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<b>Latest Version:</b>	1.0	<b>Revision Date:</b>	10/17/2014
<b>Effective Date:</b>	11/10/2014	<b>Replaces:</b>	NEW
<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Fonda Logston	<b>Reviewing Unit:</b>	PMO
<b>Title:</b>	Updating the OMES IS Process Library Standard		
<b>Description:</b>	This document is the operating standard for updating the OMES IS Process Library.		

## Updating the OMES IS Process Library Standard

1. General Statement of Purpose
  - 1.1. The purpose of this document is to outline the process of updating and publishing the OMES IS Process Library.
2. Scope
  - 2.1. This standard applies to the Technical Writer in charge of maintaining and updating the OMES IS Process Library.
3. Discipline
  - 3.1. General Standards
4. Instructions
  - 4.1. Customer Changes
    - 4.1.1. From the OMES IS Process Library, customers can click the **Feedback** link in the upper right corner. This will open a new email in Microsoft Outlook where the customer can include information about the change(s) they want made. This email will be sent to [processfeedback@omes.ok.gov](mailto:processfeedback@omes.ok.gov).
  - 4.2. Adding an Operating Standard
    - 4.2.1. After an operating standard is approved and made 508 Compliant, the Technical Writer adds it to the OMES IS Process Library. They will also update the appropriate task(s) and role(s).
      - 4.2.1.1. All operating standards in the OMES IS Process Library are related to at least one task and at least one role.
      - 4.2.1.2. Operating standards can have other documents related to them as well, such as user guides, checklists, templates, etc.
    - 4.2.2. Operating standards are organized in the OMES IS Library by numbered sections, such as "02 Administrative Standards" or "05 Service Management Standards".
      - 4.2.2.1. The numbered sections and operating standards within each section are displayed in the **ISD Operating Standards Table of Contents**.
    - 4.2.3. For further instructions on how to add an operating standard, refer to the **Adding a Standard to the OMES IS Process Library User Guide**.
  - 4.3. Publishing the OMES IS Process Library
    - 4.3.1. The OMES IS Process Library is located online at <http://eclipse.omes.ok.gov/>. The online information is updated each weekend automatically from a folder kept on the J: network folder.

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4.3.2. Since the online information updates each weekend, the Technical Writer must publish any changes to the OMES IS Process Library each week, prior to the weekend. All published files and documents must be placed in the Staging folder on the **J:** network folder.

4.3.3. For further instructions on how to publish, refer to the **Publishing the OMES IS Process Library User Guide**.

## 5. Roles and Responsibilities

### 5.1. Technical Writer

5.1.1. Updates the OMES IS Process Library.

5.1.2. Adds operating standards, tasks, and roles to the OMES IS Process Library.

5.1.3. Publishes the OMES IS Process Library weekly.

## 6. Limitation or Implementation Notes

6.1. The Eclipse Composer tool is used to update and publish the OMES IS Process Library. Access to this tool is required to make updates.

## 7. References

7.1. OMES IS Process Library – <http://eclipse.omes.ok.gov/>

7.2. Operating Standards Table of Contents – located in the OMES IS Process Library and at the following network folder address: **J: Drive < Function < ISD Operating Standards**

7.3. Adding a Standard to the OMES IS Process Library – located in the OMES IS Process Library and at the following network folder address: **J: Drive < Function < ISD Operating Standards**

7.4. Publishing the OMES IS Process Library User Guide - located in the OMES IS Process Library and at the following network folder address: **J: Drive < Function < ISD Operating Standards**