

Authorized Signatory User Guide

Shall have the ability to update company contact and address information, pre-enroll applicant persons, manage/request credential/badge status and access changes, pre-enroll and/or request the termination of sponsored company. Conduct company badge audits and activities as instigated by airport agent(s).

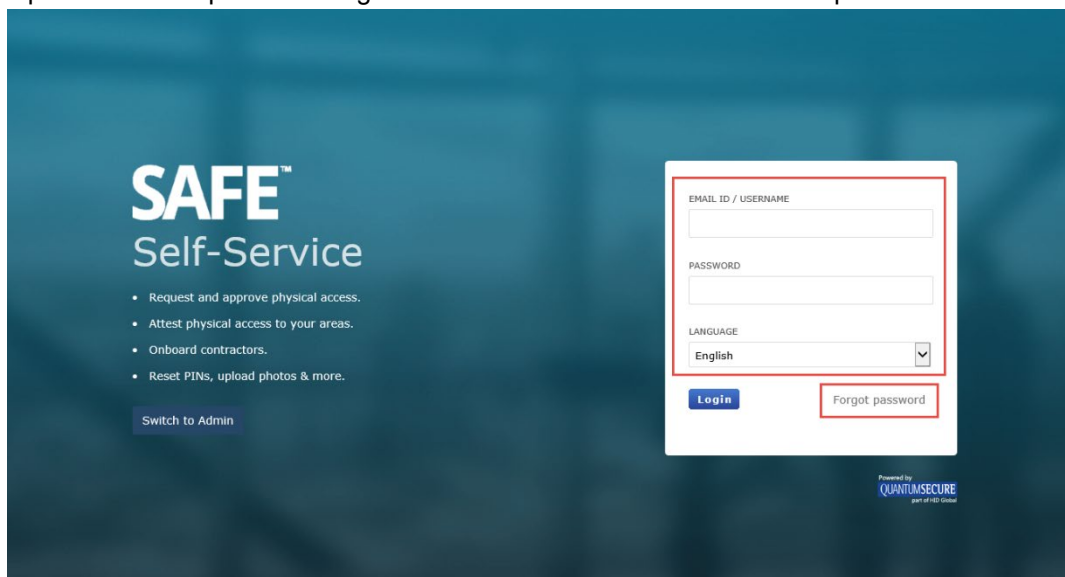
Authorized Signatory (Self Service Portal)

SAFE provides for limited access to airport Employers Authorized Signatories so that they may facilitate credential application enrollment for their personnel, provide updated information of the employer and facilitate required credential audits.

The four primary features are:

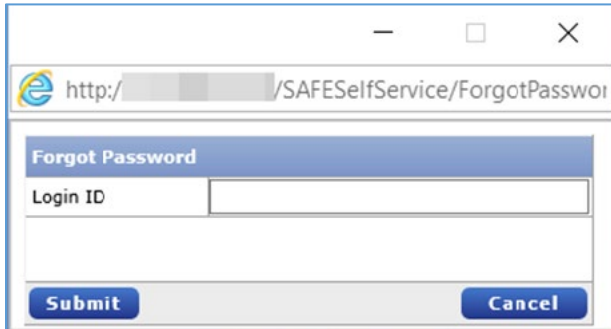
- My Safe - Dashboard view providing system generated notifications and action items
- Employees - Edit and view of employer personnel, status, and pre-enrollment of new personnel
- Employer - Update employer information, upload required documentation and initiate sponsorship of another employer
- Scheduler - When enabled, provides credential/badge office appointment calendar for applications, reissues, and renewals

1. Open Internet Explorer and login to SAFE Self-Service Portal with the provided credentials



The URL is provided by the Access Control Office (ACO) administrator.

- For Password reset, click on “**Forgot Password**”



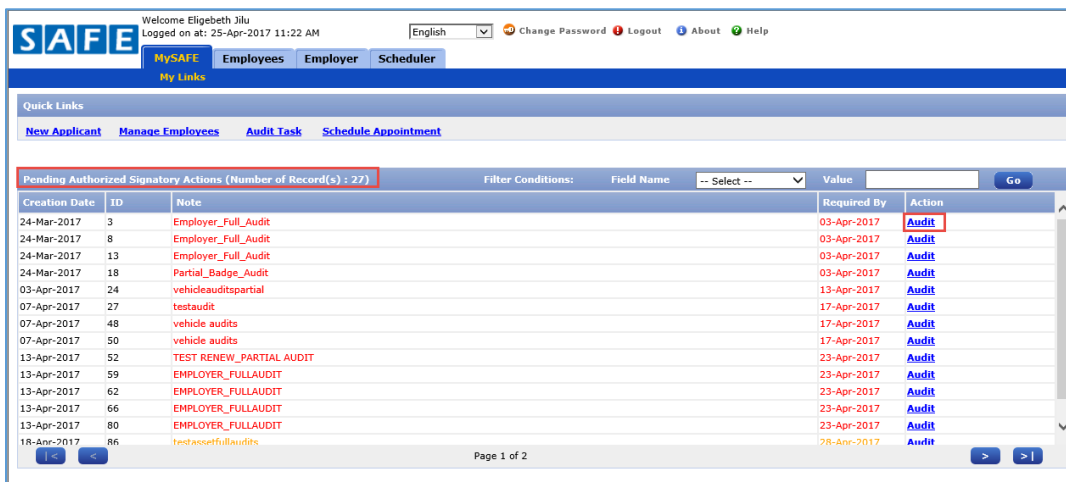
- Enter Login ID in the pop-up window
- An email will be sent to the user with the password

Authorized Signatory - MySAFE

MySAFE provides the Authorized Signatory a dashboard view of actionable items regarding Audits and employee credential Renewals.

Review and Respond to Required Credential Audits

- Within **MySafe** click **Audit** link under “**Action**” column



Creation Date	ID	Note	Required By	Action
24-Mar-2017	3	Employer_Full_Audit	03-Apr-2017	Audit
24-Mar-2017	8	Employer_Full_Audit	03-Apr-2017	Audit
24-Mar-2017	13	Employer_Full_Audit	03-Apr-2017	Audit
24-Mar-2017	18	Partial_Badge_Audit	03-Apr-2017	Audit
03-Apr-2017	24	vehicleauditspartial	13-Apr-2017	Audit
07-Apr-2017	27	testaudit	17-Apr-2017	Audit
07-Apr-2017	48	vehicle audits	17-Apr-2017	Audit
07-Apr-2017	50	vehicle audits	17-Apr-2017	Audit
13-Apr-2017	52	TEST RENEW_PARTIAL AUDIT	23-Apr-2017	Audit
13-Apr-2017	59	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
13-Apr-2017	62	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
13-Apr-2017	66	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
13-Apr-2017	80	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
18-Apr-2017	86	testassetfullaudits	28-Apr-2017	Audit

- Within **General** tab Audit details are displayed
- Click **Next**



Welcome Eligbeth Jilu
 Logged on at: 25-Apr-2017 11:39 AM

English | Change Password | Logout | Abo

MySAFE | **Employees** | Employer | Scheduler

Personnel | **Audit Tasks** | Badge Suspension

General | **Badge List** | Documents | Notes

Employees -> Audit -> General

Air india|ALL

Name: EMPLOYER_FULLAUDIT

Description:

Status: Pending

Task Type: Badge Audit

Requested Date: 01-Apr-2017

End Date: 30-Apr-2017

Total Auditable Employee Count: 3

Audit Completed Count: 0

Next | Close

4. The list of credentials requiring action are displayed
5. Select appropriate UPID then click on the
 - a. **Mark Complete** when no modification is required, or

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MySAFE | **Employees** | Employer | Scheduler

Personnel | **Audit Tasks** | Badge Suspension

General | **Badge List** | Documents | Notes

Employees -> Audit -> Badges

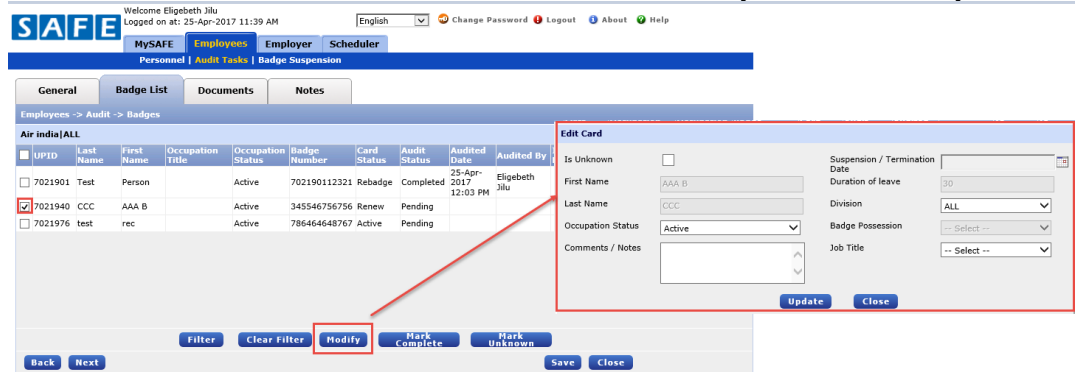
Air india|ALL

<input type="checkbox"/>	UPID	Last Name	First Name	Occupation Title	Occupation Status	Badge Number	Card Status	Audit Status	Audited Date	Audited By	Is Modified	Is Unknown	Suspended/Terminated Date
<input checked="" type="checkbox"/>	7021901	Test	Person		Active	702190112321	Rebadge	Pending					
<input type="checkbox"/>	7021940	CCC	AAA B		Active	345546756756	Renew	Pending					
<input type="checkbox"/>	7021976	test	rec		Active	786464648767	Active	Pending					

Filter | Clear Filter | Modify | **Mark Complete** | Mark Unknown

Back | Next | Save | Close

- b. **Modify**
 - i. Select Status (add notes as needed)
 - ii. Click **Update**



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MySAFE | Employees | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | Badge List | Documents | Notes

Employees -> Audit -> Badges

UPID	Last Name	First Name	Occupation Title	Occupation Status	Badge Number	Card Status	Audit Status	Audited Date	Audited By
<input type="checkbox"/> 7021901	Test	Person		Active	702190112321	Rebadge	Completed	25-Apr-2017 12:03 PM	Eligabeth Jilu
<input checked="" type="checkbox"/> 7021940	CCC	AAA B		Active	345546756756	Renew	Pending		
<input type="checkbox"/> 7021976	test	rec		Active	786464648767	Active	Pending		

Edit Card

Is Unknown

First Name: AAA B

Last Name: CCC

Occupation Status: Active

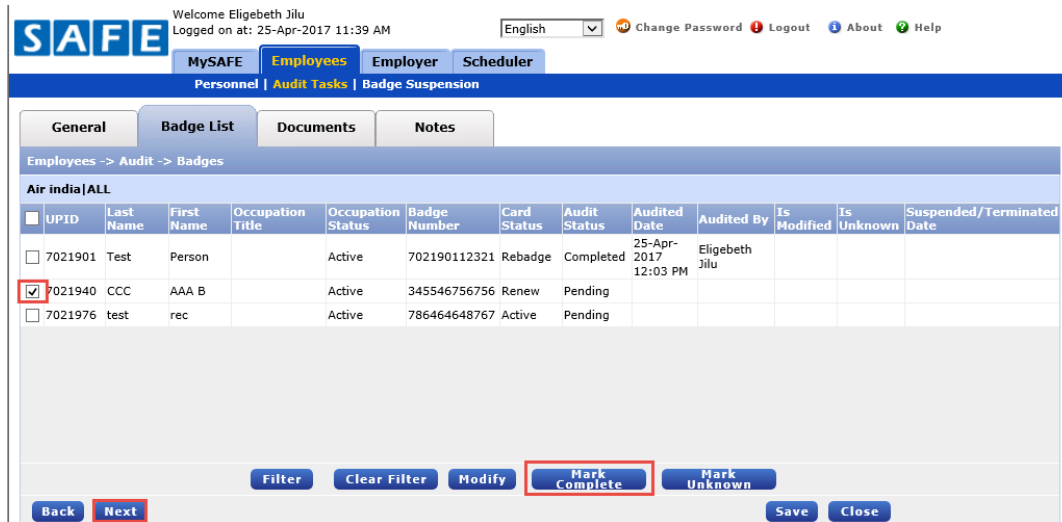
Comments / Notes:

Update Close

Filter Clear Filter **Modify** Mark Complete Mark Unknown

Back Next Save Close

6. Click **Mark Complete**. (Repeat the steps as required)



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MySAFE | Employees | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | Badge List | Documents | Notes

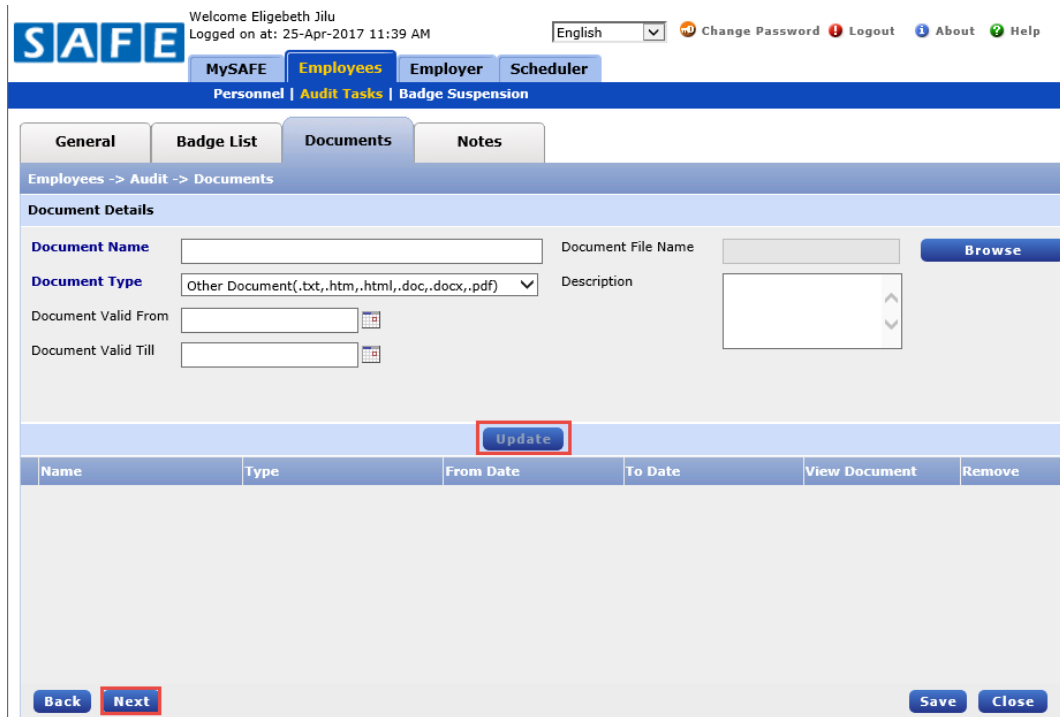
Employees -> Audit -> Badges

UPID	Last Name	First Name	Occupation Title	Occupation Status	Badge Number	Card Status	Audit Status	Audited Date	Audited By	Is Modified	Is Unknown	Suspended/Terminated Date
<input type="checkbox"/> 7021901	Test	Person		Active	702190112321	Rebadge	Completed	25-Apr-2017 12:03 PM	Eligabeth Jilu			
<input checked="" type="checkbox"/> 7021940	CCC	AAA B		Active	345546756756	Renew	Pending					
<input type="checkbox"/> 7021976	test	rec		Active	786464648767	Active	Pending					

Filter Clear Filter **Mark Complete** Mark Unknown

Back **Next** Save Close

7. Click **Next** or **Documents**
8. Select **Document** as required to edit
9. Click **Update** then **Save**
10. Click **Next** or **Notes**



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MySAFE | **Employees** | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | Badge List | **Documents** | Notes

Employees -> Audit -> Documents

Document Details

Document Name: Document File Name: **Browse**

Document Type: Other Document(.txt,.htm,.html,.doc,.docx,.pdf) Description:

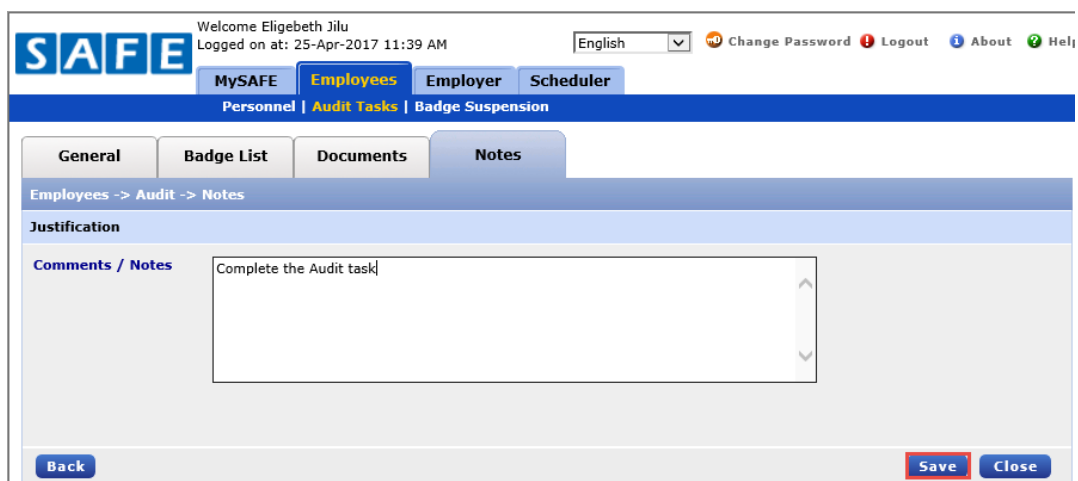
Document Valid From: Document Valid Till:

Update

Name	Type	From Date	To Date	View Document	Remove

Back **Next** **Save** **Close**

11. Within **Notes** tab annotate as required
12. Click **Save** (Audit Complete notification is sent to credential/badge office)
13. Audit **General** tab will reflect audit completion statistics



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Personnel | Audit Tasks | Badge Suspension

General | Badge List | Documents | **Notes**

Employees -> Audit -> Notes

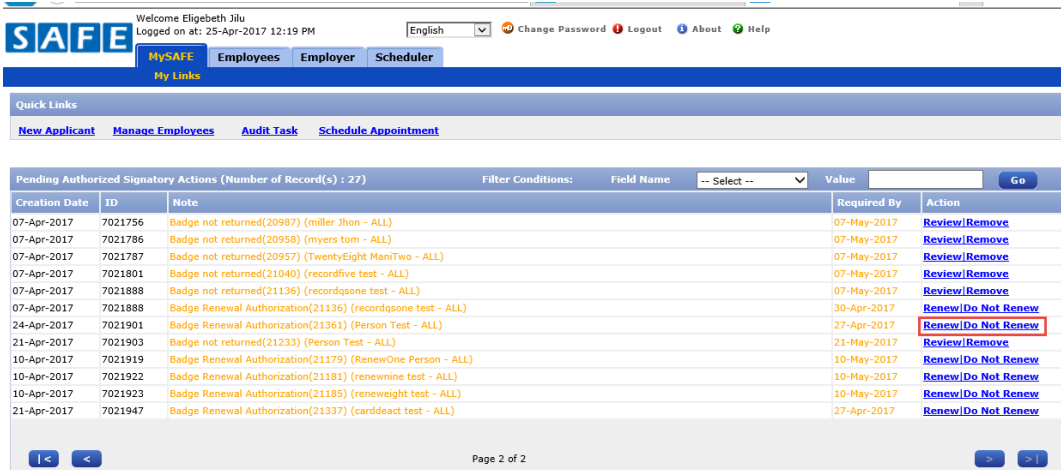
Justification

Comments / Notes: Complete the Audit task

Back **Save** **Close**

Credential Renewal Notifications and Actions

1. Within MySAFE dashboard click **Renew**



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SAFE MySAFE Employees Employer Scheduler

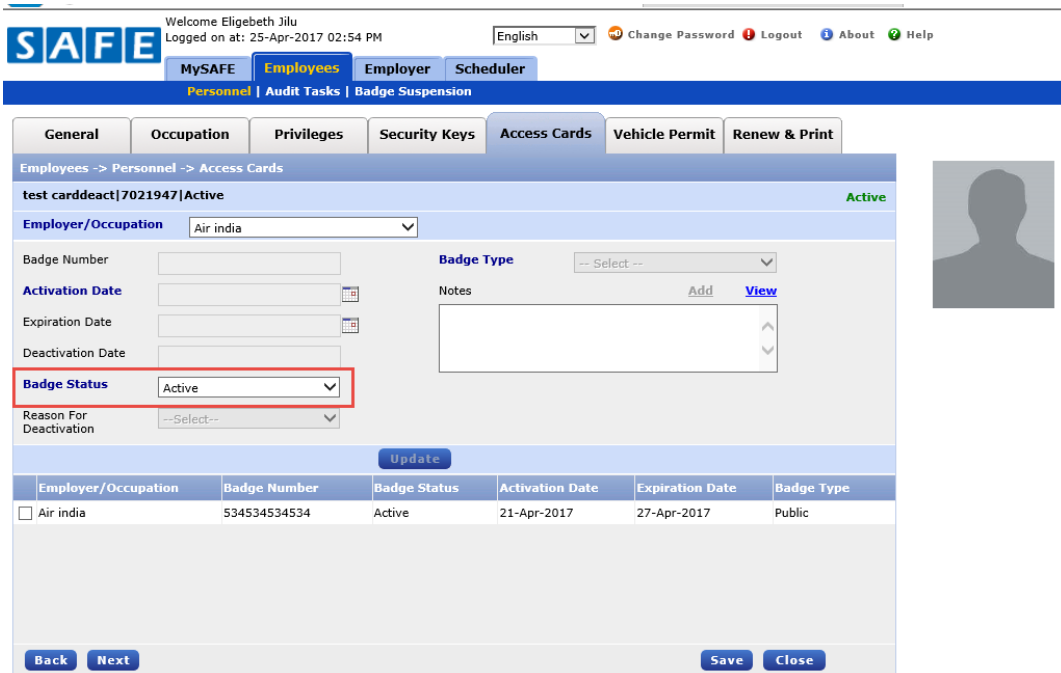
Quick Links
New Applicant Manage Employees Audit Task Schedule Appointment

Pending Authorized Signatory Actions (Number of Record(s) : 27)

Creation Date	ID	Note	Required By	Action
07-Apr-2017	7021756	Badge not returned(20987) (miller Jhon - ALL)	07-May-2017	Review/Remove
07-Apr-2017	7021786	Badge not returned(20958) (myers tom - ALL)	07-May-2017	Review/Remove
07-Apr-2017	7021787	Badge not returned(20957) (TwentyEight ManiTwo - ALL)	07-May-2017	Review/Remove
07-Apr-2017	7021801	Badge not returned(21040) (recordfive test - ALL)	07-May-2017	Review/Remove
07-Apr-2017	7021888	Badge not returned(21136) (recordqsonone test - ALL)	07-May-2017	Review/Remove
07-Apr-2017	7021888	Badge Renewal Authorization(21136) (recordqsonone test - ALL)	30-Apr-2017	Renew/Do Not Renew
24-Apr-2017	7021901	Badge Renewal Authorization(21361) (Person Test - ALL)	27-Apr-2017	Renew/Do Not Renew
21-Apr-2017	7021903	Badge not returned(21233) (Person Test - ALL)	21-May-2017	Review/Remove
10-Apr-2017	7021919	Badge Renewal Authorization(21179) (RenewOne Person - ALL)	10-May-2017	Renew/Do Not Renew
10-Apr-2017	7021922	Badge Renewal Authorization(21181) (renewnine test - ALL)	10-May-2017	Renew/Do Not Renew
10-Apr-2017	7021923	Badge Renewal Authorization(21185) (reneweight test - ALL)	10-May-2017	Renew/Do Not Renew
21-Apr-2017	7021947	Badge Renewal Authorization(21337) (carddeact test - ALL)	27-Apr-2017	Renew/Do Not Renew

Page 2 of 2

2. Select correct Employer
3. Click on **Update** if changed
4. Within Employee **Access Card** tab verify card status as **Active**
5. Click **Renew & Print**



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SAFE MySAFE Employees Employer Scheduler

Personnel | Audit Tasks | Badge Suspension

General Occupation Privileges Security Keys Access Cards Vehicle Permit Renew & Print

Employees -> Personnel -> Access Cards

test carddeact|7021947|Active Active

Employer/Occupation Air india

Badge Number

Activation Date

Expiration Date

Deactivation Date

Badge Status **Active**

Reason For Deactivation --Select--

Employer/Occupation	Badge Number	Badge Status	Activation Date	Expiration Date	Badge Type
<input type="checkbox"/> Air india	534534534534	Active	21-Apr-2017	27-Apr-2017	Public

6. Click **Renew Employee Application** (task is completed and removed from the 'Pending Authorized Signatory Actions')

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English


SAFE MySAFE Employees Employer Scheduler
Personnel | Audit Tasks | Badge Suspension

General Occupation Privileges Security Keys Access Cards Vehicle Permit Renew & Print

Employees -> Personnel -> Review & Print

test carddeact|7021947|Active Active

Employer/Occupation

APPLICANT NAME: CARDDEACT TEST		BADGE TYPE: GA - INDIVIDUAL WHITE	
AIRPORT IDENTIFICATION BADGE (AIB) APPLICATION			
APPLICANT GENERAL DATA			
LAST NAME TEST	FIRST NAME CARDDEACT	MIDDLE NAME	SUFFIX
ALIAS LAST NAME	ALIAS FIRST NAME	ALIAS MIDDLE NAME	
PERSONAL PHYSICAL ADDRESS ADD	CITY CITY	STATE ALABAMA	COUNTRY USA ZIP 42342432
HOME PHONE	CELL PHONE	WORK PHONE	PRIMARY EMAIL FD@T.COM
APPLICANT BIOGRAPHIC DATA			
DATE OF BIRTH: MM/DD/YYYY 04/05/1967	COUNTRY OF BIRTH USA	STATE OF BIRTH (If USA) GEORGIA	

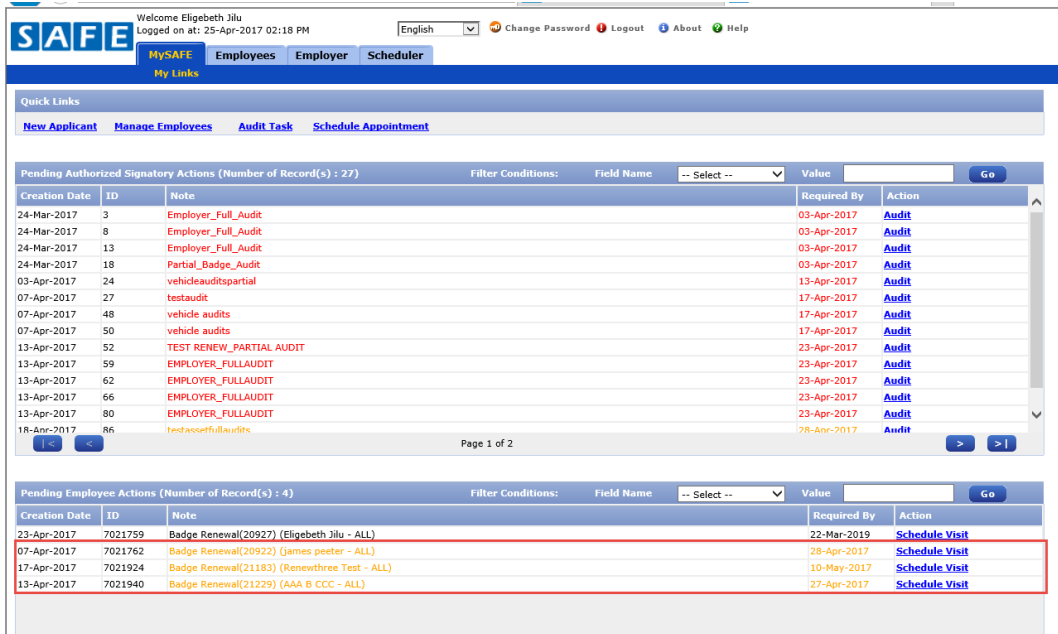
After the Authorized Signatory completes the above tasks, the Authorized Signatory will see a task on the dashboard to schedule an appointment for the Employee to schedule a visit to process Renewal. The employee will receive an email with a link for scheduling the appointment as well. The Authorized Signatory should establish a policy for who will be responsible for scheduling the appointment, the Authorized Signatory or the applicant.

Schedule Employee Credential Renewal Visit

Currently, you will continue to contact the Access Control Office. **DO NOT USE Scheduler at this time.**

After the Authorized Signatory completes the renewal tasks, then the Authorized Signatory will see a task on the dashboard to schedule an appointment for the Employee to schedule a visit to process Renewal, as shown in the screen shot below. **Schedule Visit** link can be used to navigate appointment creation screen.

1. Within MySAFE Pending Employee Action click **Schedule Visit** hyperlink



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SAFE MySAFE Employees Employer Scheduler

Quick Links
New Applicant Manage Employees Audit Task Schedule Appointment

Pending Authorized Signatory Actions (Number of Record(s) : 27)

Creation Date	ID	Note	Required By	Action
24-Mar-2017	3	Employer_Full_Audit	03-Apr-2017	Audit
24-Mar-2017	8	Employer_Full_Audit	03-Apr-2017	Audit
24-Mar-2017	13	Employer_Full_Audit	03-Apr-2017	Audit
24-Mar-2017	18	Partial_Badge_Audit	03-Apr-2017	Audit
03-Apr-2017	24	vehicleauditspartial	13-Apr-2017	Audit
07-Apr-2017	27	testaudit	17-Apr-2017	Audit
07-Apr-2017	48	vehicle audits	17-Apr-2017	Audit
07-Apr-2017	50	vehicle audits	17-Apr-2017	Audit
13-Apr-2017	52	TEST RENEW_PARTIAL AUDIT	23-Apr-2017	Audit
13-Apr-2017	59	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
13-Apr-2017	62	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
13-Apr-2017	66	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
13-Apr-2017	80	EMPLOYER_FULLAUDIT	23-Apr-2017	Audit
18-Apr-2017	86	testassefullaudits	28-Apr-2017	Audit

Page 1 of 2

Pending Employee Actions (Number of Record(s) : 4)

Creation Date	ID	Note	Required By	Action
23-Apr-2017	7021759	Badge Renewal(20927) (Eligabeth Jilu - ALL)	22-Mar-2019	Schedule Visit
07-Apr-2017	7021762	Badge Renewal(20922) (James peeter - ALL)	28-Apr-2017	Schedule Visit
17-Apr-2017	7021924	Badge Renewal(21183) (Renewthree Test - ALL)	10-May-2017	Schedule Visit
13-Apr-2017	7021940	Badge Renewal(21229) (AAA B CCC - ALL)	27-Apr-2017	Schedule Visit

2. Click on the calendar icon to select an appointment
3. Click **SAVE**
4. Employee will be notified via email of appointment



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SAFE MySAFE Employees Employer Scheduler

Appointment Scheduler | Appointment Cancellation

General

Scheduler -> Appointment Scheduler -> General

New Appointment

UPID: 7021762

Last Name: peeter

First Name: james

Company: Air sahara

Job Title: AUDITOR

Appointment Type: Badge Renewal

Location: locationtwo

Workstation: FINGERPRINT

Appointment Date:  Click on the calendar icon to schedule visit

Appointment Time:

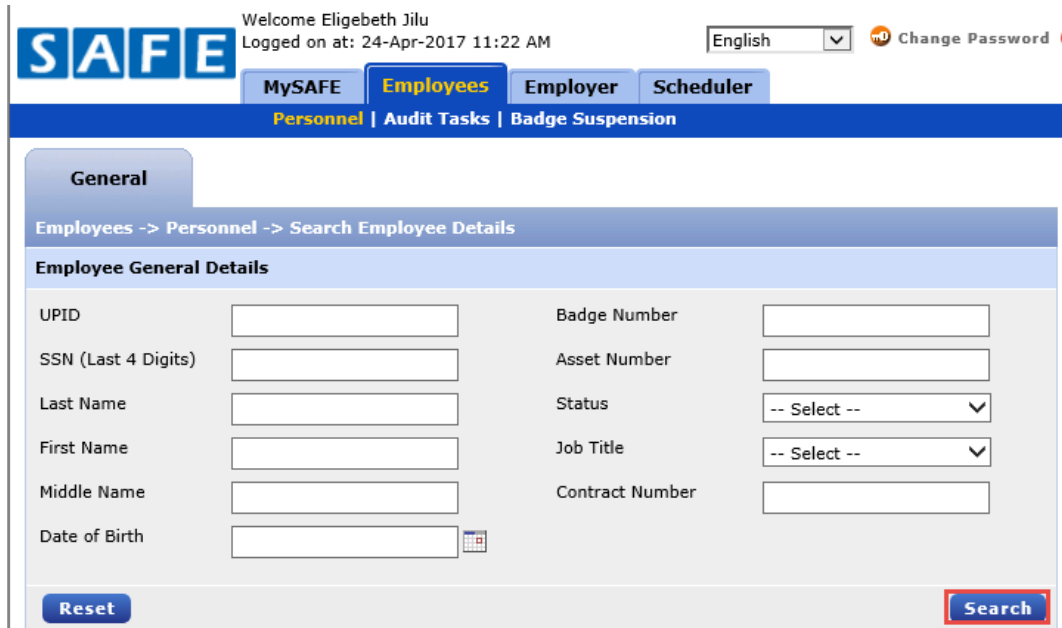
Status: Registered

Reset Save Close

Authorized Signatory - On Board & Off Board Employees

On Board a New Applicant

1. Within Personnel click on **Search** with empty data fields



Welcome Eligbeth Jilu
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English

MySAFE **Employees** Employer Scheduler
Personnel | Audit Tasks | Badge Suspension

General

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID Badge Number

SSN (Last 4 Digits) Asset Number

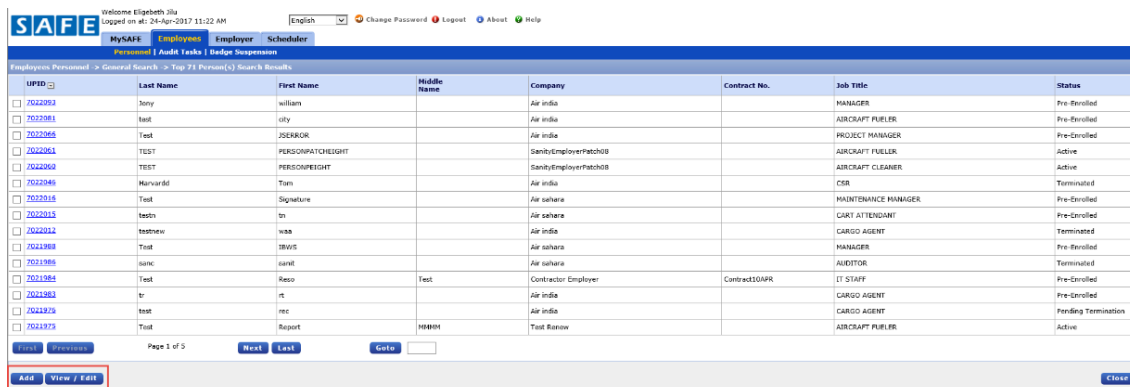
Last Name Status

First Name Job Title

Middle Name Contract Number

Date of Birth

2. Click **Add** within results view



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English

MySAFE **Employees** Employer Scheduler
Personnel | Audit Tasks | Badge Suspension

Employees Personnel -> General Search -> Top 71 Person(s) Search Results

UPID	Last Name	First Name	Middle Name	Company	Contract No.	Job Title	Status
<input type="checkbox"/> 7022093	hony	william		Air india		MANAGER	Pre-Enrolled
<input type="checkbox"/> 7022081	test	city		Air india		AIRCRAFT FUELLER	Pre-Enrolled
<input type="checkbox"/> 7022065	Test	JSEKOR		Air india		PROJECT MANAGER	Pre-Enrolled
<input type="checkbox"/> 7022063	TEST	PERSONPATCHEIGHT		SanityEmployerPatch08		AIRCRAFT FUELLER	Active
<input type="checkbox"/> 7022060	TEST	PERSONPATCHEIGHT		SanityEmployerPatch08		AIRCRAFT CLEANER	Active
<input type="checkbox"/> 7022046	Harvard	Tom		Air india		CSR	Terminated
<input type="checkbox"/> 7022016	Test	Signature		Air sahara		MAINTENANCE MANAGER	Pre-Enrolled
<input type="checkbox"/> 7022015	testh	tn		Air sahara		CART ATTENDANT	Pre-Enrolled
<input type="checkbox"/> 7022012	testnew	isa		Air india		CARGO AGENT	Terminated
<input type="checkbox"/> 7021988	Test	BWIS		Air sahara		MANAGER	Pre-Enrolled
<input type="checkbox"/> 7021986	isac	sanit		Air sahara		AUDITOR	Terminated
<input type="checkbox"/> 7021984	Test	Reso	Test	Contractor Employer	ContractIOARR	IT STAFF	Pre-Enrolled
<input type="checkbox"/> 7021983	tr	rt		Air india		CARGO AGENT	Pre-Enrolled
<input type="checkbox"/> 7021979	test	rec		Air india		CARGO AGENT	Pending Termination
<input type="checkbox"/> 7021975	Test	Report	NBBH	Test Row		AIRCRAFT FUELLER	Active

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Provide Personal Identification Information (PII)

3. Within the **General Tab** enter/select appropriate details within **General** and **Address** sections (Click Alias hyperlink to add as needed)
4. Enter/Select **Physical Details**
5. Click **Next**

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MySAFE | **Employees** | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | Privileges

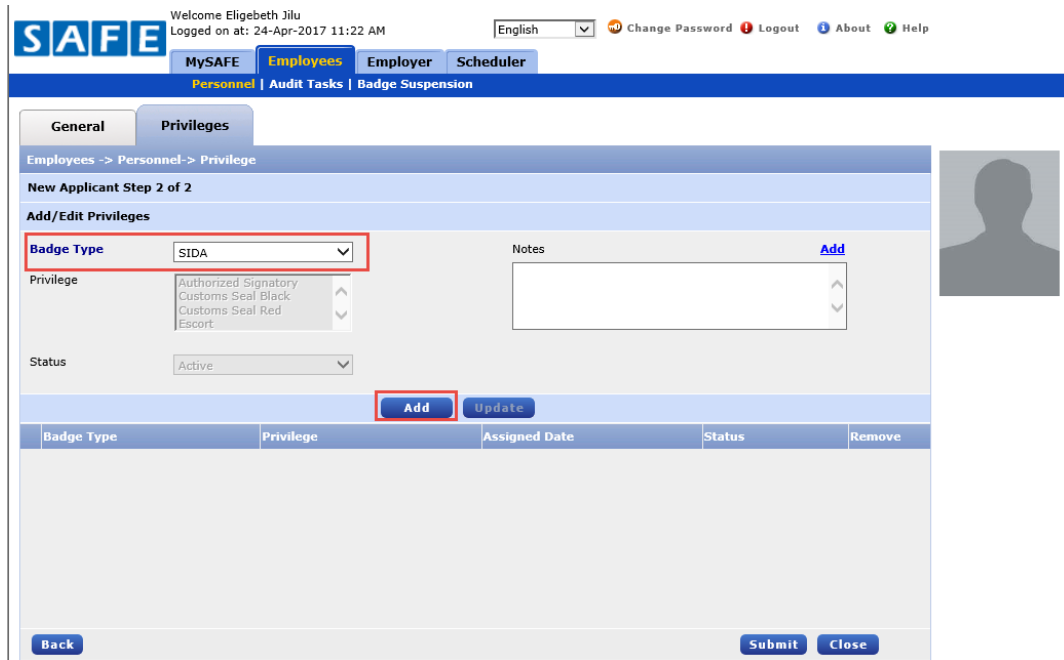
Employees -> Personnel -> General

New Applicant Step 1 of 2

General Details		Physical Details	
UPID		Work Phone	{ } - { } Extn { }
Last Name	<input type="text"/> Alias	Home Phone	{ } - { }
First Name	<input type="text"/>	Cell Phone	{ } - { }
Middle Name	<input type="text"/>	SSN	{ } - { } - { }
Status	Pre-Enrolled	Place of Birth	United States of America
Application Date	24-Apr-2017	State (if USA)	-- Select --
End Date	<input type="text"/>	Citizenship	United States of America
Date of Birth	<input type="text"/>	Ethnicity	-- Select --
Email	<input type="text"/>	If Other, (Please Specify)	<input type="text"/>
CHRC Case Number	<input type="text"/>	Employer	-- Select --
Submitted Date	<input type="text"/>	Contract No	-- Select --
Approval Date	<input type="text"/>		<input type="text"/>
			<input type="text"/>
		Division	-- Select --
		Job Title	-- Select --
		If Others, (Please Specify)	<input type="text"/>
		Security Tier	Level 1 - Low
Address Details		Physical Details	
Address	<input type="text"/>	Sex	-- Select --
City	<input type="text"/>	Height	<input type="text"/> ft <input type="text"/> inches
Country	United States of America	Weight	<input type="text"/> lb
State (if USA)	-- Select --	Hair Color	-- Select --
Zip	<input type="text"/> - <input type="text"/>	Eye Color	-- Select --

Assign Badge Type and Privileges

6. Within Privileges Tab select **Badge Type** as required to **Job Title**
7. Click **Add**



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MySAFE Employees Employer Scheduler
Personnel Audit Tasks Badge Suspension

General Privileges

Employees -> Personnel -> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type SIDA Add

Privilege Authorized Signatory
Customs Seal Black
Customs Seal Red
Escort

Status Active

Add Update

Badge Type	Privilege	Assigned Date	Status	Remove

Back Submit Close

8. Choose **Privilege** ("Ctrl" key + mouse click to select multiple privileges)
9. Click on **Add** (Privileges will appear at bottom)
 - a. Privileges with automatic approval will reflect "Active" upon completion
 - b. Privileges requiring approval will reflect "Pending Approval"

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MySAFE | **Employees** | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | **Privileges**

Employees -> Personnel -> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type: SIDA

Privilege: Authorized Signatory
Customs Seal Black
Customs Seal Red
Escort

Status: Active

Notes: Add

Add Update

Badge Type	Privilege	Assigned Date	Status	Remove
<input type="checkbox"/> SIDA		24-Apr-2017	Active	Remove
<input type="checkbox"/> SIDA	Customs Seal Black	24-Apr-2017	Pending Approval	Remove

Back Submit Close

10. Select **Badge Type** within bottom pane then **Add** notes as required

11. Click **Update**

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MySAFE | **Employees** | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | **Privileges**

Employees -> Personnel -> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type: SIDA

Privilege: Authorized Signatory
Customs Seal Black
Customs Seal Red
Escorts Seal Red

Status: Active

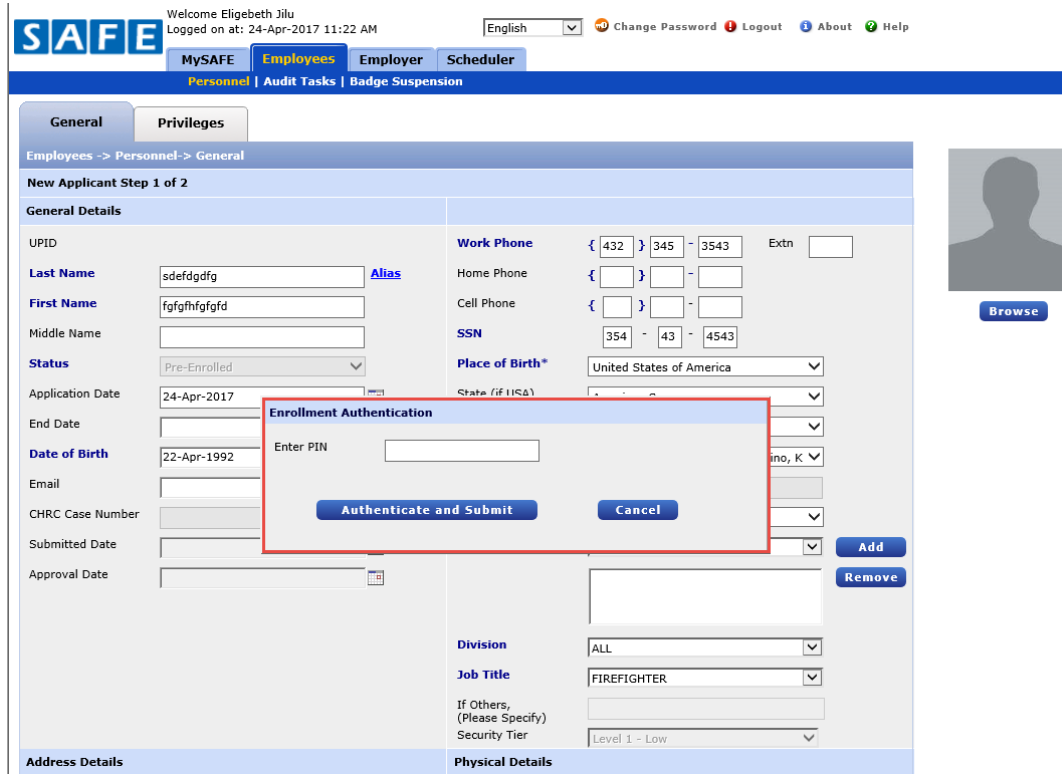
Notes: Add

Add Update

Badge Type	Privilege	Assigned Date	Status	Remove
<input type="checkbox"/> SIDA		24-Apr-2017	Active	Remove
<input type="checkbox"/> SIDA	Customs Seal Black	24-Apr-2017	Pending Approval	Remove

Back Submit Close

12. Click **“Submit”** (Enrollment Authentication pop-up displays)
13. Enter **Enrollment Authentication PIN Number** (Last four of Authorized Signatory SSN)
14. Click **“Authenticate and Submit”**
 - a. Employee **UPID** number is now created and visible
 - b. Additional tabs are now accessible (**Occupation - Review & Print**)

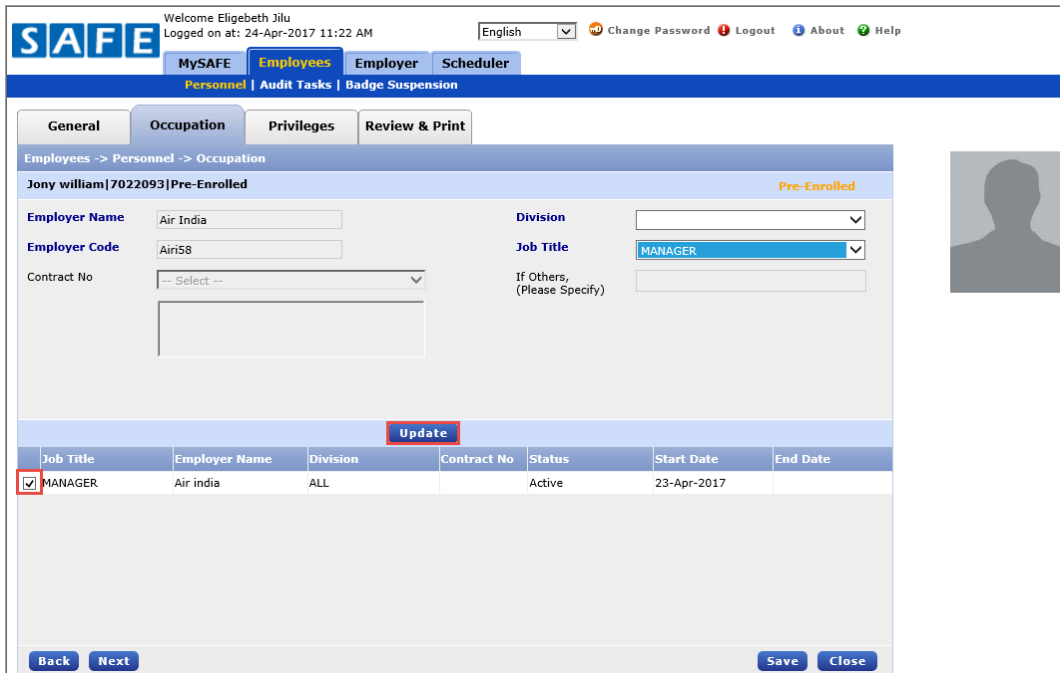


The screenshot shows the SAFE system interface. At the top, it says "Welcome Eligabeth Jilu" and "Logged on at: 24-Apr-2017 11:22 AM". There are navigation tabs for "MySAFE", "Employees", "Employer", and "Scheduler". Below these are "Personnel", "Audit Tasks", and "Badge Suspension". The main content area is titled "Employees -> Personnel -> General" and "New Applicant Step 1 of 2". It contains a "General Details" form with fields for UPID, Last Name, First Name, Middle Name, Status, Application Date, End Date, Date of Birth, Email, CHRC Case Number, Submitted Date, and Approval Date. There are also fields for Work Phone, Home Phone, Cell Phone, SSN, Place of Birth, Division, Job Title, and Security Tier. A red-bordered pop-up window titled "Enrollment Authentication" is overlaid on the form, with a text input field for "Enter PIN" and two buttons: "Authenticate and Submit" and "Cancel".

Provide Occupation/Job Title Details

15. Within **Occupation Tab** select **Division** then **Job Title**

16. Click **Update** then **Save**



Welcome Eligabeth Jilu
Logged on at: 24-Apr-2017 11:22 AM

English Change Password Logout About Help

MySAFE Employees Employer Scheduler
Personnel Audit Tasks Badge Suspension

General Occupation Privileges Review & Print

Employees -> Personnel -> Occupation
Jony william|7022093|Pre-Enrolled Pre-Enrolled

Employer Name: Air India Division:
Employer Code: Airi58 Job Title: MANAGER
Contract No: -- Select -- If Others, (Please Specify):

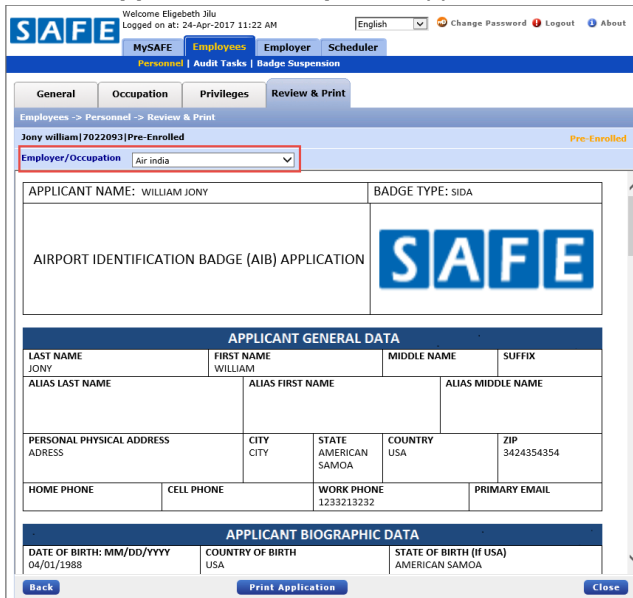
Update

Job Title	Employer Name	Division	Contract No	Status	Start Date	End Date
<input checked="" type="checkbox"/> MANAGER	Air india	ALL		Active	23-Apr-2017	

Back Next Save Close

Review Application and Print

17. Within **Review & Print** select **Employer/Occupation** (Primary Employer is default)
18. Click **Print Application**
19. Review **Application Receipt** with applicant then click **Close**



Welcome Eligabeth Jilu
Logged on at: 24-Apr-2017 11:22 AM

English Change Password Logout About

MySAFE Employees Employer Scheduler
Personnel Audit Tasks Badge Suspension

General Occupation Privileges Review & Print

Employees -> Personnel -> Review & Print
Jony william|7022093|Pre-Enrolled Pre-Enrolled

Employer/Occupation: Air india

APPLICANT NAME: WILLIAM JONY BADGE TYPE: SIDA

AIRPORT IDENTIFICATION BADGE (AIB) APPLICATION **SAFE**

APPLICANT GENERAL DATA

LAST NAME JONY	FIRST NAME WILLIAM	MIDDLE NAME	SUFFIX
ALIAS LAST NAME	ALIAS FIRST NAME	ALIAS MIDDLE NAME	
PERSONAL PHYSICAL ADDRESS ADDRESS	CITY CITY	STATE AMERICAN SAMOA	COUNTRY USA ZIP 3424354354
HOME PHONE	CELL PHONE	WORK PHONE 1233213232	PRIMARY EMAIL

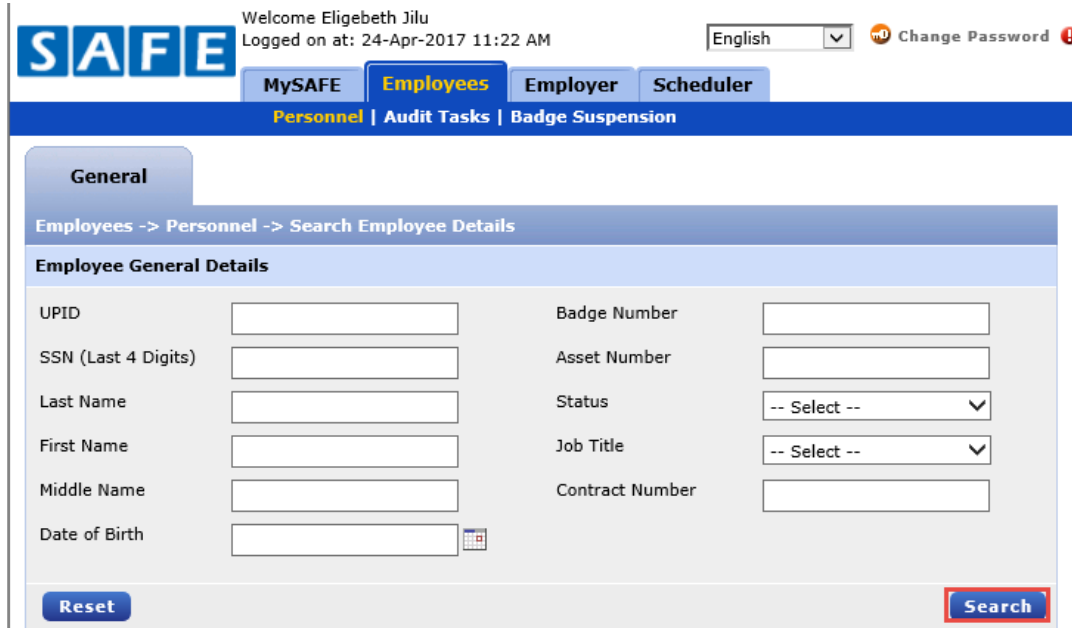
APPLICANT BIOGRAPHIC DATA

DATE OF BIRTH: MM/DD/YYYY 04/01/1988	COUNTRY OF BIRTH USA	STATE OF BIRTH (IF USA) AMERICAN SAMOA
---	-------------------------	---

Back Print Application Close

Off Board/Terminate an Employee

1. Within **Personnel** enter one or more criteria and click **Search**



Welcome Eligebeth Jilu
Logged on at: 24-Apr-2017 11:22 AM

English

MySAFE **Employees** Employer Scheduler

Personnel | Audit Tasks | Badge Suspension

General

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID Badge Number

SSN (Last 4 Digits) Asset Number

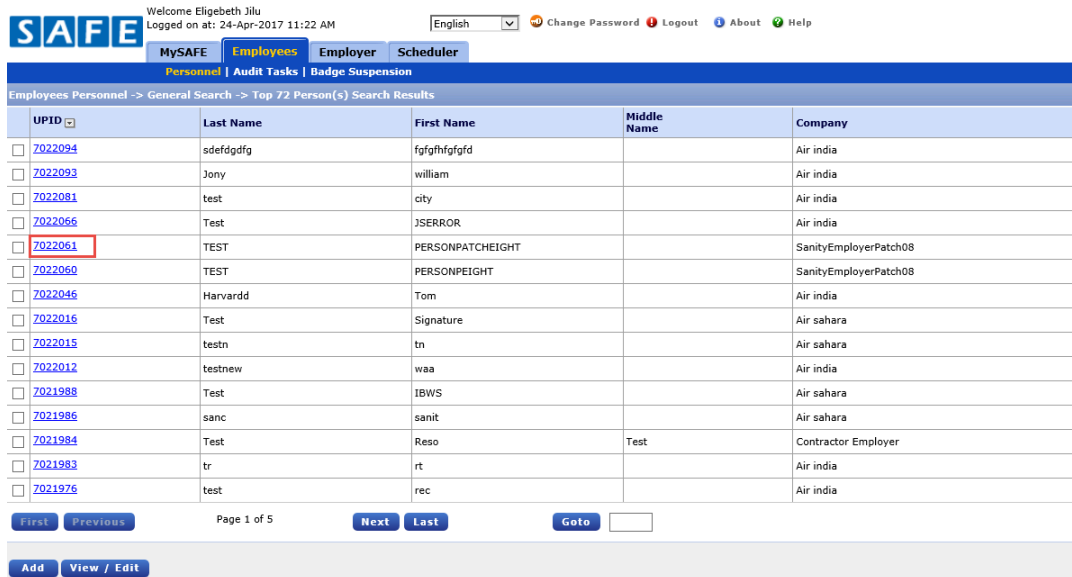
Last Name Status

First Name Job Title

Middle Name Contract Number

Date of Birth

2. Within results click the desired **UPID** hyperlink



Welcome Eligebeth Jilu
Logged on at: 24-Apr-2017 11:22 AM

English

MySAFE **Employees** Employer Scheduler

Personnel | Audit Tasks | Badge Suspension

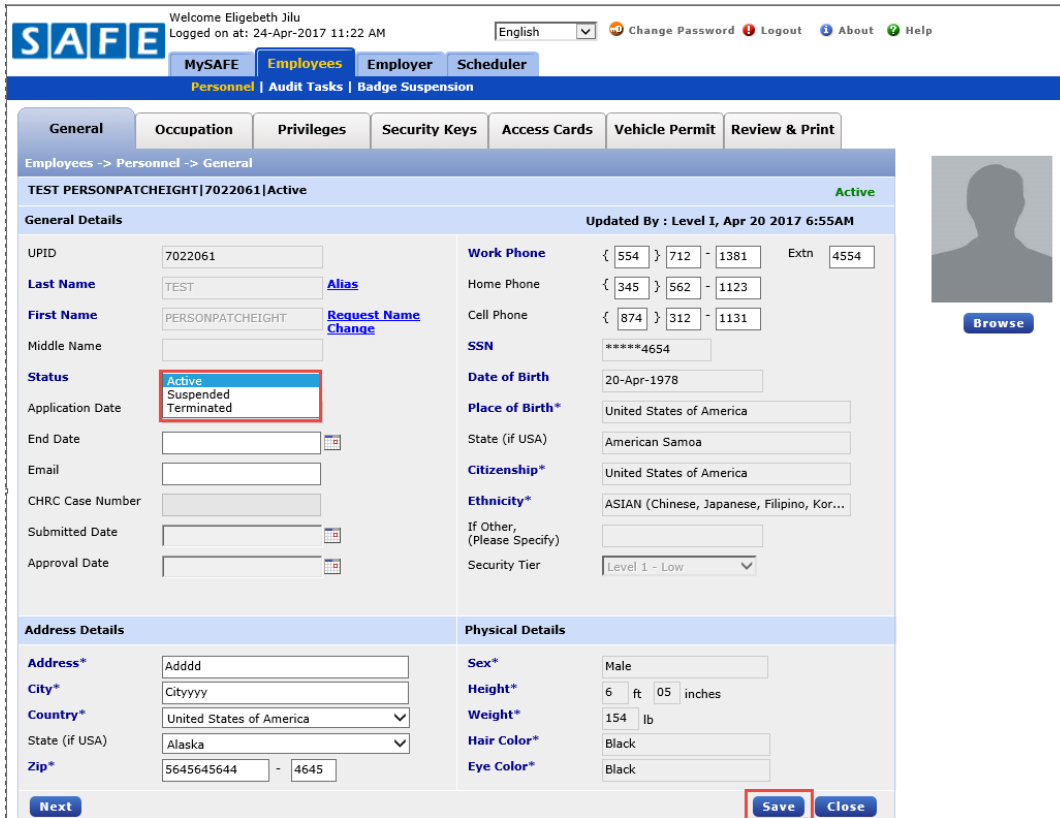
Employees Personnel -> General Search -> Top 72 Person(s) Search Results

UPID	Last Name	First Name	Middle Name	Company
7022024	sdefgdgdfg	fgfghfgfgfd		Air india
7022093	Jony	william		Air india
7022081	test	city		Air india
7022066	Test	JSERROR		Air india
7022061	TEST	PERSONPATCHHEIGHT		SanityEmployerPatch08
7022060	TEST	PERSONPEIGHT		SanityEmployerPatch08
7022046	Harvardd	Tom		Air india
7022016	Test	Signature		Air sahara
7022015	testn	tn		Air sahara
7022012	testnew	waa		Air india
7021988	Test	IBWS		Air sahara
7021986	sanc	sanit		Air sahara
7021984	Test	Reso	Test	Contractor Employer
7021983	tr	rt		Air india
7021976	test	rec		Air india

Page 1 of 5

Validate and Qualify Termination

3. Within General Tab verify employee PII
4. Select **Status** as **Terminated**
5. Click **Save** (Warning alert is displayed)



Welcome Eligebeth Jilu
Logged on at: 24-Apr-2017 11:22 AM

English | Change Password | Logout | About | Help

MySAFE | **Employees** | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | Occupation | Privileges | Security Keys | Access Cards | Vehicle Permit | Review & Print

Employees -> Personnel -> General

TEST PERSONPATCHHEIGHT|7022061|Active Active

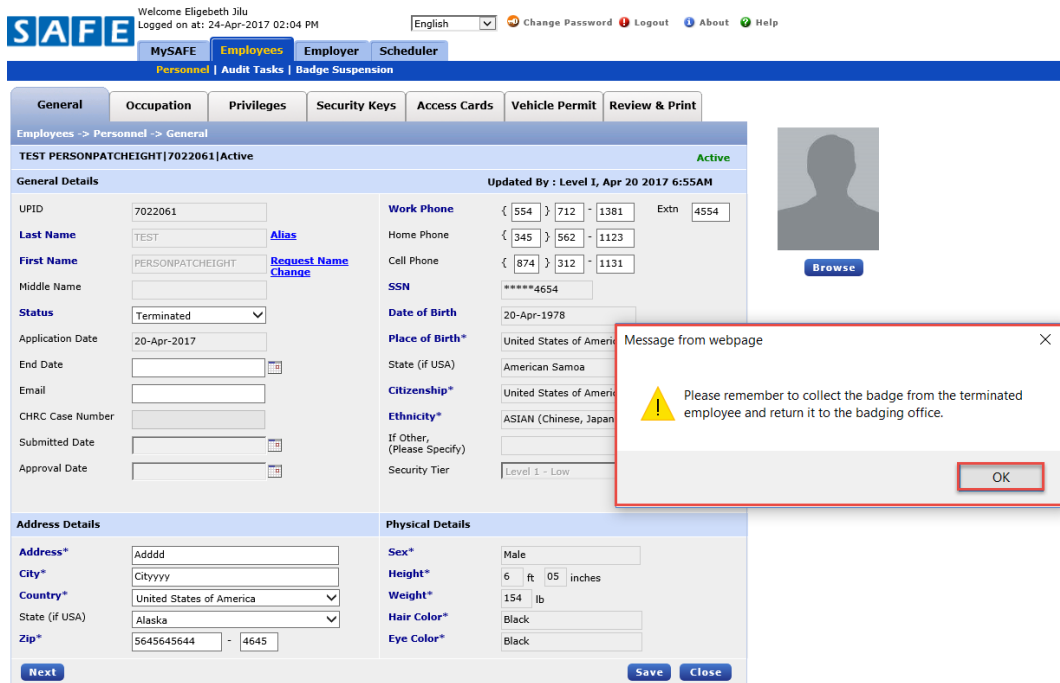
Updated By : Level 1, Apr 20 2017 6:55AM

General Details		Work Phone	
UPID	7022061	{ 554 } { 712 } - { 1381 }	Extn 4554
Last Name	TEST Alias	Home Phone	{ 345 } { 562 } - { 1123 }
First Name	PERSONPATCHHEIGHT Request Name Change	Cell Phone	{ 874 } { 312 } - { 1131 }
Middle Name		SSN	*****4654
Status	Active Suspended Terminated	Date of Birth	20-Apr-1978
Application Date		Place of Birth*	United States of America
End Date		State (if USA)	American Samoa
Email		Citizenship*	United States of America
CHRC Case Number		Ethnicity*	ASIAN (Chinese, Japanese, Filipino, Kor...
Submitted Date		If Other, (Please Specify)	
Approval Date		Security Tier	Level 1 - Low

Address Details		Physical Details	
Address*	Adddd	Sex*	Male
City*	Cityyyy	Height*	6 ft 05 inches
Country*	United States of America	Weight*	154 lb
State (if USA)	Alaska	Hair Color*	Black
Zip*	5645645644 - 4645	Eye Color*	Black

Next Save Close

6. If verified click **OK**



The screenshot shows the SAFE system interface. At the top, it says 'Welcome Eligabeth Jilu' and 'Logged on at: 24-Apr-2017 02:04 PM'. There are navigation tabs for 'MySAFE', 'Employees', 'Employer', and 'Scheduler'. Below these are sub-tabs for 'Personnel', 'Audit Tasks', and 'Badge Suspension'. The main content area is titled 'Employees -> Personnel -> General' and shows the record for 'TEST PERSONPATCHHEIGHT[7022061]Active'. The record is updated by 'Level 1, Apr 20 2017 6:55AM'. The 'General Details' section includes fields for UPID (7022061), Last Name (TEST), First Name (PERSONPATCHHEIGHT), Status (Terminated), Application Date (20-Apr-2017), and various phone numbers. A 'Message from webpage' dialog box is overlaid on the right side of the form, containing a warning icon and the text: 'Please remember to collect the badge from the terminated employee and return it to the badging office.' The dialog box has an 'OK' button.

7. Within **Occupation Tab** validate status as **Terminated**

8. Verify under the **Occupation tab**, if the status of the employee occupation is **“Pending Termination”**



Welcome Eligebeth Jilu
Logged on at: 24-Apr-2017 02:04 PM

English | Change Password | Logout | About | Help

MySAFE | **Employees** | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | **Occupation** | Privileges | Security Keys | Access Cards | Vehicle Permit | Review & Print

Employees -> Personnel -> Occupation

TEST PERSONPATCHEIGHT[7022061]Terminated Terminated

Employer Name: Division: -- Select --
 Employer Code: Job Title: -- Select --
 Contract No: -- Select --
 If Others, (Please Specify):

Job Title	Employer Name	Division	Contract No	Status	Start Date	End Date
<input type="checkbox"/> AIRCRAFT FUELER	SanityEmployerPatch08	ALL		Pending Termination	20-Apr-2017	

9. Within **Access Card** validate card status as **Suspended**

Welcome Eligebeth Jilu
Logged on at: 24-Apr-2017 02:04 PM

English | Change Password | Logout | About | Help

MySAFE | **Employees** | Employer | Scheduler

Personnel | Audit Tasks | Badge Suspension

General | Occupation | Privileges | Security Keys | **Access Cards** | Vehicle Permit | Review & Print

Employees -> Personnel -> Access Cards

TEST PERSONPATCHEIGHT[7022061]Terminated Terminated

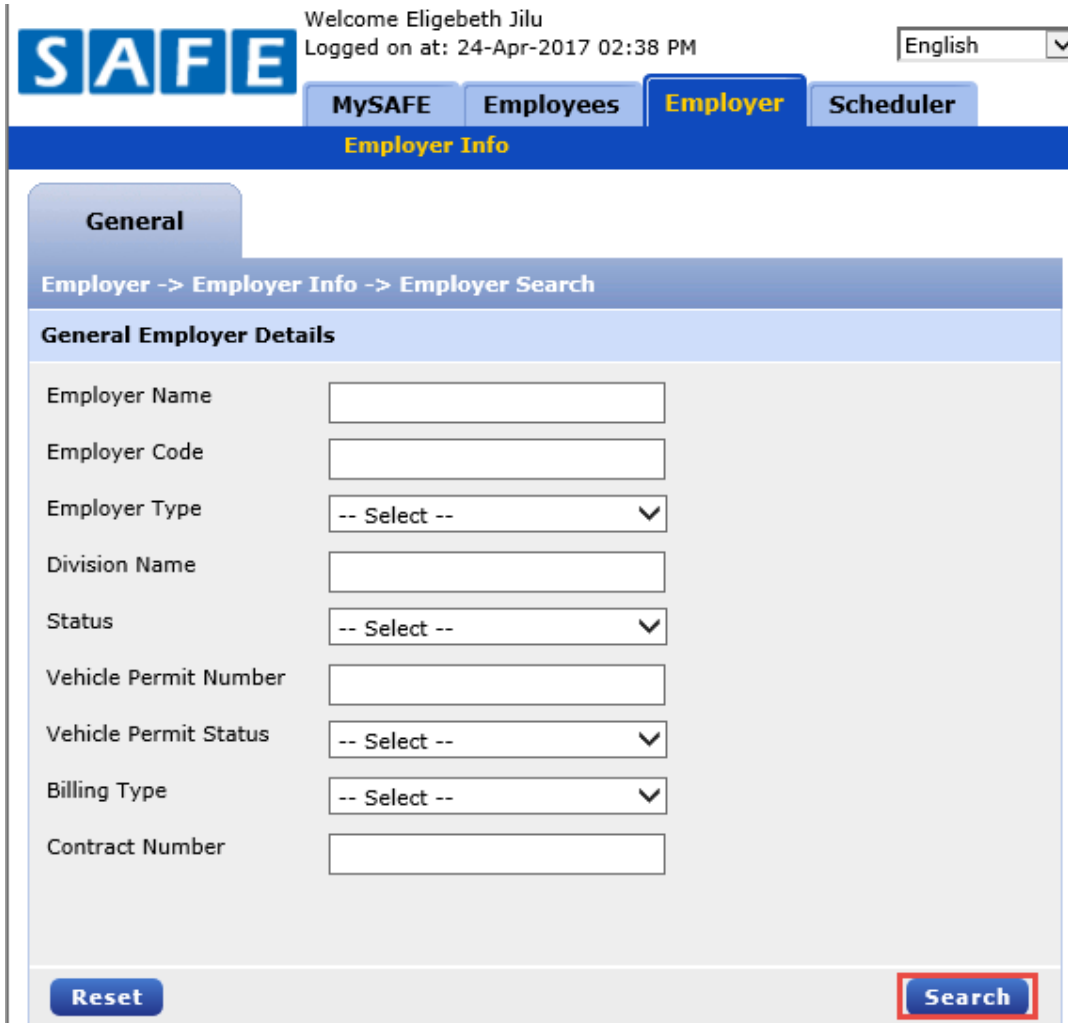
Employer/Occupation: SanityEmployerPatch08

Badge Number: Badge Type: -- Select --
 Activation Date: Notes:
 Expiration Date:
 Deactivation Date:
 Badge Status: Active
 Reason For Deactivation: --Select--

Employer/Occupation	Badge Number	Badge Status	Activation Date	Expiration Date	Badge Type
<input type="checkbox"/> SanityEmployerPatch08	702206113112	Suspended	20-Apr-2017	20-Apr-2019	SIDA

Add a Sponsored Employer

1. Within Employer Info select Search with no criteria



The screenshot shows the SAFE system interface. At the top, it says "Welcome Eligabeth Jilu" and "Logged on at: 24-Apr-2017 02:38 PM". There is a language dropdown menu set to "English". The main navigation bar includes "MySAFE", "Employees", "Employer" (highlighted), and "Scheduler". Below this is a sub-navigation bar for "Employer Info". The "General" tab is selected, showing a breadcrumb trail: "Employer -> Employer Info -> Employer Search". The "General Employer Details" section contains the following fields:

Employer Name	<input type="text"/>
Employer Code	<input type="text"/>
Employer Type	-- Select --
Division Name	<input type="text"/>
Status	-- Select --
Vehicle Permit Number	<input type="text"/>
Vehicle Permit Status	-- Select --
Billing Type	-- Select --
Contract Number	<input type="text"/>

At the bottom of the form, there are "Reset" and "Search" buttons. The "Search" button is highlighted with a red border.

2. Within results click **Add Sponsored Employer**



Welcome Eliebeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English | Change Password | Logout | About | Help

MySAFE | Employees | **Employer** | Scheduler

Employer Info

Employer -> Employer Info -> Search -> Top 14 Employer(s) Search Results

Employer Name	Employer Code	Employer Type	Status
<input type="checkbox"/> SanityEmployerPatch08	Sani115	Airport Administrator	Active
<input type="checkbox"/> Air sahara	Airs04	Airlines	Active
<input type="checkbox"/> Air india	Air58	Federal Officers	Active
<input type="checkbox"/> Conncessnaires	Conn69	Concessionaires	Active
<input type="checkbox"/> Test Renew	Test71	Airlines	Active
<input type="checkbox"/> New Employer	NewE72	Airlines	Inactive
<input type="checkbox"/> Quantum Secure	QS2016	Airlines	Active
<input type="checkbox"/> testas	test102	Concessionaires	Pending Approval
<input type="checkbox"/> SSSANITYEMPLOYERPATCH08	SSSA117	Airline Provider	Active
<input type="checkbox"/> GM Contractor	GMC015	Contractor	Active
<input type="checkbox"/> American Airlines	Amer03	Concessionaires	Active
<input type="checkbox"/> testauditemployer	test25	Airlines	Active
<input type="checkbox"/> Air Malaysia	AirM06	Airline Provider	Active
<input type="checkbox"/> san_emp	sane89	Concessionaires	Pending Approval

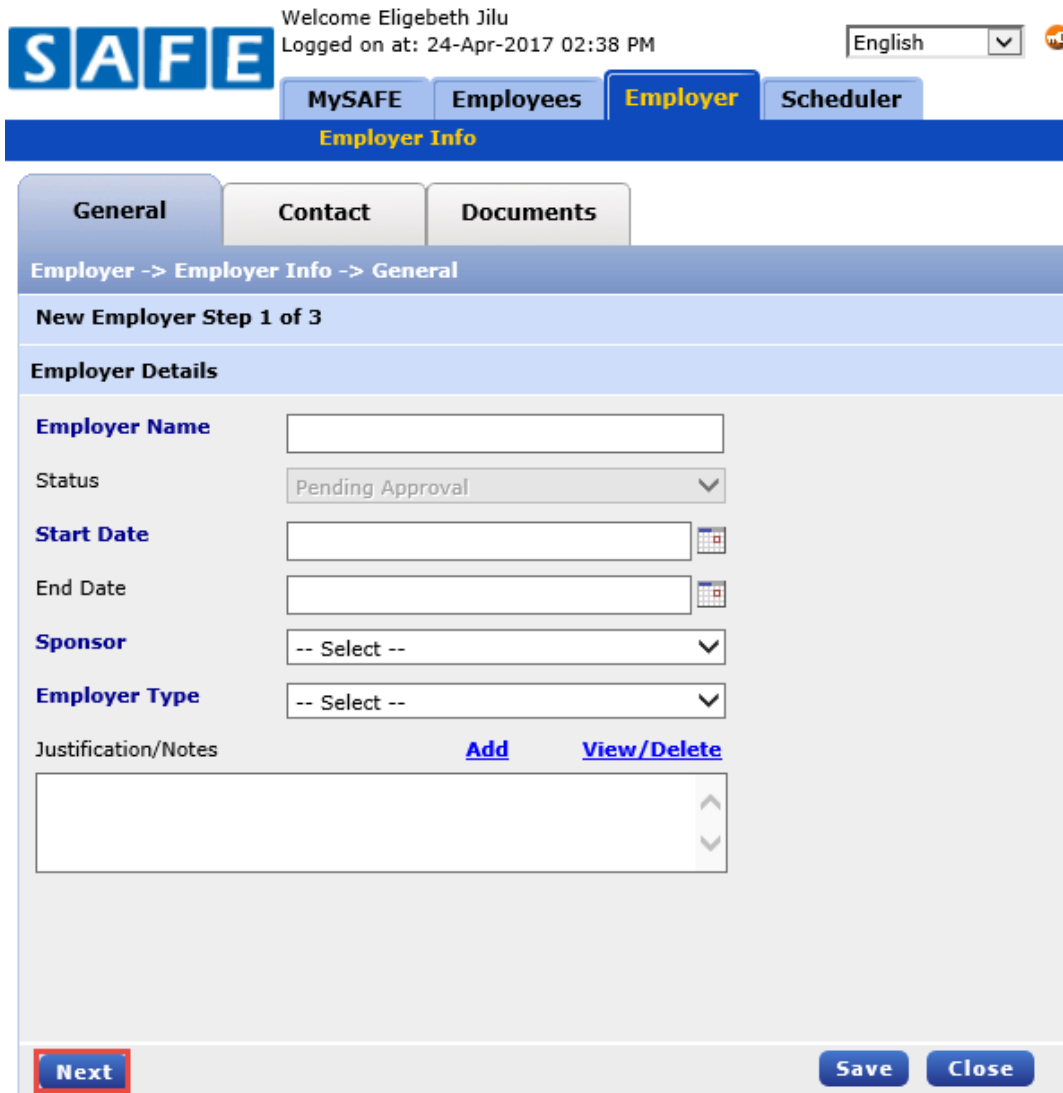
First | Previous | Page 1 of 1 | Next | Last | Goto

[Add Sponsored Employer](#) | [View / Edit](#)

Provide Sponsored Employer Details

3. Enter/Select appropriate details of sponsored **Employer**

4. Click **Next**



Welcome Eligabeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English

MySAFE Employees **Employer** Scheduler

Employer Info

General Contact Documents


Employer -> Employer Info -> General


New Employer Step 1 of 3

Employer Details

Employer Name

Status Pending Approval

Start Date 

End Date 

Sponsor -- Select --

Employer Type -- Select --

Justification/Notes [Add](#) [View/Delete](#)

Next Save Close

5. Enter the information of the employer contact person; **Name, Role, City, Email, Telephone No, Company Website information**
6. Click **Add** (Contact record appears in lower grid)
 - a. Designate as **Emergency Contact** as required
 - b. Multiple contacts is supported
7. Click **Update**
8. Click **Next** or **Save**

Employer Info | Employer Billing

General **Contact** Documents

Employer -> Employer Info -> Contacts

New Employer Step 2 of 3

Employer Contact Details

Name **Website**

Role **Email** ?

City **Job Title**

Telephone No. { } - **Emergency Contact**

Fax No. { } -

NAME	Role	PhoneNo	EmailID	JobTitle	Emergency Contact	Remove

Scan and Upload Required Documentation

9. Within **Documents** select **Document Type** and **Document Name**
10. Select **Status**
11. Click **Scan Document** or **Browse** to upload from a local drive
12. Enter the **Identifier Number** of scanned/uploaded document
13. Select/Enter the **Issuing Authority, Issued Date, and Expiration Date**
14. Click **Add**
15. Click **Save**



General Contact **Documents**

Employer -> Employer Info -> Documents

New Employer Step 3 of 3

Document Details

Document Type: -- Select -- Identifier No.: **Browse**

Document Name: -- Select -- Issuing Authority: -- Select --

If Other ID, (Please Specify): If Other, (Please Specify):

Document Status: Scan Complete Issued Date: Expiration Date:

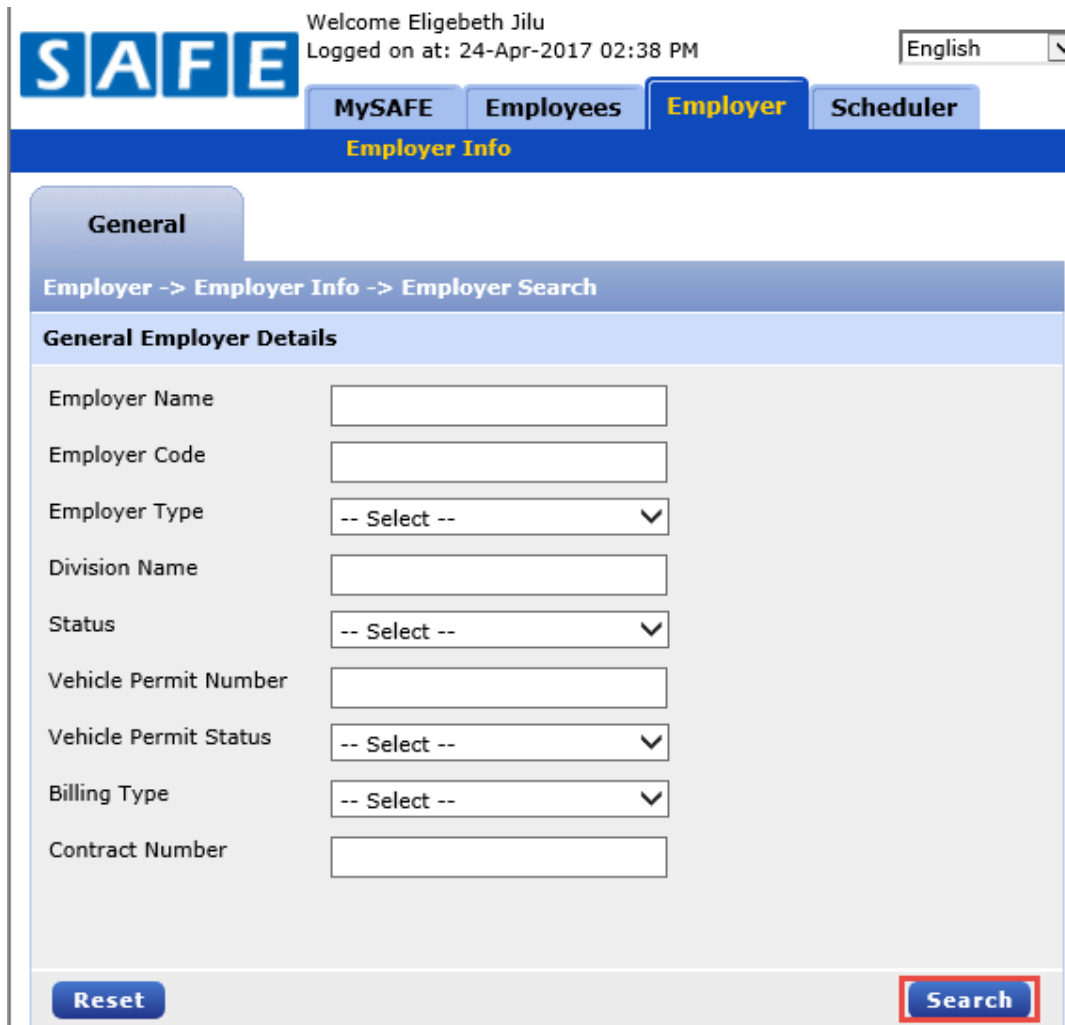
Add **Update** [Document History](#)

Type	Name	Identifier No.	Status	Issuing Authority	Issued Date	Expiration Date	Scan Date	View Document	Remove
<input type="checkbox"/> Miscellaneous Documents	Letter of Verification (LOV)	324234	Scan Complete				24-Apr-2017	View Document	Remove

Back **Reset** **Save** **Close**

Update Employer Contact Details and Documents

16. Click **Search** with empty data fields



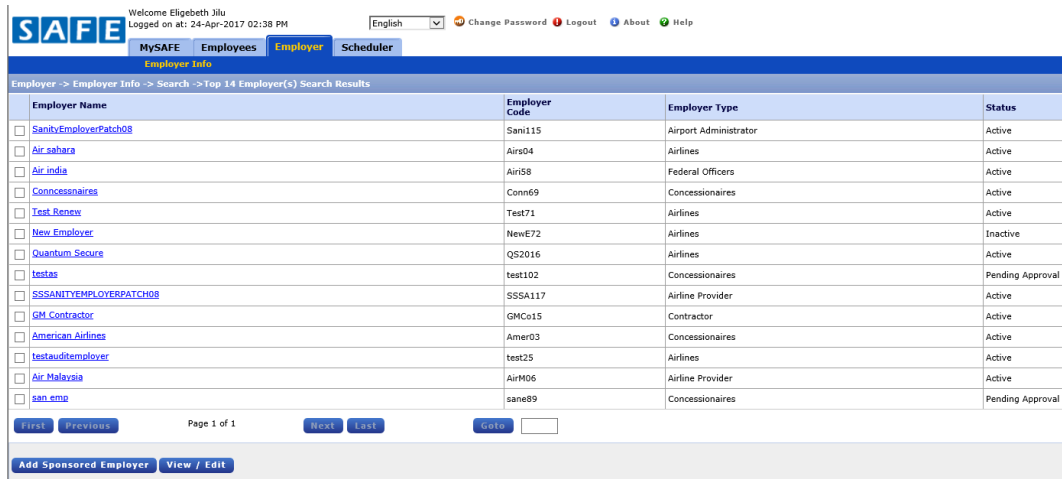
The screenshot shows the SAFE system interface. At the top left is the logo with the text "SAFE". To the right, it says "Welcome Eligabeth Jilu" and "Logged on at: 24-Apr-2017 02:38 PM". There is a language dropdown menu set to "English". Below this are navigation tabs: "MySAFE", "Employees", "Employer" (highlighted), and "Scheduler". A blue banner below the tabs says "Employer Info".

The main content area has a "General" tab selected. Below the tab is a breadcrumb trail: "Employer -> Employer Info -> Employer Search". Underneath is a section titled "General Employer Details" containing the following form fields:

Employer Name	<input type="text"/>
Employer Code	<input type="text"/>
Employer Type	-- Select --
Division Name	<input type="text"/>
Status	-- Select --
Vehicle Permit Number	<input type="text"/>
Vehicle Permit Status	-- Select --
Billing Type	-- Select --
Contract Number	<input type="text"/>

At the bottom of the form area, there are two buttons: "Reset" on the left and "Search" on the right. The "Search" button is highlighted with a red border.

17. Select record then click **View /Edit**



Welcome Eligebeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English | Change Password | Logout | About | Help

MySAFE | Employees | **Employer** | Scheduler

Employer Info

Employer -> Employer Info -> Search -> Top 14 Employer(s) Search Results

Employer Name	Employer Code	Employer Type	Status
<input type="checkbox"/> SanixEmployerPatch08	Sani115	Airport Administrator	Active
<input type="checkbox"/> Air_sahara	Airs04	Airlines	Active
<input type="checkbox"/> Air_india	Air958	Federal Officers	Active
<input type="checkbox"/> Concessinaires	Conn69	Concessinaires	Active
<input type="checkbox"/> Test_Renew	Test71	Airlines	Active
<input type="checkbox"/> New_Employer	NewE72	Airlines	Inactive
<input type="checkbox"/> Quantum_Secure	QS2016	Airlines	Active
<input type="checkbox"/> testas	test102	Concessinaires	Pending Approval
<input type="checkbox"/> SSSANITYEMPLOYERPATCH08	SSSA117	Airline Provider	Active
<input type="checkbox"/> GM_Contractor	GMC015	Contractor	Active
<input type="checkbox"/> American Airlines	Amer03	Concessinaires	Active
<input type="checkbox"/> testauditemployer	test25	Airlines	Active
<input type="checkbox"/> Air_Malaysia	AirM06	Airline Provider	Active
<input type="checkbox"/> san_emo	sane89	Concessinaires	Pending Approval

Page 1 of 1

Buttons: First, Previous, Next, Last, Go to

Buttons: Add Sponsored Employer, View / Edit

18. Within **Permanent Address Information** edit as required
- Select **Mailing address is the same as Permanent Address** as required
 - Click **View /Edit** Hyperlink
 - Within **Mailing Address Details** pop-up either:
 - Reset button gives an option to reset the address.
 - Enter the mailing address of the employer
 - Click **Apply**



SAFE MySAFE Employees **Employer** Scheduler

Employer Info

General Contacts Divisions Authorized Signatories Documents Vehicle Permit Sponsor Contracts

Employer -> Employer Info -> General

Airi58|Air india Insurance Expiration Date : 20-Apr-2017

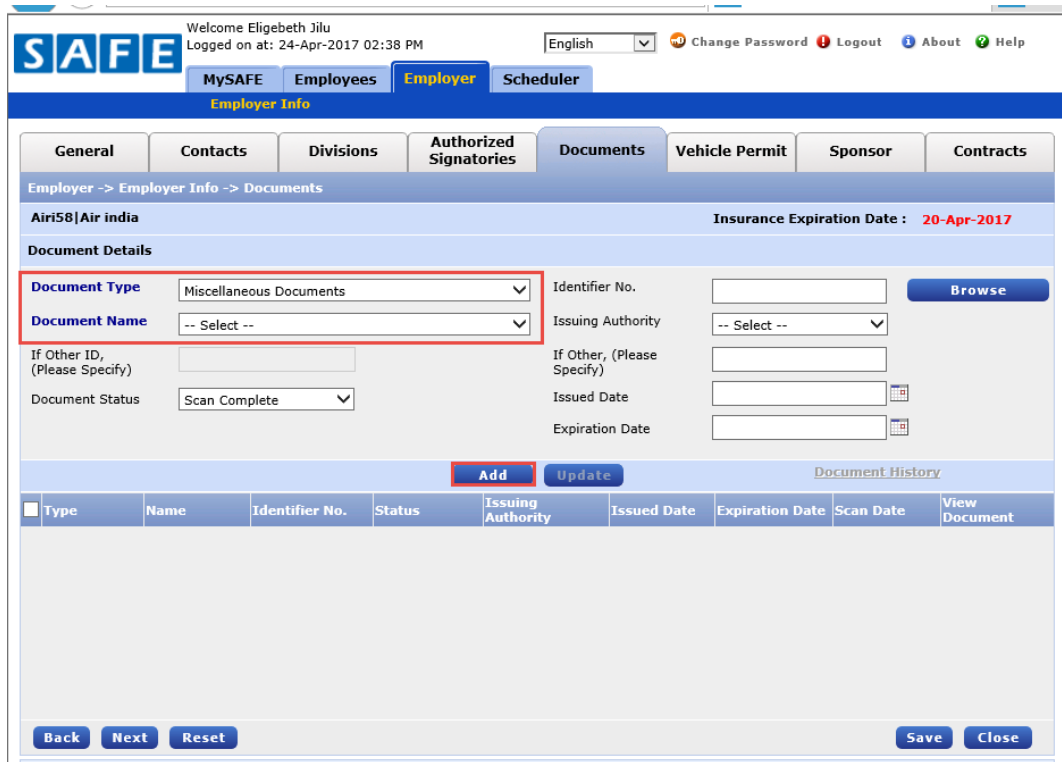
Employer Details	Permanent Address Details
<p>Employer Name Air india</p> <p>Abbreviated Name (Printed on Badge) AI</p> <p>Doing Business As</p> <p>Employer Code Airi58</p> <p>Status Active</p> <p>Approved By</p> <p>Employer Type Federal Officers</p> <p>Sponsors</p> <p>Start Date 07-Apr-2017</p> <p>End Date</p> <p>Fingerprint UID</p> <p>Justification/Notes Add View</p> <p>Show History</p>	<p>Address 1 church street</p> <p>Address 2</p> <p>City/Town swed</p> <p>Country United States of America</p> <p>State (if USA) California</p> <p>Zip Code 797879879 -</p> <p><input checked="" type="checkbox"/> Mailing Address is same as Permanent Address View/Edit</p>
Badge Details	Billing and Insurance Details
<p>Do Not Issue Cards <input type="checkbox"/></p> <p>Disable Cards <input type="checkbox"/></p> <p>Is Badge Percent Rule? <input type="checkbox"/></p> <p>Restrict Badge To</p> <p>Badge Type SIDA Add</p> <p>SIDA Sterile GA - Individual White GA - Individual Remove Configure Privileges</p>	<p>Billing Type Monthly Company Billing</p> <p>Minimum Insurance Amount (\$) 0.00</p> <p>Minimum Escrow Amount (\$) 0.00</p> <p>Billing Code</p>

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

Update and Replace Required Documents

19. Within **Documents** select **Document Type** and **Document Name**
20. Select **Status**
21. Click **Scan Document** or **Browse** to upload from local drive
22. Enter **Identifier Number** of scanned/uploaded document
23. Select/Enter the **Issuing Authority**, **Issued Date**, and **Expiration Date**

24. Click **Add**



Welcome Eligbeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English | Change Password | Logout | About | Help

MySAFE | Employees | **Employer** | Scheduler

Employer Info

General | Contacts | Divisions | Authorized Signatories | **Documents** | Vehicle Permit | Sponsor | Contracts

Employer -> Employer Info -> Documents

Airi58|Air india Insurance Expiration Date : **20-Apr-2017**

Document Details

Document Type Miscellaneous Documents | Identifier No. [] | **Browse**

Document Name -- Select -- | Issuing Authority -- Select --

If Other ID, (Please Specify) [] | If Other, (Please Specify) []

Document Status Scan Complete | Issued Date [] | Expiration Date []

Add | Update | [Document History](#)

Type	Name	Identifier No.	Status	Issuing Authority	Issued Date	Expiration Date	Scan Date	View Document

Back | Next | Reset | Save | Close

25. Select desired record to be updated

26. Click **Update**

27. Click **Save**

MySAFE Employees **Employer** Scheduler

Employer Info

General Contacts Divisions Authorized Signatories **Documents** Vehicle Permit Sponsor Contracts

Employer -> Employer Info -> Documents

Airi58|Air india Insurance Expiration Date : 20-Apr-2017

Document Details

Document Type: Miscellaneous Documents Identifier No.: 3434543545 [Browse](#)

Document Name: Certificate of Insurance Issuing Authority:

If Other ID, (Please Specify): If Other, (Please Specify):

Document Status: Scan Complete Issued Date: Expiration Date:

[Add](#) [Update](#) **Document History**

<input type="checkbox"/>	Type	Name	Identifier No.	Status	Issuing Authority	Issued Date	Expiration Date	Scan Date	View Document
<input checked="" type="checkbox"/>	Miscellaneous Documents	Certificate of Insurance	3434543545	Scan Complete				24-Apr-2017	View Document

[Back](#) [Next](#) [Reset](#) [Save](#) [Close](#)

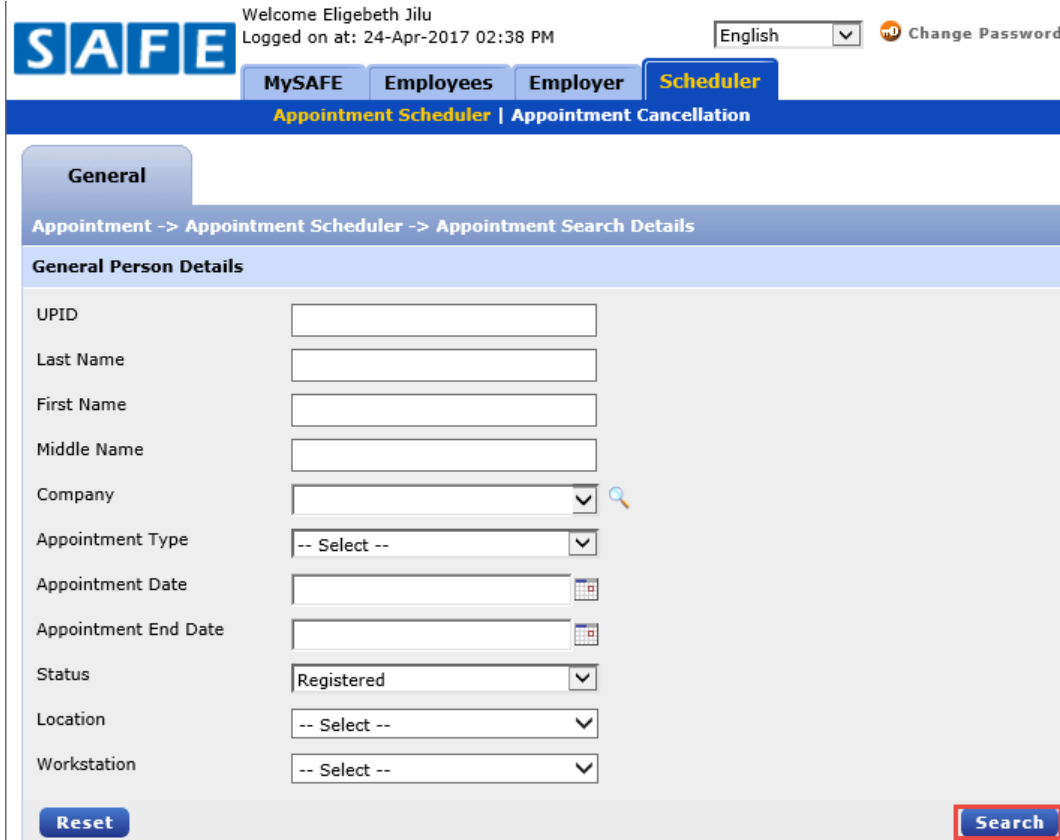
Authorized Signatory - Scheduler

The Scheduler tab is used to:

- Schedule an Appointment
- CheckIn/CheckOut a scheduled applicant
- Cancel the scheduled appointment

Schedule an Appointment

1. Within Appointment Scheduler enter one or more criteria then click **Search**



Welcome Eligbeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English

MySAFE Employees Employer **Scheduler**

Appointment Scheduler | Appointment Cancellation

General

Appointment -> Appointment Scheduler -> Appointment Search Details

General Person Details

UPID

Last Name

First Name

Middle Name

Company

Appointment Type

Appointment Date

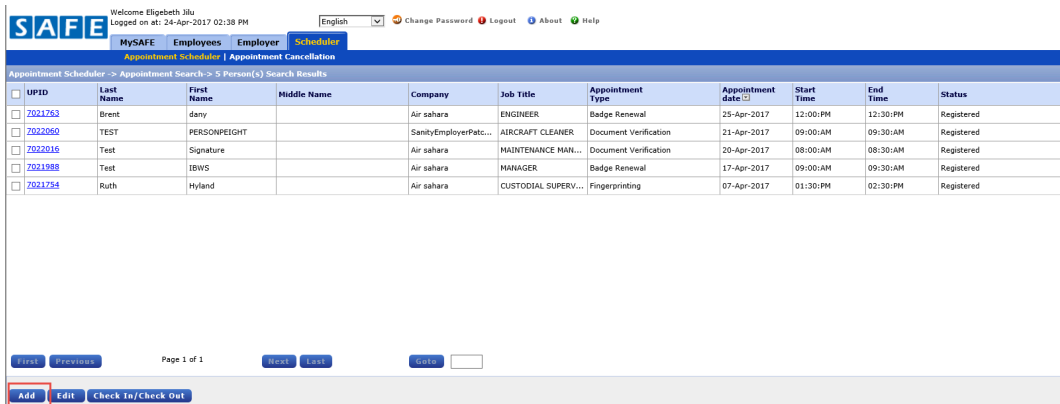
Appointment End Date

Status

Location

Workstation

2. Within results click **Add**



Welcome Eligbeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English

MySAFE Employees Employer **Scheduler**

Appointment Scheduler | Appointment Cancellation

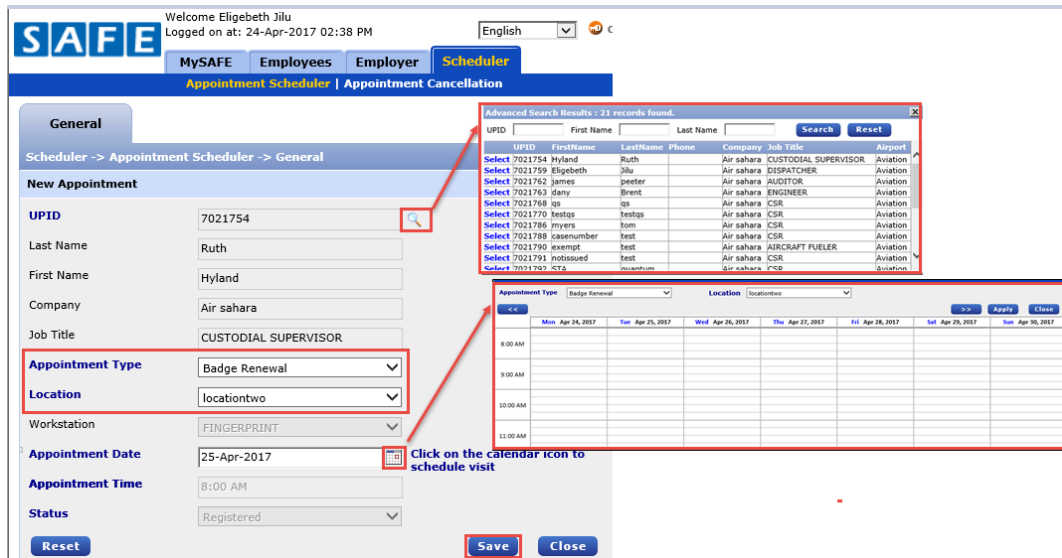
Appointment Scheduler -> Appointment Search -> 5 Person(s) Search Results

UPID	Last Name	First Name	Middle Name	Company	Job Title	Appointment Type	Appointment date	Start Time	End Time	Status
<input type="checkbox"/> 7021763	Brent	dany		Air sahara	ENGINEER	Badge Renewal	25-Apr-2017	12:00:PM	12:30:PM	Registered
<input type="checkbox"/> 7022060	TEST	PERSONPEIGHT		SanityEmployerPatt...	AIRCRAFT CLEANER	Document Verification	21-Apr-2017	09:00:AM	09:30:AM	Registered
<input type="checkbox"/> 7022016	Test	Signature		Air sahara	MAINTENANCE MAN...	Document Verification	20-Apr-2017	08:00:AM	08:30:AM	Registered
<input type="checkbox"/> 7021988	Test	IBVIS		Air sahara	MANAGER	Badge Renewal	17-Apr-2017	09:00:AM	09:30:AM	Registered
<input type="checkbox"/> 7021734	Ruth	Hyland		Air sahara	CUSTODIAL SUPERV...	Fingerprinting	07-Apr-2017	01:30:PM	02:30:PM	Registered

Page 1 of 1

3. Click **Select** hyperlink (General tab is auto-filled with applicant information)
4. Select **Appointment Type**
5. Select **Location**
6. Select **Calendar Icon** to view schedule
7. Select time and date

8. Click **Save** (Status changes to **Registered**)

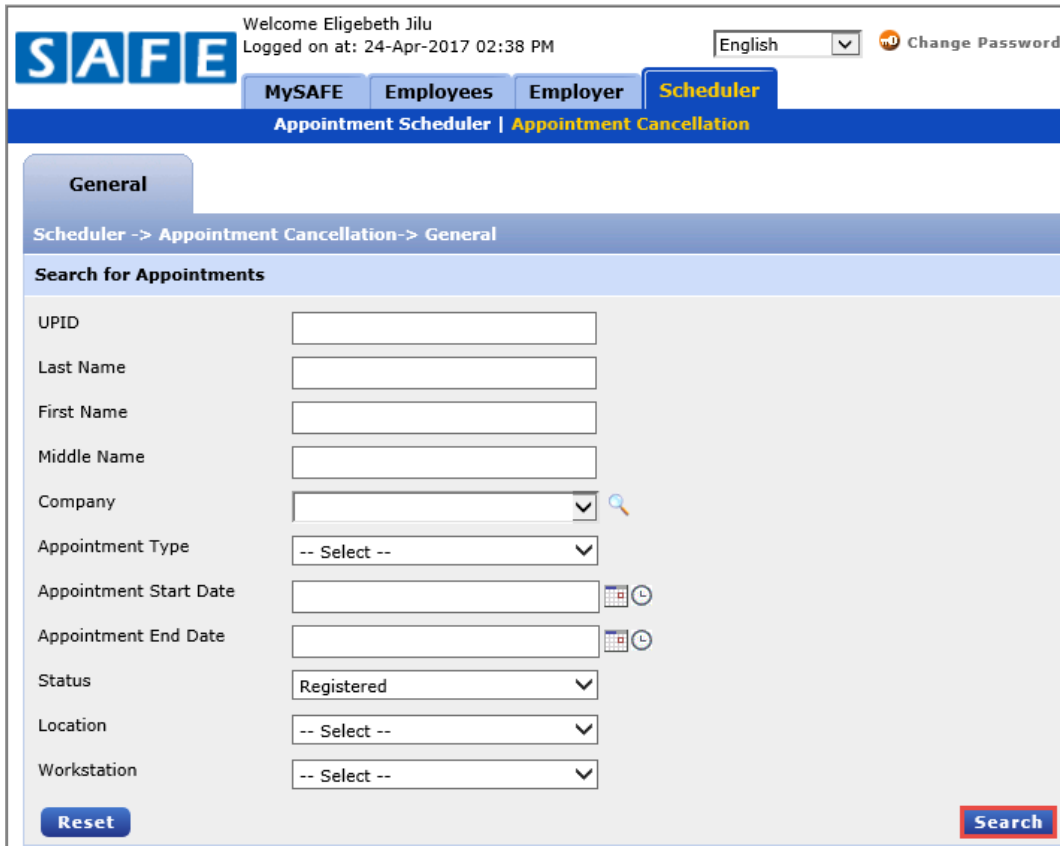


The screenshot shows the SAFE Appointment Scheduler interface. The main form is titled 'New Appointment' and includes fields for UPID (7021754), Last Name (Ruth), First Name (Hyland), Company (Air sahara), Job Title (CUSTODIAL SUPERVISOR), Appointment Type (Badge Renewal), Location (locationtwo), Workstation (FINGERPRINT), Appointment Date (25-Apr-2017), Appointment Time (8:00 AM), and Status (Registered). A 'Save' button is highlighted with a red box. An 'Advanced Search Results' popup window is open, displaying a table of search results with columns for UPID, First Name, Last Name, Company, Job Title, and Appointment. A red box highlights the search results table. A red arrow points from the search results table to the 'Appointment Type' and 'Location' dropdown menus in the main form. Another red arrow points from the 'Appointment Date' field to a calendar icon with the text 'Click on the calendar icon to schedule visit'.

Cancel the Scheduled Appointment

1. Enter **Search** criteria
 - a. Click the **Clock** to search appointment within specific hours
 - b. Click the **Calendar** to search the appointment within Days/Weeks

2. Click **Search**



Welcome Eligebeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English

MySAFE Employees Employer **Scheduler**

Appointment Scheduler | Appointment Cancellation

General

Scheduler -> Appointment Cancellation-> General

Search for Appointments

UPID

Last Name

First Name

Middle Name

Company

Appointment Type

Appointment Start Date

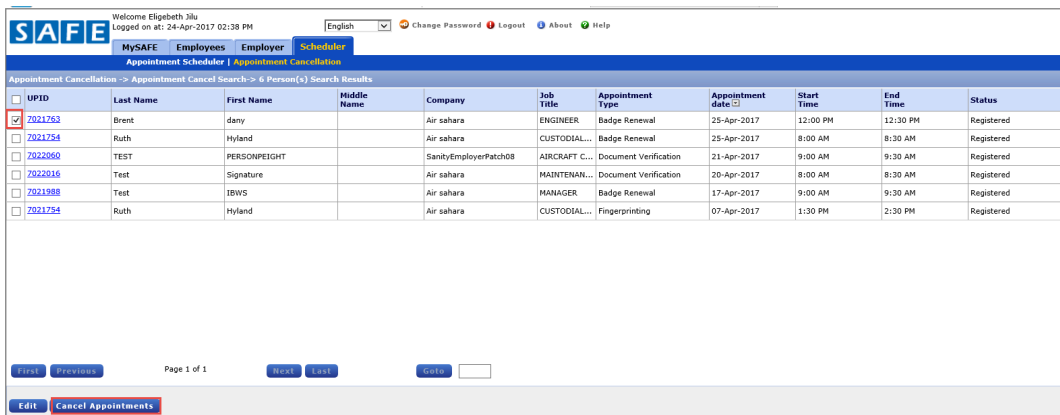
Appointment End Date

Status

Location

Workstation

3. Within results select appointment then click **Cancel Appointment**



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English

MySAFE Employees Employer **Scheduler**

Appointment Scheduler | Appointment Cancellation

Appointment Cancellation -> Appointment Cancel Search -> 6 Person(s) Search Results

<input type="checkbox"/>	UPID	Last Name	First Name	Middle Name	Company	Job Title	Appointment Type	Appointment date	Start Time	End Time	Status
<input checked="" type="checkbox"/>	7021753	Brent	dany		Air sahara	ENGINEER	Badge Renewal	25-Apr-2017	12:00 PM	12:30 PM	Registered
<input type="checkbox"/>	7021754	Ruth	Hyland		Air sahara	CUSTODIAL...	Badge Renewal	25-Apr-2017	8:00 AM	8:30 AM	Registered
<input type="checkbox"/>	7022090	TEST	PERSONPEIGHT		SanityEmployerPatch08	AIRCRAFT C...	Document Verification	21-Apr-2017	9:00 AM	9:30 AM	Registered
<input type="checkbox"/>	7022016	Test	Signature		Air sahara	MAINTENAN...	Document Verification	20-Apr-2017	8:00 AM	8:30 AM	Registered
<input type="checkbox"/>	7021988	Test	IBWS		Air sahara	MANAGER	Badge Renewal	17-Apr-2017	9:00 AM	9:30 AM	Registered
<input type="checkbox"/>	7021754	Ruth	Hyland		Air sahara	CUSTODIAL...	Fingerprinting	07-Apr-2017	1:30 PM	2:30 PM	Registered

Page 1 of 1

4. Within **General** select **Status** to **Cancelled**

5. Click **Save**

Welcome Eligabeth Jilu
Logged on at: 24-Apr-2017 02:38 PM

English   CI

SAFE | **MySAFE** | **Employees** | **Employer** | **Scheduler**

Appointment Scheduler | **Appointment Cancellation**

General

Scheduler -> Appointment Cancellation -> General

Edit Appointment

UPID	<input type="text" value="7022060"/>
Last Name	<input type="text" value="TEST"/>
First Name	<input type="text" value="PERSONPEIGHT"/>
Company	<input type="text" value="SanityEmployerPatch08"/>
Job Title	<input type="text" value="AIRCRAFT CLEANER"/>
Appointment Type	<input type="text" value="Document Verification"/>
Location	<input type="text" value="SJ"/>
Workstation	<input type="text" value="Counter10"/>
Appointment Date	<input type="text" value="21-Apr-2017"/> 
Appointment Time	<input type="text" value="9:00 AM"/>
Status	<input type="text" value="Cancelled"/> <input type="text" value="Registered"/>

Click on the calendar icon to schedule visit

Save **Close**