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| **Procedure Name:**  | **View Systematic Order Instructions** | **A picture containing text, clipart  Description automatically generated** |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** |  Katie Weinschenk |

**Description**

All systematic order instructions are available to view in NetX using the following instructions.

**Assumptions**

N/A

**Procedure**

1. From NetX, go to the Profile tab
2. Click on Periodic Instructions
3. In the Periodic Instruction Type in the upper-right, select All Order Instructions



1. Any open or cancelled systematic instruction will appear on the screen for your review

**References**

N/A

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
|   |   |   |