Maintenance Management Information System

User’s Manual

March 2003
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## Glossary
1.0.0 - Getting Started with MMIS

1.1.0 – Introduction

MMIS is a centralized data base system developed by the Ministry of Transportation to track maintenance work performed on the provincial highways of Ontario. Daily operations records will be entered through the Manage Jobs portion of the system. Since a variety of users will use MMIS, several different user groups have been developed to ensure that the needs of all users are met. When you enter information in the system, you can create reports by printing one of the Standard Reports that are available in MMIS or by performing a Query where you set your own preferences on the information.

1.1.1 – Data Promotion

To ensure that the information in the system is accurate, a Data Promotion process has been put in place. This allows information to be checked and corrected before it becomes part of the MMIS database. Clients may then use the information with reliability and confidence.

1.1.2 - MMIS Map

Each chapter in this manual explains a specific part of the system, as shown below.

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1.1.3 - Manual Format

If a word is in bold and in a different font than the normal text, it refers to an option on the menu bar, the button bar, a tab on one of the windows, a button on one of the windows, a keystroke on the keyboard, or a field on one of the windows.

- e.g. Select **Manage** from the menu bar.

1.1.4 – Mouse Settings

This manual refers to left and right mouse clicks. The assumption is made that your mouse is set up for a right-handed person. If you wish to set your mouse up for a left-handed person, please remember that the mouse commands will be reversed. If you wish to change your mouse settings, please consult your Windows manual or the Windows Help.

1.2.0 - Connecting to the MTO Network

Before you can start the MMIS program, you must be logged on to the MTO network. This can be done in two ways.

- If you are connected to the MTO network through the MTO LAN, log in by entering your **Password** and **User name**. You are now ready to start the MMIS program.

![Figure 1-1](image)

- If you log on to the network through a phone line, you must first connect through a Dial-up network connection. For MTO users, this connection will be the same as the one used to access the network for e-mail.
To Log on to the network through a phone line connection:

1. Start your Dial-up network connection.
2. Enter your User Name and Password.
3. Click on Connect to access the network.

Once connected, you will be able to log on to MMIS.

1.3.0 - Starting the MMIS Program

To start the MMIS program:

- Double-click on the MMIS icon on your desktop.
MAINTENANCE MANAGEMENT INFORMATION SYSTEM
USERS MANUAL

The program will begin by asking you to log in. To do this:

1. Enter your **UserName** and **Password**.
2. Click on the **Login** button.

The **Database** field should be set to **HWREF** when you log in.

The **Group** field will be automatically set based on your user name. The **Group** tells the system what type of work you are authorized to perform within MMIS. For a list of the available Groups, please see *Appendix A*.

Once you have logged in, you are ready to begin working with MMIS.

**NOTE:** Under special circumstances, some users may be assigned to more than one group.
1.4.0 - The MMIS Main Screen

The main screen consists of four sections: the Menu Bar, the Button Bar, the Work Area, and the Information Bar. Figure 1-4 shows the screen you will see when you are logged into MMIS.

![Figure 1-4](image)

1.4.1 - The Menu Bar:

The menu bar in MMIS is similar to other Windows programs. When a menu option is selected, a drop-down menu will appear, providing the user with the options available under that menu bar.
1.4.2 - The Button Bar:

The button bar contains several buttons that can be clicked on with the mouse to perform specific tasks. The MMIS buttons are shown below:

**Help**
- Provides help for the area of the system you are in

**New**
- Starts a new record

**Open**
- Opens a saved record

**Save**
- Saves your work

**Delete**
- Deletes the record

**Cancel**
- Cancels the current changes you have made, but does not delete a saved record

**Print**
- Sends a report or query to your printer

**Close**
- Closes the current window in your MMIS session
Exit
Closes all windows in your MMIS session and closes your current session
Note: You should save your work before exiting the program.

Next Record/Previous Record
The Left Arrow Button moves you to the previous record.
The Right Arrow Button moves you to the next record.

First Record/Last Record
The Double Left Arrow Button moves you to the first record.
The Double Right Arrow Button moves you to the last record.

Export
Saves the information contained in a report or a query in a standard file format to your computer

Generate Run
This button is used to generate a report or query. You use it after you have selected the criteria for your report or query.

1.4.3 - The Work Area:
The work area is the large grey area of the screen. This is where the different windows will open when you select an option from the Menu Bar.
1.4.4 - The Information Bar:

The information bar is located at the bottom of the MMIS screen and shows the user name, MMIS user group, and the database that is being used.

Figure 1-5
1.5.0 - Setting Your User Preferences

The user **Preferences** section allows you to set certain options within the program. These include the ability to set the starting screen under **Manage Jobs** to either **Search** or **Form**, select how you would like the pop-up tables to appear, and how many rows can be returned when you search for a record. The best way to determine how you would like these options to be set is by testing various choices and selecting those that work best.

To set your preferences:

- Select **File** from the menu bar; then select **Preferences**.
1.5.1 - Right Mouse Click

This preference setting allows you to choose between a Menu or List of values when the Right Mouse Button is clicked in a data entry field.

The Menu option opens a right mouse window, and then you must select List Values to see the list of codes.

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</tr>
<tr>
<td>Paste</td>
<td></td>
</tr>
<tr>
<td>Help</td>
<td></td>
</tr>
</tbody>
</table>

Figure 1-8

The List option will take you directly to the list of codes.

Figure 1-9

1.5.2 - Result Set Warning

The Result Set Warning tells you that the number of records that will be returned when doing a search will exceed the # Rows threshold that has been set in this preference.

You can turn this warning On or Off.
This warning is useful for Dial-up users who have a slow connection and may wait a long time for the information to be returned. It allows them to decide if they want to proceed or cancel the search.

1.5.3 - When Opening Manage Jobs

This preference allows you to choose the system tab you wish to start on when using Manage Jobs.

The **Activate Search Tab** option will start you on the **Search** tab so you can begin searching for existing records.

The **Activate Form Tab** will start you on the **Form** tab so you can begin entering or editing jobs.

For more information on the **Search** tab see: *3.0.0 - Searching for Information in MMIS*

For more information on the **Form** tab see: *2.2.0 - The Form Tab*

1.5.4 - Background Colours

If you check the **Background Colours** box, your **Search** tab and **Form** tab will appear in a different colour under the **Manage Jobs** portion of the system. This can be helpful in distinguishing between the **Search** and **Form** tabs.

1.6.0 - Changing Your Password

To change your password:

1. Select the **Change Password** option under the **File** menu.
2. Enter your **Old Password**.
3. Enter your **New Password**.
4. **Confirm** your New Password.
5. Click on the **Change** button.

![Change Password]

**Figure 1-10**
2.0.0 - MMIS Data Entry Overview

2.0.1 Introduction

There are 3 input screens in MMIS2:

1. JOB SCREEN
2. HEW SCREEN
3. MDWR SCREEN

**The JOB Screen:**

Allows input of all data, labour, material, equipment, services and hired equipment. Each operation/highway requires a separate job.

**The MDWR Screen:**

Allows input up to 8 jobs on one form except Hired Equipment data.

**The HEWS Screen:**

Allows input of all hired equipment data for MTO “ONLY”. Data for 1 piece of equipment can be entered for a bi-weekly period from 1 screen.

CAUTION: Do NOT mix input methods for data input

2.1.0 Entering a Job in MMIS

2.1.1 Introduction

When jobs are entered in MMIS, information is recorded on the work performed (operations) on provincial highways. This information includes: the operation, the labour, the material, services and equipment used, and the accomplishment.
To enter data into the MMIS system, the system may require some or all of the following job details:

- The Operation code (mandatory)
- Location
- Accomplishment (mandatory)
- Equipment
- Materials
- Employees
- Services
- Hired Equipment

To enter data into MMIS:

1. Select **Manage** from the menu bar.
2. Then select **Jobs**.

![Figure 2-1](image)

**Figure 2-1**

2.1.2.

**The Jobs Screen**

There are three tabs in the **Manage Jobs** Option.
They are: Search, Detail and History.

The Search tab allows you search for existing jobs and is explained in: 3.0.0 Searching for Information in MMIS

The Detail tab allows you to enter job information and explained in: 2.1.3 Starting Data Input.

The History tab provides you with a log of changes that was made to the job record and is explained in: 4.0.0 The History Tab.
2.1.3 Starting Data Input
To enter jobs:

1. Select the Detail tab, and then click on the new button.  
   (This will only be apply if the preferences are not set to activate the Detail tab first)

2. Once selected the Job header screen will appear.  
   See Figure 2-2

3. Enter all job header information

NOTE: Grey Fields are READ-ONLY. Information that is incorrect should be reported to your MMIS Co-Ordinator as soon as possible.

User Tip
Any button that has letter with an underscore letter can be used as a key board function by using the “Alt” button and the underscore letter.
2.1.4 - The Job Header Entry

The **Job Header Entry** screen is used throughout MMIS when inputting data.

![Figure 2-3](image)

**The Home Location and Work Location**

- The **Home Location** identifies who did the work.
- The **Work Location** defines where the work was performed.

The following information is entered for the **Home Location** and **Work Location**:

1. **Region**
2. **District**
3. **Patrol**
4. **Patrol Type**
2.1.5 Entering the Date

Enter the date on which the work was performed in the **Date** field.

To enter the **Date**:

- Type it into the date field in the Year/Month/Date format (e.g. 2001/03/28).

Or

- To open a calendar:
  1. Click on the **Date** field with the right mouse button and a calendar will appear.
  2. Click on the appropriate date with the left mouse button.
  3. Click on **Ok** with the left mouse button

![Image of a calendar window](image.png)

Figure 2-4
2.1.6– Job Detail Entry

The basic **Job Header information** is entered in the middle portion of the screen and the **job details** are entered in the bottom of the screen.

The **DETAIL** screen contains the **Labour, Material, Equipment, Services and Hired Equipment** tabs that are used to enter information.

Left mouse click on the appropriate tab and the window will open.

**2.1.7 - Entering Labour Detail:**

In the **Labour** window enter the hours for the employees who worked on the job. When entering a new job, the names of all available employees in the **Patrol** will appear in the table. Employees not showing in the table can be added to the patrol list.
To enter information:

1. Left mouse click on the **Labour** tab.

2. Select an employee who worked on the job.
   - To add employees who do not appear in the table, click in the first empty cell in the **Employee Name** column, and right mouse click in the cell or press F2.

3. Using the tab key, **Tab** to regular hours, and fill in the hours of work for the operation.
   - When using operation code 8001, fill in the **Absent** column. (Options: Sick, Vacation, Holiday, Overtime, and Other)
   - When entering overtime for an employee, fill in the **Overtime** column (Options: Normal, Call back, Statutory, and Time travelled).

4. Repeat steps 2 to 3 for each employee who worked on the job.

When hours are entered, the costs are automatically calculated. The costs are based on the labour rate that is set for each **Patrol**. To set the labour rate see **8.2.11 The Patrol Table**.
### 2.1.28 - The Equipment Tab

When entering a new job, all equipment in the Patrol list will appear in the table. Equipment not showing in the table can be added to the patrol list. Enter the number of hours for each piece of equipment used on the job.

![Equipment Tab Diagram](image)

**Figure 2-7**

To enter information into the **Equipment** tab:

1. Left mouse click on the **Equipment** tab.
2. Enter the Equipment **Class**, **Code**, and the **Hours** in the appropriate columns for each piece of equipment used.

When the **Equipment Code** is entered the system fills in the equipment **Class**. Verify that the equipment class/codes are correct.

To view a list of available equipment:

- Right mouse click on the **Class** or **Code** column to view a list of available equipment, or use the **F2** key to access the list of available equipment.

**Hint:** By entering the 5-digit Class, you can click on the code column with the right mouse button and you will get a list of all the equipment for that class only.
After the hours for the equipment has been entered the cost will be calculated based on the equipment cost in the Equipment Table. The Equipment Table is explained in: 8.2.2 The Equipment Class Table and 8.2.3 The Equipment Table.

2.1.9 - Entering Material Detail

Enter the material that was used on the job.

To enter information into the **Material** tab:

- Left mouse click on the **Material** tab.

![Material Tab](image)

Figure 2-8

To enter material:

1. Click on the first empty cell in the **Code** column to enter the material **Code**. To see a list of materials click the right mouse button or press the **F2** key. Enter the **Material Code**, the material description will appear in the **Description** column, and the unit of measure will automatically appear in the **Unit** column.

2. Enter the material quantity in the **Qty** column. The material costs are based on the material rate set in the Material Table. You can over ride the rate with the actual material cost. This is explained in: 8.2.7 The Material Table.

3. Repeat steps 1 and 2 for each material used.
2.1.10 - Entering Services Detail

A Service is work that has been contracted out to a service provider. This can include work contracted out by MTO or an AMC contractor.

To open the Services tab:

- Click on the Services tab with your left mouse button.

Figure 2-9

To enter Services information:

1. Click on the first empty cell in the Reference column, and fill in the Reference field with the appropriate information.

2. In the Service Type field, select the appropriate option from the drop-down arrow.
3. Enter the Rate for the **Service Type** in the **Rate** field.

4. Enter the quantity in the **QTY** field.

5. Repeat steps 1 to 3 for each Service for the job.

The cost is calculated using the Quantity and the Rate.

**2.1.11 - Entering Hired Equipment Detail**

Hired equipment usage is recorded in the **Hired Equipment** window.

To open the Hired Equipment tab:

- Click on the **Hired Equipment** tab with your left mouse button.

When entering a new job the names of all vendors in the **Patrol** list will appear in the table.
Selecting the correct unit of measure (UoM). The system then populates the rate from the vendor equipment table. If any information in this table is not correct please contact your MMIS coordinator.

Enter the quantity corresponding to this UoM in the Amt field. The cost is calculated by the system.

Relevant information may be entered in the remarks field.
Figure 2-11

Adding Vendor Equipment:

Vendor equipment not appearing in the equipment list or vendor equipment requiring more than one UoM may be added.

To add a vendor click on the first empty Vendor Code field and type in the vendor code

Or

To display a list of valid vendor codes, click the right mouse button, or use the F2 key. A window will appear: enter the first letter(s) of the vendor’s name, right mouse click on the “OK” button and a list of Vendors starting with the first letter(s) will appear. Choose the Vendor, then either double-click the right mouse button or right mouse click on the “OK” button.
Entering Vendor Equipment

1. Click on the first empty cell in the **Equipment Code** column, and enter the **Equipment Code**. To display a list of valid **Equipment Codes**, click the right mouse button, or press the **F2** key.

![Figure 2-12](image.png)

2. Enter the number of hours the equipment was used in the **Hours** field. The cost is calculated based on the Hours and Rate.

After selecting the equipment, the system sets the **Rate** based on the Rate in the Vendor Equipment Table. If any information in this table is not correct, please contact your MMIS Coordinator.

**User Tip:** For a job, you can enter multiple pieces of equipment from one or more vendors.
2.2.0 - Saving Your Work

- Click on the **Save** icon in the tool bar, or press **F6**

**Save work often to reduce data loss.**

When a new job is saved, its status is automatically set to **Initiated**.

To change the **Status** to **Closed**:

1. Select the **Status** box drop-down arrow.
2. Select **Closed**.
3. Save the job by clicking on the **Save** button, or press **F6** on the keyboard.

```
NOTE: The status of a job should be set to **Closed** after you have checked the information you have entered, and are satisfied it is complete and correct.
```

2.3.0 - Setting the Status

The **Status** field is used in the Data Promotion process to ensure the integrity of data in MMIS. The five options are: **Initiated**, **Closed**, **Reviewed**, **Accepted**, and **Rejected**. The user’s choices are based on their user group access in MMIS. For a complete description of this process, please read: **5.0.0 - Data Promotion in MMIS**.

After you have completed all data input, and have saved a job, the system will set its status to **Initiated**. When you are satisfied that an **Initiated** job is complete and correct, you will then change its status to **Closed**.

```
Caution: **Closed** jobs cannot be edited. Only **Initiated** data can be edited. Only the Status, Date and Comment fields may be edited on the Form tab after a Save.
```
2.4.0 - Job ID Number

The system assigns a Job ID number once the job is saved. This is a unique number and can be used as a reference number to locate the job in the future; it is located in the header information.

Hint: If you write this number on your hard copy of the MDWR form, you will be able to search for it in MMIS.
2.5.0 Introduction: MDWR Entry Screen

When jobs are entered in MMIS, information is recorded on the work performed (operations) on provincial highways. This information includes: the operation, the labour, the material and equipment used, and the accomplishment.

To enter data into the MMIS the system may require some or all of the following job details:

- The Operation number (mandatory)
- Location
- Accomplishment (mandatory)
- Equipment
- Materials
- Employees
- Services
- Hired Equipment

This information is found on the Maintenance Daily Work Report (MDWR).

2.5.1 - Entering data into the MDWR screen

To open the MDWR input screen

1. Select Manage from the menu bar.
2. Then select MDWR
Click on the “Detail” tab

The Patrol Type, Patrol and Date fields must be completed. Once these fields are populated, click on the “New Job” button located beside the MDWR ID. The “Job Header Entry” screen will open and will enter the Prefix, Operation, Hwy., Accomp., PCA Type, PCA, and Struct. Site, Recov. Ref. and any applicable comments. Once completed click on the “OK” button.
Once the **Job Header** information has been entered the 8 job entry areas are available. Similar to that of a hard copy **MDWR**.
The Labour Tab

Under the Labour tab, enter the time for the employees who worked on the job. To see a list of the available employees, click on the Employee Name box using the right mouse button, or press the F2 key on your keyboard.

Using the tab key, Tab to regular hours, and fill in the hours of work for the operation under the appropriate column.

If using operation code 8001, fill in the ABSENT column. (Options: Sick, Vacation, Holiday, Overtime, and other)

If using overtime for an employee, fill in the Overtime column (Options: Normal, Call back, Statutory, and Time travelled).

Repeat steps 2 to 3 for each employee who worked on the job.
The Equipment Tab

Enter the equipment and the number of hours that each piece of equipment used on the job. To enter information into the **Equipment Tab**:

![Equipment Tab Image]

To open the **Equipment Tab** click left mouse button.

Enter the Equipment Class, Code and the hours in the appropriate columns for each piece of equipment used.

When entering the Equipment Code the Class will automatically set for the first class; therefore you should verify that the class/code is correct.

The **Equipment Class** defines the category that the equipment is placed in. The **Equipment Code** is a unique identifying number for each piece of equipment.

To get a listing of available equipment:

Right mouse click on the Class or Code column to view a list of available equipment, or use the F2 key to access the list of available equipment.
Once the hours for each job have been entered, the cost will be calculated based on the equipment cost in the Equipment Table.

*The equipment Table is explained in: 8.2.2 the Equipment Class Table and 8.2.3*
The Material Tab

To enter information into the **Material Tab**:

Left mouse click on the Material tab

Privatized is for the tracking of materials used by Contractors with no cost associated. Internal entries will show a cost value. *This is explained in: 8.2.7 The Material Table.*
To enter material:

1. Click on the first empty cell in the Code column to enter the material Code. To view a list of materials, press the F2 key or right mouse click in the cell. Enter the Material Code, the material description will automatically appear in the Description column, and the unit of measure will automatically appear in the Unit column.

![Select a Material](image)

2. Enter the material quantity in the Qty Column. The material costs are based on the material rate set in the Material Table. The cost will be calculated for the material. This is explained in: 8.2.7 The Material Table

Repeat steps 1 and 2 for each material used, entering them in the appropriate job columns.

The above process will be followed for each job entry by clicking on the “New Job” button, keeping all header information standard as in the Header information attached to an MDWR. You will only have to enter data in the Operations portion of the information for up to 8 different operations.
Enter up to a maximum of 8 jobs per MDWR. The following error message will appear should you try to continue.

Each of the 8 jobs will line up with all the Labour, Equipment, Material and Service sections.

Setting the Status

The **Status** field is used in the Data Promotion process to ensure the integrity of data in MMIS. The five options are: **Initiated**, **Closed**, **Reviewed**, **Accepted**, and **Rejected**. The user’s choices are based on their user group access in MMIS. For a complete description of this process, please read: 5.0.0 - Data Promotion in MMIS.

After you have completed all data input, and have saved a job, the system will set its status to **Initiated**. When you are satisfied that an **Initiated** job is complete and correct, you will then change its status to **Closed**.

**Caution:** **Closed** jobs cannot be edited. Only **Initiated** data can be edited. Only the Status, Date and Comment fields may be edited on the Form tab after a Save.
To change the **Status** to **Closed**:

1. Select the **Status** box drop-down arrow.
2. Select **Closed**.
3. Save the job by clicking on the **Save** button, or press **F6** on the keyboard.

**NOTE:** The status of a job should be set to **Closed** after you have checked the information you have entered, and are satisfied it is complete and correct.

Saving Your Work

**Save often to reduce data loss**

To save your work:

Click the **Save icon** button in the tool bar, or press F6.

When an **MDWR** is saved there will be a number assigned to each operation entered, and a number assigned to the **MDWR** as an ID for the group of jobs entered.
2.6.0 Introduction: HEWS Entry Screen

When jobs are entered in MMIS, information is recorded on the work performed (operations) on provincial highways. In HEWS all vendor equipment, material usage, and accomplishments are recorded on a bi-weekly basis.

2.6.1 - Entering data into the HEWS Screen.

To open the HEWS input screen

1. Select Manage from the menu bar.
2. Then select HEWS

Figure 7-1

Click on the “Detail” tab.
Figure 7-2

The Patrol Type, Patrol and Date fields must be completed. Once these fields are populated the Job Header Entry screen will appear. Enter data into the appropriate fields and press “OK”.
After the the accomplishments have been entered in the appropriate date fields, click on Add Material enter the quantities. Click on Save.
To change the **Status** to **Closed**:  

3. Select the **Status** box drop-down arrow.  
4. Select **Closed**.  
4. Save the job by clicking on the **Save** button, or press **F6** on the keyboard.

**NOTE**: The status of a job should be set to **Closed** after you have checked the information you have entered, and are satisfied it is complete and correct.

**Saving Your Work**

**Save often to reduce data loss**

To save your work:

Click the **Save icon** button in the tool bar, or press F6.
3.0.0 - Searching for Information in MMIS

3.1.0 Introduction

The **Search** tab allows the user to locate existing information contained in MMIS. **Search** tabs are located on the Jobs screen, the Queries screen, and each Admin table.

The search criteria acts as a filter to locate information. If minimal filter information is entered, a broad range of records will meet the criteria. As you enter more fields to narrow the search, a smaller number of records will meet the criteria. To search for information:

- Click on the **Search** tab, fill in the desired fields, click on the **Search** button.

Although the fields that are available on each Search tab may differ, the process of performing a search is the same.

This chapter will use the **Search** tab on the Jobs screen to illustrate the process.

3.1.1 - The Search Tab

In the MMIS Manage screen:

- Click on the **Search** tab with the left mouse button.
Define the search criteria based on the fields available as outlined in Figure 3-2.

The jobs that meet the search criteria will be returned in the Search table located at the bottom of the screen.

To perform a search of all jobs within a district, select the Region and District fields.

As more fields are filled in, the number of jobs returned in the table is reduced.

3.1.2 - Starting the Search

To execute the search:

1. Fill in the fields for the search criteria.
2. Click on the Search button located on the upper right of the screen with a single click of the left mouse button.
Click on the **advanced search** button on the right hand side of the screen to search by Employee, Equipment Code, Equipment Class, Material Code, Serv. Ref., Vendor, Seq. No., Vend. Equipment, Created by AMC and previous years history from DDIS.
To view the details of a specific job returned in the search table:

- Click on the line containing the job with the left mouse button, and then click on the **Ok** button.

Or

- Double-click with the left mouse button on the line containing the job.

Figure 3-4 shows all details of the job you have chosen.
4.0.0 – The History Tab

4.0.1 - Introduction

The History tab provides detailed information on changes made to records. This information includes who made the change, when the change was made, and the comments associated with the change. History Tabs are located on the Jobs Screen, The Bare Pavement Screen, and on each of the Admin Table screens.

4.1.0 – Activating the History Tab

The History tab will not be available (appears in grey) until the details for a specific record have been selected. The History Tab will become active when a record is selected.

To activate the History tab:

1. Set your Search criteria and run your Search.
2. In the Search Table, double-click with the left mouse button on the record you wish to view (For Manage Jobs this is the Form and Jobs tabs).
3. The History tab is now available.

![Figure 4-1](image-url)
4.1.1 - Selecting the History Tab

To view the History tab screen:

- Select a record and Click on the History tab with the left mouse button.

![Image of the History tab with details]

Figure 4-2

The History Box, the Update Reason Box and the Detail Table which appears at the bottom of the screen.

The History Box displays the changes made to a record in a tree format. Each branch shows if a record was Inserted or Updated, the user ID, the date and time.

If additional information is available for this record, a + sign will appear next to the branch. Click on the + sign with the left mouse button, the branch will expand to show additional details. Click on the branch and , the Field Name, the Old Value and the New Value appear in the Detail Table.

The Update Reason box shows comments that were inserted by the user.
Note: The History tab is read only. No History information is retained for a deleted record.

4.1.2 - Viewing the History Details

To view the **Update Reason**:

- Click on the desired branch with the left mouse button.

Figure 4-3
To view the changes to the record:

1. Double-click on the desired branch with the left mouse button, or single-click with the left mouse button on the + sign to expand the branch.

2. Click with the left mouse button on the expanded branch to enable the Detail table.

3. The **Field Name**, **Old Value**, and **New Value** will appear in the **Detail** table at the bottom of the screen.

Figure 4-4
5.0.0 - Data Promotion in MMIS

The Data Promotion process ensures information is reviewed and corrected before it becomes part of the MTO database. This ensures data integrity and allows MTO and contractors to use the data with confidence for decision-making.

5.1.0 - The Data Promotion Steps

There are four steps in the Data Promotion process, **Initiated** Jobs, **Closed** Jobs, **Reviewed** Jobs, and **Accepted** Jobs. Data for the Bare Pavement module follow the same approval process.

5.1.1 - Initiated Jobs

When a job is created and saved in MMIS, the system will automatically set its status to **Initiated**. This indicates the information is being worked on. The user can save Initiated data and retrieve it later to complete the job entry.

**NOTE:** Only data with an **Initiated** status can be changed.

When the data entry has been completed and the user is satisfied it is correct, the status must be changed to **Closed**, and the job saved. If you decide that you would like to start over on the data input, and it has not yet been saved, the user can click the **Cancel** button and start over.

5.1.2 - Closed Jobs

The status of a job is changed to **Closed** when the data input is complete, and the person doing the input is satisfied that the information is correct.

If the status is **Closed** jobs can be deleted by the user to make changes or the user can contact their MMIS Coordinator who will **Reject** the job, and the status will be set back to **Initiated**.

**Initiated** or **Closed** jobs can only be reported on within the AMC contract or within the MTO district. When the status of a Job has been set to **Closed**, the information is ready to be **Reviewed**, and then **Accepted**.
5.1.3 - Reviewed Jobs

The status of a job is set to **Reviewed**, after it has been reviewed by the appropriate person. See: 5.3.0 - Typical Roles for the Promotion of Data.

If the person who reviews jobs notices errors in the information, the status of the record can be set to **Rejected**, so the appropriate changes can be made.

When a job is **Rejected**, enter a reason in the dialog box, to define why the job was **Rejected**.

When a job is **Reviewed**, it has been reviewed by a supervisor and is unlikely to have errors. MTO Maintenance Co-ordinator can do a field spot check of the operations to compare the results to the information entered into MMIS.

5.1.4 - Accepted Jobs

The status of a job is set to **Accepted**, after the appropriate person has reviewed it. See: 5.3.0 - Typical Roles for the Promotion of Data.

When a job has been **Accepted**, the information is reported provincially and becomes “official ministry data”.

The status of a record can be set to **Rejected** if information is incorrect.

When a job is **Rejected**, a reason must be recorded in the dialog box on why the job was **Rejected**.

5.1.5 - The Outstanding Jobs Window

When you log into MMIS, a reminder window will appear, showing the number of **Initiated** and/or **Rejected** jobs that are more than 1 week old.

To continue from this point:

- Click on the **OK** button with the left mouse **button**.

![Image of Outstanding Jobs window](image.png)

Figure 5-1
5.2.0 – Starting The Manage Status Screen

To enter the screen:

1. Select **Manage** from the menu bar.
2. Select **Status**.
3. Select **Job** to update Job Status, or select **Bare Pavement** to update Bare Pavement Record Status.

![Figure 5-2](image)

5.2.1 – The Manage Status Screen

The appropriate Status screen will appear depending on the selection. Examples for promoting Jobs follows. The process is the same for promoting Bare Pavement Records.
Figure 5-3 shows the **Manage Status** screen for **Jobs**.

There are two sections to the Manage Job Screen. When you have chosen your criteria for jobs you wish to review, with the left mouse button, click on the **"Load Jobs"** button on the top right of the screen. This will load all jobs in the status you requested. The screen will show the MDWR ID on the left and will default to load **"All Groups"** status. The **"All Groups"** status will show all jobs entered whether entered through MDWR Entry or through the **"Job Entry"** screen. The **"All Groups"** will be the defaulted mode.
Click with the left mouse on “No Group” to see only jobs that have been entered through the “Job Entry” mode.
To view the individual MDWR group, double clicking on the MDWR ID located on the left hand side of the screen and all jobs entered in that group will appear.

Figure 5-6

To view any job within an MDWR you can double click with the left mouse button and you will be taken to the “Job Entry” screen.

Figure 5-7
5.2.2 - Changing the Status from Initiated to Closed

To view the jobs that can be **Closed**:

1. Select the status of **Initiated** in the **Status** box.
2. Click on the **Load Jobs** button.

This displays the **Initiated** Jobs in the table at the bottom of the screen. The default will show “**All Groups**” in the job window, which will include all MDWR entries as well.
There are three ways to change the Status from **Initiated** to **Closed**:  

**Method 1 — The Detail Tab**

1. Double-click with the left mouse button on a job in the table on the Manage Status Screen. This opens the Detail Tab where you can see and review the details of the job.
2. Click on the drop-down arrow in the Status box with your left mouse button.
3. Select **Closed**.
4. Save the change by pressing **F6**, or by pressing the **Save** icon on the button bar.

![Figure 5-9](image-url)
Method 2 – The **Status** Column

1. Click on the **Status** column of the table on a particular job, and a drop-down menu will appear.
2. Select **Close**.
3. Save the change by pressing **F6**, or by pressing the **Save** icon on the button bar.

![Figure 5-10](image_url)
Method 3 – Updating Multiple Records

The user can change the status of consecutive jobs in the table as follows:

1. Click on the first job you wish to change in the Job ID column, hold down the left mouse button, and drag the mouse to the last job you wish to change. At this point, all these records will be highlighted in black.
2. Click on the Close box on the top row below the button bar.
3. Save the change by pressing F6, or by pressing the Save icon on the button bar.

![Figure 5-11](image-url)
5.2.3 - Changing the Status from Closed to Reviewed or Rejected

To view the jobs that can be **Reviewed**:

1. Select the status of **Closed** in the **Status** box.
2. Click on the **Load Jobs** button.

This displays the **Closed** Jobs in the table at the bottom of the screen. The default will show “**All Groups**” in the job window, which will include all MDWR entries as well.
There are three ways to change the Status from **Closed** to **Reviewed**: Method 1 – The **Detail** Tab

1. Double-click with the left mouse button on a job in the table on the **Manage Status** Screen. This opens the **Detail** Tab where you can see and review the details of the job.
2. Click on the drop-down arrow in the **Status** box with your left mouse button.
3. Select **Reviewed** or **Rejected**.
4. Save the change by pressing **F6**, or by pressing the **Save** icon on the button bar.

![Figure 5-13](image)

**NOTE:** If you Reject jobs, provide a reason in the **Update Reason** box that will appear on your screen. *See 5.2.5 – Rejected Jobs.*
Method 2 – The **Status** Column

1. Click on the **Status** column of the table on a particular job, and a drop-down menu will appear.
2. Select **Reviewed** or **Rejected**.
3. Save the change by pressing **F6**, or by pressing the **Save** icon on the button bar.

![Figure 5-14](image-url)
Method 3 – Updating Multiple Records

The user can change the status of consecutive jobs in the table as follows:

1. Click on the first job you wish to change in the Job ID column, hold down the left mouse button, and drag the mouse to the last job you wish to change. At this point all these records will be highlighted in black.
2. Click on the Reviewed or Rejected box below the button bar.
3. Save the change by pressing F6, or by pressing the Save icon on the button bar.

Figure 5-15
5.2.4 - Changing the Status from Reviewed to Accepted or Rejected

To view the jobs that can be Accepted:

1. Select the status of Reviewed in the Status box.
2. Click on the Load Jobs button.

This displays the Reviewed Jobs in the table at the bottom of the screen.

![Jobs Table Image]

Figure 5-16

NOTE: If you Reject jobs, provide a reason in the Remarks box that will appear on your screen next to the Status Column before saving. See 5.2.5 – Rejected Jobs.

There are three ways in which the user can change the Status:
Method 1 – The **Detail Tab**

1. Double-click with the left mouse button on a job in the table on the **Manage Status** Screen. This opens the **Detail Tab** where you can see and review the details of the job.
2. Click on the drop-down arrow in the **Status** box with your left mouse button.
3. Select **Accepted** or **Rejected**.
4. Save the change by pressing **F6**, or by pressing the **Save** icon on the button bar.

![Image of the Detail Tab](image)

**Figure 5-17**

**NOTE:** If you Reject jobs, provide a reason in the **Update Reason** box that will appear on your screen. *See 5.2.5 – Rejected Jobs.*
Method 2 – The **Status** Column

1. Click on the **Status** column of the table on a particular job, and a drop-down menu will appear.
2. Select **Accepted** or **Rejected**.
3. Save the change by pressing **F6**, or by pressing the **Save** icon on the button bar.

![Figure 5-18](image)

**NOTE:** If you Reject jobs, provide a reason in the **Remarks** box that will appear on your screen next to the Status Column before saving. See 5.2.5 – **Rejected Jobs**.
Method 3 – Updating Multiple Records

The user can change the status of consecutive jobs in the table as follows:

1. Click on the first job you wish to change in the **Job ID** column; hold down the left mouse button, and drag the mouse to the last job you wish to change. At this point, all these records will be highlighted in black.
2. Click on the **Reviewed** or **Rejected** box under the button bar.
3. Save the change by pressing **F6**, or by pressing the **Save** icon on the button bar.

![Image of the interface](image-url)
5.2.5 - Rejected Jobs

In MMIS, a rejected job must be changed by the person who initiated the job, or by the MTO District MMIS Coordinator. To update the record:

1. The user will make the necessary changes to the job.
2. When the changes have been made, the user will save the job.
3. The record will then have a status of **Initiated** and will follow the Data Promotion process (**Closed, Reviewed, and Accepted**).

When you set the status of a job to **Rejected**, provide a reason in the **Update Reason** dialog box that appears on your screen, so that is clear to the person who will make the changes why the job was **Rejected**.

Figure 5-20

**NOTE:** If you Reject jobs, provide a reason in the **Remarks** box that will appear on your screen next to the status column before saving. *See 5.2.5 – Rejected Jobs.*
5.3.0 - Typical Roles for the Promotion of Data

The following tables represent typical roles for Data Promotion. Each individual district may choose to assign these roles based on their own resources.

In an AMC Area:

<table>
<thead>
<tr>
<th>Role</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Maintenance Contractor</td>
<td>Initiate, Close, Review, or Reject Jobs</td>
</tr>
<tr>
<td>MTO Maintenance Coordinator</td>
<td>Accept or Reject Jobs</td>
</tr>
</tbody>
</table>

In an MO Area:

<table>
<thead>
<tr>
<th>Role</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTO MO Patrol Staff</td>
<td>Initiate and Close Jobs</td>
</tr>
<tr>
<td>MTO Maintenance Coordinator</td>
<td>Review or Reject Jobs</td>
</tr>
<tr>
<td>MTO Maintenance Superintendent</td>
<td>Accept or Reject Jobs</td>
</tr>
</tbody>
</table>
6.0.0 - Reports in MMIS

6.0.1 - The Difference between Reports and Queries

Reports are preformatted summaries of information in MMIS.

Queries are custom reports that summarize MMIS data according to criteria that you establish.

This chapter contains an explanation of the various reports that are available in MMIS.

6.1.0 - The Reports/Queries Menu

To select a Report:

1. Select **Reports/Queries** from the menu bar.
2. Select one of the Report categories.
3. Select one of the available Reports from the Report category.

This process is the same for all reports.
6.1.1 - Viewing and Printing Reports

When you select a Report, a window appears containing the **Region**, **District**, **Patrol**, **Patrol Type**, and **Period** options.

Users are able to make selections in this box based on their MMIS Group.

To Print or Preview a Report:

1. Select the **Region** (if allowed).
2. Select the **District** (if allowed).
3. Select the **Patrol Type** and **Patrol** (if allowed)
4. Choose your **Date** (From & To) or **Period** (From & To).
5. Click on the **Print** button or the **Preview** button.

The **Print** button sends the Report directly to the default printer. The **Preview** button provides an on-screen display of the Report and allows you the option of printing it.

![CAPPE 18 REPORT](image)

Figure 6-2
6.2.0 - Available Reports

This section provides a brief summary of the information that is contained in the MMIS reports.

6.2.1 - Expenditure Reports

Figure 6-3
1. 1-B Report: Comp. Actual Vs Plan Expnd. and MnHrs.

This report shows a Comparison of Actual vs. Planned Productivity and Expenditures for patrols.

For each operation, it summarizes expenditures, man-hours, accomplishment, dollars per accomplishment unit, and man-hours per accomplishment unit.

![Comparison of Actual vs. Planned Productivity And Expenditures Report 1-B](image)

Figure 6-4
2. 1-C Report - Comp. Actual Vs Plan Expnd. and MnHrs.

This report shows a Comparison of Actual vs. Planned Productivity and Expenditures for crews.

For each operation, it summarizes expenditures, man-hours, accomplishment, dollars per accomplishment unit, and man-hours per accomplishment unit.

Figure 6-5
3. Expenditures Summary Report

For each job, this report shows Form ID, Responsibility Centre, Prefix, Date, and totals for Labour, Material, Equipment, Hired Equipment, Service, and Total cost of the job.

Figure 6-6
4. Detail Expenditures Report

For each job, this report shows Form ID, Responsibility Centre, Prefix, Operations, Highway, PCA Code, Date, Labour, Material, Equipment, Hired Equipment, Service, and Total Dollars.

Figure 6-7
6.2.2 - MOR Reports

Figure 6-8
1. Location Summary Report

This report provides a summary, by Work Location and Prefix, of total Expenditure and total Man-Hours, and compares actual to planned values.

![Location Summary Report](image)

Figure 6-9
2. Maintenance Operation Report

This report provides a summary by Patrol, Prefix, and Operation, and shows Expenditures, Man-hours, Accomplishment, Dollars per Accomplishment, and Man-hours per Accomplishment.

![Maintenance Operation Report](image)

Figure 6-10
6.2.3 - MDWR Reports

Figure 6-11
1. MDWR Summary

This report displays a summary grouped by Job Status for each patrol. The information reported is: Responsibility Centre, Prefix, Operation, Highway, Project Number, Structure Number, Accomplishment, and Hours.

Figure 6-12
2. MDWR Details

This report displays the details of each job.

Figure 6-13
6.2.4 - HETS Reports

Figure 6-14
1. Hired Equipment Work Sheet

This report shows the details of the work done by hired equipment. For each job, it identifies the Vendor, Vendor Equipment, Hours worked, and Job Status.

![Image of Hired Equipment Work Sheet]

Figure 6-15
2. Hired Equipment Time Sheet

The Hired Equipment Time Sheet is provided to the Shared Services Bureau (SSB) as confirmation to pay the hired equipment vendor for their services. It identifies the Vendor, Vendor Equipment, Hours worked, and Cost. It summarizes payment information for accepted jobs on a period basis.

![Hired Equipment Time Sheet](image)

Figure 6-16
6.2.5 - Bare Pavement Reports

These reports display information based on the Bare Pavement module. The information is grouped according to its title as follows:
1. District by Hwy. Class

Figure 6-18
2. District/Patrol Detail Events

![District/Patrol Events Detailed Report](image)

**Figure 6-19**
3. District/Patrol Events

![District/Patrol Events Report](image)

**Figure 6-20**

<table>
<thead>
<tr>
<th>Patrol Type</th>
<th>Highway Class</th>
<th>No. of Events</th>
<th>Average Length of an Event</th>
<th>Average Length of Time to Regain Bare Pavement Lost</th>
<th>Average Length of Time to Regain Bare Pavement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrol 1</td>
<td>1</td>
<td>2</td>
<td>1.5</td>
<td>2.3</td>
<td>1.3</td>
</tr>
<tr>
<td>Patrol 2</td>
<td>1</td>
<td>2</td>
<td>1.5</td>
<td>2.3</td>
<td>1.3</td>
</tr>
<tr>
<td>Patrol Total</td>
<td>4</td>
<td></td>
<td>1.5</td>
<td>2.3</td>
<td>1.3</td>
</tr>
</tbody>
</table>
4. Patrol/Highway/Events

![Patrol/Highway/Events Report]

**Figure 6-21**
6.2.6 – Management Report

To be developed in the future.

6.2.7 - Admin Listing

The Admin Listing prints the information that is contained within the MMIS Admin Tables.

![Figure 6-22](image-url)
When you select the **Admin Listing** option, a window will appear where you can choose a table to view or print.

![Admin Listings window](image)

**Figure 6-23**
6.2.8 - Project History

The report displays detailed information either for one or all the projects. It includes the Project number, Form ID, Date, Operation, Accomplishment quantity, Accomplishment code, Labour dollars, Service dollars, Hired Equipment dollars, Material dollars, Equipment dollars, and the Total dollars. The Project History Print Window (Figure 6-25) functions differently from the other print windows. It allows you to choose:

1. A specific Project Number (PCA), or leave it blank for all projects.
2. Your desired Date or Period ranges.
NOTE: Some Users may be able to select a Region or District depending on their MMIS Group.

Figure 6-26
6.2.9 - Queries

Queries are explained in a separate chapter, *Queries in MMIS (7.0.0).*

Figure 6-27
7.0.0 - Queries in MMIS

7.1.0 - Introduction

Queries are custom reports that summarize MMIS data according to the criteria establish.

Queries are subdivided into two categories:

1. **Standard Queries**

   These were carried over from DDIS and are available in MMIS for all users.

   The Head Office Maintenance Office can create other standard queries on request.

   The available standard queries are as follows:

   1. Bare Pavement by Event Type
   2. Bare Pavement by Highway/Patrol
   3. Bare Pavement by Patrol/Highway
   4. Bare Pavement by Region/District/Patrol
   5. Equipment by Highway
   6. Equipment by Region/District/Patrol
   7. HEQ by Region/District/Patrol
   8. HEQ by Vendors
   9. Jobs by Operation/Highway
   10. Jobs by Region/District/Patrol
   11. Project Summary
   12. Labour by Operation
   13. Labour by Region/District/Patrol
   14. Material By Patrol
   15. Material by Prefix/RC/Job
   16. Material by Region/District/Patrol
   17. Services by RC
   18. Services by Region/District/Patrol

2. **Custom Queries**

   These are created by the user and can be saved for future use.

   Custom queries are only available to the user who created them.
7.1.1 - The Difference between Queries and Reports

Queries are custom reports that summarize MMIS data according to the criteria establish.

Reports are preformatted summaries of information in MMIS.

7.2.0 – Starting Queries

To open the query screen:

1. Select **Reports/Queries** from the menu bar.
2. Then select **Queries**.

![Figure 7-1](image)

7.2.1 - The Queries Screen Tabs

The Query section of MMIS contains two Tabs:

1. The Search Tab

   This screen allows to search for **Standard Queries** and saved 
   **Custom Queries**.
2. The Detail Tab

This screen allows you to run saved queries or create **Custom Queries**.

7.3.0 - The Search Tab

The **Search** tab contains the following areas:

![Figure 7-2](image)

### 7.3.1 - The Query By Selection Box

The **Query By** box is used to limit the search to a specific **Query Class**. The **Query Class** is a method of grouping similar queries according to the information that is being reported.

If this box is blank, the queries for all Query Classes will be displayed.

The available Query Classes are: **Bare Pavement**, **Equipment**, **Hired Equipment (HEQ)**, **Job**, **Labour**, **Material**, and **Services**.
7.3.2 - The Query Type Options

The **Query Type** option can be set to **Standard Queries**, **Custom Queries**, or **Both**.

7.3.3 - The Query Table

The Query Table (Figure 7-3) at the bottom of the screen displays a list of queries. The three columns in this table are **Query Class**, **Query Name**, and **Custom Query**. If the **Custom Query** check box is blank, then the query is a **Standard Query**.

7.4.0 - Searching for Existing Queries

To run a search:

1. Select your choice in the **Query By** box.
2. Select the **Query Type**.
3. Click on the **Search** button to start the search.

The Queries that meet the criteria will be displayed in the Query Table.
7.4.1 - Selecting an Existing Query

To select an existing query:

- Double-click, with the left mouse button, on the line in the query table.

  or

- Click on the line once with the left mouse button to highlight it; then click on the Ok button.

7.5.0 - The Detail Tab

The Detail tab allows you to work with an existing query or create new Custom Queries.

The Detail tab consists of the following sections:
7.5.1 - The Query By Selection Box

When creating a Custom Query, use the Query By box to choose the Query Class from the drop-down arrow. The available Query Classes are: Bare Pavement, Equipment, Hired Equipment (HEQ), Job, Labour, Material, and Services.

This field will be read-only when working with an existing query.

7.5.2 - The Query Name

In the Query Name box enter the name of the new Custom Query being saved.

This field will be read-only when working with an existing query.

7.5.3 - The Filter

| NOTE: Filter options are not saved. |

The Filter allows you to select a Date Range or a Period Range for the query.

The Status box lets you select the job status that the query will search. If this field is left blank, all job statuses will be used.

Filter options are available for both Standard and Custom Queries.

| NOTE: Information on Job Status is available in Chapter 5.0.0 Data Promotion in MMIS. |

7.5.4 - The Available Groups Box and The Selected Groups Box

The Available Groups box displays the options that are available for sorting a query.

The Selected Groups box displays the Groups selected for a specific Custom Query. These boxes are read-only for Standard Queries.

7.5.5 - The Query Display Table

The results of a query are displayed in this table.
7.6.0 - Working With Standard Queries

When running a **Standard Query**, the user can change only the Filter options. The area of the screen entitled **Selected Groups** shows the fields and the order in which the report will be displayed in the Query Display Table.

7.6.1 - Running A Standard Query

To run the Query:

- Click with the left mouse button on the **Generate Run** button.

The Query results are arranged in a drill-down fashion. When the Query is complete, the information will be displayed in the Query Display Table. The tabs that will appear in the table will match the **Selected Groups** and contain information for that group.

Go To Section 7.8.0 - Using the Query Display Table for an explanation of the Query display tabs.

Figure 7-5
7.7.0 - Creating a Custom Query

To begin creating a Custom Query:

- Click on the **New** button with the left mouse button.

![Figure 7-6](image)

7.7.1 - Setting Your Query Options

To create a Custom Query,:

1. Select the Class in the **Query By** box with the drop-down arrow.

   The available **Query Classes** are: Bare Pavement, Equipment, Hired Equipment (HEQ), Job, Labour, Material, and Services.

2. Choose a **Query Name**.

   In the **Query Name** box enter the new Query name.

   Choose a meaningful name since it will be displayed when you search for queries.
3. Set the **Filter** options.

The **Filter** allows you to select a **Date Range** or a **Period Range** for the query.

The **Status** box lets you select the job status that the query will search. If this field is left blank, all job statuses will be used.

Filter options are not saved.

Information on Job Status is available in: *5.0.0 Data Promotion in MMIS*.

### 7.7.2 - Sorting A Query

A Query built by choosing one or more groups from the **Available Groups** Box, and moving them to the **Selected Groups** box. The Query is sorted in descending order by the groups in the **Selected Groups** box. Figure 7-7 shows that the order of the selected groups matches the order in which the tabs are displayed in the Query Display Table. For more information on using this table see *7.8.0 – Using the Query Display Table*.

To select a group:

1. Click on a group in the **Available Groups** box.
2. Click on the **Right Arrow** button to move the group to the **Selected Groups** Box.
3. Repeat this until you have the groups you require in the **Selected Groups** box.

**NOTE:** The **Left Arrow** button will move a highlighted group from the **Selected Groups** box to the **Available Groups** box.
Reorder the selected groups by using the **UP** and **DN** buttons located below the **Selected Groups** box.

To do this:

1. Select the group that you wish to move by clicking on it with the left mouse button.
2. Then click on the **UP** or **DN** button to move the group.

### 7.7.3 - Running A Custom Query

To run the Query:

- Click with the left mouse button on the **Generate Run** button.

When the query is complete, the information will be displayed in the Query Display Table. The tabs that will appear in the table will match the **Selected Groups** and contain information for that group.
Go To Section 7.8.0 - *Using the Query Display Table* for an explanation of the **Query** tabs.

![Query Display Table](image)

**Figure 7-8**

### 7.7.4 - Saving A Custom Query

Saving a Custom Query allows the user to use it at a later date.

Saving stores the selection criteria used to create the query. The results are not saved.

The fields that are saved are: **Query Name**, the **Query Class** (set in the **Query By** Box) and the **Selected Groups**.

The Filter information is not saved and will have to be set each time a saved query is used.

A Custom Query is only available to the person who created it.

A saved query can be found by performing a Search. This is explained is section 7.4.0 *Searching for Existing Queries.*
To save a query:

- Click the **Save** button on the Button Bar.

  or

- Press **F6**.

7.8.0 - Using the Query Display Table

The Query Display Table is where Query Results are shown.

There is a tab in the query table for each of the **Selected Groups**. The tabs are in the same order as the Selected Groups.

By double-clicking on the desired row in the first column of the Query Display Table, the details for the next tab are displayed. This process is repeated to move to the next tab. Once a tab has been activated, it becomes available, and can be moved between the available tabs.
7.8.1 - An Example of the Query Table

The District tab is currently selected and displays material costs for each district.

By double-clicking on the District row, the material costs will be displayed for each Patrol within that District.

![Figure 7-10]

**NOTE:** Patrol is the Group that follows District in the Selected Groups Box.
You can repeat the process used in this example to view the information for each successive tab in the Query Display Table.

Figure 7-11

Once all the tabs have been activated you can move from tab to tab.

**User Tip:**

*When the Job ID number is displayed, double-click on the Job ID, and the system will take you to the Job Detail screens (Form tab and Detail tab). See Figure 7-12.*

*This will only work if Job is last group in the Selected Groups Box.*
7.9.0 - Printing a Query

Printing sends a copy of the query to the printer.

7.9.1 - What Information is Printed

The information displayed in the Query Display Table is printed.

Both **Standard** and **Custom Queries** can be printed.
7.9.2. - Starting the Print

After the query has been generated:

1. Click the **Print** button with the left mouse button, and a preview of the query will appear on the screen.

Figure 7-13
2. To send the query to the printer, click the Print button on the preview window.

![Image of Report Builder window with MMIS Job Query](Image)

**Figure 7-14**

### 7.10.0 – Exporting a Query

Queries results can be exported to the user’s computer for use in common spreadsheet or database programs.

#### 7.10.1 - What Information is Exported

The information displayed in the Query Display Table is exported.

Both **Standard** and **Custom Queries** can be exported.
7.10.2 - Starting the Export

To export the information displayed in the table:

- Click on the Export button.

Figure 7-15

7.10.3 - Selecting the Export File Type

When exporting, you will be prompted to save the file to a folder on your computer.

Save the file in either one of two formats:

1. **The Text formation**
   
   Saves the information as unformatted text.

2. **The CSV format**

   Maintains all the column and number formatting of the original query. This format is used when the exported data is used in a spreadsheet or database program.
7.10.4 - Saving the Export File

To save the file:

1. Click on the **Save in** box to choose a directory on the computer to store the file.
2. Enter a name in the **File name box**.
3. Choose the File Type by selecting one of the options in the **Save as type** box.
4. Click the **Save Button**.

![Figure 7-16](image-url)
7.10.5 - Example of a Query Export

Figure 7-17 shows the information was exported as a CSV file and saved as: New Liskeard material patrol.csv

This file was opened using MS Excel.

![Figure 7-17](image-url)
8.0.0 - Tables In MMIS

The tables contain information that populates various fields in the program. The tables contain administrative information, codes and costs used by the system.

Different tables are maintained by the MTO maintenance office, MTO District’s MMIS Coordinator, and Area Maintenance Contractor.

Your user group will determine your access to tables. Some Users will not be able to modify table data though they will be able to view the table information.

MTO and AMC contractors set their own rates in MMIS.

AMC contractors can set rates for material, equipment, and labour that are specific to their contract. Only the contractor can see these rates. MTO or other AMC contractors cannot see them.

MTO sets rates that are specific to MTO use and cannot be viewed by AMC Contractors.

Caution:

Never delete a record in a table. If the record is no longer used, set it to Inactive.

Historical information will not be available if a table record is deleted.
8.0.1 – Table Administration by MMIS Groups

**MTO MMIS GROUPS:**

<table>
<thead>
<tr>
<th><strong>MTO Groups</strong></th>
<th><strong>Table Administration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MMIS 1</td>
<td>Cannot Change Tables</td>
</tr>
<tr>
<td>MMIS 2</td>
<td>Patrol Access to:</td>
</tr>
<tr>
<td></td>
<td>Administer Employees in Patrol Table</td>
</tr>
<tr>
<td>MMIS 3</td>
<td>District Access to:</td>
</tr>
<tr>
<td></td>
<td>Administer AMC Table</td>
</tr>
<tr>
<td></td>
<td>Administer MTO Equipment Rates</td>
</tr>
<tr>
<td></td>
<td>Administer MTO Material Rates</td>
</tr>
<tr>
<td></td>
<td>Administer Patrol Table</td>
</tr>
<tr>
<td></td>
<td>Administer MTO Labour Rates</td>
</tr>
<tr>
<td></td>
<td>Administer PCA Table</td>
</tr>
<tr>
<td></td>
<td>Administer Vendor Equipment Rates</td>
</tr>
<tr>
<td></td>
<td>Administer Vendor Supervisors</td>
</tr>
<tr>
<td>MMIS 4</td>
<td>Cannot Change Tables</td>
</tr>
<tr>
<td>MMIS 5</td>
<td>Administer All MTO Tables</td>
</tr>
</tbody>
</table>

**AMC MMIS GROUPS:**

<table>
<thead>
<tr>
<th><strong>AMC Groups</strong></th>
<th><strong>Table Administration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AMC 1</td>
<td>Cannot Change Tables</td>
</tr>
<tr>
<td>AMC 2</td>
<td>Administer AMC Equipment Rates for a Contract</td>
</tr>
<tr>
<td></td>
<td>Administer AMC Material Rates for a Contract</td>
</tr>
<tr>
<td></td>
<td>Administer AMC Patrol Labour Rates and Employees for a Contract</td>
</tr>
<tr>
<td>AMC 3</td>
<td>Administer AMC Equipment Rates for a Contract</td>
</tr>
<tr>
<td></td>
<td>Administer AMC Material Rates for a Contract</td>
</tr>
<tr>
<td></td>
<td>Administer AMC Patrol Labour Rates and Employees for a Contract</td>
</tr>
</tbody>
</table>
8.1.0 – Opening a Table Screen

To work with tables:

1. Select Admin from the menu bar.
2. Select the appropriate table to view or update.
3. Upon entering a table screen, you will be placed on the Search tab for that table:
   a) To update or view an existing table, perform a Search; then move to the Details tab.
   or
   b) To create a new table entry, click on the New button.

Figure 8-1
8.2.0 - Tables in MMIS

Each table is described in this section.

8.2.1 - AMC Contract Table

This table is administered by the MTO District’s MMIS Coordinator.

The AMC contract table sets up an AMC contract in order to give the contractors access to MMIS. The assigned patrols and supervisors for an area maintenance contract are set up in this table. AMC supervisors need to be identified so they can access the system to review jobs.

To update or add new contracts to this table:

1. Click the **New** button on the button bar to create a new contract, or select the **Detail** tab to edit an existing contract.
2. Confirm that the default **Region** and **District** are correct.
3. Enter the **Contract Number**.
4. Enter a text **Description** of the contract.
5. Enter the **Vendor Code**, **Vendor Sequence Number**.
6. Check the **Active** check box.
   - This box tells the system that the information is currently active and data can be entered against this contract.
7. Select the **Patrols** tab, and select the patrols that are located within the AMC contract by moving them from the **Not Assigned** box to the **Assigned** Box.
8. Select the **Supervisors** tab, and select the supervisors for the contract by moving them from the **Not Assigned** box to the **Assigned** Box.
   - These individuals will have access to MMIS data for their contract, and will Review jobs in the Data Promotion Process.
9. Save by clicking on **Save** on the button bar, or by pressing **F6**.

![NOTE: MMIS Coordinators must set a contract to Inactive immediately after a contract is completed or terminated.]

**8.2.1 – PATROL Contract Table**

![Figure 8-3](image-url)
8.2.2 - The Equipment Class Table

The **Equipment Class** defines the type of equipment.

\[ \text{e.g. \( \frac{1}{2} \) Ton Pickup, 6 Ton Rubber Tire Backhoe} \]

![Image of MMIS Main Screen showing MMIS Table Maintenance - EQUIPMENT CLASS]

**Figure 8-3**

The **Equipment Class** table contains:

- The **Equipment Class Code**
- The **Equipment Class Description**
- A **Valid Equipment Class** check box to tell the system that the Equipment class is valid and can be used.

This table is administered by the MMIS business administrator within the MTO Maintenance Office.
8.2.3 - The Equipment Table

The **Equipment** table provides a list of all equipment. This table is administered by the MMIS business administrator within the MTO Maintenance Office, with the exception of the rental rate.

The MTO **Rental Rate** is administered by the MTO MMIS Coordinator.

For an AMC contractor, the **Rental Rate** is set by the contractor.

8.2.4 - Entering the MTO Equipment Rental Rate

To enter the **Rental Rate**, the MTO MMIS Coordinator will:

1. Select a piece of equipment from the **Search** tab.
2. Select the **Detail** tab.
3. Click on the **Equipment Rental Rate** column for your district.
4. Enter the **Equipment Rental Rate**.
5. Save the record by pressing the **Save** button, or press **F6**.
8.2.5 - The AMC Contractor Equipment Table

To enter the **Rental Rate** for each piece of equipment, the AMC contractor will:

1. Select a piece of equipment from the **Search** tab.
2. Select the **Detail** tab.
3. Click on the **Equipment Rental Rate** column.
4. Enter the **Equipment Rental Rate**.
5. Repeat steps 3 and 4 if there is more than one contract.
6. Save the record by pressing the **Save** button, or press **F6**.
Figure 8-6
8.2.6 - The Highway Table

![Image of Highway Table]

Figure 8-7

The **Highway** table provides a listing of highways for the program. This table is administered by the Head Office MMIS business administrator.
8.2.7 - The Material Table

The Material table provides a list of material that can be used on a job. The Material Code, Description, Unit of Measure Code (UM Code), and the Valid Material check box are updated by the MMIS business administrator within the MTO maintenance office.

To enter the Material cost for their district, the MTO district MMIS Coordinator will:

1. Select a material from the Search tab.
2. Select the Detail tab.
3. Click on the Material Cost column for your district.
4. Enter the Material Cost.
5. Check the Allow Override check box to allow the material cost to be overwritten.
6. Save the record by pressing the Save button, or press F6.

NOTE: Check the Allow Override check box to allow the material cost to be overwritten with actual costs during data input.

Figure 8-8
8.2.8 - The AMC Contractor Material Table

To enter the **Material Cost**, the AMC contractor will:

1. Select a material from the **Search** tab.
2. Select the **Detail** tab.
3. Click on the appropriate cell in the **Material Cost** column.
4. Enter the **Material Cost**.
5. Repeat steps 3 and 4 for each contract.
6. Save the record by pressing the **Save** button, or press **F6**.

---

Figure 8-9

![AMC Contractor Material Table](image)
8.2.9 - The OP Prefix Table

The **Operation Prefix** table sets the prefix numbers that can be used in MMIS.

The table contains the:

- **Prefix Code** and **Prefix Description**.

  and

- Check boxes are used to set a prefix to valid (**Valid Prefix**) and allow projects (**PCA Allowed**) to be used with the prefix.

This table is administered by the MMIS business administrator within the MTO Maintenance Office.

![MMIS Main Screen: MMIS Table Maintenance - OP PREFIX](image)

*Figure 8-10*
8.2.10 - The Operation Table

The **Operation** table is a list of all Operation Numbers in MMIS.

This table is administered by the MMIS business administrator within the MTO Maintenance Office.

This table contains the:

- **Operation Code**
- **Operation Description**
- **Accomplishment Code**

Check Boxes determine if:

- A highway is required. (**Highway Required**)
- A structure Site Number is required. (**Site No. Required**)

This table also:

- Displays the **Valid Prefix** numbers applicable to an **Operation Code**.

![MMIS Main Screen - [MMIS Table Maintenance - OPERATION]](image)

**Figure 8-11**
8.2.11 - The Patrol Table

The Patrol table contains a list of patrols within a district.

The MTO MMIS Coordinator maintains this table.

To set up a Patrol:

1. Click the New button on the button bar to create a new patrol, or select the Details tab to edit an existing patrol.
2. Confirm that the system has defaulted to your Region and District.
3. Select the Patrol Type by clicking on the drop-down arrow and making a selection.
4. Enter the Patrol Code.
5. Enter the Patrol Description.
6. Enter the Responsibility Centre for the patrol.
7. Enter the Pay Rate for the patrol.
8. Set the patrol to active with the Active Patrol check box.
9. Select the Employees tab; enter the Last Name, First Name, and check the Active Employee box if the employee currently works at the patrol. This must be done for each employee on the patrol.
10. Select the **Highways** tab and enter the **Highway Code, Highway Description, and Highway Class**. This must be done for each highway within the patrol.

11. Select the **Equipment** tab, enter a list of frequently used equipment for the patrol.

12. Select the **Hired Equipment** tab; enter a list of frequently used hired equipment.

13. Save the record by pressing the **Save** button, or press **F6**.

**NOTE:** Do not delete an employee from the Employee Tab. When an employee is no longer at a patrol, uncheck the Active Employee checkbox. When entering jobs, the employee’s name will not appear in the list of employees on the Labour tab.

Never delete a patrol. If the patrol is no longer used, set it to Inactive.
8.2.12 - Creating a Home Location Patrol

The **Home Location** patrol is used only by MTO MMIS Coordinators to enter work order information in an AMC area when the work order is not awarded to the AMC contractor.

To create a **Home Location** Patrol:

1. Click the **New** button on the button bar to create a new patrol, or select the **Detail** tab to edit an existing patrol.
2. The system will default to your **Region** and **District**.
3. Set the **Patrol Type** to **Home Location** by clicking on the drop-down arrow.
4. Enter the **Patrol Code**.
5. Enter the **Patrol Description**.
6. Enter the **Responsibility Centre** or leave the field blank.
7. The **RC** is optional for a **Home Location** Patrol.
8. Enter a **Pay Rate** of **0**.
9. Save the record by pressing the **Save** button, or press **F6**.

**NOTE:** Employees or Highways are not required for a **Home Location** Patrol.

The **Responsibility Centre** is optional for the **Home Location** Patrol.

The **Pay Rate** should be set to 0. This field cannot be left blank.
8.2.13 - The AMC Contractor Patrol Table

The contractor can enter employees and set the pay rate for each patrol within their contract.

To enter the information:

1. Select a **Patrol** from the **Search** tab.
2. Select the **Detail** tab.
3. Enter the **Pay Rate** for the patrol.
4. Select the **Employees** tab, enter the **Last Name, First Name**, and check the **Active Employee** box. Repeat this step for each employee.
5. Save the record by pressing the **Save** button, or press **F6**.

**NOTE:** Do not delete an employee from the Employee Tab. When an employee is no longer at a patrol, uncheck the Active Employee checkbox. When entering jobs, the employee’s name will not appear in the list of employees on the Labour tab.

If a new patrol is required contact your MTO MMIS Coordinator.
8.2.14 - PCA - Project Contract Account

The **Project Contract Account** table in MMIS contains information about projects.

This table is administered by the MTO MMIS Coordinator.

![Image of PCA setup process](MMIS Main Screen - MMIS Table Maintenance - PCA 1.png)

**Figure 8-14**

To set up a PCA:

1. Click the **New** button on the button bar to create a new PCA, or select the **Detail** tab to edit an existing PCA.
2. Confirm the system has defaulted to your Region and District.
3. Enter the **PCA Code**.
4. Enter the **PCA Type** by selecting one of these options from the drop-down arrow: Capital Project, Project, or Work Order.
5. Enter a text **Description** of the Project.
6. Enter the Project **Default RC** if required.
7. Leave the **Privatization Type** box blank.
8. Check the **Has Operation** check box, if operation numbers are required.
9. Check the **Recoverable** box, if the cost of the project can be recovered.
10. Check the **Valid Project** box, so jobs can be entered against the project. Uncheck this box when the project is complete.
11. Set the **PCA Status** box to (O) open or (C) closed.
12. Save the record by pressing the **Save** button, or press F6.
8.2.15 - The Vendor Table

The Vendor table lists the Vendors in MMIS. Vendors are obtained from the government’s list of Active Vendors of Record. The Vendor table is imported from the Ontario Government’s financial system.

8.2.16 - The Vendor Table in AMC Areas

The MTO MMIS Coordinator will maintain the Supervisors list in the Vendor table.

This identifies the contractors’ staff who will use MMIS and Review jobs for the Data Promotion Process.

This information is required to complete the Area/Contract table.

To set up the Supervisors list:

1. Select the appropriate vendor from the Search tab, and double-click with the left mouse to move to the Detail tab.
2. Click in an empty line in the Name column with the left mouse button.
3. Right-click with the mouse to see a list of available supervisors.
4. Select the appropriate individual, and click on the Ok button with the left mouse button.
5. Save the record by pressing the Save button, or press F6.

NOTE: If a name is not available, then it has been selected by another contract or the user has not been issued an User ID by MTO.
8.2.17 - The Vendor Equipment Table

This table is administered by the MMIS business administrator within the MTO Maintenance Office. The MTO MMIS Coordinator will enter the rental rate for the equipment for their district.

To enter the Rate:

1. **Search** for the appropriate piece of equipment, and double-click on it with the left mouse button to move to the **Detail** tab.
2. Double-click your home District in the **District**.
3. Choose the **Unit Measure**, from the drop down menu and enter the **Default Rate**.
4. There can be several **Unit Measures** chosen with different **Default Rates**.
5. Save the record by pressing the **Save** button, or press **F6**.

![Vendor Equipment Table](image)
9.0.0 - The Bare Pavement Module

The **Bare Pavement** module tracks the highway maintenance program’s winter performance measure. The data is collected at the patrols, recorded on paper forms, and later entered into the system at the MTO district office. Your MMIS user group will determine if you have access to the **Bare Pavement** module.

9.0.1 – Opening the Bare Pavement Module

To open the Bare Pavement window:

1. Select **Manage** from the menu bar.
2. Select **Bare Pavement**.
9.1.0 - The Bare Pavement Window

The Bare Pavement window has three tabs:

1. The **Search** tab

   This screen is used to **Search** existing records and is explained in 3.0.0 - **Searching for Information in MMIS**

2. The **BP Entry** tab

   Enter new information or edit existing records on this screen. (Shown in Figure 9-2).

3. The **History** Tab

   This screen displays the changes to a record and is explained in 4.0.0 – **The History Tab**
9.2.0 – The BP Entry Tab

Figure 9-3

9.2.1 - The Location

The Location is determined by the **Region, District, Patrol** and **Patrol Type**.

The **Region** and **District** is based on your **User ID**.

The **Patrol** is the location where the winter operation was performed.

The **Patrol Type** should be set to **BP Patrol**. The **BP Patrol** is set up under the Patrol Table.

9.2.2 - BP ID

The **BP ID** is a unique number assigned by the system to each Bare Pavement Record. This is a searchable field.
9.2.3 - Status

Bare pavement records follow the Data Promotion process.

All new records are assigned a **Status** of **Initiated**.

NOTE: Please check the accuracy your data before setting the **Status** to **Closed**. Only **Initiated** data can be edited.

The record must be saved with each change in **Status**.

9.2.4 - The Event Date

The **Event Date** is the day the storm started.

9.2.5 - The Event Type

The **Event Type** options are **Snow**, **Ice**, and **Both**.

9.2.7 - The Continuous Entry Check Box

When checked, this box retains the **Location** and **Event Type** information to speed up data entry.

9.2.8 - Highway and Highway Class

You type in the **Highway** number,

or

Right-click on the **Highway** box,

or

Press the **F2** key to show a list of highways.

When the **Highway** is entered, the **Highway Class** field will automatically be filled in. You can override the **Highway Class** by clicking on the drop-down arrow and selecting one of the **Highway Class** options.

9.2.9 - Event Beginning date and **Time**: The date and time when the event started

9.2.10 - BP Lost date and **Time**: The date and time when bare pavement was lost.

9.2.11 - Event End date and **Time**: The date and time the event stopped
9.2.12 - BP Regained date and Time: The date and time bare pavement was regained

9.2.13 - The Error Message

The BP Regained date and Time must be after the BP Lost date and Time.

The Event End date and Time must be after the Event Beginning date and Time.

The following message (Figure 9-4) will appear when an incorrect entry is made:

![Error message](image1)

Figure 9-4

9.2.14 - The Date Format

All Bare Pavement Dates are entered in the Year/Month/Day format.

You have the option of entering the date,
Or
Press the F2 key on your keyboard
Or
right-click with the mouse to display a calendar to select the date.

![Calendar](image2)

Figure 9-5
9.2.15 - The Event Time Format

All event times are entered using the 24 hour clock format.

The time is recorded to the nearest ½ hour.

9.3.0 - Entering Bare Pavement Event Information

Figure 9-6
To enter Bare Pavement information:

1. Press the **New** Button to enter a new record.
2. Select the **Patrol** from the drop-down arrow options.
3. Enter the **Event Date**.
4. Select the **Event Type** from the drop-down arrow options.
5. Enter the **Highway**.
6. Confirm the **Highway Class** is correct.
7. Enter the **Event Beginning** date and **Time**.
8. Enter the **BP Lost** date and **Time**.
9. Enter the **Event Ending** date and **Time**.
10. Enter the **BP Regained** date and **Time**.
11. Enter **Comments** if applicable.
12. Save the record by pressing the **Save** button on the button bar, or press **F6**.
Appendix A

Log In Groups in MMIS

The Group you belong to in MMIS allows access to different parts of the system.

There are groups available for MTO staff and Area Maintenance Contract staff.

MTO MMIS Groups:

<table>
<thead>
<tr>
<th>Group</th>
<th>Enter and Edit Jobs for</th>
<th>View Information for</th>
<th>Data Approval</th>
<th>Table Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMIS 1</td>
<td>Single patrol</td>
<td>Multiple patrols within a District</td>
<td>Initiate and Close</td>
<td>Cannot Change Tables</td>
</tr>
<tr>
<td>MMIS 2</td>
<td>Multiple patrols within a District</td>
<td>Multiple patrols within a District</td>
<td>Initiate and Close</td>
<td>Patrol Access to: Admin Employees in Patrol Table</td>
</tr>
<tr>
<td>MMIS 3</td>
<td>Multiple patrols within a District and Bare Pavement</td>
<td>All Regions</td>
<td>Review and Reject</td>
<td>District Access to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin AMC Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin MTO Equipment Rates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin MTO Material Rates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin Patrol Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin MTO Labour Rates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin PCA Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin Vendor Equipment Rates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin Vendor Supervisors</td>
</tr>
<tr>
<td>MMIS 4</td>
<td>Cannot Enter or Edit</td>
<td>All Regions</td>
<td>Accept and Reject</td>
<td>Cannot Change Tables</td>
</tr>
<tr>
<td>MMIS 5</td>
<td>Cannot Enter or Edit</td>
<td>All Regions</td>
<td></td>
<td>Admin All MTO Tables</td>
</tr>
<tr>
<td>MMIS R/O</td>
<td>Allows the user to view information in MMIS only</td>
<td>All Regions</td>
<td>No access to data promotion</td>
<td>Cannot Change Tables</td>
</tr>
</tbody>
</table>
## Area Maintenance Contractor MMIS Groups:

<table>
<thead>
<tr>
<th>Group</th>
<th>Enter and Edit Jobs for</th>
<th>View Information for</th>
<th>Data Promotion</th>
<th>Table Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMC 1</td>
<td>Single patrol within a Contract</td>
<td>Single patrol within a Contract</td>
<td>Initiate and Close</td>
<td>Cannot Change Tables</td>
</tr>
</tbody>
</table>
| AMC 2   | Multiple Patrols within a Contract      | Multiple patrols within a Contract     | Initiate and Close | Admin AMC Equipment Rates for a Contract  
Admin AMC Material Rates for a Contract  
Admin AMC Patrol Labour Rates and Employees for a Contract |
| AMC 3   | Multiple patrols within a Contract      | Multiple patrols within a Contract     | Review and Reject | Admin AMC Equipment Rates for a Contract  
Admin AMC Material Rates for a Contract  
Admin AMC Patrol Labour Rates and Employees for a Contract |
| AMC R/O | This access allows the user to view information in MMIS only. | Multiple patrols within Contract       | No access to data promotion                  | Cannot Change Tables                                                                   |
Glossary Index

Responsibility Centre: Identifies the account where the expenditures will be allocated for the Job.

- To view a list of the available R/C’s right mouse click on the Responsibility Centre box or Press the F2 key on the keyboard.

Prefix Codes: Prefix codes categorize maintenance operations.

- To view a list of the available Prefix Codes right mouse click on the Prefix Code box or Press the F2 key on the keyboard.

Continuous Entry: Continuous entry mode is on by defaulted. This can be turned off in the Preferences Settings.

Operation Number: Identifies what operation was performed.

- To view a list of the available operations right mouse click on the Operation Number box or Press the F2 key on the keyboard.

Highway Number: Identifies what highway the operation took place.

- To view a list of the highways right mouse click on the Highway box or Press the F2 key on the keyboard.

Accomplishment Quantity: Identifies the accomplishment quantities for a job.

- Accomplishment units are based on the Operation number and are automatically entered into the field next to the Accomplishment Quantity.

PCA Type and Code: The PCA Type options are Capital Project, Project and Work Order.

The PCA Code is a unique number that identifies the project.
If the project has a specific Responsibility Centre (RC), the Responsibility Centre will change to reflect the RC of the project when the PCA Code is entered. If there is not a specific Responsibility Centre that is assigned to the project, then the Responsibility Centre will be the default number for your location. For information on setting up a project see: 8.2.13 PCA – Project Contract Account.

To enter the PCA type, click on the PCA Type box drop-down arrow and select from the options.

To enter the Code, right mouse click on the Code box and select the code or Press the F2 key to view a list of available projects.

Structure Site Number: Is a unique identifier for each bridge on a provincial highway. If you’re unsure of the Structure Site Number, contact your MMIS Co-Ordinator.

The Structure Site Number is required for operations that are carried out on the structure.

To enter the site number, click on the Struct\Site box and enter the number.

Recoverable Reference Number: This field is required when the cost of the job is recovered from another source.

Contact your MMIS Co-Ordinator to determine the numbers that are applicable for use in your area.

To enter the number, click on the Recov Ref. field and enter the number.

Comments: The Comments field is where relevant information for the job is entered.

The Comments field is a maximum of 50 characters in length. Comments are searchable therefore all comments should be consistent and accurate.

REMARKS are NOT searchable.