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Event Logging

I. Purpose:

Guidelines on how to log events in the Operations Management System (OMS).

II. Cautions and Hazards:

None.

III. Requirements:

Access to the OMS.

IV. Procedure:

A. Logging a new event

1. Log on to OMS and click on "Systems" in the menu bar. Click on "Events" in the drop down list. A list of all the previously added events should appear.
2. Click on the "Add" button at the top of the page.
3. Enter the affected system for the event you are logging.
 - a) Example: if the CEIL laptop at the Darwin site has been rebooted, the affected system would be CEIL Darwin.
4. Select an event type from the drop-down list
 - a) Example: System reboot
5. Type in an event summary. This should be a short description of the event.
 - a) Example: The CEIL laptop was rebooted at the request of the operations manager
6. Enter the first and last name of the individual who reported the event as well as the date the event occurred. Do not worry about the time or time zone.
7. Enter the date the event started and ended. The OMS will automatically calculate the duration in hours.
8. Enter a detailed description of the event.
9. Click on the "Related Documentation" tab and enter the document type and number.
 - a) Example: Contact Sheet CS-2004-0004

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b) Example: Daily Rounds DR-2004-0004

V. References:

1. Assigned System Component Guidelines
<http://www.twppo.lanl.gov/internal/pdf/locationguidelines.pdf>

VI. Attachments:

None.