

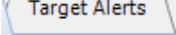
Helpful Hints


- **Target Alerts** are created based on evaluation criteria set within a **Target Definition** and indicate when a tag value in PHD or OSI PI is outside of expected boundaries according to a set evaluation schedule.
- **Target Alerts** in **RED** ▲ have exceeded the Never to Exceed (NTE)/Safe Operating Limit (SOL) Max/ Min value, while **Target Alerts** in **YELLOW** ▲ have exceeded the Max/Min value.
- Acknowledge or Respond to **Target Alerts** from either the **Priorities Page** or **Target Alerts** tab. Both will mark the **Alerts** as having been acknowledged and change the status icon to **GREEN** ▲ but only Responding to an alert will allow you to make a comment or resolve an alert that's set as 'Response Required'.
- Any responses to **Target Alerts** will automatically be saved as a Shift Logs unless a user selects otherwise.

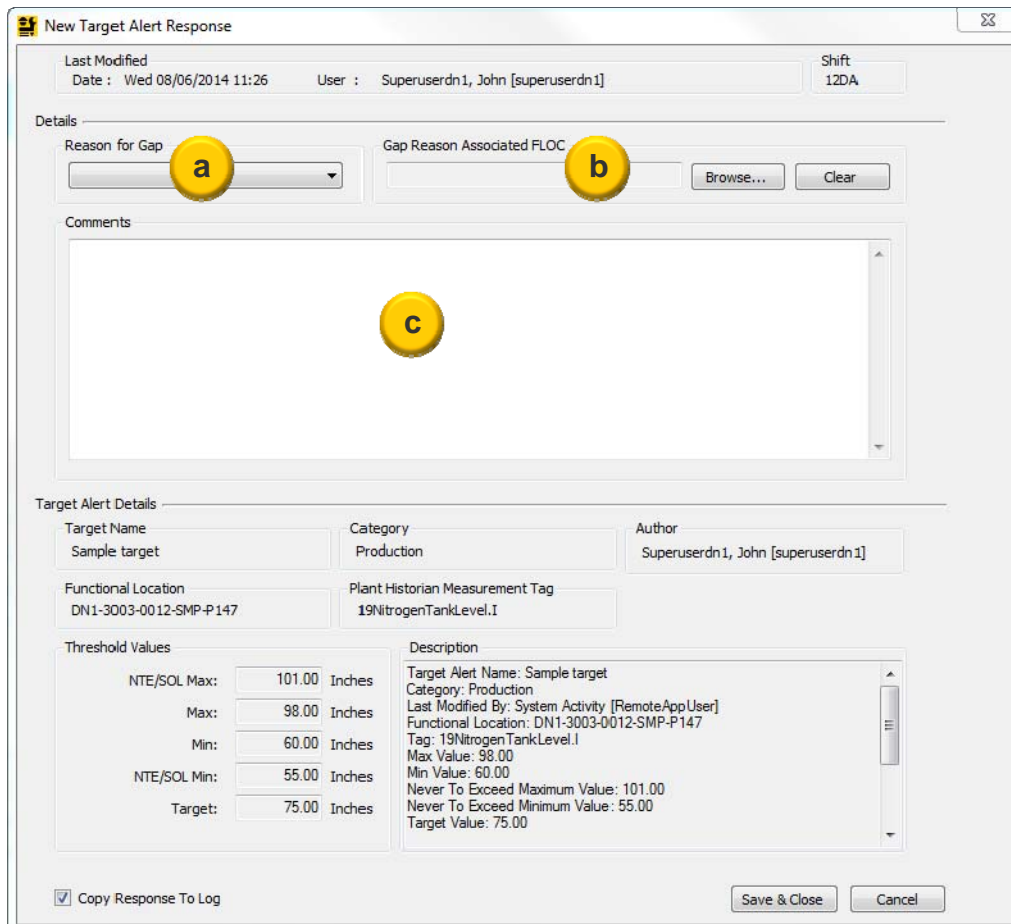
Procedure




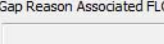
1. On the navigation pane, click on the **Targets** icon  to navigate to the **Targets** screen.

2. Click on the **Target Alerts** tab  (located on the top of your screen) to select it.

3. Select a **Target Alert** from the grid and click on the **Respond** button  on the toolbar to open the **New Target Alert Response** window. Complete the fields as required.



The 'New Target Alert Response' window contains the following sections:

- Header:** Last Modified (Date: Wed 08/06/2014 11:26, User: Superuserdn1, John [superuserdn1], Shift: 12DA).
- Details:**
 - Reason for Gap:  (labeled 'a')
 - Gap Reason Associated FLOC:  (labeled 'b') with 'Browse...' and 'Clear' buttons.
- Comments:** A large text area (labeled 'c') for entering comments.
- Target Alert Details:**
 - Target Name: Sample target
 - Category: Production
 - Author: Superuserdn1, John [superuserdn1]
 - Functional Location: DN1-3003-0012-SMP-P147
 - Plant Historian Measurement Tag: 19NitrogenTankLevel.I
- Threshold Values:**
 - NTE/SOL Max: 101.00 Inches
 - Max: 98.00 Inches
 - Min: 60.00 Inches
 - NTE/SOL Min: 55.00 Inches
 - Target: 75.00 Inches
- Description:**
 - Target Alert Name: Sample target
 - Category: Production
 - Last Modified By: System Activity [RemoteAppUser]
 - Functional Location: DN1-3003-0012-SMP-P147
 - Tag: 19NitrogenTankLevel.I
 - Max Value: 98.00
 - Min Value: 60.00
 - Never To Exceed Maximum Value: 101.00
 - Never To Exceed Minimum Value: 55.00
 - Target Value: 75.00
- Footer:**
 - ☒ Copy Response To Log
 - Save & Close
 - Cancel

- a) Select the **Reason For The Gap** from the drop down list.
 - b) If desired, click **Browse** button to select what Functional Location (FLOCs) that was the root cause of the alert.
 - c) Enter details in the **Comments** text box such as detailing what action was taken to correct the gap and return to the desired target.
4. Click on **Save & Close** button to save your work and close the **New Target Alert Response** window.