

Sheet1

MEMO_KEY,C,13	MEMO_LINE,C,71	FLAGD,L	FL,
PSG950002A001	Mike, AMS is working great. Order a check to pay the license fee we		###
PSG950002A002	don't want that guy Tucker to starve.		###
PSG950002S001	Joe, sent request to finance. Should have check this week.		###
PSG950003A001	Talked to Quigley in QC today at lunch and told him how great AMS was		###
PSG950003A002	and how it was helping us keep track of our response dates on his QC		###
PSG950003A003	trouble reports. Now he wants a copy of AMS to track track his		###
PSG950003A004	reports and make sure we reply! Get him a copy...but rush.		###
PSG950004A001	Lets move Joe's old computer into my office. I want to use it to		###
PSG950004A002	compose action items on AMS. (Don't want Betty having all the fun.)		###
PSG950005A001	We told QC we would have new calibration procedures in place within the		###
PSG950005A002	month. Make sure it happens as we promised.		###
PSG950005S001	Procedures have been drafted. No problems so far.		###
PSG950006A001	We need to increase the stock level of printer paper to 3 boxes so we		###
PSG950006A002	don't run out.		###
PSG950008A001	At lunch today talked to several other department heads about the		
PSG950008A002	recent improvements to AMS and how we had already been making good use		
PSG950008A003	of it in our department. As we talked several of them had ideas on how		
PSG950008A004	they could make use of some of the new features especially now that it		
PSG950008A005	has word wrap and can use much longer Action and Status fields.. up to		
PSG950008A006	15 pages which is more then most could figure out what to do with.ÿ		
PSG950008A007	Well here are some of there ideas:ÿ		
PSG950008A008	ÿ		
PSG950008A009	Bob in R&D said he would like a copy to keep track of some of the long		
PSG950008A010	term projects he has farmed out to other groups. The long status will		
PSG950008A011	allow him to track history of each activity and the type code will let		
PSG950008A012	him sort actions by R&D project area. He also plans to use a copy of		
PSG950008A013	AMS on his computer as a to do list for himself.ÿ		
PSG950008A014	ÿ		
PSG950008A015	Cindy in Projects plans to use a copy to track contract actions that		
PSG950008A016	are often farmed out to lots of different groups. She always has		
PSG950008A017	trouble remembering what she asked the lawyers to do and as we all know		
PSG950008A018	they are terribly slow about doing anything. She figures the weekly		
PSG950008A019	action item listing will help to jog their memory. I told her I		
PSG950008A020	thought it would work for everyone but the lawyers!ÿ		
PSG950008A021	ÿ		
PSG950008A022	Sam in personnel would like to put together a training session on		
PSG950008A023	writing annual evaluations an plans to suggest that supervisors use AMS		
PSG950008A024	to track tasks assigned to individual employees. The status for		
PSG950008A025	historical items completed by an employee during the past year could		
PSG950008A026	serve as a good tool in writing assessments. (I heard you guys talking		
PSG950008A027	about the fact that your can goof off during the first half of the year		
PSG950008A028	because I never remember what you did that far back...well I think AMS		
PSG950008A029	may let me fix that!)ÿ		
PSG950008A030	ÿ		
PSG950008A031	Well in any case I told them I would get 5 licenses to get them started		
PSG950008A032	and have you install AMS on their computers.ÿ		
PSG950008S001	Ordered check for AMS registration today. Should be able to pick it up		
PSG950008S002	from Sandy tomorrow.ÿ		

FLAGX,C,4