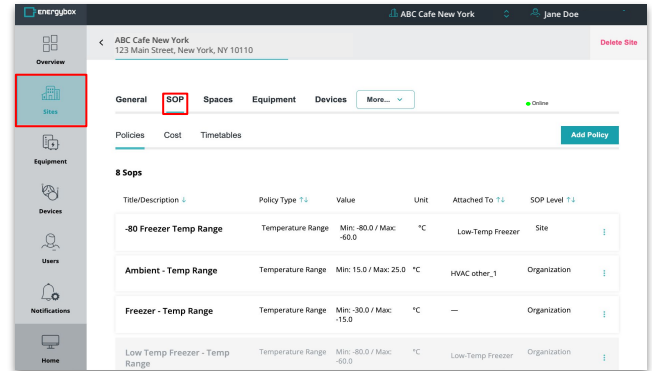


1

Click the "Sites" button on the left menu bar in the admin portal. This will take you to a list of all of your sites. Select a site from the list.

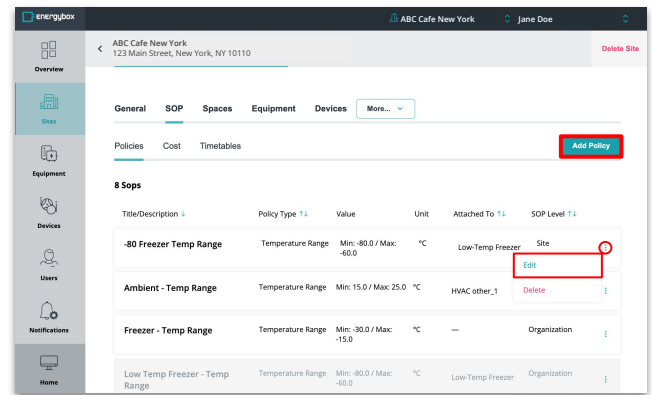
Click on the "SOP" tab.



2

To create a new SOP, click the "Add" button in the right hand corner.

To modify an existing SOP, select one from the list and click the **Vertical Ellipsis Icon** to the right of the SOP name.



3

A popup requiring you to fill in the new or modified SOP's information will appear. Click "Add" or "Update" to save the info.

