
Purpose of this QRG

- To teach you how to view a thread (reply/comments) associated with a Shift Log Entry in the OLT

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



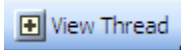
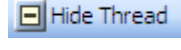
Prerequisites

- 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
- A Shift Log Entry with a thread (reply/comments) must currently exist in the OLT

Helpful Hints

- A 'thread' is one or more replies or comments to an original Shift Log Entry
 - Threads provide additional information about particular shift activities or events
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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 for which you wish to view the thread.
4. Click View Thread button (located on the middle of your screen)  to view the thread for the selected/highlighted item.
5. Click Hide Thread button (located on the middle of your screen)  to hide the thread once you are finished viewing.