



## SPACE VALIDATION

## HOW TO OPEN A CLOSED SPACE RECORD

Provides guidance for reopening a closed Space record in Facilities Connect.

### ▼ GETTING STARTED

If you do not see the standard heading on each screen, the space record may have inadvertently been closed. Please reach out to [facilities.connect@northwestern.edu](mailto:facilities.connect@northwestern.edu) if you require additional assistance.

### DIRECTIONS:

1

From your **Responsible Spaces**, click on the record to open.

2

Select the **Location Lookup** to access the second screen.

3

Click the **Revise** button in the top right corner.

4

Navigate to the first screen and press the **F5 key** on your keyboard to refresh.

5

Click the **Revise** button (top right corner) on the first screen.

You now have each of the **Space Level Allocations** and **Space Detail** screens open and ready for editing.