To signoff on any task you have to do the following:

1. Select the workpackage you want to work on from the left pane of the screen.

2. If the workpackage is disabled or not assigned to you, click the Assign to me button located under the workpackage name.

3. If the workpackage is assigned to someone else, please contact the person and inform them to unassign themselves or contact the Central Team if the person is unavailable.

4. After clicking on the workpackage the list of signoffs will appear on the center on the page.

5. Select the signoff you want to work on. A popup will appear.

6. In the popup assert either yes or no on all the questions that appear. Select the signoff type from the dropdown located at the bottom of the page.

7. If the signoff with caveat type is selected, you have to enter a caveat commentary in the text box that appears. The message must be between the range of 10 – 3500 characters.

8. When all fields are filled, the signoff button will be enabled. Click the signoff button to save the signoff.

9. The status of the signoff will then go from Pending to Complete.