

ReADY- Submitting Key Request- Contractor

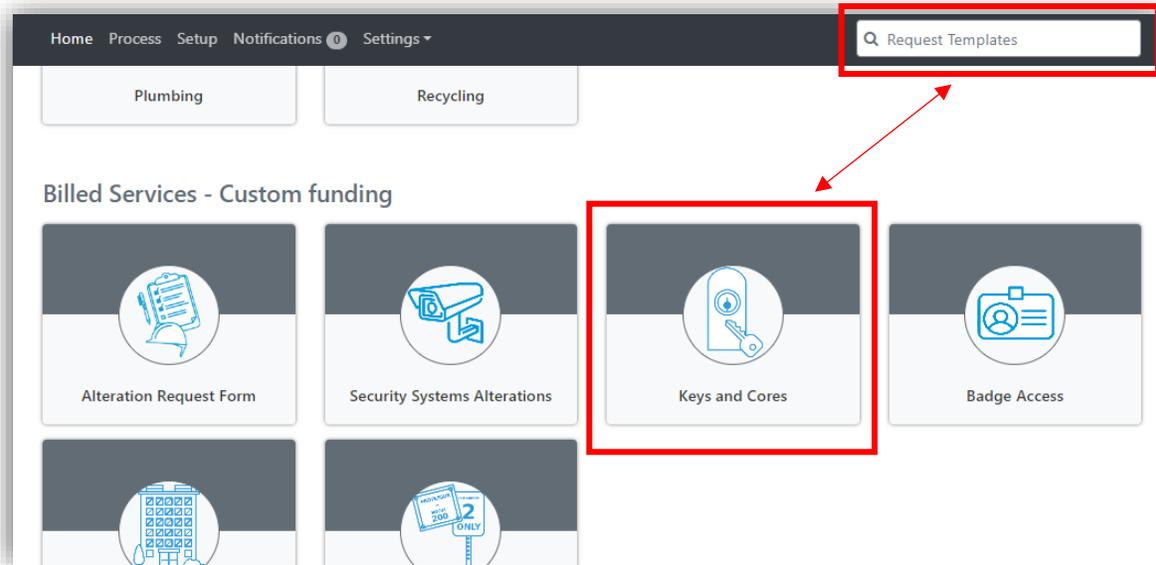
END USER TRAINING GUIDE

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 Contractor Keys option.

The screenshot shows the 'Keys and Cores Request' form. The form is divided into two main sections: 'Contact Information' and 'Work Type'. The 'Contact Information' 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 'Work Type' section contains a question 'Which type of access request is this?' with two radio button options: 'Keys and Cores' and 'Contractor Keys'. The 'Contractor Keys' option is selected. Red arrows point from the text in the previous block to the 'Name' field and the 'Contractor Keys' radio button.

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

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

e. 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** and attach the file in the Attachment box.

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

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

The screenshot shows a form with five input fields, each with a label above it:

- Enter the name of the dept/division requesting this work.
- Billing street address
- Billing Street address (line2)
- Billing city and state
- Billing zip code

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

The screenshot shows a review screen with the following elements:

- Work Description** section containing the text: "Contractor Keys by : ReADY Admin -Building: ADMINISTRATION BUILDING - 116 WEST JONES STREET Room: Room 101"
- A large text box with the message: "Please continue to the next page to submit this request."
- A navigation bar at the bottom with three buttons: "Cancel", "< Previous", and "Review". The "Review" button is highlighted with a red square.

- 7) **Review** the full request one last time and **Click Submit**.
- 8) 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
alm@ready

Which type of access request is this?
Contractor Key

Enter the property
Property
RCDIGS - ADMINISTRATION BUILDING - 116 WEST JONES STREET

Room Description
Rooms 101

CONTRACTOR KEY REQUEST, ISSUE, AND RETURN FORM

Upload Contractor Key Request forms here.

Drop Files To Attach Or
Browse

Contractor_Key_Request_Forms.pdf [Delete]

Enter the name of the department requesting this work.
Division Name

Billing Street Address
1701 Milky Way

Billing Street Address (line 2)

Billing City and State
Raleigh, NC

Billing Zip Code
27601

Work Description
Contractor Key by: ReADY Admin -Building ADMINISTRATION BUILDING - 116 WEST JONES STREET Rooms 101

Cancel Previous **Submit**