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*.

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

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

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.
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.
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
12. Select **View Reports** from the **Forms/Reports** menu.

13. Accept all default values.

14. Select the **Search** button. The **Search Results** page displays.

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.

If the **Rpt Status** does not show **Complete**, select the **Refresh** button at the bottom of the **Search Results** page.
To schedule an Equipment Utilization Form using the Dispatch process, use the following steps:

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

![Equipment Utilization Form](image)

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

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.