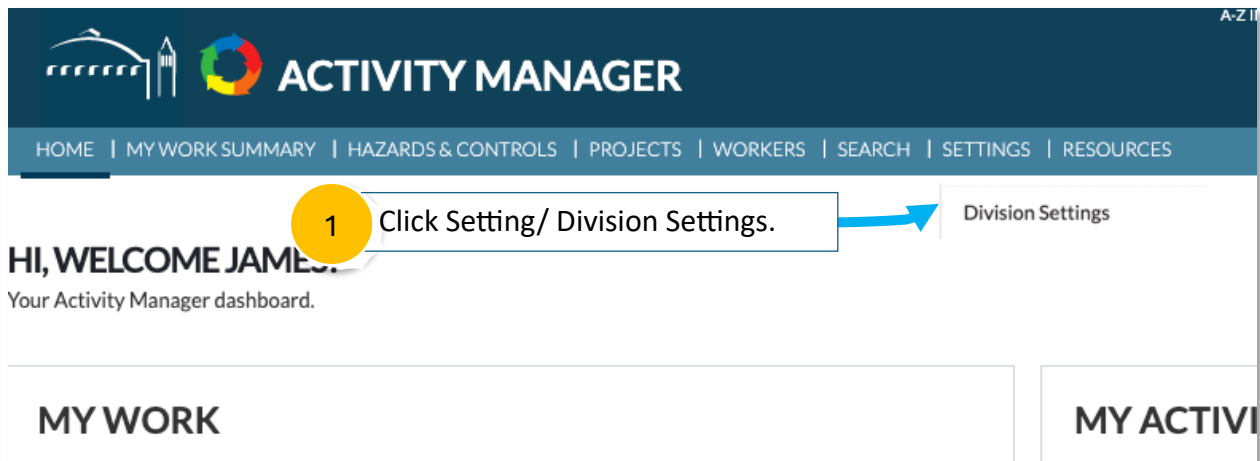


Audience: Division Safety Coordinator

Instructions: How to create a new Project, add a Project Lead and then add an Activity to the new Project.

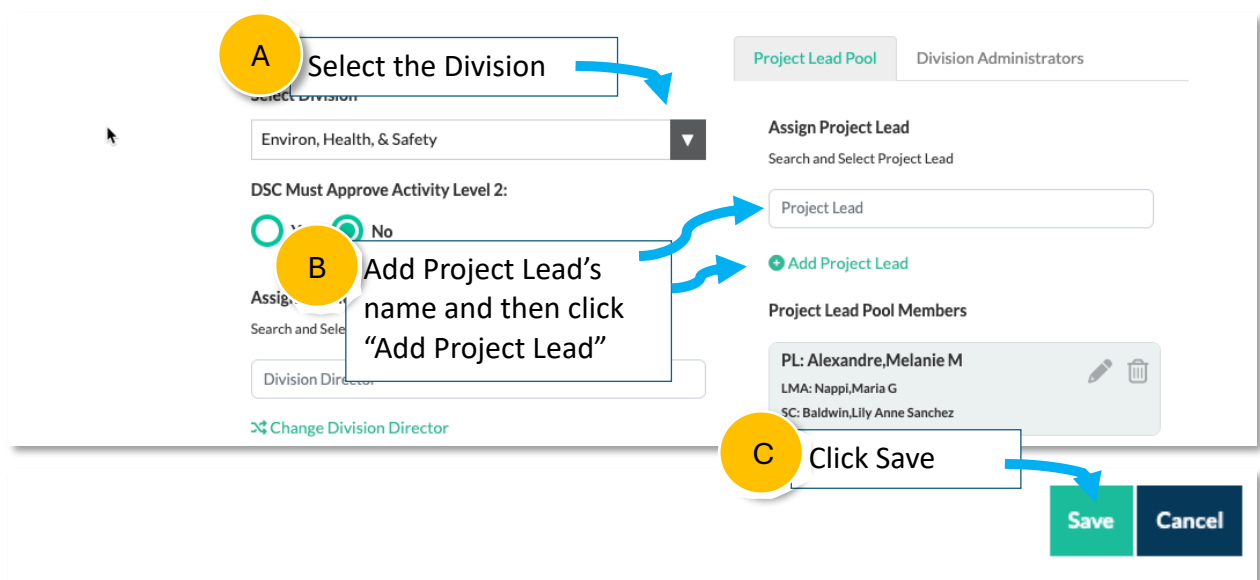
START: log into <https://wpc-am.lbl.gov/>

Step 1: Click SETTINGS and DIVISION SETTINGS

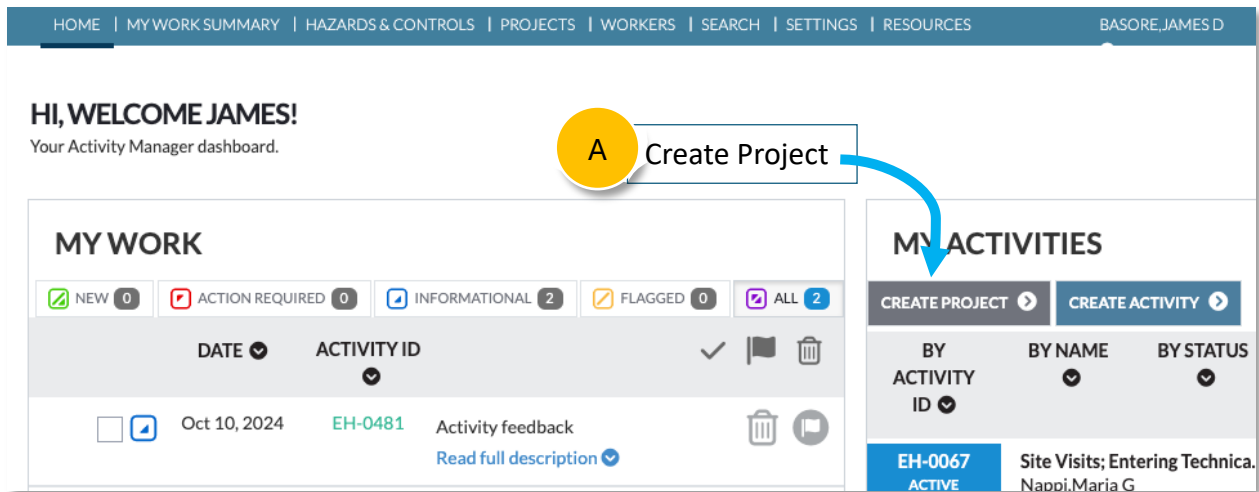


Step 2: (A) Select the Division (B) Add the Project Lead (C) Click Save

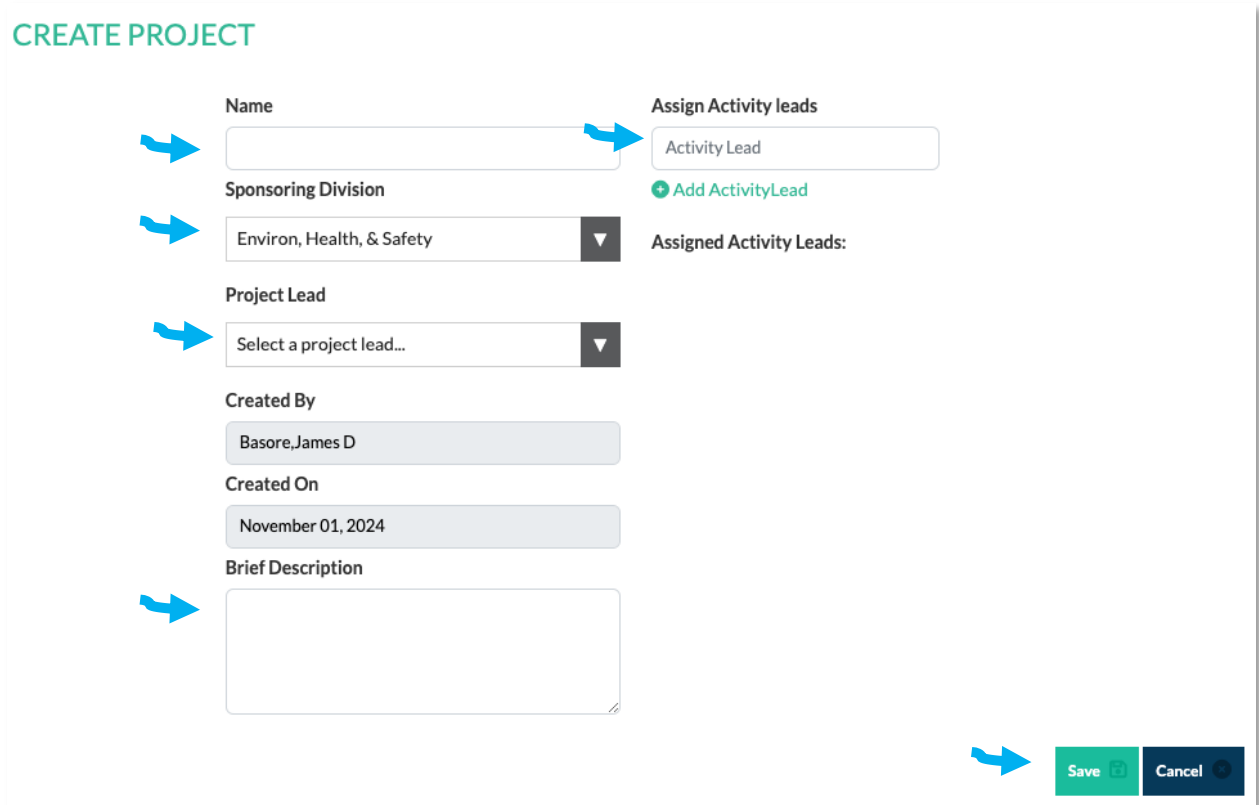
NOTE: You can also remove Project Leads that are no longer serving in this capacity.



Step 3: Create a new Project
From your Home page, select CREATE PROJECT



Step 4: Define Project and add Activity Lead
Give the Project a name. Select the Division. Select the Project Lead. Provide a brief description. Add prospective Activity Leads for Activities that will reside within this project. Click Save.



Step 5: Navigate to the Activity that is in Development that you want to add to the Project.
(A) Choose the Project **(B)** Add the Activity Lead **(C)** Click Save

CREATE ACTIVITY: ACTIVITY DESCRIPTION

FA-0097 - FA TECHNICAL REPRESENTATIVE
ACTIVITY VERSION: 1
ACTIVITY STATUS: DEVELOPING

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

EA [User Icon] [Link Icon] [List Icon] Preview

A Choose the Project

Activity Name: FA Technical Representative

Parent Project: Facilities Crafts

B Choose the Activity Lead

Activity Lead: Akey, Kevin J

Sponsor Division: Facilities

Planned Start Date: October 30, 2024

Brief Description: [Empty text area]

Location: Building Room

+ Add Location

Various (e.g., site-wide)

Infrastructure

Offsite (e.g., field)

Locations: Various locations: Site-Wide

C Click Save

Continue Save