Provides guidance on the updated functionality of the Facilities Connect Reports as of the March 2025 Upgrade.

## **NEW LINK TO OPEN RECORDS**

Upon returning results, open records by clicking on the blue highlighted column with the Open Record icon

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æ e	Task Typ	e: project × Work Location: evanston × Status: ac	ttive × <u>Clear Filters</u> Task Type	Service Assignment Class	Responsible Organization	Work Location $\equiv$	Building ID	
		Contains	project	Contains	Contains	evanston	Contain	15
		F <sup>2</sup> EDDC - CAP - Mudd Hall 4 & 5 ai	1 Project	Project	Central DDC	\Locations\Evanston Camp	8720	
	_		0 Project	Project	Central Engineer	\Locations\Evanston Camp	8720	_
		🖸 WT-1458400 EVENG Mudd Hall	6 Project	Projects	FMDC	\Locations\Evanston Camp	8735	
		🖸 WT-1457676 - EV ENG - Tech A	3 Project	Facilities	Z2ENG	\Locations\Evanston Camp	8735	
		F2 WT 1457572 EVENG Project 10	2 Project	Facilities	Central DDC	\Locations\Evanston Camp	8735	
			1 Project	Facilities	Z2ELEC	\Locations\Evanston Camp	8735	
		C EDDC - CAP - Project 1002149 :	6 Project	Projects	Central Carpenter	\Locations\Evanston Camp	8650	
		C WT-1457571 EVELEC Project 10	1 Project	Project	Central Engineer	\Locations\Evanston Camp	8709	
		F2 1457426 EVCARP Support Kem	8 Project	Projects	Central Contract Custodian	\Locations\Evanston Camp	8735	
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		58166	Issued	Risk/Facilities	Engineer - Other/Exception	Risk			\Locations\E	anston Ca	mp	
	C SR-1216133	56677	Completed	Risk/Facilities	Engineer - Other/Exception	Risk			\Locations\E	anston Ca	mp	
	🖸 SR-1215133	53733	Issued	Service Request	Room Too Warm	Temperature			\Locations\E	anston Ca	mp	
	CC-1214133	52988	Completed	Health & Safety	Refrigerant	Health & Safety			\Locations\C	nicago Car	np	
	2 SR-1213398	52989	Issued	Request Event Support	Events - Support & Setup	Event Support			\Locations\E	anston Ca	mp	
		52985	Completed	Plumbing	Clog	Plumbing & Leaks			\Locations\E	anston Ca	mp	
	[_] SR-1213395	-6.4622 items							6464		•	
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	[] SR-1213397	-										

Provides guidance on the updated functionality of the Facilities Connect Reports as of the March 2025 Upgrade.

## **NEW FILTERING OPTIONS**

2 Upon opening the reports, the default filtering option will be "Contains".

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	(		Task Name	Task ID	Task Type	tus	Created Date Time	Work Location		Buildir	ng ID
			Contains	Contains	Contains	Contains	More Than or Equals	Contains		Cor	ntain
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To access the updated filtering options:

		Click the Filter icon located on the settings bar
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s S	Wo	rk Task                                  Please type in the appropriate filte	er values and press the "Enter" key	or click on "Apply Filters" to perform	n a query.		5 V	Apply Filters 🕸
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#### **NEW FILTERING OPTIONS**

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Upon clicking, the Column Filter menu will open

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#### For each column, adjust the search criteria by clicking the drop down menu

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## **NEW FILTERING VIEW**

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The filtering selections are now visible in a bar across the top of the report,

#### You can delete individual filtering selections instead of resetting the whole report.

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Work	c Task →					G	¥ 7	Apply Filter	s Ø
Task T	ype: project $\times$ Work Location: Evanston $\times$ Sta	tus: active × <u>Clear F</u>	ilters	6					
	Task Name	Task ID	Task Type	Status	Work Location	ime		Building ID B	uilding ID
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	🖸 WT-1412933 - EVENG Tech AG51 Stein-Montalvo	WT-1412933	project	active	Evanston	4:07:	33	8735	
	🖸 WT-1432478 - Scooter/High-Capacity Parking FY	WT-1432478	Project	Active	\Locations\Evanston Camp	10/17/2024 14:08:	04	8739	
	🖸 WT-1446528 - EVELEC - Cook Pancoe Hogan Ster	WT-1446528	Project	Active	\Locations\Evanston Camp	01/10/2025 14:17:	42	8786	
	Barber Theater Assessment Study FY21	WT-1082626	Project	Active	\Locations\Evanston Camp	07/28/2021 15:46:	14	8732	
	T EDDC - CAP - FC1002106- Engelhart Snow Melt	WT-1433456	Project	Active	\Locations\Evanston Camp	10/24/2024 14:25:	02	8598	
	EDDC - CAP - Support Tech BioSciTchLab Reno F	WT-1293354	Project	Active	\Locations\Evanston Camp	12/12/2022 12:53:	34	8735	
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	F <sup>2</sup> Eurnish and Install Nitrogen line Tech A164	WT-10/3731	project	Conta	ins Evanston	12	8735
	2 WT-1090901 619 LIBRARY ROOF REPLACE PAPA	WT-1090901	Project	Closed	\Locations\Evanston Camp	09/24/2021 16:28:47	8808
	[7] WT-1103635 560 Lincoln Renamina: 1001755 W	WT-1103635	Project	Completed	\Locations\Evanston Camp	12/16/2021 13:50:21	8665
n in	WT-1108387 - MEETINGS CENTRAL ENGINEER P	WT-1108387	Project	Closed	\Locations\Evanston Camp	01/20/2022 12:17:18	EV
	WT-1273852 EVCARP PICK STAIGER LIGHTING P	WT-1273852	Project	Completed	\Locations\Evanston Camp	09/01/2022 17:44:03	3106
	🖸 WT-1275228 EVCARP Support Wieboldt House Tr	WT-1275228	Project	Closed	\Locations\Evanston Camp	09/13/2022 15:14:05	8743
	🖸 WT-1301234 EVLAND - Harris Hall Mat. Hist. Lab	WT-1301234	Project	Closed	\Locations\Evanston Camp	02/03/2023 10:12:44	8712
	🖸 WT-1318887 EVELEC Support Vault 11 PCR FY23	WT-1318887	Project	Closed	\Locations\Evanston Camp	05/01/2023 12:57:58	EV
	🖸 WT-1343511 - EVLOCK - Campus Structural Repa	WT-1343511	Project	Closed	\Locations\Evanston Camp	09/13/2023 15:58:46	8585
	WT-1386395 EVLOCK Support Frances Searle 2-1	WT-1386395	Project	Hold per Reque	\Locations\Evanston Camp	02/20/2024 15:20:58	8707 💌
Items	●					1 ∨ of	54 pages 4

## SETTING UPDATES PERSIST

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Specific column updates will persist even after the report is closed or navigated away from,

Click the Settings icon on the menu bar

Click the desired settings such as Wrap Text and Row size

#### This also includes column width

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#### ▼ IMPORTANT

If you want to discard your persistent settings/changes, you must reset the report by clicking **Clear Filters**.