

Northwestern | FACILITIES CONNECT

SPACE DATA STEWARDS / ADMINISTRATORS

SPACE INFORMATION

FINDING A RESPONSIBLE SPACE

Provides guidance on how to find spaces you are responsible for and access the Space Details in Facilities Connect.

DIRECTIONS:



Click the maximize button on the My Responsible Departments & Assignee Details section in the center column.

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Home		ble Department Ass	ignments and A	ssignee Details					1	My Bookma
Notices 0 - Act	ion Items 🗃	Organization ! Name	Organization Description	Organization Percent Allocated	Building ID	Building	Floor	Space ID	Organiz Area Allo	 My Responsible Spaces My Department Base Data
1 - Not	tifications 🗃	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00401		My Dept Base Data with Fur Non-Building Requests for N
1 - My	Active Requests 🗃 Assigned Space Reques	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00402		 Northwestern Spaces Area by Space Class Parent
Create	Space Request 👩	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00403		Assignee Space Report 👩 Building Data 🗃
Last Visite	d 🗖 💌 Name	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00404		Building Occupant Contact I Building Occupant Location
Work Task	WT-1076264-WT- 1076264 - Maintenance	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00406		Building Occupant List 💽 Department Base Data Repo Department Base Data v2 🏾
	Project, Ward 4fl, Estimate Request Convert	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00406A		Office Area Capacity 🗗 Overall Total Campus Squar
Estimate Request Work	SR-1033904-0	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00406B		Room and Department Base Space Allocation 👩
Task	1041128 - Routine, Searle Medical Resea, New Key/Access Request	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00407		Space Class Count by Buildi Space Report by Building Job Cost Summary and Detail
Key	SR-1003464-0	5015000	FSM-FSM IT	100	8602	Abbott	04	8602-04-		Campus Mapping 🗃

Upon clicking, the **My Responsible Departments & Assignee Details** report will open.

Use the drop-down menu to select My Responsible Spaces.

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ק	Responsible Department Assignm \land			Appl	y Filters	Clear Filters	G	ţ	☆	$\overline{\mathbf{A}}$
	My Responsible Spaces	Organization Description	Organization Percent Allocated		Building	ID	Building	9		Fl
	Responsible Department Assignments	Contains	More Than		Conta	iins	Con	tains		
	Responsible Department Assignments	FSM-FSM IT	100	percent	8602		Abbott	Hall		^
	5015000	FSM-FSM IT	100	percent	8602		Abbott	Hall		
	5015000	FSM-FSM IT	100	percent	8602		Abbott	Hall		
	5015000	FSM-FSM IT	100	percent	8602		Abbott	Hall		
	5015000	FSM-FSM IT	100	percent	8602		Abbott	Hall		



SPACE INFORMATION

SPACE INFORMATION FINDING A RESPONSIBLE SPACE

DIRECTIONS:



From the My Responsible Spaces screen:

Use the search fields to filter the list for your desired space.

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Campus		Building	Floor	Space ID		Name	Status
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~	Chicago Campus	211 E. Ontario	03	R156-03-03314	03314	Revision In Progress	5
~	Chicago Campus	211 E. Ontario	03	R156-03-03316	03316	Revision In Progress	5
~	Chicago Campus	211 E. Ontario	03	R156-03-03315	03315	Revision In Progress	5
~	Chicago Campus	211 E. Ontario	03	R156-03-03311	03311	Revision In Progress	5
~	Chicago Campus	211 E. Ontario	03	R156-03-03319	03319	Revision In Progress	5
~	Chicago Campus	211 E. Ontario	03	R156-03-03318	03318	Revision In Progress	5
~	Chicago Campus	211 E. Ontario	03	R156-03-03312	03312	Revision In Progress	5
×	Chicago Campus	211 E. Ontario	03	R156-03-03313	03313	Revision In Progress	s ▼

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Locate your desired space:

Click on Space ID.

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	~	Chicago Campus	211 E. Ontario	03	R156-03-03319	03319	Revision In F	Progress	
	~	Chicago Campus	211 E. Ontario	03	R156-03-03318	03318	Revision In F	Progress	
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SPACE INFORMATION



DIRECTIONS:

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The **Space Record** opens in a new window.

The **Space Details** tab is a form for the storage and organization of key space information.

	Space: 03317	nt 🕜 Help
	Space Details Floor Plan Allocation History Notes & Documents Activate Save & Close Space Update Reque	est x
Building / Space Details Contains building / space demographic information (e.g. ID, Room Number, Description), Area and Capacity information	Building / Space Details Building ID 1001464 Building Description Smith Hall Floor First Floor Wing C * Room Number C142 Area 143.11 Status Revision In Progress Description	-
Space Information Contains Space Class	Space Information Find Clear Space Class Silo - Faculty Office	Clear
Department Assignments Contains Organization Name(s), Description(s), Status, and Area / Percentage Allocated	Department Assignments Apply Filters Clear Filters <thclear< td=""><td></td></thclear<>	
Occupants Contains the individual(s) who occupy the space, classified as:	Cccupant - Primary Location: Use this section to identify the occupants of the room Apply Filters Clear Fil	move ☆
 Primary – An individual's main office space; an individual can only be the primary occupant of one (1) space on campus 	No data to display I tems per page: 10 ∨ 0 of 0 items 1 of 1 pages 1 o © Occupant - Secondary Location Find Remove 0	
 Secondary – An additional or satellite space also used by the individual 	Apply Filters Clear Filters Clear Filters C C Image:	
 Not in Facilities Connect – For categories of unnamed occupants (e.g. grad student) 	items per page: 10 ∨ 0 of 0 items ■ Occupant - Not in Facilities Connect	
	Unnamed Occupant Innamed Occupant Activate Save & Save & Close Space Update Request x	

Descriptions of Action Buttons

ACTION BUTTON	DESCRIPTION
Revise	Releases a record from Active Status for editing and/or updates; record status will change to 'Revision in Progress'
Save	Saves changes made within the current window
Save & Close	Saves changes made within the current window and closes the current window
Activate	Returns a record to Active Status and posts record content to Facilities Connect
Space Update Request	Launches the Change Space Request form in order to initiate a change request for a given space

▼ IMPORTANT

Once you have edited / updated a record, you must first **Save**, then **Activate** the record to ensure that changes made are posted to Facilities Connect.