

NR_key_name: 61BD2803642D07C38525636400668AE9
SendTo: CN=Noelle Gray/O=ARRB @ ARRB
CopyTo: CN=David Marwell/O=ARRB @ ARRB;CN=Chet Rhodes/O=ARRB @ ARRB
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 07/11/1996
DisplayDate_Time: 2:47:39 PM
ComposedDate: 07/11/1996
ComposedDate_Time: 2:40:02 PM
Subject: Re: Temp tomorrow

OK, to clear up the confusion...Noelle and I will be sitting down with the temp in the a.m. to go over the basics of our system, file plan, etc. After that, I will turn the temp over to Noelle to sit with her for an appropriate amount of time at Noelle's desk doing daily admin functions (receiving e-notes and responding to them, processing incoming mail, processing correspondence, etc.). Once both Noelle and the temp feel comfortable with this and have gone over most of what Noelle can think of to show her of her day to day functions, then Noelle will continue to work with Kevin on the meeting manager stuff and the temp will continue to work as "Noelle".After discussion with Chet this morning, we feel it is best for the temp to use Noelle's account so that she has access to all of Noelle's prior work. (Noelle, feel free to change the password to something generic and let me know what you change it to.)Therefore, when working with Kevin on the meeting manager stuff, Noelle and Kevin should use Kevin's account at Kevin's desk or in a vacant office. This will also help us to be sure that Kevin has complete access to all of the views that he will need.Please let me know if there are any other questions. Thanks.To:David Marwell/ARRBcc:Chet Rhodes/ARRB, Tracy Shycoff/ARRB From:Noelle Gray/ARRB Date:07/11/96 12:42:02 PMSubject:Temp tomorrowTracy informed me this afternoon that a temp would be coming in tomorrow and Monday and that I am to train him/her on the filing and correspondence. After training I am to let him/her do the filing and correspondence, so that I can be freed up to work with Kevin on Review Track issues (but be available for questions). My question is, does logging in as temp give you access to the Fileplan database and the g:\ drive in WordPerfect? If not could you please see that access is granted. Thank you.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: