

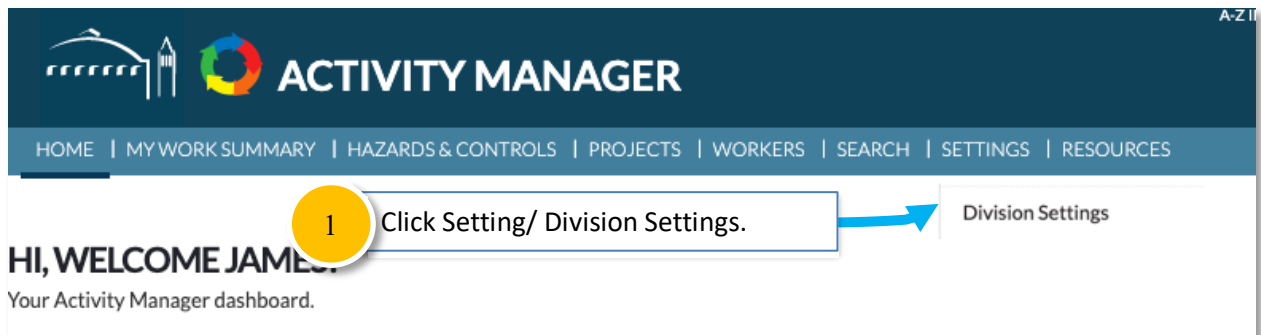
**Audience:** Division Safety Coordinator

**Instructions:** Defining Settings for your Division

- Assign Division Director
- Determining if DSC is to approve risk-level 2 Activities
- Assigning Project Leads
- Change Project Lead
- Assign Division Administrator

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

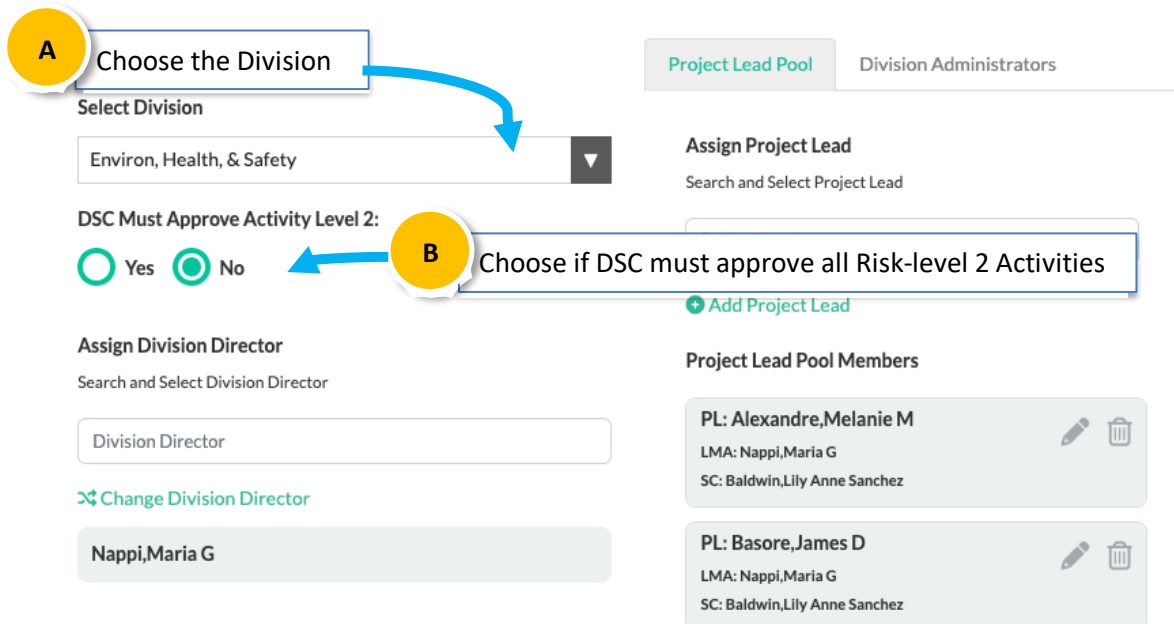
**Step 1:** Click **SETTINGS** and **DIVISION SETTINGS**



**Step 2:** Select Division and Risk-level 2 review option

**(A)** Selects the division from the pull down (if DSC supports more than one Division)

**(B)** Select YES/NO for DSC needing to review all Risk-level 2 Activities



The screenshot shows the 'Division Settings' form. Callout A points to the 'Select Division' dropdown menu, which currently shows 'Environ, Health, & Safety'. Callout B points to the 'DSC Must Approve Activity Level 2:' section, which has radio buttons for 'Yes' and 'No'. The 'No' option is selected. Other sections include 'Assign Project Lead', 'Assign Division Director', and 'Project Lead Pool Members'.

## Step 2: Assign or change Division Director

The division director approves risk level 3 activities. Activity Manager initially populates the Division Director role. DSC may assign the division director WPC role to another person by searching for and selecting the replacement, then clicking **Change Division Director** and **SAVE**.

**GENERAL SETTINGS**

Select Division  
Environ, Health, & Safety

DSC Must Approve Activity Level 2:  
 Yes  No

**Assign Division Director**  
Search and Select Division Director

Division Director

[Change Division Director](#)

Nappi, Maria G

**Project Lead Pool** Division Administrators

**Assign Project Lead**  
Search and Select Project Lead

Project Lead

[Add Project Lead](#)

**Project Lead Pool Members**

PL: Alexandre, Melanie M  
LMA: Nappi, Maria G  
SC: Baldwin, Lily Anne Sanchez

PL: Basore, James D  
LMA: Nappi, Maria G  
SC: Baldwin, Lily Anne Sanchez

## Step 3: Assign or change Project Lead

Divisions must identify who in their division will serve as a Project Lead, thereby authorizing Project Leads to create projects and delegate authority to Activity Leads.

**(A)** Assign a new Project Lead **(B)** Change a Project Lead to someone else

Select Division  
Environ, Health, & Safety

DSC Must Approve Activity Level 2:  
 Yes  No

**Assign Division Director**  
Search and Select Division Director

Division Director

[Change Division Director](#)

Nappi, Maria G

**Project Lead Pool** Division Administrators

**Assign Project Lead**  
Search and Select Project Lead

Project Lead

[Add Project Lead](#)

**Project Lead Pool Members**

PL: Alexandre, Melanie M  
LMA: Nappi, Maria G  
SC: Baldwin, Lily Anne Sanchez

Project Lead

[Change Project Lead](#)

Line Management Approver

[Change Line Management Approver](#)

Safety Coordinator

[Change Safety Coordinator](#)

**A** Enter name of new Project Lead. Then, click Add Project Lead

**B** Click pencil icon to edit. To replace the Project Lead, add the name of the new Project Lead and select "Change Project Lead"

## Step 4: Assign Division Administrators

The screenshot shows the 'Assign Division Administrator' section of a software interface. It includes a 'Select Division' dropdown menu, a 'DSC Must Approve Activity Level' section with 'Yes' and 'No' radio buttons, and an 'Assign Division Director' section with a search box and a 'Change Division Director' link. On the right, there is a 'Division Administrators' list with three entries: 'DA: Baldwin, Lily Anne Sanchez', 'DA: Bassir, Rangineh', and 'DA: Blodgett, Paul M'. Each entry has a trash icon. A callout box labeled 'A' points to the 'Division Administrators' tab, and a callout box labeled 'B' points to the 'Add Division Administrator' button and the 'Division Administrator' search box.

**A** Select Division Administrator

**B** Enter their name  
Click Add Division Administrator

GENERAL SETTINGS

Project Lead Pool

Division Administrators

Select Division

Environ, Health, & Saf

DSC Must Approve Activity Level

Yes  No

Assign Division Director

Search and Select Division Director

Division Director

[Change Division Director](#)

Nappi, Maria G

Assign Division Administrator

Search and Select Division Administrator

Division Administrator

[Add Division Administrator](#)

Division Administrators

DA: Baldwin, Lily Anne Sanchez

DA: Bassir, Rangineh

DA: Blodgett, Paul M

### Division Administrator Capabilities:

- View all Division Activities
- View and Manage Projects
- View Worker details
- View the following dashboards
  - My Division Activities
  - Workers from different div Activities
  - Division Workers
  - Worker assignment pending supervisor approval (risk 3)
  - Expired/Incomplete Training