PDX Security Badge Audit Instruction Manual

INTRUCTIONS ON HOW TO USE THE AUDIT TOOL IN THE AUTHORIZED SIGNATORY PORTAL

Quick Links

New Applicant

Manage Employees

Audit Task

Vehicle Permit Renewal

Click here or area below to access audit.

Badge Renewal Summary (Top 20)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
7108858	Brown Charlie	Milkshake P...	Secured ...	07/31/2017	Renew	Do Not Renew
7108856	Who Cindy	Milkshake P...	Secured ...	08/31/2017	Renew	Do Not Renew
7108857	Parker Peter	Milkshake P...	Secured ...	08/31/2017	Renew	Do Not Renew

My Pending Vehicle Renewals Summary (Top 20)

ID	Status	Request Type	Request From

My Pending Audit Tasks Summary (Top 20)

ID	Status	Request Type	Request From
3	Pending	Badging Audit 10%	Milkshake PDX

Click here or area above to access audit.

Click here to access your list of active badge holders.

General | Personnel

Employees -> Audit -> General

My Task -> Audit Details

Name: Badging Audit 10%

Description:

Status: Pending

Task Type: Employer Audit

Requested Date: 23-Sep-2016

End Date: 30-Sep-2016

Total Auditable Employee Count: 3

Audit Completed Count: 0

Next   Close

List will show all active badge holders at the time the audit was initiated by the Badging Office.

Step 1: Click box to select employee. More than one box can be selected at a time.

Step 2: If employee is still employed by your company and has the badge in their possession, click here.

Screenshot 1 (browser window):

http://pdxsafewebt.pdxacst.port/SAFESelfService/default.aspx?Direct=Yes&AppName=Emp

Quantum Secure SAFE | Quantum Secure SAFE Selfs...

File Edit View Favorites Tools Help

PORT OF PORTLAND
Possibility. In every direction.

Welcome Donald Duck
Logged on at: 25-Jul-2017 11:29 AM

Change Password Logout About Help

Reports | MySAFE | **Employees** | Employer

Personnel | Audit | Vehicle Permit Renewal

General | Personnel

Employees -> Audit -> Personnel

My Task -> Personnel Details

	UPID	Last Name	First Name	Card Number	Occupation Status	Audit Status	Audited Date	Audited Signatory	Is Modified
☐	7108858	Brown	Charlie	599033	Active	Completed	25-Jul-2017	Donald Duck	
☐	7108854	Duck	Donald	999007	Active	Pending			
☐	7108857	Parker	Peter	999107	Active	Pending			

Filter | Clear Filter | Modify | Audit Action

Back | Save | Close

Select an Employee. Modify/Change their Status.
Hit the 'Audit Action' button to complete the audit. Hit the 'Save' button to Save the changes.

Port Servers 11:31 AM

Callout: The system will update with today's date and your name.

Callout: ***IMPORTANT***
Click Save button to save changes.

Screenshot 2 (browser window):

Callout (left): If an employee is no longer with your company, you will need to update their employment status. Step 1: Click the box next to the employee's name.

http://pdxsafewebt.pdxacst.port/SAFESelfService/default.aspx?Direct=Yes&AppName=Emp

Quantum Secure SAFE | Quantum Secure SAFE Selfs...

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Reports | MySAFE | **Employees** | Employer

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Filter | Clear Filter | Modify | Audit Action

Back | Save | Close

Select an Employee. Modify/Change their Status.
Hit the 'Audit Action' button to complete the audit. Hit the 'Save' button to Save the changes.

Port Servers 11:31 AM

Callout: Step 2: Click here to modify.

Step 3: Select appropriate status.

Step 4: Include brief comments/notes as necessary. Give status of badge, i.e. company has badge or employee has badge. If the employee has the badge, it is your responsibility to ensure the badge is returned to the Badging Office immediately.

Step 5: Click here to update changes.

Step 6: Click here to complete the audit on the selected employee.

Once the audit action button has been clicked, audited date and signature will appear, as well as an indication that the employee status has been modified.

IMPORTANT
Click Save button to save changes.

Continue with auditing employees on list and making modifications/changes as necessary. ***REMINDER* If Occupation Status is changed to Terminated, badge will need to be collected and returned to the Badging Office immediately**.

REMINDER Don't forget to click the Save button to save changes.

Once all the employees on the list have been audited, click on the General tab.
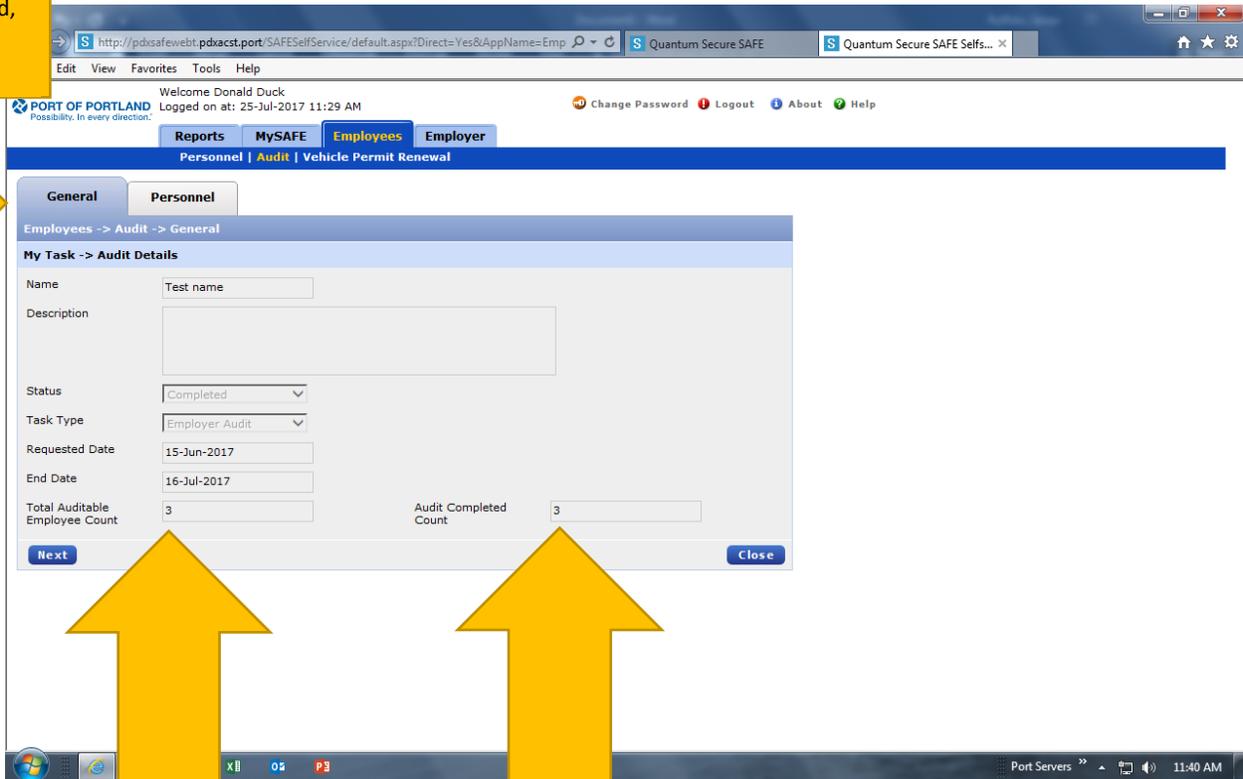
Audit is complete once the "Total Auditable Employee Count" matches the "Audit Completed Count".

CONGRATULATIONS!

You have just completed your Security Badge Audit.