

Slip-Resistant Enhanced Ordering and Tracking Functionality

Single Sign-On (SSO) functionality within the Slip-Resistant software application is designed to allow only authorized personnel to place and manage footwear orders. **Authorized personnel include**:

- Primary Authorized Purchaser
- Additional Authorized Purchaser
- Local EHS Liaison(s)
- UCOP EHS Administrator(s)
- Individual employees (only when granted access by their unit)

The following types of footwear orders are supported by Slip-Resistant:

- **Standard** regular footwear assigned to eligible individual employees. These orders can be placed by any authorized personnel every 6 months.
- **Overshoes** overshoes/CrewGuards provided to anyone working the slippery environment without assigned footwear (e.g., employees that are temporarily without shoes, new/temporary/student employees, volunteers, visitors, etc.). These orders can be placed as needed by any authorized personnel EXCEPT individual employees.
- **Restricted Individual*** specialty footwear (e.g., diabetic shoes, etc.) assigned to eligible individual employees. These orders can be placed every 6 months by any authorized personnel EXCEPT individual employees.
- **Restricted Bulk*** specific footwear styles ordered in bulk to meet specific unit needs not supported by the standard footwear program. Footwear is NOT assigned to individual employees. These orders can be placed as needed by any authorized personnel EXCEPT individual employees.

*Access to restricted footwear requires additional approval from UCOP EHS. Please contact <u>UC-SAFETYSHOES-L@LITSERV.UCOP.EDU</u> for more information.

There are two ways to access the ordering function:

- From the Slip-Resistant home page
 - 1. Select **Order / Track** from the Slip-Resistant home page to access **Tracker**
 - 2. Select appropriate unit from the **Group** drop-down menu
 - 3. Select preferred **Supplier*** button at the top right of the page
 - 4. Select required footwear type (refer to above list) to be redirected to the appropriate supplier site in a new browser window
 - Place footwear orders on the supplier sites using current procedures
 *To order from the other supplier, repeat steps 1-5.

• From the Status page

- 1. Select **Status** from the Slip-Resistant home page
- 2. Identify the enrollment form for the appropriate unit
- 3. Select the **Order** icon **v** under the **Actions** header to access **Tracker**
- 4. Select preferred **Supplier*** button at the top right of the page
- 5. Select required footwear type (refer to above list) to be redirected to the appropriate supplier site in a new browser window
- 6. Place footwear orders on the supplier sites using current procedures

*To order from the other supplier, repeat steps 1-6.

Out-of-pocket/Credit Card Orders can still be placed by accessing the existing supplier sites:

- Shoes for Crews Credit Card Account: <u>www.shoesforcrews.com/ucop3</u>
- SR Max Credit Card Account: <u>www.srmax.com/ucpccd</u>

Additional Tracker Features:

- A complete list of the unit's enrolled employees and their order status details. Order details will be automatically updated as items are ordered, shipped, due for reorder, etc.
- **Update Details** function is available for the rare instances information needs to be added to the order details.
- View History function is available to access the transaction history of any particular item.
- **Order** button on individual employee records is available to place a **Standard** order for the particular employee.

If you have questions about the UC SRF Program, please contact your <u>local EHS Liaison(s)</u> or <u>UCOP</u> <u>EHS</u>.

If you have technical issues accessing Slip-Resistant or using any of the features in the software application, please contact the <u>Risk and Safety Solutions Service Desk</u>.