

## 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.

The screenshot shows the 'Workflow' panel with a list of tasks. The 'Application Check' task is selected, and the 'Edit Task' icon (a pencil) is highlighted with a red box. The tasks listed are: Application Check, Review - Planning, and Review - Zoning. The 'Application Check' task has a 'Result' dropdown menu and a 'Rel Docs' icon (a red box) next to it.

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

The screenshot shows the 'Edit Task' panel with the 'Rel Docs' tab selected. The 'Rel Docs' tab is highlighted with a red box. The panel includes fields for Task Code, Description, Department Code, Division Code, Assigned To, and Task Available Date. The 'Rel Docs' tab is highlighted with a red box.

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 screenshot shows the signature capture interface. The 'Signer Name' field contains 'TL'. Below the field is a large area for drawing a signature. A digital signature is drawn in the area. The interface includes 'Save' and 'Clear' buttons at the bottom right.

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.

The screenshot shows the signature view interface. The 'Signer Name' field contains 'TL'. The 'Task' field contains 'Application Check'. Below the fields is a large area for the digital signature. The signature is displayed in the area.