

Maintenance Program Management (MPM)

Changing Equipment Classification Job Aid

This job aid will walk you through the steps necessary to edit and submit a change request that will affect the classification for a piece of equipment. This job aid is directed at users that have the “County Equipment County Editor/Approver” role in the Acceptance version of MPM.

Please see the MPM Classify Equipment job aid for getting a new piece of equipment classified.


Step 1: Sign on to the MPM application, Production:

<https://trust.dot.state.wi.us/mpm/>

After entering your User ID and Password, click on the Login link.

You will land on the MPM Main Screen. This screen presents several links:

- Manage your profile – this option lets you view and edit your profile.
- To do list for your role – this option presents workflow items needing your attention.
- To do list for your group – this option presents workflow items needing group attention.
- Admin screen – this option presents links to view and manage the application.
- “Go” link to select the desired calendar year to work with.



State of Wisconsin
Department of Transportation

ACPT

[Home](#) | [Log Off](#)


Welcome Rachael Lohr

MPM Main screen

[Manage your profile](#)
[To do list for your role \(9\)](#)
[To do list for your group \(5205\) !](#)
[Admin screen](#)


MPM Home page for Calendar Year:

MPM Message Board

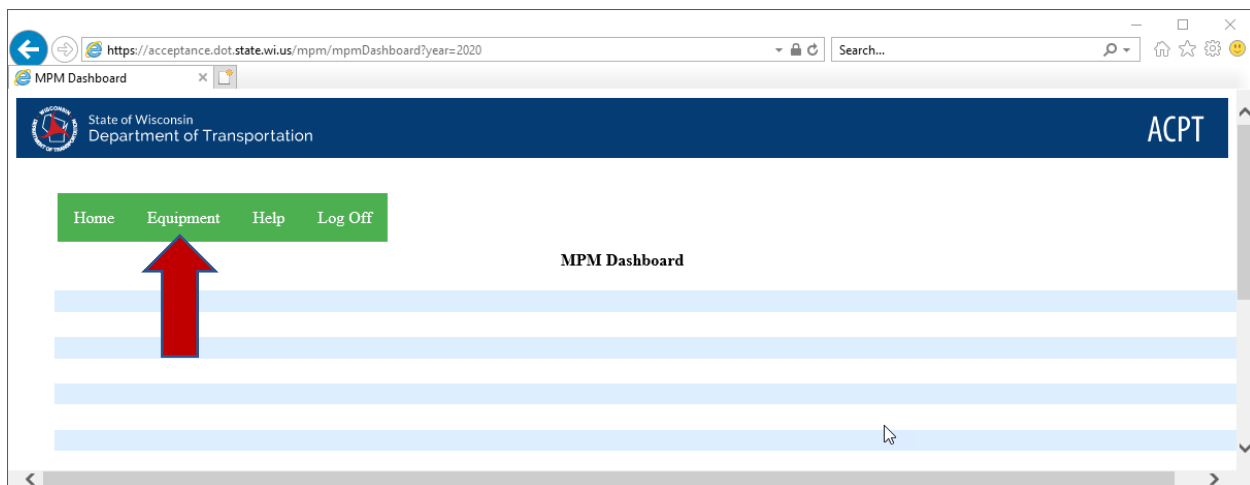
- 
DMA testing kick off
MPM demo and testing kick-off on DMA screens is scheduled for 5/21/2019 at 1:00pm
- MPM demo and testing kick-off on RMA screens**
MPM demo and testing kick-off on RMA screens is scheduled for 2/22/2019 at 10:00am
- MPM demo on RMA screens**
MPM demo on RMA screens by BITS is scheduled for 2/6/2019 at 2:00pm
- Welcome to MPM**
MPM is a web based application developed for Bureau of Highway Maintenance (BHM) with functionality including automation of manual processes, county access, dashboard reporting, calendar-based reminders, behind-the-scenes workflow, eSignature, online (24/7) document storage & retrieval ... [more](#)

Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

Step 2: Select the desired calendar year and click on Go:

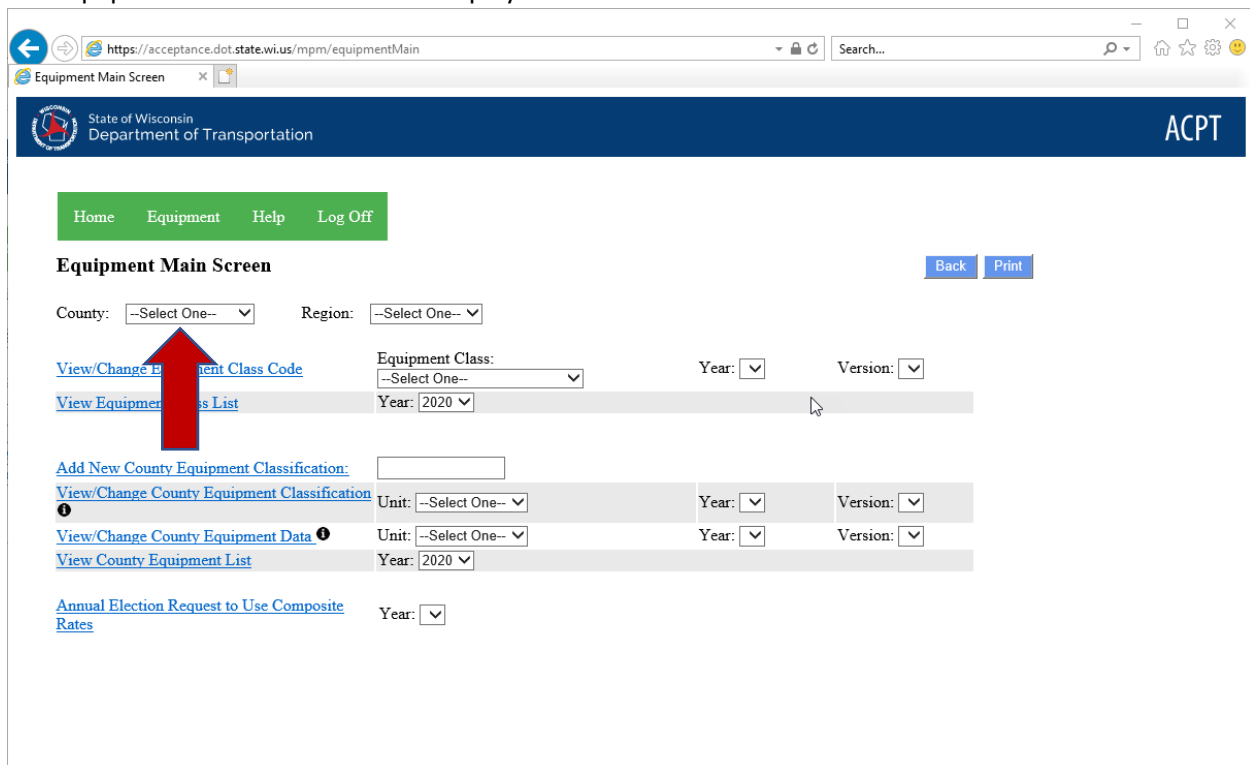
MPM Home page for Calendar Year:


The MPM Dashboard will be displayed:



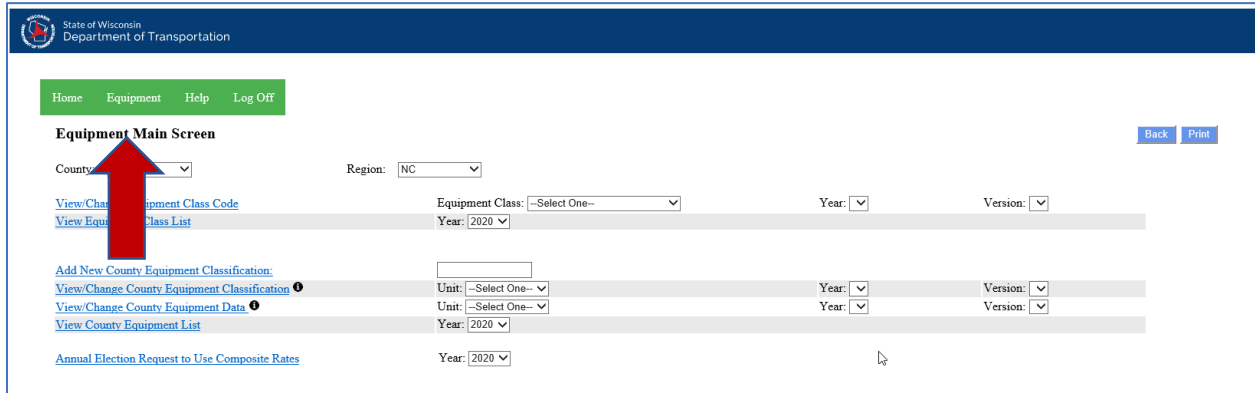
Step 3: Click on the Equipment link above

The Equipment Main Screen will be displayed:



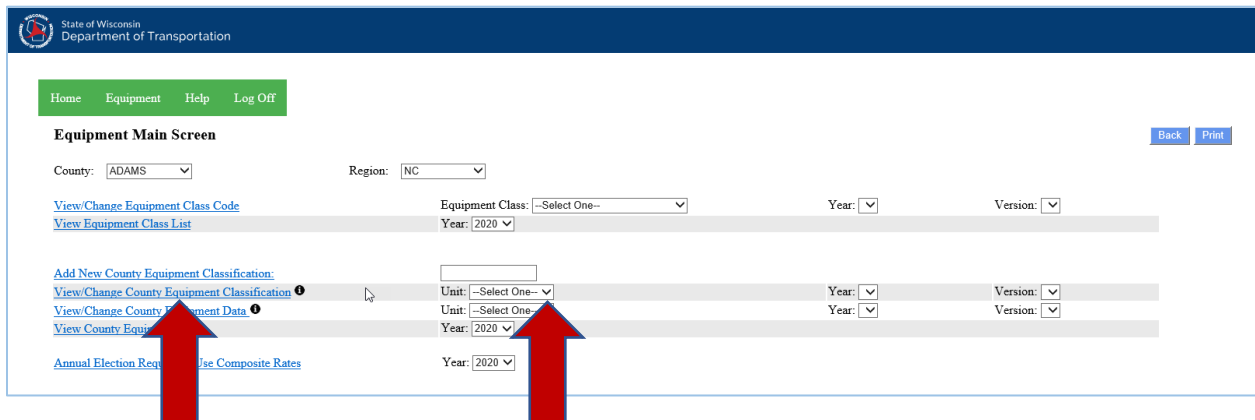
Step 4: Select County

Once you select a County, the Region will be automatically selected based on the County.



The screenshot shows the "Equipment Main Screen" of the State of Wisconsin Department of Transportation. At the top, there is a navigation bar with "Home", "Equipment", "Help", and "Log Off". Below this, the "Equipment Main Screen" title is displayed. A red arrow points to the "County" dropdown menu, which is currently set to "ADAMS". The "Region" dropdown is set to "NC". Below these, there are several links: "View/Change Equipment Class Code", "View Equipment Class List", "Add New County Equipment Classification", "View/Change County Equipment Classification", "View/Change County Equipment Data", "View County Equipment List", and "Annual Election Request to Use Composite Rates". Each link is followed by a "Year" dropdown set to "2020" and a "Version" dropdown. A "Back" and "Print" button are in the top right corner.

Step 5: To select an existing piece of Equipment to change, use the drop down to select the Unit ID and click on the “View/Change County Equipment Classification” link.




The screenshot shows the "Equipment Main Screen" with the "County" dropdown set to "ADAMS" and the "Region" dropdown set to "NC". A red arrow points to the "Unit" dropdown menu, which is currently set to "--Select One--". Another red arrow points to the "View/Change County Equipment Classification" link. The "Year" dropdown is set to "2020" and the "Version" dropdown is set to "1". The "Back" and "Print" buttons are in the top right corner.

NOTE: This option will display equipment that has already been removed from the inventory (but the disposal date doesn't show on this screen). If a unit has been disposed of, the disposal date is only reflected on the View/Change County Equipment Data Screen.

Step 6: Select Change

The next step is to click on the change link.

State of Wisconsin
Department of Transportation

[Home](#) [Equipment](#) [Help](#) [Log Off](#)

County: ADAMS Region: NC Unit: 19B Year: 2012 Version: 1 [Go](#)

Add County Equipment Classification Request

County : **ADAMS**

Region : **North Central**

Year : **2012**

County Equipment : **19B**

Version : **1**

[Change](#) [Print](#)

Unit Number: *

19B

Super Category: *

Air Compressors

Category: *

Air Compressor

Category Description: *

☒ < 125 cu.ft.
☐ 125 through 209 CFM
☐ 210 CFM and over

Capacity: *

40

Cubic Feet

Equipment Class: *

9006-AIR COMPRESSOR

Manufacturer: *

INGERSOLL RAND

Purchase Year: *

2009

Model Year: *

2009

County Remarks:

Requested Classification Change Effective Month: *


DOT Central Office Remarks:

Notes

Document Name: Document: [Browse...](#)

Date/Time	Author	Note	Action Performed	Docs	Remove Document	Clear Note
08/23/2019 4:04:46 PM	MPM Batch		Approved			

Step 7: Edit Information

State of Wisconsin
Department of Transportation

HomeEquipmentHelpLog Off

County: ADAMSRegion: NCUnit: 19BYear: 2019Version: 1Go

Change County Equipment Classification Request

SubmitCancelValidateSaveBackPrint

County : ADAMSRegion : North CentralYear : 2019County Equipment : 19BVersion : 1

Required fields are marked with an asterisk. Non-editable fields are grayed out. Older equipment may have required fields that are grayed out (non-editable). If you are getting an error message asking you to complete a required field that is grayed out (non-editable), you need to use the Change County Equipment Data Request form. Please go back to the equipment home page to select this form.

Unit Number: *	19B
Super Category: *	Air Compressors
Category: *	Air Compressor
Category Description: *	<input checked="" type="radio"/> < 125 cu.ft. <input type="radio"/> 125 through 209 CFM <input type="radio"/> 210 CFM and over
Capacity: *	40 Cubic Feet
Equipment Class: *	9006-AIR COMPRESSOR
Manufacturer: *	JINGERSOLL RAND
Purchase Year: *	2009
Model Year: *	2009
County Remarks:	
Reason For Change: *	
Approval Date:	
Requested Classification Change Effective Month: *	08/2019
DOT Central Office Remarks:	


Upload Equipment Photo: *

Document Name: Document: Browse...

Anything that can be edited will not be grayed out. This option only lets you change things that affect the classification of the equipment; there is a separate process to change equipment information (see the MPM Changing Equipment Information job aid).

Step 8: Enter Reason for Change

You must enter a "Reason For Change" into the free form text box.

State of Wisconsin
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[Home](#) [Equipment](#) [Help](#) [Log Off](#)

County: ADAMS Region: NC Unit: 19B Year: 2019 Version: 1 [Go](#)

Change County Equipment Classification Request

[Submit](#) [Cancel](#) [Validate](#) [Save](#) [Back](#) [Print](#)

County : **ADAMS** Region : **North Central** Year : **2019** County Equipment : **19B** Version : **1**

Required fields are marked with an asterisk. Non-editable fields are grayed out. Older equipment may have required fields that are grayed out (non-editable). If you are getting an error message asking you to complete a required field that is grayed out (non-editable), you need to use the Change County Equipment Data Request form. Please go back to the equipment home page to select this form.

Unit Number: *	19B
Super Category: *	Air Compressors
Category: *	Air Compressor
Category Description: *	<div><input checked="" type="radio"/> < 125 cu.ft. <input type="radio"/> 125 through 209 CFM <input type="radio"/> 210 CFM and over</div>
Capacity: *	40 Cubic Feet
Equipment Class: *	9006-AIR COMPRESSOR
Manufacturer: *	JINGERSOLL RAND
Purchase Year: *	2009
Model Year: *	2009
County Remarks:	<div></div>
Reason For Change: *	<div></div>
Approval:	<div></div>
Requested Classification Change Effective Month: *	08/2019
DOT Central Office Remarks:	<div></div>

Upload Equipment Photo: *
Document Name: Document: [Browse...](#)

Step 9: Change Effective Month

It will default to the current month and year; you can't change this.

Requested Classification Change Effective Month: * 08/2019

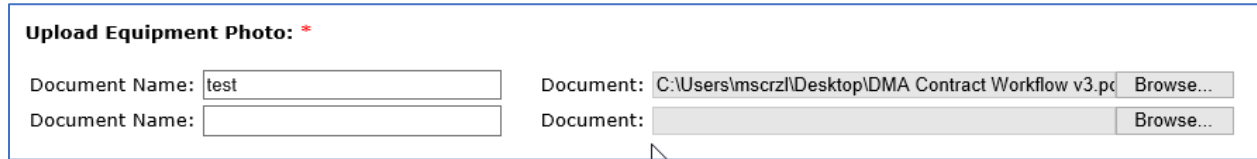
Step 10: Upload Equipment Photo (if needed)

At least one photo of the equipment is also required:

Upload Equipment Photo: *
Document Name: Document: [Browse...](#)

You enter a name for the Photo, click on browse and then navigate to the folder on your computer or network that contains the file you want to upload. Selecting the file will upload it to MPM.

Once uploaded, a new line will be added to upload additional photos:



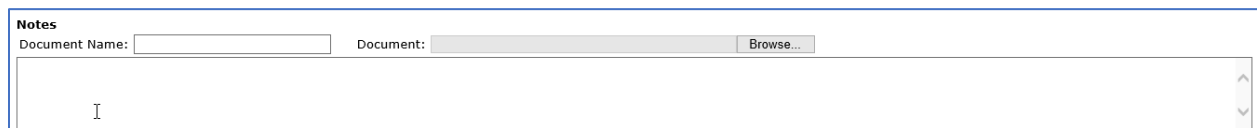
Upload Equipment Photo: *

Document Name: Document: Browse...

Document Name: Document: Browse...

Step 11: Notes

There are two ways to attach notes. You can either upload documents (like a Word file or Excel spreadsheet) or type directly into a text box. The upload for Notes documents works just like the photo upload:



Notes

Document Name: Document: Browse...

Step 12: Screen Controls

There are several buttons at the top right of the screen that affect the classification request:



- Submit – This submits the change request for approval from a user with the County Approver role.
- Cancel – This throws away your request entirely, nothing is retained.
- Validate – This applies validation rules and warns you of any errors or omissions.
- Save – This saves the classification request to the database. You could come back later, continue working or submit the request for approval.
- Back – This takes you to the screen you were on previously. Be sure to click the save button before using the Back button to make sure your work is saved.
- Print – This prints a copy of the screen you are on.

Step 13: Work Flow

When a county user “Submits” the unit for classification, staff in BHM receive a notification that there has been a submission. BHM reviews the classification request and either approves or rejects the request. If approved, the unit is added to the MPM inventory and the submitting staff are notified via email that the unit was approved. Using MPM, a user could review and print a unit’s details. If rejected, the submitting staff are notified of the rejection via email and the equipment classification request is returned to editable status for the county user. BHM will include a reason for the rejection, so county staff can correct what is needed and resubmit the unit for classification.