

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

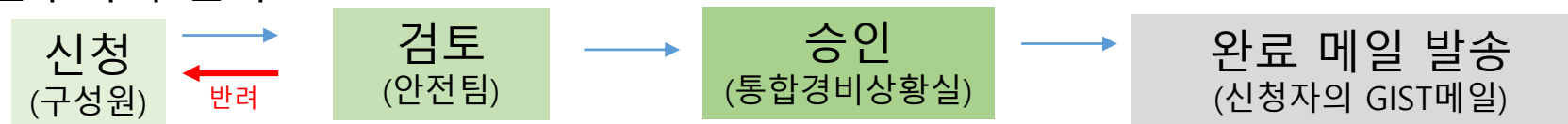
2. 신청경로

- 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 '출입통제신청' (Access Control Application) interface. The left sidebar contains a menu with items like '인사', '급여', '예산', '재무', '구매', '전산', '자산', '연구', '시설', '예약', '상담', '기금', '의무', '법무', 'Software', '인장', '번역및감수', '업무일력', '기념품', '안전보건관리', '출입통제', and '차량등록신청'. The '출입통제' (Access Control) item is highlighted. The main content area shows a search bar with filters for Date (2025-12-16 to 2026-01-16), Applicant (30797), and Status (전체). Below the search bar is an 'Application List' table with columns: No, Application Number, Application Date, Status, ID, Name, Title, Place for work, Work, and Hours. The table is currently empty. Below the table is the 'Application Info' form, which includes fields for Application Number, Applicant, Received Time, Receptionist, Status, Reason of Sending Back, Completion Time, Work Times, and Disposer. The 'Title of Request' field is set to 'Work: 출입권한신청'. The 'Attached file' section has a button to upload files. The 'APPLY' button is highlighted.

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)

The screenshot shows the ZEUS system interface for temporary card application. The interface includes a left sidebar with a menu, a top navigation bar, and a main content area. The main content area is divided into sections: 'Application List' (table), 'Application Info' (form), and 'Application Detail' (form). Numbered callouts 1 through 9 highlight specific steps in the process.

- 1. Menu: 출입통제신청 (Access Control Application)
- 2. Sub-menu: 임시카드신청 (Temporary Card Application)
- 3. Search: Search button
- 4. Application List: Application List table
- 5. Application Info: Application Info form
- 6. Application Detail: Application Detail form
- 7. Application Number: Application Number input field
- 8. Application Title: Application Title input field
- 9. APPLY: APPLY button

3. Serch->5. New-> 6. Application info(신청내용작성)->4. 임시카드신청서 첨부(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 '출입통제신청' (Access Control Application) page in the ZEUS system. The interface is divided into several sections:

- 1**: Sidebar menu on the left, showing '출입통제' (Access Control) selected.
- 2**: '출입통제신청' (Access Control Application) link in the sidebar.
- 3**: Search filters at the top, including Date (2025-12-16 화 ~ 2026-01-16 금), Applicant (30797 강승우), and Status (- 전체 -).
- 4**: 'Application List' table with columns: No, Application Number, Application Date, Status, ID, Name, Title, Place for work, Work, Hours. A '신청서 다운로드' (Download Application Form) button is present.
- 5**: 'Application Info' section with buttons: APPLY, New, Save, Delete.
- 6**: 'Application Number' field.
- 7**: 'Work: 장애처리' (Work: Disability Processing) title.
- 8**: 'Title of Request' field.
- 9**: 'Attached file' section with '첨부파일' (Attach File) and '첨부파일유무' (Attach File Status) options.

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

* 필수 작성

차량등록신청

ZEUS->시설->차량등록신청

(4. 신청서 다운로드 필수)

The screenshot shows the ZEUS system interface for vehicle registration application. The interface includes a left sidebar with a menu, a top navigation bar, and a main content area. Numbered green boxes (1-9) highlight specific steps in the process:

- 1. Left sidebar menu: "출입통제" (Access Control)
- 2. Left sidebar menu: "출입통제신청" (Access Control Application)
- 3. Search filters: Date, Applicant, Status, and Search button
- 4. Application List table header and "신청서 다운로드" (Download Application Form) button
- 5. "New" button in the Application Info section
- 6. Application Info section: "Work: 차량등록신청" (Vehicle Registration Application)
- 7. Application Number input field
- 8. Attached file upload area
- 9. APPLY button

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