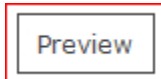# Print Statement of Facts

**Business Purpose**

Use this job aid to:

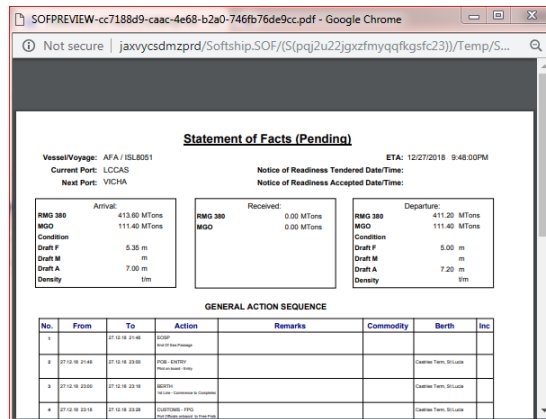- Print Statement of Facts (SOF)

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1. **Print SOF**
    a. Click Preview when all actions, incidents, regulative measures, dates and times are complete, and the Statement is Finalized.

    

    NOTE: When you click on the Preview button, a pop-up block will appear in the Search bar. Click on it and select: "Always Allow".

    

    b. Click on the Preview button. A new screen displays.

    

    c. Print the SOF or Save it in PDF format.