Purpose of this QRG

- To teach you how to view a Lab Alert Definition in the OLT

Intended Audience for this QRG

- All roles (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 a role in the OLT (Oil Sands) to complete the procedure described below
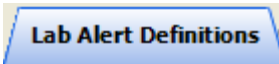
Helpful Hints

- 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
- An audit trail containing the user name and time and date of any changes made will be included in the item's history

Procedure

1. On the navigation pane, click Lab Alerts icon [Lab Alerts] to navigate to the Lab Alerts screen.

2. Click Lab Alert Definitions tab (located on the top of your screen) [Lab Alert Definitions] to navigate to the Lab Alerts Definitions screen.

3. Click in the Lab Alert Definitions display grid to select/highlight the Lab Alert Definition you wish to view.

4. Scroll through the Lab Alert Definitions details pane to view all of the information for selected/highlighted Definition.