SPACE VALIDATION
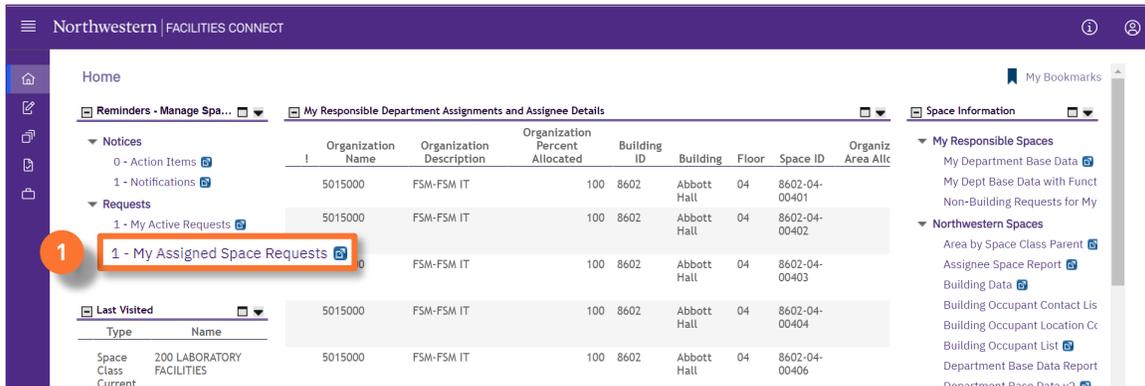
MANAGE DEPARTMENT ASSIGNMENT CHANGE REQUESTS

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

DIRECTIONS:

1 From the **Facilities Connect Home Screen**:

1 Click on **My Assigned Space Requests.**

> ▼ INFORMATION
>
> The **Request Counter** or leading digit indicates the number of current Assigned Requests.

2 From the **My Assigned Space Requests** report:

2a **Sort / Filter** requests using available fields.

2b Select a request from the report by clicking on any field.

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DIRECTIONS:

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

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

General   **Graphic**

Contact Details   **Notes & Documents**

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

4a   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.

2b   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.