Space Validation: Manage Department Assignment Change Requests

PURPOSE: Use this job aid to learn how to manage requests for department assignment changes by locating active requests, viewing request details, and performing available actions.

LOCATE DEPARTMENT ASSIGNMENT CHANGE REQUESTS

1. From the Facilities Connect Home Screen:
   1a. Locate and click on My Assigned Space Requests

   *Your Assigned Requests report will open in the same window

2. From the My Assigned Requests report:
   2a. Sort / Filter requests using available fields
   2b. Select a request from the report by clicking on any field

   *The Request Details will open as a new window
VIEW REQUEST DETAILS

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

1. General
2. Contact Details
3. Graphic
4. Notes & Documents

PERFORM REQUEST ACTIONS

From any tab within the Dept. Assignment Change Request, take one of the following available actions:

- Click **Complete** to approve the request
- Click **Revise** to modify the request
- Click **Retire** (under the More menu) to decline the request

<table>
<thead>
<tr>
<th>Action</th>
<th>Action Taken</th>
<th>What Happens Next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Request is Approved</td>
<td>Department Assignment is updated in Facilities Connect; request is removed from Active / Assigned Request queues</td>
</tr>
<tr>
<td>Revise</td>
<td>Request fields become editable for Data Steward to modify the request</td>
<td>Following any modifications, the Data Steward may then click <strong>Complete</strong> to approve the modified request</td>
</tr>
<tr>
<td>Retire</td>
<td>Request is Declined</td>
<td>Department Assignment is not updated in Facilities Connect; request is removed from Active / Assigned Request queues</td>
</tr>
</tbody>
</table>

For more information, visit the Facilities Connect website at [www.northwestern.edu/fm/connect](http://www.northwestern.edu/fm/connect)