

### Helpful Hints

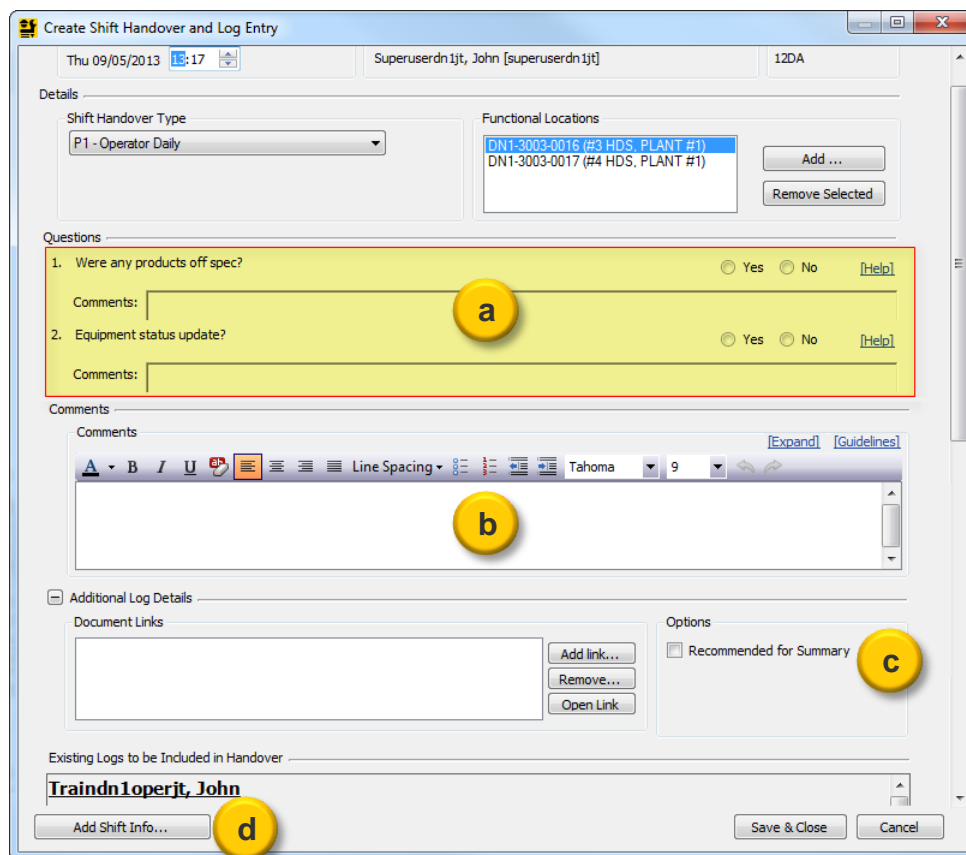
- The **Shift Handover** helps personnel maintain continuity across shift changes by summarizing their activities, as well as, others with the same Work Assignment into a single source.
- Once the **Shift Handover and Log** has been created it can be edited throughout the shift by selecting your entry in the Shift Handover grid and clicking on the **Edit** button.
- To create multiple shift log entries for the same shift go to the **Shift Log** area in the navigation pane and click **New** button in the toolbar.
- Use the “**Mark as Read**” feature to help track which handovers you’ve read.
- The contents of a Shift Handover can be viewed from either the **Priority Screen** or by going to the **Shift Handover** tab and clicking on the **Preview** button.

### Procedure

1. In the navigation pane, click on the **Shift Handover** icon  to navigate to the **Handover** screen.
2. Click on the **Shift Handover** tab  (located on the top of your screen) to select it.
3. Click on the **New** button  to open the **Create Shift Handover and Log Entry** window.



Not all sites have the combined Shift Handover and Shift Log entry feature activated. Contact your OLT Site Administrator for more information.



**Create Shift Handover and Log Entry**

Thu 09/05/2013 16:17 Superuserdn1jt, John [superuserdn1jt] 12DA

**Details**

Shift Handover Type: P1 - Operator Daily

Functional Locations: DN1-3003-0016 (#3 HDS, PLANT #1), DN1-3003-0017 (#4 HDS, PLANT #1)

**Questions**

1. Were any products off spec? ☐ Yes ☐ No [Help]

Comments: **a**

2. Equipment status update? ☐ Yes ☐ No [Help]

Comments:

**Comments**

Comments: **b**

**Additional Log Details**

Document Links:  Add link... Remove... Open Link

Options: ☐ Recommended for Summary **c**

**Existing Logs to be Included in Handover**

Traindn1operjt, John **d**

Add Shift Info... Save & Close Cancel

- a) Answer **Yes** or **No** to each of the listed questions. When answering Yes you will be required to enter some comments.
- b) Enter the log details in the **Comments** box.
- c) If desired, click on **Recommended for Summary** to flag the log entry for inclusion into the Supervisor's **Summary Log**.
- d) To copy and add selected log entries from other personnel click on **Add Shift Info** button.



For help answering click on **Help** link next to each question. The questions listed in the Shift Handover are based on your Work Assignment. Speak to your OLT site administrator to modify or have new questions added.

4. Click on **Save** to save your work and close the **Create Shift Handover and Log Entry** window.