

Purpose of this QRG

- To teach you how to approve an Action Item Definition which was created earlier in the OLT

Intended Audience for this QRG

- Supervisors (or designates) in the OLT
- Unit Leaders in the OLT

Purpose of Action Item Definitions in the OLT

- To describe the details about each action item (task/shift order) which appears in the Action Item display grid in the OLT


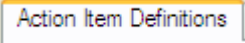

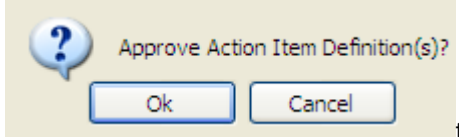
Prerequisites

- You must have access to the OLT software application
- You must have a Supervisor role in the OLT to complete the procedure described below
- The Action Item Definition you wish to approve must have been set to "Approval Required" by whoever created it

Helpful Hints

- You must create an Action Item Definition *before* OLT will trigger the related Action Item (task/shift order)
- Action Item Definitions describe the details (ie what needs to be done, when and how often) about Action Items
- Action Item Definitions can have the following statuses: Approved; Pending; Rejected; Active; and Inactive
- The 'status' is displayed in the Status column of the Action Item display grid

Procedure

- On the navigation pane, click Action Items icon  to navigate to the Action Items screen.
- Click Action Item Definitions tab (located on the top of your screen)  to navigate to the Action Item Definitions screen.
- Click in Action Items display grid to select/highlight the Action Item you wish to approve the definition for.
- Click Approve button (located on the middle of your screen)  to confirm your wish to approve the Action Item Definition you selected/highlighted.
- Click OK button  to approve the Action Item Definition.