

Cornell University

Key Management System

User Manual

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Overview

Access Control

University Policy 8.4 – Management of Keys and Other Access Control Systems - requires that departments and units maintain control of all devices and systems that provide access to university facilities and vehicles. This includes possession, issuance of copies, and storage of keys and other access devices. In addition, device holders are required to maintain control of access devices issued to them, ensure their proper use, report lost devices, and return devices to their supervisors when no longer required.

Everyone acting on behalf of Cornell University must take responsibility for faculty, staff, and student safety, as well as the security of university physical space and the assets contained therein. An essential element of security is maintaining adequate control to ensure that university assets are accessed only by those authorized to do so. This necessitates the tracking of university key systems and access devices, as well as the locations they access and the individuals to whom they are issued.

Responsibility for the management of proper access control rests with unit heads, who must each designate one access control coordinator (ACC) and/or key control coordinator (KCC) for all functional work areas, or delegate this responsibility to a specific entity within a unit. In all cases, ultimate responsibility for the access devices in a unit rests with the individual to whom the access device was issued.

Issuance of access devices should be systematic and need-based. Immediate supervisors, in consultation with ACCs and/or KCCs and in accordance with this policy, must determine the need for access device issuance, based upon job functions. Issuance of access devices should be kept as infrequent as possible, with consideration given to hours of work, work space, alternatives, frequency, urgency, and sensitivity (see the "Considerations When Issuing an Access Device" segment of this policy).

Immediate supervisors, ACCs, or KCCs must train device holders in the proper use of access devices and review this policy periodically with them.

Any individual requesting access to a space must complete a sign-out procedure with an ACC or KCC, or a designate, when receiving an access device. A responsible party (see "Definitions") must sign out an access device for any person who is not a Cornell student, faculty, or staff member.

Individuals are prohibited from unauthorized possession or duplication of access devices to university facilities or vehicles; from disabling or circumventing access devices; and from making changes to access without following the procedures set forth in this document.

Because all levels of master keys (grand-master, master, sub-master, etc.) open more than one space, additional care must be taken in safeguarding them. Where possible, master keys should be kept in secured storage rather than carried by an individual. Individuals should carry the lowest level key that meets their business needs.

Key Management System

The Key Management System (KMS) is intended to help users meet the requirements of Policy 8.4 – Management of Keys and Other Access Control Systems for physical keys. The KMS has been designed to meet the following general requirements:

- Capture key profiles
- Establish an organizational structure for managing keys within your unit to include Key Control Coordinator(s) and Associate Key Control Coordinator(s).
- Inventory physical keys, including
 - o organizing keys by Key Groups and Key Rings
 - o assigning access locations to keys
- Capture transactions associated with keys such as:
 - o Assigning keys to individuals
 - o Putting keys in storage
 - Identifying a key as lost/stolen or broken

The KMS was designed specifically to meet Cornell's needs and is intended to be flexible to allow for differences in the ways keys are managed within various units. A committed group of stakeholders was involved in the development of the KMS and we hope you find that it can be successfully used to manage your key inventories at Cornell.

Within the year, the KMS will have the ability to print reports to meet the annual review requirements of Policy 8.4. We will add documentation to this manual when that functionality is developed.

We are planning for Phase II of the KMS that will include electronic workflow to allow the requesting of duplicate keys and the associated approval process to happen all on-line. We do not currently have a release date for Phase II.

Definitions

The following definitions are used with the Key Management System and are consistent with Policy 8.4 – Management of Keys and Other Access Control Systems.

Access Device	A mechanical or electronic device, including, but not limited to, a key or an access card, used to gain access to a university facility or vehicle.	
Associate Key Control Coordinator	An individual responsible for issuing, receiving, and maintaining key assignments, key inventories, transaction systems, forms, and records, as delegated by the key control coordinator (KCC).	
Access Locations	The facility and room(s) that a key can access. This information is linked to the university facilities inventory.	
Bitting Notches	The unique cuts made to a physical key.	
Change Key	The lowest level of a key system. A change key cannot have any child keys below it.	
Children	Keys that are below other keys in a key system. For example, a sub-master would be a child key to a master key.	
Due Date	A specific date assigned to a key for verification process and/or turn in date if the key is issued on a temporary basis.	
Emergency Access	Access for the purposes of security, law enforcement, human safety, or facility repair.	
Emergency Response Personnel	Individuals assigned access devices that allow emergency access to a broad number of campus facilities for the purpose of providing emergency services.	
Emergency Services KCC	A KCC that can make instances from any key profile in the KMS, after approval from the Cornell University Police, with the exception of secured keys. Emergency Services KCCs include the Cornell University Police and Environmental Health & Safety.	
Key ControlAn individual acting on behalf of the dean or vice president who is restCoordinator (KCC)for requesting, issuing, receiving, and maintaining key assignments, kinventories, transaction systems, forms, and records. A KCC may deleteeauthority for a subset of keys to one or more associate key controlcoordinator(s) (AKCCs).		
Key Control Coordinator Back-Up	The individual designated to provide back-up for the KCC. The KCC Back-up can perform the duties of the primary KCC.	
Key Instance	An individual physical key.	
Key Management System (KMS)	An electronic, online tool available for managing and tracking inventories of physical keys.	
	Note : All keys to spaces with special access restrictions (e.g., those with highly hazardous materials or highly valuable assets), must be inventoried in the Key Management System (KMS). Authorization to this system is role specific and must be authorized by the Cornell Police and/or the Key Management System Program Administrator	

Key Profile	This is a conceptual entity that represents the common properties that duplicate keys share. For example, you can have many identically duplicate keys, but they would all map back to a single key profile. Access Locations are assigned at the Key Profile level, because duplicate keys would all open the same access locations. A Key Profile is uniquely identified by the combination of manufacturer, keyway, and bitting, and can be referred to by its Key Set.		
Кеу Тад	The identification device with a unique number usually attached to a key ring. Key tags for staff, students or faculty are available from the Cornell University Police in G-2 Barton Hall.		
Device Holder	An individual in possession of any physical, electronic, or other access device (may be a university employee, student, volunteer, alumnus, outside vendor, or authorized visitor). For purposes of this manual, the term key holder will be used because this manual is in reference to physical keys.		
Key Holder	Per Policy 8.4, this is a device holder that is in possession of a physical key.		
Key Ring	A set of keys physically bound on a ring. Key rings are stored or assigned to recipients as a single unit.		
Key Sequence	A sequence number assigned to a physical key that differentiates it from other keys of the same cut and key stamp. (e.g., KA1 vs KA2)		
Key Set	A series of letters and/or numbers that the key manufacturer and Lock Shop use to uniquely identify a key profile. The Key Set is typically stamped onto the physical key.		
Key Stamp	A series of letters and/or numbers stamped onto a physical key for purposes of identification. It may or may not be the Key Set. Combined with the Key Sequence, it should be unique.		
Key Way	The grooves cut along the length of a key that determine which keyholes it can be inserted into		
Master Key	A key that fits or opens more than one door. There are several levels of master key, each with different capabilities and rules for issuance and use (e.g., master key, sub-master key, grand-master key).		
Orphan Key	A Master, SubMaster, or Change key that does not have a parent.		
Responsible Party	A Cornell employee responsible for the access devices provided to a person who is not a Cornell student, faculty, or staff member. (e.g., visiting professor)		
Secured Key A key that requires specific approval of the KCC to be duplicated by Emergency Services or Service KCCs.			
Service Access	Access for the purposes of providing maintenance, repair, and building care services.		
Service KCC	A KCC that can make instances from any key profile in the KMS, after approval from the Cornell University Police, with the exception of secured keys. Service KCCs include Facilities Services Customer Service and Building Care.		
Service Personnel	Individuals assigned access control devices that allow service access to a broad number of campus facilities for the purpose of providing maintenance, repair, and building care services.		

Special Information	Specific requirements associated with an access location. For example, a room containing highly hazardous materials may require that a specific person approve any keys issued for that room.	
Sub-Master Key – see "master key"		
Temporary Access Device	An access device assigned for a limited time.	
Unit	A college, department, program, research center, business service center, office, or other operating unit.	

Roles and Responsibilities

The following roles and responsibilities are as defined in Policy 8.4 – Management of Keys and Other Access Control Systems.

Access Control	Request authorization from the Crime Prevention Unit of the Cornell			
Coordinator (ACC) or	University Police Department (CUPD) for duplication of keys.			
Key Control	Store, protect, and distribute access devices/systems properly.			
Coordinator (KCC)	• Ensure emergency response and service personnel have proper access to facilities and spaces.			
	 Periodically initiate reevaluation of the need for access devices and retrieve them, or the appropriate access, when necessary. 			
	• Designate associate access control coordinators (AACCs) or associate key control coordinators (AKCCs).			
	 Receive and act on requests for access devices, and changes to access. 			
	Issue temporary access devices.			
	 Uniquely identify and mark access devices. 			
	 Maintain access device records, including associated access locations. 			
	 Conduct a review of access devices/systems and associated locations at 			
	least every two years.			
Associate Access	 Receive and act on requests for access devices, and changes to access. 			
Control Coordinator	 Store, protect, and distribute access devices properly. 			
(AACC) or Associate	 Maintain an access device record system. 			
Key Control	Issue temporary access devices.			
Coordinator (AKCC)	 Uniquely identify and mark access devices. 			
	 Conduct a review of access devices and associated locations as 			
	requested by the access control coordinator (ACC) or key control coordinator (KCC).			
Campus Card Access	 Maintain central card access server and database. 			
Administrator	 Notify users of outages. 			
	 Maintain network link to the University Registrar's office. 			
	Administer ACC access rights.			

Campus Life Multi- Trade Shop	 Store, protect, distribute, and maintain information pertaining to Campus Life key systems (including bitting numbers, keyways, etc.) in the Key Management System (KMS). Reproduce Campus Life keys as requested and appropriate, via the Campus Life work-order system, and in accordance with this policy. Change locks with Campus Life as requested by individual units. Provide estimates for Campus Life new installations, upgrades, or conversions.
Crime Prevention Unit of the Cornell University Police Department (CUPD)	 Maintain a list of authorized ACCs and KCCs, and their backup(s), AACCs, and AKCCs. Conduct periodic inspections of the records and facilities for key and access card control. Forward approved and authorized key requests to the University Lock Shop and the Campus Life Multi-Trade Shop.
Deans, Vice Presidents	 Ensure that the college or unit meets the minimum standards set forth in this policy. Authorize ACCs and KCCs for the college or unit using the "Access Card and Key Control Authorization Form" (see "Related Documents,

Key Parts

The following diagram represents typical parts of a standard key issued by the university lock shops. See the Definitions above for additional information.





Key "Family" Tree or Profile

The following is a depiction of a key "family" tree. A typical tree goes from Grand Master to Master to Submaster to Change key. Note in the tree below the variations that are possible to a tree. Examples include:

- Change keys off of Grand Master and Master keys, and
- Orphaned keys that aren't related to the rest of the tree.



Figure 2 – Key Profile or "Family Tree"

Key Management System Process

The following figure depicts the process that must be followed for a KCC to be able to manage their keys within the KMS.

Figure 3 – Process to Manage Keys within the Key Management System



Note that prior to using the KMS, a unit must work with the appropriate Lock Shop to have the key profiles for their facilities entered into the KMS. The University Lock Shop has many key profiles available and depending on the age of the keying system, some profiles may be readily available for conversion into the KMS.

The process defined in Figure 3 above is outlined in considerable detail in the following sections of this manual.

Key Conversion Process

A data conversion process is available for units that put their key inventory information in spreadsheets provided by Risk Management and Public Safety. The conversion process has the ability to pull key profile information and key instance information into the KMS. The conversion process is further defined in

Appendix C – Importing Key Instance Information into the KMS.

Authorization Matrix

The following matrix is provided for general reference and summarizes the possible actions within the Key Management System and which roles are authorized to perform those actions.

Actions	АКСС	ксс	Service & Emergency KCCs	Lock Shop
Manage key rings	Х	Х	X	
Create a key ring	Х	Х	X	
Edit a Key ring	X	Х	X	
Delete a key ring	X	Х	X	
Edit only notes on a key	X	X	X	
View logs	X	X	X	
View special information	X	X	X	
View access locations	X	X	X	Х
Manage access locations		Х	X	Х
Create a key group		X	X	
Add an AKCC		X	X	
Delete an AKCC		X	X	
Add a custom location		X	X	
Edit a custom location		X	X	
View secured profiles		X		
Create a key instance		X	Х	
Duplicate a key instance		X	X	
Edit a key instance		X	Х	
Insert special information		X	X	
Update special information		X	X	
Create a key profile				Х
Edit a Key profile				Х
Destroy a key				Х

Key Management System

Accessing the Key Management System

The Key Management System contains confidential information. A lot of time and effort has been devoted to ensure that system data and your unit information are safe and secure. Access into the system is highly regulated by the Crime Prevention Section of the Cornell Police Department and the Key Management System Administrator. Each college/major unit is responsible for the creation and maintenance of key inventories for their individual department/unit(s).

Obtain Authorization as a KCC

Prior to using the KMS, a KCC must be authorized by their Dean or Vice President. Authorization forms are available at: <u>http://rmps.cornell.edu/keysinfo/</u>. The authorization form must be sent to the Cornell Police, Crime Prevention Section, G-2 Barton Hall. Upon receipt of the authorization, the KMS Administrator will provide access privileges to the KCC within the KMS.

To Access the KMS

NOTE: We recommend using Mozilla Firefox. It loads the pages much more quickly than Internet Explorer and displays the system information in a more easily read format.

Use the following URL: http://rmps.cornell.edu/keys/

Immediately after using this link, you will see the first line of security: The CUWebLogin screen. You will be required to type in your netID and password.

CORNELL UNIVERSITY	
CUWebLogin	Cornell University Login
About CUWebLogin	
Kerberos Please enter your Cornel NetID: Password:	NetID and Password The Web site you are visiting requires you to authenticate with your NetID and Password Verified BY Cancel OK OK
Cornell University Authentication Notice authenticity of any online service, chec	e: This is an official secure service from Cornell University. If you are uncertain of the k with abuse@cornell.edu.

RMPS Home Room screen:

	Cornell University Risk Management and Public Safety	SEARCH CORNELL: Pages People more	go a options
RMPS H	Home Room		
Please se	lect a program Injury / Illness Reporting Key Management Key Management More Preferences	tions Portal	

If you are not authorized to use the Key Management system, you will not see the Key Management icon Box. If this happens, you should contact the Key Management System Administrator at kmsusers@cornell.edu.

If you are set up in the system, you will see the Key Management system icon.

Click on to enter the system.

Key Control Coordinator (KCC) Procedures

As KCC you are responsible for the management of keys and key systems data. Management of keys includes: maintaining key inventories and associated storage locations, maintaining transaction logs of all changes in key assignment, processing all required and associated forms, and maintaining all records for your college or major unit.

Figure 4 – KCC Responsibilities within the KMS



Note: Any of the responsibilities listed above for AKCCs, as well as the actions that an AKCC can perform within the KMS, can also be performed by a KCC.

Get Your Key Profiles Established in the KMS

Prior to being able to use the KMS, the key profiles for keying systems which are installed in facilities for which you occupy and/or are responsible must be entered into the KMS by the appropriate Lock Shop. A key profile is essentially the 'family tree' of a key system. (See Figure 2 – Key Profile or "Family Tree" on page 14.) A profile indicates where in the 'family tree' a specific key instance belongs. A 'key instance' is an individual physical key. Contact the PDC Lock Shop at (x5-7112) or the Campus Life Multi-Trade Shop at (5-2074) to discuss getting your unit's key profiles entered into the KMS.

My Key Profiles

This screen displays a list of all the key profiles for keying systems which are installed in facilities for which you, as the KCC, represent the occupants and/or are responsible for the stewardship. These key profiles are established and assigned by the Lock Shop. (See Get Your Key Profiles Established in the KMS on page 19.)

> To view all key profiles:

Use this screen to view keys by key system information such as the manufacturer, keyway, keyset, or key stamp.

- Go To "My Key Profiles".
- > <u>To filter the view:</u>
 - Click , this will open drop down options which allow you to filter the view by any one or more of the following: manufacturer, keyway, keyset, key stamp, grandmaster, master, sub-master, or change.
 - **Click** on the item you wish to filter *(the item will be highlighted.)* Use Shift+Click to select multiple sequential items at one time. Use Ctrl+Click to select multiple non-sequential items within a filter box.

Cornell Unive	ersity							s	EARCH CORNELL			go
Risk Manage	ment and Pul	olic Safety							- Terret	🔊 Pages 🌔	People <u>ma</u>	ore options
Key Management	***TEST***	Key Profiles										
Programs Locations	Roster Co	omments	Help									
My Keys												
Manage Keys	First	Previous			Displ	laying rows	1 through 1	8 of 18		He	++ t	Last
My Key Rings	Hide Filter F	orm										
My Key Profiles	Mfr	Kwy	Keyset	Keystamp	KCC	GM	м	SM	Chg	Instances	Secured	Actions
Manage Key Groups	All Sargent	All AD			All dp338	All KA		All			Filter) 🔶
Manage AKCCs		AL VDH 🗸	KA1 KA2 KAA	KA1	<u>.</u>	v	KAB VA VB		KA2 KAA1 KAA2	1 📃 2 3 💙		
Manage Custom Locations	Sargent	AD	KA	КА	dp338	KA				12		،
Manage Special Info	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		(~ @
	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		، ک
	Sargent	AD	КАА	КААА	dp338	KA	КАА			2		🕞 👁 .
	Sargent	AD	KAA1	KAA1A	dp338	KA	каа		KAA1	з		🕞 👁 .
	Sargent	AD	KAA2		dp338	KA	каа		KAA2	0		🕞 👁 .
	Sargent	AD	КААЗ		dp338	KA	каа		КААЗ	0		🕞 👁
	Sargent	AD	KAA4		dp338	KA	каа		KAA4	0		🕞 👁 .
	Sargent	AD	KAA5		dp338	KA	каа		KAA5	0		🕞 👁

• Click "Filter".

> <u>To view a specific key profile:</u>

- Go To "My Key Profiles".
- **Click "**View" icon next to the key profile you wish to view.

Cornell U	Jniversity									Contraction of	SEARCH CO	RNELL:	
Risk Mar	nagement and I	Public S	Safety									Pages	•
Key Managem	ent ***TEST	-*** Key l	Profiles										
Programs Locatio	ns Roster	Comm	ents	Help									
My Keys													_
Manage Keys	First	Previ	ous		Disp	laying n	ows 1 th	rough 1	8 of 18		Hent	Last	
My Key Rings		Filter Form											
My Key Profiles	Mfr	Kwy	Keyset	Keystamp	KCC	GM	м	SM	Chg	Instances	Secured	Actions	
Manage Key Groups	Sargent	AD	KA	KA	dp338	ĸа				12		🖙 👁 📘	
Manage AKCCs	Sargent	AD	KA1	KA1	dp338	KА			KA1	1		🖙 👁 <u>.</u>	
Manage Custom	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		🕞 👁 <u>-</u>	
Locations	Sargent	AD	КАА	КААА	dp338	KA	КАА			2		🖙 👁 <u>.</u>	
Manage Special Info	Sargent	AD	KAA1	KAA1A	dp338	KА	КАА		KAA1	з		🖙 👁 <u>.</u>	
	Sargent	AD	KAA2		dp338	KА	КАА		KAA2	0		🖙 👁 📘	
	Sargent	AD	КААЗ		dp338	KА	КАА		КААЗ	0		🗫 👁 <u>.</u>	
	Sargent	AD	KAA4		dp338	KА	каа		KAA4	0		🐤 👁 📘	
	Sargent	AD	KAA5		dp338	KА	каа		KAA5	0		🖙 👁 📘	
	Sargent	AD	КААб		dp338	KA	КАА		КААб	0		🗫 👁 <u>.</u>	
	Sargent	AD	КАВ		dp338	KA	КАВ			0		🖙 👁 <u>।</u>	

• The following screen will open:

The detail of the selected key profile, as well as the parent and any children profiles associated with the selected profile will be displayed.

Programs	Locations	Roster	Comments	Help				
My Keys								
Manage Keys		Current-I	Key Level: gr	andmaster				
My Key Rings		н	(ey Manufacture	r Sargent			~	
My Key Profile	5		Keywa	Y AD				
Manage Key G	roups		Bitting (# 128946				
Manage AKCCs			Grand Maste	r KA				
Manage Custor	n		Maste	er				
Locations			Submaste	er				
Manage Specia Information	al .		KevSe	e L				
			кс	C Daneen P	hillips			
								Return
		Key	Kwy	Keyset	GM	м	SM	Chg
		Current Ke	ey AD	КА	KA			
		Child Key	AD	KAA	KA	КАА		

> <u>To view information about a secure key profile:</u>

When you view My Key Profiles, the "Secured" column denotes keys that have been identified as secured. An emergency response or service KCC cannot make instances of secured keys.

♥ Display	Filter For	m									
Mfr	Kwy	Keyset	Keystamp	KCC	GM	М	SM	Chg	Instances	Secured	Actions
Sargent	CDH	J	J	km285	J				5		🐤 👁 <u> </u>
Sargent	CDH	JA		km285	J	JA			0	Secured	🕞 👁 <u>-</u>
Sargent	CDH	JA		km285	J	JA	JAB		0	Î	👡 👁 <u>.</u>
Sargent	CDH	JA	JA	km285	J	JA	ЈАВ	JAB1	1		🕞 👁 <u>-</u>

> To assign access locations to key profiles:

Once key profiles have been entered into the KMS by the Lock Shop, associated access locations must be assigned to each profile. Both the Lock Shop and the KCC for a key profile have the ability to assign access locations; however, in practice the maintenance and management of this information is the responsibly of the KCC.

Access locations should be assigned at the lowest possible level in a profile. Parent keys inherit the access locations of their children keys. For example, if a change key opens room 100A in Facility X, then

the sub-master, master and grand-master (all parents of the key) will all open door 100A in Facility X. In this case, the access location of room 100A should be entered only once at the change key level.

- Go To "My Key Profiles"
- **Click** "Locations" icon **L** at the far right side of the table. This will take you to the locations screen.

	Cornell Univ	ersitv										SEARCH CO	RNELL:	
F State	Risk Manage	ement and P	ublic	Safety									Pages	People
Key Mar	nagement	***TEST*	** Key	Profiles										
Program <i>s</i>	Locations	Roster	Comm	ents	Help									
My Keys														
Manage Key	15	First	Previ	ous		Disp	laying i	rows 1 th	rough 18	of 18		thent.	Last	
My Key Ring	le	V Display F	filter Form	L										
My Key Prot	files	Mfr	Kwy	Keyset	Keystamp	KCC	GM	м	SM	Chg	Instances	Secured	Actions	
Manage Key	/ Groups	Sargent	AD	KA	KA	dp338	KA				12		🐤 👁 <u>.</u>	
Manage AK	CCs	Sargent	AD	KA1	KA1	dp338	KA		ł	<a1< td=""><td>1</td><td></td><td>즢 👁 <u>ا</u></td><td></td></a1<>	1		즢 👁 <u>ا</u>	
Manage Cus	tom	Sargent	AD	KA2	KA2	dp338	KA		ł	KA2	2		🐤 👁 <u>.</u>	
Locations		Sargent	AD	каа	кааа	dp338	KA	КАА			2		🐤 👁 <u>.</u>	
Manage Spe	cial Info	Sargent	AD	KAA1	KAA1A	dp338	KА	КАА	H	AA1	з		🐤 👁 <u>I</u>	
		Sargent	AD	KAA2		dp338	ĸа	КАА	ł	KAA2	0		🕞 👁 <u>.</u>	
		Sargent	AD	кааз		dp338	KA	КАА	i	кааз	0		🐤 👁 <u>I</u>	
		Sargent	AD	KAA4		dp338	KА	каа	- F	AA4	0		🗫 👁 <u>.</u>	

- Enter the facility code or choose the facility from the drop-down list. If you begin to type the numerical sequence of the facility code the list will jump down to the appropriate subset of codes.
- Enter the room number or **choose** the room from the drop-down list. If you begin to type the alpha-numerical sequence of the room the list will jump down to the appropriate subset of rooms.
- Click "Add Location"

Cor	nell Unive	ersity								SEARCH COR	NELL:	
Ris	k Manage	ment and Pub	lic Safe	ty							Pages	Peo
Key Manag	gement	***TEST***	Key Profile A	ccess Location N	lanagement							
Programs I	Locations	Roster Co	mments	Help								
My Keys												
Manage Keys		Add a ne	w Locati	ion	_							
My Key Rings		Access Fac	ility Code:	Si	elect Faci	lity		~				
My Key Profiles	;	Acces Roor	m						_			
Manage Key Gr	oups			5	elect Roor	m 💌 🔫						
Manage AKCCs		Add Loca	tion Ca	ancel								
Manage Custon Locations	n	Show Key Inf	ormation									
Manage Special	l Info											
		Key	Key Set	Facility	Room	Special Information	Actions					
		The current l	key has no	parents wit	h locatior	ns set						
		Current Key	КА	2921	220G	Edit Info	Delete					
		Current Key	KA	4007	101	Create Info	Delete					
		The current l	key has no	children wi	th locatio	ns set						

- > To delete access locations from key profiles:
 - **Go To** "My Key Profiles"
 - **Click** "Locations" icon **L** at the far right side of the table. This will take you to the locations screen.

Cornell Univer	sity										SEARCH CORNELL:		
Risk Managen	nent and Pi	ublic S	Safety									Pages	People
Key Management *	**TEST*	** Key I	Profiles										
Programs Locations	Roster	Comm	ents	Help									
My Keys													
Manage Keys	First	Previ	ous		Disp	laying r	ows 1 th	rough 18	3 of 18		Hent	Lost	
My Key Rings	V Display F	ilter Form											
My Key Profiles	Mfr	Kwy	Keyset	Keystamp	KCC	GM	м	SM	Chg	Instances	Secured	Actions	
Manage Key Groups	Sargent	AD	KA	KA	dp338	КA				12		🕞 👁 📃	-
Manage AKCCs	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		🐤 👁 <u>-</u>	
Manage Custom	Sargent	AD	KA2	KA2	dp338	КA			KA2	2		🐤 👁 <u>-</u>	
Locations	Sargent	AD	каа	КААА	dp338	KA	КАА			2		🐤 👁 <u>-</u>	
Manage Special Info	Sargent	AD	KAA1	KAA1A	dp338	KA	КАА		KAA1	з		⊡ 👁 😔	
	Sargent	AD	KAA2		dp338	KA	КАА		KAA2	0		🕞 👁 <u>-</u>	
	Sargent	AD	кааз		dp338	ĸа	каа		кааз	0		🐤 👁 <u>.</u>	
	Sargent	AD	KAA4		dp338	КA	каа		КАА4	0		🐤 👁 <u>.</u>	
	Sargent	AD	KAA5		dp338	KА	каа		каа5	0		🐤 👁 <u>.</u>	
	Sargent	AD	КААб		dp338	КA	каа		КААб	0		🐤 👁 <u>-</u>	
	Sargent	AD	кав		dp338	ка	КАВ			0		🕞 👁 <u>-</u>	

- **Refer** to "Current Key" in the "Key Information" area at the top of the screen.
- **Click** "Delete" for the location you wish to remove.

Cornell Univ	rersity						21-210-3	AN AS	ARCH CORNE	u.	- 61
Risk Manage	ement and Pub	olic Safet	y				Store.	19 Partie	U	Pages	Peop
Key Management	***TEST***	F Key Profile A	ccess Location M	danagement							
Programs Locations	Roster Co	omments	Help								
My Keys											
Manage Keys	Add a ne	ew Locati	on								
My Key Rings	Access Fa	cility Code		-la et Ca ei	li 						
My Key Profiles	Acces Roo	m		eleccraci	ncy						
Manage Key Groups			S	elect Roor	m 💌						
Manage AKCCs	Add Loca	ation Ca	incel								
Manage Custom Locations	Show Key In	formation									
Manage Special Info											
	Key	Key Set	Facility	Room	Special Information	Actions					
	The current	key has no	parents wit	h locatior	ns set						
	Current Key	KA	2921	220G	Edit Info	Delete					
	Current Key	KA	4007	101	Create Info	Delete					
	The current	key has no	children wi	th locatio	ns set						

From this screen you can also see the access locations already assigned to this key, any children keys of the current key, and the parent keys of the current key.

> To identify access locations with special information:

From the same locations screen, you can also edit special information associated with the access locations for the current key or other keys in the profile. For example, a room with highly hazardous materials in it may require that a specific person approve any keys issued for that room.

- Go To "My Key Profiles"
- **Click** "Locations" icon **I** at the far right side of the table. This will take you to the locations screen.

Con	rnell Univ	ersity										SEARCH CO	RNELL:	
Ris	k Manage	ement and P	ublic S	Safety									Pages	-
Key Mana	gement	***TEST*	-X-X Key I	Profiles										
Programs	Locations	Roster	Comm	ents	Help									
My Keys														-
Manage Keys		First	Previ	ous		Disp	laying r	ows 1 th	rough 1	8 of 18		#ieiit	Last	
My Key Rings		♥ Display	Filter Form											
My Key Profile	5	Mfr	Kwy	Keyset	Keystamp	KCC	GM	М	SM	Chg	Instances	Secured	Actions	
Manage Key Gi	roups	Sargent	AD	ка	KA	dp338	ĸа				12		•• • 🖬	+
Manage AKCCs	;	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		🖙 👁 <u> </u>	
Manage Custor	m	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		🐤 👁 ⊡	
Locations		Sargent	AD	КАА	КААА	dp338	КA	КАА			2		🖙 👁 ⊡	
Manage Specia	il Info	Sargent	AD	KAA1	KAA1A	dp338	KA	КАА		KAA1	з		🖙 👁 且	
		Sargent	AD	KAA2		dp338	KА	КАА		KAA2	0		🖙 👁 <u>.</u>	
		Sargent	AD	КААЗ		dp338	KA	КАА		кааз	0		🐤 👁 <u>.</u>	
		Sargent	AD	KAA4		dp338	KA	КАА		КАА4	0		🖙 👁 <u>.</u>	
		Sargent	AD	KAA5		dp338	KA	КАА		KAA5	0		🖙 👁 <u>.</u>	
		Sargent	AD	КААб		dp338	KA	КАА		КААб	0		🐤 👁 ⊡	
		Sargent	AD	КАВ		dp338	KA	КАВ			0		🐤 👁 📘	

• After you have entered an access location for a key (the step above), click "Create Info"

Cornell Unive	ersity	SEARCH CORNELL:
Risk Manage	ment and Public Safety	• Pages • Peo
Key Management	***TEST*** Key Profile Access Location Management	
Programs Locations	Roster Comments Help	
My Keys		
Manage Keys	Add a new Location	
My Key Rings	Access Facility Code	
My Key Profiles	Acces Room	J `
Manage Key Groups	Select Room 💌	
Manage AKCCs	Add Location Cancel	
Manage Custom Locations	Show Key Information	
Manage Special Info		
	Key Key-Set Facility Room Special Information	n Actions
	The current key has no parents with locations set	
	Current Key KA 2921 220G Edit Info	Delete
	Current Key KA 4007 101 Create Inf	o Delete
	The current key has no children with locations set	

- Enter the netid of the approver for access to this space.
- Enter any notes that describe the special information.
- Click "Create New"

Cornell Universit	ity		SEARCH COR	NELL:	
Risk Manageme	nt and Public Safety	7		📀 Pages 🌔	Peo
Key Management ***	*TEST*** Manage Special	Information			
Programs Locations F	toster Comments	Help			
My Keys					
Manage Keys	Facility	4007			
My Key Rings	Room	CAMPUS STORE WHSE [4007]			
My Key Profiles		101			
Manage Key Groups					
Manage AKCCs	Approver"s NetID	Find User			
Manage Custom	Special Instructions				
Manage Special Info					
		0/250			
	Create New Canc	el			

> To create a key instance:

✓ To have a new physical key instance made, first complete the University Key Order Form available at <u>www.rmps.cornell.edu/keysinfo</u>. Follow the instructions on the form for approval by the KCC and the Cornell University Police.

Follow the steps in this section to enter your existing physical key instances into the KMS or to enter new keys instances into the KMS. If your existing key information is available in a database or spreadsheet, it may be easier to import your information into the KMS. See Appendix C – Importing Key Instance Information into the KMS for more information.

- **Go To** "My Key Profile".
- Click "Make Instance" icon 🔛 on the row of the appropriate key profile.

Cornell Unive	ersity										SEARCH CO	RNELL:	
Risk Manage	ment and P	ublic S	Safety									Pages	Peop
Key Management	***TEST*	-X-X Key I	Profiles										
Programs Locations	Roster	Comm	ents	Help									
My Keys													
Manage Keys	First	Previ	ous		Disp	laying r	rows 1 th	rough 1	8 of 18		Hent	Last	
My Key Rings	₽ Display F	Filter Form										1.1	
My Key Profiles	Mfr	Kwy	Keyset	Keystamp	KCC	GM	Μ	SM	Chg	Instances	Secured	Actions	
Manage Key Groups	Sargent	AD	KA	ка	dp338	KA				12		🕞 👁 <u>.</u>	
Manage AKCCs	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		🕞 👁 <u>.</u>	
Manage Custom	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		🤛 👁 <u>-</u>	
Locations	Sargent	AD	каа	КААА	dp338	KA	КАА			2		🕞 👁 <u>.</u>	
Manage Special Info	Sargent	AD	KAA1	KAA1A	dp338	KA	каа		KAA1	3		🐤 👁 <u>.</u>	
	Sargent	AD	KAA2		dp338	KA	каа		KAA2	0		s- 👁 <u>.</u>	
	Sargent	AD	кааз		dp338	KА	каа		кааз	0		🐤 👁 <u>.</u>	
	Sargent	AD	KAA4		dp338	KA	КАА		КАА4	0		🐤 👁 <u>.</u>	

This will take you to the key instance screen for further details.

Key Instance Screen

- **Input** the Key Sequence. This should be a unique value and should be stamped on the key for identification purposes.
- **Choose** the Key Group that this key should belong to from drop down field. (You must first establish Key Groups. See Manage Key Groups for more information.)
- **Choose** a Key Ring, if appropriate, from the drop down field. (You must first create Key Rings. See

- Manage Keys for more information.)
- Enter any appropriate notes in the text box. For example, you may want to note why you've created this instance.
- At this point you must either assign the key to a key holder or put the key in storage.

My Keys	Show Key Profile
Manage Keys	Save Cancel
My Key Rings	
My Key Profiles	Key Instance Info
	Key Cut 13
Manage Key Groups	Key Sequence
Manage AKCCs	Keyset KA
Manage Custom	Key Stamp KA
	Key Group Select Key Group 💌
Manage Special Into	Key RingSelect a Key Ring 💌
	Notes
	0/1000
	Key Assignment Info
	Assign to Find User
	Due Date
	Assignee is a Responsible 🔄 Party?
	Key Storage Info
	Facility
	Select Facility
	Room
	Custom Location
	Cabinet
	Drawer
	Hook
	Save Cancel

- To assign a new key instance to an individual: In the section Key Assignment Information:
 - Input the individual's Netid in text box or click <u>Find User</u>.
 - Enter the due date or click to display a calendar and select the date that the key needs to be returned by. This field is optional.
 - Enter notes as appropriate. For example, you may want to note why this key has been issued or based on whose request.
 - Check the appropriate box if the key is being assigned to a Responsible Party. (See

Definitions for more information about Responsible Parties.)

Key Assignment Info		
Assign to	Find User	
Due Date		
Assignee is a Responsible Party?		

• **Click "**Save" at the bottom of the page.

Note: If you are going to issue a newly cut key, it is highly recommended that you first place the key in storage and then assign the key. The system remembers the last storage location of an assigned key which is returned to storage, thus creating a storage location prior to issuance will save you a step when it is returned.

To place a new key instance in storage: In the section Key Storage Information:

Key Storage Info	
Facility	
	Select Facility
Room	
	Select Room 💌 ←
Custom Location	Select a Custom Location 💌
Cabinet	←
Drawer	
Hook	
	Save Cancel

- **Choose** the facility by facility code or use the drop down menu
- **Choose** the room within the facility from the drop down options

or

- **Choose** a *Custom Location* from drop down options (Note: custom locations must be established before using this option. See
- Manage Custom Storage Locations on page 59 for more information.)
- Identify the cabinet or drawer and hook
- Click "Save".

Note: If you are going to store a broken key until you send it to the Lock Shop, you will need to identify where the key is being stored. If you use a special storage location for broken keys you could create a Custom Location in

Manage Custom Storage Locations on page 59.

> To duplicate a key instance:

You can duplicate an existing key instance if you have multiple copies of the same key instance.

- **Go To** "Manage Keys".
- **Click** $\stackrel{\square}{\square}$ to duplicate the key. This will open the Key Instance Info window prepopulated with the same information as the key you chose to duplicate.

Cornell Univ	ersity					SEARCH COR	NELL:	
Risk Manage	ement and Public Saf	iety					Pages	• Pe
Key Management	***TEST*** Key Mana	ger						
Programs Locations	Roster Comment	s Help						
My Keys								
Manage Keys	Assign Place I	n Storage	ssue to Resp. Pa	rty Lost/Stolen	Broken			
My Key Rings								
My Key Profiles	View keys by location	n: All Facil	ities		~			
Manage Key Groups								
Manage AKCCs	First Previous		Displaying	rows 1 through 20	of 23 Next	Last		
Manage Custom Locations	V Display Filter Form	Create Key Ring	Add To K	ey Ring KeyInstance	Inquiry Page		1	
Manage Special Info	Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions	
	Test Group A	C	00 /	Assigned	Daneen Phillips	4/30/09	1	
	Test Group B	CCC101	23 1	n Storage	A:B:C		/ 6°	
	Test Group B	012	24 1	n Storage	A:B:C		/ 6	
	dp Key Ring Test	КААА	1 1	n Storage	1 : : A		/ 	
	dp Key Ring Test	КААА	2 4	Assigned	Daneen Phillips		/ 1	
	dp Key Ring Test	KAAIA	1 4	Assigned	Daneen Phillips		/ C	

• **Update** the Key Sequence to reflect the new key. If you have more than one key with the same Key Sequence, the system will provide you with a warning that the key is a duplicate.

Note: Per Policy 8.4, keys must be uniquely marked to facilitate the tracking of individual key instances. Because duplicate keys currently exist on campus, the KMS allows this functionality. It is strongly suggested that, if possible, you update sequence numbers as you enter keys into the KMS and stamp the keys with the new sequence numbers.

Key Instance Info	
Key Cut	3
Key Sequence	2
This is a duplicate Key	
Allow Duplicate Key	This creates a policy and audit violation and will be logged.
Keyset	ABCD
Key Stamp	ABCD
Key Group	Group 1
Key Ring	Select a Key Ring
Notes	
	0/1000

• **Complete** the Key Assignment Info or Key Storage Info as indicated above.

> To edit key instances:

You can edit key instance data during the creation process in order to correct data entry errors. (All edit changes will be tracked in the log.)

- Go To "Manage Keys".
- Choose the key; by clicking checkbox
- Click "Edit" icon 📝

Cornell Univ	ersity						B.A.		SEARCH COR	NELL:	
Risk Manage	ement a	and Public	: Safety							Pages	
Key Management	*** T I	EST*** 10	ey Manager								
Programs Locations	Roste	er Com	ments	Help							
My Keys											
Manage Keys		Assign F	Place In Sto	rage	ssue to Resp.	Party Lost/Stolen	Broken				
My Key Rings											
My Key Profiles	~	iew keys by lo	cation:	- All Facil	ities		~				
Manage Key Groups											
Manage AKEEs	F	irst Prev	ious		Display	ing rows 1 through 20	of 23	Next	Last		
Manage Custom Locations	~	Display Filter Fo	rm Crea	te Key Ring	g Add To	Key Ring KeyInstand	e Inquiry Page			1	
Manage Special Info		Key Group	ō	Keystamp	KeySeq #	Status	Issuance		Due Date	Actions	
	→ (Test Grou	pA C		00	Assigned	Daneen Phillips	•	4/30/09		
		Test Grou	ip B C	CC101	23	In Storage	A:B:C			/ 1	
		Test Grou	рВ 0	12	24	In Storage	A:B:C			/ 17	
		dp Key Ri Test	ng Ka	4AA	1	In Storage	1 : : A			/ 1	
	C	dp Key Ri Test	ng Ka	4AA	2	Assigned	Daneen Phillip	s		/ d² 	
	C	dp Key Ri Test	ng Ki	4A1A	1	Assigned	Daneen Phillip	s		/ 1	

The following screen will open:

From this screen you can edit the following information: Key Sequence, Key Stamp, Key Group, Key Ring and/or add any notes.

Edit the appropriate information.

• Click "Save".

Key Instance Info	
Key Cut	18
Key Sequence	23
Keyset	CCC101
Key Stamp	CCC101 -
Key Group	Test Group B 💌
Key Ring	Select a Key Ring 💌
Notes	
	0/1000

Create Your Key Management Organizational Structure

Each KCC can have multiple Associate Key Control Coordinators (AKCCs) that manage groups of keys for the KCC. AKCCs may be organized by department or facility or any combination that makes sense for the unit. As you think about the most appropriate structure for your organization, please bear in mind: Each AKCC may manage more than one key group, and each key group can be managed by multiple AKCC; however, each key can be assigned to one and only one key group.



Manage AKCCs

- To add Associate Key Control Coordinators for your college/unit: (See definition for AKCC role)
 - **Go To "**Manage AKCCs".
 - If the AKCC has already been entered in the KMS, **choose** the AKCC from *Select from Dropdown*.
 - **Click** "Add New AKCC".

Cornell Univer Risk Managem	sity nent and Public Safety				SEARCH CORNI	ELL: Pages Pe
Key Management *	**TEST*** AKCC Management					
Programs Locations	Roster Comments H	elp				
My Keys						
Manage Keys	Select AKCC to Add	- Solort on AKCC to a	dd 💽	_		
My Key Rings	Enter Netid	Find User	uu 💌			
My Key Profiles Manage Key Groups	Add New AKCC cancel]				
Manage AKCCs	Ť					
Manage Custom	AKCC Name	KCC Name	Status	Actions		
Locations	Daneen Phillips	Daneen Phillips	Active			
Manage Special Info	Margaret Elizabeth Matta	Daneen Phillips	Active	Delete		
	Mark G. Fowler	Daneen Phillips	Active	Delete		
To add a new A	AKCC to the KMS:					

- Enter the person's Netid
- Click "Add New AKCC".

Programs Locations		Help		
My Keys				
Manage Keys	Select AKCC to Add			_
My Key Rings	Select from Dropdown Enter Netid	Bob Wigden Find User	v	-
My Key Profiles				
Manage Key Groups	Add New AKCC cance			
Manage AKCCs	1			
Manage Custom	AKCC Name	KCC Name		Actions
Locations	Daneen Phillips	Daneen Phillips	Active	
Manage Special Info	Margaret Elizabeth Matta	Daneen Phillips	Active	Delete
	Mark G. Fowler	Daneen Phillips	Active	Delete

If you need assistance finding a user:

- Select the <u>Find User</u> field.
- ✓ **Enter** the appropriate information (last name, first name)
- ✓ Click "Find".

ISCAF ind Us	erMain Page - Mozilla Firefox	
https://cft-rmp	os.coldfusion.cornell.edu/common/widgets/findUser/ISCAFindUserMain.cfm?formname==	addAkccForm&netid 🏠
User Search		
Find A User	swith	←
First Name: end Affiliation: An Sti Sti Alt Ref	equals Startswith Contains swith y Johnt ademic amni tiree	
Verify A User		
	Find Cancel	

• **Click "Select**" on the right of the person's name This will add the person to the list of authorized AKCCs for your college/unit.

🖲 ISCA I	Find User Ad	tion - M	ozilla Firefox		
https:	//cft-rmps.coldfus	ion.cornell.ec	lu/common/widgets/findUser/ISC/	AFindUserAction	cfm
User S	Search			4 9	
Search R 1 - 1 of	Results 1 records				
Detail	Bob Wigden	bw19	VP Rskmngmt and PubSaft	staff	select

- > To remove an AKCC as authorized for your college/unit:
 - Go To "Manage AKCCs".

Pro	ograms		Roster		Help				
м	y Keys								
м	anage Key	5	Sele	Select AKCC to Add					
M	y Key Ring	5	Sele: Ente	ct from Dropdown r Netid	Bob Wig	Find User	¥		
M	y Key Prof	iles							
м	anage Key	Groups	Ad	d New AKCC ca	ncel				
M	anage AK(Cs		-					
м	anage Cust	tom	AKCC	Name	K	CC Name		Actions	
Lo	Locations		Danee	n Phillips	Da	neen Phillips	Active		
м	Manage Special Info		Marga	ret Elizabeth Matta	Da	neen Phillips	Active	Delete 🔺	
			Mark 🤇	3. Fowler	Da	neen Phillips	Active	Delete	

- **Click** "Delete" to the right of the person to be removed.
- **Click** "OK". Note that deleting an AKCC will remove that person from your key groups. If necessary, remember to assign a new AKCC(s) to those key groups.

My Keys	
Manage Keys	Select AKCC to Add
My Key Rings	Select from Dropdown Select an AKCC to add 💌 Enter Netid Find User
My Key Profiles	
Manage Key Groups	Add New AKCC
Manage A The page at https://cft-rmps.coldfusion.cornell.edu 🔀	
Manage C Deleting an AKCC will also delete him/her from all your Key Groups. Continue?	
Manage S Informati	OK Cancel
	Mark G. Fowler Daneen Phillips Active Delete
Organize Your Keys

Once your profiles are established in the KMS with access locations and you've created your key management organizational structure, you should organize your keys in the KMS. KCCs organize keys into key groups. These groups may be by department or building or any grouping that makes sense to your organization. You can assign a Key Group to one or more AKCC to manage. All AKCCs with permission to manage a Key Group will see all of the keys in that group. However, each key can be assigned to one and only one Key Group.



Note in the example above, both AKCC1 and AKCC2 can manage keys for Facility B because they have both been given access to that key group.

Manage Key Groups

- > <u>To view key groups:</u>
 - **Go To "**Manage Key Groups".

> <u>To create a key group:</u>

- **Go To** "Manage Key Groups".
- Enter the Group Name in text field.
- Click "Save".

My Keys		
Manage Keys	Create A Group	
My Key Rings	Enter a Group Name	
My Key Profiles		
Manage Key Groups		Save Cancel
Manage AKCCs	Your Existing Keygroups	
Manage Custom	Key Group Name	KCC Action
Locations	dp Key Ring Test	dp338 <u>Edit</u>
Manage Special Information	dp test group	dp338 Edit
	Test Group A	dp338 Edit
	Test Group B	dp338 Edit
	Test Group C	dp338 Edit

> <u>To rename a key group:</u>

- **Go To "**Manage Key Groups".
- Click "Edit".

My Keys			
Manage Keys	Create A Group		
My Key Rings	Enter a Group Name		
My Key Profiles			
Manage Key Groups		Save	Cancel
Manage AKCCs	Your Existing Keygroups		
Manage Custom	Key Group Name	ксс	Action
Locations	dp Key Ring Test	dp338	Edit
Manage Special Information	dp test group	dp338	Edit
	Test Group A	dp338	Edit
	Test Group B	dp338	Edit
	Test Group C	dp338	Edit

- Edit the key group name in the text box
- Click "Update".

		Update Cancel
Available A Mark G. Fowler	Action << <	Currently Assigned Daneen Phillips Margaret Elizabeth Matta

> To authorize an AKCC for one or more key groups:

- Go To "Manage Key Groups".
- **Click** "Edit" next to the Key Group you wish to modify.

My Keys			
Manage Keys	Create A Group		
My Key Rings	Enter a Group Name		
My Key Profiles			
Manage Key Groups		Save	Cancel
Manage AKCCs	Your Existing Keygroups		
Manage Custom	Key Group Name	ксс	Action
Locations	dp Key Ring Test	dp338	Edit ┥
Manage Special Information	dp test group	dp338	Edit
	Test Group A	dp338	Edit
	Test Group B	dp338	Edit
	Test Group C	dp338	Edit

The following screen will open:

- From the list of Available AKCCs, **highlight** the name of the AKCC you wish to add to the group and **click** the right arrow to move name to Currently Assigned.
- Click "Update".

Key Mar	nagement	***TEST	Key Group Mar	agement				
rograms	Locations	Roster	Comments	Help				
My Keys								
Manage Key	/ 5	KeyG	iroup	dp Key	Ring Test			
My Key Ring	le		date Cancel					
My Key Pro	files							
Manage Key	y Groups	Availa	ble	Ad		Currently Assigned		
Manage AK	CCs	Bob W Mark	ligden G. Fowler		\rightarrow	Daneen Phillips Margaret Elizabeth Matta		
Manage Cus Locations	tom					- 1		
Manage Spe	cial Info				<u> </u>			

- > To remove authorization for an AKCC for one or more key groups:
 - **Go To** "Manage Key Groups".
 - **Click** "Edit" next to the Key Group you wish to modify.

Cornell Unive Risk Manager	rsity nent and Public Safety			SEARCH CORNELL:	People
Key Management *	***TEST*** Key Group Management				
Programs Locations	Roster Comments Help				
My Keys					
Manage Keys	Create A Group				
My Key Rings	Enter a Group Name				
My Key Profiles					
Manage Key Groups	Save Cancel				
Manage AKCCs	Your Existing Keygroups				
Manage Custom	Key Group Name	KCC	Action		
Locations	dp Key Ring Test	dp338	Edit 🔶		
Manage Special Info	dp test group	dp338	Edit		
	Test Group A	dp338	Edit		
	Test Group B	dp338	Edit		
	Test Group C	dp338	Edit		

The following screen will open:

- From the list of Currently Assigned AKCCs, **highlight** the name of the person you wish to remove and **click** the left arrow to move name to Available
- Click "Update".

Cornell Univ Risk Manage	ersity ement and	l Public Safety	,	==//	A	SEARCH CORNELL:	• Реор
Key Management	***TES	T*** Key Group Man	agement				
Programs Locations	Roster	Comments	Help				
My Keys							
Manage Keys	Key	Group	dp Key Ring Test				
My Key Rings		pdate Cancel					
My Key Profiles							
Manage Key Groups	Avai	lable	Action	Currently Assigned			
Manage AKCCs	Bob Mari	Wigden < G. Fowler	>>>	Daneen Phillips Margaret Elizabeth Matta			
Manage Custom Locations			→ <	1			
Manage Special Info							

To remove a key groups:

A key group cannot be deleted; however it can be renamed to be another key group. As part of this process, keys that shouldn't be part of the new key group should be reassigned.

- Click "Manage Keys" and reassign keys as appropriate. (See on Manage Keys on page 52.)
- Filter for the Key Group you are interested in removing.
- **Click** "Edit" and assign each key in the group to another key group
- **Click** "Manage Key Groups".
- **Click** "Edit" beside the key group you wish to remove.
- **Remove** all AKCCs from the currently assigned list for the key group.
- If appropriate, you can change the key group name either to something temporary, or to another key group you would like to use.

<u>My Keys</u>

This screen allows you to view keys, assign keys, place keys in storage, issue keys to a responsible party, or identify as lost/stolen or broken.

Cornell University Risk Manage	ersity ment an	d Public S	afety		1200		SEAR	CH CORNELL:	ages 🌔	go People <u>more options</u>			
Key Management	***TES	ST*** My Ke	iya.										
Programs Locations	Roster	Comme	nts Help										
My Keys													
Manage Keys		Assign Plac	ce In Storage Issue to R	esp. Party	ost/Stolen Broke	en							
My Key Rings													
My Key Profiles	Firs	t Previou	is Dis	playing rows 1 t	hrough 15 of 15	4	Nent	əst					
Manage Key Groups													
Manage AKCCs	YD	splay Filter Form	Facility Name	Room	KeyRing	Keystamp	Key5eq	Notes	Special	Status	Issuance	Due Date	
Manage Custom Locations		2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Φ	In Storage	A : B : C		/ 🗗 🔲
Manage Special Info		2921 3010B	EHOB,MAPLE 118-126	Master		C	00		Φ	Assigned	Daneen Phillips	04/30/09	/ 🗗 🛛
<u> </u>		2921 4007	EHOB,CAMP STR WHSE	Grand Master		KA	1	broken - sent to Marie / Lock Shop to	Ф	Broken	Marie Ellen Balander		• 🗗 🛛
		2921 4007	EHOB,CAMP STR WHSE	Grand Master		КА	2	descroyin 1	Φ	Issued to Resp. Party	Paula Hope Grantier	06/30/09	/ 🗗 🗊
		2921 4007	EHOB,CAMP STR WHSE	Grand Master		КА	3		Φ	Assigned	Margaret Elizabeth Matta		/ 0 🛙

> To view keys within your unit:

Use this screen to view keys by facility.

Go To "My Keys" •

To view a specific item in ascending / descending order; Click the item and an arrow will



appear **I** click again to reverse order

> To view an activity log :

- Go To "My Keys"
- Click "View Log" icon

Key Management ⁻	***TES	T*** My Ke	99											
Programs Locations	Roster	Comme	ents Help											
My Keys														
Manage Keys	As	ssign Plac	ce In Storage Issue to Re	esp. Party	st/Stolen Broke	n								
My Key Rings														
My Key Profiles	First	Previou	is Dis	playing rows 1 t	hrough 15 of 15	4	lent L	est.						
Manage Key Groups														
	₽ <mark>Disp</mark>	ilay Filter Form												
Manage AKCCs	₽ <u>Disp</u>	ilay Filter Form Facil	Facility Name	Room	KeyRing	Keystamp	KeySeg	Notes	Special	Status	Issuance	Due Date		
Manage AKCCs Manage Custom Locations	₽ _{Disp}	Hay Filter Form Faci	Facility Name EHOB	Room 220G	KeyRing Test Key Ring #1	Keystamp CCC101	KeySeg 23	Notes	Special	Sietus In Storage	A : B : C	Due Date	Actors	
Manage AKCCs Manage Custom Locations Manage Special Info		Fact 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	Room 220G Master	KevRing Test Key Ring #1	Keystamp CCC101 C	xey5eg 23 00	Notes	Special () () () () () () () () () ()	Status In Storage Assigned	Issuerce A : B : C Daneen Phillips	Due Date 04/30/09	Actions / 0 0	
Manage AKCEs Manage Custom Locations Manage Special Info		Lay Filter Form Fact 2921 2921 3010B 2921 4007	Factor Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE	Room 220G Master Grand Master	KeyRing Test Key Ring ≢1	Keystamp CCC101 C KA	KeySeg 23 00 1	Notes broken - sent to Marie / Lock Shop to destroy f	Special Φ Φ Φ	Status In Storage Assigned Broken	A : B : C Dancen Phillips Marie Ellen Balander	Due Date 04/30/09	Actions / 1 1 1 / 1 1 () 1 1 ()	
Manage AKCEs Manage Custom Locations Manage Special Info		Search State Flat State	Facily Name EHOB EHOB,MAPLE 118-125 EHOB,CAMP STR WHSE EHOB,CAMP STR WHSE	Room 2206 Master Grand Master Grand Master	KeyRing Test Key Ring #1	KA	xeySeg 23 00 1	Notes broken - sentto Marie / Lock Shop to destroy f	Special Φ Φ Φ Φ	Status In Storage Assigned Broken Issued to Resp. Party	A : B : C Dancen Phillips Marie Ellen Balander Paula Hope Grantier	Due Date 04/30/09 06/30/09	Actors / 0 = / 0 = / 0 =	

This provides the complete transaction history for a specific key, see page display below.

Cornell University Risk Management	and Public Safety	SEARCH CORNELL: go Pages People more options
Key Management ***T	EST ^{****} Log View	
Programs Locations Rost	er Comments Help	
Date NetID 04/17/2009 02:55 PM dp338	Log Entry Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' ', STORAGE_FACIL_CD=' , STORAGE_HOOK=', STORAGE_ROOM=', STORA dp338', DUE_DATE=' dv430/2009', STORAGE_CABINET=', STORAGE_DRAM STORAGE_ROOM=', STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	dp338', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER=' GE_CUSTOM_LOCATION_ID='', NOTES='') TO(RECIPIENT_NETID=' VER='', STORAGE_FACIL_CD='', STORAGE_HOOK='',
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STORA dp338', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER='', STOR STORAGE_CUSTOM_LOCATION_ID='', NOTES=')	lec37', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER=' GE_CUSTOM_LOCATION_ID='', NOTES='') TO(RECIPIENT_NETID=' :AGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='',
01/12/2009 10:50 AM lec37	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' STORAGE_DRAWER='B', STORAGE_FACIL_CD='2921', STORAGE_HOOK=' ', NOTES='') TO(RECIPIENT_NETID='lec37', DUE_DATE='', STORAGE_CAB) STORAGE_HOOK='', STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_I	', DUE_DATE=' 01/06/2009 ', STORAGE_CABINET=' A ', C', STORAGE_ROOM=' 2206 ', STORAGE_CUSTOM_LOCATION_ID= ' INET='', STORAGE_DRAWER=' ', STORAGE_FACIL_CD=' ', D= '', NOTES=')
01/06/2009 07:47 PM lec37	New Key added	

► <u>To filter the view:</u>

- Click To display filter form. This will open drop down options which allow you to search by such things as: *facility, key ring, due date, etc.*
- **Click** on the item you wish to filter (this will highlight the item).
- Click "Filter".

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Key Management ***?	FEST**	* My Keys											
Programs Locations Ro	ster C	Comments	Help										
My Keys													
Manage Keys	Assign	n Place In	Storage Issue to R	esp. Party	Lost/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	Provinus	D	splaying rows 1 th	hrough 15 of 15	Maxt	Last						
Manage Key Groups													
Manage AKCCs	Y Hide Filte	Facil	Facility Name	Room	KeyRing	Keystarp	KeySeq	Notes		Status	Issuance	Due Date	
Manage Custom Locations	Filter									A	All		
Manage Special Info			CAMP STR WHSE EHOB MAPLE 118-126	220G G66 G70	V	C CCC101 KA	1 1a 2			Assigned Broken In Storage Issued to Resp. Party	Allen J Bova Bob Wigden Daneen Phillips		
			EHÖB	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A : B : C		/ 🗗 🗉
		2921 3010B	EHOB, MAPLE 118-126	Master		c	00		Ф	Assigned	Daneen Phillips	04/30/09	1 1 5
			EHOB, CAMP STR WHSE	Grand Master		КA	1	broken - sent to Marie / Lock Shap to destroyf	Φ	Broken	Marie Ellen Balander		@ (<mark>)</mark> []
			EHOB, CAMP STR WHSE			KA	2		Φ	Issued to Resp. Party	Paula Hope Grantier	05/30/09	/ 0 0
			EHOB, CAMP STR WHSE	Grand Master		KA	3		Ф	Assigned	Margaret Elizabeth Matta		/ ð 🗉

- > To assign a key to a key holder:
 - Go To "My Keys"
 - **Choose** the key to assign by clicking in the checkbox on the left.
 - **Click** "Assign". You will be prompted to fill in key assignment information.

Cornell Unive	rsity					SEAR	CH CORNELL:		go			
Risk Manager	ment and Public S	Safety					0 F	Pages 🔘 i	People more options			
ey Management *	***TEST*** My K	c)3										
ograms Locations	Roster Comm	ents Help										
ly Keys	+											
lanage Keys	Assign Pla	ce In Storage Issue to R	esp. Party	ost/Stolen Broke	en							
1y Key Rings												
ly Key Profiles	First Previo	us Dis	playing rows 1 t	hrough 15 of 15	4	lent L	ist					
1anage Key Groups												
danage AKCCs	Display Filter Form		2000	-			-		-			
fanage Custom	2921	EHOB	2206	Test Key Ring #1	CCC101	23	notes	Φ	In Storage	A:B:C	UDE DELE	/ d [
tenens Secolal Tafa	2921 3010B	EHOB,MAPLE 118-126	Master		C	00		Ф	Assigned	Daneen Phillips	04/30/09	101
nanaye special into	2921 4007	EHOB,CAMP STR WHSE	Grand Master		КА	1	broken -	Φ	Broken	Marie Ellen Balander		• f [
							sent to Marie / Lock Shop to					
							and a sector sector of the					
	2921 4007	EHOB,CAMP STR WHSE	Grand Master		КА	2	destroy f	Φ	Issued to Resp. Party	Paula Hope Grantier	06/30/09	/ d ² [

- Enter the Net ID or use the Find User option
- **Enter** the Due date. You would use this to assign the date that the key must be returned or audited.
 - Click 🛅 to display calendar, select date
- Notes: briefly describe the purpose for the key being assigned
- Click "Assign".

Programs	Locations	Ro	ster	Comments	Help					
My Keys										
Manage Key	ys		Valid	Key Group	Keystamp	Keyset	KeySeq		Special Info	Issuance
Mu Kou Bin			valid	Test Group A	с	с	00	Assigned	Ф	Daneen Phillips
Ply Key King	y>									
My Key Pro	files		Key	Assignment I	info 🔶					
Manage Key	y Groups		Assiç	jn to		Find User	-			
Manage AK	CCs		Due [Date				-		
Manage Cus Locations	stom	-	Note	5						
Manage Spe	ecial Info									
					0/1000)				
			Ass	ign Cancel						
			1							

- > To place a key in storage:
 - Go To "My Keys"
 - **Choose** the key to place in storage by clicking in the checkbox on the left.
 - **Click "**Place in Storage".

Risk Manage	ment and	d Public S	afety					O P	Pages 🕘 F	People more options			
Key Management	***TES	T*** Ny Ke	yu -										
Programs Locations	Roster	Comme	nts Help										
My Keys			+										
Manage Keys	A	ssign Plac	e In Storage Issue to Re	esp. Party	ost/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	Previou	es Dis	playing rows 1	through 15 of 15	4	lent Li	ist					
Manage Key Groups													
Manage AKCCs	¥ <u>Dis</u>	play Filter Form	20020000	Ream	Kaulling								
		Facily	Facility Name	Property	NEYNING	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
Manage Custom Locations		2921	EHOB	2200	Test Key Ring #1	CCC101	KeySeq 23	Notes	Special	Status In Storage	Issuance A : B : C	Due Date	Actor
Manage Custom Locations Manage Special Info		2921 2921 3010B	EHOB EHOB,MAPLE 118-126	220G Master	Test Key Ring #1	CCC101	KeySeq 23 00	Notes	Special () () ()	Slatus In Storage Assigned	A : B : C Daneen Phillips	Due Date 04/30/09	Actor 0 C 0 C
Manage Custom Locations Manage Special Info		2921 2921 3010B 2921 4007	EHOB EHOB, EHOB, CAMP STR WHSE	220G Master Grand Master	Test Key Ring #1	Keystamp CCC101 C KA	23 00 1	Notes broken - sent to Marie / Lock Shop to destroy f	Special	Status In Storage Assigned Broken	Issuance A : B : C Daneen Phillips Marie Ellen Balander	Due Date 04/30/09	Acto
Manage Custom Locations Manage Special Info	-	2921 2921 3010B 2921 4007 2921 4007	EHOB, CAMP STR WHSE	2206 Master Grand Master Grand Master	Test Key Ring #1	Keystamp CCC101 C KA	23 00 1 2	hotes broken - sent to Marie / Lock Shop to destroy f		Status In Storage Assigned Broken Issued to Resp. Party	Readown A : B : C Daneen Phillips Marie Ellen Balander Paula Hope Grantier	Due Date 04/30/09 06/30/09	 Action ∅ Ć ∅ Ć ∅ Ć ∅ Ć

- Choose the Facility by entering the facility code or using the drop down options
- **Choose** the room within the facility

or

- **Choose a** *Custom Location* from drop down option. (Note: custom locations must already exist. See
- Manage Custom Storage Locations on page 59.)
- Identify the cabinet or drawer <u>and hook</u>
- Notes: make notes as needed, providing information regarding the key storage
- **Click** "Place In Storage".

My Keys	
Manage Keys	Valid Key Keystamp Keyset KeySeq Status Special Issuance Group
My Key Rings	valid dp test group KA KA 3 Assigned 🤍 Margaret Elizabeth Matta
My Key Profiles	Key Storage Info
Manage Key Groups	Facility
Manage AKCCs	Room
Manage Custom Locations	Select Room 🗴
Manage Special Info	Custom Location Select a Custom Location S
Act As Another User	Drawer
	Hook
-	► Notes
	Place In Storage Cancel

- > <u>To issue a key to a responsible party</u> (See Definitions)
 - Go To "My Keys".
 - **Choose** the key you wish to assign; by clicking in the checkbox
 - **Click** "Issue to Resp. Party" (at the top or bottom of the page).

Key Management *	TES	1 * * * My Er	99						_				_
Programs Locations	Roster	Comme	ents Heip	L									
My Keys Manage Keys	A	Assign Plac	ce In Storage Issue to R	esp. Party	ost/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	n Previou	is Dis	playing rows 1 t	hrough 15 of 15:	4	lent Li	əst					
Manage Key Groups	70	odau Filtar Form											
Manage AKCCs		Faci	Facility Name	Room	KeyRing	Keystamp	Key5eq	Notes	Special	Status	Issuance	Due Date	
Manage AKCCs Manage Custom Locations		Fact 0	Facility Name EHOB	Room 220G	KeyRing Test Key Ring #1	Keystamp CCC101	Key5eq 23	Notes	Special	Siatus In Storage	Issuence A : B : C	Due Date	Actore
Manage AKCCs Manage Custom Locations Manage Special Info		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	Room 220G Master	KeyRing Test Key Ring #1	Keystamp CCC101 C	<u>KeySeg</u> 23 00	Notes	Special () () () () () () () () () ()	Sistus In Storage Assigned	Issuance A : B : C Daneen Phillips	Due Date 04/30/09	Actors / ਹੈ / ਹੈ
Manage AKCCs Manage Custom Locations Manage Special Info	-	7acið 2921 2921 30108 2921 4007	Facility Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE	Room 220G Master Grand Master	KeyRing Test Key Ring #1	Keystamp CCC101 C KA	KeySeg 23 00 1	Notes broken - sent to Marie / Lock Shop to destroy f	Special	Status In Storage Assigned Broken	Issuence A : B : C Dancen Phillips Marie Ellen Balander	Due Date 04/30/09	 Action ↓ ↓<
Manage AKCCs Manage Custom Locations Manage Special Info	•	Fact 6 2921 2921 30108 2921 4007 2921 4007	Facility Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE EHOB,CAMP STR WHSE	Room 220G Master Grand Master Grand Master	KeyRing Test Key Ring #1	Keystamp CCC101 C KA	KeySeg 23 00 1 2	Notes broken - sent to Marie / Lock Shop to destroy f	Secol	Status In Storage Assigned Broken Issued to Resp. Party	A : B : C Dancen Phillips Marie Ellen Balander Paula Hope Grantier	Due Date	/ 0 ¹ / 0 ¹ • 0 ¹

- Enter the Net ID or use the <u>Find User</u> option
- **Due date:** You would use this to assign the date that the key must be returned or audited.
 - Click to display calendar, select date
- Notes: add to indicate the reason this key is being assigned (e.g.; visiting professor)
- **Click** "Issue to Resp. Party".

Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
valid	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
Key A	ssignment Info	Ļ					
	Assign [.] Due Da	to Fi	nd User 🗲	-			
	N						
	Note	25					
		0/1000					
			Issue	to Resp. Par	ty Cancel		
				1			

> To record a lost / stolen key:

If a key has been lost/stolen, per Policy 8.4, the key holder must *immediately* report the loss to their immediate supervisor. The supervisor should report the lost key to the KCC and the Cornell Police. The KCC is responsible to track within the KMS.

- Go To "My Keys".
- **Choose** the key you wish to mark as lost/stolen; by clicking in the checkbox
- Click "Lost/Stolen".

Cornell Univer Risk Managen	rsity nent an	d Public S	afety				SEAR	CH CORNELL:	Pages 🔵 F	go People <u>more options</u>			
Key Management *	**TES	5T*** _{My Er}	ela.										
Programs Locations	Roster	Comme	ents Help										
My Keys					•								
Manage Keys	4	Assign Plac	ce In Storage Issue to R	esp. Party	ost/Stolen Broke	an							
My Key Rings													
My Key Profiles	First	t Previou	us Dis	playing rows 1 1	through 15 of 15	4	lent L	ast					
Manage Key Groups													
Manage AKCCs	• De	Faci	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
Manage Custom		2921	ЕНОВ	220G	Test Key Ring #1	CCC101			0	In Storage	consectores:		
					ACCORDENCE ACCORDENCE OF COMME		23		Ψ	In ocorage	A:B:C		0 0
Manage Special Info		2921 3010B	EHOB,MAPLE 118-126	Master		C	00		Ŷ	Assigned	A : B : C Daneen Phillips	04/30/09	0 0 0
Manage Special Info		2921 3010B	EHOB, CAMP STR WHSE	Master Grand Master		C KA	00	broken - sent to Marie / Lock Shop to destroy f	Ф Ф	Assigned Broken	A : B : C Daneen Phillips Marie Ellen Balander	04/30/09	/ 0 / 0 @ 0
Manage Special Info		2921 3010B 2921 4007 2921 4007	EHOB,CAMP STR WHSE	Master Grand Master Grand Master		KA KA	23 00 1 2	broken - sent to Marie / Lock Shop to destroy f	•	Assigned Broken Issued to Resp. Party	A : B : C Daneen Phillips Marie Ellen Balander Paula Hope Grantier	04/30/09	/ 0 / 0 * 0 / 0

- Notes briefly describe circumstances of the loss of keys
- Click "Lost/Stolen".
- ✓ If a replacement key is needed, the request must be made to the KCC at the time of the report of the lost/stolen key. The KCC will request a new key using the <u>University Key Order Form</u>.

valid Test Group B CCC101 CC101 CC101	Valid K	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
Notes 0/1000 Lost/Stolen Cancel	valid T	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
Lost/Stolen Cancel		Notes	s 0/1000					
†					Lost/Stolen	Cancel		

To record a recovered lost/stolen key:

(The KCC must notify CUP that the key has been recovered)

- Go To "My Keys".
- Choose the key you have recovered by clicking in the checkbox
 - \checkmark note: the key must be placed in storage, prior to re-assigning to a key holder
- Click "Place in Storage".

Key Management	Postor	L My Ke	ante Hele										
My Keys	noster	comme											
Manage Keys	A	ssign Plac	e In Storage Issue to Ri	esp. Party	ost/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	Previou	e Dis	playing rows 1	through 15 of 15	4	lent L	.est					
Manage Key Groups													
	 Dist 	ndy riner rorm											
Manage AKCCs		Face	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Ditle	
Manage AKCCs Manage Custom Locations		Fact 8	Facility Name EHOB	<u>Room</u> 220G	KeyRing Test Key Ring #1	Keystamp CCC101	Key5eg 23	Notes	Special O	Status In Storage	Issuance A : B : C	Due Date	Actor
Manage AKCCs Manage Custom Locations Manage Special Info		Fact & 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	Room 2206 Master	KeyRing Test Key Ring #1	Keystamp CCC101 C	<u>KeySeq</u> 23 00	Notes	Scecuri () () ()	Sintus In Storage Assigned	Issuance A : B : C Daneen Phillips	Due Date 04/30/09	Acto 0 C 0 C
Manage AKCCs Manage Custom Locations Manage Special Info	•	Fac. 0 2921 2921 3010B 2921 4007	Facility Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE	Room 220G Master Grand Master	KeyRing Test Key Ring #1	Keystamp CCC101 C KA	KeySeg 23 00 1	Notes broken - sent to Marie / Lock Shop to	Special Φ Φ Φ	Status In Storage Assigned Broken	Liteanne A : B : C Daneen Phillips Marie Ellen Balander	Due Date	Acto 1 Ó 1 Ó 0 Ó
Manage AKCCs Manage Custom Locations Manage Special Info	•	rsc.♥ 2921 2921 30108 2921 4007	Factor Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE EHOB.CAMP STR WHSE	Room 2206 Master Grand Master	KeyRing Test Key Ring #1	Keystamp CCC101 C KA	KeySeg 23 00 1 2	Notes broken - sent to Marie / Lock Shop to destroy 1	Special	Status In Storage Assigned Broken Lesued to Resp. Party	A : B : C Dancen Phillips Marie Ellen Balander	Due Dite	

- **Choose** *Facility* (enter the facility code or choose from the drop down options)
- **Choose** the room within the facility

or

- Choose a Custom Location from drop down option
- Identify cabinet or drawer and hook
- **Note:** add as needed, provide any information regarding the storage of this key
- **Click** "Place In Storage".

Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
valid	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
Key St	orage Info						
	Facilit	y Select	Facility			-	
	Roon	n	Room 🗈	•			
	Custom Location	n Select	a Custom L	ocation[▼		
	Cabine	t	-				
	Drawe	r					
	Hool	k	-				
	- Note	s					
		0/1000					
			Pla	ce In Storag	e Cancel		
				1			

> <u>To record a broken key:</u>

(The broken key or pieces <u>must</u> be sent back to lock shop to be destroyed.)

- Go To "My Keys".
- **Choose** the key that has been broken by clicking in the checkbox next to key
- Click "Broken".

Von Monorant -	a area o	OT LEASE											
Key Management	TES	5 I * * * My Ke	i)u										
Programs Locations	Roster	Comme	ents Help										
My Keys													
Manage Keys		Assign Plac	ce In Storage Issue to Re	esp. Party	ost/Stolen Broke	en 🔶	-						
My Key Rings													
My Key Profiles	Firs	t Previou	is Dis	playing rows 1 t	hrough 15 of 15	4	ent Li	əst					
Manage Key Groups	V o	olay Filter Form											
	0.000												
Manage AKUUS		Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
Manage AKUS Manage Custom Locations		Facil	Facility Name -	Room 220G	KeyRing Test Key Ring #1	Keystamp CCC101	KeySeg 23	Notes	Special	Sintus In Storage	lisuance A : B : C	Due Date	Action 1
Manage AKUS Manage Custom Locations Manage Special Info		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	Room 220G Master	KeyRing Test Key Ring #1	Keystamp CCC101 C	KeySeq 23 00	Notes	Special ① ①	Status In Storage Assigned	Issuence A : B : C Daneen Phillips	Due Date 04/30/09	1 d
Manage Custom Locations Manage Special Info	•	Fact 0 2921 2921 30108 2921 4007	Facility Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE	Room 2200 Master Grand Master	KeyRing Test Key Ring #1	Keystamp CCC101 C KA	KeySeg 23 00 1	Notes broken - sent to Marie / Lock Shop to	Special	Status In Storage Assigned Broken	Lisuarce A : B : C Daneen Phillips Marie Ellen Balander	Due Date	Actor 1 di 1 di ● di
Manage AKLUS Manage Custom Locations Manage Special Info	•	2921 2921 3010B 2921 4007	Facily Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE	Room 220G Master Grand Master	KeyRing Test Key Ring #1	Keystamp CCC101 C KA	кеу5ед 23 00 1	Notes broken - sent to Marie / Lock Shop to destroy f		Status In Storage Assigned Broken	A: B: C Dancen Phillips Marie Ellen Balander	Due Date	 Actor I I<!--</td-->
Manage AKLES Manage Custom Locations Manage Special Info	•	2921 2921 3010B 2921 4007	Facily Name EHOB EHOB,MAPLE 118-126 EHOB,CAMP STR WHSE EHOB,CAMP STR WHSE	Room 220G Master Grand Master Grand Master	KeyRing Test Key Ring #1	Keystamp CCC101 C KA KA	KeySeg 23 00 1 2	Notes broken - sent to Marie / Lock Shop to destroy f		Status In Storage Assigned Broken Issued to Resp. Party	A : B : C Dancen Phillips Marie Ellen Balander Paula Hope Grantier	Due Drie 04/30/09 06/30/09	Actor 1 0 1 0 0 0 1 0 1 0 1 0

- Choose the Lock Smith at the Lock Shop you use in the Key Assignment Info
- **Note:** briefly describe broken key was sent to the Lock Shop to be destroyed.
- Click "Broken".

My Keys								
Manage Keys	Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
My Key Rings	valid	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
My Key Profiles	Key As	signment Info						
Manage Key Groups	Key H	Sele	ct Sele	ct a Lock Sho	op User	~		
Manage AKCCs	Key St	orage Info				•		
Manage Custom Locations	,	Facili	ty	t Facility			~	
Manage Special Information		Roor	m	 t Room [*	~]			
		Custom Locatio	n Selec	t a Custom L	ocation [~		
		Cabine	et					
		Drawe	er					
		Hoo	ik					
		Note	25					
			0/1000					
					Broke	n Cancel		
					↑			

Manage Keys

This page allows the user manage keys by key groups, key stamp and sequence number, key holder or storage location, and due dates. From the Manage Keys page you can:

- Assign keys
- Place keys in storage
- Issue keys to a responsible party
- Identify keys as lost/stolen or broken
- Create key rings
- Add keys to key rings

Cornell University Risk Manage	ersity ment and Public Safety				SEARCH CORNE	ELL:	People n
Key Management	***TEST*** Key Manager						
Programs Locations	Roster Comments	Help					
My Keys							
Manage Keys	Assign Place In St	orage Issue to Resp.	Party Lost/Stolen	Broken			
My Key Rings							
My Key Profiles	View keys by location:	All Facilities		~			
Manage Key Groups							
Manage AKCCs	First Previous	Display	ing rows 1 through 20 o	f23 Next	Last		
Manage Custom Locations	Display Filter Form	ate Key Ring Add To	Key Ring KeyInstance	Inquiry Page			
Manage Special Info	Key Group	Keystamp KeySeq #	Status	Issuance	Due Date	Actions	
	Test Group A C	: 00	Assigned	Daneen Phillips	4/30/09	/ 6	
	Test Group B C	23	In Storage	A:B:C		/ 6	
	Test Group B C	24	In Storage	A:B:C		/ 1 []	
	dp Key Ring K Test	(AAA 1	In Storage	1 : : A		/ 6	
	dp Key Ring K Test	(AAA 2	Assigned	Daneen Phillips		/ 6	

To view keys

Use this field to organize assigned keys by key groups, key holders and the annual review of key holders and key groups.

- **Go To "**Manage Keys".
- To sort the keys in ascending or descending order, **click** the header and an arrow will



> <u>To filter the view:</u>

- **Click** to display the filter form. This will open drop down options which allow you to search by the following: *key group, key attributes, key holders, and due dates.*
- **Click** on the item you wish to filter (*the information will be highlighted*).
- Click "Filter".

	Assign	Place In Storage	Issue to Resp. I	Party Lost/	Stolen Broken			
View keys b	y location: All Facilities	:	~					
First	Previous	Displaying rows 1	through 10 of 28	N	ext Last			
▶ ▼ Hide Filter F	form Create Key Ring	Add To Key Ring	KeyInstance Inqu	iry Page				
	Key Group	Keystamp	Keyset	KeySeq #	Status	Issuance	Due Date	Actions
Filter	All EPR Keys Test Group A Test Group B dp Key Ring Test	All 012 C CCCC101 E	All 012 C CCC101 E	All 00 1 1a 2	All Assigned Broken In Storage Issued to Resp. Party	All Richard W McDaniel Paula Hope Grantier Michael G Hingston Mark G. Fowler		Filter
	Test Group A	с	с	00	Assigned	Laura E. Cecere		Edit Duplicate View Log
	Test Group B	CCC101	CCC101	23	In Storage	A : B : C		<u>Edit</u> Duplicate View Log
	Test Group B	012	012	24	In Storage	A : B : C		Edit Duplicate View Log
	EPR Keys	EPR1	EPR1	1	Assigned	Hugh Edwards		View

> To view instances made by Emergency & Service Personnel:

By Policy 8.4 – Management of Keys and Other Access Control Systems, Emergency and Service personnel may make instances of keys for entering a facility for emergency or service purposes. Within the KMS, Emergency and Service personnel may make instances of any keys whose profiles are not marked as "Secure." See the section "To view information about a secure key profile" on page 22.

- Go To "Manage Keys".
- **Click on** "Key Instance Inquiry Page" to view instances made by Emergency or Services personnel.

My Keys								
 Manage Keys	-	Assign Place I	n Storage	Issue to Resp. I	Party Lost/Stolen I	Broken		
My Key Rings								
My Key Profiles	Viev	v keys by location:	All Faciliti	es	<u>·</u>			
Manage Key Groups								
Manage AKCCs	First	Previous		Displa	ying rows 1 through 20 of	23 <u>Next</u>	Last	
Manage Custom Locations		solav Filter Form	Create Key F	Ring Add	To Key Ring Key Instanc	e Inquiry Page		
Manage Special Info		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions
Act As Another User		Test Group A	с	00	In Storage	KEYCABINET : : A		1 🗗 🗐
Reports		Test Group B	CCC101	23	In Storage	A : B : C		/ 🗗 🗊
		Test Group B	012	24	In Storage	A : B : C		1 🖉 🖉
		dp Key Ring Test	КААА	1	In Storage	1::A		/ 🗗 🗐
		dp Key Ring	КААА	2	Assigned	Daneen Phillips		/ 🗗 🗊

The following screen will be displayed showing all key instances made by Emergency or Services personnel.

Key Insta	nces						
First f	Previous		Displaying rows 1 th	nrough 2 of 2		Next	Last
Key Group	Keystamp	Keyset	KeySeq #	Status	Issuance	Du	e Date
Campus Mgm	t. KA1	KA1	CS 4	In Storage	A::6		
Campus Mgm	t. KA	KA	CS 2	In Storage	A : : 1		

To create a key ring:

IMPORTANT: Key Rings must be created in the KMS before assigning the keys to individuals. They must be created with keys in storage.

- **Go To "**Manage Keys".
- **Choose** the keys that will be part of the key ring by clicking in the checkboxes <u>The addition of keys to a key ring has the following constraints:</u>
 - ✓ Keys **must** all be from the **same Key Group**
 - ✓ Keys must not already be on another Key Ring. Note that keys that are already part of another key ring will not have a checkbox next to them.
 - ✓ Keys **must be in storage**, (i.e., **not** assigned to an individual)
- **Click "**Create Key Ring".

My Keys								
Manage Keys		Assign Place Ir	n Storage	ssue to Resp.	Party Lost/Stolen	Broken		
My Key Rings								
My Key Profiles	Viet	w keys by location	: All Faci	lities		~		
Manage Key Groups								
Manage AKCCs	Firs	t Previous	- L	Display	ing rows 1 through 20	of 23 Next	Last	
Manage Custom Locations		splay Filter Form	▼ Create Key Rin	g Add To	Key Ring KeyInstand	e Inquiry Page		
Manage Special Info		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions
		Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	/ 0
		Test Group B	CCC101	23	In Storage	A:B:C		/ 1
		Test Group B	012	24	In Storage	A:B:C		/ 1
		dp Key Ring Test	КААА	1	In Storage	1 : : A		
		dp Key Ring Test	КААА	2	Assigned	Daneen Phillips		/ 7
		dp Key Ring Test	KAA1A	1	Assigned	Daneen Phillips		/ 1
-		dp Key Ring Test	KAA1A	2	In Storage	1 : : A		/ 1
		dp Key Ring Test	KAA1A	1	In Storage	1 : : A		/ 1
		dp Key Ring Test	KA2	1	Assigned	Daneen Phillips		/ 6
-		dp Key Ring Test	KA2	2	In Storage	1::A		10

- **Input** Key Ring Description within the text field. The keys you've chosen to be in the key ring will be listed below.
- Click "Create Key Ring".

My Keys Manage Keys My Key Rings My Key Profiles Manage Key Groups Manage AKCCs Manage Special Info Image Special Info Image Causton Image Special Info Image Causton Image Special Info Image Causton Image Special Info Image Special Info <td< th=""><th>Programs Locations</th><th>Roster Comments Help</th><th></th></td<>	Programs Locations	Roster Comments Help	
Manage Keys Key Ring Description test 123 My Key Rings dp Key Ring Test My Key Profiles Keys To be Added Manage Key Groups Keyset Keyset Special Manage AKCCs KaA1A KAA1 2 In Storage 1 :: A Manage Special Info Create Key Ring Cancel Cancel	My Keys		
Key Group dp Key Ring Test My Key Profiles Keys To be Added Manage Key Groups Keystamp Keystamp Satus Satus Satus Manage AKCCs KAA1A KAA1 D In Storage 1 :: A Manage Special Info Create Key Ring Cancel	Manage Keys	Key Ring Description test 123	
My Key Profiles Keys To be Added Manage Key Groups Keystamp Keyset KeySeq Status Special Info Manage Special Info Create Key Ring Cancel	My Key Rings	Key Group dp Key Ring Test	
Manage Key Groups Keystamp Keysee Satus Special Info Insuance Manage AKCCs KAA1A KAA1 2 In Storage 1 :: A Manage Custom Locations KAA1A KAA1 2 In Storage 1 :: A Manage Special Info Create Key Ring Cancel	My Key Profiles	Keys To be Added	
Manage AKCCs KAA1A KAA1 2 In Storage 1:: A Manage Custom Locations KA2 KA2 2 In Storage 1:: A Manage Special Info Create Key Ring Cancel Version Version	Manage Key Groups	Keystamp Keyset KeySeq Status Info Issuance	
Manage Custom KA2 KA2 2 In Storage 1 :: A Manage Special Info Create Key Ring Cancel	Manage AKCCs	KAA1A KAA1 2 In Storage 1:: A	
Manage Special Info Create Key Ring Cancel	Manage Custom	KA2 KA2 2 In Storage 1:: A	
	Manage Special Info	Create Key Binn Cancel	
T T			
		T T	

> To add keys to a key ring:

- **Choose** key(s) you wish to add to a key ring by clicking in the checkbox <u>The addition of keys to a key ring has the following constraints:</u>
 - ✓ Keys **must** all be from the **same Key Group**
 - ✓ Keys must not already be on another Key Ring. Note that keys that are already part of another key ring will not have a checkbox next to them.
 - ✓ Keys **must be in storage**, (i.e., **not** assigned to an individual)
- Click "Add To Key Ring".

		First	Previous		Displaying ro	ws 1 through 1	3 of 13	Next	Last	
					. I					
	7	7 Dis	play Filter Form	Create Key Ring	Add To Key	Ring KeyIn:	stance Inquiry Page			
			Key Group	Keystamp	KeySeq #	Status	Issuance	Due Da	ate	Actions
			Group 1	ABCD	2	Assigned	Eric W Bourdon			/ 🗗 🗊
			Vehicle 402	SM	6	In Storage	W::12			/ 🗗 🔳
-	•	R	Vehicle 402	SM	5	In Storage	W::12			/ 🗗 🗊
			aab	012	45	Broken	CRIME PREV : : 16			• 🗗
			aab	SM	2	Lost Stolen	:13:NA			• 🗗
			aab	SM	3	Destroyed	: 13 : 2			© († []
			aab	ORPH	00	In Storage	A : C : B			/ 🗗 🗊

- **Select** the appropriate Key Ring from drop down. The keys you have chosen to add to the ring will be listed below.
- Click "Add Keys to Key Ring".

Key Ring De	escription	Sele	ect a Key Ring	g 💌	
Key Group		Vehicle	402		
Keys To be A	dded				
Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
SM	SM	5	In Storage		W : : 12
		1			

See the next section, My Key Rings, for information on managing additional attributes for key rings.

> To move a key to a different key group:

- Go To "Manage Keys".
- Click "Edit" icon

	_							
Manage Keys		ssign Place I	n Storage []	ssue to Resp.	Party Lost/Stol	en Broken		
My Key Rings								
My Key Profiles	View	keys by location	All Faci	ities				
Manage Key Groups								
Manage AKCCs	First	Previous		Display	ing rows 1 through	20 of 23	ext Last	
Manage Custom Locations		olay Filter Form	Greate Key Bin		Key Bing	tance Inquiry Page		
Manage Special Info		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions
		Test Group A	c	00	Assigned	Daneen Phillips	4/30/09	0 🗗
		Test Group B	CCC101	23	In Storage	A:B:C		/ C
		Test Group B	012	24	In Storage	A:B:C		<u>_</u>
		dp Key Ring Test	КААА	1	In Storage	1 : : A		/ C
		dp Key Ring Test	КААА	2	Assigned	Daneen Phillips		/ C
		dp Key Ring Test	KAA1A	1	Assigned	Daneen Phillips		/ C
		dp Key Ring Test	KAAIA	2	In Storage	1 : : A		1
		dp Key Ring Test	KAA1A	1	In Storage	1 : : A		/ C
		dp Key Ring Test	KA2	1	Assigned	Daneen Phillips		1
		dp Key Ring Test	KA2	2	In Storage	1 : : A		1

- Select the Key Group from the drop down box
- Click "Save".

Programs				Help
My Keys		Show	Key Profile View Log	
Manage Key	Manage Keys		y Instance Info	
My Key Ring	le	Ke	y Cut	2
My Key Pro	files	Ke	y Sequence	2
Manage Key	y Groups	Ke	yset	KAA1
Manage AK	Manage AKCCs		y Stamp v Group	KAA1A
Manage Cus Locations	tom	Key Ring		Select a Key Ring
Manage Spe	cial Info			
				0/1000
			Save Cancel	

My Key Rings

After a key ring has been created (see the steps in Manage Keys) you can assign the key ring to a key holder, place it in storage, issue it to a responsible party, or mark it as lost/stolen or broken. The procedures for a KCC are the same as those for an AKCC. See the section "My Key Rings" on page 77 in the **Associate Key Control Coordinator (AKCC) Procedures** section.

Manage Custom Storage Locations

- To create a Custom Storage Location:
 - Go To "Manage Custom Locations".
 - **Click** "Create New Custom Location".

Key Ma	nagement	***TEST	XXX Custom Locatio	ns Management					
Programs	Locations	Roster	Comments	Help					
My Keys									
Manage Ke	y s	Type	Facility			Description	Status	KCC	Actions
My Key Rin	gs	Vehicle	ENVIRONMEN	NTAL HEAL	TH & SAFETY (2101)	EHS Palm Road	Active	Daneen Phillips	1 🖉 🗙
My Key Pro	files	Vehicle	EAST HILL OFFICE BUILDING (2921)			VP - RMPS	Active	Daneen Phillips	1 🖉 🗙
Manage Ke	y Groups								
Manage AK	(CCs								
Manage Cu Locations	stom								
M 6-	acial Info								

- **Provide** a description of the custom location in text field.
- **Select** Facility Code from drop down this building can be where the custom location is, or the building most associated with this custom location.
- **Select** Type from drop down list (vehicle, other)
- Click "Save".

Programs Locations	Roster Comments Help	
My Keys		
Manage Keys	Description	
My Key Rings	Facility Code	
My Key Profiles	Type Select a Custom Location Type V	
Manage Key Groups		
Manage AKCCs		
Manage Custom Locations		
Manage Special Info		

Manage Special Information

This function will allow you to manage information about a location that would require approval by a specific individual prior to a key instance being assigned. Such areas might include restricted access areas such as spaces with confidential information, hazardous materials, or hazardous conditions. This is a place to identify who the approver is and what special instructions need to be followed. For example, certain paperwork that needs to be completed, training that needs to be completed, etc. before providing access to the location.

- > To create special information about a location:
 - Go To "Manage Special Information".
 - **Choose** Facility and room from the drop down options.

		Cornell Univ Risk Manage	ersity	y t and Public Saf	ety				SEARCH CORNELL:	ages 🔵 People
	Key Ma	nagement	****]	TEST*** Manage S	pecial Inform	ntion				
	Programs	Locations	Ro≤	ster Comment		elp				
	My Keys					1 · · · ·				
	Manage Ke	ys		Select a Facilit	y Code	DN				
	My Key Rin	gs		Facility	-	Select Facility -	×			
	My Key Pro	files		Room						
	Manage Ke	y Groups				Select Room				
	Manage AK	CCs		Facility	Room	Approver	Special Information	Actions		
	Manage Cu Locations	stom		A D WHITE HOUSE	101	Daneen Phillips	test special information	/ ×		
•	Manage Sp	ecial Info								

- **Push** the Tab button on your keyboard this will open a field to add a user Net ID and any special instructions.
- Click "Create New".

Programs Locations	Roster Comments Help
My Keys	
Manage Keys	Facility 2006
My Key Rings	A D WHITE HOUSE [2006]
My Key Profiles	100CA
Manage Key Groups	
Manage AKCCs	Approver's NetID Find User
Manage Custom Locations	Special Instructions
Manage Special Info	
	0/250
	Create New Cancel

When a space has been identified with special information, on the My Keys screen, this will be indicated with the following icon: ①. When you take any actions with the key (such as assign the key or put it in storage), you will again see the icon indicating this location has special information associated with it.

To review the special information, click on the icon. \square

Reports

Currently reports are available for individual key transactions. These will allow you to print a summary of all of the keys that have been issued to an individual by you as the KCC or those issued by your AKCCs. In the near future, additional reports will be available to facilitate the annual review of key inventories. For additional details on reports, see "Reports" on page 89 in the AKCC Procedures Section. As a KCC you follow the same procedures as an AKCC in creating and printing reports.

Associate Key Control Coordinator (AKCC) Procedures

As AKCC you are responsible to:

- Receive and act on requests for keys, and changes to access.
- Store, protect, and distribute keys properly.
- Maintain a key record system.
- Issue temporary keys.
- Uniquely identify and mark keys.
- Conduct a review of keys and associated locations as requested by the KCC.

Note: Any of the responsibilities listed above, as well as the actions that an AKCC can perform within the KMS, can also be performed by a KCC.

Figure 5 – AKCC Responsibilities within the KMS



<u>My Keys</u>

This screen displays a list of all the keys that you as the AKCC are responsible to manage. These keys have been assigned to you by a KCC in key groups. (See "<u>To authorize an AKCC for one or more key groups:</u>

on page 40.)

This screen allows you to view keys, assign keys, place keys in storage, issue keys to a responsible party, or identify as lost/stolen or broken.

Key Management	***TES	5T*** _{My K}	na -										
Programs Locations	Roster	Comme	ents Help										
► My Keys													
Manage Keys		Assign Pla	ce In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	First	t Previo	us D	isplaying	rows 1 through 3 of	3	Nent	Last					
		splay Filter Form											
		Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
		4252 2921	AGWV RES DOGS, EHOB	<u>Change</u>	Test Key Ring #1	012	24		Φ	In Storage	A:B:C		۹ []
		3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Φ	Assigned	Daneen Phillips	04/30/09	• []
		2921	енов	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		•
	First	t ·	Previous			Displaying	rows 1 throu	igh 3 of 3			Neut	Las	ŧ

To view keys within your unit:

Use this screen to view keys by facility.

- Go To "My Keys"
- To view a specific item in ascending / descending order; **Click the** item and an arrow will appear **II** click again to reverse order **II**.

> To view an activity log:

- Go To "My Keys"
- Click the View Log icon \blacksquare .

Key Management	***TES	ST*** My Ke	92										
Programs Locations	Roster	Comme	nts Help										
► My Keys													
Manage Keys		Assign Plac	ce In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	Firs	t Previo	us Di	isplaying i	rows 1 through 3 of:	3	Hent	Last					
	V Di	splay Filter Form											
		Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
		4252 2921	AGWY RES DOGS, EHOB	Change	Test Key Ring #1	012	24		Φ	In Storage	A:B:C		۲
	V	3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Ф	Assigned	Daneen Phillips	04/30/09	۹ 🗐
		2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Φ	In Storage	A:B:C		•
	Firs	e 4	Previous			Displaying	rows 1 throu	gh 3 of 3			Nent	Last	ŧ

This provides the complete transaction history for a specific key, see page display below.

Cornell University Risk Management a	nd Public Safety	SEARCH CORNELL:	go People more options
y Management ***TI	ST*** Ing View		
grams Locations Roste	ir Comments Help		
Date NetID	Log Entry		
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' dp ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STORAGI dp338 ', DUE_DATE=' 04/30/2009 ', STORAGE_CABINET='', STORAGE_DRAWE STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	338', DUE_DATE='', STORAGE_CABJ E_CUSTOM_LOCATION_ID='', NOTE R='', STORAGE_FACIL_CD='', STORA	NET='', STORAGE_DRAWER=' S='') TO(RECIPIENT_NETID=' NGE_HOOK='',
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' le', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STORAGE dp338 ', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER='', STORA STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	c37 ', DUE_DATE=' ', STORAGE_CABII E_CUSTOM_LOCATION_ID= ' ', NOTE .GE_FACIL_CD=' ', STORAGE_HOOK='	NET='', STORAGE_DRAWER=' S='') TO(RECIPIENT_NETID=' ', STORAGE_ROOM='',
01/12/2009 10:50 AM lec37	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID='', STORAGE_DRAWER='B', STORAGE_FACIL_CD='2921', STORAGE_HOOK=' C' ', NOTES='') TO(RECIPIENT_NETID=' ec37', DUE_DATE='', STORAGE_CABIN STORAGE_HOOK='', STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_ID-	DUE_DATE='01/06/2009', STORAGE ', STORAGE_ROOM='220G', STORAG IET='', STORAGE_DRAWER='', STORA = '', NOTES='')	_CABINET='A', E_CUSTOM_LOCATION_ID=' GE_FACIL_CD='',
01/06/2009 07:47 PM lec37	New Key added		

> <u>To filter the view:</u>

- Go To "My Keys"
- **Click** to display the filter form, this will open drop down options which allow you to search by the following: *facility, key ring, due date, etc.*

Section Sec	Backen Balance Balance Backen Previous Displaying rows 1 through 3 of 3 Nent Less Previous Displaying rows 1 through 3 of 3 Nent Less free Displaying rows 1 through 3 of 3 Nent Less free Displaying rows 1 through 3 of 3 Nent Less free Displaying rows 1 through 3 of 3 Nent Less free Displaying rows 1 through 3 of 3 Nent Less free Displaying rows 1 through 3 of 3 Nent Less free Extreme Kersting Nill 12 Corport State Less Nent Nent free Extreme Extreme Ring #1 Nill 2 Corport State Less State
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Manage Keys Assign Place In Storage Lost/Stolen Broken Wy Key Rings First Peeviews Displaying rows 1 through 3 of 3 Newt Lost First Peeviews Displaying rows 1 through 3 of 3 Newt Lost Vide Fäer fam Image Kargen Kergen Kergen <td>Prace in Storage in to Resp. Party Lost/Stolen Broken Previews Displaying rows 1 through 3 of 3 Here Lost Form Form States States States Due Date Auror Auror</td>	Prace in Storage in to Resp. Party Lost/Stolen Broken Previews Displaying rows 1 through 3 of 3 Here Lost Form Form States States States Due Date Auror Auror
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First Previous Displaying rows 1 through 3 of 3 Henni Least	Previous Displaying rows 1 through 3 of 3 Hent Last

- **Click** (*highlight*) on the item you wish to filter
- Click Filter

> To assign a key to a key holder:

- Go To "My Keys"
- **Choose** the key to assign; by clicking in the checkbox
- Click "Assign".

Programs Locations	Roster	Comme	nts Help										
My Keys													
Manage Keys		Assign Plac	e In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	First	t Previo	is Di	isplaying	rows 1 through 3 of	3	Nent	Last					
	∇	telas Filles Form											
	• 00	Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
		4252 2921	AGWV RES DOGS, EHOB	<u>Change</u>	Test Key Ring #1	012	24		Φ	In Storage	A:B:C		•
-	→ 🗵	3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Ф	Assigned	Daneen Phillips	04/30/09	۲
		2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		•
								1					

- Enter the Net ID or use the Find User option
- **Due date:** to assign a due date; select the date that the key must be returned or audited
- Click to display calendar, select date
- Notes, briefly describe the purpose for the key being assigned
- Click "Assign".

My Keys	
Manage Keys	Valid Key-Group Keystamp Keyset KeySeq Status Special Issuance
My Key Rings	valid Test Group A C C 00 Assigned 🛈 Daneen Phillips
	Key Assignment Info Assign to Find User Due Date
-	Notes
	Assign Cancel
	↑

> To place a key in storage:

- Go To "My Keys"
- **Choose** the key to place in storage; by clicking in the checkbox
- **Click** "Place in Storage". This works even when the key is already assigned.

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Programs Locations	Roster Comm	ents Help									
My Keys											
Manage Keys	Assign Pla	ice In Storage Issue to Re	esp. Party Los	t/Stolen Broke	n						
My Key Rings											
	First Previo	Di Di	isplaying rows 1 t	hrough 3 of 3	Nent	Last					
	Display Filter Form										
	Facil	Facility Name	Room KeyR	ling <u>Ke</u> r	stamp KeySeq	Notes	Special	Status	Issuance	Due Date	Action
	4252 2921	AGWY RES DOGS, EHOB	Change Test	Key King #1 012	24		Ŷ	In Storage	AIBIC		•
-	3010B 2921	MAPLE 118-126,EHOB	Master	C	00		Ψ	Assigned	Daneen Phillips	04/30/09	•
	2921	ЕНОВ	220G Test	Key Ring #1 CCC	101 23		Φ	In Storage	A:B:C		•

- Choose Facility: enter the facility code or choose from the drop down options
- **Choose** the room within the facility

or

- Choose a Custom Location from drop down option
- Identify cabinet or drawer and hook
- Note, as needed, provide any information regarding the storage of this key
- **Click** "Place In Storage".

Cornell Univ Risk Manag	versity ement and Public Safety	SEARCH CORNELL: go Pages People more options
Key Management	***TEST*** Key Instance State Management	
Programs Locations	Roster Comments Help	
My Keys		
Manage Keys	Valid Key-Group Keystamp Keyset KeySeq Status Special Issuance Info	
My Key Rings	valid Test Group A C C 00 Assigned 🔱 Daneen Phillips	
	Key Storage Info Facility Facility Room Custom Location Cabinet Drawer Hook Notes 0/1000	←

- > <u>To issue a key to a responsible party:</u> (see definition)
 - Go To "My Keys"
 - **Choose** the key you wish to assign; by clicking in the checkbox
 - Click "Issue to Resp. Party".

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Programs Locations	Roster Comm	ents Help										
My Keys												
Manage Keys	Assign Pla	ce in Storage Issue to H	esp. Party	Lost/Stolen	Broken							
My Key Rings												
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	Diselay Filler Form											
	Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
	4252 2921	AGWY RES DOGS, EHOB	Change	Test Key Ring #1	012	24		Ф	In Storage	A:B:C		•
	3010B 2921	MAPLE 118-126,EHOB	Master		c	00		Ф	Assigned	Daneen Phillips	04/30/09	۲
	2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		•
	First	Previous			Displaying	rows 1 throu	gh 3 of 3			Nent	Las	

- Enter the Net ID or use the Find User option
- **Due date:** to assign a due date; select the date that the key must be returned or audited
- Click 🛄 to display calendar, select date
- Notes: Indicate the reason this key is being assigned (e.g.; visiting professor)
- Click "Issue to Resp. Party".

My Keys									
Manage Keys	Valid	Key Group	Keystamp	Keyset	KeySeq		Special Info	Issuance	
My Key Rings	valid	Test Group A	с	с	00	Assigned	Φ	Daneen Phillips	
	Key Assig Due D Notes	Assignment In to Date s re to Resp. Party	Info ↓	Find User		~			

To record a lost / stolen key:

If a key has been lost/stolen, per Policy 8.4, the key holder must *immediately* report the loss to their immediate supervisor, the KCC and the Cornell Police. The KCC is responsible to track within the KMS.

- Go To "My Keys"
- Choose the key you wish to mark as lost/stolen; by clicking in the checkbox
- Click "Lost/Stolen".

Programs Locations	Roster Comm	ents Help										
My Keys												
Manage Keys	Assign Pla	ce In Storage Issue to R	esp. Party	Lost/Stolen	Broken							
My Key Rings												
	First Previ	D D	isplaying ro	ws 1 through 3 of 3	3	Nent	Last					
	Eacil	Facility Name	Room	KeyRing	Keystamp	KeySeg	Notes		Status	Issuance	Due Date	
	4252 2921	AGWY RES DOGS,EHOB	Change	Test Key Ring #1	012	24		Ф	In Storage	A:B:C		•
	3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Ф	Assigned	Daneen Phil	lips 04/30/09	•
	2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		@ [
					Displaying	rows 1 throu	ah 3 of 3			Neut	La	÷

Notes briefly describe circumstances of the loss of keys

- Click Lost/Stolen
 - ✓ If a replacement key is needed, the request must be made to the KCC at the time of the report of the lost/stolen key. The KCC will request using the appropriate form.

Corne	ll Universi	ity								SEARCH CORNI	au:	
Risk N	lanageme	nt and	Public Safet	у						ales	Pages	People
Key Manage	ment ***	TEST	Key Instance	State Manageme	nt							
Programs Loca	itions R	oster	Comments	Help								
My Keys												
Manage Keys		Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance			
My Key Rings		valid	Test Group A	c	с	00	Assigned	ψ	Daneen Phillips			
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				0/1000								
				0/1000	J							
		Los	t/Stolen Can	el								
			1									

To record a recovered lost / stolen key:

(The KCC must notify CUP that the key has been recovered.)

- Go To "My Keys"
- **Choose** the key you have recovered; by clicking in the checkbox
- \checkmark note: the key must be placed in storage, prior to re-assigning to a key holder
- **Click** "Place in Storage".

Cornell Universe Risk Manageme	sity ent and Public	: Safety					SEARCH	CORNELL:	iges 🔵 Peop	go le more options		
Key Management **	TEST***	y Keys										
Programs Locations	Roster Com	ments Help										
My Keys												
Manage Keys	Assign	Place In Storage Issue to R	lesp. Party	Lost/Stolen	Broken							
My Key Rings												
	First Pre	vious D	oisplaying r	ows 1 through 3 of	3	Nent	Last					
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	Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance A + B + C	Due Date	Action
	4232 27		Manha	Tesckey Killg #1	012	24		Ŷ	In Storage	Press Phillips	04/00/00	
	30108 29	21 MAPLE 118-120,EHUB	Master					⊻	Assigned	Daneen Phillips	04/30/09	
	2921	EHOB	220G	Test Key Ring #1	CCC101	23		Ψ	In Storage	AIBIC		•
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	FIFST	TTEVIOUS			Displaying	rows I thřôu	yn 3 of 3			Pient	695	•
	Assign	Place In Storage Issue to R	lesp. Party	Lost/Stolen	Broken							
		1										

- Choose Facility: enter the facility code or choose from the drop down options
- **Choose** the room within the facility

or

- Choose a Custom Location from drop down option
- Identify cabinet or drawer and hook
- Note, as needed, provide any information regarding the storage of this key
- **Click** "Place In Storage".

> <u>To record a broken key:</u>

The broken key or pieces must be sent back to lock shop to be destroyed.

- Go To "My Keys"
- **Choose** the key that has been broken; by clicking in the checkbox
- Click "Broken".

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					+							
	Assign Plac	ce In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
Firs	+ Previo	us D	splaying r	ows 1 through 3 of 3	3	Nent	Last					
Y <u>D</u>	splay Filter Form											
	Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
	4252 2921	AGWV RES DOGS, EHOB	Change	Test Key Ring #1	012	24		0	In Storage	A:B:C		۹ [
→ 🛛	3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Ф	Assigned	Daneen Phillips	04/30/09	•
	2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Φ	In Storage	A:B:C		•
	Fires	Assign Pla First Previo ▼ Deplay Filter Form 4252 2921 ♀ 30108 2921 2921	Assign Place In Storage Issue to Re First Previous Dial ♥ Deplay Filter Form Facility Name 4252 2921 AGWY RES DOGS,EHOB ♥ 30108 2921 MAPLE 118-126,EHOB 2921 EHOB	Assign Place In Storage Issue to Resp. Party First Previous Displaying of Cooplay Filter Form Facility Name Room 4252 2921 AGWY RES DOSS,EHOB Change 2921 EHOB 2200	Assign Place in Storage Issue to Resp. Party Lost/Stolen First Previous Displaying rows 1 through 3 of 3 V Deglay Filter Form Image: Storage Exercise Storage 4252 2921 AGWY RES DOGS,EHOB Change Test Key Ring #1 Image: Storage 30108 2921 MAPLE 118-126,EHOB Master 2921 EHOB 2206 Test Key Ring #1	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken First Previous Displaying rows 1 through 3 of 3 V Ouglay Filter form Room KeyRing KeyRing = 1 4252 2921 AGWY RES DOGS,EHOB Change Test Key Ring = 1 012 Image: Part of the state of the	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken First Previous Displaying rows 1 through 3 of 3 Nent V Deglay Filter Form V V V V 4252 2921 AGWY RES DOGS,EHOB Change Test Key Ring #1 012 24 V 30108 2921 MAPLE 118-126,EHOB Master C 00 00 2921 EHOB 2200 Test Key Ring #1 CC101 23	Assign Place in Storage Issue to Resp. Party Lost/Stolen Broken First Previous Displaying rows 1 through 3 of 3 Newt Lost V Doglay Filter Form Econ KeyRing KeySamp KeySamp KeySamp Noise 4252 2921 AGWY RES DOGS,EHOB Change Test Key Ring #1 012 24 1 2921 EHOB Laber C 00 1 2 1 1 1 23 1 <td>Y Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken First Previous Displaying rows 1 through 3 of 3 Hent Lost V Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"</td> <td>In Storage Issue to Resp. Party Lost/Stolen Broken Firet Previous Displaying rows 1 through 3 of 3 News Lost/Stolen Broken Firet Previous Displaying rows 1 through 3 of 3 News Lost/Stolen Firet Previous Displaying rows 1 through 3 of 3 News Lost V Doglay Filter form 4252 2221 AGWY RES DOGS.EHOB Change Test Key Ring #1 012 24 © 3010B 2921 AAPLE 118-126.EHOB Master C 00 © Queue Queue Queue Queue Status V 3010B 2921 AAPLE 118-126.EHOB Master C 00 © Queue Queue Queue Queue Master <</td> <td>V V</td> <td>V V</td>	Y Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken First Previous Displaying rows 1 through 3 of 3 Hent Lost V Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"	In Storage Issue to Resp. Party Lost/Stolen Broken Firet Previous Displaying rows 1 through 3 of 3 News Lost/Stolen Broken Firet Previous Displaying rows 1 through 3 of 3 News Lost/Stolen Firet Previous Displaying rows 1 through 3 of 3 News Lost V Doglay Filter form 4252 2221 AGWY RES DOGS.EHOB Change Test Key Ring #1 012 24 © 3010B 2921 AAPLE 118-126.EHOB Master C 00 © Queue Queue Queue Queue Status V 3010B 2921 AAPLE 118-126.EHOB Master C 00 © Queue Queue Queue Queue Master <	V V	V V

- **Choose** Key Assignment Info (*the person at the Lock Shop*)
- Note: briefly describe broken key was sent to?? at the lock shop to be destroyed.
- Click "Broken".

Cornell Univ Risk Manage	ersity ment and Public Safety		SEARCH CORNELL:	People more o
Key Management	***TEST*** Key Instance State Management			
Programs Locations	Roster Comments Help			
My Keys				
Manage Keys	Valid Key-Group Keystamp Keyset KeySeq Status Special Info	Issuance		
My Key Rings	valid Test Group A C C 00 Assigned 🖤	Daneen Phillips		
	Key Assignment Info			
	Select Select a Lock Shop User 💌			
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	Select Room 💌			
	Custom Location Select a Custom Location 💌			
	Cabinet			
	Drawer			
	Hook			
	Notes			
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	Broken Cancel			

Manage Keys

This field allows the user to organize keys by groups, key holders, and manage due dates for specific college or unit.

To view keys within your unit: Use this field to organize assigned keys by key groups, key holders and the audit of key holders and key groups.

- **Go To "**Manage Keys" To view a specific item in ascending / descending order;
- Click the item and an arrow will appear
 click again to reverse order

Key Management	t ***TES	T*** Key Manage	17							
Programs Locations	Roster	Comments	Help							
My Keys										
Manage Keys		ssign Place In	Storage Issu	ie to Resp. Party	Lost/Stolen	Broken				
My Key Rings										
	View	keys by location:	All Facilitie	is		~				
	First	Previous		Displaying r	ows 1 through 3	of 3 4	lent	Last		
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		Ney Group	reate Key Ring Keystamp C	Add To Key F	Status Assigned	<u>Issuance</u> Daneen Phillips	Due I 4/30/	Date /09	Actions	
		Play Filter Form	Keystamp C CCC101	Add To Key F	Status Status Assigned In Storage	Issuance Daneen Phillips A : B : C	Due I	Date /09	Actions	
		Play Filter Form Key Group () Test Group A Test Group B Test Group B	Keystamp C CCC101 012	Add To Key F KeySeq # 00 23 24	Ring Status Assigned In Storage In Storage	Issuance Daneen Phillips A : B : C A : B : C	Due 1	Date /09	Actions	
		Play Filter Form	Keystamp C CCC101 012	Add To Key F KeySeq # 00 23 24	Status Status Assigned In Storage In Storage	Issuance Dancen Phillips A : B : C A : B : C	Due 1	Date /09	Actions	
	V Dis	Play Filter Form	reate Key Ring Keystamp C CCC101 012	Add To Key F KeySeg # 00 23 24 Displa	Status Status Assigned In Storage In Storage	Dancen Phillips A : B : C A : B : C	Due 1 4/30/	Date /09	Actions	
> To view an activity log:

- Go To "My Keys"
- Click the View Log icon \blacksquare .

Cornell Unive Risk Manager	ersity ment and Public Sa	fety				SEARCH	CORNELL: Pages	People
Key Management ^a	***TEST*** Key Man	ager						
Programs Locations	Roster Commen	ts Help						
My Keys Manage Keys	Assign Place	In Storage Iss	ue to Resp. Party	Lost/Stolen	Broken			
My Key Rings								
	View keys by locatio	n: All Faciliti	ies		~			
	First Previous		Displaying r	ows 1 through 3	of 3 Ne	mt Last		
	Display Filter Form	Create Key Ring	Add To Key F	Ring				
	Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions	
	Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	۹ 🛛	
	Test Group B	CCC101	23	In Storage	A:B:C		۹ 🗐	
	Test Group B	012	24	In Storage	A:B:C		•	
	First Previou	5	Displa	ying rows 1 thro	ugh 3 of 3	Hent	Last	
	Assign Place	In Storage Iss	ue to Resp. Party	Lost/Stolen	Broken			

This provides the complete transaction history for a specific key, see page display below.

Cornell University Risk Management	and Public Safety	SEARCH CORNELL: 90 Pages People more options
ey Management ***T	EST*** tag View	
grams Locations Rost	er Comments Help	
Date NetID	Log Entry	
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID= ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STOR dp338 ', DUE_DATE=' 04/30/2009 ', STORAGE_CABINET='', STORAGE_DRA STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	'dp338', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER=' AGE_CUSTOM_LOCATION_ID='', NOTES='') TO(RECIPIENT_NETID=' WER='', STORAGE_FACIL_CD='', STORAGE_HOOK='',
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID= ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STOR dp338 ', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER='', STO STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	'lec37', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER=' AGE_CUSTOM_LOCATION_ID='', NOTES='') TO(RECIPIENT_NETID=' RAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='',
01/12/2009 10:50 AM lec37	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID= STORAGE_DRAWER=' B ', STORAGE_FACIL_CD=' 2921 ', STORAGE_HOOK=' ', NOTES=' ') TO(RECIPIENT_NETID=' 1ec37 ', DUE_DATE=' ', STORAGE_CAE STORAGE_HOOK=' ', STORAGE_ROOM=' ', STORAGE_CUSTOM_LOCATION_	', DUE_DATE='01/06/2009', STORAGE_CABINET='A', c', STORAGE_ROOM='220G', STORAGE_CUSTOM_LOCATION_ID=' BINET='', STORAGE_DRAWER='', STORAGE_FACIL_CD='', ID='', NOTES='')
01/06/2009 07:47 PM lec37	New Key added	

> <u>To filter the view:</u>

- Go To "Manage Keys"
- **Click to** display the filter form, this will open drop down options which allow you to search by the following: *key group, key attributes, key holders, due dates.*

	Cornell Unive Risk Manager	rsity nent and	Public Safe	tv				SEAF	RCH CORNELL:	People
Key Mar	nagement *	***TES	F *** Key Manager					r an ta bin		
Programs	Locations	Roster	Comments	Help						
My Keys										
Manage Key	15	As	sign Place In :	Storage Issue	to Resp. Party	Lost/Stolen	Broken			
My Key Ring	Is									
		View I	keys by location:	All Facilities			~			
		First	Previous		Displaying r	ows 1 through 3	of 3 He	nt La	st	
	-	Displ	lay Filter Form	eate Key Ring	Add To Key F	Ring				
			Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions	
		~	Test Group A	c	00	Assigned	Daneen Phillips	4/30/09	۵ 🔲	
			Test Group B	CCC101	23	In Storage	A:B:C		e []	
			Test Group B	012	24	In Storage	A:B:C		•	
		First	Previous		Displa	ying rows 1 thro	Jgh 3 of 3	Hent	Last	
		As	sign Place In !	Storage Issue	to Resp. Party	Lost/Stolen	Broken			

- Click (highlight) on the item you wish to filter
- Click "Filter".

Risk Manag	gement and I	Public Safety					SEARCH CO	Pages	Peop
ev Management	- t ***TEST	***							
ograms Locations	Roster	Comments	Help						
ly Keys									_
lanage Keys	Assig	n Place In Stora	je Issue to Re	sp. Party	Lost/Stolen Br	oken			
ly Key Rings									
	View ke	ys by location: a	All Facilities			~			
	FIRST	-revious	Dis	spraying rows	1 through 3 or 3	Hent	East		
	T Hide Fi	Iter Form Create Ke	y Ring Add T	o Key Ring					
		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions	
	Filter	All	All		All Assigned	All Daneen Phillips		Filter	
		Test Group B	C CCC101	23 24 🗸	In Storage	ABC			
		Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	•	
		Test Group B	CCC101	23	In Storage	A:B:C		۱	
		Test Group B	012	24	In Storage	A:B:C		•	
	First	Previous		Displayin	g rows 1 through 3	of 3	Hent	Last	
	Assi	n Place In Store	e Issue to Be	sp. Partu	lost/Stolen Br	oken			
	C Assai								

To create a key ring

IMPORTANT: Key Rings must be created in the KMS before being assigned keys.

- Go To "Manage Keys"
- **Choose** the keys to create a new key ring; by clicking in the checkbox <u>The addition of keys to a key ring has the following constraints:</u>
 - ✓ Keys must all be from the same Key Group
 - ✓ Keys must not already be on another Key Ring
 - ✓ Keys must be in storage, (i.e, not assigned to an individual)
- Click "Create a Key Ring".

Cornell Unive Risk Manage	ersity ment and	Public Safe	ty					SEARCH COR	NELL: Pages	People
Key Management	***TEST	-X-X-X Key Manager				1 m 7	aran Mi		e na an	
Programs Locations	Roster	Comments	Help							
My Keys										
Manage Keys	As	sign Place In	Storage Issue	e to Resp. Party	Lost/Stolen	Broken				
My Key Rings										
	View k	eys by location:	All Facilitie:	s		~				
	First	Previous	+	Displaying	rows 1 through 3	of 3 44	ent	Last		
	V Displ	ay Filter Form	reate Key Ring	Add To Key	Ring					
		Key Ground	Keystamp	KeySeg #	Status	Issuance	Due I	Date	Actions	
		Test Group A	C	00	Assigned	Daneen Phillips	4/30/	09 4	•	
		Test Group B	CCC101	23	In Storage	A:B:C			• []	
		Test Group B	012	24	In Storage	A:B:C			• I	
	First	Previous		Displ	aying rows 1 thro	ugh 3 of 3	44	ent	Last	
	As	sign Place In	Storage Issue	e to Resp. Party	Lost/Stolen	Broken				

- Input Key Ring Description within the text field
- **Click "**Create Key Ring".

My Keys								
Manage Keys	Key Ring Descrip	tion test 12	23				-	
My Key Rings	Key Group	dp Key	Ring Test					
My Key Profiles	Keys To be Adde	d						
Manage Key Groups	Keystamp Key	vset KeySeq		Special Tofo	Issuance			
Manage AKCCs	КАА1А КАА	1 2	In Storage		1::A			
Manage Custom Locations	KA2 KA2	2	In Storage		1::A			
Manage Special Info	Create Key Rin	g Cancel						

> To add keys to a key ring:

- Go To "Manage Keys"
- **Choose** key(s) you wish to add to a key ring; by clicking in the checkbox <u>The addition of keys to a key ring has the following constraints:</u>
 - ✓ Keys must all be from the same Key Group
 - ✓ Keys must not already be on another Key Ring
 - ✓ Keys must be in storage, (i.e, not assigned to an individual)
- **Click** "Add To Key Ring".

	sk Managem	ent and	l Public Safe	ety				SEA	RCH CORNELL:	• Pi
Key Mana	agement **	TES	T [*] ** Key Manage	17						
Programs	Locations	Roster	Comments	Help						
My Keys										
Manage Keys		As	sign Place In	Storage Issu	ue to Resp. Party	Lost/Stolen	Broken			
My Key Rings										
		View	keys by location:	All Faciliti	es		~			
		First	Previous		Displaying r	ows 1 through 3	of 3	Nent La	ist	
					•					
		V Disp	lay Filter Form	Create Key Ring	Add To Key F	Ring				
			Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions	
			Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	•	
			Test Group B	CCC101	23	In Storage	A:B:C		•	
			Test Group B	012	24	In Storage	A:B:C		•	
		-					1 - 1 -			
		First	Previous		Displa	ying rows 1 thro	ugh 3 of 3	Hent	e Lost	
	• Sel • Clie	l ect Ke ck "Ad	ey Ring fro Id Keys to	om drop d Key Ring'	own ".					
Key Ring D	Sel Clic	ect Ke ck "Ad	ey Ring fro Id Keys to Select a Key	om drop d Key Ring' Ring 💽	own ".					
Key Ring D Key Group Keys To be J	Sel Clic escription	l ect Ke ck "Ad	ey Ring fro Id Keys to Select a Key cle 402	om drop d Key Ring' Ring 💌	lown ".					
Key Ring D Key Group Keys To be / Keystamp	Sel Clic escription Added Keyset	lect Ke ck "Ad Vehi KeySe	ey Ring fro Id Keys to Select a Key cle 402	em drop d Key Ring' Ring •	own ".	nce				
Key Ring D Key Group Keys To be A Keystamp SM	• Sel • Clic • Clic • Clic • • • • • • • • • • • • • • • • • • •	lect Ke ck "Ad (Vehi KeySe	ey Ring fro Id Keys to Select a Key cle 402	Ring 💌	own ". al _{Issuar} W : : 12	nce				

My Key Rings

After a key ring has been created (see the steps above) you can assign the key ring to a key holder, place in storage, issue to a responsible party, or mark as lost/stolen or broken.

- > To view key rings:
 - Go To "My Key Rings"

This provides a list all key rings that you as an AKCC are responsible to manage.

	Cornell Universi Risk Managemen	ty nt and Public Safety	SEARCH CORNELL:	go People more options
	Key Management ***	TEST **** Key Rings		
	Programs Locations R	pster Comments Help		
	My Keys			
	Manage Keys	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
- 1	My Key Rings	Description Key Group # of Keys Status Issuance Special Info? Image: Test Key Ring #1 Test Group B 2 In Storage A : B : C No Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken	Actions Ø	

> To remove keys on key rings:

- Go To "My Key Rings"
- **Click the** Edit icon **I** (on the right next to the appropriate key)

	Cornell Univ Risk Manage	ersity ement	7 t and	Public Safet	у					SEARCH CO	RNELL: Pages	People	go more options
Key Ma	nagement	Γ***	EST	₩ ₩₩ Key Rings									
Programs	Locations	Ros	ter	Comments	Help								
My Keys													
Manage Ke	ys		Ass	ign Place In S	itorage Is	sue to Resp. Par	ty Lost/St	olen Brok	en				
 My Key Rin	gs			Description	Key Group	# of Keys	Status	Issuance	Special Info?				
			V T	est Key Ring #1	Test Group	B 2	In Storage	A:B:C	No	/ +	-		
			Ass	ign Place In S	itorage Is	sue to Resp. Par	ty Lost/St	olen Brok	en				

• **Click** the Remove from Key Ring icon 🔀 (*next to the appropriate key you wish to remove*).

Manage Keys Key Ring Description Test Key Ring #1 My Key Rings Key Group Test Group B My Key Profiles Save Cancel Manage Key Groups Sequence Special Information Manage Custom Locations O12 24 Show Special Rooms O12 23 Show Special Rooms X	My Keys						
My Key Rings Key Group Test Group B My Key Profiles Save Cancel Manage Key Groups Manage AKCCs Manage Custom Locations 012 24 Show Special Rooms (CC101) 23 Show Special Rooms	Manage Keys	Key Ring D	escription	Test Key Ring #1			
My Key Profiles Save Cancel Manage Key Groups Key Stamp Sequence Manage AKCCs Key Stamp Sequence Manage Custom Locations Ol2 24 Show Special Rooms Image Custom CCC101 23 Show Special Rooms Image Custom	My Key Rings	Key Group		Test Group B			
Key Stamp Sequence Special Information Manage Custom Locations 012 24 Show Special Rooms If X CCC101 23 Show Special Rooms If X	My Key Profiles	Save	Cancel				
Manage AKCCs Key Stamp Sequence Special Information Actions Manage Custom Locations 012 24 Show Special Rooms / X CCC101 23 Show Special Rooms / X	Manage Key Groups						
Manage Custom Locations 012 24 Show Special Rooms Image: Comparison of the special Rooms I	Manage AKCCs	Key Slamp	Sequence	Special Information	Actions		
CCC101 23 Show Special Rooms 🧳 🗙	Manage Custom	012	24	Show Special Rooms	1 ×		
	Locations	CCC101	23	Show Special Rooms	/ X		

• Click "OK".

This will prompt you to confirm the key storage location.



- Edit information, if needed.
- **Click "**Place in Storage".

Programs	Locations	Roster	Comments	Help							
My Keys											
Manage Ke	ys		Key Group	Keystamp	Keyset	KeySeq		Special Info	Issuance		
My Key Rin	05	valid	Test Group B	012	012	24	In Storage	Ç	A:B:C		
	c1										
му кеу Рю	onies	Ke	/ Storage Info	1							
Manage Ke	y Groups	Fac	ility	2921		7.05 0.070	100001				
Manage Al	(CCs	Roo	m	2200	HILL OFF	TCE BUILL	/146 [2921]		1 🗸		
Manage Cu	stom			220H		~					
Locations		Cus	tom Location	S	elect a Cus	stom Locati	on 💌				
Manage Sp	ecial Info	Cab	inet	A							
		Dra	ver	В							
		Hoo	k	С							
		Not	es								
				1/100	0						
		P	ace In Storage	Cancel							
				Cancer							

> To assign a key ring:

- Go To "My Key Rings"
- **Choose** the Key Ring that you wish to assign by clicking in the checkbox
- Click "Assign"

Cornell Universit Risk Managemer	y It and Public Safety	SEARCH CORNELL	go Pages People more options
Key Management ***	TEST ^{***} Key Rings		
Programs Locations Ro	ster Comments Help		
My Keys			
Manage Keys	Assign Place In Storage Issue to Resp. Party Lost/Sto	Jen Broken	
My Key Rings	Description Key Group # of Keys Status	Issuance Special Info? Actions	
	V Test Key Ring #1 Test Group B 2 In Storage	A:B:C No 🦉	
	Assign Place In Storage Issue to Resp. Party Lost/Sto	Jen Broken	
	T		

- Enter the Net ID <u>or</u> use the <u>Find User</u> option
- Enter a due date if appropriate. You would use this to assign the date that the key ring must be returned.
- Click 🔤 to display calendar and select a date, or you can type a date into the box
- **Enter** notes if needed. You may choose to indicate the reason the key ring is being assigned or any other pertinent information.
- Click "Assign".

Cornell Univ Risk Manage	ersit emen	y nt and I	Public Safe	ty:						SEARCH (ORNELL:	iges	People
Key Management	-::-:::* *	rest	Key Instanc	e State Managem	tent								
Programs Locations	Ro	ster	Comments	Help									
My Keys													
Manage Keys		Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance				
My Key Rings		valid	Test Group B	CCC101	CCC101	23	In Storage	Φ	A:B:C				
		valid	Test Group B	012	012	24	In Storage	Φ	A:B:C				
-	-	Key Assig Due D Notes	Assignment n to late gn Cancel	Info ↓	Find User	:							

To place the key ring in storage:

- Go To "My Key Rings"
- **Choose** the Key Ring to be placed in storage by clicking in the checkbox
- Click "Place in Storage".

	Cornell Univ Risk Manage	ersity ement	/ t and	Public Safet	y					SEARCH	I CORNELL: Pages	People	go more options
Key Mai	nagement	Γ***	TEST	₩ ₩₩ Key Rings									
Programs	Locations	Ros	ter	Comments	Help								
My Keys													
Manage Ke	ys		Ass	ign Place In S	torage Iss	ue to Resp. Parl	ty Lost/St	olen Brok	en				
 My Key Ring	gs			Description	Key Group	# of Keys	Status	Issuance	Special Info?	Actions			
	_	-	V T	Fest Key Ring #1	Test Group	B 2	In Storage	A : B : C	No	1			
			Ass	ign Place In S	torage Iss	ue to Resp. Parl	ty Lost/Sti	olen Brok	en				
				1									

- **Choose** the Facility by facility code or use the drop down menu- the last storage location is automatically entered
- **Choose** the room within the facility from the drop down options

or

- **Choose a** Custom Location from drop down options. (Note: custom locations have to already exist. See section
- Manage Custom Storage Locations on page 59.)
- Identify cabinet or drawer and hook.
- Note any information regarding the storage of this key or any other pertinent information
- **Click** "Place In Storage".

My Keys										
Manage Keys		Key Group	Keystamp	Keyset	KeySeq		Info	Issuance		
My Key Rings	valid	Test Group B	CCC101	CCC101	23	In Storage	₽	A:B:C		
	valid	Test Group B	012	012	24	In Storage	Φ	A:B:C		
	Key	Storage Inf	D							
	Facili	ty	2921							
			EAST	HILL OFFI	CE BUILD	ING [2921]		~	—	
	Room		220H							
	Custe	m Location	Se	lect a Cust	oro Locativ			_		
	Cabir	et	4		4			-		
	Draw									
	Li.e.		D		_					
	HOOK		L							
	Noter									
	Hotes									
			0/100	D						
	Pla	no In Storago	Cancel							
			Cancer							
		T								

- > To issue the key ring to a responsible party:
 - Go To "My Key Rings"
 - Choose the key ring you wish to assign by clicking in the checkbox
 - Click "Issue to Resp. Party".

		Cornell Univ Risk Manage	ersity emen	/ tand	Public Safet	у					SEARCH	I CORNELL: O Pages	People	go more options
	Key Ma	nagement	/***]	EST	₩₩₩ Key Rings									
	Programs	Locations	Ros	ter	Comments	Help								
	My Keys													
	Manage Ke	ys		Ass	ign Place In S	itorage Is	sue to Resp. Parl	ty Lost/Sta	olen Brok	en				
-	My Key Rin	gs			Description	Key Group	# of Keys	Status	Issuance	Special Info?	Actions			
			-	Т	Test Key Ring #1	Test Group	B 2	In Storage	A:B:C	No	Ø			
				Ass	ign Place In S	itorage Is	sue to Resp. Parl	ty Lost/Sta	olen Brok	en				

- Enter the Net ID or use the "Find User" option
- **Due date:** You would use this to assign the date that the key must be returned or audited.
- Click 🔤 to display calendar, select date- or you can type a date into the box mm/dd/yyyy
- **Note** any information regarding the reason this key ring is being assigned (e.g.; visiting professor) or any other pertinent information
- **Click "Issue to Resp. Party"**.

My Keys										
Manage Keys	Valid	Key Group	Keystamp	Keyset	KeySeq	Status		Issuance		
My Key Rings	valid	Test Group B	CCC101	CCC101	23	In Storage	Φ	A:B:C		
ing may range	valid	Test Group B	012	012	24	In Storage	Φ	A:B:C		
	Key	Assignment	Info 🕈							
	Assiç	In to	1	Find User	←					
	Due [)ate				-				
→	Note	5	0/100	0						
	Issu	ie to Resp. Party	Cancel)						

> <u>To record the key ring as lost/stolen:</u>

If a Key Ring has been lost/stolen, per Policy 8.4, the key holder must *immediately* report the loss to their supervisor. The supervisor should contact the KCC who will report the loss to the Cornell Police as appropriate. The KCC is responsible to track the lost/stolen key within the KMS.

- Go To "My Key Rings"
- Choose the key ring you wish to mark as lost/stolen; by clicking in the checkbox
- Click "Lost/Stolen".

	Cornell University Risk Manager	rsity nent and Pi	ublic Safety	,					SEARCH	CORNELL: Pages	People	go more options
	Key Management	**TEST*										
	Programs Locations	Roster	Comments	Help								
	My Keys											
	Manage Keys	Assign	n Place In St	orage Issu	e to Resp. Party	Lost/Sto	len Broke	n				
-	My Key Rings	De	escription	Key Group	# of Kevs	Status	Issuance	Special Info?				
	-	- V Tes	st Key Ring #1	Test Group B	2	In Storage	A:B:C	No	/			
		Assign	n Place In St	orage Issu	e to Resp. Party	Lost/Sta	len Broke	n				

- Note a brief description of the circumstances regarding the lost/stolen key ring.
- Click "Lost/Stolen".
- ✓ If a replacement key is needed, the request must be made to the KCC at the time of the report of the lost/stolen key. The KCC will request the new key by completing the <u>University Key Order</u> Form.

My Keys									
Manage Keys	Va	lid Key G		Keystamp	Keyset	KeySeq		Special Info	Issuance
My Key Rings	vali	d Test G	roup B	CCC101	CCC101	23	In Storage	Φ	A:B:C
	vali	d Test G	roup B	012	012	24	In Storage	Φ	A : B : C
		otes							
				0/10	00				
	C	Lost/Stolen	Ca	incel					
		T							

> <u>To record a recovered lost / stolen key ring</u>:

(Notify CUP that the key has been recovered.)

- Go To "My Key Rings"
- **Choose** key ring that has been recovered by clicking in the checkbox
- **Click** "Place in Storage" (Note: the key must be placed in storage, prior to re-assigning to a key holder or responsible party)

Cornell Universit Risk Managemer	ty nt and Public Safety	SEARCH CORNELL:	go People more options
Key Management ***	TEST*** Key Rings		
Programs Locations Ro	oster Comments Help		
My Keys			
Manage Keys	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
My Key Rings	Description Key Group # of Keys Status Issuance Special Info? Ac		
	Test Key Ring #1 Test Group B 2 In Storage A:B:C No 🥖		
	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
	†		

- **Choose** the Facility by facility code or use the drop down menu. The last known storage location will automatically be entered. You may edit the location or if it is appropriate click "Place In Storage".
- Choose the room within the facility from the drop down options

or

- Choose a Custom Location from drop down options
- Identify cabinet or drawer and hook
- Note any information regarding the key ring
- **Click** "Place In Storage".

My Keys	
Manage Keys	Valid Key Group Keystamp Keyset KeySeq Status Info Issuance
My Key Rings	valid Test Group B CCC101 CCC101 23 In Storage 🚺 A : B : C
	valid Test Group B 012 012 24 In Storage 🕕 A : B : C
	Key Storage Info
	Facility 2921
	EAST HILL OFFICE BUILDING [2921]
	Room 220H
	Custom Location
	B B
	Notes
	0/1000
	Place in Storage Lance
	▲

To record a key ring as broken:

- Go To "My Key Rings".
- **Choose** the key ring you wish to mark as broken by clicking in the checkbox. Note that this will "break" all keys on the key ring. If you wish to indicate only one key as broken, see the next section to record one key on a key ring as broken.
- **Click** "Broken". This will remove all keys from the key ring. They will be listed individually in Manage Keys and each will have a status of "Broken". There will be no keys associated with this key ring.

	Cornell Universe Risk Managem	ity ent and Public Safety	SEARCH CORNELL:	go People more options
	Key Management **	*TEST*** Key Kings		
	Programs Locations	Roster Comments Help		
	My Keys			
	Manage Keys	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
-	My Key Rings	Description Key Group # of Keys Status Issuance Special Info?	Actions	
		Image: Test Key Ring #1 Test Group B 2 In Storage A : B : C No	8	
		Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
		Т		

- Choose Key Assignment Info (person at lock shop to "assign to")
- or
- **Choose** the *Facility* by facility code or using the drop down menu, which would be used if key(s) is being stored in your office before being sent to lock shop to destroy
- **Choose** the room within the facility from the drop down options
- or
- **Choose a** *Custom Location* from drop down options (Note: custom locations have to already exist. See section
- Manage Custom Storage Locations on page 59.)
- Identify cabinet or drawer <u>and</u> hook
- **Note** briefly describe where broken key ring has been stored until sent to Lock Shop to be destroyed or other pertinent notes.
- Click "Broken".

My Keys											
Manage Keys		Valid	Key Group	Keystamp	Keyset	KeySeq		Info	Issuance		
My Key Rings		valid	Test Group B	CCC101	CCC101	23	In Storage	Φ	A:B:C		
		valid	Test Group B	012	012	24	In Storage	Φ	A:B:C		
		Key Selec	Assignment	Info	elect a Loc	k Shop Us	er 💙				
		Key	Storage Inf	o				•			
		Facili	ty	2921 EAST	HILL OFF	ICE BUILD	ING [2921]		~	-	
		Room		220H 220H		~	-				
		Custo	m Location	Se	lect a Cust	tom Locati	on 💌		-		
		Cabin	et	A		-	-				
		Drawe	2r	В							
		Hook		С							
-	-	Notes									
				0/100	0						
		Brol	ken Cancel	D							

- > To record a key on key ring as broken:
 - Go To "My Key Rings"
 - Choose the key ring (where the key is that has been broken) by clicking the checkbox
 - Click Edit icon

		Cornell Univ Risk Manage	ersity ement	and	l Public Safet	у		e		ÉX	SEARCH CO	RNELL: O Pages	People	go more options
	Key Mai	nagement	***T	'ES'	T ^{*.*.} ⊀ Key Rings									
	Programs	Locations	Ros	ter	Comments	Help								
	My Keys													
	Manage Ke	ys		As	sign Place In S	itorage Iss	sue to Resp. Par	ty Lost/St	olen Brok	en				
1	➡1y Key Ring	gs		10000	Description	Key Group	# of Keys	Status	Issuance	Special Info?	Actions			
		-	→		Test Key Ring #1	Test Group	8 2	In Storage	A:B:C	No				
				As	sign Place In S	itorage Iss	sue to Resp. Par	ty Lost/St	olen Brok	ken				

• Click K to remove key from key ring

C R	Cornell Univ Risk Manage	ersity ment and I	Public Safety			Vanama Vanama Statu	SEARCH CORN	ELL: Pages	Peo
Key Mar	nagement	***TEST	₩₩₩ Key Rings						
Programs Locations Ro		Roster	Comments	Help					
My Keys									
Manage Keys		Key Ri	ng Description	Test Key Ring #1]			
 My Key Rings		Key Gr	roup	Test Group B					
		Save	e Cancel						
		Key Sta	imp Sequence	Special Information	Actions				
		012	24	Show Special Rooms	× +				
		CCC10	1 23	Show Special Rooms	×				

This will take you to the Place in Storage screen.

• **Click "**OK".



This will take you to the "Place in Storage" screen.

- **Choose** the *Facility* by facility code or using the drop down menu, which would be used if key(s) is being stored in your office before being sent to lock shop to destroy
- Choose the room within the facility from the drop down options

or

- **Choose a** *Custom Location* from drop down options (Note: custom locations have to already exist. See section
- Manage Custom Storage Locations on page 59.)
- Identify cabinet or drawer and hook
- Note any pertinent notes.
- Click "Place in Storage".

Cornell Uni Risk Manag	iversity gement an	d Public Safe	ety							SEARCH CO	RNELL: Pages	People
Key Management ***TEST*** Key Instance State Management												
Programs Locations	Roster	Comment	; Help									
My Keys												
Manage Keys	Vali	d Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance				
My Key Rings	valid	I Test Group B	CCC101	CCC101	23	In Storage	Φ	A:B:C				
riy key hings	valid	Test Group B	012	012	24	In Storage	Φ	A:B:C				
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	Ho	ok	С		-							
	No:	tes										
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	F	Place In Storage	Cancel									
		†										

Now that the key has been removed from the ring, you will need to mark the key as broken. See "To record a broken key" on page 71.

Reports

Currently reports are available for individual key transactions. These will allow you to print a summary of all of the keys that have been issued to an individual by you as the AKCC. In the near future, additional reports will be available to facilitate the annual review of key inventories.

- > To create an individual transaction log:
 - Go To "Reports"

• Choose "Individual"	
My Keys	Individual Report
Manage Keys	Group Report
My Key Rings	
Reports	

- Enter the netid of the person you would like a transaction log for
- Click "View Report"

My Keys		
Manage Keys	Enter a Net	View Report
My Key Rings		I
Reports		

The transaction log will display on the screen.

• **Choose** "Excel version of report" to get a report you can print and have the keyholder sign.

My Keys									
Manage Keys	Enter	a NetID			Vie	w Report			
My Key Rings	Excel	ersion	of report						
Reports		KCC or A	KCC Marga	ret Elizabeth Matt	a		Keys Issue	ed To: Paula Hop	be Grantier
								Netid: phg1	
							Phone Nu	mber: 607-254-	1575
						C	Cornell Affili	ation: staff	
	K Gro	ey Key Ip Set	Key Stamp	Sequence Number	Status	Date and Time Issued	Due Date	Access Room(s)	Access Notes Building
	dp test group	KA	KA	2	Issued to Resp. Party	03/13/2009 03:58 PM	06/30/2009	grandmaster	

A dialog box will appear indicating that you have chosen to open an excel file.

• Choose "Open with Microsoft Office Excel (default)"

Opening kms_report_dp338.xls	×
You have chosen to open	
kms_report_dp338.xls which is a: Microsoft Excel Worksheet from https://cfu.supa.coldfusion.compall.adu	
What should Firefox do with this file?	
Open with Microsoft Office Excel (default)	
\square Do this <u>a</u> utomatically for files like this from now on.	

An additional dialog box will appear asking if you are sure the file is OK to open.

• Choose "Yes."

Microsoft Office Excel										
<u>.</u>	The file you are trying to open, 'kms_report_dp338.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?									
	Yes <u>H</u> elp									

6		-			kms report dn33	8 (Read-Only) - Micro	soft Eve	al								_ = X
	Home Insert Pag	e lavout Formu	las Data	Review View	Developer A	crobat	JOIL EXC	-							6) _ = x
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	A	В	С	D	E	F	G		Н		4	J		К		L
1	Organization/Department:]		Keys Issued To:	Laura E. Cecere											
2	KCC or AKCC	Daneen Phillips		Netid:	lec37											
3	-			Phone Number:	607-254-6477											
4	- 2			Cornell Affiliation:	staff											
5				· · · · ·		D 1 17 1 1					B. 11.12			h-1	11 0	
0	Key Group	Key Set	Key Stamp	Sequence Number	Status	Date/Time Issued	DueD	ate Acce	ss Room(s	acces	s Bullan	ng Note	es Dat	te/Time Signe	a in Sign	iture of AF
8	do test group	KA	KA	6	Assigned	3/30/2009 9.09	4/15/2	2009 grand	master							
9	ap test group	150	100		Ablighted	5/ 50/ 2005 5.05	4/ 20/ 2	Brank	annaster							
10	By signing this form, Lagree	to the requirem	ents and resp	onsibilities set fort	h in Policy 8.4 - N	lanagement of Key	s and C	ther Acce	ss Contro	System	ns. Speci	fically I	agree	to:		
11	- Maintain control of issued	access control d	evices			,							.0	6-T 00		
12	- Prevent unauthorized use	or duplication of	faccess contr	ol devices in my po:	ssession											
13	- Relinquish access contorl	devices when I n	o longer need	d them or I am no lo	nger authorized											=
14	- Immediately notify my su	pervisor and the	Key Control C	oordinator or Assoc	ciated Key Contro	Coordinator signi	ing this	form of a	lost or sto	len key						
15																
16																
17																
18	Signature of Key Recipient						Date									
19																
20					-											
21	© 2009 Cornell University, C	ustom Applicatio	ons Last Upda	te: February 27, 200	19											
22	Send questions and comme	ents to KIVIS Supp	ort Page Repo	ort a problem												
23																
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27																
14	kms_report_dp338	27									10					► I
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An Excel file will open with the transaction log for the keyholder.

Before printing this file, you'll want to make sure it will print on one page.

- From the Microsoft Menu in the top left
- Choose "Page Setup"



, **choose** "Print", "Print Preview"

- Choose "Landscape" for the Orientation
- **Choose** "Fit to 1 page wide by 1 page tall" to fit the log on one page. You may need to choose 2 or more pages tall if the keyholder has a large number of keys.

Page Setup	? ×
Page Margins Header/Footer Sheet	
Orientation	
A C Portrait A C Landscape	
Scaling	
C Adjust to: 100 🚔 % normal size	
Eit to: 1 🚔 page(s) wide by 1 🚔 tall	
Paper size: 8 1/2x11	-
Print guality: 600 dpi	-
First page number: Auto	
Optic	ons
ОК	Cancel

• Click "OK"

- Have the keyholder sign the transaction log
- **Sign** the transaction log yourself and file the log appropriately. This log will be used to capture the keyholder's signature when the keys are returned.

<u> Appendix A – Forms</u>

The following is a list of the forms available to help you manage access control:

FIRST, each unit and college must first authorize Key Control Coordinators (KCC) and Access Control Coordinators (ACC)

We are currently renewing authorizations for those that manage keys and access control devices for each college and unit. If you haven't completed this authorization since June 25, 2009 you will need to complete a new authorization.

<u>Authorization of Access Control Coordinators and Key Control Coordinators</u> is required by Deans and VPs. The authorization form should be completed, printed, signed and submitted to the Cornell University Police Crime Prevention Section in G-2, Barton Hall.

Designate to the Vice President or Dean This form may be used by the Dean or VP to designate an individual responsible to assign Access Control Coordinators and Key Control Coordinators. After this form is signed by the Dean or VP and submitted to Cornell Police, the designate would have the authority to sign the <u>Authorization Form</u> for ACCs and KCCs.

After authorization of KCCs and ACCs, the following forms may be used to order keys, track transactions and conduct annual reviews

<u>University Key Order Form</u> This form is used to order keys from the University Lock Shop. Specific instructions for completing and submitting a request for keys are included at the top of the form.

Transaction Log for Key Issuance and Annual Review This log can be used to record transactions associated with inventory tracking and issuance of keys. It can also be used for the review of key inventories that must be completed at least every two years. Best practice shows that done more frequently, annually or twice a year, the review is easier to keep current.

Appendix B – Frequently Asked Questions

1. What was the driver for the policy changes?

This policy has been updated as a result of extensive examination of public safety and security practices and policies at Cornell and in support of a strategic priority launched to provide a higher level of safety and security for our community. This update provides enhanced policy guidelines for the management of physical keys and sets a campus-wide standard for card-access systems.

2. I already inventory keys with my own system. Does this meet the policy requirements?

Your key inventory system must meet the following requirements from Policy 8.4:

KCCs are required to maintain accurate documentation of all physical key transactions using a manual or automated system of record keeping. At a minimum, transaction records must contain the following information:

- Physical key assignment
 - Name of the device holder or storage location
 - Cornell affiliation of the device holder
 - Contact information for the device holder
 - Key set number and unique identifier of each key signed out
 - Due date for key, as appropriate
 - Date and time of sign-out
 - Date and time of sign-in
 - Signatory approval of the KCC or AKCC handling the transaction
 - Signatory approval of the recipient acknowledging that he or she alone will use this device as authorized
- Change in physical key access location
 - *Key system information (bitting number, keyway, etc.)*
 - Location to be accessed

3. If my current tracking system meets the requirements of the policy, why should I use the KMS?

Per Policy 8.4 you must use the KMS for spaces with special access restrictions:

All physical keys to spaces with special access restrictions (e.g., those with highly hazardous materials or highly valuable assets) must be inventoried in the university Key Management System (KMS).

The KMS is a central inventory system. It allows the university to track physical keys in one location, rather than in a number of isolated locations across campus. This is important in the event of an emergency. Police and emergency response personnel will be able to use the system for reference and more quickly restore a situation to safety.

Additionally, key inventories can be easily maintained and the KMS facilitates the review process of key inventories that must happen at least once every two years. The KMS ensures the key inventory requirements of Policy 8.4 are met. The KMS will also help units meet the requirement to review key inventories at least once every two years. If you do not use the KMS, your key inventory system is subject to auditing by the Cornell University Police.

Because the KMS is used by the Lock Shops (both PDC and Campus Life), as well as Facilities Customer Service, Building Care and the emergency services personnel, processing of key requests will be easier via the KMS and tracking of keys becomes much more efficient with a common system between all of these organizations. The cost to use the KMS is free and is therefore no more expensive than other current systems on campus. The KMS is maintained centrally and users are not charged a fee to use the system.

Phase II of the KMS project, expected to be complete during 2009, will include electronic routing of approvals. This means that keys may be requested and approved on-line – eliminating the need for routing paper forms within an organization to the KCC, then to the Cornell Police and on to the Lock Shop. This will considerable improve the efficiency of managing physical keys.

4. I'd like to use the KMS. How do I get my existing key inventory information into the KMS?

A data conversion process is available for importing key inventory information into the KMS. See

Appendix C – Importing Key Instance Information into the KMS.

5. How long has the system been in place? Who is using it?

The KMS went into production in January 2009. It is currently being used by both Lock Shops (PDC and Campus Life), Facilities Customer Service, Building Care and the units that were involved in the development of the system, including: the College of Veterinary Medicine and the College of Human Ecology.

6. Who was on the committee to develop the KMS?

The development committee for the KMS included a large number of stakeholders including: representatives of both Lock Shops (PDC and Campus Life), the Cornell University Police, Facilities Customer Service, Building Care, Campus Life administration, the College of Human Ecology and the College of Veterinary Medicine. CIT Information Services provided the business analysis, programming and database support.

The stakeholders involved in the development of the system have a strong knowledge about keys and key systems. Their organizations are varied in the way they manage KCCs and AKCCs. The systems also range in size. The College of Veterinary Medicine has more than 10,000 key instances that are being managed within the KMS.

7. How will you help me get started with the KMS?

Please review the slide presentation on-line at <u>www.rmps.cornell.edu/keysinfo</u> for a brief overview of the KMS and how it works.

A key inventory conversion process is available to help you transition your existing data into the KMS. See

Appendix C – Importing Key Instance Information into the KMS for more information.

We will provide regular training classes on how to use the KMS. Please check the website (www.rmps.cornell.edu/keysinfo) for training class information.

8. The policy says that all keys must be stamped with a unique identifier within 2 years. How do I accomplish this?

We recommend stamping each key with a unique sequence number in addition to the key stamp or key set. (Reference

Key Parts on page 13.) Risk Management & Public Safety has made available kits that may be borrowed to stamp your organization's keys. Contact the PDC Lock Shop at x5-7112 to request the next available stamping kit.

We recommend performing stamping on keys during the annual review of the KCC's key inventory. As each key in the inventory is verified it can be stamped. A best practice we've seen is to inventory and stamp the keys during an individual's annual performance dialogue.

In the interim until you get your keys uniquely identified with sequence numbers, the KMS will identify keys with duplicate sequence numbers when you go to issue the key. This will be a reminder that the key should be stamped with a unique sequence number before issuance.

9. How is facility and people information kept current?

The KMS ties to the facilities inventory and PeopleSoft, pulling both facility and people information into KMS and avoiding duplication of this information within the KMS. This ensures that the university's data of record is used for all transactions within the KMS.

10. What if I need additional help or have questions about the KMS?

First contact your KCC for help with the KMS. If your KCC is unable to address the question, send a request to <u>kmsusers@cornell.edu</u>.

Appendix C – Importing Key Instance Information into the KMS

As of the publishing of Version 1.0 of this manual, the key conversion process in just being finalized and is expected to be complete in August 2009. As soon as the final forms and process are available, this manual will be updated and posted on the following website: <u>www.rmps.cornell.edu/keysinfo/kmsinfo</u>.