

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

Overview 1
 Search New Other Asset 1
 Add New Other Asset 2

Overview

Step	Action	Additional Information
1	Search other asset	Use the search option to confirm the other asset does not already exist in FPMT.
2	Add other asset	Use the search option to find your agency so that you can add the other asset from the agency menu options.

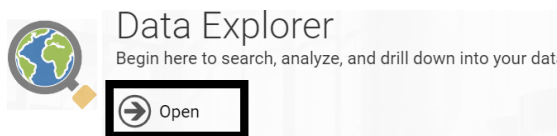
FPMT will automatically populate some of the data. For example, FPMT will assign a unique system identification for the new other asset.

Search New Other Asset

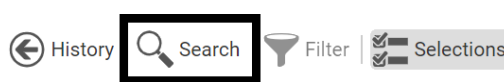
Use the search option to confirm the other asset does not already exist in FPMT.

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

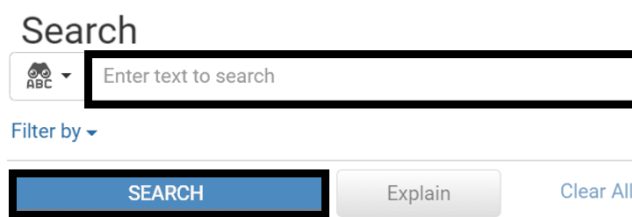
1. Select: Open.



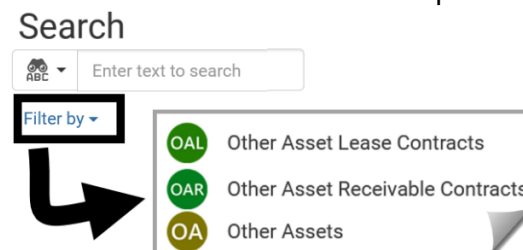
2. Select: Search.



3. Input: Search criteria.
4. Select: Search.
 → FPMT will display additional options depending on your search criteria.



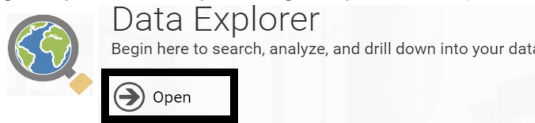
→ You can also use other filter options to search for the other asset.



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.



3. Select: Filter by.

4. Select: Agencies.

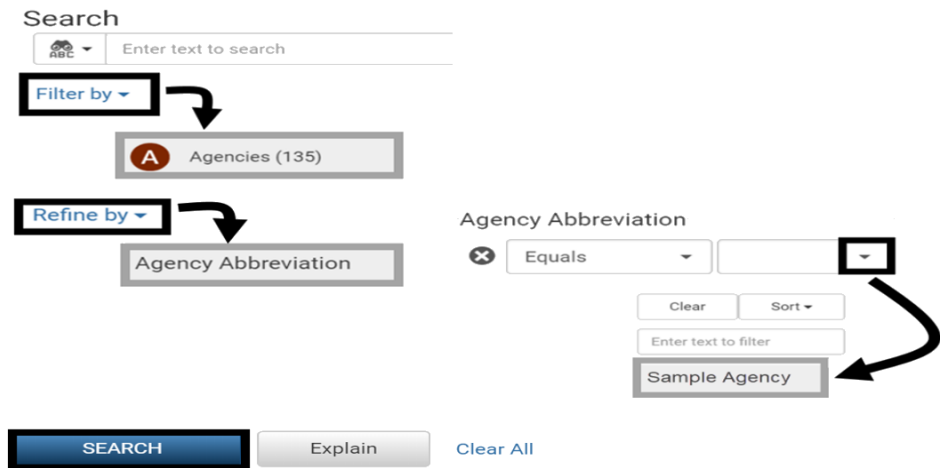
5. Select: Refine by.

6. Select: Agency abbreviation.

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

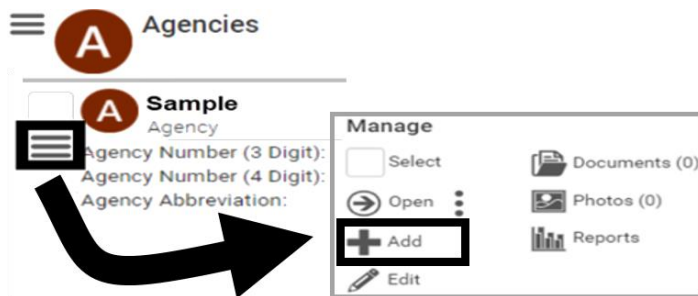
7. Select: Your agency.

8. Select: Search.

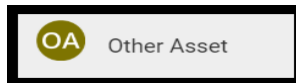


9. Select: Menu.

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.

✓ Advanced Mode

← 🏠 Other Asset Properties ⬆

Name

Description

14. Select: Asset type.

15. Input: Asset common name.

- Use common asset name or description as assigned by your agency.
- Serial number is optional.

Asset Type

Asset Common Name

Serial Number

Equipment
 Vehicle
 Software
 IT Hardware
 Other

16. Select: Ownership type.

Ownership Type

Owned - Asset that is owned by a state agency.
 Leased - Asset that is contracted for by the state through a lease or related document.
 Other - Asset that is used by the state, but is not owned or leased.

→ 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.

Primary Address

Secondary Address

Alternative Address

City <input style="width: 100%;" type="text"/>	Zip Code <input style="width: 100%;" type="text"/>
City - Out of State <input style="width: 100%;" type="text"/>	Zip +4 <input style="width: 100%;" type="text"/>
County <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>
	Country <input style="width: 100%;" type="text"/>

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](#).

Legislative District

Asset Status

Comment

18. Select: Save and close.

- FPMT will add the new other asset.

← 🏠 Agency To Other Asset Link Properties ⬇

← Agency Properties ⬇