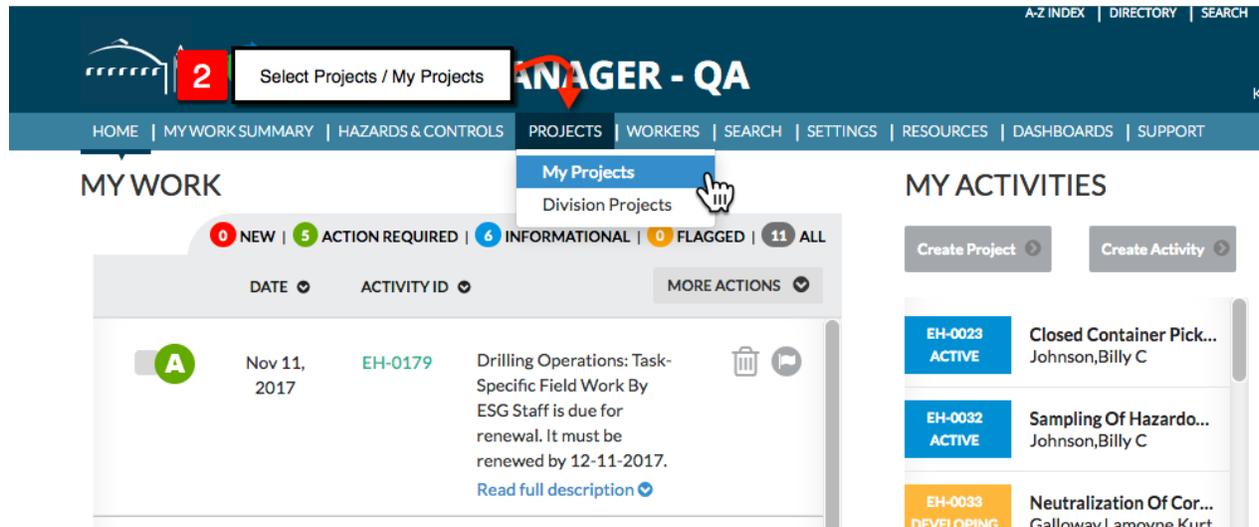


## How to View the Status of Workers

This step-by-step shows how an Activity Lead can quickly view the status of all workers on one or more their activities.

**STEP 1:** Log into Activity Manager: <https://wpc-am.lbl.gov/>

**STEP 2:** Select “Projects” menu and then “My Projects.”



**STEP 3:** Page shows the status for **Training Completion**, **Worker Acceptance**, and **Supervisor Approval** for each activity you are the Activity Lead (or Project Lead) for. A  symbol indicates that one or more workers has not satisfied the requirements.

**STEP 4:** Click the  to expand the activity view to see the status of all workers on that activity

**ENVIRONMENTAL SERVICES GROUP**

Project No.: P-EH-012      Project Lead: Kestell, David J      Safety Coordinator: Thorson, Patrick A      [View Project](#)

ACTIVITY ID	ACTIVITY NAME	ACTIVITY LEAD	STATUS	RISK LEVEL	RENEWAL DATE	TRAININGS COMPLETE	WORKER ACCEPTANCE	SUPERVISOR APPROVAL	
EH-0124	Cleanup Operations for Environmental Restoration Associated with HAZWOPER	Pauer, Ron	ACTIVE	2	12/11/2017				
EH-0178	Generating Hazardous Waste: Task-Specific Field Work By ESG Staff	Pauer, Ron	ACTIVE	2	12/1				

**3** Shows Training is incomplete

**4** Click chevron to view status

**STEP 5:** Lists all workers on the activity you expanded

**STEP 6:** Locate the person who has an incomplete item and click  to expand. This shows (reveals) the training course that is Incomplete. You can also access the person's full training profile in Berkeley Lab Training

**ACTIVITY WORKERS**

WORKER NAME	AUTHORIZATION	RESTRICTIONS	TRAININGS	ACCEPTANCE	APPROVAL	
John Doe	Authorized to Work	<b>5</b> Workers are listed with status	✓	✓	✓	  
Jane Doe	Authorized to Work		✓	✓	✓	  
John Doe	Authorized to Work		✓	✓	✓	  
Jane Doe	Authorized to Work		✓	✓	✓	  
John Doe	Authorized to Work		✓			
Jane Doe	Authorized to Work	<b>6</b> Expand worker to see which course is Incomplete	—	✓	✓	  

**AGATA SULCZYNSKI'S TRAININGS**  
The courses(below) are for this activity only.

COURSE NAME	COURSE ID	STATUS	EXPIRE DATE
Penetration Permit Proc Trng	FAC0070	Incomplete	

[View Training Profile](#)

**Can access persons full Training Profile in Berkeley Lab Training systems**

NOTE: The My Projects main page also indicates the status of the activities within the Project

**ACTIVITY MANAGER - QA** KEST

HOME | MY WORK SUMMARY | HAZARDS & CONTROLS | **PROJECTS** | WORKERS | SEARCH | SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

### MY PROJECTS

**A** Status of activities

4 activities are within 1 month of renewal  
3 activities have exceeded the renewal date

[Assign Workers](#) [Export To Excel](#)

#### ENVIRONMENTAL SERVICES GROUP

Project No.: P-EH-012      Project Lead: Kestell, David J      Safety Coordinator: Thorson, Patrick A      [View Project](#)

ACTIVITY ID	ACTIVITY NAME	ACTIVITY LEAD	STATUS	RISK LEVEL	RENEWAL DATE	TRAININGS COMPLETE	WORKER ACCEPTANCE	SUPERVISOR APPROVAL	
EH-0124	Cleanup Operations for Environmental Restoration Associated with HAZWOPER	Pauer, Ron	ACTIVE	2	12/11/2017	✖	✔	✔	⌵
EH-0178	Generating Hazardous Waste: Task-Specific Field Work By ESG Staff	Pauer, Ron	ACTIVE	2	12/11/2017	✔	✔	✔	⌵