



Flow import explanation



Overall

2 flows need to be imported

- flow1.zip and flow2.zip

Connections needed

- Adobe Sign
- Adobe PDF tools
- Microsoft 365 and Sharepoint



Walkthrough video

https://drive.google.com/drive/folders/1fKbKEiUAFmeFlg_h8KW7br8u62wEOmTn?usp=sharing

Setting up Employees track list

A list needs to be setup with following fields

- **Status** (select field)
 - [SIGN new contract] and [SIGN end contract]
- **New contract status** and **End contract status** (single-line text field)
- **New contract link** and **End contract link** (hyper-line field)

Employees tracker			
Name ▾	Status ▾	Personal email ▾	Job position ▾
Anna User1	new employee	pilucky314@gmail.com	UX designer
Bryan User2	1st quarter review	pilucky314@gmail.com	Frontend dev
Chris User3	Onboarding	pilucky314@gmail.com	DB engineer
David User4	1st quarter review	pilucky314@gmail.com	Sales lead



Setting up documents

2 contract templates need to be setup in Adobe Sign (for Flow #1)

Templates	
TITLE	STATUS
[DEMO USE ONLY] End contract	Active
[DEMO USE ONLY] New contract	Active

A welcome image needs to be put in a Sharepoint folder (for Flow #2)