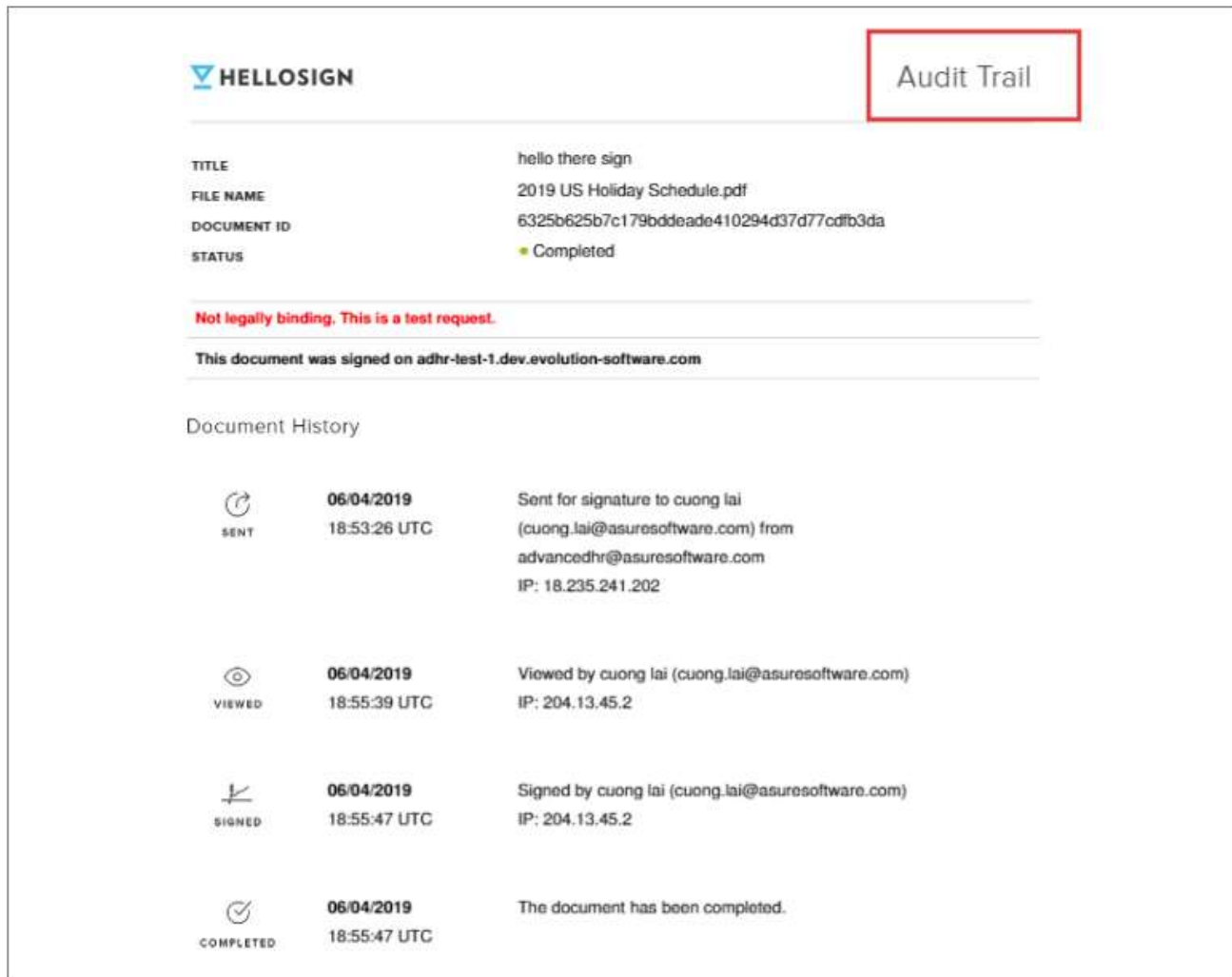


Audit Trail for E-Signed Documents in Advanced HR 2.0

Admins can use the HelloSign **Audit Trail** feature to obtain information about an E-Signed document such as when it was sent, when it was viewed, when it was signed, and when the document was completed and who performed these actions.

The Audit Trail page is part of the HelloSign application. The Audit Trail page is appended to the end of every PDF that gets signed through HelloSign and is not an Advanced HR screen. Admin users only see the Audit Trail if they view a document in the **Employee Documents** screen, or if they download the document. The **Audit Trail** section is appended at the end of the PDF. A sample is shown below.



The screenshot shows the HelloSign interface with the 'Audit Trail' section highlighted in a red box. The document details are as follows:

FIELD	VALUE
TITLE	hello there sign
FILE NAME	2019 US Holiday Schedule.pdf
DOCUMENT ID	6325b625b7c179bddeade410294d37d77cdfb3da
STATUS	Completed

Not legally binding. This is a test request.

This document was signed on adhr-test-1.dev.evolution-software.com

Document History

ACTION	DATE/TIME	DESCRIPTION
SENT	06/04/2019 18:53:26 UTC	Sent for signature to cuong lai (cuong.lai@asuresoftware.com) from advancedhr@asuresoftware.com IP: 18.235.241.202
VIEWED	06/04/2019 18:55:39 UTC	Viewed by cuong lai (cuong.lai@asuresoftware.com) IP: 204.13.45.2
SIGNED	06/04/2019 18:55:47 UTC	Signed by cuong lai (cuong.lai@asuresoftware.com) IP: 204.13.45.2
COMPLETED	06/04/2019 18:55:47 UTC	The document has been completed.