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## Purpose of this QRG

- To teach you how to create a Shift Summary Log in the OLT

## Intended Audience for this QRG

- Supervisors in the OLT
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## Purpose of Shift Summary Logs in the OLT

- To summarize significant events which occurred during a particular shift
- To provide source data for the Daily Operations Report (DOR)


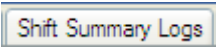

## Prerequisites

- You must have access to the OLT software application
- You must have a Supervisor role in the OLT to complete the procedure described below

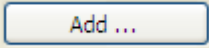
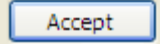
## Helpful Hints

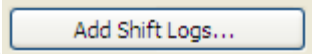
- Supervisors can request/require Operators to mark Shift Summary Logs as 'read.' For example, if an Operator is returning from days off, a Supervisor may wish to request/require the Operator to mark each Shift Summary Log as 'read' after the Operator reads it. In that way, the Supervisor may quickly determine if the Operator has read the information as requested/required.
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## 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 New button  to navigate to Create shift Summary Log Entry screen.

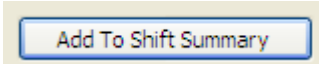
4. As required, complete the following fields:

Field	Sub-steps/Description
Functional Location(s)	<p>Click Add... button  to add a Functional Location (FLOC).  <i>Note: See your data sheet for this QRG to view an example of a Functional Location (FLOC).</i></p> <p>Click check box next to desired Functional Location (FLOC) to select it.  <i>Note: Click additional check boxes to select additional Functional Locations. Selecting multiple Functional Locations will create an identical shift log entry for each Functional Location you select.</i></p> <p>Click Accept button  to accept your selection(s) and to return to the Create Log Entry screen.</p>
Requires Follow-up by	<p>Click check box(s) to select desired item(s).  <i>Note: 'Requires Follow-up by' can be set to: Operations; Supervision;</i></p>
Document Links	Leave blank (unless you have supporting documents you wish to link to eg Livelink, ABSA, et el).
General Comments	Type a sentence or two to provide context for the readers.


5. Click Add Shift Logs ... button (located on the bottom of your screen)  to bring up the Select Logs for Shift Summary screen.

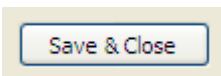
6. Click check box(s) in 'Include in Summary' column (located on the right-hand side of your screen)

 to identify each Shift Log Entry you wish to include in the Shift Summary Log.

7. Click Add to Shift Summary button (located on the bottom of your screen)  to add selected Shift Log Entries to Shift Summary Log.

8. Click in DOR Comments text box (located on the right-hand side of your screen)

 to add comments for Daily Operations Report (DOR).

9. Click Save & Close button  to save your work and close the Create Shift Summary Log Entry screen.

10. Click Ok button  to acknowledge your save was successful.