Cypad

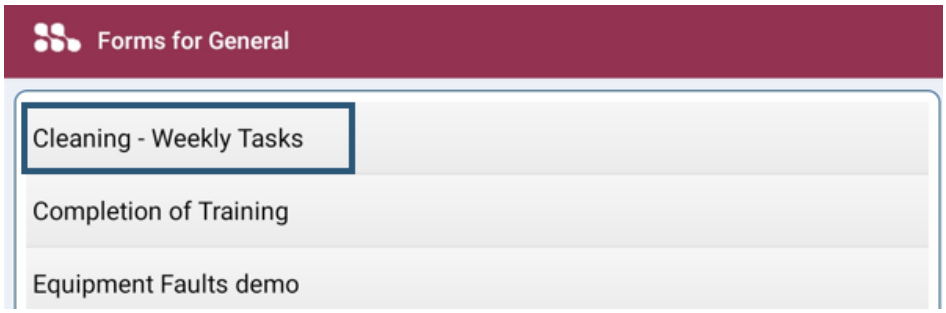
How to complete and sign off forms

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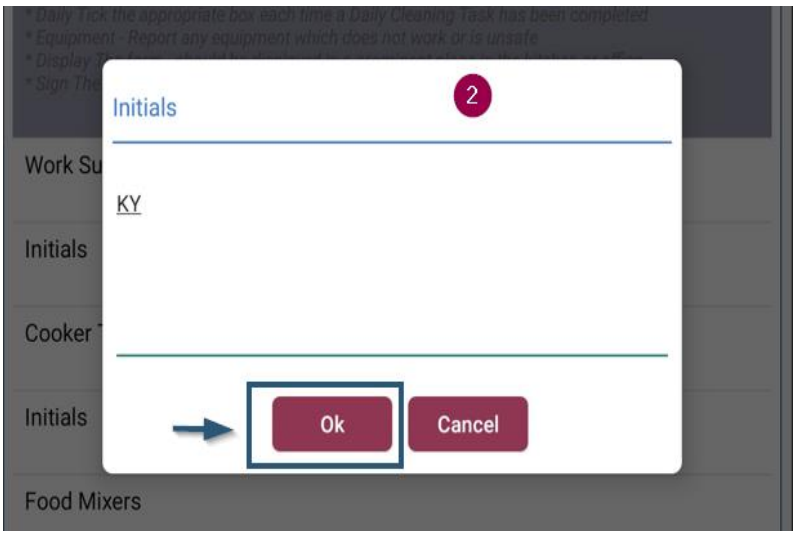
4. Press **all questions [1]** on the form one by one and complete answers **[2]**.



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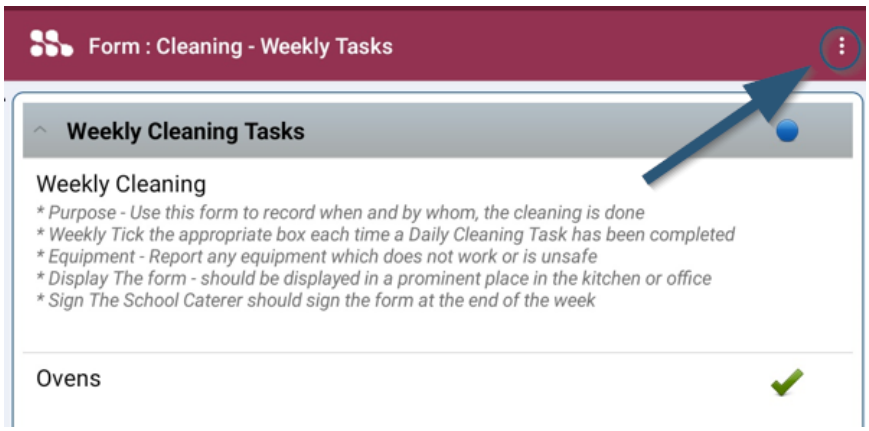
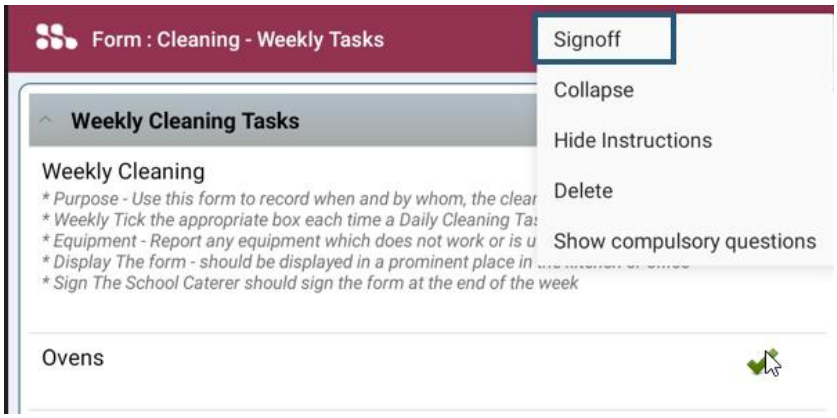
5. Scroll down to check that you answered all the questions.
6. Press **three dots [⋮]** in the top right corner



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



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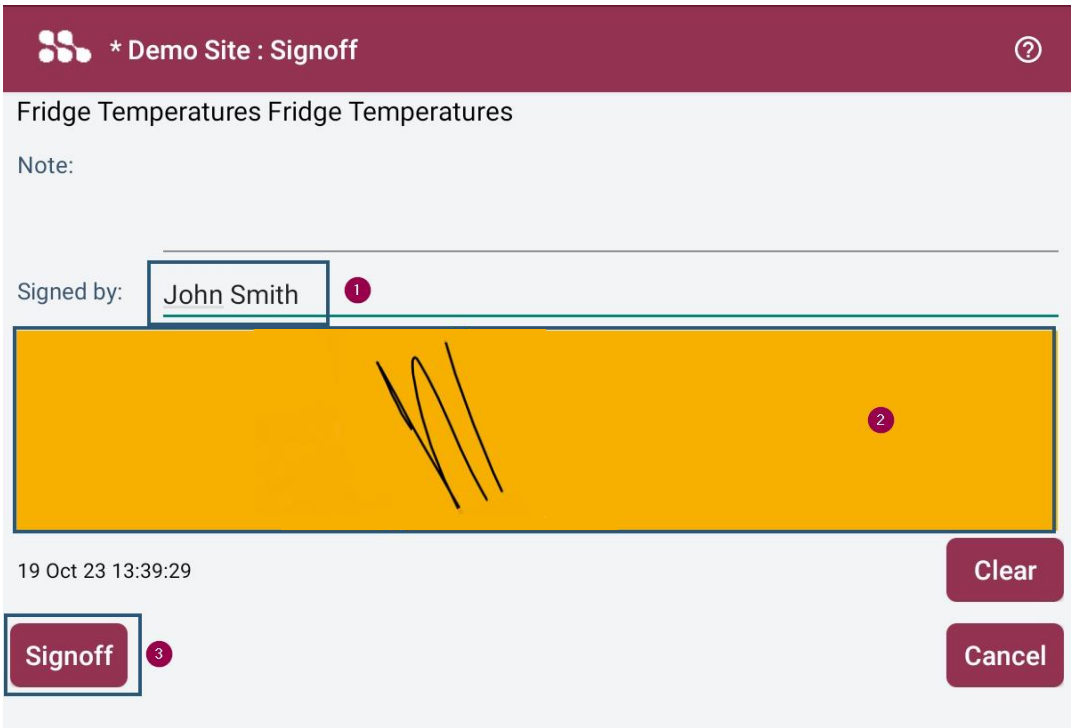
8. If the signature is required a new window will open.
9. Press **signed by** and type in your **full name [1]**
10. Press **the coloured box** under the name **[2].**
11. **Sign on the screen** with your finger and press **'Signoff' [3].**



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