



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.

Space Level Allocations: 1029273

(Required): General information for Space Level Allocations.

Building/Space Details

- Location Lookup: \Locations\Chicago Campus\Abbott Hall\04\00402
- Building ID: 8602
- Building Description: Abbott Hall
- Floor: 04
- Space: 00402
- Area: 910.21

Allocation Details

- Organization Name: 5015000
- Organization Description: FSM-FSM IT
- Area Allocated: 910.21 square-feet
- Percent Allocated: 100

2

Upon clicking the Change Space sub-window will open.

Space Level Allocations: 1029273

Save Save & Close Verify Change Department Assignment x

Change Space:

Add To Bookmarks Print Help

General Contact Details Graphic Notes & Documents Submit x

(Instruction): To submit a Change Space Information request, complete the form below then click Submit.

Request Details

- Building: Abbott Hall
- Floor: 04
- Room: 00402
- From Organization: 5015000
- Request Class: Department Assignment Change Request
- To Organization: [Search]

Describe Your Request

- Description: [Text Area]

End Date: 08/31/2021



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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.

Name	Description	Short Name
1510000	SVP-Purchasing & Strategic Sourcing	PURCHASING
1510300	SVP-e-Procurement Solutions	EPRO SOLUT
1510400	SVP-Vendor File Management	VEND MGMT

▼ INFORMATION

It is 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.

Name	Description	Short Name
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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.)

Organization Name	Organization Description	Organization Percent Allocated	Building ID	Building	Floor	Space ID	Orga Area
5106000	FSM- Pharmacology	50	1807	Blomquist	01	1807-01-00100	
FSM-Department of Biochemistry		100	1807	Blomquist	01	1807-01-00104A	
FSM-FSM IT		100	8602	Abbott Hall	04	8602-04-00401	

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.

Request ID	Request Classification	Description	Created Date/Time	Requested By
1001259	Reconfigure Space	TEST - Request for ...	01/21/2022 13:14:19	Boberg,Eric W
1001257	Department Assignment Change Request	TEST - Request sub...	01/21/2022 13:11:01	Boberg,Eric W
SR-1033476	Estimate Request	paint the walls, repl...	06/11/2021 11:49:08	Boberg,Eric W



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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.

The screenshot shows a web browser window titled "Change Space: 1001257-0". The browser's address bar and toolbar are visible at the top. The page has a tab labeled "Contact Details" which is highlighted with an orange box and a red circle containing the number "4". Below the tab, there is a message: "(Instruction): To submit a Change Space Information request, complete the form below then click Submit." The form is divided into two sections: "General" and "Request Details". The "General" section contains the following information: Request ID 1001257, Status Issued, and a radio button selection for "Request is for" with "Me" selected. The "Request Details" section contains the following information: Building Ch - Heating Plant, Floor 01, Room 01101, Request Class Department Assignment Change Request, and To Organization PROVOST.

Change Space: 1001257-0

General Contact Details Notes & Documents

(Instruction): To submit a Change Space Information request, complete the form below then click Submit.

General

Request ID 1001257 Status Issued

Request is for ☒ Me ☐ Someone Else

Request Details

Building Ch - Heating Plant

Floor 01

Room 01101

Request Class Department Assignment Change Request

To Organization PROVOST