

Purpose of this QRG

- To teach you how to configure (add) a new Work Assignment List in the OLT (and to associate the new Work Assignment List to one or more Functional Locations).

Intended Audience for this QRG

- Administrators in the OLT

Purpose of Work Assignment Lists in the OLT

- To enable users to choose a designated Work Assignment (with associated Functional Locations) for their particular role on a specific shift.

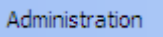
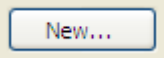
Prerequisites

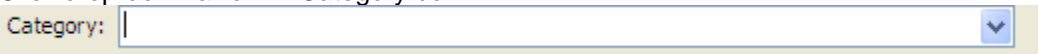
- You must have access to the OLT software application
- You must have an Administrator role in the OLT to complete the procedure described below


Helpful Hints

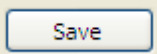
- This is a two-part procedure. Part 1: Describes how to configure (add) new Work Assignments; Part 2: Describes how to associate the new work Assignment to one or more Functional Locations.

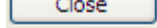
Procedure (Part 1 of 2)

- Click Administration menu (located at the top of your screen)  to activate the Administration drop-down menu.
- Click Administration > Work Assignments > Add/Edit Work Assignment List to navigate to the Assignment Configuration screen.
- Click New...button  to add (configure) a new assignment.
- As required, complete the following fields:

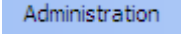

| Field | Sub-steps/Description |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name: | Type a short, descriptive name for the new Work Assignment List. For example, type 'Ext-Millennium Supervisor 2).' |
| Description: | Type a description for the new Work Assignment List. For example, type 'Shift Supervisor 2.' |
| Category: | Click drop-down arrow in Category box  to scroll through the categories. Click to choose desired Category. <i>Note: *Category choices will vary by location.</i> |

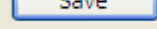
| | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Role: | Click drop-down arrow in Role box  to scroll through the roles. Click to choose desired Role. <i>Note: Roles can be set to: Administrator; Area Manager; Engineering Support; Engineering Support Plus; Non-Operations Permit Issuer; Operating Engineer; Operator; Permit Screener; Permit Screener Commentor; Read User; Restriction Reporting Admin; Supervisor Plus</i> |
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5. Click Save button  to save your work.

6. Click Close button  to close the Assignment Configuration screen.

Procedure (Part 2 of 2)

- Click Administration menu (located at the top of your screen)  to activate the Administration drop-down menu.
- Click Administration > Work Assignments > Associate Work Assignments to FLOCs to select it.
- Click inside the Work Assignment Area display grid (located on the left-hand side of your screen) to select/highlight your choice.
- Click plus sign (located next to FLOCs on the right-hand side of your screen)  to expand the FLOC list so you may see the sub-items.
- Click check box(s) next to desired FLOC(s) to select.

6. Click Save button  to save your selections.

7. Click Ok button  to acknowledge your save was successful.