

Northwestern | FACILITIES CONNECT

SPACE DATA STEWARDS / ADMINISTRATORS

SPACE VALIDATION ACCESS AND NAVIGATION

Provides guidance on how to access and differentiate between the Space Level Allocations and Space Details screens when performing Space Validation activities.

DIRECTIONS:

1

2a



From the Facilities Connect Home Screen:

Click the Maximize button on the My Responsible Departments & Assignee Details pane

	Northwestern FACILITIES CONNEC	т								٩	0
ඛ	Home									My Bookmarks	*
Ľ	🖃 Reminders - Manage Spa 🗖 🖝	My Responsible Dep	artment Assignments	and Assignee Details					□,	Space Information	
đ	✓ Notices	Organization	Organization	Organization Percent	Building			-	Organiz	▼ My Responsible Spaces	
টি	0 - Action Items 🖻	! Name	Description	Allocated	ID	Building	Floor	Space ID	Area Allc	My Department Base Data 🛐	
-	1 - Notifications 🔯	5015000	FSM-FSM IT	100	8602	Abbott	04	8602-04-		My Dept Base Data with Funct	
	▼ Requests					Hall		00401		Non-Building Requests for My	



Click the drop down arrow and select My Responsible Spaces.

Locate a desired space by using the available **Search Fields** to filter the list of Responsible Spaces.

Click on the Space ID.

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۵	Home					I	My Bookmarks
2a	My Responsible Spac	ces ~		ly Filters Clear Filters 😋	5 ↔ 7 5 =		
2b	Organization Name	Organization Desc	ription	Organization Percent	Allocated	Space ID	Building ID
	Contains	Contains		More Than		Contains	Contains
	 Chicago Campus 	211 E. Ontario	03	P156-03-0331	4 03314	Revision In F	Progress
	 Chicago Campus 	211 E. Ontario	03	2c R156-03-0	03317 03316	Revision In F	Progress
	✓ Chicago Campus	211 E. Ontario	03	R156-03-0331	5 03315	Revision In F	Progress
	 Chicago Campus 	211 E. Ontario	03	R156-03-0331	1 03311	Revision In F	Progress
	 Chicago Campus 	211 E. Ontario	03	R156-03-0331	9 03319	Revision In F	Progress
	✓ Chicago Campus	211 E. Ontario	03	R156-03-0331	8 03318	Revision In F	Progress
	 Chicago Campus 	211 E. Ontario	03	R156-03-0331	2 03312	Revision In F	Progress



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SPACE VALIDATION ACCESS AND NAVIGATION

DIRECTIONS:

3

Upon clicking, a new Space Level Allocations window will open.

From the Building / Space Details section:

Click the Location Lookup link

	Space Level Allocations: 1029279								Print 🕜 Help
					S	iave Save & Close	Verify	Change Department Assi	gnment x
	Building/Space Det				Ĺ				
3	Location Lookup	Campus\Abbott Hall\04\00401 Bui	ding.Description Abbott Hall	E	Eloor 04		Space 00401	I	
	 Allocation Details 								
	Organization Name 5015000			Organization Descript	ion FSM-FSM IT				
	Area Allocated	388.92 square-feet							
	Percent Allocated	100							
	Verified By Boberg, Eric - 1051	571		Verified Date	01/24/2022 13:17:12				
	 Assignee Details 							Find	Remove
	Section 1 total found								
	Employee ID Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date		End Date	
	🗆 🛃 1051571 Boberg,Eric W	5027000	P 🛛 <u>100 percent</u>	0	388.92 square-feet [09/01/2020	25 🖸	08/31/2021	25 🕄

Upon clicking, the **Space Detail Record** will open in a new window.

Space: 00401								🔒 Prin	: 🕐 Help
Space Details Floor Plan Allocation	History Notes & Documents					Revise	Space Up	odate Reque	st x
 Building / Space Details 									
Building ID 8602	Building Description A	bbott Hall <u>Floo</u>	≝ 04	Wing		* Room Number	00401		
Area 388.92	Status A	ctive							
Description Workroom									
 Program Class 40 - Academic Support 									
Capacity 3									
 Space Information 									
* Space Class 317 - Open Work Space									
 Department Assignments 									
Space Level Allocations	~				Apply Filters	Clear Filters	Gr	τ γ	101
Organization Name	Organization Description	Area Allocated		Percent Allocated		Status			
5015000	FSM-FSM IT		388.92 square-feet		100 percent	Active			*
			388.92 square-feet		100 percent				÷
4									•
1 - 1 of 1 items									
Occupant - Primary Location	: Use this section to identi	fy the occupants of the re	oom						
					Apply Filt	ers Clear Filt	ters (<u>ک</u> ک	\pm
! Name	Title	Reports To	HR Department Name	HR Dept ID	Emai	il	v	/ork Phone	



SPACE VALIDATION ACCESS AND NAVIGATION

SPACE LEVEL ALLOCATIONS / SPACE DETAILS SCREEN LAYOUTS & INFORMATION

Space Level Allocations

Stores and organizes space allocation data, including:										
Lab Users										
Sponsored Grant										
Chartstrings										
Function Codes										

Space Details

Stores and organizes core space information, including:

Building/Building ID Room Number Space Description Program Class Space Class Capacity Department Assignments Occupants

Space Level Allocation	ns: 1030064					🖶 Print	t 🕜 Help	Space: 05757	-					📙 Print 🕐 Help
Allocation Details	Graphic Notes & Documents				Save & Close	Verify Change Department Assignme	ent x	Space Details	1			Activate	Save Save	ft Close Space Update Request x
(Required): General i	nformation for Space Level Allocatio	ons.					^	Building (Space Details					
 Building/Spa 	ace Details							Buildies ID	ace becans	Dulliller Deceded	- True Bulldler	1		Desar Number 07777
* Location Lookup	\Locations\Chicago Campus\Tarry	Building\05\057	57				_	building ID	3791	building Descripti	on Tarry Building <u>r</u>	toor up wing		* Room Number 05/5/
Building ID	8791	Building [escription Tarry Building	Floor	05	Space 05757		Description	Revan Lah	5140	us version in Progress			
Area	236.78							Program Class	20 - Research	T				
Allocation D	Petails						- 1	Capacity	0					
Organization Nam	ne 5108000		Organiza	tion Description FS	M-Physiology			Space Info	rmation					Find Clear
Area Allocated	236.78 squ	iare-feet						* Space Class 25	0 - Research/Nonc	class Laboratory				
Percent Allocated	100													
Verified Date	06/27/2018 12:02:12			Verified By Valad	ka, Robert-1011839			= Departmen	it Assignments	\$ 				
Assignee De	tails					Find Re	evom	Related Reports -Se	lect-	Space Level Allocation	5			
Export 2 total fo	ound Apply Filters Clear Filters Sho	ow More Filters					_	Export 1 total	found					
Employee	Assignee Name Productivity	Percent	Allocated	Area Allocated	Start Date	End Date		Urganization I	lame	Organization Description	Area Allocated	Perce	nt Allocated	Status
ID	Department	Allocated	Percent(Manual)					<u>5108000</u>		Physiology		236.78 square-feet	<u>100</u>	percent Active
Contains	Contains	Equals		After	After	After								
1055145	Bevan,Mark 5108(,C 🖸	50 percer	t 50	118.39 square-fee	t 09/01/2017	D8/01/2018	25 (Occupant	Primary Loca	tion: Use this section to ide	ntify the occupants of t	the room		Find Remove
1055958	Atherton, Jeremy 5108(P @	50 percer	t 50	118.39 square-fee	t 09/01/2017	DB/08/01/2018	20	0 total found						Show: 10 T
								🔲 ! Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
								No data to display						
E Lab Users						Find Re	enove							
Export 7 total for	ound <u>Apply Filters</u> <u>Clear Filters</u> <u>Sho</u>	ow More Filters				Show: 1	0 *	Occupant	Secondary Lo	ocation				Find Remove
Lab User ID	Lab User Name							0 total found						Show: 10 V
Contains	Contains							I Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
2655422	McIver, Eileen							No data to display						
2777599	Lahiri, Asha Kristine													
<u>1055145</u>	Bevan,Mark							Occupant	Not in Facilit	ies Connect				
<u>1056714</u>	Wokosin.David							Unnamed Occup	ant		1	r		
1078455	Kovaleski, Ryan Francis							Activate Save :						