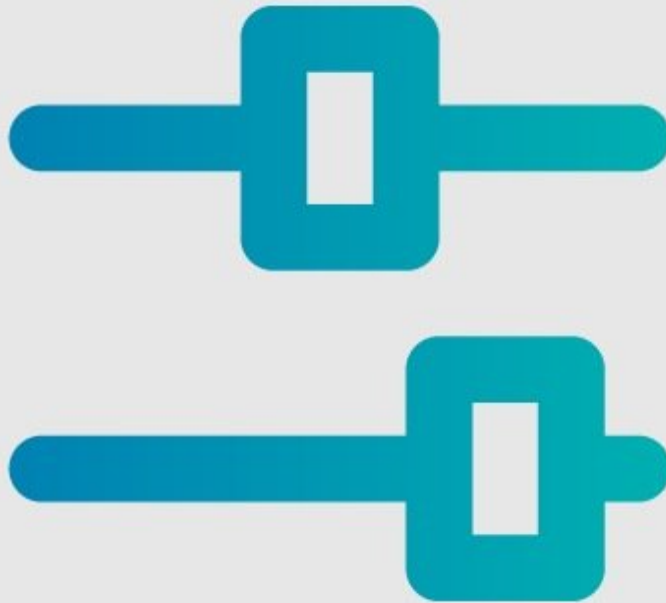




How to Add Step Signoff to a Guide

Add ""Self Signoff"" or ""Team Signoff"" to a guide.

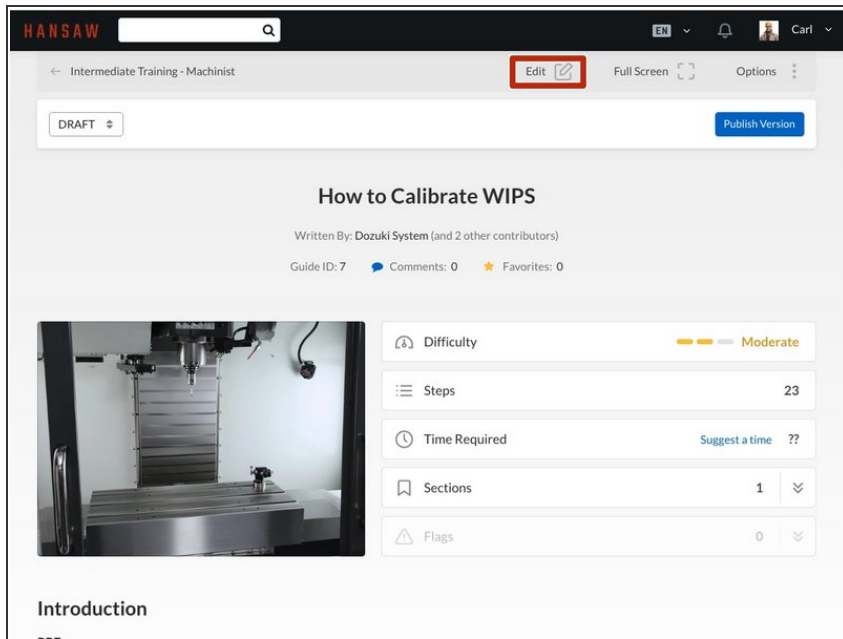
Written By: Dozuki System



INTRODUCTION

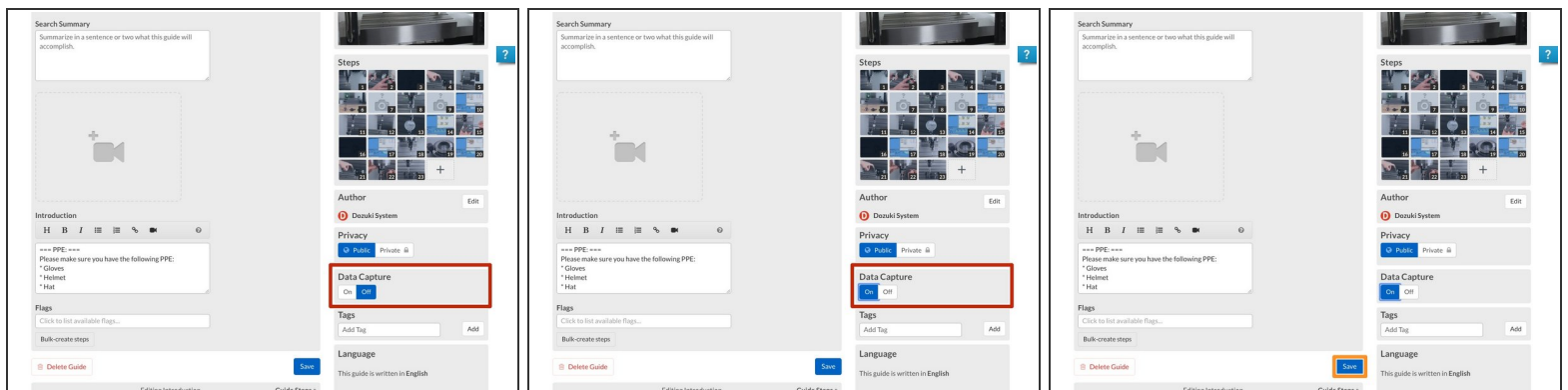
This guide demonstrates how to add **Self Signoff** or **Team Signoff** to a guide page that will be completed by the user in Operator View.

Step 1 — Open Guide Edit Page



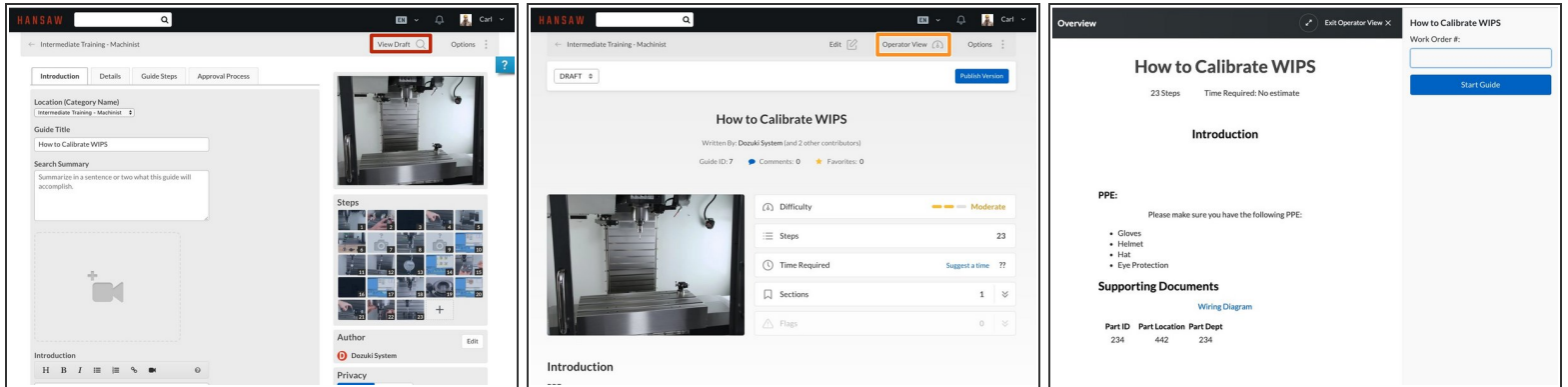
- Click on the **Edit** button at the top-right of the guide page, just beneath the site header.

Step 2 — Select Data Capture



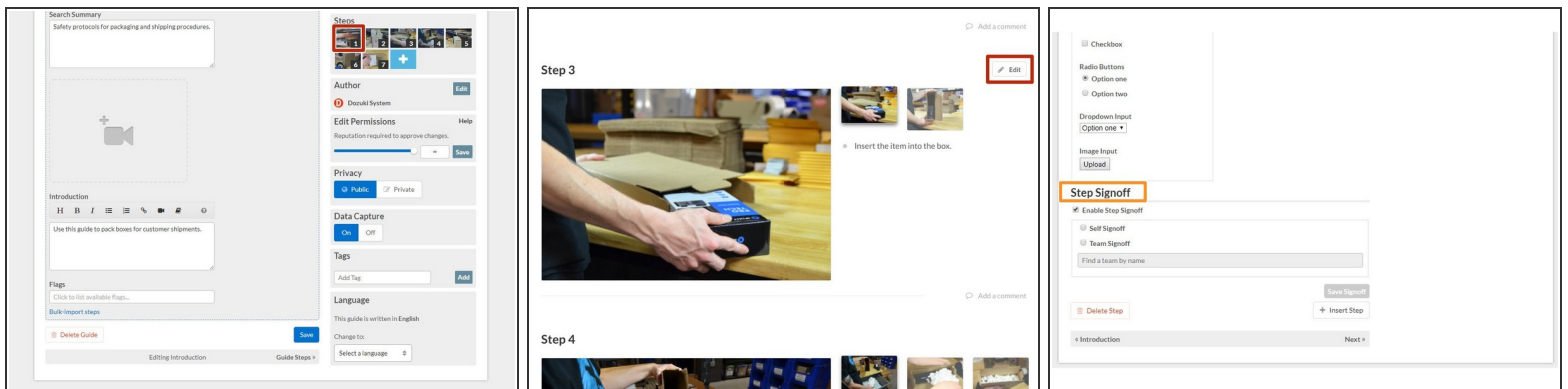
- Scroll down and toggle the Data Capture to **On**.
- ✎ Operator View is an element of the Data Capture feature in Dozuki Guides, so it is not accessible until Data Capture is enabled.
- Click on the **Save** button.
- ⓘ Refreshing the page after saving will reveal the Data Capture fields underneath each step.


Step 3 — Accessing Operator View



- To access the guide in Operator View:
 - Click **View Draft** from the top-right of the guide.
 - **Operator View** will now display at the top of the guide screen.
 - Select **Operator View**.

Step 4 — Add Step Signoff



- In the **Steps** list, click on the thumbnail of the step that you want to edit.
 -  To edit individual steps from Guide View, click the **Edit** button in the top right corner of the guide step.
- Scroll down to the bottom of the step until you see the **Step Signoff** header.


Step 5

The screenshots show the configuration steps for Step Signoff. In the first, the 'Enable Step Signoff' checkbox is checked, and the 'Self Signoff' radio button is selected. In the second, both 'Self Signoff' and 'Team Signoff' radio buttons are highlighted. In the third, the 'Team Signoff' radio button is selected.

- Under the **Step Signoff** header, check the box labelled **Enable Step Signoff**.
- Use the radio buttons to select **Self Signoff** or **Team Signoff**.

Step 6 — Team Signoff

The screenshots show the configuration for Team Signoff. In the first, the 'Team Signoff' radio button is selected, and the text 'New Employee Training' is entered in the input field. In the second, the team selection dropdown menu is open, displaying 'New Employee Training' with 'Teamid: 50'.

- For Team Signoff, enter the name of the desired team into the provided field.
-  The field will autofill available team names as you begin to type.
- Click on the desired team.

Step 7 — Save Signoff

Radio Buttons

- Option one
- Option two

Dropdown Input

Option one ▾

Image Input

Upload

Step Signoff

Enable Step Signoff

- Self Signoff
- Team Signoff

Find a team by name

New Employee Training
Teamid: 50

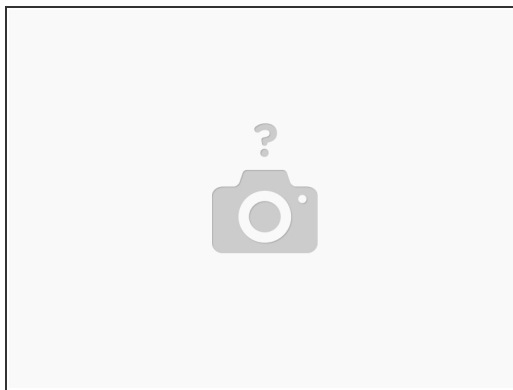
Save Signoff

Delete Step + Insert Step

< Introduction Next >

- Click the **Save Signoff** button to save the new signoff.

Step 8



- Adding Signoff to a step or editing existing Signoff will cause a new guide revision to be created. You will need to publish the new guide revision before users see the Signoff in Operator View.