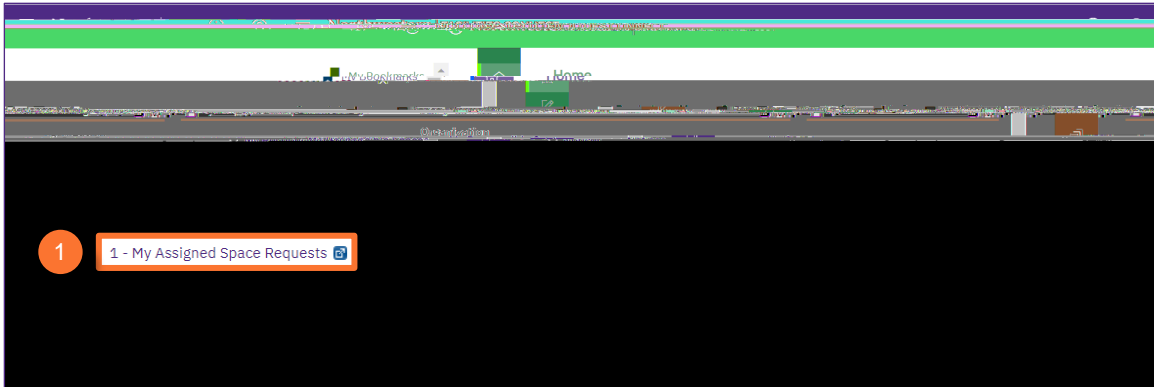


SPACE VALIDATION MANAGE DEPARTMENT ASSIGNMENT CHANGE REQUESTS

DIRECTIONS:

1 From the Facilities Connect Home Screen :

1 Click on My Assigned Space Requests.



d INFORMATION

The Request Counter or leading digit indicates the number of current Assigned Requests.

2 From the My Assigned Space Requests reporty details, and performing available actions.

2a

2b

