

TWP PROCEDURE:		PRO(TWPPO)-022.001
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Logging Documents in OMS

I. Purpose:

To provide instructions for logging documents in the OMS.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Click on the "4D Client" icon on your computer desktop.
2. Log into the OMS using your user ID and password.
3. Click on "Documentation" on menu bar; scroll down and click on "Document catalog".
4. Click on "Add".
5. Type all required information
 - IDENTIFIER - The identifier should be included on the document when received from author or person making the request
 - AUTHOR - Enter the person who wrote the document
 - TITLE - Enter the name of the document
 - PURPOS - Enter the purpose of the document
 - COMMENTS - Enter key words or anything associated with the document
 - FILE LOCATION
 - a) Paper - Enter location of where the hard copy is to be filed
 - b) Electronic - Enter location of where the electrons are
 - c) Number of pages - Enter the number of pages the document consists of
 - d) Related action items: Enter relating action item if needed

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6. Click on “save” to save record and move to the next new record or click on “cancel” to exit out of new records without saving changes.
7. Label with the assigned log number on the top right hand corner of correspondence.
8. File the document in the appropriate filing drawer.

V. References:

None.

VI. Attachments:

None.