Respond
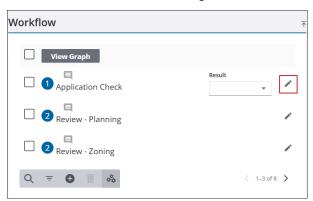
Capture a Signature: Case Workflow Panel

A city may want confirmation that an inspection has occurred. Therefore, an inspector can capture a signature when completing a task on the **Workflow** panel.

> **NOTE**: The **Allow Signature** check box must be selected on the case template.

1. Open a case and navigate to the **Workflow** panel.
2. Click **Edit Task** to the right of the task.

3. Click **Rel Docs** at the bottom of the **Edit Task** panel.

4. Enter the name or initials of the signer in the **Signer Name** field.
5. Use the mouse or a finger to draw a signature to match the name below the **Signer Name** field.
6. Click **Save**.

The signature is saved as an attachment named **TaskSignature** with a PNG extension.

When you view the signature, it shows the signer's typed name or initials, a description of the task, and the digital signature.