

# PDX Security Badge Audit Instruction Manual

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

http://pdxsafewebt.pdxacst.port/SAFESelfService/default.aspx

Quantum Secure SAFE

Port of Portland

Welcome Donald Duck  
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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
108858	Brown Charlie	Milkshake P...	Secured ...	07/31/2017	Renew	Do Not Renew
108856	Who Cindy	Milkshake P...	Secured ...	08/31/2017	Renew	Do Not Renew
108857	Parker Peter	Milkshake P...	Secured ...	08/31/2017	Renew	Do Not Renew

Click here or area indicated below to access audit.

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 or area indicated above 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

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

Click here to access list of active badge holders.

Next Close

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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	Pending			
<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.

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.

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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 checked="" type="checkbox"/> 7108858	Brown	Charlie	599033	Active	Pending			
<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.

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

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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
<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.

The system will update with today's date and your name. \*\*\*This is your certification that the employee is still employed by your company, has a business purpose for a badge and has the badge in their possession. \*\*\*

\*\*\*IMPORTANT\*\*\*  
Click Save button to save changes.

If an employee is no longer with your company or has a business purpose for a badge, you will need to update their employment status to 'Terminated'.

Step 1: Click the box next to the employee's name.

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Reports MySAFE Employees Employer

Personnel Audit Vehicle Permit Renewal

Personnel

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.

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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:

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.

Step 3: Select Terminated.

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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.

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

Step 5: Click here to update 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	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.

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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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.

\*\*\*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.

PORT OF PORTLAND  
Possibility. In every direction.

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Reports MySAFE Employees Employer

Personnel | Audit | Vehicle Permit Renewal

General Personnel

Employees -> Audit -> General

My Task -> Audit Details

Name Test name

Description

Status Completed

Task Type Employer Audit

Requested Date 15-Jun-2017

End Date 16-Jul-2017

Total Auditable Employee Count 3

Audit Completed Count 3

Next Close

Audit is complete once the 'Total Auditable Employee Count' matches the 'Audit Completed Count'.

# CONGRATULATIONS!

You have just completed your Security Badge Audit.