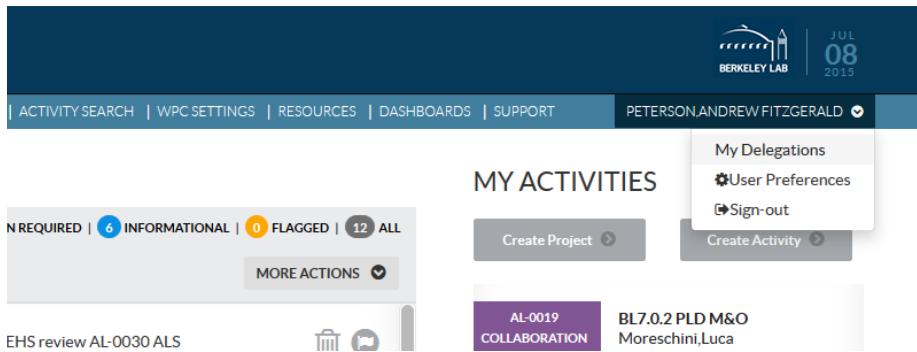


## Delegating Supervisor role in Activity Manager

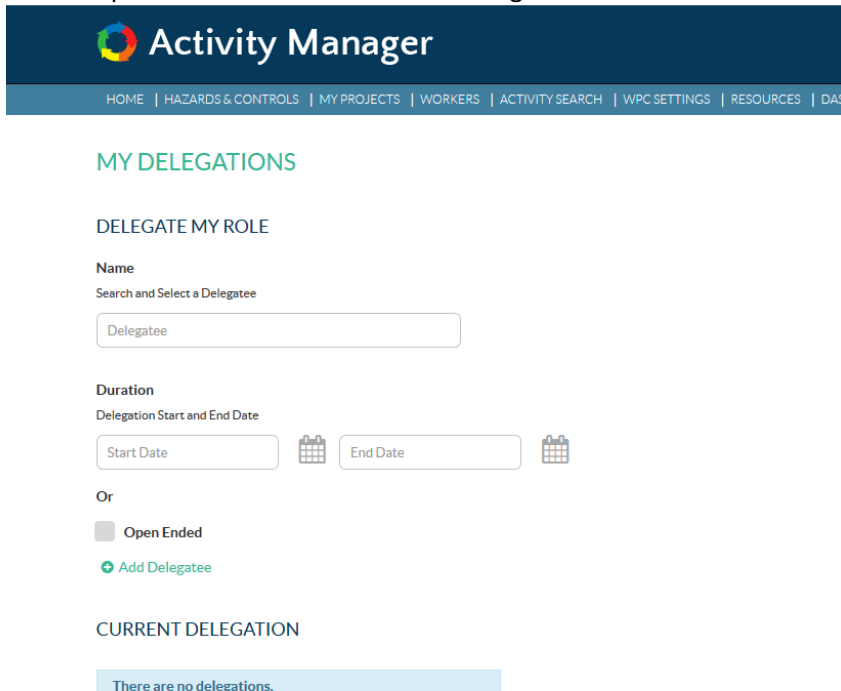
A supervisor can delegate their role to someone else so that there is coverage, for example, if a supervisor is on leave or will be away for an extended time. This ensures that the worker has a supervisor in activity manager to approve workers participation on activities.

Step 1: Login <https://wpc-am.lbl.gov/> and select “My Delegations” using the drop down menu associated with your name on the main top menu.



The screenshot shows the Activity Manager dashboard. At the top right, there is a Berkeley Lab logo and the date 'JUL 08 2015'. Below this is a navigation bar with links: 'ACTIVITY SEARCH', 'WPC SETTINGS', 'RESOURCES', 'DASHBOARDS', 'SUPPORT', and a user profile for 'PETERSON.ANDREW FITZGERALD'. A dropdown menu is open under the user profile, showing options: 'My Delegations', 'User Preferences', 'Sign-out', and 'Create Activity'. The main content area is titled 'MY ACTIVITIES' and includes a 'Create Project' button. Below this, there are activity cards, one of which is 'AL-0019 COLLABORATION' by 'Moreschini, Luca'. On the left, there are filters for activity status: 'N REQUIRED', '6 INFORMATIONAL', '0 FLAGGED', and '12 ALL', along with a 'MORE ACTIONS' button.

Step 2: Select the person you want to delegate your responsibility to and set the start and end date, or select “open ended.” Then click “Add Delegatee.”



The screenshot shows the 'MY DELEGATIONS' page in Activity Manager. The page title is 'Activity Manager' and the navigation bar includes links: 'HOME', 'HAZARDS & CONTROLS', 'MY PROJECTS', 'WORKERS', 'ACTIVITY SEARCH', 'WPC SETTINGS', 'RESOURCES', and 'DAS'. The main content area is titled 'MY DELEGATIONS' and has a sub-section 'DELEGATE MY ROLE'. Under this section, there is a 'Name' field with a search and select dropdown for 'Delegatee'. Below this is a 'Duration' section with 'Delegation Start and End Date' fields for 'Start Date' and 'End Date', each with a calendar icon. There is an 'Or' section with an 'Open Ended' checkbox. At the bottom of this section is a green '+ Add Delegatee' button. Below the 'DELEGATE MY ROLE' section is a 'CURRENT DELEGATION' section with a light blue box containing the text 'There are no delegations.'