

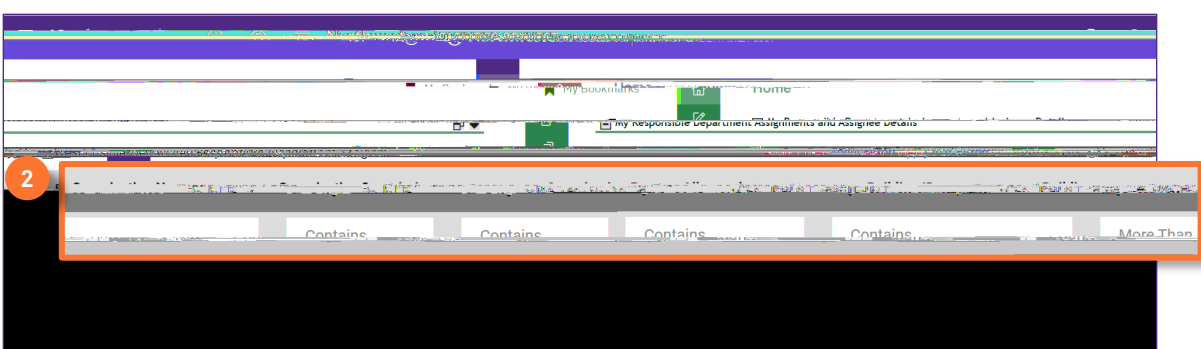
Provides guidance on how to locate and review Space Verification reporting for your responsible spaces.

1 From the [Space Verification Reporting](#) page:

- 1 Click the [Filter](#) button on the [Space Verification Reporting](#) & [Filter](#) pane



2 On the [Space Verification Reporting](#) report:  
[Filter](#) / [Filter](#) requests using available fields.



# SPACE VALIDATION VERIFICATION REPORTING

3 Scroll to the right on the report to locate time verification information:

3

3

3

included in this report for real-

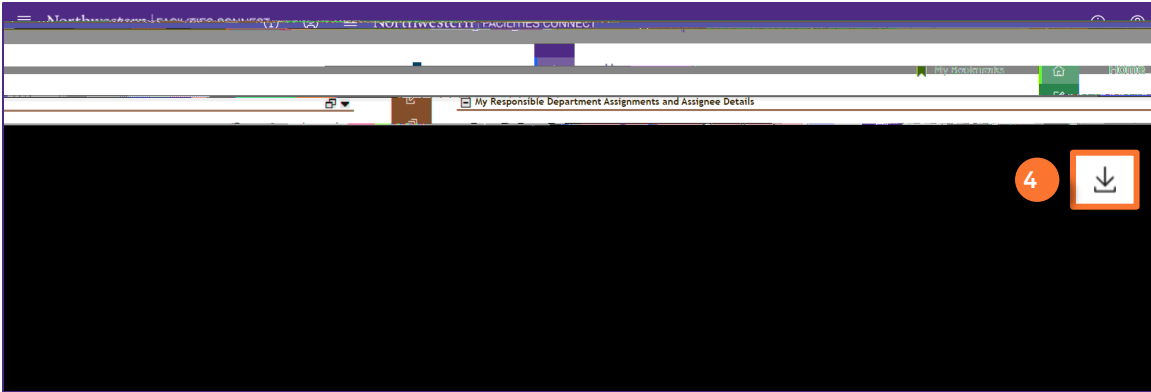
Status	Verified	Verified Date
Contains	Contains	More Than or Equals
Active	Boberg, Eric - 1051571	01/19/2022 18:53:27
Active	Boberg, Eric - 1051571	01/19/2022 18:53:27
Verified	Mathey, Michelle-1018958	07/19/2021 12:57:30
Active	Boberg, Eric - 1051571	01/21/2022 13:05:58
Active	Boberg, Eric - 1051571	01/21/2022 13:05:58
Verified	Mathey, Michelle-1018958	07/19/2021 12:58:52
Verified	Mathey, Michelle-1018958	07/19/2021 12:59:37
Verified	Mathey, Michelle-1018958	07/19/2021 12:59:37

# SPACE VALIDATION VERIFICATION REPORTING

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To export data from the **My Responsible Department Assignments and Assignee Details** report to **Excel**:

4 Click on the **Download** button located above the Data Field Headers.



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Sorting and filtering applied in Facilities Connect will be preserved in the data export.

4 Use **Excel** to organize, analyze, and track verification data as desired

