

Purpose of this QRG

- To teach you how to edit a Shift Log Entry, created during the current shift, in the OLT

Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

Purpose of Shift Log Entries in the OLT

- To meet regulatory/legislative requirements
- To record shift activities/events that occur in a plant




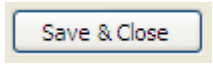
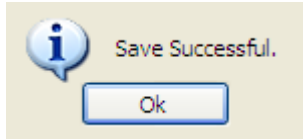
Prerequisites

- 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
- The Shift Log Entry you wish to edit must have been created during the current shift
- You must be a Supervisor in the OLT to edit Shift Log Entries created by another Supervisor in the OLT
- You must be an Operator in the OLT to edit Shift Log Entries created by another Operator in the OLT

Helpful Hints

- If you are unable to edit a particular Shift Log Entry, check to verify the entry was created during the current shift and that you have the required Supervisor/Operator role in the OLT
- Check with your supervisor or designated subject-matter expert to learn about any prescribed standards your unit follows for creating Shift Log Entries

Procedure

1. On the navigation pane, click the Shift Logs icon  to navigate to the Shift Logs screen.
2. Click Logs tab (located on the top of your screen)  to select it.
3. Click in the Logs display grid to select/highlight the Shift Log Entry (created during current shift) you wish to edit.
4. Click Edit button (located on middle of your screen)  to edit selected/highlighted item.
5. Make editing changes as required.
6. Click Save and Close button  to save your edits.
7. Click Ok button  to acknowledge your save was successful.