# **Collect Staff Signatures**



This guide outlines a simple process for collecting staff signatures, ensuring compliance and organized records. It includes efficient search steps to help administrators manage documentation easily.



### 2 Select "Manage".



#### Use the Master search field to find the Staff record.

CONE	TOONE				Q						
🕒 Dashbo	ard	Home > Staff								🛱 QA1 💄 1to1	QA1 🛛 (+
😭 Sites		Staff Page: 1	You can press en	ter to search				Columns	▼ My Views	Export + /	Add New
Assets		1					C Refresh	Column Finder		V Page Size	50 V
Student	s >	View Applied: Sta	ndard Modified				No reaction			i age once	
Staff	~	Staff ID *	First Name	÷ Last Name	: Assigned Asset	Sites :	Site Category ÷	Job Title 🗧 🗧	Туре	: Email	-
🖽 Manage	6	Select	Select	Select	Select	Select	Select	Select	Select	1	Sele
💭 Print La	abels				Assigned	ned					
fm Location	ıs >	ZC100	Zac	Coggins		QADO	District 1		Technician	zcoggins@v	onetoonepli
Help De	wir A	<u>TT100</u>	Tammy	Thompson		QADO	District 1		Technician	tthompson(	gonetooner
	.36 2	<u>TB100</u>	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician	tburnett@or	netooneplus
Darts 2		<u>SH100</u>	Sara	Holland		QAMS	Middle School		Technician	sholland@o	onetooneplu
Invoices		SA1001	Sharon	Anderson		QAES	Elementary School		Technician	sanderson@	@onetooner
Imports	,	LL100	Landon	Lancaster		QAHS	High School		Technician	llancaster@	gonetoonepl
		kedmunds	Katie	Edmunds		QAMS	Middle School	Implementation	Technician	Kedmunds	@onetooner
Reports	>	kcampbell	Katyn	Campbell		QAMS	Middle School	Marketing Specialist	Technician	kcampbell@	gonetoonep
Settings		JL100	Jan	Lawson		QADO	District 1		Technician	jlawson@or	netooneplus
		jcole2	Joey	Cole		QADO	District 1	сто	Technician	joey.cole@c	onetooneplu
		gcribb	Gavin	Cribb		QAES	Elementary School	Support Specialist	Technician	gcribb@one	etooneplus.
		E00011	Karen	Zuber		QAHS	High School	QALead	Technician	kzuber@on	netooneplus.
		blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician	blancaster@	@onetooner
		Bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@	onetoonepli
		RH100	Rrian	Hincon		0400	District 1	Diractor of Salar	Tachalcian	hhinean@a	motoononku *

### **4** Or the Staff Manage search field to find the Staff record.

	NE's						Q Search		_					
🚯 Dashboard		Home > Staff											<b>R</b> Q	A1 🛓 1to1 QA1 🛛 🚱
Sites	>	Staff Page: 1	You can press ent	er to s	earch rds						Columns	▼ My Views	b Ex	port + Add New
C Assets	>	1								~~~				
		View Applied: Stan	dard Modified							Refresh	Column Finder		~	Page Size 50 V
Students	>	view Applied. Stan	daru mounieu						-					
💄 Staff		Staff ID *	First Name	٠	Last Name	٠	Assigned Asset	Sites	•	Site Category ÷	Job Title :	Туре	:	Email
🖽 Manage		Select	Select		Select		Select	Select		Select	Select	Select		Sele
Print Labels		CONNER	outer		Contra		Assigned Unassigned	- COUNCIL			oquer	Control		
	-	ZC100	Zac		Coggins			QADO		District 1		Technician		zcoggins@onetoonepl
Locations	,	TT100	Tammy		Thompson			QADO		District 1		Technician		tthompson@onetooner
All Help Desk	>	<u>TB100</u>	Trey		Burnett		021434 021432	QAES		Elementary School	Technician	Technician		tburnett@onetooneplus
潴 Parts	>	<u>SH100</u>	Sara		Holland			QAMS		Middle School		Technician		sholland@onetooneplu
Invoices	>	<u>SA1001</u>	Sharon		Anderson			QAES		Elementary School		Technician		sanderson@onetooner
Imports	>	LL100	Landon		Lancaster			QAHS		High School		Technician		llancaster@onetoonepl
-		kedmunds	Katie		Edmunds			QAMS		Middle School	Implementation	Technician		Kedmunds@onetooner
Reports		kcampbell	Katyn		Campbell			QAMS		Middle School	Marketing Specialist	Technician		kcampbell@onetoonep
Settings	>	JL100	Jan		Lawson			QADO		District 1		Technician		jlawson@onetooneplus
		jcole2	Joey		Cole			QADO		District 1	сто	Technician		joey.cole@onetooneplu
		gcribb	Gavin		Cribb			QAES		Elementary School	Support Specialist	Technician		gcribb@onetooneplus.
		E00011	Karen		Zuber			QAHS		High School	QA Lead	Technician		kzuber@onetooneplus
		blancaster	Burt		Lancaster			QADO		District 1	CEO	Technician		blancaster@onetooner
		Bjonsson	Bailey		Jonsson			QAES		Elementary School	Support Specialist	Technician		bjonsson@onetoonepl
		RHIIN	Rrinn		Hincon			0400		District 1	Diractor of Color	Tocholcion		hhincon@anataananku

#### **5** Or use these fields to find the Staff record.

CNE TO Q	NE				Q Search							
E Dashboard		Home > Staff								I QA	1 🛓 1to1 QA1	0 (+
Sites	>	Staff Page: 1 of	1 Showing 22 of	23 total records				Columns	▼ My Views	<b>B</b> Exp	ort + Add	New
Assets	>	-					C Refresh	Column Finder		~ 1	Page Size 50	
Students	>	View Applied: Stand	fard Modified									
Staff	~	Staff ID *	First Name	÷ Last Name ÷	Assigned Asset	Sites :	Site Category ÷	Job Title 🗧 🗧	Туре	:	Email	
Manage		Select	Select	Select	Select	Select	Select	Select	Select			Sele
(III) Print Labels					Assigned Unassigned							
ft Locations	>	ZC100	Zac	Coggins		QADO	District 1		Technician		zcoggins@onet	oonepli
		<u>11100</u>	Tammy	Thompson		QADO	District 1		Technician		tthompson@one	etooner
Help Desk	,	<u>TB100</u>	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician		tburnett@oneto	oneplus
No Parts	>	SH100	Sara	Holland		QAMS	Middle School		Technician		sholland@onetc	ooneplu
Invoices	>	SA1001	Sharon	Anderson		QAES	Elementary School		Technician		sanderson@one	etooner
Imports	>	LL100	Landon	Lancaster		QAHS	High School		Technician		llancaster@one	toonepl
		kedmunds	Katie	Edmunds		QAMS	Middle School	Implementation	Technician		Kedmunds@on	etoone
Reports	>	kcampbell	Katyn	Campbell		QAMS	Middle School	Marketing Specialist	Technician		kcampbell@one	stoonep
Settings	>	JL100	Jan	Lawson		QADO	District 1		Technician		jlawson@oneto	oneplus
		jcole2	Joey	Cole		QADO	District 1	сто	Technician		joey.cole@onet	ooneplu
		gcribb	Gavin	Cribb		QAES	Elementary School	Support Specialist	Technician		gcribb@onetoor	neplus
		E00011	Karen	Zuber		QAHS	High School	QA Lead	Technician		kzuber@onetoo	meplus
		blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician		blancaster@one	etooner
		Bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician		bjonsson@onet	loonepli
		RH100	Rrian	Hincon		0400	District 1	Director of Salar	Tachalcian		hhinron@anata	iononku *

## Select the desired Staff record.

	INE U s					Q Search							
Cashboard		Home > Staff										<b>R</b> Q	A1 🛓 1to1 QA1 🛛 ເ↔
Sites		Staff Page: 1 of	1 Showing 22 of 2	23 total records						Columns	▼ My Views	B Ex	port + Add New
Assets	>								C Refresh	Column Finder		~	Page Size 50 V
🛒 Students		View Applied: Stand	lard Modified										
Staff	~	Staff ID ^	First Name	Cast Name	• •	Assigned Asset	Sites	÷	Site Category \$	Job Title :	: Туре	÷	Email
🖽 Manage		Select	Select	Sel	ect	Select	Select		Select	Select	Select		Sele
Print Labels						Assigned Unassigned							
fm Locations		<u>ZC100</u>	Zac	Coggins			QADO		District 1		Technician		zcoggins@onetooneplu
Help Desk		11100	Tammy	Thompson		004404	QADO		District 1		Employee		tthompson@onetooner
•		<u>TB100</u>	Trey	Burnett		021432	QAES		Elementary School	Technician	Employee		tburnett@onetooneplus
7 Parts		<u>SH100</u>	Sara	Holland			QAMS		Middle School		Technician		sholland@onetooneplu
Invoices		<u>SA1001</u>	Sharon	Anderson			QAES		Elementary School		Technician		sanderson@onetooner
Imports	>	<u>LL100</u>	Landon	Lancaster			QAHS		High School		Technician		llancaster@onetoonepl
Peporte		kedmunds	Katie	Edmunds			QAMS		Middle School	Implementation	Technician		Kedmunds@onetoone
E Reports		kcampbell	Katyn	Campbell			QAMS		Middle School	Marketing Specialist	Technician		kcampbell@onetoonep
Settings	>	<u>JL100</u>	Jan	Lawson			QADO		District 1		Technician		jlawson@onetooneplus
		jcole2	Joey	Cole			QADO		District 1	СТО	Technician		joey.cole@onetooneplu
		<u>gcribb</u>	Gavin	Cribb			QAES		Elementary School	Support Specialist	Technician		gcribb@onetooneplus.
		<u>E00011</u>	Karen	Zuber			QAHS		High School	QA Lead	Technician		kzuber@onetooneplus
		blancaster	Burt	Lancaster			QADO		District 1	CEO	Technician		blancaster@onetooner
		Bjonsson	Bailey	Jonsson			QAES		Elementary School	Support Specialist	Technician		bjonsson@onetoonepli
		RH100	Rrian	Hincon			0400		District 1	Diractor of Salar	Technician		hhinson@onotoononks

# **7** Select "Sign" by the desired policy to sign.

	Es					c	Search	ĩ						1
e Dashboard		Home > Staff	> Edit "Trey Burne	tt"								🕅 QA1 💄	1to1 QA1 😡	(+
Sites	>	Edit S	taff					Credentials	🖹 Print Label 🖌 🗡 Tickets	Assets \$ Invoices	Locations	3 Activity Log	✓ Save	Î
Assets	>	Created by A	lpi User Api User or	10/31/24, 9:01 PI	M Modified E	y 1to1 QA1 on 1	1/11/24, 5:2	9 PM						
🗵 Students	>	- Person	al Information					- Policies						
💄 Staff	~	Staff ID		TB100				Staff AUP	SIGN					
🖽 Manage		First Nar	ne *	Trey			-	- System Information	1					
Print Labels		Middle N	ame	James				Import Type	Microsoft Staff	x *				
fm Locations	>	Last Nar	ne *	Burnett				Status *	Active	X v				
💻 🔍 Help Desk	>	- Related	d Assets					Type *	Employee	x .				
Se Darte		Asset Acc	essories	× Charger × Ke	eyboard × Mo	ouse] ×		User Group	Technician I	X -				
	<u>´</u>			Assigned A	Assets			Restrict to Sites	Select Some Options					
s Invoices	>	Asset ID	Serial Number	Asset Status	Asset Type	Held by	Action	Job Title	Technician					
Imports	>	021434	GG7YFU38JF8J	Active	iPad	Trey Burnett	₽	Job Description	Technician					
Reports	>	021432	GQ8XQCA3JF8J	Active	iPad	Trey Burnett	₽	Grade Taught	Select An Option					
🍇 Settings	>			Held Ass	sets			+ Related Files						
		Asset ID	Serial Number	Asset Status	Asset Type	Assigned to	Action	Notes	Notes for Trey					
		021434	GG7YFU38JF8J	Active	iPad	Trey Burnett	₽							
		021432	GQ8XQCA3JF8J	Active	iPad	Trey Burnett	₽			>				
		- Contac	t Information					+ Custom Fields						
		Address	Line 1	12 Old House R	oad									
		Address I	Line 2	Apt 4										
		City Chat	~											*

# Type a name to capture the "Signature".

	Q Search	
E Dashboard	Home > Staff > Edit "Trey Burnett" > Collect Signature	
😭 Sites >		
Assets >		
🗵 Students 🔿		
💄 Staff 🛛 🗸		
🖽 Manage		
Print Labels		
fm Locations >		
A Help Desk		
🏂 Parts 🔷 关		
🕴 Invoices 🔉		
🛃 Imports 🔿	Please Enter Your Information	
🖹 Reports 🔷 🗧	Full Nama Email Arkhare Phone Number	
Settings >	Signature (Firma)	
	✓ IAccept	

### 9 Select "I Accept".

ONE TO ONE	Q Search		·		
E Dashboard	Home > Staff > Edit "Trey Burnett" > Collect Signature			🕅 QA1	🕎 QA1 💄 1to1
Sites >					
Assets >					
🛒 Students >					
💄 Staff 🛛 🗸					
🖽 Manage					
Print Labels					
fit Locations >					
> Parts					
Invoices >					
→ Imports >					
Reports >	Please Enter Your Information				
Settings >	Full Name Email Address Phone Number				
a octavite v	Signature (Firma)				
	×Clear				
	Accept				

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