SPACE INFORMATION CHANGE OCCUPANTS

From the My Responsible Departments and Assignee Details page:

1a Click the drop down arrow and select My Responsible Spaces.

^{1b} Locate a desired space by using the available Search Fields to filter the list of Responsible Spaces.

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DIRECTIONS:

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Upon clicking, a new Space Record window will open. To edit a Space Record:

Click the Revise button

The Occupant – Primary Location, Secondary Location, and Not in Facilities Connect sections allow you to manage space occupancy and display current Occupants.

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