

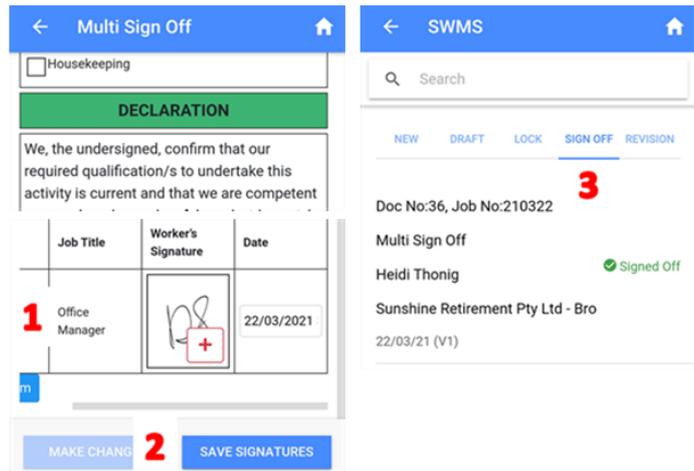


# Job Doc with Multi Staff Sign Off

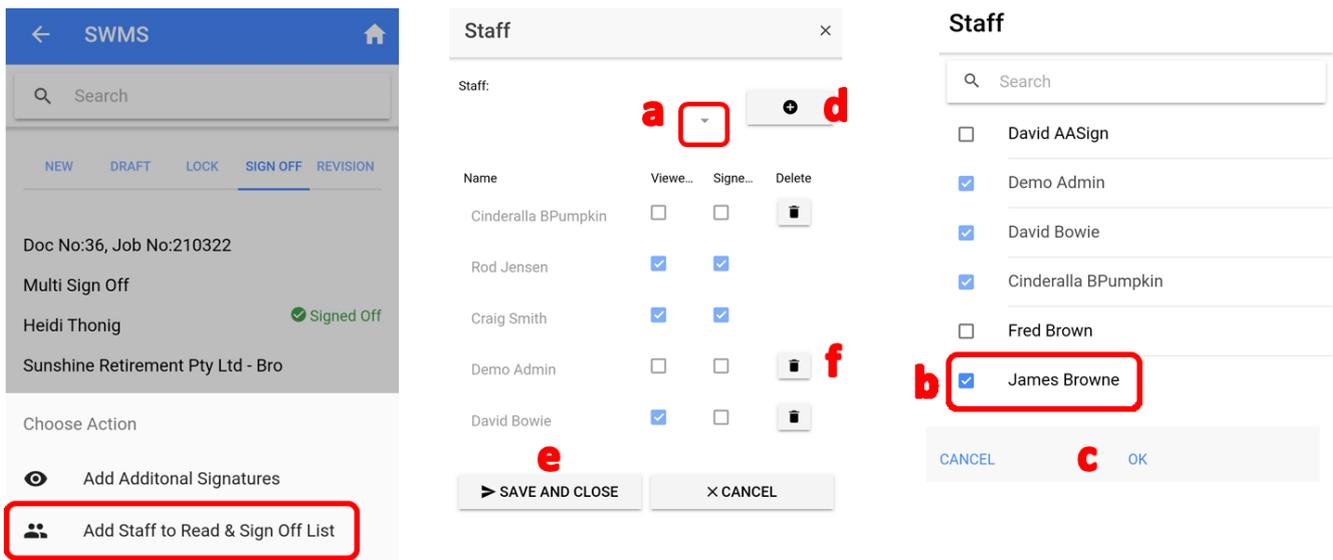
The Job Doc must first be completed by the assigned Supervisor, "Locked" and "Save Signatures" i.e. they will be on the Sign Off tab in the [mobile app](#).

Complete and Lock the Job Doc as normal:

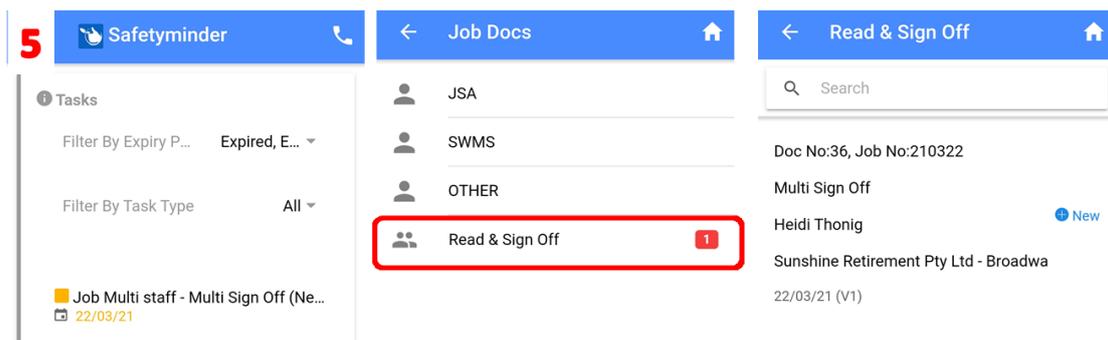
1. Add your signature to the Job Doc.
2. Click **SAVE SIGNATURES**.
3. The Job Doc is now on the Sign Off Tab.



4. Add Staff to Read & Sign Off List:
  - a. Click on the ▼ to show staff list.
  - b. Select new Staff to be added to the list. Those already in the list will show as ticked & cannot be selected.
  - c. Click OK.
  - d. Click **+**.
  - e. Click either **SAVE AND CLOSE** or **X CANCEL**.
  - f. Only staff who have not signed off can be deleted if required.



5. Each user in the sign off list will now have a task on their mobile app as per below.



6. User reads through the Job Doc and clicks **SIGN OFF** .

7. One they have added their signature and ticked the box **+ COMPLETE** will be active for them to click.

Worker's Name	Job Title	Worker's Signature	Date
David AA	Office Manager		22/

