

Topaz Signing Instructions.
Revised 24th November 2009

1. These amended instructions apply to users with either Topaz software version and running either Windows XP – SP2, Vista or Windows 7.0 as their computer operating systems and Office 2007. They do not apply to Users running Office 2003 on either Operating system.
2. Secondly, unless the Customer Foreman or Geo has the Topaz application installed and correctly setup on their computer they will not be able to add any signatures to the emailed document. The only point in sending them a copy per the following instructions (or the original instructions from the PG office) would be to provide them with a reference copy. A correctly installed Topaz application can be confirmed by the presence of the “Add-Ins” tab on the Excel Menu bar.
3. Further to the previous item, if the Customer Foreman or Geo need to sign this document and they do not have Topaz installed on their machine they will have to add their signatures to the document using the original Falcon computer that does have Topaz installed.
4. The timesheet must be filled in completely before signing. Although alterations can be made at any time including after signing, any existing signatures will be invalid. Consequently, any existing signatures will have to be deleted and any required signatures will have to be added again.
5. Deleted.
6. The original Timesheet template in Office 2003 format is “Falcon – Weekly TS.xls”. Note that the .xls extension implies an Office 2003 document. For safety it would be wise to make a copy of the original and work with this for normal use. In case of inadvertently saving the template in Office 2007 format it would then be a simple matter to retrieve the original document template in Office 2003 format.

Document Signing Process:-

A. FALCON FOREMAN.

After completing data entry into the timesheet sign as follows. Move the mouse cursor to the Company signature field at the bottom of the timesheet and click in that field. In the top menu bar, click the tab “Add-Ins”. Click the pencil icon. On older Topaz versions this will open a dialog box that wants you to enter the cell reference for the signature placement. If so, Enter “L53” and click OK. In either software version the “Sign Document” window will then open. Sign the document using the signature pad. Move the mouse pointer to the “Signature Name” box at the bottom right of the “Sign Document” window and click on the box. Now type your last name into the “Signature Name” field. Select and Click “Done”. The signature should appear in the appropriate place on the document.

In the “Add-Ins” tab, click the check mark. This will validate the document and, if everything is okay, will advise that the signature is valid. If any changes are made from here on in, the signature will disappear.

Next, save the document as follows. Left click the Office 2007 Excel icon in the top left corner of the screen and click "Save". If document conversion options are suggested, decline them.

Email a copy to the Customer if they require it for reference or for signing if they have Topaz installed (see notes 2 & 3 above).

B. CUSTOMER FOREMAN/ GEO.

Once the Customer Foreman or Geo is ready to validate the timesheet open the document on the computer with Topaz installed. Again, if document conversion options are suggested, decline them. The previous Falcon Foreman signature will not always be visible initially. Click the "Add-Ins" tab on the Menu bar. Click the check mark icon. This will validate the document and the Falcon Foreman signature will appear.

Review the timesheet with the client. Provided no changes have been made, when they are ready to sign, proceed as follows. If changes are made to the document it will be necessary to Delete the Falcon Foreman signature as described below and then resign the document with the changes incorporated. Click on the Customer signature portion of the Timesheet. Then, in the top menu bar, click the tab "Add-Ins". Click the pencil icon. Again, on older Topaz software versions, this will open a dialog box that wants you to enter the cell reference for the signature placement. If required, enter "B53" and click OK. Either software version will then open the "Sign Document" window. Sign the document using the signature pad. Move the mouse pointer to the "Signature Name" box at the bottom right of the "Sign Document" window and click on the box. Now type the client's last name into the "Signature Name" field. Select and click "Done". The signature should appear in the appropriate place on the document.

In the "Add-Ins" tab, click the check mark icon. This will validate the document and you should get a message that both signatures are valid.

Save and close the file. If the document was signed on a client's computer that has Topaz installed, email it back to the Falcon Foreman. Otherwise, follow the previously explained "Save" process and save it on the Falcon computer.

If the Customer requires changes to the document after the Falcon Foreman has initially digitally signed it, his signature will have to be deleted as follows. Make the required changes to the Timesheet data and then left click on any blank cell. Click the pencil icon to open the signature window. In the "Signature Select" portion of the "Sign Document" window select the signature to delete and then click "Delete". Both parties will now have to sign the document as detailed above.

C. FALCON FOREMAN.

Prior to emailing the document to the Falcon Office open it and click the "Add-Ins" tab. Click the check mark to validate the document. Ensure that both signatures are there. Save the file and email to the Falcon office.