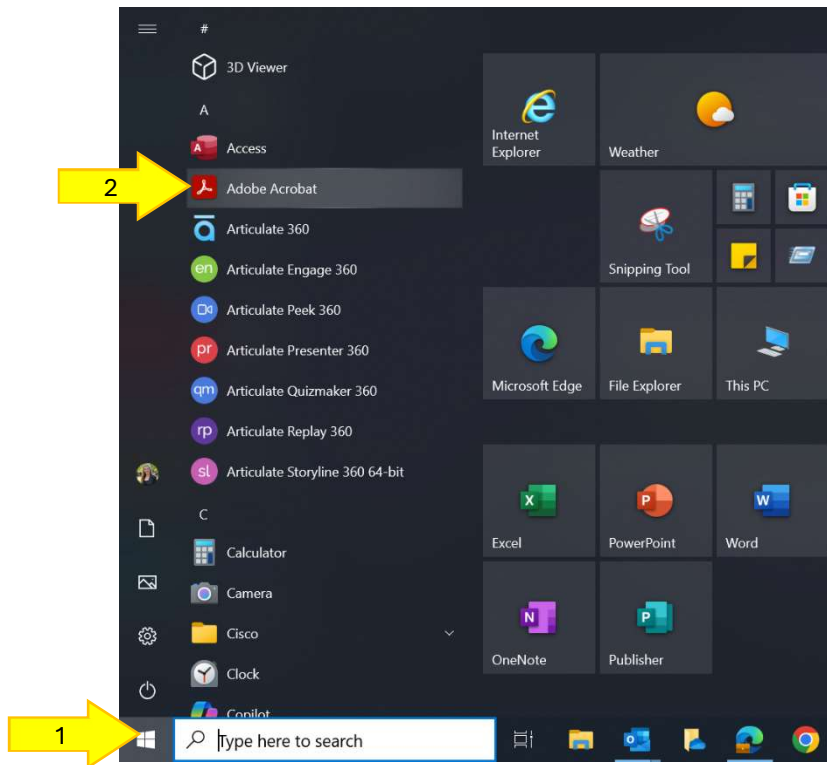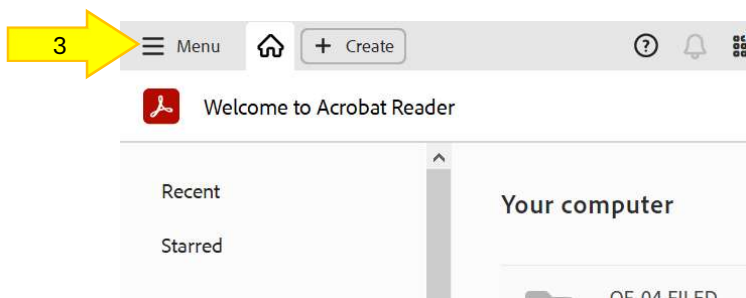# How to find data for DocuSign signatures missing date, time, or other data.

The file must be opened in the Adobe app, <u>not</u> the browser.
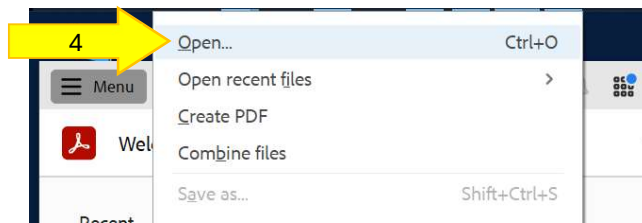
From main PC Windows start menu, open Adobe Acrobat.
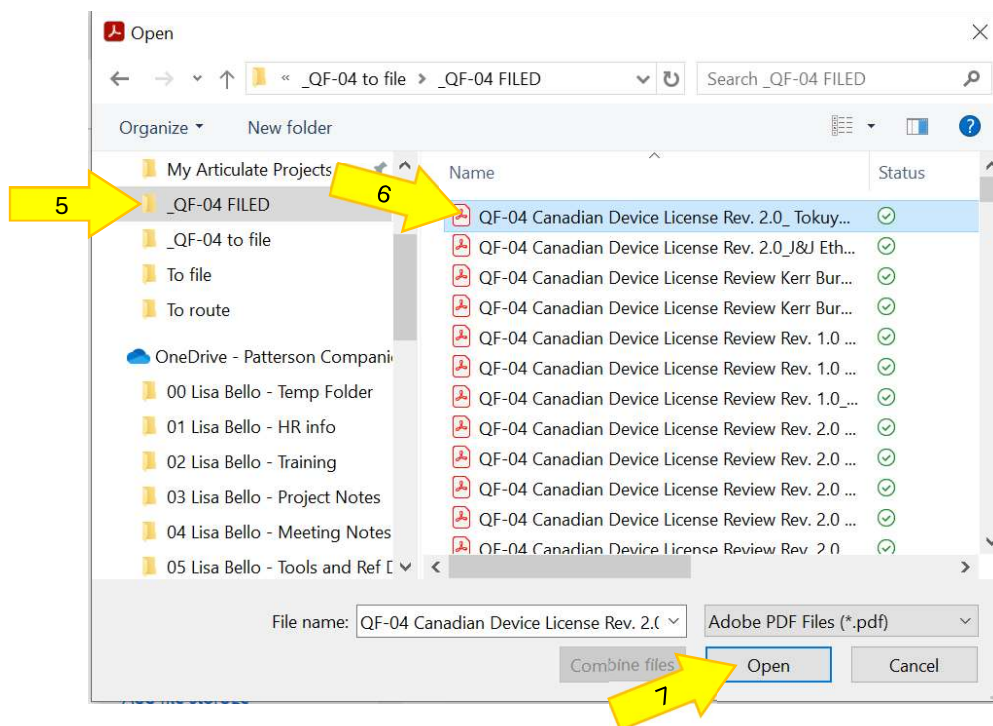

Click to open the Adobe menu.

Select Open from the menu.
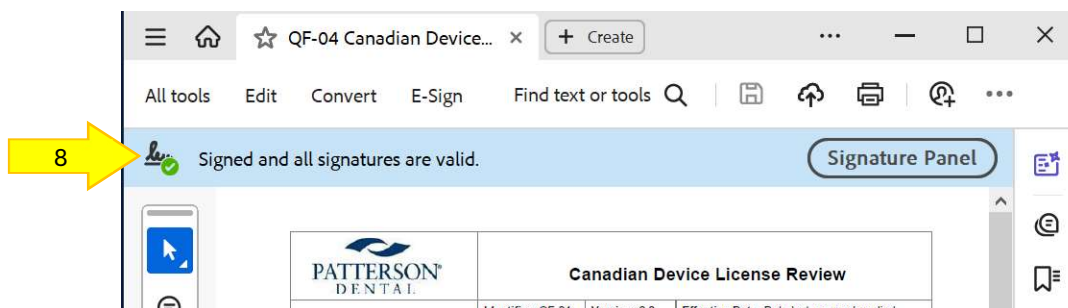

Navigate to where the file is located, select file, then click **Open**.

TIP: If you cannot easily find the area that you need on SharePoint during this step, you may temporarily save a copy of the document to one of your folders to which you can easily navigate.

There should be a blue bar across the top of the signed document that reads "Signed and all signatures are valid".

Click on the **Signature Panel** button.
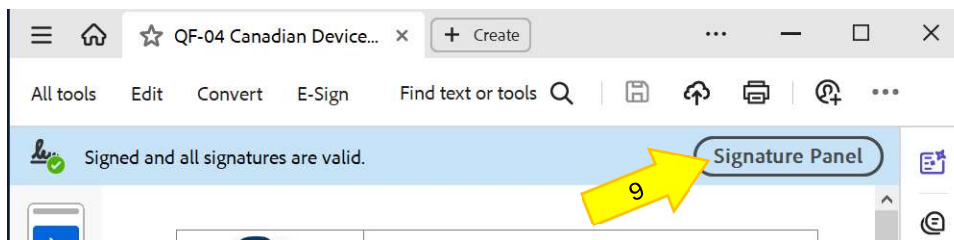
The Signatures validation tab opens. Select the signature and click the **Validate All** button to ensure signatures are validated before proceeding.
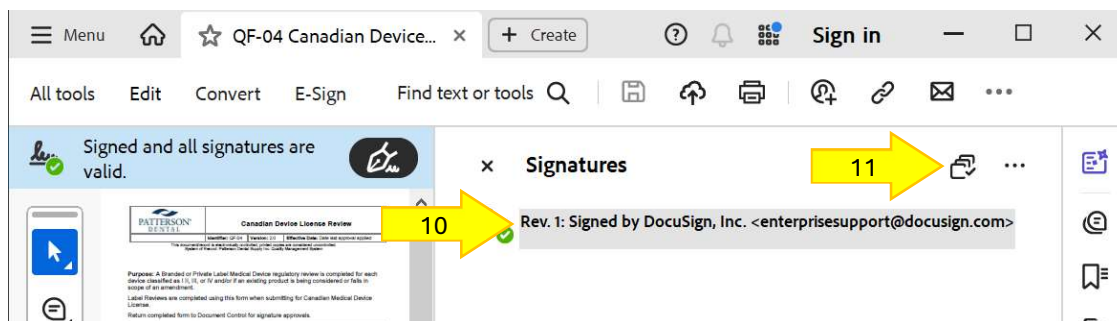
A pop-up may ask if you want to continue with verification. Select yes.

Click the ellipse (three dots) and select **Show Signature Properties**.

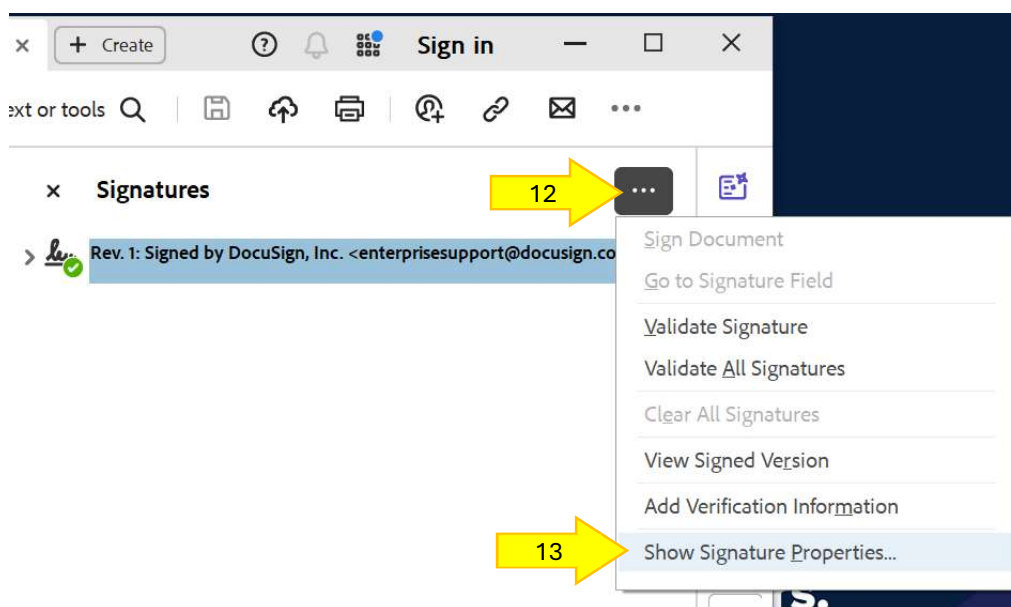The signature's data is shown in a pop-up window.

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Signature Properties   ✕

Signature is VALID, signed by DocuSign, Inc. <enterprisesupport@docusign.com>.

Signing Time: 2024/04/23 12:41:32 -05'00'

Source of Trust obtained from Adobe Approved Trust List (AATL).

Reason: Digitally verifiable PDF exported from www.docusign.com

Validity Summary

The document has not been modified since this signature was applied.

The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.

The signer's identity is valid.

Signing time is from the clock on the signer's computer.

Signature was validated as of the signing time:
2024/04/23 12:41:32 -05'00'

Signer Info

The path from the signer's certificate to an issuer's certificate was successfully built.

The signer's certificate is valid and has not been revoked.

Show Signer's Certificate...

Advanced Properties...   Validate Signature   Close