SPACE VALIDATION
REVIEW A LAB RELATED SPACE RECORD

Provides guidance for reviewing and validating a lab related Space record in Facilities Connect.

▼ GETTING STARTED

Make sure to use Google Chrome as your browser. Use the following link to log into Facilities Connect:
https://www.northwestern.edu/fm/connect/login/index.html.

DIRECTIONS:

To **EDIT** a Space Record:

1   At the homepage, you will review the information in the center section labeled **My Responsible Department Assignments and Assignee Details**; use the **Maximize** button (top right corner) to maximize the view.

2   To begin your review of a record, click on any text in a given row to select and open that space record.

Important: You will need to review three screens for each lab related space record.

3   Begin on the **Space Level Allocations** screen, and review each of the **Assignee** and **Function Code** sections.

For the **Assignee**, enter the name of the PI for the space followed by the productivity department number. Once entered, click on the **Assignee** name. This will open a new screen. At this screen, review the grant chartstrings. Activate chartstrings for the space by clicking on the selection box under the heading Active. **Save and Close** the screen.

Click **F5** on your keyboard. You will notice that below the **Assignee** section, a new section **Lab Users** will populate.

4   Next review the **Function Code** section.

Helpful Tip: You may refer to the Office of Cost Studies webpage for more information on how to determine the activities for Function Code.
Use the following link: https://www.northwestern.edu/coststudies/fa.html

5   Click on **Location Lookup** to open the **Space Details** screen.

Helpful Tip: It is useful to view these two (2) screens simultaneously as you review.

SPACE VALIDATION
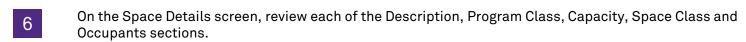# REVIEW A LAB RELATED SPACE RECORD

DIRECTIONS:

EDIT (Cont.)

6 On the Space Details screen, review each of the Description, Program Class, Capacity, Space Class and Occupants sections.

Make any necessary updates on these screens for the selected space record.

Important: Save your work as you go; click the SAVE button following any edits you have entered.

7 As necessary, use the F5 key to force a refresh of a screen and view reflected changes.

8 Click SAVE to save any edits on each of these screens.

9 The final step to submit the edits is selecting Verify at the first screen and Activate at the second screen.

Important: You must **VERIFY** first, and then **ACTIVATE** in order to correctly validate the space record.