Edit or Delete an SOP

To edit or delete an SOP:

1. Click **Settings** > ☑ **SOPs**.

2. Click an SOP from the pane to the left or enter search criteria in the **Search** field then click to select those results.

3. To edit the settings, double click an individual item in the **Rules**, **Notifications**, **Attachments**, **Links**, or **Check List** sections to open their settings, then make changes as needed.

4. To delete a setting, click the ⊖ icon beside a rule, notification, attachment, link, or checklist.

5. To delete an SOP and all of its settings, select the SOP in the pane to left, click the 🗑 icon, then click **Yes** to confirm.