

## Tutorial: How to view your overall status on your activities

This step-by-step shows how to determine your authorization level (per activity) and whether you have been approved to participate as well as view your training status.

### Step 1: Select Dashboards / My Work Summary

**Activity Manager**

HOME | HAZARDS & CONTROLS | RESOURCES | **DASHBOARDS** | SUPPORT

My Work Summary

**1** Select Dashboard / My Work Summary

**ACTIVITY SUMMARY**  
EH-0097  
ACTIVITY STATUS: ACTIVE

1. Review your authorization level for each of your activities
2. Review the status of your activities:
  - a. Have you completed all required trainings?
  - b. Have you accepted your activity?
  - c. Has the activity been approved?
3. Determine if you have completed required trainings (status).

**2** Review your authorization level

**3** Review your status per activity

**ASSIGNED ACTIVITIES**

ACTIVITY	ACTIVITY NAME	RISK	AUTHORIZATION	ACTIVITY LEAD	TRAININGS	ACCEPTANCE	APPROVAL
EH-0036	Traffic & Pedestrian Safety AND Safety Concerns	1	Not Authorized to Work	Wisherop, Michael Paul	✓	✓	✓
EH-0097	Synthesis of Neuro-Radiotracers	3	Work with Supervision	Heim, John	✗	✓	✓

**ACTIVITY TRAINING STATUS**

COURSE ID	COURSE NAME	EXPIRY DATE	COMPLETION STATUS
EHS0348	Chemical Hygiene and Safety		Incomplete
EHS0520	Fire Extinguisher Safety-Pl.1		Completed
EHS0531	Fire Extinguisher Safety Ref	12/03/2013	Expired

**4** Review training status

## The End