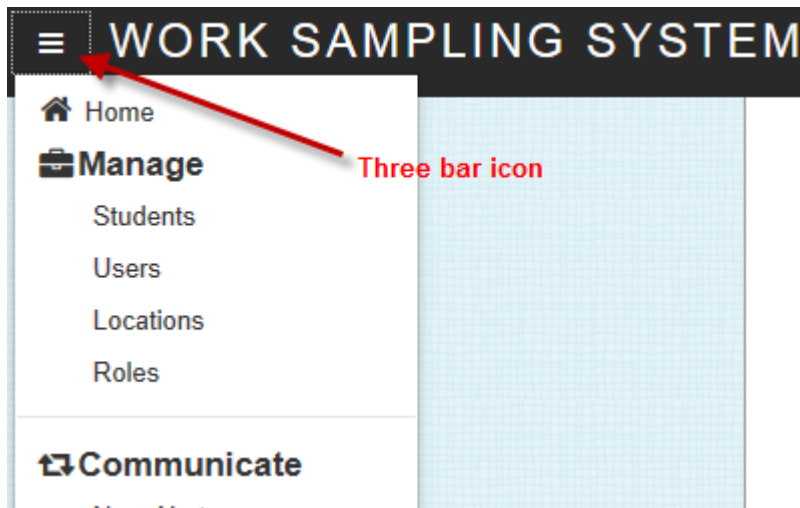# Using the Dashboard Report to Determine Status of Checklists

When needing a quick view of how your program or site is progressing with creating their checklists, follow the simple steps below.

1. Go to your WSO Home page by clicking the three bar icon.

2. On the Home page select the program you wish to view from the dropdown box and click the 'View Dashboard' button. (**NOTE:** If you wish to view a specific site, then you would select the program and then the site.)
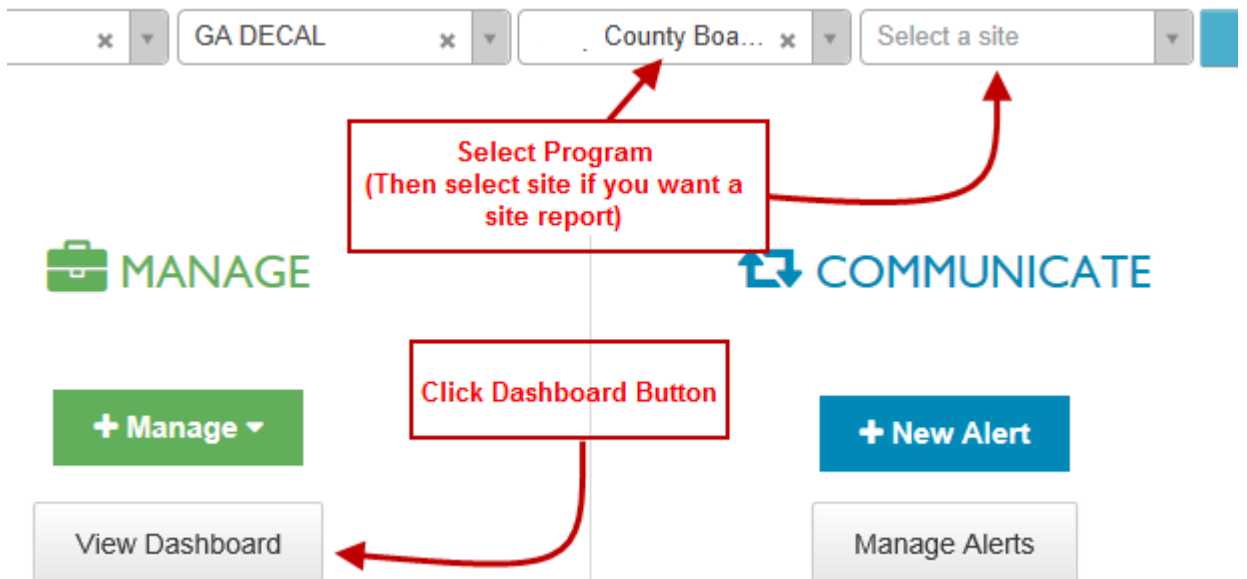
3. On the Dashboard screen, select the Period from the dropdown box. Once you select the period, a third pie chart will display. This is the chart you should use to determine the status of checklists at the program or site level (if you selected a site).
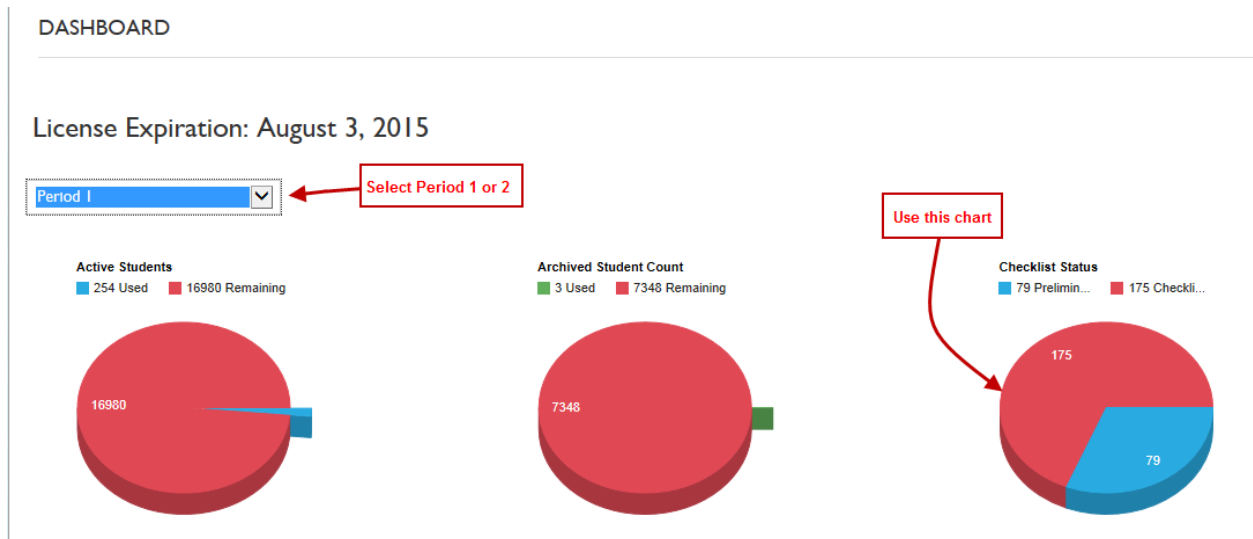
The pie chart on the right indicates there are 79 checklists in the program that have been started (a checklist has been created) and 175 that have not yet been started.