

ReADY- Submitting Key Request- Contractor

END USER TRAINING GUIDE

October 30, 2023

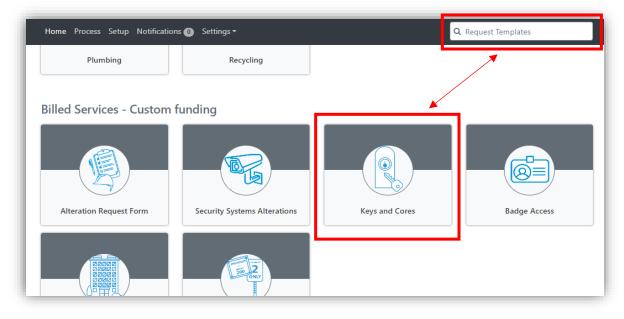


1777 NE Loop 410, Suite 1250 | San Antonio, Texas 78217 Phone 210-301-1701 or 800-659-9001 | www.assetworks.com/IWMS



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.

Name	
ReADY Admin	
Phone	
(919)-555-1000	
Email	
aim@ready	



- 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.

ter the property		
Property		He
(Select One)		
Room Description		
Example: Floor # 2, Room 20	02, in back corner	

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

3)	٨c	the requestor, Review all of the	CONTRACTOR KEY REQUEST, ISSUE, AND RETURN FORM
5)	inst	tructions listed and proceed with the uired forms	North Carolina Department of Administration Division of Facility Management Security Systems 300 North McDowell Street
	теч		984-236-0460
			KEYS FOR TEMPORARY ACCESS TO STATE PREMISES FOR AUTHORIZED CONTRACTORS CAN BE OBTAINED WITH THE FOLLOWING STIPULATIONS:
			A. SECURITY SYSTEMS IN FACILITY MANAGEMENT DIVISION IS THE ONLY AGENCY AUTHORIZED TO DUPLICATE KEYS FOR STATEGOVERNMENT FACILITIES.
			B. THE REQUESTER SHOULD EMAIL THE COMPLETED FORM TO Security-Systems@doa.nc.gov OR COMPLETE A FORM AT SECURITYSYSTEMS.
			C. A \$100 DEPOSIT IS REQUIRED FOR EACH KEY.
			D. CREDIT CARDS CANNOT BE ACCEPTED. A GROWING CANNOT BE ACCEPTED.
4)	То	be able to submit the key request, the	E. CASH AND CHECKS WILL BE DEPOSITED WITHIN 24 HOURS OF RECEIPT IN ACCORD WITH ESTABLISHED CASH MANAGEMENT PRACTICES.
,		quest Form must be submitted.	F. THE REQUESTING PARTY IS RESPONSIBLE FOR CONTROL AND USE OF EACH KEY.
			G. IN THE EVENT OF A CHANGE OR TERMINATION OF RESPONSIBILITY FOR EACH PERE HAS RECEIVED A KEY, THAT KEYMINST BE RETURNED TO SECURITY SYSTEMS OR RE-AS TO ANOTHER RESPONSIBLE PERSON BY SECURITY SYSTEMS.
			H. WHEN KEYS ARE RETURNED TO SECURITY SYSTEMS WE WILL SUBMIT TO THE DEPAN.
	a.	Click the link to download the form.	I FORETURE OF THE DEPOSIT WILL OCCUR WHEN THE CONTRACTOR DOES NCS AT KEYSS TO SECURITY SYSTEMSWITHIN ONE YEAR OR RENEW THE CONTRACT WITHIN C
	b.	Click and download the SOP and fill out the Request form to the SOP	[CKRF] - Contractor Key Request Form Interstein for the second
		specifications.	[CKRF] - Standard Operating Procedures
	-	Once the form is complete Dreg or	o https://ncadmin.nc.gov/CKRF-SOP
	c.	Once the form is complete. Drag or	[CKRF] - How to Fill out a CKRF form
		browse and attach the file in the Attachment box.	o <u>https://ncadmin.nc.gov/CKRF-How-To</u>
			Uplead Contractor Key Request forms here.
			Drop Files To Attach Or:
			Bronse
			Cancel Vert
	d.	Click Next to continue.	

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

Enter the name of t	he dept/division requesting t	this work.	
Billing street addre	5		
Billing Street addre	is (line2)		
Billing city and stat	2		
Billing zip code			

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

	Keys by : ReADY Admin -Building: ADMINISTRATION BUILDING - 116 m: Room 101	WEST JONES
Please reques	continue to the next page to submit th 	is



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

Keys and Cores Re	equest		
Name ReADY Admin			
Plana (919) 555-1000			
Beal aim@mady			
Which type of access request is thic Contractor Keyt			
Enter the property Property			
Recent Deveription	DING - 116 WEST JONES STREET		
Room 101			
	EQUEST, ISSUE, AND F		
	Drop Files To Attach Or:		
	Brouse		
Contractor_Key_	Request_Form.pdf	Delete	
			_
Brier the name of the dept/blokken Division Name	reporting this work.		
Elling sized address 1701 Milky Way			
Elling Simeri address (Sur2)			
Billing only and state Rallolgh, NC			
Billing etp code 27601			
Which Description Contractor Keys by : ReADV Adm Room 101	in -Building ADMINISTRATION BLILDI	4G - 116 WEST JONES STREET Room	
Room 101			