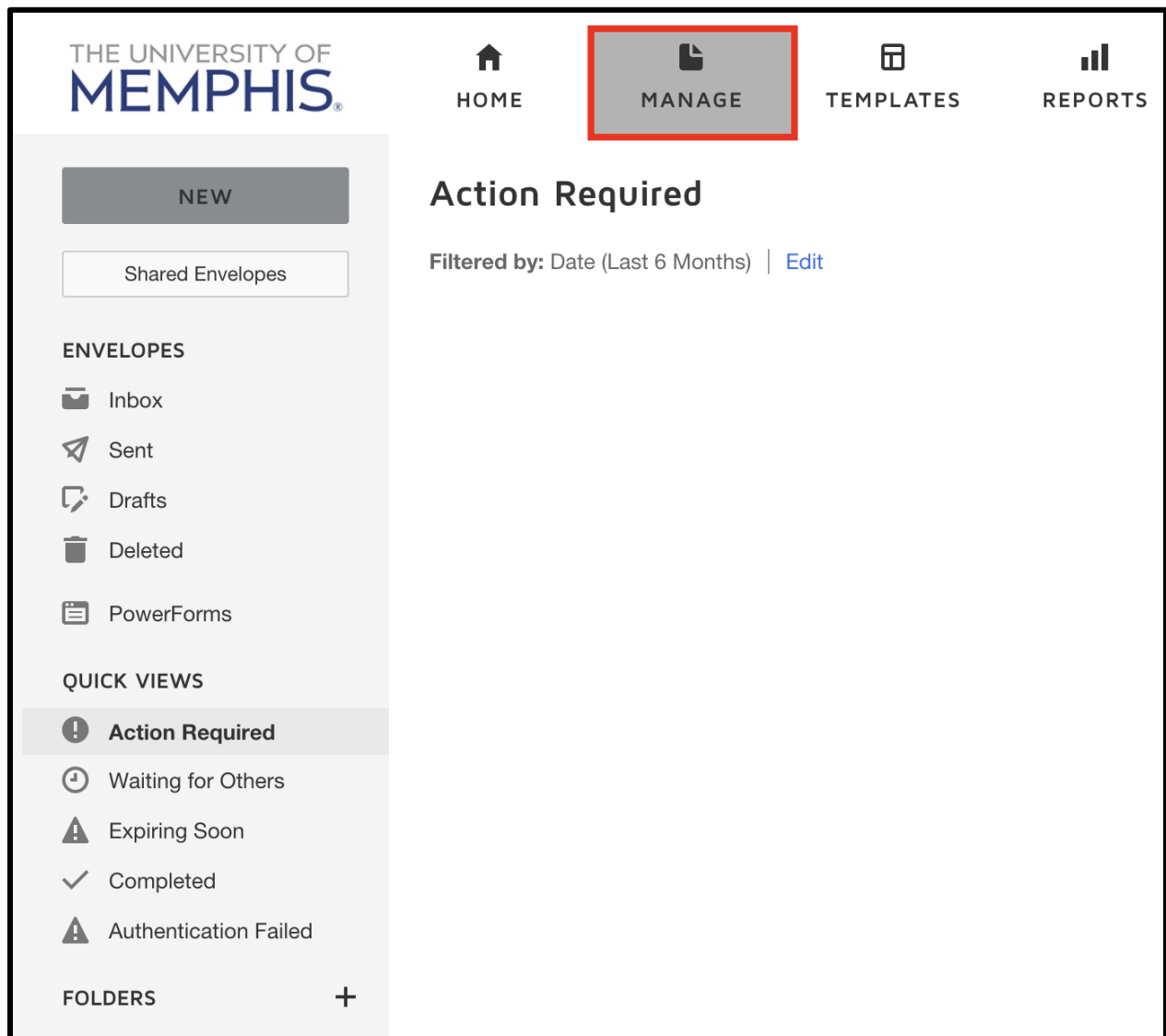


Manage Tab

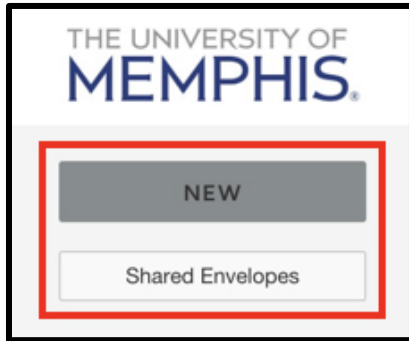
The Manage tab is where you can create new envelopes and view the process and stage each envelope is in. This part of DocuSign functions much like an email application having an inbox, sent, drafts, and deleted folders.



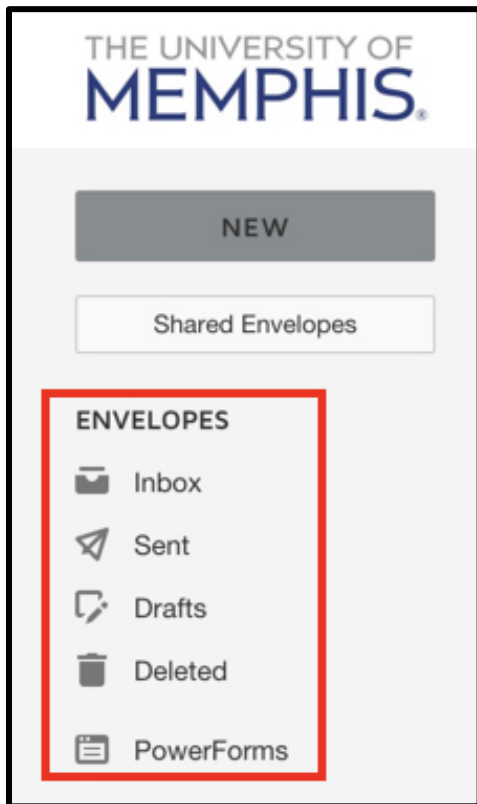
The screenshot displays the DocuSign interface for the University of Memphis. At the top left is the university logo. A navigation bar contains four items: HOME, MANAGE (highlighted with a red box), TEMPLATES, and REPORTS. Below the navigation bar, a sidebar on the left includes a 'NEW' button, a 'Shared Envelopes' filter, and sections for 'ENVELOPES' (Inbox, Sent, Drafts, Deleted, PowerForms) and 'QUICK VIEWS' (Action Required, Waiting for Others, Expiring Soon, Completed, Authentication Failed). The 'FOLDERS' section at the bottom of the sidebar has a plus sign. The main content area shows the title 'Action Required' and a filter 'Filtered by: Date (Last 6 Months) | Edit'.

Envelopes

You can create a new envelope. An envelope is where you upload a document, add signature, initial, and date fields, and then send it out for digital signatures. You can also view shared envelopes from here.



Just below new and shared envelopes you will see active envelopes and the stages they are in. This part of DocuSign functions much like an email application having an Inbox, Sent, Drafts, and Deleted folders and a link to PowerForms (pre-loaded forms that are commonly used).

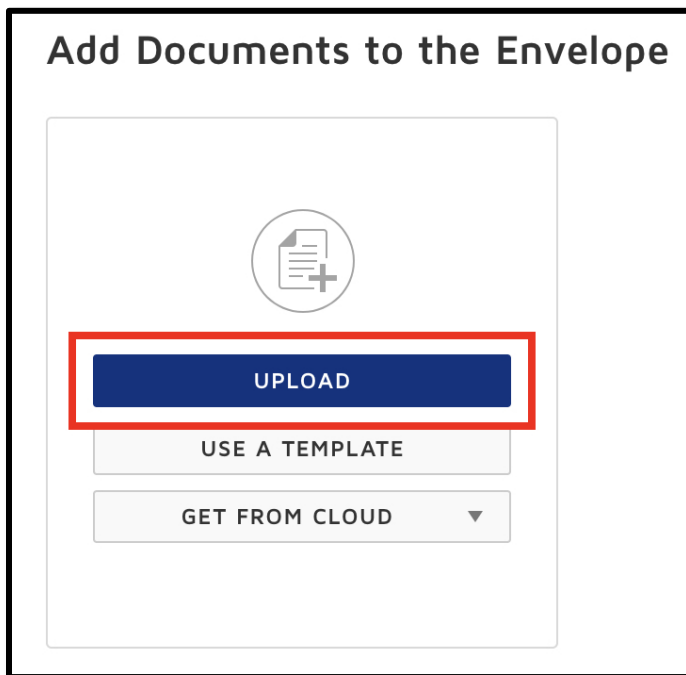


Creating a New Envelope

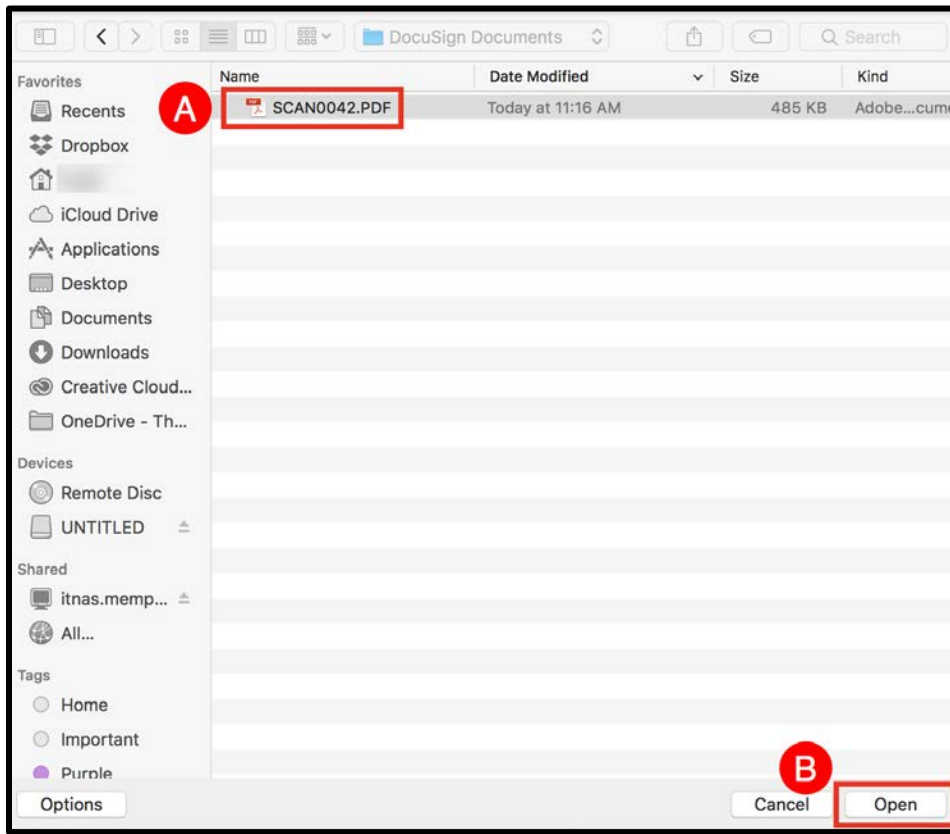
1. To create a new envelope, click **New** then click **Send an Envelope**.



2. Click **Upload** to upload a PDF to send for signatures.



3. Browse your computer to upload the PDF. Click Open.



4. A) From here you can View the document. B) Click on the three dots to reveal more options.





You will see the following options when clicking on the three dots :

Apply Templates, Replace, Download Document, Rename Document, Delete Document, and View Document.

The screenshot shows a document viewer interface. At the top, there is a header "Add Documents to the Envelope". Below this is a form titled "REGULAR STUDENT EMPLOYMENT (RSE) PROGRAM PAYROLL ACTION FORM". The form contains various fields for student information, including name, address, and contact details. Below the form, there is a document preview area showing a document titled "SCAN0042.PDF" with "1 page". A context menu is open over the document preview, listing the following options: "Apply Templates", "Replace", "Download Document", "Rename Document", "Delete Document", and "View Document".

Your Document is now ready to add recipients.