

How to Approve Key Requests using Simple K Web Access

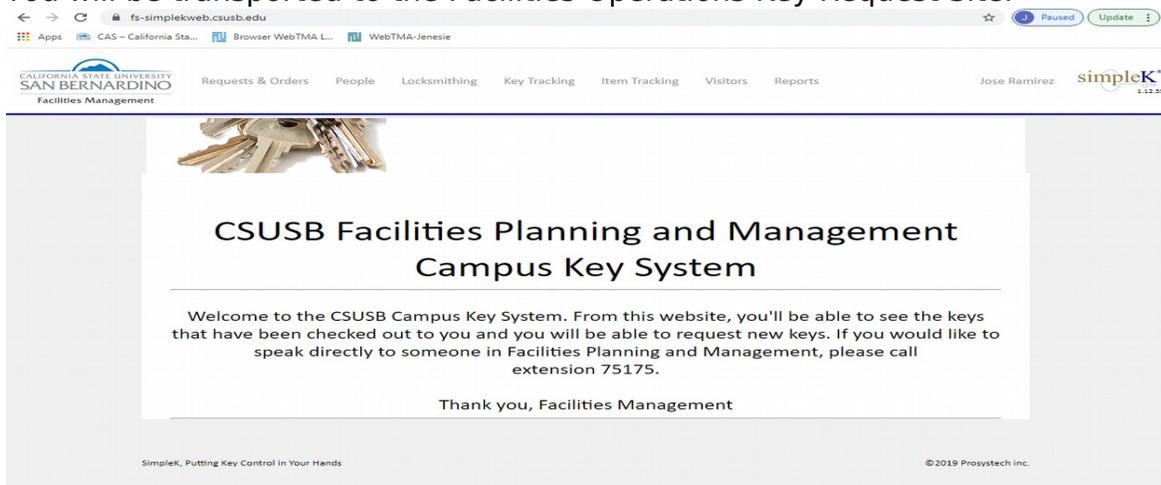
1. You will receive an email notification notifying you need to approve or reject a key request with a link (<https://fs-simplekweb.csusb.edu/>).

Note: It will require you to be on a campus computer or be signed into our Global VPN if accessing it remotely.

2. When you click on the link it will prompt you to provide your network credentials to access the web application.

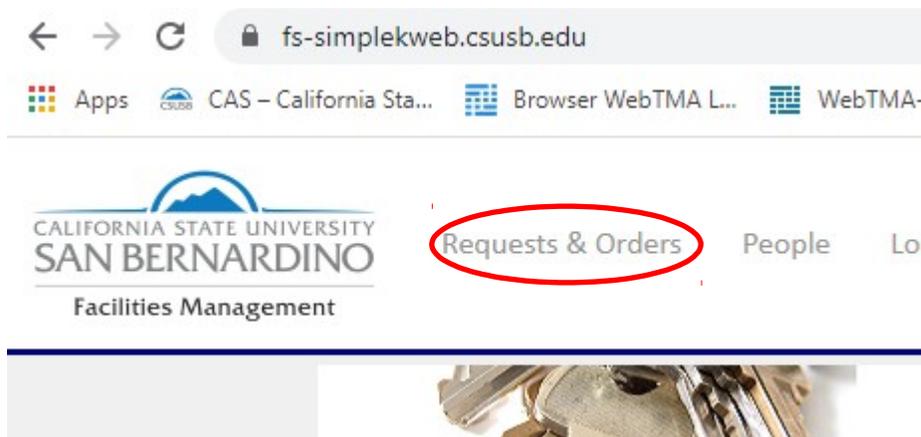


You will be transported to the Facilities Operations Key Request Site.



You will be

3. To Approve Key Request(s), click on **Requests & Orders**



4. You are presented with a list of Key requests

Current Requests & Orders

New Key Request

New Print

Number	Urgent	Request date	Expected by
11	These requests are waiting for approval or rejection	2017-07-25	2017-08-01
12		2017-07-25	2017-08-01
13		2017-07-25	2017-08-01
15		2017-07-27	2017-08-03
19		2017-08-01	2017-08-08

Current Key Requests Print

Number	Status	Urgent	Request date	Expected by
05		<input type="checkbox"/>	2017-06-15	2017-06-22
08	Rejected	Key Requests that are Approved or Rejected. Approved requests get forwarded on to the Locksmith for issuance.	2017-06-26	2017-07-03
09	Accepted		2017-06-29	2017-07-06
10	Accepted		2017-06-29	2017-07-06
14	Accepted		2017-07-25	2017-08-01
16	Accepted		2017-07-27	2017-08-03
18	Assigned		2017-07-28	2017-08-04
17	Accepted		2017-07-28	2017-08-04

Current Work Orders Print

5. Click on the Key Request number.

Current Requests & C

New Key Request

New

Number	Urgent	Request date
11	<input type="checkbox"/>	2017-07-25
12	<input type="checkbox"/>	2017-07-25
13	<input type="checkbox"/>	2017-07-25
15	<input type="checkbox"/>	2017-07-27
19	<input type="checkbox"/>	2017-08-01



6. Here you can view the keys that that are being requested.

Key request details

Number: **19**
Key Holder: **Test, Herman {44445555, Facilities Operations}**
Key Manager: **Test2, App {12345678,}**
Operator: **Test2, App {12345678,}** Account No:
Request date: **2017-08-01** Expected by: **2017-08-08**
Status: **New** Urgent:

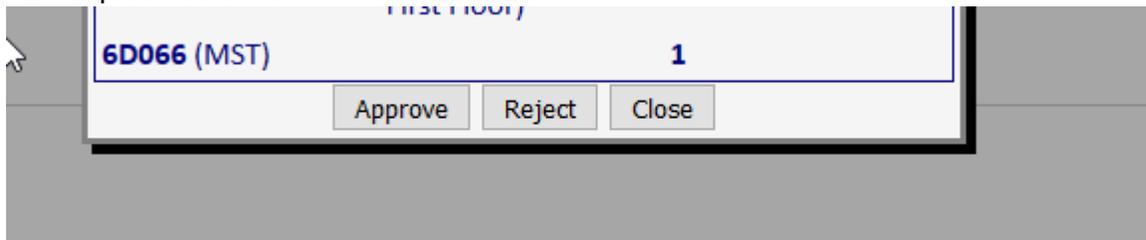
Note:

Keys for new employee.

List of associated keys and doors

Key	Door	Quantity
7E022 (MST)		1
2F026 (MST)	103 (GENERAL SERV, First Floor)	1
6D066 (MST)		1

7. Click on Approve to approve the request, Reject to reject the request, or Close to return the Request back to the list.



8. The Request and it's Status will appear in the Current Key Requests list.

19	Accepted	<input type="checkbox"/>	2017-08-01	2017-08-08
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9. The Process is complete at this point.