

Tutorial: How to Copy an existing WPC Activity.

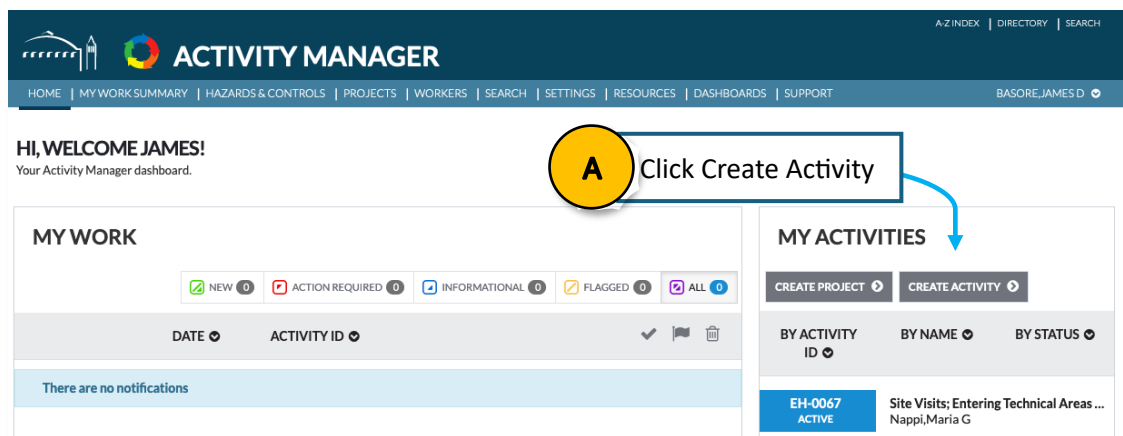
Who this is for: Activity Lead

When to copy an activity?

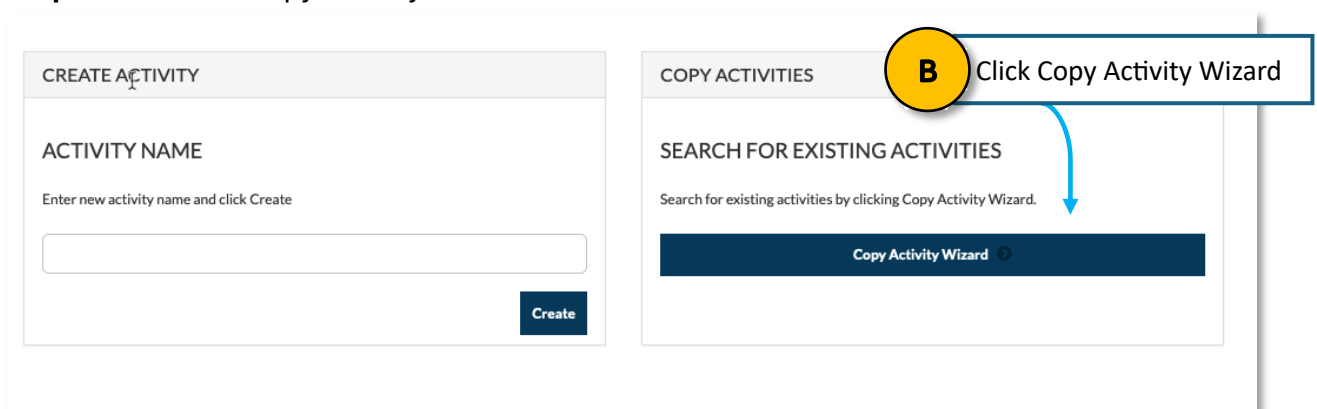
Copying an existing WPC activity is useful in situations where you are developing a new activity and there is a similar activity that already exists. When you copy an activity, it creates a duplicate version that allows you to edit the activity to your needs. It is a new activity that contains all of the information from the one you copied.

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

Step 1A: From the Home page click **Create Activity**



Step 1B: Choose Copy Activity Wizard



Step 2: Copying an existing activity.

- A. Enter the Activity ID into “Search Statement of Work” and click search.
- B. Find the Active version of the Activity and select View on Summary.

ACTIVITY SEARCH

Statement of Work Advanced

Search Statements of Work

EH-0330

Search

A Add the activity number that you want to copy and click **Search**.

RESULTS

ACTIVITY #	ACTIVITY NAME	Basic Examples D	Cancelled	1	Heim,John	View on Summary
EH-0330	Heim Test/Demo Activity B	Heim,John	Active	2	Heim,John	View on Summary

B Find the **Active** version and click **View on Summary**

Step 3: Review the Activity (to make sure that you want to copy it)

- *Navigate through each of the numbered tabs and review the information.*
- *Understand that you will be able to edit, remove and add information, hazards and controls after it is copied so you can tailor it to your needs.*

Navigate using the numbered tabs to review the information in this activity

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

EA Preview Choose An Action Save

Description of Work Add Contributor Templates and Examples

EH-0330 File

A Click through each tab and review the associated information.

100% Normal text Arial 11 B I U A

1 2 3 4 5 6 7

Description of Work

Step 4: Select Choose an Action and select Copy Activity (If you want to copy it)

The screenshot shows the 'ACTIVITY MANAGER' header with navigation links: HOME | MY WORK SUMMARY | HAZARDS & CONTROLS | PROJECTS | WORKERS | SEARCH | SETTINGS | RESOURCES | DASHBOARDS | SUPPORT. The user is identified as BASORE, JAMES D. The main content area is titled 'ACTIVITY SUMMARY' for activity EH-0330 - HEIM TEST/DEMO ACTIVITY B. It includes fields for Activity Lead (John Heim), Activity Name (Heim Test/Demo Activity B), Activity Approved Date (April 13, 2024), and Renewal Due Date (May 11, 2026). A 'Choose An Action' dropdown menu is open, showing options: Edit Activity, Copy Activity, Printable Version, Send a Message, Close Activity, On the Job Training, View OJT Report, Add Feedback for Activity, and Authorized Workers. A yellow callout box 'A' points to the 'Choose An Action' button, and another yellow callout box '2' points to the 'Copy Activity' option.

Step 5: Update the information in all sections on this screen (Description tab).

The screenshot shows the 'CREATE ACTIVITY: ACTIVITY DESCRIPTION' form for activity EH-0481 - JAMES TEST/DEMO ACTIVITY A. The form has five tabs: 1 Description, 2 Description Work, 3 Select Hazards, 4 Review Hazards & Controls, and 5 Training Courses. The 'Description' tab is active. The form contains several sections: Activity Name (James Test/Demo Activity A), Parent Project (Heim Project for WPC Testing and Demonstrations), 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 when activity is in collaboration), and Activity Lead Designees (Activity Lead Designee). There are also Location and Various sections. A yellow callout box 'A' points to the form fields with the text 'Update all fields on this screen, including adding and removing locations.' A second yellow callout box 'B' points to the 'Continue' button at the bottom right with the text 'Click Continue when done.'

Step 6: Create your description of work.

- A. Edit the Description of work so that it reflects the work performed in this activity.
- B. You can invite contributors to help you develop the activity.
- C. Templates are available that you can use.
- D. Click Continue or Save when done.

Update the Description of work.

You can invite a contributor.

Templates are available.

Click Save or Continue when done.

Step 7: Add and remove hazards.

NOTE. Add and remove hazards as needed

This activity uses corrosive gas so I selected this hazard that did not exist when I copied the activity

Click + icon to add it to the hazard basket.

Click trash can icon to remove a hazard.

Step 8: Review Hazards and Controls.

In this example one of the hazards is a toxic gas, so there is an orange waffle. Click to add the needed information.

CREATE ACTIVITY: REVIEW HAZARDS
EH-0481 - JAMES TEST/DEMO ACTIVITY A
ACTIVITY VERSION: 1
ACTIVITY STATUS: DEVELOPING

Activity Risk Level: 3

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

Preview Choose An Action Save

SELECTED HAZARDS

COMPRESSED GASES

HAZARD	ACTIVITY SPECIFIC INFORMATION	RISK LEVEL
Compressed corrosive gases, in lecture or research bottle quantities		3

"Applicable?" requires that the Activity Lead determines if the control is applicable to the work performed. If it is applicable, then select "Yes" and the control becomes required. If it is not applicable, select "No" and the control is removed from the activity.

CLASS	CONTROL	ACTIVITY SPECIFIC INFORMATION	APPLICABLE?
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This shows what opens when you need to provide information about a gas hazard.

HAZARD ITEMIZATION
GASES, EXCLUDING TOXIC

Export To Excel Import CSV

Gas Name	Mixtures ¹	Mixture Details ²	Quantity ³	Cylinder Location	Describe Use
	Select ...			Select ...	

Itemization Instructions

¹ If mixture, provide details in the Mixture Details column.
² If mixture, describe and provide percentages. Enter "N/A" if not a mixture.
³ Cylinder size and/or weight.

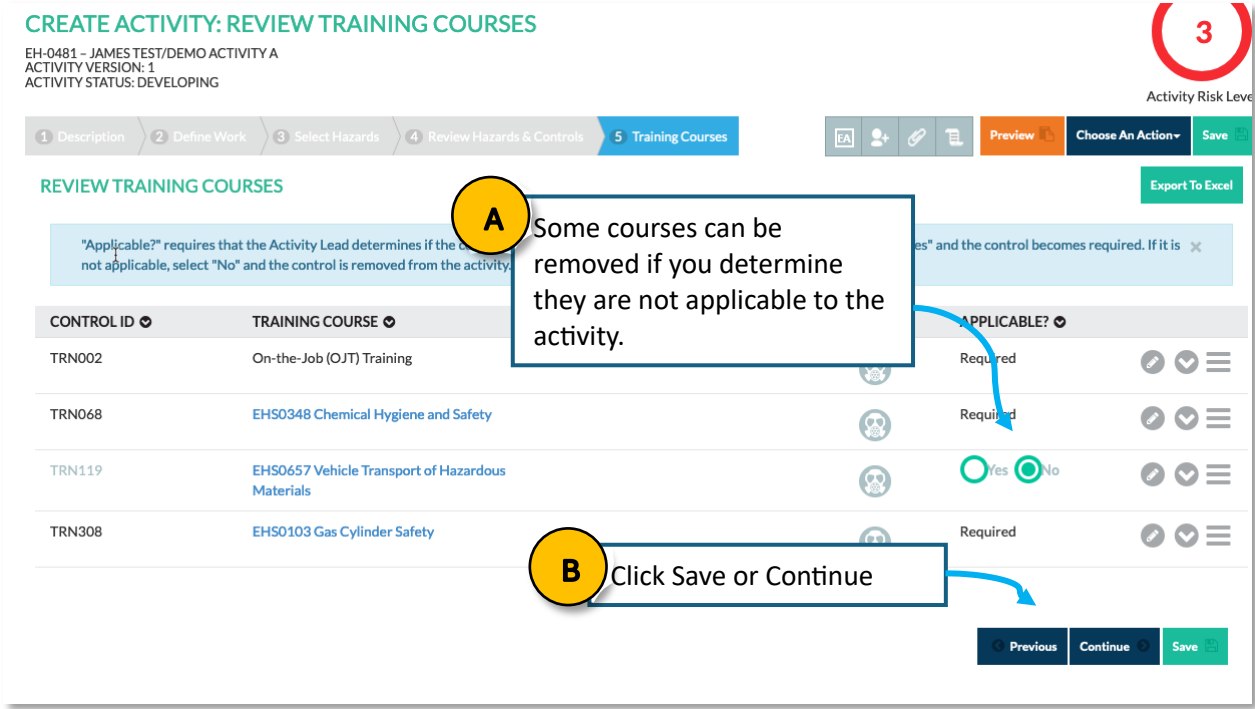
ACCIDENTAL RELEASE ANALYSIS (BLDG DISCHARGE POINT)

Export To Excel Import CSV

Gas Name ¹	Gas Release Rate (cfm) ²	Exhaust System Description ³	Exhaust Rate at Building Discharge Point (cfm) ⁴	Discharge Concentration (ppm) ⁵	Discharge % IDLH ⁶

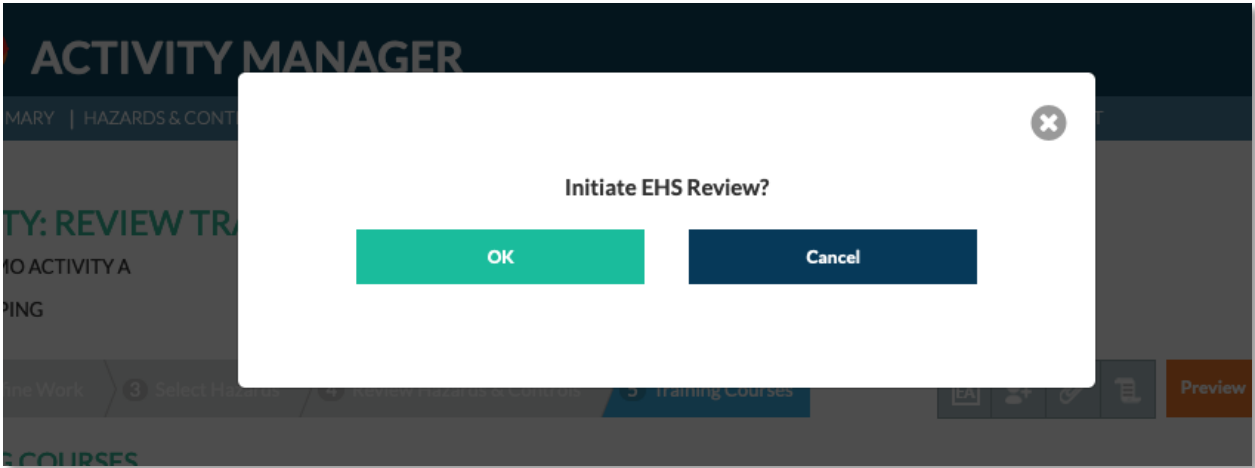
Step 9: Review required Training:

In this example it includes an optional course *EHS 0657 Vehicle Transport of Hazardous Materials*. Since no one in this activity will be transporting hazardous materials via vehicle I set that it is not applicable.



Step 10: Initiate EHS Review

If you clicked Continue you will be presented with this dialogue. Since this is a risk-level 3 hazard it requires EHS review. This initiates that review. If you are not ready, click Cancel to finalize the activity.



Ending: To navigate back to the Home page, click Home.

- This shows the status of each of your activities.
- This is in **Developing** Stage because I did not release it for EHS-review.
 - If released for EHS review it would be in **Collaboration**.

The screenshot shows the 'ACTIVITY MANAGER' interface. At the top, there is a navigation bar with 'HOME' highlighted. Below the navigation bar, a welcome message reads 'HI, WELCOME JAMES!' and 'Your Activity Manager'. The main content is divided into two sections: 'MY WORK' and 'MY ACTIVITIES'. In the 'MY WORK' section, there is a table with columns for 'DATE', 'ACTIVITY ID', and 'Activity Name'. A single activity is listed: 'Apr 19, 2024', 'EH-0481', and 'Training course MED0654 HAZWOPER Annual Medical Exam is required for this activity'. In the 'MY ACTIVITIES' section, there is a list of activities with columns for 'Activity ID', 'Status', and 'Activity Name'. Three activities are listed: 'EH-0067 ACTIVE Site Visits; Entering Technical Areas...', 'EH-0018 ACTIVE EHS Division Office Lin, Bryan', and 'EH-0481 DEVELOPING James Test/Demo Activity A Basore, James D'. Two annotations are present: 'A' points to the 'HOME' link in the navigation bar, and 'B' points to the 'EH-0481 DEVELOPING' activity in the 'MY ACTIVITIES' list.

A Go to Home page

B Current status of this activity

-----End of Tutorial-----