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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			
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	Radio/Communication 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		
	Export to		Export to
Equipment Add New County Equipment Classification	no	RMA Change Status for RMA Project Work, Budget Data	Excel no
	110	Supervision Budget Data Project(s)	10
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	тма	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
GPL Insurance Reimbursement Radio Reimbursement	yes yes	Manage TMA Invoice	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.

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

<i>e</i> Save HTML Doo	rument		×
Save in:	(U:) 4MSCRAH (\\fiamad0p2443\dot-users\$)	▼ 🕝 👂 📂 🛄 ▼	
-	Name	Date modified	Туре ^
	📙 Archive	1/8/2020 1:55 PM	File folder
Quick access	Desktop Copy of MPM - DONT USE	4/23/2019 3:06 PM	File folder
_	📙 Equipment Classification	1/16/2020 8:02 AM	File folder
	📙 Legends	10/9/2019 8:04 AM	File folder
Desktop	📕 MPM daGui Access	12/19/2019 4:20 PM	File folder
	MPM Deleted Files	5/22/2019 3:44 PM	File folder
-	MPM Documentation	1/28/2020 3:01 PM	File folder
Libraries	📙 MPM Help Page	1/23/2020 4:37 PM	File folder
	📕 MPM Project Updates (emails)	1/8/2020 9:26 AM	File folder
	📕 MPM Training	8/29/2019 7:36 AM	File folder
	📙 Other - Visio Documents	11/27/2019 4:21 PM	File folder
mscrah on MAD31H63507	📙 Private	1/28/2020 9:16 AM	File folder
	Service level agreement	1/16/2020 4:30 PM	File folder 🗸 🗸
	<		>
Network	File name: Excel Exportxls	•	Save
	Save as type: HTML File (*.htm;*.html)	•	Cancel
Language: Un	icode (UTF-8)		

2. Choose the location to save file too.



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

mscrah on MAD31H63507	7		
Network	File name: Save as type:	Excel ExportxIs HTML File (*.htm;*.html)	•
Language:	Unicode (UTF-8)	•	

4. Click the Save button.



5. Open the file just exported in Excel.

•	Name	Date modified	Туре
	Anal Materials & Supplies Import file	1/22/2020 3:56 PM	File
	anal Materials & Supplies Import file.xlsx	1/22/2020 3:56 PM	Microsoft E
	Buildings Discarded	1/22/2020 3:36 PM	File
	Buildings Sold	1/22/2020 3:33 PM	File
	Copy of Google Form for MPM Survey - Equipment-Invoice-Contracts.docx	8/19/2019 2:35 PM	Microsoft V
	🛃 Copy of RMA Contract for Ashland County.pdf	8/14/2019 11:41 A	Adobe Acro
	🍰 Copy of RMA Contract for Junean County.pdf	1/3/2020 10:45 AM	Adobe Acro
	DOT Logo.docx	7/1/2019 3:09 PM	Microsoft V
	DOT Logo.png	7/1/2019 3:23 PM	PNG File
١.	Emails sent to Doreen.docx	1/15/2020 9:35 AM	Microsoft V
	Excel Export.xls	1/28/2020 3:22 PM	Microsoft E
11	FC112/17.PNG	9/6/2019 3:11 PM	PNG File
	FRs & Survey Admin Changes for 2020.xlsx	12/20/2019 2:43 P	Microsoft E
	FW State 2020 RMA Agreement-Draft Lang-MPM Report w-text for 893 83 1 text to upd.xlsx	11/20/2019 10:41	Microsoft E
	HMM Policy Chapter 02-25-50 - Equip Classification - ver Jan2020.pdf	1/6/2020 1:43 PM	Adobe Acro
	🕌 HMM Policy Chapter 02-25-55 - Equip Classification - ver Jan2020.pdf	1/6/2020 1:19 PM	Adobe Acro
	IE Brower Settings to Allow Pop-ups.docx	8/6/2019 3:59 PM	Microsoft V
	Improv Other Bldgs Discard Import File	1/22/2020 3:41 PM	File 🗸
1			>
ham	e: Excel Export.xls	 All Files (*.*) 	~
	Tools	▼ Open ▼	Cancel
	Lust Week		

6. Click Yes for Excel Error Message for file format.

					_		Book3 - Exc						·	
age Layout	Formulas	Data	Review Vi	ew Deve	loper 🖓	Tell me what	you want to o	do				(IN)	_	
	= = =		ab Wrap Text		ieneral	*	≠		Normal	Bad		Good	A	÷ 🖹
<u>A</u> -	= = =	<u>€</u> ≣ <u>→</u> ≣	🖽 Merge & C		\$ - % *	€.0 .00 .00 €.0	Conditional Formatting +	Format as Table +	Neutral	Calc	ulation	Check C	ell 🗸	Insert Delete
5		Alignme	ent	5	Number	r G				Styles				Cells
f _x														
E	F	G	н	1	J	к	L	м	N	0	Р	Q	R	S
_	Microsoft Exc	el .												×
	I The	file format a	and extension o	f 'Excel Export	t.xls' don't ma	tch. The file c	ould be corrup			rust its source	e, don't open	it. Do you wan	t to open it an	iyway?
						Yes	No	He	lp					

7. 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).

State of W Departn	sconsin ent of Transport	tation												
Home	inancial Report	Survey Ra	ates Equipn	nent RMA I	DMA TMA	Invoice	Help Log	Off						
County: Yo	ur County Name		Region:	Your Region Name		Ye	ar: 2020 🗸		Go]				
	Equipmen	t List	6	Show Latest V	ersions O	Show All Ve	rsions			Back Pr				
Show 25 V	entries									Excel Search: Ente	r search criteria h	ere		
Display Sequenc		Super Category	Category 🕴	Category Description	Weight 🎙	Weight UOM	Capacity 🕴	Capacity UOM	Class Code	Manufacturer 🖗	Purchase Year	Model Year	County Remarks	0

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

							<u> </u>			
Do you	want to open or save	MPM Report.xlsx (254	KB) from trust.dot	t.state.wi.us?		Open	Save	•	Cancel	×

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

licrosoft Excel			
We found a problem with	some content in 'MPM Report.xlsx'. Do)	/ou want us to try to recover as much as	we can? If you trust the source of this workbook, click Ye

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

日	<u>ۍ، ډ.</u>	÷								мрм	I Report.xlsx [Protected Vie	w] [Repaired]	- Excel			-			Ra	ae A Hami
File	e Home	MPM Fu	inctions	Insert P	age Layout	Formulas	Data	Review	√iew De\	eloper <table-cell></table-cell>	Tell me what	you want to o	do								
Ð	PROTECTED VI	W Be car	reful—files f	from the Inte	rnet can cont	tain viruses. U	nless you ne	ed to edit, it	's safer to sta	y in Protected	View.	nable Editing			~						
					T- BALLE	VI Keport															
AI					A IVIPIN	rkeport															
	А	в	с	D	E	F	G	н	1.1	J	к	L	м	N	0	Р	Q	R	S	т	U
1 1	PM Report																				
2 🛙	Display Se Un	t Numl S	Super Cat	Category	Category	l Weight	Weight U	Capacity	Capacity	L Class Cod	e Manufact	Purchase '	Model Yea	County R	Original C	Scrap Val	Approval	Requeste	Disposal I	DOT Centi	r Reason
3	1 000	з т	rucks	Truck	2 axle and	50,000.00				118	PETERBILT	2002	1992		#########	########	09/05/200)2			
4	2 000	14 T	rucks	Truck	2 axle and	i 50,000.00				118	PETERBILT	2009	1990		#########	########	09/04/200)9			
5	3 000	15 T	rucks	Truck	2 axle and	l tandem re	ar drive			118	PETERBILT	2016	2006		#########	#########	05/17/20:	.7			
6	4 000	16 T	rucks	Truck	1 axle and	l (rear drive	or 4 wd)			101	FORD	2003	2003		*****	#########	01/27/200)3			
7	5 000	17 T	rucks	Truck	1 axle and	5 550 00				101	FORD	2007	1998		*****	\$465.00	09/11/200	17			

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



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



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

🖷 ඟ Wisconsin Web Access I × + 🗸		
← → O @ A https://uson.wi	sconsin.gov/WAMS/home	
	Web Access Management System (WAMS)	
	The States Web Access Management System (WAMS) allows authorized individuals to access State, Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical redoviciant control.	
	When access to information or services is relationed, to protect your privacy or the privacy of others, you will be asked to provide videocominit, letter thand password. Your Witnoom to their Dis and password werefus your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.	
	Please note that only certain types of information will be stored in your user profile, as described in the <u>User</u> <u>Acceptance Agreement</u> : Your user profile will never collect or contain information about you, such as your driving history, tak information, unemployment compression or whole egistrators.	
	Self-Registration (Request a Wisconsin User ID and Password.)	
	Self-Registration allows you to create your personal Wincontel Login Account. This is your key to doing secure business with the State of Wincontein over the Internet. This account belongs to you. If does not belong to your carrier temploys. The share the share the Internet. This account belongs to you if account, Note: You must grant employee, and advises to be self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User IO, password or other information about your Wisconsin Login Account with be sent to this e-main address.	
	Profile Management	
	Profile Management allows you to change your account information, e-mail address, password and other information.	
	Logout (Terminate your account session.)	
	Logout shuts down your current session. To access a secured application you will have to login again. Note: If Logout takes you to the Login panel, you are already logged out of the account session and no action is needed.	
	Account Recovery (Forgot your Wisconsin User ID or password?)	
	Account Recovery is used to restore access to your account if you can not remember your password or your Wisconsin User ID. Note: You must know the parswer to your secret question and you must have access to the e-mail address.	

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.

H Wisconsin Web Access ↑ × + ∨	
← → Ů ⋒ https://wamsprd.wisconsin.gov/nidp/idff/sso?id=EntLogin&sid=0&option=credential&sid=0⌖=https://wamsprd.wisconsin.gov/nidp/idff/sso?id=EntLogin&sid=0⌖=https://wamsprd.wisconsingvalue#https://wamsprd.wisconsingvalue#https://wamsprd.wisconsingvalue#https://wisconsingvalue#https://wisconsingvalue#https://wisconsingvalue#https://wisconsingvalue#https://wisconsingvalue#htt	://on.1
WISCONSIN.GOV	
WEB ACCESS WEB ACCESS MANAGEMENT SYSTEM Login Forgot your password? Is your account locked? Request a Wisconsin User ID and Password.	
You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized promonel. Only software and/or hadware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any ilegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.	
Please don't bookmark this page.	

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.

0.0							
$\leftarrow \rightarrow$	Ö	ώ	https://on.wisconsin.gov/WAMS/ProfileManagementController?RSAction=PM	□ ☆	7≡	h	e
			Visconsin User ID Visconsin User ID Profile Management * Indicatos Required Field				
			Profile Information First Name Jane Hiddle Initial R Last Name Dee Suffix graft SELUTE E-Mail Lampe complete and correct. A United States Phone # If you provide address information it must be complete and correct. A United States Home Residence Address Home Residences				
			Street Unit Number City State Zip Code Home Malling Address Malling Address is the same as Residence Address. Address(1) Address(2) City State State State State Jip Code				

Your User ID must IDs are case sensit	be between 5-20 characters and CAN be a combination of letters and numbers. User ive.
User ID	Your current WAMS ID will be displayed
Password	Change Password
Account Recovery	
Question and answ	er for account recovery purposes. Guidelines.
Secret Question	Your Security Question
Answer to Secret Question	Your Security Answer
	JA AND TAL
Enter your passwor	d to authorize change(s)
Password	

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

E-Mail	Type in your new email address	*
	Example: username@host.domain	

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.

Settings										-
					Wi	ndows Settings				
				Fin	d a setti	ing	Q			
	⊒	System Display, sound, notifications, power		Devices Bluetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet Wi-Fi, airplane mode, VPN	¢	Personalization Background, lock screen, colors
	E	Apps Uninstall, defaults, optional features		Accounts Your accounts, email, sync, work, other people	A ₽	Time & Language Speech, region, date	Ģ	Ease of Access Narrator, magnifier, high contrast	0	Cortana Cortana language
	Q	Search Find my files, permissions	ß	Privacy Location, camera, microphone	C	Update & Security Windows Update, recovery, backup				

3. Click on Default Apps.

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

< Settings			- 5
ඩ Home	Apps & features		
Find a setting	Apps & features		Change app defaults
Apps	Manage optional features		To choose the default apps that open your files, links, and more, go to Default app settings.
E Apps & features	Manage app execution aliases		Open Default app settings
🗄 Default apps	Search, sort, and filter by drive. If you would like to a move an app, select it from the list.	uninstall or	Related settings
I Offline maps Click on Default apps	Search this list 🖉		Programs and Features
Apps for websites	Sort by: Name \checkmark Filter by: All drives \vee		Make Windows better
⊐ Video playback	ActivePerl 5.6.1 Build 631	28.9 MB 4/10/2019	Give us feedback
Startup	Adobe Acrobat Reader DC	476 MB 4/10/2019	
	Adobe Flash Player 32 NPAPI	20.3 MB 4/10/2019	
	Adobe PDF iFilter 11 for 64-bit platforms	48.3 MB 4/10/2019	
	Adobe Shockwave Player 12.2	4/10/2019	

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

← Settings	
Set your default programs	
Adobe Acrobat Reader DC	-
Manage	Click on Adobe Acrobat Reader DC and then click Manage
Alarms & Clock	
App Installer	
Calculator	
Camera	
Connect	
Cortana Notebook	

σ×

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

	ader DC	
File type and protocol associati	ons	
.acrobatsecuritysettings Adobe Acrobat Security Settings Docu	+ Choose a default	Next to the .pdf file type Click on the "Choose a default" and choose Adobe Acrobat Reader DC.
.fdf Adobe Acrobat Forms Document	Adobe Acrobat Reader	DC This will allow the user to open the Job Aids in MPM.
.pdf Adobe Acrobat Document	Adobe Acrobat Reader	DC
.pdfxml Adobe Acrobat Document	Adobe Acrobat Reader	DC
.pdx Acrobat Catalog Index	Adobe Acrobat Reader	DC
. xdp Adobe Acrobat XML Data Package File	Adobe Acrobat Reader	DC
.xfdf Adobe Acrobat Forms Document	Adobe Acrobat Reader	DC
ACROBAT URL:Acrobat Protocol	Adobe Acrobat Reader	DC