

# KEY MANAGEMENT WITH IFMS AND SAP

iFMS is a graphical complementary system for SAP RE-FX and SAP PM/CS. iFMS optimizes the execution of SAP-based business processes in infrastructural, technical and commercial Facility Management and expands the range of functions of SAP through complementary iFMS software modules. Together, iFMS and SAP form a holistic CAFM with a high level of system integration. The key management module supports companies in managing locking systems as well as the issue and return of keys to employees, students and third parties.

## THE CHALLENGE

There are many challenges when it comes to maintaining structural access security. First, there are challenges in managing classic locking systems together with electronic locking systems or hybrid forms. Second, business processes such as key issuing, key return and inventory management must be processed so as to be audit-proof and documented. These processes are often manually documented on index cards or in various manufacturer-specific software solutions. Due to the lack of integration in personnel management and room management systems, increased expenditure for data management and facilitating business processes become a part of day-to-day business

## THE SOLUTION

The modular SAP complementary system iFMS helps companies master the numerous challenges arising in real estate and facility management. The key management module optimises the business process for managing locking systems, key issuing and key returning to employees, students and third parties. iFMS offers audit-proof classic locking systems made by different manufacturers as well as electronic locking systems or hybrid forms in one system. The integration of the key management system with the building and room documentation in iFMS, individuals from SAP HCM, student management systems and LDAP index structures enables the efficient processing of business processes in key management and avoids additional expenditure for data maintenance. Form management automates the creation of issuing and return reports as well as the creation of loss and defect notifications. Key orders and dunning for unreturned keys are directly integrated into SAP ERP. iFMS is certified by SAP AG.

## OUR SERVICE RANGE

Our goal is to achieve successful key management together with you. For the department, that means that we examine the specific circumstances in detail from the very start and provide testing systems even as early as the concept phase. This means that users become familiar with the possibilities of key management model early on, has and thus have a direct, unequivocal influence on customer-specific system configurations. In addition to optimum know-how transfer, the approach ensures practical application and CAFM solution realisation integrated into the business processes.

Our services at a glance:

- Specialized concept and prototype,
- Configuration of needed functionalities and form management,
- Integration with SAP HCM, SAP MM, LDAP and other systems
- Integration of CAD data,
- Application training,
- Data migration support,
- Solution rollout,
- Maintenance.

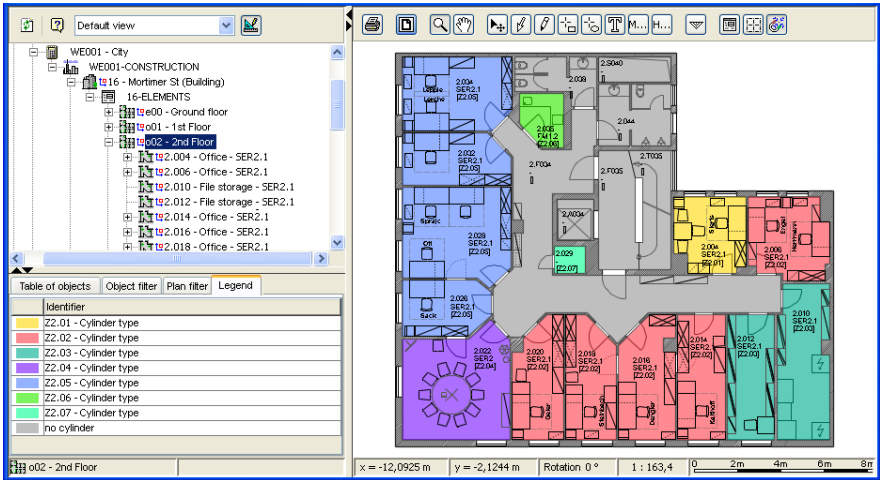
## YOUR BENEFITS

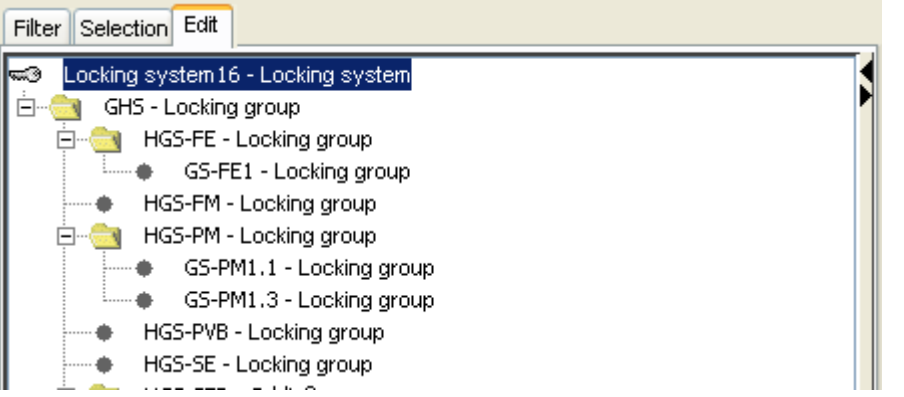
The integrated solution offers comprehensive support for master data management as well as for the handling of all key management business processes.

You benefit in many ways:

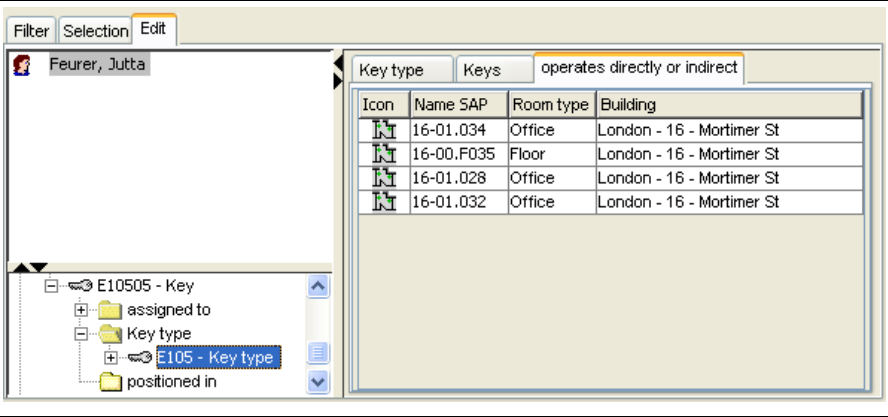
- Cost savings and quality improvements in master data management thanks to the integration of key management in SAP HCM and student management systems as well as in structural and room documentation,
- Improved access security to your buildings and plants through complete, audit-proof documentation of all key issues and returns,
- Time savings for research of access authorisations for individuals and companies thanks to simple, straightforward displaying locking relationships,
- Time savings thanks to optimum process support and automated form management,
- Reduction in the number digital and analogue management systems through the use of an integrated system for locking systems from various manufacturers with all locking relationships,
- Time savings for determining the key or asset value within the framework of replacements or reclaims,
- Simplification of inventory maintenance and ordering process automation thanks to integration in SAP MM,
- Automated reclamation process for keys not returned on time thanks to a standard letter functions in SAP ERP.

**Detailed overview of functionalities**

<p><b>Master data</b></p>	<p>Convenient acquisition or import of existing locking systems with locking group hierarchy, cylinders and keys and/or code cards.</p> <p>Acquisition of various locking objects e.g. rooms, doors, technical facilities, inventory objects or integration.</p> <p>Registration of key owners in iFMS or Integration.</p>
<p><b>Integration</b></p>	<p>Integration of key management with data management processes for room and area management.</p> <p>Integration with individuals and business partners from as SAP, with student management systems, or LDAP directory structures.</p> <p>Ordering integration with SAP MM.</p> <p>Dunning integration for unreturned keys based on SAP.</p>
<p><b>CAD / graphic</b></p>	<p>Mapping of rooms, doors or technical facilities in the CAD plans.</p> <p>Visualisation of closures in the floor plans. Colour-coding of rooms by access-relevant criteria, e.g. simultaneous locking cylinders.</p> <p>Creation of PDF plans with automatic header and key.</p>
<p><b>Rooms with simultaneous locking cylinders</b></p>	 <p>The screenshot displays a CAD application window. On the left, a tree view shows a project hierarchy: 'WE001 - City', 'WE001-CONSTRUCTION', '16 - Mortimer St (Building)', '16-ELEMENTS', 'e00 - Ground floor', 'o01 - 1st Floor', and 'o02 - 2nd Floor'. The 'o02 - 2nd Floor' folder is expanded, listing rooms like 'ts2.004 - Office - SER2.1', 'ts2.006 - Office - SER2.1', 'ts2.010 - File storage - SER2.1', 'ts2.012 - File storage - SER2.1', 'ts2.014 - Office - SER2.1', 'ts2.016 - Office - SER2.1', and 'ts2.018 - Office - SER2.1'. Below the tree is a 'Table of objects' with columns for 'Object filter', 'Plan filter', and 'Legend'. The legend lists identifiers for cylinder types: Z2.01 (yellow), Z2.02 (red), Z2.03 (green), Z2.04 (purple), Z2.05 (blue), Z2.06 (cyan), Z2.07 (magenta), and 'no cylinder' (grey). The main window shows a floor plan of the 2nd floor with rooms color-coded according to these cylinder types. A status bar at the bottom indicates 'x = -12,0925 m', 'y = -2,1244 m', 'Rotation 0°', and a scale of '1 : 163,4'.</p>
<p><b>Data model</b></p>	<p>Display of the data model for key management depending on customer requirement complexity and/or based on the data structure of the released systems:</p> <ul style="list-style-type: none"> <li>With keys that are directly assigned to the locking objects.</li> <li>With cylinders at the locking objects and with keys associated with cylinders.</li> </ul> <p>About the definition of locking groups in a locking group hierarchy, in which the key and cylinder (and/or their electronic equivalents) according to the given dependencies</p> <p>A combination of the aforementioned possibilities for mapping various locking</p>

<p><b>Locking hierarchy</b></p> <p><b>group</b></p>	
<p><b>Search feature</b></p>	<p>Alphanumeric search by individual, company or locking object, e.g. rooms, doors, or technical equipment</p> <p>Graphical navigation of locking objects on the floor plans</p>
<p><b>Key issue</b></p>	<p>Assignment of key recipient to key and/or code card.</p> <p>Display of key inventory and key hierarchy.</p> <p>Display all objects to which the key enables access.</p> <p>Set return date.</p> <p>Print hand-off form.</p>
<p><b>Key return</b></p>	<p>Remove assignment of key owners to key and/or code card.</p> <p>Display of key inventory and key hierarchy.</p> <p>Display all objects to which access has been revoked.</p> <p>Print return form.</p>
<p><b>Key loss</b></p> <p><b>Key defect</b></p>	<p>Label the key as lost or as defective.</p> <p>Close out the key inventory.</p> <p>Print loss report.</p>
<p><b>Locking relationships</b></p>	<p>List of all objects to which an individual has access.</p> <p>List of all individuals who have access to an object</p> <p>List of all objects that can be locked with a certain key.</p> <p>List of all keys (individual keys, main keys, general keys, etc.) that lock an object.</p> <p>List of all keys that fit in a certain cylinder.</p>

**List of rooms to which an individual has access.**



**template management**

Standardised form management for key issuing, key return, loss and defect notifications.  
Adaptation of individual requirements via report generator.

**Sample forms**

**- Voucher for issued key(s) -**

**Part V - Voucher for issued key(s)**

Name of key owner: Bürkholtz, Gisela      Key number: Value

Department: PV      028HF00      1321,00

Day of receipt: 26.07.2004

Day of return: 31.12.9999

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**- Key / magnet strip card return acknowledgement -**

The recipient of key(s) from the locking systems acknowledges signing this note. In case of losing the issued key replacement it can be proven, that the owner has been negligent of the key and all necessary parts of the locking system.

Current replacement value of the key(s) and cylinder(s): \_\_\_\_\_

**Key(s):** 028HF00

**Magnet strip card(s):** \_\_\_\_\_

**Room:** \_\_\_\_\_

**Last owner:**

**Name:** Bürkholtz

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Issued Keys from 2008-10-01 to 2008-12-31

Locking system	Key number	Key ID	Status	Last owner	Issue date
621256	2660HV6	01	defect	Doe, John	2008-11-14

**Reporting**

List display of access options, locking relationships and inventory analyses. Overview of lost and defective keys.  
Adaptation of individual requirements via report generator.

**History**

Each key issue or return and every change to the locking structure is automatically recorded in the iFMS object history. This allows all locking relationships to be analysed, even for previous points in time.  
Past changes to room structures and CAD plans are also available.

**User roles**

Separation of authorisations based on the necessity of business processes for program functions and the view of locking and individual data as well as room and CAD data through various user roles and user interfaces.



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