

# FACILITIES CONNECT REPORTING

## SPACE REPORT GUIDE

Provides guidance on how to use a space report in Tableau and filter on specific categories. If you have any questions or require additional guidance, please reach out to [Nasreen.Rajani@northwestern.edu](mailto:Nasreen.Rajani@northwestern.edu).

### DIRECTIONS:

Select desired report within the Table of Contents for Space Module Reports

(<https://tableau.northwestern.edu/#/site/FacilitiesConnect/views/TableofContents-SpaceModuleReports/CANNEDREPORTS-TABLEOFCONTENTS?.iid=3>).

1a

### SPACE MODULE REPORTS

**1a**

**Assignee Space Report**

Base Building Report

Building Occupant Location Contact List

CRIS Snapshot

CRIS Space Survey

Department Base Data

Room and Department Base Data

Validation Completion Report

Validation Contact Report

1b

Identify if you would like to narrow down the report by looking at just a few criteria i.e. campus, building, floor, etc.

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### DIRECTIONS CONT.

**1c** Uncheck 'All' and select which criteria you would like to view for all fields you have identified.

The screenshot shows the 'Assignee Space Report' interface. The table displays columns for Parent Property, Building ID, Building Name, Floor, Space, Area, Parent Organization, Organization Name, Description, Organization Percent Allocated, Space Roll-Up, and Assig... (Assignee). A red box highlights the 'Assig...' column, where the '(All)' checkbox is unchecked and '211 E. Ontario' is selected. A red circle with '1c' is overlaid on the selection.

Parent Property	Building ID	Building Name	Floor	Space	Area	Parent Organization	Organization Name	Description	Organization Percent Allocated	Space Roll-Up	Assig...
Chicago Campus	R156	211 E. Ontario	02	02200	290.93	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	300 OFFICE	<input type="checkbox"/> (All) <input checked="" type="checkbox"/> 211 E. Ontario
				02201	203.37	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	300 OFFICE	<input type="checkbox"/> 303 E Wacker Drive <input type="checkbox"/> 345 East Superior <input type="checkbox"/> 405/415 Church St <input type="checkbox"/> 446-448 E. Ontario <input type="checkbox"/> 500 Davis Street <input type="checkbox"/> 515 Clark <input type="checkbox"/> 555 Clark <input type="checkbox"/> 560 Lincoln Street <input type="checkbox"/> 584 Lincoln <input type="checkbox"/> 600 Blk Colfax Prkng
				02202	54.81	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	300 OFFICE	
				02203	115.65	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	700 SUP	
				02204A	89.25	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	300 OFFICE ..	
				02204B	89.85	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	300 OFFICE ..	
				02205	112.28	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	300 OFFICE ..	
				02206	173.94	FSM-Feinberg Scho..	5204000	FSM-Emerg..	100	300 OFFICE ..	

**1d** To download the report into excel, click on the icon below and select 'crosstab' and download.

The screenshot shows the 'Space by Building' report interface. A red box highlights the download icon in the top toolbar, with a red circle containing '1d' overlaid on it.

Parent Property	Building ID	Building Name	Floor	Space
Chicago Campus	0511	Ch - Heatin..	01	01101
	8602	Abbott Hall	01	00100
				00100
				00100

The screenshot shows the download menu in the 'Space by Building' report interface. The 'Crosstab' option is highlighted with a red box.

Organization	Space Roll-Up	Assignee Employee ID	Assignee Name	Assignee Percent Allocated
-Emerg.. 100	300 OFFICE ..	1043560	Adams,Jame..	100