Purpose of this QRG

- To teach you how to change default Functional Locations (FLOCs) for Work Assignments in the OLT.

Intended Audience for this QRG

- Administrators in the OLT

Purpose of Changing Default FLOCs in the OLT

- To accommodate re-organizing operational duties in an area (i.e. to update the particular FLOCS that a specific position will operate)
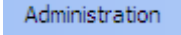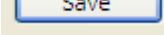
Prerequisites

- You must have access to the OLT software application
- You must have an Administrator role in the OLT to complete the procedure described below

Helpful Hints

- Default FLOCs would only be changed as a result of direct instruction from Operations Manager(s).

Procedure

1. Click Administration menu (located at the top of your screen) [Administration] to activate the Administration drop-down menu.
2. Click Administration > Work Assignments > Associate Work Assignments to FLOCs to navigate to the Default FLOCs for Daily Assignment Configuration screen.
3. Click in the Work Assignment Area display grid to select a work assignment area.
4. Click the plus sign [⊞] next to the FLOC list to expose the sub-items.
5. Click the desired check box(es) next to the FLOC(s) you wish to select.
6. Click additional check boxes next to other FLOCs if you wish to select additional FLOCs.
7. Click Save button [Save], when you are finished making your selection(s), to save your work.
8. Click Ok button [Save Successful. Ok] to acknowledge your save was successful.