
Purpose of this QRG

- To teach you how to view a Daily Directive, which was created during the current shift, in the OLT

Intended Audience for this QRG

- Area Managers in the OLT
- Supervisors in the OLT
- Operators in the OLT
- All users in the OLT with 'read' access to the Daily Directives (based on the FLOCs the Daily Directives are associated with)

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

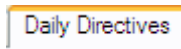
- Daily Directives are typically either information-oriented or action-oriented. Information-oriented Daily Directives can be used to create log comments; action-oriented Daily Directives can be used to create shift orders/tasks (ie action items)

Procedure



Shift Logs

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 for which you wish to view the Daily Directive.