

Purpose of this QRG

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

Intended Audience for this QRG

- Area Managers in the OLT
- Supervisors in the OLT
- Operating Engineers 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


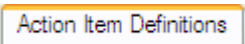

Prerequisites

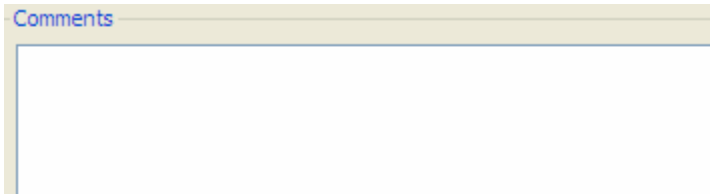
- You must have access to the OLT software application
- You must have an Area Manager, Supervisor, Operating Engineer or Operator role in the OLT to complete the procedure described below

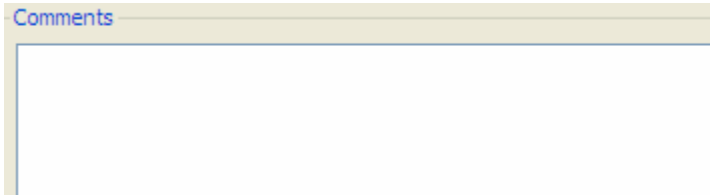
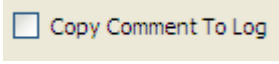
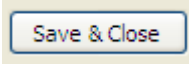
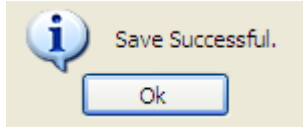
Helpful Hints

- An Action Item Definition must be created *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
- If you comment on an Action Item Definition, be sure to provide useful comments to whoever created it. For example, you might provide a comment like "This action item is difficult to complete because a) the pump is part of Turnaround and is not currently in service; or b) maintenance has already repaired the pump so there is no need to blind/blank it.

Procedure

- On the navigation pane, click Action Items icon  to navigate to the Action Items screen.
- Click Action Item Definitions tab (located on the top of your screen)  to navigate to the Action Item Definitions screen.
- Click in Action Items display grid to select/highlight the Action Item you wish to comment on the definition for.
- Click Comment button (located on the middle of your screen)  to navigate to the Comments for Action Item Definition screen.



5. Click in the Comments text box  to select it.
6. Type useful details to describe situation. For example, type "Perhaps this Action Item should be assigned to Crew B instead of Crew D."
7. If desired, click Copy Comment to Log check (located on the bottom of your screen)  to copy your comment into the Shift Log.
8. Click Save & Close button  to save your work and close the Comments for Action Item Definition screen.
9. Click Ok button  to acknowledge your save was successful.