

## Purpose of this QRG

- To teach you how to delete a Shift Log Entry, created during the current shift, 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




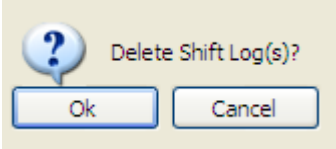
## Prerequisites

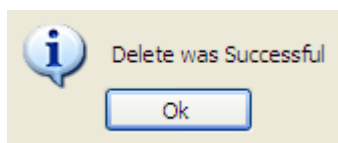
- You must have access to the OLT software application
- You must have a Supervisor or an Operator role in the OLT to complete the procedure described below
- The Shift Log Entry you wish to delete must have been created during the current shift
- The Shift Log Entry you wish to delete must be no longer required
- You must be a Supervisor in the OLT to delete Shift Log Entries created by another Supervisor in the OLT
- You must be an Operator in the OLT to delete Shift Log Entries created by another Operator in the OLT

## Helpful Hints

- If you are unable to delete a particular Shift Log Entry, check to verify the entry was created during the current shift and that you have the required Supervisor/Operator role in the OLT
- All deleted Shift Log Entries will be stored in the OLT archives and will be available, upon request, to authorized personnel
- An audit trail containing the User Name, time and date of deletion will be included in the archives

## 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 (created during current shift), you wish to delete.
- Click Delete button (located on the middle of your screen)  to delete the selected/highlighted item.
- Click OK button  to confirm your choice.



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