Filing Procedures on the TWP Server

I. Purpose:

The purpose of this procedure is to provide instruction on how to file procedures on the TWP server after they have been assigned an OMS Identifier.

II. Cautions and Hazards:

None.

III. Requirements:

- Access to the TWP server

IV. Procedure:

A. Placing Procedures on the Server to be Accessed for Publication

1. There are four folders on the TWP server that the new/revised procedures get placed during the revision process. To access the folders:
   - Go to the TWP server
   - Double click on “Data”
   - Double click on “TWPPO Documents”
   - Double click on “PROcedures”
     a) The four folders can be found in the PROcedures folder and are named as follows:
        (a) 1 Drafts
        (b) 2 New Procedures
        (c) 3 DPPs
        (d) 4 Published
2. The four folders serve a distinct purpose and all the new/revised procedures get placed in them before getting published and finalized.
   - 1 Drafts
     a) All early drafts, proposed ideas for a procedure, and proposed revisions to existing procedures are placed in this folder.

b) Once procedures have been created or revised and are on the correct procedure template the procedures get moved to the next step in the process and moved to the next folder.

- 2 New Procedures

  a) The procedures that have been formatted and submitted for review are placed in this procedure.

  b) **Note:** Procedures in this folder have been submitted for review, but comments have not reached the Lead Reviewer.

  c) Once procedures have been reviewed and comments have been received, the procedures move on to the next step and folder in the process.

  d) It is during this step in the process that the procedures get logged on the OMS and receive an OMS ID.

- 3 DPPs

  a) The procedures that have been reviewed, approved, OMS ID'd, and are on the DPP web page belong in this folder.

  b) Once the procedures have been published on the web, put on a CD-ROM, and placed in the master manual in the OPS room, the procedures must be moved to the next folder.

     (a) The Web/CD-ROM Publisher is responsible for moving these procedures to the next folder.

- 4 Done

  a) The procedures in this folder have been placed in here by the Web/CD-ROM Publisher.

  b) Once procedures are in this folder, the Document Controller must move the procedures into their respective folders on the TWP server.

B. Filing Procedures on Server Once They Have Been Published:

1. The filename of the procedure is the identifier assigned to that procedure.
   - Ex. PRO(OPS)-031.000
2. File procedure on TWP server

- The folders for the procedures are located in the "PROcedures" folder on the TWP server. The instructions on how to get to that folder are described in section A step 1.
- Procedure goes in folder that corresponds with the acronym inside the parenthesis.
  a) Ex. PRO(MWR)-003.002 goes into "MWR PRO" folder.

3. If procedure is a revision, place the old procedure in the "Archived PRO" folder located in the same folder as the procedures.
   - Ex. There should be only one procedure with the PRO(BBSS)-004.xxx in the folder. If there is a PRO(BBSS)-004.002 in the folder currently and PRO(BBSS)-004.003 has just been finalized, then PRO(BBSS)-004.002 needs to be moved into the "BBSS Archived PRO".
4. Change Procedure to Read-Only status to prevent accidental alteration to the final draft of the procedure.
   - Right-click on the procedure.
   - Click on "Properties" from the Menu.
   - On the "General" tab check the "Read-only" box near the bottom of the window.
   - Click on the "OK" button
5. To make it easier to view and find the procedures in the future, there is something that can be done to preview the procedures in the "open" window of Microsoft Word.
   - Click "File" on the Menu Bar.
   - Click "Open".
   - Click on the drop down arrow of the "Views" icon on the top right hand corner of the "Open" window.
   - Click the "Preview" option.
   - A small preview of the document will appear on the right hand side of the "Open" window.

V. References:

1. PRO(TWPPO)-059.000 – TWPPO Document Update Procedure

VI. Attachments:

None.