Purpose of this QRG

- To teach you how to edit a Daily Directive, which was created during the current shift, in the OLT

Intended Audience for this QRG

- Area Managers in the OLT
- Supervisors in the OLT

Purpose of Daily Directives in the OLT

- To communicate, to Shift Supervisors and Operators, the shift orders/directions and the activities planned for upcoming shift
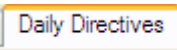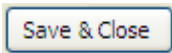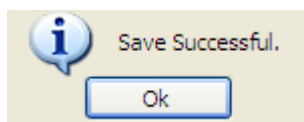
Prerequisites

- You must have access to the OLT software application
- You must have an Area Manager (Firebag, Oil Sands) or Supervisor role in the OLT to complete the procedure described below
- The Daily Directive you wish to edit must have been created during the current shift

Helpful Hints

- Daily Directives are typically either information-oriented or action-oriented. Information-oriented Daily Directives can be used to create log comments; action-oriented Daily Directives can be used to create shift orders/tasks (ie action items)
- Daily Directives are viewable by all roles in the OLT. As such, Daily Directives should NOT contain private or sensitive information (such as personnel information)
- Area Managers (Firebag, Oil Sands) can 'create' action items; however, Supervisors must 'approve' those action items before the actions are passed along to Operators
- Authorized users can view an audit trail of all editing changes made to Daily Directives by clicking on the View History tab

Procedure

1. On the navigation pane, click Shift Logs icon Shift Logs to navigate to the Shift Logs screen.
2. Click Daily Directives tab (located on the top of your screen) Daily Directives to the select it.
3. Click in the Logs display grid to select/highlight the log entry for which you wish to edit the Daily Directive.
4. Click Edit button (located on the middle of your screen) Edit to edit the selected/highlighted item.
5. Make editing changes as desired.
6. Click Save & Close button Save & Close to save your edits and close the screen.

7. Click OK button to acknowledge your save was successful.