

# Maintenance Management Information System



## User's Manual

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March 2003

**MAINTENANCE MANAGEMENT INFORMATION SYSTEM  
USERS MANUAL**

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**Glossary**

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## 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.

<b>Topics</b>	<b>Where to get the Information</b>
To get connected and set your system preferences	Start At: 1.0.0 Getting Started
To enter Jobs into MMIS	Start At: 2.0.0 Entering a Job in MMIS
To search for existing information	Start At: 3.0.0 Searching for Information in MMIS
To understand the History Tab	Start At: 4.0.0 The History Tab
To understand the Data Promotion process	Start At: 5.0.0 Data Promotion in MMIS
To run a Standard Report	Start At: 6.0.0 Reports in MMIS
To create or use a Custom or Standard Query	Start At: 7.0.0 Queries in MMIS
To enter or update Table information	Start At: 8.0.0 Tables In MMIS
To use the Bare Pavement module	Start At: 9.0.0 The Bare Pavement Module



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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.

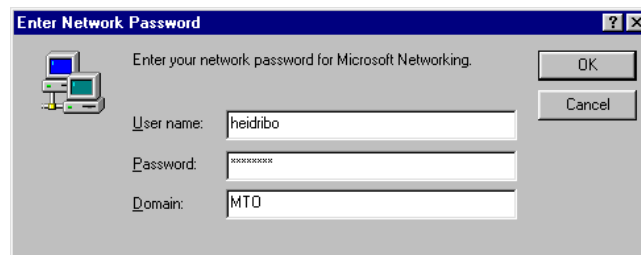


Figure 1-1

- 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.

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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.



Figure 1-2

## 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.Ink

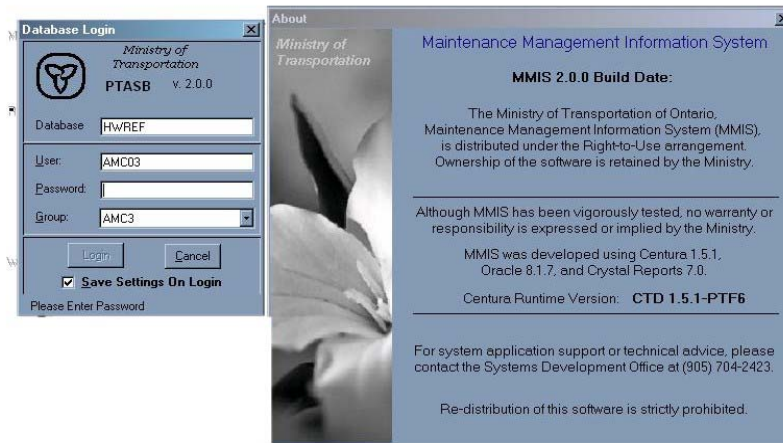
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The program will begin by asking you to log in. To do this:

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.**

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## 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.

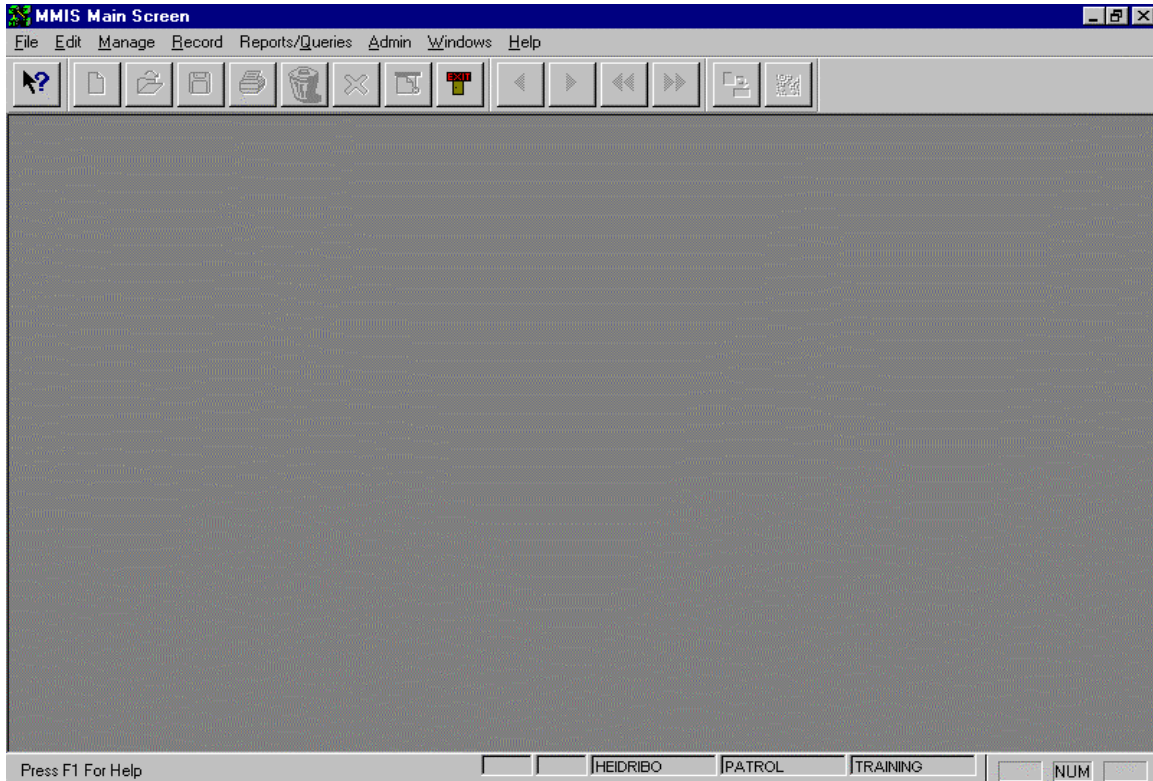
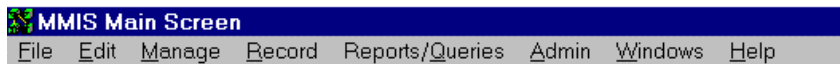


Figure 1-4

## 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.

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## 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

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### 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.

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## 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.

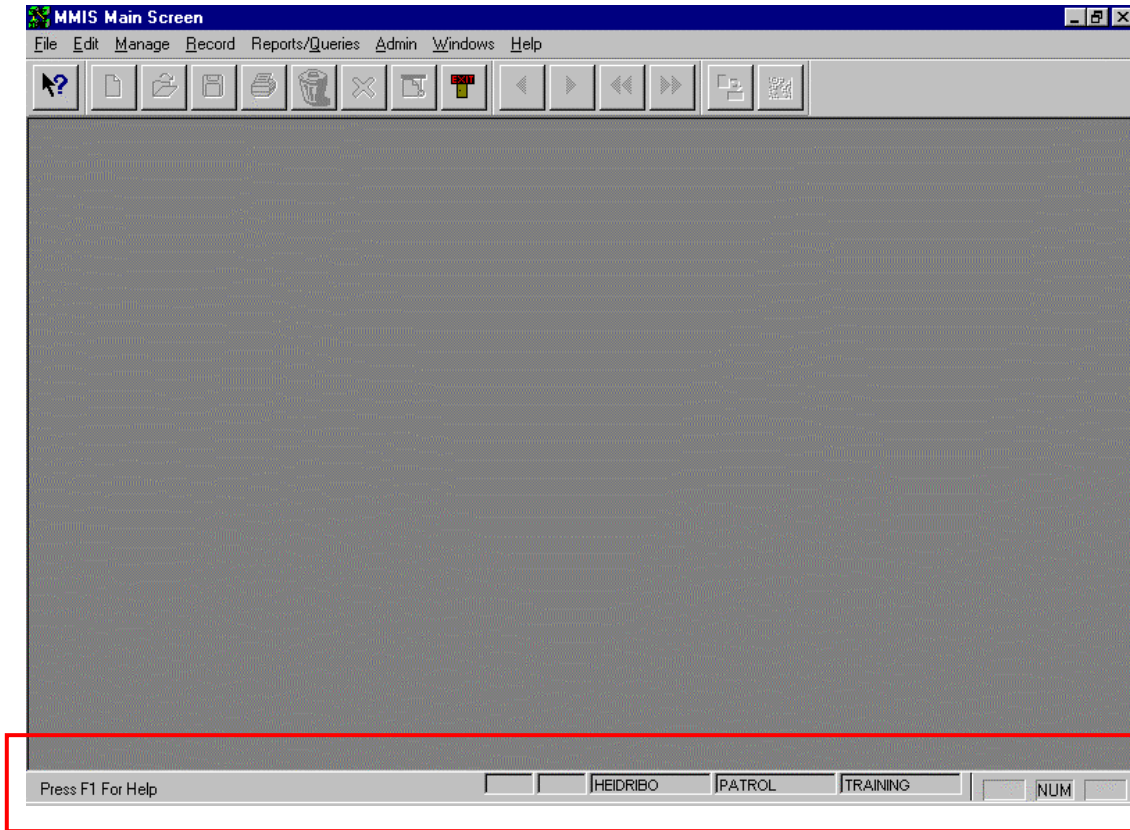


Figure 1-5

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## 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**.

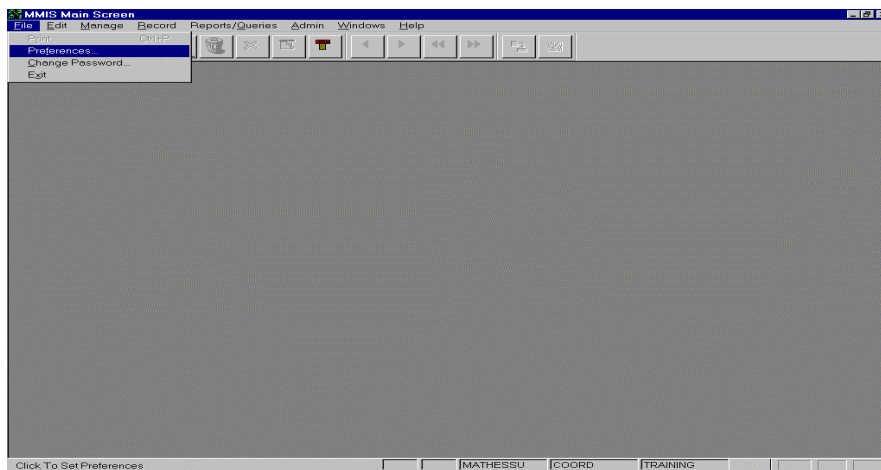
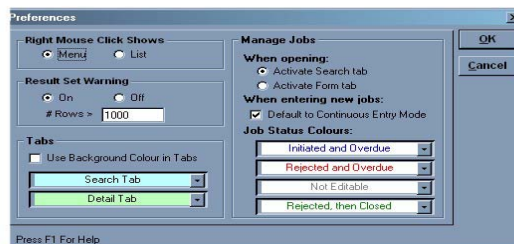


Figure 1-7





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## 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.



Figure 1-8

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

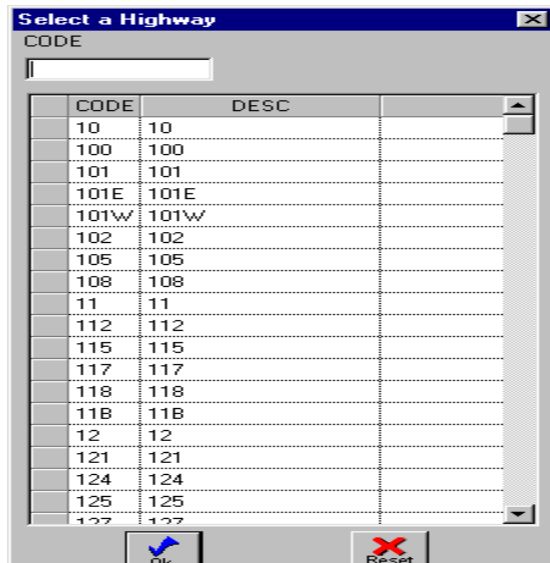


Figure 1-9

## 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**.

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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.

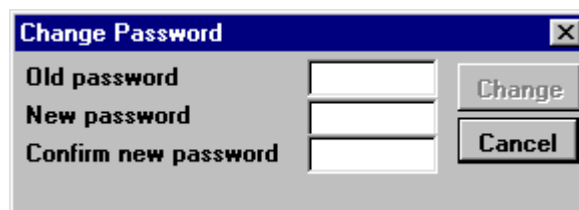


Figure 1-10

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## **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.

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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**.

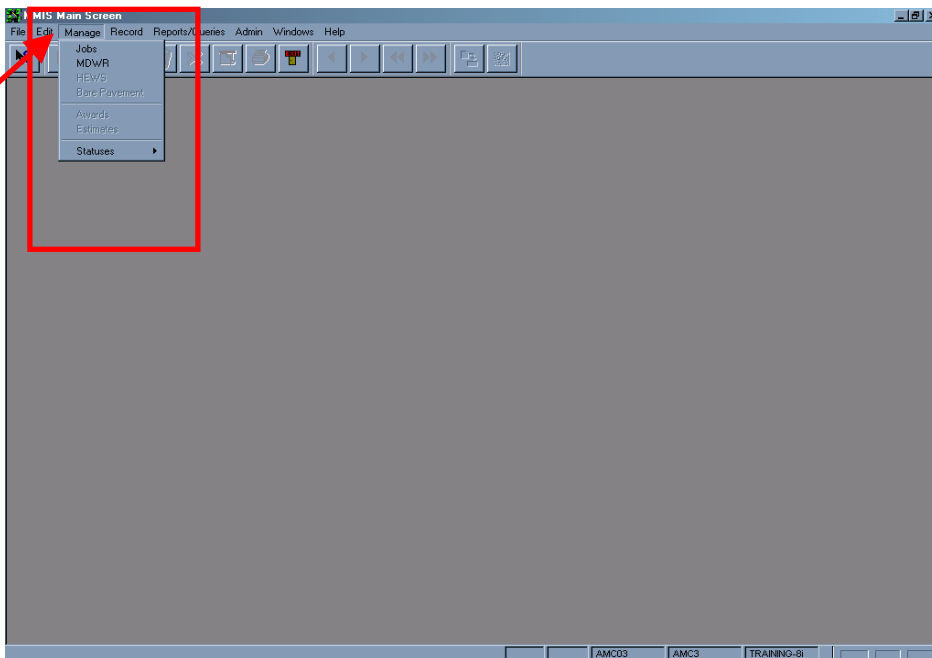


Figure 2-1

2.1.2.

## The Jobs Screen

There are three tabs in the **Manage Jobs** Option.

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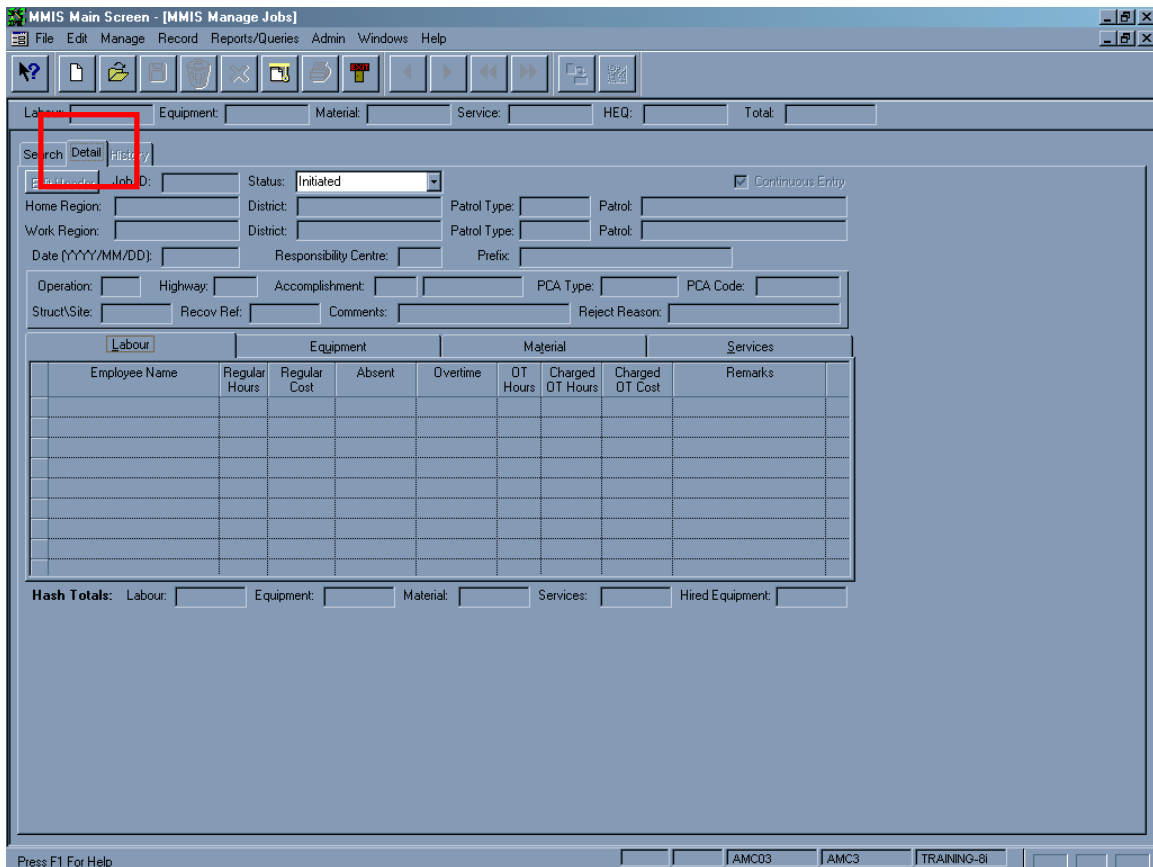


Figure 2-2

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.*

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### 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.

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## 2.1.4 - The Job Header Entry

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

The screenshot displays the 'Job Header Entry' window within the MMIS Main Screen. The window title is 'MMIS Main Screen - [MMIS Manage Jobs]'. The menu bar includes File, Edit, Manage, Record, Reports/Queries, Admin, Windows, and Help. The toolbar contains various icons for navigation and actions. The main area is divided into four status tabs: 'Initiated and Overdue', 'Rejected and Overdue', 'Not Editable', and 'Rejected, then Closed'. The 'Job Header Entry' form is highlighted with a red border and contains the following fields:

- Job ID: 2003-897
- Home Region: SOUTHWEST
- District: [Empty]
- Patrol Type: AMC Patrol
- Patrol: [Empty]
- Work Region: SOUTHWEST
- District: [Empty]
- Patrol Type: AMC Patrol
- Patrol: [Empty]
- Date (YYYY/MM/DD): [Empty]
- Responsibility Centre: [Empty]
- Prefix: [Empty]
- Operation: [Empty]
- Highway: [Empty]
- Accomplishment: [Empty]
- PCA Type: [Empty]
- PCA Code: [Empty]
- Struct\Site: [Empty]
- Recov Ref: [Empty]
- Comments: [Empty]

Buttons for 'OK' and 'Cancel' are located at the bottom of the form. Below the form is a grid area with the text 'Press F1 For Help'. The status bar at the bottom shows 'AMC03', 'AMC3', and 'TRAINING-SI'.

Figure 2-3

### 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**

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## 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

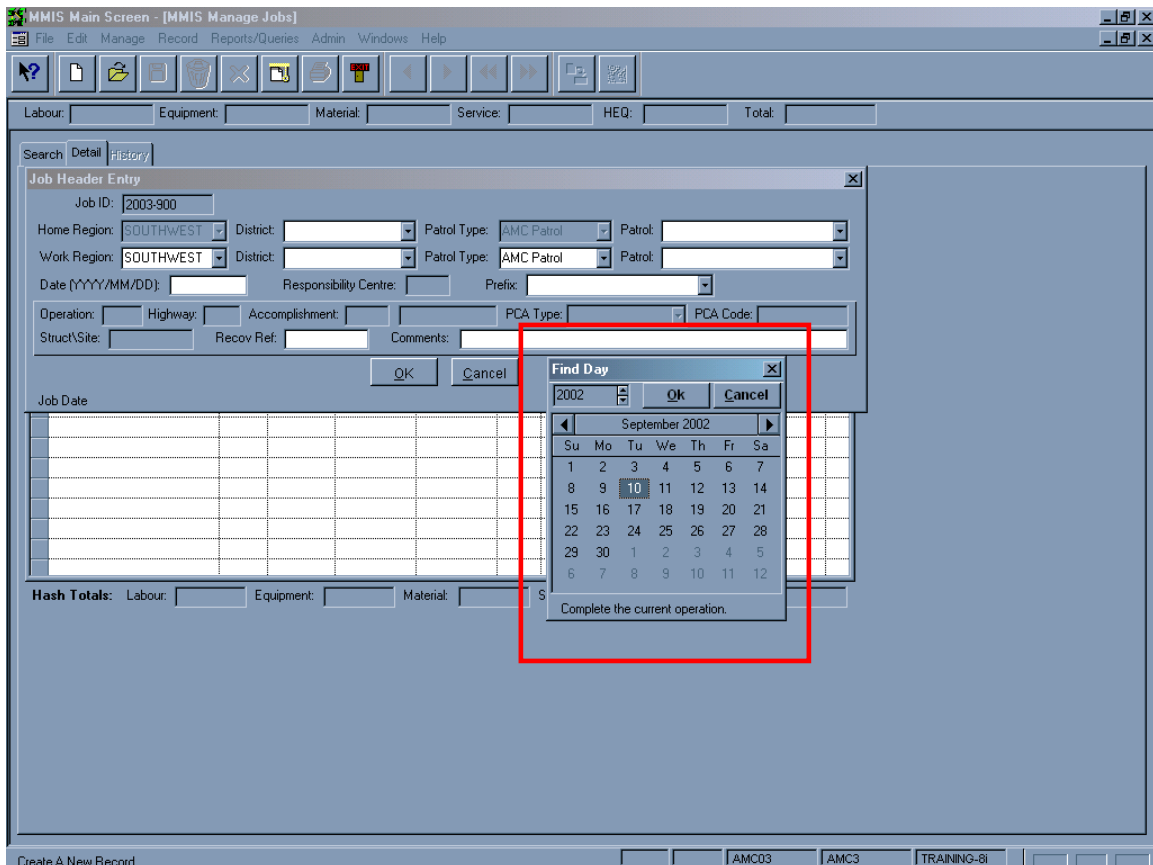


Figure 2-4



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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 screenshot shows the MMIS Main Screen - [MMIS Manage Jobs] window. The interface includes a menu bar (File, Edit, Manage, Record, Reports/Queries, Admin, Windows, Help) and a toolbar. Below the toolbar are input fields for Labour, Equipment, Material, Service, HEQ, and Total. The main area is divided into sections: Search, Detail, and History. The Detail section contains fields for Job ID, Status (Initiated), Continuous Entry checkbox, Home Region, District, Patrol Type, and Patrol. A red box highlights the Date (YYYY/MM/DD), Responsibility Centre, Prefix, Operation, Highway, Accomplishment, PCA Type, PCA Code, Struct\Site, Recov.Ref, Comments, and Reject Reason fields. A red arrow points to the Date field. Below the header fields are tabs for Labour, Equipment, Material, Services, and Hired Equipment. The Labour tab is active, showing a table with columns: Employee Name, Regular Hours, Regular Cost, Absent, Overtime, OT Hours, Charged OT Hours, Charged OT Cost, and Remarks. The table is currently empty. At the bottom, there are Hash Totals for Labour, Equipment, Material, Services, and Hired Equipment. The status bar at the bottom shows 'Press F1 For Help' and window titles 'MMIS02', 'MMIS2', and 'TRAINING-8i'.

Figure 2-5

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

The screenshot shows the MMIS Main Screen with the 'Labour' tab selected. The 'Labour' tab is highlighted with a red box and a red arrow. The table below shows the following data:

Employee Name	Regular Hours	Regular Cost	Absent	Overtime	OT Hours	Charged OT Hours	Charged OT Cost	Remarks
BRAY, BYRON								
CARDER, WAYNE								
GOLDER, LANCE								
MONAHAN, B, BRAD								
MONAHAN, J, JOHN								
Smith, Bob								

Figure 2-6

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*.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

Code	Class	Description	Hours	MTO Rate	Cost	Remarks
02759	00001	STATION WAGON		\$35.89		
03587	00002	VAN		\$10.80		
04395	00002	1/2 TON PICK-UP		\$7.40	\$0.00	
00427	00061	6 TON DUMP		\$30.50	\$0.00	

Figure 2-7

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

1. Left mouse click on the **Equipment** tab with.
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**

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.

The screenshot shows the MMIS Main Screen with the 'Material' tab selected. The 'Material' tab is highlighted with a red box. A red arrow points to the first empty cell in the 'Code' column of the table below. The table has columns for Code, Description, Priv. Code, Qty, Unit, MTO, Rate, Cost, and Remarks. The 'Material' tab is also highlighted with a red box.

Code	Description	Priv. Code	Qty	Unit	MTO	Rate	Cost	Remarks

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.

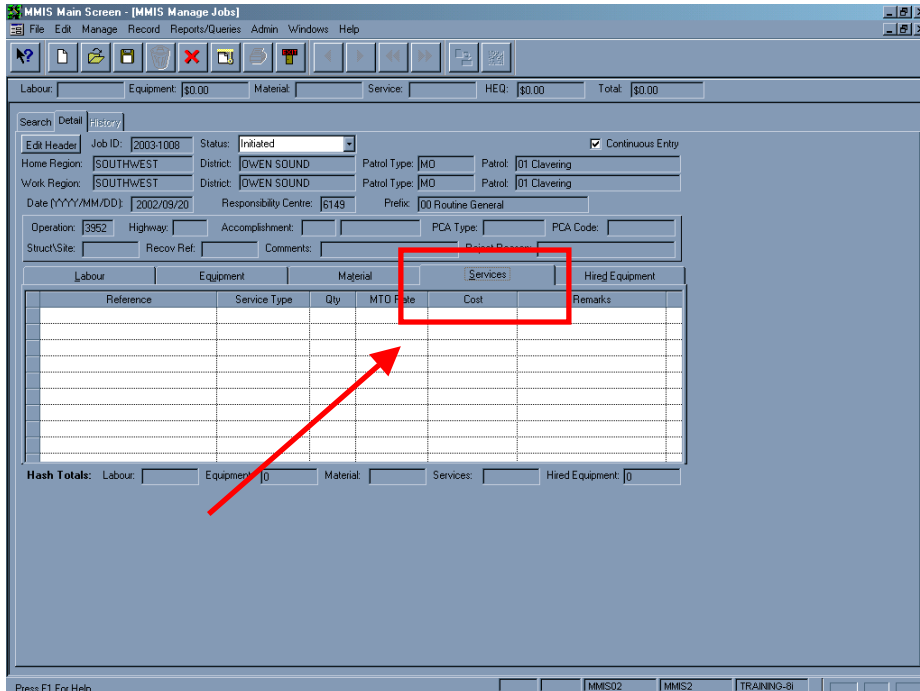
# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.



The screenshot shows the MMIS Main Screen with the following details:

- Job ID: 2003-1008, Status: Initiated, Continuous Entry:
- Home Region: SOUTHWEST, District: OWEN SOUND, Patrol Type: MO, Patrol: 01 Claveing
- Work Region: SOUTHWEST, District: OWEN SOUND, Patrol Type: MO, Patrol: 01 Claveing
- Date (YYYY/MM/DD): 2002/09/20, Responsibility Centre: 6149, Prefix: 00 Routine General
- Operation: 3952, Highway: , Accomplishment: , PCA Type: , PCA Code:
- Struct/Site: , Recov Ref: , Comments: , Detail Descr:

The table below shows the Services tab selected, with a red box highlighting the header row and a red arrow pointing to the first empty cell in the Reference column.

Reference	Service Type	Qty	MTO	Rate	Cost	Remarks

Hash Totals: Labour: , Equipment: 0, Material: , Services: , Hired Equipment: 0

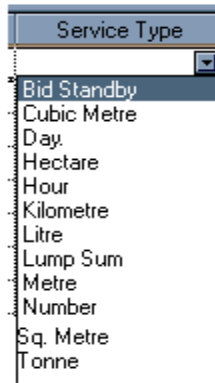
Figure 2-9

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

---



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 on 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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

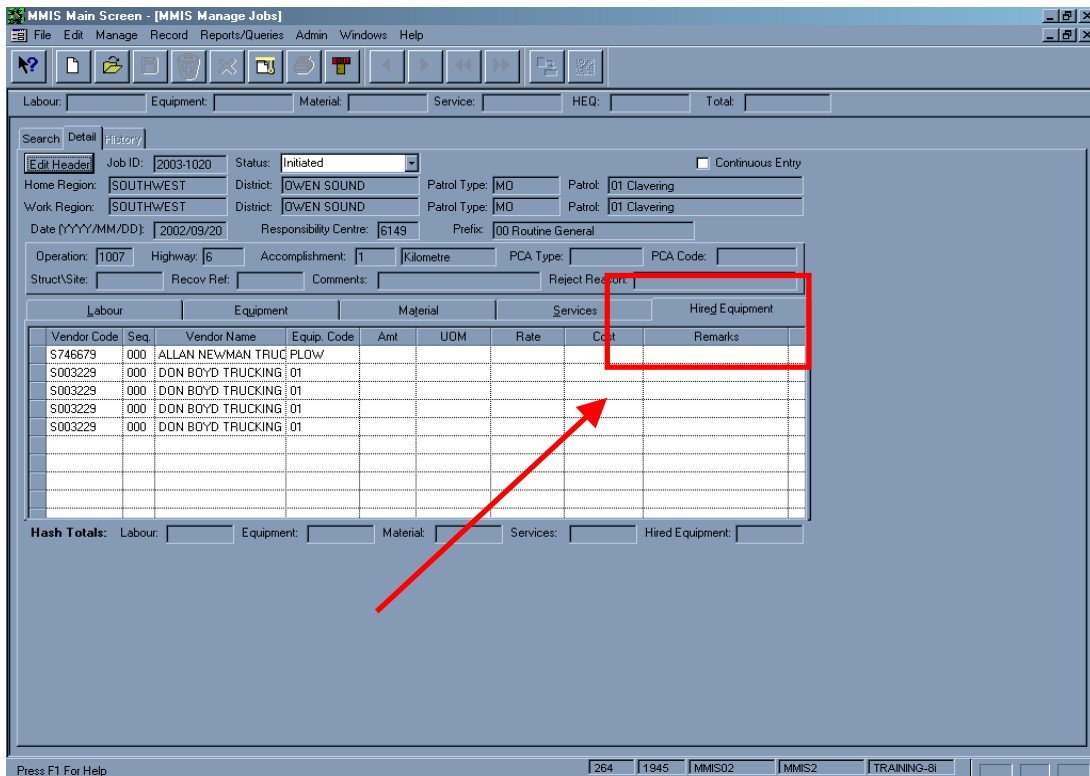


Figure 2-10

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

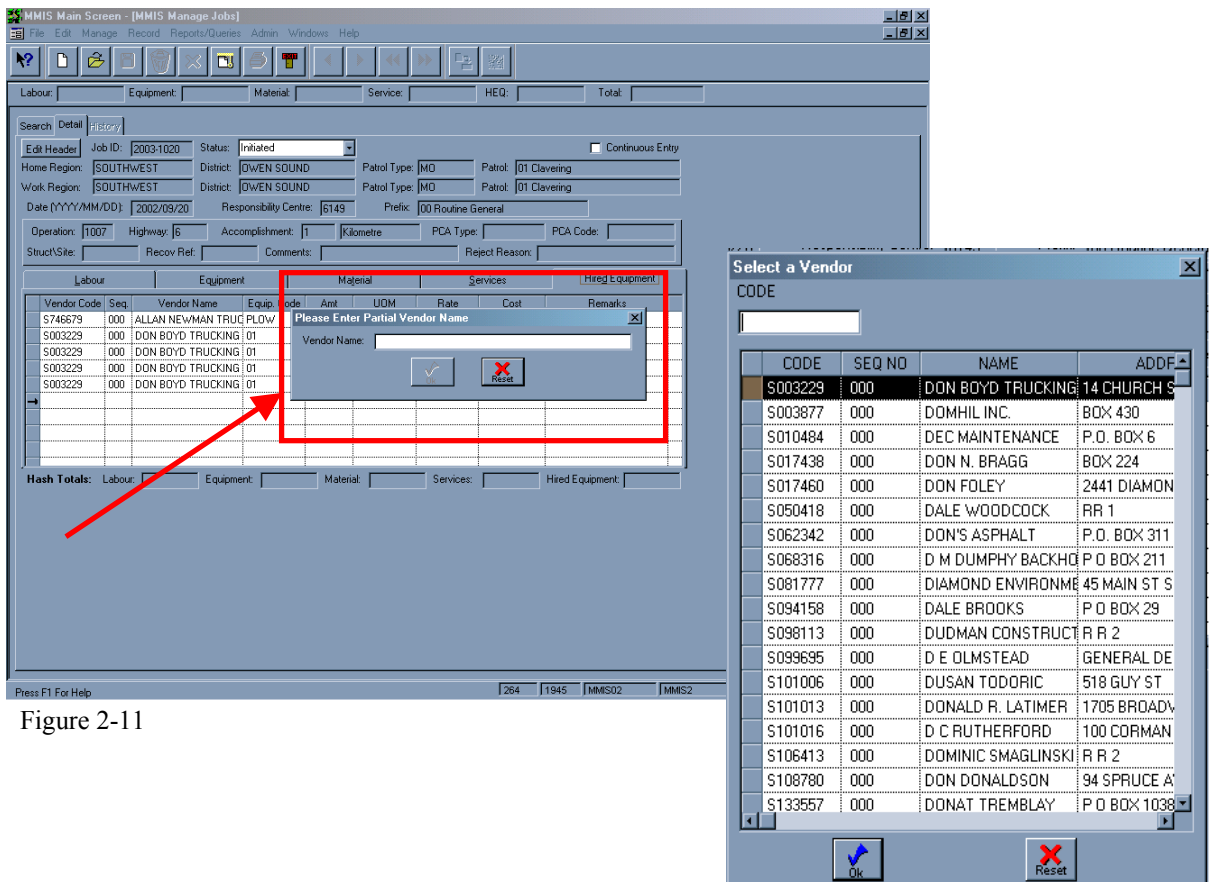


Figure 2-11

## 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.



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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 the press the **F2** key.

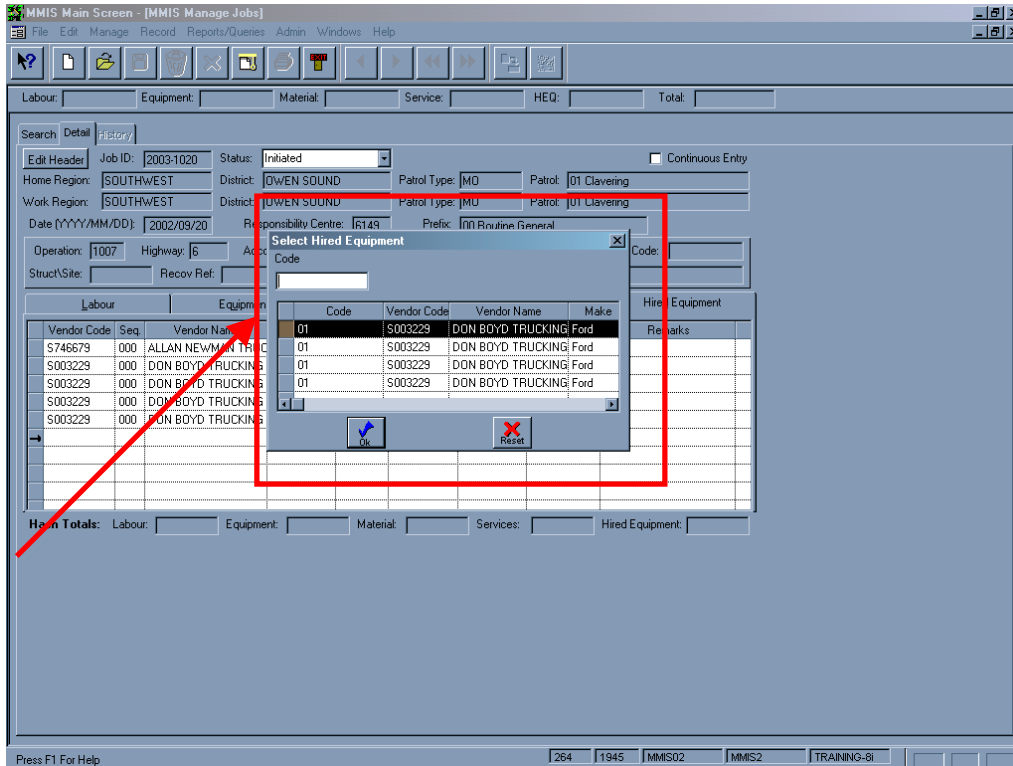


Figure 2-12

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.**

## MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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### 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.**

## **MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL**

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### **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.**

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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:

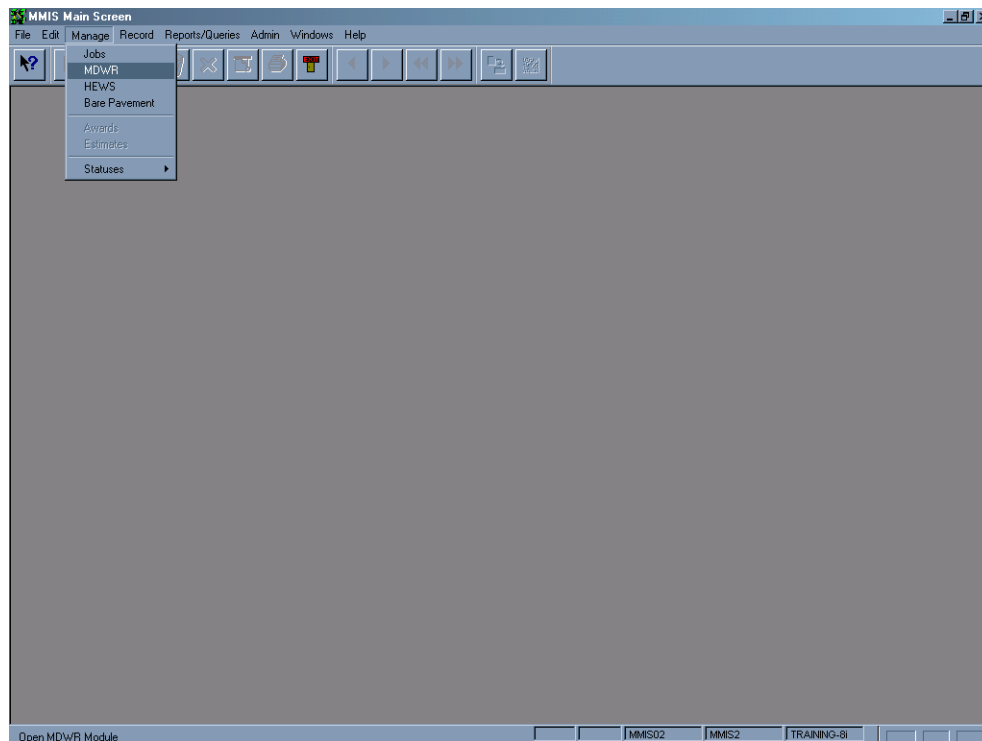
- The Operation number (mandatory)
- Location
- Accomplishment (mandatory)
- Equipment
- Materials
- Employees
- Services
- Hired Equipment

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**



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

Click on the “**Detail**” tab

The screenshot shows the MMIS Main Screen with the 'Detail' tab selected. The 'DWR ID' field is highlighted with a red box, and a red arrow points to the 'Detail' tab. The 'New Job' button is located next to the 'DWR ID' field. The form contains various input fields for job details, including Home Location, Region, District, Patrol Type, Patrol, Date, Status, and Comments. The 'Job Id' section includes fields for Work Region, Work District, Work Patrol Type/No., Highway/RC, Prefix/Operation, PCA Code, Structure/Site, Recov. Ref., Accom Code, and Accom Qty. Below the form is a table with columns for Employee Name, Absent, Overtime, Total OT, and Total Reg. The table has several rows and a 'Total' row at the bottom. The status bar at the bottom shows 'Press F1 For Help' and window titles 'MMIS02', 'MMS2', and 'TRAINING-81'.

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., Accom., PCA Type, PCA, and Struct. Site, Recov. Ref. and any applicable comments. Once completed click on the “**OK**” button.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

The screenshot displays the 'MMIS Main Screen - [MMIS Manage MDWR]' window. The 'Job Header Entry' form is the central focus, enclosed in a red box. A red arrow points to the 'Job ID' field. The form contains the following fields:

- Job ID: 2003-1021
- Reject Reason: (empty)
- Home Region: SOUTHWEST
- District: OWEN SOUND
- Patrol Type: Mng. Outsource
- Patrol: 01 Clavering
- Work Region: SOUTHWEST
- District: OWEN SOUND
- Patrol Type: Mng. Outsource
- Patrol: 01 Clavering
- Date (YYYY/MM/DD): 2002/09/20
- Responsibility Centre: 6149
- Prefix: (empty)
- Operation: (empty)
- Highway: (empty)
- Accomplishment: (empty)
- PCA Type: (empty)
- PCA Code: (empty)
- Struct/Site: (empty)
- Recov Ref: (empty)
- Comments: (empty)

Buttons for 'OK' and 'Cancel' are located below the form. Below the form is a table with columns: Lab, Employee Name, Absent, Overtime, Total OT, Total Reg. The table has several rows, with a 'Total' row at the bottom. The status bar at the bottom shows 'Press F1 For Help' and 'MMIS02 MMIS2 TRAINING-8i'.

Once the **Job Header** information has been entered the 8 job entry areas are available. Similar to that of a hard copy **MDWR**.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

The screenshot displays the MMIS Main Screen for managing MDWR (Maintenance District Work Report) jobs. The interface includes a menu bar (File, Edit, Manage, Record, Reports/Queries, Admin, Windows, Help) and a toolbar with various icons. The main area is divided into several sections:

- Search/Detail/History:** A tabbed interface for navigating between search, detail, and history views.
- MDWR ID:** A field for entering the job ID, with a "New Job" button next to it.
- Home Location:** A section with dropdown menus for "Region" (SOUTHWEST) and "District" (OWEN SOUND). Below these are dropdowns for "Patrol Type" (Mng. Outsource) and "Patrol" (01 Clavering).
- Date:** A text field containing "2002/09/20".
- Status:** A dropdown menu set to "Initiated".
- Comments:** A text area for entering notes.
- Job Details Table:** A table listing job information:

Job Id:	2003-1021
Work Region:	SOUTHWE
Work District:	OWEN SOU
Work Patrol Type/No.:	M0/01 Clav
Highway/RC:	/6149
Prefix/Operation:	00/3952
PCA Code:	
Structure/Site:	
Recov. Ref:	
Accomp Code:	
Accomp Qty:	
- Table:** A table with columns for "Employee Name", "Absent", "Overtime", "Total OT", "Total Reg", "Reg", and "OT". The table is currently empty, with a "Total" row at the bottom showing "0" for "Reg" and "0" for "OT".

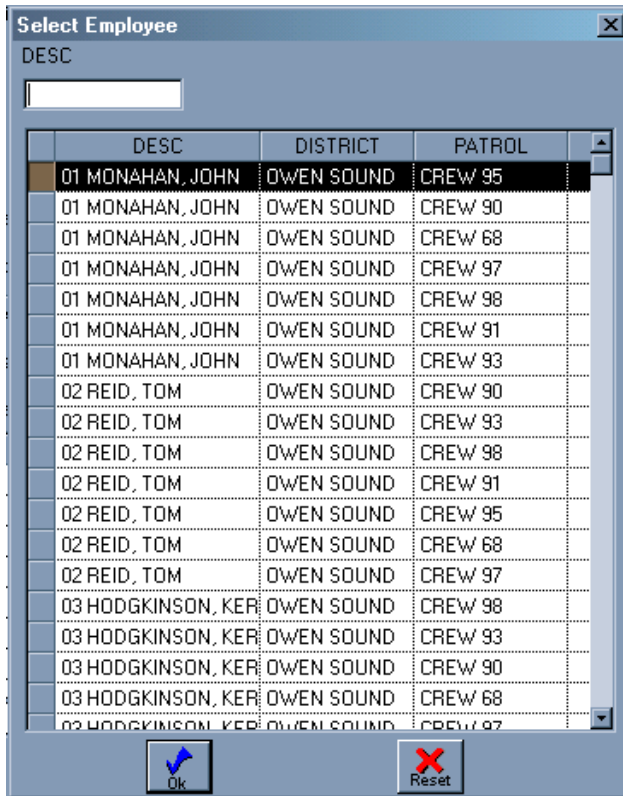
At the bottom of the screen, there is a status bar with the text "Press F1 For Help" and several small buttons labeled "MMS02", "MMS2", and "TRAINING-81".

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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).

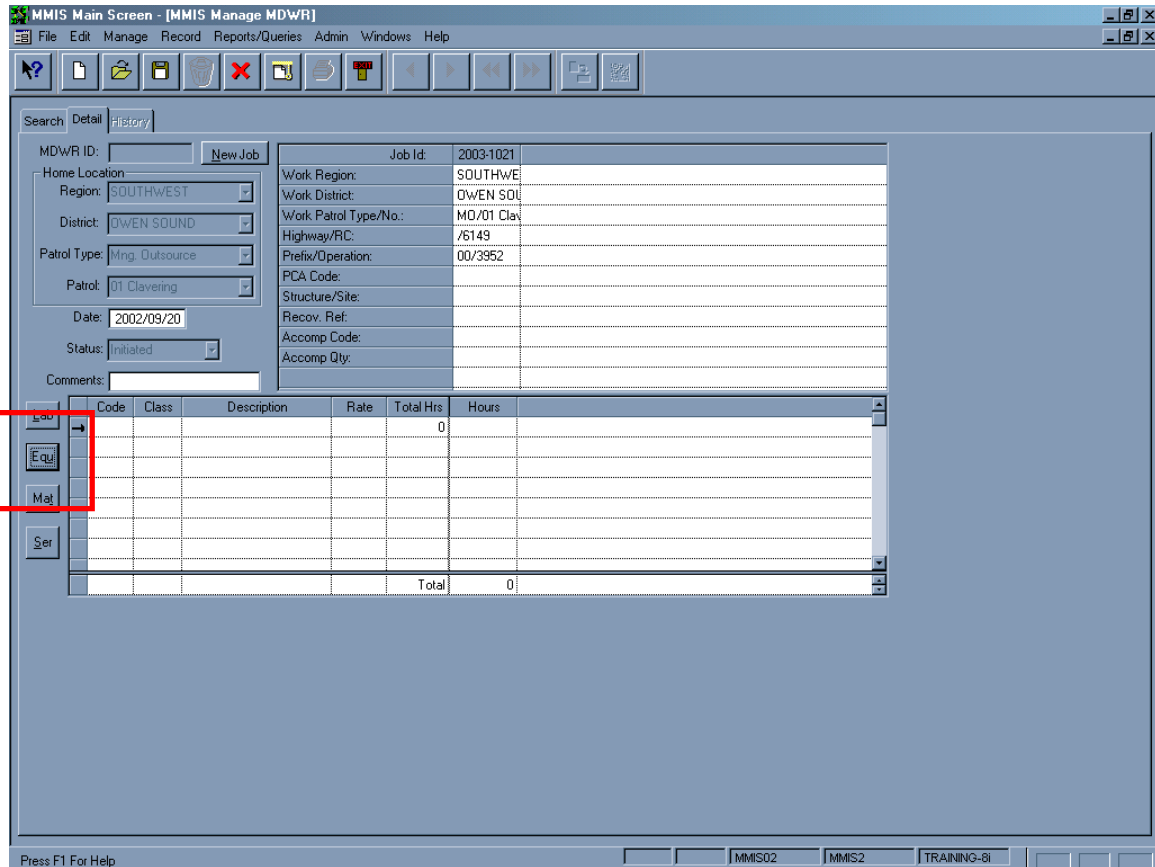
Repeat steps 2 to 3 for each employee who worked on the job.



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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**:



The screenshot displays the MMIS Main Screen for Job ID 2003-1021. The interface includes a menu bar (File, Edit, Manage, Record, Reports/Queries, Admin, Windows, Help) and a toolbar. The main area is divided into a search section on the left and a data grid on the right. The search section contains fields for MDWR ID, Home Location (Region: SOUTHWEST, District: DWEN SOUND, Patrol Type: Ming, Patrol: 01 Clavering), Date (2002/09/20), and Status (Initiated). The data grid has columns for Code, Class, Description, Rate, Total Hrs, and Hours. A red arrow points to the 'Equip' button in the left-hand navigation pane.

Code	Class	Description	Rate	Total Hrs	Hours
				0	
				Total	0

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.

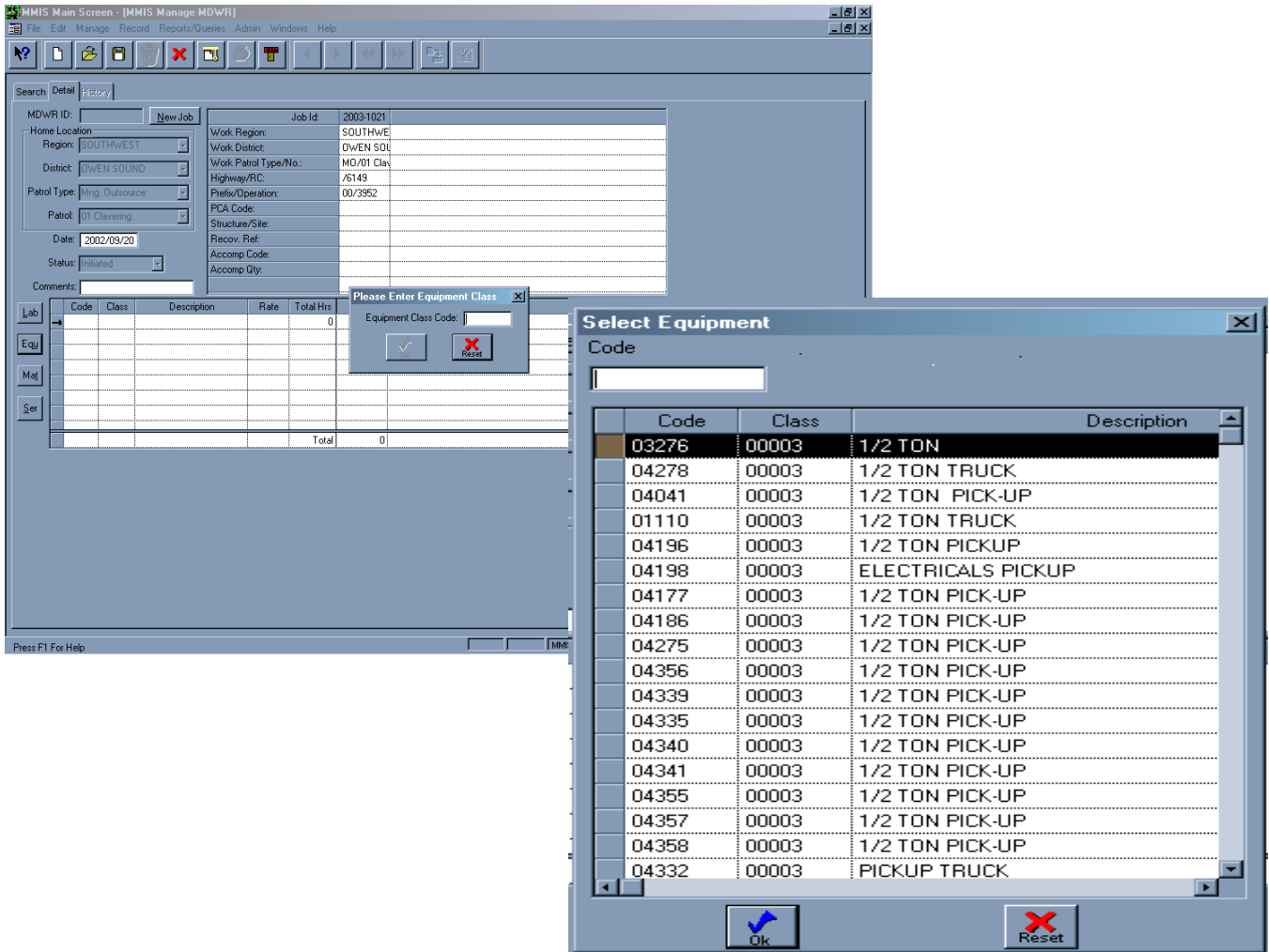
When entering the Equipment Code the Class will automatically set for the first class; therefore you should verify that the class/code is correct.

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL



Once the hours for each job have been entered, the cost will be calculated based on the equipment cost in the Equipment Table.

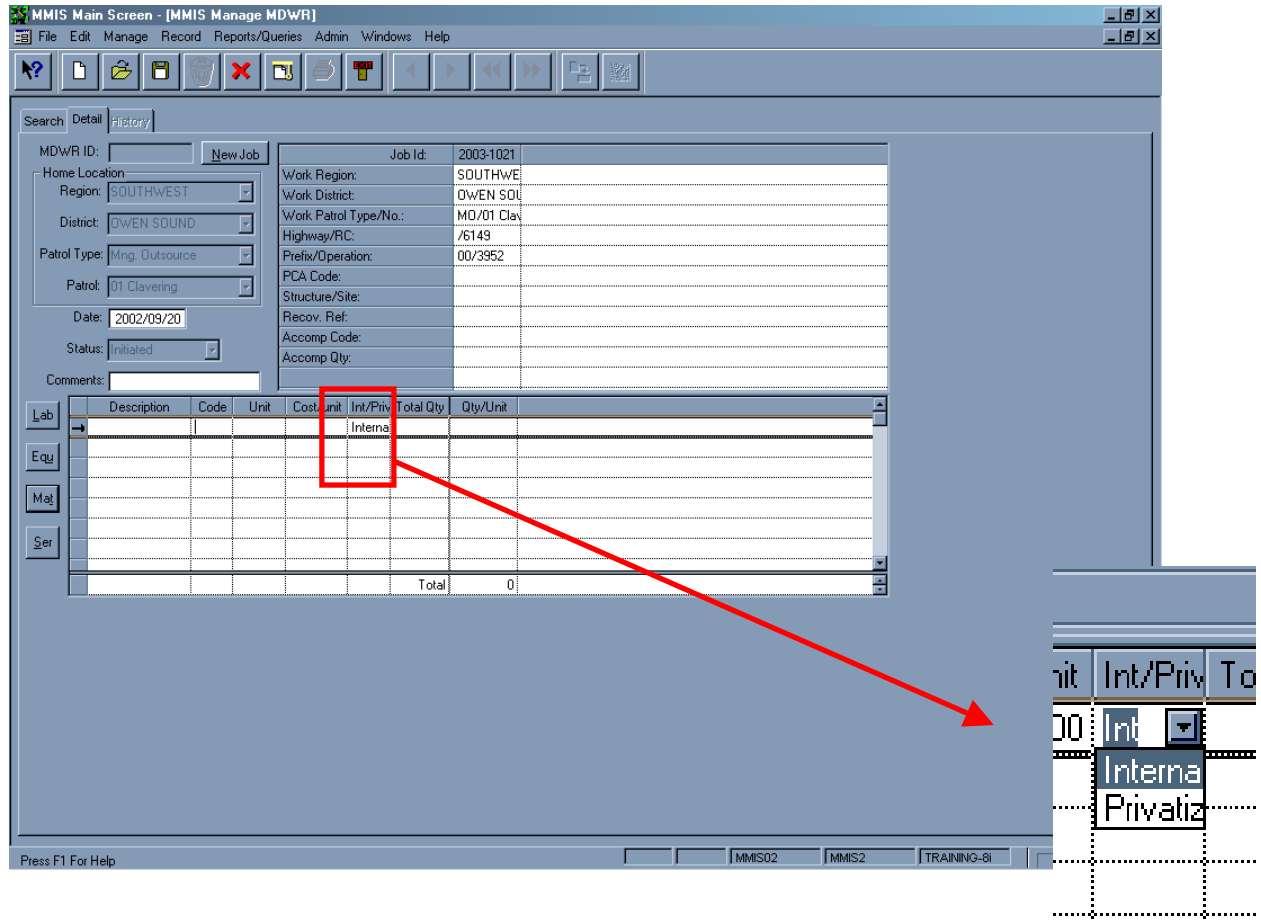
*The equipment Table is explained in: 8.2.2 the Equipment Class Table and 8.2.3*

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## The Material Tab

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

Left mouse click on the Material tab



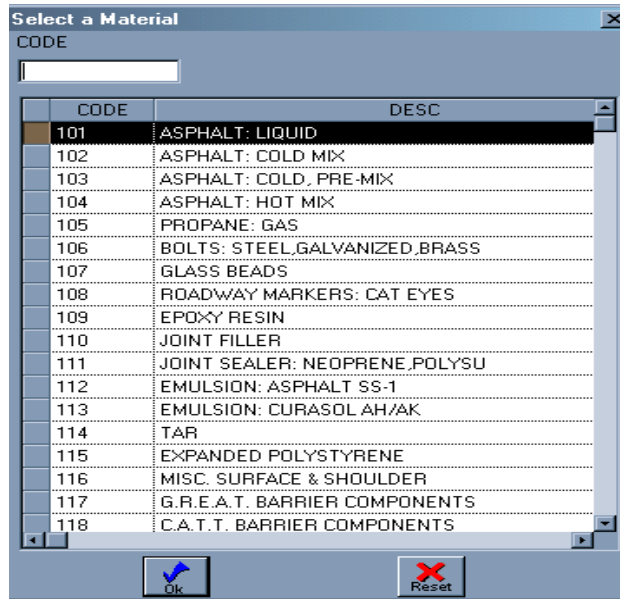
Privatized is for the tracking of materials used by Contractors with no cost associated. Internal entries will show a cost value. *This is explained in: 8.2.7 The Material Table.*

## MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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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.



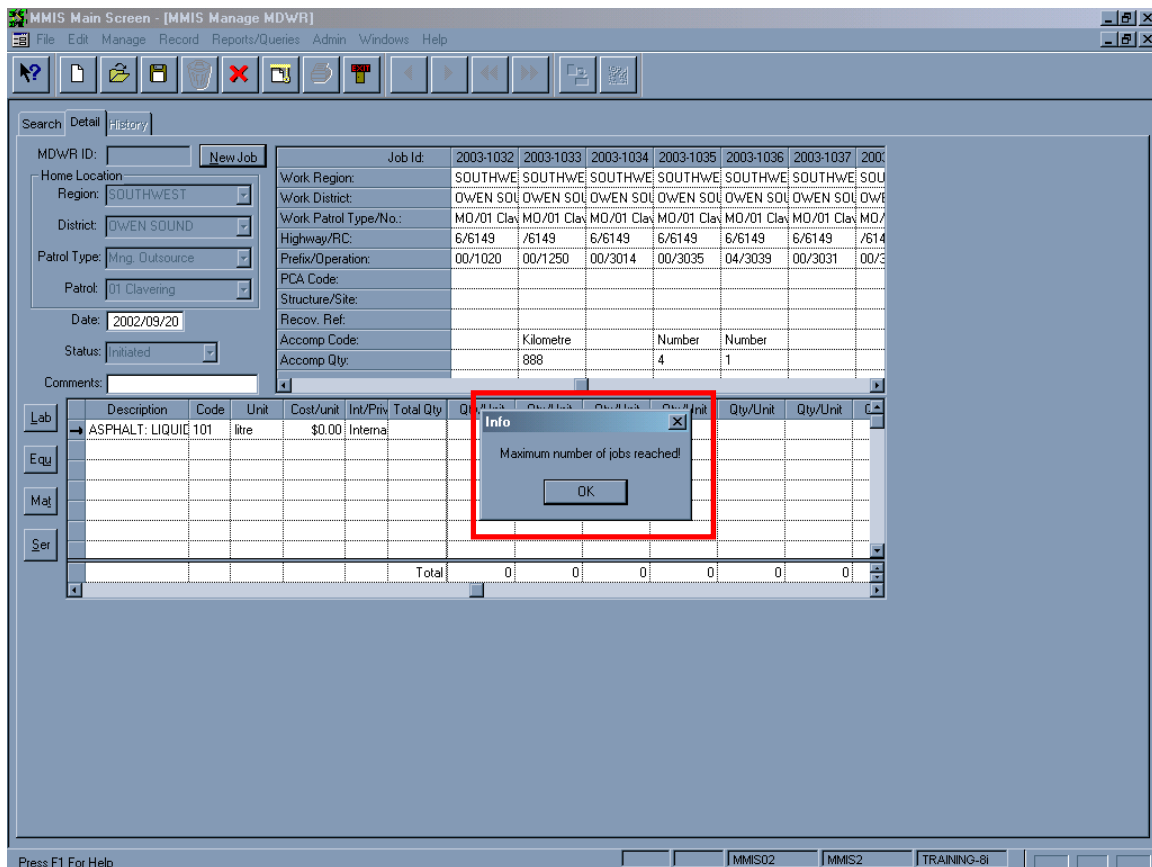
2. Enter the material quantity in the Qty Column. The material costs are based on the material rate set in the Material Table. The cost will be calculated for the material. This is explained in: 8.2.7 The Material Table

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.**

## MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

---

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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

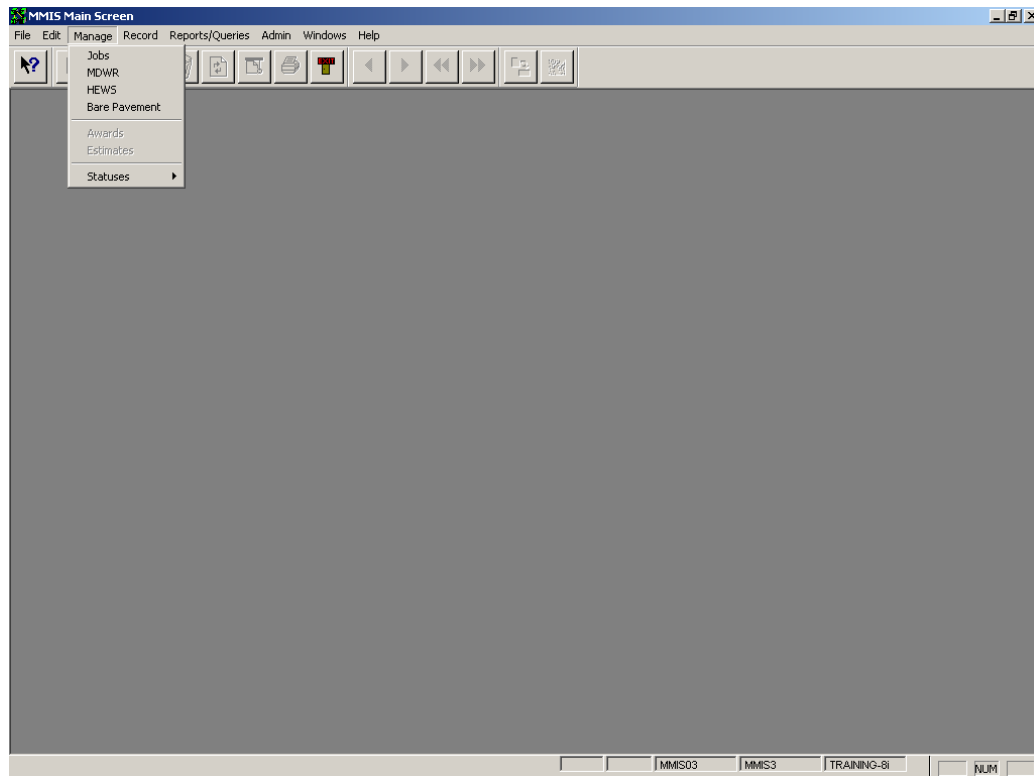


Figure 7-1

Click on the “**Detail**” tab.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

**MMIS Main Screen - [MMIS Manage HEWS]**

File Edit Manage Record Reports/Queries Admin Windows Help

Search Detail History

Home Region:  District:  Patrol Type:  Patrol:

Invoice #:  Status:  Period:  Date From:  To:

Vendor Code:  Sequence No:  Equipment Make:  PO:

Vendor Name:  Model:  Tender No:

Equipment Code:  Licence No:

Equipment Type:  Serial No:  Location:

Show Material

Oper. / Recov.	R/C Comment	Work	Hwy	PCA Code	Struct.	Accomp Units	Priv. Code	Rate					

Press F1 For Help

MMIS03 MMIS3 TRAINING-81 NUM

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”.



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

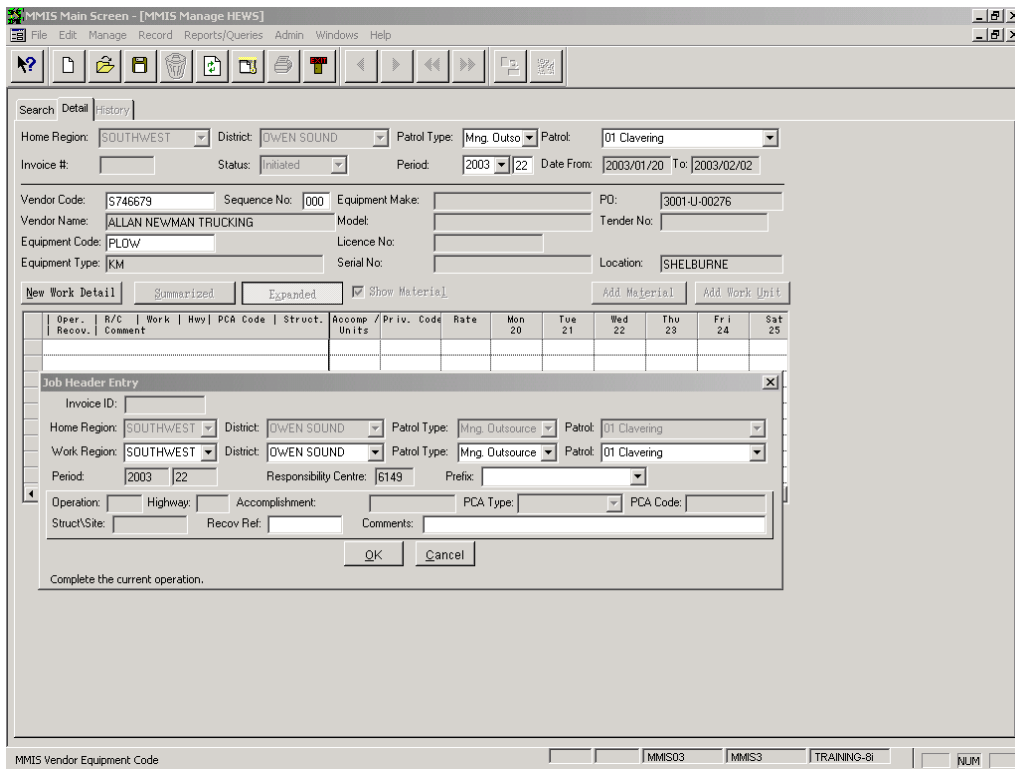


Figure 7-3

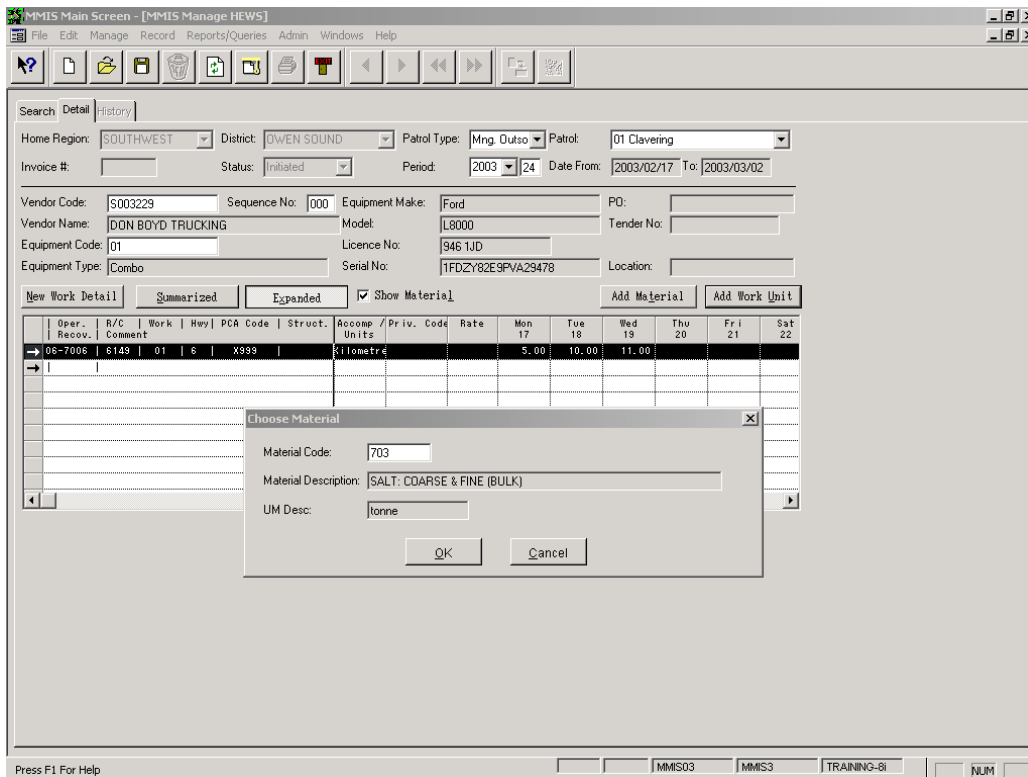


Figure 7-4

After the the accomplishments have been entered in the appropriate date fields, click on **Add Material** enter the quantities. Click on Save.

## MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

The screenshot shows the MMIS Main Screen - [MMIS Manage Jobs] window. The window title bar includes 'File Edit Manage Record Reports/Queries Admin Windows Help'. The main area is divided into several sections. At the top, there are four tabs: 'Initiated and Overdue' (highlighted in blue), 'Rejected and Overdue' (highlighted in red), 'Not Editable' (highlighted in grey), and 'Rejected, then Closed' (highlighted in green). Below the tabs is a search form with the following fields: Job ID, Status, MDWR ID, Responsibility Centre, Region (SOUTHWEST), District (OWEN SOUND), Type, Patrol, Date from (2002/04/01), To (2002/09/23), Period from (2003/1/13), To (2003/1/13), Comments, Prefix, Operation, Highway, PCA Code, Structure/Site, and Recov. Ref. There are also buttons for Search, OK, Reset, and Advanced. Below the form is a table with the following columns: Job ID, Status, Reject Reason, Date, Comments, Patrol Type, Patrol, Work Type, Work Patrol, RC, Prefix, Operation, and Hi. A red arrow points to the 'Search' tab button.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.

The screenshot displays the MMIS Main Screen with a search form and a table of jobs. A red box highlights the search form, and a red arrow points to the 'Search' button. The search form includes fields for Job ID, Status, MDWR ID, Responsibility Centre, Home Location, Work Location, Region, District, Type, Patrol, Period, Comments, Prefix, Operation, Highway, PCA Code, Structure/Site, and Recov. Ref. The table below shows a list of jobs with columns for Job ID, Status, Reject Reason, Date, Comments, RC, Prefix, Operation, Highway, PCA, Accum. Dth, and Act. Dth.

Job ID	Status	Reject Reason	Date	Comments	RC	Prefix	Operation	Highway	PCA	Accum. Dth	Act. Dth
2003-462	Initiated		2002/08/25	kev2	6149	04	1001	6		10	Tonn
2003-463	Initiated		2002/08/25		6149	04	1001	6		10	Tonn
2003-787	Initiated		2002/05/01		6148	06	1007	6	99-24-90	8	Kilom
2003-845	Initiated		2002/09/09		6149	00	1005	6		10	Metre
2003-862	Initiated		2002/09/09		6149	00	1001	6		4	Tonn
2003-943	Initiated		2002/09/18		6149	00	1250			88	Kilom
2003-944	Initiated		2002/09/18		6149	00	3031	6			
2003-945	Initiated		2002/09/18		6149	00	3951				
2003-946	Initiated		2002/09/18	Badge #1123456781	6149	04	3039	6		1	Numl
2003-961	Initiated		2002/09/18		6149	04	3039	6		1	Numl

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.



The screenshot shows the MMIS Main Screen with a menu bar (File, Edit, Manage, Record, Reports/Queries, Admin, Windows, Help) and a toolbar. The main area is divided into sections for search filters. A red box highlights the "Advanced Search" section, which includes the following fields:

- Employee:
- Equip. Code:
- Equip. Class:
- Material Code:
- Serv. Ref.:
- Vendor:
- Seq. No.:
- Vend. Equip.:
- Created by AMC
- Area/Contract No.:
- Include DDIS
- Source DB:
- Source Batch:
- Source Form:
- Source Job:

Below the search filters is a table with the following columns: Job ID, Status, Reject Reason, Date, Comments, Patrol, Work Type, Work Patrol, RC, Prefix, Operation, Highway. The table is currently empty.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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..

The screenshot displays the MMIS Main Screen with the following details:

- Search Criteria:** Job ID: [ ], Status: Initiated, MDWR ID: [ ], Responsibility Centre: [ ], Region: SOUTHWEST, District: DWEN SOUND, Type: Mng. Outsource, Patrol: 01 Clavering.
- Table Columns:** Job ID, Status, Reject Reason, Date, Comments, RC, Prefix, Operation, Highway, PCA, Accom Qty, Ac. Du.
- Table Data:**

Job ID	Status	Reject Reason	Date	Comments	RC	Prefix	Operation	Highway	PCA	Accom Qty	Ac. Du.
2003-462	Initiated		2002/08/25	kev2	6149	04	1001	6		10	Tonn
2003-463	Initiated		2002/08/25		6149	04	1001	6		10	Tonn
2003-787	Initiated		2002/05/01		6148	06	1007	6	99-24-90	8	Kilom
2003-845	Initiated		2002/09/09		6149	00	1005	6		10	Metr
2003-862	Initiated		2002/09/09		6149	00	1001	6		4	Tonn
2003-943	Initiated		2002/09/18		6149	00	1250			88	Kilom
2003-944	Initiated		2002/09/18		6149	00	3031	6			
2003-945	Initiated		2002/09/18		6149	00	3951				
2003-946	Initiated		2002/09/18	Badge #12345678	6149	04	3039	6		1	Numl
2003-951	Initiated		2002/09/18		6149	04	3039	6		1	Numl

**Figure 3-4 shows all details of the job you have chosen.**

**MAINTENANCE MANAGEMENT INFORMATION SYSTEM  
USERS MANUAL**

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# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

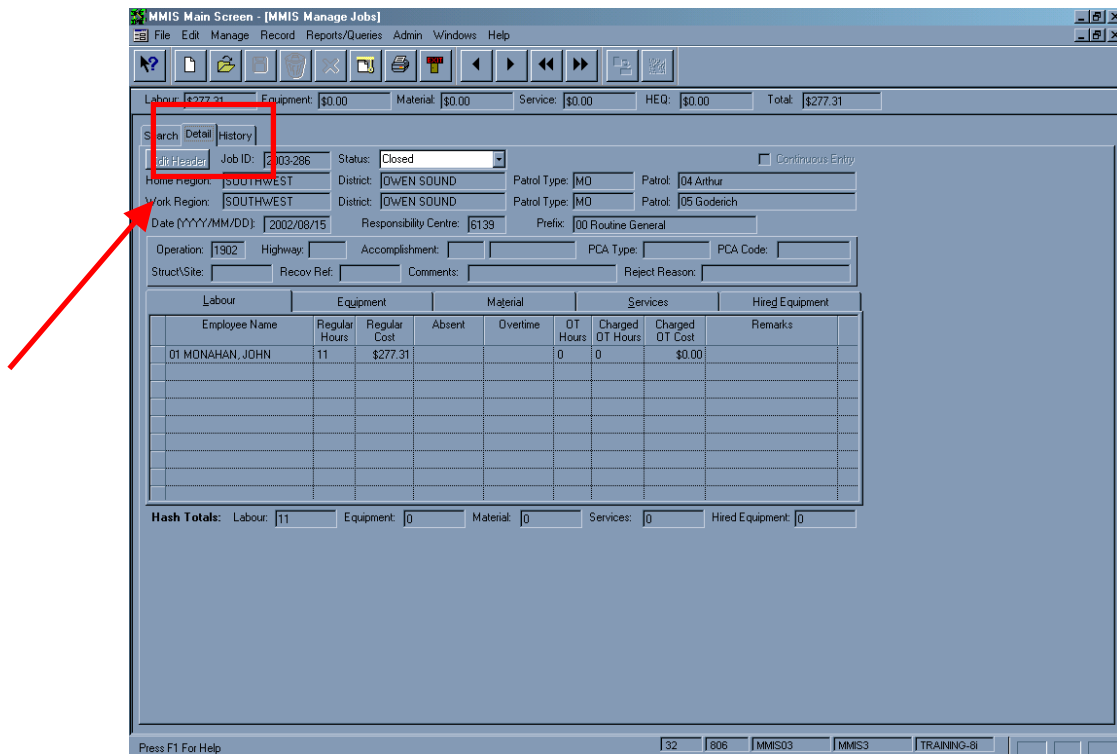


Figure 4-1



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

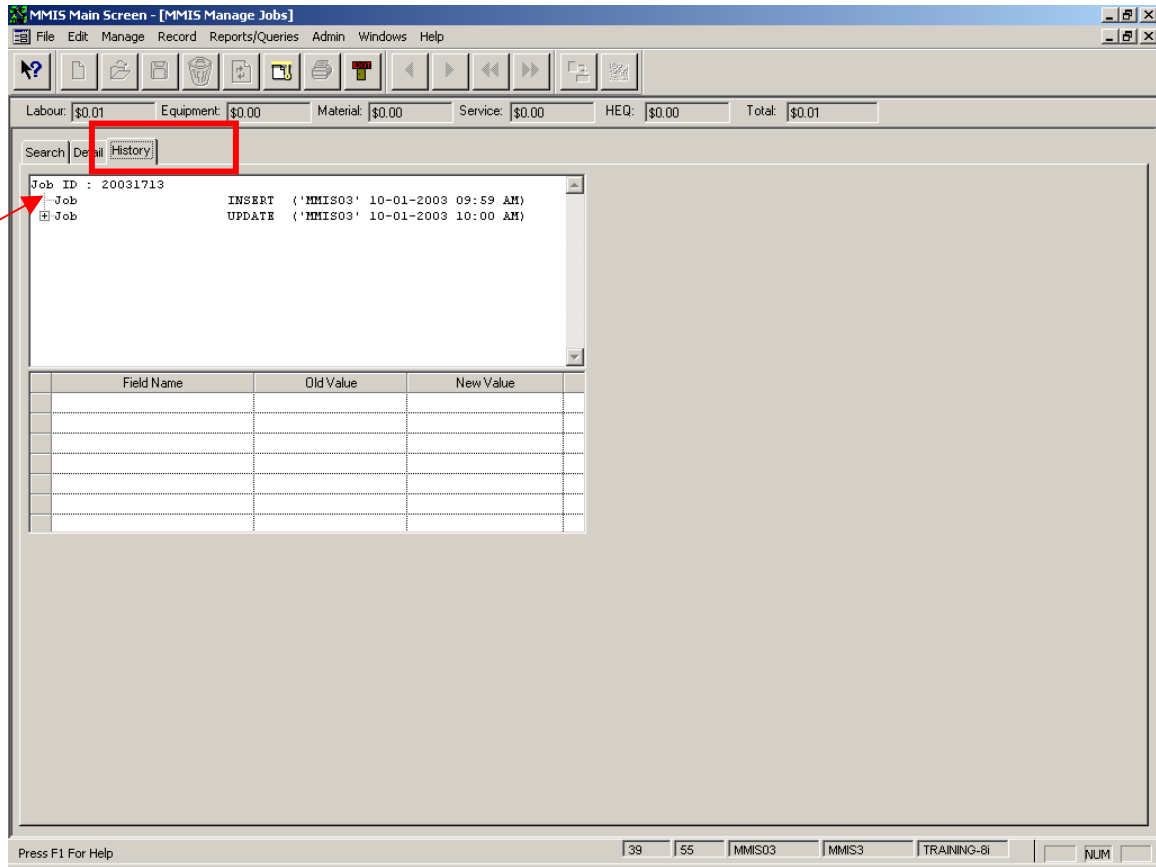


Figure 4-2

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

**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.

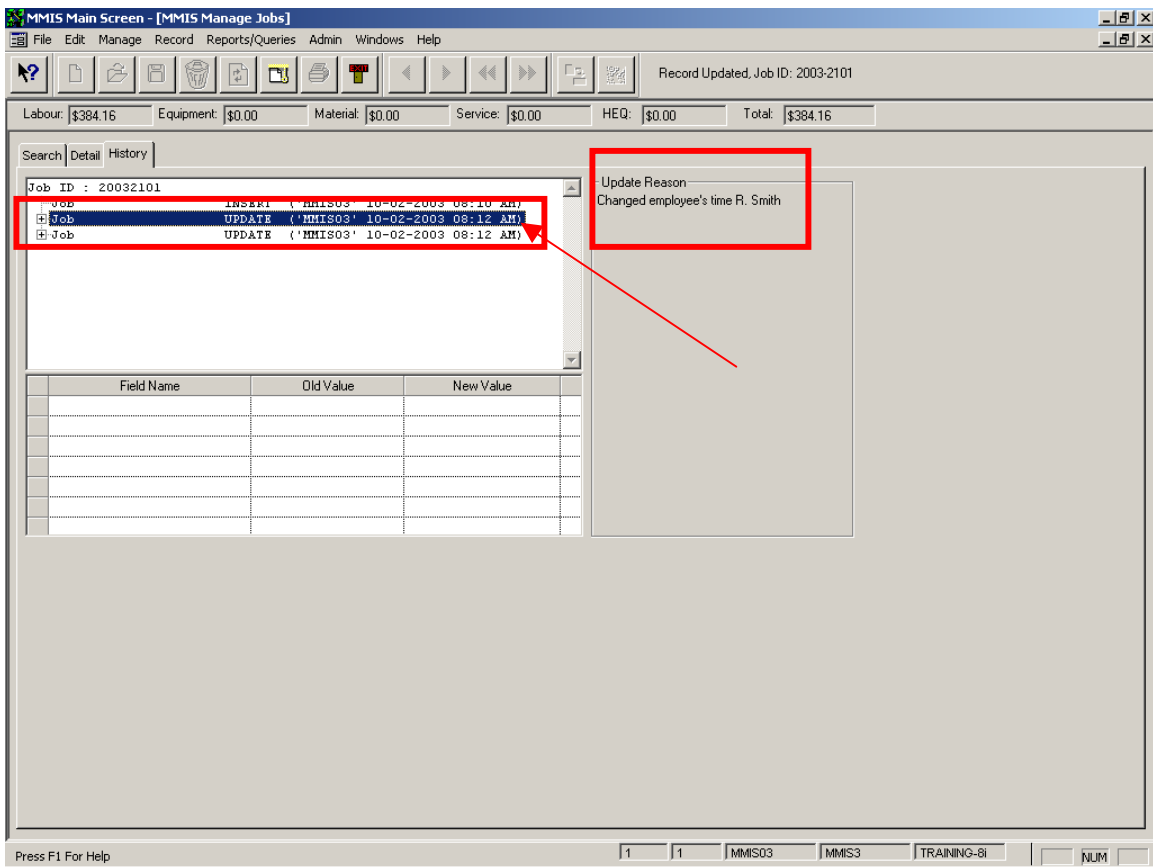


Figure 4-3

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.

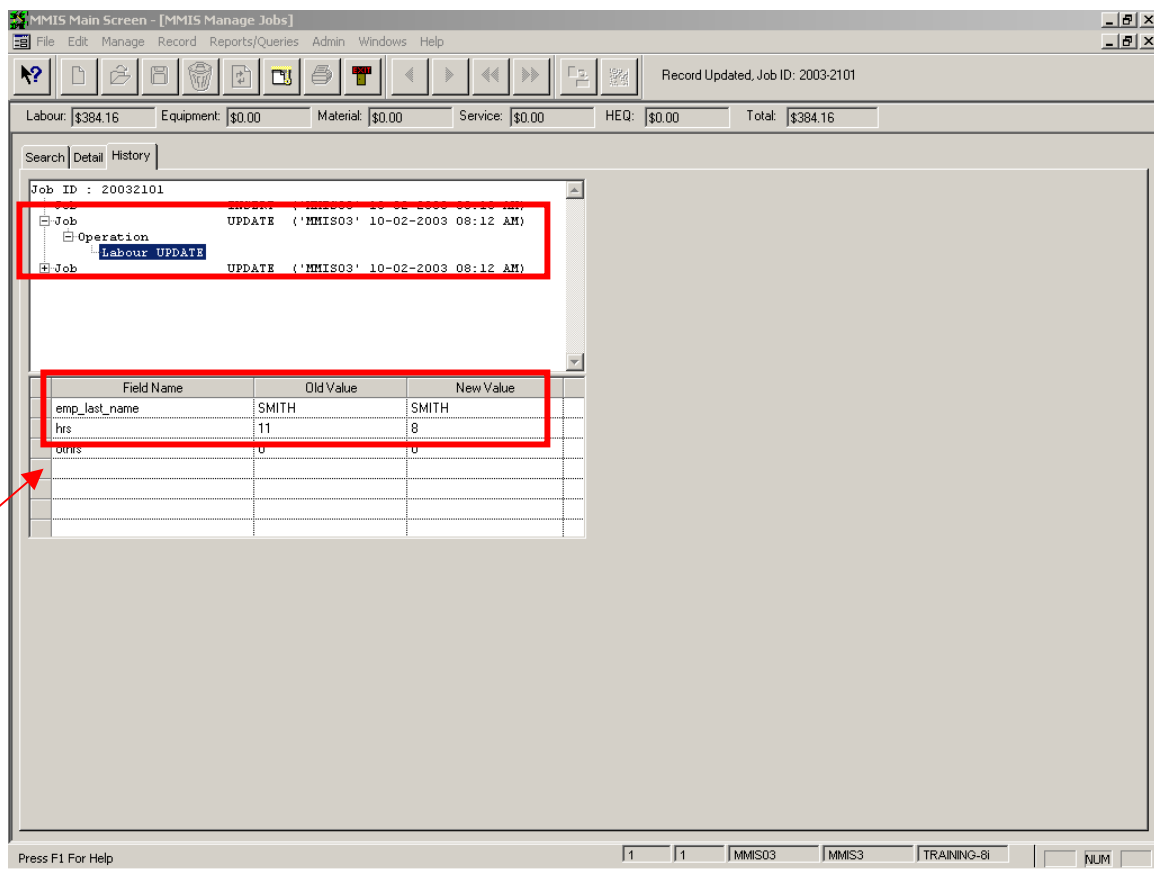


Figure 4-4

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM

## USERS MANUAL

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### 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**.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM

## USERS MANUAL

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### 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**.

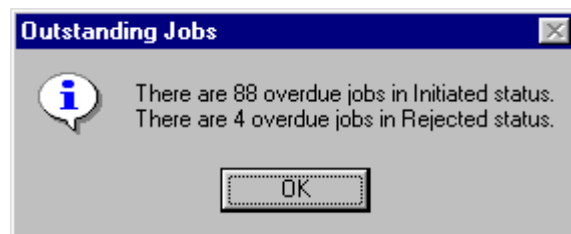


Figure 5-1

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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.

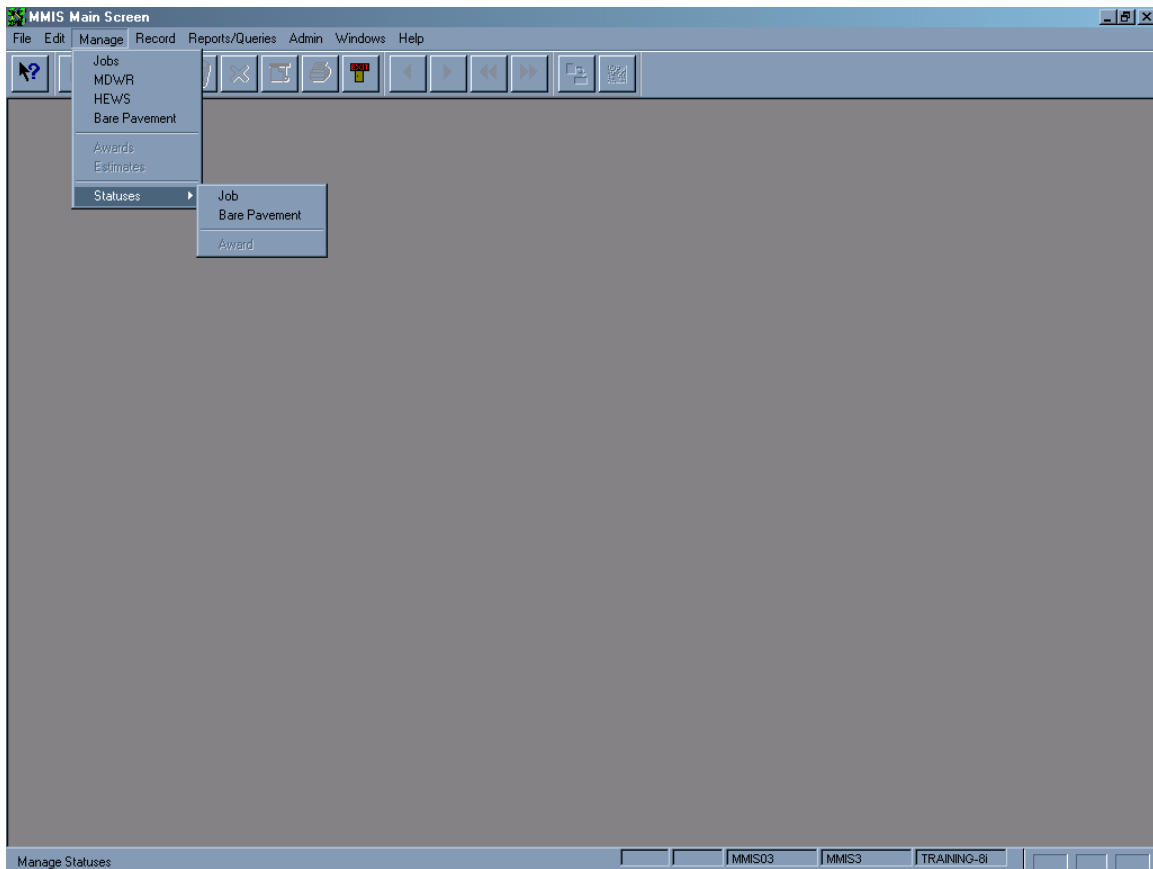


Figure 5-2

### 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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

Figure 5-3 shows the **Manage Status** screen for **Jobs**.

The screenshot shows the MMIS Main Screen - [MMIS Manage Job Statuses] window. The window title bar includes the text "MMIS Main Screen - [MMIS Manage Job Statuses]" and standard window controls. The menu bar contains "File", "Edit", "Manage", "Record", "Reports/Queries", "Admin", "Windows", and "Help". The toolbar includes icons for search, refresh, and other functions.

The main area of the window is divided into several sections:

- Filters:** Includes fields for Job ID, Status, MDWR ID, and Responsibility Centre. There are also checkboxes for "Close", "Review", "Reject", "Initiated and Overdue", "Rejected and Overdue", "Not Editable", and "Rejected, then Closed".
- Location and Period:** Includes "Home Location" and "Work Location" sections with dropdown menus for Region (SOUTHWEST) and District (OWEN SOUND). There are also fields for Type and Patrol. The "Period" section has radio buttons for "Date from" (2002/04/01 To: 2002/09/23) and "Period from" (2003 To: 2003).
- Advanced Search:** Includes fields for Operation, Highway, PCA Code, Structure/Site, and Recov. Ref.
- Buttons:** "Load Jobs" and "Advanced" buttons are located on the right side of the filter area.
- Data Table:** A table with the following columns: MDWR ID, Group Description, Job ID, Status, Remarks, Date, Comments, Patrol Type, Patrol, Work Type, and W P. The table is currently empty.

The status bar at the bottom of the window displays "Press F1 For Help" and several window titles: "MMIS03", "MMIS3", and "TRAINING-BI".

Figure 5-3

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

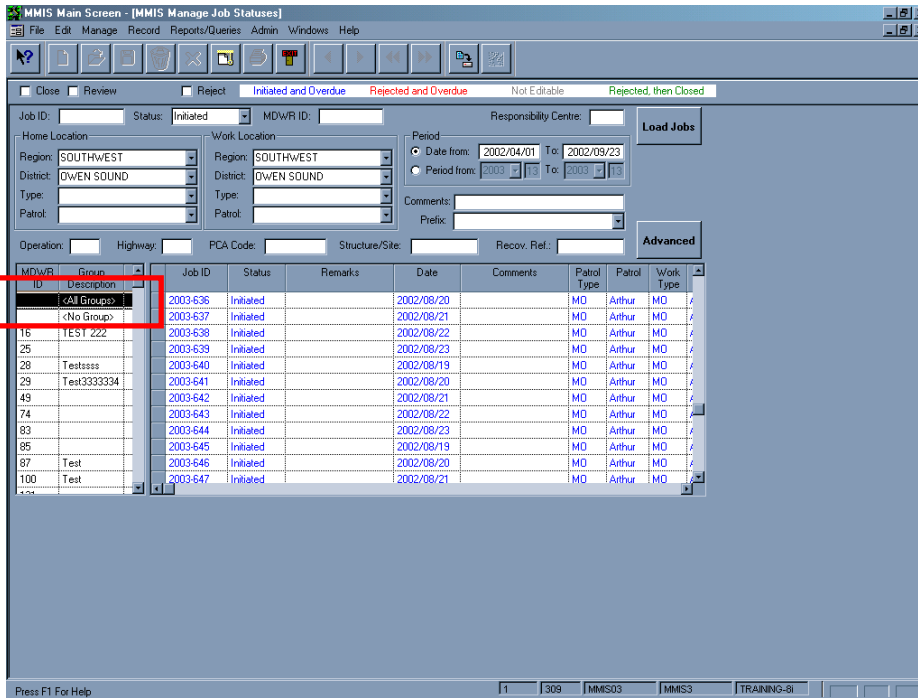


Figure 5-4

Click with the left mouse on “No Group” to see only jobs that have been entered through the “Job Entry” mode.

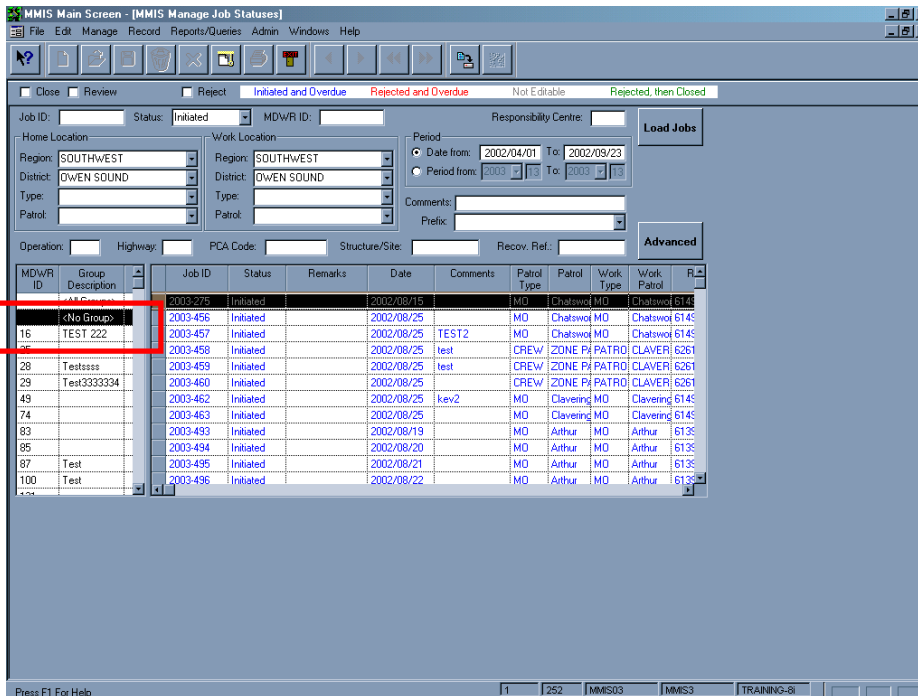


Figure 5-5



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.

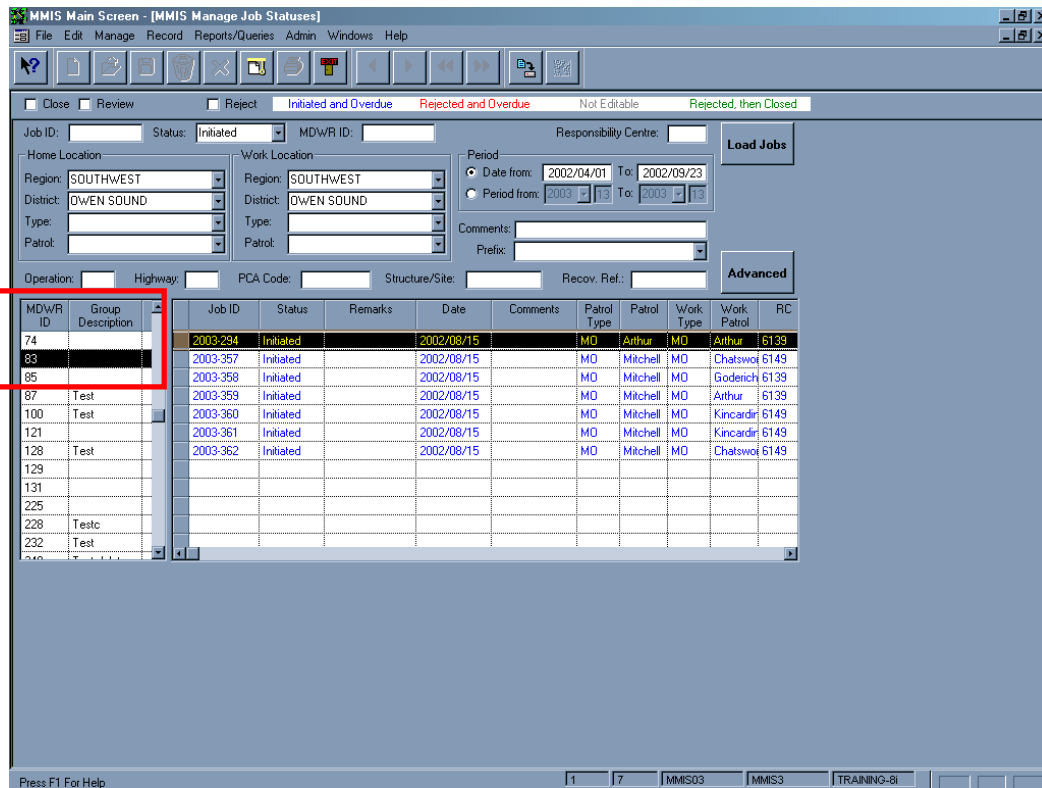


Figure 5-6

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.

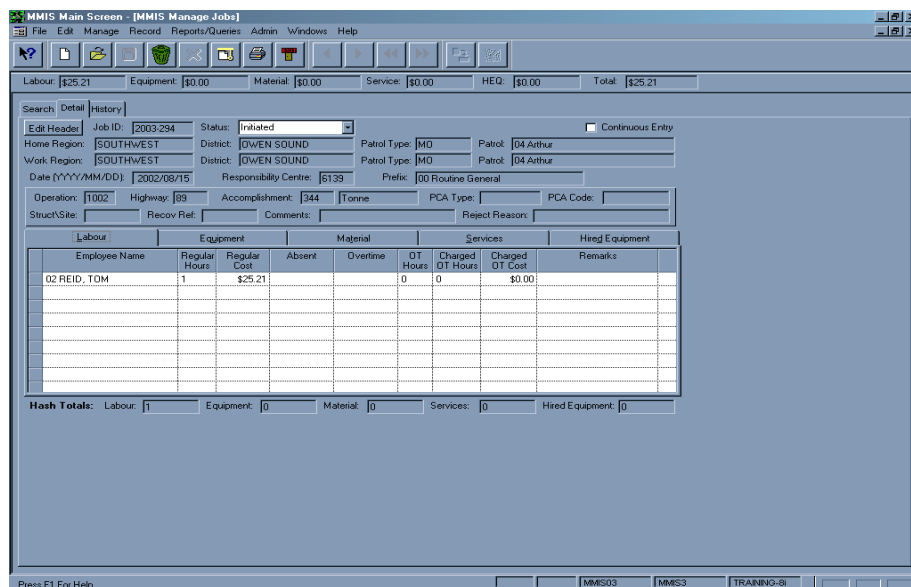


Figure 5-7

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

The screenshot shows the MMIS Main Screen with the 'Initiated' status selected in the Status box. A red arrow points to the 'Load Jobs' button. The table below shows the following data:

MDWR ID	Group Description	Job ID	Status	Remarks	Date	Comments	RC	Prefix	Operation	Highway
	<All Groups>	2003-294	Initiated		2002/08/15		6139	00	1002	89
	<No Group>	2003-393	Initiated		2002/08/15		6139	00	1006	9
83		2003-493	Initiated		2002/08/19		6139	04	1009	6
121		2003-494	Initiated		2002/08/20		6139	04	1009	6
		2003-495	Initiated		2002/08/21		6139	04	1009	6
		2003-496	Initiated		2002/08/22		6139	04	1009	6
		2003-497	Initiated		2002/08/23		6139	04	1009	6
		2003-498	Initiated		2002/08/19		6139	04	1009	6
		2003-499	Initiated		2002/08/20		6139	04	1009	6
		2003-500	Initiated		2002/08/21		6139	04	1009	6
		2003-501	Initiated		2002/08/22		6139	04	1009	6
		2003-502	Initiated		2002/08/23		6139	04	1009	6

Figure 5-8

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.

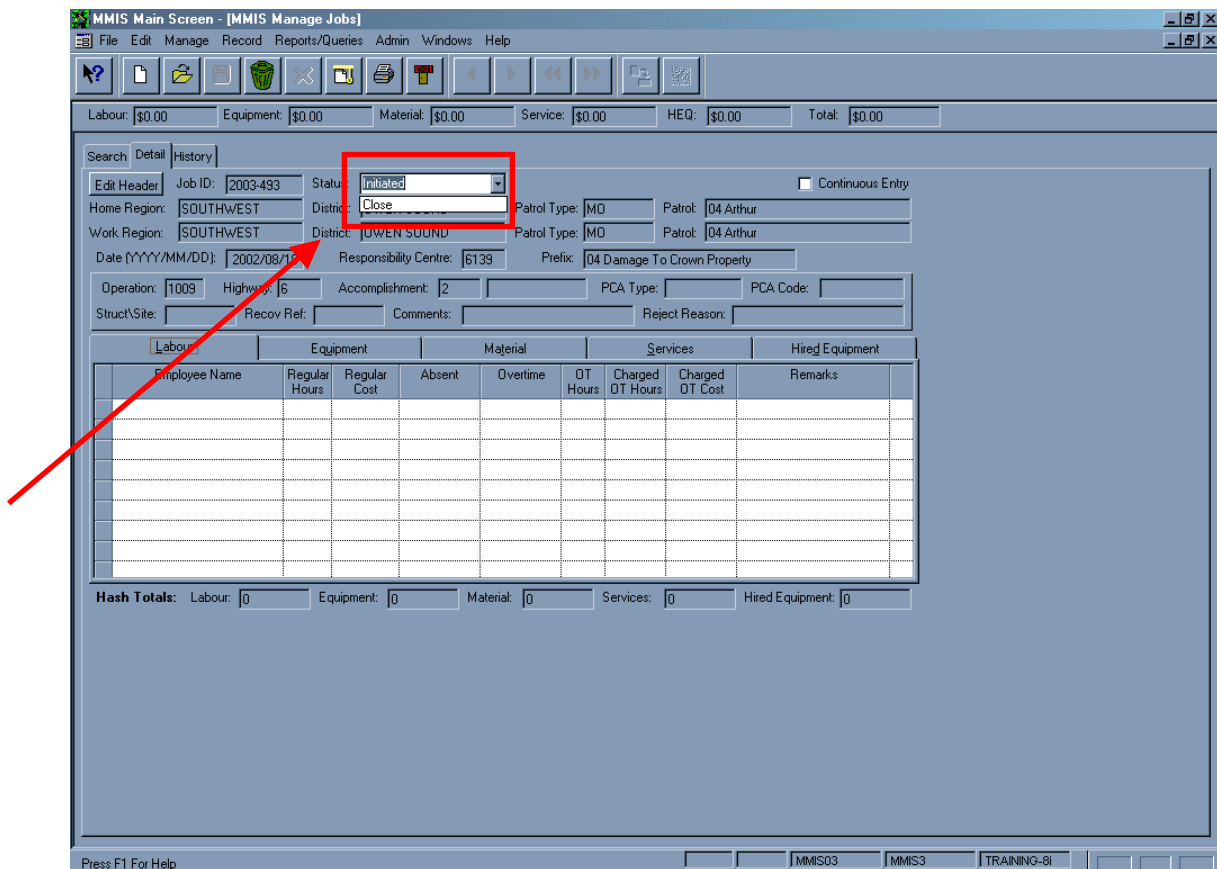


Figure 5-9

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

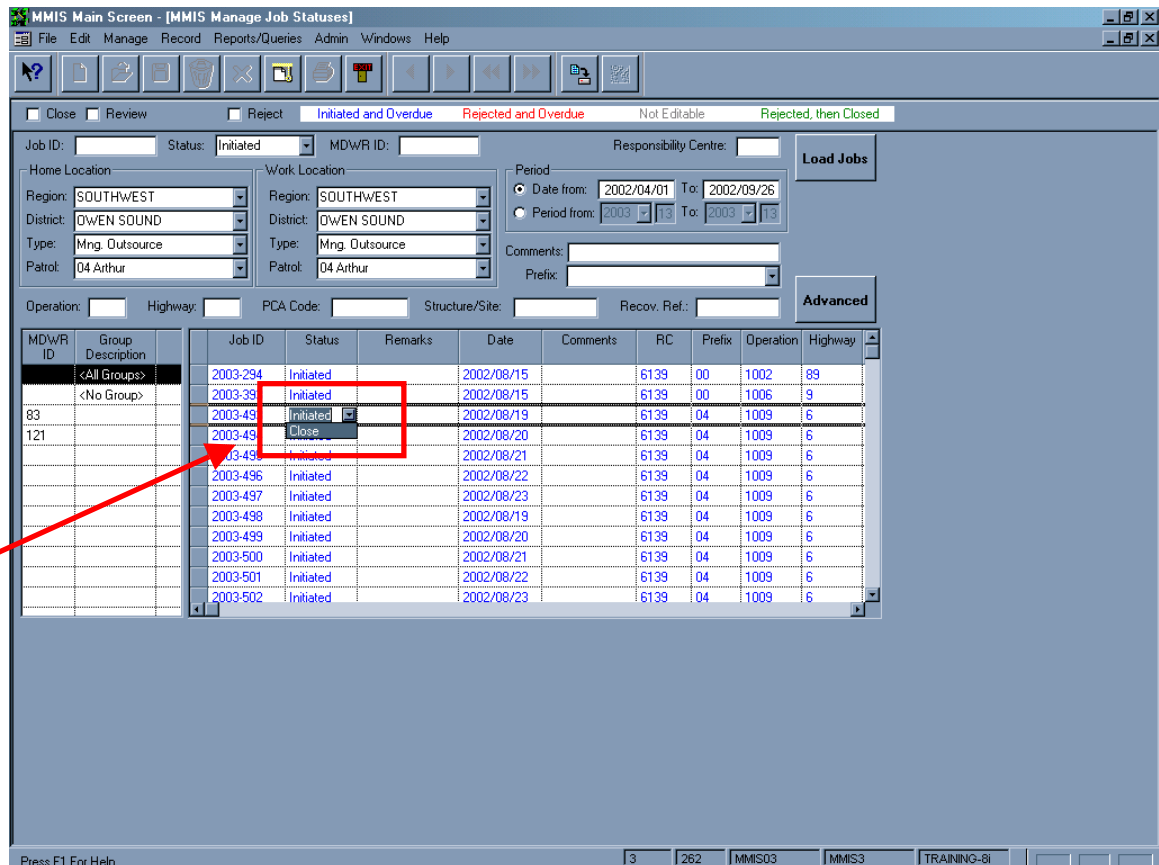


Figure 5-10

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

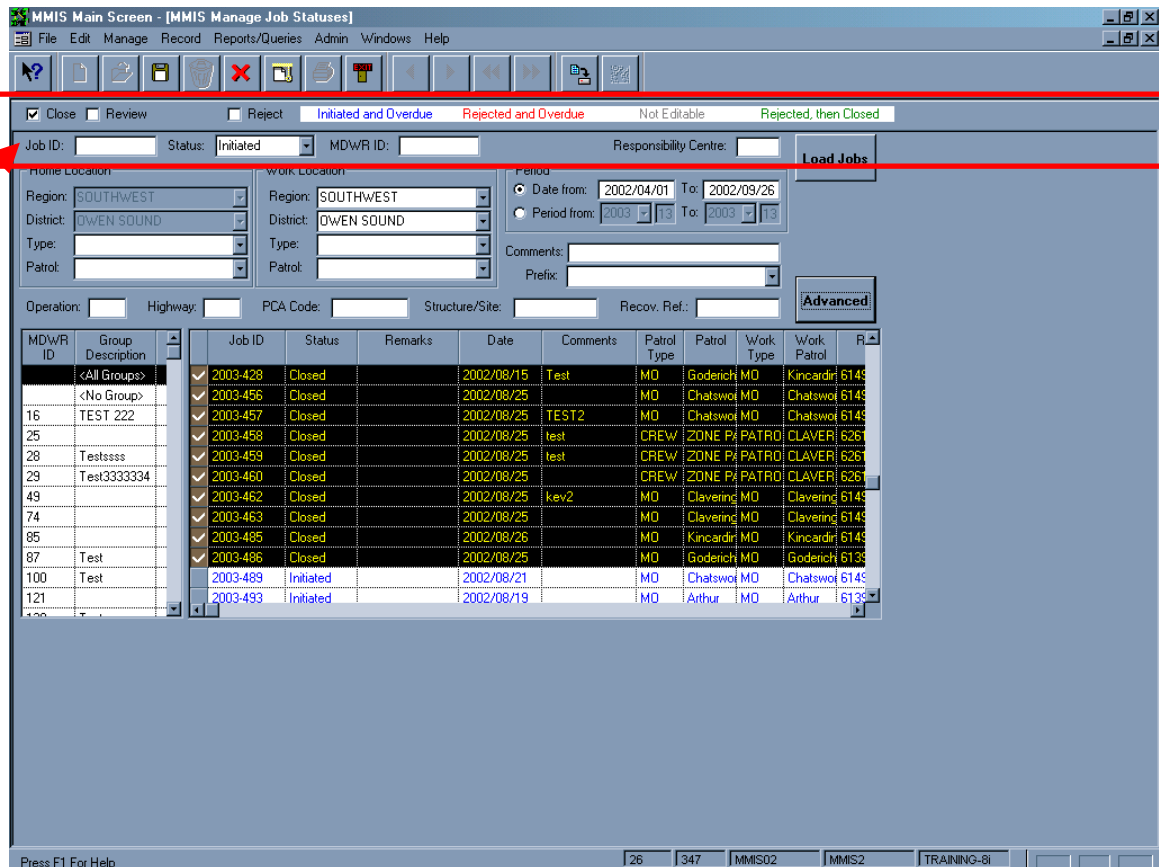


Figure 5-11

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

The screenshot shows the MMIS Main Screen with the following details:

- Buttons:** Close, Review, **Reject** (highlighted with a red box), Rejected and Overdue, Rejected and Overdue, Not Editable, Rejected, then Closed, Load Jobs, Advanced.
- Form Fields:** Job ID, Status: Closed (highlighted with a red box), MDWR ID, Responsibility Centre, Home Location, Region: SOUTHWEST, District: OWEN SOUND, Type: Mng. Outsource, Patrol: 04 Arthur, Period (Date from: 2002/04/01 To: 2002/09/26), Comments, Prefix, Operation, Highway, PCA Code, Structure/Site, Recov. Ref.
- Table:** A table with columns: MDWR ID, Group Description, Job ID, Status, Remarks, Date, Comments, RC, Prefix, Operation, Highway. The first row is highlighted with a red arrow pointing to the '<All Groups>' entry.

MDWR ID	Group Description	Job ID	Status	Remarks	Date	Comments	RC	Prefix	Operation	Highway
<All Groups>		2003-195	Closed		2002/08/13	Test	6139	00	1902	
<No Group>		2003-285	Closed		2002/08/15		6139	00	1002	9
34	Test Insert	2003-290	Closed		2002/08/15		6139	00	1002	89
76	Test	2003-449	Closed		2002/08/20		6139	00	1009	9
79		2003-836	Closed		2002/08/19		6139	04	1009	6
101		2003-837	Closed		2002/08/20		6139	04	1009	6
		2003-838	Closed		2002/08/21		6139	04	1009	6
		2003-839	Closed		2002/08/22		6139	04	1009	6
		2003-840	Closed		2002/08/23		6139	04	1009	6
		2003-1093	Closed		2002/06/10	test	6139	00	7031	89
		2003-1094	Closed		2002/06/11	test	6139	00	7031	89
		2003-1095	Closed		2002/06/12	test	6139	00	7031	89

Figure 5-12

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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.

MMIS Main Screen - [MMIS Manage Jobs]

Labour: \$50.42    Equipment: \$0.00    Material: \$0.00    Service: \$0.00    HEQ: \$0.00    Total: \$50.42

Search    Detail    History

Job ID: 2003-290    Status: **Closed**     Continuous Entry

Home Region: SOUTHWEST    District: **Reject**    Patrol Type: MD    Patrol: 04 Arthur

Work Region: SOUTHWEST    District: OWEN SOUND    Patrol Type: MD    Patrol: 04 Arthur

Date (YYYY/MM/DD): 2002/08/15    Responsibility Centre: 6139    Prefix: 00 Routine General

Operation: 1002    Highway: 89    Accomplishment: 232    Tonne    PCA Type:    PCA Code:   

Struct/Site:    Recov Ref:    Comments:    Reject Reason:   

Employee Name	Regular Hours	Regular Cost	Absent	Overtime	OT Hours	Charged OT Hours	Charged OT Cost	Remarks
02 REID, TOM	2	\$50.42			0	0	\$0.00	

Hash Totals: Labour: 2    Equipment: 0    Material: 0    Services: 0    Hired Equipment: 0

Update reason

Needs Equipment for operation

Ok    Reset

Press F1 For Help

Figure 5-13

**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*.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

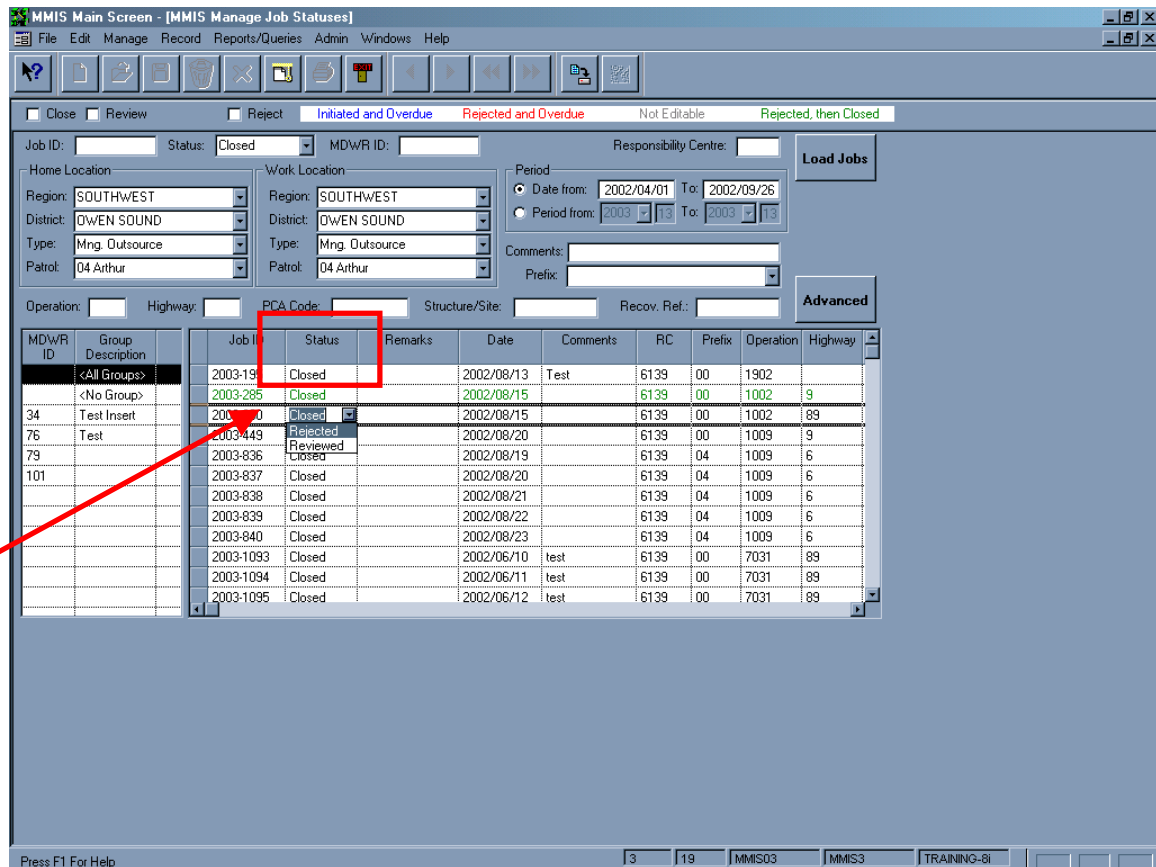


Figure 5-14



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

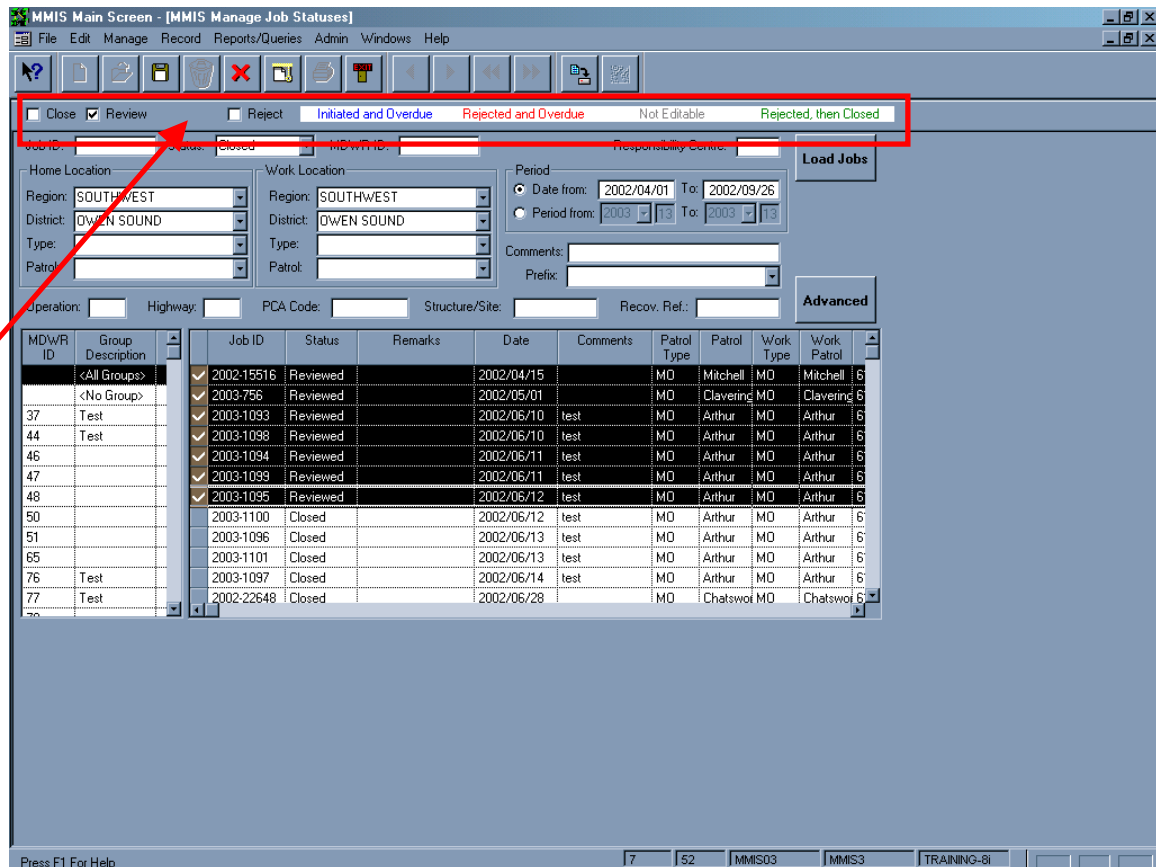


Figure 5-15

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

The screenshot shows the MMIS Main Screen with the following details:

- Buttons:  Accept,  Reject,  Initiated and Overdue,  Rejected and Overdue,  Not Editable,  Rejected, then Closed
- Job ID: [ ] Status: Reviewed MDWR ID: [ ] Responsibility Centre: [ ]
- Home Location: Region: SOUTHWEST, District: [ ], Type: [ ], Patrol: [ ]
- Work Location: Region: SOUTHWEST, District: [ ], Type: [ ], Patrol: [ ]
- Period:  Date from: 2002/04/01 To: 2002/09/26;  Period from: 2003 To: 2003
- Comments: [ ] Prefix: [ ]
- Advanced: Operation: [ ] Highway: [ ] PCA Code: [ ] Structure/Site: [ ] Recov. Ref.: [ ]
- Buttons: Load Jobs, Advanced

MDWR ID	Group Description	Job ID	Status	Remarks	Date	Comments	District	Patrol Type	Patrol	Work District	W/L Ty
<All Groups>		2003-195	Reviewed		2002/08/13	Test	DWEN S MO		Arthur	DWEN S MO	
<No Group>		2003-196	Reviewed		2002/08/13		DWEN S MO		Goderich	DWEN S MO	
34	Test Insert	2003-214	Reviewed		2002/08/13		DWEN S MO		Goderich	DWEN S MO	
35		2003-217	Reviewed		2002/08/13		DWEN S MO		Kincardin	DWEN S MO	
45		2003-266	Reviewed		2002/08/15		DWEN S MO		Mitchell	DWEN S MO	
73		2003-282	Reviewed		2002/08/15		DWEN S MO		Goderich	DWEN S MO	
78	Testxxxx	2003-288	Reviewed		2002/08/12		DWEN S MO		Kincardin	DWEN S MO	
81		2003-289	Reviewed		2002/08/12		DWEN S MO		Kincardin	DWEN S MO	
223		2003-292	Reviewed		2002/08/15		DWEN S MO		Chatswo	DWEN S MO	
		2003-293	Reviewed		2002/08/15		DWEN S MO		Chatswo	DWEN S MO	
		2003-842	Reviewed		2002/09/09		DWEN S MO		Chatswo	DWEN S MO	
		2002-15329	Reviewed		2002/04/15		DWEN S MO		Mitchell	DWEN S MO	

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**:

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

MMIS Main Screen - [MMIS Manage Jobs]

File Edit Manage Record Reports/Queries Admin Windows Help

Labour: \$75.63 Equipment: \$20.00 Material: \$10.00 Service: \$1.00 HEQ: \$0.00 Total: \$106.63

Search Detail History

Edit Header Job ID: 2003-195 Status: Reviewed  Continuous Entry

Home Region: SOUTHWEST District: Reject  
Accept  
OWEN SOUND

Work Region: SOUTHWEST District: OWEN SOUND Patrol Type: MD Patrol: 04 Arthur

Date (YYYY/MM/DD): 2002/08/13 Responsibility Centre: 6139 Prefix: 00 Routine General

Operation: 1902 Highway: Accomplishment: PCA Type: PCA Code:

Struct/Site: Recov Ref: 2 Comments: Test Reject Reason:

Employee Name	Regular Hours	Regular Cost	Absent	Overtime	OT Hours	Charged OT Hours	Charged OT Cost	Remarks
60 RADER, DOUG	0	\$0.00		13 Normal	1	1	\$25.21	
01 MONAHAN, JOHN	2	\$50.42		13 Normal	0	0	\$0.00	

Hash Totals: Labour: 3 Equipment: 1 Material: 1 Services: 1 Hired Equipment: 0

Update reason

Press F1 For Help

Ok Reset

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.*

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

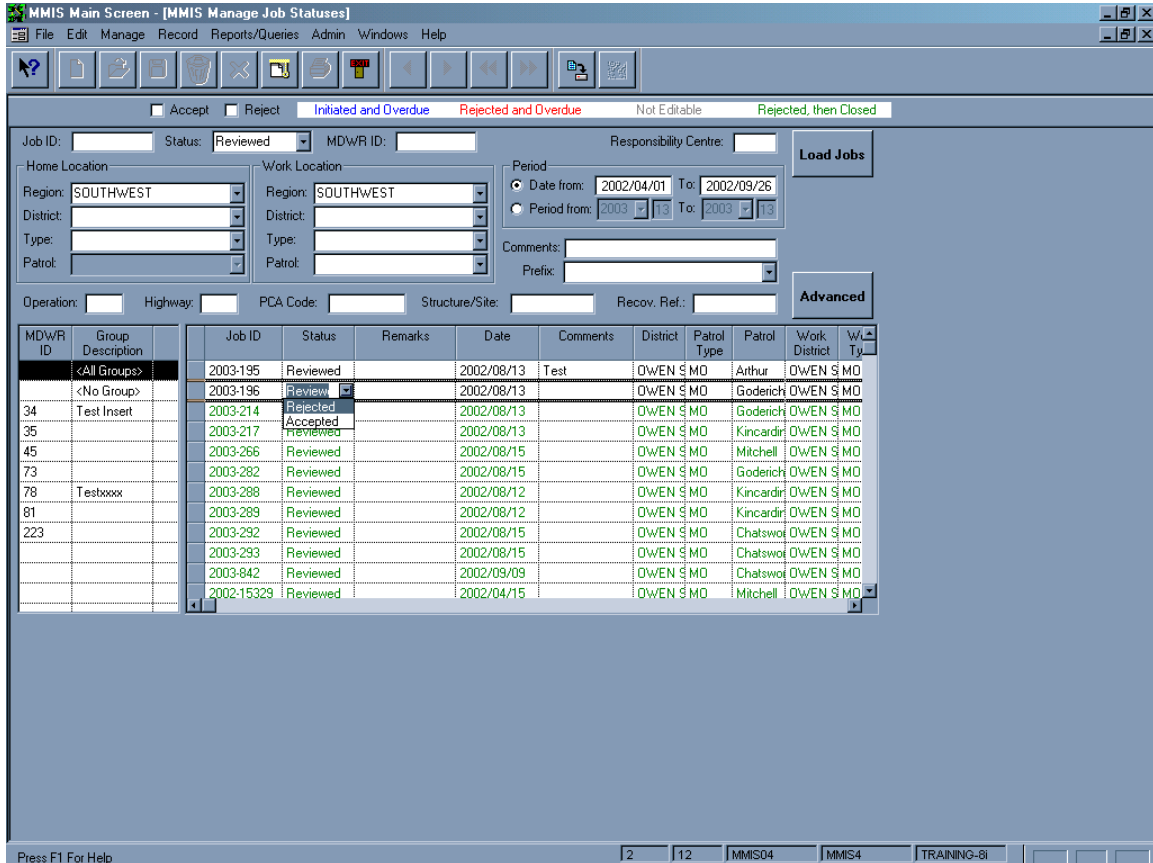


Figure 5-18

**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.**

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

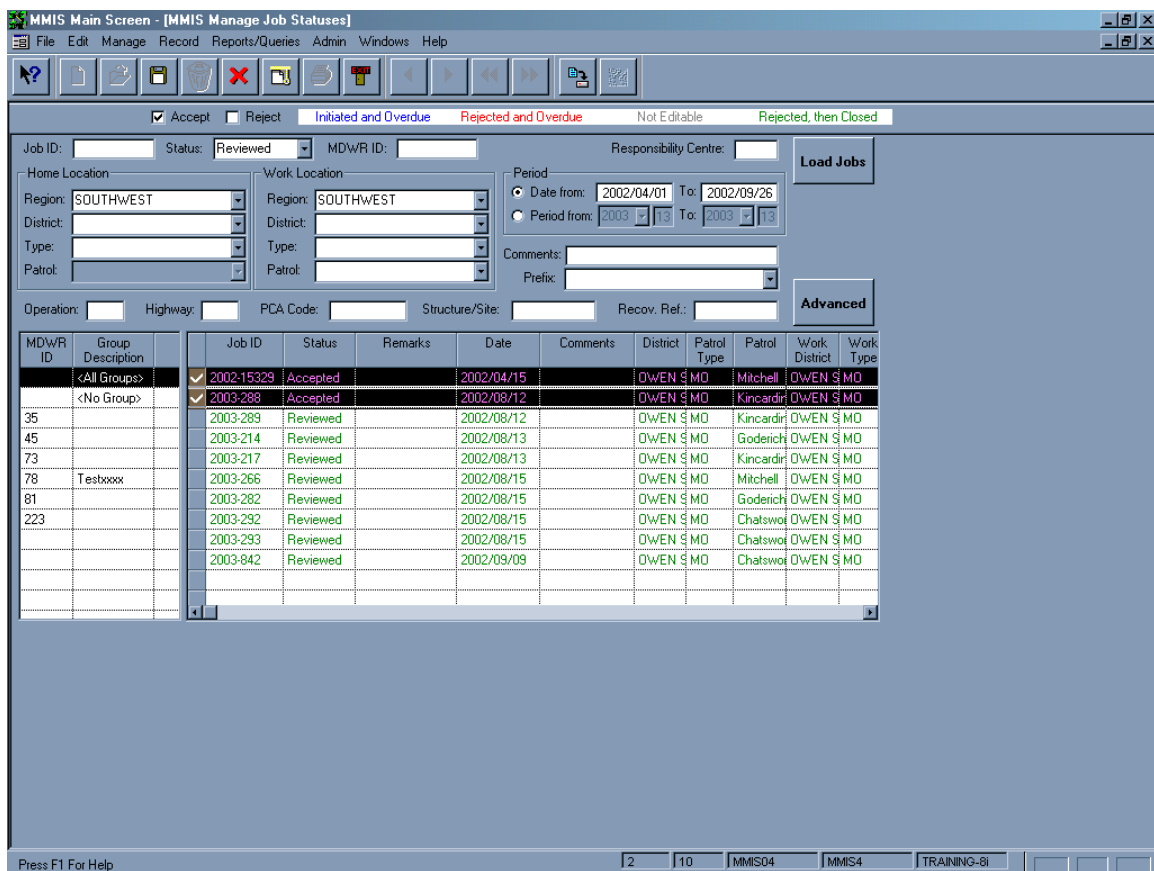


Figure 5-19

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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**.

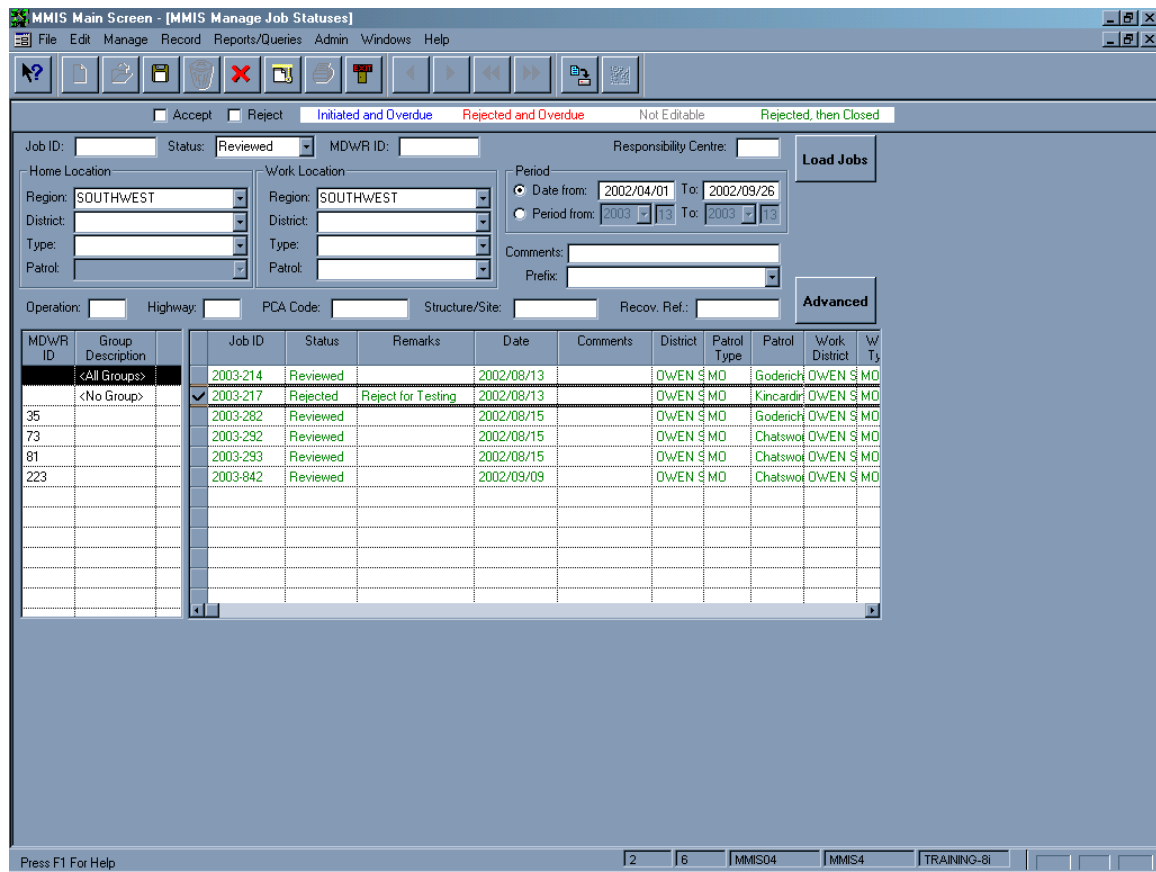


Figure 5-20

**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.**

**MAINTENANCE MANAGEMENT INFORMATION SYSTEM  
USERS MANUAL**

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**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:**

Area Maintenance Contractor	Initiate, Close, Review, or Reject Jobs
MTO Maintenance Coordinator	Accept or Reject Jobs

**In an MO Area:**

MTO MO Patrol Staff	Initiate and Close Jobs
MTO Maintenance Coordinator	Review or Reject Jobs
MTO Maintenance Superintendent	Accept or Reject Jobs

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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:

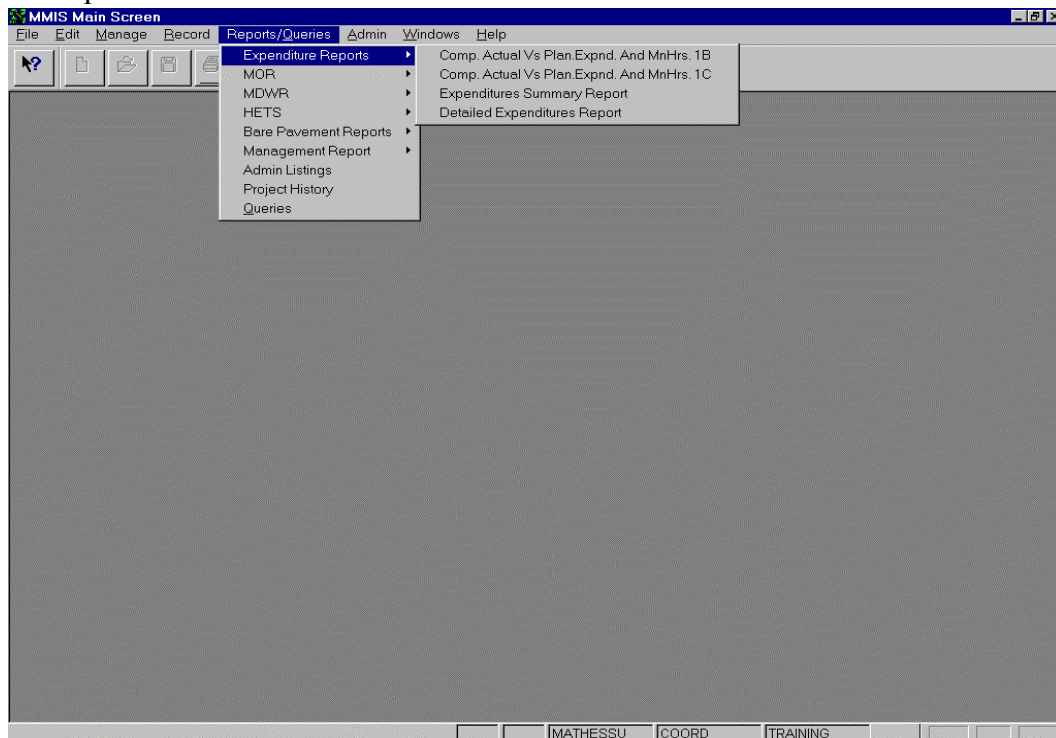


Figure 6-1

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.



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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.

The screenshot shows a window titled "CAPPE 1B REPORT" with a close button in the top right corner. The window contains several input fields and a "Period" section. On the left, there are four dropdown menus labeled "Region:", "District:", "Patrol Type:", and "Patrol:". On the right, the "Period" section has two radio buttons: "Date from:" (selected) and "Period from:". The "Date from:" section has two text boxes: "2002/04/01" and "2002/10/28". The "Period from:" section has two sets of dropdown menus: "2003" and "16" for "From", and "2003" and "16" for "To". At the bottom of the window, there are three buttons: "Print" (with a printer icon), "Preview" (with a magnifying glass icon), and "Cancel" (with a red X icon).

Figure 6-2

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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

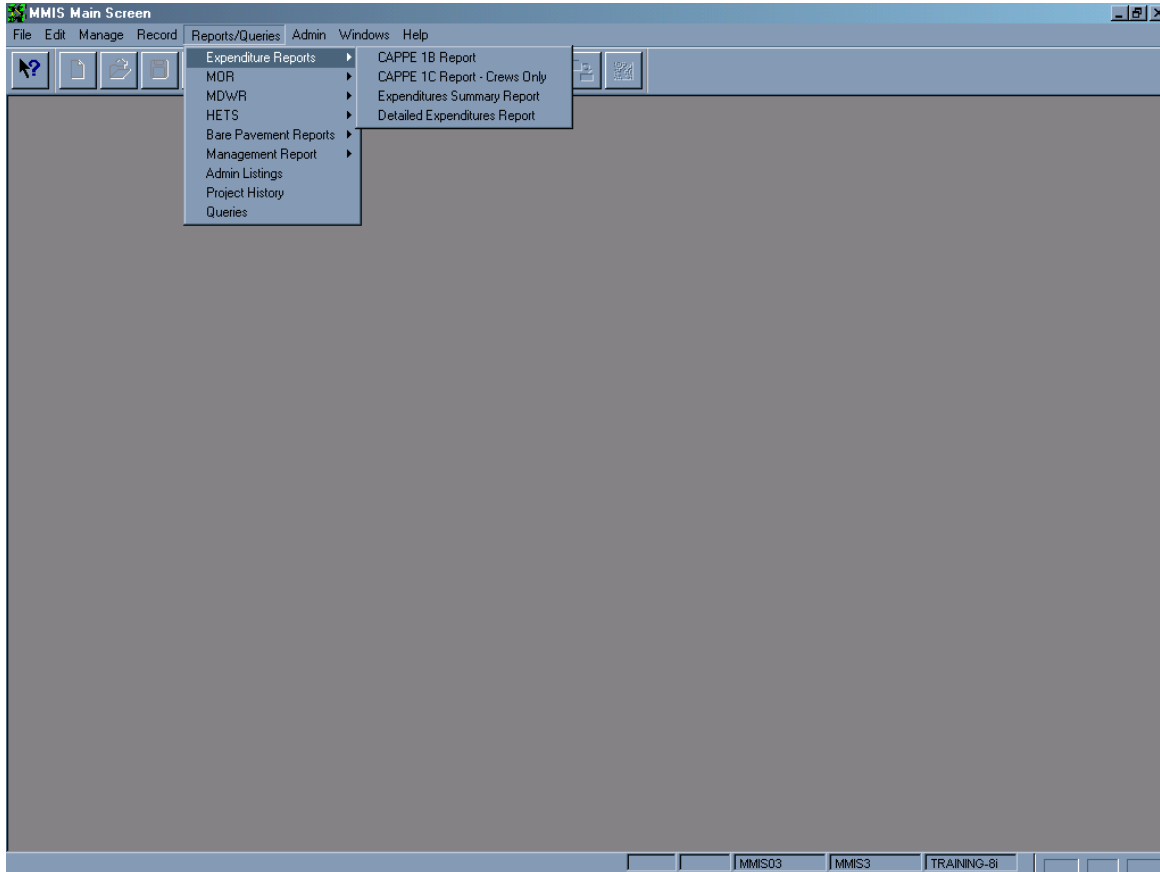


Figure 6-3

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

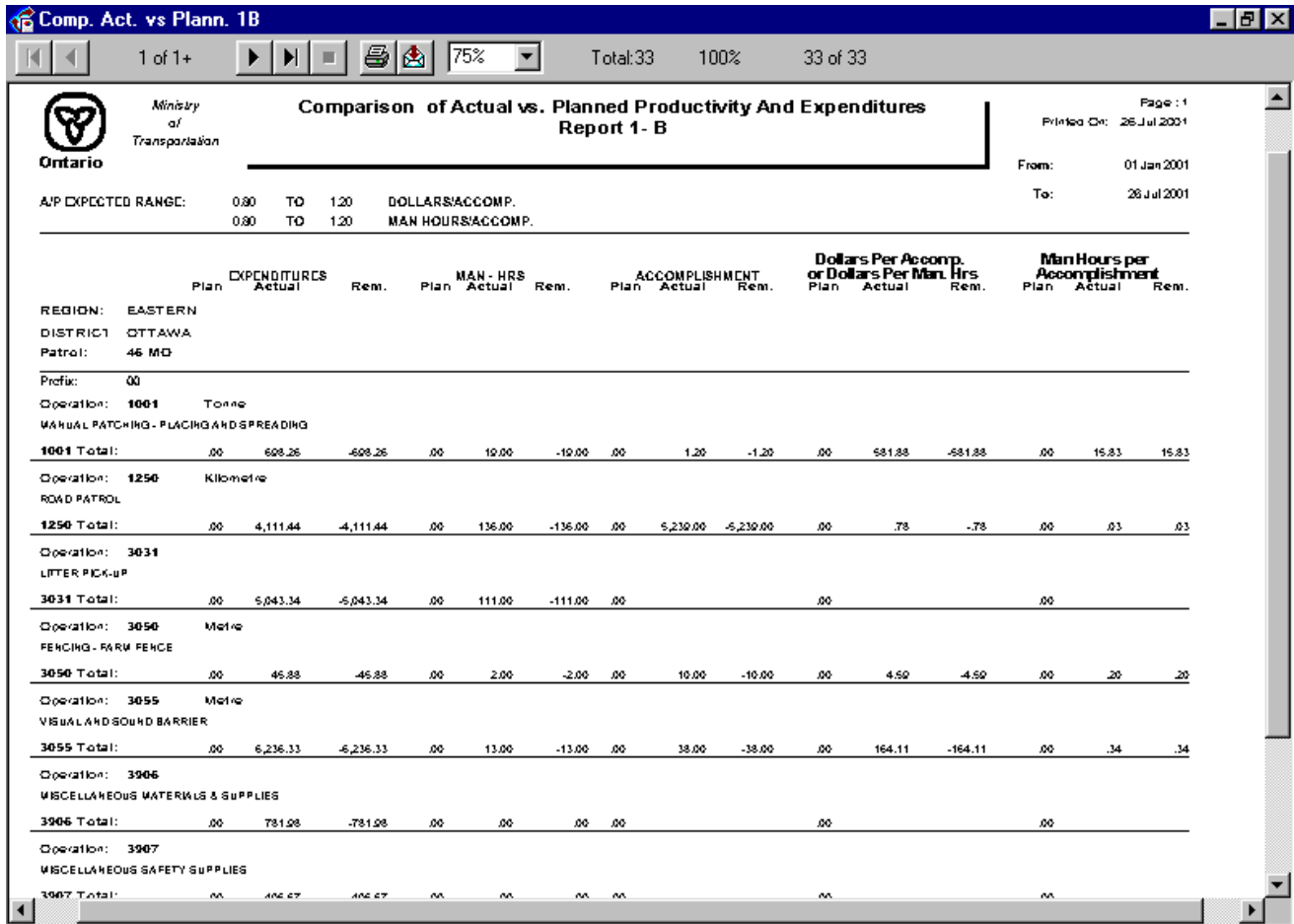


Figure 6-4

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

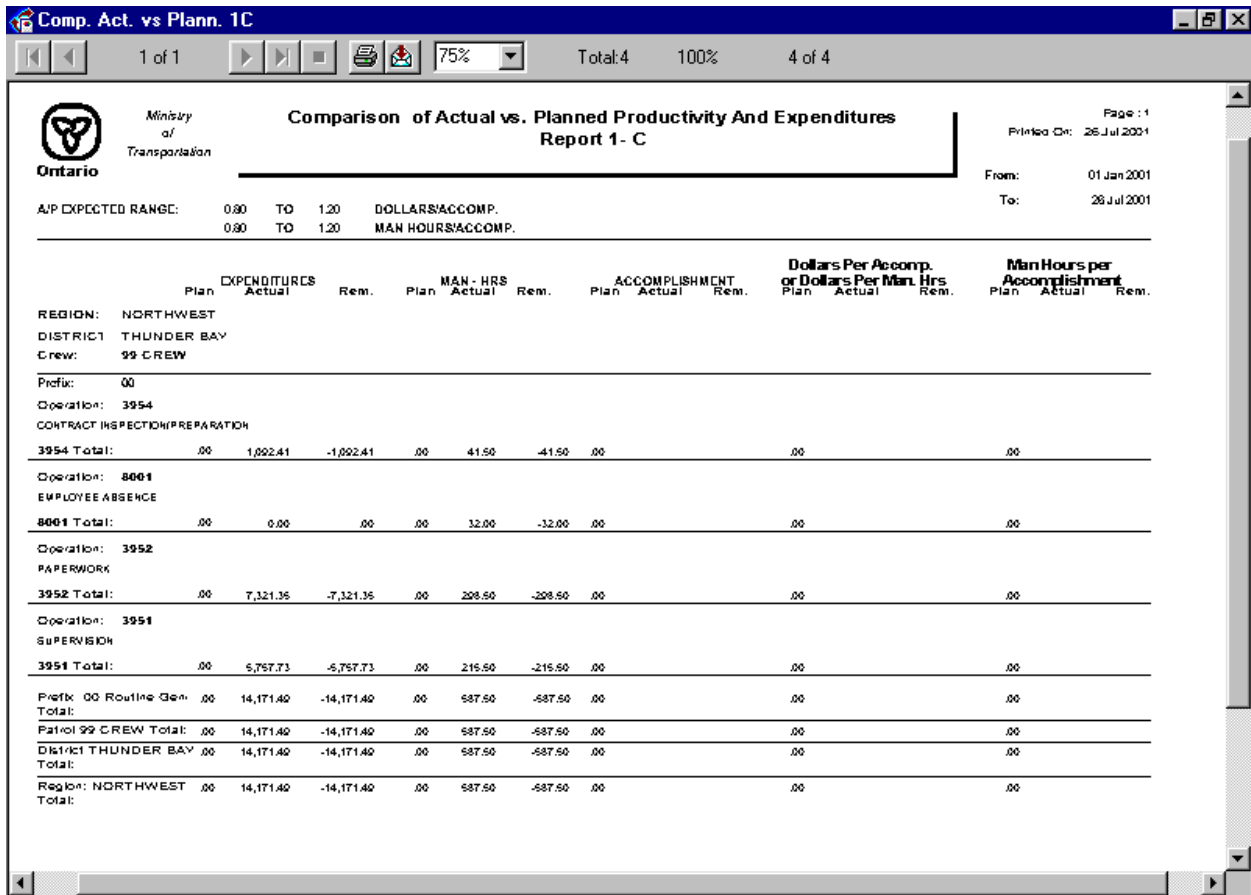


Figure 6-5

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

Summary Expenditures Report

Page 1 of 10  
Jul / 26 / 2001

From: Jan / 01 / 2001  
To: Jul / 26 / 2001

REGION: EASTERN  
DISTRICT: OTTAWA  
Patrol: 46 MO  
Work District: 42  
Work Location: 46 MO

Form ID	R. C.	Prefix	Form Date	Comments	Total Dol.	Labour Dol.	Material Dol.	Equipment Dol.	HEG Dol.	Service Dol.
12371	6146	00	Apr01/2001		273.06	206.46	.00	66.60	.00	.00
12376	6146	00	Apr01/2001		137.64	137.64	.00	0.00	.00	.00
12379	6146	00	Apr01/2001		137.64	137.64	.00	0.00	.00	.00
12383	6146	00	Apr01/2001		137.64	137.64	.00	0.00	.00	.00
12394	6146	00	Apr01/2001		91.76	91.76	.00	0.00	.00	.00
12399	6146	00	Apr01/2001		10,076.99	.00	10,076.99	0.00	.00	.00
12416	6146	00	Apr01/2001		712.32	.00	.00	0.00	712.32	.00
12422	6146	00	Apr01/2001		70.00	.00	.00	0.00	70.00	.00
12446	6146	00	Apr01/2001		1,029.00	.00	.00	0.00	1,029.00	.00
12452	6146	00	Apr01/2001		1,361.20	.00	.00	0.00	1,361.20	.00
12455	6146	00	Apr01/2001		140.00	.00	.00	0.00	140.00	.00
12636	6146	00	Apr01/2001		626.40	.00	.00	0.00	626.40	.00
12639	6146	00	Apr01/2001		70.00	.00	.00	0.00	70.00	.00
12663	6146	00	Apr01/2001		320.70	.00	.00	0.00	320.70	.00
12665	6146	00	Apr01/2001		70.00	.00	.00	0.00	70.00	.00
12670	6146	00	Apr01/2001		201.96	.00	.00	0.00	201.96	.00
12678	6146	00	Apr01/2001		3,409.14	.00	.00	0.00	3,409.14	.00
12720	6146	00	Apr01/2001		320.00	.00	.00	0.00	320.00	.00
13511	6146	00	Apr02/2001		303.40	229.40	.00	74.00	.00	.00
13512	6146	00	Apr02/2001		229.40	229.40	.00	0.00	.00	.00
13517	6146	00	Apr02/2001		326.90	326.90	.00	0.00	.00	.00
13522	6146	00	Apr02/2001		127.70	91.76	19.74	16.20	.00	.00

Figure 6-6

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

Ministry of Transportation Ontario

Detail Expenditures Report

Page 1 of 92  
Jul 26, 2001  
From: Jan / 01 / 2001  
To: Jul / 26 / 2001

REGION: NORTHWEST  
DISTRICT: THUNDER BAY  
PATROL: #7 Savant, Late MO

Work District: 61  
Work Location: 47 MO

Form ID: 853 R.C.: 6147  
Form Date: Mon Apr / 02 / 2001

Comments:

Prefix	Operation	Highway	PCA Code	Acc. Qty	Acc. Code	Total Dol	Labour Dol	Material Dol	Equipment Dol	HED Dol	Service Dol
00	1250			200.00	Kilomet	95.79	70.59	.00	25.20	.00	.00
<b>Form Total:</b>						95.79	70.59	.00	25.20	.00	.00
Form ID: 854 R.C.: 6147 Form Date: Mon Apr / 02 / 2001											
Comments:											
00	3951					31.99	23.53	.00	8.40	.00	.00
<b>Form Total:</b>						31.99	23.53	.00	8.40	.00	.00
Form ID: 855 R.C.: 6147 Form Date: Mon Apr / 02 / 2001											
Comments:											
00	3952					123.53	123.53	.00	.00	.00	.00
<b>Form Total:</b>						123.53	123.53	.00	.00	.00	.00
Form ID: 856 R.C.: 6147 Form Date: Mon Apr / 02 / 2001											
Comments:											
00	7020	599		5.00	Number	276.79	188.24	.00	88.55	.00	.00
<b>Form Total:</b>						276.79	188.24	.00	88.55	.00	.00

Figure 6-7

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 6.2.2 - MOR Reports

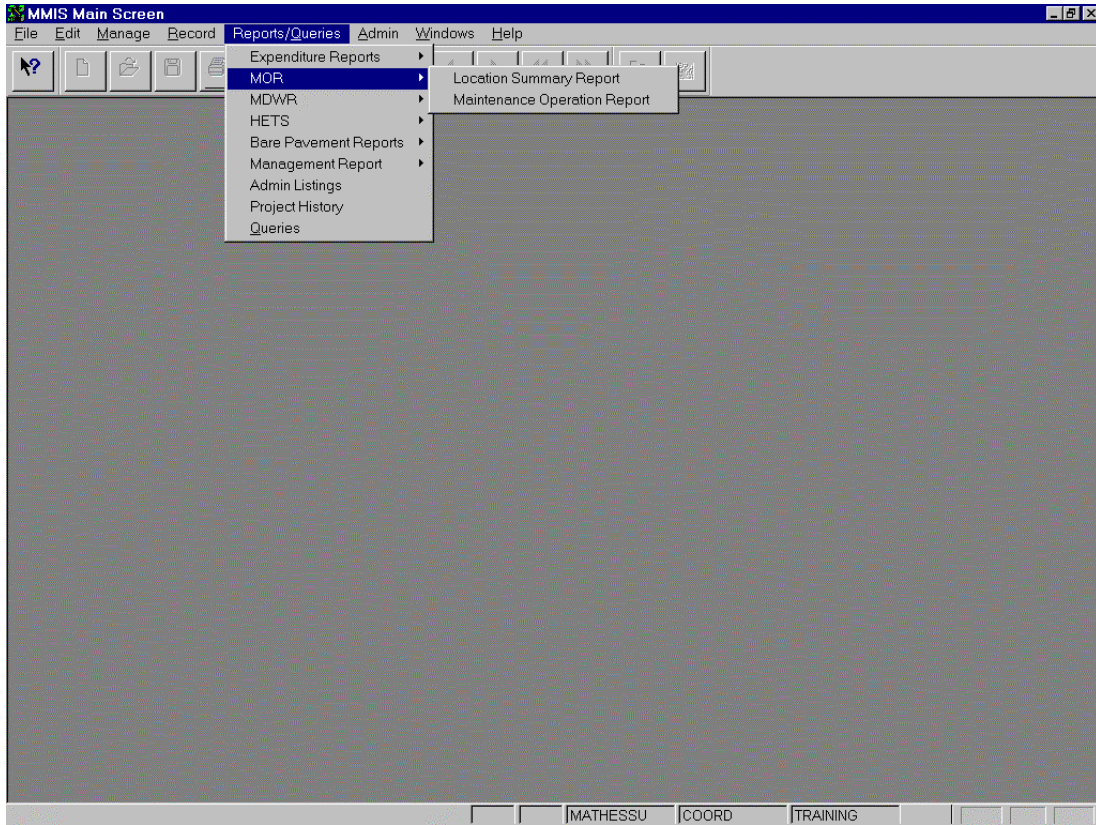


Figure 6-8

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

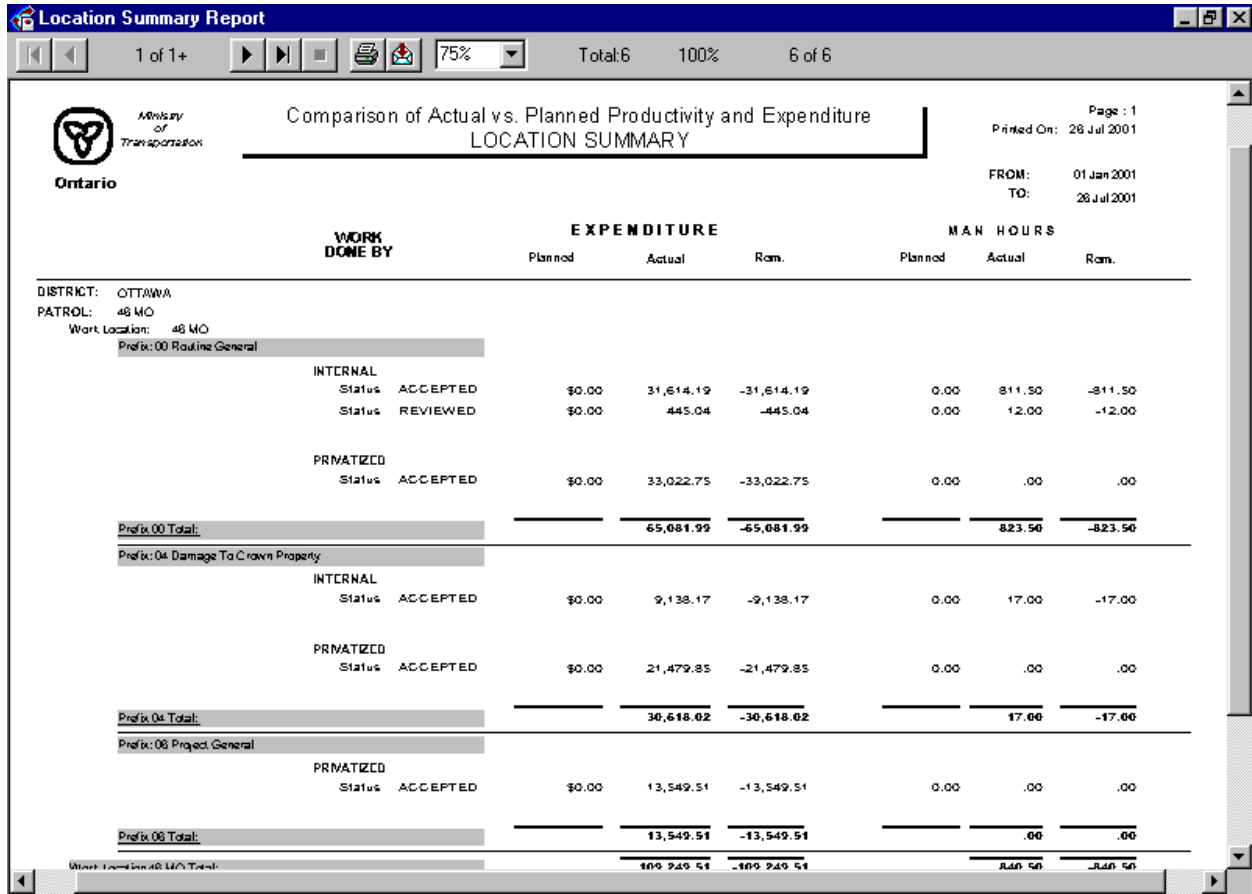


Figure 6-9



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

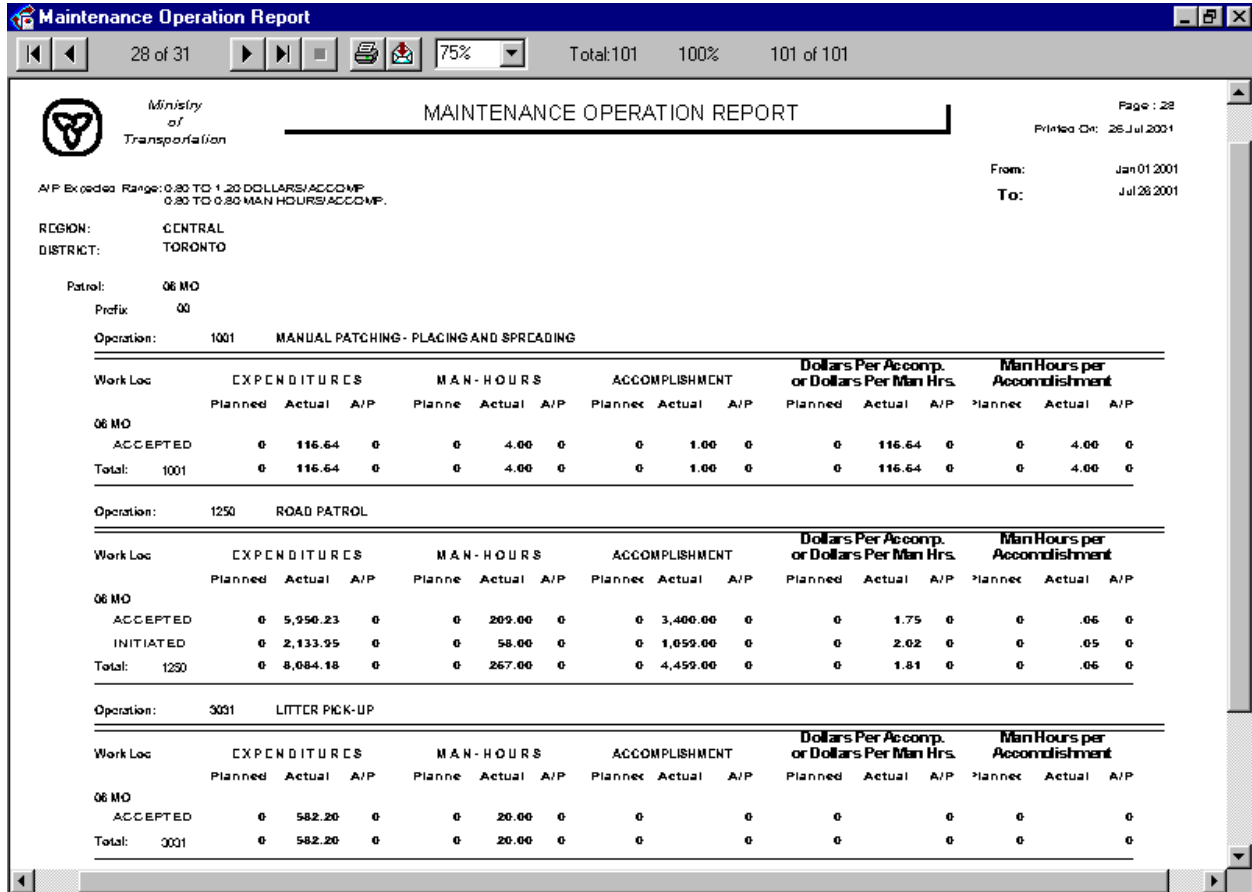


Figure 6-10

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 6.2.3 - MDWR Reports

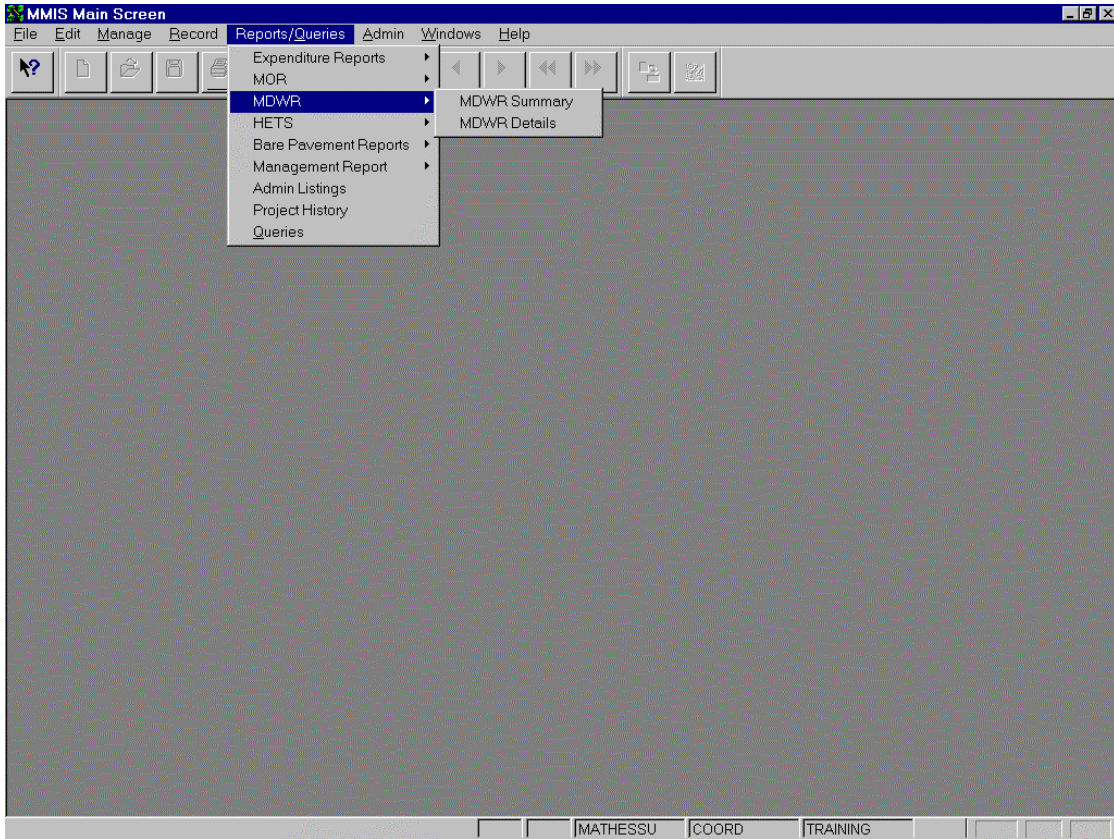


Figure 6-11

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

Page 16 of 65  
Printed On: 26 Jul 2001

Form ID	Work Dist	Work Location	RC	Prefix	Operation	Highway	ProjCont	Structure	Acc Qty	Acc Code	Norm Hr	OT Hr	Chrg. Hr
<b>CLOSED</b>													
14019	S3	44 Elk Lake AMC PAT	6144	00	1250				019.00	Kilometre	4.00	.00	.00
14023	S3	44 Elk Lake AMC PAT	6144	00	3003	65			.20	Kilometre	16.00	.00	.00
14027	S3	44 Elk Lake AMC PAT	6144	00	1007	360			10.00	Kilometre	8.00	.00	.00
14029	S3	44 Elk Lake AMC PAT	6144	00	3960						8.50	.00	.00
14039	S3	44 Elk Lake AMC PAT	6144	00	1250				230.00	Kilometre	3.00	.00	.00
14040	S3	44 Elk Lake AMC PAT	6144	00	3972						3.50	.00	.00
14041	S3	44 Elk Lake AMC PAT	6144	00	3952						0.50	.00	.00
14042	S3	44 Elk Lake AMC PAT	6144	00	3961						1.00	.00	.00
Day Total for 04/16/2001									598.20		44.50	0.00	0.00

Figure 6-12

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 2. MDWR Details

This report displays the details of each job.

Maintenance Daily Work Report - Details

373 of 373+ Total: 484 100% 484 of 484

75%

Page : 373  
Printed On: 26 Jul 2001

**Ontario** Ministry of Transportation

MAINTENANCE DAILY WORK REPORT

DISTRICT: OWEN SOUND PATROL: 00 Chatsworth MO DATE: Tue Jun / 19 / 2001

Form ID: 18990

Operation: 3060  
PRMATZCD

**SERVICES:**

Type	Ref	Cost	Qty	Total
L	L Golden Park/Yard Mice.	300.00	1.00	300.00

Figure 6-13

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 6.2.4 - HETS Reports

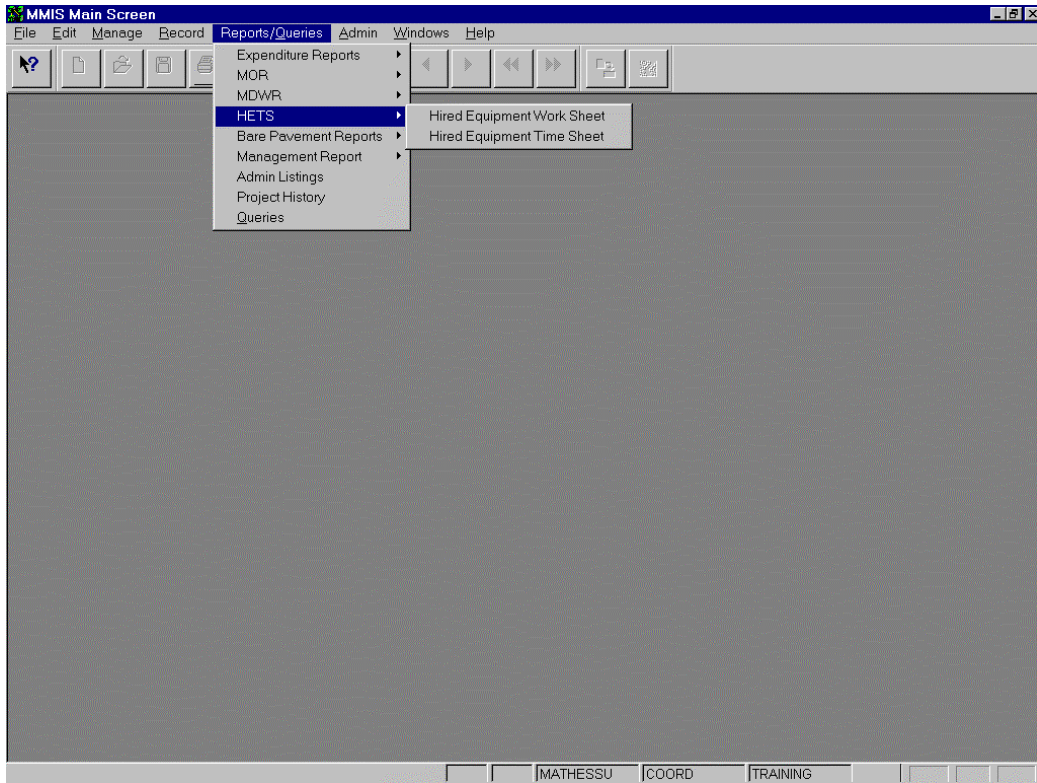


Figure 6-14

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

**Hired Equipment Work Sheet**  
 Ministry of Transportation  
**HIRED EQUIPMENT WORK SHEET**  
 Page 1 of 1  
 Printed On: 26 Jul 2001

**DISTRICT:** THUNDER BAY  
**PATROL:** 46 Ignace MO

**VENDOR:** EDWIN L KENNARD  
 P O BOX 929  
 IGNACE ON  
 POT 1T0

**Vendors Equipment Number:** 3  
**Type:** combination  
**Make:** MACK  
**Licence No:** 444 Dcm  
**Model:** 8022  
**P.C.V No:** 066987591  
**Min Operating Weight SAE Rating:**  
**Serial No:**  
**Gross Weight:** 24,000.00  
**Capacity:**  
**Gas or Diesel:** D  
**Horsepower:**

**VENDOR CODE:** S293372  
**SEQ. NO:** 0

**Form ID:** 8935  
**Form Date:** May/01/2001  
**Form Status:** ACCEPTED

**Operation:** 7050  
**Accom Qty:**  
**Accom Code:**

Prefix	Highway	PCA	Hours
06	0	M6100823	1.00
<b>Operation Total:</b>			<b>1.00</b>
<b>Job Total:</b>			<b>1.00</b>

Figure 6-15

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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.

**Ministry of Transportation Ontario**

## HIRED EQUIPMENT TIME SHEET

Page 1 of 1

Printed On: 26 Jul 2001 02:03:56PM

INVOICE: 142      REV.: 0      FROM: Monday Jul / 09 / 2001      Last printed on: 25 Jul 2001 8:31:17AM

TO: Sunday Jul / 22 / 2001      Last printed by: SPYRKABE

DISTRICT: THUNDER BAY

PATROL: 47 Savant Lake MO

VENDOR CODE: S093172      SEQ. NO. 0

W. KOVAL CONTRACTING  
BOX 4

PICKLE LAKE      ON  
POV 3A0

PO Tender No.: 60-00-112

Vendor Equipment Number: 1  
Type: GRADER  
Make:  
Licence No.:  
Model:  
P.C.V No.:  
Min Op. Weight SAE Rating:  
Serial No.:  
Gross Weight:  
Capacity:  
Gas or Diesel:  
Horsepower:

Prefix	Operation	HWY	PCA	Struct.	Acc Code	Acc Qty	Hours	Rate	Amount
<b>Job ID: 36663</b>	<b>Work Distict</b>	61	<b>Work Location:</b>	47 MO				RC 6147	
07-Recoverable Work	1007		M6199550		39	30	14.00	69.00	\$966.00
<b>Job ID: 36664</b>	<b>Work Distict</b>	61	<b>Work Location:</b>	47 MO				RC 6147	
07-Recoverable Work	1007		M6199550		39	20	9.45	69.00	\$652.05

Figure 6-16

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 6.2.5 - Bare Pavement Reports

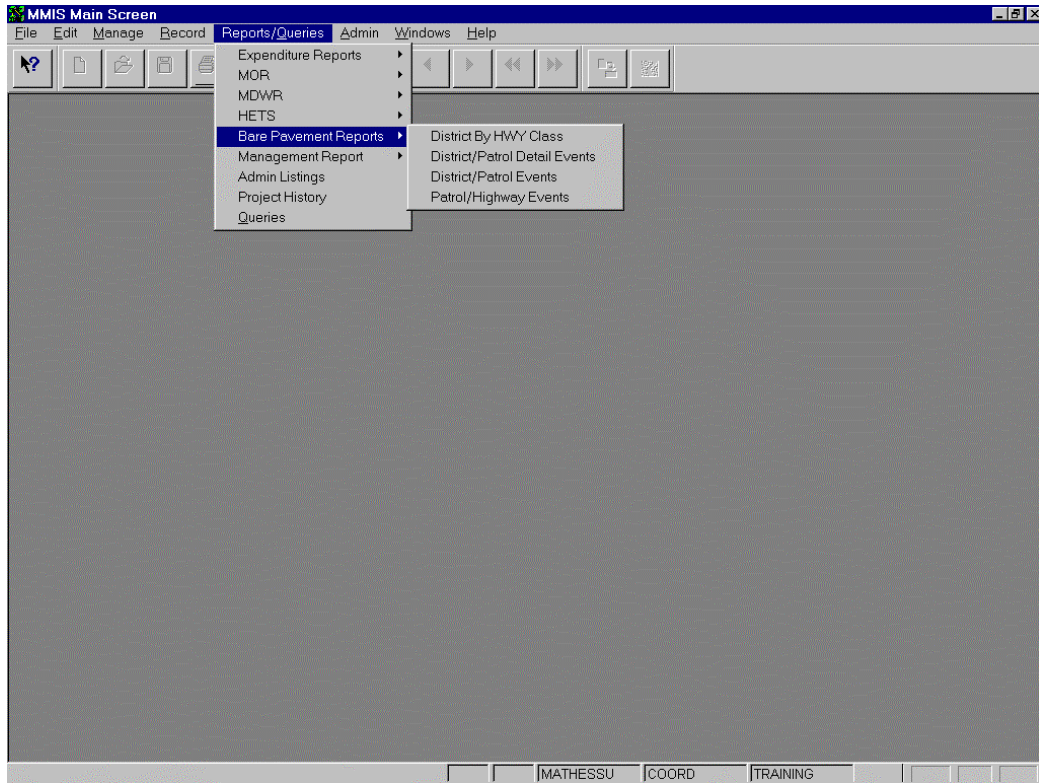


Figure 6-17

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



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 1. District by Hwy. Class

District By Highway Class Report

Page : 1  
Printed On: 27 Jul 2001

From: Jan 01, 2000  
To: Jul 27, 2001

**DISTRICT** OWEN SOUND

Highway Class	Patrol	No. of Events	Average Length of an Event	Average Length of Time Bare Pavement Lost	Average Length of Time to Regain Bare Pavement
1	9 PATROL	2.00	1.5	2.3	1.3
Highway Class 1 Total:		2.00	1.5	2.3	1.3
1B	9 PATROL	2.00	1.5	2.3	1.3
Highway Class 1B Total:		2.00	1.5	2.3	1.3

Figure 6-18

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 2. District/Patrol Detail Events

District/Patrol Events Detailed Report

Page : 1  
Printed On: 27 Jul 2001

From: Jan 01, 2000  
To: Jul 27, 2001

**DISTRICT OWEN SOUND**

Patrol:	HWY Class	HWY	Event No.	Event Type	Average Length of an Event	Average Length of Time Bare Pavement Lost	Average Length of Time to Regain Bare Pavement
9 PATROL	1	400	2	S	1.5	1.5	0.5
9 PATROL	1	400	1	S	1.5	0.0	2.0
9 PATROL	1B	28	2	S	1.5	1.5	0.5
9 PATROL	1B	28	1	S	1.5	0.0	2.0

Figure 6-19

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 3. District/Patrol Events

District/Patrol Events Report

Page : 1  
Printed On: 27 Jul 2001  
From: Jan 01, 2000  
To: Jul 27, 2001

**DISTRICT OWEN SOUND**

Patrol:	Highway Class	No. of Events	Average Length of an Event	Average Length of Time Bare Pavement Lost	Average Length of Time to Regain Bare Pavement
9 PATROL	1	2	1.5	2.3	1.3
9 PATROL	1B	2	1.5	2.3	1.3
Patrol 9 PATROL Total:		4	1.5	2.3	1.3

Figure 6-20

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 4. Patrol/Highway/Events

District/Patrol Events Detailed Report

1 of 1 75% Total: 2 100% 2 of 2

**Ontario**

Patrol/Highway Events Report

Page : 1  
Printed On: 27 Jul 2001  
From: Jan 01, 2000  
To: Jul 27, 2001

District: **OWEN SOUND**

Highway	Highway Class	No. of Events	Average Length of an Event	Average Length of Time Bare Pavement Lost	Average Length of Time to Regain Bare Pavement
28	18	2	1.5	2.3	1.3
400	1	2	1.5	2.3	1.3

Patrol:  
9 PATROL

Figure 6-21

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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.

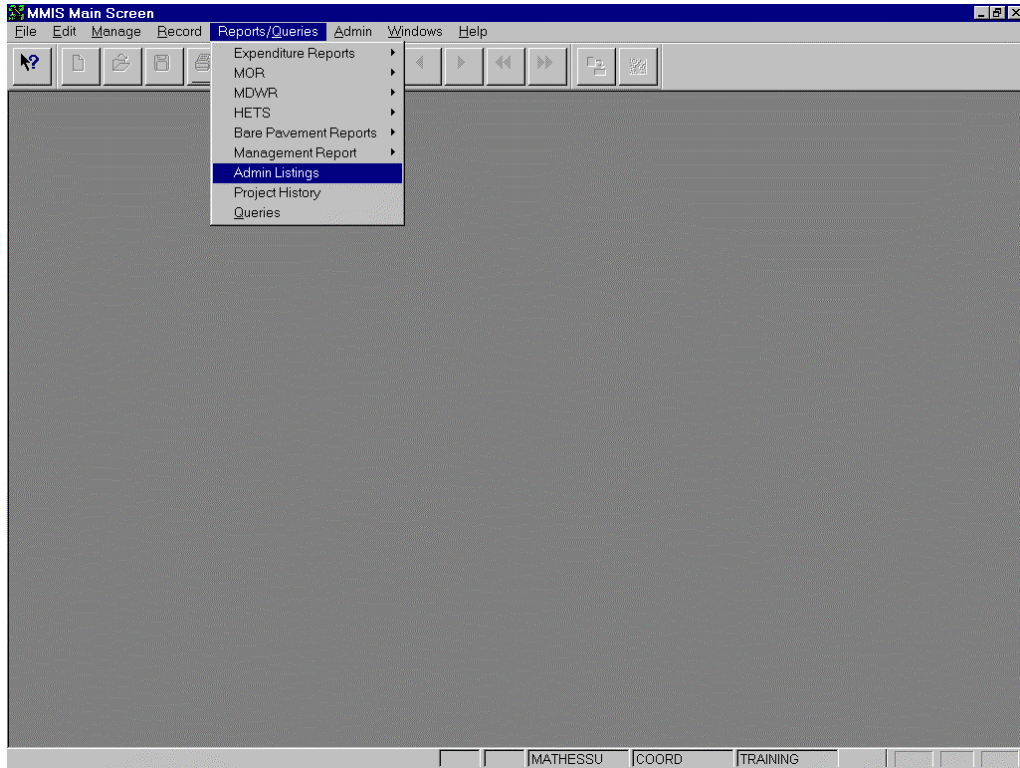


Figure 6-22

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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When you select the **Admin Listing** option, a window will appear where you can choose a table to view or print.

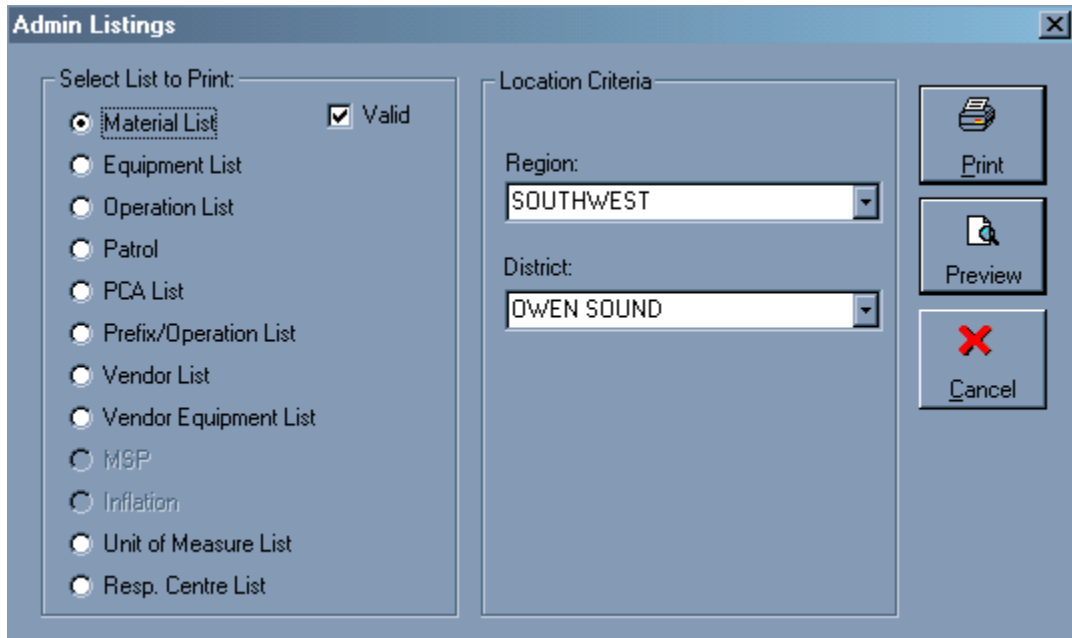


Figure 6-23

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 6.2.8 - Project History

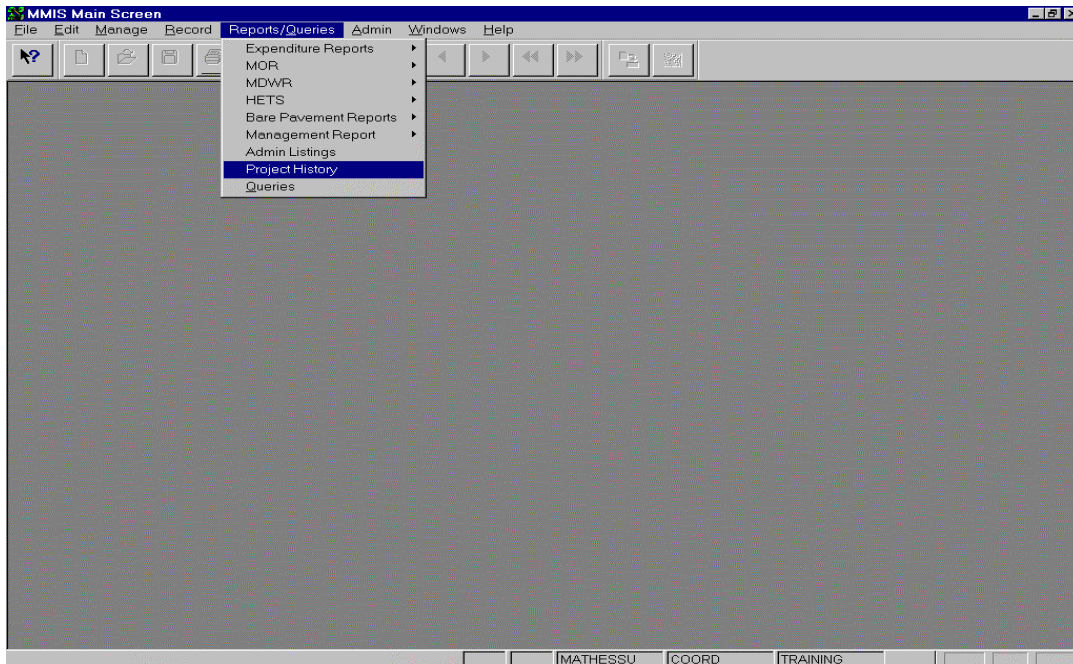


Figure 6-24

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

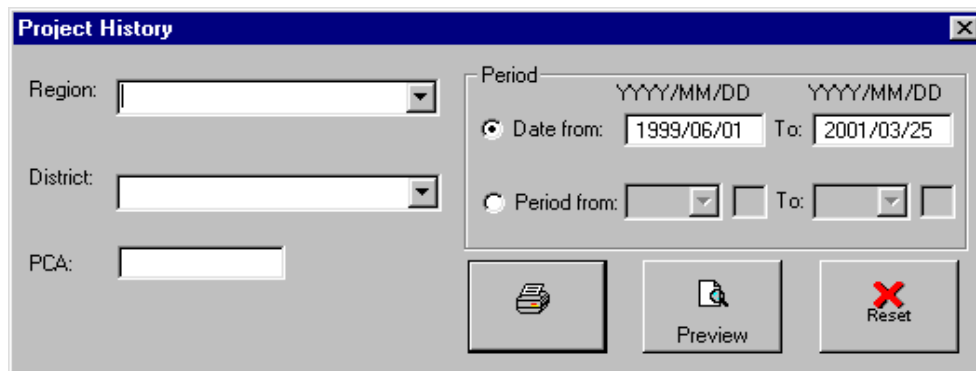


Figure 6-25

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

**NOTE: Some Users may be able to select a Region or District depending on their MMIS Group.**

**Project History**

Ministry of Transportation Ontario

Project History

Page: 3  
Printed On: 27 Jul 2001  
From: 01 Jun 1999  
To: 27 Jul 2001

DISTRICT: THUNDER BAY

Dist.	Patrol	Form ID	Rev	Date	Operation	Accom Code	Accom QTY	Labour Dollars	Service Dollars	HEQ Dollars	Material Dollars	Equipment Dollars	Total Dollars
61	89 CREW	34970	1	Jun28/2001	3990			.00	958.60	.00	.00	.00	958.60
Project Totals:													
Project: 99-34-17-1 Damaged culvert removed & replaced													
Resp. Centre: 6139													
61	34 AMC PAT	20019	1	May07/2001	3041	32	1.00	.00	1,495.00	.00	.00	.00	1,495.00
Project Totals:													
Project: 99-34-18-1 Removal of extension from culvert.													
Resp. Centre: 6139													
61	34 AMC PAT	14703	1	May22/2001	3041	32	1.00	.00	2,450.00	.00	.58	.00	2,450.58
Project Totals:													
Project: 99-34-20-1 Oil spill clean up.													
Resp. Centre: 6139													
61	34 AMC PAT	14719	1	Jun07/2001	8000			.00	720.00	.00	.00	.00	720.00
Project Totals:													
Project: 99-34-21-1 Repair Culvert													

Figure 6-26



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 6.2.9 - Queries

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

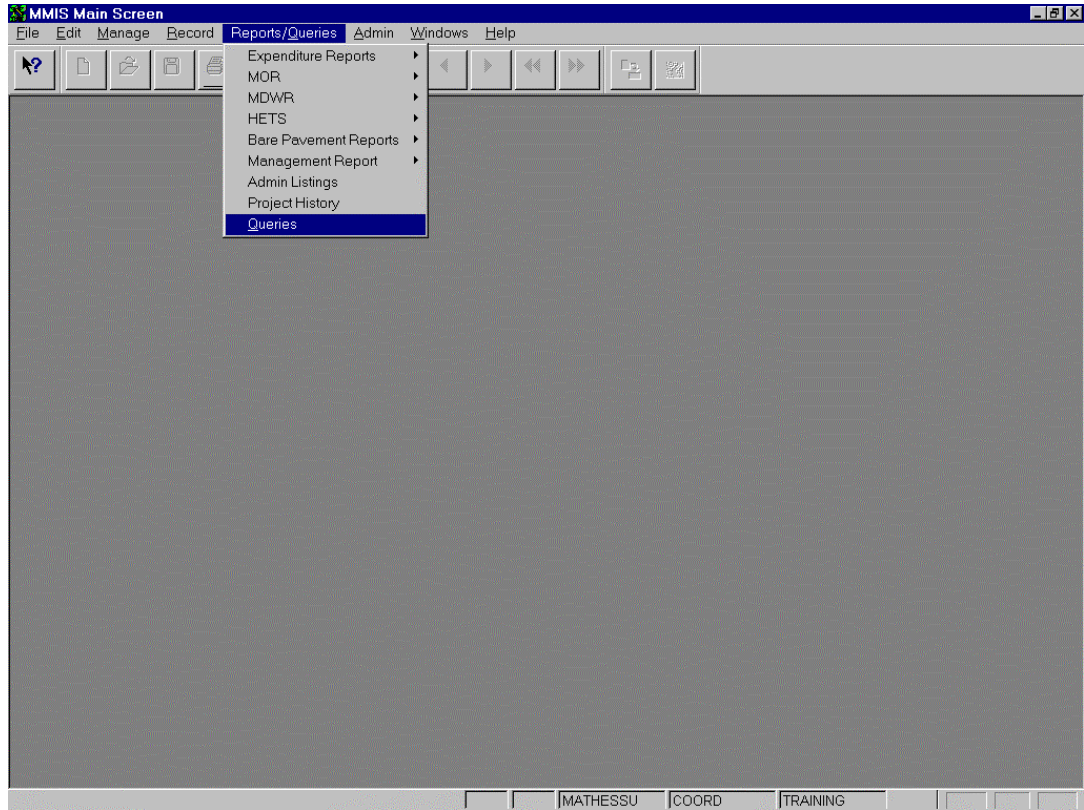


Figure 6-27

# **MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL**

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## **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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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**.

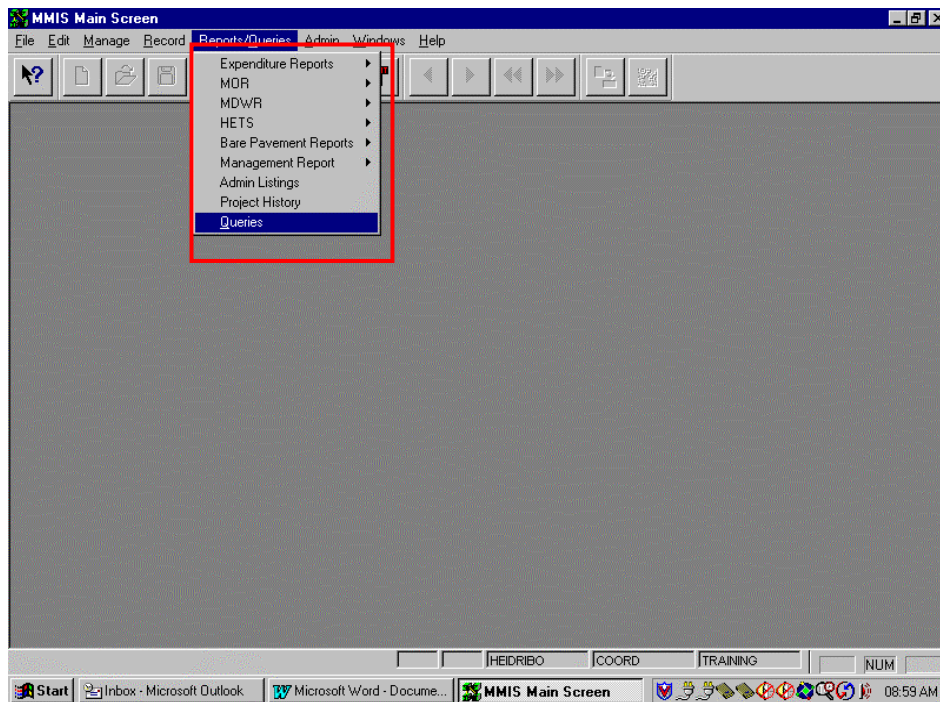


Figure 7-1

## 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**.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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:

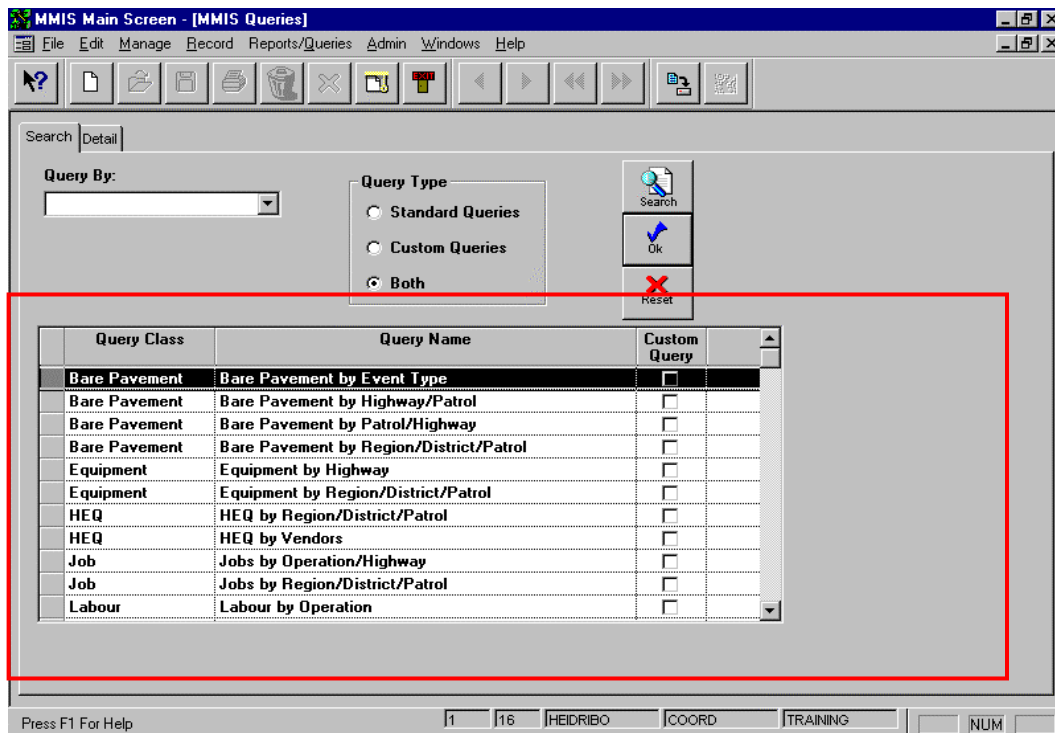


Figure 7-2

#### 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.**

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

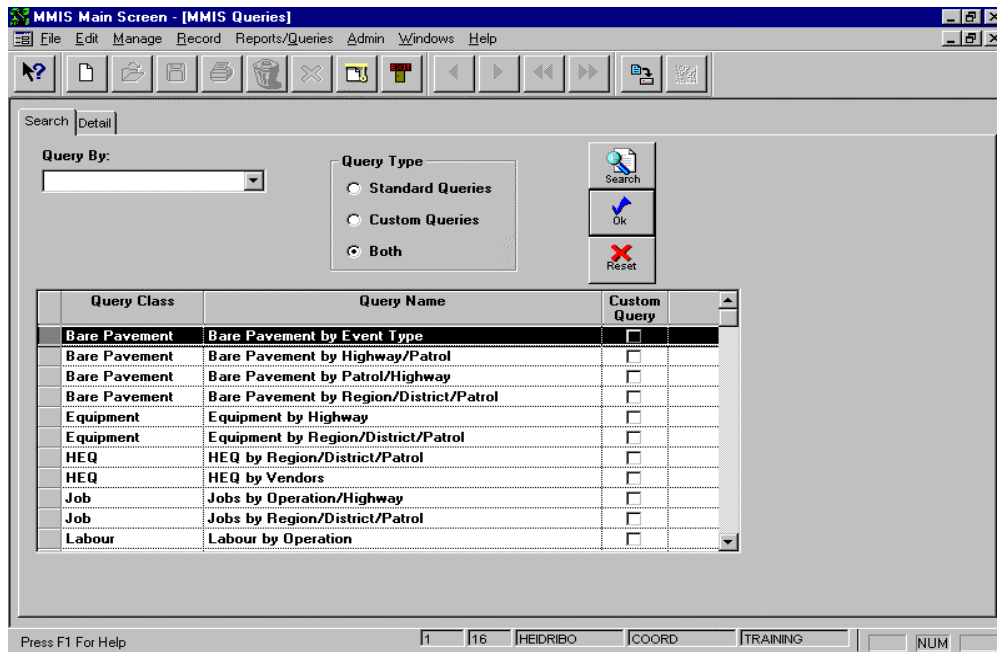


Figure 7-3

## 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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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:

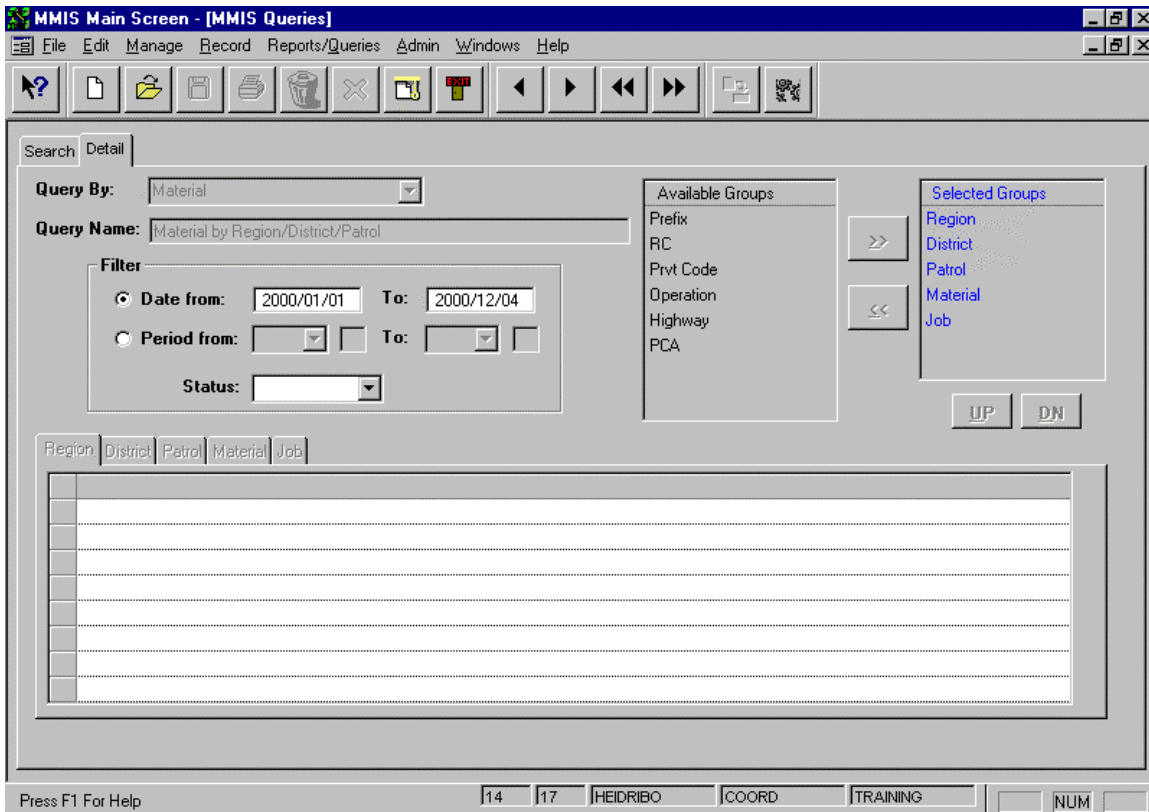


Figure 7-4

## MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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### 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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

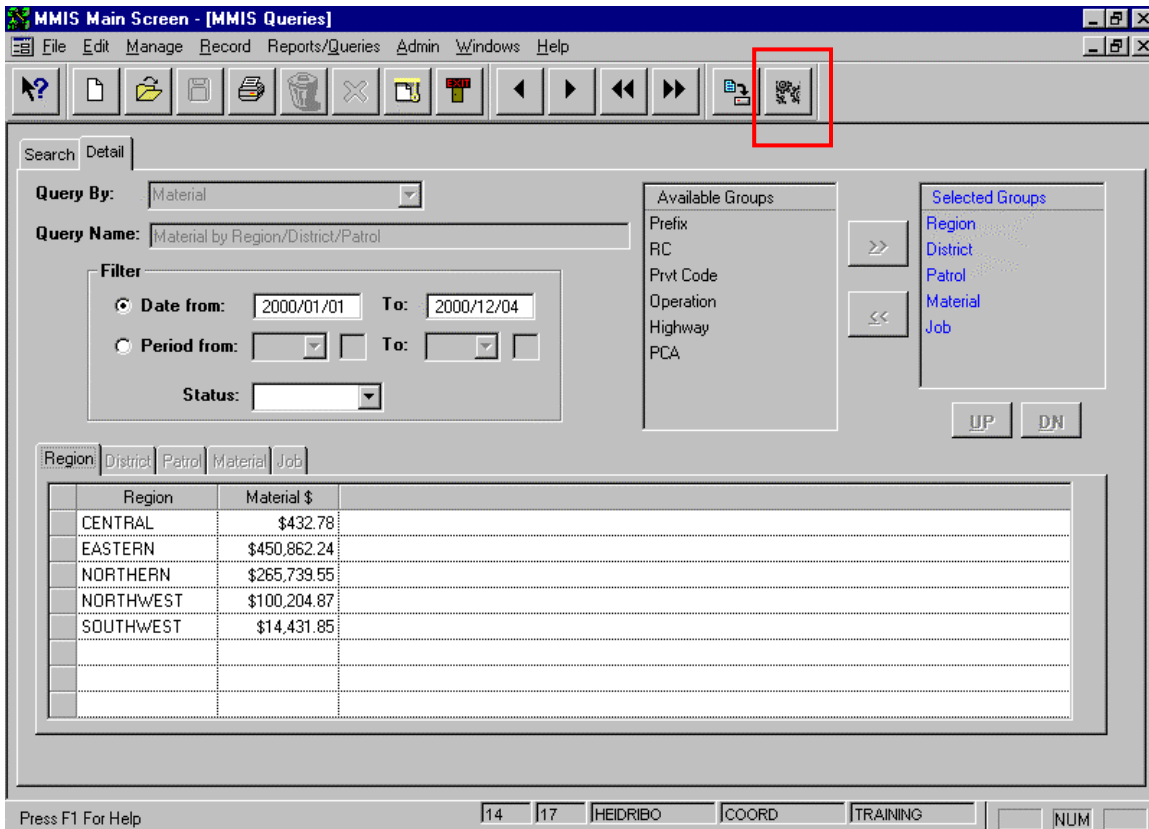


Figure 7-5



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 7.7.0 - Creating a Custom Query

To begin creating a Custom Query:

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

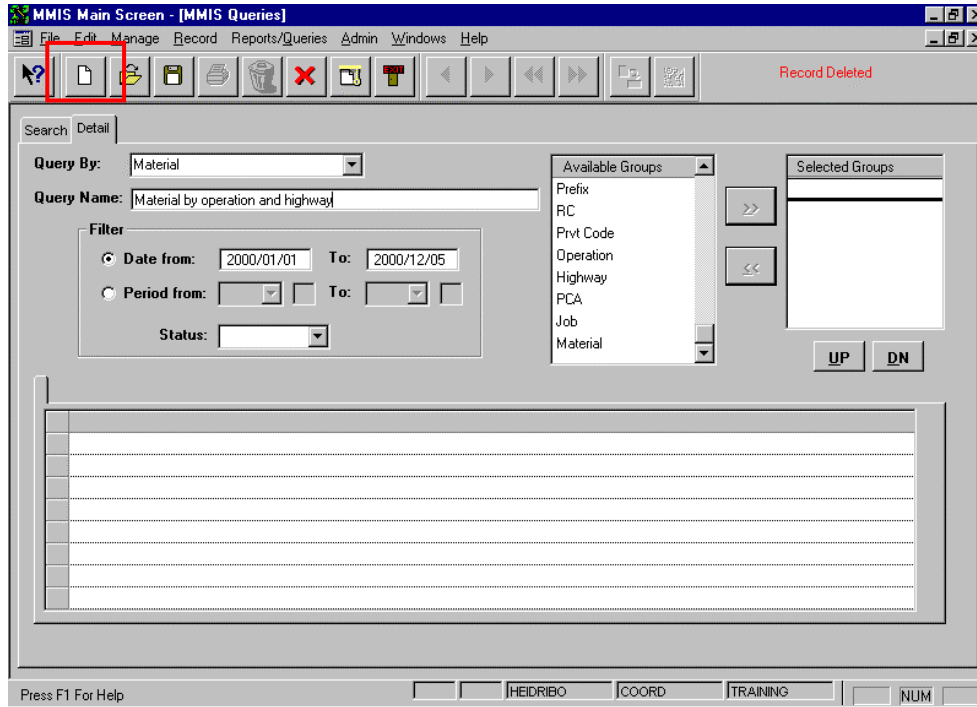


Figure 7-6

## 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.

## MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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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.**

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

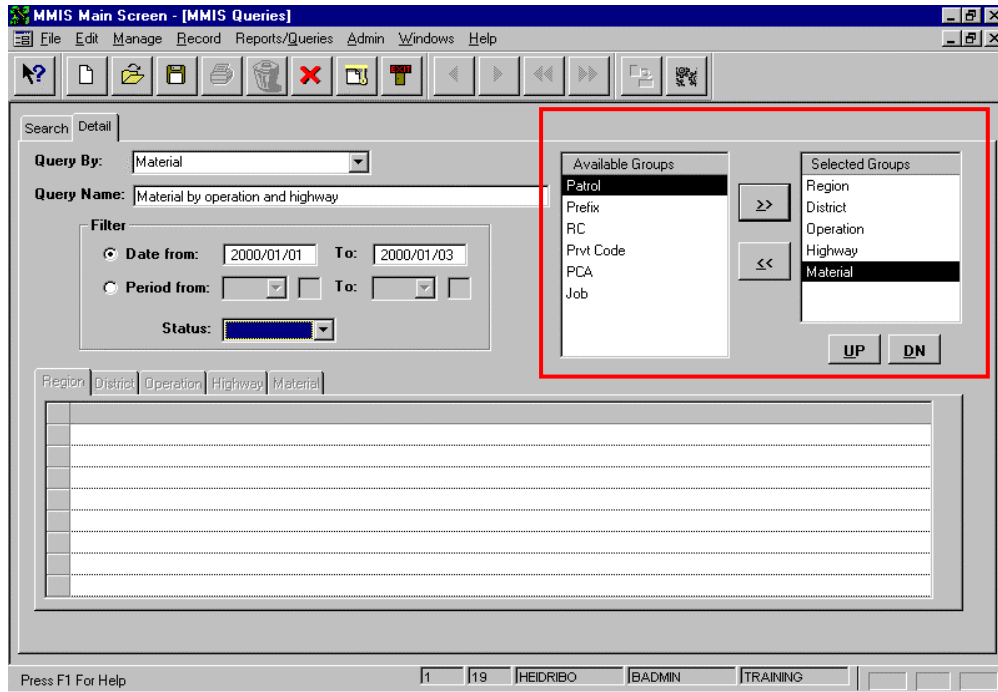


Figure 7-7

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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

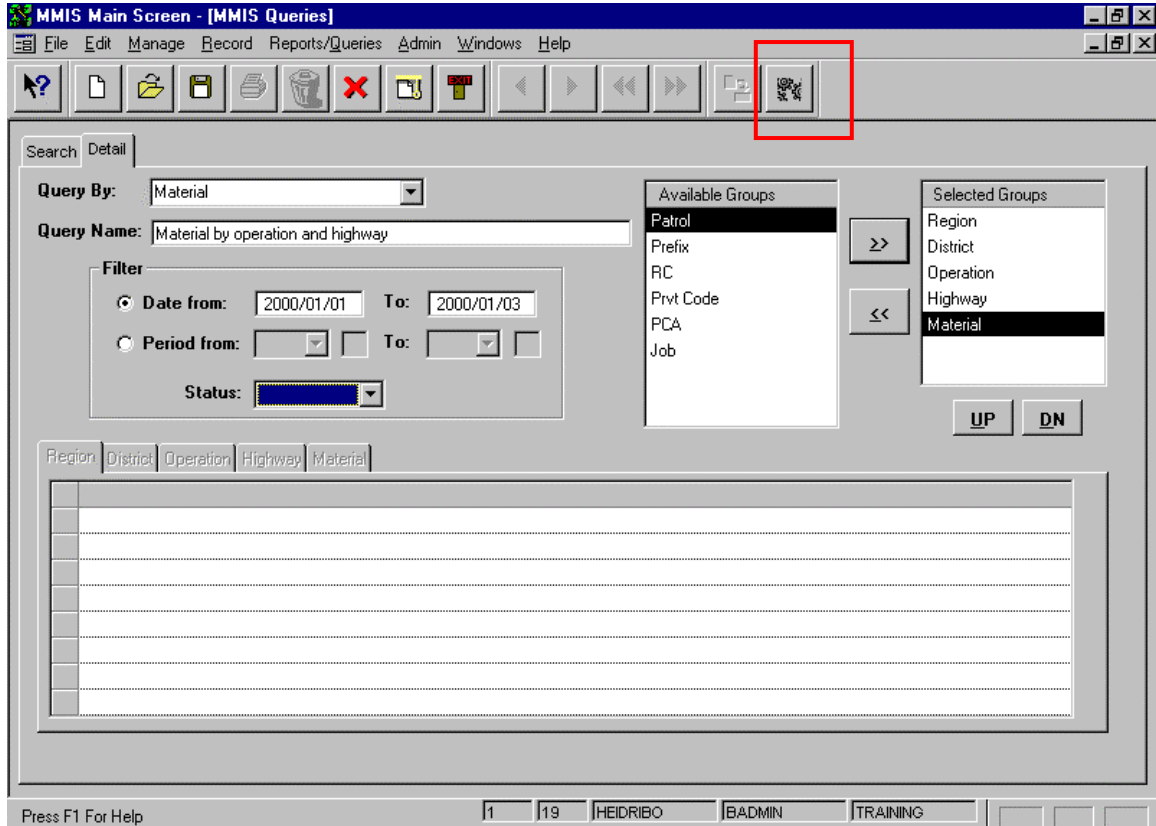


Figure 7-8

## 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 in section 7.4.0 *Searching for Existing Queries*.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

To save a query:

- Click the **Save** button on the Button Bar.
- or
- Press **F6**.

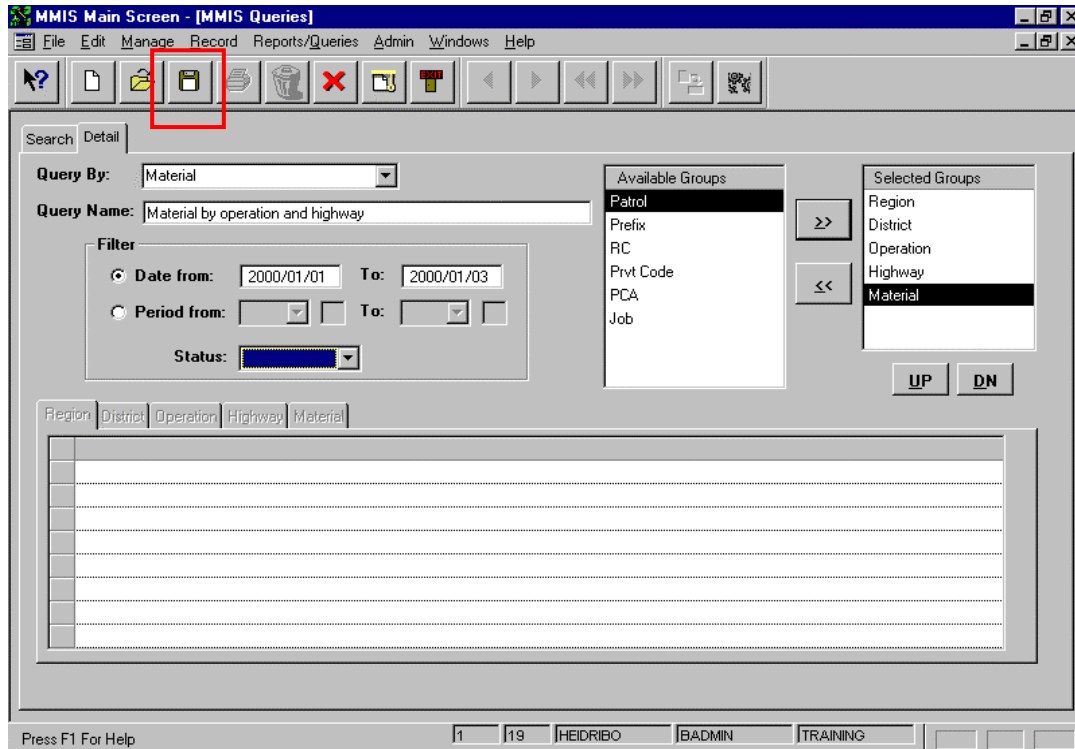


Figure 7-9

## 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 be can moved between the available tabs.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

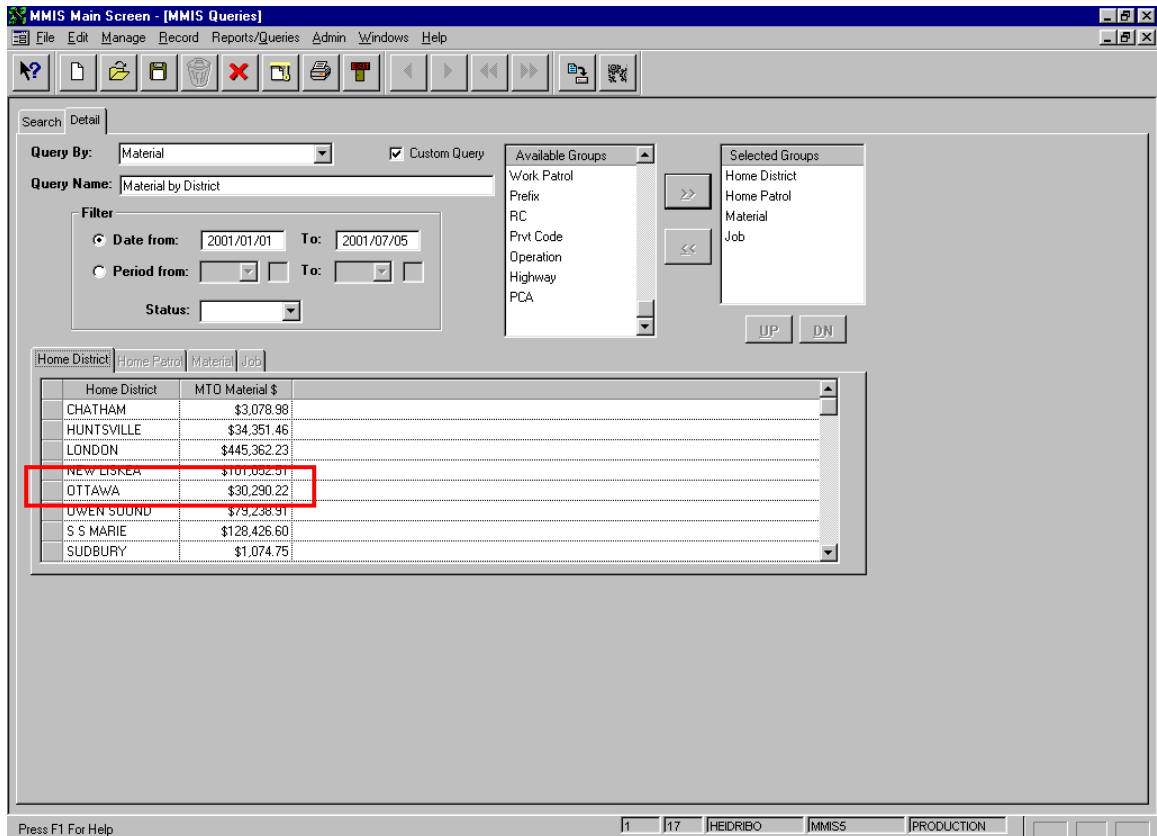


Figure 7-10

**NOTE: Patrol is the Group that follows District in the Selected Groups Box.**

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

You can repeat the process used in this example to view the information for each successive tab in the Query Display Table.

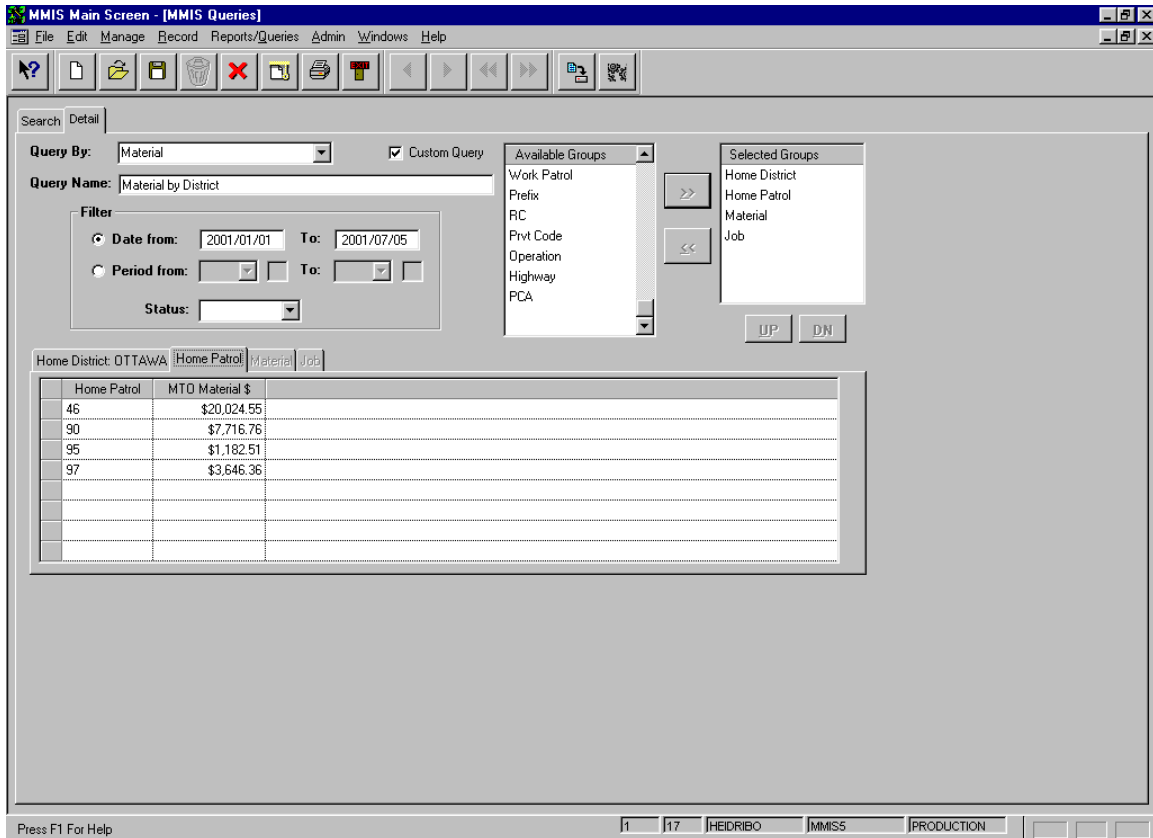


Figure 7-11

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

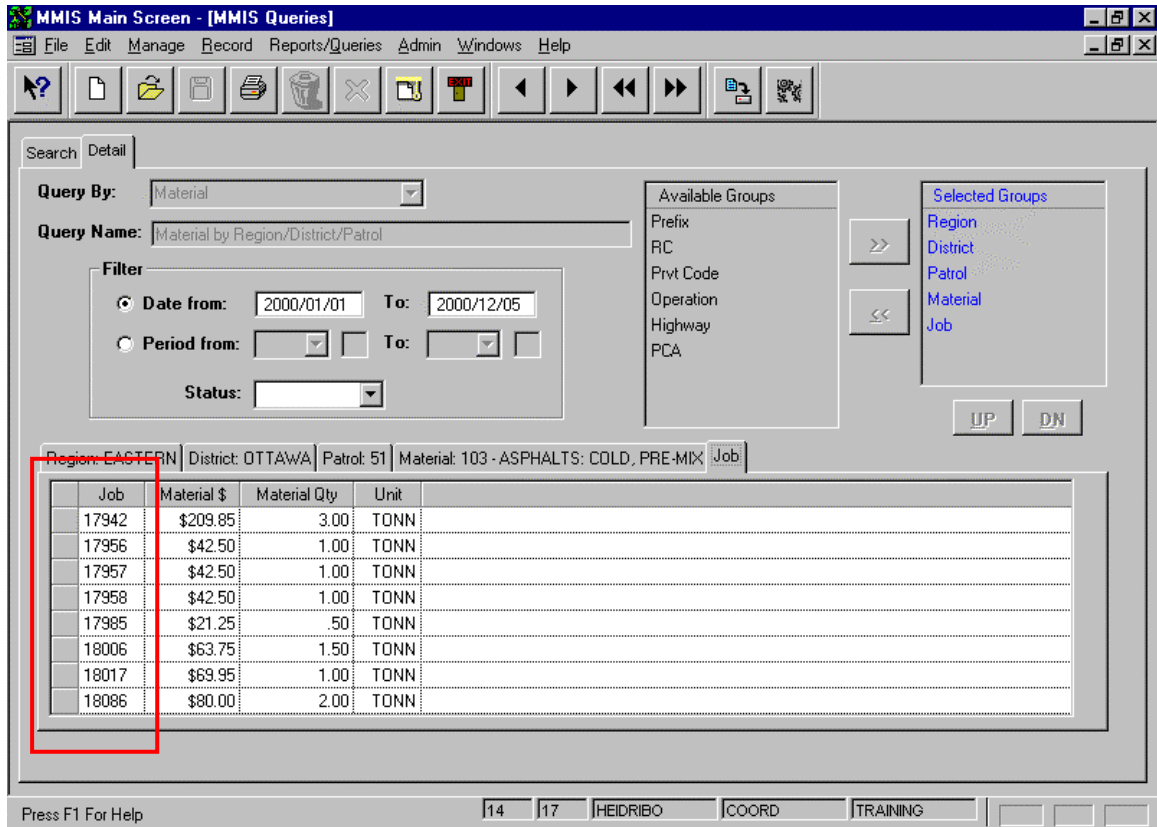


Figure 7-12

## 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.



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.

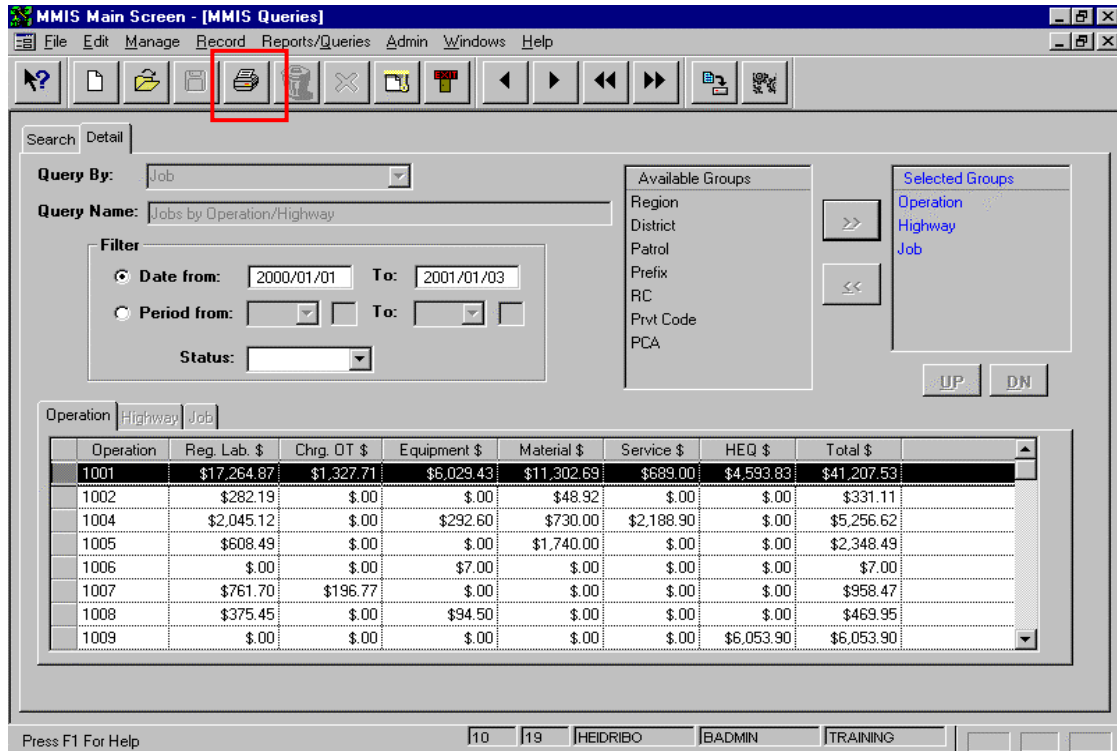


Figure 7-13

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

- To send the query to the printer, click the **Print** button on the preview window.

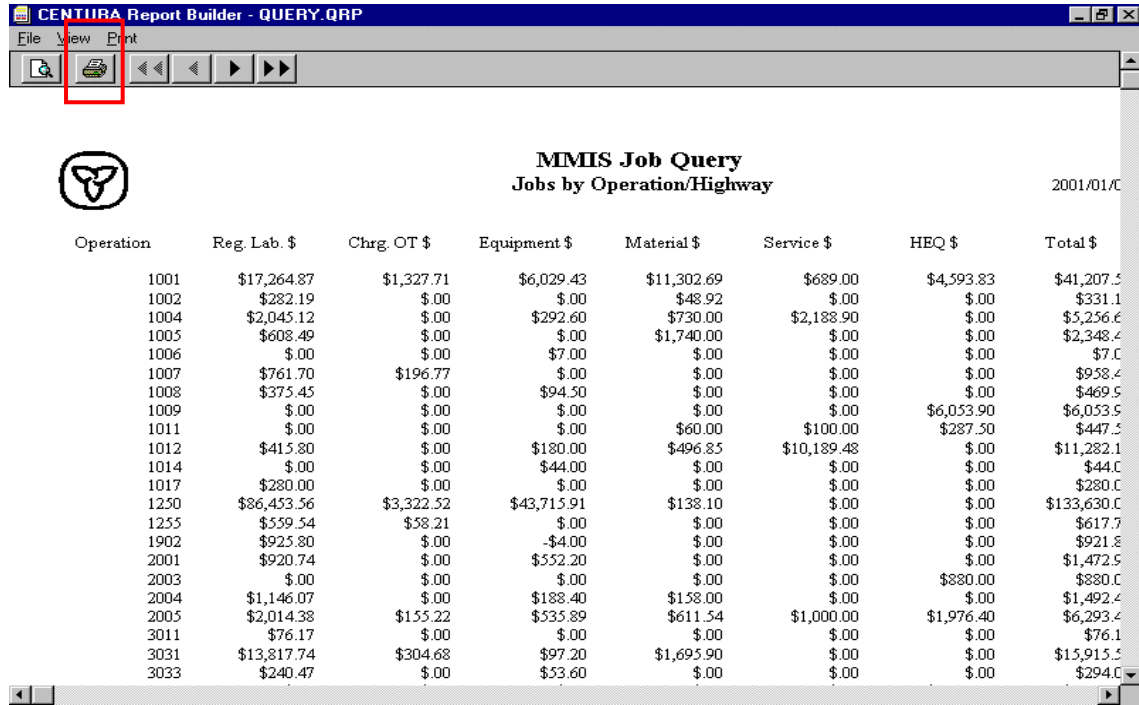


Figure 7-14

## 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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 7.10.2 - Starting the Export

To export the information displayed in the table:

- Click on the **Export** button.

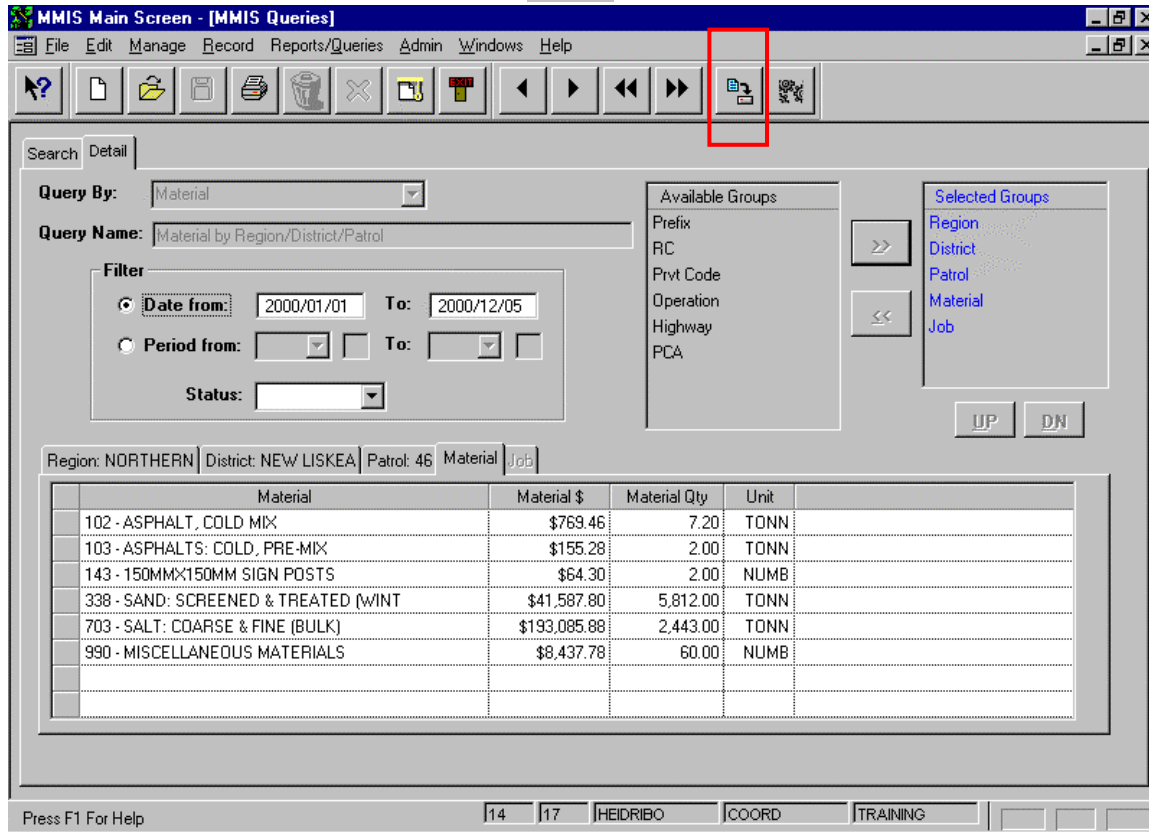


Figure 7-15

## 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:

- The Text formation

Saves the information as unformatted text.

- 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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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**.

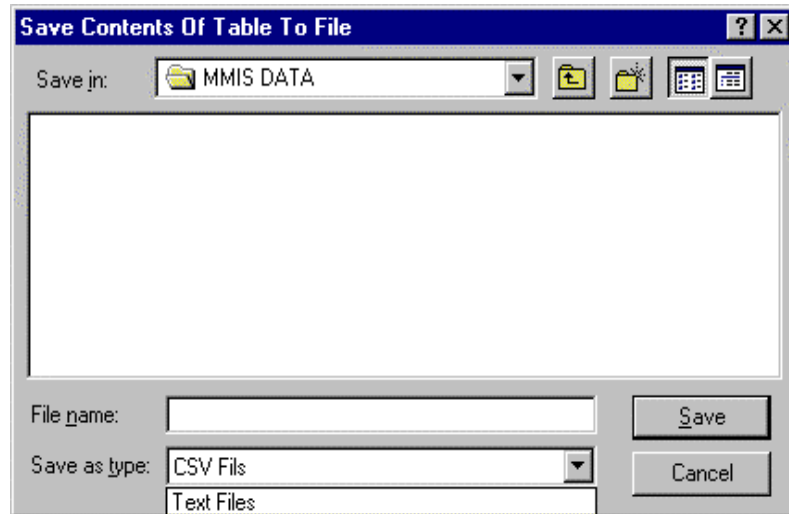


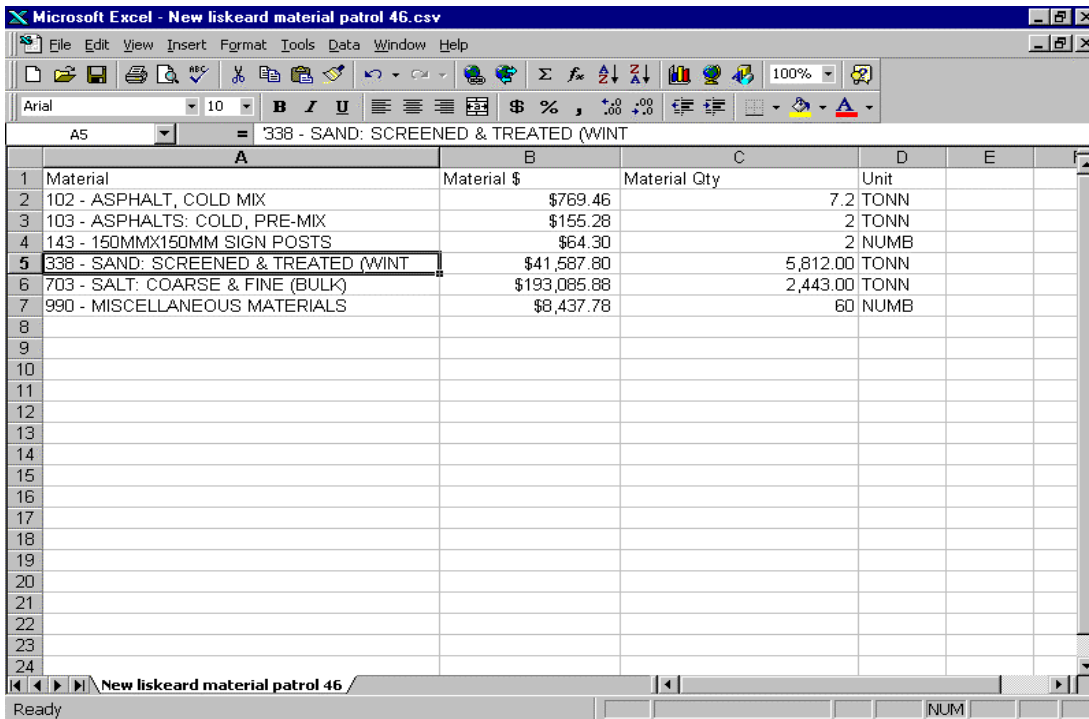
Figure 7-16

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - New liskeard material patrol 46.csv". The spreadsheet contains the following data:

	A	B	C	D	E
1	Material	Material \$	Material Qty	Unit	
2	102 - ASPHALT, COLD MIX	\$769.46		7.2 TONN	
3	103 - ASPHALTS: COLD, PRE-MIX	\$155.28		2 TONN	
4	143 - 150MMX150MM SIGN POSTS	\$64.30		2 NUMB	
5	338 - SAND: SCREENED & TREATED (WINT	\$41,587.80		5,812.00 TONN	
6	703 - SALT: COARSE & FINE (BULK)	\$193,085.88		2,443.00 TONN	
7	990 - MISCELLANEOUS MATERIALS	\$8,437.78		60 NUMB	
8					
9					
10					
11					
12					
13					
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15					
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18					
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20					
21					
22					
23					
24					

Figure 7-17

# **MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL**

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## **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.**

**MAINTENANCE MANAGEMENT INFORMATION SYSTEM  
USERS MANUAL**

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**8.0.1 – Table Administration by MMIS Groups**

MTO MMIS GROUPS:

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

AMC MMIS GROUPS:

<b>AMC Groups</b>	<b>Table Administration</b>
AMC 1	Cannot Change Tables
AMC 2	Administer AMC Equipment Rates for a Contract Administer AMC Material Rates for a Contract Administer AMC Patrol Labour Rates and Employees for a Contract
AMC 3	Administer AMC Equipment Rates for a Contract Administer AMC Material Rates for a Contract Administer AMC Patrol Labour Rates and Employees for a Contract

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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.

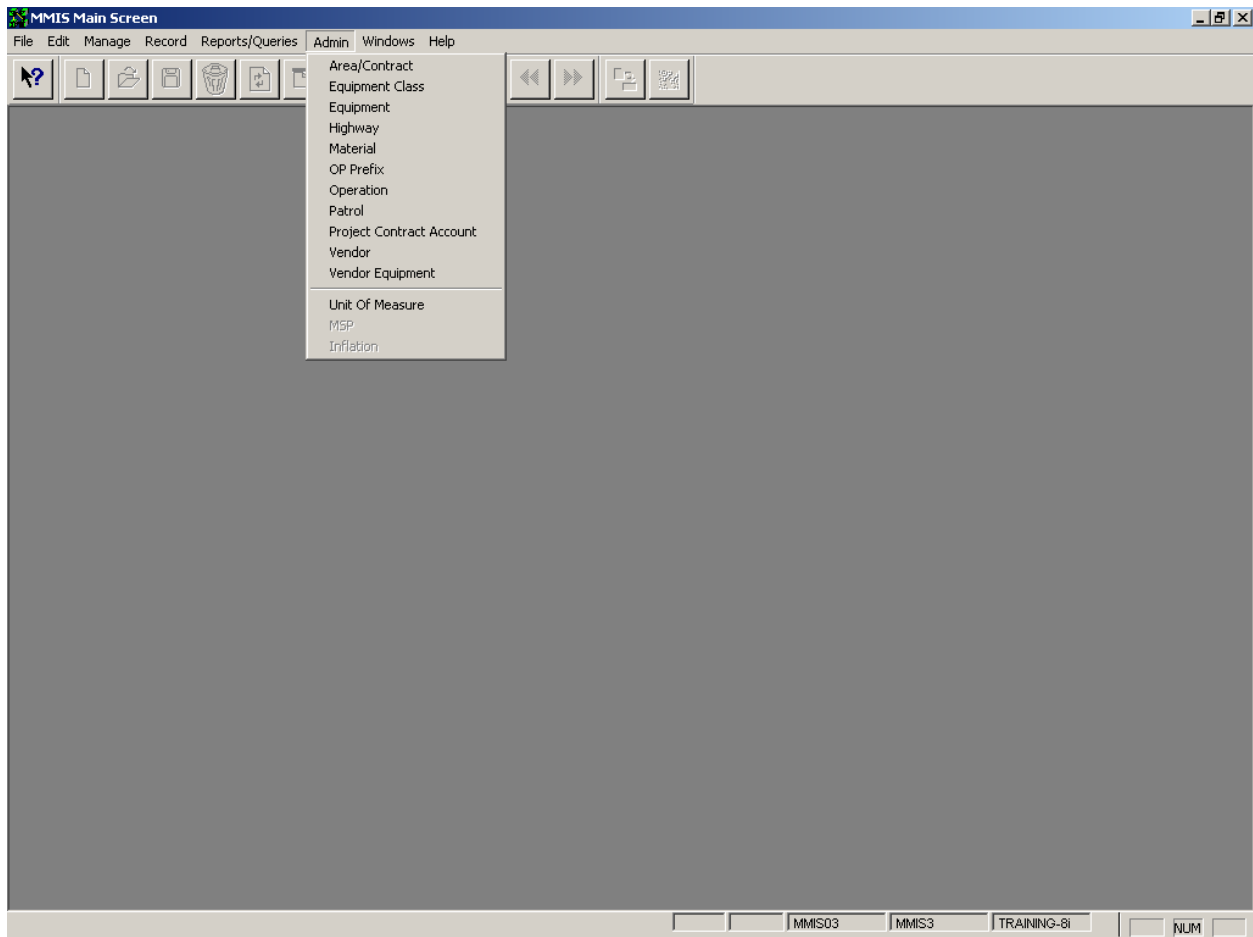


Figure 8-1



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 8.2.0 - Tables in MMIS

Each table is described in this section.

### 8.2.1 - AMC Contract Table

The screenshot displays the MMIS Main Screen for the AMC Contract Table. The window title is "MMIS Main Screen - [MMIS Table Maintenance - Area/Contract -]". The menu bar includes File, Edit, Manage, Record, Reports/Queries, Admin, Windows, and Help. The toolbar contains various icons for navigation and actions. The main area has tabs for Search, Detail, and History. Below the tabs are several input fields: Region (dropdown), District (dropdown), Area/Contract No. (text), Description (text), Vendor Code (text), Sequence No. (text), and Vendor Name (text). There is also an Active checkbox. Below these fields are two tables: "Patrols" with a header "Not Assigned" and "Supervisors" with a header "Assigned". Between the tables are two arrow buttons (right and left). At the bottom, there is a status bar with the text "Press F1 For Help" and several small boxes containing the text "HEIDRIBO", "MMISS", "TRAINING", and "NUM".

Figure 8-2

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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

The screenshot displays the MMIS Main Screen for PATROL maintenance. The window title is "MMIS Main Screen - [MMIS Table Maintenance - PATROL -]". The menu bar includes File, Edit, Manage, Record, Reports/Queries, Admin, Windows, and Help. The toolbar contains various icons for navigation and actions. The main area has tabs for Search, Detail, and History. The Detail tab is active, showing a form with the following fields:

- Region: SOUTHWEST (dropdown)
- District: OWEN SOUND (dropdown)
- Patrol Type: (dropdown)
- Patrol Code: (text input)
- Patrol Description: (text input)
- Resp. Centre: (text input)
- Pay Rate: (text input)
- Active Patrol:

Below the form is a table with four tabs: Highways, Employees, Equipment, and Hired Equipment. The Highways tab is selected, showing a table with the following columns:

Hwy Code	Highway Description	Highway Class

The status bar at the bottom shows "Press F1 For Help" and several data fields: MMIS03, MMIS3, TRAINING-81, and NUM.

Figure 8-3

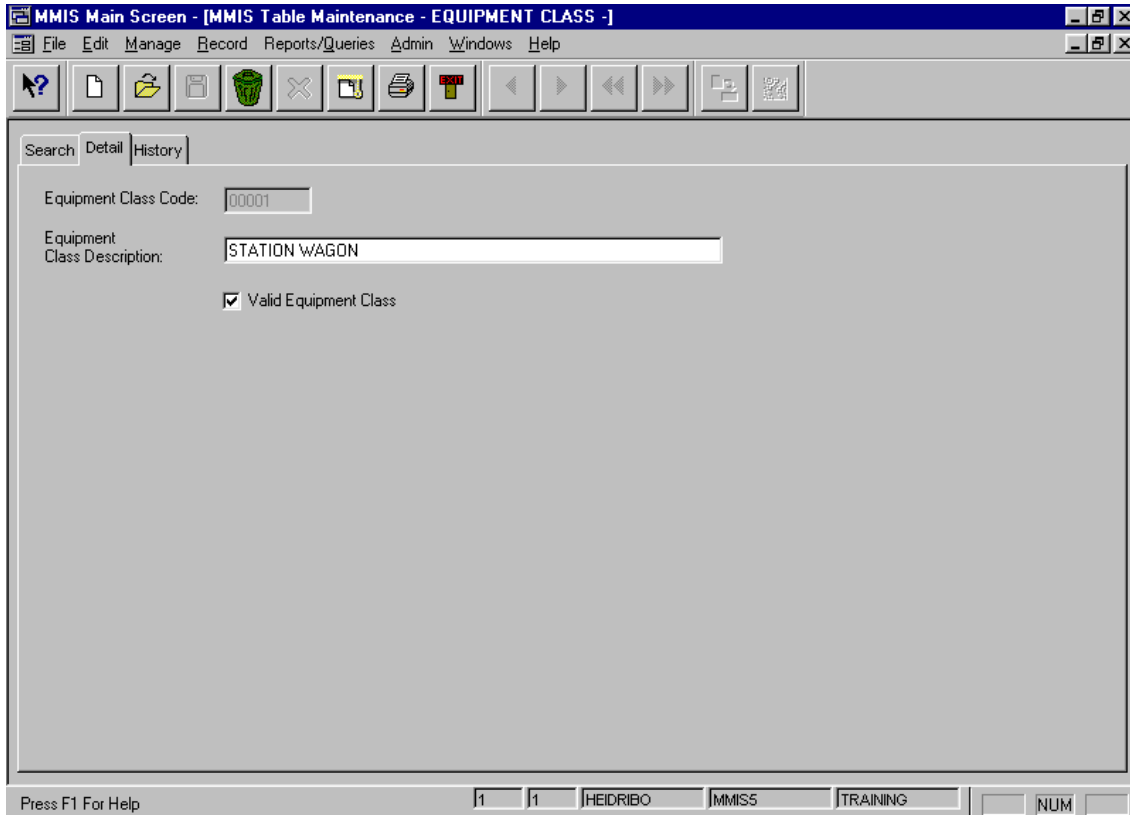
# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 8.2.2 - The Equipment Class Table

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

e.g. ½ Ton Pickup, 6 Ton Rubber Tire Backhoe



The screenshot displays the MMIS Main Screen for the 'EQUIPMENT CLASS' table. The window title is 'MMIS Main Screen - [MMIS Table Maintenance - EQUIPMENT CLASS -]'. The menu bar includes File, Edit, Manage, Record, Reports/Queries, Admin, Windows, and Help. The toolbar contains icons for navigation and editing. The main area has tabs for Search, Detail, and History. The 'Detail' tab is active, showing the following fields:

- Equipment Class Code: 00001
- Equipment Class Description: STATION WAGON
- Valid Equipment Class

The status bar at the bottom shows 'Press F1 For Help' and user information: |1 |1 |HEIDRIBO |MMISS |TRAINING | NUM

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.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 8.2.3 - The Equipment Table

The screenshot displays the MMIS Main Screen for the 'EQUIPMENT' table. The window title is 'MMIS Main Screen - [MMIS Table Maintenance - EQUIPMENT -]'. The menu bar includes File, Edit, Manage, Record, Reports/Queries, Admin, Windows, and Help. The toolbar contains various icons for navigation and actions. The main form area has three tabs: Search, Detail, and History. The 'Detail' tab is active, showing the following fields:

- Region: CENTRAL (dropdown)
- District: TORONTO (dropdown)
- Equipment Code: 00115 (text box)
- Equipment Class Code: 00113 (text box)
- Equipment Description: TRACTOR WHEEL CLASS 3-MIN.DRY.WGT.2 (text box)
- Standard Rental Rate: 21.00 (text box)
- Rental Rate Code: A (dropdown)
- Valid Equipment:  (checkbox)

At the bottom of the window, there is a status bar with the text 'Press F1 For Help' and several data fields: 2, 22, TRAINING01, COORD, TRAINING, and NUM.

Figure 8-4

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**.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

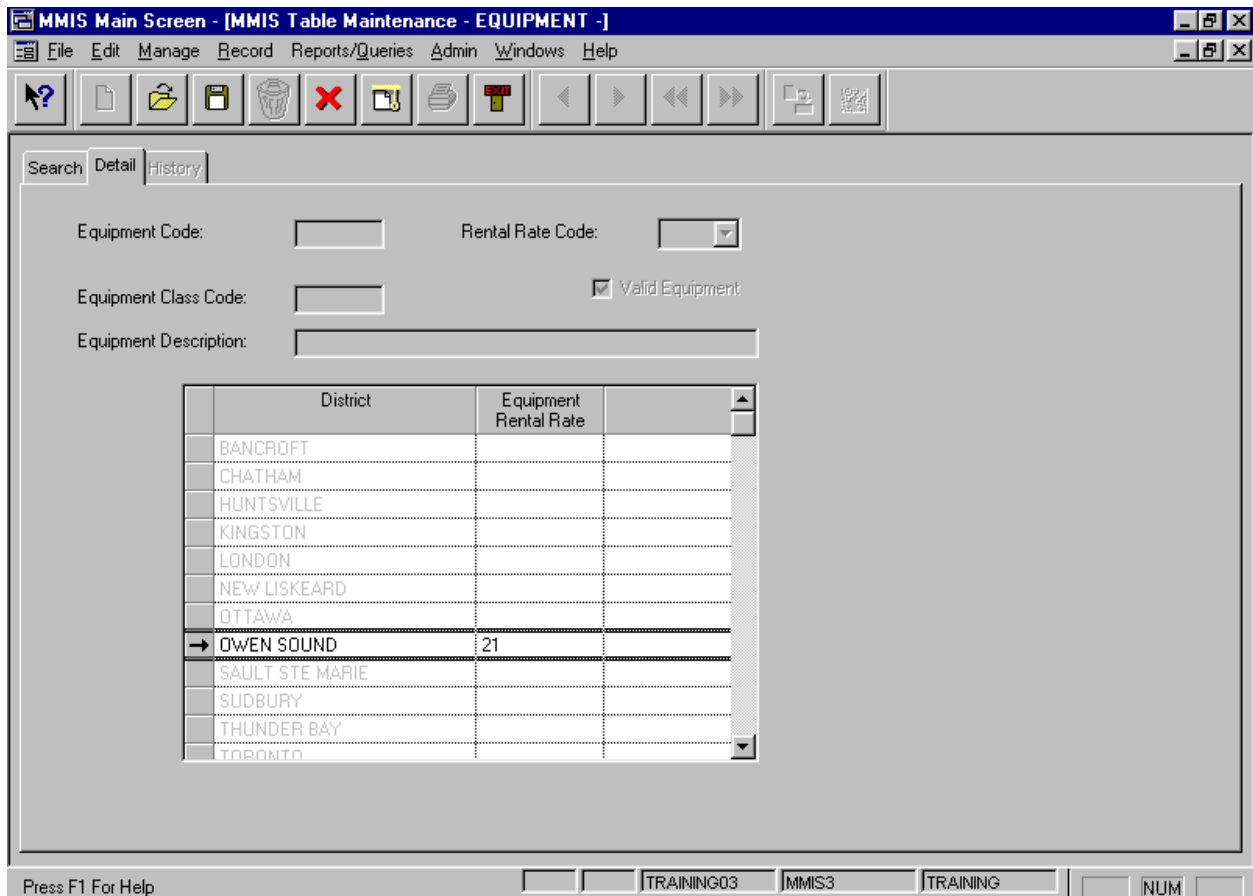


Figure 8-5

## 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**.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

The screenshot displays the MMIS Main Screen for equipment maintenance. The window title is "MMIS Main Screen - [MMIS Table Maintenance - EQUIPMENT -]". The menu bar includes File, Edit, Manage, Record, Reports/Queries, Admin, Windows, and Help. A toolbar with various icons is located below the menu bar. The main area contains a form with the following fields:

- Equipment Code: 02059
- Rental Rate Code: A
- Equipment Class Code: 00001
- Valid Equipment:
- Equipment Description: STATION WAGON

Below the form is a table with three columns: AMC Contract No., Description, and Equipment Rental Rate. The table is currently empty.

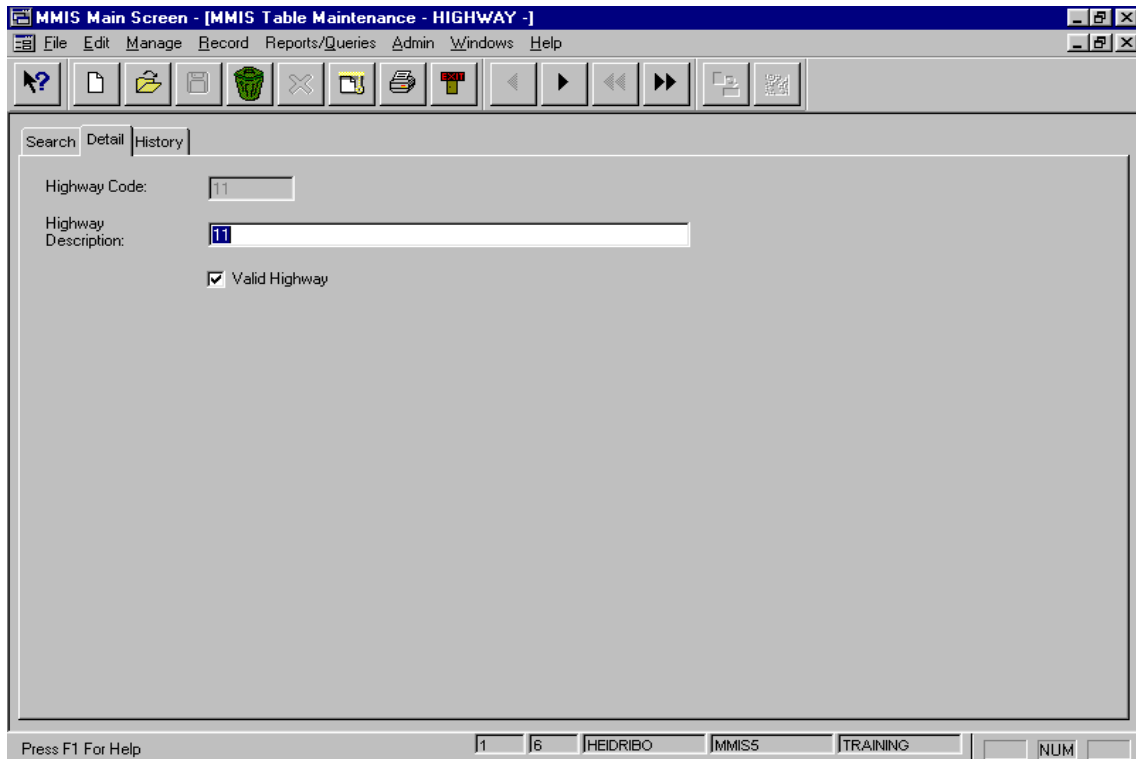
At the bottom of the screen, there is a status bar with the text "Press F1 For Help" and several data fields: 3, 59, TRAINING08, AMC2, TRAINING, and NUM.

Figure 8-6

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 8.2.6 - The 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.

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## 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.**

	District	Material Cost	Allow Override	
	BANCROFT	\$0.00	<input type="checkbox"/>	Check All
	CHATHAM	(\$1.00)	<input type="checkbox"/>	
	HUNTSVILLE	\$0.00	<input type="checkbox"/>	Uncheck All
	KINGSTON	\$0.00	<input type="checkbox"/>	
	LONDON	\$0.00	<input type="checkbox"/>	
	NEW LISKEARD	\$0.00	<input type="checkbox"/>	
	OTTAWA	\$0.00	<input type="checkbox"/>	
✓	OWEN SOUND	56	<input type="checkbox"/>	
	SAULT STE MARIE	\$0.00	<input type="checkbox"/>	
	SUDBURY	\$0.00	<input type="checkbox"/>	
	THUNDER BAY	\$0.00	<input type="checkbox"/>	
	TORONTO	\$0.00	<input type="checkbox"/>	

Figure 8-8





# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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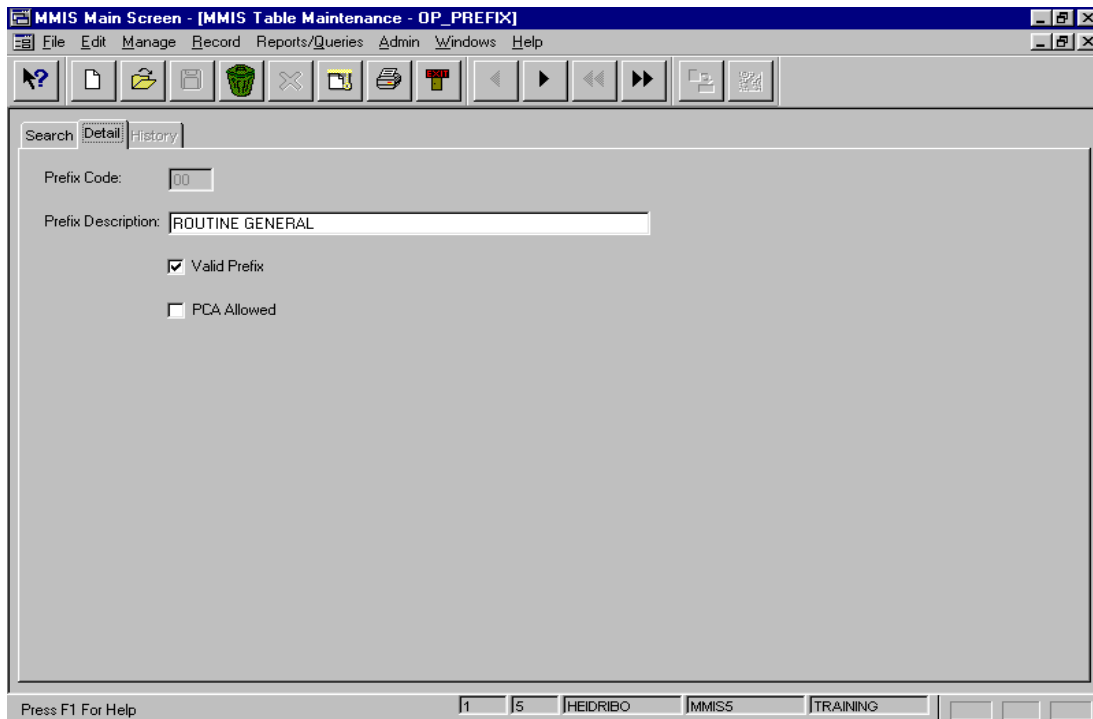
## 8.2.9 - The OP Prefix Table

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



The screenshot displays the MMIS Main Screen for the [MMIS Table Maintenance - OP\_PREFIX] window. The window title bar includes the text 'MMIS Main Screen - [MMIS Table Maintenance - OP\_PREFIX]' and standard window control buttons. The menu bar contains 'File', 'Edit', 'Manage', 'Record', 'Reports/Queries', 'Admin', 'Windows', and 'Help'. Below the menu bar is a toolbar with various icons for navigation and actions. The main content area features a 'Search' tab, a 'Detail' tab, and a 'History' tab. The 'Detail' tab is active, showing a form with the following fields and controls:

- Prefix Code: 00
- Prefix Description: ROUTINE GENERAL
- Valid Prefix
- PCA Allowed

The status bar at the bottom of the window displays 'Press F1 For Help' on the left and '1 | 5 | HEIDRIBO | MMIS | TRAINING' on the right.

Figure 8-10

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 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**.

Prefix Code	Prefix Description	Valid Prefix
00	ROUTINE GENERAL	<input checked="" type="checkbox"/>
02	ROUTINE WINTER	<input checked="" type="checkbox"/>
04	DAMAGE TO CROWN PROPERTY	<input checked="" type="checkbox"/>
05	EMERG. CALL OUT (ELECTRIC	<input type="checkbox"/>
06	PROJECT GENERAL	<input checked="" type="checkbox"/>
07	RECOVERABLE WORK	<input checked="" type="checkbox"/>
08	PROJECT WINTER	<input type="checkbox"/>

Figure 8-11

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 8.2.11 - The Patrol Table

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

The MTO MMIS Coordinator maintains this table.

The screenshot displays the MMIS Main Screen for 'MMIS Table Maintenance - PATROL'. The interface includes a menu bar (File, Edit, Manage, Record, Reports/Queries, Admin, Windows, Help) and a toolbar with various icons. The main area is divided into tabs: Search, Detail, and History. The Detail tab is active, showing a form with the following fields:

- Region: SOUTHWEST (dropdown)
- District: OWEN SOUND (dropdown)
- Patrol Type: (dropdown menu open showing options: AMC Patrol, BP Patrol, Crew, DDIS Crew, DDIS Patrol, Home Location, Mng. Outsource)
- Patrol Code: (text input)
- Patrol Description: (text input)
- Resp. Centre: (text input)
- Pay Rate: (text input)
- Active Patrol:

Below the form is a table with columns: Highway, Equipment, and Hired Equipment. The Highway table has columns: Hwy Code, Highway Description, and Highway Class. The table is currently empty.

At the bottom of the screen, there is a status bar with the text 'Press F1 For Help' and several small icons.

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.

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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**.

The screenshot displays the MMIS Main Screen for Table Maintenance - PATROL. The interface includes a menu bar (File, Edit, Manage, Record, Reports/Queries, Admin, Windows, Help) and a toolbar with various icons. The main area is divided into tabs: Search, Detail, and History. The Detail tab is active, showing fields for Region (SOUTHWEST), District (DwEN SOUND), Patrol Type (Mng. Outsource), and Patrol Code (01). The Patrol Description is Clavering. The Equipment tab is selected, showing a table with the following data:

Code	Class	Equipment Description
00951	00000	CAR
02759	00001	STATION WAGON
03587	00002	MINI VAN

A red box highlights the Equipment tab and the table. A red arrow points from the bottom left towards the table.

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.

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### 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.**

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 8.2.13 - The AMC Contractor Patrol Table

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

MMIS Main Screen - [MMIS Table Maintenance - PATROL -]

File Edit Manage Record Reports/Queries Admin Windows Help

Search Detail History

Region: SOUTHWEST Resp. Centre: 6149  
District: OWEN SOUND Pay Rate:   
Patrol Type: BP Patrol  Active Patrol  
Patrol Code: 01  
Patrol Description: CLAVERING

Employees		Highways
Last Name	First Name	Active Employee
01 JOHN MONAHAN		<input checked="" type="checkbox"/>
02 TOM REID		<input checked="" type="checkbox"/>
03 KERRY HODGKINSON		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 04 TIM O'DONNELL		<input checked="" type="checkbox"/>
05 JIM HALLMAN		<input checked="" type="checkbox"/>
06 KEVIN MCNAB		<input checked="" type="checkbox"/>
55 TODD ELDER		<input checked="" type="checkbox"/>
60 DOUG RADER		<input checked="" type="checkbox"/>

MMIS Patrol Pay Rate 1 1 TRAINING08 AMC2 TRAINING

Figure 8-13

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.

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## 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.

The screenshot displays the MMIS Main Screen for the MMIS Table Maintenance - PCA form. The interface includes a menu bar (File, Edit, Manage, Record, Reports/Queries, Admin, Windows, Help) and a toolbar with various icons. The main form area has tabs for Search, Detail, and History. The form fields are as follows:

- Region: CENTRAL (dropdown)
- District: TORONTO (dropdown)
- PCA Code: [text input]
- PCA Type: [dropdown menu with options: C Capital Project, P Project, W Work Order]
- Description: [text input]
- Default RC: [text input]
- Privatization Code: [dropdown]
- Has Operation:
- Recoverable:
- Valid Project:
- PCA Status: [dropdown]

A "Record Updated" message is displayed in the top right corner. The status bar at the bottom shows "MMIS.PCA.Type" and several data fields: 54, 176, MATHESU, COORD, TRAINING.

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**.



## MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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**NOTE: Setting a Default RC for the project causes all patrol and crew work on that project to be charged to the project RC. If the Default RC field is left blank, all project costs will be charged to the RC for the patrol or crew when entering jobs.**

### 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.**

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## 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**.

The screenshot shows the MMIS Main Screen with the Vendor Equipment Table. The form is divided into several sections:

- Search:** Vendor Code: S840445, Sequence No: 000
- Detail:** Vendor Name: DANFORD CONSTRUCTION LTD., Equipment Code: COMBO 642-6DX
- Equipment Information:** Equipment Type: SINGLE PLOW&WING, Equipment Make: INT, Licence No: 642-6DX, Model: SF2, PCV No: , Min. Op. Weight: , Serial No: 1HTGLAETX3H604216, Gross Weight: 66000, Capacity: , Horsepower: 430, Gas or Diesel: Diesel, Purchase Order: 40-98-37, Tender No: , Location: PAT 04, Valid Equipment:
- Rates:** District: BANCROFT, CHATHAM, HUNTSVILLE, KINGSTON, LONDON, NEW LISKEARD, OTTAWA, OWEN SOUND, SAULT STE MARIE, SUDBURY, THUNDER BAY, TORONTO. Unit of Measure: Day, Default Rate: \$75.00. Other unit measures include Bid Standby, Cubic Metre, Day, Hectare, Hour, Kilometre, Litre, Lump Sum, Metre, and Month.

A red box highlights the 'Rates' section, and a red arrow points to the 'Unit Measure' dropdown menu.

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

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## 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**.

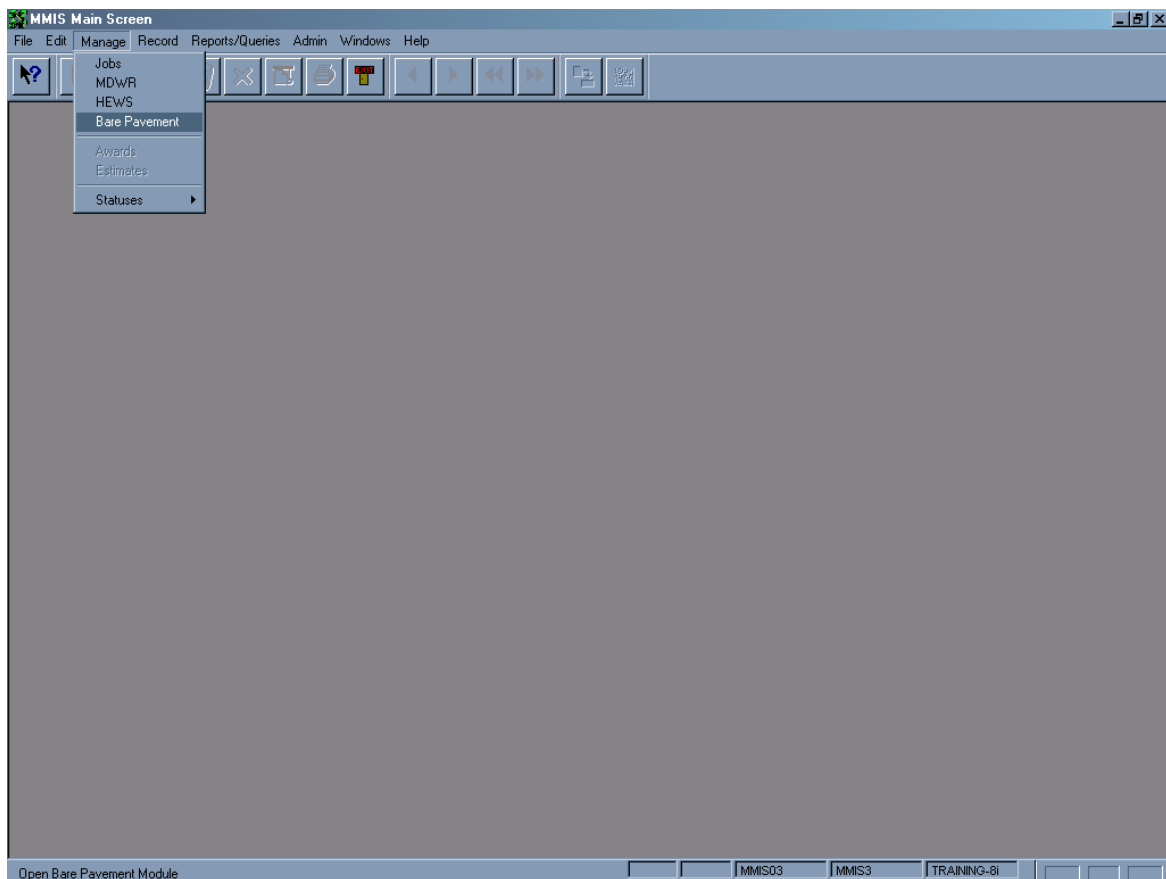


Figure 9-1

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 9.1.0 - The Bare Pavement Window

Legend: Blue - 'Initiated' Events, one or more weeks old. Red - 'Rejected' Events, one or more weeks old.

Search BP Entry History

Region: SOUTHWEST BP ID:

District: OWEN SOUND Event No:  (Blank indicates Create New Event.)

Patrol Type: BP Patrol Status: Initiated

Patrol:

Event Date (Month Day, Year):  Event Type:   Continuous Entry

Highway:  Highway Class:  \*All Time values expressed in terms of 24 hrs.

Event Beginning (YYYY/MM/DD):  Time:  BP Lost (YYYY/MM/DD):  Time:

Event Ending (YYYY/MM/DD):  Time:  BP Regained (YYYY/MM/DD):  Time:

Comments:

Press F1 For Help

MMIS03 MMIS3 TRAINING-81 NUM

Figure 9-2

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*

# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

## 9.2.0 – The BP Entry Tab

MMIS Main Screen - [MMIS Manage Bare Pavement]

File Edit Manage Record Reports/Queries Admin Windows Help

Legend: Blue - 'Initiated' Events, one or more weeks old. Red - 'Rejected' Events, one or more weeks old.

Search BP Entry history

Region: SOUTHWEST BP ID:

District: OWEN SOUND Event No:  (Blank indicates Create New Event.)

Patrol Type: BP Patrol Status: Initiated

Patrol: 10 COOKSTOWN

Event Date (Month Day, Year): 2002/11/25 Event Type:   Continuous Entry

Highway:  Highway Class:  \*All Time values expressed in terms of 24 hrs.

Event Beginning (YYYY/MM/DD): 2002/11/25 Time:  BP Lost (YYYY/MM/DD): 2002/11/25 Time:

Event Ending (YYYY/MM/DD):  Time:  BP Regained (YYYY/MM/DD):  Time:

Comments:

Press F1 For Help

MMIS03 MMIS3 TRAINING-81 NUM

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.

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### 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 Continous 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

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**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:



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.

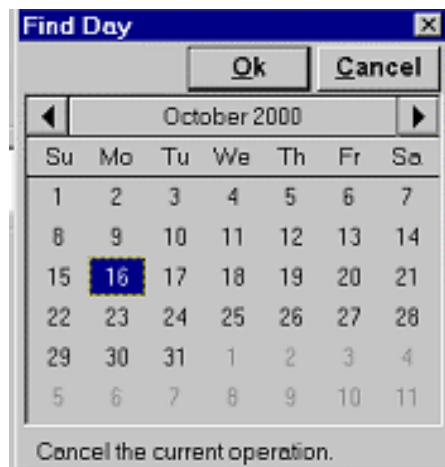


Figure 9-5

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## 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

MMIS Main Screen - [MMIS Manage Bare Pavement]

File Edit Manage Record Reports/Queries Admin Windows Help

Legend: Blue - 'Initiated' Events, one or more weeks or Red - 'Rejected' Events, one or more weeks c

Search Detail History

Region: CENTRAL BP ID:

District: TORONTO Event No:

Patrol: 02 Burlington Status: initiated

Patrol Type: Patrol

Event Date (Month Day, Year): Oct 16, 2000 Event Type:   Unusual Event  Continuous Entry

Highway:  Highway Clas:   Both  
FR Freezing Rai  
S Snow

Event Start Date (Month Day, Year): Oct 16, 2000 Time: 10:52 Event End Date (Month Day, Year):  Time:

Lost Date (Month Day, Year):  Time:  Regained Date (Month Day, Year):  Time:

Comments:

Event Type MATHESU COORD TRAINING NUM

Figure 9-6



# MAINTENANCE MANAGEMENT INFORMATION SYSTEM USERS MANUAL

MMIS Main Screen - [MMIS Manage Bare Pavement]

File Edit Manage Record Reports/Queries Admin Windows Help

Legend: Blue - 'Initiated' Events, one or more weeks old. Red - 'Rejected' Events, one or more weeks old.

Search BP Entry History

Region: SOUTHWEST BP ID:

District: OWEN SOUND Event No:  (Blank indicates Create New Event.)

Patrol Type: BP Patrol Status: Initiated

Patrol: 10 COOKSTOWN

Event Date (Month Day, Year): 2002/11/25 Event Type:   Continuous Entry

Highway: 89 Highway Class: 1B Class 1B

Event Beginning (YYYY/MM/DD): 2002/11/25 Time:  BP Lost (YYYY/MM/DD): 2002/11/25 Time:

Event Ending (YYYY/MM/DD):  Time:  BP Regained (YYYY/MM/DD):  Time:

Comments:

Event Type  MMIS03 MMIS3 TRAINING-BI NUM

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**.

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**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:**

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

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**Area Maintenance Contractor MMIS Groups:**

<b>Group</b>	<b>Enter and Edit Jobs for</b>	<b>View Information for</b>	<b>Data Promotion</b>	<b>Table Administration</b>
AMC 1	Single patrol within a Contract	Single patrol within a Contract	Initiate and Close	Cannot Change Tables
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

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**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.

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- 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.