

SOP 11 | People and access

Record property access and training eligibility

Make a worker eligible for the property when the training requirement has been satisfied.

For Web and mobile · Administrator / Supervisor

Before you start Use an existing workforce identity and verify the training status through your normal process.

Open Manage > People > Property access & training

Step 1 Select property and worker

Open the property access and training screen, choose the property and locate the employee in the organization roster.

Step 2 Review the current record

Check existing assignment, effective dates and training status before changing them.

Step 3 Record the approved status

Use the access/training form to enter the intended effective access and actual training status. Provide the required audit reason.

Step 4 Save and verify eligibility

Submit and refresh. Check the employee appears as eligible for the full shift window when assigning a shift.

Check your result The property roster displays the intended access and training status.

If something goes wrong If the employee is not selectable, review effective dates, account status and training. Do not label incomplete training eligible to bypass scheduling.

See the picture reference on the next page.

SOP 11 Picture reference

Record property access and training eligibility

Eligible associates

Amelia Taylor

Eligible · Showcase-Safety-V3

Harper Jackson

Eligible · Showcase-Safety-V3

Henry White

Eligible · Showcase-Safety-V3

Lucas Thomas

Eligible · Showcase-Safety-V3

Organization roster member

Access change

Training state

Training content version

Amelia Taylor

Grant or update employee access

Required

Optional version identifier

Reason

This control can grant only employee access. It cannot elevate a user to supervisor or administrator. Access cannot end until future and active shift assignments are removed or cancelled.

Save property access

Step 3 · Review eligibility and use the property access and training form.
Application screenshot with training data.