



Agencies must report workstation and occupancy data for all in-scope owned, leased and receivable leased facilities as part of the Six-Year Facilities Plan baseline data collection process.

- ✓ Workstation and occupancy fields are located in the Space table.
- ✓ For existing owned, leased and receivable leased facilities, this data is added or updated by editing the Space table.
- ✓ Workstation and occupancy data can also be entered as part of the [Create Owned Facility](#) and [Create Leased Facility](#) wizard processes.
- ✓ For receivable leases, it is the tenant agency's responsibility to report workstation and occupancy data. For new receivable leases, this will occur after the owning agency/master lease holder has created the receivable lease in FPMT.

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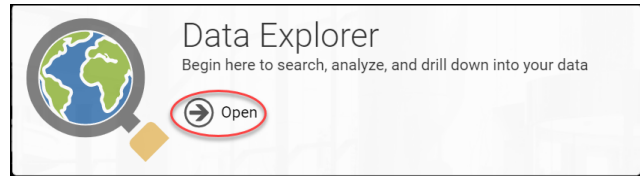
Overview



<p>Which FPMT user roles can add workstation and occupancy data?</p>	<ul style="list-style-type: none"> • Users must have the Facilities role and edit rights in order to enter workstation and occupancy data in FPMT.
<p>Is workstation and occupancy data required for all facilities?</p>	<ul style="list-style-type: none"> • Workstation and occupancy data is only required for leased, owned and receivable leased facilities that are in scope for the biennial Six-Year Facilities Plan. • This data will become an inventory requirement in 2023.
<p>Who is responsible for adding workstation and occupancy data for receivable leased facilities?</p>	<ul style="list-style-type: none"> • The tenant agency is responsible for entering the user and workstation counts for receivable leased facilities.
<p>When do I add workstation and occupancy data?</p>	<ul style="list-style-type: none"> • Workstation and occupancy data is reported as part of the biennial Six-Year Facilities Plan process in even years, between March and June.
<p>How do I add workstation and occupancy data?</p>	<ul style="list-style-type: none"> • For existing facilities, workstation and occupancy data is added or updated manually in the space table. • Workstation and occupancy data can also be added via a wizard when creating a new owned or leased facility.
<p>Where can find workstation definitions?</p>	<ul style="list-style-type: none"> • Office: An enclosed workspace with floor to ceiling walls. • Cubicle: An open or partially enclosed workspace. • Touchdown Space: An unassigned space that provides seating in varying forms to conduct work on an irregular basis or for short periods. <p>Note: Refer to any <u>unassigned</u> workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space.</p>
<p>Where can I find user type definitions?</p>	<ul style="list-style-type: none"> • Resident User: A user who works in the office at least 60% of the pay period. • Externally-Mobile User: A user who works in the office less than 60% of the pay period.

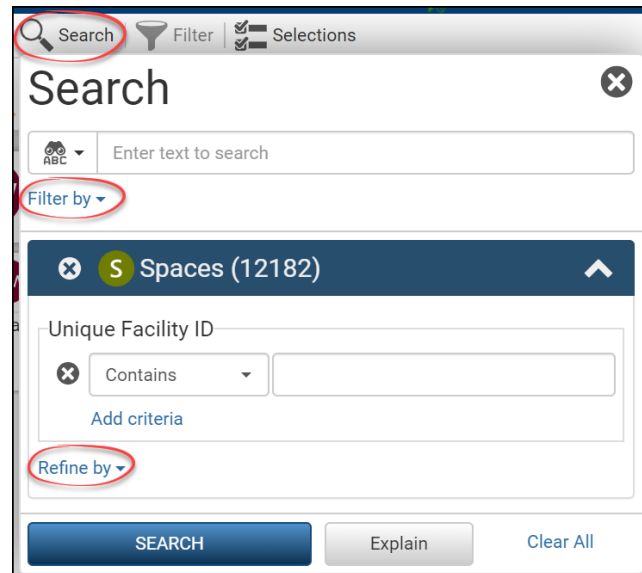
Enter Workstation and Occupancy Data


Navigate to the space tile.


1. **Open** the Data Explorer module.

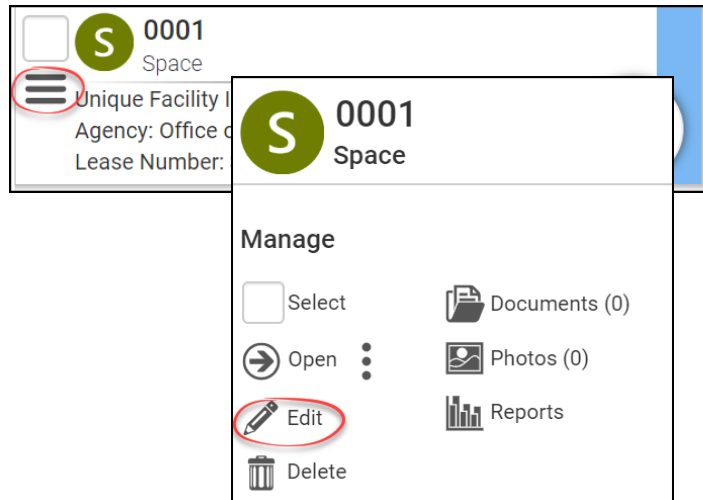


2. **Select** the  **Search** button on the data explorer tool bar.
3. **Select** **Filter by** and choose **Spaces**.
4. **Select** **Refine by** and choose **Unique Facility ID**.
5. **Enter** the UFI.
→ If you need to locate a UFI, run the Owned Facilities Inventory Report or the Leased Facilities Inventory Report from the agency tile.
6. **Select** 




7. **Select** the  menu button on the space tile.



8. **Select**  **Edit**




9. Populate or update the following fields:

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
 - Refer to any unassigned workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space.
- Number of Resident Users
- Number of Externally Mobile Users

→ Click the  next to the field name for a definition of each term.

Number of Offices 	<input type="text"/>
Number of Cubicles 	<input type="text"/>
Number of Touchdown Spaces 	<input type="text"/>

Number of Resident Users 	<input type="text"/>
Number of Externally Mobile Users 	<input type="text"/>

10. Select

<input type="button" value="SAVE AND CLOSE"/>	<input type="button" value="Cancel"/>
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