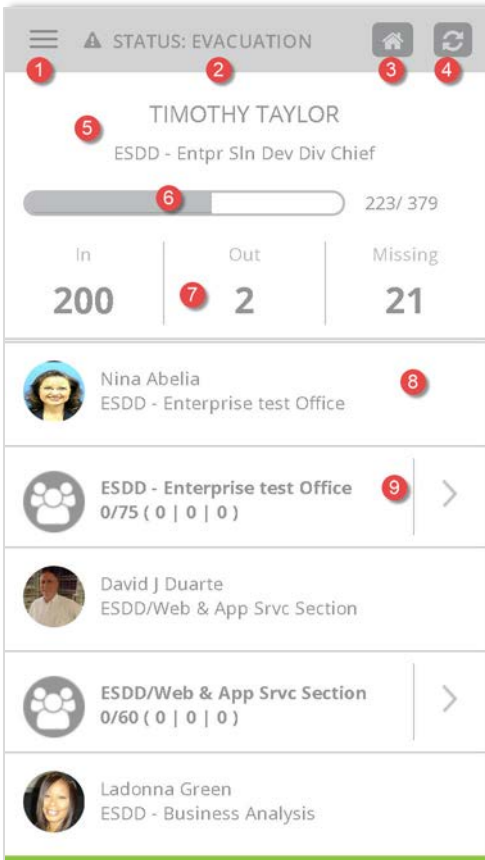# Where's My Peeps?

Instructions

Home Screen

Upon logging in to Peeps, you will see your home screen.

The home screen displays:

- Status Bar – The top bar of the application now shows event status information
    - Read-Only – When no incidents are in progress, you will see a lock icon and the text "READ-ONLY"
    - Evacuation – Once an evacuation is in progress, the status will display an exclamation mark icon and the text "EVACUATION"
    - All Clear – Once the emergency management team has declared the building safe to enter, the status will display with a smiley face icon and the text "ALL CLEAR"
- Home and Refresh Buttons
- Your Information
- Progress Bar – A graphical indicator of how many people in your accounting structure have been accounted for
- Scoreboard – Real-time count of status of all people within your reporting structure
- Your Direct Reports – All those that you are responsible for checking in
- Subordinate Units – Any units in your reporting structure

Note: Typically, your direct reports are responsible for checking in their employees, but you can check in any employee on their behalf by navigating through the organization structure.

TIMOTHY TAYLOR
ESDD - Entpr Sln Dev Div Chief

223/ 379

In	Out	Missing
200	2	21

Nina Abelia
ESDD - Enterprise test Office

ESDD - Enterprise test Office
0/75 (0 | 0 | 0) >

David J Duarte
ESDD/Web & App Srvc Section

ESDD/Web & App Srvc Section
0/60 (0 | 0 | 0) >

Ladonna Green
ESDD - Business Analysis

1 Menu
2 Status Bar
3 Home Button
4 Refresh Button
5 Your Information
6 Progress Bar
7 Scoreboard
8 Direct Report
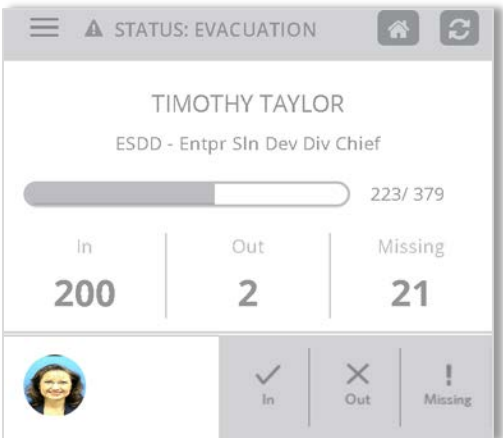9 Subordinate Unit

Checking In

Step 1: Swipe

Swipe from right to left on a direct report's name to show the check-in options

Step 2: Tap

Tap on the appropriate status for the direct report

Step 3: Repeat

Continue checking in staff using one of these three options: In, Out, or Missing.

Note: As you check staff in, your progress bar and scoreboard will be updated accordingly.

As you enter data, your manager will be able to monitor your progress on their progress bar and scoreboard. Marking someone as missing is a big deal, so we ask you to confirm.

Once you have checked in all of your team, keep the Peeps app open so you can be notified when the all-clear is given for re-entering the buildings.
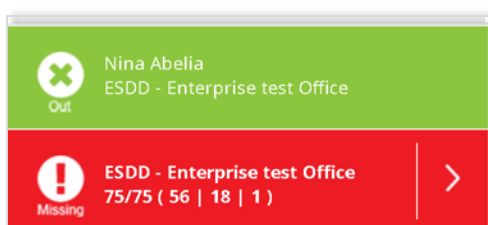
Checking in a Unit

To save time, Peeps allows you to check in an entire unit. Swipe and tap just as you would for a direct report.

Step 1: Swipe from right to left

Step 2: Tap on the appropriate status

Step 3: Adjust

To adjust an individual status, tap the unit, then swipe and tap the correct status. You can return to the home screen by using the navigation bar or tapping on the home icon. Once adjusted, the unit will display the total number of staff accounted for by In, Out, and Missing.

Multi-Select

To speed up checking in multiple people or units at the same time, a new feature was added to Peeps. To activate the multi-select feature, press and hold the photo icon of the first person or unit you are checking in until the blue "plus" icon appears. Continue to select more people or units by pressing on the photo. When you have completed your selection, tap **In**, **Out**, or **Missing** to assign a status for the whole selection. You will be prompted to confirm your selection. You can also cancel your selection by tapping on **Cancel**.
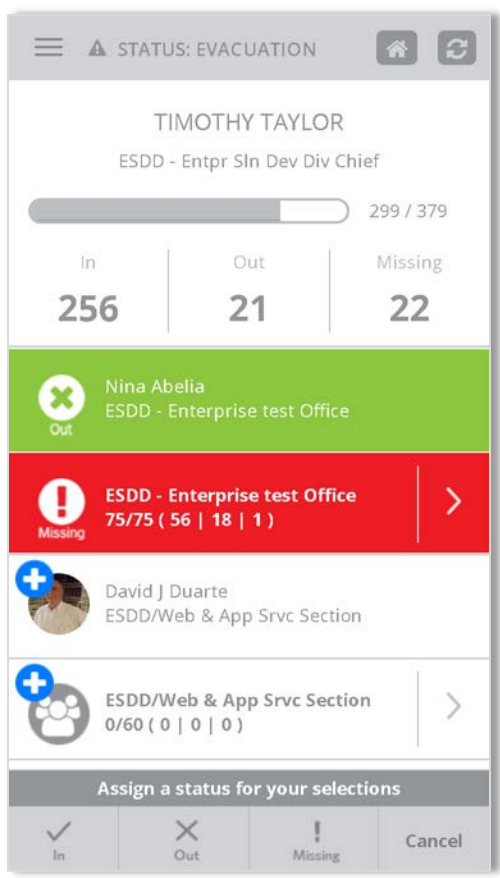
Navigation

Navigation is easier now when organizational structures get very deep. You can just tap on the image of the manager of the unit to move up levels or all the way to the top. You can always use the home button to get back to your original view.

Person Details

Access detailed profile information about a person by tapping on their name. From the details screen you can view:

- Team member's photo – tap the thumbnail for an enlarged view, which is helpful for checking in people you may not know
- Contact information – Work, cell, and email contact information, as available in PeopleSoft
- Status history – this shows the date and time of the last check-in, and who checked the person in
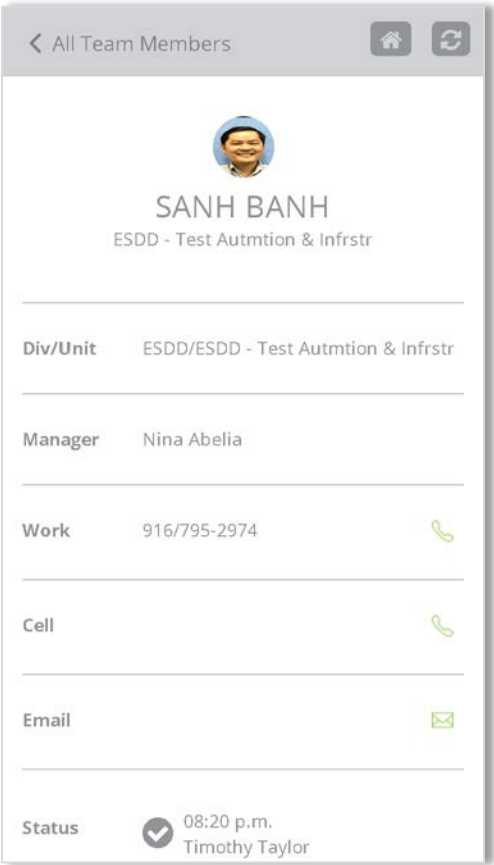
Menu

To access the menu, tap the icon on the upper-left.
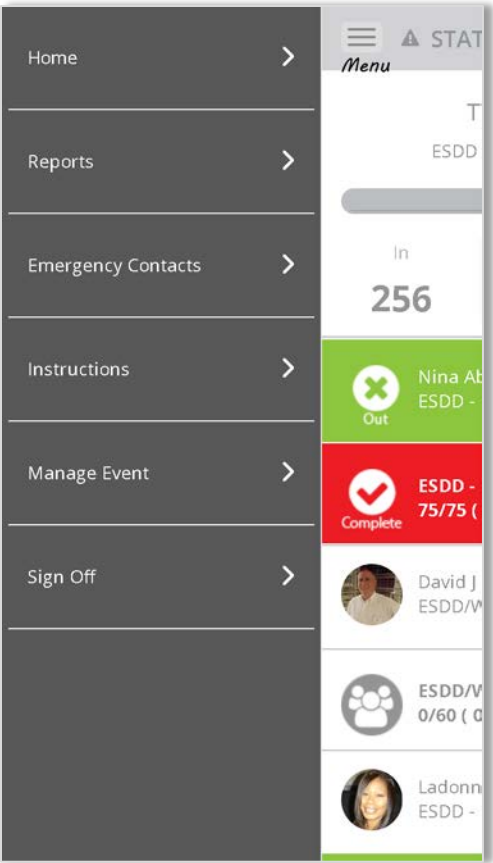
Reports

Access reports for employees that are designated as missing or who are not yet accounted for.

Emergency Contacts

The Emergency Contacts section contains contact information for CalPERS team members, Colliers, and External Resources (such as the fire department).

Instructions

This section contains basic information about how to use Peeps featured and can be accessed at your convenience.

Manage Events

Only designated emergency management personnel have access to this menu. This menu is used to activate an emergency event, declare an all-clear signal, and close out events for final reporting.

Sign Off

Log out from the Peeps app once an event is over.

How to Get Help?

If you have any questions or issues using the Where's My Peeps application, please contact the [Emergency Management](#) email box.

If you see any issues with the data on your team roster displayed in Peeps, contact your division's personnel liaison. Your liaison will work with Human Resources to correct the data in the PeopleSoft system.

Frequently Asked Questions

What username and password should I use?

User your regular network username and password to access Peeps.

What if I am out of the office during an evacuation? Who will check in my team members?

If you are out of the office, your manager will be able to check in your team members using the app. Paper checklists can always be used in lieu of the app.

When I log into Peeps, I am not seeing all of my employees or consultants. What do I do?

If you are seeing people who are not in your reporting structure or if you are missing people, it's more than likely a data issue. Contact your division's personnel liaison for assistance. Your liaison will work with Human Resources to correct the data in the PeopleSoft system.

I don't have a CalPERS issued mobile device and I don't want to use my personal phone to access Where's My Peeps.

The Where's My Peeps app is an electronic alternative to the paper checklists. You can continue to use a manual process to check in your team members and report your counts to your manager. Your manager will be able to check in your team using the app.

How do I download Where's My Peeps to my phone?

Where's My Peeps is a web-based application that's designed to use all the features of your phone, like swiping and tapping gestures. You don't need to download it to your phone. Just navigate to this address: www.calpers.ca.gov/wmp/. There are instructions in this job aid to help you save Peeps as an icon on your iPhone or Android mobile device.

Now that we can access our team roster through Peeps, do I still need to have my paper checklist?

While Where's My Peeps makes accounting for your employees easier, it's still a good idea to keep the paper list in your backpack though, just in case phone service is down.

I'm trying to use Peeps and I can't check in any staff because the app says read-only. What do I do?

Where's My Peeps is designed for use during emergency evacuations (or drills). Unless there is an evacuation in progress, the app status will display **Read-Only** in the status bar.