



LOCATE A COMPLETED ESTIMATE

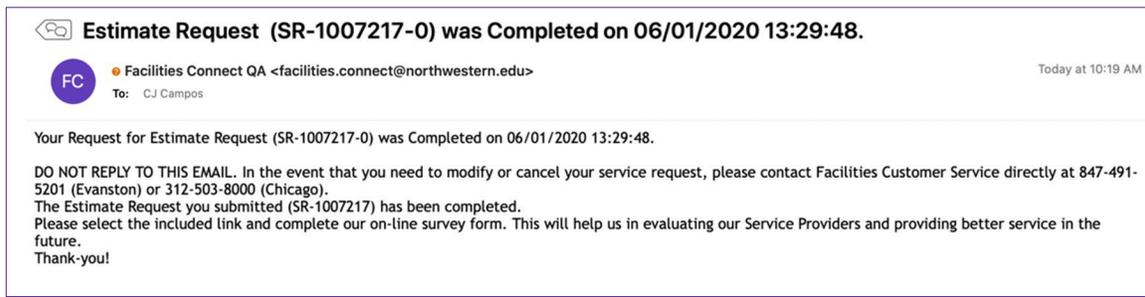
Provides guidance for how to locate a completed estimate in Facilities Connect.

▼ GETTING STARTED

This Job Aid begins on the **Completion Email**. As displayed in this job aid, you may also locate and check the status of an existing **Estimate Request** directly from the Facilities Connect **Requests** screen (in the **Reminders – RequestCentral** section).

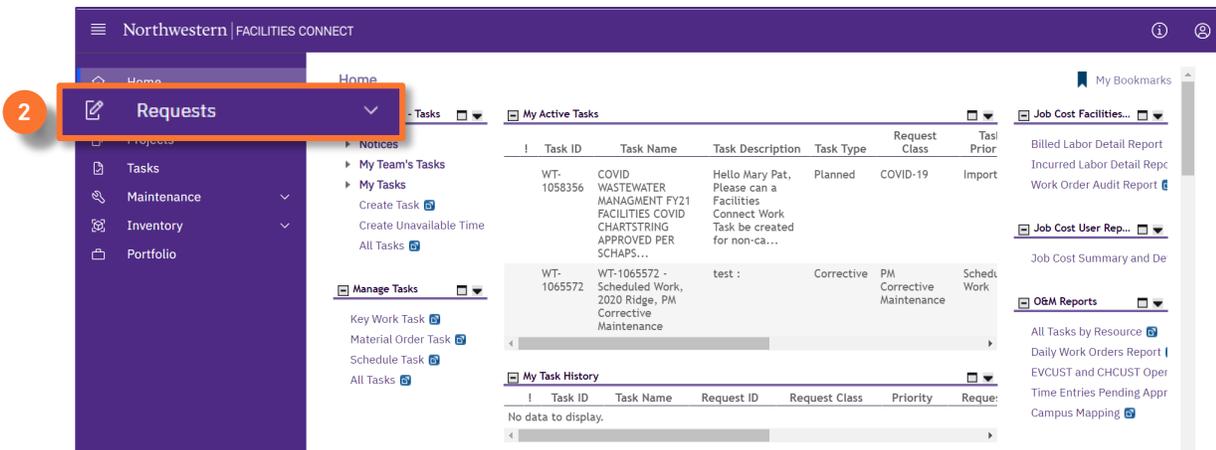
DIRECTIONS:

1 Once your Estimate Request has been completed, you will receive a notification email from **Facilities Connect**.



2 To view the details of the completed estimate, log on to **Facilities Connect**.

2 Click on the **Requests** screen.





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DIRECTIONS:

- 3 From the Request screen, locate the **My Request History** section:
- 3 Click on the **Maximize** button.

Request ID	Created Date/Time	Service Requested	Description	Status	Requested For	Requested By
SR-1100031	01/31/2022 09:03:45	Doorbell	ring	Issued	Berry,Emily a	Berry,Emily a
SR-1100007	01/24/2022 14:14:17	Hang Bulletin/White Board	Please hang bulletin board	Issued	Berry,Emily a	Berry,Emily a
SR-1100006	01/24/2022 14:02:21	Electrical & Lighting Other	I would like new light fixtures installed please.	Returned	Berry,Emily a	Berry,Emily a
SR-1100005	01/24/2022 13:54:27	Estimate Request	Please complete an Estimate for work requested.	Completed	Berry,Emily a	Berry,Emily a
SR-1100004	01/24/2022 13:51:25	New or Replacement Key	I am requesting a new key	Issued	Berry,Emily a	Berry,Emily a
SR-1100003	01/24/2022 13:22:09	Lights	Light is out in my office - please fix	Issued	Berry,Emily a	Berry,Emily a
SR-1100003	11/03/2021 08:40:20	Leak	this may be a leak. not sure if it is a spill but	Completed	Berry,Emily a	Berry,Emily a

- 4 Upon clicking, **My Request History** will open as a full screen view:

- 4a Utilize the search fields to locate the desired **Request ID**.
- 4b Click anywhere on the **Estimate Request Record** to open.

Request ID	Created Date/Time	Service Requested	Description	Status
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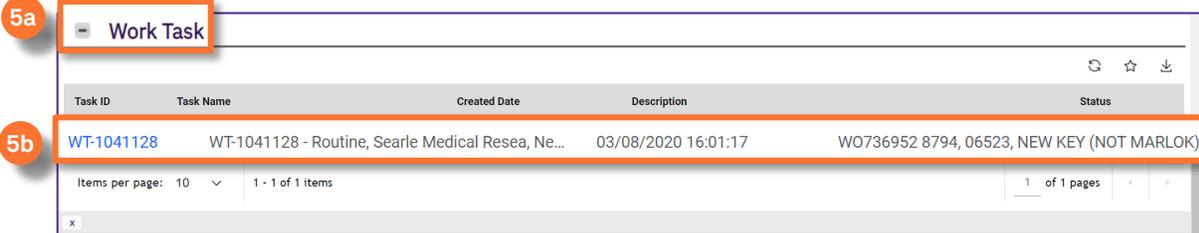
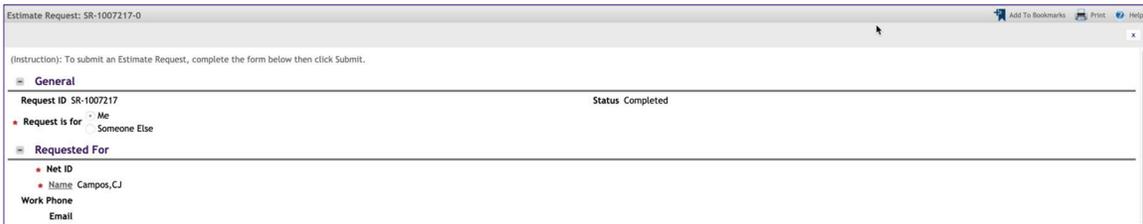
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DIRECTIONS:

5 Upon clicking, the **Estimate Request** will open in a pop-up window:

5a Scroll to the bottom of the **Estimate Request** and locate the **Work Task** section.

5b Within the **Work Task** section, click on the **Work Task Record** to access the Estimate Work Task.



6 Upon clicking, the **Estimate Work Task** will open in a pop-up window:

6a Within the **Estimate Work Task**, locate and click on the **Work Details** tab.



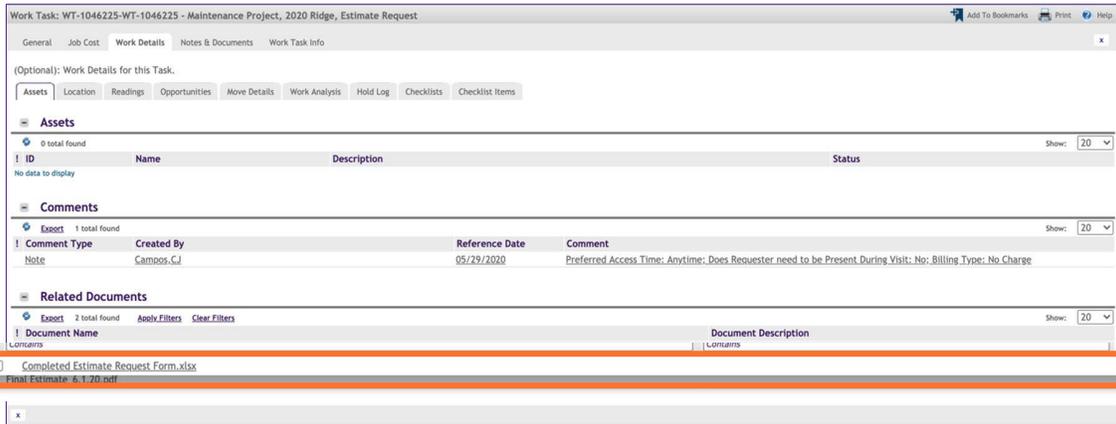


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DIRECTIONS:

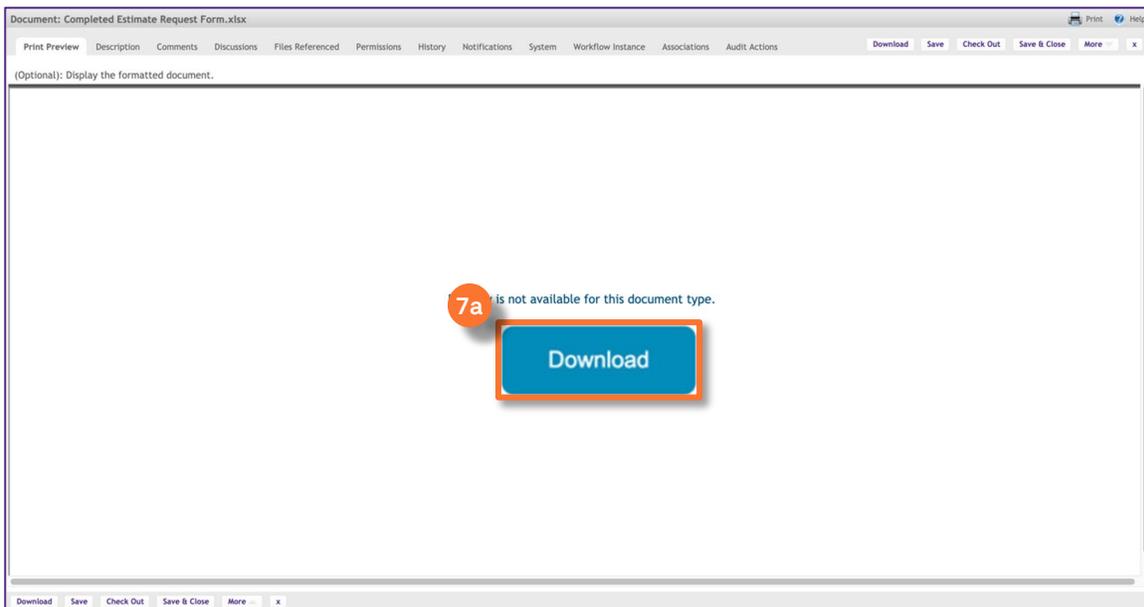
6 Continued. On the **Work Details** tab, scroll down and locate the **Related Documents** sections. The completed estimate document(s) will be included as attached files in this section available for download:

6b To download, click on the **Attached File** link within **Related Documents**



7 Upon clicking, a preview window will open:

7a Click on the **Download** button.





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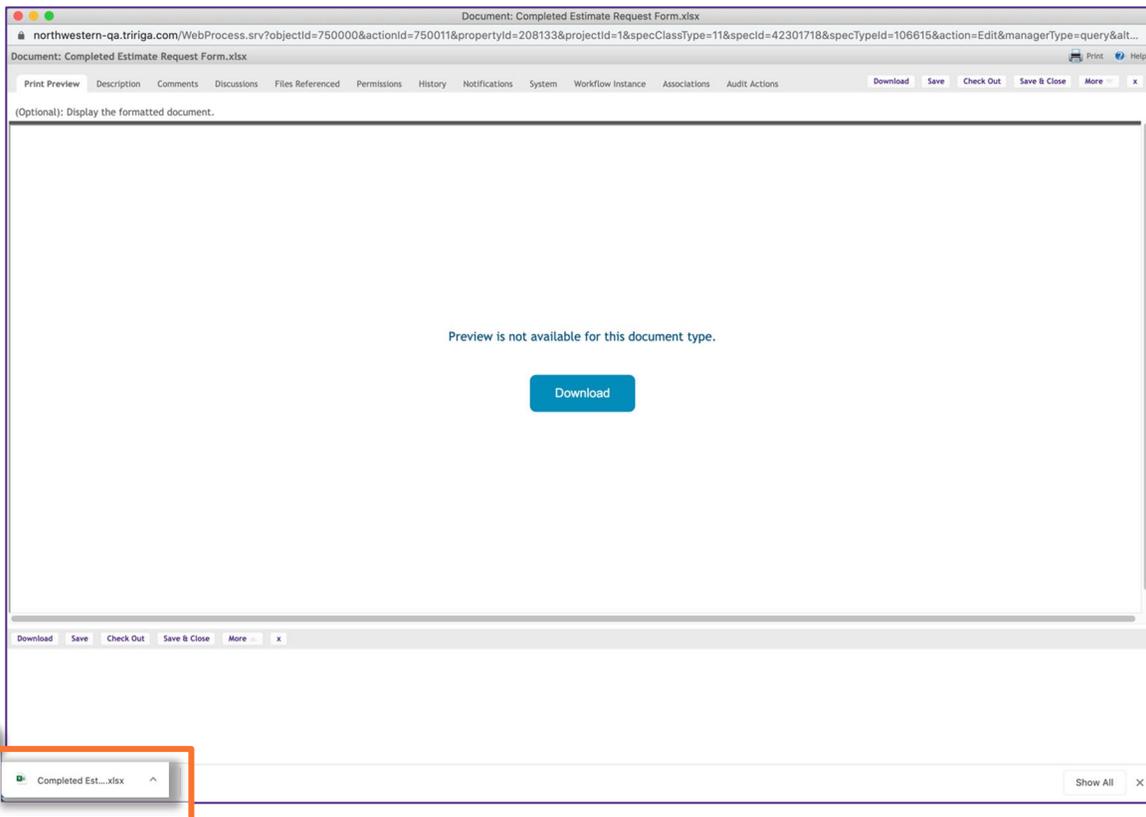
DIRECTIONS:

7

Continued. Upon clicking, the file will download to your Downloads folder and will appear along the bottom of the browser window:

7b

Click on the **downloaded file** to open and view the estimate document



▼ INFORMATION

After reviewing the completed **Estimate**, if you decide to **NOT** move forward with estimated work/project, simply save the Estimate for your records. No further action is required.

To accept the estimate and proceed with the work, call or email [Facilities Customer Service](#) and provide the following information:

- ❖ Estimate Request # (i.e. SR#)
- ❖ Indicate your consent to compete the work
- ❖ Chartstring to be used for the work

For any additional assistance please call [Facilities Customer Service](#) at (847) 491-5201 (Evanston) or (312) 503-8000 (Chicago).