

ReADY- Submitting Key Request- Keys and Core

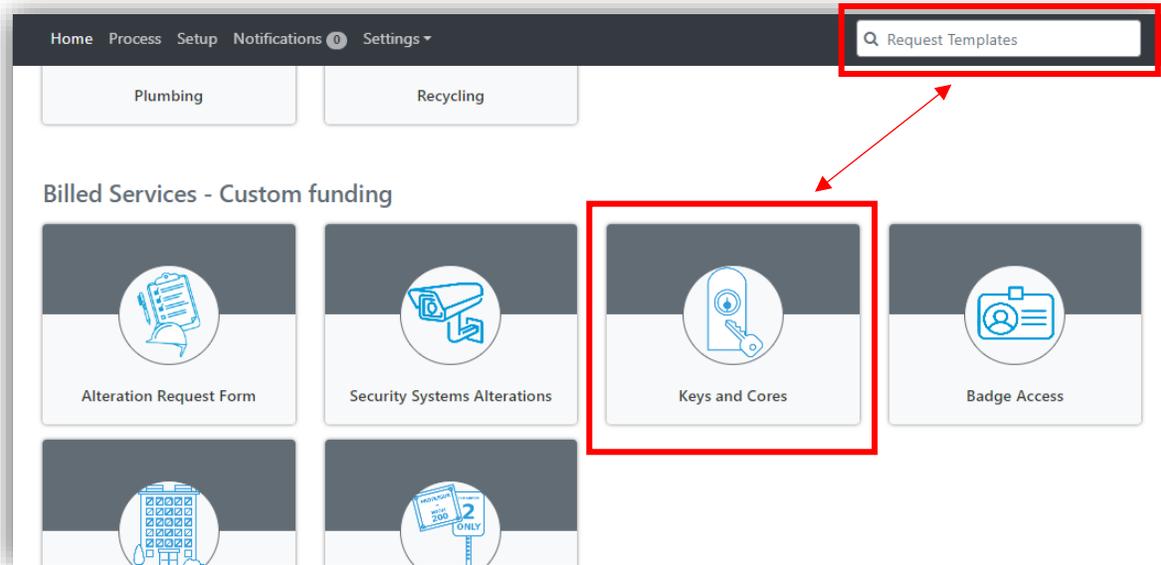
END USER TRAINING GUIDE

October 30, 2023



Submit Key Request

1) **Search** for the Keys and Cores request type with a keyword or **Select** from the Request icons.



2) **Populate** the fields throughout the form.

a. The contact information will default to your profile. If the contact person for the request needs to be someone different than yourself, populate that person's information instead.

b. **Select** the Work Type. In this example, **select** the Keys and Cores option.

c. **Enter** the two-digit department number that you want the funding tied to this request.

The screenshot shows the 'Keys and Cores Request' form. The form is titled 'Keys and Cores Request' and has a section for 'Contact Information'. This section contains three input fields: 'Name' (with the value 'ReADY Admin'), 'Phone' (with the value '(919) 555-1000'), and 'Email' (with the value 'aim@ready'). The 'Contact Information' section is highlighted with a red box. Below the 'Contact Information' section is the 'Work Type' section, which contains a question 'Which type of access request is this?' and two radio button options: 'Keys and Cores' (selected) and 'Contractor Keys'. Below the 'Work Type' section is a section for 'Enter two-digit department Number associated to provide funding.' with a link to 'https://ncadmin.nc.gov/media/7303/open' and an input field containing the value '09'. The 'Keys and Cores' radio button and the department number input field are also highlighted with red boxes.

d. **Select** the Property where the key is being requested for. Click the dropdown and begin to type the building name or number.

e. **Enter** a description for the room that the key is needed for, including the room(s) that the key needs to unlock.

f. When complete, **Click** the *Next* button.

3) As the requestor, **Review** all of the instructions listed and proceed with the required forms

4) To be able to submit the key request, the Request Form must be submitted.

a. **Click** the link to download the form.

b. **Click** and download the SOP and fill out the Request form to the SOP specifications.

c. Once the form is complete. **Drag** or **browse** the file in the Attachment box.

d. **Click** *Next* to continue.

5) **Select** the departmental account for funding.

This list of accounts is filtered by the 2-digit department submitted on the first page. If the list is incorrect, return using the *Previous* button to verify the Department. If the department is correct and the account is not showing in the list: please email engineering.services@doa.nc.gov.

6) **Complete** the Department/Division name and billing address information.

7) **Review** the remaining information and **click** the *Review* button to continue.

- 8) **Review** the full request one last time and **Click Submit**.
- 9) The process is complete.

Home Process Setup Notifications Settings

NC-DOA
Facility Management
Keys and Cores

Keys and Cores Request

Name
READY Admin

Phone
(919) 555-1000

Email
am@ready

Which type of access request is this?
Keys and Cores

Enter the department Number associated to provide Funding.
00

Enter the property
Property
REC100 - ADMINISTRATION BUILDING - 110 WEST JONES STREET
Room Description
Rooms 200

KEY AND CORE REQUEST

Attach the key request form here.

Drop Files To Attach Or

Remove

Key_Core_Request_Forms 04242023.pdf

Cancel

Enter the departmental account for funding.

Account Management
0909-1209-1205 - LEGAL SERVICES RECEIPT

Enter the name of the dept/division requesting this work.
Division Here

Billing street address
1701 148th way

Billing Street address (line 2)

Billing city and state
Raleigh NC

Billing zip code
27601

Work Description
Keys and Cores by: READY Admin -Building ADMINISTRATION BUILDING - 110 WEST JONES STREET Room Rooms 200

Cancel Previous **Submit**