KEY & ACCESS CONTROL TRAINING
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    - Assign
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    - Create
    - Update Status
  - Key Release
  - Key Return/Renewal
    - Return
    - Renewal
  - Key Ring
  - Key Ring Release
  - Key Ring Return

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- Add Cores
- Add New Key
- New Schedule
- New Key Copy
- Inactivating Key Original & Copy
New Key or Card Access Request

*Key Request*
Step 1: Create a Key Request
On WorkDesk click **Key & Access Control** module

**New Key or Card Access Request – Create a Key Request**
New Key or Card Access Request – Create a Key Request

Click Key Request
New Key or Card Access Request – Create a Key Request

Click **New**
Enter Date Needed, then search Requestor
New Key or Card Access Request – Create a Key Request

Select the appropriate search operator to search by Requestor & Name, then click *Execute*. 
Enter Requestor & Name search criteria, then click *Execute*.

**New Key or Card Access Request – Create a Key Request**
New Key or Card Access Request – Create a Key Request

Select Requestor’s Net ID
New Key or Card Access Request – Create a Key Request

Note: Institution, Department, Organization information is automatically populated

Click Add button to add locations
New Key or Card Access Request – Create a Key Request

Search Region, Facility and Property information
New Key or Card Access Request – Create a Key Request

Click on CT region
### New Key or Card Access Request – Create a Key Request

1. Click on Facility ID

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Storrs Campus</td>
</tr>
<tr>
<td>02</td>
<td>Hartford Regional Campus</td>
</tr>
<tr>
<td>03</td>
<td>Stamford Regional Campus</td>
</tr>
<tr>
<td>04</td>
<td>Torrington Regional Campus</td>
</tr>
<tr>
<td>05</td>
<td>Waterbury Regional Campus</td>
</tr>
<tr>
<td>06</td>
<td>Avery Points Regional Campus</td>
</tr>
<tr>
<td>07</td>
<td>UConn Health Center</td>
</tr>
<tr>
<td>08</td>
<td>Cooperative Extension</td>
</tr>
</tbody>
</table>
New Key or Card Access Request – Create a Key Request

Click on Property ID
New Key or Card Access Request – Create a Key Request

Click on Location ID
New Key or Card Access Request – Create a Key Request

Search Access Point
New Key or Card Access Request – Create a Key Request

Select Access Point ID
New Key or Card Access Request – Create a Key Request

Search Lock field
Select Lock ID

**New Key or Card Access Request – Create a Key Request**

<table>
<thead>
<tr>
<th>Lock ID</th>
<th>Description</th>
<th>Lock Type</th>
<th>Access Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>MORTISE</td>
<td>3402-26-1</td>
</tr>
</tbody>
</table>
New Key or Card Access Request – Create a Key Request

* Click **Add** to add more locations as needed.

Enter Quantity, then click **Done**.
New Key or Card Access Request – Create a Key Request

Click Save.
Step 2: Approve Key Request
On WorkDesk under your Personal Query Count, click “Key Requests Awaiting Lockshop Approval”

New Key or Card Access Request – Approve Key Request
### New Key or Card Access Request – Approve Key Request

#### Select Key Request ID

<table>
<thead>
<tr>
<th>Action</th>
<th>Transaction</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export</td>
<td>1020</td>
<td>Chair Testing</td>
<td>NEW</td>
</tr>
<tr>
<td>View</td>
<td>1024</td>
<td>Test 456</td>
<td>NEW</td>
</tr>
</tbody>
</table>

[Image of a screenshot showing a table with key request details]
New Key or Card Access Request – Approve Key Request

Click *Edit*, then click on Status
New Key or Card Access Request – Approve Key Request

Update Status to “Approved”
Click **Save**

**New Key or Card Access Request – Approve Key Request**
### New Key or Card Access Request – Approve Key Request

#### Facilities and Operations
Step 3: Assign Key Request
On WorkDesk, under your Personal Query Count, click “Key Requests Lockshop Assignment”

New Key or Card Access Request – Assign Key Request
### Select Key Request ID

### New Key or Card Access Request – Assign Key Request

<table>
<thead>
<tr>
<th>Action</th>
<th>Transaction ID</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>1012</td>
<td></td>
<td>APPROVED</td>
</tr>
<tr>
<td>Key Requests Assigned</td>
<td>1015</td>
<td>Tammy requested key for 205</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Key Requests Assigned to John Smith</td>
<td>1020</td>
<td>Chell Testing</td>
<td>APPROVED</td>
</tr>
</tbody>
</table>

Facilities and Operations
Click Edit

New Key or Card Access Request – Assign Key Request
Click status to update it

**New Key or Card Access Request – Assign Key Request**
Click “Assigned”

New Key or Card Access Request – Assign Key Request
Click Notes Log link

New Key or Card Access Request – Assign Key Request
Click **Add**

**New Key or Card Access Request – Assign Key Request**
Enter name of the assignee in Notes box, then click **Save**
Click *Done*

**New Key or Card Access Request – Assign Key Request**
Click **Save**

**New Key or Card Access Request – Assign Key Request**
New Key or Card Access Request – Assign Key Request
New Key or Card Access Request

*Key Ticket*
Step 1: Create a Key Ticket
On WorkDesk, under your Personal Query Count, click “Key Requests Assigned to (your name)"

**New Key or Card Access Request – Create Key Ticket**
Select Key Request ID, take note of the number, then click on the hamburger menu

New Key or Card Access Request – Create Key Ticket
New Key or Card Access Request – Create Key Ticket
Click **New**

**New Key or Card Access Request – Create Key Ticket**
New Key or Card Access Request – Create Key Ticket

Enter/search Key Request number
**Note:** Location information is automatically populated

Click **Add**

**New Key or Card Access Request – Create Key Ticket**
New Key or Card Access Request – Create Key Ticket

Search/Select Key
Search/Select Key Copy

New Key or Card Access Request – Create Key Ticket
Click *Add* to add more keys as needed, then click *Done*

**New Key or Card Access Request – Create Key Ticket**
Click *Notes Log* link

**New Key or Card Access Request – Create Key Ticket**
New Key or Card Access Request – Create Key Ticket

Click Add to enter assignee name
New Key or Card Access Request – Create Key Ticket

Enter assignee name, then click **Save**
New Key or Card Access Request – Create Key Ticket
### New Key or Card Access Request – Create Key Ticket

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Details:
- **Employee ID:**
- **Contact Name:**
- **Contractor:**
- **Address Code:**

#### Administrative Information:
- **Institution:** UCONN
- **Department:** Info Security
- **Organization:** N/A
- **Department Code:** AC01233
- **NAI:** 00000000

#### Key Information:
- **Key:** HP-353
- **Key Copy:** YES
- **Key Type:** KEY SYSTEM
- **Expiration:** Yes
- **Quantity:** 1
- **Status:** Open
Step 2: Update Key Ticket Status
On WorkDesk, under your Personal Query Count, click “Key Ticket Assigned to (your name)”

New Key or Card Access Request – Update Key Ticket Status
Select Key Ticket ID

New Key or Card Access Request – Update Key Ticket Status
Click **Edit**

**New Key or Card Access Request – Update Key Ticket Status**
Click on New Status

New Key or Card Access Request – Update Key Ticket Status
**Select Key Ticket Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>New Ticket</td>
</tr>
<tr>
<td>PARTS</td>
<td>Parts</td>
</tr>
<tr>
<td>ASSIGNED</td>
<td>Ticket Assigned to Locksmith Employee</td>
</tr>
<tr>
<td>COMPLETE</td>
<td>Ticket Complete - Awaiting Key Release</td>
</tr>
<tr>
<td>ON HOLD</td>
<td>Ticket On Hold</td>
</tr>
<tr>
<td>CLOSED</td>
<td>Ticket Closed</td>
</tr>
<tr>
<td>DENIED</td>
<td>Ticket Denied</td>
</tr>
</tbody>
</table>
Click **Save**

**New Key or Card Access Request – Update Key Ticket Status**
New Key or Card Access Request – Update Key Ticket Status
New Key or Card Access Request

*Key Release*
On WorkDesk click *Key & Access Control* module

**New Key or Card Access Request – Key Ticket Release**
Click Key Release

New Key or Card Access Request – Key Ticket Release
Click **New**

**New Key or Card Access Request – Key Ticket Release**
Search Shop

New Key or Card Access Request – Key Ticket Release
Select “Locksmith”

New Key or Card Access Request – Key Ticket Release
Enter/search Net ID on Release
By field

**New Key or Card Access Request – Key Ticket Release**
Enter/Search Requestor (Net ID)

New Key or Card Access Request – Key Ticket Release
Select Net ID

**New Key or Card Access Request – Key Ticket Release**
**Note:** Location information is automatically populated

Click **Load**

New Key or Card Access Request – Key Ticket Release
Select Key Ticket ID, then click *Done*.
Under Line Items section, click on the key to be released

New Key or Card Access Request – Key Ticket Release
Enter Expiration Date and Cost if applicable

New Key or Card Access Request – Key Ticket Release
If there is a cost, go to *Account Set-Up* link, select Account and click *Done*

**New Key or Card Access Request – Key Ticket Release**
You can load more keys and add signature images on Related Document section

New Key or Card Access Request – Key Ticket Release
Click **Attach**

**New Key or Card Access Request – Key Ticket Release**
Search for attachment

New Key or Card Access Request – Key Ticket Release
Select attachment

New Key or Card Access Request – Key Ticket Release
Click **Done**

**New Key or Card Access Request – Key Ticket Release**
Click **Save**

**New Key or Card Access Request – Key Ticket Release**
New Key or Card Access Request – Key Ticket Release
New Key or Card Access Request

*Key Return/Renewal*
On WorkDesk, click Key & Access Control, then click Key Return/Renewal.

New Key or Card Access Request – Key Ticket Return
New Key or Card Access Request – Key Ticket Return

Click New
Enter/search Requestor

New Key or Card Access Request – Key Ticket Return
Note: Location information is automatically populated

Click Load

New Key or Card Access Request – Key Ticket Return
Select key and click **Save**

**New Key or Card Access Request – Key Ticket Return**
### New Key or Card Access Request – Key Ticket Return

#### Facilities and Operations

<table>
<thead>
<tr>
<th>Key</th>
<th>Key Copy</th>
<th>Release Quantity</th>
<th>Restricted</th>
<th>Work Order</th>
<th>Phase</th>
<th>Key Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFC-136</td>
<td>001</td>
<td>1</td>
<td>No</td>
<td></td>
<td></td>
<td>1028</td>
</tr>
</tbody>
</table>

[Image of a user interface for Key Return/Renewal]

- **Institution**: UCONN
- **Department**: 1522, Exec VP Admin and CFO
- **Organization**: 1699, Facilities Ops and Blog Svcs
- **Requestor**: 1404095, DEL CASTILLO, ARAEUVY

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*Page 95*
Key Renewal
On WorkDesk, click Key & Access Control, then click Key Return/Renewal.

New Key or Card Access Request – Key Ticket Renewal
Click **New**

**New Key or Card Access Request – Key Ticket Renewal**
Enter/search Requestor

New Key or Card Access Request – Key Ticket Renewal

Facilities and Operations
Note: Location information is automatically populated

Click **Load**

**New Key or Card Access Request – Key Ticket Renewal**
Select Key and click “Return/Renew” link

New Key or Card Access Request – Key Ticket Renewal
Verify/update Status, enter new Expiration Date and update Quantity, then click **Done**

**Note:** Return Date should be blank

**New Key or Card Access Request – Key Ticket Renewal**
**New Key or Card Access Request – Key Ticket Renewal**

Click **Save**

<table>
<thead>
<tr>
<th>Key</th>
<th>Key Copy</th>
<th>Release Quantity</th>
<th>Restricted</th>
<th>Work Order</th>
<th>Phase</th>
<th>Key Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFC-30</td>
<td>003</td>
<td>1</td>
<td>No</td>
<td>1016</td>
<td>Review/Return</td>
<td></td>
</tr>
<tr>
<td>HFC-33</td>
<td>001</td>
<td>1</td>
<td>No</td>
<td>1019</td>
<td>Review/Return</td>
<td></td>
</tr>
<tr>
<td>HFC-354</td>
<td>001</td>
<td>1</td>
<td>No</td>
<td>1022</td>
<td>Review/Return</td>
<td></td>
</tr>
<tr>
<td>HFC-336</td>
<td>001</td>
<td>1</td>
<td>No</td>
<td>1029</td>
<td>Review/Return</td>
<td></td>
</tr>
</tbody>
</table>

**Employee**

**Job Title**

**Contractor**

**Address Code**

**Institution**

**Department**

**Organization**

**Requestor**

**Contact Name**
## New Key or Card Access Request – Key Ticket Renewal

### Key Return/Renewal Form

<table>
<thead>
<tr>
<th>Key</th>
<th>Key Copy</th>
<th>Release Quantity</th>
<th>Restricted</th>
<th>Work Order</th>
<th>Phase</th>
<th>Key Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFC-1234</td>
<td>001</td>
<td>1</td>
<td>No</td>
<td>1032</td>
<td></td>
<td>Renew/Return</td>
</tr>
</tbody>
</table>

**Institution:** UConn

**Department:**
- 1322
- Exec VP Admin and CFO

**Organization:**
- 1609
- Facilities Ops and Sgd Servs

**Requestor:**
- ACD-14005
- DEL CASTILLO, ARACELY

---

Facilities and Operations
New Key or Card Access Request

*Key Ring*
New Key or Card Access Request – Create Key Ring

On WorkDesk, click Key & Access Control, then click Key Ring.
Click **New**

**New Key or Card Access Request – Create Key Ring**
Enter Key Ring name and description, then search Ring Type

New Key or Card Access Request – Create Key Ring
New Key or Card Access Request – Create Key Ring

Select Ring Type
Search Cabinet

New Key or Card Access Request – Create Key Ring
New Key or Card Access Request – Create Key Ring

Select Cabinet
Select Slot

New Key or Card Access Request – Create Key Ring
Select **Add**

**New Key or Card Access Request – Create Key Ring**
New Key or Card Access Request – Create Key Ring
New Key or Card Access Request – Create Key Ring

Select Key
New Key or Card Access Request – Create Key Ring
New Key or Card Access Request – Create Key Ring

Select Key Copy
New Key or Card Access Request – Create Key Ring

Note: Add more keys as needed, then click Done
New Key or Card Access Request – Create Key Ring

Click **Save**
New Key or Card Access Request – Create Key Ring
New Key or Card Access Request

*Key Ring Release*
On WorkDesk, click Key & Access Control, then click Key Ring Release.

New Key or Card Access Request – Key Ring Release
New Key or Card Access Request – Key Ring Release

Click **New**
New Key or Card Access Request – Key Ring Release

Search/select Locksmith Shop
Search/enter Released By and Requestor information then, search Ring ID field

New Key or Card Access Request – Key Ring Release
Select Locksmith Key Ring ID

New Key or Card Access Request – Key Ring Release
Enter Estimated Return Date and time, then click *Save*

**New Key or Card Access Request – Key Ring Release**
New Key or Card Access Request – Key Ring Release
New Key or Card Access Request

*Key Ring Return*
New Key or Card Access Request – Key Ring Return

Click *Search*

Facilities and Operations
Enter search criteria, then click **Execute**

**New Key or Card Access Request – Key Ring Return**

Facilities and Operations
## New Key or Card Access Request – Key Ring Return

Select transaction number
Click **Edit**

**New Key or Card Access Request – Key Ring Return**
New Key or Card Access Request – Key Ring Return

Search Return To and enter Return Date and Time, then click **Save**
### New Key or Card Access Request – Key Ring Return

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Contract</th>
<th>Institute</th>
<th>Department</th>
<th>Organization</th>
<th>Requestor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>UCONN</td>
<td>FSD</td>
<td>FVB PA Admin and CIO</td>
<td>ACD1465</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ring ID</th>
<th>Cabinet</th>
<th>Return Date</th>
<th>Return Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>FRC-008</td>
<td>Jun 02, 2017</td>
<td>12:00 AM</td>
</tr>
<tr>
<td></td>
<td>Hartford Regional Cabinet 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Returned By:**

- Name: John Doe
- Reference: ACD1465

**Last Edited By:**

- Last Edited On: 06/29/2017 11:12 AM
- Last Edited By: ACD1465

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*Image of a Key Ring Return screen from the AIM system.*
Add Access Points
On WorkDesk, click Key & Access Control, then click Access Point.
Add Access Points

Click *New*
Enter Access Point, then search Access Type

Add Access Points
Add Access Points

Select Access Type

- ACCESS PANEL
- CABINET
- CUSTODIAL
- DESK
- EXTERIOR DOOR
- GATE
- INTERIOR DOOR
- KEYBOX
- MECHANICAL ROOM
- PODIUM
- SPECIAL ACCESS
- TELE-DATA
Add Access Points

Search location information
Click **Add**

**Add Access Points**
Enter Lock ID & description, then search Lock Type

Add Access Points
Add Access Points

Select Lock Type

<table>
<thead>
<tr>
<th>Lock Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMATIC DOOR</td>
<td>Automatic Door Opener</td>
</tr>
<tr>
<td>CAM</td>
<td>Cam</td>
</tr>
<tr>
<td>CYLINDRICAL</td>
<td>Cylindrical</td>
</tr>
<tr>
<td>DEADBOLT</td>
<td>Deadbolt</td>
</tr>
<tr>
<td>ELECTRIC STRIKE</td>
<td>Electric Strike</td>
</tr>
<tr>
<td>ELECTRIFIED CYL</td>
<td>Electrified Cylindrical</td>
</tr>
<tr>
<td>ELECTRIFIED EXI</td>
<td>Electrified Exit Device</td>
</tr>
<tr>
<td>ELECTRIFIED MORTISE</td>
<td>Electrified Mortise</td>
</tr>
<tr>
<td>ELECTRONIC KEYP</td>
<td>Electronic Keypad</td>
</tr>
<tr>
<td>INTERCHANGEABLE</td>
<td>Interchangeable</td>
</tr>
<tr>
<td>KEY SWITCH</td>
<td>Key Switch</td>
</tr>
<tr>
<td>MAGNETIC LOCK</td>
<td>Magnetic Lock</td>
</tr>
<tr>
<td>MORTISE</td>
<td>Mortise</td>
</tr>
<tr>
<td>PADLOCK</td>
<td>Padlock</td>
</tr>
<tr>
<td>Rim</td>
<td>Rim</td>
</tr>
</tbody>
</table>
Add Access Points

Search Manufacturer

Facilities and Operations
Click User Defined Fields and enter Entry Function, Finish, Trim and Handle Type information, then click **Done**
Add Access Points

Click *Done*
Add Access Points

Click Save
Add Access Points

<table>
<thead>
<tr>
<th>Access Point</th>
<th>Region</th>
<th>Facility</th>
<th>Property</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>002-206</td>
<td>CT</td>
<td>01</td>
<td>002</td>
<td>S季后厅</td>
</tr>
</tbody>
</table>

Lock

<table>
<thead>
<tr>
<th>Description</th>
<th>Lock Type</th>
<th>Manufacturer</th>
<th>Manufacturer Description</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Add Cores
Add Access Points

On WorkDesk, click Key & Access Control, then click Core
Click *New*

**Add Cores**
Enter Core label and description, then search Core Type
Add Cores

Select Core Type

- **SCHLG Cylindrical**
- **SCHLG Mortise**
- **SCHLG Removable**
- **SCHLG Rim**
- **SGNT Cylindrical**
- **SGNT Mortise**
- **SGNT Removable**
- **SGNT Rim**

Facilities and Operations
Search Location information, then search Access Point and Lock

Add Cores
Add Cores

Select Access Point
**Note:** Lock information is automatically populated

Click *Save*

**Add Cores**
## Add Cores

### Facilities and Operations

![Image of AiM Core interface]

**Action**
- Add Cores

**View**
- Extra Description
- User Defined Fields
- Related Documents

### Core Details
- **Region:** CT (Connecticut)
- **Facility:** 01 (Storrs Campus)
- **Property:** 0002 (GIBBON HALL)
- **Location:** 206

**Access Point:** 202-206

**Lock:** 201
- **Lock Type:** MORTISE

**Core Type:** SGHT MORTISE
- **Core Number:** Sargent Mortise

**Active:** Yes

**Cabinet:**
- **Slot:**

---

*Page 158*
Add New Key
On WorkDesk, click Key & Access Control, then click Key
Add New Key

Click **New**
Enter Key ID, Description, Reference Number, then search Key Type and Class

Determine if Serialized and/or Restricted

*Note:* Status is Active by default
Select Key Type and Key Class

Add New Key
Click *Key Codes* link

**Add New Key**

Facilities and Operations
Enter Keyway and Key Bitting, then Click **Done**

**Add New Key**
Add New Key

Click *Done*
Click Storage link

Add New Key
Click Add

Add New Key
Add New Key

Select Cabinet and Slot
Click on Cabinet ID

Add New Key
### Add New Key

Click on Slot ID
Click **Done**

**Add New Key**
Click *Done*

**Add New Key**
Add New Key

Click **Load**
Select Location, click **Next**

Enter search criteria, then click **Execute**

Select Location ID(s), then click **Done**

**Add New Key**
Click **Load**

**Add New Key**
Add New Key

Select Core, click **Next**

Enter search criteria, then click **Execute**

Select Core ID(s), then click **Done**
Click **Load**

**Add New Key**
Add New Key

Select Access Point, click **Next**

Enter search criteria, then click **Execute**

Select Access Point ID(s), then click **Done**
Click Load

Add New Key
Add New Key

Select Lock, click **Next**

Enter search criteria, then click **Execute**

Select Lock ID(s), then click **Done**
Add New Key

Click *Save*
Add New Key
New Schedule
On *WorkDesk*, click *Key & Access Control*, then click *Key*
Click **New**

**New Schedule**
Enter Key ID, Description, set Key Type to Electronic, Key Class is populated, status is Active by default

Set Serialized and Restricted to "No"

New Schedule
Select Electronic

New Schedule
Click **Storage** link

**New Schedule**
Click *Add*

New Schedule
Enter Schedule System and Schedule Name

New Schedule
Select Schedule ID

New Schedule
Select Schedule Name ID

New Schedule
New Schedule

Click *Done*
Click **Done**

**New Schedule**
Click *Load*

**New Schedule**

Facilities and Operations
Select Lock, click **Next**

Enter search criteria, then click **Execute**

Select Lock ID(s), then click **Done**

**New Schedule**
New Schedule

Facilities and Operations
New Key Copy
On WorkDesk, click Key & Access Control, then click Key
Click **Search**

Enter search criteria, set Serialized to **Yes**, then click **Execute**

**New Key Copy**
Select Key ID

Click Edit

New Key Copy
Click Key Copies

New Key Copy
Click *Add*

**New Key Copy**
The system populate a sequence number automatically

Enter description, add more copies if desired, then click **Done**
Click *Done*

**New Key Copy**
Click **Save**

**New Key Copy**
New Key Copy
Inactivating Key Original & Copy
Enter search criteria, then click *Execute*. Click *Search*.
Click **Edit**

**Inactivating Key Original & Copy**

Facilities and Operations
Click Key Copies

Inactivating Key Original & Copy

Facilities and Operations
Click on each available Key Copy to inactivate it

Inactivating Key Original & Copy

Facilities and Operations
Click on the Key Copy status

Click Inactive

Inactivating Key Original & Copy
Click **Done**

Click **Done**

**Inactivating Key Original & Copy**
Click Status

Inactivating Key Original & Copy

Facilities and Operations
Inactivating Key Original & Copy

Click Inactive

Click Save
Inactivating Key Original & Copy