

ARCS PROCEDURE: Author: S. Smith	LOGGING RECORDS IN OMS	PRO(TWPPO)-030.000 January 10, 2000 Page 1 of 2
---	------------------------	---

Logging Records in OMS

I. Purpose:

To provide instructions for logging records 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 on to 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 "Records 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*
 - GENERATOR: Enter the person who generated the record
 - SUBJECT: Enter the subject of the record
 - CATEGORY: Click the arrow, highlight appropriate name, if there isn't one that exists then click on "add new", type category and description then click "OK"
 - STATUS:
 - SIGNATURES:

ARCS PROCEDURE:	LOGGING RECORDS IN OMS	PRO(TWPPO)-030.000
Author: S. Smith		January 10, 2000 Page 2 of 2

- ISSUED BY:
 - FILE LOCATION
 - a) Paper: Enter location of where the hard copy is to be filed
 - RECORD DISPOSAL DATE:
 - a) Scheduled –
 - b) Actual –
 - COMMENTS: Enter key words or anything associated with the record
 - 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 move to the next new record or click on x mark (✗) to exit out of new records.
 12. Place document in the “To Be Filed” tray.

V. References:

None.

VI. Attachments:

None.