

## How to edit an Activity

This step-by-step shows how an Activity Lead can edit an activity to make changes.

**Step 1: Login to Activity Manager** <https://wpc-am.lbl.gov/>

**Step 2:** From the home page, select the activity you want to edit

**Step 3:** From the “Choose an Action” menu select “Edit Activity.” Then select “OK”

#### Step 4: Edit the activity .

You can change the title, activity lead, locations as well as make changes to the description of work or hazards and controls. If you add a level 3 hazard it will need to be reviewed by EHS as part of the collaboration process.

2 Define Work 3 Select Hazards 4 Review Hazards & Controls 5 Training Courses Preview Choose An Action

**Activity Name**  
Waste Services Team Member

**Parent Project**  
WMG Services Team Member

**Activity Lead**  
Kassis, Maram M

**Sponsor Division**  
Environ, Health, & Safety

**Planned Start Date**  
April 07, 2015

**Brief Description**  
Describe work activities of Generator Assistants involved with Radiological Work Authorization #1217

**Location**  
Building Room  
+ Add Location

Various (e.g., site-wide)  
Infrastructure  
Offsite (e.g., field)

**Locations**  
Various locations: Sitewide, including offsite facilities

#### Step 5: During the editing process, it will show as “Developing.”

While you are editing an activity, you will see that it is in “Developing” mode. You will also see that the original is above it and is still active. The “Active” activity allows workers to remain authorized while you make changes.

**MY ACTIVITIES**

Create Project Create Activity

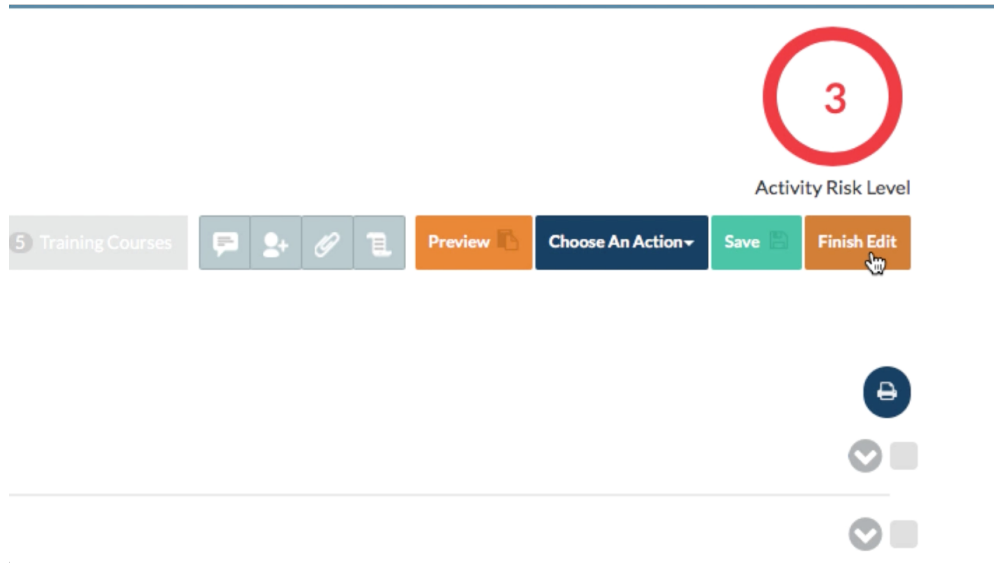
ACTION REQUIRED | 0 INFORMATIONAL | 0 FLAGGED | 0 ALL  
MORE ACTIONS

EH-0115 ACTIVE	Waste Services Team Member Kassis, Maram M
EH-0115 DEVELOPING	Waste Services Team Member Kassis, Maram M
EH-0123 ACTIVE	Rad Material Shipments (Recei... Galloway, Lamoyne Kurt
EH-0124 ACTIVE	Cleanup Operations For Enviro... Pauer, Ron
EH-0127 ACTIVE	Pick Up And Management Of H... Johnson, Billy C

### Step 6: Finishing your edit

When you have finished editing the activity, you select “Finish Edit.” If you added a risk-level 3 hazard the activity will be routed for review. If not, the activity will replace the current “Active” activity.

NOTE: The previous version of the activity is archived.



### Step 7: Summarize the changes you made

Here you briefly summarize the changes you made. This serves as a record of the changes. The text you add to this dialogue box is sent (by email)

- the workers of the activity
- the activity lead,
- the project lead,
- the DSC and SMEs

