
Purpose of this QRG

- To teach you how to mark a Daily Directive in the OLT as 'read'

Intended Audience for this QRG

- Supervisors in the OLT
 - Operators in the OLT
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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


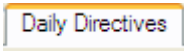
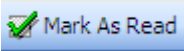
Prerequisites

- You must have access to the OLT software application
- You must have an Area Manager (Firebag, Oil Sands), Supervisor, Operator or Read-user 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)
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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 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 log entry as 'read'.