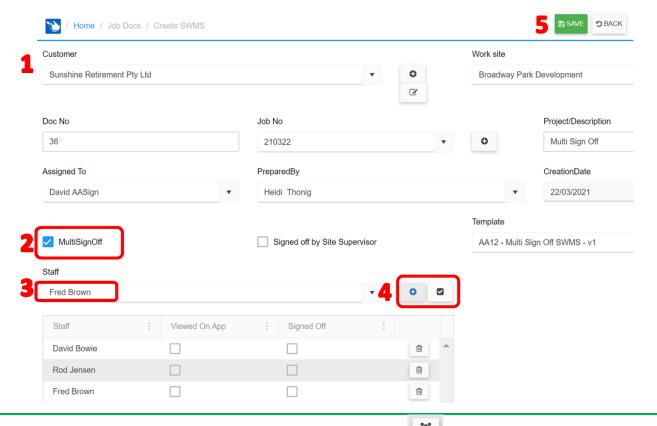
Distribute Job Doc for Multi Sign Off

Multi Sign Off Job Docs are sent to selected staff for sign off on their own device.

From Job Docs/Create New click +ADD NEW:

- 1. Complete the Job Doc details as per Creating Job Docs.
- 2. Tick the box for "Multi Sign Off".
- 3. Select Staff from the list.
- 4. Click + to add individual staff or ✓ to add all staff.
- 5. Click SAVE and proceed as normal for creating job docs.

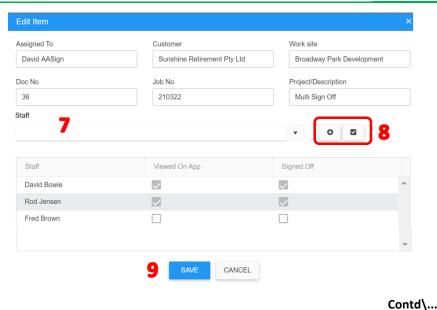


6. In Job Docs/Completed there is a new icon for Multi Sign Off Job Docs -



- 7. From here you can select additional staff who are required to sign off on this Job Doc.
- 8. Click + to add them or ✓ for all staff.
- 9. Click SAVE or Cancel as required.

In this list you will also see who has viewed and signed off the Job Doc



Individual sign off can be completed in the Mobile App under Job Docs/Read & Sign Off

NOTE:

- Job Doc must first be completed by the assigned "Supervisor" in the mobile app, locked and sent to the Sign Off Tab.
- The signature box must have a tag of "StaffSignature" in the Template/Form.





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