Creating a Building Access Application

Document History

Document Creator	Document Owner	Approval Date
Darren Fergusson	FMAssist	06/12/2017

Version Number	Update Date	Updated By	Brief Description of change
V0.01	13/11/2017	Darren Fergusson	Document creation
V1.01	6/12/2017	David Varga	Document finalised
V1.02	27/02/2020	Darren Fergusson	Update School/Div/Unit to Business Unit (E25)

Purpose

This document is intended to provide users with a guide on how to create a new building access request within the Appian system.

Commitment to Quality

FMU understands the importance of delivering quality outputs which meet and exceed customer needs and statutory requirements. FMU is committed to implementing and enhancing the activities impacting on its customers, including continuous review of these activities and processes.

How do I create a Building Access Request?

To create a new form, you will need to select the **'Actions'** menu option in the top bar of the Appian program.

Click the "**Building Access Request**" button.

Read the Condition of Use

Click "**Continue"** to open the application.

Step 1 Select the category you are lodging the form on behalf of.

The applicants name, ID, Org code and card status will auto populate for staff and students.

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- Up to 10 people can be listed on each application. When more than one person is listed on the application each person will receive identical Access as requested in the application.
- Please use an EDI spreadsheet for requests greater than 10 people. Contact security on your campus to discuss the process for lodging an EDI application.

Are you lodging on behalf of?

○ Yourself
● Other staff members
○ Students
○ Non University members

To add more than one staff member, please click +Add Staff

Staff member	Id	Org2 Code	Card status	
Mr Craig Bartlam ✖	022002	FMU	Active	✖

⊕ Add Staff

NB: Staff and students must have a University email account to lodge an application using the 'Yourself', 'Other Staff Members' or 'Student' option. If the individual you are creating building access for does not have a university email then you must use the 'Non University Members' option.

"Non-University Members" are generally for those persons who are not staff or students. This is a free text field which does not auto populate.

Please remember that when the 'Non-University Member' field is used, the individual who you are requesting access for will need to complete the contractor induction before an access card can be created. The contractor induction module is required to be renewed annually.

Contractor induction link: http://w3.unisa.edu.au/facilities/contractors/ci.asp

Step 2 Complete the details in the "**Access Details**" Section.

Access Details

Summary

Campus	Location	Date(s)	Access Hours	Access Type	Times	Status
			No access details entered - please complete the below fields and add to the list			

* Campus   -- Select --

* Building ❓

Level ❓

Room ❓

Information list of campus buildings and rooms, click here

* Start Date   dd/mm/yyyy

End Date   dd/mm/yyyy

* Access Hours ❓   -- Select --

Access Group ❓

* Access Type   -- Select --

* Approver

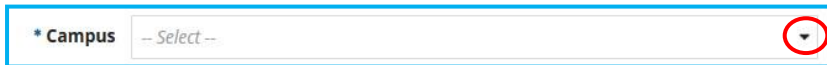All compulsory fields are marked with an asterisk.

Several access areas can be requested within the same application. This is done by firstly completing each access item by clicking the "**Add Access Details**" complete the request and then replicate the process to add each subsequent item.

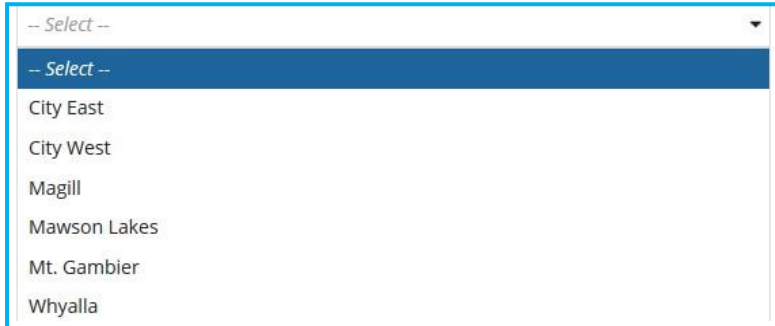Each access request can include access across multiple campuses.

Field Descriptions

Campus

Click on the arrow to open the drop-down box.

Select appropriate

Building Type into the field the desired building. Hover the mouse over the (?) mark for an example.

Level Type into the field the desired building level number. Hover the mouse over the (?) mark for an example.

Room Type into the field the desired room number. Hover the mouse over the (?) mark for an example.

Start Date Type in the start date or use the calendar function to select a date.

End Date Type in the end date if known or use the calendar function to select a date.

Access Hours Click on the arrow to open the drop-down box. Hover the mouse over the (?) mark for an example.

Select the app ropriate access hours

Access Type	Description
Business hours	0800 hrs to 1800 hrs
24 hours a day, 7 days a week	24/7
Custom	Type in the hours required

***Access
Group***   Type in the access group if known.

***Access
Type***   Click on the arrow to open the drop-down box.

Select the appropriate Access mode. **Note:** If unsure please select 'Electronic only'.

Approver   Type the Approver's name in the field. A search for the name will locate the Approvers details and homepage. **NB:** Refer to Business Unit Administration for Approvers to ensure you have the correct Approver for the area requested on the application.

***Additional
Comments***   Type in this field any additional communications to Approvers or Security. This is a free form field that can be used for any information that relates to the application e.g. notifying the Approver that the Lab Induction has been completed when applying for Lab Access.

NB:

Business Units are responsible for advising Security who the access 'Approver' is for each area. It is essential that Business Units advise Security of any changes to their list of access 'Approvers" as soon as possible.

Step 3 Read and tick all boxes in the declaration if agreeing to the conditions of the application.

Click the "**Submit for Approval**" button.

> **NB: All physical keys are required to be collected at the campus Security office on the same campus where the secured area is located.**

Once the application has been submitted for approval, the application will be forwarded to the nominated Approver(s) you have selected for each access item on the form. The application will await the Approver's acceptance/decline for a maximum of 5 business days. After this, the application will be returned to the requester for allocation to an alternate Approver.

Confirmation of Application

The requester will receive an email stating the progress of the application at each stage from creation through to completion or cancellation.

Figure 1: Initial email sent to requester upon completion of the application.

Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.

The requester can click on the "**Building Access Request**" number in the email (above) to open the application details and track its progress at any stage by expanding out the 'Process Activity History' section.

Figure 2: 'Process Activity History' activity log

Completed by	Comment	Task	Action	Date and Time
David Varga		Security Process Building Access Request	Completed	06 Nov 2017 10:49 AM
David Varga		Security Process Building Access Request	Completed	06 Nov 2017 10:49 AM
Steve Parashos	I approve access	Approve Building Access Request	Approve	06 Nov 2017 10:48 AM
David Varga		Approve Building Access Request	Approve	06 Nov 2017 10:47 AM
Darren Fergusson		Complete and Submit Building Access Request	Submit	06 Nov 2017 10:46 AM

NOTE: When a requester is applying for access on behalf of another. The person(s) whom access is requested for, will not receive confirmation of any building access changes via email. It is up to the requestor to communicate this to any end users at an appropriate time.

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