

1. First have the SOS Program installed and put on your computer desktop. Then double click on the icon.
2. When it comes up, there will be a list to the left of the screen, choose what ever contract you are working with, such as CON or EMC and click on the plus sign.
3. Now click on the plus sign beside the contract number you want. Then all of the task orders are listed under the contract. Choose a task order and right click on the number and go to SOS Explorer.
4. A screen will appear with several boxes. When dealing with field books, they are located on the second row and the third column.
5. Double click on the field book number you want, CON0204601SFB.pdf. If it has been scanned, it should appear. Check to see if it is the right book and if it has been scanned after necessary changes.
6. If everything is ok, then exit out of that task order and repeat the steps, if there are more books to look for.
7. After every book, write the name, for example CON0204601SFB.pdf, on the front of the book and on the side with an S beside it meaning it has been scanned.
8. To file the field books, come in room 743 and the cabinet will be behind the door. Put them in the drawer according to the contract number on the outside of the cabinet and put in order by the task order number.