

Mattha X5818

- Select "C"
- "D" (will take a few seconds)
- after info. is input, hit "F9" to save

To Search (Doc. Info.)

- CTRL F10
- select "Indexed fields"
- type in keyword/name
- F9 to save ~~the~~ keyword
- use ALT F to see others
- "F8" to refresh screen - from here you can input addl. info.
- Cursor will blink (large, white block) — will erase info. already there
- to change to edit mode, press F4
- to print record while in it, hit "ALT P" twice

"ALT D" to delete (twice) when you're at the record.

~~ALT F~~
~~ALT B~~

Records will be entered (for searching) after 30 seconds of non-keyboard activity;

To bring up a record, go thru search procedure, go to record that you want, press enter, letters will turn red, then hit F9. You can bring up a number of records by pressing enter and thereby highlighting them all in red.

Then you can press F9.

Once you're in the records,
you can move forward by pressing ALT F
and backward by pressing ALT B

Changes

- Add "date recd" field
- Control # should begin w/ year
- Take off "Signature level" field
- Add "Help" Key
- Change "Cover Sheet" to "Print Record"
- On "Cover sheet" (at bottom) change
Copied to "response"
- See about installing "hot key" WP

file

~~"POST"~~

"Document Tracking"

(Pls. start new ^{"Diary"} file
if it doesn't already
exist)

Document Tracking System

Control Number: 1

File Number:

INCOMING PROFILE

Date: *of letter* 05/05/93

To: First Lady's Office

From: Martha Williams
OA/IRMD

Subject: Document Tracking Test

date rec'd

Assigned To:

Date:

M. Williams

05/05/93

~~Signature Level: M. Williams~~ *e*

Response
Due: 05/30/93

Copies Sent To: Bernie Silverstein

Deadline: ~~5/30/93~~
+

Comments: This is comment field

DATE

INITIALS

CLOSED:

response
~~COPIED:~~

MAILED:

FILE
"Doc. Tracking System"

THE WHITE HOUSE

WASHINGTON

May 21, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: JOHN A. GAUGHAN ~~BY~~
DIRECTOR, WHITE HOUSE MILITARY OFFICE

SUBJECT: Memorial Service for Quantico Marines

I know that I speak for the entire staff in extending heartfelt sympathy to the families of the four Quantico Marines tragically killed in the recent crash of their helicopter.

The sorrow felt by our Quantico Marines is immeasurable. Eight children, ages ranging from 15 years to seven months have been denied their fathers' love.

A memorial service will be held tomorrow, Saturday, May 22nd, at 1:00 p.m., in the Quantico Post Chapel. White House staff members are welcomed to attend this service.

We have received a number of calls from the staff regarding flowers or contributions to the families. All four families have requested that in lieu of flowers, donations may be made to the following scholarship funds:

The William S. Barkley Jr. Scholarship Fund
(Open to all applicants, not restricted to family)
Gardner-Webb University
Boiling Spring, North Carolina 28017

Haney Children College Fund
C/O Commanding Officer
Marine Corps Air Facility
2102 Rowell Road
Quantico, Virginia 22134-5064

file in
Diane's book
"InterLife Memoirs"