OP	Title	Apply Facility Access Card		
	Prepare By	Harold Yung	Revision	000

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2016-12-06	000	First release
	Revision	Revision Content

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Introduction

This document is the operator guide for applying facility access card.

Complete Flow for Application

Users available to apply facility access card, view applications, extend the period and report lost or damaged card on system. The complete flow of an application for facility access card is shown in Figure 1.
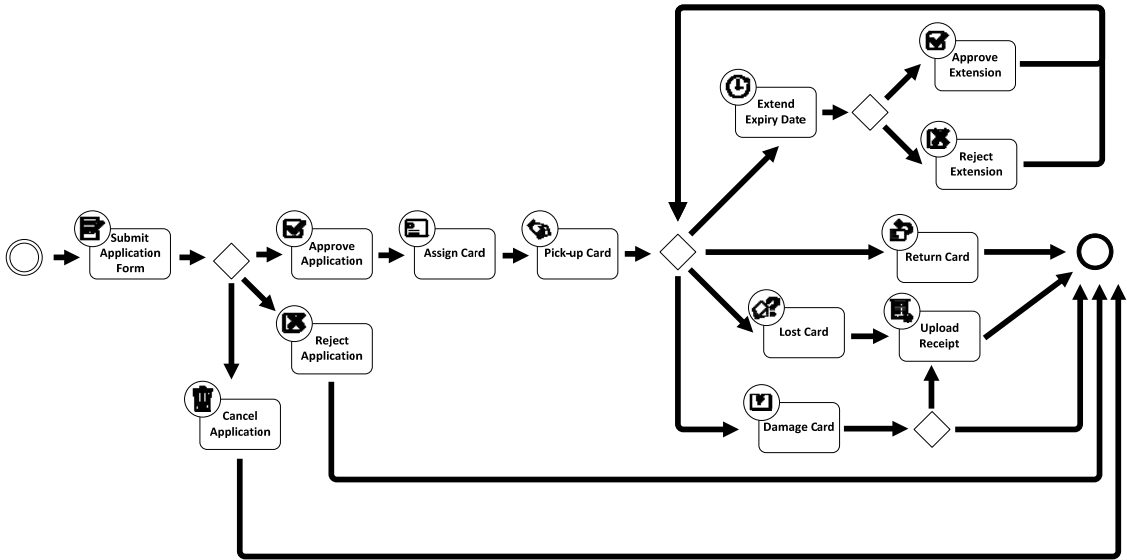

Figure 1 Compete Flow for an Application

Applying Facility Access Card

Step 1.1: Submit Application Form

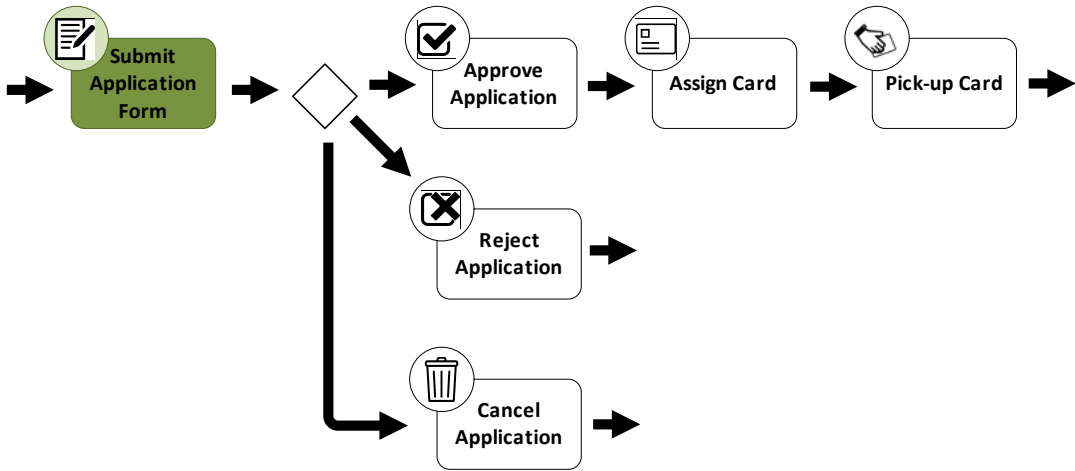To apply the Facility Access Card, you need to submit the application forms with required information.

Figure 2 Step 1.1 "Submit Application Form"

In the page, scroll down to the view as shown in Figure 3. Then click the "More" button of panel "APPLY FACILITY ACCESS CARD".
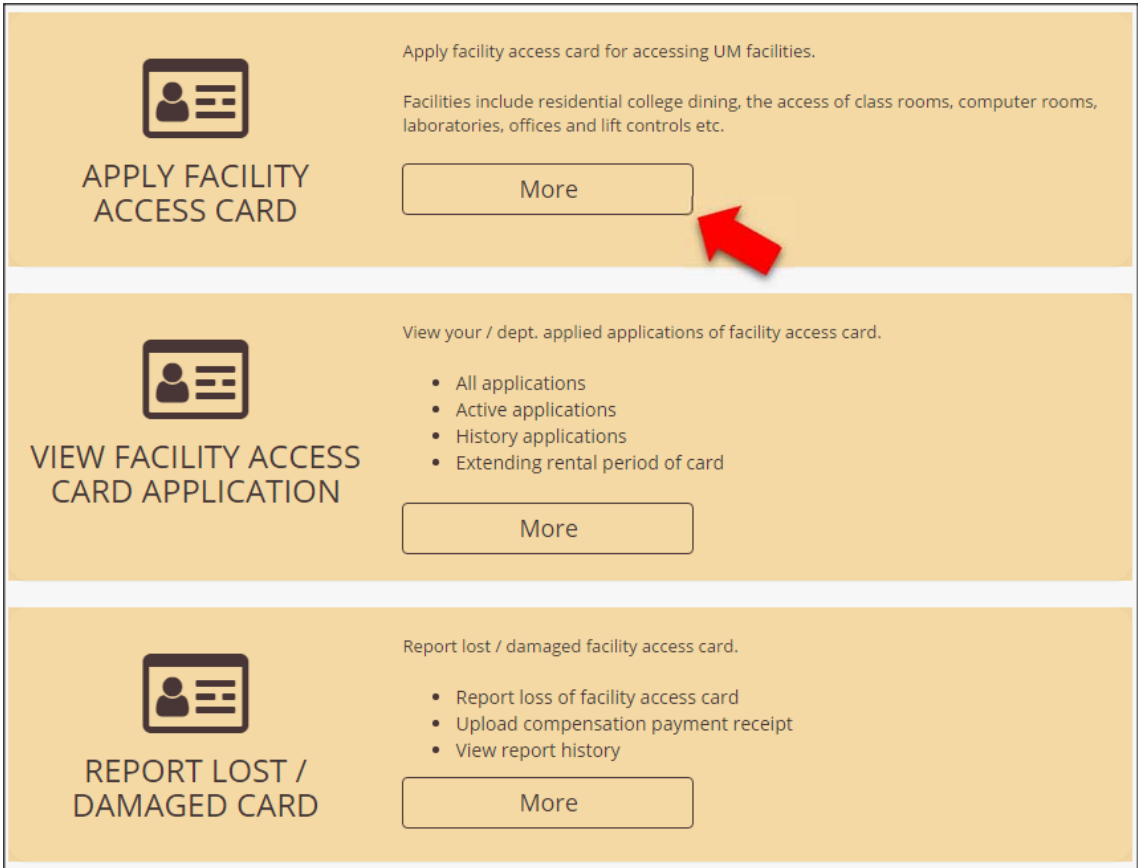

*Figure 3 View for applying Facility Access Card*

Figure 4 Form of applying card

Input fields

1. **Holder Name** – The name for person who hold the card.
2. **Justification** – The justification of applying cards.
   - You can choose an option to instead manual input by clicking the down-arrow-icon ▾.

Remark: If you want to add more options, please send request to ICTO Help Desk (icto.helpdesk@umac.mo).

3. **Expiry Date** – The expiry date of application and also the card.
   - You can choose a date on calendar by clicking the calendar-icon 📅.

*Remark: Maximum loan period is **2 years**. You can extend the period from **35 days before** expired in resonable.*

4. **Card Quantity** – The number of cards you want to loan.
   ➢ You can add or reduce the quantity by clicking plus-icon ⊞ and minus-icon ⊟.

5. **Computer Room Access** – Request of access right for computer rooms.
   ➢ You can request the access right by ticking checkbox "Computer Room Access".

   i.   Tick the room number or tick "ALL" for all rooms to request the access right of specific room.

   ii. Change the expiry date for the access by clicking the calendar-icon ▦.

   iii. Apply and close dialog by clicking "OK".

   Remark: You can modify the access rights by clicking the edit-icon 🖉 before submission.

Functions

A. **Copy Form** – Copy all input information from *Form#1* to other forms by clicking button
   Copy Form#1 to others .

B. **Remove Form** – Remove a form by clicking the cross button ⊠ on the top-right corner of the form.

C. **Add Form** – Add a new form by clicking the "+ Add More Form".

D. **Submit** – Submit the forms by clicking the button Submit .

Step 1.2a: Application Was Approved & Card Is Ready

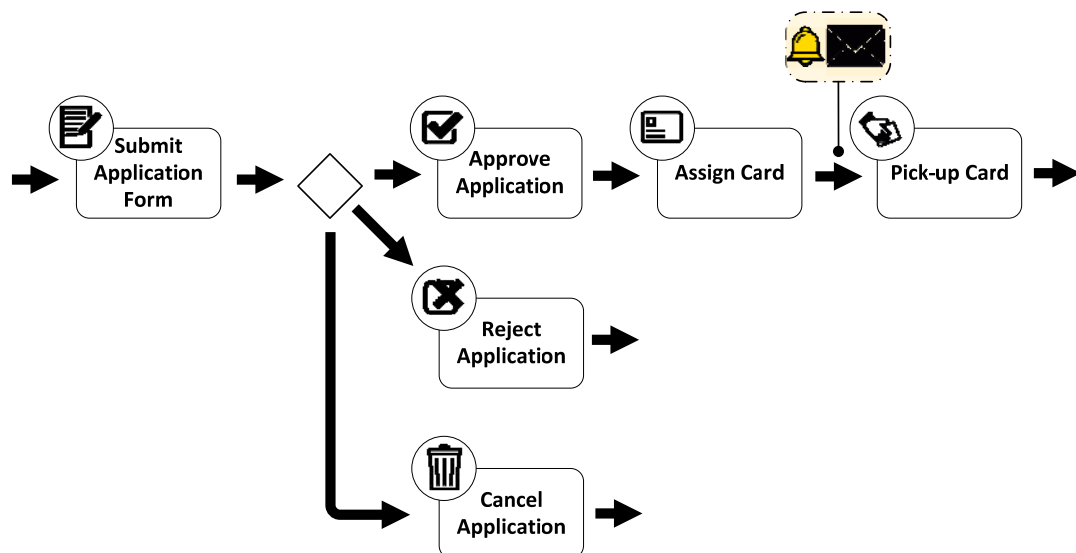After the application was approved and card is ready, you will receive a notification by email.

Figure 5 Step 1.2a - "Application Was Approved & Card Is Ready"

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Dear Sir/Madam,

Please be informed that the requested facility access card is now ready to pick up at room ██ ███ during office hours, with the following details:

Application ID: ██

Facility access card number : A1██
Holder's name : ████ ███
Facility access card expiry date: 2016/12/09
Requested computer room access right : ███ ███ ██ ██ ███ ██ ██ ███ ██ ██
Requested computer room access expiry date : 2016/12/09

Referee's user ID : ████████ ███
Referee's department : ICTO
Referee's contact number : ████

Please help to collect and return the facility access card to ICTO when it is expired and/or no further in use.

For the access of Online / Offline access control, please contact the department/faculty authority (Details refer to http://icto.umac.mo/campus-card/facility-authority/).

Should you have any enquiries, please feel free to contact ICTO Help Desk (icto.helpdesk@umac.mo).

Thank you very much for your kind attention.

Facility Access Card Rental System
Information and Communication Technology Office

Figure 6 Sample of notification for card pick-up

Please pick-up the card according the room location in the content of email.

Step 1.2b: Application Was Rejected

After the application was rejected, you will receive a notification with the reject reason by email.
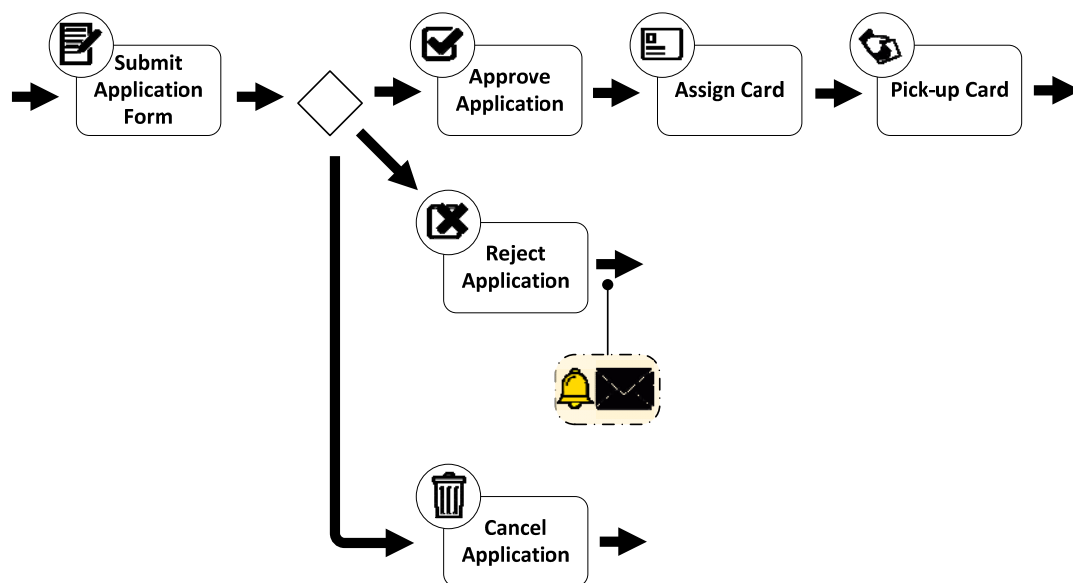

Figure 7 Step 1.2b "Application Was Rejected"

Step 1.2c: Cancel Application

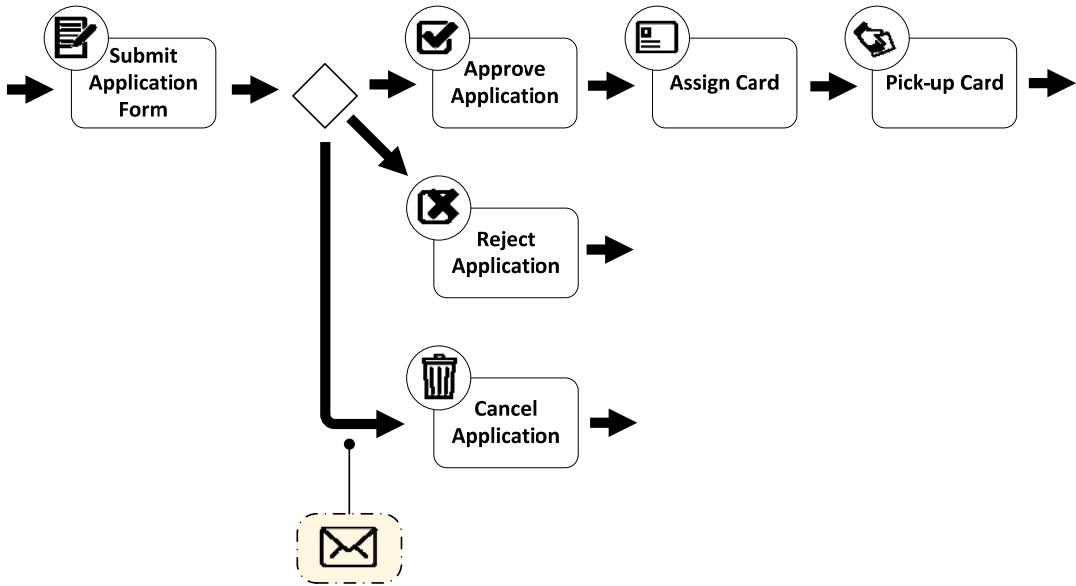If you want to cancel an application, please send request to ICTO Help Desk (icto.helpdesk@umac.mo).

Figure 8 Step 1.2c: "Cancel Application"

After the application was cancelled, you will receive a notification by email.

Step 1.3: Card Is Active In Use

After the card was picked-up, you will receive a notification by email.
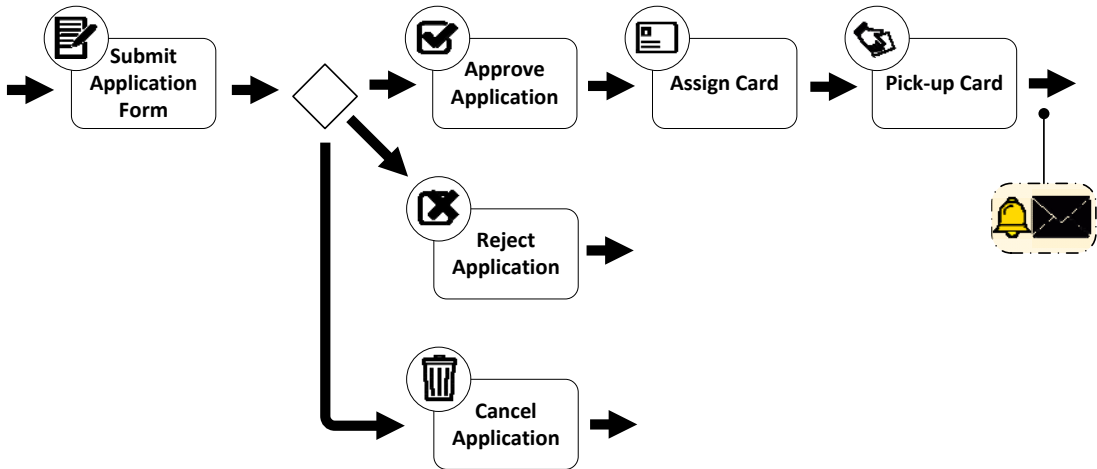

Figure 9 Step 1.3: "Card Is Active In Use"

For the access of computer room, the access rights will take effect on next day after card ready. Also, your card can be granted the access of online or offline access control system by Facility Authority for your department on next day after card ready.