

Send an SOP Email

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If needed, you can send emails to others in your organization with important SOP-related information. The email feature is available only on active dispatches with an associated SOP.

The screenshot shows a software interface for sending an email. At the top, there are two tabs: 'Checklist' and 'Email', with 'Email' being the active tab. On the left side, there is a blue square button with a white envelope icon and the word 'Send' below it. To the right of the button are four input fields: 'To...' containing 'southcampusdispatch@resolver.com;westcampusdispatc', 'Cc...' which is empty, 'Subject' containing 'Emergency alarm - URGENT', and 'Message' containing 'The emergency alarm has been activated for the East Campus. Please send any available personnel to the East Campus emergency muster point to assist.'

The Email tab in the SOP panel.

To send SOP-related emails:

1. Open the **SOP** panel by:
 - Clicking the  icon in the **SOP** column of the **Dispatches** panel; or
 - Selecting the dispatch with an associated SOP in the **Dispatches** panel then clicking  **SOP** in the ribbon.
2. Click the **Email** tab.
3. Enter the recipient email addresses in the **To** and **Cc** fields as needed. If you're entering multiple email addresses, separate them with a semi-colon.
4. Enter a subject in the **Subject** field.
5. Enter a message in the **Message** field.
6. Click **Send**.