
Purpose of this QRG

- To teach you how to mark a Shift Log Entry in the OLT as 'read'

Intended Audience for this QRG

- Supervisors in the OLT
 - Operators in the OLT
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Purpose of Shift Log Entries in the OLT

- To meet regulatory/legislative requirements
- To record shift activities/events that occur in a plant



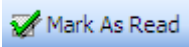
Prerequisites

- 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

Helpful Hints

- None
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Procedure

1. On the navigation pane, click the Shift Logs icon  to navigate to the Shift Logs screen.
2. Click Logs tab (located on the top of your screen)  to select it.
3. Click in the Logs display grid to select/highlight the Shift Log Entry you to read.
4. Read the Shift Log Entry.
5. Click the Mark As Read button (located on the middle of your screen)  to acknowledge you have read the selected/highlighted entry and to mark the entry as 'read'.