Space Validation: Change Department Assignment

PURPOSE: Use this job aid to update Department Assignments within your responsible spaces and create Department Assignment Change Requests to locations outside of your responsible spaces.

PERFORM CHANGES TO DEPARTMENT ASSIGNMENT(S) – WITHIN YOUR RESPONSIBLE SPACES

1. From the Space Details screen for a selected space:
   1a. Click on the Allocation tab
   1b. Locate the Department Assignments section

   Important: The space record must be in Revision In Progress status to follow the steps outlined in this job aid; see the Space Validation: Update Space Status job aid for more details.

2. To Remove a Dept. Assignment:
   2a. Use the Checkbox to select the current Dept. Assignment to be removed
   2b. Click the Remove button

   To Add a Dept. Assignment:
   2b. Click the Find button to open a popup window
   2c. Use the Search Fields to locate the desired department(s)
   2d. Click the Checkboxes to select the desired department(s)
   2e. Click the OK button to confirm the selection

   Important: This method only allows you to select Departments that are assigned to you. To change a department assignment to one outside your school/department see step 3 of this job aid.

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect

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Space Information: Department Assignment Changes

PERFORM CHANGES TO DEPARTMENT ASSIGNMENT(S) – OUTSIDE OF YOUR RESPONSIBLE SPACES

3 From the Space Level Allocations screen for a selected space:
   3a Click on Change Department Assignment
   3b Update the To Organization field; either type the Financial Department ID or use the to search and select the requested department
   3c Type a brief text Description of your request
   3d Click the Submit button to complete your request

Important: This Department Change Request is routed to the NU Facilities - Space Manager group for approval. You will receive an email confirmation that the request has been issued and another once the request has been acted upon.

VIEW HISTORY OF DEPARTMENT ASSIGNMENT CHANGES

4 Historical Department Assignments are stored on the Space Details screen:
   4a In the Dept. Assignment section, click the arrow and select “Retired Space Level Allocations”
   4b Historical information about Department Assignments be displayed

* Only changes after July 2018 will be displayed

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