Access Control – Keys, FOBS, Campus ID – “TO BE” Mapping

**Work Control**

- CHED7 Process Run Daily
  - New/Replace FOB Request - Retrieve Fob from Inventory -> Process: Enter FOB ID Print Envelope Label -> Attach label to envelope Place FOB in Envelope & File

**IT Security Mgr.**

- FOB Options: New, Update, Replace, Reassign

- Physical Plant create a process to update Mapper with the FOB Number

**Key Reay for Pickup**

- File Key Envelope
  - Go To P1L

- Automated Notification Orig/ Mgr / Holder
  - Go To P1C

- Automated Notification Orig/ Mgr / Holder
  - Go To P1F

- Automated Notification Orig/ Mgr / Holder
  - Go To P1G

- Go To P2H

- From P2D
  - From P4K

- From P2B
  - From P2E
  - From P2M
Access Control – Keys, FOBS, Campus ID – “TO BE” Mapping

Review Request

Denied?

YES

Automated Notification Orig., Fin. Mgr., Owner

Close the WORQ request

Select Key Stock From Inventory

Generate Key ID / Enter Sock Number

Make Key

Print Envelope Label

Automated Notification Orig./ Fin Mgr./ Holder

Attach label to envelope

Place Key in Envelope

Hand Off to Work Control

Go to P3 K

Physical Plant create a process to update Mapper and close WORQ once key is picked up

Automated Process to Update Mapper Record with Stock ID Close

Label Line:
Person Device For
Person Picking up Device
Request Order Number
Mapper Number
Key ID
Mapper Reference #
Note: if have a problem return device with label

From To P2 I

Go to P1 J

From To P3 K

Generate Key ID / Enter Sock Number

Physical Plant create a process to update Mapper Record with Stock ID Close
Rejected contracts may go to either rep for re-processing.

Pick-up Device Designee maybe accepting the item.