

2017

PDX Security Badge Audit Instruction Manual

INSTRUCTIONS ON HOW TO USE THE AUDIT TOOL IN THE
AUTHORIZED SIGNATORY PORTAL
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<http://pdxsafewebt.pdxacst.port/SAFEselfService/default.aspx>

Welcome Donald Duck
 Logged on at: 25-Jul-2017 11:51 AM

Change Password Logout About Help

Reports MySAFE Employees Employer

My Links

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)
- [Vehicle Permit Renewal](#)

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
3	Pending	Badging Audit 10%	Milkshake PDX

My Pending Audit Tasks Summary (Top 20)

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


 Click here to access audit.

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

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Reports MySAFE Employees Employer

Personnel Audit Vehicle Permit Renewal

Employees -> Audit -> General

My Task -> Audit Details

General | **Personnel**

Name:

Description:

Status:


Task Type:

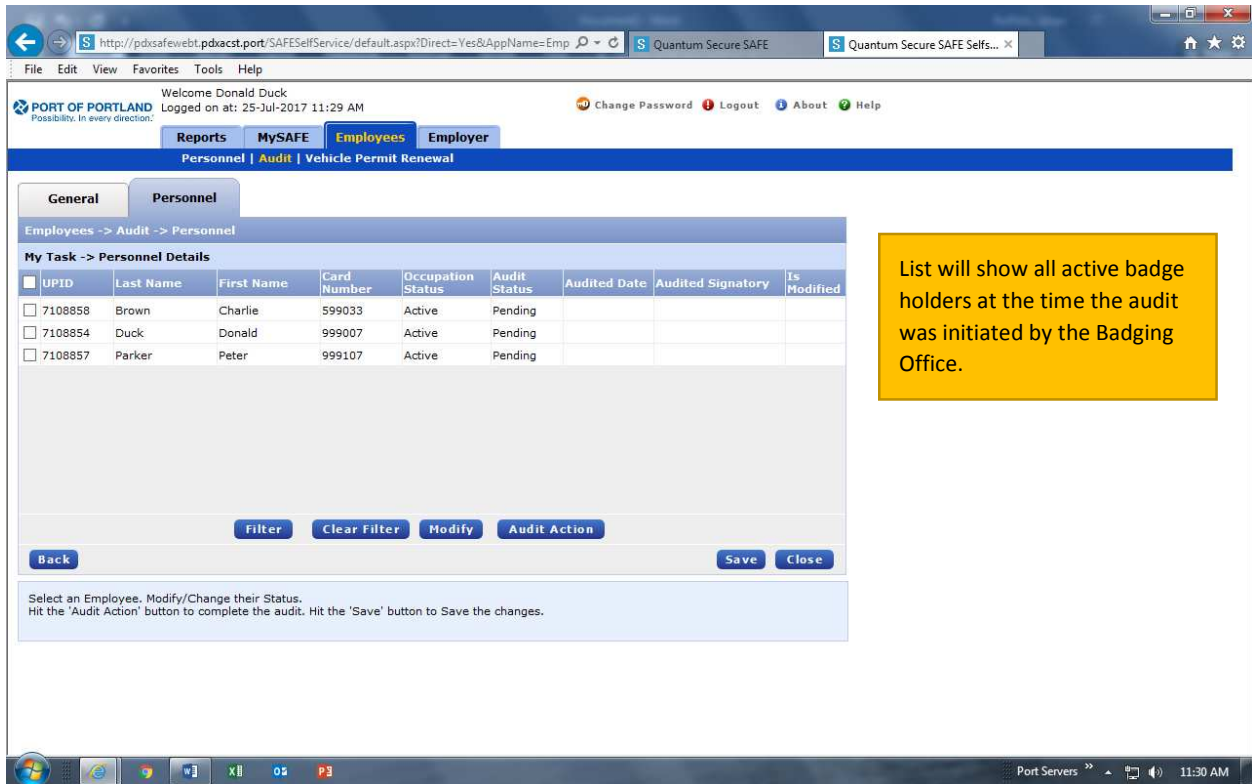
Requested Date:

End Date:

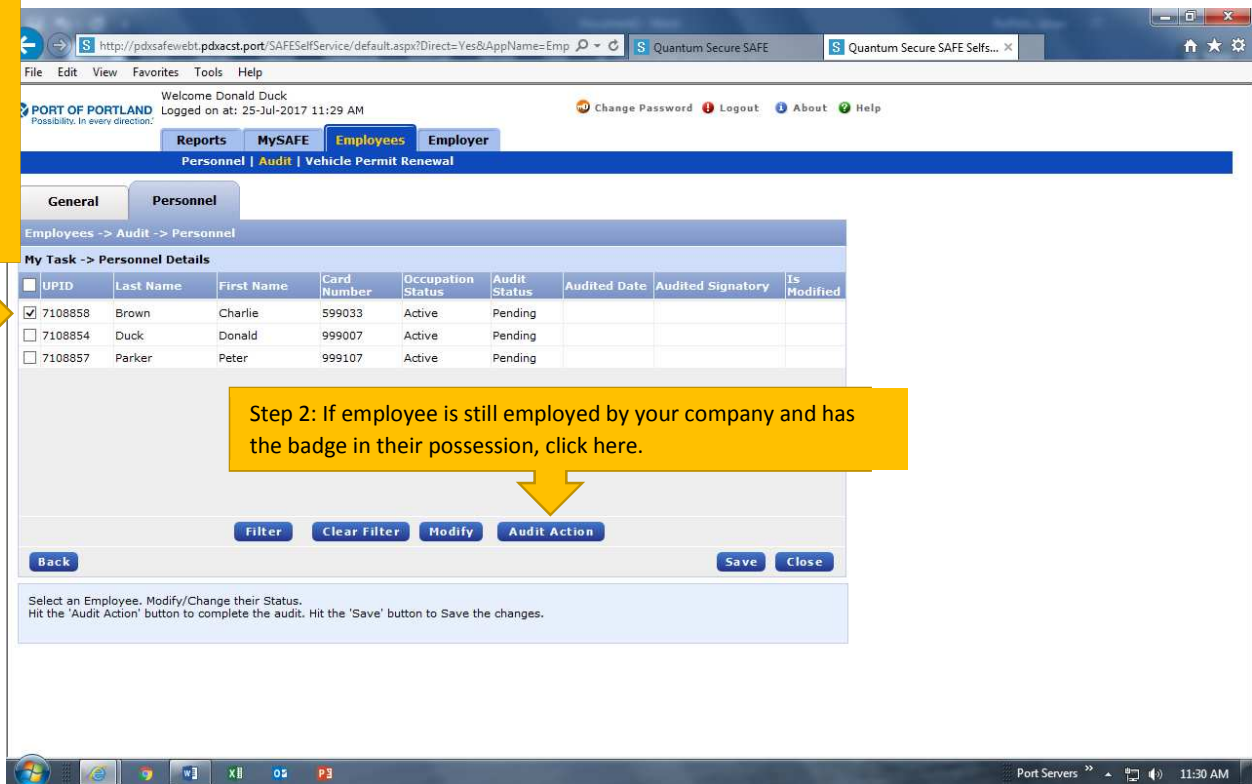
Total Auditable Employee Count: Audit Completed Count:

[Next](#) [Close](#)


 Click here to access your list of active badge holders.



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



Quantum Secure SAFE

PORT OF PORTLAND
Possibility. In every direction.

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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
<input type="checkbox"/> 7108858	Brown	Charlie	599033	Active	Completed	25-Jul-2017	Donald Duck	
<input type="checkbox"/> 7108854	Duck	Donald	999007	Active	Pending			
<input type="checkbox"/> 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.

IMPORTANT
Click Save button to save changes.

Port Servers 11:31 AM

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

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.

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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
<input type="checkbox"/> 7108858	Brown	Charlie	599033	Active	Completed	25-Jul-2017	Donald Duck	
<input checked="" type="checkbox"/> 7108854	Duck	Donald	999007	Active	Pending			
<input type="checkbox"/> 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.

Step 2: Click here to modify.

Port Servers 11:31 AM

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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
<input type="checkbox"/>	7108858	Brown	Charli					
<input checked="" type="checkbox"/>	7108854	Duck	Donal					
<input type="checkbox"/>	7108857	Parker	Peter					

Edit Occupation

Occupation Status: -- Select --
Active
Terminated

Comments / Notes

Update Close

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 11:33 AM

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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
<input type="checkbox"/>	7108858	Brown	Charli					
<input checked="" type="checkbox"/>	7108854	Duck	Donal					
<input type="checkbox"/>	7108857	Parker	Peter					

Edit Occupation

Occupation Status: Terminated

Comments / Notes: No longer employed. Company has badge.

Update Close

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 11:34 AM

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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
<input type="checkbox"/> 7108858	Brown	Charlie	599033	Active	Completed	25-Jul-2017	Donald Duck	
<input checked="" type="checkbox"/> 7108854	Duck	Donald	999007	Terminated	Pending			Yes
<input type="checkbox"/> 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 changes.

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

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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
<input type="checkbox"/> 7108858	Brown	Charlie	599033	Active	Completed	25-Jul-2017	Donald Duck	
<input type="checkbox"/> 7108854	Duck	Donald	999007	Terminated	Completed	25-Jul-2017	Donald Duck	Yes
<input type="checkbox"/> 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 changes.

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.**

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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
<input type="checkbox"/> 7108858	Brown	Charlie	999008	Active	Completed	25-Jul-2017	Donald Duck	
<input type="checkbox"/> 7108857	Parker	Peter	999005	Active	Completed	25-Jul-2017	Donald Duck	Yes
<input checked="" type="checkbox"/> 7108856	Who	Cindy	999004	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.

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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.

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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
<input type="checkbox"/> 7108858	Brown	Charlie	599033	Active	Completed	25-Jul-2017	Donald Duck	
<input type="checkbox"/> 7108854	Duck	Donald	999007	Active	Completed	25-Jul-2017	Donald Duck	Yes
<input type="checkbox"/> 7108857	Parker	Peter	999107	Active	Completed	25-Jul-2017	Donald Duck	

Filter Clear Filter Modify Audit Action

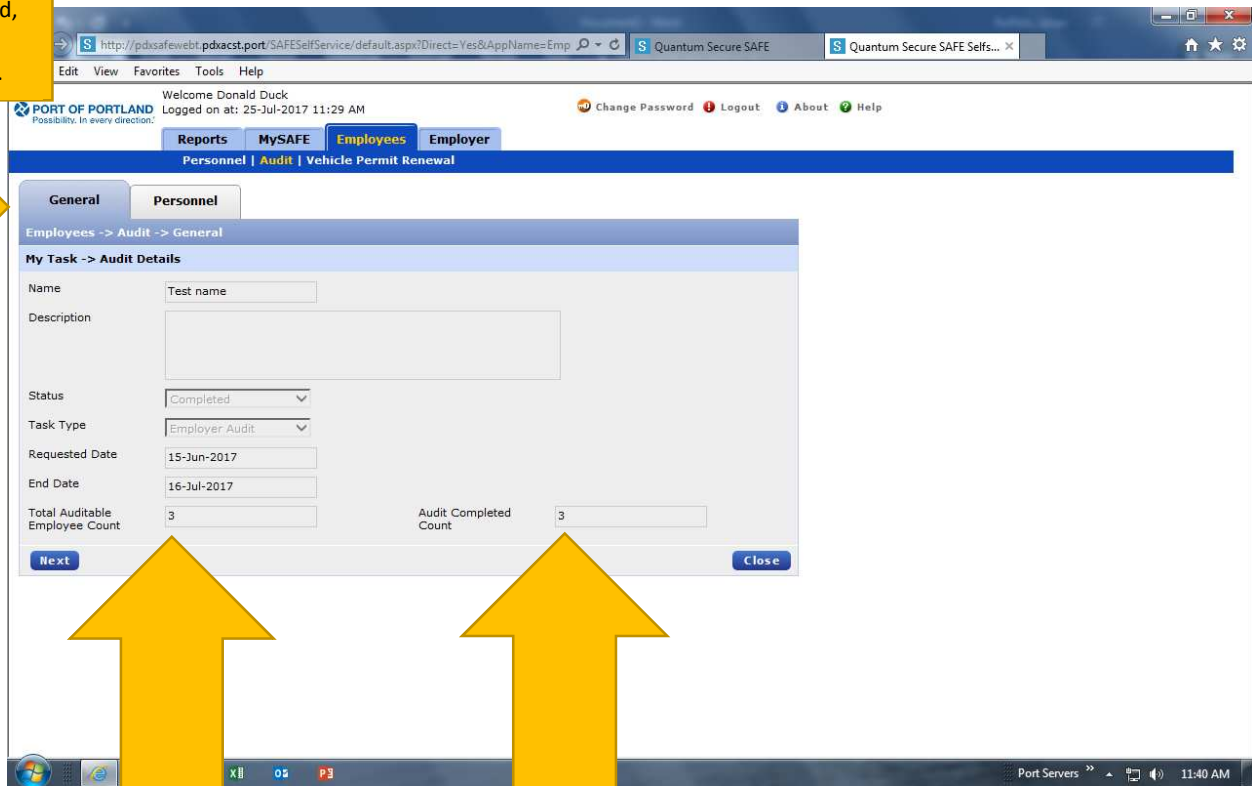
Back Save Close

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 11:39 AM

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.