

Vertical:

MOP Title:

Summary/Description

This document will...

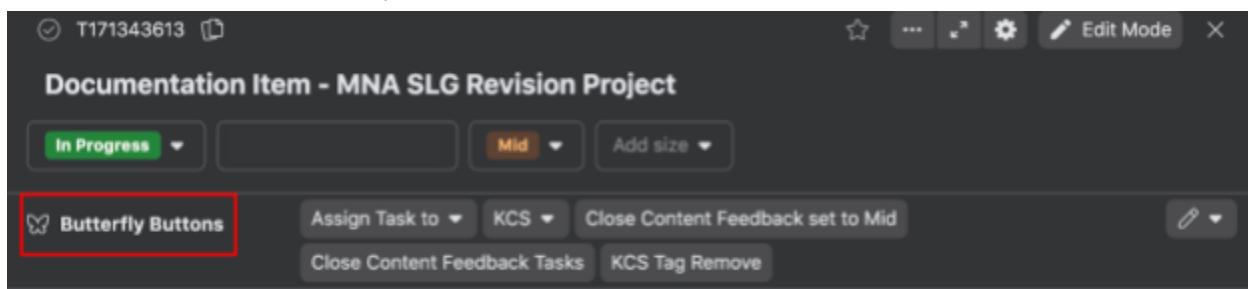
Overview/Prerequisites (if needed)

What are the conditions for this document...

Process/Procedure

List the process...

1. Open Tasks.
 - a. Locate the Ops Task Folder.
2. Acknowledge the request.
 - a. Use the buttons to generate a comment.
3. Click the appropriate acknowledge button.
 - a. The Butterfly Buttons are located on the top line of the Task.
 - i. If you don't see the buttons then you must enable the Butterfly Buttons.
 - ii. Example:



Note: When adding an image to a process make sure there is **only one** marking. The purpose of the screenshot is to *clarify* **one** step in the process.

FAQ (if needed)

Do I need to add Step in front of each step?

No, just place the numerical order of the steps.

Do I need to write an essay for each step?

No, keep it simple. If you have to keep adding information to a one step then you need to break it down into sub-steps.

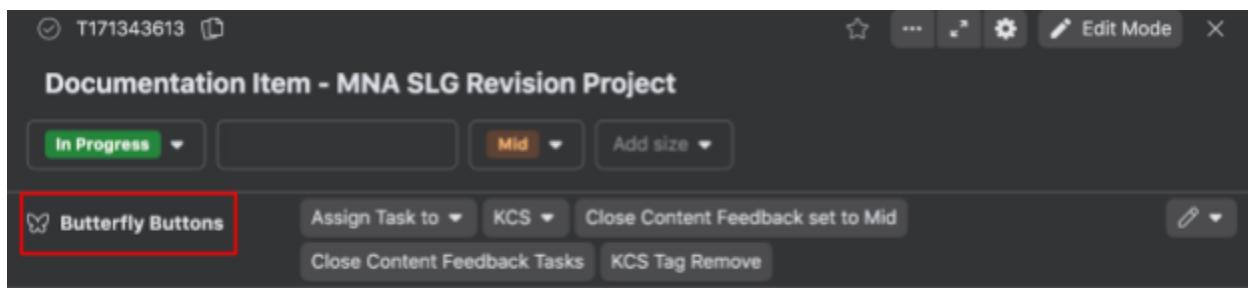
Example:

1. Step
 - a. If
 - b. Than
 - c. Example:
2. Step
 - a. Example:
3. Step

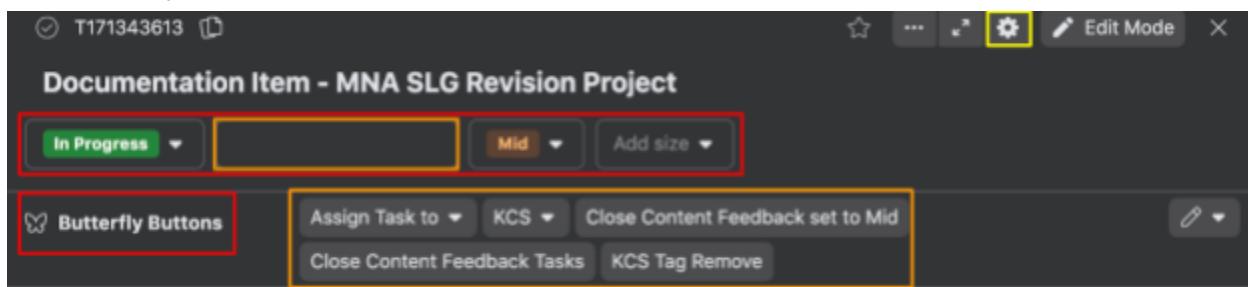
Should I add images?

Yes, but only when needed and never have multiple markings on one image.

Good example:



Bad example:



Keep the information clear and concise.

Version Control

| Author | Date | Version | Notes | Reviewers | Reviewed Date |
|---------------|-------------|----------------|--------------|------------------|----------------------|
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