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AUDIENCE: SPACE DATA STEWARDS / ADMINISTRATOR

Provides guidance for reopening a closed Space record in Facilities Connect.

d GETTING STARTED

If you do not see the standard heading on each screen, the space record may have inadvertently been closed. Please reach out facilities.connect@northwestern.edu if you require additional assistance.

DIRECTIONS:



From your Responsible Spaces, click on the record to open.

Select the Location Lookup