

How to complete and sign off forms

Quick reference sheet

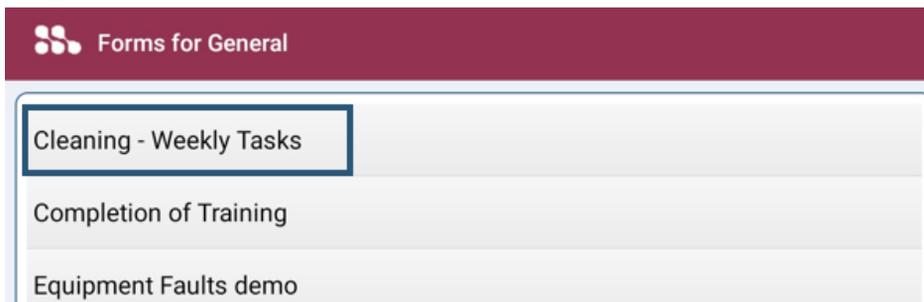


1. Open the **'Activity' app [1]** to access forms to be completed regularly e.g. 'daily cleaning tasks'
2. Press the **'Forms' app [2]** to access forms required on ad hoc basis e.g. 'equipment fault report'



3. Choose **a form** you're going to complete (in the **Forms app** you should also press **'new form'**).

NB Screenshots for illustrative purposes



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- 4. Press **all questions [1]** on the form one by one and complete answers **[2]**.

** Sign The School Caterer should sign the form at the end of the day*

Work Surfaces

Initials

1

** Sign The School Caterer should sign the form at the end of the day*

Work Surfaces

Initials

2

** Daily Tick the appropriate box each time a Daily Cleaning Task has been completed*
** Equipment - Report any equipment which does not work or is unsafe*
** Display*
** Sign The*

Initials

Work Su

KY

Initials

Cooker

Initials

Food Mixers

2

Ok Cancel



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- 5. Scroll down to check that you answered all the questions.
- 6. Press **three dots [⋮]** in the top right corner

Form : Cleaning - Weekly Tasks

Weekly Cleaning Tasks

Weekly Cleaning

- * Purpose - Use this form to record when and by whom, the cleaning is done
- * Weekly Tick the appropriate box each time a Daily Cleaning Task has been completed
- * Equipment - Report any equipment which does not work or is unsafe
- * Display The form - should be displayed in a prominent place in the kitchen or office
- * Sign The School Caterer should sign the form at the end of the week

Ovens 

- 7. Press **sign-off** (No changes can be made after the form is signed off).

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Ovens 

Signoff

Collapse

Hide Instructions

Delete

Show compulsory questions

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8. If the signature is required a new window will open.
9. Press **signed by** and type in your **full name** [1]
10. Press **the coloured box** under the name [2].
11. **Sign on the screen** with your finger and press **'Signoff'** [3].

12. In some forms no signature is required. Press **'Yes'** to confirm that the completed information is correct.

Skip this step if it's not relevant to your case.

For further information, please visit the Cypad support page by clicking [here](#) or scanning a QR code

