



AGENCY LEGACY SYSTEM REMEDIATION OR RETIREMENT

Frequently Asked Questions

Category	Question	Answer
How to...	How do I contact One Washington?	Please email onewa@ofm.wa.gov (<i>Subject: Legacy System Remediation</i>).
How to...	How do I request the most recent version of our agency's One Washington Readiness Spreadsheet?	Email onewa@ofm.wa.gov (<i>Subject: System Readiness Spreadsheet</i>) to request the most recent version of your agency's Readiness Spreadsheet.
How to...	How do I update our agency's One Washington Readiness Spreadsheet?	<p>The One Washington Readiness Spreadsheet can be submitted as often as needed to keep your information up to date.</p> <p>It is essential that you maintain a master Readiness Spreadsheet within your agency or program) and resubmit the entire spreadsheet every time you make changes.</p> <p>In a large agency, where multiple teams may be submitting information, use the optional digits at the end of the file name to keep your submittals unique. (i.e. 105Readiness140 – where 140 is the program identifier of who has submitted).</p> <p>Once you have submitted your data, you must keep using the same filename going forward. The data in the database will be deleted and reloaded every time the filename is submitted for load. Files will be cleared out of the staging area when they are loaded into the database every evening. OFM will hold on to a copy of your file in an archive area so the data can be rolled back if necessary. We highly recommend keeping the number of staff posting your agency data at a minimum to alleviate confusion and duplication.</p> <p>Please name the spreadsheet using this format: ###Readiness***.xlsx ### = your official 3 digit agency code</p>

		<p>*** = optional to keep your submissions unique</p> <p>Spreadsheets will be loaded from the staging area on a nightly basis.</p> <p><u>The Staging area is at ftp://ftp.ofm.wa.gov, directory is OneWA-DataCollect. To post your spreadsheet just copy and paste to the correct directory.</u></p> <p>If you have any issues using this FTP area please contact the OFM Help Desk at: <u>HereToHelp@ofm.wa.gov</u></p>
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