

## Purpose of this QRG

- To teach you how to view Shift Handover report in the OLT.

## Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

## Purpose of Shift Handovers in the OLT

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

## Prerequisites

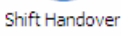
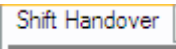

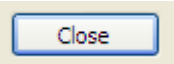
- You must have access to the OLT software application
- You must have a Supervisor or an Operator role in the OLT to complete the procedure described below
- YOU** must have created the Shift Handover you wish to edit (ie **you** can only edit Shift Handovers which **you** created)
- The Shift Handover you wish to edit must have been created during current shift

## Helpful Hints

- Shift Handover reports provide information about significant events that occurred during a shift. Shift Handover reports can be especially useful to Supervisors/Operators returning from time off.

## Procedure



- On the navigation pane, click Shift Handover icon  to navigate to the Shift Handover screen.
- Click Shift Handover tab  to select it.
- Click in the Shift Handover display grid to select/highlight the entry which you wish to view.
- Click History button (located on the middle of your screen)  to navigate to the Shift Handover Historical View screen and view the edit history of the selected/highlighted item.
- Click Close button  when you are finished viewing, to close the Shift handover Historical View screen.