Get site visit participants to sign

Posted on November 25, 2026 by Smaheine

Available

- **iPhone and iPad**

Collect signatures from participants present during your site visit.

Collecting signatures

1. Open your site visit, then go to **Manage signatures**.
2. Select a person marked as present who has not yet signed.
3. Have them enter their signature in the designated area.
4. Tap **Done** to confirm.

To restart a signature, tap **Clear**.

Note: only people marked as present in **Present at current meeting** can sign. To add a participant or change their status, go back to that section.