

# MultiSignature: Review functionality

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- Use case:
- How it will look like in Shiftconnector:
- Configuration Version 7.4.x+
  - StructureItem, Rights and Category
  - Creation of list filter
- FAQ

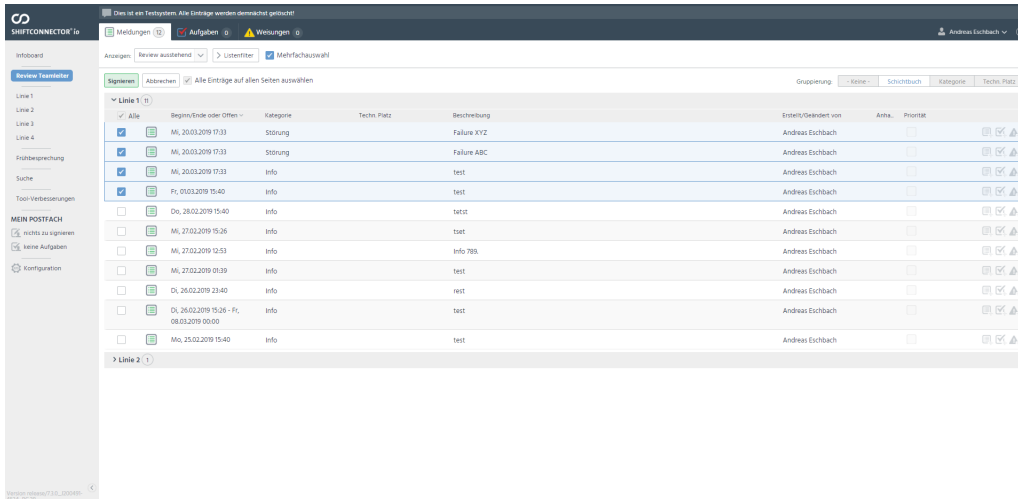
## **1 Use case:**

Team or shift leader have to sign all entries to confirm that they've read all entries and are responsible for their contents (4 eyes principle).

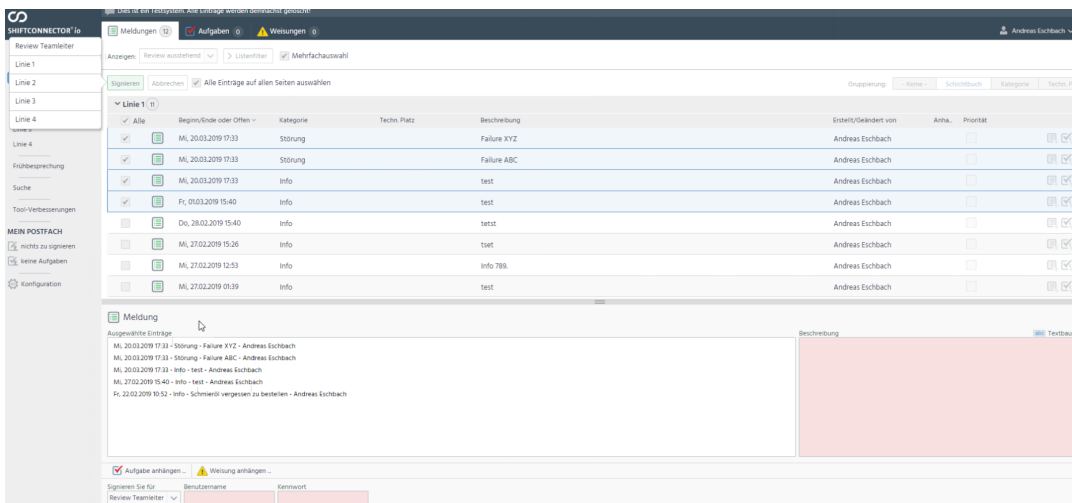
Therefore, we need an overview over all entries which aren't signed yet and a possibility that the responsible people have a fast way to execute the signature.

## 2 How it will look like in Shiftconnector:

In an overview, the shift leader will see all entries which aren't signed yet. He can click on the checkbox "Multi select" and select all entries which he wants to sign (and confirm).



When he have selected the entries, he will press on "Sign" and selects the "Review book". A form template will occur where he can see all selected entries.



To sign all entries, he will type in his credentials and save.

All signed entries will disappear from the list which only shows the entries which aren't reviewed yet. If the list is empty, all entries are signed.

Another list filter will display all executed Reviews. In this list, you can see how often the Review were executed and by whom.

If he clicks on an entry, he can see which entries were signed by which Review.

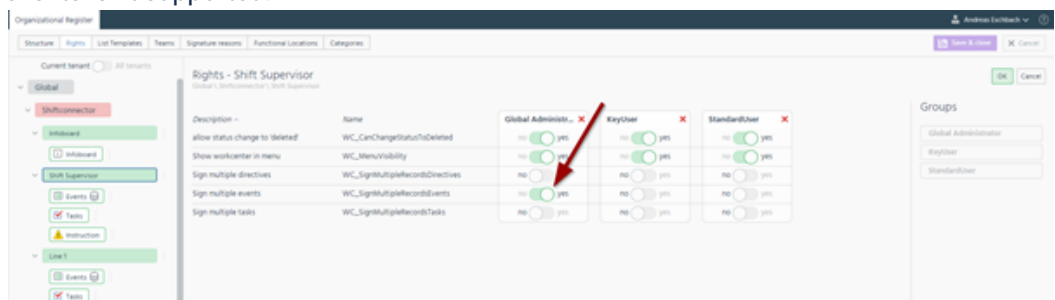
The screenshot shows the SHIFTCONNECTOR.io interface. At the top, there are navigation tabs for 'Meldungen (3)', 'Aufgaben (0)', and 'Weisungen (0)'. A green notification bar at the top right states 'Der Eintrag wurde in Review Teamleiter erfolgreich gespeichert.' The left sidebar contains a navigation menu with 'Review Teamleiter' selected. The main content area displays a table of reports. A red box highlights the 'Anzeigen' dropdown menu, which is currently set to 'Review durchgeführt'. Below the table, there are options for 'Meldung hinzufügen' and 'Schichtübergabe'.

Beginn/Ende oder Offen	Kategorie	Techn. Platz	Beschreibung	Erstellt/Geändert von	Anh.	Priorität
Mi, 20.03.2019 17:39	Review Teamleiter		Review executed	Andreas Eschbach	<input type="checkbox"/>	<input type="checkbox"/>
Mi, 20.03.2019 17:38	Review Teamleiter		Review executed	Andreas Eschbach	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Letzte Abmeldung Mi, 20.03.2019 17:32						
Mi, 27.02.2019 13:31	Review Teamleiter		test	Andreas Eschbach	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fr, 22.02.2019 11:39	Review Teamleiter		Kontrolle durchgeführt.	Andreas Eschbach	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fr, 22.02.2019 11:36	Review Teamleiter		.	Andreas Eschbach	<input type="checkbox"/>	<input checked="" type="checkbox"/>

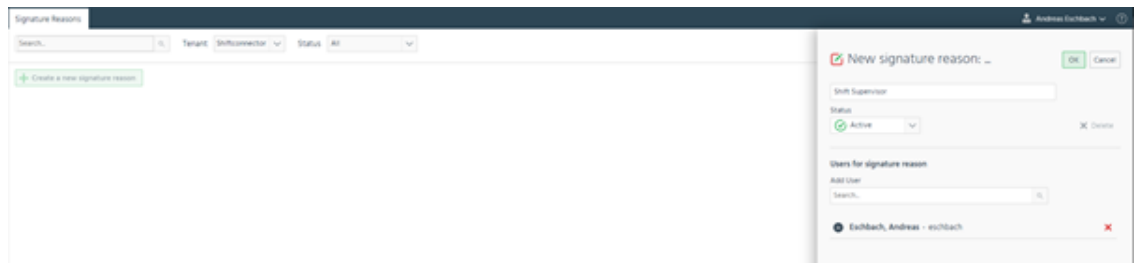
### 3 Configuration Version 7.4.x+

#### 3.1 StructureItem, Rights and Category

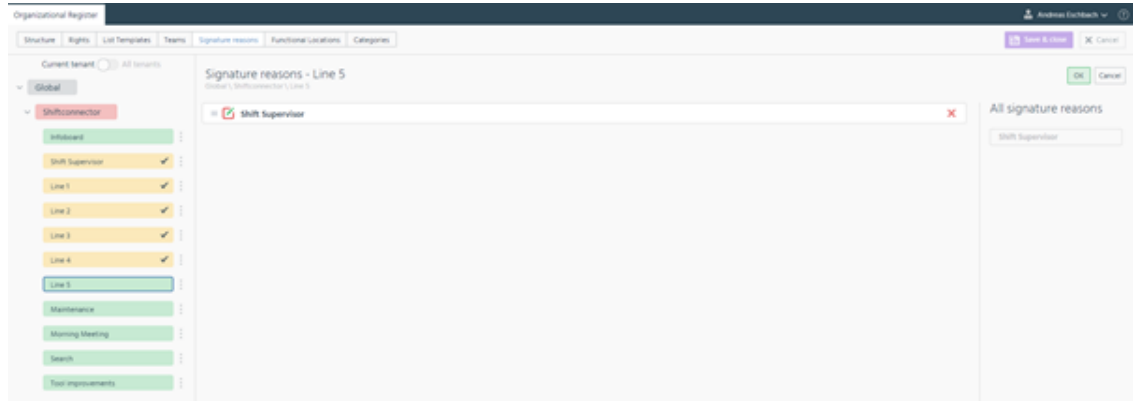
- a. Create a new navigation item for the overview
  - Organizational Register: Create a new "Review book"
  - Set the right "Sign multiple events" on StructureItem Level
  - set CREATE-rights for events for the "Review book"
  - set right "SB\_CanChangeSignRecords" to "no" for all groups since updating the signature events isn't supported!



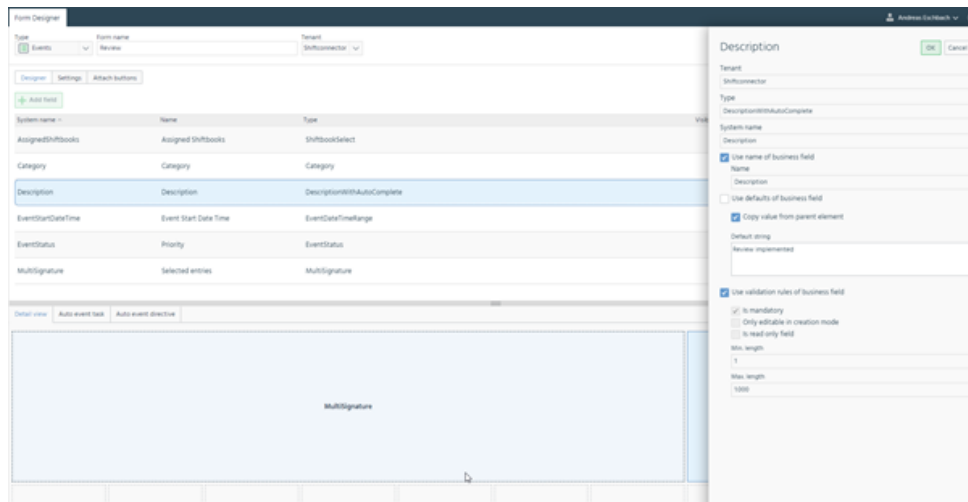
- b. Create a new MultiSignatureReason and add the people who should be allowed to execute the review



- c. Assign the MultisignatureReason to all books which are relevant for the review



- d. Form templates: Create a new template for the Review entry.  
Description field is optional, good practice would be to set a default text e.g. "Review executed" which can be overwritten.



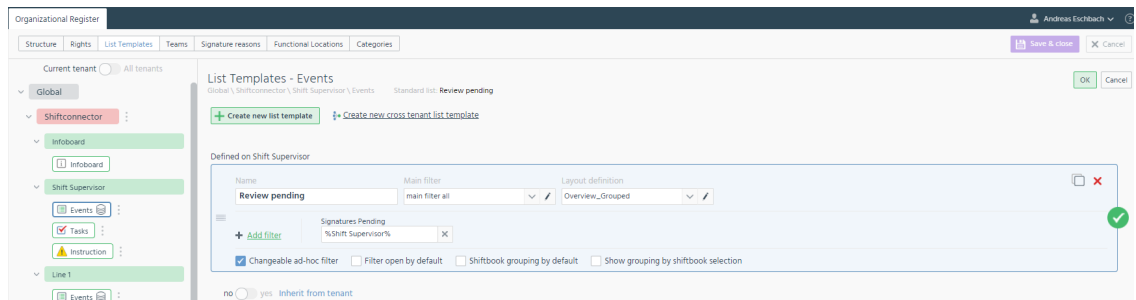
- e. Set the template settings that the MultisignatureReason has to be used to create the review entry (MultiSignature Field on a template only works in connection with MultiSignature-Authentication!)

f. Create a new category for the Review entry and set the systemname "multisignature" via the database

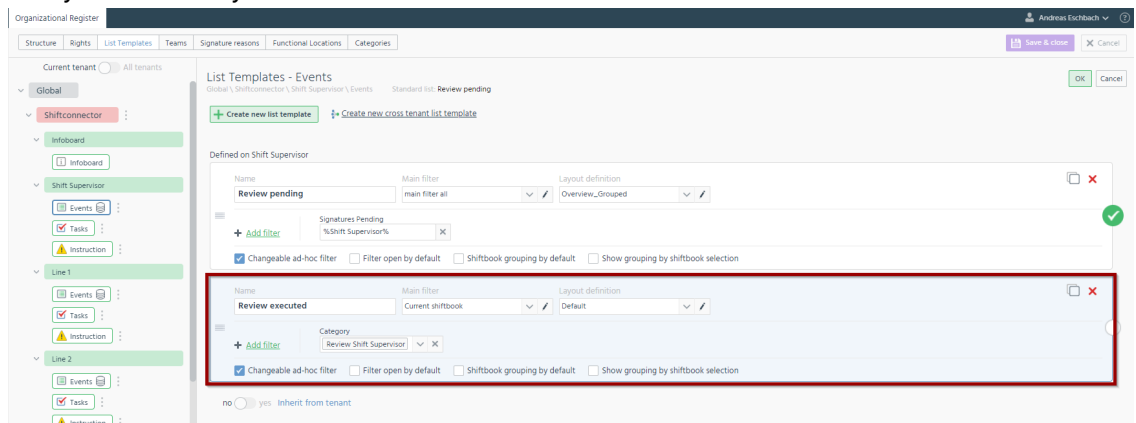
Name	Tenant	System name	Form template
Directive created	Shiftconnector	autoEventforDirectiveCreation	Default
Directive edited	Shiftconnector	autoEventforDirective	Default
Event edited	Shiftconnector	autoEventforEvent	Default
Failure	Shiftconnector	Failure	Failure
Fire Alert System	Shiftconnector	Default	Default
Handover	Shiftconnector	handover	Handover
Info	Shiftconnector	info	Default
Maintenance	Shiftconnector	Default	Default
Review Shift Supervisor	Shiftconnector	multisignature	Review
SHI	Shiftconnector	SHI	SHI
Task created	Shiftconnector	autoEventforTaskCreation	Default
Task edited	Shiftconnector	autoEventforTask	Default
Tool improvements	Shiftconnector	Tool_improvements	

### 3.2 Creation of list filter

1. Create at least two different list filters for the Review book:
  - "Review pending": Display all entries which aren't reviewed yet
    - Select as main filter all books which have to be reviewed and the Review book itself
    - As filter, please search after the GenericReportField "SignatureReason\_Pending" (if not available in database, you will find it here <https://wiki.eschbach.com/x/kpKVAg>) and type in the new MultisignatureReason which was created in step b
    - Use your default overview layout definition



- "Review executed": Display only the review entries
  - No main filter (current shiftbook)
  - Filter by your new category "Review Shift Supervisor"
  - Use your default layout definition



## **4 FAQ**

**Q: I receive an error message while pressing the "Sign" button**

A: The category systemname "multisignature" is missing for your category. Please set it via the database

**Q: No detailview will open when I press the "Sign" button.**

A: Make sure that the Review shiftbook itself is also in the main filter and the group has at least "create" rights

**Q: Is it also possible to configure it for older SC7-versions?**

A: No, starting 7.3.0, the multisignature will work like described above. Please update Shiftconnector to use it.