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# **Maintenance Program Management (MPM)**

## **Basics and Navigation – Troubleshooting known issues**

This job aid will walk you through the steps necessary to work-around known issues within MPM. This job aid is directed at all users.

### **Sign on to the MPM application**

Reference the MPM Basics and Navigation Job Aid on how to login to the MPM web application.

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

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

List of modules/screens where the Export to Excel blue button and Print to Excel white button are available for use within the MPM system.

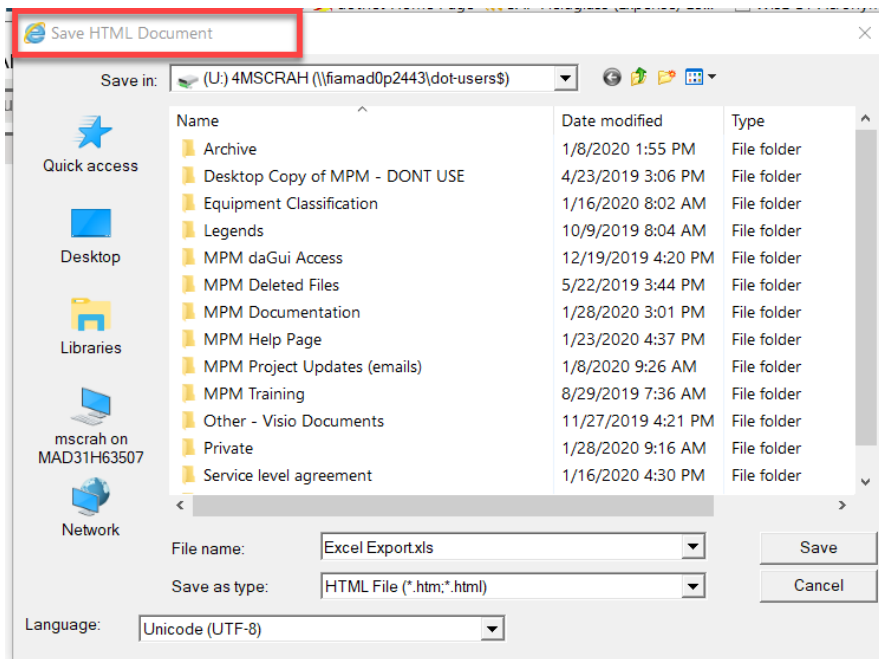
Export to Excel		Excel	
Financial Report/s	Export to Excel	Survey/s	Export to Excel
Analysis Of Materials And Supplies	yes	Cost Trends Survey	yes
Building & Ground Operation	no	Equipment Storage Reimbursement Survey	no
Buildings Discarded	yes	Field Small Tools Survey	no
Buildings Sold	yes	Fringe Benefits Survey	yes
Distribution Of Shop Overhead At Year End	no	Fuel Survey	no
Fuel Handling	no	GPL Insurance Survey	no
Highway Administration	no	Labor Survey	yes
Improvements Other than Buildings Discarded	yes	Lump Sum Material Survey	yes
Improvements Other than Buildings Sold	yes	Material Survey	yes
Inventory of Buildings	yes	Net Book Value Survey	yes
Inventory of Improvements Other Than Buildings	yes	RadioCommunication Inventory Survey	yes
Inventory of Machinery and Equipment	yes	Salt Brine Survey	yes
Machinery And Equipment Discarded	yes	Salt Storage Survey	no
Machinery and Equipment Purchased	yes	Shop Labor Wages Survey	no
Machinery And Equipment Sold	yes	Status by County	yes
Machinery and Equipment Traded In	yes	Survey of Highway Administration Costs	no
Operation Of Equipment (Equipment Cost Analysis Form)	yes	Winter Readiness Survey	no
Other Administration And General Expenses	no		
Reconciliation Of Current Year's Depreciation	no		
Shop Operation	no		
Upload Entire Financial Report	no		
Equipment	Export to Excel	RMA	Export to Excel
Add New County Equipment Classification	no	Change Status for RMA Project Work, Budget Data Supervision Budget Data Project(s)	no
Add New County Equipment Classification	no	Change Status for RMA Project(s)	no
Annual Election Request to Use Composite Rates	no	Copy MPM Project to New Project	no
Annual Election Request to Use Composite Rates Report	yes	Manage RMA	no
View County Equipment List	yes	Project Definition Data	no
View/Change County Equipment Classification	no	Project Work and Budget Data	yes
View/Change County Equipment Data	no	RMA Contract Status by County	yes
		RMA Delete Project Screen	no
		RMA Project Deleted Report	yes
DMA	Export to Excel	TMA	Export to Excel
Copy MPM Project to New Project	no	Copy MPM Project to New Project	no
DMA Project Deleted Report	yes	Fund Usage Detail	yes
Fund Usage Detail	yes	Manage Funding	no
Manage DMA	no	Manage TMA	no
Manage Funding	no	Project Definition and Budget Data	yes
Project Definition and Budget Data	yes	TMA Project Deleted Report	yes
Reimbursement	Export to Excel	Invoice	Export to Excel
Disbursement	yes	Manage DMA Invoice	yes
Equipment Storage Reimbursement	yes	Manage RMA Invoice	yes
GPL Insurance Reimbursement	yes	Manage TMA Invoice	yes
Radio Reimbursement	yes		
Salt Storage Reimbursement	yes		

## Export to Excel

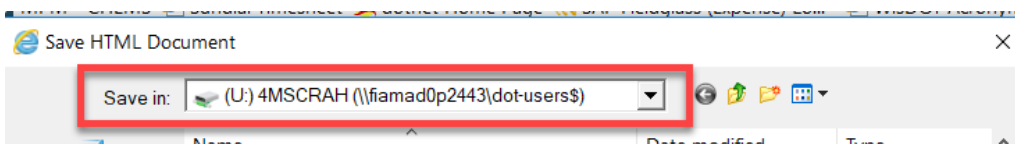
### Export to Excel

The use of the blue Export to Excel button is not a “clean” export, there is a known issue with using this function in MPM. This section will instruct the User on how to navigate the use of this button successfully.

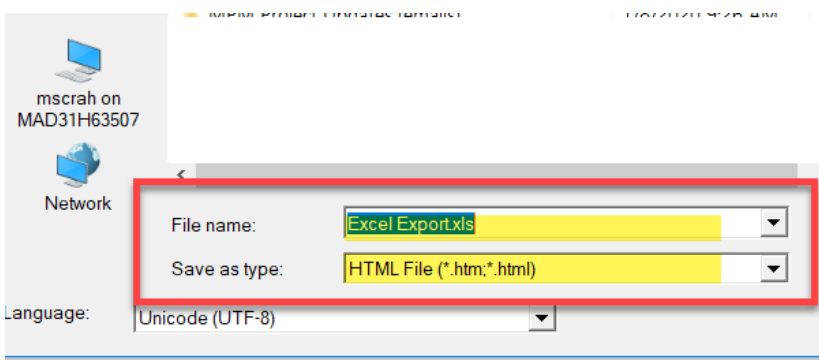
1. Click the Export to Excel button.  
The Save HTML Document pop-up window will appear.



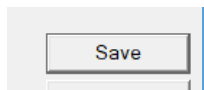
2. Choose the location to save file too.



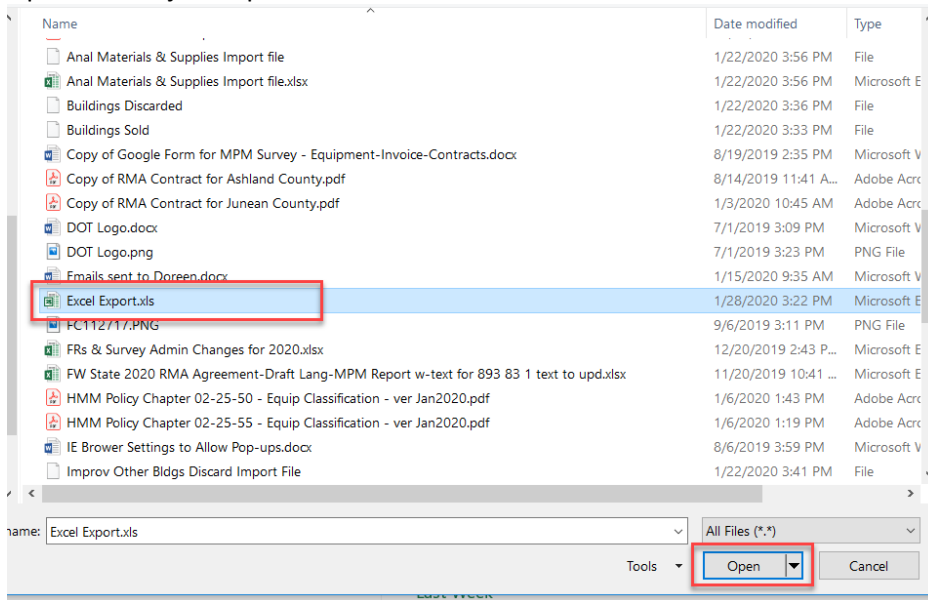
3. Leave the file name as Excel Export.xls and Type as HTML File.



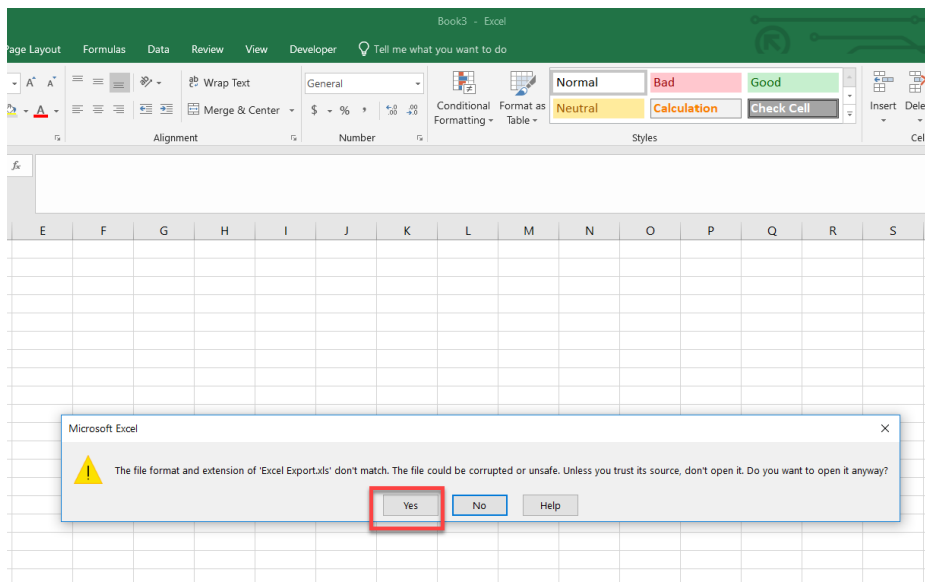
- Click the Save button.



- Open the file just exported in Excel.



- Click Yes for Excel Error Message for file format.



- Exported file will open. And now you can edit if needed. When done with editing the file do a File/Save As to change the file name, location and type to a file extension of “xlsx”.

By doing a File/Save As to change the file extension to “xlsx”, this will eliminate the need to respond “Yes” to the Excel Error Message in step 6.

## Print to Excel

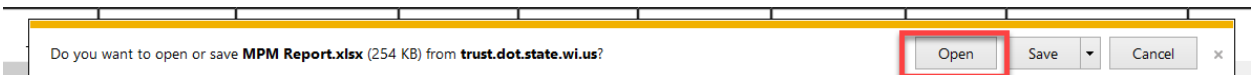
Excel

The white Excel button will export the table listings from MPM to an Excel spreadsheet where the User can format, filter and sort the table listings for their own purpose. The steps below will describe how to navigate the known issue with this print to excel function.

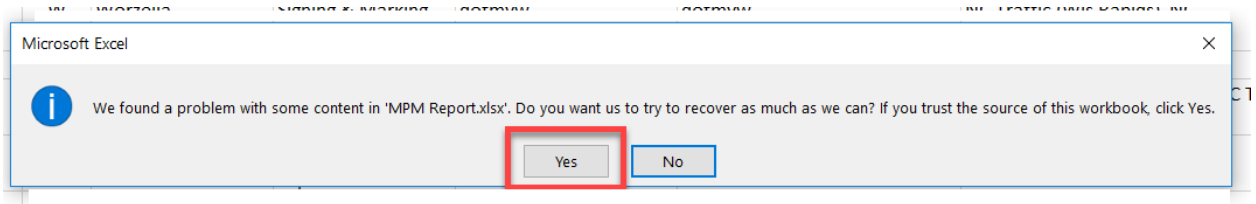
1. Click the Excel (white button).

The screenshot shows the MPM (Motor Vehicle Maintenance and Repair) interface. At the top, there's a navigation bar with links like Home, Financial Report, Survey, Rates, Equipment, RMA, DMA, TMA, Invoice, Help, and Log Off. Below this, there are input fields for County, Region, and Year, with a 'Go' button. The main section is titled 'County Equipment List' and includes a search bar and a table of equipment. The 'Excel' button is highlighted with a red box.

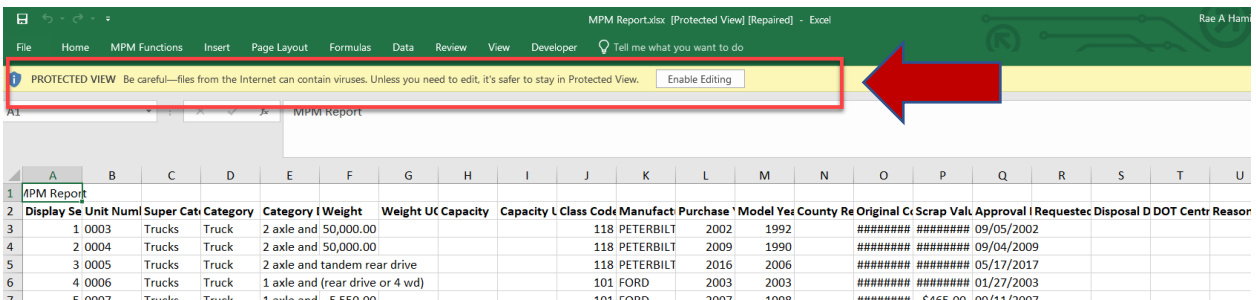
2. This message box will pop-up at the bottom of the screen. Click Open.



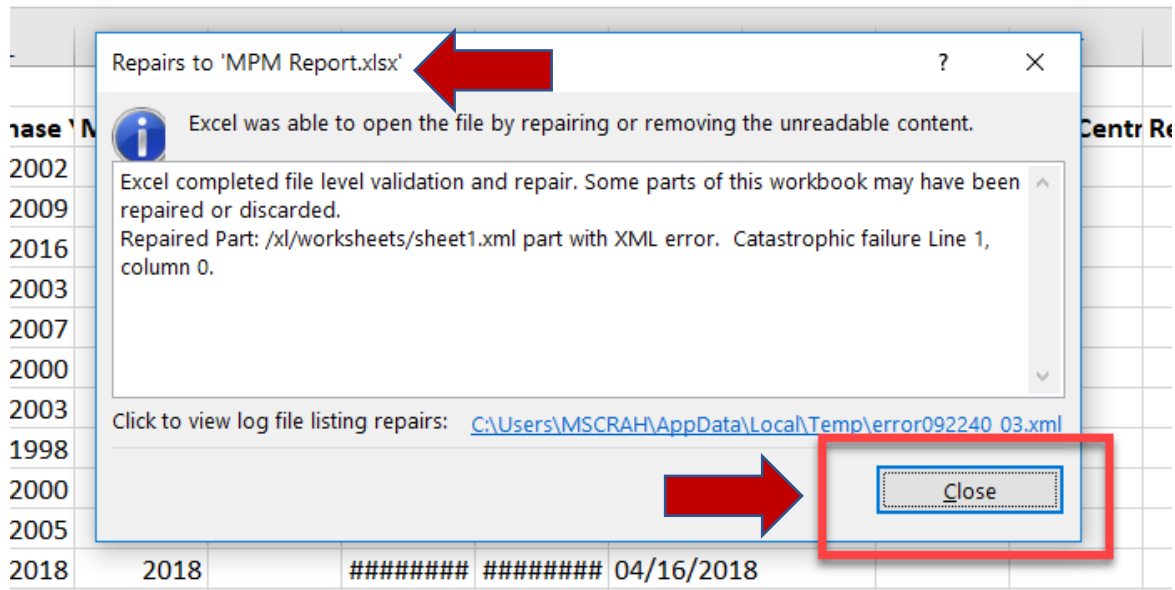
3. Click Yes for the Excel pop-up window.



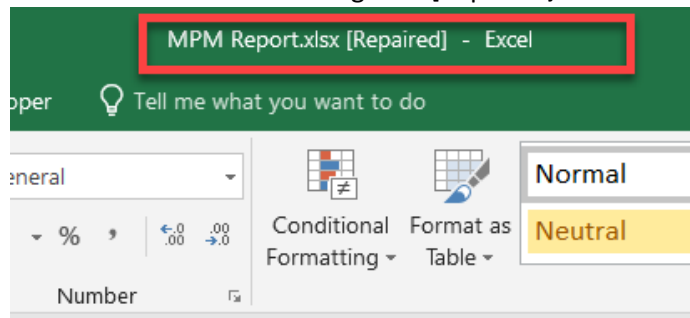
4. MPM Report.xlsx file will open as Protected View. Click the Enable Editing button.



- Click Close on the Repairs to MPM Report.xlsx pop-up window.



- The Excel file name will change to "[Repaired]".



- At this point the excel file is now ready for the User to format, sort, filter, etc. When done editing the file, make sure to do a File/Save As setting the location and file name.

**NOTE:** With using the white Excel button, I have found that you will have to do the File/Save As or Close the MPM Report.xlsx before you can print to Excel another table listing from MPM. This is because MPM uses the same file name of MPM Report.xlsx for all table listings.

## Updating WAMS User Profile (email address, Name, WAMS ID)

An MPM User may have a need to update their WAMS Profile for the following reasons –

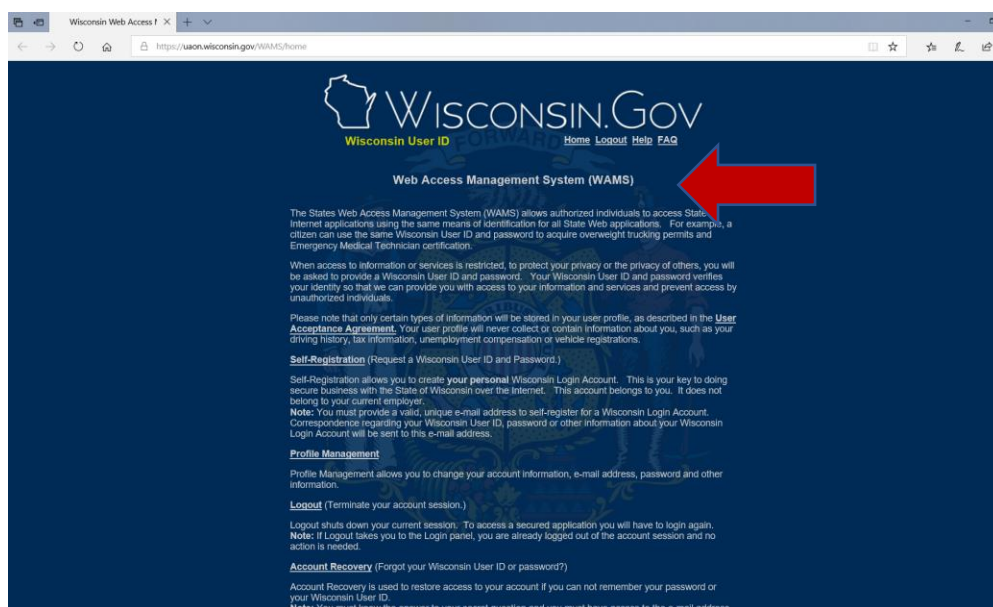
- Work Email Address Change
- Name Change
- WAMS ID Change

The instructions below will explain how to update a User WAMS Profile. These same steps can be followed no matter what change is being made.

Here are the links for the 2 WAMS environments –

- Acceptance WAMS: <https://uaon.wisconsin.gov/WAMS/home>
- Production WAMS: <https://on.wisconsin.gov/WAMS/home>

1. Click on one of the WAMS environments links above where you want to make a change. The Web Access Management System (WAMS) screen will be displayed.



2. Click on Profile Management link.





3. The WAMS Logon screen will be displayed. Enter your current WAMS ID and password. And click the Login button.

4. The Profile Management screen will be displayed. Because you completed a self-registration for a WAMS ID in the past, the form will be filled in with your current WAMS Account information.

Account Information	
Your User ID must be between 5-20 characters and <b>CAN</b> be a combination of letters and numbers. User IDs are case sensitive.	
User ID	<input type="text" value="Your current WAMS ID will be displayed"/>
Password	<input type="button" value="Change Password"/>

Account Recovery	
Question and answer for account recovery purposes. <a href="#">Guidelines.</a>	
Secret Question	<input type="text" value="Your Security Question"/>
Answer to Secret Question	<input type="text" value="Your Security Answer"/>

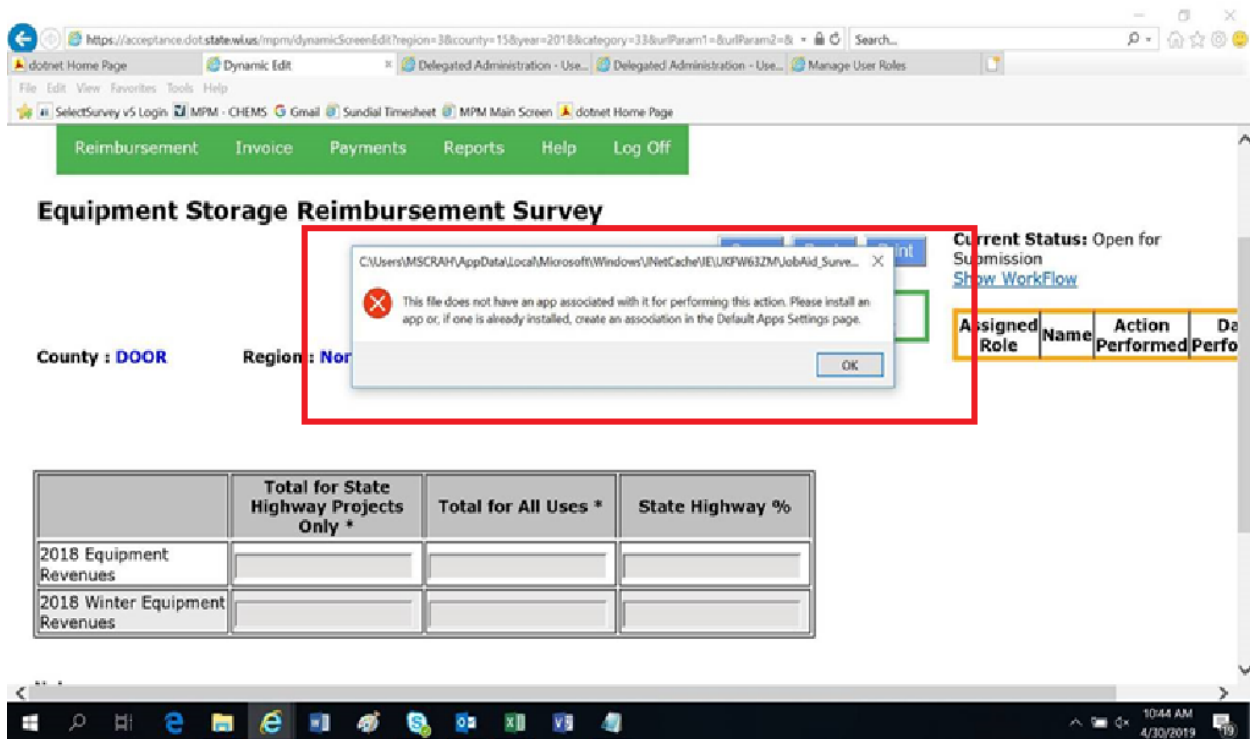
Enter your password to authorize change(s)	
Password	<input type="password"/>

- To change your email address, use the TAB KEY to tab to the email address field.

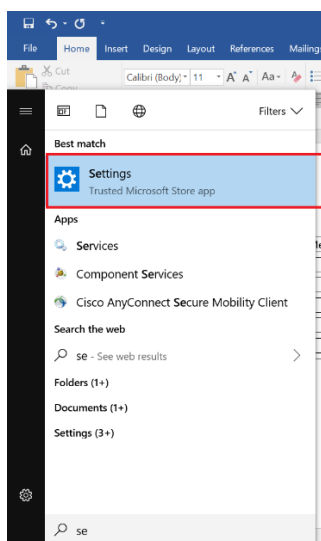
E-Mail	<input type="text" value="Type in your new email address"/> Example: username@host.domain
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## Set Default App to View pdf Files in MPM

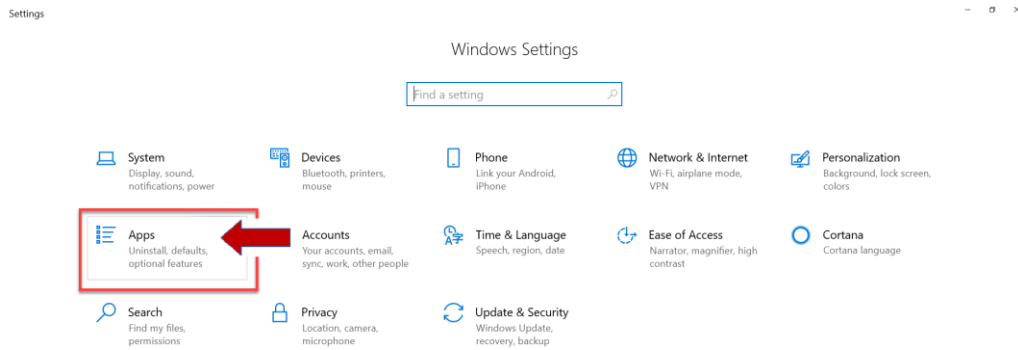
If you are receiving an error when trying to open a pdf file in MPM, then complete the steps outlined below.



1. Go to the Start Menu and Select Settings.

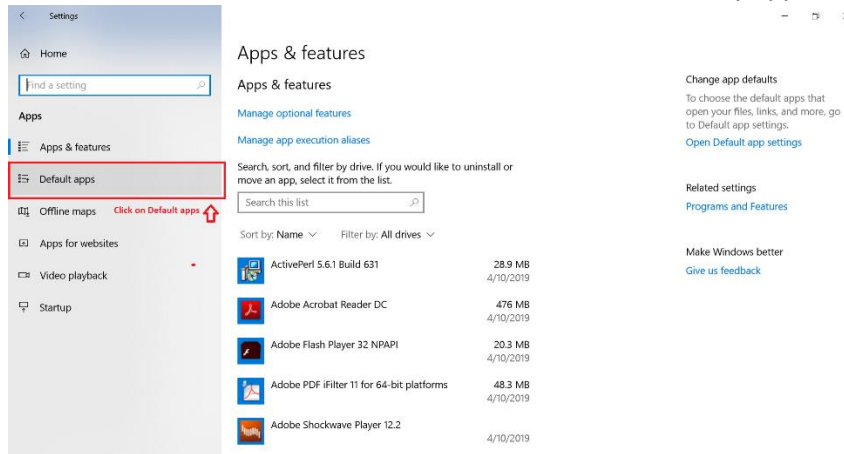


2. Click on Apps.

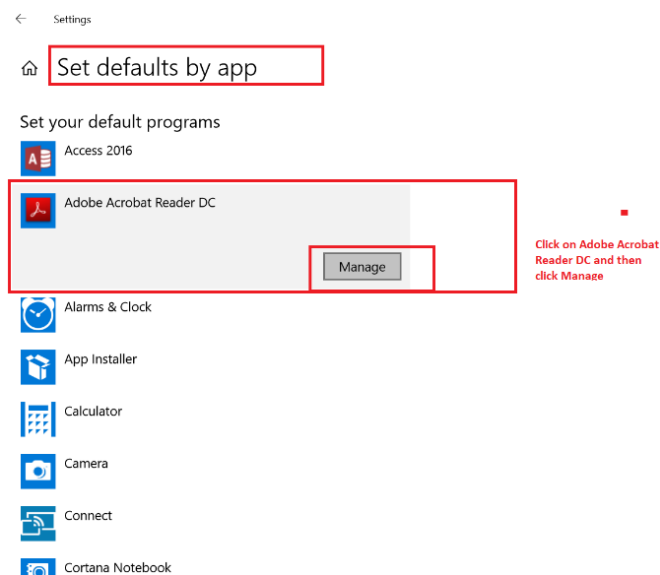


3. Click on Default Apps.

Scroll to the bottom of the Screen and Click on “Set default by apps”.



4. On the Set defaults by app screen, Select Adobe Acrobat Reader DC and Click Manage.



5. For the list of File Types, validate that the .pdf file type is set to Adobe Acrobat Reader DC.

