Space Validation: Access and Navigation

PURPOSE: Use this job aid to learn how to access and differentiate between the Space Level Allocations and Space Details screens when performing Space Validation activities.

ACCESSING THE SPACE LEVEL ALLOCATIONS SCREEN

1
From the Facilities Connect Home Screen:

1a  Click the Maximize button on the My Responsible Departments & Assignee Details pane

1b  Locate a desired space by using the available Search Fields to filter the list of Responsible Spaces

2
After filtering:

2  Click the Space ID to access the space

3
Upon clicking, the Space Level Allocations screen will open as a new window

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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**ACCESSING THE SPACE DETAILS SCREEN**

4 From the **Space Level Allocations** screen, you can access the **Space Details** screen.

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

4 Click the **Location Lookup** link

The **Space Details** screen 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:
- Building / Building ID
- Room Number
- Space Description
- Program Class
- Space Class
- Capacity
- Department Assignments
- Occupants

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