# Maintenance Program Management (MPM)

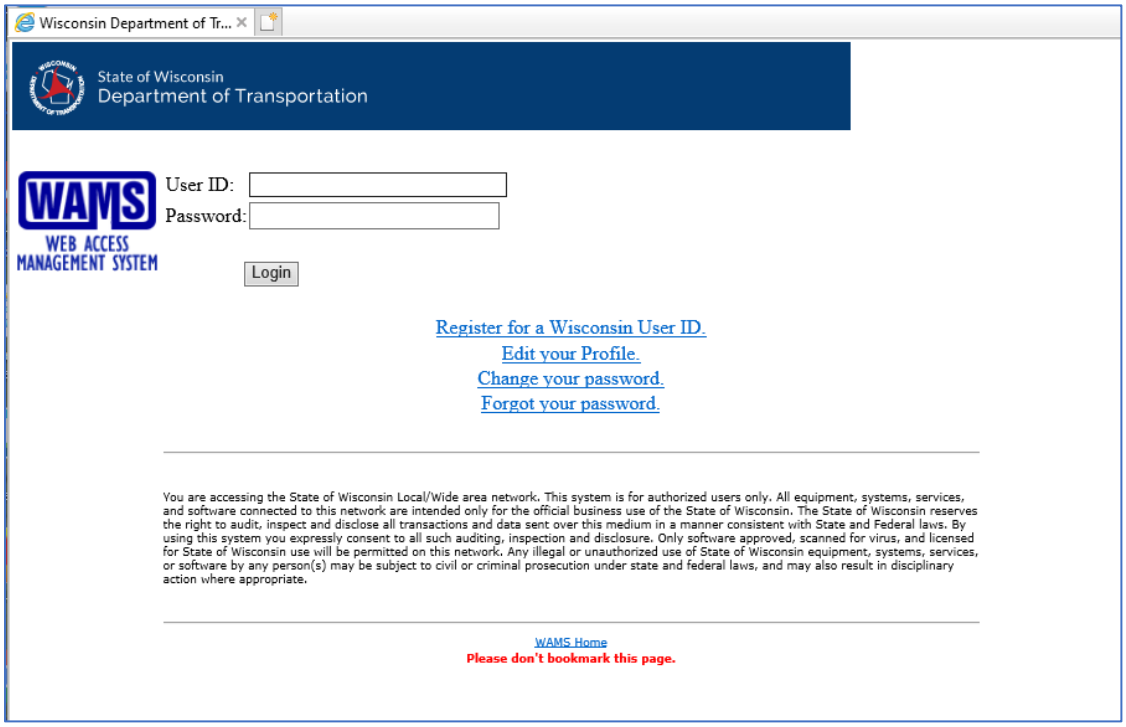
# Changing Equipment Information Job Aid

This job aid will walk you through the steps necessary to edit and submit a change request 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:

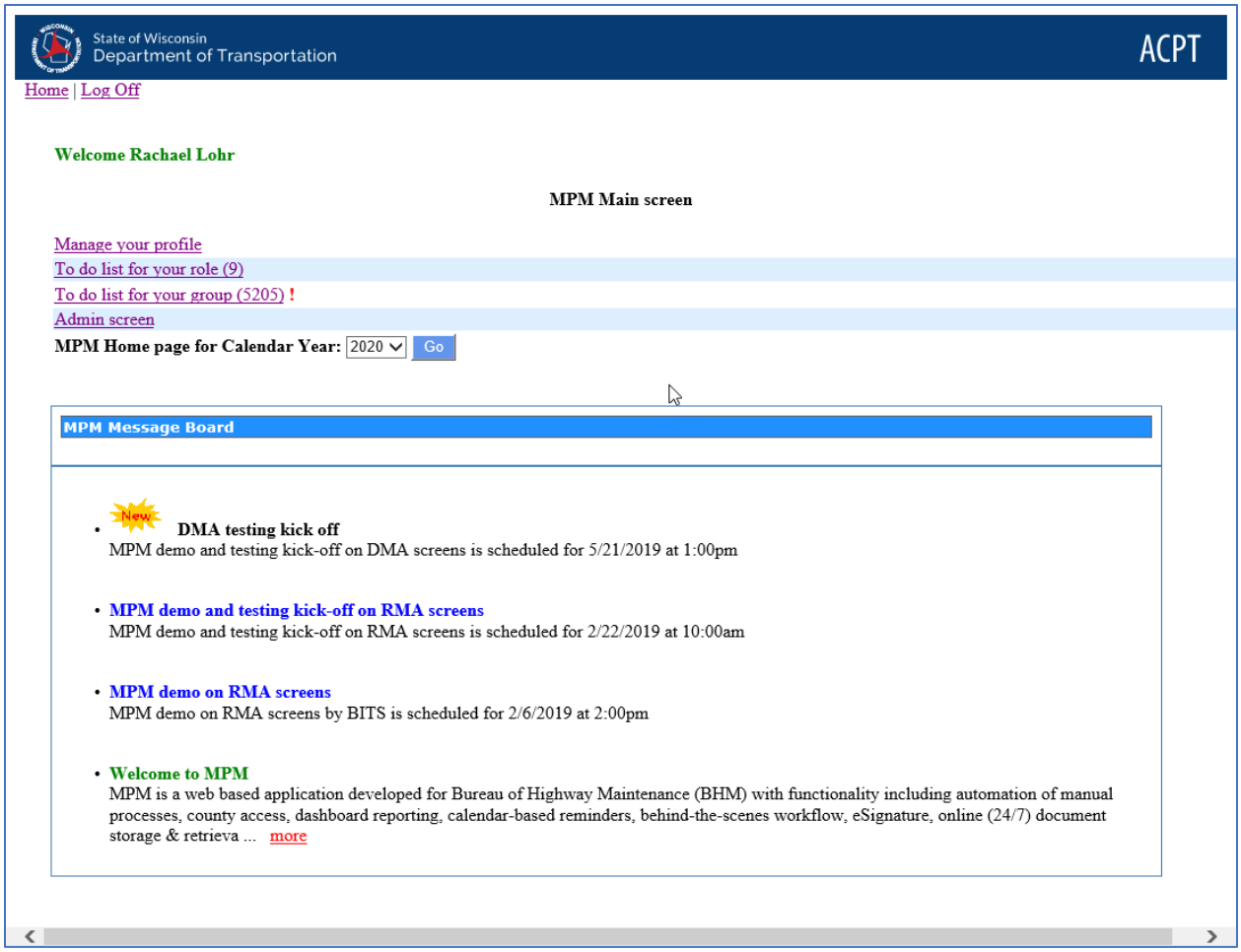
https://trust.dot.state.wi.us/mpm/




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

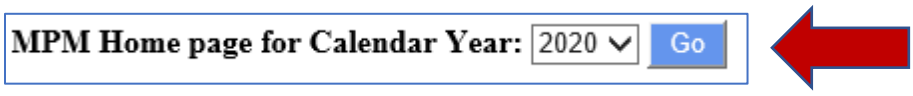
You will land on the MPM Main Screen. This screen presents several links:

- 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.

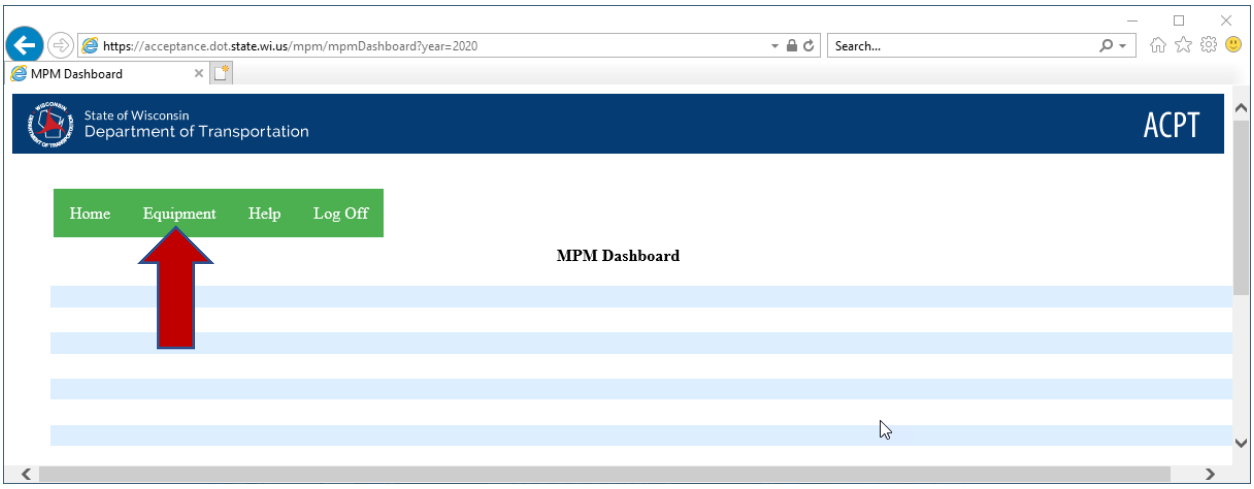



Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

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

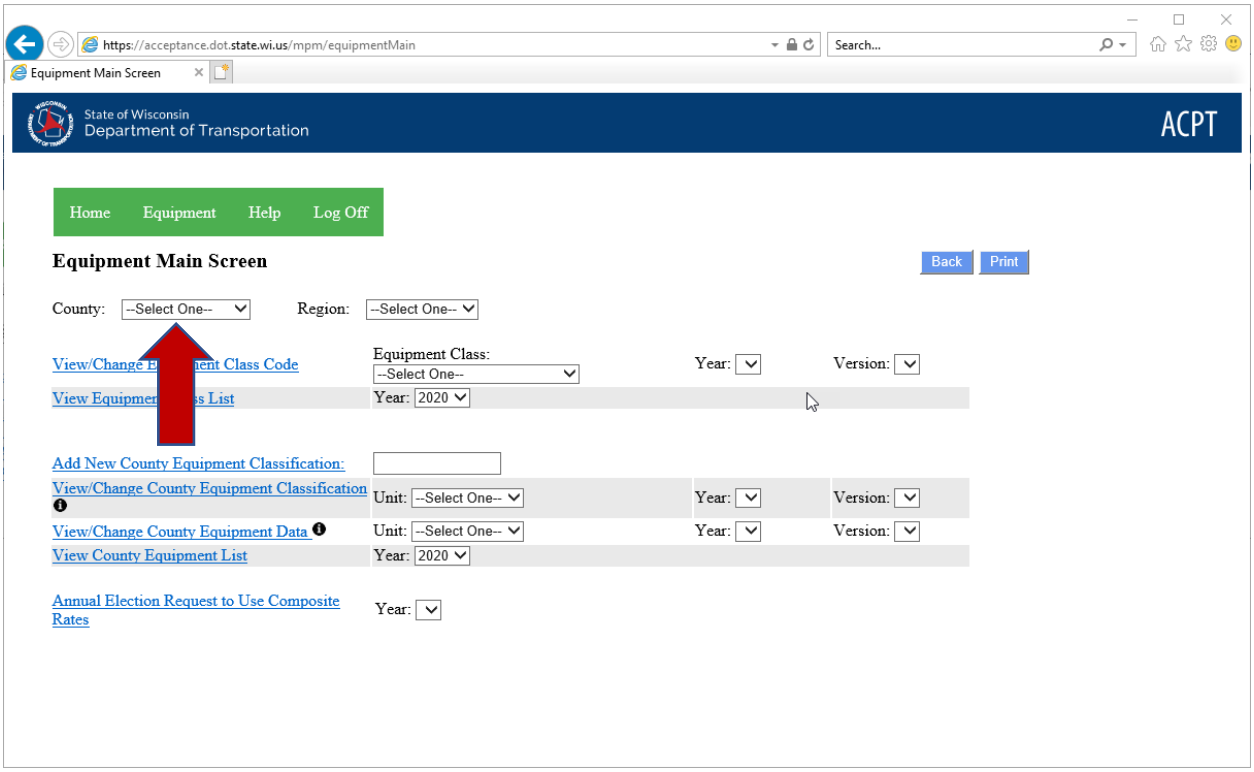



The MPM Dashboard will be displayed:



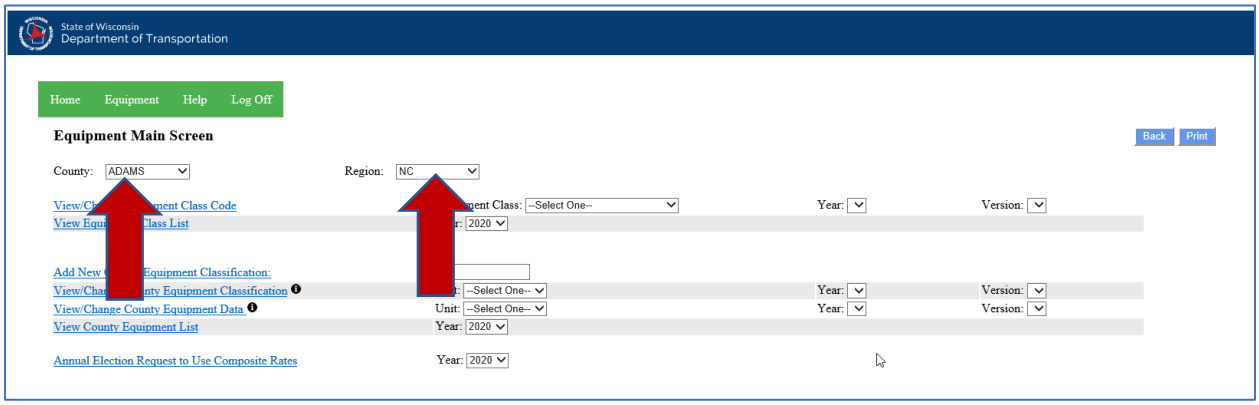

## Step 3: Click on the Equipment link above

The Equipment Main Screen will be displayed:

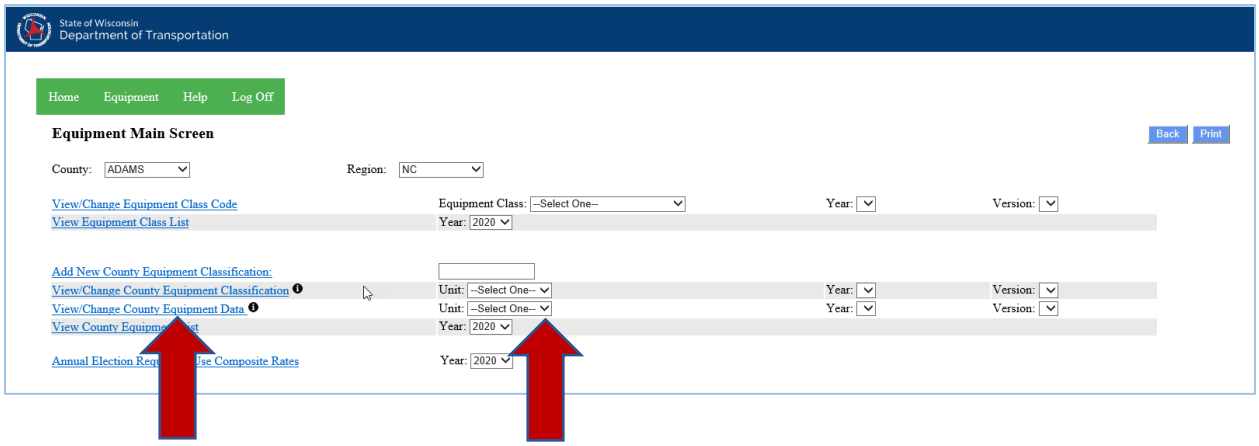


## Step 4: Select County

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

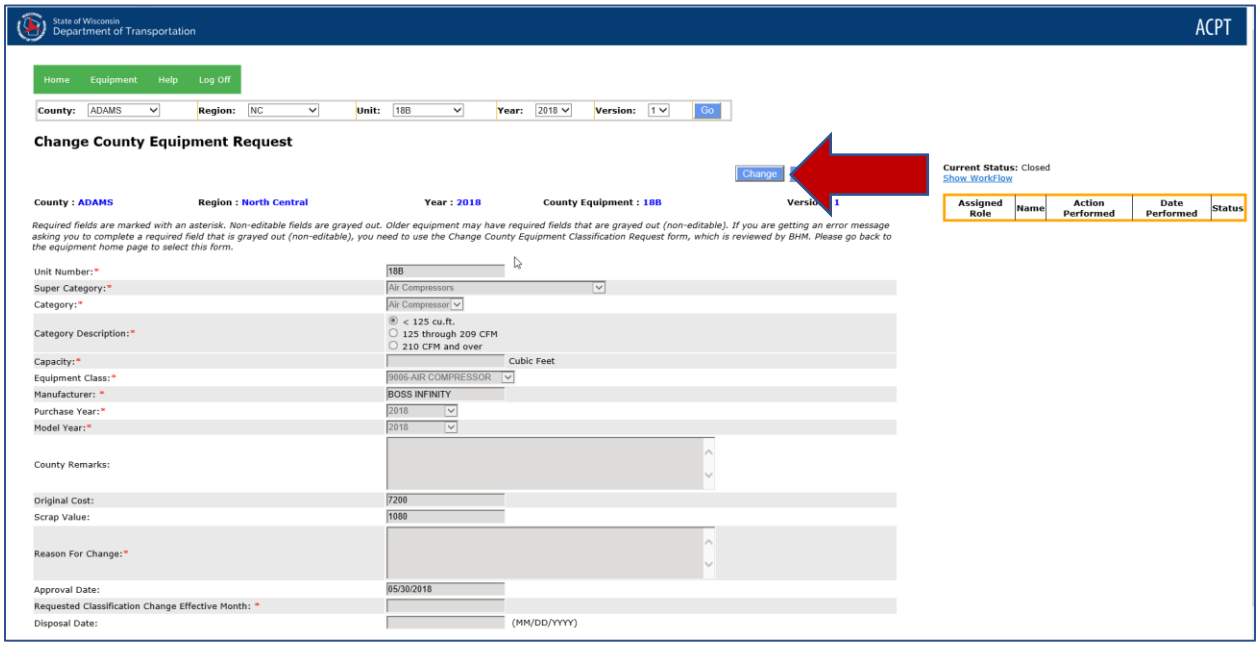



## Step 5: To select an existing piece of Equipment to change, use the drop down to select the Unit ID and click on the "View/Change County Equipment Data" link.

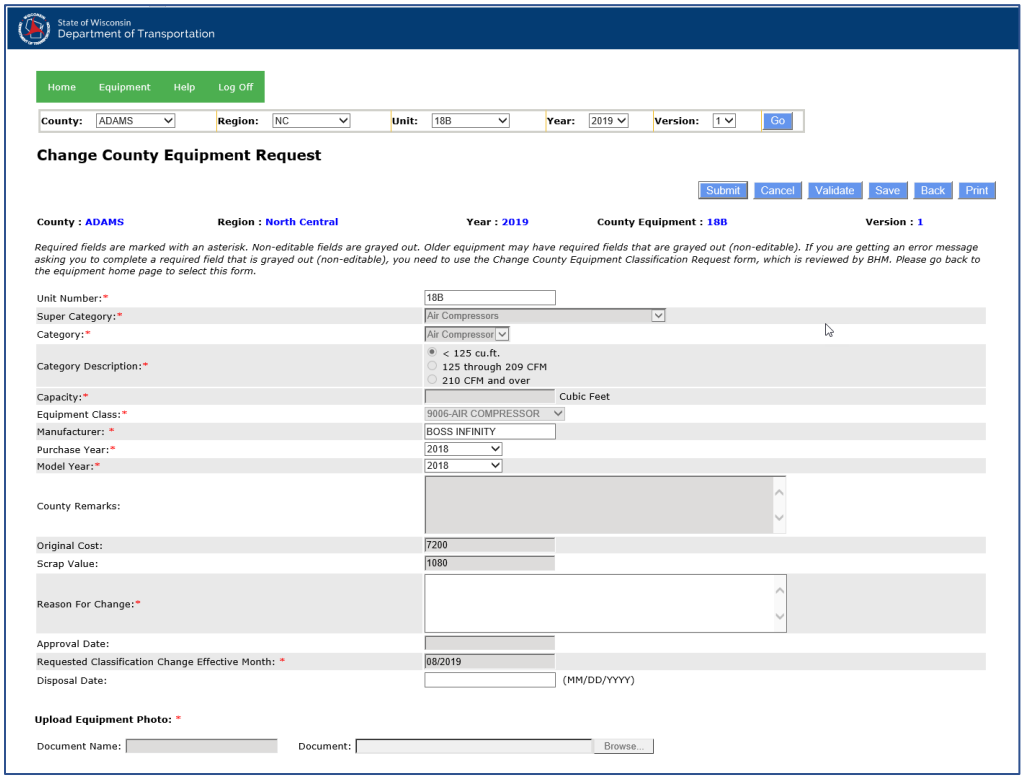


## Step 6: Select Change

The next step is to click on the change link.




## Step 7: Edit Information



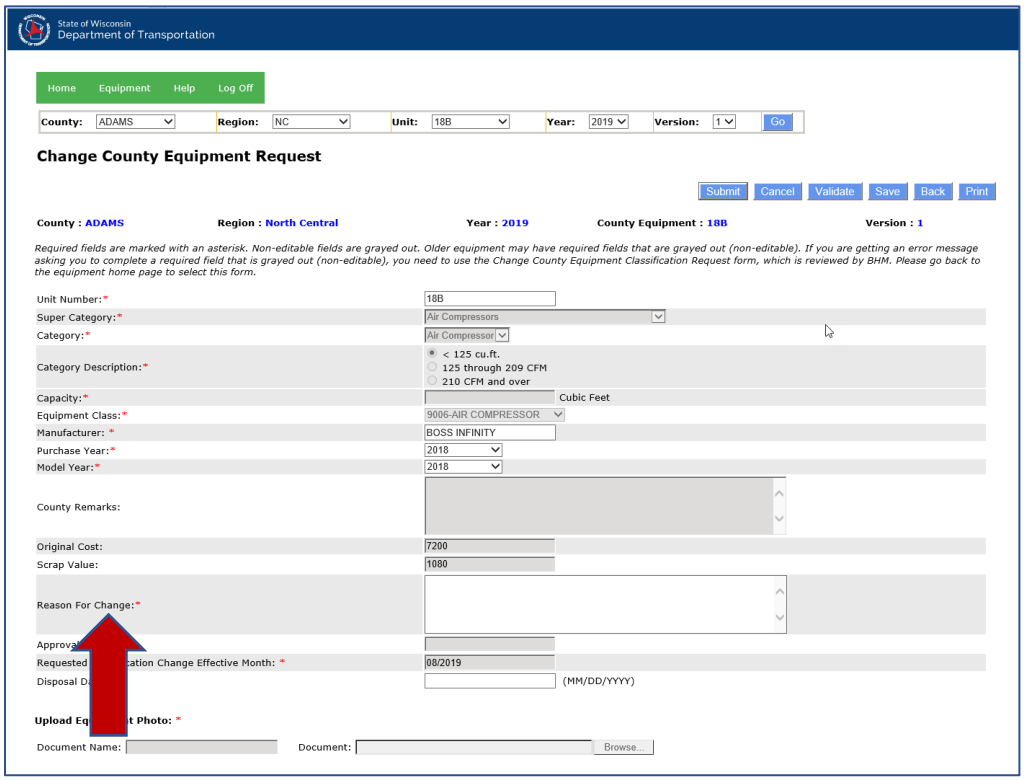
Anything that can be edited will not be grayed out. This option only lets you change things that don't affect the classification of the equipment; there is a separate process to change equipment classification (see the MPM Changing Equipment Classification job aid).

Entering a Disposal Date is optional. Entering the disposal date on this screen can help with the validation of your financial reports and invoices. If you enter a disposal date on this screen, it will update your MPM equipment inventory, but you'll still need to record the disposal on your year-end Financial Reports. If you just enter it on your end of year Financial Reports, the MPM application will automatically assign a December 31st disposal date of the same year the piece of equipment is listed on the county's Financial Year Report to the MPM inventory. This could lead to a delay in being able to reuse the equipment number.

MPM imported the equipment inventory from a legacy system. In some cases, information that is currently required for classification of equipment is missing. If you want to change some of the data that does not change the classification but are missing a required filed such as the "GVW Rating" for a truck, you will need to go back to the "Change Equipment Classification Request Form" and enter the missing data, then submit the classification change request and upon receiving notification that the change has been approved by BHM, then you will have to return to the County Equipment Data Request Form to submit a change that does not impact the classification.

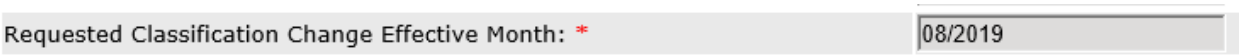
## Step 8: Enter Reason for Change

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



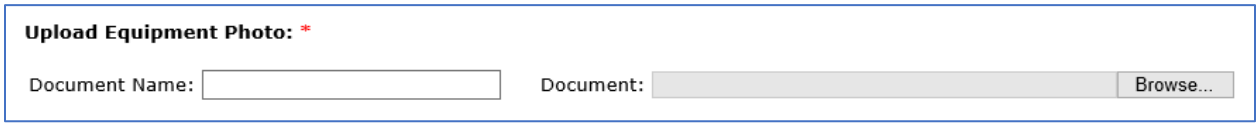
## Step 9: Change Effective Month

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



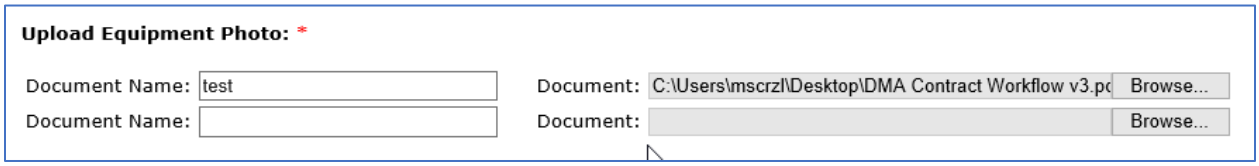

## Step 10: Upload Equipment Photo (if desired)

You can upload photo(s) of the equipment if desired (not required):



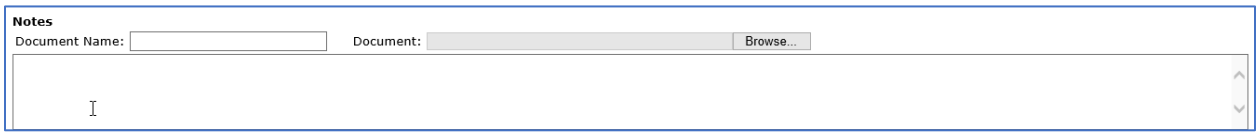

You enter a name for the Photo, click on browse and then navigate to the folder on your computer or network that contains the file you want to upload. Selecting the file will upload it to MPM.

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




## 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:



## Step 12: Screen Controls

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

- Submit – This submits the change request to save in the MPM inventory. You will see a "Data saved successfully" message near the top left of the screen.
- 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.