

# Standard Operating Procedure

## Finding Report/Functions in ProVisions

Dole & Bailey, Inc.

Implementation Date: 3/24/2023

Revision Date:

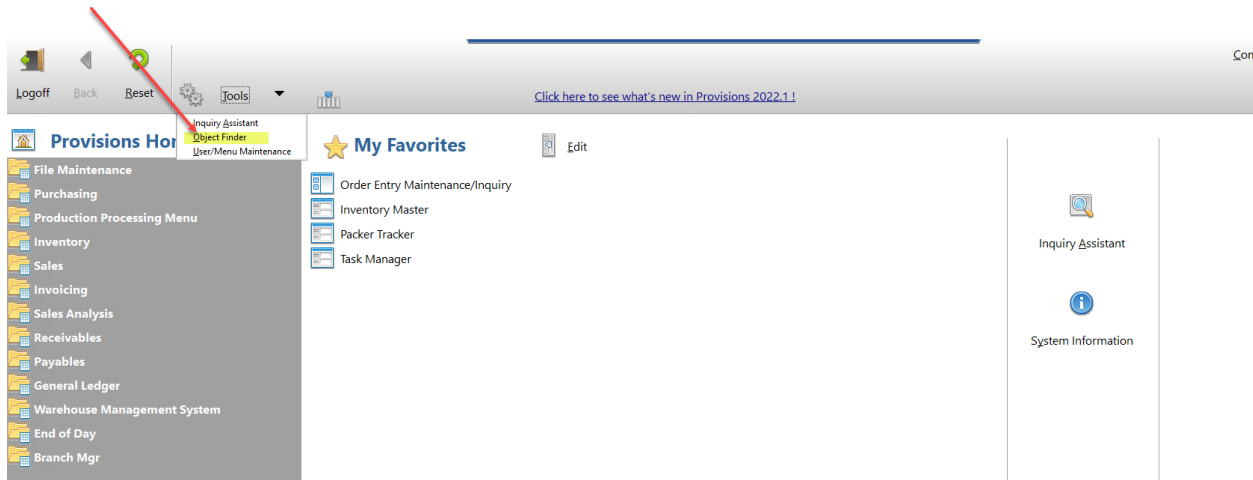
**PURPOSE:** Finding Reports, Screens, Objects within Provision via Search

**RESPONSIBILITIES:** All Users

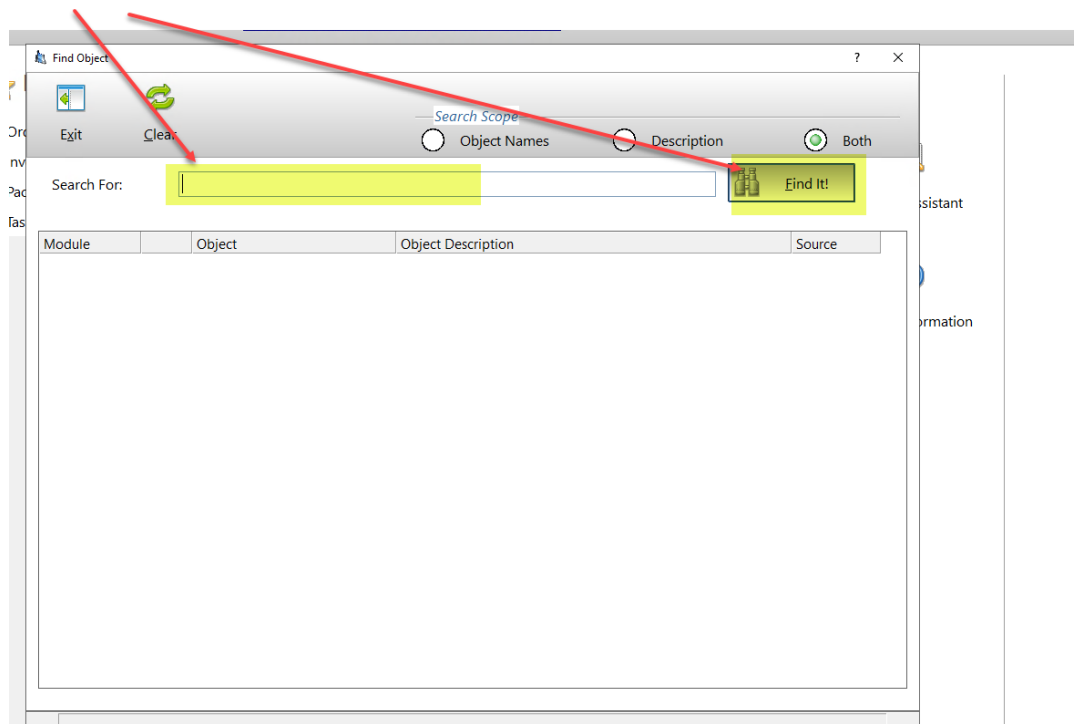
From Main Menu click on TOOLS



Select Object Finder within Drop Down Menu



Fill in the Search For and then click FIND IT!



Once you fill in SEARCH FOR and hit FIND IT! Then click on the Folder Icon and it will take you directly to that screen.

