

TWP PROCEDURE: Author: TWPO	LOGGING INCOMING CORRESPONDENCE IN THE OMS	PRO(TWPPO)-019.001 18 August 2004 Page 1 of 2
---	---	--

Logging Incoming Correspondence in the OMS

I. Purpose:

To provide instructions on logging incoming correspondence in the OMS.

II. Cautions and Hazards:

None.

III. Requirements:

4D Client

IV. Procedure:

A. Steps:

1. Obtain the incoming correspondence from the "Incoming" file tray.
 - Sort correspondence according to date starting with the earliest correspondence.
2. Click on the "4D Client" icon on your computer desktop.
3. Log onto the OMS.
4. Select the "OMS" under recent tab and click "ok".
5. Click on "documentation" on menu bar, scroll down, and click on "incoming correspondence".
6. Click on "Add" on task bar.
7. Type all required information:
 - TYPE - Click on arrow for type of correspondence
 - TO - Enter name of who the correspondence is to (if to a list of people, enter distribution)
 - FROM - Enter name of sender of correspondence
 - OF - Enter the affiliation of sender
 - DATES -
 - ORIGINATION: Enter date correspondence was written
 - RECEIVED: Enter date correspondence was received at TWP
 - FILE LOCATION:

TWP PROCEDURE: Author: TWPO	LOGGING INCOMING CORRESPONDENCE IN THE OMS	PRO(TWPPO)-019.001 18 August 2004 Page 2 of 2
---	---	--

- **SUBJECT:** Enter description of correspondence or subject mentioned in correspondence
 - **COMMENTS:** Enter key words or any thing associated with correspondence, if necessary
 - **RELATED ACTION ITEMS:** Enter relating action item if correspondence needs an action item
8. Write the log number on the top right hand corner of correspondence with red ink.
 9. Click on “save” to move to the next new record.
 10. Click on “cancel” to exit out of new records.
 11. File correspondence in “incoming correspondence” binder.

V. References:

None.

VI. Attachments:

None.