This job aid provides information for using FPMT to add new land.

Overview

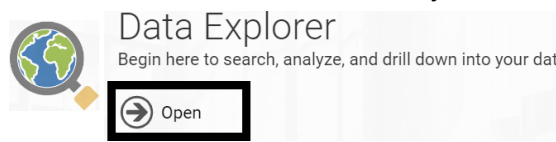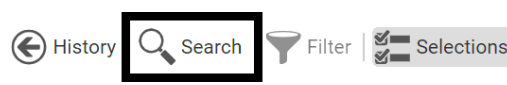| Step	Action	Additional Information
1	Search land	Use the search option to confirm the land does not already exist in FPMT.
2	Add new land	Use the search option to find your agency and use your agency menu options to add new land.
FPMT will automatically populate some of the data. For example, FPMT will assign a unique system identification for the new land.		

Search Land

Use the search option to confirm the new land does not already exist in FPMT.

✓ If the land already exists in FPMT, review the information so that you do not add duplicate information.
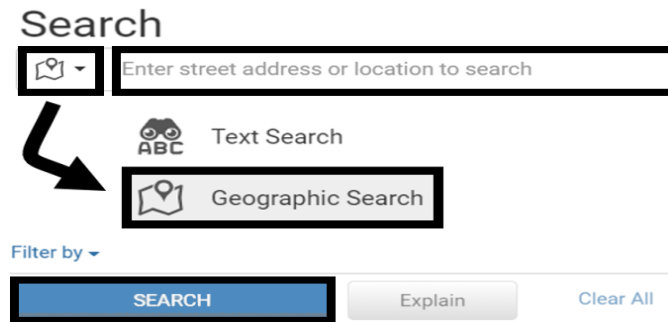
1. **Select:** Open.

Data Explorer
Begin here to search, analyze, and drill down into your data

Open

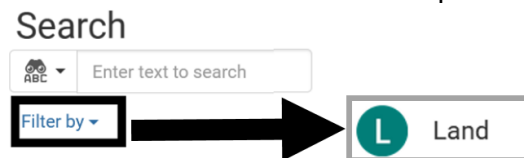2. **Select:** Search.

History   Search   Filter   Selections

3. **Select:** Geographic search.
4. **Input:** Search criteria.
➔ Use street address or location to search for the land.
5. **Select:** Search.

In this example, we select the geographic option to search by street address or location.

Search
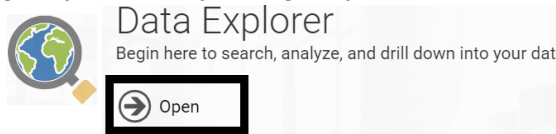
Enter street address or location to search

Text Search

Geographic Search

Filter by ▾

SEARCH   Explain   Clear All

➔ You can also use other filter options to search for the land.

Search

Enter text to search
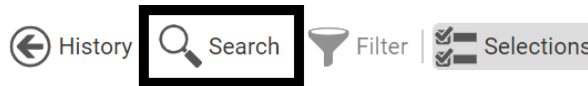
Filter by ▾   →   L   Land

Add New Land

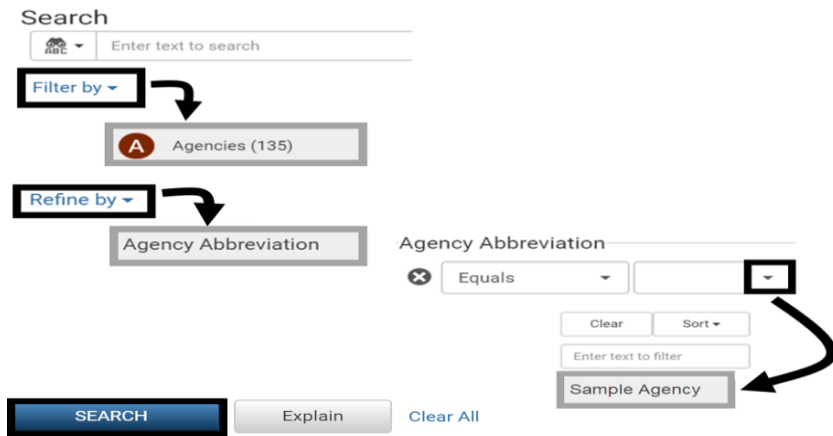Use the search option to find your agency and use your agency menu options to add new land.

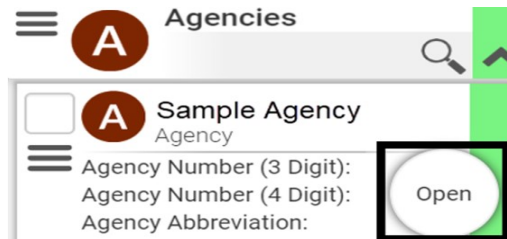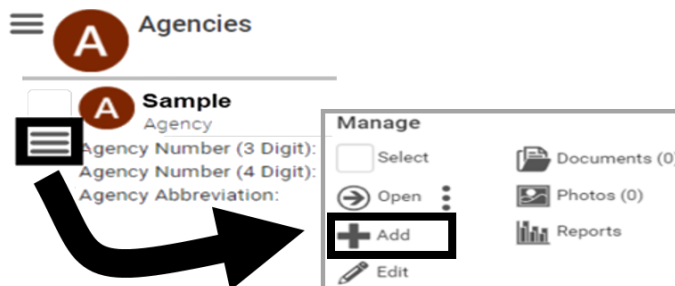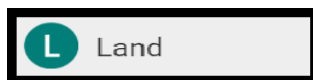|	
1. Select: Open.	Data Explorer Begin here to search, analyze, and drill down into your data ⊙ Open
2. Select: Search.	⊙ History 🔍 Search ▽ Filter │ ☑ Selections
3. Select: Filter by. **4. Select:** Agencies. **5. Select:** Refine by. **6. Select:** Agency abbreviation. ➔ FPMT will display additional options depending on your search criteria. **7. Select:** Your agency. **8. Select:** Search.	Search Enter text to search Filter by ▾ Ⓐ Agencies (135) Refine by ▾ Agency Abbreviation Agency Abbreviation ❌ Equals ▾ Clear Sort ▾ Enter text to filter Sample Agency SEARCH Explain Clear All
9. Select: Open.	☰ Ⓐ Agencies 🔍 ⌃ ☐ Ⓐ Sample Agency Agency ☰ Agency Number (3 Digit): Agency Number (4 Digit): Open Agency Abbreviation:
10. Select: Menu. **11. Select:** Add.	☰ Ⓐ Agencies ☐ Ⓐ Sample Agency Manage Agency Number (3 Digit): ☐ Select 📄 Documents (0) Agency Number (4 Digit): ⊙ Open ⋮ 📷 Photos (0) Agency Abbreviation: ➕ Add 📊 Reports ✏ Edit
12. Select: Land.	Ⓛ Land
13. Select: Create a new land.	Create a new Land

14. Input: Name.
→ Use primary address - secondary address for the name (primary dash secondary).
→ Description is optional.
→ FPMT will assign a unique land ID, unique parcel ID, and parcel ID number.

☑ Advanced Mode

↩ 🗑 **Land Properties** ⌃

Name

Description

15. Input: Property tax parcel or account number.
16. Select: Ownership type.

Property Tax Parcel or Account Number

Ownership Type

Owned - Land that is owned by a state agency.

Leased - Land that is contracted for by the state through a lease or related document.

Other - Land that is used by the state, but is not owned or leased.

17. Input: Primary address.
→ Use legal situs address based on county assessor data.
→ If no situs address, use management area or nearest street. If common to multiple parcels, provide secondary address.

Primary Address ⑦

Secondary Address ⑦

Alternative Address ⑦

18. Select: City.
→ If you select out of state, input the city name in the city - out of state field.
19. Select: County.
20. Input: Zip code.
21. Select: State.
22. Select: Country.

City

City - Out of State ⑦

County

Zip Code

Zip +4

State

Country

23. Select: Legislative district.

➔ If you do not know the legislative district for the land, use the district finder on the legislature site.

➔ FPMT will populate the homeland security region, land use code, geometry, GIS acres, data source, and data source date. Some of these fields will be used during future enhancements for the system.

➔ OFM will update land status and OFM validation date after the information is reviewed.

➔ FPMT will populate the record and validation dates.
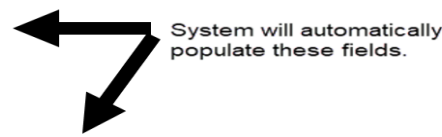
Legislative District

Homeland Security Region
Land Use Code
Geometry
GIS Acres
Data Source
Data Source Date

System will automatically populate these fields.

Land Status

Pending Approval — OFM will update this field after they review the information.

Comment

Record Active Date ?
Record Inactive Date ?
OFM Validation Date ?

OFM will update this field after they review the information.

Date Record Last Updated ?

24. Select: Save and close.

➔ FPMT will add the new land.

➔ You do not need to use the edit geometry option for new land.

Edit Geometry

↺ 🗑 Agency To Land Link Properties ⌄

↺ Agency Properties ⌄

SAVE AND CLOSE   Cancel