

ARCS PROCEDURE: Author: S. Smith	RESOLVING A RECORD	PRO(TWPPO)-017.000 January 10, 2000 Page 1 of 1
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Resolving a Record

I. Purpose:

To provide instructions on resolving a record.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. To update an action item, make changes to the existing action item in the OMS.
2. Print copies of the action item and replace the existing action item on file.
3. SEND UPDATED ACTION ITEM TO THE ASSIGNEE.
 - *Refer To PRO(TWPPO)-013.000, Sending Logged Action Items To The Assignee (Office Personnel).*

V. References:

None.

VI. Attachments:

None.