



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 Schedule			
Search Results			
Rpt Category		All	
Rpt Id	Rpt Name	Rpt Type	Rpt Ctory
WPMAR04R	WORK ORDER	User Initiated - All User ...	Maintenance and Utilization
WPMAR08R	UTILIZATION REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR10R	EQUIPMENT UTILIZATION	Online - User Initiated, ...	Maintenance and Utilization
WPMAR18R	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			
7 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	Equip Pool	UT - UTILITY TRUCKS
* Dispatch Cd	A - Ad-Hoc	Ull	
Asset Id		Dispatch Ctgr	Select an Item
Serial Nbr		Sub Ctgr	Select a Dispatch Ctgr
DoD Serial Nbr		Dispatch Sts Cd	Select an Item
Dispatch Id		Dispatcher	Select an Item
Dispatch Estbd Dt From		<input type="button" value="Search"/> <input type="button" value="Reset"/>	
Dispatch Estbd Dt To			

Select/Deselect	Asset Id	Dispatch Id	Dispatch Sts Cd	Dispatch Ctgr	Sub Ctgr	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		9FB854WS147T96547	
<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

Period Dt From Period Dt To

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





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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
WPMAR10R	EQUIPMENT UTILIZATION	MAINT ACTIVITY - MIDWEST MAINT	MANT	50 KB	10/03/2012 15:33	MOBRIAN	Complete	

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Asset Id: UIC003000012	DEFENSE PROPERTY ACCOUNTABILITY SYSTEM	Dispatch Id:									
Stock Nbr: 232000F000249	EQUIPMENT UTILIZATION FORM										
Serial Nbr: R25005											
DoD Serial Nbr:											
Item Desc: TRUCK, UTILITY, CLOT											
Utl:											
LEN/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:										
DDPH/SUPV SIGNATURE INDICATES OPERATOR IS AUTHORIZED TO USE EQUIPMENT. OPERATOR SIGNATURE INDICATES ACCEPTANCE OF RESPONSIBILITY FOR PM CHECKS AND EQUIPMENT.		Check Appropriate Box: U - Day In Use I - Day Not Used N - Day Unavailable									
Date Util	Starting Time	Mtr Rdg	Ending Time	Mtr Rdg	Operator's Signature	U	I	N	Fuel Qty	Fuel Type	Off Base

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

The screenshot shows the 'Basic' tab of the Equipment Utilization Form. The form contains the following fields and callouts:

- 6**: Points to the **Dispatch Sts Cd** (IS-Issued) and **Sub Ctgry** (CARGO - TRUCK, UTILITY, CARGO) drop-down lists.
- 7**: Points to the **Est Issue Dt/Tm** (10/1/2012 7:00) and **Est Return Dt/Tm** (10/31/2012 5:00 PM) fields.
- 8**: Points to the **Asset Id** (DONW00000305) field.
- 9**: Points to the **Dispatch Purpose** (OT-Other) drop-down list.
- 10**: Points to the **Issue Dt/Tm** (10/3/2012 7:00 AM) field.
- 11**: Points to the **Dispatcher** (MOBRIAN - O'BRIAN, MOLLY) drop-down list.
- 12**: Points to the **Dispatched To** (SCOTWIL1 - SCOTT, WILLIAM) drop-down list.
- 13**: Points to the **Add** button.

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.

