SRS Badge Request System
Spring 2018

Summary

Safety and security are top priorities at SRS. One item that every person must have before being allowed on site is the proper security badge. As such, there is a need for an application to track and manage requests for security badges from current and future employees to assist the SRS Badge Office in issuing badges.

Requirements

The following is necessary information:

Tracking Number	Text	System generated sequence number assigned when the document is saved for the first time. Ex: BR-2018-00001
GET Date	Date	Entered by Requestor
Today's Date	Date	Auto-populated with current date
Reason for Request		Ability to choose one of the following reasons: Area Access Change, Appearance Change, Damaged Badge, Job Change, Lost Badge, Name Change, New/Changed Clearance, New Employees, Rebadging Cycle, Downgrade, HRP, LSE/Intern
Employee	Pick List	Select from a list of employees
Employee Last Name	Text	Auto-populated based on Employee selected
Employee First Name	Text	Auto-populated based on Employee selected
Employee Middle Name	Text	Auto-populated based on Employee selected
Initials	Text	Auto-populated based on Employee selected
UserID	Text	Auto-populated based on Employee selected
Social Security Number	Text	Entered by Requestor
Date of Birth	Date	Entered by Requestor
Employee Company	Text	Auto-populated based on Employee selected
Division/Dept/Section	Text	Auto-populated based on Employee selected
Work Location	Text	Auto-populated based on Employee selected
Work Phone Number	Text	Auto-populated based on Employee selected
Employee's Manager	Text	Auto-populated based on Employee selected
Manager Work Location	Text	Auto-populated based on Employee selected
Manager Work Phone	Text	Auto-populated based on Employee selected
Proximity Card Required		Yes/No
Emergency Access Required		Yes/No
Type of Badge Requested		L, Q, Uncleared
Continue Existing Computer Accounts		Yes/No
Approval Workflow		Tracks the approval process

The application will route each request for approval by management. The application will automatically send out reminder notifications if the Approver does not respond in a timely manner. The Requestor needs to be notified when approved, denied, and/or if additional information or changes are needed to complete the request. Once approved, the request will be sent to the SRS Badge Office to await the Requestor.

There will need to be a way to enter Employee information so that it can be selected from the list to populate the above form. Access to this should be restricted to an HR Representative, so that only they have the ability to add or edit Employee personnel details.

Necessary information with example input:

Employee Last Name	Text	Legal Surname of Employee	Granger
Employee First Name	Text	Legal Given Name of Employee	Hermione
Employee Middle Name	Text	Legal Middle Name of Employee (Not required)	Jean
Initials	Text	Initials of Employee	HJG
UserID	Text	Always a letter followed by 4 digits	W1234
Employee Company	Text	Company Name	SRNS, SRNL, Centerra
Division/Dept/Section	Text		Office of the President/Business Services/Information Technology
Work Location	Text	Building and Office	730-4B Rm 1088
Work Phone Number	Text	Office Phone Number	803-952-9215
Employee's Manager	Text	Name of Manager	Maggie Smith
Manager Work Location	Text	Building and Office	730-4B Rm 117
Manager Work Phone	Text	Office Phone Number	803-123-4567

Views

Employee – Requests submitted by the Employee
- Draft – Requests not yet submitted
- In Process – Requests submitted but not yet approved/denied
- Approved – Requests Approved
- Denied – Requests Denied

Manager – Requests submitted by Manager or their Employee
- Draft – Requests not yet submitted
- In Process – Requests submitted but not yet approved/denied
- Awaiting Action – Requests where action by the Manager is needed
- Approved – Requests Approved
- Denied – Requests Denied

HR – Manage Employee Information
- Add – For new Employees
- Remove – Remove Employee from system
- Edit – Change Employee details