Purpose of this QRG

- To teach you how to delete a Shift Handover report, you created during current shift, in the OLT.

Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

Purpose of Shift Handovers in the OLT

- To pass important information from current shift Supervisor/Operator to incoming shift Supervisor/Operator
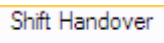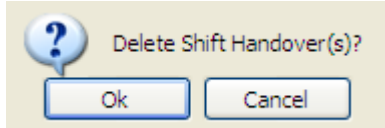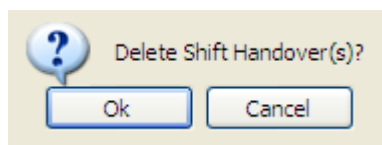
Prerequisites

- You must have access to the OLT software application
- You must have a Supervisor or an Operator role in the OLT to complete the procedure described below
- **YOU** must have created the Shift Handover you wish to delete (ie **you** can only delete Shift Handovers which **you** created)
- The Shift Handover you wish to delete must have been created during current shift

Helpful Hints

- Shift Handovers must be given face-to-face (blue-to-blue) from current shift Supervisor/Operator to incoming shift Supervisor/Operator
- Shift Handovers must be handed over 'at position of work' (ie not in parking lot)
- Shift Handovers may be ready by all OLT users who have access to your site's OLT data
- Shift Handovers should include information identifying the FLOCs you manage/support

Procedure

1. On the navigation pane, click Shift Handover icon Shift Handover to navigate to the Shift Handover screen.
2. Click Shift Handover tab (located on the top of your screen) Shift Handover to select it.
3. Click in the Shift Handover display grid to select/highlight the entry which you created earlier, but now wish to delete.
4. Click Delete button (located on the middle of your screen) Delete to delete the selected/highlighted item.

5. Click Ok button to confirm your delete.

6.   Click Ok button to acknowledge your delete was successful.