

## Purpose of this QRG

- To teach you how to delete a Lab Alert Definition which is no longer required in the OLT

## Intended Audience for this QRG

- Area Managers and Restriction Reporting Administrators (Oil Sands) in the OLT



## Purpose of Lab Alert Definitions in the OLT

- To describe the schedule, in the OLT, by which lab samples need to be taken and evaluated

## Prerequisites

- You must have access to the OLT software application
- You must have an Area Manager or Restriction Reporting Administrator (Oil Sands) role in the OLT to complete the procedure described below
- The Lab Alert Definition you wish to delete in the OLT must be no longer required


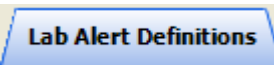

## Helpful Hints

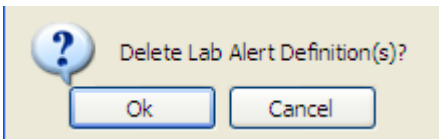
- You must create a Lab Alert Definition *before* OLT will trigger the related Lab Alert
- Lab Alert Definitions describe how many samples need to be taken, when and how often
- Lab Alert Definitions trigger corresponding Lab Alerts
- Lab Alert Definitions can have the following statuses: Valid or Invalid Tag (Note: after several attempts, a special status of "Invalid Tag" is set by the system when the tag is unavailable in the site's Plant Historian.)
- The 'status' is displayed in the Status column of the Lab Alert display grid
- Lab Alert Definitions can be either Active  or Inactive 
- Hover over icons to view their meaning
- An audit trail containing the user name and time and date of any changes made will be included in the item's history

## Procedure



Lab Alerts

- On the navigation pane, click Lab Alerts icon  to navigate to the Lab Alerts screen.
- Click Lab Alert Definitions tab (located on the top of your screen) to  navigate to the Lab Alerts Definitions screen.
- Click in Lab Alerts display grid to select/highlight the Lab Alert you wish to delete the definition for.
- Click Delete button (located on the middle of your screen)  to delete the Lab Alert Definition you selected/highlighted.

5. Click OK button  to confirm your choice.

6. Click OK button  to acknowledge your delete was successful.