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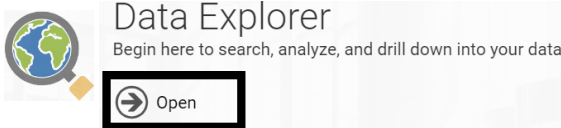
Overview

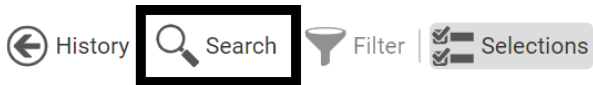| Step	Action	Additional Information
1	Add new owned land	Use the search option to find your agency and expand the information to find the land so that you can add the owned land. ✓ You will add the owned land to existing land. If the land does not exist yet in FPMT, it will need to be added before you can add the owned land (reference the job aid for adding new land).

Add New Owned Land

Use the search option to find your agency and expand the information so that you can add the new owned land.
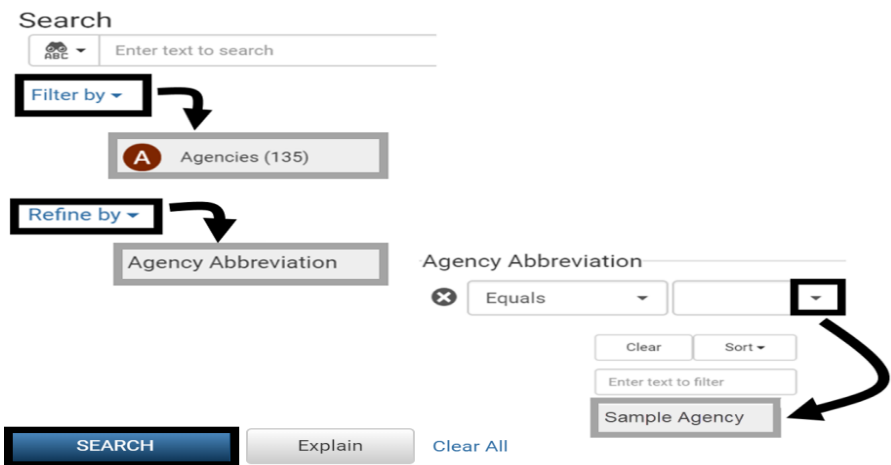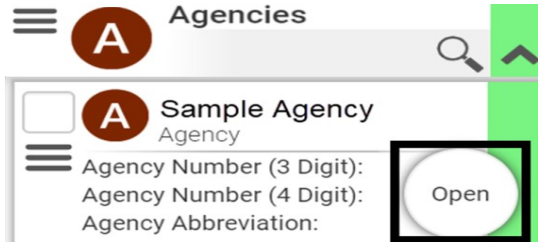
1. **Select:** Open.

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:** Open.

10. Select: Land.
➔ FPMT will display a list of land so that you can provide specific information.
11. Select: Menu.
12. Select: Add.

13. Select: Owned land.

14. Select: Create a new owned land.

15. Input: Name.
➔ Owned land properties includes several optional fields for your agency. For example, description is optional.

16. Select: Agency name.
17. Select: Ownership rights.

18. Select: Surface rights.
19. Select: Mineral rights.
20. Select: Timber rights.

21. Input: Agency optional information.

➔ Use agency plan name, management unit, regional number, and assigned number for cross-referencing with agency internal data.

Agency Plan Name

Agency Management Unit

Agency Assigned Regional Number

Agency Assigned Number

Acquisition Year

Acquisition Cost

Disposal Year

22. Select: Owned land status.
➔ Status should be active when adding new owned land.

Owned Land Status

Active

Owned Land Inactive Reason

Comment

23. Select: Save and close.
➔ FPMT will add the new owned land so that you can add the receivable contract and other information.

↶ 🗑 Land To Owned Land Link Properties ⌄

↶ Land Properties ⌄

SAVE AND CLOSE   Cancel