Purpose of this QRG

- To teach you how to go to (view) an Action Item's Definition in the OLT

Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

Purpose of Action Items in the OLT

- To provide instruction about what tasks/shift actions Operators need to perform on their shift
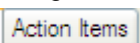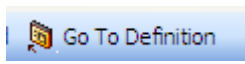
Prerequisites

- 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
- A Supervisor must have first created an Action Item Definition describing the details (ie what needs to be done, when and how often) about the Action Item
- One or more Action Item Definitions must currently exist in the OLT

Helpful Hints

- Action Item Definitions describe the details (ie what needs to be done, when and how often) about Action Items
- Action Item Definitions can have the following statuses: Approved; Pending; Rejected; Active; and Inactive
- The 'status' is displayed in the Status column of the Action Item display grid
- '**Go to** Action Item Definition' has the same meaning as '**View** Action Item Definition"

Procedure

1. On the navigation pane, click Action Items icon to navigate to the Action Items screen.

2. Click the Action Items tab (located on the top of your screen) to navigate to the Action Items screen.

3. Click in the Action Items display grid to select/highlight the active Action Item you wish to go to (view) the definition for.

4. Click Go To Definition button (located on the top of your screen) to navigate to the definition for the selected/highlighted Action Item.

5. On the navigation pane, click Priorities icon to navigate back to the Priorities screen.