



Alert Enterprise Contractor Coordinator Training

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Accessing the Alert Enterprise Application



- Click the link below to access the Alert Enterprise portal from your web browser.
- <https://ae.mosaicco.com/>
- You will be redirected to log in with a Microsoft account. This will take you through the multifactor authentication process and direct you to the Alert Enterprise site.

Home Page - Dashboard

The dashboard features the Mosaic logo in the top left. Navigation tabs include 'Dashboard' (highlighted in blue), 'My Contractor(S)', and 'My Profile'. The user is identified as 'Contractor Coordinator' in the top right.

My Dashboard (with a 'Cancel' button):

- Contractor Onboarding:** 11 items, represented by a plus and person icon.
- Contractor Rehire:** 2 items, represented by a circular arrow icon.
- Contractor Transfer:** 0 items, represented by a person and location pin icon.

Contractor Coordinator Profile: **ACTIVE** (with a 'View Profile' link).
Email: saurabh.shah@mosaicco.com
Full Name: Contractor Coordinator (Valid From)
Manager ID: AE-ID-ADMIN (Valid To: 28/8/2021)

Basic Info:
Date Of Birth, Gender, Phone, Address

Organization Info:
Department Name: - Department, Job Title, Manager: Admin User, Risk Score: 0

My Request Types:

- Activate Badge (lock icon)
- Deactivate Badge (shield icon)
- Emergency Termination (no entry sign icon)
- New Badge (ID card icon)
- Update Photo (camera icon)
- Replace Badge (ID card and phone icon)

My Favourite: A star icon with the message: "Looks like you have no favourites yet. You can go to any activity and set it as your favourite by clicking under more icon (:)"

- Once signed in, the home page will appear as shown above.



Available Request Types

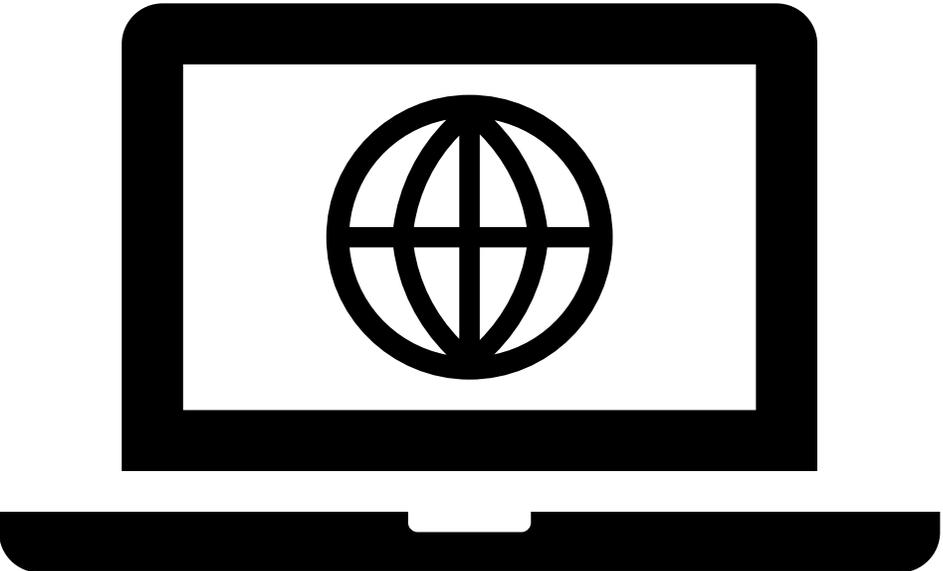
Select Request Type

Search or Filter Request Type

 Request Location Access Request Location Access	 Revoke Location Access Revoke Location Access	 Contractor Onboarding Contractor Onboarding	 Contractor Offboarding Contractor Offboarding	 Contractor Transfer Change of Location
 Contractor Modification Contractor Modification	 Activate Badge Activate Badge	 Contractor Rehire Contractor Rehire	 Deactivate Badge Deactivate Badge	 Extend Validity Extend Validity Date
 Update Photo Update Photo	 Replace Badge Replacement Badge	 Emergency Termination Emergency Termination	 Training Extension Training Extension	 New Badge New Badge

- These are some of the requests available within the Alert Enterprise application.
- The following slides will explain the most frequently used requests by a Contractor Coordinator.

Contractor Onboarding



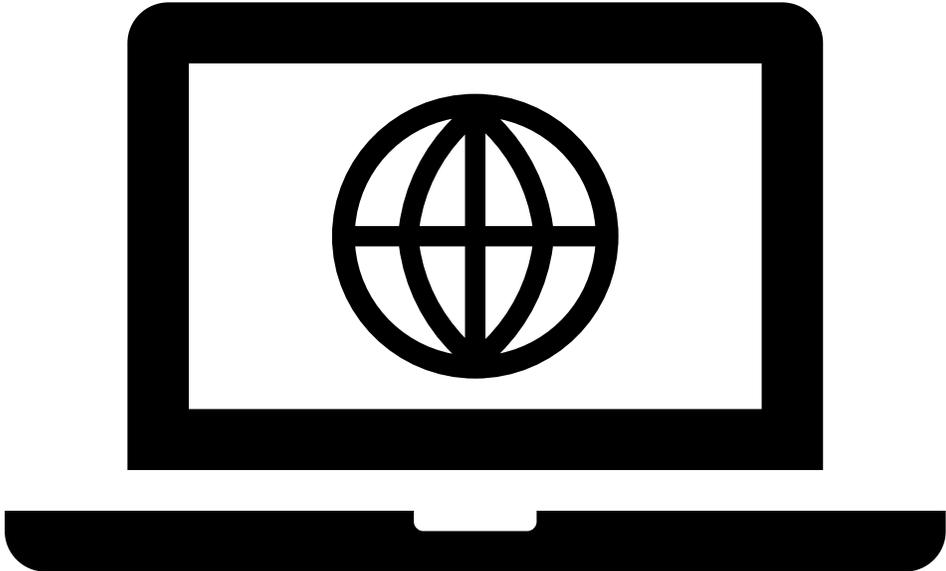
Contractor Onboarding

The screenshot shows the Mosaic Contractor Onboarding request form. At the top left is the Mosaic logo. The navigation bar includes 'Dashboard', 'My Contractor(S)', and 'My Profile'. The user is logged in as 'Contractor Coordinator'. The main heading is 'Create My Request' with a sub-heading 'Create, View & Manage'. There are 'Cancel' and 'Submit' buttons. The form is titled 'User Request' and has a dropdown menu for 'Request For:' with 'Others' selected. The 'Request Type' list on the left includes 'Contractor Onboarding' which is selected. The form fields are arranged in a grid:

Field	Value
Request For:	Others
Request Type	Contractor Onboarding
First Name *	Enter First Name
Last Name *	Enter Last Name
Middle Name	Enter Middle Name
Initials	Enter Initials
Valid From *	Aug 28, 2021 3:56 pm
Valid To *	Aug 28, 2022 3:56 pm
StudentId_Available *	[Dropdown]
Job Title	[Dropdown]
Company *	Select Company
Email ID *	Enter Email ID
Employee Type *	Select Employee Type
Location *	Select Location

- The Contractor Onboarding request is used to create a profile for the contractor while also requesting an access control badge.
- Complete all required fields and attach passport style photo to be printed on badge. If FPP Student ID# is not available, you MUST upload photos of valid training documents.
- Valid To date should coincide with their OSHA(FPP/Basic ARSC) expiration date. Please use the last day of the month training is scheduled to expire.
- Badges will be sent to the Location selected in the request.

Contractor Offboarding





Contractor Offboarding

 **Dashboard** My Contractor(S) My Profile  Contractor Coordinator

Create My Request

Create, View & Manage Cancel Submit

Request For:
 Self
 Others

Request Type
 Replace Badge
 Request Location Access
 Revoke Location Access
 Request Temp Badge
 Contractor Onboarding
 Contractor Offboarding
 Contractor Transfer
 Contractor Modification
 Activate Badge
 Contractor Rehire
 Deactivate Badge
 New Badge

User Request

Contractor Offboarding Panther Test (C-597035891) x

First Name

Middle Name

Email ID

Location

Work Location

Last Name

Photo

Phone Number

Manager

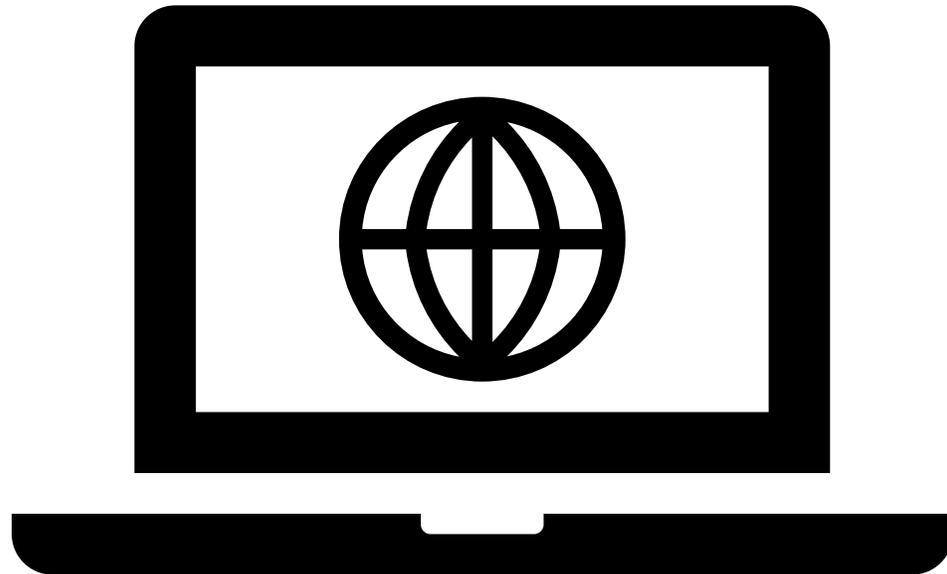
User ID

Comments Attachments

- The Contractor Offboarding request is used to deactivate a contractor profile/badge when a contractor's employment is terminated.
- Search name of contractor to be offboarded. Profile info will auto fill in the fields below; click submit to complete request.
- Profile/Badge will deactivate when request closes.



Request Location Access



Request Location Access

The screenshot shows the Mosaic web application interface for creating a request. At the top, the Mosaic logo is on the left, and navigation links for 'Dashboard', 'My Contractor(S)', and 'My Profile' are in the center. On the right, there is a user profile icon and the text 'Contractor Coordinator'. Below the navigation is a header for 'Create My Request' with the subtext 'Create, View & Manage' and a 'Cancel' button. The main content area is divided into two columns. The left column contains a 'Request For:' section with radio buttons for 'Self' and 'Others' (selected), and a 'Request Type' section with radio buttons for various request types, including 'Request Location Access' (selected). The right column is titled 'Location Access' and features a search bar 'Search or Filter by Location' and another search bar 'Search Identity or User'. Below these is a grid of location cards, each with a site icon, a bold site name, and a smaller site name below it. The locations shown are Agrock, Bartow, Belle Plaine, Big Bend, Bonnie Mine, Bowling Green, Carlsbad, Client Technical Services IT, Colonsay, and another Colonsay entry. A vertical scrollbar is visible on the right side of the grid.

- Once the onboarding request has been completed, you can request additional site access for the new contractor using the Request Location Access option.
- You can submit for multiple sites under one request. Navigate through the Mosaic site icons selecting each site required. A green checkmark will appear in the right corner of each icon.
- Once all sites are selected, click the blue Add button in the bottom right of the screen.



Request Location Access

Create Submit Request

Create, View & Manage

Cancel

Request For:

- Self
- Others

Location Access

Comments Attachments

BARTOW REVIEW

Request Type

Search or Filter by Location

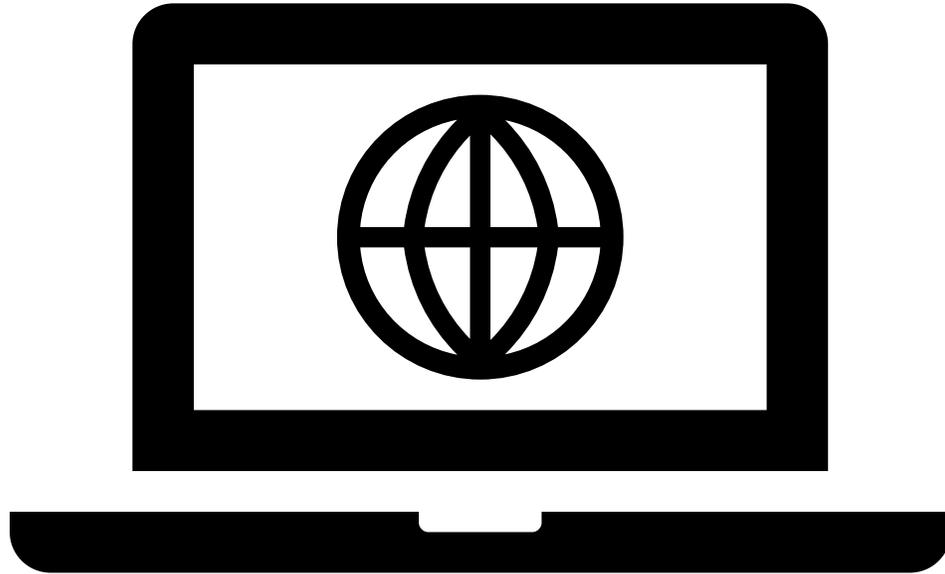
- Request Location Access
- Revoke Location Access
- Contractor Onboarding
- Contractor Offboarding
- Contractor Transfer
- Contractor Modification
- Activate Badge
- Contractor Rehire
- Deactivate Badge
- Extend Validity
- Update Photo
- Replace Badge
- Emergency Termination
- Training Extension
- New Badge
- Profile Change
- Others

<p>BAR2 Bartow Drive Thru Gates Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR2.1 Bartow Scale Gates Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR Phos Acid Business Hours Bartow Phos Acid M-F 7am-5pm Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR40 Bartow Safety W/ Clinic Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR21 Bartow Environmental Office Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>
<p>BAR7 Bartow Phos Acid Office Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR4.2 Bartow HR Data Center Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR28 Bartow E&I Shop Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR28.1 BAR E&I Shop Toolroom Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR32.1 Bartow Clinic ERT Entrance Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>
<p>BAR41 Bartow Gyp Stack Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR7.1 BAR Phos Acid Maint Shop Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR45 Bartow Mobile Crane Garage Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR Whse Plant Personnel Bartow Warehouse Assignment for Plant Personnel Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR Whse ALL Access Bartow Warehouse Assignment All Entry points Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>
<p>BAR3 Bartow Admin Office Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR14 Bartow Fitness Center Return from Pandemic Lockdown Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR1 Bartow East Gate Turnstiles Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR3.2 Bartow Admin Office IT/Network Room Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>	<p>BAR Admin IOC Bartow Admin Office IOC Room Aug 19, 2022, 3:57 pm - Mar 31, 2023, 7:00 pm</p> <p>NEW</p>

- Contractors are permitted outside perimeter access, i.e., turnstile and/or drive thru entrances.
- These access points are listed by site abbreviation and #1 or #2, i.e., BAR1 – Bartow Turnstile; BAR2 – Bartow Drive thru.
- There are two exceptions to this rule: New Wales and Riverview
 - NWA1.1 – New Wales Contractor Turnstile
 - NWA2.1 – New Wales Contractor Drive thru (all New Wales contractor drive thru entry must be requested)
 - RIV18 – Riverview Contractor Turnstile and Drive thru Gate



Extend Validity



Extend Validity

Create Submit Request

Create, View & Manage

Request For: **User Request**

Self
 Others

Request Type

- Request Location Access
- Revoke Location Access
- Contractor Onboarding
- Contractor Offboarding
- Contractor Transfer
- Contractor Modification
- Activate Badge
- Contractor Rehire
- Deactivate Badge
- Extend Validity
- Update Photo
- Replace Badge
- Emergency Termination
- Training Extension

Extend Validity

Search Identity or User

First Name
Enter First Name

Last Name
Enter Last Name

Mobile Number
Enter Phone Number

Location
Select Location

Company
Select Company

Manager
Select Manager

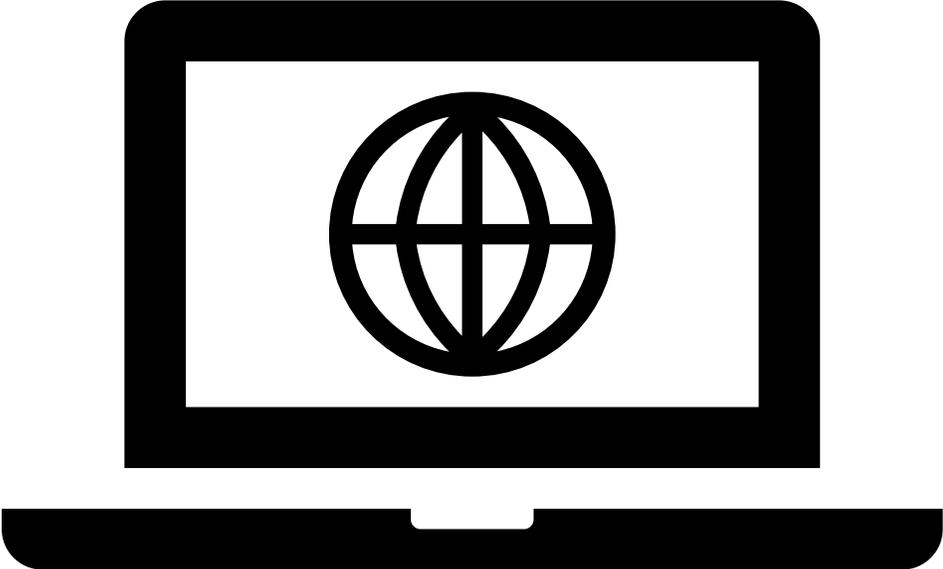
Valid From
Select Valid From

Valid To *
Select Valid To

- When a contractor completes annual refresher training, you will submit an Extend Validity request to renew their badge and access for the next year.
- Change the Valid To date to coincide with their training expiration date, i.e., 08/31/2023
- Note: Badge must active when submitting this request.



Activate Badge



Activate Badge

Request

Cancel Submit

User Request

Comments Attachments

Activate Badge

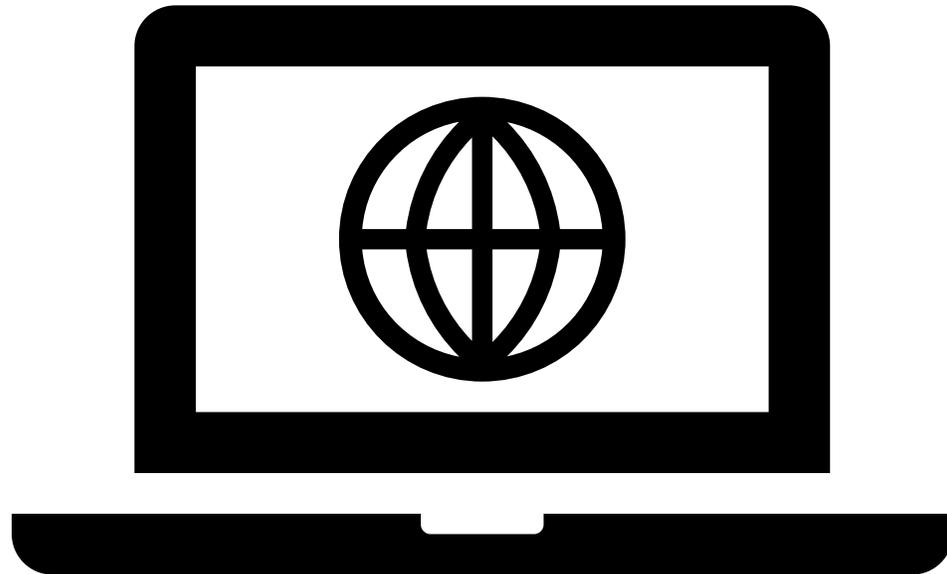
Aaron Miller (C-0024834) x

Badge Id	Valid From	Valid To	Badge Status	Deactivate/...
90151	21 Apr, 2021 8:00 pm	31 May, 2022 7:00 pm	INACTIVE	

- Search for contractor name.
- Click the yellow-colored arrow to activate badge and submit request. This step **MUST** be done in this order or system will not recognize a change was made.
- Badge is now active and usable.



Replace Badge



Replace Badge

Create Submit Request

Create, View & Manage

Cancel

Submit

Request For:

User Request

Self

Others

Comments

Attachments

Replace Badge

Search Identity or User

Request Type

Request Location Access

Revoke Location Access

Contractor Onboarding

Contractor Offboarding

Contractor Transfer

Contractor Modification

Activate Badge

Contractor Rehire

Deactivate Badge

Extend Validity

Update Photo

Replace Badge

Ship To Location *

Select Location

Badge to replace *

Select Asset to replace

Comments *

Enter Reason

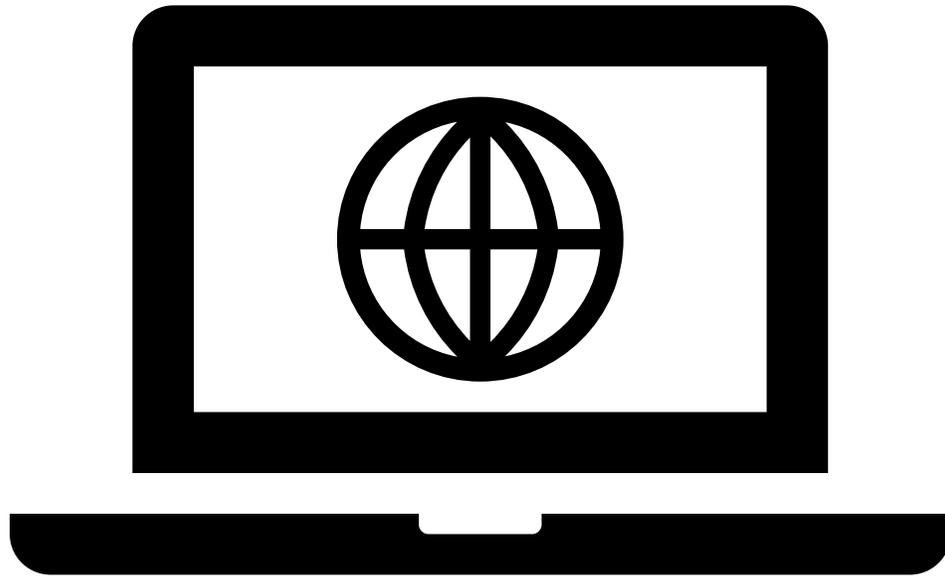
Reason to replace *

Select Status

- Search for contractor name.
- Select Ship To Location, Badge to Replace, and Reason to replace from the drop-down options. Use the comments line to provide more details for the replacement reason.
- Replacement badge will be sent to the location selected.



Deactivate Badge



Deactivate Badge

Request For: **User Request** Comments Attachments

Self

Others

Deactivate Badge

Request Type

Valid From	Valid To	Deactivate ...
30 Dec, 2020 7:00 pm	29 Nov, 2022 7:00 pm	

Request Location Access

Revoke Location Access

User Request Comments Attachments

Emergency Termination

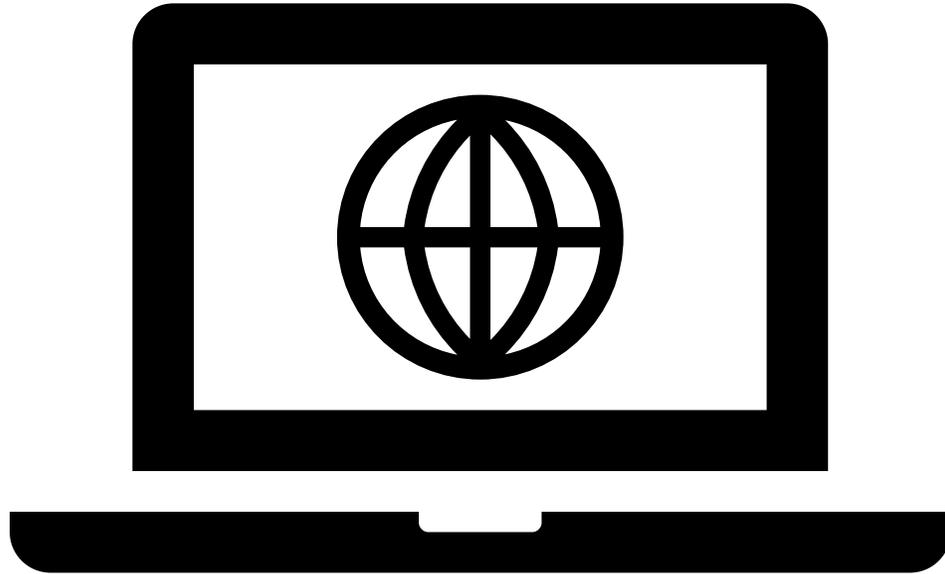
Termination Reason *

Select Termination Reason

- There are a few options for deactivating a badge within the Alert application:
 - Deactivate badge: Badge number(s) selected as shown above will become inactive. Click orange X and submit. Activate badge request can be submitted to make badge usable again.
 - Contractor offboarding: Deactivates entire profile, including badge as shown in previous slide. This is to be used when the contractor's employment has been terminated.
 - Emergency Termination: Deactivates entire profile but also requires a reason code. This would be used in an instance that the contractor is no longer allowed on Mosaic property.



Request Status



Verification of Request Status

The screenshot displays the Mosaic system dashboard. At the top, a navigation bar includes 'Dashboard' (highlighted in blue), 'Submit Request', 'Entity Store', 'Reports', 'My Team', 'Manage Entities', 'My Profile', 'Recon', 'Setup', and 'Reports & Dashboards'. Below the navigation, the 'My Dashboard' section contains 'My Inbox' and 'My Request' (highlighted with a red box). A central graphic shows three people interacting with data charts. To the right, a card displays '0 Employee Onboarding' with a red icon of two people. Below this, the user profile for 'Jobena Prencipe' is shown, including contact information and 'Organization Info' for 'Information Technology'. The 'My Request Types' section lists six categories: Contractor Onboarding, Contractor Offboarding, Contractor Transfer, Contractor Modification, Activate Badge, and Contractor Rehire, each with a corresponding icon.

- You can check the status of all requests submitted by navigating to Dashboard > My Request. All requests that you submit will be listed here.
- Stages:
 - Pre-Badge Admin/Training Coordinator – Pending Training Verification
 - Badge Admin – Pending Printing
 - Role Owner – Each access control point has been assigned an area owner(Mosaic Employee). Area owner must approve before access is assigned to a badge.



Mosaic[®]

