Purpose of this QRG

- To teach you how to view an Action Item Definition in the OLT

Intended Audience for this QRG

- Supervisors in the OLT
- Operators 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 or an Operator role in the OLT to complete the procedure described below

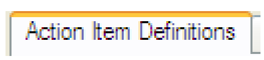
Helpful Hints

- 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
- An audit trail containing the user name and time and date of any changes made will be included in the item’s history

---

Procedure

1. On the navigation pane, click Action Items icon 

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

to navigate to the Action Item Definitions screen.
3. Click in Action Items display grid to select/highlight the Action Item you wish to view the definition for.