## 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

muddyboots.online		¢	-
Hello Mitchell,		Mitchell Bolt	
		😭 Mark as Home	page
A workflow was initiated in Big Rock Energy by Ashley Davison for Hazard ID and you are being notified for the Distribution step.		💄 My Profile	
Description: Hazard ID for Carstairs		📩 My Downloads	5
		🗸 🔑 Maintenance Admin	
Reviewed	My Workflows	Workflows	
Please follow this link to Approve/Reject the Hazard ID	All Workflows	Company Adm	in
Follow this link to view Hazard ID		✓ ✓ Operations Ad	min
Thanks for using muddyboots.online and have a great day!		🕯 🚋 мво	
		🕞 Logout	

• 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

muddyboots.online 🏤 Summary 👻 🥃 Master Data 🤜	▪ 🦋 Schematics ▼ 🛗 Scheduler ▼ 🗹 Ops/Maintenance	• ⑦		¢ 💒	
Z ALL AREAS / BIG ROCK ENERGY / WORKFLOWS / WORKFLO	W TRACKING			(1)	
Workflow Tracking - Open					
Created from Hazard ID on Nov 11, 2020 12:44 by					
	Title	Status	Date Sent	Date Actioned	
Supervisor Review				APPROVE/REJECT	
All approvers must approve in this step					
Mitchell Bolt	HSE Supervisor	Pending Approval	2020-11-11 12:44:03		
- Investigation				4	
All approvers must approve in this step					
T.J. Bergeson	Operations Lead	Not Yet Started			
- General Distribution				۵	
To generate the Workflow pdf, click					
• <sup>(2)</sup> Click to Approve/Reject or Review the active workflow step.					

- 3 To edit a workflow step, click row to modify the step. Note: The option may not be available.
- • To delete a workflow step or workflow, click <sup>1</sup> to delete. Note: The option may not be available.
- (iii) Approve/Reject and Review of Activity Workflow

	Risk Assessme	ent
Impact Category 	Severity (potential) 	Severity (actual) 
Probability/Likelihood Assessment 	Risk Ra 	ting
Corrective Action Required? N N/A -	otes	
Workflow Note		(1)
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.