



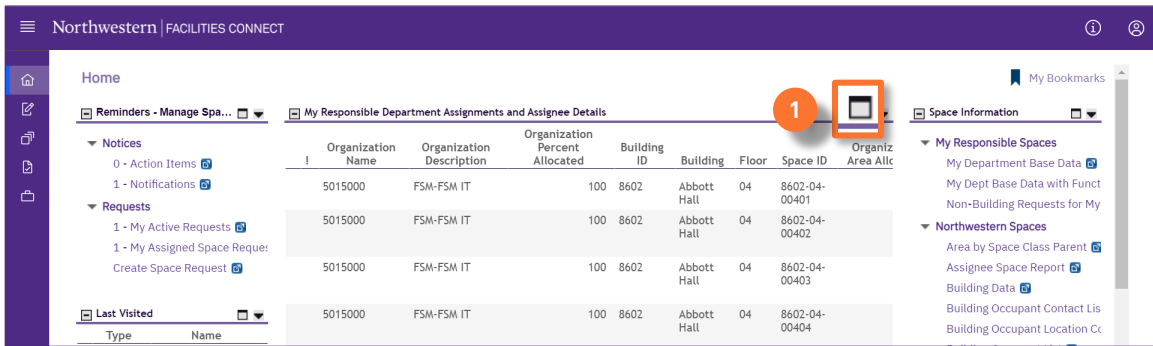
SPACE VALIDATION VERIFICATION REPORTING

Provides guidance on how to locate and review Space Verification reporting for your responsible spaces.

DIRECTIONS:

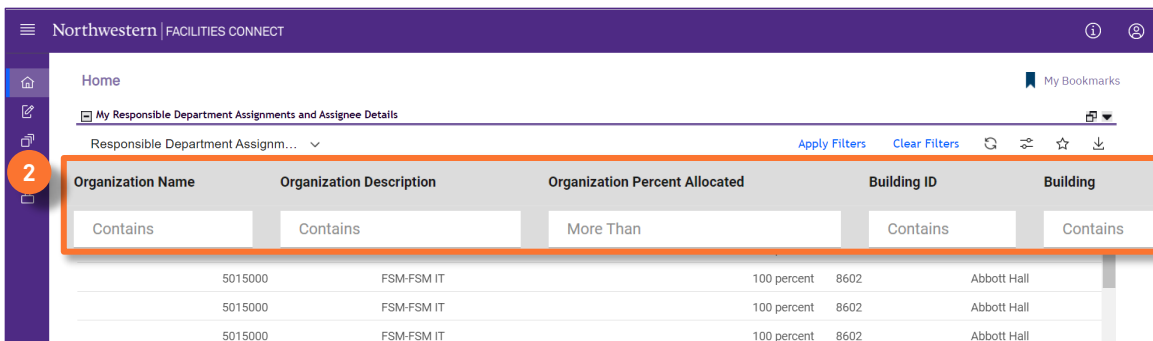
1 From the **Facilities Connect Home Screen**:

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



2 On the **My Responsible Department Assignments and Assignee Details** report:

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



▼ INFORMATION

For more information on reporting functionality, please refer to the **Updates to Reports 03/2022** job guide.



SPACE VALIDATION VERIFICATION REPORTING

DIRECTIONS:

3 Scroll to the right on the report to locate **Verification Status Fields** included in this report for real-time verification information:

- 3a** Status
- 3b** Verified By
- 3c** Verified Date

The screenshot shows a web application interface for 'Northwestern FACILITIES CONNECT'. The main content area displays a table titled 'My Responsible Department Assignments and Assignee Details'. The table has three main columns: 'Percentage Allocated', 'Assignee Name', and 'Productivity Department'. A secondary table is overlaid on the right side of the main table, with columns 'Status', 'Verified By', and 'Verified Date'. Callouts 3a, 3b, and 3c are placed above the 'Status', 'Verified By', and 'Verified Date' columns respectively. The 'Status' column contains values like 'Active' and 'Verified'. The 'Verified By' column contains names and IDs like 'Boberg, Eric - 1051571' and 'Mathey, Michelle-1018958'. The 'Verified Date' column contains timestamps like '01/19/2022 18:53:27'.

Percentage Allocated	Assignee Name	Productivity Department	Status	Verified By	Verified Date
50 percent	Dean,Dean	5015000	Active	Boberg, Eric - 1051571	01/19/2022 18:53:27
50 percent	Wilensky,Uriel J	1461600	Active	Boberg, Eric - 1051571	01/19/2022 18:53:27
100 percent	Dean,Dean	5015000	Verified	Mathey, Michelle-1018958	07/19/2021 12:57:30
50 percent	Crane,Charlotte	5015000	Active	Boberg, Eric - 1051571	01/21/2022 13:05:58
100 percent	Dean,Dean	5015000	Active	Boberg, Eric - 1051571	01/21/2022 13:05:58
100 percent	Dean,Dean	5015000	Verified	Mathey, Michelle-1018958	07/19/2021 12:58:52
100 percent	Dean,Dean	5015000	Verified	Mathey, Michelle-1018958	07/19/2021 13:00:09
100 percent	Dean,Dean	5015000	Verified	Mathey, Michelle-1018958	07/19/2021 12:59:37

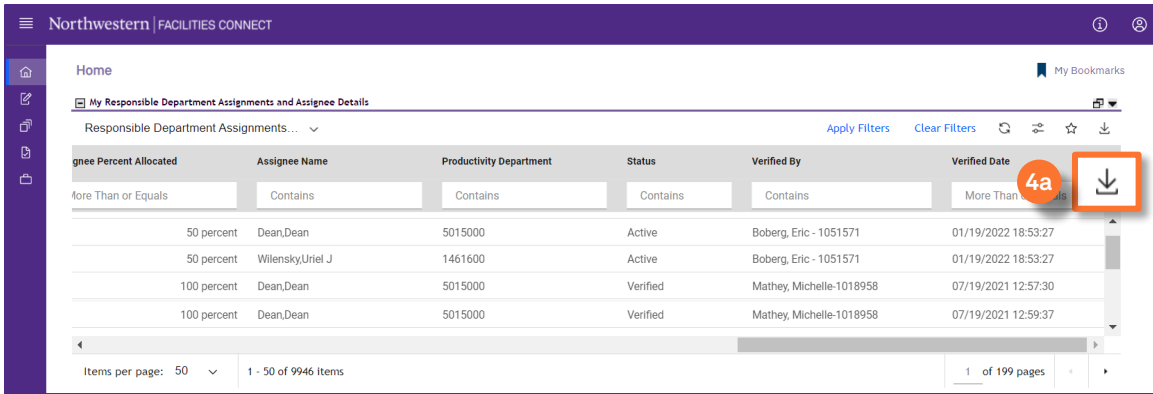


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DIRECTIONS:

4 To export data from the **My Responsible Department Assignments and Assignee Details** report to Excel:

4a Click on the **Export** button located above the Data Field Headers.



▼ TIP & TRICKS

Sorting and filtering applied in Facilities Connect will be preserved in the data export.

4b Use **MS Excel** to organize, analyze, and track verification data as desired

