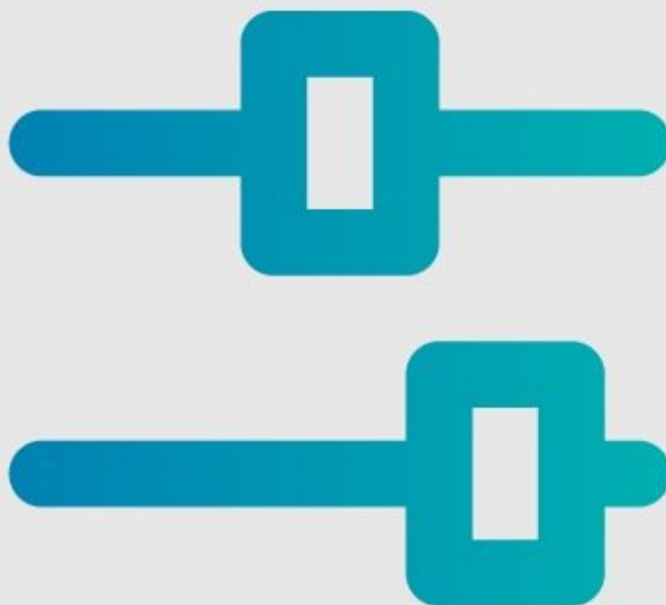




# How to Add Step Signoff to a Guide

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

Written By: Dozuki System

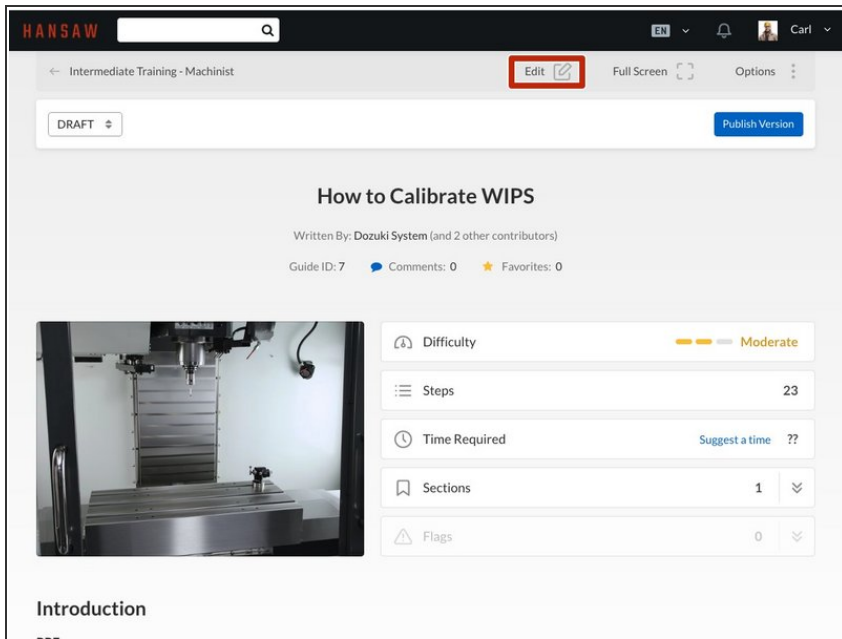


## INTRODUCTION

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

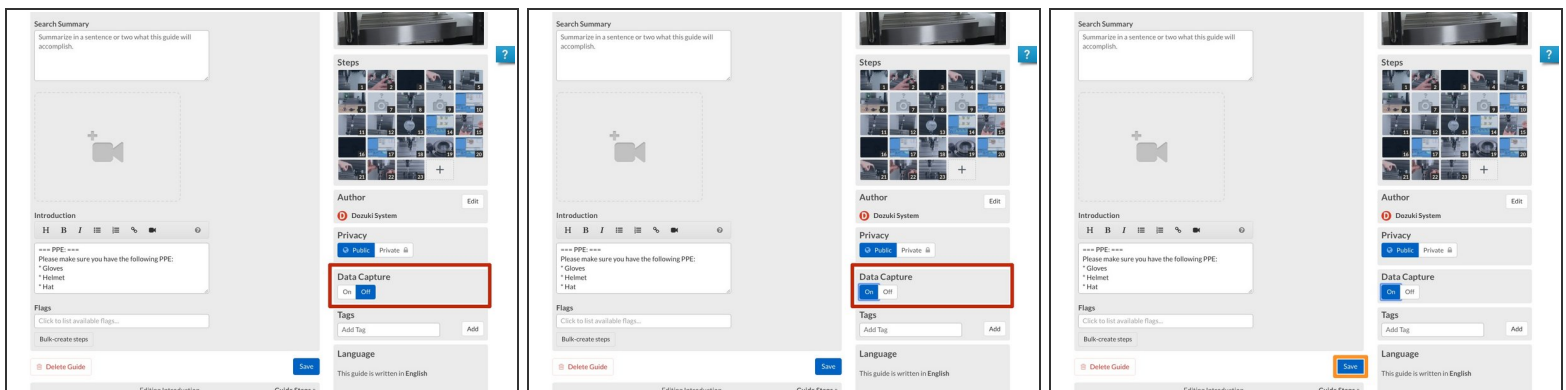
This enables the signoff to be completed by the user in Operator View.

## Step 1 — Open Guide Edit Page



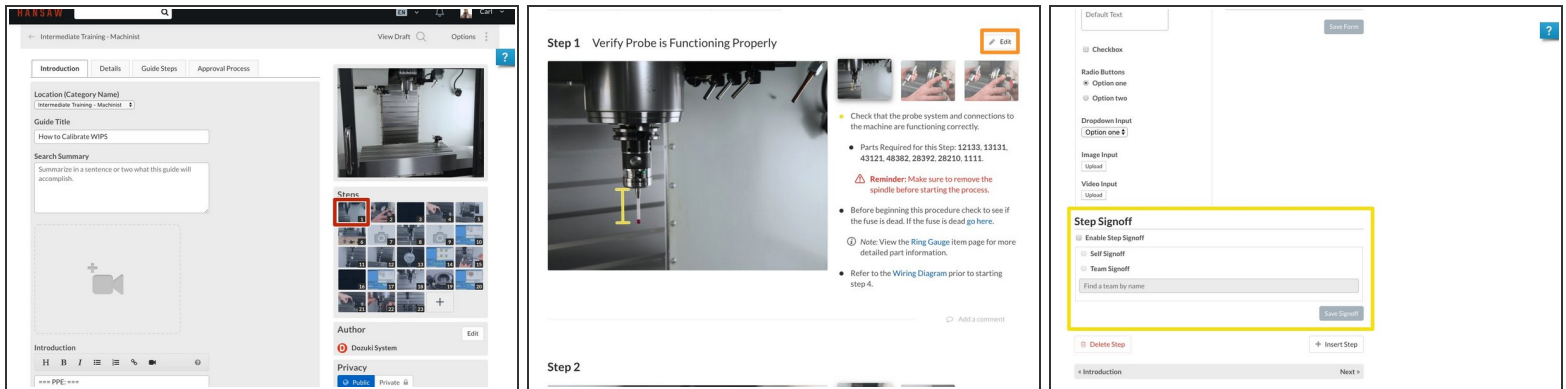
- Click on the **Edit** button at the top-right of the guide page, just beneath the site header.

## Step 2 — Select Data Capture



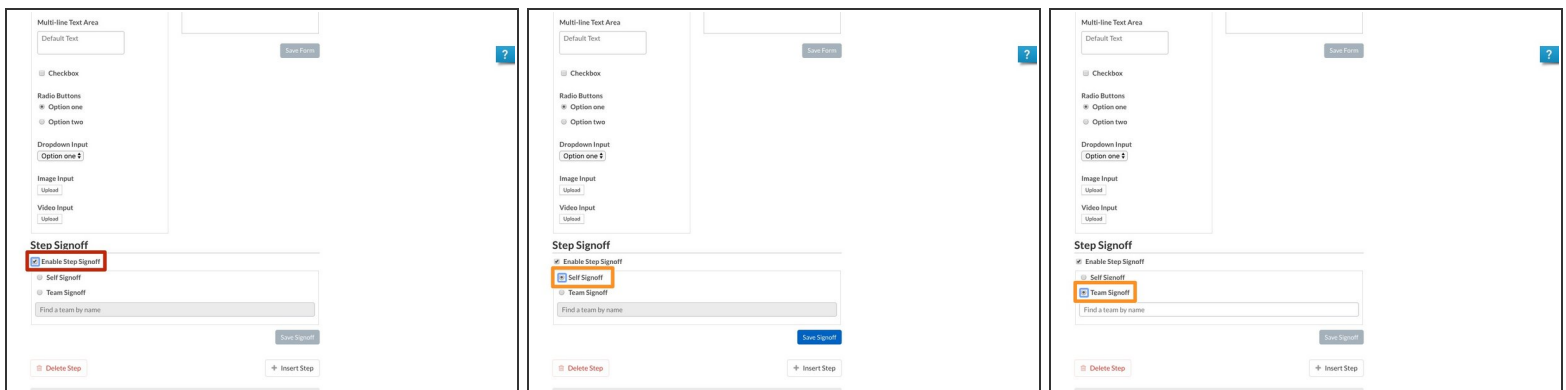
- Scroll down and toggle the Data Capture to **On**.
  - ☞ Operator View is an element of the Data Capture feature in Dozuki Guides, so it is not accessible until Data Capture is enabled.
- Click on the **Save** button.
  - ℹ Refreshing the page after saving will reveal the Data Capture fields underneath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

## Step 3 — 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 4



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

Step 5 — Team Signoff

Multi-line Text Area

Default Text

Save Form

?

Checkbox

Radio Buttons

Option one

Option two

Dropdown Input

Option one

Image Input

Upload

Video Input

Upload

Step Signoff

Enable Step Signoff

Self Signoff

Team Signoff

Find a team by name

Save Signoff

Delete Step

Insert Step

Multi-line Text Area

Default Text

Save Form

?

Checkbox

Radio Buttons

Option one

Option two

Dropdown Input

Option one

Image Input

Upload

Video Input

Upload

Step Signoff

Enable Step Signoff

Self Signoff

Team Signoff

Line

Line Leaders

Teamid: 1

Delete Step

Insert Step

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

Step 6 — Save Signoff

Multi-line Text Area

Default Text

Save Form

?

Checkbox

Radio Buttons

Option one

Option two

Dropdown Input

Option one

Image Input

Upload

Video Input

Upload

Step Signoff

Enable Step Signoff

Self Signoff

Team Signoff

Line

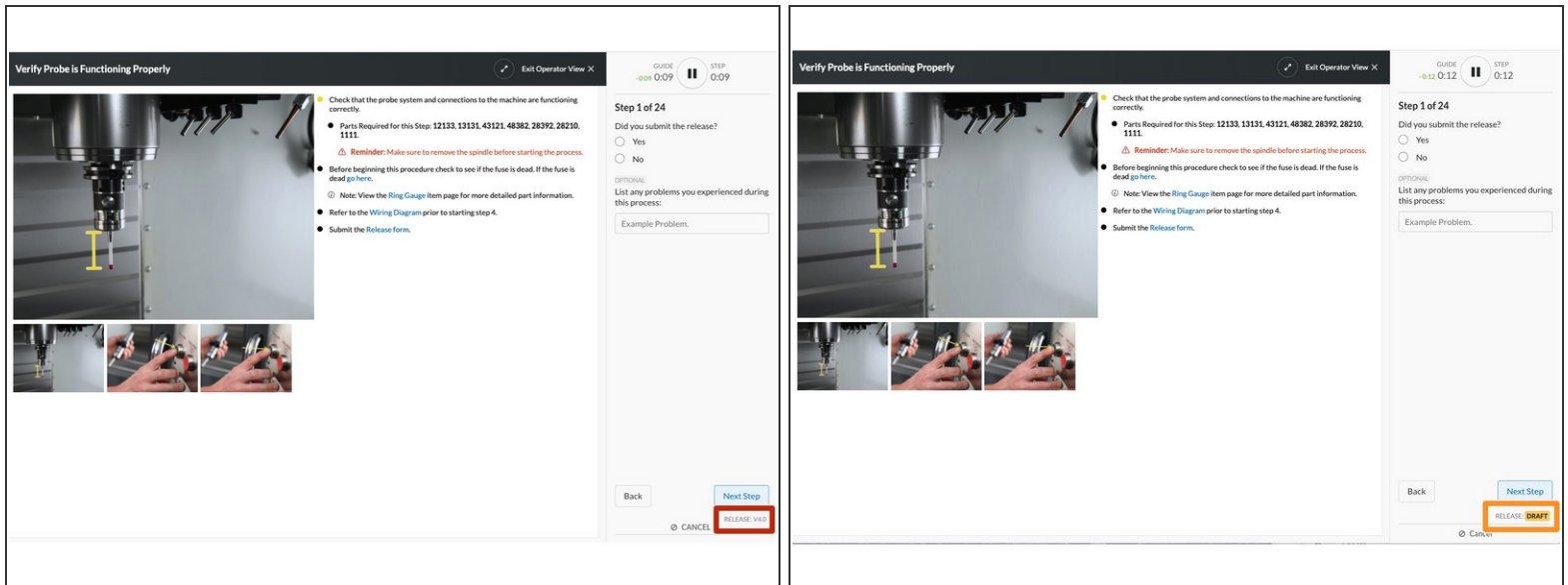
Line Leaders

Teamid: 1

Save Signoff

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

## Step 7 — 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.*