

<b>TWP PROCEDURE:</b>	<b>LOGGING RECORDS IN OMS</b>	<b>PRO(TWPPO)-030.001</b>
<b>Author: TWPO</b>		<b>18 August 2004</b> <b>Page 1 of 2</b>

## Logging Records in OMS

### I. Purpose:

To provide instructions for logging records 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 on to the OMS.
3. Click on "Documentation" on menu bar; scroll down and click on "Records 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
  - Generation Date: Date the record was generated
  - Subject: Enter the subject of the record
  - Category: Click the arrow, highlight appropriate name
  - Status: Click the arrow, highlight the appropriate status
  - Signatures:
  - Issued By:
  - File Location
    - a) Paper: Enter location of where the hard copy is to be filed
  - Comments: Enter key words or anything associated with the record
  - Related System Components: Enter relating system components if any

<b>TWP PROCEDURE:</b>	<b>LOGGING RECORDS IN OMS</b>	<b>PRO(TWPPO)-030.001</b>
<b>Author: TWPO</b>		<b>18 August 2004</b> <b>Page 2 of 2</b>

- Related Action Items: Enter relating action item if needed
6. Click on “save” to move to the next new record or click on “cancel” to exit out of new records.
  7. Create a label with the assigned log number and affix on the top right hand corner of correspondence.
  8. File record in appropriate filing drawer.

**V. References:**

None.

**VI. Attachments:**

None.