

Purpose of this QRG

- To teach you how to view Lab Alerts, that have been set up by Area Managers (Oil Sands) through Lab Alert Definitions, in the OLT

Intended Audience for this QRG

- All roles (Oil Sands) in the OLT






Purpose of Lab Alerts in the OLT

- To alert workers about a lab sample which was scheduled to be taken but was not taken and therefore is not in the site's Plant Historian


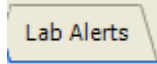

Prerequisites

- You must have access to the OLT software application
- You must have a role (Oil Sands) in the OLT to complete the procedure described below
- An Area Manager (Oil Sands) must have first created a Lab Alert Definition in the OLT, which in turn, triggers the Lab Alert.

Helpful Hints

- Lab Alert Definitions (set up by Area Managers) describe how many samples need to be taken, at what time(s) and how often
- Lab Alerts can have the following statuses:  data unavailable;  data unavailable (late);  unresolved;  unresolved (late) or  resolved
- You can view unresolved Lab Alerts from the Priorities screen or all statuses from the Lab Alerts screen
- Hover mouse over icons to view their meanings

Procedure

- On the navigation pane, click Lab Alerts icon  to navigate to the Lab Alerts screen.
- Click the Lab Alerts tab (located on the top of your screen)  to navigate to the Lab Alerts screen.
- Click in the Lab Alert display grid to select/highlight the Lab Alert you wish to view.
- Scroll through the Lab Alert details pane to view all of the information for selected/highlighted Lab Alert.
- On the navigation pane, click Priorities icon  to navigate back to the Priorities screen.