

## Purpose of this QRG

- To teach you how to reply to (or comment on) 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

- Replies (or comments) remain associated with the original Shift Log Entry by creating comment 'threads'
- When a Shift Log Entry has comments associated with it, the entry will appear in the Shift Log display grid with a

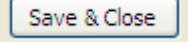
comment thread icon  beside it

## Procedure

- On the navigation pane, click the Shift Logs icon  to navigate to the Shift Logs screen.
- Click Logs tab (located on the top of your screen)  to select it.
- Click in the Logs display grid to select/highlight the Shift Log Entry you wish to reply to (or comment on).
- Click Reply button (located on the middle of your screen)  to reply to navigate to the Create Log Entry Reply screen.
- As required, complete the following fields:

Field	Sub-steps/Description
Summary	Briefly describe the activity. If the activity can be fully described in a short sentence, then there is no need to fill in the Comments field (below). <i>For example, type 'Pressure valve okay.'</i>
Comments	If required, provide additional details to fully describe activity (above). <i>For example, type 'Had to clean area around XYZ pressure valve to inspect it more closely. Everything looks okay.'</i>

General Comments	Type any additional general comments that might be useful.
Options	Click check box(s) to select desired item(s).
	<i>Note: Options can be set to: Chief Engineer Log; Recommend for Shift Summary</i>
Requires Follow-up by	Click check box(s) to select desired item(s).
	<i>Note: 'Requires Follow-up by' can be set to: Operations; Process Control; Supervision; Inspection; EH&amp;S; Other</i>

6. Click Save & Close button  to save your comments and close the screen.

7. Click Ok button  to confirm your work was successfully saved.