

Job Portal

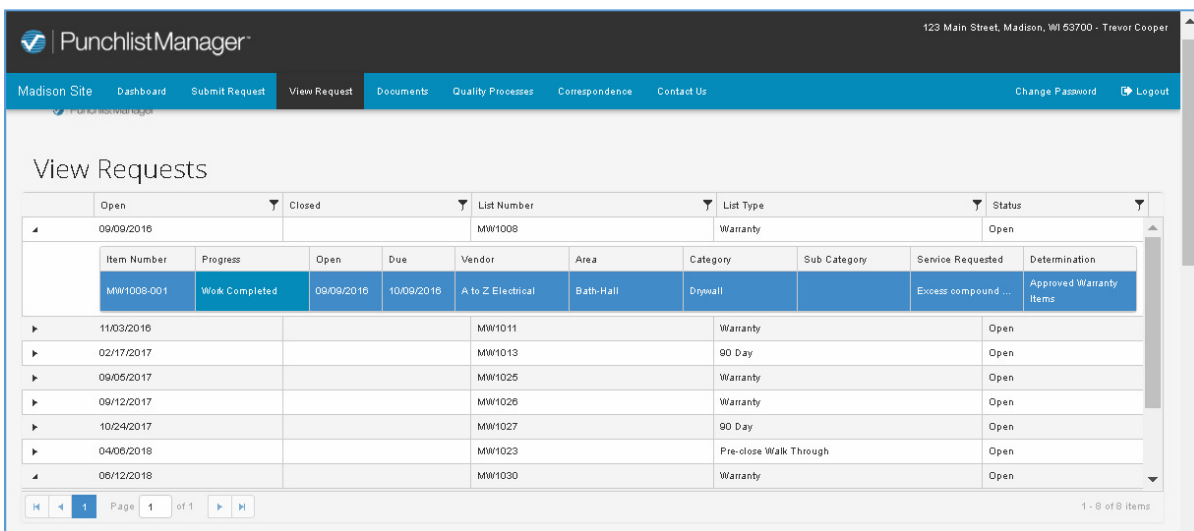
How to Capture Signatures

When the work is completed and a Completed Date is enter the first pop up stated the Progress will be updated>select OK

The next pop up states the Status will be updated to Close>select Cancel

This will then allow the homeowner in their portal to select View Request tab to view the Items. When they select the Item (see screen shot A) the line is highlighted and the Signature line and Date Signed is available. Once signed the owner needs to select Save (see screen shot B)

Screen shot A



Screen Shot B

