

FACILITIES CONNECT REPORTING

REPORT FUNCTIONALITY UPDATES 2025

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

NEW LINK TO OPEN RECORDS

1

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

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Tasks / Work Task

Work Task

Task Type: project | Work Location: evanston | Status: active | Clear Filters

Task Name	Task Type	Service Assignment Class	Responsible Organization	Work Location	Building ID
Contains	project	Contains	Contains	evanston	Contains
EDDC - CAP - Mudd Hall 4 & 5 ai...	Project	Project	Central DDC	\Locations\Evanston Camp...	8720
WT-1458400 EVENG Mudd Hall ...	Project	Project	Central Engineer	\Locations\Evanston Camp...	8720
WT-1457676 - EV ENG - Tech A...	Project	Projects	FMDC	\Locations\Evanston Camp...	8735
WT-1457573 EVENG Project 10...	Project	Facilities	Z2ENG	\Locations\Evanston Camp...	8735
EDDC - CAP - Project 1002149 : ...	Project	Facilities	Central DDC	\Locations\Evanston Camp...	8735
WT-1457571 EVELEC Project 10...	Project	Facilities	Z2ELEC	\Locations\Evanston Camp...	8735
1457426 EVCARP Support Kem...	Project	Projects	Central Carpenter	\Locations\Evanston Camp...	8650
WT-1457311 EVENG - Deering R...	Project	Project	Central Engineer	\Locations\Evanston Camp...	8709
WT-1457108 EVCUST Support T...	Project	Projects	Central Contract Custodian	\Locations\Evanston Camp...	8735
	Project	Projects	Central Electrician	\Locations\Evanston Camp...	8735

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Requests

All Service Requests

All Requests

Request ID: 133 | Clear Filters

Request ID	Request Status	Request Type	Request Classification	Service Class	Location Requested
133	Contains	Contains	Contains	Contains	Contains
SR-1216133	Issued	Risk/Facilities	Engineer - Other/Exception	Risk	\Locations\Evanston Camp...
SR-1215133	Completed	Risk/Facilities	Engineer - Other/Exception	Risk	\Locations\Evanston Camp...
CC-1214133	Issued	Service Request	Room Too Warm	Temperature	\Locations\Evanston Camp...
SR-1213398	Completed	Health & Safety	Refrigerant	Health & Safety	\Locations\Chicago Camp...
SR-1213399	Issued	Request Event Support	Events - Support & Setup	Event Support	\Locations\Evanston Camp...
SR-1213395	Completed	Plumbing	Clog	Plumbing & Leaks	\Locations\Evanston Camp...

of 1632 items

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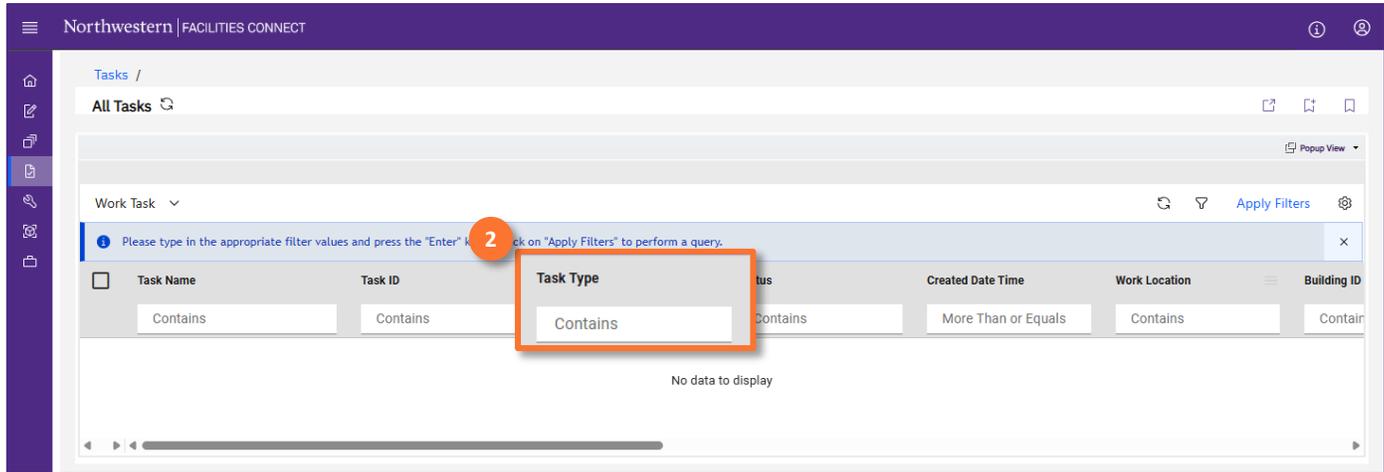
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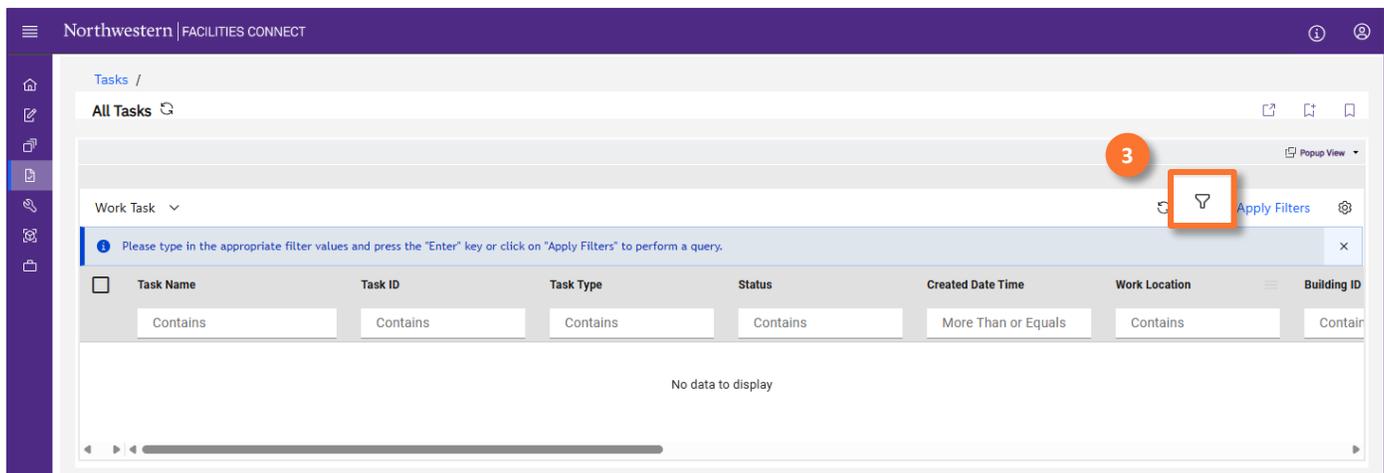
NEW FILTERING OPTIONS

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



3 To access the updated filtering options:

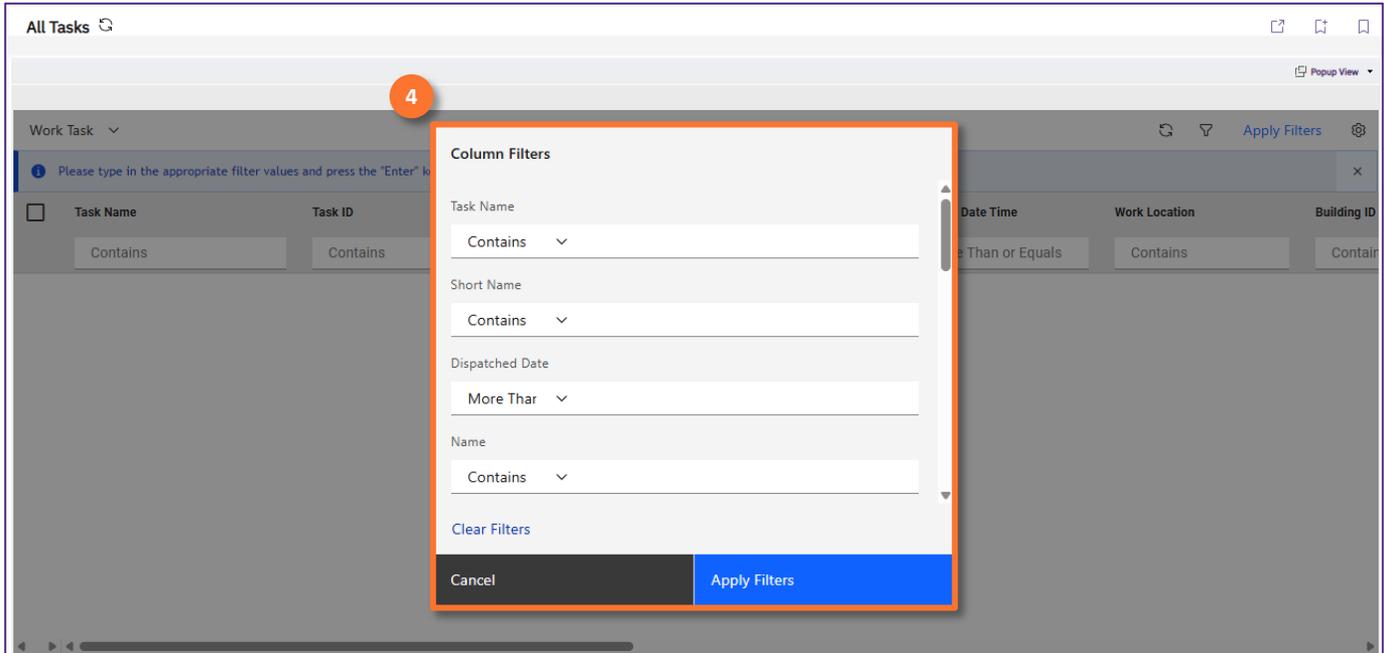
3 Click the **Filter icon** located on the settings bar



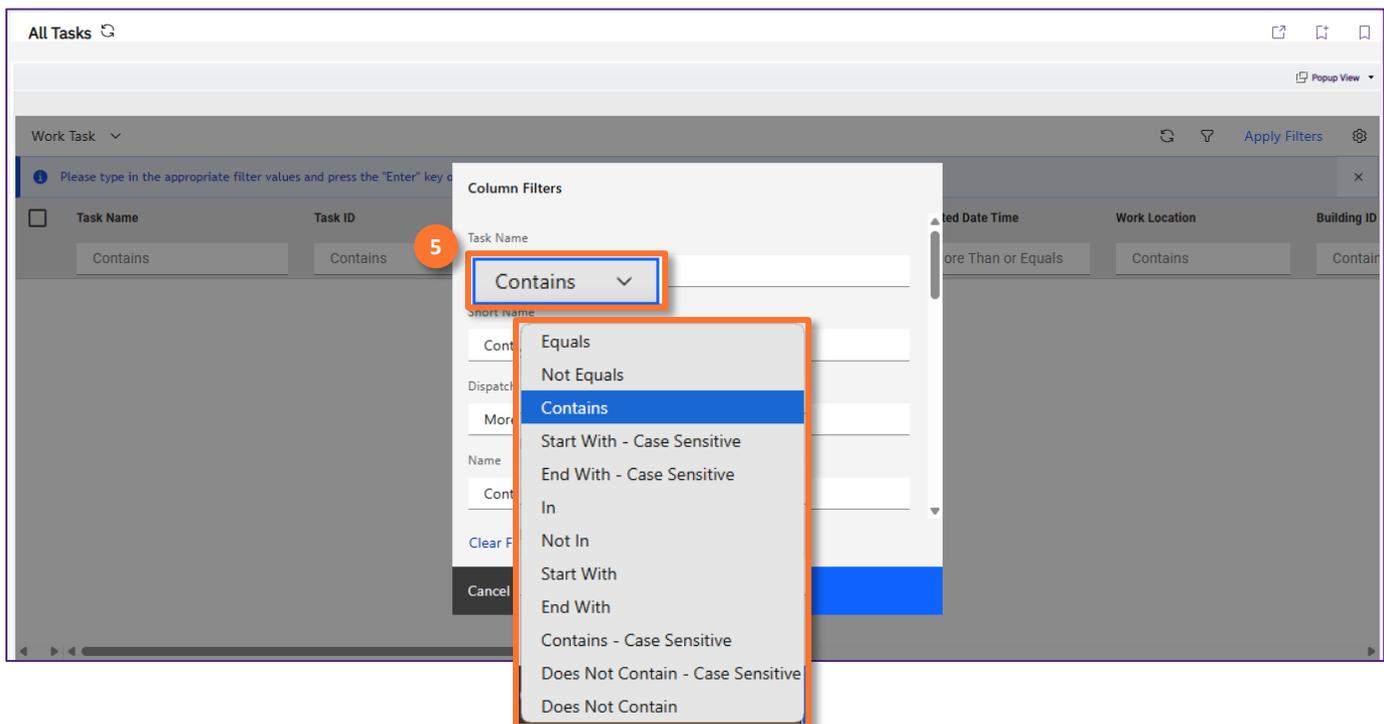
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NEW FILTERING OPTIONS

4 Upon clicking, the Column Filter menu will open



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



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NEW FILTERING VIEW

6

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

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

Tasks / All Tasks

Work Task

Task Type: project x Work Location: Evanston x Status: active x Clear Filters

Task Name	Task ID	Task Type	Status	Work Location	Time	Building ID
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 15:46:44	8732
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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Tasks / All Tasks

Task Type: project x Work Location: Evanston x Clear Filters

Task Name	Task ID	Task Type	Status	Work Location	Time	Building ID
Furnish and Install Nitrogen line Tech A164	WT-1043731	project	Contains	Evanston	12:00:00	8735
WT-1090901 619 LIBRARY ROOF REPLACE PAPA...	WT-1090901	Project	Closed	\Locations\Evanston Camp...	09/24/2021 16:28:47	8808
WT-1103635 560 Lincoln Renaming: 1001755 W...	WT-1103635	Project	Completed	\Locations\Evanston Camp...	12/16/2021 13:50:21	8665
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

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SETTING UPDATES PERSIST

7

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

- 7a Click the **Settings** icon on the menu bar
- 7b Click the desired settings such as **Wrap Text** and **Row size**
- 7c This also includes **column width**

The screenshot shows the 'All Tasks' report interface. A settings menu is open, highlighting the 'Wrap Text' and 'Row size' options. The 'Wrap Text' option is checked. The 'Row size' options are 'Compact 24px', 'Short 32px', 'Medium 48px', and 'Tall 64px'. The 'Reset' button is visible at the bottom of the settings menu. The report table shows columns for 'Task Name', 'Task Type', 'Responsible Organization', and 'Work Location'. The 'Task Name' column contains the text 'Contains'. The 'Task Type' column contains 'project'. The 'Responsible Organization' column contains 'Z6PAINT', 'Z6DDC', and 'Z6ELEC'. The 'Work Location' column contains '\Locations\Chica', '\Rubloff Building', '\Locations\Chica', '\Morton Medical', and '\Locations\Chica'.

The screenshot shows the 'Work Task' report interface. A settings menu is open, highlighting the 'Wrap Text' and 'Row size' options. The 'Wrap Text' option is checked. The 'Row size' options are 'Compact 24px', 'Short 32px', 'Medium 48px', and 'Tall 64px'. The 'Reset' button is visible at the bottom of the settings menu. The report table shows columns for 'Task Name', 'Task Type', and 'Service A'. The 'Task Name' column contains the text 'Contains'. The 'Task Type' column contains 'Contains'. The 'Service A' column contains 'Conta'. A message at the top of the report area reads: 'Please type in the appropriate filter values and press the "Enter" key or click on "Apply Filters" to perform a query.'

▼ IMPORTANT

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