Purpose of this QRG

- To teach you how to delete a Shift Summary Log, [you] created during the current shift, in the OLT

Intended Audience for this QRG

- Supervisors in the OLT

Purpose of Shift Summary Logs in the OLT

- To summarize significant events which occurred during a particular shift
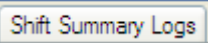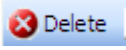- To provide source data for the Daily Operations Report (DOR)

Prerequisites

- You must have access to the OLT software application
- You must have a Supervisor role in the OLT to complete the procedure described below
- **YOU** must have created the Shift Summary Log you wish to delete (ie **you** can only delete Shift Summary Logs which **you** created)
- The Shift Summary Log you wish to delete must have been created during current shift

Helpful Hints

- Supervisors can request/require Operators to mark Shift Summary Logs as 'read.' For example, if an Operator is returning from days off, a Supervisor may wish to request/require the Operator to mark each Shift Summary Log as 'read' after the Operator reads it. In that way, the Supervisor may quickly determine if the Operator has read the information as requested/required.

Procedure

1. On the navigation pane, click the Shift Logs icon [Shift Logs] to navigate to the Shift Logs screen.
2. Click Shift Summary Logs tab (located on the top of your screen) [Shift Summary Logs] navigate to the Shift Summary Logs screen.
3. Click in the Shift Summary Logs display grid to select/highlight the item you wish to delete.
4. Click Delete button (located on the middle of your screen) [Delete] to delete the selected/highlighted item.
5. Click Ok button <?> <!--help … button is greyed out--> to confirm your delete.
6. Click Ok button <?> <!--help … button is greyed out--> to acknowledge your delete was successful.