

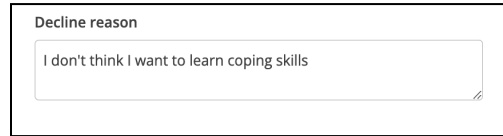
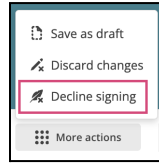
# AirSlate Guide

## Save Drafts, Decline and Revise Documents

### Decline Signing a Document

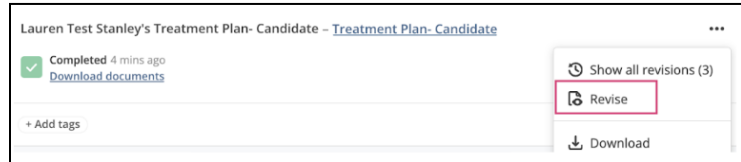
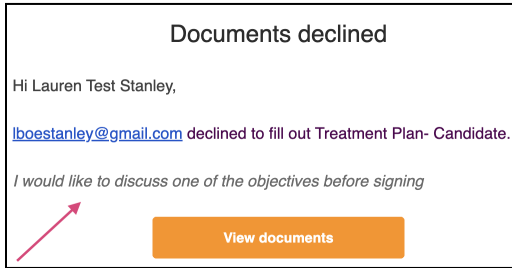
To decline signing a form, click More Actions at the bottom of the page, then click Decline Signing. A field will pop up for adding comments, which allows supervisors to send feedback and allows clients to indicate the reason they chose not to sign.

Declining the document serves another important purpose - it creates the ability to reopen and edit the form.



### Revising a Declined Document

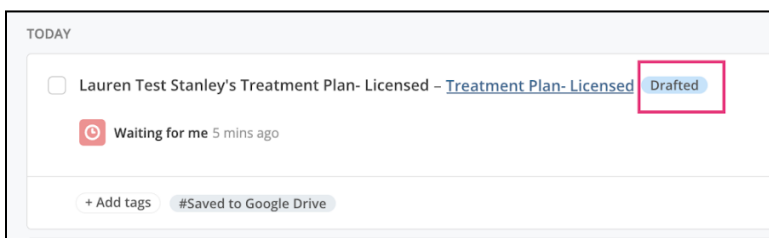
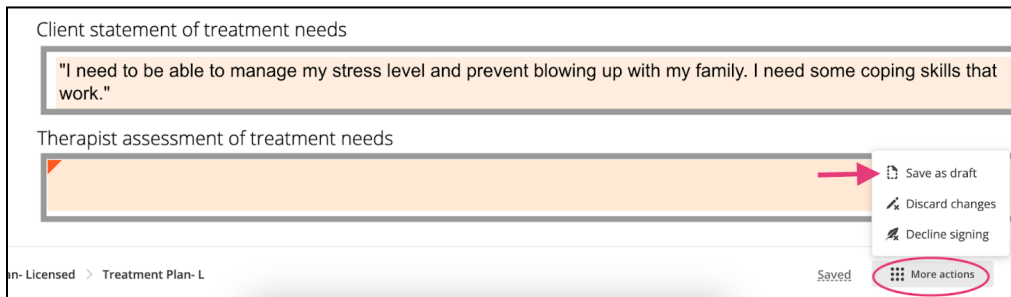
An email alerts the form's owner to its status and provides any comments entered. (The comments field is optional, so the email may not contain comments.) The embedded button leads to a read-only form.



To revise, go back to your AirSlate account and click on your inbox. Several forms in the list may look the same; you will know you have the right form when you find the one with the Revise option (click the 3 dots). Click the button, edit the form, and resend.

### Save a Draft

To save your place while working on a form, click More Actions, then Save as Draft.



Return to the form exactly where you left it by reopening it from your inbox. Notice the "Drafted" label indicating the form is saved but incomplete.