FACILITIES CONNECT REPORTING
SPACE REPORTING MATRIX

Report Name	Report Description	Square Footage
Assignee Space Report	Provides the area and area proration assigned to the Assignee or PI. Grant chartstrings can be activated for each Assignee/PI. Users can filter by assignee name, building, and campus amongst others fields.	Total space sf found in column "Total Space Area". Prorated sf of Assignee found in column "Area Prorate by Dept./Assignee".
Base Building Report	Lists all building information included whether it is owned or leased, gross area, net/non assignable area, as well as a local/national landmark flag. Users can filter by these along with campus, building ID, and primary use.	Building gross area found in column "Building Gross Area". Building net assignable area found in column "Building Net Assignable Area". Building non assignable area found in column "Building Non-Assignable Area".
Building Occupant Location Contact List	Provides a list of all occupants including name, phone number, and email addresses for those occupying a particular building, space, and floor. Users can filter by building ID, occupant name, organization description, and space classification.	Total space sf found in column "Total Space Area".
CRIS Snapshot	Displays comparative data using snapshots from for a selected fiscal year. including information on area, percent allocation, occupants, and assignees by building, floor, and space.	Total space sf found in column "Total Space Area". Blended prorated sf found in column "Dept./Assignee/FC Area Prorate".
CRIS Space Survey	Provides the area proration by department assignment, assignee, and function code by space ID, program class, and organization.	Total space sf found in column "Total Space Area". Blended prorated sf found in column "Area Prorated by Department Assignment, Assignee, Function Code".
Department Base Data	Shows area and area proration by department and assignee, percent allocation, as well as occupant information by building ID, space, and department. Can search on building ID, space class roll up, and space classification.	Total space sf found in column "Total Space Area". Blended prorated sf found in column "Area Prorated by Department Assignment, Assignee".
Room and Department Base Data	Displays area and area proration by department assignment. Users can filter by organization name, description, and space classification.	Total space sf found in column "Total Space Area". Blended prorated sf found in column "Area Prorated by Department Assignment".
Validation Completion Report	This dashboard demonstrates the number of organizations that have completed and and have yet to complete space validation for the current fiscal period. It also includes a percent of completion rate by department. The intent of this report is to run it a few weeks prior to the close of the validation period and have visibility into departments that have not completion their validation in order to get them to take action.	The completion rate for each school found in column "Verified".
Validation Contact Report	This report is used to get an accurate list of current data administrators assigned to update department spaces. Can filter by school, department, and administrator.	The name of the space data admin found in column "Data Steward Name".