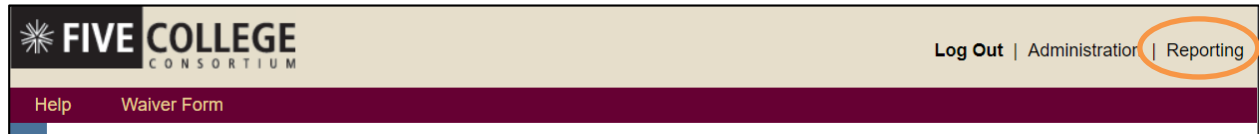


Viewing Results in the Waiver Database

Users who have been added as Managers to active waivers can use the Waiver Database's **Reporting** page to check on which of their participants have signed their activity's waiver.

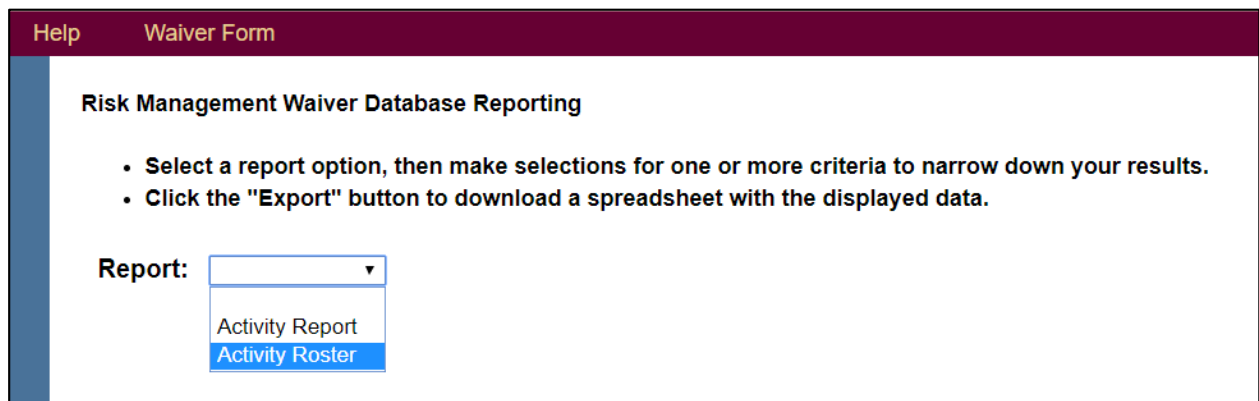
Finding the Interface

The Reporting tab is located in the upper-right corner of the [Waiver Database](#). This tab is visible to any user who has been included as a manager in an active waiver entry.



Locating Your Records

Once you have navigated to the reporting page, select the "Activity Roster" report from the dropdown.



The Activity Roster will bring up a report of all waiver signatures for events you are connected to.

If you are the manager for more than one event, you will want to sort these results using the additional filters available: Status (Active/Inactive), School, Activity Type, and Activity. Follow these tips in filtering your results:

- The Status filter defaults to show signatures for **Active** programs, but if you are referring back to waiver signatures for an event that has already happened, you will want to sort through **Inactive** records.
- After submitting your waiver request, you will have received a confirmation from our office that your waiver had been set up, including the following information related to your waiver:
 - College:
 - Activity type:
 - Activity Name:

Use this same information to filter your roster results.

Exporting your Activity Roster

To download a spreadsheet of your results, select "Export."

Risk Management Waiver Database Reporting

- Select a report option, then make selections for one or more criteria to narrow down your results.
- Click the "Export" button to download a spreadsheet with the displayed data.

Report: [Students who have completed waivers for a given activity.](#)

Status: School: Activity Type: Activity:

Result Count: 5034