

## 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](#).

/ [Home](#) / [Job Docs](#) / [Create SWMS](#) **5** **SAVE** **BACK**

**1** Customer: Sunshine Retirement Pty Ltd Work site: Broadway Park Development

Doc No: 36 Job No: 210322 Project/Description: Multi Sign Off

Assigned To: David AASign Prepared By: Heidi Thonig Creation Date: 22/03/2021

**2** ☒ MultiSignOff ☐ Signed off by Site Supervisor Template: AA12 - Multi Sign Off SWMS - v1

**3** Staff: Fred Brown **4** **+** **✓**

Staff	Viewed On App	Signed Off
David Bowie	<input type="checkbox"/>	<input type="checkbox"/>
Rod Jensen	<input type="checkbox"/>	<input type="checkbox"/>
Fred Brown	<input type="checkbox"/>	<input type="checkbox"/>

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

/ [Home](#) / [Job Docs](#) / [Completed Jobs](#)

**EXCEL PDF FILTER GROUP**

Doc No	Customer	Job No	Work site	Supervisor	Signed Off
36	Sunshine Retirement Pty Ltd	210322	Broadway Park Development	David AASign	
35	ACNE Construction	1234	Default	David Bowie	

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

**Edit Item**

Assigned To: David AASign Customer: Sunshine Retirement Pty Ltd Work site: Broadway Park Development

Doc No: 36 Job No: 210322 Project/Description: Multi Sign Off


Staff: **7** **+** **✓** **8**


Staff	Viewed On App	Signed Off
David Bowie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rod Jensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fred Brown	<input type="checkbox"/>	<input type="checkbox"/>

**9** **SAVE** **CANCEL**

**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.

 Signature Box

Binding 

Variable/Element Name

Signature

Display Name

Tag

StaffSignature

