Work Order Signature Process (IPAD)

Step 1 Click Work Order Row Then hit row attachments

2	☐	Way Eng.	Bundle	Lvl 1	No	00075	14862 - TMC3 - PARCEL D
3	☐	Way Eng.	Separate			00074	14862 - TMC3 - PARCEL D
4	☐	Way Eng.	Bundle	Supply ductwork	No	00073	14862 - TMC3 - PARCEL D
5	☐	Way Eng.	Bundle	Level 2 Exhaust #5	No		
6	☐	Way Eng.	Separate				
7	☐	Way Eng.	Bundle	Lvl 1 PSA redirect	No		
	☐	Way Eng.	Bundle	level 4 relocated main s…		00069	14862 - TMC3 - PARCEL D

Click Row Attachments

Collaborate

💬 Row Conversations **0**   ➕

🔗 Row Attachments **3**   ➕

✏️ Edit Row   🔄 Request Update

✉️ Send Row   ⬆️ Send Row Link

Insert

▦ Row Above   ▦ Row Below

Attachments
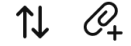
PDF	**2315546482921348_00075.pdf** Nov 14, 2023 by Jonathan Wrenn on Row 2 (0.3 MB)	>
PDF	**00075.pdf** Nov 14, 2023 by Smartsheet Automation on Row 2 (0.2 MB)	>
🖼	**Image 2023-11-14 11-36-40.jpeg** Nov 14, 2023 by Juan Cardona on Row 2 (0.5 MB)	>

Step 2 Click File Named the Work Order Number.

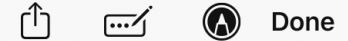|			
12	Gallons Duct Sealer	**Miscellaneous Materials / Notes**	
	Bag(s) of Flex		
	Clamp(s)		
	Grille(s)		
	Rolls of Duct Tape		
	Rolls of Gaskets		
	Screws		
2	Nut(s) & Bolt(s)	**Click this button to use Signature/Pen Tool**	
	Spike(s)		
	Fire Damper(s)		
	Fire Smoke Damper(s)		
	Access Door(s)		
	10' of All Thread		
	10' of Unistrut	**Ductwork Delivery Information**	
	10' of S-Locks & Drives	18 Wheeler	
	TDC Clip(s)		
	TDC Corner(s)		
	Young Regulator(s)		
	Roll(s) of Plastic		
	Panduit Straps		
	SS Bands		
	Duct Jacks		
	Ladders		
	Power Tools		
McCart Order No:			

BILL TO:	Authorized By:	Printed Name:
Way Eng.		

Step 3 Scroll to the bottom of the Work Order Click Pen Button to get signature

Step 4 Hand it off for signature

		Miscellaneous Materials / Notes
12	Gallons Duct Sealer	
	Bag(s) of Flex	
	Clamp(s)	
	Grille(s)	
	Rolls of Duct Tape	
	Rolls of Gaskets	
	Screws	
2	Nut(s) & Bolt(s)	
	Spike(s)	
	Fire Damper(s)	
	Fire Smoke Damper(s)	
	Access Door(s)	
	10' of All Thread	
	10' of Unistrut	**Ductwork Delivery Information**
	10' of S-Locks & Drives	18 Wheeler
	TDC Clip(s)	
	TDC Corner(s)	
	Young Regulator(s)	
	Roll(s) of Plastic	
	Panduit Straps	
	SS Bands	
	Duct Jacks	
	Ladders	
	Power Tools	
McCart Order No:		

BILL TO:	Authorized By:	Printed Name:
Way Eng.		

Step 5 Click Keyboard button to type in Printed Name of Authorizer

00075.pdf
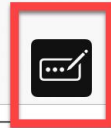
	Ductwork Delivery Information
10' of All Thread	18 Wheeler
10' of Unistrut	
10' of S-Locks & Drives	
TDC Clip(s)	
TDC Corner(s)	
Young Regulator(s)	
Roll(s) of Plastic	
Panduit Straps	
SS Bands	
Duct Jacks	
Ladders	
Power Tools	

McCart Order No:

BILL TO:	Authorized By:	Printed Name:
Way Eng.		Kevin

Kevin's

Done

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

.?123

Step 6 Once Signed and Name typed, hit Done button, then Save to Files

00075.pdf

Done

Save to Files

Discard Changes

	10' of All Thread	
	10' of Unistrut	**Ductwork Delivery In**
	10' of S-Locks & Drives	18 Wheeler
	TDC Clip(s)	
	TDC Corner(s)	
	Young Regulator(s)	
	Roll(s) of Plastic	
	Panduit Straps	
	SS Bands	
	Duct Jacks	
	Ladders	
	Power Tools	
McCart Order No:		

BILL TO:	**Authorized By:**	**Printed Name:**
Way Eng.		Kevin

Step 7 Name your file Signed(WorkOrderNumber).pdf , this will make it easier to find when uploading. Hit Save
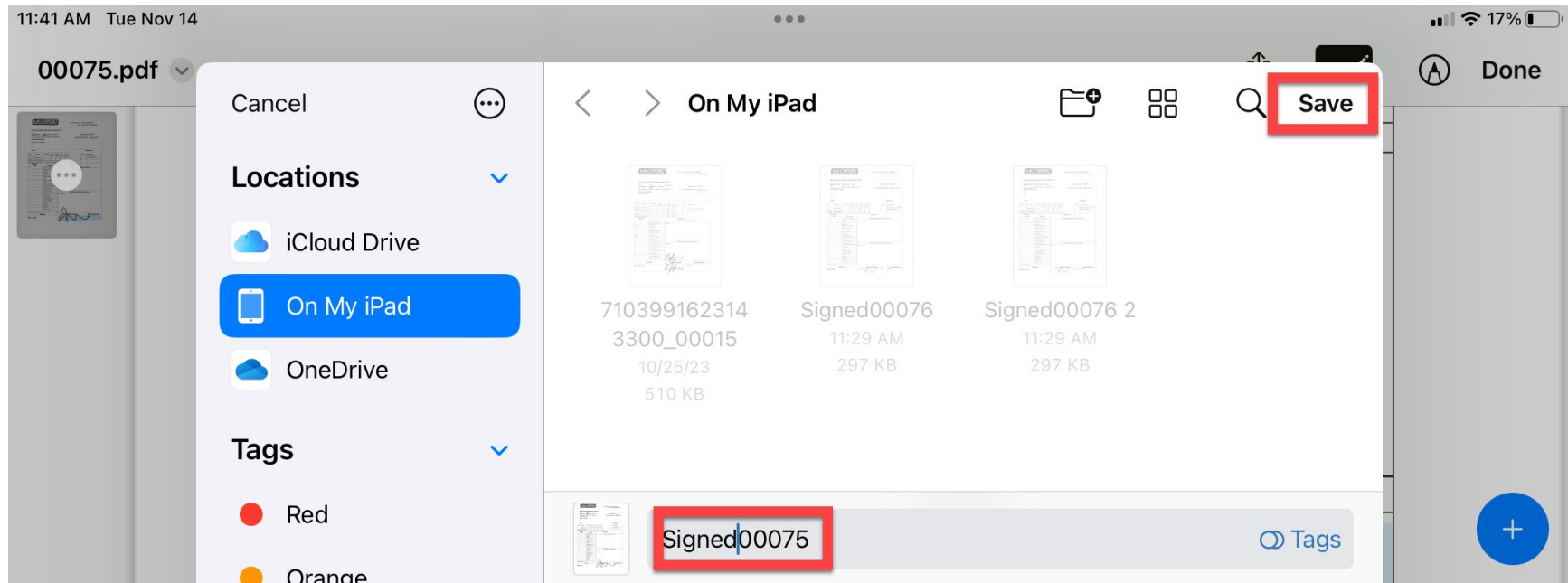
Step 8 Click Paper Clip & Attach A File

‹   **Attachments**

2315546482921348_00075.pdf
Nov 14, 2023 by Jonathan Wrenn on Row 2 (0.3 MB)

00075.pdf
Nov 14, 2023 by Smartsheet Automation on Row 2 (0.2 MB)

Image 2023-11-14 11-36-40.jpeg
Nov 14, 2023 by Juan Cardona on Row 2 (0.5 MB)

Take a Photo or Video   📷

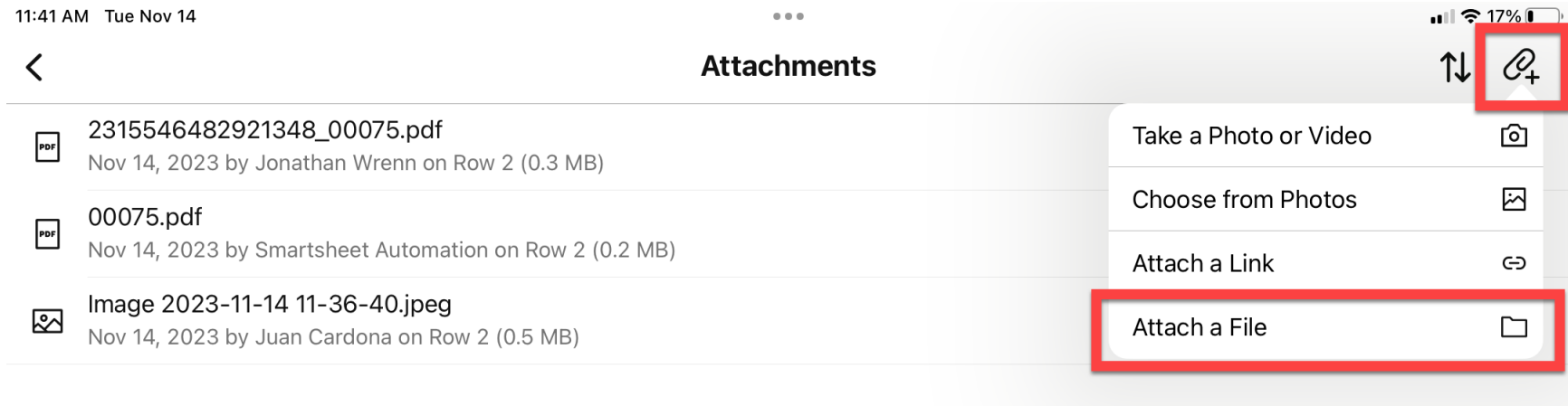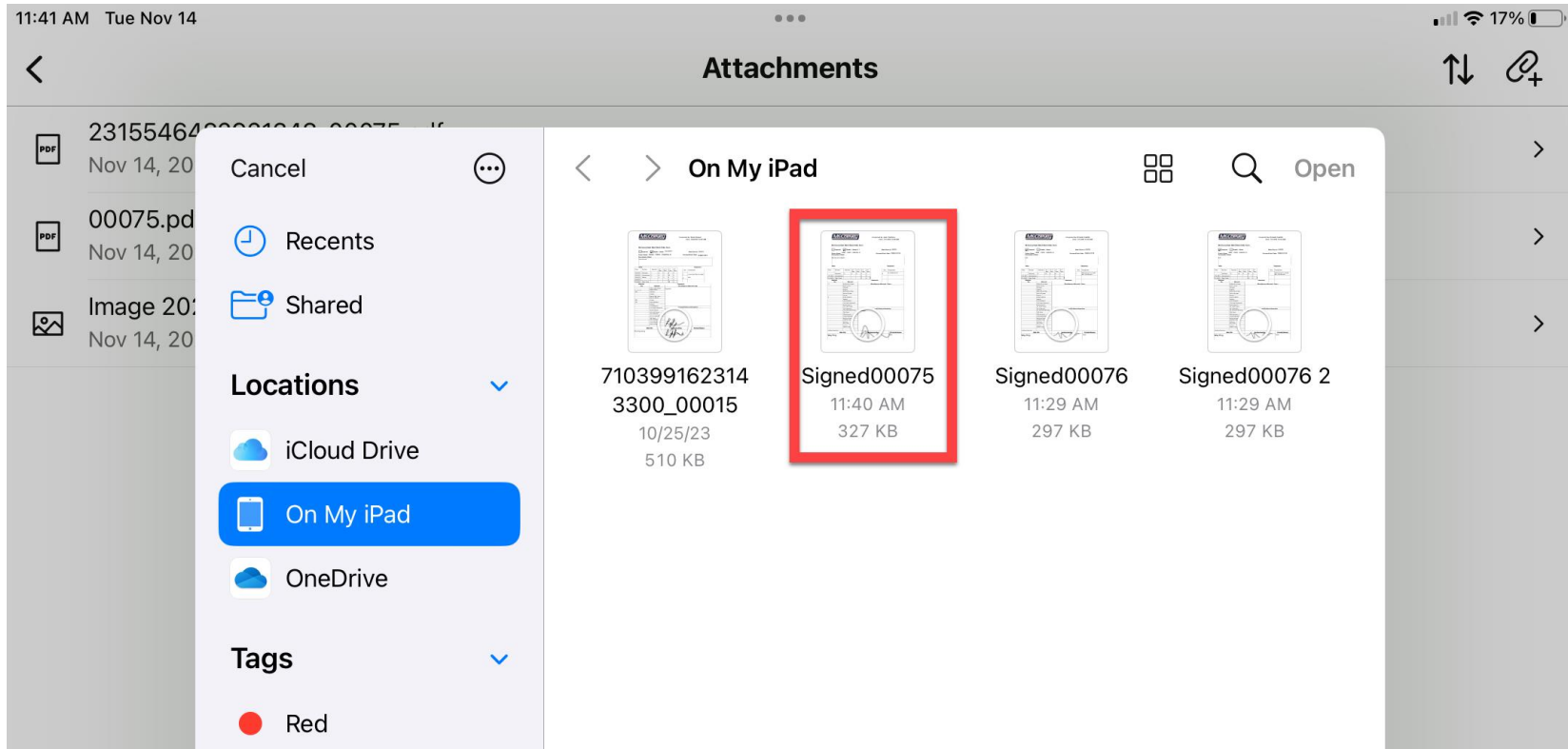Choose from Photos   🖼️

Attach a Link   🔗

Attach a File   📁

Step 9 Click Previously Saved File

‹   **Attachments**

2315546
Nov 14, 20

00075.pd
Nov 14, 20

Image 202
Nov 14, 20

Cancel   ⋯

🕐 Recents

📁 Shared

‹ › **On My iPad**   ⊞   🔍   Open

Locations   ⌄

☁️ iCloud Drive

📱 On My iPad

☁️ OneDrive

Tags   ⌄

🔴 Red

710399162314
3300_00015
10/25/23
510 KB

Signed00075
11:40 AM
327 KB

Signed00076
11:29 AM
297 KB

Signed00076 2
11:29 AM
297 KB

Step 10 Click Upload

Cancel | **1 Item** | Add

📄 PDF   Signed00075.pdf   ⋮

Upload

Attachments
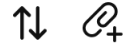
📄 PDF	**Signed00075.pdf** Nov 14, 2023 by Kevin Keyser on Row 2 (0.3 MB)	›
📄 PDF	**2315546482921348_00075.pdf** Nov 14, 2023 by Jonathan Wrenn on Row 2 (0.3 MB)	›
📄 PDF	**00075.pdf** Nov 14, 2023 by Smartsheet Automation on Row 2 (0.2 MB)	›
🖼️	**Image 2023-11-14 11-36-40.jpeg** Nov 14, 2023 by Juan Cardona on Row 2 (0.5 MB)	›

Step 11 Attachment Should appear. Back out. Click "Signed Copy" Checkbox to notify proposals & pm ops that your work order has been signed.

12345 - Work Order Training (TMC Parcel D)

Signed Copy	Bill To:	Bundle or Separate?	Doc:Bundle Name	End of Bundle?	Work Order Number	Project # – Name
☑	Way Eng.	Separate			00076	14862 - TMC3 - PARCEL D
☑	Way Eng.	Bundle	Lvl 1	No	00075	14862 - TMC3 - PARCEL D
☐	Way Eng.	Separate			00074	14862 - TMC3 - PARCEL D

Step 12 Don't forget to Save

Changes have been made to the
information in your Smartsheet. Would you
like to save the changes?

Save

Discard Changes

		or Separate?	Doc:Bundle Name	End of Bundle?	Work Order Number 🔒	Project # – Name
1		te			00076	14862 - TMC3 - PARCEL D
2			Lvl 1	No	00075	14862 - TMC3 - PARCEL D
3	☑	Way Eng.	Separate		00074	14862 - TMC3 - PARCEL D
4	☐	Way Eng.	Bundle	Supply ductwork	No	00073	14862 - TMC3 - PARCEL D
5	☐	Way Eng.	Bundle	Level 2 Exhaust #5	No	00072	14862 - TMC3 - PARCEL D
6	☐	Way Eng.	Separate			00071	14862 - TMC3 - PARCEL D
	☐	Way Eng.	Bundle	Lvl 1 PSA redirect	No	00070	14862 - TMC3 - PARCEL D
	☐	Way Eng.	Bundle	level 4 relocated main s...		00069	14862 - TMC3 - PARCEL D