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/

<i> W</i> isconsin Departm	ent of Tr × 📑
State of W Departm	risconsin nent of Transportation
IMANS	User ID:Password:
	Register for a Wisconsin User ID.
	Edit vour Profile.
	Change your password.
	Forgot your password.
a tu tu fi	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 he right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By sing this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed or 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.



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:

() @ https://acceptance.dot.state.wi.us/mpm/mpmDashboard?year=2020		- ≜ ¢ Search	- ロ × タマ 命 ☆ 戀 🧐
S MPM Dashboard × 📑			
State of Wisconsin Department of Transportation			ACPT î
Home Equipment Help Log Off	MPM Dashboard		
		6	~
<			>

Step 3: Click on the Equipment link above

- ロ × の☆戀豊 Attps://acceptance.dot.state.wi.us/mpm/equipmentMain 🥭 Equipment Main Screen × 📑 State of Wisconsin Department of Transportation ACPT Back Print Equipment Main Screen County: --Select One-- V Region: --Select One-- V Equipment Class: Year: 🗸 Version: 🗸 View/Change E tent Class Code \checkmark --Select One--Year: 2020 🗸 View Equipmen s List 6 Add New County Equipment Classification: View/Change County Equipment Classification Year: 🗸 Version: 🗸 Unit: --Select One-- 🗸 Year: 🗸 Version: 🗸 View/Change County Equipment Data View County Equipment List Year: 2020 🗸 Annual Election Request to Use Composite Rates Year: 🗸

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.

State of Wisconsin Department of Transportation				
Home Equipment Help Log Off				
Equipment Main Screen				Back Print
County: ADAMS V Reg	on: NC 🗸			
View/Ctament Class Code	ment Class:Select One	Year: 🗸	Version: 🗸	
View Equi	r: 2020 🗸			
Add New Equipment Classification: <u>View/Char</u> nty Equipment Classification	r:Select One V	Year: 🗸	Version: 🗸	
View/Change County Equipment Data	Unit: -Select One V	Year: 🗸	Version:	
View County Equipment List	Year: 2020 🗸			
Annual Election Request to Use Composite Rates	Year: 2020 V			
· · · · · · · · · · · · · · · · · · ·		-9		

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.

Home Equipment Help Log Off Equipment Main Screen Image: County in the provide of the provi	State of Wisconsin Department of Transportation					
Interview Change Equipment Classification Yiew/Change Equipment Classification Year: Year:<	Hans Environment Hals La Off					
County: ADAMS ▼ Region: NC ▼ View: Change: Equipment Class: Select One- ▼ Year: ▼ Version: ▼ View: Equipment Class: Year: Year: ▼ Version: ▼ Add New: County: Equipment Classification: ● ● Unit: Select One- Year: ▼ Version: ▼ View: Change: County: Equipment Classification: ● ● Unit: Select One- Year: ▼ Version: ▼ View: Change: County: Equipment Data ● Unit: Select One- Year: ▼ Version: ▼ View: County: Equipment: Year: Year: ¥ ¥ <th></th> <th></th> <th></th> <th></th> <th></th> <th>Back Print</th>						Back Print
View Equipment Class List Year: 2020 V Add New County Equipment Classification: Image: County Equipment Classification: View/Change County Equipment Data O Unit: -Select One-V View County Equipment Data O Unit: -Select One-V View County Equipment Out Year: V		Region: NC	~			
Add New County Equipment Classification: View/Change County Equipment Classification View/Change County Equipment Classification View/Change County Equipment Classification View/Change County Equipment Onto View County Equipment Onto View County Equipment Onto View County Equipment Onto				Year: 🗸	Version: 🗸	
View/Change County Equipment Classification • Unit: -Select One- • Year: • Version: • View/Change County Equipment Data • Unit: -Select One- • Year: • Version: • View/Change County Equipment Data • Unit: -Select One- • Year: • Version: • View County Equipment out Year: 2020 • Version: • Version: •	View Equipment Class List		Year: 2020 V			
View/Change County Equipment Data View View Year: Version: View/County Equipment Data Year: Year: Year:						
View County Equipment St Year: 2020 V		ß				
Annual Election Require Use Composite Rates Year: 2020						
	Annual Election Required Jse Composite Rates		Year: 2020			

Step 6: Select Change

The next step is to click on the change link.

State of Wisconsin Department of Transportation		ACPT
Home Equipment Help Log Off County: ADAMS Region: NC Unit Change County Equipment Request Image: County Equipment Request Image: County Equipment Request Image: County Equipment Request	t: 188 V Year: 2018 V Version: 1 V Go Change	Current Status: Closed Show.WorkFlow
County : ADAMS Region : North Central	Year : 2018 County Equipment : 188 Version 1	Assigned Role Name Action Date Status
Required fields are marked with an asterisk. Non-editable fields are grayed ou asking you to complete a required field that is grayed out (non-editable), you the equipment home page to select this form.	it. Older equipment may have required fields that are grayed out (non-editable). If you are getting an error message need to use the Change County Equipment Classification Request form, which is reviewed by BHM. Please go back to	Kore Performed Performed
Unit Number:*	188	
Super Category:*	Air Compressors	
Category:*	Air Compressor 🗸	
Category Description:*	<pre></pre>	
Capacity:*	Cubic Feet	
Equipment Class:*	9006-AIR COMPRESSOR	
Manufacturer: *	BOSS INFINITY	
Purchase Year:*	2018	
Model Year:*	2018	
County Remarks:	Ĵ	
Original Cost:	7200	
Scrap Value:	1080	
Reason For Change:"	Ŷ	
Approval Date:	05/30/2018	
Requested Classification Change Effective Month: *		
Disposal Date:	(MM/DD/YYYY)	

Step 7: Edit Information

State of Wisconsin Department of Tran:	sportation										
Home Equipment	Help Log Off			-							
County: ADAMS	✓ Region:	NC V	Unit: 1	B V	Year:	2019 🗸	Version:	1 🗸	Go		
Change County	Equipment R	equest									
							,				
							Į	Submit	Cancel	Validate Save I	Back Prin
County : ADAMS	Region :	North Central		Year : 2019		County	Equipment	18B		Version : 1	
Required fields are marked asking you to complete a r the equipment home page	required field that is g		e), you need	to use the Change (
Unit Number:*			18E								
Super Category:*				Compressors			\checkmark				
Category:*				Compressor 🗸 < 125 cu.ft.						10	
Category Description:*				< 125 cu.rt. 125 through 209 Cf 210 CFM and over	M						
Capacity:*						: Feet					
Equipment Class:*			900	6-AIR COMPRESSOF	~ ~						
Manufacturer: *			BO	SS INFINITY							
Purchase Year:*			201								
Model Year:*			201	8 🗸							
County Remarks:									0		
Original Cost:			720	0							
Scrap Value:			108	0							
Reason For Change:*									$\hat{}$		
Approval Date:											
Requested Classification C	Change Effective Mont	h: *	08/	2019							
Disposal Date:					(MM	/DD/YYYY)					
Upload Equipment Phot Document Name:	xo: *	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 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.

State of W Departs	/isconsin ment of Trar	nsportatio														
Home	Equipment	Help	Log Off													
							[L.					1		
County:	ADAMS	~	Region:	NC	~	Unit:	18B	~	Year:	2019 🗸	Version	: 1 🗸	Go			
Change	County	E quip	ment R	equest												
												Submit	Cancel	Validate	Save	Back Prin
County : Al	DAMS		Region :	North Cent	ral		Year	: 2019		County	Equipment	: 18B			Version :	1
he equipme	nt home pag			rayed out (n	on-editable			Change Ci	ounty Eq	uipment Cl	ssification I	Request for	m, which is	reviewed b	y BHM. Plea	se go back to
Jnit Number							18B				~					
Super Categ Category:*	ory:*						Air Compresso Air Compresso				×			6		
.ategory.							In Compresso							-0		
Category De	scription:*							igh 209 CFI	м							
							O 210 CFM	and over	_							
Capacity:*										c Feet						
Equipment C							9006-AIR CON		~							
1anufacture							BOSS INFINIT									
Purchase Ye								~								
1odel Year:							2010	•								
													^			
County Rem	arks:												\sim			
							7000		_							
Driginal Cos							7200		_							
Scrap Value							1000									
													~			
Reason For (Change:*															
									_							
Approva									_							
Requested	ation	Change Eff	fective Mont	h: *			08/2019		_							
Disposal Da									(MM	/DD/YYYY)						
Jpload Eq	it Pho	to: *														
				_						_						
Document N	ame:			Docur	nent:					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 desired)

You can upload photo(s) of the equipment if desired (not 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: test	Document:	C:\Users\mscrzl\Desktop\DMA Contract Workflow v3.pc	Browse
Document Name:	Document:		Browse
		N	

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 Name:	Document:	Browse	
			~
1 I			\sim

Step 12: Screen Controls

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

Submit	Cancel	Validate	Save	Back	Print

- 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.