Logging Outgoing Correspondence in the OMS

I. Purpose:

This procedure provides instruction on how to log outgoing correspondence in the OMS.

II. Cautions and Hazards:

None.

III. Requirements:

Access to the Operations Management System (OMS)

VII. Procedure:

A. Steps:

1. Obtain the outgoing correspondence from the "outgoing" file tray.

2. Log onto OMS.

2. Click on "Documentation" on menu bar; scroll down and click on "Outgoing Correspondence".

3. Click on "Add".

4. Complete all required information:

- TYPE - Click on arrow; highlight the type of correspondence

- TO - Enter name of the person the correspondence is addressed to (if correspondence was sent to a list of people, type "distribution")

- THRU - Enter the name of the outside signer

- FROM - Enter name of sender of correspondence.

- DATES -
  a) Origination - Enter date correspondence was written
  b) Routed - If the correspondence requires an outside signature, enter the date correspondence is sent to be signed

    c)   Distributed - Enter date correspondence was sent out of TWPO

- SUBJECT - Enter description of correspondence

- COMMENTS - Enter key words or anything associated with correspondence

- RELATED ACTION ITEMS - Enter related action item if correspondence needed

5. Write the log number on the right hand corner of correspondence with red ink.

6. Click on "save" to move to the next new record.

7. Click on "cancel" to exit out of new records.

8. File correspondence in the "outgoing correspondence" binder.

V. References:

None.

VI. Attachments:

None.