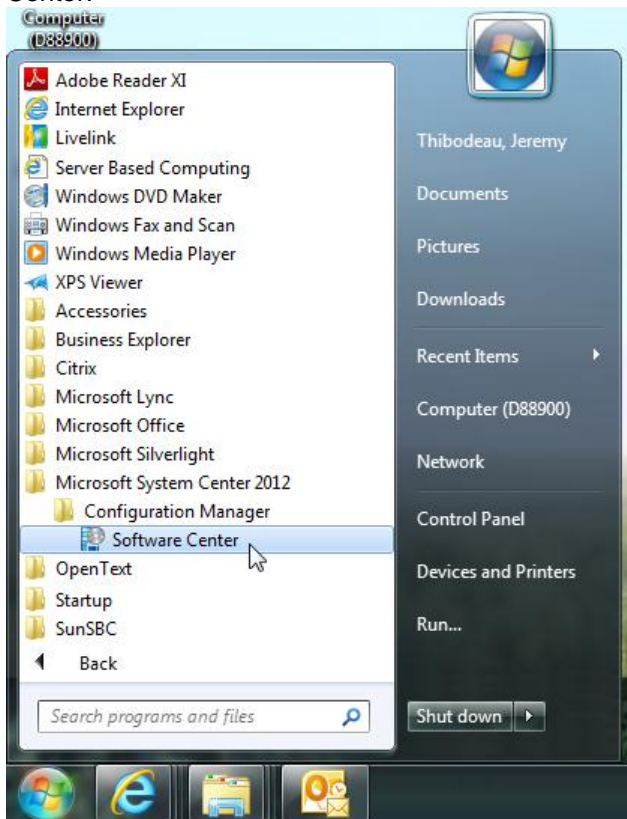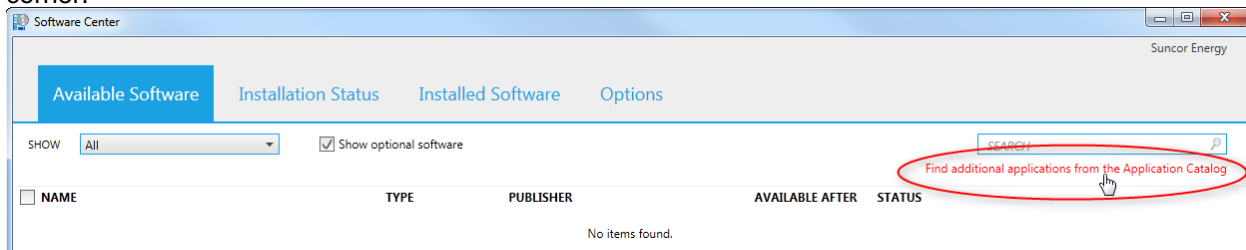## Helpful Hints

- Windows 7 uses the **Microsoft Software Center** to install applications. It replaces **Run Advertised Programs** used in Windows XP.

- **OLT** access must first be requested and approved via **iRequest** prior to the installation being made available in **Microsoft Software Center**. Please refer to the "Request access to OLT using iRequest" QRG for details on how to request access to OLT.

- Once **OLT** has been installed on a machine it will become visible to all users via the **Start** menu → All Programs → Operator Log Tool.

- For users with Windows XP, **OLT** will automatically be installed on their machine once the **iRequest** submission has been approved.
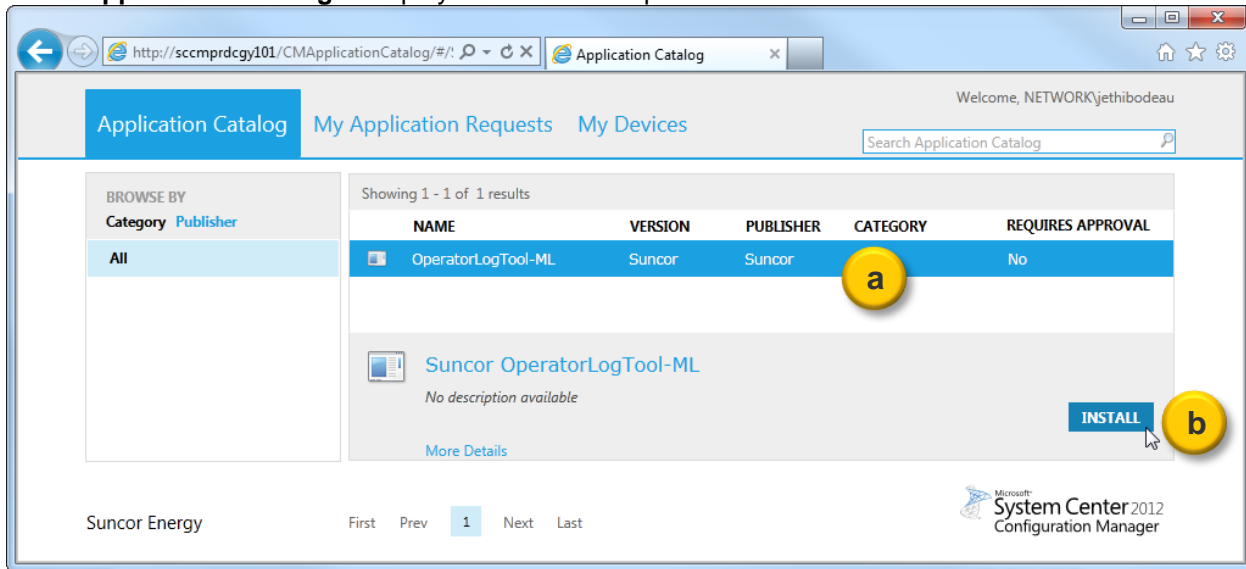
Procedure

1. **Click** on Start then select All Programs → Microsoft System Center 2012 → Configuration Manager → Software Center.

2. Once **Software Center** loads, **Click** on **Find additional applications from the Application Catalog** in the top right corner.

3. When **Application Catalog** is displayed in Internet Explorer:

a) **Select** the **OperatorLogTool-ML** item in the catalog.

b) **Click** on **Install** to being installing OLT on the machine.

> Contact your Site Admin or Client Support Center if Operator Log Tool is not displayed in the Catalog. It may take up to 48 hrs after the request has been approved in iRequest before it will be added to the catalog.

4. To run OLT go to the **Start** menu → All Programs → Operator Log Tool.

a) For Windows XP users, an OLT shortcut will also be created on your desktop.

b) For Windows 7 users, an OLT shortcut won't be created on your desktop but can be manually added by each user of the computer.