

Deactivation Wizard – Overview

This job aid contains step-by-step instructions for FPMT’s deactivation wizard, which can be used for owned, leased and receivable leased facilities.

- ✓ Deactivation means you are removing a record from the agency’s inventory report. You should not deactivate facilities that are simply vacant or unused. You may update the [space type](#) or [condition assessment score](#) for vacant or unusable facilities to more accurately reflect their current state.
- ✓ You should use this wizard when:
 - An owned facility is no longer obligated to the state because it has been sold or demolished. The data will remain in the system but will no longer be included in reports.

Note: Owned facilities that are vacant and unused should not be deactivated, even if they will eventually be demolished. Facilities should not be deactivated until they have actually been sold or demolished.
 - A leased facility has been vacated due to relocation or building closure. The data will remain in the system but will no longer be included in reports.
 - A receivable leased facility has been vacated by the tenant agency. The data will remain in the system but will no longer be included in reports.
- ✓ The wizard will automatically deactivate all tables associated with the owned, leased or receivable leased facility.
 - For owned facilities, the wizard will automatically deactivate the facility table.
 - If there is only one leased facility associated with the facility record, the wizard will automatically deactivate the facility table.
 - If there are multiple active leased facilities associated with the facility record, you will not be able to deactivate the facility record. Each leased facility must be deactivated separately.

Note: Agency Editors cannot delete records. Contact the Help Desk if a record was created in error.

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Questions?

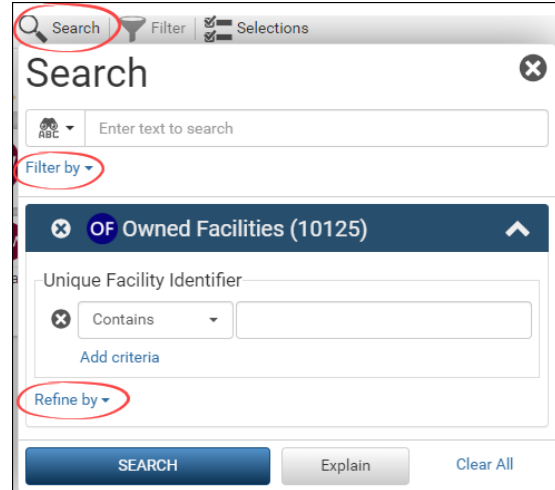


OFM Help Desk
HereToHelp@ofm.wa.gov
 360.407.9100

Deactivate an Owned Facility

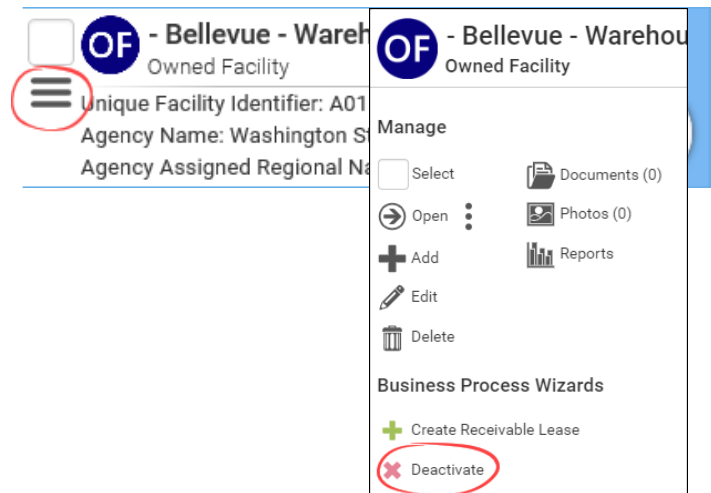
1. Navigate to the Owned Facility tile

- A.** Click the Search button on the data explorer toolbar
- B.** Click **Filter by** and choose **Owned Facilities** from the dropdown menu
- C.** Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
 - If you need to locate a UFI, run the Owned Facilities Inventory Report from your agency tile
- D.** Enter the UFI
- E.** Click the button



2. Click the menu button on the Owned Facility tile

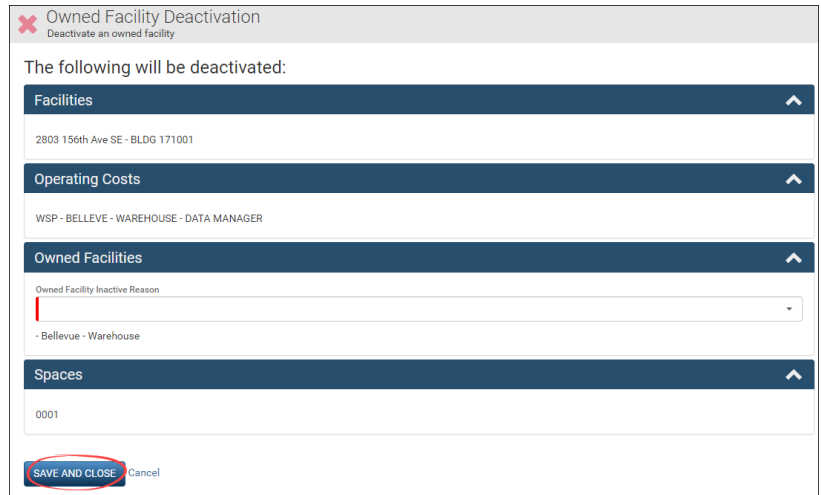
3. Click Deactivate



4. Populate the Owned Facility Inactive Reason



→ This is a dropdown field

5. Click 






The following will be deactivated:

- Facilities**
 - 2803 156th Ave SE - BLDG 171001
- Operating Costs**
 - WSP - BELLEVE - WAREHOUSE - DATA MANAGER
- Owned Facilities**
 - Owned Facility Inactive Reason: [dropdown menu]
 - Bellevue - Warehouse
- Spaces**
 - 0001

Deactivate a Leased Facility


1. Navigate to the Leased Facility tile

- A. Click the**  **button on the data explorer toolbar**
- B. Click**  **and choose** **Leased Facilities** **from the dropdown menu**
- C. Click**  **and choose** **Unique Facility Identifier** **from the dropdown menu**

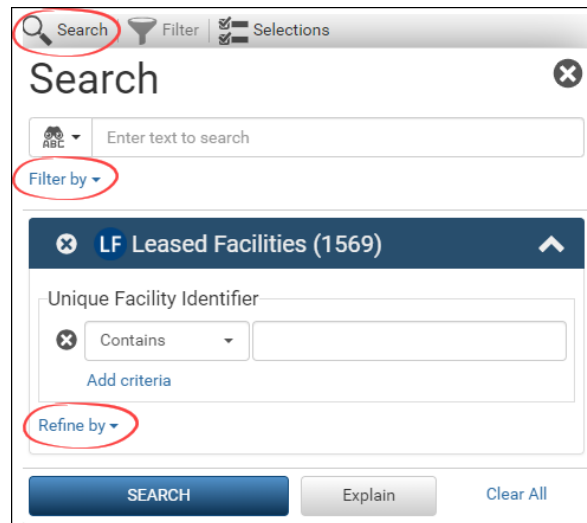
→ To locate a UFI, run the Leased Facilities Inventory report from the Agency tile.

D. Enter the UFI

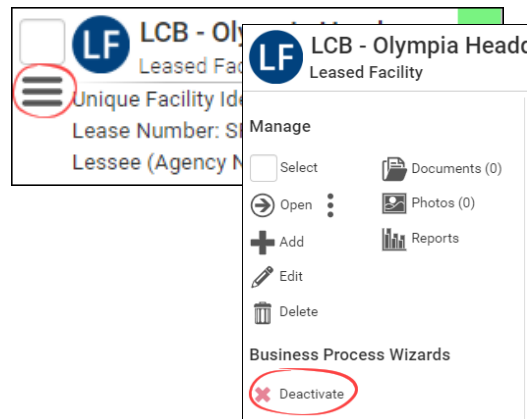
E. Click 

2. Click the  **menu button on the Lease Contract tile**

3. Click 



Search interface showing filters and search criteria. The **Search** button is circled in red. The **Filter by** dropdown is set to **LF Leased Facilities (1569)**. The **Refine by** dropdown is set to **Unique Facility Identifier**. The search criteria is **Contains**.



Context menu for a Leased Facility tile. The **Deactivate** option is circled in red. The menu includes options like **Select**, **Open**, **Add**, **Edit**, **Delete**, **Documents (0)**, **Photos (0)**, **Reports**, and **Business Process Wizards**.

4. Populate the Leased Contract Inactive Reason

→ This is a dropdown field

5. Populate the Leased Facility Inactive reason

→ This is a dropdown field

6. Click SAVE AND CLOSE

✖ Leased Facility Deactivation
Deactivate a leased facility

Facilities

3000 Pacific Ave SE

Lease Amendments

SRL 09-0032 LA1

Lease Contracts

Lease Contract Inactive Reason

SRL 09-0032

Lease Payments

BASE RENT - 0001
BASE RENT - 002

Leased Facilities

Leased Facility Inactive Reason

LCB - Olympia Headquarters Office

Operating Costs

1-2018

Spaces

SAVE AND CLOSE Cancel

→ If the facility has more than one active leased facility associated with it, you will not be able to deactivate the Facility record as part of the wizard process. You will receive this message.

→ In this case, you would need to deactivate the leased facilities separately. Once there is only one active leased facility associated with the Facility record, FPMT will automatically deactivate the Facility as part of the wizard process.


Warning

The facility New Facility/Create LF Wizard - OFM Testing could not be deactivated because there are active leased facilities associated with it.

OK

Deactivate a Receivable Leased Facility

1. Navigate to the Receivable Leased Facility tile

A. Click the  **Search** button on the data explorer toolbar


B. Click **Filter by** and choose **Receivable Leased Facilities** from the dropdown menu

C. Click **Refine by** and choose **Receivable Leased Number** from the dropdown menu

→ To locate a receivable lease number, run the Receivable Lease Contract Inventory report from the Agency tile.

D. Enter the Receivable Lease Number

E. Click 

2. Click the  menu button on the Receivable Lease Contract tile

3. Click 

4. Populate the Receivable Leased Contract Inactive Reason

→ This is a dropdown field

5. Populate the Receivable Leased Facility Inactive Reason

→ This is a dropdown field

6. Click 

