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Logging Incoming Correspondence in the OMS

I. Purpose:

To provide instructions on logging incoming correspondence in the OMS.

II. Cautions and Hazards:

None.

III. Requirements:

4D Client

IV. Procedure:

A. Steps:

1. Obtain the incoming correspondence from the "Incoming" file tray.
 - Sort correspondence according to date; start with the earliest correspondence.
2. Log onto the OMS.
3. Click on the "4D Client" icon on your computer desktop.
4. Click on "more choices."
5. Select the "OMS (green network)" and click "ok".
6. Enter your user name and password into their respective slots and click on connection.
 - Both fields are case-sensitive
7. Click on "documentation" on menu bar, scroll down, and click on "incoming correspondence".
8. Click on "Add New".
9. Type all required information
 - TYPE: Click on arrow for type of correspondence
 - TO: Enter name of who the correspondence is to (if to a list of people, enter distribution)
 - FROM: Enter name of sender of correspondence
 - OF: Enter the affiliation of sender
 - DATES
 - Origination: Enter date correspondence was written

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- Received: Enter date correspondence was received at TWP
 - SUBJECT: Enter description of correspondence or subject mentioned in correspondence
 - COMMENTS: Enter key words or any thing associated with correspondence, if necessary
 - RELATED ACTION ITEMS: Enter relating action item if correspondence needs an action item
10. Write the log number on the top right hand corner of correspondence with red ink.
 11. Place correspondence in the "To Be Filed" tray, or see *PRO(TWPPO)-004.000* on how to file correspondence

V. References:

None.

VI. Attachments:

None.