




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.