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 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.