IMPACT Database User Guide
(Integrated, Management, Planning and Control Tool)

HOW TO CREATE A WORK PACKAGE AND HAZARD ANALYSIS

Including how to submit HAs to workflow, and other optional actions in IMPACT

Login to IMPACT, the database is accessible through the link provided here:
https://www-esh.fnal.gov/pls/apex/f?p=129

You need permission to add and edit work packages in the DB.

If you have issues logging into the database, please submit a Service Desk ticket to get access.

Revision History

Name	Description	Date
Kathy Vuletich	Added section on Roles in DB: - Reviewer - Approver - Notify - Edit	March 10, 2021
Kathy Vuletich	Updated content for changes to: - Clone process - Adding authorizing supervisor - Role Report	March 2, 2021
Kathy Vuletich	Updated content for changes to the look of data entry screens. Added sections: - Workflow Status	December 4, 2020

	- Role Report: People in the Workflow	
Kathy Vuletich	Added information on links to General Enclosure RWPs, new COVID-19 resources, and the FQTS Lessons Learned database. Updated each section on how to use IMPACT with new screen shots highlighting the upgraded interface. Added information on how to update Locations, add Workers, and add People to Notify on the HA.	September 21, 2020
Kathy Vuletich	Added checkbox on HA for Emergency Work, see p. 12. Added instructions for cloning step for resubmitting rejected HAs, see p. 20. Updated automatic emails from IMPACT – now includes links directly to impact and comments from reviewers and approvers. Updated workflow details on HA status screens – now includes responder name, date and timestamp, and comments.	April 2020

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DATABASE ROLES

The IMPACT database has 4 roles, each serve a different purpose in the database and workflow process. The roles are defined below.

None of the roles below have the permission to stop or restart a workflow. This task has to be done by an Administrator of the system.

Role Name	Description	Permissions in DB	Workflow
Review (SME Reviewer, ES&H Reviewer, Reviewer)	A person in the review role has the ability to review items submitted to workflow and provide comments in the workflow but **DOES NOT** approve or reject the workflow.	Read, Receives Notifications, Edit forms/permits submitted to workflow	Review items in workflow, provide comments in workflow, notified of workflow status.
Approve (Authorizing Supervisor, Approver)	A person in the approve role **has the ability to approve or reject** workflow items and provide comments in the workflow. Approve or reject permission is for people designated as authorizing supervisors and management.	Read, Receives Notifications, Edit forms/permits submitted to workflow	Approve/Reject items in workflow, provide comments in workflow, notified of workflow status.
Notify	A person in the notify role has read-only access in IMPACT and receives notifications.	Read Only, Receives Notifications	Notified of workflow status.
Edit	A person in the edit role can edit/create work packages, permits, forms, and can submit items to workflow.	Read, Receives Notifications, Edit/Create for assigned D/S/P, Submit to Workflow	Submit items to workflow, notified of workflow status.

DATABASE FIELD DEFINITIONS

WKPG – Work Package Screen

Field Name	Required or Optional?	Field Type	Description
Job Title	Required	Manual text field	Enter the title for the job you will be creating a work package for. Short and descriptive title.
Work Package Status	Required	Dropdown list	Select the status of the job. - New: Initial entry of new job - Revised: Previous job entered and has been revised - Completed: Job has been completed and closed out - Cancel: Job has been canceled, or will not be completed
TM/CC/SC/Owner	Required	Pre-populated select list	This field will default to your name, but you can choose a different person if they are responsible for planning this job.
Managed By Org	Required	Dropdown list	Select the organization that is managing the work being performed. Likely this is YOUR organization.
Performed For Org	Required	Dropdown list	Select the organization that the work is being performed for. Can also be the same org as Managed By.
Est Start Date	Required	Date Field	Select the estimated start date of the job
Est End Date	Required	Date Field	Select the estimated end date of the job
Actual Start Date	Optional	Date Field	Select the actual start date of the job, when known
Actual End Date	Optional	Date field	Select the actual end date of the job, when known
Project Name	Optional	Dropdown list	List contains the projects currently in progress at Fermilab, if the job is for a project then select it from the list
Project/Work Order Number	Optional	Manual text field	Enter a number associated with this job, some D/S/P have a numbering system to track jobs. For example, the AD Work List, FESS Work Order #, etc..

Po Contract#	Optional	Dropdown list	If a contract# is associated with this job, select it from the list. This list is connected with the PO DB.
Release #	Optional	Dropdown list	If a release # is associated with this job, select it from the list. This list is connected with the PO DB.
Job Description	Required	Manual text field	Enter in a more detailed description of the job being performed.
Locations	Required	Select List/Shuttle	Select the locations where the job is going to occur. The field allows you to select one or many locations.
Print	N/A	Action Button	Click the "print" button to print the entire work package
Sign-off Sheet	N/A	Action Button	Click the "sign-off sheet" button to print out a generic sign-off sheet used for pre-job walk downs or other activities.
Attachments	N/A	Table	Attach documents to this work package.
Hyperlinks	N/A	Table	Link web pages to the work package
Cancel	N/A	Action Button	Clicking 'cancel' will take you back to the previous screen, the home page.
Create / Save	N/A	Action Button	When clicked, the work package will be initially submitted to the database, or your changes will be saved. A green alert box will appear in the upper right corner of the screen to confirm your actions.

HA – Hazard Analysis Screens

Field Name	Required or Optional?	Field Type	Description
Edit Form	*N/A*	Action Button	Clicking 'edit' will open the HA edit screen.
Print	N/A	Action Button	Clicking 'print' will open a new browser tab with the ability to print the entire HA.
Submit for Approval	N/A	Action Button	Clicking the 'Submit for Approval' button will send the HA into the workflow process. Once the process is started, it cannot be stopped unless the supervisor approves or rejects the HA.
Clone	N/A	Action Button	Clicking 'clone' will make a complete copy of an HA. You must then edit the HA and save changes. The new clone will have a new ID number (the old HA will not be replaced or deleted; it will still exist in the list).
Edit Form Header	Optional	Action Button	This will open a dialog box to update the HA Title, Start Date, End Date, and Prepared By.
Form	N/A	Table	The tab in the table on the HA screen contains the read-only information regarding the HA. At the top is information about the work package, and then the bottom half contains information specific to the HA, including all hazards chosen, and steps in the process.
Package Locations	N/A	Table	Change what locations from the work package are attached to the HA. If the HA is applicable to all locations on the work package, no actions are necessary.
Workers	N/A	Table	List workers performing the work.
Worker Training	N/A	Table	When workers are listed, this tab will show the individual training plans for each worker. Past Due training is highlighted in red, and training associated with the

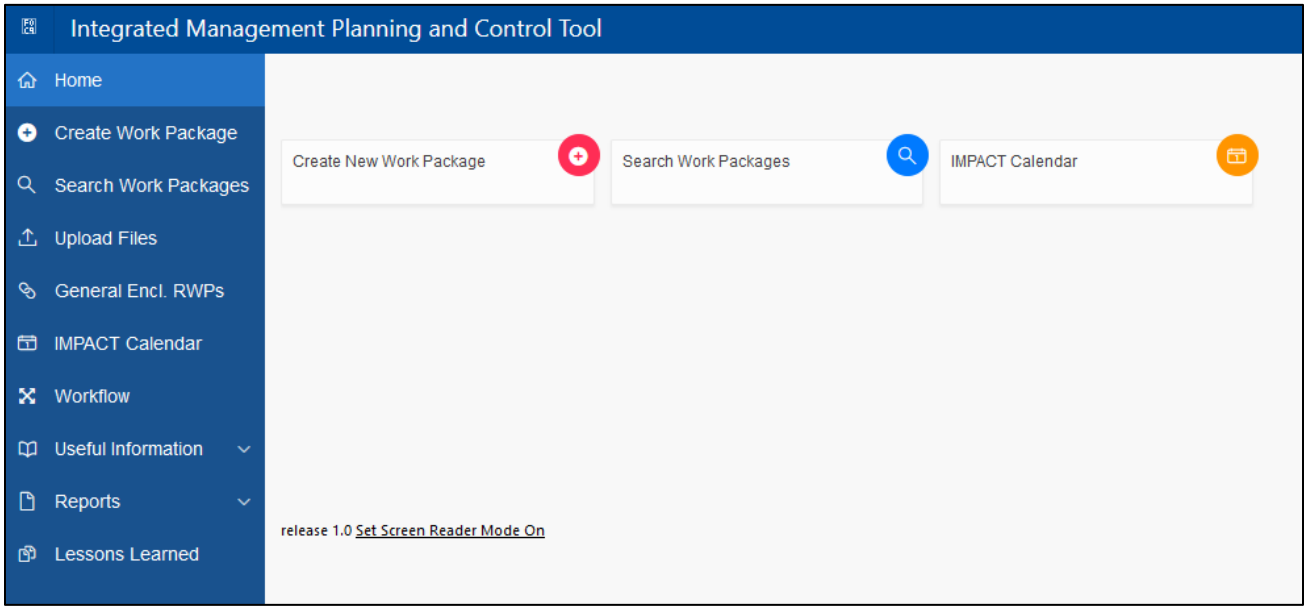
			hazards checked in the HA is highlighted in yellow.
Task Training	N/A	Table	When workers are listed, this tab shows possible training associated with the hazards checked in the HA.
Attachments	N/A	Table	Attach documents to this HA
Hyperlinks	N/A	Table	Link web pages to this HA
People to Notify	N/A	Table	Add people to be notified when the HA is approved. Workers involved in the job, or others that need to know about the HA.
Contractors	N/A	Table	List contractors (if applicable) working on the job.
Governing Chapters	N/A	Table	This shows the FESHM chapters that govern the HA process and provides additional information as necessary.
Workflow	N/A	Table	This will show as a new tab in the table when the HA has been submitted to workflow. View the status of the workflow in this tab.

Forms/Permits/Applications Screens

Field Name	Required or Optional?	Field Type	Description
Edit	N/A	Action Button	Clicking 'edit' opens a blank edit screen. Until the F/P/A is digitized this feature will not function.
Print Permit	N/A	Action Button	Clicking 'print permit' opens a new browser tab with the ability to print the entire F/P/A.
Clone	N/A	Action Button	Clicking 'clone' makes a complete copy of an F/P/A. The new clone has a new ID number (the old F/P/A will not be replaced or deleted; it will still exist in the list).
Download Form	N/A	Action Button	Clicking 'download form' opens a new tab where the F/P/A will appear. For eJulie for example, the new tab opens to the online eJulie system.

Permit	N/A	Table	The permit tab contains the read-only information regarding the F/P/A about the work package.
Package Locations	N/A	Table	Change what locations from the work package are attached to the permit. If the permit is applicable to all locations on the work package, no actions are necessary.
Attachments	N/A	Table	Attach documents to this F/P/A
Hyperlinks	N/A	Table	Link web pages to this F/P/A
People to Notify	N/A	Table	Add people to be notified when the permit is approved (only works if the permit is available to be submitted to workflow). Workers involved in the job, or others that need to know about the permit.
Governing Chapters	N/A	Table	Access the FESHM chapters that govern the F/P/A process and provides additional information as necessary.
Workflow	N/A	Table	This will show as a new tab in the table when the permit has been submitted to workflow (only when applicable). View the status of the workflow in this tab.

DATABASE FUNCTIONS OVERVIEW



Home – The home tab is the landing page for IMPACT. On the landing page there are several options for the user to engage in. Each are listed below.

Create Work Package – Located on the left navigation menu and the home tab, click this option to create a brand new work package.

Search Work Packages – Located on the left navigation menu and the home tab, click this option to search the DB.

Upload Files (to an Existing Work Package) – Located on the left navigation menu, click this option to upload files to existing work packages.

General Encl. RWPs – Located on the left navigation menu, click this option to read and sign general enclosure radiation work permits (RWPs). Clicking on this link will take the user to a separate system.

IMPACT Calendar – Located on the left navigation menu and the home tab, click this option to view a calendar of scheduled and on-going jobs. Hover over an event to see more information, or click the event to view the details directly from the work package.

Workflow – Located on the left navigation menu, for those with roles in the workflow process click this option to go directly to the workflow tool to see your open tasks.

Useful Information – Located on the left navigation menu, this feature links to the IMPACT User Guides, training videos, FESHM, FRCM, the QAM (all manuals that govern the processes contained within IMPACT), IMPACT Training Videos, and COVID-19 Resources & Information for employees.

Reports – Located on the left navigation menu, this feature is currently only displaying change logs for the system. Clicking on the carrot will expand the list to see changes made to the DB in these reports.

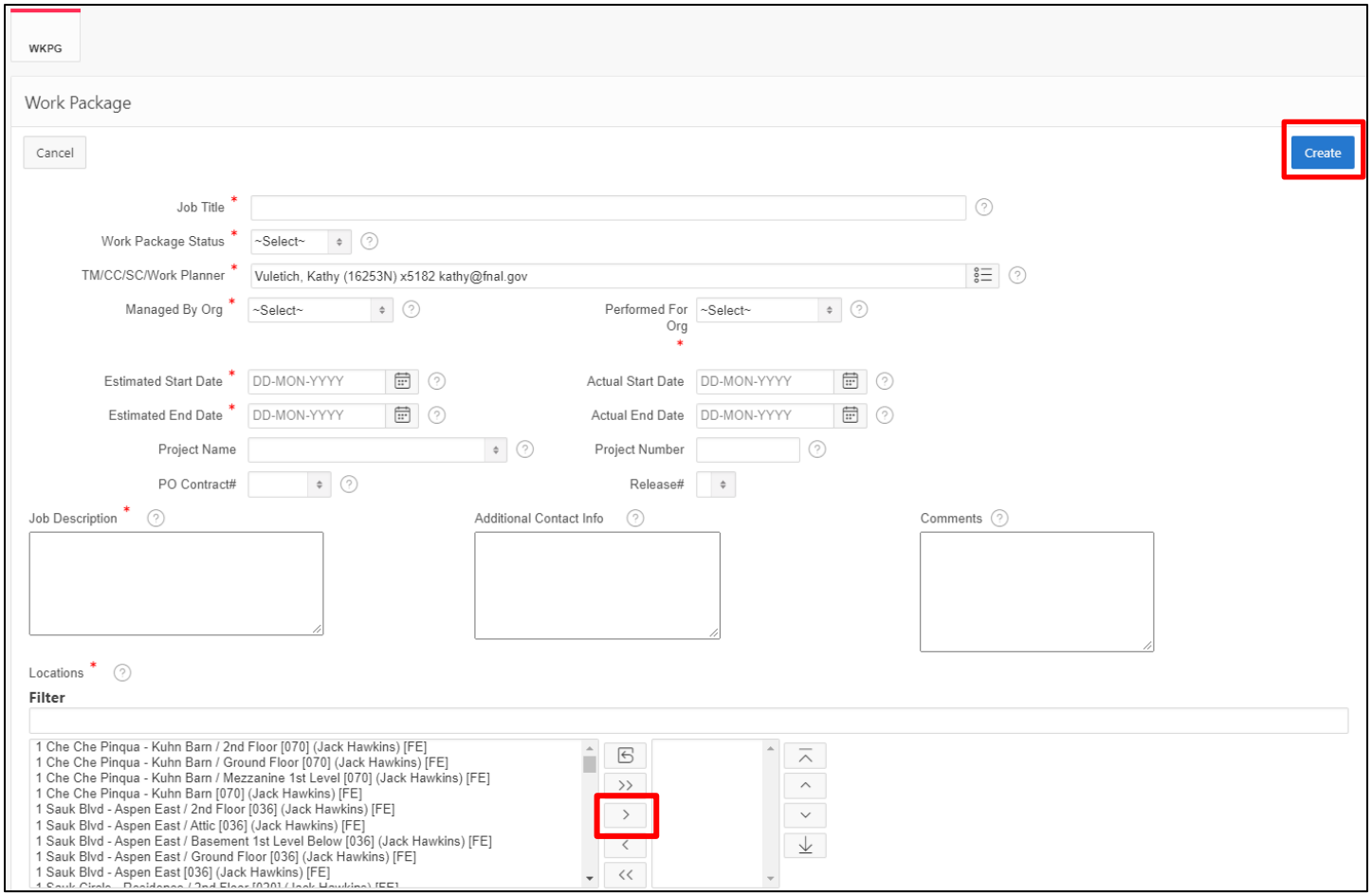
Lessons Learned – Located on the left navigation menu, click this link to go to the FQTS (Fermilab Quality Tool Suite) Lessons Learned database. Lessons learned should be considered when planning a new job, and documented when completing a job.

HOW TO ENTER A NEW WORK PACKAGE

1. Click "Create Work Package" from the left navigation or home screen.
   Note: All fields with a red asterisk "*" are required to create the work package.
   Note: To create a Hazard Analysis, a Work Package must be created first.

2. Enter all information about the work being performed. See Database Field Definitions - WKPG – Work Package Screen for detailed information on each field.

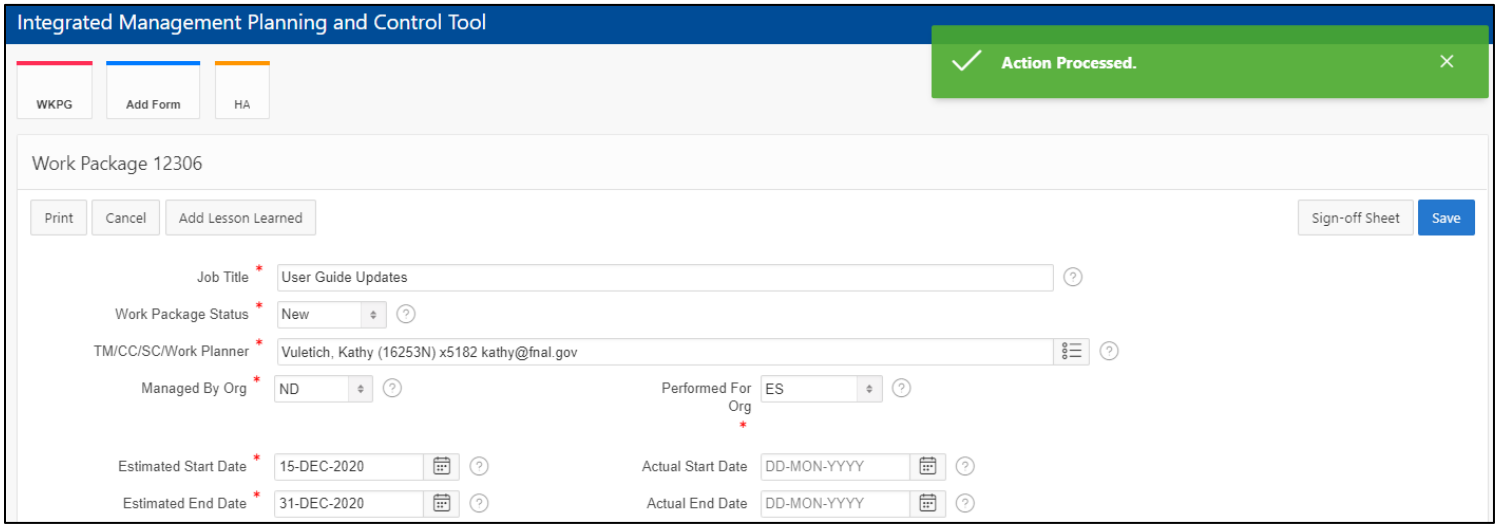
3. When finished, click the blue "Create" button in the upper right corner of the screen.



TIP: To use the **Locations** shuttle section at the bottom of the screen, use the "Filter" field to search for locations. Click on the location(s) to attach and then click the right arrow button. This will move selected location(s) to the table on the right. To remove a location, highlight the location and then click the left arrow button to put it back in the main list.

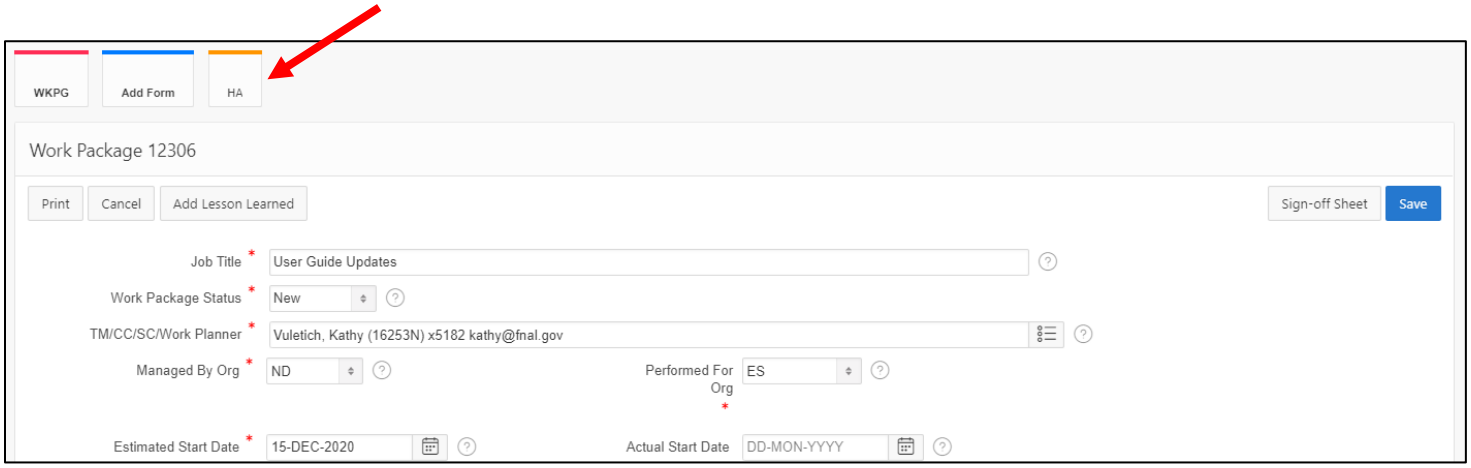
4. Success in creating a new work package

   A green confirmation box stating 'Action Processed' will appear in the upper right corner.
   A Work Package # will also be assigned to the work package.
   2 new tabs will appear on the top of the screen, "Add Form", and "HA".



HOW TO CREATE AND SAVE A HAZARD ANALYSIS (HA)

1. Click on the HA tab in the work package.



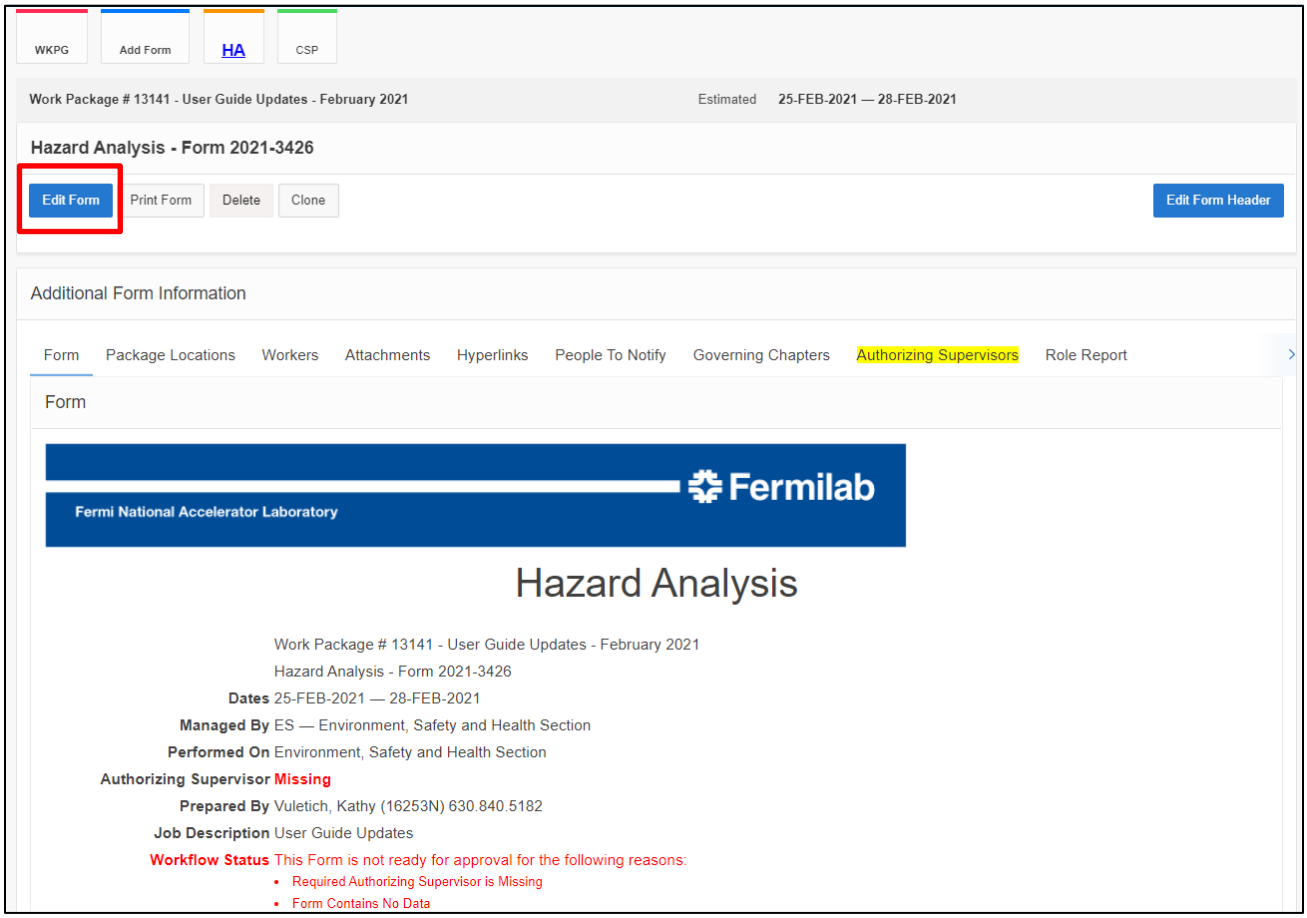
2. The HA screen will appear, as seen in step 3.

   In the "Additional Form Information" table, the "Form" tab alerts the user what is required to be completed before the HA can be submitted to workflow for approval.

   In red text, the system indicates that an authorizing supervisor needs to be identified, and the HA needs to be completed.

   Follow the next steps to complete the HA and prepare it for submission for approval.

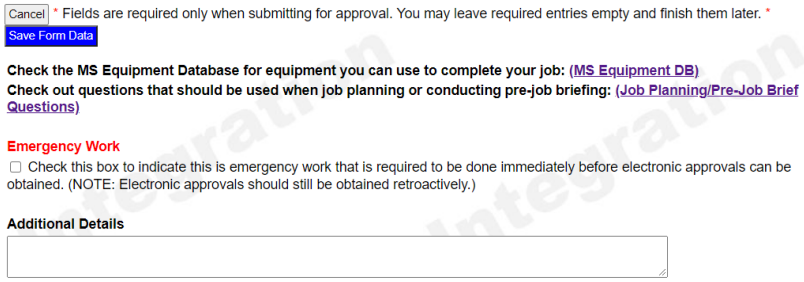
3. Click "Edit Form" on the HA screen.



4. The HA edit form appears. There is are 2 **optional fields** on the top of the screen.

   a. Emergency Work – Check this box only when the work being performed is emergency work that has to be performed before there is time to obtain approvals. Checking this box will ensure it shows up on the printable HA. Electronic approvals should still be obtained retroactively.

   b. Additional Details – Enter any additional information in this text field.



5. **Hazard Identification** – The next section of the form is a series of check boxes. These check boxes are hazards workers may encounter when performing your work. Check the box next to all that apply.

COVID-19 Protective Measures (Guidance Documents)

- ☐ Maintain 6 ft. or greater social distance when possible
- ☐ Face Covering (Cloth Face Mask or Disposable Face Mask)
- ☐ Face Shield
- ☐ Safety Glasses / Goggles
- ☐ Impervious Gloves
- ☐ Clean Surfaces Used
- ☐ Wash/Sanitize Hands
- ☐ Other Protective Measures Not Listed Above (List in Text Box below)

Close Proximity Work < 6 feet

- ☐ 1. Check this box to select ALL the D/S performing the close proximity work (check ALL that apply)
- ☐ 2. Check this box to select where the close proximity work will be performed (check ALL that apply).

Industrial Hazards

- ☐ Flammable Gas Areas
- ☐ Heat Stress / Cold Stress
- ☐ Structural Demolition
- ☐ Excavation
- ☐ Scaffold Erection
- ☐ Scaffold Use
- ☐ Ladder Use
- ☐ Steel Erection
- ☐ Fall Protection - Fall Exposures >4 feet (>6 feet for construction)
- ☐ Overhead Crane
- ☐ Powered Industrial Truck (e.g. forklift)
- ☐ Aerial Lift
- ☐ Mobile Crane
- ☐ Critical Crane Lift
- ☐ Rotating Equipment
- ☐ High Pressure air/fluids
- ☐ Welding/Cutting/Brazing/Grinding
- ☐ Lead (Lead paint, moving bricks, cutting sheets, soldering)
- ☐ Chemical Use (cleaners, solvents, adhesives, etc.) - If checked attach or link SDS to the HA Upload Files Add Hyperlinks
- ☐ Lasers

6. **Personal Protective Equipment (PPE) Identification** – Next choose what PPE is needed for the job. Check the box next to all that apply.

Check the boxes next to all types of PPE and Controls you will need for this job.

Personal Protective Equipment (PPE)

- ☐ Hardhat
- ☐ Bump cap
- ☐ Steel-toed boots
- ☐ Steel-toed shoes
- ☐ Gloves - leather
- ☐ Gloves - chemical
- ☐ Gloves - electrical
- ☐ Gloves - Cryogenic
- ☐ High visibility clothing
- ☐ Safety goggles
- ☐ Safety goggles - chemical
- ☐ Safety goggles - impact/face shield

7. **Controls Identification** – The last checkbox section is for controls required for the job. Check the box next to all that apply.

Controls

- ☐ Danger tape & signage
- ☐ Barricades - solid
- ☐ Barricades - soft (caution tape)
- ☐ Road Closure
- ☐ Soil/erosion control
- ☐ Site dust control

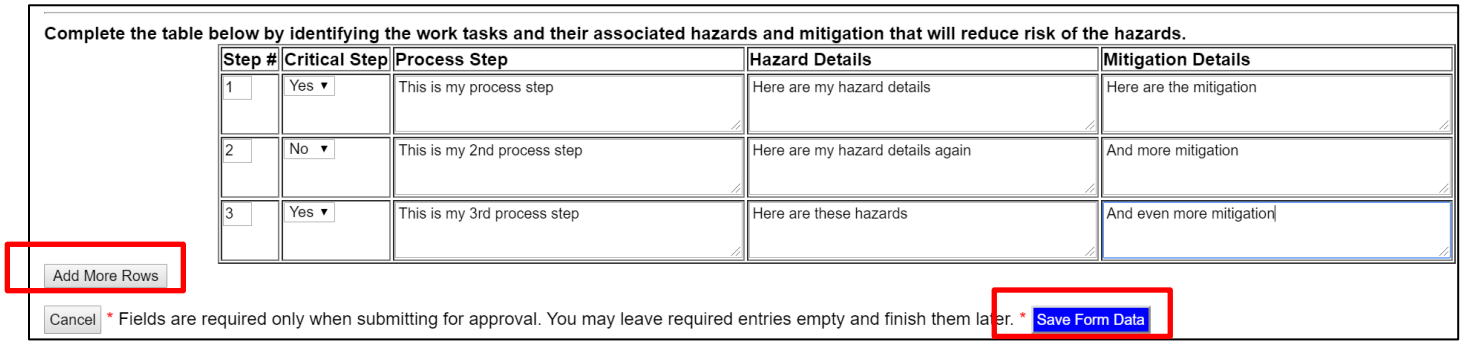
8. **Work Tasks Identification** – Document all of the work tasks that are required for the job

    a. indicate whether they are critical steps

    b. outline the hazard details of each step

    c. and finally the mitigations.

9. To add more rows to the work tasks identification table, click "Add More Rows". Rows will be added in 3's.



10. When done, click "Save Form Data" to save the form.

NOTE: clicking Save Form Data does NOT submit the HA to workflow. Submitting HA to workflow is a separte step.

11. The "Form" tab has been updated and shows the completed HA. **<u>This is a read-only screen</u>**. To edit the HA, click on "Edit Form" to get back into the data entry screen.

Package Location

Type	Name	Building Manager	Org
Floor	Meson Assembly Building / Ground Floor [412]	Huey, Steve (12454N) 630.840.8228	PPD

Hazard Analysis

Check the MS Equipment Database for equipment you can utilize to complete your job: (MS Equipment DB)

Emergency Work

☐ Check this box to indicate this is emergency work that is required to be done immediately before electronic approvals can be obtained. (NOTE: Electronic approvals should still be obtained retroactively.)

Additional Details

Check the boxes next to all types of work and known hazards you may encounter on this job.

COVID-19 Protective Measures (Guidance Documents)

☑ Maintain 6 ft. or greater social distance when possible
☑ Face Covering (Cloth Face Mask or Disposable Face Mask)
☐ Face Shield
☐ Safety Glasses / Goggles
☐ Impervious Gloves
☑ Clean Surfaces Used
☑ Wash/Sanitize Hands
☐ Other Protective Measures Not Listed Above (List in Text Box below)

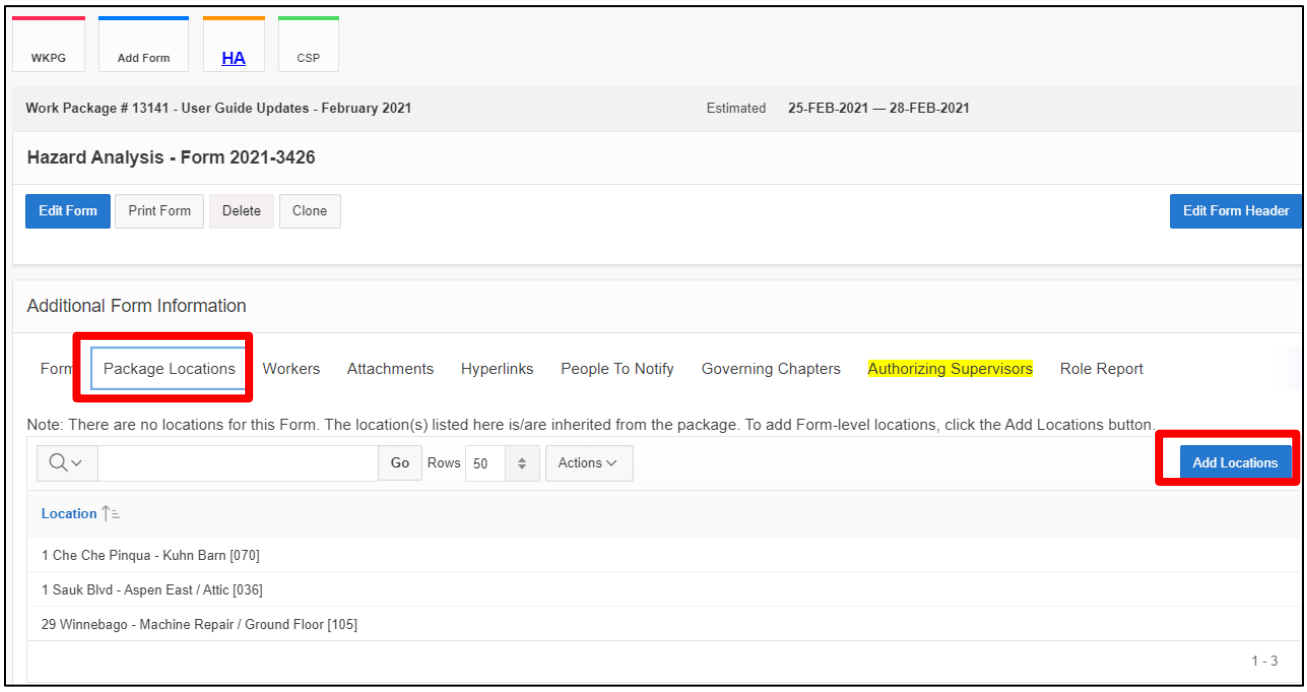
ADDITIONAL FORM INFORMATION TABS ON THE HA

All of the additional options available in the HA are required to be completed prior to submitting the HA to workflow.

Locations

1. If there are multiple locations to this job but only one is applicable to the HA, click on the "Package Locations" tab as highlighted below.

2. Click "Add Locations"

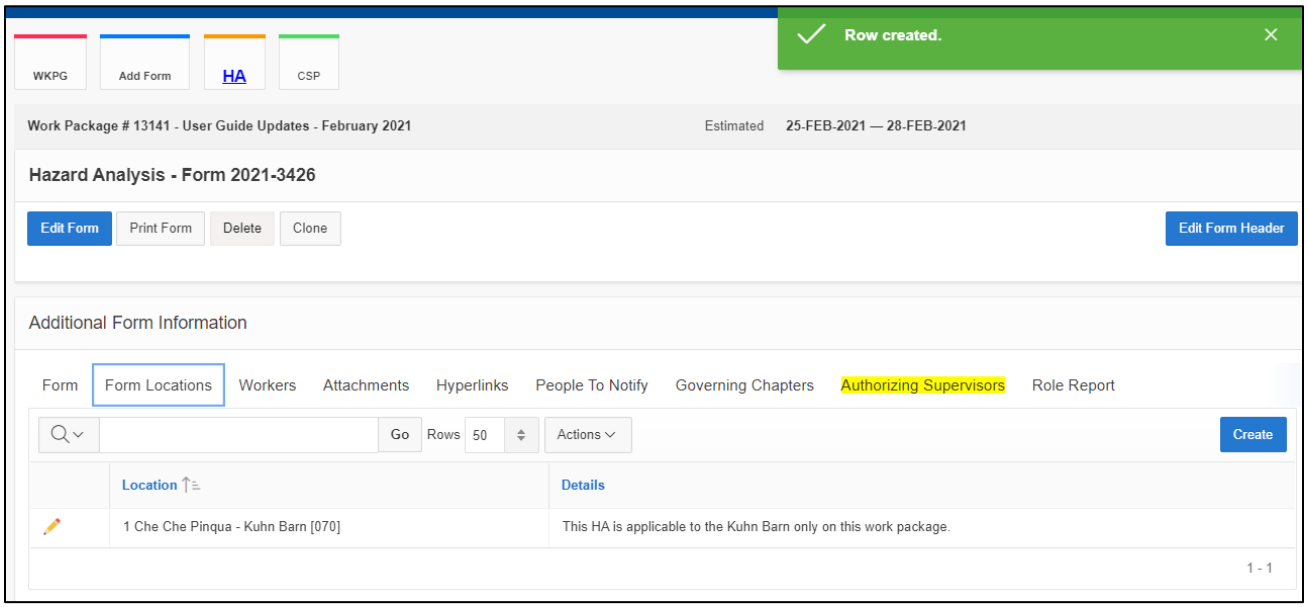


3. A box will appear as seen below, click on the "Location" dropdown list and select the location (the list comes from the locations you selected for your work package).

4. Enter in any details about this location in the "Details" text field.

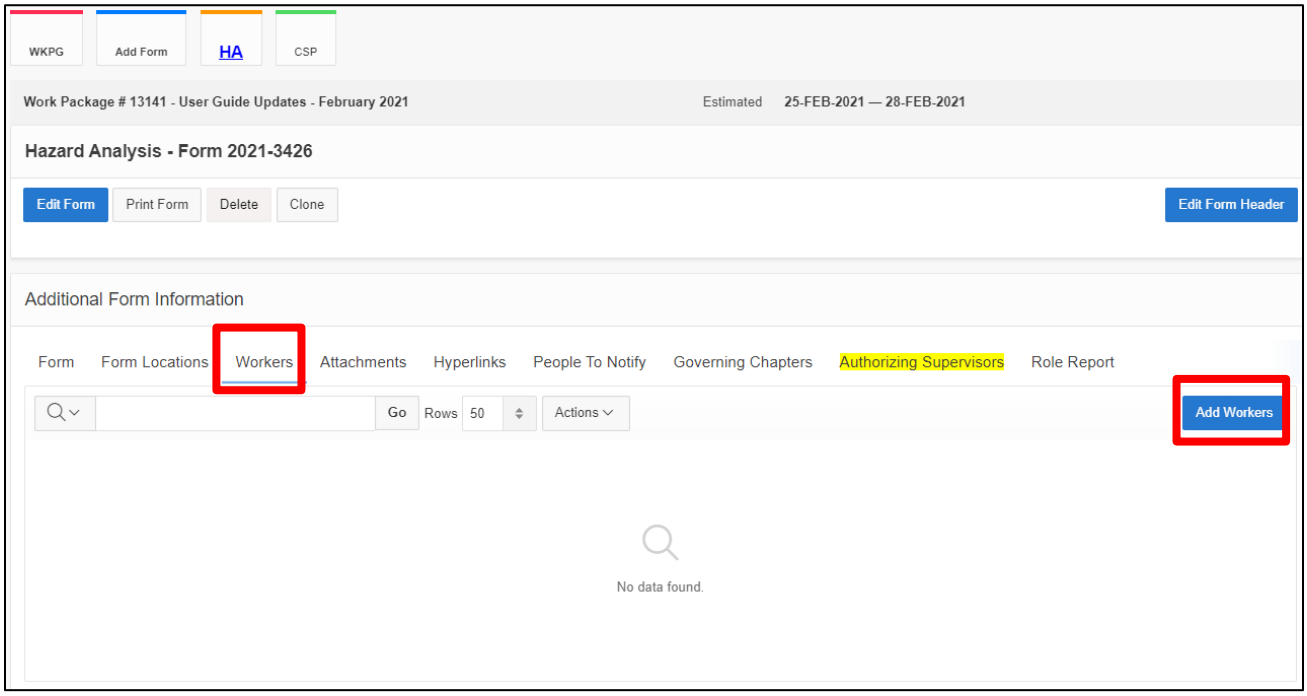
5. When finished click "Create".

6. The HA screen will refresh as seen below and a green confirmation box will appear at the top of the screen. Only the location(s) selected will appear in the "Form Locations" list in the Additional Form Information table. This successfully narrowed the location scope for the HA.



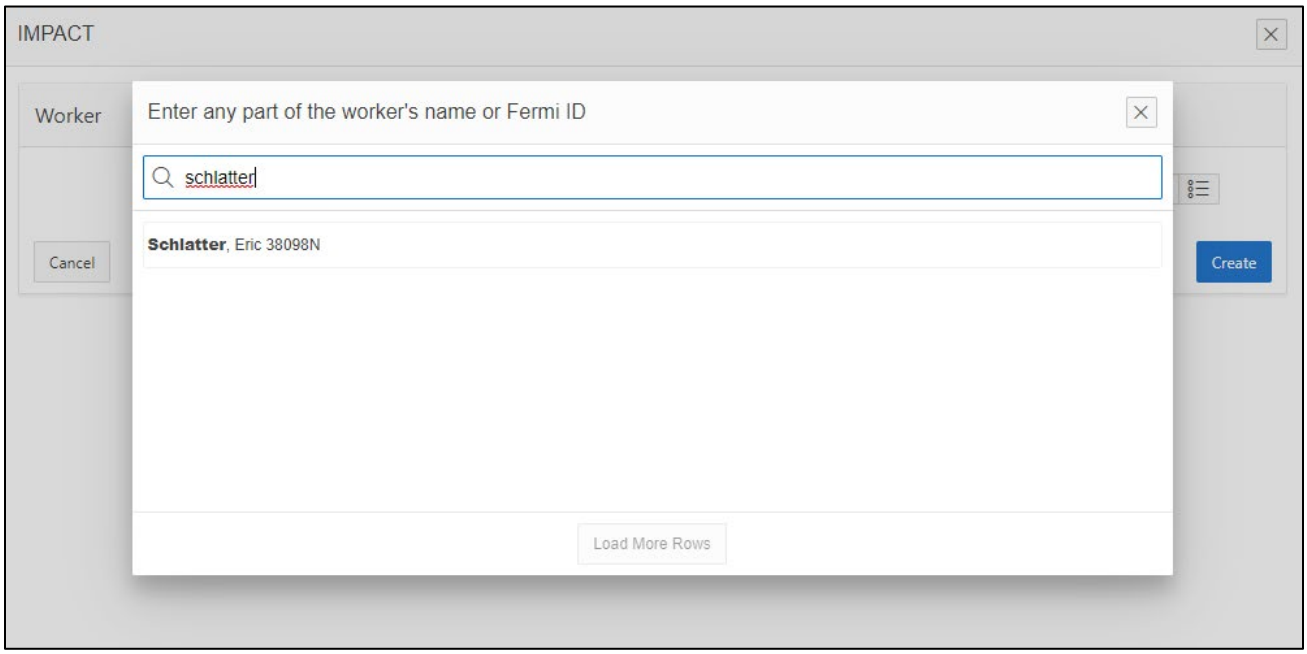
Workers

1. To add a list of workers to the HA, click on the "Workers" tab.
2. Next, click "Add Workers".



3. Click the list icon next to the "Worker" field.

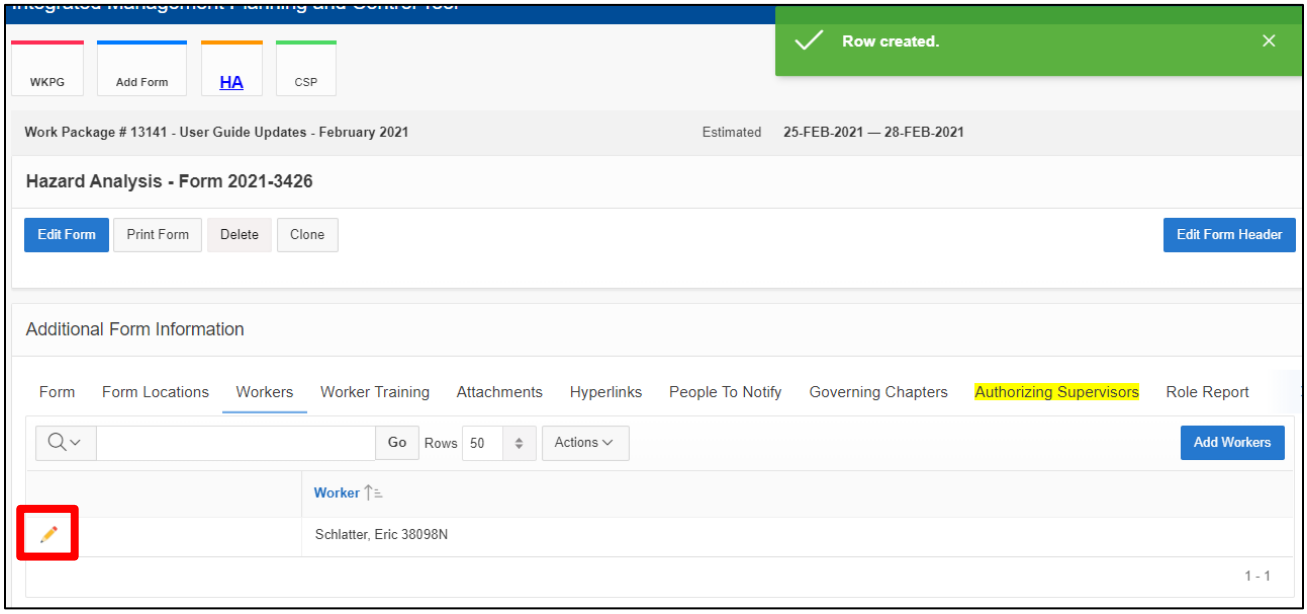
4. Search using employee name or Fermilab ID in the search field and select the appropriate employee name.



5. When done, click "Create".

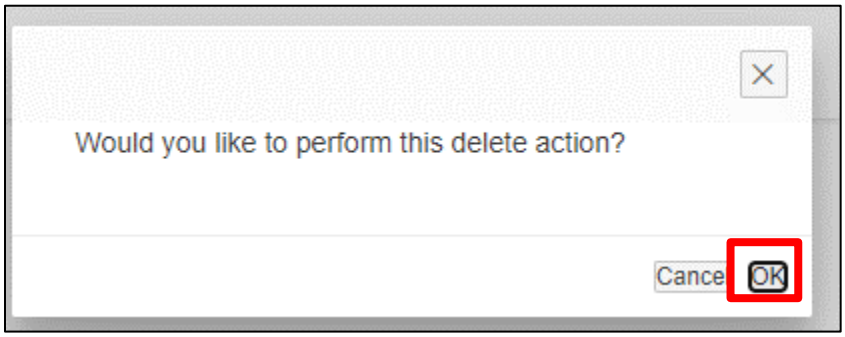
6. The worker has successfully been added to the list. To add more workers, follow the same process.

7. To delete a worker from the list, click on the edit icon next to the employee's name.

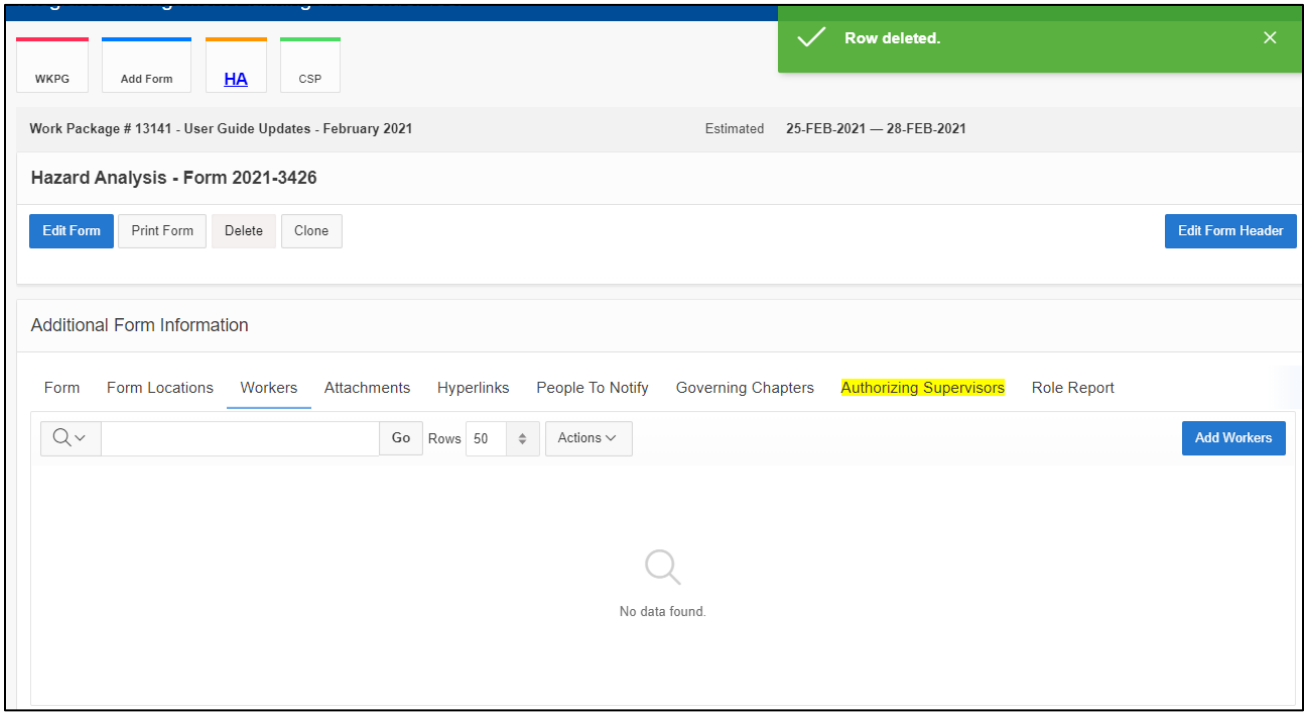


8. Next, click "Delete".

9. Click "OK".



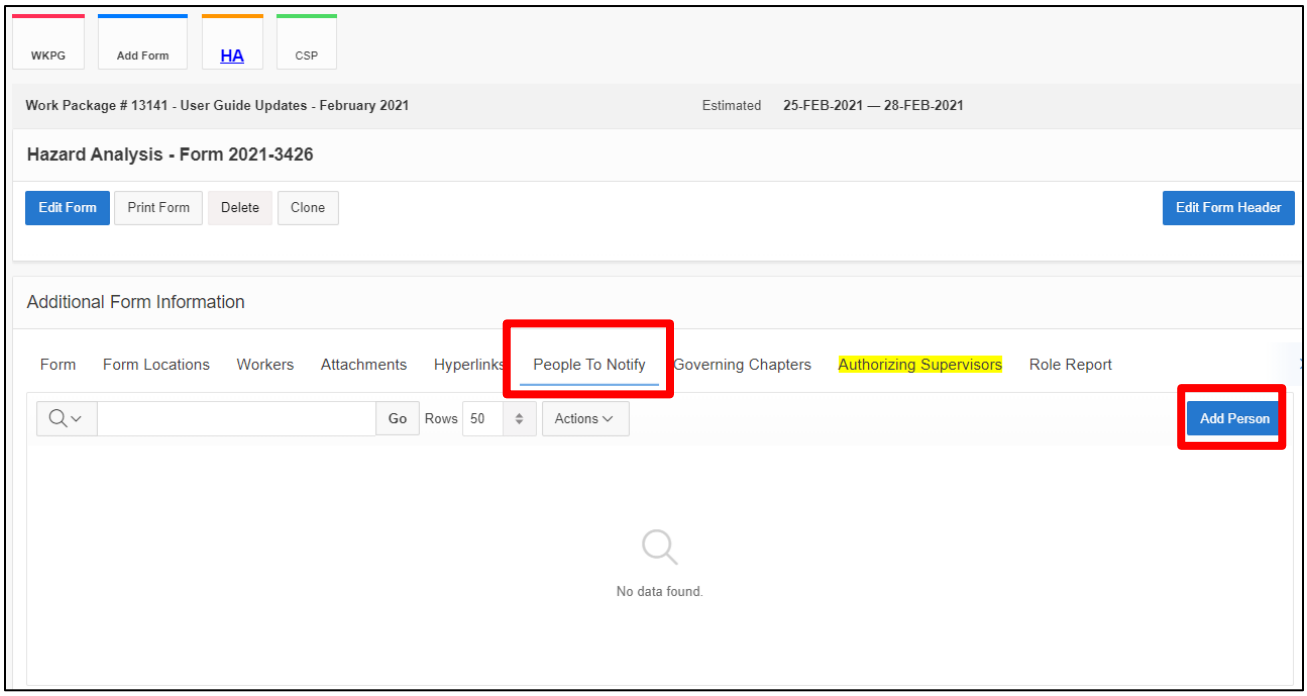
10. The worker has succesfully been deleted from the list.



People to Notify

1. To add people to an automatic notification list that will receive an email when the HA has been approved, click on the "People to Notify" tab.

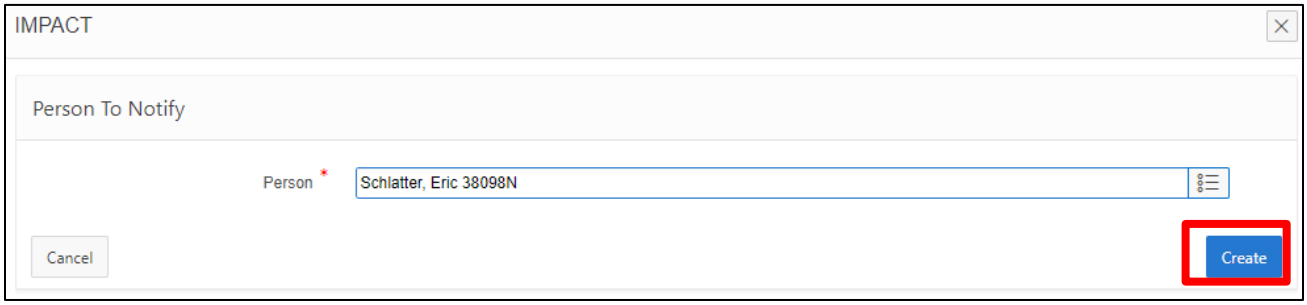
2. Next, click "Add Person".



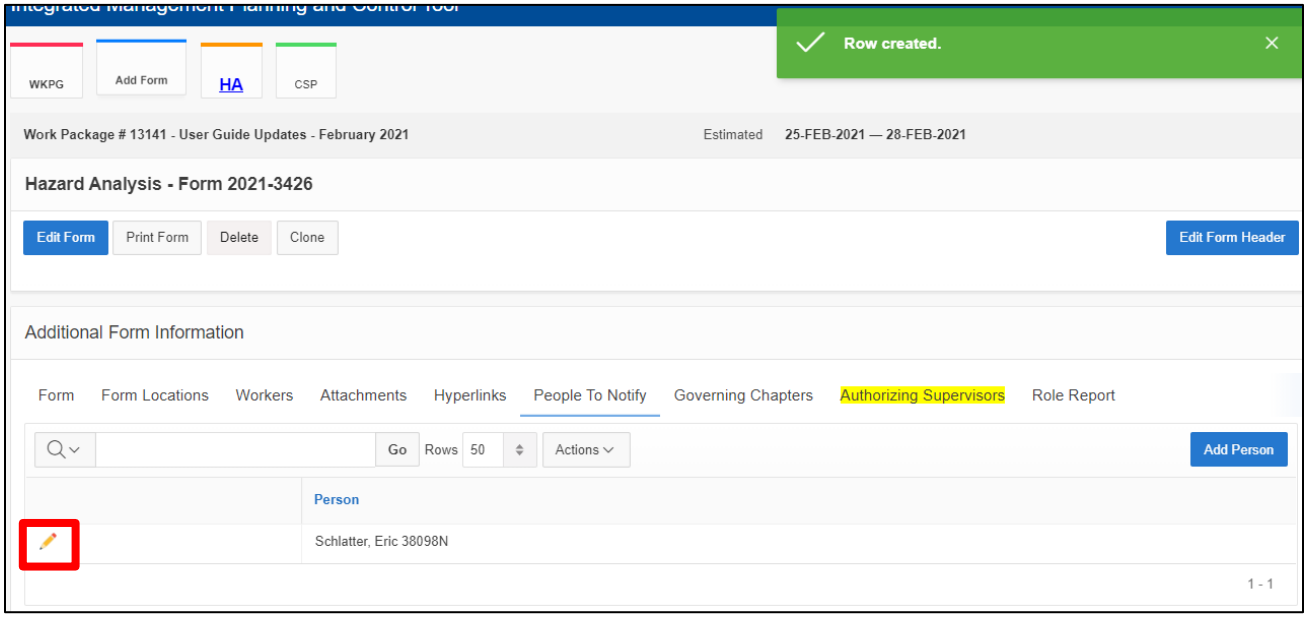
3. Click the list icon next to the "Person" field.

4. Search using employee name or Fermilab ID in the search field and select the appropriate employee name.

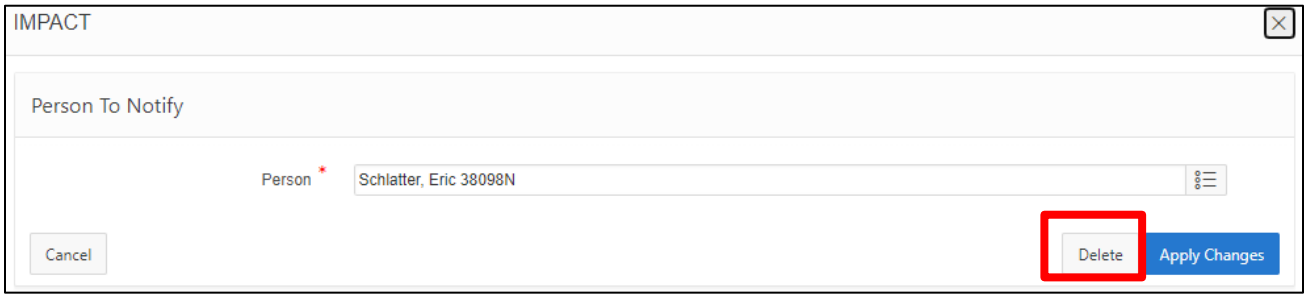
5. Click "Create".



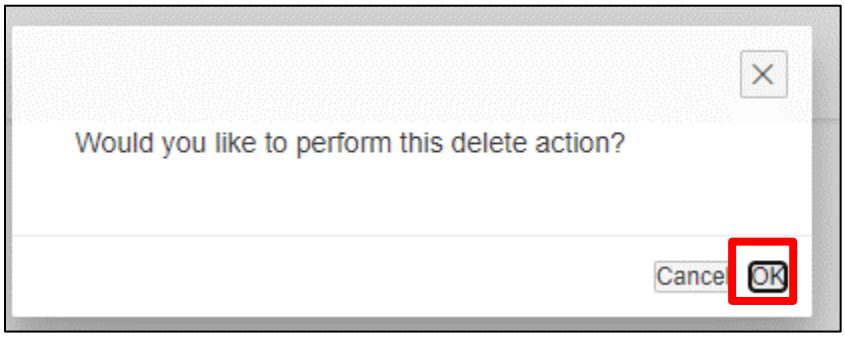
6. The person has been successfully added to the automatic notificaiton list.
7. To delete a person from the automatic notification list, click the edit icon next to their name.



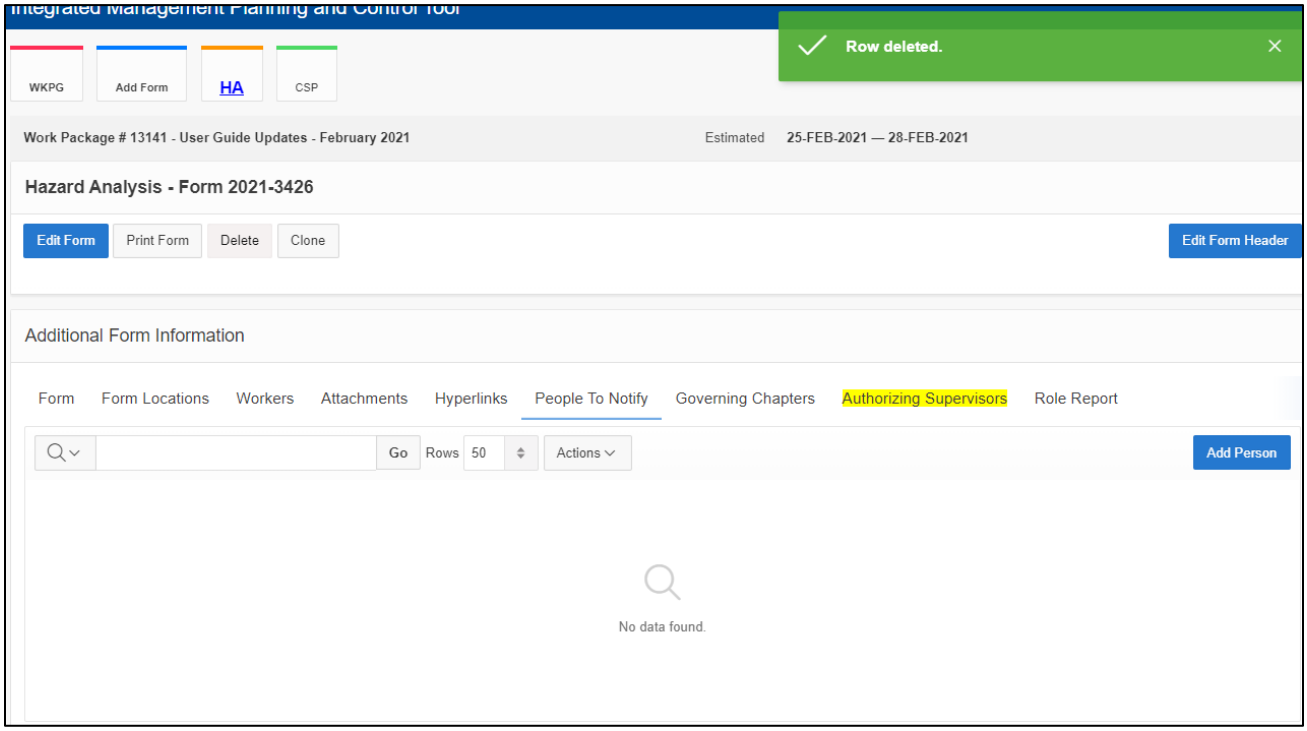
8. Next, click "Delete".



9. Click "OK".



10. The person has been successfully removed from the automatic notificaiton list.

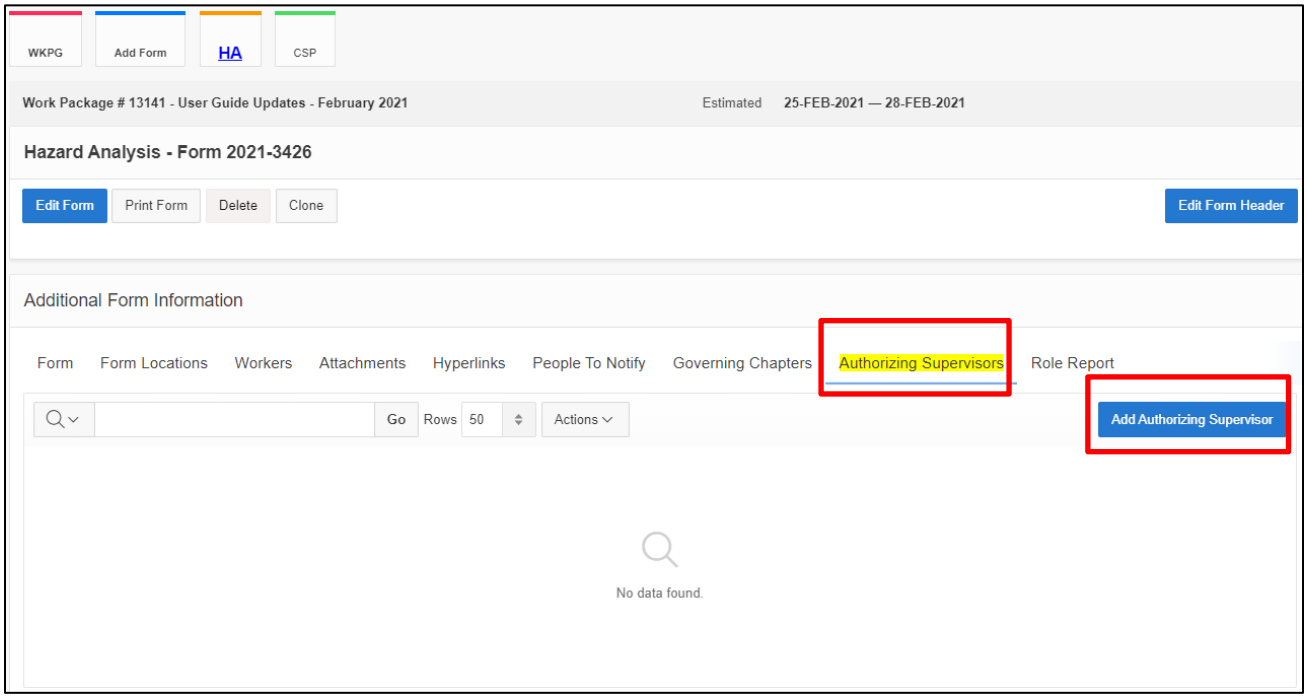


HOW TO ADD AUTHORIZING SUPERVISOR & SUBMIT HA TO WORKFLOW

1. To submit the HA to workflow for review and approval, on the HA screen in the Additional Form Information table, click the "Authorizing Supervisors" tab.

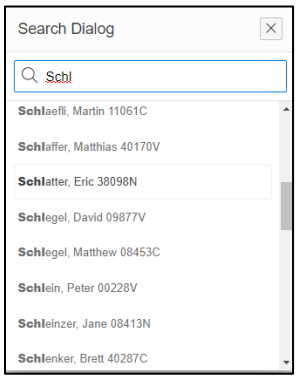
2. Next, click "Add Authorizing Supervisor".

NOTE: This is REQUIRED to be able to submit the HA to workflow.



3. Click the list icon next to the "Authorizing Supervisor" field.

4. Search using employee name or Fermilab ID in the search field and select the appropriate employee name.

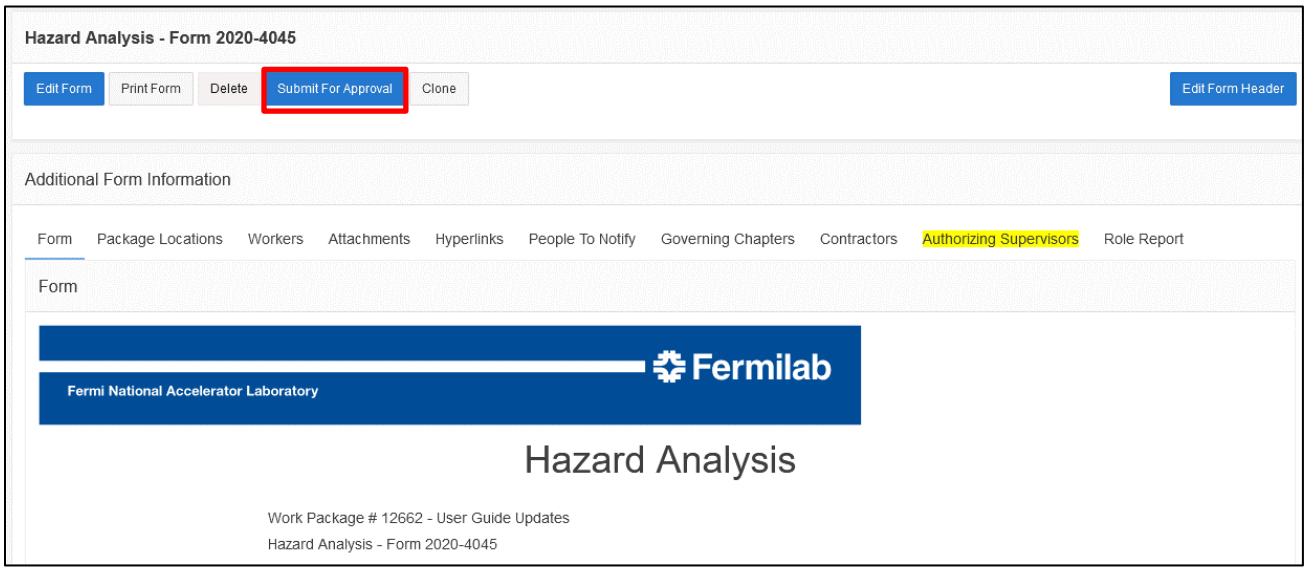


5. Click "Create".

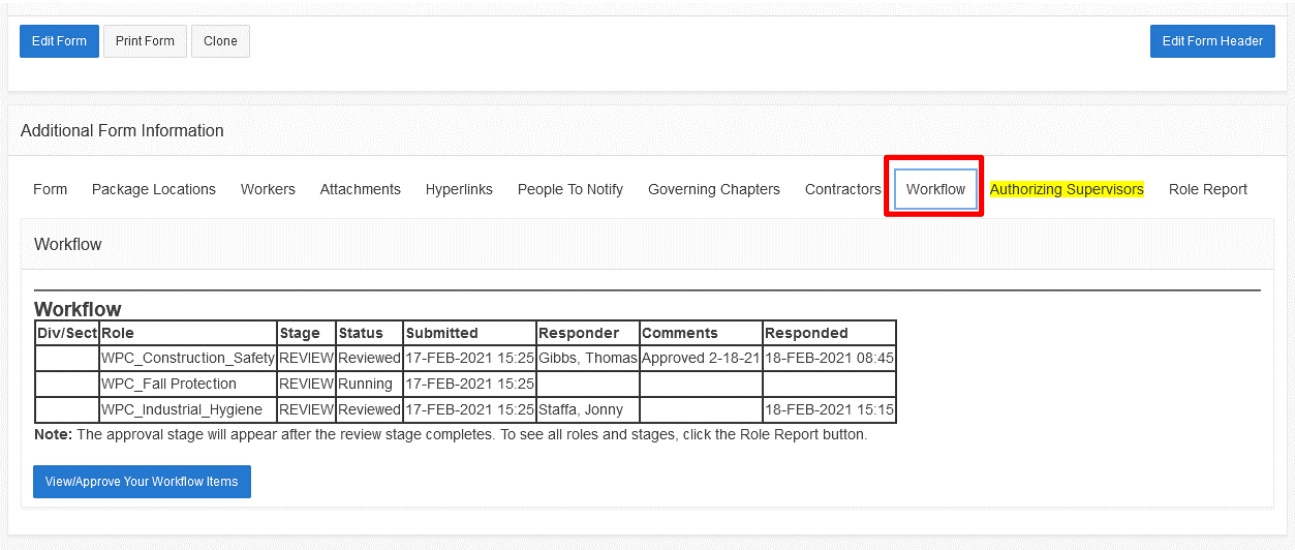
6. The person has been successfully added as an authorizing supervisor.

7. Multiple authorizing supervisors is allowed. To add another, follow the same process.

8. A new blue button will appear on your HA screen. To submit your HA to workflow for review click on "Submit For Approval".



9. The Workflow Status will update to "Submitted" on the HA, and a new tab "Workflow" will appear.
NOTE: The "Workflow" tab will take approximately 5 minutes to appear. Refresh the screen to ensure it appears.



10. Emails to SMEs and your supervisor will automatically be sent from IMPACT indicating they have an action to perform.

11. As people complete their reviews, the Workflow table will update with the status, who responded, any comments they have provided, and a timestamp when the action was completed.

Workflow

Div/Sect	Role	Role Type	Status	Submitted	Responder	Comments	Responded
	WPC_Industrial_Hygiene	REVIEW	Reviewed	16-Apr-2020 16:34	Vuletich, Kathy	Here are where you enter in comments. These will be provided via automatic email to the TM/CC/SC/ Work Planner that submitted the HA for approval.	17-Apr-2020 13:35
	Supervisor	APPROVE	Running	17-Apr-2020 13:33			

12. If the HA is approved, you will receive an automatic email alerting you the HA has been approved. The email contains a link to your HA and includes comments provided by all reviewers and approvers. See below.

    DSOs, and anyone on the automatic notification list (People to Notify) will also receive an email with a link to the approved HA.

-----Original Message-----
From: NO-REPLY-ESHQ@fnal.gov <NO-REPLY-ESHQ@fnal.gov>
Sent: Friday, April 17, 2020 1:43 PM
To: Eric D McHugh <emchugh@fnal.gov>
Subject: IMPACT - 2020-1184 Hazard Analysis Approved

Dear Eric McHugh,

Form "Hazard Analysis" was approved for IMPACT Work Package #11023 "using the crane in the Numi shaft".
The work is scheduled from 30-APR-20 to 27-APR-30.

The TM/CC/SC/Work Planner is: James Zahurones

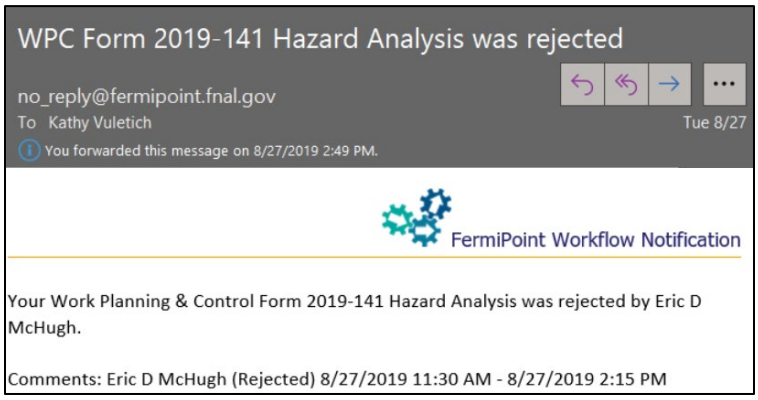
IMPACT URL: https://www-esh.fnal.gov/pls/cert/wpc.reports.prt_form?fid=1184.

Comments
Approved by Kelly, Frankie [Supervisor] From reviewing the document I feel that all possible hazards have be considered.

For any issues, concerns or questions, please contact the service desk at http://servicedesk.fnal.gov

13. If the HA is rejected for any reason, you will receive an automatic communication email from IMPACT indicating the HA has been rejected.

See the "How to Clone a Hazard Analysis" section on how to resubmit your reject HA to the workflow.



Workflow Status

Click on the "Workflow" tab to view the status of the workflow. The workflow "Status" field in the Workflow table will update as actions are completed.

Running – This indicates the workflow has emailed the role and they have not yet responded to their workflow item.

Pending – This indicates the workflow has not yet started for this role and the system has not yet initiated an email.

Reviewed – The role has completed their step in the workflow and reviewed the HA.

Approved – The role has completed their step in the workflow and approved the HA.

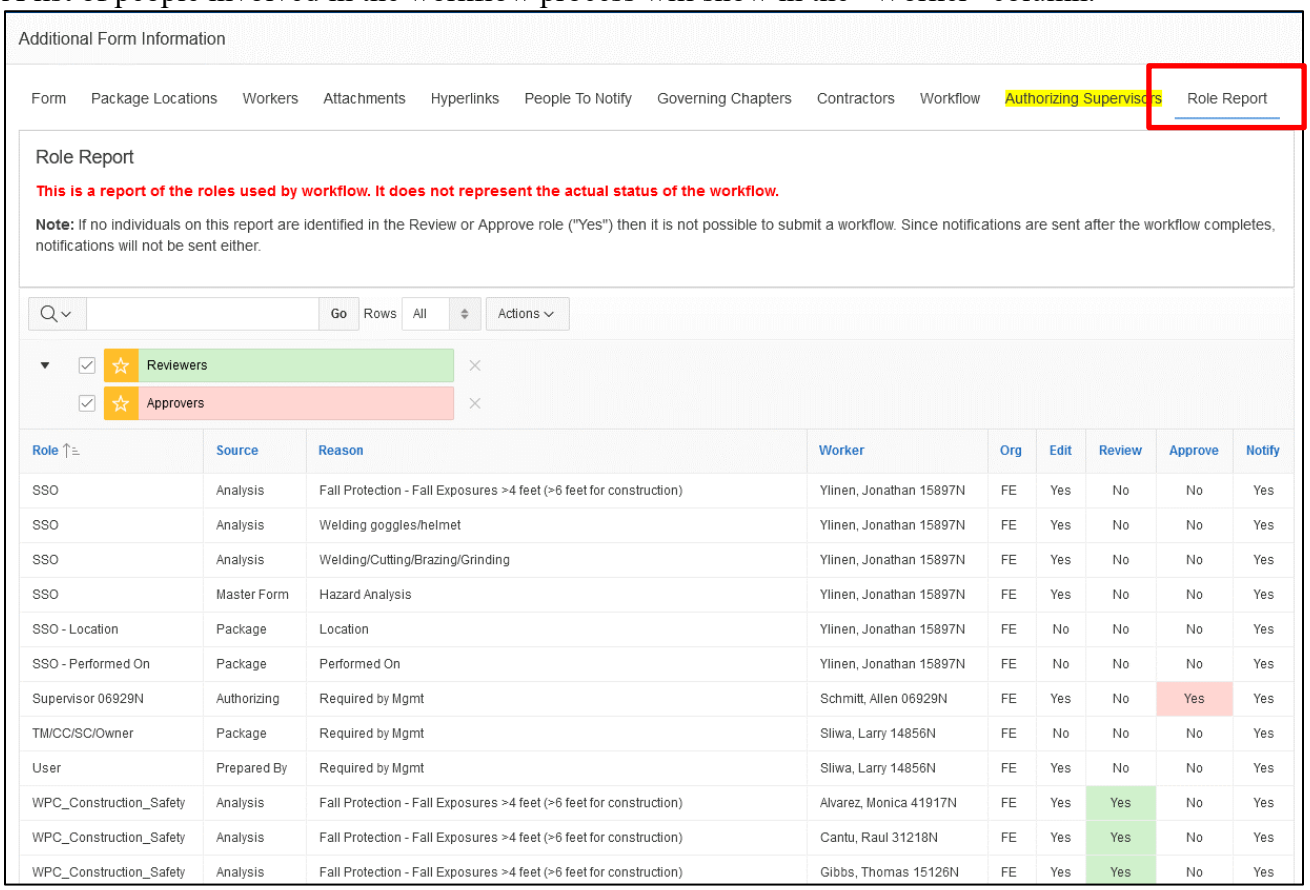
Rejected – The role has completed their step in the workflow and rejected the HA.

Terminated – This indicates the workflow was terminated before it got to this step. This occurs when the HA has been rejected by another role in the workflow.

Role Report – People in the Workflow

To see who has a step in the workflow process, for example to see who is in the Construction Safety role, click on the "Role Report" button from the Additional Form Information table. This list does NOT indicate the status of the workflow. Ex: Approve = Yes indicates the person is an approver.

A list of people involved in the workflow process will show in the "Worker" column.



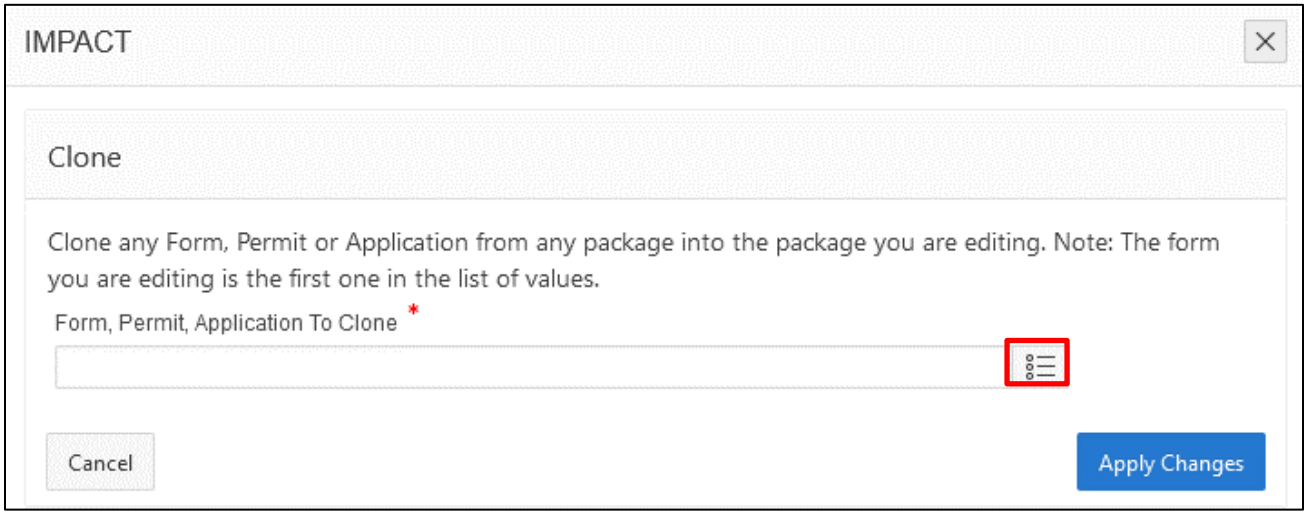
Role	Source	Reason	Worker	Org	Edit	Review	Approve	Notify
SSO	Analysis	Fall Protection - Fall Exposures >4 feet (>6 feet for construction)	Ylinen, Jonathan 15897N	FE	Yes	No	No	Yes
SSO	Analysis	Welding goggles/helmet	Ylinen, Jonathan 15897N	FE	Yes	No	No	Yes
SSO	Analysis	Welding/Cutting/Brazing/Grinding	Ylinen, Jonathan 15897N	FE	Yes	No	No	Yes
SSO	Master Form	Hazard Analysis	Ylinen, Jonathan 15897N	FE	Yes	No	No	Yes
SSO - Location	Package	Location	Ylinen, Jonathan 15897N	FE	No	No	No	Yes
SSO - Performed On	Package	Performed On	Ylinen, Jonathan 15897N	FE	No	No	No	Yes
Supervisor 06929N	Authorizing	Required by Mgmt	Schmitt, Allen 06929N	FE	Yes	No	Yes	Yes
TM/CC/SC/Owner	Package	Required by Mgmt	Sliwa, Larry 14856N	FE	No	No	No	Yes
User	Prepared By	Required by Mgmt	Sliwa, Larry 14856N	FE	Yes	No	No	Yes
WPC_Construction_Safety	Analysis	Fall Protection - Fall Exposures >4 feet (>6 feet for construction)	Alvarez, Monica 41917N	FE	Yes	Yes	No	Yes
WPC_Construction_Safety	Analysis	Fall Protection - Fall Exposures >4 feet (>6 feet for construction)	Cantu, Raul 31218N	FE	Yes	Yes	No	Yes
WPC_Construction_Safety	Analysis	Fall Protection - Fall Exposures >4 feet (>6 feet for construction)	Gibbs, Thomas 15126N	FE	Yes	Yes	No	Yes

HOW TO CLONE A HAZARD ANALYSIS

1. Click the "Clone" button from an HA in the work package to clone the HA to. Cloning creates an exact copy of the original form and assigns it a new Form number.

   Cloning can be used to create multiple HAs quickly within the same work package, or it can be used to resubmit a rejected HA to workflow.

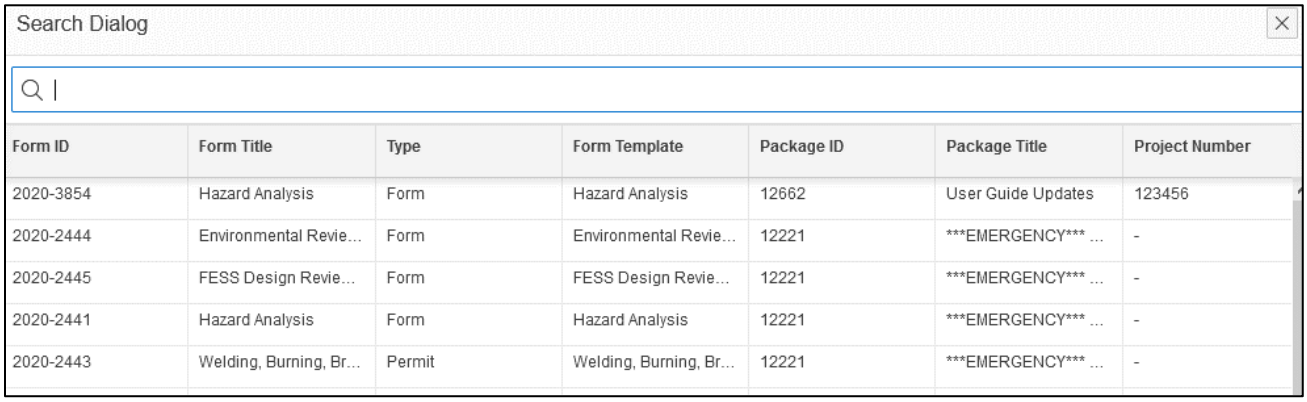
2. Click the list icon.



3. Search for the form number of the form to be cloned in the search field or select the first item from the list.

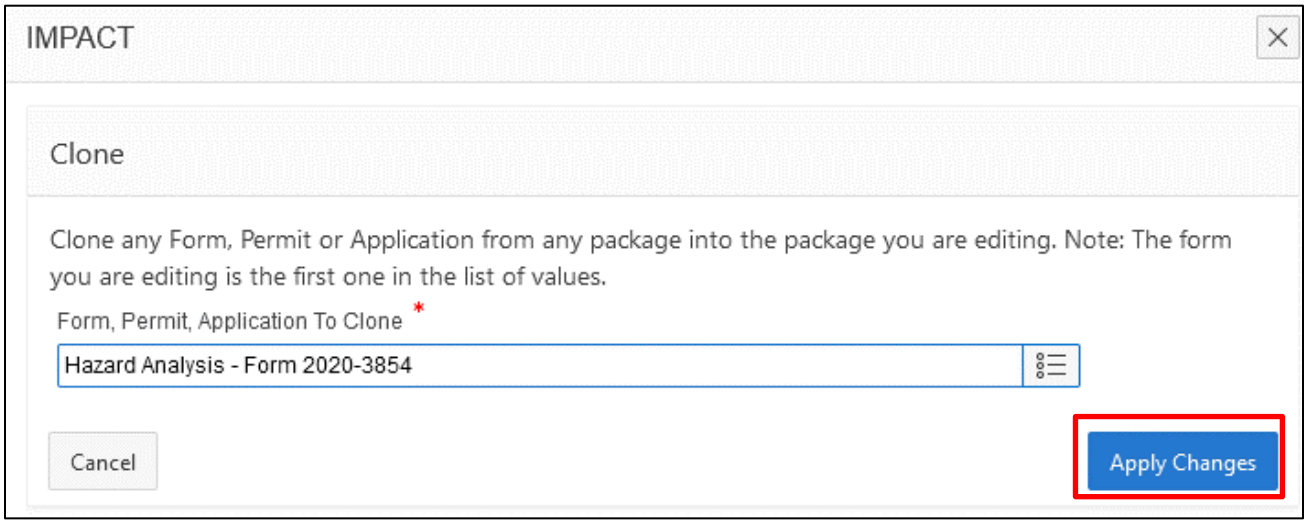
   The first item in the list will always be the form in the work package you selected to click "Clone" from.

4. Click on the form to be cloned.



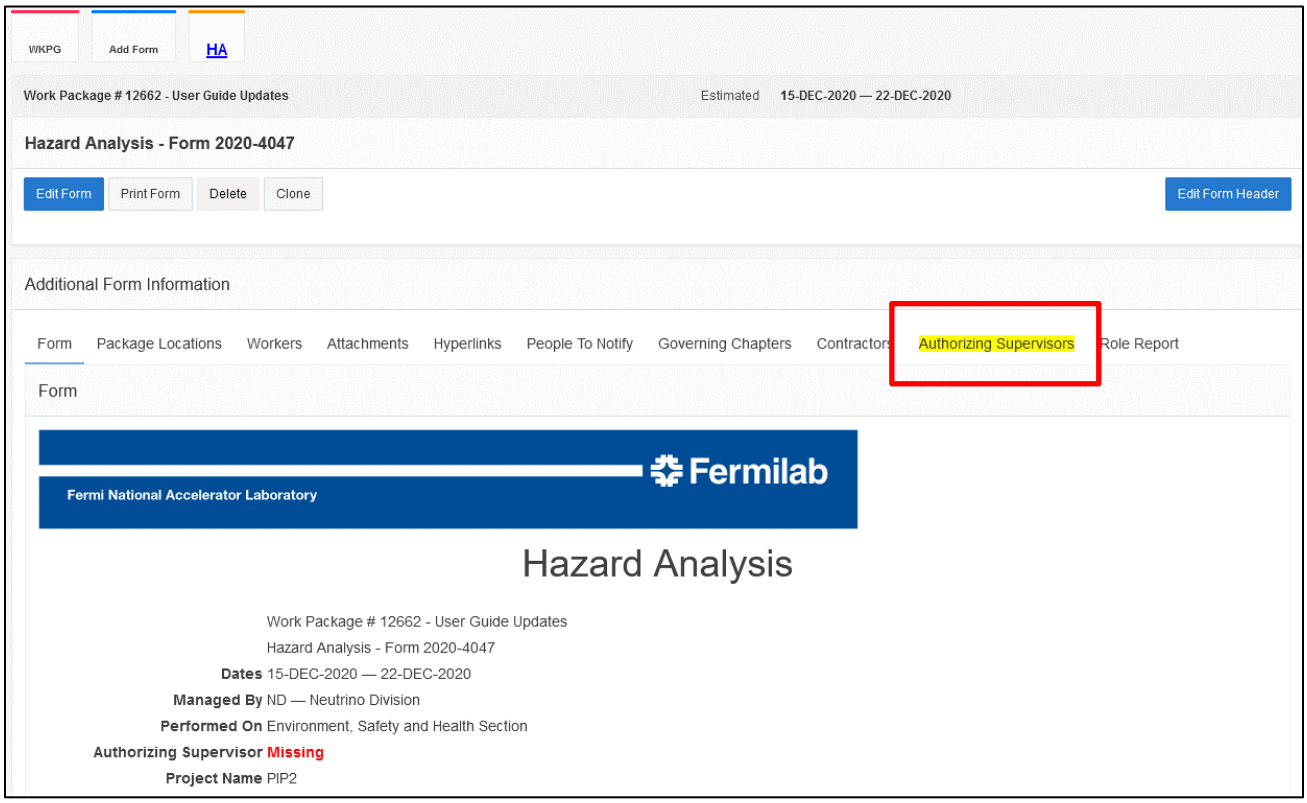
Form ID	Form Title	Type	Form Template	Package ID	Package Title	Project Number
2020-3854	Hazard Analysis	Form	Hazard Analysis	12662	User Guide Updates	123456
2020-2444	Environmental Revie...	Form	Environmental Revie...	12221	***EMERGENCY*** ...	-
2020-2445	FESS Design Revie...	Form	FESS Design Revie...	12221	***EMERGENCY*** ...	-
2020-2441	Hazard Analysis	Form	Hazard Analysis	12221	***EMERGENCY*** ...	-
2020-2443	Welding, Burning, Br...	Permit	Welding, Burning, Br...	12221	***EMERGENCY*** ...	-

5. The choice field populates with the selection. Click "Apply Changes".



6. The form selected has been cloned, and an exact copy of the form has been made. The system has assigned a new form ID to the cloned form.

7. Edit the form as needed. The form indicates an authorizing supervisor is missing.

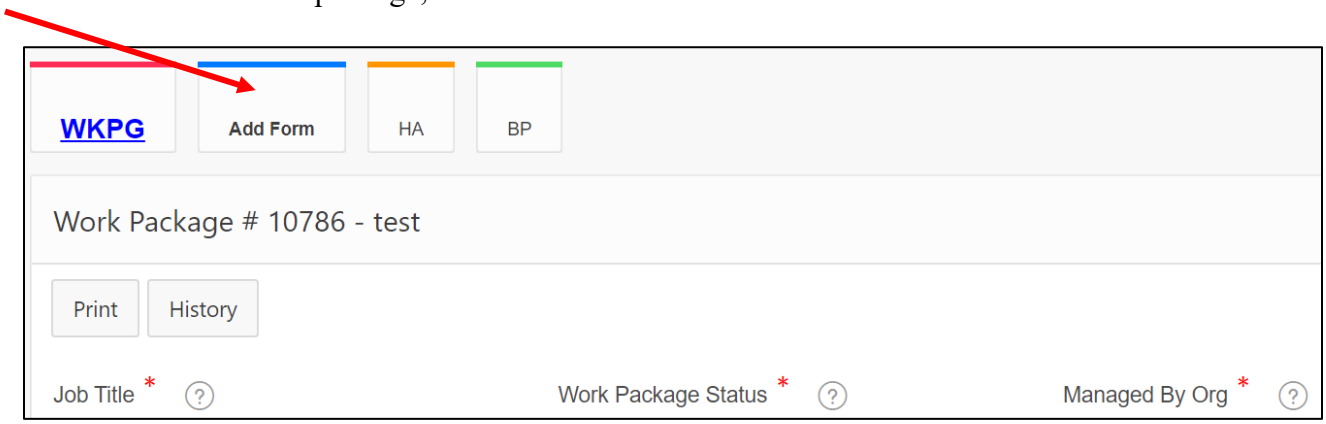


8. After the form is edited and authorizing supervisor is added, the cloned form can be submitted for approval.

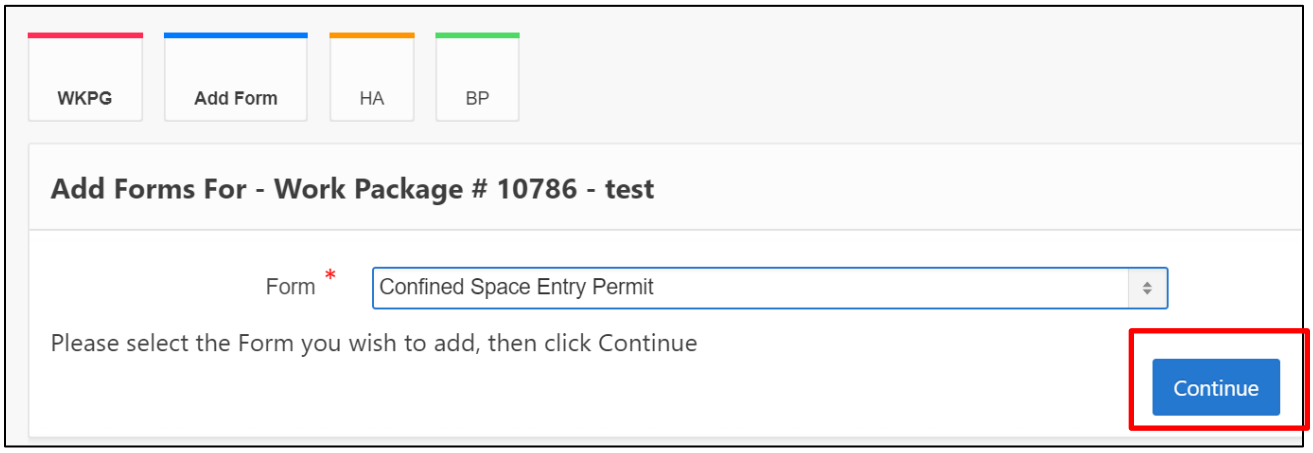
Rejected HAs -
The IMPACT system will not automatically re-open the HA for resubmittal when it has been rejected. To resubmit, click the "Clone" button from the rejected HA, follow the steps above, and then make the appropriate changes to the HA before resubmitting.

HOW TO ADHOC ADD A PERMIT

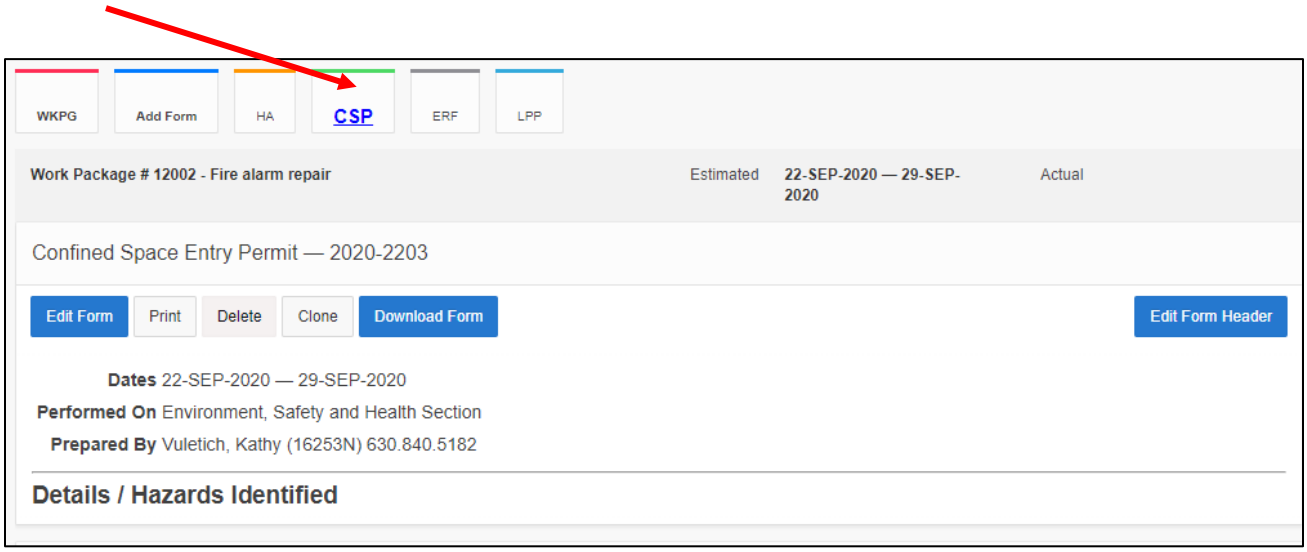
1. From the work package, click on "Add Form" tab.



2. Select the form from the dropdown list you wish to add to your work package.
3. Click "Continue".

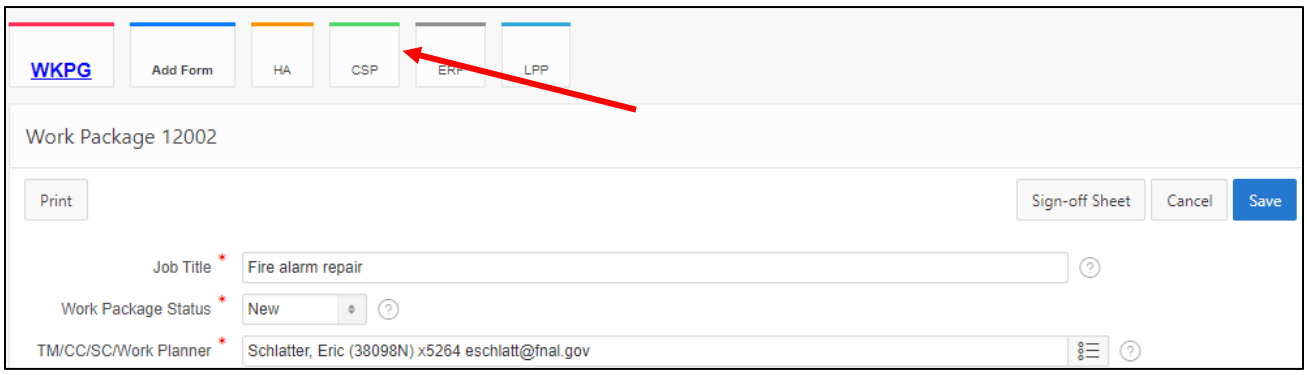


4. The work package adds a new tab for the permit you selected, and takes you to that tab.

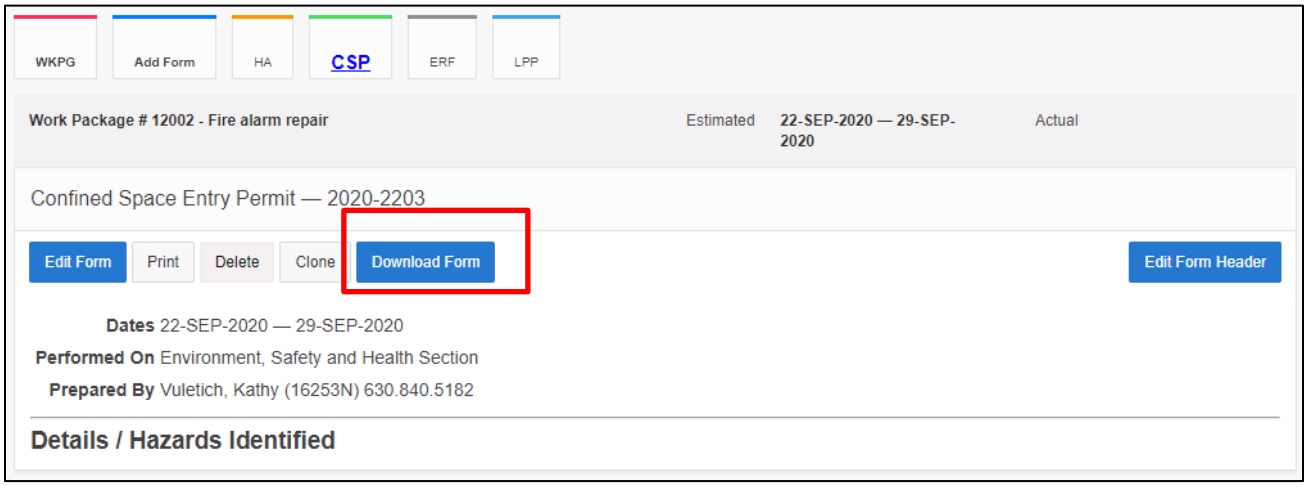


HOW TO DOWNLOAD / ACCESS A PERMIT

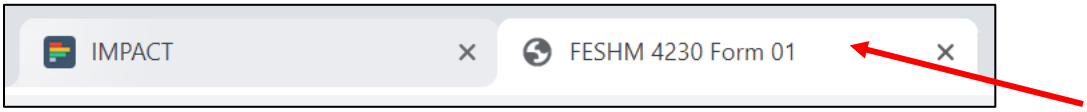
1. From any screen in your work package, click on the tab for the permit you wish to download.



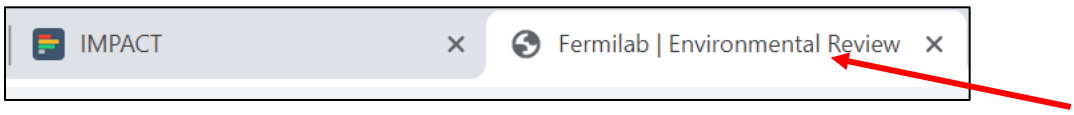
2. Click on "Download Form".



3. If the permit is in paper form, a new browser tab will open to a copy of the permit.



4. If the permit resides in an external DB, a new browser tab will open to the external DB.



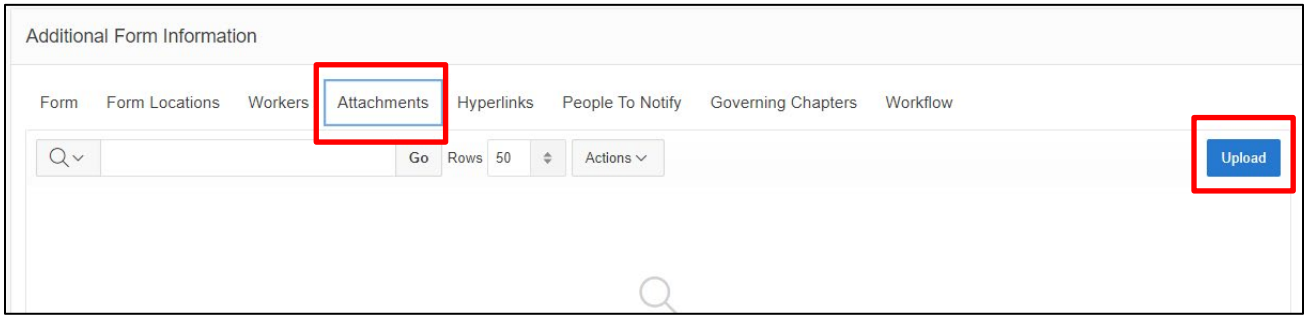
NOTE: Some permits are **NOT** able to go through the electronic workflow.

Please process permits and approvals of permits external to the IMPACT system as you have been.

HOW TO ATTACH DOCUMENTS

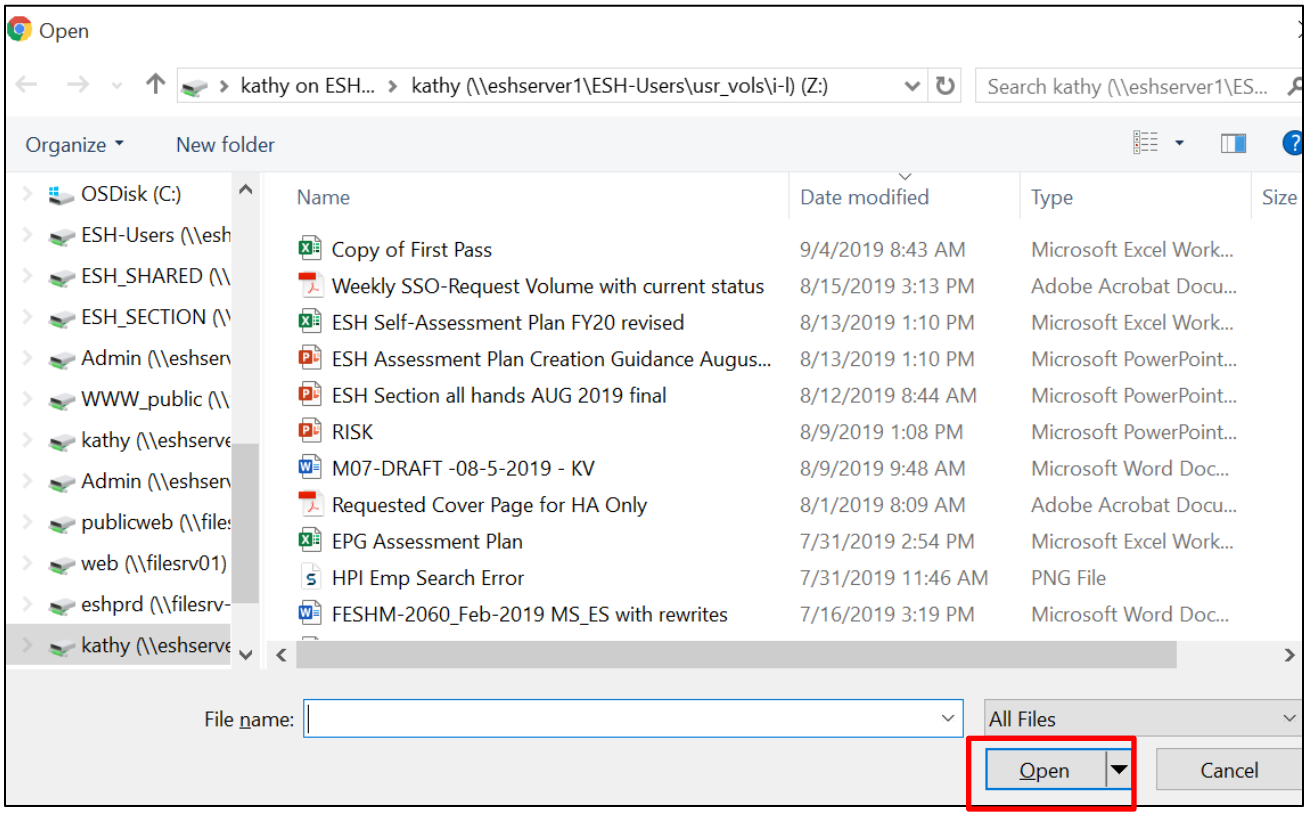
1. On any tab in your work package, click "Attachments". This will attach a document to that tab in the work package.

2. Click on "Upload".



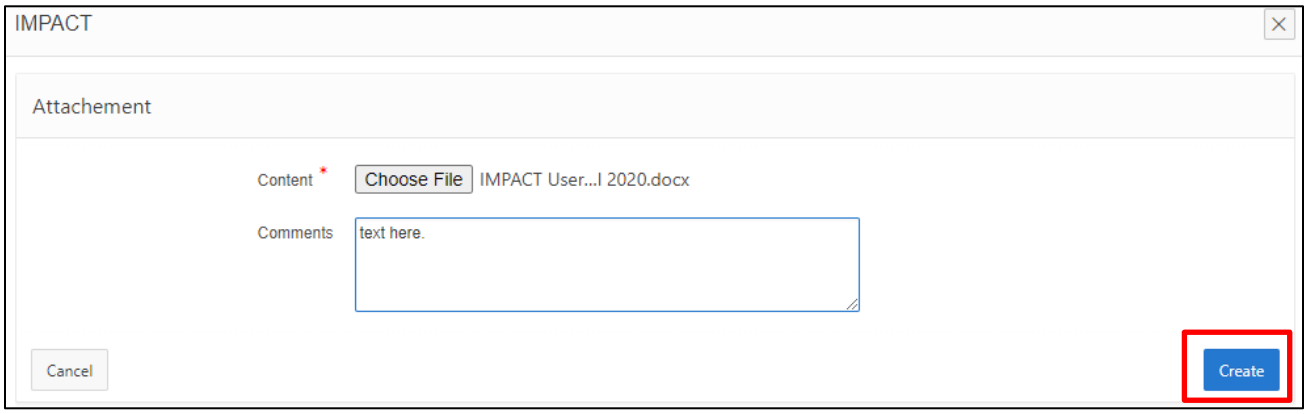
3. A box will appear. Click on "Choose File".

4. Select the file from your computer to attach and click "Open".



5. Enter a description in the text field – optional.

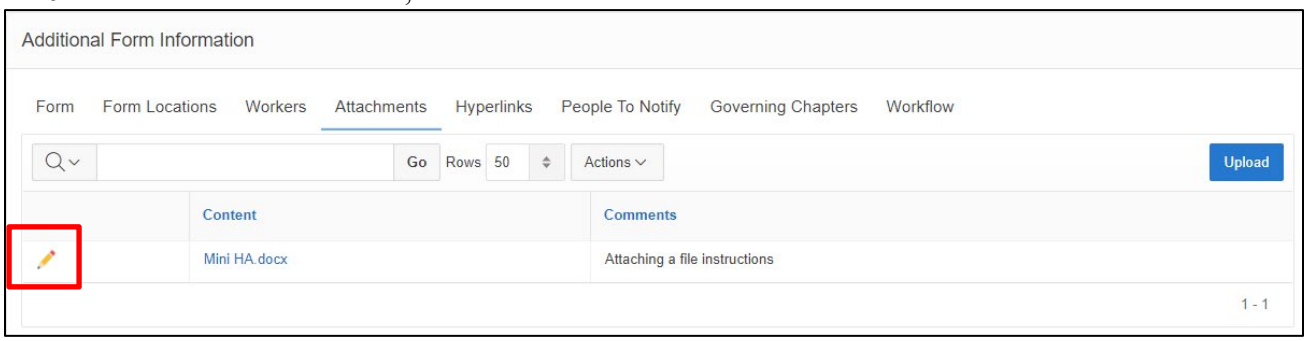
6. Click "Create".



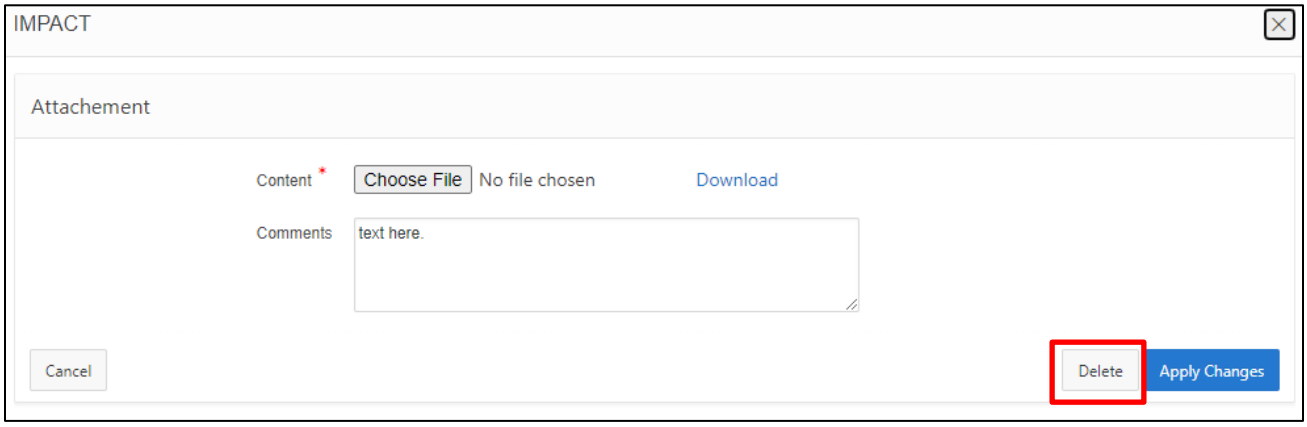
7. The file has been successfully attached and is visible in the table.

8. To download a copy, click on the Title of the document.

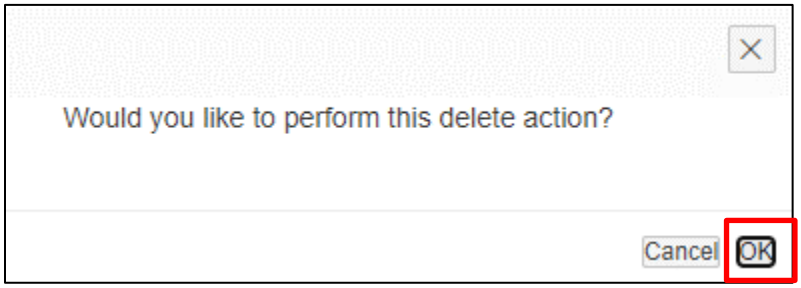
9. To delete an attachment, click on the edit icon next to the document.



10. Click "Delete".



11. Click "OK".

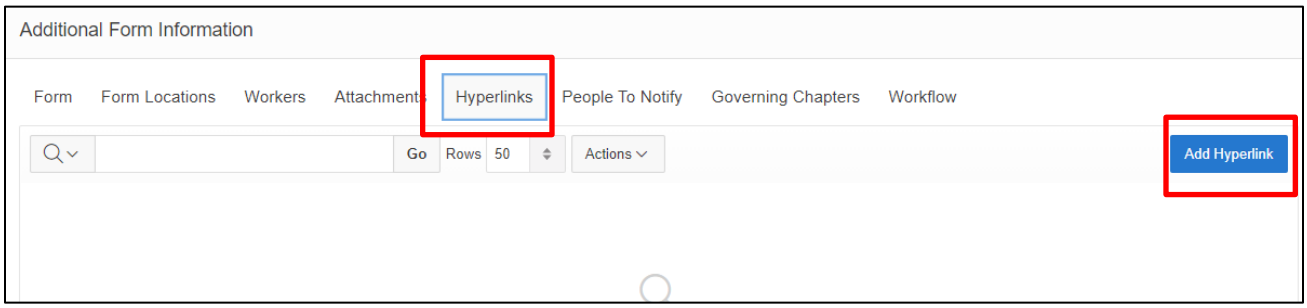


12. The file has been successfully removed.

HOW TO LINK TO WEB PAGES

1. On any tab in your work package scroll to the Additional Information table and click "Hyperlinks". This will add a hyperlink to that tab.

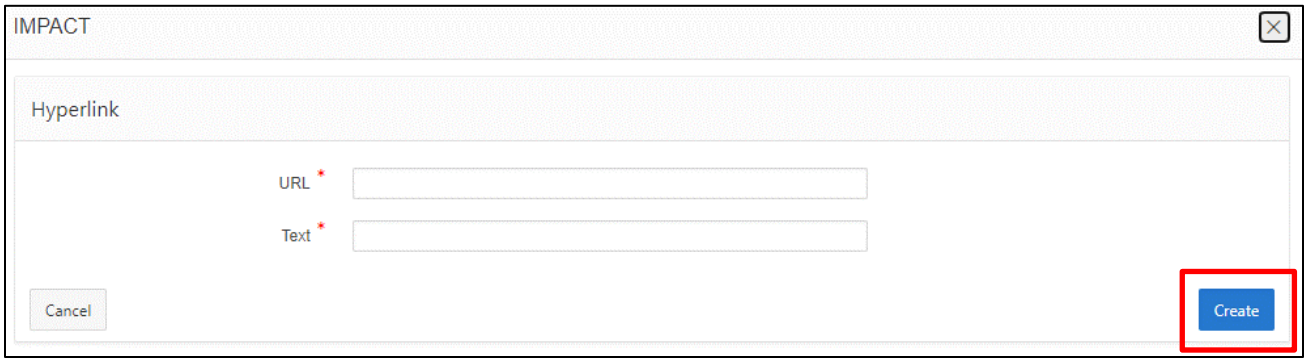
2. Click on "Add Hyperlink".



3. A box will appear. Copy and paste the hyperlink URL into the "URL" field.

4. Add a description to the "Text" field.

5. Click "Create".



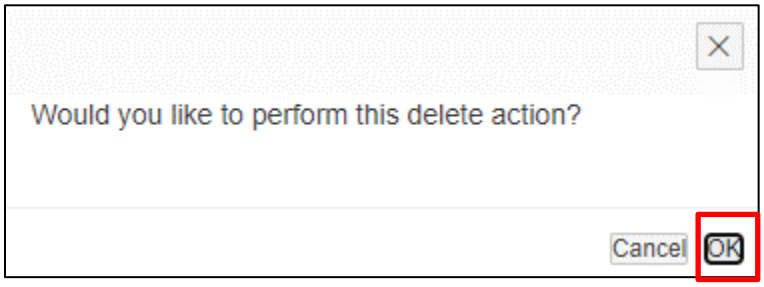
6. The hyperlink has been successfully added.

7. To view the hyperlink, click on the title.

8. To delete the hyperlink, click on the edit icon next to the hyperlink.

9. Click "Delete".

10. Click "OK".



11. The hyperlink has been successfully removed.