
Purpose of this QRG

- To teach you how to view Shift Handover report in the OLT.

Intended Audience for this QRG

- Supervisors in the OLT
 - Operators in the OLT
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Purpose of Shift Handovers in the OLT

- To pass important information from current shift Supervisor/Operator to incoming shift Supervisor/Operator

Prerequisites

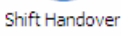
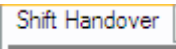
- You must have access to the OLT software application
- You must have a Supervisor or an Operator role in the OLT to complete the procedure described below
- **YOU** must have created the Shift Handover you wish to edit (ie **you** can only edit Shift Handovers which **you** created)
- The Shift Handover you wish to edit must have been created during current shift

Helpful Hints

- Shift Handover reports provide information about significant events that occurred during a shift. Shift Handover reports can be especially useful to Supervisors/Operators returning from time off.
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Procedure



1. On the navigation pane, click Shift Handover icon  to navigate to the Shift Handover screen.
2. Click Shift Handover tab  to select it.
3. Click in the Shift Handover display grid to select/highlight the entry which you wish to view.
4. View the selected/highlighted item.