

SAMPLE SOP

Sample SOP, made from a 3-minute screen recording

Real screenshots from the recording · demo app, fictional data



2:59
recording



1 SOP
illustrated

ConsignmentOps · Directory

STANDARD OPERATING PROCEDURE

SOP
D1

Find a team member or counter in ConsignmentOps

Area Coordinator



WHY WE DO IT

Find any person or counter in a few taps: where they work, how to reach them, and who they report to.



WHO

Area Coordinator, signed in with your own ConsignmentOps account.



WHEN

Any time you need a phone number, email, counter or reporting line. For example, before a counter visit or when a counter calls you.



APP / TOOL

ConsignmentOps (web app, works in your phone's browser) at consignmentops.pages.dev. It has two tabs at the bottom: Staff and Places.

 Tap here  Look here  not shown in the recording On screen, but not used in the recording

Sign in

3 steps

1

Open consignmentops.pages.dev in your phone's browser.

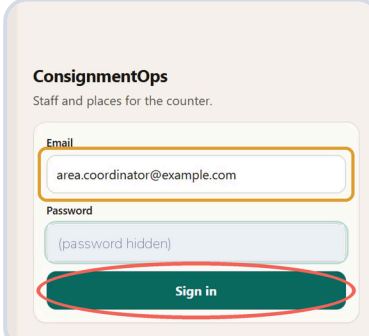


2

Type your work email and your password. Tap **Sign in**.



Recording 0:14–0:24 · email and password entered, then Sign in tapped. Password hidden here.



3

Wait until **Loading the directory...** ends. Check your name and role at the top (for example **Teoh Zhi Hui · Area Coordinator**). The Staff tab opens.



Recording 0:27 · signed in as Area Coordinator. "Everyone I can see" is on: 10 people.

ConsignmentOps Sign out

Teoh Zhi Hui · Area Coordinator

Everyone I can see My team

Search

Search name, title or place

Place Region

Any Any

Job title

Any

10 people

Aisyah

Find a person (Staff tab)

7 steps

1

Everyone I can see is selected first. It lists every person you can see, with a count (10 people in the demo). Scroll to browse. Each card shows the name, job title and place.



2

Tap **My team** to see only your own team (5 people in the demo). Tap **Everyone I can see** to go back to the full list.



Recording 1:18 · My team tapped. The list drops to 5 people.

ConsignmentOps Sign out

Teoh Zhi Hui · Area Coordinator

Everyone I can see My team

Search

Search name, title or place

Place Region

Any Any

Job title

Any

5 people

Faizal bin Salleh

Retail Associate · Tunas Kids kiosk Subang Jaya

3

To narrow the list, type a name, title or place in Search, or pick a Place, Region or Job title **not shown in the recording**.



4

Tap the person's card.



Recording 1:27 · Faizal bin Salleh tapped.

5 people

Faizal bin Salleh

Retail Associate · Tunas Kids kiosk Subang Jaya

Izzati binti Hassan

Retail Associate · Gedung Seri Cahaya Shah Alam - Arus Denim counter

Lee Hui Mei

Retail Associate · Gedung Seri Cahaya Petaling Jaya - Mira Basics counter

Rajesh

Retail Associate · Gedung Seri Cahaya Shah Alam -

5

Read their job title, phone number, email and place (counter name and code).



Recording 1:28 · phone and email, place, and the “Reports to” chain (scroll for more).

6

Read **Reports to** to see their chain, from their direct lead up to the Director.



7

Tap **< Staff** to go back. The My team choice stays on.



Find a counter (Places tab)

5 steps

1

Tap **Places** at the bottom. It lists every place in your company (26 in the demo), each with its code, type, region and status (for example Open, Closed, Setting up).



Recording 0:50–0:53 · Places tapped: 26 places, with Search and Type, Region, Status filters.

2

To narrow the list, type a name or code in Search, or pick a Type, Region or Status **not shown in the recording**.



3

Tap the place. Read its code, address and phone number.



4 Read **Who works here** . **On site** means the person works at that place.

Covers this place from above means a manager who looks after it.

 Recording 0:57 · a counter opened: code, address, phone, and who works here.



5 Tap **Places** to go back.



Finish

1 step

1 Tap **Sign out** (top right) when you are done, especially on a shared phone.

 Recording 1:49 · Sign out tapped.

ConsignmentOps

Teoh Zhi Hui · Area Coordinator

Sign out



Done right

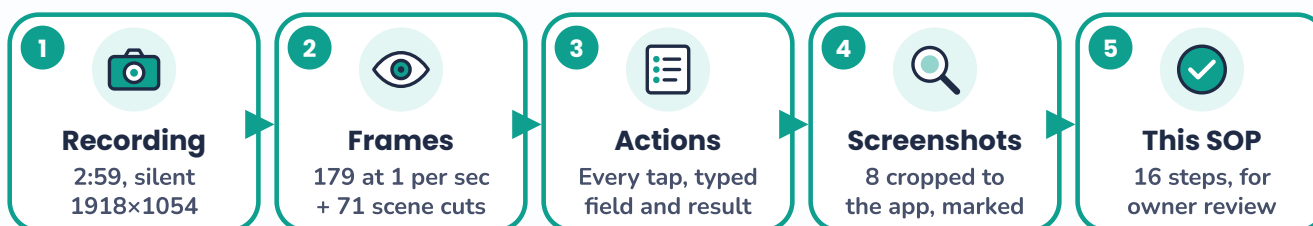
Check these before you finish

- ☐ You found the person or counter in the app, without asking around.
- ☐ You used the phone, email and "Reports to" details shown in the app.
- ☐ You signed out on a shared phone.



Good to know What you see depends on your account. Other roles see a different list. For example, the office Admin Executive account in the recording saw 47 people and had no "My team" button. **Do not** share staff phone numbers or emails outside work.

How this sample was made



Made from a 2:59 screen recording of the ConsignmentOps demo app (fictional people and places). Screenshots are cropped to the app. Rings and boxes were added afterwards. The password is never shown.