CREATE A DIRECTIVE

QUICK REFERENCE GUIDE (QRG)

Helpful Hints

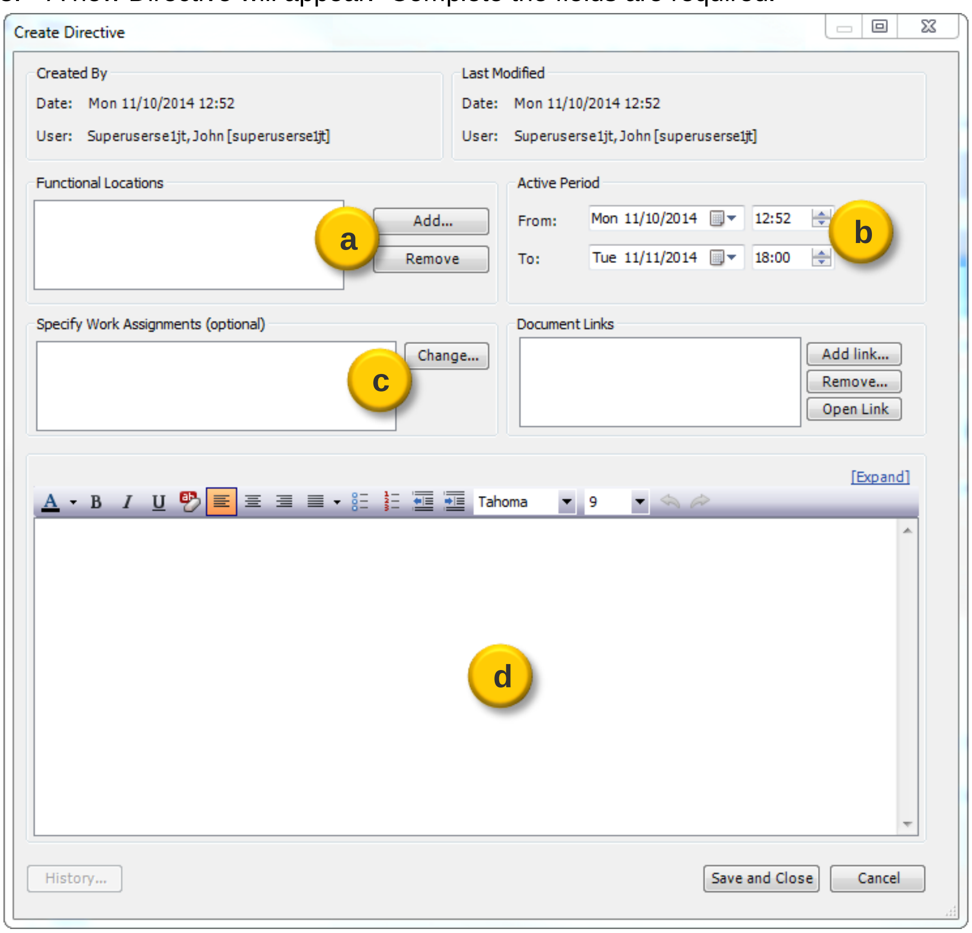
- **Directives** are used to communicate information that an area should be aware of for the shift. They are usually created by Management.
- **Directives** are created at the exact time specified.
- When reading **Directives** use the **Mark As Read** feature to help personnel track what Directives they've acknowledged.
- When modifying an existing active Directive use the **Expire** and **Clone** features to ensure all users who have previously read the old Directive will see a new Directive that they will review and mark as read.

Procedure

1. On the navigation pane, click on the **Directives** icon to navigate to view the Directives grid.
2. **Click** on the **New** button New to create a new Directive (located at the top of your screen).

> Upon clicking new if you do not see a new blank Directive window appear then you are not currently authorized to create Directives. Contact your OLT Site Administrator to request access.

3. A new Directive will appear. Complete the fields are required.



a) **Click** on the **Add** button to select the **Functional Location(s)** that apply to the form.

b) **Select** the **dates and times** that the Directive is considered **active** and will be seen on the **Priorities Page**.

c) If Functional Locations isn't sufficient enough to filter out who sees the directive then consider specifying one or more **Work Assignments**. OLT will use this along with the Functional Location(s) to determine who will see the **Directive** on the **Priorities Page**.

d) **Fill out** the form by entering text where appropriate. The form is free text and can be edited as needed.

4. Click on **Save & Close** to save your work and close the **Directives** window.

> All **Errors** must be corrected before the **Directive** can be saved and view by others.