Purpose of this QRG

- To teach you how to view Work Assignment Action items in the OLT

Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

Purpose of Work Assignment Action Items in the OLT

- To provide an at-a-glance view or summary of Action Items (tasks/shift-activities), which must be completed by a particular operating position (for a particular collection of Functional Locations).

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
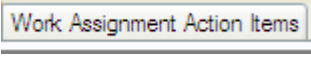- An Administrator must have first configured the Work Assignments in the OLT

Helpful Hints

- Work Assignments in OLT allows users to see only the specific tasks (action items), based on a collection of Functional Locations, that a particular operating position is expected to complete during their shift. For example, a Work Assignment might be created for 'Extraction Plant 86 – Boardman.' As such, the Plant 86 Boardman would see only Boardman tasks related to functional locations in Extraction Plant 86.

Procedure

1. On the navigation pane, click Action Items icon to navigate to the Action Items screen.

2. Click Work Assignment Action Items tab (located on the top of your screen) to view Work Assignment Action Items.