

Northwestern | FACILITIES CONNECT

SPACE DATA STEWARDS / ADMINISTRATORS

SPACE VALIDATION

MANAGE DEPARTMENT ASSIGNMENT CHANGE REQUESTS

Provides guidance on how to manage requests for department assignment changes by locating active requests, viewing request details, and performing available actions.

DIRECTIONS:

1

2a



From the Facilities Connect Home Screen:

Click on My Assigned Space Requests.

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습	Home									My Bookmarks	*
ľ	🖃 Reminders - Manage Spa 🔳 🗨	 My Responsible Depi 	artment Assignments	and Assignee Details						Space Information	
ð	Notices O - Action Items	Organization ! Name	Organization Description	Organization Percent Allocated	Building ID	Building	Floor	Space ID	Organiz Area Allc	My Responsible Spaces My Department Base Data	L
ð	1 - Notifications	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00401		My Dept Base Data with Funct Non-Building Requests for My	L
	1 - My Active Requests 💿	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00402		Northwestern Spaces Area by Space Class Parent	L
	1 - My Assigned Space R	equests 🗃 🛛	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00403		Assignee Space Report 🗃 Building Data 💿	Į.
	Last Visited	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00404		Building Occupant Contact Lis Building Occupant Location Co	
	Space 200 LABORATORY Class FACILITIES Current	5015000	FSM-FSM IT	100	8602	Abbott Hall	04	8602-04- 00406		Building Occupant List 💽 Department Base Data Report	

▼ INFORMATION

The Request Counter or leading digit indicates the number of current Assigned Requests.

2 From the My Assigned Space Requests report:

Sort / Filter requests using available fields.

Select a request from the report by clicking on any field.

■	Northwestern FACILI	ITIES CONNECT				(i) (8)
ඛ	My Assigned Requ	ests			🙀 Add to Bookmarks	My Bookm	arks
ľ						[] Popup Vi	ew -
ð	My Assigned Space R	lequests			Apply Filters Clear Filters	G 🏠	$\overline{\mathbf{A}}$
2a	Request ID	Description	Requested By	Requested For	Status		
	Contains	Contains		Contains	Contains	1	
2b	1001276	Department As	signment Change Request	test	Valad	ka,Robert	J
	< > <						~
	Items per page: 50	✓ 1 - 1 of 1 items			1 of 1 p	ages -	•



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DIRECTIONS:

3

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

The **Department Assignment Change Request** details are contained within 4 tabs:

General

Contact Details

Graphic Notes & Documents

	Change Space: 100	1276-0				1 A	d To Bookmarks	🖶 Print	🕐 Help
3	General	Contact Details	Graphic	Notes & Documents		Comple	te Revise	More	x
	(Instruction): To su	bmit a Change Space Informa	tion request, com	blete the form below then click Su	omit.				
	 General 								
	Request ID 100127	76			Status Issued				
	 Request D 	etails							
	* Building	Tarry Building							
	Floor	05							
	Room	05757							
	* From Organization	5108000							
	* Request Class	Department Assignment Cha	ange Request						
	 <u>To Organization</u> 	5108000							
	Describe Y	/our Request							
	* Description test								
	Complete Revise	e More x							

From any tab within the Change Space Record, take one of the following available actions:

- Click **Complete** to approve the request. Department assignment is then updated in FC; request is removed from Active/Assigned Request queues.
- 4b Click **Revise** to modify the request. Following any edits or modifications, the Data Steward may then click **Complete** to approve the modified request.
- Click **Retire** (under the **More** menu) to decline the request. Department Assignment will **not be updated** in FC; request is removed from Active/Assigned Request queues.

		4b
Change Space: 1001276-0		Ado ookmarks 🔒 Print 🕖 He
General Contact Details Graphic Notes & Documents		4a Complete Revise More
(Instruction): To submit a Change Space Information request, complete the form below then click Submit.		4C Retir
- General		
Request ID 1001276	Status Issued	
 Request Details 		
* Building Tarry Building		
Eloor 05		
Room 05757		
* From Organization 5108000		
* Request Class Department Assignment Change Request		
* To Organization 5108000		
 Describe Your Request 		
* Description test		
complete Revise More x		