



## BERKELEY LAB Training

**Tutorial:** How to release an activity for line management approval

**Audience:** Activity Lead

**Background:** After a risk-level 3 activity has completed the annual collaboration review process, the Activity Lead is notified to review and release the activity for line management approval. This sends the activity to the Project Lead for review and approval.

**NOTE:** This tutorial does not walk through how to review an activity. That is a separate document (add link). This tutorial assumes that the Activity Lead has already participated in the collaboration process and has reviewed the activity and made any needed changes.

You may have received an email that looks like this, informing you to Release the Activity for Approval.



Dear [Basore, James D](#)

EHS has completed the review of EH-0481 James Test/Demo Activity A. You may now release this activity for line management approval. Please select "Release for Approval" from the "Choose an Action" button.

Use this link to access the activity

[Click Here](#)

*You are receiving this email from LBNL's Activity Manager work authorization system.*

*To learn more about Activity Manager or the Work Planning & Control (WPC) program visit <http://wpc.lbl.gov> or contact your Division Safety Coordinator.*

**START:** log into WPC: <https://wpc-am.lbl.gov/>

**Step 1:** Select the activity that shows: **Collaboration Closed** and that has “pending.” Pending indicates that it is pending Activity Lead Approval

HI, WELCOME JAMES!  
Your Activity Manager dashboard.

### MY WORK

NEW 2 ACTION REQUIRED 1 INFORMATIONAL 2 FLAGGED 0 ALL 3

DATE	ACTIVITY ID	ACTIVITY DESCRIPTION
Apr 22, 2024	EH-0481	EHS review of James Test/Demo Activity A is complete.
Apr 22, 2024	EH-0481	completion date is 4/30/2024 for Activity James Test/Demo Activity A. <a href="#">Read full description</a>
Apr 19, 2024	EH-0481	Training course MED0654 HAZWOPER Annual Medical Exam is required for this activity

### MY ACTIVITIES

CREATE PROJECT CREATE ACTIVITY

BY ACTIVITY ID BY NAME BY STATUS

- EH-0067 Site Visits; Entering Technical Areas ... Nappi, Maria G
- ACTIVE EHS Division Office Lin, Bryan
- EH-0481 COLLABORATION CLOSED James Test/Demo Activity A Basore, James D **Pending**

**A** Select the Collaboration activity

**Step 2:** Select **Choose an Action** and “**Release for approval.**”

CREATE ACTIVITY: ACTIVITY DESCRIPTION

EH-0481 - JAMES TEST/DEMO ACTIVITY A  
ACTIVITY VERSION: 1  
ACTIVITY STATUS: COLLABORATION CLOSED

1 Description 2 Define Work 3 Select Hazards 4 Review Hazards & Controls 5 Training Courses

EA [Icons] Preview **Choose An Action** Save

Activity Risk Level

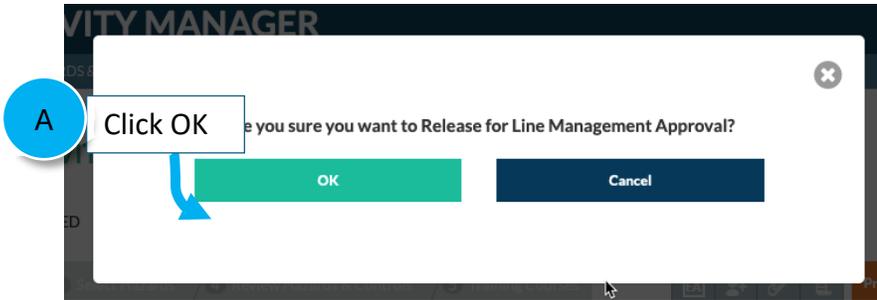
**A** Select Choose an Action/ Release for Approval

Release for Approval  
Copy Activity  
Printable Version  
Delete this version  
On the Job Training  
Add Feedback for Activity

Activity Name: James Test/Demo Activity A  
Parent Project: Heim Project for WPC Testing and Demonstrations (not)  
Activity Lead: Basore, James D  
Sponsor Division: Environ, Health, & Safety  
Planned Start Date: May 06, 2024  
Brief Description: Demonstration of what messages are sent to Activity Lead

Location: Building Room  
+Add Location  
Various (e.g., site-wide)  
Infrastructure  
Offsite (e.g., field)  
Locations: 026-0124

**Step 2:** Confirm your choice.



The activity is now routed to the Project Lead to review and release for approval.

On your Home screen the activity changes status to “Reviewing”

