
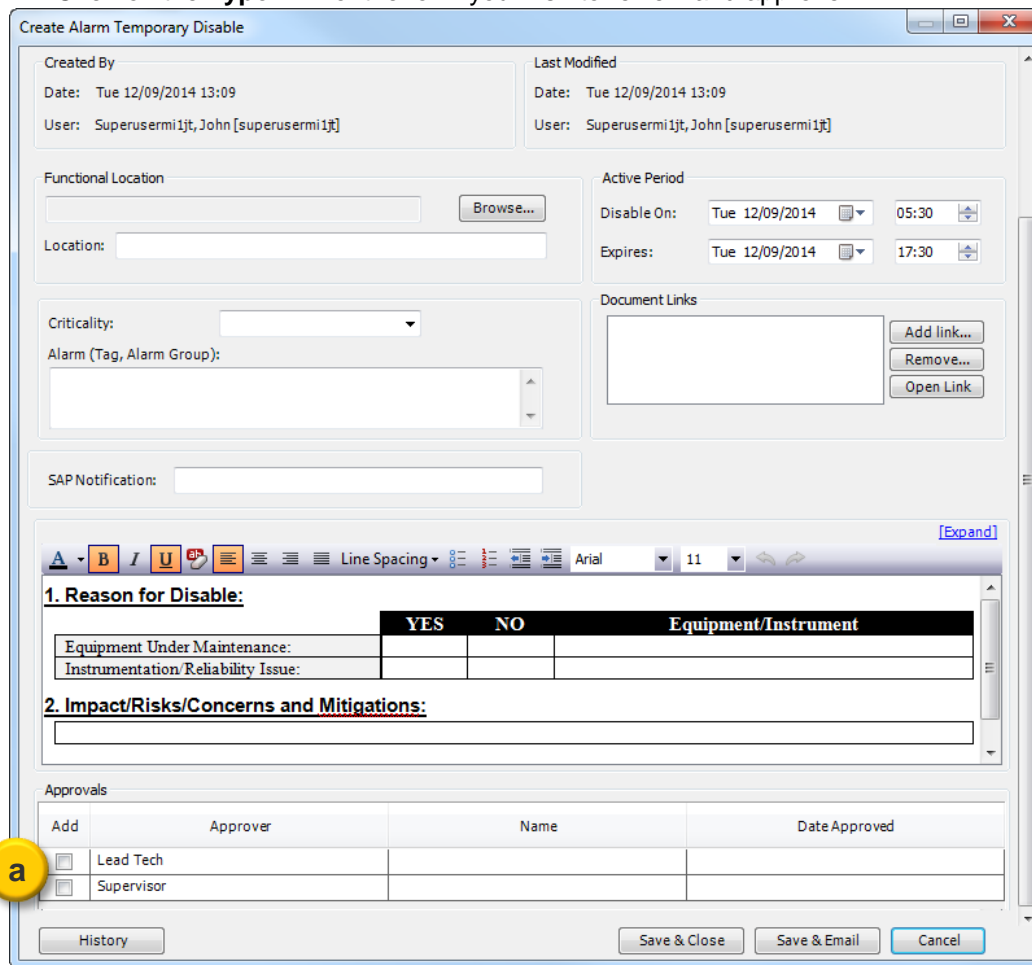


Helpful Hints

- Any changes made to a partial or fully **approved** form (with the exception of certain users who have the ability to change **Expires** as needed) will require re-approval (all previous approvals will be cleared).
- Once all the approvers have been checked the electronic form will be set to **"Approved"**.
- All forms waiting for approvals can be found at the bottom of the **Priority Screen** in the **Forms** section or go to the **Forms** module via the **Navigation Pane**.

Procedure

- On the navigation pane, click on the **Priorities** icon  and scroll to the bottom to view the **Forms** section.
- Click on the **hyperlink** of the form you wish to review and approve.



Created By
Date: Tue 12/09/2014 13:09
User: Superusermi1jt, John [superusermi1jt]

Last Modified
Date: Tue 12/09/2014 13:09
User: Superusermi1jt, John [superusermi1jt]

Functional Location
Location:

Active Period
Disable On: Tue 12/09/2014 05:30
Expires: Tue 12/09/2014 17:30

Criticality:
Alarm (Tag, Alarm Group):

SAP Notification:

Document Links

Reason for Disable:

	YES	NO	Equipment/Instrument
Equipment Under Maintenance:			
Instrumentation/Reliability Issue:			

2. Impact/Risks/Concerns and Mitigations:

Approvals

Add	Approver	Name	Date Approved
<input type="checkbox"/>	Lead Tech		
<input type="checkbox"/>	Supervisor		

- a) Click on the **checkbox** ☐ next to the position you are approving for.

OLT will record both your name and time of approval.

- Click on the button to verify and save the form.



You must be given **permission** to approve the form. Contact your site OLT Admin to obtain the necessary rights.