

## Purpose of this QRG

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

## Intended Audience for this QRG

- Supervisors - Extraction

## 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

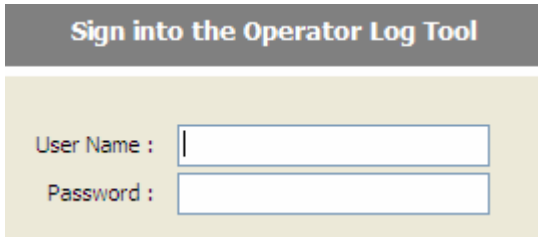
- You must have access to the OLT software application
- You must have a Supervisor role (Extraction) assigned to you in the OLT

## Helpful Hints

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

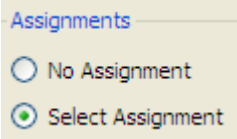

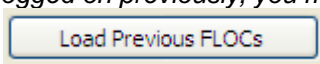
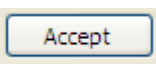
## Procedure

- 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	Type ExtSuperxx (where xx = number provided by trainer) in the User Name field  
Password	Not required in training environment (ie leave the password textbox blank) <i>Note: Use your regular Windows User Name and password to log into the non-training environment.</i>

- 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 'Select Assignment' radio button to choose a Work Assignment.</p> <p><i>Note: Assignment radio button allows the tool to filter information by role and by Work Assignment</i></p> <p><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 to scroll through available categories.</p> <p>Click 'Extraction-Millennium' to select it from the list.</p>  <p><i>Note: *Assignment Categories vary by location and by role.</i></p>
Functional Location(s)	<p>Accept default Functional Location(s).</p> <p><i>Note: The 'system' automatically selects check boxes next to Functional Locations depending on Work Assignment, location, and role. If desired, you may click check box(s) next to Functional Locations to de-select or select additional FLOCs.</i></p> <p><i>Note: If you logged on previously, you may click the 'Load Previous FLOCs' button</i></p>  <p><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.