eSign Requests

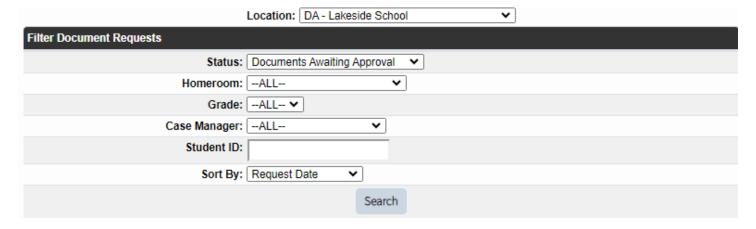


Special Ed>Reports>Other>eSign Requests

Permission: SEMM - Reports General

This listing will allow users to view the status of eSignature requests for students. The listing can be generated based on the status of the eSign requests and can be sorted by Request Date or Student Last Name. **Note:** The results will only include eSignature requests made in the last 60 days.

1. Complete the filters below and click **Search**.



- a. **Status** Select the status from the drop-down list.
 - Documents Awaiting Approval These are eSignature requests that have been signed but have not yet been approved by the user.
 - ii. **Document Request Outstanding** These are the eSignature requests that have been sent that have not been fully signed.
 - iii. Approved Documents These are documents that have been returned and approved.
 - iv. Rejected Documents These are eSignature requests that have been cancelled.
- b. Sort By Select Request Date or Student Name.
- 2. Below is a sample of the listing.



- a. **Student Name** Click the Student Name link to open a new window to view the event the eSignature request was sent for.
- b. Status Sent, Signed, Processed or Cancelled.
- c. Requested Date eSignature request date.
- d. Return Date Date the document was signed.
- e. **Actioned Date** Date a document was approved or cancelled.