

Quick reference: [Tool or team] for [role]

For [role] who have done these tasks before. Full steps: [where the SOPs live].

Task	Where and what to click	On screen
[Tool] · [Screen, as the menu names it]		
[Verb-first task name]	[Menu] > [Screen] > [Control]. [One limit or warning, if a mistake costs money or data.]	[Screenshot: the control plus one neighbour, about 8 cm wide, one marker]
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]
[Tool] · [Next screen]		
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]
[Tool] · [Next screen]		
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]
[Verb-first task name]	[Menu] > [Screen] > [Control].	[Screenshot]

Tool version: [version or month] · Last checked: [date] · Owner: [name, role] · Print at 100%, one side · 6 to 12 tasks; more than one page means a second QRG, split by role or tool