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.

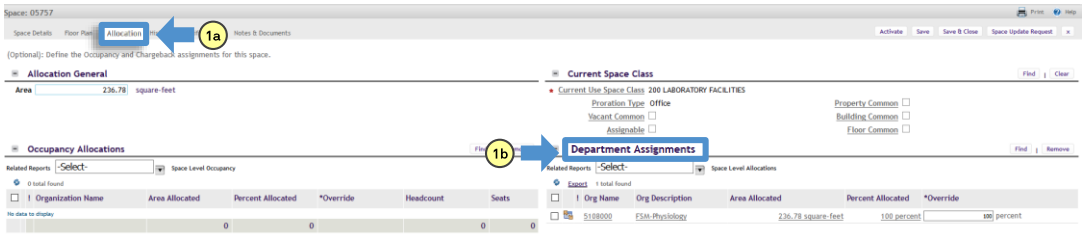
PERFORM CHANGES TO DEPARTMENT ASSIGNMENT(S) – WITHIN YOUR RESPONSIBLE SPACES

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.



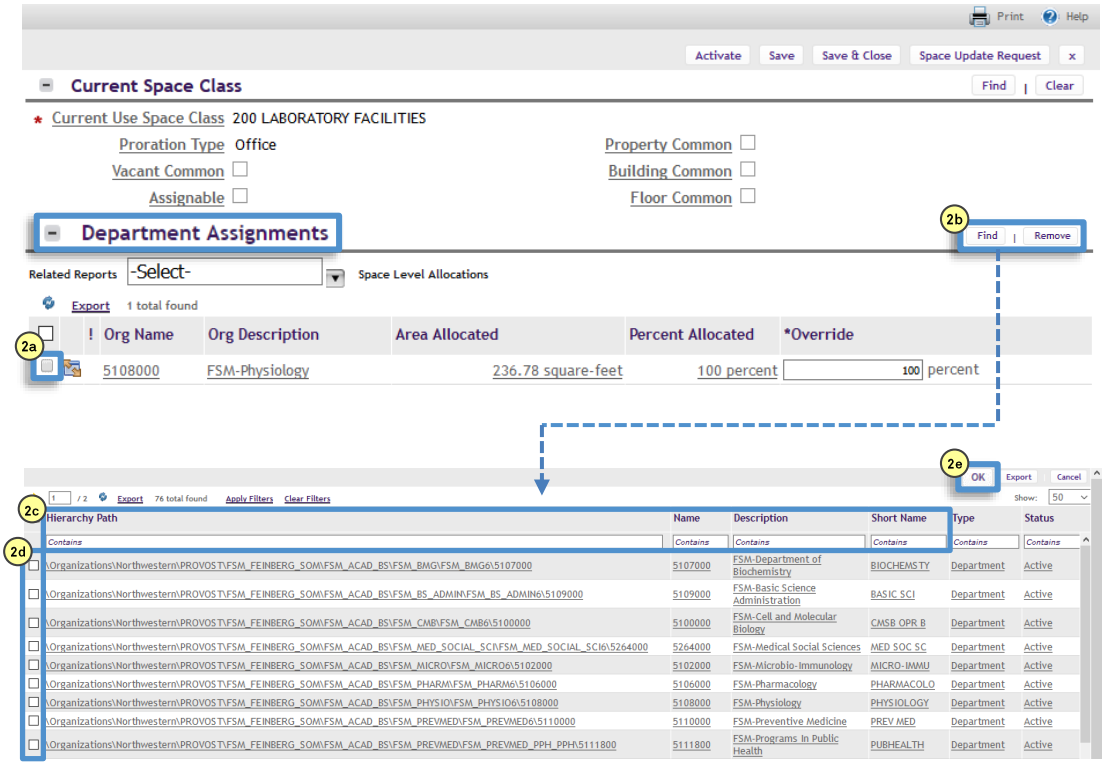
2

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.

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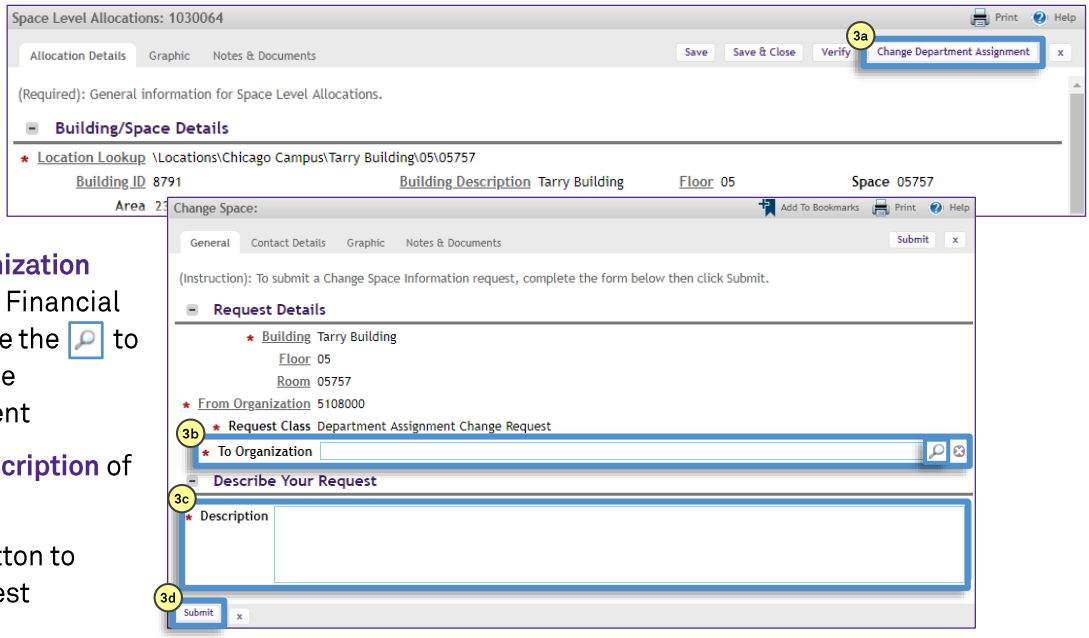
Space Information: Department Assignment Changes

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

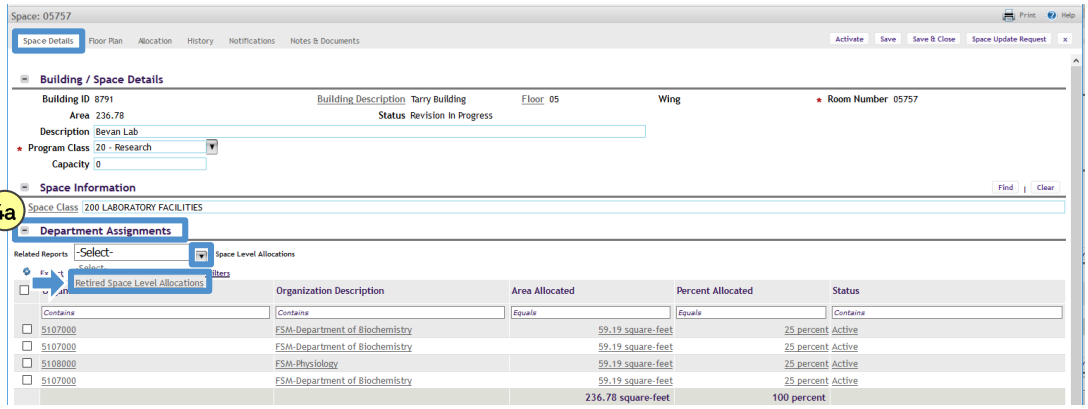


Important | This **Department Change Request** is routed to the **NU Facilities - Space Manager** group for approval. You will receive an email confirmation that the request has been issued and another once the request has been acted upon.

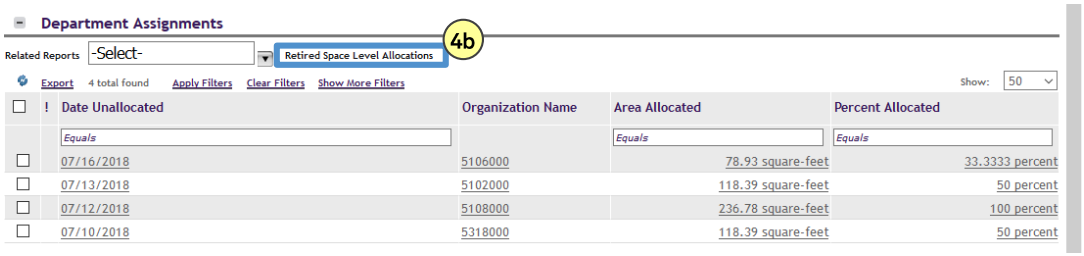
VIEW HISTORY OF DEPARTMENT ASSIGNMENT CHANGES

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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