



SPACE INFORMATION

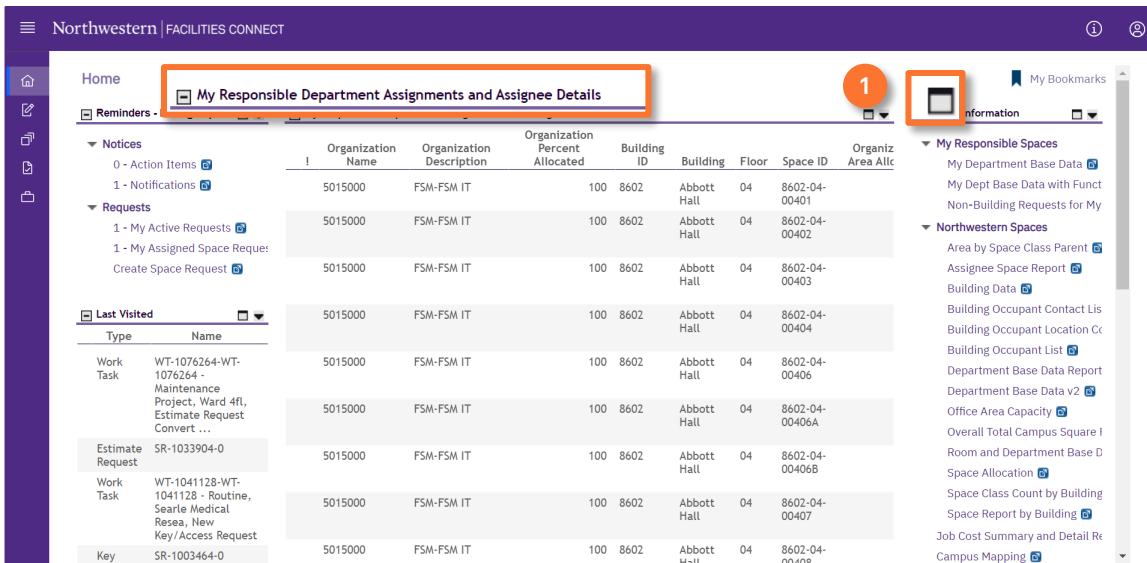
FINDING A RESPONSIBLE SPACE

Provides guidance on how to find spaces you are responsible for and access the Space Details in Facilities Connect.

DIRECTIONS:

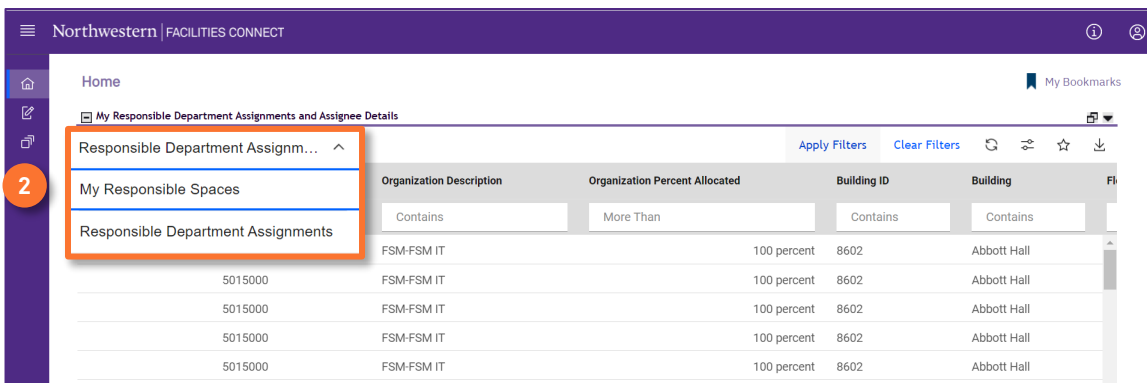
1 From the **Facilities Connect Home Screen**:

1 Click the maximize button on the **My Responsible Departments & Assignee Details** section in the center column.



2 Upon clicking, the **My Responsible Departments & Assignee Details** report will open.

2 Use the drop-down menu to select **My Responsible Spaces**.





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DIRECTIONS:

3 From the **My Responsible Spaces** screen:

3 Use the search fields to filter the list for your desired space.

The screenshot shows the 'My Responsible Spaces' table with search filters highlighted in an orange box. The filters are: Campus (Contains), Building (Contains), Floor (Contains), Space ID (Contains), Name (Contains), and Status (Contains). The table lists several rows of space information, including Chicago Campus, 211 E. Ontario, Floor 03, and various Space IDs and Names.

Campus	Building	Floor	Space ID	Name	Status
Contains	Contains	Contains	Contains	Contains	Contains
Chicago Campus	211 E. Ontario	03	R156-03-03314	03314	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03316	03316	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03315	03315	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03311	03311	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03319	03319	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03318	03318	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03312	03312	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03313	03313	Revision In Progress

4 Locate your desired space:

4 Click on **Space ID**.

The screenshot shows the 'My Responsible Spaces' table with one row highlighted in an orange box. The highlighted row is: Chicago Campus, 211 E. Ontario, Floor 03, Space ID R156-03-03317, Name 03317, Status Revision In Progress.

Campus	Building	Floor	Space ID	Name	Status
Contains	Contains	Contains	Contains	Contains	Contains
Chicago Campus	211 E. Ontario	03	R156-03-03317	03317	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03314	03314	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03316	03316	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03315	03315	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03311	03311	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03319	03319	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03318	03318	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03312	03312	Revision In Progress
Chicago Campus	211 E. Ontario	03	R156-03-03313	03313	Revision In Progress



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DIRECTIONS:

4 The **Space Record** opens in a new window.

The **Space Details** tab is a form for the storage and organization of key space information.

Building / Space Details

Contains building / space demographic information (e.g. ID, Room Number, Description), Area and Capacity information

Space Information

Contains Space Class

Department Assignments

Contains Organization Name(s), Description(s), Status, and Area / Percentage Allocated

Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
5204000	FSM-Emergency Medicine	123.98 square-feet	100 percent	Verified

Occupants

Contains the individual(s) who occupy the space, classified as:

- **Primary** – An individual’s main office space; an individual can only be the primary occupant of one (1) space on campus
- **Secondary** – An additional or satellite space also used by the individual
- **Not in Facilities Connect** – For categories of unnamed occupants (e.g. grad student)

Descriptions of Action Buttons

ACTION BUTTON	DESCRIPTION
Revise	Releases a record from Active Status for editing and/or updates; record status will change to 'Revision in Progress'
Save	Saves changes made within the current window
Save & Close	Saves changes made within the current window and closes the current window
Activate	Returns a record to Active Status and posts record content to Facilities Connect
Space Update Request	Launches the Change Space Request form in order to initiate a change request for a given space

▼ IMPORTANT

Once you have edited / updated a record, you must first **Save**, then **Activate** the record to ensure that changes made are posted to Facilities Connect.