
Purpose of this QRG

- To teach you how to configure the time limit that authorized users have to edit a Deviation Response in the OLT (Oil Sands – Extraction)

Intended Audience for this QRG

- Administrators (Oil Sands – Extraction) in the OLT
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Purpose of Deviation Responses in the OLT

- To associate a restriction reason code with a deviation in the OLT

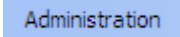
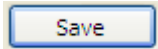
Prerequisites

- You must have access to the OLT software application
- You must have Administrator role (Oil Sands – Extraction) in the OLT to complete the procedure described below

Helpful Hints

- 'Restriction' functionality in the OLT is only available to, and used by, Oil Sands – Extraction
 - Time limits for Deviation Responses are typically defined by Operations Managers
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Procedure

1. Click Administration menu (located at the top of your screen)  to activate the Administration drop-down menu.
2. Click Administration > Restriction Reporting > Configure Time Limit for Editing Responses to navigate to the Time Limit for Editing Responses screen.
3. Enter desired time limit (number of days) in which users are allowed to edit the response. For example, change "7" to "10" to allow users 10 days to edit the response (instead of 7 days).
4. Click Save button  to save your work.