Purpose of this QRG

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

Intended Audience for this QRG

- Supervisors 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
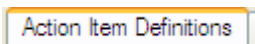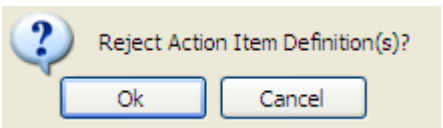
Prerequisites

- 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 reject 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

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

2. Click Action Item Definitions tab (located on the top of your screen) [Action Item Definitions] to navigate to the Action Item Definitions screen.

3. Click in Action Items display grid to select/highlight the Action Item you wish to reject the definition for.

4. Click Reject button (located on the middle of your screen) [Reject] to confirm your wish to reject the Action Item Definition you selected/highlighted.

5. Click OK button [Reject Action Item Definition(s)? Ok Cancel] to reject the Action Item Definition.