

Tutorial Index

Key/Card/Alarm Requests

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Approval Groups

- [View/Edit Approval Groups](#)

View Access Request (PI/Supervisor)

1. Click **Dashboard** in the Menu.

2. **Search** for the request and locate the desired request in the table.

3. Click **View** in the *Details* col. to open the *Request Details* popup.

4. The *Selected Rooms* tab shows all requested rooms and whether the room has been fully approved (*Approved?* col.)

5. The *Form Details* tab displays all the information provided by the user and the expiry date set by the supervisor.

6. The *Training Records* tab lists all required trainings for all requested rooms. A green checkmark  indicates the applicant has the training.

Dashboard

This page includes a table to display all the applications for Key/Card Access/Alarm Request and update their status.

Requests (Total: 20)

Building and Floor and Room Number and Applicant Name
Status

Number of New Requests
9

20 results found. 20 rows on this page.

#	Approval Role	Applicant Full Name	Building & Room Info	Supervisor	Details	Status	Expiry Date	Select All
20	Group	Tom Frank	MAIN 4th Room 101	Jane Doe	View	NEW Submitted Date: Aug. 13, 2026 3:18 p.m. Select Update	N/A	☐
19	Individual	Katie Bell	MAIN 4th Room 103		View	APPROVED Submitted Date: Aug. 4, 2026 4:49 p.m. Approved Update	N/A	☐
18	Individual	Jorge Doe	FBIC Basement Room B-01		View	DECLINED Submitted Date: May 5, 2026 12:42 p.m. Declined Update	N/A	☐
			FBIC Basement		View	APPROVED Submitted Date: May 5, 2026 12:43 p.m.		

OPENS

Request Details

Selected Rooms

#	Building & Room Info	Required Trainings	Approved?
1	MAIN 4th - Room 101	- Accident/Incident Investigation Training Course - Active Shooter Preparedness Online Training	☐

Selected Rooms

Applicant Role in LFS	Test
Applicant UBC Affiliation	I do not have a UBC Card. Apply at ubccard.ubc.ca . Access cannot be granted without one.
UBC Employee ID	None
UBC Student Number	None
Supervisor	Jane Doe
Expiry Date	Jan. 1, 2027
After Hours Access	Yes, I will need after hours access
Working alone and/or in isolation	☒
Additional Comments	
Submitted Date	Aug. 13, 2026, 3:18 p.m.

Selected Rooms

Quick Summary

- Total Training Records: 2
- Number of Missing Trainings: 0
- Number of Expired Trainings: 0

ID	Training Name	Missing?	Expired?
12	Accident/Incident Investigation Training Course 	NO	NO
4	Active Shooter Preparedness Online Training 	NO	NO

Change Access Request Status (PI/Supervisor)

1. Click **Dashboard** in the Menu.

2. **Search** for the request and locate the desired request in the table.

3. Select an approval option from the drop-down menu and click **Update** to update a single request.

4. To update multiple requests to the same approval status, select the checkbox of each of the desired request.

5. Click **Update All**. This will open the *Update All* popup.

6. Select the desired approval option from the drop-down menu and click **Confirm to update all** to update all selected requests.

Dashboard

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Requests (Total: 20)

Building and Floor and Room Number and Applicant Name

Status

20 results found. 20 rows on this page.

#	Approval Role	Applicant Full Name	Building & Room Info	Supervisor	Details	Status	Expiry Date	Select All
20	Individual	Katie Bell	MAIN 4th Room 103		View Submitted Date: Aug. 4, 2025 4:49 p.m.	APPROVED Aug. 6, 2026, 3:22 p.m. Approved Update	N/A	☐
19	Individual	Jorge Doe	FBIC Basement Room B-01		View Submitted Date: May 5, 2025 12:42 p.m.	NEW Select Update	N/A	☐
18	Individual	Elvis Doe	FBIC Basement Room B-01		View Submitted Date: May 5, 2025 12:05 p.m.	APPROVED May 5, 2026, 12:07 p.m. Approved Update	N/A	☐
17	Group	Katie Bell	MAIN 4th Room 101		View Submitted Date: Nov. 5, 2025 3:03 p.m.	NEW Select Update	N/A	☐

#	Approval Role	Applicant Full Name	Building & Room Info	Supervisor	Details	Status	Expiry Date	Select All
4	Group	Desmond Doe	MAIN 4th Room 101		View Submitted Date: Nov. 5, 2025 2:47 p.m.	NEW Select Update	N/A	☒
3	Group	Desmond Doe	MAIN 4th Room 101		View Submitted Date: Nov. 5, 2025 2:38 p.m.	NEW Select Update	N/A	☒
2	Group	Desmond Doe	MAIN 4th Room 101		View Submitted Date: Nov. 5, 2025 1:35 p.m.	NEW Select Update	N/A	☐
1	Group	Desmond Doe	MAIN 4th Room 101		View Submitted Date: Nov. 3, 2025 3:39 p.m.	NEW Select Update	N/A	☐

The approval options are *Approved*, *Declined*, and *Insufficient Info*.

Update All

Number of selected rooms: 2

- Desmond Doe: MAIN 4th - Room 101
- Desmond Doe: MAIN 4th - Room 101

Select

Before confirming the update for all, please review all the selected rooms carefully.

Set Access Request Expiry Date (PI/Supervisor)

1. Click **Dashboard** in the Menu.

2. **Search** for the request and locate the desired request in the table.

3. Locate the *Expiry Date* col.

4. Set the desired expiry date and click **Update** to update the expiry date.

5. Once updated, the table will indicate how many days are left for the request.

Dashboard

This page includes a table to display all the applications for Key/Card Access/Alarm Request and update their status.

Requests (Total: 20)

MAIN and 4th and 101 and Frank
Status
Search Clear

1 result found. 1 row on this page.

#	Approval Role	Applicant Full Name	Building & Room Info	Supervisor	Details	Status	Expiry Date	Select All
1	Group	Tom Frank	MAIN 4th Room 101	Jane Doe	View Submitted Date: Aug. 13, 2026 3:18 p.m.	NEW Select Update	N/A yyyy-mm-dd Update	☐

First < 1 > Last

Update All (0)

Expiry Date

N/A

2027-01-01

Update

Status	Expiry Date	Select All
	141 days left	☐
	2027-01-01	☐
	Update	Update
Update All (0)		

View/Edit Approval Groups

1. Click **Approval Group** in the Menu.

2. Search group by name, or a member's name.

My Approval Groups (Total: 1)

Approval Group's Name and Member's First Name and Member's Last Name

Search Clear

1 result found. 1 row on this page.

ID	Group Name	Group Members	Associated Rooms	Actions
16	Jane Doe's Group	- Jane Doe Coordinator - John Doe Coordinator - Tom Frank	MAIN 4th 101	Edit

First < 1 > Last

OPENS

3. Users with the *Coordinator* role can edit the group, including removing or adding members, and altering member roles.

Click **Edit** in the *Actions* col. to locate the Approval Group edit page.

My Approval Groups > Group: Jane Doe's Group

Manage Jane Doe's Group

• Members who are **Coordinators** will be given access to modify the group.

CWL:

Role: Member

ADD

4. Add new members by CWL and select their role. Click the **Add** button to submit.

Users in Approval Group (Total: 3)

#	CWL	First Name	Last Name	Role	Actions
1	testpi1	Jane	Doe	Coordinator	Current User
2	testpi2	John	Doe	Coordinator	Update Remove
3	testpi3	Tom	Frank	Member	Update Remove

Showing 1 to 3 of 3 rows 10 rows per page

5. Alter the role of an existing member by selecting a role from the dropdown and clicking **Update**.

6. Remove an existing member by clicking the **Remove** button. A confirmation popup will appear, which must be accepted to complete the action.

dev-trms.landfood.ubc.ca says

Are you sure to remove User - testpi3?

OK

Cancel

DEFINITION

Approval Group: a group of users granted permission to review and approve requests within a room. Approval by any single group member acts as authorization for the full group.