

## Building Access

### External Resource vs. Transfer of Responsibility

#### Scenario 1 – Shop investigates and determines the issue is Key core related

*Transfer of responsibility to Building Access and AggieWorks creates new CR*

- Change PHS status to BLDG ACCESS RECOMND
- Change WO status to REDIRECTED
- Add note on the WO to let BA know reason for transfer
- AggieWorks will create a new CR with customer as the contact and transfer new CR to BA
- AggieWorks will set WO status to TRANSFERRED TO BA
- BA invoices the customer

#### Scenario 2 – Shop investigates and needs assistance from Building Access

*Building Access is treated as an External Resource and Shop creates new CR*

- Create another PHS for External Resources
- Create PR on PHS for Service PO with contractor of “TAMU UES-KEY”
- Shop creates new CR through the AggieWorks website requesting BA service (list WO# and PR# in the description)

#### Scenario 3 – Shop needs material from Building Access

*Shop creates PR for material and Warehouse creates new CR*

- Create non-stock PR with contractor of “TAMU UES-KEY”
- Warehouse creates CR to purchase material