SPACE VALIDATION
DEPARTMENT ASSIGNMENT CHANGES

Provides guidance on how to submit requests to change the Department Assignment of your Responsible Spaces in Facilities Connect.

> **▼ 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.
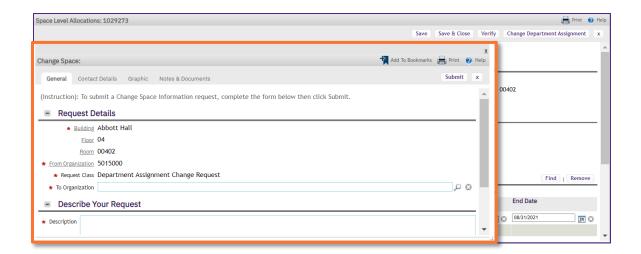
DIRECTIONS:

1 From the **Space Level Allocation Record** for a selected space:

1a Click on the Change Department Assignment button.

2 Upon clicking the Change Space sub-window will open.

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DIRECTIONS:
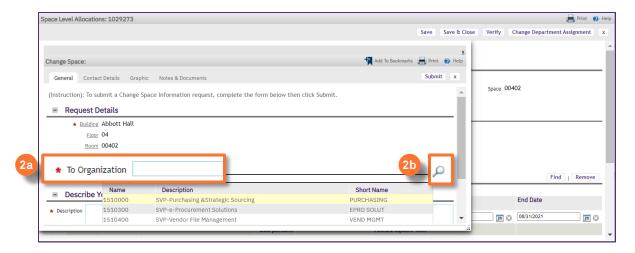
2

Continued.

To update the **To Organization**:

2a Type the Financial Department ID and select from the drop-down menu.
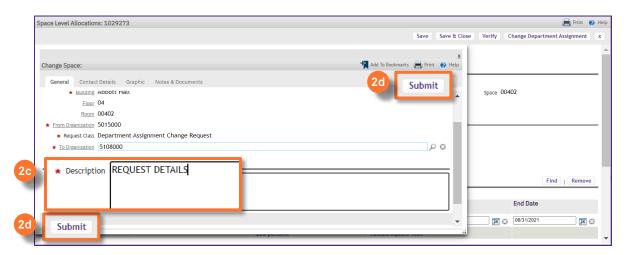
OR

2b Clicking on the magnifying glass to search for Dept. IDs.

▼ **INFORMATION**

It is underline optional to add comments or upload documents using the Notes & Documents tab. More details on this functionality can be found further on in this Job Aid.

2c Enter a brief description of the request.
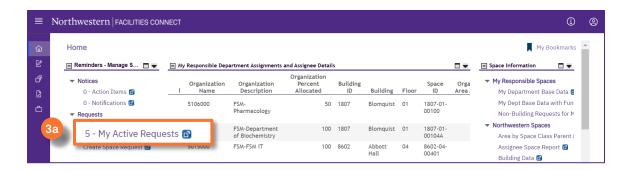
2d Click on the Submit button.

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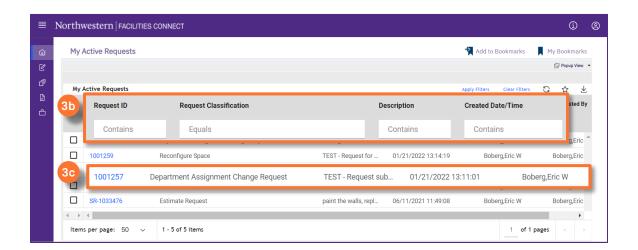# DEPARTMENT ASSIGNMENT CHANGES

DIRECTIONS:

3 Your pending requests can be found on the **Facilities Connect Home Screen**:

3a Under the **Requests** section, click on **My Active Requests**. (The leading digit indicates the current count of pending requests.)

Upon clicking, the **My Active Requests** screen will open,

3b **Sort / Filter** requests using available fields.

3c Select a **request** from the report by clicking on any field.

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DIRECTIONS:

4 Upon clicking, the **Request Record** will open in a new window.

4 The **Contact Details** tab shows name / contact data for the individual(s) receiving the request.