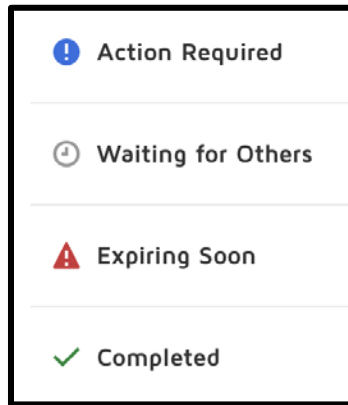


Quick Views

Just below **Envelopes** is the **Quick Views** section. In this section you can check the various stages of the envelopes sent: Action Required, Waiting for Others, Expiring Soon, and Completed.



Action Required - Means that there is an action required on your part of the signature procedure.

Waiting for Others - Means that you are waiting on others to sign your document.

Expiring Soon - Lets you know that an envelope you have sent will soon expire.

Completed - Lets you know when all of the required signatures for the document have been recorded.