

Purpose of this QRG

- To teach you how to view the edit history of (ie any changes made to) a Shift Log Entry in the OLT

Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

Purpose of Shift Log Entries in the OLT

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



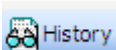
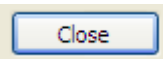
Prerequisites

- 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

- An audit trail of any changes (or edits) made to a Shift Log Entry will be kept in the OLT archives
- Users can view the history of any changes (or edits) made to a Shift Log Entry by clicking on the History button

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 history.
4. Click the History button (located on the middle of your screen)  to navigate to the Shift Log Historical View screen and to view the edit history of the Shift Log Entry.
5. Click Close button  to close the Shift Log Historical View screen after you are finished viewing.