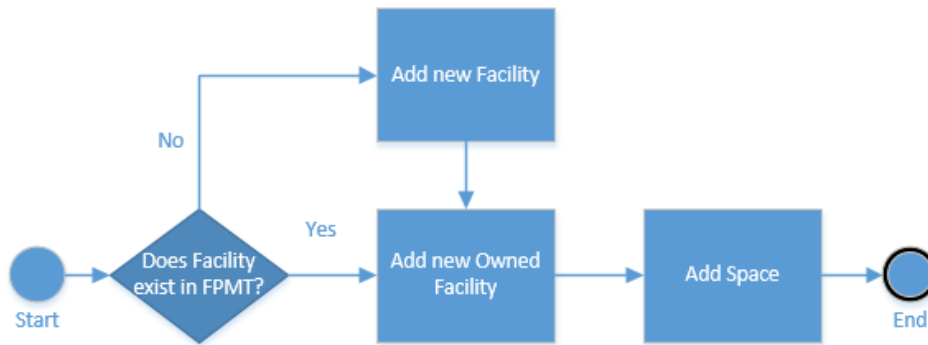


Add a New Owned Facility – Overview

This job aid contains step-by-step instructions for adding a new owned facility. Please refer to the flowchart below for a high-level overview of all steps.

- ✓ Owned facilities are added to FPMT from the Facility table. If the facility does not exist in the system inventory, you will first need to add a new Facility.
- ✓ A new owned facility should be added to the system after it has been occupied.
- ✓ **To complete this task, you will need a copy of the deed and a floor plan with total square footage.**



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Add a New Owned Facility



Note: Owned facilities are added from the Facility tile. If the facility does not exist in the system, you must add a new facility first.

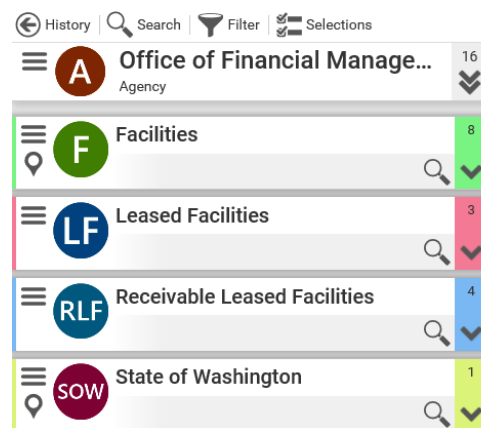
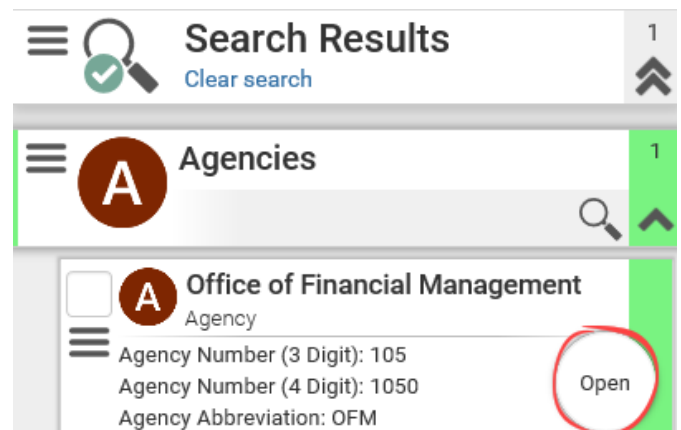
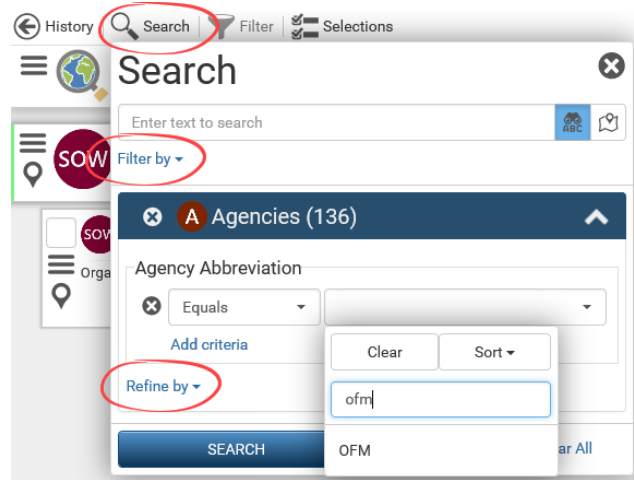
- Always search for the facility before adding a new one.
- For instructions on how to search for and add a Facility, click [here](#).

1. Navigate to the Facility tile


- You can locate the Facility tile through the Agency tile list.

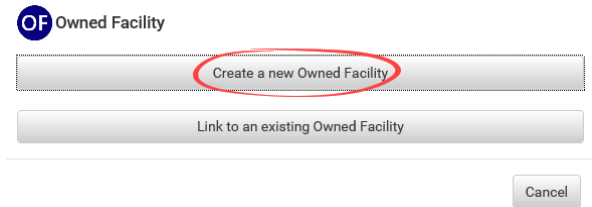
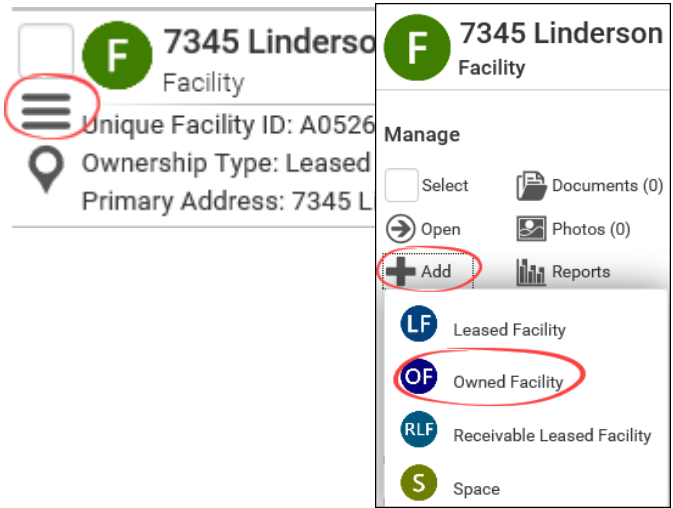
To navigate to your agency:

- A.** Click the  **Search** button on the data explorer toolbar
- B.** Click **Filter by** and choose **Agencies** from the dropdown menu
- C.** Click **Refine by** and choose **Agency Abbreviation** from the dropdown menu
- D.** Choose your agency from the list. You can filter the list by typing the abbreviation in the text box.
- E.** Click the  button
- F.** Click **Open**
- G.** **Expand** the Facilities tile group to see all of your agency's facilities.



Click the arrow to expand the Facilities tile group

2. Click the  menu button
3. Click  Add
4. Select Owned Facility
5. Select Create a new Owned Facility



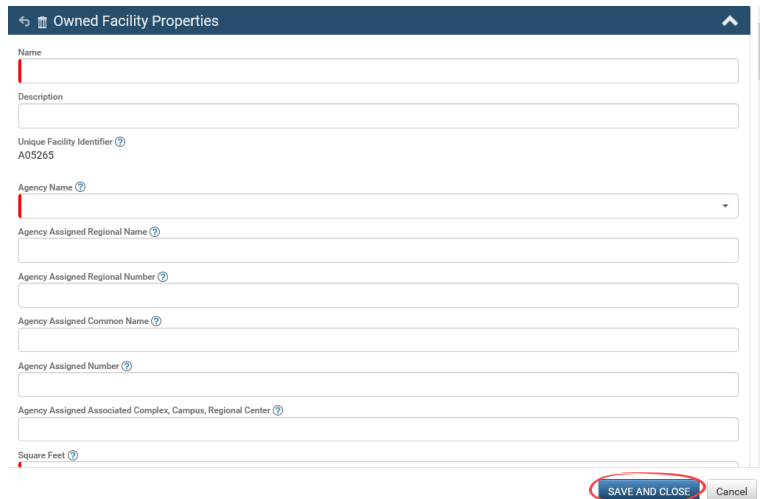
6. Enter agency data – red fields are required

Field-specific guidance:



Name: Use the agency SAAM acronym and then the agency common name.

Example: DSHS-19-Auditorium

7. Click SAVE AND CLOSE



Add a Space to the New Owned Facility

1. Stay on the new Owned Facility tile
2. Click the  menu button
3. Click  Add
4. Select Space
5. Select Create a new Space

6. Enter date – red fields are required

Field-specific guidance:

Name: The name can be any short name that helps users identify the space within a facility.

Example: Lab Space

Unique Facility ID: You must enter the UFI. If you need to locate the number, it is visible on the Owned Facility tile.

Space ID: A unique number to identify the space

Example: 0001

Note on square footage: The sum of all Space square feet cannot exceed the total Owned Facility square feet.

Square Feet Measurement Type: Dropdown menu

→ Refer to the [Facility Square Footage Measurement Definitions](#) for more information.

Primary Space Type: Dropdown menu

→ Refer to the [Property Class & Space Type Categories](#) job aid for more information.

7. Click SAVE AND CLOSE

