

Manager's Guide to the Online Waiver Database

Users who have been added as Managers to waivers can use the **Reporting** page in the [Online Waiver Database](#) to view their active and inactive waivers, and check on which of their participants have signed their waiver.

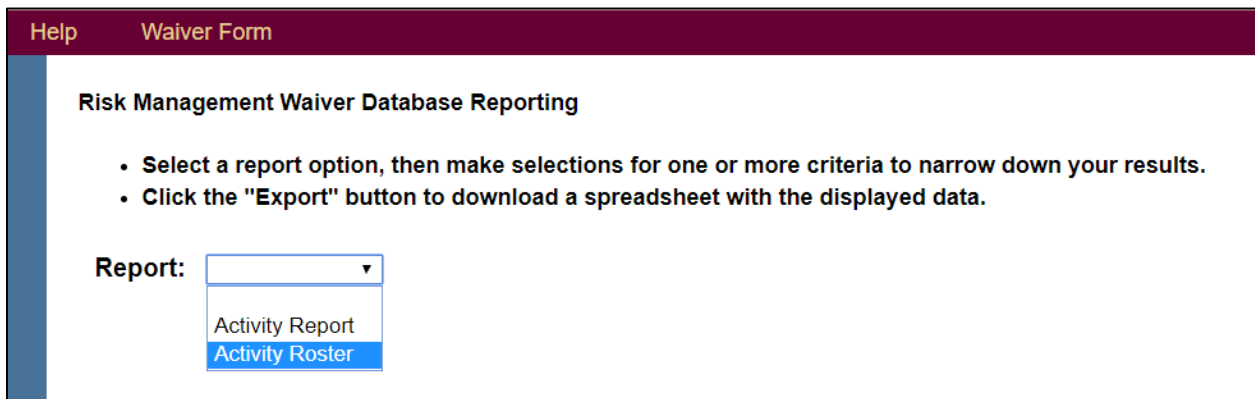
Finding the Reporting Interface

The Reporting tab is located in the upper-right corner. This tab is visible to any user who has been included as a manager in an active waiver entry.



Viewing Waiver Signatures with an Activity Roster Report

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



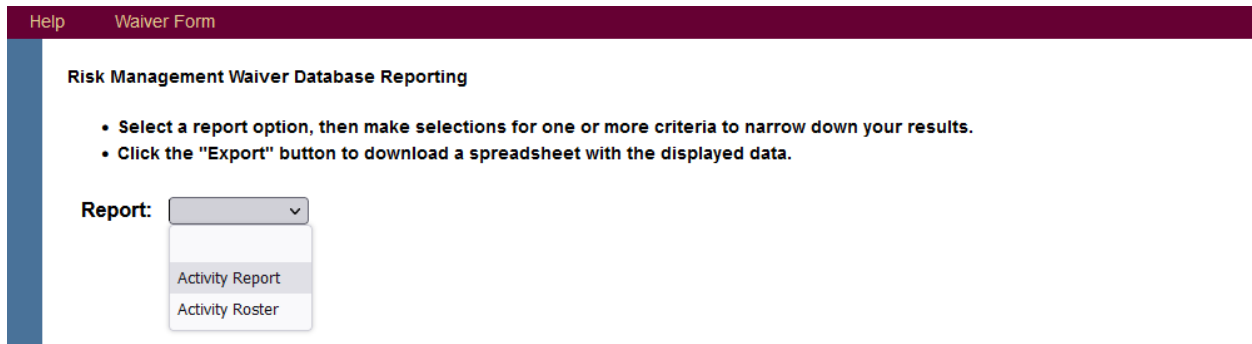
The Activity Roster will bring up a report of all waiver signatures for events you are connected to.

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 has been set up, including the following information related to your waiver: **College**, **Activity Type**, and **Activity Name**. Use this same information to filter your roster results.

Viewing Your List of Waivers with an Activity Report

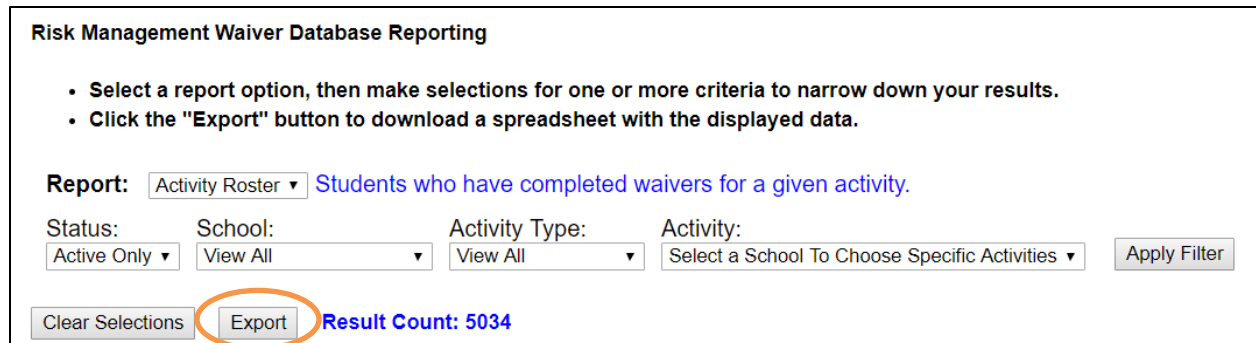
Once you have navigated to the reporting page, select the **Activity Report** from the dropdown.



This will bring up a report of all of the waivers you've managed, with a count of how many signatures each waiver received. Remember, The Status filter defaults to show **Active** waivers, but if you are referring back to waivers for an event that has already happened, you will want to sort through **Inactive** records.

Exporting your Report

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



Questions? Problems?

Please reach out to Five College Risk Management at riskmgmt@mtholyoke.edu, or (413) 538-2344.