

Purpose of this QRG

- To teach you how to edit a Lab Alert Definition that was created earlier in the OLT

Intended Audience for this QRG

- Area Managers (Oil Sands) in the OLT



Purpose of Lab Alert Definitions in the OLT

- To describe the schedule, in the OLT, by which lab samples need to be taken and evaluated

Prerequisites

- You must have access to the OLT software application
- You must have an Area Manager or Restriction Reporting Administrator (Oil Sands) role in the OLT to complete the procedure described below


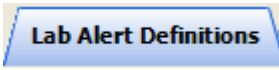
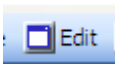
Helpful Hints

- You must create a Lab Alert Definition *before* OLT will trigger the related Lab Alert
- Lab Alert Definitions describe how many samples need to be taken, when and how often
- Lab Alert Definitions trigger corresponding Lab Alerts
- Lab Alert Definitions can have the following statuses: Valid or Invalid Tag (Note: after several attempts, a special status of "Invalid Tag" is set by the system when the tag is unavailable in the site's Plant Historian.)
- The 'status' is displayed in the Status column of the Lab Alert display grid
- Lab Alert Definitions can be either Active  or Inactive 
- Hover over icons to view their meaning

Procedure

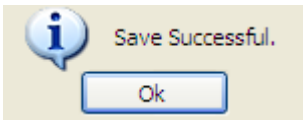


Lab Alerts

- On the navigation pane, click Lab Alerts icon  to navigate to the Lab Alerts screen.
- Click Lab Alert Definitions tab (located on the top of your screen)  to navigate to the Lab Alerts Definitions screen.
- Click in the Lab Alerts display grid to select/highlight the Lab Alert you wish to edit the definition for.
- Click Edit button (located in the middle of your screen)  to edit the selected/highlighted item.
- Make editing changes to fields as desired.

Note: The editing changes you make will be recorded in the item's history. Changes made to a Lab Alert Definition will only affect future lab alerts. Lab alerts that have already fired will remain unchanged.

6. Click Save and Close button  to save your work and close the Edit Lab Alert Definition screen.

7. Click OK button  to acknowledge your changes were successfully saved.