SPACE VALIDATION
ACCESS AND NAVIGATION
Provides guidance on how to access and differentiate between the Space Level Allocations and Space Details screens when performing Space Validation activities.

DIRECTIONS:

1. From the Facilities Connect Home Screen:
   - Click the Maximize button on the My Responsible Departments & Assignee Details pane

2. From the My Responsible Departments and Assignee Details page:
   - Click the drop down arrow and select My Responsible Spaces.
   - Locate a desired space by using the available Search Fields to filter the list of Responsible Spaces.
   - Click on the Space ID.
SPACE VALIDATION
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DIRECTIONS:

3. Upon clicking, a new **Space Level Allocations** window will open.

From the **Building / Space Details** section:

3. Click the **Location Lookup** link

Upon clicking, the **Space Detail Record** will open in a new window.
### SPACE LEVEL ALLOCATIONS / SPACE DETAILS SCREEN LAYOUTS & INFORMATION

**Space Level Allocations**
Stores and organizes space allocation data, including:
- Assignees
- Productivity Departments
- Allocation Percentages
- Area Allocation

**Space Details**
Stores and organizes core space information, including:
- Lab Users
- Sponsored Grant
- Chartstrings
- Function Codes
- Building/Building ID
- Room Number
- Space Description
- Program Class
- Space Class
- Capacity
- Department Assignments
- Occupants

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**Space Validation**
**Access and Navigation**

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