

Send Multimedia Files for Signoff

The screenshot displays the RSign web application interface for sending multimedia files. The main area is titled 'Step 1/2: Envelope' and features a navigation bar with 'HOME', 'SEND', 'ENVELOPES', 'TEMPLATES', and 'SETTINGS'. The user is identified as 'Hello, Alice Williams'. The interface is divided into several sections:

- OPTIONS:** A sidebar on the left containing settings for Date Format (US: mm/dd/yyyy), Document Availability (30 Days), Days Before First Reminder (0 Days), Days Between Reminders (0 Days (3 max)), Days Before Expiration Reminder (0 Days), and Access Authentication (Select).
- ATTACH FILES:** A section with a table of attached files. The table has columns for File Name, Source, Size, and Action. The files listed are:

File Name	Source	Size	Action
NDA Agreement.docx	Local Machine	90.74 KB	Sign
Producer Services Presentation.pptx	Local Machine	11.68 MB	Review
Video 1.mp4	Local Machine	53.54 MB	Review
- ADD RECIPIENTS:** A section with a table for adding recipients, including columns for Order, Type, Name, and Email.

Red dashed boxes highlight the 'Action' column in both the 'ATTACH FILES' and 'ADD RECIPIENTS' tables, showing dropdown menus for 'Sign' and 'Review' actions. The interface also includes buttons for '+ Document', '+ Template', '+ Rule', and '+ Template Group' to facilitate file uploads.

Send Powerpoint decks, audio files, images, videos and more for signoff to digitize approval processes in a compliant, auditable and secure manner, improving efficiency and communication between parties.