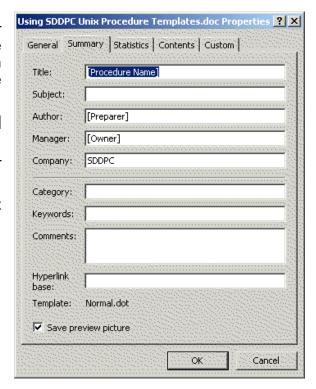# 1. CREATING A NEW PROCEDURE FILE

Step 1:

To create a new procedure, click on the SDDPC Unix Procedure Template file located in the \\nas2\usadocs\NL_Templates folder.

This will open the template in your browser. Click File->Save As and save the new document in the \\nas2\usadocs\NL_Procedures folder.

NOTE: Always get the template from this location to ensure you are using the most recent version.

Step 2:

Edit the document header information by clicking on the **File->Properties** menu to open the Properties Window. On the Summary tab:

a. Replace [Procedure Name] with the procedure name.

b. Replace [Preparer] with your name

c. Replace [Owner] with Unix Admin Dept.

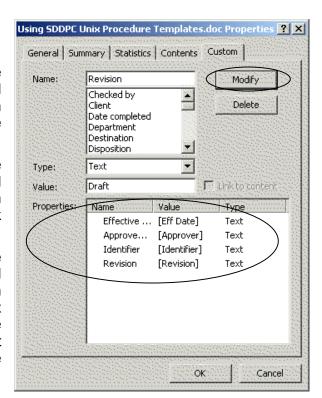Printed copies of this page are for reference only – see online file for controlled copy.

TEP0005A-02

Step 3:

On the Custom tab:

      a. Click "**Revision**" in the bottom window and replace [Revision] with Draft. Then click the Modify button.

      b. Click "**Approver**" in the bottom window and replace [Approver] with Rick Knode. Then click the Modify button.

      c. Click "**Identifier**" in the bottom window and replace [Identifier] with PRO0581-xxx (where xxx = the next available procedure document number). Then click the **Modify** button.
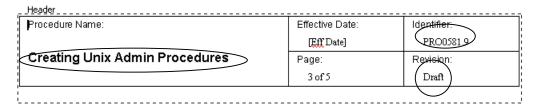
Step 4:

Double-click anywhere on the document "header" to open the *Header and Footer* toolbar.

Procedure Name:	Effective Date:	Identifier:
	[Eff Date]	PRO0581.9
Creating Unix Admin Procedures	Page:	Revision:
	3 of 6	Draft

Step 5:

Printed copies of this page are for reference only – see online file for controlled copy.

TEP0005A-02

While the *Header and Footer* toolbar is active, place the cursor in one of the fields updated in Steps 2 and 3 above and press **<F9>** to update the document header with your new information. Repeat this process for each of the remaining fields.

You must also click on the *Show Next* Section or *Show Previous* Section icons to move to the other document section(s) and update each section's header.

Click **Close** to exit the *Header and Footer* toolbar and return to the document.

Step 5:

Finish updating the procedure document as indicated on the following pages.

Printed copies of this page are for reference only – see online file for controlled copy.

TEP0005A-02

Step 6:

After the draft procedure is completed, it will be available for review. An email should be sent to the Unix Admin Team to alert them of the new draft procedure and ask for their comments.

Printed copies of this page are for reference only – see online file for controlled copy.

TEP0005A-02

1. PURPOSE

[Complete this section]

2. APPLICABILITY

[Complete this section]

3. PROCEDURE

[Complete this section]

3.1 Information/Scope

[Information or Scope]

3.1.1 Related Documents

    a. Unix Admin Department Naming Standards document.

3.1.2 Forms

    a. List of Required forms or None

3.1.3 Audience

    a. Unix System Administrators

    b. Any others?

3.1.4 Assumptions

    a. The User is an Unix System Administrator.

    b. Any other assumptions?

3.1.5 Approvals

    a. ?

3.1.6 Change Management Requirements

    a. ?

Printed copies of this page are for reference only – see online file for controlled copy.

TEP0005A-02

3.1.7 Impact

What is the impact of performing this procedure correctly (or not performing it correctly)?

3.2 [Procedure Component]

Enter the individual steps and/or detailed directions as required.

3.3 [Procedure Component]

Enter the individual steps and/or detailed directions as required.

4. NOTES

[Add any notes desired]

4.1 Revision History

Date	Revision	CR No.	Description	Author

4.2 Diagram

Add Process Flow Diagram – if appropriate.

Printed copies of this page are for reference only – see online file for controlled copy.

TEP0005A-02