

Administrator Default Status Designations and Color Coding

1. To access the default status designations page click on the Administration menu then click on Systems Defaults and then on the Status Designation tab. This page is where you would go to see a description of the different status'. If these default designations don't fit in with your company procedure you can change them.
2. There are aspects of the program that are available to administration only because typically you will only have to set them once, and as an administrator you can make changes to the different status' to fit in with your company's procedures.
3. To review, the different stages of the LOTO procedure are: PRELIM, INACTIVE, ACTIVE, RELEASED, CLOSED, TEST, AND CANCELED.
4. PRELIM-the status of a newly issued LOTO procedure. You cannot modify or print yet because it must first be accepted. Once the LOTO has been looked at and accepted the status can be changed to the second phase of the procedure.
5. INACTIVE- In this phase you can modify and print but cannot report. Typically here you will go out into the plant to hang the tags and isolate the equipment. When this is completed the status is changed to ACTIVE.
6. In the ACTIVE phase the equipment has already been isolated and tags/locks have been installed. Forms can be printed and personnel can be reported on. Cannot modify without an addendum.
7. The forth stage of the LOTO procedure is RELEASED. In this status the work has been completed and all personnel have reported off. Tags/locks are still attached. Personnel cannot report on and forms cannot be printed.
8. The next phase is called CLOSED. In the CLOSED status tags/locks have been removed and the equipment has been put back into service.
9. The final two status' are only used in certain situations. A status of TEST is used when the LOTO procedure needs to be halted due to equipment testing. A status of CANCELED is used when a LOTO is deemed unnecessary while in the PRELIM or INACTIVE phases. When a LOTO is canceled it disappears from the screen.
10. As an Administrator you can also set your company's own color coding system. Each phase of the LOTO process can be assigned a color so that when looking at the main grid you can easily see the individual stages of the LOTO procedure. To assign a color click on the button to the right of each status' name and a new window will appear allowing you to choose a color to be assigned to that particular status. Once a color has been selected you can return to the main grid and each LOTO procedure with that specific LOTO status will appear in the selected color.