

# 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.



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

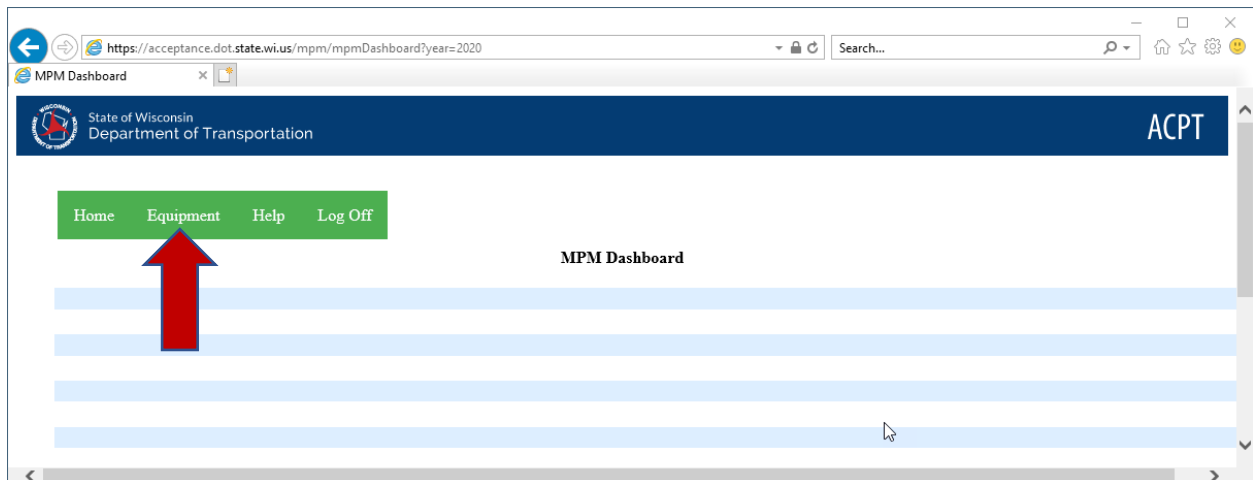
- 
**DMA testing kick off**  
 MPM demo and testing kick-off on DMA screens is scheduled for 5/21/2019 at 1:00pm
- MPM demo and testing kick-off on RMA screens**  
 MPM demo and testing kick-off on RMA screens is scheduled for 2/22/2019 at 10:00am
- MPM demo on RMA screens**  
 MPM demo on RMA screens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

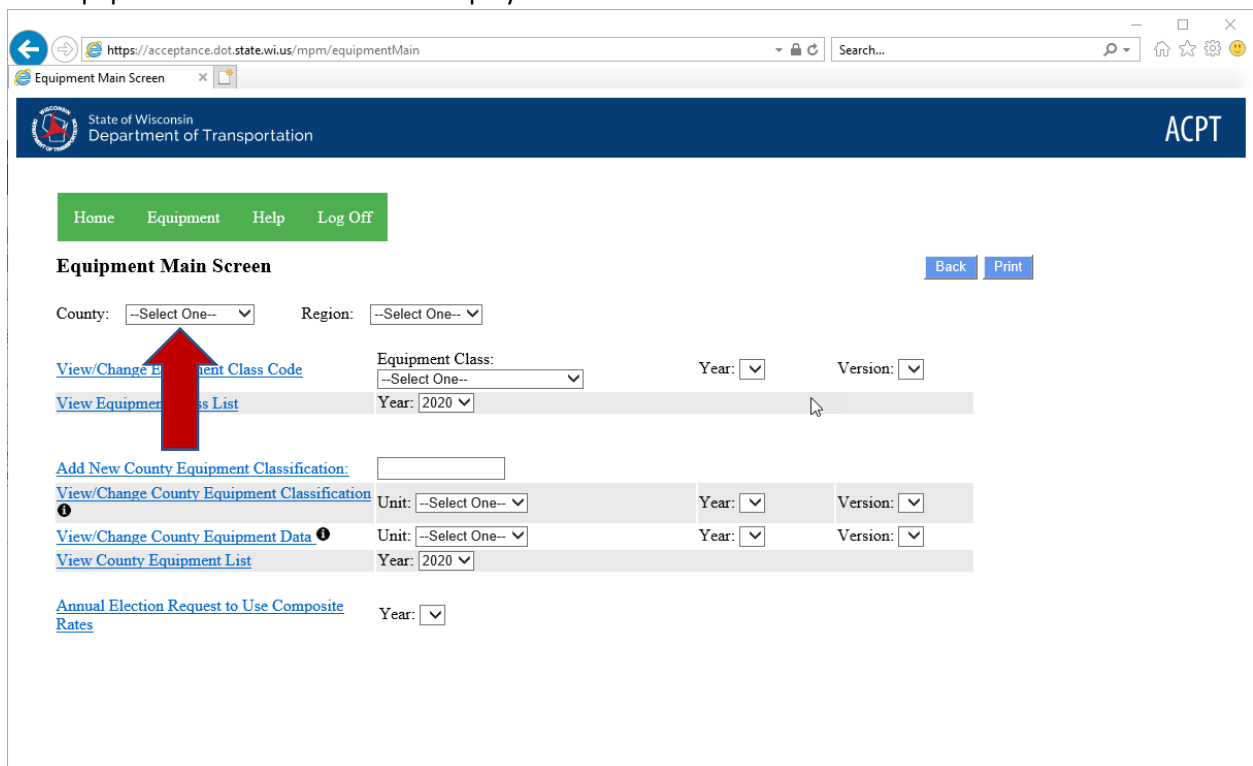
MPM Home page for Calendar Year:  


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. On the right, there are 'Back' and 'Print' buttons. The main area contains several dropdown menus and links. The 'County' dropdown is set to 'ADAMS', and the 'Region' dropdown is set to 'NC'. Below these, there are links for 'View/Change Equipment Class Code', 'View Equipment Class List', 'Add New County Equipment Classification', 'View/Change County Equipment Classification', 'View/Change County Equipment Data', and 'View County Equipment List'. Each link is followed by a 'Year' dropdown set to '2020' and a 'Version' dropdown. A red arrow points to the 'County' dropdown, and another red arrow points to the 'Region' dropdown.

**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.**

The screenshot shows the 'Equipment Main Screen' of the State of Wisconsin Department of Transportation. The 'County' dropdown is set to 'ADAMS' and the 'Region' dropdown is set to 'NC'. Below these, there are links for 'View/Change Equipment Class Code', 'View Equipment Class List', 'Add New County Equipment Classification', 'View/Change County Equipment Classification', 'View/Change County Equipment Data', and 'View County Equipment List'. Each link is followed by a 'Year' dropdown set to '2020' and a 'Version' dropdown. A red arrow points to the 'View/Change County Equipment Data' link, and another red arrow points to the 'Unit' dropdown menu.

## Step 6: Select Change

The next step is to click on the change link.

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

County: ADAMS Region: NC Unit: 18B Year: 2018 Version: 1 [Go](#)

### Change County Equipment Request

County : ADAMS Region : North Central Year : 2018 County Equipment : 18B Version : 1

[Change](#)

Current Status: Closed  
[Show Workflow](#)

Assigned Role	Name	Action Performed	Date Performed	Status
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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 Classification Request form, which is reviewed by BHM. Please go back to the equipment home page to select this form.

Unit Number: \*

18B

Super Category: \*

Air Compressors

Category: \*

Air Compressor

Category Description: \*

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

Capacity: \*

Cubic Feet

Equipment Class: \*

9006-AIR COMPRESSOR

Manufacturer: \*

BOSS INFINITY

Purchase Year: \*

2018

Model Year: \*

2018

County Remarks:

Original Cost:

7200

Scrap Value:

1080

Reason For Change: \*

Approval Date:

05/30/2018

Requested Classification Change Effective Month: \*

Disposal Date:

(MM/DD/YYYY)

## Step 7: Edit Information

State of Wisconsin  
Department of Transportation

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

County: ADAMS Region: NC Unit: 18B Year: 2019 Version: 1 [Go](#)

### Change County Equipment Request

County : ADAMS Region : North Central Year : 2019 County Equipment : 18B Version : 1

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

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 Classification Request form, which is reviewed by BHM. Please go back to the equipment home page to select this form.

Unit Number: \*

18B

Super Category: \*

Air Compressors

Category: \*

Air Compressor

Category Description: \*

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

Capacity: \*

Cubic Feet

Equipment Class: \*

9006-AIR COMPRESSOR

Manufacturer: \*

BOSS INFINITY

Purchase Year: \*

2018

Model Year: \*

2018

County Remarks:

Original Cost:

7200

Scrap Value:

1080

Reason For Change: \*

Approval Date:

Requested Classification Change Effective Month: \*

08/2019

Disposal Date:

(MM/DD/YYYY)

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 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 31<sup>st</sup> 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 field 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.

State of Wisconsin  
Department of Transportation

Home Equipment Help Log Off

County: ADAMS Region: NC Unit: 18B Year: 2019 Version: 1 Go

### Change County Equipment Request

Submit Cancel Validate Save Back Print

County : ADAMS Region : North Central Year : 2019 County Equipment : 18B 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 Classification Request form, which is reviewed by BHM. Please go back to the equipment home page to select this form.

Unit Number: \* 18B

Super Category: \* Air Compressors

Category: \* Air Compressor

Category Description: \*  
\* < 125 cu.ft.  
\* 125 through 209 CFM  
\* 210 CFM and over

Capacity: \* Cubic Feet

Equipment Class: \* 9006-AIR COMPRESSOR

Manufacturer: \* BOSS INFINITY

Purchase Year: \* 2018

Model Year: \* 2018

County Remarks:

Original Cost: 7200

Scrap Value: 1000

Reason For Change: \*

Approval: \*

Requested Classification Change Effective Month: \* 08/2019

Disposal Date: (MM/DD/YYYY)

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

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

<b>Upload Equipment Photo: *</b>	
Document Name: <input type="text"/>	Document: <input type="text"/> <input data-bbox="1312 653 1409 674" type="button" value="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:

<b>Upload Equipment Photo: *</b>	
Document Name: <input type="text" value="test"/>	Document: <input type="text" value="C:\Users\mscrzl\Desktop\DMA Contract Workflow v3.pdf"/> <input data-bbox="1312 999 1409 1020" type="button" value="Browse..."/>
Document Name: <input type="text"/>	Document: <input type="text"/> <input data-bbox="1312 1035 1409 1056" type="button" value="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:

<b>Notes</b>	
Document Name: <input type="text"/>	Document: <input type="text"/> <input data-bbox="927 1404 992 1425" type="button" value="Browse..."/>
<div><div>I</div></div>	

## 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.