

## Operator Shift Logs

# ADMINISTRATION GUIDE

## Nuclear IT Services Department

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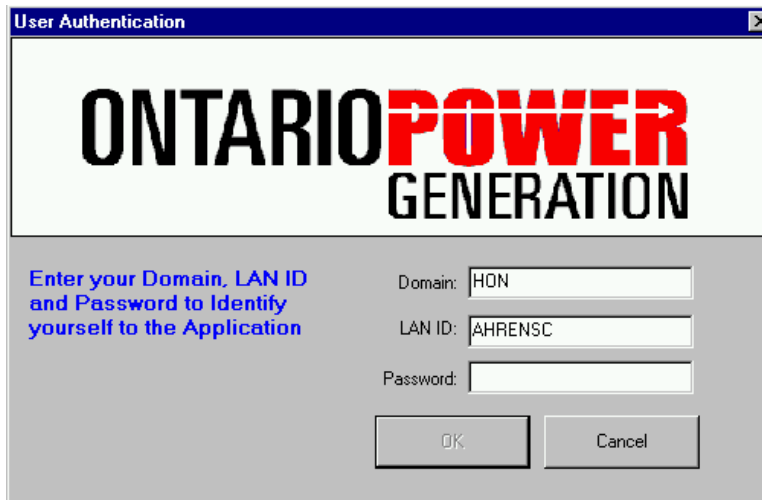
9.1 Administrator – Fix incorrect Prepared By ..... **Error! Bookmark not defined.**



## Initial Logon

### Logon as Administrator

Step 1: Select System/Logon as.



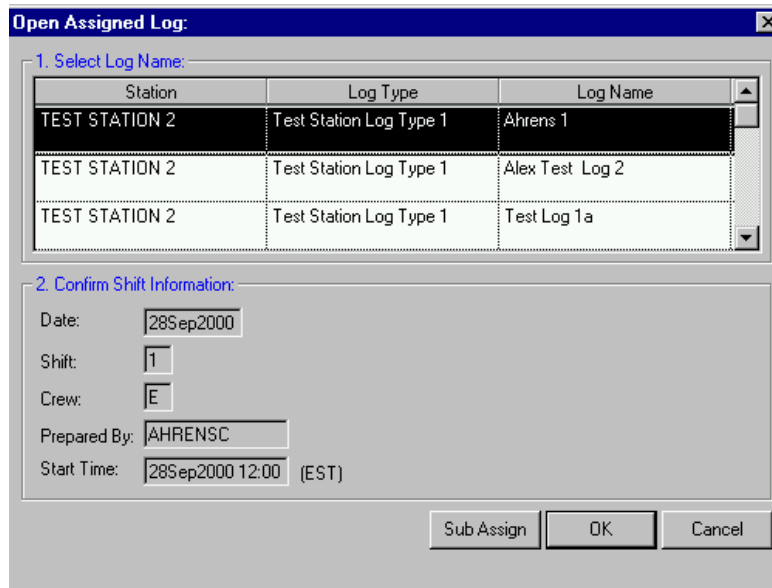
The "User Authentication" dialog box features the Ontario Power Generation logo at the top. Below the logo, it prompts the user to "Enter your Domain, LAN ID and Password to Identify yourself to the Application". The dialog contains three input fields: "Domain" with the value "HON", "LAN ID" with the value "AHRENSC", and "Password" which is currently empty. At the bottom, there are "OK" and "Cancel" buttons.

Step 2: "User Application" dialog box is displayed.

Step 3: Enter Administrator LAN ID, and Password

Step 4: Press OK.

Step 5: Click File/Open icon on the toolbar.



The "Open Assigned Log" dialog box is divided into two sections. The first section, "1. Select Log Name:", contains a table with three columns: Station, Log Type, and Log Name. The second section, "2. Confirm Shift Information:", contains several input fields for Date, Shift, Crew, Prepared By, and Start Time, along with "Sub Assign", "OK", and "Cancel" buttons.

Station	Log Type	Log Name
TEST STATION 2	Test Station Log Type 1	Ahrens 1
TEST STATION 2	Test Station Log Type 1	Alex Test Log 2
TEST STATION 2	Test Station Log Type 1	Test Log 1a

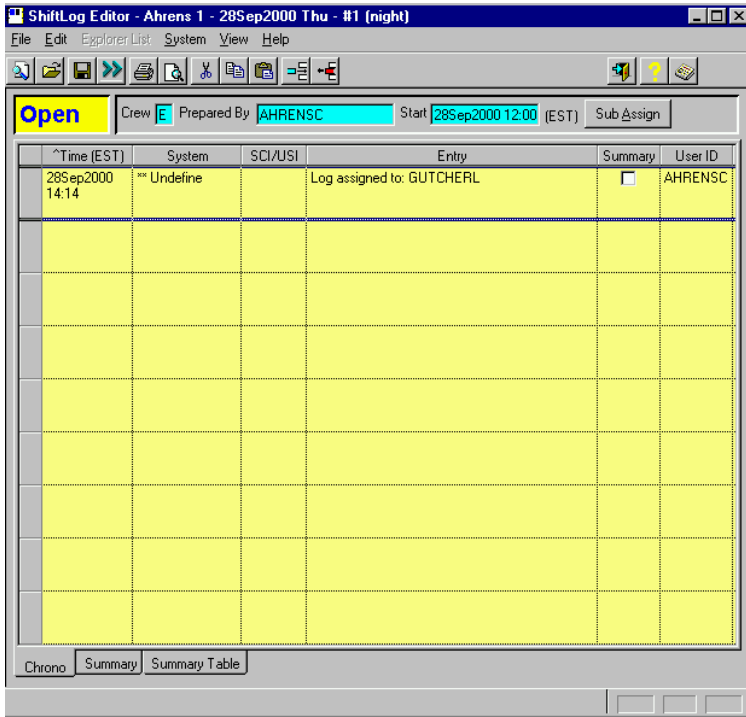
2. Confirm Shift Information:

Date: 28Sep2000  
Shift: 1  
Crew: E  
Prepared By: AHRENSC  
Start Time: 28Sep2000 12:00 (EST)

Step 6: "Open Assigned Log" dialog box is displayed.

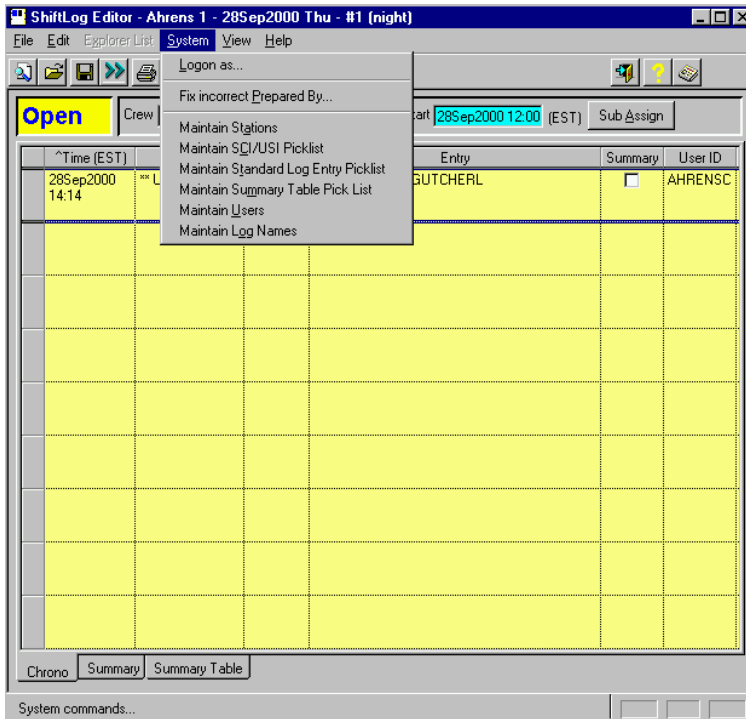
Step 7: Select any assigned.

Step 8: Press OK.



Step 9: "ShiftLog Editor..." dialog box is displayed.

Step 10: Click System.



Step 11: Verify all functions are active.

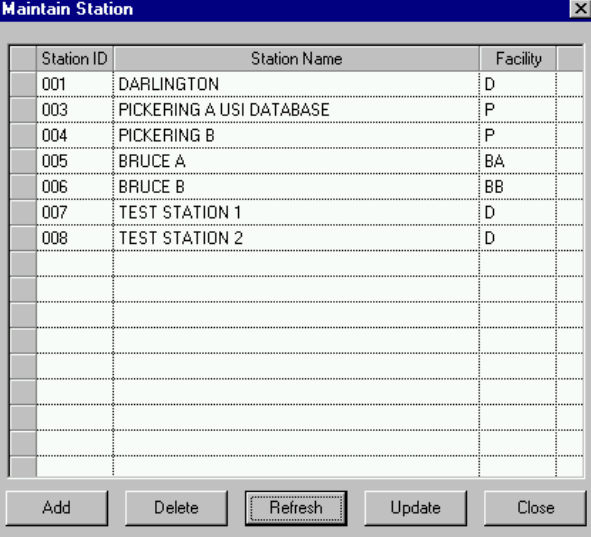




## 2.2 Administrator - Edit a Station

Step 1: Login as Administrator (See 1.1).

Step 5: From Main menu select System/Maintain Stations.



The screenshot shows a window titled "Maintain Station" with a table of stations. The table has three columns: Station ID, Station Name, and Facility. The data is as follows:

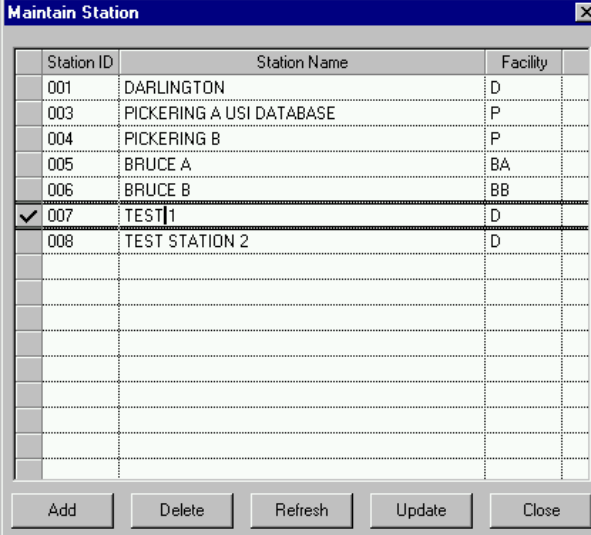
Station ID	Station Name	Facility
001	DARLINGTON	D
003	PICKERING A USI DATABASE	P
004	PICKERING B	P
005	BRUCE A	BA
006	BRUCE B	BB
007	TEST STATION 1	D
008	TEST STATION 2	D

Below the table are five buttons: Add, Delete, Refresh, Update, and Close.

Step 6: "Maintain Stations" dialog box is displayed.

Step 7: Click and select Station to be edited e.g. Test Station 1.

Step 8: Block Station and press delete key on keyboard.



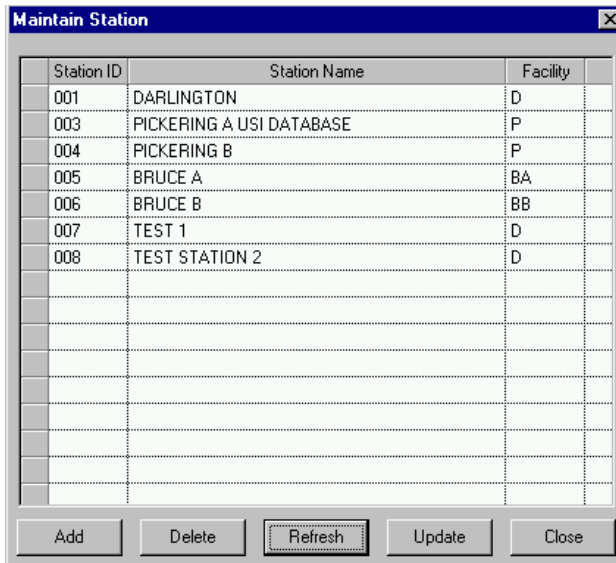
The screenshot shows the same "Maintain Station" dialog box as before, but now the row for "TEST STATION 1" (Station ID 007) is selected, indicated by a checkmark in the first column. The data is as follows:

Station ID	Station Name	Facility
001	DARLINGTON	D
003	PICKERING A USI DATABASE	P
004	PICKERING B	P
005	BRUCE A	BA
006	BRUCE B	BB
<input checked="" type="checkbox"/>	TEST STATION 1	D
008	TEST STATION 2	D

Below the table are five buttons: Add, Delete, Refresh, Update, and Close.

Step 9: Check mark will appear to the left of the row that was edited.

Step 10: Click "Update", Click "Refresh"



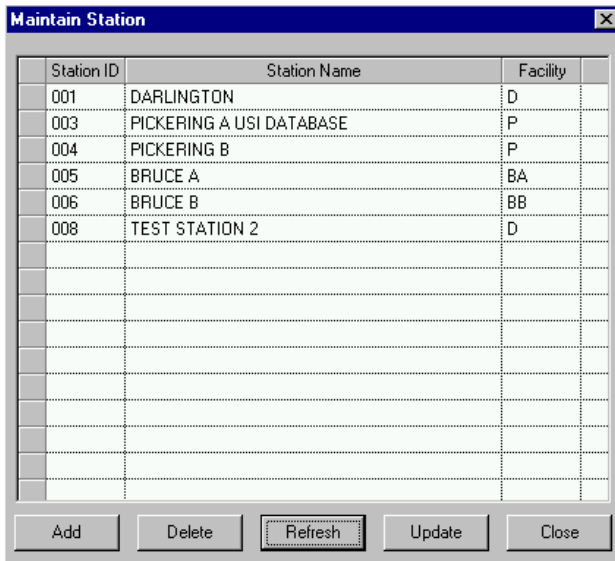
The screenshot shows a window titled "Maintain Station" with a close button in the top right corner. The window contains a table with three columns: "Station ID", "Station Name", and "Facility". The table has 8 rows of data. Below the table are five buttons: "Add", "Delete", "Refresh", "Update", and "Close". The "Refresh" button is highlighted with a dotted border.

Station ID	Station Name	Facility
001	DARLINGTON	D
003	PICKERING A USI DATABASE	P
004	PICKERING B	P
005	BRUCE A	BA
006	BRUCE B	BB
007	TEST 1	D
008	TEST STATION 2	D

Step 11: Verify Test Station 1 has been modified to read Test 1.

Step 10: Click "Close".





The screenshot shows a window titled "Maintain Station" with a close button in the top right corner. The window contains a table with three columns: "Station ID", "Station Name", and "Facility". The table lists several stations, including "DARLINGTON", "PICKERING A USI DATABASE", "PICKERING B", "BRUCE A", "BRUCE B", and "TEST STATION 2". Below the table are five buttons: "Add", "Delete", "Refresh", "Update", and "Close".

Station ID	Station Name	Facility
001	DARLINGTON	D
003	PICKERING A USI DATABASE	P
004	PICKERING B	P
005	BRUCE A	BA
006	BRUCE B	BB
008	TEST STATION 2	D

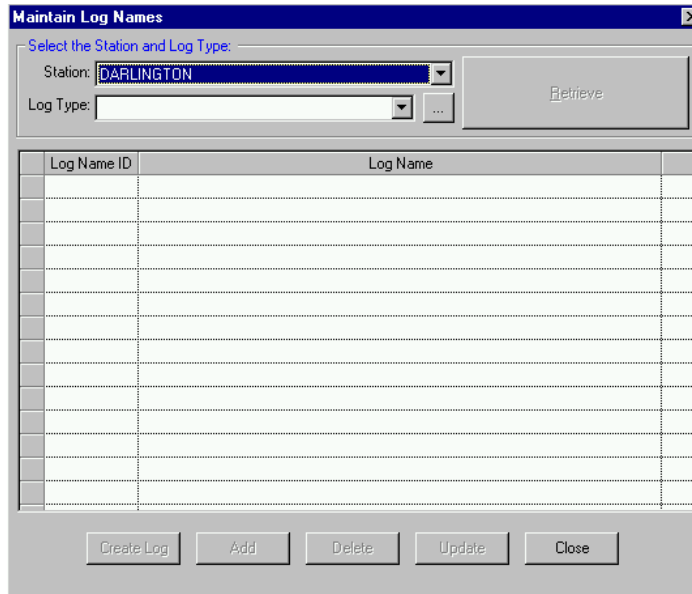
Step 11: Verify Test 1 has been deleted from the list.

Step 12: Click "Close".

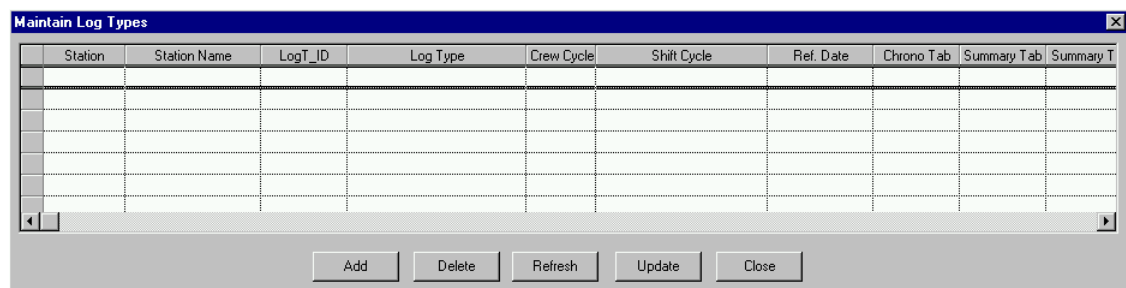
## Maintaining Log Types

### 3.1 Administrator – Add Log Types

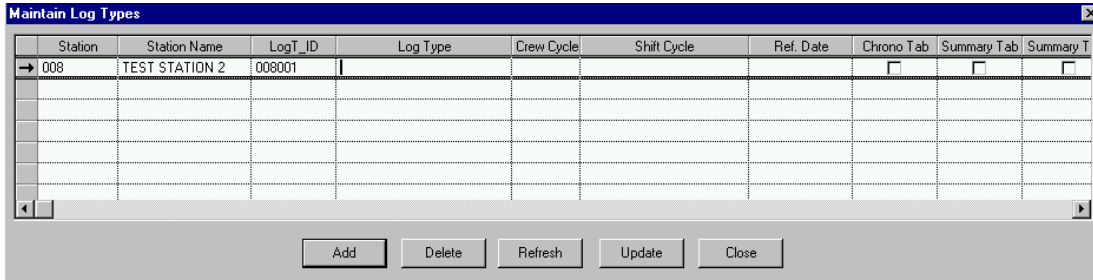
- Step 1: Login as Administrator (See 1.1).
- Step 2: From Main menu select System/Maintain Log Names.



- Step 3: “Maintain Log Names” dialog box is displayed.
- Step 4: From the Station Dropdown list select Test Station 2.
- Step 5: Click the button located below Station Dropdown List [...].



- Step 6: “Maintain Log Types” dialog box should appear.
- Step 7: Press Add.



Step 8: Arrow appears to the left of added row.

Step 9: Click "Log Type" and enter e.g. Test Station Log Type 1

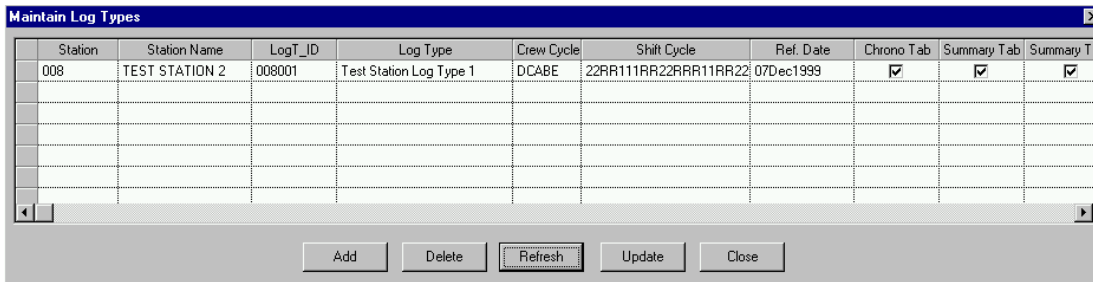
Step 10: Click "Crew Cycle" and enter e.g. DCABE

Step 11: Click "Shift Cycle" and enter e.g. Shift Cycle –  
22RR111RR22RRR11RR22RR11RRXXXXRR

Step 12: Click "Ref. Date" (Start Date) and enter e.g. 07Dec1999

Step 13: Click and check Tabs as required. e.g. Chrono Tab, Summary Tab and Summary Table

Step 14: Click Update, Click Refresh.



Step 15: Verify new log Type has been added to List

Step 16: Block and Copy an existing shift cycle.

Shift Cycle - 22RR111RR22RRR11RR22RR11RRXXXXRR

Step 17: Press Add, arrow appears to the left of added row.

Step 18: Click "Log Type" and enter e.g. Test Station Log Type 2

Step 19: Click "Crew Cycle" and enter e.g. DCABE

Step 20: Click "Shift Cycle" and paste e.g. See Step 10

Step 21: Click "Ref. Date" (Start Date) and enter e.g. 07Dec1999

Step 22: Click and check Tabs as required. e.g. Chrono Tab, Summary Tab and Summary Table

Step 23: Click Update, Click Refresh.

Station	Station Name	LogT_ID	Log Type	Crew Cycle	Shift Cycle	Ref. Date	Chrono Tab	Summary Tab	Summary T
008	TEST STATION 2	008001	Test Station Log Type 1	DCABE	22RR111RR22RRR11RR22	07Dec1999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
008	TEST STATION 2	008002	Test Station Log Type 2	DCABE	22RR111RR22RRR11RR22	07Dec1999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

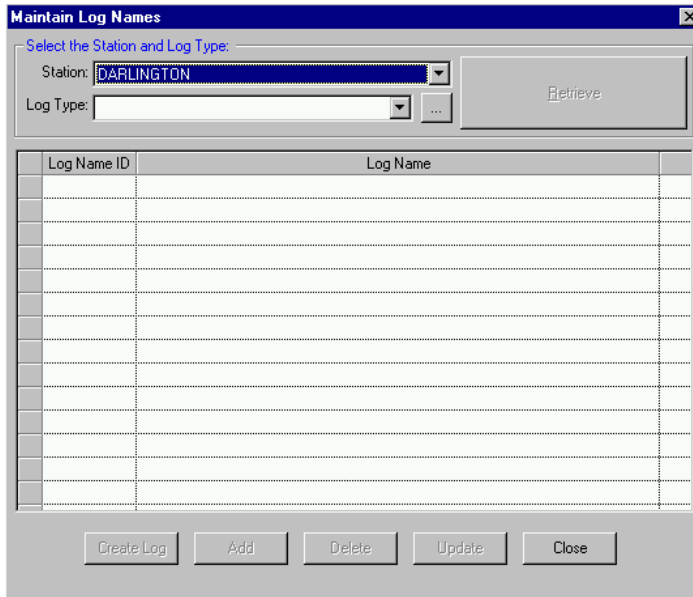
Step 24: Verify new log Types have been added to List

Step 25: Click Close.

### 3.2 Administrator – Edit Log Types

Step 1: Login as Administrator (See 1.1).

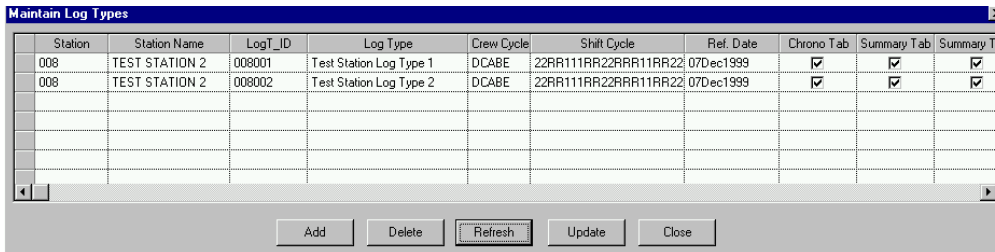
Step 2: From Main menu select System/Maintain Log Names.



Step 3: “Maintain Log Names” dialog box is displayed.

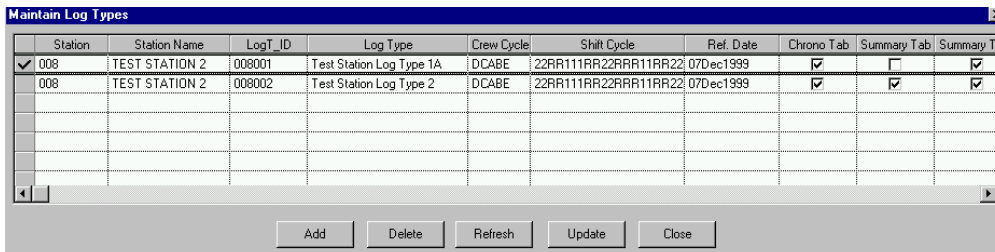
Step 4: From the Station pull down list, select Test Station 2.

Step 5: Click [...] button.



Step 6: “Maintain Log Types” dialog box is displayed.

Step 7: Select “Test Station Log Type 1”, change the 1 to 1A



Step 8: Check mark will appear to the left of the edited row, click the “Summary Tab” check box.

Step 9: Click Update. Click Refresh.

Station	Station Name	LogT_ID	Log Type	Crew Cycle	Shift Cycle	Ref. Date	Chrono Tab	Summary Tab	Summary T
008	TEST STATION 2	008001	Test Station Log Type 1A	DCABE	22RR111RR22RR11RR22	07Dec1999	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
008	TEST STATION 2	008002	Test Station Log Type 2	DCABE	22RR111RR22RR11RR22	07Dec1999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Add, Delete, Refresh, Update, Close

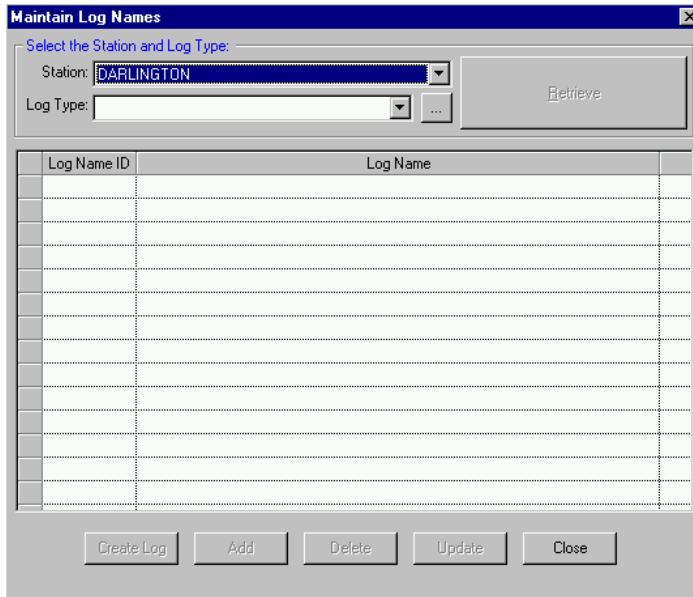
Step 10: Verify the changes to row.

Step 11: Press “Close”.

### 3.3 Administrator – Delete Log Types

Step 1: Login as Administrator (See 1.1).

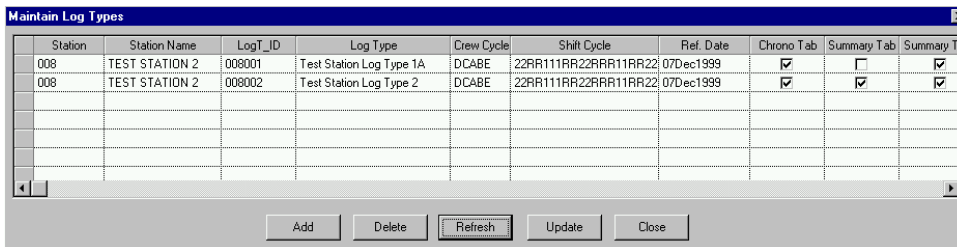
Step 2: From Main menu select System/Maintain Log Names.



Step 3: “Maintain Log Names” dialog box is displayed.

Step 4: From the Station pull down list, select Test Station 2.

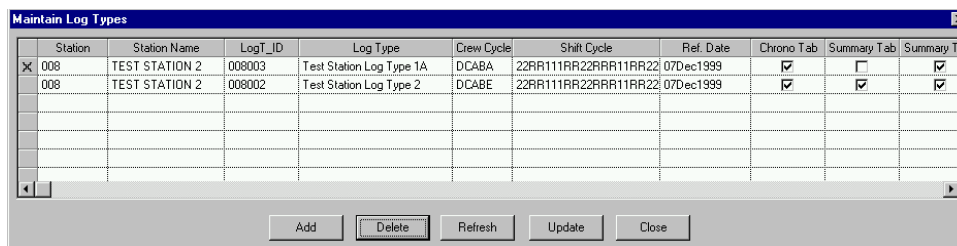
Step 5: Click [...] button.



Step 6: “Maintain Log Types” dialog box is displayed.

Step 7: Select “Test Station Log Type 1A”

Step 8: Click “Delete” button.



Step 9: X will appear to the left of the row to be deleted.

Step 10: Click Update. Click Refresh.

Station	Station Name	Log_ID	Log Type	Crew Cycle	Shift Cycle	Ref. Date	Chrono Tab	Summary Tab	Summary T
008	TEST STATION 2	008002	Test Station Log Type 2	DCABE	22RR111RR22RR11RR22	07Dec1999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Add, Delete, Refresh, Update, Close

Step 11: Verify row has been deleted.

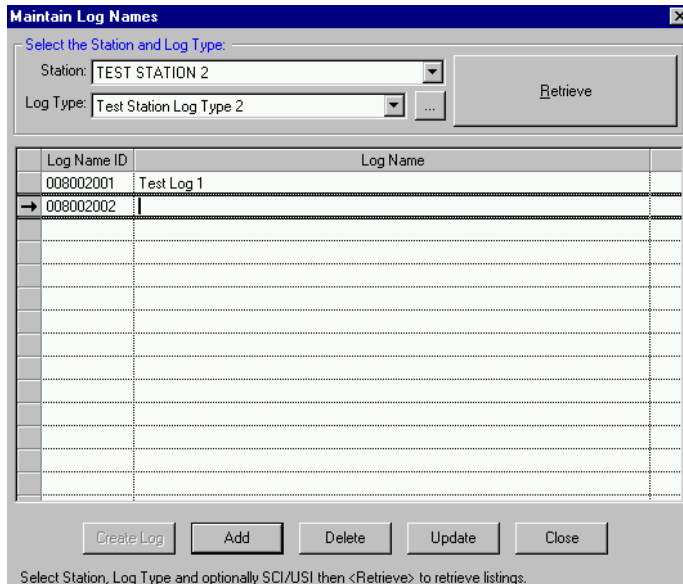
Step 12: Press "Close".



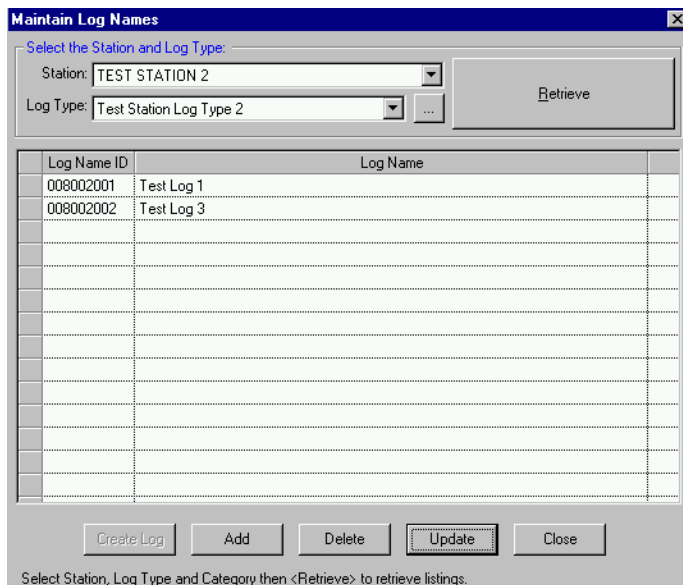








- Step 7: Check mark will appear to the left of the row to be added.
- Step 8: Enter log name and sequence # e.g. "Test Log 3".
- Step 9: Click Update. Click Retrieve.



- Step 10: Verify "Test Log 3" has been added to list.





#### 4.4 Administrator Deletes a Log

Step 1: Login as Administrator (See 1.1).

Step 2: From Main menu select System/Maintain Log Names.

Maintain Log Names

Select the Station and Log Type:

Station: DARLINGTON

Log Type:

Log Name ID	Log Name
-------------	----------

Create Log Add Delete Update Close

Step 3: "Maintain Log Names" dialog box is displayed.

Step 4: From the Station dropdown list select Test Station 2.

Step 5: From the Log Type dropdown list select Test Station Log Type 2.

Maintain Log Names

Select the Station and Log Type:

Station: TEST STATION 2

Log Type: Test Station Log Type 2

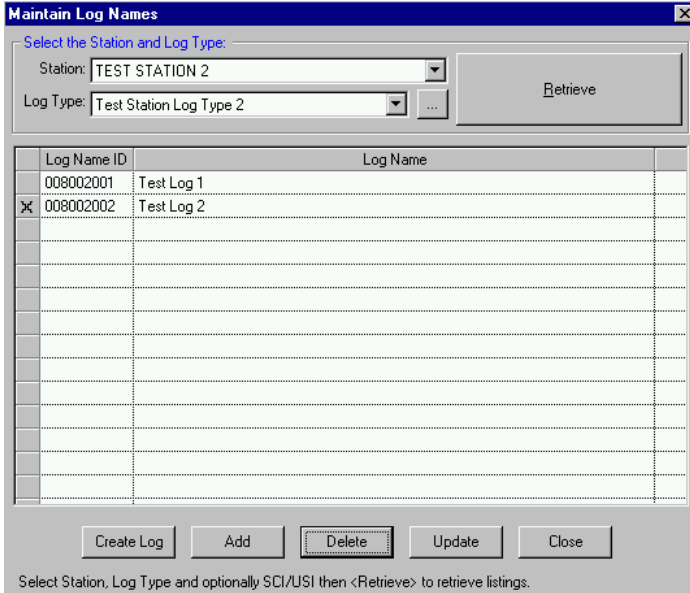
Log Name ID	Log Name
008002001	Test Log 1
008002002	Test Log 2

Create Log Add Delete Update Close

Select Station, Log Type and optionally SCI/USI then <Retrieve> to retrieve listings.

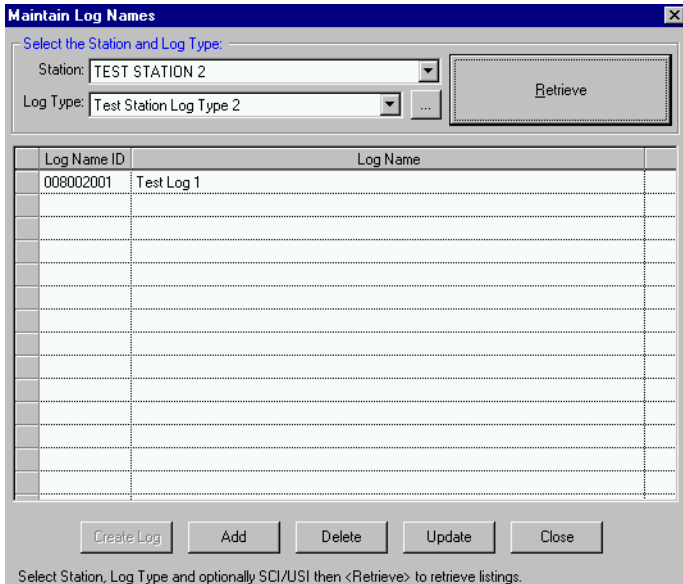
Step 7: Click and select "Test Log 2".

Step 8: Click Delete.



Step 7: X will appear to the left of the row to be deleted.

Step 8: Click Update. Click Refresh.



Step 10: Verify "Test Log 2" has been deleted.