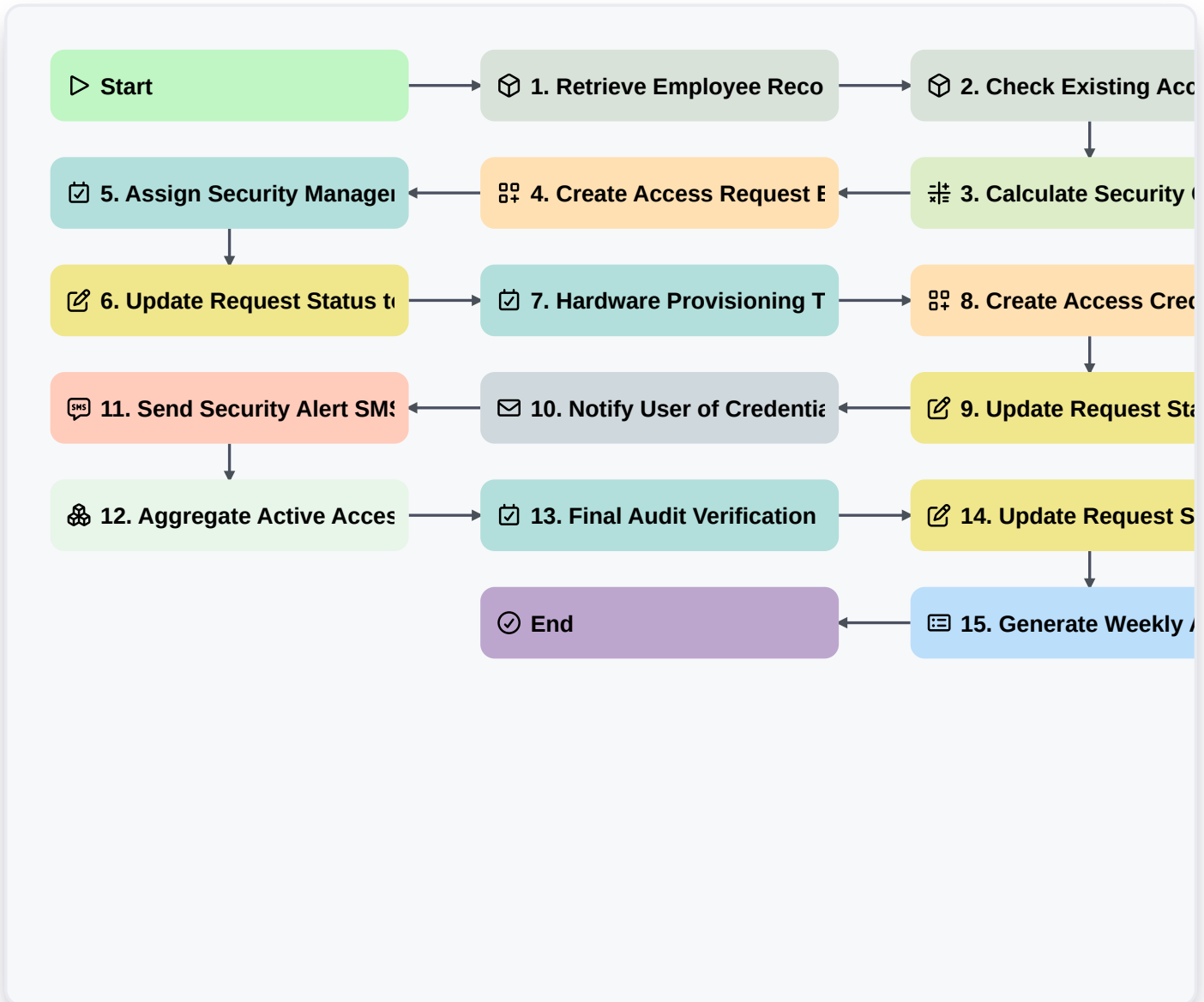


# Building Security And Access Control Workflow



## ▷ Start

Start of the Workflow/Process.

## 📦 1. Retrieve Employee Records

Fetch employee data from the User Data Model to verify identity and department.

## 📦 2. Check Existing Access Permissions

Search the Access Logs model to see if the user already has active credentials.

## 🔢 3. Calculate Security Clearance Level

Compute the required clearance level based on the employee's department and seniority score.

## 📦 4. Create Access Request Entry

Create a new record in the Access Request Data Model containing the request details.

## 📋 5. Assign Security Manager Approval

Create a task for the Security Manager to review and approve the new access request.

## 📋 6. Update Request Status to 'Pending'

Update the initial Access Request entry to reflect that it is currently under review.



### **7. Hardware Provisioning Task**

Create a task for the IT/Facilities team to prepare the physical keycard or biometric registration.

### **8. Create Access Credentials**

Create a new entry in the Credentials Data Model (e.g., Card ID, Access Code) linked to the user.

### **9. Update Request Status to 'Approved'**

Update the Access Request entry to 'Approved' once all approvals are finalized.

### **10. Notify User of Credentials**

Send an email to the employee with their new access instructions and security protocols.

### **11. Send Security Alert SMS**

Send an SMS notification to the Security Head if a high-level access request is created.

### **12. Aggregate Active Access Requests**

Sum the total number of pending access requests to monitor workload/backlog.

### **13. Final Audit Verification**

Create a final task for the Compliance Officer to verify the entry matches the physical setup.

### **14. Update Request Status to 'Completed'**

Finalize the Access Request entry by marking it as closed/completed.

### **15. Generate Weekly Access Audit Report**

Create a summary report of all access grants and denials processed during the week.

### **End**

End of the Workflow/Process.