


## Helpful Hints

- **Directives** are used to communicate information that individuals in an area should be aware of.
- In contrast to **Action Items**, Directives are simply meant to broadcast information and can't be responded to or marked as complete/incomplete.

## Repeating Daily Directives (old) vs. New Style Directives

1. The new style of Directives don't rely on a repeating schedule like the old style of Directives. New Directives work much like a physical bulletin board with an **Active Period** that their creator wants them to be displayed to users. In contrast, the older style Directives worked much like an email that had to be continually re-sent to remind users the information was still relevant.
2. Directives can now be found under their own icon  on the OLT navigation bar instead of on a tab under Shift Logs.
3. Directives will now have 3 states (according to the From and To date/times selected):
  - **Active** – the current date/time is between the Directive's From and To date/times
  - **Future** – the current date/time is less than the Directive's From date/time
  - **Expired** – the current date/time is greater than the Directive's To date/time
4. **Active Directives** applicable to the user logged in will always be displayed on the **Priorities** page.
5. The new style of Directives can be sent to specific Work Assignment(s) or everyone viewing a specific FLOC.

## Transition Scenarios

### 1. Repeating Directives (I.e. Standing Orders):

- I. Existing Standing Orders will be converted to the new style Directives when the Site is transitioned. These will be shown under the **Future** group on the **Directives** grid.
  - a) Note that as a part of the conversion OLT will only any Standing Orders that were set to generate the old style of Directives on a repeating schedule in the future
- II. In the old model, if a Directive was to last an entire week you would have to repeat it daily for the week, so that a new Directive fired each day. Each Directive fired would only be shown on the **Priorities** page for a period specific by your OLT Administrator (typically 3-7 days). Ex.

Repeat Scheduling

Schedule Type  
Recurring Daily

Range of Recurrence  
Start : Tue 04/21/2015 ☐ No End Date  
End : Tue 04/28/2015 ☐

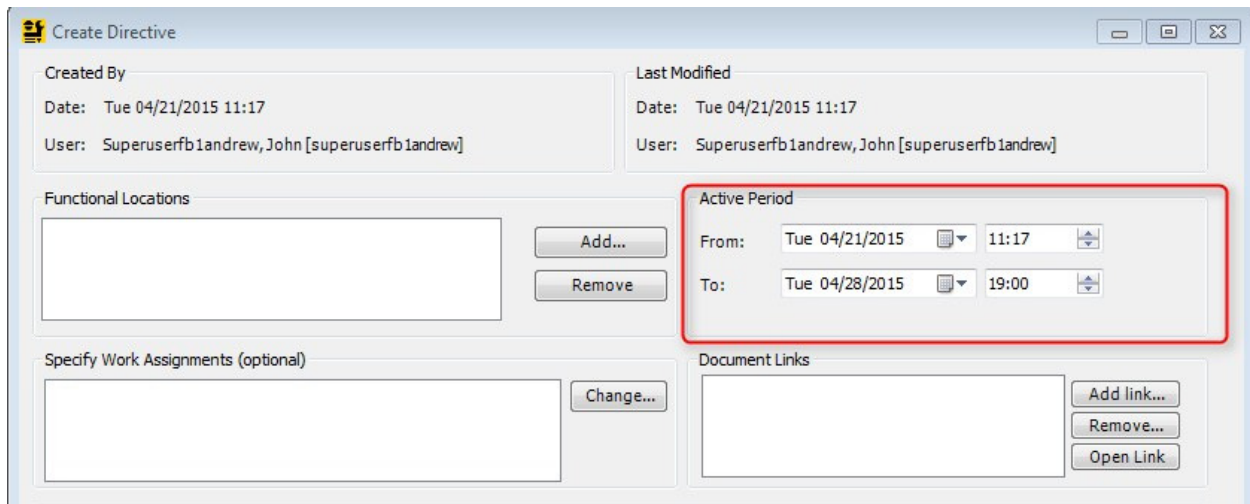
Daily Polling Time(s)  
Start : 07:00  
End : 07:01

Frequency  
Repeat every 1 day(s)

Weekly Recurrence Pattern  
Repeat every 1 week(s) on  
☐ Sun ☐ Mon ☐ Tue ☐ Wed  
☐ Thr ☐ Fri ☐ Sat

Monthly Recurrence Pattern  
Repeat on the First Day of First Sunday  
☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun  
☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

- III. With the new style Directives, simply give the Date Range you want the Directive to be **Active** (displayed) for. Ex.



**Create Directive**

Created By: Date: Tue 04/21/2015 11:17 User: Superuserfb1andrew, John [superuserfb1andrew]

Last Modified: Date: Tue 04/21/2015 11:17 User: Superuserfb1andrew, John [superuserfb1andrew]

Functional Locations: [Empty box] Add... Remove

Active Period: From: Tue 04/21/2015 11:17 To: Tue 04/28/2015 19:00

Specify Work Assignments (optional): [Empty box] Change...

Document Links: [Empty box] Add link... Remove... Open Link

The Directive will be shown on the **Priorities** page as **Active** for the entire date range selected, appearing to users at the "From" date/time you select and disappearing at the "To" date/time selected.



In selecting the From date/time be sure to consider when the intended audience will come on shift so the Directive is there waiting for them as they open their priorities page for the day.

## 2. Modifying a Directive:

- I. If changes are required to an **Active Directive** it is recommended to **Expire** and **Clone** the Directive to ensure you're not changing a Directive that others have already read. Expiring the old content and creating an updated Clone will ensure others see your changes as they will see the new From date/time and won't have selected **Mark As Read** for the new content.

Directives

Directives : Items between 04/18/2015 and no end

State /

Marked as re ▾ FLOC ▾ Assignment ▾ Active From ▾ ▾ Active To ▾ Comments

State : Active (1 item)

FB1-P091-5720,  
FB1-P191-5025,  
FB1-P192-5025,...

04/21/2015 10:00

05/02/2015 13:00

All Areas Steam Asset Directive:  
Steam AssetLoading Prioritization  
The following is a guideline for the loading of Firebag steam assets. Stable operation, asset...

State : Future (2 items)

FB1-P091-5720,  
FB1-P191-5025,  
FB1-P192-5025,...

04/22/2015 06:00

04/23/2015 07:00

Discretionary power is the delta between our Actual Capacity and our Actual Generation. When discretionary power is offered and accepted by AESO, we have an obligation to restate our AC and make incremental changes based on ambient conditions in the same manner as under...

FB1-P091-5000,  
FB1-P091-5720,  
FB1-P092-5000,...

04/21/2015 14:00

04/22/2015 19:00

February 23, 2015 92/Cogen Directive  
Plant 92/Cogen directive for BFW turbidity spec  
R. Holden Feb. 23, 15...

State : Expired (1 item)

FB1-P091-5720,  
FB1-P191-5025,  
FB1-P192-5025,...

04/17/2015 06:00

04/18/2015 07:00

Discretionary power is the delta between our Actual Capacity and our Actual Generation. When discretionary power is offered and accepted by AESO, we have an obligation to restate our AC and make incremental changes based on ambient conditions in the same manner as under...

Delete Edit Expire Clone Print Preview History Mark As Read

a) Select the **Active Directive** in the Directives grid and then click **Expire** button.

b) Click the **Clone** button. Make your changes and save the new **Directive**.