

## TMSD Work Management System Notification Creation Quick Card

1. Use transaction IW21 (notification type = "T1")
2. Enter location/project (remember to start with "2000" or "3000", remember HO/LO routes)
3. Select functional location (county, division, or statewide)
4. Select mode (how request was received)
5. Enter comments
6. Select planner group (Unit, Section, or Group the project is assigned to)
7. Enter main work center (actual business unit performing the work)
8. Adjust notification date (if applicable)
9. Adjust required start date (if applicable)
10. Enter required end date (due date for project)
11. Select priority ("normal" or "expedite")
12. Select partner/s or enter one-time customer/s
13. Create order or save

The screenshot shows the SAP TMSD Notification Creation Quick Card interface. The interface is titled "Create Notification: TMSD" and contains several input fields and buttons. Red circles with numbers 1 through 13 are overlaid on the interface to indicate the steps for creating a notification. A right-hand pane contains options A and B.

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- B. Create internal note

### Options (after saving):

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- B. Create internal note