

# ReADY- Submitting Key Request- Contractor

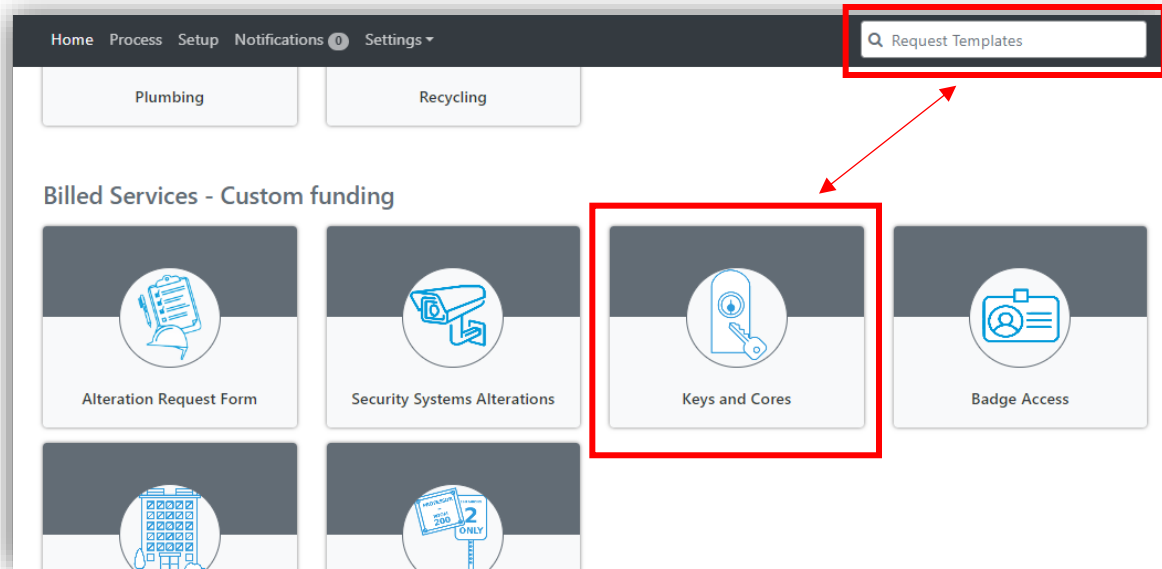
END USER TRAINING GUIDE

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.

### Keys and Cores Request

#### Contact Information

Name  
ReADY Admin

Phone  
(919)-555-1000

Email  
aim@ready

#### Work Type

Which type of access request is this?

Keys and Cores

Contractor Keys

- 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.

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.

Work Description

Contractor Keys by : ReADY Admin -Building: ADMINISTRATION BUILDING - 116 WEST JONES STREET Room: Room 101

Please continue to the next page to submit this request.

Cancel < Previous Review

- 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  
RCC106 - 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**