

Capture Signatures Cyrious Production App Procedure

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VERSION HISTORY			
VERSION NO.	1.2	CURRENT VERSION DATE	
EFFECTIVE DATE	8/10/2020	EXPIRATION DATE	
RESPONSIBLE PERSON	John Buermann	SIGNATURE	John Buermann
QA MANAGER	Chad Blake	SIGNATURE	Chad Blake
WRITER	John Buermann	APPROVAL	Chad Blake

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

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1. Introduction

Customer acknowledgement of completed work is necessary to ensure standards are met and all work is complete as delivered/installed

2. Definition

This procedure will be required each time a signature is needed from the customer on a job while using the Cyrious Production App. An example would be job approval upon completion or a delivery or installation.

3. Procedural steps

- Log in to the Cyrious Production app
 - <https://production.cyrious.com>
 - Business Name: wcsigns
 - Enter User ID and Password
- Enter order number in search bar.
 - Search
- Select "Actions"
 - Select "Capture signature"
- Have customer sign
- Select "Submit" to capture signature

4. Forms

Procedure to be found on the server in: Y:\Westlund Concepts Forms\SOP\Operations

5. Requirements

A phone or tablet capable of running the Cyrious Production App.
The App must be loaded and logged into.

6. Process Review

Project Manager responsible to review signatures once uploaded.

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

[illegible]