Purpose of this QRG

- To teach you how to configure Comment Categories in the OLT

Intended Audience for this QRG

- Administrators (Oil Sands – Extraction) in the OLT

Purpose of Comment Categories in the OLT

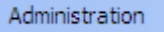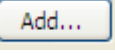- To filter comments as needed to meet specific business requirements

Prerequisites

- You must have access to the OLT software application
- You must have an Administrator role (Oil Sands – Extraction, Oil Sands – Upgrading) in the OLT to complete the procedure described below
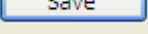
Helpful Hints

- Comment Categories help categorize, classify and/or sort data (including shift summary data, shift log data, and more)

Procedure

1. Click Administration menu (located at the top of your screen) [Administration] to activate the Administration drop-down menu.

2. Click Administration > Miscellaneous Settings > Log Comment Categories to navigate to Comment Categories Configuration screen.

3. Click Add… button (located on the bottom of your screen) [Add…] to add a Comment Category configuration.

4. As required, complete the following fields:

Field	Sub-step/Description
Name	Type descriptive name for the Comment Category. *For example type 'Risks/Escalations.'*
Functional Location	Click check box(es) next to desired Functional Location(s) to select Functional Location(s).
Log Guidelines	Type detailed description to describe log guidelines.
	Note: Details for log guidelines can be obtains from the Operations Program Manager

5. Click Save button [Save] to save your work.

6. Click Ok button [Save Successful. Ok] to acknowledge your save was successful.