

Purpose of this QRG

- To teach you how to delete a Daily Directive, which was created during the current shift, in the OLT

Intended Audience for this QRG

- Area Managers (Firebag, Oil Sands) in the OLT
- Supervisors (except Site-wide Services – Oil Sands) in the OLT

Purpose of Daily Directives in the OLT

- To communicate, to Shift Supervisors and Operators, the shift orders/directions and the activities planned for upcoming shift


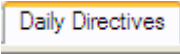

Prerequisites

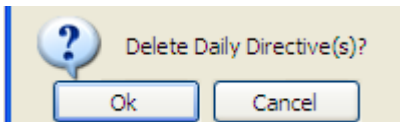
- You must have access to the OLT software application
- You must have an Area Manager (Firebag, Oil Sands) or Supervisor role in the OLT to complete the procedure described below
- The Daily Directive you wish to edit must have been created during the current shift

Helpful Hints

- Daily Directives are typically either information-oriented or action-oriented. Information-oriented Daily Directives can be used to create log comments; action-oriented Daily Directives can be used to create shift orders/tasks (ie action items)
- Daily Directives are viewable by all roles in the OLT. As such, Daily Directives should NOT contain private or sensitive information (such as personnel information)
- Area Managers (Firebag, Oil Sands) can 'create' action items; however, Supervisors must 'approve' those action items before the actions are passed along to Operators
- An audit trail containing the User Name, time and date of deletion will be included in the OLT archives
- All deleted Daily Directives will be stored in the OLT archives and will be available, to authorized personnel, upon request

Procedure

1. On the navigation pane, click Shift Logs icon  to navigate to the Shift Logs screen.
2. Click Daily Directives tab (located on the top of your screen)  to select it.
3. Click in the Logs display grid to select/highlight the log entry for which you wish to delete the Daily Directive.
4. Click Delete button (located on the middle of your screen)  to delete the selected/highlighted item.

5. Click Ok button  to confirm your selection.

6. Click Okay button  to acknowledge your delete was successful.