



PROJECT CONTACT QUICK ADD

Provides guidance for quickly adding or editing Contacts in the Capital Project Record in Facilities Connect.

▼ GETTING STARTED

The Project Record must be in the **Revision in Progress** status to add or edit Contacts.

DIRECTIONS:

- 1 From the **Project Record**,
- 1 Click on the **Contacts** tab.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget **1 Contacts** Notes & Documents

(Required): Create a Project by entering general information about the project.

General

ID 1001785 Status Revision In Progress

Date 04/01/2022

Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

Project Reporting Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

Details

Project Type Academic Project Classification New Construction

Project Status Active Project Phase 1.0 Feasibility & Pre-Design

Project Website

Project Category Capitalized Charisting 812-1370000-80041586-02

Accounting Cost Center 812-1370000-80041586-02 Project Cost/SqFt (Budget Current / Project Gross Construction Area) \$0.00 US Dollars

Units

Environmental

- 2 From the **Contacts** tab, scroll down to the **Contact Rows**.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

(Optional): Maintain a list of Contacts and their roles for the Capital Project.

Contacts Description

Font Family Font Size Paragraph

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Project Director	Type to search				
	Required				
Project Primary Manager	Type to search				
	Required				

New row



PROJECT CONTACT QUICK ADD

DIRECTIONS:

3

For the required Contacts, the **Role** field has been added by default.

3a Click on the Name field.

3b Begin typing the name of the Contact you wish to add. The names will filter and narrow as you type.

▼ IMPORTANT

The Contact must exist in Facilities Connect **BEFORE** adding it through the Quick Add function. If the desired Contact is External, create the **Contact Record** first, using the **Manage External Contacts** reference guide.



PROJECT CONTACT QUICK ADD

DIRECTIONS:

3

Continued. For the required Contacts, the Role field has been added by default.

3c Click on the **Name** of the Contact when it appears.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Project Director	humphrey				
	Gidd, Humphrey Theodore, Northwestern				
	Humphrey, Bonnie Lee, Facilities Capital Programs				
	Humphrey, Kelarah Adeja, Northwestern				
	Humphrey, Laura L, Northwestern				
	Humphrey, Samantha Rose, Northwestern				

New row +

3d Repeat process for all additional required Contacts.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Project Director	Humphrey, Bonnie Lee	Facilities Capital Programs	847/467-7864		
Project Primary Manager	Type to search				
	Required				

New row +



PROJECT CONTACT QUICK ADD

DIRECTIONS:

4

To add additional Roles,

4a Click on the **New row** button.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

Activate Calculate Save Save & Close More x

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Project Director	Humphrey, Bonnie Lee	Facilities Capital Programs	847/467-7864		
Project Primary Manager	Wright, Teri	Facilities Capital Programs	847/491-5271		

4a **New row +**

4b

Click on the **Role** drop down menu.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

Activate Calculate Save Save & Close More x

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Project Primary Manager	Wright, Teri	Facilities Capital Programs	847/491-5271		

Select Type to search

4b **New row +**

4c

Select the **Role** from the options. *You can also type in the name of the role as well.*

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

Activate Calculate Save Save & Close More x

Select Type to search

4c **New row +**

- Vendor
- Designer/Planner
- Vendor
- Finance/Accounting
- Vendor
- Marketing/Sales

Activate Calculate Save Save & Close More x



PROJECT CONTACT QUICK ADD

DIRECTIONS:

4 Continued. To add additional Roles,

4d Click on the **Name** field.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

Activate Calculate Save Save & Close More x

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Vendor	Type to search				

New row +

4e Begin typing the name of the Contact you wish to add. The names will filter and narrow as you type.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

Activate Calculate Save Save & Close More x

* Role	* Name	Organization	Work phone	Fax	Email
Vendor	Hale,				

Gokhale,Shilpa S, Northwestern
Hale,Chris, PERKINS & WILL INC
 Hale,Harold Culver, Northwestern
 Hale,Nailah Akilah, Northwestern

New row +

4c Click on the **Name** of the Contact when it appears.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

Activate Calculate Save Save & Close More x

* Role	* Name	Organization	Work phone	Fax	Email
Vendor	Hale,				

Gokhale,Shilpa S, Northwestern
Hale,Chris, PERKINS & WILL INC
 Hale,Harold Culver, Northwestern
 Hale,Nailah Akilah, Northwestern

New row +

▼ IMPORTANT

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PROJECT CONTACT QUICK ADD

DIRECTIONS:

5 Once you have all the desired Contacts added,

5 Click on Save or Save & Close button to save the new Contacts.

Capital Project: 1001785-Abbott Hall Second Floor MFA Teaching Studio Buildout 2022

General Scope Schedule Budget Procurement **Contacts** Notes & Documents

Activate 5 Save Save & Close More

For some roles, you can assign only one contact.

* Role	* Name	Organization	Work phone	Fax	Email
Project Primary Manager	Wright, Teri	Facilities Capital Programs	847/491-5271		
Project Director	Humphrey, Bonnie Lee	Facilities Capital Programs	847/467-7864		
Vendor	Hale, Chris	PERKINS & WILL INC			

New row +

Activate 5 Save Save & Close

▼ IMPORTANT

The Contact must exist in Facilities Connect **BEFORE** adding it through the Quick Add function. If the desired Contact is External, create the **Contact Record** first, using the **Manage External Contacts** reference guide.