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

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

Step 2: Confirm your choice.

A Click OK

...e you sure you want to Release for Line Management Approval?

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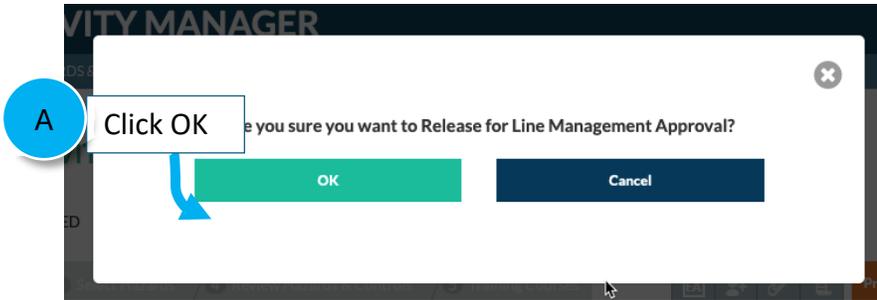
The activity is now routed to the Project Lead to review and release for approval.

On your Home screen the activity changes status to "Reviewing"

A Activity is now in Reviewing.

MY WORK

NEW 2 ACTION REQUIRED 0 INFORMATIONAL 2 FLAGGED 0 ALL 2

		DATE	ACTIVITY ID			
●	☐	Apr 22, 2024	EH-0481	...Activity, ...es Test/Demo Activity A. Read full description		
●	☐	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

ACTIVE	...ite Visits; Entering Technical Areas ... Nappi,Maria G
EH-0018 **ACTIVE**	**EHS Division Office** Lin,Bryan
EH-0481 **REVIEWING**	**James Test/Demo Activity A** Basore,James D