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
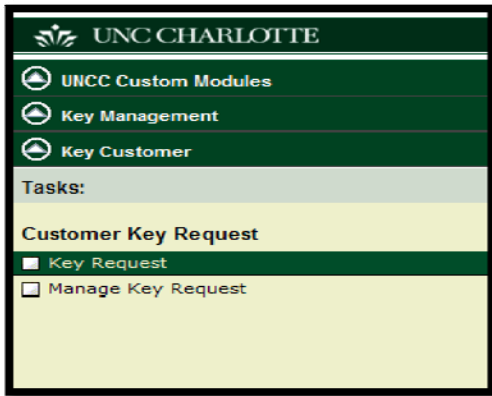
5. The Key Request form will display.
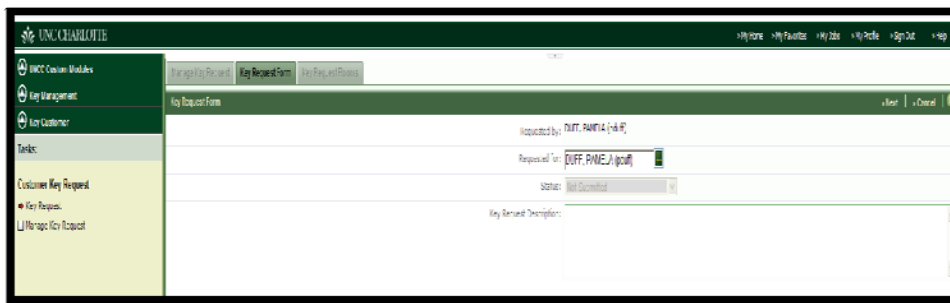
6. If the key is requested for someone else, select the green ellipse button located on the Requested field to display the data list of employees. Enter search criteria in the search fields available and select the down red arrow to filter the data list.
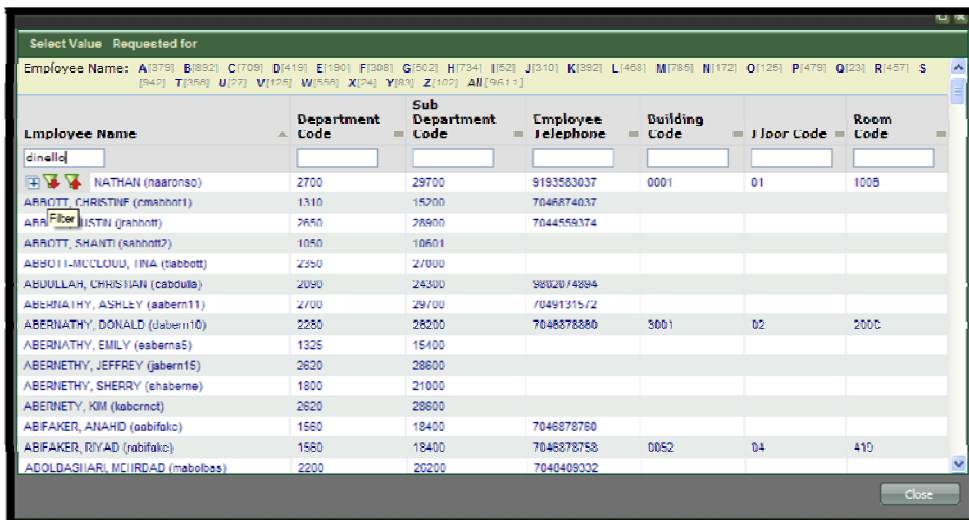
7. After filtering the data list, select the correct Employee name the key is being requested for.

Select Value - Requested for						
Employee Name: B[1] D[2] All[3]						
Employee Name ▲	Department Code	Sub-Department Code	Employee Telephone	Building Code	Floor Code	Room 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 Form**	Key Request Rooms

Key Request Form   » Next › Cancel

Requested by: DUFF, PAMELA (pduff)

Requested for: DINELLO, RAYMOND (rdinello)

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 **Yes** button to accept the terms.

Confirm

?

** Please 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. I also understand that these keys are the property of the University of North Carolina at Charlotte 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's 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.

4. Keys can be picked up at the front desk of the UNC Charlotte LockShop; located in the Cone Center room 175.

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.

6. Anyone leaving employment at UNCC must turn in keys to Facilities Operations--not the Department. See Key Return Form

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**.

14. The Select Building window will display. Use the ellipse buttons to add the building and floor.
15. You may use the **Select Drawing** 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 **SAVE** below if just the one room key is needed.

16. The key request form overview will display. Select **Submit Request** to submit the key request or select **SAVE** 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 **SAVE** to add the rooms to the key request.

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.

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.				
System	**Hook**	**Serial#**	**Building**	**Room**
FM/PS	6004	234242234	Facilities Management & Police & Public Safety	101
If 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.
* *