Finalize Statement of Facts

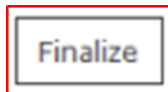**Business Purpose**

Use this job aid to:
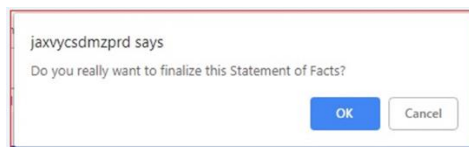
- Finalize Statement of Facts (SOF)

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1. **Finalize SOF**
   a. Click Finalize when all actions, incidents, regulative measures and dates and times are added.

   NOTE: When the SOF is finalized, it will no longer appear on the SOF Open tab and no additional changes can be made.
   b. Click OK on the pop-up message to finalize the SOF.

   c. Click Un-Finalize and make a comment to make changes to an SOF that has already been finalized.