SPACE VALIDATION
REVIEW AN OFFICE SPACE RECORD

Provides guidance for reviewing and validating an office related Space record in Facilities Connect.

▼ GETTING STARTED

Make sure to use Google Chrome as your browser. Use the following link to log into Facilities Connect: https://www.northwestern.edu/fm/connect/login/index.html.

DIRECTIONS:

To **EDIT** a Space Record:

1 At the homepage, review the information in the center section labeled **My Responsible Department Assignments and Assignee Details**; use the **Maximize** button (top right corner) to maximize the view.

2 To begin your review, click on any text in a given row to select and open that space record.

Important: You will need to review two screens for each office related space record.

3 Begin on the **Space Level Allocations** screen, and review each of the **Assignee** and **Function Code** sections.

4 Click on **Location Lookup** to open the **Space Details** screen.

Helpful Tip: It is useful to view these two (2) screens simultaneously as you review.

5 On the **Space Details** screen, review each of the **Description**, **Program Class**, **Capacity**, **Space Class** and **Occupants** sections.
Make any necessary updates on these screens for the selected space record.

Important: Save your work as you go; click the **SAVE** button following any edits you have entered.

6 As necessary, use the F5 key to force a refresh of a screen and view reflected changes.

7 Click **SAVE** to save any edits on each of these screens.

8 The final step to submit the edits is selecting Verify at the first screen and Activate at the second screen.

Important: You must **VERIFY** first, and then **ACTIVATE** in order to correctly validate the space record.