

Ppetracker.com – Version 2.0

There have been many changes to this new version of ppetracker.com. While the core functions of the site – providing a free tool to allow you to track your ppe assets from "cradle to grave" in compliance with NFPA 1851 – remain the same, it was time for a major make-over, which includes not only the presentation, but also, new functionality such as the ability to export data to Excel for further user manipulation, and the ability to import gear ordered from Globe directly into your ppetracker.com account. We are excited about these changes, and hope that you find this website/tool useful.

Logging In - Existing Users Logging In - New Users Home Page Organization Profile My Profile Facilities Members Our Equipment Reports

Logging In – Existing Users

If you are an existing ppetracker.com user, logging into the new site for the first time with your current Member ID and Password, and clicking Login will initiate an import process, which will move all of your existing data from the old ppetracker.com site to the new site. You will be presented with a screen explaining that the conversion is in process. Once the conversion is completed, you can then log into the new ppetracker.com site.

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GLOBE Indightur Suits PPETRACKER 2.0		
	Member ID: Password: Login Register	
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Logging In – New Users

If you are a new user to ppetracker.com, and have not had an account previously, leave the Member ID and Password fields blank and just click on the Register button. You will be asked for several pieces of information, which will build your account.

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<u>Home Page</u>

All navigation in version 2.0 is consistent with web standards – no more large "back arrow" button! Please note too that we have now included a "Sign-out" link.

GLOBE Firefighter Suits	номе	ORGANIZATION PROFILE	MY PROFILE	FACILITIES	MEMBERS	OUR EQUIPMENT	CALL LOGS	REPORTS
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Organization Profile

The Organization Profile link allows you to edit the information about your Organization, as well as the contact information, as it was initially entered when you created the account.

GLOBE Firefighter Suits	HOME	ORGANIZATION PROFILE	MY PROFILE	FACILITIES	MEMBERS	OUR EQUIPMENT	CALL LOGS	REPORTS
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City:								
Whoville								
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Zip:								
00000-1111								
Contact Info	rmation –							
Chief John Grinch								
Phone number:								
(666)555-4444								
Fax:								
(666)555-4445								
Email:								
jgrinch@whovillecentr	al.com							
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My Profile

The My Profile link allows you to edit the details of the logged-in user. Please note, that we have introduced the concept of "Permissions". In the previous version, there was a check box for "privileged", which allowed a member with this distinction to be able to see all data within the Organization. In addition to the "privileged" distinction, we have also added "Inspector", "Cleaner", and "Repairer" to the Permissions Credentials. This allows a member to have one or more Permissions, and facilitates logging of the Inspections, Cleanings, and Repairs, when those activities are done by members within the Organization, without the need to create them in the Facilities list, and also prevents every member from showing up in the drop-down list when doing Inspections. This should prove to be a much more useable solution.

GLOBE Firefighter Suits	номе	ORGANIZATION PROFILE	MY PROFILE	FACILITIES	MEMBERS	OUR EQUIPMENT	CALL LOGS	REPORTS
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Edit Member ID	101782							
- Personal Info	rmation -							
First name: John								
Middle initial:								
С								
Last name: Grinch								
Suffix (Jr, Sr, etc):								
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Department I	nformati	on						
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		Сор	yright © 2008-20		ufacturing			
			All right	s reserved.				

Facilities

Version 2.0 has Cleaner, Repairer, and Inspection Facilities. A Facility is an external Organization that provides Cleaning, Repair, and Inspection services. When logging Cleanings, Repairs, or Inspections, you are presented with a drop-down to select who has provided the service. What is in the drop-down will depend on the nature of the activity, as follows:

Routine Cleaning – The "Cleaned by" drop-down is populated with Owner (asset owner), members with Cleaning permissions set (under the Cleaners heading), and Cleaning facilities (under the Cleaning Facilities heading).

Advanced Cleaning – Same as above, without Owner (since individual members cannot perform Advanced Cleaning, unless of course they have been trained to this function, in which case they should have the Cleaning Permission check-box checked. If this is true, then that member would show up under the Cleaners heading).

Repairs – There are 3 distinctions in Repairs – Light, Moderate, and Heavy. We have now included a cost field to this page, which shows up in some of the reporting. For any of those Repair types, the Repaired by drop-down is populated with Repairers (members who have their Repairer Permission set), and Repair Facilities. In no situation is the asset Owner presented (unless of course they have the Repairer Permission set).

Routine Inspection - The "Inspected by" drop-down is populated with Owner (asset owner), members with Inspector permissions set (under the Inspectors heading), and Inspection facilities (under the Inspection Facilities heading).

Advanced Inspection – Same as above, without Owner (since individual members cannot perform Advanced Inspection, unless of course they have been trained to this function, in which case they should have the Inspection Permission check-box checked. If this is true, then that member would show up under the Inspectors heading).

<u>Members</u>

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The Member Roster page shows all of the Members in your Organization if you are logged in as a Privileged Member (under My Profile/Credentials/Permissions/Privileged). If you are not a Privileged member, then only your name will show up, as you only have access to your equipment information.

The functionality of this page has changed DRAMATICALLY!

- The Add New link, found at the outer top and bottom left edge of the list allows you to add new members
- The display is paginated, so that only 25 rows of information are presented on one web page display. To navigate from one page to another, simply click the Prev, {page#}, or Next links found at the outer top and bottom right edge of the list. This presents the data much more quickly, and is more consistent with expectations of web page functionality.
- Each of the column headings are underlined. This indicates that the data can be sorted by this column. Simply click on the column heading and the data will be represented based on that choice.
- Each row has 3 icons along the right edge.

- X Delete. Click this icon to Delete the Member. If this Member has assets, you will be prompted to ReAssign the assets to another member before being allowed to delete the Member.
- & Edit Member. Click this icon to Edit the details of the Member.
- Q Expand Equipment. Click this icon to open a list showing the assets that are assigned to this member.
- G Collapse Equipment. Once the Expand has been selected, and the list of assets is displayed, clicking this icon will collapse the equipment list and take you back to displaying just the Member information.

GLOBE Firefighter Suits	номе	ORGANIZATION PROFILE	MY PROFILE	FACILITIES	MEMBERS	OUR EQUIPM	ENT CALL LO	GS REPORTS
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Add new								Prev 1 2 Next
Acct. Number		Name	Rank			ment ID		
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01783 Add new equipment	G	irinch, Loraine	Asst	Chief	10255			Q 🐉 🗙
① Assignee	Type :	Size Manufacturer	Model		Serial Number	Traceability Number	Last Adv. Inspection	Last Adv Cleaning
Grinch, Loraine [10255]	Coat	Globe Firefighter Suits			123-456- 789		10-07-2008	02-09-2004
Grinch, Loraine	Coat	Globe Firefighter Suits	31184410 GXT 4	2 32 sl-2	987654	abcdef	08-01-2010	
Grinch, Loraine [10255]	Helmet	Cairns & Brother, Inc	660		A76544	A76544	12-22-2000	
Grinch, Loraine [10255]	Helmet	Cairns & Brother, Inc	NGA		N6A123	4A5		
Grinch, Loraine	Hood	Starfield Safetywear Manufacturing Co	sock hood		lot 45-A	LG1098A	07-07-2001	
Grinch, Loraine [10255]	Mask	AirBoss-Defense	test		tet	tet		
Grinch, Loraine [10255]	Trouser	Globe Firefighter Suits	GX-7 Trouser 910		908765	908765	10-24-2008	
Grinch, Loraine [10255] Grinch, Loraine	Trouser	Globe Firefighter Suits	BLAH, BLAH, BL	24-36X30 BLAH, BL		57	11-07-2007	
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Once the Second – Equipment icon has been selected, a list of all the assets assigned to that Member are displayed, in-line, without going to a different web page. The information presented includes Assignee (Member to which the asset is assigned), Type (asset type), Size, Manufacturer, Model, Serial Number, Traceability Number, Last Adv. Inspection date, and Last Adv. Cleaning date.

Please note that an asset may have a ⁽¹⁾ icon next to it on the left edge. This icon indicates that this asset needs to have an Advanced Inspection, and Advanced Cleaning, or both.

Hovering over the ^(I) icon will display what is amiss. To close the list of assets for this Member, simply click the

Gollapse – Equipment icon, located above the list of assets, on this Member's row.

Additionally, when the Asset list is presented (by clicking on the

- I spand Equipment icon), there is more functionality available from that display.
 - Clicking on the name in the Assignee column presents a drop-down list of Members, allowing you to reassign the asset to another Member, as shown:

GLO3 = Firefighter Suits	номе о	ORGANIZATION PROFILE	MY PROFILE	FACILITIES	MEMBERS	OUR EQUIPM	ENT CALL LO	OGS REPORTS
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 [10255] Grinch, Loraine [10255] 	Trouser	Globe Firefighter Suits	BLAH, BLAH, BL		abcdef			
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Clicking anywhere on the Asset row OTHER than on the Assignee (which will present the Re-assign drop-down), will bring up the Quickview pop-up window as shown:

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This pop-up is VERY handy, and presents a nice summary of the asset details, as well as providing additional functionality.

- Click the <u>Print this page</u> icon and link to Print the entire Quickview page as shown in the pop-up window.
- Item Quickview area:
 - Displays pertinent information about the asset.
 - Provides links to Edit or Delete the asset.
- Inspection Quickview area:
 - Displays information about the last Advanced Inspection, including date, how many inspection points passed or failed, and notes associated with that last Advanced Inspection.
 - Provides links to add a new Inspection, or view all past Inspections. From the list of past Inspections pop-up, you can edit a past Inspection (by clicking the icon), Add a new inspection, Print the page, or Return to Summary (Quickview pop-up).
- Cleaning Quickview area:
 - Displays information about the last Advanced Cleaning, including date, and notes associated with that last Advanced Cleaning.

- Provides links to add a new Cleaning, or view all past Cleanings. From the list of past Cleanings pop-up, you can edit a past Cleaning (by clicking the icon), Add a new Cleaning, Print the page, or Return to Summary (Quickview pop-up).
- Repair Quickview area:
 - Displays information about the last Repair, including date, level of repair, cost of repair, and notes associated with that last Repair.
 - Provides links to add a new Repair, or view all past Repairs. From the list of past Repairs pop-up, you can edit a past Repair (by clicking the a icon), Add a new Repair, Print the page, or Return to Summary (Quickview pop-up).
- Ownership Quickview area:
 - Displays who the current owner of the asset is, and the date which that Member became the owner.
 - Provides links to view all past owners. From the list of past Owners pop-up, you can Print the page, or Return to Summary (Quickview pop-up).
- To close the pop-up, click the red browser window close button located along the top right edge of the pop-up window.

Our Equipment

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	[10256]	Coat	Globe Firefighter Suits	g×7 81084410		00087654	00087654	07-16-2001	
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Grinch, William [10256] Coat AirBoss-Defense 03670263 03670263		Coat	AirBoss-Defense			03670263	03670263		

The Our Equipment page shows all of the Assets in your Organization if you are logged in as a Privileged Member (under My Profile/Credentials/Permissions/Privileged). If you are not a Privileged member, then only the assets assigned to you will show up, as you only have access to your equipment information.

The functionality of this page has changed DRAMATICALLY!

- The <u>Search Equipment</u> link, found at the outer top left edge of the list allows you to search for equipment by Serial Number or Traceability Number. Searches allow for partial entry ie if you enter 123 in the Serial Number or Traceability Number fields, assets such as A123, 12345, 123AB would be displayed. (Click the <u>Search Equipment</u> link to close the Search window.)
- The <u>Import</u> link, located to the right of Search, allows you to Import the data from an XML file that Globe can provide, based on a recent order that you have taken delivery of. Upon request, this file will be prepared and emailed to you. This file

needs to be saved to your local PC. When you click on the Import link, you will be asked to select the file to import. The Import process will create a new member, named the Order number, and you can then re-assign the assets from this order number Member to the Members that the assets actually belong to. All pertinent data for the asset will be imported, saving considerable time and energy associated with entering the asset information.

- The <u>Add new</u> link, located to the right of Import, allows you to add new Assets.
- The display is paginated, so that only 25 rows of information are presented on one web page display. To navigate from one page to another, simply click the Prev, {page#}, or Next links found at the outer top and bottom right edge of the list. This presents the data much more quickly, and is more consistent with expectations of web page functionality.
- Each of the column headings are underlined. This indicates that the data can be sorted by this column. Simply click on the column heading and the data will be represented based on that choice.
- Please note that an asset may have a ¹/₉ icon next to it on the left edge. This icon indicates that this asset needs to have an Advanced Inspection, and Advanced Cleaning, or both. Hovering over the ¹/₉ icon will display what is amiss.

Just as with the details available by clicking the \bigcirc - Expand – Equipment when reviewing the Member Roster page, details about the assets and re-assignments are available as follows:

- Clicking on the name in the Assignee column presents a drop-down list of Members, allowing you to reassign the asset to another Member, as shown:

Firefighter Suits	OME OR	GANIZATION PROFILE	MY PROFILE	FACILITIES	MEMBERS	OUR EQUIPMENT	CALL LOGS	REPORTS
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Assignee		ction, * [000000]	Model		<u>Serial</u> <u>Number</u>	<u>Traceability</u> <u>Number</u>	Last Adv Inspection	Last Adv Cleaning
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[000000] ab a, a [2]		r, bill [777] , John [10254]	GXT		SN12	21NS		
aboutx a, bob [555555556]	Coat	Pro-Warnington LLC	Pull ON Boot		989			
fortin, ryan [987654321]	Coat	Morning Pride						
fortin, ryan [987654321]	Trouser	Globe Firefighter Suits						
fortin, ryan [987654321]	Boots	Globe Footgear						
alvin mr. hill [777]	Coat	Lion Apparel	Some Lion Mode	el s:44	mfgs#1234	mytrace#1234	09-11-2007	09-11-2007
Grinch, Loraine [10255]	Hood	Starfield Safetywear Manufacturing Co	sock hood		lot 45-A	LG1098A	07-07-2001	
Grinch, Loraine [10255]	Trouser	Globe Firefighter Suits	GX-7 Trouser 91	.084410	908765	908765	10-24-2008	
Grinch, Loraine [10255]	Helmet	Cairns & Brother, Inc	660		A76544	A76544	12-22-2000	
Grinch, Loraine [10255]	Trouser	Globe Firefighter Suits	GX 7 T,GLD 827 BLAH, BLAH, BL	824-36X30 BLAH, B	_AH, 973248	57	11-07-2007	
Grinch, Loraine [10255]	Trouser	Globe Firefighter Suits			abcdef			
Grinch, Loraine [10255]	Coat	Globe Firefighter Suits			123-456-78	39	10-07-2008	02-09-2004
Grinch, Loraine [10255]	Helmet	Cairns & Brother, Inc	N6A		N6A123	4A5		
Grinch, Loraine [10255]	Mask	AirBoss-Defense	test		tet	tet		
Grinch, Loraine [10255]	Coat	Globe Firefighter Suits	31184410 GXT	42 32 sl-2	987654	abcdef	08-01-2010	
Grinch, William [10256]	Coat	Globe Firefighter Suits	g×7 81084410		00087654	00087654	07-16-2001	
Grinch, William [10256]	Coat	Globe Firefighter Suits	GXTreme Gold A Crosstech MB C:	dvance Caldura Lin	er 1234567	65	04-11-2006	
Grinch, William [10256]	Coat	AirBoss-Defense			03670263	03670263		

The top of the list shows the Last Owner (Previous owner to who has the Asset currently). Below the Last Owner is the list of all the Members in the Organization. Clicking on the name associated with Last Owner will Re-assign the asset back to who had it before, or you can click on any other Member name to re-assign the gear to that Member. (Remember, a Member doesn't have to be a person. You could have a Member called "Out for Inspection", or Out for Repair", or "Out for Cleaning", or "Stock", or "Retired", etc). Clicking the x icon in the upper right-hand corner of this drop-down list will close the Re-assignment list.

Clicking anywhere on the Asset row OTHER than on the Assignee (which will present the Re-assign drop-down), will bring up the Quickview pop-up window as shown:

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Item Quic	kview				<u>View Item</u>						
Manufactu	Globe Firefighter Suits	Model:	MENS- GX7 40 28	T/92782E10 BLK	Type: Trouser						
Serial Number:	3202212	Traceability Number:	S BRADY				s	OUR EQUIPMENT	CALL LOGS	REPORTS	
Issue Date	e: 2006-08-15	Manufacture Date	e: 2006-08-1	5							
Inspectio	n Quickview				add new view all						
	urrenty no advanced inspe	ections for this item			add new view an			John G	rinch Jr 🚨 🤌 :	: <u>Sign-out</u>	
									Help []	Contact Us	
Cleaning Cleaning	Quickview urrenty no advanced clean	ingo for this itom			add new view all				Prev	/ 1 <u>2</u> <u>3</u> <u>Next</u>	
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Repair Qu					<u>view all</u>		211	S BRADY			
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e				🏹 😌 Internet	Q 100%	•	#123	34 mytrace#1234	09-11-2007	09-11-2007	
	Grinch, Loraine [10255]		eld Safetywear facturing Co	sock hood		lot 4	5-A	LG1098A	07-07-2001		
	Grinch, Loraine [10255]	Trouser Globe	Firefighter Suits	GX-7 Trouse	er 91084410	9087	65	908765	10-24-2008		
	Grinch, Loraine [10255]	Helmet Cairn:	s & Brother, Inc	660		A765	44	A76544	12-22-2000		
	Grinch, Loraine	Trouser Globe	Firefighter Suits	GX 7 T,GLD BLAH, BLAH,	827824-36X30 BLAH, BLAH BL	^{1,} 9732	48	57	11-07-2007		
	Grinch, Loraine [10255]	Trouser Globe	Firefighter Suits			abcd	ef				
	Grinch, Loraine [10255]	Coat Globe	Firefighter Suits			123-	456-	789	10-07-2008	02-09-2004	
	Grinch, Loraine [10255]	Helmet Cairn:	s & Brother, Inc	N6A		N6A1	23	4A5			
	Grinch, Loraine	Mask AirBo:	ss-Defense	test		tet		tet			
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This pop-up is VERY handy, and presents a nice summary of the asset details, as well as providing additional functionality.

- Click the Print this page icon and link to Print the entire Quickview page as shown in the pop-up window.
- Item Quickview area:
 - Displays pertinent information about the asset.
 - Provides links to Edit or Delete the asset.
- Inspection Quickview area:
 - Displays information about the last Advanced Inspection, including date, how many inspection points passed or failed, and notes associated with that last Advanced Inspection.
 - Provides links to add a new Inspection, or view all past Inspections. From the list of past Inspections pop-up, you can edit a past Inspection (by clicking the icon), Add a new inspection, Print the page, or Return to Summary (Quickview pop-up).
- Cleaning Quickview area:
 - Displays information about the last Advanced Cleaning, including date, and notes associated with that last Advanced Cleaning.
 - Provides links to add a new Cleaning, or view all past Cleanings. From the list of past Cleanings pop-up, you can edit a past Cleaning (by clicking the

icon), Add a new Cleaning, Print the page, or Return to Summary (Quickview pop-up).

- Repair Quickview area:
 - Displays information about the last Repair, including date, level of repair, cost of repair, and notes associated with that last Repair.
 - Provides links to add a new Repair, or view all past Repairs. From the list of past Repairs pop-up, you can edit a past Repair (by clicking the icon), Add a new Repair, Print the page, or Return to Summary (Quickview pop-up).
- Ownership Quickview area:
 - Displays who the current owner of the asset is, and the date which that Member became the owner.
 - Provides links to view all past owners. From the list of past Owners pop-up, you can Print the page, or Return to Summary (Quickview pop-up).
- To close the pop-up, click the red browser window close button located along the top right edge of the pop-up window.

Reports

GLOBE Firefighter Suits	юме о	RGANIZATION PROFILE	MY PROFILE	FACILITIES	MEMBERS	OUR EQUIPMENT	CALL LOGS	REPORTS	
Whoville Fire Depart Whoville, NH	rtment					John Gri	nch Jr 🚨 🔑 : Help <u>C</u>	: <u>Sign-out</u> Contact Us	
Reports		ilable for preview and/or	download						
The following reports	.5 are ava	-	uowilload.						
	Sector Member roster				preview download.csv				
	🚙 Equipment lis	Equipment list			preview download .csv				
	Equipment list detailed				preview de	ownload .csv			
	Requipment requiring action within 2 n				s preview de	ownload .csv			
		Equipment /	Equipment / Ownership report			preview download .csv			
		Fquipment re	pairs		preview de	ownload .csv			
		Equipment cle	Equipment cleanings			preview download .csv			
		C Equipment in	Equipment inspections			preview download .csv			
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Substantial new functionality has been added to ppetracker.com version 2.0 in the area of reporting. Since it is nearly impossible to know how each Organization will want to see their information presented, we elected to develop a key set of reports/data sets that can be downloaded and opened in Excel (or other similar application) to allow for further user manipulation. Slice and Dice 'till your heart's content!!!

The included reports are as follows, and they can be previewed and downloaded as a CSV file.

- Member Roster Report
 - ID (assigned by system)
 - o Rank
 - First Name
 - o Middle Initial
 - o Last Name
 - Suffix (ie JR, SR)
 - Department ID
- Equipment List Report

- o Manufacturer
- o Item Type
- o Model
- o Size
- o Serial Number
- o Traceability Number
- Asset ID (assigned by system)
- o Issue Date
- Manufacture Date
- Department ID (Member's ID assigned by the Organization)
- Assignee First Name
- o Assignee Last Name
- Last Advanced Inspection Date
- Last Advanced Cleaning Date
- Equipment List Detailed Report
 - Same information as above, PLUS
 - o Inspector
 - Inspection Results
 - Inspection Notes
 - o Cleaner
 - Cleaning Notes
 - o Last Repair
 - Repair Type
 - Repair Cost
 - Repairer
- Equipment requiring Action within 2 months Report
 - Similar information to Equipment list, but has 2 additional fields
 - Needs Cleaning
 - Needs Inspection
- Equipment / Ownership Report (Shows history of ownership for each asset)
 - o Item Type
 - o Serial Number
 - Traceability Number
 - o Model
 - o Size
 - Department ID (Member's ID assigned by the Organization)
 - o Last Name
 - o First Name
 - Acquired date
- Equipment Repairs Report
 - o Item Type
 - o Serial Number
 - o Traceability Number
 - o Model
 - o Size
 - Department ID (Member's ID assigned by the Organization)

- o Last Name
- o First Name
- o Repair Date
- o Repair Type
- o Repairer
- o Repair Cost
- o Repair Notes
- Equipment Cleanings Report
 - Item Type
 - Serial Number
 - o Traceability Number
 - o Model
 - o Size
 - Department ID (Member's ID assigned by the Organization)
 - o Last Name
 - o First Name
 - o Cleaning Date
 - Cleaning Type
 - o Cleaner
 - o Cleaning Notes
- Equipment Inspections Report
 - o Item Type
 - o Serial Number
 - o Traceability Number
 - o Model
 - o Size
 - Department ID (Member's ID assigned by the Organization)
 - o Last Name
 - o First Name
 - Inspection Date
 - Inspection Type
 - o Inspector
 - Inspection Results
 - Inspection Notes