Texas Tech University
Operations Division Planning & Administration

Key Management System Instructions for the Lock Shop
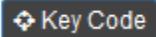
Approve/reject a request:

➢ Visit the "Admin" tab on the KMS home screen and select "Manage Requests"

Home	Prerequisite Approval	Current Access	Report	Certification	Admin ✖

⚙ Manage Requests

➢ Select "Needs Review – Lock Shop"

Request Status:

◯ Pending Submit	◉ Needs Review - Lock Shop	◯ Cancelled
◯ Needs Review - Dept Head	◯ Complete	◯ Returned for Correction

➢ Next, you will use the drop-down menu next to "Request Type" to select whether you want to view "New Access" requests or "Terminate Access" requests

➢ The access that is pending approval will pop-up below

➢ Click on "Review"   Review   next to the access you need to approve

➢ The request will open and you can view the requestor and recipient's information, along with the access they are requesting

➢ Use the drop-down menu next to "Security Manager (RID)" and select yourself from the list

➢ Click on the "Key Code"   ✧ Key Code   button to generate a new key code

➢ Hit the save icon 💾

➢ Print the request page with the key codes you generated

➢ Cut and stamp the requested keys
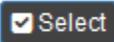
Marking access as returned:

➢ Visit the "Admin" tab on the KMS home screen and select "Access Assign"

Home	Prerequisite Approval	Current Access	Report	Certification	Admin ✖	👤 jomichna ⌄

⚙ Manage Requests
⊕ Return Keys
✎ New Access Assign
✎ Access Assign
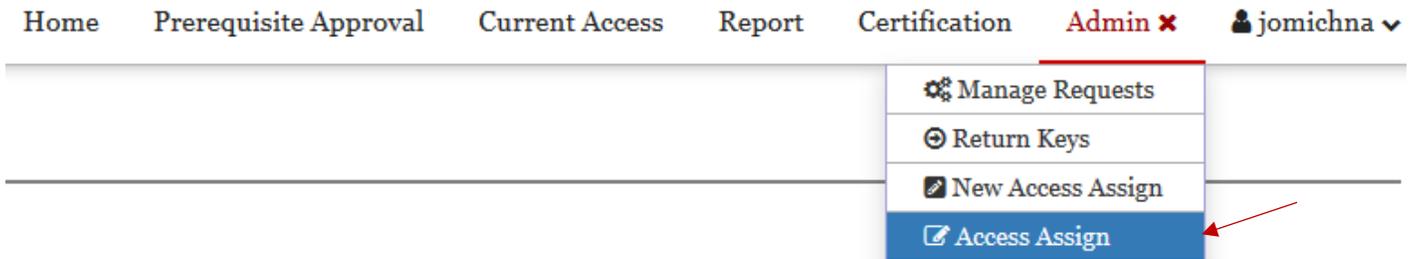
➢ Select an organization from the drop-down menu

➢ Next, search for the key code, or search for the person by their name or R#

➢ The person's record should pop-up below, and you will click on "Edit" to open their record   Edit

➢ After opening their record, click on the edit icon next to the key that was returned   ✎

➢ After clicking on the icon, the fields above should auto populate

➢ You will need to change the "Request Access Type" to "VOID"

Request Access Type

◉ Issued	◉ Lost	◉ ~VOID
◉ Returned	◉ Terminated (Card)	◉ Activated (Card)

➢ Next, search for the person returning the key in the "Returned by RID" field. You can search by their name, R#, or email address.

➢ Click on the search icon   🔍   , then click on the "Select" icon   ☑ Select   next to the correct person returning the key

➢ Next, click inside the "Returned to Date/Time" field and select the current date on the calendar

➢ Lastly, you will click on "Save" and the key will be removed from their record   💾 Save

Providing a person with their new key access:

➢ When a person has come to pick up their new key, you should first have them log into KMS

➢ Go to the "Current Access" tab

| Home | Prerequisite Approval | Current Access | Report | Certification | Admin ⌄ |

➢ The person's record will pop-up and it should have the key access that they need to receive

➢ After the person has been given their new key, you should click on the "Received" button   `Received`

Manually adding access to a person's record:

➢ Visit the "Admin" tab on the KMS home screen and select "Access Assign"

| Home | Prerequisite Approval | Current Access | Report | Certification | Admin ✖ | 👤 jomichna ⌄ |

   ⚙ Manage Requests
   ⊕ Return Keys
   📝 New Access Assign
   📝 Access Assign

➢ Select an organization from the drop-down menu

➢ Next, search for the person by their name or R#

➢ The person's record should pop-up below, and you will click on "Edit" to open their record   `Edit`

➢ Enter the "Key Code" you are wanting to add to their record

Key Code   XXXXXX   `🔑 Key Code`

➢ Next, you will select the "Building" that the access is for

➢ Now you can choose the "Assign Status" of the access you are adding

Assign Status

| ⦿ Key | ○ FOB | ○ Padlock Key |
| ○ Card | ○ Master Key | ○ Tunnel Key |

➢ Choose the "Floor" and the "Room Number" for the key access

➢ Next, click inside the "Assigned to Date/Time" field and select the current date

- ➢ Lastly, you will click "Save" 💾 Save

- ➢ Now the key access will be on the person's record

Completing a pickup override:

- ➢ Visit the "Admin" tab on the KMS home screen and select "Pick Up Override"

Home	Prerequisite Approval	Current Access	Report	Certification	Admin ✖

- ⚙ Manage Requests
- ⊕ Return Keys
- ✎ New Access Assign
- ✎ Access Assign
- 🗄 Building Entrances
- 👥 Department Heads
- ♻ Pick Up Override

- ➢ Select the organization of the person you are performing the override for

- ➢ A list of keys waiting to be picked up/received will pop-up below

- ➢ Search for the person you are performing the override for, and click on the "Received" button next to the access you need to show as being picked up   Received

- ➢ Now the access will show up as issued on the person's record