Purpose of this QRG

- To teach you how to sign-in to the Operator Log Tool (OLT)

Intended Audience for this QRG

- Supervisors - Extraction

Purpose of the OLT

- To meet regulatory & legislative requirements
- To provide shift handover reports to incoming shifts
- To enable shift logs to be viewed across site
- To improve decision-making (by interfacing with SAP and generating useful management reports)
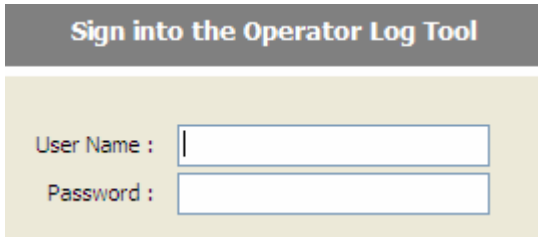- To maintain a safe work place

Prerequisites

- You must have access to the OLT software application
- You must have an Operator role (Upgrading) assigned to you in the OLT

Helpful Hints

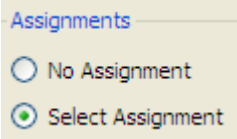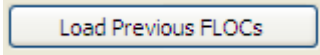- Examples of other user roles include: Area Managers; Supervisors; Operators; Read-only users and more
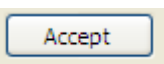
Procedure

1. Double-click the Operator Log Tool (OLT) icon (located on your desktop) to launch the program.
2. As required, complete the following fields:

Field	Sub-steps/Description
User Name	Type Operxx (where xx = number provided by trainer) in the User Name field **Sign into the Operator Log Tool** User Name : Password :
Password	Not required in training environment (ie leave the password textbox blank) *Note: Use your regular Windows User Name and password to log into the non-training environment.*

3. Click Sign-in button [Sign In] to sign in.

4.   When the Select Work Assignment screen appears, complete the following fields:

Field	Sub-steps/Description

Assignments	Click 'Select Assignment' radio button to choose a Work Assignment.
	  Note: Assignment radio button allows the tool to filter information by role and by Work Assignment
	  Note: Assignments can be set to: No Assignment or Select Assignment.

Assignment Category	Click drop-down arrow in Assignment Category box to scroll through available categories. Click 'UP1-Coker' to select it from the list. Assignment Category: UP1 - Coker *Note: *Assignment Categories vary by location and by role.*

Functional Location(s)	Accept default Functional Location(s).
	  Note: The 'system' automatically' selects check boxes next to Functional Locations depending on Work Assignment, location, and role.
	  If desired, you may click check box(s) next to Functional Locations to de-select or select additional FLOCs.
	  Note: If you logged on previously, you may click the 'Load Previous FLOCs' button **Load Previous FLOCs** *to load the same FLOCs you selected earlier.*
	Accept
	Click Accept button to accept default (or your) FLOC selection(s)

5.   If Shift Selector screen appears, click to select appropriate shift.