AssetWORKS
Integrated Workplace Management Systems

ReADY- Submitting Badge Request
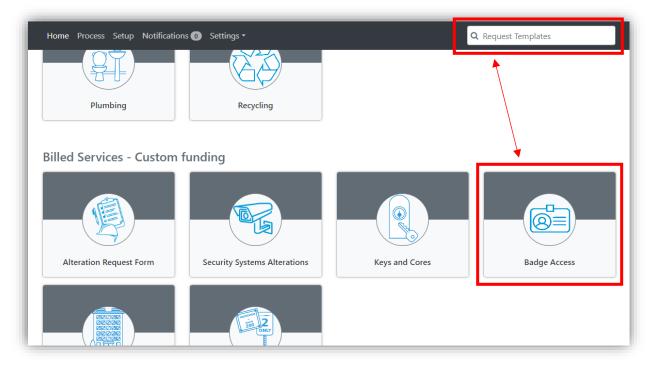
END USER TRAINING GUIDE

October 30, 2023

Submit Badge Request

1) **Search** for the Badge Access 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. It is not editable.

b. **Select** the Payment Method.
   i. Choose "Other" if the reqeust is only badge related, but not asking for a badge.

c. If 'Invoice to Agency' is being selected, a two-digit department number is needed.

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

Location Details

Enter the property

Property   Help

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

Cancel   Next ›

3) Continue to fill out the Request Form

a. **Select** the reason for the badge request.

Access Badge Request

Work Type

Reason for badge request
◉ New Hire
○ Broken
○ Lost
○ Stopped Working
○ Return to Work
○ Agency Change
○ Name Change
○ Other

b. Based on the request reason above, a prompt for state parking may appear. If so, **select** Yes or No. State Parking will still need to be notified for on-boarding, but Security will notify State Parking as a courtesy.

Will this user be issued a state parking?
○ Yes
○ No

c. **Enter** the full name of the person the card is being requested for, as is will appear on the badge.

Enter the full name(s) of the person(s) the card is being requested for.

d. **Select** the employment status.

e. **Enter** a summary of the request, including time and type of access to be granted.

f. **Click** the link to download the request form.

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

h. **Click** and download the guide to fill out the Request form.

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

j. **Click** *Next* to continue.

4) **Select** the account string for funding if this is "payment by the agency," otherwise it will not show.

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.

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

Access Badge - Reason for request: New Hire Recepient: John Doe,Permanent Employee See Attachment. Summary: Please grant same access as Peter Parker

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.