

Purpose of this QRG

- To teach you how to edit a Repeating [Shift] Log Definition that was created earlier in the OLT

Intended Audience for this QRG

- Supervisors in the OLT


Purpose of Repeating Log Definitions in the OLT

- To trigger a particular shift lot entry to repeat at a specific time/date
- To communicate specific information to Operators




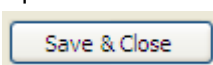
Prerequisites

- You must have access to the OLT software application
- You must have a Supervisor role in the OLT to complete the procedure described below (ie you must be a Supervisor in the OLT in order to edit a Repeating [Shift] Log Definition which was created by another Supervisor)

Helpful Hints

- Repeating [Shift] Log Definitions are used to set up repeating shift log entries. Only Supervisors can create/delete Repeating [Shift] Log Definitions which trigger particular shift log entries to repeat at a specific time/date
- When a shift log definition triggers a repeating shift log entry, the entry will appear in the Log display grid with an icon  to indicate it is a repeating entry
- All edited [Shift] Log Definitions will be stored in the OLT archives and will be available, upon request, to authorized personnel
- An audit trail containing the User Name, time and date of cancellation (deletion) will be included in the OLT archives

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 for which you wish to edit the Repeating Log Definition.
4. Click Edit button (located on the middle of your screen)  to edit the Repeating [Shift] Log Definition.
5. Make editing changes as required.
6. Click Save & Close button  to save your work and close the Edit Repeating Log Definition screen.

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