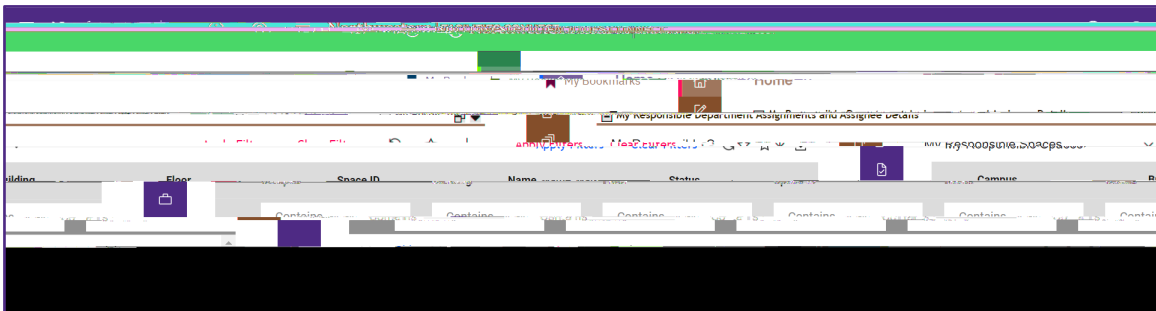


From the My Responsible Departments and Assignee Details page:

Click the drop down arrow and select [My Responsible Spaces](#).

Locate a desired space by using the available [Search Fields](#) to filter the list of Responsible Spaces.



DIRECTIONS:

2

Upon clicking, a new [Space Record](#) window will open. To edit a Space Record:

2

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](#).

