

Purpose of this QRG

- To teach you how to create a new Shift Handover Report in the OLT.

Intended Audience for this QRG

- Supervisors in the OLT
- Operators in the OLT

Purpose of Shift Handovers in the OLT

- To pass important information from current shift Supervisor/Operator to incoming shift Supervisor/Operator

Prerequisites

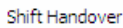


- You must have access to the OLT software application
- You must have a Supervisor or an Operator role in the OLT to complete the procedure described below

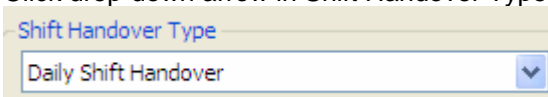
Helpful Hints

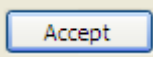



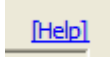
- Shift Handovers must be given face-to-face (blue-to-blue) from current shift Supervisor/Operator to incoming shift Supervisor/Operator
- Shift Handovers must be handed over 'at position of work' (ie not in parking lot)
- Shift Handovers may be ready by all OLT users who have access to your site's OLT data
- Shift Handovers should include information identifying the FLOCs you manage/support
- Shift Handovers are governed as per Shift Relief Standard in your business unit

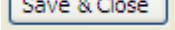
Procedure



- On the navigation pane, click Shift Handover icon  to navigate to the Shift Handover screen.
- Click Shift Handover  to navigate to Create Shift Handover screen.
- Click New button (located on the top of your screen)  to navigate to the Create Shift Handover screen.
- As required, complete the following fields:

Field	Description/Choices
Shift Handover Type	<p>Click drop-down arrow in Shift Handover Type box</p>  <p>to scroll through the list.</p> <p>Click to choose desired type.</p>

Functional Location(s)	<p>Click Add ... button (located on the right-hand side of your screen) to add a Functional Location.</p> <p>Click check box next to desired Functional Location to select it.</p> <p>Click Accept button  to accept your selection.</p>
Questions	<p>Click appropriate yes/no radio button (located to the right of each question)</p> <p> Yes  No to answer each question in the Shift Handover.</p>
Comments	<p>Provide brief but descriptive comments, for each and every question to which you answer 'yes'  Yes .</p> <p><i>Note:</i></p> <p>Click Help (located to the right of yes/no radio buttons)  to view examples of what information should be included in your comments.</p> <p><i>Note:</i> You can copy and paste the Help examples into the comment text box to guide you.</p>

5. Click Save & Close  to save your work and close the screen.

6. Click Ok button  to acknowledge your save was successful.