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.

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.

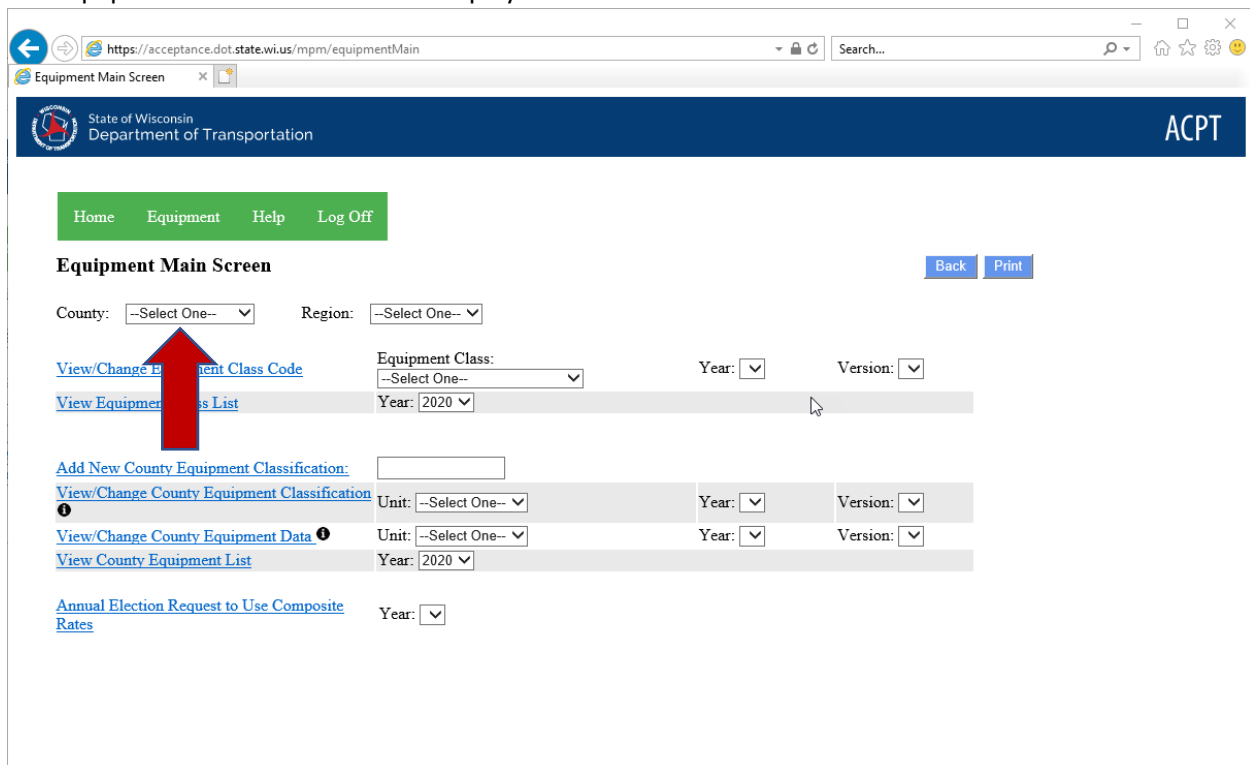## Step 2: Select the desired calendar year and click on Go:

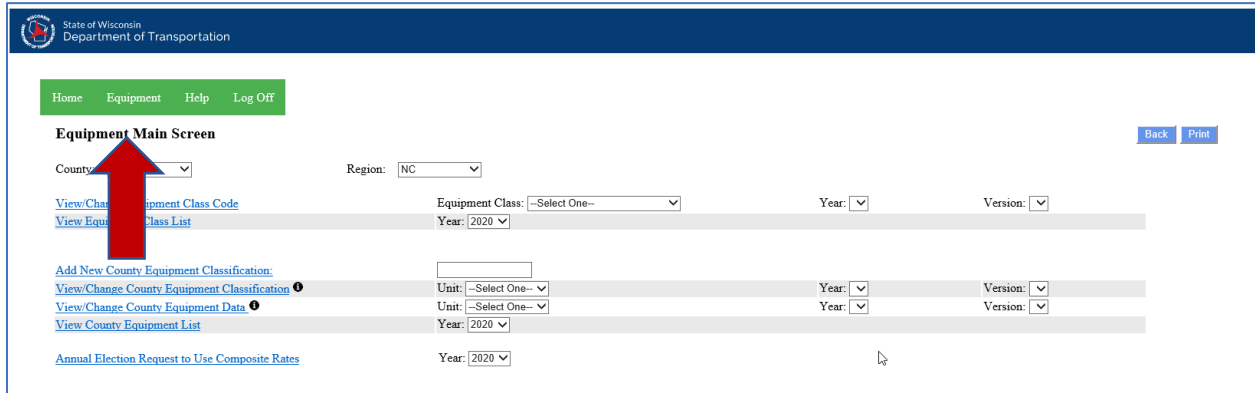The MPM Dashboard will be displayed:
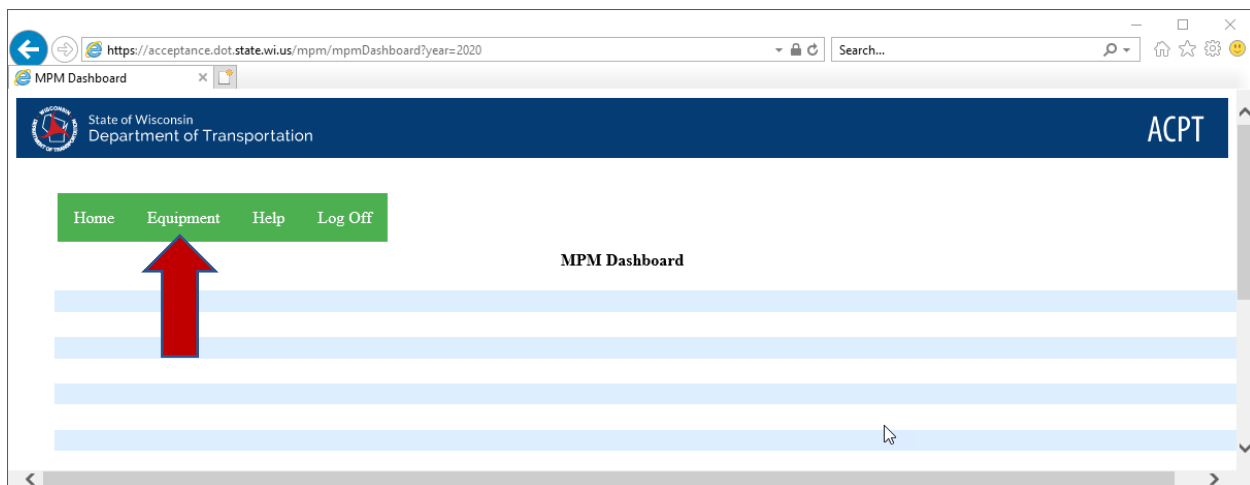
Step 3: Click on the Equipment link above
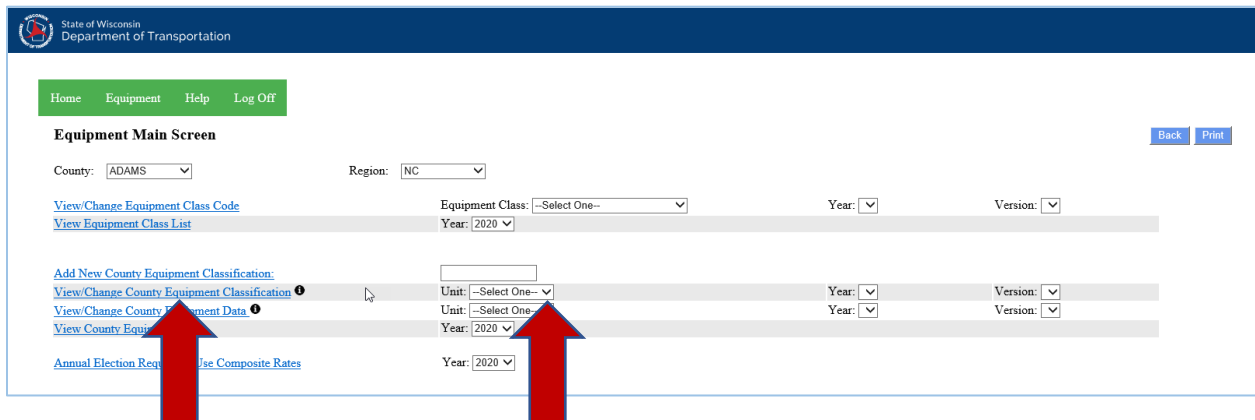
The Equipment Main Screen will be displayed:

Step 4: Select County

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

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.

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.

Step 7: Edit Information

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.

Step 9: Change Effective Month

It will default to the current month and year; you can't change this.
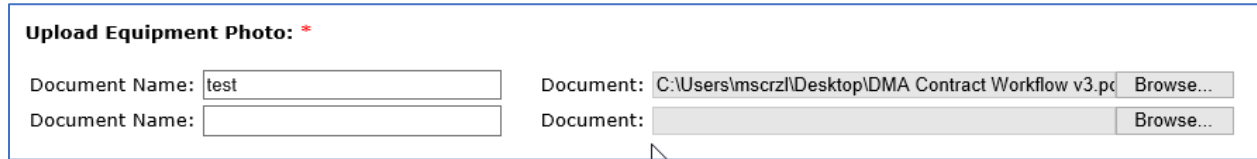
Step 10: Upload Equipment Photo (if needed)

At least one photo of the equipment is also required:

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: *

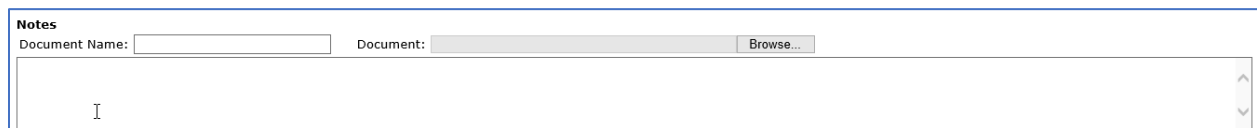| Document Name: | test | Document: | C:\Users\mscrzl\Desktop\DMA Contract Workflow v3.pd | Browse... |
| Document Name: | | Document: | | Browse... |

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   Cancel   Validate   Save   Back   Print

- 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.