This job aid provides information for using FPMT to add a new other asset.

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FPMT will automatically populate some of the data. For example, FPMT will assign a unique system identification for the new other asset.

Search New Other Asset

Use the search option to confirm the other asset does not already exist in FPMT.

✓ If the other asset already exists in FPMT, review the information so that you do not add duplicate information.

1. Select: Open.

2. Select: Search.

3. Input: Search criteria.


➔ FPMT will display additional options depending on your search criteria.

➔ You can also use other filter options to search for the other asset.
Add New Other Asset

Use the search option to find your agency and use your agency menu options to add a new other asset.

1. Select: Open.

2. Select: Search.

5. Select: Refine by.
   → FPMT will display additional options depending on your search criteria.
7. Select: Your agency.
8. Select: Search.

10. Select: Add.

11. Select: Other asset.

12. Select: Create a new other asset.
13. **Input:** Name.
   ➔ Use agency SAAM abbreviation - agency assigned common name. For example, DSHS - HQ Copy Machines.
   ➔ Description is optional.

14. **Select:** Asset type.
15. **Input:** Asset common name.
   ➔ Use common asset name or description as assigned by your agency.
   ➔ Serial number is optional.

16. **Select:** Ownership type.

   ➔ Address information is optional for new other asset.
   ➔ If you select out of state, input the city name in the city - out of state field.

17. **Select:** Asset status.
   ➔ Status should be active when adding new other asset.
   ➔ Legislative district is optional for new other asset. If you do not know the legislative district, use the district finder on the legislature site.

18. **Select:** Save and close.
   ➔ FPMT will add the new other asset.