

## Centralised and searchable agreements, always.

Finding contractual terms and provisions among thousands of envelopes and digital agreements can be a daunting task. Add in the complexities of multiple business units and document repositories, and you're left with what may seem to be a near impossible task. But, it doesn't have to be.

**DocuSign Total Search centralises agreements and renders them searchable so that you can find the information you need to make critical business decisions.**

- Eliminate wasted time on manual search and review
- Accelerate the time to pinpoint documents of interest
- Increase the accuracy and breadth of reviews
- Bring rogue agreements back under control
- Respond to enquiries with ease

### Centralise, filter, search and discover

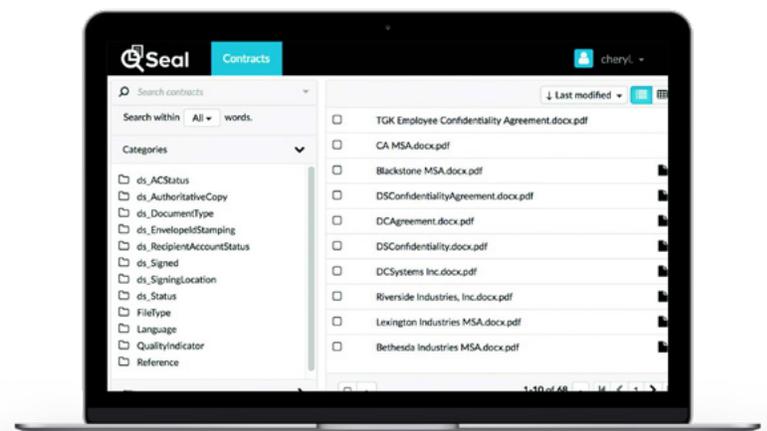
Total Search helps you rapidly identify the DocuSign envelopes that you need to review. It centralises all envelopes and their metadata into a single access point, while retaining the integrity of the original document in its native location. New envelopes or updates to existing documents sync automatically. From within this logical repository, you're able to filter and sort in order to quickly access the documents you need.

Total Search also supports the discovery, OCR, indexing, de-duplication and import of digital contracts stored in other repositories, including Box, Dropbox, OpenText, and SharePoint.

With your agreements replicated in a central, searchable access point, you can uncover content of interest using the full range of full-text search options, including grouping, stem/no stem, wildcard, proximity search, and Boolean search.

### Use Cases

Procurement and Sourcing  
M&A / Strategic Restructuring  
Governance, Risk and Compliance  
Legal Operations  
Revenue Optimisation and Operations



Filter envelopes using DocuSign categories and conduct full text searches.

## Key Capabilities

**System-wide document access:** Gain visibility into documents, regardless of where they reside, including all DocuSign accounts, as well as external resources like Box, Dropbox, OpenText and Sharepoint.

**Filter, sort and compare documents based on DocuSign envelope metadata:** Import new and existing envelope metadata from multiple DocuSign organisations to make it faster and easier to find and filter agreements of interest. Conduct side-by-side comparisons and detect variances in envelope attributes.

**Automated Optical Character Recognition (OCR):** Automatically OCR image files and scanned documents to facilitate digital search.

**Advanced document search capabilities:** Generate comprehensive results by using full-text and envelope metadata search options. Total Search drives search accuracy by employing grouping, stem/no stem, wildcard and proximity and Boolean search, indexing and de-duplication.

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### About DocuSign

DocuSign helps organisations connect and automate how they prepare, sign, act-on and manage agreements. As part of the DocuSign Agreement Cloud, DocuSign offers eSignature - the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, more than 475,000 customers and hundreds of millions of users in over 180 countries use DocuSign to agree better.

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