

Purpose of this QRG

- To teach you how to edit a Shift Summary Log, created during the current shift, in the OLT

Intended Audience for this QRG

- Supervisors in the OLT

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)


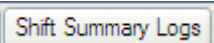

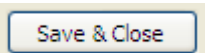
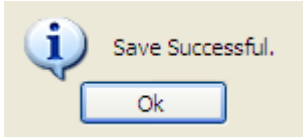
Prerequisites

- 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.

Procedure

- On the navigation pane, click the Shift Logs icon  to navigate to the Shift Logs screen.
- Click Shift Summary Logs tab (located on the top of your screen)  navigate to the Shift Summary Logs screen.
- Click in the Shift Summary Logs display grid to select/highlight the item you wish to edit.
- Click Edit button (located on the middle of your screen)  to edit the selected/highlighted item.
- Make desired editing changes.
- Click Save & Close button  to save your work and close the Edit Shift Summary Log Entry screen.
- Click Ok button  to acknowledge your save was successful.