

# 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.

## **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.