



## Equipment Utilization Form

The **Equipment Utilization Form** may be generated from two processes:

- A. **Forms-Reports > Schedule Reports > Equipment Utilization**
- B. **Utilization > Dispatch > Add/Update**

### Prerequisites:

Prior to generating an **Equipment Utilization Form** the following setup is required:

- Access to the Maintenance Activity (MA)
- Access to the M&U Reports & Inquiries role
- Asset must be profiled for Utilization or Maintenance and Utilization

### Access:

- If you have equipment Pool (EP) access, you will only be able to generate the form for assets assigned to the EP you have access to
- If you have MA access you will be able to generate the form for all the assets in the MA you are currently logged into

You are able to print a standard report message on the form. This capability is set up at the MA level and is defaulted in the Report Message field. This message can be modified before the form is printed.

The *Equipment Utilization Form* is also known as the Trip Ticket.

Only assets within your Maintenance Activity, which you have access to, will be shown on this form.



# Equipment Utilization Form

To schedule an *Equipment Utilization* Form using **Forms-Reports** perform the following steps:

1. Select **Schedule Reports** from the **Forms/Reports** menu.

The **Reports Manager Search Results** page displays a list of reports available for processing.

2. Select the **Rpt Id** (WPMAR10R) hyperlink beside **Equipment Utilization**.

You will have four form options available to print:

1. Form Only
2. Form with Inspection List
3. Inspection List Only
4. Blank Form

| View <b>Schedule</b>     |                             |                               |                             |
|--------------------------|-----------------------------|-------------------------------|-----------------------------|
| Search Results           |                             |                               |                             |
| Rpt Category             | All                         |                               |                             |
| Rpt Id                   | Rpt Name                    | Rpt Type                      | Rpt Ctgry                   |
| <a href="#">WPMAR04R</a> | WORK ORDER                  | User Initiated - All User ... | Maintenance and Utilization |
| <a href="#">WPMAR08R</a> | UTILIZATION REPORT          | Online - User Initiated, ...  | Maintenance and Utilization |
| <a href="#">WPMAR10R</a> | EQUIPMENT UTILIZATION       | Online - User Initiated, ...  | Maintenance and Utilization |
| <a href="#">WPMAR18R</a> | EQUIPMENT POOL ASSET REPORT | Online - User Initiated, ...  | Maintenance and Utilization |

3. The **Equipment Utilization - Submit/Schedule** page displays.

**EQUIPMENT UTILIZATION - Submit/Schedule**

\* Rpt Format: PDF - Adobe Acrobat Document      Privacy Type: Private

\* Schedule Dt: 10/03/2012

Remarks:

**EQUIPMENT UTILIZATION**

\* Form Option: Select an Item

Select an Item

Form Only

Form With Inspection List

Inspection List Only

Blank Form

4. Select the type of form you want to schedule from the **Form Option** drop-down list.





# Equipment Utilization Form

| EQUIPMENT UTILIZATION - Submit/Schedule |                              |                 |                        |
|---|------------------------------|-----------------|------------------------|
| * Rpt Format                            | PDF - Adobe Acrobat Document | Privacy Type    | Private                |
| * Schedule Dt                           | 10/03/2012                   |                 |                        |
| Remarks                                 |                              |                 |                        |
| EQUIPMENT UTILIZATION                   |                              |                 |                        |
| * Form Option                           | Form Only                    |                 |                        |
| * Dispatch Cd                           | A - Ad-Hoc                   | Equip Pool      | UT - UTILITY TRUCKS    |
| Asset Id                                |                              | Ull             |                        |
| Serial Nbr                              |                              | Dispatch Ctgr   | Select an Item         |
| DoD Serial Nbr                          |                              | Sub Ctgr        | Select a Dispatch Ctgr |
| Dispatch Id                             |                              | Dispatch Sts Cd | Select an Item         |
| Dispatch Estbd Dt From                  |                              | Dispatcher      | Select an Item         |
| Dispatch Estbd Dt To                    |                              |                 |                        |
| <span>7</span> Search                   |                              | Reset           |                        |
| Submit                                  |                              | Cancel          |                        |

Additional data fields display.

5. Select a value from the **Dispatch Cd** drop-down list. The value needs to match the value selected when you profiled your asset in the Maintenance Asset Master (MAM).
6. Use the remaining fields to assist in refining your search.
7. Select the **Search** button.

To print your forms in mass do not fill in any fields other than the **Dispatch Cd** and/or **Equip Pool**. All profiled assets with the Dispatch Code and Equipment Pool (EP) you select will display for printing. You can also further narrow your search by entering information in the remaining fields.





# Equipment Utilization Form

**EQUIPMENT UTILIZATION**

\* Form Option: Form Only  
 \* Dispatch Cd: A - Ad-Hoc  
 Equip Pool: UT - UTILITY TRUCKS  
 Asset Id: [ ]  
 Serial Nbr: [ ]  
 DoD Serial Nbr: [ ]  
 Dispatch Id: [ ]  
 Dispatch Estbd Dt From: [ ]  
 Dispatch Estbd Dt To: [ ]  
 Ull: [ ]  
 Dispatch Ctgry: Select an Item  
 Sub Ctgry: Select a Dispatch Ctgry  
 Dispatch Sts Cd: Select an Item  
 Dispatcher: Select an Item

Search Reset

| Select/Deselect                     | Asset Id     | Dispatch Id     | Dispatch Sts Cd | Dispatch Ctgry | Sub Ctgry | Dispatch Cd | Equip Pool          | Item Desc            | Dispatch Estbd Dt | Dispatcher       | Ull | Serial Nbr       | DoD Serial Nbr |
|-------------------------------------|--------------|-----------------|-----------------|----------------|-----------|-------------|---------------------|----------------------|-------------------|------------------|-----|------------------|----------------|
| <input checked="" type="checkbox"/> | DONW00000302 | UT2012070300001 | AL - Allocated  | UTILITY        | DUMP      | A - Ad-Hoc  | UT - UTILITY TRUCKS | TRUCK, UTILITY, CLOT | 07/03/2012        | DOSTRAND - DAVID |     | 9F854WS147T96547 |                |
| <input checked="" type="checkbox"/> | DONW00000305 | UT2012100300001 | IS - Issued     | UTILITY        | CARGO     | A - Ad-Hoc  | UT - UTILITY TRUCKS | TRUCK, UTILITY, 4X4  | 10/03/2012        | MOBRIAN - MOLLY  |     | UIC003SN456852   |                |
| <input checked="" type="checkbox"/> | UIC003000012 |                 | RC - Return -   | UTILITY        | CARGO     | A - Ad-Hoc  | UT - UTILITY TRUCKS | TRUCK, UTILITY, CLOT |                   | MOBRIAN - MOLLY  |     | R25005           |                |
| <input checked="" type="checkbox"/> | UIC003000016 | UT2012062600001 | Closed          | UTILITY        | CARGO     | A - Ad-Hoc  | UT - UTILITY TRUCKS | BUS,MOTOR            | 06/26/2012        | O'BRIAN          |     | BUS004           |                |
| <input checked="" type="checkbox"/> | UIC003000017 |                 |                 | UTILITY        | CARGO     | A - Ad-Hoc  | UT - UTILITY TRUCKS | BUS,MOTOR            |                   |                  |     | BUS005           |                |

Rpt Msg: DSPH/SUPV SIGNATURE INDICATES OPERATOR IS AUTHORIZED TO USE EQUIPMENT. OPERATOR SIGNATURE INDICATES ACCEPTANCE OF RESPONSIBILITY FOR PM CHECKS AND EQUIPMENT.

Period Dt From: 10/01/2012  
 Period Dt To: 10/31/2012  
 Submit Cancel

The assets you have access to, which meet the search criteria entered above, display in the data grid below the search area.

8. Choose the **Select** checkbox for each asset for which you want a report created.
9. Add a Report Message (**Rpt Msg**).
10. Enter the **Period Dt From** and **Period Dt To** using the Calendar tool.
11. Select the **Submit** button.

A successful **Transaction Status** page displays





# Equipment Utilization Form

12. Select **View Reports** from the **Forms/Reports** menu.
13. Accept all default values.
14. Select the **Search** button. The **Search Results** page displays.

**View** **Schedule**

**Search Criteria**

|              |                             |            |     |
|--------------|-----------------------------|------------|-----|
| Rpt Category | Maintenance and Utilization | Rpt Status | All |
| Rpt Type     | All                         |            |     |

**13** **Search** **Reset**

**Search Results**

| Rpt Id                   | Rpt Name                              | Rpt Level                      | Rpt Ctrgy | Rpt File Size | Rpt Dt/Time      | Rpt Owner | Rpt Status | Remarks |
|--------------------------|---------------------------------------|--------------------------------|-----------|---------------|------------------|-----------|------------|---------|
| <a href="#">WPMAR10R</a> | <a href="#">EQUIPMENT UTILIZATION</a> | MAINT ACTIVITY - MIDWEST MAINT | MANT      | 50 KB         | 10/03/2012 15:33 | MOBRIAN   | Complete   |         |

**15**

**16**

|   |   |   |                      |   |   |   |          |           |          |
|---|---|---|----------------------|---|---|---|----------|-----------|----------|
| Asset Id: UIC003000012  | DEFENSE PROPERTY ACCOUNTABILITY SYSTEM<br><b>EQUIPMENT UTILIZATION FORM</b> | Dispatch Id:  |                      |   |   |   |          |           |          |
| Stock Nbr: 232000F000249  |   |   |                      |   |   |   |          |           |          |
| Serial Nbr: R25005  |   |   |                      |   |   |   |          |           |          |
| DoD Serial Nbr:   |   |   |                      |   |   |   |          |           |          |
| Item Desc: TRUCK, UTILITY, CLOT   |   |   |                      |   |   |   |          |           |          |
| UIC:  |   |   |                      |   |   |   |          |           |          |
| LIN/TAMCN:  |   | Dispatched To:  |                      |   |   |   |          |           |          |
| Dispatch Ctrgy: UTILITY - TRUCK, UTILITY  |   | Cost Center:  |                      |   |   |   |          |           |          |
| Sub Ctrgy: CARGO - TRUCK, UTILITY, CARGO  |   | Phone Nbr:  |                      |   |   |   |          |           |          |
| Equip Pool: UT - UTILITY TRUCKS   |   | Mobile Nbr:   |                      |   |   |   |          |           |          |
| DSPH/SUPV SIGNATURE INDICATES OPERATOR IS AUTHORIZED TO USE EQUIPMENT. OPERATOR SIGNATURE INDICATES ACCEPTANCE OF RESPONSIBILITY FOR PM CHECKS AND EQUIPMENT. |   | Check Appropriate Box:<br>U - Day In Use<br>I - Day Not Used<br>N - Day Unavailable |                      |   |   |   |          |           |          |
| Date Util   | Starting Time   | Ending Time   | Operator's Signature | U | I | N | Fuel Qty | Fuel Type | Off Base |
|   | Mtr Rdg   | Mtr Rdg   |                      |   |   |   |          |           |          |
|   |   |   |                      |   |   |   |          |           |          |
|   |   |   |                      |   |   |   |          |           |          |
|   |   |   |                      |   |   |   |          |           |          |

If the **Rpt Status** does not show *Complete*, select the **Refresh** button at the bottom of the **Search Results** page .

15. Select either the **Rpt Id** (WPMAR10R) hyperlink for the most recent report or the **Rpt Name** hyperlink for all reports submitted. If the **Rpt Name** is chosen, select the report to view.
16. Review the displayed report.





# Equipment Utilization Form

To schedule an Equipment Utilization Form using the Dispatch process, use the following steps:

1. Select **Dispatch** from the **Utilization** menu.

| Search Criteria |                          |
|-----------------|--------------------------|
| Equip Pool      | UT - UTILITY TRUCKS      |
| Dispatch Id     | <input type="text"/>     |
| Asset Id        | <input type="text"/>     |
| Dispatch Cd     | Select an Item           |
| Dispatch Sts Cd | Select an Item           |
| Dispatch Ctgr   | UTILITY - TRUCK, UTILITY |
| Sub Ctgr        | Select an Item           |
| Dispatcher      | Select an Item           |
| Dispatched To   | Select an Item           |
| Stock Nbr       | <input type="text"/>     |
| Serial Nbr      | <input type="text"/>     |
| DOD Serial Nbr  | <input type="text"/>     |
| Ull             | <input type="text"/>     |
| Estbd Dt From   | <input type="text"/>     |
| Estbd Dt To     | <input type="text"/>     |

**Add**   **Search**   **Reset**

2. The **Search Criteria** page displays.
3. Select either an Equipment Pool or an Asset Id.
4. Select the **Add** button.



# Equipment Utilization Form

| Basic  | Utilization              | Customer | Asset Info       | License(s)                    |
|--|--------------------------|----------|------------------|-------------------------------|
| Dispatch Id  | 0                        |          | Equip Pool       | UT - UTILITY TRUCKS           |
| *Dispatch Sts Cd   | IS-Issued                |          | *Sub Ctgry       | CARGO - TRUCK, UTILITY, CARGO |
| *Dispatch Ctgry  | UTILITY - TRUCK, UTILITY |          | Est Return Dt/Tm | 10/31/2012 5:00 PM            |
| Est Issue Dt/Tm  | 10/1/2012 7:00           |          | Item Desc        | TRUCK, UTILITY, 4X4           |
| Asset Id   | DONW00000305             |          | Dispatch Desc    |                               |
| *Dispatch Purpose  | OT-Other                 |          | *Dispatched To   | SCOTWIL1 - SCOTT, WILLIAM     |
| *Issue Dt/Tm   | 10/3/2012 7:00           |          | Trip Cost        | 0                             |
| *Dispatcher  | MOBRIAN - O'BRIAN, MOLLY |          | Sub Loc          |                               |
| Cost Center  |                          |          |                  |                               |
| Loc  | BLDG 605M                |          |                  |                               |
| Remarks  |                          |          |                  |                               |
| <span>13</span> <input type="button" value="Add"/> <input type="button" value="Cancel"/> |                          |          |                  |                               |

6. Select the appropriate option from the **Dispatch Sts Cd**, **Dispatch Ctgry**, and **Sub Ctgry** drop-down lists.
7. Enter the Estimated Issue and Return date and times from the **Est Issue Dt/Tm** and **Est Return Dt/Tm** using the Calendar tools and time drop-down lists.
8. Select the Asset Id using the **Asset Id Browse (...)** button.
9. Select the purpose from the **Dispatch Purpose** drop-down list.
10. Leave the default date in the **Issue Dt/Tm** field (if it is an Issue).
11. Leave the default in the **Dispatcher** drop-down list.
12. Select the person the asset is dispatched to from the **Dispatched To** drop-down list.
13. Select the **Add** button.

A successful **Transaction Status** page displays.

Select the **View** button to review the *Equipment Utilization* Form for the dispatched asset. You may also review the form at any time using the **View/Forms-Reports** process described in the previous section.

