

**SOP: Procedure for performing Ready for Business (RFB) checkouts using a web tool.**

**Here is a breakdown of each step:**

Open web tool: Launch the web tool required for performing the RFB checkouts. The specific URL or access details may be provided within the context of "Morgan."

Select items from the drop-down: Within the web tool, locate the relevant drop-down menu or selection options. Choose the appropriate items or configurations required for the RFB checkouts. The specific details of what to select would depend on the purpose of the RFB checkouts

Hit the Run button: Once you have made the necessary selections, locate and click the "Run" button or similar action to initiate the RFB checkouts. This action will trigger the tool to process the selected options.

Check if data has been loaded on the screen: After initiating the RFB checkouts, observe the web tool's interface to ensure that the data or results have been loaded correctly on the screen. Look for any specific indicators or information that confirms the completion of the RFB checkouts.

Take a screenshot and send it via email: Capture a screenshot of the web tool's screen, showing the loaded data or results. Use an appropriate method to take the screenshot (e.g., pressing the Print Screen key on your keyboard or using a screenshot tool). Once you have the screenshot, attach it to an email and send it to the relevant recipient(s) who require the RFB checkout information.