Receivable Facility Tenant Overview

Receivable leases are subleases and may be associated with a leased or owned facility. Receivable leases are created in FPMT by the master lease holder or owning agency. While this process covers the majority of receivable lease data, the tenant agency is responsible for populating workstation and occupancy data in the Space table as part of the Six-Year Facilities Plan baseline data collection process.

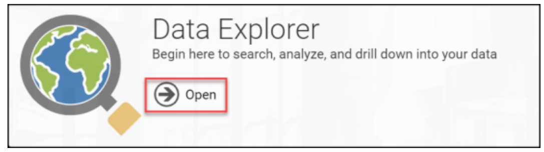
This job aid provides step-by-step instructions for reporting user and workstation counts via FPMT.

- ✓ Workstation and occupancy data is due to OFM by June 23, 2022.
- ✓ Agencies must have the FPMT Facilities role to enter workstation and occupancy data.
- ✓ Tenant agencies will notify OFM that their data is complete via FPMT.
- ✓ If you need to create a new FPMT account, please refer to the Request New User Account job aid.
- ✓ For instructions on how to reset your password, please refer to the Reset or Change Password job aid.
- ✓ For help with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.
- ✓ For questions about OFM's reporting cycle, please contact OFM Facilities Oversight and Planning via ofmfacilitiesoversig@ofm.wa.gov.

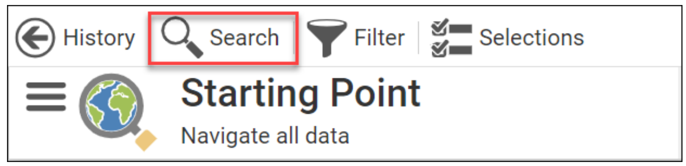
Contents

Navigate to the Space Tile

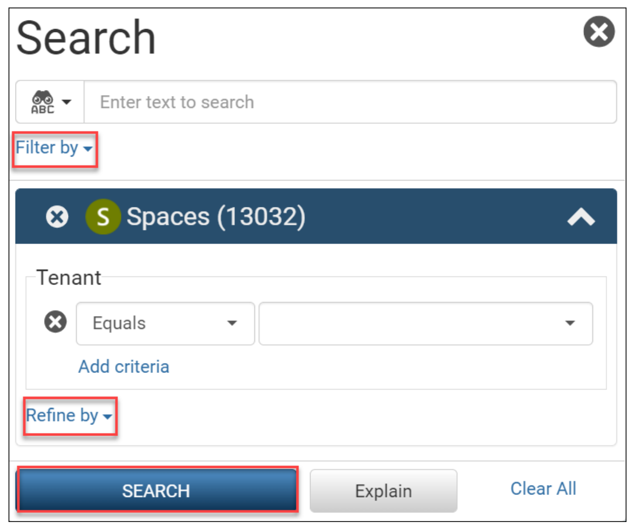
1. **Open** the Data Explorer module.



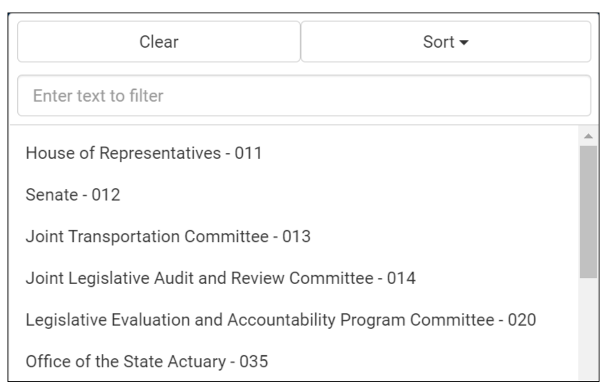
2. **Select** the Search button on the data explorer tool bar.



3. **Select** Filter by and choose **Spaces**.
4. **Select** Refine by and choose **Tenant**.

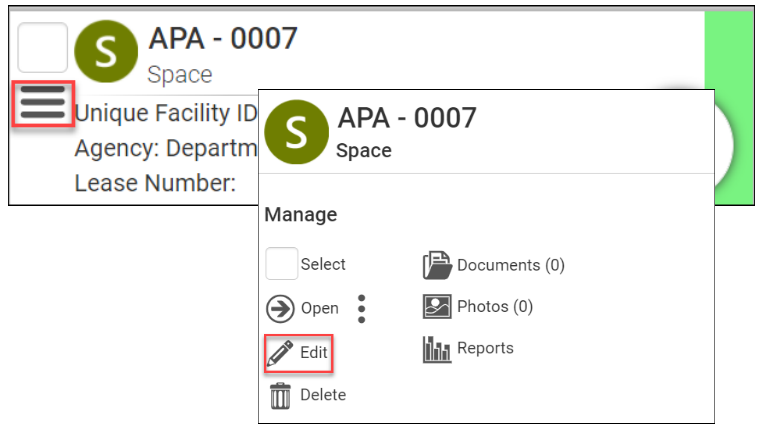


5. **Select** your agency from the list
   ➔You can filter the list by typing in the box.
6. **Select** SEARCH



Enter Workstation and Occupancy Data

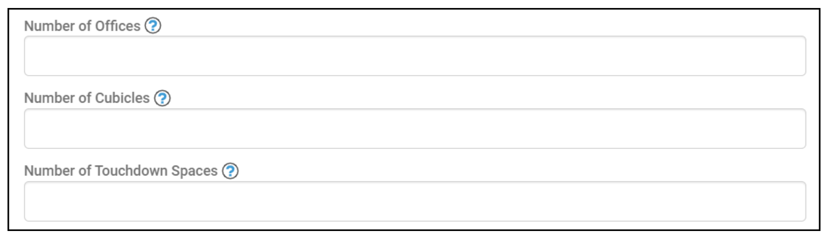
1. **Select** the ☰ menu button on the Space tile.
2. **Select** Edit

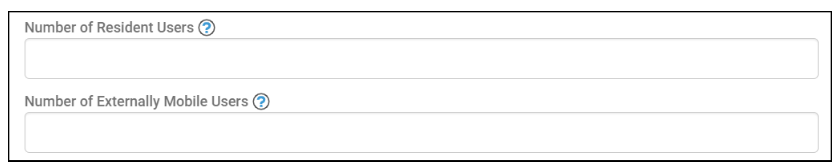


3. **Add or update** data for the following fields:
   - Number of Offices
   - Number of Cubicles
   - Number of Touchdown Spaces

     ➔Refer to any <u>unassigned</u> workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space.
   - Number of Resident Users
   - Number of Externally Mobile Users

   ➔Select the ? next to the field name for a definition of each term.



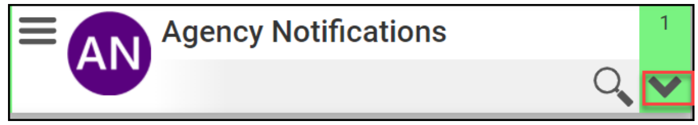


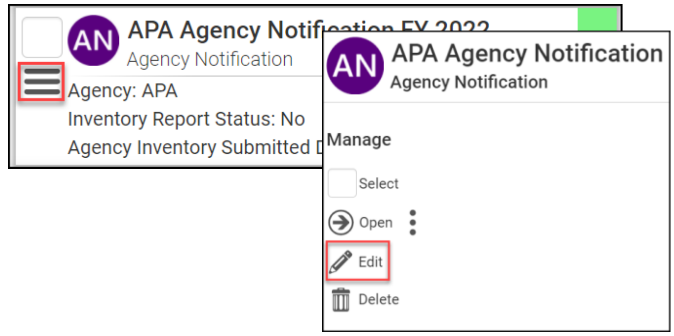
Submit Your Data

1. **Select** the ☰ menu button on the Space tile.
2. **Select** your agency name under Navigate Up.

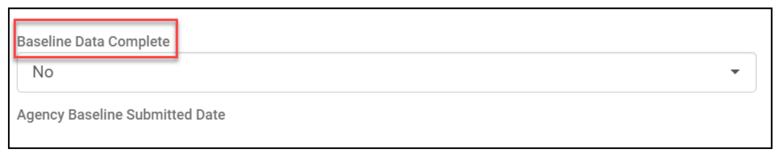
   ➔This will open the agency tile.

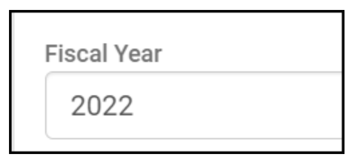
3. **Expand** the Agency Notification tile, if needed.
4. **Select** the menu button on the Agency Notification tile.
5. **Select** Edit





6. **Populate** the following fields.
   - Baseline Data Complete
     ➔Field is defaulted to No.
     ➔Update the field to Yes if you are ready to submit your baseline data to OFM.
   - Fiscal Year (pre-populated)
     ➔Do not change this field.





7. **Select** SAVE AND CLOSE
   ➔When you change the field to Yes and save the record, the system will send an email to OFM and the user.
   ➔When OFM approves your data, you will receive an email from the system.