

How to Waive Training in Activity Manager

This tutorial shows how to waive a training requirement in Activity Manager.

Who can waive training in Activity Manager:

- Activity Lead
- Activity Lead Designee
- Division Safety Coordinator
- Project Lead

Why waive training?

An activity may be designed in such a way where some staff in the activity use a ladder to perform their work while others in the activity do not and will not. The activity lead can waive the training requirement (Ladder Safety) for those staff who will not use ladders. Why? The training is not applicable.

Step 1: Login to Activity Manager <https://wpc-am.lbl.gov/>

Step 2: Select the activity that has the worker whose training you want to waive.

The screenshot displays the Activity Manager interface. At the top, there is a navigation bar with links: HOME | HAZARDS & CONTROLS | PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT. Below this, the page is divided into two main sections: "MY WORK" and "MY ACTIVITIES".

MY WORK section includes a filter bar with counts: UNREAD (0), ACTION REQUIRED (0), INFORMATIONAL (1), FLAGGED (0), and ALL (1). Below the filter bar is a table with columns: DATE, ACTIVITY ID, and MORE ACTIONS. The first row shows an informational icon, the date "Feb 13, 2017", the activity ID "EH-0066", and a description: "Worker Cole, Ryan assigned/authorized work on activity EH-0066 General Office Work." A red callout box with the number "2" points to this row, containing the text: "Select the activity that has the work who's training you want to waive".

MY ACTIVITIES section features a "Create Activity" button and a list of activities:

Activity ID	Activity Name	Status
EH-0066	General Office Work	ACTIVE
EH-0067	Site Visits; Entering Tec...	ACTIVE
EH-0139	Heim Test Activity - Tes...	ACTIVE

Step 3: Select the worker icon.

HOME | HAZARDS & CONTROLS | PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

ACTIVITY SUMMARY

FA-0010 - BUSINESS, ADMINISTRATION, AND FIELD
ACTIVITY STATUS: ACTIVE

Activity Risk Level: 1

3 Click the worker icon

Activity Lead: Kelley Toulouse
Activity Name: Business, Administration, and Field

Activity Approved Date: December 12, 2016
Activity Renewal Date: April 09, 2018

Activity Division: Facilities
Project Lead: Dahlgard, Jim

Project: Facilities Business Center

Activity Lead Designees:

Step 4: Choose the worker from the membership list and then click the “i” Worker Info button

HOME | HAZARDS & CONTROLS | PROJECTS | WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

ACTIVITY MANAGER

Basore, James D

Add worker

NAME	AUTHORIZATION	RESTRICTIONS	TRAININGS	ACCEPTANCE	APPROVAL	
Anderson, Bruce J Assigned by: Braithwaite, John	Authorized to Work		✓	✓	✓	✓ i 🗑️
Braithwaite, John Assigned by: Braithwaite, John	Authorized to Work	4	✓	✓	✓	✓ i 🗑️
Cain, Ben Assigned by: Toulouse, Kelley	Not Authorized to Work		—	✓	✓	✓ i 🗑️
Cameron, Joshua Assigned by: Toulouse, Kelley	Not Authorized to Work		—	✓	✓	✓ i 🗑️
Chavez, Yvonne Rita Assigned by: ...	Authorized to Work		✓	✓	✓	✓ i 🗑️

Worker Info

Step 5: Select the training you want to waive and then select “Not performing tasks”

ES

5 Select the training and then select "Not Performing Tasks"

ing requirements and completions, [click here](#).

COURSE NAME	COURSE EXPIRATION DATE	STATUS	WAIVE
Effective Safety Walkaround		Incomplete	<input type="text" value="Do not waive"/> Do not waive Not performing tasks <input type="text" value="Do not waive"/>
Ergo Self Assessment-Comp User	Jun 03, 2018	Completed	<input type="text" value="Do not waive"/>
PPE Training <input type="checkbox"/>		Completed	<input type="text" value="Do not waive"/>

HISTORY

Step 6: Click "Save"

Select A File

Drag and drop files here to add them to your activity

6 Make sure to click "Save"

Previous Save