

Today at 10:19 AM

LOCATE A COMPLETED ESTIMATE

Provides guidance for how to locate a completed estimate in Facilities Connect.

▼ GETTING STARTED

This Job Aid begins on the **Completion Email**. As displayed in this job aid, you may also locate and check the status of an existing **Estimate Request** directly from the Facilities Connect **Requests** screen (in the **Reminders – RequestCentral** section).

DIRECTIONS:

1 Once your Estimate Request has been completed, you will receive a notification email from Facilities Connect.

Constitution Const

Your Request for Estimate Request (SR-1007217-0) was Completed on 06/01/2020 13:29:48.

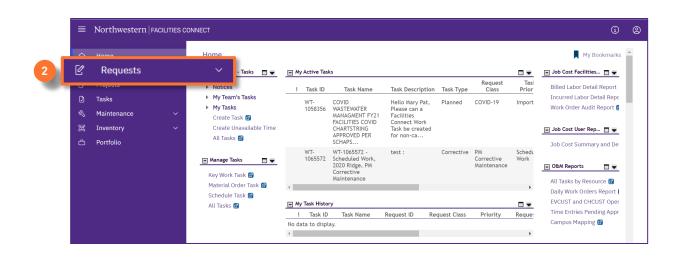
To view the details of the completed estimate, log on to Facilities Connect.

DO NOT REPLY TO THIS EMAIL. In the event that you need to modify or cancel your service request, please contact Facilities Customer Service directly at 847-491-5201 (Evanston) or 312-503-8000 (Chicago). The Estimate Request you submitted (SR-1007217) has been completed.

Please select the included link and complete our on-line survey form. This will help us in evaluating our Service Providers and providing better service in the future. Thank-you!

2

Click on the **Requests** screen.





DIRECTIONS:



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From the Request screen, locate the My Request History section:

Click on the Maximize button.

Requests					🙀 Add to Bookmarks 🛛 📕 My	Bookmarks		
Request Central		Reminders -	Request Central					
Select the type of request you would like to n	nake	My Active Re	quests			••		
Facilities Request facility repair	+	My Complete	d Requests					
Space Request to move, or update space		My Reques	t History				(3a)	1.0
assignments	- 1	Request ID	Created Date/Time	Service Requested	Description	Status	Requested Release For By	
		SR- 1100031	01/31/2022 09:03:45	Doorbell	ring	Issued	Berry,Emily a	Berry,Em a
		SR- 1100007	01/24/2022 14:14:17	Hang Bulletin/White Board	Please hang bulletin board	Issued	Berry,Emily a	Berry,Em a
		SR- 1100006	01/24/2022 14:02:21	Electrical & Lighting Other	I would like new light fixtures installed please.	Returned	Berry, Emily a	Berry,Em a
		SR- 1100005	01/24/2022 13:54:27	Estimate Request	Please complete an Estimate for work requested.	Completed	Berry,Emily a	Berry,Em a
		SR- 1100004	01/24/2022 13:51:25	New or Replacement Key	I am requesting a new key	Issued	Berry,Emily a	Berry,Em a
	_	SR- 1100003	01/24/2022 13:22:09	Lights	Light is out in my office - please fix	Issued	Berry, Emily a	Berry,Em a
		SR-	11/03/2021	Leak	this may be a leak. not sure if it is a spill but	Completed	Berry, Emily	Berry, Em

Upon clicking, My Request History will open as a full screen view:

Utilize the search fields to locate the desired Request ID.

Click anywhere on the Estimate Request Record to open.

Home				Му Вос	kmarks
My Request His	tory				₽ ◄
My Request Hi	istory ~ 4a	Service Requested	Apply Filters	Clear Filters 🕄 ☆	$\underline{+}$
Request ID	Created Date/Time	Service Requested	Description	Status	R
Contains	Contains	ESTIMATE	Contains	Contains	
SR-1100031	01/31/2022 09:03:45	Doorbell	ring	Issued	^
SR-1100007	01/24/2022 14:14:17	Hang Bulletin/White Board	Please hang bulletin b	pard Issued	
SR-1100006	01/24/2022 14:02:21	Electrical & Lighting Other	Lwould like new light f	vtur Returned	
SR-1100005	01/24/2022 13:	54:27 Estimate Request	Please con	nplete an Complete	ed
	01/24/2022 13:51:25	New or Replacement Key	I am requesting a new	key Issued	
SR-1100004					



DIRECTIONS:



Upon clicking, the **Estimate Request** will open in a pop-up window:

^{5a} Scroll to the bottom of the **Estimate Request** and locate the **Work Task** section.

⁵⁵ Within the Work Task section, click on the Work Task Record to access the Estimate Work Task.

Estimate Request: SR-1007217	-0			🙀 Add To Bookmarks 👼 Print 🕴
(Instruction): To submit an Esti	mate Request, c	omplete the form below then click Submit.		
Request ID SR-1007217 Request is for Me Someone Requested For	Else		Status Completed	
Net ID Name Campos,CJ Work Phone Email				
			\sim	
Work Tas	sk		~	
				C & 7
Task ID Ta	sk Name	Created Date	Description	Status
WT-1041128	WT-10	041128 - Routine, Searle Medical Resea, Ne	03/08/2020 16:01:17	WO736952 8794, 06523, NEW KEY (NOT MARI
Items per page: 10		1 - 1 of 1 items		1 of 1 pages
x				

Upon clicking, the Estimate Work Task will open in a pop-up window:

^{6a} Within the **Estimate Work Task**, locate and click on the **Work Details** tab.

ork Task: WT-1041128-WT-1041128 - Routine, Searle Medical Resea, New Key/Access Request		🕂 Add To Bookmarks 🛛 🔒 Print 👩 He
General Work Task In 6a Work Details		x
Required): Use this tab to enter, review, or change basic information about the task.		
- General		
Task ID WT-1041128	Status Closed	
* Task Name WT-1041128 - Routine, Searle Medical Resea, New Key/Access Request	Assignment Status Completed	
Description W0736952 8794, 06523, NEW KEY (NOT MARLOK)		
Task Reissue Reason		
Currency US Dollars		

6



DIRECTIONS:

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Continued. On the **Work Details** tab, scroll down and locate the **Related Documents** sections. The completed estimate document(s) will be included as attached files in this section available for download:



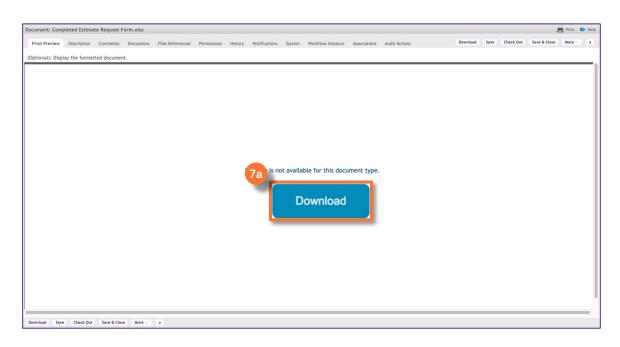
To download, click on the Attached File link within Related Documents

Conoral Job Cost W	AT-TO40225 - maintenance Project,	2020 Ridge, Estimate Request		🙀 Add To Bookmarks	Re Pri
General JOD Cost W	ork Details Notes & Documents Worl	k Task Info			
(Optional): Work Details f	or this Task.				
	adings Opportunities Move Details	Work Analysis Hold Log Checklists	Checklist Items		
 Assets 					
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! Comment Type	Created By				
Note	Campos.CJ		05/29/2020	Preferred Access Time: Anytime: Does Requester need to be Present During Visit: No: Billing Type: No Charge	
- Related Docum	ents				
	Apply Filters Clear Filters				Shov
				Description of Description	
				Document Description	
Export 2 total found					
Export 2 total found Document Name					

7

Upon clicking, a preview window will open:

Click on the **Download** button.





DIRECTIONS:



Continued. Upon clicking, the file will download to your Downloads folder and will appear along the bottom of the browser window:

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Click on the downloaded file to open and view the estimate document

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evented for this document type.	Print Preview	Description	Comments	Discussions	Files Referenced	Permissions	History	Notifications	System	Workflow Instance	Associations	Audit Actions	Download	Save Check Out	Save & Close	More
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▼ INFORMATION

After reviewing the completed **Estimate**, if you decide to **NOT** move forward with estimated work/project, simply save the Estimate for you records. No further action is required.

To accept the estimate and proceed with the work, call or email Facilities Customer Service and provide the following information:

- Estimate Request # (i.e. SR#)
- Indicate your consent to compete the work
- Chartstring to be used for the work

For any additional assistance please call Facilities Customer Service at (847) 491-5201 (Evanston) or (312) 503-8000 (Chicago).