

Procedure #XX: <Enter procedure name here>

Version X, <enter date here>

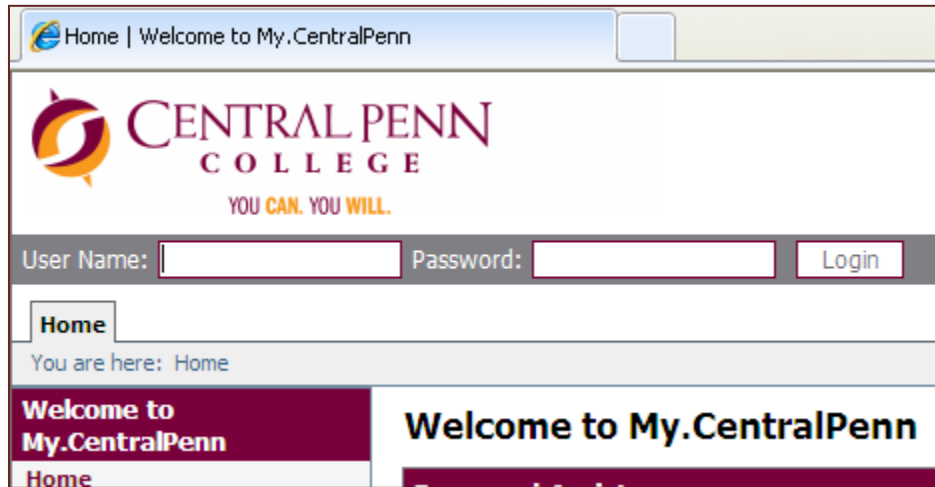
Overview: <Replace this paragraph with a brief description of the procedure. Who uses it, how, and why.>

Keywords: <Enter a list of keywords here to make it easy to find this procedure when searching>

Prerequisites: <replace this paragraph with a list of any hardware, software, and signons that are required to execute this procedure.>

Step-by-step instructions:

1. Put the first instruction here.
2. Add and number any additional steps.
 - a. Include substeps as letters like this
3. If screen captures make the procedure easier to follow, include them like this:



4. Where appropriate, include [hyperlinks](#).
5. If any steps require additional explanation, add notes like this
NOTE: Remember to add notes where needed.
6. When you're ready for testing, fill in the table below, and make sure to put the correct version number and date above under the title as well.

Version	Date	Author	Tester	Highlights
1	DD/MM/YY	<enter your name here>	<have someone test and enter their name here>	Procedure created
2				
3				