

Purpose of this QRG

- To teach you how to configure Business Categories in the OLT

Intended Audience for this QRG

- Administrators in the OLT

Purpose of Configuring Business Categories in the OLT

- To set out and define consistent categories in which to collect, categorize and classify data in the OLT

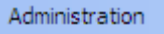
Prerequisites

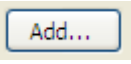
- You must have access to the OLT software application
- You must have an Administrator role in the OLT to complete the procedure described below


Helpful Hints

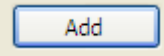
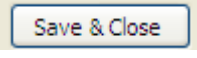
- Business Categories are defined by business units and are used consistently across the OLT
- Business Categories help to categorize and classify data which can later be used to generate reports (eg daily operations reports, production reports, environmental health & safety reports, and more) and to improve decision-making

Procedure

- Click Administration menu (located at the top of your screen)  to activate the Administration drop-down menu.
- Click Administration > Business Categories > Add/Edit Business Categories to navigate to the Edit Business Categories screen.

- Click Add... button (located on the bottom of your screen)  to add (configure) Business Categories.
- As required, complete the following fields:

Field	Sub-step/Description
Name:	Type a unique, descriptive name for the new Business Category <i>For example type 'Environmental Health & Safety.'</i>
Short Name:	Type a unique, short name for the new Business Category <i>Note: For example type 'EH&S.'</i>
If applicable, click the check box next to a default category  to select it. <i>Note: Default categories can be set to: Default HSched Category; Default SAP Work Order Category; Default SAP Notification Category; Default SAP Product Movement Category</i>	

- Click Add button  to add the new Business Category.
- Click Save & Close button  to save your work and close the screen.