Purpose of this QRG

- To teach you how to create a Repeating [Shift] Log Definition in the OLT

Intended Audience for this QRG

- Supervisors in the OLT

Purpose of Repeating Log Definitions in the OLT

- To trigger a particular shift lot entry to repeat at a specific time/date
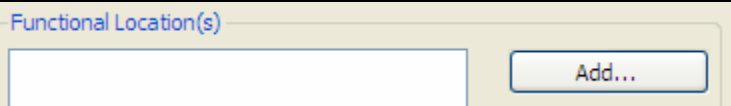- To communicate specific information to Operators

Prerequisites

- You must have access to the OLT software application
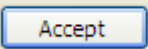- You must have a Supervisor role in the OLT to complete the procedure described below
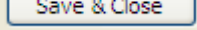
Helpful Hints

- Repeating [shift] Log Definitions are used to set up repeating shift log entries. Only Supervisors can create/delete Repeating Shift Log Definitions which trigger particular shift log entries to repeat at a specific time/date
- When a shift log definition triggers a repeating shift log entry, the entry will appear in the Log display grid with an icon ⟳ to indicate it is a repeating entry

Procedure

1. On the navigation pane, click the Shift Logs icon [Shift Logs] to navigate to the Shift Logs screen.

2. Click Logs tab (located on the top of your screen) [Logs] to select it.

3. Click New button [New] to navigate to Create Log Entry screen.

4. As required, complete the following fields:

Field	Sub-steps/Description
Functional Location(s)	Functional Location(s) [___] [Add...] Click Add… button to add a Functional Location (FLOC). *Note:* *See your data sheet for this QRG to view an example of a Functional Location (FLOC).* Click check box next to desired Functional Location (FLOC) to select it. *Note:* *Click additional check boxes to select additional Functional Locations. Selecting multiple Functional Locations will create an identical shift log entry for each Functional Location you select.*

Functional Location (con't)	Click Accept button [Accept] to accept your selection(s) and to return to the Create Log Entry screen.
Summary	Briefly describe the activity. If the activity can be fully described in a short sentence, then there is no need to fill in the Comments field (below).
General Comments	If required, provide additional general comments to fully describe activity (above).
Options	Click check box next to Repeating Log [☑ Repeating Log] to select it. *Note*: *When you click the 'Repeating Log' check box, the Create Log Entry screen will expand to include additional choices. Perform one of the following to accommodate different schedule types:* _Table below_ If desired, click check box next to Chief Engineer Log [☑ Chief Engineer Log] to have Repeating Log Definition copied to Chief Engineer Log. *Note:* *Once a Shift Log entry is copied to the Chief Engineer Log, only Chief Engineers can edit it.* *Note:* *Chief Engineer role can also be known as Power Engineer, Steam Engineer, and/or Operating Engineer.* If desired, click check box next to Recommend for Shift Summary [☑ Recommend for Shift Summary] to recommend Repeating Log Definition for Shift Summary Log.
Requires Follow-up by	Click check box(es) to select desired item(s).
Actual Time of Log	Leave blank (unless you wish to specify actual time …if so, click check box next to Specify Actual Time)
Document Links	Leave blank (unless you have supporting documents you wish to link to eg Livelink, ABSA, et el)

Options table:

If	Then
If you want to trigger a log entry which repeats only once	Then click to choose 'Single'
If you want to trigger a log entry which repeats daily	Then click to choose ' Recurring Daily'
If you want to trigger a log entry which repeats weekly	Then click to choose 'Recurring Weekly'
If you want to trigger a log entry which repeats monthly (on a particular date)	Then click to choose ' Recurring Monthly (By Date)' … and fill in date
If you want to trigger a log entry which repeats monthly (on a particular day)	Then click to choose 'Recurring Monthly (By Weekday)' … and fill in weekday(s)

5. Click Save & Close button [Save & Close] to save your work and close the Create Log Entry screen.

6. Click Ok button [Save Successful. Ok] to acknowledge your save was successful.