

SPACE INFORMATION

CREATE A SPACE REQUEST

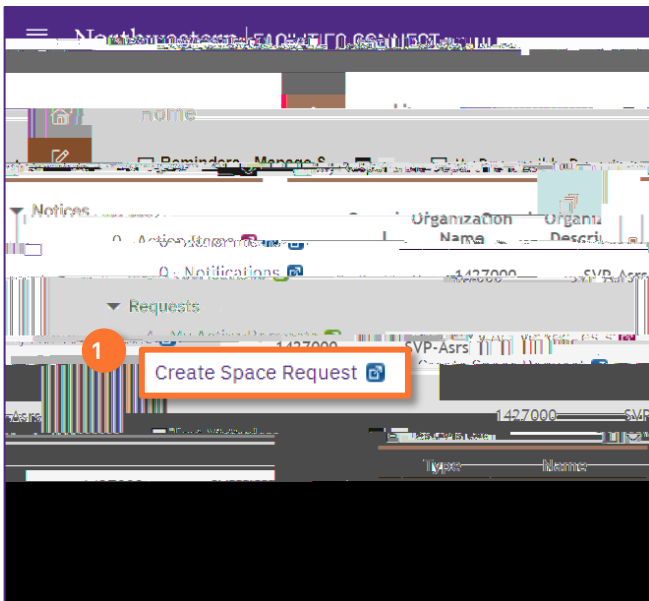
Provides guidance on how to communicate updates to the Facilities Space Information team such as incorrect room details (e.g. room number, occupant) and floor plan changes (e.g. door/wall relocation).

A

In Facilities Connect, NU Facilities Space Requests are entered through an easily accessible menu called **C**, located in the Request section. Space Users can also access the Requests directly on their **C** page.

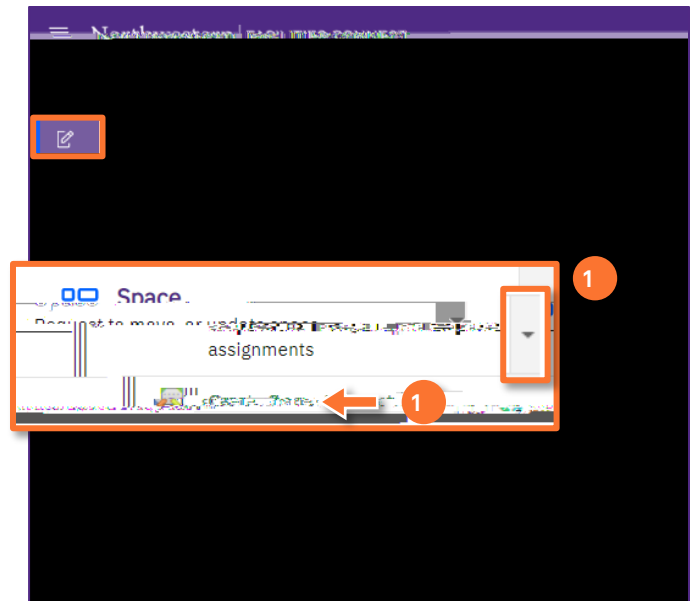
C

1 For most Space Users, **C** will appear on the **C** page.



1 Click on **C**

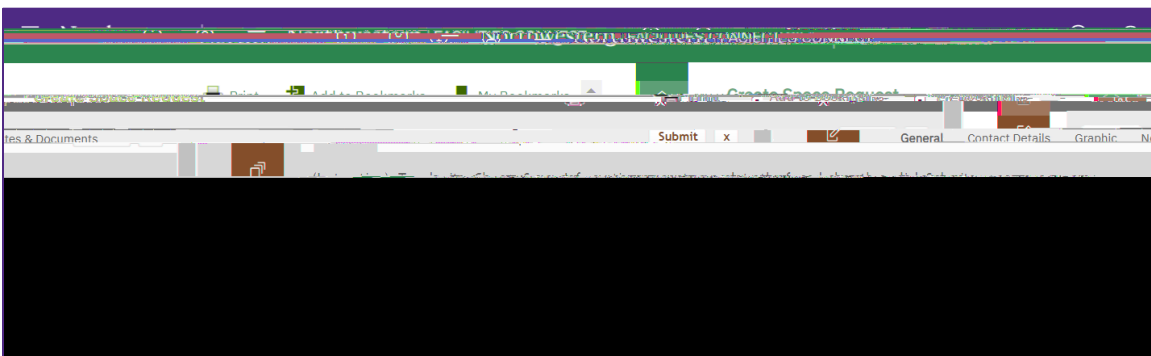
C will appear within the **C** page.



1 Ensure the toggle arrow is pointing down.

1 Click on **C**

2 Upon clicking, a new **C** screen will open:



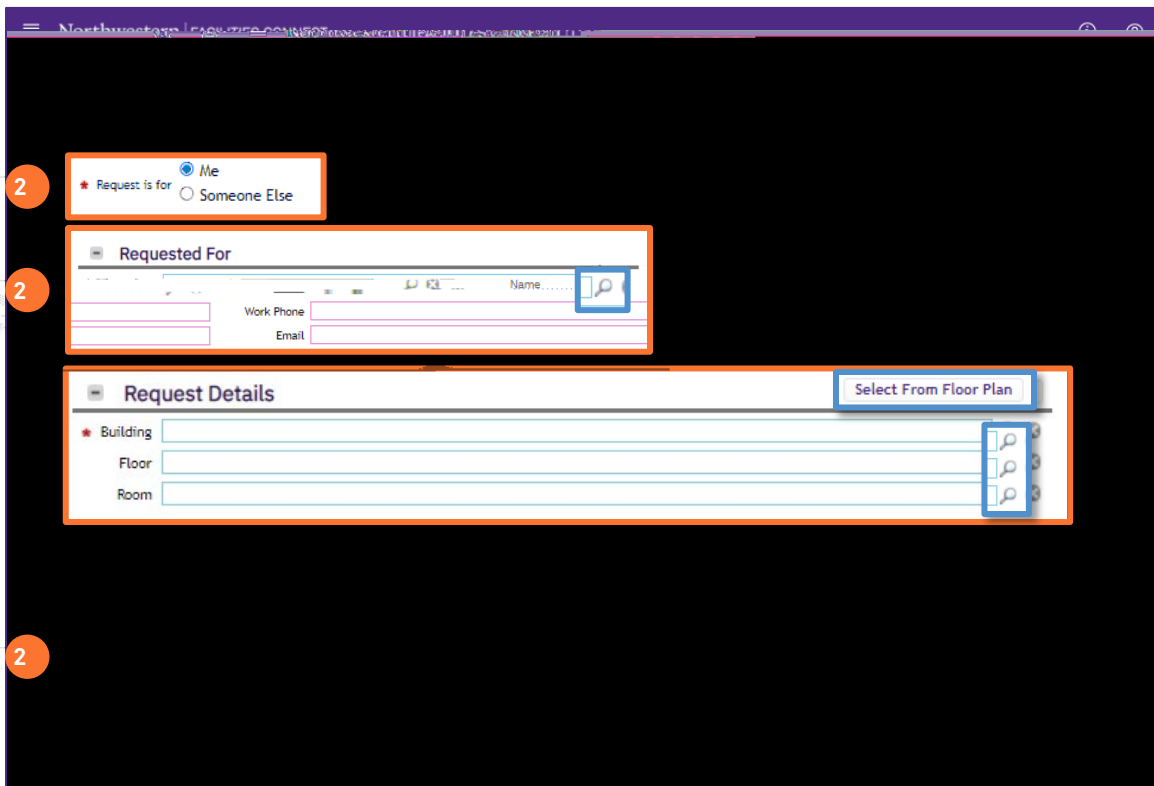
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C :

2 On the C - l tab:

- 2 Select Request is for option: or .
- 2 If applicable, fill in the section; use the magnifying glass to search and select the requestee.
- 2 Fill in the section; use the magnifying glass or *Select From Floor Plan* button to search and select **B l**. (Floor and Room are optional)
- 2 Type a brief text Description of your request.



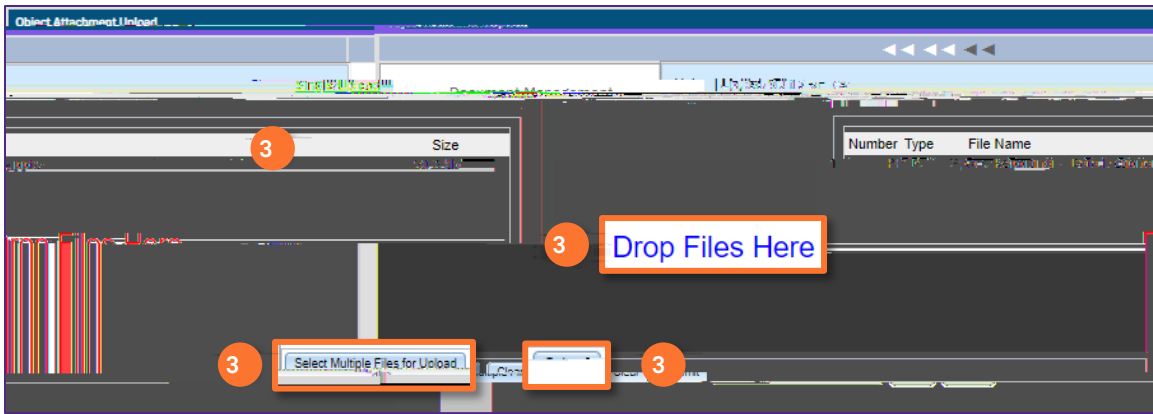
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C :

3 *Continued.* Upon clicking, a new Upload Utility window will open.

- 3** Either **&** the desired file(s) on Drop Files Here or click **|** **|** **|** **|** **|** to add files.
- 3** Uploaded files will appear as a list under the **|** header.
- 3** Click on the **|** button to complete the upload.



4 To complete the C :

- 4** Click on the **|** button (available at the top and bottom of the form).

