SPACE VALIDATION

DEPARTMENT ASSIGNMENT CHANGES

Provides guidance on how to submit requests to change the Department Assignment of your Responsible Spaces in Facilities Connect.

▼ IMPORTANT

The space record must be in Revision In Progress status to follow the steps outlined in this job aid; see the Space Validation: Update Space Status job aid for more details.

DIRECTIONS:

1 From the Space Level Allocation Record for a selected space:

   1a Click on the Change Department Assignment button.

2 Upon clicking the Change Space sub-window will open.
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DIRECTIONS:

Continued.

To update the To Organization:

2a  Type the Financial Department ID and select from the drop-down menu.

OR

2b  Clicking on the magnifying glass to search for Dept. IDs.

2c  Enter a brief description of the request.

2d  Click on the Submit button.

INFORMATION

It is optional to add comments or upload documents using the Notes & Documents tab. More details on this functionality can be found further on in this Job Aid.
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DIRECTIONS:

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Your pending requests can be found on the Facilities Connect Home Screen:

3a Under the Requests section, click on My Active Requests. (The leading digit indicates the current count of pending requests.)

Upon clicking, the My Active Requests screen will open,

3b Sort / Filter requests using available fields.

3c Select a request from the report by clicking on any field.
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Upon clicking, the Request Record will open in a new window.

The Contact Details tab shows name / contact data for the individual(s) receiving the request.