Communicate + Collaborate

Improved Search Functionality

- You can now “Un-Hide” documents

Hide Agreement

When you hide an agreement, it will no longer be visible to you. Would you like to hide "Test 001"?

Cancel

Hide

Filters

Search

Modified Date

All Dates

Search within

All fields

Group

All groups

☐ Display hidden content

[Clear all](#)

Cancel

Apply



Sam Houston
State University

IT@Sam
Communicate + Collaborate

Improved Search Functionality

- You can now “Un-Hide” documents

The screenshot displays a web forms management interface. At the top, there is a search bar with the text 'Hidden content' and a red arrow pointing to it. Below the search bar is a table of web forms. The table has columns for 'TITLE', 'STATUS', 'GROUP', and 'MODIFIED'. The first three rows are highlighted with a red box. To the right of the table, there is a sidebar with 'Actions' including 'Open Web Form', 'Get Code', 'Edit Web Form', 'Download PDF', 'Download Form Field Data', 'Download Individual Files (1)', 'Share', 'Unhide Web Form' (highlighted with a red box), and 'Add Notes'. Below the table, there is a dialog box titled 'Unhide to your list' with the text 'Agreement will be restored back to your list.' and buttons for 'Cancel' and 'Unhide'.

Web forms

<input type="checkbox"/>	TITLE	STATUS	GROUP	MODIFIED ↓
<input type="checkbox"/>	Test Test WEB FORM	Disabled	Enterprise Services	4/1/2022
<input type="checkbox"/>	Test Web Form Edits AGREEMENT	Signed	Enterprise Services	3/31/2021
<input type="checkbox"/>	POC Approval for Technology Purchase Beta_01 WEB FORM	Disabled	Enterprise Services	7/27/2020
<input type="checkbox"/>	Ice Cream WEB FORM	Disablec		
<input type="checkbox"/>	Campus Directory Changes POC 01 AGREEMENT	Canceled		
<input type="checkbox"/>	Ice Cream WEB FORM	Disablec		
<input type="checkbox"/>	FACS Course Override Form Beta 05			

Hidden content x Filters Search

Unhide to your list

Agreement will be restored back to your list.

Cancel Unhide

Test Test
Created Apr 01, 2022 8:53 AM
Owner Chester Bammel (clb089@shsu.edu)

Status: Disabled [Enable](#)

Custom Message: This form is gone

Actions





- ☐ Open Web Form
- `</>` Get Code
- Edit Web Form
- Download PDF
- Download Form Field Data
- Download Individual Files (1)
- Share
- Unhide Web Form**
- Add Notes

[See less](#)

Replace Recipient

- The Sender can replace a recipient or add an alternate recipient to a document already in progress
- A note explaining the change can be added

In progress

	RECIPIENTS	TITLE		STATUS	GROUP	MODIFIED ↓
<input checked="" type="checkbox"/>	Chester Sam Houston State University	ABC Non-Disclosure		Out for signature	Enterprise Services	5/18/2022
<input type="checkbox"/>	C Bammel 0 of 3 completed	Accessibility Exception Request		Out for approval	Enterprise Services	5/18/2022
<input type="checkbox"/>	Chester Sam Houston State University	ABC Non-Disclosure		Out for signature	Enterprise Services	5/18/2022

Chester

cbammel@shsu.edu

[Replace Recipient](#)

[Add Alternate Recipient](#)






Role: Signer

Authentication: Email [Edit](#)


Sent from group: Enterprise Services

Message: Please review and complete Non-Disclosure.

Actions

-  Open Agreement
-  Reminders (1)
-  Cancel
-  Download PDF
-  Download Audit Report

Recipient (0 Completed)

-  Chester
Signature requested on May 18, 2022

> Activity

Replace Recipient

- Sender can replace a recipient or add an alternate recipient to a document already in progress
- A note explaining the change can be added

Replace Recipient

Replace cbammel@shsu.edu with a new recipient. To send this agreement to a new participant, enter their email address below.

(Optional) Message to new recipient

Cancel

Replace

Add Alternate Recipient

The original recipient will still be allowed to access the agreement and participate, but only one recipient can take action and complete their part.

(Optional) Message to new recipient

Cancel

Add

Seamless Web Form Updates

Web forms in Draft status can be edited to alter:

- The Web Form Name
- The email address of the counter-signer(s)
- The email address of the CC'd parties
- The attached files to be edited
- The fields on the web form (previously available)

Seamless Web Form Updates

- Updating an Active web form allows for editing the form elements without changing the original URL
- Allows for a seamless process if you need to update the content of a web form that has already been embedded or sent to your audience

Sandbox

- Enterprise tier customers have the option to purchase access to a Sandbox environment to test templates, customer workflows, API applications, and more

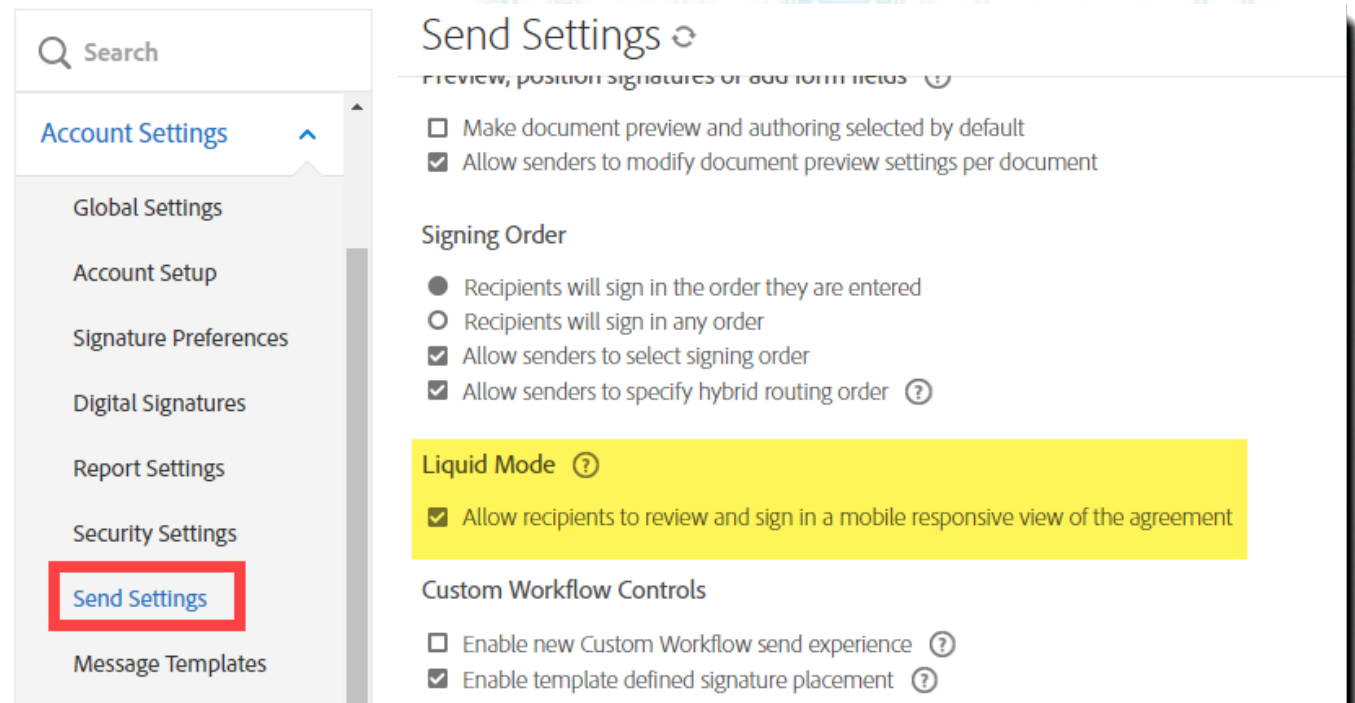
The screenshot displays the 'Templates' management interface. On the left is a sidebar with navigation options: Search, Workflows, Shared Libraries, Webhooks, Sandbox Sync (expanded), Templates (selected), Web Forms, Groups, Custom Workflows, and API Applications. The main area is titled 'Templates' and contains two sections: 'Local' and 'Remote'. Each section has a search bar and a table of templates. The 'Local' section shows two identical entries for 'Contract with... it Card Details'. The 'Remote' section shows three entries, with 'LibrTemp' highlighted. A hand cursor is clicking the 'Copy' button for the 'LibrTemp' entry.

Local			
TITLE	STATUS	SHARING MODE	TEMPLATE TYPES
Contract with... it Card Details	ACTIVE	ACCOUNT	DOCUMENT
Contract with...t Card Details	ACTIVE	ACCOUNT	DOCUMENT

Remote			
TITLE ↓	STATUS	SHARING MODE	TEMPLATE TYPES
I-9 (Employ... ver. 10/21/2019	ACTIVE	GLOBAL	DOCUMENT
LibrTemp	ACTIVE	ACCOUNT	DOCUMENT
librtemp	ACTIVE	USER	DOCUMENT

Liquid Mode

- The Liquid Mode is specially built to automatically fit smart phones, tablets and other forms of portable devices
- Liquid Mode forms can dramatically improve the signer's experience by reducing the need to pinch and zoom to view the form content while improving the focus on fields that need to be filled
- The Liquid Mode signing experience has been extended beyond templates to include web forms



Liquid Mode

1. Opens in Liquid Mode

Adobe Sign

Review 2 required fields **Start**

View outline

Am

7/27/2018

Patrick Towns

Dear P

On behalf of the Company, I am very pleased to offer you the position of Technical Program Manager. This letter clarifies and confirms the terms of your employment with the Company.

Start Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on August 20, 2018 ("Start Date"). Your salary will be \$100,000.00 annualized, payable in accordance with the Company's standard payroll practice and subject to applicable withholding.

2. Navigate and fill

Adobe Sign

1 required fields remaining

Additional Provisions

ACCEPTANCE

☒ I accept employment with under the terms set forth in this letter.

Signature *

Sign here

Patrick ToBeEmployee

Date

03/04/2021

3. Review agreement

Adobe Sign

Required fields completed

Additional Provisions

Signature *

John doe | Mar 4, 2021
Patrick ToBeEmployee

Date

03/04/2021

Review agreement

Liquid Mode

4. Finish review

Required fields completed

Finish

To you and an officer of the Company.

This offer and all terms of employment stated in this letter will:

Please, we are very excited about the possibility of you joining us. Please that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if you have any questions. We are proud of the position outlined in this letter.

Respectfully,

Stephan Rupp

Manager, Data

ACCEPTANCE

I accept employment with Autodesk under the terms, the under the terms set forth in this letter.

Patrick Tullberg

Mar 4, 2023

Date

5. Tap to sign

Cancel

Tap to sign

Respectfully,

Stephan Rupp

Manager, Data

ACCEPTANCE

I accept employment with Autodesk under the terms, the under the terms set forth in this letter.

Patrick Tullberg

Mar 4, 2023

Date

6. Complete

Adobe Sign

?

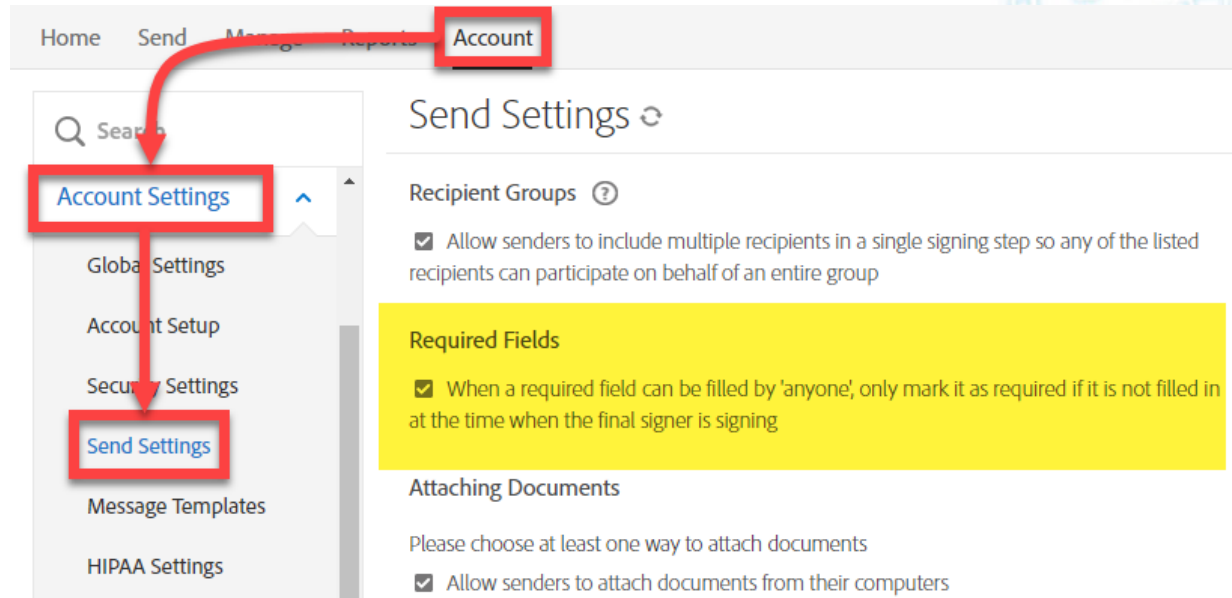
You're all set

You finished signing "EmploymentCIMS".

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Improved Control Over "Anyone" (Unassigned) Fields

- Fields that have no role, or are assigned to "Anyone", can be filled by any recipient in the signature cycle
- A field marked as "Required" must be filled in by the recipient. As a result, any field that is both Required and assigned to Anyone was previously a required field for the first signer
- A new control has been added to modify the behavior of this combination of settings, making the field available to all recipients, but only required for the last signer



Required Hyperlink Fields

Hyperlink fields can now be configured as a “Required” field during the signature cycle.

When the “Required” option is checked, two new parameters are added to the properties of the field:

- Assigned To - Defines which recipient is required to click the field during their action for the agreement
 - One recipient can be explicitly required, forcing only that recipient to click the field before completing their action for the agreement
 - The link remains clickable for all recipients that are not required to click the link
- “Everyone” is a new role available exclusively to the Hyperlink field, requiring all recipients to click the link before completing their action

Hyperlink 1

☒ Required

Assigned To Participant 1 ▼

☒ Website Participant 1
Participant 2
Everyone

☐ Page within document

Display Label SHSU Website

Tooltip


Appearance ▼

[Delete Field](#) Cancel OK

Customize the To and CC Fields in Email Headers to Recipients


Customers that are concerned about leaking email addresses via the email headers to recipients can opt to hide the email address values in the To and CC fields

- The feature controls can be accessed by navigating to Account Settings > Email Settings > Customize To and CC fields.

from: **Casey Jones LLD** <adobesign@adobesignpreview.com>
reply-to: Casey Jones <casey@caseyjones.dom>
to: "casey4umg@gmail.com" <casey4umg@gmail.com>
date: Sep 16, 2021, 9:09 PM
subject: [SignPreview] Completed: "Enabled with CC"
mailed-by: mail.na1.adobesignpreview.com
signed-by: adobesignpreview.com
security:  Standard encryption (TLS) [Learn more](#)

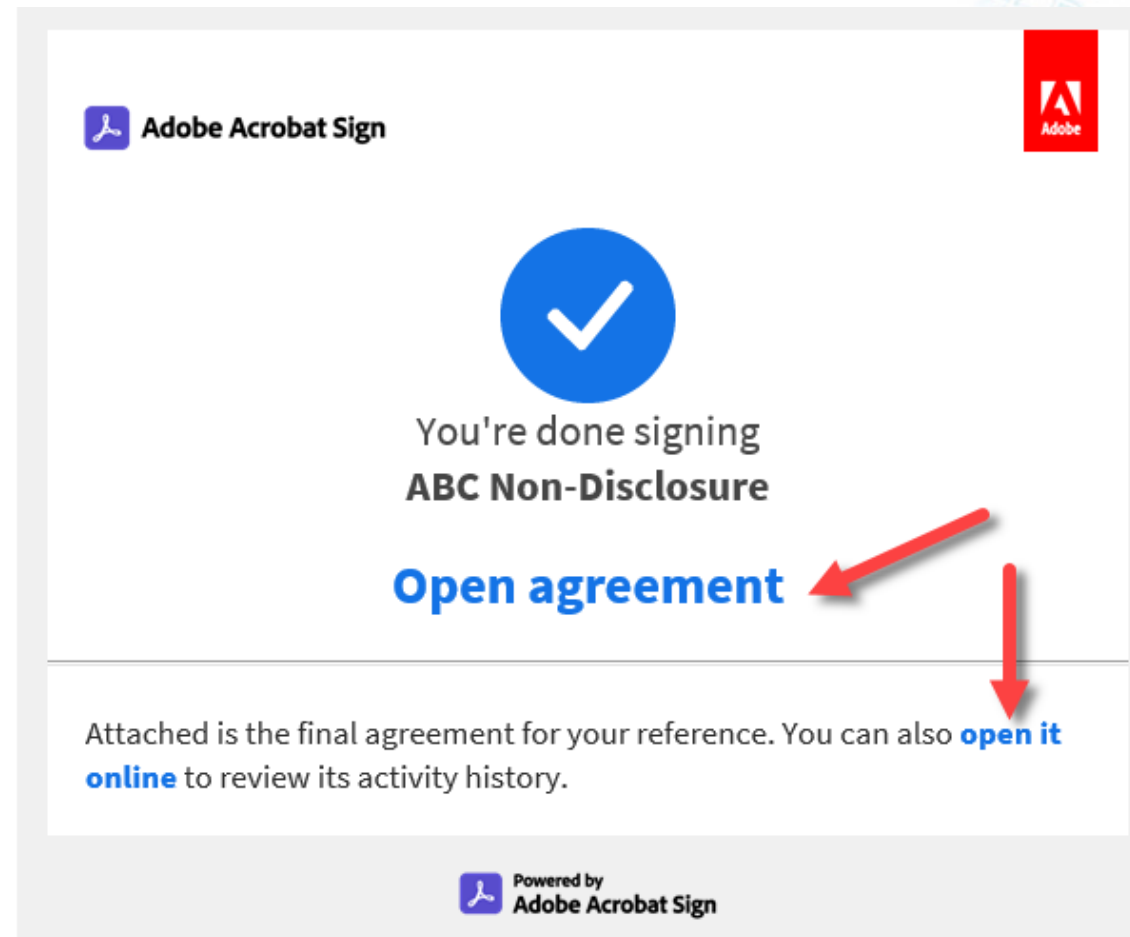
Enabled

Disabled

from: **Casey Jones LLD** <adobesign@adobesignpreview.com>
reply-to: Casey Jones <casey@caseyjones.dom>
to: call <calliope@jupiter.dom>,
io <io@jupiter.dom>,
Casey Jones <casey@caseyjones.dom>,
casey <casey4umg@gmail.com>
cc: Jeanie Jones <jeanie@caseyjones.dom>
date: Sep 16, 2021, 9:16 PM
subject: [SignPreview] Completed: "disabled with cc"
mailed-by: mail.na1.adobesignpreview.com
signed-by: adobesignpreview.com
security:  Standard encryption (TLS) [Learn more](#)

Include a Link in Emails to View the Signed Agreement

- When enabled, a link to the signed document is provided in the final email sent to the agreement recipients



Include an Image of the First Page of the Agreement in Emails

- When enabled, an image of the first page of the agreement is visible in email distribution



Define a Recipient Name at Send

Administrators at the account and group level can require that the recipient name be included with the recipient's email address during the agreement configuration by the sender

- The recipient may not edit the configured name value in any case
- The sender of the agreement can edit the name values prior to the first signature being applied
- Senders can replace the current recipient, providing a name-value for the new recipient






Get documents signed
Send an agreement to others for e-signing, approval, or other processing.

Send from: Default Group (Primary Group) ?

Recipients*

Complete in Order ☐ Complete in Any Order ☒

Add Me | Add Recipient Group ?

1	 <input type="text" value="calliope@jupiter.dom"/>	<input type="text" value="Calliope Jupiter"/>	 <input type="text" value="Email"/>	 
2	 Enter recipient email	<input type="text" value="Enter recipient name*"/>		

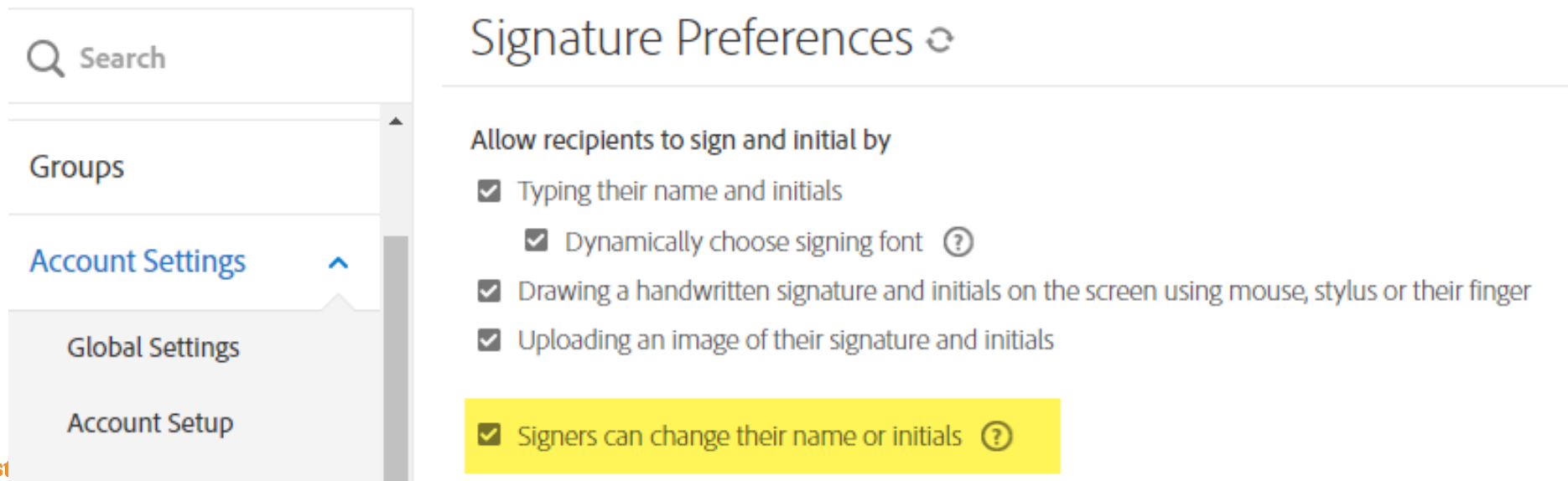
Show CC

Message*

GlobalCorp Client Services Agreement	Options ? <input type="checkbox"/> Password Protect
Please review and complete GlobalCorp Client Services Agreement.	

Lock the *Name* Value for Known Users When Signing

- There are situations where the ability to change the name of the recipient during the signing is undesirable
- Admins now have the ability to prevent recipients with known *Name* values from changing those values when they apply a signature
- Customers that want to allow editing the name-value during the signature process should enable the **Signers can change their name or initials** setting



Improved Reporting Charts and Data Export

Your Reports

Overview

REPORTS

Agreements (2)

Exports (0)

Overview

Last 7 days



274
Total agreements



65
In progress

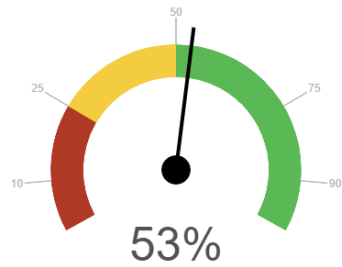


144
Completed

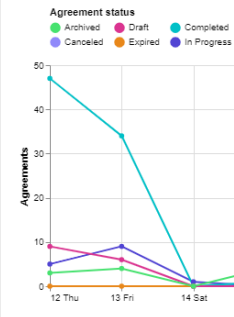


0
Expired

Agreements completed



Agreement volume trend



Recent Reports

REPORT NAME	DATA	TYPE	DATE
Agreements for the week	Agreement	Report	—
Agreements for the month	Agreement	Report	—

New Export

New Report

Select charts for agreements:

Select all

Agreements completed



Percentage of agreements that are signed

Average time to complete



The average time to complete agreements

Agreements by workflow



Agreements by workflow with a breakup by status

Agreement completion by workflow



Time to complete and completion rate by workflow

Time to complete trend



Time to complete agreements over the selected period

Agreement volume trend



The volume of agreements over the selected period and a breakup per status

Agreement completed time



How long does take to get each document signed

Agreements by sender



Agreements by sender with a breakup by status

Agreement completion by sender



Time to complete and completion rate by sender

Agreements by group



Agreements by group with a breakup by status

Agreement completion by group



Time to complete and completion rate by group

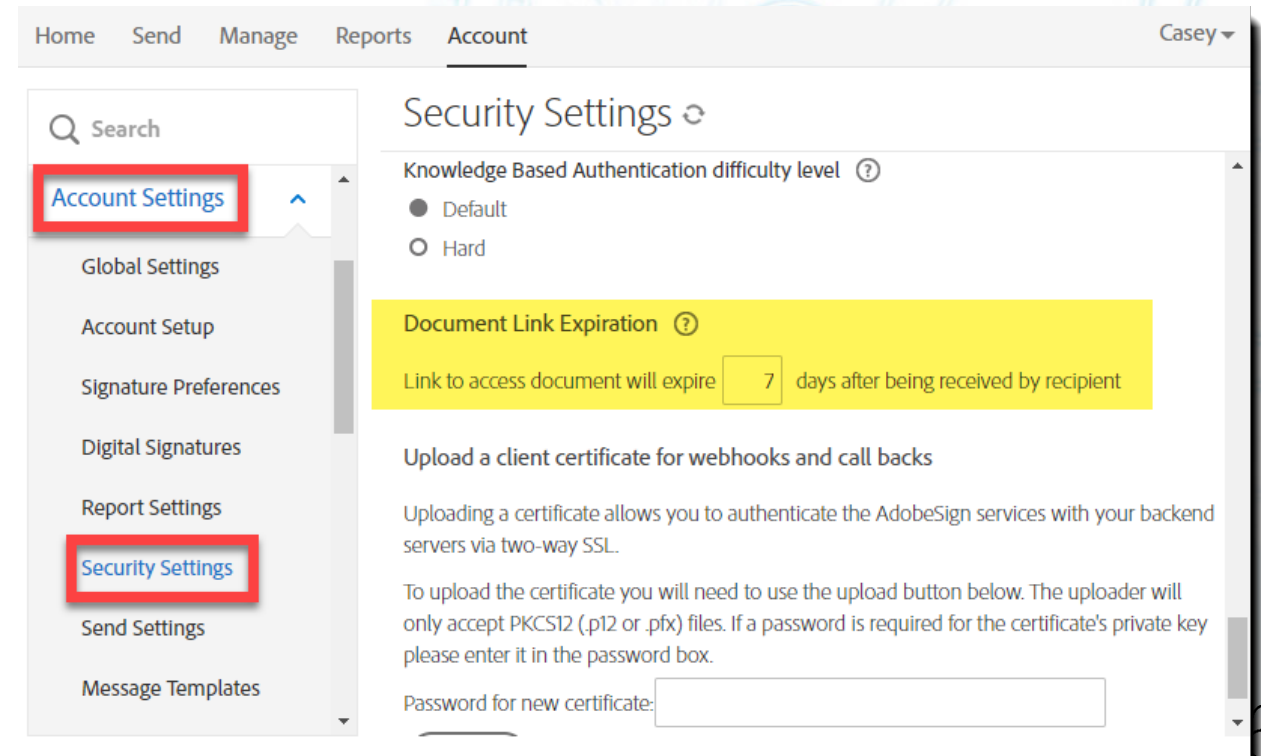


Sam Houston
State University



Improved Agreement URL Security

- URLs sent via email and that point to agreements/PDFs now have a configurable lifetime that expires the link
- Default is 7 days
- Maximum is 90 days



Order of File Attachments

Attachments included in the final PDF has been updated to sort by page number first, and then field position second (when reading left to right; top to bottom)

A screenshot of a web form. At the top, there is an 'Email' field with the text 'sailing4eva@y' and a 'SUBMIT' button with a lock icon. Below the email field is a link that says 'Add another email'. Further down, there is an 'Attachments' section. It contains a small thumbnail image of a man's face, followed by the text 'Francis Drake Selfie.jpg'. At the bottom of the attachments section is a link with a paperclip icon that says 'ADD FILES'.

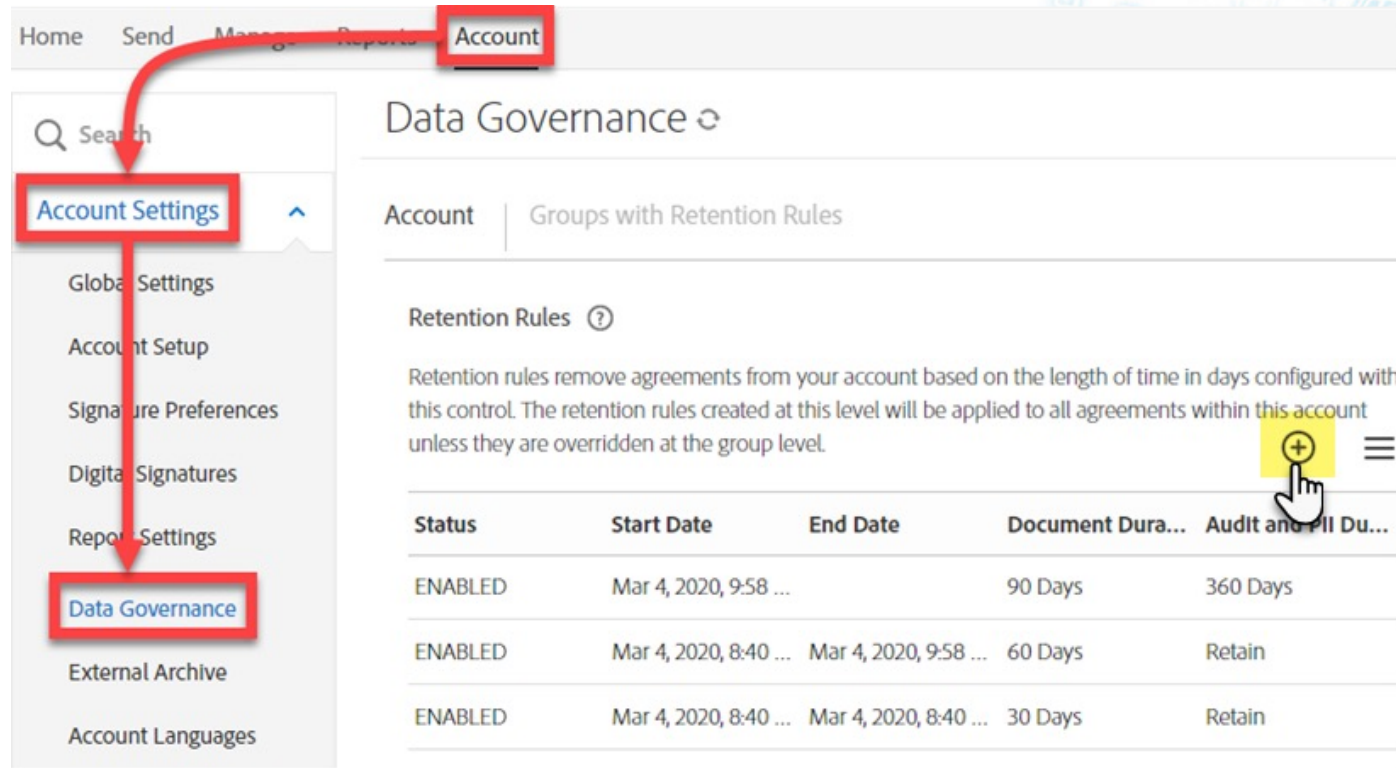
Email to the Sender When an Agreement Is Complete Has Been Updated

- The final email notification for an agreement sent to the sender has been updated to provide a comprehensive list of all parties notified about the completed agreement.
- Only the original sender will get this email template



Configure Data Governance Rules to Automatically Delete Agreements

- Data governance rules can be set up to provide for a “retention policy” that controls how long Adobe Sign retains a transaction before automatically deleting it



The screenshot shows the Adobe Sign Account Settings page. The 'Account' tab is selected in the top navigation bar. In the left sidebar, 'Account Settings' is expanded, and 'Data Governance' is highlighted. The main content area is titled 'Data Governance' and shows a table of retention rules. A yellow box with a plus sign and a hand cursor is positioned over the top right of the table, indicating where to click to add a new rule.

Status	Start Date	End Date	Document Dura...	Audit and Fil Du...
ENABLED	Mar 4, 2020, 9:58 ...		90 Days	360 Days
ENABLED	Mar 4, 2020, 8:40 ...	Mar 4, 2020, 9:58 ...	60 Days	Retain
ENABLED	Mar 4, 2020, 8:40 ...	Mar 4, 2020, 8:40 ...	30 Days	Retain

Notarize Integration

- Adobe Sign integration with Notarize, Inc.'s Remote Online Notarization(RON) platform allows customers to add remote online notarization service as part of their Adobe Sign transactions
- This is a fee based service

QUESTIONS?

Contact Information

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