

SEAMLESS DOCS WORKFLOW HELP

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GETTING TO THE LIST OF SUBMISSIONS FOR A GIVEN FORM

USING THE NOTIFICATION EMAIL

- Click on the “Link to submission” link in the notification email that you received:

A new submission for **GSA form - 2018** has been received. Link to submission: <https://seam.ly/v9J4a1Q9>

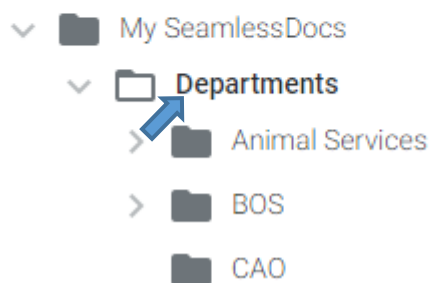
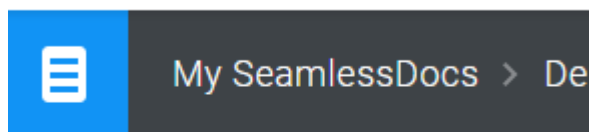


- Sign in to SeamlessDocs
- You will see a screen with all the submissions for that form

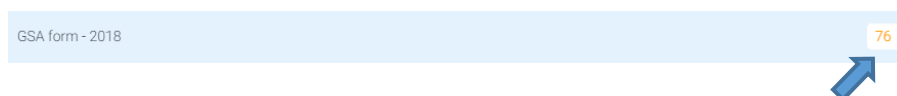
WITHOUT AN EMAIL LINK

- [Sign in to SeamlessDocs](#)
- Choose your department from the menu on the left-hand side of the screen:

Kern County, CA



- Under your department, choose the form you would like to view and click on the number in the submissions column:



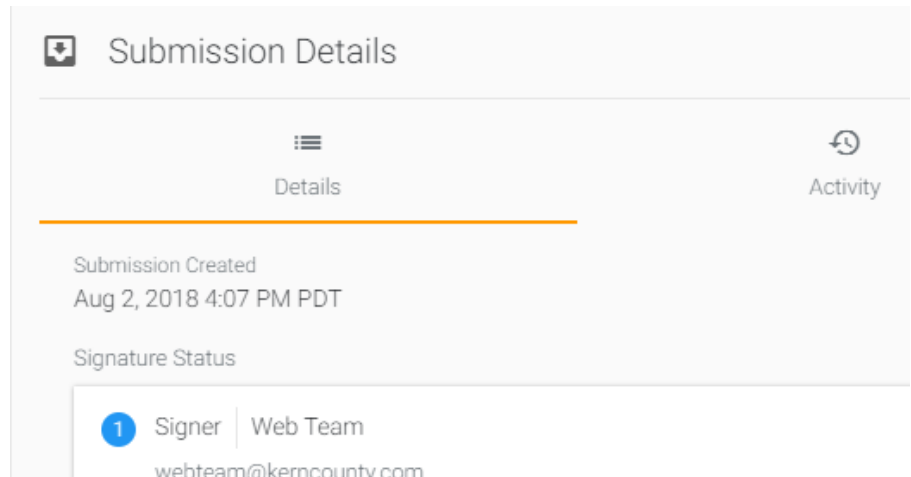
- You will be taken to a screen with all the submissions for that form

CHECKING THE STATUS OF A SPECIFIC SUBMISSION

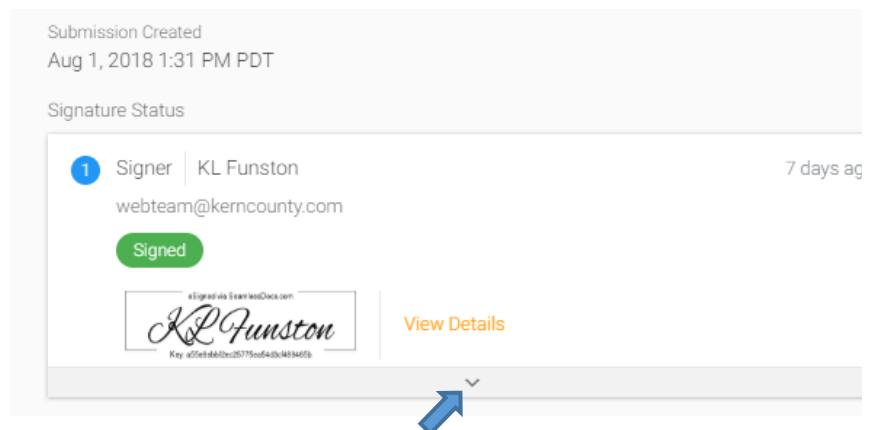
- While viewing the All Submissions screen, under the Signature Status column, you will be able to see if the form has been completed or if there are still signatures pending:

#	☐	Submission Created	Signature Status
1	☐	Aug 10, 2018 1:34 PM PDT	Pending 1/10
2	☐	Aug 9, 2018 2:27 PM PDT	Pending 0/10
3	☐	Aug 6, 2018 10:17 AM PDT	Complete

- If the form is not complete, the number to the right of the status “tag” indicates how many signatures have been submitted and how many signatures are required to complete the form. For example, 1/10 would indicate that the workflow requires 10 signatures and only 1 has been completed so far.
- Click on the signature status tag for the form you’re interested in to open the Submissions Details panel:



- In the Signature Status area toward the top of the panel, click on the down arrow to view the signatures submitted/pending :



- The panel will expand to show all the of the signature details:

Signature Status

1	Signer	Test	21 days ago
		fittsb@kerncounty.com	
		Signed	
		eSigned via SeamlessDocs.com  Key: 10d97f204189980v71b4aff42189e2f	View Details
2	Signer	Super	
		testweb@kerncounty.com	
		Pending	
		Renotify Notify a different signer	
3	Signer	County Administrative Office	
		testweb@kerncounty.com	
		Pending	
4	Signer	County HR	
		testweb@kerncounty.com	
		Pending	

- If one of the signers is currently unavailable, this is where you would notify a different signer (see the notify section below)

RE-NOTIFYING A SIGNER, OR NOTIFYING A DIFFERENT SIGNER

- Expand the signature area using the above instructions.
- Choose the signer who is currently unavailable, and click “Invite Signer”:

Signature Status

1	Signer	Test Employee	a few seconds ago
		testexample@kerncounty.com	
		Signed	
		eSigned via SeamlessDocs.com  Key: 10cf7f4204189980e71b4a0f4219ac2f	View Details
2	Signer	Test Supervisor	
		testsupervisor@kerncounty.com	
		Pending	
		Invite signer	Sign Now

- Enter the new signer’s email address in the popup window that appears and click “Send”:

 Send Email Requesting Signature

Email Address

[Cancel](#) [Send](#)

VIEWING THE SUBMITTED FORM

- Click on the file icon to the left of the submission date to bring up a copy of the submitted form:

