

Purpose of this QRG

- To teach you how to edit a Shift Handover entry, you created during current shift, 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


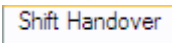

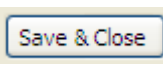
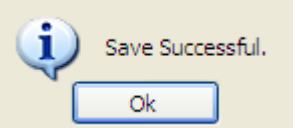
Prerequisites

- 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
- YOU** must have created the Shift Handover entry you wish to edit (ie **you** can only edit Shift Handover entries which **you** created)
- The Shift Handover entry you wish to edit must have been created during current shift

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

Procedure

- On the navigation pane, click Shift Handover icon  to navigate to the Shift Handover screen.
- Click Shift Handover tab (located on the top of your screen)  to select it.
- Click in the Shift Handover display grid to select/highlight the entry which you created earlier, but now wish to edit.
- Click Edit button (located on the middle of your screen)  to edit the selected/highlighted item.
- Make editing changes as desired.
- Click Save & Close  to save your work and close the screen.
- Click Ok button  to acknowledge your save was successful.