



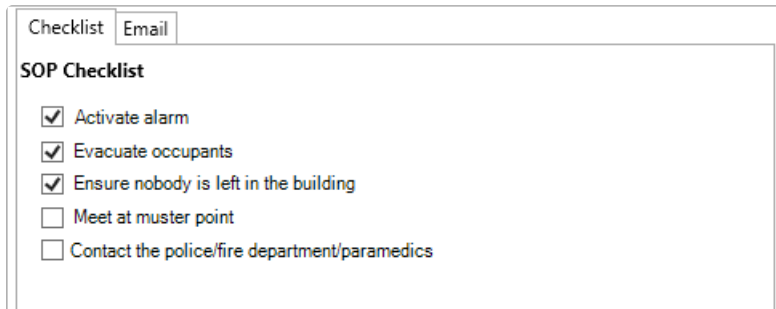
# View the SOP

Last Modified on 10/01/2019 3:04 pm EDT


In order for an SOP to appear in Dispatch, the dispatch must **exactly** match the criteria entered into the SOP in Dispatch.

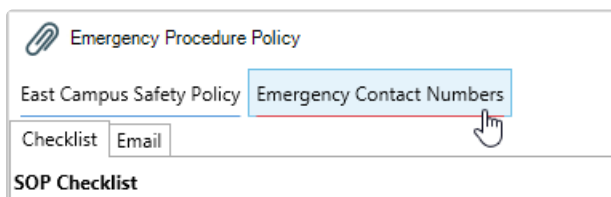
## To view the SOP checklist:

1. Open the **SOP** panel by:
  - Clicking the  icon in the **SOP** column of the **Dispatches** panel; or
  - Selecting the dispatch with an associated SOP in the **Dispatches** panel, then clicking  **SOP** in the ribbon.
2. Click the checkboxes under **SOP Checklist** to mark off the steps that have been completed.



*Tasks to be completed under an SOP. Completed steps can be marked as complete by selecting the checkboxes.*

3. Click the  icon to download any attachments.
4. Click any links to open the link in a new window. Links appear underlined.



*Attachments and links in the SOP panel. If there are no attachments or links, this section of the panel will be blank.*