

### Proposal for transponder:

In case of a new employee, or if an employee moves to a new office, the employee needs a transponder as a key to his/her office. Therefore a form is filled in and signed by the professor. The form is handed over to the department I. This department adjusts the transponder and hands it over to an office clerk. Then a notification is sent to the office manager, confirming that the transponder may be picked-up. The transponder is registered in the Wiki-system of the department and after that given to the employee. Changes in the rights-management are handled the same way, but the adjustment is locally made at the locks.