As part of the facilities inventory data collection process, agencies must report workstation counts for all office spaces that are in scope for six-year planning. This job aid provides instructions for using the Lease Review, Owned Facility Review, and Receivable Review wizards to add or update workstation data for existing facilities.

✓ For receivable leases, it is the tenant agency's responsibility to report workstation data. For new receivable leases, this will occur after the owning agency/master lease holder has created the receivable lease in FPMT.

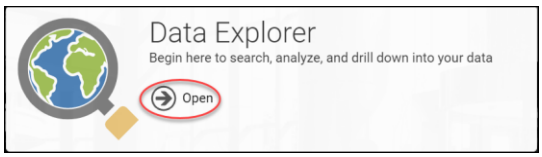
Overview

Is workstation data required for all facilities?	• Workstation data is only required for office spaces that are in scope for six-year planning.
Who is responsible for adding workstation data for receivable facilities?	• The tenant agency is responsible for entering the workstation counts for receivable facilities.
When do I add workstation data?	• Workstation data is an inventory requirement for facilities that are in scope for six-year planning. Data should be accurate each month.
How do I add workstation data?	• For existing facilities, workstation data can be added/updated in the Space table via the Review wizards. • Workstation data can be added via a wizard when creating a new owned or leased facility.
Where can find workstation definitions?	• **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. **Note:** Refer to any unassigned workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space. Do not include multi-purpose surfaces mainly used for eating, staging, or equipment work.

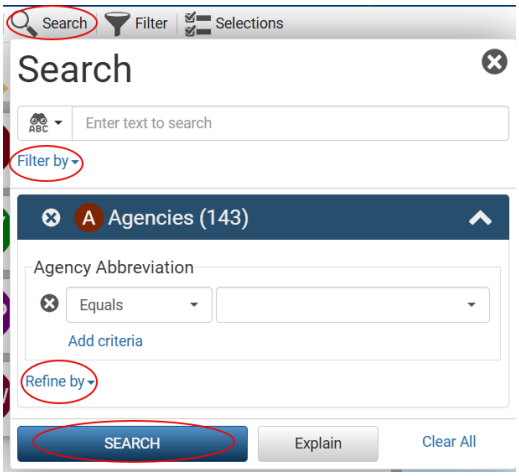
Navigate to a Review Wizard

Navigate to the Lease Review, Owned Facility Review, or Receivable Review wizard as applicable.

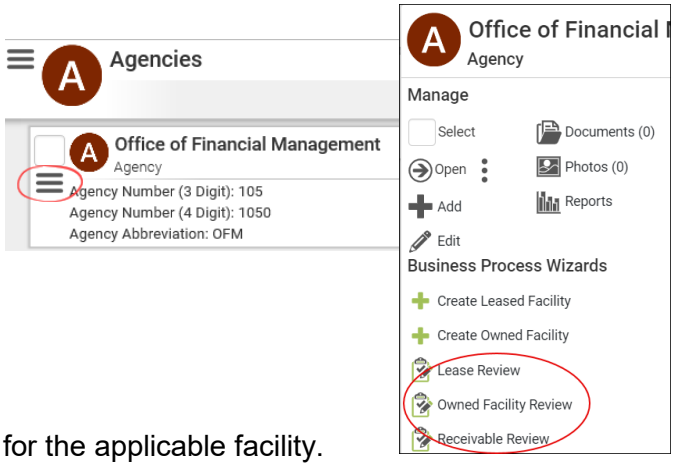
1. **Open** the Data Explorer module.



2. **Select** the Search button on the data explorer tool bar.
3. **Select** "Filter by" and choose Agencies.
4. **Select** "Refine by" and choose Agency Abbreviation.
   ➔These are SAAM acronyms.
5. **Enter** the abbreviation.
   ➔You can type in the text box to filter the list.
6. **Select** Search.



7. **Select** the menu button on the agency tile.
8. **Select** the applicable Review wizard (Lease Review, Owned Facility Review or Receivable Review).

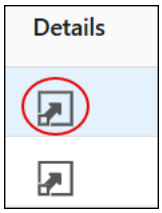


Update Workstation Counts

Navigate through the wizard to the Space table for the applicable facility.

1. **Select** the Details button next to the applicable facility.

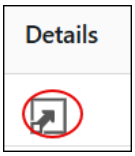
   Note: If you are a tenant agency in a receivable lease, your Space table will be in the Lessee Receivable Contracts section of the Receivable Review wizard.



2. **Select** the Next button to navigate to the Space table.



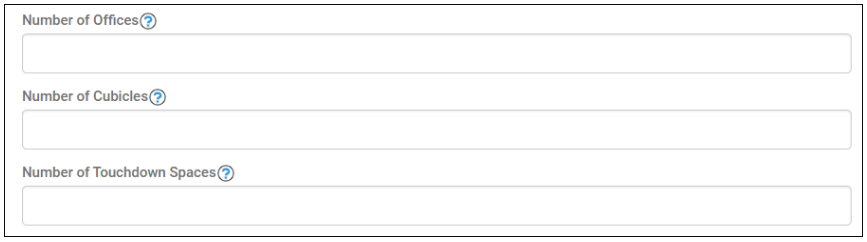
3. **Select** the Details button to edit the Space table.



4. **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.



➔Select the question mark icon next to the field name for a definition of each term.



5. **Select** Save Changes.

➔You must navigate all the way through the Data Review section in the wizard to save your changes to the database. If you exit now, you will lose your data.



6. Depending on which wizard you are in, you may need to **select** Next to reach the end of the section. Once you do, **select** Save Changes.





7. **Select** the Next button to navigate to the Data Review section.



8. **Select** Save and Close.

➔This is the final step that will save your updates to the database.

