

출입통제신청 매뉴얼

2026 안전팀

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주요업무 및 신청경로

1. 주요업무

- 가. 출입권한신청: 기존 발급된 카드의 추가 출입권한 및 해지 신청
- 나. 임시카드신청: 행사 및 외부인을 위한 임시카드 신청
- 다. 장애처리: 출입통제 관련 민원 접수
- 라. 차량권한신청: 차량등록 및 변경

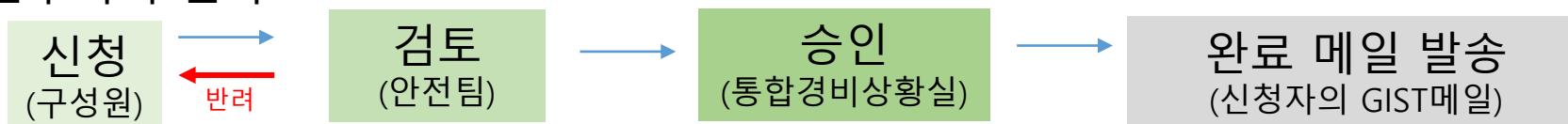
2. 신청경로

- 가. ZEUS->MyService->출입통제신청(출입권한, 임시카드, 장애처리 신청)
- 나. ZEUS->MyService->차량등록신청

3. 신청권한: ZEUS를 사용하는 모든 구성원

4. 구성원외 인원은 통합경비상황실에서 방문하여 신청

5. 업무처리 절차



* 반려사유: 구성원 본인의 임시카드 신청, 타 부서 업무, 서류 미비 등

6. 문의: 안전팀(5508)

출입권한신청

ZEUS->시설->출입통제신청(출입권한신청)

(4. 신청서 다운로드 필수)

The screenshot shows the ZEUS application interface with the following numbered steps:

1. MyService menu
2. My Menu menu
3. Search and filter fields for Application List.
4. Application List table with columns: No, Application Number, Application Date, Status, ID, Name, Title, Place for work, Work, Hours.
5. Save button in the Application Info form.
6. Application Info form with fields: Application Number, Applicant, Received Time, Receptionist, Status, Reason of Sending Back, Completion Time, Work Times, Disposer, Completion Desc.
7. Request text area in the Application Info form.
8. Attached file section with checkboxes for 첨부파일 and 첨부파일유무.
9. APPLY button in the Application Info form.

3. Serch->5. New-> 6. Application info(신청내용작성)->7. **출입권한신청서 첨부(필수)**->5. SAVE->9. APPLY
* 필수 작성

임시카드신청

ZEUS->시설->출입통제신청(임시카드신청)

(4. 신청서 다운로드 필수)

1
2
3
4
5
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7
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9

3. Serch->5. New-> 6. Application info(신청내용작성)->4. **임시카드신청서 점부(필수)**->5. SAVE->9. APPLY
* 필수 작성

협력업체, 가족, 방문자 등의 임시카드는 구성원이 ZEUS로 신청 가능

장애처리

ZEUS->시설->출입통제신청(장애처리)

The screenshot shows the ZEUS application interface for managing access control applications. The main window has a header "출입통제신청 X". On the left, there are two vertical menus: "MyService" and "My Menu". The "MyService" menu includes categories like 인사, 급여, 예산, 재무, 구매, 전산, 자산, 연구, 시설, 예약, 상담, 기금, 의무, 법무, Software, 인장, 번역 및 감수, 업무 협력, 기념품, 안전보건 관리, 출입통제, and 차량 등록 신청. The "My Menu" menu also lists these categories. A green box labeled "1" is over the "출입통제" item in the "MyService" menu. A green box labeled "2" is over the "출입통제신청" item in the "My Menu" menu. The main content area has a search bar at the top with fields for Date (2025-12-16 화 ~ 2026-01-16 금), Applicant (30797), Status (전체), and Title. A green box labeled "3" is over the search bar. Below the search bar is a table titled "Application List" with columns: No, Application Number, Application Date, Status, ID, Name, Title, Place for work, Work, and Hours. A green box labeled "4" is over the "신청서 다운로드" button. At the bottom of the application list is a red horizontal bar. The bottom half of the screen shows the "Application Info" form. It includes fields for Application Number, Applicant, Received Time, Receptionist, Status, Reason of Sending Back, Completion Time, Disposer, and Completion Desc. There are also fields for Work Times and Hours. A green box labeled "5" is over the "Status" dropdown. A green box labeled "6" is over the "Work: 장애처리" title. A green box labeled "7" is over the "Title of Request" field. A green box labeled "8" is over the "Attached file" section. A green box labeled "9" is over the "APPLY", "New", "Save", and "Delete" buttons.

New-> Application info(장애신청작성)->첨부파일 (선택)->SAVE->APPLY
* 필수 작성

차량등록신청

ZEUS->시설->차량등록신청

(4. 신청서 다운로드 필수)

The screenshot shows the ZEUS application interface with the following steps highlighted:

1. MyService menu: Shows various service categories.
2. Sub-menu under 출입통제신청: 차량등록신청 (Vehicle Registration Application).
3. Search screen for Application List: Date (2025-12-16 화 ~ 2026-01-16 금), Applicant (30797), Status (전체), and Search button.
4. Application List: A table showing columns: No, Application Number, Application Date, Status, ID, Name, Title, Place for work, Work, Hours. A "신청서 다운로드" (Download Application Form) button is visible.
5. Application Info screen: Fields include Application Number, Applicant, Received Time, Receptionist, Status, Reason of Sending Back, Completion Time, Work Times, Disposer, and Completion Desc.
6. Application Info screen: Fields include Application Number, Applicant, Received Time, Receptionist, Status, Reason of Sending Back, Completion Time, Work Times, Disposer, and Completion Desc.
7. Application Info screen: Fields include Application Number, Applicant, Received Time, Receptionist, Status, Reason of Sending Back, Completion Time, Work Times, Disposer, and Completion Desc.
8. Application Info screen: Fields include Application Number, Applicant, Received Time, Receptionist, Status, Reason of Sending Back, Completion Time, Work Times, Disposer, and Completion Desc.
9. Application Info screen: Buttons: APPLY, New, Save, Delete.

3. Serch->5. New-> 6. Application info(신청내용작성)->4. 차량등록신청서 첨부(필수)->5. SAVE->9. APPLY
* 필수 작성