## FACILITIES CONNECT REPORTING SPACE REPORT GUIDE

Provides guidance on how to use a space report in Tableau and filter on specific categories. If you have any questions or require additional guidance, please reach out to <u>Nasreen.Rajani@northwestern.edu</u>.

### DIRECTIONS:

1a

#### Select desired report within the Table of Contents for Space Module Reports

(https://tableau.northwestern.edu/#/site/FacilitiesConnect/views/TableofContents-SpaceModuleReports/CANNEDREPORTS-TABLEOFCONTENTS?:iid=3)

| SPACE MODU                              | ULE REPORTS                   |
|---|-------------------------------|
| 1a<br>Assignee Space Report             | Department Base Data          |
| Base Building Report                    | Room and Department Base Data |
| Building Occupant Location Contact List | Validation Completion Report  |
| CRIS Snapshot                           | Validation Contact Report     |
| CRIS Space Survey                       |                               |
|   |                               |

Identify if you would like to narrow down the report by looking at just a few criteria i.e. campus, building, floor, etc.

| Assignee Space Report X<br>File Data Worksheet Dashboard Analysis Map Format Help Nasreen Rajani • |  |             |           |                    |                |                  |                |               |        |                     |                     |   |                       |               |              |   |
|--|--|-------------|-----------|--------------------|----------------|------------------|----------------|---------------|--------|---------------------|---------------------|---|-----------------------|---------------|--------------|---|
|  |  | ŀX *        | ₽ ↓0      | ↓ <u></u> , Σ      | <u>/</u> - I C | Í □I • 8         | <u>.ll</u> • [ | Ð             |        |                     |                     |   |                       |               | 1            | Show Me                                 |
| Data Analytics <   | ∧ Pages  |             |           | iii Columns        |                |                  |                |               |        |                     |                     |   |                       |               |              |   |
| Space Chartstring [P   |  |             |           | I Rows             | Parent Pro     | pe Buildir       | ig ID          | Building Name | Floor  | Space               | Area                | Parent Organ Organ  | ization Descrip       | tion          | Organization | Space F                                 |
|  | <ul> <li>Filters</li> <li>Parent Pr</li> </ul> |             |           | Space b            | y Buildin      | g                |                |               |        |                     |                     |   |                       |               | Parent Pr    | (AII) <b>v</b>                          |
| Tables<br># Area<br># Area Prorate by De   | Building I<br>Building I                       |             |           |                    |                |                  |                |               |        | 4                   | h                   |   |                       | <b>1</b> b    | Parent Or    | (AII) 🔻                                 |
| # Assignee Area Alloc<br>Abc Assignee Employee   | Space<br>Floor                                 |             |           | Parent<br>Property | Building ID    | Building<br>Name | Floor          | Space         | Area   | Parent Organizatior | Organizatio<br>Name | n Organization<br>Descript∲an <sup>™</sup> Percent Alloca | Space<br>ated Roll-Up | Assiç<br>Empl | Building     | (AII) •                                 |
| Abc Assignee Name  | Assignee                                       |             |           | Chicago            | 0511           | Ch - Heatin      | 01             | 01101         | 434.53 | Business & Finance- | 1801000             | Facilities-O 100  | 300 OFFICE            | 9999          | Building ID  | (AII) 🔻                                 |
| Abc Assignee Percent A   | Grant Cha<br>Parent Or                         |             |           | Campus             | 8602           | Abbott Hall      | 01             | 00100         | 601.06 | Business & Finance- | 1461600             | SAFETY&SE. 100  | 300 OFFICE            | 9999          |              |   |
| Abc Building ID<br>Abc Building Name   | Descriptio                                     | <u> </u>    |           |                    |                |                  |                | 00100A        | 144.55 | Business & Finance- | . 1461600           | SAFETY&SE. 100  | 300 OFFICE            | . 9999        | Space        | (AII) 🔻                                 |
| Abc Description  | Space Ro                                       | ll-Up       |           |                    |                |                  |                | 00100B        | 81.61  | Business & Finance- | 1461600             | SAFETY&SE. 100  | 300 OFFICE            | . 9999        | Floor        | (All) •                                 |
| Abc Floor  | Space Cla                                      | assificatio | n         |                    |                |                  |                | 00100C        | 212.82 | Business & Finance- | 1461600             | SAFETY&SE. 100  | 300 OFFICE            | . 9999        |              |   |
| Abc Grant Chartstring<br>Abc Lab Users   | △ Marks  |             |           |                    |                |                  |                | 00100D        | 190.73 | Business & Finance- | 1461600             | SAFETY&SE. 100  | 300 OFFICE            | . 9999        | Description  | (Multipl 🔻                              |
| Abc Occupants  | I Autom  |             | •         |                    |                |                  |                | 00100E        | 154.4  | Business & Finance- | 1461600             | SAFETY&SE. 100  | 300 OFFICE            | 9999          | Assignee     | (AII) •                                 |
| Abc Org Prct Alloc UOM   |  |             |           |                    |                |                  |                | 00100F        | 45.83  | Business & Finance- | 1461600             | SAFETY&SE. 100  | 300 OFFICE            | . 9999        |              | ((((((((((((((((((((((((((((((((((((((( |
| Abc Organization Name<br>Abc Organization Perce  | Color  | Size        | T<br>Text |                    |                |                  |                | 00100G        | 19.12  | Business & Finance- | 1461600             | SAFETY&SE. 100  | 300 OFFICE            | . 9999        | Grant Cha    | (AII) 🔻                                 |
| Abc Parent Building Na   |  |             |           |                    |                |                  |                | 00100H        | 38.58  | Business & Finance- | . 1461600           | SAFETY&SE. 100  | 300 OFFICE            | 9999          |              |   |
| Abc Parent Description   | 000<br>Detail                                  | Tooltip     |           |                    |                |                  |                | 001001        | 23.72  | Business & Finance- | 1802000             | Facilities-In., 100                                       | 000 FACILIT           | 9999          | Space Rol    | (AII) 🔻                                 |
| Abc Parent Floor<br>Abc Parent Organization<br>Abc Parent Property                                 |  |             |           |                    |                |                  |                | 00101         | 413.6  | Rusiness & Finance- |                     | Facilities-0 100  | οοο έδου ιτ           |               | Space Cla    | (AII) •                                 |

# FACILITIES CONNECT REPORTING **SPACE REPORT GUIDE**

#### DIRECTIONS CONT.

1d

10 Uncheck 'All' and select which criteria you would like to view for all fields you have identified.

| Assignee Space Report  |  |                    |             |                   |        |               |        |                     |                       |                  |                                   |                  |            |  | ×             |
|--|--|--------------------|-------------|-------------------|--------|---------------|--------|---------------------|-----------------------|------------------|-----------------------------------|------------------|------------|--|---------------|
| File Data Worksheet I  | Dashboard Analysis Maj                           | p Format           | Help        |                   |        |               |        |                     |                       |                  |                                   |                  |            | Nasi                                   | reen Rajani 🛛 |
| $\leftarrow \rightarrow \square  $ \  \  \  \  \  \  \  \  \  \  \  \  \ $ |  |                    |             |                   |        |               |        |                     |                       |                  |                                   |                  |            |  |               |
| Data Analytics <   | ∧ Pages  | iii Columns        |             |                   |        |               |        |                     |                       |                  |                                   |                  |            |  |               |
| 🚱 Space Chartstring [P   |  | I Rows             | Parent Pro  | pe Build          | ing ID | Building Name | Floor  | Space               | Area                  | Parent 0         | organ Organization                | Descript         | ion        | Organization                           | Space F       |
|  | Filters     Parent Property                      | Space by           | y Buildin   | q                 |        |               |        |                     |                       |                  |                                   |                  |            | Parent Pr                              | (AII) 🔻       |
| Tables<br># Area   | Building Name: 211 E. On<br>Building ID          |                    |             |                   |        |               |        |                     |                       |                  |                                   |                  |            | Parent Or                              | (AII) 🔻       |
| Area Prorate by De     Assignee Area Alloc     Assignee Employee           | Space<br>Floor                                   | Parent<br>Property | Building ID | Building<br>Name  | Floor  | Space         | Area   | Parent Organization | Organizatio<br>n Name | n<br>Description | Organization<br>Percent Allocated | Space<br>Roll-Up | Assic<br>E | Building                               | 211 E. O 🔻    |
| Abc Assignee Name  | Assignee Name<br>Grant Chartstring               | Chicago<br>Campus  | R156        | 211 E.<br>Ontario | 02     | 02200         | 290.93 | FSM-Feinberg Scho.  | 5204000               | FSM-Emerg.       | . 100                             | 300 OFFICE       |            | I)<br>L.E. Ontario                     |               |
| Abc Assignee Percent A   | Parent Organization                              | Campus             |             | oncario           |        | 02201         | 203.37 | FSM-Feinberg Scho.  | 5204000               | FSM-Emerg.       | . 100                             | 300 OFFICE       | 1          |  |               |
| Abc Building ID<br>Abc Building Name                                       | Description                                      |                    |             |                   |        | 02202         | 54.81  | FSM-Feinberg Scho.  | 5204000               | FSM-Emerg.       | . 100                             | 300 OFFICE       |            | 3 E Wacker Drive                       |               |
| Abc Description  | Space Roll-Up                                    |                    |             |                   |        | 02203         | 115.65 | FSM-Feinberg Scho.  | 5204000               | FSM-Emerg.       | . 100                             | 700 SUP 1        |            | 5 East Superior<br>5/415 Church St     |               |
| Abc Floor  | Space Classification                             |                    |             |                   |        | 02204A        | 89.25  | FSM-Feinberg Scho.  | 5204000               | FSM-Emerg.       | . 100                             | 300 OFFICE       | . 9 446    | ,<br>5-448 E. Ontario                  |               |
| Abc Grant Chartstring  |  |                    |             |                   |        | 02204B        | 89.85  | FSM-Feinberg Scho.  | 5204000               | FSM-Emerg.       | 100                               | 300 OFFICE       |            | ) Davis Street<br>5 Clark              |               |
| Abc Occupants  | <ul> <li>^ Marks</li> <li>I Automatic</li> </ul> |                    |             |                   |        | 02205         | 112.28 | FSM-Feinberg Scho.  |                       | FSM-Emerg.       |                                   | 300 OFFICE       | . 9 555    | 5 Clark<br>5 Clark<br>) Lincoln Street |               |
| Abc Org Prct Alloc UOM<br>Abc Organization Name                            |  |                    |             |                   |        | 02206         | 173.94 | FSM-Feinberg Scho.  | 5204000               | FSM-Emerg.       | . 100                             | 300 OFFICE       |            | 4 Lincoln                              |               |
| Abc Organization Name  |  |                    |             |                   |        | 000074        | E4 74  | FCM Esiphere Cobe   | 5204000               | FOM Emore        | 100                               | 200.055105       | 600        | Blk Colfax Prkn                        | a             |

To download the report into excel, click on the icon below and select 'crosstab' and download.

| Dashboard Analysis Map Format Help       |  |      |             |    |        |   |          | Map Format Help   |               |                |           |            |                     |  |  |  |
|--|--|------|-------------|----|--------|---|----------|-------------------|---------------|----------------|-----------|------------|---------------------|--|--|--|
|  |  |      |             |    |        |   |          | <u>/</u> • I /    |               | -              | Ţ         |            |                     |  |  |  |
| ∧ Pages                                  | iii Columns 1d   |      |             |    |        |   | iii Colu | mns               |               |                | Image     |            |                     |  |  |  |
| ∧ Filters                                | E Rows Parent Prope Building ID Building N               |      |             |    |        |   | ≣ Rows   | Parent Prope      | e Building    | ID             | Crosstab  |            |                     |  |  |  |
| Parent Property Space by Building        |  |      |             |    |        |   | Spac     | e by Building     | ]             | PDF<br>PowerPo |           |            |                     |  |  |  |
| Building Name<br>Building ID             |  |      |             |    |        |   |          |                   |               |                | Tableau \ |            |                     |  |  |  |
| Space<br>Floor                           | Parent Building<br>Property Building ID Name Floor Space |      |             |    |        | E |          | Organization      | Space         |                | ignee     | Assignee   | Assignee<br>Percent |  |  |  |
| Assignee Name                            | Chicago  | 0511 | Ch - Heatin | 01 | 01101  | K | ription  | Percent Allocated | Roll-Up       | Em             | ployee ID | Name       | Allocated           |  |  |  |
| Grant Chartstring<br>Parent Organization | Campus 8602 Abbott Hall 01 00100                         |      |             |    |        |   | ·Emerg   | 100               | 300 OFFICE 10 |                | 3560      | Adams,Jame | 100                 |  |  |  |
| Description                              |  |      |             |    | 00100/ |   |          |                   |               |                |           |            |                     |  |  |  |
| Space Roll-Up                            |  |      |             |    | 001008 |   |          |                   |               |                |           |            |                     |  |  |  |