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## Building Access Request Management Authority to Operate (ATO) v2.0

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### Contents

Manage Building Access Requests .....	2
Pending Request Grid .....	3
Request Grid Elements .....	3
Search Requests .....	4
View Pending Request Details .....	4
Approve a Request .....	5
Approve a Single Request .....	6
Approve Multiple Requests .....	7
Deny a Request .....	8
Approved Requests .....	9
Revoke a Request .....	9
Denied Requests .....	10
Revoked Requests .....	10
Building Access Request Notifications .....	11
Request Submission Confirmation Email .....	11
Request Submission Notification Email .....	11
Building Access Approval Email .....	11
Building Access Denial Email .....	11
Building Access Revoked Email .....	11
Building Status Change .....	11

## Manage Building Access Requests

Use the **Request Management** command in the Building Access application (ATO 2.0) to view requests that are submitted by any individual associated with a department for which you are an approver.

**Request Management** displays a landing page with options to view Pending, Approved, Denied, and Revoked requests, with pending requests being the default view. A tile exists for each status along with a total count to indicate the amount of requests within the group. The 'All Requests' tile provides access to all requests managed by you, including those that are still pending. An Export button is also available to download all records for the currently selected tab into an Excel compatible format (.csv).

**Building Access**Logged in as: [User] Log Out

My Requests **Request Management**

### Manage Building Access Requests

1357 Pending

1 Approved


1 Denied

1 Revoked

1360 All Requests


6

**Pending Requests**  Show 10 Entries

Full Name	Access Reason	Frequency	Building	Room	Requested Date	<input type="radio"/> Approve <input type="radio"/> Deny	Posture
	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve <input type="radio"/> Deny	Elevated

## Pending Request Grid

All requests that need to be reviewed and acted upon (i.e., approved or denied) appear in Pending Requests grid on the Request Management menu. A single request record in the grid includes the details for one person and one building. If a request was submitted for 10 people and 3 buildings, then the grid will display 30 requests. Access is managed at the building level and is understood that most users will require access to multiple rooms. Therefore, a person only needs to submit a request for a building with one room or space identified.



**Building Access**

Logged in as: [User] Log Out

My Requests Request Management

### Manage Building Access Requests

1357 Pending1 Approved1 Denied1 Revoked1360 All Requests

Pending Requests

Search...

Show 10 Entries

Full Name	Access Reason	Frequency	Building	Room	Requested Date	<input type="radio"/> Approve	<input type="radio"/> Deny	Posture
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
[Name]	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated

First Previous123NextLast

Showing 1 to 10 of 1357 entries

Clear All0 Submit Request Updates

## Request Grid Elements

### Number of Records per Page

By default, ten records display in each page of the grid. Use the **Show Entries** drop down list directly above the grid on the right to change the number of records showing on a page.

### Grid Paging

Use the pagination buttons beneath the grid to move through multiple pages of requests, if available.

### Sort Requests

Requests can be sorted using the column headings in the grid. Click a column heading to sort the grid in ascending order by that column; click a second time to sort in descending order.

## Search Requests

The Requests grid includes a Search feature that will filter the grid to display matching records. Search results will be filtered in the grid as criteria is entered; delete the contents to remove the filter and display all requests.

**Pending Requests**  Show 10 Entries

Full Name	Access Reason	Frequency	Building	Room	Requested Date	<input type="radio"/> Approve <input type="radio"/> Deny	Posture
	Other	Weekly	MEDICAL ARTS BUILDING	300	12/14/2020	<input type="radio"/> Approve <input type="radio"/> Deny	Elevated

First Previous 1 Next Last Showing 1 to 1 of 1 entries

Clear All  Submit Request Updates

## View Pending Request Details

The details of a pending request can be viewed in the Request Management area. All responses and additional content entered on the request, along with the status of the request, appears in this view.

**Building Access Request Detail** X

<b>Request For</b>	J [REDACTED]
<b>Request Date</b>	12/14/2020 2:49:53 PM
<b>Submitted By</b>	W [REDACTED]
<b>Alternate Contact</b>	Smith, John
<b>Access Frequency</b>	Weekly
<b>Access Begin Date</b>	12/29/2020
<b>Days</b>	M, F
<b>Access Reason</b>	Other
<b>Access Description</b>	
<b>Access Location</b>	MEDICAL ARTS BUILDING - 300
<b>Request Status</b>	Pending Review

Close

### Steps to View a Pending Request

1. Select the **Request Management** command on the Building Access application menu.
2. In the **Pending Requests** grid, hover over the desired record in the grid then **click to select the request**.

**Pending Requests**  Show 10 Entries

Full Name	Access Reason	Frequency	Building	Room	Requested Date	<input type="radio"/> Approve <input type="radio"/> Deny	Posture
	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve <input type="radio"/> Deny	Elevated
	Aux - Building Maintenance/Housekeeping	Daily	AMOS HALL		12/15/2020	<input type="radio"/> Approve <input type="radio"/> Deny	Elevated

3. The request detail window opens. Click the **Close** button in the bottom right to return to the main Pending Requests page.

## Approve a Request

Pending requests that are considered valid should be approved by the department approver in a timely manner. An individual that swipes into a building with an approved request will be considered 'authorized' to be in that building. If an individual swipes into a building without an approved request, they will be considered 'unauthorized.'

### Approval Posture

Approval of a request also includes a 'maximum operational posture' setting. The maximum posture at which a request is approved indicates that the requester may enter buildings while the University is operating up to and including that posture.

- If an individual is approved at an Elevated posture then swipes into a building while the university's operational posture is Guarded or Elevated, then that individual is within the guidelines of the approval.
- If an individual is approved at a Guarded posture then swipes into a building while the university's operational posture is Elevated, then that individual will be in violation of the approval level.

The functionality to approve or deny a request is available in the right most columns of the Pending Request grid. The default Posture is Elevated; this can be changed on an individual request level, or for an entire group of requests being processed at once.

The image shows a portion of a web application interface for managing requests. It features a table with three columns: 'Approve', 'Deny', and 'Posture'. Each row in the table has radio buttons for 'Approve' and 'Deny', followed by a 'Posture' dropdown menu. The top row's 'Posture' dropdown is highlighted with an orange oval, and an orange arrow points from it to the 'Posture' dropdowns of the three rows below it, indicating that the posture setting can be applied to multiple requests.

<input type="radio"/> Approve	<input type="radio"/> Deny	Posture
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼


## Approve a Single Request


A single pending request can be approved even if other requests are still pending.

### Steps to Approve a Single Pending Request

1. Select the **Request Management** command on the Building Access application menu.
2. In the **Pending Requests** grid, search for the request to be approved.
3. Click the option button next to **Approve** in the appropriate row.
4. Verify that the **Posture** is the correct level for this request (i.e., person/building combination).

<input type="radio"/> Approve	<input type="radio"/> Deny	Posture
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated

5. Click the **Submit Request Updates** button  at the bottom of the grid to process this request. Note that the button indicates the number of requests that have been selected to be processed.
6. A confirmation will appear below the Request tiles noting that pending requests have been updated, and the tile totals will adjust accordingly.

1353	Pending	5	Approved	1	Denied	1	Revoked	1360	All Requests	
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Selected Pending Requests Have Been Updated



If any requests are selected that should not be, use the **Clear All** command adjacent to the **Submit Request Updates** button to clear the selections.

Clear All

10

Submit Request Updates

## Approve Multiple Requests

Multiple pending requests can be approved at one time. Note that the maximum amount is limited by the number of records that are displayed on one page of the grid.

### Steps to Approve Multiple Pending Requests

1. Select the **Request Management** command on the Building Access application menu.
2. In the **Pending Requests** grid, sort or search requests if specific groups of requests will be approved together.
3. Display as many requests in the grid as desired. Use the **Show Entries** list to display the preferred number of requests for the approval process. A maximum of 100 records can be displayed on a page at one time.
  - a. Select each **individual Approve** option for the requests that you want to approve (Option A below)  
Or
  - b. Click the option button next to **Approve** in the header row to select ALL requests displayed on the page (Option B below)
4. Verify that the **Posture** is the correct level for the requests (i.e., person/building combination).
5. Click the **Submit Request Updates** button at the bottom of the grid to process the requests.

Option A

<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	Posture
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	

Showing 1 to 10 of 1357 entries

5 Submit Request Updates

Option B

<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	Posture
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	
<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	Elevated ▼	

Showing 1 to 10 of 1357 entries

10 Submit Request Updates

## Deny a Request

Pending requests that are not considered valid can be denied by the department approver. Note that the Posture level is not relevant with a denial, so there is no need to change it before processing the request. Denying a request follows the same process as approving requests.

### Steps to Deny Pending Requests

1. Select the **Request Management** command on the Building Access application menu.
2. In the **Pending Requests** grid, sort or search requests if specific groups of requests will be denied together.
3. Display as many requests in the grid as desired. Use the **Show Entries** list to display the preferred number of requests for the denial process. A maximum of 100 records can be displayed on a page at one time.
  - a. Select an **individual Deny** option for the request to deny.
  - b. Select each **individual Deny** option for the requests that you want to deny.
  - c. Click the **Deny** option button **in the header** row to select ALL requests displayed on the page.
4. Click the **Submit Request Updates** button at the bottom of the grid to process the requests.

Note that you can select a combination of requests to Approve and Deny at the same time.



## Approved Requests

All requests that have been approved in your RC appear in the Approved Requests grid on the Request Management page. The Approved Requests grid functions in a similar manner to the Pending Request grid. Search, sort and show different numbers of entries to customize your view while on the page. Click a record in the grid to view the details of the request.

### Manage Building Access Requests

1353 Pending

5 Approved

1 Denied

1 Revoked

1360 All Requests

Approved Requests

Search...

Show 10 Entries

Full Name	Access Reason	Frequency	Building	Room	Requested Date	Status	Max Posture
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Approved	Elevated
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Approved	Elevated
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Approved	Elevated
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Approved	Elevated
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Approved	Elevated

First Previous 1 Next Last

Showing 1 to 5 of 5 entries

## Revoke a Request

A request can be revoked only if it has been previously Approved.

### Steps to Revoke a Request

1. Select the **Request Management** command on the Building Access application menu.
2. Select the **Approved Requests** tile.
3. Select the desired request to view the Request Details.
4. In the Revoke Access banner, click the **Revoke Access** check box to select it then click **Update**.
5. An alert indicates that the request has been revoked.
6. Click Close.
7. The Request tiles will reflect the updated totals.

**Building Access Request Detail**

**Request For**

P [REDACTED]

**Request Date**

12/15/2020 2:40:54 PM

**Submitted By**

W [REDACTED]

**Alternate Contact**

Smith, Jim

**Access Frequency**

Weeklyeekly

**Access Begin Date**

12/21/2020

**Days**

M, F

**Access Reason**

Aux - Building Maintenance/Housekeeping

**Access Description**

Testing many usernames pasted into textbox and selecting Aux reason that preselects many buildings.

**Access Location**

AMOS HALL

**Max Posture Level**

Elevated

**Request Status**

Approved

**Revoke Request**

☐ Revoke Access

Update

Close

## Denied Requests

All requests that have been denied in your RC appear in the Denied Requests grid on the Request Management page. The Denied Requests grid functions in a manner similar to other grids. Search, sort and show different numbers of entries to customize your view while on the page. Click a record in the grid to view the details of the request.

### Manage Building Access Requests

1351

Pending

5

Approved

2

Denied

2

Revoked

1360

All Requests

Denied Requests

Show 10 Entries

Full Name	Access Reason	Frequency	Building	Room	Requested Date	Status	Max Posture
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Denied	Elevated
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Denied	Elevated

First

Previous

1

Next

Last

Showing 1 to 2 of 2 entries

## Revoked Requests

All requests that have been revoked in your RC appear in the Revoked Requests grid on the Request Management page. The Revoked Requests grid functions in a manner similar to other grids. Search, sort and show different numbers of entries to customize your view while on the page. Click a record in the grid to view the details of the request.

### Manage Building Access Requests

1351

Pending

5

Approved

2

Denied

2

Revoked

1360

All Requests

## Revoked Requests

Show 10 Entries

Full Name	Access Reason	Frequency	Building	Room	Requested Date	Status	Max Posture
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Revoked	Elevated
[REDACTED]	Aux - Building Maintenance/Housekeeping	Weekly	AMOS HALL		12/15/2020	Revoked	Elevated

First

Previous

1

Next

Last

Showing 1 to 2 of 2 entries

## Building Access Request Notifications

Various notifications will be sent in relation to a Building Access Request.

### Request Submission Confirmation Email

A confirmation email will be sent to the individual that submitted the request, regardless of the number of individuals on the request. Emails may take up to 5 minutes to be received.

### Request Submission Notification Email

A 'new request notification' email will be sent to the individual that is designated as the department approver.

### Building Access Approval Email

An email will be sent to the individual that is approved for access to a building once a department approver approves a request. Note that the status in the grid will change to reflect this decision and may occur before an email is received.

### Building Access Denial Email

An email will be sent to the individual that is denied access to a building once a department approver denies a request. Note that the status in the grid will change to reflect this decision and may occur before an email is received.

### Building Access Revoked Email

An email will be sent to an individual that has an approved access revoked by a department approver (e.g., an employee no longer works in the department). Note that the status in the grid will change to reflect this decision and may occur before an email is received.

### Building Status Change

A Building Closure or Open notification email will be sent to department approvers and any individual who is approved access for a building when the status of a building is changed (e.g., from open to closed or closed to open) in the ATO 2.0 application by a Building Manager.