

Maintenance Program Management (MPM)

Equipment Classification Job Aid

This job aid will walk you through the steps necessary to edit and submit a classification 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.

If a county wants to invoice DOT for the use of a piece of equipment (e.g. a truck, fork lift, excavator, etc.), it must have a classification code assigned by DOT and be in our equipment inventory. The MPM classification replaces the paper form that has been used in the past.

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

<https://acceptance.dot.state.wi.us/mpm/> (UAT)

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

Note: You need to have a WAMS account for the user acceptance testing (UAT) environment (this is separate from your production account). To request access, use this:

<https://uaon.wisconsin.gov/WAMS/SelfRegController>

State of Wisconsin
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WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

This is a **ACCEPTANCE** environment. Data and accounts are **NOT** permanent

Login

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)


You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

[WAMS Home](#)
Please don't bookmark this page.

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.

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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

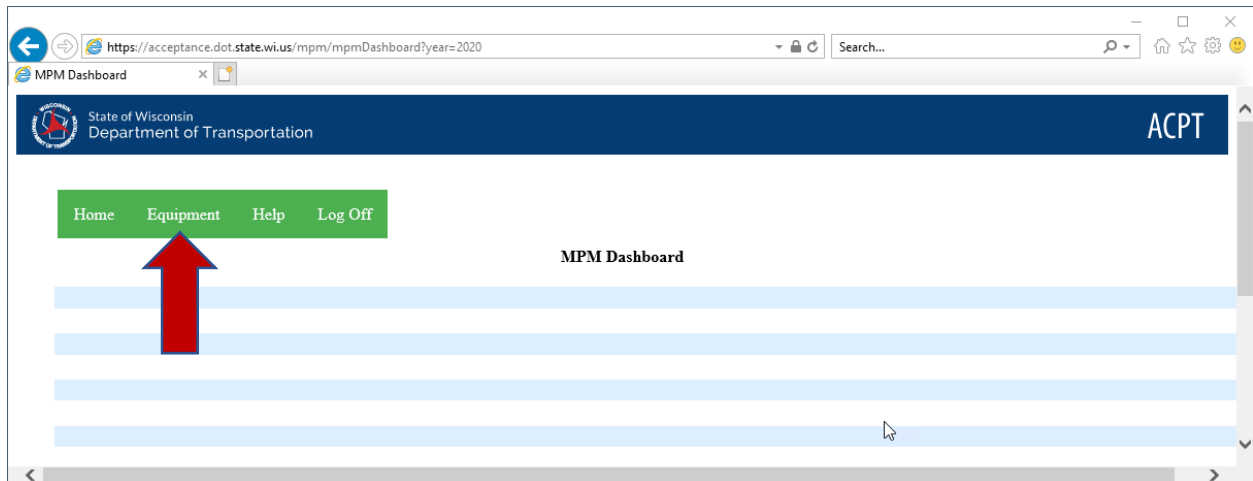
-  **DMA testing kick off**
MPM demo and testing kick-off on DMA screens is scheduled for 5/21/2019 at 1:00pm
- MPM demo and testing kick-off on RMA screens**
MPM demo and testing kick-off on RMA screens is scheduled for 2/22/2019 at 10:00am
- MPM demo on RMA screens**
MPM demo on RMA screens by BITS 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: 2020

The MPM Dashboard will be displayed:



Step 3: Click on the Equipment link above

The Equipment Main Screen will be displayed:

Equipment Main Screen

County: --Select One-- Region: --Select One--

[View/Change Equipment Class Code](#) Equipment Class: --Select One-- Year: Year: Version: Version:

[View Equipment Class List](#) Year: 2020

[Add New County Equipment Classification:](#) Year: Year: Version: Version:

[View/Change County Equipment Classification](#) Unit: --Select One-- Year: Year: Version: Version:

[View/Change County Equipment Data](#) Unit: --Select One-- Year: Year: Version: Version:

[View County Equipment List](#) Year: 2020

[Annual Election Request to Use Composite Rates](#) Year: Year:

Step 4: Select County

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

Equipment Main Screen

County: CLARK Region: NW

Equipment Class: --Select One-- Year: Year: Version: Version:

View/Change Equipment Class Code View Equipment Class List

Add New County Equipment Classification: 12345

View/Change County Equipment Classification Unit: --Select One-- Year: Year: Version: Version:

View/Change County Equipment Data Unit: --Select One-- Year: Year: Version: Version:

View County Equipment List Year: Year: Version: Version:

Annual Election Request to Use Composite Rates Year: 2020

Step 5: To classify a new piece of Equipment, enter a unit ID and click on the “Add New County Equipment Classification” link

If the unit number is already in use or was used within the last two years, you will be alerted to that by turning the unit ID red and displaying the message that “Equipment Unit Already Exists.”

Add New County Equipment Classification: 12345 Equipment Unit Already exists

Step 6: Select Super Category

The first step is to select the Super Category using the drop down list of options.

The screenshot shows the 'Add County Equipment Classification Request' form in the ACPT system. The form is titled 'Add County Equipment Classification Request' and includes a navigation bar with 'Home', 'Equipment', 'Help', and 'Log Off'. The form fields are as follows:

- County: CLARK (dropdown)
- Region: NW (dropdown)
- Unit: 12345 (dropdown)
- Year: 2019 (dropdown)
- Version: 1 (dropdown)
- Go (button)

Buttons: Submit, Cancel, Validate, Save, Back, Print

Current Status: Open for Submission
[Show Workflow](#)

Assigned Role/Name/Action Performed/Date Performed/Status

County: CLARK Region: Northwest Year: 2019 County Equipment: 12345 Version: 1

Unit Number: 12345

Super Category: --Select One-- (dropdown)

Category: --Select One-- (dropdown)

Category Description: --Select One-- (dropdown)

Equipment Class: --Select One-- (dropdown)

Manufacturer: --Select One-- (dropdown)

Purchase Year: --Select One-- (dropdown)

Model Year: --Select One-- (dropdown)

County Remarks: (text area)

Requested Classification Change Effective Month: (dropdown)

DOT Central Office Remarks: (text area)

Upload Equipment Photo: (text area)

Document Name: (text input) Document: (text input) Browse... (button)

Notes

Document Name: (text input) Document: (text input) Browse... (button)

Date/Time	Author	Note	Action Performed	Docs	Remove Document	Clear Note
08/15/2019 9:58:21 AM	Rachael Lohr	Initialized				

The options for Super Category include:

- Air Compressors
- Bituminous Equipment
- Boats
- Booms
- Brush Chippers
- Brush Cutters
- Centerliners
- Compactors
- Concrete Saws
- Conveyors
- Cranes
- Drills
- Excavators
- Forklifts
- Generators
- Graders
- Hammers
- Maintainers

- Miscellaneous
- Mowers and Mower Attachments
- Pressure Washers
- Scaffolding
- Scrapers and Scraper Attachments
- Sewer Cleaners
- Shouldering Machines
- Snow Blowers
- Snow Plows, Attachments
- Snow Plows, Motor Grader and Tractor Attachments
- Spreaders, Self-Propelled Chip
- Stump Cutters
- Survey Equipment
- Sweepers and Attachments
- Tractors/skidsteers/loaders/dozers
- Trailers
- Trucks
- Vehicles
- Water Pumps

Step 7: Select Category


Using the drop down option to select category.

Category: *	--Select One--	
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Depending on which Super Category is selected, the options for Category will vary. Most are very simple like Super Category of Trucks – the only Category option will be Truck. Others will offer a range of options like Bituminous Equipment which has Categories of Asphalt Wedger, Bitumen Kettle, Chip Spreader, Cold Milling Machine, Curb Paver, Distributer, Heater, Heating Kettle, Patch Machine, Pavement Profiler, Paver, Pothole Patcher, Profiler, Pug Mill, Router, Storage Tank and Truck Bed Hot Box.

Step 8: Select Category Description

Use the radio buttons to select the appropriate Category Description. Depending on which Super Category and Category are selected, different options will be presented.

Super Category: *	Excavators	
Category: *	Excavator	
Category Description: *	<input type="radio"/> Self contained excavator, rubber tire <input type="radio"/> Truck mounted, including hydraulic cable operated combination backhoe units	

Step 9: Additional Equipment Details

Depending on the type of equipment you are classifying, additional equipment details may be required. Examples include:

Capacity: *	<input type="text"/>	HP
Capacity: *	<input type="text"/>	Cubic Yards
Weight: *	<input type="text"/>	GVW Rating

If you enter a value that is outside the range allowable for the equipment you've selected, you will see an error message

ERROR! The value entered is invalid.

The equipment classification code will be automatically assigned – you can't enter or select this:

Equipment Class: *	302-MTR.GRADER	▼
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Not required for determining the classification code but required for classification are the Manufacturer (text box), Purchase Year (selectable) and Model Year (selectable):

Manufacturer: *	<input type="text"/>
Purchase Year: *	--Select One-- ▼
Model Year: *	--Select One-- ▼

There is room for County Remarks as a text box where you can enter comments:

County Remarks:	<input type="text"/>
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You are also required to enter the Change Effective Month. Clicking in the box will display the blue box below where you can select the Month and Year.

Requested Classification Change Effective Month: *	<input type="text"/>
DOT Central Office Remarks:	<div><div>Aug ▼ 2019 ▼</div><div>Today Done</div></div>

Step 10: Upload Equipment Photo

At least one photo of the equipment is also required:

Upload Equipment Photo: *

Document Name:

Document:

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:

Document Name:

Document:

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:

Step 12: Screen Controls

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

- Submit – This submits the classification request for approval from the Bureau of Highway Maintenance.
- 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.

Be aware that entering a classification request does not get your equipment into the inventory automatically. You must use the Submit link to get your request into the Bureau of Highway Maintenance (BHM) for review.

NOTE: Invoices will only be accepted for equipment that is classified in the inventory.

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.