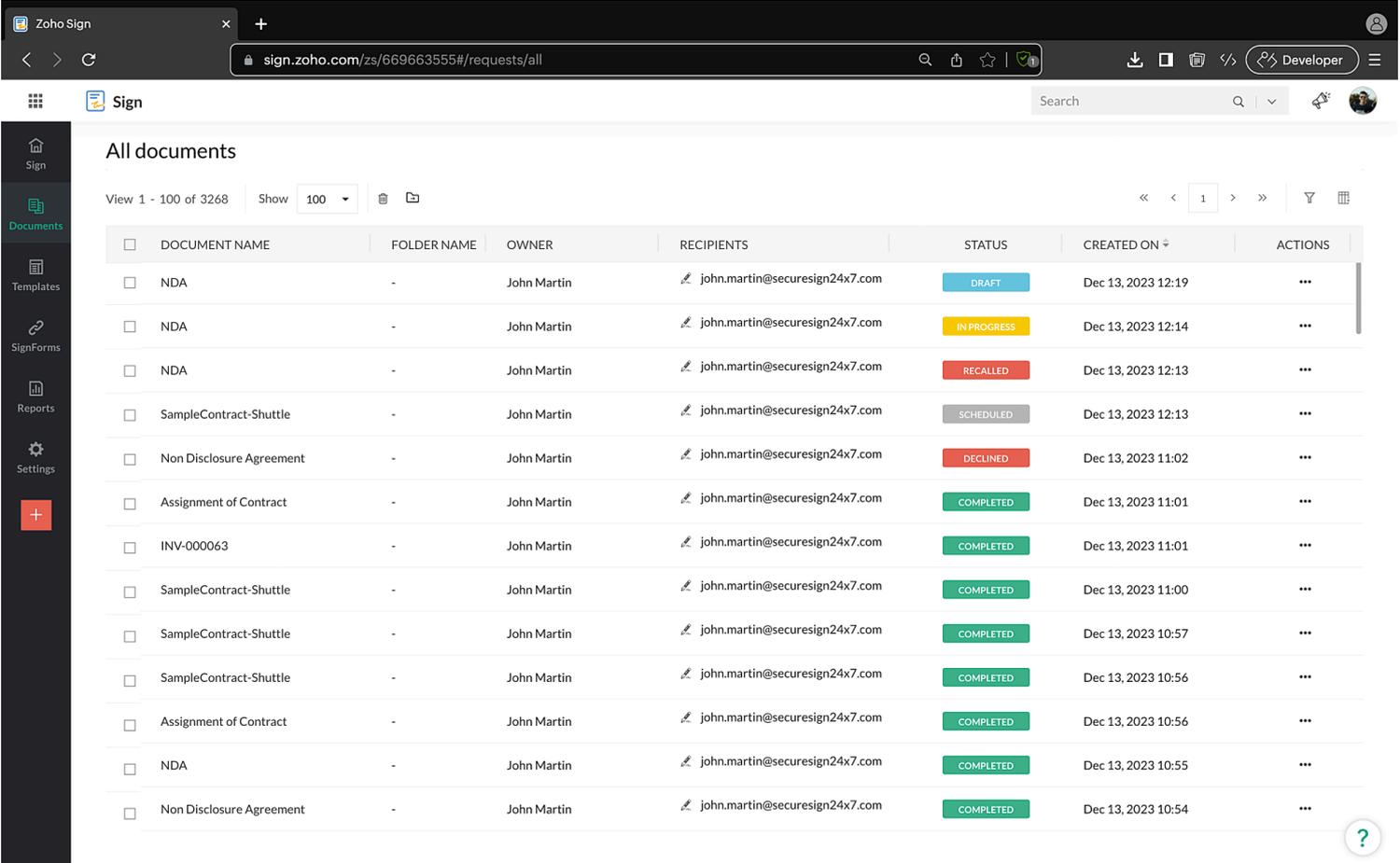


Documents - List View

This section displays a list of all the documents you have sent or received on your Zoho Sign account.

The list view shows the name, document owner, recipients, date of creation, folder name and signature status for each document. Each document has an action button that allows you to perform further actions on it directly from the list view.



All documents

View 1 - 100 of 3268 | Show 100 | [Icons]

DOCUMENT NAME	FOLDER NAME	OWNER	RECIPIENTS	STATUS	CREATED ON	ACTIONS
<input type="checkbox"/> NDA	-	John Martin	john.martin@securesign24x7.com	DRAFT	Dec 13, 2023 12:19	...
<input type="checkbox"/> NDA	-	John Martin	john.martin@securesign24x7.com	IN PROGRESS	Dec 13, 2023 12:14	...
<input type="checkbox"/> NDA	-	John Martin	john.martin@securesign24x7.com	RECALLED	Dec 13, 2023 12:13	...
<input type="checkbox"/> SampleContract-Shuttle	-	John Martin	john.martin@securesign24x7.com	SCHEDULED	Dec 13, 2023 12:13	...
<input type="checkbox"/> Non Disclosure Agreement	-	John Martin	john.martin@securesign24x7.com	DECLINED	Dec 13, 2023 11:02	...
<input type="checkbox"/> Assignment of Contract	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 11:01	...
<input type="checkbox"/> INV-000063	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 11:01	...
<input type="checkbox"/> SampleContract-Shuttle	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 11:00	...
<input type="checkbox"/> SampleContract-Shuttle	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 10:57	...
<input type="checkbox"/> SampleContract-Shuttle	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 10:56	...
<input type="checkbox"/> Assignment of Contract	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 10:56	...
<input type="checkbox"/> NDA	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 10:55	...
<input type="checkbox"/> Non Disclosure Agreement	-	John Martin	john.martin@securesign24x7.com	COMPLETED	Dec 13, 2023 10:54	...

The document section is further divided into two sections: *Sent* and *Received*. These sections contain subsections that filter the documents based on the signature completion stage.

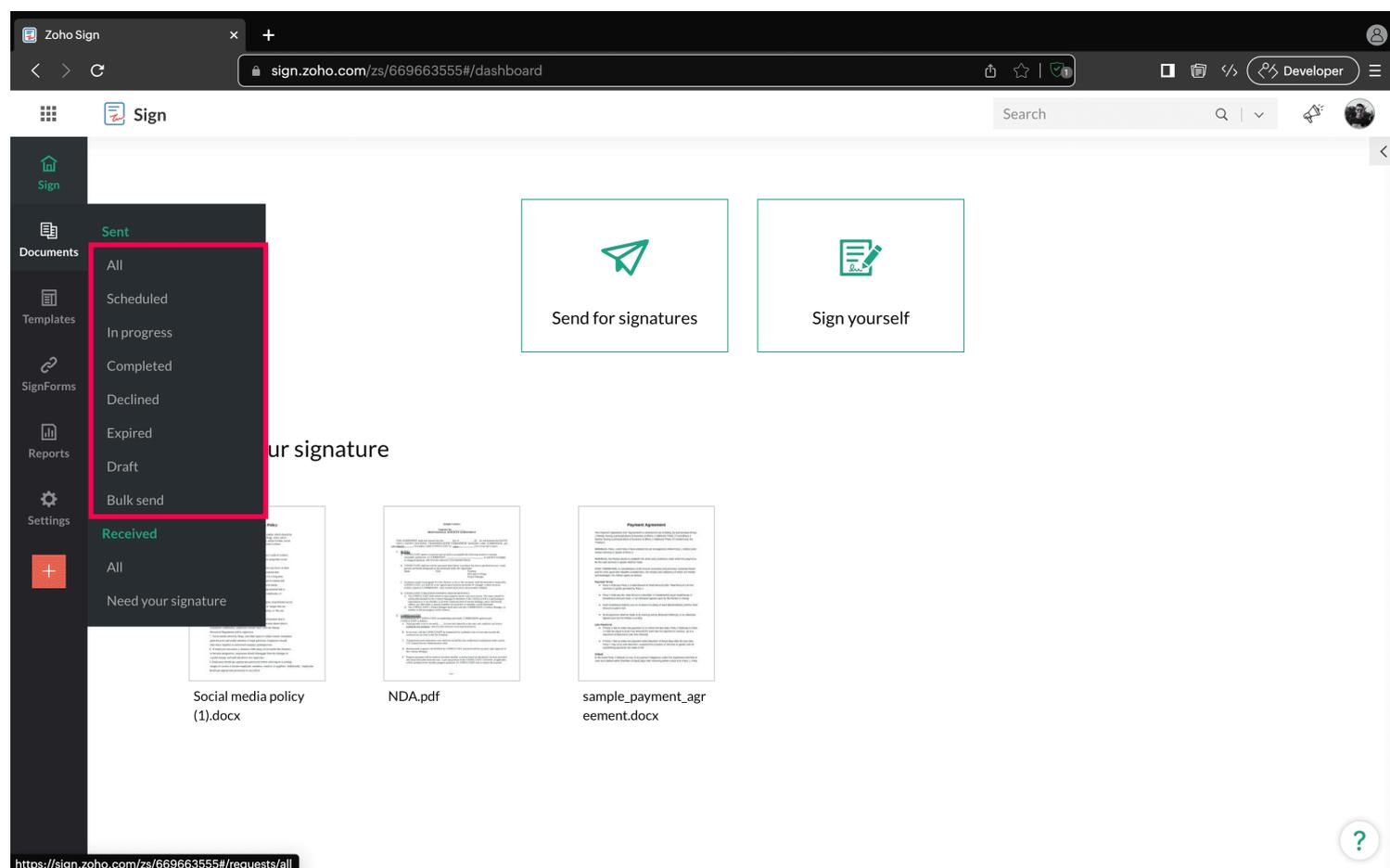
Sent documents

This section contains a list of all the documents you've sent out for signatures.

To view the list of sent documents, hover over **Documents** on the left navigation panel and click **All** to view all sent documents, or select the document category using the dropdown menu.

By default, the list view of sent documents shows documents that are:

- Scheduled
- In progress
- Expired
- Draft
- Completed
- Declined
- Bulk send



The screenshot displays the 'All documents' page in Zoho Sign. At the top, there's a navigation bar with the Zoho Sign logo and a search bar. Below that, a sidebar on the left provides navigation options: Sign, Documents, Templates, SignForms, Reports, and Settings. The main content area shows a table of documents with the following columns: Document Name, Recipients, Status, Created On, and Actions. The table lists 12 documents, each with a checkbox, a document name, a recipient email address, a status (e.g., IN PROGRESS, DRAFT, COMPLETED, RECALLED), a creation timestamp, and an actions menu (three dots).

DOCUMENT NAME	RECIPIENTS	STATUS	CREATED ON	ACTIONS
Social media policy	john.martin@securesign24x7.com	IN PROGRESS	Apr 08, 2024 15:10	...
Social Media Policy.pdf	john.martin@securesign24x7.com	DRAFT	Apr 08, 2024 12:26	...
Social Media Policy.pdf	john.martin@securesign24x7.com	DRAFT	Apr 08, 2024 12:24	...
Sample social media .pdf	john.martin@securesign24x7.com	COMPLETED	Apr 08, 2024 12:24	...
Social Media Policy	john.martin@securesign24x7.com	DRAFT	Apr 08, 2024 12:24	...
Social Media Acceptance	john.martin@securesign24x7.com	COMPLETED	Apr 08, 2024 12:18	...
Social Media acceptance	john.martin@securesign24x7.com	IN PROGRESS	Apr 08, 2024 12:14	...
Social media policy	john.martin@securesign24x7.com	RECALLED	Apr 08, 2024 12:10	...
Sign from notification	john.martin@securesign24x7.com	COMPLETED	Apr 08, 2024 12:04	...
Sample social media .pdf	john.martin@securesign24x7.com	COMPLETED	Apr 08, 2024 11:53	...
Sample NDA.pdf	john.martin@securesign24x7.com	IN PROGRESS	Apr 08, 2024 11:42	...

On the list view page of each category, using the actions button, you can perform the following actions for each document based on their stage in the signing process:

- Edit
- View document
- Correct document
- Extend
- Send reminder
- Recall
- Upload signed document
- Download
- Email document
- Save to cloud
- Save as template
- Edit as new
- Change ownership
- View activity history
- Print
- Download completion certificate
- Delete

The screenshot displays the Zoho Sign interface. The main heading is "All documents". Below it, there are filters for "View 1 - 100 of 3924" and a "Show 100" dropdown. The table below lists documents with the following columns: DOCUMENT NAME, RECIPIENTS, STATUS, and CR. The first document, "Social media policy", is highlighted, and a context menu is open over it, listing various actions such as "View document", "Edit", "Correct document", "Extend", "Send reminder", "Reminder settings", "Recall", "Upload signed document", "Email document", "Save to cloud", "Download", "Edit as new", "Save as template", "Change ownership", "Print", "Activity history", and "Delete".

DOCUMENT NAME	RECIPIENTS	STATUS	CR
Social media policy	john.martin@securesign24x7.com	IN PROGRESS	Apr
Social Media Policy.pdf	john.martin@securesign24x7.com	DRAFT	Apr
Social Media Policy.pdf	john.martin@securesign24x7.com	DRAFT	Apr
Sample social media .pdf	john.martin@securesign24x7.com	COMPLETED	Apr
Social Media Policy	john.martin@securesign24x7.com	DRAFT	Apr
Social Media Acceptance	john.martin@securesign24x7.com	COMPLETED	Apr
Social Media acceptance	john.martin@securesign24x7.com	IN PROGRESS	Apr
Social media policy	john.martin@securesign24x7.com	RECALLED	Apr
Sign from notification	john.martin@securesign24x7.com	COMPLETED	Apr
Sample social media .pdf	john.martin@securesign24x7.com	COMPLETED	Apr
Sample NDA.pdf	john.martin@securesign24x7.com	IN PROGRESS	Apr

Received documents

This section lists all the documents that you have received from others, either for your signature, view-only signed copy, or hosting an in-person signing session.

To view the list of received documents, go to **Documents** on the left of your dashboard and click **All** to view all received documents or select **Need your signature** to start signing the documents.

By default, the list view of received documents shows documents that are:

- In progress
- Expired
- Completed
- Declined
- Recalled

The screenshot shows the Zoho Sign interface with a table of received documents. The table has the following columns: DOCUMENT NAME, REQUESTED BY, REQUESTED ON, EXPIRING ON, MY STATUS, DOCUMENT STATUS, and ACTIONS. The rows represent various documents, some pending, some signed, some completed, and some recalled.

DOCUMENT NAME	REQUESTED BY	REQUESTED ON	EXPIRING ON	MY STATUS	DOCUMENT STATUS	ACTIONS
Social media policy (1).docx	Securesign 24x7	Apr 10, 2024	Apr 15, 2024	PENDING	IN PROGRESS	🗑️
NDA.pdf	Securesign 24x7	Apr 10, 2024	Apr 15, 2024	PENDING	IN PROGRESS	🗑️
sample_payment_agreement.docx	Securesign 24x7	Apr 10, 2024	Apr 15, 2024	PENDING	IN PROGRESS	🗑️
Social Media Policy	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	⋮
Sample social media .pdf	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	⋮
Sign from notification	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	⋮
Social Media acceptance	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	PHYSICALLY SIGNED	IN PROGRESS	⋮
Social Media Acceptance	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	⋮
Social Media Acceptance	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	RECALLED	RECALLED	🗑️
Sample social media .pdf	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	⋮
Sample NDA.pdf	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	PHYSICALLY SIGNED	IN PROGRESS	⋮
Physically Sign Test	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	⋮
template	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	RECALLED	RECALLED	🗑️

Using the actions button, you can perform the following actions depending on the document's status:

- Download
- Email
- Delete
- Print

Received

View 1 - 25 of 296 | Show 25

DOCUMENT NAME	REQUESTED BY	REQUESTED ON	EXPIRING ON	MY STATUS	DOCUMENT STATUS	ACTIONS
Social media policy (1).docx	Securesign 24x7	Apr 10, 2024	Apr 15, 2024	PENDING	IN PROGRESS	
NDA.pdf	Securesign 24x7	Apr 10, 2024	Apr 15, 2024	PENDING	IN PROGRESS	
sample_payment_agreement.docx	Securesign 24x7	Apr 10, 2024	Apr 15, 2024	PENDING	IN PROGRESS	
Social Media Policy	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	
Sample social media .pdf	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	
Sign from notification	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	
Social Media acceptance	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	PHYSICALLY SIGNED	COMPLETED	
Social Media Acceptance	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	
Social Media Acceptance	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	RECALLED	RECALLED	
Sample social media .pdf	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	...
Sample NDA.pdf	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	PHYSICALLY SIGNED	IN PROGRESS	...
Physically Sign Test	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	SIGNED	COMPLETED	...
template	Securesign 24x7	Apr 08, 2024	Apr 13, 2024	RECALLED	RECALLED	

- Email document
- Download
- Print
- Delete

