

Monitoring Digital Recalls Across Sites Job Aid

Targeted how-to guide for Digital Recalls coordinators.



- 1. Log in to Opus.
- 2. Select My Networks from the Main Menu III.
- 3. Select the Work Management network from the **Network** drop-down.

Note: The name of the network is defined by the owner of the SCWM solution. It is typically the name of the company followed by the name of the solution.

- 4. Click GO.
- 5. In the side menu, select **Recalls > Monitor**.
- 6. Locate the recall you wish to track. Copy the Recall ID.
- 7. In the side menu, select **Track**.
- 8. In the **TraceLink Recall ID** drop-down, enter the Recall ID from the notification, then select it from the drop-down list.
- 9. In the response table, click the **Send Message** icon to send the follow up message to a responding entity.
- 10. Enter your message text. Specify which responding entities you want to send the follow up message to.
- 11. Click SEND.