How to Approve Key Requests using Simple K Web Access

- 1. Using your web browser, launch the Simple K. (<u>https://simplek.mst.edu/simplek</u>)
- 2. Provide your network credentials to access the web application.

Authentication	Required
?	https://phyfac-key.srv.mst.edu is requesting your username and password.
User Name:	your-network-login-here
Password:	•••••
	OK Cancel

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

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Prosystech- Requests & Orders Management	Reports			App Test2	Language	simp	
	MISSOURI	Facilities Operations					
	KE	Y REQUEST SITE					
	To Request a key	, click on "Requests and Orders" up above.					
	SimpleK, Putting Key Control in Your Hands		©2015 Prosystech inc.				

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

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4. You are presented with a list of Key requests

			<u>1</u>	lew			M b
Numbe	er	Urgent		Request date		Expected by	5/ Pr
11			2017-07-25		2017-08-	01	
12	These	roquests are	2017-07-25		2017-08-	01	
L3	waiting	for approval or	2017-07-25		2017-08-	01	
15	re	ejection	2017-07-27		2017-08-	03	
19			2017-08-01		2017-08-	08	
			Current K	ey Requests			🗊 р.
Number	Sta	itus	Current K	ley Requests Request	date	Expected b	🗊 Pr Y
Number	Sta	itus	Current K	Cey Requests Request 2017-06-15	date	Expected b 2017-06-22	🗊 Pi Y
Number 05 08	Sta Rejected 🗷	itus	Current K	Cey Requests Request 2017-06-15 2017-06-26	date	Expected b 2017-06-22 2017-07-03	🗊 Pi
Number 05 08 09	Rejected 🔀 Accepted	itus Key Rec	Current K	Requests 2017-06-15 2017-06-26 2017-06-29	date	Expected b 2017-06-22 2017-07-03 2017-07-06	🗊 P
Number 05 08 09 10	Rejected 💌 Accepted Accepted	Key Rec	Current K	Requests Request 2017-06-15 2017-06-26 2017-06-29 2017-06-29	date	Expected b 2017-06-22 2017-07-03 2017-07-06 2017-07-06	🗊 Pi
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Number 05 08 09 10 14 16	Rejected 🔀 Accepted Accepted Accepted Accepted Accepted	Key Rec Approve forwar Locksmi	Current K	Requests 2017-06-15 2017-06-26 2017-06-29 2017-06-29 2017-07-25 2017-07-27	date	Expected b 2017-06-22 2017-07-03 2017-07-06 2017-08-01 2017-08-03	۶ Pr ۷
Number 05 08 09 00 04 04 05 04 05 05 05 05 05 05 05 05 05 05 05 05 05	Rejected Rejected Accepted Accepted Accepted Accepted Acsigned	Key Red Approve forwar Locksmi	Current K	Requests Request 2017-06-15 2017-06-26 2017-06-29 2017-06-29 2017-07-25 2017-07-27 2017-07-28	date	Expected b 2017-06-22 2017-07-03 2017-07-06 2017-08-01 2017-08-03 2017-08-04	SP P

5. Click on the Key Request number.

	Current Request	s & (
New Key Request			
		New	
Number	Urgent	Requ	iest da
11		2017-07-25	
12		2017-07-25	
13		2017-07-25	
15		2017-07-27	
19m		2017-08-01	

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

Key request details						
Number:	19					
Key Holder:	Test, Herman {4444555	5,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:						
List of associate	ed keys and doors					
Key	Door	Quantity				
7E022 (MST)		1				
2F026 (MST)	103 (GENERAL SE First Floor)	ERV, 1				
6D066 (MST)		1				
	Approve Reject	Close				

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

E.	6D066 (MST)	1	
		Approve Reject Close	

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

19	Accepted	2017-08-01	2017-08-08	

9. The Process is complete at this point.