



QUICK REFERENCE GUIDE:

3.3 OJT Goal Creation

Background:

The accuracy of the OJT Goal Set report depends upon the items being correctly marked as OJT or not. Regional item administrators create new items in AWP. When this happens, the RCCLs receive email notifications. Within this notification email is whether the item was marked as OJT or not. If the item has been marked correctly, there is nothing to do. If the item has been marked incorrectly, the RCCL User role can edit that field.

Roles:

RCCL User

Navigation:

Labor Reference Data > Items

1. From the Item Overview search for and select the reference item.
2. In the General tab, check or uncheck the **OJT Item** box as required.
3. Click **Save**.

Next Steps:

Beginning the letting process.

If you need further assistance please contact your Module Admin
Last Updated October 2023