Space Validation: Verification Reporting

**PURPOSE:** Use this job aid to learn how to locate and review Space Verification reporting for your responsible spaces.

**From the Facilities Connect Home Screen:**

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

2. **Locate Verification Status Fields (i.e. Status, Verified By, and Verified Date) included in this report for real-time verification information**

**On the My Responsible Department Assignments and Assignee Details report:**

2. **Use Data Field Headers to apply sorting and filtering to report data**

   **To Sort data:**
   - Click Data Field Header to toggle ascending / descending sort order

   **To Filter data:**
   - Use Search Fields (beneath Data Field Headers) to add filtering criteria
   - Press Enter to filter report data

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
To export data from the My Responsible Department Assignments and Assignee Details report to MS Excel:

3a Click on the Export button located above the Data Field Headers

**Note:**
Sorting and filtering applied in Facilities Connect will be preserved in the data export

3b Use MS Excel to organize, analyze, and track verification data as desired