



FPMT is the system of record for Washington state’s facilities inventory. Data informs the state’s biennial Six-Year Facilities Plan, budget decisions and comprehensive emergency management planning. This job aid provides a basic overview of FPMT, including the user interface, accessing agency data and reports.

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Home Page

The FPMT home page includes standard navigation tools to track and manage information. All FPMT users have access to the data explorer and their user account. Additional options are dependent on security/permission levels.

- ✓ Data is secured by user roles with security/permissions. This helps to ensure agencies can manage and control their data.



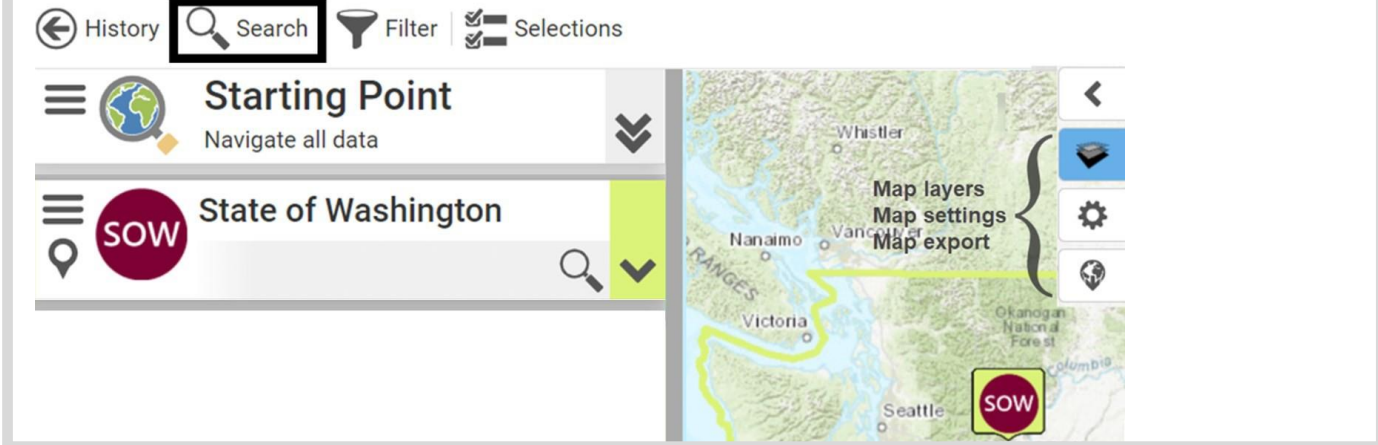
Data Explorer

Use the data explorer module to display or edit your agency's facilities data.

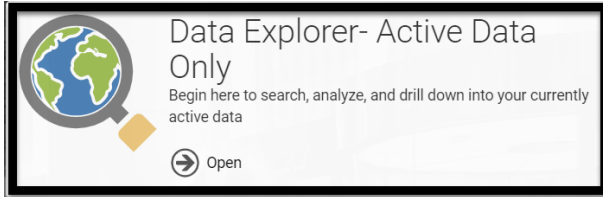
→ In this example, we select open to search and display agency data.



→ In this example, the starting point for data explorer is displayed. Use the search tools to find information so that you can display or edit your agency data.



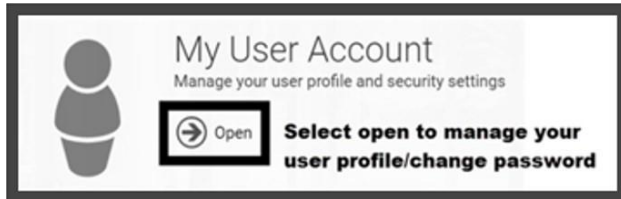
- ✓ Users with Read-Only permissions will see a second Data Explorer that only displays active data and pending facilities. This option will make viewing agency data less cumbersome for users who are less familiar with FPMT and only access the system occasionally. The original data explorer, which also includes inactive data, is still available to Read-Only users.



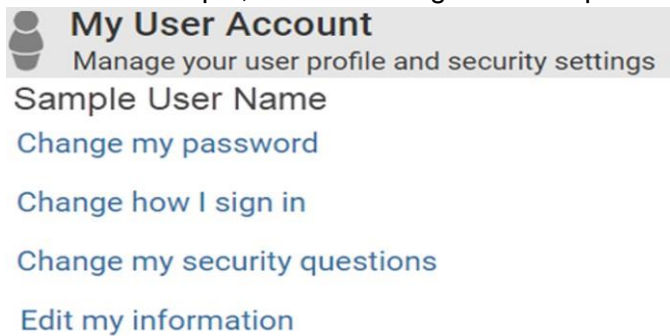
My User Account

FPMT includes an option to manage information about your user profile and security settings.

→ In this example, we select open to display information about our user account.



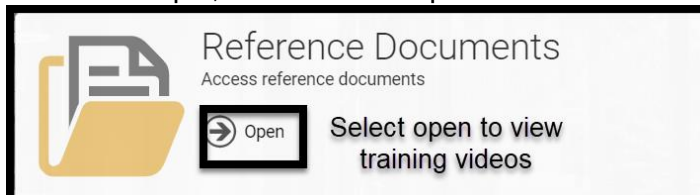
→ In this example, we can manage our user profile.



Reference Documents

OFM will upload training videos to this module as they are available.

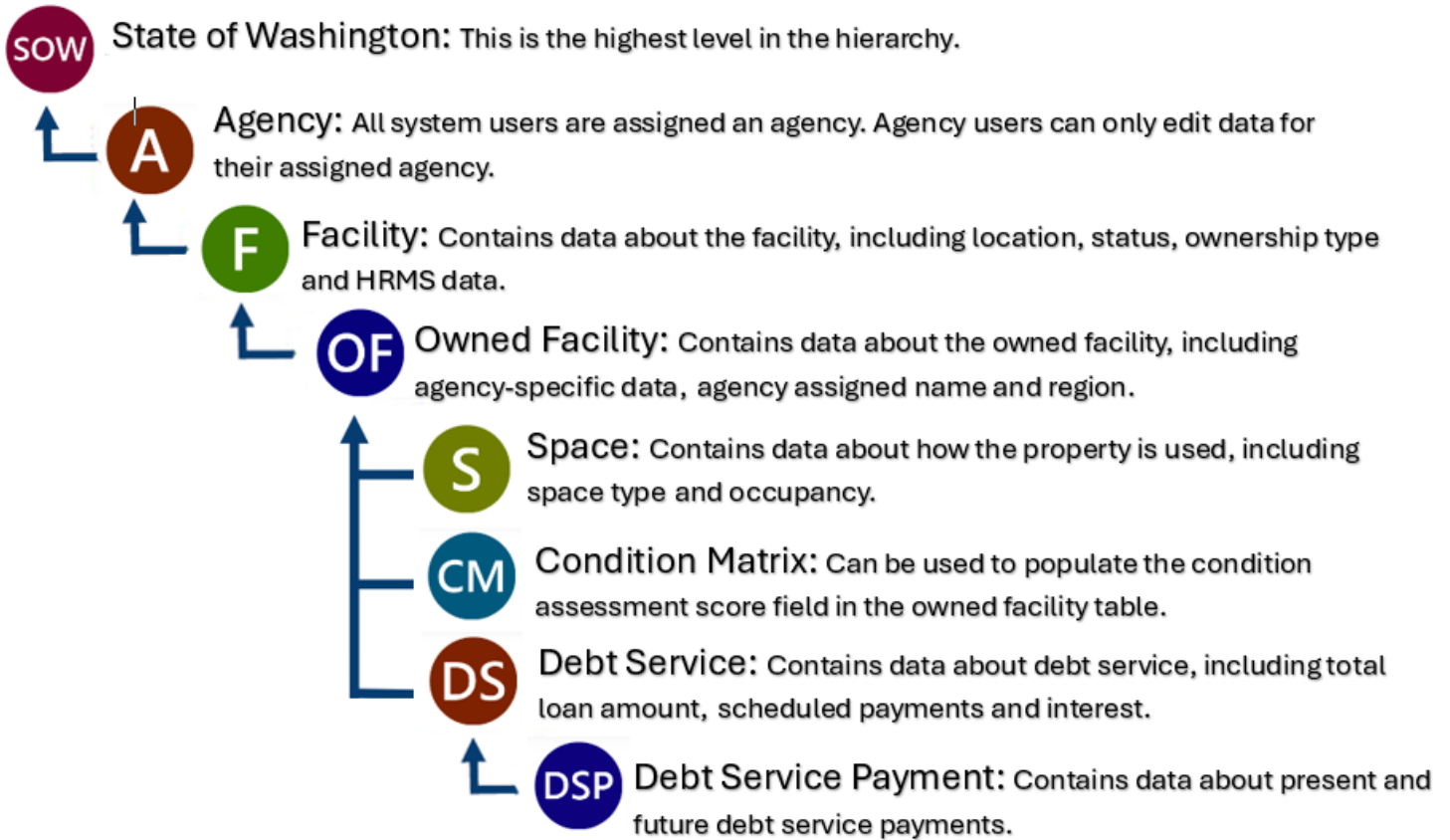
→ In this example, we can select open to view available training videos.



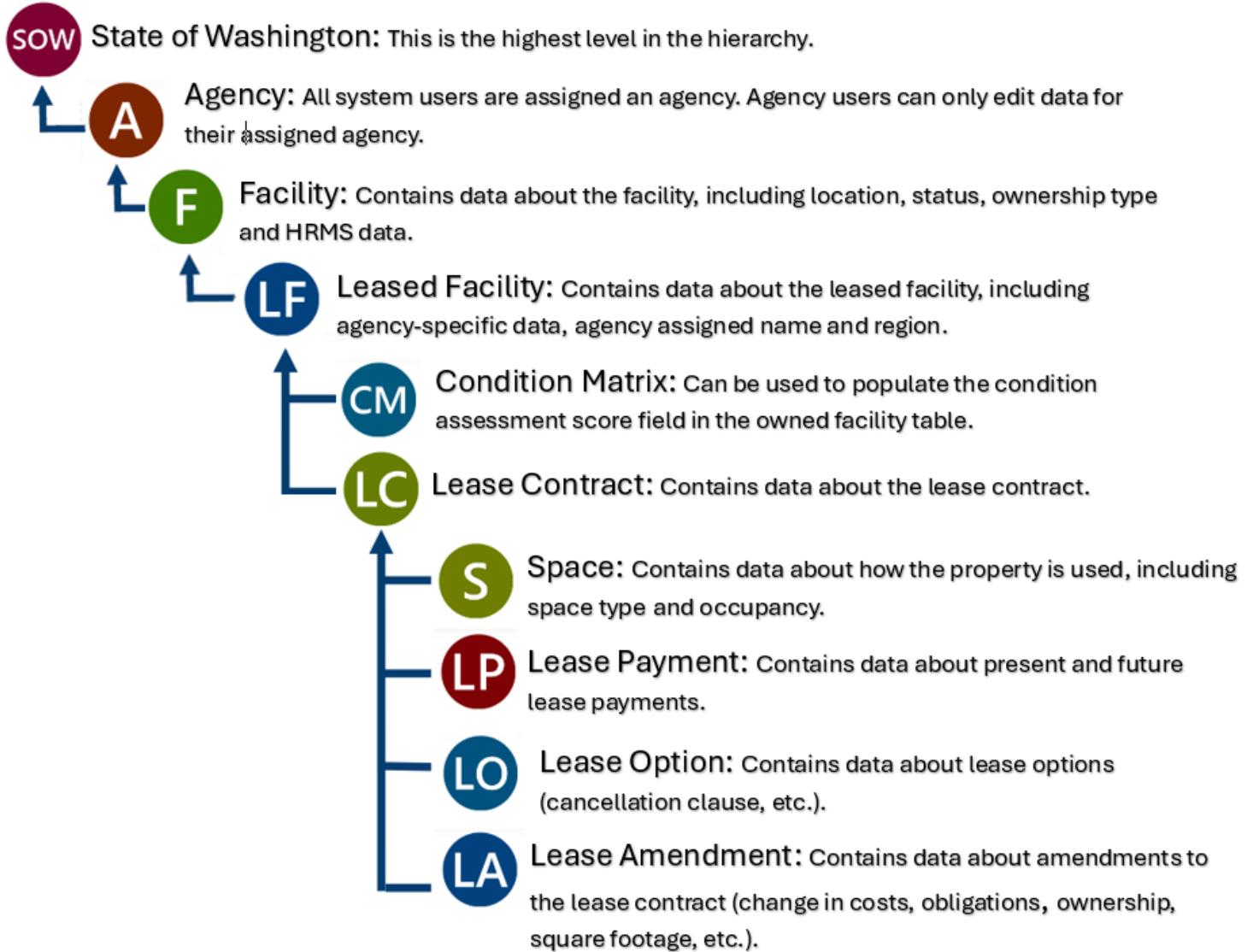
Data Hierarchy

FPMT uses a standard data hierarchy to organize and manage information.

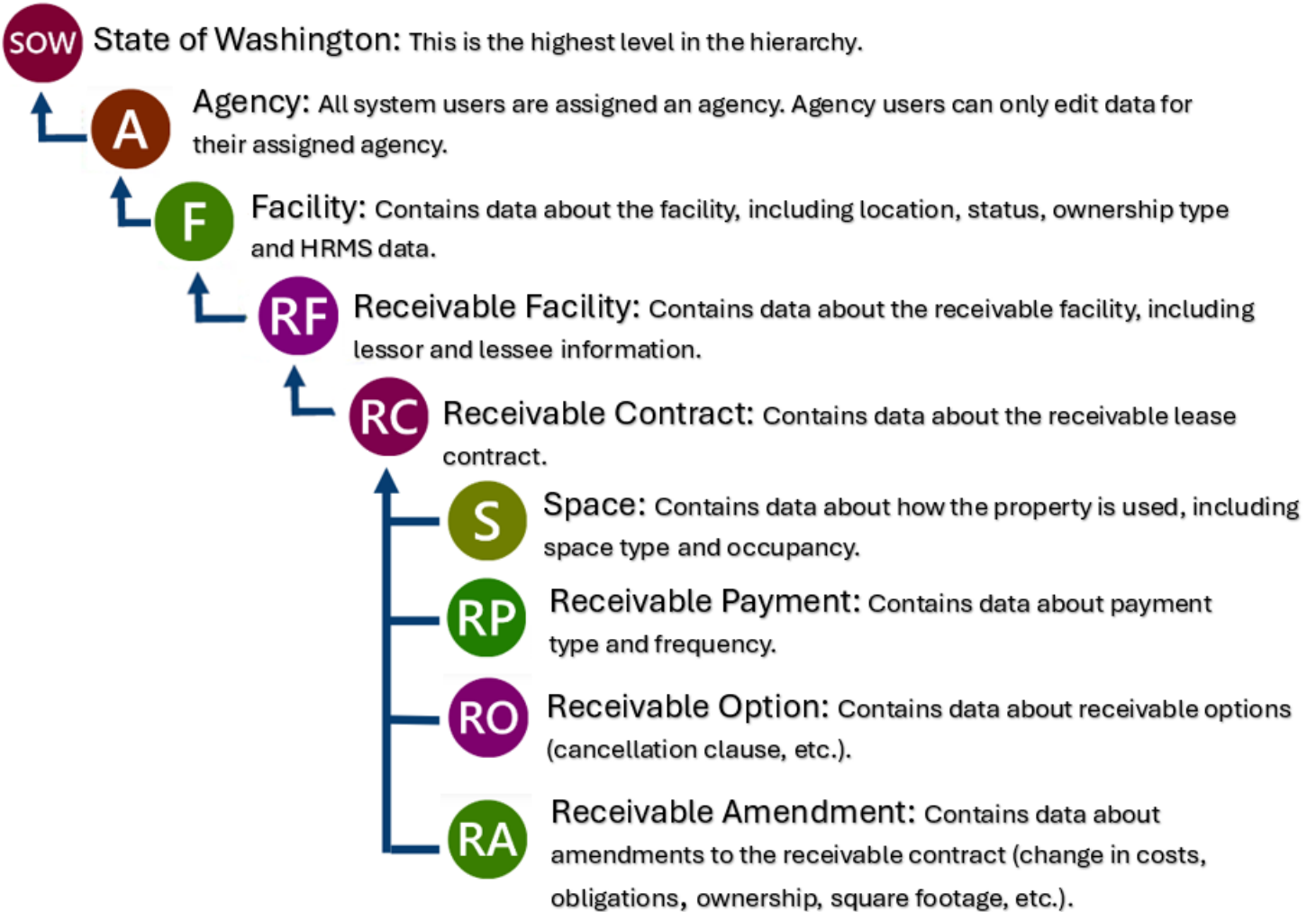
Owned Facilities



Leased Facilities



Receivable Facilities

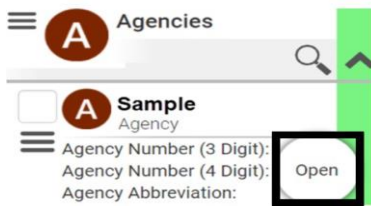
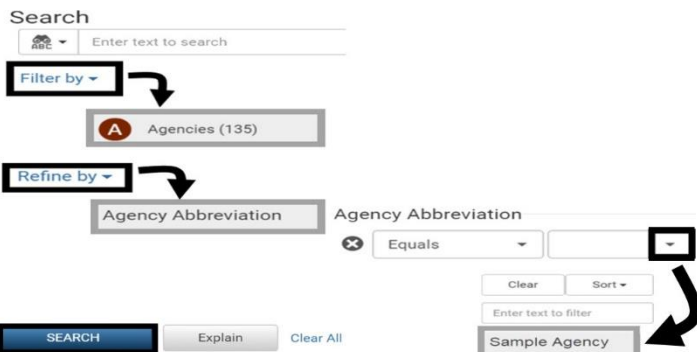


Agency (Display/Manage Data)

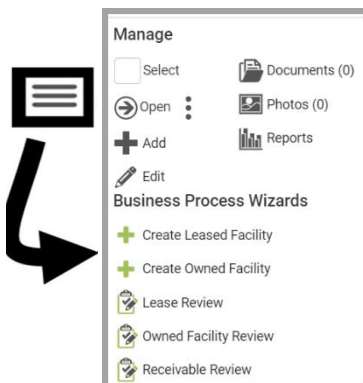
FPMT uses a standard data hierarchy to organize and manage information.

- ✓ Use the data explorer search tools to display and manage your agency's data.

➔ In this example, we use search tools to filter by agencies and refine by agency abbreviation.











➔ In this example, we can manage information in the data hierarchy from the agency menu. The options you see are determined by your role permissions.



Business Process Wizards

Users are unable to manually edit most data in FPMT and must use wizards to make system updates. Business process wizards are available for all core tasks, including renewing leases, deactivating facilities, and creating new, or updating existing, owned, leased and receivable facilities. Wizards guide users through each step of the process and automate steps like linking tables and changing table statuses. This simplifies the overall experience and supports reduction of data errors.

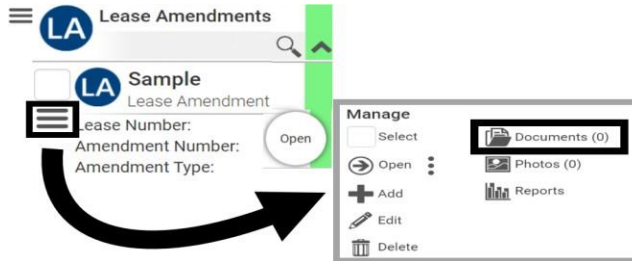
Business Process Wizard	Where to Access
Create Owned Facility  Create Owned Facility	Agency
Create Leased Facility  Create Leased Facility	Agency
Create Receivable Lease  Create Receivable Lease	Owned Facility Lease Contract
Deactivate  Deactivate	Owned Facility Leased Facility Receivable Facility
Renew  Renew	Lease Contract Receivable Contract
Lease Review  Lease Review	Agency
Receivable Review  Receivable Review	Agency
Owned Facility Review  Owned Facility Review	Agency

Attachments (Display/Manage Documents & Photos)

FPMT uses standard tools to manage documents and photos. For example, you can upload attachments for lease contracts and amendments. In addition to the data explorer file upload instructions below, you can add attachments to any table via the business process wizards. Refer to the associated [job aids](#) for instructions.

1. **Select:** Menu.
2. **Select:** Documents.
→ FPMT also provides the option to upload and manage photos.

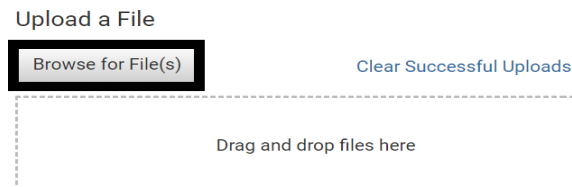
In this example, we select documents from the lease amendment menu.



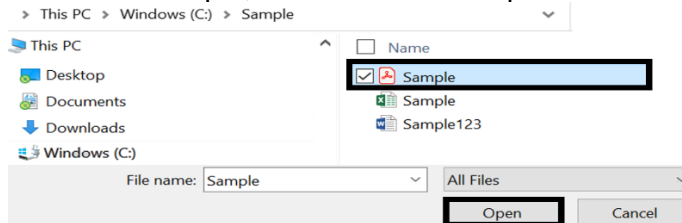
3. **Select:** Upload.



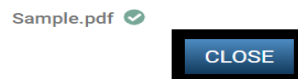
4. **Select:** Browse for files.
→ FPMT uses standard options to browse, select, and upload files. You can also drag and drop files.



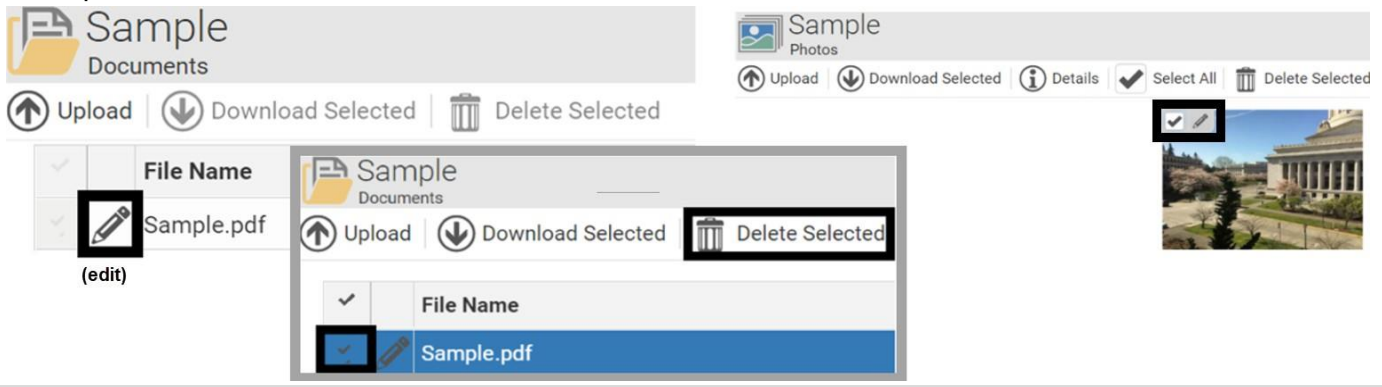
→ In this example, we select a file to upload.



5. **Select:** Close.



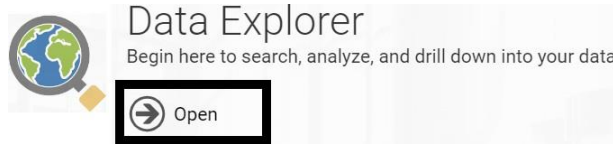
→ In this example, we can select the file to download or delete. We can also edit the file name and description.



Search

FPMT uses standard search and filter tools in the data explorer.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

→ FPMT will display a list of criteria.

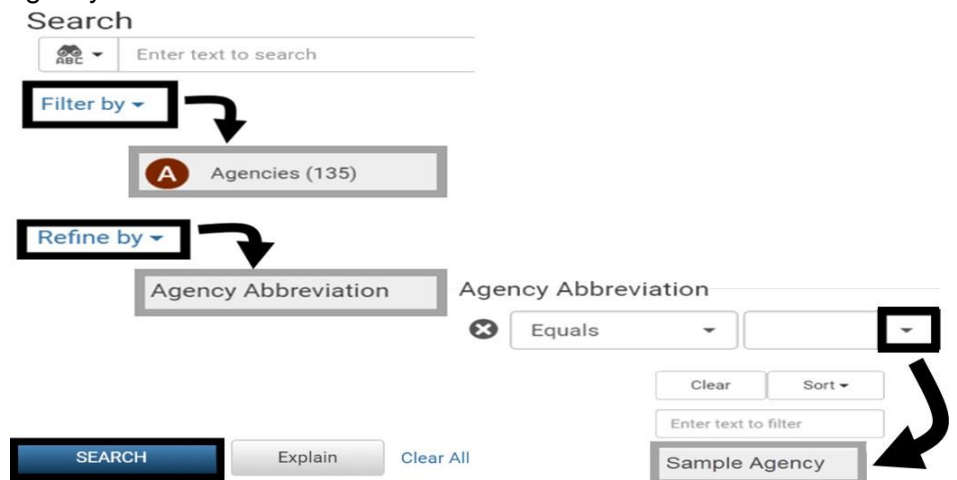
4. Select: Criteria.

5. Select: Refine by.

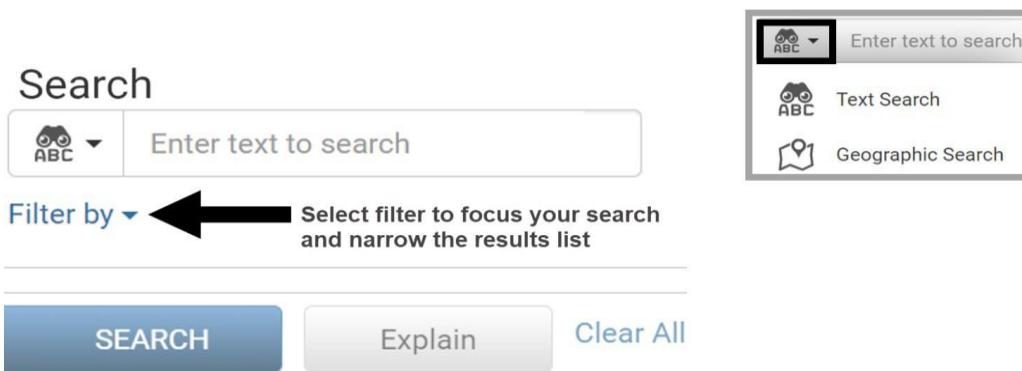
→ FPMT will display additional options depending on your search criteria.

6. Select: Search.

In this example, we use search tools to filter by agencies and refine by agency abbreviation.



→ In this example, we can use the search tools to search by text or by geographic search. We can also select filters to focus our search and narrow the results list.



Reports

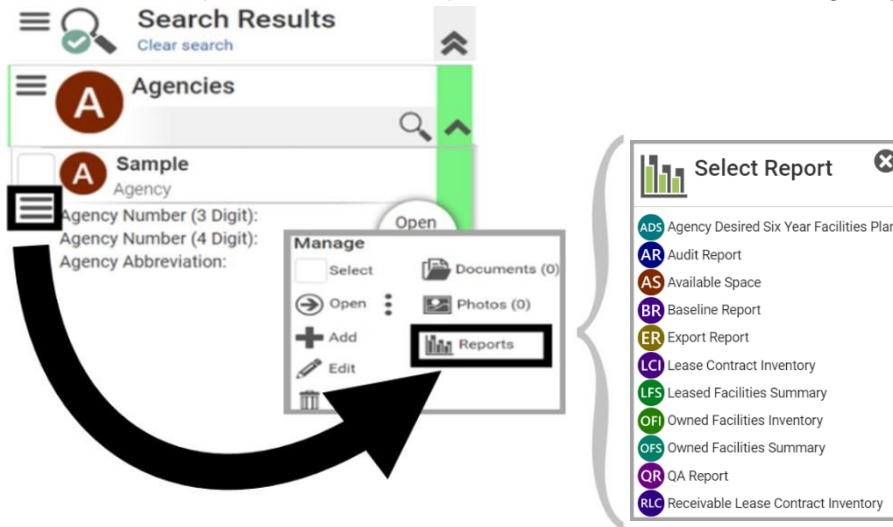
FPMT uses standard reporting tools in the data explorer.

- ✓ FPMT will provide additional options after you select a report. For example, FPMT will prompt you to input fiscal year or other criteria if needed.

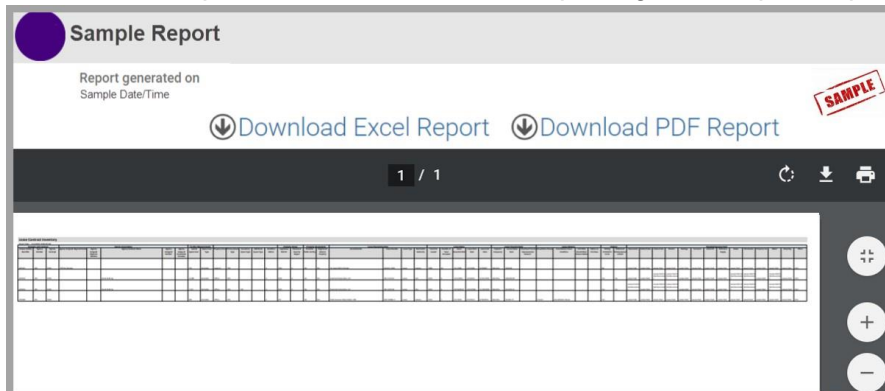
→ In this example, three reports are available from the facility menu.



→ In this example, a number of reports are available from our agency data menu.



→ In this example, we can use standard reporting tools to print report results, export report results, etc.



Frequently Asked Questions

For additional information, contact the OFM Help Desk.



OFM Help Desk

HereToHelp@ofm.wa.gov

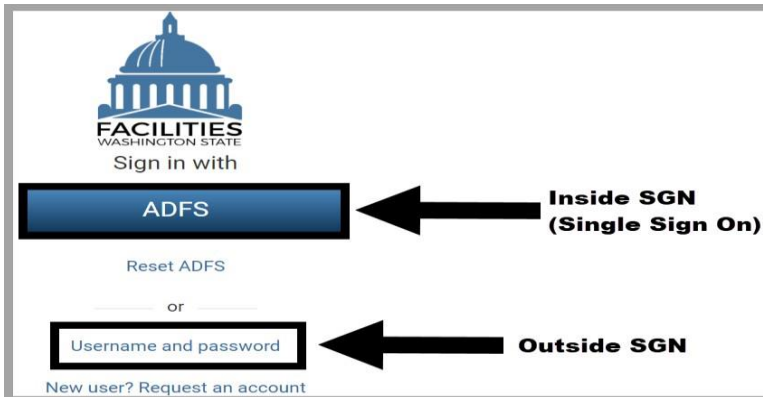
360.407.9100

How do I sign in (log on) to FPMT?

Authorized users can sign in with their FPMT user name/email or via Single Sign On (SSO).

✓ Single sign on (SSO) is available via the State Government Network ([SGN](#)) when your agency uses the Active Directory Federated Services ([ADFS](#)).

1. **Open:** Browser.
2. **Input:** <https://fpmt.gorpm.com>.
3. **Press:** Enter. FPMT will display the sign in page.



Is there a preferred browser or settings?

FPMT works best with current versions of Chrome, Edge or Firefox.

✓ You may need to use standard browser tools to adjust settings and preferences. For example, you may need to use browser tools to adjust pop-up settings to allow pop-ups from GoRPM or FPMT.

➔ In this example, we use standard Chrome browser tools to allow pop-ups.



Why does FPMT have references to GoRPM and R&K Solutions?

FPMT uses standard software tools from GoRPM provided by our vendor R&K Solutions.

✓ You might see the GoRPM logo in the FPMT top banner area and references to R&K solutions in some of the user guide materials, etc.



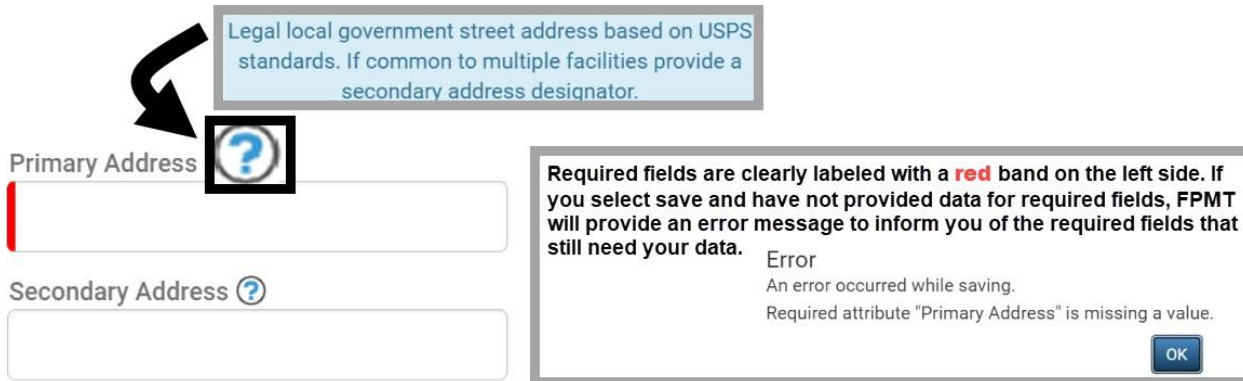
Where can I find help and resources about facilities planning?

For additional information, contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100)


Topic / Area	Reference	Examples
Using FPMT	FPMT reference materials and job aids	<ul style="list-style-type: none"> ✓ System navigation ✓ FPMT eLearning ✓ User accounts and roles/permissions
Facilities Planning	OFM facilities reference materials	<ul style="list-style-type: none"> ✓ Facility inventory ✓ Six-Year Facility Plan ✓ OFM agency contacts for facilities planning


Does FPMT include online help or tool tips? How do I know which fields are required?

FPMT uses modern technology with standard navigation tools. For example, fields with tool tips include a question mark so that you can display additional information and required fields are labeled with a red band on the left side. If you select save and have not provided data for required fields, FPMT will provide an error message to inform you of the required fields that still need your data.



Legal local government street address based on USPS standards. If common to multiple facilities provide a secondary address designator.

Primary Address 

Secondary Address 

Required fields are clearly labeled with a red band on the left side. If you select save and have not provided data for required fields, FPMT will provide an error message to inform you of the required fields that still need your data.

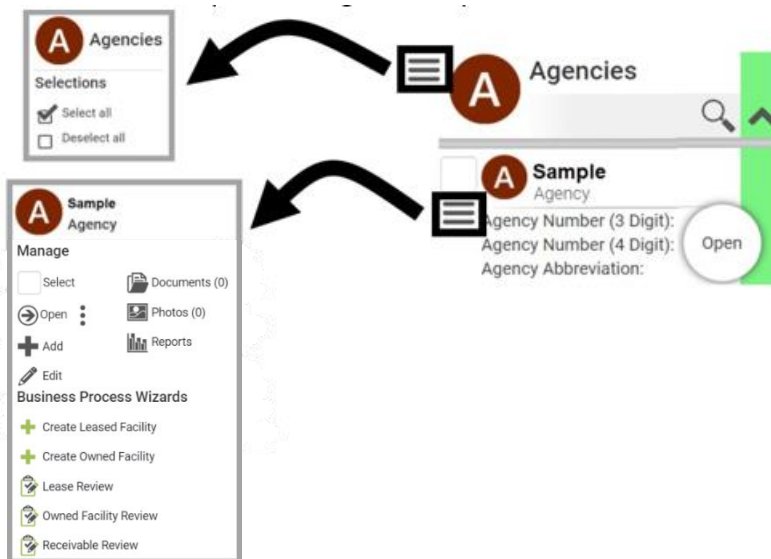
Error
An error occurred while saving.
Required attribute "Primary Address" is missing a value.

OK

Where are the manage data options?

The manage data options are available from the menu levels. If you select the menu and the manage data options are not available, ensure you are at the correct level in the data hierarchy. Agencies have limited ability to edit data manually and must use wizards to complete system updates.



✓ In this example, manage data options are available from the agency menu.



Agencies

Selections
 Select all
 Deselect all

Sample Agency

Manage
 Select  Documents (0)
 Open  Photos (0)
 Add  Reports
 Edit
 Business Process Wizards
 Create Leased Facility
 Create Owned Facility
 Lease Review
 Owned Facility Review
 Receivable Review

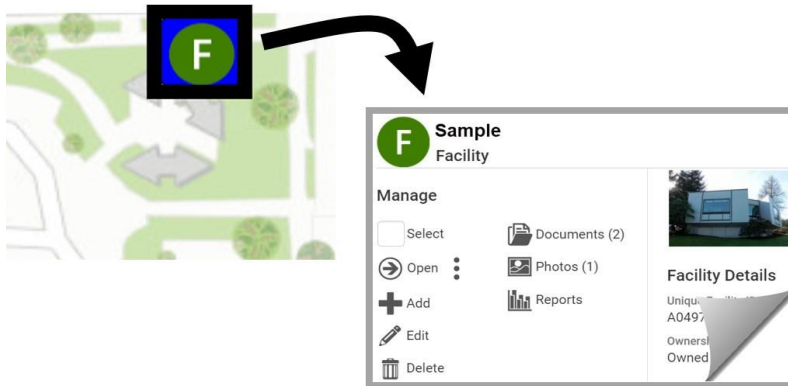
Agencies

Sample Agency
 Agency Number (3 Digit):
 Agency Number (4 Digit):
 Agency Abbreviation: **Open**

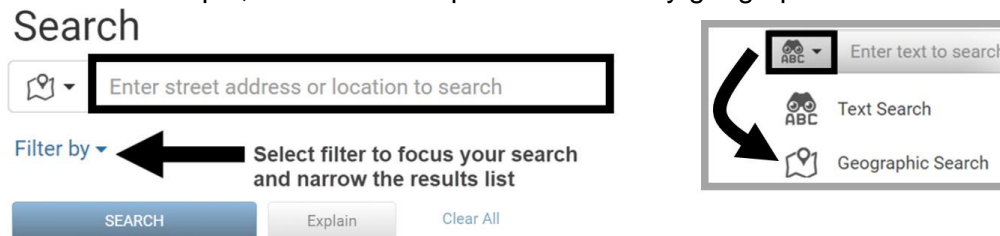
Can I use the geographic location on the map to display information about a facility?

You can select the facility on the map to display information. The search tools also include options to find information using a text search or geographic search.

→ In this example, we select the facility on the map to display information.



→ In this example, we select the option to search by geographic location.



What are the review wizards?

The [Lease Review](#), [Receivable Review](#) and [Owned Facility Review](#) wizards allow users to easily review and update all tables associated with leased, receivable, or owned facilities.

- ✓ Examples of tasks you can complete in the Review wizards include adding tables such as payments, options, amendments, and spaces. You can also edit fields such as condition assessment score.
- ✓ Select Next to navigate through the wizard.
- ✓ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step in the process.
- ✓ To complete the wizard and save your changes to the database, ensure you go all the way to the Data Review section and select the last Save and Close button. Exiting the wizard before this step will result in data loss.