Purpose of this QRG

- To teach you how to view the edit history of an Action Item Definition in the OLT

Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

Purpose of Action Item Definitions in the OLT

- To describe the details about each action item (task/shift order) which appears in the Action Item display grid in the OLT
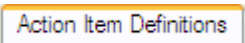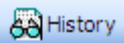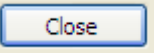
Prerequisites

- You must have access to the OLT software application
- You must have a Supervisor role or an Operator role in the OLT to complete the procedure described below

Helpful Hints

- An audit trail containing the user name and time and date of any changes made will be included in the item's edit history
- The "View History' function in the OLT is primarily intended for information/auditing purposes

Procedure

1. On the navigation pane, click Action Items icon to navigate to the Action Items screen.

2. Click Action Item Definitions tab (located on the top of your screen) to navigate to the Action Item Definitions screen.

3. Click in Action Items display grid to select/highlight the Action Item you wish to view the history for.

4. Click History button (located on the middle of your screen) to navigate to the Action Item Definition Historical View screen.

5. Click Close button to close the Action Item Definition Historical View screen once you are finished viewing.