



SPACE VALIDATION

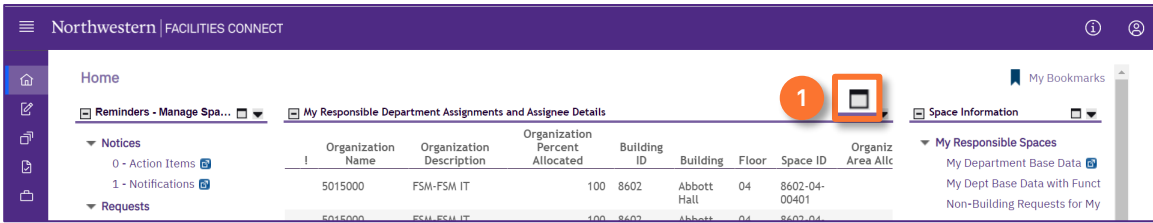
ACCESS AND NAVIGATION

Provides guidance on how to access and differentiate between the Space Level Allocations and Space Details screens when performing Space Validation activities.

DIRECTIONS:

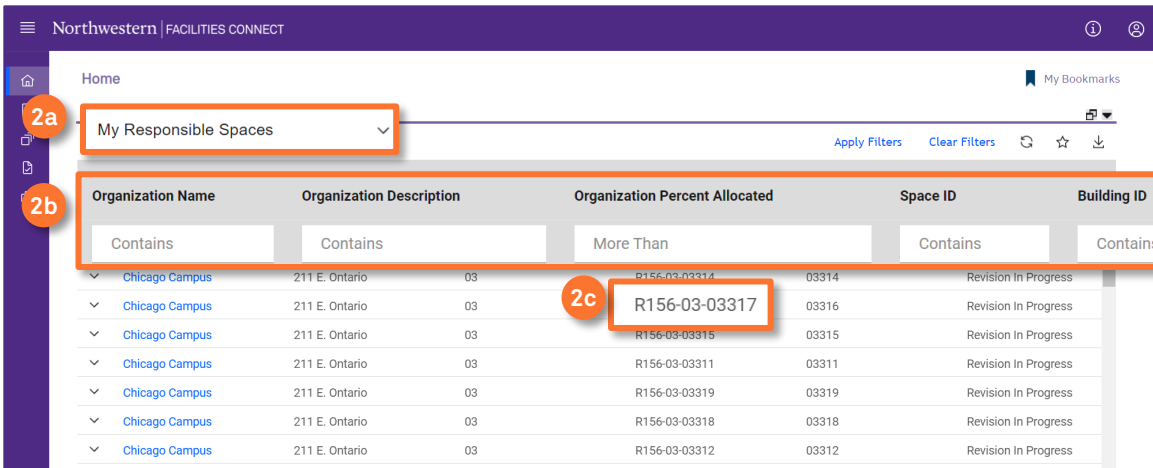
1 From the **Facilities Connect Home Screen**:

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



2 From the **My Responsible Departments and Assignee Details** page:

- 2a Click the drop down arrow and select **My Responsible Spaces**.
- 2b Locate a desired space by using the available **Search Fields** to filter the list of Responsible Spaces.
- 2c Click on the **Space ID**.





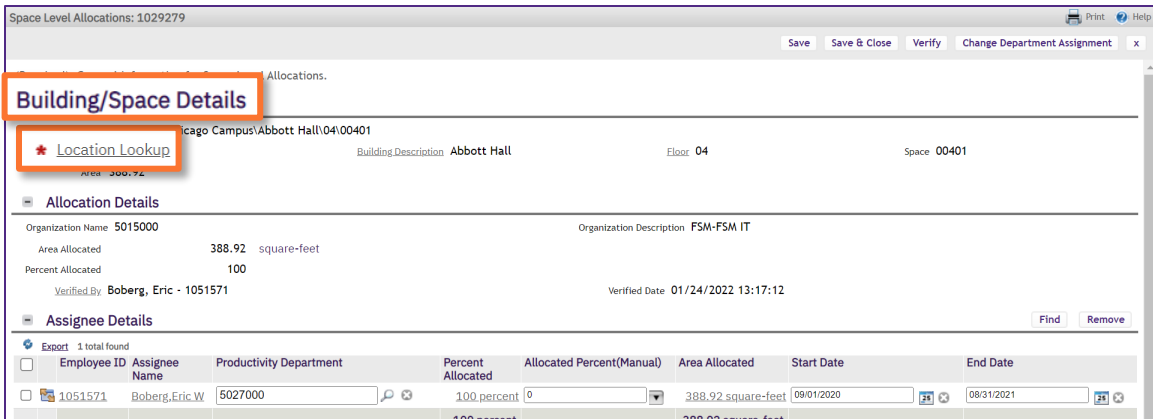
SPACE VALIDATION ACCESS AND NAVIGATION

DIRECTIONS:

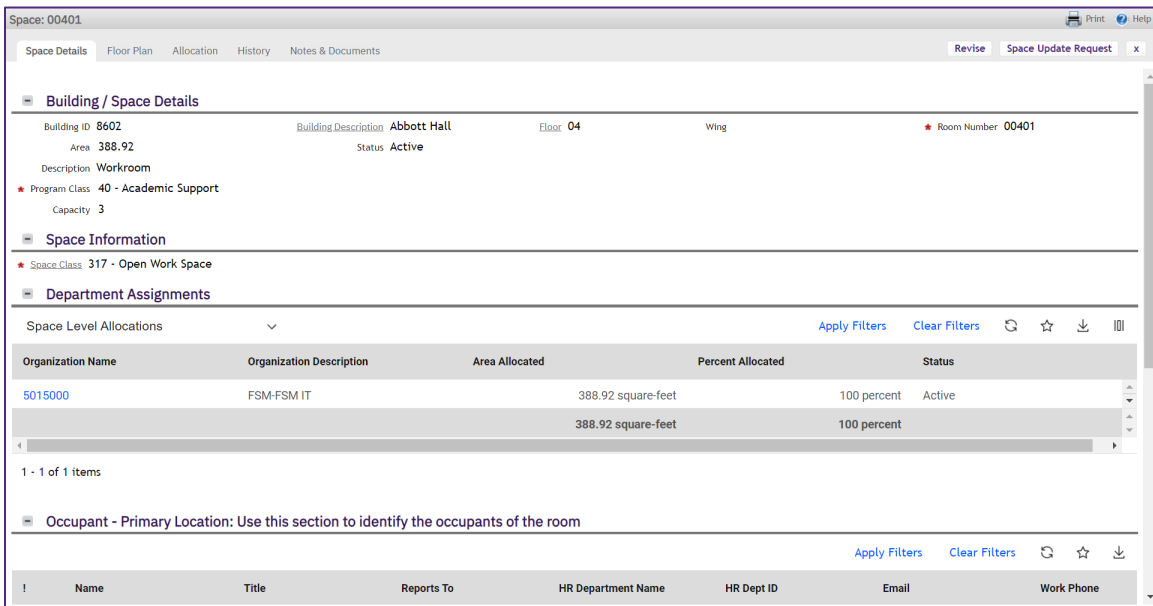
3 Upon clicking, a new **Space Level Allocations** window will open.

From the **Building / Space Details** section:

3 Click the **Location Lookup** link



Upon clicking, the **Space Detail Record** will open in a new window.





SPACE VALIDATION ACCESS AND NAVIGATION

SPACE LEVEL ALLOCATIONS / SPACE DETAILS SCREEN LAYOUTS & INFORMATION

Space Level Allocations

Stores and organizes space allocation data, including:

- Assignees
- Productivity Departments
- Allocation Percentages
- Area Allocation
- Lab Users
- Sponsored Grant
- Chartstrings
- Function Codes

Space Details

Stores and organizes core space information, including:

- Building/Building ID
- Room Number
- Space Description
- Program Class
- Space Class
- Capacity
- Department Assignments
- Occupants

Space Level Allocations: 1030064

Allocation Details | Graphic | Notes & Documents | Save | Save & Close | Verify | Change Department Assignment

(Required): General Information for Space Level Allocations.

Building/Space Details

Location Lookup: \Locations\Chicago Campus\Tarry Building\05\05757
 Building ID: 8791 | Building Description: Tarry Building | Floor: 05 | Space: 05757
 Area: 236.78

Allocation Details

Organization Name: 5108000 | Organization Description: FSM-Physiology
 Area Allocated: 236.78 square-feet
 Percent Allocated: 100
 Verified Date: 06/27/2018 12:02:12 | Verified By: Valadka, Robert-1011839

Assignee Details

Employee ID	Assignee Name	Productivity Department	Percent Allocated	Percent(Manual)	Area Allocated	Start Date	End Date
1055145	Bevan,Mark	S1081	50 percent	50	118.39 square-feet	09/01/2017	08/31/2018
1055258	Atherton,Jeremy	S1081	50 percent	50	118.39 square-feet	09/01/2017	08/31/2018

Lab Users

Lab User ID	Lab User Name
2655432	Mchiver,Eileen
2777599	Lahiri,Asha Kristine
1055145	Bevan,Mark
1056714	Wolosin,David
1078455	Kovaloski,Ryan Francis

Space: 05757

Space Details

Building / Space Details

Building ID: 8791 | Building Description: Tarry Building | Floor: 05 | Wing: | Room Number: 05757
 Area: 236.78 | Status: Revision In Progress
 Description: Bevan Lab
 Program Class: 20 - Research
 Capacity: 0

Space Information

Space Class: 250 - Research/Nonclass Laboratory

Department Assignments

Related Reports: -Select- | Space Level Allocations

Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
5108000	Physiology	236.78 square-feet	100 percent	Active

Occupant - Primary Location: Use this section to identify the occupants of the room

No data to display

Occupant - Secondary Location

No data to display

Occupant - Not in Facilities Connect

Unnamed Occupant