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## Logging Documents in OMS

### I. Purpose:

To provide instructions for logging documents in the OMS.

### II. Cautions and Hazards:

None.

### III. Requirements:

None.

### IV. Procedure:

#### A. Steps:

1. Obtain the document from the "Documents/Records" file tray.
2. Log into 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 "Document catalog".
8. Click on "Add Records".
9. Type all required information
  - IDENTIFIER: The identifier should be included on the document; if not, *Refer to REF(OMS)-009.000*
  - AUTHOR: Enter the person who wrote the document
  - TITLE: Enter the name of the document
  - PURPOSE: Enter the purpose of the document
  - COMMENTS: Enter key words or anything associated with the document
  - FILE LOCATION

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- a) Paper: Enter location of where the hard copy is to be filed
  - b) Electronic: Enter location of where the electrons are
  - c) NUMBER OF PAGES: Enter the number of pages the document consists of
  - d) RELATED ACTION ITEMS: Enter relating action item if needed
10. Create a label with the assigned log number and affix on the top right hand corner of correspondence.
  11. Click on check mark (✓) to save record and move to the next new record or click on x mark (✖) to exit out of new records without saving changes.
  12. Place document in the "To Be Filed" tray.

**V. References:**

None.

**VI. Attachments:**

None.