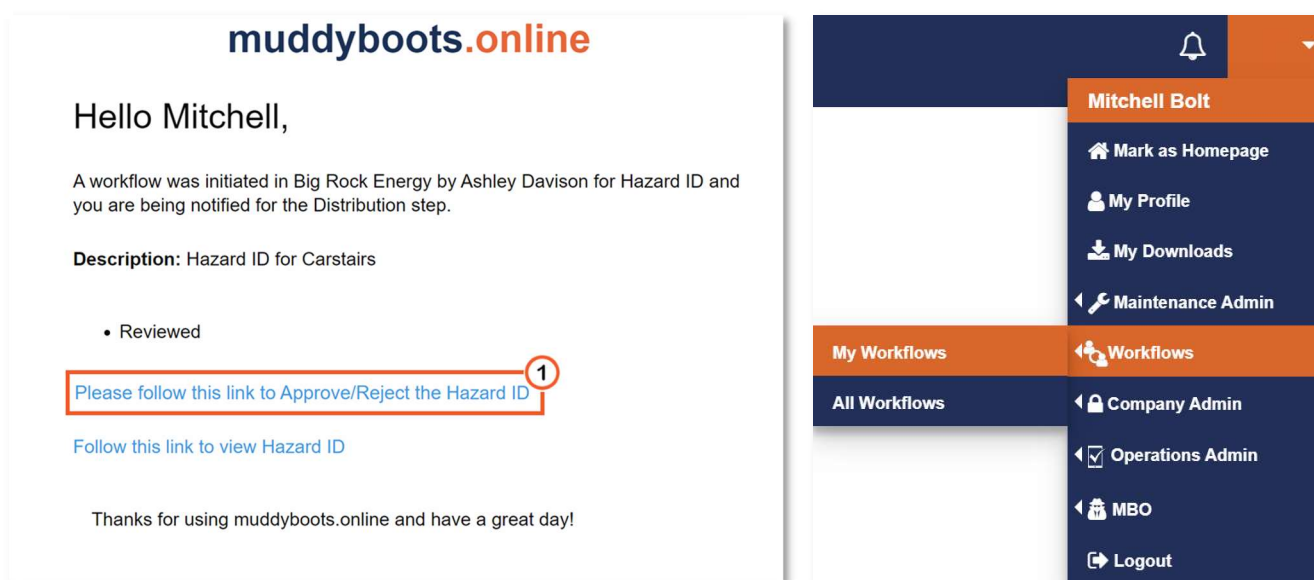


Workflow Quick Start: Handling Workflows

Once an Activity / Work Order / MOC tied to a Workflow Template is recorded in the field specified in that template, a Workflow will be initiated and users in the first step will be notified via email.

(i) Workflow Emails



- **1** A user will receive an email when their step has been reached and can use the link to perform the requested action. Separate emails are sent out for every step.
Note: Users can also login to muddyboots.online and go to 'My Workflows' to view all outstanding workflows.

(ii) Approve/Reject and Review Workflow

Workflow Tracking - Open

Created from Hazard ID on Nov 11, 2020 12:44 by [User]

| Title | Status | Date Sent | Date Actioned |
|---|--------|-----------|---------------|
| <p>→ Supervisor Review </p> <p>All approvers must approve in this step</p> <p>Mitchell Bolt HSE Supervisor Pending Approval 2020-11-11 12:44:03 -</p> <p></p> | | | |
| <p>- Investigation </p> <p>All approvers must approve in this step</p> <p>T.J. Bergeson Operations Lead Not Yet Started</p> | | | |
| <p>- General Distribution </p> | | | |

- **1** To generate the Workflow pdf, click
- **2** Click to Approve/Reject or Review the active workflow step.
- **3** To edit a workflow step, click to modify the step.
Note: The option may not be available.
- **4** To delete a workflow step or workflow, click to delete.
Note: The option may not be available.

(iii) Approve/Reject and Review of Activity Workflow

Risk Assessment

| Impact Category | Severity (potential) | Severity (actual) |
|-----------------|----------------------|-------------------|
| -- | -- | -- |

| Probability/Likelihood Assessment | Risk Rating |
|-----------------------------------|-------------|
| -- | -- |

| Corrective Action Required? | Notes |
|-----------------------------|-------|
| N/A | - |

Workflow Note

APPROVE **REJECT**

- After following the email workflow link or the button from the active workflow, the activity review will be initiated. Review the Activity or MOC.
- **1** Add workflow notes at the bottoms of the activity review.
- **2** Approve, Reject, or Review the workflow.