## Creating and Submitting a Key Request

- 1. Log into ARCHIBUS at: https://archibus.uncc.edu/archibus/login.axvw
- 2. Sign in using your NinerNet username and Password.
- 3. Select UNCC Custom Modules
- 4. Next, select Key Customer, Key Request task

NG CHARLOTTE								
O UNCC Custom Modules								
Key Management								
Key Customer								
Tasks:								
Customer Key Request								
Key Request								
🗌 Manage Key Request								

5. The Key Request form will display.

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🕀 UKCC Custom Modules	Thanga Kir Peruedi <b>Kir Perued Form</b> Kir Perued Roma						
🕀 Key Varagement	tig log, set form					let   1	Smel   🖡
🕀 kay Gasterner	Hopurated by: DUTT, PANFLA (rd. F)						
Taske:	Respected for: DUFF, PAMELA (pour)						
Customer Key Request	Status: list Submitted v						
<ul> <li>Key Keynesi.</li> <li>∐ Manage Key Roquest.</li> </ul>	Key Resued Description:						2
							2

6. If the key is requested for someone else, select the green ellipse button located on the Requested field to display the data list of employees. Enter search criteria in the search fields available and select the down red arrow to filter the data list.

						<u> </u>				
Select Value Requested for										
Employee Name: A13791 B18321 C17091 D[419] E11901 F13081 G15021 H17341 [152] J13101 K[392] L[4681 M[786] N[172] O[126] P[479] Q[23] R[467] S [942] T[3468] U[27] V[126] W[556] X[24] Y[83] Z[102] AN[9611]										
Lmployee Name	Department Code	Sub Department Code	Employee Telephone	Building Code =	I loor Code =	Room Code =				
dinello										
🕀 🐺 🙀 NATHAN (naaronso)	2700	29700	9193583037	0001	01	1008				
ABBOTT, CHRISTINF (cmabbot1)	1310	15200	7046874037							
ABB Fiber USTIN (jrabbott)	2650	28900	7044559374							
ABBOTT, SHANTI (sabbott2)	1050	10601								
ABBOTT-MCCLOUD, TINA (tlabbott)	2350	27000								
ABUULLAH, CHRISTIAN (cabdulla)	2090	24300	9802074894							
ABERNATHY, ASHLEY (aabern11)	2700	29700	7049131572							
ABERNATHY, DONALD (daberri10)	2280	28200	7048878880	3001	02	2000				
ABERNATHY, EMILY (eaberna5)	1325	15400								
ABERNETHY, JEFFREY (jabern15)	2620	28600								
ABERNETHY, SHERRY (chaberne)	1800	21000								
ABERNETY, KIM (kabornot)	2620	28600								
ABIFAKER, ANAHD (aabifakc)	1560	18400	7046878760							
ABIFAKER, RIYAD (rabifake)	1580	18400	7046878758	0052	04	410				
ADOLDAGIIARI, MEIIRDAD (mabolbas)	2200	26200	7040409002			~				
						Close				

7. After filtering the data list, select the correct Employee name the key is being requested for.

Select Value - Requested for										
Employee Name: B[1] D[2] All[3]										
Employee Name 🛛 🔺	Department         Sub-Department         Employee         Building         Floor         Room           Employee Name         Code         =         Code									
dinell										
BADINELLI, MEREDITH (mabadine)	1920	22300	7046875671							
DINELLO, RAY (rdinellokn)	9999	K0000	704-687-4680	5001						
DINELLO, RAYMOND (rdinello)	1240	13910	7046870551	0055	02	231				

- 8. The information will auto populate on the Key Request Form.
- 9. Type in the key request description.
- 10. Select the Next button located in the upper right corner of the form.

Manage Key Request Key Request From Key Request Rooms	
Key Request form	Jax Carel  0
Requested by:	DUFF, PAMELA (pduff)
Requested for:	DINELLO, RAYMOND (rdnello
Status:	Not Submitted
Key Request Description:	office key for room 232 FM bldg 2nd floor

- 11. The policy statement will display for reading and acknowledging.
- 12. Select the  $\underline{\text{Yes}}$  button to accept the terms.

Confirm 🔳
?
** Picaac Note: missing information may cause delay in the timely processing and issuing of keys. **
POLICY STATEMENT
1. I understand that by accepting these keys I am accepting full financial responsibility for any cost that may be incurred due to the loss or theft of these keys. Laks understand that these keys are the property of the University of North Carolina at Chartotte and that these keys must be returned upon request or upon termination of employment or enrollment, or upon transfer to another department or program.
2. The key holder is to be the only individual allowed to pick up their keys and must bring photo identification. If there is someone other than the key holder picking up keys on the key holder&apess behalf, the person picking up the keys must have an original signed memo from the department chair/director approving the pick up.
3. No students will be allowed to pick up any keys for any department unless they are listed as the requested for in the key request; however, this does not include student employees. Student employment may be checked through the Personnel Office prior to release of keys.
<ol> <li>Keys can be picked up at the front desk of the UNC Charlotte LockShop; located in the Cone Center room 175.</li> </ol>
5. Keys not picked up after 3 weeks will be returned to the Key Shop and destroyed, and at that point another request will need to be filed if the keys are still needed. If a second request is filed, the need will be reviewed on a case by case basis.
<ol> <li>Anyone leaving employment at UNCC must turn in keys to Facilities Operationsnot the Department. See Key Return Form</li> </ol>
By clicking yes I agree to the terms set forth in the policy statement.
Yes No

13. On the Key Request Form - Room List windowpane, select Add New.

Managa Key Report 4 Key Report Forms	
Key Request Form	s Save 1 - s Satant Request 1 🔍
Key Request 10:	1141
Status:	Not Submitted 🗠
Date Requested:	10(3/2012
Requested by:	DUH, MAMELA (pdulf)
Requested for:	DUFF, PAMELA (polul)
Add Commentae	
	2
Competiti	key request for FH bldg mom 212
Noom Leut	- Add Kentr   . Balata   🔍
Boom Cade + Floor Cade	Duilding Name = Duilding Code
No records to display.	

- 14. The Select Building window will display. Use the ellipse buttons to add the building and floor.
- 15. You may use the <u>Select Drawing</u> button after entering the building and floor to display the floor plan and then click in the room to select and populate the field, if needed. Select the <u>SAVE</u> below if just the one room key is needed.

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I	0-1	Desile dia a									
I	Select	Building							» Load rooms of selected	building	1.
I							Building Code:*	00	55		
I								Fac	cilities Management & Police & Pu		
I							Floor Code:	02			
							Room Code:	23	2 Select Drawing		
ľ	Room L	List								» Save	🕕
		Room Code	-	Floor Code	-	Department		-	Primary Dept. Key Alternate Dept. K Approver Approver	(ey	-

- 16. The key request form overview will display. Select <u>Submit Request</u> to submit the key request or select <u>SAVE</u> to save the request for later review and submission. Note: you may access it later under the Manage Key Request task.
- 17. Multiple Room Keys: If more than one room key is needed, select the Load Rooms of selected building after entering the Building and Floor code.
- 18. You may open and use the mini search console to locate specific rooms as needed.
- 19. Select the Check box to select all rooms needed and then select <u>SAVE</u> to add the rooms to the key request.

Select	Select Building store store selected building se										
			Building Code:*	0055     Facilities Management & Police & Pu							
			Floor Code:	02							
			Room Code:	Scleet Drawing							
Room	List					» Save   🖲					
	Room Code =	Floor Code =	Department	_	Primary Dept. Key Approver =	Alternate Dept. Key Approver =					
(in 🐨 1	🖌 1	01	Unassigned Space (Sub-Department	nt)	DUFF, PAMELA (pduff)	IBRAHIM, NADER (nibrahi1)					
	Clear	01	ITS-Telecommunications		BRILLANTE, FREDRICK (fjbrilla)	IBRAHIM, NADER (nibrahi1)					
<b>1</b>	100C	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	100D	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
<b>1</b>	101	01	Unassigned Space (Sub-Department	nt)	DUFF, PAMELA (pduff)	IBRAHIM, NADER (nibrahi1)					
	101C	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	103	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	104	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	104A	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	104B	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	105	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	107	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					
	108	01	Facilities Management AVC		DINELLO, RAYMOND (rdinello)	IBRAHIM, NADER (nibrahi1)					

20. The key request form overview page will display. Select <u>Submit Request</u> to submit the key request for review and approval or select <u>SAVE</u> to save the request for later review and submission. Note: You may access the key request later under the Manage Key Request task.

Manage Key Request Key Request Form	Key Request Rooms						
Key Request Form						s Save   s Su	omit Request 🛛 🗍 🕕
		Key Request ID:	1143				
		Status:	Not Submitted		Ŷ		
		Date Requested:	10/3/2012				
		Requested by:	DUFF, PAMELA (	peluff)			
		Requested for:	DUFF, PAMEL	∧ (pduff)			
Add Commonts:							
		Comments;	Room key for b	dg 0055			A
			The following	rooms could	l not be added becau	use DUFF, PAHELA (pduff) already has keys that can open those doors.	
			System	Hook	Sonal#	Building	Room
			PM/PS	6004	234242234	Pacilities Management & Police & Public Safety	101
			If DUFT, PAME these rooms of	LA (pduff) is an be adder	s no langer in posses d to this key request	ssion of these keys, please contact the key shop to update their inform c	ation so that
D			3				
Room List						s Atal ferw	i Delete   W
Room Code	A Hoor Code	A Building Name				= Building Code	
100C	01	Facilities Management & Polic	ce & Public			0055	
100D	01	Facilities Management & Polic	ce & Public			0055	
104	01	Facilities Management & Polic	ae & Public			0055	

21. Example of the email notification sent to the Approvers:

Key Request 1143 has been submitted by: DUFF, PAMELA (pduff).

Please log into Archibus and review this request under Key Management - Department Key Manager - Process Key Request/s (Dept). Room key for bldg 0055

The following rooms could not be added because DUFF, PAMELA (pduff) already has keys that can open those doors.SystemHookSerial#BuildingRoomFM/PS6004234242234Facilities Management & Police & Public Safety101If DUFF, PAMELA (pduff) is no longer in possession of these keys, please contact the key shop to update their information so that these rooms can be added to this key request.

Archibus auto generated email; please do not reply.

email identification number: 601-0.