

## Purpose of this QRG

- To teach you how to view the edit history of a Lab Alert Definition in the OLT

## Intended Audience for this QRG

- All roles (Oil Sands) in the OLT

## Purpose of Lab Alert Definitions in the OLT

- To describe the schedule, in the OLT, by which lab samples need to be taken and evaluated

## Prerequisites

- You must have access to the OLT software application
- You must have a role in the OLT (Oil Sands) to complete the procedure described below

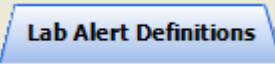

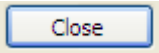
## Helpful Hints

- An audit trail containing the user name, time and date, and details 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



Lab Alerts

- On the navigation pane, click Lab Alerts icon to navigate to the Lab Alerts screen.
- Click Lab Alerts Definitions tab (located on the top of your screen)  to navigate to the Lab Alerts Definitions screen.
- Click in Lab Alerts Definition display grid to select/highlight the Lab Alert Definition you wish to view the history for.
- Click History button (located on the middle of your screen)  to navigate to the Lab Alert Definition Historical View screen.
- In the top portion of the window, select the user and/or time of changes you're interested in.
- View the details of the selected user's changes for that time in the bottom portion of the window.
- Click Close button  to close the Lab Alert Definition Historical View screen once you are finished viewing.