
Purpose of this QRG

- To teach you how to mark a Shift Summary Log in the OLT as 'read'

Intended Audience for this QRG

- Area Managers in the OLT
 - Supervisors in the OLT
 - Operators in the OLT
 - Read-only users in the OLT
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Purpose of Shift Summary Logs in the OLT

- To summarize significant events which occurred during a particular shift
- To provide source data for the Daily Operations Report (DOR)


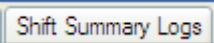
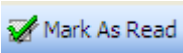
Prerequisites

- You must have access to the OLT software application
- You must have an Area Manager, Supervisor, Operator or Read-only user role in the OLT to complete the procedure described below

Helpful Hints

- None
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Procedure

1. On the navigation pane, click the Shift Logs icon  to navigate to the Shift Logs screen.
2. Click Shift Summary Logs tab (located on the top of your screen)  navigate to the Shift Summary Logs screen.
3. Click in the Shift Summary Logs display grid to select/highlight the item you wish to read.
4. Read the selected/highlighted entry.
5. Click Mark as Read button  to acknowledge you have read the selected/highlighted entry and to mark the entry as 'read'.