

## Purpose of this QRG

- To teach you how to view Action Items, that Supervisors have created/approved earlier, in the OLT

## Intended Audience for this QRG

- Operators in the OLT







## Purpose of Action Items in the OLT

- To provide instruction about what tasks/shift actions Operators need to perform on their shift

## Prerequisites

- You must have access to the OLT software application
- You must have an Operator role in the OLT to complete the procedure described below
- A Supervisor must have first created an Action Item Definition describing the details (ie what needs to be done, when and how often) about the Action Item

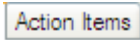
## Helpful Hints

- Action Items can have the following statuses: **Approved**  ; **Pending**  ; **Rejected**  ; **Active**  ; **InActive** 
- You can view Active  Action Items from either the Priorities screen or from the Action Items screen
- Hover mouse over icons to view their meanings

## Procedure



Action Items

1. On the navigation pane, click Action Items icon to navigate to the Action Items screen.
2. Click the Action Items tab (located on the top of your screen)  to navigate to the Action Items screen.



Priorities

3. On the navigation pane, click Priorities icon to navigate back to the Priorities screen.