PURPOSE: Use this job aid to learn how to update space status (i.e. Revision in Progress, Active, and Verified) in Facilities Connect.

UPDATING SPACE STATUS TO ‘REVISION IN PROGRESS’

1. From the Space Details screen:
   2a. Confirm current space status is ‘Active’
   2b. Click on the Revise button (the Space Details screen will now close)
   2c. Re-open the Space Details screen; the status of the space will now display 'Revision In Progress'

UPDATING SPACE STATUS TO ‘ACTIVE’

2. From the Space Details screen:
   3a. Confirm current space status is ‘Revision in Progress’
   3b. Click on the Activate button (the Space Details screen will now close)
   3c. Re-open the Space Details screen; the status of the space will now display ‘Active’

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Space Validation: Update Space Status

**UPDATING SPACE STATUS TO ‘VERIFIED’**

From the **Space Level Allocations** screen:

1. Click on the **Verify** button (the **Space Level Allocations** screen will now close)

2. Re-open the **Space Level Allocations** screen; the Allocation Details section will now contain ‘Verified By’ and ‘Verified Date’ information

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**Important** | For more information on space verification reporting capabilities, please see the **Space Validation: Verification Reporting** job aid on myHR Learn or the Facilities Connect website

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