SPACE VALIDATION

MANAGE DEPARTMENT ASSIGNMENT CHANGE REQUESTS

Provides guidance on how to manage requests for department assignment changes by locating active requests, viewing request details, and performing available actions.

DIRECTIONS:

1. From the Facilities Connect Home Screen:

   1. Click on My Assigned Space Requests.

   ![Image of My Assigned Space Requests](image1)

   "INFORMATION"

   The Request Counter or leading digit indicates the number of current Assigned Requests.

2. From the My Assigned Space Requests report:

   2a. Sort / Filter requests using available fields.

   2b. Select a request from the report by clicking on any field.

   ![Image of My Assigned Space Requests](image2)
Upon clicking, the Change Space Record will open in a new window.

The Department Assignment Change Request details are contained within 4 tabs:

- General
- Contact Details
- Graphic
- Notes & Documents

From any tab within the Change Space Record, take one of the following available actions:

4a Click **Complete** to approve the request. Department assignment is then updated in FC; request is removed from Active/Assigned Request queues.

4b Click **Revise** to modify the request. Following any edits or modifications, the Data Steward may then click **Complete** to approve the modified request.

2b Click **Retire** (under the More menu) to decline the request. Department Assignment will not be updated in FC; request is removed from Active/Assigned Request queues.