

Purpose of this QRG

- To teach you how to sign-in to the Operator Log Tool (OLT)

Intended Audience for this QRG

- All users with access to the OLT

Purpose of the OLT

- To meet regulatory & legislative requirements
- To provide shift handover reports to incoming shifts
- To enable shift logs to be viewed across site
- To improve decision-making (by interfacing with SAP and generating useful management reports)
- To maintain a safe work place


Prerequisites

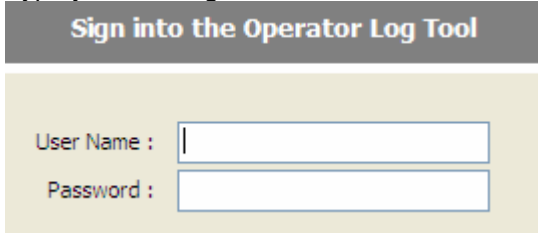
- You must have access to the OLT software application
- You must have a user role assigned to you in the OLT

Helpful Hints

- Examples of user roles include: Area Managers; Supervisors; Operators; Read-only users and more

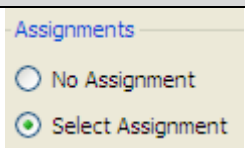
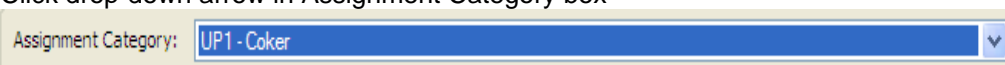
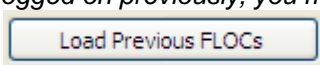
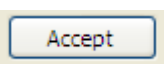
Procedure

- Double-click the Operator Log Tool (OLT) icon (located on your desktop)  to launch the program.
- As required, complete the following fields:

Field	Sub-steps/Description
User Name	<p>Type your training User Name in the User Name field.</p>  <p>Sign into the Operator Log Tool</p> <p>User Name : <input type="text"/></p> <p>Password : <input type="password"/></p> <p><i>Note: See your data sheet for your training User Name</i></p>
Password	<p>Not required in training environment (ie leave the password textbox blank).</p> <p><i>Note: Use your regular Windows User Name and password to log into the non-training environment.</i></p>

- Click Sign-in button  to sign in.

4. When the Select Work Assignment screen appears, complete the following fields:

Field	Sub-steps/Description
Assignments	 <p>Click desired radio button to choose a Work Assignment. <i>Note: Assignment radio button allows the tool to filter information by role and by Work Assignment</i> <i>Note: Assignments can be set to: No Assignment or Select Assignment.</i></p>
Assignment Category	<p>Click drop-down arrow in Assignment Category box</p>  <p>to select an Assignment Category. <i>Note: *Assignment Categories vary by location and by role.</i></p>
Functional Location(s)	<p>Accept default Functional Location(s) <i>Note: The 'system' automatically selects check boxes next to Functional Locations depending on Work Assignment, location, and role.</i> <i>If desired, you may click check box(s) next to Functional Locations to de-select or select additional FLOCs.</i> <i>Note: If you logged on previously, you may click the 'Load Previous FLOCs' button</i>  <i>to load the same FLOCs you selected earlier.</i></p> <p>Click Accept button  to accept default (or your) FLOC selection(s)</p>

5. If Shift Selector screen appears, click to select appropriate shift.