



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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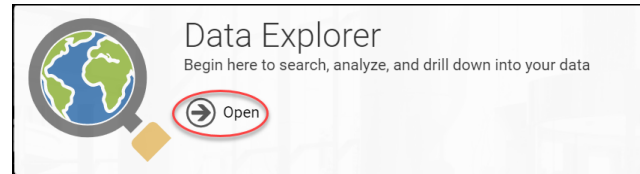
Overview



Which FPMT user roles can add workstation and occupancy data?	<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.
Is workstation and occupancy data required for all facilities?	<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.
Who is responsible for adding workstation and occupancy data for receivable leased facilities?	<ul style="list-style-type: none"> The tenant agency is responsible for entering the user and workstation counts for receivable leased facilities.
When do I add workstation and occupancy data?	<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.
How do I add workstation and occupancy data?	<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.
Where can find workstation definitions?	<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. Note: Refer to any <u>unassigned</u> workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space.
Where can I find user type definitions?	<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. Fully Remote User: A user who has no regularly scheduled commitment to work in the office.

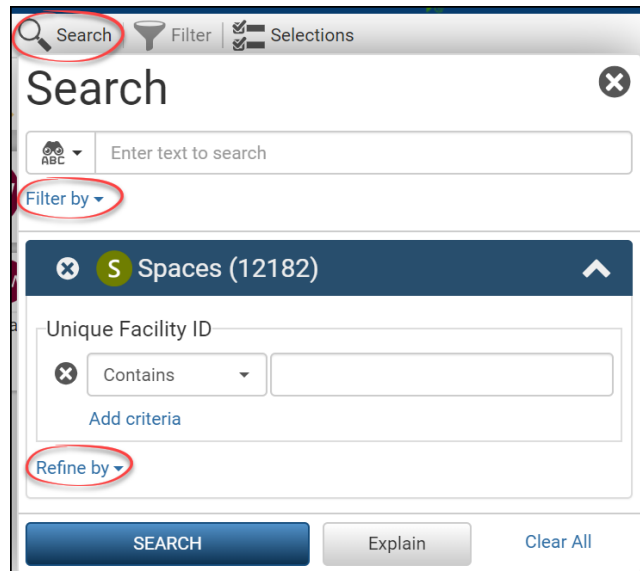
Enter Workstation and Occupancy Data



Navigate to the space tile.

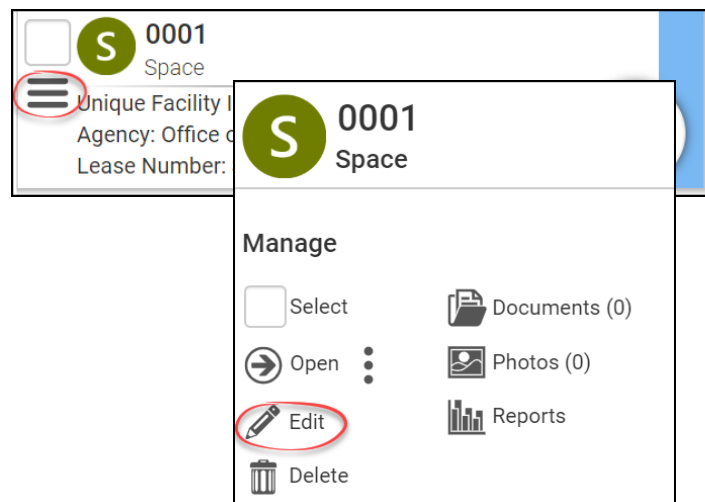
1. Open the Data Explorer module.



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 Lease Contract 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
- Number of Fully Remote Users

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

Number of Offices (Required For Six-Year Plan) 
<input type="text"/>
Number of Cubicles (Required For Six-Year Plan) 
<input type="text"/>
Number of Touchdown Spaces (Required For Six-Year Plan) 
<input type="text"/>

Number of Resident Users (Required For Six-Year Plan) 
<input type="text"/>
Number of Externally Mobile Users (Required For Six-Year Plan) 
<input type="text"/>
Number Of Fully Remote Users (Required For Six-Year Plan) 
<input type="text"/>

10. Select

SAVE AND CLOSE

SAVE AND CLOSE

Cancel