Purpose of this QRG

- To teach you how to associate Business Categories in the OLT to Functional Locations (FLOCs)

Intended Audience for this QRG

- Administrators in the OLT

Purpose of Associating Business Categories in the OLT to FLOCs
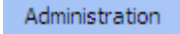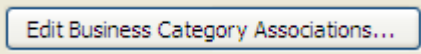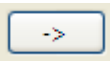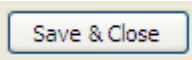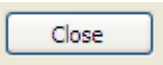
- To categorize, classify and/or sort data

Prerequisites

- You must have access to the OLT software application
- You must have an Administrator role in the OLT to complete the procedure described below

Helpful Hints

- Business Categories are defined by business units and are used consistently across the OLT
- Business Categories help to categorize and classify data which can later be used to generate reports (eg daily operations reports, production reports, environmental health & safety reports, and more) and to improve decision-making

Procedure

1. Click Administration menu (located at the top of your screen) `Administration` to activate the Administration drop-down menu.
2. Click Administration > Business Categories > Associate Business Categories to navigate to the Business Category / FLOC Associations screen.
3. Click Edit Business Category Associations … button (located on the bottom of your screen) `Edit Business Category Associations...` to edit business category associations.
4. Click in the Business Categories display grid (located on the left-side of your screen) to select/highlight the business category you wish to edit. For example click 'General' to select it from the list.
5. Click right arrow button `->` to move the selected/highlighted item from the left-side of your screen over to the Categories Associated with Selected FLOC: display grid on the right-side of your screen.
6. Click Save & Close button `Save & Close` to save your work and close the screen.
7. Click Close button `Close` to close the Business Category/FLOC Associations screen.