

FACILITIES CONNECT REPORTING

REPORT FUNCTIONALITY UPDATES 2025

Provides guidance on the updated functionality of the Facilities Connect Reports as of the March 2025 Upgrade.

NEW LINK TO OPEN RECORDS

1

Upon returning results, open records by clicking on the **blue highlighted column** with the **Open Record** icon

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Tasks /

Work Task

Work Task

Task Type: project x Work Location: evanston x Status: active x Clear Filters

Task Name	Task Type	Service Assignment Class	Responsible Organization	Work Location	Building ID
Contains	project	Contains	Contains	evanston	Contains
EDDC - CAP - Mudd Hall 4 & 5 ai...	Project	Project	Central DDC	\Locations\Evanston Camp...	8720
WT-1458400 EVENG Mudd Hall ...	Project	Project	Central Engineer	\Locations\Evanston Camp...	8720
WT-1457676 - EV ENG - Tech A...	Project	Projects	FMDC	\Locations\Evanston Camp...	8735
WT-1457573 EVENG Project 10...	Project	Facilities	Z2ENG	\Locations\Evanston Camp...	8735
EDDC - CAP - Project 1002149 : ...	Project	Facilities	Central DDC	\Locations\Evanston Camp...	8735
WT-1457571 EVELEC Project 10...	Project	Facilities	Z2ELEC	\Locations\Evanston Camp...	8735
1457426 EVCARP Support Kem...	Project	Projects	Central Carpenter	\Locations\Evanston Camp...	8650
WT-1457311 EVENG - Deering R...	Project	Project	Central Engineer	\Locations\Evanston Camp...	8709
WT-1457108 EVCUST Support T...	Project	Projects	Central Contract Custodian	\Locations\Evanston Camp...	8735
	Project	Projects	Central Electrician	\Locations\Evanston Camp...	8735

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Requests

All Service Requests

All Requests

Request ID: 133 x Clear Filters

Request ID	Task ID	Request Status	Request Type	Request Classification	Service Class	Location Requested
133	Contains	Contains	Contains	Contains	Contains	Contains
SR-1216133	58166	Issued	Risk/Facilities	Engineer - Other/Exception	Risk	\Locations\Evanston Camp...
SR-1215133	56677	Completed	Risk/Facilities	Engineer - Other/Exception	Risk	\Locations\Evanston Camp...
CC-1214133	53733	Issued	Service Request	Room Too Warm	Temperature	\Locations\Evanston Camp...
SR-1213398	52988	Completed	Health & Safety	Refrigerant	Health & Safety	\Locations\Chicago Camp...
SR-1213399	52989	Issued	Request Event Support	Events - Support & Setup	Event Support	\Locations\Evanston Camp...
SR-1213395	52985	Completed	Plumbing	Clog	Plumbing & Leaks	\Locations\Evanston Camp...

of 1632 items

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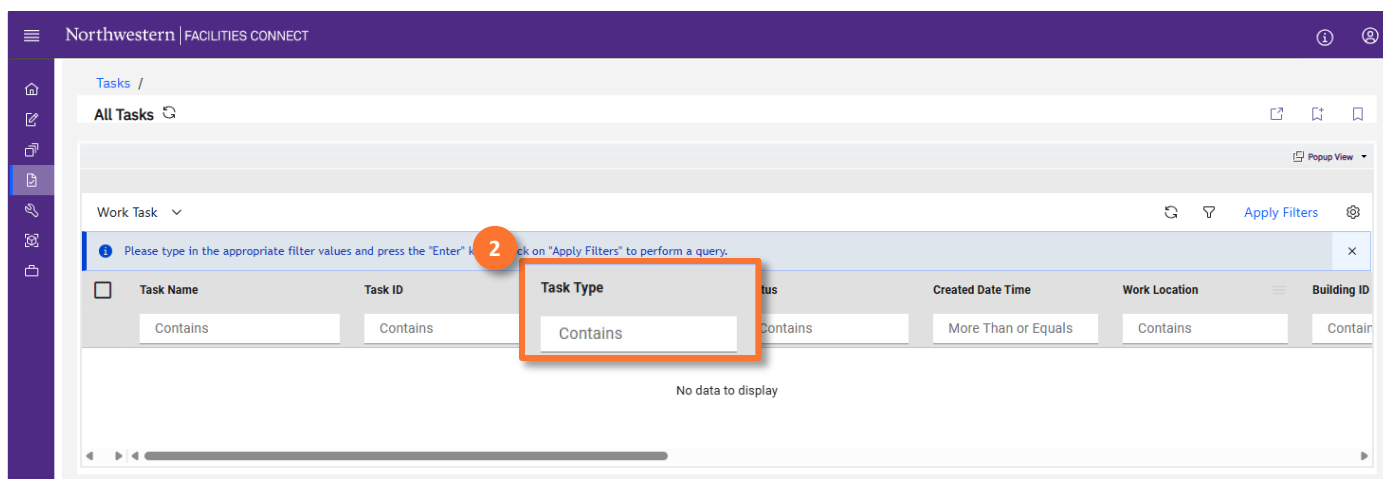
REPORT FUNCTIONALITY UPDATES 2025

Provides guidance on the updated functionality of the Facilities Connect Reports as of the March 2025 Upgrade.

NEW FILTERING OPTIONS

2

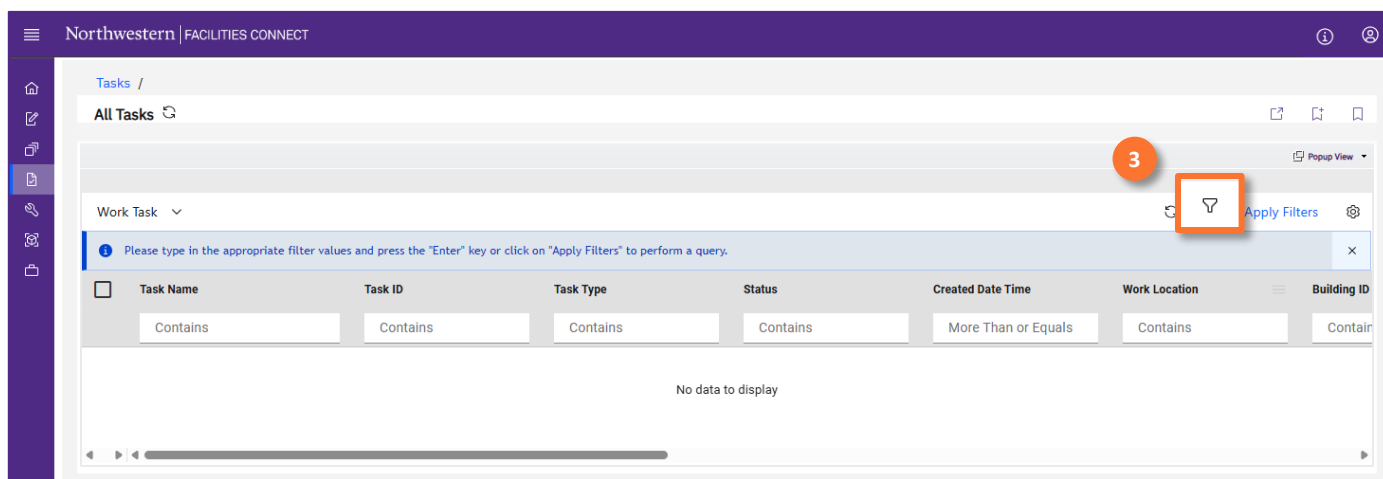
Upon opening the reports, the default filtering option will be “Contains”.



3

To access the updated filtering options:

- 3 Click the **Filter icon** located on the settings bar

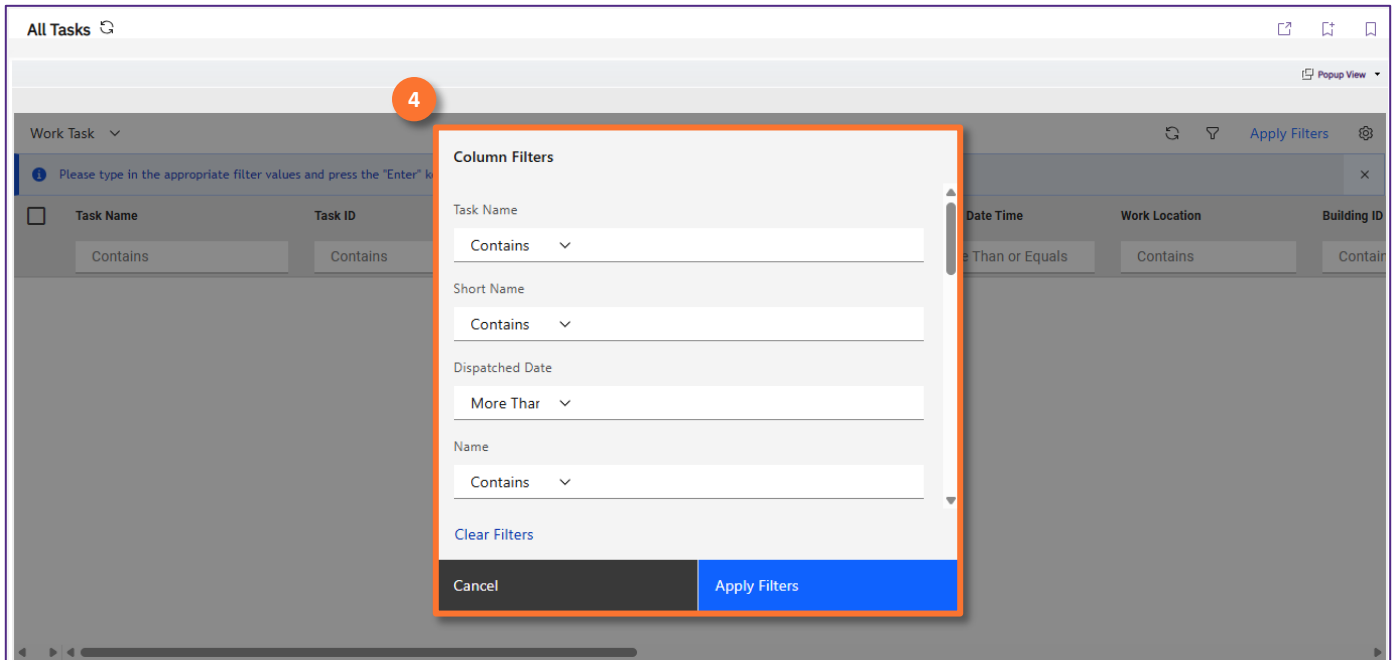


FACILITIES CONNECT REPORTING

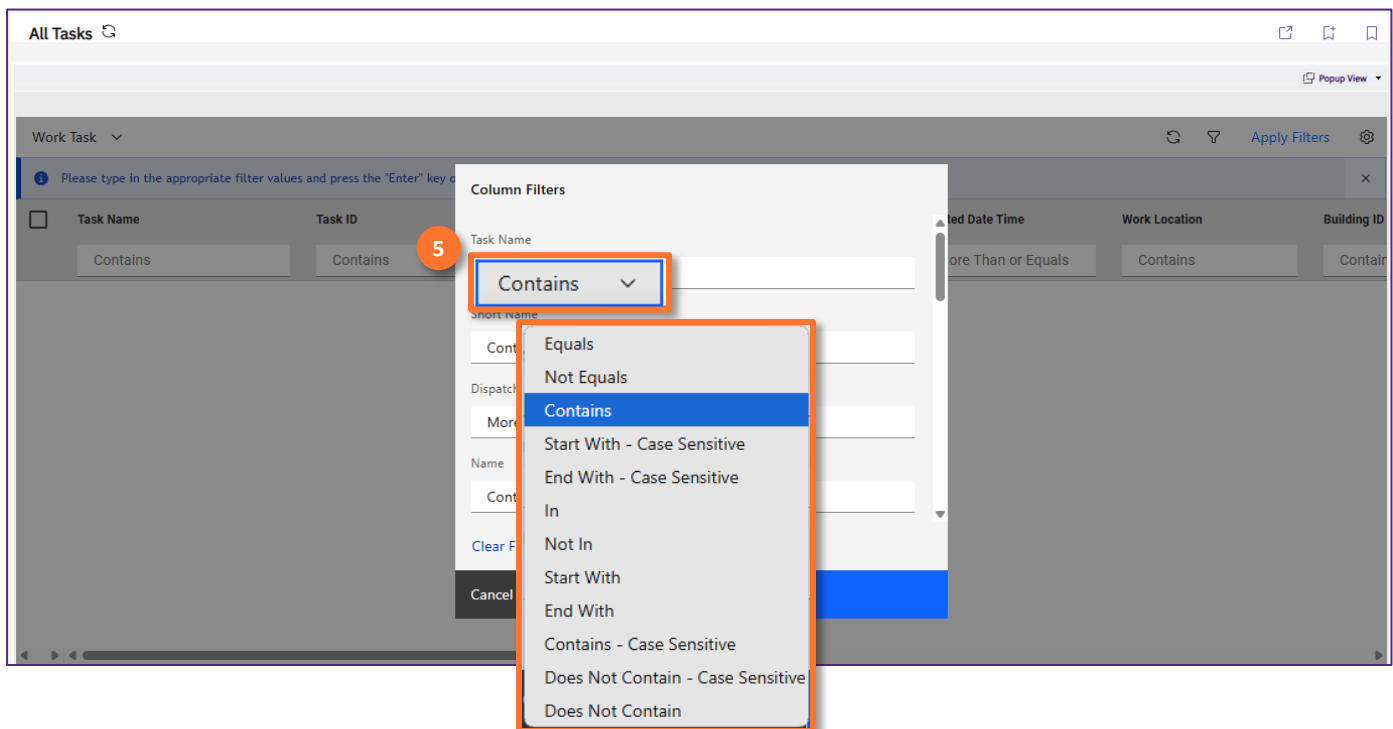
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NEW FILTERING OPTIONS

4 Upon clicking, the Column Filter menu will open



5 For each column, adjust the search criteria by clicking the drop down menu



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NEW FILTERING VIEW

6

The filtering selections are now visible in a bar across the top of the report,

6

You can delete **individual filtering selections** instead of resetting the whole report.

Tasks /

All Tasks

Work Task

Task Type: project x Work Location: Evanston x Status: active x Clear Filters

Task Name Task ID

Contains Contains

Task Type	Status	Work Location	Time	Building ID
project	active	Evanston		
Project	Active	\Locations\Evanston Camp...	10/17/2024 14:08:04	8739
Project	Active	\Locations\Evanston Camp...	01/10/2025 14:17:42	8786
Project	Active	\Locations\Evanston Camp...	07/28/2021 15:46:44	8732
Project	Active	\Locations\Evanston Camp...	10/24/2024 14:25:02	8598
Project	Active	\Locations\Evanston Camp...	12/12/2022 12:53:34	8735

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Tasks /

All Tasks

Task Type: project x Work Location: Evanston x Clear Filters

Task Name Task ID

Contains Contains

Task Type	Status	Work Location	Time	Building ID
project	Contains	Evanston		
Project	Closed	\Locations\Evanston Camp...	09/24/2021 16:28:47	8808
Project	Completed	\Locations\Evanston Camp...	12/16/2021 13:50:21	8665
Project	Closed	\Locations\Evanston Camp...	01/20/2022 12:17:18	EV
Project	Completed	\Locations\Evanston Camp...	09/01/2022 17:44:03	3106
Project	Closed	\Locations\Evanston Camp...	09/13/2022 15:14:05	8743
Project	Closed	\Locations\Evanston Camp...	02/03/2023 10:12:44	8712
Project	Closed	\Locations\Evanston Camp...	05/01/2023 12:57:58	EV
Project	Closed	\Locations\Evanston Camp...	09/13/2023 15:58:46	8585
Project	Hold per Reque...	\Locations\Evanston Camp...	02/20/2024 15:20:58	8707

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SETTING UPDATES PERSIST

7

Specific column updates will persist even after the report is closed or navigated away from,

- 7a Click the **Settings** icon on the menu bar
- 7b Click the desired settings such as **Wrap Text** and **Row size**
- 7c This also includes **column width**

Tasks /

All Tasks

Work Task

Task Type: project x Clear Filters

Task Name

Contains

Rubloff 9 Renovation

CDDC - CAP - Morton 4 Office Renovation FC# 1001780

Task Type

Responsible Organization

Work Location

project

Contains

Contains

project

Z6PAINT

\Locations\Chica

\Rubloff Building

project

Z6DDC

\Locations\Chica

\Morton Medical

Project

Z6ELEC

\Locations\Chica

Items per page: 50 1 - 50 of 4221 items

7a

7b

7c

Wrap Text

size

Compact 24px

Short 32px

Medium 48px

Tall 64px

Reset

Tasks /

Work Task

Work Task

Please type in the appropriate filter values and press the "Enter" key or click on "Apply Filters" to perform a query.

Task Name

Contains

Task Type

Service A

Contains

Contains

7a

7b

7c

Wrap Text

size

Compact 24px

Short 32px

Medium 48px

Tall 64px

Reset

▼ IMPORTANT

If you want to discard your persistent settings/changes, you must reset the report by clicking **Clear Filters**.