



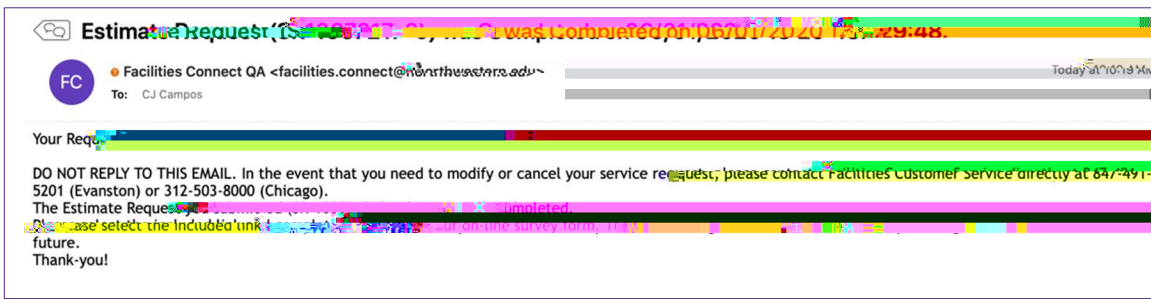
# LOCATE A COMPLETED ESTIMATE

Provides guidance for how to locate a completed estimate in Facilities Connect.

## GETTING STARTED

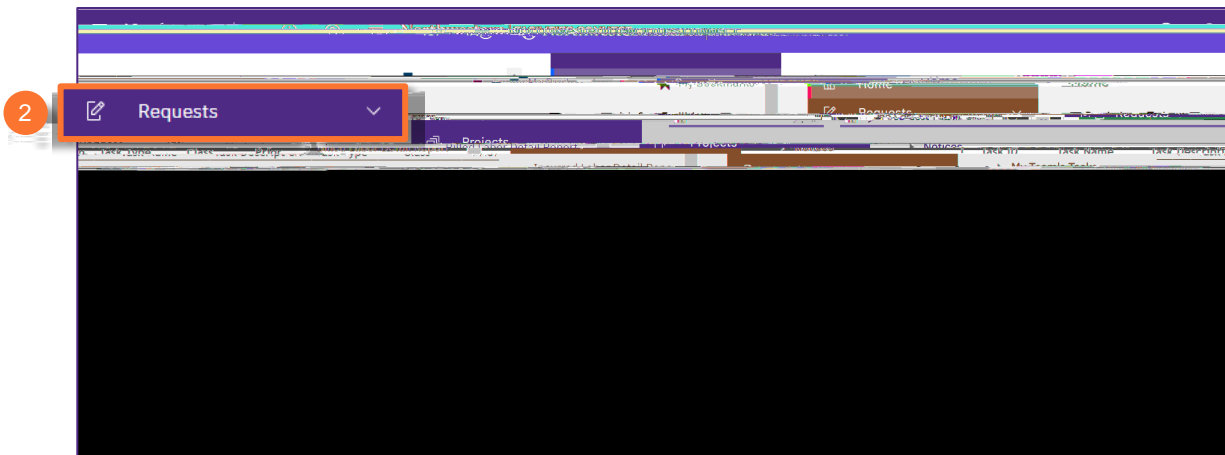
This Job Aid begins on the Completion Email . As Requests screen (in the Reminders – Request Central section).

### DIRECTIONS:



1 To view the details of the completed estimate, log on to Facilities Connect.

2 Click on the Requests screen.

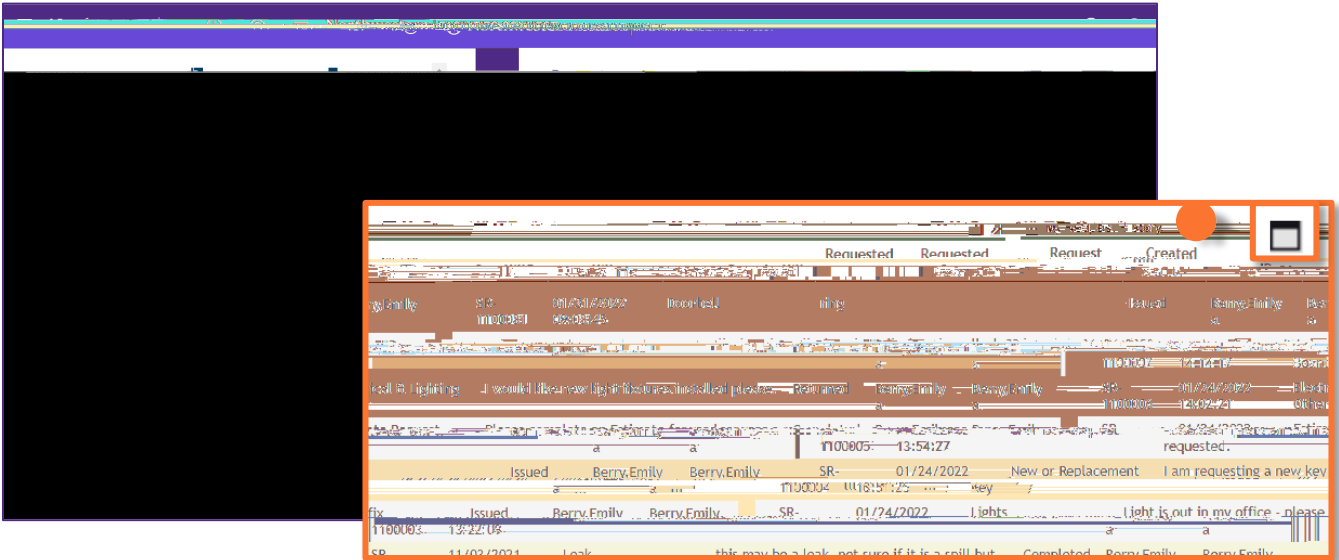




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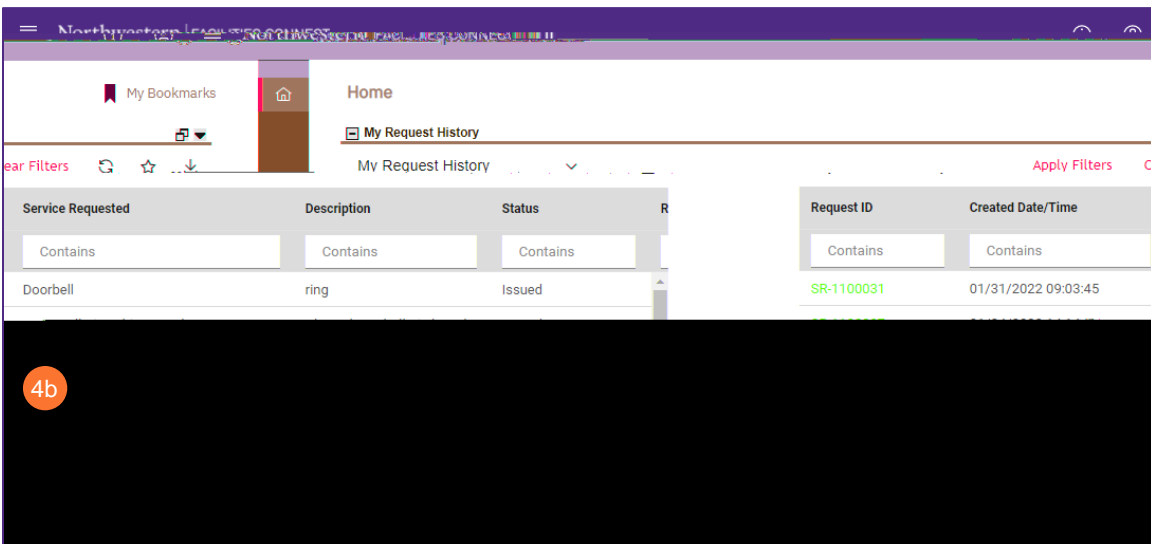
## DIRECTIONS:

- 3 From the Request screen, locate the **My Request History** section:
- 3 Click on the **Maximize** button.



- 4 Upon clicking, **My Request History** will open as a full screen view:

- 4a Utilize the search fields to locate the desired **Request ID**.
- 4b Click anywhere on the **Estimate Request Record** to open.







## LOCATE A COMPLETED ESTIMATE

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*Continued.* On the [Work Details](#) tab, scroll down and locate the [Related Documents](#)



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### DIRECTIONS:

**7** *Continued.* Upon clicking, the file will download to your Downloads folder and will appear along the bottom of the browser window:

**7b** Click on the **downloaded file** to open and view the estimate document



### INFORMATION

After reviewing the completed **Estimate**, if you decide to **NOT** move forward with estimated work/project, simply save the Estimate for your records. No further action is required.

To accept the estimate and proceed with the work, call or email **Facilities Customer Service** and provide the following information:

- ❖ Estimate Request # (i.e. SR#)
- ❖ Indicate your consent to complete the work
- ❖ Chartstring to be used for the work

For any additional assistance please call **Facilities Customer Service** at (847) 491-5201 (Evanston) or (312) 503-8000 (Chicago).