

Module - Outside business activities

The module provides a framework for managing outside business activities (OBA). This guide covers the module functionalities available to all users, for declaring, updating and closing OBA.

Declaring a new OBA

STEP 1

To declare a new OBA, click on the **New request** button in the top right-hand corner of the dashboard. (You may also navigate to the Outside business activities module, under **Outside business activities** → **My activities** in the menu).

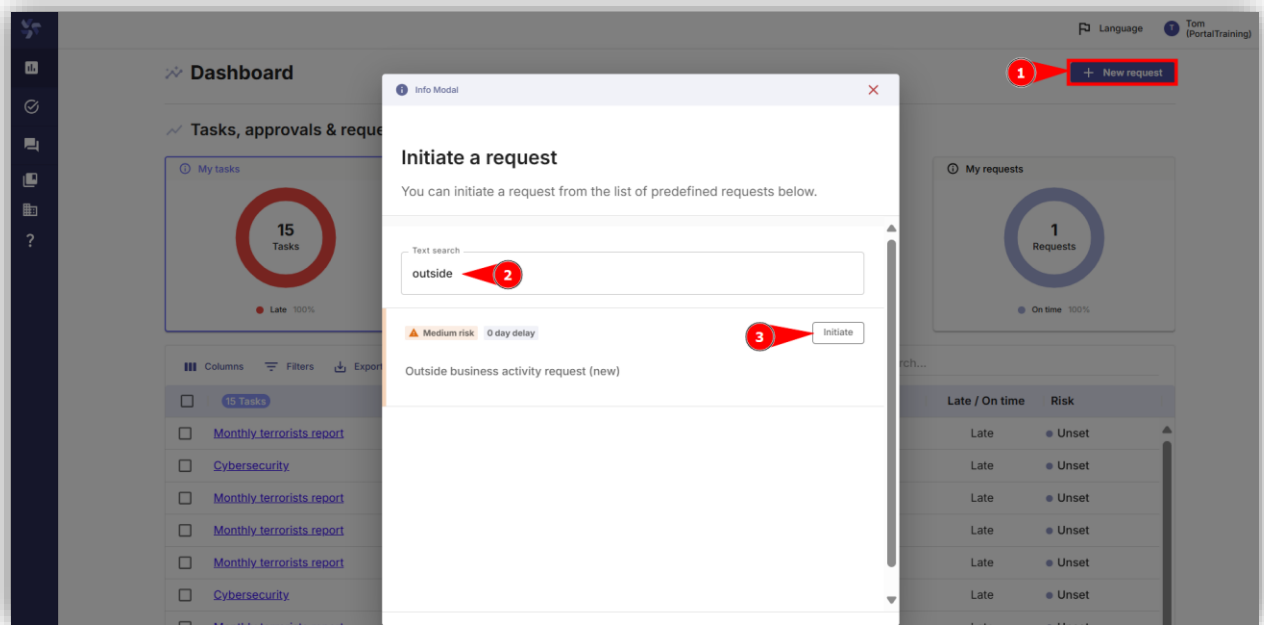


Figure 1: New request button in the dashboard

STEP 2

After having read the question, click on **Cancel** or **Confirm**.

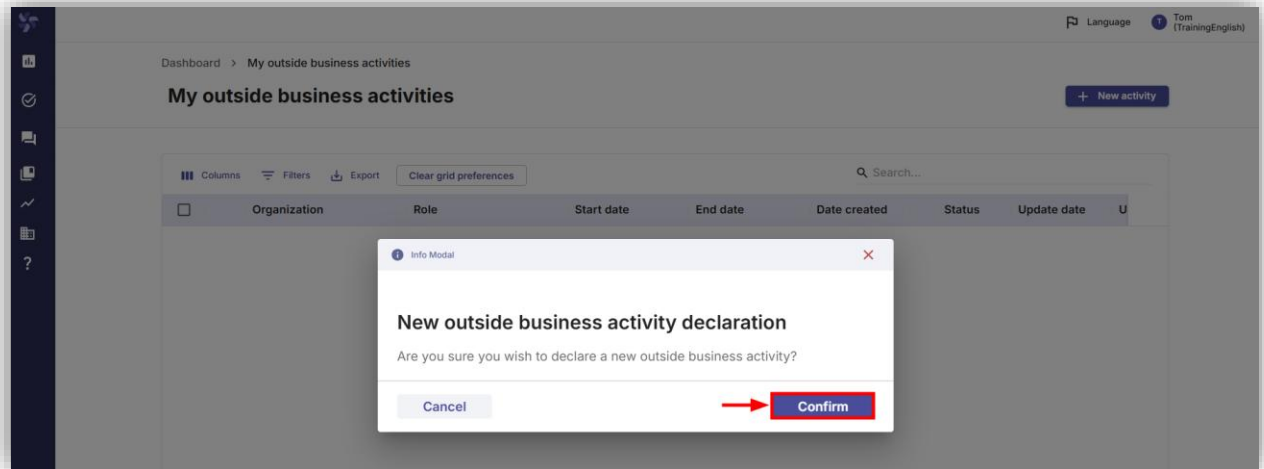


Figure 2: Confirmation window for new *OBA* declaration

STEP 3

Fill in the approval request form and click on the **Submit** button.

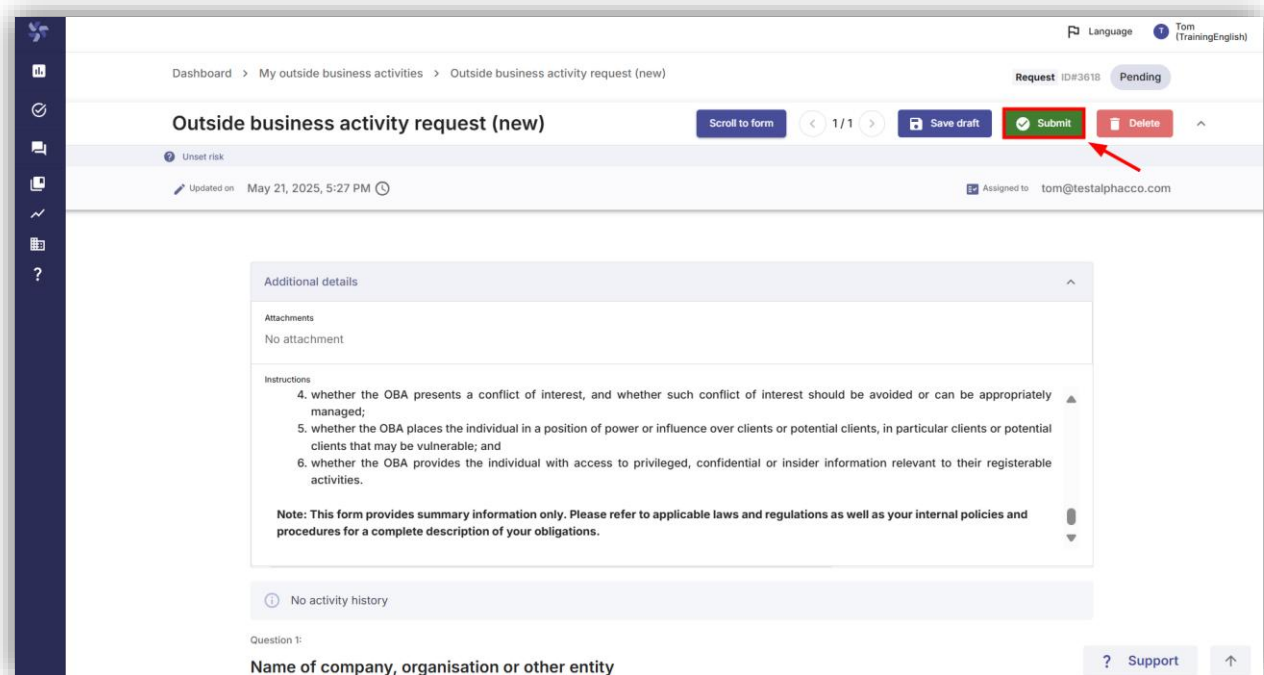


Figure 3: *OBA* declaration form

Once the declaration has been submitted, the activity will appear in the list under **Outside business activities** → **My activities** from the menu. You will be notified by e-mail when approval has been granted. The status of the activity will remain **Ongoing** until the activity is closed.

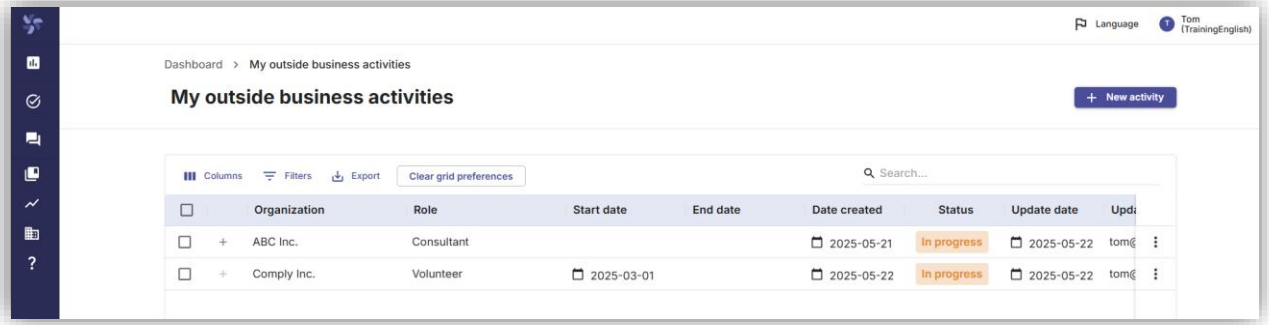


Figure 4: My outside business activities

Updating a previously declared OBA

A previously declared and approved OBA to which a change is made must be updated for approval.

STEP 1

To update an OBA, navigate to **My activities**, under **Outside business activities** → **My activities** from the menu, select the activity, click on the options button at the end of the line, then select **Update**.

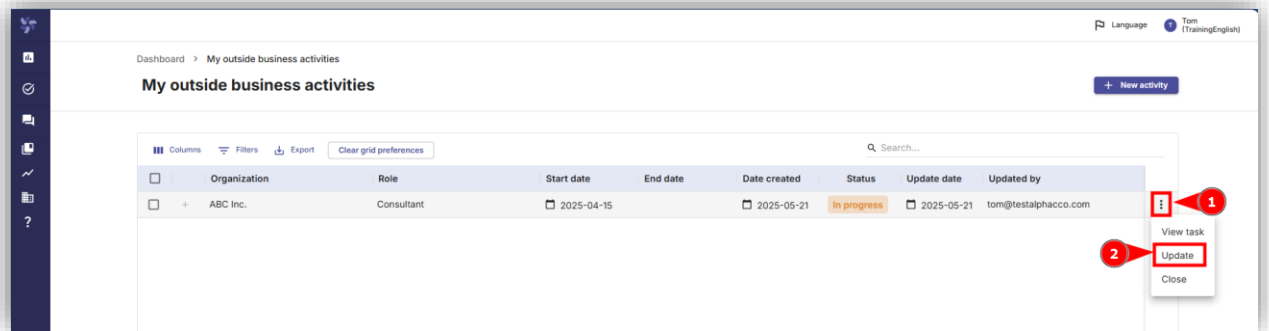


Figure 5: Option to update a previously declared and approved OBA

STEP 2

The update form shows the information submitted at the time of initial declaration, so you may update it. Click on the **Submit** button once the information has been updated. You will be notified by email once approval has been made.

Figure 6: Form for updating a previously declared and approved OBA.

Closing an OBA

An external activity that has ended must be closed.

STEP 1

To close an OBA, navigate to **My outside activities**, under **Outside business activities** → **My activities** from the menu, select the OBA, click on the options button at the end of the line, then select **Close**.

Organization	Role	Start date	End date	Date created	Status	Update date	Updated by
+ ABC Inc.	Consultant			2025-05-21	In progress	2025-05-22	tom@testalphacco.com

Figure 7: Option to close an existing OBA

STEP 2

After having read the question, click on **Back** or **Confirm**.

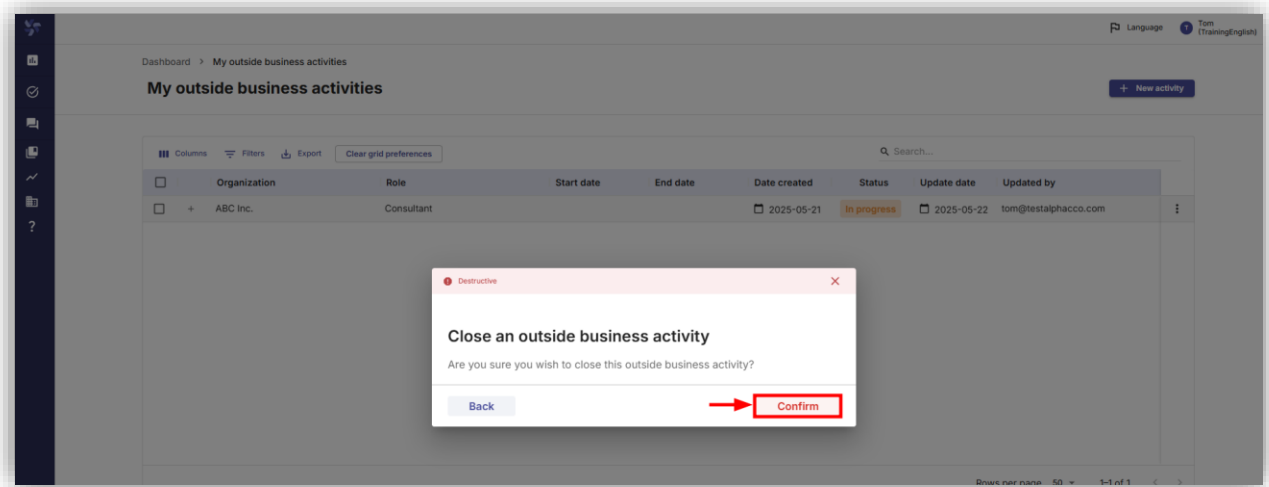


Figure 8: Confirmation window for closing an OBA

STEP 3

Complete the OBA closure form, then click **Submit** to finish. The status of the OBA is now **Closed**.

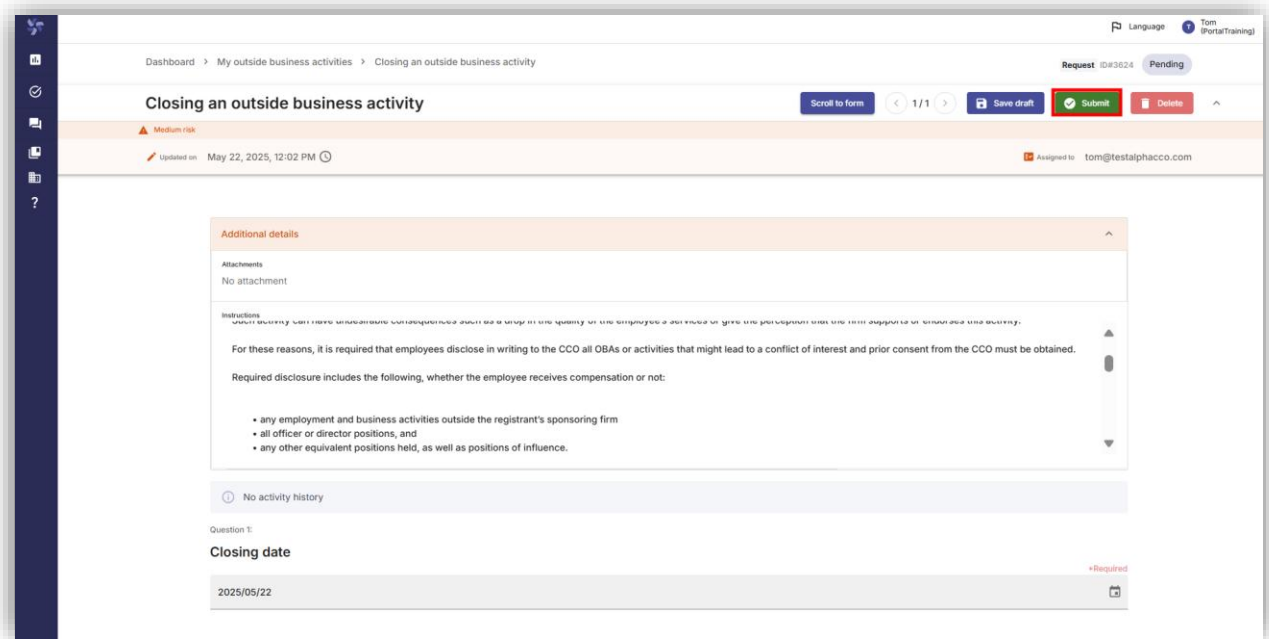


Figure 9: OBA closure form

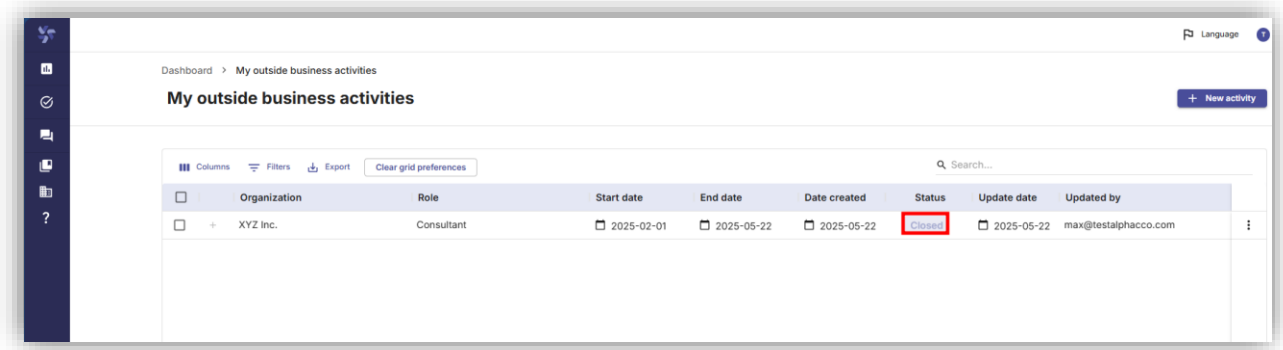


Figure 10: Status of a closed OBA

NOTES

Please note that this document is a brief guide and that short guides also exist for configuring control parameters. The AlphaCCO support team will be happy to help if you require further assistance. Please do not hesitate to contact us at support@alphacco.com