



SPACE INFORMATION

CREATE A SPACE REQUEST

Provides guidance on how to communicate updates to the Facilities Space Information team such as incorrect room details (e.g. room number, occupant) and floor plan changes (e.g. door/wall relocation).

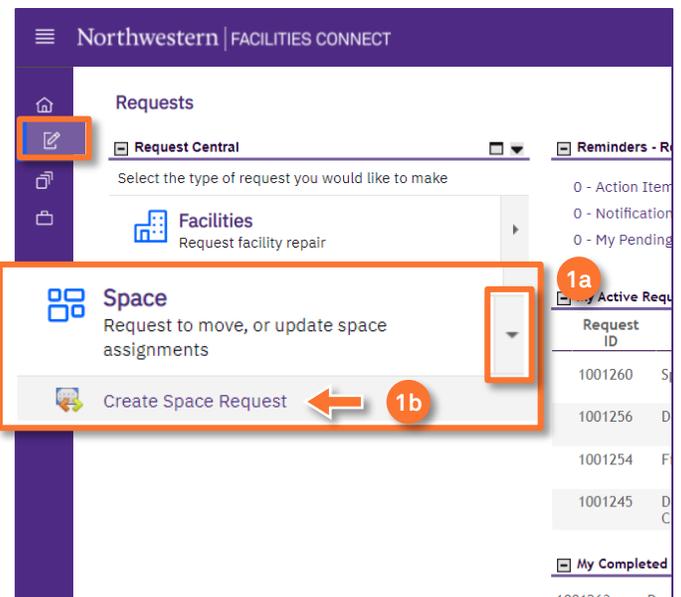
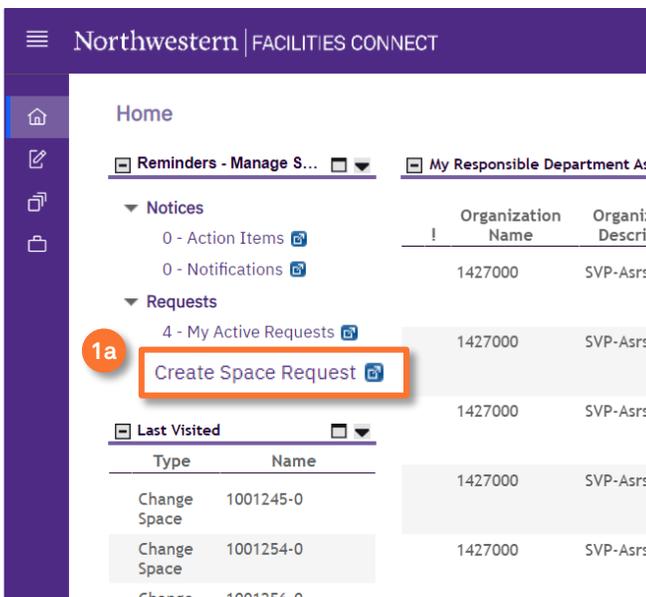
GETTING STARTED

In Facilities Connect, NU Facilities Space Requests are entered through an easily accessible menu called **Request Central**, located in the Request section. Space Users can also access the Requests directly on their **Home** page.

DIRECTIONS:

1 For most Space Users, **Request** will appear on the **Facilities Connect Home Screen**.

Request Central will appear within the **Requests Section**.

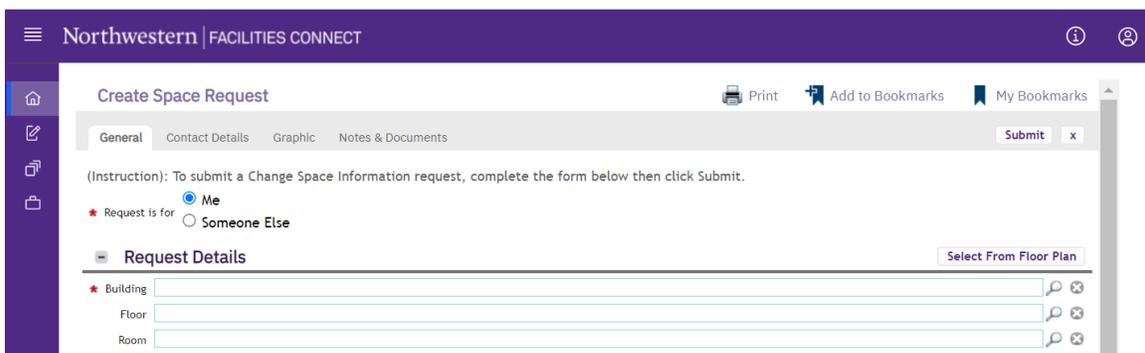


1a Click on **Create Space Request**.

1a Ensure the toggle arrow is pointing down.

1b Click on **Create Space Request**.

2 Upon clicking, a new **Space Request** screen will open:





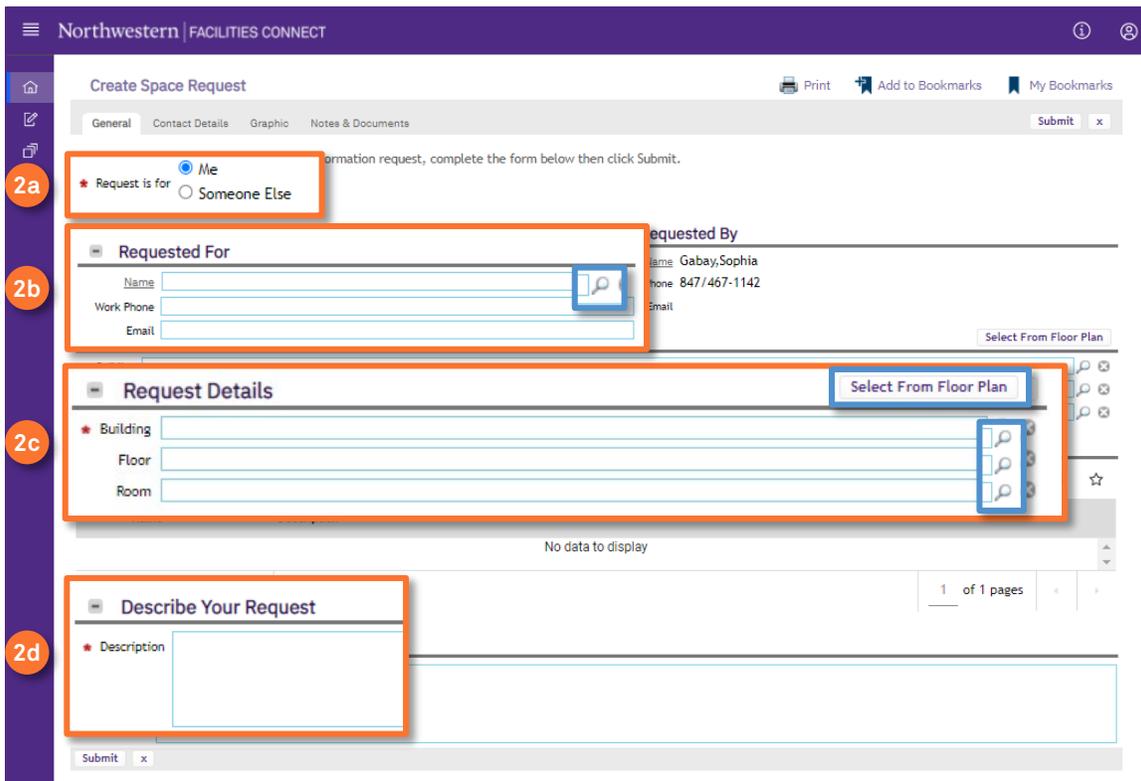
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DIRECTIONS:

2 On the **Change Space Request - General** tab:

- 2a** Select Request is for option: **Me** or **Someone Else**.
- 2b** If applicable, fill in the **Requested For** section; use the magnifying glass to search and select the requestee.
- 2c** Fill in the **Request Details** section; use the magnifying glass or **Select From Floor Plan** button to search and select **Building**. (Floor and Room are optional)
- 2d** Type a brief text Description of your request.





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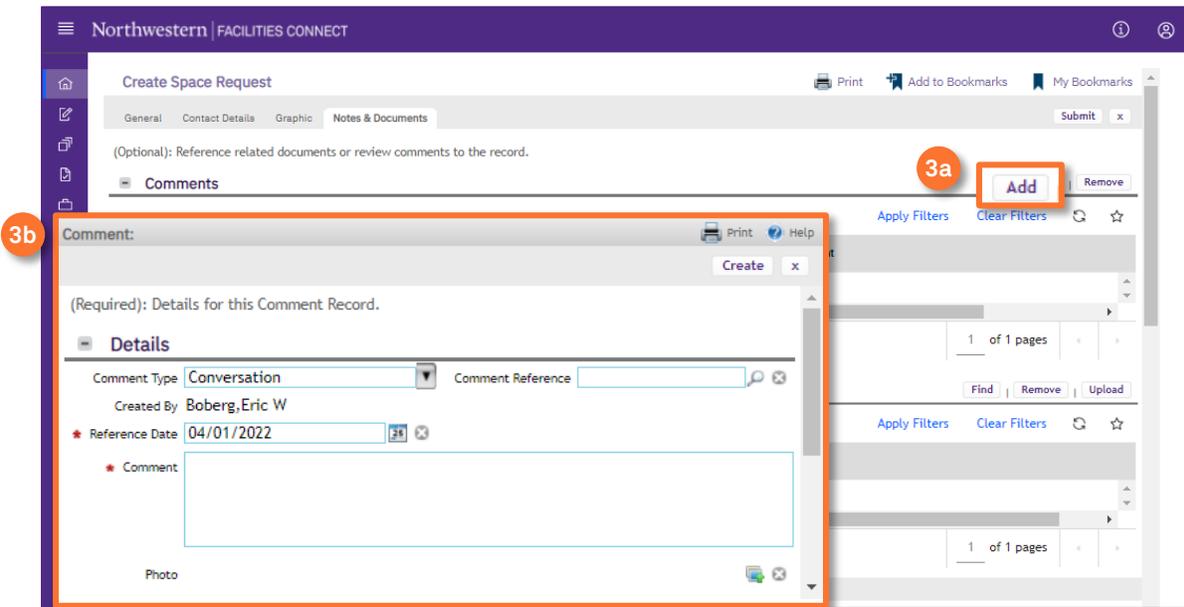
DIRECTIONS:

3 Additional options are available on the **Notes & Documents** tab:

To add a **Comment**:

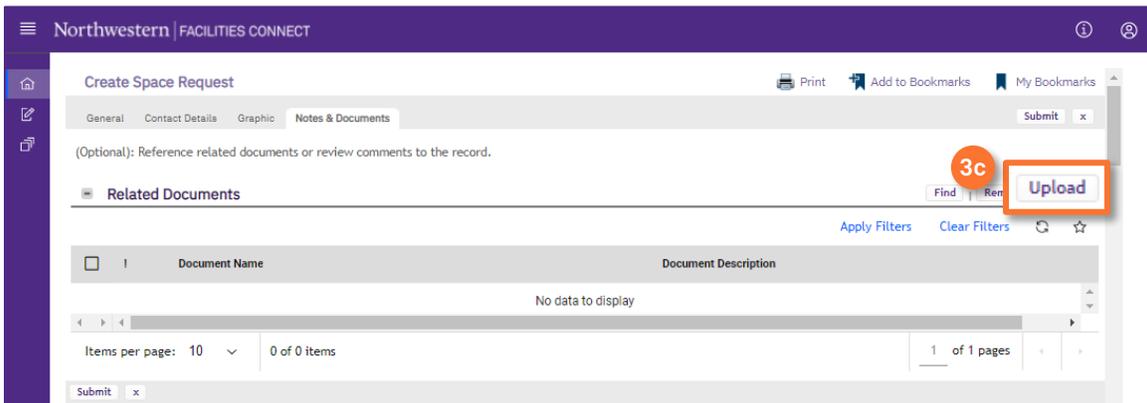
3a Click on the **Add** button to input comment details.

3b A new comment window will open in a new window. Complete and click the **Create** button.



To upload a **Document (Related Documents)**:

3c Click on the **Upload** button.





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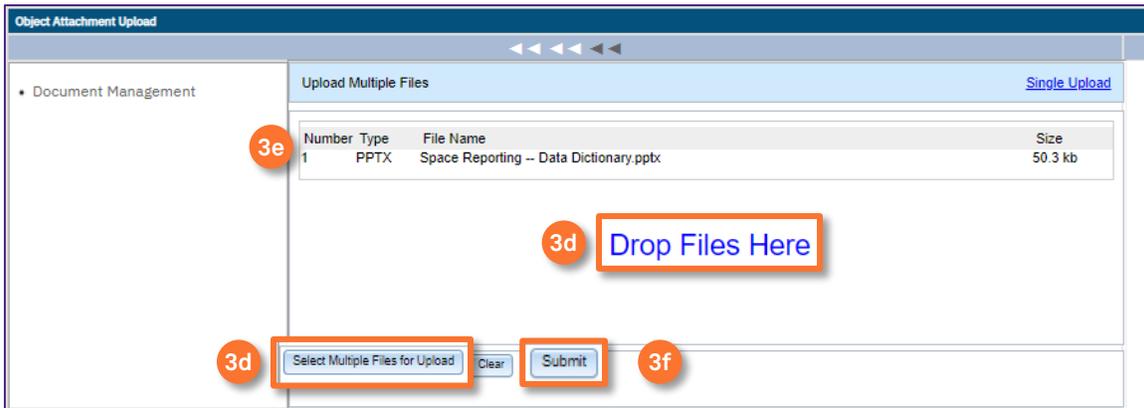
DIRECTIONS:

3 Continued. Upon clicking, a new Upload Utility window will open.

3d Either **drag & drop** the desired file(s) on Drop Files Here or click **Select Multiple Files for Upload** to add files.

3e Uploaded files will appear as a list under the **File Name** header.

3f Click on the **Submit** button to complete the upload.



4 To complete the **Create Space Request**:

4 Click on the **Submit** button (available at the top and bottom of the form).

