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## Purpose of this QRG

- To teach you how to create a Shift Log Entry in the OLT

## Intended Audience for this QRG

- Supervisors in the OLT
  - Operators in the OLT
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## Purpose of Shift Log Entries in the OLT

- To meet regulatory/legislative requirements
- To record shift activities/events that occur in a plant




## 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

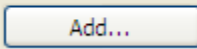
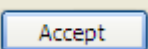



## Helpful Hints

- Check with your supervisor or designated subject-matter expert to learn about any prescribed standards your unit follows for creating Shift Log Entries.
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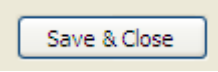
## Procedure

1. On the navigation pane, click the Shift Logs icon  to navigate to the Shift Logs screen.
2. Click Logs tab (located on the top of your screen)  to select it.
3. Click New button  to navigate to Create Log Entry screen.

4. As required, complete the following fields:

Field	Sub-steps/Description												
Functional Location(s)	<p>Click Add... button  to add a Functional Location (FLOC).  <i>Note: See your data sheet for this QRG to view an example of a Functional Location (FLOC).</i></p> <p>Click check box next to desired Functional Location (FLOC) to select it.  <i>Note: Click additional check boxes to select additional Functional Locations. Selecting multiple Functional Locations will create an identical shift log entry for each Functional Location you select.</i></p> <p>Click Accept button  to accept your selection(s) and to return to the Create Log Entry screen.</p>												
Summary	Briefly describe the activity. If the activity can be fully described in a short sentence, then there is no need to fill in the Comments field (below).												
Comments	If required, provide additional details to fully describe activity (above).												
Options	<p>If desired, click check box next to Repeating Shift Log  to create Repeating Shift Log  <i>Note: When you click the 'Repeating Log' check box, the Create Log Entry screen will expand to include additional choices. Perform one of the following to accommodate different schedule types:</i></p> <table border="1"> <thead> <tr> <th>If</th><th>Then</th></tr> </thead> <tbody> <tr> <td>If you want to trigger a log entry which repeats only once</td><td>Then click to choose 'Single'</td></tr> <tr> <td>If you want to trigger a log entry which repeats daily</td><td>Then click to choose 'Recurring Daily'</td></tr> <tr> <td>If you want to trigger a log entry which repeats weekly</td><td>Then click to choose 'Recurring Weekly'</td></tr> <tr> <td>If you want to trigger a log entry which repeats monthly (on a particular date)</td><td>Then click to choose 'Recurring Monthly (By Date)' ... and fill in date</td></tr> <tr> <td>If you want to trigger a log entry which repeats monthly (on a particular day)</td><td>Then click to choose 'Recurring Monthly (By Weekday)' ... and fill in weekday(s)</td></tr> </tbody> </table> <p>If desired, click check box next to Chief Engineer Log  to have Shift Log Entry copied to Chief Engineer Log.  <i>Note: Once a Shift Log entry is copied to the Chief Engineer Log, only Chief Engineers can edit it.</i>  <i>Note: Chief Engineer role can also be known as Power Engineer, Steam Engineer, and/or Operating Engineer.</i></p> <p>If desired, click check box next to Recommend for Shift Summary  to recommend Shift Log Entry for Shift Summary Log.</p>	If	Then	If you want to trigger a log entry which repeats only once	Then click to choose 'Single'	If you want to trigger a log entry which repeats daily	Then click to choose 'Recurring Daily'	If you want to trigger a log entry which repeats weekly	Then click to choose 'Recurring Weekly'	If you want to trigger a log entry which repeats monthly (on a particular date)	Then click to choose 'Recurring Monthly (By Date)' ... and fill in date	If you want to trigger a log entry which repeats monthly (on a particular day)	Then click to choose 'Recurring Monthly (By Weekday)' ... and fill in weekday(s)
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Requires Follow-up by	Click check box(s) to select desired item(s).  <i>Note: 'Requires Follow-up by' can be set to: Operations; Supervision.</i>
Actual Time of Log	Leave blank (unless you wish to specify actual time ...if so, click check box next to Specify Actual Time)
Document Links	Leave blank (unless you have supporting documents you wish to link to eg Livelink, ABSA, et el).

5. Click Save & Close button  to save your work and close the Create Log Entry screen.

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