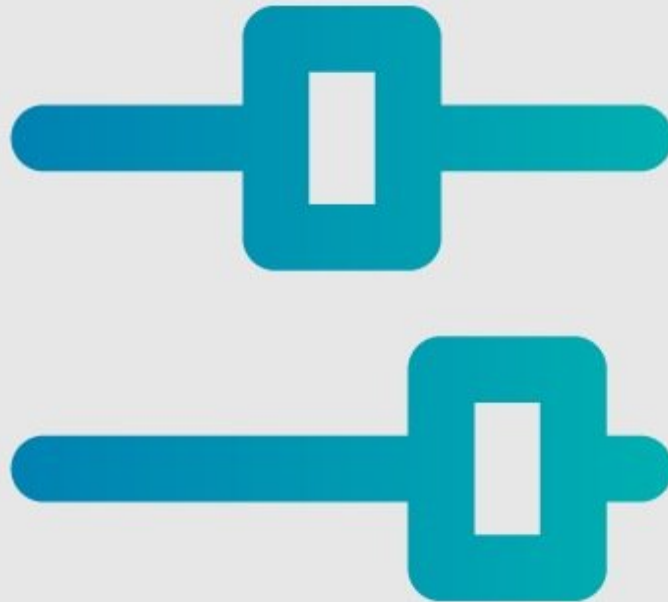




How to Add Step Signoff to a Guide

This guide demonstrates how to add a "Self Signoff" or "Team Signoff" to a guide.

Written By: Dozuki System

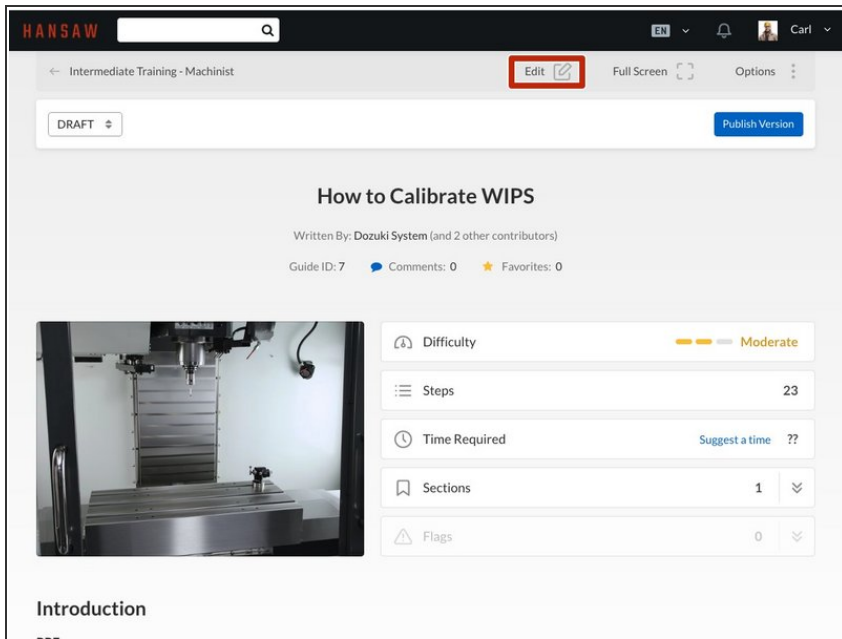


INTRODUCTION

This guide demonstrates how to add a **Self Signoff** or **Team Signoff** to a guide page.

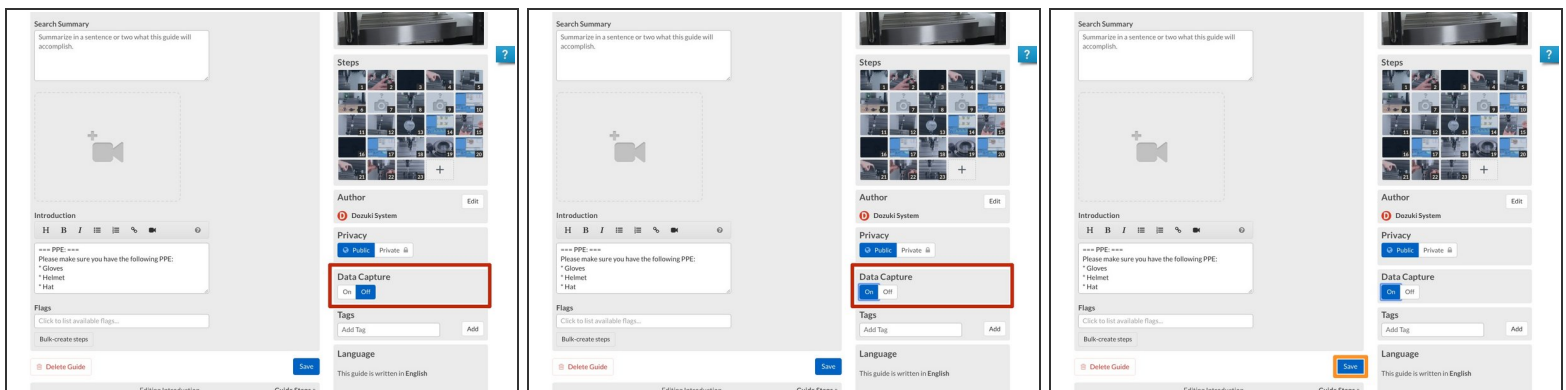
This enables the signoff to be completed by the user in Operator View.

Step 1 — Open Guide Edit Page



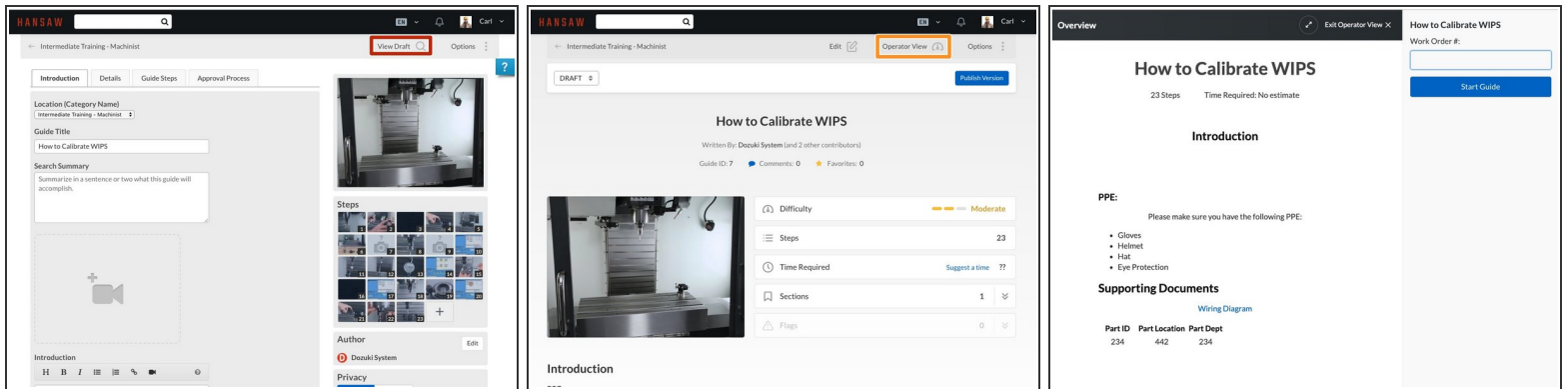
- Click on the **Edit** button at the top-right of the guide page, just beneath the site header.

Step 2 — Select Data Capture



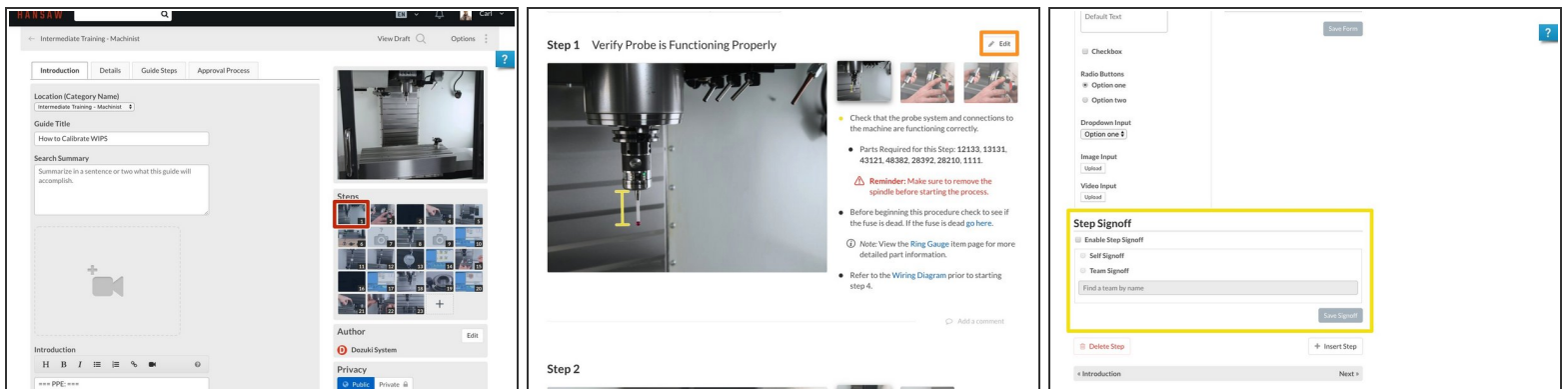
- Scroll down and toggle the Data Capture to **On**.
- ✎ Operator View is an element of the Data Capture feature in Dozuki Guides, so it is not accessible until Data Capture is enabled.
- Click on the **Save** button.
- ❗ Refreshing the page after saving will reveal the Data Capture fields underneath 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 Guide Edit screen, click on the thumbnail of the step that you want to edit.
 - To edit individual steps from Guide View, click on the **Edit** button on the upper-right of the page.
 - Scroll down to the **Step Signoff** header/section, near the bottom of the page.

Step 5

The image shows three sequential screenshots of a software interface for configuring a 'Step Signoff'. Each screenshot features a sidebar with various input types (Checkbox, Radio Buttons, Dropdown Input, Image Input, Video Input) and a main area with a 'Multi-line Text Area' and a 'Step Signoff' section. The 'Step Signoff' section includes an 'Enable Step Signoff' checkbox, two radio buttons ('Self Signoff' and 'Team Signoff'), and a text field 'Find a team by name'. In the first screenshot, the 'Enable Step Signoff' checkbox is highlighted with a red box. In the second screenshot, the 'Self Signoff' radio button is highlighted with an orange box. In the third screenshot, the 'Team Signoff' radio button is highlighted with an orange box.

- Check the box labelled **Enable Step Signoff**.
- Use the radio buttons to select **Self Signoff** or **Team Signoff**.

Step 6 — Team Signoff

The image shows two sequential screenshots of the 'Step Signoff' configuration interface. The first screenshot shows the 'Team Signoff' radio button selected and the 'Find a team by name' text field highlighted with a red box. The second screenshot shows the 'Find a team by name' text field filled with 'Line Leaders' and 'Teamid: 1', with the entire section highlighted by an orange box.

- 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

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

Step 8 — Publish Guide Revision

- If Version Control is being used on your site, adding Signoff to a step or editing an existing Signoff will only show in Operator View for Standard Users once the Draft version is officially published and approved.
- *Admins and Authors are able to view the draft and currently released versions in Operator View.*

