
Purpose of this QRG

- To teach you how to mark a Shift Handover report in the OLT as 'read'

Intended Audience for this QRG

- Supervisors in the OLT
 - Operators in the OLT
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Purpose of Shift Handovers in the OLT

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

Prerequisites

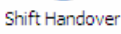
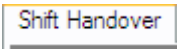
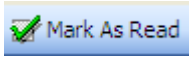
- You must have access to the OLT software application
- You must have a Supervisor or an Operator role in the OLT to complete the procedure described below

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
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Procedure



1. On the navigation pane, click Shift Handover icon  to navigate to the Shift Handover screen.
2. Click Shift Handover tab (located on the top of your screen)  to select it.
3. Click in the Shift Handover display grid to select/highlight the entry which you wish to read.
4. Read the selected/highlighted entry.
5. Click Mark as Read button  to acknowledge you have read the selected/highlighted entry and to mark the entry as 'read'.