



PPE Manager User Guide

Passport 360 allows companies to control and issue PPE to their employees, contractors and equipment.

PPE Manager User Guide

Notice

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Quick Tips

TIP 1: For easy searching of a specific PPE item, use the “Search” selection.



TIP 2: To view the PPE Item details, use the view  option available.

TIP 3: To delete  a complete workflow, select the workflow and delete.

TIP 4: Use the calendar  button to select applicable dates.

TIP 5: To cancel any action at any given point, simply select the cancel  button to return to the previous field.

Create

Standard PPE

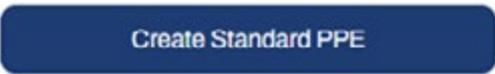
01

Internet Browser settings

Although Google Chrome is the recommended browser for optimal site performance, Passport 360 is supported by all popular browsers.

1. Create Standard PPE

Navigate to  on the dashboard.

Select  button to create a new PPE item.

Note: PPE Standards are created as per the Company standard requirements.

Fill in the required fields.

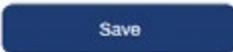
Add PPE

Name

Description

Recommended for

Not Recommended for

Once you have completed the action, select the  button. Your PPE standards will appear in your listed PPE on the right of your page.

All PPE

	Name	Description	Recommen...	Not recom...
	Gloves	Green	Everyone	NA
	P3 Respirator ...	P3 Respirator ...	All employees...	Not for normal...
	Charcoal air p...	Charcoal air p...	All employees...	Not suitable fo...

« < 1 > » 1 of 1 pages (3 items)

If you want to remove the PPE Standard, select  the button to remove the item entirely.

Add

PPE

02

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2. Add PPE

Select the  button.

Note: Your question sets will already be created within the Prequalification phase, so those question sets will already populate in the Enquiries grid. If you would like to add additional question sets, you can do so by going through the same steps mentioned in (1.1)

Fill in the required fields.

Add PPE

Name

G3 Hard Hat

Description

2.5 G3 Hard Hat

Use the arrow buttons up or down to select the number of units you have, alternatively you can free text the number into the field.

Quantity

1

Use the arrow buttons up or down to select the price per unit, alternatively you can free text the price into the field. You can use a point in your pricing. Eg: 10.15

PPE Price per unit

Select an expiry date by using your calendar.

Expiry Date

10/29/2021

Once complete, select the  button.

Your PPE item will now populate in the PPE listed items. The status column indicates whether a PPE item is valid or if it has expired.

		Name	Description	Quantity	Status	Expiry Date
		G3 Hard Hat	2.5 G3 Hard Hat	100	Valid	2021-10-28
		Mask	3 Ply Mask	10000	Valid	2021-12-03
		Gloves	Latex Gloves	500	Valid	2022-07-14
		Gum Boots	Rubber, Black Boots	6000	Valid	2022-09-01
		Mask	Ventilated	10000	Valid	2021-06-24

If you need to edit your PPE item, select the  next to the required item, update the fields and .

Keep in mind that all information can be edited however the quantity cannot be changes to a number LESS that the amount of PPE already assigned to Employees and / or Equipment.

Note: If you delete a PPE item, any assignments made against the PPE item will also be deleted.

3) Assign PPE to another BU

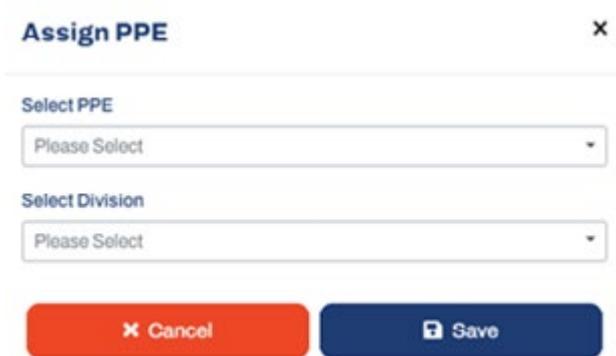
03

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3. Award PO after enquiry process

Select the  button.



The dialog box titled "Assign PPE" contains two dropdown menus. The first is labeled "Select PPE" and the second is labeled "Select Division". Both dropdown menus currently show "Please Select". At the bottom of the dialog, there are two buttons: a red "Cancel" button and a dark blue "Save" button.

Select the PPE that you would like to assign and select the division.

Note: The full unit quantity available will be assigned to the selected division and will be viewable on that division only.

Once you have made your selection, push the  button and it will be assigned accordingly.

Assign PPE to an
**Employee / Equipment /
Service Provider**

04

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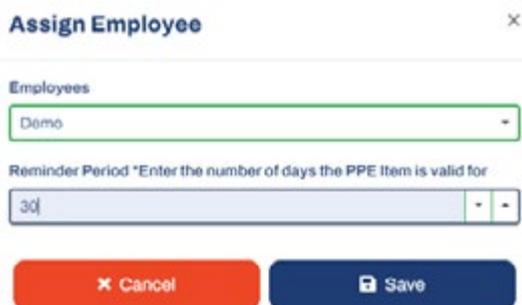
4. Assign PPE to an Employee / Equipment / Service Provider

If you need to assign PPE to a specific individual or equipment type, view the PPE that you would like to assign and scroll down.

To assign an Employee with PPE, Select

 + Assign Employee

Use the dropdown selection available to choose an Employee that the PPE needs to be assigned to, enter the number of days that the PPE Item is valid for and when complete, select save.



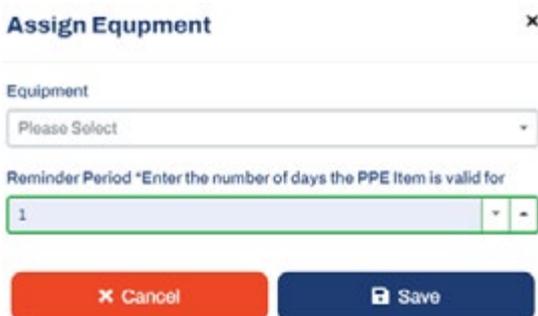
Assign Employee [Close]

Employees

Reminder Period *Enter the number of days the PPE Item is valid for

Note: If a reminder period is selected, an email notification will be sent within the stipulated number of days to notify the User of the expiry.

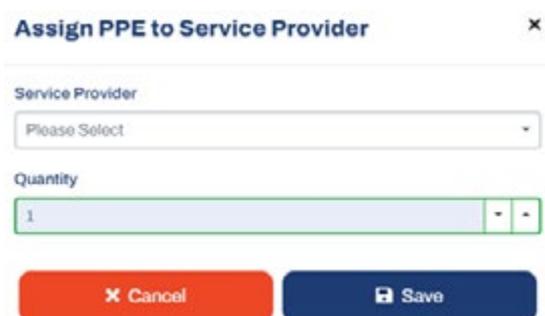
The same steps are taken when assigning your PPE to Equipment and your Service Providers, by simply selecting the  + Assign Equipment and the  + Assign Service Provider button.



Assign Equipment [Close]

Equipment

Reminder Period *Enter the number of days the PPE Item is valid for



Assign PPE to Service Provider [Close]

Service Provider

Quantity

Note: When assigning PPE to your Service Providers, it will ask you to select an amount to be issued to the Service Provider. Your quantity displayed in the listed PPE items will then display that amount "less". E.g. 3/500 – meaning 3 items out of 500 items are issued.

Learn more: www.passport360.com

Find us on the Microsoft Appsource and the Azure Marketplace